



CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, October 5, 2015, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Higgins called the meeting to order at 4:30 p.m.

II. ROLL CALL

Staff: Sam Adams, Bernie Bacon, Phil Bourquin, Pete Capell, Curleigh Carothers, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Robert Maul, Nick Swinhart and Eliezza Soriano (intern)

Press: Heather Acheson, Camas-Washougal Post-Record

III. PUBLIC COMMENTS

Mark Elkins, 2220 N P ST, Washougal, commented about retail marijuana in Camas.

IV. WORKSHOP TOPICS

A. Request for Fire Department Items to be Listed as Surplus

Details: The Fire Department has recently vacated the old Grass Valley Fire Station and passed along its use to the Public Works Department. For many years the Fire Department had been using this station for storage of old and outdated equipment and no longer has the means to store it. The listed equipment being requested to list as surplus is also outdated, no longer meets required safety standards, and also will not pass required Underwriters Laboratories (UL) tests.

Presenter: Nick Swinhart, Fire Chief

 [Camas-Washougal Fire Department Surplus Items](#)

This item will be placed on the October 26, 2015 Consent Agenda for Council's consideration.

B. Proposed Paid Time Off (PTO) Benefit for Non-Represented Employees

Details: This was a presentation about the transition from a traditional vacation and sick leave accrual system to a PTO system for non-represented employees. This would allow current employees to switch to this system and all future new hires would be placed into the PTO system upon hire. This will also be discussed with the City bargaining groups for implementation with their members if desired. The change will need to be approved at a future meeting as a revision to the Non-Represented Employee Handbook.

Presenter: Jennifer Gorsuch, Administrative Services Director and Pete Capell, City Administrator

 [Draft Non-Represented Employee PTO Policy](#)

Gorsuch and Capell summarized the presentation and discussion ensued. Council did not voice any objections to staff transitioning the traditional vacation and sick leave accrual system to a Paid Time Off (PTO) system for non-represented employees. Staff will draft the changes to the Non-Represented Employee Handbook and it will be brought back to Council at a future Council meeting.

C. 2016 Recommended Budget Readoption Presentation

Details: This presentation was about the 2016 Recommended Budget for readoption in compliance with State Law. The presentation included the 2016 Recommended Budget as well as highlighted changes that differ from the adopted 2015-2016 Budget. The City adopts a biennial budget and is required to re-adopt the budget in the second year of the biennium. There are items that have changed, such as, labor contract settlements, which impact the 2016 budget, therefore staff recommended amendments to the adopted 2015-2016 Budget. Staff will provide detailed presentations at future workshop meetings leading up to a budget public hearing in November and City Council's consideration at the December 7, 2015 Regular Meeting.

Presenter: Cathy Huber Nickerson, Finance Director and Pete Capell, City Administrator

 [2016 Recommended Budget](#)

[2016 Re-Adopt Recommended Budget Presentation](#)

Huber and Capell summarized the presentation and discussion ensued.

D. Consultant Services for Water System Plan Update

Details: Carollo Engineers was selected through a Request for Proposal process to update the City's 2010 Water System Plan. The work includes updating the System Plan, Operations and Maintenance Manual and providing a condition assessment of the above-ground system components. The 2015 Water/Sewer Budget included \$200,000 for the Water System Plan update and \$75,000 for the condition assessment for a total budget of \$275,000. Carollo Engineers has submitted a scope of work for \$289,964, which is approximately \$15,000 over staff's estimate to complete the work. Staff has reviewed the scope of work and believes the additional dollar amount is reasonable for the level of effort required to complete the project. Staff proposes to include an additional \$15,000 in the 2016 Budget Readoption to fully fund the scope of services. The Water System Plan will take approximately nine months to complete with a scheduled draft plan submittal to the Department of Health by June of 2016.

Presenter: Sam Adams, Utilities Manager

 [Camas Water System Plan Scope of Work](#)

[Camas 2016 Water System Plan Budget](#)

This item will be placed on the October 26, 2015 Consent Agenda for Council's consideration.

E. Consultant Services for North Urban Growth Area (NUGA) Sewer Transmission System Design

Details: OTAK Inc. was selected through a Request for Proposal process to provide civil engineering design services for the NUGA Sewer Transmission System. Staff has elected to have the consultant complete the project in two phases; the first being completion of a 30% design effort prior to moving forward with final engineering plans, specifications and estimates. This approach is due to the complexity of the project and key elements of the

project that need to be addressed before moving forward on final design. OTAK, Inc. has submitted a scope of services and fee for the 30% project design in the amount of \$1,089,773. The schedule for 30% design includes completion by March of 2016 with an anticipated final design being completed by February of 2017. The project will be funded with the 2015 Water/Sewer Revenue Bonds, which are supported by the City's current rate structure.

Presenter: Sam Adams, Utilities Manager

 [North Urban Growth Area \(NUGA\) Scope of Work](#)
[NUGA Fee Schedule V3](#)
[NUGA Design Schedule](#)

This item will be placed on the October 26, 2015 Consent Agenda for Council's consideration.

F. Commute Trip Reduction Agreement

Details: Local agencies with 100 employees or more are required to participate in the Washington State Commute Trip Reduction (CTR) Program per RCW 70.94. The CTR program is intended to encourage public and private agencies with 100 employees or more to use employee transportation modes other than the single occupancy vehicle. The City of Vancouver coordinates this program for Southwest Washington. The interlocal agreement between the City of Vancouver and the neighboring agencies is updated biannually in conjunction with the regional work plan for the area. This agreement transfers the Washington State Department of Transportation (WSDOT) CTR funds for the affected Camas employers to the CTR regional administrator, the City of Vancouver.

Presenter: James Carothers, Engineering Manager

 [Commute Trip Reduction Agreement](#)

This item will be placed on the October 26, 2015 Consent Agenda for Council's consideration.

G. Northwest Klickitat Street Storm Repair

Details: This project is an urgent repair of the slope, storm pipe, and outfall location on the west side of the culvert crossing in the Deer Creek Subdivision on NW Klickitat Street. Bids were opened on September 29, 2015. Due to the weather sensitive nature of this project, this item has been placed on the October 5, 2015 Consent Agenda for bid award consideration. The low bid is from Haag and Shaw, Inc. in the amount of \$41,511.78. This project is funded by the repairs and maintenance budget from the Stormwater Drainage Utility account.

Presenter: James Carothers, Engineering Manager

 [Klickitat Street Storm Repair Bids](#)

This item is also included in the October 5, Consent Agenda for Council's consideration.

H. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Carothers updated Council about the STEP Transmission Main Project.

I. Zoning of Smoke Shops

Details: Schedule a public hearing on October 26, 2015 to consider amendments to Camas Municipal Code (CMC) Section 18.03.030 Definitions for Land uses and Section 18.07.030 Table 1 - Commercial and Industrial Uses, pertaining to Smoke Shops.

Presenter: Phil Bourquin, Community Development Director

This item will be placed on October 26, 2015 Regular Meeting Agenda for Council's consideration, following a public hearing.

J. Retail Marijuana

Details: Schedule a public hearing to consider amendments to the zoning code related to marijuana retailers. The Camas Municipal Code (CMC) prohibits marijuana retail sales pursuant to Section 18.07.030 Table 1 with an expiration or sunset date of November 30, 2015. The Planning Commission held a public hearing on September 15, 2015, on the zoning of marijuana retailers and has by a 3-2 vote forwarded on to City Council a recommendation to allow marijuana retailing as a permitted use in the Community Commercial and Regional Commercial zones.

Presenter: Phil Bourquin, Community Development Director

This item will be placed on October 26, 2015 Regular Meeting Agenda for Council's consideration, following a public hearing.

K. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

Bourquin informed council about the Bonneville Power Administration's I-5 transmission project.

L. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

Capell informed Council about the October 27, 2015 C-Tran Public Transportation Improvement Board, which will consider expanding the C-Tran boundary and the need to appoint a Council Member to represent the City of Camas. This item will also be on the October 5, 2015 Regular Meeting Agenda as an additional staff item. Capell also reminded Council that the October 19th Council Meetings have been rescheduled to October 26th due to the State of the Community and Camas Youth Advisory Council (CYAC) Candidate Forum being held October 19th at the Camas High School Theater.

V. COUNCIL COMMENTS AND REPORTS

Chaney commented about student parking at Camas High School. Mayor Higgins responded with comments as well. Chaney inquired about Automated External Defibrillator's (AED) in the police vehicles and Capell responded. Chaney commented about the Clark Regional Emergency Services Agency (CRESA) board he serves on.

Hogan commented about First Friday and the Fire Department Open House.

Anderson attended First Friday and the Fire Department Open House. He informed Council about the East County Fire and Rescue's (ECFR) meeting, the upcoming C-Tran and Association of Washington Cities (AWC) meetings. He also suggested a Planning

Conference topic about residential fire sprinklers.

Turk commented about 2015 Clark County First Citizen, Nan Henriksen. She attended the Sister City and Community Center Development Committee meetings and the Swing More 24 and Aerial Yoga events. Turk stated there would be a Technical Advisory Committee meeting on October 21st regarding the Comprehensive Plan Update and there is a Planning Commission meeting on the 20th.

Carter attended the Library Board of Trustees and the recent ribbon-cuttings in downtown Camas. She also commented about the development in the community and educating the citizens; Council requested more information be made available to the public about it.

Mayor Higgins commented about his involvement with recent charity events.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting was adjourned at 5:57 p.m.

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.6864.