

## APPLICATION FOR APPOINTMENT TO SUNNYSIDE CITY COUNCIL

Thank you for your interest in serving the community as a member of the Sunnyside City Council. The timeline for filling the Council vacancy is as follows:

- March 5, 2025: Applications due by 4:00 PM

To be considered, your application must be completed and received by the City Clerk's Office at City Hall (818 E. Edison Avenue, Sunnyside, WA 98944) no later than 4:00 PM on March 5, 2025. Applications received after 4:00 PM will not be considered. Additional written information after this date will not be accepted unless requested by the City Council.

<p>Please submit the following items:</p> <ul style="list-style-type: none"><li>• Application</li><li>• 1 page cover letter indicating interest and general qualifications for the position.</li><li>• Resume of no more than 3 pages.</li><li>• Answers to the Supplemental Questions of no more than 3 pages total</li></ul>	<p>For further information, please contact City Manager Mike Gonzalez at (509) 836-1096; or <a href="mailto:mgonzalez@sunnyside-wa.gov">mgonzalez@sunnyside-wa.gov</a></p> <p>The application and any correspondence should be addressed to: Jacqueline Renteria, City Clerk 818 E. Edison Avenue Sunnyside, WA 98944</p>
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## COUNCILMEMBER ELIGIBILITY, REQUIREMENTS & PUBLIC DISCLOSURE

To be eligible for appointment to the Sunnyside City Council, you must have continuously resided within Sunnyside city limits for a minimum of one year prior to your appointment to the Council, and must be a registered voter in the City of Sunnyside.

If you hold, participate in, or are involved in any contract(s) with the City of Sunnyside or if you hold any other elected public office, please explain in your cover letter.

Once a Councilmember application is filed with the city, it is a public record available to the public. The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be presented as part of the Council's February 18 meeting packet.

If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

## CITY COUNCIL DUTIES & COMPENSATION

The city operates under a Council-Manager form of government. The seven-member City Council serves as the legislative body of the city. The city council, which includes the mayor and council members, is responsible for making policy decisions, passing local laws, and setting the budget. The city manager, appointed by the council, handles the day-to-day administration, implements council policies, and manages city staff. This setup ensures that elected officials focus on policy and representation, while professional management handles the operational aspects.

The duties of a City Councilmember will likely involve an average minimum commitment of 20 hours per month for constituent relations, preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at City Council meetings which are held on Mondays from 6:00 PM until adjournment. The first and third Tuesdays are Council “Study Sessions” (less formal study sessions); and the 2nd and 4th Tuesdays are regular meetings. From time-to-time, the City Council or Mayor may call special City Council meetings as needed. Each Councilmember is also appointed to at least one Council committee (community development, public works, rules, finance, or public safety).
- Councilmembers are also expected to serve as liaisons to various boards and commissions as appointed by the Mayor or Council, 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 is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Sunnyside is a member.

The Councilmembers salary is \$400.

## APPLICATION FOR APPOINTMENT TO THE SUNNYSIDE CITY COUNCIL DISTRICT # 1 POSITION

### APPLICANT INFORMATION

Applicant Name

Residence Address

Phone Number

Email Address

### COVER LETTER & RESUME

Please attach a one-page cover letter and a resume of no more than 3 pages to this application.

### SUPPLEMENTAL QUESTIONS

Please respond in writing to the following questions regarding your interest in the position of Councilmember for the City of Sunnyside on separate pages, using no more than 3 pages total:

1. Why are you interested in serving as a Sunnyside City Councilmember?
2. What strengths would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address?
4. Briefly describe your current/past community involvement on clubs, associations, nonprofits, boards, commissions, etc. and how this experience would benefit Sunnyside.
5. What do you consider the primary roles of a member of the City Council?
6. As a Councilmember, your only legal authority is the ability to cast one of seven votes. What is your philosophy of how to build consensus or majority support for a program, service, or regulation?
7. Is there anything else you would like to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the City Clerk's Office at the City Hall (818 E. Edison Avenue, Sunnyside, WA 98944) no later than 4:00 PM on March 5, 2025. Scanned and emailed applications are acceptable to [cityclerk@sunnyside-wa.gov](mailto:cityclerk@sunnyside-wa.gov). The candidate is responsible for assuring delivery. Applications received after 4:00 PM will not be accepted.

The application and any correspondence should be addressed to:

Jacqueline Renteria, City Clerk  
818 E. Edison Avenue  
Sunnyside, WA 98944