



CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, October 26, 2015, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

SPECIAL MEETING

I. CALL TO ORDER

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

II. ROLL CALL

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

Staff: Sam Adams, Bernie Bacon, Phil Bourquin, Pete Capell, James Carothers, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Steve Wall and Alicia Pacheco (student intern)

Press: No one from the press was present.

III. PUBLIC COMMENTS

No one from the public wished to speak.

IV. WORKSHOP TOPICS

A. Emergency Management

Details: This was the second in a series of three Clark Regional Emergency Services Agency (CRESA) workshops regarding disaster decision making and the role of policy makers. This presentation was an overview of the Comprehensive Emergency Management Plan.

Presenter: Jason Hetherington, CRESA Emergency Management

 [Comprehensive Emergency Management Plan Presentation](#)

B. 2015 Fall Omnibus Budget Presentation

Details: The 2015 Fall Omnibus Budget Presentation was reviewed for budget adjustments for the 2015 Fiscal Year. It included 17 Budget Adjustment Packages. There are two carry forward packages from 2014, eight supplemental packages and seven administrative packages. These packages total \$22,000,817 in revenue, which includes both the 2015 Water/Sewer Revenue Bond as well as the 2015 Limited General Obligation Bond. The packages also include \$4,477,859 in appropriations.

Presenter: Cathy Huber Nickerson, Finance Director

 [2015 Fall Omnibus](#)

A 2015 Budget ordinance will be placed on the November 16, 2015 Regular Agenda for Council's consideration after a public hearing.

C. 2016 Property Tax Presentation

Details: This presentation was for the purpose of reviewing property tax options for the 2016 Levy Year. Staff reviewed historical data as well as presented the property tax calculation in detail. Discussion of options regarding the 1% property tax limit as well as the Implicit Price Deflator Limit of 0.251% took place.

Presenter: Cathy Huber Nickerson, Finance Director

 [Property Tax 2016 - Recommended Budget](#)

Huber Nickerson presented the Council with 2016 property tax options. This item will be placed on the November 16, 2015 Regular Agenda for Council's consideration after a public hearing.

D. 2016 Proposed Fee Schedule

Details: This presentation was for the initial review of the 2016 Fee Schedule. The Fee Schedule has the current rates along with the proposed rates as well as new rates and suggested discontinued rates. The Fee Schedule was updated with the Consumer Price Index of 1.3% with some fees adjusted for administrative purposes. It is staff's intention to analyze by department the current rate structures to ensure proper rate recovery while providing the appropriate level of service to the citizens. The first department was the Fire Marshal's office, which recommended changes to the Fee Schedule earlier in 2015. This fee schedule includes a similar departmental review from the Parks and Recreation staff as well as the Solid Waste staff.

Presenter: Cathy Huber Nickerson, Finance Director

 [2016 Budget Revised Fee Schedule](#)

Huber Nickerson summarized the Fee Schedule updates for Council and this item will be placed on the November 16, 2015 Regular Agenda for Council's consideration after a public hearing.

E. 2016 Readoption Budget Presentation

Details: This workshop presentation reviewed in detail the proposed 2016 Readoption Budget for the operating budget. The next workshop presentation on November 2, 2015, will have a similar discussion about the 2016 Capital Budget up for readoption.

Presenter: Cathy Huber Nickerson, Finance Director

 [2016 Readoption Budget Summary](#)

Huber Nickerson presented the 2016 Readoption Budget information and discussion ensued.

F. Utility Billing Items

Details: This presentation was twofold, first it presented City Council with additional information regarding garbage service requests and second, it provided the Low Income Assistance Program status. Staff requested Council's direction regarding the City's Fee Schedule for garbage can changes and whether to broaden the Low Income Assistance Program to include additional partner agencies.

Presenter: Cathy Huber Nickerson, Finance Director

 [Service Requests Statistics](#)

Huber Nickerson presented some utility billing items. Discussion ensued. The changes in service items will be placed on the November 2, 2014 Regular Agenda for Council's consideration.

G. Camas Meadows Pump Station Easement

Details: During development of the Two-Creeks and Camas Meadows Drive area in 2005, an easement was granted to the City for siting of the Camas Meadows Pump Station. However, when the Pump Station was actually constructed and conveyed to the City to serve the developed area, some components of the pump station and force main were constructed outside of the original easement. Staff has worked with the current owner of the underlying land, Far From Par, LLC, to draft a new and larger sewer easement to incorporate all components of the sewer lift station and associated access road. In consideration for granting the new and larger easement, staff proposed a onetime cash payment to Far From Par LLC in the amount of \$3,740, which is equivalent to one commercial Sewer System Development Charge.

Presenter: Sam Adams, Utilities Manager

 [Far From Par Easement Letter](#)

[Far From Par Draft Easements](#)

[Far From Par Legal Description 1](#)

[Far From Par Legal Description 2](#)

This item will be placed on the November 2, 2015 Consent Agenda for Council's consideration.

H. 2016 Community Development Block Grant (CDBG) Application

Details: CDBG Grant applications are due December 1, 2015. Staff proposed submitting an application for the 2016 funding round. The proposed project will make improvements to NW Franklin Street between 19th Avenue and 22nd Avenue. These improvements consist of rehabilitation of the roadway and replacement of sewer main and water and sewer services. This proposal is consistent with the adopted 2015-2016 Budget. The project cost is approximately \$465,000. Staff recommended a grant request of \$250,000. The water and sewer funds will pay \$215,000. Design will be done by Camas staff. CDBG grants require two public meetings prior to application submittal. This meeting qualified as the first of two meetings. Staff recommended that the second meeting be scheduled as a public hearing on November 16, 2015.

Presenter: James Carothers, Engineering Manager

 [2016 CDBG Application Memo](#)

[CDBG Eligible Areas Map](#)

Council directed staff to submit an application for the 2016 Community Development Block Grant (CDBG) funding period for the NW Franklin Street improvements and to schedule a public hearing for the November 16, 2015 Council Meeting on this matter.

I. Sewer Transmission Main Consultant Contract Supplement

Details: The STEP sewer transmission main route bisects areas of archaeological significance. Efforts were made during project design to keep these areas of potential archaeological finds to a minimum. There are two areas that require additional archaeological investigation and artifact curation. The cost of this additional consultant work is \$175,646.

This additional cost is covered by the Public Works Trust Fund loan for this project.
Presenter: James Carothers, Engineering Manager

 [Sewer Main Consultant Contract Supplement](#)

This item will be placed on the November 2, 2015 Consent Agenda for Council's consideration.

J. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Wall provided Council updates on the Green Mountain Development Agreement and the Jones Creek watershed logging project.

K. Community Development Miscellaneous and Updates

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

Presenter: Phil Bourquin, Community Development Director

Bourquin provided Council updates regarding the number of building permits issued year-to-date, a gun shop and shooting range opening in December, and the County's Comprehensive Plan update and City response.

L. City Administrator Miscellaneous Updates and Scheduling

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

Presenter: Pete Capell, City Administrator

Capell updated Council about the State of the Community event and accompanying brochure highlighting that Camas is Great Place to Live, Work, Learn and Play. This theme was used for the City's strategic planning effort, the recent website update and on the City's new mobile app. Capell requested from Council the establishment of an Administrative Committee. He shared that upcoming work elements for this three-member committee would include updates to the City's Municipal Code and policies related to which actions or information should come to Council for approval and which should be approved administratively.

V. COUNCIL COMMENTS AND REPORTS

Hazen attended the Candidate Forum and toured the proposed marijuana shop in Camas. He said there is a Parks Commission meeting on October 28, 2015.

Chaney attended the State of the Community event and Candidate Forum.

Hogan attended the State of the Community and Candidate Forum, the 2015 First Citizen Award Ceremony for Nan Henriksen, the Association of Washington City's (AWC) regional meeting and the Camas Washougal Economic Development Association (CWEDA) meeting. He said there will be a Downtown Camas Association Annual Awards Banquet on November 9, 2015.

Anderson attended the C-Tran meeting, the AWC Regional meeting, and the State of the Community event and Candidate Forum. He said there will be a C-Tran Public Transportation Improvement Conference on October 27, 2015. Anderson raised a safety concern regarding signage in the right of ways and in medians.

Smith attended the 2015 First Citizen Award Ceremony and the Regional Transportation Council (RTC) meeting.

Carter attended the State of the Community event and Candidate Forum and toured the proposed marijuana shop in Camas.

Turk attended the Planning Commission meeting and the Technical Advisory Committee meeting.

Mayor Higgins commented about the Japan Sister City trip and the 2016 Council committee assignments.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.6864.