

**City of Surprise
District 5 Council Vacancy
Seeking Applications**

The City of Surprise is currently accepting applications for the position of **Councilmember District 5 (Palm)** that was vacated by a Councilmember due to selection of Mayor at the November 20, 2018 Regular Council Meeting . All applicants must reside within the District 5 boundaries. The term expiration for the appointment will be December 31st, 2020, and the remainder of the 4 year term will be placed on the next scheduled Council election in August 20, 2020 per ARS 9-235 (The council shall fill a vacancy that may occur by appointment until the next regularly scheduled council election if the vacancy occurs more than thirty days before the nomination petition deadline. This subsection does not apply to a charter city). The Interview/Selection process is as follows:

Section 2-22 of the Surprise City Code – Council/District Vacancy:

- (1) Vacancies in district office will be advertised beginning no later than 14 days from the date the vacancy is created when caused by death, and seven days from the date the vacancy is created in all other cases. The city clerk will advertise all vacancies in at least one newspaper with local circulation, on the city website, and in all designated posting locations during the application acceptance period. **(Date of Advertisement – Monday, November 26, 2018).**
- (2) All eligible persons interested in filling the district vacancy must submit an application to the city clerk's office prior to the close of the acceptance period. The application acceptance period will end at 5:00 p.m. on the 14th day following the placement of the advertisement as required by subsection (1) of this section. **(Monday, December 10th, 2018).**
- (3) No later than the end of the business day following the close of the application acceptance period, the city clerk will forward to the mayor and council and post on the city website a copy of all applications submitted during the application acceptance period **(Tuesday, December 11, 2018).**
- (4) The council will interview each applicant at a public hearing held no later than ten days following the close of the application acceptance period, followed by a seven-day period during which public comment may be submitted to the city clerk's office **(Interview/Public Hearing – Thursday, December 20, 2018 - 4:00 p.m. & Close of Comments (Thursday, December 27, 2018 – 5:00 p.m.)).**
- (5) No later than the end of the business day following the close of the public comment period, the city clerk will forward to the mayor and council and post on the city website a copy of all comments submitted during the comment period **(Friday, December 28, 2018).**
- (6) A district candidate must be selected no later than the second regularly scheduled council meeting following the public hearing **(Thursday, January 3, 2019 or Tuesday, January 15, 2019 – 6:00 p.m.).**

Applications are available for pick up the City Clerk's Office located at 16000 N. Civic Center Plaza, starting on **Monday, November 26, 2018** – 8:00 a.m. to 5:00 p.m. Monday – Friday, and the closing date will be **Monday, December 10, 2018 – 5:00 p.m.** Interviews will be scheduled for **Thursday, December 20, 2018 at a Special Council Meeting (4:00 p.m.).** Selection of the applicant will take place on **Thursday, January 3, 2019 or Tuesday, January 15, 2019 @ 6:00 p.m. Regular Council Meeting.** Applications are also available online @ www.surpriseaz.gov, under City Clerk section. Please submit applications to the City Clerk's Office.



City of Surprise

APPOINTMENT APPLICATION FOR COUNCIL DISTRICT 5 (PALM) VACANCY

Name: _____ Date Submitted: _____

Address: _____

Phone (Home): _____ Business: _____

E: Mail Address: _____

Resident of District 5 (Palm), Surprise: _____ Yes _____ No

Number of Years: _____

Education: _____

EMPLOYMENT BACKGROUND:

Present Employer/Position: _____

Previous Employer(s)/Position (Last 5 Years): _____

Special Qualifications (Include list of Surprise activities or organizations you have participated in and dates):

(Continued on Reverse Side)

**Do you currently serve, or have you previously served on any City of Surprise Boards/Commissions?
If yes, which one(s):**

Statement as to why you want to serve as a Councilmember for the City of Surprise:

Additional Information/Comments:

I, _____ certify that to the best of my knowledge, all information given herewith is true and correct. I understand that any falsification or misrepresentation of facts will be cause for dismissal from the position if I am appointed by the City Council.

Applicant's Signature

Date & Time Received by City Clerk's Office: _____

Please submit your completed application and any other documents that you would like to share with the Mayor and Council, submit electronically to: clerk@surpriseaz.gov, or drop off at the City Clerk's Office – 16000 N. Civic Center, Plaza, Surprise, AZ. 85374, Monday through Friday 8:00 a.m. to 5:00 p.m.

This application process closes on Monday, December 10, 2018 @ 5:00 p.m.