



Local Agency Formation Commission
LAFCO of Napa County

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June 1, 2009
Agenda Item No. 7a (Action)

May 26, 2009

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Approval of Meeting Calendar for Second Half of 2009

The Commission will consider approving a meeting calendar for the second six months of 2009. Regular meetings are proposed for August 3rd, October 5th, and December 7th. A special meeting is also proposed for November 2nd to hold the Commission's biennial workshop.

Local Agency Formation Commissions (LAFCOs) are required to adopt policies and procedures with respect to conducting meetings. The law specifies LAFCOs must establish regulations to ensure meetings are conducted on a regular and orderly basis.

A. Discussion

It is the policy of LAFCO of Napa County ("Commission") to conduct regular meetings at 4:00 P.M. on the first Monday of each month as deemed necessary. All regular meetings are held in the Board Chambers at the County of Napa Administration Building. Commission policy directs its members to review and approve its meeting calendar every six months at the June and December meetings. For the second half of the calendar year, the first Monday of each month falls on July 6th, August 3rd, September 7th, October 5th, November 2nd, and December 7th.

B. Analysis

It is expected the Commission will experience a measurable decline in the volume of items presented for its consideration during the remaining part of the calendar year given the slowdown on new proposal activity. (A review of the proposals currently on file with the Commission is provided as part of Agenda Item No. 10a.) The slowdown in proposal activity will provide staff a welcomed opportunity to make additional progress in completing the municipal service reviews and sphere of influence updates the Commission has scheduled for 2008-2009 and 2009-2010. (A copy of the adopted study schedule is attached.) Markedly, the anticipated slowdown in proposal activity coupled with the concentration in preparing studies over the next several months lessens the need for the Commission to schedule regular meetings every month through the end of the calendar year.

Juliana Inman, Vice Chair
Councilmember, City of Napa

Lewis Chilton, Commissioner
Councilmember, Town of Yountville

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Bill Dodd, Commissioner
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, Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

With the preceding factors in mind, staff believes it would be appropriate for the Commission to only schedule regular meetings for August 3rd, October 5th, and December 7th. This would also allow the Commission to use one of its “open” regular meeting dates to schedule its biennial workshop. In discussing this matter with the Chair, it appears holding the workshop in place of the regular November 2nd meeting would be the best option given several Commissioners have already indicated they will not be available on July 6th and September 7th falls on Labor Day.

C. Alternatives for Commission Action

The following alternative actions are available to the Commission:

Alternative One: Approve regular meeting dates for August 3rd, October 5th, and December 7th and a special meeting date of November 2nd for the second half of 2009.

Alternative Two: Approve regular and special meeting dates as specified by the Commission for the second half of 2009.

D. Recommendation

It is recommended the Commission approve Alternative One and schedule regular meeting dates for August 3rd, October 5th, and December 7th and a special meeting date for November 2nd for purposes of holding a biennial workshop.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

- 1) Commission Policy on Scheduling Meetings
- 2) Adopted Study Schedule for 2008/2009-2012/2013



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.



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
STUDY SCHEDULE (2008/09-2012/13)**

**Municipal Service Reviews (Government Code §56430)
Sphere of Influence Reviews (Government Code §56425)**

Adopted: February 4, 2008
Amended: November 3, 2008

Fiscal Year 2008/2009

South Napa County

Municipal service review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The municipal service review will precede sphere of influence reviews for all three local agencies.

Lake Berryessa Area

Municipal service review will examine the governmental services provided by the Lake Berryessa Resort Improvement District, Napa-Berryessa Resort Improvement District, and the Spanish Flat Water District. The municipal service review will precede sphere of influence reviews for all three local agencies.

Fiscal Year 2009/2010

County Service Area No. 4

Municipal service review will examine the governmental services provided by County Service Area No. 4 and will precede a sphere of influence review.

Napa County Regional Park & Open Space District

Municipal service review will examine the governmental services provided by the Napa County Regional Park & Open Space District will precede the establishment of a sphere of influence review.

Napa County Mosquito Abatement District

Municipal service review will examine the governmental services provided by the Napa County Mosquito Abatement District and will precede a sphere of influence review.

Law Enforcement Services

Municipal service review will examine public law enforcement (i.e., police protection) services provided in Napa County.

Fiscal Year 2010/2011

Central Napa County

Municipal service review will examine the governmental services provided by the City of Napa, Napa Sanitation District, Silverado Community Services District, and Congress Valley Water District. The municipal service review will precede sphere of influence reviews for all four local agencies.

Napa River Reclamation District No. 2109

Municipal service review will examine the governmental services provided by the Napa River Reclamation District No. 2109 and will precede a sphere of influence review.

Transportation Services

Municipal service review will examine public transit and road services provided in Napa County.

Fiscal Year 2011/2012

Town of Yountville

Municipal service review will examine the governmental services provided by the Town of Yountville and will precede a sphere of influence review.

Circle Oaks County Water District

Municipal service review will examine the governmental services provided by the Circle Oaks County Water District and will precede a sphere of influence review.

Napa County Flood Control and Water Conservation District

Municipal service review will examine the governmental services provided by the Napa County Flood Control and Water Conservation District and will precede a sphere of influence review.

Napa County Resource Conservation District

Municipal service review will examine the governmental services provided by the Napa County Resource Conservation District and will precede a sphere of influence review.

Fiscal Year 2012/2013

City of Calistoga

Municipal service review will examine the governmental services provided by the City of Calistoga and will precede a sphere of influence review.

City of St. Helena

Municipal service review will examine the governmental services provided by the City of St. Helena and will precede a sphere of influence review.

Los Carneros Water District

Municipal service review will examine the governmental services provided by the Los Carneros Water District and will precede a sphere of influence review.

Cemetery Services

Municipal service review will examine public interment services provided in Napa County and will precede a sphere of influence review of the Monticello Public Cemetery District and the Pope Valley Cemetery District.
