

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: SHERYL WALSH-MOLLOY, DIRECTOR OF COMMUNICATIONS
SUBJECT: COUNCIL RECOGNITION AND UPCOMING CITY EVENTS
DATE: OCTOBER 16, 2025

With the upcoming local election on the horizon, this memo serves as a reminder of important dates, procedures, and expectations to assist with scheduling and planning.

To bring consistency and celebration to how we honor those who have served our community, we will be standardizing the recognition of outgoing City Council members. In the past, acknowledgments have taken place at varying times—during their final meeting, following the election, or informally thereafter. Moving forward, this recognition will take place annually during the City's **Board, Commission, and Committee Appreciation Event – Toast to Service**. This year's event, scheduled for **December 4**, will include a special moment to recognize outgoing elected officials alongside our dedicated board and commission members, celebrating their commitment and contributions to Novi. Council members **not seeking re-election will also be afforded the opportunity to share sentiments at their last regular City Council meeting**.

For planning purposes, I am also sharing key events for the next several months:

Tuesday, November 4	Election Day
Thursday, November 6	Veteran's Day Celebration, 11:30a, Novi Civic Center
Monday, November 17	Welcome Reception/Swearing-In Ceremony, 6-7p, Novi Civic Center prior to the Council Meeting
Friday, November 21	Light the Lights, 6-9p, Twelve Mile Crossing at Fountain Walk
Monday, December 1	City Council Meeting, 7p, Novi Civic Center
Thursday, December 4	Toast to Service, 6-9p, The Hub Stadium Novi
Monday, December 15	City Council Meeting, 7p, Novi Civic Center
Saturday, January 10	City Council Meeting/Goal Setting, 9:30a, Novi Civic Center

If you have any questions, please let me know.