



SEATTLE CITY COUNCIL
LEGISLATIVE DEPARTMENT

Date: September 21, 2017

To: Councilmembers

Cc: Kirstan Arestad, Central Staff Director
Karen Jackson, HR/Finance Division Director
Dana Robinson Slote, Director of Communication
Monica Martinez Simmons, City Clerk

From: Council President Bruce Harrell

Subject: **Process for Filling the Vacancy in Council Position 8**

The Seattle City Council elected Councilmember Tim Burgess (Position 8, Citywide) as the 55th Mayor of Seattle on September 18, 2017. Council Position 8 became vacant when Councilmember Burgess took the oath to become Mayor on September 18, 2017. The City Charter provides the City Council 20 calendar days to fill a vacant Council Position. The 20-day period is from Monday, September 18 to Sunday, October 8, 2017. As such, the last regular business day to make the decision within the 20-day period would be Friday, October 6, 2017. In the event the Council fails to fill the vacant position by the end of that 20-day period, the Council must meet every business day thereafter until the vacancy is filled (Charter Article XIX, Section 6). If Council does not make a decision by Friday, October 6, 2017 (last working business day), this provision would take effect and the Council would have to meet at least once every business day, beginning on Monday, October 9, 2017.

From the date of the appointment, the appointed new Councilmember will serve until November 28, 2017, when election results are certified by King County Elections. The Council's work over this period will primarily be focused on the City budget and KeyArena Redevelopment Project Memorandum of Understanding. Regularly scheduled standing committee meetings are suspended from the time the Select Budget Committee receives the Mayor's proposed budget to the time the Council adopts a budget (September 25, 2017 to November 20, 2017). Special standing and select committee meetings may be called upon the approval of the President and the Chair of the Select Budget Committee.

It would be practical to seek a new Councilmember that would "hit the ground running." Candidates for appointment should demonstrate an understanding of Seattle city government operations, budgeting, and legislative processes; demonstrate knowledge of the public policy issues associated with potential Committee assignments; demonstrate a commitment to social justice and the ability to communicate and collaborate effectively across cultures and with

diverse populations; and desire to serve the people of Seattle as a public official and assume the responsibilities and accountability inherent in the work of a Councilmember.

After consulting with Councilmembers, the City Attorney's office, the City Clerk, and Central Staff director, I am proposing the following process to fill Council Position 8. While I do believe, we can have an abbreviated process, given the fact that the vacancy is for a short period, I also believe the process should be transparent and the public should have a meaningful role to work with us as we make our final decision. I do not believe the prescribed 20 days will compromise any Councilmember's ability to carefully examine the 2018 endorsed budget. While it may be convenient to fast track an appointment, convenience should not supersede transparency or public input.

Application Period: Monday, September 25 through October 1 at 5:00 p.m.

- Applicants must submit a resume and cover letter to the City Clerk. The City Charter requires applicants be a citizen of the United States and a registered voter of the City of Seattle. (See Attachment A)

City Clerk Transmission of Applications to Councilmembers: Tuesday, October 3, 2017.

- The City Clerk will provide to each Councilmember a notebook that includes all the applications received by the October 1 deadline. The City Clerk will also post all applications on the Council and City Clerk's websites, giving the public opportunity to review the applications and submit comments. Included in this notebook will be objective screening criteria such as previous budget experience as well as documentation from the Seattle Ethics and Elections Commission confirming the candidate's eligibility to serve as a Councilmember.

Week of October 2 to October 5. Two Optional Community Forums in Bertha Knight Landes Room, time and format to be determined.

- This process may be facilitated by interested Councilmembers but is intended to be led by community groups (to be determined) and its purpose is to allow community members to meet and ask questions of the applicants. An applicant should only attend one of the forums and nonattendance will not be weighed against the candidate.

Week of October 2 to October 5. Councilmember conferences, optional.

- Each Councilmember may meet and confer with any and all candidates of their choice in order to make an informed decision within the 20-day deadline.

Special Full Council Meeting: Wednesday, October 4, 5:00 p.m.

- Public comment period for community members.

City Council Executive Session to Discuss Qualifications: Thursday, October 5, 9:30 a.m.

- As permitted by the Open Public Meetings Act, the Council will meet in executive session to discuss the qualifications of candidates. (See Attachment B)

City Council Appointment at Special Full Council Meeting: Friday, October 6, 2:00 p.m.

- The Council will vote to fill the vacancy at the Special Full Council meeting.

I intend to propose this schedule in the form of a resolution, and will take your comments and suggestions into consideration prior to the deadlines applicable to resolutions. As usual, please let me know if you have any questions.

Attachment A: City Charter Provisions

Attachment B: Open Public Meetings Act Provision