



January 28, 2015

**TO:** LOCSD Board of Directors  
**FROM:** Michael L. Doyel, District Accountant *MD*  
**SUBJECT:** **Agenda Item 11G – 2/5/2015 Board Meeting**  
Adopt Calendar Year 2015 Budget Calendar

**President**  
R. Michael Wright

**Vice President**  
Marshall E. Ochylski

**Directors**  
Charles L. Cesena  
Jon-Erik G. Storm  
Louis G. Tornatzky

**General Manager**  
Kathy A. Kivley

**District Accountant**  
Michael L. Doyel

**Fire Chief**  
Robert Lewin

**Battalion Chief**  
Phill Veneris

**DESCRIPTION**

Calendar Year 2015 Budget Preparation Calendar for timely adoption of the FY 2015/2016 Budget.

**SUMMARY OF STAFF RECOMMENDATION**

Staff recommends that the Board adopt the following motion:

***Motion: I move that the Board direct the General Manager to publish the 2015 Calendar Year 2015 Budget Calendar for FY 2015/2016 budget adoption and set the UAC, ESAC and FAC meetings as outlined.***

**DISCUSSION**

Each year the Board of Directors is required to adopt an annual budget and accompanying documents. Staff proposes the schedule as outlined in the attachment. The Board can amend the Budget Preparation Schedule as proposed. It is important to note based on the Budget Calendar as presented, the UAC meeting is moved from Wednesday, April 8<sup>th</sup> to Wednesday, April 15<sup>th</sup>. The ESAC is moved from Tuesday, April 14<sup>th</sup> to Tuesday, April 21<sup>st</sup>. The FAC review remains scheduled for Monday, May 4<sup>th</sup>.

**FINANCIAL IMPACT**

The recommended action has no financial impact on the District.

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www.locsd.org

Attachment: Proposed 2015 Budget Calendar

**LOS OSOS COMMUNITY SERVICES**  
**BUDGET PREPRATION CALENDAR 2015-2016**

February 5, 2015	Presentation of the 2014-2015 Mid-Year Budget
March 6, 2015	Staff posts mid-year adjustments
March 13, 2015	Present budget worksheets, directions and deadlines to budget preparers
March 16 – 27, 2015	Staff prepares draft #1 of the budget
April 7, 2015	General Manager meets with budget preparers to review draft #1 Staff makes the agreed upon adjustments
April 13– 28, 2015	Staff prepares draft #2
April 15, 2015	Utilities Advisory Committee (UAC) to review draft FY2015/16 Utilities budget
April 21, 2015	Emergency Services Advisory Committee (ESAC) to review draft FY2015/16 Fire budget
May 4, 2015	Finance Advisory Committee (FAC) to review draft #2
May 7, 2015	Public Hearing – Proposed FY2015-2016 Budget Presentation
May 8 – 28, 2015	Staff makes the necessary adjustments and prepares the Proposed 2015-2016 Budget for adoption
June 4, 2015	Public Hearing – Adoption of the Final FY2015-2016 Budget