

MEMORANDUM



TO: MAYOR FISCHER AND CITY COUNCIL
FROM: DANIELLE MAHONEY, ASSISTANT CITY MANAGER
SUBJECT: NEW COUNCIL ONBOARDING LIBRARY ON THE E-WEB
DATE: NOVEMBER 20, 2025

As part of our ongoing effort to enhance onboarding for new Councilmembers and ensure all members have easy access to key organizational resources, we have created a [Council Onboarding Library](#) on the City's internal e-Web.

The library consolidates all core governance and reference materials in a single, centralized location, including foundational documents such as the City Charter, Code of Ordinances, and an overview of the Council-Manager form of government. It also includes Council rules and procedural guides, current Council committee assignments, financial and capital planning documents, development projects in progress, and organizational resources such as the Novi organizational chart and City Hall map.

In addition, we have added a section dedicated to onboarding and training tools, including departmental slide decks and external training opportunities through the Michigan Municipal League (MML) and the Southeast Michigan Council of Governments (SEMCOG). This consolidated library is designed to support both new and returning Councilmembers with consistent, easy-to-access information.

We will continue to build out this resource over time, and it will remain a *living library* that is regularly expanded and refined as new materials, trainings, and reference documents become available. If you have any additional materials or topics that you feel would be helpful to include, please let me know. Your feedback will ensure the library remains comprehensive, useful, and aligned with your needs.

Please feel free to reach out with any suggestions or questions.