



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 2nd at noon.

As discussed on November 18th, a small group of Councilmembers and staff met to solidify the details of the screening and ranking process. Before December 9th 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