



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

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

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

Agenda Item 8c

TO: Local Agency Formation Commission

PREPARED BY: Peter Banning, Interim Executive Officer
Brendon Freeman, Analyst

MEETING DATE: April 6, 2015

SUBJECT: Commission Policy Update: Appointment of Chair and Vice-Chair

RECOMMENDATION

By motion adopt the amended Policy on Appointment of Chair and Vice-Chair (Attachment One) and extend the term of the current Chair to sixteen months.

BACKGROUND / ANALYSIS

At its February 2, 2015 meeting, staff provided the Commission with an update on various items that were discussed at its January 12th workshop, including a review of the policy and procedure on appointment of the Commission's Chair and Vice-Chair. The Commission expressed dissatisfaction with the current policy, which automatically rotates the Chair and Vice-Chair positions each year on January 1st.

The current policy creates rotating one-year terms for the Chair and Vice-Chair beginning January 1st of each year. Under the Cortese-Knox-Hertzberg Act, all appointees to LAFCO serve terms beginning and ending in May. This can result in appointment of the Chair or Vice-Chair in January and their potential replacement as Commissioners only four months later in May.

While the timing of appointment and replacement of LAFCO members by their various appointing bodies under the Cortese-Knox-Hertzberg Act is not within the Commission's authority, the Commission can amend its policies and procedures so that the service of members as Chair or Vice-Chair better corresponds to their terms of office as LAFCO commissioners. After discussion, the Commission directed staff to draft amendments to the policy for appointment of the Chair and Vice-Chair to address this problem.

The attached amended policy would change the beginning of each term to May 1st rather than January 1st. If the terms of office of the Chair and Vice-Chair began May 1st rather than January 1st, the dates of appointment to the Commission would better coincide with beginning and ending dates of the Commission's terms of appointment for its Chair and Vice-Chair.

Joan Bennett, Chair
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

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

Peter Banning
Interim Executive Officer

If adopted, the Commission would also have to determine if the current Chair's term would be shortened to four months or extended to sixteen months. Staff recommends that the Commission, in clarifying the adoption of this policy amendment, extend the term of the current Chair to sixteen months.

Below is a summary of the proposed changes in the policy:

- Removed language specific to 2005
- Terms for Chair and Vice-Chair changed to begin May 1st to better align with City Selection Committee appointments
- Names of seat occupants updated to reflect current Commission roster

ATTACHMENT

- 1) Proposed Amended Policy on Appointment of Chair and Vice-Chair (Tracked Changes)



Local Agency Formation Commission of Napa County
Appointment of Chair and Vice-Chair

It is the policy of the Commission that:

~~1. This policy becomes effective January 1, 2005.~~

~~2.1.~~ The terms of office of the Chair and Vice-Chair shall be one calendar year and shall begin on ~~January~~ May 1.

~~3.2.~~ Upon the date of adoption of this policy, for the purposes of establishing a rotational system for the appointment of the chair and vice-chair, each regular member seat on the Commission shall have a designation as indicated in the following table:

<u>Seat Designation</u>	<u>Occupant of Seat on April 1, 2015</u>
City Member I	Joan Bennett
City Member II	Greg Pitts
County Member I	Diane Dillon
County Member II	Brad Wagenknecht
Public Member	Brian J. Kelly

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

~~4.3.~~ The Chair on ~~January 1, 2005~~ May 1, 2015 shall be the occupant of the seat designated City Member I.

~~5.4.~~ The Vice-Chair of the Commission shall be appointed according to the following:

<u>Seat Designation of the Chair</u>	<u>Seat Designation of the Vice-Chair</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

~~6.5.~~ Upon completion of a term as Vice-Chair, that member shall be appointed to serve as the Chair of the Commission.

~~7.6.~~ If a vacancy should be created in the office of the Chair for any reason, the members shall, at the next regular meeting, appoint the Vice-Chair to fill the vacancy for the remaining unexpired term.

~~8.7.~~ If a vacancy should be created in the office of the Vice-Chair for any reason, the members shall, at the next regular meeting, appoint a Vice-Chair to fill the vacancy

Adopted: August 3, 2004

Updated: July 25, 2005; October 6, 2014; April 6, 2015

for the remaining unexpired term in accordance with the system set forth in Statement #54.

~~9.8.~~ If a member fulfills an unexpired term of the Chair, he or she shall be appointed to fulfill the subsequent full term of the office.

~~10.9.~~ The Commission may create temporary changes to the schedule in Statement #5 as part of an action item placed on the agenda.

Summary of changes:

- *Removed language specific to 2005 (old Statement #1)*
- *Terms for Chair and Vice-Chair changed to begin May 1 to better align with City Selection Committee appointments (Statement #1; Statement #3)*
- *Names of seat occupants updated to reflect current Commission roster (Statement #2)*