



Agenda Date: 1/9/2017
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 2017/18

RECOMMENDATION

Review and discuss the FY 2017/18 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 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 2017/18 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 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

SUPPORTING DOCUMENTS

- A . Current Fiscal Year - Budget vs. Forecast
- B . Budget Assumptions for FY 2017/18

Napa Sanitation District Finance Committee: Approve

Reviewed By: Jeff Tucker