



**CITY OF NOVI**  
**Administrative ePacket**  
**May 02, 2024**

**Public Safety (Police/Fire)**

[DEA Drug Take Back Event - Gilmore](#)

[Fire Recruitment Efforts - Cardenas](#)

**Infrastructure (Roads/Water/Sewer)**

[13 Mile Road Rehabilitation \(Meadowbrook to 13 Mile\) - Herczeg](#)

[NAFA 100 Best Fleets Honorable Mention - Rhatigan](#)

**Economic Development (City Revenue/Job Growth)**

**Citizen-Focused Government (Shared Services/Customer Services)**

[Council Rules and Committee Recommendations - Hanson](#)

[PEX Transition Communication - Walsh-Molloy](#)

[Novi Public Library Strategic Plan](#)

[BS&A Software Maintenance - Petty](#)

**Natural Areas & Features and Community Character (Community that Preserves)**

**Fiscally Responsible Government (Maintain)**

**Parks, Recreation & Cultural Services (Enhance Services)**

**Capital Improvement Program**

**City Council Only or Confidential**

# MEMORANDUM



**TO:** SCOTT R. BAETENS  
ASSISTANT CHIEF OF POLICE

**FROM:** KEVIN GILMORE, LIEUTENANT – SUPPORT SERVICES *KG*

**SUBJECT:** DEA DRUG TAKE BACK

**DATE:** May 2, 2024

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On Saturday, April 27, 2024, from 10:00am to 2:00pm, the Novi Police Department and the Drug Enforcement Administration (DEA) provided citizens another opportunity to prevent pill abuse and theft by ridding their homes of potentially dangerous expired, unused, and unwanted prescription drugs. Anyone with such medications was able to bring them to the Novi Police Headquarters located at 45125 West Ten Mile. This service was free and anonymous, with no questions asked.

During the event, The Novi Community Coalition also provided information regarding the proper method to dispose of unused medication and to supply "lock boxes" in order to further prevent prescription pill abuse.

During this year's program, the Novi Police Department collected 148.64 pounds of expired, unused, and unwanted medication. Since the Novi Police Department began partnering with the DEA in 2010 for this initiative, over 3,500 pounds of medication has been properly disposed of.

This initiative addresses a vital public safety and public health issue. Medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. Rates of prescription drug abuse in the U.S. are alarmingly high, as are the number of accidental poisonings and overdoses due to these drugs. Studies show that a majority of abused prescription drugs are obtained from family and friends, including from the home medicine cabinet. In addition, Americans are now advised that their usual methods for disposing of unused medicines—flushing them down the toilet or throwing them in the trash—both pose potential safety and health hazards.





**TO:** MAYOR AND CITY COUNCIL  
**FROM:** VICTOR CARDENAS, CITY MANAGER  
**SUBJECT:** PAID ON-CALL AND AUX FIREFIGHTER RECRUITMENT EFFORTS  
**DATE:** MAY 1, 2024

## MEMORANDUM

Mayor and Council –

A quick update on our recruitment efforts for POC/AUX firefighters. Additionally, Council's efforts earlier this year have paid off as we have four (4) Police officers from other departments currently in the background phase to join the Novi PD – i.e. using the lateral transfer option.

- Victor

The purpose of this memorandum is to provide the Council with an update on the City's efforts to recruit new paid-on-call (POC) and auxiliary (AUX) firefighters. Since January 2022, we have hired 27 new POC/AUX. Of that 27, six (6) have left the department for full-time positions at other departments and nine (9) have transitioned to full-time with the Novi Fire Department. We currently have four (4) in the training process, four (4) others with conditional offers, and two (2) who have completed their training and are available for shifts. As of today, two (2) members (a POC and an AUX) have completed the pre-employment process and are starting employment in May. We'll continue to update Council on our progress in these efforts.



27 Hired since January 2022

6 have left the department for full-time positions at other departments

9 have transitioned to full-time with the Novi Fire Department

4 in the training process

4 others with conditional offers

2 who have completed their training and are available for shifts

Averaging 2 years to get completely trained and available for shifts

# MEMORANDUM



**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** 13 MILE ROAD REHAB (MEADOWBROOK TO M-5)  
**DATE:** APRIL 24, 2024

Mayor and Council –

Please see an update on our efforts to assume responsibility for the roadwork left to be done on 13 mile road from our colleagues at GLWA.

- Victor

The City of Novi and Great Lakes Water Authority (GLWA) reached an agreement in 2020 to allow the construction of a redundant 54-inch transmission water main through our City, from 8 Mile to 14 Mile Roads. Several proposed transmission water main segments fall under the pavement of several City-owned streets (11 Mile Road – Meadowbrook Road to Seeley Road; Meadowbrook Road – 11 Mile Road to 13 Mile Road; and 13 Mile Road – Meadowbrook Road to M-5). All other segments are in MDOT rights-of-way.

Back in 2020, staff estimated the scale and time of disruption to our residents, business owners, and motoring public to be about two years. Joint Venture (Ric-Man/Clark) contractor for GLWA had/has suffered numerous setbacks which ultimately extended the time for each road's restoration.

During the spring, summer, and fall of 2023, construction was focused on 13 Mile Road from Meadowbrook Road to M-5 and Meadowbrook Road from 13 Mile Road to the southern Crosspointe Meadows church entrance. What should have been completed within the allotted school dismissal period (beginning of June through the end of August), extended several months beyond that time frame and still has not yielded a final road product. Both segments of road are currently open enough for vehicular travel, but still need concrete curb and gutter, sidewalk/pathways, and the final lift of asphalt. Several other high-profile businesses and residential communities were heavily affected by the lengthened construction schedule besides the Meadowbrook Elementary school, such as Fox Run Village, Lenox Park Condominiums, Brightmoor Tabernacle, Early Childhood Learning Center, Crosspointe Meadows, and several single-family residential properties.

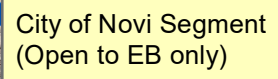
Staff are spending significant time directing and communicating with the GLWA on this massive project but cannot infuse much 'control' on day-to-day operations. Now with the GLWA water main nearing completion all that remains is road restoration. Therefore, staff recommends handling paving this portion of the project in house.

Per the cost sharing agreement (Revised Exhibit "B" of Road Restoration Costs, April 2, 2024, attached), the City will receive credits back for GLWA's portions of the road construction costs. This will not involve an even swap of dollars. The City will still need to pay out-of-pocket for the increased unit price costs from 2020, as well as consulting engineering fees for construction administration, crew day inspection, and material testing.

Staff proposes to use Cadillac Asphalt, LLC, as the paving contractor since the City currently has open contracts on the Industrial Roads Rehabilitation and Taft Road Rehabilitation (Galway to 10 Mile)/9 Mile Roundabout projects. Cadillac Asphalt is a reputable contractor that the City has used many times in the past. Coincidentally GLWA is subcontracting with Cadillac Asphalt for the road restoration on the transmission water main project which makes for an easy transition.

Due to contractor remobilization and a higher unit cost (since we are working outside the GLWA contract), staff estimate the paving will cost ~\$500K more than GLWA agreement. However, the final product will be a more substantial rehabilitation, will have direct staff oversight, and will be completed during the summer to minimize impact on schools. The project will still cause delays to the corridor and staff will work with GLWA to align traffic plans and make the project as least disruptive as possible.

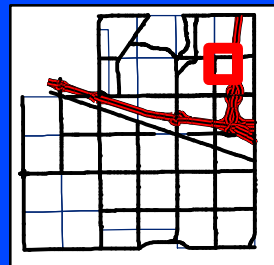
## Location Map



GLWA Segment  
(Open to SB only)



Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



**Engineering Division  
Department of Public Works  
26300 Lee BeGole Drive  
Novi, MI 48375  
cityofnovi.org**

0 105 210 420 630

Feet

1 inch = 500 feet



## EXHIBIT B<sup>1</sup>

### PROJECT COSTS (Updated)

| Activity                                                                                              | Cost Sharing         | GLWA                  | Novi                  | Total                 |
|-------------------------------------------------------------------------------------------------------|----------------------|-----------------------|-----------------------|-----------------------|
| <b>Total Cost</b>                                                                                     |                      | <b>\$5,138,038.00</b> | <b>\$2,032,800.30</b> | <b>\$7,170,838.30</b> |
| <b>Incremental Design Costs to Add Novi Work</b>                                                      | 100% Novi            |                       | 145,000.00            | 145,000.00            |
| <b>Construction Costs</b>                                                                             | See break-down below | \$5,138,038.00        | \$1,887,800.30        | \$7,025,838.30        |
|                                                                                                       |                      |                       |                       |                       |
| <b>11 Mile Rd from Seeley Rd to Meadowbrook Rd</b>                                                    |                      | <b>\$2,876,400.00</b> | <b>\$709,600.00</b>   | <b>\$3,586,000.00</b> |
| 11 Mile Rd pipe installation                                                                          | 100% GLWA            | \$2,330,000.00        |                       | \$2,330,000.00        |
| 11 Mile Rd full pavement restoration/replacement                                                      | 75% GLWA<br>25% Novi | \$375,000.00          | \$125,000.00          | \$500,000.00          |
| 11 Mile Rd all subgrade costs outside pipe zone                                                       | 60% Novi<br>40% GLWA | \$128,400.00          | \$192,600.00          | \$321,000.00          |
| FedEx entrance onto Bridge St                                                                         | 100% GLWA            |                       |                       |                       |
| 12" water main installation in 11MileRd                                                               | 100% Novi            |                       | \$392,000.00          | \$392,000.00          |
| Striping plan                                                                                         | 100% GLWA            | \$8,000.00            |                       | \$8,000.00            |
| Traffic control                                                                                       | 100% GLWA            | \$35,000.00           |                       | \$35,000.00           |
|                                                                                                       |                      |                       |                       |                       |
| <b>Meadowbrook Rd from 11 Mile Rd to 1-96</b>                                                         |                      | <b>\$184,150.00</b>   | <b>\$279,850.00</b>   | <b>\$464,000.00</b>   |
| Pavement restoration/ replacement 3 lanes from 11 Mile Rd to Bridge St 2 lanes from Bridge St to 1-96 | 55% Novi<br>45% GLWA | \$97,200.00           | \$118,800.00          | \$216,000.00          |
| Subgrade replacement 3 lanes from 11 Mile Rd to Bridge St 2 lanes from Bridge St to 1-96              | 65% Novi<br>35% GLWA | \$47,950.00           | \$89,050.00           | \$137,000.00          |

<sup>1</sup> Pursuant to Section 5.4, this Exhibit B is updated with the construction costs resulting from the Construction Work bid tab and appended to this Agreement.

| Activity                                                                                | Cost Sharing         | GLWA                  | Novi                | Total                 |
|-----------------------------------------------------------------------------------------|----------------------|-----------------------|---------------------|-----------------------|
| Signal modifications at 11 Mile Rd and Meadowbrook Rd due to west bound right turn lane | 100% Novi            |                       | \$68,000.00         | \$68,000.00           |
| Striping plan                                                                           | 50% GLWA<br>50% Novi | \$4,000.00            | \$4,000.00          | \$8,000.00            |
| Traffic control                                                                         | 100% GLWA            | \$35,000.00           |                     | \$35,000.00           |
|                                                                                         |                      |                       |                     |                       |
| <b>Meadowbrook Rd from 12 Mile Rd to 13 Mile Rd</b>                                     |                      | <b>\$1,304,000.00</b> | <b>\$325,000.00</b> | <b>\$1,629,000.00</b> |
| Pavement restoration/replacement 2 lanes from 12 Mile Rd to 13 Mile Rd                  | 100% GLWA            | \$921,000.00          |                     | \$921,000.00          |
| Subgrade restoration/replacement 2 lanes from 12 Mile Rd to 13 Mile Rd                  | 50% GLWA<br>50% Novi | \$325,000.00          | \$325,000.00        | \$650,000.00          |
| Striping plan                                                                           | 100% GLWA            | \$18,000.00           |                     | \$18,000.00           |
| Traffic control                                                                         | 100% GLWA            | \$40,000.00           |                     | \$40,000.00           |
|                                                                                         |                      |                       |                     |                       |
| <b>13 Mile Rd from Meadowbrook Rd to M-5 bike oath</b>                                  |                      | <b>\$773,488.00</b>   | <b>\$573,350.30</b> | <b>\$1,346,838.30</b> |
| Pavement restoration/replacement<br>3 lanes from Meadowbrook Rd to M-5 bike oath        | 66% GLWA<br>34% Novi | \$625,020.00          | \$321,980.00        | \$947,000.00          |
| Subgrade restoration/replacement 3 lanes from Meadowbrook Rd to M-5 bike path           | 66% Novi<br>34% GLWA | \$105,468.00          | \$310,200.00        | \$470,000.00          |
| Striping plan                                                                           | 75% Novi<br>25% GLWA | \$3,000.00            | \$9,000.00          | \$12,000.00           |
| Traffic control                                                                         | 100% GLWA            | \$40,000.00           |                     | \$40,000.00           |
| Police on 13-Mile: June thru September 2023                                             | 100% GLWA            |                       | (\$63,944.00)       | (\$63,944.00)         |
| Project Mailer                                                                          | 100% GLWA            |                       | (\$3,885.70)        | (\$3,885.70)          |

(End Exhibit B)

# MEMORANDUM



**TO:** JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS  
**FROM:** MICHAEL RHATIGAN, FLEET ASSET MANAGER  
MEGAN MIKUS, DEPUTY DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** 2024 NAFA100 BEST PUBLIC FLEETS- HONORABLE MENTION  
**DATE:** APRIL 30, 2024

Mayor and Council –

FYI on some great recognition of our team in the Fleet Division. As I understand it we are the only fleet in Michigan to receive recognition.

- Victor

The City of Novi DPW Fleet Division is a member of the [NAFA Fleet Management Association](#). NAFA is the world's largest membership association related to the management of vehicular fleets and mobility responsibilities. The membership is comprised of over 2000 fleet managers for public and commercial entities.



The annual 100 Best Fleets competition assesses [12 criteria for excellence](#) of a high-performing public fleet:

- 1) Accountability
- 2) Use of Technology and Information
- 3) Collaboration
- 4) Creativity
- 5) Performance and Recognition and Celebration
- 6) Evidence of a High Trust Culture
- 7) Financial Management
- 8) Doing it Right the First Time
- 9) Quick Efficient Turnaround
- 10) Competitive Pricing
- 11) Staff Development
- 12) Resources Stewardship

At the April 2024 NAFA Institute & Expo, the Novi DPW Fleet Division received an Honorable Mention in the [100 Best Public Fleets category](#). While just outside the national 100 list, the recognition exemplifies the Fleet Division's commitment to excellence and continuous improvement.

# MEMORANDUM



**TO:** MAYOR FISCHER AND MEMBERS OF CITY COUNCIL  
**FROM:** CORTNEY HANSON, CITY CLERK  
**SUBJECT:** AMENDMENT TO COUNCIL RULES & COMMITTEE CHANGES  
**DATE:** MAY 2, 2024

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The Council Rules Committee met on several occasions to review the Council Organization Rules and Order of Business. The Committee reviewed each section to determine if changes should be made. There were minor updates and modifications to several sections throughout the document with the largest changes occurring in Section 13 - Committees.

The Rules Committee kept Council Goals in mind when reviewing the Committee Section, including the following:

- Create additional boards and commissions to sustain resident engagement and provide additional input to City Staff.
- Establish an Environmental Sustainability Committee.
- Investigate and improve ongoing power issues experienced by Novi residents by collecting data from DTE and working with neighboring communities.
- Create a Broadband Master Plan.
- Work with neighboring communities to complete connections through Novi to local trail systems (Airline/Huron Valley, Hines Drive, I-275 when complete). Make Novi businesses an appealing rest stop for cyclists using the trails.
- Pursue partnership with Northville for a Trail connection from Novi-Northville, possibly near the railroad bridge on 8 Mile (e.g. presentation at Walkable Novi).
- Update the Sidewalk Maintenance Policy and evaluate all City sidewalks over the next 5 years, making repairs as recommended in the policy.
- Collaborate with the City of Northville, Northville Township, Wayne County to ensure 8 Mile Road is re-constructed between Novi and Haggerty Roads.
- In 2023, the percentage of our roads in Poor (PASER 1-3) condition was ~9% and the percentage of roads in Fair (PASER 4-5) condition was ~40% (~50% combined). Maintain road funding levels to decrease the number of roads with a PASER score of Poor condition (1-3) and Fair (4-5) to ~45% of the total road network by 2026.

A detailed spreadsheet is attached that reflects the proposed changes to committees, and a brief summary follows:

Recommended Committees:

1. Finance and Administration
2. Public Utilities and Technology
3. Mobility Committee
4. Cultural Arts
5. Strategic Planning
6. Environmental Sustainability

Committees that will be re-worked into the newly recommended Committees or sunset:

1. Capital Improvement Program
2. Youth Council Liaison
3. PRCS Grant Citizen Advisory Committee
4. Walkable Novi
5. Roads
6. Recreation Center
7. Municipal Broadband

Each committee will have at least one staff liaison to coordinate meetings, prepare agendas, and provide brief meeting minutes. It is expected that at the first meeting of each committee, there will be discussion and a determination as to how often and when the committee will meet, with the expectation that the meeting dates will be at consistent intervals when possible.

Staff will reach out to the community members, Planning Commissioners, and PRCS Commissioners who serve on the boards that are recommended to be dissolved to make them aware of the changes. They will be provided with information on potential opportunities moving forward.

The amendment to the Council Organization Rules and Order of Business will be on the May 6th agenda for consideration as well as the resolutions to establish the ad hoc committees. If all are approved, resolutions to dissolve certain committees will be brought forward at the May 20th meeting.

COMMITTEES

|                              | Committee Name                         | Number of Council Members |                             | Number of Community Members                          |                                                                   | FUTURE STATUS/NOTES                                                                                      |
|------------------------------|----------------------------------------|---------------------------|-----------------------------|------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Standing Committees          | CAPITAL IMPROVEMENT PROGRAM            | 3                         | Fischer, Casey, Staudt      | 2 Planning Commissioners                             | Gary Becker & Mike Lynch                                          | Becomes part of Finance/Admin                                                                            |
|                              | CONSULTANT REVIEW COMMITTEE            | 3                         | Casey, Staudt, Heintz       | 0                                                    |                                                                   |                                                                                                          |
|                              | ORDINANCE REVIEW COMMITTEE             | Mayor +2 + Alt.           | Fischer, Casey, Staudt      | 0                                                    |                                                                   |                                                                                                          |
|                              | RULES COMMITTEE                        | Mayor +2                  | Fischer, Casey, Staudt      | 0                                                    |                                                                   |                                                                                                          |
|                              | YOUTH COUNCIL REVIEW COMMITTEE         | 3                         | Thomas, Heintz, Casey       | 0                                                    |                                                                   |                                                                                                          |
| Advisory / Liason            | YOUTH COUNCIL LIASON                   | 1 + Alt.                  | Heintz                      | 0                                                    | N/A                                                               | Becomes part of Youth Council                                                                            |
|                              | PR&CS GRANT CITIZEN ADVISORY COMMITTEE | 2                         | Smith, Thomas               | 2 PRCS Commissioners                                 | Ryan Joseph & Salene Riggins                                      | Becomes part of Finance/Admin and/or to Council                                                          |
|                              | WALKABLE NOVI                          | 2                         | Smith, Thomas               | 2 Planning Commissioners & 2 PRCS Commissioners      | Gary Becker, Edward Roney, Jay Dooley & Joe Talkacz               | Becomes part of Mobility Committee                                                                       |
|                              | SEMCOG LIASON                          | 1 + Alt.                  | Smith, Thomas               | 0                                                    |                                                                   |                                                                                                          |
| Ad-Hoc                       | PUBLIC SAFETY                          | 3                         | Fischer, Staudt, Gurumurthy | 5                                                    | Bob Gatt, Scott Olson, Ted Zuchlewski, David Landry, David Molloy | Sunset 12/31/2024                                                                                        |
|                              | OLDER ADULTS NEEDS                     | 3                         | Casey, Smith, Thomas        | 5                                                    | Kathy Crawford, Jay Dooley, Kim Nice, Debbie Wrobel               | Sunset 12/31/2024                                                                                        |
|                              | ROADS                                  | Mayor +2                  | *Last met in 2/2021         | 2                                                    | Brian Bartlett                                                    | Becomes part of Mobility Committee<br>A resolution to dissolve will be presented to Council.             |
|                              | RECREATION CENTER                      | Mayor + 2                 | *Last met in 3/2020         | 2 residents + PRCS member                            | Kim Capello, Jim Perris, PRCS Commissioner Dooley                 | Sunset. A resolution to dissolve will be presented to Council.                                           |
|                              | BROADBAND                              | 1                         | *Last met in 3/2023         | 1 resident + 1 staff                                 | Willy Mena                                                        | Becomes part of Public Utilites & Tech Committee. A resolution to dissolve will be presented to Council. |
| PROPOSED COMMITTEES          |                                        |                           |                             |                                                      |                                                                   |                                                                                                          |
| PROPOSED STANDING COMMITTEES | FINANCE AND ADMINISTRATION             | 3                         |                             | 2 Planning Commissioners for CIP related discussions |                                                                   | New, to be established in Council Rules                                                                  |
|                              | PUBLIC UTILITIES AND TECHNOLOGY        | 3                         |                             | 2                                                    |                                                                   | New, to be established in Council Rules                                                                  |
|                              | MOBILITY COMMITTEE                     | 3                         |                             | 2 Planning Commissioners & 2 PRCS Commissioners      |                                                                   | New, to be established in Council Rules                                                                  |
| PROPOSED AD HOC COMMITTEES   | CULTURAL ARTS                          | 0                         |                             | 5                                                    |                                                                   | New, to be established by resolution. No automatic sunset date.                                          |
|                              | STRATEGIC PLANNING                     | 3                         |                             | TBD in the future                                    |                                                                   | New, to be established by resolution. Sunset in 2 years, but can be extended.                            |
|                              | ENVIRONMENTAL SUSTAINABILITY           | 3                         |                             | TBD in the future                                    |                                                                   | New, to be established by resolution. Sunset in 2 years, but can be extended.                            |

Committees in yellow are recommended to be dissolved.



## COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS

ADOPTED: December 15, 1997

AMENDED: ~~September 11,~~

~~2023~~May 6, 2024

# CITY OF NOVI COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS

## **PROLOGUE**

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

## **1. ORGANIZATION**

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor ~~Gaff-Fischer~~ – Re-Elected November, 202~~13~~ (elected 201~~9~~)  
Mayor Pro Tem ~~Staudt-Casey~~ – Re-Elected November 20~~23~~~~19~~ (elected  
20~~11~~~~07~~)  
Council member ~~Casey-Staudt~~ – Re-Elected November 20~~23~~~~19~~ (elected  
20~~11~~~~2007~~)  
~~Council member Crawford – Elected November 2019~~  
~~Council member Fischer – Re-Elected November 2021 (elected 2019)~~  
Council member Smith – Elected November 2021  
Council member Thomas – Elected November 2021  
Council member Heintz – Elected November 2023  
Council member Gurumurthy – Appointed December 2023

## **2. REGULAR MEETINGS**

The Council shall hold two Regular Meetings per month in accordance with the Schedule  
*Council Organization Rules and Order of Business*

of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the Monday following the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M. If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

Minutes of regular meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

### 3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays. ~~Every effort will be made to schedule special meetings on Thursdays when a Monday is unavailable.~~

Minutes of special meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

### 4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

Minutes of joint meetings will be kept in the English language by the Clerk and shall be

*Council Organization Rules and Order of Business*

signed by the City Clerk upon approval by City Council.

5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by the Clerk or the designated secretary at the executive session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of executive session meetings may be distributed to Council for review at an executive session and may be approved, in Council's discretion, and returned to the Clerk.

City Council Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the City by premature disclosure

6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members by electronic delivery method and the member shall be responsible for

*Council Organization Rules and Order of Business*

installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a majority vote of the City Council. The Agenda of Regular Meetings of the City Council shall be prepared generally in accordance with the following format; provided that the Mayor and City Administration can alter the format or the order of agenda items in circumstances deemed appropriate:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Public Hearings
- F. Presentations

This is reserved for and limited to presentations by or on behalf of the City itself to the City Council that do not require or anticipate Council action (e.g., presentation of the results of the national survey the City has conducted). It is not intended to be used by third parties. It is not intended to be used to issue proclamations of any kind, or statements in support of any individual or entity, or to recognize events taking place in the City. Under unusual circumstances, the Mayor may authorize use of this part of the agenda for a non-City presentation, but such use is intended to be rare.

G. Reports:

- 1. Manager/Staff
- 2. Attorney

H. Audience Comment

I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).

Only the following kinds of items may be included on the Consent Agenda:

- 1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
- 2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
- 3. Approval of licenses
- 4. Setting dates of Public Hearings
- 5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
- 6. Approval of minutes
- 7. Approval of contracts and agreements not to exceed \$100,000

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8. Referral to committees
9. Approval of easements
10. Additional items which administration feels could be included on Consent Agenda for final approval
- J. Matters for Council Action
  1. Proposed Zoning Ordinance Map Amendments
  2. Other Ordinances - First Reading (Introduction)
  3. Action on Special Reports
  4. Appointments to Boards and Commissions
  5. Other matters to be acted upon by Council
- K. Consent Agenda Removals for Council Action
 

*In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.*
- L. Audience Comment
- M. Committee Reports
- N. Mayor and Council Issues
 

*This ~~item portion of the agenda~~ shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. ~~For an item to be listed on the printed agenda,~~ Council members must may request that ~~the an~~ item (each member is limited to one(1) such item) be placed on the printed agenda by 3:00 P.M. of the Wednesday preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first contacted the City Manager by noon the day of the meeting and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda. Motions may be made and voted upon in connection with matters added under this section.*
- P. Adjournment

## 7. **AGENDA - SPECIAL MEETINGS**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be

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transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

8. **AUDIENCE COMMENT RULES**

- A. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the Mayor.
- B. No speaker shall address the meeting unless recognized by the Mayor for that purpose.
- C. Remarks shall be limited to those pertaining to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, inappropriate, profane, vulgar or abusive language and personal attacks will not be tolerated.
- D. No speaker shall continue to address the meeting after being advised by the Mayor that the speaker's time for addressing the meeting has expired.
- E. Speakers shall use their time only for voice comment. There shall be no audible comment by the members of the audience other than the speaker, and there shall be no audience comment by voice, clapping, or otherwise, showing audible indication of approval or disapproval of any remarks of the speaker or member(s) of the public body (i.e., no clapping or hooting or similar activity). The purpose of this rule is to make sure that each speaker can address City Council without interference or intimidation.
- F. Each speaker may address the meeting for 3 minutes. The Mayor has the authority to grant additional time, if requested by a speaker, for good cause.
- G. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 12:00 P.M. the day of the meeting. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Mayor may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the

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- Clerk for review under Paragraph G above, before the documents are displayed.
- H. Speakers using visual materials are subject to the same time limitation set forth in Paragraph F above.
  - I. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted for review as described in Paragraph G above.
  - J. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.
  - K. Committee Reports will not be accepted during Audience Comment. An Applicant or Representative may present proposals for a period of time at the discretion of the Mayor.

9. **CABLE TV VIDEO AND AUDIO TAPES POLICY**

- A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings unless Council Chambers are unavailable or otherwise specified.
- B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.
- C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.
- D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. **RECONSIDER/RESCIND/REPEAL A QUESTION**

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. **VOTING**

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A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. **QUORUM**

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

13. **COMMITTEES**

Council Committee assignments will be established by the 2nd regular meeting following the Election.

**Standing Citizen Boards, Commissions, and Committees:** The descriptions provided within this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

**Annual schedule for Board, Commission, and Committee Presentations and Appointments**

| <u>Introduction Date /<br/>Committee Name</u> | <u>Terms Expire On</u> | <u>Approx. # of<br/>Vacancies per year</u> |
|-----------------------------------------------|------------------------|--------------------------------------------|
| <b>EARLY FEBRUARY</b>                         |                        |                                            |
| Beautification Commission                     | March 1                | 1 to 3                                     |
| Building Authority                            | March 1                | 1                                          |
| Construction Board of Appeals                 | March 1                | 2                                          |
| <del>Library Board</del>                      | <del>March 1</del>     | <del>1</del>                               |

### EARLY-MID JUNE

|                                                  |                |               |
|--------------------------------------------------|----------------|---------------|
| Parks & Recreation Commission                    | June 30        | 2 to 3        |
| Planning Commission                              | June 30        | 3             |
| <u>Cultural Arts Committee</u>                   | <u>June 30</u> | <u>1 to 2</u> |
| <u>Public Utilities and Technology Committee</u> | <u>June 30</u> | <u>0 to 1</u> |

### LATE NOVEMBER/EARLY DECEMBER

|                                                                       |                   |                   |
|-----------------------------------------------------------------------|-------------------|-------------------|
| Board of Review                                                       | Jan. 1            | 2 to 4            |
| Corridor Improvement Authority                                        | Dec. 31           | 2                 |
| Economic Development Corporation                                      | March 1           | 1 to 3            |
| Election Commission                                                   | Jan. 1            | 0 to 1            |
| Historical Commission                                                 | Jan. 1            | 2 to 3            |
| <u>Library Board</u>                                                  | <u>March 1</u>    | <u>1</u>          |
| <del>Housing and Community<br/>— Development Advisory Committee</del> | <del>Jan. 1</del> | <del>1 to 2</del> |
| Youth Council                                                         | Dec. 31           | 6 to 7            |
| Zoning Board of Appeals                                               | Jan. 1            | 2                 |

Applications will be considered current ~~until the next annually scheduled date for presentation by candidates for the particular body for which the applicant applied for twelve months from the date of application.~~ Council may schedule other interview sessions for newly created committees on an as-needed basis. Applications may also be made up until the start of the City Council meeting at which ~~appointment shall be considered~~presentations are made. The City Clerk shall be responsible for providing information as to such application(s) to the Council at or before the meeting.

Those appointed to fill a vacancy and have presented in the past 12 months need not make a presentation, unless requested by a Council member, but must apply to be considered for re-appointment.

The Youth Council Review Committee shall evaluate applicants for Youth Council vacancies. The evaluation process shall generally be the same as described below for presentations to the City Council (but may set its own rules for the length of candidate presentation). Following the introductions, the Youth Council Review Committee shall make the recommendations to City Council.

Applicants for boards, commission, and committees will make presentations before the Council at a regular meeting. Applicants will be given two minutes to explain why they are interested and qualified. Questioning by Council Members will not generally be contemplated, but as the Chair of the meeting, the Mayor may (but is not obligated to) entertain questions from other Council Members.

Notwithstanding anything to the contrary in this section, appointments may be made

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and/or approved without candidate presentation if the Mayor and/or Council deem it to be appropriate under the circumstances.

Council action on appointments (including appointing newly-created committees):

Any new committee adopted by Council shall have in its resolution language to the effect of the following:

That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.

That Council will hold presentation sessions within three weeks of adoption of the resolution.

That Council will make appointments at the Regular Meeting following the presentation meeting.

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board and Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. ~~Capital Improvements Program~~ Finance and Administration Committee - Three Council representatives. This Committee is responsible for reviewing administrative recommendations for the budget; retirement benefits and OPEB investment strategy; staff recruiting, retention, turnover, employment trends, and compensation strategy; bonding and/or millage recommendations; and large scale capital or other programs or projects. It shall also ~~capital expenditures and~~ provide an initial review of the required annual Capital Improvement Plan (CIP) prepared by staff and adopted by the City Planning Commission, and shall meet at least ~~once~~ twice annually with members of the Planning Commission designated by the Commission in order to finalize the CIP for presentation to the Commission.
2. Consultant Review Committee - Three members of Council ~~appointed on a rotation basis with one new member each year.~~ This Committee is responsible to

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review (i) multi-year contracts for professional services (e.g., engineering or environmental consultants) or (ii) contracts for professional services of any length where the consultant deals directly with the City Council in a significant way (e.g., attorney services, auditors, or the like). Administration will provide on a quarterly basis a schedule of contracts for such services that are expected to come before City Council for approval.

3. Rules Committee - The Mayor and two members of Council ~~appointed on a rotation basis~~ to begin their review of the Council Rules immediately following the first meeting following the November Election. This Committee is responsible for regular or occasional review of these Rules as contemplated in the Prologue Section above.
4. Ordinance Review Committee - The Mayor and two members of Council ~~appointed on a rotation basis~~. This Committee is responsible for discussion and review of amendments to the Code of Ordinances. It is intended to review those ordinances that are substantive in nature and that would benefit from review by the Committee before submission to the Council as a whole. Matters may be referred to the Committee by the Council; additional items may be placed on the Committee's agenda for its consideration with the approval of the Mayor.
5. Youth Council Review Committee – Three members of Council appointed by Mayor ~~on a rotation basis~~. The members shall be responsible for interviewing applicants for the Youth Council and shall serve as liaisons to the Youth Council. Member attendance at Youth Council meetings is not required. Participation by members at Youth Council meetings (if any) shall be non-voting.
6. Mobility Committee. Three members of Council, plus ~~—2~~ members of the Planning Commission, and ~~—2~~ members of the Parks, Recreation & Cultural Services Commission, and ~~— members of the Novi Parks Foundation~~. This Committee studies and makes recommendations on road improvements, public transit, non-motorized transportation, and ADA compliance. It replaces the Walkable Novi Committee.
7. Public Utilities and Technology. ~~—3~~ members of Council, and ~~—2~~ members appointed from the public at large, with an emphasis on members from the public utilities and/or technology . This Committee studies and makes recommendations regarding all non-city public utilities (e.g., gas, electric, cable) and broadband expansion opportunities.
5. ~~Human Resources Committee. Three members of Council. This Committee meets only at the request of City Administration to discuss issues likely to come to City Council regarding employment trends and conditions and potential impacts on delivery of City services.~~

Council representation on regional bodies/inter-governmental bodies:

1. SEMCOG - one Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Advisory/implementation and current ad hoc committees established by Council:

1. City Council Cultural Arts Committee. Five members, with an emphasis on members from the arts community (educators, artists). This Committee will make recommendations regarding public art, music, theater, and dance opportunities and ways to broaden cultural art and music opportunities in Novi.
2. Long-Range Strategic Planning Committee. This Committee will work on a strategic plan to determine what Novi wants and expects to be in the year 2050, and to identify actions and options for getting there. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.
3. Environmental Sustainability Committee. This Committee will study and advise Council on environmental issues affecting the City, including the protection and enhancement of natural resources, recycling/composting, energy production, etc. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.

Council Advisory Committees will not establish any separate Ad Hoc Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - ~~Nine~~ Seven members appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec. 2-171 City Code).
2. Board of Review Three members and one alternate member - appointed to two-year terms by the Council. Terms expire January 1<sup>st</sup> of each odd year (Sec. 9.6 City Charter).
3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)

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4. Corridor Improvement Authority – Nine member, made up of the Mayor and eight member appointed by the Mayor subject to Council approval. Terms expire December 31<sup>st</sup>. (Resolution 12/04/2017)
5. Economic Development Corporation -Nine members - Appointed to five-year terms by the Mayor subject to Council approval. Terms Expire March 1<sup>st</sup> (EDC Articles of Incorporation)
6. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec.3.4 City Charter)
7. Historical Commission - Seven members - Appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup>. (Sec. 17-18 City Code)
8. Library Board - Seven members - appointed to three-year terms by the Mayor subject to Council approval. Terms expire March 1<sup>st</sup>. (Sec.19-21 City Code)
9. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30<sup>th</sup> (Sec. 25-37 City Code)
10. Planning Commission - Seven members - Appointed to three-year terms by the Mayor subject to Council approval. Terms expire June 30<sup>th</sup> (Sec. 27-18 City Code)
11. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).
12. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec. 3100 Zoning Ordinance)

~~Advisory/implementation and current ad hoc committees established by Council:~~

- ~~1. Housing & Community Development Advisory Committee – Six members – 5 voting resident members, appointed to three year terms by the Council, 1 Administrative non-voting Member shall serve on the Committee. Terms expire January 1<sup>st</sup>.~~
- ~~Walkable Novi Committee – 2 members of Council, 2 members of Planning Commission, 2 members of Parks, Recreation and Cultural services, 2 members of Parks Foundation, 1 member of the public. City Council Cultural Arts Committee. Five members, with an emphasis on members from the arts community (educators, artists). This Committee will make recommendations regarding public art and music opportunities and ways to broaden cultural art and music opportunities in~~

Novi.

- ~~Long Range Strategic Planning Committee. This Committee will work on a strategic plan to determine what Novi wants and expects to be in the year 2050, and to identify actions and options for getting there. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.~~
2. ~~Environmental Sustainability Committee. This Committee will study and advise Council on environmental issues affecting the City, including the protection and enhancement of natural resources, recycling/composting, energy production, etc. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.~~

~~Council Advisory Committees will not establish any separate Ad Hoc Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.~~

Councilmember Liaison to Youth Council:

~~A Councilmember Liaison to the Novi Youth Council shall be appointed by the Mayor from time to time as he or she determines to be appropriate. The position of Councilmember Liaison shall be non-voting, and the Councilmember Liaison shall not be required to attend meetings of the Youth Council. (Approved by resolution of Council 11-12-2013)~~

#### 14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

- A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:
1. Confidential Information. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public.
  2. Representations. A Council member shall not represent his or her personal opinion as that of the City.

3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.
5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct. (Charter, Sec. 6.7)
2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of

subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.

3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.
4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest. The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

## **15. DEBATE AND DECORUM**

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

- A. The maker of a motion is entitled to speak first.
- B. A Council member must obtain the floor by being recognized by the Mayor.
- C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
- D. A Council member may not speak against his/her own motion, but may vote against it.
- E. Remarks must be confined to the merits of the pending question.
- F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other ~~or to a staff member~~.
- G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
- I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
- J. No Council member may comment adversely on any prior act of the

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Council that is not pending.

## **16. USE OF COMMUNICATION DEVICES DURING MEETINGS**

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

## **17. USE OF CITY-ISSUED ELECTRONIC DEVICES**

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

- A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
- B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.
- C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
- D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- E. Council members shall not use the electronic device, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer

system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.

- F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.
- G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
- H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
- I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

#### **18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF**

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved. ~~(Motion made July 7, 2003 meeting.)~~

#### **19. NEW COUNCIL MEMBER ORIENTATION; IN-SERVICE PROGRAMS; OFF-SITE TRAINING/CONFERENCES**

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies
- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

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After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted generally between December and February following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

Council members are encouraged to attend training sessions and conferences to develop their understanding of their role and responsibilities as public officials. Council will annually establish a budget of \$1,000 per Council member, to be used to offset the cost of such activities. Such funds may be used only in connection with training session, workshops, seminars, or conferences sponsored or conducted by municipal organizations of which the City is a member (e.g., the Michigan Municipal League). City Administration shall regularly provide Council with a list of conferences for such organizations that the City belongs to. Reimbursement of expenses incurred in connection with such sessions or events shall also follow the rules established for City employees.

## **20. SUSPENSION AND AMENDMENT OF RULES**

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

## **21. ENFORCEMENT OF RULES**

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.



## **COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS**

**ADOPTED: December 15, 1997**

**AMENDED: May 6, 2024**

**CITY OF NOVI  
COUNCIL ORGANIZATION RULES  
AND ORDER OF BUSINESS**

**PROLOGUE**

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

**1. ORGANIZATION**

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor Fischer – Elected November, 2023 (elected 2019)  
Mayor Pro Tem Casey – Re-Elected November 2023(elected 2011)  
Council member Staudt – Re-Elected November 2023 (elected 2007)  
Council member Smith – Elected November 2021  
Council member Thomas – Elected November 2021  
Council member Heintz – Elected November 2023  
Council member Gurumurthy – Appointed December 2023

**2. REGULAR MEETINGS**

The Council shall hold two Regular Meetings per month in accordance with the Schedule of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the Monday following the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M. If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

Minutes of regular meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

### 3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays.

Minutes of special meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

### 4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

Minutes of joint meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

### 5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote.

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Those circumstances not requiring a two-thirds (2/3) vote are sessions:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by the Clerk or the designated secretary at the executive session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of executive session meetings may be distributed to Council for review at an executive session and may be approved, in Council's discretion, and returned to the Clerk.

City Council Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the City by premature disclosure

#### 6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members by electronic delivery method and the member shall be responsible for installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a

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majority vote of the City Council. The Agenda of Regular Meetings of the City Council shall be prepared generally in accordance with the following format; provided that the Mayor and City Administration can alter the format or the order of agenda items in circumstances deemed appropriate:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Public Hearings
- F. Presentations

This is reserved for and limited to presentations by or on behalf of the City itself to the City Council that do not require or anticipate Council action (e.g., presentation of the results of the national survey the City has conducted). It is not intended to be used by third parties. It is not intended to be used to issue proclamations of any kind, or statements in support of any individual or entity, or to recognize events taking place in the City. Under unusual circumstances, the Mayor may authorize use of this part of the agenda for a non-City presentation, but such use is intended to be rare.

G. Reports:

- 1. Manager/Staff
- 2. Attorney

H. Audience Comment

I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).

Only the following kinds of items may be included on the Consent Agenda:

- 1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
- 2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
- 3. Approval of licenses
- 4. Setting dates of Public Hearings
- 5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
- 6. Approval of minutes
- 7. Approval of contracts and agreements not to exceed \$100,000
- 8. Referral to committees
- 9. Approval of easements
- 10. Additional items which administration feels could be included on Consent Agenda for final approval

J. Matters for Council Action

- 1. Proposed Zoning Ordinance Map Amendments
- 2. Other Ordinances - First Reading (Introduction)
- 3. Action on Special Reports
- 4. Appointments to Boards and Commissions

5. Other matters to be acted upon by Council
- K. Consent Agenda Removals for Council Action  
*In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.*
- L. Audience Comment
- M. Committee Reports
- N. Mayor and Council Issues  
*This portion of the agenda shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. Council members may request that an item (each member is limited to one(1) such item) be placed on the printed agenda by 3:00 P.M. of the Wednesday preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first contacted the City Manager by noon the day of the meeting and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda. Motions may be made and voted upon in connection with matters added under this section.*
- P. Adjournment

## 7. **AGENDA - SPECIAL MEETINGS**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

## 8. **AUDIENCE COMMENT RULES**

- A. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the Mayor.
- B. No speaker shall address the meeting unless recognized by the Mayor for that

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- purpose.
- C. Remarks shall be limited to those pertaining to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, inappropriate, profane, vulgar or abusive language and personal attacks will not be tolerated.
  - D. No speaker shall continue to address the meeting after being advised by the Mayor that the speaker's time for addressing the meeting has expired.
  - E. Speakers shall use their time only for voice comment. There shall be no audible comment by the members of the audience other than the speaker, and there shall be audible indication of approval or disapproval of any remarks of the speaker or member(s) of the public body (i.e., no clapping or hooting or similar activity). The purpose of this rule is to make sure that each speaker can address City Council without interference or intimidation.
  - F. Each speaker may address the meeting for 3 minutes. The Mayor has the authority to grant additional time, if requested by a speaker, for good cause.
  - G. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 12:00 P.M. the day of the meeting. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Mayor may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the Clerk for review under Paragraph G above, before the documents are displayed.
  - H. Speakers using visual materials are subject to the same time limitation set forth in Paragraph F above.
  - I. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted for review as described in Paragraph G above.
  - J. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.
  - K. Committee Reports will not be accepted during Audience Comment. An

Applicant or Representative may present proposals for a period of time at the discretion of the Mayor.

9. **CABLE TV VIDEO AND AUDIO TAPES POLICY**

- A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings unless Council Chambers are unavailable or otherwise specified.
- B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.
- C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.
- D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. **RECONSIDER/RESCIND/REPEAL A QUESTION**

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. **VOTING**

A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. **QUORUM**

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

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### 13. **COMMITTEES**

Council Committee assignments will be established by the 2nd regular meeting following the Election.

**Standing Citizen Boards, Commissions, and Committees:** The descriptions provided within this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

#### **Annual schedule for Board, Commission, and Committee Presentations and Appointments**

| <u>Introduction Date /<br/>Committee Name</u> | <u>Terms Expire On</u> | <u>Approx. # of<br/>Vacancies per year</u> |
|-----------------------------------------------|------------------------|--------------------------------------------|
| <b>EARLY FEBRUARY</b>                         |                        |                                            |
| Beautification Commission                     | March 1                | 1 to 3                                     |
| Building Authority                            | March 1                | 1                                          |
| Construction Board of Appeals                 | March 1                | 2                                          |
| <b>EARLY-MID JUNE</b>                         |                        |                                            |
| Parks & Recreation Commission                 | June 30                | 2 to 3                                     |
| Planning Commission                           | June 30                | 3                                          |
| Cultural Arts Committee                       | June 30                | 1 to 2                                     |
| Public Utilities and Technology Committee     | June 30                | 0 to 1                                     |
| <b>LATE NOVEMBER/EARLY DECEMBER</b>           |                        |                                            |
| Board of Review                               | Jan. 1                 | 2 to 4                                     |
| Corridor Improvement Authority                | Dec. 31                | 2                                          |
| Economic Development Corporation              | March 1                | 1 to 3                                     |
| Election Commission                           | Jan. 1                 | 0 to 1                                     |
| Historical Commission                         | Jan. 1                 | 2 to 3                                     |
| Library Board                                 | March 1                | 1                                          |
| Youth Council                                 | Dec. 31                | 6 to 7                                     |
| Zoning Board of Appeals                       | Jan. 1                 | 2                                          |

Applications will be considered current for twelve months from the date of application. Council may schedule other interview sessions for newly created committees on an as-needed basis. Applications may also be made up until the start of the City Council meeting at which presentations are made. The City Clerk shall be responsible for providing information as to such application(s) to the Council at or before the meeting.

Those appointed to fill a vacancy and have presented in the past 12 months need not make a presentation, unless requested by a Council member, but must apply to be considered for re-appointment.

The Youth Council Review Committee shall evaluate applicants for Youth Council vacancies. The evaluation process shall generally be the same as described below for presentations to the City Council (but may set its own rules for the length of candidate presentation). Following the introductions, the Youth Council Review Committee shall make the recommendations to City Council.

Applicants for boards, commission, and committees will make presentations before the Council at a regular meeting. Applicants will be given two minutes to explain why they are interested and qualified. Questioning by Council Members will not generally be contemplated, but as the Chair of the meeting, the Mayor may (but is not obligated to) entertain questions from other Council Members.

Notwithstanding anything to the contrary in this section, appointments may be made and/or approved without candidate presentation if the Mayor and/or Council deem it to be appropriate under the circumstances.

Council action on appointments (including appointing newly-created committees):

Any *new* committee adopted by Council shall have in its resolution language to the effect of the following:

That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.

That Council will hold presentation sessions within three weeks of adoption of the resolution.

That Council will make appointments at the Regular Meeting following the presentation meeting.

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board

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and Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

#### Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. Finance and Administration Committee - Three Council representatives. This Committee is responsible for reviewing administrative recommendations for the budget; retirement and OPEB investment strategy; staff recruiting, retention, turnover, employment trends, and compensation strategy; bonding and/or millage recommendations; and large scale capital or other programs or projects. It shall also provide an initial review of the required annual Capital Improvement Plan (CIP) prepared by staff and adopted by the Planning Commission, and shall meet at least twice annually with members of the Planning Commission designated by the Commission in order to finalize the CIP for presentation to the Commission.
2. Consultant Review Committee - Three members of Council. This Committee is responsible to review (i) multi-year contracts for professional services (e.g., engineering or environmental consultants) or (ii) contracts for professional services of any length where the consultant deals directly with the City Council in a significant way (e.g., attorney services, auditors, or the like. Administration will provide on a quarterly basis a schedule of contracts for such services that are expected to come before City Council for approval.
3. Rules Committee - The Mayor and two members of Council to begin their review of the Council Rules immediately following the first meeting following the November Election. This Committee is responsible for regular or occasional review of these Rules as contemplated in the Prologue Section above.
4. Ordinance Review Committee - The Mayor and two members of Council. This Committee is responsible for discussion and review of amendments to the Code of Ordinances. It is intended to review those ordinances that are substantive in nature and that would benefit from review by the Committee before submission to the Council as a whole. Matters may be referred to the Committee by the Council; additional items may be placed on the Committee's agenda for its consideration with the approval of the Mayor.
5. Youth Council Review Committee – Three members of Council appointed by Mayor. The members shall be responsible for interviewing applicants for the Youth Council and shall serve as liaisons to the Youth Council. Member attendance at Youth Council meetings is not required. Participation by members at Youth Council meetings (if any) shall be non-voting.

6. Mobility Committee. Three members of Council, plus 2 members of the Planning Commission, and 2 members of the Parks, Recreation & Cultural Services Commission. This Committee studies and makes recommendations on road improvements, public transit, non-motorized transportation, and ADA compliance. It replaces the Walkable Novi Committee.
7. Public Utilities and Technology. 3 members of Council, and 2 members appointed from the public at large, with an emphasis on members from the public utilities and/or technology . This Committee studies and makes recommendations regarding all non-city public utilities (e.g., gas, electric, cable) and broadband expansion opportunities.

Council representation on regional bodies/inter-governmental bodies:

1. SEMCOG - one Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Advisory/implementation and current *ad hoc* committees established by Council:

1. City Council Cultural Arts Committee. Five members, with an emphasis on members from the arts community (educators, artists). This Committee will make recommendations regarding public art, music, theater, and dance opportunities and ways to broaden cultural art and music opportunities in Novi.
2. Long-Range Strategic Planning Committee. This Committee will work on a strategic plan to determine what Novi wants and expects to be in the year 2050, and to identify actions and options for getting there. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.
3. Environmental Sustainability Committee. This Committee will study and advise Council on environmental issues affecting the City, including the protection and enhancement of natural resources, recycling/composting, energy production, etc. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.

Council Advisory Committees will not establish any separate *Ad Hoc* Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - Seven members appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec. 2-171 City Code).
2. Board of Review Three members and one alternate member - appointed to two-year terms by the Council. Terms expire January 1<sup>st</sup> of each odd year (Sec. 9.6 City Charter).
3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)
4. Corridor Improvement Authority – Nine member, made up of the Mayor and eight member appointed by the Mayor subject to Council approval. Terms expire December 31<sup>st</sup>. (Resolution 12/04/2017)
5. Economic Development Corporation -Nine members - Appointed to five-year terms by the Mayor subject to Council approval. Terms Expire March 1st (EDC Articles of Incorporation)
6. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec.3.4 City Charter)
7. Historical Commission - Seven members - Appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup>. (Sec. 17-18 City Code)
8. Library Board - Seven members - appointed to three-year terms by the Mayor subject to Council approval. Terms expire March 1st. (Sec.19-21 City Code)
9. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30th (Sec. 25-37 City Code)
10. Planning Commission - Seven members - Appointed to three-year terms by the Mayor subject to Council approval. Terms expire June 30th (Sec. 27-18 City Code)
11. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).
12. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1st (Sec. 3100 Zoning Ordinance)

14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

- A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:
1. Confidential Information. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public.
  2. Representations. A Council member shall not represent his or her personal opinion as that of the City.
  3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
  4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.
  5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.
- B. Financial Interest in Contract, Purchase, or Employment
1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question

concerning his or her own conduct. (Charter, Sec. 6.7)

2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.
3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.
4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest. The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

## **15. DEBATE AND DECORUM**

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

- A. The maker of a motion is entitled to speak first.
- B. A Council member must obtain the floor by being recognized by the

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Mayor.

- C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
- D. A Council member may not speak against his/her own motion, but may vote against it.
- E. Remarks must be confined to the merits of the pending question.
- F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other.
- G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
- I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
- J. No Council member may comment adversely on any prior act of the Council that is not pending.

#### **16. USE OF COMMUNICATION DEVICES DURING MEETINGS**

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

#### **17. USE OF CITY-ISSUED ELECTRONIC DEVICES**

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

- A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
- B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.

- C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
- D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- E. Council members shall not use the electronic device, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.
- F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.
- G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
- H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
- I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

**18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF**

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved.

**19. NEW COUNCIL MEMBER ORIENTATION; IN-SERVICE PROGRAMS; OFF-SITE TRAINING/CONFERENCES**

*Council Organization Rules and Order of Business*

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies
- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted generally between December and February following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

Council members are encouraged to attend training sessions and conferences to develop their understanding of their role and responsibilities as public officials. Council will annually establish a budget of \$1,000 per Council member, to be used to offset the cost of such activities. Such funds may be used only in connection with training session, workshops, seminars, or conferences sponsored or conducted by municipal organizations of which the City is a member (e.g., the Michigan Municipal League). City Administration shall regularly provide Council with a list of conferences for such organizations that the City belongs to. Reimbursement of expenses incurred in connection with such sessions or events shall also follow the rules established for City employees.

## **20. SUSPENSION AND AMENDMENT OF RULES**

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

## **21. ENFORCEMENT OF RULES**

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.

# MEMORANDUM



**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** SHERYL WALSH-MOLLOY, DIRECTOR OF  
**SUBJECT:** PEX COMMUNICATION STRATEGY  
**DATE:** MAY 2, 2024

## Mayor and Council –

Please see the letter to be sent to all Novi Senior Transit riders. It's a basic introduction to PEX; it does not address fees, just the expanded services.

- Victor

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With the upcoming transition of Senior Transportation Services to People's Express (PEX), our Communications team, in partnership with our colleagues in Parks, Recreation & Cultural Services, have met with PEX and Oakland County Transit to best determine a communication strategy to ensure a seamless shift in services for current riders and education to all Novi residents.

The attached letter was sent to all current system users and provides an overview of the transition and history. Planned over the next few months until the handoff on July 1, 2024:

- Photos of PEX in Novi for marketing
- Postcard from PEX to current riders – mid-May
- Engage Article – Summer edition hitting mailboxes at the end of May
- Video promo
- Social media posts
- Informational brochure (similar to piece when we transitioned trash collection from WM to GFL) mailed to all Novi addresses no later than June 1
- Web page creation for all transportation information

Additionally, since the Council's action on March 18 to transition to PEX, OAS Manager Kit Kieser has been documenting rider feedback on the change in services. To date, six riders have contacted OAS for clarification.

If you have any questions, please let me know.



May 1, 2024

## Re: Novi Senior Transportation Enhancements/Transition to PEX

Dear Valued Rider,

I am reaching out to let you know the City of Novi's Transportation Service delivery model is changing to better serve you and the Novi community. But before we delve into that, allow me to express my gratitude. Thank you for riding with us. Thank you for trusting us. Most of all, thank you for allowing us to serve you over the years.

You've helped us learn the value of treating all our riders with respect and dignity. You've also helped us learn how much it means to our riders that we provide friendly, efficient, and reliable service to those who, in some cases, can't do for themselves. Our goal has always been to provide the best service we can to everyone who needs it. For that reason, the time has come to enhance what is offered to our riders.

### What is changing and when?

On **July 1, 2024, Novi's Senior Transportation Service will be transitioned to People's Express (PEX)**. We understand that change can be unsettling, but please rest assured that our goal is to make this transition as smooth as possible for you. Before making this decision, the Older Adult Needs Committee, appointed by City Council, and City staff studied every facet of our current transportation service delivery model. They looked at all options that would give Novi residents the level of service they deserved.

PEX has been operating curb-to-curb transportation services for over 30 years. They have a variety of vehicles, most of which are lift-equipped and meet ADA requirements. Their drivers go through extensive safety and customer service training and must pass rigorous background checks. In Oakland County, PEX is already operating in Wixom, South Lyon, Lyon Township, Milford Township, Commerce Township and the Villages of Milford and Wolverine Lake.

### Why a change?

As you may recall, in November 2022, Novi voters approved a millage to maintain and expand public transportation in Oakland County, including Novi. As a result, all residents now provide funding for these services through their property taxes. The first iteration of public transportation in Novi funded by the Oakland County millage last fall was the addition of two new SMART bus routes; one runs along 12 Mile Road and the other along Grand River Avenue.

With the transition of Novi's Senior Transportation to People's Express, the cost for senior transportation, vehicle maintenance, and other operational overhead will now be paid by Oakland County directly to People's Express with the millage funds - except for a nominal fare per ride for each rider. This is the best way to maximize the public transportation tax dollars Novi residents are paying to Oakland County. We believe this change will bring even greater convenience and accessibility to our riders, allowing you to enjoy expanded services with ease.

#### CITY COUNCIL

##### Mayor

Justin Fischer

##### Mayor Pro Tem

Laura Marie Casey

David Staudt

Brian Smith

Ericka Thomas

Matt Heintz

Priya Gurumurthy

##### City Manager

Victor Cardenas

##### City Clerk

Cortney Hanson

#### City of Novi

45175 Ten Mile Road  
Novi, Michigan 48375  
248.347.0460  
248.347.0577 fax

[cityofnovi.org](http://cityofnovi.org)

### **Who can use PEX?**

PEX is for everyone. One of the big advantages to the enhanced transportation service is now any Novi resident can take advantage - regardless of age, ability, or income. For anything from doctor visits, rides to and from the library, grocery shopping, or even to work, residents 14 and older can schedule rides with PEX. Residents younger than 14 must be accompanied by a guardian.

### **What are the hours of operation?**

Another advantage of the PEX system is Novi residents will have access to expanded service hours and days, reduced lead time to schedule rides (three-day advance notice rather than one week), and access to destinations in a larger service area.

From Monday to Friday, riders can use PEX services between 5 a.m. and 9 p.m. They also offer services on Saturdays, between 5 a.m. and 5 p.m., and on Sundays, from 8 a.m. to 5 p.m., excluding holidays.

### **Ensuring a seamless transition**

The City of Novi and PEX staff are already working behind the scenes to make this an easy transition.

**We expect the transition to be complete by July 1, 2024, and you can continue to schedule your rides by calling the same phone number you use today: (248) 735-5617.**

Throughout this process, as always, your input is extremely important. We're here to serve you and we want your transportation experience to continue to be second to none! **Once you start using PEX, we ask that you share your experiences and feedback directly with our Older Adult Services Office by calling (248) 347-0414.**

We will be providing more information, including service boundaries and the cost of rides, in early June. In the meantime, I'm here to help you navigate through this change or answer any questions you might have.

Once again, thank you for your trust and loyalty. We are honored to be of service to you and look forward to continuing this journey together.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kit Kieser', with a stylized, flowing script.

Kit Kieser, Manager  
Parks, Recreation & Cultural Services  
Older Adult Services Division

# Novi Public Library STRATEGIC PLAN 2023-2028



## Mission

Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

## Vision

A vital community hub  
for enrichment, exploration  
and understanding.

## Values

**Welcoming and Inclusive Environment:** We embrace all voices and value diverse perspectives.

**Community Focus:** We engage through spaces, programs and services to support our community.

**Collaboration:** We explore partnerships to better connect resources and serve beyond our walls.

**Innovation:** We evolve with changing needs and are open-minded and adaptable.

**Learning:** We empower lifelong learners as they discover and cultivate their passions.

**Creativity:** We encourage adventure and wonder in all we do.



### Align Funding & Services

**Challenge:**  
The funding vs.  
expected services gap

**Goal:** Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.



### Improve Internal Communications

**Challenge:**  
Disconnected internal  
decision processes

**Goal:** Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.



### Adapt Resources, Services & Facilities

**Challenge:** Need  
to align services  
& resources to funding

**Goal:** Explore & develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's aware of these resources, services & programs.



### Staff Investment & Retention

**Challenge:** Staff  
engagement & turnover

**Goal:** Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.



### Align Funding & Services

- **Commit** to a ballot initiative for additional funding when the current building bond expires in fall 2026, with the Library Board's approval. Utilize fund balance to cover operating expenses required to maintain current levels of service.

- **Increase** community and City Council awareness of Strategic Plan and current funding gap.



### Improve Internal Communications

- **Implement** new communication tools with clear guidelines for use.
- **Increase** transparency across the organization through sharing committee work with staff, departmental digest emails and a more robust eNewsletter.
- **Increase** committee participation among all departments and levels of the organization to include diverse perspectives.

- **Create** a tool to gather and classify suggestions, needs and wants from the community.
- **Continue** to develop department manuals and employee training on internal procedures and communication expectations.



### Adapt Resources, Services & Facilities

- **Implement** collection changes supported by community feedback, including adding new genre stickers, increasing funding for digital libraries and investigating a future resource kit collection for seniors. Consolidate YA collections to new larger shelving area. Adjust Lakeshore Lending Library collection to increase usage. Continue monitoring circulation and database usage data to inform future decisions.
- **Adapt** programming based on community feedback and staffing levels, including increasing offsite programs, eliminating registration for grab and go kits, collaborating with partners, exploring sensory-friendly daytime programming and gathering feedback from program attendees.
- **Adapt** physical library spaces based on community feedback and observations of usage, including a Teen Stop renovation. Explore ideas for future building improvement projects to the early literacy play area, newspaper room, patio and seating areas.

- **Complete** elevator maintenance and main lobby HVAC system upgrades.
- **Improve and expand** library technology, including a public printing solution, upgraded early literacy computer stations, new equipment in the iCube, updated server for TV marketing and a public phone charging locker. Add a card dispenser at the Lakeshore Lending Library (vendor dependent).
- **Continue** to evaluate Building Policies for effectiveness.
- **Improve** wayfinding throughout the building, on our website and through printed brochures to improve accessibility for non-English speakers/readers and patrons with disabilities.
- **Pursue** new marketing strategies to increase engagement with and awareness of Library resources, services and facilities.
- **Implement** new cardholder outreach campaigns in areas with low percentages of cardholders.



### Staff Investment & Retention

- **Continue** to evaluate HR Policies for improvements, culminating in a new HR Manual.
- **Explore** and implement more remote work opportunities for positions where feasible.
- **Form** an Employee Wellbeing Committee to plan morale-boosting full-staff activities and health/wellness offerings.
- **Increase** staff recognition opportunities.
- **Explore** costs to offer a tuition reimbursement benefit (FY 25-26).
- **Implement** Customer Service Plan based on Customer Service Committee work.
- **Implement** anonymous comment card system.

- **Continue** to review wages to stay in line with industry standards and cost of living.
- **Offer** additional professional development opportunities, based on staff feedback.
- **Explore** offering an "NPL University" and determine modules / snapshot tours of different roles in the organization (FY 25-26).
- **Recognize** milestone anniversaries better.
- **Continue** to improve onboarding processes under new HR Specialist.
- **Provide** annual staff survey to determine priorities for the following year.

## MEMORANDUM



**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** ROB PETTY, CIO  
**SUBJECT:** BS&A SOFTWARE MAINTENANCE  
**DATE:** MAY 1, 2024

Mayor and Council –

FYI on a planned outage by BS&A our software provider for nearly all our enterprise programs. If all goes right, we should be only down for four (4) hours

- Victor

BS&A Software has notified the City that we are required to upgrade their application server's Microsoft SQL database software. As a result of this required upgrade, all BS&A application access across departments will be unavailable from **Thursday, May 9<sup>th</sup>**, at 4:30 PM until **Friday, May 10<sup>th</sup>**, at approximately 2:00 PM.

City staff requested that the vendor could schedule this work on the weekend or an upcoming holiday; unfortunately, BS&A informed staff that was not an option. During this outage, we will not be able to provide a system-generated receipt for financial transactions. We can, however, offer a manual receipt and send the customer a system-generated receipt when the application is back online. Additionally, this upgrade will also impact access to the BS&A Online Portal (permit requests, public records searches, and timesheet entry). We will be working with the Community Relations Department to inform the citizens of this activity. The technology team will also be leveraging this event to upgrade the server, thus eliminating the need for an additional outage. The new server will be configured and available to the vendor before the May 9<sup>th</sup> project starts.