



# CITY COUNCILMEMBER APPLICATION FACT SHEET AND INSTRUCTIONS

City Council Position #6 of the Shoreline City Council will be vacant by January 8, 2019. To fill this Council position, the City Council will be appointing a Shoreline resident to serve in this role. The appointment by the City Council will commence on January 28, 2019 and expire upon the certification of the 2019 election results in November 2019, as the position will subsequently be filled in the 2019 election cycle.

## WHO MAY APPLY?

- Registered voters who have been residents of Shoreline for at least one year may apply for this position using the attached application form.

## APPLICATION INSTRUCTIONS AND PROCEDURES

- If you are interested in serving in this Council position, you must complete and submit the City Councilmember Application Form by **5:00 p.m. on Thursday, January 3, 2019.**
- Application Forms may be submitted using the online form on the City website at: [shorelinewa.gov/councilapplication](http://shorelinewa.gov/councilapplication). Application Forms may also be mailed, delivered in person or scanned and emailed to the City Clerk's Office:

***City of Shoreline – City Clerk***  
***17500 Midvale Avenue N, Shoreline, WA 98133***  
***Phone: (206) 801-2230 Email: [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov)***

- Please fill out the Application Form as accurately and as comprehensively as possible. If you need additional space, you may include additional sheets of paper.
- As noted on the Application Form, you may also attach a resume instead of listing your educational, occupational, and community/volunteer work background requested in Questions 1-3 on the Application Form.
- The successful candidate will also be required to file a Personal Financial Affairs Statement with the Public Disclosure Commission within two weeks of appointment.

## ABOUT THE SHORELINE CITY COUNCIL

- As the City's governing body, Shoreline's seven elected part-time City Councilmembers establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises. The Council hires and evaluates the City Manager, who is responsible for preparing a budget for the Council's consideration; recruiting, hiring, and supervising the government's staff; serving as the Council's chief adviser; and carrying out the Council's policies. Councilmembers and citizens count on the City Manager to provide complete and objective information, the pros and cons of alternatives, and long-term consequences.

- City Councilmembers serve staggered four-year terms; roughly half the Council is up for election every two years. All Councilmembers are "at-large", meaning that they serve the City as a whole as opposed to a specific district in the City.
- The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and inter-governmental meetings. The Deputy Mayor presides in the Mayor's absence.
- Most City Council meetings are held on Monday evenings at 7:00 p.m. Occasionally special meetings are scheduled as needed. The City Council typically takes a two week break in the summer and in December. There are no Council meetings on Mondays that are legal holidays.
- The City Council also usually holds Dinner Meetings twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays from 5:45 to 6:45 p.m. prior to the regular Council meeting.
- Councilmembers may also serve on regional committees and attend workshops and conferences. Upcoming workshops and conferences include the Association of Washington Cities (AWC) City Action Days in Olympia, WA - February 13 and 14, 2019; the City Council Strategic Planning Workshop - March 1 and 2, 2019 (*required*); and the National League of Cities (NLC) Congressional City Conference in Washington, DC - March 10 - 13, 2019.
- Serving on the Shoreline City Council is a part-time position. The position includes salary and benefits, which are as follows:
  - Salary of \$1,000 per month (or \$12,000 per year).
  - Medical or retirement benefits equal to sixty percent (60%) of minimum premiums for enrollment of a city employee, spouse and one child in Association of Washington Cities (AWC) medical, dental and vision plans. Any amount not used for medical benefits may be used for retirement benefits by contribution to a 457 plan adopted by the City. To qualify for medical benefits, at least four Councilmembers need to enroll in the AWC Plan – five Councilmembers for dental and vision.

## **CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS**

- The City Council will evaluate the qualifications of candidates in Executive Session at the January 7, 2019 Council meeting at Shoreline City Hall. The Council will then identify Council candidate(s) to move forward for interview in an open session at this Council meeting.
- Following the selection of Council candidate(s) to interview, the City Council will conduct candidate interviews during the January 28, 2019 Council meeting, which is open to the public. Candidate(s) selected for interview will be asked to answer questions posed by each Councilmember during the interview process. Following a candidate's interview, each candidate will then be allowed two minutes for closing comments. Comments and responses about other applicants will not be allowed.
- The Council will then recess into Executive Session to evaluate the qualifications of all candidate(s) interviewed. Nominations, voting and selection of a candidate to fill the vacancy will be conducted in open session at this same January 28, 2019 Council meeting. Following this selection, the new Councilmember is scheduled to be sworn in and seated on the City Council.







**PERSONAL INFORMATION**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Cellular/Home Telephone Number \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_