

5. REPORTS TO BE RECEIVED FOR FILING:

Tampa Bay Water Board meeting calendar and the budget schedule for the year 2014.

AGENDA ITEM A2



DATE: August 5, 2013
TO: Tampa Bay Water Board of Directors
FROM: Matt Jordan, General Manager
SUBJECT: Board Meeting Schedule for 2014

SUMMARY: Each year the Board approves a calendar of meetings, both for Board Meetings and for review and adoption of the Agency's Annual Budget.

RECOMMENDATION: Approve the Board Meeting Schedule and the Budget Schedule for FY2014.

BACKGROUND: Pursuant to action taken by the Board in December 2004, the Board of Directors convenes on a bi-monthly basis to take up the formal business of the agency. In order to accommodate the busy, and sometime conflicting, meeting schedules for the elected officials from six different jurisdictions who serve on our Board, Tampa Bay Water Board meetings are held on the third Monday of the even numbered months.

Section 2.08 of the Amended and Restated Interlocal Agreement requires the adoption of the Tampa Bay Water Annual Budget prior to August 1 of each year. In order to meet that contractual requirement, a recommended budget is prepared and reviewed with the Board on a schedule that enables the Board to take formal action to approve a budget at its regularly scheduled June Board meeting.

DISCUSSION: The attached calendar has been developed to reflect the Board's prior direction to meet on a bi-monthly basis and to abide by the budget adoption requirements of the Interlocal Agreement.

Board action to approve the attached calendars for 2014 is recommended.

Attachments

A handwritten signature, likely of Matt Jordan, in cursive script.

2575 Enterprise Road, Clearwater, FL 33763-1102
Phone: 727.796.2355 / Fax: 727.791.2388
www.tampabaywater.org



**TAMPA BAY WATER
2014 BOARD MEETING SCHEDULE**

FEBRUARY 17, 2014

**APRIL 21, 2014
(9:00 a.m. Budget Workshop)**

**JUNE 16, 2014
(9:00 a.m. Public Hearing)**

AUGUST 18, 2014

OCTOBER 20, 2014

DECEMBER 15, 2014

Note: Tampa Bay Water Regular Meetings are scheduled to begin at 9:00 a.m. unless otherwise set by the Board.

Tampa Bay Water
Budget Development Schedule for Fiscal Year 2015

FY 2015:

December 20, 2013	Budget packets distributed internally, meeting with Officers and Sr. Managers for "Fiscal Year 2015 Budget Kickoff."
January 17, 2014	Fiscal year 2015 budget submissions due from departments to finance at 5:00 p.m.
February 1, 2014	Member Governments will supply Tampa Bay Water with an updated Annual Report, in the form provided in Exhibit K of the Amended and Restated Interlocal Agreement, setting forth the next five fiscal years of projected water service demand from their service area.
February 3, 2014	Request to Member Governments for any project changes since the December request.
February 3, 2014	Preliminary draft of fiscal year 2015 budget distributed internally for review and comments by all departments and General Counsel.
February 7, 2014	Finance meets with General Counsel to assess any additional legal needs or requirements.
February 10-14, 2014	Finance meets with Officers and Sr. Managers to review department 2015 budget requests.
February 21, 2014	Redistribute preliminary draft fiscal year 2015 budget with changes resulting from February meetings.
February 26, 2014	General Manager meeting with Officers and General Counsel to review program plans and outstanding issues.
March 2, 2014	Draft of budget document prepared for internal management review.
March 17, 2014	First bound copy of Proposed Fiscal Year 2015 Budget including annual estimate distributed to staff, Member Governments, and Board.
Mar. 24-28, 2014	Individual meetings with Member Governments to discuss proposed fiscal year 2015 budget.
April 15, 2014	Tampa Bay Water contractual annual estimate due (will have been distributed March 17th).
April 21, 2014	Board workshop, Tampa Bay Water Board sets preliminary fiscal year 2015 budget and schedules a public hearing for final budget approval on June 17, 2014.
April 21, 2014	Preliminary presentation to Board of proposed Capital Improvement Program.
June 16, 2014	Public Hearing and Final Fiscal Year 2015 Budget approved by Board.
October 1, 2014	Uniform Rate for fiscal year 2015 implemented.
October 15, 2014	Fiscal year 2014 post closing adjustment and reconciliation of fixed component to annual estimate distributed to members.
November 15, 2014	Request budget changes from staff and members for the coming year.
December 1, 2014	Receive comments and finalize changes for budget format.

Board of Directors Susan Latvala, Ted Schrader, Robert Consalvo, Charlie Miranda,
John Morroni, Sandra Murman, Karl Nurse, Mark Sharpe, Henry Wilson

General Manager Matthew W. Jordan

General Counsel Barrie S. Buenaventura, *Pennington, P.A.*

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August 21, 2013

Mr. Ken Burke
Clerk of the Circuit Court
Pinellas County
315 Court Street
Clearwater, Florida 33756

Re: Tampa Bay Water 2014 Board Meeting Schedule

Dear Mr. Burke:

At the August 19, 2013 Board Meeting, the Tampa Bay Water Board of Directors approved their meeting calendar for 2014. This calendar is being forwarded to you for your records in accordance with the provisions of Chapter 189 of the Florida Statutes which govern "Special Districts".

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Jordan".

Matt Jordan
Secretary/General Manager

Enclosure

cc: Barrie S. Buenaventura, General Counsel
Christina Sackett, Chief Financial Officer

RECEIVED
ADMINISTRATION
2013 AUG 22 PM 3:00
KEN BURKE
CLERK OF CIRCUIT/COUNTY COURT

RECEIVED
BOARD OF
2013 AUG 23 PM 1:14
BOARD OF COUNTY
COMMISSIONERS
PINELLAS COUNTY FLORIDA