



## City Council Duties and Compensation

The Poulsbo City Council is the legislative authority of the City of Poulsbo. It adopts ordinances providing for city-wide governance, general policy, city budget, approve contracts, and it is the land use policy decision-making body for our city. The council through proper oversight, also reviews the operation of all city programs and services.

The duties of a city councilmember will likely involve an average minimum commitment of 20 - 30 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 the first three Wednesday evenings of each month at 7:00pm. From time to time, the City Council or Mayor may call special city council meetings to handle city business.
- Councilmembers are expected to serve on council committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evening, but may also occur on some weekends, and during some week days.
- Some travel is expected locally, regionally, and/or within the state of Washington, involving various organizations which the city of Poulsbo is a member. Council members may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instance on the national level. Travel, education, and training expenses for local, regional, state, and national activities are reimbursed in accordance with city policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

Are you willing to prepare, participate and attend the various meetings, and to do these duties? Yes  No

Compensation for this position is an annual salary of \$6,000.

# City of Poulsbo



## APPLICATION FOR APPOINTMENT TO POULSBO CITY COUNCIL

### POSITION No. 3

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

To be considered, your application must be completed, signed, and received by the City Clerk's Office at Poulsbo City Hall, 19050 Jensen Way NE, P.O. Box 98, **no later than 5:00pm on December 30, 2009.**

**Mailing postmark is NOT acceptable.** Additional written information after this date will not be accepted, unless requested by the City Council.

With this application, please submit the following items:

- A cover letter indicating your interest and general qualifications for the position.
- Answers to the Supplemental Questions of **no more than six pages total.**
- A resume of **no more than two pages.**

For further information, or if you have special needs regarding the application or the interview process please contact the City Clerk's office at 360-779-3901.

This application and any correspondence should be addressed to:

Poulsbo City Hall  
Attn: City Clerk's office  
Councilmember Recruitment  
P.O. Box 98  
Poulsbo, WA 98370

(Please print or type all information)

Applicant Name Catherine C. Nunes (Kate)

Address 532 NE Harrison St. Zip Code 98370

Home phone 598-4407 Work phone (optional) \_\_\_\_\_

Email kate.nunes@comcast.net

Are you related to any elected City official or staff member? If yes, please explain. no

Occupation: Contracts Manager

Education: BA Economics and Business

Professional and/or community activities, including boards and commissions: 2008 - 2009 NK Budget Committee

List any experience that would assist you in serving on the City Council: I believe my contracts administration experience gives me the technical know how for the position. The fact that I traveled across the country on my bicycle (with my husband and daughter) gives me a unique perspective on towns small and large.

The selection process will include a personal interview(s) with the City Council. Date(s) and time of interviews is to be determined. Eligible candidates will be notified of the interview schedule.

Under the laws of perjury of the State of Washington, I declare that the information contained in this application and all attachments to it are true to the best of my knowledge. I also swear, or affirm, that if appointed, I will support the Constitution of the United States of America and the Constitution and laws of the State of Washington.

Applicant's signature 

Date signed December 30, 2009

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

#### Councilmember Eligibility, Requirements & Public Disclosure

-NOTICE-

- Once a Councilmember application is filed with the City, it becomes a matter of public record.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplement questions, will be posted on the City of Poulsbo website as part of the Council's meeting packet the week of the initial interview.
- 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)).

To be eligible to be appointed to the Poulsbo City Council, you:

- Must have continuously resided within the Poulsbo City limits for a minimum of one year prior to your appointment to the council, and
- Must be:
  1. A registered voter in the City of Poulsbo. Yes  No  (RCW 35.23.031)
  2. A resident in the City of Poulsbo continuously for at least one year. Yes  No
- A. How long have you been a resident of the City of Poulsbo? 3 years (RCW 35A.12.030)
- B. How long have you continuously lived at your current address? 3 years  
If you have lived at your current address for less than one year, please answer the following questions:
  - What was your previous address(es): \_\_\_\_\_
  - How long have you continuously lived at each address? \_\_\_\_\_
- C. If you are appointed, you will need to complete and file a financial disclosure statement with the Public Disclosure Commission. Are you willing to do so? Yes  No
- D. Do you object to your application and all attachments being disclosed to the public? Yes  No . Your application will be a public record and available to the public.
- E. Do you hold, or do you participate, or are you involved in any contract(s) with the City of Poulsbo? Yes  No  If yes, please explain.
- F. Do you hold any other elected public office? Yes  No   
If yes, please state what office and where? \_\_\_\_\_

### Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Poulsbo on separate pages using no more than six pages total.

1. Why are you interested in serving as a Poulsbo City Councilmember?
2. What strength would you bring to the Council?
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?
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 this has contributed to the Poulsbo community. Address its relevance to the position of Poulsbo City Councilmember.
5. What do you wish to accomplish during this appointed term as a Poulsbo City Councilmember?
6. What is your vision for our city and community?
7. Are you willing to run for election to the City Council in 2011?
8. Is there anything else that you may wish to add that would help us get to know you a little better?

### Resume

Please attach a resume of no more than two pages.

### Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Poulsbo on separate pages using no more than six pages total.

1. Why are you interested in serving as a Poulsbo City Councilmember?

I fell in love with Poulsbo approximately 20 years ago and had the opportunity to move here while my husband was in the service. I'd like to give back to the community.

2. What strength would you bring to the Council?

I would bring 20 years of contract management experience to the Council.

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?

The Growth Management Act – balancing our community's character with the requirement to essentially double our size in the next 10 years.

Making the community more bicycle and pedestrian friendly.

Jobs – I don't see Poulsbo as a suburb of Seattle or as just a tourist town. I'd like to help expand the opportunities for folks to live and work here.

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 this has contributed to the Poulsbo community. Address its relevance to the position of Poulsbo City Councilmember.

Honestly as a military spouse, I haven't had much of an opportunity to establish roots and serve the community on boards. Since my husband retired and we returned to Poulsbo, I have become involved in the community, including; serving on the NK school advisory board, and establishing a "walking school bus" for neighborhood families.

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

I want to help balance Poulsbo. Our town has a unique character and I don't want to lose that as we grow. I realize that there are no easy answers whether it's growing through annexation or building ADUs downtown. Someone needs to make the hard decisions and I'd like to be part of the process rather than sitting on the sidelines.

6. What is your vision for our city and community?

We have a lovely town and I'd like to expand on it. I'd like to see more jobs for people here in town. To the extent that people have to or want to commute, I'd like to make it as easy as possible for them to do so without needing to drive. I'd like to see a network of bicycling and walking trails through the community.

7. Are you willing to run for election to the City Council in 2011?

Yes.

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

# Catherine Nunes

Contract Manager

## **Professional summary**

Ms. Nunes is a contract manager with over 12 years' contract and subcontract administration. She is responsible for cradle to grave contract administration for several major programs, including AMEC's National Guard Bureau and Navy Comprehensive Long-term Environmental Action Navy (CLEAN) contract, valued over \$300,000,000. Ms. Nunes is experienced with federal, state, local municipal and commercial contracts, including, FFP, T&M, CPAF, CPFF, ID/IQ, LOE, BOA and BPA.

## **Education**

College of St. Catherine, St. Paul, Minnesota, B.A. Economics and Business Administration, 1989

## **Memberships**

National Contract Management Association

## **Summary of core skills**

### Contract Administration

Ms. Nunes served as the Contracts Manager on a wide range of projects including two of AMEC's largest federal programs; the CLEAN contract with the Department of the Navy, and the National Guard Bureau Contract with the Department of the Army and the Air Force. The Navy CLEAN contract is valued at \$210,000,000 and has approximately 260 delivery orders. The NGB contract is valued at almost \$100,000,000 and has approximately 240 delivery orders. Under these contracts Ms. Nunes negotiated all delivery orders and modifications. Developed cost estimating, change proposal, and contract close-out procedures. Designed and implemented post negotiation documentation formats which decreased the overall cost of contract administration. Conducted training for project managers on contracts, subcontracts, and costing issues. Supervised 3 professional contracts staff members. Reviewed/approved all implementation plans and cost estimates. Performed make/buy decisions. Participated in project reviews of major delivery orders. Ensured contractual compliance by AMEC and subcontractors.

### Subcontract Administration

Ms. Nunes served as the Director of Procurement for the Western Region and oversaw the procurement of supplies and services valued at \$10,000,000 per year. In her subcontracts role she supervised a staff of 5 professionals and 2 clerical personnel. She wrote procurement



**Catherine Nunes**

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policies, procedures, and developed standard forms and subcontract agreements. Evaluated and negotiated contractor claims. Ensured subcontractor compliance with terms and conditions of the contract. Developed Environmental/Service Contract Specifications jointly with technical staff to meet customer requirements. Served as the primary interface with the Navy related to the Contractor's Purchasing System Review (CPSR). Prepared requests for ACO consent and advance notification packages for client review and/or approval. Ms. Nunes has personally managed a wide range of subcontracts including CPFF subcontracts valued at over \$5,000,000 (pre and post award responsibilities).

**Employment history**

2000 – Present: Contracts Manager, AMEC Earth & Environmental, Inc., Jacksonville, Florida

1992 – 2000: Contracts Manager, Ogden Environmental and Energy Services Co., Inc. (predecessor to AMEC Earth & Environmental, San Diego, California)

1989 – 1991: Contract Specialist, Department of the Navy, Naval Facilities Engineering Command, San Diego, California

1987 – 1989: Analyst, Honeywell Underseas Systems Division, Minneapolis, Minnesota