



Agenda Date: 2/17/2021

Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-Administration
REPORT BY: Cyndi Bolden, Senior Accountant - 258-6001
SUBJECT: Approve FY 2021/22 Budget Assumptions and Calendar

RECOMMENDATION

Approve budget assumptions for FY 2021/22 budget development process and budget calendar.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2021/22 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 2021/22 budget, and the rationale for each.

The assumptions were reviewed and discussed by the Finance Committee on January 21, 2021. The Committee recommends the use of these assumptions, as presented.

Budget Calendar

The following is the proposed budget calendar for the FY 2021/22 budget:

January 21, 2021 - Finance Committee Meeting: Recommend FY 2021/22 Budget Assumptions

February 17, 2021 - Board of Directors approves FY 2021/22 Budget Assumptions

March 31, 2021 - Proposition 218 Public Hearing for Sewer Service Charge Rate

Week of April 12, 2021 - Finance Committee Meeting: Review Proposed Operating Budget

Week of April 19, 2021 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan

May 5, 2021 - Present Operating Budget to Board of Directors

May 19, 2021 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors

June 2, 2021 - Adopt Operating and Capital Budget

June 2, 2021 - Resolution to Instruct Staff to Complete Tax Roll

June 16, 2021 - Backup Date for Adopting Budget

July 21, 2021 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

August 18, 2021 - Capital Carry Forward List Budget Amendment

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Budget Assumptions

Napa Sanitation District: Approve

Reviewed By: Timothy Healy