



Local Agency Formation Commission
LAFCO of Napa County

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December 1, 2008
Agenda Item No. 7d (Action)

November 24, 2008

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Appointments to the 2009-2010 Budget Committee

The Commission will consider appointing two members to serve with the Executive Officer on the 2009-2010 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 1st and June 15th, 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.

Previous Budget Committees

Term	Appointee	Appointee
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 Budget Committee will review and make recommendations on baseline expenditures to maintain or adjust current agency service levels. The Budget Committee will also review costs associated within a possible office relocation given the agency's current lease at 1700 Second Street expires on June 30, 2009.

Jack Gingles, Commissioner
Mayor, City of Calistoga

Juliana Inman, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Vice-Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

It has been the recent practice of the Budget Committee to schedule a noticed public meeting during the first full week of January. It is expected one additional noticed public meeting will be required and scheduled in early March.

C. Recommendation

It is recommended the Commission take the following action:

- 1) Appoint two members to serve on the 2009-2010 Budget Committee.

Respectfully submitted,

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.