



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 5e

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Analyst

MEETING DATE: December 1, 2014

SUBJECT: Appointments to the 2015-2016 Budget Committee

RECOMMENDATION

By motion, appoint the Commission Chair Brian Kelly, Commission Vice-Chair Joan Bennett, and the Interim Executive Officer to serve on the 2015-2016 Budget Committee.

ANALYSIS

It is the policy of the 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.

The 2015-2016 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 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.

Appointing the Chair and Vice-Chair would establish a new tradition that would provide both continuity in the budget process as the Chair will most likely have served on the Committee the previous year as well as provide a new perspective as the Vice-Chair will most likely be serving in a new capacity and bring a fresh perspective to the process. There is an additional benefit of offering all Commissioners the opportunity to serve at least one year during the course of his or her appointment. Should the Commission favor this approach, the attached policy could be appropriately updated at a subsequent meeting.

ATTACHMENT

- 1) Budget Policy

Joan Bennett, Vice Chair
Councilmember, City of American Canyon

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

Brian J. Kelly, Chair
Representative of the General Public

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Laura Snideman
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 56381.
- 2) The Commission should annually consider the Fee Schedule 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.