



## City of Castle Rock

PO Box 370  
Castle Rock, WA 98611  
(360) 274-8181

### Application for Appointment to Castle Rock City Council Position No. 3

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

The timeline for filling the Council vacancy is as follows:

- August 28, 2025** Applications are due to the Clerk-Treasurer by 5:00 PM
- September 8, 2025** City Council – Review applications and create a shortlist
- September 22, 2025** City Council – Interview the short-listed applicants and select the new Councilmember

To be considered, your application must be completed and received by the Clerk-Treasurer at Castle Rock City Hall **no later than 5:00 PM on Thursday, August 28, 2025**. Applications received after 5:00 PM will NOT be accepted. Mailing post-marked applications will also NOT be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 3.
- May be submitted in hard copy or electronic form

For further information, please contact:

Carie Cuttonaro, Clerk-Treasurer  
at (360) 274-8181, ext. 303 or  
[ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)

The application packet should be submitted to:

**Mail:** Carie Cuttonaro, Clerk-Treasurer  
RE: Councilmember Recruitment  
City of Castle Rock  
PO Box 370  
Castle Rock, WA 98611

**In-Person:** Carie Cuttonaro, Clerk-Treasurer  
RE: Councilmember Recruitment  
City of Castle Rock  
141 A Street SW  
Castle Rock, WA 98611

**Electronic:** [ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)

### Councilmember Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Castle Rock City Council, you must meet the following:

- **Residency Requirement:** Must have continuously resided in Castle Rock’s city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Cowlitz County, City of Castle Rock.

**Please note that:**

- 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 posted on the City of Castle Rock’s website as part of the Council’s meeting packet the week of the initial review.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the November 2027 General Election is certified.
- 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 and Compensation

The City of Castle Rock operates under a Mayor – Council form of government. The Castle Rock City Council is a five-member Council serving as the legislative body of the City. The City Council provides governmental, recreational, educational, cultural and social services and opportunities for citizens. Their legislative powers include the enactment of ordinances and resolutions.

The City Council also has the authority to impose taxes, enact the annual city operating budget, enter into contracts, including grant application agreements, approve monthly expenditures, approve claims against the City, grant franchises for the use of public ways and regulate the acquisition, sale, ownership and disposition of property.

Councilmembers also define the powers, functions and duties of City officers and employees and fix compensation for all employees. Councilmembers also establish working conditions for employees, including approval of benefits such as insurance, retirement and pension programs.

The City Council hears recommendations made by the Planning Commission and makes final decisions regarding subdivisions, short plats, comprehensive planning and zoning issues.

On an annual basis, members of the City Council appoint one of the Councilmembers to serve in the Mayor’s absence, as Mayor Pro Tempore.

Councilmembers also serve on a variety of community-wide boards, committees and commissions along with other public officials to help direct public policy.

The duties of a Councilmember will likely involve an average minimum commitment of 10 – 20 hours per month for 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 regular City Council meetings which are held on the second and fourth Monday evenings of each month. Meetings begin at 7:30 PM and can run up to 9:00 PM and occasionally later. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Councilmembers are expected to attend Workshop meetings as well.

The monthly Councilmember salary as of January 1, 2024 is \$300.00 per month.

### **Interview Questions – September 22, 2025**

Each candidate selected for an interview should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, parks and open spaces, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work, or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

### **Applicant Information**

(Please type or print)

Applicant Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if different)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you registered to vote within Cowlitz  
County, City of Castle Rock? \_\_\_\_\_

Date of Residency within Castle Rock City Limits \_\_\_\_\_

Have you continuously lived in Castle Rock  
City Limits since the Start Date above? \_\_\_\_\_

Do you meet the Residency Requirements? \_\_\_\_\_

## Resume

### Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
2. a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
3. a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
4. a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

### Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location,
- b) Degree earned, or describe subjects studied,
- c) Dates of attendance, or year of completion

1. a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
2. a) \_\_\_\_\_  
b) \_\_\_\_\_

- c) \_\_\_\_\_
3. a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

## Related Skills

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1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
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3. \_\_\_\_\_  
\_\_\_\_\_  
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## Selected Accomplishments

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1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
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### Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Castle Rock on the following spaces provided:

**1. Why are you interested in serving as a Castle Rock City Councilmember?**

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**2. What strength would you bring to the Council?**

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**3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**

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**4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how has that contributed to the Castle Rock community. Address its relevance to the position of Castle Rock City Councilmember.**

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**5. What do you wish to accomplish during this appointed term as a Castle Rock City Councilmember?**

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**6. What is your vision for our City and community?**

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7. Do you participate in or are involved in any contract(s) with the City of Castle Rock?  
Please explain your involvement.

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8. Do you hold any other elected public office? If yes, please describe the offices held.

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9. Is there anything else that you may wish to add that would help us get to know you a little better?

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The application and any correspondence should be addressed to:

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