



Memorandum

Date: 12/9/2025

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 25-634

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

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 Update

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 are the documents originally shared with Council. Based on the conversation at the Public Safety and Environmental Sustainability Committee of the Whole a small group will bring back to Council recommendations on how the applicants will be screened and ranked. Based on timing, materials will be emailed to Council prior to December 9, 2025.

☒ **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. The applications have been released to the Community and are due back to the City by January 2nd at noon.

As discussed on November 18th, a small group of Councilmembers and staff are meeting to solidify the details of the screening and ranking process. Before December 9th Council will receive materials via email based on the recommendations of the small group.

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:**

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Previous Contact(s)

Date	Meeting	Requested Action
11/12/2025	Study Session	Provide Direction
11/18/2025	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
1/13/2026	Study Session	Provide Direction

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: Council Vacancy Criteria

Attachment C: Council Vacancy Process Timeline

Attachment D: Communications Plan