



## **CITY COUNCIL WORKSHOP MEETING MINUTES**

**Monday, March 20, 2017, 4:30 PM**

**City Hall, 616 NE 4th Avenue**

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### **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: Jerry Acheson, Sam Adams, Phil Bourquin, Pete Capell, James Carothers, Cathy Huber Nickerson, Mitch Lackey, Robert Maul, Heather Rowley, Nick Swinhart, Connie Urquhart, Steve Wall and Alicia Pacheco (intern)

Press: No one from the press was present

### **III. PUBLIC COMMENTS**

No one from the public wished to speak.

### **IV. WORKSHOP TOPICS**

#### **A. Parks and Recreation Commission Annual Report**

Details: The Parks and Recreation Commission presented the 2016 Annual Report outlining the Commission's activities and accomplishments for 2016 and the goals for 2017.

Presenter: Randy Curtis, Parks and Recreation Commission Chair and Jerry Acheson, Parks and Recreation Manager

 [Parks and Recreation Commission Annual Report](#)

Curtis and Acheson reviewed the presentation and discussion ensued.

#### **B. Engineering Development Professional Services Contract Amendment**

Details: In 2016, upon consent from Council, staff hired PBS, formerly HDJ, to review select development construction drawings and perform development inspections as needed. Approximately \$35,000 was spent in 2016 for these services. This amendment raised the overall contract amount for 2016 and 2017 to \$80,000 and extended the completion date to December 31, 2017. These services will be charged to the approved Engineering budget for 2017.

Presenter: James Carothers, Engineering Manager

 [Development Engineering Services Contract Amendment](#)

This item will be placed on the April 3, 2017 Consent Agenda for Council's consideration.

C. Park Impact Fee (PIF) Study

Details: The City's current PIF methodology and calculation was developed in 1996 and has not been updated since that time. Financial Consulting Solutions (FCS) Group, Inc. has submitted the attached proposal in the amount of \$32,220 to review and update the City's PIF methodology and calculation to align with the current Parks, Recreation and Open Space (PROS) Plan. The PIF update was included in the 2016 Budget and has been carried over into the 2017-2018 Biennial Budget.

Presenter: Steve Wall, Public Works Director

 [Parks Impact Fee Update Scope of Work](#)

This item will be placed on the April 3, 2017 Consent Agenda for Council's consideration.

D. Public Works Miscellaneous and Updates

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

Presenter: Steve Wall, Public Works Director

Wall commented about upcoming bid openings, garbage collection and the capital project master schedule.

E. Camas-Washougal Fire and Emergency Medical Services (EMS) Interlocal Agreement (ILA) Update

Details: The ILA between the City of Camas and the City of Washougal has been in place since 2014. Section 16.8 of the ILA states that Camas will calculate the net costs allocable for the prior year based on actual amounts for the allocation factors of the prior year. Due to the timing of the allocation factors available, and closing of the prior year's accounting records, it is administratively more feasible to use two years to "true-up" the settlement between Camas and Washougal. The two cities agreed to the two-year settlement and are operating accordingly. This update brings the ILA into compliance with actual operations.

Presenter: Cathy Huber Nickerson, Finance Director

 [C-W Fire & EMS ILA Proposed Update](#)

This item will be placed on a future Consent Agenda for Council's consideration.

F. City of Camas 4th Quarter Financial Review

Details: Staff presented an overview of the 4th quarter including context economic data, both regionally and nationally; budget to actual information for revenues and expenditures; investment portfolio performance; long- and short-term debt obligations as well as fund balance projections. The economic outlook for 2017 was also discussed, as it relates to the City of Camas.

Presenter: Cathy Huber Nickerson, Finance Director

 [City of Camas Financial Performance 4th Qtr 2016](#)

Huber Nickerson reviewed the presentation and discussion ensued.

- G. 2017 Spring Omnibus Budget Amendment  
Details: Staff presented the 2017 Spring Omnibus Budget amendment covering 17 carry forward, 4 administrative, and 11 supplemental packages for a net total of \$4,724,686. Department Heads responded to Council's questions.  
Presenter: Cathy Huber Nickerson, Finance Director

 [City of Camas 2017 Spring Omnibus Presentation](#)  
[2017 Spring Omnibus Package Listing](#)

This item will be placed on the April 3, 2017 Regular Meeting Agenda for Council's consideration, following a public hearing.

- H. 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 regarding building permits issued and the Planning Department's work plan.

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

Capell updated Council about the community survey, the Level of Service analysis study and the ongoing Lean Process.

## **V. COUNCIL COMMENTS AND REPORTS**

Hazen, Hogan, Anderson and Smith commented about attending meetings regarding the City's Strategic Planning Process.

Hazen will be attending the Parks and Recreation Commission meeting.

Turk attended the kick off meeting of the Ivy League and will be attending a meeting of the Sister City Organization.

Hogan attended the Georgia Pacific Community Advisory Panel (GPCAP) meeting.

Anderson attended a meeting of the East County Ambulance Advisory Board (ECAAB) meeting and will be attending a C-TRAN meeting.

Carter attended the Downtown Camas Association's (DCA) board meeting and will be attending the Planning Commission meeting.

Smith and Mayor Higgins attended the Camas-Washougal Chamber of Commerce Luncheon.

Mayor attended the Cinderella musical at Camas High School.

## **VI. PUBLIC COMMENTS**

No one from the public wished to speak.

## **VII. ADJOURNMENT**

The meeting adjourned at 6:08 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.