

TO: City Council
FROM: Karen Kirkpatrick, City Attorney
DATE: December 2, 2025
SUBJECT: Council Position No. 1 Selection Process

1) Recommended Action:

Approve the selection process, schedule, and questions for Council Position No. 1.

2) Background:

Council Member Dahlhoff has been elected as the new Mayor of Tumwater, beginning January 1, 2026. Her current council position is midway through its four-year term. When she resigns to take the position of Mayor, the council position will be vacant. Therefore, Council will need to select a replacement Council Member for Position No. 1 to serve "...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 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 90 days of the occurrence of the vacancy. If the governing body is unable to fill the position within 90 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.

Council will need to direct staff on the specific timeline for this process and discuss whether there should be changes to the application form and/or interview questions. The proposed selection process, schedule, and questions will be provided at the time of the meeting.

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.
 - ☐ Identify a different selection process.
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5) Fiscal Notes:

N/A

6) Attachments:

A. Council Position No. 1 Appointment Process

- B. Council Appointment Application
- C. Interview Questions