



Small Town. Real Life.

April 19, 2017

**NOW ACCEPTING APPLICATIONS FOR OPEN CITY COUNCIL POSITION**

Dear Duvall Citizens:

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

**Background Information**

Duvall has a mayor-council form of government with an elected mayor, Mayor Ibershof, and a seven member City Council. The appointed councilmember will serve in the office until the next General Election is certified (end of November 2017).

City Council meetings are held the first and third Tuesdays of each month at 7:00 p.m., preceded by a Committee of the Whole (COW) Workshop at 5:30 p.m. Regular attendance at Council Meetings and COW Workshops is required. In addition, there are often public meetings or special meetings on specific issues that require attendance.

**Minimum Requirements**

In order to be eligible for a city council seat, a person must be a registered voter of the city at the time of filing his/her declaration of candidacy and have been a resident of the city for at least one year.

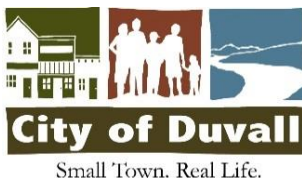
**Appointment Process**

In order to be considered for the council position, please submit an application packet including a City Council application and a letter of interest detailing your interest in being a Duvall Councilmember. You may include discussion of any civic or other experience. You will likely be interviewed by one or more Councilmembers, and will be asked to participate in an interview at a regular Duvall City Council meeting. The appointment procedures are attached.

Application packets are available on the City's web page, [www.duvallwa.gov](http://www.duvallwa.gov) and at City Hall, 15535 Main Street NE, Duvall. **Completed application packets must be received by the City of Duvall by 3:00 p.m. on April 28, 2017.** Application packets can be hand delivered to Duvall City Hall, 15535 Main Street NE, or mailed to City of Duvall, PO Box 1300, Duvall, WA, 98019.

For more information, contact Jodi Wycoff, City Clerk, at 425-788-1185 or [jodi.wycoff@duvallwa.gov](mailto:jodi.wycoff@duvallwa.gov).

Received Stamp



**City Clerk's Office**  
[cityclerk@duvallwa.gov](mailto:cityclerk@duvallwa.gov)  
 15535 Main Street NE  
 PO Box 1300 • Duvall, WA 98019  
 425-788-1185 • FAX 425-788-8097  
[www.duvallwa.gov](http://www.duvallwa.gov)

### City of Duvall Council Application

Please clearly fill in the application below and review the attached Council Vacancy & Appointment Procedures.

#### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mailing (if different) \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Email: \_\_\_\_\_

#### Education

High School Name: \_\_\_\_\_ College Name: \_\_\_\_\_  
 Other: \_\_\_\_\_ Degree: \_\_\_\_\_

#### Other Information

Do you own a business in Duvall?  Yes  No  
 If yes, name & location of business: \_\_\_\_\_  
 Are you a registered voter in Duvall?  Yes  No  
 Have you lived in the current city limits of Duvall for at least one year?  Yes  No

#### Q & A

List the skills and experience that you would bring to the Duvall City Council:

Please explain why you wish to serve on the City Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Duvall City Council Responsibilities**

What exactly does it mean to be a Duvall City Councilmember?

Holding an elected office requires a strong commitment to the community. There are city and state codes that legally define a councilmember's role, but many councilmembers have read those codes and then asked, "but what am I supposed to DO?" Every city council operates a little differently. This outline is meant to be a description of what a councilmember's role is in Duvall.

The Duvall City Council is an elected body of seven members. The Council's main responsibility is to set policy for the City. The City Council has an important role in the budget process. The Mayor is responsible for ensuring that policies set by the Council are carried out. The City Council uses a "Committee of the Whole" workshop process to allow individual Councilmembers the ability to gain a better understanding of specific policy issues. In addition to keeping current on local policy issues, Councilmembers also need to stay informed on issues at the State and County level that could affect the city.

City Council meetings are held on the first and third Tuesdays of each month at 7:00 p.m. Council meetings are preceded at 5:30 p.m. by a more informal Committee of the Whole Workshop (*a committee consisting of all seven City Councilmembers*). Regular attendance at Council meetings and workshops is crucial.

Significant time must be set aside for reading and researching as well as for Council meetings, workshops, and other meetings. The personal rewards for serving on the Council can be great – not monetarily (the rate of pay is \$500 per month), but by being able to contribute to the betterment of the community and by having the opportunity to meet and work with many diverse and dedicated individuals.

# **City of Duvall**

## **Councilmember Vacancy & Appointment Procedures**

### **7.2 Filling of City Council Vacancies**

Pursuant to RCW 42.12, should a council position become vacant for any reason (resignation or removal) before the expiration of the Councilmember's term of office, the position shall be filled only until the next regular municipal election to serve the remainder of the unexpired term. A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember vacating his/her position cannot participate in the appointment process.

As a matter of council policy, the Council shall schedule the appointment process and vote at the end of new business on the agenda where action is to be taken on the filling of City Council Vacancies.

### **7.3 Appointment Process**

- A. The City will advertise the position for a minimum of 21 days.
- B. Staff receives and distributes applications to City Councilmembers after closing date (staff verifies the address of each applicant to verify they are residing in the City limits).
- C. Each Councilmember telephones or personally interviews each candidate.
- D. If there are 3 or less candidates, skip to step F. If more than 3 candidates apply, the field of candidates is narrowed to three 3 in the following manner:
  1. In a Council Meeting, Council goes into executive session to discuss the qualifications of each candidate.
  2. When the Council Meeting resumes, a vote by matrix is conducted in open secession.
  3. Each Councilmember receives one vote per candidate.
  4. Candidates with the top 3 quantities of tallied votes will be selected for subsequent interviews.
  5. Ties will be determined by a subsequent runoff vote, preferably conducted during the same meeting, until three candidates remain.
- E. Staff notifies all candidates of status.
- F. Remaining candidates attend a Council Meeting to be publicly interviewed and compete for selection in the following manner:
  1. Questions asked in the interviews will be determined in advance by the City Council. Each Councilmember will submit 1-2 questions by email to the Mayor Pro Tem at least one week prior the Council Meeting when interviews are scheduled. The Mayor Pro Tem will review those questions and come up with a slate of questions to be asked of candidates.
  2. During a Council Meeting, the Mayor Pro Tem will ask each candidate the same 2-3 questions while other candidates stay outside the room during individual interviews.
  3. After interview, candidate can make a 2 minute closing statement.

4. After interviews are completed, Council shall go into executive session to discuss the qualifications of each candidate.
  5. When the Council Meeting resumes, a vote by matrix is conducted in open session.
  6. Each Councilmember receives one vote per candidate.
  7. Ties will be determined by a subsequent runoff vote, preferably conducted during the same meeting, until one candidate remains.
- G. Councilmember to fill position is named and may be sworn-in at that time.