



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 8b (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: June 6, 2016

SUBJECT: Consider Possible Revisions to Policy on Scheduling of Commission Meetings

RECOMMENDATION

It is recommended the Commission receive a report from staff regarding a logistical issue associated with the agency's scheduled meetings and approve the proposed amendment to the Policy on Scheduling of Commission Meetings identified as Alternative One with any desired changes (Attachment One).

SUMMARY

At the last Commission meeting, a logistical issue involving the time and location of Commission meetings was brought to the attention of staff. The Commission currently holds its regular meetings on the first Monday of each even-numbered month at 4:00 PM at the County of Napa Board of Supervisors Chambers pursuant to the Policy on Scheduling of Commission Meetings. However, the County administration building is closed to the public after 5:00 PM. Often, Commission meetings are still in progress after 5:00 PM and therefore members of the public are unable to access the meeting if they arrive after 5:00 PM. Staff has identified the following three alternative options to address this issue.

Alternative One (Change Regular Meeting Start Time)

The Commission may choose to amend its Policy on Scheduling of Commission Meetings to change the start time of each regular meeting. This would allow the Commission to continue holding its regular meetings at the County of Napa Board of Supervisors Chambers and would ensure public access for the duration of each meeting. The County of Napa Board of Supervisors Chambers has already been reserved from 2:00 PM to 5:00 PM for all future regular meeting dates. Staff is recommending the Commission approve a proposed amendment to the Policy on Scheduling of Commission Meetings to change the start time for regular meetings to 3:00 PM. However, if desired by the Commission, the start time for future meetings may be as early as 2:00 PM.

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

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

Brian J. Kelly, Commissioner
Representative of the General Public

Juliana Inman, Commissioner
Councilmember, City of Napa

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

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

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

Brendon Freeman
Executive Officer

Alternative Two (Change Regular Meeting Location)

The Commission may choose to amend its Policy on Scheduling of Commission Meetings to change the location of each regular meeting to the board or council chambers of another public agency in Napa County that would allow public access after 5:00 PM. This would allow the Commission to continue holding its regular meetings at 4:00 PM and ensure public accessibility for the duration of each meeting. Potential new meeting locations include, but are not limited to, the City of Napa Council Chambers, the Town of Yountville Council Chambers, or Napa Valley Transportation Authority Board Chambers. However, no alternative meeting locations have been reserved as of today's Commission meeting.

Alternative Three (Hire Assistant to Allow Public Access)

Consistent with the County of Napa's guidelines for contracting with a temporary employment agency, the Commission may choose to hire a temporary help worker to assist on the dates of meetings. The temporary worker would monitor the bottom floor of the County administration building and allow members of the public who are interested in attending the Commission's meeting to enter the building after 5:00 PM. Temporary employment agencies require a minimum work assignment of four hours. The estimated cost would be \$90 per meeting date. It is likely that a unique temporary worker would be assigned for each Commission meeting. This would require staff to describe the assigned duties to each newly assigned temporary worker. An alternative would be for a County employee to work overtime at an estimated cost of \$62 per meeting. Alternative Three would involve an additional expense to the Commission and a greater impact on staff resources relative to the other alternatives identified in this report.

ATTACHMENT

- 1) Proposed Amendment to Policy on Scheduling of Commission Meetings (Tracked Changes)



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Policy on Scheduling of Commission Meetings

(Adopted: June 14, 2001; Last Amended: ~~December 7, 2015~~ June 6, 2016)

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~~3:00 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*.