



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7e (Action)

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer
MEETING DATE: November 18, 2019
SUBJECT: Subcommittee Appointments

RECOMMENDATION

It is recommended the Commission appoint two members to the 2020-2021 Budget Committee and appoint two members to the Policy Committee.

SUMMARY

The Commission will consider making appointments or reappointments, as appropriate, to two ad hoc subcommittees as part of this item. A summary of the two subcommittees and recommended actions follows.

2020-2021 Budget Committee

The Commission establishes an ad hoc Budget Committee at its last meeting of each calendar year consistent with the adopted Budget Policy (Attachment One). The Budget Committee includes two appointed Commissioners to advise the Executive Officer in preparing a draft budget and a final budget for review by the Commission, the public, and the six affected funding agencies: County of Napa; City of American Canyon; City of Calistoga; City of Napa; City of St. Helena; and Town of Yountville. Draft and final budgets are typically presented to the Commission for adoption at its April and June meetings, respectively. The Budget Committee will also consider the Commission's adopted Fee Schedule and Work Program. It is anticipated the Budget Committee will meet with the Executive Officer during the months of February and April. Previous appointments to the Budget Committee over the last five fiscal years are listed below.

Table with 3 columns: Term, Appointee, Appointee. Rows include 2019-2020 (Margie Mohler, Erik Lawrence), 2018-2019 (Brian J. Kelly, Ryan Gregory), 2017-2018 (Brad Wagenknecht, Gregory Rodeno), 2016-2017 (Brad Wagenknecht, Greg Pitts), 2015-2016 (Brian J. Kelly, Joan Bennett).

Kenneth Leary, Vice Chair
Councilmember, City of American Canyon

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner
Councilmember, City of Napa

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

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Gregory Rodeno, Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Policy Committee

The Commission previously established an ad hoc Policy Committee for purposes of reviewing all existing local policies and recommending amendments, as appropriate, to the full Commission. A comprehensive policy review schedule is included as part of the Commission's adopted *Strategic Plan 2018-2022*.¹ Chair Rodeno and Commissioner Mohler are currently serving on the Policy Committee. See item 7c on today's agenda for more information regarding the current work of the Policy Committee. While not directed to do so under any local policy, the Commission is invited to consider appointing (or re-appointing) two members to the Policy Committee.

ATTACHMENT

- 1) Budget Policy

¹ The Commission's adopted *Strategic Plan 2018-2022* is available online at: <https://www.napa.lafco.ca.gov/uploads/documents/StrategicPlan2018-2022.pdf>.



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Budget Policy

(Adopted: August 9, 2001; Last Amended: June 6, 2016)

- 1) An annual budget shall be prepared, adopted and administered in accordance with Government Code Section 56381.
- 2) The Commission should annually consider the Fee Schedule and Work Program in conjunction with the budget process.
- 3) The Commission is committed to ensuring the agency is appropriately funded each fiscal year to effectively meet its prescribed regulatory and planning responsibilities. The Commission is also committed to controlling operating expenses to reduce the financial obligations on the County of Napa and cities, hereafter referred to as the "funding agencies," whenever possible and appropriate.
- 4) The budget shall include an undesignated/unreserved fund balance equal to a minimum of one-third of annually budgeted operating expenses.
- 5) The Commission shall establish an ad-hoc budget committee at the last meeting of each calendar year comprising of two Commissioners and the Executive Officer which will terminate each year with the adoption of the final budget. Commissioners appointed to a budget committee shall receive a regular per diem payment for each meeting attended.
- 6) The adopted final budget should be posted on the Commission's website for public viewing for the entirety of the affected fiscal year.