



Information and Application for Appointment to CITY COUNCIL

Thank you for your interest in serving the community as a member of the Camas City Council.

The timeline for filling the Council vacancy is as follows:

January 11, 2019: Applications due to City staff by 5:00 pm

January 15, 2019: A Special Meeting at 4:30 pm is scheduled to conduct candidate interviews followed by an Executive Session and council vote. The new Council Member will be sworn in on January 22, 2019.

To be considered, your application must be complete and received by the City staff at Camas City Hall (616 NE 4th Avenue) no later than 5:00 p.m. on January 11, 2019. 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 4th Avenue

Camas, WA 98607

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

To be eligible to be appointed to the Camas City Council, you:

- Must have continuously resided within the Camas city limits for a minimum of one year prior to your appointment to the Council.
- Must reside in Ward 3 where the opening exists.
- 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, please state what office and where in your cover letter.

Please note that:

- Once a Council Member 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).

Council Member Duties and Responsibilities Description

The City operates under a Council-Mayor form of government. The seven-member City Council serves as the legislative body of the City.

The Camas City Council is the legislative authority of the City of Camas.

The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and confirming the Mayor's appointments of citizens to its advisory boards commissions and committees.

The duties of a City Council Member will likely involve an average minimum commitment of 20-40 hours per month for preparation, participation, and attendance at various meetings and community activities.

Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the first and third Monday evenings of each month, from 4:30 pm to 9:00 pm 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.
- Council Members are expected to serve on Council Sub-Committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, 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 of which the City of Camas 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 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 a City Council Member will likely involve an average minimum commitment of 20-40 hours per month for preparation, participation, and attendance at various meetings, and community activities.

The stipend for a Council Member is \$816.00 per month plus a \$50 per month technology allowance.

Notice: The term of this appointment is anticipated to run January 22, 2019, thru November 26, 2019. If the successful candidate is interested in continuing to serve as a Council Member, they would need to run in 2019 for the remaining two years of the position's term. 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.



Application for - CITY COUNCIL - Ward- #3

Please Print Clearly-

Name (Full) _____

Address _____

Contact Phone _____ **Other Phone** _____

E-Mail Address _____

Eligibility Requirements, Notification and Signature

A Council Member 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 Council 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 Ward 3 in 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 which conducts business with the City of Camas? [YES] [NO]		

Please return this form, your cover letter, resume and answers to the supplemental questions to the City of Camas City Hall (616 NE 4th Avenue) no later than 5:00 pm on January 11, 2019. Applications received after 5:00 pm will not be accepted.

The application and attachments should be sent to:

Peter Capell
Camas City Hall
 616 NE 4th Avenue
 Camas, WA 98607
 Contact Phone: (360) 834-6864 Email Address: pcapell@cityofcamas.us

SUPPLEMENTAL

Written Questions for Camas Council Candidates

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills would you bring to the Council and 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

DECLARATION AND AFFIDAVIT OF CANDIDACY

State of Washington }
County of Clark } ss.
City of Camas }

DECLARATION

I, _____, declare that I am a registered voter residing at _____, City of Camas, Clark County, State of Washington. I further declare that I am legally qualified to assume the office of COUNCIL MEMBER, if selected. I hereby request that my name be placed before the City Council, as a candidate.

AFFIDAVIT

FURTHER, I do solemnly swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Washington, and the Ordinances of the City of Camas.

Signature of candidate as registered to vote

Subscribed and sworn to before me this _____ day of _____, 20__.

(SEAL)

Signature of Acknowledging Official

Title of Acknowledging Official