



Agenda Date: 2/19/2020

Agenda Placement: 7C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Administration  
**REPORT BY:** Cyndi Bolden, Senior Accountant - 258-6001  
**SUBJECT:** Approve FY 2020/21 Budget Assumptions and Calendar

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### **RECOMMENDATION**

Approve budget assumptions for FY 2020/21 budget development process and budget calendar.

### **EXECUTIVE SUMMARY**

Staff has begun the process for preparation of the FY 2020/21 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 2020/21 budget, and the rationale for each.

The assumptions were reviewed and discussed by the Finance Committee on January 16, 2020. The Committee recommends the use of these assumptions, as presented.

### ***Budget Calendar***

The following is the proposed budget calendar for the FY 2020/21 budget:

January 16, 2020 - Finance Committee Meeting: Recommend FY 2020/21 Budget Assumptions

**February 19, 2020 - Board of Directors approves FY 2020/21 Budget Assumptions**

Week of April 5, 2020 - Finance Committee Meeting: Review Proposed Operating Budget

Week of April 13, 2020 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan

May 6, 2020 - Present Operating Budget to Board of Directors

May 11, 2020 - Mail out Sewer Service Charge Increase Notification

May 20, 2020 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors

June 3, 2020 - Adopt Operating and Capital Budget

June 17, 2020 - Resolution to Instruct Staff to Complete Tax Roll

June 17, 2020 - Backup Date for Adopting Budget

July 15, 2020 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

September 2, 2020 - Capital Carryover 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