



# CITY COUNCILMEMBER APPLICATION FACT SHEET AND INSTRUCTIONS

City Council Position #1 of the Stevenson City Council is vacant as of June 20, 2024. To fill this Council position, the City Council will be appointing a Stevenson resident to serve in this role. The appointment by the City Council may commence on July 18, 2024 and expire upon the certification of the 2025 election results in November 2025, as the position will subsequently be filled in the 2025 election cycle.

## WHO MAY APPLY?

- Registered voters who have been residents of Stevenson for at least one year may apply for this position using the attached application form.

## APPLICATION INSTRUCTIONS AND PROCEDURES

- If you are interested in serving in this Council position, you must complete and submit the City Councilmember Application Form by **11:59 p.m. on Wednesday, July 17, 2024.**
- Application Forms may be submitted using the online form on the City website at: <https://www.ci.stevenson.wa.us/citycouncil/page/city-council-vacancy>. Application Forms may also be mailed, delivered in person, or scanned and emailed to the City Administrator:

***City of Stevenson – City Administrator  
7121 E. Loop Rd/PO Box 371, Stevenson, WA 98648  
Phone: (509) 427-5970 Email: [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)***

- Please fill out the Application Form as accurately and as comprehensively as possible. If you need additional space, you may include additional sheets of paper.
- As noted on the Application Form, you may also attach a resume instead of listing your educational, occupational, and community/volunteer work background requested in Questions 1-3 on the Application Form.
- The successful candidate will also be required to file a Personal Financial Affairs Statement with the Public Disclosure Commission within two weeks of appointment.

## ABOUT THE STEVENSON CITY COUNCIL

- As the City's governing body, Stevenson's five elected part-time City Councilmembers establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises.

- The mayor is elected and serves four-year terms and serves as the city's chief administrative officer. The council formulates and adopts the policies, and the mayor is responsible for carrying them out. The mayor attends and presides over council meetings, but does not vote, except in case of a tie.
- City Councilmembers serve staggered four-year terms; roughly half the Council is up for election every two years. All Councilmembers are "at-large", meaning that they serve the City as a whole as opposed to a specific district in the City.
- The City Council chooses a Mayor Pro-Tempore from among its members at the first meeting of the new year. The Mayor Pro-Tempore presides in the mayor's absence.
- The Council approves the hiring of the City Administrator, who is responsible for preparing a budget for the Council's consideration; recruiting, hiring, and supervising staff; and carrying out the Council's policies under the direction of the mayor.
- Most City Council meetings are held on the third Thursdays at 6:00 p.m., except in August where it is the second Thursday to avoid conflict with the Skamania County Fair. Occasionally special meetings are scheduled as needed.
- Councilmembers may also serve on regional committees and attend workshops and conferences. Workshops and conferences include the Association of Washington Cities (AWC) City Action Days in Olympia, WA – two-days mid-February; the City Council Strategic Planning Workshop - spring (*required*); and the AWC Municipal Budgeting and Fiscal Management Workshop in Leavenworth, WA– two days mid-August.
- Serving on the Stevenson City Council is a part-time position. The position includes a salary of \$150 per meeting a month, up to a maximum of \$300.
- More information on the council rules of procedure and strategic goals can be found on the city website at <https://www.ci.stevenson.wa.us/citycouncil>. Agenda and meeting information can be found online at, <https://www.ci.stevenson.wa.us/meetings>.

## **CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS**

- The City Council will conduct candidate interviews during the July 18, 2024 Council meeting, which is open to the public. Candidate(s) selected for interview will be asked to answer questions posed by each Councilmember during the interview process. Following a candidate's interview, each candidate will then be allowed two minutes for closing comments. Comments and responses about other applicants will not be allowed.
- The Council will then recess into Executive Session to evaluate the qualifications of all candidate(s) interviewed. Nominations, voting and selection of a candidate to fill the vacancy will be conducted in open session at this same July 18, 2024 Council meeting. Following this selection, the new Councilmember is scheduled to be sworn in and seated on the City Council.



3. Describe your community activities and volunteer work (or attach resume). \_

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4. Describe your special qualifications applicable to City Council. \_\_\_\_\_

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5. Why do you want to serve on the Stevenson City Council? \_\_\_\_\_

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6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. \_\_\_\_\_

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**PERSONAL INFORMATION**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Cellular/Home Telephone Number \_\_\_\_\_

Work Address

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\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Email address

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