



**TUKWILA CITY COUNCIL
POSITION NO. 6
COUNCILMEMBER PRO TEM by APPOINTMENT**

Dear Applicant,

Thank you for your interest in serving your community as a member of the Tukwila City Council.

The City Council intends to fill Tukwila City Council Position No. 6 on a pro tem basis. The duration of the appointment will be until the incumbent returns, resigns, or the certification of the November 2027 General Election. Per RCW 35A.12.030, no individual may simultaneously hold the pro tem position and any other public office or employment within City of Tukwila government except as permitted under the provisions of chapter 42.23 RCW. Therefore, a current City Council candidate that wishes to apply would be required to forfeit one or the other should they be appointed to Position No. 6, then elected to a different position. Similarly, anyone currently serving on a City of Tukwila commission or board would need to resign that position prior to taking office as a city councilmember and cannot serve both simultaneously.

To be considered for Tukwila City Council Position No. 6, applications must be fully completed, signed and received ***no later than 5:00 p.m. on Friday, August 15, 2025***. Applications may be typed or neatly handwritten. Please submit a letter of interest and/or a resume along with the application.

Signed applications can be submitted as follows:

BY EMAIL	citycouncil@tukwilawa.gov	
BY MAIL	Laurel Humphrey, Legislative Analyst Tukwila City Council 6200 Southcenter Boulevard Tukwila, WA 98188	
IN PERSON	<u>Mon-Thu 8:30-4:00 p.m.</u> Attn: Laurel Humphrey 6200 Southcenter Boulevard Tukwila WA, 98188	<u>All other days/times</u> Drop box at City Hall front door 6200 Southcenter Boulevard Tukwila, WA 98188

For further information or assistance with special needs, please call 206-491-2297 or email laurel.humphrey@tukwilawa.gov.

Tukwila City Council

Position Description

<i>Term of Office</i>	From the oath of office until the incumbent returns, resigns, or the certification of the November 2027 General Election.
<i>Compensation</i>	\$1,450 per month.
<i>General Purpose</i>	City Councilmembers serve at large, representing the residents of Tukwila in decision-making about City policy and budget.
<i>Requirements</i>	The applicant must be registered to vote in Tukwila and a resident of Tukwila for at least one year.
<i>Duties</i>	<p>As the legislative body, the City Council enacts City ordinances, appropriates funds to conduct City business, and provides policy direction for City staff. Statutory duties of the Council are performed as a whole, and include the power to tax, borrow money, operate and supply utilities, set employee compensation, acquire, improve, maintain or vacate public property, and render local social, cultural or recreational services as they see fit.</p> <p>Council duties in Tukwila include reviewing, studying, discussing and deciding on policy and budget questions. Interaction with members of the community involves public and personal meetings, email or other written correspondence, and phone conversations. Councilmembers should have a working knowledge of the laws that regulate City government and the Council's own Rules of Procedure.</p>
<i>Time</i>	<p>All Councilmembers attend Regular Council meetings on the first and third Monday of each month and Committee of the Whole meetings on the second and fourth Monday of each month. Both types of meetings begin at 7:00 p.m. and last between 1 and 4 hours.</p> <p>All Councilmembers attend Work Sessions on the first and third Monday of each month beginning at 5:30 p.m. Every Councilmember (except the annual Council President) serves on two standing committees, each of which meets monthly. Committee meetings begin at 5:30 p.m. and average one hour in length, although the duration can vary. Preparation for Council and Committee meetings involves weekly independent study of agenda materials.</p> <p>Special meetings such as retreats, work sessions, ad-hoc committees, and joint meetings with other organizations such as the School Board are scheduled throughout the year. Service on the City Council includes opportunities for travel at various trainings and events both inside and outside the state.</p>

INTERVIEW PROCESS FOR COUNCIL POSITION #6

Qualified applicants who have completed the application in full will be invited to an interview, tentatively scheduled for August 25, 2025. Additional meetings may be scheduled depending on the number of applicants.

Interviews will be limited to 20 minutes each. Questions will be provided in advance.

Candidates are asked not to sit in the Council Chamber while other candidates are being interviewed prior to their turn; however, once interviewed, a candidate may remain.

NOMINATION AND APPOINTMENT

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the candidates. No decisions may be made in Executive Session. Upon conclusion of the Executive Session, the Council will reconvene into a Special Meeting in which the Mayor will call for nominations. At this time deliberation can occur, followed by a roll-call vote if the Council is ready to proceed.

FINANCIAL DISCLOSURE INFORMATION

Individuals appointed to fill an elective office must file a financial affairs statement with the Public Disclosure Commission detailing certain financial information about themselves, their spouse and any dependent children which then becomes public information for anyone to access. More information can be obtained from the Public Disclosure Commission at <https://www.pdc.wa.gov> or (360)753-1111. This is a state requirement of all appointed and elected officials. Additionally, annual financial reports are required of all city officials.

All materials related to the appointment process are considered public records, including but not limited to applications and all written and electronic correspondence.



City of Tukwila

City Council

Application for Councilmember Pro Tem Tukwila City Council Position #6

Applicant Information

Full Name	
Street Address	
City, State, Zip	
Phone	
E-Mail Address	

Eligibility Requirements, Notification and Signature

I understand that Councilmembers for the City of Tukwila must be registered voters in Tukwila, King County, Washington and must have lived in the City of Tukwila for 12 consecutive months prior to being appointed to office. I understand that as an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature	
Date	

Additional Information

Are you registered to vote in Tukwila, WA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a resident of the City of Tukwila?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
How long have you been a resident of the City of Tukwila?		
How long have you lived at your current address?		
<i>If you have lived at your current address for less than 12 months, please list your previous address.</i>		
Previous address and length of time at address.		
Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Tukwila?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please explain.		

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur at various times including evenings and weekends.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Council activities generally require a minimum time commitment of 10 to 15 hours per week. Are you able to commit this amount of time and can you commit to arrange your schedule to participate fully as a member of the Tukwila City Council?

YES ☐

NO ☐

Have you ever attended a Tukwila City Council meeting?

YES ☐

NO ☐

If yes, please estimate how many Council meetings you have attended in the past year.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of Tukwila.

Why are you interested in serving as a Tukwila City Councilmember?

Describe your background in community service, including any volunteer work you have done in or around Tukwila.

What do you think are the most important issues facing Tukwila in the next 2-4 years?

Describe your understanding of the importance of regional collaboration and partnership in city government.

Summarize your experiences working collaboratively with others from different backgrounds.

Discuss your qualifications relevant to the position of Tukwila City Councilmember.

Please provide any additional information or comments you believe will assist the City Council in considering your application.

Thank you for your interest in serving the Tukwila community as a member of the Tukwila City Council.