



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

1030 Seminary Street, Suite B  
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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 9b (Discussion)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** February 6, 2017

**SUBJECT:** Temporary Change to the Chair and Vice Chair Rotation Schedule

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**RECOMMENDATION**

Staff recommends the Commission provide direction to staff with respect to making a temporary change to the scheduled rotation for the office of Chair and Vice Chair rotational system as detailed in this report.

**SUMMARY**

The four-year terms for Ryan Gregory (Alternate County Member) and Paul Dohring (Regular City Member II) are set to expire on May 1, 2017. Appointments for the County and city members are made by the Board of Supervisors and City Selection Committee, respectively. Staff has notified both the Board of Supervisors and City Selection Committee to request they make new four-year appointments for the affected seats before May 1, 2017. A full listing of the terms for all Commissioners is provided as part of item 7d on today's agenda.

***Chair and Vice Chair Rotation***

Based on the Commission's adopted *Policy on Appointment of Chair and Vice Chair* (the "Policy"), which designates a seat assignment for each regular Commissioner, Chair Dillon will remain the Commission Chair until April 30, 2017 (Attachment One). Ordinarily, the Policy provides that the Vice Chair (City Member II) would rotate in to serve as Chair from May 1, 2017 through April 30, 2018. Due to the results of the November election, Greg Pitts' term as City Member II and Vice Chair ended prematurely in December 2016. According to the Policy, Commissioner Inman, as the other City appointee, will serve as the Vice Chair fulfilling the remainder of Greg Pitts' term, through April 30, 2017. A full listing of current Commissioners along with their seat designations and a table depicting the schedule for Chair and Vice Chair rotation are provided in Attachment Two.

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Juliana Inman, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

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

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

Ryan Gregory, 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

Brendon Freeman  
Executive Officer

Pursuant to the rotational schedule in the Policy, the new Commissioner to be appointed as City Member II in May would immediately assume the office of Chair. This could result in a new Commissioner serving as Chair without prior experience with LAFCO.

To allow the Commission flexibility in cases such as this, paragraph five of the Policy provides a mechanism for the Commission to create temporary changes to the Chair and Vice Chair rotation as part of an action item placed on the agenda. Given the challenges associated with immediately assuming the office of Chair as a new Commissioner, it appears appropriate for the Commission to discuss this issue and consider providing direction to staff to place an item on the April 3<sup>rd</sup> agenda to allow the Commission to take formal action to alter the scheduled Chair and Vice Chair rotation.

One option identified by staff involves reversing the scheduled Chair and Vice Chair offices for the next two years. This would result in County Member II (Brad Wagenknecht) and the Public Member (Brian Kelly) serving as Chair and Vice Chair, respectively, from May 1, 2017 to April 30, 2018. City Member II and County Member II would serve as Chair and Vice Chair, respectively, from May 1, 2018 to April 30, 2019. The Commission would return to the standard rotational system on May 1, 2019, at which time the offices of Chair and Vice Chair would reside with the individuals assigned as the Public Member and City Member I, respectively.

Alternatively, the Commission could temporarily reverse the placement of City Member I and City Member II in the schedule for rotation. This would allow City Member I (Juliana Inman) to serve as the Chair from May 1, 2017 to April 30, 2018, and the new City Member II to serve as the Chair from May 1, 2020 to April 30, 2021. This alternative would have no impact on the regular rotation schedule for the office of Vice Chair.

Both options appear equitable given that they would allow each affected Commissioner to serve as Chair for a full year, while providing the new City Member II an opportunity to gain experience as a Commissioner prior to assuming the office of Chair.

Toward this end, staff recommends the Commission consider providing direction to return with an action item to make a temporary change to the Chair and Vice Chair rotational system as part of the April 3, 2017 regular meeting.

## **ATTACHMENTS**

- 1) Policy on Appointment of Chair and Vice Chair
- 2) Listing of Commissioner Seat Designations and Schedule for Chair and Vice Chair Rotation



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Appointment of Chair and Vice Chair*

(Adopted: August 3, 2004; Last Amended: June 29, 2015)

It is the policy of the Commission that:

1. The terms of office of the Chair and Vice Chair shall be for one year, from May 1 to April 30.
2. Pursuant to the chart below, the Commission hereby establishes a rotational system for the appointment of the Chair and Vice Chair, effective May 1, 2015:

<u>Chair Designations</u>	<u>Vice Chair Designations</u>
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II
County Member II	Public Member
Public Member	City Member I

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants.

3. Pursuant to the table in Section 2 above, the Chair on May 1, 2015, shall be the occupant of the seat designated City Member I.
4. The offices of Chair and Vice Chair shall reside with the particular individual assigned to a designated seat. In the event that a Commissioner serving as Chair or Vice Chair is no longer able to serve on the Commission for any reason, the remainder of that Commissioner's term in office shall be fulfilled by the other Commissioner from the same appointing authority. (For example, if the Commissioner designated as "City Member I" is removed from the office of Chair in January, the Commissioner designated "City Member II" shall serve as Chair until April 30.)
  - A. On the following May 1, the established rotation schedule set forth in Section 2, above, shall resume.
  - B. Should the office of Chair or Vice Chair be vacated by the Public Member, the alternate Public Member shall fulfill the remainder of the officer's unexpired term. In the absence of an alternate Public Member, the Commission shall appoint another Commissioner at its next meeting to fulfill the remainder of the officer's unexpired term.
5. The Commission may create temporary changes to the schedule in Section 2 as part of an action item placed on the agenda.



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**Listing of Seat Designations:**

Current Member	Seat Designation
Diane Dillon	County Member I
Brad Wagenknecht	County Member II
Juliana Inman	City Member I
Paul Dohring	City Member II
Brian J. Kelly	Public Member
Ryan Gregory, Alternate	Alternate County Member
Kenneth Leary, Alternate	Alternate City Member
Gregory Rodeno, Alternate	Alternate Public Member

**Schedule for Chair and Vice Chair Rotation:**

Seat Designation	Chair Term	Vice Chair Term
County Member I	May 1, 2016 to April 30, 2017	May 1, 2020 to April 30, 2021
City Member II	May 1, 2017 to April 30, 2018	May 1, 2016 to April 30, 2017
County Member II	May 1, 2018 to April 30, 2019	May 1, 2017 to April 30, 2018
Public Member	May 1, 2019 to April 30, 2020	May 1, 2018 to April 30, 2019
City Member I	May 1, 2020 to April 30, 2021	May 1, 2019 to April 30, 2020

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Councilmember, City of Napa

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