

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, Assistant General Manager

**Agenda:** February 13, 2018

Report

Date: February 9, 2018

**Subject:** Fiscal Year 2018-2019 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 2018-2019 Budget and the Fiscal Year 18/19 - 27/28 Capital Improvement Program. Key timeline milestones follow the pattern established over the last three budget cycles, culminating in the public hearing on the budget scheduled for the regular June Board meeting.

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

### **Fiscal Impact:**

None.

**Coastside County Water District  
BUDGET (CIP and O&M) PROCESS TIMELINE  
Fiscal Year 2018-2019**

| Description   | Date                                       |
|---|--|
| Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet   | January 2018                               |
| Finance Committee Meeting - Introduction to Budget Process/Timeline   | January 3, 2018                            |
| Present Budget Timeline for Board approval  | January 9, 2018<br>Regular Board Meeting   |
| Special Board Meeting - Rate Study Kickoff  | January 17, 2018                           |
| Staff Internal Budget Review – Worksheets Due/Review CIP Budget   | January 24, 2018                           |
| Facilities Committee Meeting – Review Draft CIP Budget  | January 31, 2018                           |
| Finance Committee Meeting – Review Draft O&M Budget & CIP   | February 8, 2018                           |
| Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting   | February 13, 2018<br>Regular Board Meeting |
| Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting   | March 13, 2018<br>Regular Board Meeting    |
| Finance Committee Meeting – Review Draft O&M Budget, CIP, and District Financing Plan   | March 19, 2018 (11AM)                      |
| Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019  | March 30, 2018                             |
| Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP | April 3, 2018                              |
| Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting   | April 10, 2018<br>Regular Board Meeting    |
| Special Meeting: Budget/Finance Plan Work Session with Board of Directors; Approve Notice of Rate Increase (Prop 218)                               | April 16, 2018<br>Special Meeting          |
| Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board.                            | April 23, 2018                             |

February 9, 2018

|  |  |
|--|--|
| Prop 218 Notice published in the Half Moon Bay Review  | April 25, 2018 & May 2, 2018           |
| Customer Outreach – E-Newsletter<br>Message: Understanding Budget and Proposed Rate Increase | May __, 2018                           |
| Present & Discuss “Draft” CIP and O&M Budget and Finance Plan                                | May 8, 2018<br>Regular Board Meeting   |
| Rate Increase Hearing - Approve O&M Budget and CIP – Approve Rate Increase                   | June 12, 2018<br>Regular Board Meeting |