



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



BUDGET PREPARATION SCHEDULE

DATE: February 27, 2024

TO: District Board Members

FROM: Danielle Mueller, Finance & Administration Manager

SUBJECT: Fiscal Year 2024-2025 Budget Preparation Schedule

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

During the budget preparation 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 milestone dates by which staff anticipates the following events to occur.

February 27, 2024	Finance Committee reviews staff recommendations of the proposed budget schedule.
February 27, 2024	Finance Committee makes recommendation at Board Meeting regarding the budget schedule.
March 1, 2024	Staff submits draft department budgets to Finance & Administration Manager.
March 26, 2024	Finance Committee reviews 1 st draft of 2024-2025 Budget and Prop 218 rate increases. Makes initial recommendations.
March 26, 2024	Finance Committee reviews Budget and Prop 218 Rate increases at Board Meeting. Makes recommendations.
April 12, 2024	Mail Prop 218 notices 45 days prior to the Public Hearing.
<i>April Board Meeting and Introduction to Charges Ordinance:</i>	
April 25, 2024	Board receives proposed 2024-2025 Charges Ordinance in meeting packet.
April 30, 2024	Finance Committee reviews 2 nd draft of 2024-2025 Budget and proposed 2024-2025 Charges Ordinance in detail.

April 30, 2024 Makes recommendations.
Finance Committee reviews Budget and makes recommendation at Board Meeting for proposed 2024-2025 Charges Ordinance.

May Board Meeting and Public Hearing for Charges Ordinance:

May 23, 2024 Board receives proposed 2024-2025 Budget & Charges Ordinance in meeting packet.

May 28, 2024 Finance Committee reviews staff's recommendation and proposed 2024-2025 Budget & Charges Ordinance.

May 28, 2024 Board considers adoption of 2024-2025 Charges Ordinance based on presentation, discussion, and Finance Committee recommendations.

June Board Meeting and Public Hearing for Budget Adoption:

June 22, 2024 Board receives proposed 2024-2025 Budget in meeting packet.

June 25, 2024 Finance Committee reviews staff's recommendation for proposed 2023-2024 Budget.

June 25, 2024 Board considers adoption of 2024-2025 Budget based on presentation, discussion, and Finance Committee recommendations.

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 \$4.3 million in rate revenue and \$4.3 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. It's the goal of the District 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, 2024