CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, October 16, 2017, 4:30 PM

City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Pro Tem Steve Hogan called the meeting to order at 4:30 p.m.

II. ROLL CALL

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

Excused: Tim Hazen

Staff: Jerry Acheson, Bernie Bacon, Phil Bourquin, Pete Capell, James Carothers, Sherry Coulter, Jennifer Gorsuch, Jim Hodges, Cathy Huber Nickerson, Mitch Lackey, Shawn MacPherson, Nick Swinhart, Steve Wall and Alicia Pacheco (intern)

Press: Kelly Moyer, Camas-Washougal Post-Record

III. PUBLIC COMMENTS

Rick Marshall, 521 NE 17th AVE, Camas, commented about item I. on the Workshop Meeting Agenda.

IV. WORKSHOP TOPICS

City Attorney, Shawn MacPherson, introduced Cliff Coulter, the newest attorney to join the staff at Knapp, O'Dell & MacPherson.

A. City of Camas 3rd Quarter of 2017 Financial Review
Details: Staff presented an economic and financial review of the City for the third quarter of 2017. For context, the review included the economic environment during the third quarter both nationally and locally. Staff presented budget to actual highlights, reviewed the investment and debt portfolios as well as the economic outlook for the City. Following the review, staff provided Council a white paper analysis of Transportation Benefit Districts.
Presenter: Cathy Huber Nickerson, Finance Director

Financial Performance for Third Quarter 2017
Transportation Benefit District White Paper

Huber Nickerson provided an overview of the 3rd Quarter of 2017 Financial Review.

B. City of Camas 2018 Recommended Re-Adoption Budget

Details: Staff provided an in-depth presentation regarding the recommended 2018 Re-Adoption Budget. The presentation included an explanation of what adjustments were made to the budget as well as a review of what decision packages were included in the 2018 Adopted Budget.
Presenter: Cathy Huber Nickerson, Finance Director

2018 Recommended Budget Presentation

Huber Nickerson provided an overview of the recommended Re-Adoption Budget. This item is part of a series of presentations to Council leading up to an ordinance that will be placed on the December 4, 2017 Regular Meeting Agenda for Council's consideration, following a public hearing.

C. 2018 Community Development Block Grant (CDBG) Application
Details: CDBG Applications are due on December 1, 2017. Staff proposed submitting an application for the 2018 round of funding. The proposed project will make improvements to NE Adams Street between NE 19th and NE 21st Avenues and will include rehabilitation of the roadway, installation of sidewalk, and replacement and upgrading of the existing water and sewer mains and associated services. Staff provided budget-level project cost estimates, the anticipated grant request amount anc proposed sources of matching funds. This meeting qualifies as the first of two required public meetings for CDBG Grants. Staff recommended the second meeting be scheduled as a public hearing on November 6, 2017.
Presenter: James Carothers, Engineering Manager

2018 CDBG Improvements Proposal - NE Adams

Carothers provided an overview of the 2018 CDBG application; Council reached consensus with staff's recommendation to set the public hearing date for November 6, 2017.

D. Update Regarding Review of Utility Rates, System Development Charges (SDC) and Impact Fees
Details: Staff has started the process to review and update the City's water, sewer, stormwater and solid waste utility rates. Additionally, staff has started the process to review and update the City's SDC and Impact Fees. A brief review of the status of each work effort was provided to Council.
Presenter: Steve Wall, Public Works Director

Utility Rate, SDC and Impact Fee Update

Wall provided an update to Council regarding Utility Rates, System Development Charges and Impact fees.

E. Public Works Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Steve Wall, Public Works Director

Wall commented about trees being replaced in downtown Camas. In addition,

landscape work is also being completed along 38th. Wall stated that the roundabout re-pavement and landscaping work is being completed under warranty.

F. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Phil Bourquin, Community Development Director

Bourquin provided an update to Council regarding the Innovative Partnership Zone (IPZ) and about the Camas School District's student enrollment.

G. City Attorney Professional Services Contract
Details: Knapp, O'Dell & MacPherson PLLC, Attorneys at Law, have served as the City's attorney since 1981. At that time, the attorneys estimated that the firm would render 40 hours of legal services per month, with 20 hours allocated to civil matters and 20 hours allocated to the municipal court. The City has grown significantly since that time and the hours that have been spent on City business has grown as well. Since January 1, 2015, the monthly compensation has been $9,000 per month. The law firm proposed to increase the monthly compensation to $9,500 per month effective January 1, 2018 and to increase the amount 3% every year thereafter. The proposal also included that the hourly rates for extra legal services for 2018 be raised to $195 per hour for municipal court appeals and $215 per hour for additional civil legal services. Those rates would increase 2% every year thereafter.
Presenter: Pete Capell, City Administrator

Knapp, O'Dell & MacPherson Professional Services Contract Memorandum
Knapp, O'Dell & MacPherson Professional Services Contract

This item will be placed on the November 6, 2017 Consent Agenda for Council's consideration.

H. Strategic Plan Quarterly Update
Details: At the time the City Council approved the 2018 - 2020 Strategic Plan, it was agreed that staff would provide a quarterly report to Council about the status of the plan. Since approval of the plan, staff has created videos and a web page describing the strategic plan, assigned leads for each of the initiatives, developed work plans for each initiative, created an overall schedule of work and begun work on some of the initiatives.
Presenter: Pete Capell, City Administrator

Strategic Plan Quarterly Update October 2017

Capell provided a quarterly update of the Strategic Plan to Council.

I. Possible Surplus of Parks Property
Details: Staff has been approached by a citizen who would like to acquire a piece of parks open space property to construct a senior living facility. Proceeds from the sale would be reinvested in acquiring additional open space in the Northshore area. Staff

requested direction from Council. If Council wishes to pursue potential surplus, the following steps are recommended:
- Commence a Comprehensive Plan and Zone Change from the current public parks designation;
- Hold a public hearing to declare the property surplus and adopt a resolution to that effect;
- Negotiate and prepare a purchase and sale agreement to include an appraisal and agreement as to the final consideration to be paid.
Presenter: Pete Capell, City Administrator

Map City Property
Camas Senior Living Concept Plan
Camas Senior Living Trail Map
Camas Senior Living Pedestrian Connection

Capell provided an overview on this topic and discussion ensued. Phil Bourquin and Randy Printz answered Council questions.There was consensus from Council that staff follow the process to consider surplus of the property.

J. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Peter Capell, City Administrator

Capell stated that the Government Finance Officers Association (GFOA) presented the City of Camas a Certificate of Achievement for Excellence in Financial Reporting for the City's 2016 Comprehensive Annual Financial Report (CAFR). Capell announced the annual State of the Community event will be held Thursday, October 26, 2017, at Lacamas Lake Lodge at 7:00 p.m.

V. COUNCIL COMMENTS AND REPORTS

Turk and Chaney commended City of Camas staff for their involvement in community events.

Chaney commented about the strong relationship between the City of Camas and the Camas School District.

Chaney commented about Clark Regional Emergency Services Agency (CRESA) news.

Anderson will attend the next C-TRAN board meeting.

Carter will attend the next Planning Commission meeting.

Hogan will be at the next Community Advisory Council meeting.

VI. PUBLIC COMMENTS

Brent Erickson, 2739 NE Everett Street, Camas, commented about item I. on the

Workshop Meeting Agenda and Everett Street traffic.

VII. ADJOURNMENT

The meeting adjourned at 6:20 p.m.