



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6673
May 6, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6673: Process and Timeline for Filling Vacant City Council Position No. 7	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the proposed process and timeline for filling Position No. 7 on the Mercer Island City Council and direct the City Manager to initiate the recruitment process.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager Ali Spietz, Chief of Administration Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. City Council Vacancy Application 2. City Council Rules of Procedure Appendix C
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda bill is to outline the process and timeline for filling Position No. 7 on the Mercer Island City Council and to seek Council direction for the City Manager to initiate the recruitment process.

BACKGROUND

Councilmember Jake Jacobson passed away on March 30, 2025, leaving Position No. 7 vacant. Staff notified King County Elections of Mr. Jacobson's passing on March 31, 2025.

When a City Council vacancy occurs, Washington State law outlines the conditions under which the position must appear on the General Election ballot. Key factors include the timing of the vacancy and whether the position was already scheduled for election that year.

State law requires that if, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, valid declarations of candidacy for that office will be accepted during the regular candidate filing period (see [RCW 42.12.040\(1\)](#)). King County

Elections will give notice of the vacancy, and the notice will include the date, time and place for filing declarations of candidacy. Since the vacancy occurred before the first day of the regular candidate filing period, Position No. 7 will appear on the November 2025 General Election ballot.

The City of Mercer Island will have four positions on the November 2025 General Election ballot: Positions 2, 4, 6, 7. The individual elected to Position No. 7 will serve the remainder of the unexpired term, which ends in December 2027.

ISSUE/DISCUSSION

APPOINTMENT PROCESS

In the interim, the City Council must appoint a registered Mercer Island voter to fill the vacant position. The appointment must be made within 90 days of the vacancy occurring, giving the Council until June 29, 2025, to make the appointment. If no one is appointed within 90 days, the King County Council will make the appointment per [RCW 42.12.070\(4\)](#). The appointed person will serve until the certification of the November 2025 General Election in late November 2025, when the candidate elected for position No. 7 will take office (see RCW [42.12.070\(6\)](#)).

[The City Council Rules of Procedure Appendix C](#) (Exhibit 2) describe the process to fill a Mercer Island City Council vacancy. City Council direction is needed to commence the recruitment process, which is further described below.

Advertisement of Vacancy

The City will advertise the vacancy through the Mercer Island Reporter, the City's website, and social media channels. Information will also be shared with the City Council's agenda distribution list and all board and commission members. Recruitment will open on Wednesday, May 7, 2025. Completed candidate application packets are due to the City Clerk by 5:00 pm on Wednesday, May 28, 2025. The application materials must include:

- Application form (see Exhibit 1)
- A one-page cover letter indicating interest and general qualifications for the position.
- A resume of no more than two pages.
- Answers to the Supplemental Questions of no more than three pages total.

Once the application period closes, staff will verify with King County Elections that each applicant is a registered voter in Mercer Island.

Candidate Interview Meeting Dates

The final schedule for candidate speeches, interviews, and the appointment will be determined by the City Manager based on the number of applications received. Candidate interviews may be held during the Regular City Council Meeting on June 3, 2025. If a large number of applications are received, interviews will instead be scheduled for a Special City Council Meeting on Thursday, June 12, 2025.

Candidate Speeches/Interviews

Pursuant to the City Council Rules of Procedure Appendix C (Exhibit 2), Mayor Nice will ask each candidate to speak for no more than five minutes addressing the four areas outlined in the application materials. Councilmembers may ask additional questions of the candidates. The time will be kept by the City Clerk and

candidates will be able to monitor the progress of time with the timer on the screen. Mayor Nice will randomly select the names of candidates to determine the order in which they will speak.

Upon completion of the interviews, and as provided in state law (see [RCW 42.30.110\(1\)\(h\)](#)), the City Council may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

Council Appointment

The City Clerk will swear the new Councilmember into office before June 29, 2025. The candidate selected will then be ceremonially sworn in at the July 1, 2025 City Council meeting.

NEXT STEPS

Following City Council approval of the process and timeline to fill vacant City Council Position No. 7, staff will prepare advertisements for the vacancy and proceed with the recruitment process.

RECOMMENDED ACTION

Approve the proposed process and timeline for filling Position No. 7 on the Mercer Island City Council and direct the City Manager to initiate the recruitment process.