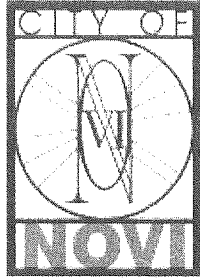


MEMORANDUM



cityofnovi.org

TO: CLAY PEARSON, CITY MANAGER
FROM: JASON S. MANGUM CPRP, PRCS DIRECTOR *JSM*
SUBJECT: UPDATE ON TRANSPORTATION MOVE TO CIVIC CENTER
DATE: JUNE 7, 2012

In efforts to keep you updated on Senior Transportation's move to the Civic Center, the following timeline has been developed.

- June 8 – Programmers move out of cubicles
- June 11 – Facilities Staff to paint Parks and Recreation back office and touch up Lauren's office.
- June 12 – Wendy's crew to move Arts items and files to back office (new home for Arts Coordinator and PT programmer)
- June 11-15 – Removal of two cubicles and office space currently occupied by Sports and Arts Programmers. Relocate copier, laminator and fax to this area.
- June 13-14 – Wendy to move to Lauren's office
- June 18-22 – Senior Transportation to move to the Civic Center. Instillation of new office area for programmers
- June 25 – Programmers move into new area.

Brandon and Scott have done a great job coordinating the logistics. We are looking forward to completing the first stage of this move and having Senior Transportation in our midst. Please let me know if you have any questions regarding the move.

C: Scott Pratt
Rob Petty
Brandon McCullogh
Rachel Zagarolli
Victor Cardenas