



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 7c

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer
MEETING DATE: December 7, 2015
SUBJECT: Appointments to the 2016-2017 Budget Committee

RECOMMENDATION

By motion, appoint two members of the Commission to serve on the 2016-2017 Budget Committee with the Executive Officer.

DISCUSSION / ANALYSIS

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 2016-2017 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 2016-2017 Budget Committee will conduct a public meeting during the month of March. Budget Committee members, per practice, will receive a standard per diem for their attendance. Previous appointments to the Budget Committee over the last five fiscal years are summarized below.

Table with 3 columns: Term, Appointee, Appointee. Rows include 2015-2016 (Brian J. Kelly, Joan Bennett), 2014-2015 (Greg Pitts, Joan Bennett), 2013-2014 (Brian J. Kelly, Lewis Chilton), 2012-2013 (Brian J. Kelly, Lewis Chilton), 2011-2012 (Brian J. Kelly, Lewis Chilton).

ATTACHMENT

1) Budget Policy

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

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

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### BUDGET POLICY

- 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-fourth 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.