



Agenda Date: 1/16/2018  
Agenda Placement: 4A

## Napa Sanitation District Finance Committee Board Agenda Letter

---

**TO:** Finance Committee  
**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration  
**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000  
**SUBJECT:** Review and Discuss Budget Direction for Fiscal Year 2018/19

---

### **RECOMMENDATION**

Review and discuss the FY 2018/19 budget schedule and process, and provide input and general direction to staff regarding the budget assumptions and development.

### **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.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

None.

### **BACKGROUND AND DISCUSSION**

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

**SUPPORTING DOCUMENTS**

A . Draft Budget Assumptions

Napa Sanitation District Finance Committee: Approve

Reviewed By: Jeff Tucker