



Agenda Date: 2/7/2018
Agenda Placement: 7D

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 2018/19 Budget Assumptions and Calendar

RECOMMENDATION

Approve budget assumptions for FY 2018/19 budget development process and budget calendar.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2018/19 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 NapaSan staff to use in development of the FY 2018/19 budget, and the rationale for each.

The assumptions were review and discussed by the Finance Committee on January 16, 2018. The Committee recommends the use of these assumptions, as presented.

Budget Calendar

The following is the proposed budget calendar for the FY 2018/19 budget:

January 16, 2018 - Finance Committee Meeting: Recommend FY 2018/19 Budget Assumptions
February 7, 2018 - Board of Directors approves FY 2018/19 Budget Assumptions
Week of April 2, 2018 - Finance Committee Meeting: Review Proposed Operating Budget
Week of April 9, 2018 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan
May 2, 2018 - Present Operating Budget to Board of Directors
May 7, 2018 - Mail out Sewer Service Charge Increase Notification
May 16, 2018 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors
June 6, 2018 - Adopt Operating and Capital Budget

June 20, 2018 - Resolution to Instruct Staff to Complete Tax Roll

June 20, 2018 - Backup Date for Adopting Budget

July 18, 2018 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

September 5, 2018 - Capital Carryover List Budget Amendment

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Proposed FY 2018/19 Budget Assumptions

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker