



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 (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Budget Committee (Rodeno, Wagenknecht, Freeman)

MEETING DATE: April 3, 2017

SUBJECT: Proposed Budget for Fiscal Year 2017-2018

RECOMMENDATION

It is recommended the Commission take the following actions:

- 1) Open the public hearing and take testimony;
- 2) Close the public hearing;
- 3) Adopt the draft resolution approving the proposed budget for 2017-2018 with any desired changes (Attachment One);
- 4) Direct the Budget Committee to circulate the adopted proposed budget to each of the funding agencies as well as the general public for review and comment; and
- 5) Direct the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2017.

SUMMARY

LAFCOs are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. The Commission's annual operating expenses are principally funded by the County of Napa and the Cities of American Canyon, Calistoga, Napa, St. Helena, and the Town of Yountville. State law specifies the County is responsible for one half of the Commission's operating expenses while the remaining amount is to be apportioned among the five cities. The current formula for allocating the cities' shares of the Commission's budget was adopted by the municipalities in 2003 as an alternative to the standard method outlined in State law and is based on a weighted calculation of population and general tax revenues. Additional funding – typically representing less than one-tenth of total revenues – is budgeted from anticipated application fees and interest earnings.

Juliana Inman, Vice Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of St. Helena

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

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

Ryan Gregory, 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

Brendon Freeman
Executive Officer

Budgeting Policies

It is the policy of the Commission to ensure the agency is appropriately funded to effectively and proactively meet its prescribed duties while controlling operating expenses whenever possible to limit the financial impact on the funding agencies. This means utilizing the Commission's unrestricted fund balance ("reserves") when appropriate to offset increases in agency contributions. Additionally, it is the policy of the Commission to retain sufficient reserves to equal no less than four months of budgeted operating expenses in the affected fiscal year. The Commission's Budget Policy is included as Attachment Three.

Budget Committee Actions

It is the policy of the Commission to utilize a Budget Committee to inform the agency's decision-making process in adopting an annual operating budget. The Commission establishes a Budget Committee for each fiscal year to include two commissioners and the Executive Officer. Alternate Commissioner Gregory Rodeno and Commissioner Brad Wagenknecht were appointed to serve on the Budget Committee at the Commission's December 5, 2016 regular meeting. The Budget Committee held a meeting on February 9, 2017 and subsequently prepared a proposed budget in line-item form for consideration by the Commission as part of a noticed public hearing.

Proposed Budget

The Commission will consider adopting a resolution to approve a proposed budget for 2017-2018. Proposed operating expenses total \$498,713 and represent a 6.7% decrease over the current fiscal year. Proposed operating revenues total \$452,947 with the remaining shortfall (\$45,766) to be covered by drawing down on agency reserves. The proposed budget for 2017-2018 accomplishes the Budget Committee's objectives to provide sufficient resources to maintain current service levels while minimizing impacts on the funding agencies by reducing overall contributions compared to previous fiscal years. Additionally, and despite allocating \$45,766 as offsetting revenues, the proposed budget positions the Commission to finish the fiscal year with available reserves totaling \$387,349; an amount more than sufficient to meet the Commission's policy to retain reserves equal to no less than four months of operating expenses.

A detailed summary of proposed operating expenses and revenues follows with the corresponding general ledger showing all affected accounts provided as an exhibit to the attached draft resolution of approval.

Operating Expenses

The Budget Committee proposes a decrease in operating expenses from \$534,328 to \$498,713; a difference of \$35,615 or (6.7%) over the adjusted budget amount for the current fiscal year. The decrease is primarily tied to the services/supplies unit with the majority associated with information technology services, legal services, consulting services, and special departmental expenses.

The Budget Committee proposes increasing the salaries and benefits account from \$347,922 to \$359,701. The proposed change represents a \$11,779 or 3.4% increase and accounts for (1) full funding of the vacant Analyst position at the bottom of the salary scale;¹ (2) increasing the Executive Officer's salary from step two to step three of the salary scale; and (3) incorporating cost-of-living adjustments for all employees consistent with the Commission's agreement with the County of Napa for staff support services.

It is important to note the Budget Committee proposes a decrease in the consulting services account from \$53,640 to \$25,000. The decrease in consulting services represents a total of \$28,640 or (53.4%) that is budgeted during the current fiscal year for (1) contract with Ascent Environmental for CEQA consulting services; (2) contract with SWALE for preparation of municipal service reviews and sphere of influence updates; and (3) contract with ECS for historical file back-scanning. The proposed \$25,000 for consulting services in the 2017-2018 budget would be entirely associated with the existing Ascent Environmental contract. The Commission does not budget for contingencies and instead relies on reserves to address unexpected expenses and emergencies.

The following table summarizes operating expenses in the proposed budget.

Expense Unit	Adjusted FY16-17	Proposed FY17-18	Change \$	Change %
1) Salaries/Benefits	\$347,922	\$359,701	\$11,779	3.4%
2) Services/Supplies	\$186,406	\$139,012	(\$47,394)	(25.4%)
3) Contingencies	\$0	\$0	\$0	0.0%
	\$534,328	\$498,713	(\$35,615)	(6.7%)

¹ In the absence of hiring of an Analyst in 2016-2017, it would be reasonable to assume the Commission will consider a budget transfer from Administrative Services to Consulting Services in the amount of the Analyst's salary and benefits total for purposes of hiring private consultants to assist in the preparation of municipal service reviews and sphere of influence updates. This potential budget transfer would be consistent with recent practice.

Operating Revenues

It has been the Commission's practice in recent years to intentionally budget for operating deficits for the purpose of reducing the impact to funding agencies when reserves exceed the amount required in the Budget Policy.² The Budget Committee proposes a modest decrease in operating revenues from the current fiscal year amount of \$482,444 to \$452,947. This amount would result in an intentional operating deficit of (\$45,766), which would be covered by utilizing reserves consistent with prior fiscal years.

The Budget Committee proposes the majority of operating revenues to be collected – \$427,447 – would be drawn from agency contributions and would represent a 5% decrease from the current fiscal year. Proposed agency contributions are included as Attachment Two. Service charges and interest earnings on the fund balance invested by the County Treasurer represent the remaining portion of operating revenues in the proposed budget. Projected application fee revenues are proposed to be reduced from \$30,000 in the current fiscal year to \$20,000 in 2017-2018 in recognition of recent trends in proposal activity.

The following table summarizes operating revenues in the proposed budget.

Revenue Unit	Adjusted FY16-17	Proposed FY17-18	Change \$	Change %
1) Agency Contributions	\$449,944	\$427,447	(\$22,497)	(5.0%)
(a) County of Napa	\$224,972	\$213,724	(\$11,249)	(5.0%)
(b) City of Napa	\$149,066	\$143,190	(\$5,876)	(3.9%)
(c) City of American Canyon	\$35,330	\$34,218	(\$1,112)	(3.1%)
(d) City of St. Helena	\$15,908	\$13,840	(\$2,068)	(13.0%)
(e) City of Calistoga	\$13,208	\$12,299	(\$909)	(6.9%)
(f) Town of Yountville	\$11,458	\$10,177	(\$1,281)	(11.2%)
2) Service Charges	\$30,500	\$20,500	(\$10,000)	(32.8%)
3) Interest Earnings	\$2,000	\$5,000	\$3,000	150.0%
Total	\$482,444	\$452,947	(\$29,497)	(6.1%)

* Proposed agency contributions for 2017-2018 reflect general tax revenues for 2014-2015 as provided by the State Controller's Office's (SCO) Cities Annual Report as well as population estimates for January 1, 2016 as provided by the State Department of Finance's (DOF) Population Estimates. Agency contributions will be updated in the final budget to reflect DOF's 2017 Population Estimates once the report has been published.

ATTACHMENTS

- 1) Draft Resolution of Approval (Proposed Budget Provided as Exhibit "A")
- 2) Local Agency Contributions Worksheet
- 3) Budget Policy

² Reserves are estimated to total \$433,438 at the end of the current fiscal year. The Budget Policy directs the Commission to retain sufficient reserves to equal no less than four months of budgeted operating expenses. Pursuant to the Budget Policy and based on proposed operating expenses in 2017-2018, the Commission is directed to retain a minimum of \$166,238 in reserves.

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A PROPOSED BUDGET FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, the Local Agency Formation Commission of Napa County (hereinafter referred to as “Commission”) is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) to adopt a proposed budget for the next fiscal year; and

WHEREAS, Government Code Section 56381 requires the Commission to adopt a proposed budget no later than May 1; and

WHEREAS, the Commission appoints and utilizes a Budget Committee to help inform and make decisions regarding the agency’s funding requirements; and

WHEREAS, the Budget Committee prepared a report concerning the proposed budget, including recommendations thereon; and

WHEREAS, the Budget Committee’s report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at its public hearing on the proposed budget held on April 3, 2017; and

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the Commission as accurately and appropriately as is possible.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposed budget as outlined in Exhibit “A” is approved.
2. The proposed budget provides the Commission sufficient resources to fulfill its regulatory and planning responsibilities in accordance with Government Code Section 56381(a).

The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on April 3, 2017 by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Diane Dillon
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary



Local Agency Formation Commission of Napa County

Subdivision of the State of California

FY2017-2018 PROPOSED OPERATING BUDGET

Prepared on March 7, 2017

Expenses

		FY2014-15		FY2015-16		FY2016-17		FY2017-18	Difference	
		Adjusted FY14-15	Actual FY14-15	Adjusted FY15-16	Actual FY15-16	Adjusted FY16-17	Estimated FY16-17	Proposed FY17-18		
Salaries and Benefits										
<u>Account</u>	<u>Description</u>									
51100 *	Salaries and Wages	147,625	150,093	152,582	138,142	218,926	146,752	230,519	<i>11,593</i>	<i>5.3%</i>
51200 *	401A Employer Contribution	1,000	300	-	2,000	1,000	1,000	1,000	-	<i>0.0%</i>
51205 *	Cell Phone Allowance	840	682	840	401	420	420	420	-	<i>0.0%</i>
51210	Commissioner/Director Pay	10,000	11,125	11,000	9,375	11,000	10,750	11,000	-	<i>0.0%</i>
51300 *	Medicare	3,012	2,410	3,251	1,951	3,374	2,304	3,500	<i>126</i>	<i>3.7%</i>
51305	FICA	-	496	500	395	550	388	500	<i>(50)</i>	<i>-9.1%</i>
51400 *	Employee Insurance: Premiums	44,796	27,679	42,936	25,499	51,754	37,036	51,818	<i>64</i>	<i>0.1%</i>
51405 *	Workers Compensation	428	428	500	461	2,221	2,221	719	<i>(1,502)</i>	<i>-67.6%</i>
51600 *	Retirement	39,853	27,040	43,791	25,502	43,690	30,708	46,010	<i>2,320</i>	<i>5.3%</i>
51605 *	Other Post Employment Benefits	12,321	12,321	14,751	14,750	14,987	14,987	14,214	<i>(773)</i>	<i>-5.2%</i>
		259,875	232,574	270,151	218,476	347,922	246,566	359,701	<i>11,779</i>	<i>3.4%</i>

* These accounts have been combined and reclassified under Services and Supplies as Administration Services (Account No. 52100). For transparency purposes, this budget sheet displays the old individual accounts.

* These accounts include funding for a full-time Analyst I at step 1 of the salary schedule.

Expenses

		FY2014-15		FY2015-16		FY2016-17		FY2017-18		
		Adjusted FY14-15	Actual FY14-15	Adjusted FY15-16	Actual FY15-16	Adjusted FY16-17	Estimated FY16-17	Proposed FY17-18	<i>Difference</i>	
Services and Supplies										
<u>Account</u>	<u>Description</u>									
52100 *	Administration Services	249,875	220,953	258,651	208,706	336,372	235,428	348,201	11,829	3.5%
52105	Election Services	-	75	150	-	300	-	100	(200)	0.0%
52125	Accounting/Auditing Services	10,000	8,128	10,000	7,496	9,500	8,970	9,500	-	0.0%
52130	Information Technology Services	24,000	23,663	24,052	24,052	24,052	24,052	16,859	(7,193)	-29.9%
52140	Legal Services	32,000	27,670	28,600	26,093	32,000	26,830	26,500	(5,500)	-17.2%
52310	Consulting Services	107,350	78,097	126,600	59,177	53,640	44,742	25,000	(28,640)	-53.4%
52345	Janitorial Services	-	-	-	420	500	150	200	(300)	-60.0%
52515	Maintenance-Software	-	1,127	1,500	1,869	2,000	1,960	2,000	-	0.0%
52600	Rents and Leases: Equipment	6,000	5,594	6,500	5,962	7,000	6,199	6,500	(500)	-7.1%
52605	Rents and Leases: Building/Land	25,560	25,560	25,560	25,560	25,560	25,560	27,828	2,268	8.9%
52700	Insurance: Liability	100	98	150	304	1,206	1,206	249	(957)	-79.4%
52800	Communications/Telephone	2,950	1,232	2,000	3,424	3,000	2,868	3,000	-	0.0%
52830	Publications and Notices	2,000	728	1,500	1,406	2,000	1,623	2,000	-	0.0%
52835	Filing Fees	-	-	500	200	500	450	500	-	0.0%
52900	Training/Conference	8,995	5,426	10,000	7,041	10,000	8,299	9,000	(1,000)	-10.0%
52905	Business Travel/Mileage	2,000	1,866	2,000	1,110	2,000	512	1,500	(500)	-25.0%
52906	Fleet Charges	-	-	-	-	-	38	100	100	NEW
53100	Office Supplies	4,000	3,410	4,000	2,435	4,000	1,618	3,000	(1,000)	-25.0%
53110	Freight/Postage	800	250	500	200	500	200	300	(200)	-40.0%
53120	Memberships/Certifications	2,335	2,335	2,381	2,381	2,548	2,548	2,726	178	7.0%
53205	Utilities: Electric	1,500	1,107	1,100	1,261	1,600	1,213	1,300	(300)	-18.8%
53410	Computer Equipment/Accessories	-	4,993	-	-	-	500	500	500	-
53415	Computer Software/License	2,500	6,150	500	-	1,000	145	-	(1,000)	-100.0%
53600	Special Departmental Expense	15,150	129	4,000	113	3,500	-	-	(3,500)	-100.0%
56350	Business Related Meal/Supplies	-	-	-	-	-	323	350	350	#DIV/0!
54600	Capital Replacement/Depreciation	3,940	-	3,940	-	-	-	-	-	-
		251,180	197,637	255,533	170,504	186,406	160,006	139,012	(47,394)	-25.4%
Contingencies and Reserves										
<u>Account</u>	<u>Description</u>									
58100	Appropriation for Contingencies	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
	EXPENSE TOTALS	511,055	430,212	525,684	388,980	534,328	406,572	498,713	(35,615.41)	-6.7%

* This account reflects the Salaries and Benefits (S&B) accounts that have been combined and reclassified under Services and Supplies as Administration Services and were already added to total expenses under S&B.

Operating expenses for 2014-2015 reflect a one-time \$11,000 cost associated with an EDMS software upgrade project. Agency reserves were utilized to cover this cost.

Operating expenses for 2015-2016 reflect a one-time \$25,000 cost associated with EDMS back-filing project. Agency reserves were utilized to cover this cost.

Operating expenses for 2016-2017 reflect a one-time \$28,640 increase associated with re-encumbering existing consultant contracts that were not fully utilized in 2015-2016.

Revenues

		FY2014-15		FY2015-16		FY2016-17		FY2017-18		
		Adjusted FY14-15	Actual FY14-15	Adjusted FY15-16	Actual FY15-16	Adjusted FY16-17	Estimated FY16-17	Proposed FY17-18	<i>Difference</i>	
Intergovernmental										
Account	Description									
43910	County of Napa	215,853	215,853	224,972	224,972	224,972	224,972	213,724	(11,249)	-5.0%
43950	Other Governmental Agencies	215,853	215,853	224,972	224,972	224,972	224,972	213,724	(11,249)	-5.0%
----	<i>City of Napa</i>	144,529	144,529	149,571	149,571	149,066	149,066	143,190	(5,876)	-3.9%
----	<i>City of American Canyon</i>	34,422	34,422	35,997	35,997	35,330	35,330	34,218	(1,112)	-3.1%
----	<i>City of St. Helena</i>	14,145	14,145	14,582	14,582	15,908	15,908	13,840	(2,068)	-13.0%
----	<i>City of Calistoga</i>	12,907	12,907	13,467	13,467	13,208	13,208	12,299	(909)	-6.9%
----	<i>Town of Yountville</i>	9,850	9,850	11,355	11,355	11,458	11,458	10,177	(1,281)	-11.2%
		431,705	431,705	449,944	449,944	449,944	449,944	427,447	(22,497)	-5.0%
Service Charges										
42690	Application/Permit Fees	10,000	48,462	30,000	26,322	30,000	9,471	20,000	(10,000)	-33.3%
46800	Charges for Services	500	1,375	500	625	500	375	500	-	0.0%
47900	Miscellaneous	-	-	-	-	-	-	-	-	0.0%
		10,500	49,837	30,500	26,947	30,500	9,846	20,500	(10,000)	-32.8%
Investments										
45100	Interest	2,000	2,202	2,000	2,246	2,000	6,592	5,000	3,000	150.0%
		2,000	2,202	2,000	2,246	2,000	6,592	5,000	3,000	150.0%
	REVENUE TOTALS	444,205	483,744	482,444	479,137	482,444	466,382	452,947	(29,497)	-6.1%
	OPERATING DIFFERENCE	(66,850)	53,532	(43,240)	90,157	(51,884)	59,810	(45,766)		

Negative Balance Indicates Use of Unrestricted Fund Balance Reserves

	2014-2015 Actual	2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
RESTRICTED FUND BALANCE (EQUIPMENT REPLACEMENT RESERVE)				
Beginning:	19,657	19,657	19,657	19,657
Ending:	19,657	19,657	19,657	19,657
UNRESERVED/UNRESTRICTED FUND BALANCE				
Beginning:	209,959	263,491	353,648	413,458
Ending:	263,491	353,648	413,458	367,692
TOTAL FUND BALANCE				
Beginning:	229,616	283,148	373,305	433,115
Ending:	283,148	373,305	433,115	387,349
MINIMUM FOUR MONTH RESERVE GOAL	169,038	173,915	178,109	166,238



Local Agency Formation Commission of Napa County

Subdivision of the State of California

2017-2018 Agency Contributions Calculation

Step 1 Total Agency Contributions									
	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY17-18</u>	<u>Difference</u>	<u>Difference</u>				
Total	449,944.00	449,944.00	427,447.00	\$ (22,497.00)		<u>Dollar</u>	<u>Percentage</u>		
Step 2 Allocation Between County and Cities									
	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY17-18</u>	<u>Difference</u>	<u>Difference</u>				
50% to the County of Napa	\$ 224,972.00	\$ 213,723.50	\$ 213,723.50	\$ (11,248.50)		<u>Dollar</u>	<u>Percentage</u>		
50% to the 5 Cities	\$ 224,972.00	\$ 213,723.50	\$ 213,723.50	\$ (11,248.50)					
Step 3a Cities' Share Based on Total General Tax Revenues (FY2014-2015)									
<u>General Tax Revenues</u>	<u>American Canyon</u>		<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>		
Property Tax	8,040,517	1,760,916	27,901,512	4,028,474	1,139,162	42,870,581			
Sales and Use Taxes	1,794,698	686,742	15,155,692	1,625,889	947,832	20,210,853			
Transient Occupancy Tax	1,667,403	5,037,136	15,869,315	1,664,664	6,374,809	30,613,327			
Other Taxes	3,721,634	1,140,376	11,671,007	2,130,010	587,478	19,250,505			
Total	\$ 15,224,252	\$ 8,625,170	\$ 70,597,526	\$ 9,449,037	\$ 9,049,281	\$ 112,945,266			
Percentage of Total Taxes to all Cities	13.5%	7.6%	62.5%	8.4%	8.0%	100%			
Step 3b Cities' Share Based on Total Population (1/1/16)									
	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>			
Population	20,374	5,180	80,576	6,004	2,987	115,121			
Population Percentage	17.70%	4.50%	69.99%	5.22%	2.59%	100%			
Step 4 Cities Allocation Formula									
	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>			
Cities' Share Based on Total General Taxes	13.5%	7.6%	62.5%	8.4%	8.0%	100%			
Portion of LAFCO Budget	11,523.39	6,528.48	53,435.97	7,152.07	6,849.49	40%			
Cities' Share Based on Total Population	17.70%	4.50%	69.99%	5.22%	2.59%	100%			
Portion of LAFCO Budget	22,694.74	5,770.04	89,754.18	6,687.90	3,327.24	60%			
Total Agency Allocation	\$ 34,218.13	\$ 12,298.52	\$ 143,190.15	\$ 13,839.97	\$ 10,176.73	\$ 213,723.50			
Allocation Share	16.0105%	5.7544%	66.9979%	6.4756%	4.7616%	100%			
Step 5 FY17-18 Invoices									
	<u>County of Napa</u>	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Agencies</u>		
	\$ 213,723.50	\$ 34,218.13	\$ 12,298.52	\$ 143,190.15	\$ 13,839.97	\$ 10,176.73	\$ 427,447.00		
<i>Difference From FY16-17:</i>	\$ (11,248.50)	\$ (1,111.87)	\$ (909.48)	\$ (5,875.85)	\$ (2,068.03)	\$ (1,281.27)	\$ (22,497.00)		
	-5.00%	-3.15%	-6.89%	-3.94%	-13.00%	-11.18%	-5.00%		



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.