



**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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**Agenda Item 7c (Action)**

**TO:** Local Agency Formation Commission  
**PREPARED BY:** Brendon Freeman, Executive Officer  
**MEETING DATE:** December 4, 2017  
**SUBJECT:** Appointments to the 2018-2019 Budget Committee

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**RECOMMENDATION**

By motion, appoint two members of the Commission to serve on the 2018-2019 Budget Committee with the Executive Officer.

**SUMMARY**

It is the policy of the Commission to establish a budget committee at its last meeting of each calendar year. The budget committee consists of two appointed Commissioners and the Executive Officer. The budget committee is responsible for preparing a draft and final budget for review by the Commission 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 generally presented to the Commission for adoption at its April and June meetings, respectively.

The 2018-2019 Budget Committee will review and make recommendations on baseline expenditures to maintain or adjust current agency service levels as deemed appropriate. With respect to time commitments, it is anticipated the 2018-2019 Budget Committee will meet during the months of February and April. Budget Committee members will receive a per diem for their attendance. Previous appointments to the Budget Committee over the last five fiscal years are summarized below.

<b>Term</b>	<b>Appointee</b>	<b>Appointee</b>
2017-2018	Brad Wagenknecht	Gregory Rodeno
2016-2017	Brad Wagenknecht	Greg Pitts
2015-2016	Brian J. Kelly	Joan Bennett
2014-2015	Greg Pitts	Joan Bennett
2013-2014	Brian J. Kelly	Lewis Chilton

**ATTACHMENT**

- 1) Budget Policy

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Vacant, Commissioner  
Councilmember, City of Napa

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Chair  
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

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

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



## 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.