



Agenda Date: 1/16/2020

Agenda Placement: 4A

Napa Sanitation District Finance Committee Board Agenda Letter

TO: Finance Committee

FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Review and Discuss Budget Direction for Fiscal Year 2020/21

RECOMMENDATION

Review and discuss the FY 2020/21 budget schedule and process, and provide input and general direction to staff regarding the budget assumptions and development.

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 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 6, 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 6, 2020 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors
May 11, 2020 - Mail out Sewer Service Charge Increase Notification
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 . Draft Budget Assumptions for FY 2020/21

Napa Sanitation District Finance Committee: Approve

Reviewed By: Jeff Tucker