

TO: City Council
FROM: Lisa Parks, City Administrator
DATE: November 25, 2025
SUBJECT: Council Position No. 1 Selection Process

1) Recommended Action:

Direct staff on how to proceed with the selection process for filling the soon-to-be-vacant Council Position No. 1.

2) Background:

Council Member Dahlhoff has been elected as the new Mayor of Tumwater, beginning January 1, 2026. Because her current council position is midway through the four year term, when she resigns from it to take the position of Mayor, the council position will be vacant. Council will need to select a replacement Council Member for Position No. 1 to serve until “...until a qualified person is elected at the next election at which a member of the governing body normally would be elected.” RCW 42.12.070.

In the past Tumwater typically used the application/interview process to select a person to fill a vacant Council position, as there is no process specifically established by state law, other than to indicate the vacancy must be filled by the governing body within ninety days of the occurrence of the vacancy. If the governing body is unable to fill the position within ninety days, the county legislative authority shall appoint a qualified person. If the vacancy is unfilled within 180 days of the vacancy occurring, the Governor appoints the position.

Attached to this staff report are the previous documents the City has used most recently (updated with new formatting, only), including:

- The process/timeline;
- The application form; and
- Interview questions

The Council will need to direct staff on the specific timeline for this process (the yellow highlights in the process document); and whether there should be changes to the application form and/or the interview questions.

3) Policy Support:

Refine and sustain a great organization.

4) Alternatives:

- ☐ Use the prior application/interview process;
- ☐ Appoint a new council member without using the application/interview process; or

☐ Identify some other selection process.

5) Fiscal Notes:

N/A

6) Attachments:

A: Appointment Process

B: Appointment Application

C: Interview Questions