



**Local Agency Formation Commission**  
**Subdivision of the State of California**

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**December 5, 2011**  
**Agenda Item No. 5c (Consent/Action)**

November 28, 2011

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Approval of Meeting Calendar for First Half of 2012**

The Commission will consider approving a meeting calendar for the first six months of 2012. It is recommended the Commission approve regular meeting dates for February 6<sup>th</sup>, April 2<sup>nd</sup>, and June 4<sup>th</sup>. No special meetings are proposed at this time.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs must establish regulations to ensure meetings are conducted on a regular and orderly basis.

**A. Discussion**

LAFCO of Napa County's ("Commission") *Policy on Regular Commission Meeting Calendar* was last amended on December 1, 2009 and calls for regular meetings to be scheduled for 4:00 P.M. on the first Monday of each month as needed. All regular meetings shall be held in the Board Chambers at the County of Napa Administration Building. The Commission may also schedule special meetings in conjunction with calendaring regular meetings as needed. The Commission is directed to review and approve a meeting calendar every six months at the June and December meetings.

**B. Discussion/Analysis**

The Commission's projected workload justifies scheduling meetings every other month for the first half of 2012 given the slowdown in proposal activity. As in the case currently, staff will take advantage of the slowdown in proposal activity by making needed progress on the Commission's adopted municipal service review and sphere of influence update study schedule. Given these inputs, staff believes it would be appropriate for the Commission to continue its current practice of meeting every two months. This would result in regular meetings on February 6<sup>th</sup>, April 2<sup>nd</sup>, and June 4<sup>th</sup>. No special meetings are proposed at this time.

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Lewis Chilton, Vice Chair  
Councilmember, Town of Yountville  
Joan Bennett, Commissioner  
Councilmember, City of American Canyon  
Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Bill Dodd, Chair  
County of Napa Supervisor, 4th District  
Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1st District  
Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner  
Representative of the General Public  
Gregory Rodeno, Alternate Commissioner  
Representative of the General Public  
Keene Simonds  
Executive Officer

**C. Recommendation**

It is recommended the Commission take the following action:

- 1) Adopt a regular meeting calendar for the first six months of 2012 to include February 6<sup>th</sup>, April 2<sup>nd</sup>, and June 4<sup>th</sup> with any desired changes.

Respectfully submitted,

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Keene Simonds  
Executive Officer

Attachment:

- 1) *Policy on Regular Commission Meeting Calendar*



## **LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**

### ***Policy on Regular Commission Meeting Calendar***

Adopted: June 14, 2001  
Amended: December 9, 2004  
December 4, 2006  
December 1, 2008

#### **I. Background**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs shall establish regulations to ensure meetings are conducted on a regular and orderly basis.

#### **II. Objective**

The objective of this policy is to guide the Commission in scheduling regular and special meetings in a consistent and logical manner.

#### **III. Guidelines**

##### **A. Regular Meetings**

- 1) The regular meeting day of the Commission is the first Monday of each month. The time and place of regular meetings is 4:00 P.M. in the Board Chambers of the County of Napa Administration Building, located at 1195 Third Street, Napa.
- 2) The Commission shall review and approve its regular meeting calendar every six months. If a regular meeting falls on a holiday, the Commission shall determine an alternate day as part of its review if needed.
- 3) The Chair may cancel or change the date or time of a regular meeting if he or she determines the Commission cannot achieve a quorum or there is a lack of business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission. For the purpose of this policy, a majority includes at least one member representing the cities and one member representing the county.
- 4) Notice of any change to a scheduled regular meeting shall be posted on the Commission website and transmitted to all interested parties.

**B. Special Meetings**

- 1) The Chair may schedule special meetings of the Commission as needed. The Chair shall consult with the Executive Officer in scheduling special meetings to ensure a quorum is available at a specified place and time.
- 2) Requests from outside parties for special meetings must be made in writing and submitted to the Executive Officer. If approved and scheduled by the Chair, the affected outside party requesting the special meeting will be responsible for any related charges pursuant to the Commission's *Schedule of Fees and Deposits*.
- 3) Notices for scheduled special meetings will be posted on the Commission website and transmitted to all interested parties within 72 hours of the meeting date.