

# City of Poulsbo

Office of the City Clerk



## POULSBO CITY COUNCILMEMBER RECRUITMENT

Notice is hereby given that the City Clerk's Office is accepting applications from eligible residents for appointment to City Council Position No. 6 to fill an anticipated vacancy. The term will begin upon appointment by the City Council and will expire upon certification results of the next regular election, November 2025 (RCW 42.12.070(6)).

### Qualifications for Office and Responsibilities of the City Council

Citizens seeking appointment to the City Council must be qualified electors (have the ability to register to vote) and City residents for one year immediately preceding the time of application.

The Council is responsible for enacting all legislation, developing policies, and making general decisions for governing the City. Council duties include adopting and amending City laws; approving the budget; establishing City policies and standards; approving contracts and agreements; and representing the City. The Council meets the first three Wednesdays at 5:00 p.m. each month in the City Council Chambers at City Hall. Other meeting requirements include attendance at Council Committee Meetings, liaison appointments and occasional special meetings. Four Councilmembers constitute a quorum for the transaction of business.

Compensation for this position is an annual salary of \$12,000.

Interested residents may pick up application packets at City Hall, 200 NE Moe Street, 3<sup>rd</sup> floor or may have them mailed by calling the City Clerk's office at 360-779-3901. Application materials are also available on the City's website: [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com).

Applications must be **received by 4:30 p.m. on Friday, March 22, 2024. A mailing postmark date will NOT be acceptable.** Qualified applicants will be interviewed on Saturday, March 30, 2024.

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# City of Poulsbo

*Office of the City Clerk*



## **APPLICATION FOR APPOINTMENT TO POULSBO CITY COUNCIL POSITION No. 6**

Thank you for your interest in serving the community as a member of the Poulsbo City Council. The term will begin upon appointment by the City Council and will expire upon certification results of the next regular election, November 2025 (RCW 42.12.070(6)).

To be considered, your application must be completed, signed, and received by the City Clerk's Office at Poulsbo City Hall, 200 NE Moe Street, 3<sup>rd</sup> floor, **no later than 4:30pm on March 22, 2024. Mailing postmark is NOT acceptable.** Additional written information after this date will not be accepted, unless requested by the City Council.

With this application, please submit the following items:

- A cover letter indicating your interest and general qualifications for the position.
- Answers to the Supplemental Questions of **no more than six pages total.**
- A resume of **no more than two pages.**

Qualified applicants will be interviewed on Saturday, March 30, 2024.

For further information, or if you have special needs regarding the application or the interview process, please contact the City Clerk's office at (360) 394-9880.

This application and any correspondence should be addressed to:

City of Poulsbo  
Attn: City Clerk's Office  
200 NE Moe Street  
Poulsbo, WA 98370

### **Public Disclosure Notice**

- Once a Councilmember application is filed with the City, it becomes a matter of public record.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplement questions, will be posted on the City of Poulsbo website as part of the Council's meeting packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

(Please print or type all information)

Applicant Name\_\_\_\_\_

Address\_\_\_\_\_ Zip Code\_\_\_\_\_

Home phone\_\_\_\_\_ Work phone (optional)\_\_\_\_\_

Email \_\_\_\_\_

Are you related to any elected City official or staff member? If yes, please explain.\_\_\_\_\_

\_\_\_\_\_

Occupation:\_\_\_\_\_

\_\_\_\_\_

Education:\_\_\_\_\_

\_\_\_\_\_

Professional and/or community activities, including boards and commissions:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any experience that would assist you in serving on the City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**To be eligible for appointment to the Poulsbo City Council, you:**

- Must have continuously resided within the Poulsbo City limits for a minimum of one year prior to your appointment to the council; and
- A registered voter in the City of Poulsbo (RCW 35.23.031).

1) How long have you been a resident of the City of Poulsbo? \_\_\_\_\_ (RCW 35A.12.030)

2) How long have you continuously lived at your current address? \_\_\_\_\_

If you have lived at your current address for less than one year, please answer the following questions:

- What was your previous address(es): \_\_\_\_\_
- How long? \_\_\_\_\_

3) If you are appointed, you will need to complete and file a financial disclosure statement with the Public Disclosure Commission. Are you willing to do so? Yes\_\_\_\_ No\_\_\_\_  
(Visit <https://www.pdc.wa.gov/registration-reporting/personal-financial-affairs-disclosure> for more info on the statement)

4) Do you object to your application and all attachments being disclosed to the public?  
Yes\_\_\_\_ No\_\_\_\_.

5) Do you hold, or do you participate, or are you involved in any contract(s) with the City of Poulsbo? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain\_\_\_\_\_

6) Do you hold any other elected public office? Yes\_\_\_\_ No\_\_\_\_

If yes, please state what office and where? \_\_\_\_\_

7) Are you willing to prepare, participate, and attend the various meetings and to do the duties outlined in Page 5, Attachment A – City Council Duties? Yes\_\_\_\_ No\_\_\_\_

The selection process will include a personal interview(s) with the City Council. Interviews will be held on March 30, 2024. Eligible candidates will be notified of the interview times.

Under the laws of perjury of the State of Washington, I declare that the information contained in this application and all attachments to it are true to the best of my knowledge. I also swear, or affirm, that if appointed, I will support the Constitution of the United States of America and the Constitution and laws of the State of Washington.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## **Supplemental Questions**

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Poulsbo on separate pages using no more than six pages total.

- 1) Why are you interested in serving as a Poulsbo City Councilmember?
- 2) What strengths 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 Poulsbo community. Address its relevance to the position of Poulsbo City Councilmember.
- 5) What do you wish to accomplish during this appointed term as a Poulsbo City Councilmember?
- 6) What is your vision for the city and community?
- 7) Why do you feel you know the issues and concerns of the citizens of Poulsbo?
- 8) The appointment for this position will last through the general election in 2025. Are you willing to run for election to the City Council in 2025?
- 9) Is there anything else that you may wish to add that would help us get to know you a little better?

## **Attachment A**

### **City Council Duties and Compensation**

The Poulsbo City Council is the legislative authority of the City of Poulsbo. It adopts ordinances providing for city-wide governance, general policy, city budget, approves contracts and it is the land use policy decision-making body for our city. The council, through proper oversight, also reviews the operation of all city programs and services.

The term will begin upon appointment by the City Council and will expire upon certification results of the next regular election, November 2025 (RCW 42.12.070(6)).

The duties of a city councilmember will likely involve an average minimum commitment of 20 - 30 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 at regular City council meetings, which are held the first three Wednesday evenings of each month at 5:00pm. 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 ad-hoc committees, 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 some weekends, and during some weekdays.
- Some travel is expected locally, regionally, and/or within the state of Washington, involving various organizations which the city of Poulsbo is a member. 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 instance 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.

Compensation for this position is an annual salary of \$12,000.