

SERVE YOUR COMMUNITY AS A MEMBER OF THE ZILLAH CITY COUNCIL

I. City Council

To serve as a City Council member you must meet two basic qualifications:

1. You are a registered voter of the City of Zillah; and
2. You are, and have been a resident of the City of Zillah for one year prior to appointment or election.

Zillah is a non-charter code City, operating under a Mayor/Council plan of government since 1970. The Mayor-Council form consists of an elected Mayor (elected at-large), who serves as the City's chief administrative officer, and a Council (elected at-large), which serves as the municipality's legislative body. The Council has the authority to formulate and adopt City policies and the Mayor is responsible for carrying them out. The Mayor attends and presides over Council meetings but does not vote, except in the case of a tie.

There are five members serving on the Council, each elected for a four-year term. They represent the entire City; there are no districts. Voters cast their vote for all Council positions on the ballot.

II. City Council Legislative & Policy Making Responsibilities.

The principal job of a City Council is to make policy. A policy is a course of action for a community. Policy-making often takes the form of passing Ordinances or Resolutions. After policy decisions are made by the legislative body, others perform the administrative task of implementing the policies.

In general, it is the Council's role to adopt policies for the City and it is the Mayor's role to administer or carry out those policies. The City Administrator works closely with the Mayor in performing those tasks. The Council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of Ordinances and Resolutions. The Council also has specific authority to:

- ◆ Enact a City budget.
- ◆ Define the powers, functions, and duties of City officers and employees.
- ◆ Fix the compensation of officers and employees.
- ◆ Establish the working conditions of officers and employees.
- ◆ Maintain retirement and pension systems.

- ◆ Impose fines and penalties for violation of City Ordinances and employees.
- ◆ Enter into contracts.
- ◆ Regulate the acquisition, sale, ownership, and other disposition of real property.
- ◆ Provide governmental, recreational, educational, cultural, and social services.
- ◆ Impose taxes, if not prohibited by state law.
- ◆ Cause the City to own and operate utilities.
- ◆ Approve claims against the City.
- ◆ Grant franchises for the use of public ways.
- ◆ License, for the purpose of revenue and regulation, most any type of business.
- ◆ In addition, the Council is authorized to enact rules governing its procedures, including for public meetings and hearings.

III. How Much Time Does It Take To Be A Councilmember?

Two regular Council meetings are held very month. The Study Session and Council Meetings are held every 1st and 3rd Monday of the month starting at 6:00 p.m. for Study Session and Council meeting starts at 7:00 p.m. If a holiday takes place on the Monday of a regularly scheduled council meeting then the meeting is on the following Tuesday. A Council agenda packet for the upcoming meeting, with staff reports and general information is distributed electronically to the Council members on the Friday before a Council meeting. Special Council meetings are called as needed.

In addition to Council meetings, time must be allowed for Council duties - reading reports and agenda documents, attending community activities and ceremonial events, conversing with citizens, out-of-town meetings, speaking engagements, etc. Council members might spend up to 5 hours during a week on City related business and meetings, though a monthly average could reach up to 10 to 12 hours.

III. Public Disclosure Requirements.

Pursuant to Washington State law (RCW 42.17.010), candidates for public office and incumbent elected officials are required to file annually a public disclosure record of their personal financial status. Within two weeks of becoming a candidate, a personal Financial Affairs Statement must be filed with the Public Disclosure Commission, listing income, compensation, real estate, other assets, financial holdings, and creditors. The purpose of the report is to give the public tangible proof that officials are acting in the public interest and not for their private gain.

IV. Salary.

The salary for Council members is established by Ordinance. No Councilmember may vote himself/herself an increase in salary in his/her term. Therefore, increases for Council members are effective only after a Councilmember has been re-elected for a new term of office.

Council members are paid \$60 per meeting or event attended on behalf of the City with a maximum of \$240 per month. The Mayor's pay is \$1,000 per month. It is noted that Council members are paid only if meetings and events are attended. Council members and the Mayor often attend additional meetings and events for which there is no pay.

V. How a Council Vacancy is Filled.

In the event a Council vacancy occurs, the vacancy is filled by the appointment of some qualified person, by a majority vote of the remaining Council members. The appointee holds office only until the next regular municipal election, at which time he/she files for election for the remainder of the unexpired term.

Generally, the Council opens up an application period for the vacancy and requests each candidate to complete an application form. The candidates are then interviewed during a public Council meeting. Council may deliberate on the qualifications of the candidates in a closed session and then must vote on the appointment in an open meeting.

VI. Election and Re-Election Process.

All City general elections throughout the State are held on the first Tuesday following the first Monday in November in the odd-numbered years 2017, 2019 etc; RCW 29.13.020).

All candidates for election to City Council shall file declarations of candidacy with the County Auditor, not earlier than the fourth Monday of July, nor later than the next succeeding Friday in the year such regular City elections are held (RCW 29.21.060). An election filing fee is required (RCW 29.18.050).

A primary election is necessary only when more than two candidates file for the same position. Primary elections are held on the third Tuesday of the proceeding September (before the November general election), or on the seventh Tuesday immediately preceding such general election, whichever occurs first (RCW 29.13.070). The two candidates with the highest votes shall advance to the general election, provided, that to be on the ballot a candidate shall receive at least five percent of the total votes cast for that position.

VIII. Other Information.

If you have any question concerning the City Council or City operations, please feel free to contact the Mayor, or the City Administrator for information.

**CITY OF ZILLAH
APPLICATION TO FILL VACANCY ON CITY COUNCIL**

Name: _____ Telephone: _____

Address: _____

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Please answer the following questions (additional information can be attached):

1. Date you became a resident in the City of Zillah: _____

2. Date you became a registered voter in the City of Zillah: _____

3. When was the last City of Zillah election that you voted at: _____

4. Biographical Sketch of Applicant: _____

5. Community activities you participate in, or have participated in: _____

6. Describe how you can contribute to the Zillah City Council: _____

Applications must be returned to City Hall by 4:00 p.m., January 5, 2018. Applicant must be available for an interview with the City Council on Tuesday, January 16, 2018 at 6:00 p.m. The City Council reserves all rights to reject any or all applicants.

Signature of Applicant

Date