



APPLICATION FOR APPOINTMENT TO MEDICAL LAKE CITY COUNCIL

City Council Position #2 of the Medical Lake City Council is vacant as of January 1, 2023. To fill this Council position, the City Council will be appointing a Medical Lake resident to serve in this role. The appointment by the City Council will commence upon selection and expire upon the certification of the 2023 election results in November 2023, as the position will subsequently be filled in the 2023 election cycle.

WHO MAY APPLY?

To be eligible for appointment to the Medical Lake City Council, you must be a registered voter in the City of Medical Lake that has continuously resided within Medical Lake city limits for a minimum of one year prior to your appointment to the Council.

APPLICATION INSTRUCTIONS AND PROCEDURES

The timeline for filling the Council vacancy is as follows:

- Tuesday, January 31, 2023: Applications due by 4:00 p.m.
- Tuesday, February 21, 2023: Candidate interviews and Council vote

To be considered, you must complete and submit the Application and a current resume by **4:00 p.m. on Tuesday, January 31, 2023**. Applications received after 4:00 p.m. will not be considered.

Application Forms may be submitted using the online form on the City website at: medical-lake.org/city-employment-opportunities/. Application Forms may also be mailed, delivered in person, or emailed to:

City of Medical Lake – City Administrator

PO Box 369, Medical Lake, WA 99022

Phone: (509)565-5000 Email: city@medical_lake.org.

Please submit only the following items:

- Application Form
- A **1 page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 3 pages**.

CITY COUNCIL DUTIES AND COMPENSATION

If you are appointed to the vacant position by a majority vote of the City Council, your term will expire after the results of the November 2023 general election have been certified.

The successful candidate will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

The Medical Lake City Council is the legislative authority of the City of Medical Lake. The City operates under a Mayor-Council form of government. The seven-member elected part-time City Council serves as the legislative body of the City, responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at City Council meetings which are held on the first and third Tuesdays of every month from 6:30 p.m. until adjournment. From time-to-time, the City Council or Mayor may call special City Council meetings as necessary. Each Councilmember is also appointed to at least one Council committee (Finance, General Government, or Public Safety). These committees generally meet prior to regular Council meetings.
- Councilmembers are expected to serve on regional boards and commissions as appointed by the Mayor or Council, represent the City Council at various community functions, and attend workshops and conferences. These various meetings and functions may occur during weekdays or on some weekends.

Serving on the Medical Lake City Council is a part-time position which includes a salary of \$250 per month.

CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS

The City Council will evaluate the qualifications of candidates in Executive Session at the February 7, 2023 Council meeting at Medical Lake City Hall. The Council will then identify Council candidates to move forward for interview in an open session at this Council meeting.

Following the selection of Council candidates to interview, the City Council will conduct candidate interviews during the February 21, 2023 Council meeting, which is open to the public. Candidates selected for interview will make an opening statement and answer questions posed by each Councilmember during the interview process. Comments and responses about other applicants will not be allowed.

After all candidate interviews are completed, the Council will then recess into Executive Session to evaluate the qualifications of all candidates interviewed. Nominations, voting, and selection of a candidate to fill the vacancy will be conducted in open session at this same February 21, 2023 Council meeting. Following this selection, the new Councilmember will be scheduled to be sworn in and seated on City Council.

APPLICATION FOR APPOINTMENT TO MEDICAL LAKE CITY COUNCIL POSITION #2

Applicant Information

Applicant Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Are you a registered voter? Yes No How long have you lived in Medical Lake? _____

Cover Letter and Resume

Please attach a one-page cover letter and a resume of no more than three (3) pages to this application.

Supplemental Questions

1. Why are you interested in serving as a Medical Lake City Councilmember?

2. What experiences, talents, or skills do you bring to the Council and community?

3. Are there any community issues in which you have a particular interest or expertise? Please explain.

4. Briefly describe your current/past community involvement and volunteer work on clubs, associations, nonprofits, boards, commissions, etc.

Signature Disclaimer

I hereby state that all the information given by me in this application is true in all respects. I understand that if the information is found to be false in any respect, my application will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits and my work performance while in their employ. I hereby authorize the personal references to release any personal information that may pertain to my work habits or work performance. I understand that the City will require applicants for employment to take a urinalysis or blood test for drug and alcohol screening as part of a pre-employment physical examination and that any offer of employment with the City of Medical Lake is conditional upon the results of my physical examination (including urinalysis or blood tests for drug or alcohol screens) being satisfactory. I understand that if I am involved in an on-the-job accident, or if the City has a reasonable suspicion that I am under the influence of drugs or alcohol and I hereby authorize the release of the results of any physical examinations or drug tests required herein as necessary. I further understand that when the City has reasonable cause to believe that I possess a substance in violation of City policy, the City may inspect all lockers and any bags (including purses or briefcases) or parcels brought into or taken from my place of employment. I authorize you to furnish the City of Medical Lake with any and all information you have concerning me, my work record, my reputation, my medical record, my military service records and my financial status. Information of a confidential or privileged nature may be included. Your reply will be used to assist the City of Medical Lake in determining my qualifications and fitness for the position i am seeking with the City. I understand my rights under Title V, United States Code, Section 552a; the Privacy Act of 1974 and waive those rights with the understanding the information furnished will be used by the City of Medical Lake. I hereby release you, your organization, and others from any liability or damage which may result from furnishing the information requested.

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| Name (please print) | Signature |
| Date | |