



Agenda Date: 5/5/2021

Agenda Placement: 8B

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: Receive a Presentation and Provide Direction on the Proposed FY 2021/22 Operating Budget

RECOMMENDATION

Receive a presentation on the proposed FY 2021/22 Operating Budget, and provide direction to staff. Consideration for adoption scheduled for June 2, 2021.

EXECUTIVE SUMMARY

Attached is a presentation of the proposed operating budget for Fiscal Year 2021/22. A preliminary version of this Budget was reviewed by the Finance Committee on April 15, 2021, with the Committee's recommendations included in the proposed operating budget.

The packet also includes the following components of the Proposed Operating Budget:

- | Budget Summary
- | Position Control Roster
- | Detailed Tables of Revenues and Expenditures

The operating budget (salaries, benefits, services and supplies) is proposed to be 11.4% higher in FY 2021/22 than in FY 2020/21. Salary and benefit expenses are proposed to increase 14.9%, the services and supplies budget is proposed to increase 6.0%, and the debt service budget is proposed to increase 12.2%. The salaries & benefits budget includes two (2) vacant positions that was not in the FY 2020/21 budget and an additional voluntary \$505,340 payment toward NapaSan's pension Unfunded Actuarial Liability. The services and supplies budget includes operating items that were taken out of the FY 2020/21 budget in effort to reduce expenses in anticipation of lower revenues. Some of those items are the marsh dredging project, 50% of conferences and trainings, and internship positions.

The 10-Year Capital Improvement Plan and 10-Year Financial Forecast will be presented to and discussed with the Board on May 19, 2021. The combined operating budget and capital improvement plan will be presented to the Board for consideration and adoption on June 2, 2021.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Operating revenues are primarily from sewer service charges, charges for recycled water, wastehauler discharge fees, property leases, and interest earnings.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The budget establishes the expenditure authorization for FY 2021/22.
Consequences if not approved:	The Board of Directors is required to adopt an annual appropriation NapaSan prior to any expenditures being authorized.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

- A . FY 21/22 Operating Budget Presentation
- B . FY 21/22 Operating Budget Summary
- C . FY 21/22 Position Control Roster
- D . FY 21/22 Revenue and Expense Tables

Napa Sanitation District: Approve

Reviewed By: Timothy Healy