



Agenda Date: 1/21/2021

Agenda Placement: 4A

## Napa Sanitation District Finance Committee Board Agenda Letter

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**TO:** Finance Committee  
**FROM:** Timothy Healy - General Manager  
NS-Administration  
**REPORT BY:** Cyndi Bolden, Senior Accountant - 258-6001  
**SUBJECT:** Review and Discuss Budget Direction for Fiscal Year 2021/22

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### **RECOMMENDATION**

Review and discuss the FY 2021/22 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 2021/22 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 2021/22 budget, and the rationale for each.

The following is the proposed budget calendar for the FY 2021/22 budget:

January 21, 2021 - Finance Committee Meeting: Recommend FY 2021/22 Budget Assumptions  
February 17, 2021 - Board of Directors approves FY 2021/22 Budget Assumptions  
March 31, 2021 - Proposition 218 Public Hearing for Sewer Service Charge Rate  
Week of April 12, 2021 - Finance Committee Meeting: Review Proposed Operating Budget  
Week of April 19, 2021 - Long Term Planning Committee Meeting: Review Proposed Capital Improvement Plan  
May 5, 2021 - Present Operating Budget to Board of Directors  
May 19, 2021 - Present 10-Year Capital Improvement Plan and Financial Forecast to Board of Directors  
June 2, 2021 - Adopt Operating and Capital Budget  
June 2, 2021 - Resolution to Instruct Staff to Complete Tax Roll  
June 16, 2021 - Backup Date for Adopting Budget  
July 21, 2021 - Resolution Overruling Protests (if appropriate) and Adopting Tax Roll  
August 18, 2021 - Capital Carry Forward 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 Finance Committee: Approve

Reviewed By: Timothy Healy