

## **STAFF REPORT**

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

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

**Agenda:** June 12, 2018

Report

Date: June 7, 2018

**Subject:** Fiscal Year 2018-2019 Budget Process Timeline

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### **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 and Fiscal Year 2019-2020 Budgets, the Fiscal Year 18/19 - 27/28 Capital Improvement Program, and Fiscal Year 18/19 - 22/23 Financing Plan. Key timeline milestones follow the pattern established over the last three budget cycles, culminating in the public hearing on the budget scheduled for June 28, 2018.

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 and Fiscal Year 2019-2020**

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 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 Regular Board Meeting
Finance Committee Meeting – Review Draft Financing Plan and Preliminary Rate Study Findings	March 13, 2018 (3PM)
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting	March 13, 2018 Regular Board Meeting
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	March 30, 2018
Present “Draft” O&M Budgets for FY2018-2019 and FY2019-2020, CIP, and Financing Plan to Board of Directors at Board Meeting	April 10, 2018 Regular Board Meeting
Special Meeting: Budget/Finance Plan Work Session with Board of Directors	April 16, 2018 Special Meeting

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Special Meeting: Budget/Finance Plan Work Session with Board of Directors; Approve Notice of Public Hearing (Prop 218)	May 3, 2018 Special Meeting
Present "Draft" O&M Budgets for FY2018-2019 and FY2019-2020, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	May 8, 2018 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board.	May 11, 2018
Prop 218 Notice published in the Half Moon Bay Review	May 16, 2018 & May 23, 2018
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Finance Plan for Fiscal Year 2018-2019 and 2019-2020. Invitation to customers to attend public meetings that consider two years of rate increases.	May 17, 2018
Present "Draft" O&M Budgets for FY2018-2019 and FY2019-2020, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	June 12, 2018 Regular Board Meeting
Public Hearing - Approve O&M Budget and CIP – Approve Rate Adjustments for FY2018-2019 and FY2019-2020	June 28, 2018 (7PM) Public Hearing

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