



Notice: City Council Vacancy

The City of Clyde Hill is requesting applications from residents of Clyde Hill to fill a vacancy on the City Council.

The term will commence once a candidate is appointed by a majority vote of the City Council and will expire December 31, 2025.

To be eligible for appointment to the Clyde Hill City Council, you must have continuously resided within Clyde Hill city limits for a minimum of one year prior to your appointment, as well as be a registered voter in the City of Clyde Hill. Please be ready to provide a dated utility bill as verification.

The timeline for filling the Council vacancy is as follows:

- Applications due online or with City Clerk by Friday, December 15th, 2:00 PM
- Evaluation & (optional remote) preliminary interviews anticipated to occur December 18th-22nd.
- Candidate final interviews, appointment, and swearing in at Regular Council meeting January 9th, 2024.

Interested residents may apply online (<https://www.surveymonkey.com/r/F59DVS8>) or pick up an application form at City Hall (9605 NE 24th St, Clyde Hill, WA 98004). Applications must be received by Friday December 15th, 2:00 PM. Applications received after this deadline may not be accepted. Additional details follow.

Details

The Clyde Hill City Council is the non-partisan, part-time legislative authority of the City of Clyde Hill. The City operates under a Mayor-Council form of government. The five-member City Council serves as the legislative body of the City. The Council is responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services. Council Rules & Guidelines are available at the city's website (<https://www.clydehill.org/government/council>).

Once a Councilmember application is filed with the City, it is a public record. The application materials received from all candidates who meet the minimum requirements of state law will be presented as part of the public meeting to select an appointee. If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (<https://www.pdc.wa.gov/>).

Applicants may be invited to participate in preliminary interviews with a Selection Committee made up of the outgoing mayor, incoming mayor, and a current city councilmember. Candidate evaluation will be based on the following criteria: Interest in serving, availability to attend meetings and perform other duties of position, qualifications and experience, knowledge and skills, and ability to represent diverse community perspectives and geographic areas.

The duties of a City Councilmember will likely involve an average minimum commitment of 10 hours per month for constituent relations, preparation, participation, and attendance at various meetings. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Required attendance at regular council meetings that are currently held at 7:00 PM on the second Tuesday of the month.
- From time-to-time, the City Council or Mayor may call special City Council meetings as needed. Each Councilmember may serve on one or more subcommittees. These committees generally meet between regular council meetings.
- Councilmembers may also be expected to serve as liaisons to various regional boards and commissions. 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 or regionally. Travel expenses are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the Council's budgetary limit.

The appointed Councilmember will have the same level of duty and privilege as all other Councilmembers. Clyde Hill City Councilmembers are currently compensated \$50 per council meeting with no fringe benefits.