

APPLICATION FOR APPOINTMENT TO BLACK DIAMOND CITY COUNCIL POSITION #4

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

The timeline for filling the Council vacancy is as follows:

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| Friday, March 2, 2012: | Applications due to Asst. City Admin/City Clerk by 4:30 p.m. |
| Thursday, March 8, 2012: | Candidate interviews (Special Meeting, 7:00 p.m.) |
| Thursday, March 15, 2012: | Council vote and appointment (Regular Meeting, 7:00 p.m.) |

To be considered, your application must be completed and received by the Asst. City Admin/City Clerk at Black Diamond City Hall (24301 Roberts Drive, Black Diamond) **no later than 4:30 p.m. on Friday, March 2, 2012.** Applications received after 4:30 p.m. will not be accepted. Additional written information after this date will not be accepted unless requested by the City Council. For additional information please contact Asst. City Admin/City Clerk Brenda L. Martinez at 360-886-5700 or bmartinez@ci.blackdiamond.wa.us.

Please submit the following items:

- Application (see page 3)
- A **1 page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 2 pages.**
- Answers to the Supplemental Questions of **no more than 3 pages total.**

The application and any correspondence should be addressed to:

**Brenda L. Martinez, Asst. City Admin/City Clerk
Black Diamond Councilmember Recruitment
PO Box 599
24301 Robert Drive
Black Diamond, WA 98010**

Councilmember Eligibility, Requirements and Public Disclosure

To be eligible to be appointed to the Black Diamond City Council, you must have continuously resided within Black Diamond city limits for a minimum of one year prior to your appointment to the Council, and must be a registered voter in the City of Black Diamond.

If you hold, participate in, or are involved in any contract(s) with the City of Black Diamond or if you hold any other elected public office, please explain in your cover letter.

Please note that:

- Once a Councilmember 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 Black Diamond website as part of the Council's meeting packet the Monday prior to the candidate interviews.
- 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 & Compensation

The Black Diamond City Council is the legislative authority of the City of Black Diamond. The City operates under a Mayor-Council form of government. The five-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 confirming citizens to commissions.

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

- Attendance is required at regular City Council meetings, which are held on the first and third Thursday of each month at 7:00 p.m. Regular Town Hall meetings, which are held on the second Thursday of each month from 7:00 p.m. to 9:00 p.m. From time to time, the City Council or Mayor may call special City Council meetings to handle City business.
- Councilmembers are expected to serve as liaisons to the City's Commissions and on Council Standing Committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, 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 of which the City of Black Diamond 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 instances 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 the City Council as a whole.

The monthly Councilmember salary is \$160 per month.

Sample Interview Questions

The following questions are examples of what may be asked during the interview process at the Special Council Meeting on Thursday, March 8, 2012 (7:00 p.m.):

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, water supply, human services, water quality, fiscal management, solid waste, parks & 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 their interview.

APPLICATION FOR APPOINTMENT TO BLACK DIAMOND CITY COUNCIL POSITION #4

Applicant Information

(Please type or print)

Applicant Name _____

Residence Address _____

Home Phone _____ Work Phone _____

Email _____

Cover Letter and Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Black Diamond on separate pages, using no more than 3 pages total:

1. Why are you interested in serving as a Black Diamond City Councilmember?
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, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Black Diamond community. Address its relevance to the position of Black Diamond City Councilmember.
5. What do you wish to accomplish during this appointed term as a Black Diamond City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else you would like to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the Asst. City Admin/City Clerk at Black Diamond City Hall (24301 Roberts Drive) **no later than 4:30 p.m. on Friday, March 2, 2012.** Applications received after 4:30 p.m. will not be accepted.

The application and any correspondence should be addressed to:

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STATE LAW REGARDING COUNCIL VACANCIES

RCW 42.12.030 - Term of person elected to fill vacancy.

Whenever any officer resigns his office before the expiration of his term, or the office becomes vacant from any other cause, and at a subsequent special election such vacancy is filled, the person so elected to fill such vacancy shall hold office for the remainder of the unexpired term.

RCW 42.12.070 - Filling nonpartisan vacancies.

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

(1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.

(2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

(5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

*(6) As provided in *RCW 29.15.190 and 29.21.410, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected that occurs twenty-eight or more days after the occurrence of the vacancy. If needed, special filing periods shall be authorized as provided in *RCW 29.15.170 and 29.15.180 for qualified persons to file for the vacant office. A primary shall be held to nominate candidates if sufficient time exists to hold a primary and more than two candidates file for the vacant office. Otherwise, a primary shall not be held and the person receiving the greatest number of votes shall be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.*

*If an election for the position that became vacant would otherwise have been held at this general election date, only one election to fill the position shall be held and the person elected to fill the succeeding term for that position shall take office immediately when qualified as defined in *RCW 29.01.135 and shall service both the remainder of the unexpired term and the succeeding term.*



NOTICE OF COUNCIL VACANCY RECRUITMENT

The City of Black Diamond is seeking applicants for the City Council to fill a vacancy for the unexpired term of Position #4, due to the resignation of Williams Saas. The term will commence once a candidate is appointed by a majority vote of the City Council, and will expire after the results of the general election to be held in November 2013 have been certified.

The City of Black Diamond operates under a Mayor-Council form of government. The five-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 the City provides and the funding levels for those services, and confirming citizens to commissions.

The timeline for filling the Council vacancy is as follows:

- **Friday, March 2, 2012:** Application due to the Asst. City Admin/City Clerk by 4:30 p.m.
- **Thursday, March 8, 2012:** Candidate interviews beginning at 7:00 p.m. (Special City Council Meeting at Council Chambers)
- **Thursday, March 15, 2012:** Council vote and appointment of new Councilmember (Regular Council Meeting at Council Chambers)

Residents interested in applying for the Council vacancy must have resided in the City of Black Diamond for at least one year prior to Council appointment and must be registered to vote. Interested residents may obtain application forms at City Hall, located at 24301 Roberts Drive, Black Diamond, WA 98010 or on the City's website www.ci.blackdiamond.wa.us under "In the Spotlight" on the homepage.

For more information about this Council vacancy position, contact Assistant City Administrator/City Clerk Brenda L. Martinez at 360-886-5700 or bmartinez@ci.blackdiamond.wa.us

Applications must be received at City Hall located at 24301 Roberts Drive by 4:30 p.m. on **Friday, March 2, 2012**. A mailing postmark date will NOT be accepted.

Posted: February 17, 2012