



## Information and Application for Appointment to MAYOR

*Thank you for your interest in serving the community as Mayor of the City of Camas.*

**The timeline for filling the Mayor vacancy is as follows:**

**October 26, 2018:** Applications due to City Staff by 5:00 p.m.

**November 14, 2018:** A Special Meeting will be scheduled to conduct candidate interviews followed by an Executive Session and Council vote. The Mayor will take the oath of office at the next regular meeting of the City Council.

To be considered, your application must be completed and received by City staff at Camas City Hall (616 NE 4<sup>th</sup> Avenue) no later than 5:00 p.m. on October 26, 2018. Additional written information after this date will not be accepted, unless requested by the City Council.

Please personally submit the following items:

1. **Signed application** (see page 3).
2. A one-page **cover letter** indicating your interest and general qualifications for the position.
3. **A resume** of no more than two pages.
4. **Answers to the Supplemental Questions** of no more than two pages total (see page 4).
5. **Declaration and Affidavit of Candidacy**.

Inquiries and questions pertaining to this process or documentation should be directed to:

***Peter Capell, City Administrator***

616 NE 4<sup>th</sup> Avenue

Camas, WA 98607

Contact Phone: (360) 834-6864 Email Address: [pcapell@cityofcamas.us](mailto:pcapell@cityofcamas.us)

**To be eligible to be appointed to Mayor, you:**

- Must have continuously resided within the Camas city limits for a minimum of one year prior to your appointment to Mayor.
- Must be a registered voter in the City of Camas.
- If you hold, participate in, or are involved in any contract(s) with the City of Camas, please explain your involvement in your cover letter.
- If you hold any other elected public office positions, please state what office and where in your cover letter.

**Please note that:**

- Applications that are received after the deadline OR are incomplete, will be removed from consideration.
- Once an application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Camas 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 a personal financial disclosure statement with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

## **Mayor Duties and Responsibilities Description**

The City of Camas operates under a Council-Mayor form of government. The Mayor is the Chief Executive of the City. The City of Camas has a City Administrator to carry out the day-to-day administration of the City through the delegation or direction of the Mayor.

The Mayor presides over all meetings of the City Council, when present, but only votes in the case of a tie in the votes of the Council Members with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. The Mayor reports to the Council concerning the affairs of the City and its financial and other needs, and makes recommendations for Council consideration and action.

The Mayor has the power to veto ordinances passed by the City Council and submitted to the Mayor as provided in RCW [35A.12.130](#), but such veto may be overridden by the vote of a majority of all Council Members plus one more vote. The Mayor is the official and ceremonial head of the City and represents the City on ceremonial occasions, except that when illness or other duties prevent the Mayor's attendance at an official function and no Mayor Pro Tempore has been appointed by the Council, a member of the Council or some other suitable person may be designated by the Mayor to represent the City on such occasion.

### **Beyond the broad duties previously mentioned, the Mayor's duties include, but are not limited to:**

- Required to attend and preside at City Council meetings, which are held on the first and third Monday evening of each month, from 4:30 p.m. to 9:00 p.m. and occasionally later. From time to time, the City Council or Mayor may call special City Council meetings to handle City business. Attendance is also required at the Council's Annual Planning Session usually held over a weekend in January.
- The Mayor may serve on Council sub-committees, regional boards and commissions, and is to represent the City at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends and during some week days.
- Some travel is expected locally, regionally, and within the State of Washington, involving various Organizations, of which the City of Camas is a member. In addition, the Mayor may travel and attend training, education and participate in other organizations at the local, regional, state, or in some instances 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 Council Member and for the City Council as a whole.
- The duties of the Mayor will likely involve an average minimum commitment of 60-80 hours per month for preparation, participation, and attendance at various meetings and community activities.

The stipend for the Mayor is \$2,300 per month, plus a \$50 per month wireless phone allowance, a \$25 per month technology allowance and a \$300 per month vehicle allowance.

**Notice:** The term of this appointment is anticipated to run November 19, 2018 thru December 31, 2019. The term for this Mayor position starting January 1, 2020 thru December 31, 2023, will be determined in the November 5, 2019 election. Candidates interested in running for this office, should check with Clark County Elections for the special filing dates. The phone number for the elections department is (360) 397-2345. Additional information can be found online at <https://www.clark.wa.gov/elections/candidates>.



## Application for Appointment to Mayor

*Please Print Clearly*

Name (Full) \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Eligibility Requirements, Notification and Signature

*A Mayor for the City of Camas must reside within City limits and be a registered voter in Camas, Washington. In order to be eligible for appointment to a Mayor vacancy, applicants must have lived in the City of Camas for 12 consecutive months prior to being appointed to office.*

***As an applicant, I declare that I am qualified for appointment to this public office and acknowledge the information provided on this application will be available to the public.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Additional Information

Are you a registered voter in Camas, WA?	YES	NO
Are you a resident of the City of Camas?	YES	NO
How long have you been a resident of the City of Camas?		
How long have you lived at your current address?		
If you have lived at your current address for less than 12 months, please list your previous address.		
Previous address and length of time at address.		

Do you, or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency that conducts business with the City of Camas? [ YES ] [ NO ]

Please return this form, your cover letter, resume and answers to the supplemental questions to City staff at Camas City Hall (616 NE 4<sup>th</sup> Avenue) no later than 5:00 p.m. on October 26, 2018. Applications received after 5:00 p.m. will not be accepted.

The application and attachments should be sent to:

**Peter Capell**  
**Camas City Hall**  
 616 NE 4<sup>th</sup> Avenue  
 Camas, WA 98607  
 Phone: (360) 834-6864 Email: [pcapell@cityofcamas.us](mailto:pcapell@cityofcamas.us)

## **SUPPLEMENTAL - Written Questions for Mayoral Candidates – October 2018**

- 1.** What is your vision for Camas five years from now? In some detail, explain how you would lead the community toward your vision.
- 2.** What experiences, talents or skills would you bring to the community that you would like to highlight?
- 3.** Camas, like many Washington cities, are facing a structural deficit, where expenses grow faster than revenues, due to property tax limitation measures. Explain your views on how the City of Camas should address these budgetary difficulties. Specifically, discuss actions you might encourage to balance revenues and expenditures and the impacts of City services.
- 4.** In your opinion, excluding finances, what are the most significant challenges facing the City of Camas today? How would you propose to address these challenges?
- 5.** What forms of Public Service or Volunteering have you been involved in? Provide details regarding the dates, roles and responsibilities.
- 6.** What other elected bodies have you sought a seat on or been elected to? Provide details regarding the dates, organization/agency name, and responsibilities