



Date: April 24, 2014

TO: LOCSD Board of Directors

FROM: Kathy A. Kivley, General Manager

SUBJECT: Agenda Item 9C - Board Meeting Date: May 1, 2014

President

Leonard A. Moothart

Vice President

Craig V. Baltimore

Directors

Marshall E. Ochylski
David S. Vogel
R. Michael Wright

General Manager

Kathy Kivley

District Accountant

Amparo Haber

Fire Chief

Robert Lewin

Battalion Chief

Phill Veneris

DESCRIPTION

General Manager Information

RECOMMENDATION

None.

DISCUSSION

This report is presented for your information.

FINANCIAL IMPACT

There is no financial impact to the District.

Attachment: Report

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MONTHLY REPORT May 1, 2014

Saturday, April 19, 2014 thru Friday, April 25, 2014

Personnel/ Human Resources/Risk Management

Review and implement employee payroll modifications
Work with payroll consultant on timesheet program technical difficulties

Financial Management

Attend lengthy FAC meeting
Worked extensively with payroll software consultant on labor allocation for drainage, vista de oro, bayridge solid waste, wastewater correction; corrections to transfer accounts to allow uploading of payroll expenses.
Worked extensively with MIP software consultant on development of various reports per FAC information
Developed reports based on directions; reviewed over 800 assigned codes and accounts to insure consistent application; prepared budget journals
Prepare salary/benefit sub-sheets for current year
Build Statement of Activities report for proposed budget; balance all documents
Input budget journals for various capital and payroll revisions
Prepare position allocation worksheet for budget document
Revise all budget expenditure and revenue summaries; review department summaries for further revisions
Prepare budget summary pages for nitrate grant
Write budget message for Proposed Budget
Sign vendor checks
Modify, review and print budget pages

Other

Continued review of prior
Prepare General Manager's Report
Meet with Board Member over developing Board Agenda

Saturday, April 12 thru Friday, April 18, 2014

Personnel/ Human Resources/Risk Management

Discussions with fire staff regarding timesheet preparation and processing
Input appropriate work codes for proper processing of timesheets for new firefighters.

Financial Management

Review prior year budget information from FY 2005/06 forward to determine anomalies, payout requirements and repayment of inappropriate use of bond reserves in the amount of \$714,000. Research and review documentation regarding this action prior to bankruptcy filing
Review and research interfund loans from Solid Waste and Water to the Wastewater Project prior to bankruptcy filing
Review FY 2011 – 2013 expenditures and make comparison
Approve and sign payroll checks and disbursements
Review and sign vendor payments
Approve payroll disbursements
Continue to work extensively with MIP consultant on preparation, format and definitions for annual budget document preparation

Continue preparing preliminary budget for all funds; make corrections; prepare comparison sheets; review budget proposals; analysis discrepancies
Continue to gather and review summary information for budget document: FY 2006 - 2013

Other

Continue to prepare information for ESAC meeting
Briefly attend ESAC
Meeting with staff regarding various projects
Respond to numerous phone call and emails
Review FAC agenda and prepare documentation
Review several Public Records Requests from Julie Tacker

Saturday, April 5 thru Friday, April 11, 2014

Personnel/ Human Resources/Risk Management
Complete documentation for Implementation of employee support withholding order
Complete documentation for implementation of an employee earnings withholding order

Financial Management

Preparing worksheets for cost analysis for salary & benefits (Medicare, Lincoln National, SDRMA, FICA, PERS, Overtime, Cafeteria, Workers Comp, Retiree Medical) for FY 2014/2015 budget
Gathering cost information for FY 14/15 budget numbers; input new budget journals for various funds; input corrections for accounts
Review various accounts for standardizations for expenditure categories
Reviewing worksheets for various areas of expenditures for budgets
Met with Fire regarding budget numbers and description for expenditures; review capital needs and reductions to reserves
Prepare update to information for GM for determination of revised Cost Allocation Plan for FY 14/15
Review and sign vendor payments
Prepare and post budget journals for modifications to FY 13/14 to include allocations
Work extensively with MIP consultant on preparation, format and definitions for annual budget document preparation
Review prior year budget information from FY 2005/06 forward to determine anomalies, payout requirements and repayment of inappropriate use of bond reserves in the amount of \$714,000.
Gather and review summary information for budget document
Review fire tax documents and analysis related to projected increase
Provide instructions and directions to fire staff regarding budget journal entries for FY 14/15 budget
Work on budget document, entries, explanations, definitions, exceptions, multi-year formatting, etc.

Other

Attended Board of Supervisor meeting
Attended UAC meeting
Meeting with staff regarding various projects
Respond to numerous phone call and emails
Prepared information for ESAC meeting