

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

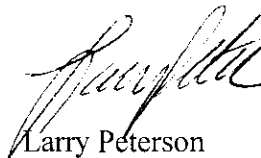
DATE: November 15, 2007
TO: Board of Directors
FROM: General Manager
SUBJECT: Approval of FY 2008-09 District Budget Calendar

SUMMARY

The proposed 2008-09 District Budget Calendar is attached. This Calendar sets forth the various dates by which certain aspects of the Budget preparation and adoption process shall occur, and also reflects the various dates action is required to consider the District's annual maintenance assessment.

BOARD ACTION REQUESTED

Staff recommends the Board approve the attached FY 2008-09 District Budget Calendar.



Larry Peterson
General Manager

FY 2008-09 DISTRICT BUDGET CALENDAR

January 17	Mid-Year Board review and adjustment of previously adopted Budget
March 20	Passage of Resolution designating Engineer of Work and directing the preparation of the Engineer's Report in connection with the maintenance assessment levy
March 24	District to provide Engineer of Work with updates to the District park inventory (page 1 and 2 of the Engineer's report)
March 31	Initiate budget process and distribute Preliminary Budget Worksheets
May 5	Department submission of completed Budget Worksheets listing proposed detailed operating budgets, personnel recommendations and capital outlay requests
May	Budget Committee meeting (if necessary)
May 19	District to complete preliminary budget and forward to Engineer of Work
May 26	Engineer of Work to complete and file Engineer's Report with District
May 29	Board Workshop - review of worksheets, preliminary budget, project priorities and capital improvement program
June 5	Presentation of the Prop. 4 Appropriation Limitation, and Board approval to publish legal notice (minimum 15 days notice required)
June	Budget Committee meeting (if necessary)
June 5	Resolution of intention to levy annual assessment, preliminarily approving Engineer's Report, scheduling public hearing, and approving publishing of legal notice (minimum 10 days notice required)
June 19	Board approval of the Proposition 4 Appropriations Limitation Presentation and adoption of the District's Preliminary Budget Board approval to publish notice of 2 public hearings (one in Oak Park and one in Simi Valley) on District Budget Public hearing and Board approval of resolution approving Engineer's Report and ordering the levy of annual assessments (must be in June)
July	Budget Committee meeting (if necessary)
July 17	Public Hearing to be held in Oak Park on District Budget, Project Priorities and 10-year Capital Improvement Program
July 31	Submission of assessments to County (legal deadline is August 10th)
August 21	Public Hearing to be held in Simi Valley on District Budget, Project Priorities and 10-year Capital Improvement Program Approval of Resolution Adopting Annual Budget and approval of Project Priorities and 10-Year Capital Improvement Program
August	Budget Committee meeting (if necessary)