



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

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5f

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 7, 2015

SUBJECT: Proposed Amendment to *Policy on Commission Meetings*

RECOMMENDATION

Staff recommends the Commission approve the proposed amendment to the *Policy on Commission Meetings* (clean version included as Attachment One) with any desired changes.

BACKGROUND / SUMMARY

The Commission's *Policy on Commission Meetings* was updated immediately after the 2014 Napa Earthquake in response to the County Board of Supervisors Chambers, the agency's regular meeting location, becoming inoperable. The Commission responded by amending the *Policy on Commission Meetings* to specify that the agency will hold regular meetings at six locations on a rotating basis accounting for equal frequency in each location and room availability. However, the rotating locations have proven problematic due to: (1) difficulties coordinating with Napa TV to record Commission meetings; (2) lack of consistency with technical capabilities, and in particular, PowerPoint viewing for Commissioners; (3) meeting location rotation created unnecessary complications for Commissioner attendance; (4) accessibility and transparency for the public; and (5) uncertainty in securing meeting rooms at other agency facilities.

Staff proposes an amendment to the *Policy on Commission Meetings* that would return all of the Commission's regular meetings back to the County of Napa Board of Supervisors Chambers given the facility's full range of technical accommodations as well as accessibility to the public. Significantly, the proposed amendment would eliminate the potential for confusion on the part of a Commissioner or the public regarding a meeting location and would also eliminate the potential for a meeting room to be unavailable for the Commission's use on a given meeting date.

On a related note, please mark your calendar for the **2016** regular meeting dates: **February 1st, April 4th, June 6th, August 1st, October 3rd and December 5th** (Mondays at 4:00 PM).

ATTACHMENTS

- 1) Proposed Amended *Policy on Commission Meetings* (clean version)
- 2) Proposed Amended *Policy on Commission Meetings* (tracked changes)

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Policy on Commission Meetings

I. Background

Meetings will be noticed and conducted in accordance with the Ralph M. Brown Act, Government code Section 54950 et seq. In response to Government Code Section 54954, this policy establishes the time and place for regular meetings and additionally establishes how a special meeting may be scheduled.

II. Guidelines

A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each even-number month (February, April, June, August, October, and December) at 4:00 PM. The location will be the County of Napa Board of Supervisors Chambers located at 1195 Third Street, Third Floor, Napa, California 94559.
- 2) 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.

B. Special Meetings

- 1) Special meetings may be scheduled in accordance with the Ralph M. Brown Act which at the time of the adoption of this policy allows the Commission Chair to schedule special meetings 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 in accordance with the Ralph M. Brown Act.

Adopted: June 14, 2001

Last Amended: December 1, 2008; October 6, 2014, December 7, 2015



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A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each even-number month (February, April, June, August, October, and December) at 4:00 PM. The location will be the ~~regular meeting chamber for each of the five cities in Napa County plus the County of Napa on a rotating basis accounting for equal frequency in each location and room availability~~ County of Napa Board of Supervisors Chambers located at 1195 Third Street, Third Floor, Napa, California 94559. ~~Notice of the location for each meeting will be printed on the agenda for the preceding meeting in addition to distribution through all other required locations and channels including through the use of the internet and direct email. The meeting addresses are as follows:~~

City of American Canyon
 City Hall
 4381 Broadway Street, Suite
 201
 American Canyon, CA 94503

City of St. Helena
 City Hall
 480 Main Street
 St. Helena, CA 94574

City of Calistoga
 City Hall
 1232 Washington Street
 Calistoga, CA 94515

Town of Yountville
 Town Council Chambers
 6550 Yount Street
 Yountville, CA 94599

City of Napa
 City Hall
 955 School Street
 Napa, CA 94559

Napa County
 Board of Supervisors
 Chambers
 1195 Third Street, Suite 310
 Napa, CA 94559

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