NCTPA
POLICIES, PARCTICES, AND PROCEDURES MANUAL

PUBLIC RELATIONS & GOVERNMENT AFFAIRS

TABLE OF CONTENTS

CHAPTER 1 AGENDA ITEM PREPARATION

Section 1.1. Purpose

The purpose of this policy and the following procedures is to ensure that members of the Board of Directors, Committee members, and Staff are provided with necessary information, sufficiently prior to meetings, to permit the adequate study and preparation needed to allow for making informed decisions.

Section 1.2. Persons Affected

All management, supervisory and administrative employees.

Section 1.3. Definitions

For the purposes of these rules the following definitions shall apply:

Agenda: Refers to the listing of agenda subject items (titles) conferred upon by the Board Chair, Executive Director, General Counsel, and Board Secretary and approved by the Board Chair.

Board: Refers to the Board of Directors.

Committee: Refers to a Standing Committee of the Board of Directors

Agenda Letter: Refers to a report prepared to address and agenda item.

Meeting: Refers to a Regular Meeting of the Board of Directors and/or Committee

Affected Department: Refers to departments which have specific areas of expertise which warrant there review and comment.

Originating Department: Refers to the department with the overall responsibility to plan, organize, prepare and present an Agenda Letter.

Section 1.4. Agenda Letters

The Agenda Letter template is available on the Shared Drive (H Drive), at: H:\NCTPA\0100_Templates and Forms\07_Agenda, Board, Committee Related\2015 Agenda Letter Templates - Granicus Versions

1.4.1 Types of Agenda Letters

Each item presented by staff on a Board or Committee agenda shall be supported by a letter prepared by the originating staff member, in consultation with all affected departments, and approved by the Executive Director.

(1) **Information Items**: Are informational in nature and require no action or they may be updates on specific items requested by the

Board, and if necessary bay be forwarded by a Committee to the Board recommending action.

(2) **Action Items (Recommended Motion)**: Require discussion and/or action. All action items shall be reviewed by the appropriate Committee first and then forwarded to the Board of Directors for action.

1.4.2 Preparation Guidelines

(1) **Subject:** Be specific but brief. This is the first thing the public looks for in trying to identify items of interest on the agenda. Use key phrases, be consistent and spell out and acronyms. Consistency in referring to a specific program by the same title each time is comes to the Board is very important, i.e. Transportation Fund for Clean Air (TFCA). This section should be typed in title-case (non-bold) format.

(2) **Recommendation**: The action(s) requested in this section require careful wording to ensure that the Board takes the action being sought. If you fail to ask the Board to take all necessary actions, you will have to return another time. Pursuant to the Brown Act, the Board cannot act on items not listed on the agenda. If multiple actions are being requested, it is helpful to list them or bullet them in the recommendation. The sentence typically begins with "That the Napa County Transportation and Planning Agency (NCTPA) Board approve…….".

(3) **Committee Recommendation:** This section contains the recommendation from the appropriate Committee, if applicable, otherwise state "None". Note: this section is omitted on committee agenda letters.

(4) **Executive Summary:** This section contains a concise summary covering all critical elements of is the issue. It is a brief summary of why this action needs to occur. It gives the reader critical information and thus comprehension of the report should be easier and less time consuming. It should also assist the author of the Board Letter in ensuring the format and information are presented orderly and complete.

(5) **Procedural Requirements:** This section contains the procedural language associated the Agenda Letter. Note: this section is omitted on committee agenda letters.

(6) **Fiscal Impact:** This section should detail the amount of funds that are available for, required for, or assigned for a particular purpose and where the funds are coming from if not already budgeted, what the immediate and long-term impacts are on the budget, and what the consequences are, if any, on the action not being approved. If

there is no fiscal impact to your item, you must note that there is no fiscal impact.

(7) **CEQA Requirements (Environmental Impact):** Any environmental impact is thoroughly explained here. Note: this section is omitted on committee agenda letters.

(8) **Background and Discussion**: This section is a detailed outline and discussion of the issue. In this section, you are building the cast to support the recommended action, providing the reasons for your request. The history of the item should be covered, including all previous actions taken by other Committees and their issues and recommendations. Also included in the history should prior agreement or contract information, previous applicable resolutions or ordinances, etc. If the Board took previous action on the item, historical background should be presented, with the most recent being documented firs. This background should include the impacts of the previous actions. This section should also cover discussion of policy impacts of new precedents. Include the consequences of non-approval of the recommended action. The options available for consideration should also be outlined, and why the option being recommended is preferred from staff's point of view.

This is the area where questions from the public and the Board should be anticipated and answered. Exhibits or attachments should be thoroughly explained in the section (they will be itemized out in the Supporting Document section if the Board Letter).

(9) **Supporting Document**: All supporting documents including resolutions, ordinance, and any documentation needs to be itemized out in this section. Identification is done through a numbering sequence of (1), (2), (3), etc. with the title of each the exact same as what is contained on the associate document.

Section 1.5. Agenda Letter Development

The following guidelines shall be followed for the development and submission of Agenda Letters. All letters shall be submitted to the Board Secretary (for Board of Directors agendas) or the appropriate Administrative Technician (for Committee agendas) electronically for final approval by the Executive Director.

1.5.1 Interdepartmental Communication

Communication between report authors and all departments affected by the subject of the report is the first step in developing and Agenda Letter. Early communication will assist the author in gathering a wide picture, versus a department picture, of the subject. Ideally, this communication should begin before reports are drafted.

1.5.2 Routing and Approval Process

(1) **Departmental Review**: Report authors shall submit first drafts of Agenda Letters to their respective manager, if applicable. The Management Staff member shall forward the Agenda Letter to the affected departments (i.e. planning, finance, or transit) prior to submission to the Board Secretary or Administrative Technician. Each Management Staff member shall review and revise reports to ensure that the affected department's input has been incorporated, the contents of the report are accurate and concise, and the report meets the general expectations outlined in the Agenda Letter Preparation Guidelines as described in Section 1.4.2.

(2) **Finance Department Review:** Prior to submission to the Board Secretary, the Finance Department shall review and approve all Budgetary/Fiscal Impact statement. Finance Department review is only required for reports with a Recommended Motion that has an impact of the budget. Informational items do not need Finance Department review. In all cases, Managers are required to carefully review the Fiscal Impact Statement for completeness as part of the overall review of the report prior to submitting it for final approval.

(3) **Legal Review:** Once the final report is approved by the Executive Director, the Board Secretary will forward to Legal Counsel for review and approval, all documents which are legal in nature including, but not limited to: resolutions, public hearing notices, environmental documents and contract.

1.5.3 Deadlines

Final Agenda reports, complete with attachments, must be submitted to the Board Secretary or Administrative Technician no later than 5:00 p.m. 20 days prior to the scheduled meeting. Agenda Packets will be distributed to the appropriate Board/Committee members seven (7) days in advance of the meeting. The Board Secretary will develop and distribute to staff, an annual Board Letter Deadline calendar for reference.

1.5.4 Supporting Documents (Attachments)

(1) All attachments to reports must be listed on the Agenda Letter under the "Supporting Documents" section and must be labeled accordingly with the attachment number, Agenda Item number and meeting date noted in the upper right hand corner of the document Header (align text right, using 10pt Ariel Bold font) as shown in the sample provided below. Do not use a label maker or printed labels; please label documents electronically.

Attachment X
NCTPA Board Agenda Item X.X
Date

(2) Attachments on legal sized paper, or larger that fold up or fold out require extra time to print and assemble manually. Unless the use of large sized paper is absolutely essential to the presentation, please us standard letter size paper.

1.5.5 Special Instructions

(1) Color documents: Color documents will not be provided in Agenda packets. When requested, color documents will be included in the meeting handout packet and provided to the Board of Directors at the meeting.

(2) Watermarks: Watermarks should be light enough as to not obscure the text of the document after it is photocopied. In lieu of using watermarks, words like “Draft”, Sample”, “Copy”, “Confidential”, etc. be noted in the upper right hand corner of the document under the Agenda Item number header.

1.5.6 Certified Documents

Requests for certified documents, including the number of copies requested and the date needed must be provided to the Board Secretary at least one day prior to the Board of Directors meeting.

Certified documents, i.e. resolutions, letters, etc., which require immediate filing with a funding entity, for example, must be prepared for signature by the Board Secretary and presented to the Board Chairperson and Legal Counsel upon conclusion of the Board of Director’s meeting in which the item was considered and approved. Upon full execution of the document by the Board Secretary, the necessary certified copies will then be prepared and forwarded to the requesting department the next day.

Section 1.6. Guidelines for Development of Public Hearing Notices

The following guidelines shall be followed for the development and submission of Public Hearing Notices.

1.6.1 Scheduling

As soon as a department determines the need to schedule a public hearing, it should give notice to the Board Secretary to place the matter on the appropriate Board agenda(s). Action by the Board to set a public hearing should take place no less than 30 days prior to the proposed date of the hearing unless more notices is required by law. In addition, Legal Counsel shall review the Agenda Letter once it has been reviewed and approved by the Executive Director.

1.6.2 Development of Legal Notices

The process for the development of the legal notice is as follows:

Activity	**Responsible Department**
Routing draft notice to Board Secretary, Executive Director and Legal Counsel	Initiating Department
Review meeting date, time, location and interpreter information	Board Secretary
Project description, proposal	Initiating Department
Overall review of content	Legal Counsel
Incorporation of all changes into final document	Initiating Department
Review and signoff of the finalized legal notice	Executive Director
Translation/Publication of Legal Notice	Administrative Tech/Office Coordinator

1.6.3 Publication Information

The Administrative Technician (Office Coordinator) is to provide the Board Secretary with the publication date(s) and a list of the publications the notice appeared in as soon as this information is available.

1.6.4 Affidavit of Publication

The Board Secretary is to receive a copy of all affidavits associated with the publication of public hearing notices for incorporation into the record of the meeting.

CHAPTER 2 MEETINGS AND PUBLIC HEARINGS

Section 2.1. Purpose

These procedures set forth guidance to Agency employees regarding meeting and Public Hearing Notices compliance.

Section 2.2. Brown Act Requirements/Notices

2.2.1 Scheduled Meetings

Government Code Sections 54954.1 & 54954.2 of the Ralph M. Brown Act (Brown Act) state that meeting Agendas and packets must be posted, mailed, and made available at least 72 hours before a regularly scheduled meeting. Administrative staff is responsible for Agenda/Meeting packet distribution and timely posting in accordance with the Brown Act of the meetings for which they are responsible.

Agendas are to be posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA. and at the site if the meeting is held in a location other than the NCTPA Offices.

Agendas and meeting packets are also posted to the Agency's website. This process is generally facilitated by the Administrative Technician but can be accomplished by the Board Secretary and Manager of Finance for Brown Act compliance.

2.2.2 Changes to Agendas

When changes or additions to a previously distributed meeting agenda occur, the Agency is obligated to post and make available on its website the revised agenda at least 72 hours before the regularly scheduled meeting.

2.2.3 Special Meetings and Emergency Meetings

Special meetings and Emergency meetings are noticed as per Sections 54956 and 54956.5 of the Brown Act, which requires that written notice be delivered to each member of the legislative body (and to each local newspaper of general circulation requesting written notice) at least 24 hours before the time of the meeting specified in the notice.

2.2.4 Public Hearings

Periodically, the Agency must hold a public hearing and provide proper notice to the public. Notice of the time and place of a public hearing shall be published in the local newspaper (and made available for public inspection) prior to the day of the hearing.

After publication of the newspaper ad, the original is clipped and retained in the Board Secretary’s file. Three copies are made and distributed as follows:

- One copy to the file
- One copy to Accounts Payable

- One copy retained for the Agency's Auditors

Section 2.3. Agenda Preparation and Packet Distribution

Government Code Sections 54954.1 & 54954.2 (Per the Ralph M. Brown Act) state that meeting agendas and packets must be posted, mailed, and made available at least 72 hours before a regular meeting.

The process begins with the preparation of the Agenda as outlined in Chapter 1, and includes assembly of supporting documentation, scanning of the agenda and packet material, posting of the agenda, and distribution in the form requested by interested parties.

2.3.1 NCTPA and NVTA Board of Directors

The Program Manager-Human Resources & Administration is responsible for developing the NCTPA/NVTA Board Agenda and posting to the Granicus Platform and completing the agenda mail-out, if applicable.

Preliminary draft copies are distributed to the Executive Director for review and input. The Executive Director will review subsequent draft copies, and approve the finalized Agency agenda.

The Program Manager- Human Resources & Administration Secretary will email any Board Report/Resolution/Contracts/etc (for the Agency meeting) needing legal review to legal counsel.

2.3.2 Technical Advisory Committee (TAC)

The Program Manager - Planner is responsible for developing the TAC agenda. The Administrative Assistant is responsible for posting the TAC agenda to the Granicus Platform and completing the agenda mail-out, if applicable.

2.3.3 Paratransit Coordinating Council (PCC)

The Manager of Public Transit is responsible for the development of PCC agenda. The Administrative Assistant is responsible for posting the PCC agenda to the Granicus Platform and completing the agenda mail-out, if applicable.

Note that PCC agenda type is a large, clear font which is compatible with the needs of target audience.

2.3.4 VINE Consumer Advisory Committee (VCAC)

The Manager of Public Transit is responsible for VCAC agenda. The Administrative Assistant is responsible for posting the VCAV agenda to the Granicus Platform and completing the agenda mail-out, if applicable.

2.3.5 Active Transportation Advisory Committee (ATAC)

The Program Manager - Planning is responsible for ATAC agenda. The Administrative Assistant is responsible for posting the ATAC agenda to the Granicus Platform and completing the agenda mail-out, if applicable.

Section 2.4. Meetings

All meetings of the legislative body are open and public, as per Section 54953 of the Brown Act. Scheduled meetings are held in the Agency's Conference Room.

In advance of all meetings, administrative staff ensures that ample supplies of public comment forms are available by placing them on the credenza which is located near the Conference Room entrance. Meeting Sign-In and Speaker Form templates may be located on the shared drive at: H:\NCTPA\1400_Agendas & Resolutions\Board - NCTPA\Board Info\Data\Forms

2.4.1 Meeting Reminders

Administrative Technician (Office Coordinator) is responsible for reminding Board/Committee Members of scheduled meetings, in an effort to ensure that a quorum is present. These reminder telephone calls are to be placed no less than two days before the scheduled meeting. Board/Committee Members are reminded of the meeting date and time, and asked to contact their alternates and NCTPA Administrative Technician (Office Coordinator) member if they are unable to attend. It is assumed that Board/Committee Members will attend scheduled meeting, unless NCTPA has been notified. Therefore, no follow-up calls (for voice messages left) are necessary.

When advised by a Board/Committee Member that he/she is unable to attend and that arrangements have been made for an alternate, the Administrative Technician (Office Coordinator) should place the reminder call to the designated alternate who will be attending the meeting in the Board Member's absence.

Administrative Technician (Office Coordinator) will communicate anticipated meeting attendance status to the appropriate Management staff person in advance of the scheduled meeting.

2.4.2 Meetings-General Checklist

2.4.2.1 Before the Meeting:

1. Meeting handouts are labeled in upper right-hand corner with the meeting date, "Handout", and corresponding Agenda item number. 25 Copies of each handout are made. Scan meeting handouts for inclusion in electronic (PDF) copy of agenda packet.
2. Arrange conference room. (Name plates, tables, and chairs per seating diagrams). Place handouts in Agenda-item order at each Board Member/attendee's place at the meeting tables).
3. For prospective interested public attendees, place 6-8 Agenda packets (made previously) and a small supply of any meeting handouts on the credenza, which is situated near the entrance to the conference room.
4. Check battery life and available space on recorder.
5. Turn on Conference Room microphones and speaker.
6. Note chairs are removed near the entrance to the public seating area to facilitate convenient wheelchair access to both meeting tables and accommodate wheelchair "audience" seating.

7. For NCTPA/NVTA Board meetings, prepare coffee using the large (60 cup) coffee maker. Have available in the conference room, tea bags, sugar, napkins, coffee and drink cups.
8. Place signs on the Front door directing attendees to use the back door to the Conference Room.
9. Update Guest Sign-In with meeting date, and post on clipboard.
10. Have available a supply of Speaker Forms.
11. For evening meetings, unlock back doors from parking lot to Conference Room approximately 30 minutes before meeting start time.

2.4.2.2 After the Meeting:

1. Obtain Chair's and Legal Counsel's signature as needed on documents.
2. Remove dishes, papers, and name plates from the Conference Room.
3. Take signs off of Front door.
4. Turn out lights (if last to leave).

2.4.3 Meeting Sign-In/Registration

The Administrative Technician (Office Coordinator) will affix a meeting sign-in sheet to the clipboard in the central lobby area to the conference room, for (public) meeting registration. Section 54953.3 of the Brown Act states that registration is optional, and that the meeting Sign-In form must clearly indicate that meeting attendance is not conditioned upon signing the attendance sheet. Meeting Sign-In templates may be accessed on the shared drive, at: H:\NCTPA\1400_Agendas & Resolutions\Board - NCTPA\Board Info\Data\Forms

2.4.4 Public Comment

Members of the public wishing to address the legislative body (see Brown Act, Section 54954.3) should complete a Speaker Form in advance of the meeting, and give it to a Board Secretary or Committee Staff person (as indicated on the Speaker Form). The Board Secretary/Committee Staff will promptly forward the completed Speaker Form(s) to the meeting Chair. Speaker Forms may be accessed on the shared drive, at: H:\NCTPA\1400_Agendas & Resolutions\Board - NCTPA\Board Info\Data\Forms

2.4.5 Meeting Handouts

Any change or addition to the meeting packet relating to a scheduled agenda item (from the time of distribution/posting on the website) must be distributed at the meeting as a "handout". This may include new material received, changes/corrections to Board or Committee Letters or supporting documentation, or other helpful, supplemental information. Outlined below are the procedures that Administrative staff will follow for the handling of handouts for their respective meetings:

2.4.6 Labeling Handouts

Prior to copying, any "original" handouts must be labeled as such in the upper, right-hand corner with meeting date and agenda item number(s).

2.4.7 Distributing Handouts

Handouts are placed near each Board/Committee Member's position at the Conference Room table, arranged in agenda item number order to correspond with the sequence in which they will be referred to during the meeting. A small supply of each handout (for interested members of the public) is placed on the credenza which is located near the entrance to the Conference Room (which also contains 6-8 copies of the Agenda/meeting packet, also for members of the public).

2.4.8 Scanning Handouts

Handouts must be scanned for incorporation into the PDF copy of the agenda/meeting packet. Within the PDF file, meeting handouts should be arranged to the rear of the agenda/meeting packet.

2.4.9 Filing Handouts

"Original" handouts must be filed in front of the original meeting packet in the master files.

Section 2.5. Minutes

All Agency meetings are currently recorded on the Sony IC Recorder; however, eventually they will be recorded on the Granicus Platform. The meeting recordings are used as a tool by staff for developing preliminary draft minutes. Once the written minutes are adopted, they are considered the official record of the meetings.

2.5.1 General Minutes Guidelines

Font Type/Size Arial, 12 point

Board or Committee Member Names: Member names, (and sometimes staff and certain text) will be *italicized* in the minutes, depending on the preferences/direction of responsible Management staff.

Tense: Minutes of meetings are written in reported speech, in simple past (did), past perfect (had done), and future-in-the-past (would do) tense.

Motions: Motions are noted as being moved and seconded, in the following format:

MOTION MOVED by (MEMBER LAST NAME) SECONDED by (MEMBER LAST NAME) to **APPROVE** (insert approval recommendation language here). **Motion Passed 00-00 (00-00 represents vote to approve – vote to not approve).**

Resolutions: Resolutions should be noted as being approved.

Contracts/Agreements: Contracts/Agreements should also be noted as being approved.

Votes: Votes taken will be reflected in the minutes by noting the names of those casting "No" votes or abstaining, in cases where the vote is not unanimous.

Items Scheduled for Discussion Only (no vote): When items are not scheduled for a vote but are discussed, minutes should indicate "Information Only" in the "Action" section following the agenda "blurb".