



TO: PARKS, RECREATION & FORESTRY COMMISSIONERS
FROM: RANDY AULER, DIRECTOR
SUBJECT: ADMINISTRATIVE REPORT
DATE: JANUARY 8, 2009

The following information is an overview of the Administrative Report to the Parks, Recreation & Forestry Commission for the month of January, 2009.

1. Overview of the Signature Park Project and Citizen Input Opportunity

In November 2008, the Novi Community School's Board of Education and the Novi City Council unanimously approved an agreement for the land transfer of 73 acres of property located at Eleven Mile Road and Beck Road. The City envisions the creation of a Signature Park which could consist of a recreation center, (older adult, theatre, gymnasiums, recreation program space), and a variety of outdoor amenities, (soccer fields, festival area, trails). On November 24, 2008, the City contracted with the consulting team of Neumann Smith, Beckett Raeder, and Pros Consulting to create the conceptual plan for the park, including a recreation facility, and an operational feasibility study for the facility. The conceptual design and feasibility study will be completed by January 30, 2009 and will be discussed at a special City Council meeting on February 9, 2009.

The City has provided citizens the opportunity to provide input about the project through an on-line survey, e-mail, and by speaking at the January 8, 2009 Parks, Recreation & Forestry Commission meeting.

2. Preparation of the 2009/2010 operating budget

The FY 2009/2010 budget calendar is attached. Staff are preparing the operating budget, vehicle and capital outlay request for submittal by February 13, 2009.

3. Position transfer: Effective January 12, 2009

Tracie Ringle, Communications Specialist, will transfer from the Parks, Recreation & Forestry Department to the Community Relations Department. This will centralize and improve all City of Novi communications and marketing.

4. Important Upcoming Dates

January 2009

- 9 City of Novi Annual Appreciation Dinner – Sheraton Novi – 7PM
- 22 State of the City Address and Luncheon – Rock Financial Showplace
- 24 Novi Homeowners Association State of the City Address and Breakfast – Civic Center

February 2009

- 9 City Council Meeting – Signature Park
- 14 City Council Meeting – Work Session - Goals

**CITY OF NOVI
FISCAL YEAR 2009-2010 BUDGET CALENDAR**

<u>Date/Deadline</u>	<u>Objective/Deliverable</u>
October 15, 2008	Transmittal of Capital Improvements Program (CIP) Preparation Manual to Departments
November 15, 2008	CIP submittals due from departments
December 15, 2008	CIP submittal due to the City Manager
January 5, 2009 Tentative	CIP packets distributed to Committee members
January 9, 2009	Transmittal of Budget Preparation Manual and mid-year fiscal 2008-09 Budget estimate material to departments
January 12, 2009 Tentative	CIP Committee meeting
January 14, 2009	Administrative Officers and Management Budget Kick-off Winter Meeting: issues and Priorities - Walsh College
January 19, 2009 Tentative	CIP packets distributed to Planning Commission
February 4, 2009	Deadline for departments to provide revenue and expenditure estimates for fiscal 2008-09 through the remainder of the fiscal year (operations and capital)
February 11, 2009	Public hearing on Capital Improvements Program, Planning Commission
February 13, 2009	Deadline for submission of fiscal 2009-10 departmental Operating Budget, Service Improvement requests, Vehicle requests and Capital Outlay requests
February 14, 2009	City Council Strategic Goal Setting Session (Fire Station #4 8:30am-2:00pm)
February 16-February 27, 2009	Finance Department review, and submittal to City Manager's Department
February 25, 2009	Planning Commission CIP Adoption
February 27 - March 25, 2009	Staff compiles draft budget and prepares Budget Transmittal Message and narrative for program budget sections
March 16 - March 20, 2009	City Manager review of budget requests
March 20, 2009	City Manager and staff resolve remaining Budget and CIP mismatches and other questions
April 4, 2009	City Manager submits Proposed Budget to City Council
April 20 & 25, 2009	City Council Budget and CIP Work Sessions
May 4, 2009	Public Hearing on Budget
May 18, 2009	City Council adopts operation Budget and approves tax levy (Charter requires adoption no later than the third Monday in May 18, 2009)
June 9, 2009	Staff proposes and City Council reviews and approves fiscal 2008-09 year-end 4th quarter budget revisions, if needed
June 30, 2009	Staff publishes final Adopted Budget document and CIP Program
July 1, 2009	Fiscal 2009-10 begins

Auler, Randy

From: Scott Teasdale [scottiet@gmail.com]
Sent: Monday, January 05, 2009 12:35 PM
To: Auler, Randy
Subject: Park Meeting 1/8/09

Good Afternoon Randy,

I will not be able to make the meeting on Thursday, regarding the new park that the city is developing. I would like to suggest that we develop a dog park area within the park's campus. Is there a formal way to submit my suggestion?

Thanks for all that your department is doing for our city!

Scott Teasdale