



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

1700 Second Street, Suite 268  
Napa, California 94559  
Telephone: (707) 259-8645  
Facsimile: (707) 251-1053  
<http://napa.lafco.ca.gov>

**June 6, 2011**  
**Agenda Item No. 7c (Action)**

May 31, 2011

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Approval of Meeting Calendar for Second Half of 2011**

The Commission will consider approving a meeting calendar for the final six months of 2011. Regular meetings are proposed for August 1<sup>st</sup>, October 3<sup>rd</sup>, and December 5<sup>th</sup>. A special meeting is also proposed for November 7<sup>th</sup> to hold the Commission's biennial workshop. The Commission will consider approving the proposed calendar along with providing direction to staff on topics for the biennial workshop.

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. Background**

LAFCO of Napa County's ("Commission") *Policy on Regular Commission Meeting Calendar* 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 is directed to review and approve a meeting calendar every six months at the June and December meetings. This includes scheduling special meetings to accommodate holidays or other unique matters, such as project-specific hearings and workshops. The first Monday of each month for the second half of the current calendar year falls on July 4<sup>th</sup> (Independence Day), August 1<sup>st</sup>, September 5<sup>th</sup> (Labor Day), October 3<sup>rd</sup>, November 7<sup>th</sup>, and December 5<sup>th</sup>.

**B. Discussion/Analysis**

The Commission's projected workload justifies scheduling regular meetings every other month for the second half of 2011 given the slowdown in proposal activity. As is 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; activities that are time-consuming and generally presented in consecutive two-month increments with respect to draft and final reports. This includes preparing a countywide municipal service review on law enforcement services and completing sphere of influence updates in the Berryessa region. Staff will

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

also take advantage on the slowdown on proposal activity to address other pertinent administrative tasks. This includes organizing CALAFCO's Annual Conference, which is scheduled for August 31 through September 2, 2011 at the Silverado Resort.

With the preceding factors in mind, staff believes it would be appropriate for the Commission to schedule regular meetings for August 1<sup>st</sup>, October 3<sup>rd</sup>, and December 5<sup>th</sup>. This would also allow the Commission to use its "open" regular meeting date for November 7<sup>th</sup> to schedule its biennial workshop assuming this date is available to the majority of Commissioners. The biennial workshop has been a practice of the Commission since 2001 and serves as an opportunity to explore specific topics of interests as well as discuss upcoming projects. The last two biennial workshops have been moderated by the Executive Officer and have included the following topics:

- Exploring Terms and Conditions
- Developing an Island Annexation Program
- Implementing G.C. Section 56133
- Refresher on LAFCO Basics
- Standards for Proposal Evaluation
- 2<sup>nd</sup> MSR/SOI Study Schedule

It has been the practice of the Commission to identify potential biennial workshop topics in June while providing direction to the Executive Officer to work with the Chair in finalizing the agenda by August. As for suggestions, given a sizeable number of Commissioners are expected to attend the CALAFCO Annual Conference later this year, the need for educational/training themed sessions may be in less demand. Accordingly, if the preceding statement proves accurate, it may be advantageous to dedicate all or a significant portion of the next biennial workshop to establishing strategic plan. This would include – as envisioned by staff – prescribing agency goals paired with implementing objectives for the following 24-month period for purposes of providing a performance measurement for review at the next biennial workshop.

### **C. Alternative Actions for Commission Consideration**

The following alternative actions are available to the Commission.

**Option One:** Approve by motion regular meeting dates for August 1<sup>st</sup>, October 3<sup>rd</sup>, and December 5<sup>th</sup> along with a special meeting date for November 7<sup>th</sup> for the remaining half of 2011. Provide direction to the Executive Officer and Chair with respect to agenda topics for the biennial workshop.

**Option Two:** Continue item to a future meeting and request additional information from staff as needed.

**E. Recommendation**

It is recommended the Commission take action as outlined as Option One in the preceding section.

Respectfully submitted,

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Keene Simonds  
Executive Officer

**F. Procedures for Consideration**

The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from staff; and
- 2) Discuss item and consider action on recommendation.

Attachment:

- ~~1) Commission Policy on Scheduling Meetings~~