



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, February 23rd 2026

<b>Subject/Topic:</b> City Council Vacancy Process	<b>Proposed Council Action/Motion:</b>
<b>Dept. Origin:</b> City Council	<input type="checkbox"/> Information Only
<b>Category:</b> City Business	<input type="checkbox"/> Receive and File
<b>Prepared by:</b> Jeff Swanson, City Manager	<input checked="" type="checkbox"/> <b>Discuss</b>
<b>Attachments:</b> None	<input checked="" type="checkbox"/> <b>Provide Direction</b>
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Adopt/Approve
	<input type="checkbox"/> Other:

### Proposed Council Action

Discuss and give staff direction on facilitating the process to fill the City Council vacancy.

### Summary

Councilmember Joseph Brazen resigned his City Council position effective February 26, 2026. Councilmember Brazen has served as a member of the City Council since January 2024 and his service as a Councilmember is very much appreciated by the City.

Typical steps agencies generally take to fill governing body vacancies include:

1. Developing a "call for applications" to circulate publicly describing the City Council role and the term of the vacancy to be filled.
2. Opening an application period inviting letters of interest/CVs to be submitted to the City Clerk (typically 30 days).
3. Conducting a process with the City Council to determine finalists to interview after the close of the 30-day period (generally an executive session).
4. Scheduling a special meeting of the City Council to conduct finalist interviews in open session. This is typically followed by an executive session to discuss the qualifications of the candidates. When the Council returns to open session the floor would then be open for nominations. When a finalist receives four or more nominations, the Council would then proceed to vote on the appointment.
5. The new Councilmember is then sworn in by the City Clerk.

Staff are looking for direction from the Council as to what process steps are preferable and authorization to proceed.

### Council Priorities

This proposal furthers Council Priority 3.

1. Financial Stability and Accountability
2. Quality Infrastructure
- 3. Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

**Budget/Fiscal Impact:** No change/impact to current levels of appropriations.

**Recommendation:** Direct staff to facilitate the process to fill the City Council vacancy.

**City Manager Approval:** 

**Proposed Council Motion:** [once a process has been identified by the Council]

"I move that City staff initiate the process to fill the City Council vacancy as described."