

ORDINANCE NO. 16-008

AN ORDINANCE amending certain provisions of Title 1 and Title 2 of the Camas Municipal Code by adopting minor clarification amendments, repealing certain Sections thereof, and adding a new Section 2.64.055 relating to collective bargaining agreements.

The Council of the City of Camas do ordain as follows:

Section I

**Chapter 1.04 – GENERAL PROVISIONS, Section 1.04.040 – Office hours** shall be amended to provide as follows:

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

Section II

**Chapter 2.07 – CITY CLERK, Section 2.07.010 – Office of city clerk combined with administrative services director** shall be amended as follows:

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

Section III

**Chapter 2.07 – CITY CLERK, Section 2.07.020 - Appointment/oath/bond** of the Camas Municipal Code shall be amended as follows:

The mayor shall appoint the city clerk, which appointment shall be subject to confirmation by a majority vote of the city council.

Section IV

**Chapter 2.28 – PARKS AND RECREATION COMMISSION, Section 2.28.040 – Officers – Quorum – Regular meetings** shall be amended to provide as follows:

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

## Section V

**Chapter 2.28 – PARKS AND RECREATION COMMISSION, Section 2.28.050 – Duties and responsibilities** shall be amended to provide as follows:

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

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

Section VI

**Chapter 2.34 – BOARD OF ADJUSTMENT, Section 2.34.040 – Meetings** shall be amended to provide as follows:

Meetings shall be called by the chairman of the board of adjustment upon due notice to all members and upon compliance with the notice requirements of the open Public Meetings Act, RCW Chapter 42.30.

Section VII

**Chapter 2.40 – MUNICIPAL COURT, Section 2.40.040 – Inter-local agreement** shall be amended to provide as follows:

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

Section VIII

**Chapter 2.64 – PERSONNEL COMPENSATION, Section 2.64.010 – Elective officers** shall be amended to provide as follows:

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

Mayor ....\$2,200.00 per month

Councilmember ....\$750.00 per month

Section IX

**Chapter 2.64 – PERSONNEL COMPENSATION, Section 2.64.020 – Official pay plan – Salaries for positions not included** shall be amended to provide as follows:

The official pay plan for the officers and employees of the city, other than elected officials, shall consist of a schedule showing established monthly pay ranges and titles of classes of positions which are to be compensated within each pay range. Each position class, except non-represented seasonal employees, IAFF members, and library pages, shall include seven

steps from minimum to maximum salary. The schedule for non-represented seasonal employees, IAFF members, and library pages will establish hourly rates, and the number of steps may vary based upon the position. The city council shall, from time to time, adopt a schedule showing such data by resolution, which resolution when adopted shall be the official pay schedule for the officers and employees. Any change in the pay schedule shall be by resolution of the city council. The council shall set the rate of pay for any position or employment not included in the official pay plan.

#### Section X

**Chapter 2.64 – PERSONNEL COMPENSATION, Section 2.64.030 – Temporary or part-time employees** shall be amended to provide as follows:

Temporary or regular part time employees shall be paid on hourly rate converted from the official schedule of monthly rates provided for by Section 2.64.020 based upon the regularly established work week for the position concerned.

#### Section XI

**Chapter 2.64 – PERSONNEL COMPENSATION, Section 2.64.040 – Regular Full-Time and Regular Part-Time employees – Overtime pay – Work shifts – Time records – When paid** shall be amended to provide as follows:

A. All non-represented employees paid an hourly rate shall receive time and one-half for all hours worked in excess of eight hours in any one day or in excess of forty hours in any one week. They will have the option of taking the overtime pay or taking compensatory time. All represented employees shall be compensated for overtime as established in their collective bargaining agreement.

B. Each department head shall make and keep accurate daily time records of each employee in his department. The department head or their designee shall review and approve timesheets.

C. All officers and employees shall be paid the monthly salary provided on the last working day of each calendar month. If an employee is terminated prior to the last working day of any month, he shall be reimbursed for that portion of the month worked on the basis of dividing the number of working days, including holidays, of such month into the monthly salary to determine the rate of pay per day or on the hourly rate at the number of hours worked.

D. Employees as defined by resolution who are exempt from the provisions of the Fair Labor Standards Act shall not be entitled to overtime compensation.

E. Members of the police and fire departments shall be entitled to overtime pay in accordance with the provisions of the contracts between the city and the employees or their collective bargaining representative.

## Section XII

### **Chapter 2.64 – PERSONNEL COMPENSATION, Section 2.64.050 – Rates of pay –**

**Advancement and pay adjustment** shall be amended to provide as follows:

- A. The maximum salary to be paid for a position shall not exceed the maximum amount for that position as shown in the schedule provided for in Section 2.64.020.
- B. The beginning rate for a new employee will be dependent upon qualification within the established range for the class of position, unless otherwise covered in the provisions of a labor contract. Upon satisfactory completion of a six-month probationary period and upon recommendation of the department head the employee may be advanced to a higher rate in the class.
- C. An employee's "anniversary date" shall be the first of the month following six months of initial employment. The department head shall review the employee's performance prior to the employee's anniversary date of each year. The department head may recommend that the employee be advanced on his anniversary date to a higher rate in the position class held by the employee.
- D. An employee may be advanced above the "normal" salary step in his pay range if he is clearly demonstrating special merit or outstanding performance over what would be considered normal performance in the position.

## Section XIII

There is hereby added to the Camas Municipal Code a new section provided as follows:

**2.64.055 – Collective Bargaining Agreements – Effect of.** To the extent there is any provision of this Chapter 2.64 which is in conflict with any collective bargaining agreement negotiated between represented employees and the City, the collective bargaining agreement terms shall prevail.

## Section XIV

The following sections of the Camas Municipal Code are hereby repealed:

Sections 2.10.030 – Combining with office of city clerk; 2.10.050 – Authority as city clerk; 2.32.080 – Budget and expenditures; 2.52.010 – City officers and employees – Required – Terms and penalty; 2.52.020 – City officers and employees – Approval and filing; 2.56.010 – Designated.

Section XV

This Ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED BY the Council and APPROVED by the Mayor this 10<sup>th</sup> day of May, 2016.

SIGNED: [Signature]  
Mayor

ATTEST: [Signature]  
Clerk

APPROVED as to form:

[Signature]  
City Attorney