

Public Notice

Due to the resignation of Councilor Ryan Porter, Raymond Council Position #1 is vacant. The Raymond City Council invites all interested parties to apply to the Clerk/Treasurers office no later than 9AM on March 31st, 2023. The application packet can be found on our website at www.cityofraymond.com or picked up in person at Raymond City Hall 230 Second Street Raymond, WA. 98577.

The Raymond City Council will conduct interviews and select a candidate on April 17th, 2023. Interviews will be conducted at 6:00 pm in the Raymond City Council Chambers. If the appointed individual desires to retain Council Position #1, they will have to file with the County Auditor in May 2023 to complete the unexpired term (2025).

Kayla MacIntosh
Clerk/Treasurer
City of Raymond

Publish: 3/29

APPLICATION FOR APPOINTMENT TO RAYMOND CITY COUNCIL POSITION #1

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

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

- Friday, March 31st, 2023:** Applications due to City Clerk by 9 AM
- Monday, April 3rd, 2023:** Candidate review (Regular Scheduled Meeting 6 pm) Council vote &
- Monday, April 17th, 2023:** Swearing in of new Council member (Regular Scheduled Meeting 6 pm)

To be considered, your application must be completed and received by the City Clerk at Raymond City Hall (230 2nd Street) **no later than 9:00 a.m. on Friday, March 31, 2023**. Applications received after 9:00 am 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 letter of interest with your general qualifications for the position and answers to the Supplemental Questions of **no more than 3 pages total**.

Please contact Mayor Dee Roberts at (360) 942-4101, or mayordee@cityofraymond.com for more information.

The application materials should be addressed to:

Kayla MacIntosh,
Clerk/Treasurer
230 Second Street
Raymond, WA 98577
clerk@cityofraymond.com

Council member Eligibility, Requirements & Public Disclosure

To be eligible for appointment to the Raymond City Council, you must meet the following qualifications:

- Reside within the Raymond city limits for a minimum of one year prior to appointment to the Council, and
- Be registered to vote in the City of Raymond.

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

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

Please note:

- Once a Council member application is filed with the City, it is a public record available to the public.
- All eligible applications and answers to the supplemental questions, will be posted on the City of Raymond's 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).

City Council Duties & Compensation

The seven-member City Council is the legislative authority of the City of Raymond. The City operates under a strong mayor form of government. The Council is responsible for setting policy, adopting the annual budget, adopting laws, and setting priorities.

The duties of a City Council member will likely involve an average minimum commitment of 2-4 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the first and third Monday evening of each month, starting at 6:00 pm, usually lasting 1 hour but occasionally longer. From time to time, special City Council meetings are scheduled to handle city business.
- Council members are expected to serve on Council committees, regional boards, 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 weekdays.
- Some travel may be expected locally, regionally, and/or within the state of Washington, involving various organizations which the City of Raymond is a member. Council members 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.

The City of Raymond encourages participation in the Association of Washington Cities elected official's certification program. Information on the certification program can be found at:

<https://wacities.org/events-education/cml-program>

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.

The monthly Council member salary is \$300 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 Raymond 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 _____

Letter of Interest

Please attach a letter of interest answering the following supplemental questions below using no more than three (3) pages total:

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Raymond:

1. What does the city of Raymond mean to you?
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 Raymond community. Address its relevance to the position of Raymond City Councilmember.
5. What do you wish to accomplish during this appointed term as a Raymond 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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