



**Local Agency Formation Commission**  
**LAFCO of Napa County**

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**December 7, 2009**  
**Agenda Item No. 8c (Action)**

November 30, 2009

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Appointments to the 2010-2011 Budget Committee**  
The Commission will consider appointing two members to serve with the Executive Officer on the 2010-2011 Budget Committee.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 directs Local Agency Formation Commissions (LAFCOs) to annually prepare and adopt proposed and final budgets by May 1<sup>st</sup> and June 15<sup>th</sup>, respectively.

**A. Discussion**

It is the policy of LAFCO of Napa County (“Commission”) to establish a budget committee at its last meeting of the calendar year. The budget committee consists of two appointed Commissioners and the Executive Officer. The budget committee is responsible for preparing a draft proposed budget for review by the Commission and those entities statutorily responsible for funding the agency no less than 30 days prior to its adoption. It has been the practice of the Commission to receive a draft proposed budget from the budget committee at its February meeting. Proposed and final budgets are generally presented to the Commission for adoption at its April and June meetings. Previous appointments to the budget committee are summarized below.

<b>Term</b>	<b>Appointee</b>	<b>Appointee</b>
2009-2010	Brian J. Kelly	Jack Gingles
2008-2009	Brian J. Kelly	Jack Gingles
2007-2008	Brian J. Kelly	Brad Wagenknecht
2006-2007	Guy Kay	Brad Wagenknecht
2005-2006	Guy Kay	Brad Wagenknecht

**B. Analysis**

The 2010-2011 Budget Committee will review and make recommendations on baseline expenditures to maintain or adjust current agency service levels as deemed appropriate. It is expected the 2010-2011 Budget Committee will also review the Commission’s existing financial management policies and practices and consider possible changes. One potential change identified by staff meriting review is the establishment of a fund balance policy.

Juliana Inman, Vice Chair  
Councilmember, City of Napa

Lewis Chilton, Commissioner  
Councilmember, Town of Yountville

Joan Bennett, Alternate Commissioner  
Councilmember, City of American Canyon

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

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

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

It is anticipated the 2010-2011 Budget Committee will conduct a noticed public meeting during the first full week of January during the early afternoon. It is expected one additional noticed public meeting will be conducted in early March.

**C. Recommendation**

It is recommended the Commission take the following action:

- 1) Appoint two members to serve on the 2010-2011 Budget Committee.

Respectfully submitted,

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Keene Simonds  
Executive Officer

Attachment:

- 1) *Policy on Preparation of the LAFCO Budget*

## **Local Agency Formation Commission of Napa County**

Policy on the Preparation of the LAFCO Budget  
(Adopted: August 9, 2001; Last amended: January 9, 2003)

To facilitate the adoption of the LAFCO budget pursuant to Government Code §56381, it is the policy of the Commission that:

1. There shall be a LAFCO budget committee, composed of two members of the Commission and the Executive Officer. At the last regular Commission meeting of each calendar year, the Chair shall appoint two members to serve on the budget committee.
2. It is the responsibility of the budget committee to prepare a draft preliminary budget for circulation to the Commission, those agencies statutorily required to contribute to the LAFCO budget and all interested parties.
3. The draft preliminary budget shall be circulated no less than 30 days prior to the meeting at which it shall be considered and adopted.
4. Following the adoption of the preliminary budget, the Executive Officer shall prepare a draft final budget.
5. The draft final budget shall be circulated no less than 30 days prior to the meeting at which it shall be considered and adopted.