

MEMORANDUM



TO: NOVI PARKS, RECREATION, & FORESTRY COMMISSION
FROM: RANDY AULER, CPRP, DIRECTOR
SUBJECT: 2008/2009 BUDGET PREPARATION CALENDAR
DATE: DECEMBER 6, 2007

The preparation of the 2008-2009 budget has begun. The attached budget calendar outlines critical dates for the submission of the various budget components. Staff are preparing the 2008-2009 Capital Improvement Program including recommendations to be included in the 2008-2009 budget request. The recommendations and plan will be presented to the Parks, Recreation and Forestry Commission through the Special Projects Committee at the January Commission Meeting.

**CITY OF NOVI
FISCAL YEAR 2008-2009 BUDGET CALENDAR**

<u>Date/Deadline</u>	<u>Objective/Deliverable</u>
December 10, 2007	City Council Strategic Goal Setting Session
December 12, 2007	Transmittal of Capital Improvements Program (CIP) Preparation Manual to departments
January 7, 2008	CIP submittals due from departments
January 14-25, 2008	Preliminary departmental Budget meetings with City Manager and Budget Committee
January 24, 2007	Transmittal of Budget Preparation Manual and mid-year fiscal 2008-09 Budget estimate material to departments
January 31, 2008	Deadline for departments to provide revenue and expenditure estimates for fiscal 2007-08 through the remainder of the fiscal year (operations and capital)
February 9, 2007	Deadline for submission of 2007-2008 departmental narratives and performance measures
February 8, 2008	Deadline for submission of fiscal 2008-09 departmental Operating Budget, Service Improvement requests, Vehicle requests and Capital Outlay requests
February 8, 2008	CIP packets distributed to committee members
February 11-February 29, 2008	Finance Department review, and submittal to City Manager's Department
February 12, 2008	CIP Committee meeting
February 22, 2008	CIP packets distributed to Planning Commission
February 27, 2008	Public hearing on Capital Improvements Program, Planning Commission
February 27 - March 14, 2008	Staff compiles draft budget and prepares Budget Transmittal Message and narrative for program budget sections
March 12, 2008	Planning Commission CIP Adoption Deadline
March 10 - March 14, 2008	City Manager review of budget requests
March 18, 2008	City Manager and staff resolve remaining Budget and CIP mismatches and other questions
April 4, 2008	City Manager submits Budget to City Council
April 17, 19 & 24, 2008	City Council Budget and CIP Work Sessions
May 12, 2008	Public Hearing on Budget and City Council
May 19, 2008	Budget Adoption (Charter requires adoption no later than the third Monday in May 19, 2008)
June 9, 2008	Staff proposes and City Council reviews and approves fiscal 2007-08 year-end 4th quarter budget revisions, if needed
June 30, 2008	Staff produces Adopted Budget document and CIP Program and distributes to City Council, departments and public