

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Report Date: February 5, 2020

Subject: Fiscal Year 2020-2021 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2020-2021 Budget. Key timeline milestones follow the pattern established over the last several budget cycles, culminating in the public hearing on the budget scheduled for the June 9, 2020 Regular Board of Directors Meeting.

Staff will review the budget process and answer any questions the Board may have about the budget process.

Fiscal Impact:

None.

Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2020-2021 and Fiscal Year 2021-2022

Description	Date
Finance Committee – Introduction to Budget Process / Timeline Rate Study Update / Overview SB998	November 25, 2019
Present Budget Timeline for Board Review / Approve Rate Study	December 10, 2019 Regular Board Meeting
Staff Internal Budget Review – Distribute O&M Budget Worksheets	Week of December 16, 2019
Present any revisions to Budget Timeline / Process	January 14, 2020 Regular Board Meeting
Facilities Committee Meeting – Review Draft CIP Budget	January 15, 2020
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 20, 2020
Finance Committee Meeting – Review Draft O&M Budget & CIP	January 29, 2020
Facilities Committee Meeting – Review Draft CIP Budget	February 4, 2020
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 11, 2020 Regular Board Meeting
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting / Raftelis Workshop with Board	March 10, 2020 Regular Board Meeting
Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019	March 16 - 20 2020
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP	March 20 - 31 2020
Present “Draft” O&M Budgets for FY2020-2021 and FY2021-2022, CIP, and Financing Plan for work plan session with the Board Approve Notice of Public Hearing (Prop. 218)	April 14, 2020 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board	April 17, 2020

Present “Draft” O&M Budgets for FY 2020-2021 and FY 2021-2022, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	May 12, 2020 Regular Board Meeting
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May 18 through May 22, 2020
Proposition 218 Notice Published in the Half Moon Bay Review	May 20 & May 27, 2020
Public Hearing - Approve O&M Budget and CIP – Approve Rate Adjustments for FY 2020-2021 and FY 2021-2022	June 9, 2020 – 7:00 p.m. Regular Board Meeting / Public Hearing
New Rates Effective	July 1, 2020