



## FORM OF GOVERNMENT REPORT

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

### **SUMMARY AND RECOMMENDATION:**

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

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

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

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

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

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

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

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

### **COMMITTEE MEMBERSHIP:**

The Committee is made up of the following Camas citizens:

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

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

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

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

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

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

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

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

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

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

#### **DOMINANT THEMES:**

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

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

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

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

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

#### **WHY Now?**

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

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

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

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

#### **RECOMMENDATIONS:**

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

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



# FORMS OF GOVERNMENT

**Jim Doherty**

**MRSC Legal Consultant**

# About MRSC



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# Agenda – FEB. 20<sup>TH</sup> 2018



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



# Classification and Forms of Government



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



# Code City Classification



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

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

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

# Mayor-Council Form



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

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

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

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



# **Pros: Mayor-Council Form**

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

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

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

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

# Cons: Mayor-Council Form



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

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

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

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

# Mayor-Council Form with CAO



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

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

# Council Manager Form



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

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

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

# Council Manager Form



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

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

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

# Pros: Council Manager Form



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

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

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





# **Cons: Council Manager Form**

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

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

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

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

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

# Electing Mayor in Council-Manager City



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

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

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

# Resources



MRSC website topic pages:

[City and Town Forms of Government](#)

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

Articles linked from the first of the above two pages:

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

[The Unofficial Role of the Administrator](#)

# Questions?



# Thank you!

## Ask MRSC

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

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

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





## MEMO

**TO:** Form of Government Advisory Committee

**FROM:** City Administrator Pete Capell

**DATE:** April 24, 2018

**SUBJECT:** Comparable Cities

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

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

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

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

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

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

### Clark County Cities

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

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

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

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

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

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



## MEMO

**TO:** Form of Government Advisory Committee

**FROM:** City Administrator Pete Capell

**DATE:** April 24, 2018

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

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

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

The comparable cities with City Managers include:

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

The comparable cities with City Administrators include:

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

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

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

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



## MEMO

**TO:** Form of Government Advisory Committee

**FROM:** City Administrator Pete Capell

**DATE:** April 30, 2018

**SUBJECT:** Transition Plan

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

### **Prior to the election**

#### Legal/Technical Actions

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

#### Procedural/Protocol

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

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

#### Legal/Technical Actions

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



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

#### Procedural/Protocol

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

## **M E M O R A N D U M**

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

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

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

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

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

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

The sequence would then be as follows:

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

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

Please contact me if you have any questions.

## **RESOLUTION NO.**

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

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

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

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

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

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

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

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

CITY OF CAMAS

PROPOSITION NO.

WHETHER TO ADOPT THE COUNCIL/MANAGER FORM OF GOVERNMENT

WITHIN THE CITY OF CAMAS

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

Yes.....☐

No.....☐

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

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

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

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

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

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

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

APPROVED as to form:

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

ORDINANCE NO.

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

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

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

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

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

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

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

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

1.08.020 Plan of Government

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

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

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

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

Mayor

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

Clerk

APPROVED as to form:

\_\_\_\_\_

City Attorney

## Summary Views of Professional Management in Local Government

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

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

Here are a few summary conclusions in the matter:

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

Respectfully submitted,

Lloyd Halverson

March 31,2018



## **Chapter 35A.12 RCW**

### **MAYOR-COUNCIL PLAN OF GOVERNMENT**

#### **Chapter Listing**

##### **Sections**

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

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#### **35A.12.010**

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

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

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

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

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

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

#### NOTES:

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

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

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### 35A.12.020

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

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



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

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

**NOTES:**

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

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**35A.12.030**

**Eligibility to hold elective office.**

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

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

**NOTES:**

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

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**35A.12.040**

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

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

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

## NOTES:

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

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### **35A.12.050**

#### **Vacancies.**

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

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

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### **35A.12.060**

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

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

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

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### **35A.12.065**

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

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

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

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### **35A.12.070**

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

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

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

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

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

#### **NOTES:**

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

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### **35A.12.080**

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

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

designated by ordinance or by charter shall be required to furnish annually an official bond conditioned on the honest and faithful performance of their official duties. The terms and penalty of official bonds and the surety therefor shall be prescribed by ordinance or charter and the bond shall be approved by the chief administrative officer of the city. The premiums on such bonds shall be paid by the city. When the furnishing of an official bond is required of an officer or employee, compliance with such provisions shall be an essential part of qualification for office.

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

**NOTES:**

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

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**35A.12.090**

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

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

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

**NOTES:**

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

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**35A.12.100**

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

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



officer, if so provided by ordinance or charter. He or she shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as he or she may designate for approval or disapproval. He or she shall see that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed, and to this end he or she may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of all members of the council. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. He or she shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action. He or she shall prepare and submit to the council a proposed budget, as required by chapter 35A.33 RCW. The mayor shall have the power to veto ordinances passed by the council and submitted to him or her as provided in RCW 35A.12.130 but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that when illness or other duties prevent the mayor's attendance at an official function and no mayor pro tempore has been appointed by the council, a member of the council or some other suitable person may be designated by the mayor to represent the city on such occasion.

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

#### NOTES:

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

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### 35A.12.110

#### Council meetings.

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



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

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

#### **NOTES:**

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

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### **35A.12.120**

#### **Council—Quorum—Rules—Voting.**

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

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

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

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### **35A.12.130**

#### **Ordinances—Style—Requisites—Veto.**

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

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

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



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

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

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

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### **35A.12.140**

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

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

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

#### **NOTES:**

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

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### **35A.12.150**

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

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

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

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

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### **35A.12.160**

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

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

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

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

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

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

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### **35A.12.170**

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

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

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

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### **35A.12.180**

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

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

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

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

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### **35A.12.190**

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

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

[ 1967 ex.s. c 119 § 35A.12.190.]

## **Chapter 35A.13 RCW**

### **COUNCIL-MANAGER PLAN OF GOVERNMENT**

#### **Chapter Listing**

##### **Sections**

<b>35A.13.010</b>	City officers—Size of council.
<b>35A.13.020</b>	Election of councilmembers—Eligibility—Terms—Vacancies—Forfeiture of office—Council chair.
<b>35A.13.030</b>	Mayor—Election—Chair to be mayor—Duties.
<b>35A.13.033</b>	Election on proposition to designate person elected to position one as chair—Subsequent holders of position one to be chair.
<b>35A.13.035</b>	Mayor pro tempore or deputy mayor.
<b>35A.13.040</b>	Compensation of councilmembers—Expenses.
<b>35A.13.050</b>	City manager—Qualifications.
<b>35A.13.060</b>	City manager may serve two or more cities.
<b>35A.13.070</b>	City manager—Bond and oath.
<b>35A.13.080</b>	City manager—Powers and duties.
<b>35A.13.090</b>	Creation of departments, offices, and employment—Compensation.
<b>35A.13.100</b>	City manager—Department heads—Authority.
<b>35A.13.110</b>	City manager—Appointment of subordinates—Qualifications—Terms.
<b>35A.13.120</b>	City manager—Interference by councilmembers.
<b>35A.13.130</b>	City manager—Removal—Resolution and notice.
<b>35A.13.140</b>	City manager—Removal—Reply and hearing.
<b>35A.13.150</b>	City manager—Substitute.
<b>35A.13.160</b>	Oath and bond of officers.
<b>35A.13.170</b>	Council meetings—Quorum—Rules—Voting.
<b>35A.13.180</b>	Adoption of codes by reference.
<b>35A.13.190</b>	Ordinances—Style—Requisites—Veto.
<b>35A.13.200</b>	Authentication, recording and publication of ordinances.
<b>35A.13.210</b>	Audit and allowance of demands against city.
<b>35A.13.220</b>	Optional division of city into wards.
<b>35A.13.230</b>	Powers of council.

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#### **35A.13.010**

##### **City officers—Size of council.**

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



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

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

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

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

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

#### **NOTES:**

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

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

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

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### **35A.13.020**

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

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

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

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### **35A.13.030**

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

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

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

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### **35A.13.033**

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

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

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

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

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

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

**NOTES:**

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

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

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

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

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



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

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

#### **NOTES:**

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

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### **35A.13.050**

#### **City manager—Qualifications.**

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

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

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### **35A.13.060**

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

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

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

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### **35A.13.070**

#### **City manager—Bond and oath.**

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

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



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**35A.13.080****City manager—Powers and duties.**

The powers and duties of the city manager shall be:

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

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

**NOTES:**

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

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**35A.13.090****Creation of departments, offices, and employment—Compensation.**

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

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

[ 1967 ex.s. c 119 § 35A.13.090.]

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### **35A.13.100**

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

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

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

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### **35A.13.110**

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

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

[ 1967 ex.s. c 119 § 35A.13.110.]

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### **35A.13.120**

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

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



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

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### **35A.13.130**

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

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

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

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### **35A.13.140**

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

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

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

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### **35A.13.150**

#### **City manager—Substitute.**

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

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

[ 1967 ex.s. c 119 § 35A.13.150.]

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

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

[ 1967 ex.s. c 119 § 35A.13.160.]

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

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

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

**NOTES:**

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

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

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

[ 1967 ex.s. c 119 § 35A.13.180.]

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

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

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

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



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

[ 1967 ex.s. c 119 § 35A.13.190.]

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### **35A.13.200**

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

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

[ 1967 ex.s. c 119 § 35A.13.200.]

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### **35A.13.210**

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

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

[ 1967 ex.s. c 119 § 35A.13.210.]

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### **35A.13.220**

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

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

[ 1967 ex.s. c 119 § 35A.13.220.]

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### **35A.13.230**

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

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

[ 1967 ex.s. c 119 § 35A.13.230.]

# City of Camas

## Form of Government Committee Meeting

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

Meeting Notes

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

**Staff:** Pete Capell

### 1. Introductions

### 2. Mission of committee

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

### 3. Committee process and focus

Conversation and theory.

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

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

### 4. Membership of committee

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

The current size of the committee is good.

### 5. Schedule of work

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

6. Questions the committee would like researched

Why do other cities change their form of government?

What are the goals and vision of the City?

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

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

7. Next Meeting

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

Why did other jurisdictions change their form of government?

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

# City of Camas

## Form of Government Committee Meeting

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

Meeting Notes

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

**Staff:** Pete Capell

### 1. Camas Vision – Greg Anderson

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

Addressing growth – some support, some oppose

Looking at Level of Service provided by City departments

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

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

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

Most Council – Manager cities are medium to large cities

Mayor – Council form of government

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



Council – Manager form of government

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

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

You need to determine which form is going to be:

- Responsive to the community
- Create a better run city

How important is politics in your community?

Professional City Administrators are a hybrid

Most cities make the change due to problems in the city

3. Questions the committee would like researched

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

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

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

**City of Camas**  
**Form of Government Committee Meeting**  
Monday, April 2, 2018, 8 am to 10 am  
Meeting Notes

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

**Staff:** Bernie Bacon

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

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

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

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

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

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

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

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

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

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

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

We could insert a 4/30 meeting if needed.

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

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

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

**Staff:** Pete Capell and Bernie Bacon

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

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

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

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

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

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

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

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

**3. Discuss recommendation to Council.**

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

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

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

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

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

We hope to finalize the recommendation at that meeting.

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

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

**Staff:** Pete Capell and Bernie Bacon

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

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

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

Comparable Cities – No changes

Financial Information – Minor revisions to the document

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

**3. Review Draft Report to Council**

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

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

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

Add the following items to the attachments:

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

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

Nan will give the presentation

There will be a draft resolution in the packet.

No need for another meeting.