



CITY COUNCILMEMBER APPLICATION FACT SHEET

STATE REQUIREMENTS

- Registered voter and resident of Shoreline for at least one year.

POSITION DESCRIPTION

- This position is one of seven Councilmembers. The role of the Council is as the legislative body. The Council is responsible for approving the budget, setting policy goals, and strategic planning. 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. Council members and citizens count on the manager to provide complete and objective information, the pros and cons of alternatives, and long-term consequences.
- Most City Council meetings are held on Monday evenings: Regular Council Meetings begin at 7:30 PM and Workshop Meetings begin at 6:30 PM. Occasionally special meetings are scheduled as needed. Councilmembers may also serve on regional committees and attend workshops and conferences.
- Serving on the Shoreline City Council is a part-time position. The position includes salary and benefits, which are as follows:
 - Salary of \$700.00 per month (or \$8,400.00 per year) (Ordinance 122).
 - Medical and 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 (Ordinance 287).

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POSITION DESCRIPTION (continued)

- This appointment will complete an unexpired term for Council Position #3. This position will expire on December 31, 2005 and will then be filled in the 2005 election cycle.
- Personal information submitted for the position may be requested according to State public disclosure rules.
- The successful candidate will be required to file a Personal Financial Affairs Statement with the Public Disclosure Commission within two weeks of appointment.

APPLICATION PROCEDURES

- Council candidates are required to complete and submit the City Councilmember Application Form to the City Clerk's Office by 5:00 PM, December 8, 2003.
- The City Council will review applications, determine qualified candidates, discuss interview questions, and select an interview date(s) at the December 15, 2003, Special Council Meeting, at 6:30 PM, at the Shoreline Center.
- The City Council is required to conduct candidate interviews during a Special Council Meeting open to the public (date to be determined). Applicants will be asked to answer questions posed by each Councilmember during the interview process. Each candidate will then be allowed two (2) minutes for closing comments. Comments and responses about other applicants will not be allowed (Council's Rules of Procedure, Section 2.4, Filling a Council Vacancy).
- The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting (Council's Rules of Procedure, Section 2.4, Filling a Council Vacancy).



CITY COUNCILMEMBER APPLICATION

Application is due in the City Clerk's Office by **5:00 PM, December 8, 2003**

City Clerk's Office
City of Shoreline
17544 Midvale Ave. N.
Shoreline, WA 98133
Phone: (206) 546-5042
Fax: (206) 546-1524

Name _____

Are you a registered voter? _____

Are you a resident of the City of Shoreline? _____

Length of residence in Shoreline? _____

1. List your educational background. _____

2. Please state your occupational background, beginning with your current occupation and employer. _____

3. Describe your community activities and volunteer work. _____

4. Describe your special qualifications applicable to City Council. _____

5. Why do you want to serve on City Council? _____

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. _____

PERSONAL INFORMATION

Name _____

Home Address _____

_____ Zip Code _____

Home Telephone Number _____

Work Address _____

_____ Zip Code _____

Work Telephone Number _____

E-mail address _____