



Agenda Date: 12/18/2007
Agenda Placement: 9H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
Clerk of the Board
REPORT BY: Gladys Coil, Administrative Manager-Clerk of the Board , 253-4196
SUBJECT: Approval of 2008 meeting calendar

RECOMMENDATION

County Executive Officer and Clerk of the Board requests discussion and acceptance of a 2008 Board of Supervisors meeting calendar.

EXECUTIVE SUMMARY

Around the beginning of each calendar year, the Board's practice has been to adopt an annual meeting calendar that identifies the dates of the Board's regular meetings during that year. For 2008, in an effort to accommodate requests from Board members, three potential meeting calendar options are being provided for Board consideration:

- | Option 1 represents the calendar staff would normally have recommended, absent specific Board requests. It generally provides that no meetings will be held on the fifth Tuesday of a month, during the week of the California State Association of Counties (CSAC) Conference, during the week of Spring Break, during the Board's approved 2-week Labor Day hiatus and during weeks there is an official County holiday.
- | Option 2 adds a 4 week meeting hiatus in July and an extra day to the Board-approved Labor Day hiatus.
- | Option 3 is similar to option 1, except that there would also be no meeting during the weeks of July 29th and September 30th.

In all options, the Board's annual retreat would be held April 7th and 8th and Budget Hearings would be June 9th through 11th.

Procedural Requirements

1. Chair announces the agenda item.

2. Staff reports on the item.
3. Questions by the Board.
4. Chair invites public comments.
5. Member makes a motion.
6. Different member seconds the motion.
7. Board discussion and debate on the motion.
8. Chair calls for the vote.
9. If roll call vote requested by member, Clerk calls the roll.
10. Chair announces the result of the vote.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Around the beginning of each calendar year, your Board's practice has been to to adopt an annual Meeting Calendar that identifies the dates of the Board's regular meetings during that calendar year. For 2008, in an effort to accommodate requests from several Board members, three potential Meeting Calendar options are being provided for your consideration.

The first option (Attachment 1) is the Calendar staff would normally have proposed, absent any requests from the Board. This Calendar is based largely on the following factors:

- | Board meetings are usually not held during weeks where there is an official County holiday; the exception for 2008 would be the week of Thanksgiving (November 25th) , because of the CSAC meeting during the ensuing week of December 2nd.
- | Board meetings are usually not held during the week of the annual California State Association of Counties (CSAC) conference, in this case the week of December 2nd.
- | Board meetings are usually not held on the 5th Tuesday of a month, unless there is no meeting on the first Tuesday.
- | Board policy calls for a two-week annual meeting hiatus the week of Labor Day (first week in September) and the week immediately preceding labor day, in this case that would be the weeks of August 26th and September 3rd.
- | The Board's annual retreat is typically held in April and involves a regular Board meeting day and the immediately preceding Monday. In this case, April 7th and 8th is proposed.
- | Budget hearings are typically held in June and involve a regular Board meeting day and the immediately preceding Monday and succeeding Wednesday. For 2008, June 9th, 10th and 11th are proposed, with final budget adoption scheduled for June 17th. Special District budget hearings and adoptions are scheduled

for August 5 and 12, 2008.

- | It is usually not desirable to have too long a time go by without a Board meeting, to avoid delays in critical personnel or contracting issues. Generally, a meeting hiatus should not be for more than 2 or 3 weeks.
- | Board meetings are generally not held during the Napa School District's Spring Break week, which in this case would be the week of March 25.

The second option (Attachment 2) responds to a Board members request and incorporates a 4 week hiatus in July (July 1st through 22nd), similar to Solano County's "dark month" of July and an extra week off (September 9th) after the already-approved 2-week Labor Day hiatus (for a total hiatus of 3 weeks). In all other respects, the Calendar is the same as option 1.

The third option (Attachment 3) is similar to option 1, except that there would also be no meetings during the weeks of July 29th and September 30th. This responds to a Board member suggestion that, rather than allow 4 week hiatus as contemplated in option 2, additional time off be accommodated by spreading non-meeting days throughout the year.

In the case of all of these options, it should be noted that the meetings of January 15th, February 26th and March 4th are proposed to be all-day, off site, meetings focused on the General Plan update. These meetings would be held at the Lincoln Theater in Yountville. In addition, several Board meetings will begin at 8:00 a.m. for scheduled department head performance reviews. Those meetings are as follows; April 14, May 20, July 15, August 19, September 16, October 21, November 18 and December 9. The July 15 date would need to be rescheduled if the second option is chosen in full.

SUPPORTING DOCUMENTS

- A . Calendar Option 1
- B . Calendar Option 2
- C . Calendar Option 3

CEO Recommendation: Approve

Reviewed By: Karen Collins