

Attachment A

Application Period: September 25 through October 1 at 5:00 p.m.

The following application materials must be received by the City Clerk October 1, 2017 at 5:00 p.m.:

- Cover letter and resume
- An option to provide up to three references or reference letters
- Reference Authorization Form
- Financial Interest Statement Form

*The [City Charter](#) requires applicants to be a citizen of the United States and a registered voter of the City of Seattle.

Submissions can be made in the following manner(s):

- By email: CouncilAppointmentApplications@seattle.gov
- In person: Seattle City Hall, Office of the City Clerk, 3rd Floor (600 Fourth Ave)
- By mail: Office of the City Clerk PO Box 94728 Seattle, WA 98124-4728
- By fax: 206-386-9025
- *All documents received are subject to the Washington Public Records Act, Chapter 42.56 RCW, and may be disclosed to a member of the public upon request.

City Clerk Transmission of Applications to Councilmembers: Tuesday, October 3, 2017.

- The City Clerk will provide to each Councilmember a notebook that includes all the applications received by the October 1 deadline. The City Clerk will also post all applications on the Council and City Clerk's websites, giving the public an opportunity to review the applications and submit comments. Included in this notebook will be objective screening criteria to assist Council's review of all candidates. The criteria will be developed by the Clerk's Office and include factors such as previous budget experience as well as documentation from the Seattle Ethics and Elections Commission confirming the candidate's eligibility to serve as a Councilmember.

Week of October 2 to October 5. Two Optional Community Forums in Bertha Knight Landes Room, time and format to be determined.

- This process may be facilitated by interested Councilmembers but is intended to be led by community groups (to be determined). Its purpose is to allow community members to meet and ask questions of the applicants. An applicant should only attend one of the forums and an applicant's nonattendance at the forums will not be weighed against the candidate.

Week of October 2 to October 5. Councilmember conferences, optional.

- Each Councilmember may meet and confer with any and all candidates of their choice in order to make an informed decision within the 20-day deadline.

Special Full Council Meeting: Wednesday, October 4, 5:00 p.m.

- Public comment period for community members.

City Council Executive Session to Discuss Qualifications: Thursday, October 5, 9:30 a.m.

- As permitted by the Open Public Meetings Act, the Council will meet in executive session to discuss the qualifications of candidates. No decisions will be made in executive session.

City Council Appointment at Special Full Council Meeting: Friday, October 6, 2:00 p.m.

- The Council will vote to fill the vacancy at the Special Full Council meeting.