



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

POSITION VACANCY LEAVENWORTH CITY COUNCIL, POSITION NO. 4

The City of Leavenworth is now accepting applications to fill an open seat on the City Council, starting in November 2024. The appointed individual will serve the remainder of the term, ending December 31, 2025. The position offers a salary of \$600 per month.

The City Council meets at 7:00 PM in the Council Chambers at City Hall on the second and fourth Tuesdays of each month. Regular meetings typically last 1.5 to 2 hours, though they may extend longer due to specific topics that attract more public comment or during periods with numerous action items. Additionally, the Council holds a Study Session at 5:30 PM on the same days, designed for discussion on various issues. No actions are taken during these sessions, which run until just before the regular meeting.

The Leavenworth City Council oversees the creation and administration of city-related subcommittees and advisory committees. Each Councilmember is assigned to a committee at the beginning of each year by the Mayor and Mayor Pro Tempore. These committee meetings, which include City Councilmembers and designated City Staff, are open to the public and held in the City Hall Conference Room, typically lasting about one hour.

According to Washington State law, qualified applicants must be:

- 1) Registered to vote,
- 2) Reside within the City limits, and
- 3) Have lived within the City limits for at least one (1) year.

A letter of interest and a completed *City Council Vacancy Application* form must be received by the City Clerk no later than **4:00 PM on Friday, October 25, 2024**, to continue with the selection process. Interviews will be held at the regular City Council meeting on November 12, 2024.

A complete application packet shall be submitted to:

City of Leavenworth
Attn: Andrea Fischer
700 Hwy 2 | PO Box 287
Leavenworth, WA 98826
afischer@cityofleavenworth.com

City of Leavenworth

City Council Vacancy Application

We appreciate your interest in serving your community in this capacity. Please complete this application to help provide sufficient information to the City Council in making this appointment. If completing by hand, please print clearly.

NAME: (Mr., Mrs., Ms.) _____

ADDRESS: _____
Address City State Zip

PHONE NUMBER: _____ (☐ Home ☐ Cellphone ☐ Other _____)

EMAIL: _____

HOW LONG HAVE YOU LIVED IN THE CITY OF LEAVENWORTH? _____

ARE YOU AVAILABLE FOR DAYTIME MEETINGS: ☐ Yes ☐ No

ARE YOU AVAILABLE FOR EVENING MEETINGS: ☐ Yes ☐ No

EXPERIENCE AND QUALIFICATIONS

Please describe, in 200 words or less, your reasons for seeking a position on the Leavenworth City Council, and why you believe you can represent the citizens of Leavenworth as a City Council member.

Please describe any training, experience, civic and/or volunteer activities (past or present) that you believe would be beneficial to the position you are seeking to fill:

Have you ever served as a city council member, or as a member of a city board or commission, or another local elected official? ☐ Yes ☐ No

If YES so, please list the city, state, and dates of services:

What is your view of the role of a City Council member?

The Leavenworth City Council will review your application and may desire to conduct an interview. This application is subject to public disclosure. **The address and phone number provided may be exempt unless you authorize full disclosure.**

DO YOU AUTHORIZE FULL DISCLOSURE: ☐ Yes ☐ No

Signature

Date

Pursuant to RCW 42.17.240, the person appointed to the vacant Council position must, within two weeks of being appointed, file with the Public Disclosure Commission ("PDC") a Personal Financial Affairs Statement (PDC Form F-1); as well as a Supplement page (PDC Form F-1 Supplement), if applicable. More information on all Public Disclosure Commission requirements is available from the PDC at its toll-free number of (877) 601-2828 or on the PDC's website at www.pdc.wa.gov.