



Agenda Date: 2/1/2017

Agenda Placement: 7E

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Approve FY 2017/18 Budget Assumptions and Calendar

RECOMMENDATION

Approve budget assumptions for FY 2017/18 budget development process and budget calendar.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2017/18 operating and capital budget, as well as year-end projections for the current fiscal year. While no definite projections have been made at this time, some general guidance has been developed for budget preparation. Attached to this staff report are draft assumptions for District staff to use in development of the FY 2016/17 budget, and the rationale for each.

The assumptions were review and discussed by the Finance Committee on January 9, 2017. The Committee recommends the use of these assumptions, as presented.

Budget Calendar

The following is the proposed budget calendar for the FY 2017/18 budget:

January 9, 2017 - Finance Committee Meeting: Recommend FY 2017/18 Budget Assumptions

February 1, 2017 - Board of Directors approves FY 2017/18 Budget Assumptions

Week of April 3, 2017 - Finance Committee Meeting: Review Proposed Operating Budget

April 7, 2017 - Mail out Sewer Service Charge Increase Notification

Week of April 10, 2017 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan

May 3, 2017 - Present Operating Budget to Board of Directors

May 17, 2017 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors

June 7, 2017 - Adopt Operating and Capital Budget

June 21, 2017 - Resolution to Instruct Staff to Complete Tax Roll

June 21, 2017 - Backup Date for Adopting Budget

July 19, 2017 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

September 6, 2017 - Capital Carryover List Budget Amendment

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Budget Assumptions for FY 2017/18

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker