



June 7, 2018

## **APPLICATION PACKET FOR OPEN CITY COUNCIL POSITION**

The City of North Bend is seeking applicants to fill one vacant position on the North Bend City Council. Interested citizens are encouraged to apply.

### **Background Information**

North Bend has a Mayor-Council form of government with an elected Mayor and a seven-member City Council. The appointed Councilmember will serve until certification of the 2019 General Election (November 2019).

City Council meetings are held the first and third Tuesdays of each month at 7 p.m., with a City Council Workstudy held the fourth Tuesday of each month at 7 p.m. Regular attendance at Council Meetings and Workstudies is required. In addition, there are Council Committee meetings, Special meetings, Town Hall meetings and various regional meetings that require attendance.

### **Minimum Requirements**

In order to be eligible for a City Council seat, a person must be at least 18 years of age, a registered voter, and have lived within the City limits of North Bend for at least one year.

### **Appointment Process**

In order to be considered for the Council position, please submit a completed City Council application with a resume outlining applicable professional background and community/civic experience. Applicants will be interviewed by the City Council at a Special Council Meeting on July 10, 2018 at 7 p.m. at Mt Si Senior Center located at 411 Main Ave. S.

**Completed application packets must be received by the City of North Bend by 4:00 p.m. on Thursday, June 28, 2018. Applications received after 4:00 p.m. will not be accepted.** Application packets can be hand delivered to North Bend City Hall, 211 Main Ave. N, or mailed to City of North Bend, PO Box 896, North Bend, WA, 98045.

For more information contact Susie Oppedal, City Clerk, at 425-888-7627 or by email at [soppedal@northbendwa.gov](mailto:soppedal@northbendwa.gov).

Received Stamp



City Clerk's Office
soppedal@northbendwa.gov
211 Main Ave. N
PO Box 896 • North Bend, WA 98045
425-888-7627 • FAX 425-831-6200
www.northbendwa.gov

City of North Bend Council Application

Please clearly fill in the application below

Applicant Information

Name: Occupation:
Address: Cell Phone:
Mailing: Home Phone:
(if different) Business Phone:
Email:

Other Information

Do you own a business in North Bend? Are you a registered voter in North Bend?
If yes, name & location of business: Have you lived in the current city limits of North Bend for at least one year?

Q & A (If extra space is need please attach additional comments and limit to one extra sheet only)

- 1. Reason you are interested in serving 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. What knowledge, experience or skills do you have in any of the following areas:

- Land use planning and/or regulations:
- Water, sewer, stormwater utilities planning & regulations:
- Parks, open space, or property acquisition and master planning:
- Legislation or reviewing codes or laws:
- Budgets (corporate, municipal or personal):

4. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. land use, transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)

5. 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?

6. Can you foresee possible conflicts of interest with any of your current employment, ownership interests or civic positions?

7. Council Meetings & Workstudies are held on Tuesday evenings at 7:00 p.m., some additional Committee meetings are required. Are there days or evenings you would be unavailable to meet?

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Signature

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Date

## **City Council Responsibilities Duties & Compensation**

The North Bend City Council is the legislative authority for the City of North Bend. The City operates under a strong Mayor/Council form of government. The seven-member City Council serves as the legislative body of the City and are responsible for setting policy, adopting the budget, adopting laws, determining the services to be provided and the funding level for those services, and confirming the Mayor's appointment of citizens to its advisory commissions.

The duties of a City Councilmember will likely involve a time commitment of at least a minimum of 40 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:

- Required attendance at regular City Council meetings which are held on the first and third Tuesdays of each month and a regular Council Workstudy held on the fourth Tuesday of each month. Council meetings and workstudies are held at 7 p.m. and are typically two hours in length but may last longer if needed. Occasionally attendance is required at Special Council Meetings or Town Hall meetings.
- Councilmembers are expected to serve on Council Committees regularly scheduled at a time mutually agreed upon by Committee members. Councilmembers also serve on regional boards and committees, as well as attend community functions. These various meetings and functions typically occur in the late afternoon or evening during the week, however, occasional attendance at an early morning or weekend event may be required.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations which the City of North Bend is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional and state level. Travel, education, and training expenses 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 \$500 per month, plus a stipend for attending regional committee meetings and certain non-regional meetings.