Poulsbo City Hall
Attn: City Clerks Office
Councilmember Recruitment
P.O. Box 98
Poulsbo, WA 98370

December 28, 2009

Dear Ms. Boltz:

I am seeking appointment to City Council Position No. 3. Enclosed is my application, response to supplemental questions and resume.

I meet all the requirements for the Councilmember position and am currently a member of the Poulsbo Planning Commission. As outlined in the enclosed documents, I believe I have excellent skills and experience to successfully fulfill the responsibilities and duties of a Poulsbo City Councilmember. I also have more than sufficient time, enthusiasm and commitment to serve the City of Poulsbo if appointed to the position.

Sincerely,

James E. Thayer

Encl. Application
Supplemental Questions
Resume
POULSB0 CITY COUNCILMEMBER RECRUITMENT

Notice is hereby given that the City Clerk’s Office is accepting applications from eligible residents for appointment to City Council Position No. 3 to fill an unexpired term. The term will begin upon appointment by the City Council and term expiration is December 31, 2011.

Qualifications for Office and Responsibilities of the City Council

Citizens seeking appointment to the City Council must be qualified electors (have the ability to register to vote) and City residents for one year immediately preceding the time of application.

The Council is responsible for enacting all legislation, developing policies, and making general decisions for governing the City. Council duties include adopting and amending City laws; approving the budget; establishing City policies and standards; approving contracts and agreements; and representing the City. The Council meets the first three Wednesdays at 7:00 p.m. each month in the City Council Chambers at City Hall, 19050 Jensen Way. Four Councilmembers constitute a quorum for the transaction of business. Compensation for this position is an annual salary of $6,000.

Interested residents may pick up application packets at City Hall, 19050 Jensen Way NE, or may have them mailed by calling the City Clerk’s office at 360-779-3901. Application materials are also available on the City’s website: www.cityofpoulsbo.com.

Applications must be received by 5:00 p.m., on December 30, 2009. A mailing postmark date will NOT be acceptable. Qualified applicants will be notified of the date and time for interviews.

Jill A. Boltz, City Clerk


NOTIFICATION ONLY: Kitsap Sun
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 weekdays.

- 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 [X] No [ ]

Compensation for this position is an annual salary of $6,000.
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:** James E. Thayer

**Address:** 583 NE Eliason St, Poulsbo

**Zip Code:** 98370

**Home phone:** 360-697-4352

**Work phone (optional):**  

**Email:** jandjthayer@comcast.net

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

**Occupation:** Retired Engineer
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
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).

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? 5 years (RCW 35A.12.030)

B. How long have you continuously lived at your current address? 5 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.
1. Why are you interested in serving as a Poulsbo City Councilmember?

My wife and I moved to Poulsbo in 2004 after living in the Enumclaw area for 18 years. Poulsbo has always been one of our favorite communities since we moved to Washington. My wife and I love the opportunity to live in and receive the benefits of Poulsbo and I would like to give something of myself to Poulsbo. I wish to contribute to the Poulsbo community’s well-being and future through proactively and constructively addressing the issues and challenges coming before the city.

Poulsbo is a great place to live and I want that to be the current and future belief of its citizens.

2. What strength would you bring to the council?

I am able to work well both independently and in groups. I am diligent, thorough and able to understand the issues of city government.

I was a member or leader on numerous task forces and teams during my last several years before I retired. I was comfortable with and worked well in both roles. Serving as Commercial Activities team leader and team member of several management level teams gave me experience in understanding, evaluating and improving organization wide processes. The Commercial Activities Team leader experience also gave me extensive experience in dealing with individuals and groups concerning issues that were unpleasant in their potential consequence, but were never-the-less necessary to be pursued and resolved.

Eighteen years of experience at Fort Lewis Public Works gave me experience and knowledge in utility system operation and maintenance and post wide, community planning. Fort Lewis had a permanent population of 18,000 and a daytime population of 30,000.

I am comfortable making decisions on difficult or complex issues.

I am able to listen to other people so that I can understand their opinions or positions and then consider those beliefs in relation to my own.
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?

City priorities and issues change. The following are three current issues that I offer solutions to. However, I believe it would be presumptuous of me to assume I have all the answers without collaborating with the other Council members.

a. Poulsbo’s current and future economic challenge of balancing services and infrastructure needs with actual income.

I am fiscally conservative by nature. The City Council and staff should continue to collaborate on prioritizing the City’s needs and wants and then authorize budgets that are fiscally responsible. I am not aware of problems existing with the current process, but I do expect to potentially have to make difficult decisions in the near future.

b. Poulsbo’s character and desirability as a place in which to live and work needs to be preserved or enhanced as the city grows.

This is an issue that most citizens will agree on the need for, but will have various and sometimes divergent opinions on how to achieve. I believe the City’s Comprehensive Plan provides some good direction to achieve this issue. The challenge for the City Council will be how to implement the plan and how to guide growth (not the same as controlling it) to preserve the desirable characteristics of Poulsbo. The Council members will need to continue to receive City staff, commission, and citizen input and to then make decisions that they believe are the best for the future of the City. In the end, the collective individual Councilmember reasoning, decisions and votes will define the future of Poulsbo.

I believe businesses such as Walmart are good and necessary for the economic well being of Poulsbo. However, the unique character and desirability of Poulsbo depends on having attractive and economically viable areas such as the Front Street and Viking Way business districts. They are a key part of what make Poulsbo desirable to citizens and visitors.
c. Long term plans for the economic redevelopment or revitalization of areas of the city, such as Viking Avenue and the Old Town business district are needed to keep Poulsbo economically healthy, attractive to visitors and retain the “home town” feel to its citizens. This issue is also related to both issues above.

On one hand, Poulsbo currently has a good opportunity to influence the future development of the Viking Avenue area and to some extent, the Old Town business area. On the other hand, the current economic situation to fund professional, contract planning is poor. Perhaps the City Council could task the Planning Commission and/or a separate task force to initiate this effort and start the early stages of planning with little expenditure of scarce funds. This process might better define the direction and required output of a future, contracted study.

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.

I am currently a member of the Poulsbo City Planning Commission. Prior to that, I was a member of the Poulsbo Design Review Board, February to October 2007.

During my time on the Planning Commission, at my request, I served as the Planning Commission member of the Annexation Task Force. I learned a lot about the issues of City growth, Urban Growth Areas, annexation procedures and considerations, and citizen concerns while on the task force. I contributed suggestions that were adopted by the Task Force to improve the process. Subsequently, I actively participated with the rest of the Planning Commission to develop the Draft Comprehensive Plan Update. Both of these processes included soliciting, receiving and evaluating City consultant, City staff and citizen input and concerns. I anticipate these experiences will be similar to receiving, evaluating and responding to such inputs as a City Councilmember.

I also serve in various capacities in my local church. I believe this helps to make me more sensitive to the needs and desires of other people.

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

I would like to help guide the City in its growth and redevelopment and to help bring the City through its current financial challenges.
6. What is your vision for our city and community?

My vision for Poulsbo is for the city to meet its growth needs while retaining its small town feel, its Norwegian heritage, its environmental beauty and being a place that friends and tourists want to visit.

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

If appointed to the current vacancy, I am 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?

Since I am “retired”, I have more than sufficient time and energy to fully meet the responsibilities and duties of serving as a Poulsbo City Councilmember. I do not wish to merely be appointed to a vacant position. I wish to significantly participate in guiding the future of Poulsbo.

I believe each Councilmember should have firm convictions about what is best for Poulsbo, now and in the future. I also believe that the City Council will be most effective and productive when individual Council members listen to and understand differing positions of other Council members and then work out their differences in a cooperative manner.
James E. Thayer
583 NE Eliason Street, Poulsbo, WA 98370
360-697-4352, jandjthayer@comcast.net

Focus: Poulsbo City Councilmember

Highlights of Qualifications

- Experienced in investigating and understanding complex community planning and utilities issues and then identifying and implementing improvements.
- Extensively experienced in working with interdisciplinary teams and task forces whether as team leader or team member.
- Experienced in constructively receiving and resolving confrontation and criticism. (See 2000 to 2004 experience below.)
- Able to both listen to, draw information from, and to converse with individuals and groups both senior and junior to me.
- Extensive experience in differentiating between substantiated, factual information and data as opposed to unsubstantiated claims, allegations and innuendos.
- Always strive to be fair, honest and to do the right thing.

Professional Experience

Retired from U.S. Government Service 2005 to present
- Poulsbo City Planning Commission Oct. 2007 to present
  o Contributed to the 2009 Comprehensive Plan Update
  o Planning Commission member of Annexation Task Force

Fort Lewis Public Works, Fort Lewis, WA 1986 to 2005
Chief of Public Works Commercial Activities Study Team
And Chief of Utilities Division (2000 to 2005)
(Chief of Commercial Activities Study team)
I led a 14 person team comprised of engineers, foremen and trades personnel to compete the approximately 300 Public Works Government jobs against national contractors. We conducted organizational and activity analysis of all jobs and processes and then identified and implemented many changes to improve effectiveness and competitiveness. We wrote a contract specifying all work to be performed and created a new, proposed Government workforce to bid against industry. During the four years, I conducted multiple, monthly briefings to the workforce who were sometimes upset that their jobs were up for competition. In spite of this difficulty, we were able to secure the cooperation of the workforce. The in-house bid won the competition.
(Chief of Utilities Division)
I managed the Fort Lewis Utility Systems Plants (Wastewater Treatment Plant, Sanitary and Storm Sewer Systems, Water Plant and Distribution System, Exterior Electric Distribution System, and Central Heating Boiler Plants). I led and participated in various team task forces.

General Engineer, Planning Department (1999 to 2000)
I led a team of other engineers to prepare for the upcoming commercial activities study by developing a system to collect administrative/professional employee workload data and improve other administrative practices. I was the lead engineer for developing repair and replacement plans and programs for the Fort Lewis mechanical and electrical facility systems.

Supervisory Mechanical Engineer (1986 to 1999)
I directed the multi-million dollar per year Fort Lewis facility energy conservation program. I was also responsible for the operation, maintenance and programmed repair and modernization of the Fort Lewis boiler plants and heating, air conditioning, refrigeration, plumbing and pipefitting systems

Naval Civil Engineering Laboratory
Mechanical Engineer 1975 to 1986

Solar Division of International Harvester
Development Test Engineer 1970 to 1975
I conducted research and development testing of advanced, experimental, radial gas turbine engine components.

U.S. Navy
Officer, Ensign through Lieutenant 1965 to 1970
Air squadron and admiral’s staff assignments.

Education/Credentials

Registered Professional Mechanical Engineer, California
B.S. Mechanical Engineering, California State Polytechnic University, San Luis Obispo, California