CITY OF SEQUIM

152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
Public Works (360) 683-4908 FAX (360) 681-0552

# Application for Appointment to Sequim City Council

Thank you for your interest in serving the community as a member of the Sequim City Council.

The timeline for filling the Council vacancy is as follows:

| | |
|---|---|
| Friday, November 16, 2012 | Applications due to City Clerk by 4:00 p.m. |
| Monday, December 10, 2012 | Candidate interviews at regular council meeting which begins at 5:00 p.m. |
| Monday, December 10, 2012 | Potential appointment and swearing in of new Councilmember |

To be considered, your application must be completed and received by the City Clerk at Sequim City Hall, 152 West Cedar Street, no later than 4:00 p.m. on Friday, November 16, 2012. Applications received after 4:00 p.m. will not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

# Councilmember Eligibility Requirements & Public Disclosure

**Eligibility Requirements**

- Must be a registered voter of the City of Sequim
- Continuously reside within the Sequim city limits for a minimum of one year prior to appointment
- Hold no other public office or employment under the city government

**Public Disclosure**

- Once a Councilmember application is filed with the City, it is a public record and available to the public.
- Applications received from all candidates who meet the minimum requirements of state law, will be posted as on the City of Sequim website as part of the Council's meeting packet.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

# City Council Duties, Key Responsibilities & Necessary Skills

**City Council Duties**

The Sequim City Council is the legislative authority of the City of Sequim. The City operates under a Council-Manager form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

The duties of a City Councilmember will likely involve an average minimum commitment of 18-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required to regular City Council meetings which are held on the second and fourth Monday each month. Regular meetings begin at 6:00 p.m. Study sessions, if necessary, begin at 5:00 p.m. From time to time, the City Council or Mayor may call special City Council meetings to handle city business.
- Councilmembers are expected to serve on Council subcommittees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or week days.
- Some travel is expected locally, regionally, and/or within the State of Washington. Councilmembers may also, at their discretion, travel and attend training, education and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials subject to the budgetary limit set for each Councilmember and for the City Council as a whole.
- The monthly Councilmember salary is $150 per month.

**Key Responsibilities**

- Participate with the City Council in setting policy to represent citizen views on public policy
- Hire, evaluate, and/or fire the City Manager
- Approve the annual City budget
- Oversight of City finances
- Work with the City Council to develop a strategic plan and goals for the City

**Necessary Skills**

- Work effectively with the City Council to represent opinions and viewpoints of the citizens
- Work with the City Council in determining the best decision for the entire community

## Applicant Information

(Please type or print)

Applicant Name _____

Street Address _____

Mailing address, if different _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail _____

## Supplemental Questions

On a separate page, please respond to the following questions regarding your interest in the position of Councilmember for the City of Sequim.

1. Why are you interested in serving as a Sequim City Councilmember?
2. What do you wish to accomplish during this appointed tem as a Sequim City Councilmember?
3. Provide an example of a time when you collaborated to arrive at the best decision for everyone involved.
4. Provide an example of a time when you had to support a decision that you may not have agreed with and how you dealt with the circumstance.
5. City Council actions or decisions are not always popular with the citizens. How would you handle a phone call from a citizen who is angry with the decision that was made?

## Cover Letter & Resume

Please attach to this sheet a one-page cover letter and a resume of no more than two pages, along with the answers to the Supplemental Questions.

Please return this page, your cover letter and resume no later than 4:00 p.m. on Friday, November 16, 2012, to:

**Karen Kuznek-Reese, City Clerk**
**Councilmember Application**
**152 West Cedar Street**
**Sequim WA 98382**