

# APPLICATION FOR APPOINTMENT TO MERCER ISLAND CITY COUNCIL POSITION #4

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

The timeline, which may be subject to change, for filling the Council vacancy is as follows:

<b>Wednesday, November 21, 2018:</b>	Applications due to City Clerk by 5 pm
<b>Thursday, December 6, 2018:</b>	Candidate interviews beginning at 6 pm (Special Meeting)
<b>Tuesday, December 11, 2018:</b>	Council vote beginning at 6 pm (Special Meeting)
<b>Tuesday, December 18, 2018:</b>	Swearing in of new Councilmember at 7 pm (Regular Meeting)

To be considered, your application must be completed and received by the City Clerk at Mercer Island City Hall (9611 SE 36<sup>th</sup> Street) **no later than 5:00 p.m. on Wednesday, November 21, 2018**. Applications 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:

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

Please contact Mayor Debbie Bertlin at (206) 275-7995, or [debbie.bertlin@mercergov.org](mailto:debbie.bertlin@mercergov.org) for more information

The application materials should be addressed to:

**Deborah Estrada, City Clerk  
Councilmember Recruitment  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040  
[deb.estrada@mercergov.org](mailto:deb.estrada@mercergov.org)**

## Councilmember Eligibility, Requirements & Public Disclosure

**To be eligible to be appointed to the Mercer Island City Council, you must meet the following qualifications:**

- Reside within the Mercer Island city limits for a minimum of one year prior to appointment to the Council, and
- Registered voter in the City of Mercer Island.

If you hold, participate in, or are involved in any contract(s) with the City of Mercer Island, 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:**

- 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 Mercer Island website as part of the Council's meeting packet the week of the initial 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 seven-member City Council is the legislative authority of the City of Mercer Island. The City operates under a Council-Manager form of government and appoints a City Manager to manage and administer operations. The Council is responsible for setting policy, adopting the annual budget, adopting laws, setting priorities, and appointing citizens to its advisory boards and 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 Tuesday evening of each month, from 6:00/7:00 pm to 10:00 pm and occasionally later. From time to time, special City Council meetings are scheduled to handle city business. Attendance is also required at the Council's annual Planning Session usually held over a weekend in January and a Mini-Planning Session usually held on a Saturday in June.
- Councilmembers are expected to serve on Council Sub-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 which the City of Mercer Island is a member. Councilmembers may also at their discretion travel and attend trainings, 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 in the budget.

Per the 2004 recommendation of the Mercer Island Salary Commission, the monthly Councilmember salary as of January 1, 2005 is \$200 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. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g., transportation, utilities, human services, fiscal management, solid waste, parks and 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 the interview.

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## Applicant Information

*(Please type or print)*

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

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

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

E-Mail \_\_\_\_\_

## Cover Letter & 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 Mercer Island on separate pages using no more than three (3) pages total:

1. Why are you interested in serving as a Mercer Island 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 Mercer Island community. Address its relevance to the position of Mercer Island City Councilmember.
5. What do you wish to accomplish during this appointed term as a Mercer Island City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a better?

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Please return this form, your cover letter, resume, and answers to the supplemental questions to the City Clerk at Mercer Island City Hall (9611 SE 36<sup>th</sup> Street) **no later than 5:00 pm on Wednesday, November 21, 2018.** Applications received after 5:00 pm will not be accepted.

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