



**CITY COUNCIL WORKSHOP MEETING AGENDA**  
**Monday, October 7, 2019, 4:30 PM**  
**City Hall, 616 NE 4th Ave**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. WORKSHOP TOPICS**

A. Draft 2019 Water System Plan

Presenter: Sam Adams, Utilities Manager

 [Staff Report](#)

[Draft Water System Plan Presentation](#)

[Executive Summary](#)

[Chapter 6 - Water Use Efficiency](#)

[Public Notice](#)

B. NE Lake Road and NE Everett Street Roundabout Landscape Plan Update

Presenters: Steve Wall, Public Works Director and James Carothers, Engineering Manager

 [Staff Report](#)

[Landscape Update Presentation](#)

[October 3, 2019 Landscape Committee Presentation](#)

C. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

D. Camas Municipal Code (CMC) Proposed Amendments

Presenters: Lauren Hollenbeck, Senior Planner and Madeline Sutherland, Assistant Planner

 [Staff Report](#)

[Draft Code Amendments](#)

E. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

F. New Position Description and Salary Scale - Parking Enforcement Officer

Presenter: Jennifer Gorsuch, Administrative Services Director

 [Staff Report](#)

[Parking Enforcement Officer Position and Salary Scale](#)

- G. 2020 Property Tax Presentation  
Presenter: Cathy Huber Nickerson, Finance Director

 [2020 Property Tax Presentation](#)

- H. 2020 Recommended Budget Presentation  
Presenter: Cathy Huber Nickerson, Finance Director
- I. 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.



## Staff Report

October 7, 2019 Council Workshop Meeting

Staff Contact	Phone	Email
Sam Adams, Utilities Manager	360.817.1563	sadams@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY: The City is required to provide the public an opportunity to comment on our Draft 2019 Water System Plan and specifically on Chapter 6, Water Use Efficiency program. This is required by the Department of Health before they will approve the City's Draft 2019 Water System Plan. Staff has advertised this meeting in the local paper and invited interested parties to attend the October 7, 2019 Workshop and provide comment.

The complete Draft Water System Plan may be found on the City's website at [http://www.cityofcamas.us/images/DOCS/WATER\\_SEWER/REPORTS/cityofcamaswspuagencydraft2019.pdf](http://www.cityofcamas.us/images/DOCS/WATER_SEWER/REPORTS/cityofcamaswspuagencydraft2019.pdf)

RECOMMENDATION ACTION: After staff's presentation, the public should be permitted to comment. This item will be placed on the October 21, 2019 Regular Meeting Agenda for Council's consideration.

# Draft 2019 Water System Plan City Council Workshop

October 7, 2019





# Water System Plan – Purpose

- Long-term (20-year) planning strategy for City's retail water service area
- Uses City planning data to develop water demands based on anticipated land uses
  - Hydraulic model to analyze system
  - Similar to last plan, included large “block” of water for potential large industrial users
- Capital Improvement Plan (CIP)
  - Draft Plan was used to develop rates and SDCs adopted for 2019

# Water System Plan – History and Timeframe

- Last plan update was 2010
- Started current update Fall 2016
  - Majority of technical work completed January 2019
- Submitted Draft Plan to Department of Health May 2019
  - Received comments August 2019
- Department of Health requires public meeting to review Plan before they'll approve
  - Also requires formal adoption by Council
- Anticipate submitting Final Plan for Department of Health approval October 2019

# Chapter 6: Water Use Efficiency (WUE)

- Chapter 6 is WUE
  - Also required to specifically allow public comment before Department of Health will approve Plan
  - Goals are:
    - **Demand-Side Goals:** Reduce Residential consumption by 2 gallons per day per year over next six years
    - **Supply-Side Goals:** Reduce distribution loss to at or below 10 percent for the next 5 years
  - Same goals as last plan – still reasonable
  - Reviewed goals with Public Works Committee

Questions?

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## EXECUTIVE SUMMARY

### ES.1 INTRODUCTION

This executive summary presents a brief overview of the City of Camas (City) Water System Plan Update (Plan). The Plan meets state, county, and local requirements. It complies with the requirements of the Washington State Department of Health (DOH) as set forth in the Washington Administrative Code (WAC) 246-290-100, Water System Plan. This Plan is an update of the City's 2010 Plan. The City's DOH water system identification number is 108002.

The purpose of the Plan is to develop a long-term planning strategy for the City's Retail Water Service Area (RWSA), which is shown in Figure ES.1. The Plan evaluates the ability of the water system to meet demand growth over a twenty year planning period. Water system improvements are recommended to meet the expanding water system (primarily in the North Shore), growing demands, and infrastructure repair and replacement. The Plan also identifies planning level costs for capital improvement projects and a financial plan for funding the projects.

A State Environmental Policy Act (SEPA) Checklist has been prepared for this Plan. The City anticipates the Plan does not have probable significant adverse impacts on the environment in accordance with WAC 197-11-340(2). The SEPA Checklist is included in Appendix B. The City will submit this Plan to DOH, the Washington State Department of Ecology (DOE), Clark County, and adjacent Utilities as part of the Agency Review process. See Appendix B for comment letters by these Agencies. The City's Adopting resolution will be included in Appendix A, upon Plan approval by the City Council.

### ES.2 PLANNING CONSIDERATIONS

Chapter 2 summarizes the City's water planning considerations that influence the Plan, including background on the study area, policies, criteria, and related documents. The City maintains a Duty to Serve customers within the RWSA:

*The City will exercise reasonable diligence and care to furnish and deliver a continuous and sufficient supply of pure water to the customer, and to avoid any shortage or interruption of delivery of same.*

The City's Water Service Area is shown in Figure ES.1.

Water system planning is based on a careful analysis of a water utility's responsibility to comply with applicable regulatory requirements while providing service to existing and future customers. These laws are monitored and enforced by a number of federal, state,

and local agencies. The Plan incorporates several regional and local plans of the southwest region of Washington, such as Clark County, that affect the water utility.

The City has adopted many resolutions regarding water system planning that are included in the City Code. The City manages its water utility in accordance with established water system policies. The policies provide a consistent framework for the design, operation, maintenance, and service of the water system for appropriately implementing programs, designing new infrastructure, and serving additional customers. The Plan summarizes many of these policies and provides criteria needed to evaluate the water system.

### **ES.3 EXISTING SYSTEM**

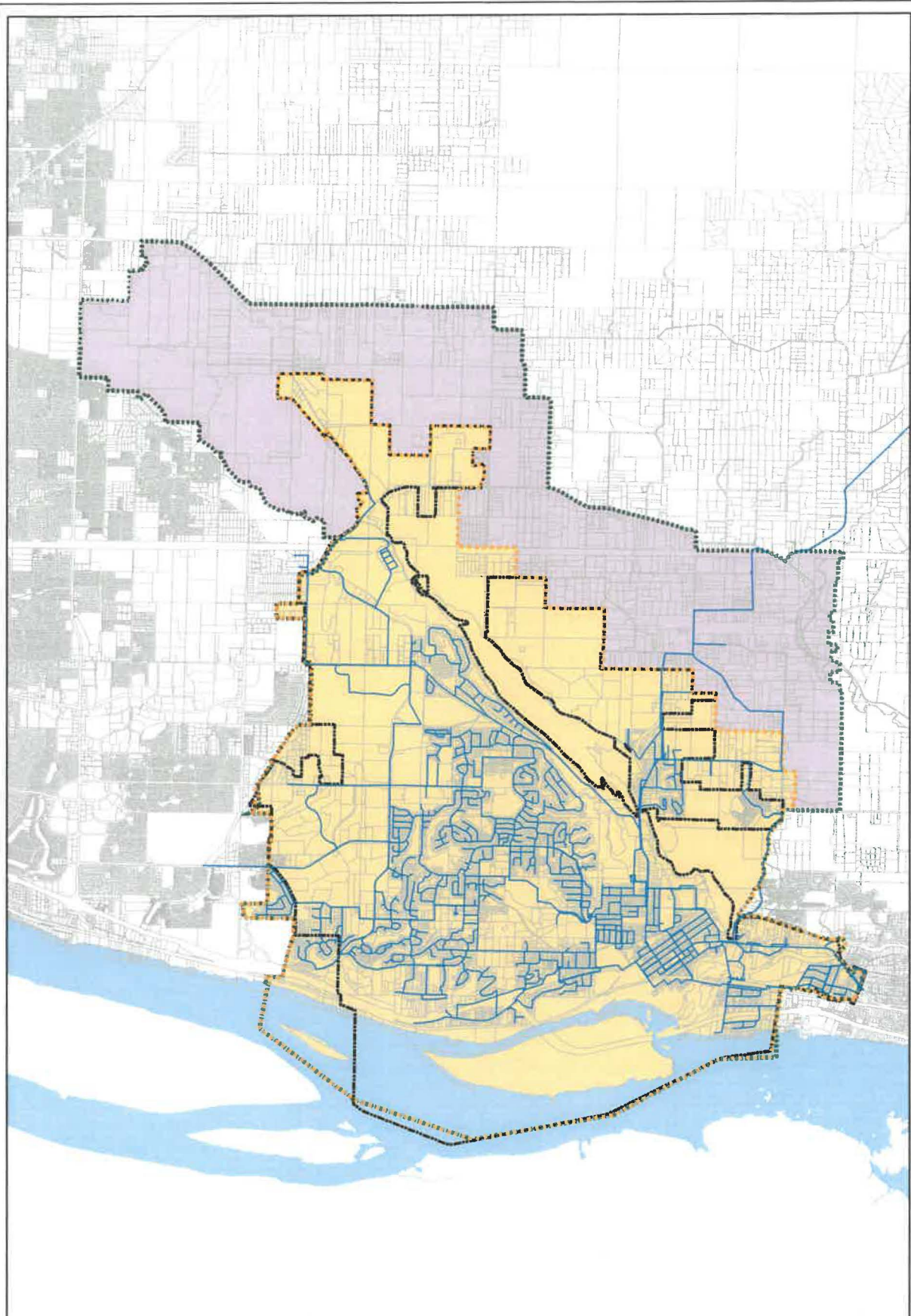
The City owns and operates a multi-source municipal water system- summarized in Chapter 3 - which includes supply, treatment, storage, and distribution of potable water to residential and commercial customers. The City currently obtains its water from ten groundwater wells and two surface water sources that are treated to provide high quality water to customers. The City owns over 143 miles of pipelines in its water transmission and distribution system. Service is provided to customers across five major pressure zones and 18 subzones. Eight booster pumping stations are used to move water between pressure zones. Seven storage facilities with a combined total of 8.45 million gallons (MG) provide storage for normal and emergency conditions, such as fire suppression. Additionally, distribution system includes numerous meters, isolation valves, and hydrants. Major elements of the water system are shown in Figure ES.2.

### **ES.4 OPERATIONS AND MAINTENANCE**

The water system is operated and maintained (O&M) by the City staff, with contractor provided services that City staff are not trained or equipped to perform. O&M of the water system requires the combined effort of the Public Works Department, Engineering Department, and Finance Department. The City's water system operators are experienced and well trained, exceeding the minimum state requirements (WAC 246-292-050). The City provides opportunities for its staffs' professional growth and training to maintain up-to-date knowledge.

The City has a well operated and maintained system, as documented in Chapter 4. As part of the Plan, a high-level condition assessment identified repair and replacement projects for above ground assets (i.e., pump stations, wells, and reservoirs, etc.). The majority of projects were necessary due to aging electrical equipment and normal replacement of pumps and motors. The City also plans to replace two reservoirs, built prior to 1940, that have reached the end of their usable life.





**Legend**

- Existing Water Main
- Retail Water Service Boundary
- Future Water Service Boundary
- City Limits
- Urban Growth Area Boundary
- Coordinated Water System Boundary
- Parcels
- Waterbody

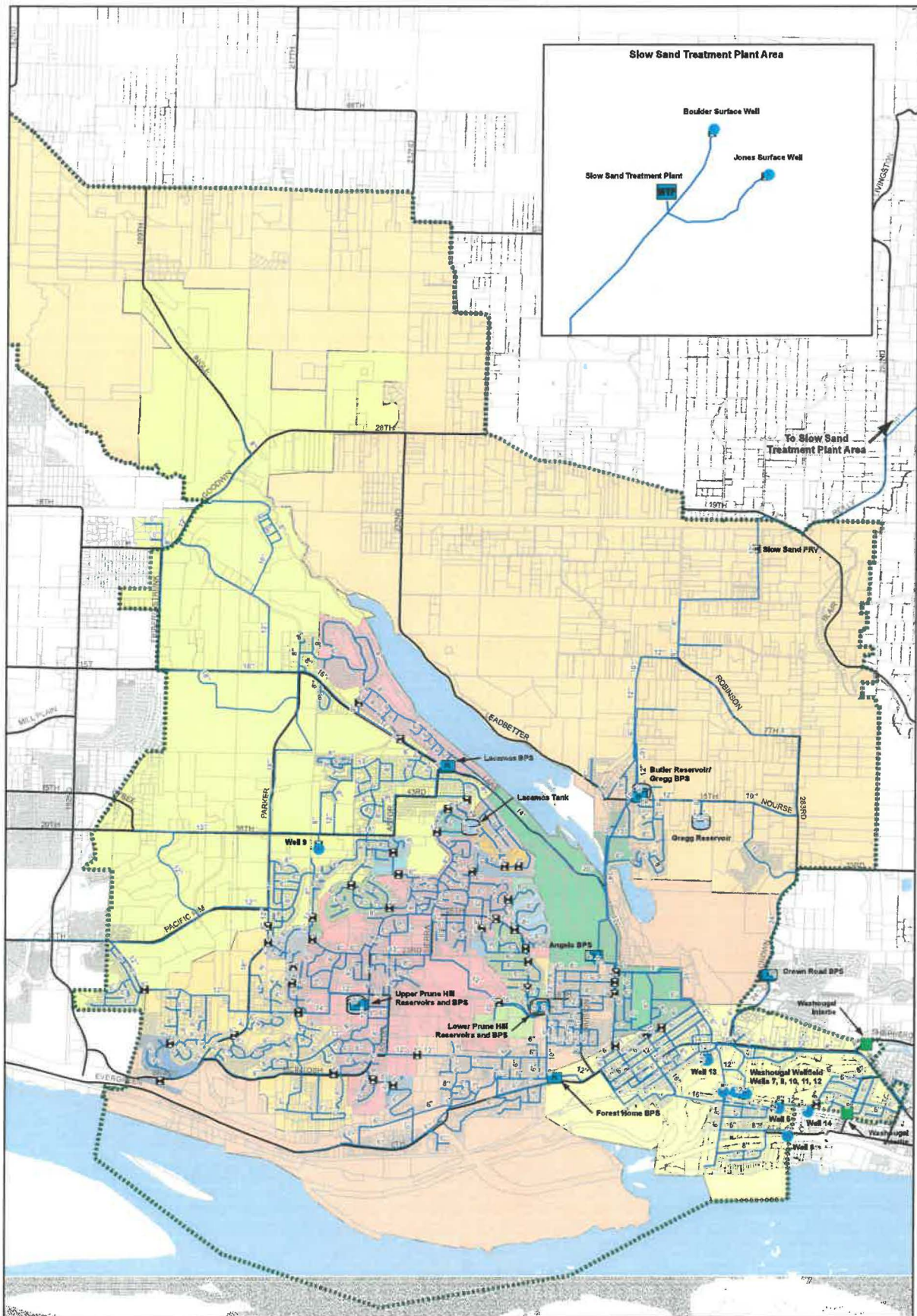


**SERVICE AREA**

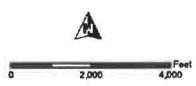
**FIGURE ES.1**

**CITY OF CAMAS  
WATER SYSTEM PLAN UPDATE**





- Legend**
- Camas Water Boundary
  - Waterbody
  - PRV
  - Interline
  - Potable Wells
  - Surface Water Supplies
  - Slow Sand Treatment Plant
  - Pump Station
  - Water Tank
  - Existing Water Main
  - Pressure Zones



**SYSTEM FACILITY MAP**

FIGURE ES.2

CITY OF CAMAS  
WATER SYSTEM PLAN UPDATE





## ES.5 WATER REQUIREMENTS

Projecting realistic future water demand is necessary for planning infrastructure projects and securing adequate water supply to meet future growth. Chapter 5 projects the water system requirements, i.e., demand, for the next 20 years. Demographic projections were used to predict where and how much growth will occur in the water system based on the City's comprehensive planning. The resulting future accounts were converted to projected demands using the historical water use patterns and parameters.

Demand projections were generated for the planning period of 2015 to 2035 for the City's established RWSA. The projections were divided into three planning scenarios: Short-term, 6-year (2015 - 2021), Medium-term, 10-year (2022 - 2025), and Long-term, 20-year (2026 - 2035).

Demand projections were expressed as average day demand (ADD), and maximum day demand (MDD). The ADD is typically used in operational evaluations. The MDD represents the single largest day water demand during the year and is a key parameter for infrastructure sizing.

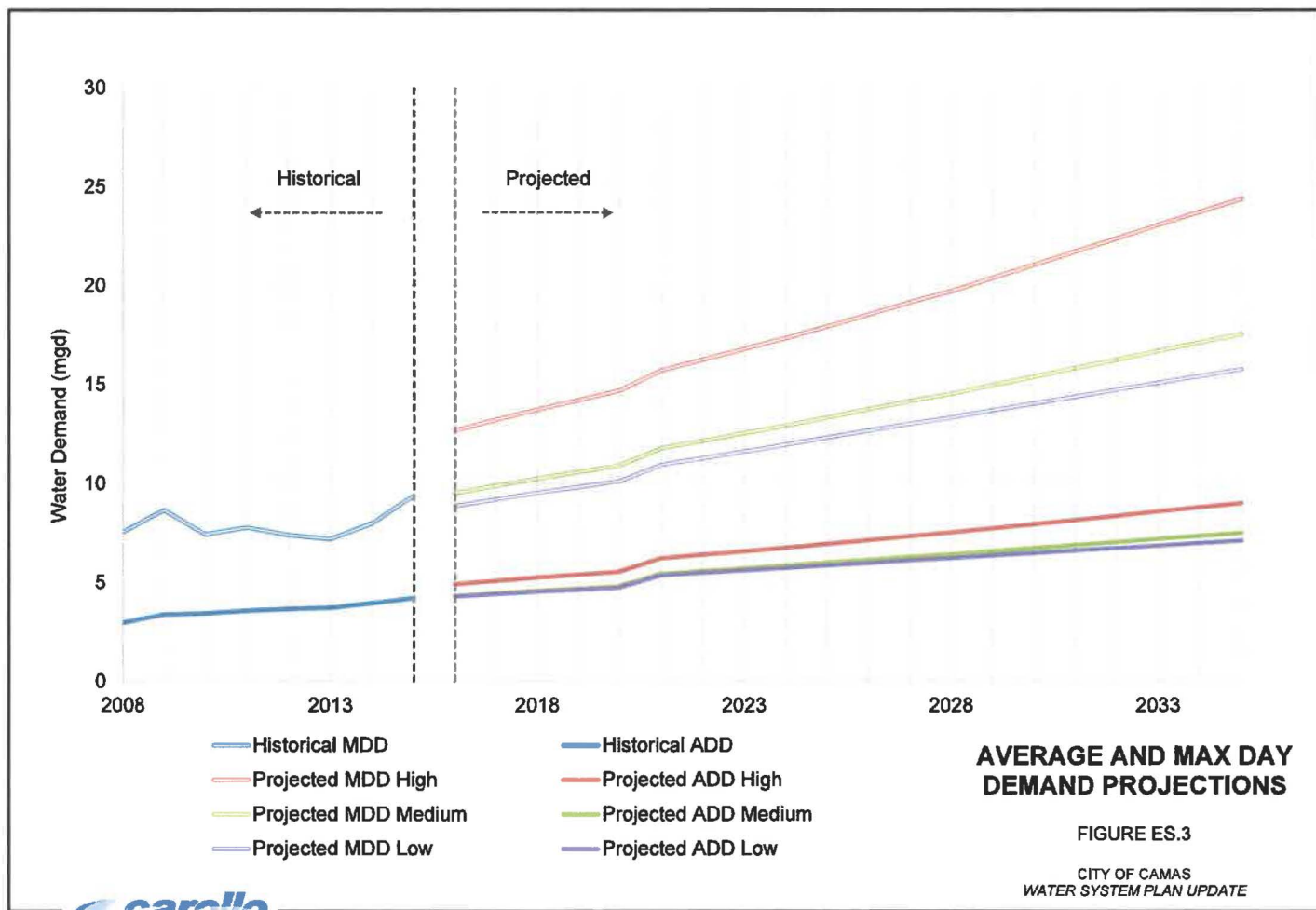
Changes in water use, conservation activities, system growth, and other factors may result in higher or lower than projected water use. Planning for the potential changes allows the City to better manage potential risks from these changes. Therefore, three demand scenarios were developed and shown in Figure ES.3: Low, Medium, and High demand scenarios. The low demand scenario represents future demand with conservation; the medium demand scenario is a conservative projection between the low and high projections; the high demand scenario generally reflects the highest demands in the last eight years.

## ES.6 WATER USE EFFICIENCY

The City promotes efficient water use to conserve and protect their existing water supplies for present and future residents. Chapter 6 summarizes the City's Water Use Efficiency (WUE) efforts. The WUE Program goals established in 2013, which have been maintained, are:

- **Demand-Side Goal:** Reduce customer consumption per equivalent residential unit (ERU) by 1 percent or approximately 2 gallons per day (gpd) per year over the next 6 years.
- **Supply-Side Goal:** Continue to reduce distribution loss to at or below 10 percent for the next 5 years.

To meet these goals, the City promotes water conservation and efficient use of water through a variety of activities with the aim of reducing customer water use (conservation) and water loss through leak detection activities. The City's new Advanced Meter Reading (AMR) meters support both WUE aims.



## **ES.7 WATER QUALITY**

The City is defined as a Group A – Community Water System and must comply with the drinking water standards of the federal Safe Drinking Water Act (SDWA) and its amendments, as regulated by the United States Environmental Protection Agency (USEPA). DOH adopted the updated federal standards under WAC 246-290, of which the most recent version became effective April 8, 2016. The City is in compliance with all requirements, as described in Chapter 7. Alternatively to the Chapter, the City publishes an annual Water Quality Report that keeps consumers informed as to the quality of the City's water supply and water delivery systems.

The City does not anticipate issues with meeting future regulatory requirements based on the limited available information.

## **ES.8 WATER RESOURCES**

To meet future demands, the City will be required to fully use its water resources and develop new sources to continue to provide a high level of service. Chapter 8 presents a water right strategy for future water rights and supply needs.

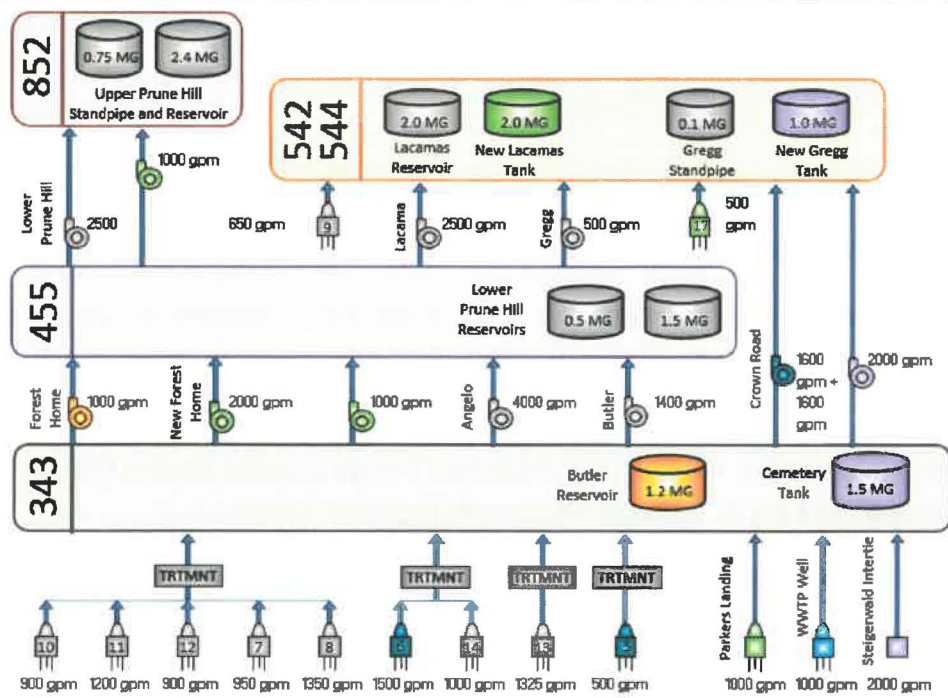
The City water supply strategy largely continues previously planned water supply projects and new water sources. Previously planned projects will be needed to meet growth, including Well 17 and the Parkers Landing Well. In addition to previously planned projects, the City anticipates completing the Washougal Wellfield Renewal Project to increase the ability to pump and reliability of the wellfield. Future supplies beyond the City's existing or planned wells will be from the Steigerweld Regional Supply.

In addition to new supplies, it is recommended that they continue its WUE program efforts to reduce the risk of very high peak demands.

## **ES.9 SYSTEM ANALYSIS**

The City's water distribution system was evaluated for its ability to meet the City's performance criteria under 2021, 2025, and 2035 future conditions. The distribution system was evaluated for its pumping reliability and redundancy and the availability of storage using a desktop system analysis. Service pressures and available fire flows for both MDD and ADD conditions were evaluated using the City's updated hydraulic model.

Chapter 9 presents the results of the system analysis and discusses in detail recommended improvements to meet the City's level of service goals. These recommendations form the basis of the City's capital improvement program (CIP) outlined in Chapter 10. Supply, pumping, and storage project will be necessary during the planning horizon to meet the City's projected substantial growth in water demand, as shown in Figure ES.4.



# **RECOMMENDED SUPPLY, PUMPING, AND STORAGE IMPROVEMENTS**

FIGURE ES.4

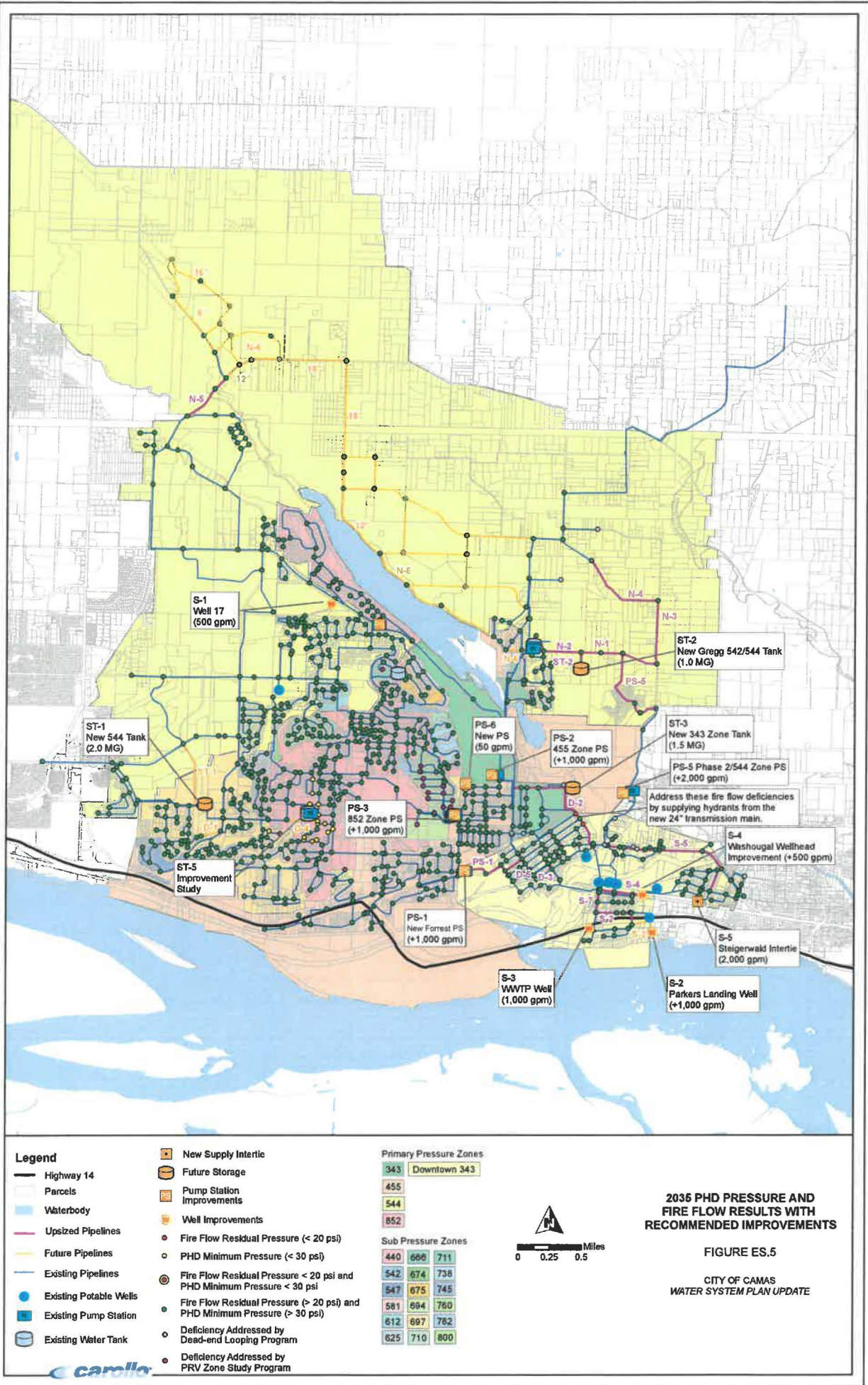
CITY OF CAMAS  
WATER SYSTEM PLAN UPDATE



The existing distribution system was evaluated for pressure during peak demand use and during fire flow events. Capacity improvements recommended to address pressure and fire flow deficiencies. Overall, the City had relatively few distribution system improvements, which are shown in Figure ES.5. The majority of deficiencies occur on dead-end mains or areas of high elevation. Additional flows can be supplied to these areas through small, local projects likely completed when the parcels redevelop or a nearby project occurs. It is recommended that the City address these as a programmatic manner that provides funds to address one or two of these areas per year. Additional distribution system improvements are recommended in conjunction with supply or pump station projects.

Within the planning period the City expects significant expansion of the water system in the North Shore area. Future pipelines were sized for the North Shore area.





## **ES.10 CAPITAL IMPROVEMENT PLAN**

Chapter 10 summarizes the City's comprehensive CIP for the water system that is based on the analyses presented in previous Chapters. The purpose of the CIP is to provide the City with a guideline for planning and budgeting of its water system. The CIP consists of schedule and cost estimates in present dollars for each project, as shown in Table ES.1.

The CIP cost estimates presented in this chapter are American Academy of Cost Engineers (AACE) Class 4 estimates. Class 4 estimates are budget level estimates. Actual costs may vary from these estimates by -30 percent to +50 percent. These costs were determined based on the City's and Consultant's perception of current conditions at the project locations.

This Plan contains time frames that are the intended framework for future funding decisions. However, these timeframes are estimates and may change depending on factors involved in the growth, project implementation, and availability of funding. The framework does not represent actual commitments by the City.

## **ES.11 FINANCIAL PLAN**

FCS GROUP provided a financial program that allows the City's water utility to remain financially viable during the planning period, which is summarized in Chapter 11. This financial viability analysis considers the historical financial condition, current and identified future financial and policy obligations, O&M needs, and the ability to support the financial impacts related to the completion of the capital projects identified in this Plan. Furthermore, this Chapter provides a review of the water utility's current rate structure with respect to rate adequacy and customer affordability.

The results of this Financial Plan indicate that rates must increase to provide revenue sufficient to cover all utility financial obligations, including the addition of new debt and partial cash funding of the capital program through 2026. A rate increase of 5.0 percent in 2018, followed by annual rate increases of 2.5 percent through 2026 should provide for continued financial viability while maintaining generally affordable rates.



**Table ES.1 CIP Project Summary**  
**Water System Plan Update**  
**City of Camas**

Capital Improvement Program Summary																	
Project No.	SDC Area	Project Name	Developer Share	Total CIP Cost Estimate	CIP Phasing									Project Type			
					2017	2018	2019	2020	2021	2022	2023	Short-term (2017-2022)	Mid-term (2023-2026)	Long-term (2027-2036)	Capacity	Upgrade	R&R
Supply				\$28,937,000	\$2,852,000	\$2,296,000	\$759,000	\$3,595,000	\$440,000	\$723,000	\$2,813,250	\$10,665,000	\$7,684,000	\$10,588,000			
S-1	Common	Well 17	0%	\$1,815,000	\$150,000	\$1,665,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,815,000	\$ -	\$ -	100%	0%	0%
S-2	Common	Parkers Landing Well	0%	\$4,560,000	\$ -	\$456,000	\$684,000	\$3,420,000	\$ -	\$ -	\$ -	\$4,560,000	\$ -	\$ -	100%	0%	0%
S-3	Common	WWTP Well	0%	\$3,651,000	\$ -	\$ -	\$ -	\$ -	\$365,100	\$547,650	\$2,738,250	\$912,750	\$2,738,250	\$ -	100%	0%	0%
S-4	Common	Washougal Wellfield Improvements	0%	\$4,446,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$4,446,000	\$ -	100%	0%	0%
S-5	Common	Steigerwald Regional Source	0%	\$10,823,000	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$435,000	\$300,000	\$10,088,000	100%	0%	0%
S-6	Common	Watershed Forest Management	0%	\$1,070,000	\$70,000	\$100,000	\$ -	\$100,000	\$ -	\$100,000	\$ -	\$370,000	\$200,000	\$500,000	0%	0%	100%
S-7	Common	544 Zone Watershed Source Improvements	0%	\$2,572,083	\$2,572,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,572,083	\$ -	\$ -	0%	0%	100%
Distribution System Improvements				\$6,024,000	\$315,000	\$55,000	\$861,000	\$2,064,000	\$778,000	\$55,000	\$55,000	\$4,328,000	\$2,070,000	\$1,476,000			
D-1	South	Transmission main from NW 11 Cir to NW Brady Rd	0%	\$269,000	\$ -	\$ -	\$ -	\$ -	\$269,000	\$ -	\$ -	\$269,000	\$ -	\$ -	0%	0%	100%
D-2	Common	343 Zone Supply Transmission Upsizing	0%	\$2,505,000	\$ -	\$ -	\$626,250	\$1,878,750	\$ -	\$ -	\$ -	\$2,505,000	\$ -	\$ -	50%	50%	0%
D-3	South	NE Birch St upsized transmission main	0%	\$65,000	\$ -	\$ -	\$ -	\$ -	\$65,000	\$ -	\$ -	\$65,000	\$ -	\$ -	0%	0%	100%
D-4	South	New transmission main along NW 16th Ave	0%	\$519,000	\$ -	\$ -	\$ -	\$129,750	\$389,250	\$ -	\$ -	\$519,000	\$ -	\$ -	0%	0%	100%
D-5	South	New Distribution along NW 6th Ave/ NE Adams St	0%	\$926,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$926,000	100%	0%	0%
D-6	South	Dead-end Looping Program	0%	\$1,045,000	\$ -	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$275,000	\$220,000	\$550,000	0%	0%	100%
D-7	Common	PRV Adjustment Study	0%	\$180,000	\$ -	\$ -	\$180,000	\$ -	\$ -	\$ -	\$ -	\$180,000	\$ -	\$ -	0%	0%	100%
D-8	Common	Well 6/14 Transmission Line	0%	\$515,050	\$515,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$515,050	\$ -	\$ -	0%	0%	100%
D-9	Common	Parallel Boulder Creek Intake	0%	\$1,850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,850,000	\$ -	100%	0%	0%
Pump Station				\$11,526,000	\$ -	\$925,000	\$463,000	\$28,000	\$ -	\$ -	\$544,500	\$1,416,000	\$4,141,000	\$5,969,000			
PS-1	South	New Forest Home PS	0%	\$3,117,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$779,250	\$2,337,750	0%	50%	50%
PS-2	Common	New 455 Zone PS Capacity	0%	\$1,258,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$314,500	\$ -	\$1,258,000	\$ -	0%	50%	50%
PS-3	Common	Lower Prune Hill PS Expansion	0%	\$1,388,000	\$ -	\$925,000	\$463,000	\$ -	\$ -	\$ -	\$ -	\$1,388,000	\$ -	\$ -	0%	50%	50%
PS-4	25% South/75% North Shore	North Shore PS Capacity Phase I	75%	\$1,184,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,184,000	\$ -	100%	0%	0%
PS-5	25% South/75% North Shore	North Shore PS Capacity Phase II	75%	\$3,631,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,631,000	100%	0%	0%



**Table ES.1 CIP Project Summary**  
**Water System Plan Update**  
**City of Camas**

Capital Improvement Program Summary																	
Project No.	SDC Area	Project Name	Developer Share	Total CIP Cost Estimate	CIP Phasing										Project Type		
					2017	2018	2019	2020	2021	2022	2023	Short-term (2017-2022)	Mid-term (2023-2026)	Long-term (2027-2036)	Capacity	Upgrade	R&R
Pump Station				\$13,526,000	\$ -	\$925,000	\$463,000	\$28,000	\$ -	\$ -	\$544,500	\$1,416,000	\$4,141,000	\$5,969,000			
PS-6	South	NW Couch St PS	0%	\$920,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$230,000	\$ -	\$920,000	\$ -	0%	0%	100%
PS-7	South	NW 10th Ave Study	0%	\$28,000	\$ -	\$ -	\$ -	\$28,000	\$ -	\$ -	\$ -	\$28,000	\$ -	\$ -	0%	0%	100%
Storage				\$21,087,000	\$2,947,000	\$4,289,000	\$ -	\$711,000	\$1,205,000	\$5,331,000	\$ -	\$14,483,000	\$ -	\$6,604,000			
ST-1	Common	New 544 Zone Reservoir	0%	\$7,236,000	\$2,946,660	\$4,289,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$7,236,000	\$ -	\$ -	100%	0%	0%
ST-2	Common	New Gregg Tank	75%	\$3,984,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,984,000	100%	0%	0%
ST-3	South	343 Zone Reservoir	0%	\$7,108,000	\$ -	\$ -	\$ -	\$710,800	\$1,066,200	\$5,331,000	\$ -	\$7,108,000	\$ -	\$ -	25%	0%	75%
ST-4	Common	Lower Prune Hill Reservoir Rehabilitation	0%	\$2,620,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,620,000	0%	25%	75%
ST-5	Common	Upper Prune Hill Pressure Improvements Study	0%	\$139,000	\$ -	\$ -	\$ -	\$ -	\$139,000	\$ -	\$ -	\$139,000	\$ -	\$ -	0%	50%	50%
General				\$950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$275,000	\$275,000			
G-1	Common	Water System Plan Update	0%	\$550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$275,000	\$275,000	0%	0%	100%
Repair and Replacement				\$44,327,000	\$320,000	\$470,000	\$470,000	\$470,000	\$1,164,000	\$390,000	\$1,961,750	\$3,284,000	\$7,807,000	\$31,236,000			
R-1	South	Supply R&R Projects	0%	\$1,256,000	\$120,000	\$ -	\$ -	\$ -	\$148,000	\$ -	\$93,500	\$268,000	\$374,000	\$614,000	0%	0%	100%
R-2	South	Pump R&R Projects	0%	\$1,505,000	\$ -	\$ -	\$ -	\$ -	\$546,000	\$ -	\$145,750	\$546,000	\$583,000	\$376,000	0%	0%	100%
R-3	South	Pipeline R&R Projects	0%	\$40,266,000	\$ -	\$195,000	\$195,000	\$195,000	\$195,000	\$390,000	\$1,712,500	\$1,170,000	\$6,850,000	\$32,246,000	0%	0%	100%
R-4	South	Meter Replacement Program	0%	\$1,300,000	\$200,000	\$275,000	\$275,000	\$275,000	\$275,000			\$1,300,000	\$ -	\$ -			
North Shore Expansion				\$25,353,000	\$3,100,000	\$ -	\$2,225,000	\$2,225,000	\$2,225,000	\$2,225,000		\$12,000,000	\$4,450,000	\$8,903,000			
NS-1	North Shore	Annual North Shore Distribution Program	75%	\$22,253,000	\$ -	\$ -	\$2,225,000	\$2,225,000	\$2,225,000	\$2,225,000		\$8,900,000	\$4,450,000	\$8,903,000	100%	0%	0%
NS-2	North Shore	Leadbetter Road Transmission Main	75%	\$3,100,000	\$3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,100,000	\$ -	\$ -			
CIP Total				\$139,654,067	\$9,733,897	\$8,035,170	\$4,778,125	\$9,092,650	\$5,812,275	\$8,723,825	\$5,364,500	\$46,175,942	\$26,427,250	\$67,050,875	\$69,050,875	\$4,858,500	\$61,007,133
Annual Cost				\$6,983,000	\$9,734,000	\$8,035,200	\$4,778,100	\$9,092,700	\$5,812,300	\$8,723,800	\$5,364,500	\$7,696,000	\$6,606,800	\$6,705,100			

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## WATER USE EFFICIENCY

The City of Camas (City) promotes efficient water use to conserve and protect their existing water supplies for present and future residents. The City promotes water conservation and efficient use of water through a variety of activities that encompass their Water Use Efficiency (WUE) Program. The program encourages water conservation and utilizes continued improvements to reduce leakages and water loss in the City's system. This chapter details both the City's existing and future WUE programs.

### 6.1 WUE PROGRAM BACKGROUND

In 2003, the Washington State Legislature passed the Engrossed Second Substitute House Bill 1338, known as the Municipal Water Law or the WUE rule, to address the increasing demand on Washington's water resources. This law established that all municipal water suppliers (MWS) must use water more efficiently in exchange for water right certainty and flexibility to help them meet future demand.

The WUE rule, which became effective on January 22, 2007, emphasizes the importance of measuring water use and evaluating the effectiveness of the water supplier's WUE program. The intent is to minimize water withdrawals and water use by implementing water saving activities and adopting policies, resolutions, ordinances, or bylaws. This chapter follows the guidelines set forth in the Water Use Efficiency Guide Book, Third Edition, (January 2017) as well as the Water System Planning Handbook (April 1997).

#### 6.1.1 Current WUE Program

The City's current WUE Program was established as part of the 2010 Water System Plan (2010 WSP). Per the Washington Administrative Code (WAC) 246-290-830(4)(a), all water purveyors with 1,000 or more connections were required to set efficiency goals through a public process. The established goals promote water use efficiency for internal operations and for water customers. The current WUE Program goals were established in the 2010 WSP and re-established in 2013:

- **Demand-Side Goal:** Reduce customer consumption per equivalent residential units (ERU) by 1 percent or approximately 2 gallons per day (gpd) per year over the next 6 years.
- **Supply-Side Goal:** Continue to reduce distribution loss to at or below 10 percent for the next 5 years.

The following summarizes the current program.

#### **6.1.1.1 Supply-Side Measures**

The City implements the following supply-side measures as part of their WUE Program. A number of these measures are mandated by Washington State Department of Health (DOH) per the Water Use Efficiency Guidebook. The following summarizes the City's supply-side measures:

1. Record and monitor supply source production (Mandatory).
2. Record and monitor customer demands through customer water meters (Mandatory).
3. Test and calibrate industrial and commercial meters annually (Mandatory).
4. Replace customer water meters with enhanced advanced meter reading (AMR) meters. Nearly 60 percent of customer meters have been upgraded to the new AMR meters. Once complete, the City will regularly test and repair residential meters per manufacturer recommendations.
5. Perform annual leak detection surveys through a private contractor. Hydrants and valves are checked as part of leak detection surveys (Mandatory).
6. Replace or replace old distribution system piping with defects as budget allows.
7. Reclaimed Water: Treated wastewater is used for wash down and process use and for landscape irrigation at the wastewater treatment plant (WWTP) (Mandatory to evaluate reclaimed water).

#### **6.1.1.2 Demand-Side Measures**

The City implements a number of demand-side measures that the meet the DOH requirement for 6 water use efficiency measures. These measures are similar to many of the example water use efficiency measures presented in Appendix B of the Water Use Efficiency Guidebook. The City provides an overview of their water use efficiency activities on their Water Services website (<http://www.ci.cammas.wa.us/index.php/pwwater>). The City's various public outreach activities meet the DOH requirement for educating customers about water use efficiency. The following provides a summary of the City's demand-side measures:

1. Include water consumption history on customer's utility bills.
2. City staff alert and visit customers where customer leaks are identified.
3. Promote installation of smart controllers and irrigation timers for the school district and industrial users

4. Educate the public on conservation and water-saving devices at community events and on the City website  
([http://www.ci.camass.wa.us/images/DOCS/WATER\\_SEWER/REPORTS/waterconservation.pdf](http://www.ci.camass.wa.us/images/DOCS/WATER_SEWER/REPORTS/waterconservation.pdf)).
5. Distribute water-saving devices such as shower timers at community events.
6. Require xeriscaping and Low Impact Development (LID) to reduce irrigation requirements for new developments.
7. Work with developers to evaluate their irrigation systems to incorporate drip systems or micro sprayers.
8. Promote odd/even day and late night or early morning irrigation for all customers.

The above supply and demand side WUE measures are effective in encouraging WUE for the water system. Additional measures will be evaluated if new opportunities arise for WUE.

### 6.1.2 Distribution System Leakage

Distribution system leakage (DSL) is a significant element of supply-side WUE requirements. DSL above 10 percent on a 3-year rolling average is considered excessive and necessitates the creation of a water loss control action plan. DSL is the difference between total water production and documented water use (retail and authorized unmetered). The estimate of DSL is dependent on the accuracy of meter readings for supply and customer meters and the accuracy of tracking authorized unmetered use for activities such as fire hydrant flushing. Table 6.1 presents the City's reported 3-year rolling average DSL from 2014 through 2016. The City has consistently maintained DSL below their WUE program goal and DOH standard of 10 percent.

<b>Table 6.1      Distribution System Leakage (3-year Rolling Average) Water System Plan Update City of Camas</b>	
<b>Year</b>	<b>3 Year Rolling Average DSL (%)</b>
2014	8.7%
2015	8.7%
2016	9.1%
2017	9.6%

The DSL in Table 6.1 differs from that calculated in Chapter 5 – Water Requirements in 2014 and 2015, where Chapter 5 typically has less authorized consumption and higher DSL. Note, 2016 and 2017 data was not available for use in Chapter 5 at the time of its completion. The City is not able to account for the differences, since the Lead Operator completing the reports has retired; however, it is believed to be related to year end meter

reading. The City will conduct a water audit in 2018 using the American Water Works Association (AWWA) Water Audit methodology. The AWWA methodology will provide the City with a robust framework to understand the components of water loss and document data sources. If the AWWA Water Audit finds DSL greater than 10 percent, then the City will develop a Water Loss Control Action Plan.

### **6.1.3 Historical Effectiveness of Current WUE Program**

The City's current WUE Program includes measures for residential, irrigation, commercial, and industrial customers. The effectiveness of the City's program in meeting their WUE goals can be evaluated considering system-wide water use trends.

The 2010 WSP used a planning ERU of 296 gpd based on average residential use from 2004 to 2007. The current planning ERU value of 260 gpd was based on the average of water use from 2013 to 2015. This equates to a decrease of 4.5 gpd, or 1.6 percent annually over the eight year period, above the City's goal of 1 percent, or approximately 2 gpd per year.

Annual water use per account from 2008 to 2015 was detailed previously in Section 5.1.3. Water use across for the City's single-family residential, multi-family residential, commercial, and industrial accounts have all shown decreases since 2008. Single-family residential, commercial and industrial water use per account have all decreased over 20 percent since 2008, or over 2.5 percent per year. The City believes these decreases were in part from the WUE Program. It is acknowledged that other factors may have played a prominent role, such as weather and economic conditions.

The City does not track staff time or project costs associated with WUE. The supply-side WUE measures, such as metering and leak detection, are core activities of the Utility and are funded through Utility Capital Improvement and operations and maintenance (O&M) funds. The City estimate it dedicates approximately 0.5 full-time-equivalents (FTE) of staff time to conduct demand side measures across its Water Utility, Finances department, and development services staff. It is not possible to estimate the impact of demand-side measures on water use; therefore, no cost per gallon can be calculated.

Water consumption in City billing is based on \$1.86 per one hundred cubic feet or 0.2 cents per gallon. Based on other Washington State Utilities, costs for WUE activities are similar to the City's production costs.

As shown in Table 6.1, the City's WUE Program efforts have been effective at keeping DSL below the program goal of 10 percent.

## **6.2 FUTURE WUE PROGRAM**

The City plans to continue its efforts to encourage efficient water use. Going forward, the program will continue to focus on measures targeted at residential customers. The WUE Program goals established in 2013, which have been maintained, are:

- **Demand-Side Goal:** Reduce customer consumption per ERU by 1 percent or approximately 2 gpd per year over the next 6 years.
- **Supply-Side Goal:** Continue to reduce distribution loss to at or below 10 percent for the next 5 years.

Public comment on the future WUE program was taken at the \_\_\_\_ City Council Meeting. An agenda and minutes for the meeting are provided in Appendix D.

### **6.2.1 Mandatory Measures**

The WUE Program includes supply side measures that the City implements to understand and control leakage including new meters and leak detection surveys. The City's WUE Program will continue to meet the following mandatory measures in the future:

- Install production (source) meters.
- Install consumption (service) meters.
- Perform meter calibration.
- Implement a water loss control action plan to control leakage if the 3-year rolling average exceeds 10 percent.
- Educate customers about water use efficiency practices.
- Evaluate rates that encourage water demand efficiency, as discussed in a subsequent section.
- Evaluate reclamation opportunities, as discussed in a subsequent section.

#### **6.2.1.1 Rate Structure**

The City's current rate structure bills customers on a uniform volumetric charge. In 2010, the City added a consumption based element to sewer rates based on average winter water consumption, which was thought to encourage water efficiency. The City will reevaluate a more aggressive rate structure, such as inclined block rates, in future rate studies.

#### **6.2.1.2 Reclaimed Water**

Per WAC 246-290-100 and WUE requirements, water systems with over 1,000 connections must evaluate reclaimed water opportunities. As mentioned previously, the City currently

uses treated wastewater at the WWTP. In addition, the City is currently (2017) working with one of their large industrial water users to evaluate opportunities for reuse of reclaimed water. If requested, the City is open to extending the reclaimed system to serve private customers.

### **6.2.2 Future WUE Program Supply-Side Measures**

The City will continue their existing program for replacement of customer water meters. The AMR meter provides operational benefits, reduces data error and helps identify customer-side leaks. Continued installation of AMR meters is expected to enhance meter accuracy, leak detection and customer education through the detailed water use data and statistics provided by the AMR system.

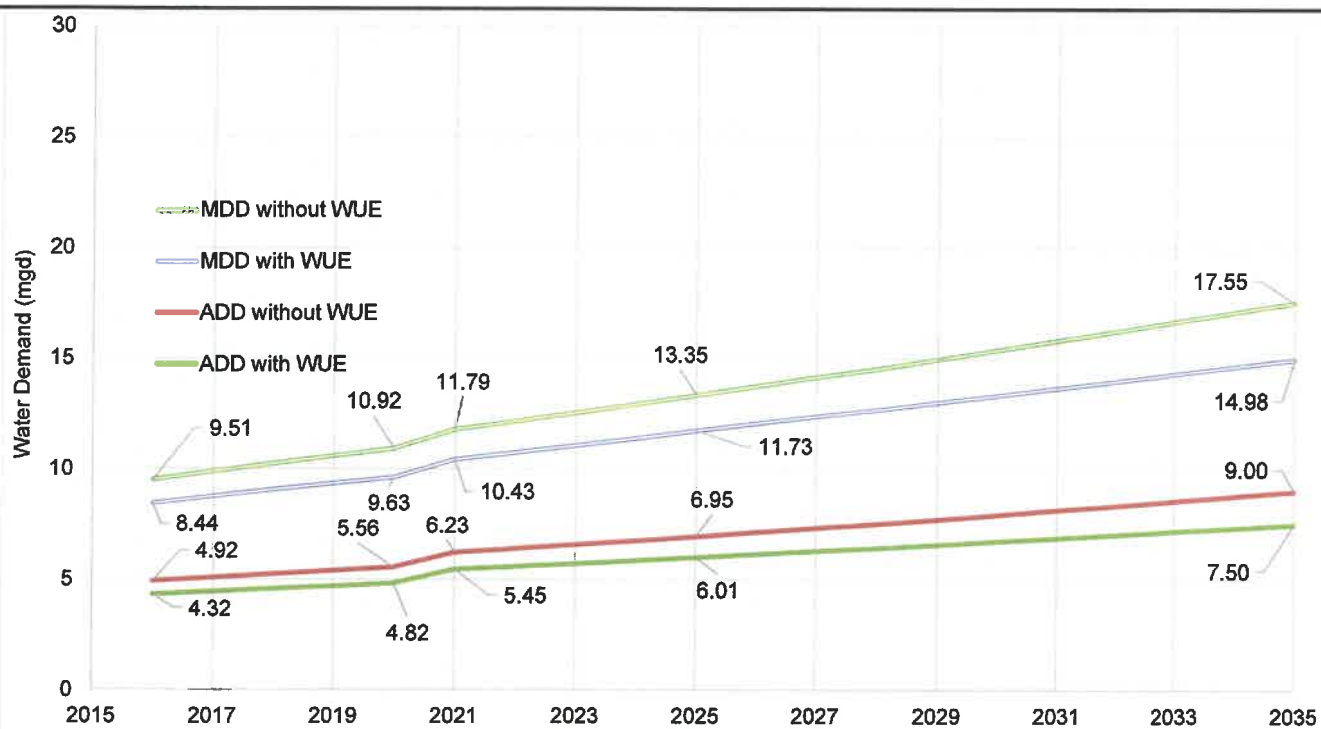
### **6.2.3 Future WUE Program Demand-Side Measures**

The City will continue the existing program measures described in Section 6.1. The City exceeds the minimum DOH requirement of 6 WUE measures.

### **6.2.4 Projected Demands with WUE Goals**

The projected water demands considering the water savings from the City's WUE Program were represented with the low demand scenario presented in Chapter 5. Projected demands with WUE savings were compared to the medium demand projection. The low demand projection assumes a 2015 demand of 245 gallons per day per equivalent residential unit (gpd/ERU) while the medium demand projections assumes a 2015 demand of 260 gpd/ERU. The low demand projection also assumes the WUE Program will help to reduce the maximum day demand (MDD) to average day demand (ADD) peaking factor by approximately 8.1 percent. Both demand projections assume the City maintains DSL at 10 percent. Table 6.2 presents the projected ADD and MDD with and without the WUE Program for the 20-year planning period. The projected demands with the WUE Program are also shown in Figure 6.1. For ADD, WUE measures are projected to provide a reduction of 0.78 million gallons per day (mgd), or 9.1 percent, by 2035. For MDD, WUE measures are projected to provide a reduction of 2.57 mgd, or 14.7 percent, by 2035.





### PROJECTED DEMANDS WITH WATER USE EFFICIENCY

FIGURE 6.1

CITY OF CAMAS  
WATER SYSTEM PLAN UPDATE





<b>Table 6.2      WUE Demand Projections Water System Plan Update City of Camas</b>				
<b>Demand Scenario</b>	<b>2035 Projection with WUE (mgd)</b>	<b>2035 Projection without WUE (mgd)</b>	<b>Water Savings (mgd)</b>	<b>Percent Savings</b>
ADD	6.82	7.50	0.78	9.1
MDD	14.98	17.55	2.57	14.7

### 6.2.5 Future WUE Program Effectiveness

The effectiveness of the existing WUE program was evaluated using system-wide water use data. Measuring the effectiveness of the City's future WUE Program against the established goals could be similarly evaluated using system-wide water use data. Estimating the water savings directly resulting from the City's WUE Program in a single year is difficult. Therefore, long-term trends should be used to more clearly show the impact of the City's WUE Program.

Once AMR is implemented, the City will consider targeted public education programs to customers in a particular area or user profile, such as heavy irrigators. Using AMR, the City can estimate overall usage, irrigation usage and peak water use rates.

The first step would be to establish a baseline from historical information. The second step is to evaluate the resulting water use after promoting WUE through targeted activities and events to customers. It is recommended that water use be tracked for at least a year to identify trends. Some consideration would need to be given to variations in weather and economic conditions. Another method would be to perform the same before/after water use analysis for WUE Program participants who volunteer and provide their address. The resulting information would be valuable for the City to correlate its WUE Program efforts with direct water savings for its customers.

### 6.2.6 Budget

The City recognizes the importance of continuing their WUE measures and considers it a core function of the Utility. The WUE program provides cost savings through demand reduction and reduction in DSL. Continuing the WUE Program can assist the City in meeting peak demands and avoiding curtailment periods. The City will continue level of effort for demand-side measures; approximately 0.5 FTE of staff time across its Water Utility, finances department, and development services department. Due to AMR capabilities, it is anticipated that the City will further personalize water use communications with customers without increasing staff effort. Future supply-side WUE measures will be funded, as appropriate, through the Capital Improvement and O&M funds. If AMR detects a large numbers of existing and new leaks, the City will evaluate the need for additional personnel in its meter maintenance group to address leaks.

### **6.3 WATER SHORTAGE PLAN**

City ordinances, CMC Chapter 13.14, have been created that allow the City to impose restrictions during a water shortage. They define five stages of water emergencies:

- Stage I – Anticipated Water Shortage.
- Stage II – Serious Water Shortage.
- Stage III - Critical Water Shortage.
- Stage IV – Emergency Water Shortage – Mandatory Outdoor Restrictions and Indoor Conservation.
- Stage V – Regional Disaster - Water Rationing.

The public works director is responsible for declaring and implementing the water shortage plans. Stages I or II implement voluntary reductions in water use for customers and some City watering reductions. Stages III and IV further regulate or prohibit nonessential uses of water. Up-to-date details on the Water Shortage can be found in CMC Chapter 13.14.



## **PUBLIC COMMENT PERIOD**

### **City of Camas Water System Plan Update**

**NOTICE IS HEREBY GIVEN**, that a Public Comment Period will be held on **Monday, October 7, 2019, at 4:30 p.m.** in the Council Chambers of the City Hall Building, located at 616 NE Fourth Avenue, Camas, Washington, before the Camas City Council.

The purpose of this public comment period is to receive input on the City's plans to update the City of Camas Water System Plan, which includes the Water Use Efficiency Program. The draft plan is available for review on the City's website at <https://www.cityofcamas.us/watersystemplan>.

**Public Comment:** Any interested party may be heard at the City Council Workshop meeting. In addition, the City Clerk will receive written testimony at any time between this publication and the completion of the meeting.

**More Information:** The City Council's meeting agendas and supporting materials will be available on the city's website generally a week prior to the meeting at <http://www.cityofcamas.us/yourgovernment/minuteagendavideo>. Further information may be obtained at City Hall, 616 Northeast Fourth Avenue.

Questions related to this proposal may be directed to Sam Adams, Utilities Manager, at (360) 817-7003 or email [sadams@cityofcamas.us](mailto:sadams@cityofcamas.us).

**Title VI Notice to the Public.** The City of Camas hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities.

**Americans with Disability Act (ADA) Information.** This material can be made available in an alternate format by contacting the City of Camas City Clerk at (360) 817-1591 with 24 hours advance notice. Persons who are deaf or hard of hearing may make a request by calling Washington State Relay at 711.

CITY OF CAMAS

Jennifer Gorsuch  
City Clerk



## Staff Report

October 7, 2019 Council Workshop

### NE Lake Road and NE Everett Street Roundabout Landscape Plan Update

Staff Contact	Phone	Email
James Carothers, Engineering Manager	360.817.7230	<a href="mailto:jcarothers@cityofcamas.us">jcarothers@cityofcamas.us</a>

#### PURPOSE

The Lake and Everett Roundabout Project landscape committee met on September 5<sup>th</sup>. From this meeting, it was determined that three conceptual art themes would be brought forward to the next committee meeting on October 3<sup>rd</sup>. Attached to this agenda item is the landscape committee presentation for Council's information.

Staff will go over the three concepts and comments from the landscape committee meeting from October 3<sup>rd</sup>. Please feel free to contact me with comments or questions. Thank you.



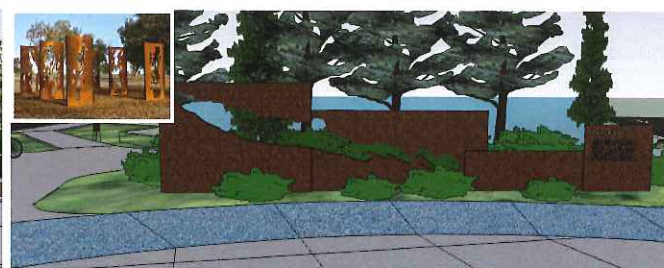
NE EVERETT STREET

NE LAKE ROAD



## Paper Mill

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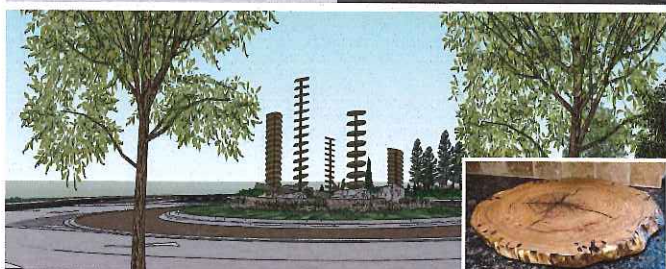
# NE EVERETT STREET

## NE LAKE ROAD



### Focal Art

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NE EVERETT STREET

NE LAKE ROAD



Natural

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NE Lake Road  
and NE Everett Street (SR-500)  
Landscape Committee





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## Landscape Committee Schedule

Guide the design process for the landscape improvements within the roundabout intersection, splitter islands and pedestrian facilities.

**MEETING 1:** September 5 – Goals, Opportunities and Themes (completed)

**MEETING 2:** October 3 – Three Conceptual Alternatives

**MEETING 3:** October 24 – Preferred Alternative

**MEETING 4:** November 7 – Alternative Approved (Combined with PAC meeting)

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## Meeting 2 Agenda

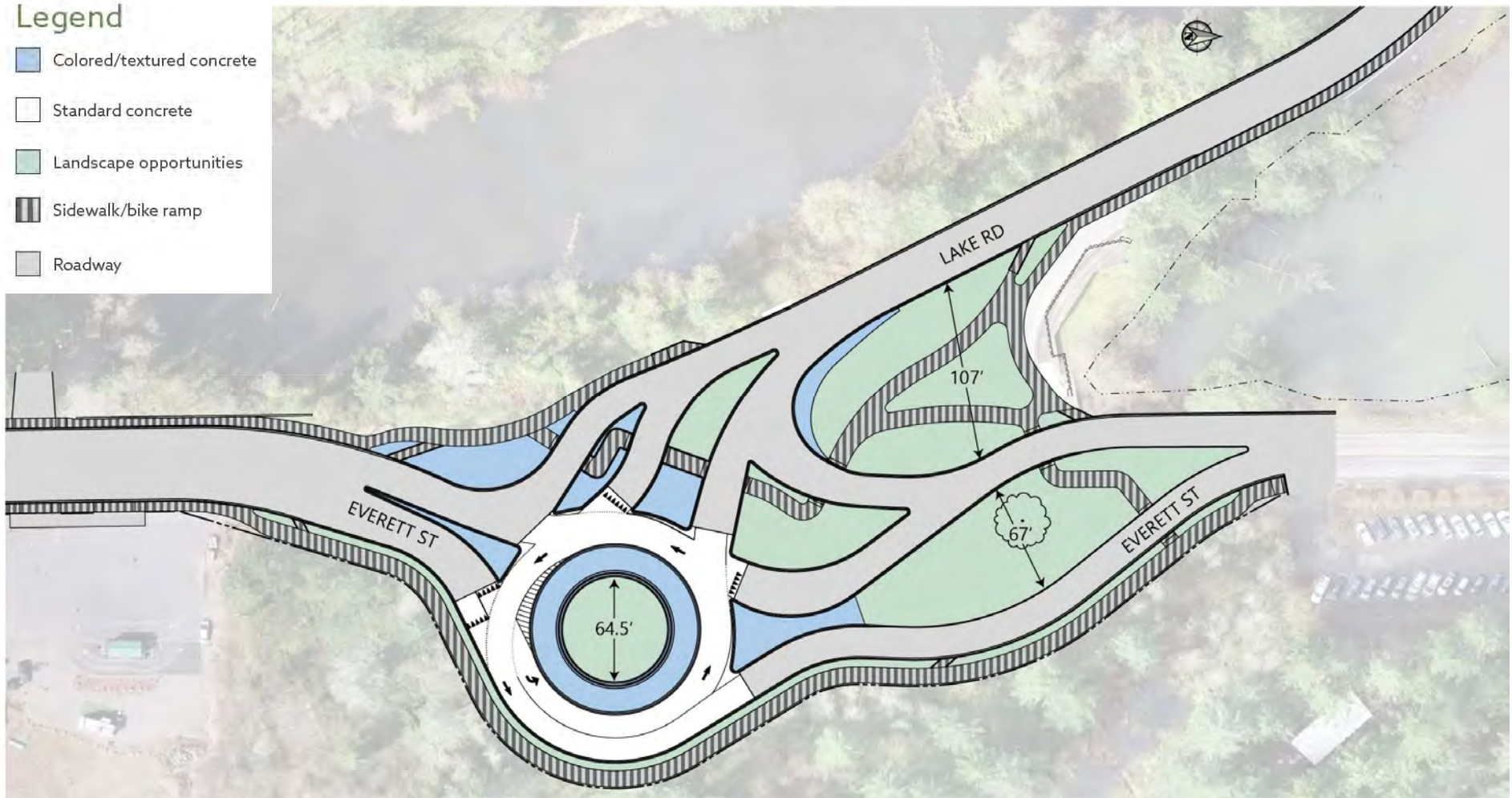
Provide input on three conceptual alternatives and facilitate refinement for a preferred alternative.

- Present three conceptual alternatives: Paper Mill, Focal Art, and Natural
- Provide feedback on each alternative
- Facilitate direction for preferred alternative and introduce more details for site elements, furnishings, plant material, and textures/color of impervious materials

# Project Improvements

## Legend

- Colored/textured concrete
- Standard concrete
- Landscape opportunities
- Sidewalk/bike ramp
- Roadway



# Concept 1: Paper Mill







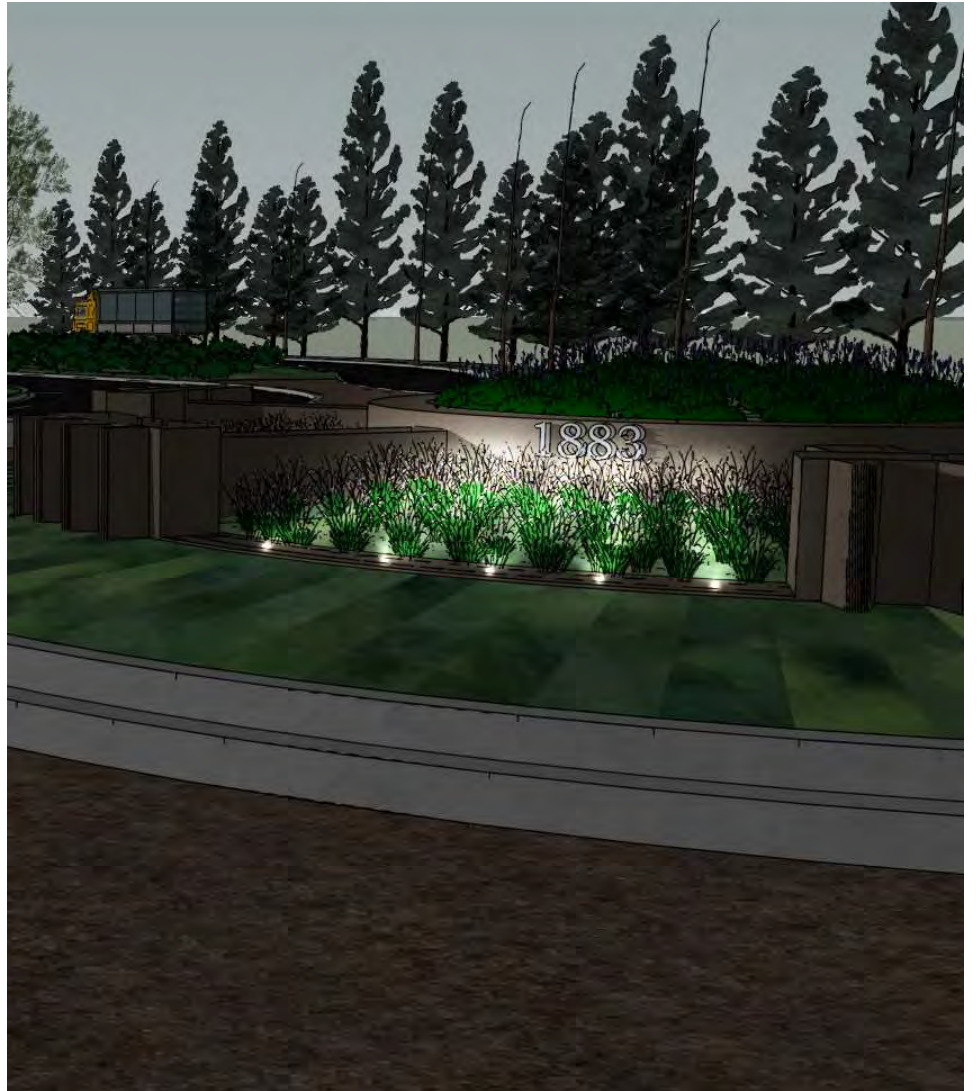












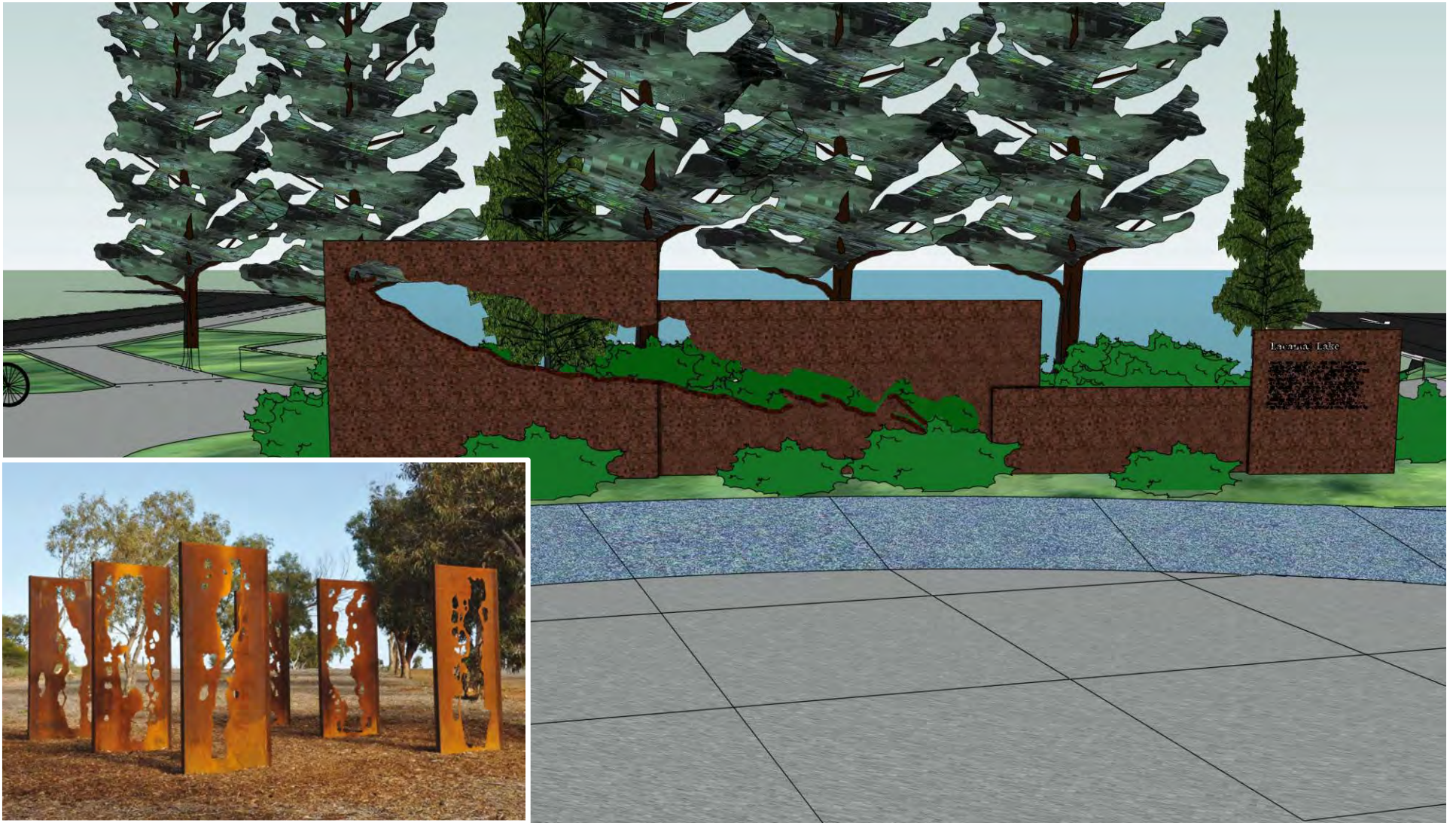










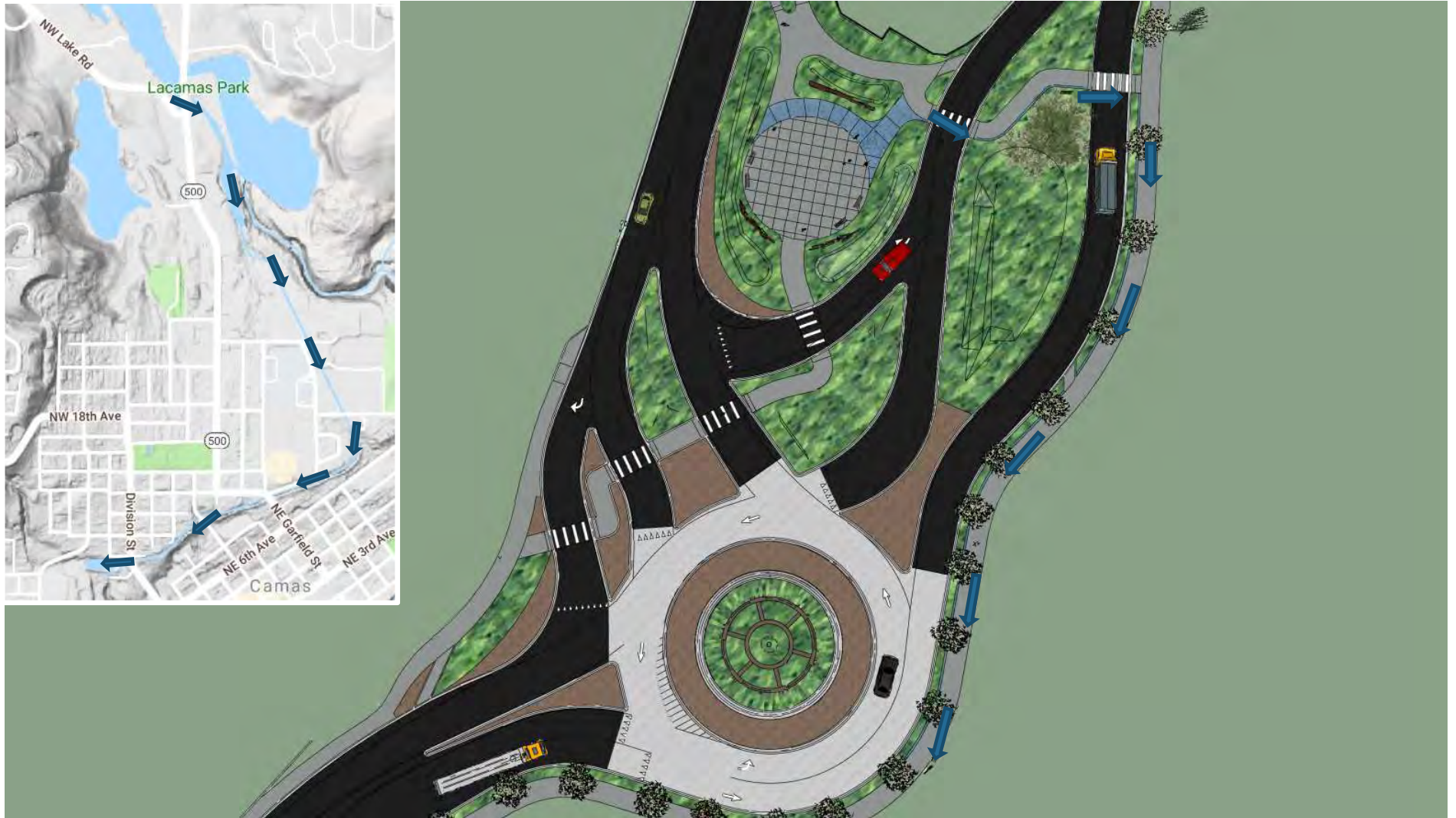




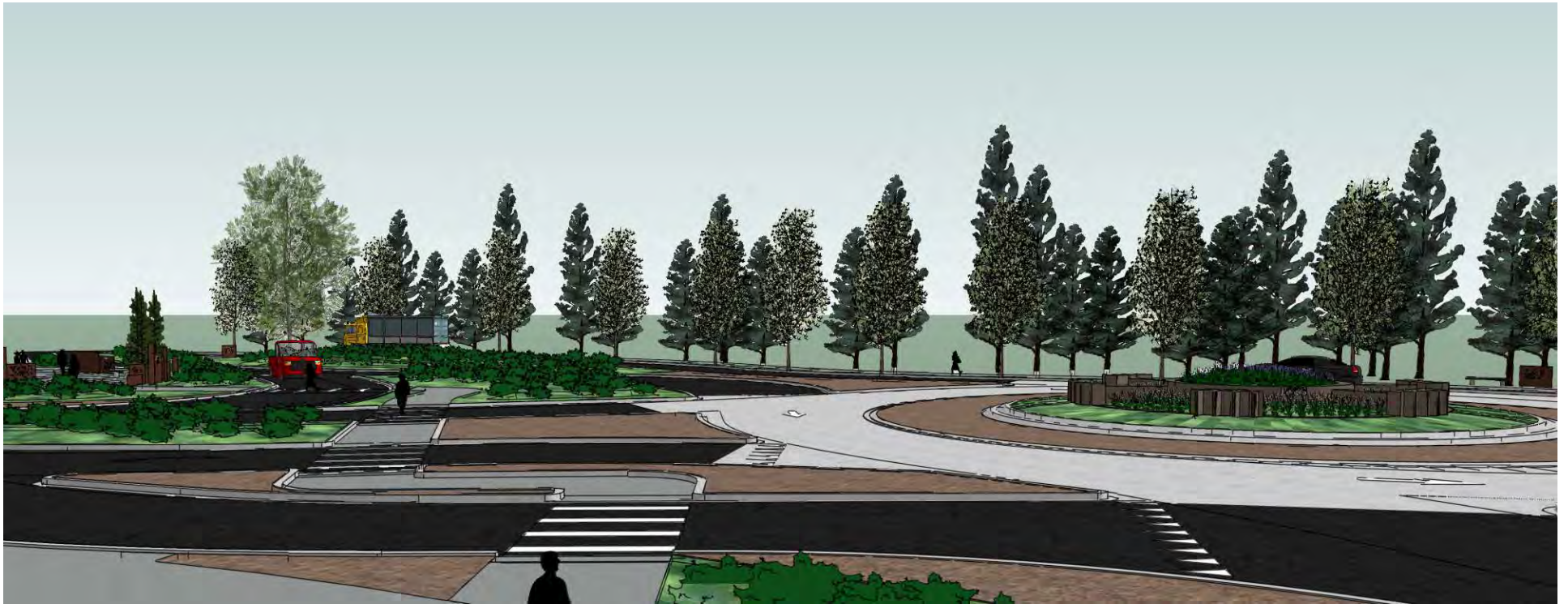


















# Concept 2: Focal Art













































# Concept 3: Natural



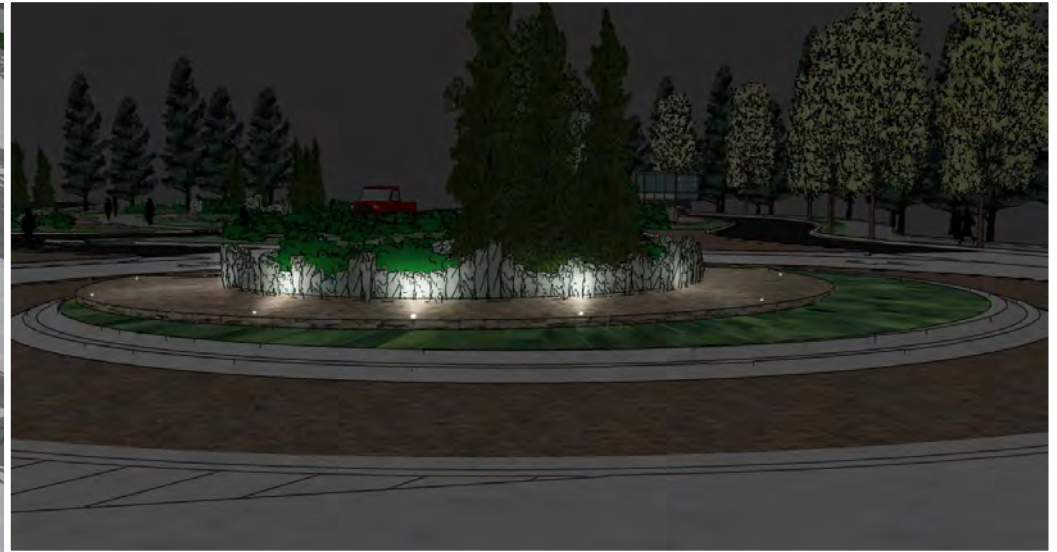
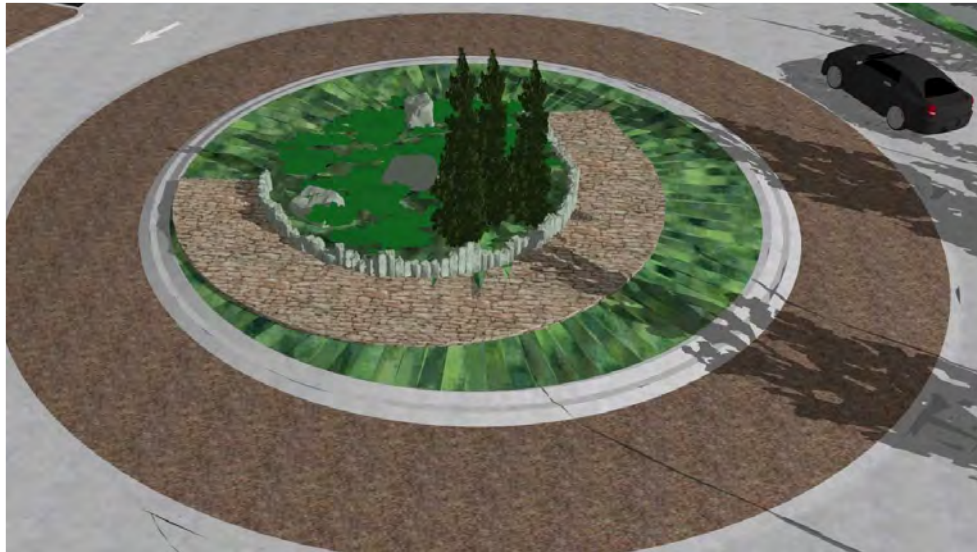




























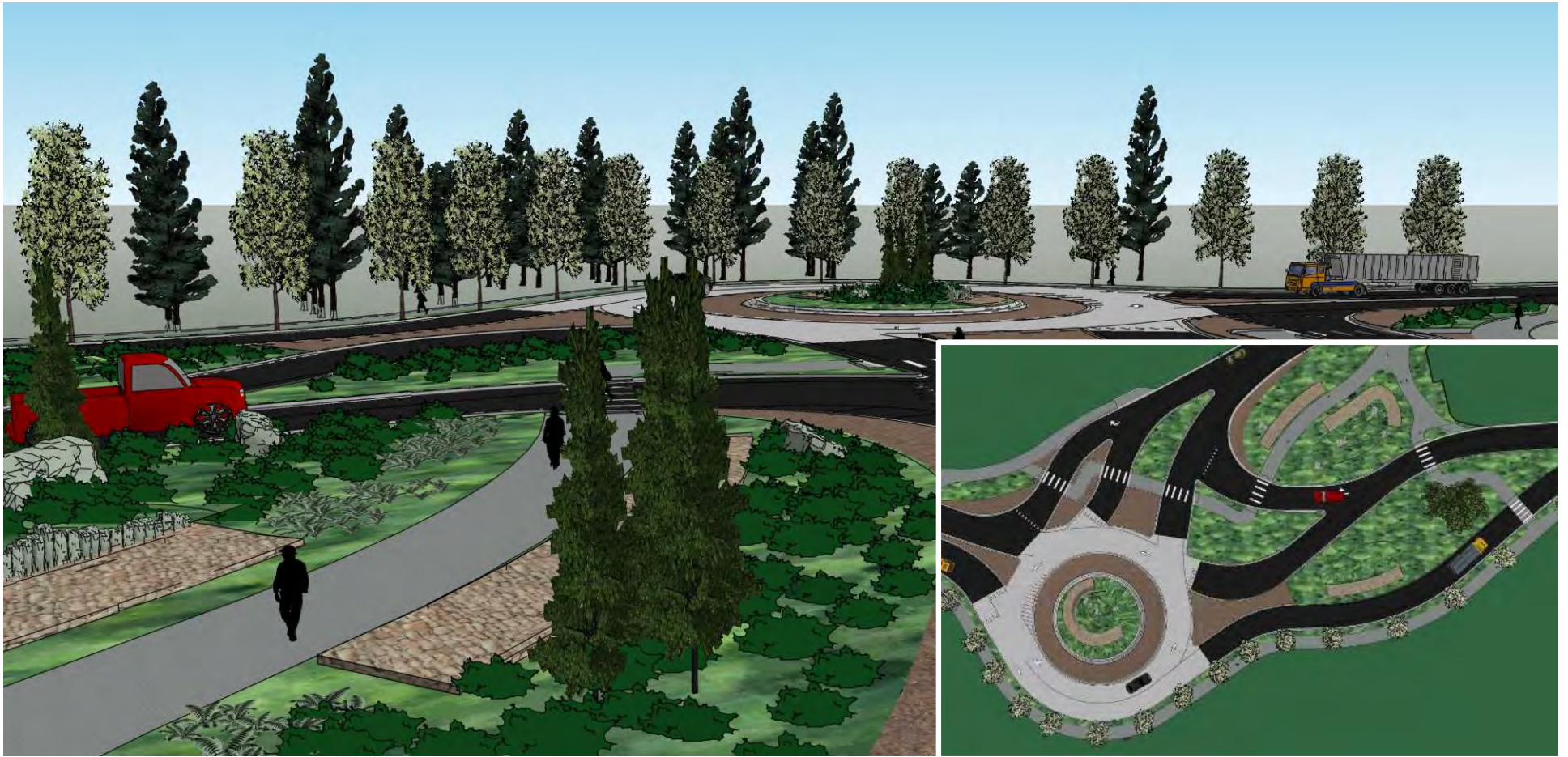


















Thank You





## **STAFF REPORT**

*File No. MC19-01, MC19-03, MC19-04, & MC19-06*

Miscellaneous Code Updates (Chapter 9.32 & 12.12, and Title 17 & 18)

Signs (Chapter 18.15)

Accessory Dwelling Units (Chapter 18.27)

Fencing (Section 18.17.050)

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<u>TO</u>	Mayor Turk City Council
<u>FROM</u>	Robert Maul, Planning Manager Lauren Hollenbeck, Senior Planner Madeline Sutherland, Assistant Planner
<u>DATE</u>	October 7, 2019

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### **Summary**

At the beginning of this year, Council agreed on a list of action items at the annual council planning conference to accomplish. A couple of the action items included updates to the Sign Code and the Accessory Dwelling Unit (ADU) Code. Staff researched other jurisdiction's codes and compared them to the City of Camas code, which resulted in proposed code amendments that encourages the development of ADUs and addresses the advancing technology and aesthetic value of electronic message board signs. As an outcome from the annual council planning conference, staff continued to collaborate with the Development Community to receive input on development code issues that have been challenging to administer and interpret since the past review cycle. An Ad Hoc group consisting of members from the development community provided input on changes they would like to see to the Camas Municipal Code. Staff brought the proposed amendments before Planning Commission for a workshop and a public hearing. As requested by Council, an additional code update to the fencing section concerning height limitations was proposed.

### **Findings**

#### **MISC. CODE UPDATES**

##### **CMC Section 9.32.050(A)(5) – Public disturbance noises.**

There is increased public concern with interior new home construction noises. The current CMC only provides regulations for exterior construction noise. By striking "exterior", the city can better regulate public disturbance noise regulations.

##### **CMC Section 12.12.010 – Permit – Required & CMC Section 12.12.020 – Permit – Fee – Terms.**

Staff has been reviewing existing agreements with franchise utilities in an attempt to ensure that all agreements are current. During this investigation, staff found verbiage in CMC 12.12 Excavations that is

inconsistent with the necessity and practice of requiring encroachment permits from franchise utility companies doing work within the City rights-of-way.

The current code states that utility franchises do not need to acquire encroachment permits; however, the engineering division finds it essential to verify potential utility conflicts, traffic control plans, surface restoration and construction methodology by way of an encroachment permit. The permit is used to ensure that the utility work is not creating issues of safety, health and welfare to the general public. This process also allows staff to identify potential impacts to City utilities and streets.

#### **CMC Section 17.09.030(C)(3) – Preliminary short plat approval.**

The proposed amendment is to strike out “included” and insert “considered by the City” to allow the City the flexibility to consider WDOT’s recommendations instead of requiring the City to add WDOT’s conditions of approval to the decision.

#### **CMC Section 17.09.040 – Expiration.**

A subdivision application expires after five years with a possible two year extension while a short plat expires after five years with a possible four year extension. The suggestion is to allow the same extension time frame of two years.

#### **CMC Section 17.19.030(D)(2) – Tract, block and lot standards.**

In the past, there has been concern with how the term “practical” has been interpreted. The intent of this section of CMC is to create side lot lines as close to a 90 degree angle as possible to line up with utilities. The proposed amendment includes striking the word “shall” and replacing it with “generally” so the term “practical” isn’t taken too literally.

#### **CMC Section 17.19.030(F) – Landscaping.**

This section currently requires a storm facility to maintain a 30 foot setback from a street. Throughout the years, staff has supported additional conditions of a permit to allow storm facilities to be constructed closer to a street if there was an enhanced landscaping buffer. This amendment would eliminate the need for recurring additional conditions with each permit.

#### **CMC Section 17.21.010(C) & CMC Section 17.21.050(D)**

The additions to both Chapters 17.21.010.C and 17.21.050.D are a means of clarifying the link between Title 17 - Land Development requirements, specifically Chapter - 17.21 Procedures for Public Improvements and the encroachment permit requirements of Title 12 - Streets, Sidewalks and Public Places, specifically Chapter 12.12 Excavations. Both the noted language additions are already requirements under Chapter 12.12.20 and 12.12.040.

Adding the reference to Chapter - 17.21 Procedures for Public Improvements will ensure that Developers are aware of the time limits for uncompleted work within the rights-of-way that is outlined in Chapter 12.12.20 paragraph 3, and related financial security as outlined in Chapter 12.12.040.

#### **CMC Section 17.21.060(B)(2)(a)– Contents of Final Plat or Short Plat.**

This section references the surveyor’s certificate requirements in RCW 58.09.080 that needs to appear on a final plat. RCW 64.90.245 needs to be referenced as well because it includes additional requirements for a surveyor’s certificate on a plat.



**CMC Section 17.21.060(B)(2)(e) – Contents of Final Plat or Short Plat.**

The proposed change is to strike out “this title and with” and add “CMC Title 17 and” for clarification.

**CMC Section 18.03.040 – Definitions for development terms. and 18.09.040 Table 2**

Staff has interpreted that the lot width is measured at the front of the building envelope. In developments that contain irregular shaped lots such as pie-shaped lots, the front of the building envelope is further from the front property line than a “regular” rectangular shaped lot. The intent behind this section of code is to avoid snout houses. Snout houses are dwellings with a front façade containing mostly garage which creates an aesthetically unpleasant appearance for a neighborhood. Although the intent is to avoid snout houses, the definition forces a smaller building envelope for pie-shaped lots.

The suggestion is to change the lot width definition so the definition does not require the building envelope to be located at the minimum lot width of pie-shaped lots. Since the intent is to avoid snout houses, adding a garage setback requirement from the front of the house will solve this conflict.

**CMC Section 18.07.030 – Table 1 – Commercial and industrial uses.**

Storage facilities are currently permitted in Light Industrial, Heavy Industrial and Business Park. A conditional use permit is required in Community Commercial and Regional Commercial zones. Staff is proposing to prohibit storage facilities in all zones except Light and Heavy Industrial. Community Commercial zones are intended for retail, professional services, and eating and drinking establishments. Regional Commercial is intended for merchandise, services of food clusters and some recreational activities. Business Park is intended for employment growth with a campus like style. Light and Heavy Industrial are intended for warehousing, research, and storage. Storage facilities do not fit into commercial or business park zoning, therefore it is proposed to only be permitted in Light and Heavy Industrial zones because it better fits into the character of the zoning.

**CMC Section 18.09.040 Table 2 – Building Setbacks for Single-Family Residential Zones.**

The proposed amendment is to reduce the “side yard flanking a street” setback and increase the rear yard setback for corner lots to push the house to the front of the lot to allow for a larger backyard. Setbacks for corner lots don’t allow for a large enough backyard because both sides abutting a street are treated as two front yards instead of one front and one side yard. The building envelope will likely be larger however, the dwelling will still be limited to the lot coverage requirements for the zone. This change will not impact the vision clearance area.

**CMC Section 18.13.060(C) – Parking areas.**

This change is to correct a typo. “C” is stated twice.

**CMC Section 18.18.040 – Submittal and contents of a complete application.**

The proposed amendment is to strike out this section because Engineering does not need this estimate until the plans are actually submitted for construction review.

## **SIGNS**

### **CMC 18.15.040(A)(8) – General definitions and regulations**

A definition for “nit” was added because in section 18.15.110(E) – Sign illumination, the proposed code changes reference nits, therefore a definition has been added. The definition is from the City of Bonney Lake Municipal Code.

### **CMC 18.15.040(B)(8) –Sign Types**

Planning Commission had a concern with the size of electronic message board signs permitted. Currently the code allows electronic message board signs to be 30% of the total sign area or 100 square feet, whichever is larger. The proposed change is to reduce the size to 36 square feet, which permits an electronic message board sign to be 6’ by 6’ or 30% of total sign area, whichever is less. By changing to “whichever is less”, electronic message board signs cannot exceed 30% of the total sign area until they reach 36 square feet. This will prevent oversized and distracting electronic message board signs in the City.

The technology for signs is advancing. Electronic message board signs are starting to look like videos instead of messages. To avoid distracting videos from taking place on signs, language is proposed to be added to prohibit videos from being displayed on electronic message board signs.

### **CMC 18.15.110 – Sign illumination**

The proposed amendment is to add electronic message board sign regulations under section 18.15.110 because sign illumination relates to electronic message board signs. Subsection “D” and “E” were added to regulate the brightness and architectural appearance of signs. Most signs are the same brightness at night and during the day and do not fit in with its surroundings. This proposed addition is from the City of Bonney Lake Municipal Code and will regulate the appearance and brightness of electronic message board signs.

## **FENCING**

### **CMC Section 18.17.050 – Fences and walls.**

Staff has been directed by council to look at tightening up language for fencing height for added clarity. The proposed change includes decorative elements into the 6 foot maximum fence height.

## **ACCESSORY DWELLING UNITS**

### **CMC Section 18.27.010(E) – Purpose.**

The purpose reflects the overall intent of the chapter. The sentence proposed to be added is from the City of Vancouver’s Code. Many single family homeowners are concerned that ADUs could cause unwanted impacts to the neighborhood character. By adding this sentence, it ensures staff will take into consideration the impacts an ADU could potentially have on the character of the neighborhood when reviewing an ADU application.

### **CMC Section 18.27.020 – Scope.**

The City of Portland allows ADUs in any zone that currently has a residence. Camas’s code restricts ADUs to single-family and multi-family zones although residential uses are permitted in other zones. Single family residential is permitted in mixed use, however ADUs are not permitted in Mixed Use zoning. ADUs are proposed to be permitted in all zones where residential uses are permitted.



**CMC Section 18.27.030 – Definition.**

Staff is suggesting to add language from the City of Vancouver's Code because it gives a well-rounded definition of an ADU instead of repeating other sections.

The language that is stricken repeats the purpose and scope sections and does not comply with the changes in other sections. Therefore it has been proposed to be stricken.

**CMC Section 18.27.040(B) - Establishing an accessory dwelling unit.**

The 40 foot front yard setback for an internal or attached ADU is not necessary. An example would be a garage or basement that does not extend 40 feet beyond the front property line. In this case, the property owner could not create an internal ADU.

**CMC Section 18.27.040(C) - Establishing an accessory dwelling unit.**

The City of Vancouver allows internal conversions to exceed 40% of the primary living space if the internal conversion is a garage or basement. However, Camas limits internal conversions to 40% of the primary living space, restricting the amount of space available for internal ADU conversions. An example would be if the garage took up 45% of the primary dwelling living space, the code would limit the internal conversion to 40%, and leave the remaining 5% unusable.

**CMC Section 18.27.040(E) - Establishing an accessory dwelling unit.**

The building code requires a minimum of a six feet separation between two structures, therefore there is no need to require a ten foot separation between the primary residence and a detached ADU.

**CMC Section 18.27.050(B) – Development standards.**

A detached ADU cannot exceed 40% of the primary dwellings living space. Each zone also has a maximum lot coverage percentage. The smaller the lot is, the smaller the lot coverage is, and the smaller the ADU can be. At some point a lot becomes too small to construct an ADU. Therefore there is no need for a minimum lot size an ADU to be constructed on.

**CMC Section 18.27.050(D) – Development standards.**

The proposed change requires an ADU to follow the same requirements as the primary residence in regards to dimensional standards unless otherwise stated in the chapter. This change has been added for clarity.

**CMC Section 18.27.050(D) – Development standards.**

Detached ADUs are similar in size and nature to an accessory structure, therefore a detached ADU should comply with the same rear and side yard setbacks. An attached ADU is similar to an addition to a residence because both are adding square footage that is attached to the primary residence, therefore an attached ADU should comply with the same side and rear setbacks as the primary structure as would an addition.

**CMC Section 18.27.050(E) – Development standards.**

There is no need for a 10 % outbuilding lot coverage requirement when the overall site has a maximum lot coverage requirement. Deleting this section will not affect the maximum lot coverage requirement for single-family or multi-family zones.

**CMC Section 18.27.050(G) – Development standards.**

Many cities do not have a maximum number of bedrooms regulation. If the ADU meets all the dimensional standards, there is no need to limit the number of bedrooms. It is very unlikely that there would be over two bedrooms in an ADU. This would allow for more than one person to live in the ADU.

**CMC Section 18.27.050(H) – Development standards.**

There is no need to require off street parking for an ADU if there is existing on street parking. The cost to create an off street parking space is expensive and discourages residents from creating ADUs. The City's goal is to encourage the growth of ADUs.

**CMC Section 18.27.050(K) – Development standards.**

The code does not mention whether utilities can be connected or shared between the primary residence and the ADU. The City of Bellingham and the City of Portland allow shared or connected utilities.

Therefore both options should be stated in this section for clarification. This change will not decrease the cost of utility connection fees.

**Recommendation**

Staff recommends that Council set a date for a public hearing to review the amendments that were forwarded by the Planning Commission for approval.



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## Amendments to Camas Municipal Code (CMC)

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### Summary

The following CMC sections include the following updates: Miscellaneous Code Updates (MC19-01), Signs Code Update (MC19-03), Accessory Dwelling Unit Update (MC19-04), and the Fencing Code Update (MC19-06). This attachment is recommended by staff and Planning Commission. Each proposed amendment is discussed in detail in the Staff Report.

### **CMC Chapter 9.32 – MISCELLANEOUS OFFENSES**

#### **Section 9.32.050(A)(5) – Public disturbance noises.**

5. The use of equipment and activities producing intermittent or repetitive noise commonly associated with site improvements, or ~~exterior~~ new home construction

### **CMC Chapter 12.12 - EXCAVATIONS**

#### **Section 12.12.010 – Permit – Required**

~~An encroachment permit will not be required for contractors performing work for the city, or for any public utility with a franchise, or as specified otherwise in Chapter 18 of this code.~~

#### **Section 12.12.020 – Permit – Fee – Terms.**

The permit fee as per the fee schedule established by the city council per resolution, has been paid to the city ~~treasurer except where the permittee has been exempted by statute, City code, or prior agreement.~~

~~In addition to the initial permit fee, the applicant may be required to pay an inspection fee based on the schedule listed in Section 12.12.080 of this chapter.~~

The party requesting such permit shall make application therefor in writing on forms furnished by the city. The permits required by this chapter shall be secured at least forty-eight hours prior to the time the work under such permit is proposed to commence except in emergency cases as approved by the director of public works.

The applicant if requested to do so by the director of public works, shall file with the director a plan and profile, and other plans and details as may be required which has been prepared by a professional civil engineer licensed to practice in the state of Washington or other qualified professional as may be required showing the location and plan of the work, obstruction or other thing desired to be done or constructed, and the street, alley, sidewalk or public place to be obstructed, together with a full description of the nature of such work.

### **CMC Chapter 17.09 – SHORT SUBDIVISIONS**

#### **Section 17.09.030(C)(3) – Preliminary short plat approval.**

3. Proposed short subdivisions located adjacent to the right-of-way of state highways shall be submitted to the Washington Department of Transportation (WSDOT) for review, consideration and recommendation. This condition may be satisfied as part of the SEPA process. However, if a SEPA checklist is not required, it is the applicant's responsibility to notify WSDOT of the proposal.

Recommendations from Washington Department of Transportation shall be considered by the City ~~included~~ in the conditions of approval for the short subdivision.

**Section 17.09.040 – Expiration.**

If the short plat is not recorded within five years of the date of preliminary short plat approval, the short plat shall become null and void. Upon written request by the developer prior to the expiration date, the community development director may grant an extension of not more than ~~two~~ four years. The director shall consider economic conditions and such other circumstances as may warrant the extension. If the director denies a request for an extension, the developer may appeal that decision to the city council by filing a written notice of appeal with the director not later than thirty days after the date of the decision.

**CMC Chapter 17.19 – DESIGN AND IMPROVEMENT STANDARDS****Section 17.19.030(D)(2) - Tracts, blocks and lot standards.**

2. Side Lot Lines. The side lines of lots ~~should generally~~shall run at right angles to the street upon which the lots face as far as practical, or on curved streets they shall be radial to the curve;

**Section 17.19.030(F)(6) – Landscaping.**

6. Storm drainage facilities, pump stations and other visible facilities shall be required to include a ten foot L2 landscaped buffering in accordance with criteria in the Camas Design Standards Manual if within be setback a minimum of thirty feet from of any street or accessory structure, and be landscaped in accordance with criteria in the Camas Design Standards Manual.

**CMC Chapter 17.21 – PROCEDURES FOR PUBLIC IMPROVEMENTS****Section 17.21.010(C) – Plans and permits required for public improvements**

C. A separate encroachment permit will not be required for development projects subject to Title 17. All work within the right-of-way will be subject to Chapter 12.12.

**Section 17.21.050(D) – Financial security agreements**

D. A performance bond, in an amount equal to the cost of the proposed work within the right-of-way shall be provided per Chapter 12.12.040.

**Section 17.21.060(B)(2)(a) - Contents of Final Plat or Short Plat**

a. A certificate with the seal of and signature of the surveyor responsible for the survey and preliminary plat in accordance with RCW 58.09.080 and RCW 64.90.245.

**Section 17.21.060(B)(2)(e) - Contents of Final Plat or Short Plat**

- e. Certification by the city engineer or designee that the developer has complied with the following:
- i. All improvements have been installed or financially secured ~~for~~ in accordance with the requirements of CMC Title 17 and this title and with the preliminary plat approval;
  - ii. All improvements can or will meet current public works drawing standards for road, utility and drainage construction plans;
  - iii. Original and reproducible mylar or electronic records of installed improvements in a format approved by the public works director or designee and certified by the designing engineer as being "as constructed" have been submitted or financially secured for city records.

**CMC Chapter 18.03 – DEFINITIONS & CMC Chapter 18.09 – DENSITY AND DEMENSIONS**



**Section 18.03.040 – Definitions for development terms. and Section 18.09.040 Table 2 – Building setbacks for Single-Family Residential Zones.**

"Lot width" means the horizontal distance between the side lot lines at a point midway between the front and rear property lines. ~~the front of the building envelope.~~

Lot Area	Up to 4,999 sq. ft.	5,000 to 11,999 sq. ft.	12,000 to 14,999 sq. ft.	15,000 or more sq. ft.
Minimum front yard (feet) <sup>2</sup>	20	20	25	30
Minimum side yard and corner lot rear yard (feet)	5	5	10	15
Minimum side yard flanking a street (feet)	15	20	25	30
Minimum rear yard (feet)	20	25	30	35
Minimum lot frontage on a cul-de-sac or curve (feet)	25	30	35	40

**Note:**

**2. Garage setback is five feet behind the front of the dwelling.**

**CMC Chapter 18.07 – USE AUTHORIZATION**

**Section 18.07.030 – Table 1 – Commercial and industrial land uses.**

Zoning Districts	NC	DC	CC	RC	MX	BP	LI/BP	LI	HI
Mini-storage/vehicular storage <sup>6</sup>	X	X	<del>C</del> X	<del>C</del> X	X	<del>P</del> X	X	P	P

**CMC Chapter 18.09 – DENSITY AND DEMENSIONS**

**Section 18.09.040 Table 2 – Building setbacks for Single-Family Residential Zones.**

Lot Area	Up to 4,999 sq. ft.	5,000 to 11,999 sq. ft.	12,000 to 14,999 sq. ft.	15,000 or more sq. ft.
Minimum front yard (feet)	20	20	25	30
Minimum side yard <del>and corner lot rear yard</del> (feet)	5	5	10	15
Minimum side yard flanking a street (feet) and corner lot rear yard	<del>15</del> 10	<del>20</del> 10	<del>25</del> 15	<del>30</del> 15
Minimum rear yard (feet)	20	25	30	35
Minimum lot frontage on a cul-de-sac or curve (feet)	25	30	35	40

**Section 18.13.060 – Parking areas.**

C. ~~C.~~ Parking lots shall include a minimum ratio of one tree per six parking spaces.

**Chapter 18.15 - SIGNS****Section 18.15.040 - General definitions and regulations.**

A. Regulated. In the event that a definition is not listed in this section and is necessary in the interpretation of this chapter, the director shall primarily rely upon the general definitions established for this title, and secondarily on the definition found in a standard English dictionary. For the purpose of this chapter the following definitions and regulations shall apply:

8. "Nit" means a luminance unit equal to one candela per square meter measured perpendicular to the rays from the source.

~~98.~~ "Off-premises sign" means a sign that advertises products, services, or facilities, or directs person to premises different than where the sign is placed.

~~109.~~ "On-premises sign" means a sign that advertises products or services related to the building or structure where it is located.

~~119.~~ "Permanent sign" means a sign that is intended to remain for the life of the project or business without fundamental or marked changes and is attached to a building or structure by means of a rigid wall, frame, or structure.

~~124.~~ "Public right-of-way." There are two distinctions of right-of-way. "Privately maintained right-of-way" means that portion of the public right-of-way maintained by the abutting property owner. "Publicly maintained right-of-way" means that portion of the public right-of-way maintained by the City of Camas or other public agency. Signs placed in the public right-of-way must be located outside vision clearance areas and may not pose a traffic hazard or other threat to human safety.

~~132.~~ "Sign" means any device, structure, or placard using graphics, logos, symbols, and/or written copy designed specifically for the purpose of advertising or identifying any establishment, product, goods, or services.

~~143.~~ "Sign area" is defined at "Dimensions of Signs" within this chapter.

~~154.~~ "Sign schedule" means a listing of multiple signs proposed within an application or development project, which consists of dimensions and descriptions; normally this is in a tabular format (e.g., spreadsheet).

~~165.~~ "Site plan" means a drawing of the location of a sign or multiple signs within the city limits.

B. Sign Types—Regulations and Limitations.

8. "Electronic message board sign," "animated sign," and "LED sign" are considered to be similar sign types for purposes of this chapter. These signs use changing lights to form a message, or messages in sequence, uses movement or change of lighting to depict action or create a special effect or scene. This element of a sign may not exceed thirty percent of total sign area or ~~thirty six one hundred~~ square feet, whichever is ~~less-greater~~. This calculation does not including post or mounting framework. The electronic board must avoid using flashing, rotating or blinking lights or videos.

**Section 18.15.110 - Sign illumination and electronic message board signs.**



A. All electronic message board signs shall be constructed as an integral part of a permanent sign constructed on-site. Integral shall be considered to be incorporated into the framework and architectural design of the permanent sign.

B. Maximum Luminance:

a. Daytime: five thousand nits.

a.b. Nighttime (one-half hour before sunset and one-half hour after sunrise): five hundred nits.

b.c. Signs shall include ability to adjust brightness and auto-dimming features with light-sensory capabilities to dim the sign to allowable luminance levels.

### **CMC 18.17.050 - Fences and walls.**

C. Heights and Location.

1. Fences/walls not more than six feet in height may be maintained along the side yard or rear lot lines fully within the property; provided, that such wall or fence does not extend into the front yard area. The height of the fence/wall shall be measured from the finished grade. Fence height includes any decorative elements such as lattice, or other similar materials.

### **CMC Chapter 18.18 – SITE PLAN REVIEW**

**Section 18.18.040 – Submittal and contents of a complete application.**

~~J. An engineer estimate of costs for site improvements, both public and private.~~

### **Chapter 18.27 - ACCESSORY DWELLING UNITS**

**Section 18.27.010 - Purpose.**

Accessory dwelling units are intended to:

E. Ensure that the development of an ADU does not cause unanticipated impact on the character or stability of single-family neighborhoods

**Section 18.27.020 - Scope.**

Accessory dwelling units shall meet the requirement of this chapter, and may be allowed in all zones where residential uses are permitted. in the residential (R) and multifamily (MF) zones.

**Section 18.27.030 - Definition.**

An "accessory dwelling unit (ADU)" means an additional smaller, subordinate dwelling unit on a lot with or in an existing or new house. These secondary units contain a private bath and kitchen facilities comprising an independent, self-contained dwelling unit. These units are intended to provide for a greater range of choices of housing types in single-family and multifamily residential districts. An ADU is not a duplex because the intensity of use is less due to the limitations of size ~~and number of bedrooms.~~

**Section 18.27.040 - Establishing an accessory dwelling unit.**

An accessory dwelling unit may be created through:

- A. Internal conversion within an existing dwelling;
- B. The addition of new square footage to the existing house, or to a garage, ~~and any addition thereto is located at least forty feet back from the front property line;~~
- C. Conversion of an existing garage provided it is not larger than the primary residence. if the garage is setback at least forty feet back from the front property line;
- D. Inclusion in the development plans for, or as part of, the construction of a new single-family detached dwelling unit; or
- E. A separate detached dwelling unit on the same lot as the primary dwelling unit, ~~when the accessory unit is located at least ten feet behind the most distant back or side wall, or other structural element of the primary dwelling unit structure.~~

#### **Section 18.27.050 - Development standards.**

- A. Number. No more than one accessory dwelling unit per legal lot is permitted, and it must be accessory to a single-family residence. A lot of record lawfully occupied by two or more single-family residences shall not be permitted to have an accessory dwelling unit, unless the lot is short platted under Title 17 of this code. If a short plat is approved, an accessory dwelling unit for each dwelling unit is permitted only if all dimensional standards of the underlying zone, and all other provisions of this chapter are met.
- ~~B. Lot Area. No accessory dwelling unit shall be permitted on a lot of less than five thousand square feet.~~
- BG. Building Permit. The applicant must apply for a building permit for an accessory dwelling unit. An ADU shall comply with applicable building, fire, health, and safety codes. Addressing of the ADU shall be assigned by the building department, with approval by the fire department. An ADU cannot be occupied until a certificate of occupancy is issued by the building department.
- CD. Conformance to Zoning. The addition of an accessory dwelling unit shall not make any lot, structure or use nonconforming within the development site. An accessory dwelling unit shall conform to existing requirements for the primary residence, ~~including, but not limited to, lot coverage, front, side, and rear yard setbacks, unless stated otherwise in this chapter.~~ Building height is limited to twenty-five feet for a detached ADU. Building height requirements of the underlying zone apply to the ADU for internal conversion, or structural addition to the existing primary dwelling.
- D. Placement. An accessory dwelling unit shall not project beyond the front building line. A detached ADU shall not be located closer than five feet to a side or rear lot line, or not closer than twenty feet to a side lot line along a flanking street of a corner lot.
- ~~E. Outbuilding Size. For purposes of this section, an accessory structure (such as a garage or other outbuilding, but not a detached accessory dwelling unit) which contains an accessory dwelling unit may not cover more than ten percent of the total site area.~~
- EF. Total Floor Area. The total gross floor area of an accessory dwelling unit shall not exceed forty percent of the area of the primary dwelling's living area. The living area of the primary unit excludes uninhabitable floor area and garage or other outbuilding square footage whether attached or detached.
- ~~G. Number of Bedrooms. An accessory dwelling unit shall not contain more than one bedroom.~~
- FH. Parking. An accessory dwelling unit shall have a minimum of one on-site parking space, in addition to the primary dwelling unit's designated parking spaces if there is not on street parking allowed.
- GI. Architectural Design. The exterior appearance of an addition or detached accessory dwelling unit shall be architecturally compatible with the primary residence. Compatibility includes coordination of



architectural style, exterior building materials and color, roof material, form and pitch, window style and placement, other architectural features, and landscaping.

- HJ. Entrances. For an accessory dwelling unit created by internal conversion or by an addition to an existing primary dwelling, only one entrance may be located on the front of the house, unless the house contained additional front doors before the conversion. Secondary entrances should be located on the side or rear of the primary residence to the extent possible.
- IK. Utilities. An accessory dwelling unit shall connect to public sewer and water. A home or lot not connected to public sewer and water, which adds an accessory dwelling unit, shall connect to public sewer and water. An ADU may have shared or separate public sewer and water services.
- JL. Nonconformity. A home or lot which has an accessory dwelling unit which was established prior to adoption of this chapter may be approved for a building permit, subject to the provisions of Chapter 18.41 "Nonconforming Lots, Structures and Uses."
- KM. Reserved.
- LN. Owner Occupancy. Prior to the issuance of a building permit establishing an accessory dwelling unit, the applicant shall record the ADU as a deed restriction with the Clark County auditor's office. Forms shall be provided by the city stating that one of the dwelling units is and will continue to be occupied by the owner of the property as the owner's principal and permanent residence for as long as the other unit is being rented or otherwise occupied. The owner shall show proof of ownership, and shall maintain residency for at least six months out of the year, and at no time receive rent for the owner occupied unit. Falsely certifying owner occupancy shall be considered a violation of the zoning ordinance, and is subject to the enforcement actions.



## Staff Report

October 7, 2019 Council Workshop

### New Position Description – Parking Enforcement Officer

Staff Contact	Phone	Email
Jennifer Gorsuch, Admin. Services	360-817-7013	<a href="mailto:jgorsuch@cityofcamas.us">jgorsuch@cityofcamas.us</a>

#### INTRODUCTION/PURPOSE/SUMMARY:

Attached is a new position description and salary scale for the position of Parking Enforcement Officer.

This position was previously in existence at the City, but during budget restrictions in approximately 2009, the position was combined with Code Enforcement, creating one full time position.

During the budget process last year, Council authorized the reinstatement of the full-time Code Enforcement position which allowed for a part-time Parking Enforcement Officer position in the 2019-2020 budget.

This Parking Enforcement position will be filled by Tami Strunk, who has voluntarily demoted from the Code Enforcement Officer position effective January 1, 2020.

Comparable data for this position was reviewed and the recommended salary range is attached.

If there are no concerns with the position, due to the fact that the position was already authorized by Council in the budget, it will be on the regular meeting agenda tonight, October 7, for approval.

**RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED:** This item has also been placed on the October 7, 2019 Regular Meeting Agenda for Council's consideration.



## **PARKING ENFORCEMENT OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under general supervision, to perform a variety of duties involved in the enforcement of City parking ordinances; to interpret and provide information regarding parking rules and regulations to citizens and to perform a variety of duties relative to assigned areas of responsibility.

### **ESSENTIAL FUNCTION STATEMENTS**

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

Independently and safely patrol City streets in the enforcement of the City's parking regulations; issue non-moving traffic citations for violations observed including overtime parking and illegal parking; authorizes vehicle towing; serve as a visual deterrent to parking violations.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.

Report hazardous and/or abandoned vehicles, expired registrations and needed street and sign repairs; report traffic accidents and other occurrences to appropriate Department staff.

Observe parking situations and make recommendations for needed changes and improvements.

Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.

Maintain a variety of accurate records related to citations and vehicle impounds; prepare related daily and monthly reports.

Input data on a portable technology system while out in the field, download and transfer daily records using a computer terminal; access and retrieve information as needed.

Testify in court regarding citations issued.

## **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

City of Camas Municipal Codes and the RCWs of Washington State regarding parking and other related ordinances.

Operations, services and activities of a public parking program.

Principles and techniques of customer service and public relations.

Occupational hazards and standard safety practices.

Operational characteristics of parking enforcement equipment and tools.

Safe and efficient work practices as they relate to parking enforcement.

Modern office equipment including computers.

English usage, spelling, grammar and punctuation.

### **Ability to:**

Learn geography of assigned enforcement area.

Interpret, explain and enforce department parking policies and procedures.

Testify in court concerning citations and violations.

Enforce parking and traffic regulations in a firm but tactful manner in sometimes volatile situations.

Demonstrate the ability to focus on many different activities at one time (i.e. pedestrians, traffic, parking problems/violations).

Work independent in the absence of supervision.

Learn, understand and follow oral and written instructions.

Perform general clerical tasks.

Perform essential functions in a safe manner.

Work in unfavorable weather conditions.

Use a handheld technology device, computer and appropriate software.

Participate in and pass job related training identified for the position.

Respond to inquiries from the public.

Communicate clearly and concisely, both orally and in writing.



Establish and maintain cooperative working relationships with those contacted in the course of work.

Be able to pass background checks as needed for position.

### **Education and Experience Guidelines**

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

#### **Education:**

Equivalent to completion of the twelfth grade.

#### **Experience:**

One year general work experience involving law enforcement and public contact is desirable.

### **License or Certificate**

Possession of a valid driver's license.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

**Environment:** Indoor and outdoor environment; significant public contact; subject to adverse weather conditions; exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens.

**Mobility:** Incumbents require sufficient mobility to walk, stand, sit for extended periods of time; moderate or light lifting and operate a motorized vehicle.

**Vision:** Vision sufficient to read computer screens and other printed documents and street signs; sufficient to operate assigned vehicle and equipment.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings/trainings. Incumbents may be required to provide expensive public relations contact under potentially stressful situations.

	Position							
		1	2	3	4	5	6	7
	Parking Enforcement Officer	3944	4074	4204	4334	4464	4594	4724





# City of Camas

2020 AMENDED BUDGET  
PROPERTY TAX PRESENTATION

# Calculating the tax bill

2

Tax Levy (1% over last yr)

Assessed Value of City

$\text{Tax Rate} * \text{Home Value}$

Tax Bill



# Tax Levy Limit – Using 2019 Base

3

In the formula, the increase in the amount of money the City can levy from one year to the next is limited (I-747) to 1% or the Implicit Price Deflator which ever is less

**Implicit Price  
Deflator is  
approximately  
1.8% for 2020**

Using the 2019 levy as a base

**1% increase on the  
2019 levy is  
\$124,544 for a total  
levy of \$12,579,972**

New construction is also added to the levy amount

**New Construction  
is est. at  
\$164,342,260 for  
approx. taxes of  
\$438,989**

Subject to the statutory maximum levy rate of \$3.60

# 2020 Property Tax Levy Options

4

	1% Increase	No Increase
Base Levy	\$12,455,418	\$12,455,418
Lawful Increase of 1%	\$124,554	\$0
Estimated New Construction Increase	\$438,989	\$438,989
<b>Total Tax Levy for 2020</b>	<b>\$13,018,961</b>	<b>\$12,894,407</b>
Estimated Assessed Value	\$4,971,091,254	\$4,971,091,254
Estimated Levy Rate	\$2.61893/\$1,000	\$2.59388/\$1,000
Home Owner's Bill*	\$1,247	\$1,235
<b>Difference</b>		<b>(\$12)</b>

\*Median Home Price \$476,300



# 2019-2020 Property Tax Levy Comparison

5

	2019 Comparison	2020 Comparison	% Change
Base Levy	\$11,997,168	\$12,455,418	3.8%
Lawful Increase of 1%	\$119,168	\$124,554	4.5%
New Construction Increase	\$339,448	\$438,989	29.3%
<b>Total Tax Levy</b>	<b>\$12,455,784</b>	<b>\$13,018,960</b>	<b>4.5%</b>
Assessed Value	\$4,662,881,166	\$4,971,091,254	6.6%
Levy Rate	\$2.67118/\$1,000	\$2.61893/\$1,000	-8%
Home Owner's Bill*	\$1,241	\$1,247	0.5%
<b>Difference</b>		<b>\$6</b>	

AV 

Tax Levy 

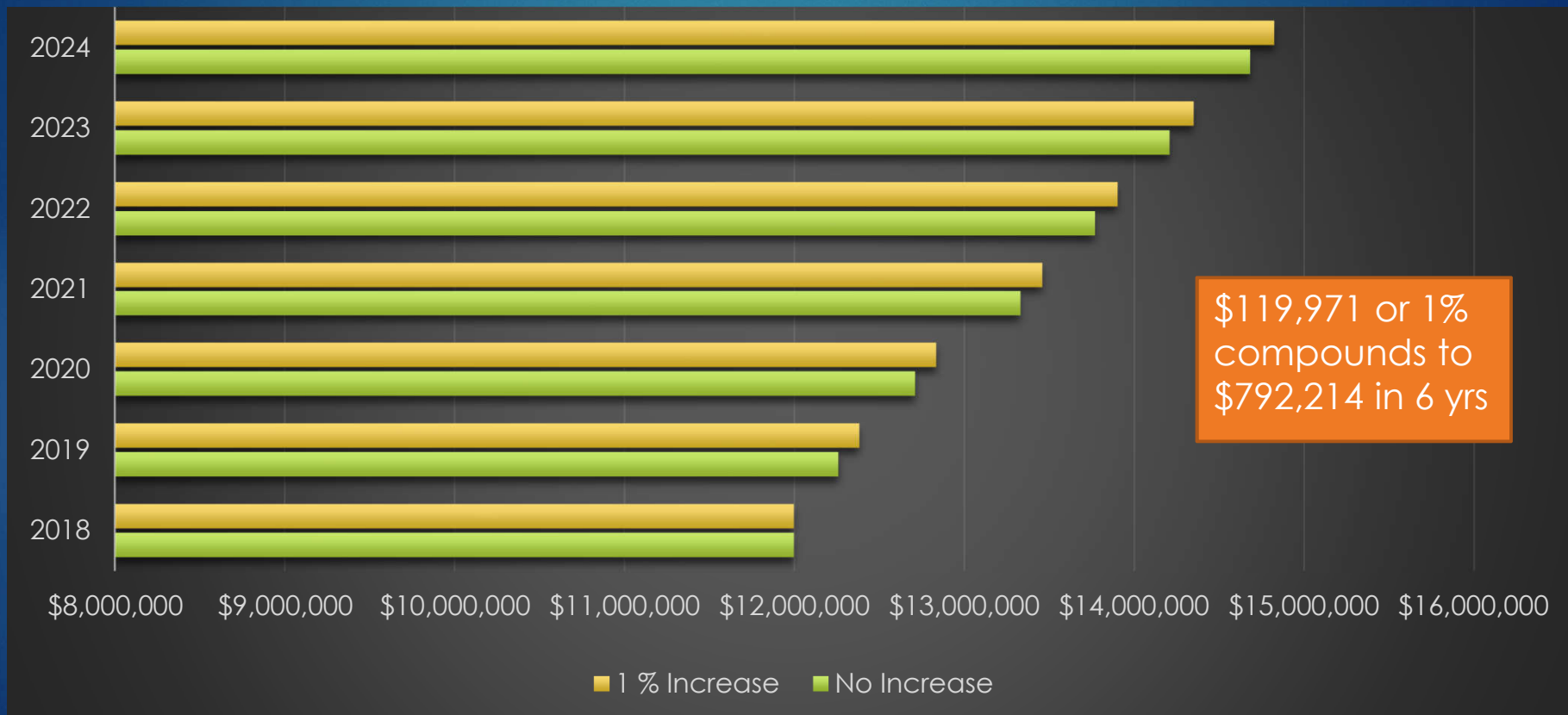
Reduces Levy Rate

Holds with home price increase

\*2019 Median Home Price \$464,700 and \$476,300 in 2020 that is 2.5%

# 2020 Property Tax Levy Options

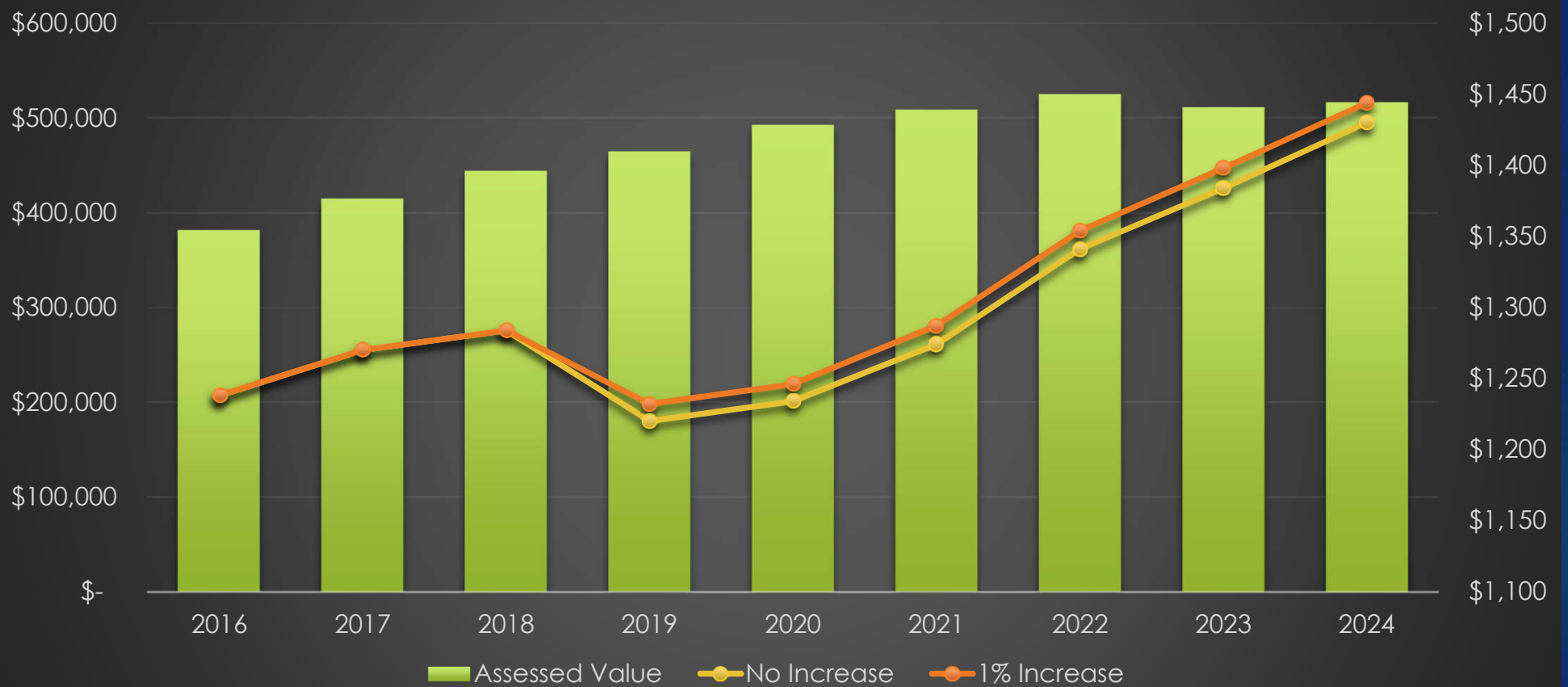
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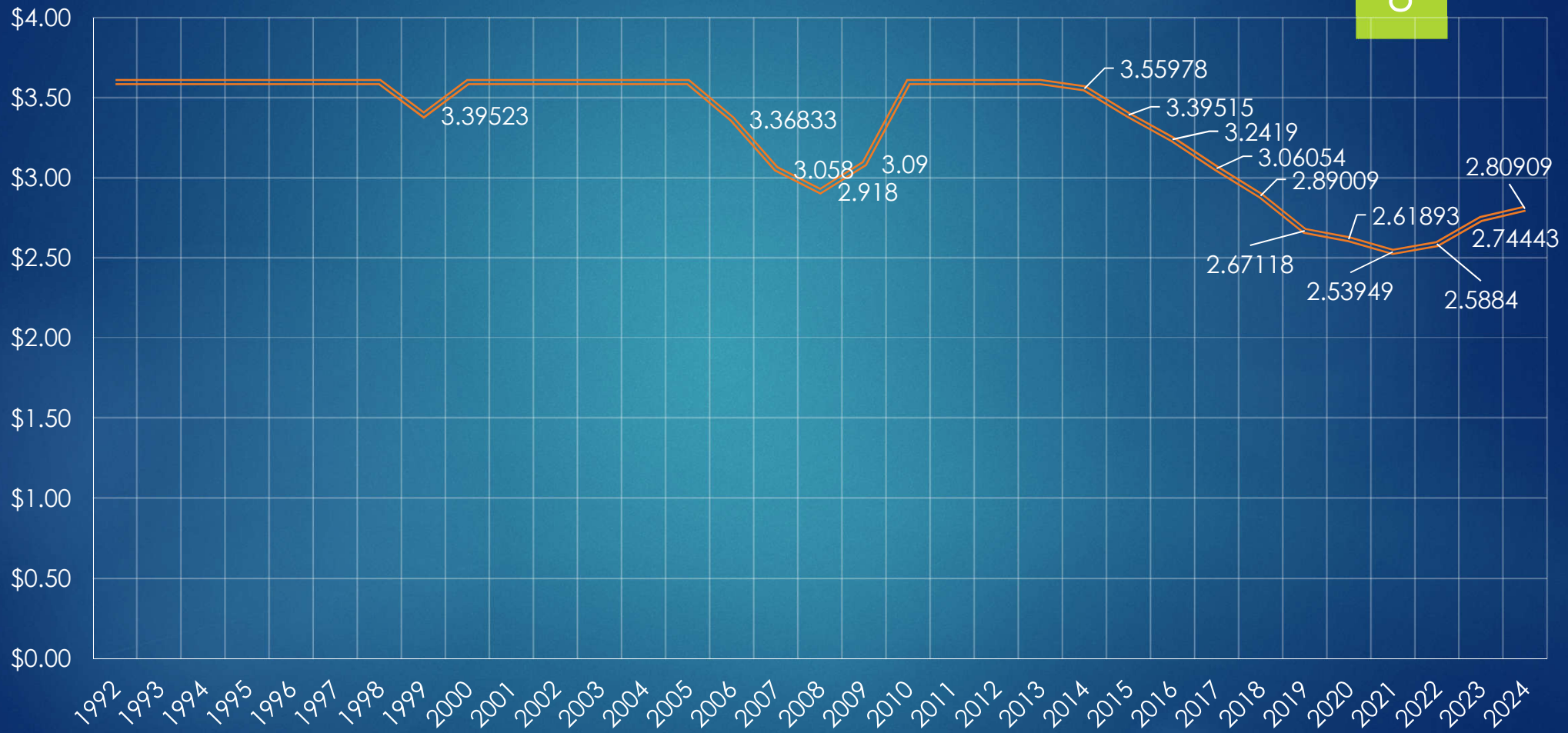
# Home Owner Tax Bill

7



# Tax Rates

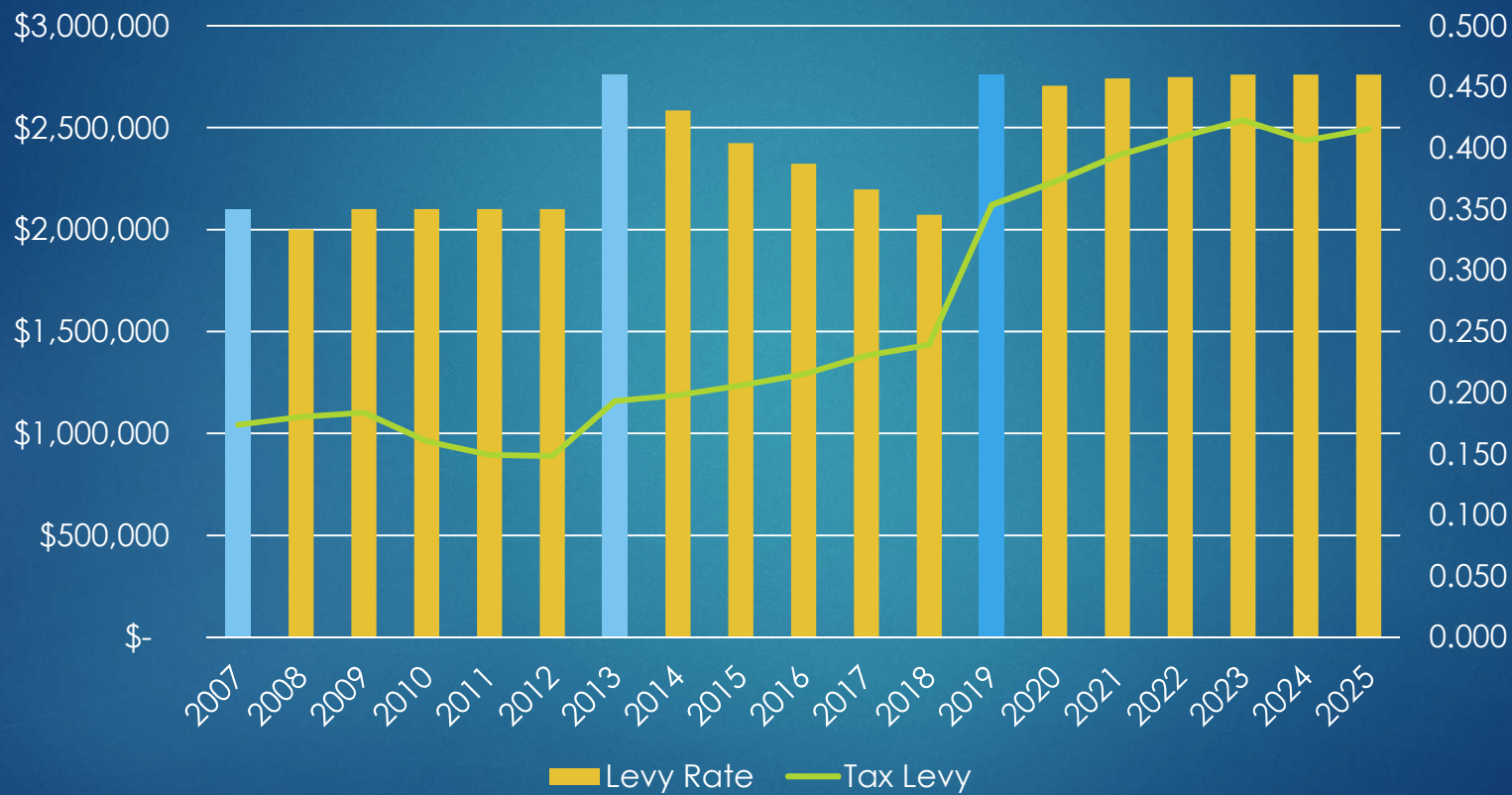
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# EMS Levy Reset

9



# Council's Consideration

10

1%  
increase  
for  
\$124,554

Annual impact on the median homeowner is estimated to be \$6 increase from 2019 in City taxes.

No  
increase

Annual impact on the median homeowner is estimated to be \$6 decrease from 2019 in City taxes.