



**CITY COUNCIL WORKSHOP MEETING AGENDA**  
**Monday, April 16, 2018, 4:30 PM**  
**City Hall, 616 NE 4th Avenue**



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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. WORKSHOP TOPICS**

- A. Downtown Camas Association (DCA) Update  
Details: Representatives from DCA will provide an update to Council regarding DCA's activities.  
Presenter: Carrie Schulstad, Executive Director and Caroline Mercury, Board President  
Recommended Action: This item is for Council's Information only.  
 [Update to Council 2018](#)  
[2018 Goals and Work Plan](#)  
[Strategies and Actions Matrix 2018](#)
- B. Form of Government Committee Update  
Details: The Form of Government Committee has met four times, including this morning. The Chair of the Committee will update the Council on the progress made to date.  
Presenter: Nan Henriksen, Chair, Form of Government Committee  
Recommended Action: This item is for Council's information only.
- C. Fire Department Level of Service Presentation  
Details: In preparation for the 2019-2020 Budget process, Department Heads have been providing Level of Service presentations for Council Workshop meetings. This is the Camas-Washougal Fire Department's Level of Service presentation.  
Presenter: Nick Swinhart, Fire Chief  
Recommended Action: This item is for Council's informational only.  
 [Fire Level of Service Presentation](#)
- D. Well 17 and Drinking Water Source Review  
Details: The City's draft Water System Plan Update identifies the need to have an additional water source(s) online by 2021 to serve new development. Staff has been working on site selection and options for Well 17 for a number of years and has recently received bids to drill a test well. Staff will review the context and background information relative to the Well 17 Project and discuss other potential water source options that are identified in the draft Water System Plan Update.

Presenter: Steve Wall, Public Works Director and Sam Adams, Utilities Manager  
Recommended Action: Staff is requesting Council's input regarding the proposed recommendations identified in the attached presentation.

 [Drinking Water Source Analysis Presentation](#)

E. North Shore Waterline Proposed Latecomer Agreement

Details: Working with the City, the Camas School District (CSD) completed waterline improvements on NE Leadbetter Road between N Adams Street and NE 9th Street. The waterline improvements were designed and constructed as part of the North Shore Sewer Transmission Project, but primarily paid for by CSD and will benefit parcels on the north side of Lacamas Lake that are currently undeveloped. In accordance with Revised Code of Washington (RCW) Chapter 35.91, the CSD has requested to enter into a Latecomer Agreement with the City. Staff will review the draft agreement, latecomer charge methodology and the proposed latecomer agreement approval process with Council.

Presenter: Steve Wall, Public Works Director and Heidi Rosenberg, CSD Capital Programs Director

Recommended Action: Staff requests Council's input regarding the Latecomer Charge Methodology and the process for moving forward.

 [CSD Latecomer Request for Leadbetter Road Waterline](#)

[CSD Waterline DRAFT Latecomer Agreement](#)

F. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

G. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

H. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

## V. COUNCIL COMMENTS AND REPORTS

## VI. PUBLIC COMMENTS

## VII. ADJOURNMENT

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



## DCA Update to Council, April 2018

### • Organization

- Updated our DCA Strategies and Actions Matrix (attached)
- B&O—new program makes a difference--we beat our goal! Will continue educating businesses as we still have room to grow.
- Main Street RevitalizeWA conference coming up April 23-25 in Port Townsend. Camas will participate in a National Main Street Task Force panel to help develop a strategy for growing and improving Washington Main Street.

### • Promotion & Events

- First Fridays going strong. A Wedding Affair to Remember in February! Record participation in March. Continue to draw people from Portland and lots of new people! Nan was fantastic at Spring into History!
- Regionally advertising in Visit Vancouver Visitor's Guide, Columbia Gorge to Mt. Hood Visitor's Guide, Scenic Washington Road Trip Guide and online, Interview Portland Magazine, Country Register, PDX Pipeline, and Green Living Magazine.
- Camas Plant & Garden Fair coming May 12<sup>th</sup>!
- New events: Picnic in Color, Camas Paper in Fashion
- DCA volunteers writing RiverTalk articles spotlighting downtown businesses.
- Working with CREDC to bring broader awareness about our County Main Street Programs and other towns; bus tour being coordinated for July 13<sup>th</sup>, ending in Camas for lunch. We will want people there for photos and video! CREDC will produce video footage for our towns. CREDC to use to recruit businesses and talent to area.

### • Design

- Clean Up and Planting Day coming April 22<sup>nd</sup>!
- Pressure washing yesterday
- Street emblems being repainted
- Flower basket program funded!
- 3<sup>rd</sup> Avenue planters
- Tree lighting; Roofline lighting
- Benches, cement structures
- Presented at Clark County Historic Commission meeting about downtown historic panels; possible funding opportunities

### • Economic Vitality

- New businesses and changes since last report to council: Ribbon Cuttings: Hidden River Roasters, Caps n Taps to celebrate new ownership, Vancouver Laser and Skin Care, iQ Credit Union—new downtown branch. Wise Move Realty. Upcoming ribbon cuttings: Grains of Wrath May 4<sup>th</sup>, Lisa Le Professional Properties June 1<sup>st</sup>.
- Hey Jack in the Camas Hotel to open May 1<sup>st</sup>
- Attic Gallery's 45<sup>th</sup> anniversary! Stop in and say congrats :)
- Merchant education on "Power of Branding and the Elevated Customer Experience" coming; Merchants continue to collaborate with each other
- 3on3 Basketball Tournament coming in August 2018



## 2018 Goals and Work Plan

Goals	Actions	Point Person(s)	Timeline
<b>Organization:</b>			
<ul style="list-style-type: none"> <li><b>B&amp;O:</b> \$70,000+ in 2018</li> </ul>	Send updates and thank yous to pledgers. Send requests for support to those who haven't yet pledged and to prospective donors. Continue to recruit new donors.	Carrie B&O team  B&O team	Directly after pledging. By last week of January.  <b>Meet in October for B&amp;O strategy.</b>
<ul style="list-style-type: none"> <li>Apply for <b>two grants</b></li> </ul>	Decide on projects wanted by Board Investigate options for grants for specific projects. Apply for two grants	Board Carrie  Carrie with board assist	By <b>Feb</b> By <b>April</b>  By end of year
<ul style="list-style-type: none"> <li>Host two downtown <b>donor/partner get-togethers</b></li> </ul>	Decide on locations; one in Spring and one in Fall	Board	Confirm spring tour by <b>March</b> ; fall tour by <b>July</b>
<ul style="list-style-type: none"> <li><b>Membership:</b> 20 new (119 end of 2017)</li> </ul>	Continue to recruit members with emphasis on partnership. Create membership collateral for recruitment.	Carrie and Jan	<b>10 by mid-year, 20 by year end</b> ; handout done by <b>2-15</b>
	Invoice end of each month for following renewal month.	Jan	Ongoing
<ul style="list-style-type: none"> <li>Maintain <b>volunteer database</b>. Goal of 4 new committed volunteers.</li> </ul>	Grow list from inside and outside the core through connections at events, increased outreach, and local education.	Jan	Ongoing
<ul style="list-style-type: none"> <li>Continue <b>connections</b> with <b>partners</b></li> </ul>	Update presentations to Council	Caroline and Carrie	<b>April 16<sup>th</sup> and October 15<sup>th</sup></b>
	Meet at least twice a year with CWEDA	Exec board	First by <b>March</b>
<ul style="list-style-type: none"> <li>Continue to grow DCA fundraiser <b>Camas Plant &amp; Garden Fair</b>, May 12<sup>th</sup>.               <ul style="list-style-type: none"> <li>Goal of 100+ vendors</li> </ul> </li> <li>Goal of \$11,000 net</li> </ul>	Update Plant Fair website and registration as needed.	Carrie	By <b>end of January</b> .
	Reach out to potential sponsors	Carrie	Sponsor list complete by <b>early Feb</b>
	See committee work plan. Monthly meetings Jan-April and as needed.	Committee	Marketing pieces done by <b>first week of March</b> .
<ul style="list-style-type: none"> <li>Continue to grow <b>Holiday Sip &amp; Shop</b></li> </ul>	Reach out to potential sponsors early in year	Carrie	By <b>end of March</b>

fundraising event with sponsorship and attendance. Goal of \$5000 net.	Committee work plan; engage merchants in marketing and plan	Committee	Start in Q3
<ul style="list-style-type: none"> <li>Nominate for <b>Excellence on Main</b></li> </ul>	Nominate Wedding Affair to Remember, Bronze Bird Tour and Salud's marketing efforts	Carrie and Sarah	Deadline <b>March TBD</b>
<ul style="list-style-type: none"> <li>Send 4 board members/staff to annual <b>Washington State Main Street Program RevitalizeWA</b></li> </ul>	Register when event registration opens; 2 for 1 registration	Carrie and	<b>April 23-25 in Port Townsend</b>
<ul style="list-style-type: none"> <li>Host eighth annual <b>DCA Meeting, Dinner, and Award Celebration</b></li> </ul>	Check with Journey and emcee on availability for <b>Monday, November 12<sup>th</sup></b>	Randy to chair; Dawn and Shannon emcee awards, Caroline & Carrie to present	Start committee meetings <b>early September.</b>
<b>Promotion:</b>			
<ul style="list-style-type: none"> <li>Continue <b>First Fridays</b>, adding new elements as able</li> </ul>	See First Friday event work plans.	Committee	Per plans
<ul style="list-style-type: none"> <li>Continue <b>Signature Events</b> (Car Show, Vintage Street Faire, GNO, Boo Bash). Plant Fair and Sip &amp; Shop as DCA fundraisers (see Organization).</li> </ul>	See specific work plans. Address event parking needs—consult with City and school district on shuttle possibilities.	Committees	Per plans.
<ul style="list-style-type: none"> <li>Continue <b>Weekly</b> newsletters</li> </ul>	Every Thursday am.	Carrie and Jan	Ongoing
<ul style="list-style-type: none"> <li>Continue <b>FB and Twitter</b>, goal to have 7500 FB Likes on DCA page (6097 start of 2018), 1750 Likes on Plant Fair page (1503 start of 2018), 2500 Likes on FF page (2069 start of 2018), and 2000 Likes on GNO page (1876 start of 2018); start <b>Instagram</b> as able</li> </ul>	At least 10 posts per week on DCA page with increase before events. First Friday every day 2 weeks before; 2xday week of Posts for other event promotion sites with event timing. Start Instagram as bandwidth allows.	Carrie and Jan	Ongoing By <b>year end</b> for contacts
<ul style="list-style-type: none"> <li><b>Do FB ads for Plant Fair and GNO and Sip &amp; Shop</b></li> </ul>	Start ads 4-5 weeks before events.	Carrie	Start Plant Fair ads <b>April 1<sup>st</sup></b> , GNO ads <b>mid August</b> , and Sip & Shop <b>early Oct.</b>
<ul style="list-style-type: none"> <li><b>Continue to keep website updated</b>, including membership, business directory with images, event listings</li> </ul>	Add <b>art gallery page</b> and <b>BOD page</b> with photos, info and length of service on board.	Carrie and Jan	By March.
<ul style="list-style-type: none"> <li><b>Regional ads</b>, print and online event calendars</li> </ul>	Continue quarterly columns in About Face magazine, annual ads in local visitor's guides (Vancouver USA and Columbia River Gorge to Mt Hood) and also Scenic WA	Carrie, Kitty, Jan	Ads to Columbia River Gorge Visitor's Guide and Visit Vancouver USA by <b>Jan.</b> Ad to Scenic WA by <b>2-1.</b>
<ul style="list-style-type: none"> <li>Update and reprint <b>Walking Maps</b> and continue distribution locally and in the gorge and Vancouver</li> </ul>	Be consistent about calling distribution locations for needs and coordinating mailing throughout year.	Carrie and Kitty and Jan	By <b>June</b> for reprint as needed.
<ul style="list-style-type: none"> <li>Update and distribute <b>2019 Event Calendars</b></li> </ul>	Event discussions in committee and with merchants starting in <b>September</b>	Promotion Committee	List out by <b>mid-November</b>

<ul style="list-style-type: none"> <li>Investigate <b>connections with HR directors</b> for promotion of downtown and events</li> </ul>	Compile list of HR Directors from local companies outside downtown and request permission to send event invites.	Sarah	By <b>June</b> . Ongoing invites.
<ul style="list-style-type: none"> <li>Regular <b>article in River Talk Weekly</b> featuring a downtown business</li> </ul>	Sarah to coordinate with writers and publisher	Sarah	Start by <b>February</b>
<b>Design:</b>			
<ul style="list-style-type: none"> <li>Execute 7<sup>th</sup> annual <b>Earth Day Downtown Clean-up</b>, Sunday, April 22<sup>nd</sup> 1-4pm</li> </ul>	Order downtown plants—done.	Carrie	
	See specific work plan—flowers, bark dust, weeding, litter pick-up. Connect with City about bark dust donation and spreading; 2020 is 50th anniversary; plan something special! Denis Hayes/Earth fathead stick	DCA, Journey, City and volunteers	Start committee work by <b>early March</b> .
<ul style="list-style-type: none"> <li><b>Flower baskets</b> <ul style="list-style-type: none"> <li>Complete funding by sponsorships</li> </ul> </li> </ul>	56 flower baskets ordered—42 for 4th and 14 for 5th. Ask for community basket sponsorship starting in March. \$45 per basket More baskets for 3rd requires addition of poles; perhaps colorful planters or pennants?	Carrie	Flower baskets to be hung in May by City and they will do watering during the summer.
<ul style="list-style-type: none"> <li><b>Street Emblem Painting</b></li> </ul>	Will need pressure washing first	Board and City ; Randy to connect with Denis Ryan	Painting done by <b>mid-May</b> .
<ul style="list-style-type: none"> <li>Continue <b>Mini Mural program—Goals?</b></li> </ul>	Continue to work with local artists for engagement murals. Contact Travis London; other candidates?	Caroline	By Summer
<ul style="list-style-type: none"> <li>3<sup>rd</sup> and Adams <b>planters and flower baskets; other beautification</b></li> </ul>	Continue to work with the City to facilitate beautification on 3 <sup>rd</sup> and Adams with planters, signage, flower baskets, etc.	Design Committee	Check back in with the City by <b>February</b> .
<ul style="list-style-type: none"> <li><b>Light Brigade</b> activities (roofline lighting maintenance and installation) continue</li> </ul>	Order new clips, LED light strands? and bulbs as needed. Invoice businesses as needed.	Light Brigade Committee	Ongoing
	Discuss possibility of grant program for LED roofline lighting	Carrie and Doug	By <b>March</b> .
<ul style="list-style-type: none"> <li>Investigate feasibility and cost of <b>running electricity down Cedar</b></li> </ul>	Connect with Clark PUD and City on costs and options	Carrie, Doug	By <b>March</b>
<ul style="list-style-type: none"> <li>Install <b>directional signs</b> in downtown for merchants</li> </ul>	Decide on best sign pole arrangement for downtown use. Coordinate with merchants for funding of signs. Possibility of Sigma Design taking on as a collaboration project. Need contact	Caroline	By June?
<ul style="list-style-type: none"> <li><b>Historic Interpretive Panels and Mill Photo Collage Project</b></li> </ul>	Meet with Clark Co Historic Commission to discuss our ideas for panels. Apply for Clark County Historic Commission grant; investigate other grant options	Caroline, Carrie and Barb	Meeting with CCHC March 6 <sup>th</sup> CCHC Grant app due <b>Sept</b>

	Possibility of replacing this idea with “augmented reality” tour		
<ul style="list-style-type: none"> <li><b>Welcome to DT signage</b></li> </ul>	Work with City to see what signage is possible as you enter DT on 6 <sup>th</sup> & Adams and also on 3 <sup>rd</sup> and Dallas (facing north on Dallas by Burgerville) & on 3 <sup>rd</sup> coming from Washougal.		Tabled until we have a clear development plan downtown.
<ul style="list-style-type: none"> <li><b>1% public art assessment</b></li> </ul>	Committee to gain understanding from city reps on details of how and when this is applicable to downtown projects.	Phil Bourquin	<b>Jan</b> meeting
<b>Economic Vitality:</b>			
<ul style="list-style-type: none"> <li>Remain active partner with City for input for future development with a clear vision on what we want downtown.</li> </ul>	Continue to meet with Scott and Pete regularly to discuss ways the DCA can help with visioning process and moving development forward.	Carrie, Caroline, EV Committee	Ongoing.
<ul style="list-style-type: none"> <li>Promote new businesses that are moving, opening, or expanding</li> </ul>	Use FB posts and newsletters for promotion and information	Carrie and Jan	Ongoing.
<ul style="list-style-type: none"> <li>Host a <b>Front Door Back</b> session</li> </ul>	Decide on topic for Front Door Back session with Seanette Corkill. Merchant grant will depend on funding.	Caroline	By <b>April</b>
<ul style="list-style-type: none"> <li><b>Hoops 360 3 on 3 Basketball Tournament</b> is successful for event and downtown merchants.</li> </ul>	Collaborate with Hoops 360 to bring best economic results for downtown businesses.	Carrie and Jan	Throughout Spring and Summer. Event August 17-19.
<ul style="list-style-type: none"> <li><b>Target new businesses</b>/recruit. incl. kid friendly businesses (such as toy store, indoor playground, rock climbing wall), frozen yogurt/ice cream, deli/bakery, evening spot for families</li> </ul>	Recruit local businesses that are doing well in nearby areas.		Ongoing.
	Continue to stay in contact with businesses waiting for a space (vintage décor, Truly Scrumptious)		Ongoing.
	Continue to discuss expansion of offerings/hours with successful downtown businesses.		Ongoing.
<ul style="list-style-type: none"> <li>Coordinate quarterly <b>Merchant Mingles</b></li> </ul>	Different merchant location and education topic	EV Committee and Carrie	Start in <b>March</b> .
<ul style="list-style-type: none"> <li>Work to keep <b>vacancy level low</b> with recruitment and support of interested parties as spots open. At start of 2018: Camas Hotel restaurant space.</li> </ul>			Ongoing.



## Strategies and Actions Matrix 2018

	Timeframe
<b>Strategy 1--Make downtown a quality mixed-use showcase (variety of housing; a desired mix of shops, restaurants, services, and entertainment)</b>	
1. <b>Development:</b> consult with developers on needed development space in downtown including retail, restaurant, co-working space, housing	Ongoing
2. <b>Design Consistency:</b> work with building and business owners to preserve and enhance their buildings, keeping with historic feel and quality. <ul style="list-style-type: none"> <li>a. Refer owners to the <b>Downtown Design Manual</b> as needed</li> <li>b. Refer property owners to the Downtown Camas <b>Historic Building Assessment</b> for ideas, resources and guidelines</li> </ul>	Ongoing
3. <b>Recruitment:</b> Identify and recruit downtown businesses that fill an unmet need including anchor stores, entertainment, and kid-focused businesses. <ul style="list-style-type: none"> <li>a. Conduct a <b>community survey</b> each year asking the types of businesses and amenities most wanted in downtown. Provide this information to prospective businesses.</li> <li>b. Connect potential businesses with property owners</li> <li>c. Maintain a <b>city liaison</b> on both the DCA Board and Economic Vitality Committee to keep communication channels open about development and recruitment efforts.</li> </ul>	Ongoing  During Camas Days
4. <b>18 hour Downtown:</b> Continue to encourage evening retail hours (especially for event days) and entertainment options to provide options for patrons from 6am to MN. <ul style="list-style-type: none"> <li>a. Address event and every day parking needs</li> </ul>	Ongoing
5. <b>Best Practices:</b> Continue to encourage top quality business and customer service practices <ul style="list-style-type: none"> <li>a. Offer customer service classes/seminars</li> <li>b. Offer social media and other marketing classes and resources and other business topics as needed/requested</li> <li>c. Keep downtown merchants connected and informed about downtown happenings, events, education and networking opportunities</li> </ul>	Ongoing
<b>Strategy 2—Expand 4<sup>th</sup> Ave motif from 3<sup>rd</sup> to 6<sup>th</sup> Avenues &amp; adjacent cross streets</b>	
1. <b>Build on the 4<sup>th</sup> Avenue “look and feel”:</b> <ul style="list-style-type: none"> <li>a. Including:               <ul style="list-style-type: none"> <li>i. Lamp posts</li> <li>ii. Trees</li> </ul> </li> </ul>	Ongoing  2018



<ul style="list-style-type: none"> <li>iii. Tree lights</li> <li>iv. Roofline lighting</li> <li>v. Flower baskets</li> <li>vi. Public Art</li> <li>vii. Benches</li> <li>viii. Information kiosks</li> </ul>	2018
<ul style="list-style-type: none"> <li>b. Investigate options for electricity placement down side streets</li> <li>c. Investigate options with the City of Camas for beautification at 3<sup>rd</sup> and Adams</li> </ul>	2018 2018
<b>2. <u>Determine possibilities and apply for LED tree light grants</u></b> <ul style="list-style-type: none"> <li>a. 4<sup>th</sup> Ave and beyond</li> </ul>	2018
<b>3. <u>Determine possibilities and apply for roofline LED lighting grants</u></b> <ul style="list-style-type: none"> <li>a. 4<sup>th</sup> Ave and beyond</li> </ul>	2018-19
<b>4. <u>Gateway signage</u></b> <ul style="list-style-type: none"> <li>a. Coordinate with the City the execution and placement of welcome signage to the downtown core</li> <li>b. Coordinate with the Port's efforts to link downtown to surrounding recreation opportunities/trails; mill ditch trail?</li> </ul>	2020
<b>Strategy 3--Establish Downtown Camas as a cross-generational gathering place</b>	
<b>1. <u>Central Gathering or Pocket Park Locale:</u></b> Work with the City to evaluate and choose the best location for a central gathering space and/or pocket park. <ul style="list-style-type: none"> <li>a. To include:               <ul style="list-style-type: none"> <li>i. areas for play, open seating, performance, eating, etc with options for all ages</li> <li>ii. water feature and/or splash pad</li> <li>iii. public art</li> <li>iv. legacy/town history displays appealing to all ages</li> <li>v. potential retail</li> <li>vi. ensure accessibility for all</li> </ul> </li> <li>b. Support the City in communications and promotion of the construction of the space.</li> <li>c. Be actively involved in the selection and implementation of legacy displays/pieces</li> </ul>	
<b>2. <u>Events:</u></b> Create and implement downtown events that provide interest and engagement opportunities for all. <ul style="list-style-type: none"> <li>a. Provide activities for families at all events</li> <li>b. Consider event collaborations with other event organizers that bring added interest and diversity to downtown</li> <li>c. Promote events for teens already happening at the library and JWR Center.</li> <li>d. Promote events for seniors when the senior center opens at Garfield.</li> </ul>	Ongoing

<p>3. <b>Diverse Business Mix:</b> recruit and encourage businesses that bring depth and breadth to our downtown offerings including multiple offerings for our young family and senior customers.</p> <ul style="list-style-type: none"> <li>a. Activities and retail and food options for children and young families</li> <li>b. Retail, dining and entertainment for teens, adults and seniors</li> </ul>	Ongoing
<p><b>Strategy 4--Protect, enhance and promote the historic structures, features and legacy of downtown</b></p>	
<p>1. <b>History Celebration Events:</b> host an annual event celebrating the history of downtown</p> <ul style="list-style-type: none"> <li>a. Include mill history and importance in the founding and cultural development of our town</li> <li>b. Provide historic walking tours</li> </ul>	Ongoing—April First Friday is “Spring into History” As requested
<p>2. <b>Historic Monumentation:</b> create a system of plaques, interpretive signage and promotional materials that tell the story of historic Downtown Camas.</p> <ul style="list-style-type: none"> <li>a. Apply for grants for Historic Interpretive Panels to be placed throughout town encouraging exploration of town and learning about our town’s history. Themes including founders, merchants, visionaries, downtown stories, downtown development, culture, etc.</li> <li>b. Explore interactive history app possibilities.</li> <li>c. Work to preserve Mill Interpretive Center items and advocate for future public display.</li> </ul>	2018-19
<p><b>Strategy 5-Establish an effective range of incentives to facilitate physical renovation of the downtown core</b></p>	
<p>1. <b>B&amp;O Tax Credit Incentive:</b> develop donor relationships to achieve full funding in this program</p> <ul style="list-style-type: none"> <li>a. Educate potential donors on the program and ability to direct tax dollars to the revitalization of Downtown Camas</li> </ul>	Ongoing
<p>2. <b>Façade Improvement Program:</b></p> <ul style="list-style-type: none"> <li>a. Develop program for loans or grants to improve facades keeping with historic character and quality of downtown</li> </ul>	2020
<p>3. <b>Façade Improvement Education Sessions:</b></p> <ul style="list-style-type: none"> <li>a. Merchant education presentations <ul style="list-style-type: none"> <li>i. Outdoor lighting</li> <li>ii. Signage</li> <li>iii. Paint</li> </ul> </li> <li>b. Merchant consulting grants</li> </ul>	2018-19       2018-19



# Camas-Washougal Fire Department Level of Service Presentation April 16, 2018



# CWFD Funding Sources

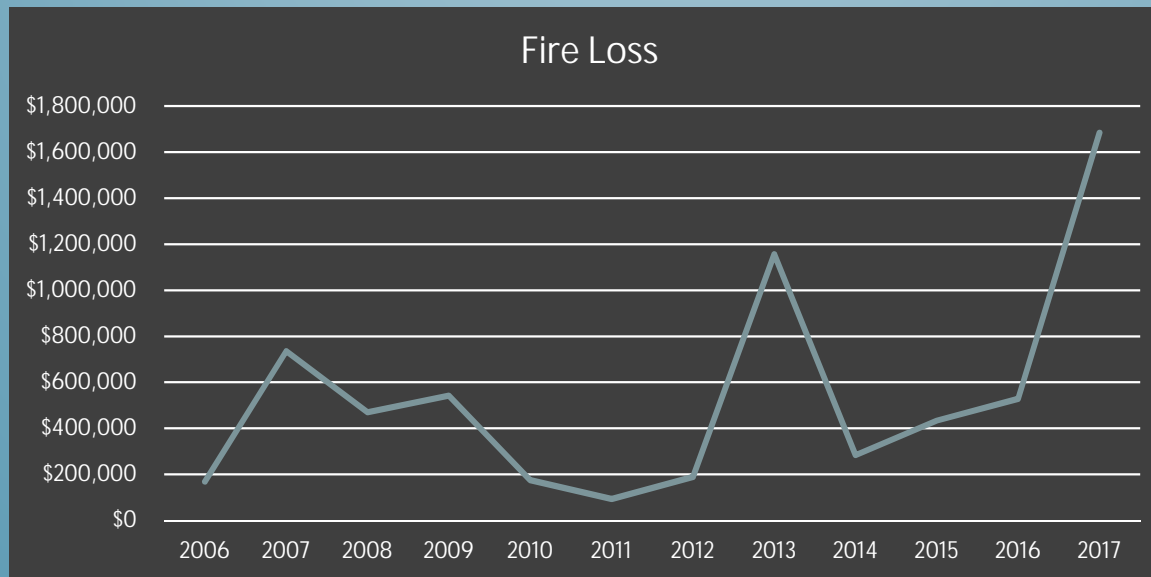
- General Fund – fire levy equivalent rate of \$1.20/\$1000 w/debt and \$.90/\$1000 w/o debt
- EMS Levy – Re-authorized at \$.46/\$1000
- Ambulance Transport Billing
- East County Fire & Rescue EMS Levy Proceeds
  
- Total Operating Budget 2018: \$9.5 million

## Level of Service: The number of personnel and equipment we can get to an emergency scene

- There are no federal or state laws that specify minimum staffing levels on engines. There are state L&I codes that reference minimum levels of staffing to perform certain tasks at an emergency scene. Ambulance staffing has different requirements.
- There are provisions in labor contract language that mandates a minimum staffing level of 11 per shift, but it does not address numbers of personnel on each unit.
- Current front line staffing level: 48 FTEs

# Tracking our Performance

- Turnout Times - Time to get out the door after receiving call
- Response Times – Time it takes to get an engine on scene at a fire event and time to get a medical aid vehicle on scene to an emergency call
- Outcomes – EMS outcomes can be difficult to track
- Fire loss data – Can show trends but can also be inaccurate as one fire can skew data (Sierra in 2013 and ADS in 2017)



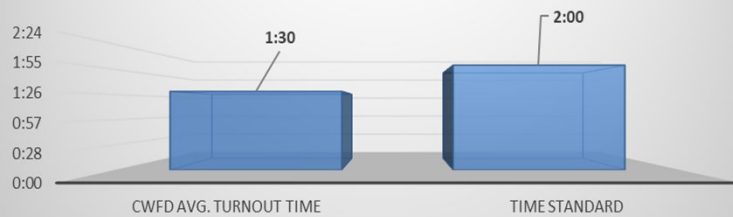
## How are we evaluated?

- WSRB – In 2013, CWFD's fire rating increased from 4 to 5, primarily due to staffing levels and deficiencies in the fire marshal's office. Increased ratings can result in higher fire insurance rates. However, few insurance companies use WSRB ratings.
- Standard of Cover – Updated every year. Are we staying within the standards we set?
- L&I – May come in to the picture if we have deficiencies that result in safety findings.



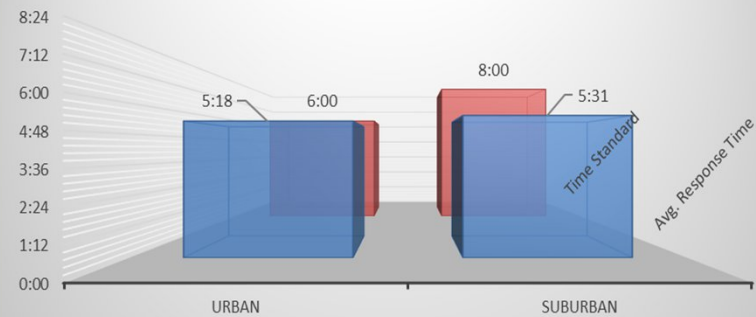
# Standard of Cover

## Turnout Time 2017



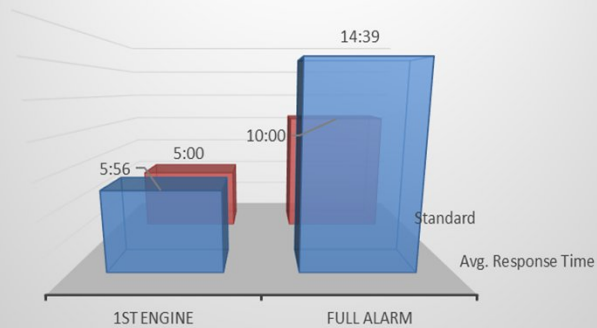
	CWFD Avg. Turnout Time	Time Standard
■	1:30	2:00

## First Medical Aid Vehicle 2017



	Urban	Suburban
■ Avg. Response Time	5:18	5:31
■ Time Standard	6:00	8:00

## Engine Arrival at Fire Suppression Event 2017

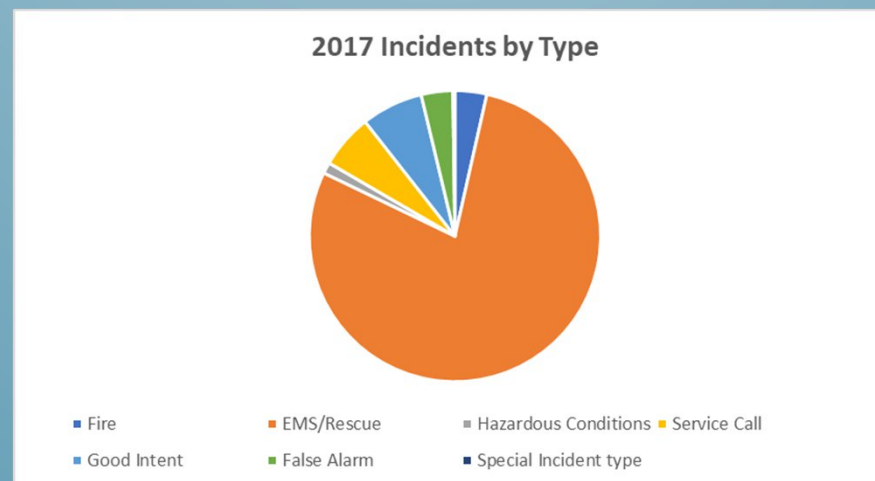
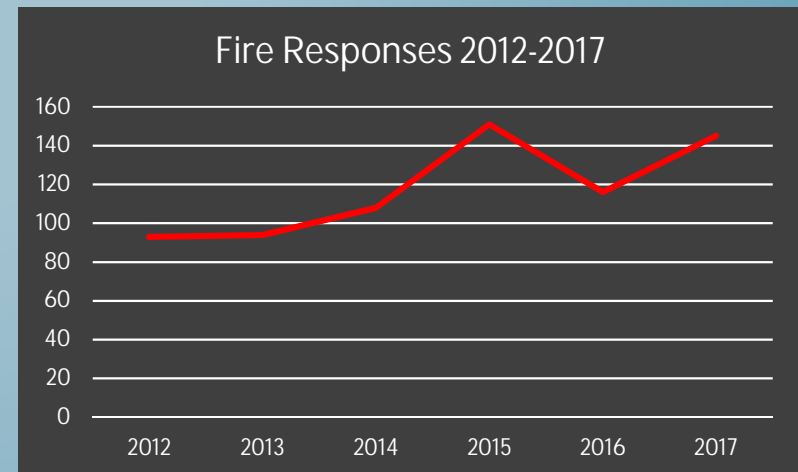
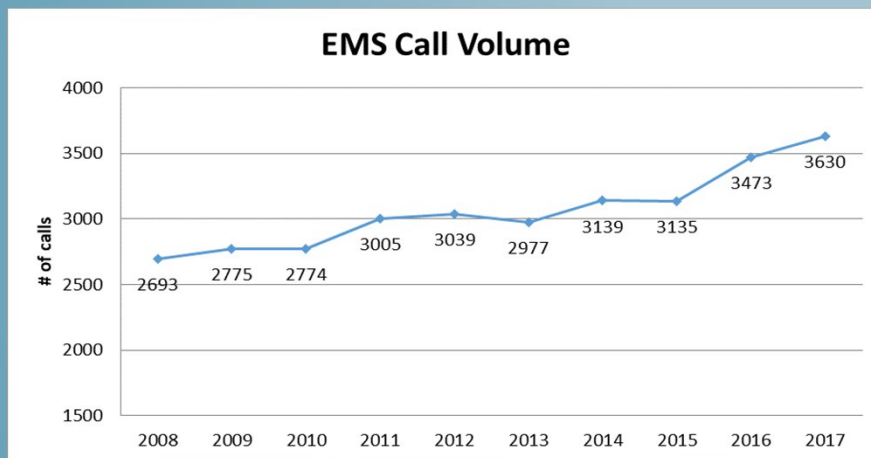


	1st Engine	Full Alarm
■ Avg. Response Time	5:56	14:39
■ Standard	5:00	10:00



# Current Staffing Level Needs

- Since 2008, EMS call volume has increased by 35% with no increase in front line FTEs. Fire call volume relatively stable.



- We do not currently meet NFPA standards on 4-person engine companies – Typically only seen in large metro departments like Portland. Vancouver employs 3 person engine staffing.
- All Camas engines currently operate with 2 personnel most of the time. With concurrent 2-person medic units responding to the same fire, this often suffices. However, if medic unit is already on another call the first arriving engine may only have 2 personnel. This is not illegal, but may limit initial activities of crews until more support units arrive. Total additional staffing needed to add a 3<sup>rd</sup> person to each engine would be 12-15, for a cost of ~\$1.3 million.

- Cross-staffing of Station 42 has presented one of the largest challenges since it was built in 2001. Since this station responds on medical calls over 80% of the time, their engine remains unstaffed for the duration of those calls. This may cause increased response times as the next unit has to come from downtown Camas, Washougal, or Vancouver.
- Total additional staffing to maintain a 3-person engine at Station 42 would be approximately 4-5, for an added cost of ~\$450,000. The station would still be cross-staffed.
- Total additional personnel to eliminate cross-staffing at Station 42 would be 8-9 personnel, for an added cost of ~\$850,000.

# Summary of Staffing Options

- Ensure 3-person engine company at Station 42: Requires 4-5 FTEs at an approximate cost of \$450,000
  - Eliminate cross-staffing of Station 42: Requires 8-9 FTEs at an approximate cost of \$850,000
  - Ensure 3-person engine company staffing at all 3 stations: Requires 12-15 FTEs at an approximate cost of \$1.3 million. Station 42 would still be cross-staffed.
  - Ensure 3-person engine company staffing at all 3 stations and eliminate cross-staffing of Station 42: Requires 17-20 FTEs at an approximate cost of \$1.8 million
- 
- Note: Any staffing level increase would require the approval of Washougal as they would be responsible for 40% of such costs.

# Well 17 and Drinking Water Source Review

City Council Workshop

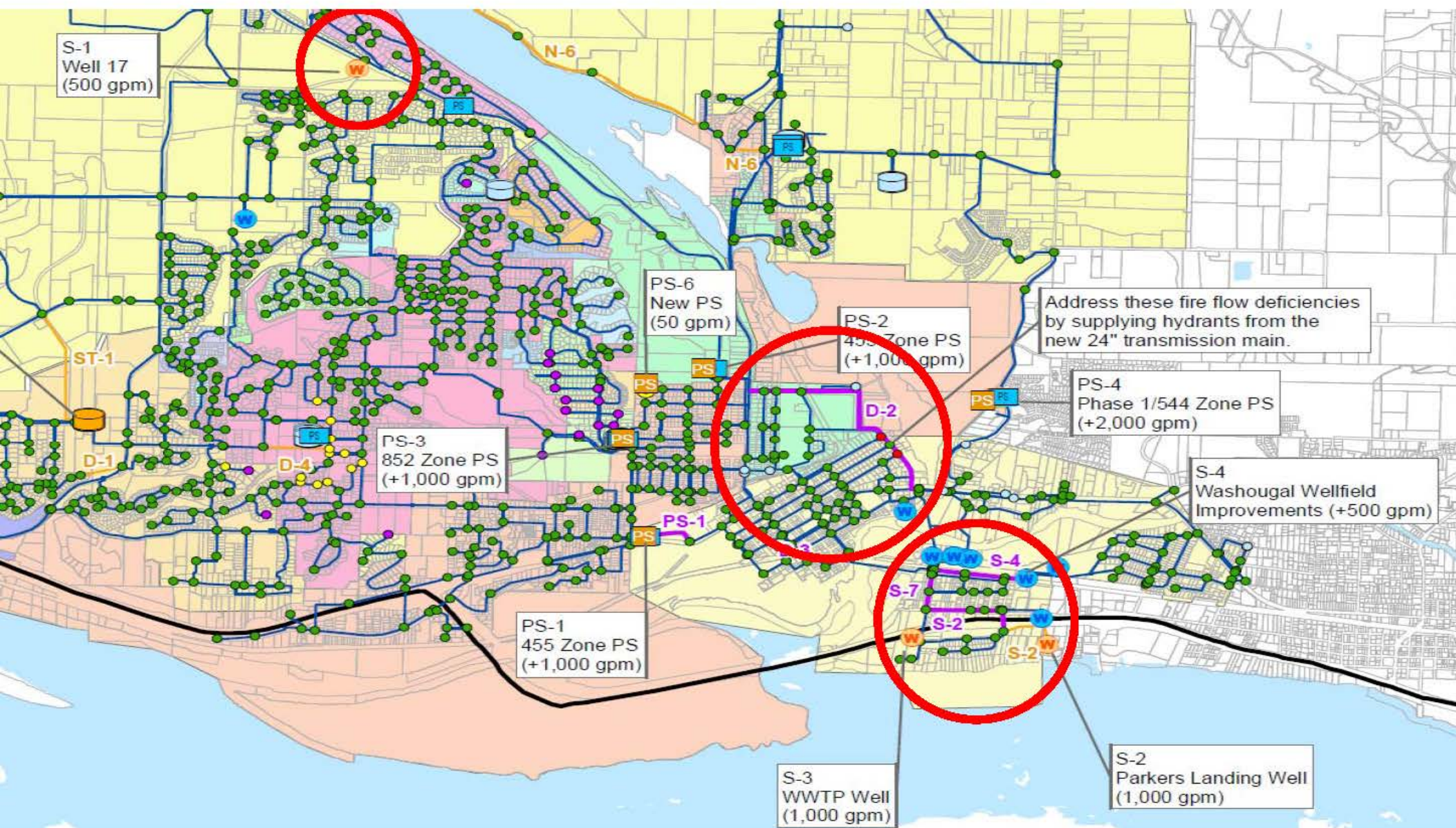
April 16, 2018



## Background Information

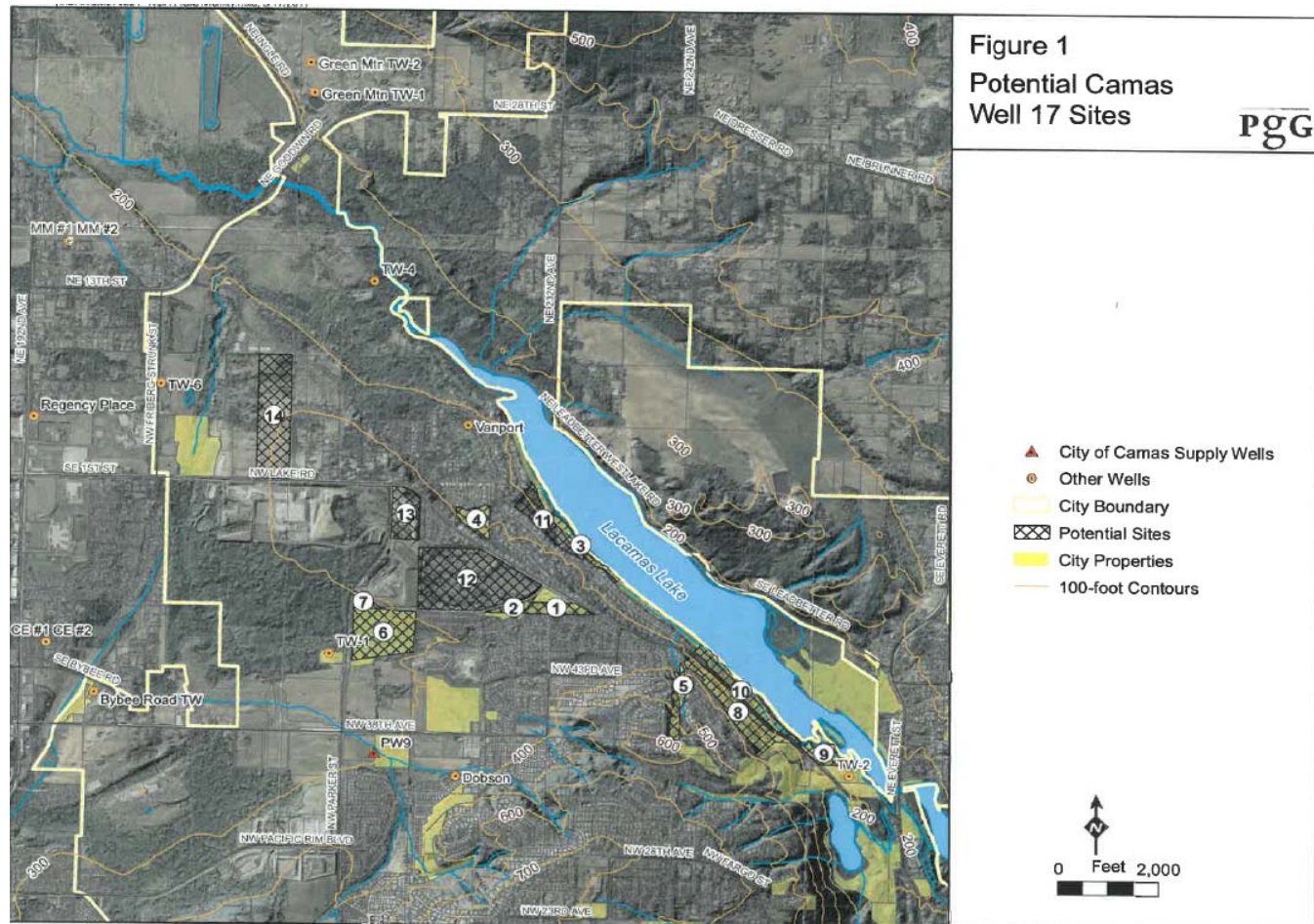
- Draft Water System Plan identifies need for additional water supply by 2021 to meet customer demands, with additional sources needed beyond that.
  - Options include:
    - Well 17, Parkers Landing and Wastewater Treatment Plant (WWTP) Wells
    - Development of all three water sources included in the current water rate study
  - Staff continues to pursue water rights and water sources from private owners
- The City has been pursuing a Well site in the Lacamas Shores area (“Well 17”) for several years - Why?
  - Water supply close to high growth area
  - Reduced pumping costs
  - Proximity to existing transmission systems
- Parkers Landing and WWTP Wells will require extensive transmission line upgrades to deliver water.
- Further Consideration of Options - Timing of Source needs and lack of Water Rights for Well 17







## Well 17 Context

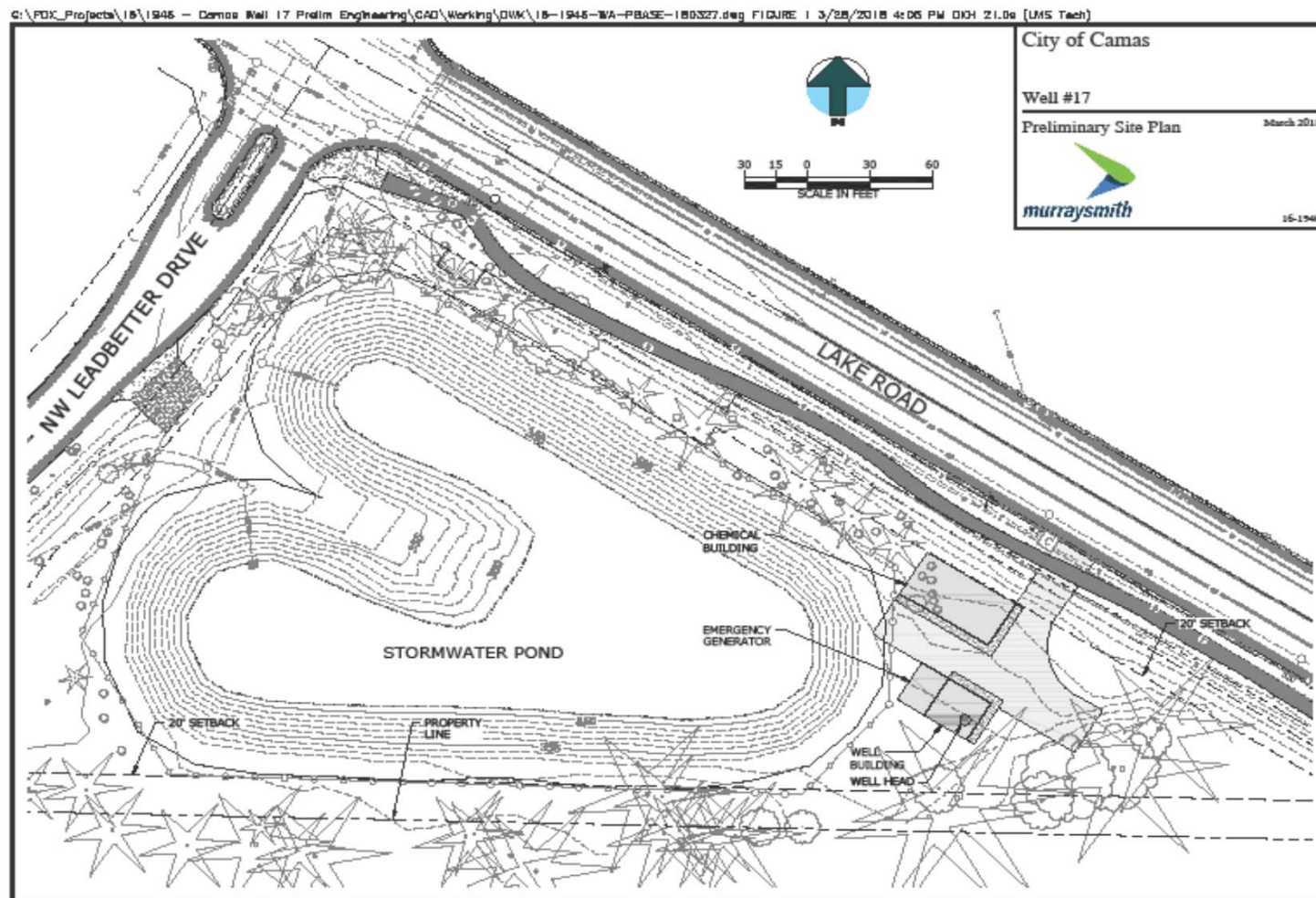




## Well 17 Context

Site Number	Property Owner	Parcel Area (ft <sup>2</sup> )	Elevation (ft – mall)	Distance to Lacamas Lake (ft)	Site Evaluation Criteria				
					GWI Concerns	Wetland Issues	Limited Water Supply Potential	Too Far from Lake	Access Issues
1	City	265,716	365	1,050					
2	City	122,403	350	2,100				X	X
3	City	214,315	195	170	X	X			
4	City	305,791	300	1,300	X	X			X
5	City	353,553	400	850			X		X
6	City	1,207,047	310	4,000				X	
7	City	116,305	310	4,400				X	
8	City	870,343	360	360			X		X
9	City	261,360	190	200			X		
10	City	777,981	280	200	X		X		X
11	Lacamas HOA	534,481	195	250	X	X			X
12	Underwriters Laboratory	2,509,056	360	1,300					
13	WaferTech	587,744	360	2,500				X	
14	Grimm	1,733,252	310	4,200				X	

# Well 17 Context



## Consideration of Options

- Well 17 - Uncertainty on timing of receiving water rights approval from Ecology
  - Cost Reimbursement process can be lengthy
  - Mitigation that will be needed
- Pace of development warrants looking at other options
- Have water rights secured for WWTP and Parkers Landing proposed Wells
  - Cost is higher due to needed piping improvements
- Other potential Water source options that we're exploring, but not guaranteed and timing may not be adequate to meet system demands

# Source Development Comparison – Costs and Benefits/Risks

## Well 17

### Costs

- \$156,650 Prelim Engineering
  - \$67,000 spent to date
- \$185,000 Test Well
  - Bids received and will be reviewed at 4/16 Regular Council Meeting
- \$300,000 Design
- \$2,000,000 Well Construction

**Total Cost = \$2.64 million**

Benefits	Risks
Reduced Pumping Costs	Deep Well
Close to existing Transmission system	Water Quality unknown
Close to growth	Water Quantity unknown
	Water Rights not secured

## Parkers Landing or WWTP Well

### Costs

- \$160,000 Prelim Engineering
- \$100,000 Test Well
- \$600,000 Design
- \$2,300,000 Well Constr.
- \$1,400,000 Pipeline Constr.

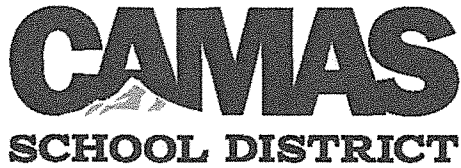
**Total Cost = \$4.56 million (w/out Land)**

Benefits	Risks
Shallow Well	Water Quality unknown (?)
Existing Water Rights	Water Quantity unknown (?)
Near Existing Wells	Land Acquisition for Parker's Landing site

## Recommended Steps

1. Continue to move forward on Well 17 at the “UL” Stormwater Pond site:
  - a) Drill Test Well – Will provide data on quality and quantity
    - i. All work located on Stormwater Parcel – No Trees being removed!
  - b) Assuming Water quality/quantity good – Begin working with Ecology on Water Rights
  - c) Evaluate source needs once Water Rights are in hand
2. Concurrently with Well 17 work:
  - a) Begin site evaluations and preliminary engineering on WWTP and Parkers Landing Wells (Concurrent with Well 17)
    - i. Move as quickly as possible into Design and Construction of at least one well
  - b) Continue evaluating other options for potential water sources
3. Long Term – Continue evaluating Steigerwald per the Ecology approved Water Resource Inventory Areas 27 and 28 Watershed Management Plan

**Goal: New water source(s) added to City’s drinking water system by 2021**



March 5, 2018

Steve Wall, P.E., Public Works Director  
City of Camas, City Hall  
616 NE 4<sup>th</sup> Ave  
Camas, WA 98607

Subject: Water System Improvement Latecomer Agreement

Dear Mr. Wall,

Camas School District (CSD) is requesting approval of a latecomer agreement under RCW Chapter 35.91, The Municipal Water and Sewer Facilities Act. The latecomer agreement is requested for water system improvements on NE Leadbetter Road between N Adams Street and NE 9<sup>th</sup> Street. These improvements are being constructed as part of the City of Camas, North Shore Sewer Project and paid for primarily by CSD. The attached documents reflect our requested approach to the latecomer reimbursement calculations.

- Exhibit A and B, Benefit Area Maps
- Exhibit C, Area Benefit Calculation Spreadsheet
- Exhibit D, Cost Summary Spreadsheet

Twelve parcels have the potential to benefit from this improvement. The approach to distribution of cost to these parcels is to assign a pro-rata share to each parcel using an approximation of the parcel's equivalent frontage. The equivalent frontage is arrived at by taking the square root of the area for each benefitting parcel. The pro-rata share for each benefitting parcel is determined by the ratio of the equivalent frontage of each parcel to the sum of all equivalent frontage lengths. This ratio, as a percentage, is multiplied by the total project cost.

We have calculated the cost of the project based on project sharing calculations that have been prepared for use in the agreement between the City and CSD in order for CSD to reimburse the City for project costs. These cost-sharing figures have been adjusted to address the costs that are applicable only to the water main on NE Leadbetter Road. Presently, our cost estimate does not include any administrative fees that the City may charge for processing this agreement; however, these costs can be addressed in the final calculation.

We appreciate this opportunity.

Regards,

A handwritten signature in black ink, appearing to read "Jeff Snell".

Jeff Snell, Superintendent  
Camas School District

RETURN ADDRESS:  
City of Camas  
616 NE 4<sup>th</sup> Avenue  
Camas, WA 98606

## **LATECOMER REIMBURSEMENT AGREEMENT**

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2018  
by and between the CITY OF CAMAS, a municipal corporation organized under the laws  
of the State of Washington, hereinafter referred to as "City", and CAMAS SCHOOL  
DISTRICT NO. 117, a political subdivision organized under the laws of the State of  
Washington, hereinafter referred to as "School District".

### **RECITALS**

A. School District and City previously entered into an Interlocal Agreement ("Interlocal") dated June 6, 2016 for the construction and financing of water system facilities ("Facilities") shown on Exhibit A to serve the School District's Lacamas Lake Elementary property located at the intersection of NE 232<sup>nd</sup> Avenue and the newly constructed North Shore Boulevard.

B. In accordance with the Interlocal, the School District has constructed the Facilities and the City has accepted said Facilities. Additionally, the School District and City have each paid for their respective portion of the Facilities.

C. The Facilities paid for by the School District contain capacity in excess of that needed by the School District which will benefit owners of real property who did not contribute to the original cost of construction who should be required to pay a fair pro rata share of such cost, to be reimbursed to School District.

D. Chapter 35.91 RCW authorizes municipalities to contract with owners of real property for the construction of sewer and water improvements to be conveyed to the municipality, and to provide for a period of not to exceed twenty (20) years for the reimbursement of such owners and their assigns by any owner of real estate who did not contribute to the original cost of such water or sewer facilities and who subsequently tap onto or use the same of a fair pro rata share of the cost of the construction of said water or sewer facilities, including not only those directly connected thereto, but also users connected to laterals or branches connecting thereto, subject to such reasonable rules and regulations as the governing body of such municipality may provide or contract, and notwithstanding the provisions of any other law.

E. School District has requested a Latecomer Agreement and the City and School District have subsequently complied with Chapter 35.91 RCW, which establishes the requirements and process for establishing a latecomer reimbursement area and reimbursement amount.

F. The real properties depicted on Exhibit B ("Benefited Properties") may potentially be benefited by the Facilities, and should be required to pay a fair pro rata share of the cost of construction of Facilities in the event the owners thereof tap into or use the Facilities within the period provide in this Latecomer Agreement.

G. The fair pro rata share of the cost of the construction of said Facilities to each Benefited Properties who subsequently tap onto or use the same ("the Latecomer Reimbursement") is shown in Exhibit C.

H. A summary of the Nature and Extent of the School District Project and Facilities, Total Cost of the Facilities, and a description of the method of calculating the Latecomer Reimbursement is included in Exhibit D.

## **AGREEMENT**

The parties agree as follows:

1. Reimbursement Authorized. If the owner of any Benefited Property depicted in Exhibit B requests connection to the Facilities to serve new development within 20 years of the effective date of this Agreement, the City shall collect from such owner, prior to connection, Latecomer Reimbursement in the amounts stated in Exhibit C. Should a Benefited Property elect to connect an existing single-family home to the Facilities or construct any permitted structure and connect to the Facilities using a one-inch meter or smaller, the parcel will be charged a flat latecomer fee of \$4,000. This fee shall be in addition to any other City-related system development charges or fees. The remainder of the Latecomer Reimbursement will be due upon connection of any additional houses or buildings on the Property.

2. Payment of Reimbursement to School District. The City shall forward the Latecomer Reimbursement collected under Section 1, less a Handling Fee, to the School District within thirty (30) days of receipt of the funds. The Handling Fee shall be equal to the amount shown on the City's annual Fee Schedule for a "Transfer of Developer Credits" (2018 amount equal to \$53.00). Funds received by negotiable instrument, such as a check, will be deemed received ten (10) days after delivery to the City. Should the City fail to forward the latecomer's fee to the School District through the City's sole negligence, then the City shall pay the School District simple interest on those monies at the rate of twelve percent (12%) per annum. However, should the owner of any Benefited Property be negligent in paying the City and thus contribute to the failure of the City to pay over the latecomer's fee, then no interest shall accrue on late payment of the



latecomer's fee. Payment of funds shall be made to the School District at the following address:

Superintendent  
Camas School District  
841 NE 22nd Avenue  
Camas, WA 98607

3. Abandonment of Facilities. If the City abandons all or any portion of the Facilities during the term of this Agreement, the City shall have no obligation to collect the latecomer reimbursement.

4. Assignment. School District may assign this Agreement to any person by submission to the City of a signed and notarized Notice of Assignment stating the name, street address, telephone number and email address of the assignee.

5. Connection to System. The provisions of this Latecomer Agreement shall not be construed as establishing express or implied rights for any property owner to connect to the City's utility system without first qualifying for such connection by compliance with all applicable City codes and ordinances.

6. Hold Harmless. School District agrees to hold the City harmless from any and all liability resulting from errors in the legal descriptions contained herein, and the City is relieved of all responsibility under this agreement for collecting on parcels not properly included in the legal descriptions set forth in this contract.

7. Recording. This Latecomer Agreement shall be recorded in the records of the Clark County Auditor, and it shall be binding upon the parties, their heirs, successors and assigns, and all Benefited Property owners. The School District agrees to reimburse the City for the recording fee and for all legal fees and other costs associated with the execution and recordation of the agreement.

8. Effective Date and Term. This Agreement shall be effective from and after the date of its execution by the City, and shall terminate 20 years thereafter or when all reimbursement amounts in Exhibit C have been collected, whichever occurs first.

9. Liens. The reimbursement amounts due and owing to School District from the owners of Benefited Properties described in Exhibit B shall be a lien and servitude upon those properties.

10. Entire Agreement; Binding Nature. This Agreement constitutes the entire agreement between the parties concerning reimbursement for a pro-rata share of the cost of the Facilities, and is binding upon the heirs, executors, administrators, successors and assigns of the parties.

11. Incorporation of Exhibits. Exhibits A, B, C and D are incorporated by reference into this Agreement.

DATED AND EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_.

DRAFT

CITY OF CAMAS, a Municipal Corporation of the State of Washington.

By: \_\_\_\_\_

STATE OF WASHINGTON     )  
  : s.s.  
County of Clark                 )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
signed this instrument on oath, stated that he was authorized to execute the instrument on behalf  
of the **CITY OF CAMAS, CLARK COUNTY, WASHINGTON** to be the free and voluntary act of  
such parties for the uses and purposes mentioned in this instrument.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
resident at \_\_\_\_\_  
My Commission expires \_\_\_\_\_

CAMAS SCHOOL DISTRICT NO. 117

By: \_\_\_\_\_

State of Washington     )  
  ) s.s.  
County of Clark                 )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
signed this instrument on oath, stated that he was authorized to execute the instrument on behalf  
of the **CAMAS SCHOOL DISTRICT NO. 117, CLARK COUNTY, WASHINGTON** to be the free  
and voluntary act of such parties for the uses and purposes mentioned in this instrument.

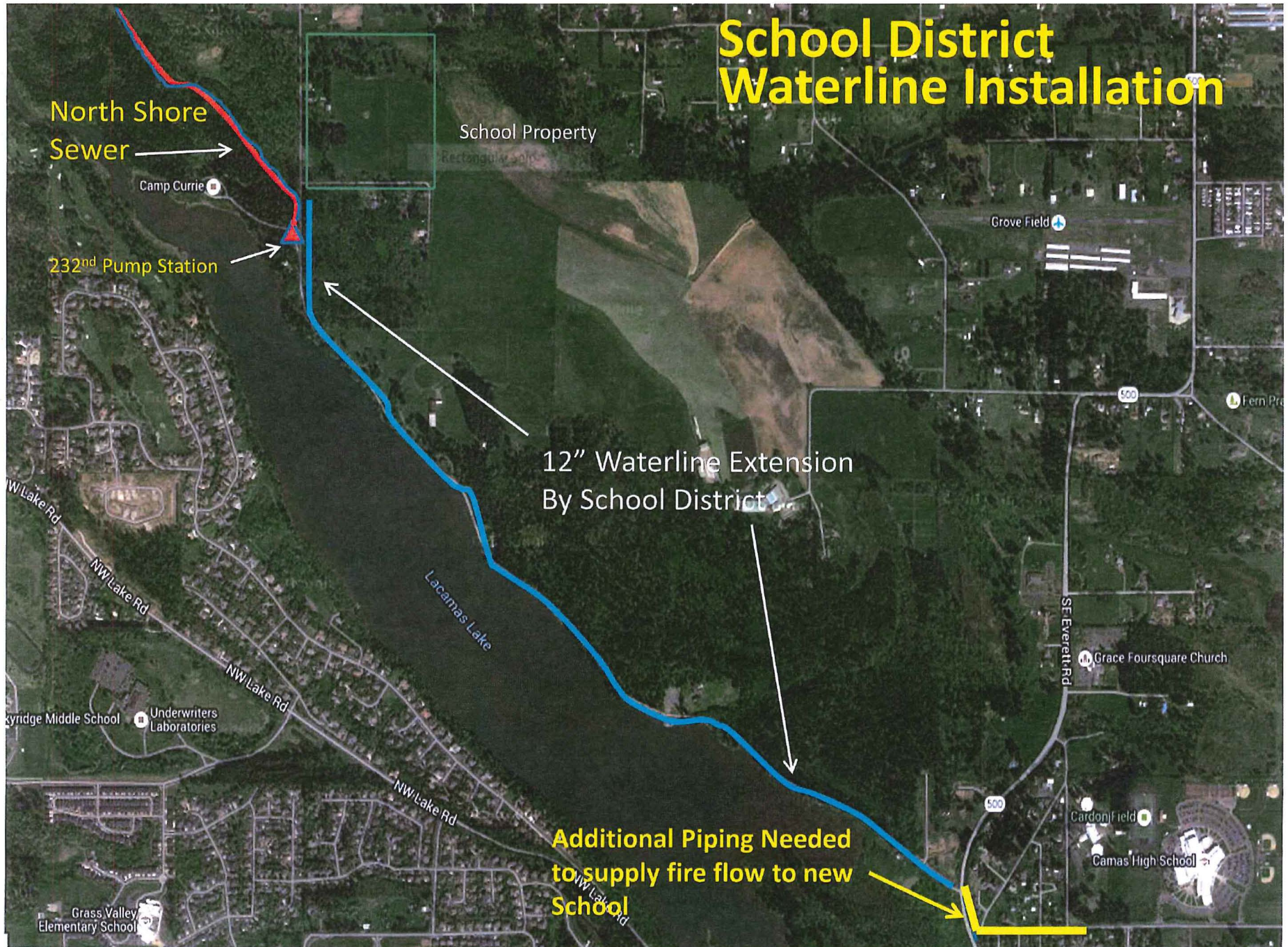
DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of Washington  
Residing in \_\_\_\_\_  
Appointment Expires \_\_\_\_\_



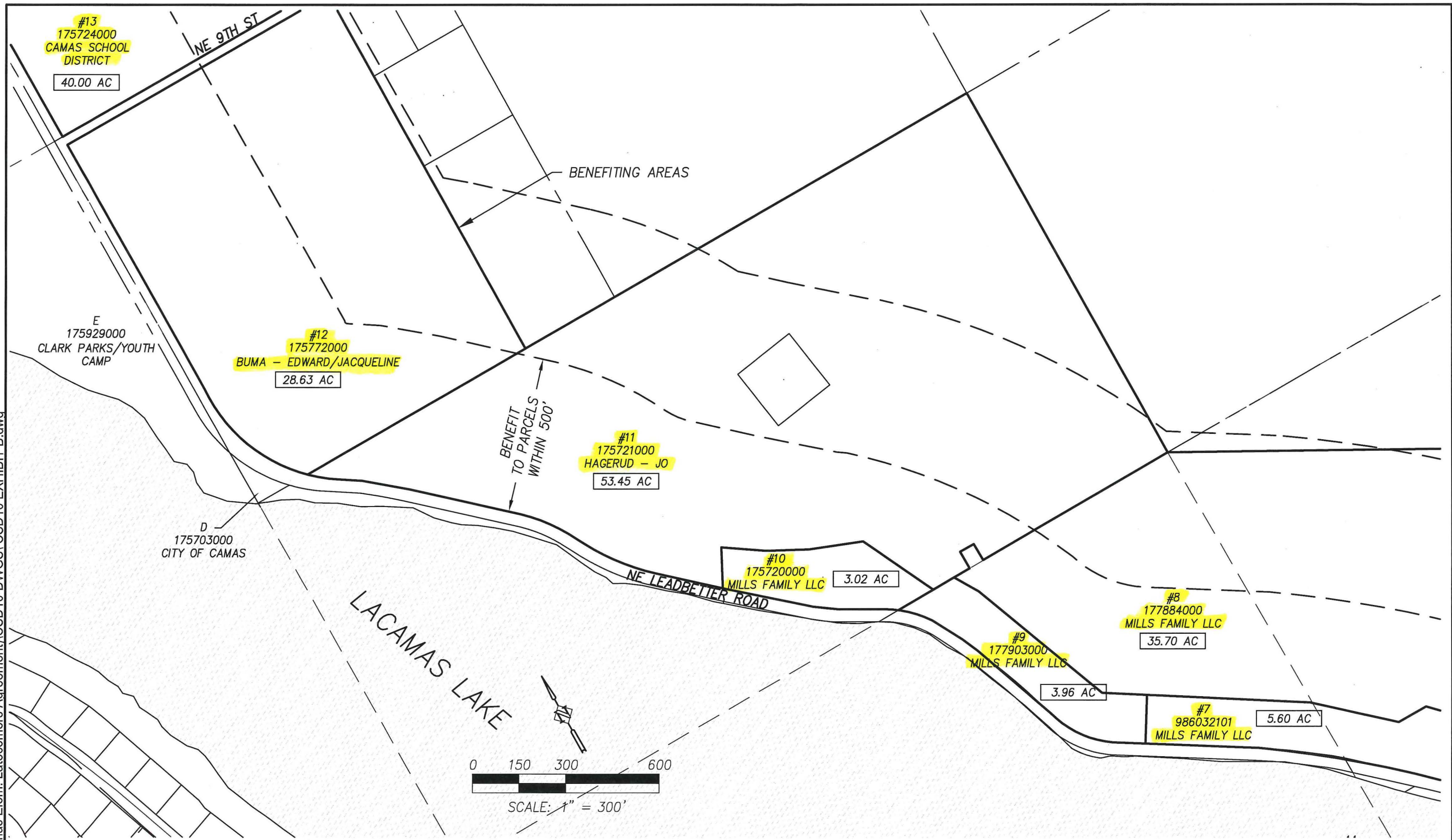
Exhibit A

# School District Waterline Installation





P:\CSD-10 (Lacamas Elem. Latecomers Agreement)\CSD10-DWGS\CSD10 EXHIBIT B.dwg



			DESIGNED:	HHPR
			DRAWN:	JCL
			CHECKED:	RAV
DATE	NO.	DESCRIPTION	DATE:	MARCH 2018
R E V I S I O N S				

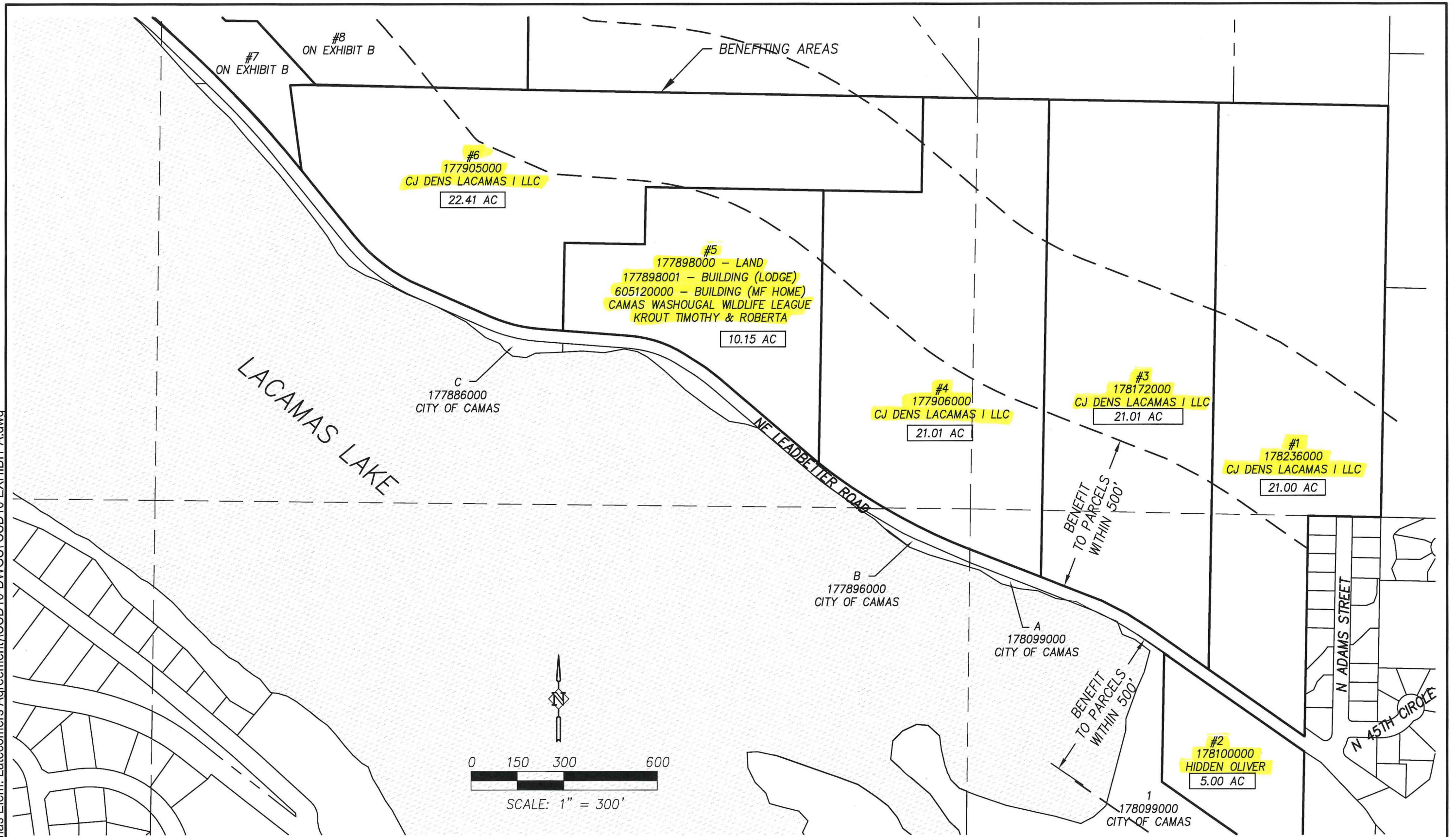
**HHPR** Harper Houf Peterson Righellis Inc.  
ENGINEERS • PLANNERS  
LANDSCAPE ARCHITECTS • SURVEYORS  
2006 NW 62nd Street, Issaquah, WA 98027  
phone: 509.388.1159 www.hhpr.com fax: 509.388.1159

CAMAS SCHOOL DISTRICT - BENEFIT AREA MAP  
LACAMAS HEIGHTS WATERLINE LATECOMER  
CLARK COUNTY, WASHINGTON

SHEET NO.  
**EXBT B**  
1 OF 2  
JOB NO.  
CSD-10



P:\CSD-10 (Lacamas Elem. Latecomers Agreement)\CSD10-DWGS\CSD10 EXHIBIT A.dwg



			DESIGNED:	HHPR
			DRAWN:	JCL
			CHECKED:	RAV
			DATE:	MARCH 2018
DATE	NO.	DESCRIPTION		
REVISIONS				

**HHPR** Harper Houf Peterson Righellis Inc.  
ENGINEERS • PLANNERS  
LANDSCAPE ARCHITECTS • SURVEYORS  
PHONE: 509.338.1122 FAX: 509.338.1123  
WWW.HHPR.COM

CAMAS SCHOOL DISTRICT - BENEFIT AREA MAP  
LACAMAS HEIGHTS WATERLINE LATECOMER  
CLARK COUNTY, WASHINGTON

SHEET NO.  
**EXBT B**  
2 OF 2  
JOB NO.  
CSD-10



**EXHIBIT C****NORTH SHORE WATER MAIN LATECOMER  
COST SHARE FOR BENEFITED PROPERTIES****DRAFT****Harper  
Houf Peterson  
Righellis Inc.**ENGINEERS ♦ PLANNERS  
LANDSCAPE ARCHITECTS ♦ SURVEYORS1104 Main Street, Suite 100, Vancouver, WA 98660  
PHONE: 360.750.1131 www.hhpr.com FAX: 360.750.1141**LATECOMER FEE CALCULATION**

ROLL NUMBER	OWNER	COUNTY PARCEL NUMBER	PARCEL AREA ACRES - SQUARE FEET		CALCULATED BENEFIT LENGTH = SQ RT AREA	% TOTAL BENEFIT LENGTH		PRO RATA COST SHARE
1	CJ DENS LACAMAS 1 LLC	178236000	21.00	914,760	956	8.34%		\$149,169
2	HIDDEN, OLIVER	178100000	5.00	217,800	467	4.07%		\$72,787
3	CJ DENS LACAMAS 1 LLC	178172000	21.01	915,196	957	8.34%		\$149,204
A	CITY OF CAMAS	178099000			NO BENEFIT			
4	CJ DENS LACAMAS 1 LLC	177906000	21.01	915,196	957	8.34%		\$149,204
B	CITY OF CAMAS	177896000			NO BENEFIT			
5	KROUT, TIMOTHY AND ROBERTA	177898000	10.15	442,134	665	5.80%		\$103,705
6	CJ DENS LACAMAS 1 LLC	177905000	22.41	976,180	988	8.61%		\$154,095
C	CITY OF CAMAS	177886000			NO BENEFIT			
7	MILLS FAMILY LLC	986032101	5.60	243,936	494	4.31%		\$77,030
8	MILLS FAMILY LLC	177884000	35.70	1,555,092	1,247	10.87%		\$194,492
9	MILLS FAMILY LLC	177903000	3.96	172,498	415	3.62%		\$64,776
10	MILLS FAMILY LLC	175720000	3.02	131,551	363	3.16%		\$56,568
11	HAGERUD, JO	175721000	53.45	2,328,282	1,526	13.30%		\$237,981
D	CITY OF CAMAS	175703000			NO BENEFIT			
12	BUMA, EDWARD/JACQUELINE	175772000	28.63	1,247,123	1,117	9.74%		\$174,172
E	CLARK PARKS	175929000			NO BENEFIT			
13	CAMAS SCHOOL DISTRICT	175724000	40.00	1,742,400	1,320	11.51%		\$205,872
		TOTALS	270.94	11,802,146	11,471	100.00%		\$1,789,057
	9520	APPROXIMATE LENGTH OF PIPE BASED ON DRAWING STATIONS						
					CONSTRUCTION W/ TAX	\$1,906,953		
					ENGINEERING AND ADMIN	\$201,614		
					CONSTRUCTION MANGMNT	\$274,535		
					SDC REIMBURSEMENT	-\$594,045		
					PROJECT COST	\$1,789,057		
	CSD-10 RAV/JCL FEB 9, 2018							
		CITY PROCESSING FEES TO BE PAID BY SCHOOL DISTRICT PER AGREEMENT						

**DRAFT**

## EXHIBIT D

### LATECOMER REIMBURSEMENT SUMMARY

#### Nature and Extent of Project

The Camas School District Lacamas Lake Elementary Project (City File No. CUP16-02) is a conditional use permit approval to construct a new elementary school in the area of NE 232<sup>nd</sup> Avenue and the newly constructed North Shore Boulevard. The project included installation of a new 12-inch diameter water line and associated appurtenances ("Facilities") in Leadbetter Road and SR 500 that provides direct benefit to adjacent properties. A figure showing the Facilities is included as Exhibit A. The project has been constructed and accepted by the City.

Total Project Cost \$1,789,057

#### Method of Calculating Assessment

Staff reviewed calculations for the latecomer reimbursement completed by Harper Houf Peterson Righellis on behalf of the School District, as shown in the attached Exhibit C.

#### Assessment Calculation:

Twelve parcels have the potential to benefit from this improvement. The approach to distribution of cost to these parcels is to assign a pro-rata share to each parcel using an approximation of the parcel's equivalent frontage. The equivalent frontage is arrived at by taking the square root of the area for each benefitting parcel. The pro-rata share for each benefitting parcel is determined by the ratio of the equivalent frontage of each parcel to the sum of all equivalent frontage lengths. This ratio, as a percentage, is multiplied by the total project cost.