



**Local Agency Formation Commission**  
**Subdivision of the State of California**

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**December 5, 2011**  
**Agenda Item No. 7c (Action)**

November 28, 2011

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Appointments to the 2012-2013 Budget Committee**  
The Commission will consider appointing two members to serve with the Executive Officer on the 2012-2013 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> |
|-------------|------------------|------------------|
| 2011-2011   | Brian J. Kelly   | Lewis Chilton    |
| 2010-2011   | Brian J. Kelly   | Lewis Chilton    |
| 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 |

**B. Analysis**

The 2012-2013 Budget Committee will review and make recommendations on baseline expenditures to maintain or adjust current agency service levels as deemed appropriate. The Committee will also be asked to consider the merits of a possible office relocation given the Commission’s current lease expire on June 30, 2012.

Lewis Chilton, Vice Chair  
Councilmember, Town of Yountville  
Joan Bennett, Commissioner  
Councilmember, City of American Canyon  
Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Bill Dodd, Chair  
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, Commissioner  
Representative of the General Public  
Gregory Rodeno, Alternate Commissioner  
Representative of the General Public  
Keene Simonds  
Executive Officer

With respect to time commitments, it is anticipated the Committee will conduct a noticed public meeting during the second full week of January during the early afternoon. If needed, an additional noticed public meeting will be conducted during the second or third week of March. Meetings generally last one hour. Committee members, per practice, will receive a standard per diem for their attendance.

### **C. Recommendation**

It is recommended the Commission take the following action:

- 1) Appoint two members to serve on the 2012-2013 Budget Committee.

### **D. Procedures for Consideration**

This item has been agendaized as part of the action calendar. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from staff; and
- 2) Discuss item and consider action on recommendation.

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.