

**WASHOUGAL CITY COUNCIL  
APPLICATION PACKET  
POSITION #1**

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

The timeline for filling the Council vacancy is as follows:

**Wednesday, March 24, 2021: Application packets due to the City Clerk by 5 pm.**

**The date for interviews and appointment will be at a special meeting held 6:00 PM on Monday, March 29, 2021.**

To be considered, your application packet must be completed and received by the City Clerk at Washougal City Hall, 1701 C Street, Washougal, WA 98671 by **Wednesday, March 24, 2021**. Application packets received **after 5:00 pm will not be accepted**. Additional written information after this date will not be accepted, unless requested by the City Council.

Please submit the following items:

<ul style="list-style-type: none"> <li>• Application Form (see page 3)</li> <li>• A <b>1 page cover letter</b> indicating your interest and general qualifications for the position.</li> <li>• A resume of <b>no more than 2 pages</b>.</li> </ul>	<p>For further information, please contact Jennifer Forsberg, City Clerk at 360.835.8501 ext. 503 or <a href="mailto:jennifer.forsberg@cityofwashougal.us">jennifer.forsberg@cityofwashougal.us</a>.</p> <p>The application packet and any correspondence should be addressed to: <b>Jennifer Forsberg, City Clerk Washougal City Hall 1701 C Street Washougal, WA 98671</b></p>
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**Councilmember Eligibility, Requirements & Public Disclosure**

**To be eligible to be appointed to the Washougal City Council, you:**

- Must have continuously resided within the Washougal 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 Washougal.

If you hold, participate in or are involved in any contract(s) with the City of Washougal, please explain your involvement in your cover letter.

If you hold any other elected public office, please state what office and where in your cover letter.

**Please note that:**

- Once a Councilmember application packet is filed with the City, it is a public record available to the public.
- Application packets received from all candidates who meet the minimum requirements of State law, will be posted on the City of Washougal website as part of the Council's meeting packet the week of the 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)).

## City Council Duties & Compensation

The Washougal City Council is the legislative authority of the City of Washougal. The City operates under a Council/Manager form of government. The seven member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, and determining the services to be provided and the funding levels for those services.

The duties of a City Councilmember will likely involve an average minimum commitment of 18-24 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 second and fourth Monday evenings of each month starting at 7:00 p.m. In addition, City Council Workshops are held on the second and fourth Monday evenings of each month starting at 5:00 p.m. From time to time, the City Council or Mayor may call special City Council meetings. Attendance is also required at the Council's annual Planning Session.
- Councilmembers are expected to serve on Council 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 week days.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Washougal 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 each councilmember and for the city council as a whole.

The monthly Councilmember salary as of January 1, 2021 is \$587 per month.

## Interview Questions

Each Candidate should come to the interview prepared to speak to the following questions:

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. 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. 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 the interview.

**WASHOUGAL CITY COUNCIL**  
**APPLICATION PACKET FOR APPOINTMENT**  
**POSITION #1**

*(Please type or print)*

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

Residence Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please return this form, your one page cover letter, and resume of no more than two pages to the City Clerk at Washougal City Hall, 1701 C Street, Washougal, WA 98671 **no later than 5:00 p.m. on Wednesday, March 24, 2021.** Application packets received after 5:00 pm will not be accepted.

The application packet and any correspondence should be addressed to:

**Jennifer Forsberg, City Clerk**  
**Washougal City Hall**  
**1701 C Street**  
**Washougal, WA 98671**