

CITY of NOVI CITY COUNCIL

Agenda Item 5
March 11, 2013

SUBJECT: Approval to create Parks, Recreation and Cultural Services (PRCS) Grant Committee, consisting of two City Council members, two PRCS Commission members, and the PRCS Director, for the purpose of identifying and recommending possible park grant opportunities to City Council.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services *YJM*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

One goal that came out of the January 5, 2013 City Council budget input session was to identify possible projects and funding sources and establish prioritizes and to plan for grant funding opportunities. Several other top long term goals identified at that session were to acquire more parkland, to increase the number of local neighborhood parks, and to work with the state for connections to regional trail networks. The intent of creating a Parks, Recreation and Cultural Services Grant Committee would be to help with determining the Department's priorities for land acquisition, park development, and program grants. Membership of the committee would consist of two City Council members, two Parks, Recreation and Cultural Services (PRCS) Commission members, and the PRCS Director. At the suggestion of Mayor Robert Gatt, the two City Council Members to be appointed to the committee would be Mayor Pro Tem David Staudt and Council Member Andrew Mutch. The work of this committee would begin in the 2014 grant cycle, and it is anticipated that they would meet 3-4 times per year to set priorities and identify grant opportunities.

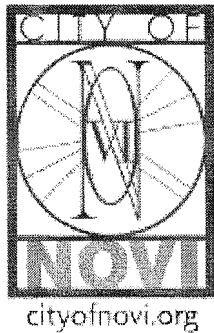
The newly formed grant committee could be instrumental in assisting to identify and recommend grant opportunities available to City Council.

RECOMMENDED ACTION: Approval to create Parks, Recreation and Cultural Services (PRCS) grant committee, consisting of two City Council members, two PRCS Commission members and PRCS Director, for the purpose of identifying and recommending possible park grant opportunities to City Council.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER
FROM: JASON S. MANGUM CPRP, PRCS DIRECTOR *JSM*
SUBJECT: PARKS, RECREATION & CULTURAL SERVICES GRANT
COMMITTEE CREATION
DATE: FEBRUARY 22, 2013

At the January 5, 2013 City Council budget input session, one goal for Parks, Recreation and Cultural Services was to **plan for grant funding opportunities and identify projects and funding sources and prioritize**. In keeping with that goal, I would like to further explore the creation of a Parks, Recreation & Cultural Services grant committee.

In mid-January of this year I sent you a memo regarding consideration of the creation of several committees needed to incorporate additional citizen input into three specialized areas: Older Adult Services, Cultural Arts, and Land Acquisition and Grant Application Priority. At this time, I would like to address creating the Grant Committee. The intent of a grant committee would be to help with determining the Department's priorities for land acquisition, park development, and program grants. The membership of the committee would consist of two City Council members, two Parks, Recreation and Cultural Services (PRCS) Commission members, and the PRCS Director. Responsibilities of the committee would be to determine grant priorities, discuss potential funding sources and projects which should be considered for grant application, and make those recommendations to City Council. It is anticipated that this committee would meet 3-4 times per year to set priorities and identify grant opportunities.

The newly formed grant committee could also be instrumental in helping to meet other City Council top long term goals such as **acquiring more parkland, increasing the number of local neighborhood parks**, and identifying grants that would **work with state for connections to regional trail networks**. A motion sheet for the creation of the Grant Committee will be submitted to the City Council for their consideration at the March 11, 2013 meeting. The work of this committee would begin in the 2014 grant cycle with a sample of their responsibilities attached.

Due to the tight schedule in applying for the 2013 grant cycle, we are moving ahead on two Michigan Natural Resources Trust Fund grants with input from the Walkable Novi Committee. These grants include resubmission of the Pavilion Shore Park Phase 3 and a trail through Wildlife Woods Park as a connection to the ITC Corridor Trail and Medilodge Trail Segment. The public hearing for these grants will be conducted at the City Council's March 11th meeting. After going through the RFP process, we have determined to work with Rowe Professional Services who have successfully retained \$6,681,900 in recreation grants for their clients within the past five years.

Please let me know if you need any additional information.

GRANT COMMITTEE

Intent

The intent of a grant committee would be to help with determining the Department's priorities for land acquisition, park development, and program grants.

Membership

- 2 Members of City Council
- 2 Members of Parks, Recreation and Cultural Services Commission
- Staff liaison from Parks, Recreation and Cultural Services – PRCS Director

Responsibilities

- Determine grant priorities – review and prioritize any grant opportunities
- Discuss potential funding sources – review grant
- Discuss potential projects
- Make recommendations to City Council

Budget

- Necessary resources from existing Departmental budgets

Reporting

- The committee shall provide quarterly updates to the City Council

**RESOLUTION ESTABLISHING THE CREATION
OF A PARKS RECREATION AND CULTURAL SERVICES
GRANT COMMITTEE**

City of Novi
County of Oakland, Michigan

**Minutes of a Meeting of the City Council of the City of Novi, County of Oakland,
Michigan, held in the City Hall of said City on _____, 2013, at 7:00 P.M.
Prevailing Eastern Time.**

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

**The following preamble and Resolution were offered by Councilmember
_____ and supported by Councilmember _____.**

RECITALS:

WHEREAS, the City of Novi applies for funding assistance from outside agencies, including the Michigan Department of Natural Resources (MDNR),

WHEREAS, the City Council believes that the City's efforts in this regard would be greatly assisted by the establishment of a Grant Committee, which would be tasked with helping to determine the Parks, Recreation and Cultural Services (PRCS) Department's priorities for land acquisition, park development, and program grants.

WHEREAS, the responsibilities of the Committee would be to determine grant priorities, discuss potential funding sources and projects which should be considered for grant application, and make those recommendations to City Council.

WHEREAS, it is anticipated the Committee would meet 3-4 times per year to set priorities and identify grant opportunities. At the end of the Grant Committee's first year

of operation, a review of the Committee's recommendations, and the results of its activities will be made to City Council.

WHEREAS, the Committee shall be established in the first instance for a period of 2 years. It may be renewed thereafter as deemed necessary by the City Council, City Administration, and the Parks, Recreation and Cultural Services Commission.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Committee to be known as the "Parks, Recreation & Cultural Services Grant Committee" is hereby established.
2. The Committee shall have five (5) members:
 - 2 Members of City Council
 - 2 Members of Park, Recreation and Cultural Services Commission
 - 1 Staff liaison from Parks, Recreation and Cultural Services – PRCS Director
3. The Committee's term of existence shall be for a period of two (2) years commencing on the date of this Resolution.
4. The Committee shall meet as needed, and shall be charged with performing the following functions:
 - Determine grant priorities – review and prioritize any grant opportunities
 - Discuss potential funding sources – review grant
 - Discuss potential projects
 - Make recommendations to City Council
5. There shall be no separate budget or appropriations to the Committee, any necessary resources shall be provided from the PRCS budget.
6. The Committee shall provide at least quarterly reports to the City Council.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Maryanne Cornelius, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held this _____ day of _____, 2013.

Maryanne Cornelius, City Clerk
City of Novi