



CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, September 4, 2018, 7:00 PM
City Hall, 616 NE 4th Avenue

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. Automated Clearing House and Claim Checks Approved by Finance Committee
- B. August 20, 2018, Camas City Council Regular and Workshop Meeting Minutes
 -  [August 20, 2018 Camas City Council Workshop Meeting Minutes - Draft](#)
 - [August 20, 2018 Camas City Council Regular Meeting Minutes - Draft](#)
- C. \$1,831,241.50 to Rotschy, Inc. for NW Larkspur Street Project Bid Award (Submitted by James Carothers)
 -  [NW Larkspur Street Project Bids](#)
 - [NW Larkspur Street Project Bid Award Staff Report](#)
- D. \$320,718 to Otak, Inc. for NW Larkspur Street Construction Administration Services (Submitted by James Carothers)
 -  [NW Larkspur Street Construction Administration Contract](#)
 - [NW Larkspur Street Construction Administration Staff Report](#)
- E. Completed North Shore Sewer Transmission System Acceptance (Submitted by Sam Adams)

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


VI. NON-AGENDA ITEMS

- A. Staff
- B. Council

VII. MAYOR

- A. Announcements
- B. Constitution Week Proclamation
 [Constitution Week Proclamation](#)
- C. Suicide Awareness and Prevention Month Proclamation
 [Suicide Awareness and Prevention Month Proclamation](#)

VIII. MEETING ITEMS

- A. Resolution No. 18-008 Adopting the Establishment of NE Birch Street Between NE 6th and 7th Avenues a One-Way Roadway
Presenter: James Carothers, Engineering Manager
 [Resolution No. 18-008 NE Birch Street One-Way Roadway](#)
[NE Birch Street One Way Map](#)
- B. Resolution No. 18-009 Creating New Financial Analyst Position
Presenter: Jennifer Gorsuch, Administrative Services Director
 [Resolution No. 18-009 New Financial Analyst Position](#)
[Financial Analyst Job Description](#)
- C. Collective Bargaining Agreement between the City of Camas and the Camas Public Employees' Association 2017-2020
Presenter: Jennifer Gorsuch, Administrative Services Director
 [2017-2020 City of Camas and CPEA Collective Bargaining Agreement](#)
- D. Resolution No. 18-010 Supporting the Interstate 5 Bridge Replacement
Presenter: Pete Capell, City Administrator
 [Resolution No. 18-010 Supporting Interstate 5 Bridge Replacement](#)
- E. Ordinance No. 18-014 Camas Urban Tree Program
Presenter: Sarah Fox, Senior Planner
 [Ordinance No. 18-014 Urban Tree Program](#)

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, August 20, 2018, 4:30 PM
City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

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

II. ROLL CALL

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

Late Arrival: Steve Hogan, 4:33 p.m.

Staff: Pete Capell, James Carothers, Cathy Huber Nickerson, Mitch Lackey, Robert Maul, Heather Rowley, Nick Swinhart, Connie Urquhart and Alicia Harris (intern)

Press: Kelly Moyer, Camas-Washougal Post-Record

III. PUBLIC COMMENTS

No one from the public wished to speak.

IV. WORKSHOP TOPICS

- A. Transportation Benefit District (TBD) Presentation
Presenter: Cathy Huber Nickerson, Finance Director

 [Transportation Benefit District Presentation](#)

Huber Nickerson summarized the presentation and discussion ensued.

- B. Utility Taxes Presentation
Presenter: Cathy Huber Nickerson, Finance Director

 [Utility Taxes 2018](#)

Huber Nickerson reviewed the presentation and responded to questions from Council.

- C. NE Birch Street Recommendation
Presenter: James Carothers, Engineering Manager

 [NE Birch One-Way Street Staff Report](#)
[6th & Birch Mixed Use Development Plan](#)
[Camas Downtown Aerial](#)

A resolution for this item will be placed on a future agenda for Council's consideration.

- D. NW Larkspur Street Construction Administration Consultant Contract
Presenter: James Carothers, Engineering Manager

 [NW Larkspur Construction Administration Contract Staff Report](#)
[NW Larkspur Construction Administration Consultant Contract](#)

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

- E. Public Works Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: James Carothers, Engineering Manager

Carothers commented about the NW Larkspur Street Construction bid opening.

- F. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Robert Maul, Planning Manager

There were no miscellaneous items or updates.

- G. 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 a resolution request regarding the I-5 bridge replacement.

Capell announced a meeting of the Downtown merchants has been scheduled for September 19, 2018, at Lacamas Lodge. He also stated the Washington Cities Insurance Authority (WCIA) annual review and audit occurs this week.

V. COUNCIL COMMENTS AND REPORTS

Chaney commented about the Hoops 360 event and the State Route 500 paving project.

Turk attended a C-TRAN meeting.

Anderson, Hogan and Smith attended the Administrative Committee meeting.

Carter commented about the Downtown Camas Association (DCA) meeting she attended.

Hogan will attend the Camas-Washougal Economic Development Association (CWEDA) meeting.

Smith attended a Regional Transportation Council (RTC) meeting.

Mayor Higgins recommended Capell as the liaison for the Columbia River Economic Development Council (CREDC) until the interim Mayor is selected.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting adjourned at 5:41 p.m.

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



CITY COUNCIL REGULAR MEETING MINUTES - DRAFT
Monday, August 20, 2018, 7:00 PM
City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Staff: Pete Capell, James Carothers, Jennifer Gorsuch, Cathy Huber Nickerson, David Schultz, Heather Rowley and Alicia Harris (intern)

Press: No one from the press was present

IV. PUBLIC COMMENTS

No one from the public wished to speak.

V. CONSENT AGENDA

A. August 6, 2018, Camas City Council Regular and Workshop Meeting Minutes

 [August 6, 2018 Camas City Council Workshop Meeting Minutes - Draft](#)
[August 6, 2018 Camas City Council Regular Meeting Minutes - Draft](#)

B. \$1,057,405.74 Automated Clearing House and Claim Checks Numbered 137976 to 138119

C. \$104,734.18 for July 2018 Emergency Medical Services (EMS) Write-off Billings; Monthly Uncollectable Balance of Medicare and Medicaid Accounts (Submitted by Pam O'Brien)

D. \$398,235 Traffic Impact Fee (TIF) Credits to the Holt Group for Hills at Round Lake Phases 9 and 10 (Submitted by James Carothers)

 [Hills at Round Lake Phases 9 and 10 TIF Credits](#)

E. \$662,961 Traffic Impact Fee (TIF) Credits to the Holt Group for Windust Meadows Planned Residential Development (PRD) Phase 1 (Submitted by James Carothers)

 [Windust Meadows PRD Phase 1 TIF credits](#)

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

VI. NON-AGENDA ITEMS

A. Staff

There were no updates from staff.

B. Council

Anderson announced that he does not intend to run for the mayoral vacancy.

VII. MAYOR

A. Announcements

Mayor Higgins had no announcements.

B. Mayor's Volunteer Spirit Award

 [August 2018 Alicia King](#)

Mayor Higgins presented the August Mayor's Volunteer Spirit Award to Alicia King.

VIII. MEETING ITEMS

A. Ordinance No. 18-012 Granting a Franchise Agreement to MCImetro Presenter: James Carothers, Engineering Manager

 [Ordinance No. 18-012 MCImetro Franchise Agreement](#)

It was moved by Council Member Chaney, seconded by Council Member Anderson, that Ordinance No. 18-012 be read by title only. The motion carried unanimously.

It was moved by Council Member Chaney, seconded by Council Member Rusch, that Ordinance No. 18-012 be adopted and published according to law. The motion carried unanimously.

B. Ordinance No. 18-013 Camas Municipal Code (CMC) Chapter 6.10 - Beekeeping Presenter: Pete Capell, City Administrator

 [Ordinance No. 18-013 Adopting CMC Chapter 6.10 - Beekeeping](#)

It was moved by Council Member Carter, seconded by Council Member Hogan, that Ordinance No. 18-013 be read by title only. The motion carried unanimously.

It was moved by Council Member Carter, seconded by Council Member Hogan, that Ordinance No. 18-013 be adopted and published according to law. The motion carried unanimously.

IX. PUBLIC COMMENTS

Phillip Mitchell, 3634 NE Sitka DR, Camas, commented about wireless service.

X. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

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



I, Leisha Copsey, hereby certify
that these bid tabulations are correct.
Leisha Copsey 8/17/18
Leisha Copsey, Deputy City Clerk Date

| PROJECT NO. S-604 DESCRIPTION: NW CAMAS MEADOWS DR/LARKSPUR STREET IMPROVEMENTS DATE OF BID OPENING: August 16, 2018, at 2:00 PM | | | | Engineer's Estimate: \$2.2 to \$2.6 million | | Rotschy, Inc. 9210 NE 62nd Ave Vancouver, WA 98665 360.334.3100 | | Advanced Excavating Specialists, LLC 1010 Columbia Boulevard Longview, WA 98632 360.232.8854 | | Nutter Corporation 7211A NE 43rd Avenue Vancouver, WA 98661 360.573.2000 | |
|--|--|------|----------|--|--------------|--|----------------|---|----------------|---|----------------|
| ITEM NO | DESCRIPTION | UNIT | QTY | UNIT PRICE | ENGRG TOTAL | UNIT PRICE | CONTRACT TOTAL | UNIT PRICE | CONTRACT TOTAL | UNIT PRICE | CONTRACT TOTAL |
| Schedule 1 - Street | | | | | | | | | | | |
| 1 | Mobilization (8%) | LS | 1.00 | \$164,300.00 | \$164,300.00 | \$135,500.00 | \$135,500.00 | \$100,963.08 | \$100,963.08 | \$147,000.00 | \$147,000.00 |
| 2 | Construction Documentation (minimum bid \$35,000) | LS | 1.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| 3 | Traffic Control Supervisor | LS | 1.00 | \$10,000.00 | \$10,000.00 | \$5,000.00 | \$5,000.00 | \$4,550.00 | \$4,550.00 | \$17,000.00 | \$17,000.00 |
| 4 | Flaggers | HR | 1,280.00 | \$60.00 | \$76,800.00 | \$38.00 | \$48,640.00 | \$52.00 | \$66,560.00 | \$51.00 | \$65,280.00 |
| 5 | Other Traffic Control Labor | HR | 320.00 | \$60.00 | \$19,200.00 | \$48.00 | \$15,360.00 | \$52.00 | \$16,640.00 | \$54.00 | \$17,280.00 |
| 6 | Construction Signs Class A | SF | 65.00 | \$20.00 | \$1,300.00 | \$50.00 | \$3,250.00 | \$25.00 | \$1,625.00 | \$50.00 | \$3,250.00 |
| 7 | Sequential Arrow Sign | HR | 300.00 | \$10.00 | \$3,000.00 | \$4.00 | \$1,200.00 | \$5.00 | \$1,500.00 | \$10.00 | \$3,000.00 |
| 8 | Clearing and Grubbing | LS | 1.00 | \$10,000.00 | \$10,000.00 | \$15,000.00 | \$15,000.00 | \$7,500.00 | \$7,500.00 | \$25,000.00 | \$25,000.00 |
| 9 | Tree Removal | LS | 1.00 | \$15,000.00 | \$15,000.00 | \$10,000.00 | \$10,000.00 | \$23,800.00 | \$23,800.00 | \$15,000.67 | \$15,000.67 |
| 10 | Removal of Structure and Obstruction | LS | 1.00 | \$30,000.00 | \$30,000.00 | \$45,000.00 | \$45,000.00 | \$64,000.00 | \$64,000.00 | \$40,000.00 | \$40,000.00 |
| 11 | Roadway Excavation, Incl Haul | CY | 9,095.00 | \$25.00 | \$227,375.00 | \$15.00 | \$136,425.00 | \$20.00 | \$181,900.00 | \$15.00 | \$136,425.00 |
| 12 | Common Borrow Incl Haul | CY | 210.00 | \$20.00 | \$4,200.00 | \$45.00 | \$9,450.00 | \$23.00 | \$4,830.00 | \$40.00 | \$8,400.00 |
| 13 | ESC Lead | DAYS | 60.00 | \$100.00 | \$6,000.00 | \$48.00 | \$2,880.00 | \$65.00 | \$3,900.00 | \$65.00 | \$3,900.00 |
| 14 | Street Cleaning | HR | 60.00 | \$100.00 | \$6,000.00 | \$120.00 | \$7,200.00 | \$140.00 | \$8,400.00 | \$145.00 | \$8,700.00 |
| 15 | Silt Fence | LF | 660.00 | \$5.00 | \$3,300.00 | \$3.50 | \$2,310.00 | \$5.00 | \$3,300.00 | \$2.50 | \$1,650.00 |
| 16 | Tree Protection Fence | LF | 190.00 | \$5.00 | \$950.00 | \$3.50 | \$665.00 | \$3.00 | \$570.00 | \$2.50 | \$475.00 |
| 17 | Inlet Protection - Combination Inlet | EACH | 21.00 | \$80.00 | \$1,680.00 | \$140.00 | \$2,940.00 | \$90.00 | \$1,890.00 | \$70.00 | \$1,470.00 |
| 18 | Inlet Protection - Catch Basin Insert | EACH | 1.00 | \$80.00 | \$80.00 | \$140.00 | \$140.00 | \$90.00 | \$90.00 | \$70.00 | \$70.00 |
| 19 | Wattles | LF | 610.00 | \$5.00 | \$3,050.00 | \$3.00 | \$1,830.00 | \$2.00 | \$1,220.00 | \$3.00 | \$1,830.00 |
| 20 | Seeding, Fertilizing, and Mulching | AC | 1.00 | \$3,000.00 | \$3,000.00 | \$2,700.00 | \$2,700.00 | \$2,700.00 | \$2,700.00 | \$2,900.00 | \$2,900.00 |
| 21 | Crushed Surfacing Top Course | CY | 438.00 | \$68.00 | \$29,784.00 | \$65.00 | \$28,470.00 | \$80.00 | \$35,040.00 | \$60.00 | \$26,280.00 |
| 22 | Crushed Surfacing Base Course | CY | 1,376.00 | \$65.00 | \$89,440.00 | \$60.00 | \$82,560.00 | \$60.00 | \$82,560.00 | \$50.00 | \$68,800.00 |
| 23 | HMA CL 1/2 IN. PG 64-22 | TON | 1,815.00 | \$110.00 | \$199,650.00 | \$95.00 | \$172,425.00 | \$85.00 | \$154,275.00 | \$91.00 | \$165,165.00 |
| 24 | HMA CL 1/2 IN. PG 64-22 (Asphalt Driveway) | SY | 350.00 | \$20.00 | \$7,000.00 | \$14.50 | \$5,075.00 | \$21.00 | \$7,350.00 | \$30.00 | \$10,500.00 |
| 25 | Crushed Surfacing Base Course (Gravel Driveway) | SY | 790.00 | \$15.00 | \$11,850.00 | \$17.50 | \$13,825.00 | \$10.00 | \$7,900.00 | \$12.00 | \$9,480.00 |
| 26 | Stamped Concrete Pavement with Integral Color | SY | 160.00 | \$120.00 | \$19,200.00 | \$180.00 | \$28,800.00 | \$190.00 | \$30,400.00 | \$160.00 | \$25,600.00 |
| 27 | Underdrain Pipe 8 In Diam | LF | 588.00 | \$55.00 | \$32,340.00 | \$32.00 | \$18,816.00 | \$50.00 | \$29,400.00 | \$39.00 | \$22,932.00 |
| 28 | Corrugated Polyethylene Storm Sewer Pipe 6 In Diam | LF | 10.00 | \$70.00 | \$700.00 | \$100.00 | \$1,000.00 | \$70.00 | \$700.00 | \$43.00 | \$430.00 |
| 29 | Corrugated Polyethylene Storm Sewer Pipe 8 In Diam | LF | 22.00 | \$70.00 | \$1,540.00 | \$100.00 | \$2,200.00 | \$52.00 | \$1,144.00 | \$63.00 | \$1,386.00 |
| 30 | Corrugated Polyethylene Storm Sewer Pipe 10 In Diam | LF | 343.00 | \$90.00 | \$30,870.00 | \$70.00 | \$24,010.00 | \$45.00 | \$15,435.00 | \$69.00 | \$23,667.00 |
| 31 | Sanitite HP Pipe 12 In Diam | LF | 618.00 | \$110.00 | \$67,980.00 | \$55.00 | \$33,990.00 | \$55.00 | \$33,990.00 | \$72.00 | \$44,496.00 |
| 32 | Sanitite HP Pipe 18 In Diam | LF | 262.00 | \$130.00 | \$34,060.00 | \$75.00 | \$19,650.00 | \$80.00 | \$20,960.00 | \$85.00 | \$22,270.00 |
| 33 | Sanitite HP Pipe 24 In Diam | LF | 37.00 | \$150.00 | \$5,550.00 | \$100.00 | \$3,700.00 | \$220.00 | \$8,140.00 | \$120.00 | \$4,440.00 |
| 34 | Testing Storm Sewer Pipe | LF | 1,880.00 | \$5.00 | \$9,400.00 | \$2.50 | \$4,700.00 | \$2.00 | \$3,760.00 | \$3.00 | \$5,640.00 |
| 35 | Manhole 48 In Diam Type 1 | EACH | 5.00 | \$4,500.00 | \$22,500.00 | \$3,600.00 | \$18,000.00 | \$4,100.00 | \$20,500.00 | \$3,500.00 | \$17,500.00 |
| 36 | Manhole 48 In Diam Type 3 | EACH | 1.00 | \$4,500.00 | \$4,500.00 | \$4,000.00 | \$4,000.00 | \$4,250.00 | \$4,250.00 | \$3,400.00 | \$3,400.00 |
| 37 | 72" Contech Storm Filter Manhole | EACH | 1.00 | \$48,000.00 | \$48,000.00 | \$42,000.00 | \$42,000.00 | \$41,560.00 | \$41,560.00 | \$38,000.00 | \$38,000.00 |
| 38 | Combination Inlet | EACH | 9.00 | \$1,800.00 | \$16,200.00 | \$2,300.00 | \$20,700.00 | \$1,950.00 | \$17,550.00 | \$2,000.00 | \$18,000.00 |
| 39 | Catch Basin Type 2 48 In Diam with Combination Inlet | EACH | 2.00 | \$4,500.00 | \$9,000.00 | \$3,300.00 | \$6,600.00 | \$4,800.00 | \$9,600.00 | \$3,900.00 | \$7,800.00 |
| 40 | Drain Basin 8 In Diam | EACH | 6.00 | \$500.00 | \$3,000.00 | \$800.00 | \$4,800.00 | \$950.00 | \$5,700.00 | \$700.00 | \$4,200.00 |
| 41 | Drain Basin 10 In Diam | EACH | 2.00 | \$600.00 | \$1,200.00 | \$725.00 | \$1,450.00 | \$1,050.00 | \$2,100.00 | \$700.00 | \$1,400.00 |
| 42 | Drain Basin 18 In Diam | EACH | 2.00 | \$1,200.00 | \$2,400.00 | \$1,000.00 | \$2,000.00 | \$1,350.00 | \$2,700.00 | \$900.00 | \$1,800.00 |
| 43 | Connection to Drainage Structure | EACH | 6.00 | \$500.00 | \$3,000.00 | \$450.00 | \$2,700.00 | \$1,700.00 | \$10,200.00 | \$1,300.00 | \$7,800.00 |
| 44 | Trench Safety System | LS | 1.00 | \$10,000.00 | \$10,000.00 | \$500.00 | \$500.00 | \$2,725.00 | \$2,725.00 | \$2,000.00 | \$2,000.00 |
| 45 | CIP Concrete Retaining Wall | SF | 547.00 | \$55.00 | \$30,085.00 | \$65.00 | \$35,555.00 | \$91.00 | \$49,777.00 | \$60.00 | \$32,820.00 |
| 46 | Permanent Signing | LS | 1.00 | \$4,800.00 | \$4,800.00 | \$4,000.00 | \$4,000.00 | \$6,550.00 | \$6,550.00 | \$7,000.00 | \$7,000.00 |
| 47 | Raised Pavement Marker | HUND | 0.65 | \$600.00 | \$390.00 | \$600.00 | \$390.00 | \$600.00 | \$390.00 | \$600.00 | \$390.00 |
| 48 | Paint Line | LF | 2,731.00 | \$0.75 | \$2,048.25 | \$0.60 | \$1,638.60 | \$0.50 | \$1,365.50 | \$0.30 | \$819.30 |
| 49 | Painted Wide Lane Line | LF | 1,243.00 | \$1.50 | \$1,864.50 | \$0.45 | \$559.35 | \$0.50 | \$621.50 | \$0.50 | \$621.50 |
| 50 | Plastic Stop Line | LF | 75.00 | \$11.00 | \$825.00 | \$20.00 | \$1,500.00 | \$20.00 | \$1,500.00 | \$20.00 | \$1,500.00 |
| 51 | Plastic Crosswalk Line | SF | 344.00 | \$10.00 | \$3,440.00 | \$13.00 | \$4,472.00 | \$12.00 | \$4,128.00 | \$13.00 | \$4,472.00 |
| 52 | Plastic Traffic Arrow | EACH | 2.00 | \$400.00 | \$800.00 | \$325.00 | \$650.00 | \$325.00 | \$650.00 | \$325.00 | \$650.00 |
| 53 | Plastic Bicycle Symbol | EACH | 3.00 | \$300.00 | \$900.00 | \$350.00 | \$1,050.00 | \$345.00 | \$1,035.00 | \$350.00 | \$1,050.00 |
| 54 | Illumination System Larkspur St. | LS | 1.00 | \$125,000.00 | \$125,000.00 | \$98,500.00 | \$98,500.00 | \$98,500.00 | \$98,500.00 | \$95,000.00 | \$95,000.00 |
| 55 | Traffic Signal Modification NW Larkspur St. at NW Lake Rd. | LS | 1.00 | \$110,000.00 | \$110,000.00 | \$102,000.00 | \$102,000.00 | \$102,000.00 | \$102,000.00 | \$99,000.00 | \$99,000.00 |
| 56 | PSIPE - Conifer Tree, 6' Ht. | EACH | 6.00 | \$330.00 | \$1,980.00 | \$405.00 | \$2,430.00 | \$405.00 | \$2,430.00 | \$405.00 | \$2,430.00 |
| 57 | PSIPE - Conifer Tree, 8' Ht. | EACH | 1.00 | \$380.00 | \$380.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 | \$480.00 |
| 58 | PSIPE - Decid | | | | | | | | | | |

| PROJECT NO. S-604 DESCRIPTION: NW CAMAS MEADOWS DR/LARKSPUR STREET IMPROVEMENTS DATE OF BID OPENING: | | | | McDonald Excavating, Inc. 2719 Main Street Washougal, WA 98671 | | Tapani, Inc. 1904 SE 6th Place Battle Ground, WA 98604 | | Thompson Bros. Excavating, Inc. 18211 NE Fourth Plain Rd Vancouver, WA 98682 | | C&R Tractor and Landscaping, Inc. 3829 Pleasant Hill Rd Kelso, WA 98626 | | | |
|--|--|------|----------|--|----------------|--|----------------|--|----------------|---|----------------|--------------|--|
| August 16, 2018, at 2:00 PM | | | | Ent. By RLS | | 360.835.8794 | | 360.687.1148 | | 360.254.7056 | | 360.577.8288 | |
| ITEM NO | DESCRIPTION | UNIT | QTY | UNIT PRICE | CONTRACT TOTAL | UNIT PRICE | CONTRACT TOTAL | UNIT PRICE | CONTRACT TOTAL | UNIT PRICE | CONTRACT TOTAL | | |
| Schedule 1 - Street | | | | | | | | | | | | | |
| 1 | Mobilization (8%) | LS | 1.00 | \$150,000.00 | \$150,000.00 | \$150,000.00 | \$150,000.00 | \$160,000.00 | \$160,000.00 | \$85,687.83 | \$85,687.83 | | |
| 2 | Construction Documentation (minimum bid \$35,000) | LS | 1.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,500.00 | \$35,500.00 | | |
| 3 | Traffic Control Supervisor | LS | 1.00 | \$4,000.00 | \$4,000.00 | \$2,000.00 | \$2,000.00 | \$8,000.00 | \$8,000.00 | \$33,520.00 | \$33,520.00 | | |
| 4 | Flaggers | HR | 1,280.00 | \$53.00 | \$67,840.00 | \$50.00 | \$64,000.00 | \$50.00 | \$64,000.00 | \$62.18 | \$79,590.40 | | |
| 5 | Other Traffic Control Labor | HR | 320.00 | \$53.00 | \$16,960.00 | \$50.00 | \$16,000.00 | \$50.00 | \$16,000.00 | \$70.00 | \$22,400.00 | | |
| 6 | Construction Sings Class A | SF | 65.00 | \$25.00 | \$1,625.00 | \$25.00 | \$1,625.00 | \$25.00 | \$1,625.00 | \$55.00 | \$3,575.00 | | |
| 7 | Sequential Arrow Sign | HR | 300.00 | \$5.00 | \$1,500.00 | \$3.00 | \$900.00 | \$5.00 | \$1,500.00 | \$22.00 | \$6,600.00 | | |
| 8 | Clearing and Grubbing | LS | 1.00 | \$30,000.00 | \$30,000.00 | \$38,000.00 | \$38,000.00 | \$5,600.00 | \$5,600.00 | \$9,800.00 | \$9,800.00 | | |
| 9 | Tree Removal | LS | 1.00 | \$7,600.00 | \$7,600.00 | \$15,000.00 | \$15,000.00 | \$18,000.00 | \$18,000.00 | \$19,000.00 | \$19,000.00 | | |
| 10 | Removal of Structure and Obstruction | LS | 1.00 | \$20,825.00 | \$20,825.00 | \$15,000.00 | \$15,000.00 | \$45,000.00 | \$45,000.00 | \$18,000.00 | \$18,000.00 | | |
| 11 | Roadway Excavation, Incl Haul | CY | 9,095.00 | \$18.00 | \$163,710.00 | \$20.00 | \$181,900.00 | \$16.00 | \$145,520.00 | \$22.00 | \$200,090.00 | | |
| 12 | Common Borrow Incl Haul | CY | 210.00 | \$14.00 | \$2,940.00 | \$5.00 | \$1,050.00 | \$12.00 | \$2,520.00 | \$42.00 | \$8,820.00 | | |
| 13 | ESC Lead | DAYS | 60.00 | \$20.00 | \$1,200.00 | \$24.00 | \$1,440.00 | \$50.00 | \$3,000.00 | \$598.00 | \$35,880.00 | | |
| 14 | Street Cleaning | HR | 60.00 | \$90.00 | \$5,400.00 | \$180.00 | \$10,800.00 | \$105.00 | \$6,300.00 | \$122.00 | \$7,320.00 | | |
| 15 | Silt Fence | LF | 660.00 | \$2.50 | \$1,650.00 | \$4.00 | \$2,640.00 | \$5.00 | \$3,300.00 | \$9.00 | \$5,940.00 | | |
| 16 | Tree Protection Fence | LF | 190.00 | \$2.50 | \$475.00 | \$3.00 | \$570.00 | \$5.00 | \$950.00 | \$5.50 | \$1,045.00 | | |
| 17 | Inlet Protection - Combination Inlet | EACH | 21.00 | \$65.00 | \$1,365.00 | \$66.00 | \$1,386.00 | \$50.00 | \$1,050.00 | \$60.00 | \$1,260.00 | | |
| 18 | Inlet Protection - Catch Basin Insert | EACH | 1.00 | \$65.00 | \$65.00 | \$67.00 | \$67.00 | \$50.00 | \$50.00 | \$64.00 | \$64.00 | | |
| 19 | Wattles | LF | 610.00 | \$4.00 | \$2,440.00 | \$2.50 | \$1,525.00 | \$4.00 | \$2,440.00 | \$3.18 | \$1,939.80 | | |
| 20 | Seeding, Fertilizing, and Mulching | AC | 1.00 | \$2,980.00 | \$2,980.00 | \$2,800.00 | \$2,800.00 | \$8,500.00 | \$8,500.00 | \$2,380.00 | \$2,380.00 | | |
| 21 | Crushed Surfacing Top Course | CY | 438.00 | \$50.00 | \$21,900.00 | \$75.00 | \$32,850.00 | \$55.00 | \$24,090.00 | \$57.40 | \$25,141.20 | | |
| 22 | Crushed Surfacing Base Course | CY | 1,376.00 | \$50.00 | \$68,800.00 | \$65.00 | \$89,440.00 | \$52.00 | \$71,552.00 | \$60.20 | \$82,835.20 | | |
| 23 | HMA CL 1/2 IN. PG 64-22 | TON | 1,815.00 | \$90.00 | \$163,350.00 | \$82.00 | \$148,830.00 | \$91.00 | \$165,165.00 | \$138.00 | \$250,470.00 | | |
| 24 | HMA CL 1/2 IN. PG 64-22 (Asphalt Driveway) | SY | 350.00 | \$30.00 | \$10,500.00 | \$15.00 | \$5,250.00 | \$33.00 | \$11,550.00 | \$183.20 | \$64,120.00 | | |
| 25 | Crushed Surfacing Base Course (Gravel Driveway) | SY | 790.00 | \$10.00 | \$7,900.00 | \$11.00 | \$8,690.00 | \$25.00 | \$19,750.00 | \$50.00 | \$39,500.00 | | |
| 26 | Stamped Concrete Pavement with Integral Color | SY | 160.00 | \$200.00 | \$32,000.00 | \$170.00 | \$27,200.00 | \$200.00 | \$32,000.00 | \$171.00 | \$27,360.00 | | |
| 27 | Underdrain Pipe 8 In Diam | LF | 588.00 | \$45.00 | \$26,460.00 | \$36.00 | \$21,168.00 | \$38.00 | \$22,344.00 | \$30.00 | \$17,640.00 | | |
| 28 | Corrugated Polyethylene Storm Sewer Pipe 6 In Diam | LF | 10.00 | \$60.00 | \$600.00 | \$90.00 | \$900.00 | \$59.00 | \$590.00 | \$37.00 | \$370.00 | | |
| 29 | Corrugated Polyethylene Storm Sewer Pipe 8 In Diam | LF | 22.00 | \$60.00 | \$1,320.00 | \$49.00 | \$1,078.00 | \$60.00 | \$1,320.00 | \$54.00 | \$1,188.00 | | |
| 30 | Corrugated Polyethylene Storm Sewer Pipe 10 In Diam | LF | 343.00 | \$75.00 | \$25,725.00 | \$71.00 | \$24,353.00 | \$75.00 | \$25,725.00 | \$54.00 | \$18,522.00 | | |
| 31 | Sanitite HP Pipe 12 In Diam | LF | 618.00 | \$70.00 | \$43,260.00 | \$74.00 | \$45,732.00 | \$60.00 | \$37,080.00 | \$64.00 | \$39,552.00 | | |
| 32 | Sanitite HP Pipe 18 In Diam | LF | 262.00 | \$90.00 | \$23,580.00 | \$102.00 | \$26,724.00 | \$70.00 | \$18,340.00 | \$66.00 | \$17,292.00 | | |
| 33 | Sanitite HP Pipe 24 In Diam | LF | 37.00 | \$160.00 | \$5,920.00 | \$156.00 | \$5,772.00 | \$90.00 | \$3,330.00 | \$132.00 | \$4,884.00 | | |
| 34 | Testing Storm Sewer Pipe | LF | 1,880.00 | \$2.00 | \$3,760.00 | \$3.50 | \$6,580.00 | \$2.50 | \$4,700.00 | \$8.00 | \$15,040.00 | | |
| 35 | Manhole 48 In Diam Type 1 | EACH | 5.00 | \$3,745.00 | \$18,725.00 | \$4,300.00 | \$21,500.00 | \$2,900.00 | \$14,500.00 | \$3,818.00 | \$19,090.00 | | |
| 36 | Manhole 48 In Diam Type 3 | EACH | 1.00 | \$3,940.00 | \$3,940.00 | \$4,400.00 | \$4,400.00 | \$3,000.00 | \$3,000.00 | \$4,018.00 | \$4,018.00 | | |
| 37 | 72" Contech Storm Filter Manhole | EACH | 1.00 | \$32,700.00 | \$32,700.00 | \$37,000.00 | \$37,000.00 | \$40,000.00 | \$40,000.00 | \$38,000.00 | \$38,000.00 | | |
| 38 | Combination Inlet | EACH | 9.00 | \$1,910.00 | \$17,190.00 | \$2,200.00 | \$19,800.00 | \$2,200.00 | \$19,800.00 | \$1,900.00 | \$17,100.00 | | |
| 39 | Catch Basin Type 2 48 In Diam with Combination Inlet | EACH | 2.00 | \$3,065.00 | \$6,130.00 | \$4,400.00 | \$8,800.00 | \$2,500.00 | \$5,000.00 | \$2,180.00 | \$4,360.00 | | |
| 40 | Drain Basin 8 In Diam | EACH | 6.00 | \$1,085.00 | \$6,510.00 | \$850.00 | \$5,100.00 | \$1,000.00 | \$6,000.00 | \$1,200.00 | \$7,200.00 | | |
| 41 | Drain Basin 10 In Diam | EACH | 2.00 | \$1,085.00 | \$2,170.00 | \$800.00 | \$1,600.00 | \$1,000.00 | \$2,000.00 | \$1,400.00 | \$2,800.00 | | |
| 42 | Drain Basin 18 In Diam | EACH | 2.00 | \$1,575.00 | \$3,150.00 | \$1,100.00 | \$2,200.00 | \$1,200.00 | \$2,400.00 | \$1,500.00 | \$3,000.00 | | |
| 43 | Connection to Drainage Structure | EACH | 6.00 | \$715.00 | \$4,290.00 | \$2,000.00 | \$12,000.00 | \$1,500.00 | \$9,000.00 | \$900.00 | \$5,400.00 | | |
| 44 | Trench Safety System | LS | 1.00 | \$4,770.00 | \$4,770.00 | \$6,200.00 | \$6,200.00 | \$5,000.00 | \$5,000.00 | \$22,000.00 | \$22,000.00 | | |
| 45 | CIP Concrete Retaining Wall | SF | 547.00 | \$45.00 | \$24,615.00 | \$58.00 | \$31,726.00 | \$95.00 | \$51,965.00 | \$84.00 | \$45,948.00 | | |
| 46 | Permanent Signing | LS | 1.00 | \$5,910.00 | \$5,910.00 | \$8,000.00 | \$8,000.00 | \$13,500.00 | \$13,500.00 | \$4,200.00 | \$4,200.00 | | |
| 47 | Raised Pavement Marker | HUND | 0.65 | \$680.00 | \$442.00 | \$625.00 | \$406.25 | \$1,000.00 | \$650.00 | \$1,538.00 | \$999.70 | | |
| 48 | Paint Line | LF | 2,731.00 | \$0.50 | \$1,365.50 | \$0.50 | \$1,365.50 | \$0.50 | \$1,365.50 | \$2.00 | \$5,462.00 | | |
| 49 | Painted Wide Lane Line | LF | 1,243.00 | \$0.50 | \$621.50 | \$0.50 | \$621.50 | \$0.70 | \$870.10 | \$2.00 | \$2,486.00 | | |
| 50 | Plastic Stop Line | LF | 75.00 | \$21.50 | \$1,612.50 | \$20.00 | \$1,500.00 | \$25.00 | \$1,875.00 | \$12.50 | \$937.50 | | |
| 51 | Plastic Crosswalk Line | SF | 344.00 | \$13.50 | \$4,644.00 | \$12.50 | \$4,300.00 | \$15.00 | \$5,160.00 | \$12.50 | \$4,300.00 | | |
| 52 | Plastic Traffic Arrow | EACH | 2.00 | \$358.00 | \$716.00 | \$350.00 | \$700.00 | \$400.00 | \$800.00 | \$89.00 | \$178.00 | | |
| 53 | Plastic Bicycle Symbol | EACH | 3.00 | \$380.00 | \$1,140.00 | \$350.00 | \$1,050.00 | \$450.00 | \$1,350.00 | \$94.00 | \$282.00 | | |
| 54 | Illumination System Larkspur St. | LS | 1.00 | \$105,000.00 | \$105,000.00 | \$100,000.00 | \$100,000.00 | \$108,000.00 | \$108,000.00 | \$106,850.00 | \$106,850.00 | | |
| Traffic Signal Modification NW Larkspur St. at NW Lake Rd. | | | | | | | | | | | | | |
| 55 | PSIPE - Conifer Tree, 6' Ht. | LS | 1.00 | \$110,000.00 | \$110,000.00 | \$105,000.00 | \$105,000.00 | \$112,000.00 | \$112,000.00 | \$110,300.00 | \$110,300.00 | | |
| 56 | PSIPE - Conifer Tree, 6' Ht. | EACH | 6.00 | \$445.00 | \$2,670.00 | \$425.00 | \$2,550.00 | \$1,000.00 | \$6,000.00 | \$375.00 | \$2,250.00 | | |
| 57 | PSIPE - Conifer Tree, 8' Ht. | EACH | 1.00 | \$530.00 | \$530.00 | \$500.00 | \$500.00 | \$1,400.00 | \$1,400.00 | \$425.00 | \$425.00 | | |
| 58 | PSIPE - Deciduous Tree, 2" Cal. | EACH | 23.00 | \$535.00 | \$12,305.00 | | | | | | | | |

| | | | | | |
|--|--|------|----------|-------------------------------|----------------|
| PROJECT NO. S-604 | | | | Clark & Sons Excavating, Inc. | |
| DESCRIPTION: NW CAMAS MEADOWS DR/LARKSPUR STREET IMPROVEMENTS | | | | 7601 NE 289th Street | |
| DATE OF BID OPENING: | | | | Battle Ground, WA 98604 | |
| | August 16, 2018, at 2:00 PM | | Ent. By | 360.450.7378 | |
| | RLS | | | | |
| ITEM NO | DESCRIPTION | UNIT | QTY | UNIT PRICE | CONTRACT TOTAL |
| Schedule 1 - Street | | | | | |
| 1 | Mobilization (8%) | LS | 1.00 | \$185,000.00 | \$185,000.00 |
| 2 | Construction Documentation (minimum bid \$35,000) | LS | 1.00 | \$35,000.00 | \$35,000.00 |
| 3 | Traffic Control Supervisor | LS | 1.00 | \$5,000.00 | \$5,000.00 |
| 4 | Flaggers | HR | 1,280.00 | \$65.00 | \$83,200.00 |
| 5 | Other Traffic Control Labor | HR | 320.00 | \$75.00 | \$24,000.00 |
| 6 | Construction Sings Class A | SF | 65.00 | \$18.00 | \$1,170.00 |
| 7 | Sequential Arrow Sign | HR | 300.00 | \$7.00 | \$2,100.00 |
| 8 | Clearing and Grubbing | LS | 1.00 | \$35,000.00 | \$35,000.00 |
| 9 | Tree Removal | LS | 1.00 | \$15,000.00 | \$15,000.00 |
| 10 | Removal of Structure and Obstruction | LS | 1.00 | \$43,000.00 | \$43,000.00 |
| 11 | Roadway Excavation, Incl Haul | CY | 9,095.00 | \$21.00 | \$190,995.00 |
| 12 | Common Borrow Incl Haul | CY | 210.00 | \$36.00 | \$7,560.00 |
| 13 | ESC Lead | DAYS | 60.00 | \$75.00 | \$4,500.00 |
| 14 | Street Cleaning | HR | 60.00 | \$180.00 | \$10,800.00 |
| 15 | Silt Fence | LF | 660.00 | \$7.50 | \$4,950.00 |
| 16 | Tree Protection Fence | LF | 190.00 | \$5.50 | \$1,045.00 |
| 17 | Inlet Protection - Combination Inlet | EACH | 21.00 | \$80.00 | \$1,680.00 |
| 18 | Inlet Protection - Catch Basin Insert | EACH | 1.00 | \$120.00 | \$120.00 |
| 19 | Wattles | LF | 610.00 | \$1.50 | \$915.00 |
| 20 | Seeding, Fertilizing, and Mulching | AC | 1.00 | \$8,000.00 | \$8,000.00 |
| 21 | Crushed Surfacing Top Course | CY | 438.00 | \$110.00 | \$48,180.00 |
| 22 | Crushed Surfacing Base Course | CY | 1,376.00 | \$65.00 | \$89,440.00 |
| 23 | HMA CL 1/2 IN. PG 64-22 | TON | 1,815.00 | \$95.00 | \$172,425.00 |
| 24 | HMA CL 1/2 IN. PG 64-22 (Asphalt Driveway) | SY | 350.00 | \$22.00 | \$7,700.00 |
| 25 | Crushed Surfacing Base Course (Gravel Driveway) | SY | 790.00 | \$25.00 | \$19,750.00 |
| 26 | Stamped Concrete Pavement with Integral Color | SY | 160.00 | \$230.00 | \$36,800.00 |
| 27 | Underdrain Pipe 8 In Diam | LF | 588.00 | \$50.00 | \$29,400.00 |
| 28 | Corrugated Polyethylene Storm Sewer Pipe 6 In Diam | LF | 10.00 | \$56.00 | \$560.00 |
| 29 | Corrugated Polyethylene Storm Sewer Pipe 8 In Diam | LF | 22.00 | \$76.00 | \$1,672.00 |
| 30 | Corrugated Polyethylene Storm Sewer Pipe 10 In Diam | LF | 343.00 | \$100.00 | \$34,300.00 |
| 31 | Sanitite HP Pipe 12 In Diam | LF | 618.00 | \$93.00 | \$57,474.00 |
| 32 | Sanitite HP Pipe 18 In Diam | LF | 262.00 | \$130.00 | \$34,060.00 |
| 33 | Sanitite HP Pipe 24 In Diam | LF | 37.00 | \$300.00 | \$11,100.00 |
| 34 | Testing Storm Sewer Pipe | LF | 1,880.00 | \$3.50 | \$6,580.00 |
| 35 | Manhole 48 In Diam Type 1 | EACH | 5.00 | \$6,000.00 | \$30,000.00 |
| 36 | Manhole 48 In Diam Type 3 | EACH | 1.00 | \$6,000.00 | \$6,000.00 |
| 37 | 72" Contech Storm Filter Manhole | EACH | 1.00 | \$38,000.00 | \$38,000.00 |
| 38 | Combination Inlet | EACH | 9.00 | \$3,500.00 | \$31,500.00 |
| 39 | Catch Basin Type 2 48 In Diam with Combination Inlet | EACH | 2.00 | \$4,500.00 | \$9,000.00 |
| 40 | Drain Basin 8 In Diam | EACH | 6.00 | \$1,000.00 | \$6,000.00 |
| 41 | Drain Basin 10 In Diam | EACH | 2.00 | \$1,200.00 | \$2,400.00 |
| 42 | Drain Basin 18 In Diam | EACH | 2.00 | \$2,100.00 | \$4,200.00 |
| 43 | Connection to Drainage Structure | EACH | 6.00 | \$800.00 | \$4,800.00 |
| 44 | Trench Safety System | LS | 1.00 | \$18,000.00 | \$18,000.00 |
| 45 | CIP Concrete Retaining Wall | SF | 547.00 | \$100.00 | \$54,700.00 |
| 46 | Permanent Signing | LS | 1.00 | \$2,000.00 | \$2,000.00 |
| 47 | Raised Pavement Marker | HUND | 0.65 | \$700.00 | \$455.00 |
| 48 | Paint Line | LF | 2,731.00 | \$0.30 | \$819.30 |
| 49 | Painted Wide Lane Line | LF | 1,243.00 | \$0.50 | \$621.50 |
| 50 | Plastic Stop Line | LF | 75.00 | \$23.00 | \$1,725.00 |
| 51 | Plastic Crosswalk Line | SF | 344.00 | \$14.00 | \$4,816.00 |
| 52 | Plastic Traffic Arrow | EACH | 2.00 | \$350.00 | \$700.00 |
| 53 | Plastic Bicycle Symbol | EACH | 3.00 | \$400.00 | \$1,200.00 |
| 54 | Illumination System Larkspur St. | LS | 1.00 | \$88,000.00 | \$88,000.00 |
| | Traffic Signal Modification NW Larkspur St. at NW Lake Rd. | LS | 1.00 | \$88,000.00 | \$88,000.00 |
| 55 | | LS | 1.00 | \$88,000.00 | \$88,000.00 |
| 56 | PSIPE - Conifer Tree, 6' Ht. | EACH | 6.00 | \$325.00 | \$1,950.00 |
| 57 | PSIPE - Conifer Tree, 8' Ht. | EACH | 1.00 | \$600.00 | \$600.00 |
| 58 | PSIPE - Deciduous Tree, 2" Cal. | EACH | 23.00 | \$500.00 | \$11,500.00 |
| | PSIPE - Groundcover, #1 Cont. (All Groundcover to be #1 Cont.) | EACH | 5,368.00 | \$14.00 | \$75,152.00 |
| 59 | PSIPE - Shrub, #2 Cont. | EACH | 298.00 | \$50.00 | \$14,900.00 |
| 61 | PSIPE - Landscape Plants, Match Extg. | LS | 1.00 | \$6,000.00 | \$6,000.00 |
| 62 | River Rock Mulch | CY | 16.00 | \$150.00 | \$2,400.00 |
| 63 | Bark Mulch | CY | 17.00 | \$65.00 | \$1,105.00 |
| 64 | Topsoil Type A | CY | 406.00 | \$23.00 | \$9,338.00 |
| 65 | Compost | CY | 133.00 | \$28.00 | \$3,724.00 |
| 66 | Cement Concrete Traffic Curb and Gutter | LF | 2,795.00 | \$26.00 | \$72,670.00 |
| 67 | Roundabout Truck Apron Curb & Gutter | LF | 210.00 | \$38.00 | \$7,980.00 |
| 68 | Cement Concrete Traffic Curb | LF | 1,260.00 | \$24.00 | \$30,240.00 |
| 69 | Cement Concrete Valley Gutter | LF | 20.00 | \$140.00 | \$2,800.00 |
| 70 | Cement Concrete Sidewalk | SY | 1,658.00 | \$61.00 | \$101,138.00 |
| 71 | Cement Concrete Type 1 Perpendicular Curb Ramp | EACH | 2.00 | \$2,600.00 | \$5,200.00 |
| 72 | Cement Concrete Type 2 Parallel Curb Ramp | EACH | 2.00 | \$3,000.00 | \$6,000.00 |
| 73 | Cement Concrete Mid-Block Curb Ramp | EACH | 1.00 | \$4,000.00 | \$4,000.00 |
| 74 | Cement Concrete Directional Curb Ramp | EACH | 3.00 | \$3,500.00 | \$10,500.00 |
| 75 | Cement Concrete Retrofit Direction Curb Ramp | EACH | 3.00 | \$2,200.00 | \$6,600.00 |
| 76 | Concrete Driveway/Sidewalk Without Planter | SY | 235.00 | \$130.00 | \$30,550.00 |
| 77 | Concrete Driveway/Sidewalk With Planter | SY | 335.00 | \$130.00 | \$43,550.00 |
| 78 | Mailbox Relocation | EACH | 3.00 | \$625.00 | \$1,875.00 |
| 79 | Adjust Manhole to Finish Grade | EACH | 4.00 | \$600.00 | \$2,400.00 |
| 80 | Adjust Sewer Cleanouts to Finish Grade | EACH | 3.00 | \$350.00 | \$1,050.00 |
| 81 | Adjust Water Valve Box to Finish Grade | EACH | 13.00 | \$170.00 | \$2,210.00 |
| 82 | Adjust Utility Box to Finish Grade | EACH | 1.00 | \$1,000.00 | \$1,000.00 |
| 83 | Chain Link Fence Type 42" Black Vinyl Coated | LF | 115.00 | \$45.00 | \$5,175.00 |
| SCHEDULE 1 TOTAL | | | | \$2,063,019.80 | |
| Schedule 2 - Sewer and Water | | | | | |
| 84 | Connection to Existing Force Main | EACH | 2.00 | \$800.00 | \$1,600.00 |
| 85 | Connection to Existing STEF System | EACH | 3.00 | \$900.00 | \$2,700.00 |
| 86 | PVC Sanitary Sewer Pipe 4 In Diam (Force Main) | LF | 303.00 | \$115.00 | \$34,845.00 |
| 87 | PVC Sanitary Sewer Pipe 6 In Diam (STEF) | LF | 115.00 | \$155.00 | \$17,825.00 |
| 88 | PVC Sanitary Sewer Pipe 8 In Diam (STEF) | LF | 1,320.00 | \$115.00 | \$151,800.00 |
| 89 | Testing Sewer Pipe | LF | 1,738.00 | \$4.00 | \$6,952.00 |
| 90 | Sewer Cleanout 8 In Diam | EACH | 15.00 | \$750.00 | \$11,250.00 |
| 91 | Connection to Existing Water Main | EACH | 3.00 | \$3,800.00 | \$11,400.00 |
| 92 | Tapping Sleeve and Valve Assembly (8"x8") | EACH | 2.00 | \$5,000.00 | \$10,000.00 |
| 93 | Ductile Iron Pipe for Water Main 8 In Diam | LF | 518.00 | \$61.00 | \$31,598.00 |
| 94 | Ductile Iron Pipe for Water Main 6 In Diam | LF | 9.00 | \$125.00 | \$1,125.00 |
| 95 | Gate Valve 8 In | EACH | 7.00 | \$1,150.00 | \$8,050.00 |
| 96 | Blow Off Assembly 2 In | EACH | 4.00 | \$1,600.00 | \$6,400.00 |
| 97 | Resetting Existing Hydrant | EACH | 1.00 | \$1,800.00 | \$1,800.00 |
| 98 | 1 In Water Service-Replacement | EACH | 2.00 | \$2,200.00 | \$4,400.00 |
| SCHEDULE 2 SUBTOTAL | | | | \$301,745.00 | |
| SALES TAX @ 8.4% | | | | \$25,346.58 | |
| SCHEDULE 2 TOTAL | | | | \$327,091.58 | |
| TOTAL OF SCHEDULE 1 ITEMS AND SCHEDULE 2 ITEMS (WITH SALES TAX) BASIS OF AWARD | | | | \$2,390,111.38 | |



Staff Report

September 4, 2018 Council Consent Agenda

\$1,831,241.50 to Rotschy, Inc. for NW Larkspur Street Project Bid Award

| Staff Contact | Phone | Email |
|--------------------------------------|--------------|--|
| James Carothers, Engineering Manager | 360.817.7230 | jcarothers@cityofcamas.us |

PURPOSE: Construction Bids were opened on August 16, 2018 for the NW Larkspur Street Project. The engineering estimate range was \$2.2 Million to \$2.5 Million. Rotschy, Inc. was the successful low bidder at \$1,831,241.50.

In accordance with Resolution 16-009, Council bid awards grant the Mayor or the Mayor's designee the authority to execute Change Orders up to 10% of the contract total, provided that the Change Orders are within the limits of the original contract and consistent with the scope and intent of the authorized project.

BUDGET IMPACT: The NW Larkspur Street Improvements project is funded in the 2018 budget. Nearly 80% of the costs associated with this project are funded by the Washington State Transportation Improvement Board (TIB).

RECOMMENDED ACTION: Staff recommends awarding the bid on the September 4, 2018 Consent Agenda.



Professional Services Agreement Supplement No. 2

Project Name: Larkspur Street
Improvements

Otak Project No. 18218

Client Name: City of Camas

Client Mailing Address: 616 NE 4th Ave
Camas WA 98607

Date: August 28, 2018

Otak and the Client previously entered Proposal, Terms and Conditions Agreement (the "Agreement") dated February 27, 2017. This Supplement revises the Scope of Work as described below.

Unless express modified below, all other provisions of the Agreement continue to control.

If agreed, please sign at the end of this document, keep a copy for your records, and return a copy to us. The Agreement, as modified by this Supplement, will be our entire Agreement, subject to future amendment.

Project Description

The City of Camas has solicited civil engineering services from Otak and associated subconsultants to provide improvements to NW Larkspur Street between Lake Road and its current terminus at a barricade approximately 1,300 feet north of Lake Road. The proposed roadway will be designed to city arterial standards (or an alternative roadway configuration approved through the city) and match up with the roadway being constructed with new developments to the north. This amendment includes added scope of work and fee for the construction services described in Exhibit A.

Supplement Scope of Work Narrative

See Exhibit A

Supplement Scope of Work Tasks

See Exhibit B

Proposed Fee Summary

Previous Contract Fee Total **\$494,936**

New Fee Summary:

| | |
|---|-----------|
| Project Management and Coordination | \$12,012 |
| Construction Administration and Engineering | \$103,598 |
| Construction Observation | \$136,502 |
| Project Close Out | \$15,106 |
| Survey Expenses | \$39,190 |
| Direct Expenses | \$14,340 |

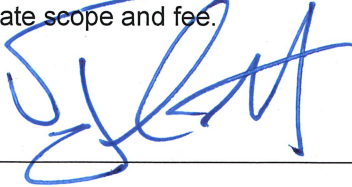
Proposed Supplement Fee Total **\$320,718**

Revised Contract Fee Total..... \$815,654

Scope and Fee Conditions and Assumptions

Our scope of services and fees, as outlined herein, are based on the following assumptions and conditions:
No additional changes to the PS&E will be required. Construction inspection services and staking will be covered under a separate scope and fee.

Signed:



Signed:

Printed:

Tim Leavitt

Printed:

Title:

Director

Title:

Company:

DTAK

Company:

Date:

08.28.18

Date:

EXHIBIT A

SCOPE OF SERVICES – AMENDMENT NO. 2 CONSTRUCTION ADMINISTRATION, INSPECTION, AND ENGINEERING SERVICES

City of Camas, Washington
NW Larkspur Street Improvements
City Project #S-604
August 28, 2018

The purpose of the NW Larkspur Street Improvements Project is to reconstruct about 1,300 feet of NW Larkspur Street, north of NW Lake Road and to upgrade the existing storm, sewer and water lines. The following scope of work describes Otak's services to provide construction engineering, field observation, and documentation for the project, in accordance with the final construction documents prepared by Otak in June 2018. This scope assumes that the project will last approximate 24 weeks for active construction and will sit unfinished during the winter of 2018-2019.

I.0 PROJECT MANAGEMENT AND COORDINATION

I.1 Internal Coordination and Coordination with City of Camas

Otak will coordinate with City of Camas Engineering staff on a weekly basis to keep the City's project manager informed about project issues and schedule. A kickoff/coordination meeting will be conducted with Otak's project team and City staff to establish procedures/protocols and communication requirements for the project. Otak will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving ahead.

Deliverables:

- On-going coordination and communication as needed to appropriately manage the project (no tangible deliverables for this task).

Assumptions:

- Assumes up to one hour per week for Otak's Project Manager to coordinate with the City Project Manager on project issues and updates.

I.2 Project Invoicing

This task will include preparation and review of the monthly invoice statements.

Deliverables:

- Monthly invoices – Submitted to City.

2.0 CONSTRUCTION ADMINISTRATION AND ENGINEERING

2.1 Project Setup

Otak will prepare the quantity paybook, prepare the spreadsheets for the monthly progress payments to the Contractor, Request for Approval of Materials (RAM), maintain the Record of Material (ROM), and prepare templates for other required documentation forms. Otak staff will work with the City to develop a list of deliverables and approximate timeframe for submitting information to the City (ie. throughout the duration of the project, monthly, at project completion, etc.).

Deliverables:

- Draft list of Deliverables to City with approximate time frame(s) for submittal.
- Final list of Deliverables to City once Otak/City meet to discuss.
- Record of Materials reformatted once Otak receives original ROM from WSDOT.

Assumptions:

- This task assumes WSDOT will assemble the initial Record of Materials (ROM) and Otak staff will reformat the data to create a user-friendly and concise ROM form.
- The forms for material submittals, progress payments and other reports will follow WSDOT standard forms and be produced using Excel.

2.2 Material Submittals

Otak and its subs will review material submittals (Manufacturer's Certificates of Compliance, Certificates of Material Origin, cut sheets, Qualified Product List sheets, etc), construction sequence schedules, shop drawings, and other items required from the Contractor. Otak will maintain a documented record of all material submittals in accordance with the Record of Materials and will review, approve, and track all Requests for Approval of Materials (RAM). Otak will log in, review, track and return each submittal within the timeframe established in the Standard Specifications. Otak will review the following submittals, including but not limited to: material specific submittals, traffic control plans, staging plans, erosion and pollution control plans, quality control plan, construction schedules, drainage structure shop drawings, demolition plans, HMAC and concrete mix designs, lighting pole and traffic signal pole submittals, submittals for traffic signal or electrical equipment and materials, landscaping and irrigation submittals, and others required by construction contract specifications.

Deliverables:

- Material and submittal log.
- RAM log.

Assumptions:

- The Construction Project Manager will spend approximately 2 hours per week on material submittals with the assistance of the Field Representative if required.

2.3 Meetings

Otak will attend meetings, including a preconstruction conference with City and Contractor, weekly project progress meetings as required, and utility coordination meetings. Other specific pre-work meetings may include the following (based on need during construction or contractor request): traffic control/staging, construction surveying, and HMA paving. Otak's Construction Project Manager and Field Representative will be in attendance at every meeting and the Project Manager will attend if necessary. Project meetings will be used to promote effective communication between the City, Otak, Contractor and other project stakeholders. Otak will issue meeting minutes for each meeting.

Deliverables:

- Meeting minutes.

Assumptions:

- Up to 24 weekly meetings (project manager attending up to 4 meetings with travel included).

2.4 Construction Administration and Engineering

Otak's Construction Project Manager and Field Representative will be the direct points of contact for the City and construction contractor and will coordinate with utility franchise companies. Otak's Construction Project Manager will coordinate with the Field Representative, Contractor, and City throughout the duration of the project, keep a record of decisions made, review and recommend solutions to change order requests and disputes with the Contractor, and assist the City with review of pay notes and draft pay estimates. Otak will draft construction contract change orders for City review and approval.

Deliverables:

- Record of field decisions.
- Pay notes to City for review and processing (monthly).
- Draft construction contract change orders for City review, approval, and processing.
- Certified Payroll including reviews (Assumes 2 hours per week)

Assumptions:

- This task assumes the Construction Project Manager will provide ten hours per week, and Construction Engineer will provide 2 hours per week for the assumed project duration of 24 weeks.

2.5 Response to Questions/Field Changes

Otak will respond to requests for information by the Contractor and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required as a result of a change in conditions or a desired change by the City, Otak will prepare necessary change order documents (per 2.3) and plan revisions.

Deliverables:

- Log of RFI responses and field changes.

Assumptions:

- This task assumes an Construction Project Manager will provide 3 hours per week, and a Field Representative will provide one hour per week, and engineering staff will provide 3 hours per week responding to questions and field changes, for the assumed project duration of 24 weeks.

3.0 CONSTRUCTION OBSERVATION

3.1 Field Observation

Otak will provide a Field Representative to observe the construction work on a daily basis. The Field Representative will typically be the first point of contact, and will be readily accessible, for the business/property owners, general public, and others affected by the project. The Field Representative will observe construction, attend the pre-construction conference and progress meetings, complete daily inspection reports and weekly statements of working days, measure quantities and keep quantity paybooks, and review quantities with the Contractor prior to submittal to the City for payment. The Field Representative will maintain a full-size set of plans, noting changes to the work, to be used as the basis for construction record drawings, along with the Contractor's as-built records. The Field Representative will be on site daily when the Contractor is working and will adjust hours accordingly to coincide with contractor schedule and specific items of work. This task includes up to 4 hours per week for the winter shut down inspection of erosion control measures and reporting requirements.

Deliverables:

- Daily progress reports (submitted electronically, daily).

- Weekly statement of working days (submitted weekly).
- Quantity paybooks (submitted at project closeout).
- Monthly quantity spreadsheets (submitted monthly with progress estimate).
- ESC Reports

Assumptions:

- This task assumes a Field Representative will provide a full-time presence on-site as work demands. The assumed level of effort for budgeting purposes is 40 hours per week for the assumed project duration of 24 weeks and 3 hours per week for 16 weeks during the winter months. This task also covers the field observation for signal install.

3.2 Material Testing

Otak will provide material testing in conformance with City of Camas and WSDOT requirements. Prior to construction, Otak will meet with the City to determine the appropriate testing frequency for applicable materials and develop a tracking spreadsheet to ensure all testing occurs as required.

Assumptions: The proposed scope and fee for this task is based on the following material testing frequencies and anticipated site visits:

Compaction Testing:

- Subgrade – 1 trips
- Base Aggregate – 4 trips
- Asphalt – 3 trips
- Trench Bedding and backfill – 8 trips

Concrete Samples:

- Field Concrete Testing – 2 trip
- Cylinder Pick Up – 2 trip

Laboratory Services:

- Concrete Compressive Strength Test – 8 cylinders
- Moisture/Density Curve – 5 tests
- Sieve Analysis – 7 tests
- Ignition Oven Calibration (supplier provided samples) – 1 test
- Rice Density – 3 tests
- Ignition Grade, AC Content – 3 tests

Deliverables:

- Copies of material testing results (within 48 hours after results are available)

3.4 Final Inspections

The Construction Project Manager, Field Representative, and Design Project Manager will inspect the project and compile a punch list upon substantial completion. After the Contractor has completed all punch list items, the Construction Project Manager, Field Representative, and Design Project Manager will again inspect the project and establish the physical completion date.

Deliverables:

- Initial punch list for City review and comment.
- Final punch list incorporating all comments.
- Notification of punch list completion and physical completion date.

Assumptions:

- Construction Project Manager, Field Representative and Design Project Manager will spend approximately 2 half days for developing punch list and final walk through.

4.0 PROJECT CLOSEOUT

4.1 Closeout Documentation

Otak will compile project closeout documentation and coordinate with the Contractor and the City to obtain the required documents. Otak will assemble project documentation and deliver to the City at project completion.

Deliverables:

- Project quality and quantity documentation including final material tracking sheet, final pay estimate and final change order list.

4.2 As Constructed Record Drawings

The Final Plans will be revised to conform to construction record drawings from information supplied by the Contractor, Otak Survey and Field Representative. Otak will perform an as-built survey on elements required that changed during construction. Two hardcopy sets of "Construction Record" plans (paper format) and a CD with an electronic copy of the plans (AutoCAD .dwg file format) will be submitted to the City.

Deliverables:

- Hardcopy and electronic As-Constructed Plans.

5.0 SURVEY

5.1 Construction Staking

Provide construction surveying and staking for onsite improvements in accordance with the following:

Staking Requests:

The Contractor will be responsible for submitting a written construction staking request form (provided by Otak, Inc.) at a minimum of 48 hours (excluding weekends and holidays) prior to needing any construction staking. Requests for staking received after 2:00 p.m. shall be scheduled 48 hours from the start of the next business day.

Construction staking will not deviate from the written request form. Any staking requested outside of the written request will be rescheduled as a new request.

The Contractor shall be responsible for notifying the Otak survey department for any cancellations to the staking request. The Contractor must contact the Otak survey department prior to the survey crew's departure from the office, or costs incurred will be charged to the Contractor as an extra service.

The Contractor shall request areas to be staked in their entirety. The Contractor shall be responsible for the cost associated with extra driving time for multiple site visits for the same item.

Restaking will be done at the request of the Client and requests shall be by the Contractor and approved by the Client as described above. The signing of an Otak Additional Staking Authorization form shall be required from the Contractor prior to providing restaking.

Stake type/number of stakes:

Maximum number of stakes anticipated for staking of the project (staking as described below)

| Description | No. of Stakes |
|----------------------------|---------------------|
| | |
| Staking Item | |
| File set up/preparation | |
| Control | 8.0 |
| Clearing Limits | 125.0 |
| Sawcuts | 15.0 |
| Tree Removal | 25.0 |
| Rough Grading | 108.0 |

Scope of Services

Continued

| | |
|-----------------------|-------|
| Water Main & Services | 30.0 |
| Sanitary Sewer | 70.0 |
| Storm Drain | 100.0 |
| Walls | 12.0 |
| Curbs | 250.0 |
| Lights | 24.0 |
| Sidewalk/Ramps | 20.0 |
| Driveways | 68.0 |
| Signal Poles | 8.0 |
| | |

IF APPLICABLE, staking of the above items will be as detailed below:

- Survey Control: Prepare, locate, and set and maintain survey control for use during the construction staking process.
- Clearing Limits: One set of construction limits stakes indicating extent of the reach of construction for grading operations, or for silt fencing, and/or tree protection.
- Rough Grade Stakes: Provide one (1) set of street rough grade stakes at 50-foot intervals, along the face of curb for indicating the amount of cut or fill to centerline grade. Slope stakes are to be provided when cut or fill exceeds three (3) feet in height.
- Lot Grading: Provide one (1) set of grading stakes where fill or cut exceeds three (3) feet on lots. Set hubs with cut/fill to finish grade at an interval agreed to with Contractor for lot grading.
- Storm Facility Grading: Provide one (1) set of grading stakes where fill or cut exceeds three (3) feet on pond. Set second set of stakes with cut/fill to finish grade at an interval agreed to with Contractor for pond grading.
- Retaining Wall Stakes: Provide up to two (2) sets of wall stakes that define horizontal control and base of wall elevations as defined by wall contractor.
- Stairway Stakes: Provide up to two (2) sets of stair stakes that define horizontal control and top/bottom of stairway elevations as defined by contractor.
- Curb Stakes: Provide one (1) set of finish offset curb or edge of pavement stakes at 25-foot intervals and at horizontal curve points, and curb return quarter points, with cuts or fills to top of curb or edge of pavement grade.
- Sanitary Sewer and Storm Drain: Provide one (1) set of offset stakes with reference for line and indicating the amount of cut or fill to the invert grade at the following intervals:
 - Centerline of structure 10 feet, 25 feet, 50 feet, and
 - Every 100 feet thereafter to the center of the next structure or the end of the pipe.

Scope of Services

Continued

- Provide one (1) offset stake for center of structures, tees, and/or wyes. Manhole frames and covers are to be staked to the approximate finished elevation only; final adjustment to grade and cross-slope may be done from stakes, described above, or other improvements.
- Catch Basin and Storm/Sanitary Laterals: Provide one (1) set of catch basin, storm and sanitary sewer lateral stakes indicating invert and rim elevations.
- Water Lines: Provide one (1) set of offset stakes for the water piping at 50-foot stationing along the limits of the pipe alignment. Gate valves, butterfly valves, blow-offs, plugs and thrust blocks, and similar appurtenances will not be staked.
- Driveway Stakes: Provide one (1) set of stakes indicating the center of driveway depressions and the width of the depression at driveway locations and staking of driveways to match existing connection points.
- Light Poles: Provide one (1) set of stakes indicating the center of light poles.
- Property Corners: Provide one (1) set of temporary lot corners to be set by hub and lath. The corners are to be used to install water and utility service lines and appurtenances.
- As-Constructed field ties: Perform as-built surveys upon completion of public construction improvements per jurisdictional requirements. As-built information within the public right-of-way is necessary for the completion/acceptance of the Project by the governing public jurisdiction. Provide as-built data to Engineer of Record for As-Constructed plan preparation.

Conditions/Exclusions

Our scope of services and fees, as outlined herein, are based on the following assumptions and conditions:

Construction to be completed in one phase with a winter closure period from approximately Nov 2018-March 2019.

5.2 Post-Construction Survey

Provide construction surveying and staking for onsite improvements in accordance with the following:

- Recover and reestablish survey control
- Set up to 11 iron rods at new right of way angle points
- Set up to 3 iron rods at new street centerline
- Set up to 16 iron rods that may be disturbed by construction
- Prepare Record of Survey for recording by Clark County
- Prepare and submit completion form for DNR "Permit to Destroy".

Deliverables:

- PDF of survey for review by City
- PDF of recorded survey

Scope of Services

Continued

- Monuments set as specified on survey

EXPENSES

Expenses have been estimated in the budget at approximately 5% of the labor cost, but will be invoiced based on actual costs incurred. Mileage for travel to and from the site will be reimbursed at \$0.54 per mile and assumes 28 miles roundtrip.

ASSUMPTIONS

- The scope and budget have been prepared with the assumption that actual construction of the project will begin in September 2018 and take approximately 6 months (24 weeks) to complete and will likely be wintered over and resume construction in April 2019.
- The City will prepare and coordinate execution of the Construction Contract. The City will be responsible for completing proper documentation related to project funding.
- If utility potholing is required, it will be completed by others. Otak will assist with coordinating locations.
- Field Representative hours are based on 45 hours/week for 24 weeks and 4 hours for 16 weeks during wintering period.

EXHIBIT B

Larkspur Street Improvements - Construction Services

Fee Estimate - Amendment No. 2

Summary of Otak, Inc. and all subconsultants

Otak Project # 18218

| <i>Task</i> | <i>Description</i> | Otak | Col. West | GTE | <i>Total Hours</i> | <i>Total Budget by Task</i> |
|-------------|--|------------------|-----------------|-----------------|--------------------|-----------------------------|
| 1 | PROJECT MANAGEMENT AND COORDINATION | | | | | |
| 1.1 | Coordination with City of Camas | 40 | | 4 | 44 | \$7,880 |
| 1.2 | Project Monitoring and Reporting | 40 | | 2 | 42 | \$4,132 |
| 2 | CONSTRUCTION ADMINISTRATION AND ENGINEERING | | | | | |
| 2.1 | Project Setup | 16 | | 22 | 38 | \$1,800 |
| 2.2 | Material Submittals | 56 | | 4 | 60 | \$8,220 |
| 2.3 | Project Meetings | 132 | | | 132 | \$23,196 |
| 2.4 | Construction Administration and Engineering | 292 | | | 292 | \$43,636 |
| 2.5 | Response to Questions/Field Changes | 172 | | 22 | 194 | \$26,746 |
| 3 | CONSTRUCTION OBSERVATION | | | | | |
| 3.1 | Field Observation | 982 | | 18 | 1000 | \$115,270 |
| 3.2 | Material Testing | | | | | \$15,000 |
| 3.3 | Final Inspections | 40 | | 4 | 44 | \$6,232 |
| 4 | PROJECT CLOSEOUT | | | | | |
| 4.1 | Closeout Documentation | 48 | | | 48 | \$6,036 |
| 4.2 | As Constructed Record Drawings | 74 | | 8 | 82 | \$9,070 |
| 5 | SURVEY | | | | | |
| 5.1 | Construction Staking | 358 | | | 358 | \$32,190 |
| 5.2 | Post Construction Survey | 74 | | | 74 | \$6,970 |
| | <i>Total Hours</i> | 2324 | | 84 | 2408 | |
| | <i>Total Labor Cost</i> | \$280,808 | \$15,000 | \$10,570 | | \$306,378 |
| | <i>Direct Expenses (5%)</i> | \$14,040 | | \$300 | | \$14,340 |
| | Project Total | \$294,848 | \$15,000 | \$10,870 | | \$320,718 |

Note: Direct Expenses will be billed at cost.



Staff Report

September 4, 2018 Council Consent Agenda

NW Larkspur Street Construction Administration Consultant Contract

| Staff Contact | Phone | Email |
|--------------------------------------|--------------|--|
| James Carothers, Engineering Manager | 360.817.7230 | jcarothers@cityofcamas.us |

PURPOSE: This contract amendment is supplement 2 with Otak, Inc. and is for assistance with project management and coordination, construction inspection, material testing, construction surveying, replacing survey monuments damaged during construction, and other related construction administration items. The amount of this supplement is not to exceed \$320,718.

The previous contract amount was \$494,936 for design, right-of-way acquisition and plans and specifications preparation. The new total of the contract is not to exceed \$815,654.

BUDGET IMPACT: The NW Larkspur Street Improvements project is funded in the 2018 budget. Nearly 80% of the costs associated with this project are funded by the Washington State Transportation Improvement Board (TIB).

RECOMMENDED ACTION: Staff recommends approval of this item on the September 4, 2018 Consent Agenda.

~ PROCLAMATION ~

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2018, marks the 231st anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary, and to the patriotic celebrations that will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week;

NOW, THEREFORE, I, Don Chaney, Mayor Pro Tem of the City of Camas, in the State of Washington, do hereby proclaim September 17-23, 2018, as

"Constitution Week"

in Camas, Washington and urge all citizens to join in this special observance.

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



Don Chaney, Mayor Pro Tem

~ PROCLAMATION ~

WHEREAS, September is nationally recognized as suicide prevention month; and

WHEREAS, in the United States, one person dies by suicide every 11.9 minutes resulting in more than 44,000 deaths by suicide annually; and

WHEREAS, each suicide directly impacts numerous family members, friends, loved ones, leaving over 264,000 newly bereaved each year; and

WHEREAS, in Washington state, suicide is the first leading cause of death of children between the ages of 10-14; the second leading cause of death for 15-24 year olds; and the eighth leading cause of death overall; and

WHEREAS, many of those who died did not receive effective care for many reasons including the difficulty of accessing services by healthcare providers trained in best practices to reduce suicide risk, the stigma of seeking treatment and the stigma associated with losing a loved one to suicide; and

WHEREAS, all citizens can take part in preventing suicide by promoting mental well-being and contributing to a culture where individuals are supported and accepted for who they are and where it is okay to ask for help;

NOW, THEREFORE, I, Don Chaney, Mayor Pro Tem of the City of Camas, do hereby proclaim **September 2018**, as

"Suicide Awareness and Prevention Month"

in the City of Camas, and urge all citizens to become educated about suicide prevention and unite against this tragedy for the benefit of our community.



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

Don Chaney, Mayor Pro Tem

RESOLUTION NO. 18-008

A RESOLUTION adopted pursuant to RCW 46.61.135 establishing
Northeast Birch Street from Northeast 6th Avenue to Northeast 7th Avenue as a one-
way roadway in the northbound direction.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

The Council of the City of Camas finds upon the basis of engineering and traffic investigation that
Northeast Birch Street between Northeast 6th Avenue and Northeast 7th Avenue should be revised and
designated for one-way traffic in the northbound direction.

Section II

It is hereby declared that the portion of Northeast Birch Street between Northeast 6th Avenue and
Northeast 7th Avenue shall be designated for one-way traffic only.

Section III

Pursuant to RCW 46.61.135, the revised designation as one-way traffic as set forth herein shall be
effective when appropriate signs giving notice thereof are erected by the City Engineer.

ADOPTED by the Council at a regular meeting this _____ day of September 2018.

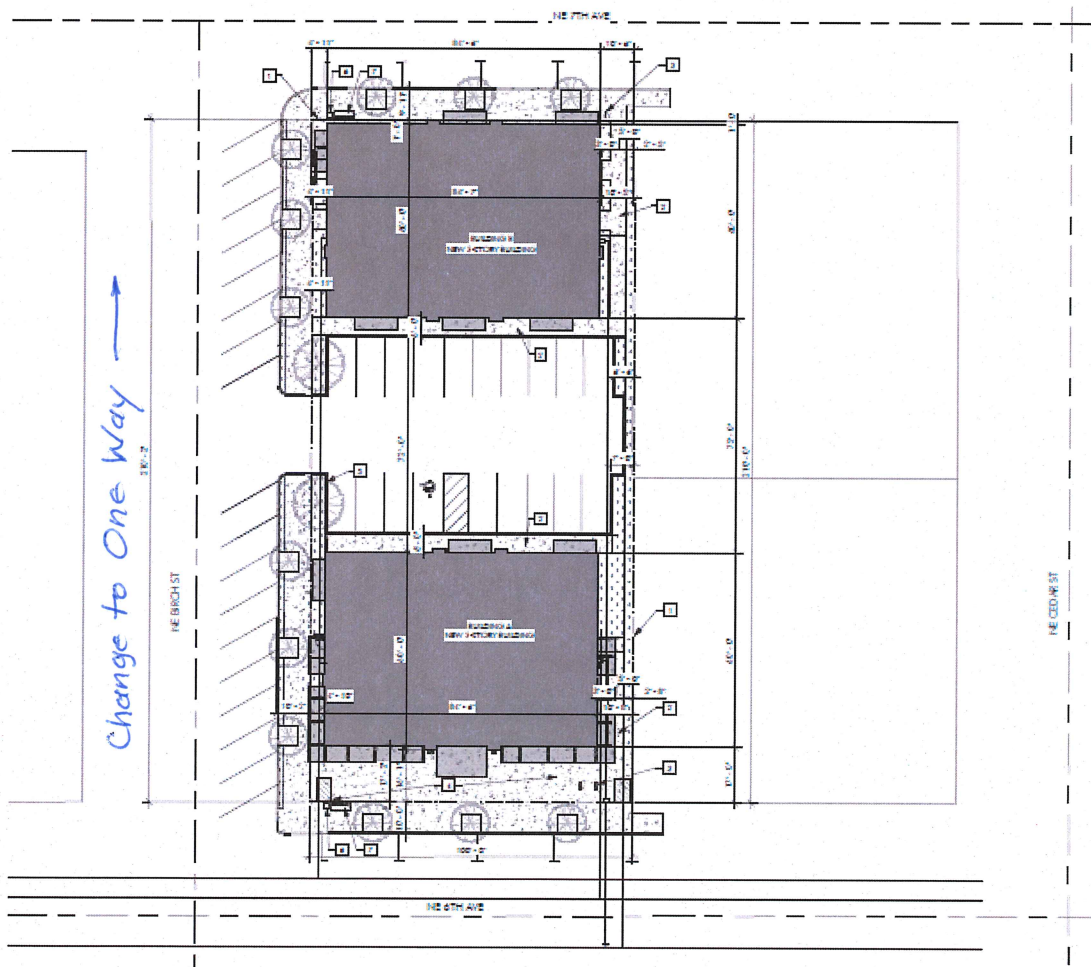
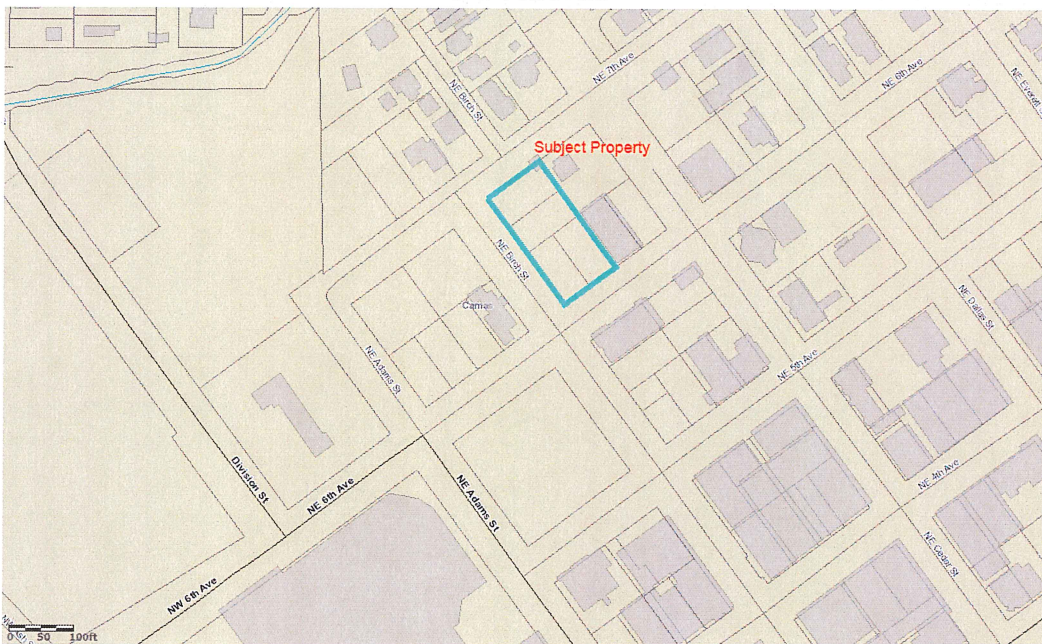
SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

Vicinity Map



RESOLUTION NO. 18-009

A RESOLUTION creating a new position for the City of
Camas entitled Financial Analyst.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Is

There is hereby created in the City of Camas a new position entitled Financial Analyst.
Such position shall be a union representative position in the CPEA bargaining unit, and shall
perform such duties as shall be outlined in any job description prescribed by the City, as may be
revised from time to time. The position description is attached hereto as Exhibit "A" and shall be
effective as of September 1, 2018.

II

PASSED BY the Council and approved by the Mayor this 4th day of September, 2018.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

EXHIBIT “A”

CITY OF CAMAS
Union Status: Represented
September 2018

FINANCIAL ANALYST

JOB OBJECTIVES

Under supervision of the Accounting Manager, to analyze, develop and modify automated accounting, utility billing, budget and finance systems; generate and maintain utility database; design, develop and maintain reports; download data and develop macros and complex spreadsheets; evaluate system performance and recommend improvements; assist staff in utilizing systems and solving problems; and perform accounting and financial analysis tasks as required.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Provides systems and analytical support to management to provide accurate and timely reporting of financial information.

Supports management information and reporting requirements via the maintenance of current reports, design of new reports and writing ad-hoc reports as required.

Create data visualizations to effectively convey findings.

Filter and ‘clean’ data by reviewing computer reports, printouts and performance indicators to locate and correct code or data problems.

Designs and develops a variety of queries, macros and complex spreadsheets from downloaded data.

Process and bill commercial, industrial and residential accounts for all utility services; generate and mail delinquent notices as necessary; compile service turn off lists for delinquent accounts.

Coordinates with IT staff and City vendors in developing and enhancing applications to improve functionality of data.

Prepares proposals, plans and feasibility studies on new work processes, procedures and financial systems.

Works with vendors, consultants and IT staff to identify, test and troubleshoot system problems and errors; implements and tests remedies.

Performs professional accounting work in the maintenance, control, analysis and development of financial records and systems or budget and financial work in the preparation of budgets or financial management of capital programs as required.

Coordinate with employees, vendors and other departments concerning assigned function; answer questions and provide information and assistance.

Maintain a variety of databases; input information and verify for accuracy; run reports as needed.

Perform other related duties of a comparable level/type as assigned.

EXHIBIT “A”

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting including general ledger, debit, credit and journal entry procedures.

Generally Accepted Accounting Principles

Utility billing practices

Research methodology, principles and procedures

Advanced mathematical principles.

Design, development, and administration of complex databases based on the understanding of the underlying data requirements.

Principles and practices of financial record keeping and reporting.

Design and production of comprehensive data queries and reports.

Operational characteristics of the State’s automated accounting system (BARS).

Ability to:

Communicate effectively, both orally and in writing.

Adept at queries, report writing and presenting skills

Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.

Review and interpret financial transactions, formulas and complete detailed accounting transactions.

Gather and analyze statistical and accounting data and generate reports.

Design and implement systems necessary to collect, maintain, and analyze data.

Prepare a variety of technical financial and accounting reports.

Skill in use of personal computers and related software applications.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor’s Degree in Accounting, Finance, Computer Science, Business Administration or a closely related field.

EXHIBIT “A”

Experience:

Three years of professional experience in accounting/finance including two years analyzing automated financial systems and report development.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read numerical figures.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

AGREEMENT BETWEEN

CITY OF CAMAS

and

CAMAS PUBLIC EMPLOYEES' ASSOCIATION

January 1, 2017– December 31, 2020

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THIS AGREEMENT is made and entered into 27th day of August, 2018, by and between the City of Camas, Camas, Washington, hereinafter referred to as the "Employer," and Camas Public Employees Association, hereinafter referred to as the "Association."

PREAMBLE

WHEREAS, it is the purpose of this agreement to achieve and maintain a high level of performance in the operation of the Camas City government, together with promoting efficiency, productive initiative, and harmonious relations between the Employer and the Association, and to provide for the rights, well-being, and security of the parties involved, and

NOW, THEREFORE, BE IT MUTUALLY AGREED TO AS FOLLOWS:

ARTICLE 1 – RECOGNITION

WHEREAS, the parties have agreed to certain terms and conditions of wages, hours, and conditions of employment for employees of the Employer as listed herein and wish to reduce the agreement to writing.

The Employer agrees to recognize the Association as the sole collective bargaining agent for the full-time and part-time office-clerical and other employees of the City of Camas, employed in the departments of Administration, Public Works, Community Development, Information Technology, Finance, Police, Parks and Recreation and Fire in the following classifications:

Accountant
Accounting Assistant
Administrative Support Assistant
Assistant Planner
Building Inspector I
Building Inspector II
Code Enforcement Officer
Court Clerk
Court Security Officer
Engineer I
Engineer II
Engineer III
Engineering Project Manager
Engineering Technician
Financial Analyst
Financial Assistant
GIS Coordinator
IT Network Administrator
IT Systems Analyst/Programmer

IT Support Specialist
Offender Crew Leader
Operations Support Specialist
Permit Technician
Planner
Plans Examiner
Lead Court Clerk
Lead Police Records Clerk/Dispatcher
Police Records Clerk/Dispatcher I
Police Records Clerk/Dispatcher II
Recreation Facilities Coordinator
Recreation Coordinator
Sr. Administrative Support Asst.
Sr. Building Inspector
Sr. Engineering Technician
Sr. Permit Technician
Sr. Planner
Sr. Plans Examiner

In the event the City desires to create a new position classification, it will provide notice and an opportunity to discuss clarification of the position's bargaining unit status with the Association and its attorney.

ARTICLE 2 - ASSOCIATION MEMBERSHIP AND CHECK-OFF OF DUES

- 2.1 The Employer will furnish the Association on a current basis notice of all full-time, and part-time employees as defined in Article I who have been hired, rehired, transferred, laid off or terminated. The Employer will provide written notification to the Association President in a timely manner of all newly hired, rehired, transferred, laid off or terminated employees as defined in Article 1.
- 2.2 Nothing in the above sections will interfere with the employee's rights under RCW 41.56.122 of the Public Employee's Collective Bargaining Act.
- 2.3 The Employer agrees to deduct Association dues from the wages of each employee that authorizes such in writing. The Employer agrees to forward such dues to the office of the Association monthly.
- 2.4 The Association agrees to defend, indemnify, save and hold the City harmless from, for and against any and all claims arising from the application of this article.

ARTICLE 3 - WORK SCHEDULE

- 3.1 Eight (8) consecutive hours, excluding the lunch period, shall constitute a day's work. The normal lunch period shall be one (1) hour. The normal work week will consist of up to forty (40) hours of work in a seven (7) day work period. For clerical employees, the normal work week will be consecutive days, Monday through Friday. The Employer can schedule employees to work non-consecutive work days. Examples of the scheduling are inclusive of working Monday through Thursday, Friday off, and working Saturday. The department head or designee will provide notification of work schedules and changes to those schedules at least two (2) weeks prior to implementation of the different work schedule except in the event of an emergency. If an emergency exists then no notice of change is required.
- 3.2 Each employee shall receive a maximum of two (2) fifteen (15) minute relief periods including transit time in each day's work schedule except in cases of emergency. The first relief period will normally occur prior to lunch, and the second relief will occur after lunch during the tour of duty. Relief periods may not be at the beginning or at the end of the workday or adjacent to the lunch period. To the extent an employee working off-site does not have access to restroom facilities, the fifteen (15) minute relief period shall not include transit time to the nearest restroom facility.
- 3.3 Employee Development and Training
 - 1. Voluntary Training – Voluntary training or education which directly relates to an employee's current position or department function and which leads to a degree,

registration or certification, shall be reimbursable in accordance with the City of Camas Tuition Reimbursement Program if approved by City Administrator.

2. Mandatory Training - City-sponsored training which is required of the employee shall be paid for by the City. Attendance and travel time in excess of the standard workday will be compensated in conformance with the FLSA. Travel and costs for meals and lodging shall be reimbursed in conformance with the City's travel and meal policies.
3. An employee attending a training session or school in or out of the City shall be assumed to be working a normal work day.
- 3.4 Each member of the bargaining unit may be allowed to exchange shifts with other members when the change is not detrimental to the best interests of the Employer as determined by, and subject to, the approval of the department head or designee.
- 3.5 Consistent with the provisions of Article 30, and by mutual consent, the work week for classifications in the bargaining unit may be adjusted to four (4) consecutive ten (10) hour days, exclusive of the meal period. Under this work schedule, overtime shall be paid for work in excess of a ten (10) hour work day or forty (40) hours in a work week. Additionally, employees or the city may propose alternative work schedules within the limits of a maximum forty (40) hour per week schedule and such schedules may be established by mutual agreement of the Association and the City. No alternative schedule is permitted which would result in the payment of overtime for hours worked during the regular shift.

ARTICLE 4 - OVERTIME

- 4.1 All work performed in excess of eight (8) hours per day (except as noted in 4.5) /or forty (40) hours per week shall be paid for at the rate of one and one-half (1.5) times the regular rate of pay.
- 4.2 Call-backs shall be compensated at a minimum of two (2) hours at the overtime rate of pay. A call-back is defined as having to return to your work site outside of the employee's regular work shift.
- 4.3 Receiving Work Telephone Calls at Home: An employee who is called during non- working hours for work related business and who is not required to report to a work site, shall receive pay in fifteen (15) minute increments. This provision does not apply to telephone calls regarding work scheduling or work site directions.
- 4.4 Off Duty Telephone/Computer Work at Home: An employee directed by their supervisor to perform work from an offsite location outside of their regular scheduled hours will receive pay in fifteen (15) minute increments at the applicable rate of pay.
- 4.5 Any employee may elect to accrue compensating time off at the rate of time and one-half (1.5) in lieu of overtime payments up to a maximum accumulation of (120) one hundred twenty hours. The use of said compensatory time off is subject to the prior approval of

the department head or designee. Any compensatory time not used by the end of the year shall be carried over or cashed out at the election of the employee.

ARTICLE 5 - HOLIDAYS

- 5.1 The following days shall be paid holidays at the straight time rate for employees covered by this agreement:
- New Year's Day
 - Presidents Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Day after Thanksgiving*
 - Christmas Day
 - Three (3) Floating Holidays (to be used prior to December 31st of the current year)

*Or another day in lieu thereof may be taken by mutual agreement between the Employer and the employee.

- 5.2 The date of observance of the holidays shall be the date on which the City of Camas, by law, observes those holidays, provided that whenever one of the above holidays falls on a Sunday, the following Monday shall be observed as the holiday, and when such holidays fall on a Saturday, the preceding Friday shall be observed as the holiday.
- 5.3 Any employee who has worked his/her shift or who is on authorized sick leave the day prior to, or immediately after, a holiday will receive their normal rate of pay.
- 5.4 Holidays paid for but not worked shall be recognized as a shift worked for the purpose of determining weekly overtime.
- 5.5 Any employee who is on medically authorized sick leave when a holiday occurs will receive their normal rate of pay for that holiday and will not have their sick leave accrual charged.
- 5.6 Any employee who is on scheduled and approved vacation when a holiday occurs will receive their normal rate of pay for that holiday and will not have their vacation accrual charged for the holiday.
- 5.7 Any employee who is normally scheduled for a shift of eight (8) or more hours on Christmas Eve day will be allowed to leave two (2) hours prior to the end of their regular quitting time, with pay, unless in the opinion of the Employer, the employee's services are needed and required in the interests of the public health, safety or general welfare, or for reasons of emergency in which case the employee shall not be entitled the time

off. If an employee is required to work they will be allowed to take two (2) hours off at another mutually agreeable time.

- 5.8 A full-time employee who is required to work on any of the holidays listed in Article 5.1 shall be compensated at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked. In addition, the employee shall receive eight (8) hours of holiday pay. By mutual agreement an employee may choose to take another day off in lieu of holiday pay.

Part-time employees required to work on the holidays listed in Article 5.1 shall be compensated at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked. In addition, the employee shall receive pro-rated hours of holiday pay based on FTE status. By mutual agreement, an employee may choose to take another day off in lieu of holiday pay.

An employee who is not scheduled to work on a City holiday, shall, by mutual agreement, take another day off in lieu of holiday pay, equal to the employee's prorated hours of holiday pay based on FTE status.

- 5.9 Newly hired employees shall be entitled to a pro-rata share of the three "floater" holidays, based on the part of the year that the employee is employed. Part time employees shall be entitled to a pro rata share of the three (3) floater holidays.

ARTICLE 6 - VACATIONS

- 6.1 Paid annual vacation accrual shall begin at the date of hire. Vacation accrual may be taken as earned according to the following schedule:

| <u>Length of Service</u> | <u>Hours Per Year</u> | <u>Hours Per Month</u> |
|--------------------------|-----------------------|------------------------|
| 0 - 4 years | 96 | 8 |
| 5 – 9 years | 120 | 10 |
| 10 – 14 years | 156 | 13 |
| 15 – 19 years | 180 | 15 |
| 20 years and more | 216 | 18 |

Maximum vacation accrual to carry over: 400 hours.

- 6.2 All part-time employees shall accrue vacation at the same rate as full-time employees but in proportion to the number of hours worked.
- 6.3 Employees shall choose vacation by seniority and may schedule their vacation any time upon approval of their supervisor or department head. Seniority does not override vacation which has already been approved.
- 6.4 An employee not taking their vacation shall not be entitled to extra compensation for

having worked during the period for which they were entitled to vacation unless required by a department head or designee and approved by the Employer to do so.

- 6.5 Employees shall receive all accrued vacation at the time of termination including that earned during the year of termination.
- 6.6 Holidays occurring during an employee's vacation shall not be charged against earned and accrued vacation. Employees shall be permitted to utilize both vacation leave and sick leave on the same day.
- 6.7 Employees are eligible to use only vacation leave which is in their leave bank. An employee may not use leave that is being accrued in the current pay period.

ARTICLE 7 - SICK LEAVE

- 7.1 Employees shall accrue sick leave at the rate of eight (8) hours per month with a maximum accrual of one thousand forty (1040) hours allowed for carryover each calendar year. Part time employees working ten (10) or more hours per week shall accrue sick leave at the same rate but in proportion to the number of hours worked.
- 7.2 Employees noted in Section 7.1 above are entitled to use sick leave for only a bona fide illness or injury, quarantine due to exposure to contagious diseases, any physical treatment or examination including medical, dental or ocular. Employees may also use sick leave for illness or injury to the employee's spouse, domestic partner, minor child, grandparent, grandchild, sibling, or any person living in the immediate household, requiring the employee's attendance and/or care.

Sick leave may also be used for parents, including "step" and "in-law" relationships as well as foster, legal guardian, in loco parentis, and de facto situations. Sick leave for the care of other individuals with "family like" relationships may be considered by the Employer on a case-by-case basis.

Bargaining unit members are entitled to the protection of the Washington Family Care Act and all other applicable laws.

- 7.3 Employees entitled to sick leave who have exhausted their sick leave accrual may use accrued vacation.
- 7.4 Time off for medical purposes shall be charged against sick leave for actual time used only.
- 7.5 Employees are eligible to use only sick leave which is in their leave bank. An employee may not use leave that is being accrued in the current pay period.
- 7.6 Sickness or disability shall be reported to the department head or immediate supervisor prior to time for commencement of the employee's work day, or as soon thereafter as

practicable. The employee may be required to provide a note of verification as permitted by law.

- 7.7 Any employee who has reached their maximum accrual of one thousand forty (1040) sick leave hours during the previous 12 consecutive calendar months, shall be eligible to cash out at straight time, 33% of all hours that would have been accrued over the maximum allowed. The benefit paid under this article shall be pro-rated for part time employees. This benefit will be paid out in December of each year.
- 7.8 If an employee retires from the City, meeting PERS plan requirements, or in the event of death of the current employee, that employee or his/her beneficiary is eligible to cash out 25% of their sick leave balance at their current straight time rate.
- 7.9 The city shall administer state and federal laws related to family leave in accordance with those laws and consistent with city personnel policies. This includes FMLA, WFLA and the Washington Family Care Rules.
- 7.10 Family Leave: Employees who work for the city at least twelve (12) months and have worked 1250 hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid or unpaid leave per 12 months period for birth, adoption, foster care of a child or a serious health condition of the employee or immediate family member requiring in-patient care or continuing treatment by a health care provider. The 12 weeks allowed by State Law (RCW 49.78) is in addition to leave provided for pregnancy or childbirth. Employees may use sick leave for illness or injury to the employee's spouse/domestic partner or minor child requiring the employee's attendance and/or care under the provisions of RCW 49.78.

An "immediate family member" is an employee's son, daughter, spouse/domestic partner, or parent. A son or daughter is a minor child either under the age of eighteen (18) or eighteen (18) years of age or older but incapable of self-care because of a mental or physical disability. A "serious health condition" is an injury, illness, impairment, physical or mental condition that involves in-patient care or continuing treatment by a health care provider. The city may require certification from a health care provider for leave based on a serious health condition. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Family and Medical Leave Act. The leave would normally end six (6) weeks after a normal birth or eight (8) weeks after a cesarean section.

Employees must provide the city with at least thirty (30) days' notice if possible, before taking such leave or notify the city as soon as practicable. Before going on unpaid leave status for the birth, adoption, or foster care of a child, an employee is required to use all accrued unused compensatory or floating holidays and all accrued unused vacation leave. Before going on unpaid leave status for the serious health condition of the employee, spouse/domestic partner, parents or the employee's minor child requiring in-patient or continuing treatment, an employee is required to use all accrued unused sick leave, floating holidays, compensatory time and vacation leave.

As required by law, the city shall maintain the employee's health benefits during the FMLA leave to a maximum of 12 weeks. In the event an employee does not return to city employment after taking leave under this section, the city may recover the cost of any health insurance premiums paid by the city during the unpaid portion of the leave. Upon return from such leave, the employee will be reinstated to the employee's former or equivalent position.

Under the Washington Family Leave Act, (but not the FMLA), an eligible employee may be entitled to up to 12 weeks of leave to care for the employee's registered domestic partner with a serious health condition. The rules and procedures set forth above will apply to such leave requests, provided that health insurance will not be automatically continued unless the employee elects continuation coverage at his/her expense.

An eligible employee may also take up to 26 weeks of leave during a single 12-month period to care for an injured service member who is the employee's spouse/domestic partner, parent, child or next of kin. A covered service member is a current member of the Armed Forces, including National Guard or Reserves members, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. For purposes of this kind of leave, the 12-month period begins with the first day the employee takes leave. The combined total of leave for all purposes described in this policy may not exceed 26 weeks in the applicable leave year.

ARTICLE 8 - BEREAVEMENT LEAVE

- 8.1 A maximum of three (3) paid working days (consecutive or non-consecutive) for bereavement leave shall be allowed when there is a death in the employee's immediate family or any other member of the immediate household. An additional two (2) days shall be allowed as needed and will be charged to sick leave, vacation leave, comp time, floating holiday or leave without pay at the discretion of the employee and with the approval of their supervisor.
- 8.2 Recognizing the need for family support, a maximum of two (2) days bereavement leave shall be allowed to attend the funeral or memorial service of aunts, uncles, nieces or nephew of the first generation.
- 8.3 Employees may be excused by the Employer to attend the funeral of deceased fellow employees as leave with pay.
- 8.4 Administrative Services will administer Article 8 for consistency in unique circumstances as they arise.

Immediate Family: The employee's spouse/domestic partner, their children, parents,

siblings, grandparents or grandchildren, and any member of the immediate household. Immediate family includes “step” and “in-law” relationships.

A City of Camas Domestic Partner affidavit must be completed by the employee and on file with Administrative Services in order to be granted bereavement benefits.

ARTICLE 9 - JURY DUTY

An employee shall be granted leave with full pay for any regularly scheduled straight-time hours of work missed because he/she was required to be on jury duty. An employee shall endorse any jury fee (excluding mileage and meal allowances) to the City. An employee shall notify the Employer promptly upon receiving notice to report for jury duty. When an employee is excused or dismissed from jury duty, he/she shall promptly report to work.

ARTICLE 10- OTHER LEAVE

- 10.1 In the event of a military leave, the Employer abides by the provisions of the State of Washington RCW 38.40.060 which stipulates that employees who are members of the National Guard or Federal Reserve military units are entitled to be absent from their duties up to twenty-one (21) calendar days with pay during each calendar year while engaged in the performance of ordered military duty and while going to or from such duty.

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while his/her spouse or domestic partner is on leave from deployment, or before and up to deployment. (Spousal military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take this spousal military leave.) The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave. Employees are eligible for this leave per deployment.

An employee who seeks to take family military leave must provide the City with notice of his/her intent to take leave within five business days of receiving official notice that the employee’s spouse/domestic partner will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

- 10.2 The Employer may grant an employee a leave of absence without pay for a period not to exceed ninety (90) days. No leave of absence without pay shall be granted except upon written request of the employee. Whenever granted, the leave shall be in writing and signed by the Employer, and a copy filed with the department head or designee. Upon

expiration of a regularly approved leave without pay, the employee shall be reinstated in the position held at the time leave was granted without loss of seniority status, excepting that the time on leave will be deducted from the employee's total service to determine seniority. Failure on the part of the employee on leave without pay to report promptly at the expiration of the leave shall constitute cause for forfeiture of right to reinstatement. The Employer may, in exceptional circumstances, extend leave beyond ninety (90) days. The City cannot guarantee position reinstatement after 90 days.

- 10.3 Association Business Leave: Mutually Agreed City/Association Joint Functions shall be considered City paid time: Such functions shall include negotiations and joint City/Association committees such as Labor Management Committees, duties as an Executive Committee member as defined in Association bylaws, and any other joint City/Association business, subject to mutual agreement of the parties. City employees participating in such activities will be allowed to do so without loss of pay, as long as such activity occurs during regular scheduled working hours. One (1) Association representative may also attend disciplinary meetings (along with the affected employee), grievance arbitrations and PERC hearings without loss of pay, as long as such activity occurs during regularly scheduled work hours.

City Property: Subject to prior approval by the Employer, the Employer may allow the Association to meet on City Property, provided there is no disruption to the work, and subject further to proper advance notice and no scheduling conflict(s).

- 10.4 Domestic Violence/Sexual Assault: The Employer will grant leave in accordance with the City's Domestic Violence/Sexual Assault policy.
- 10.5 Worker's Compensation: Worker's Compensation provides partial wage replacement for injured employees.

First 90 days: Employees would continue to receive benefits following the current practice (Employer keeps on salary and employee turns over time loss checks) while the employee is off on a work related injury/illness.

After 90 days, the employee may elect one of the following options:

- Elect to use his/her sick leave or other available paid leave to supplement the time loss payments so that the employee's total compensation equals, but in no event shall exceed, 100% of his/her salary; or
- Elect not to use paid leave as a supplement, in which case any time loss payments received by the employee from the Department of Labor and Industries may be kept, and their time in the payroll system will be documented as leave without pay.

LIGHT DUTY: The City will assign light duty to the employee anywhere in the City, as agreed upon by the association and the employer. The Association will not unreasonably

withhold consent to a light duty assignment. Administrative Services would be the point person and would review the Doctor's note and restrictions, work with the department and make a formal offer of light duty work to the employee. If the employee turns down the light duty, no time loss checks will be issued by L and I (as is their policy). The employee would need to use leave for their time off until they are released to full duty, or if they accept the light duty assignment at a later date.

ARTICLE 11 - SENIORITY

- 11.1 City seniority is the length of continuous employment of an employee with the City of Camas. Where abilities are substantially equal City seniority shall be observed with respect to promotions, transfers and layoff.
- 11.2 Seniority shall be broken only by resignation, discharge, retirement, layoff of more than twelve (12) months, or failure to return in accordance with the terms of a leave of absence or when recalled from layoff.
- 11.3 Part-time employees will receive seniority on a seniority pro-rata basis equal to the actual hours worked as related to the normal work year of 2080 hours.
- 11.4 Department seniority is defined as the length of employment with the City in any one department, and is the seniority used in selection of vacation, overtime and similar scheduling matters.

ARTICLE 12 - EVALUATIONS, PROMOTIONS AND TRANSFERS

- 12.1 The City shall implement a semi-annual or annual performance evaluation of each employee. The importance of this process, and the need for its careful consideration in execution, is emphasized. The purpose of the performance review is to maintain a mutual understanding of the Employee and Employer's role in providing quality and service to the City; and is a basis for promotions, goal setting, pay step progression (ref. 23.2) and other personnel related action. These evaluations and performance review procedures shall be carried out, and submitted each year, for ultimate review by the City Administrator.
- 12.2 Promotions: Promotion is hereby defined as a move from a lower position to a higher position. Upon promotion, the employee may be placed on any pay step in the higher position that is at least 6% higher than his or her base pay in the lower classification, provided, however, that the salary shall not exceed the top of the pay range as a result of the promotion. Regular employees working out of class or that were placed in a temporary position prior to promotion will receive their pay increase based on their regular position's pay rate at the time of promotion. The employee is not eligible for a step increase at the end of their probationary period. The employee will be eligible for step increases on the new anniversary date that is established upon their promotion.

Anniversary Date Upon Promotion: The employee's anniversary date for wage increases

will be the date of appointment to the higher classification. If the employee was previously working out of class or as an interim in that position prior to promotion, the employee's anniversary date shall be the date of appointment to the temporary position.

In the event the employee does not successfully pass the probationary period, such employee shall be reinstated to his or her prior position without any loss of seniority or pay provided the rate shall not exceed the normal rate of the subject employee for the position being reinstated to.

- 12.3 Vacancies: The Employer and the Association recognize the importance of creating and maintaining opportunities for career advancement for current employees as well as the importance of recruiting the best possible candidates for open positions. When a bargaining unit position becomes available that the Employer intends to fill, the Employer will give interviews to qualified internal applicants who have applied to transfer, promote, or demote into the position. The Employer may then also advertise open positions externally. If the Employer elects to leave an open position unfilled, the Employer will notify the Union of that fact.

Posting of Vacant Positions: Vacant positions will first be posted internally for a period of five (5) calendar days. The posting will include, at a minimum, a description of the work to be performed, the requirements of the position, and the rate of pay. Employees interested in applying for a posted position must submit a letter of interest and resume to Administrative Services. All application materials must be submitted within the time limit stated in the job announcement.

Consideration of Applicants: If there are three (3) or more qualified internal applicants for a position, including employees wishing to transfer, promote or demote into the position, the Employer will interview and/or test any internal candidates who meet the minimum qualifications as stated in the posting prior to interviewing external applicants. If there are fewer than three (3) qualified internal candidates for a position, the Employer will conduct interviews of any internal and external applicants at the same time. The Employer shall employ merit principles and shall select candidates for vacancies on the basis of their relative qualifications. In reviewing qualifications and filling job vacancies, the Employer may take into consideration factors including but not limited to education, experience, aptitude, knowledge, interpersonal skills, and the quality and length of employment with the City. Where the relative qualifications, as described above, of two or more candidates are substantially equal, City seniority shall be the deciding factor. Nothing contained herein prevents the Employer from hiring an external candidate with superior qualifications over a less qualified internal candidate, even when that internal candidate possesses the minimum qualifications.

- 12.4 Lateral Transfer: An employee may apply for and receive a transfer to a position of another classification with the same position, range, and step. Such transfer may be made upon request of the employee at the discretion of the Employer. Any employee so transferred shall receive the same salary as in his/her former position, however, all requests must be in writing and agreed to by the Employer. In the event that the

employee does not successfully pass the probationary period, such employee shall be reinstated to his or her prior position without any loss of seniority or pay provided the rate shall not exceed the normal rate of the subject employee for the position being reinstated to.

ARTICLE 13 – LAYOFFS AND RECALLS

- 13.1 Application of the principle of seniority shall apply in the case of layoff and reinstatement provided that the remaining employees shall have the skill and ability to do the work as determined in a fair and equitable manner.
- (a) In layoff, the last employee employed shall be the first laid off provided the senior employee is capable of performing the work with the required skills and ability as determined by the department head or designee.
- (b) The last employee laid off shall be given the first opportunity to be reinstated provided, however, that such employee has the qualifications and abilities for the position for which he/she is to be reinstated. Any notice of re-employment to an employee who has been laid off shall be made by phone or certified mail. The employee shall keep the Employer advised of his/her current address. Failure of such employee to report for reinstatement within 10 days shall result in loss of seniority.
- 13.2 Two (2) weeks' notice of such layoffs shall be given as soon as possible before the scheduled layoff or two (2) week's pay in lieu of notice. The Union shall be notified concurrent with notice to employees.
- 13.3 Any employee laid off shall be placed on the recall list for a period of twelve (12) months.

ARTICLE 14 - HEALTH & WELFARE | DENTAL | VISION | PRESCRIPTION | PENSION | LIFE INSURANCE

- 14.1 The Employer shall offer at least two (2) hospital-medical plans for employees and their dependents.
- 14.2 The Employer shall provide post-retirement medical insurance from retirement to age 65 for the employee only, provided the employee has been employed by the city for a total of ten (10) years and is retiring from the city under the provision of the applicable PERS retirement plan. Coverage for a spouse/domestic partner may be purchased by the employee in accordance with the requirements of the applicable plan. Employees hired after January 1, 1998 as described above shall not be eligible for employer paid post-retirement medical insurance, but may participate for themselves and spouse/domestic partner at their own expense for the employee and spouse/domestic partner, consistent with plan requirements.
- 14.3 The Employer shall provide a term life insurance policy for all employees working twenty (20) hours a week or more. The amount of the policy shall be equal to the nearest

thousand dollars of the employee's normal yearly salary exclusive of overtime but not to exceed a maximum of Fifty Thousand Dollars (\$50,000.00).

- 14.4 The Employer shall maintain a Section 125 Plan for all eligible employees.
- 14.5 Association members will have an option of being covered on AWC Regence Healthfirst 250 Plan or Kaiser\$250/150V/10%.

The employer will pay medical coverage premiums for employees and dependents as follows:

Employee coverage: Ninety-five (95%) percent. Employees shall pay, through pre-tax payroll deduction, five (5%) percent of total premium cost.)

Dependent(s) coverage: ninety (90%) percent. Employees shall pay, through pre-tax payroll deduction, ten (10%) percent of total premium cost.

- 14.6 For the term of this agreement, the Employer agrees to pay only the premiums for dental (Delta Dental Plan F, Kaiser Dental \$5 copay and Willamette Dental \$15 copay) vision, and life insurance plans offered by the Employer. The Employer will continue prescription drug coverage through the medical plan, consistent with the provisions of the medical plan.
- 14.7 The Association and/or the employee will indemnify and hold the Employer harmless from any and all claims or disputes between an insurance carrier and employees relating to medical claims and/or coverage.
- 14.8 Any and all disputes or disagreements and/or claims involving coverage of employees, between the insurance company and the employee, are not grievable under this contract.
- 14.9 The Employer shall make pension contributions required by statute to the Public Employees Retirement System.
- 14.10 Employees and their family (spouse/domestic partner and dependent children) shall be issued pool passes for the municipal swimming pool.
- 14.11 Employees shall be allowed to participate in the City's Dual Insurance Incentive Program, a copy of which is attached to this agreement.
- 14.12 In the event the plans the employees are covered under are subject to an additional tax or surcharge required under State or Federal Law (i.e. Cadillac Tax), the parties agree to reopen Article 14 and Article 23 and to meet and negotiate to avoid the payment of said fee.

ARTICLE 15 – JOINT LABOR/MANAGEMENT COMMITTEE

The Employer and the Association agree to maintain a Joint Labor/Management Committee (JLMC).

JLMC MISSION STATEMENT

The Joint Labor/Management Committee (JLMC) is recognized as an Association/Management partnership. The common mission is to commit to a relationship that promotes a participative and cooperative endeavor between Camas Public Employees Association and the City of Camas.

The JLMC acknowledges that both the Association members and the City management team bring value, talent and resources necessary to provide excellent public service to the citizens of the City of Camas.

Through a forum of open communication and cooperation, this mission will result in sustaining and enhancing a quality work environment meeting the future challenges of service to the community.

The JLMC will consist of members from labor and management. Meetings will be scheduled as necessary. The responsibility of the JLMC will be to address problems, issues or concerns of the bargaining unit or management, using the interest-based problem solving process to arrive at consensus agreement.

ARTICLE 16 - DISCIPLINARY PROCEDURES

- 16.1 The Employer may only discipline or discharge an employee for just cause.
- 16.2 The parties agree that progressive and escalating levels of discipline are preferable to allow an employee proper notice of misconduct and the opportunity to improve performance. The level or degree of discipline imposed shall be appropriately based on an employee's prior record of service, length of service, severity of offenses and prior record of discipline.
- 16.3 When the Employer determines the circumstances are such that retention of the employee will likely result in the disruption of Employer services, damage to or loss of Employer property or be injurious to the employee, fellow employees or the services provided by the Employer, the Employer may place an employee on administrative leave with or without pay, depending on the circumstances. In such cases the facts supporting the circumstances will be made available to the employee by the Employer not later than three (3) working days after the action became effective.
- 16.4 The provisions of this article shall not apply to newly hired employees serving a six (6) month or longer probationary period subject to the following provisions. The Employer may extend a probationary employee's probationary period for up to an additional three (3) months. Any extensions beyond the three (3) month period will be subject to mutual agreement with the Association. In any event, the probationary period shall not exceed twelve (12) months. Probationary employees shall work subject to the provisions of this agreement but shall be only on a trial basis during which period they may be discharged without cause and without any recourse.

- 16.5 The employee and the employee's Association representative with the employee's authorization shall have the right to inspect the full contents of his/her personnel file. No written record of disciplinary action may be placed in the personnel file without the employee having been first notified and given a copy, with a copy to the Association. An employee who disagrees with the validity of any disciplinary action added to their file shall have the opportunity to challenge said action under the issue resolution procedure herein. The employee shall be required to sign any disciplinary action document acknowledging that they have read the contents.
- 16.6 Records of disciplinary action shall be removed from all City or Department maintained files and permanently destroyed in accordance with the following retention schedule and upon request of the employee:
1. Verbal Warning - Written records of a verbal warning or counseling shall be removed and destroyed after twelve (12) months without a reoccurrence of similar conduct which gave rise to the warning or counseling.
 2. Written Reprimand - Written reprimands shall be removed and destroyed after eighteen (18) months without recurrence of the same conduct which gave rise to the reprimand.
 3. Serious discipline - Written records of serious discipline shall be removed and destroyed after sixty (60) months without a reoccurrence of similar conduct which gave rise to the suspension.
- It is the employee's responsibility to make requests for removal to the Human Resources office.
- 16.7 In the event an employee may be subject to disciplinary action up to and including discharge, the Employer will notify the employee of the facts supporting such action and provide the employee with an opportunity to confer with his/her representative prior to the disciplinary action being finalized. The employee will be provided an opportunity to respond to the facts before the disciplinary action is finalized with at least forty-eight (48) hours advance notice prior to any disciplinary meeting. If the employee requests the presence of his/her Association representative, they shall be allowed to attend the disciplinary meeting provided scheduling of the meeting is not unreasonably delayed.
- 16.8 It is the Employer's sole determination as to whether or not an employee suspended without pay may be allowed to forfeit accrued vacation or compensatory time off in lieu of the suspension of pay.

ARTICLE 17 - GRIEVANCE PROCESS

Grievance Resolution Process

The objective of this process is to promote open and continuous communication regarding concerns in the workplace and recommendations for improving the quality of work life. This process is established on the premise of trust and mutual respect and is to

be used for determining “what’s right” NOT “who’s right”.

To facilitate this process, the levels below should be followed in sequence unless inappropriate for the circumstances. Some issues may necessitate meeting more than once at any particular level or obtaining information from additional sources. Each level will be addressed in an expedient manner.

STEP 1: Employee, Association President and First line Supervisor/Department Head

Procedure: Grievances will be submitted in writing within fifteen (15) working days of the occurrence or Association knowledge thereof. If unresolved, the Supervisor/Department Head and Association Representative will document the circumstances in writing and provide copies to the Department Head and Executive Board Member for Step 2.

STEP 2: Employee, Association and Administrative Services Director

Procedure: If the grievance is not resolved at Step 1, it may be presented to the Administrative Services Director. The grievance shall be submitted within fifteen (15) working days after receipt of the response at Step 1. Such appeal shall be in writing and shall set forth the specific contract provision alleged to have been violated, the reason for dissatisfaction and include the proposed remedy. Within ten (10) working days of receipt of the written grievance, the Administrative Services Director, shall meet with the employee and Association. Within fifteen (15) working days thereafter, a written decision shall be provided by the Administrative Services Director to the grievant and Association representative.

STEP 3: Employee, Association and City Administrator

Procedure: If the grievance is not settled at Step 2, it may be presented to the City Administrator. The grievance shall be submitted within fifteen (15) working days after receipt of the response at Step 2. Such appeal shall be in writing and shall set forth the specific contract provision alleged to have been violated, the reason for dissatisfaction and include the proposed remedy. Within ten (10) working days of receipt of the written grievance, the City Administrator shall meet with the employee and Association representative. Within fifteen (15) working days thereafter, a written decision shall be provided to the grievant or Association representative by the City Administrator.

STEP 4: Arbitration

Procedure: If the grievance cannot be resolved at Step 3 (three), the Association may submit a request for arbitration to the Administrative Services Director or City Administrator within forty-five (45) working days from the date the decision was rendered at Step 3. The parties may mutually agree on the selection of an arbitrator. In the event the parties cannot agree on an arbitrator, Federal Mediation and Conciliation Service (FMCS), the Public Employment Relations Commission (PERC) or some other agreed upon source shall be requested to submit a list of eleven (11) arbitrators from which the

arbitrator shall be selected by alternately striking one (1) name from the list until only one (1) name shall remain. The decision of the arbitrator shall be rendered as expeditiously as possible and shall be final and binding upon both parties.

The parties shall each pay their own costs and attorney's fees and each shall pay one-half of the cost of the service of the arbitrator and of any other joint costs of the arbitration.

ARTICLE 18 - NON-REDUCTION OF WAGES AND WORKING CONDITIONS

The parties hereto agree that the wages and working conditions specified by the Employer ordinances and resolutions now in force shall be maintained consistent with this agreement for its term.

ARTICLE 19 - STRIKES AND LOCKOUTS

The City and the Association recognize that the public interest requires the efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this agreement, neither the Association nor the City shall cause, engage in, or sanction any work stoppage, slowdown, or other interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action up to and including suspension or discharge. No individual shall receive any portion of his/her salary or benefits as provided by the City, and in accordance with applicable law, while engaging in activities in violation of this Article. The City shall not constitute any lockout of its employees during the term of this Agreement.

ARTICLE 20 - ASSOCIATION REPRESENTATION

An authorized representative of the Association shall have the right to investigate issues or conditions at reasonable hours upon first securing permission from the Employer to do so and without interfering with the progress of work. The Association shall advise the Employer, in writing, of the names of their authorized representatives and officers.

ARTICLE 21 - BULLETIN BOARD

The Employer shall provide a bulletin board for the Association's use in an area conveniently accessible to bargaining unit employees. The Association may maintain the board for the purpose of notifying employees of matters pertaining to Association business. All notices shall be signed by a representative of the Association who is authorized by the Association to approve Association notices.

ARTICLE 22 - NON-DISCRIMINATION

- 22.1 The Employer agrees that they will not discriminate against any employee because of lawful Association activity.
- 22.2 Neither the Association nor the Employer, in carrying out their obligation under this agreement, shall discriminate in matters of hiring, training, promotion, transfer, layoff,

discharge, or otherwise because of protected class status under Washington State or Federal law.

- 22.3 All references to employees in this contract designates both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 23 - WAGES, CLASSIFICATIONS AND PAY PLAN

- 23.1 The applicable pay plans are attached hereto and incorporated herein by reference as Exhibits A and B.

- 23.2 Newly hired employees may be hired above Step 1 and up to Step 4 in recognition of previous work experience as determined by the Employer. Nothing in this article shall require the Employer to hire an experienced employee at above Step 1. An employee may be granted a step increase to the next step subject to satisfactory completion of the six (6) month probation, as determined by the department head or designee. Thereafter, the end of probation establishes a new employee's anniversary date.

Step increases will thereafter occur on an employee's anniversary date subject to a satisfactory performance review by the department head or designee. If performance reviews result in an unsatisfactory performance rating then the employee may be held in the existing step for up to an additional twelve (12) months. Thereafter, the employee will be considered for a further step increase subject to a satisfactory performance review by the department head or designee.

- 23.3 For the year 2017, the wage adjustments shall be as outlined in Exhibit A.

Effective January 1, 2018, a COLA of 4% will be applied to the salary scales. (Exhibit B)

Effective January 1, 2019, a COLA based on 100% of the BLS West Region A CPI-W (July-July) with a minimum of 2% and maximum of 4%.

Effective January 1, 2020 COLA based on 100% of the BLS West Region A CPI-W (July-July) with a minimum of 2% and maximum of 4%.

- 23.4 Step increases are not applicable if an employee reaches the maximum step of their pay plan.
- 23.5 Employees will perform the job duties and responsibilities of their current classification set forth in each respective job description.
- 23.6 An employee who is temporarily assigned the duties and responsibilities of a higher level position shall be paid at a rate one step (3%) above his/her current rate of pay, or at the entry rate of the higher job class, whichever is greater. Higher level positions are defined as higher paid positions. All of the following conditions must be met for an employee to receive the out of class pay:

- (1) The position is currently vacant; OR, the employee normally filling the position is on authorized leave; OR, the employee normally assigned to the position has been temporarily relieved of his/her regular duties to complete a special project approved by their supervisor; OR, the workload has been temporarily increased; and
- (2) The employee is formally assigned to perform, and actually performs duties of the higher job class which are not within the normal duties of the employee's regular job class. Formal assignment should normally include a written directive from the employee's supervisor; and
- (3) The employee is so assigned and actually works the assignment for a period of eight (8) consecutive working hours or more. If the employee is so assigned and actually works the assignment for a period of eight (8) hours or more, the out-of-class pay shall be retroactive to the first hour of that specific assignment.

The same employee shall not be assigned to the higher level duties for more than six (6) consecutive months unless specifically approved by the city administrator for extenuating circumstances. An extension of an out-of-class assignment beyond twelve (12) months must be approved by the City Council. The Association will be given notice of any such extensions.

The out-of-class rate of pay shall apply for that time actually worked in the higher class. Periods of paid leave during the out-of-class assignment shall be compensated at the employee's regular rate of pay except when the assignment is for more than one month. When assigned for more than one month, the employee shall receive the out-of-class pay for leave taken during the out-of-class assignment.

- 23.7 If a person is hired, terminated, or works only part way through a month, their pay will be based on their hourly rate of pay for the portion of the month worked.
- 23.8 In recognition of the achievement of the Camas Police Department in obtaining and maintaining State Accreditation, all employees in the bargaining unit who work out of the Police Department, shall receive a 1% accreditation premium each month added to their base pay. As of the signing of this contract, this includes the Court Security Officer, Offender Crew Leader, Lead Police Records Clerk, Police Records Clerk/Dispatcher I, Police Records Clerk/Dispatcher II, and Code Enforcement Officer. Should the Police Department lose their accreditation during the term of this contract, this premium will no longer be received by the above employees.
- 23.9 Engineer Certification Premiums: Employees who possess a valid Engineer-in-Training Certification (EIT) or Professional Engineer Certification (PE) while working as an Engineering Technician, Senior Engineering Technician, Engineer I or Engineer II shall receive a five percent (5%) premium applied to their base wages.

Employees who possess a valid Professional Engineer Certification (PE) while working as an Engineer III or Engineering Project Manager shall receive a five percent (5%) premium applied to their base wages.

These premiums are effective upon contract ratification by both parties.

ARTICLE 24 -CLOTHING ALLOWANCE

- 24.1 The Employer agrees to maintain and provide foul weather gear (rubber boots, rain gear), and the necessary safety equipment for employees required to work in the field.
- 24.2 An employee representative will participate with the Employer in the selection of a suitable brand of clothing.
- 24.3 Based on the employee's work environment as defined in his/her job description and working conditions certain employees will receive field clothing allowances.
Field environment: \$225.00 (Offender Crew Leader, Sr. Building Inspector, Building Inspector I and II, Engineering Technician and Sr. Engineering Technician)
Office and field environment: \$140.00 (Plans Examiner, Engineer I, II & III, IT Network Administrator, IT Systems Analyst/Programmer and IT Support Specialist).
- Employees shall receive their clothing allowance in January. New employees will receive a pro-rated clothing allowance upon successful completion of probation. Part time employees will receive a pro-rated amount.
- 24.4 Employees are to use said clothing allowance for city work purposes only and shall select from the following: Jackets, shirts, coveralls, work shoes and/or work pants.
- 24.5 Employees must pass probation before clothing allowance is applicable.
- 24.6 Association members in the Police Department inclusive of Lead Police Records Clerk, Police Records Clerk/Dispatcher I, Police Records Clerk/Dispatcher II, Code Enforcement Officer and Court Security Officer will be placed under the quarter master system for work related uniform clothing.

ARTICLE 25 - SEPARABILITY

In the event that any provision of this agreement shall at any time be declared invalid by a final judgment of any court of competent jurisdiction, or through a final decree of a government, state or local body, such decision shall not invalidate the entire agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. The parties agree that any invalid provision of this agreement shall be modified through negotiations to comply with the existing regulations or laws.

ARTICLE 26 - MILEAGE ALLOWANCE

All employees required by the department head or designee to use their private cars for official departmental business, shall be compensated at the rate for such use as determined by the Internal Revenue Service.

ARTICLE 27 - DEPARTMENT RULES AND REGULATIONS

The Association agrees that its members shall comply in full with departmental rules and regulations, including those relating to conduct and work performance. The Employer agrees that new or revised departmental rules and regulations affecting wages, hours or working conditions shall be bargained with the Association prior to implementation.

ARTICLE 28 - JOB DESCRIPTIONS AND RECLASSIFICATIONS

When work operations involving new or substantially changed requirements are established as determined by the Employer, and such requirements are not adequate or properly prescribed in any existing position, the Employer will notify the Association to bargain over any revisions to positions or new position classifications.

An employee who believes that his or her job duties or work functions have changed may also request a reclassification. Any requests for position reclassification will be processed as quickly as possible by the City. In the event that a reclassification takes longer than 120 days from the date of original submission to the supervisor to process, the employee shall receive retroactive pay to the date it was first submitted. Otherwise, the pay change will take place effective the first of the month the pay adjustment is approved.

ARTICLE 29 - CONFLICT OF CONTRACT AND ORDINANCE

It is agreed that the intention of the parties of this agreement is that this agreement and all working agreements shall be consistent with the personnel ordinances, and that where it is found that the provisions of such an agreement are in conflict with the personnel ordinance(s), that the language of the agreement would prevail and become the basis for recommending an amendment of the ordinance(s).

ARTICLE 30 - MANAGEMENT RIGHTS

The Association recognizes the prerogative of the City to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority. Management's affairs and prerogatives which the parties have agreed do not constitute negotiable matters relating to wages, hours and working conditions are inclusive of, but not limited to, the following:

- 30.1 The right to institute, from time to time, work rules applicable, to bargaining unit employees.
- 30.2 The right to determine work schedules, overtime and the methods and processes by

which work is to be performed. Changes to work schedules will be preceded by reasonable notice.

- 30.3 The right to hire, promote, demote, transfer, assign, and/or retain employees in positions within the City.
- 30.4 The right to discipline employees for just cause.
- 30.5 The right to lay off employees for lack of work, lack of funds, reorganization or occurrence of conditions beyond the control of the city.
- 30.6 The right to take whatever actions the Employer deems necessary to carry out services in an emergency. The term “emergency” is inclusive of, but not limited to, life threatening situations, civil disorders, natural disasters, unforeseen occurrences or conditions, complications of circumstances, sudden or unexpected occasion for action.
- 30.7 The right to determine the methods and processes, means and personnel by which operations are to be carried out on an efficient basis. This includes the right to modify operations, personnel and equipment.

ARTICLE 31 - EMPLOYEE RIGHTS

Subject to the provisions of this contract and except as otherwise provided, employees have the right to use the grievance process contained herein to protect their rights as set forth in this Agreement.

ARTICLE 32 - DRUG AND ALCOHOL POLICY AND PROCEDURES

The Drug and Alcohol Policy and procedures mutually agreed on by the parties is hereby incorporated by reference as though it were set out specifically and completely in this Agreement. Said policies and procedures are a part of this Agreement.

ARTICLE 33 – SHARED LEAVE POLICY

The Shared Leave Policy and procedures is mutually agreed on by the parties and is hereby incorporated by reference as though it were set out specifically and completely in this Agreement. Said policies and procedures are a part of this Agreement.

ARTICLE 34 – ASSOCIATION SECURITY

The City agrees to notify the Association in advance of its desire to contract out any bargaining unit work. Both parties agree to follow any obligations of bargaining as required by the law.

ARTICLE 35 – TERMINATION AND RENEWAL

This agreement shall be in full force and effect from January 1, 2017 except as otherwise indicated, until December 31, 2020, except for contract language changes which shall be effective from the effective date of signature forward.

CITY OF CAMAS

CAMAS PUBLIC EMPLOYEES ASSOCIATION

By: _____
Scott Higgins, Mayor

Date: _____

By: _____
Pete Capell, City Administrator

Date: _____

By: Sarah Fox
Sarah Fox, President

Date: 28 Aug 18

By: Joe Vrtiska
Joe Vrtiska, Vice President

Date: 28 Aug 18

DEFINITION OF JOB TERMS

- (1) Full-Time Employee - An employee working a full-time schedule of forty (40) hours per week.
- (2) Part-Time Employee - An employee working a part-time schedule of twenty (20) hours, but less than forty (40) hours per week. Part-time employees will receive health and welfare insurance, sick leave, vacations and holiday benefits on a pro-rata basis in accordance with the number of hours worked. The employee's portion of the insurance premium will be carried out by payroll deduction. Floating holidays will be credited on a pro-rated basis for the portion of the year worked.
- (3) Provisional Part-Time Employee - An employee working a part-time schedule of less than twenty (20) hours per week. Such employee is eligible to participate in non-insured benefit programs at a level proportionate to their monthly work schedule.
- (4) Temporary Employees - An employee working a full or part-time schedule not to exceed six (6) months. Temporary employees are not eligible to participate in the benefit programs nor shall they accrue seniority.
- (5) Probationary Employees: The probationary period for newly hired employees shall be six (6) months or longer subject to the following provisions. Lateral transfers shall be subject to a three (3) month probationary period. The Employer may extend a probationary employee's probationary period for up to an additional three (3) months. Any extensions beyond the three (3) month period will be subject to mutual agreement with the Association. In any event, the probationary period shall not exceed twelve (12) months. New employees shall work subject to the provisions of this agreement but shall be only on a trial basis during which period they may be discharged without cause and without any recourse.
- (6) Nineteen (19) hour positions: Employees who work in a nineteen (19) hour position for longer than twenty-four (24) months shall be given the option of participating in the city's medical, dental and vision coverage at 50% of the rates described in Section 15.4, and under the cost-sharing provisions described in item two (2) under "Definition of Job Terms."

EXHIBIT A - 2017 Salary Scales

| Position Title | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|
| Police Records Clerk/Dispatcher I | G-13 | 3230 | 3336 | 3443 | 3549 | 3656 | 3762 | 3869 |
| Court Clerk | G-15 | 3554 | 3671 | 3788 | 3905 | 4023 | 4140 | 4257 |
| Police Records Clerk/Dispatcher II | G-16 | 3728 | 3851 | 3974 | 4097 | 4219 | 4342 | 4465 |
| Administrative Support Assistant | G-16 | 3728 | 3851 | 3974 | 4097 | 4219 | 4342 | 4465 |
| Offender Crew Leader | G-16 | 3728 | 3851 | 3974 | 4097 | 4219 | 4342 | 4465 |
| Permit Technician | G-16 | 3728 | 3851 | 3974 | 4097 | 4219 | 4342 | 4465 |
| Lead Court Clerk | G-17 | 3910 | 4039 | 4168 | 4297 | 4426 | 4555 | 4684 |
| Financial Assistant | G-18 | 4102 | 4237 | 4372 | 4508 | 4643 | 4778 | 4913 |
| Recreation Facilities Coordinator | G-18 | 4102 | 4237 | 4372 | 4508 | 4643 | 4778 | 4913 |
| Recreation Coordinator | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Sr. Permit Technician | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Accounting Assistant | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Assistant Planner | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Code Enforcement Officer | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Lead Police Records Clerk | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Sr. Administrative Support Asst. | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Operation Support Specialist | G-19 | 4303 | 4445 | 4586 | 4728 | 4870 | 5012 | 5154 |
| Court Security Officer | G-20 | 4513 | 4662 | 4811 | 4960 | 5109 | 5257 | 5406 |
| IT Support Specialist | G-20 | 4513 | 4662 | 4811 | 4960 | 5109 | 5257 | 5406 |
| Engineering Technician | G-20 | 4513 | 4662 | 4811 | 4960 | 5109 | 5257 | 5406 |
| Building Inspector I | G-20 | 4513 | 4662 | 4811 | 4960 | 5109 | 5257 | 5406 |
| Financial Analyst | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Plans Examiner | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Building Inspector II | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Engineer I | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Sr. Engineering Technician | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Planner | G-22 | 4966 | 5130 | 5294 | 5457 | 5621 | 5785 | 5948 |
| Sr. Plans Examiner | G-23 | 5209 | 5381 | 5553 | 5725 | 5896 | 6068 | 6240 |
| Engineer II | G-24 | 5464 | 5645 | 5825 | 6005 | 6185 | 6365 | 6545 |
| GIS Coordinator | G-24 | 5464 | 5645 | 5825 | 6005 | 6185 | 6365 | 6545 |
| Accountant | G-24 | 5464 | 5645 | 5825 | 6005 | 6185 | 6365 | 6545 |
| Sr. Building Inspector | G-25 | 5732 | 5921 | 6110 | 6299 | 6488 | 6677 | 6866 |
| Sr. Planner | G-26 | 6013 | 6211 | 6409 | 6607 | 6805 | 7004 | 7202 |
| Engineer III | G-26 | 6013 | 6211 | 6409 | 6607 | 6805 | 7004 | 7202 |
| IT Network Administrator | G-27 | 6307 | 6515 | 6723 | 6931 | 7139 | 7347 | 7554 |
| IT Systems Analyst/Programmer | G-28 | 6616 | 6834 | 7052 | 7270 | 7488 | 7706 | 7924 |
| Engineering Project Manager | G-28 | 6616 | 6834 | 7052 | 7270 | 7488 | 7706 | 7924 |

EXHIBIT B - 2018 Salary Scales – 4% COLA

| Position Title | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|
| Police Records Clerk/Dispatcher I | G-13 | 3359 | 3469 | 3581 | 3691 | 3802 | 3912 | 4023 |
| Court Clerk | G-15 | 3696 | 3818 | 3940 | 4062 | 4184 | 4306 | 4427 |
| Police Records Clerk/Dispatcher II | G-16 | 3877 | 4005 | 4133 | 4261 | 4388 | 4516 | 4644 |
| Administrative Support Assistant | G-16 | 3877 | 4005 | 4133 | 4261 | 4388 | 4516 | 4644 |
| Offender Crew Leader | G-16 | 3877 | 4005 | 4133 | 4261 | 4388 | 4516 | 4644 |
| Permit Technician | G-16 | 3877 | 4005 | 4133 | 4261 | 4388 | 4516 | 4644 |
| Lead Court Clerk | G-17 | 4066 | 4201 | 4335 | 4469 | 4603 | 4737 | 4871 |
| Financial Assistant | G-18 | 4266 | 4406 | 4547 | 4688 | 4829 | 4969 | 5110 |
| Recreation Facilities Coordinator | G-18 | 4266 | 4406 | 4547 | 4688 | 4829 | 4969 | 5110 |
| Recreation Coordinator | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Sr. Permit Technician | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Accounting Assistant | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Assistant Planner | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Code Enforcement Officer | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Lead Police Records Clerk | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Sr. Administrative Support Asst. | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Operations Support Specialist | G-19 | 4475 | 4623 | 4769 | 4917 | 5065 | 5212 | 5360 |
| Court Security Officer | G-20 | 4694 | 4848 | 5003 | 5158 | 5313 | 5467 | 5622 |
| IT Support Specialist | G-20 | 4694 | 4848 | 5003 | 5158 | 5313 | 5467 | 5622 |
| Engineering Technician | G-20 | 4694 | 4848 | 5003 | 5158 | 5313 | 5467 | 5622 |
| Building Inspector I | G-20 | 4694 | 4848 | 5003 | 5158 | 5313 | 5467 | 5622 |
| Financial Analyst | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Plans Examiner | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Building Inspector II | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Engineer I | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Sr. Engineering Technician | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Planner | G-22 | 5165 | 5335 | 5506 | 5676 | 5846 | 6016 | 6186 |
| Sr. Plans Examiner | G-23 | 5418 | 5596 | 5775 | 5954 | 6132 | 6311 | 6489 |
| Engineer II | G-24 | 5683 | 5871 | 6058 | 6245 | 6432 | 6620 | 6807 |
| GIS Coordinator | G-24 | 5683 | 5871 | 6058 | 6245 | 6432 | 6620 | 6807 |
| Accountant | G-24 | 5683 | 5871 | 6058 | 6245 | 6432 | 6620 | 6807 |
| Sr. Building Inspector | G-25 | 5961 | 6158 | 6354 | 6551 | 6748 | 6944 | 7140 |
| Sr. Planner | G-26 | 6253 | 6459 | 6665 | 6872 | 7077 | 7284 | 7490 |
| Engineer III | G-26 | 6253 | 6459 | 6665 | 6872 | 7077 | 7284 | 7490 |
| IT Network Administrator | G-27 | 6559 | 6776 | 6992 | 7208 | 7425 | 7641 | 7857 |
| IT Systems Analyst/Programmer | G-28 | 6880 | 7107 | 7334 | 7561 | 7788 | 8014 | 8241 |
| Engineering Project Manager | G-28 | 6880 | 7107 | 7334 | 7561 | 7788 | 8014 | 8241 |

RESOLUTION NO. 18-010

A RESOLUTION supporting efforts to replace the Interstate 5 Bridge between the State of Washington and the State of Oregon.

Section I

WHEREAS, Interstate 5 is a corridor of national significance that serves the entire west coast of the United States, as well as international commerce with Canada, Mexico, and all of the countries of the Pacific Rim that access United States west coast sea ports; and

WHEREAS, the Interstate 5 Bridge between Vancouver, Washington, and Portland, Oregon, experiences some of the most severe congestion along the entire length of the Interstate 5 corridor, especially during the daily commuting periods, affecting travel time reliability and hindering the efficient movement of people and freight, all of which impact southwest Washington residents; and

WHEREAS, frequent crashes on the corridor and on the Bridge itself affect public safety; and

WHEREAS, the existing Interstate 5 Bridge is functionally obsolete and does not meet current seismic standards; and

WHEREAS, replacement of the Interstate 5 Bridge is needed to support critical trade routes, address congestion, provide transportation choices, and improve safety;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section II

The City of Camas City Council supports efforts to begin a new project development process for replacement of the Interstate 5 Bridge.

The City of Camas City Council urges Governor Jay Inslee and the Washington State Legislature to provide adequate funding to the Washington State Department of Transportation to materially advance project development for an Interstate 5 Bridge replacement.

ADOPTED at a regular session of the Council of the City of Camas this 4th day of September, 2018.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

ORDINANCE NO. 18-014

AN ORDINANCE amending certain provisions of the Camas Municipal Code, repealing Chapter 18.31, and adding a new Chapter 3.54, relating to the Camas Urban Tree Program.

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

Section I

A new Chapter 3.54 of the Camas Municipal Code, entitled City Tree Fund is hereby adopted as follows:

3.54.010 City Tree Fund

A. There is created a city tree fund into which all penalties and revenues received for tree protection under Chapters 12.04 Sidewalk and Street Tree Maintenance; 16.51 General Provisions for Critical Areas; and Chapter 18.13 Landscaping shall be placed. In addition, the following sources of funds may be placed in the city's tree fund:

1. Street tree permit fees;
2. Donations and grants for the purposes of the fund;
3. Sale of trees or wood from city property where the proceeds from such sale have not been dedicated to another purpose;
4. Fines and penalties imposed under Chapters 12.04, 16.51 and 18.13, or settlements in lieu of penalties.

B. The city shall use the city tree fund for the following purposes:

1. Acquiring, maintaining, and preserving areas of healthy soil and native vegetation within the city;
2. Planting and maintaining trees within the city to compensate for loss of canopy coverage;
3. Support community urban forestry education;
4. Support the management of urban forest areas to include eradicating aggressive non-native vegetation species;
5. Other purposes relating to trees as determined by city council.

3.54.020 Tree Removal Fine Table

| Tree Removal Infractions (measured as diameter at breast height "dbh") | | | |
|---|-------|-------------------------|---------|
| 2" to 6" | \$250 | 25" – 30" | \$750 |
| 7" to 12" | \$375 | 31" – 36" | \$875 |
| 13" – 18" | \$500 | Greater than 37" | \$1,000 |
| 19" – 24" | \$625 | | |

Section II

Chapter 12.04 of the Camas Municipal Code, shall be re-titled as “Sidewalk and Street Tree Maintenance.”

Section III

Section 12.04.010 – Definitions shall be amended to provide as follows:

A. All property having a frontage on the edge of the right-of-way of any street shall be deemed to be “abutting property” and such property shall be chargeable as provided for by this chapter for all costs or maintenance, repairs or renewal of any form of sidewalk or landscaping improvement between the right-of-way lying in front of and adjacent to the property.

B. “Sidewalk” shall be taken to include any street improvement included in the space between the property line and the improved roadway.

C. A “street tree” is any tree located in the planter strip of the right-of-way, unless designated in another location as noted on the face of a plat, or other approved development plan. The planter strip is typically located between the curb and the sidewalk.

Section IV

A new Section 12.04.025 – Street Tree Permit Required for Removal is hereby adopted as follows:

A. Persons seeking to remove street trees from the right-of-way, shall first obtain a permit from the city.

1. An application for such permit may be required to include the following information relating to the proposed removal of the tree: location; species and size; proposed schedule of removal; and photos of tree.
2. The city may collect a fee for tree permits and the amount will be set forth in the city’s fee schedule.
3. Tree topping is prohibited and is considered to be a form of removal. Topping is the cutting of tree branches to stubs or to lateral branches that are not large enough to assume the terminal role, and contribute to a future hazardous condition or death of the tree.
4. Tree replacement may be a condition of tree removal permitting. If required, the tree must be replaced by the adjacent property owner or their agent within six (6) months of removal. The replacement tree may be in an alternative location other than in the planter strip of the right-of-way as long the alternative location is approved by the city.

B. Street Tree Permit Exemptions.

1. When pruning or removal is performed by municipal crews and is necessary to maintain clearance for public rights-of-way.
2. Hazardous trees determined to pose an imminent threat or danger to public health or safety, or to public or private property, may be removed prior to receiving written permit approval from the city; provided, that the city staff or an arborist documents the hazard with photos. The landowner must submit proof of hazard to the city within fourteen days.

C. Enforcement and Penalties.

1. A person who fails to comply with the requirements of the tree permit, who removes a street tree without obtaining a permit, or fails to comply with a stop work order issued under this section shall be guilty of a non-traffic civil infraction, punishable by a fine of not more than the amounts set forth in Section 3.54.020. Violators shall further be subject to restoration requirements as set forth in Section 12.32.220C.
2. Each day that a violation of the requirements of this chapter continues shall constitute a separate infraction. In addition, each unlawfully destroyed tree shall constitute a separate infraction. Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of this section.
3. Any commissioned police officer of the City of Camas or the City's Code Compliance Officer may issue infractions pursuant to this Chapter.
4. In addition to or in place of civil fines, the City may bring injunctive, declaratory, or other actions to enforce this chapter.

Section V

Section 12.32.030 shall be amended as to provide as follows.

No person shall in any park without prior written authorization from the city:

- A. Cut, break, injure, destroy, take or remove any tree, shrub, timber, plant or natural object in any park.
- B. Remove any earth, boulders, gravel or sand.

Section VI

Section 12.32.220 B shall be amended and Subsections C and D added to provide as follows.

B. It is a misdemeanor punishable by a fine not to exceed \$1,000 or by imprisonment not to exceed ninety days or by both such fine and imprisonment to commit any act made unlawful under Camas Municipal Code Section 12.32.030. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate or fail to comply with Section

12.32.030. A person, firm, or corporation found to have committed a civil infraction shall be assessed a fine of not more than the amounts set forth in Section 3.54.020. Each unlawfully removed tree shall constitute a separate infraction. Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of this section. Each day that a violation of the requirements of this chapter continues shall constitute a separate infraction. Any commissioned police officer of the City of Camas or the City's Code Compliance Officer may issue infractions pursuant to this chapter.

C. Restoration. Violators of this chapter shall be responsible for restoring unlawfully damaged areas in conformance with a plan approved by a Planning Official, which provides for repair of any environmental and property damage, and restoration of the site; and which results in a site condition that, to the extent practical, equals the site conditions that would have existed in the absence of the violation(s). Restoration costs will be based on the city appraised value of unapproved trees removed using the most current edition of Guide for Plant Appraisal (International Society Arboriculture Council of Tree and Landscape Appraisers). The amount of appraisal costs that exceed the approved restoration plan costs will be paid into the city's Tree Fund.

D. All other violations of any provision of this chapter are deemed a non-traffic civil infraction for which a notice of infraction may be issued. Any person found to have committed an infraction under this chapter shall be assessed a monetary penalty not to exceed two hundred fifty dollars

Section VII

A new Subsection 16.51.200 C(1)(e), C(2)(d), and C(3) are hereby adopted as follows:

C. Minimum Performance Standards for Restoration/Penalty.

1. e. Annual monitoring reports shall be sent to the planning division regarding the success of the required mitigation for a period of five years following the installation of the mitigation. Corrective measures shall be taken if monitoring indicates that the performance standards are not being met.
2. d. Annual monitoring reports regarding the success of the required mitigation for a period of five years following the installation of the mitigation shall be sent to the planning division. Corrective measures shall be taken if monitoring indicates that the performance standards are not being met.
3. A person who, without authority, removes any tree within a critical area and associated buffer area, shall be guilty of a non-traffic civil infraction, punishable by a fine of not more than the amounts set forth in Section 3.54.020. Each unlawfully removed tree shall constitute a separate infraction. Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of this section. Any commissioned police officer of the City of Camas or the City's Code Compliance Officer may issue infractions pursuant to this

chapter. In addition, the violator must plant new trees at a ratio of two replacement trees for each tree felled, within one year in accordance with an approved restoration plan.

Section VIII

Section 16.51.200 D is hereby amended to provide as follows:

D. Enforcement

1. Any person, firm, or corporation who knowingly violated or fails to comply with any term or provision of this chapter shall be deemed to have committed a misdemeanor, and if convicted such offense shall be subject to a fine not to exceed \$1,000 or by imprisonment not to exceed ninety days, or by both such fine and imprisonment.
2. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate or fail to comply with any term or provision of this chapter. A person, firm, or corporation found to have committed a civil infraction shall be assessed a fine of not more than the amounts set forth in Section 3.54.020. Each unlawfully removed tree shall constitute a separate infraction. Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of this section. Each day that a violation of the requirements of this chapter continues shall constitute a separate infraction. Any commissioned police officer of the City of Camas or the City's Code Compliance Officer may issue infractions pursuant to this chapter.

Section IX

The following sections with references to Section 18.31.080 shall be amended to refer to Section 18.13.045 as follows:

17.09.030 B(5)(p); 17.11.030 B(5); 17.15.030 B(4); and 17.19.030 A(2)

Section X

Section 18.03.030 shall be amended to include a definition for "Vision Clearance Hazard" as follows:

18.03.030 – Definitions for Land Uses.

Vision Clearance Hazard – an object that interferes with vision near intersections of roadways and motor vehicle access points where a clear field of vision is required for traffic safety and to maintain adequate sight distance. See also "Vision clearance area" design provisions at Section 18.17.030.

Section XI

Section 18.03.040 shall be amended to include the following additional definitions:

18.03.040 – Environmental definitions.

"Significant trees" means evergreen trees eight inches DBH, and deciduous trees twelve inches DBH. Does not include hazard trees or invasive species.

"Critical root zone" is the area of soil around a tree trunk where roots are located that provide stability and uptake of water and minerals required for tree survival.

"Hazard Tree". A hazard tree is any tree with a combination of structural defect and/or disease, which makes it subject to a high probability of failure and a proximity to persons or property which makes it an imminent threat.

"Tree protection zone" is an arborist-defined area surrounding the trunk intended to protect roots and soil within the critical root zone and beyond, to ensure future tree health and stability. Tree protection zones may be calculated based on multiplying the tree's DBH by a factor of 12 depending on the tree's species and tolerance of root disturbance.

"Diameter at Breast Height" (DBH) means the diameter of the tree measured at 4'6" above soil grade.

Section XII

Section 18.09.060 D shall be amended to provide as follows:

18.09.060 - Density transfers.

D. Where a tract under "C" above, includes one-half acre or more of contiguous area, the city may provide additional or negotiated flexibility in lot sizes, lot width, or depth, or setback standards. In no case shall the maximum density of the overall site be exceeded. The city may, also provide the landowner with:

1. A credit against park and open space impact fees per Chapter 3.88; or
2. Cash from the parks and open space impact fee fund or other public fund.

Section XIII

The following Sections and Subsections of Chapter 18.13 – Landscaping shall be amended to provide as follows:

18.13.010 - Purpose.

A. To establish minimum standards for landscaping in order to provide screening between incompatible land uses, minimize the visual impact of paved areas, provide for shade, and minimize erosion; and

B. To implement the city's comprehensive plan goals which include preserving natural beauty in the city, and protecting Camas' native landscape and mature tree cover.

18.13.020 - Scope

A. Unless otherwise exempted, the standards of this chapter shall apply to any site to be developed. All applicable development activities shall be required to prepare a landscape plan and shall be required to meet the minimum tree density herein created.

B. The standards of this chapter shall apply to the following:

1. Commercial, industrial, governmental uses, and land divisions;
2. Redevelopment including change of use when Site Plan Review is applicable (refer to Chapter 18.18 Site Plan Review);
3. Parking lots with greater than four spaces;
4. Development that is subject to Design Review (refer to Chapter 18.19 Design Review);
5. Undeveloped property converting to an allowed use in the zone (e.g. infill lots); and
6. Conditional uses. The standards for landscaping will be the same as the landscaping standards in commercial zones if conditional use will occur in a residential zone.

18.13.040 – Procedure for Landscape, Tree and Vegetation Plans.

A. Applicants shall submit a detailed Landscape, Tree and Vegetation Plan with building and site improvement plans. Included in the plans (at a minimum) shall be type, size, and location of plants and materials.

B. A tree survey must be included for any applicable development proposing to remove trees.

18.13.050 - Standards for Landscape, Tree and Vegetation Plans.

B. Landscaping and trees shall be selected and located to deter sound, filter air contaminants, curtail erosion, minimize stormwater run-off, contribute to living privacy, reduce the visual impacts of large buildings and paved areas, screen, and emphasize or separate outdoor spaces of different uses or character.

C. Landscape, Tree and Vegetation Plan must include a combination of trees, shrubs, and ground cover to achieve the purposes of this chapter.

1. Required landscaping shall be comprised of a minimum of sixty (60) percent native vegetation (or adapted to northwest climate), or drought-tolerant vegetation, and fifty (50) percent evergreen.

2. Deciduous trees shall have straight trunks, be fully branched, have a minimum caliper of two inches, be equivalent to a fifteen-gallon container size, and be adequately staked for planting.

3. Evergreen trees shall be a minimum of five feet in height, fully branched, and adequately staked for planting.

D. Street trees will be required as part of the frontage improvements. Species, size and spacing of the trees must be consistent with the Design Standards Manual. Unless otherwise specified, trees must generally be spaced 30-feet apart. Substitute varieties are subject to approval by the City of Camas.

E. Proposed vegetation cannot be an invasive species as listed within the most current edition of the Clark County Noxious Weed List (e.g. English Ivy cultivars).

G. Ground Cover, defined as living material and not including bark chips or other mulch, shall be from containers of one gallon or larger. Plants shall be planted and spaced in a triangular pattern which will result in eighty (80) percent cover in three (3) years. Lawn cannot be the primary ground cover within required landscape buffers unless approved for stormwater conveyance. Grass species, if used as ground cover, shall be native or drought-tolerant, and appropriate for the use of the area.

18.13.055 Landscape buffering standards

A. Landscape buffers shall be in compliance with the below referenced table:

Table 1—Landscape Buffers

| Abutting zone ► | Residential | | Commercial | | Business Park | | Industrial | |
|--------------------------------|---------------------------|-----------------------|---------------------------|-----------------------|---------------------------|-----------------------|---------------------------|-----------------------|
| Uses on Site ▼ | Not Separated by a Street | Separated by a Street | Not Separated by a Street | Separated by a Street | Not Separated by a Street | Separated by a Street | Not Separated by a Street | Separated by a Street |
| Multifamily Residential | 5' L1 | 5' L1 | 10' L3 | 10' L2 | 10' L2 | 10' L2 | 10' L2 w/F2 Fence | 10' L3 |
| Commercial | 10' L3 | 5' L2 | 5' L1 | 5' L2 | 5' L2 | 5' L2 | 10' L3 | 10' L2 |
| Industrial | 10' L2 w/F2 Fence | <u>10' L2</u> | <u>10' L3</u> | <u>10' L2</u> | 10' L3 | <u>5' L2</u> | 5' L2 | 5' L1 |

18.13.060 Parking areas.

C. Parking lots shall include a minimum ratio of one tree per six parking spaces. (See Figure 18.13.060-1).



Figure 18.13.060-1 Example of Parking Lot Planter Areas. In this example, there are three medium-sized trees (“A”) for 18 parking spaces, with ground cover (“B”) and shrubs (“C”).

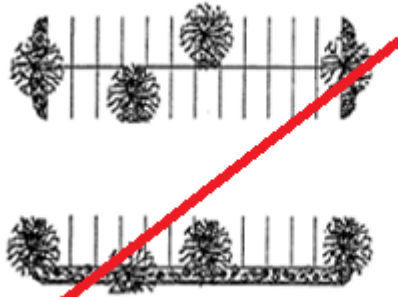


Figure 18.13-1 Parking Lot Planting Islands



Figure 18.13-2 Parking Lot Landscape Divider Strip

- E. Planter areas for trees must provide a minimum of 500 cubic feet of soil, and shall provide eight-foot by eight-foot (8'x8') minimum of clear planting space. For other vegetative buffer areas a minimum of a five foot clear width must be provided.
- H. No more than fifteen parking spaces shall be located in a row without a landscaped divider strip (See Figure 18.13.060-1).

Section XIV

The following additional Sections of Chapter 18.13 – Landscaping shall be adopted to provide as follows:

18.13.025 – Exemptions

The following activities are exempt from submittal of a Landscape Tree and Vegetation Plan:

- A. Commercial Nurseries. Removal of trees and vegetation which are being grown to be sold as landscape trees.
- B. Forest Practices Permit. Removal of trees as allowed with a forest practices permit issued by the Washington State Department of Natural Resources. Exemption does not include conversion of forest land to other uses.
- C. Developed Residential Lots. Removal of trees on lots which: (1) are less than 24,000 square feet and are part of a subdivision or short plat; (2) which cannot be further divided in accordance with the underlying zoning district; and (3) trees to be removed are not within shoreline areas or critical areas.

D. Undeveloped property and developed lots (24,000 square feet and greater). Removal of up to 6 trees per acre, up to a total of 6 trees within any 12 consecutive month period when: (1) the property is intended to remain undeveloped for a period of six years and such intent is recorded in a covenant; (2) if a minimum tree density of 30 tree units per acre is maintained; and (3) the trees to be removed are not within shoreline areas or critical areas. Removal of trees on parcels of less than one acre in size shall be limited in proportion to six trees per acre (e.g. a half acre parcel can remove 3 trees).

E. Downtown commercial zone. Downtown commercial zone properties must include properly spaced street trees, and other landscape screening in accordance with downtown design review standards, but are not required to meet tree density minimums.

F. Minor development. A Landscape, Tree and Vegetation plan is not required for any site disturbance less than 500 square feet and where no tree will be removed or adjacent tree(s) impacted.

18.13.045 – Tree Survey

A. The applicant must submit a tree survey that is prepared by a certified arborist or professional forester.

B. A tree survey must contain the following:

1. Inventory.

- a. Map of the site, with tree locations numbered
- b. Include all significant trees that will be impacted by the proposed development, which may include trees off-site if canopies overhang the subject property. Open space tracts to be set aside for conservation purposes do not need to be included in survey.
- c. Provide the common and scientific name of inventoried trees.

2. Assessment.

- a. Size. Measure and provide the diameter at breast height (DBH).
- b. Tree protection zone. (Refer to CMC 18.03.050 Environmental Definitions)
- c. Tree health. An overall assessment of the trees structural stability and failure potential based on specific structural features (e.g. decay, conks, co-dominate trunks, abnormal lean) and rated as good, fair or poor.
- d. Recommendation for preservation or removal. The recommendation will consider proposed grading, trenching, paving, fencing and other construction plans.
- e. If hazardous, then an evaluation of hazardous trees will include a numerical value of hazard based on the following: failure potential; size of part most likely to fail; and distance to target (e.g. new residence).

18.13.051 Minimum Tree Density Requirement.

A. Tree Density. A minimum tree density per net acre is required and must be incorporated within the overall landscape plan. The tree density may consist of existing trees, replacement trees or a combination of existing and replacement trees, pursuant to the priority established in Section 18.13.052.

18.13. 051 Table 1: Required Tree Density

| Proposed Activity | Required Minimum Tree Density per Net Acre | Required Tree Replacement |
|--|--|---|
| New Development | 20 Tree Units | 20 Tree Units per acre |
| Residential | 20 Tree Units | 20 Tree Units per acre |
| Developed commercial and industrial properties | 20 Tree Units | 3 Tree Units for every 1 tree unit removed up to the minimum tree density per acre. |

B. Tree Density Calculation. Specific instructions on how to perform tree density calculations are provided in the Design Standards Manual. “Tree Unit” is a unit of measurement based upon the size of the diameter of the tree measured at the breast height (“dbh”). New trees are given a value of one (1) Tree Unit, as they must be a minimum of 2” dbh when planted. Tree Unit values are summarized in the following Table:

18.13.051 Table 2: Tree Units for Existing Trees

| Diameter at Breast Height "dbh" | Tree Units | Diameter at Breast Height "dbh" | Tree Units |
|---------------------------------|------------|---|------------|
| 1" to 5" | 1 | 31" to 32" | 12 |
| 6" to 12" | 2 | 33" to 34" | 13 |
| 13" to 14" | 3 | 35" to 36" | 14 |
| 15" to 16" | 4 | 37" to 38" | 15 |
| 17" to 18" | 5 | 39" to 40" | 16 |
| 19" to 20" | 6 | 41" to 42" | 17 |
| 21" to 22" | 7 | 43" to 44" | 18 |
| 23" to 24" | 8 | 45" to 46" | 19 |
| 25" to 26" | 9 | 47" to 48" | 20 |
| 27" to 28" | 10 | 49" to 50" | 21 |
| 29" to 30" | 11 | For larger trees, allow a ½ tree unit for every additional inch of dbh. | |

18.13.052 Tree and Native Vegetation Preservation

A. When determining where to retain or plant trees, locations with healthy soils, native understory vegetation, and mature trees shall have priority when there are feasible alternative locations on site for proposed buildings and site improvements to achieve the minimum tree unit density per acre. This may require site redesign. Provided, where necessary, density transfer areas may be used to ensure protection and retention of trees.

B. In designing a development project and in meeting the required tree density, the applicant must provide a Landscape, Tree and Vegetation plan that retains healthy, wind firm trees in the following priority:

1. Trees located within critical area buffers. Trees must be identified within a protected tract.
2. Significant wildlife habitat, or areas adjacent and buffering habitat.
3. Significant trees that are greater than 36 inch dbh.
4. Groves of trees, or other individual healthy trees with the intent to retain must be located in separate tract if part of a land division, or other protective mechanism if other development type,
5. Trees, that if removed would cause trees on adjacent properties to become hazardous.

C. Mitigation and Replacement. In areas where there are currently inadequate numbers of existing trees to meet minimum tree density, where the trees are inappropriate for preservation, the soils are poor, or there are significant invasive species, then mitigation shall be required to meet the minimum tree

density. The applicant's proposed location for replacement trees or mitigation shall be subject to the city's approval of the Landscape Plan. Replacement trees shall be planted in the following priority:

1. Onsite.
 - a. Within or adjacent to critical area buffers or wildlife habitat areas
 - b. Adjacent to stormwater facilities
 - c. Landscaping tracts, such as at entrances, traffic islands or other common areas
 - d. Removal of invasive species and restorative native vegetation planting equivalent to the area necessary for new tree planting.
2. City tree fund. When on-site locations are unavailable or infeasible, then the applicant can pay an amount equal to the market value of the replacement trees into the city's tree fund.

Section XV

Chapter 18.31 – SENSITIVE AREAS AND OPEN SPACE is hereby repealed.

Section XVI

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 ____ day September, 2018.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney