

MEMORANDUM



TO: MAYOR FISCHER AND COUNCIL MEMBERS
FROM: CORTNEY HANSON, CITY CLERK
SUBJECT: APPOINTMENT TO CITY COUNCIL
DATE: DECEMBER 14, 2023

With the election of Council Member Justin Fischer to Mayor a vacancy on City Council has been created. The Council is obligated under the City Charter to fill the vacancy within 30 days. The vacancy is filled by a majority vote of the members of Council remaining in office. If the position is not filled within 30 days after the vacancy occurs, a special election is required. Historically, the City has held interviews of candidates to fill the vacancy.

At the November 20, 2023 City Council meeting, staff was directed to publish notice of the vacancy and accept applications. The notice was publicized in the following ways:

- On cityofnovi.org
- On novi.org
- Novi News
- Via Constant Contact to a database 9,600+ people

Applications were accepted through December 6th. A total of 24 applications were received, and 23 applicants were eligible under the rules of the Charter. Applicants were contacted via email to explain the interview process. All applicants were allotted up to two minutes to provide an introduction and then Council members were given an opportunity to ask two questions each in a round-robin fashion. In total, 14 applicants were interviewed on Monday, December 11th.