



Agenda Date: 6/5/2019

Agenda Placement: 8B

## Napa Sanitation District Board Agenda Letter

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**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:** Adoption of FY 2019/20 Operating and Capital Budgets, and Directing Preparation and Filing of a Written Report to Collect Sewer Service Charges on the Tax Roll for FY 2019/20

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### **RECOMMENDATION**

- 1) Adopt attached resolution approving the FY 2019/20 Operating and Capital Budget.
- 2) Adopt attached resolution directing preparation and filing of written report to collect sewer service charges on the tax roll for FY 2019/20.

### **EXECUTIVE SUMMARY**

The proposed FY 2019/20 Operating and Capital Budget, as presented, funds NapaSan's operational requirements and continues funding Capital Improvement Projects in accordance with the Ten-Year Capital Improvement Plan. The draft versions of the proposed Operating Budget and Capital Budget were reviewed by the Finance Committee and the Long Term Planning Committee, respectively. The FY 2019/20 Proposed Operating Budget was presented to the Board on May 1, 2019, and the Proposed Ten-Year Capital Improvement Program and Ten-Year Financial Forecast on May 15, 2019. The attached Budget incorporates direction received by the Board members at these meetings, as well as direction provided through the Strategic Planning process, the Proposition 218 planning process, and facility master plans.

The Budget Document represents and communicates the policy choice set in place by the Board. It identifies the specific goals that each department within NapaSan will achieve this next fiscal year, and it outlines NapaSan's projected financial health for the next ten years.

The budget document, when published, will contain several appendices, including the 2018 Performance Measurement Report. This 103 page document has been excluded from this packet for brevity, as the Board has already seen and approved this document. Statistics on NapaSan's operations and the overall community are also

provided as an appendix to provide additional context and history for the reader.

The Letter of Transmittal for the budget, starting on page 5 of the proposed budget, provides a financial overview and specific details about the proposed budget.

In addition, each fiscal year it is necessary to adopt a resolution directing staff to prepare and file a written report to allow the collection of sewer service charges on the County tax roll. The Public Hearing for FY 2019/20 sewer service charges is scheduled for July 17, 2019.

Staff recommendation is for the Board of Directors to adopt the attached resolution for the FY 2019/20 Operating and Capital Budget and to adopt the resolution Directing the Preparation and Filing of a Written Report to Collect Sewer Service Charges on the Tax Roll for FY 2019/20.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This is the Proposed Operating and Capital Budget for FY 2019/20.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	None. The Board adopts a new budget each fiscal year.
Consequences if not approved:	The organization would not be authorized to pay any of its FY 2019/20 financial obligations.
Additional Information:	None.

### **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 . Presentation
- B . Resolution to Adopt FY 2019/20 Operating and Capital Budget
- C . Tax Roll Resolution, Directing Preparation and Filing of Report
- D . Proposed FY 2019/20 Budget

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker