



Agenda Date: 3/6/2019
Agenda Placement: 7C

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 2019/20 Budget Assumptions and Calendar

RECOMMENDATION

Approve budget assumptions for FY 2019/20 budget development process and budget calendar.

EXECUTIVE SUMMARY

Staff has begun the process for preparation of the FY 2019/20 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 2019/20 budget, and the rationale for each.

The assumptions were review and discussed by the Finance Committee on January 17, 2019. The Committee recommends the use of these assumptions, as presented.

Budget Calendar

The following is the proposed budget calendar for the FY 2019/20 budget:

January 17, 2019 - Finance Committee Meeting: Recommend FY 2019/20 Budget Assumptions

March 6, 2019 - Board of Directors approves FY 2019/20 Budget Assumptions

Week of April 15, 2019 - Finance Committee Meeting: Review Proposed Operating Budget

Week of April 22, 2019 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan

May 1, 2019 - Present Operating Budget to Board of Directors

May 6, 2019 - Mail out Sewer Service Charge Increase Notification

May 15, 2019 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors

June 5, 2019 - Adopt Operating and Capital Budget

June 19, 2019 - Resolution to Instruct Staff to Complete Tax Roll

June 19, 2019 - Backup Date for Adopting Budget

July 17, 2019 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll

September 4, 2019 - Capital Carryover List Budget Amendment

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Budget Assumptions for FY 2019/20

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker