



Application for Appointment to Mayor

Please **Print** Clearly

Name (Full) Shannon L Turk
 Address 3038 NW 30th Circle, Camas WA 98607
 Contact Phone 360-448-8692 Other Phone 360-834-2948
 E-Mail turkes@comcast.net

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 Shannon Turk Date 10-24-18

Additional Information

Are you a registered voter in Camas, WA?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you a resident of the City of Camas?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
How long have you been a resident of the City of Camas?	<u>16 years</u>	
How long have you lived at your current address?	<u>16 years</u>	
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.	<u>n/a</u>	
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?	<input checked="" type="radio"/> YES	<input type="radio"/> NO] <u>current city councilor</u>

Please return this form, your cover letter, resume and answers to the supplemental questions to City staff at Camas City Hall (616 NE 4th 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 4th Avenue
 Camas, WA 98607
 Phone: (360) 834-6864 Email: pcapell@cityofcamas.us

October 24, 2018

City of Camas
616 NE 4th Avenue
Camas, WA 98607

Re: Application for Mayor

To City Council and Staff:

I am interested in the Mayor position, recently vacated by Mayor Scott Higgins. I believe I have the skills you seek for this position.

I have worked with the budgeting and financial forecasting aspects of state and local governments since obtaining a graduate degree in Public Administration in 1997. The financial challenges faced by local governments force municipalities to ensure resources are used wisely. While focused primarily on the financial aspects of government programs, I also have experience addressing program effectiveness. In addition, I have participated in process improvement projects designed to improve workflow and service delivery.

I currently supervise employees in two diverse work groups supported by two different unions. I strive to ensure that both groups are informed, treated consistently, and have opportunities for professional growth.

I have worked for the State of Oregon, Multnomah County, and the cities of Gresham and Vancouver, in various capacities. I also serve as a city councilor in Camas, a position I have enjoyed since 2011. My knowledge of local government operations is extensive. I understand limitations, legal and political, faced by governments as well as the demands placed on government by citizens. I meet each challenge with determination that it can be resolved through collaboration. I may not have all of the answers but I know where to find them, and when to ask for help.

I hope you will consider me for this position. My education and work history have provided me with a broad background in government operations. I am confident that I could perform this job well.

Thank you,



Shannon Turk
3038 NW 30th Circle
Camas, WA 98607
360 834-2948

Shannon Turk
3038 NW 30th Circle
Camas, Washington 98607
Home: (360) 834-2948 Cell: (360) 448-8692

Education

Portland State University
Portland, Oregon

Master of Public Administration
June 1997

Bachelor of Science – Political Science
June 1994

Governmental Experience

City Councilor
City of Camas, Washington
July 2011 to present

Work Experience

City of Vancouver, Washington
February 2007 to present

Management Analyst

Duties and Responsibilities: Manage, analyze and plan the financial activities of the Operations Center; develop operating and capital facilities budgets for multiple departments; provide overview of trends and budget to actual comparisons; review expenditures for accuracy and correct, as needed; provide day-to-day supervision of support and warehouse employees in support of the departments; investigate, research and audit program activities to ensure compliance with laws and regulations; prepare reports on variety of topics.

Multnomah County, Oregon

Tax Supervising & Conservation Commission

September 2004 to February 2007; under contract for municipal budget review to June 2018

Budget Analyst

Duties and Responsibilities: Provide technical assistance to taxing districts regarding budget preparation and local budget law; analyze budgets for compliance with local budget law; summarize budget and prepared public hearing questions; prepare financial reports; compile debt history and payment schedules.

Oregon Childrens Foundation

September 2003 to September 2004

Financial Analyst

Duties and Responsibilities: Produced monthly financial statements; provided overview of trends; prepared quarterly cash flow report; performed internal audit functions; oversaw financial compliance of grant applications and reporting.

City of Gresham, Oregon

August 1999 to September 2003

Management Auditor/Budget Analyst

Duties and Responsibilities: Developed audit plan and timeline; gathered, interpreted and analyzed data; prepared narrative audit reports; provided technical assistance for budget preparation; analyzed service area budgets and summarized for management; collected and analyzed department management plan activities and integrated with budget requests; special projects, including impact of fee increases.

SUPPLEMENTAL - Written Questions for Mayoral Candidates – October 2018

1. My vision for Camas five years from now builds upon the successes of the Camas of today. Specifically, Camas would have: an engaged citizenry that understands the city's goals and strategic plan; consistency across all processes, based on strong policies; motivated employees that feel valued and empowered to make decisions – working as one team for community benefit; fiscal stability with investment in asset management and future replacement needs; partnerships with other taxing districts and non-profits to provide services when appropriate; and, a continued sense of community pride.

I will lead the community toward my vision through enhanced utilization of our strategic plan. The current strategic plan would be reviewed and updated in preparation for decisions to be made in 2020 and during 2021-22 budget development. The extended process will allow for broad input from citizens, business groups, city staff, and non-profits to help determine goals for the city. The City Council will not only be involved in development of the goals but will ultimately prioritize the goals.

Every action the city takes, financial and policy, will be weighed against the strategic plan. Every document will reference the objective that supports the strategic plan until it is second nature to know exactly what goal the city is trying to accomplish. Knowing what the city's goals are and seeing the Mayor, City Council, and staff all making decisions in support of the goal will provide stability and consistency. The community will have participated in the planning process and understand the goals. Staff will be empowered to make decisions because the goals and path of the city will be clear. And City Council will more easily determine where to place budget and which partnerships to pursue based upon the goals.

I look forward to engaging in this process. My personal vision includes movement toward a community center – I hope the community agrees!

2. I have worked in budgeting, forecasting, and performance improvement of local governments for over twenty years. This experience ranges from responding to constituent letters in the Ombudsman's Office to reviewing municipal budgets for legal compliance to presenting before the legislature for additional money or personnel. I have observed and learned from many different public officials in nearly all municipal service areas and have a good understanding of government operations. I have supervisory experience and have a strong desire to see the employees grow and reach the professional level that they aspire to. I know that I am only as good as the people that surround me. Finally, I want to continue to learn and use that knowledge to build upon the success that Camas has already achieved.

3. The city should address budgetary difficulties through a balance of revenue enhancement opportunities and expenditure reductions. It is easy to say that revenue can be raised through increased taxes or fees; I agree that user fees should equal the cost of providing service but maybe raising fees is not the only answer. If the goal is increased sales tax revenue, for example, then instead of raising the tax rate maybe the city should look at how to expand its retail base – is it through funding storefront improvements for small business owners to entice customers to their store? Maybe it is through economic development incentives that would encourage more retailers to locate their stores here? I am not sure of the answer but I would explore all of the options to enhance revenue.

On the expenditure side, city departments initiated a level of service study to help determine needs for the 2019-20 Budget. I would ask city staff to continue this process by reviewing current services and classifying them as mandated/core or livability/desirable services. Using this information in concert with

the strategic plan discussed in question one would help identify areas where the city could reduce services with minimal impact and would also highlight areas where additional funding was needed. If additional funding fit within the community's goals but there was insufficient funding then it should be directed to the citizens for a vote.

4. The most significant challenge is communication. I think if this challenge were settled then other challenges would also be resolved.

In 2011, the City engaged in ward meetings to communicate with citizens. While some of the meetings were well attended, attendance overall was weak and at the final ward meeting only one citizen and her child attended. I understand why the decision was made to end ward meetings and the subsequent use of social media to communicate the city's message. Facebook and Twitter are excellent communication tools but they can also allow for disengagement. Without face-to-face contact it is difficult to have discussions about an issue or why decisions are made. Instead, assumptions travel throughout the internet; small problems become big problems and attitudes turn toward distrust.

I would address this challenge by adding ward meetings back into the city's communication toolbox. I would also like to develop a Camas 101-type academy as seen in the MRSC magazine. I envision an eight class "school" where citizens can learn about the City of Camas – the services we provide, how we pay for services, and – again – goals for the city. Graduates of the school would become ambassadors for the city and help end the communication challenge.

5. Due to space limitations I will only list the Public Service/volunteer activities outside of City Council.

Office of the Ombudsman, Mayor Vera Katz 1993 – 1994; Respond to constituent letters, Senator Ron Wyden 1997; Finance Committee, City of Troutdale 2000 – 2001; Board of Adjustment, City of Camas 2004 – 2011; PTA/PTO various roles (President, Treasurer, Dance Chair, Carnival Chair) 2004 – 2014; Participant, Camas School District Citizen Advisory Council 2004 – 2007; Girl Scout Leader 2005 – 2008; Basketball Coach, Camas Parks & Rec and Camas Community Ed 2005 – 2011; Cheer Coach for East County Pop Warner 2011; League and Board Treasurer, Pop Warner 2008 – 2011; Participant, Leadership Clark County 2009 – 2010; Kennel Cleaner, West Columbia Gorge Dog Shelter 2010 – 2018; President, Partners with Camas Parks and Recreation 2015 – 2018; Support Camas High School (hand out textbooks, review senior boards, grad night) 2012 – 2018; Support Camas community (hand out meals at Thanksgiving, Christmas Eve breakfast, downtown cleanup). Basically, anything to support my children!

6. In 2002, I hoped to serve as a City Councilor in the City of Troutdale and submitted my application to that city. However, within a short time after filing the paperwork my family chose to move to Camas and I withdrew my application. Disappointed that I would not be able to participate on city council as I had hoped I immediately made an appointment with Lloyd Halverson and asked how I could be involved in my new city. I applied for and did not get appointed to the planning commission but was able to serve on the Board of Adjustment for many years before joining the Camas City Council.

DECLARATION AND AFFIDAVIT OF CANDIDACY

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

DECLARATION

I, Shannon Turk, declare that I am a registered voter residing at 3038 NW 30th Circle, City of Camas, Clark County, State of Washington. I further declare that I am legally qualified to assume the office of MAYOR, 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.

Shannon Turk
Signature of candidate as registered to vote

Subscribed and sworn to before me this 24th day of October, 2018.

(SEAL)



Bernie Bacon
Signature of Acknowledging Official

Deputy City Clerk
Title of Acknowledging Official