



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 7b (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 3, 2018

SUBJECT: Appointments to the 2019-2020 Budget Committee

RECOMMENDATION

It is recommended the Commission appoint two members to advise the Executive Officer on the 2019-2020 Budget Committee.

SUMMARY

It is the policy of the Commission to establish a Budget Committee (“Committee”) at its last meeting of each calendar year. The Committee includes two appointed Commissioners to advise the Executive Officer. The 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 typically presented to the Commission for adoption at its April and June meetings, respectively.

The 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 Committee will meet during the months of February and April. Previous appointments to the Committee over the last five fiscal years are listed below.

Term	Appointee	Appointee
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
2014-2015	Greg Pitts	Joan Bennett

ATTACHMENT

1) Budget Policy

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Vice 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

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, 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.