



January 21, 2016

TO: LOCSD Board of Directors
FROM: Michael L. Doyel, District Accountant *MD*
SUBJECT: **Agenda Item 11E – 2/4/2016 Board Meeting**
Approve Timeline for Adoption of Fiscal Year 2016/17 Budget

President
Marshall E. Ochylski

Vice President
Jon-Erik G. Storm

Directors
Charles L. Cesena
Louis G. Tornatzky
R. Michael Wright

General Manager
Kathy A. Kivley

District Accountant
Michael L. Doyel

Acting Fire Chief
Steve Reeder

Battalion Chief
Tom McEwen

DESCRIPTION

Calendar Year 2016 Budget Preparation Calendar for timely adoption of the Fiscal Year 2016/2017 Budget.

SUMMARY OF STAFF RECOMMENDATION

Staff recommends that the Board adopt the following motion:

Motion: I move that the Board approve the timeline for the adoption of the Fiscal Year 2016/2017 budget and direct the staff to publish the adopted timeline 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.

FINANCIAL IMPACT

The recommended action has no financial impact on the District.

Attachment: Proposed 2016 Budget Calendar

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LOS OSOS COMMUNITY SERVICES
BUDGET PREPARATION CALENDAR 2016-2017

April 7, 2016	Presentation of the 2014-2015 Mid-Year Budget
April 11, 2016	Staff posts mid-year adjustments
April 15, 2016	Present budget worksheets, directions and deadlines to budget preparers
April 18 – 22, 2016	Staff prepares draft #1 of the budget
April 25, 2016	General Manager meets with budget preparers to review draft #1 Staff makes the agreed upon adjustments
April 26– 29, 2016	Staff prepares draft #2
May 2, 2016	Finance Advisory Committee (FAC) to review draft #2
May 11, 2016	Utilities Advisory Committee (UAC) to review draft FY2015/16 Utilities budget
May 17, 2016	Emergency Services Advisory Committee (ESAC) to review draft FY2015/16 Fire budget
May 18 – 27, 2016	Staff makes the necessary adjustments and prepares the Proposed 2015-2016 Budget for adoption
June 2, 2016	Public Hearing – Adoption of the Final FY2015-2016 Budget