



Small Town. Real Life.

September 30, 2022

NOW ACCEPTING APPLICATIONS FOR OPEN CITY COUNCIL POSITION

Dear Duvall Residents:

The City of Duvall is seeking applicants to fill the vacancy of City Council Position 5. While this position's term expires December 31, 2025, the person appointed to the position will serve until certification of general election results in 2023, and whoever is elected by voters will serve the remainder of the unexpired term. **Interested residents are encouraged to apply immediately.**

General Information

Duvall has a mayor-council form of government with an elected mayor and seven-member City Council.

City Council meetings are held the first and third Tuesdays of each month at 7:00 p.m., preceded by a Committee of the Whole (COW) Workshop at 5:30 p.m. Regular attendance at Council Meetings and COW Workshops is required. In addition, there are often public meetings or special meetings on specific issues that require attendance.

Minimum Requirements

In order to be eligible for a city council seat, a person must be a registered voter of the city at the time of submitting his/her application and have been a resident of the city for at least one year prior to appointment. Eligibility will be verified through voter registration and utility billing records.

Appointment Process

In order to be considered for the council position, please submit a City Council application and a **letter detailing your interest** in being a Duvall Councilmember by 12 p.m. July 1, 2022. You may include discussion of any civic or other relevant experience. Please note after submission, your application becomes a public record viewable on the city's website as part of Council meeting materials. You will likely be interviewed by one or more Councilmembers individually and will be asked to participate in a public interview at a regular Duvall City Council meeting. Appointment procedures are attached.

Application packets are available on the City's web page, www.duvallwa.gov and at City Hall, 15535 Main Street NE, Duvall. Application packets can be hand delivered to Duvall City Hall, 15535 Main Street NE, mailed to City of Duvall, PO Box 1300, Duvall, WA, 98019 or emailed to City Clerk Sara McMillon at cityclerk@duvallwa.gov.

For more information, contact Sara McMillon, at 425-788-1185 or sara.mcmillon@duvallwa.gov.

Duvall City Council Responsibilities

What exactly does it mean to be a Duvall City Councilmember?

Holding an elected office requires a strong commitment to the community. There are city and state codes that legally define a Councilmember's role, but many Councilmembers have read those codes and then asked, "but what am I supposed to DO?" Every City Council operates a little differently. This outline is meant to be a description of what a Councilmember's role is in Duvall.

The Duvall City Council is an elected body of seven members. The Council's main responsibility is to set policy for the City. The City Council has an important role in the budget process. The Mayor is responsible for ensuring that policies set by the Council are carried out. The City Council uses a "Committee of the Whole" workshop process to allow individual Councilmembers the ability to gain a better understanding of specific policy issues. In addition to keeping current on local policy issues, Councilmembers also need to stay informed on issues at the state and county level that could affect the city.

City Council meetings are held on the first and third Tuesdays of each month at 7:00 p.m. Council meetings are preceded at 5:30 p.m. by a more informal Committee of the Whole Workshop (*a committee consisting of all seven City Councilmembers*). Regular attendance at Council meetings and workshops is crucial.

Significant time must be set aside for reading and researching as well as for Council meetings, workshops, and other meetings. The personal rewards for serving on the Council can be great – not monetarily (the rate of pay is \$500 per month), but by being able to contribute to the betterment of the community and by having the opportunity to meet and work with many diverse and dedicated individuals.

Councilmember Vacancy & Appointment Procedures

Schedule

Date	Event or Task
September 7	Position advertised
As applications are received	City Clerk verifies candidate voter registrations with King County Elections and if candidates have resided in city limits for a one-year period preceding appointment by reviewing utility billing records
Ongoing	City Clerk distributes valid applications to City Council
Ongoing	Council conducts personal interviews, scheduled directly with applicants
October 27	Deadline for Council to submit 2-3 public interview questions by email to the Mayor Pro Tem one week prior to the meeting. Mayor Pro Tem finalizes questions.
November 1 at 7 p.m.	Three or less applicants: Public interviews, evaluation in executive session, and possible appointment by voting
November 1 at 7 p.m.	More than three applicants: Public interviews, evaluation in executive session and vote to narrow field to three candidates
November 15 at 7 p.m.	Public interviews of narrowed applicant pool, evaluation in executive session, and possible appointment by Council vote
November	Possible additional special meeting for selection process
November 29	Deadline for City to fill Council vacancy

Application Period

The application period is to be open for 21 days. Adults registered to vote in Duvall who have been a resident for one year prior to appointment are eligible to apply. The City requires interested people complete an application form and send a letter of interest. Applications are public record.

Interviewing

Currently the Council conducts individual one-on-one interviews with candidates outside of a public meeting. Later the Council conducts public interviews during a Council meeting with two to three questions that are recommended by Councilmembers and finalized by the Mayor Pro Tempore in advance of the meeting. Following questions, candidates are permitted to make two-minute closing statements. Candidates are interviewed in public one at a time, with other candidates remaining outside of the room.

Evaluation – One Step Process

If there are three or less applicants, the Council conducts public interviews, holds an executive session to discuss qualifications for office, and at the same meeting can come out of executive and make the appointment by vote. The new Councilmember would then take the oath and assume office that night.

Evaluation – Two Step Process

If there are more than three candidates, an executive session is held for the purpose of narrowing the list. The Council would then vote to narrow the field to three candidates. At the next Council meeting public interviews would be conducted with the smaller pool of three candidates, another executive session held, and the appointment can then be made.

Voting

A vote by matrix is conducted, with each Councilperson receiving one vote per candidate. If the vote is to narrow the field, the top three candidates advance. Ties are determined by a run-off vote.

Oath of Office

The Mayor will administer an Oath of Office to the Councilmember appointed during a public meeting.