



Agenda Date: 2/3/2016
Agenda Placement: 7C

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 2016/17 Budget Assumptions and Calendar

RECOMMENDATION

Approve budget assumptions for FY 2016/17 budget development process and budget calendar.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2016/17 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 11, 2016, with suggested changes incorporated into the attached document. Specifically, the committee members recommended adjustments to the assumptions for capacity charges (number of annual EDU) to match the current trends in development, and to adjust assumptions for hotel developments to match current expectations.

Budget Calendar

The following is the proposed budget calendar for the FY 2016/17 budget:

January 11, 2016 - Finance Committee Meeting: Recommend FY 2015/16 Budget Assumptions

Week of January 25, 2016 - Mail Proposition 218 Notices

February 3, 2016 - Board of Directors approves FY 2016/17 Budget Assumptions

March 16, 2016 - Proposed 218 Hearing for SSC

Week of April 4, 2016 - Finance Committee Meeting: Review Proposed Operating Budget

Week of April 11, 2016 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan

May 4, 2016 - Present Operating Budget to Board of Directors

May 18, 2016 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors

June 1, 2016 - Adopt Operating and Capital Budget

June 15, 2016 - Resolution to Instruct Staff to Complete Tax Roll

June 15, 2016 - Backup Date for Adopting Budget

July 20, 2016 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

September 7, 2016 - Capital Carryover List Budget Amendment

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . FY 2016/17 Budget Assumptions

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker