



City of Kelso

Dennis Richards
City Manager
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May 26, 2009

To: All Potential Applicants for Councilmember Position

From: Dennis Richards, City Manager

Subject: Selection of Replacement Council Member, Position #6

Thank you for your interest in applying for the vacant City Council position held by Alan Slater. Council Member Slater's resignation from the Council is effective June 30, 2009.

Applications will be accepted through June 5, 2009, 4:00 pm. No additional applications will be accepted after that time. All timely applications will then be copied and given to each member of the Council. Interviews will be held on June 8, 2009, 7:00 pm, during a Special Council Meeting. It is anticipated that appointment will be made at the meeting that same evening.

The Kelso City Charter, under eligibility for office, states that only those registered voters of the City who shall have resided in the City for one year shall be eligible to hold the office of council member. Also, potential council member's must live in the geographical area termed as the 'north district', which consists of that area within the city limits between the Cowlitz River east to Interstate 5, and Allen Street north to the city limits.

Vacancies are filled as follows:

1. Any new appointment to the Council will be required to file a disclosure form immediately upon appointment. This form asks for your sources of income and is a requirement for all appointed and elected council member's.
2. The Council has requested that applicants for this vacancy complete the attached application, and return it to the City Manager's Office at 203 S. Pacific Ave, Suite #218, by 4:00 pm, Friday, June 5, 2009. It is also recommended that you prepare a resume should you believe that would better present your qualifications. If you prepare and submit a resume, it too must be received by the June 5th deadline.

3. The appointed council member shall stand for election at the next regular election. Mr. Slater's term was to expire December 31, 2011. Thus, the appointed council member's term will expire on December 31, 2009. The appointed council member may seek election for a term starting January 1, 2010 by making timely and necessary filings for election through the Cowlitz County Auditor's Office.
4. The Council will conduct interviews of each applicant on the record at a Special Council Meeting, June 8, 2009, 7:00 pm.
5. The Council will discuss the qualifications of each applicant in Executive Session, pursuant to RCW 42.30.110.
6. The Council will reconvene on the record and it is anticipated that appointment will be made that evening.

For any additional information concerning elections and appointments to the Council, please refer to the Kelso City Charter which is available to you through the City Manager's Office at 203 S. Pacific Ave, Suite #218, or on the website www.kelso.gov.

Thank you for your interest in serving the citizens of the City of Kelso.

Sincerely,

A handwritten signature in black ink that reads "Dennis Richards". The signature is written in a cursive, flowing style.

Dennis Richards,
City Manager

DR/smt

City of Kelso

Application for City Councilmember

Name: _____

Physical Address: _____

Length of Residence in Kelso: _____ Email: _____

Phone (wk): _____ (hm): _____ (cell): _____

Occupational status and background: _____

Organizational affiliations: _____

Why are you seeking appointment?: _____

What are your city related goals?: _____

What strength/skills can you bring to the Council?: _____

What training/experience do you possess that would set you apart as a councilmember?:

Closing comments: _____

Signature: _____ **Date:** _____

By signing this form, you agree to allow the City of Kelso to release your answers, information and additional documents that you supplied with this application.