



Memorandum

Date: 11/18/2025

Meeting of: Committee of the Whole - Public Safety and Human Services

File No. CM 25-634

Type: Committee Memo

TO: Committee of the Whole - Public Safety and Human Services

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, COO	425-556-2166
Human Resources	Cathryn Laird, Human Resources Director	425-556-2125

DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Council Vacancy Appointment Process

OVERVIEW STATEMENT:

With the resignation of a Councilmember, the remaining Council has 90 days to appoint a new member to carry out the vacant term. Attached to this memo is the proposed process overview, the potential ranking method to narrow the list of candidates, the timeline and communications plan to fill the now vacant Council Position #1.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Revised Code of Washington (RCW) 35A.12
- **Required:**
Filling a Council vacancy within 90 days is required by Washington law.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

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The proposed Council recruitment process was discussed at the Study Session on November 12. Attachment A containing the process has changed to reflect feedback on the questions that will be a part of the application. Per the Council's discussion, in Attachment B is a proposed ranking process to narrow the list of candidates. In Attachment C you will find the timeline and Attachment D contains the Communications Plan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
The Communications Plan can be found in Attachment C.
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

0298 City Council

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
11/12/2025	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The Council must appoint a qualified replacement within 90 days of the vacancy. If the Council fails to meet this deadline, it loses the authority to appoint a replacement, at which point the county legislative authority (County Council) has an additional 90 days to make the appointment. If the county legislative authority does not make an appointment within the 180 days of the vacancy, the Council, or the county legislative authority, may petition the Governor to make the appointment.

ANTICIPATED RESULT IF NOT APPROVED:

Please see time constraints above.

ATTACHMENTS:

Attachment A: Process to Fill Councilmember Vacancy

Attachment B:

Attachment C: Council Vacancy Process Timeline

Attachment D: Communications Plan