

LAFCO

Santa Barbara Local Agency Formation Commission
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September 2, 2021 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Review and Discuss a Large Agenda Distribution Policy Pilot Program

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission review and discuss adoption of a large agenda distribution policy pilot program.

DISCUSSION

The Commission adopts a regular meeting schedule for the upcoming year in the proceeding year. The meeting schedule is published and made available on the LAFCO website and any persons on request. Special meetings and emergency meetings are called by the Chair when necessary or requested by the majority of the Commission. The Cortesse-Knox-Hertzberg Act requires agendas be made available one week prior to the meeting unless an emergency meeting is called. Distribution of public comments may be made the day before the Commission meeting and distributed appropriately. On today's agenda are revisions to the Commissioner Handbook regarding written public email comments that allow for all submissions to be filed with the Clerk no later than 12:00 P.M. two days before the Commission meeting. Meetings are conducted in accordance with Rosenburgs's Rules of Order. The Executive Officer prepares the proposed agenda for all meetings after consultation with the Chair and legal counsel. The inclusion of items on proposed agendas may be suggested by any Commissioner.

The proposed agenda, together with supporting materials, are distributed to Commission members generally on the Thursday the week prior to the meeting date. Items may be added to the agenda at least 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

BACKGROUND

Following any regular meeting held on the first Thursday of the Month, staff begins to prepare for the upcoming next months agenda meeting. Generally, all reports and supporting materials

Commissioners: Roger Aceves ♦ Cynthia Allen ♦ Jay Freeman ♦ Craig Geyer ♦ Joan Hartmann ♦ Steve Lavagnino
Holly Sierra ♦ Shane Stark ♦ Etta Waterfield, Chair ♦ Roger Welt, Vice-Chair ♦ Das Williams **Executive Officer:** Mike Prater

are docketed two weeks after the 1st of the month meeting date (the third Friday of the month). This allows the Clerk to prepare and coordinate the copying and distribution of the next agenda packet for the following week.

The purpose of a Policy Pilot Program would be to establish a protocol for the distribution of large volumes of agenda materials submitted to the Commission. The policy is intended, among other things, to allow the Commissioners to adequately review and prepare for the upcoming meeting.

The current distribution of all agendas is one week (7-days) prior to the meeting date. In some cases, agendas are provided 12-days in advance as was the case regarding our June 3, 2021 meeting. The agenda packet for a LAFCO meeting typically ranges from 70 pages to 300 pages, with a recent high of 289 pages on May 6, 2021 for this year. In some cases, large volume attachments are published on the LAFCO website for Commission and public viewing. This was the case for our June 3, 2021 meeting that include a 541-page Final Environmental Impact Report for one item and 248-page attachment covering County CEQA Thresholds and Guidelines Manual.

A Pilot Program could be established if the Commission chooses to receive agenda materials earlier than one week prior to Commission meeting date. This Pilot Program could set a minimum of ten days for agendas that require attachment links published on the LAFCO website. This would result in additional time to read, research and prepare for meetings. From the public's perspective it may lead to enhanced transparency, citizen time to learn of upcoming items, or allow for additional time to speculate about an issue prior to a formal discussion. This may also lead to an inability to deal with urgent or emerging items.

Attachments

Attachment A – Large Agenda Distribution Policy Pilot Program

Please contact the LAFCO office if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Prater".

Mike Prater
Executive Officer

Large Agenda Distribution Policy Pilot Program

AGENDA DISTRIBUTION

- 1) The Executive Officer must distribute the agenda for a meeting to all members and post the agenda on the Santa Barbara LAFCO's website at least 10 clear days prior to the meeting date for agendas with large attachments that can be found on the website.
- 2) Unless exigent circumstances exist, the Executive Officer shall have the agendas distributed no later than 12:00 pm on the day determined.

LARGE VOLUME OF LATE REPORTS

- 3) Unless exigent circumstances exist, the Executive Officer shall prepare an addendum to continue any matter that receives large volume of report material after the 10 days distribution period.
- 4) All documents referred to in any Agenda Document shall be made available for public inspection and copying at the LAFCO Office. In addition, all written material submitted by public or applicants to be considered by the Commission becomes part of a public record and shall be open for public inspection.
- 5) A request for a postponement (continuance) to delay an item to another meeting may be directed to the Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another official for recommendation.