



PORT ANGELES
WASHINGTON, U. S. A.

*Are You Thinking
About Filing for a Council Position?*

Facts You Should Know

*Prepared by
Office of the City Clerk
City of Port Angeles, Washington
321 East Fifth Street
Port Angeles, WA 98362
360-417-4634*

May, 2011

Are You Thinking

About Filing for a Council Position?

Facts You Should Know

I. Form of Government

Port Angeles was incorporated as a City on June 10, 1890 and became a noncharter code City on November 24, 1971. Port Angeles operates under a City Manager/Council form of government with the City Manager being appointed by the City Council.

There are seven members serving on the Council. Each is elected for a four-year term. Members do not represent any particular district or area of the City. In the general election, voters cast their vote for all Council positions on the ballot. The Mayor and Deputy Mayor are elected by the Council members every two years at the first meeting in January.

The City Manager is the chief administrative officer of the City and is responsible to the City Council for proper administration of all affairs of the City. He attends all meetings of the City Council and recommends for adoption by the City Council such measures as he may deem necessary or expedient. He sees that all laws, ordinances and policies of the City Council are faithfully executed. He keeps the public and Council informed on City operations.

II. Council Legislative Responsibilities

The City Council acts as the legislative and policy making body of the City of Port Angeles, adopting all ordinances and resolutions and approving contracts required by the City. The Council analyzes proposals to meet community needs, initiates action for new programs, and determines the ability of the City to provide financing for City operations. The Council also reviews, modifies, and approves the annual municipal budget prepared by the City Manager. In addition, the City Council performs miscellaneous duties, including making appointments to various boards and commissions, acting as liaison with other governmental bodies, and responding to community groups and individual constituents.

Council members represent the City on approximately twenty-five other local boards and commissions. Each Council member is expected to participate in serving on these boards and commissions, so as not to unduly burden any Council member.

How Much Time Does It Take To Be A Council Member?

City Council meetings are held on the first and third Tuesday of each month at 6:00 p.m. The meetings generally last at least three hours. On Friday evening preceding the Council meeting, a Council packet containing the agenda for the upcoming meeting, staff reports and other general information is prepared for the Council members.

During the year, extra meetings may be called in order to review the budget, matters of urgent concern, or other issues. In addition to the regular and special Council meetings, you should allow time for other duties; i.e., out-of-town meetings, speaking engagements, conversing with citizens, and ceremonial events to which you will be invited. Council members can expect to spend 20 -25 hours per month on Council related work, with the Mayor spending more time than other members.

III. Public Disclosure Requirements

Pursuant to Washington State law, candidates for public office and incumbent elected officials are required to file public disclosure records 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 all your income, compensation, real estate, other assets, financial holdings, and creditors. These reports are required to be filed annually by elected officials.

IV. Conflicts of Interest

Members of the City Council are required by law to comply with certain standards of conduct involving potential conflicts of interest and the Appearance of Fairness Doctrine. Some examples of these standards are that a Council member may not vote on any matter where he or she would be personally benefitted; City officials may not have any personal financial interest in City employment or other City contracts; and public officials may not, directly or indirectly, give or receive any compensation, gift, or gratuity from a non-City source for any matter connected with or related to City business.

V. Qualifications

An elective officer of the City of Port Angeles must be a registered voter of the City and must have been a resident of the City for at least one (1) year.

VI. Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

The current salaries are as follows:

Mayor	\$650 per month
Deputy Mayor	\$600 per month
City Council member	\$550 per month

Fringe benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council.
- Workmen's Compensation insurance coverage (self-insured).
- Professional liability indemnification covering Council members in their official capacity (WCIA).
- Payment by the City of its portion of Social Security payroll tax.

VII. Election Process

All elections, whether special or general, are conducted by the County Auditor (RCW 29.13.040).

Filing for Candidacy:

The "in person" filing period begins on Monday, June 6, 2011, at 8:30 a.m. and continues until 4:30 p.m. the following Friday, June 10, 2011. In addition, filings will be accepted by mail if received no sooner than two weeks before the beginning of the filing period and no later than the last day of filing. A filing fee equal to one percent of the annual salary must accompany the declaration of candidacy for any office with an annual salary of more than one thousand dollars per annum (RCW 29.15.050). State law makes provisions for candidates who lack sufficient assets or income to pay the filing fee.

VIII. Election Information

There are four positions up for election in 2011:

Council Position No. 1 - Brad Collins, Incumbent
Council Position No. 5 - Dan Di Guilio, Incumbent
Council Position No. 6 - Don Perry, Incumbent
Council Position No. 7 - Cherie Kidd, Incumbent

■ **Election Dates:**

Primary Election
General Election

August 16, 2011
November 8, 2011