



DATE: February 25, 2025

TO: Mayor Robinson and City Councilmembers

FROM: Charmaine Arredondo, City Clerk
City Clerk's Office

SUBJECT: City Council Vacancy Discussion

As a result of an appointment to the Washington State House of Representatives, 41st Legislative District, Councilmember Zahn has indicated her intent to resign from her Bellevue City Council position. The effective date of her resignation is planned for March 28.

Pursuant to state law, the City Council has until June 27 to appoint a qualified individual to fill the vacancy. Given that the vacancy is expected to occur prior to the first day of the state's election filing period, the position will be added to the 2025 General Election. The appointed individual will serve until the general election is certified, on or about November 25. The elected individual will then be sworn-in to serve the remainder of the position term through December 31, 2027.

To qualify for appointment, state law provides that an individual must (a) be at least 18 years of age, (b) be a registered voter at the time of application to office, and (c) have been a resident of the city for a period of at least one year prior to appointment.

This memo outlines the direction staff will be seeking tonight to initiate the recruitment and appointment process specifically related to (a) length of recruitment, (b) questions for application materials, and (c) proposed schedule.

Recruitment Timing

Council must decide the length of time for the recruitment period and staff recommend no less than 10 days. Regardless of the number of days of recruitment, if Council directs the initiation this evening, staff would be ready to open the application period beginning tomorrow, February 26. A news release would be issued, and notification of the recruitment would be pushed out through the City's standard communication channels.

Application Materials

Staff recommend that interested candidates be asked to submit a resume and a letter of interest to apply for the vacant position. The letter of interest should be no longer than 1000 words (approximately two, single-spaced pages) and include questions for response. Council could consider including the following questions:

- 1) What is your vision for the City?

- 2) Why do you want to serve on the Bellevue City Council?
- 3) What do you see as the top priorities for the City and why?

Should the Council want to include a fourth question for candidates to respond to in the letter of interest, below is a potential additional question for consideration:

- 4) If appointed, how would you actively support and advance the City Council's Vision?

Application materials should be emailed, mailed or hand delivered to the City Clerk. Submittal details will be included on the news release. Upon receipt of applications, staff will verify each applicant's eligibility prior to inclusion in the application book for Council.

Proposed Schedule

There will be many touchpoints with Council during the recruitment and appointment process. The following schedule anticipates a 10-day recruitment period and potential for a tentative appointment date of April 1, which is the first regular Council meeting subsequent to the vacancy and the first opportunity the Council could appoint a qualified individual.

Discussions on the qualifications of candidates and candidate selection may require additional meetings, therefore this schedule is tentative and subject to change.

Tentative Dates	Agenda Item
February 25	<ul style="list-style-type: none"> • Process discussion • Direction to staff on: <ul style="list-style-type: none"> - Length of recruitment - Questions for application materials - Proposed schedule
<p style="text-align: center;"><i>Application period</i></p> <p style="text-align: center;"><i>February 26 - March 7</i></p>	
March 11	<ul style="list-style-type: none"> • Executive session - discuss qualifications of applicants • Regular session - identify candidates moving forward to interview
March 18	<ul style="list-style-type: none"> • Regular session - interview candidates • Executive session - review the qualifications of candidates
March 25	<ul style="list-style-type: none"> • Executive session – continued discussion of qualifications (<i>if necessary</i>)
April 1	<ul style="list-style-type: none"> • Executive session – continued discussion of qualifications (<i>if necessary</i>) • Regular session – tentative appointment date