



**CITY COUNCIL REGULAR MEETING AGENDA**  
**Monday, June 4, 2018, 7:00 PM**  
**City Hall, 616 NE 4th Avenue**

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NOTE: For both public comment periods - come forward when invited; state your name and address; limit comments to three minutes. Written comments can be given to the City Clerk. If it is a public hearing or a quasi-judicial matter, special instructions will be provided.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PUBLIC COMMENTS**

**V. CONSENT AGENDA**

A. Approve the automated clearing house and claim checks as approved by the Finance Committee.

B. Approve the May 21, 2018, Camas City Council Regular and Workshop meeting minutes.

 [May 21, 2018 Camas City Council Workshop Meeting Minutes - draft](#)

[May 21, 2018 Camas City Council Regular Meeting Minutes - draft](#)

C. Authorize the Mayor to sign a site Lease Agreement between the City of Camas and Sprint Spectrum L.P. for antenna and facility placement at the Upper Prune Hill water tower. (Submitted by Sam Adams)

 [Sprint Lease Agreement](#)

D. Award the 2018 Well 17 Development (Test Well) Project to Holt Services Inc. in the amount of \$185,472.40. This project has been budgeted in the 2018 Water/Sewer fund. (Submitted by Sam Adams)

 [Well 17 REBID bid tabulation](#)

[Notice of Award Holt Services](#)

E. Approve the Green Mountain Planned Residential Development (PRD) Phase 1C final plat. (Submitted by Robert Maul)

 [Green Mountain Phase 1C Final Plat Staff Report](#)

[Final Plat](#)

NOTE: Consent Agenda items may be removed for general discussion or action.

**VI. NON-AGENDA ITEMS**

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- A. Staff
- B. Council

## VII. MAYOR

- A. Announcements
- B. Elder Abuse Awareness Day Proclamation

 [Elder Abuse Awareness Proclamation](#)

## VIII. MEETING ITEMS

- A. Form of Government Committee Report  
Details: A Form of Government Committee was created to review the City's current Mayor-Council form of government to the Council-Manager form of government and make a recommendation whether the City of Camas should change its form of government. The Committee has been meeting since May 5, 2018. The Committee reviewed numerous materials and have made a recommendation for the Council to place two measures on the ballot. The measures are (1) adopt the Council-Manager form of government and (2) have the Mayor position elected at large, city-wide.  
Presenter: Nan Henriksen, Chair, Form of Government Committee  
Recommended Action: This item is for Council's information only.

 [Form of Government Report and All Attachments](#)

- B. Public Hearing Considering the Six-Year Transportation Improvement Program for Years 2019 Through 2024  
Details: The Six-Year Transportation Program, also known as the six-year street plan, is to be updated by municipal agencies annually per Revised Code of Washington (RCW) 35.77.010. Projects from the Capital Facilities Plan, Transportation Impact Fee Study Update and the North Dwyer Creek Master Plan are included in this plan as well as safety and maintenance and preservation items. Projects are dropped from the list annually once the construction phase has started and is fully funded.  
Presenter: James Carothers, Engineering Manager  
Recommended Action: Staff recommends that Council conduct a public hearing, deliberate on comments and recommended changes, and direct the City Attorney to prepare a resolution adopting the desired changes to the Six-Year Transportation Improvement Program at the June 18, 2018 Regular Council Meeting.

 [Six Year Transportation Improvement Program List](#)

[Six Year Transportation Improvement Program Map](#)

[Six Year Transportation Improvement Program Appendices](#)

## IX. PUBLIC COMMENTS

## X. ADJOURNMENT

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.



**CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT**  
**Monday, May 21, 2018, 4:30 PM**  
**City Hall, 616 NE 4th Avenue**

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**I. CALL TO ORDER**

Mayor Pro Tem Don Chaney called the meeting to order at 4:30 p.m.

**II. ROLL CALL**

Present: Greg Anderson, Bonnie Carter, Don Chaney, Steve Hogan, Deanna Rusch, Melissa Smith and Shannon Turk

**III. PUBLIC COMMENTS**

Manoj Kripalani, PO Box 451, Camas, WA, commented about City staff, Fallen Leaf Lake Park signage, turn lane on NE Everett Street and parking near Lacamas and Round Lakes.

**IV. WORKSHOP TOPICS**

A. Library Level of Service Presentation

Details: The Library's current levels of service and future state goals for the 2019-2020 Biennial Budget.

Presenter: Connie Urquhart, Library Director

 [Library Level of Service](#)

Urquhart provided an overview of the Level of Service for the Library.

B. Information Technology Department Level of Service Presentation

Details: The framework, resources and services provided by the Information Technology Department and future challenges and resources needed for the proposed 2019-2020 Biennial Budget.

Presenter: Sherry Coulter, Information Technology Director

 [Information Technology Level of Service](#)

Coulter provided an overview of the Level of Service for the Information Technology Department.

C. City of Camas 1st Quarter Financial Review

Details: A financial review of the City for the first quarter of 2018. The presentation contains an economic overview for context and a financial review of budget to actuals; short and long term debt; investment portfolio performance; fund balance projections and the outlook for the remainder of 2018. Discussion

also included Transportation Benefit Districts and utility taxes as part of the ongoing series to review a financial topic each quarter.

Presenter: Cathy Huber Nickerson, Finance Director

 [1st Quarter Financial Review](#)

Huber Nickerson presented the financial review and provided information about Transportation Benefits Districts and utility taxes.

D. Sprint Lease Agreement

Details: Sprint Spectrum L.P. has leased antenna and ground space on the Upper Prune Hill water tower site since 1994. The lease expired in 2015. Since that time, staff and the City Attorney have worked with Sprint Spectrum L.P. to negotiate a new lease agreement. The new agreement has been completed and is attached. The lease term is five years in duration at \$2,000 per month with an annual rent increase of 3%.

Presenter: Sam Adams, Utilities Manager


 [Sprint Lease Agreement](#)

This item will be placed on the June 4, 2018 Consent Agenda for Council's consideration.

E. Six Year Transportation Improvement Program

Details: The Six Year Transportation Improvement Program, also known as the 6 Year Street Plan, is updated each year prior to commencement of the Washington State fiscal year of July 1, per the requirements of the Revised Code of Washington (RCW) 35.77.010. This year's program is for calendar years 2019 through 2024.

Presenter: James Carothers, Engineering Manager

 [Six Year Transportation Improvement Program Map](#)  
[Six Year Transportation Improvement Program Appendices](#)  
[Six Year Transportation Improvement Program LIST](#)

Carothers reviewed the 6 Year Street Plan. A public hearing will be scheduled for the June 4, 2018 Regular Meeting.

F. Steigerwald Lake Restoration (Levee Modification) Project Interlocal Agreement (ILA)

Details: The Steigerwald Lake Floodplain Restoration (Levee Modification) Project is being sponsored by the Bonneville Power Administration (BPA) and led by the Lower Columbia Estuary Partnership and the Port of Camas-Washougal. Attached is the proposed ILA between Camas, Washougal, and the Port of Camas-Washougal. There are Floodplain Restoration Project's impacts on the siting of the proposed future Steigerwald wellfield site, proposed mitigation for those impacts and ongoing coordination efforts with the Restoration Project team.

Presenter: Steve Wall, Public Works Director

- [✎ Steigerwald Levee Modification Project ILA DRAFT](#)
- [Steigerwald Levee Modification ILA Exhibit B](#)
- [Steigerwald US Fish & Wildlife Service and Washougal Memorandum of Understanding DRAFT](#)
- [Steigerwald Washougal to Port Easement](#)

Wall provided an overview and discussion ensued. This item will be placed on the June 4, 2018 Regular Meeting Agenda for Council's consideration.

G. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Wall commented about wayfinding signage and the Well 17 Development rebid.

H. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

Bourquin stated that a public hearing for a development agreement with the Holland Group Partnership will be scheduled for the June 4, 2018 Regular Meeting.

I. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

Capell sought Council's direction regarding the Fireworks Code. Discussion ensued.

## V. COUNCIL COMMENTS AND REPORTS

Smith gave an overview of the Correctional Facilities Advisory Commission (CFAC) tour and stated she is attending a CFAC meeting this week.

Carter attended meetings of the Downtown Camas Association (DCA) and the Planning Commission.

Anderson and Rusch attended the East County Fire and Rescue (ECFR) and Camas-Washougal Fire Department (CWFD) Merger Exploratory Committee meeting.

Turk attended C-TRAN and Finance Committee meetings.

Rusch will attend a Parks and Recreation Commission meeting.

Hogan, Smith and Anderson attended the Administrative Committee meeting.

Chaney commented about the Hoopin' with Heroes event he attended at Camas High School.

**VI. PUBLIC COMMENTS**

No one from the public wished to speak.

**VII. ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.



## CITY COUNCIL REGULAR MEETING MINUTES - DRAFT

Monday, May 21, 2018, 7:00 PM

City Hall, 616 NE 4th Avenue

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### I. CALL TO ORDER

Mayor Pro Tem Don Chaney called the meeting to order at 7:00 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

Present: Greg Anderson, Don Chaney, Steve Hogan, Deanna Rusch, Melissa Smith and Shannon Turk

Excused: Bonnie Carter

Staff: Phil Bourquin, Pete Capell, Cliff Coulter, Jennifer Gorsuch, Heather Rowley and Ron Schumacher

Press: No one from the press was present

### IV. PUBLIC COMMENTS

The following individuals commented about the Fire Department:

Earl Shimogawa, 3552 NW 32nd Avenue, Camas

Adam Brice, 26305 NE 10th Street, Camas

Zach Goodman, 2035 NW Fargo Loop, Camas

Josh Proctor, 3639 NW 32nd Avenue, Camas

### V. CONSENT AGENDA

- A. Approved the May 7, 2018 Camas City Council Regular and Workshop Meeting minutes, and the May 14, 2018 Camas City Council Special Meeting minutes.


 [May 7, 2018 Camas City Council Workshop Meeting Minutes - Draft](#)

[May 7, 2018 Camas City Council Regular Meeting Minutes - Draft](#)


[May 14, 2018 Camas City Council Special Meeting Minutes - Draft](#)

- B. Approved the automated clearing house and claim checks numbered 137076 to 137217 in the amount of \$967,411.83.

- C. Awarded the 2018 Joint Agency Slurry Seal to Blackline, Inc. in the amount of \$65,695 and authorized administrative execution of change orders up to 10% of the total bid. This contract provides for the placement of type II slurry as a preservation method on City streets. (Submitted by Denis Ryan)
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 [2018 Joint Agency Slurry Seal Contract](#)  
[2018 Joint Agency Slurry Seal Bid Tab](#)

- D. Awarded the 2018 Joint Agency Chip Seal to Intermountain Slurry Seal, Inc. in the amount of \$295,563.83 and authorized administrative execution of change orders up to 10% of the total bid. This contract provides for the placement of asphalt rubber chip seal as a preservation method on City streets. (Submitted by Denis Ryan)

 [2018 Joint Agency Chip Seal Contract](#)  
[2018 Joint Agency Chip Seal Bid Tab](#)

- E. Approved the Final Plat for Province Estates Subdivision, which includes 40 lots. Province Estates received preliminary plat approval on February 16, 2007. (Submitted by Sarah Fox)

 [Province Estates Staff Report](#)  
[Province Estates Sheet 1](#)  
[Province Estates Sheet 2](#)

**It was moved by Council Member Smith, seconded by Council Member Rusch, to approve the Consent Agenda. The motion carried unanimously.**

## **VI. NON-AGENDA ITEMS**

- A. Staff

There were no updates from staff.

- B. Council

There we no updates from Council.

## **VII. MAYOR**

- A. Announcements

There we no announcements from Mayor Pro Tem Chaney.

- B. Mayor's Volunteer Spirit Award

 [May 2018 Gary Knopp](#)

Mayor Pro Tem Chaney presented the May Mayor's Volunteer Spirit Award to Gary Knopp.

## **VIII. MEETING ITEMS**

There were no regular business items.



**IX. PUBLIC COMMENTS**

Wayne Pattison, 2919 SE 2nd Avenue, Camas, commented about a community aquatic center.

**X. ADJOURNMENT**

The meeting adjourned at 7:19 p.m.

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.

## SITE LEASE AGREEMENT

THIS LEASE is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Camas, Washington, a Municipal Corporation (hereinafter "City") and Sprint Spectrum L.P., a Delaware limited partnership, whose address is 6391 Sprint Parkway, Overland Park, Kansas 66212 (hereinafter "Tenant").

City is the owner in fee simple of a parcel of land located in the City, legally described on the attached Exhibit A (the "Premises"). Tenant desires to lease space on and air space above the Premises as described below for the installation and operation of certain equipment which includes requisite antennas, and connecting cables and appurtenances (collectively, "Equipment") for use in connection with its wireless telephone communications service ("Service").

In consideration of their mutual covenants, the parties agree as follows:

1. **Leased Premises.** City leases to Tenant and Tenant leases from City, on a non-exclusive basis, a portion of the Premises described as an approximately 20' x 30' parcel of land as legally described in attached Exhibit A, together with space on the existing water tower for the installation of antennas and associated equipment, and together with necessary space and rights for access and utilities, described and depicted in attached Exhibit B. Tenant may locate its Equipment on the Premises in the manner as described specifically in the attached Exhibit C. Tenant may not add Equipment in addition to that shown on Exhibit C other than as may be approved in writing by the City, which approval will not be unreasonably withheld..

2. **Term.** This Lease shall be five (5) years and shall commence on the date of execution by the City (the "Commencement Date") and shall end at 12:00 a.m. (midnight) on the fifth (5th) anniversary of the Commencement Date. This Lease may be renewed for one (1) additional five-year term upon giving written notice to the City no more than six (6) months before and no later than three (3) months before the end of the current five-year term. The City may refuse to renew (i) in the event of breach of the Lease during the preceding term beyond all applicable notice and cure periods, or (ii) any other reason determined by the City in its reasonable discretion. Any such refusal shall be in writing and shall be received by Tenant at least sixty (60) days prior to expiration of the then current five-year term.

3. **Rent.**

(a) Within fifteen (15) days of the Commencement Date and on the first day of each month thereafter, Tenant shall pay to City as rent two thousand and 00/100 DOLLARS (\$\_2,000.00) ("Rent") per month. Rent for any fractional month at the beginning or at the end of the Term or Renewal Term, if any, shall be prorated. Rent shall be payable to the City at 616 NE 4<sup>th</sup> Avenue, Camas, Washington 98607; Attention: City Finance Department. Tenant shall pay the City a late payment charge equal to five percent (5%) of the amount due for any payment not paid when due. Any amounts not paid when due shall also bear interest until paid at the lesser of the rate of two percent (2%) per month or the highest rate permitted by law.

(b) The Rent shall be increased by three percent (3%) per year throughout the Term of this Lease and Renewal Terms (if any). Each 3% increase shall become effective January 1st of

each calendar year, commencing on January 1, 2018.

**4. Permitted Use of Premises.**

(a) Tenant shall use that portion of the Premises leased herein for the installation, operation, and maintenance of its Equipment to provide Service. The Equipment and Premises may not be used for cable television services.

(b) Tenant shall, at its expense, comply with all applicable present and future federal, state, and local laws, ordinances, rules and regulations (including laws and ordinances relating to zoning, aesthetics, landscaping, fencing, permits, removal and abandonment, screening, health, radio frequency emissions, other radiation and safety) in connection with the provision of Service and the use, operation, maintenance, construction and/or installation of Equipment on the Premises. Tenant shall obtain all required governmental approvals, authorizations, licenses and permits at Tenant's expense. City agrees to reasonably cooperate with Tenant in obtaining, at Tenant's expense, including reimbursement of City's reasonable attorney, administrative and other related fees, any licenses and permits required by Tenant's use of the Premises. Said cooperation shall in no way infer any special consideration or deviation from the land use and building construction permit approval process of the City that is applicable to the intended use of the Premises by Tenant.

(c) Tenant shall remove the Equipment from the Premises within thirty (30) days following the termination of the Lease. Upon removal of the Equipment, Tenant shall restore the Premises to the reasonable satisfaction of the City, reasonable wear and tear and loss by casualty excepted. All costs and expenses for the removal and restoration to be performed by Tenant shall be borne by Tenant. If, however, Tenant requests permission not to remove all or a portion of the improvements, and City consents to such non-removal, title to the affected improvements shall thereupon transfer to City and the same thereafter shall be the sole and entire property of City, and Tenant shall be relieved of its duty to otherwise remove same.

(d) The City reserves the right to use the property for such purposes as it shall desire including, but not limited to, constructing or installing structures and facilities on the property, or developing, improving, repairing or altering the property. In furtherance of such rights, the Tenant will, upon the City's demand and at the Tenant's sole cost and expense, remove, repair, relocate, change, or reconstruct the Equipment as set forth below. City will provide no less than ninety (90) days prior written notice to Tenant of such requirement to remove, repair, relocate, change, or reconstruct the Equipment. In the event that either: (i) Tenant and City cannot agree on an alternate location for Tenant's Equipment on the Property using commercially reasonable best efforts within such ninety (90) day period, or (ii) Tenant decides not to remove, repair, change or reconstruct the Equipment within such ninety (90) day period, then either party may thereafter terminate this Lease upon ninety (90) days prior written notice to the other party. Tenant shall have the right to install on the Premises temporary communications facilities, including a cell on wheels ("COW") and/or telescoping, guyed or functionally equivalent pole or tower and associated equipment: (x) during any removal, repair, change, or reconstruction pursuant to this section, or (y) until such time as Tenant is commercially operational at the new, alternate Equipment location pursuant to a relocation under this section.

**5. Relocation.** In the event City desires to redevelop, modify, remodel or in any way alter the Property and/or any improvements located thereon ("Redevelopment"), City shall in good

faith use its best efforts to fully accommodate Tenant's continuing use of the Premises. Should any proposed Redevelopment necessitate the permanent relocation of the Tenant's Equipment, Tenant and City shall use best efforts to find a mutually acceptable alternate location for the Tenant's Equipment on the Premises. Tenant shall relocate or make the necessary alterations, at Tenant's sole cost, expense and risk; provided, however, that City has provided Tenant with no less than ninety (90) days prior written notice of City's proposed Redevelopment. In the event that Tenant and City cannot agree on an alternate location for Tenant's Equipment on the Property using best efforts, within ninety days (90) days following receipt of the notice of Redevelopment, then either party may thereafter terminate this Lease upon ninety (90) days prior written notice to the other party. If the parties agree on an acceptable alternate location for Tenant's Equipment, Tenant and City agree to use their best efforts to amend this Lease to document the new, alternate Equipment location, and from and after the date Tenant begins installation of its Equipment at such new location, such new location shall be deemed the Premises (or part thereof, as applicable) herein. Tenant shall have the right to install on the Premises temporary communications facilities, including a cell on wheels ("COW") and/or telescoping, guyed or functionally equivalent pole or tower and associated equipment, until the Equipment is relocated and operational at the on the Premises until such time as Tenant is commercially operational at the new, alternate Equipment location. Such temporary use by Tenant will not impede City's use of property and access to City facilities. In addition, such temporary use will be limited for 90 days unless approved by the City in writing, which approval will not be unreasonably withheld, conditioned or delayed.

6. **Restoration.** In the event that Tenant causes damage of any kind during the course of installing, operating or maintaining the Equipment, including damage to the premises caused by cutting, boring, jack hammering, excavation or other work, and including latent damage not immediately apparent at the time of the work, Tenant shall repair the damage and/or restore the right-of-way to the extent caused by such damage at its sole cost and expense, without delay or interruption and within the reasonable time period following receipt of written notice by the City of such damage. Restoration of the premises shall be to a condition, which is equivalent to or better than the condition of the premises prior to commencing the installation, operation or maintenance of the Equipment and to a condition satisfactory to the City. Restoration of the right-of-way surface shall either include six inches (611) of crushed surfacing top course and three inches (3") of asphalt, class AB", or be replaced to the original condition, at the City's sole discretion. Whenever part of a square or slab or existing concrete sidewalk or driveway is cut or damaged, the entire square or slab shall be removed and replaced. All materials and compacting shall be in accordance with the "Standards and Specifications for Road, Bridge, and Municipal Construction," as amended.

7. **Improvements.** Tenant may update or replace the Equipment from time to time with City approval provided that the replacement facilities are not greater in number or size or different in type, color or shape or height than the existing facilities. Any change in Equipment location on the Premises will be approved in writing by City. Tenant must submit an application to the City of Camas Planning Department for either a minor or major modification when replacing or adding antennas or equipment. Subject to the foregoing, Tenant may change the Equipment configuration specified in attached Exhibit C with the prior written approval of City. Tenant shall submit to City a written request for any such change and any supplemental materials as may be requested, for City's evaluation and approval. City shall have thirty (30) days after receipt of all requested materials in which to respond to such request and unless City so notifies Tenant to the contrary such approval shall be deemed granted. Notwithstanding the foregoing, in the event of an Equipment outage emergency or damaged Equipment, Tenant may exchange such equipment for similar equipment without prior approval of the City, but upon prior written notice to City. Except as may be required

by FAA or FCC requirements, no lights or signs may be installed on the Premises or as part of the Equipment. Tenant further agrees to monitor the Equipment for fire, smoke, intrusion, and A/C power failure by Tenant's 24-hour electronic surveillance system. In connection therewith, Tenant has the right to do all work necessary to prepare and maintain the Premises for Tenant's business operations and to install transmission lines connecting the antennas to the transmitters and receivers, after reasonable notice to the City. All of Tenant's construction and installation work shall be performed at Tenant's sole cost and expense and in a good and workmanlike manner, in the reasonable determination of the City. Tenant shall also submit a construction schedule to the City for the City's approval, which approval shall not be unreasonably delayed or withheld.

8. **Premises Access.** Tenant shall have reasonable access to the Premises 24 hours a day, 7 days a week. Except in an emergency, Tenant shall provide advance notice to City of intent to access the Premises by any of Tenant's agents, independent contractors, or sub-contractors 72 hours in advance. In the event of emergency, Tenant shall provide as much prior notice as reasonably possible under the circumstances.

City retains and reserves the right to access the Premises at all times and shall be provided with a key to any buildings located thereon. Tenant, its agents, independent contractors, or sub-contractors shall, upon leaving the Premises, ensure that the Premises are in the condition as required pursuant to Section 10 herein.

9. **Utilities.** Tenant shall, at its expense, separately meter charges for the consumption of electricity and other utilities associated with its use of the Premises and shall timely pay all costs associated therewith.

10. **Maintenance.** Tenant shall, at its own expense, maintain the Premises and Equipment on or attached to the Premises in a safe condition, in good repair and in a manner reasonably suitable to City. Additionally, Tenant shall keep the Premises free of debris, graffiti and anything of a dangerous, noxious or offensive nature or which would create a hazard or undue vibration, heat, noise or any interference with City services. Tenant shall have sole responsibility for the maintenance, repair, and security of its Equipment and leasehold improvements, and shall keep the same in good repair and condition during the Lease term. New and replacement equipment (e.g. antennas, cabinets) are not considered normal maintenance within this provision. See Section 7 of this agreement for requirements. Tenant or its agents, independent contractors, or sub-contractors shall provide their own restroom facilities.

11. **Compliance with Laws.** Tenant's use of the Premises is subject to its obtaining all certificates, permits, zoning, and other approvals that may be required by any federal, state or local authority. Tenant shall erect, maintain and operate its Equipment in accordance with applicable site standards, statutes, ordinances, rules and regulations now or hereinafter in effect as may be issued by the Federal Communications Commission, the City, or any other federal, state or other governing bodies. Tenant specifically waives any right to claim that any aspect of this Lease is contrary to any provision of any local, state or federal law (including the Telecommunications Act of 1996) in effect as of the date of this Agreement. In addition, Tenant specifically acknowledges that all or a portion of the premises is right-of-way subject to City's regulatory authority. Nothing herein shall be deemed to limit, impair or affect City's authority to franchise or otherwise permit usage of rights-of-way pursuant to its regulatory authority.

12. **Lease Subject to Future Ordinances.** Tenant acknowledges that the City may

develop rules, regulations, ordinances and specifications for the use of the right-of-way and City property which shall govern Tenant's Equipment and activities hereunder as if they were in effect at the time this Lease was executed by the City and Tenant covenants and agrees to be bound by same provided that such rules, regulations, ordinances and specifications are applicable to all communications users of the Premises in a non-discriminatory manner.

13. **Interference.** Tenant shall not use the Premises in any way, which interferes with the use of the Premises by City, lessees, licensees, or other entities authorized by the City with rights to the Premises prior in time to Tenant's and in compliance with the requirements of FWCC 22-972 as it now exists or is hereafter amended. For the purposes of this Agreement, Tenant's rights to the Premises commenced on June 24, 1994. City shall have the right pursuant to FWCC 22-971 to grant rights for co-location of other telecommunications facilities on the Premises.

In addition, with regard to lessees or licensees whose operations commence after installation of the Equipment hereunder, Tenant shall not make any change in its operations that causes or is intended to cause material interference with such lessees or licensees. All operations by Tenant shall be in compliance with all FCC requirements.

14. **Termination.**

(a) Except as otherwise provided herein, this Lease may be terminated, without penalty to or further liability, as follows:

(i) Upon thirty (30) days written notice by either party for failure to cure a default or breach, including non-payment of amounts due under this Lease, within that 30-day period; or such longer period as may be required to diligently complete a cure commenced within the 30-day period;

(ii) Upon ninety (90) days written notice by Tenant that the Premises are or become unusable, in Tenant's sole discretion, under Tenant's design or engineering specifications for its Equipment or the communications system to which the Equipment belongs;

(iii) Upon thirty (30) days written notice by City if Tenant abandons or, vacates the Premises or Equipment, however, it is hereby understood that the Premises and Equipment will be unmanned and unoccupied by Tenant's employees and such use of the Premises shall not be deemed an abandonment or vacation; or if Tenant becomes the subject of a bankruptcy proceeding and the bankruptcy proceeding is not vacated within 120 days;

(iv) Upon one hundred eighty (180) days written notice by City, for any reason as determined by the City in its reasonable discretion, including reasons involving public health, safety or welfare;

(v) Immediately, upon written notice by City, in the event of an emergency involving risk of imminent harm to public health, safety or welfare, as determined by the City in its sole discretion.

(vi) Upon thirty (30) days written notice by City, if Tenant fails to comply with all applicable federal, state, and local laws, including, without limitation, all governmental codes, ordinances, resolutions, standards and polices as now existing or hereafter adopted or

amended, including, without limitation, all requirements of the FCC and the Federal Aviation Administration (FAA). City shall provide Tenant with notice of such failure and Tenant will have the opportunity to cure such failure within the timeframes set forth in subparagraph (i) above.

(vii) Upon thirty (30) days written notice by Tenant of a court decision described in Section 26(g) of this Lease below, and Tenant elects to terminate this Lease as a consequence of such court decision. If Tenant elects to terminate pursuant to this subsection, Tenant agrees that neither it, its successors, heirs or assigns will seek to enter into another Site Lease Agreement with the City of Camas for the Premises for a period of three (3) years from the date termination is effective, and Tenant waives any claim against the City arising out of any refusal to enter into a new lease should Tenant terminate under this subsection.

(viii) Upon ninety (90) days written notice by Tenant for any or no reason as determined by the Tenant in its sole discretion, provided that Tenant pays an early termination fee equal to the amount of nine (9) months of the Rent in effect as of the date of such termination notice; and

(ix) as otherwise set forth in this Agreement.

(b) In the event of any termination under this Section, Tenant shall pay City all monies due as rent and/or penalties, including attorney and collection fees and any other damages incurred by City as a result of such termination. In addition Tenant shall, at its sole expense, return the Premises to the same condition as prior to this Lease (normal wear and tear excepted), and shall remove all Equipment.

(c) No re-entry and taking of possession of the Premises by City shall be construed as an election on City's part to terminate this Lease, regardless of the extent of renovations and alterations by City, unless a written notice of such intention is given to Tenant by City. Notwithstanding any re-letting without termination, City may at any time thereafter elect to terminate this Lease for such previous breach.

## 15. **Indemnity and Insurance.**

(a) **Disclaimer of Liability:** City shall not, at any time, be liable for injury or damage occurring to any person or property from any cause whatsoever arising out of Tenant's construction, installation, maintenance, repair, use, operation, condition or dismantling of the Premises or Tenant's Equipment and Tenant expressly assumes all such risk, except to the extent caused by the sole negligence or willful misconduct of City.

(b) **Indemnification and Hold Harmless:** Tenant shall, at its sole cost and expense, indemnify and hold harmless City and its officers, boards, commissions, employees, agents, attorneys, and contractors from and against any and all liability, damages, and claims, (including, without limitation, reasonable fees and expenses of attorneys, expert witnesses and consultants), which may be asserted by reason of any act or omission of Tenant, its employees, agents, or contractors or which may be in any way connected with the construction, installation, operation, maintenance, repair, use, condition or dismantling of the Premises or Tenant's Equipment except to the extent claims arise from the sole negligence or willful misconduct of City and its officers, boards, commissions, employees, agents, attorneys and contractors.

(c) **Insurance:** During the term of this Lease, Tenant shall maintain in full force and

effect and at its sole cost and expense, and except for Workers' Compensation Insurance naming City, its officers, boards, commissions, employees and agents as additional insureds, the following types and limits of insurance:

(i) Comprehensive commercial general liability insurance with minimum limits of Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) in the annual aggregate.

(ii) Comprehensive automobile liability insurance with combined single minimum limits of Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) in the annual aggregate.

(iii) Worker's compensation insurance and such other insurance as may be required by law.

(d) Evidence of Insurance: Certificates of insurance for each insurance policy required by this Lease, along with written evidence of payment of required premiums, shall be filed and maintained with City prior to commencement of the term of this Lease and thereafter.

(e) Cancellation of Policies of Insurance: Should any of the described policies be cancelled before the expiration date thereof, the issuing insurer will mail written notice in accordance with the policy provisions to the certificate holder named within the stated time frames of 30 days, except for reason of non-payment of premium at 10 days. Failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

(f) Deductibles: All insurance policies may be written with commercially reasonable deductibles.

(g) License: All insurance policies shall be with insurers licensed to do business in the State of Washington and with a rating of A-N unless waived by the City.

(h) Defense of City: In the event any action or proceeding shall be brought against the City resulting from Tenant's operations hereunder, Tenant shall, at Tenant's sole cost and expense, resist and defend the same provided, however, that Tenant shall not admit liability in any such matter on behalf of the City without the written consent of City.

Nothing herein shall be deemed to prevent City from cooperating with Tenant and participating in the defense of any litigation with City's own counsel. Tenant shall pay all reasonable expenses incurred by City in response to any such actions, suits or proceedings. These expenses shall include all out-of-pocket expenses such as attorney fees and shall also include the reasonable value of any services rendered by the City's attorney, and the actual expenses of City's agents, employees, consultants and expert witnesses, and disbursements and liabilities assumed by City in connection with such suits, actions or proceedings.

16. **Holding Over.** Any holding over after the expiration of the term hereof, with the consent of the City, shall be construed to be a tenancy from month to month and shall otherwise be on the terms, covenants and conditions herein specified.

17. **Acceptance of Premises.** Tenant accepts the Premises in the condition existing as of



the Commencement Date. City makes no representation or warranty with respect to the condition of the Premises and City shall not be liable for any latent or patent defect in the Premises.

18. **Notices.** All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested; to the following addresses:

If to City, to: Mayor  
616 NE 4<sup>th</sup> Avenue  
Camas, WA 98607

With copy to: City Attorney  
430 NE Everett Street  
Camas, WA 98607

If to Tenant, to: Sprint Property Services  
Sprint Site ID: PO80XC001  
Mailstop KSOPHT0101-Z2650  
6391 Sprint Parkway  
Overland Park, Kansas 66251-2650

With a mandatory copy to:  
Sprint Site ID: PO80XC001  
Mailstop KSOPHT0101-Z2020  
6391 Sprint Parkway  
Overland Park, Kansas 66251-2020  
Attn.: Real Estate Attorney

(a) **Contact for Emergencies.** Emergency 24-hour contact number(s) must be provided and/or displayed on Tenants building or equipment, and Tenant shall immediately provide updated contact information in the event of any change thereof.

Tenant Contact for Emergencies: NOCC (866) 400-6040 (local)  
Tenant Contact for Emergencies: NOCC (866) 400-6040 (national)

19. **Subleasing or Assignment.** Tenant may not assign this Lease or sublet the Premises or Equipment, in whole or in part, without the prior written consent of City, which may not be unreasonably withheld. City may inquire into the qualifications and financial stability of a potential assignee or sub-lessee and reasonably request any information related to such inquiry and may also condition such approval upon the financial, legal and technical expertise of a proposed assignee or sub-lessee and upon the resolution of any compliance obligation under the Lease. If the City has not responded to a request to assign or sublet with a decision within forty five (45) days, City approval shall be deemed given. City hereby consents to the sublease of a portion of the Premises to the City of Portland. Notwithstanding anything to the contrary contained herein, Tenant may, however, without City approval, assign its rights under this Lease in whole or in part to any entity controlling, controlled by or under common control with Tenant, or to any entity acquiring substantially all of the assets of Tenant; or mortgage or grant a security interest in this Lease and the Equipment. Tenant agrees to provide notice of such assignment within a reasonable period of time following such

assignment.

20. **Successors and Assigns.** Subject to Section 18, this Lease shall be binding upon and inure to the benefit of the parties, and their respective permitted successors and assigns.

21. **Non-Waiver.** Failure of City to insist on strict performance of any of the conditions, covenants, terms or provisions of this Lease or to exercise any of its rights hereunder shall not waive such rights, but City shall have the right to specifically enforce such rights at any time and take such action as might be lawful or authorized, either in law or equity. Damages are not an adequate remedy for breach. The receipt of any sum paid by Tenant to City after a breach of this Lease shall not be deemed a waiver of such breach unless expressly set forth in writing by the City.

22. **Taxes.** Tenant shall pay all personal property taxes (or payments in lieu of taxes) and assessments for the Premises, if any, which become due and payable during the term of this Lease attributable to the Equipment or Tenant's use of the Premises.

23. **Quiet Enjoyment, Title and Authority.** City represents to Tenant that:

(a) City has authority to execute this Lease;

(b) City has title to the Premises free and clear of any encumbrances, liens or mortgages, except those encumbrances, liens and mortgages and matters of record, and these and any other matters disclosed and/or otherwise apparent to Tenant;

(c) There is legal ingress and egress to the Premises from a right-of-way that tenant is authorized to use; and

(d) Execution and performance of this Lease will not violate any laws or agreements binding on City;

(e) City covenants and agrees with Tenant that upon Tenant paying the Rent and observing and performing all the terms, covenants and conditions on Tenant's part to be observed and performed, Tenant may peacefully and quietly enjoy the Premises.

24. **Condemnation.** In the event the Premises are taken in whole or in part by any entity by eminent domain, this Lease shall terminate as of the date title to the Premises vests in the condemning authority. Tenant shall not be entitled to any portion of the award paid and the City shall receive the full amount of such award. Tenant hereby expressly waives any right or claim to any portion thereof. However, Tenant shall have the right to claim and recover from the condemning authority, other than the City, such other compensation as may be separately awarded or recoverable by Tenant. If this lease terminates due to condemnation, Tenant shall promptly remove all of its Equipment from the Premises.

25. **Alteration, Damage or Destruction.** If the Premises or any portion thereof is altered, destroyed or damaged so as to materially hinder effective use of the Equipment through no fault or negligence of Tenant, Tenant may elect to terminate this Lease upon thirty (30) days written notice to City. In such event, Tenant shall promptly remove the Equipment from the Premises and shall restore the Premises to the same condition as existed prior to this Lease, excepting reasonable wear and tear and loss by casualty. This Lease (and Tenant's obligation to pay rent) shall terminate

upon Tenant's fulfillment of the obligations set forth in the preceding sentence and its other obligations hereunder, at which termination Tenant shall be entitled to the reimbursement of any Rent prepaid by Tenant. City shall have no obligation to repair any damage to any portion of the Premises.

26. **Miscellaneous.**

(a) City and Tenant respectively represent that their signatory is duly authorized and has full right, power, and authority to execute this Lease.

(b) With the exception of applicable and future laws, ordinances, rules, and regulations this Lease constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. Except as previously set forth, there are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both parties.

(c) This Lease shall be construed in accordance with the laws of the State of Washington.

(d) Section captions and headings are intended solely to facilitate the reading thereof. Such captions and headings shall not affect the meaning or interpretation of the text herein.

(e) If the methods of taxation in effect at the Commencement Date of the Lease are altered so that in lieu of or as a substitute for or in addition to any portion of the property taxes and special assessments, if any, now imposed on Equipment, there is imposed a tax upon or against the rentals payable by Tenant to City, Tenant shall also pay those amounts.

(f) Tenant shall be responsible for obtaining all necessary approvals, authorizations and agreements from any party or entity required for Tenant's use of the Premises and it is acknowledged and agreed that the City is making no representation, warranty or covenant whether any of the foregoing approvals, authorizations or agreements are required or have been obtained by Tenant from any person or entity. City agrees to reasonably cooperate with Tenant in obtaining, at Tenant's expense, any necessary approvals, authorizations and agreements required by Tenant's use of the Premises. The City will not incur any liability for any consequential damages that may occur in obtaining approvals.

(g) If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect. In the event that a court of competent jurisdiction determines void or invalid any term of any other Lease, where such term is substantially equivalent to a term of this Lease, the City may, at its sole option and within 30 days of notice thereof by Tenant: (i) determine that such judicial determination shall not affect the terms of this Lease, which shall continue in full force and effect; (ii) determine that a term of this Lease is invalid, but severable, and that such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect; or (iii) terminate this Lease pursuant to Section 14 (a) (vii) above.

(h) This Agreement may be enforced at both law and equity. Damages are not an adequate remedy for breach.

27. Landlord and Tenant acknowledge that space at the Premises was previously leased between Landlord and Tenant under the terms and conditions of that certain Communications Site Lease dated June 24, 1994, as amended by that certain Amendment No. 1 dated January 4, 1999, as amended by that certain Amendment No. 2 dated January 13, 2002, as amended by that certain Amendment No. 3 dated September 28, 2004 (collectively, the "Terminated Lease"). Landlord and Tenant hereby irrevocably agree to terminate their respective rights and obligations under the Terminated Lease effective as of the Commencement Date of this Lease and thereafter, the terms and conditions of the Lease shall be the sole instrument governing the lease of space by Tenant at the Premises.

28. **Legislative Changes.** In the event that any federal, state or local governmental entity adopts a law, ordinance, or regulation, or amends existing laws, ordinances, or regulations, and the new or amended law, ordinance, or regulation would limit, impair, or affect any of the parties' rights or obligations under this Agreement, Tenant agrees that (except for changes authorized under Section 12 above) the provisions of this Lease contract shall remain lawful and binding and enforceable on the parties, and Tenant waives any rights to claim otherwise.

DATED the effective date set forth above.

CITY OF CAMAS

By: \_\_\_\_\_  
Mayor  
616 NE 4<sup>th</sup> Avenue  
Camas, WA 98607

TENANT

Sprint Spectrum L.P.,  
a Delaware limited partnership

By:  \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 2017, personally appeared \_\_\_\_\_, to me known to be the \_\_\_\_\_ of the City of Camas that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed, of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

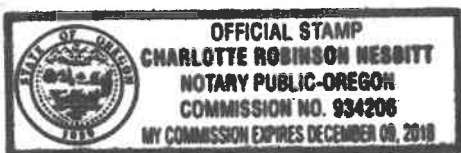
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

STATE OF OREGON )  
 ) ss.  
COUNTY OF Washington )

On this 20 day of March, 2018, personally appeared Jeff Borrenk, to me known to be the Mkt. Mgr of the limited partnership that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed, of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Charlotte R. Hessitt  
Notary Public in and for the State of  
Oregon, Residing at \_\_\_\_\_  
My appointment expires: 12/9/18

EXHIBIT A  
(legal description)

EXHIBIT "A"

The following described real estate, situated in the County of Clark, State of Washington:

Beginning at the Northeast corner of the West half of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter, in Section Nine (9), Township One (1) North, Range Three (3) East of the Willamette Meridian; thence South  $8^{\circ}15'$  West 28.88 feet to the true point of beginning, said point being on the South line of County Road No. 128; thence from said beginning point South  $8^{\circ}15'$  West along the East line of said West half of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter of Section Nine (9), 446.4 feet; thence South  $89^{\circ}55'$  West and parallel to the North line of said Section Nine (9), 150 feet; thence North  $8^{\circ}15'$  East and parallel to the East line of said West half of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter of Section Nine (9), 290.40 feet; thence North  $89^{\circ}55'$  East and parallel to the North line of said Section Nine (9), 138.00 feet; thence North  $8^{\circ}15'$  East and parallel to the East line of said West half of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter of said Section Nine (9), 156.00 feet to a point 20 feet South of the North line of said Section Nine (9); thence North  $89^{\circ}55'$  East and parallel to the North line of said Section Nine (9), 28.88 feet to the point of beginning.

SUBJECT TO Easement, if any, for perpetual right of way for the erecting and operation of electric power transmission facilities.

EXHIBIT B

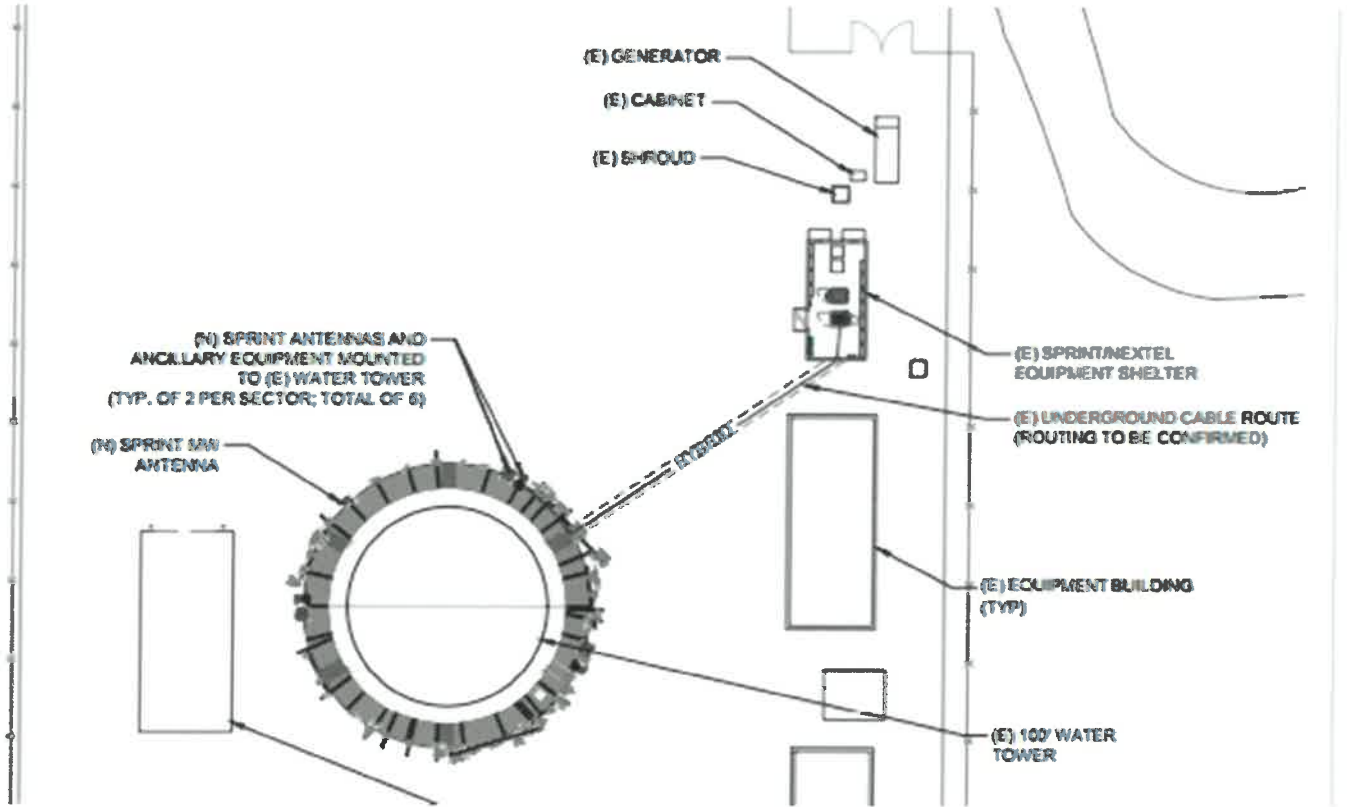


EXHIBIT C  
(page 1 of 2)

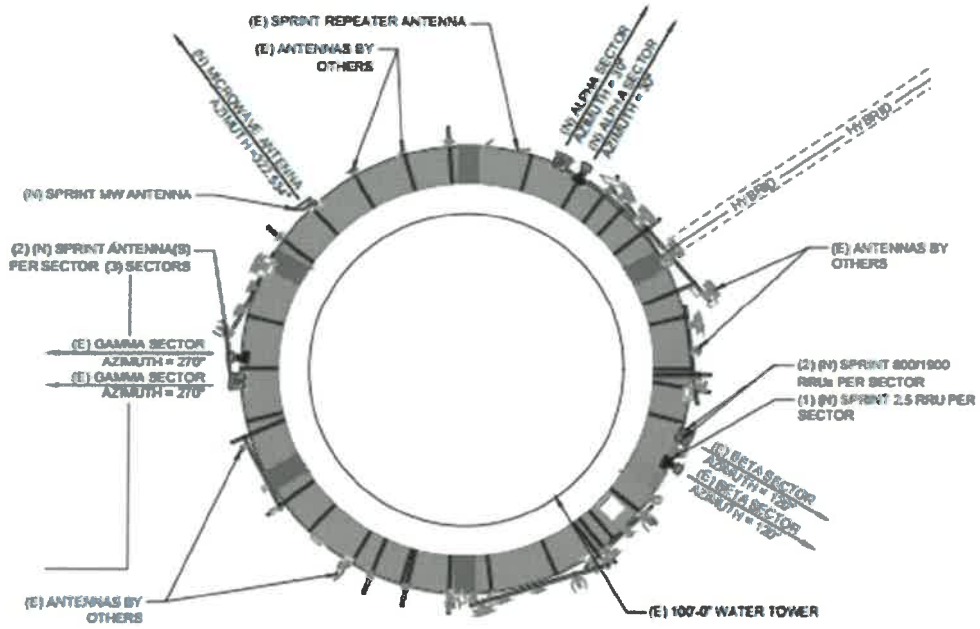
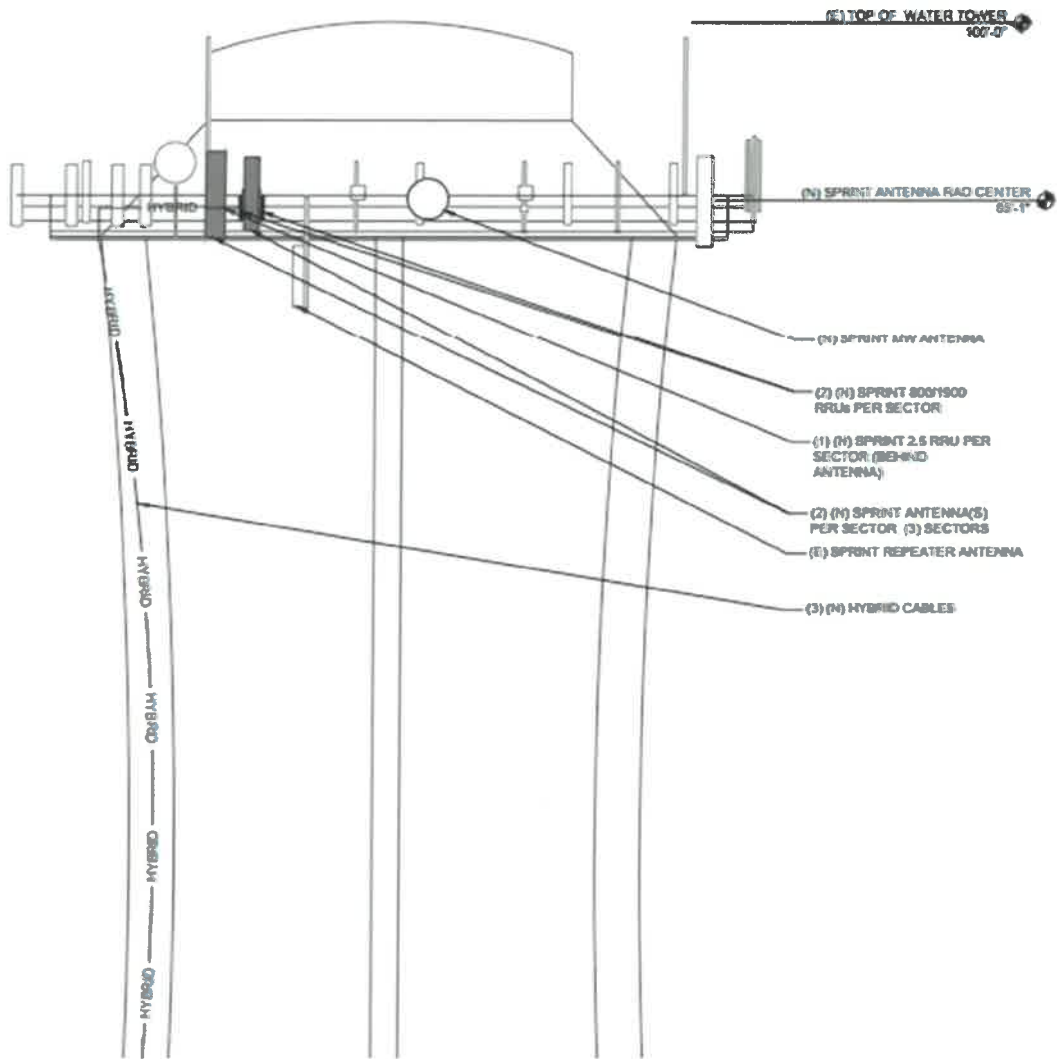




EXHIBIT C  
(page 2 of 2)





I, Jennifer Gorsuch, hereby certify that these bid tabulations are correct.  
*Jennifer Gorsuch* 5/21/18  
 Jennifer Gorsuch, City Clerk Date

<b>PROJECT NO. WS-752</b>				<b>Engineer's Estimate:</b>		<b>Holt Services, Inc.</b>	
<b>DESCRIPTION: REBID 2018 Well 17 Development</b>				\$185,110.00		10621 Todd Rd E	
<b>DATE OF QUOTE OPENING:</b>				<b>Ent. By</b>		<b>Edgewood, WA 98372</b>	
May 21, 2018, at 10 a.m.				RLS		253.604.4878	
ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	ENGRG TOTAL	UNIT PRICE	CONTRACT TOTAL
<b>Schedule A</b>							
6.1	Mobilization/Demobilization	LS	1.0	\$35,000.00	\$35,000.00	\$30,000.00	\$30,000.00
6.2	Install 16-Inch Surface Seal	LF	100.0	\$275.00	\$27,500.00	\$300.00	\$30,000.00
6.3	12-Inch Drive Shoe	LS	1.0	\$800.00	\$800.00	\$1,500.00	\$1,500.00
6.4	Drill 12-Inch Hole	LF	300.0	\$100.00	\$30,000.00	\$125.00	\$37,500.00
6.5	Furnish 12-Inch Well Casing	LF	402.0	\$50.00	\$20,100.00	\$50.00	\$20,100.00
6.6	Credit for 12-Inch Casing Removed	LF	80.0	(\$15.00)	(\$1,200.00)	(\$5.00)	(\$400.00)
6.7	12-Inch Drive Shoe Cut	LS	1.0	\$8,000.00	\$8,000.00	\$2,000.00	\$2,000.00
6.8	Furnish Screen Assembly/Other Materials	FA	1.0	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
6.9	Authorized Hourly Work	HR	70.00	\$350.00	\$24,500.00	\$350.00	\$24,500.00
6.10	Furnish and Install Pumping Test Equip.	LS	1.0	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00
6.11	Test Water Conveyance System	LF	100.0	\$6.00	\$600.00	\$5.00	\$500.00
6.12	Hourly Work for Pumping Tests	HR	26.0	\$265.00	\$6,890.00	\$300.00	\$7,800.00
6.13	Standby Time	HR	1.0	\$275.00	\$275.00	\$350.00	\$350.00
6.14	Extra Material	FA	1.0	\$300.00	\$300.00	\$300.00	\$300.00

<b>Schedule A Subtotal</b>	<b>\$170,765.00</b>	<b>\$170,150.00</b>
<b>Sales Tax (8.4%)</b>	<b>\$14,344.26</b>	<b>\$14,292.60</b>
<b>Schedule A Total</b>	<b>\$185,109.26</b>	<b>\$184,442.60</b>

**Irregular Bid: Bid Proposal was not signed.**



June 5, 2018

Randy Holt  
Holt Services, Inc.  
10621 Todd Road E  
Edgewood, WA 98372

**SUBJECT: Notice of Award  
City Project WS-752, REBID 2018 Well 17 Development**

Dear Mr. Holt:

We are pleased to provide notice that the City of Camas has awarded your company the contract for the above referenced project for the bid price of \$184,442.60.

Please call Sam Adams at (360) 817-1561 at your earliest convenience to schedule a pre-construction conference. Please submit the following items at the conference:

- Three signed contracts (one original and two copies)
- Contract Bond
- ACORD Certificate of Insurance naming the City of Camas and its officers, elected officials, employees, agents, and volunteers as Additional Insured.
- List of subcontractors
- Signed Statement of Intent to Pay Prevailing Wages for your firm and all subcontractors.
- Letter identifying your E.E.O. officer.
- Letter identifying your superintendent and three after-hours emergency phone numbers.

You may contact Sam Adams with any comments or questions by phone at (360) 817-1563 or by email at [sadams@cityofcamas.us](mailto:sadams@cityofcamas.us).

Sincerely,

Steve Wall  
Public Works Director

cc: S. Adams, File



Staff Report

Final Plat for the Green Mountain Planned Residential Development Amenity Lot

File No. FP18-03

(Related Files: SUB14-02)

TO: Mayor Higgins  
City Council

FROM: Robert Maul, Planning Manager

LOCATION: The site is internal to Phase 1 of the Green Mountain Planned Residential Development. It is at the intersection of N 93<sup>rd</sup> Lane and N Boxwood Lane. Clark County Parcel ID 986041-987.

OWNER: CLB Washington Solutions I, LLC  
26895 Aliso Creek Road  
Suite B-522  
Aliso Viejo, CA 92656

APPLICABLE LAW: The application was submitted April 13<sup>th</sup>, 2018, and the applicable codes are those codes that were in effect at the date of application. Camas Municipal Code Chapters (CMC): Title 18 Zoning (not exclusively): CMC Chapter 17.21 Procedures for Public Improvements; and CMC Chapter 18.55 Administration and Procedures; and RCW Chapter 58.17.

BACKGROUND INFORMATION

Lots: Once parcel for the pool house and swimming pool.

Total Area: 15,246 square feet, or .36 acres.

The overall master plan development did anticipate the creation of a local amenity site to house a swimming pool and pool house. The applicant is looking to now legally create the lot in question. The site has all public improvements abutting or stubbed to it. Frontage improvements are also in place.

Final Plat Criteria for Approval (CMC 17.21.060-C)

1. That the proposed final plat bears the required certificates and statements of approval; **Complies**
2. That the title insurance report furnished by the developer/owner confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose signature(s) appears on the plat certificate; **Complies**
3. That the facilities and improvements required to be provided by the developer/owner have been completed or, alternatively, that the developer/owner has submitted with the proposed final plat an improvement bond or other security in conformance with CMC 17.21.040; **Bonding Complies**
4. That the plat is certified as accurate by the land surveyor responsible for the plat; **Complies**
5. That the plat is in substantial conformance with the approved preliminary plat; and **Complies**

6. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval. **Complies**

Findings: The submitted plat meets the requirements of CMC 17.21.060-C, is consistent with the applicable conditions of approval, and with the applicable state and local regulations.

**Recommendation**

Staff recommends that Council approve the final plat for the Green Mountain Amenity Lot.

# GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1C

A SUBDIVISION IN A PORTION OF THE T.J. FLETCHER D.L.C. NO. 51 IN THE SE 1/4 OF THE NE 1/4 OF SEC. 20 AND THE SW 1/4 OF THE NW 1/4 OF SECTION 21, T. 2 N., R. 3 E., W.M., CITY OF CAMAS, CLARK COUNTY, WASHINGTON JANUARY, 2018

## DEDICATION NOTE

ALL STREETS AND AVENUES AS DEPICTED ON THIS PLAT WERE PREVIOUSLY DEDICATED TO THE CITY OF CAMAS; THE AMENITY TRACT AS DEPICTED ON THIS PLAT IS HEREBY DEDICATED TO, AND TO BE MAINTAINED BY, THE HOMEOWNERS ASSOCIATION.

## LAND INVENTORY

TOTAL ACREAGE:	0.36 AC.
TOTAL DEVELOPED ACREAGE:	0.36 AC.
TOTAL LOT AREA:	0.00 AC.
TOTAL INFRASTRUCTURE AREA:	0.00 AC.
TOTAL TRACT AREA (AMENITY TRACT):	0.36 AC.
TOTAL ACREAGE OF CRITICAL AREAS:	0.00 AC.

## LINE TABLE

LINE	BEARING	DISTANCE
L1	S 44°04'38" E	(15.00')
L2	N 45°55'25" E	(4.00')
L3	S 45°55'25" W	(4.00')
L4	S 44°04'38" E	(15.00')
L5	S 45°55'22" W	(18.07')

## CITY OF CAMAS MAYOR

APPROVED BY \_\_\_\_\_ MAYOR DATE \_\_\_\_\_

## CITY OF CAMAS FINANCE DIRECTOR

THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS, AND ALL SPECIAL ASSESSMENTS ON ANY OF THE PROPERTY THAT IS DEDICATED AS STREETS, ALLEYS OR FOR OTHER PUBLIC USE ARE PAID IN FULL AT THE DATE OF CERTIFICATION.

CITY OF CAMAS FINANCE DIRECTOR DATE \_\_\_\_\_

## CITY OF CAMAS PUBLIC WORKS DEPARTMENT

ALL IMPROVEMENTS HAVE BEEN INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THIS TITLE AND WITH THE PRELIMINARY PLAT APPROVAL;

ALL IMPROVEMENTS MEET CURRENT PUBLIC WORKS DRAWING STANDARDS FOR ROAD, UTILITY AND DRAINAGE CONSTRUCTION PLANS;

ORIGINAL AND REPRODUCIBLE MYLAR OR ELECTRONIC RECORDS IN A FORMAT APPROVED BY THE PUBLIC WORKS DIRECTOR OR DESIGNER AND CERTIFIED BY THE DESIGNING ENGINEER AS BEING "AS CONSTRUCTED" HAVE BEEN SUBMITTED FOR CITY RECORDS.

APPROVED BY \_\_\_\_\_ CITY OF CAMAS ENGINEER DATE \_\_\_\_\_

## CITY OF CAMAS COMMUNITY DEVELOPMENT

APPROVED BY \_\_\_\_\_ CITY OF CAMAS COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNER DATE \_\_\_\_\_

## CAMAS-WASHOUGAL FIRE DEPARTMENT

APPROVED BY \_\_\_\_\_ CAMAS-WASHOUGAL FIRE CHIEF OR DESIGNER DATE \_\_\_\_\_

## CLARK COUNTY ASSESSOR

THIS PLAT MEETS THE REQUIREMENTS OF R.C.W. NO. 58.12.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS

## GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1C

SUBDIVISION PLAT NO. \_\_\_\_\_ IN THE COUNTY OF CLARK, STATE OF WASHINGTON

CLARK COUNTY ASSESSOR



## BASIS OF BEARINGS

BEARINGS ARE BASED ON THE WASHINGTON STATE COORDINATE SYSTEM (SOUTH ZONE - 4802) U.S. SURVEY FEET, BASED ON TRAVERSES BY OLSON ENGINEERING, INC. PERFORMED DURING PREVIOUS SURVEY RECORDED IN BK. 51, PG. 161 AND AS SHOWN IN GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1 (SOUTH). DISTANCES SHOWN HEREON ARE GROUND AND HAVE BEEN SCALED BY A COMBINED GRID TO GROUND SCALE FACTOR OF 0.999982076.

## LEGEND

- SET 1/2" X 24" REBAR WITH PLASTIC CAP STAMPED (OLSON ENG. PLS. 42667) DURING PREVIOUS PLATS OF GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1 (SOUTH) (BK. 311, PG. 885) AND GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1E (BK. 311, PG. 883).

( ) RECORD DISTANCE / ANGLE

--- EASEMENT LINE AS NOTED

--- PLAT PERIMETER

T= TANGENT BEARING

PVT PRIVATE

## SURVEY REFERENCES

- SURVEY BY LAWSON LAND SURVEYING FOR RECORD OF SURVEY (BK. 16, PG. 79)
- SURVEY BY LAWSON LAND SURVEYING FOR RECORD OF SURVEY (BK. 24, PG. 49)
- SURVEY BY LAWSON LAND SURVEYING FOR RECORD OF SURVEY (BK. 28, PG. 105)
- PLAT OF MOUNTAIN GLEN BY OLSON ENGINEERING, INC. (BK. 4, PG. 199)
- SURVEY BY OLSON ENGINEERING, INC. FOR RECORD OF SURVEY (BK. 51, PG. 161)
- WARMAN SHORT PLAT BY BESEDA LAND SURVEYING, LLC (BK. 3, PG. 963)
- PLAT OF GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1E (BK. 311, PG. 883)
- PLAT OF GREEN MOUNTAIN MIXED USE P.R.D. PHASE 1 (SOUTH) (BK. 311, PG. 885)

## DEED REFERENCES

GRANTOR: GREEN MOUNTAIN LAND, LLC  
GRANTEE: CLB WASHINGTON SOLUTIONS I, LLC  
A.F. #: 5255955 D  
DATE: 02/11/16

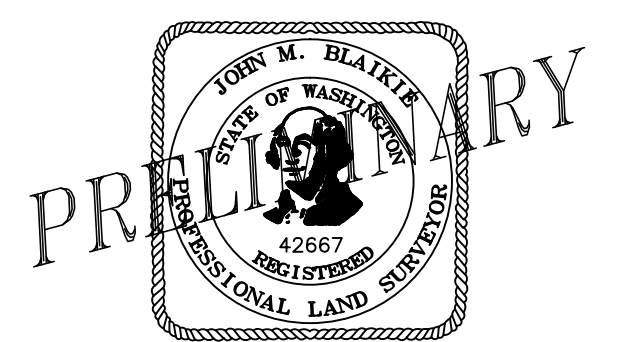
GRANTOR: CLB WASHINGTON SOLUTIONS I, LLC  
GRANTEE: CLB WASHINGTON SOLUTIONS I, LLC  
A.F. #: 5308695 BLA  
DATE: 07/28/16

## PROCEDURE

FIELD TRAVERSES WERE PERFORMED WITH A TRIMBLE S8 TOTAL STATION (37) AND ADJUSTED BY LEAST SQUARES. THE FIELD TRAVERSES MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090.

## UTILITY EASEMENT

A PUBLIC UTILITY EASEMENT IS HEREBY RESERVED OVER, UNDER AND UPON ALL DESIGNATED PRIVATE ROADS AND/OR EASEMENTS AND THE EXTERIOR 6.00 FEET OF ALL LOTS LYING PARALLEL WITH AND ADJACENT TO ALL PUBLIC ROADS FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, REPAIRING, OPERATING AND MAINTAINING OF ELECTRIC, TELEPHONE, TV, CABLE, WATER, SANITARY SEWER, AND OTHER UTILITIES AS NOTED. ALL LOTS CONTAINING PAD MOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM WORKING CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALL PROPOSED BUILDING DESIGNS ON THESE LOTS MUST PROVIDE ADEQUATE CLEARANCE FOR ALL COMBUSTIBLE MATERIALS. ALSO, A SIDEWALK EASEMENT IS RESERVED, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, UPON THE EXTERIOR SIX (6) FEET OF ALL LOTS AND TRACTS PARALLEL WITH AND ADJACENT TO THE PUBLIC ROAD FRONTS.



## LAND SURVEYOR'S CERTIFICATION

ON THE BASIS OF MY KNOWLEDGE, INFORMATION AND BELIEF, I CERTIFY TO CITY OF CAMAS THAT AS A RESULT OF A SURVEY MADE ON THE GROUND TO THE NORMAL STANDARD OF CARE OF PROFESSIONAL LAND SURVEYORS PRACTICING IN CLARK COUNTY, I FIND THAT THIS PLAT, AS SHOWN, IS A TRUE RETURN FROM THE FIELD AND THAT THE DELINEATION IS CORRECT.

JOHN M. BLAIKIE DATE \_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR NO. 42667

## CLARK COUNTY AUDITOR

ATTESTED BY \_\_\_\_\_ CLARK COUNTY AUDITOR  
FILED FOR RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.  
AUDITORS FILE NO. \_\_\_\_\_ BOOK OF PLATS \_\_\_\_\_ AT PAGE \_\_\_\_\_

**OLSON ENGINEERS** LAND SURVEYORS  
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1-503-289-9936  
ENGINEERING INC. 222 E. EVERGREEN BLVD, VANCOUVER, WA 98660

PG. 1 OF 1 JOB NO. 8938.04.01

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~ PROCLAMATION ~

WHEREAS, Camas' seniors are valued members of society and it is our collective responsibility to ensure they live safely and with dignity; and

WHEREAS, abuse of older people is a tragedy inflicted on vulnerable seniors and an ever-increasing problem in today's society that crosses all socio-economic boundaries; and

WHEREAS, combating abuse of seniors and vulnerable adults will help improve the quality of life for all seniors across this country and will allow seniors and vulnerable adults to continue to live as independently as possible and contribute to the life and vibrancy of the City of Camas; and

WHEREAS, Camas' seniors and vulnerable adults are guaranteed that they will be treated with respect and dignity to enable them to continue to serve as leaders, mentors, volunteers and important and active members of this community; and

WHEREAS, the well-being of Camas' seniors is in the interest of all and further adds to the well-being of our community; and

WHEREAS, public awareness and involvement can increase identification and reporting of abuse and neglect, as well as, preparation for participation in Elder Abuse Awareness Day activities;

NOW, THEREFORE, BE IT RESOLVED that I, Scott Higgins, Mayor of Camas, do hereby proclaim **June 15, 2018**, as

***"Elder Abuse Awareness Day"***

in Camas, Washington and encourage all citizens to recognize the signs of elder abuse, support efforts to safeguard the elderly and celebrate the accomplishments of Camas' seniors.



In witness whereof, I have set my hand and caused the seal of the City of Camas to be affixed this 4<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Scott Higgins, Mayor



## FORM OF GOVERNMENT REPORT

---

**TO:** Mayor Scott Higgins and Camas City Council  
**FROM:** Form of Government Advisory Committee  
**DATE:** April 24, 2018

### **SUMMARY AND RECOMMENDATION:**

The Form of Government Advisory Committee (Committee) unanimously recommends that the City Council place two measures on the ballot. The measures are (1) adopt the Council-Manager form of city government; and (2) have the Mayor position elected at large, city-wide.

### **WHEN AND WHY FORMED:**

In February 2018, Mayor Scott Higgins established the Form of Government Advisory Committee, in response to a request by City Councilor Greg Anderson, to review the City of Camas' current form of government and to explore alternative forms. Our assignment was to look at government structures and determine which would best suit Camas in the future, while currently not in any leadership crisis.

### **TYPES OF CODE CITIES:**

#### **Mayor – Council Form of Government (RCW 35A.12)**

- Elected Mayor seven elected Council Members
- Mayor is chief executive and administrative officer of the city

#### **Council – Manager Form of Government (RCW 35A.13)**

- Seven elected Council Members
- Council selects Chair of the Council (Mayor), but Council may put a proposition on the ballot to have an elected Mayor
- Mayor presides over Council Meeting – No administrative duties
- Council selects City Manager
- Requires a majority of the Council to remove the City Manager

### **COMMITTEE MEMBERSHIP:**

The Committee is made up of the following Camas citizens:

- Two former Camas Mayors - Nan Henriksen and Paul Dennis
- Former City of Camas Administrator - Lloyd Halverson
- Camas School Board President and former Camas Public Works Director - Doug Quinn
- Washington State University Vancouver Vice Chancellor for Finance and Operations and City of Camas Civil Service Commissioner - Lynn Valenter
- President of PointNorth Consulting Inc, a leadership development firm - Lisa Schauer



It may be worth noting that Henriksen, Dennis and Quinn were elected and reelected many times by Camas citizens. In addition, Halverson worked 24 years at the City serving under four different mayors.

Camas City Council Member Greg Anderson participated as a liaison from the City Council. Council Member Anderson provided background and context to the City Council's interest in the topic, as well as insight into the City's vision and strategic plan. Pete Capell, City Administrator, served as staff support for the Committee.

#### **TIMELINE AND PROCESS:**

The full Committee met five times between March 5, and May 7, 2018. The entire Committee was very engaged and also spent many hours of research and work outside of meetings. In order to establish a shared understanding of the different forms of government and to weigh the advantages and disadvantages, the Committee first reviewed the Council Workshop meeting, where Jim Doherty, Municipal Research and Service Center of Washington (MRSC) Legal Consultant, defined the options that exist today in Washington State. The Committee then assembled a list of questions and identified specific research they tasked City staff to explore and report back to the Committee. The Committee also held a conference call with MRSC Executive Director, Tracy Burrows, who answered the member's questions offering both important state-wide data and insight.

With a focus on future, continuing success for the City, the Committee and experts reviewed two forms of local government described in Washington State law and practiced in communities in our state. They are our current "Mayor-Council" form (Revised Code of Washington, RCW 35A.12) and the "Council-Manager" form (RCW 35A.13). The advantages and disadvantages of each form were reviewed, discussed and analyzed quite intensively at several of our meetings. The trends of adoption and abandonment of the two forms were reviewed. Special attention was given to cities with comparable population and cities which share similar characteristics (i.e. dynamic vital economy, well-regarded schools, attractive residential atmosphere and proximity to urban centers).

Under the Council – Manager form, the Mayor presides over Council Meetings and is recognized as the head of the City for intergovernmental and ceremonial purposes, but has no regular administrative duties. The Council is prohibited from interfering with the City Manager's administration. The City Manager, however, is directly accountable to and can be removed by a majority of the Council at any time. The Council – Manager form requires an active, attentive and strong Council because they are responsible to ensure that the City Manager is carrying out their policy direction. That is why this form is also called a Strong Council form of government.

Attached to the Form of Government Committee Report are the following documents that the committee utilized during their process:

- MRSC Presentation to Council
- Comparable Cities Memo
- Financial Analysis Memo
- Transition Memo
- City Attorney Memo
- Summary Views of Professional Management in Local Government by Lloyd Halverson
- RCW 35A.12 Mayor – Council Plan of Government
- RCW 35A.13 Council – Manager Plan of Government

- March 5, 2018 Committee Meeting Notes
- March 19, 2018 Committee Meeting Notes
- April 2, 2018 Committee Meeting Notes
- April 16, 2018 Committee Meeting Notes
- May 7, 2018 Committee Meeting Notes

### **DOMINANT THEMES:**

Throughout our discussions, a recurrent theme surfaced about the quality of leaders (both elected and appointed professionals) being critically important. There is no city government structure that guarantees good governance. Excellent leaders can make any structure work and vice versa, so we have focused on taking current and past individuals out of the positions, looking at the structures themselves and determining which form provides the best chance for good governance into the future.

Another theme the Committee recognized was that it was customary for Camas to be forward thinking and proactive in examining major choices. The economic diversification vision for Camas was developed from a position of strength, not in reaction to current economic crisis. The expansion of the system of parks, trails and open spaces was done with planning to preserve our excellent quality of life in Camas. Similarly, this examination of forms of government was directed by the current City Council and Mayor for the future success of our community.

A third and equally important theme was that current and prospective citizens, industries and businesses interested in expanding or locating within our City, have shown a preference for a city government whose decisions and actions are fair, consistent and predictable for all, and not just for political favorites.

A fourth theme we recognized was ever increasing demands being placed on local governments by state and federal laws, and growth in the number and complexity of local government services. These changing forces have led many local governments to turn to a more professional management model in the past 30 years.

A fifth theme is the firm belief that the Mayor being elected by the voters is maintained. That person would still be the face of the city and ensure community access to elected leadership. The committee felt so strongly that the elected Mayor be maintained, that they wanted it on the ballot at the same time as the proposition to change the form of government (Mayor-Council to Council-Manager). But, state statute requires that after the Council-Manager change has first passed, the choice to keep an elected Mayor must also be voted on. So, this requirement means that each item will be placed on separate ballots. The Committee though, treats them as one issue for the City; the preferred form of government.

### **WHY NOW?**

The City of Camas has a long history of strategic, progressive and visionary leadership. For decades, the City has maintained a commitment to a strong economic development foundation where vibrant employment centers are balanced with well planned residential development and thriving green spaces. In today's turbulent political climate, the Mayor and City Council are interested in safeguarding the success of our special City recognizing the importance of seeing the risk, knowing the risk, and mobilizing a plan to mitigate the risks. While there is no form of government that can protect against all

political threats, the Committee was charged with the task to review the City's current form of government against other potential forms of government. As the City has grown, and continues to grow, not only do City services need to respond and adjust; the City government too must calibrate as needed to ensure reliable and professional oversight.

This is the window of opportunity to implement the change, as the Mayor and at-large position on the Council will be on the ballot in 2019.

It may be noted, that the City of Camas is actually "behind the times" with regards to its form of government, as more Washington cities have moved to the Strong Council form of government. The Committee recognizes that this is due to the fact that the City's leadership has been strong and secure and has remained so. Other cities likely made the change earlier due to turbulent leadership issues.

#### **RECOMMENDATIONS:**

After significant research and discussion, the Form of Government Advisory Committee unanimously believes that the Council-Manager form of government will provide the most predictable, stable and prosperous framework for the long-term vision of the City of Camas. We therefore recommend the following action by the Camas City Council:

1. Place on the November 2018 ballot a measure to adopt the Council-Manager form of government (per RCW 35A.06)
2. Since the RCW does not allow placing both the change of government and the direct election of the mayor on the same ballot, we recommend that if the change of government passes in the November 2018 election; in December 2018, the Council place on the February 2019 ballot a measure to make the mayor position elected at large, city-wide (per RCW 35.13.033)
3. The Council appoint a subcommittee to work with the Mayor, City Administrator and City Attorney to begin preparing a transition plan for the conversion of management structure to be ready to put into effect December 2018, if the voters approve the new form of government in November.



# FORMS OF GOVERNMENT

**Jim Doherty**

**MRSC Legal Consultant**

# About MRSC



## RESEARCH AND CONSULTING SERVICES FOR WASHINGTON LOCAL GOVERNMENTS AND STATE AGENCIES

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# Agenda – FEB. 20<sup>TH</sup> 2018

1. Background history of various forms of government
2. Basics of Mayor-Council form
3. Pros and Cons of Mayor-Council form
4. Mayor-Council form with City Administrator
5. Basics of Council-Manager form
6. Pros and Cons of Council-Manager form
7. Resources
8. Questions?



# Classification and Forms of Government



Class	Mayor-Council	Council-Manager	TOTAL
First	6	4	10
Second	5	0	5
Town	68	0	68
Code	148	49	197
Unclassified	1	0	1
<b>TOTAL</b>	<b>228</b>	<b>53</b>	<b>281</b>

# Code City Classification



**The optional municipal code was drafted by the legislature in the late 1960s.**

**Code cities have broad “home rule” authority except in matters of statewide concern.**

**“Home rule” refers to the authority to carry out responsibilities with a minimum of control by the state legislature.**



# Mayor-Council Form



**Mayor (elected at-large) serves as the city's chief administrative officer**

**A council (elected either at-large or from districts) serves as the legislative body.**

**The council formulates and adopts policies and the mayor carries them out.**

**The mayor attends and presides over council meetings but does not vote, except in the case of a tie.**



# **Pros: Mayor-Council Form**

**Election of a mayor establishes political leadership.**

**The city has a political spokesperson with a high degree of visibility.**

**An elected mayor has higher standing and greater voice in regional affairs.**

**The mayor has veto power, and can check an unpopular council decision.**

# Cons: Mayor-Council Form



**May give too much power and authority to one person (the mayor).**

**Permits chief executive to make decisions based on politics and to use office to further political objectives.**

**A mayor may not have much management training and experience.**

**If mayor proves to be incompetent they cannot be removed until the end of their term, or after an expensive and divisive recall election.**

# Mayor-Council Form with CAO



**Many mayor-council cities hire professional administrators to assist the mayor with administrative duties.**

**These cities gain the benefits of professional management, allowing the mayor to focus on policy development and political leadership roles.**

# Council Manager Form



**An elected city council which is responsible for policy making --**

**A professional city manager, appointed by council, is responsible for administration.**

**City manager provides policy advice, directs daily operations, handles personnel functions (including appointment and removal of employees) and prepares the city budget.**

# Council Manager Form



**State law prohibits council from interfering with the manager's administration.**

**Manager is directly accountable to and can be removed by a majority vote of the council at any time.**

**The mayor presides at council meetings and is head of the city for ceremonial purposes, but has no regular administrative duties.**

# Pros: Council Manager Form



**Administration of city business is removed from politics.**

**Attention can be given to selecting a qualified manager from a large pool. City managers are paid better than mayors and candidates can be recruited nationwide.**

**Managers serve at the pleasure of the council and can be removed at any time, limiting the danger of an abuse of authority.**



# Cons: Council Manager Form

**Gives too much power to one person-the city manager.**

**Managers chosen from outside the city do not know the community.**

**Councils may leave too much decision making to the manager, who is not directly accountable to the public.**

**This form is too much like a business corporation which may not be suitable for managing a community.**

**City managers may cost too much. They may leave when offered higher salaries and greater responsibilities in other cities**



# Electing Mayor in Council-Manager City



In council-manager cities the council typically chooses, biennially, who shall serve as mayor and chair the meetings.

RCW 35A.13.033 enables a council-manager city to designate one council position as the mayor (or council president) and have the voters choose who shall hold that position.

However, the change to having an elected mayor cannot be done at the same time as making the change to the council-manager form of government.

# Resources



MRSC website topic pages:

[City and Town Forms of Government](#)

[Trends in City and Town Forms of Government](#)

Articles linked from the first of the above two pages:

[Common Issues and Pro/Con Arguments in Elections to Change Form of Government](#)

[The Unofficial Role of the Administrator](#)

# Questions?



# Thank you!

## Ask MRSC

**Have a question we did not answer today?**

Submit your questions online at [mrsc.org](http://mrsc.org)

Call us at 800-933-6772 (toll free) or 206-625-1300





## MEMO

**TO:** Form of Government Advisory Committee  
**FROM:** City Administrator Pete Capell  
**DATE:** April 24, 2018  
**SUBJECT:** Comparable Cities

---

Staff reviewed the form of government for comparable cities in western Washington with 2017 populations that are 50% below, up to 50% above Camas' population:

- Plus/minus 50% population – 23,080 (11,540 – 34,620)

### Fifteen Cities with Council-Manager ("Strong Council")

- Woodinville (11,660)
- Kelso (11,980)
- Centralia (16,940)
- Port Angeles (19,370)
- Covington (19,850)
- Mill Creek (19,960)
- Battle Ground (20,370)
- Mountlake Terrace (21,290)
- Kenmore (22,580)
- Bainbridge Island (23,950)
- Mercer Island (24,210)
- Maple Valley (24,900)
- SeaTac (28,850)
- Des Moines (30,860)
- University Place (32,610)

### Twelve Cities with Mayor-Council and City Administrator ("Strong Mayor")

- Lake Forest Park (12,990)
- Snoqualmie (13,210)
- Ferndale (13,470)
- Lynden (13,620)
- Washougal (15,760)
- Monroe (18,350)
- Arlington (18,690)
- Tukwila (19,660)
- Bonney Lake (20,500)
- Oak Harbor (22,840)
- Tumwater (23,210)
- Lake Stevens (31,740)

### Clark County Cities

Battle Ground – Noncharter Code City with Council – Manager Form of Government (20,370)

Camas – Noncharter Code City with Mayor – Council Form of Government (23,080)

La Center – Noncharter Code City with Mayor – Council Form of Government (3,195)

Ridgefield – Noncharter Code City with Council – Manager Form of Government (7,235)

Vancouver – First Class Charter City with Council – Manager Form of Government (176,400)

Washougal – Noncharter Code City with Mayor – Council Form of Government (15,760) – Washougal is considering to place on the ballot a proposition to change to a Council – Manager Form of Government



**MEMO**

**TO:** Form of Government Advisory Committee

**FROM:** City Administrator Pete Capell

**DATE:** April 24, 2018

**SUBJECT:** Financial Information – Will a “Strong Council” form of government change increase costs?

Staff reviewed the salaries of City Managers and City Administrator for comparable cities in western Washington with 2017 populations that are 50% below, up to 50% above Camas’ population:

- Plus/minus 50% population – 23,080 (11,540 – 34,620)

The comparable cities with City Managers include:

- Woodinville
- Kelso
- Centralia
- Port Angeles
- Covington
- Mill Creek
- Battle Ground
- Mountlake Terrace
- Kenmore
- Bainbridge Island
- Mercer Island
- Maple Valley
- SeaTac
- Des Moines
- University Place

The comparable cities with City Administrators include:

- Lake Forest Park
- Snoqualmie
- Ferndale
- Lynden
- Washougal
- Monroe
- Arlington
- Tukwila
- Bonney Lake
- Oak Harbor
- Tumwater
- Lake Stevens

The salary information was reviewed for all of the cities listed above and the analysis resulted in the following:

Median City Administrator monthly salary	\$13,127
Median City Manager monthly salary	\$13,125
Camas City Administrator monthly salary	\$12,781
Assume no change in monthly salary	\$12,781

The change to a Council-Manager form of government would be budget neutral for the change to a City Manager. In addition, the change to Council – Manager form of government would result in one less elected official at reduction of \$784 per month or \$9,408 annually.



## MEMO

**TO:** Form of Government Advisory Committee

**FROM:** City Administrator Pete Capell

**DATE:** April 30, 2018

**SUBJECT:** Transition Plan

---

To ensure all the appropriate steps take place, it is necessary to begin planning for a transition before the Council adopts a resolution to place before the voters a proposition to change to Council – Manager form of government. The following is a preliminary Transition Plan.

### **Prior to the election**

#### Legal/Technical Actions

- June 4, 2018 Council Workshop - Form of Government Advisory Committee recommendation presentation
- June 18, 2018 Regular Meeting Agenda - Consideration to adopt a resolution to place before the voters a proposition to change the form of government
- Review and prepare draft municipal code amendments to reflect the change of government
  - Powers and responsibilities consistent with RCW Chapter 35A.13

#### Procedural/Protocol

- Prepare educational information for the community about the proposed changes
- Meet with all City staff to educate them about the possible impact of the change of government
- Other actions as determined by Council

### **After the election – if approved by the voters**

#### Legal/Technical Actions

- November 19, 2018 Council Workshop
  - Resolution to place proposition on the ballot to have the Mayor elected by the voters
  - Ordinance memorializing the change of government
  - Code amendments related to the change of government
- Receive certification from County Auditor for the change of government
- December 3, 2018 Council Regular Meeting
  - Resolution to place proposition on the ballot to have the Mayor elected by the voters
  - Ordinance memorializing the change of government
  - Code amendments related to the change of government
- Request Salary Commission to review salaries for the Council and Mayor to reflect the change in government

- Negotiate, amend or terminate the City Administrator's contract

#### Procedural/Protocol

- Work with Mayor on transferring administrative tasks
- Work with Council to establish and pass, by resolution, City Council Rules of Procedure
  - Ensure compliance with RCW Chapter 35A.13
  - Establish clear roles and responsibilities in accomplishing City business
- Meet with all City staff members to educate them on impact of the change of government
- Work with Council, or designees, regarding City Manager accountability agreement, goal setting and evaluation methodology
- Develop communication and reporting methods to keep Council and the public informed of City operations
  - City Manager's Report
  - Periodic and structured meeting between City Manager and Council members



## MEMORANDUM

**TO:** Pete Capell, City Administrator  
**FROM:** Shawn R. MacPherson  
**DATE:** May 16, 2018  
**RE:** Council/Manager Form of Government

---

This memorandum is intended to provide a general outline of the procedures for the City to adopt a resolution to submit to the voters a proposition as to whether to abandon the Council/Mayor form of government and adopt the Council/Manager form of government. I have attached to this memorandum the form of Resolution which could be utilized by the City Council in this regard. I will also address the procedures by which the City Council, under RCW 35A.13.033, may by resolution place before the voters the proposition to allow for a city wide election of the chair who, under RCW 35A.13.030, has the title of Mayor. Finally, I also briefly touch on the adopting ordinances which will be necessary to revise city code and other changes which will need to be addressed if the proposition is adopted at the general election this fall.

As to the procedures for a change in the form of government, RCW 35A.06.040 allows for the issue to be presented to the voters either by presentation of a petition with the County Auditor by 10% of the registered voters or upon the adoption of a resolution by the legislative body of a non-charter code city. The City Council in this case will be presented with the form of resolution which is attached. The City of Camas has acted as a non-charter code city for more than six consecutive years and is therefore authorized under RCW 35A.06.030 to adopt a change in the form of government in this manner. If approved by the voters, the City Council members will serve out the remainder of the terms and the Mayor at that point would serve as a council member for the remainder of his term. I would note that there is no intent to change the City's classification as non-charter code city governed by RCW Chapter 35A, the optional municipal code.

The second issue relates to how you designate an elected mayor. The statute relates under RCW 35A.13.030 that the new council chooses a chair, unless the chair is elected pursuant to RCW 35A.13.033. RCW 35A.13.033 indicates that the city council of a Council/Manager City may by resolution place before the voters a proposition to designate the person elected to "council position one" as the chair.

The intent in the City of Camas is for the "at large" position to be the position up for a vote to be

elected as the chair. The statute relates only to “council position one”, so therefore the city has to establish a “council position one” in the City of Camas as the at large position, while maintaining the other wards.

The sequence would then be as follows:

- Adopt the resolution placing this issue on the ballot for the fall general election changing to a Council/Manager form of government, and abandoning the Council/Mayor form of government. If the election is in the affirmative, then the change would be effective as of the certification of the election.
- At the first meeting in December following the election the Council would be asked to adopt an ordinance which formally revises the City Code. Please see the attached.
- There would need to be other accompanying ordinance changes which could be addressed following the election. These would include revisions to Chapter 2.04 and in particular Chapter 2.06 as any reference to “City Administrator” within the code would need to be changed to “City Manager”. Further, any reference to powers reserved by the Mayor would need to be revised to “City Manager”.
- In order to create “Council Position One” Section 2.04.010 would be revised to reflect in the first sentence the following: “There should be elected as members of the City Council, two persons from each ward, and one person at large which position shall be designated as Council Position One; provided, however, election to a position to the city council should be by vote from the City at-large.”
- After the adoption of the ordinance which establishes “Council Position One” the Council would adopt a Resolution under RCW 35A.13.033 to place on the ballot in a February special election the proposition that designates the person elected to Council Position One as the chair of the council.
- In the event in the February election the Resolution to designate the person elected to Council Position One as the chair of the Council passes then I would include a new section under Chapter 2.04 which generally describes their duties in reference to RCW 35A.13.030 for clarification.

An issue which is worth discussion concerns the provisions of RCW 35A.13.030 which relates that at the first meeting of the “new Council” the members shall chose a chair. In our case, there will be an existing mayor, and RCW 35A.06.030 clearly states that the existing mayor converts to a sitting council member upon the change in the form of government. The statute does not clarify whether the “mayor” automatically becomes the new chair, so we would have to go through the process under RCW 35A.13.030 to technically appoint a new chair in the interim.

Please contact me if you have any questions.

**RESOLUTION NO.**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMAS, WASHINGTON Providing for the submission to the voters of the City, at the general election to be held on November 6, 2018, of a proposition whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government; and requesting the Clark County Auditor to conduct that election on November 6, 2018.

WHEREAS, RCW Chapter 35A.06 authorizes a non-charter code city such as Camas to abandon its plan of government and reorganize under another plan of government, and to pass a resolution requesting that a proposition be submitted to the qualified voters within the City whether the City should abandon its current form of government and reorganize under another plan of government; and

WHEREAS, the City Council had determined that the best interests and general welfare of the City would be served by submitting to the qualified voters in the City the proposition whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government;

WHEREAS, the City of Camas has operated under its current form of government for more than six consecutive years;

WHEREAS, the City Council desires that the proposition be considered at the general election in the City to be held on November 6, 2018 for the purpose of submitting to the qualified voters of the City the proposition whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMAS, WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. In accordance with RCW 35A.06.040 and .050, RCW 29A.04.330 and other applicable state law, the City Council of the City of Camas hereby requests and calls for the Clark County Auditor to conduct and hold an election on November 6, 2018 in the City of Camas for the purposes of submitting to the qualified voters of the City the proposition whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government.

Section 2. The proposition to be submitted at the general election on November 6, 2018 shall be substantially in the form of a ballot title prepared by the City Attorney and to read as follows:

CITY OF CAMAS

PROPOSITION NO.

WHETHER TO ADOPT THE COUNCIL/MANAGER FORM OF GOVERNMENT  
WITHIN THE CITY OF CAMAS

Shall the City of Camas Adopt The Council/Manager Form of Government And  
Abandon The Council/Mayor Form Of Government?

Yes.....

No.....

The City Attorney is authorized and directed to make such revisions in the  
statement of the Proposition as required by the Clark County Auditor and the  
Prosecuting Attorney for Clark County.

Section 3. The City Clerk is authorized and directed to file a certified  
copy of this Resolution with Clark County Auditor on or before \_\_\_\_\_,  
2018

Section 4. The City Attorney is authorized to take such additional steps  
required to cause the election on the proposition to occur.

Section 5. If any section, sentence, clause or phrase of this resolution  
should be held to be invalid or unconstitutional by a court of competent  
jurisdiction, such invalidity or unconstitutionality shall not affect the validity or  
constitutionality of any other section, sentence, clause or phrase of this resolution.

PASSED by the Council of the City of Camas and approved by the Mayor this  
\_\_\_\_\_ day of \_\_\_\_\_, 2018.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

ORDINANCE NO.

AN ORDINANCE of the City of Camas, Washington, relating to the form of municipal government; adopting the Council/Manager form of government; and amending Section 1.08.020 of the Camas Municipal Code.

WHEREAS, RCW Chapter 35A.06 authorizes a non-chartered code city to abandon its plan of government and reorganize under a new plan of government, and to pass a resolution requesting that a proposition be submitted to the qualified voters within the City of Camas to decide whether the City should abandon its form of government and reorganize under another plan of government; and

WHEREAS, the City Council determined that the best interest and general welfare of the City would be served by submitting to the qualified voters in the City the proposition of whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government; and

WHEREAS, the City Council passed Resolution No. \_\_\_\_\_ requesting that the Clark County Auditor at the general election on November 6, 2018, submit to the qualified voters of the City the proposition of whether the City should adopt the Council/Manager form of government and abandon the Council/Mayor form of government; and

WHEREAS, on November 6, 2018, a majority of the voters participating in said general election voted in favor of adopting the Council/manager form of government and abandoning the Council/Mayor form of government;

WHEREAS, the City Council desires to amend Camas Municipal Code Section 1.08.020 to reflect said change in the form of government of the City of Camas;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMAS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 1.08.020 of the Camas Municipal Code is hereby amended to read as follows:

1.08.020 Plan of Government

Pursuant to an election held on November 6, 2018, in accordance with RCW 35A.06.040, 35A.06.050, 29.04.330 and other applicable law, the results of which were certified by the Clark County Auditor on \_\_\_\_\_, the City adopted the Council/Manager form of government as set forth in RCW Chapter 35A.13, endowed with all the applicable right, powers, privileges, duties and obligations of non-charter code cities as set forth in RCW Title 35A as the same now exists including, but not by way of limitation, those set forth in RCW Chapter 35A.11, and further including any and all supplements, amendments or other modifications of said RCW Title 35A which may hereafter be enacted.

Section 2. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication as provided by law.

**PASSED** by the City Council this \_\_\_\_\_ of \_\_\_\_\_, 2018

SIGNED: \_\_\_\_\_

Mayor

ATTEST: \_\_\_\_\_

Clerk

APPROVED as to form:

\_\_\_\_\_

City Attorney

## Summary Views of Professional Management in Local Government

The major forms of local government professional management are well described. Data on the prevalence of the Council-Manager form and the "Strong Mayor" form, and the distribution among Washington Cities is also available. The trends tend toward the Council-Manager form in middle-sized communities, as well as in cities which incorporated in Washington state in the last three decades.

My personal experience includes seven years as City Manager in a small Oregon City (Independence) and twenty-four years as first City Administrator in dynamically developing Camas, Washington. My views are also informed by observations of local governments, in the Pacific Northwest, and overseas. I benefit from a Masters in Public Administration (MPA) and currently serve as a Senior Advisor, appointed by the Washington City Management Association (WCMA) and the International City Management Association (ICMA)

Here are a few summary conclusions in the matter:

1. Leadership matters. The quality and character of elected officials is of paramount importance for effective, democratic local government. Likewise, the skills, character, training, experience and drive of local government professional managers/administrators is also critical to success. ***Either form can work well.*** Communities with either form can and do flounder, drift, and fail.
2. A most critical community choice is to obtain professional, full-time management talent. Cities all have their individual character, history, conditions, etc., and their paths to professional management are varied. Choosing to employ a non-political administrator is a most important step, especially for communities/organizations which experience rapid growth and change. The hiring of a professional can also greatly assist a city in recovering from major difficulties.  
In Clark County, Vancouver was the only city with a professional manager prior to 1989. Now, all cities in the county with populations over 3,500 have full-time staff leaders. Some nearby smaller communities, (Kalama, Stevenson, and North Bonneville) also have administrators.
3. As to the question of Council-Manager or "Strong-Mayor", my considered opinion is that in the long run, the likelihood of sustained community success is better with the Council Manager form. This leads us back to the first point: ***"Leadership matters, and either form can work well."*** It is also vital to note in our democratic system that elected leaders are voted into office, representing their constituency. And in the nuanced words of another observer: ***"People often get the government they deserve"***.

Respectfully submitted,

Lloyd Halverson

March 31,2018

## Chapter 35A.12 RCW

### MAYOR-COUNCIL PLAN OF GOVERNMENT

#### Chapter Listing

##### Sections

35A.12.010	Elective city officers—Size of council.
35A.12.020	Appointive officers—Duties—Compensation.
35A.12.030	Eligibility to hold elective office.
35A.12.040	Elections—Terms of elective officers—Numbering of council positions.
35A.12.050	Vacancies.
35A.12.060	Vacancy for nonattendance.
35A.12.065	Pro tempore appointments.
35A.12.070	Compensation of elective officers—Expenses.
35A.12.080	Oath and bond of officers.
35A.12.090	Appointment and removal of officers—Terms.
35A.12.100	Duties and authority of the mayor—Veto—Tie-breaking vote.
35A.12.110	Council meetings.
35A.12.120	Council—Quorum—Rules—Voting.
35A.12.130	Ordinances—Style—Requisites—Veto.
35A.12.140	Adoption of codes by reference.
35A.12.150	Ordinances—Authentication and recording.
35A.12.160	Publication of ordinances or summary—Public notice of hearings and meeting agendas.
35A.12.170	Audit and allowance of demands against city.
35A.12.180	Optional division of city into wards.
35A.12.190	Powers of council.

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#### 35A.12.010

##### Elective city officers—Size of council.

The government of any noncharter code city or charter code city electing to adopt the mayor-council plan of government authorized by this chapter shall be vested in an elected mayor and an elected council. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants, the council shall consist of seven members. A city with a population of less than twenty-five hundred at the time of reclassification as an optional municipal code city may choose to maintain a seven-member council. The decision concerning the number of councilmembers shall be made by the council and be incorporated as a section of the ordinance adopting for the city the classification of noncharter code city. If the population of a city after having become a code city decreases from twenty-five hundred or more to less than twenty-five hundred, it shall continue to have a seven-member council. If, after a city has become a mayor-council code city, its population increases to twenty-five hundred or more inhabitants, the number of council offices in such city may increase from five to seven members upon the affirmative vote of a majority of the existing council to increase the number



of council offices in the city. When the population of a mayor-council code city having five council offices increases to five thousand or more inhabitants, the number of council offices in the city shall increase from five to seven members. In the event of an increase in the number of council offices, the city council shall, by majority vote, pursuant to RCW 35A.12.050, appoint two persons to serve in these offices until the next municipal general election, at which election one person shall be elected for a two-year term and one person shall be elected for a four-year term. The number of inhabitants shall be determined by the most recent official state or federal census or determination by the state office of financial management. A charter adopted under the provisions of this title, incorporating the mayor-council plan of government set forth in this chapter, may provide for an uneven number of councilmembers not exceeding eleven. For the purposes of determining population under this section, cities may include or exclude the population of any state correctional facility located within the city.

A noncharter code city of less than five thousand inhabitants which has elected the mayor-council plan of government and which has seven council offices may establish a five-member council in accordance with the following procedure. At least six months prior to a municipal general election, the city council shall adopt an ordinance providing for reduction in the number of council offices to five. The ordinance shall specify which two council offices, the terms of which expire at the next general election, are to be terminated. The ordinance shall provide for the renumbering of council positions and shall also provide for a two-year extension of the term of office of a retained council office, if necessary, in order to comply with RCW 35A.12.040.

However, a noncharter code city that has retained its old mayor-council plan of government, as provided in RCW 35A.02.130, is subject to the laws applicable to that old plan of government.

[ 2011 c 14 § 1; 2009 c 549 § 3005; 1997 c 361 § 6; 1994 c 223 § 30; 1994 c 81 § 71; 1985 c 106 § 1; 1983 c 128 § 1; 1979 ex.s. c 18 § 19; 1979 c 151 § 33; 1967 ex.s. c 119 § 35A.12.010.]

#### NOTES:

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

*Population determinations, office of financial management: Chapter 43.62 RCW.*

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### 35A.12.020

#### **Appointive officers—Duties—Compensation.**

The appointive officers shall be those provided for by charter or ordinance and shall include a city clerk and a chief law enforcement officer. The office of city clerk may be merged with that of a city treasurer, if any, with an appropriate title designated therefor. Provision shall be made for obtaining legal counsel for the city, either by appointment of a city attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services. The authority, duties and qualifications of all appointive officers shall be prescribed by charter or ordinance, consistent with the provisions of this title, and any amendments thereto, and the compensation of appointive officers shall be prescribed by

ordinance: PROVIDED, That the compensation of an appointed municipal judge shall be within applicable statutory limits.

[ 1987 c 3 § 14; 1967 ex.s. c 119 § 35A.12.020.]

**NOTES:**

**Severability—1987 c 3:** See note following RCW 3.70.010.

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**35A.12.030**

**Eligibility to hold elective office.**

No person shall be eligible to hold elective office under the mayor-council plan unless the person is a registered voter of the city at the time of filing his or her declaration of candidacy and has been a resident of the city for a period of at least one year next preceding his or her election. Residence and voting within the limits of any territory which has been included in, annexed to, or consolidated with such city is construed to have been residence within the city. A mayor or councilmember shall hold within the city government no other public office or employment except as permitted under the provisions of chapter 42.23 RCW.

[ 2009 c 549 § 3006; 1979 ex.s. c 18 § 20; 1967 ex.s. c 119 § 35A.12.030.]

**NOTES:**

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

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**35A.12.040**

**Elections—Terms of elective officers—Numbering of council positions.**

Officers shall be elected at biennial municipal elections to be conducted as provided in chapter 35A.29 RCW. The mayor and the councilmembers shall be elected for four-year terms of office and until their successors are elected and qualified and assume office in accordance with RCW 29A.60.280. At any first election upon reorganization, councilmembers shall be elected as provided in RCW 35A.02.050. Thereafter the requisite number of councilmembers shall be elected biennially as the terms of their predecessors expire and shall serve for terms of four years. The positions to be filled on the city council shall be designated by consecutive numbers and shall be dealt with as separate offices for all election purposes. Election to positions on the council shall be by majority vote from the city at large, unless provision is made by charter or ordinance for election by wards. The mayor and councilmembers shall qualify by taking an oath or affirmation of office and as may be provided by law, charter, or ordinance.

[ 2015 c 53 § 52; 1994 c 223 § 31; 1979 ex.s. c 18 § 21; 1970 ex.s. c 52 § 3; 1967 ex.s. c 119 § 35A.12.040.]

## NOTES:

**Severability—1979 ex.s. c 18:** See note following RCW [35A.01.070](#).

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### **35A.12.050**

#### **Vacancies.**

The office of a mayor or councilmember shall become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW [35A.12.060](#) or [42.12.010](#). A vacancy in the office of mayor or in the council shall be filled as provided in chapter [42.12](#) RCW. An incumbent councilmember is eligible to be appointed to fill a vacancy in the office of mayor.

[ [2008 c 50 § 4](#); [1994 c 223 § 32](#); [1967 ex.s. c 119 § 35A.12.050](#).]

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### **35A.12.060**

#### **Vacancy for nonattendance.**

In addition a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

[ [1994 c 223 § 33](#); [1967 ex.s. c 119 § 35A.12.060](#).]

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### **35A.12.065**

#### **Pro tempore appointments.**

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[ [2009 c 549 § 3007](#); [1967 ex.s. c 119 § 35A.12.065](#).]

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### **35A.12.070**

#### **Compensation of elective officers—Expenses.**

The salaries of the mayor and the councilmembers shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase in the compensation attaching to an office shall not be applicable to the term then being served by the incumbent if such incumbent is a member of the city legislative body fixing his or her own compensation or as mayor in a mayor-council code city casts a tie-breaking vote relating to such ordinance: PROVIDED, That if the mayor of such a city does not cast such a vote, his or her salary may be increased during his or her term of office.

Until the first elective officers under this mayor-council plan of government may lawfully be paid the compensation provided by such salary ordinance, such officers shall be entitled to be compensated in the same manner and in the same amount as the compensation paid to officers of such city performing comparable services immediately prior to adoption of this mayor-council plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, such first officers shall be entitled to compensation as follows: In cities having less than five thousand inhabitants, the mayor shall be entitled to a salary of one hundred and fifty dollars per calendar month and a councilmember shall be entitled to twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants, the mayor shall be entitled to a salary of three hundred and fifty dollars per calendar month and a councilmember shall be entitled to one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants, the mayor shall be entitled to a salary of twelve hundred and fifty dollars per calendar month and a councilmember shall be entitled to four hundred dollars per calendar month: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the amounts herein provided shall not be construed as fixing the usual salary of such officers. The mayor and councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[ 2009 c 549 § 3008; 1971 ex.s. c 251 § 5; 1967 ex.s. c 119 § 35A.12.070.]

#### **NOTES:**

*Limitations on salaries: State Constitution Art. 11 § 8.*

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### **35A.12.080**

#### **Oath and bond of officers.**

Any officer before entering upon the performance of his or her duties may be required to take an oath or affirmation as prescribed by charter or by ordinance for the faithful performance of his or her duties. The oath or affirmation shall be filed with the county auditor. The clerk, treasurer, if any, chief of police, and such other officers or employees as may be

designated by ordinance or by charter 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 official bonds and the surety therefor shall be prescribed by ordinance or charter and the bond shall be approved by the chief administrative officer of the city. The premiums on such bonds shall be paid by the city. When the furnishing of an official bond is required of an officer or employee, compliance with such provisions shall be an essential part of qualification for office.

[ 2009 c 549 § 3009; 1986 c 167 § 20; 1967 ex.s. c 119 § 35A.12.080.]

**NOTES:**

**Severability—1986 c 167:** See note following RCW 29A.16.040.

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**35A.12.090**

**Appointment and removal of officers—Terms.**

The mayor shall have the power of appointment and removal of all appointive officers and employees subject to any applicable law, rule, or regulation relating to civil service. The head of a department or office of the city government may be authorized by the mayor to appoint and remove subordinates in such department or office, subject to any applicable civil service provisions. All appointments of city officers and employees shall be made on the basis of ability and training or experience of the appointees in the duties they are to perform, from among persons having such qualifications as may be prescribed by ordinance or by charter, and in compliance with provisions of any merit system applicable to such city. Confirmation by the city council of appointments of officers and employees shall be required only when the city charter, or the council by ordinance, provides for confirmation of such appointments. Confirmation of mayoral appointments by the council may be required by the council in any instance where qualifications for the office or position have not been established by ordinance or charter provision. Appointive offices shall be without definite term unless a term is established for such office by law, charter or ordinance.

[ 1987 c 3 § 15; 1967 ex.s. c 119 § 35A.12.090.]

**NOTES:**

**Severability—1987 c 3:** See note following RCW 3.70.010.

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**35A.12.100**

**Duties and authority of the mayor—Veto—Tie-breaking vote.**

The mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads. The mayor may appoint and remove a chief administrative officer or assistant administrative

officer, if so provided by ordinance or charter. He or she shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as he or she may designate for approval or disapproval. He or she shall see that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed, and to this end he or she may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of all members of the council. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers 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. He or she shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action. He or she shall prepare and submit to the council a proposed budget, as required by chapter 35A.33 RCW. The mayor shall have the power to veto ordinances passed by the council and submitted to him or her as provided in RCW 35A.12.130 but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the city and shall represent 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.

[ 2009 c 549 § 3010; 1979 ex.s. c 18 § 22; 1967 ex.s. c 119 § 35A.12.100.]

#### NOTES:

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

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### 35A.12.110

#### Council meetings.

The city council and mayor shall meet regularly, at least once a month, at a place and at such times as may be designated by the city council. All final actions on resolutions and ordinances must take place within the corporate limits of the city. Special meetings may be called by the mayor or any three members of the council by written notice delivered to each member of the council at least twenty-four hours before the time specified for the proposed meeting. All actions that have heretofore been taken at special council meetings held pursuant to this section, but for which the number of hours of notice given has been at variance with requirements of RCW 42.30.080, are hereby validated. All council meetings shall be open to the public except as permitted by chapter 42.30 RCW. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed at any meeting not open to the public, nor at any public meeting the date of which is not fixed by ordinance, resolution, or rule, unless public notice of such meeting has been given by such notice to each local newspaper of general circulation and to each local radio or television station, as provided in RCW 42.30.080 as now or hereafter amended. Meetings of the council shall be presided

over by the mayor, if present, or otherwise by the mayor pro tempore, or deputy mayor if one has been appointed, or by a member of the council selected by a majority of the councilmembers at such meeting. Appointment of a councilmember to preside over the meeting shall not in any way abridge his or her right to vote on matters coming before the council at such meeting. In the absence of the clerk, a deputy clerk or other qualified person appointed by the clerk, the mayor, or the council, may perform the duties of clerk at such meeting. A journal of all proceedings shall be kept, which shall be a public record.

[ 2009 c 549 § 3011; 1993 c 199 § 3; 1979 ex.s. c 18 § 23; 1967 ex.s. c 119 § 35A.12.110.]

**NOTES:**

**Severability—1979 ex.s. c 18:** See note following RCW [35A.01.070](#).

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**35A.12.120**

**Council—Quorum—Rules—Voting.**

At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order. At the desire of any member, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the journal.

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

[ 2009 c 549 § 3012; 1967 ex.s. c 119 § 35A.12.120.]

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**35A.12.130**

**Ordinances—Style—Requisites—Veto.**

The enacting clause of all ordinances shall be as follows: "The city council of the city of . . . . . do ordain as follows:" No ordinance shall contain more than one subject and that must be clearly expressed in its title.

No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the

public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

Every ordinance which passes the council in order to become valid must be presented to the mayor; if he or she approves it, he or she shall sign it, but if not, he or she shall return it with his or her written objections to the council and the council shall cause his or her objections to be entered at large upon the journal and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole membership, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval. Ordinances shall be signed by the mayor and attested by the clerk.

[ 2009 c 549 § 3013; 1967 ex.s. c 119 § 35A.12.130.]

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### **35A.12.140**

#### **Adoption of codes by reference.**

Ordinances may by reference adopt Washington state statutes and state, county, or city codes, regulations, or ordinances or any standard code of technical regulations, or portions thereof, including, for illustrative purposes but not limited to, fire codes and codes or ordinances relating to the construction of buildings, the installation of plumbing, the installation of electric wiring, health and sanitation, the slaughtering, processing, and selling of meats and meat products for human consumption, the production, pasteurizing, and sale of milk and milk products, or other subjects, together with amendments thereof or additions thereto, on the subject of the ordinance. Such Washington state statutes or codes or other codes or compilations so adopted need not be published in a newspaper as provided in RCW 35A.12.160, but the adopting ordinance shall be so published and a copy of any such adopted statute, ordinance, or code, or portion thereof, with amendments or additions, if any, in the form in which it was adopted, shall be filed in the office of the city clerk for use and examination by the public. While any such statute, code, or compilation is under consideration by the council prior to adoption, not less than one copy thereof shall be filed in the office of the city clerk for examination by the public.

[ 1995 c 71 § 1; 1982 c 226 § 2; 1967 ex.s. c 119 § 35A.12.140.]

#### **NOTES:**

**Effective date—1982 c 226:** See note following RCW 35.21.180.

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### **35A.12.150**

#### **Ordinances—Authentication and recording.**

The city clerk shall authenticate by his or her signature and record in full in a properly indexed book kept for the purpose all ordinances and resolutions adopted by the council. Such



book, or copies of ordinances and resolutions, shall be available for inspection by the public at reasonable times and under reasonable conditions.

[ 2009 c 549 § 3014; 1967 ex.s. c 119 § 35A.12.150.]

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### **35A.12.160**

#### **Publication of ordinances or summary—Public notice of hearings and meeting agendas.**

Promptly after adoption, the text of each ordinance or a summary of the content of each ordinance shall be published at least once in the city's official newspaper.

For purposes of this section, a summary shall mean a brief description which succinctly describes the main points of the ordinance. Publication of the title of an ordinance authorizing the issuance of bonds, notes, or other evidences of indebtedness shall constitute publication of a summary of that ordinance. When the city publishes a summary, the publication shall include a statement that the full text of the ordinance will be mailed upon request.

An inadvertent mistake or omission in publishing the text or a summary of the content of an ordinance shall not render the ordinance invalid.

In addition to the requirement that a city publish the text or a summary of the content of each adopted ordinance, every city shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meeting. Such procedure may include, but not be limited to, written notification to the city's official newspaper, publication of a notice in the official newspaper, posting of upcoming council meeting agendas, or such other processes as the city determines will satisfy the intent of this requirement.

[ 1994 c 273 § 15; 1988 c 168 § 7; 1987 c 400 § 3; 1985 c 469 § 42; 1967 ex.s. c 119 § 35A.12.160.]

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### **35A.12.170**

#### **Audit and allowance of demands against city.**

All demands against a code city shall be presented and audited in accordance with such regulations as may be prescribed by charter or ordinance; and upon the allowance of a demand, the clerk shall draw a warrant upon the treasurer for it, which warrant shall be countersigned by the mayor, or such person as he or she may designate, and shall specify the fund from which it is to be paid; or, payment may be made by a bank check when authorized by the legislative body of the code city under authority granted by RCW 35A.40.020, which check shall bear the signatures of the officers designated by the legislative body as required signatories of checks of such city, and shall specify the fund from which it is to be paid.

[ 2009 c 549 § 3015; 1967 ex.s. c 119 § 35A.12.170.]

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### **35A.12.180**

#### **Optional division of city into wards.**

At any time not within three months previous to a municipal general election the council of a noncharter code city organized under this chapter may divide the city into wards or change the boundaries of existing wards. No change in the boundaries of wards shall affect the term of any councilmember, and councilmembers shall serve out their terms in the wards of their residences at the time of their elections: PROVIDED, That if this results in one ward being represented by more councilmembers than the number to which it is entitled those having the shortest unexpired terms shall be assigned by the council to wards where there is a vacancy, and the councilmembers so assigned shall be deemed to be residents of the wards to which they are assigned for purposes of those positions being vacant. The representation of each ward in the city council shall be in proportion to the population as nearly as is practicable.

Wards shall be redrawn as provided in chapter **29A.76** RCW. Wards shall be used as follows: (1) Only a resident of the ward may be a candidate for, or hold office as, a councilmember of the ward; and (2) only voters of the ward may vote at a primary to nominate candidates for a councilmember of the ward. Voters of the entire city may vote at the general election to elect a councilmember of a ward, unless the city had prior to January 1, 1994, limited the voting in the general election for any or all council positions to only voters residing within the ward associated with the council positions. If a city had so limited the voting in the general election to only voters residing within the ward, then the city shall be authorized to continue to do so.

[ 2015 c 53 § 53; 1994 c 223 § 34; 1967 ex.s. c 119 § 35A.12.180.]

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### **35A.12.190**

#### **Powers of council.**

The council of any code city organized under the mayor-council plan of government provided in this chapter shall have the powers and authority granted to the legislative bodies of cities governed by this title, as more particularly described in chapter **35A.11** RCW.

[ 1967 ex.s. c 119 § 35A.12.190.]

## Chapter 35a.13 RCW

### COUNCIL-MANAGER PLAN OF GOVERNMENT

#### Chapter Listing

#### Sections

35A.13.010	City officers—Size of council.
35A.13.020	Election of councilmembers—Eligibility—Terms—Vacancies—Forfeiture of office—Council chair.
35A.13.030	Mayor—Election—Chair to be mayor—Duties.
35A.13.033	Election on proposition to designate person elected to position one as chair—Subsequent holders of position one to be chair.
35A.13.035	Mayor pro tempore or deputy mayor.
35A.13.040	Compensation of councilmembers—Expenses.
35A.13.050	City manager—Qualifications.
35A.13.060	City manager may serve two or more cities.
35A.13.070	City manager—Bond and oath.
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35A.13.110	City manager—Appointment of subordinates—Qualifications—Terms.
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35A.13.130	City manager—Removal—Resolution and notice.
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35A.13.150	City manager—Substitute.
35A.13.160	Oath and bond of officers.
35A.13.170	Council meetings—Quorum—Rules—Voting.
35A.13.180	Adoption of codes by reference.
35A.13.190	Ordinances—Style—Requisites—Veto.
35A.13.200	Authentication, recording and publication of ordinances.
35A.13.210	Audit and allowance of demands against city.
35A.13.220	Optional division of city into wards.
35A.13.230	Powers of council.

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#### 35A.13.010

#### City officers—Size of council.

The councilmembers shall be the only elective officers of a code city electing to adopt the council-manager plan of government authorized by this chapter, except where statutes provide for an elective municipal judge. The council shall appoint an officer whose title shall be "city manager" who shall be the chief executive officer and head of the administrative branch of the city government. The city manager shall be responsible to the council for the proper administration of all affairs of the code city. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants the council shall consist of seven members: PROVIDED, That if

the population of a city after having become a code city decreases from twenty-five hundred or more to less than twenty-five hundred, it shall continue to have a seven-member council. If, after a city has become a council-manager code city its population increases to twenty-five hundred or more inhabitants, the number of council offices in such city may increase from five to seven members upon the affirmative vote of a majority of the existing council to increase the number of council offices in the city. When the population of a council-manager code city having five council offices increases to five thousand or more inhabitants, the number of council offices in the city shall increase from five to seven members. In the event of an increase in the number of council offices, the city council shall, by majority vote, pursuant to RCW 35A.13.020, appoint two persons to serve in these offices until the next municipal general election, at which election one person shall be elected for a two-year term and one person shall be elected for a four-year term. The number of inhabitants shall be determined by the most recent official state or federal census or determination by the state office of financial management. A charter adopted under the provisions of this title, incorporating the council-manager plan of government set forth in this chapter may provide for an uneven number of councilmembers not exceeding eleven.

A noncharter code city of less than five thousand inhabitants which has elected the council-manager plan of government and which has seven council offices may establish a five-member council in accordance with the following procedure. At least six months prior to a municipal general election, the city council shall adopt an ordinance providing for reduction in the number of council offices to five. The ordinance shall specify which two council offices, the terms of which expire at the next general election, are to be terminated. The ordinance shall provide for the renumbering of council positions and shall also provide for a two-year extension of the term of office of a retained council office, if necessary, in order to comply with RCW 35A.12.040.

However, a noncharter code city that has retained its old council-manager plan of government, as provided in RCW 35A.02.130, is subject to the laws applicable to that old plan of government.

For the purposes of determining population under this section, cities may include or exclude the population of any state correctional facility located within the city.

[ 2011 c 14 § 2; 2009 c 549 § 3016; 1994 c 223 § 35; 1994 c 81 § 72; 1987 c 3 § 16; 1985 c 106 § 2; 1983 c 128 § 2; 1979 ex.s. c 18 § 24; 1979 c 151 § 34; 1967 ex.s. c 119 § 35A.13.010.]

#### NOTES:

**Severability—1987 c 3:** See note following RCW 3.70.010.

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

*Population determinations, office of financial management: Chapter 43.62 RCW.*

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### **35A.13.020**

#### **Election of councilmembers—Eligibility—Terms—Vacancies—Forfeiture of office—Council chair.**

In council-manager code cities, eligibility for election to the council, the manner of electing councilmembers, the numbering of council positions, the terms of councilmembers, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro tempore or deputy mayor or councilmember pro tempore shall be governed by the corresponding provisions of RCW 35A.12.030, 35A.12.040, 35A.12.050, 35A.12.060, and 35A.12.065 relating to the council of a code city organized under the mayor-council plan, except that in council-manager cities where all council positions are at large positions, the city council may, pursuant to RCW 35A.13.033, provide that the person elected to council position one shall be the council chair and shall carry out the duties prescribed by RCW 35A.13.030.

[ 2009 c 549 § 3017; 1994 c 223 § 36; 1975 1st ex.s. c 155 § 1; 1967 ex.s. c 119 § 35A.13.020.]

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### **35A.13.030**

#### **Mayor—Election—Chair to be mayor—Duties.**

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW 35A.13.033. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

[ 2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § 35A.13.030.]

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### **35A.13.033**

#### **Election on proposition to designate person elected to position one as chair—Subsequent holders of position one to be chair.**

The city council of a council-manager city may by resolution place before the voters of the city, a proposition to designate the person elected to council position one as the chair of the council with the powers and duties set forth in RCW 35A.13.030. If a majority of those voting on the proposition cast a positive vote, then at all subsequent general elections at which position one is on the ballot, the person who is elected to position one shall become the chair upon taking office.

[ 2009 c 549 § 3019; 1975 1st ex.s. c 155 § 3.]

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**35A.13.035****Mayor pro tempore or deputy mayor.**

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[ 2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

**NOTES:**

**Effective date—1969 ex.s. c 81:** "This 1969 amendatory act shall take effect July 1, 1969." [ 1969 ex.s. c 81 § 7.]

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**35A.13.040****Compensation of councilmembers—Expenses.**

The salaries of the councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, That compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council.

Until councilmembers of a newly organized council-manager code city may lawfully be paid as provided by salary ordinance, such councilmembers shall be entitled to compensation in the same manner and in the same amount as councilmembers of such city prior to the adoption of this council-manager plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, the first councilmembers shall be entitled to compensation as follows: In cities having less than five thousand inhabitants—twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants—a salary of one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants—a salary of four hundred dollars per calendar month. A councilmember who is occupying the position of mayor, in addition to his or her salary as a councilmember, shall be entitled, while serving as mayor, to an additional amount per calendar month, or portion thereof, equal to twenty-five percent of the councilmember salary: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the

compensation provided herein shall not be construed as fixing the usual compensation of such officers. Councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[ 2009 c 549 § 3021; 1979 ex.s. c 18 § 25; 1967 ex.s. c 119 § 35A.13.040.]

**NOTES:**

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

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**35A.13.050**

**City manager—Qualifications.**

The city manager need not be a resident at the time of his or her appointment, but shall reside in the code city after his or her appointment unless such residence is waived by the council. He or she shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, accepted practice in respect to the duties of his or her office. No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he or she was elected.

[ 2009 c 549 § 3022; 1967 ex.s. c 119 § 35A.13.050.]

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**35A.13.060**

**City manager may serve two or more cities.**

Whether the city manager shall devote his or her full time to the affairs of one code city shall be determined by the council. A city manager may serve two or more cities in that capacity at the same time.

[ 2009 c 549 § 3023; 1967 ex.s. c 119 § 35A.13.060.]

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**35A.13.070**

**City manager—Bond and oath.**

Before entering upon the duties of his or her office the city manager shall take an oath or affirmation for the faithful performance of his or her duties and shall execute and file with the clerk of the council a bond in favor of the code city in such sum as may be fixed by the council. The premium on such bond shall be paid by the city.

[ 2009 c 549 § 3024; 1967 ex.s. c 119 § 35A.13.070.]

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### **35A.13.080**

#### **City manager—Powers and duties.**

The powers and duties of the city manager shall be:

- (1) To have general supervision over the administrative affairs of the code city;
- (2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;
- (3) To attend all meetings of the council at which his or her attendance may be required by that body;
- (4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;
- (5) To recommend for adoption by the council such measures as he or she may deem necessary or expedient;
- (6) To prepare and submit to the council such reports as may be required by that body or as he or she may deem it advisable to submit;
- (7) To keep the council fully advised of the financial condition of the code city and its future needs;
- (8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter 35A.33 RCW, and to be responsible for its administration upon adoption;
- (9) To perform such other duties as the council may determine by ordinance or resolution.

[ 2009 c 549 § 3025; 1987 c 3 § 17; 1967 ex.s. c 119 § 35A.13.080.]

#### **NOTES:**

**Severability—1987 c 3:** See note following RCW 3.70.010.

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### **35A.13.090**

#### **Creation of departments, offices, and employment—Compensation.**

On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other



law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services.

[ 1967 ex.s. c 119 § 35A.13.090.]

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### **35A.13.100**

#### **City manager—Department heads—Authority.**

The city manager may authorize the head of a department or office responsible to him or her to appoint and remove subordinates in such department or office. Any officer or employee who may be appointed by the city manager, or by the head of a department or office, except one who holds his or her position subject to civil service, may be removed by the manager or other such appointing officer at any time subject to any applicable law, rule, or regulation relating to civil service. Subject to the provisions of RCW 35A.13.080 and any applicable civil service provisions, the decision of the manager or other appointing officer, shall be final and there shall be no appeal therefrom to any other office, body, or court whatsoever.

[ 2009 c 549 § 3026; 1967 ex.s. c 119 § 35A.13.100.]

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### **35A.13.110**

#### **City manager—Appointment of subordinates—Qualifications—Terms.**

Appointments made by or under the authority of the city manager shall be on the basis of ability and training or experience of the appointees in the duties which they are to perform, and shall be in compliance with provisions of any merit system applicable to such city. Residence within the code city shall not be a requirement. All such appointments shall be without definite term.

[ 1967 ex.s. c 119 § 35A.13.110.]

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### **35A.13.120**

#### **City manager—Interference by councilmembers.**

Neither the council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the city manager or any of his or her subordinates. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the manager and neither the council nor any committee or member thereof shall give orders to any subordinate of the city manager, either publicly or privately. The provisions of this section do not prohibit the council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

[ 2009 c 549 § 3027; 1967 ex.s. c 119 § 35A.13.120.]

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### **35A.13.130**

#### **City manager—Removal—Resolution and notice.**

The city manager shall be appointed for an indefinite term and may be removed by a majority vote of the council. At least thirty days before the effective date of his or her removal, the city manager must be furnished with a formal statement in the form of a resolution passed by a majority vote of the city council stating the council's intention to remove him or her and the reasons therefor. Upon passage of the resolution stating the council's intention to remove the manager, the council by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.

[ 2009 c 549 § 3028; 1967 ex.s. c 119 § 35A.13.130.]

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### **35A.13.140**

#### **City manager—Removal—Reply and hearing.**

The city manager may, within thirty days from the date of service upon him or her of a copy thereof, reply in writing to the resolution stating the council's intention to remove him or her. In the event no reply is timely filed, the resolution shall upon the thirty-first day from the date of such service, constitute the final resolution removing the manager and his or her services shall terminate upon that day. If a reply shall be timely filed with the city clerk, the council shall fix a time for a public hearing upon the question of the manager's removal and a final resolution removing the manager shall not be adopted until a public hearing has been had. The action of the council in removing the manager shall be final.

[ 2009 c 549 § 3029; 1967 ex.s. c 119 § 35A.13.140.]

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### **35A.13.150**

#### **City manager—Substitute.**

The council may designate a qualified administrative officer of the city or town to perform the duties of manager:

- (1) Upon the adoption of the council-manager plan, pending the selection and appointment of a manager; or
- (2) Upon the termination of the services of a manager, pending the selection and appointment of a new manager; or
- (3) During the absence, disability, or suspension of the manager.

[ 1967 ex.s. c 119 § 35A.13.150.]

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**35A.13.160****Oath and bond of officers.**

All provisions of RCW 35A.12.080 relating to oaths and bonds of officers, shall be applicable to code cities organized under this council-manager plan.

[ 1967 ex.s. c 119 § 35A.13.160.]

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**35A.13.170****Council meetings—Quorum—Rules—Voting.**

All provisions of RCW 35A.12.110, as now or hereafter amended, and 35A.12.120, relating to council meetings, a quorum for transaction of business, rules and voting at council meetings, shall be applicable to code cities organized under this council-manager plan.

[ 1979 ex.s. c 18 § 26; 1967 ex.s. c 119 § 35A.13.170.]

**NOTES:**

**Severability—1979 ex.s. c 18:** See note following RCW 35A.01.070.

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**35A.13.180****Adoption of codes by reference.**

Ordinances of cities organized under this chapter may adopt codes by reference as provided in RCW 35A.12.140.

[ 1967 ex.s. c 119 § 35A.13.180.]

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**35A.13.190****Ordinances—Style—Requisites—Veto.**

The enacting clause of all ordinances shall be as follows: "The city council of the city of . . . . do ordain as follows:" No ordinance shall contain more than one subject and that must be clearly expressed in its title.

No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the

public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

[ 1967 ex.s. c 119 § 35A.13.190.]

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### **35A.13.200**

#### **Authentication, recording and publication of ordinances.**

Ordinances of code cities organized under this chapter shall be authenticated, recorded and published as provided in RCW 35A.12.150 and 35A.12.160.

[ 1967 ex.s. c 119 § 35A.13.200.]

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### **35A.13.210**

#### **Audit and allowance of demands against city.**

RCW 35A.12.170 shall apply to the audit and allowance of demands against the city.

[ 1967 ex.s. c 119 § 35A.13.210.]

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### **35A.13.220**

#### **Optional division of city into wards.**

A code city organized under this chapter may be divided into wards as provided in RCW 35A.12.180.

[ 1967 ex.s. c 119 § 35A.13.220.]

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### **35A.13.230**

#### **Powers of council.**

The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter 35A.11 RCW, except insofar as such power and authority is vested in the city manager.

[ 1967 ex.s. c 119 § 35A.13.230.]

# City of Camas

## Form of Government Committee Meeting

Monday, March 5, 2018, 9 am to 11 am

Meeting Notes

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**Attendees:** Chair Nan Henriksen, Paul Dennis, Greg Anderson (phone), Doug Quinn, Lloyd Halverson (phone), Lynn Valenter and Lisa Schauer

**Staff:** Pete Capell

1. Introductions

2. Mission of committee

Look at the structure that would best suit Camas in the future without having a current crisis in leadership. A structure that has the highest probability to optimize good governance. Provide a report to Council upon completion.

3. Committee process and focus

Conversation and theory.

Take individual people out of the positions when looking at the structure.

Strong Mayor is a daunting position; difficult to do when working full time and raising a family.

4. Membership of committee

Mayor has invited Jim Short to participate; his response has not yet been received.

The current size of the committee is good.

5. Schedule of work

Plan to hold five meetings; on the first and third Mondays at 8:00 am and will last no longer than two hours. Last meeting planned for May 7, 2018, with report to Council during the second Council meeting in May or the first Council meeting in June.

6. Questions the committee would like researched

Why do other cities change their form of government?

What are the goals and vision of the City?

Provide link to City's Strategic Plan and Comprehensive Plan.

What is the level of turnover in each form of government?

7. Next Meeting

Greg to discuss the Council's vision for the future of Camas.

Why did other jurisdictions change their form of government?

9:00 am Tracy Burrows, Executive Director for MRSC to discuss the pros and cons of each type of government, while not being a proponent for either.

# City of Camas

## Form of Government Committee Meeting

Monday, March 19, 2018, 8 am to 10 am

Meeting Notes

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**Attendees:** Chair Nan Henriksen, Paul Dennis, Greg Anderson (phone), Doug Quinn, Lynn Valenter and Lisa Schauer

**Staff:** Pete Capell

### 1. Camas Vision – Greg Anderson

The Comprehensive Plan, completed in June of 2016, creates the vision for Camas. While it is an update, it is also consistent with past plans.

Addressing growth – some support, some oppose

Looking at Level of Service provided by City departments

What is the workload of the Mayor? Depends on the Mayor; how much they are comfortable delegating to others. Difficult for someone with a full-time job and raising a family.

### 2. Discussion with Tracy Burrows, Executive Director, MRSC

The preferred form of government depends on how your community wants to make decisions.

Most Council – Manager cities are medium to large cities

Mayor – Council form of government

- Highly visible leadership
- Depends on personality of the Mayor
- Mayor may have more clout on regional committees
- Mayor has veto power

Council – Manager form of government

- City Manager accountable to entire Council
- Carry agenda of full Council
- Council has more authority

Skills to get elected are different than skills to run a city.

You need to determine which form is going to be:

- Responsive to the community
- Create a better run city

How important is politics in your community?

Professional City Administrators are a hybrid

Most cities make the change due to problems in the city

3. Questions the committee would like researched

None at this time – contact Pete if you have a question or need some information

4. Next Meeting – Monday, April 2, 2018 8 am – 10 am in the City Hall Council Chambers

Each Committee Member will prepare a paper with their beliefs of the pros and cons of each form of government – Be prepared to discuss



# City of Camas

## Form of Government Committee Meeting

Monday, April 2, 2018, 8 am to 10 am  
Meeting Notes

**Attendees:** Chair Nan Henriksen, Paul Dennis, Greg Anderson (phone), Lloyd Halverson, Doug Quinn, Lynn Valenter and Lisa Schauer

**Staff:** Bernie Bacon

### 1. Committee Members discuss their pros and cons for each form of government

The committee held a lively discussion with significant involvement from all of the members. The summary of the discussion is as follows.

- No form of government is perfect. With the right people, any form will succeed and with the wrong people, any form will fail. The Committee is looking for a form of government that provides the greatest level of certainty of the best possible long term outcomes for the community.
- Both forms of government result in a lot of power in one position, either the Strong Mayor or the City Manager. The difference is that it takes up to four years to replace the Mayor and four votes to replace the City Manager.
- Camas has had stability in the City Administrator position. That is not the case in many cities, where a new Mayor wants to bring in their person for the position.
- The Council–Manager form of government requires an active, attentive and strong Council. They are responsible to ensure that the City Manager is carrying out their policy direction. Instead of a Strong Mayor form of government, it is a Strong Council form of government.
- A wider range of professional choices will be available in the selection of a City Manager. Some potential great candidates might look elsewhere rather than apply for a City Administrator position.
- It is critical for Camas that the Mayor for a Council–Manager form of government still be elected by the community. This is part of the overall recommendation. Even though the decision to elect the Mayor cannot be on the same ballot as the form of government decision, the Committee feels very strongly that both are needed to provide the best possible governance in the future. The elected Mayor by the people under Council–Manager form would help bridge the gap to having the voice of the people.
- The transition from the current to a new form of government is critically important. While the statute states that the change takes effect upon certification of the ballot, a transition plan and time to implement the changes will be critical to the success.
- The MRSC presentation indicated an increased cost to move to the Council–Manager form. That would be true if Camas had not had a City Administrator for so long. In Camas' case, there would be a slight decrease in costs due to a reduction in the Mayor's compensation.
- The citizens of Camas are very satisfied with current operation of the City. It will require some effort to educate the voters about why we should make a change, when the current system is not broken.

## **2. Questions the committee would like researched**

If the citizens approve the proposition the change to a council – manager form of government, how long will it be before the vote could be held to have a citizen elected mayor?

Why and where in the law does it state that we cannot, on one ballot, have a proposed change of government structure; and second, if we change the structure, should we adopt a directly elected mayor?

What's the transition time - details on the timing?

Will the council select an interim manager? Would the City Administrator be the interim City Manager until they select a City Manager?

## **3. Where does the committee go from here?**

Pete will begin compiling all of this information and draft something for the next meeting.

## **4. Next Meeting – Monday, April 16, 2018, 8 am – 10 am in the City Hall Council Chambers**

We could insert a 4/30 meeting if needed.

Suggest prepping an update to Council as soon as possible. Final Report could be drafted to present by the 5/21 meeting.

**City of Camas**  
**Form of Government Committee Meeting**  
Monday, April 16, 2018, 8 am to 10 am  
Meeting Notes

**Attendees:** Chair Nan Henriksen, Paul Dennis, Greg Anderson (phone), Lloyd Halverson, Doug Quinn, Lynn Valenter and Lisa Schauer

**Staff:** Pete Capell and Bernie Bacon

**1. Committee Members discuss their pros and cons for each form of government from the last meeting**

The committee reviewed the draft meeting notes for the past meeting and continued to discuss the pros and cons of each form of government. Comments were made about the detailed notes provided for the previous meeting. Committee Members clarified their previous comments, highlighted the key points and added additional points. The Meeting Notes will be updated based on their comments and brought back in summary form.

**2. Review of Materials provided over the last four meetings**

RCW 3A.02.120 states that a change in form of government will be effective upon county auditor issuing certification of election, if the majority of the votes cast supported the change. Therefore, if the council places it on the General Election ballot and it passes, the change would likely take place on the first meeting in December.

RCW 35A13.033 states the city council of a council-manager city may, by resolution, place before the voters of the city, a proposition to designate the person elected to council position one as the chair of the council with powers and duties set forth in RCW 35A.13.030. If a majority of those voting on the proposition cast a positive vote, then at all subsequent general elections at which position one is on the ballot, the person who is elected to position one shall become the chair upon taking office.

Pete interpreted the RCWs that we would become a council-manager city, if the measure passes, at the first meeting in December. If the resolution is passed by council, then we would have adequate time to get the measure on the February Special Election, which would establish the elected Mayor, well before the filing deadline in May.

An email was sent to Jim Doherty, from MRSC, last week to confirm, but have not heard back.

The council will select the manager, whether it is on an interim basis or as the regular manager.

**3. Discuss recommendation to Council.**

Lisa will prepare a draft portion of the recommendation describing why make the change now.

Nan will prepare a draft recommendation, based on material provided by Lisa and Pete.

The draft recommendation will be available on April 30<sup>th</sup> and distributed to the committee. A review meeting with some members of the committee will be held on April 25<sup>th</sup>.

The recommendation to the Council will be moved to June 4<sup>th</sup>, because Paul Dennis and Mayor Higgins are unavailable on May 21<sup>st</sup>. It will be at the 7 pm Regular Meeting.

**4. Next Meeting – Monday, May 7, 2018, 8 am – 10 am in the City Hall Council Chambers**

We hope to finalize the recommendation at that meeting.

**City of Camas**  
**Form of Government Committee Meeting**  
Monday, May 7, 2018, 8 am to 10 am  
Meeting Notes

**Attendees:** Chair Nan Henriksen, Paul Dennis, Greg Anderson (phone), Doug Quinn, Lynn Valenter and Lisa Schauer

**Staff:** Pete Capell and Bernie Bacon

**1. Review Meeting Notes from April 2<sup>nd</sup> and April 16<sup>th</sup>**

The Meeting Notes for April 2, 2018 and April 16, 2018 were approved with no revisions.

**2. Review Comparable Cities, Financial Information and Transition Plan Memos**

Comparable Cities – No changes

Financial Information – Minor revisions to the document

Transition Plan – add “Other action as determined by the Council” to the Prior to the election, Procedural/Protocol

**3. Review Draft Report to Council**

Nan recommended additional details about the of the Council – Manager form of government in the Timeline and Process section of the Report.

Lynn recommended a table on the first page for an overview/at-a-glance explanation, definition and differences of both forms of government.

It was recommended that a sentence be added to the Why Now section to discuss the window of opportunity we have now with the Mayor and at-large position will be on the ballot in 2019.

Add the following items to the attachments:

- MRSC - City and Town Forms of Government
- MRSC – Trends in City and Town Forms of Government
- Summary Views in Professional Management in Local Government by Lloyd Halverson
- RCWs for both forms of government

**4. Do we need another meeting to sign the final report and planning for a June 4<sup>th</sup> Council presentation?**

Nan will give the presentation

There will be a draft resolution in the packet.

No need for another meeting.

**DRAFT**

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										Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
16	1	<b>NW Brady Road</b> NW 16th to NW 25th from: _____ to: _____ Widening, bike lanes		03	S	0.63	P C G T	CN	7/1/2019			OTHER	6000		6000	5000	1000			CE	YES
Totals										0	0	6000	0	6000	5000	1000	0	0			
16	2	<b>NW Larkspur Street</b> NW Lake Rd. to 6200 Block from: _____ to: _____ Widening, sidewalk		03	S	0.13	W S P T C G	CN	8/1/2018			TIB	2510	713	3223	3223				CE	YES
Totals										0	0	2510	713	3223	3223	0	0	0			
16	3	<b>Lake Road &amp; Everett</b> Intersection improvements from: _____ to: _____		24	P	0.00		ALL	1/1/2019			OTHER		6965	6965	1340	5625				YES
Totals										0	0	0	6965	6965	1340	5625	0	0	0		
02	4	<b>NE 3rd Avenue Washougal River Bridge</b> from: _____ to: _____ Seismic rating, scour critical, and footing rehabilitation		14	S	00		PE RW CN	7/1/2018 3/1/2019 6/1/2020	BR BR BR	441 60 1410		69 10	510	510 70		1000	410			NO
Totals										0	1911	0	79	510	580	1000	410	0			
14	5	<b>ADA Access Upgrades</b> from: Citywide (Ongoing) to: _____		28	P	0.00		ALL	1/1/2019				300	300	50	50	50	150			NO
Totals										0	0	0	300	300	50	50	50	150			
16	6	<b>NW 38th Avenue</b> NW Parker to Grass Valley Park from: _____ to: _____ Widening, bike lanes		03	P	0.45	P C G T	ALL	1/1/2022				3940	3940				3940	CE	YES	
Totals										0	0	0	3940	3940	0	0	0	3940			

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										Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
17	7	<b>NW 23rd Avenue</b> Nw Astor to NW Sierra from: _____ to: _____ Widening, sidewalk		04	P	0.23		ALL	1/1/2019					540	540	540						YES
Totals										0	0		540	540	540	0	0	0				
17	8	<b>NE Goodwin Road/28th Street</b> NW Camas Meadows Dr. to NE 232nd Ave. from: _____ to: _____ Widen to 5 lanes with bike lanes west of Ingle Widen to 3 lanes with bike lanes east of Ingle		15	P	1.72		ALL	1/1/2024	STP(U)	6880	OTHER	7600	6380	20860					20860	CE	YES
Totals										0	6880		7600	6380	20860	0	0	0	20860			
17	9	<b>NE Goodwin Road</b> @ NE Ingle Rd. from: _____ to: _____ Traffic signal		15	P	00		PE	6/1/2022					5	5							
Totals										0	0		0	5	5	0	0	0	5			
17	10	<b>NW Leadbetter Drive</b> NW Lake Rd. to NW Fremont St. from: _____ to: _____ Sidewalk		28	P	0.15	P C T G W S	CN	1/1/2021					62	62							NO
Totals										0	0		0	62	62	0	0	0	62			
12	11	<b>SR-14 West Camas Slough Bridge</b> from: _____ to: _____ Widen to 4 lanes NOTE: PE phase began 1/2006		03	P	2.25		ALL	1/1/2024			WSDOT	25000		25000							NO
Totals										0	0		25000	0	25000	0	0	0	2500			
17	12	<b>Bybee Road Realignment</b> SE 15th St. to SE 20th St. from: _____ to: _____ New construction		01	P	0.05	C S W G P T	ALL	1/1/2019					1630	1630	1630						YES
Totals										0	0		0	1630	1630	1630	0	0	0			

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									Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
14	13	<b>NW/NE 6th Avenue Corridor Improvements</b> NW Norwood to NE Garfield from:    to: Access and multimodal upgrades	24	P	1.70		ALL	1/1/2020			OTHER	1000		1000							NO
							Totals		0	0		1000	0	1000	0	1000	0	0			
17	14	<b>NE 28th Street &amp; NE 232nd Avenue</b> from:    to: Intersection improvements	24	P	0.00		ALL	6/1/2020					160	160		160					NO
							Totals		0	0		0	160	160	0	160	0	0			
16	15	<b>Lake Road</b> NW Lacamas Lane to NE Everett from:    to: Widening, sidewalk	03	P	0.45		ALL	6/1/2022					3475	3475							YES
							Totals		0	0		0	3475	3475	0	0	0	0			
16	16	<b>New North Shore E/W Arterial</b> NE 14th St. to Everett Rd. from:    to: New construction Includes Critical Areas and Alignment Investigation	15	P	2.00		PE	6/1/2022					430	430							
							Totals		0	0		0	430	430	0	0	0	0			
00	17	<b>NE 9th Street</b> NE 232nd Ave. to NE 242nd Ave. from:    to: New construction Includes Critical Areas and Alignment Investigation	15	P	0.50		PE	6/1/2023					218	218							
							Totals		0	0		0	218	218	0	0	0	0			
16	18	<b>SR-500 (Everett St./Rd.)</b> NW Lake Rd. to SE 4th St. from:    to: Widen with bike lanes, sidewalks, illumination	15	P	1.08		PE	6/1/2024					5	5							
							Totals		0	0		0	5	5	0	0	0	0			



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										Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
17	19	NW Astor Street/NW 11th Avenue NW 16th Ave. to McIntosh Rd. from: _____ to: _____ Widening, bike lanes Includes path on Forest Home Road from Forest Home Lane to Astor Street		03	P	0.62	P C G T	PE RW CN	1/1/2022 1/1/2023 6/1/2024					125 125 1965	125 125 1965						125 125 1965		YES
Totals								0	0			0	2215	2215	0	0	0	2215					
16	20	NW 18th Avenue, et al NW Astor to NW 16th, include NW Hood from: _____ to: _____ Widen curb, sidewalk		03	P	0.51	S W P T C	PE	1/1/2022					5	5						5		YES
Totals								0	0			0	5	5	0	0	0	5					
16	21	NW 18th Avenue NW Whitman St. to NW Brady Rd. from: _____ to: _____ New construction with bike lanes		01	P	0.26	P G T C W S	PE	1/1/2022					5	5						5		
Totals								0	0			0	5	5	0	0	0	5					
16	22	NW 18th Avenue NW Whitman St. to West City Limits from: _____ to: _____ Widening, bike lanes		03	P	0.40	W S P T C G	PE	1/1/2023					5	5						5		
Totals								0	0			0	5	5	0	0	0	5					
17	23	NE 43rd Avenue from: SR-500 to: East City Limits Widen to 3 lanes with bike lanes		03	P	0.36	C S G P T	ALL	1/1/2024					2110	2110						2110		YES
Totals								0	0			0	2110	2110	0	0	0	2110					
16	24	NW 43rd/NW Astor - NW Sierra to NW 38th from: _____ to: _____ Widening, bike lanes		03	P	.50	S P C G T	PE	1/1/2024					5	5						5		
Totals								0	0			0	5	5	0	0	0	5					

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							Project Phase	Phase Start (yyyy)	Fund Source Information						1st	2nd	3rd	4th thru 6th	Envir. Type	R/W Required	
									Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
16	25	<b>Brady Road</b> McIntosh to West City Limits from:                      to: Bike & Pedestrian Improvements	04	P	.50		PE	1/1/2024						5	5						
							Totals		0	0		0		5	5	0	0	0	5		
00	26	<b>North Dwyer Creek Master Plan Street "B"</b> NW Friberg St./Strunk to NW Larkspur St. from:                      to: New construction	15	P	0.90	C S W G P T	PE	1/1/2024						5	5						
							Totals		0	0		0		5	5	0	0	0	5		
00	27	<b>NW Payne Street</b> NW Lake Rd. to NW Camas Meadows Dr. from:                      to: Widening	03	P	0.40	C G P T	PE	1/1/2024						5	5						
							Totals		0	0		0		5	5	0	0	0	5		
00	28	<b>North Dwyer Creek Master Plan Street "A"</b> NW Lake Rd. to NW Camas Meadows Dr. from:                      to: New construction	15	P	0.64	C S W G P T	PE	1/1/2024						5	5						
							Totals		0	0		0		5	5	0	0	0	5		
17	29	<b>NW McIntosh Road</b> NW Brady Rd. to NW 11th Ave. from:                      to: Widening, bike lanes	15	P	1.2	P G C T	PE	1/1/2024						5	5						
							Totals		0	0		0		5	5	0	0	0	5		
00	30	<b>NE Woodburn Drive</b> SE 283rd Ave. to SE 15th St. from:                      to: New construction Includes 23rd St. realignment	01	P	.70	C S W G P T	ALL	1/1/2022					5870	5870				5870		YES	
							Totals		0	0		0		5870	5870	0	0	0	5870		

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										Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
07	31	<b>SE 15th Street/Nourse Road</b> from: Camas High School to: NE 283rd Ave. Widen to 3 lanes with bike lanes		15	P	0.59	C S W G P T	PE	1/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		
00	32	<b>NE 18th Street</b> NE 192nd Ave. to NE Goodwin Rd. from: to: New construction (potential alternate alignment)		15	P	0.67		PE	1/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		
17	33	<b>NE 28th Street</b> NE 232nd Ave. to NE 242nd Ave. from: to: Widen to 3 lanes with bike lanes		15	P	0.50		PE	1/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		
16	34	<b>NW Camas Meadows Drive</b> NE 13th St. to NE 18th St. from: to: New construction (potential alternate alignment)		15	P	0.20		PE	1/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		
17	35	<b>NE 232nd Avenue</b> NE 28th to NE 9th St. from: to: Widen to 3 lanes with bike lanes		15	P	0.97		PE	6/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		
00	36	<b>NE 242nd Avenue</b> NE 28th St. to NE 9th St. from: to: Widen to 3 lanes with bike lane		15	P	0.70		PE	6/1/2024					5	5						
								Totals		0	0			5	5	0	0	0	5		

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
00	37	<b>NE Ingle Road Extension</b> Goodwin to 232nd Ave from: _____ to: _____ New construction		15	P	1.00		PE	6/1/2024					5	5						
Totals										0	0	0	5	5	0	0	0	5			
19	38	<b>NW Maryland Street</b> NW 19th to NW 24th from: _____ to: _____ New construction		01	P	0.25		ALL	6/1/2024				280	280							NO
Totals										0	0	0	280	280	0	0	0	280			
19	39	<b>NE Nevada Street</b> NE 3rd to NE 6th from: _____ to: _____ Reconstruct		04	P	0.17		ALL	6/1/2024				270	270							NO
Totals										0	0	0	270	270	0	0	0	270			
16	40	<b>NW Lake Road @ NW Sierra St.</b> from: _____ to: _____ Traffic signal		24	P	00		ALL	1/1/2022				340	340							NO
Totals										0	0	0	340	340	0	0	0	340			
00	41	<b>NE Goodwin Road @ NW Camas Meadows Drive</b> from: _____ to: _____ Traffic signal		24	P	00		ALL	1/1/2024				340	340							NO
Totals										0	0	0	340	340	0	0	0	340			
16	42	<b>NW Pacific Rim @ Parker Street</b> from: _____ to: _____ Traffic signal		15	P	00		PE	1/1/2024				5	5							
Totals										0	0	0	5	5	0	0	0	5			

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
16	43	<b>SR-500 @ Leadbetter Road</b> from: _____ to: _____ Access Control		15	P	00		PE	1/1/2024					5	5						
								Totals		0	0	0	5	5	0	0	0	5			
16	44	<b>SR-500 @ New E/W Arterial</b> from: _____ to: _____ Intersection improvements		15	P	00		PE	6/1/2024					5	5						
								Totals		0	0	0	5	5	0	0	0	5			
16	45	<b>NE 28th Street @ 242nd Avenue</b> from: _____ to: _____ Intersection improvements		15	P	00		PE	6/1/2024					5	5						
								Totals		0	0	0	5	5	0	0	0	5			
16	46	<b>SR-500 @ NE 14th Ave.</b> from: _____ to: _____ Controlled Access		24	P	00		PE	6/1/2024					5	5						
								Totals		0	0	0	5	5	0	0	0	5			
00	47	<b>NE 232nd Avenue @ Ingle Extension</b> from: _____ to: _____ Roundabout		15	P	00		PE	6/1/2024					5	5						
								Totals		0	0	0	5	5	0	0	0	5			
00	48	<b>Pavement Treatments (maintenance &amp; preservation)</b> from: _____ to: _____ Overlays, surface treatments		47	P	00	P	CN	6/1/2019				4200	4200	700	700	700	2100		NO	
								Totals		0	0	0	4200	4200	700	700	700	2100			

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										Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
00	49	<b>Reconstructs</b> from: Citywide to:		04	P	00	G W	ALL	1/1/2019	CDBG	250			1250	1500	250	250	250	750		NO	
								Totals			0	250	0	1250	1500	250	250	250	750			
00	50	<b>Sidewalk Projects</b> from: Sidewalk installations Citywide to:		28	P	00		ALL	1/1/2019					150	150	25	25	25	75		NO	
								Totals			0	0	0	150	150	25	25	25	75			
00	51	<b>Curb Ramp Projects</b> from: Future curb ramp installations to:		28	P	00		ALL	1/1/2019					150	150	25	25	25	75		NO	
								Totals			0	0	0	150	150	25	25	25	75			
00	52	<b>Shared Path Improvements</b> Citywide from: to:		28	P	00		ALL	1/1/2021					200	200			50	150		NO	
								Totals			0	0	0	200	200	0	0	50	150			
00	53	<b>Safety Projects</b> from: Future safety projects to: Includes traffic revisions, NW Fargo Curve Safety Analysis		21	P	00		ALL	1/1/2019					300	300	50	50	50	150		NO	
								Totals			0	0	0	300	300	50	50	50	150			
00	54	<b>Storm Grate Replacements (Bike Improvements)</b> from: Storm grate replacements for bike lane improvements to:		38	P	00		CN	1/1/2019					20	20	20					NO	
								Totals			0	0	0	20	20	20	0	0	0	0		

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 Amend Date: \_\_\_\_\_          Resolution No: \_\_\_\_\_

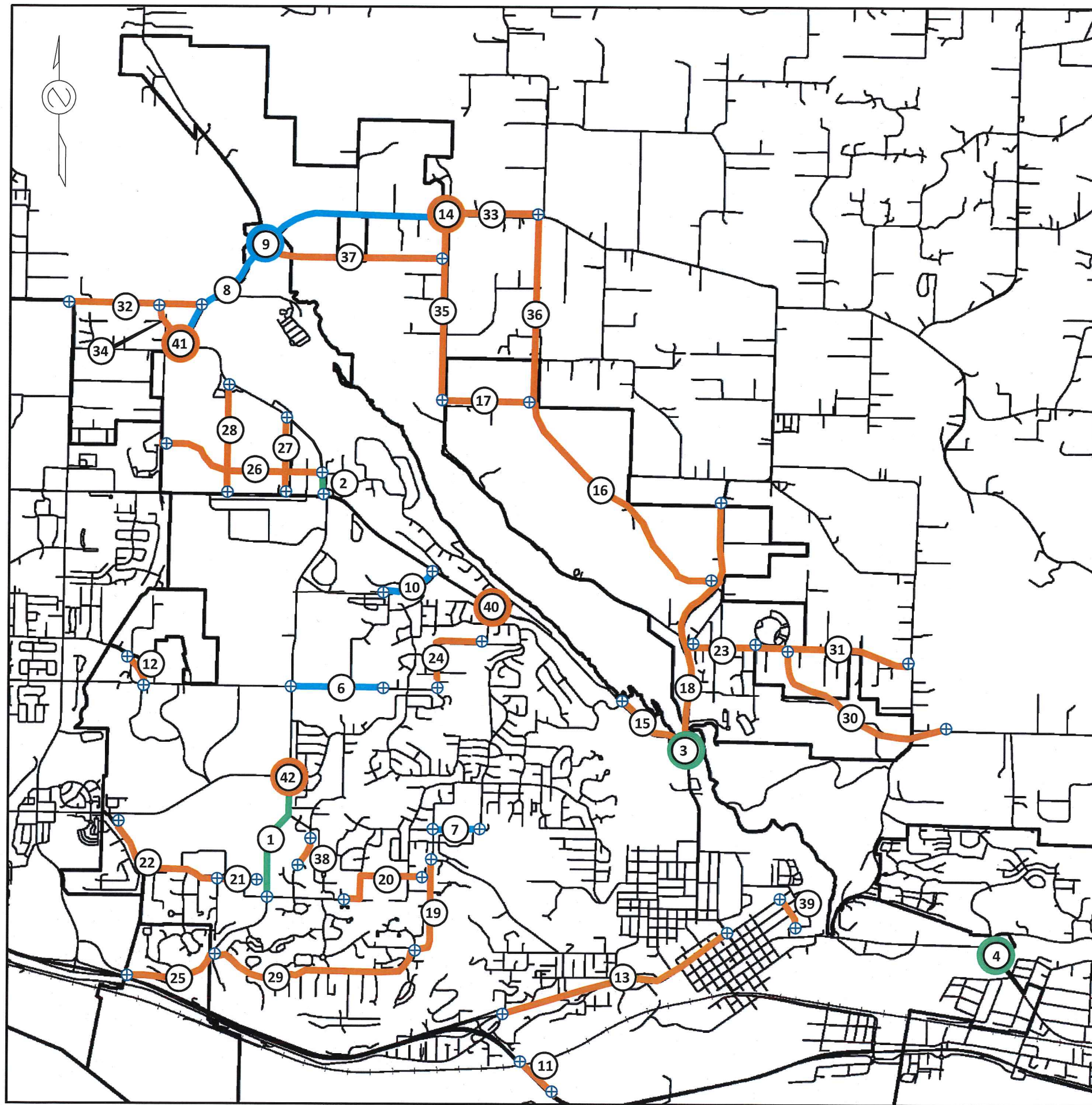
Functional Class	Priority Number	Project Identification A. Pin/Project No.                      B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars									Expenditure Schedule <i>(Local Agency)</i>				Federally Funded Projects Only	
							Project Phase	Phase Start (yyyy)	Fund Source Information						1st	2nd	3rd	4th thru 6th	Envir. Type	R/W Required	
									Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
00	55	<b>Future Bike Route Improvements</b> Citywide from:    to: Future bike route improvements	28	P	00		CN	1/1/2019					30	30	5	5	5	15		NO	
							Totals		0	0		0	30	30	5	5	5	15			
00	56	<b>Street Lighting</b> Citywide from:    to: Street Lighting	21	P	00		CN	1/1/2019					120	120	20	20	20	20		NO	
							Totals		0	0		0	120	120	20	20	20	20			

# City of Camas

2019 – 2023

## Six Year Street Priorities

**DRAFT**



- 1 NW Brady Rd
- 2 NW Larkspur St
- 3 Lake Rd. & Everett St. Intersection Improvements
- 4 Washougal River Bridge
- 5 ADA Access Upgrades Citywide (5)
- 6 NW 38th Ave (Ph 3)
- 7 NW 23rd Ave
- 8 NE Goodwin Rd/28th St
- 9 NE Goodwin Road / Ingle Rd Signal
- 10 NW Leadbetter Dr Path
- 11 SR 14 - West Camas Slough Bridge
- 12 Bybee Rd
- 13 NW/NE 6th Ave Corridor Imp
- 14 NE 28th St & NE 232nd Ave Intersection Improvements
- 15 NW Lake Rd.
- 16 North Shore East/West Arterial
- 17 NE 9th St
- 18 SR 500 (Everett St/Rd)
- 19 NW Astor St.
- 20 NW 16th Ave/Hood/18th Ave
- 21 NW 18th Ave
- 22 NW 18th Ave/Payne Rd
- 23 NE 43rd Ave
- 24 NW Astor St. /43rd Ave
- 25 NW Brady Rd Ped & Bike Improvements
- 26 Street "B" (North Dwyer Creek Area)
- 27 NW Payne St.
- 28 Street "A" (North Dwyer Creek Area)
- 29 NW McIntosh Rd
- 30 NW Woodburn Dr.
- 31 SE 15th St./Norse Rd
- 32 NE 18th St (192nd to Goodwin)
- 33 NE 28th St
- 34 NW Camas Meadows Dr (West)
- 35 NE 232nd Ave
- 36 NE 242nd Ave
- 37 NW Ingle Rd Extension
- 38 NW Maryland St
- 39 NE Nevada St.
- 40 Lake Rd. & NW Sierra St. Signal
- 41 NE Goodwin / Camas Meadows Signal
- 42 NW Pacific Rim / Parker St. Signal





# 9. Appendices

## A. Six Year Form Instructions

### Heading

Agency	Enter name of the sponsoring agency.
County No.	Enter the assigned number (see LAG Appendix 21.44).
City No.	Enter the assigned number (see LAG Appendix 21.45).
MPO/RTPO	Enter the name of the associated MPO (if located within urbanized area) or RTPO (if located in a rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution No.	Enter Legislative Authority resolution number (if applicable.)
Amendment Date	Enter the date this program was amended by council or commission.

### Column Number

1. **Functional Classification.** Enter the appropriate 2-digit code denoting the Federal Functional Classification. (**Note:** The Federal Functional Classification must be one approved by FHWA.)

#### Description

00- No Classification

#### Rural (< 5000 pop.)

- 01 - Interstate
- 02 - Principal Arterials
- 06 - Minor Arterials
- 07 - Major Collector
- 08 - Minor Collector
- 09 - Local Access

#### Urban (> 5000 pop.)

- 11 - Interstate
- 12 - Freeways & Expressways
- 14 - Other Principal Arterials
- 16 - Minor Arterial
- 17 - Collector
- 19 - Local Access

1. **Priority Numbers.** Enter local agency number identifying agency project priority (optional).

2. **Project Identification.** Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (milepost or street names); and (f) Describe the Work to be Completed.

4. **Improvement Type Codes.** Enter the appropriate federal code number.

**SEE APPENDIX A**

5. **Funding Status.** Enter the funding status for the entire project or phase that describes the current status.

**S** - Project is 'selected' by the appropriate selection body and funding has been secured by the lead agency.

**P** - Project is subject to selection by an agency other than the lead and is listed for planning purposes. (Funding has **not** been determined.)

6. **Total Length.** Enter project length to the nearest hundredth (or code "00" if not applicable).

7. **Utility Code(s).** Enter the appropriate code letter(s) for the utilities that need to be relocated or are impacted by the construction project.

C - Cable TV

G - Gas

O - Other

P - Power

S - Sewer (other than agency-owned)

T - Telephone

W - Water

8. **Project Phase.** Select the appropriate phase code of the project.

**PE** - Preliminary Engineering, including Design (or Planning)

**RW** - Right of Way or land acquisition

**CN** - Construction only (**or transit planning or equipment purchase**)

**ALL** - All Phases: from Preliminary Engineering through Construction

9. **Phase Start Date.** Enter the **month/day/year** in MM/DD/YY format that the selected phase of the project is **actually** expected to start.

10. **Federal Fund Code.** Enter the Federal Fund code from the table.

**SEE APPENDIX C**

11. **Federal Funds.** Enter the total federal cost (**in thousands**) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed state funds to be used on this project.

**SEE APPENDIX C**

13. **State Funds.** Enter all funds from the State Agencies (**in thousands**) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (**in thousands**) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14. (Auto-calculation in the “STIP Too” program.)

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (**in thousands**) of dollars by year. (***For Local Agency use.***)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is “***required***” for ***Federally funded projects***, but may be filled in for state or locally funded projects.)

EIS - Environmental Impact Statement

EA - Environmental Assessment

CE - Categorical Exclusion

21. **R/W Certification.** Click **Y** if Right of Way acquisition is or will be required. If yes, enter R/W Certification Date, if known. (This is “***required***” for ***Federally funded projects***)

**APPENDIX A**  
**IMPROVEMENT TYPE CODES**

- 01 New Construction Roadway
- 03 Reconstruction, Added Capacity
- 04 Reconstruction, No Added Capacity
- 05 4R Maintenance Resurfacing
- 06 4R Maintenance - Restoration & Rehabilitation
- 07 4R Maintenance - Relocation
- 08 Bridge, New Construction
- 10 Bridge Replacement, Added Capacity
- 11 Bridge Replacement, No Added Capacity
- 13 Bridge Rehabilitation, Added Capacity
- 14 Bridge Rehabilitation, No Added Capacity
- 15 Preliminary Engineering
- 16 Right of Way
- 17 Construction Engineering
- 18 Planning
- 19 Research
- 20 Environmental Only
- 21 Safety
- 22 Rail/Highway Crossing
- 23 Transit
- 24 Traffic Management/Engineering - HOV
- 25 Vehicle Weight Enforcement Program
- 26 Ferry Boats
- 27 Administration
- 28 Facilities for Pedestrians and Bicycles
- 29 Acquisition of Scenic Easements and Scenic or Historic Sites
- 30 Scenic or Historic Highway Programs
- 31 Landscaping and Other Scenic Beautification
- 32 Historic Preservation
- 33 Rehab & Operation of Historic Transp. Buildings, Structures, Facilities
- 34 Preservation of Abandoned Railway Corridors
- 35 Control and Removal of Outdoor Advertising
- 36 Archaeological Planning & Research
- 37 Mitigation of Water Pollution due to Highway Runoff
- 38 Safety and Education for Pedestrians/Bicyclists
- 39 Establishment of Transportation Museums
- 40 Special Bridge
- 41 Youth Conservation Service
- 42 Training
- 43 Utilities
- 44 Other
- 45 Debt Service
- 47 Systematic Preventive Maintenance

**APPENDIX C**  
**FEDERAL FUND CODES**

5307	FTA Urbanized Area Formula Program
5309(Bus)	FTA Bus and Bus Facilities
5309(FG)	FTA Fixed Guideway Modernization
5309(NS)	FTA New Starts
5310	FTA Elderly Persons and Persons with Disabilities
5311	FTA Rural Area Formula Grants
5316	FTA Job Access & Reverse Commute Program (JARC)
5317	FTA New Freedom Program
FTA Discretionary	Discretionary Programs such as Alternatives Analysis (5339) and TIGGER Program
BIA	Bureau of Indian Affairs
BR	Bridge Replacement/Rehabilitation Program
CBI	Coordinated Border Infrastructure
CDBG	Community Development Block Grant (Dept. of Commerce)
CMAQ	Congestion Mitigation and Air Quality
DEMO	Demonstration Projects (High Priority, Sect. 112, 115, 117, 125 and 129)
Discretionary- FBD	Ferry Boat Discretionary
Discretionary- IMD	Interstate Maintenance Discretionary
Discretionary- ITS	Intelligent Transportation Systems
Discretionary- PLH	Public Lands Highways (Federal Lands)
Discretionary- SB	Scenic Byways
Discretionary- STP	Surface Transportation Priorities
Discretionary- TCSP	Transportation, Community & System Preservation Program
DOD	Department of Defense
FMSIB	Freight Mobility Strategic Investment Board
IM	Interstate Maintenance
IRR	Indian Reservation Roads
NHS	National Highway System
SRTS	Safe Routes to Schools
STP	Surface Transportation Program (WSDOT Use Only)
STP(E)	Surface Trans. Program - Enhancements
STP(L)	Surface Trans. Program - Legislative Earmarks
STP(S)	Surface Trans. Program- Safety (Includes Highway) Safety Improvement Program, Hazard Elimination, Railway/Highway Crossing Program and 2010-15 County Road Safety Program)
STP(R)	Surface Trans. Program - Rural Regionally Selected
STP(U)	Surface Trans. Program - Urban Regionally Selected

**STATE FUND CODES**

CRAB	County Road Administration Board
FMSIB	Freight Mobility Strategic Investment Board
PWTF	Public Works Trust Fund
SRTS	Safe Routes to Schools
TIB	Transportation Improvement Board
TPP	Transportation Partnerships Program
WSDOT	WSDOT funds
OTHER	Any other state funds not listed