

**AGENDA**  
**City Council Special Meeting**  
**January 3, 2022 – 3:00 p.m.**

Due to public health concerns, this meeting will be held remotely. You may access the meeting by dialing (253) 215-8782 and entering the Meeting ID 932 1605 6382 or through Zoom at: <https://zoom.us/j/93216056382>

**CALL TO ORDER/ROLL CALL**

**NEW BUSINESS**

**1. Filling a Vacancy on the City Council**

Documents:

[AGENDA BILL Filling a Council Vacancy.pdf](#)

**2. Suspending City Council Standing Committee Meetings**

Documents:

[AGENDA BILL Suspending Council Committees.pdf](#)

**ADJOURN**

*Americans with Disabilities (ADA) accommodations provided upon request. Those requiring special accommodations please contact the City Clerk at (253) 853-7613 at least 24 hours prior to the meeting.*



**City of Gig Harbor  
City Council Meeting Agenda Bill**

**Meeting Date: January 3, 2022**

**SUBJECT: Filling a Vacancy on the City Council**

**SUBMITTED BY:** Joshua Stecker, City Clerk

**DEPARTMENT:** Administration

**PHONE:** 853-7638

**PURPOSE & RECOMMENDATION:** The purpose of this agenda bill is to direct staff to begin the process of recruiting candidates to fill a vacancy on the city council.

**PROPOSED MOTION:** Move to direct the mayor to begin the councilmember appointment process as outlined in Administrative Policy A-13-01

**BACKGROUND INFORMATION:** On December 31, Councilmember Markley submitted her resignation from the City Council to assume the responsibilities of the office of mayor for the City of Gig Harbor.

In 2013, the city council adopted Administrative Policy A-13-01 which outlines the process and procedures for filling a vacancy on the city council. This policy provides for the noticing of a vacancy, the collection of applications and the conducting of interviews to allow the city council to make an appointment to the vacant position.

At this meeting, council may direct the mayor (by motion) to deviate from the policy in whatever manner it deems appropriate.

**FISCAL CONSIDERATION:** N/A

Expenditure Required: \$0	Amount Budgeted: \$0	Appropriation Required: \$0
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**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** N/A

**ATTACHMENTS:**

1. Administrative Policy A-13-01 Filling Council Vacancies
2. Proposed Council Vacancy Announcement
3. Proposed Council Vacancy Application

**REVIEWED BY:**

- Mayor
- City Administrator
- City Attorney – N/A

- Finance Director – N/A
- Department Head – N/A

	<b>CITY OF GIG HARBOR – POLICIES AND PROCEDURES</b>	
	<b>TITLE: Filling Council Vacancies</b>	
<b>POLICY MANUAL SECTION &amp; NO.</b> A-13-01	<b>EFFECTIVE DATE: 11/26/13</b> <b>REVISED DATE:</b>	<b>APPROVED:</b>

**PURPOSE**

The purpose of this section is to provide guidance to the City Council when a Gig Harbor councilmember position becomes vacant before the expiration of the official’s elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

**POLICY**

Gig Harbor Municipal Code 2.12.080 Election of councilmembers – Vacancy. Seven councilmembers shall be elected for terms of four years each, with three such councilmembers being elected at one biennial election and four councilmembers being elected at the subsequent biennial election, and shall serve until his or her successor is elected, qualified and assumes office in accordance with RCW 29A.20.040. In the event of a vacancy in a councilmember office, the city council shall, by majority vote, choose and appoint a councilmember to fill said vacancy in the manner set forth in RCW 42.12.010 or other applicable state statute.

**PROCEDURE**

A. Appointment Process

1. A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a councilmember. The councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk’s Office shall prepare and submit a display advertisement to the City’s official newspaper, with courtesy copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Gig Harbor, and (b) have a one (1) year residency in the City of Gig Harbor. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, councilmember powers and duties, the deadline date and time for

submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at the City of Gig Harbor offices and such other locations that the City Council deems appropriate. Copies of the display advertisement will be provided to current members of the City of Gig Harbor Commissions, committees, task forces and other City-sponsored citizen groups. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
5. The City Clerk's Office shall publish public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.
6. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
7. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each councilmember.

## B. Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

1. The applicant shall present his or her credentials to the City Council. (5 minutes)
2. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)
3. An informal question and answer period in which councilmembers may ask and receive answers to miscellaneous questions. (10 minutes)
4. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
5. The Council may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

## C. Voting

Upon completion of the interviews, councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the councilmembers for the purpose of creating a group of candidates to consider. No second is needed.
2. Nominations are closed by a motion, second and majority vote of the Council.
3. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.
4. The Mayor shall poll councilmembers to ascertain that councilmembers are prepared to vote.
5. The City Clerk shall pass out polling slips and instruct each Councilmember to write their name on the top of the slip, and the name of their preferred candidate on the bottom. The Clerk will then collect all slips and read the results into the record. If no applicant receives four or more votes, then a second written poll is conducted, but with the nominee who received the fewest votes on the first vote - removed from consideration.
6. Voting will continue until a nominee receives a majority vote of the remaining councilmembers.
7. At anytime during the election process, the City Council may postpone elections until a date certain or regular meeting if a majority vote has not been received.
8. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
9. The Mayor shall declare the nominee receiving the majority vote as the new councilmember and shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
10. If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Pierce County.

## **REFERENCES**

- RCW 42.30.110(H) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective office.
- RCW 42.30.060 – Prohibition on Secret Ballots.
- RCW 42.12 – Vacant Position.
- RCW 35A.13.020 – Vacancies – Filling of Vacancies in Mayor/Council Form of Government.

## **EXHIBITS**

1. Advertisement / Press Release
2. Application

The Gig Harbor City Council is accepting applications and letters of interest for a council vacancy created by the resignation of Councilmember Tracie Markley on December 31, 2021. Applications for appointment to City Council Position 4 are available on the city's website at [www.cityofgigharbor.net](http://www.cityofgigharbor.net). Completed applications must be submitted no later than 5:00 p.m. on Friday, January 14.

All applicants must complete an application and submit a letter of interest to be considered for the vacant position. Interviews with interested applicants will be held during a special city council meeting on Tuesday, January 18 at 1:00 p.m. If a selection is made, the appointment to office would be effective at the next regular meeting on Monday, January 24.

An eligible applicant must be a registered voter in Gig Harbor at the time of application and must have resided within Gig Harbor city limits for at least one year as of January 18, 2022. The replacement will serve until the position is filled by the election in November 2023.

The city council meets regularly on the second and fourth Mondays of the month. City council members often have committee meetings and other time obligations in addition to the city council meetings. Gig Harbor council members typically spend 10-15 hours weekly fulfilling the duties of office and are compensated \$713 a month; no benefits are included.

To request additional information, please contact Josh Stecker, City Clerk, at 253-853-7613 or by email at [cityclerk@gigharborwa.gov](mailto:cityclerk@gigharborwa.gov).

**APPLICATION FOR CITY COUNCIL VACANCY**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HAVE YOU RESIDED WITHIN GIG HARBOR CIY LIMITS FOR AT LEAST ONE YEAR AS OF JANUARY 18, 2022? \_\_\_YES\_\_\_NO

ARE YOU A REGISTERED VOTER WITHIN GIG HARBOR CITY LIMITS? \_\_\_YES\_\_\_NO

NAME/ADDRESS OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EDUCATIONAL BACKGROUND (including year graduated and Degrees): \_\_\_\_\_

PROFESSIONAL EXPERIENCE: \_\_\_\_\_

ORGANIZED AFFILIATIONS: \_\_\_\_\_

WHY ARE YOU SEEKING APPOINTMENT? \_\_\_\_\_

GENERAL REMARKS: \_\_\_\_\_



**City of Gig Harbor  
City Council Meeting Agenda Bill**

**Meeting Date: January 3, 2022**

**SUBJECT: Suspending City Council Standing Committee Meetings**

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**SUBMITTED BY:** Joshua Stecker, City Clerk

**DEPARTMENT:** Administration

**PHONE:** 853-7638

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**PURPOSE & RECOMMENDATION:** The purpose of this agenda bill is to direct staff to suspend all council committee meetings and bring all matters to the full city council for consideration.

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**SUGGESTED MOTION:** Move to direct the mayor to suspend scheduling of all city council committee meetings through June 2022 and to schedule regular city council study sessions for the Thursdays immediately following each regular city council meeting of each month at 3:00 p.m. The city council shall appoint ad hoc committees to conduct interviews for vacancies that may arise on the city's various advisory bodies.

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**BACKGROUND INFORMATION:** After consulting with city staff, the mayor is recommending that the city council temporarily suspend all city council committee meetings through June of 2022. In lieu of the committee meetings, all committee matters will be presented to the full city council at regularly scheduled study sessions.

The mayor is making this recommendation to ensure that each councilmember has equal access to all information provided by staff.

City staff support this recommendation because it allows staff to address the concerns of all councilmembers equally in one session. In addition, staff can receive clear direction from the majority of council during a study session, rather than relying on direction from a two-or-three member majority of a committee.

At the conclusion of the proposed 6-month hiatus from committee meetings, council will be asked if they would like to return to the former committee structure or continue to meet in study session.

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**FISCAL CONSIDERATION:** N/A

Expenditure Required: \$0	Amount Budgeted: \$0	Appropriation Required: \$0
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**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** N/A

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**ATTACHMENTS:**

1. GHMC Chapter 2.51 Standing Committees
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**REVIEWED BY:**

- Mayor
- City Administrator
- City Attorney – N/A

- Finance Director – N/A
- Department Head – N/A

## **GHMC Chapter 2.51 STANDING COMMITTEES**

Sections:

2.51.010 Appointment of standing council committees.

2.51.020 Duties of committees.

2.51.030 Mayor as ex officio member.

2.51.040 Assignment of members and chair.

2.51.050 Committee meetings.

### **2.51.010 Appointment of standing council committees.**

The city council shall select councilmembers to appoint to the following standing council committees: finance and safety, public works, planning and building, intergovernmental affairs, board and commission candidate review. Each committee shall have three members.

The city council will select committee members based on seniority. Seniority is defined as time served as a city councilmember. Councilmembers of equal time served are determined by a random method by drawing a number from one to seven, one being first, overseen by the city clerk or appointed assistant.

The senior councilmember makes his/her first choice and only one choice until all seven councilmembers choose whether or not to serve on a committee. The next senior councilmember makes his/her first choice, so forth until all members choose in the first round. Then, the second round starts with the most senior member.

Once a committee fills, the choice from the remainder of councilmembers is not an option.

Standing council committees shall be filled at the second regular city council meeting in the month of January on an annual basis. Special committees or ad hoc committees as designated by the city council shall be appointed upon the creation of the committee.

### **2.51.020 Duties of committees.**

The several committees shall fully consider all measures referred to them by the mayor and the city council. They shall also acquaint themselves with the interests of the city and from time to time present such draft ordinances and written reports as in their judgment will advance the interests and promote the welfare of the municipality.

The council committees shall furnish committee reports of the meetings to the remaining city councilmembers.

Committee composition and tasks shall be defined as follows:

Finance and safety committee, which shall consider policies and matters related to the general fiscal and financial operations of the city; budget and financial reports; and policy matters related to personnel including, but not limited to, the salary range schedule, position classifications and salary changes in coordination with

administration, including the city administrator and finance director. The committee shall also consider policies and matters related to police services, community safety, and employee safety, in coordination with administration, police and community development, including the city administrator, chief of police, and community development director.

Public works, which shall consider policies and matters related to parks, water, sewer, storm sewer, utility LIDs and ULIDs, other utilities and solid waste. This committee will consider matter related to pedestrian and vehicular transportation and streets in coordination with operations and engineering.

Planning and building, which shall consider policies and matters related to the comprehensive plan, city code, and annexation policies, in coordination with the community development department, planning commission, design review board, building code advisory board, and hearing examiner.

Intergovernmental affairs, which shall consider policies and matters that require coordination between federal, state, and local government; county and local government; and regional planning bodies and local government.

Board and commission candidate review, which shall be composed of three councilmembers and any other board or commission member that they deem appropriate to review qualifications of board and commission candidates for submission to the mayor and city council as required by city code.

#### **2.51.030 Mayor as ex officio member.**

The mayor shall be an ex officio member to all the above committees. The mayor may also establish and appoint members to other special committees from time to time as he or she deems necessary.

#### **2.51.040 Assignment of members and chair.**

A chair for each committee shall be designated by the committee.

#### **2.51.050 Committee meetings.**

All standing committee meetings shall be held in compliance with the Open Public Meetings Act. All committees shall be supported by city staff to take minutes and provide necessary information for the committees to perform their duties. Committees shall meet during regular working hours unless an emergency exists. Committees may set regular monthly or quarterly meeting times. Meeting agendas are determined by the chair as requested by committee members, mayor or staff and must be posted five days prior to the committee meeting unless an emergency exists.