

**December 10, 2012**

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**Proposal:**

The Commission will consider appointing a subcommittee to work with LAFCO staff to review and recommend revisions and updates to LAFCO policies and procedures.

**Discussion:**

The Cortese-Knox-Hertzberg Act requires each LAFCO to establish written policies and procedures. Presently Solano LAFCO has a mix of adopted policies and procedures. Many of these adopted policies require clean up that are administrative in nature, however; staff anticipates a few existing policies will require substantial policy recommendations. Additionally, staff anticipates there are policies and procedures which will have to be drafted. It is recommended that ultimately the Commission establish a handbook to centralize all policies and procedures. It is anticipated that this process will require several months to complete.

The subcommittee could accomplish the following:

- Inventory existing policies and procedures
- Review existing documents
- Begin creating a handbook
- Update existing policies and procedures
- Draft potential policies and procedures
- Make policy and procedure recommendations to the Commission

**Staff Recommendation:**

Staff recommends the Commission establish a Policies and Procedures Subcommittee to work with staff to review, update, draft, and make policy and procedure recommendations to the Commission.