



CITY COUNCIL WORKSHOP MEETING AGENDA

Monday, May 2, 2016, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. WORKSHOP TOPICS

A. Consultant Services for Solid Waste Planning

Details: Bell & Associates, Inc. was selected through a Request for Proposal process to help prepare a Solid Waste Plan for the Public Works Department. Staff elected to have the consultant complete the project in two phases. The first phase is a technical analysis of the City's current waste management system; evaluation of collection routes, current costs of providing collection services and operational strengths, weaknesses and opportunities. This approach will allow for the summarization of the key elements of the existing system so Staff may address the future needs of the Solid Waste Utility in the second phase of the project. Bell & Associates, Inc. submitted a scope of work and fee in the amount of \$25,935 for the first phase. The schedule for completing the first phase is June, 2016. The project will be funded with 2016 solid waste funds anticipated to be allocated through the 2016 Spring Omnibus Budget Package.

Presenter: Sam Adams, Utilities Manager

Recommended Action: Staff recommends this item be placed on the May 16, 2016

Consent Agenda for Council's consideration.

 [Consultant Services for Solid Waste Planning](#)

B. North Shore Sewer Transmission System Update

Details: Staff will provide an update about the North Shore Sewer Transmission System (STS) project. The attached presentation includes the 30% engineering design, the transmission system highlights, coordination efforts with the Camas School District waterline project and the next steps in the project.

Presenter: Sam Adams, Utilities Manager and Steve Wall, Public Works Director

Recommended Action: This item is for Council's information only.

 [North Shore STS Council Presentation](#)

- C. Franklin Street South Community Development Block Grant (CDBG) Contract Modification
Details: The attached CDBG Contract Modification No. 1 extends the duration of the existing \$225,000 contract with Clark County for the improvements scheduled to be performed on NE Franklin Street between NE 14th Avenue and NE 19th Avenue. The contract ending date will be extended from May 31, 2016, to September 30, 2016, which will provide ample time for project completion.

Presenter: James Carothers, Engineering Manager

Recommended Action: Staff recommends this item be placed on the May 16, 2015

Consent Agenda for Council's consideration.

 [Franklin Street South CDBG Contract Modification No. 1](#)

- D. Public Works Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Steve Wall, Public Works Director

- E. Community Development Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Phil Bourquin, Community Development Director

- F. Camas Municipal Code (CMC) Update

Details: Staff and the Administrative Committee have begun updating sections of the CMC. Modifications to Chapters 1 and 2 are ready for Council review and action.

Presenter: Pete Capell, City Administrator

Recommended Action: Staff recommends that this item be placed on the May 16, 2016 Regular Meeting Agenda for Council's consideration.

 [Draft Section 1.04.040 Office Hours](#)

[Draft Chapter 2.07 CITY CLERK](#)

[Draft Chapter 2.10 FINANCE DEPARTMENT](#)

[Draft Chapter 2.28 PARKS AND RECREATION COMMISSION](#)

[Draft Chapter 2.32 PLANNING COMMISSION](#)

[Draft Chapter 2.34 BOARD OF ADJUSTMENT](#)

[Draft Chapter 2.40 MUNICIPAL COURT](#)

[Draft Chapter 2.52 BONDS](#)

[Draft Chapter 2.56 CITY OFFICE HOURS](#)

[Draft Chapter 2.64 PERSONNEL COMPENSATION](#)

- G. Contract Approval Thresholds

Details: Staff and the Administrative Committee have developed draft thresholds that allow the Mayor, or designee, to enter into and execute contracts on behalf of the City up to specified maximums, so long as the contract is consistent with the approved budget. This resolution will significantly reduce the amount of Staff time required to prepare staff reports for routine City business.

Presenter: Pete Capell, City Administrator

Recommended Action: Staff recommends Council direct the City Attorney to draft a resolution to be placed on the May 16, 2016 Regular Meeting Agenda for Council's consideration.

 [Draft Contract Approval Thresholds](#)

- H. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Pete Capell, City Administrator

V. COUNCIL COMMENTS AND REPORTS

VI. PUBLIC COMMENTS

VII. ADJOURNMENT

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.

PHASE 1 PROJECT APPROACH

Phase 1 is the documenting and operational and financial analysis of the City's current waste management system. The analysis will include our initial evaluation in a technical memorandum. The technical memorandum will provide the City the ability to determine the next steps in Phase 2 of the project.

Task 1: Data Request and Background Review

The Project Team is requesting is request the following documents in electronic format:

1. Detailed customer data with billing information by level of service
2. Schedule of residential and commercial collection routes
3. Daily route sheets in electronic format (Excel / CSV / database)
4. Collection route map(s) / City map with street details
5. Billing reports necessary to identify customer counts by line of business
6. Current year budget for collection operations
7. Year-end general ledgers for the last two years with line item detail by account
8. Collection rate schedules
9. Year to date (fiscal year) billing register for 2016 and the last billed month in 2016
10. Organizational chart
11. Schedule of all disposal invoices for solid waste (electronic format)
12. Schedules of all assets assigned to the Solid Waste Division
13. Daily collection truck hours by truck / route for the last three months from the on-board GPS system
14. Demographic forecasting data used by the City for planning purposes
15. Camas City Ordinance for solid waste
16. Contracts with Waste Connections for collection / annexation

During the project, other items or issues may come to our attention that will require additional supporting documentation. We will make those requests as soon as possible in order to not disrupt the daily operations of City staff.

Task 2: Data Analysis of Information / Desktop Review of Collection Routes

Route information from daily route sheets and the GPS system will be consolidated into data sets, by route, to establish daily workloads, collection productivity, route balances, average set-out weights, productive route time, and route costs (cost per hour / cost per route).

Task 3: Kick-off Meeting / Staff Interviews / Route Evaluations

Once we have received and reviewed requested data from Tasks 1 and 2, we will schedule a series of meetings with City staff. The kick-off meeting will serve as a mechanism to discuss preliminary findings of our research, inventory existing information, continue the data collection process, and identify project issues, goals, roles and responsibilities. We will conduct field observations and tour the City facilities. Interviews will be conducted with the City's Solid Waste Department management and operations staff to provide additional background information.

Gary Lima will accompany route drivers over a four day period (Tuesday to Friday) to document operational factors including, but not limited to the following: refuse collection methods; collection frequency; collection equipment type and condition; refuse container variations; number, size, and pattern of routes; collection time per route; collection time per refuse service “stop” or pick-up in residential and commercial sectors; and work assignments.

Chris Bell and Gary Lima will complete field research to document operational factors to include the following: refuse collection methods; recycling programs; collection equipment type and condition; transfer system, and disposal operations. The objective of the on-site field work is to document the system, solicit input from City staff, follow up on questions raised during the first two tasks, and to continue the collection of information.

As part of the kick-off meetings, the Project Team will identify primary contacts for both our Project Team and the staff and establish protocols for the exchange of information and the resolution of issues that may arise in the course of this engagement.

Task 4: Draft System Overview Technical Memorandum Operational Assessment /

Information obtained from the first three tasks will be compiled into a Technical Memorandum of the City's current system and services. The memorandum will be comprised on the following sections:

1. Document the City's current waste management system
2. Provide an evaluation of the collection routes
3. Calculate the costs of providing collection services
4. Highlight areas of strength, weakness, opportunities, and concern

The results of the route analysis and evaluations will be the basis for any recommend changes to increase collection productivity and decrease collection costs. The following operational aspects to be reviewed include the following, but not limited to:

- Overlapping and or fragmented routes
- Coordination with Waste Connections recycling collection operations
- Equalized workloads with consistent customer count / collection time for each collection day
- Route break-off points for disposal
- Avoidance of high traffic areas / working around the rush hours

Task 5: Submit Draft Technical Memorandum / Follow up with City Staff

The initial draft report will be prepared for the City staff's review and input with the second draft submitted to City officials and interested stakeholders.

Task 6: Finalize Technical Memorandum

If changes to the proposed draft memorandum are necessary or requested, then the report will be updated and a final will be submitted.

PHASE 1 BUDGET / SCHEDULE

Task No.	Task Description	Hours	Total Cost
Task 1	Data Request / Background Review	20	\$2,620
Task 2	Data Analysis / Desktop Review	40	\$5,240
Task 3	Kick-off Meeting / Route Evaluations	64	\$8,240
Task 4	Draft Technical Memorandum	36	\$4,800
Task 5	Submit Technical Memo / Follow ups	16	\$2,120
Task 6	Finalize Memorandum	8	\$1,060
	Total Hours and Cost	184	\$24,080
	Travel Expenses (Gary Lima, 5 days on-site)		\$1,855
	Project Totals	184	\$25,935

The fees for Phase 1 of the project are based on the estimated time to complete. This proposed fee is a not to exceed fee based on the outlined work program. If the project can be completed in less than our estimates, then Bell & Associates will invoice accordingly. If we find it will take considerably more time, due to a change in scope, we will discuss any changes with City staff and will not proceed without prior written authorization. Fees for the project are estimated at \$24,080 (184 hours x a blended rate of \$131 per hour) plus \$1,855 of travel expenses for Gary Lima.

North Shore Sewer Transmission System Update (North Shore-STS)

City Council Workshop

1 May 2, 2016



Presentation Summary

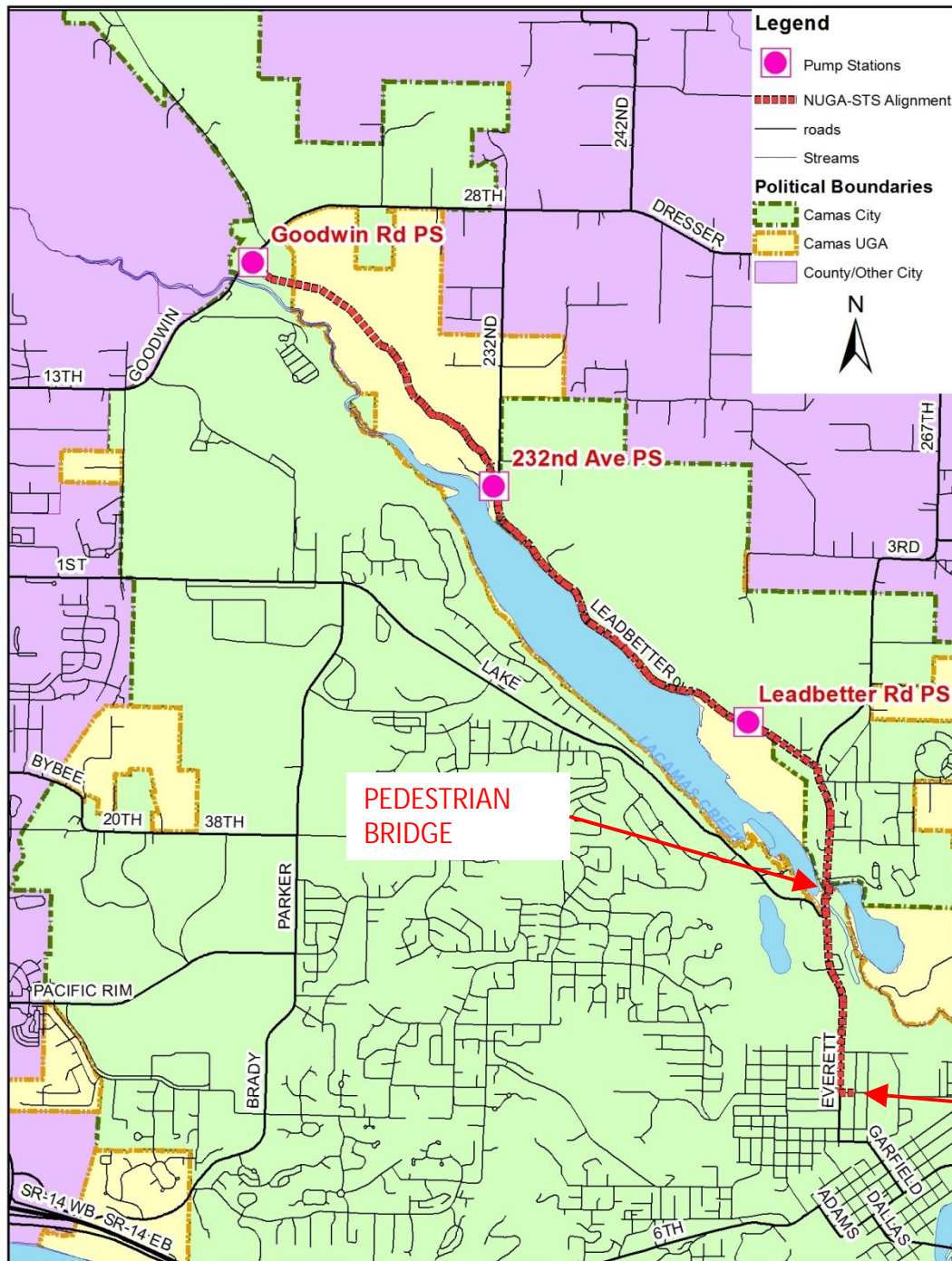
- Background/Timelines
- Sewer Transmission Routing
- System Highlights
- School District Waterline Project
- Preliminary Project Cost Estimate
- Next Steps

Project Timelines:

- July 2014 - General Sewer Plan Amendment to reflect North Shore Sewer System (Completed October, 2015)
- September 2014 – North Shore Sewer System Route Analysis (Completed June, 2015)
- November 2015 – Green Mtn. PRD Development Agreement
- October 2015 – Professional Services Agreement for 30% Engineering Design
- April 2016 – 30% Design Completed

Funding Timeline:

- September 2015 – \$22M Revenue Bond Sale (\$17M for Sewer Design/Construction)
- February 2016 – School Bond Levy Passes

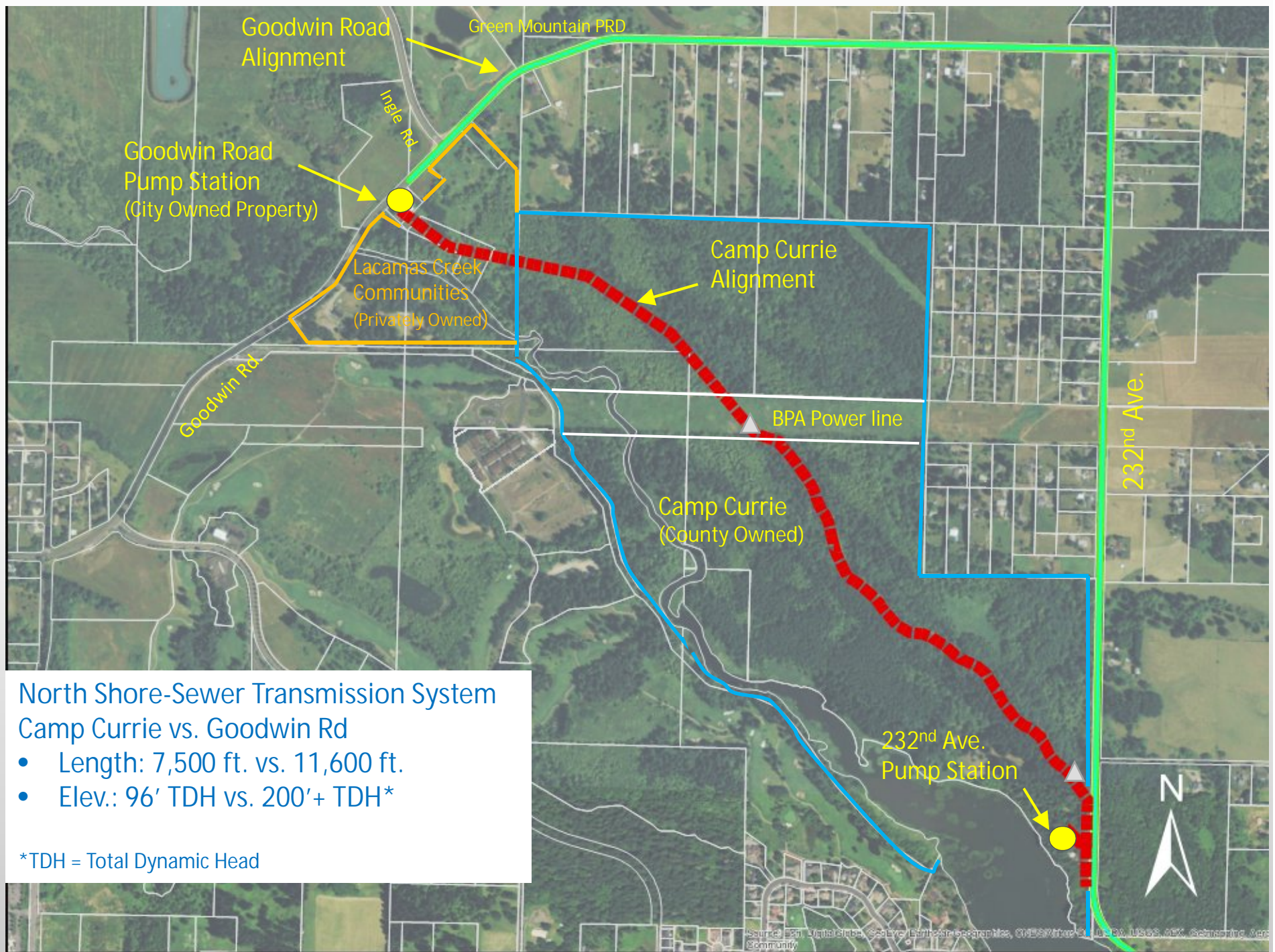


North Shore-Sewer Transmission System

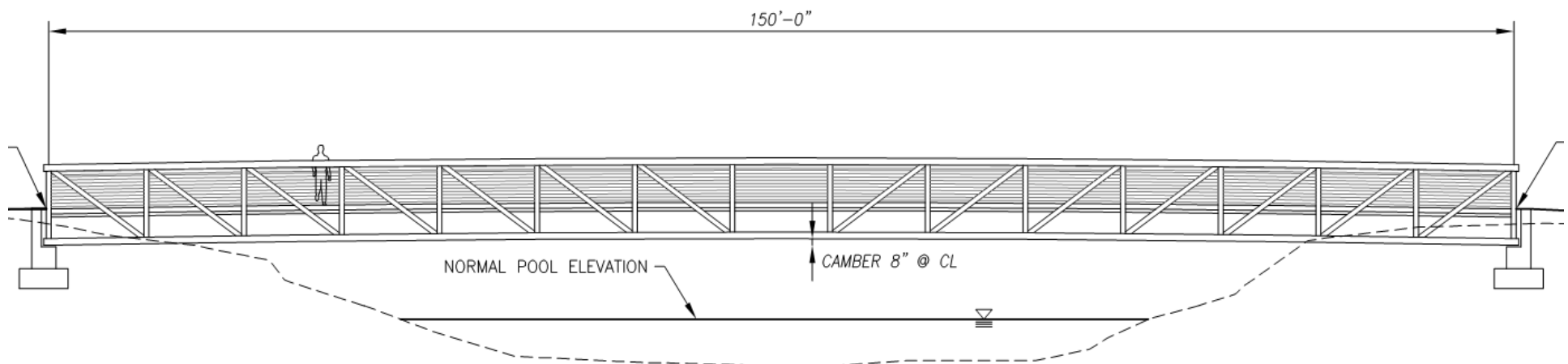
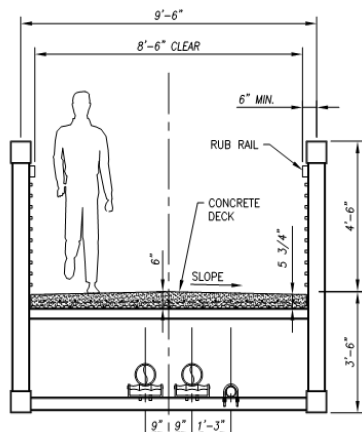
System Highlights:

- 3 pump stations
- Pedestrian bridge at Lacamas Lake/Round Lake channel
- Total length of ~4.5 miles
- Dual force mains between stations
- Connection to existing system at 19th and Franklin

Connect to existing gravity sewer system (System being upsized with Franklin Street Project)



- 150' long
- Room for future utilities



BRIDGE PROFILE

North Shore Permitting

- MOU w/County to allow Camas as Lead for permitting (local)
 - Site Plan Review
 - Critical Areas
 - Shoreline
 - Clearing and Grading
- Section 106 Cultural
- USFW ESA
- USACE Section 404
- Ecology Section 401
- Ecology NPDES
- WDFW HPA
- SWCCA Air Permit





NUGA
Sewer

School Property

232nd Pump Station

12" Waterline Extension
By School District

Existing 8"
Waterline

Lacamas Lake

NW Lake Rd

NW Lake Rd

NW Lake Rd

NW Lake Rd

NW Lake Rd

SE Everett Rd

500

500

500

School District/City of Camas Interlocal Agreement Framework

- CSD has to build waterline to Lacamas School site
- City and CSD joint water/sewer project
- City would administer design and construction of both projects
- CSD would be included in all discussions during design and construction
- CSD reimburses the City for all waterline costs
- CSD will pay a proportionate share of preliminary design work to date

Benefits:

- Collaborative effort between the City, District and Consultant
- Simultaneous construction of both projects
- Cost Savings in administration, permitting and construction

Next Steps

- Finalize Interlocal Agreement with School District – May 2016
- Final Design and Construction Estimates to Council – May 2016
- Approve 100% Engineering Design Contract – May 2016
- Secure easements with private/public property owners - 2016
- 100% Design completed February, 2017
- Construction completed Summer 2018

We are still On Track!

MODIFICATION #1
CONTRACT #2015-CDBG-1502

between

CLARK COUNTY

P.O. Box 5000, Vancouver, WA 98666

and

CITY OF CAMAS

P.O. Box 1055, Camas, WA 98607

Program:	Franklin Neighborhood Improvements
Contract Period:	09/29/15 through 09/30/16
Total Contract Amount:	\$225,000
Funding Sources:	Fund 1939 CDBG
DUNS Number:	103021895
CFDA Numbers:	14.218

Contractor Program Contact	Contractor Fiscal Contact	County Program Contact	County Fiscal Contact
Jim Hodges 360-817-7234 jhodges@cityofcamas.us	Cathy Huber Nickerson 360-834-2462 chuber@cityofcamas.us	Rebecca Royce 360-397-2075 x 7863 rebecca.royce@clark.wa.gov	Rhonda Hills 360-397-2075 x 7836 rhonda.hills@clark.wa.gov

Clark County, hereinafter referred to as the "County," and City of Camas, hereinafter referred to as the "Contractor," agree to the terms and conditions of the County Basic Interagency Agreement and this Contract Modification by signing below:

FOR CLARK COUNTY:

FOR CITY OF CAMAS:

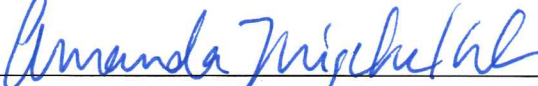
Mark McCauley, Acting County Manager

Scott Higgins, Mayor

Date

Date

APPROVAL AS TO FORM ONLY:



Deputy Prosecuting Attorney

BUDGET SUMMARY
CONTRACT #2015-CDBG-1502.1
CITY OF CAMAS

<u>Source</u>	<u>Fund Amount</u>
A. Clark County CDBG Entitlement	\$225,000
B. City of Camas	\$197,000
C. Sponsor contribution	\$47,000

ITEMIZED COST	TOTAL COST	COUNTY CDBG	CAMAS	IN-KIND
1. PROJECT COSTS				
A. Construction	422,000	225,000	197,000	
B. Engineer/Architect	47,000			47,000
PROJECT TOTALS	469,000	225,000	197,000	47,000

Match is 52.0% (244,000 / 469,000)

1. CONTRACT HISTORY

Contract Term	Action Amount	Total Contract Amount
Base Contract (approximately 8-months) 09/29/15 – 05/31/16	\$225,000	\$225,000
Amendment #1 4-month Contract Extension: 06/01/16 – 09/30/16	\$0	\$225,000

2. MODIFICATIONS

- 2.1. The Project Close-out date, Period of Performance, and Contract Period, are all extended through **9/30/16**.
- 2.2. The total contract amount remains the same.
- 2.3. All other terms and conditions remain the same.

3. ENTIRE CONTRACT

This modification incorporates the original Contract and any subsequent modifications by reference. The parties agree that the original Contract, and this modification are the complete expression of the terms hereto and any oral representations or understanding not incorporated herein are excluded. Except as otherwise provided in the contract, any modifications of this Contract shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize that time is of the essence in the performance of the provisions of this modified Contract.

4. DEBARMENT OR EXCLUSION

By signing this modification, the Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any federally-funded program by any federal department or agency (Excluded Person) and that no owner, director, officer, or partner with an ownership or control interest in the Contractor is an Excluded Person. In addition, Contractor certifies that no employee or subcontractor of Contractor who will perform work (whether directly or indirectly) under this Contract is an Excluded Person.

5. PROJECT SCHEDULE EXTENSIONS

The Contractor agrees to allow the County to extend the Project Schedule appearing in the Contract when necessary and in the interests of both parties. In the event the County needs to extend the Project Schedule, the Contractor grants the County the right to unilaterally

extend, in writing, the Project Schedule, Period of Performance, and Contract Period without the signature of the Contractor.

6. CONTRACT MODIFICATIONS FOR BUDGET LINE ADJUSTMENTS

The Contractor agrees to allow the County to make adjustments to the individual budget lines of this Contract when necessary and in the interests of both parties, provided the total contract amount remains unchanged.

1.04.040 - Office hours.

Except as hereinafter provided, the offices of the public works department, ~~finance department~~, fire department, police department and other departments of the city shall be open during the hours of eight a.m. to five p.m., Monday through Friday of each week, except legal holidays. The office of the finance department shall be open during the hours of nine a.m. to five p.m., Monday through Friday of each week except legal holidays. The office of the municipal court shall be open during such hours as the council shall determine by resolution. The office of the building department shall be open from eight a.m. to noon, and from one p.m. to five p.m.

(Ord. 1989 § 1, 1994: Ord. 1574 § 4, 1986)

Chapter 2.07 - CITY CLERK

Sections:

2.07.010 - Office of city clerk combined with ~~administrative services director~~city administrator.

The office of the city clerk is combined with the office of the ~~administrative services director~~city administrator.

([Ord. No. 2675, § II\(Exh. A\), 5-20-2013](#))

2.07.020 - Appointment/oath/bond.

The mayor shall appoint the city clerk, which appointment shall be subject to confirmation by a majority vote of the city council. ~~The clerk shall, before entering upon the duties of office, take an oath of office and execute and file in the treasurer's office an official bond in such penal sum as the council shall determine, conditioned upon the faithful performance of the duties of the position of city clerk.~~

([Ord. No. 2675, § II\(Exh. A\), 5-20-2013](#))

2.07.030 - Duties of clerk.

- A. To keep a full and true record of every act and proceeding of the city council, and to keep such book accounts and make such reports as may be required by the Division of Municipal Corporations in the office of the State Auditor.
- B. To record all ordinances, annexing thereto a certificate giving the number and title of the ordinance, stating that the ordinance was published and posted according to law, and that the record is a true and correct copy thereof.
- C. To be custodian of the seal of the city and to have authority to acknowledge the execution of all instruments by the city which require acknowledgments.
- D. To appoint a deputy for whose acts the clerk and the clerk's bondsman shall be responsible, and the clerk and the clerk's deputy shall have the authority to take all necessary affidavits to claims against the city and certify them without charge.
- E. To perform such other duties as may be required by statute or ordinance.
- F. To delegate such duties and responsibilities unless otherwise prohibited by law.

([Ord. No. 2675, § II\(Exh. A\), 5-20-2013](#))

Chapter 2.10 - FINANCE DEPARTMENT

Sections:

2.10.010 - Finance department created—Director.

There is created an administrative department of the city to be known as the finance department. The finance department shall be under the supervision of the finance director. The finance director shall be the chief financial officer of the city. In all cases where the fiscal affairs of the city are not otherwise charged by the laws of the state to another department or office, the finance director shall have control and supervision over fiscal affairs and shall act to promote, secure and preserve the financial interests of the city. The finance director shall:

- A. Serve as the chief financial and accounting advisor to the mayor and city council and shall advise them of the plans, functions and needs of the finance department;
- B. Be responsible for all financial budgeting, purchasing and accounting matters of the finance department, except statutory duties of the city treasurer, and for the administration of all finance department matters. He shall cooperate with the treasurer in the matter of investment of city funds;
- C. Exercise control and supervision over the accounting functions of the water-sewer and sanitary departments and to this end shall have supervision over the employees performing these activities, submit to the mayor and city council annual reports covering the financial operations of the water-sewer and sanitary departments;
- D. See that all officers and employees receiving city moneys shall properly receipt for same and deposit the moneys with the city treasurer as required by law; maintain a general accounting system for the city government and each of its offices, departments and agencies; keep books for and exercise financial budgetary control over each of its offices, departments and agencies; prepare at least quarterly reports showing the financial operations as they pertain to the city's budget; prepare for the mayor, city council and public as of the end of each fiscal year a general financial report; audit and approve, subject to final approval by the city council, before payment, all bills, invoices, payrolls and other evidences of claims, demands or charges against the city government; inspect and audit any accounts and records of financial transactions which may be maintained in any office, department or agency of the city apart from, or subsidiary to, the accounts kept in the finance office; establish rules and regulations for all purchasing of the city not covered by statute or ordinance; sign all purchase orders and contracts and cause the resulting billing obligations to be recorded at once as an encumbrance of the funds and appropriations effected except that no purchase order or contract shall be signed or released for which funds are not appropriated or available in the budget; establish rules, regulations and forms for making minor purchases by departments.

(Prior code § 1.52.010)

2.10.020 - Appointments—Removal—Qualifications.

The finance director shall be appointed and removed by the mayor with the consent and approval of a majority of the city council. The appointee shall have had prior training as an accountant.

(Prior code § 1.52.020)

~~2.10.030 - Combining with office of city clerk.~~

~~The powers and duties of finance director may be combined with the powers and duties of city clerk. The city clerk may be appointed finance director and the finance director in such event shall perform all duties prescribed by law and ordinances to be performed by the city clerk.~~

(Prior code § 1.52.030)

2.10.040 - Salary.

The salary of the finance director shall be as determined and provided by the official pay plan.

(Prior code § 1.52.040)

~~2.10.050 - Authority as city clerk.~~

~~Nothing contained in this chapter shall limit or prevent the finance director, as city clerk, from exercising auditing supervision over the city treasurer's records as required by the Division of Municipal Corporations.~~

(Prior code § 1.52.050)

Chapter 2.28 - PARKS AND RECREATION COMMISSION

Sections:

2.28.010 - Established—Appointment of commissioners.

- A. There is established a parks and recreation commission which shall consist of seven commissioners, appointed by the mayor and confirmed by a majority of the city council. All members of the parks and recreation commission shall be electors and residents of the city. If a commissioner ceases to be a resident of the city, his or her position on the commission shall terminate forthwith.
- B. One member of the city council shall be appointed as liaison to the parks and recreation commission in January of each year and shall serve a one-year term. The city administrator or his duly authorized designee shall serve as an ex officio member on the parks and recreation commission. Both the city administrator, or his duly authorized designee, and the council member shall serve without vote.

(Ord. 2142 § 1, 1997; Ord. 2120 § 1, 1997; Ord. 1929 § 1, 1993; Ord. 1717 § 1, 1989)

2.28.020 - Terms.

Eight members of the parks and recreation commission shall serve terms of three years, which terms shall be staggered so that at least two vacancies are appointed each year. No member shall receive compensation for serving on the parks and recreation commission.

(Ord. 1929 § 2, 1993; Ord. 1717 § 2, 1989)

2.28.030 - Vacancies.

Vacancies occurring otherwise than by expiration of term shall be filled for the remainder of the unexpired term in the same manner used for appointments to the parks and recreation commission.

(Ord. 1929 § 3, 1993; Ord. 1717 § 3, 1989)

2.28.040 - Officers—Quorum—Regular meetings.

The parks and recreation commission shall annually elect a chairperson and vice chairperson to preside at its meetings, and a secretary who shall have charge of all records of such commission and shall keep accurate and complete minutes of the meetings thereof. Four members of the commission shall constitute a quorum for the transaction of business, and a majority of the commission shall be required to approve any action. The parks and recreation commission shall have a regular monthly meeting on the fourth Wednesday of each month at 5:00 p.m., at Lacamas Lake Lodge. ~~The parks and recreation commission shall have a regular meeting on the fourth Wednesday of each month at 4:00 p.m. at the council chambers at city hall.~~

(Ord. 1929 § 4, 1993; Ord. 1717 § 4, 1989)

(Ord. No. 2639, § I, 3-5-2012)

2.28.050 - Duties and responsibilities.

The parks and recreation commission shall have the following duties and responsibilities:

- A. To make recommendations biannually to the city council and other city departments with respect to the implementation and modification of the city comprehensive parks and recreation plan;
- B. To make recommendations to the city council regarding the acquisition of park lands;
- C. To make recommendations to the city council regarding the planning and development of park lands;
- D. To review annually the budget for the planning, development, operation, maintenance and capital improvements of parks and recreation facilities, and to make recommendations to the city council concerning such budget;
- E. To act as a research and fact-finding agency for the city, and in the conduct thereof to hold public meetings from time to time for the purpose of reviewing park and recreation programs, and to make such surveys, analyses, studies and reports as may be necessary and appropriate;
- F. To make recommendations to the city council regarding ~~establish~~ rules and regulations for use of the parks and the public;
- G. To hear complaints and mediate disputes concerning parks and recreation facilities;
- H. To formulate a recreational program for the residents of the city for the utilization of available parks, playgrounds and recreational facilities, and to review such program annually;
- I. To serve in an advisory capacity in the planning, development operation and management of the Camas community center.

(Ord. 1929 § 5, 1993: Ord. 1717 § 5, 1989)

2.28.060 - Annual report.

The parks and recreation commission shall present an annual report to the city council informing the council of its activities of the prior year and outlining future objectives and goals of the parks and recreation commission.

(Ord. 1929 § 6, 1993: 1717 § 6, 1989)

Chapter 2.32 - PLANNING COMMISSION

Sections:

2.32.010 - Created—Powers and duties.

There is established in the city a planning commission to act as a research and factfinding agency for the city. The planning commission shall serve in an advisory capacity to the city council and mayor. It shall make such surveys, analyses, researches and reports as are required of it by the ordinances of the city and as are requested by the council or mayor. It shall have authority to make inquiries, investigations, and to conduct such hearings as may be necessary as to enable it to make recommendations from time to time to the council as to the best methods of conservation, utilization, planning and development within the city.

(Prior code § 1.28.010)

2.32.020 - Appointment—Membership.

The planning commission shall be composed of seven commissioners who shall be electors and residents of the city. The commissioners shall be appointed by the mayor and confirmed by the city council. In addition, the city planner or designee shall serve as a nonvoting member of the planning commission. If a commissioner ceases to be a resident of the city, his or her membership on the commission shall terminate forthwith.

(Ord. 2143 § 1, 1997: prior code § 1.28.020)

2.32.030 - Terms—Compensation.

The term of office for members of the planning commission shall be three years, which terms shall be staggered so that no more than three members' terms will expire in any one calendar year. Vacancies occurring otherwise than through the normal expiration of term shall be filled only for the unexpired term. Members may be removed after public hearing by the appointing official, with the approval of the city council, for inefficiency, neglect of duty, or malfeasance in office. All members of the planning commission shall serve without compensation.

(Prior code § 1.28.030)

2.32.040 - Officers and committees.

The planning commission shall annually elect its own chairman, and shall create and fill such other offices as it may determine it requires. The planning commission shall have further authority to appoint such standing and ad hoc committees as it deems necessary and appropriate for the discharge of its functions.

(Prior code § 1.28.050(a))

2.32.050 - Rules—Recordkeeping—Quorum.

The planning commission shall adopt rules for the transaction of its business, and shall keep a written record of its meetings, resolutions, transactions, findings and determinations which record shall be

a public record. A majority of the planning commission shall constitute a quorum for the transaction of all official business, and all decisions of the planning commission shall be by majority vote.

(Prior code § 1.28.050(b))

2.32.060 - Meetings.

The planning commission shall meet on the third Tuesday of each month at the hour of seven p.m., which meetings shall be held in the council chambers in the city hall of Camas, Washington. Special meetings may be called by the chairman of the planning commission upon due notice to all members of the commission and upon compliance with the notice requirements of the Open Public Meetings Act, RCW Chapter 42.30.

(Prior code § 1.28.040)

2.32.070 - Conflict of interest—Disqualification of members.

If any member of the planning commission has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the commission, he shall disqualify himself from participating in the deliberations and decisionmaking process with respect to such matter.

(Prior code § 1.28.070)

~~2.32.080 - Budget and expenditures.~~

~~The chairman of the planning commission shall prepare an annual budget which shall be submitted to the commission for its approval. The budget as so approved shall thereafter be transmitted to the public works director no later than September 1st of the year preceding the calendar year for which the budget has been prepared. All expenditures of the planning commission shall be within the amounts appropriated and for the purposes as approved by the city council in its annual budget.~~

~~(Prior code § 1.28.060)~~

Chapter 2.34 - BOARD OF ADJUSTMENT

Sections:

2.34.010 - Board of adjustment.

- A. A board of adjustment is hereby created which shall consist of five voting members, who shall be electors and residents of the city, and who shall serve without compensation. The board members shall be appointed by the mayor, and all appointments shall be subject to confirmation by the city council.
- B. In case any vacancy should occur in the membership of the board for any cause, the mayor shall fill such vacancy by making an appointment for the remainder of the unexpired term. If a member ceases to be a resident of the city, his or her membership on the board shall terminate forthwith.
- C. The initial membership shall consist of appointments for staggered terms of one, two, three, four and five years; each appointment thereafter shall be for five years, except that appointments to replace any terminated member shall be for the duration of the unexpired term. Each term of membership for any member of the board of adjustment shall commence as of January 1st.

(Ord. 2377 § 1, 2004; Ord. 2316 § 1, 2002)

2.34.020 - Powers and duties.

The board of adjustment shall be empowered to hear and decide the following:

- A. Appeals from orders, recommendations, permits, decisions or determinations made by a code city official in the administration or enforcement of the zoning code and building code;
- B. Applications for variances from the terms of the zoning code, the official zoning map, or other land use regulatory ordinances, provided, however, that no application for a variance shall be granted, unless the board of adjustment finds:
 - 1. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located,
 - 2. That such variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use, rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located, and
 - 3. That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated;
- C. Such other quasi-judicial and administrative determinations as may be delegated by ordinance.

In deciding any of the matters referred to herein, the board of adjustment shall issue a written decision giving the reasons for its determination.

(Ord. 2316 § 2, 2002)

2.34.030 - Rules—Quorum.

The board of adjustment shall adopt rules for the transaction of its business, shall annually elect its own chairman who shall be one of its five voting members, and shall keep a written record of its meetings, resolutions, transactions, findings and determinations, which record shall be a public record. A majority of board of adjustment shall constitute a quorum for the transaction of all official business, and all decisions of the board of adjustment shall be by majority vote.

(Ord. 2316 § 3, 2002)

2.34.040 - Meetings.

~~The board of adjustment shall meet on the fourth Thursday of each month at the hour of seven p.m., which meetings shall be held in the council chambers in the city hall of Camas, Washington. Special~~ Meetings ~~shall~~ may be called by the chairman of the board of adjustment upon due notice to all members and upon compliance with the notice requirements of the open Public Meetings Act, RCW Chapter 42.30.

(Ord. 2316 § 4, 2002)

2.34.050 - Conflict of interest—Disqualification.

If any member of the board of adjustment has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the board, he shall disqualify himself from participating in all proceedings relating to such matter, including the hearing, the deliberations, and the decision making.

(Ord. 2316 § 5, 2002)

Chapter 2.40 - MUNICIPAL COURT

Sections:

2.40.010 - Municipal court established.

Pursuant to RCW 3.50, there is hereby created and established an inferior court to be known and designated as the "Municipal Court of the City of Camas."

(Ord. 2506 § 1, 2008: prior code § 1.56.010)

2.40.020 - Appointment of municipal judge.

The mayor shall appoint as municipal judges, subject to confirmation by the city council, all duly elected district court judges of the Clark County District Court. The term of such appointment shall coincide with the elected term of each district court judge.

(Ord. 2506 § 2, 2008: prior code § 1.56.090)

2.40.030 - Jurisdiction.

The municipal court of Camas shall have exclusive original jurisdiction over traffic infractions arising under city ordinances, and exclusive original criminal jurisdiction of all violations of city ordinances and of Revised Code of Washington Misdemeanors and Gross Misdemeanors filed in the municipal court of Camas. The municipal court of Camas shall have original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures declared or given by ordinances or by state statutes. The municipal court of Camas shall also have the jurisdiction as conferred by state statute. The municipal court of Camas is empowered to forfeit cash bail or bail bonds, and to issue execution thereon; and in general to hear and determine all causes, civil or criminal, including traffic infractions, arising under such ordinances and to pronounce judgments in accordance therewith.

(Ord. 2506 § 3, 2008: prior code § 1.56.030)

2.40.040 - Inter-local agreement.

Pursuant to RCW 39.34, the city may enter into an inter-local agreement with Clark County, whereby Clark County agrees to provide ~~all~~ judicial and court support services necessary to operate the municipal court of Camas and to adjudicate all matters coming before said court.

(Ord. 2506 § 4, 2008: prior code § 1.56.040)

2.40.050 - Salaries.

The contribution of the city to the salary and expenses of operating the municipal court and the municipal judge shall be established by inter-local agreement with Clark County.

(Ord. 2506 § 5, 2008: prior code § 1.56.050)

2.40.060 - Violations bureau established.

There is hereby established a violations bureau which shall operate under the supervision of the Camas Municipal Court. The Camas Municipal Court shall designate by order the specific traffic, parking, pedestrian and other infractions which may be processed by the violations bureau. The violations bureau shall be authorized to receive the specific monetary penalties for such infractions. The violations bureau, upon accepting the prescribed monetary penalty, shall issue a receipt therefor to the alleged violator.

(Ord. 2506 § 6, 2008; prior code § 1.56.080)

2.40.070 - Disposition of revenues.

All revenues received by the municipal court of Camas, including penalties, fines, bails, forfeiture fees and costs, shall be paid to the city treasurer for the use of the city.

(Ord. 2506 § 7, 2008; prior code § 1.56.060)

Chapter 2.52 - BONDS

Sections:

~~2.52.010 - City officers and employees—Required—Terms and penalty.~~

~~The clerk-treasurer, deputy clerk-treasurer, police chief and parking meter collectors shall be required to furnish annually an official bond conditioned on the honest and faithful performance of their official duties. The terms and penalty of such official bonds and the surety therefor shall be prescribed by resolution of the council, and the bond shall be approved by the mayor of the city. The premiums on such bonds shall be paid by the city.~~

~~(Ord. 1577 § 1, 1986; prior code § 1.08.010)~~

~~2.52.020 - City officers and employees—Approval and filing.~~

~~All bonds required of the city officers and employees shall be approved by the mayor and filed in the office of the clerk-treasurer.~~

~~(Prior code § 1.08.020)~~

2.52.030 - Contractors on public works—Bonds run to city.

Bonds given by contractors on all public works in the city, whether the work is done by the city or by local improvement districts, shall run to the city and not to the state.

(Prior code § 1.08.030)

2.52.040 - Contractors on public works—Amount, surety and terms.

The amount of the bonds shall be the full amount of the contract price of the work, and shall be issued by some reliable surety company and shall provide that the contractor or contractors shall faithfully perform all the provisions of the contract, and pay all laborers, mechanics, subcontractors and material men and all persons who shall supply the person or persons or subcontractors with provisions and supplies for the carrying on of such work.

(Prior code § 1.08.040)

2.52.050 - Contractors on public works—Filing.

Such bond shall be filed with the city clerk and any person or persons performing services or furnishing material to any subcontractor shall have the same rights under the provisions of such bonds as if such work, services or material was furnished to the original contractor.

(Prior code § 1.08.050)

2.52.060 - Contractors on public works—Conformity to state law.

Such bonds shall in all respects conform to the laws of the state and the liability of the bondsman shall be the same as that provided in the laws of the state, and the manner of procedure to recover shall be that set out in the general laws of the state.

(Prior code § 1.08.060)

Chapter 2.56 – CITY OFFICE HOURS

Sections:

~~2.56.010 – Designated.~~

~~The offices of the public works department, finance department, fire department, police department and other departments of the city shall be open during the hours of eight a.m. to five p.m., Monday through Friday of every week, except legal holidays. The office of the municipal court shall be open during such hours as the council shall determine by resolution.~~

~~(Ord. 1576 § 1, 1986; prior code § 1.04.040)~~

Comment [PC1]: This duplicate to the language in section 1.04.040

Chapter 2.64 - PERSONNEL COMPENSATION

Sections:

2.64.010 - Elective officers.

The monthly salary for the respective elected officers for the city shall be as follows:

Mayor\$~~2,200.00~~~~1,300.00~~ per month

Councilmember~~750.00~~.00 per month

(Ord. 2132 § 1, 1997; Ord. 1962 § 1, 1993; Ord. 1736 § 1, 1989; Ord. 1653 § 1, 1987; prior code § 1.40.010)

2.64.020 - Official pay plan—Salaries for positions not included.

The official pay plan for the officers and employees of the city, other than elected officials and seasonal employees, IAFF members, and library pages shall consist of a schedule showing established monthly pay ranges and titles of classes of positions which are to be compensated within each pay range. Each position class except season employees shall include seven steps from~~provide for a~~ minimum, ~~to normal and~~ maximum salary. The schedule for seasonal employees will establish hourly rates and the number of steps may vary based upon the position. The city council shall, from time to time, adopt a schedule showing such data by resolution, which resolution when adopted shall be the official pay schedule for the officers and employees. Any change in the pay schedule shall be by resolution of the city council. The council shall set the rate of pay for any position or employment not included in the official pay plan.

(Ord. 2059 § 1, 1996; Ord. 2010 § 1, 1994; Ord. 1972 § 1, 1993; Ord. 1812 § 1, 1991; Ord. 1679 § 1, 1988; prior code § 1.40.025)

([Ord. No. 2699](#), § III, 4-7-2014)

2.64.030 - Temporary or part-time employees.

Temporary or regular part time employees shall be paid an hourly rate converted from the official schedule of ~~monthly~~annual rates provided for by Section 2.64.020 based upon the regularly established work week for the position concerned. ~~The council shall set the rate of pay for any position or employment not included in the official pay plan.~~

(Prior code § 1.40.030)

2.64.040 ~~— Regular Full-Time and Regular Part-Time~~Hourly employees—Overtime pay—Work shifts—Time records—When paid.

- A. All regular full-time and regular part-time employees paid an hourly rate shall receive time and one-half for all hours worked in excess of eight hours in any one day or in excess of forty hours in any one week. They will have the option of taking the overtime pay or taking compensatory time.

- ~~B. The work shifts and scheduling for members of the fire department, except the chief and battalion chief thereof, shall be as established by contract with the employees or their collective bargaining representative. The fire chief, his assistant or other person in charge or in command of the fire department, shall, however, have the power and authority to summon any and all firemen off duty to assist in the protection of life and property.~~
- ~~BC.~~ Each department head shall make and keep accurate daily time records of each employee in his department. ~~The department head or their designee shall review and approve timesheets, as prescribed by the director of finance, which record shall list the name of each employee, his job classification and the hours worked each day and each week by the employee. Each monthly work record shall be delivered to the department of finance at such time as the director shall designate.~~
- ~~CD.~~ All officers and employees shall be paid the monthly salary provided on the last working day of each calendar month. If an employee is terminated prior to the last working day of any month, he shall be reimbursed for that portion of the month worked on the basis of dividing the number of working days, including holidays, of such month into the monthly salary to determine the rate of pay per day or on the hourly rate at the number of hours worked.
- ~~DE.~~ Employees as defined by resolution who are exempt from the provisions of the Fair Labor Standards Act ~~The following listed officers and employees~~ shall not be entitled to overtime compensation:
- ~~1. Public works director/city engineer;~~
 - ~~2. Assistant public works director;~~
 - ~~3. Finance director;~~
 - ~~4. Police chief;~~
 - ~~5. Police lieutenant;~~
 - ~~6. Fire chief;~~
 - ~~7. Battalion chief;~~
 - ~~8. Water-sewer foreman;~~
 - ~~9. Street foreman;~~
 - ~~10. Water-sewer field supervisor;~~
 - ~~11. Librarian.~~
- ~~EF.~~ Members of the police and fire departments shall be entitled to overtime pay in accordance with the provisions of the contracts between the city and the employees or their collective bargaining representative.

(Ord. 1582 § 1, 1986: prior code § 1.40.040)

2.64.050 - Rates of pay—Advancement and pay adjustment.

- A. The maximum salary to be paid for a position shall not exceed the maximum amount for that position as shown in the schedule provided for in Section 2.64.020
- ~~B.~~ The beginning rate for a new employee ~~will be the minimum rate in~~ the established range for the class of positions will be dependant upon qualification, unless otherwise covered in the provisions of a labor contract. Upon satisfactory completion of a six-month probationary period and upon recommendation of the department head the employee may be advanced to a higher rate in the class. ~~The council may in special circumstances authorize initial appointment above the minimum.~~
- ~~C.~~ ~~For the purpose of implementing the official pay plan all employees shall be advanced to the step on the pay schedule next above their present salary rate. As a result of the pay plan implementation any employee paid above the "normal" salary range as provided in the pay schedule resolution shall~~

~~remain at that pay level until maintenance of the pay plan shall raise the normal salary for that position class above the previous level except as may be provided in subsection E of this section.~~

- ~~CD.~~ An employee's "anniversary date" shall be the first of the month following six months of initial employment. ~~The anniversary date of employees who were working prior to January 1, 1963, shall be July 1st.~~ The department head shall review the employee's performance prior to the employee's anniversary date of each year. The department head may recommend that the employee be advanced on his anniversary date to a higher rate in the position class held by the employee.
- ~~DE.~~ An employee may be advanced above the "normal" salary step in his pay range if he is clearly demonstrating special merit or outstanding performance over what would be considered normal performance in the position.

(Prior code § 1.40.050)

The City Council authorizes the Mayor, or designee, to enter into and execute on behalf of the City following contract and/or agreements without individual approval of each contract and/or agreement by the City Council, so long as the contract and/or agreement is consistent with the approved budget for the City, and the City's liability under the contract and/or agreement does not exceed available fund balances. The amounts authorized below are excluding sales tax.

- A. Professional Service Contracts and Agreements – including, but not limited to contracts and agreements for architectural, engineering, legal and consulting services involving a cost or fee of less than \$50,000.
- B. Maintenance/Service Contracts – for nonprofessional services involving a cost or fee of less than \$50,000.
- C. Lease Agreements – for materials, supplies and equipment where the expenditures or fees do not exceed \$50,000 per year.
- D. Public Works Projects – Small Works Roster Projects with a single trade involving expenditures of less than \$100,000 and Small Works Roster Projects with multiple trades involving expenditures of less than \$150,000.
- E. Public Works Projects – Capital Projects in excess of the limits above shall go to Council for approval including the up to 10% for Change Orders. The Mayor or designee shall have the authority to execute the Change Orders up to 10% of the contract total, provided that the Change Orders are within the limits of the original contract and consistent with the scope and intent of the authorized project.

The breaking down of any purchase, contract or agreement into units or phases for the purpose of avoiding the maximum dollar threshold is prohibited.