



APPLICATION FOR APPOINTMENT AS City Council Ward 2 Council Member

>> INFORMATION REGARDING THE APPLICATION FOR APPOINTMENT AS THE CITY COUNCIL WARD 2 COUNCIL MEMBER

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

To be considered, your application must be completed and received by the City Clerk at Columbia City Hall, 701 E. Broadway, Columbia, MO 65201 **no later than 5:00 p.m. on Monday, November 13, 2023**. Applications received after 5:00 p.m. will not be accepted and mailing post-marked applications will also not be accepted. The City Council will review applications and select a new Council Member at a future date.

Please submit the completed application packet to:

**Sheela Amin, City Clerk
City of Columbia
701 E. Broadway
Columbia, MO 65201**

Sheela.Amin@CoMo.gov

For further information, please contact:

Sheela Amin, City Clerk at 573.874.7207 or Sheela.Amin@CoMo.gov

Please note:

Once the application packet for appointment is filed with the City, it is a public record available to anyone that requests it, and it could be posted on the City of Columbia's website.

>>COUNCIL MEMBER ELIGIBILITY, REQUIREMENTS AND PUBLIC DISCLOSURE

Per Article II Section 6 of the City Charter, to be eligible to be appointed to the Columbia City Council as the Ward 2 Council Member, you must be a qualified and registered voter of the city and a resident and qualified voter of Ward 2. In addition, you cannot hold any other lucrative public office nor any lucrative position in the city government during your term as a Council Member.

If appointed to the vacant position by a majority vote of the City Council, you will hold office until a successor is duly elected and qualified following the April 2024 Municipal Election.

If appointed, you will be required by State and local law to file a financial disclosure statement with the Missouri Ethics Commission.

>>CITY COUNCIL DUTIES AND COMPENSATION

The Columbia City Council is the legislative authority of the City of Columbia. The City operates under a Council-Manager form of government, and the seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member will likely involve an average minimum of 18-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance at pre-council and regular city council meetings, which are held on the first and third Monday's of each month. Meetings generally begin at 5:00 p.m. and can run late into the evening. From time to time, special city council meetings can be called to handle city business. In addition, there are city council work sessions and retreats at times.
- Council Members may, at their discretion, travel and attend training, education, and/or participate in other organizations at the local, regional, state, and national level. Travel, education, and training expenses for those activities can be reimbursed in accordance with applicable City policies and are subject to the budgetary limit set for each Council Member and the City Council as a whole.
- The Council Member stipend as of October 1, 2023 is \$522.58 per month.



APPLICATION FOR APPOINTMENT AS City Council Ward 2 Council Member

The information provided will be used by the City Council in considering your appointment. Please complete each section, if applicable. Please attach additional materials (resume, letters of reference) that you would like considered as part of your application.

>>APPLICANT INFORMATION

Applicant's Name: _____

Residence Address: _____

Mailing Address: _____

Email: _____ Home Phone: _____ Cell Phone: _____

How long have you been a continuous resident of the City of Columbia and of Ward 2?

If less than three years, please list all addresses within the last three years:

Are you registered to vote in the City of Columbia? _____

Do you meet all of the qualifications to hold elective office as defined in the Columbia City Charter Article II Section 6? _____

>>EDUCATIONAL HISTORY

High School: _____ Diploma Earned: _____

City/State: _____

College/University: _____ Degree Earned: _____

City/State: _____

Any other training or education that you believe is relevant?

>>EMPLOYMENT HISTORY

Current or Last Employer: _____ Position: _____ Dates: _____

Address: _____ Phone: _____

Previous Employer: _____ Position: _____ Dates: _____

Address: _____ Phone: _____

>>ORGANIZATIONS AND CIVIC EXPERIENCE

List any community, civic, trade or professional organization in which you have been active.

Organization/Project: _____ City/State: _____ To/From: _____

Organization/Project: _____ City/State: _____ To/From: _____

Organization/Project: _____ City/State: _____ To/From: _____

Have you ever been elected or appointed to any public office, board or commission in Missouri? If so, please list.

Title/Position: _____ Office/Board/Commission: _____

Election/Appt. Date: _____ Term Length: _____

Title/Position: _____ Office/Board/Commission: _____

Election/Appt. Date: _____ Term Length: _____

Title/Position: _____ Office/Board/Commission: _____

Election/Appt. Date: _____ Term Length: _____

>>SUPPLEMENTAL QUESTIONS

Please use an additional page to answer the following. Limit answers to 200 words each.

- 1.) Why are you interested in serving on the City Council?
- 2.) Generally speaking, what do you see as the City Council's role?
- 3.) How does your specific experience make you qualified to serve as a City Council member?
- 4.) Describe your civic involvement in the Columbia community.
- 5.) Do you have the availability to attend all City Council meetings, meet with constituents, spend the time to become informed for meetings, and engage in outreach to the community?
- 6.) What do you see as the current topics before the City Council to be decided in the next 6 months?
- 7.) Is there anything else that you wish to add that would help us get to know you better?

>>REFERENCES

The following individuals are qualified to comment on my capabilities. At least one reference must be from Ward 2.

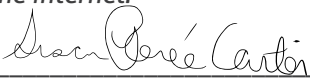
Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

>>UNDERSTANDING OF APPLICATION

NOTE: *By submitting this application, you affirm that the information contained in it is true and accurate to the best of your knowledge and that you are the person named. In addition, you acknowledge that upon receipt, this form is a public record and its contents will be provided to anyone requesting a copy and that this information could be made available to the public via the internet.*

Signature of applicant:  Date: _____

Please return this completed application to the City Clerk at Columbia City Hall, 701 E. Broadway, Columbia, MO 65201, no later than 5:00 p.m., Monday, November 13, 2023. Applications received after 5:00 p.m. on November 13, 2023 will not be accepted, and mailing post-marked applications will not be accepted.

The application and correspondence should be addressed to:

**Sheela Amin, City Clerk
City of Columbia
701 E. Broadway
Columbia, MO 65201**

Sheela.Amin@CoMo.gov

1.) Why are you interested in serving on the City Council?

I am interested in serving on the City Council to bridge the gap for Andrea Waner's term to assist the Council with the transition. Since time for service is less than six months and requires some knowledge in what the council is currently doing, I think that it is important for someone like myself who has been engaged in attending meetings and learning more about our city to fill that gap. I also think it should be someone who truly cares about the outcomes for our city to be the one to represent my ward. I believe my attendance to meetings and engagement in important city issues are testimony to my commitment.

2.) Generally speaking, what do you see as the City Council's role?

The City Council's role is to establish policy and law while representing the citizens of their individual wards. The City Council should also weigh out what is best for the city residents as a whole to ensure everyone has full representation. The City Council members should communicate with residents of their ward to help resolve issues and disseminate information in an attempt to educate residents about the workings of our city. To be the best representatives, it is their responsibility to educate themselves and be prepared for meetings and topics related to City Council business. Annually, they along with city staff develop a strategic plan and goals with a corresponding annual budget designed to meet those goals. They should also monitor the progress of the goals and adjust them to insure progress has been made and make additions when changes are needed to progress or new goals are needed to address new issues.

3.) How does your specific experience make you qualified to serve as a City Council member?

While in my job as a program manager, I learned to communicate with our clients, parents, service providers, businesses and school personnel. I have excellent collaboration skills that have helped facilitate positive outcomes for all involved. I learned conflict management and have experience dealing with criticism from those we serve and community members. City Council members have to learn to communicate, collaborate and accept criticism.

While I have organizational skills, I also have creative problem-solving skills. As a program manager and a volunteer for other organizations, I have started a number of new programs, modified existing programs and helped facilitate others during this process. I am a person known for my ability to embrace change, which is a necessary quality for City Council members. When projects do not go as planned, I do not see failure, rather I see learning opportunities. I work to be solution oriented and find replacements through studying best practices and models for systems and processes that are not working. City Council members must be solution oriented, able to tolerate change and willing to seek out best practices to solve problems.

Areas of experience that could benefit the City Council are diversion solutions for the school to prison pipeline, transition from high school to adulthood, employment services, and work skills development. I have listed other specific skills related to my civic involvement description in the next question.

4.) Describe your civic involvement in the Columbia community.

The first thing that I do is vote and am registered to help others complete voter registration. I attend and engage in City Council meetings, retreats, informational and public input sessions, and surveys. I have also attended Boone County Meetings. I have attended the Civic Academy this year. I seek information and study alternative ways to solve the problems of our city and share that information to facilitate change. I meet regularly with community members, city leaders and county leaders to exchange information about what is going on and how we can assist each other with implementing better ways to serve our residents. I also help them connect with others who can help them reach their goals. I attend CPRB meetings to help improve policing in our community. I have given input on models for policing and policing policies that help make our policing approach safer for everyone. I am also participating in the Boone County Results-Based Accountability Learning Lab, S.T.A.A.R.R., Local Motion, Jobs for Justice, Race Matters Friends, Como for Progress, and Hold COMO Accountable to help improve outcomes in my community related to community violence, racism, transportation, working conditions and pay, civil rights, government accountability and policing. Lastly, I have helped campaign with candidates that I think will be invested in making this a better community.

5.) Do you have the availability to attend all City Council meetings, meet with constituents, spend the time to become informed for meetings, and engage in outreach to the community?

I retired so I would have more time to commit to my community. I will have a lot of time to devote to these duties, except I have one council meeting that I will not be able to attend in March.

6.) What do you see as the current topics before the City Council to be decided in the next 6 months?

We will need to make final approval for the ARPA contracts, start planning for the office to address community violence, review the climate action plan, work with the CPRB in their quest to provide citizens with representation, address staffing shortages, continue to address STRs, troubleshoot the implementation of roll carts and begin work with the new police chief to address any changes he might want to make. I believe the City Council is still working on some of the benefit and wage schedules for various departments, so that might also be on the agenda.

7.) Is there anything else that you wish to add that would help us get to know you better?

I look forward to serving the community and take that representation seriously. I will continue to make decisions based on finding the practices that best fit our city and learn more about our city and how it works. I will strive to support staff and encourage them in their endeavors to meet the needs of our residents.