

# City of Redmond



## Agenda

### Special Meeting Notice and Agenda

**Tuesday, January 13, 2026**

**6:00 PM**

**City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplly Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctvlive, or 510-335-7371**

## City Council

*Mayor*

*Angela Birney*

*Councilmembers*

*Jessica Forsythe*

*Vanessa Kritzer*

*Angie Nuevacamina*

*Vivek Prakriya*

*Menka Soni*

*Melissa Stuart*

*Vacant*

**Redmond City Council Agendas, Meeting Notices, and Minutes are available on the City's Web**

**Site: <http://www.redmond.gov/CouncilMeetings>**

**FOR ASSISTANCE AT COUNCIL MEETINGS FOR THE HEARING OR VISUALLY IMPAIRED:**

**Please contact the City Clerk's office at (425) 556-2194 one week in advance of the meeting.**

*Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Ziply Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371*

### **AGENDA**

#### ROLL CALL

1. Council Vacancy Interviews

#### [Attachment A: Council Vacancy Process Timeline](#)

##### **Legislative History**

11/18/25	Committee of the Whole - Public Safety and Human Services	referred to the City Council Study Session
12/9/25	Committee of the Whole - Finance, Administration, and Communications	referred to the City Council Study Session

2. Executive Session: To Evaluate the Qualifications of Applicants for Public Employment (RCW 42.30.110(1)(g)) - 45 minutes
3. Deliberation and Decision on Top Candidates

#### ADJOURNMENT

*Meeting videos are usually posted by 12 p.m. the day following the meeting at redmond.legistar.com, and can be viewed anytime on Facebook/YouTube (@CityofRedmond) and OnDemand at redmond.gov/OnDemand*



## Memorandum

**Date:** 1/13/2026  
**Meeting of:** City Council Special Meeting

**File No.** SS 26-001  
**Type:** Study Session

**TO:** Members of the City Council  
**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 Interviews

**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. Materials were emailed to Council prior to the December 9, 2025, Committee of the Whole - Finance, Administration, and Communications meeting.

☒ **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:**

The proposed Council recruitment process was discussed at the Study Session on November 12 and again at Committee of the Whole on November 18. Applications were due back to the City by January 2<sup>nd</sup> at noon.

As discussed on November 18<sup>th</sup>, a small group of Councilmembers and staff met to solidify the details of the screening and ranking process. Before December 9<sup>th</sup> Council received materials via email based on the recommendations of the small group.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
The process and meeting timeline is included as Attachment A.
- **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
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11/12/2025	Study Session	Provide Direction
11/18/2025	Committee of the Whole - Planning and Public Works	Provide Direction
12/9/2025	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
1/20/2026	Special Meeting	Provide Direction
1/20/2026	Business Meeting	Approve

**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: Council Vacancy Process Timeline

**Council Vacancy Process**  
**Committee of the Whole December 9, 2025**

**Applications**

- Due by January 2 at noon
- Staff will distribute to Councilmembers in roughly two equal batches

**Council Applicant review by January 7 at 5pm**

- Councilmembers review all applications, using the criteria matrix as a guide
- Councilmembers submit an overall score of 0-3 (0 = “none” and 3 = “strong”) for each candidate via the form distributed by staff (see Attachment A)
- Caution: Any records a Councilmember creates will need to be returned to staff to retain the public records

**Applicant Selection January 8**

- Staff and Council Leadership to determine top 1/3 of candidates (up to 10 candidates will move forward to the interviews on January 13)

**Interviews January 13 [SPECIAL MEETING 6:00pm-9:30pm]**

- Questions distributed to candidates ahead of time on January 9
- Each candidate has a 60 second introduction
- Each candidate will have up to 2 minutes to answer each question
- Staff will serve as a timekeeper
- Interviews will be scheduled in 20-minute increments (15 minutes for the interview and 5 minutes for transition time)

**Executive Session January 13 [SPECIAL MEETING 9:30-10:15pm]**

- Councilmembers discuss qualifications of candidates
- Discuss which candidates qualifications might rise to the top

**Open Session January 13 [SPECIAL MEETING 10:15-10:30pm]**

- A Councilmember makes a motion for top candidates to return on January 20 for the final interview
- Approximately 2-3 candidates will be invited to final interviews
- Councilmembers deliberate and finalize candidate list

**Interviews January 20 [SPECIAL MEETING 6:00-7:00pm]**

- Each candidate will be interviewed by the Council for 20 minutes
- Councilmembers are responsible for asking the questions that they need to finalize their appointment decision
- Staff will serve as a timekeeper

**Council Vacancy Process  
Committee of the Whole December 9, 2025**

**Executive Session January 20 [BUSINESS MEETING 7:00-7:30pm]**

- Councilmembers discuss qualifications of candidates
- Executive Session will occur at the beginning of the Council business meeting

**Open Session January 20 [BUSINESS MEETING 7:30pm]**

- A Councilmember makes a motion for a final appointment
- Councilmembers deliberate and vote by majority
- Appointed Councilmember will be sworn in and seated
- The above process will occur at the beginning of the business meeting

**NOTE: At conclusion of process, reflect, redocument and integrate into Council rules of procedure.**



# City of Redmond

15670 NE 85th Street  
Redmond, WA

## Memorandum

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**Date:** 1/13/2026

**Meeting of:** City Council Special Meeting

**File No.** SPC 25-102

**Type:** Executive Session

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Executive Session: To Evaluate the Qualifications of Applicants for Public Employment (RCW 42.30.110(1)(g)) - 45 minutes





# City of Redmond

15670 NE 85th Street  
Redmond, WA

## Memorandum

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**Date:** 1/13/2026

**Meeting of:** City Council Special Meeting

**File No.** SPC 25-108

**Type:** Verbal Report

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Deliberation and Decision on Top Candidates