



City of Sedro-Woolley
 325 Metcalf St
 Sedro-Woolley, WA 98284
 Phone: (360)855-1661
 Fax: (360)855-0707

**Application for Appointment to
 City of Sedro-Woolley City Council Ward No. 3**

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

The timeline for filling the Council vacancy is as follows:

- March 26, 2021** Applications are due to the City Clerk by 4:30 p.m.
- March 31, 2021** Review applications and create a shortlist
- April 7, 2021** Interview the short-listed applicants and select the new Council Member (Special Meeting)

To be considered, your application must be completed and received by the City Clerk at Sedro-Woolley City Hall, 325 Metcalf St Drive, Sedro-Woolley, WA 98284 no later than **4:30 p.m. on Friday March 26, 2021**. Applications received after 4:30 p.m. will not be accepted. Mailing post-marked applications will also not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 4.
- May be submitted in hard copy or electronic form

For further information, please contact:
Doug Merriman, City Supervisor at
(360) 855-1661, or dmerriman@ci-sedro-woolley.wa.us

The application packet should be submitted to:

Christine Salseina, Deputy Clerk
Re: Council Member Recruitment
City of Sedro-Woolley
325 Metcalf St Drive
Sedro-Woolley, WA 98284

csalseina@ci.sedro-woolley.wa.us

Council Member Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Sedro-Woolley City Council, you:

- **Residency Requirement:** Must have continuously resided within Sedro-Woolley’s city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Skagit County, City of Sedro-Woolley.

Please note that:

- Once a Council Member application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Sedro-Woolley's website as part of the Council's meeting packet the week of the initial interview.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the 2021 General Election is certified.
- 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 and Compensation

The Sedro-Woolley City Council is the legislative authority of the City of Sedro-Woolley. The City operates under a Mayor – Council 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, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member 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, Council Member duties include, but are not limited to:

- Attendance is required at regular City Council meetings which are held on the first, second, and fourth Wednesday evenings of each month with the exception of the elimination of the meeting held the first Wednesday of the month in July and August. Meetings begin at 7:00 p.m. and can run to 9:00 p.m. and occasionally later. During COVID precaution times, the City Council meeting start time may be scheduled differently. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Council Members are also expected to serve on regional boards and commissions, and to represent the City Council at various community functions. These meetings and functions can occur before or during business hours and may also occur during the evening or weekend.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Sedro-Woolley is a member. Council Members may also, at their discretion, and within budget constraints, travel and attend training, education, and/or participate in other organizations at the local, regional, State, or in some instances, 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 Council Member and for the City Council as a whole.

The monthly Council Member salary as of January 1, 2021 is \$500.00 per month.

Interview Questions – April 7, 2021

Each candidate selected for an interview should come to the interview prepared to speak to the following or similar questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, human services, fiscal management, solid waste, parks and open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work, or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

APPLICATION FOR APPOINTMENT TO SEDRO-WOOLLEY CITY COUNCIL WARD 3

Applicant Information

(Please type or print)

Applicant Name _____

Residence Address _____

Mailing Address
(If different) _____

Home Phone _____ Cell Phone _____ Other _____

E-mail Address _____

Are you registered to vote within Skagit
County, City of Sedro-Woolley? _____

Date of Residency within Sedro-Woolley
City Limits _____

Have you continuously lived in Sedro-Woolley
City Limits since the Start date above? _____

Do you meet the Residency Requirements? _____

Résumé

Experience

Provide the following information for each corresponding labeled section: _____

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) _____
b) _____
c) _____

2. a) _____
b) _____
c) _____

3. a) _____
b) _____
c) _____

4. a) _____
b) _____
c) _____

5. a) _____
b) _____
c) _____

6. a) _____
b) _____
c) _____

7. a) _____
b) _____
c) _____

8. a) _____
b) _____
c) _____

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location
- b) Degree earned, or describe subjects studied
- c) Dates of attendance, or year of completion

1. a) _____
b) _____
c) _____

2. a) _____
b) _____
c) _____

3. a) _____
b) _____
c) _____

4. a) _____
b) _____
c) _____

- 5. a) _____
- b) _____
- c) _____

Related Skills

- 1. _____
- 2. _____
- 3. _____

Selected Accomplishments

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Sedro-Woolley on the following spaces provided:

1. Why are you interested in serving as a Sedro-Woolley City Council Member?

2. What strength would you bring to the Council?

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Sedro-Woolley community. Address its relevance to the position of Sedro-Woolley City Council Member.

5. What do you wish to accomplish during this appointed term as a Sedro-Woolley City Council Member?

6. What is your vision for our City and community?

7. Do you participate in or are involved in any contract(s) with the City of Sedro-Woolley? Please explain your involvement.

8. Do you hold any other elected public office? If yes, please describe the offices held.

9. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return this completed application to the Deputy City Clerk at Sedro-Woolley City Hall, 325 Metcalf St Drive, Sedro-Woolley, WA 98284 **no later than 4:30 p.m. on Friday, March 26, 2021.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

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