



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



BUDGET PREPARATION SCHEDULE

DATE: February 25, 2025

TO: District Board Members

FROM: Danielle Mueller, Finance & Administration Manager

SUBJECT: Fiscal Year 2025-2026 Budget Preparation Schedule

BACKGROUND: Every February, staff provides a schedule for the preparation of the budget for the next fiscal year starting on July 1.

During the budget process, the Board’s attention is drawn to estimated changes in property tax, changes in rate revenue, proposed utility rate increases, debt reduction or proposed new debt, two operating budgets, capital budgets, contributions to Fixed Asset Replacement Funds (FARFs) and pension expenses, especially the District’s Unfunded Accrued Liability (UAL).

DISCUSSION: Below is a list of dates by which staff anticipate the following events to occur.

DATE	WHO?	WHAT?	BOARD ACTION?
February 25, 2025	Board	Review Proposed Budget Schedule	Review/Recommendations – No Action
February 28, 2025	Staff	Staff submit draft department budgets to the Finance & Admin Manager	N/A
March 25, 2025	Board	Review 1st draft of 2025-2026 Budget	Review/Recommendations – No Action
April 29, 2025	Board	Review 2nd draft of 2025-2026 Budget	Review/Recommendations – No Action
May 9, 2025	Staff	Mail Prop 218 notices 45 days before the Public Hearing	N/A
May 27, 2025	Board	<ul style="list-style-type: none"> Review 3rd draft of 2025-2026 Budget Introduce Ordinance to remove Rates/Charges from the Admin Code. 	Review/Recommendations – No Action
June 24, 2025	Board	<ul style="list-style-type: none"> Final Draft 2025-2026 Budget Resolution Adopting Rates/Charges Public Hearing- Ordinance to remove Rates/Charges from Administrative Code. 	Actions, Consider: <ol style="list-style-type: none"> 2025-2026 Budget Ordinance removing rates/charges from Code Resolution Adopting Rates/Charges

- ALTERNATIVES:** 1. Accept the Budget Preparation Schedule provided.
2. Adjust the Budget Preparation Schedule.

FISCAL/RESOURCE IMPACTS: The District’s budget is the core document that identifies anticipated “*fiscal and resource impacts*”. It serves as a short-term and long-term map for how the District will carry out its financial plan. It allows us to properly plan for the future and consider problems before they arise. The District currently operates on approximately \$4.4 million in rate revenue and \$4.7 million in tax revenue annually. We must use these funds to cover our operations, pay down debts, pay for capital projects, and save for the future. In order to do that, the budget must detail estimates of costs, revenues, capital projects, and reserve funds. The District’s goal is to always be fully funded and avoid significant rate increases or debt financing. Having a sound budget that we will be preparing over the next few months will allow us to achieve that goal.

RECOMMENDATION: Staff recommend that the Board accept the Budget Preparation Schedule provided.

ATTACHMENTS: None.

DATE PREPARED: February 14th, 2025