



CITY OF NOVI
Administrative ePacket
June 25, 2026

Council Action/Attention

[Plante Moran Realpoint Update](#)

[Tax-Foreclosed Properties / Right of Refusal Options - Rynard](#)

Departmental Updates

[The Buzz Report](#)

[2025/26 Forestry and Planting Update - Salowich](#)

[Department of Public Works APWA Accreditation Asset Management Policy - Herczeg](#)

[Memorial Day 2026 Activities - Muck, Kieser, & Fisher](#)

[New Samsara Automatic Vehicle Location \(AVL\) System - Mikus](#)

Novi Weekly Road Construction Update - No update for this week, all is consistent with the 6/16 - 6/22 edition

For Your Information

[Press Release: Governor Whitmer Signs Bipartisan Bills to Ensure All Votes Are Counted, Strengthening and Securing Michigan's Elections](#)



City of Novi - Project Status Overview

Status Summary	Novi City Council Weekly Update #71
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As of:	6/24/2026	Overall Status	In progress
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PMR Previous Activities (October 2024 – June 2026)

- Design**
- Bi-weekly design meetings continue to occur on Mondays
- Other**
- FS 2 and FS 3 site plan comments received by the City the week of 6/8; follow-up meeting being scheduled
 - PMR recommendation for Commissioning Agent/Building Envelope consulting services was approved on June 22 City Council meeting.

Upcoming Activities

- Governance**
- City Council’s remaining approvals consist of design development; furniture vendor; contractor bid packages; change orders (CO’s) that exceed project contingency or program budget
 - FAC to approve budget transfers between projects (for example, a budget transfer from the PSB to FS 2) and use of contingency
- Design**
- HED/BRW, City, PMR and Christman have value engineered FS 2 and FS 3 to keep project within schematic design budget parameters; correspondence memorializing this milestone is being written by HED for City distribution.
 - FS 2 and FS 3 site plan will be scheduled for Planning Commission’s consideration on July 8, 2026. A/E materials due to the City on July 1, 2026.
 - Approval of FS 2 and FS 3 Design Development to occur in a late August or early September 2026 City Council meeting, with an FAC meeting to be scheduled prior
- Other**
- PMR continues to meet with City Finance Dept. to review financial reporting
 - PMR Project Dashboard received and approved by City Manager on 6/16 and will be published by the City on its website.
 - The next PMR’s Owner’s Meeting with Novi will be on 7/13/26

Areas for Discussion

- Site Due Diligence / Budget Items Checklist:**
- City of Novi will address any necessary survey and treatment of invasive species for public safety sites
- City of Novi Road Project**
- Approx. \$18 million, which includes property acquisition and utilities (\$11.5 million “construction cost” for the road itself)
 - PMR’s assumption is that it is responsible for activities within the project sites, and that utilities are available at lot line
 - City will be responsible for wetlands, contaminated soils and land clearing of the identified spoils pile at the Public Safety Building Site (if needed), and relocation and/or improvements of public utilities adjacent at Lee BeGole Drive to facilitate the road improvements and PSB project.
 - PMR analyzing cost-sharing financial scenarios between Public Safety Project and Road Project activities for items listed above for FAC.
 - City planning on bidding road project in Summer 2026
- Procurement and Contracts**
- Site work/land clearing for FS 2 and 3 to occur 4th Quarter 2026
 - Targeting substantial completion of FS 2 and FS 3 by December 2027, with the PSB starting construction in 2028.
 - PMR seeking approval of Mechanical/Electrical Commissioning and Furniture, Fixtures and Equipment (FFE) vendor in 3rd Quarter 2026.
 - Future procurement services will include Materials Testing.

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: DANIEL RYNARD, GRADUATE MANAGER ANALYST
SUBJECT: TAX-FORECLOSED PROPERTIES — RIGHT OF REFUSAL OPTIONS
DATE: JUNE 24, 2026

Mayor and Council –
Please see the following information on two available properties (one through the state, the other through the county). If there is interest in either, please let me know.
- Victor

This memo presents two property acquisition opportunities for City Council consideration. These are not two parcels from the same program — they are offered through entirely separate legal authorities, by different sellers, under different pricing mechanisms, and with different deadlines.

Property 1 — Walled Lake Frontage Parcel, E. Lake Drive, Novi

Is a Michigan Department of Natural Resources surplus-land auction. The City has no preferential right — it competes like any other bidder in an open public auction. Price is determined by competitive bidding above a minimum ask. Parcels are sold as-is with no refunds.

Parcel ID: 50-22-02-355-003

Location: Chapman Walled Lake Subdivision, Lot 115 (east side of Walled Lake, access to the lake off East Lake Drive). The City owns “road end” lake access parcels just a few lots south of (i.e., not adjacent to) this state-owned parcel.

Size: ~0.02 acres

Minimum Bid: \$101,000 (DNR surplus parcels are sold as-is; no refunds)

Auction Date: Tuesday, August 25, 2026, 10:00 a.m.–7:00 p.m., via tax-sale.info. Absentee bids open approximately July 26, 2026.

OPTION 2 — Industrial Vacant Parcel, Near I-275 / 11 Mile Road, Novi

Is an Oakland County tax foreclosure. Oakland County is the seller. The City holds a statutory first right of refusal under MCL 211.78M(1), meaning it may purchase the property at fair market value before it goes to public auction. This property could be used to help facilitate access to the I-275 trail.

Parcel ID: 22-13-451-004

Location: Corner of 11 Mile Road and Seely Road.

Size: ~0.30 acres

Classification: Industrial — Vacant

2026 State Equalized Value (SEV): \$3,400

Purchase Price: Fair market value, defined as double the 2026 SEV absent an Oakland County-contracted appraisal. At the current SEV, the not-to-exceed amount would be \$6,800 unless an appraisal produces a higher value.

Notification of intent needs to be sent to the County by July 7, 2026



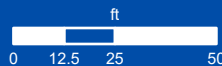
Date Printed: 6/25/2026

Map Author:

Scale: 1 inch = 64 feet



50-22-02-355-003 _ For Consideration



City of Novi
Civic Center
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org



Date Printed: 6/25/2026

Map Author:

Scale: 1 inch = 141 feet



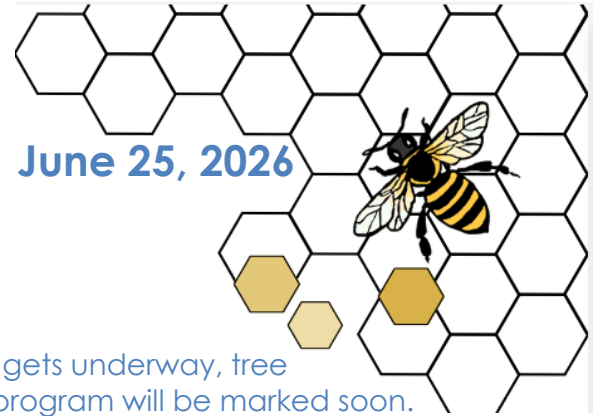
22-13-451-004 _ For Consideration



City of Novi
Civic Center
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Buzz Report

June 25, 2026



Hot Topics:

- **Start of 2026 NSRP and Associated Tree Removals**

As the 2026 Neighborhood Sidewalk Repair Program (NSRP) gets underway, tree markings have begun and sidewalk panels included in the program will be marked soon.

Community Relations, in coordination with the Department of Public Works (DPW), will be sending an informational letter to addresses in the following subdivisions where a tree is marked for removal to help explain the program, the reason trees are being removed, and the possibility of trees being replaced once the program is completed: North Haven Woods, Haverhill Farms, Woods of Novi, Whispering Meadows, Westridge Downs, Royal Crown Estates, Addington, Broadmoor Park, Mockingbird, Simmons Orchard, Cedarspring Estates, Settlers Creek, Camborne, and Homestead Condos.

In addition to the letter, the DPW team will stick to the following communications process as closely as possible:

- Approximately 3 weeks prior to work beginning: Yellow yard signs will be placed at the ends of the work zone.
- Approximately 3 weeks prior to work beginning: Yellow door hangers will be placed at homes with sidewalk panels that are going to be replaced.
- As needed: A green and white Street Tree Removal door hanger will be placed at addresses with a City-owned tree that has been determined to have contributed to the damage to the existing sidewalk and is scheduled to be removed.

The Sidewalk Repair Program webpage has also been updated with the latest information. You can see example of the signage and door hangers to be used on the webpage: <https://cityofnovi.org/sidewalkrepairprogram/>

- **Flock Camera Concerns**

City staff have seen a recent increase in resident concerns regarding Flock Automated License Plate Reader (ALPR) cameras. The City has had several Flock ALPR Cameras positioned at strategic roadway intersections throughout the City since the approval of their purchase and installation in 2023. Detective Sergeant Snell recently provided a memorandum regarding their use in Novi and surrounding communities and can be reviewed [HERE](#).

- **Food Waste/Compost Bins**

The Food Scrap Composting Program is now active! Collection Bins, alongside instructional signage regarding what [acceptable materials](#) have been placed at the rear parking lot for Ella Mae Power Park. Some issues have been identified with the current placement and so a relocation within the Civic Center campus is being considered. Our account manager from [My Green Michigan](#) has confirmed that our collection/service day going forward will be Tuesdays. Two bins have now also been placed at MSU Tollgate Farm. Social Media posts and other educational promotion is planned in addition to the dedicated webpage: <https://cityofnovi.org/trash/food-scrap-composting-program/>



- **Work Hours Variance for Beck Rd Construction**

The contractors for the Beck Road (between 11 Mile and Grand River Ave) construction project recently applied and were approved for a work hours variance that allows their construction crews to perform concrete roadway operations from at 6:00am to 9:00pm, and concrete saw relief operations from 7:00pm to 7:00am. This variance allows them to circumvent some of the hurdles presented by high-volume/rush-hour traffic and forecasted severe weather and high heat. Ultimately, it will help maintain consistent concrete delivery, avoid quality impacts and complete the paving operations within the safest and most efficient time frame.

- **Villa Barr Pathway Project**

Due to the dry Spring, the contractor is planning to begin the Villa Barr pathway paving and extension project the week of June 17th. It is anticipated to take 1-2 weeks to complete. As a reminder, the extension of the pathway in a full loop that Council preferred will likely require the removal of two of the existing willow trees on site.

[4/24/25 Admin. Packet Item](#)

[5/5/25 City Council Item \(Design Award\)](#)

Great Lakes Water Authority (GLWA) Status Update:

14 MILE TRANSMISSION WATER MAIN REPLACEMENT: Northbound and southbound Novi and Decker Roads have been reopened to traffic at 14 Mile Road. Mainline pipe is now installed, tested and officially back on line. Crews are now focused on preparations for the 14 Mile Road restoration. The new concrete curb and gutter have been poured between East Lake Drive and Novi Road. This week, the contractor will be alternating construction of the entrances to the Maples of Novi (Centennial and Wakefield Drives), closing one at a time. Also, they will begin reconstruction of the Haverhill Farms entrance, Kingswood Boulevard, by building and closing one-half at a time.

<https://www.glwater.org/14milemainproject/>

Road Construction Projects:

At City Council's request the Administrative ePacket will now include the Weekly Road Construction Updates put together by our Department of Public Works engineering team. This same information is used to update the Better Roads Ahead section of the City webpage in a more easily digestible format for the public <https://cityofnovi.org/betterroadsahead/>

Community and Economic Development Project Updates:

[Map of Development projects](#)

[Development Projects Webpage](#)

- **Townes at Haggerty** – Haggerty Road just south of 9 Mile
175 townhouses across 26 buildings are proposed on the west side of Haggerty. A public hearing was held before the Planning Commission on May 6th, for their initial review. The hearing was continued and City Council will most likely see the project sometime in June/July if the applicant intends to proceed.
- **Hotels at the Adell Center**
The two remaining hotels at the Adell Center are working to post financial guarantees and schedule pre-construction meetings. A Home 2 Suites (5-story hotel with 141 rooms) and a TownePlace (5-story hotel with 129 guest rooms)
- **Supra Revolving Sushi** (Former Bar Louie) – 12 Mile Crossing
The space recently vacated by Bar Louie is set to become a new revolving sushi restaurant. Permits have been issued and rough inspections are underway. There is not yet a timeline for when they plan to open.
- **Central Park South** – Beck Road, South of Grand River Ave
The former Central Park Estates project has been redesigned and is being treated as a new project by planning. New multiple-family development with 106 units in a single 5-story building. The site improvements include parking on the first level of part of the building, garages, and related open spaces. Awaiting submission of Final Site Plan for review.
- **Providence Meadows** – Grand River Ave, West of Providence Parkway
Proposed rezoning of 31 acres from Light Industrial to High Density Multiple Family to develop 161 townhome units. At the January 14th Planning Commission meeting this project received initial feedback (no votes were taken) and went before Council on May 4th for their initial input. The applicant is now deciding on next steps.
- **Grand-Beck Development** – Grand River east of Beck Road
Fuel station, convenience store, and Clean Express car wash to be built on a vacant parcel. Preliminary Site Plan has been approved by the Planning Commission. Awaiting submission of a revised Final Site Plan for review. Estimated Completion Date: Unknown
- **Taft Knolls III** – Taft Rd, north of 10 Mile Rd
The Site plan for a Single-Family Residential Development of 13 new homes is now under construction.
- **North Eight Kitchen & Cocktails** (Former Border Cantina) – Novi Road north of Eight Mile
New restaurant by the owners of Benstein Grille in Commerce. Modified site plan with building additions and remodel has been approved by Planning Commission and Zoning Board. Interior Demolition work has commenced as of September. Permits have been issued and work is underway. *Estimated Completion Date: Summer 2026*
- **Novi 10** - 10 Mile and Novi Road
The applicant for the proposed development at 10 Mile and Novi Road has returned with a revised concept for their proposal. The drafting of their PRO agreement is underway.

- **Novi Acres (FKA Station Flats)**

The owners of the property between Target and Sam's recently submitted a new Preliminary Site Plan (61 townhome units and a 6,529-square-foot retail building) under the new name of Novi Acres. The previously planned project, known as Station Flats, has been scuttled. The current project is anticipated to be before Planning Commission in July.

- **Camelot Parc/Avalon** by Village of Stonebrook

Townhomes for sale with garages, fewer units (currently zoned PSLR so a special land use approval will come before council for a decision). They last went before City Council on [February 23rd](#) for a tentative approval of their PSLR Agreement and Concept plan. Drafting of the agreement is underway.

- **El Car Wash # 2** (former Original \$6 Car Wash) - Novi Road and 96
Permits have been issued. *Estimated Completion Date:* July 1, 2026

- **Raising Cane's Chicken Fingers** ([Former Wendy's](#)) – Novi Rd/Grand River Ave

The Louisiana-based fast food chain Raising Cane's is planning to take over the space in the near future. Permits issued and rough inspections are underway. *Estimated Completion Date: **Late 2026***

- **Transformco (Former Sears at Twelve Oaks)**

Spaces for [a Dicks House of Sport, Round 1 Arcade and Bowling, and Primark](#). Nearly all the external work has been completed. Construction continues for all 3 future tenants. *Estimated Completion Date:* August 1, 2026 (for Dicks House of Sport)

Ordinance Enforcement Updates:

- **DICE (24555 Novi Rd):** Community Development continues to work with them to clean up graffiti on the back of the building. Their plans for a car wash are set to expire very soon.

Frequently Asked Questions:

1. **[Does the City of Novi have a Policy or Ordinance regarding e-bikes/electric scooters/electric minibikes \(especially on sidewalks\)?](#)**

Answer: No, The City of Novi does not *currently* have an ordinance regarding e-bikes or similar toys/vehicles. However, we are aware of the increase in such modes of transport and the safety concerns of pedestrians and non-motorized bikers sharing the sidewalk. [Policy/Ordinance options regarding the matter are currently being explored.](#)



June 25, 2026

Valued Resident,

I hope you are enjoying summer here in Novi and all our amazing community has to offer. In 2022, a Sidewalk Repair program was developed, **entirely** funded by the City. The sidewalk at your address was recently recognized as needing repair. As such, the City will be replacing all identified sidewalk panels and removing necessary City-owned street trees at **no cost** to you.

CITY COUNCIL

Mayor

Justin Fischer

Mayor Pro Tem

Laura Marie Casey

David Staudt

Brian Smith

Matt Heintz

Priya Gurumurthy

Aaron Martinez

City Manager

Victor Cardenas

Director of Public Works

Jeffrey Herczeg

Deputy Director of Public Works

Megan Mikus

City Engineer

Ben Croy, P.E.

The City's contractor will begin replacement later this summer, with tree identification/removal beginning soon. It is important to note that much of the damage to the existing sidewalk panels is due to trees adjacent to the sidewalk, which have very large and shallow root systems. Simply cutting and trimming back the roots would create an unstable and unsafe tree, as well as the possibility of root regrowth affecting the replaced sidewalk.

Once poured, your new sidewalk panels will become solid fairly quickly, but it has little strength and hardness for the first two days. During that time, especially during the first 24 hours, we ask that you refrain from using the sidewalk.

Once the sidewalk portion of the project is complete, the City's Forester will re-evaluate the neighborhood for street tree replacements that have a deeper root system, which are better suited for the locations.

We anticipate no interruption to trash collection or mail delivery services. The contractor may place a porta-potty in the area for the crew while work is performed. It will be removed as soon as the work is complete in your neighborhood.

We are excited to bring this program to your neighborhood and work with you to improve your sidewalk. If you have any questions, please contact Community Relations at communityrelations@cityofnovi.org or 248.735.5628.

Sincerely,

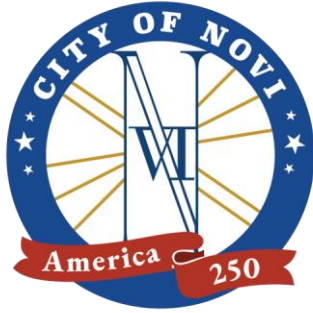
Damon Parnell
Deputy Director of Communications

Kenneth Register
Engineering Technician

Department of Public Works
26300 Lee BeGole Drive
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org

MEMORANDUM



TO: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
FROM: KEITH SALOWICH, FORESTER/CONTRACTS SUPERVISOR
SUBJECT: FY 2025 – 26 PLANTING SUMMARY AND FORESTRY ACTIVITY
DATE: JUNE 23, 2026

Trees play a vital role in Novi's environment by providing a wide array of economic, environmental, and social benefits which far exceed the investments in planting, maintaining, and removing them.

As such, the management of Novi's urban forest is multi-faceted, and must include proactive tree maintenance, reactive work in the wake of storms or resident concerns, and a focus on long-term urban forest resilience in a world of emerging threats.

PLANTING HIGHLIGHTS

The City of Novi plants trees and shrubs on a semi-annual basis during the spring and fall planting seasons. Nearly all plantings are native species. Native species provide the greatest benefits to local ecosystems and are also well adapted to the growing conditions of southeast Michigan. Staff also make every effort to abide by the "right tree—right place," ethos to plant sites where trees may thrive for many years without posing significant conflicts with infrastructure.

The total number of tree and shrub plantings are illustrated in a table below, but some significant plantings of note are as follows:

- **Street trees** were planted adjacent to 75 different residences throughout Novi. Many of them were replacements for trees that had died, failed in storms, or were removed as part of the Neighborhood Sidewalk Program.
- A total of 52 trees and 3 shrubs were installed along Nine Mile Road following the road rehabilitation project.



- There were 39 shrubs added to Lakeshore Park's tunnel area following construction. These shrubs will soften the hardscape and provide wildlife habitat.

	Trees	Shrubs	Total Cost
Fall 2025	73	132	\$36,915
Spring 2026	99	58	\$42,345
Seedling Giveaway	980	478	\$2,747

MAINTENANCE HIGHLIGHTS

City forestry contractors continuously remove dead/damaged/diseased trees, grind stumps, and prune trees year-round. The City Forester also assesses, diagnoses, and monitors public trees to form management decisions.



- Proactive maintenance pruning is performed on every City-owned tree in every Novi neighborhood as part of the City's block pruning program. This ensures that sidewalks and roadways remain clear of low-hanging branches, removes hazardous dead or damaged branches, and aids in scouting for pests, diseases, and dead trees that should be removed. Two block pruning crews worked in the following subdivisions during FY 2025-26, pruning a total of approximately 4,300 street trees:

Dunbarton Pines, Willowbrook Estates, Royal Crown Estates, Arden Glen, Echo Valley Estates, Iroquois Estates, Andover Point, Hummingbird Estates, Weston Estates, Mystic Forest, Bella Terra, Deer Run, Addington, Westmont Village, Wintergreen Park, Windridge Place, Simmons Orchard, Roma Ridge, Briarwood, and Homestead Court. These areas are indicated in the black sections on the map found on the last page.

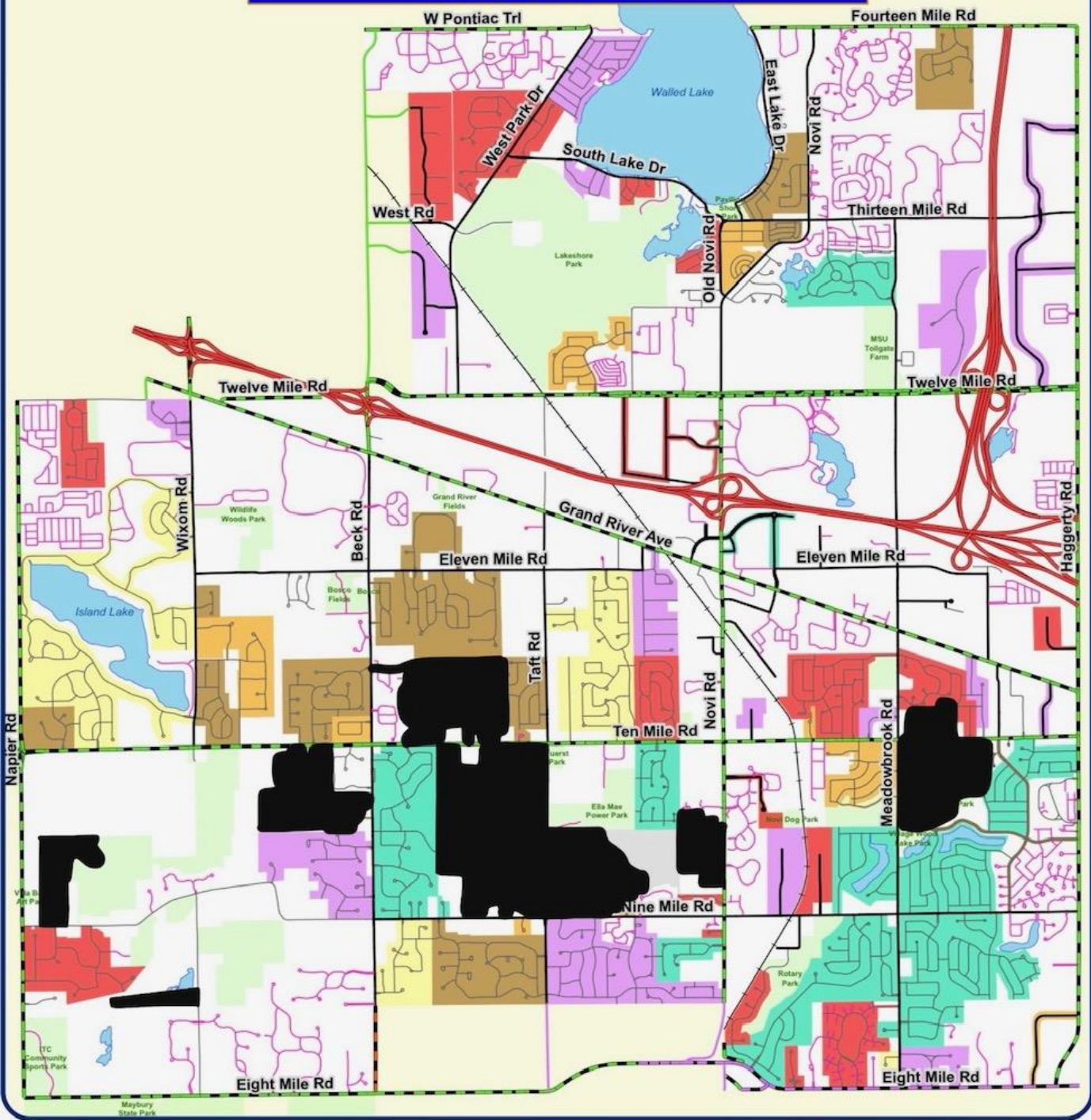
- A City contractor removed invasive woody species—most notably buckthorn, autumn olive, and bittersweet—from Rotary Park, Northwest Park, and several detention basins throughout the City. Invasive species cause great harm to the environment by crowding out native species, thus drastically reducing species diversity, while providing minimal benefits for wildlife. The contractor removed the woody invasive species and treated the plants with an herbicide concentrate to ensure long-term eradication.

MISCELLANEOUS HIGHLIGHTS

- On June 22, A new unit rate contract was awarded to two forestry service providers—CutMyTreeDown.com and Owen Tree Service. The initial contract term lasts through February 2027 and includes three 1-year renewal options.
- Urban forestry efforts in Novi earned recognition by the Arbor Day Foundation's Tree City USA (TCUSA) program for the 34th time. Novi also earned its 16th Growth Award through the TCUSA program by going above and beyond the program's regular standards.
- A Michigan State University student, Voka Schiller, was hired as a seasonal intern with a focus on updating the City's street tree inventory, among other forestry tasks. Voka is a third-year student dual-majoring in MSU's forestry and wildlife ecology programs.
- City of Novi Forester Keith Salowich successfully tested to be re-certified as a Tree Risk Assessment Qualified (TRAQ) arborist through the International Society of Arboriculture's TRAQ program. The certification is good through the year 2033.

Tree Pruning Schedule

City of Novi, Michigan



Map Author: Keri Blough
 Date: April 4, 2023
 Project: Block Pruning for Street Trees
 Version #: 7.1

MAP INTERPRETATION NOTICE

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.

Legend

Road Jurisdiction	Wayne County	Pruning Schedule
City of Novi-Local	State	
City of Novi-Major	City of Northville	2023
City of Novi-Private	City of Wixom	2024
Novi Township		2025
City-Shared (Northville)		2026
Oakland County		2027
		2028
		To Be Determined



City of Novi

Department of Public Services
 Field Operations Division
 26300 Lee BeGole Drive
 Novi, MI 48375
 cityofnovi.org



MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
SUBJECT: DPW ACCREDITATION ASSET MANAGEMENT POLICY
DATE: JUNE 26, 2026

The Department of Public Works (DPW) initiated the process of becoming an American Public Works Association (APWA) Accredited Agency in 2022. For four years DPW staff have worked diligently to assess operations and identify improvements to establish an agency-wide culture of continuous improvement.

We are now in Phase 4 Evaluation (see attached road map) and have scheduled our site visit for the week of August 10, 2026 (Phase 5). An Agency Evaluation team will spend the week reviewing our policy/practices manual and make a recommendation on accreditation.

The APWA Management Practices Manual, Chapter 10, Asset Management System is one of the 10 chapters required for accreditation. The critical requirement for **Chapter 10** is codification of an Asset Management Policy. A draft version of the Asset Management Policy created by staff is included herein and will be presented for acceptance at a future City Council Meeting.

The Draft Policy Asset Management Policy includes:

- **Guiding Principles**
 - Management, Appearance, and Change/Improvement
- **Objectives**
 - Criticality, Life Span, Replacement, Disruption, Schedule, etc.
- **Asset Inventory**
 - Cityworks and GIS
- **Asset Condition**
 - Asset Management Plans and Master Plans
- **Asset Inspection**
 - Inspection Timeline and References



ACCREDITATION ROAD MAP



The Department of Public Works Asset Management Policy

This policy is direction for operating, preserving, and investing in the City of Novi's physical assets in a way that aligns with our Mission, Values, and Vision. This responsibility is not taken lightly as City of Novi residents interact with and rely on these assets every day. Considering the importance of the City's assets, a comprehensive asset management plan is critical to their success. The asset management plan is meant to consistently guide staff across divisions and support the delivery of outstanding community services in the most financially and environmentally sustainable manner possible. This policy demonstrates a department-wide commitment to the good stewardship of physical assets, and improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

Guiding Principles

- 1. Management of physical assets shall be done safely and in a financially and environmentally sustainable manner.**
- 2. Assets shall be kept in good physical appearance.**
- 3. The asset management policy will be open to change and improvements as technology advances and the environment changes with time.**

Implementation of the asset management **Principles** is based on common set of **Objectives** to guide Department of Public Works staff.

Principals

- 1. Management of physical assets shall be done safely and in a financially and environmentally sustainable manner.**
 - a. **Objective #1** - The most critical asset is the people who work at the City. Safety while managing City assets is a top priority.
 - b. **Objective #2** - Life span of all physical assets shall be considered during the design phase of a project or before a purchase.
 - c. **Objective #3** - Replacement of assets shall be based on a life cycle analysis.
 - d. **Objective #4** - During construction activities, disruption to the public shall be minimized whenever possible.

2. Assets shall be kept in good physical appearance.

- a. **Objective #1** - All physical assets shall be assessed and maintained based on their pre-defined inspection schedule and when there is public concern.
 - i. Public concerns can be reported via phone, email, or in person. A work order in Cityworks will be created when public concern is noted.
- b. **Objective #2** - All equipment shall be inspected before use.

3. The asset management policy will be open to change and improvements as technology advances and the environment changes with time.

- a. **Objective #1** - A complete inventory of all City assets shall be retained and updated within 6 months of obtaining a new asset.
- b. **Objective #2** – The asset management policy will be reviewed, and revised as needed, every 4 years to ensure it remains current and aligns with APWA accreditation, improvements in technology, and actual City practices.

DPW maintains an inventory of all major assets. Inventory records can be used to schedule and budget for maintenance, repairs, and/or replacement of these assets.

DPW utilizes Cityworks asset management software RTA to track assets within the City of Novi. This program allows for the mapping of various assets and the association of those assets with relevant technical and financial information. The program features an extensive list of assets tracked, including forestry assets, signs, roads, non-motorized pathways, bridges, lights, guard rails, pavement markings, parking lots, cross connection assets, water/sewer assets, stormwater assets, irrigation, trash collection, and more. Service requests and work orders are issued to the components of these asset categories. Labor, materials, equipment, and associated costs are recorded in the Cityworks Asset Management System.

The City of Novi maintains a [Capital Improvement Program Dashboard](#). This interactive database tracks all Capital Improvements and allows for them to be placed on an interactive map. Users can click on an improvement and view all relevant technical, financial, and planning information. This proves extremely valuable for the Fleet Asset Management Division as they can track purchases

and capital maintenance as well as needed inventory additions/subtractions needed in coming years.

Most City assets are on a unique inspection schedule defined in an AMP or Master Plan.

Water/Sewer: The Water System Master Plan and AMP and Sanitary Master Plan reference the digital record of utilities using GIS.

- Cross-Connection inspections are tracked using Cityworks
- DPW tracks lift station inspections utilizing the Cityworks asset management software program.
- DPW tracks all sanitary sewer-related inspections utilizing the Cityworks asset management software program.

Stormwater Facilities: Stormwater facility maintenance shall be in full compliance with the City's MS4 permit and Stormwater Management Plan.

- The City has prioritized all catch basins for inspection. Catch basin inspections are scheduled and tracked in Cityworks.
 - High priority catch basins at the DPW are to be inspected monthly.
 - Medium priority catch basins are to be inspected annually and are located at the "Terminus of Gravel Roads."
 - All remaining catch basins are low priority and shall be inspected at least once every three years.
- Culverts are assessed quarterly or during/after major storm events.
- Many of the City's parks feature drainage ditches where the City's Field Operations staff perform inspections that consist of a visual evaluation to check for blockages or excessive sedimentation. Inspections occur during daily Park operations, or when complaints warrant an inspection.

Transportation:

- Roads/Bridges: Refer to Bridge Asset Management Plan (AMP), Transportation AMP, and Pavement AMP
- Non-Motorized: Neighborhood Sidewalk Repair Program (NSP) inspects all sidewalks along local roads on a district wide basis. Inspections for the NSRP and boardwalks are tracked utilizing Cityworks.

- Street Sweeping: A City contractor sweeps all streets at least twice a year regardless of priority ranking. DPW staff conducts parking lot sweeping as necessary.
- Markings: Roadway markings are visually assessed annually.
- Signals: Signals in pavement project areas are evaluated during the plan review phase.

Traffic Control Devices:

- Sign inspections are tracked using the Main Road Sign Inspection spreadsheet.
- Based on the Roadway Maintenance Guide, signs are inspected twice a year, and roadway markings are visually inspected annually.

Equipment/Fleet:

- DOT Daily Truck Inspection guidelines are adhered to before the operation of a City vehicle or DPW equipment.

Forestry:

- DPW maintains a Tree Management Plan, which outlines the maintenance of all forestry assets. The young tree training cycle involved pruning young trees every 3 years and routine pruning of established, mature trees is done roughly every 7 years. Inspections of trees within ROW and public parks are done regularly by a trained arborist.

Detailed AMP's, Master Plans and Inspection schedules included below (updated as needed numeric reference to APWA Manual)

** links disabled for resilience and numeric references are other APWA Manual Chapters*

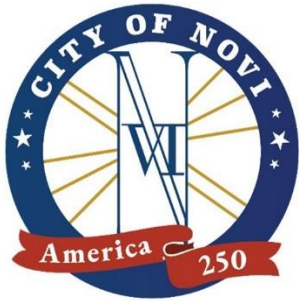
Asset	Notes
Water Main Valves	Water Distribution System Operation and Maintenance – Sixth Edition <ul style="list-style-type: none"> • Inspected annually • Vacuum relief/air release valves inspected after rains or floods 30.10 Drinking Water Distribution System – Fire Hydrant Inspection

	<ul style="list-style-type: none"> Valve inspection is performed by a contractor, completing approximately 20% of the system a year. Repairs identified are completed following inspection. City staff repair valves as needed based on observations or reported issues.
Fire Hydrants	<p>30.10 Drinking Water Distribution System – Fire Hydrant Inspection</p> <ul style="list-style-type: none"> Regular flushing
Reservoirs	<p>19.6 Storage Tanks</p> <ul style="list-style-type: none"> Inspected annually Annual Spill Bucket tests, Annual Leak Detection tests, and Underground Storage Tank tests <ul style="list-style-type: none"> Can be contracted out to companies that provide professional inspection services
Lift Stations	<p>32.4 Facility Maintenance</p> <ul style="list-style-type: none"> Inspections per manufacturer’s recommendations Depends on type of lift station (some annually, some weekly)
Sanitary Sewer and Manholes	<p>Manhole Rehabilitation Project Proposal 11-08-2013 (no header).pdf 2024 Sanitary Sewer Standard Operating Procedures</p> <ul style="list-style-type: none"> Inspected and cleaned every 5-7 years High maintenance areas (and associated manholes) are inspected and cleaned when significant buildup or blockages are found
Roads	<p>TAMP 2025.pdf Pavement AMP.pdf</p> <ul style="list-style-type: none"> PASER data collected every 2 years <p>Novi Stormwater Management Plan (SWMP) 2025</p> <ul style="list-style-type: none"> All city streets and parking lots are swept 4x/year
Bridges	<p>Bridge AMP 2025.pdf</p> <ul style="list-style-type: none"> Contracts OHM Advisors to provide bridge inspection services annually
Non-Motorized Facilities	<p>Sidewalk Maintenance Program - Reference, Requirements & Considerations.pdf Sidewalk Repair and Replacement Criteria 20200625.pdf Novi City Sidewalks Maintenance Program Options Sep 2018.pdf Safe Streets for All (SS4A) - Draft</p>
Signs	<p>Roadway Maintenance Guide – Section 10.4.1 Minimum Sign Retroreflectivity Requirements Maintenance of Signs and Devices.pdf Traffic Operations Policy</p> <ul style="list-style-type: none"> Signs should be inspected twice a year <ul style="list-style-type: none"> Inspection includes night observation done from a vehicle using low beam headlights

	<ul style="list-style-type: none"> ○ Signs that lack retro reflectivity scheduled for replacement • Overhead sign supports inspected annually • Torque of breakaway supports checked annually • Periodic cleaning scheduled for all signs
Markings	<p>Roadway Maintenance Guide – Section 10.4.2 Traffic Operations Policy</p> <ul style="list-style-type: none"> • Annual visual assessment and correction of all markings • Services contracted out
Signals	<p>TAMP 2025.pdf Roadway Maintenance Guide – Section 10.4.3</p> <ul style="list-style-type: none"> • Signals in pavement project area are evaluated during pavement project planning <ul style="list-style-type: none"> ○ If signals are deficient, new/upgraded signals added to plan + budget
Culverts	<p>TAMP 2025.pdf Roadway Maintenance Guide – Section 11.3</p> <ul style="list-style-type: none"> • Contracts OHM Advisors to provide bridge inspection services • Inspections conducted quarterly or during/after major storms <ul style="list-style-type: none"> ○ During storms, crews patrol critical areas to ensure inlets remain open ○ Sand/sediment deposits that collect in culverts should be removed asap
Catch Basins	<p>Novi Stormwater Management Plan (SWMP) 2025 Catch Basin Inspection Example - Cityworks</p> <ul style="list-style-type: none"> • High priority properties – DPW only <ul style="list-style-type: none"> • Monthly • Medium priority properties – terminus of gravel roads <ul style="list-style-type: none"> • Once a year • Low priority properties – all other city-owned catch basins <ul style="list-style-type: none"> • Once every 3 years
DPW Equipment + Vehicles	<p>19.3 Operator Inspection 19.3a Motor Vehicle Operations Policy 19.3b PM Inspection Report 19.3c DOT Daily Truck Inspection</p> <ul style="list-style-type: none"> • Any employee operating a vehicle will inspect the vehicle to ensure it is in sound operating condition <ul style="list-style-type: none"> ○ Basic inspection of lights, seatbelts, emergency flashers, etc. • DPW Equipment → use Department of Transportation (DOT) Pre-Trip Inspection Report • Preventative Maintenance Inspection Report

Emergency Response Vehicles	<p>NFPA 1911 Standard for the inspection, Maintenance, Testing, & Retirement of In-Service Emergency Vehicles.pdf</p> <ul style="list-style-type: none"> • Visual/operational checks are done within 24 hours of a run or weekly if no runs are done during the week <ul style="list-style-type: none"> ○ Defined systems checked → fire pump, warning lights, etc. (listed in NFPA 1911 4.5.4.1) • Complete inspection + diagnostic check conducted as frequently as recommended by manufacturer or once a year (whichever comes first) • Component inspections performed at least as frequently as recommended by manufacturer and when vehicle is reported to have defects/deficiencies
City Owned Stormwater Facilities	<p>Novi Stormwater Management Plan (SWMP) 2025 MS4 Inspection Checklist Example – Cityworks MS4 Bioretention Facility Inspection Example - Cityworks</p> <ul style="list-style-type: none"> • DPW and associated bioretention facilities – high priority level per SWMP requires monthly inspections and one (1) yearly inspection tracked through Cityworks • All other facility inspections are done on an as needed basis
Trees	<p>2024 Tree Management Plan</p> <ul style="list-style-type: none"> • <i>Young Tree Training (YTT) Cycle</i>: pruning done on young trees (6 inches DBH) <ul style="list-style-type: none"> ○ Recommended 3-year YTT cycle • <i>Routine Pruning (RP) Cycle</i> includes established, mature trees <ul style="list-style-type: none"> ○ Length of cycle based on tree population <ul style="list-style-type: none"> ▪ Recommended 5-years, 7 if large population ▪ City Forester recommends 7-year RP cycle for budgetary reasons • Inspections should be carried out regularly on trees in ROW and public places/parks <ul style="list-style-type: none"> ○ By trained arborist

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: JEFF MUCK, PRCS DIRECTOR
KIT KIESER, OAS MANAGER
SANDY FISHER, SOCIAL SERVICES COORDINATOR
SUBJECT: 2026 MEMORIAL DAY ACTIVITIES
DATE: JUNE 25, 2026

Each year, the Memorial Day Parade brings together personnel from across the organization. Parks and Municipal Grounds, the Department of Public Works, Police and Fire, Emergency Management, and Community Relations all contribute, and the entire Parks, Recreation, and Cultural Services team is present on site for the event.

The day began with the fourteenth annual Memorial Day Run. There were 357 runners registered for the 5K and 1-mile fun run, which was staffed by full-time and part-time PRCS employees along with roughly 15 volunteers.

While the run was underway, a City of Novi driver chauffeured members of VFW Post 1519 in the 14-passenger van to Oakland Hills Memorial Gardens and Novi Cemetery to conduct remembrance ceremonies. Afterward, city staff welcomed veterans, elected officials, and Meadowbrook Commons residents to a continental breakfast at Meadowbrook Activity Center.

The parade stepped off at 10:00am from Meadowbrook Commons and finished at the Novi Civic Center. We received 31 entries to the parade, which is fairly consistent with previous years (35 in 2025; 26 in 2024). Mayor Fischer, five Novi City Council members, State Representative Kelly Breen, City of Novi first responders, and DPW staff were all included in the line of march.

Approximately 15 local veterans joined the procession this year, compared with 20 in 2025 and 17 in 2024, either on foot or aboard the veterans' float.



Following the event, staff from PRCS, DPW, and Public Safety held a debrief and noted the success of recommendations from last year and few additional items from this year's parade.

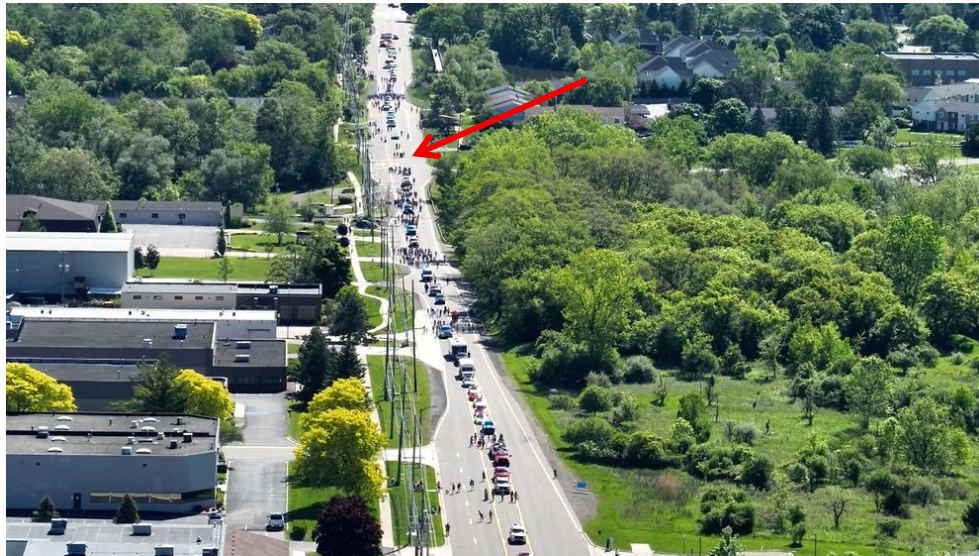
- Physical barriers and additional CERT members were deployed to support the Police Department with crowd control near the Civic Center, which proved effective in that location.



- Additional signage, barriers, and cones were added at staging and drop-off zones, particularly at Holy Family. DPW was integral to this effort, creating new signage and assisting with the positioning of very heavy items. These efforts increased safety for staff, volunteers, and participants in these areas.
- The Novi Marching Band paused for a water break just short of the train tracks on 10 Mile Road. This produced an approximately fifteen-minute backup. Staff will request that, if a break is necessary, it is minimized in duration.



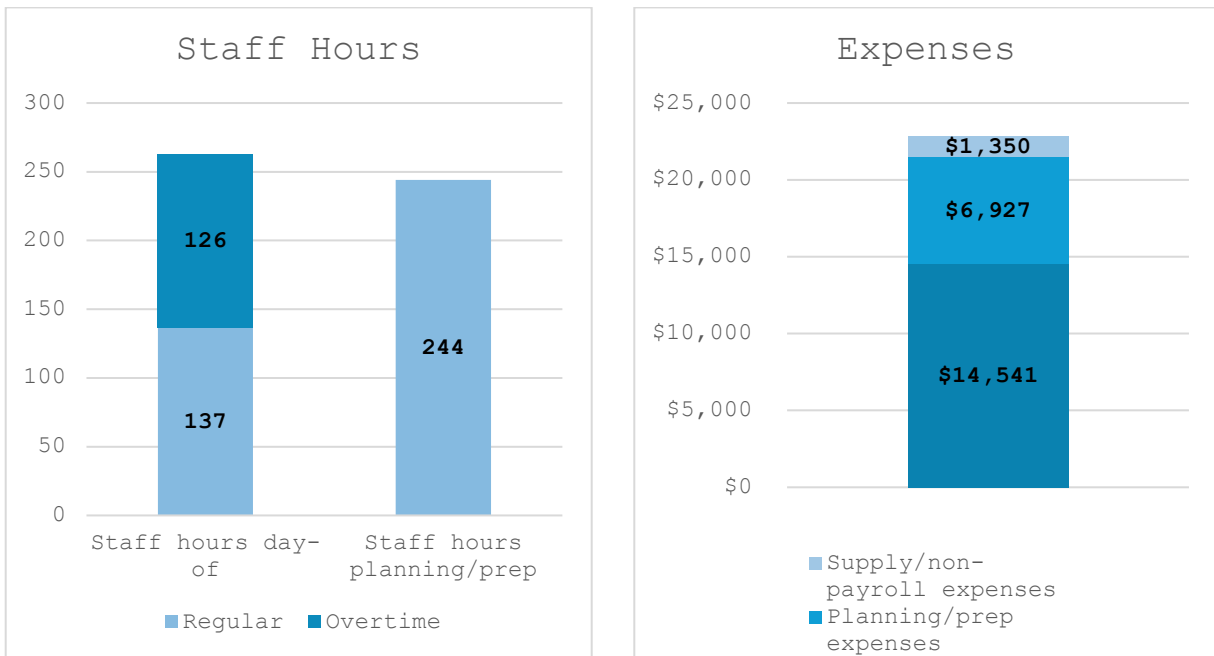
- A separate gap opened mid-parade near the Novi Road intersection, between two community groups. Disruptions of this kind have not been observed in recent years. Staff will address them by instructing marchers to stay tight to the group ahead of them.



Delivering the 2026 Parade and Run drew on 51 staff members across PRCS, DPW, and Public Safety, supported on the day by 18 CERT volunteers, for 63 people on site in total. Public Safety staff participating in the parade's line of march are not included in these numbers.

Staff logged approximately 263 hours during event operations and 244 hours in advance preparation, for 507 staff hours in total, of which 126 were overtime. CERT volunteers contributed an additional 110 hours at no cost to the City.

Staffing costs for preparation and day-of support came to approximately \$21,468, and supply and non-payroll expenses added \$1,350, for an estimated total of \$22,818. No revenue offsets these costs; each participating department absorbs its share of staffing and supplies within its existing budget.



The current format, location, and route has produced a reliable operating workflow. Planned adjustments for the future center on continuing to tighten spectator and participant safety, improving staging logistics, and reinforcing pacing instructions to marchers.

One area was identified this year where additional measures could improve safety. Along the route, spectators continue to step into the street near vehicles in the line of march. The City's barrier inventory was fully deployed for this year's event, so further improvements depend on funding to acquire additional barriers. Staff recommend this allocation if enhanced safety coverage is a priority for future events.

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: MEGAN MIKUS, DEPUTY DIRECTOR OF PUBLIC WORKS
SUBJECT: NEW AUTOMATIC VEHICLE LOCATION (AVL) SYSTEM
DATE: JUNE 25, 2026

Since 2008, the City has used an Automatic Vehicle Location (AVL) system in all city vehicles, which provides real-time location mapping. Beyond being an asset risk management tool, the AVL system is valuable during winter maintenance events to see where trucks are and which routes have been completed. Additionally, the Police Department utilizes the AVL system for historical patrol records.

Our current vendor, Precise, has had delays in uploading route completions during winter weather events, which hinder the supervisor's ability to manage drivers' routes in real time. The DPW-Field Operations Division initiated an evaluation of AVL vendors to determine which would best provide operational enhancements. Samsara stood out as several Michigan road commissions and neighboring municipalities have transitioned to their platform.

GPS-only Service Cost Comparison (Like-kind):

Current- Precise's monthly per unit is \$23.00. This is for 156 vehicles and trucks.

Samsara's monthly cost per unit is \$19.55. This is for 140 light-duty vehicles.

Samsara's monthly cost per unit is \$31.00. This is for 16 heavy-duty trucks.

Net Total Difference is -\$355 per month for all 156 units.

With Samsara, we are requesting that the 16 heavy-duty trucks in the snow fleet be equipped with outward-facing cameras. These cameras allow the winter event supervisors to see live weather conditions and can be used to enhance operator training. The DPW-Field Operations Division has demoed this equipment over the past weather season and found it to be beneficial to operations. The additional monthly cost per truck for camera capabilities is \$29. The savings from the light-duty vehicle costs would offset the increased costs for the enhanced heavy-duty snow fleet.

Total Annual Cost Comparison:

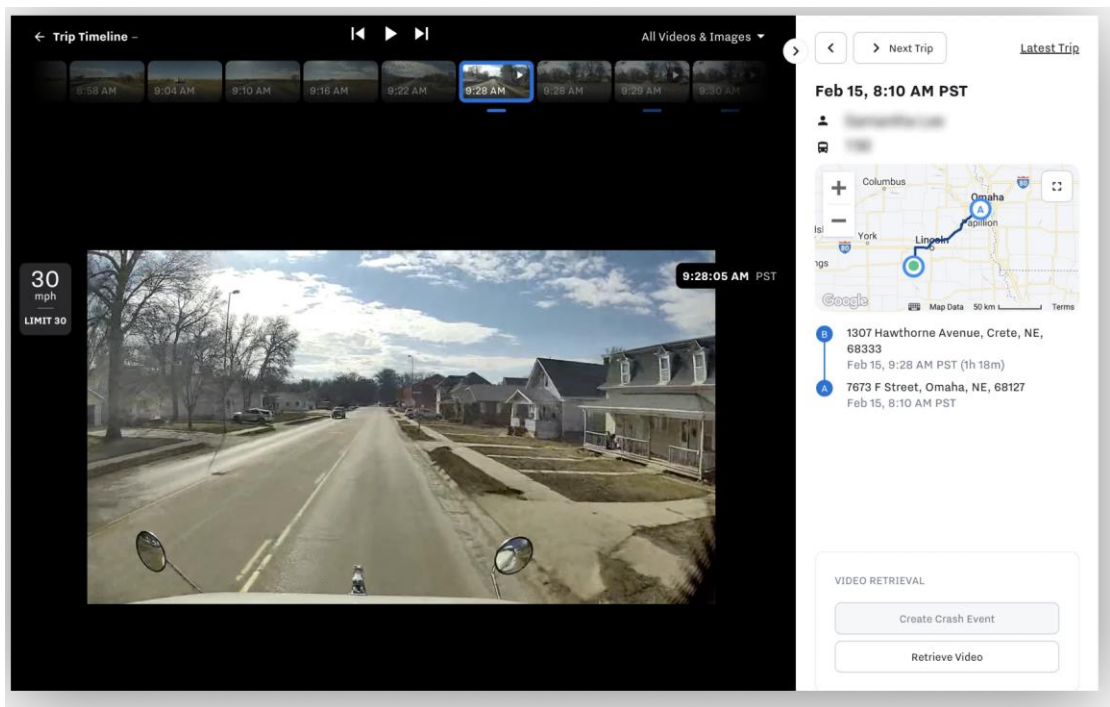
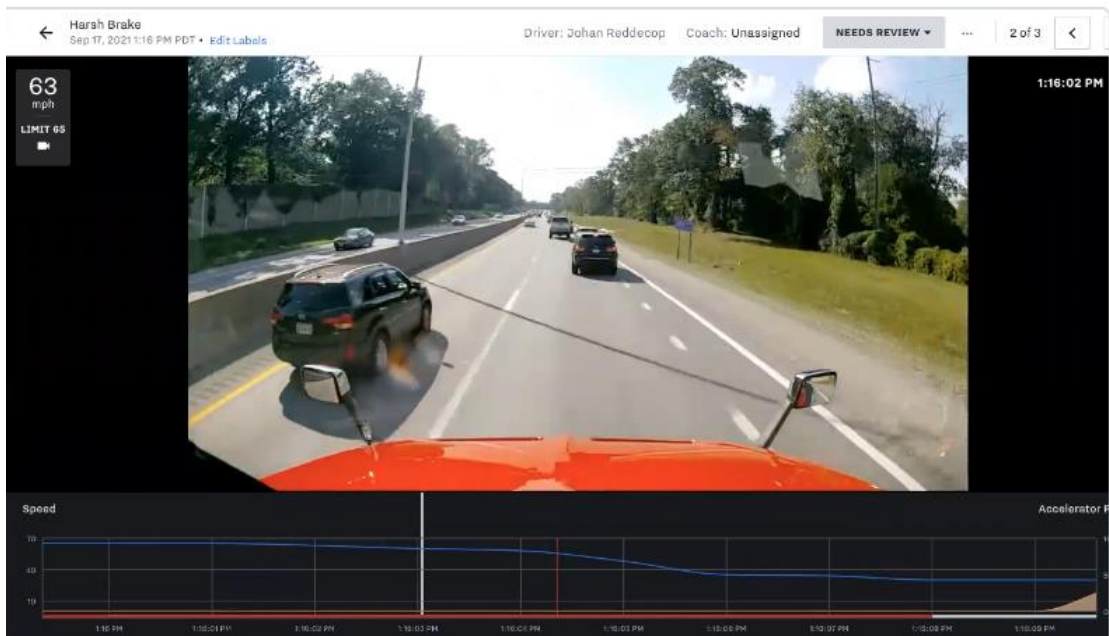
Precise (current- GPS only): \$43,056.00

Samsara (proposed- GPS & Camera capabilities for snow fleet): \$44,365.40

Net Difference: \$1,309.40

This item will be presented to City Council for consideration at the July 13 meeting. If approved, the goal is to have all vehicles switched over in the fall before the next winter season.

Samsara Examples of Camera Capabilities



FOR IMMEDIATE RELEASE

June 22, 2026

Contact: press@michigan.gov

Governor Whitmer Signs Bipartisan Bills to Ensure All Votes Are Counted, Strengthening and Securing Michigan's Elections

*Bills ensure that the votes
of service members and Michiganders overseas are fairly processed and counted*

LANSING, Mich. — Today, Governor Gretchen Whitmer signed four bipartisan bills that **amend local elected officials' terms of office** to ensure effective implementation of Proposal 2 of 2022, strengthening voting rights and ensuring safe and secure elections. Today's bills build on that work by creating uniform term start dates and ensuring that elected officials are not sworn in until voting results are certified. These bills are particularly important to ensuring overseas voters and service members' votes are properly counted before local elected officials take their oath of office. With this signing, Governor Whitmer has signed 1,594 bipartisan bills.

"Michigan elections are safe and secure," said **Governor Whitmer**. "I'm proud to sign these bills that will protect ballots sent by mail from our service members and voters overseas. Every Michigan voter deserves the chance to make their voice heard in our elections. Let's keep working together to make sure that every vote counts."

"In Michigan, every voter deserves to have their vote counted," said **Lt. Governor Garlin Gilchrist**. "These bills ensure that votes from our service members and Michiganders overseas are processed and tallied fairly. Together, we will stand tall to keep Michigan elections free and fair."

"These bills strengthen two essential foundations of our secure, fair elections – ensuring every eligible citizen can cast their ballot and that every vote is counted," said **Secretary of State Jocelyn Benson**. "Military servicemembers and their families make sacrifices to keep us safe and free. They deserve to have their voices heard in every election."

Senate Bills 240 and **241**, sponsored by state Senator Jeremy Moss (D-Bloomfield), requires township and village local elected officials' terms of office start dates to begin no earlier than December 1 to allow enough time after election day for all votes to be processed and counted.

"Last term, we strengthened election certification in Michigan. This clarified a clear timeline for boards of canvassers to complete their duties and for overseas and military ballots to count. Now, we must take the next commonsense step to ensure our local elected officials are not sworn in before the election results are certified," said **state Sen. Jeremy Moss (D-Bloomfield)**, sponsor of Senate Bills 240-241 and Chair of the Senate Elections Committee. "This bipartisan solution sets a uniform date for local oaths of office to take place and gives our community leaders a firm expectation of when to prepare for their new roles."

House Bill 4358, sponsored by state Representative Mike Hoadley (R-Au Gres), and **House Bill 4359**, sponsored by state Representative Pat Outman (R-Six Rivers), modify the start dates for the terms of city and village officers to ensure that all votes are counted.

“I’m proud to support HB 4358, which strengthens local election integrity by ensuring elected officials are sworn into office promptly and appropriately,” said **state Rep. Mike Hoadley (R-Au Gres)**. “This common-sense reform protects the will of the voters and restores trust in our local government processes.”

“HB 4359 is a simple, bipartisan fix that gives local communities more flexibility and helps ensure continuity in local government,” said **state Rep. Pat Outman (R-Six Rivers)**. “I appreciate everyone who worked together to get this bill done and look forward to seeing communities benefit from these updates.”

Upholding Fair Elections & Good Government

- Signed [executive directive](#) to expand access to voting opportunities for Michiganders.
- Signed bills [implementing Proposal 2](#), expanding voting rights in Michigan.
- Signed bills supporting voting rights for overseas [military members and families](#).
- Signed [bills](#) allowing pre-processing of absentee ballots two days before Election Day.
- Signed [bills](#) to expand voting rights and allow rideshares to polling places.
- Signed [bills](#) to improve election security, efficiency, and ensure every vote can be cast and counted.
- [Signed bills](#) improving ballot printing efficiency, prohibiting individuals from serving on a board of canvassers if they have been convicted of certain election crimes, and clarifying both the petition process and the timeframe for election lawsuits.

###