



**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*

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**June 3, 2013**

**Agenda Item No. 6a (Public Hearing)**

May 28, 2013

**TO:** Local Agency Formation Commission

**FROM:** Budget Committee (Kelly and Simonds)

**SUBJECT: Consideration of a Final Budget for Fiscal Year 2013-2014**

The Commission will consider adopting a final budget setting operational expenses and revenues for 2013-2014. The recommended final budget is nearly identical to the proposed budget adopted in April and subsequently circulated for public review. Operating expenses total \$448,800 and represents a 3.8% increase over the current fiscal year. Operating revenues total \$432,850 with the majority coming from local funding agencies; the latter of which would increase by 2.4%. The anticipated shortfall – (\$15,949) – would be covered by agency reserves.

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Local Agency Formation Commissions (LAFCOs) are responsible under State law for annually adopting a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFCO finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties. LAFCOs must adopt their proposed and final budgets at noticed public hearings.

**A. Background**

*Prescriptive Funding Sources*

LAFCO of Napa County's ("Commission") annual operating expenses are principally funded by the County of Napa and the Cities of American Canyon, Calistoga, Napa, St. Helena, and Yountville. State law specifies the County is responsible for one half of the Commission's operating expenses while the remaining amount is to be apportioned among the five cities. The current formula for allocating the cities' shares of the Commission's budget was adopted by the municipalities in 2003 as an alternative to the standard method outlined in State law and is based on a weighted calculation of population and general tax revenues. Additional funding – typically representing less than one-fifth of total revenues – is budgeted from application fees and interest earnings.

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Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Gregory Pitts, Commissioner  
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

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*

### ***Adopted Budget Policies***

It is the policy of the Commission to utilize a Budget Committee (“Committee”) to inform the agency’s decision-making process in adopting an annual operating budget. The Commission establishes a Committee for each fiscal year to include two appointed Commissioners and the Executive Officer. The Committee’s core responsibilities are divided between three distinct and sequential phases highlighted by preparing draft, proposed, and final budgets for Commission action between February and June.<sup>1</sup>

Two pertinent policy determinations underlie the Committee’s work and related recommendations to the Commission. First, it is the policy of the Commission to ensure the agency is appropriately funded to effectively and proactively meet its prescribed duties while controlling operating expenses whenever possible to limit the financial impact on the funding agencies. Markedly, and by practice, this means utilizing reserves when appropriate to minimize increases in agency contributions. Second, it is the policy of the Commission to retain sufficient reserves to equal no less than three months of budgeted operating expenses in the affected fiscal year less any capital depreciation.

### ***2013-2014 Committee / Actions to Date***

The 2013-2014 Committee (Chilton, Kelly, and Simonds) conducted a noticed public meeting on January 14, 2013 to review and develop draft recommendations on the Commission’s operating expenses and revenues for the upcoming fiscal year.<sup>2</sup> Four specific budget factors permeated the Committee’s review. First, the Committee considered baseline agency costs to maintain the current level of services at next year’s projected price for labor and supplies. Second, the Committee considered whether adjustments – increases or decreases – in baseline agency costs are appropriate to accommodate changes in need or demand. Third, upon a preliminary setting of operating expenses, the Committee considered the need for increases in agency contributions and whether agency reserves should be utilized to lower contribution requirements. Fourth, the Committee compared the preliminary setting of operating expenses and revenues to previous fiscal years and the current consumer price index for the region.

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<sup>1</sup> The Committee’s initial responsibility is to present a draft budget for Commission approval in February before it is circulated for comment to each funding agency for no less than 21 days. The draft budget, notably, is the opportunity for the Committee to identify and propose recommendations on changes in baseline expenditures for Commission feedback. It also provides the funding agencies an early opportunity to review and comment on the Commission’s anticipated budget needs relative to their own budgeting processes. The Committee’s second formal action is to incorporate the comments received from the funding agencies during the initial review along with any updated cost/revenue projections into a proposed budget for Commission adoption in April. The adopted proposed budget is subsequently circulated to the funding agencies for review and comment for another 21 day period. The adopted proposed budget is also posted for public review and comment on the Commission’s website. The Committee’s third and final formal action is to incorporate the comments received from the funding agencies and general public on the proposed budget into a final budget for Commission adoption in June. Significantly, and in terms of intent, any changes incorporated into the final budget in June are generally limited to relatively minor updates or to address new information on budgetary needs that was not previously known or addressed by the Committee.

<sup>2</sup> The Commission appointed Commissioners Chilton and Kelly to the 2013-2014 Budget Committee at its December 3, 2012 meeting. Commissioner Chilton served on the Committee through May 6, 2013 when his term expired.

The Committee incorporated the four described budget factors – existing baseline costs, warranted changes in baseline costs, revenue needs, and relationship to the price index – in presenting a draft budget at the Commission’s February 4, 2013 meeting. The draft represented a “status-quo” in generally maintaining existing service levels and highlighted by preserving current staff at 2.5 fulltime equivalent employees. The draft contemplated an increase in operating expenses of 3.8% to \$448,755. The draft also contemplated an increase in operating revenues of 2.9% to \$435,915 with the remaining shortfall – (\$12,841) – to be covered by drawing down on agency reserves. The Commission approved the draft as submitted and directed the Committee to seek comments from the funding agencies in anticipation of taking action on a proposed budget in April. Electronic copies of the approved draft were sent to all six local agencies with a request to provide written comments by March 7<sup>th</sup>. No formal comments were received.

The Committee presented and the Commission approved a draft budget for FY13-14 on February 4<sup>th</sup> in which expenses were set to increase by 3.8% to total \$448,755; an amount sufficient to maintain existing labor and supply costs into the next fiscal year with limited changes. The draft set revenues to increase by 2.9% to total \$435,915 and result in a budgeted shortfall of (\$12,841).

The Committee returned with a proposed budget for adoption by the Commission as part of a noticed public hearing on April 1<sup>st</sup>. The proposed budget was substantively identical to the earlier approved draft given overall expense and revenue projections proved to be holding with their respective totals slightly increasing to \$448,880 and \$435,937. The proposed budget was adopted by the Commission as submitted with direction to the Committee to initiate a second and last review to the funding agencies in anticipation of taking action on a final budget in June. Electronic copies of the approved draft were sent to all six local agencies with a request to provide written comments by May 7<sup>th</sup>. An electronic copy was also posted to the agency website. No formal comments were received.

The Committee presented and the Commission adopted a proposed budget for FY13-14 on April 1<sup>st</sup> nearly identical to the earlier approved draft with total expenses and revenues increasing slightly to \$448,800 and \$435,937, respectively.

## **B. Discussion**

The Committee returns with a recommended final budget in line-item form for consideration by the Commission as part of a noticed public hearing. The final budget remains relatively enact from the proposed version adopted in April with changes limited to operating revenues to reflect a purposeful decrease in new agency contributions given a change in the most recent published consumer price index for the region. A detailed summary and justification of the final budget’s operating expenses and revenues follows with the corresponding line-item general ledger showing all affected accounts provided as an exhibit to the attached draft resolution of approval.

### *Operating Expenses*

The final budget provides operating expenses would increase from \$432,461 to \$448,800; a difference of \$16,339 or 3.8% over the current fiscal year and an amount that remains unchanged from the April meeting. Almost all of the total increase lies in the salaries/benefits unit with the majority tied to non-discretionary line-items associated with the Commission's staff support services agreement with the County of Napa.<sup>3</sup> Specifically, four-fifths of the total increase is attributed to rises in salary, group insurance, and retirement costs. The first of these three labor costs – salary – represents the largest single item increase and is projected to rise by approximately \$8,800 or 4.3%. The increase in salary incorporates three distinct changes in employee compensation: providing an automobile allowance for the Executive Officer (mistakenly absent from the present fiscal year budget); accommodating a pending job reclassification for the Secretary position; and budgeting a 1.5% cost-of-living adjustment for all employees.<sup>4</sup>

Along with the referenced increases tied to the Commission's staff support services agreement, the Committee continues to recommend a limited number of changes in discretionary line-item expense accounts as part of the final budget. Most of the changes are minor and reflect current fiscal year expense trends with the notable exception of the following two recommendations.

- The final budget provides an increase in the per diem expense account from \$6,400 to \$10,000. The proposed change represents a \$3,600 or 56% increase and would accommodate two anticipated amendments in the manner in which stipends are provided to members for attending meetings on behalf of the agency. The first anticipated change is an increase in the per diem amount from \$100 to \$125; a change – if enacted – that would represent the first increase since 2007. The second anticipated change is to begin providing per diems for Commissioner attendance at outside meetings in which members are representing the agency. A prominent example includes Commissioners attending the annual conferences hosted by the California Association of LAFCOs or CALAFCO. Actual implementation of these anticipated changes, and in particular providing per diems for outside meetings, is subject to adopted policy revisions that have been separately agendaized for today's meeting.

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<sup>3</sup> The term "non-discretionary" infers the associated cost increases are not directly the purview of the Commission to amend given they are a byproduct of the decision to contract with the County of Napa for staff support services. The Commission retains the right, however, to reconsider its staffing support services agreement with the County at its own discretion.

<sup>4</sup> The automobile allowance for the Executive Officer is provided under County of Napa's Management Compensation Plan and totals \$5,280 annually. The pending job reclassification is to promote the agency's current Secretary to Administrative Secretary under the County of Napa's Job Classification System; a reclassification that generates an additional \$1,238 in annual pay. The 1.5% cost-of-living adjustment is drawn from the County of Napa's memorandum of understanding with employees and would generate an additional \$2,318 annually.

- The final budget provides a decrease in the special expense account from \$3,500 to \$2,500. The proposed change represents a \$1,000 or 29% decrease and reflects the difference in one-time purchases anticipated between the current and pending fiscal years. The Commission will recall this account – which by practice is budgeted at \$1,000 unless additional monies are allocated for specific one-time purposes – was budgeted with an additional \$2,500 in 2012-2013 to purchase software programming and related training from Granicus to begin live-streaming meetings on the internet. The Committee believes \$1,500 should be added to the baseline setting in the account in 2013-2014 to fund the services of an outside consultant to facilitate the Commission’s scheduled biannual workshop anticipated for later this fall. This amount parallels the charge incurred in utilizing an outside consultant at the last workshop in 2011.

The Committee notes two other discretionary expense increases appear merited, but are not recommended in the final budget to control overall costs and more specifically agency contributions in 2013-2014. Most notably, and in terms of future prioritizing, this includes allocating approximately \$6,500 to purchase a wide-format printer for producing full size and appropriately scaled maps of all agency boundaries and spheres of influence in Napa County.<sup>5</sup> The Committee believes it would be appropriate for the Commission to revisit this expense during the course of the upcoming fiscal year to consider whether any accumulated savings achieved in other operating accounts can be applied for a mid-year purchase.<sup>6</sup> The Committee also believes there would be merit to revisit the purchase of electronic tablets for members and staff to replace paper agenda packets as part of an effort to reduce the agency’s resource consumption. The estimated cost to purchase tablets and related software for all members and staff totals \$7,000 to \$8,000; an amount that may significantly decrease if the appointing authorities provide and allow members to use their agency-issued tablets as Commissioners.<sup>7</sup>

The following table summarizes recommended operating expenses in the final budget.

Expense Unit	Adopted	Recommended		
	FY12-13	FY13-14	Change \$	Change %
1) Salaries/Benefits	311,287	329,236	17,949	5.8
2) Services/Supplies	121,174	119,564	(1,610)	-1.3
3) Contingencies	0	0	0	0.0
	\$432,461	\$448,800	\$16,339	3.8%

<sup>5</sup> As needed, staff currently utilizes the County of Napa Planning Department’s wide-format printer for producing large scale maps. This arrangement is problematic, however, given the constraints of the optic data line connecting the two agencies network drives results in lengthy print times and prone to printing errors.

<sup>6</sup> The Executive Officer must receive Commission approval for any purchases exceeding \$3,000.

<sup>7</sup> Other discretionary expenses considered by the Committee included purchasing a software program to improve the preparation of meeting minutes and establishing a website application to allow users to file proposals electronically. The Committee believes the estimated costs of these two purchases based on vendor responses, however, substantially exceed the anticipated benefit to the Commission at this time.

### Operating Revenues

The final budget provides operating revenues would increase from \$423,650 to \$432,850; a difference of \$15,950 or 2.2% over the current fiscal year. It is proposed nearly the entire amount of operating revenues – \$419,350 – would be drawn from new agency contributions and reflect an increase over the current fiscal year of \$9,776 or 2.4% to account for the projected rise in operating expenses. Importantly, while an increase to the funding agencies is recommended, the projected amount has been reduced by the Committee by nearly doubling the budgeted use of reserves from \$8,811 this fiscal year to \$15,950 in the next fiscal year. The Committee draws on two distinct factors in justifying the proposed increase in reserves as offsetting revenues as summarized below.<sup>8</sup>

- The targeted amount in reserves to be used as offsetting revenues purposefully lowers the agency contributions to match the consumer price index for the region; an index that was recently updated from 3.1% to 2.4% and is the reason the Committee has increased the proposed use of reserves since the April meeting.
- A substantial portion of the targeted amount in reserves to be used as offsetting reserves will be effectively covered by projected operating surplus accruing during the current fiscal year. Accordingly, the net impact to the Commission in terms of actual loss of reserves is anticipated to be less than \$2,300.

The remaining portion of budgeted operating revenues – \$13,500 – would be drawn from carrying forward service charges and interest earnings at generally the same level for the current fiscal year with limited exceptions.<sup>9</sup>

The following table summarizes recommended operating revenues in the final budget.

Revenue Unit	Adopted FY12-13	Recommended FY13-14	Change \$	Change %
1) Agency Contributions	409,574	419,350	9,776	2.4
(a) County of Napa	204,787	209,675	4,888	2.4
(b) City of Napa	136,583	140,021	3,437	2.5
(c) City of American Canyon	33,321	33,757	437	1.3
(d) City of St. Helena	14,153	13,957	(196)	(1.4)
(e) City of Calistoga	12,095	12,389	293	2.4
(f) Town of Yountville	8,635	9,552	917	10.6
2) Service Charges	10,000	10,500	500	5.0
3) Interest Earnings	4,076	3,000	(1,076)	(26.4)
<b>Total</b>	<b>\$423,650</b>	<b>\$432,850</b>	<b>\$9,200</b>	<b>2.2%</b>

<sup>8</sup> The recommendation to budget \$15,950 in reserves as offsetting revenue would also mark the first related increase since the Commission began budgeting revenues in 2010-2011 (\$42,460 in 10-11; \$32,829 in 11-12; and \$8,811 in 12-13). Importantly, the increase in reserve use recommended in 2013-2014 suggests the Commission has – as intended – achieved an appropriate balance going forward with respect to matching operating costs with agency contributions after an extended vacancy in the analyst position in the late 00s created an artificial reduction in contribution requirements.

<sup>9</sup> A moderate 5% increase in service charges is budgeted to reflect the collection of mapping service fees consistent with the recent amendments to the adopted study schedule. A 26% decrease in interest earning is budgeted based on current collection amounts.

### **C. Analysis**

The recommended final budget for 2013-2014 accomplishes the Committee's two core objectives to (a) provide sufficient resources to maintain current service levels while (b) minimizing impacts on the funding agencies by limiting overall contribution increases. In particular, the final budget as recommended preserves present staff and service levels the Committee believes are merited given the agency's prescribed and expanding duties. The recommended final budget also provides additional monies to retain an outside consultant to facilitate the next biannual workshop as well as provide per diems for members to represent the Commission at outside events and meetings, such as the CALAFCO annual conferences.

Three other pertinent and related takeaways underlie the recommended final budget before the Commission. First, the projected increase in the funding agencies' combined contribution – 2.4% – has been purposefully managed to not exceed the region's consumer price index by raising the use of reserves as offsetting revenues with nearly 90% being covered by an anticipated operating surplus for the current fiscal year. Second, while this would mark the fourth year in which the overall contribution total for the funding agencies has increased, the percentage changes continue to decrease.<sup>10</sup> This dynamic suggests the Commission is closer to achieving an appropriate balance going forward in matching operating costs with agency contributions after an extended vacancy in the analyst position had previously and artificially lowered allocation requirements. Third, and despite allocating almost \$16,000 as offsetting revenues, the final budget positions the Commission to finish 2013/2014 with an available fund balance of \$116,225; an amount more than sufficient to meet the Commission's policy to retain reserves equal to no less than three months of operating expenses.

### **D. Recommendation**

It is recommended the Commission adopt the recommended final budget for reasons provided in this report with any desired changes.

### **E. Alternatives for Action**

The following alternative actions are available to the Commission.

Alternative Action One (Recommended):

Adopt the attached draft resolution with the recommended final budgeted identified as Exhibit A with any desired changes.

Alternative Action Two:

Continue the item to a special meeting scheduled no later than June 15, 2013 and provide direction to staff with respect to providing additional information as needed.

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<sup>10</sup> The percentage increase to the funding agencies in their annual contributions to the Commission over the last three fiscal years has been 20.5% (2010/11), 7.6% (2011/12), and 6.9% (2012/13).

**F. Procedures for Consideration**

This item has been agendized as part of a noticed public hearing. The following procedures are recommended with respect to the Commission's consideration:

- 1) Receive verbal report from the Committee;
- 2) Invite public testimony (mandatory) and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted on behalf of the Committee,

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Keene Simonds  
Executive Officer

Attachments:

- 1) Draft Resolution of Approval  
(General Ledger Provided as Exhibit "A")
- 2) Calculation of Local Agency Contributions



**RESOLUTION NO. \_\_\_\_****RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
ADOPTING A FINAL BUDGET FOR THE 2013-2014 FISCAL YEAR**

**WHEREAS**, the Local Agency Formation Commission of Napa County (hereinafter referred to as “Commission”) is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) to adopt a proposed budget no later than May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>; and

**WHEREAS**, the Commission appoints and utilizes a Budget Committee to help inform and make decisions regarding the agency’s funding requirements; and

**WHEREAS**, the Commission adopted a proposed budget prepared by the Budget Committee at a noticed public hearing on April 1, 2013; and

**WHEREAS**, at the direction of the Commission, the Budget Committee circulated for review and comment the adopted proposed budget to the administrative and financial officers of each of the six local agencies that contribute to the Commission budget; and

**WHEREAS**, the Commission reviewed all substantive written and verbal comments concerning the adopted proposed budget; and

**WHEREAS**, the Budget Committee prepared a report with recommendations for a final budget; and

**WHEREAS**, the Budget Committee’s report on a final budget has been presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at its public hearing on the final budget held on June 3, 2013; and

**WHEREAS**, the Commission determined the final budget projects the staffing and program costs of the Commission as accurately and appropriately as is possible.

**NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER** as follows:

1. The final budget as outlined in Exhibit “A” is approved.
2. The final budget provides the Commission sufficient resources to fulfill its regulatory and planning responsibilities in accordance with Government Code Section 56381(a).

The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on June 3, 2013 by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

ATTEST: Keene Simonds  
Executive Officer

RECORDED: Kathy Mabry  
Commission Secretary



# Local Agency Formation Commission of Napa County

Subdivision of the State of California

EXHIBIT A

## FY2013-2014 OPERATING BUDGET / FINAL

Prepared on May 15, 2013

Expenses		FY2010-11		FY2011-12		FY2012-13		FY2013-14	Difference	
		Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13	Estimate FY12-13	Final FY13-14		
<b>Salaries and Benefits</b>										
<u>Account</u>	<u>Description</u>									
51100	Salaries and Wages	198,346.60	198,280.48	202,387.60	203,108.73	203,183.19	210,958.63	<b>212,019.15</b>	8,835.96	4.3%
51400	Employee Insurance: Premiums	37,953.96	33,872.67	45,648.12	37,643.35	47,646.00	41,383.44	<b>51,202.80</b>	3,556.80	7.5%
51600	Retirement	34,991.95	34,924.41	36,701.99	36,871.55	37,736.30	37,003.66	<b>39,595.42</b>	1,859.12	4.9%
51605	Other Post Employment Benefits	9,138.00	9,138.00	9,341.00	9,341.00	12,139.00	12,139.00	<b>12,166.00</b>	27.00	0.2%
51210	Commissioner/Director Pay	9,600.00	4,900.00	9,600.00	5,700.00	6,400.00	6,000.00	<b>10,000.00</b>	3,600.00	56.3%
51300	Medicare	2,876.49	2,738.20	2,934.62	2,790.20	2,946.16	2,876.69	<b>3,012.22</b>	66.06	2.2%
51205	Cell Phone Allowance	840.00	843.50	840.00	843.50	840.00	840.00	<b>840.00</b>	-	0.0%
51405	Workers Compensation	226.00	226.00	327.00	327.00	396.00	396.00	<b>400.00</b>	4.00	1.0%
51110	Extra Help	-	-	-	-	-	-	-	-	-
51115	Overtime	-	-	-	-	-	-	-	-	-
		293,973.00	284,923.26	307,780.33	296,625.33	311,286.65	311,597.42	<b>329,235.60</b>	17,948.95	5.8%
<b>Services and Supplies</b>										
<u>Account</u>	<u>Description</u>									
52605	Rents and Leases: Building/Land	29,280.00	29,280.00	29,280.00	29,280.00	25,560.00	27,560.00	<b>25,560.00</b>	-	0.0%
52140	Legal Services	26,010.00	17,659.74	22,540.00	17,593.30	22,540.00	11,188.01	<b>22,540.00</b>	-	0.0%
52130	Information Technology Services	18,438.91	17,625.42	24,630.83	23,385.87	22,009.00	22,008.96	<b>22,374.00</b>	365.00	1.7%
52125	Accounting/Auditing Services	8,277.15	7,301.48	8,691.01	7,340.78	9,125.56	8,357.58	<b>9,125.56</b>	-	0.0%
52600	Rents and Leases: Equipment	-	-	-	-	6,500.00	6,500.00	<b>6,000.00</b>	(500.00)	-7.7%
53100	Office Supplies	15,000.00	9,628.08	12,000.00	14,508.46	5,500.00	2,661.46	<b>5,000.00</b>	(500.00)	-9.1%
52905	Business Travel/Mileage	4,500.00	6,469.45	5,000.00	2,253.35	5,000.00	5,631.39	<b>5,000.00</b>	-	0.0%
52900	Training/Conference	4,500.00	4,140.97	4,000.00	5,141.00	4,000.00	7,050.77	<b>4,000.00</b>	-	0.0%
53600	Special Departmental Purchases	1,000.00	2,482.00	1,000.00	426.64	3,500.00	3,442.40	<b>2,500.00</b>	(1,000.00)	-28.6%
53415	Computer Software/License	-	-	-	-	3,487.13	3,511.88	<b>3,487.73</b>	0.59	0.0%
52800	Communications/Telephone	3,500.00	1,640.02	4,470.00	2,329.81	2,970.00	2,423.38	<b>2,950.00</b>	(20.00)	-0.7%
53120	Memberships/Certifications	2,275.00	2,200.00	2,275.00	2,200.00	2,248.40	2,248.00	<b>2,292.96</b>	44.56	2.0%
53205	Utilities: Electric	-	-	-	-	1,500.00	958.00	<b>1,500.00</b>	-	0.0%
52830	Publications and Notices	1,500.00	1,433.43	1,500.00	2,255.64	1,500.00	1,280.87	<b>1,500.00</b>	-	0.0%
52830	Filing Fees	850.00	450.00	850.00	237.50	850.00	550.00	<b>850.00</b>	-	0.0%
53110	Postage/Freight	-	-	-	-	800.00	477.00	<b>800.00</b>	-	0.0%
52700	Insurance: Liability	444.00	444.00	321.00	321.00	153.00	153.00	<b>153.00</b>	-	0.0%
52105	Election Services	-	-	-	-	-	150.00	-	-	-
53105	Office Supplies: Furniture/Fixtures	-	-	-	-	-	322.38	-	-	-
54600	Capital Replacement/Depreciation*	3,931.40	3,931.40	3,931.40	3,931.40	3,931.40	3,931.40	<b>3,931.00</b>	(0.40)	0.0%
		119,506.46	104,685.99	120,489.23	111,204.75	121,174.49	110,406.48	<b>119,564.25</b>	(1,610.24)	-1.3%
<b>Contingencies and Reserves</b>										
<u>Account</u>	<u>Description</u>									
58100	Appropriation for Contingencies	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
EXPENSE TOTALS		413,479.46	389,609.25	428,269.56	407,830.08	432,461.14	422,003.90	<b>448,799.84</b>	16,338.70	3.8%

**Revenues**

		FY2010-11		FY2011-12		FY2012-13		FY2013-14	<i>Difference</i>	
		Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13	Estimate FY12-13	Final FY13-14		
<b>Intergovernmental</b>										
<b>Account</b>	<b>Description</b>									
43910	County of Napa	178,009.77	178,010.00	191,550.50	191,550.50	204,787.17	204,787.17	209,675.02	4,887.85	2.4%
43950	Other Governmental Agencies	178,009.77	178,010.00	191,550.50	191,550.50	204,787.17	204,787.17	209,675.02	4,887.85	2.4%
----	<i>City of Napa</i>	<i>119,646.81</i>	<i>119,647.00</i>	<i>126,330.38</i>	<i>126,330.38</i>	<i>136,583.40</i>	<i>136,583.40</i>	<i>140,020.50</i>	<i>3,437.10</i>	<i>2.5%</i>
----	<i>City of American Canyon</i>	<i>27,468.37</i>	<i>27,468.00</i>	<i>32,912.04</i>	<i>32,912.04</i>	<i>33,320.64</i>	<i>33,320.64</i>	<i>33,757.20</i>	<i>436.56</i>	<i>1.3%</i>
----	<i>City of St. Helena</i>	<i>12,656.54</i>	<i>12,657.00</i>	<i>12,997.37</i>	<i>12,997.37</i>	<i>14,152.67</i>	<i>14,152.67</i>	<i>13,956.84</i>	<i>(195.83)</i>	<i>-1.4%</i>
----	<i>City of Calistoga</i>	<i>10,642.45</i>	<i>10,642.00</i>	<i>11,393.34</i>	<i>11,393.34</i>	<i>12,095.39</i>	<i>12,095.39</i>	<i>12,388.75</i>	<i>293.36</i>	<i>2.4%</i>
----	<i>Town of Yountrille</i>	<i>7,595.60</i>	<i>7,596.00</i>	<i>7,917.37</i>	<i>7,917.37</i>	<i>8,635.00</i>	<i>8,635.00</i>	<i>9,551.72</i>	<i>916.72</i>	<i>10.6%</i>
		<u>356,019.55</u>	<u>356,020.00</u>	<u>383,101.00</u>	<u>383,101.00</u>	<u>409,574.34</u>	<u>409,574.34</u>	<u>419,350.03</u>	<i>9,775.69</i>	<i>2.4%</i>
<b>Service Charges</b>										
42690	Application/Permit Fees	10,000.00	24,293.00	10,000.00	8,562.00	10,000.00	23,078.00	10,000.00	-	
46800	Charges for Services	-	3,187.00	-	475.00	-	625.00	500.00	500.00	
47900	Miscellaneous	-	-	-	50.00	-	180.70	-	-	
		<u>10,000.00</u>	<u>27,480.00</u>	<u>10,000.00</u>	<u>9,087.00</u>	<u>10,000.00</u>	<u>23,883.70</u>	<u>10,500.00</u>	<i>500.00</i>	<i>5.0%</i>
<b>Investments</b>										
45100	Interest	5,000.00	2,570.00	2,340.00	2,472.66	4,076.00	2,198.00	3,000.00	<i>(1,076.00)</i>	<i>-26.4%</i>
		<u>5,000.00</u>	<u>2,570.00</u>	<u>2,340.00</u>	<u>2,472.66</u>	<u>4,076.00</u>	<u>2,198.00</u>	<u>3,000.00</u>	<i>(1,076.00)</i>	<i>-26.4%</i>
	REVENUE TOTALS	<u>371,019.55</u>	<u>386,070.00</u>	<u>395,441.00</u>	<u>394,660.66</u>	<u>423,650.34</u>	<u>435,656.04</u>	<u>432,850.03</u>	<i>9,199.69</i>	<i>2.2%</i>
<b>OPERATING DIFFERENCE</b>		(42,459.91)	(3,539)	(32,828.56)	(13,169.42)	(8,810.80)	13,652.14	(15,949.81)		
Negative Balance Indicates Use of Reserves										

	2012-2013 Actual	2012-2013 Actual	2012-2013 Actual	2013-2014 Final
<b>PERCENTAGE OF OPERATING EXPENSES</b>				
Salaries/Benefits	73.1%	72.7%	73.8%	73.4%
Services/Supplies	26.9%	27.3%	26.2%	26.6%

<b>UNRESERVED/UNRESTRICTED FUND BALANCE</b>				
Beginning:	134,344.00	131,692.00	118,522.58	132,174.72
Ending:	131,692.00	118,522.58	132,174.72	116,224.91

<b>MINIMUM THREE MONTH RESERVE GOAL</b>	102,387.02	106,084.54	107,132.44	111,217.21
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# Local Agency Formation Commission of Napa County

Subdivision of the State of California

ATTACHMENT TWO

## 2013-2014 Agency Contributions Calculation

<b>Step 1 Total Agency Contributions</b>							
	<u>FY12-13</u>	<u>FY13-14</u>	<u>FY13-14</u>	Difference	Difference		
Total	409,574.34	448,799.84	<u>Adjusted</u>	<u>Dollar</u>	<u>Percentage</u>		
			419,350.03	\$ 9,775.69	2.4%		
<b>Step 2 Allocation Between County and Cities</b>							
	<u>FY12-13</u>	<u>FY13-14</u>	<u>FY13-14</u>	Difference	Difference		
				<u>Dollar</u>	<u>Percentage</u>		
50% to the County of Napa	\$ 204,787.17	\$ 209,675.02	\$ 209,675.02	\$ 4,887.85	2.4%		
50% to the 5 Cities	\$ 204,787.17	\$ 209,675.02	\$ 209,675.02	\$ 4,887.85	2.4%		
<b>Step 3a Cities' Share Based on Total General Tax Revenues (FY2010-2011)</b>							
<u>General Tax Revenues</u>	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
Secured & Unsecured Property Tax	6,049,610.00	1,282,769.00	14,327,620.00	2,648,790.00	557,680.00	24,866,469.00	
Voter Approved Indebtedness Property Tax	-	-	-	-	-	-	
Other Property Tax	1,284,257.00	402,800.00	9,327,213.00	483,887.00	359,888.00	11,858,045.00	
Sales and Use Taxes	1,492,056.00	583,927.00	8,596,583.00	1,500,441.00	556,754.00	12,729,761.00	
Transportation Tax	-	-	-	-	-	-	
Transient Lodging Tax	784,127.00	3,431,407.00	9,871,985.00	1,465,172.00	4,035,425.00	19,588,116.00	
Franchises	546,528.00	157,604.00	1,684,730.00	161,652.00	104,339.00	2,654,853.00	
Business License Taxes	140,049.00	139,896.00	2,572,293.00	150,397.00	7,060.00	3,009,695.00	
Real Property Transfer Taxes	57,286.00	18,013.00	314,459.00	29,372.00	10,444.00	429,574.00	
Utility Users Tax	-	-	-	-	-	-	
Other Non-Property Taxes	473,554.00	162,980.00	2,862,595.00	503,912.00	209,263.00	4,212,304.00	
<b>Total</b>	<b>\$ 10,827,467</b>	<b>\$ 6,179,396</b>	<b>\$ 49,557,478</b>	<b>\$ 6,943,623</b>	<b>\$ 5,840,853</b>	<b>\$ 79,348,817</b>	
Percentage of Total Taxes to all Cities	13.6%	7.8%	62.5%	8.8%	7.4%	100%	
<b>Step 3b Cities' Share Based on Total Population (1/1/12)</b>							
	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
Population	19,809	5,200	77,805	5,875	2,999	111,688	
Population Percentage	17.74%	4.66%	69.66%	5.26%	2.69%	100%	
<b>Step 4 Cities Allocation Formula</b>							
	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
Cities' Share Based on Total General Taxes	13.6%	7.8%	62.5%	8.8%	7.4%	100%	
Portion of LAFCO Budget	11,444.40	6,531.49	52,381.20	7,339.26	6,173.66	<b>40%</b>	
Cities' Share Based on Total Population	17.74%	4.66%	69.66%	5.26%	2.69%	100%	
Portion of LAFCO Budget	22,312.79	5,857.26	87,639.31	6,617.58	3,378.06	<b>60%</b>	
<b>Total Agency Allocation</b>	<b>\$ 33,757.20</b>	<b>\$ 12,388.75</b>	<b>\$ 140,020.50</b>	<b>\$ 13,956.84</b>	<b>\$ 9,551.72</b>	<b>\$ 209,675.02</b>	
Allocation Share	16.0998%	5.9086%	66.7798%	6.6564%	4.5555%	100%	
<b>Step 5 FY13-14 Invoices</b>							
	<u>County of Napa</u>	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Agencies</u>
	\$ 209,675.02	\$ 33,757.20	\$ 12,388.75	\$ 140,020.50	\$ 13,956.84	\$ 9,551.72	\$ 419,350.03
<i>Difference From FY12-13:</i>	\$ 4,887.85	\$ 436.56	\$ 293.36	\$ 3,437.10	\$ (195.83)	\$ 916.72	\$ 9,775.69
	2.39%	1.31%	2.43%	2.52%	-1.38%	10.62%	2.39%