



**CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT**  
**Tuesday, February 20, 2018, 4:30 PM**  
**City Hall, 616 NE 4th Avenue**

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**I. CALL TO ORDER**

Mayor Higgins called the meeting to order at 4:36 p.m. (the meeting was delayed a few minutes due to technical difficulties)

**II. ROLL CALL**

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

Excused: Melissa Smith

Council Member Smith participated in the meeting via conference call for the MRSC presentation portion of the meeting. Smith was excused from the remainder of the meeting.

Staff: Bernie Bacon, Phil Bourquin, Debra Brooks, Pete Capell, James Carothers, Jennifer Gorsuch, Jim Hodges, Cathy Huber Nickerson, Mitch Lackey, Nick Swinhart, Connie Urquhart and Steve Wall

Press: No one from the press was present

**III. PUBLIC COMMENTS**

Sally Spencer, 1913 SE 303rd Avenue, Washougal, commented about the proposed helmet requirements City ordinance.

**IV. WORKSHOP TOPICS**

**A. Forms of Government Presentation by the Municipal Research and Services Center (MRSC)**

Details: Council requested information and a discussion about the various forms of government available to the City of Camas. Information was provided describing the Mayor-Council and the Council-Manager forms of government, including pros and cons for each.

Presenter: Jim Doherty, MRSC Legal Consultant

 [Forms of Government Presentation](#)


Doherty provided an overview of the Forms of Government; discussion ensued.

- B. Administrative Services Department Level of Service Presentation  
Details: Staff provided Council with information regarding the department's services and provided future goals to improve these service levels. Staff also provided a brief overview of the Administrative Services performance measurements in the Open Performance platform.  
Presenter: Jennifer Gorsuch, Administrative Services Director

 [Administrative Services Level of Service Presentation](#)


Gorsuch provided an overview of the Level of Service for the Administrative Services Department.

- C. Finance Service Level Presentation  
Details: Staff provided Council with the framework, resources and services provided by the Finance Department. Staff also reviewed the current service level and what it would take to move the service levels into a better future state. A report for consideration was also provided, as well as a brief review of the Finance performance measurements in the Open Performance platform.  
Presenter: Cathy Huber Nickerson, Finance Director

 [Finance Level of Service Presentation](#)  
[Finance Level of Service](#)

Huber Nickerson provided an overview of the Level of Service for the Finance Department.

- D. NE Birch Street 10-Minute Parking Request  
Details: IQ Credit Union has recently reopened the branch at NE 4th and Birch for transactions. IQ's request to change two 2-hour parking limit spaces to 10-minute spaces in front of the credit union's office went before the Parking Advisory Committee on September 12, 2017. The committee voted to recommend to Council the requested parking time limit change of 2 spaces from 2 hours to 10 minutes.  
Presenter: James Carothers, Engineering Manager

 [Birch Street 10-Minute Parking Illustration](#)  
[IQ Credit Union 10 Minute Parking Request](#)

This item will be placed on the March 5, 2018 Regular Agenda for Council's consideration.

- E. Public Works Engineering Development Review and Inspection  
Details: Development pre-applications, applications and construction drawings continue to be submitted at a record rate for the City. The contract duration and budget has expired for professional consultation. Review times continue to lengthen. No new staff have been added to assist with the workload backlog. Staff proposed to Council a recommended plan for 2018 to accommodate the growing development workload.  
Presenter: Steve Wall, Public Works Director and James Carothers, Engineering Manager

Wall and Carothers provided an overview of the current development activity workload. Discussion ensued, and Council was supportive of staff's recommendations to accommodate the growing workload.

F. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Wall provided an update on Public Works response to the ongoing inclement weather event.

G. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

There were no Community Development miscellaneous or update items.

H. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Peter Capell, City Administrator

There were no City Administrator miscellaneous or update items.

**V. COUNCIL COMMENTS AND REPORTS**

There were no Council comments or reports.

**VI. PUBLIC COMMENTS**

No one from the public wished to speak.

**VII. ADJOURNMENT**

Mayor announced that the February 20, 2018 Regular Meeting will be abbreviated due to the weather.

The meeting adjourned at 6:30 p.m.

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