



City of DuPont

1700 Civic Drive · DuPont, Washington 98327
Telephone 253.964.8121 · Fax 253.964.3554 · www.dupontwa.gov

DuPONT CITY COUNCIL COUNCIL VACANCY · POSITION No. 6 COUNCILMEMBER by APPOINTMENT

APPLICANT PACKET

Dear Applicant:

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

An anticipated vacancy may occur on the DuPont City Council as of April 1, 2019. The Council is seeking to appoint an individual to serve for the unexpired term for the potentially vacant Council seat until the next general election in November 2019.

To be considered for this position, applications must be completed, signed and received at DuPont City Hall, ATTN: Karri Muir, City Clerk, 1700 Civic Drive, DuPont, WA 98327, **no later than 4:00 p.m. on Tuesday, March 19, 2019. Faxes, emails and late arriving mail will not be accepted.**

Please submit a letter of interest for the position with the completed application. The letter of interest should include: 1) applicable experience; 2) philosophy on a Councilmembers role in City government; and 3) your thoughts on the most significant issues facing the City in the short and long term. Current resumes may also be included but will not serve as a substitute for a completed application.

For further information or assistance with special needs, please contact Karri Muir, City Clerk, at 253-964-8121.

Any and all correspondence should be addressed and sent to:

**DuPont City Hall
Attn: Karri Muir, City Clerk
Councilmember Vacancy
1700 Civic Drive
DuPont, WA 98327**

DUTIES, RESPONSIBILITIES & COMPENSATION

General Purpose of City Council

City Councilmembers serve at large and represent residents and businesses in DuPont by setting policy, adopting the annual budget, and representing DuPont in outside intergovernmental organizations, boards, commissions and committees.

Duties of the City Council

The City Council has the power to tax; borrow money; set policies; operate and supply utilities and municipal services; set employee compensation; acquire, improve, maintain, beautify or vacate public property; and render local social, cultural or recreational services as they see fit.

Council duties in DuPont include reviewing, researching, studying, discussing and deciding issues with varying amounts of detail. Background materials for committee and Council issues are provided. Listening to community representatives involves meetings, personal contact and some home phone calls.

All City Council positions require attendance at one evening Regular Council meeting (7:00 p.m., can last until 10:00 p.m.), one workshop and Council Committee each month (beginning at 6:00 p.m., and can last until 10:00 p.m.), service on task forces and committees which meet as necessary, one weekend retreat (at a minimum), and other special meetings and events at which Councilmembers represent the City. Councilmembers shall also attend seminars sponsored by the Association of Washington Cities (AWC) to receive CML certification.

Term of Office for Position No. 6

Partial term; serves until the General Election in November 2019.

Any person wishing to serve the remaining portion of the term will need to file for office with Pierce County at

<https://www.piercecountywa.gov/329/Candidates>

Compensation:

\$600 per month

SPECIAL MEETING INTERVIEW PROCESS

Candidate interviews will take place at a Special Meeting of the full Council on **April 2, 2019, at 6:00 pm** in the Council Chambers.

The interview process will be run and moderated by the Interim Deputy Mayor.

Candidate interviews will be limited to 30 minutes each. Each candidate shall have five minutes at the beginning of the interview to provide a brief introduction and overview of their interest and qualifications. The remaining 25 minutes will be designated for a predetermined set of questions to be asked by Councilmembers. The interview questions will be provided to candidates in advance of the interview.

As a matter of fairness, candidates shall be excluded from Council Chambers prior to their interview. Once interviewed, the City requests the candidate to voluntarily excuse themselves from Council Chambers in respect to their fellow candidates.

IMPORTANT INFORMATION

Persons appointed to fill a vacant elective office **must** file a financial affairs statement with the Public Disclosure Commission detailing certain financial information about themselves, their spouse and any dependent children which then becomes public information for anyone to access. More information can be obtained from the Public Disclosure Commission, P.O. Box 40908, Olympia, WA 98504-0908 or by calling 1-877-601-2828. This is a State requirement of all appointed and elected officials. Additionally, annual financial reports are required of all elected officials.

Appointment Application Council Vacancy Position No. 6

Applicant Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Eligibility Requirements, Notification and Signature

Councilmembers for the City of DuPont must reside within City limits and be registered voters in Pierce County, Washington. In order to be eligible for appointment to a Council vacancy, applicants must have lived in the City of DuPont for 12 consecutive months prior to being appointed to office.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature	Date
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Additional Information

Are you a registered voter in Pierce County, WA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a resident of the City of DuPont?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
How long have you been a resident of the City of DuPont?		
How long have you lived at your current address?		
<i>If you have lived at your current address for less than 12 months, please list your previous address.</i>		
Previous address and length of time at address.		
Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of DuPont?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain.		

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur in the evenings, on weekends, and/or during the weekday.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Councilmembers feel they are most effective in their duties when they commit 10 to 15 hours per week to Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the DuPont City Council?

YES NO

Have you ever attended a DuPont City Council meeting?

YES NO

If yes, please estimate how many Council meetings you have attended in the past year.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of DuPont.

Why are you interested in serving as a DuPont City Councilmember?

The term for this appointed position will be effective until the next general election in November 2019. What do you hope to accomplish during this time?

Councilmember position No. 6 will be up for election in November 2019. Do you intend, and are you willing to run for the elected position?

Identify the three highest priorities you believe the City of DuPont needs to address. How do you propose to address each priority?

Discuss your qualifications relevant to the position of DuPont City Councilmember.

Where do you see yourself in four years?

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