CITY OF SEQUIM

152 W. Cedar Street, Sequim, WA 98382
PH (360) 683-4139 FAX (360) 681-3448

ADVISORY BODY MEMBERSHIP APPLICATION

Thank you for your interest in serving on a City of Sequim advisory body! Members of Sequim's boards, commissions, and committees ("advisory bodies"[1]) are appointed by the City Council for a specific term to assist Council in "formulating public policy and transforming policy decisions into action." SMC 2.20.010(C).

To help us get to know you, your interests, and assess your eligibility, please answer the questions below. You are welcome to use additional pages if you need more space. You may also submit a resume with your application.

Please Note: Some advisory bodies have special requirements, such as length of residency, that should be considered before applying for that body. Also please be aware that advisory body members serve without compensation or benefits, and do not possess any independent official responsibility or authority.

APPLICANT INFORMATION	
Name (required)	
Street Address (required)	
Mailing Address (if different than street address)	
Phone (required)	Alternate Phone
Email Address (required)	Employer

[1] City advisory bodies are regulated generally under SMC Chapter 2.20 and more specifically under other chapters relevant to the particular body, e.g., SMC 2.36 for Planning Commission, SMC 2.62 for Parks and Recreation Board, etc.

Information about Sequim's Advisory Bodies can be found at: https://www.sequimwa.gov/214/Boards-Committees

Please choose the Advisory Body you wish to apply or reapply for:

- ☐ Sequim Arts Commission (SAC)
- ☐ Civil Service Commission*
- ☐ Council Salary Commission*
- ☐ Other: _____
- ☐ Parks, Arbor, and Recreation Board (PARB)
- ☐ Planning Commission
- ☐ Lodging Tax Advisory Committee (LTAC)*

Advisory bodies with an "" have special qualifying factors. Please find additional questions below.*

Do you reside within the city limits of Sequim? ☐ Yes ☐No

If yes, how long have you lived within the city limits of Sequim (continuously to present)? _____

Do you live within the boundary of the Sequim School District? ☐ Yes ☐ No

Are you 18 or over? ☐ Yes ☐ No

Are you currently serving, or have you ever served, on any Advisory Body or task force in any jurisdiction?
☐ Yes ☐ No
If yes, please list, including dates of service:

List any special skills, knowledge, or experience you can contribute to the advisory body you are applying for:

How much time are you able to devote to the duties of the advisory body? Describe other limitations on your potential availability for meetings and activities, including requests for reasonable accommodation:

Please describe why you are interested in the advisory body you are applying for:

FOR INDIVIDUALS APPLYING TO THE LODGING TAX ADVISORY COMMITTEE ONLY:

The Lodging Tax Advisory Committee performs the functions and duties described in RCW 67.28.1817 and SMC Chapter 2.68, helping the City administer the use of funds from the 2% special excise tax for lodging authorized by RCW 67.28.180. Members serve a 1-year term. To qualify for voting membership on this committee an applicant must be able to answer "Yes" to *one* of the two questions below and "No" to the other:

Do you work for a business or entity that is required to ***collect*** lodging tax from its customers? ☐ Yes ☐ No	Do you work for a business or entity involved in tourism activities or promotion that is eligible to ***receive*** Lodging Tax Funds? ☐ Yes ☐ No • "Tourism" is defined as economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. • "Tourism promotion" is defined as activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
Name of entity collecting the tax:	Name of entity eligible to receive lodging tax monies:

FOR INDIVIDUALS APPLYING TO THE CIVIL SERVICE COMMISSION:

The Civil Service Commission is governed by RCW 41.12.030 and SMC Chapter 2.40 and exercises various powers and duties in connection with the selection, appointment, and employment of the City's law enforcement personnel. Members serve a 6-year term. Civil Service members are appointed by the City Manager. Applicants for membership on the Civil Service Commission must be able to answer "Yes" to *all* of the following questions:

Are you a citizen of the United States? ☐ Yes ☐ No
Are you registered to vote in Clallam County? ☐ Yes ☐ No
Have you continuously resided within the city limits of Sequim for 3 years or longer? ☐ Yes ☐ No

FOR INDIVIDUALS APPLYING FOR COUNCIL SALARY COMMISSION ONLY:

The Council Salary Commission is governed by SMC Chapter 2.48 and is authorized to periodically review and set the compensation schedules for the City's elected officials. Members serve a 2-year term. Salary Commission members are appointed by majority vote of the City Council. Applicants must answer the following questions:

1. Have you continuously resided within the city limits of Sequim for 6 months or longer? ☐ Yes ☐ No

2. Do you expect to continuously reside within the city limits of Sequim for the 2-year duration of a Salary Commission term? ☐ Yes ☐ No (Moving will result in removal from this commission.)

3. Are you related by blood or marriage to any officer, official, or employee of the City of Sequim? ☐ Yes ☐ No (Immediate family members are prohibited from serving on this commission.)

FOR ALL APPLICANTS (Training):

RCW 42.30 and 42.56 require many public officials to receive training regarding the Public Records Act and the Open Public Meetings Act. Your appointment to a City Advisory Body requires that you must receive this training, as well as the City's Code of Conduct and Anti-Harassment & Non-Discrimination training courses. These training courses must be completed within 90 days of being seated.

Signed under penalty of perjury under the laws of the State of Washington on the ____ day of _____, 20_____, at [*city/state where signed*] _____.

_____

Signature of Applicant

Completed applications can be emailed to clerk@sequimwa.gov, or mailed to City of Sequim Attn: City Clerk, 152 W. Cedar St., Sequim, WA 98382

Questions? Contact the City Clerk at (360) 681-3428.