



City Council Workshop Agenda
Monday, November 18, 2024, 4:30 PM
Council Chambers, 616 NE 4th AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To observe the meeting (no public comment ability)

- go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/84065790336>

(public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Revisions to CMC 3.88 Impact Fees](#)
[Presenter: Steve Wall, Public Works Director](#)
[Time Estimate: 10 minutes](#)
2. [Task Order No. 6 Clarifier Arm Replacements and Ultraviolet Equipment Pre-Purchase Professional Services Agreement](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 5 minutes](#)
3. [Private Stormwater Facility Initiative Professional Services Agreement](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 5 minutes](#)
4. [Camas Police Department Staffing Analysis](#)
[Presenter: Tina Jones, Police Chief](#)
[Time Estimate: 35 Minutes](#)
5. [Regional Fire Authority \(RFA\) Plan Discussion](#)
[Presenter: Cliff Free, Fire Chief](#)
[Time Estimate: 45 minutes](#)

6. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

CLOSE OF MEETING



Staff Report

November 18, 2024 Council Workshop Meeting

Revisions to CMC 3.88 Impact Fees
Presenter: Steve Wall, Public Works Director
Time Estimate: 10 minutes

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BACKGROUND: Chapter 3.88 of the Camas Municipal Code (CMC) pertains to the collection of Impact Fees on new development, including the issuance of credits to developers for construction of particular capital improvements. Chapter 3.88 has been modified over time consistent with applicable State law.

SUMMARY: As the City Council is aware, updates to the Fire and Parks/Open Space Impact Fees have been adopted via Ordinance in the last couple years and staff is anticipating bringing forth a proposal for adoption of new Traffic Impact Fees in the near future. With updates occurring to the Fees, staff has also been tracking minor updates and clean-up of CMC Chapter 3.88. Attached for Council’s reference are a draft Ordinance with proposed revisions to Chapter 3.88, and an Underline/Strikeout version of Chapter 3.88 showing proposed additions and deletions.

Revisions to Chapter 3.88 are summarized immediately below for reference:

- Multiple Department Heads oversee implementation of Impact Fees. The generic definition of a “Director” has been added for clarity.
- Allowing the prepayment of impact fees has been considered an incentive to developers in the past. However, there are not currently provisions putting any limitations on how long the City will hold the prepayment on behalf of the developer. There is an administrative burden of holding funds on behalf of others.
- The specific formulas regarding calculations of impact fees can change over time. However, the basis for the calculations generally remains the same. Section 3.88.060 through 3.88.100 have been modified to reference the general basis for the calculations instead of a specific formula.
- The code sections regarding Exemptions to payment of impact fees and the ability to submit an independent fee calculation have been updated consistent with State law and best practices.
- The process for issuance of impact fee credits has been updated to meet current practice and include an expiration of 10 years for the use of any credits issued. This is consistent with the State law that requires the City to use or obligate impact fees within 10 years of receiving them.

- The Appeals and Refund sections have been updated to meet current and best practices.

BENEFITS TO THE COMMUNITY: The proposed changes to CMC Chapter 3.88 simplifies the language and ensures the collection of impact fees and issuance of impact fee credits are consistent with State statutes and best practices.

BUDGET IMPACT: There is no direct budget impact resulting from the proposed changes to CMC Chapter 3.88.

RECOMMENDATION: Staff recommends placing an Ordinance on the December 2, 2024 Regular Meeting Agenda for the City Council to consider amending Chapter 3.88 of the Camas Municipal Code.

Chapter 3.88 IMPACT FEES ON NEW DEVELOPMENTS FOR CERTAIN PUBLIC FACILITIES

3.88.010 Purpose of provisions— Statutory authority.

The ordinance codified in this chapter is enacted pursuant to the provisions of RCW Chapter 82.02, and is intended to accomplish the following purposes:

- A. To insure that adequate facilities are available to serve new growth and development;
- B. To promote orderly growth and development by requiring that new development pay a proportionate share of the cost of new facilities needed to serve growth; and
- C. To insure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicate fees for the same impact.

3.88.020 Findings.

The city council finds and declares that:

- A. New residential and nonresidential development causes increased demands on public facilities, including streets, roads, parks, open space, recreational facilities, fire facilities, and schools;
- B. Projections indicate that new development will continue, and that it will place ever-increasing demands on the city to provide necessary public facilities;
- C. To the extent that new development places demands on the public facility infrastructure, those demands should be partially financed by shifting a proportionate share of the cost of such new facilities from the public at large to the developments actually creating the demand; and
- D. The imposition of impact fees upon residential and nonresidential development in order to finance specified public facilities, the demand for which is created by such development, is in the best interest of the general welfare of the city and its residents, is equitable, does not impose an unfair burden on such development by forcing developers and builders to pay more than their fair or proportionate share of the cost, and is reasonably necessary to provide the necessary public facility infrastructure to serve new development as planned for in the comprehensive plan and the capital facilities plan.

3.88.030 Definitions.

The following definitions shall apply for purposes of this chapter unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW 82.02.090, or given their usual and customary meaning.

- A. "Act" means the Growth Management Act, Chapter 17, Laws of 1990, 1st Ex. Sess., Chapter 36.70A RCW et seq., and Chapter 32, Laws of 1991, 1st Sp. Sess., as now in existence or as hereinafter amended.
- B. "Building permit" means the permit required for new construction and additions pursuant to Chapter 15.04 of this code. The term building permit, as used herein, shall not be deemed to include permits required for the remodeling, rehabilitation, or other improvements to an existing structure or rebuilding a damaged or destroyed structure, provided there is no increase in the applicable unit of measure for nonresidential construction or number of dwelling units for residential construction.
- C. "Capital facilities plan" means the capital facilities plans adopted by the council as part of the capital facilities element of the comprehensive plan for Camas.

- D. "Capital facilities" means the facilities or improvements of the city.
- E. "City engineer" means the officially appointed or acting city engineer for the city.
- F. "City" means the city of Camas.
- G. "CMC" refers to the Camas Municipal Code.
- H. "Council" means the city council of the city of Camas.
- I. "County" means Clark County.
- J. "Department" means the city planning department.
- K. "Developer" means an individual, group of individuals, partnership, corporation, association, municipal corporation, state agency, or other person or entity and their successors and assigns undertaking development activity, including the design, engineering, or construction of facilities identified in one of the City's Capital Facility Plans.
- L. "Development activity" means any construction or expansion of a building or structure, or any change in use of a building; or the subdivision of land; or plat approval, PUD or PRD approval, boundary line adjustment, or any change in land use that creates additional demand and need for public schools, public streets and roads, publicly owned parks, open space and recreational facilities, and fire protection facilities.
- M. "Development approval" means any written authorization from the city which authorizes the commencement of a development activity, including, but not limited to, building permit, plat approval, PUD or PRD approval, binding site plan approval, boundary line adjustment, and a conditional use permit.
- N. "Director" means the applicable Department Director (Department Head) responsible for overseeing the implementation of a particular capital facility. Director includes the Fire Chief, Community Development (Planning) Director, Public Works Director and Parks & Recreation Director.
- O. "Encumbered" means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for planned facilities.
- P. "Fee payer" means a person, corporation, partnership, an incorporated association, or any other similar entity or municipal corporation commencing a development activity which creates the demand for planned facilities, and which requires development approval and/or the issuance of a building permit. Fee payer includes an applicant for an impact fee credit.
- Q. "Fire chief" means the officially appointed or acting chief of the fire department of the city, also referred to herein as a "department head."
- R. "Fire impact fee" means the impact fee designated to pay for fire protection facilities.
- S. "Impact fee account" or "account" means the accounts established for the planned facilities for which impact fees are collected. The accounts shall be established pursuant to CMC Section 3.88.160A, and shall comply with the requirements of RCW 82.02.070.
- I. "Impact fee" means the payment of money imposed upon development as a condition of development approval, to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. Impact fee does not include reasonable permit or application fees. The impact fee hereby imposed consists of a traffic fee component, a park impact fee component, an open space impact fee component, a fire facility impact fee component, and a school impact fee component.
- U. "Impact fee deferral program" shall mean that program established by the city council pursuant to RCW 82.020.050 for the deferred collection of impact fees for single-family detached and attached residential construction which includes a process by which the applicant for a building permit for a single-family detached or attached residence may request a deferral of the full impact fee payment, on certain conditions.

- V.** "Independent fee calculation" means the impact fee calculation, and/or economic documentation prepared by a fee payer, to support the assessment of an impact fee other than by the use of the schedules in Sections 3.88.060 to 3.88.100 of this chapter, or the calculations prepared by the planning director or city engineer where none of the impact fee categories or impact fee amounts in Sections 3.88.060 to 3.88.100 accurately describe or capture the impacts of the development activity on public streets and roads, publicly owned parks, open space and recreational facilities, and fire protection facilities.
- W.** "Low income housing" means a single-family or multifamily housing development, the construction of which is either undertaken by a housing authority operated pursuant to RCW Chapter 35.82, or financially assisted, pursuant to a federal, state or local governmental low-income housing program; provided, however, that the term shall apply only to the number of units within such housing development as are required to be occupied by low-income residents.
- X.** "Owner" means the owner of record of real property, or a person with an unrestricted written option to purchase property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.
- Y.** "Park impact fee" means the impact fee designated to pay for publicly owned parks, open space and recreational facilities.
- Z.** "Parks and Recreation ~~e~~Director" means the officially appointed or acting director of the city parks and recreation department, also referred to herein as a "department head."
- AA.** "Planned facilities" means public streets and roads, publicly owned parks, open space and recreational facilities, and fire protection facilities included in the capital facilities element of the comprehensive plan for Camas.
- BB.** "Planned residential development" (PRD) or "planned unit development" (PUD) shall be as defined in Section 18.93.020 of the CMC.
- CC.** "Planning director", or "**Community Development Director**" means the officially appointed or acting director of the city **community development and** planning department.
- DD.** "Project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. No improvement or facility included in the capital facilities plan approved by the city council shall be considered a project improvement.
- EE.** "Public facilities" means the following capital facilities owned or operated by government entities: public streets and roads; publicly owned parks, open space, and recreational facilities; school facilities; and fire protection facilities of the city of Camas.
- FE.** "Service area" means a geographical area defined by the city of Camas in which a defined set of public facilities provide service to development within the area.
- GG.** "Standard of service" means the quantity and quality of service which the city council has determined to be appropriate and desirable for the city. A measure of the standard of service may include, but is in no way limited to, maximum levels of congestion on city streets and roads, maximum wait at stops, maximum fire department response times, minimum fire suppression capabilities, minimum park and open space required for a variety of types of parks and open space; minimum distance from residences to parks, and/or any other factors or standards the city council may deem appropriate.
- HH.** "System improvements" means public facilities that are included in the capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.
- II.** "Temporary dwelling units" means a development that provides temporary housing for individual persons for one or more days.

- JJ.** "Traffic impact fee" means the impact fee designated to pay for public streets and roads.
- KK.** "Unit" means any building or portion thereof which contains living facilities including provisions for sleeping, cooking, eating, and sanitation, as required by the city, for not more than one family and including site-built buildings, mobile/manufactured homes and modular homes.
- LL.** "Voluntary agreement" means an agreement between a developer and the city as authorized by RCW 82.02.020.

3.88.035 Preliminary determination.

Any person undertaking any construction or expansion of a building, structure or use, any change in the use of a building or structure, or any change in the use of land may request that the public works director conduct a preliminary review to determine whether such project creates an additional demand and need for public services. If the public works director determines that no such additional demand is created, then such project shall be exempt from the impact fees imposed by this chapter.

3.88.040 Impact fee imposition.

- A. All new development activity within the city shall be subject to the payment of impact fees, which shall be calculated by adding the impact fee components, as hereinafter provided for, that are applicable to each new development activity.
- B. The amount of impact fees shall be determined at the time of building permit application, or for development not requiring a building permit, at the time of site plan approval.
- C. Subject to the provisions of subsection 3.88.040(D) for pre-payment of impact fees, impact fees shall be due and collected at the time of building permit application, or for development not necessitating a building permit, at the time of site plan approval.
- D. Impact fees may, with the consent of the city, be prepaid. Prepaid impact fees, including the amounts of any developer credits under subsection 3.88.140(A) shall be deducted from impact fees at the time such fees are collected pursuant to subsection 3.88.040(C).
1. Prepaid impact fees shall be tracked as individual components for purposes of future use. Prepayment of Transportation Impact Fees shall be based on the number of PM Peak Hour Vehicle trip ends for each use. Prepayment of Fire Impact Fees shall be based on the total square footage paid for non-residential or equivalent number of single family homes for residential. Prepayment of Park Impact Fees shall be based on the total square footage paid for non-residential or the equivalent number of single family homes based on the total square footage.
2. Prepaid impact fees shall only be valid and held by the City for 5 years. Upon expiration of the 5 year period, the City will refund the prepaid impact fees at the original value for which they were purchased, plus any accrued interest.
- E. The amount of impact fees that may be deferred under the impact fee deferral program shall be determined by the fees in effect at the time an applicant applies for a deferral.

3.88.050 Development service areas established.

Service areas, which may vary by type of public facilities, may be established in the capital facilities plan element of the comprehensive plan. Such service areas shall be defined so as to insure that those developments paying impact fees will be reasonably benefitted by the new public facilities. Additional or revised service areas may be designated by the city council by amendment to the capital facilities plan element of the comprehensive plan upon consideration of the following factors:

- A. The comprehensive plan;

- B. Standards for adequate public facilities incorporated in the capital facilities plan;
- C. Projections for full development as permitted by land use ordinances and timing of development;
- D. The need for and cost of unprogrammed capital improvements necessary to support projected development;
- E. Such other factors as the city council may deem relevant.

3.88.055 Findings of adequacy.

- A. Prior to approving proposed plats, planned residential or planned unit developments or binding site plans, or granting other development approvals, the council or administrative personnel, as appropriate, shall make written findings that appropriate provisions are made for planned facilities. Findings of adequacy shall be based on the city's standards of service.
- B. Compliance with this requirement shall be sufficient to satisfy the requirements of RCW 58.17.110, 58.17.060 and the Act. The findings shall be made at the time of preliminary plat, PRD, PUD, binding site plan or other development approval.
- C. The city shall not approve applications for preliminary plats, PRD, PUD, binding site plans or other development approvals, unless the city is able to make the findings of adequacy; provided, that if the fee payer opts to dedicate land, to provide improvements and/or construction consistent with the requirements of CMC Section 3.88.140 governing credits, where appropriate, the city may make such findings.
- D. If any party for any reason is able to exempt itself from the operation of this chapter, the city reserves the right to review its land use plan in conjunction with its capital facilities plans in order to ensure adequacy. In the event that the impact fees that might have been paid would have been an integral part of the financing to ensure adequacy, the city reserves the right to deny approval for the development on these grounds.

3.88.060 Traffic impact fee formula.

The impact fee component for traffic shall be calculated using the most recent version of the Traffic Impact Fee Update and Transportation System Plan as adopted by the City Council. following formula: The Traffic Impact Fee ("TIF") formula is typically defined as: $TIF = T \times (1-B-D) \times C \times A$

- A. "TIF" means the traffic impact component of the total development impact fee.
- B. "T" means the average PM peak hour vehicle trip ends for each use, estimated by the ~~eighth or~~ current edition of the ITE Trip Generation Manual, computed by taking the size of the development times the PM peak hour trip generation rate.
- C. "B" is the reduction for bypass trips for ITE land use codes ~~in the 800s and 900s~~ estimated by the ~~second or~~ current edition of the ITE Trip Generation Handbook.
- D. "D" is the reduction for diverted linked trips for ITE land use codes ~~in the 800s and 900s~~ estimated by the ~~second or~~ current edition of the ITE Trip Generation Handbook.
- E. "C" is the cost per PM peak hour trip end as determined and adopted by Council.
- F. "A" is an adjustment to the cost of public facilities for past or future payments made or reasonably anticipated to be made in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to traffic system improvements contained in the capital facilities plan. ~~The adjustment for traffic impacts is determined to be forty percent so that "A" equals sixty percent.~~

3.88.070 Park and open space impact fee component formula.

~~A. A. The impact fee component for parks, trails and open spaces shall be calculated using the most recent version of the Park Impact Fee Study and Impact Fee Schedule as adopted by the City Council. The Park Impact Fee ("PIF") formula is typically defined as the combination of an Existing Facilities Component and a Future Facilities Component for residential and non-residential uses. The park and open space impact fee component shall consist of three subcomponents: an existing subcomponent, a future subcomponent, and an adjustment subcomponent.~~

~~A. The Existing Facilities Component is the eligible cost of capacity in existing parks, trails and open space facilities that serves future growth divided by the growth in system demand.~~

~~B. The Future Facilities Component is the eligible cost of planned (future) capacity increasing facilities, or projects, divided by the growth in system demand.~~

~~B. The existing subcomponent shall be calculated using the following formula:~~

~~$$PIF_E = \frac{\sum_{Cat=1}^8 (UAC_{Cat} \times C_{Cat})}{G} \times U$$~~

~~1. "PIF_E" means the existing subcomponent of the park and open space component of the total development impact fee.~~

~~2. "Cat" means the eight categories of existing and future park facilities used in the 2018 Parks Impact Fee Update.~~

~~3. "UAC_{Cat}" means the units (measured in acres or miles) of available capacity for each category of existing park facilities.~~

~~4. "C_{Cat}" means the average cost per unit for each category of existing park facilities.~~

~~5. "G" means the projected growth in population during the planning period.~~

~~6. "U" means the average number of occupants per dwelling unit, or 2.94 occupants per single family or multi-family dwelling unit and 0.74 occupant per accessory dwelling unit.~~

~~C. The future subcomponent shall be calculated using the following formula:~~

~~$$PIF_F = \frac{\sum_{Proj=1}^n (C_{Proj} \times E_{Proj})}{G} \times U$$~~

~~1. "PIF_F" means the future subcomponent of the park and open space component of the total development impact fee.~~

~~2. "Proj" means each project in the list used in the list of "n" projects used to calculate the future subcomponent.~~

~~3. "n" means the number of projects on the list of projects used to calculate the future subcomponent.~~

~~4. "C_{Proj}" means the total cost for each project in the list of "n" projects used to calculate the future subcomponent.~~

~~5. "E_{Proj}" means the impact fee eligibility (expressed as a percentage) for each project in the list of "n" projects used to calculate the future subcomponent. This percentage represents the proportion of each project that will create capacity for future users.~~

~~6. "G" means the projected growth in population during the planning period.~~

7. ~~"U" means the average number of occupants per dwelling unit, or 2.94 occupants per single-family or multi-family dwelling unit and 0.74 occupant per accessory dwelling unit.~~

D. ~~The adjustment subcomponent shall be calculated using the following formula:~~

$$PIF_A = \frac{FB}{REET \times E_{cap}}$$

- 1. ~~"PIF_A" means the adjustment subcomponent of the park and open space component of the total development impact fee.~~
- 2. ~~"FB" means the fund balance of unspent parks impact fee revenue.~~
- 3. ~~"REET" means that portion of projected real estate excise tax revenues that is expected to be dedicated to parks capital.~~
- 4. ~~"E_{cap}" means the weighted average impact fee eligibility, which is identified as the "capital cost eligibility" applied to projected real estate excise tax revenues in the 2018 parks impact fee update adopted by the city.~~

3.88.090 Fire facility impact fee component formula.

The impact fee component for fire shall be calculated using the most recent version of the Fire Impact Fee Study as adopted by the City Council. The Fire Impact Fee ("FIF") formula is typically defined as the allocable capital costs to serve customer growth divided by the total growth in customers served by the new capital for single-family residential, multi-family residential, and all other occupancies.

A. ~~The impact fee component for fire facilities for residential structure shall be calculated using the following formula:~~

$$RFFIF = \frac{RR \times AE \times SF \times A}{TNSF}$$

- 1. ~~"RFFIF" means the residential fire facilities impact fee;~~
- 2. ~~"RR" means the percentage of responses to fires involving residential structures;~~
- 3. ~~"AE" means the total estimated capital expenditures for fire facilities for the next twenty years multiplied by a percentage equal to that portion of the estimated capital expenditures attributed to new growth;~~
- 4. ~~"SF" means the square footage of the new residential structure for which the impact fee is being calculated;~~
- 5. ~~"TNSF" means the projected total square footage for all new residential structures projected to be built during the next twenty years;~~
- 6. ~~"A" means an adjustment to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to the particular system improvement.~~

B. ~~The impact fee component for fire facilities for nonresidential structures shall be calculated using the following formula:~~

$$PIF = \frac{C \times S \times U \times A}{P}$$

- 1. ~~"NRRFFIF" means the nonresidential fire facilities impact fee;~~
- 2. ~~"NRR" means the percentage of responses to fires involving nonresidential structures;~~

- 3. ~~"AE" means the total estimated capital expenditures for the fire department for the next twenty years times a percentage equal to that portion of the total estimated capital expenditures attributable to new growth;~~
- 4. ~~"SF" means the square footage of the new nonresidential structure for which the impact fee is being calculated;~~
- 5. ~~"TNBSF" means the projected total square footage for all new nonresidential structures projected to be built during the next twenty years;~~
- 6. ~~"A" means an adjustment to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to the particular system improvement.~~

3.88.100 School impact fee component formula.

- A. Plan adoption. The city will collect impact fees on behalf of a school district provided the school district's capital facilities plan is adopted by reference as a component of the most current Comprehensive Plan in accordance with city policies and procedures.
- B. The impact fee component for schools shall be separately calculated by each school district in accordance with state statutes and current best practices and approved by the school district board prior to requesting the city update or revise the school impact fee ("SIF").
- C. No new or revised school impact fees shall be effective until adopted by the council following a duly advertised public hearing to consider the school district's capital facilities plan or plan update.
- D. School impact fees will be collected by the city pursuant to provisions in 3.88.040 then passed through to the respective school district for their use in funding school capital facilities. The City may charge applicable administrative fees in addition to the school impact fees in accordance with the City's fee schedule.

The impact fee component for schools shall be calculated using the following formula:

$$SIF = CS (SF) - (SM) - TC \times A$$

- 1. "SIF" means the school's component of the total development impact fee.
- 2. "CS" means the cost of each type of facility listed in the respective school district capital facilities plan divided by: the number of students per type of facility at capacity of the facility less the number of students representing over capacity at existing facilities. "Type of facility" means elementary school, middle school and high school.
- 3. "SF" means student factor. The "student factor" is the number of students typically generated from one residential unit for each type of school facility. This is determined by dividing the total number of residential units in the district by the current enrollment numbers for each type of school facility.
- 4. "SM" means state match. "State match" is that amount received from the state of Washington towards school construction costs. The state match component of the formula is that amount representing the per student amount of state matching funds. This is calculated for each type of facility as: student factor x Boeckh Index x SPI square foot standard x state matching percentage.
- 5. "TC" means tax credit. This is calculated as:

$$\frac{(1+i)^{20}-1}{(1+i)^{20}}$$

- x average assed value for the dwelling unit
- x current school district capital property tax levy rate

~~where i = the current interest rate as stated in the Bond Buyer Twenty Bond General Obligation Box index.~~

- ~~6. "FC" means facilities credit. This is the value of any improvements listed in the district's capital facilities plan provided by the developer.~~
- ~~7. "A" means an adjustment for the portion of anticipated additional tax revenues resulting from a development that is pro-ratable to system improvements contained in the capital facilities plan. The adjustment for school impacts is determined to be eighty five percent for single family residences and eighty five percent for each multifamily unit.~~

3.88.105 Resolution.

The council shall from time to time adopt a resolution or resolutions calculating the monetary amount of each component of the impact fee by using the formulas established by this chapter.

3.88.110 Computation of fees.

- A. The impact fee for nonresidential development shall be computed by applying the traffic impact fee component formula, ~~the parks impact fee component formula,~~ and the fire facility impact fee component formula, and then totaling the results. The impact fee for each residential dwelling unit shall be computed by applying the traffic impact fee component formula, the park impact fee component formula, the open-space impact fee component formula, the fire facility impact fee component formula, and the school impact fee component formula, and then totaling the results.
- B. If the development for which approval is sought contains a mix of residential and nonresidential uses, then the impact fee must be separately calculated for each type of use.
- C. The city council shall have the authority to adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances peculiar to specific development activity to insure that impact fees are imposed fairly.
- D. Upon application by the developer of any particular development activity, the city council may consider studies and data submitted by the developer, and if warranted, may adjust the amount of the impact fee. Such adjustment shall be deemed warranted if:
1. The public facility improvements would not reasonably benefit the proposed development;
 2. The public facility improvements identified are not reasonably related to the proposed development;
 3. The formulae set forth for calculating the impact fee components do not accurately reflect traffic, park and open space, fire facility, or school impacts.

3.88.120 Collection of fees.

- A. The city shall collect impact fees, based on the schedules in Sections 3.88.060 through 3.88.100, from any applicant seeking a building permit from the city.
- B. Except as may be due to exemptions or credits provided pursuant to the applicable section of this code, or pursuant to an ~~independent fee calculation accepted by the community development director~~ adjustment of the fee as approved by the Director as outlined in Section 3.88.135, ~~or impact fees imposed by the community development director pursuant to Section 3.88.135,~~ the city shall not issue a building permit(s) for residential buildings or commercial or industrial tenant improvement unless and until the impact fees set forth in the schedules in this chapter have been paid.

- C. Notwithstanding subsection B, for the purposes of commercial or industrial uses, the community development director may allow for payment of impact fees up to but no later than final occupancy.
- D. Collection of impact fees may be deferred annually for the first twenty single-family residential construction building permits by an applicant until issuance of a certificate of occupancy or eighteen months from the original building permit issuance, whichever occurs first, upon application under the impact fee deferral program, subject to the provisions and conditions therein and RCW 82.02.050, and collection by the city of an administrative fee as established by the adopted fee schedule.

3.88.130 Exemptions.

- A. The following shall be exempted from the payment of all impact fees:

- 1. Replacement of a demolished or destroyed structure of the same size and use, and located on the same parcel or lot as that of the demolished or destroyed structure. Said replacement must occur within five years of the date the structure was demolished or destroyed.

The owner of a demolished or destroyed structure shall be required to submit a copy of a demolition permit, utility bill or other acceptable documentation that proves the structure in question existed within the appropriate time frame. The owner will receive a unit for unit exemption for residential uses. Exemptions for commercial or industrial users will be based on the level of impact generated by the new use as it compares to the existing or previous use.

Conversion of a lesser impact land use to a greater impact land use will require the payment of the appropriate impact fees. The new fee will be based on the total impact generated by the new land use, minus the similar impact fee associated with the existing land use. Conversion of a greater land use to a lesser land use will not be entitled to reimbursement of impact fees;

- 2. Alteration, expansion, enlargement, remodeling, rehabilitation or conversion of an existing unit where no additional units are created and the use is not changed;
- 3. The construction of accessory structures that will not create significant impacts on planned facilities;
- 4. Miscellaneous improvements, including, but not limited to, fences, walls, swimming pools and signs;
- 5. ~~A structure moved from one location within the city to another location within the city. The vacated lot will not be exempted from paying all appropriate impact fees. In the event the structure is moved outside the city, the vacant lot will be eligible for impact fee exemptions if all applicable criteria can be satisfied;~~
- 6. ~~Upon application therefore, the council may, on a case-by-case basis, exempt a public school district from payment of all or a portion of the impact fees imposed upon a public school development.~~

- ~~B. Except as otherwise provided pursuant to the terms of a voluntary agreement entered into between the city and a developer, the payment of fees, the dedication of land, or the construction of planned facilities by the developer pursuant to the terms of a voluntary agreement negotiated with the city with specific reference to the improvements identified in the capital facilities plans and in anticipation of the imposition of impact fees, and entered into between the city and a developer prior to the effective date of the ordinance codified in this chapter, shall be deemed to be complete mitigation for the impacts of the specific development on the planned facilities. The units in such development may be charged a reduced fee pursuant to an independent fee calculation under CMC Section 3.88.135. The developer shall provide the planning director documentation demonstrating compliance with the terms of the voluntary agreement.~~

- ~~C. Except as otherwise provided pursuant to the terms of a plat condition or a SEPA mitigation condition; the payment of fees, the dedication of land, or the construction of planned facilities by the developer pursuant to the terms of a plat condition or a SEPA mitigation condition negotiated with the city with specific reference to the improvements identified in the capital facilities plan and in anticipation of the imposition of impact fees, and imposed prior to the effective date of the ordinance codified in this chapter, shall be~~

~~deemed to be complete mitigation for the impacts of the specific development on the planned facilities. The units in such development may be charged a reduced fee pursuant to an independent fee calculation under CMC Section 3.88.135. The developer shall provide the planning director documentation demonstrating compliance with the terms of the voluntary agreement.~~

- ~~BD.~~ The ~~planning~~ director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section, in any other section, or under other applicable law. Determinations of the ~~planning~~ director shall be in writing and shall be subject to the appeals procedures listed in Section 3.88.150 of the CMC.

3.88.135 Independent fee calculation.

- A. If the ~~planning~~ director believes in good faith that none of the impact fee categories or impact fee amounts set forth in the schedules in Sections 3.88.060 through 3.88.100 accurately calculate the impacts of a development activity on planned facilities, the ~~planning~~ director may ~~conduct~~ accept an independent fee calculation ~~s for consideration~~. The ~~planning director~~ city may impose alternative impact fees on a specific development activity based on these calculations. The resultant alternative impact fees ~~and the calculations~~ shall be set forth in writing and ~~shall be mailed~~ provided to the fee payer.
- B. If a ~~director determines an adjustment to the fees calculated~~ fee payer opts not to have the impact fees determined according to the schedules in Sections 3.88.060 through 3.88.100 may be warranted, then the fee payer shall prepare and submit to the ~~planning~~ director an independent fee calculation for the development activity for which final plat, PRD, PUD, binding site plan, or other development approval, or a building permit, is sought. While there is a presumption that the calculations set forth in the city's capital facilities plans and Sections 3.88.060 through 3.88.100 are valid, ~~the~~ documentation submitted shall show the basis upon which the independent fee calculation was made, including empirical data and analysis based on professional studies and other relevant information. The appropriate ~~department heads~~ director shall review the independent fee calculation ~~and provide an analysis to the planning director concerning whether the independent fee calculation shall be accepted, rejected, or accepted in part. The planning director may adopt, reject, or adopt in part, the independent fee calculation based on the analysis prepared by appropriate department heads, and~~ based on specific characteristics of the development activity, and/or principles of fairness. ~~The impact fees or alternative impact fees and the calculations shall be set forth in writing and shall be mailed to the fee payer.~~
- C. Any fee payer submitting an independent fee calculation will be required to pay the city a fee to cover the cost of reviewing the independent fee calculation in accordance with the city's adopted fee schedule. ~~The fee shall be five hundred dollars, unless~~ In the event it is necessary for the city to enlist the services of an outside consultant to assist in the review of the independent fee calculation. ~~In this instance,~~ the fee payer will be required to pay any consultant charges over the base ~~five hundred dollar amount~~ fee identified in the fee schedule. ~~Individual single family lots will be exempt from the review fee. The city shall require the fee payer to post a cash deposit of five hundred dollars prior to initiating the review.~~
- ~~D.~~ Determinations by any Director under this section may be appealed pursuant to CMC Section 3.88.150. ~~While there is a presumption that the calculations set forth in the city's capital facilities plans are valid, the planning director shall consider the documentation submitted by the fee payer and the analysis prepared by the appropriate department heads, but is not required to accept such documentation or analysis which the planning director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the fee payer to submit additional or different documentation for consideration. The planning director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development activity, and/or principles of fairness. The impact fees or alternative impact fees and the calculations shall be set forth in writing and shall be mailed to the fee payer.~~
- ~~E.~~ Determinations made by the planning director pursuant to this section may be appealed to the planning commission.

3.88.140 Credits.

A. Development Credit.

- (1) A developer (as defined in CMC 3.88.030) shall be entitled to a credit against the applicable impact fee for the dedication of land or the for the design or engineering or construction of an "eligible improvement." For purposes of this section, an eligible improvement shall mean an improvement or real property that is identified in one of the City's Capital Facilities Plan as being funded by impact fees, in the amount(s) identified and/or calculable in the Capital Facilities Plan.
- (2) The amount of the credit shall be the dollar amount assigned to the improvement or to the land in the Capital Facilities Plan. Where only a portion of the improvement is constructed or a portion of the land is dedicated, the amount of the credit shall be pro-rated.
- (3) Credits earned for one category of impact fee, e.g. traffic, may not be applied against a different category of impact fee, e.g. schools.
- (4) Approval from the city council shall be required prior to the start of the construction or dedication of any eligible improvement. "Approval" in the context of this subsection (4) shall be satisfied if the city, requires the construction of the eligible improvement as a condition of approval for a land use application. If a developer wishes to construct an eligible improvement that is not otherwise a condition to an approved land use application, prior approval must be obtained from the city council.
- (5) Credits shall be issued as follows:
 - (A) For traffic, fire, and parks and open space impact fees, no credits shall be granted until either the eligible improvements have been ~~designed, engineered or~~ constructed by the developer and such work has been accepted by the city ~~council~~; or until the land has been dedicated by the developer and such dedication has been accepted by the city ~~council~~.
 - (B) For school impact fees, no credit shall be granted ~~until the school board adopts a resolution certifying that the eligible improvements have been designed or engineered or constructed and accepted by the school board, or that the land has been dedicated and accepted by the school board. The resolution shall further without written authorization from the school district to the City~~ identifying the dollar amount of the credit, ~~and~~ the developer to whom the credit should be issued, ~~and a description of the improvements completed associated with the credit.~~
- (6) If impact fees become due and payable prior to the developer becoming eligible for the issuance of credits as provided for in section (5), the developer may apply to the community development director to defer collection of the impact fees until construction or dedication is completed. The community development director may condition deferral upon:
 - a) The developer posting a bond or other financial security satisfactory to the city in an amount equal to one hundred twenty-five percent (125%) of the deferred impact fees, which bond or other financial security shall be conditioned upon the developer either paying the deferred impact fees or completing construction or dedication within a specified time, or
 - b) The withholding of an occupancy permit, or
 - c) Such other conditions acceptable to the city.
- ~~(7) If the developer is dissatisfied with the decision of the community development director, the developer may seek to have that decision reviewed by the city council.~~
- (8) Upon acceptance of the eligible improvement, the developer ~~identified in the motion or resolution~~ may submit an application for the impact fee credit to the ~~city's finance department on a form to be created by the finance department~~ director. After submission of a credit application and verification of entitlement thereto, ~~the finance department shall issue a credit voucher to the developer specifying the amount of the impact fee credit and the type of credit~~ the director shall submit to the City Council

for concurrence. Upon ratification, the director or finance department shall issue a credit in writing to the developer specifying the type and amount of credit.

- (9) The credit may, at the option of the developer, be applied all or in part to the impact fees owing for the developer's project.
- (10) To the extent the credit exceeds the amount of the impact fee owed by the developer, or the developer chooses not to apply the impact fee to the developer's project, the unused credit may be applied to a different project of the developer or transferred to another developer to be applied to that developer's development project.
- (11) Before the impact fee credit can be transferred to a different developer, the holder of the impact fee credit shall file with the finance department an application to transfer the credit on a form to be created by the finance department. The application shall identify the transferee, and the amount and type of the impact fee credit being transferred. The transfer application shall be accompanied by an administrative fee in an amount as may be set by resolution of the city council.
- (12) When credits are to be redeemed, the holder of the impact fee credit shall file an application for redemption on a form to be created by the finance department. The application for redemption shall be accompanied by an administrative fee in such amount as may be set by resolution of the city council. When impact fee credits are being redeemed, such redemption shall not allow the impact fee credits to be prorated among more than one residential lot in amounts that are less than the then existing impact fee per lot. (For example, where impact fees are five thousand dollars per residential lot and a developer wishes to redeem eleven thousand dollars worth of credits, the developer shall not be allowed to apply one thousand dollars per residential lot over eleven lots. The developer may apply five thousand dollars to two residential lots and one thousand dollars to one residential lot.)
- (13) The finance department shall be responsible for maintaining appropriate records documenting the issuance, transfer, and redemption of impact fee credits.
- (14) Expiration of credits. Any credits issued after the effective date of this ordinance shall expire and become null and void ten (10) years from the date of ratification by the city council of the original credit. Transferring of credits or partial use of credits shall in no event extend the expiration date or further use of credits.

- B. Low-Income Housing Credit. A credit of seventy-five percent of the total impact fees assessed for parks, open space, fire and transportation shall be given to housing which meets the requirements of low-income housing as defined in Section 3.88.030.
- C. Industrial Expansion Credit. Collection of the impact fee for industrial development which is projected to generate annual property taxes payable to the city in excess of one hundred thousand dollars shall be deferred for three years. If the industrial development is obligated to pay to the city real property taxes averaging one hundred thousand dollars per year or more for the three-year deferral period, then the developer shall be entitled to a credit against impact fees equal to twenty-five percent of the total real property taxes paid by such developer during the three-year deferral period. In the event that the credit calculated hereunder exceeds the amount of the impact fee, the city shall have no obligation to reimburse the difference to the developer. The deferral period shall commence in the first year during which the initial phase of improvements have been completed and are placed on the real property tax assessment rolls.

3.88.150 Appeals.

A. A developer may appeal the amount of any impact fee determined by the Director to the City Hearing Examiner. The developer shall have the burden of proving:

1. An error was committed in calculating the assessment of the impact fee or the developer's proportionate share.
2. Such fee does not mitigate a direct impact.

3. The City based its determination on incorrect data. A developer may also submit such other information deemed relevant or appropriate for the purpose of disputing the impact fee.

B. The Director shall meet with the developer and such other parties as are deemed necessary in order to resolve the dispute. If the dispute is not resolved by the Director, the developer may appeal the imposition of the impact fee to the Hearing Examiner. The Hearing Examiner only determines whether the fee is reasonable, but does not make any adjustment thereto. The Hearing Examiner may remand the matter to the applicable Department for further consideration consistent with the Hearing Examiner's decision.

C. An appeal from a decision of the Director must be filed with the Hearing Examiner within 10 calendar days of the Director's written decision regarding the fee amount.

~~Any person aggrieved by the amount of the impact fee calculated and imposed upon a particular development activity may appeal such determination to the board of adjustment by filing written notice of appeal with the city clerk within twenty days of the issuance of the determination of the impact fee. The chairman of the board of adjustment shall cause a notice of the time and place of hearing to be mailed to the developer. At such hearing, the developer shall be entitled to be heard and to introduce evidence on his own behalf. The board of adjustment shall thereupon ascertain the amount of the impact fee, and the city clerk shall immediately notify the developer thereof, by mail.~~

~~(Ord. 1873 § 15, 1992)~~

3.88.160 Accounting procedures—Reports.

- A. All impact fees collected shall be deposited in the growth management act capital projects fund. The finance director shall establish separate designated reserve accounts for public roads and streets, for fire facilities, for school facilities, and for public park, open space, and recreational facilities, and shall maintain records for each such account. All interest earned by the fund shall be allocated to the separate designated reserve accounts in the same proportion that the balance of each reserve account bears to the total fund balance. All interest shall be retained in the account and expended for the purposes for which the impact fees were imposed.
- ~~B. The finance director shall provide an annual report on or before April 1st of each year for the previous calendar year on each impact fee account showing the source and amount of the moneys collected, earned or received, and system improvements that were financed in whole or in part by impact fees.~~
- ~~C.~~ Pursuant to and consistent with the requirements of RCW 82.02.060, the capital facilities plans have provided adjustments for future taxes to be paid by the developer, which are earmarked or proratable to the planned facilities which will serve the development activity. The impact fee schedules in Sections 3.88.060 through 3.88.100 have been reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund particular planned facilities.

3.88.170 Expenditure of fees.

- A. Impact fees for system developments shall be expended only in conformance with the capital facilities plan. Impact fees shall be expended or encumbered for a permissible use within ~~six-ten~~ years of collection, unless there exists an extraordinary and compelling reason for fees to be held longer than ~~six-ten~~ years. Such extraordinary or compelling reasons shall be identified in written findings by the city council.
- B. Pursuant to this chapter:
1. Impact fees collected for public streets and roads, impact fees for publicly owned parks, open space and recreational facilities, and impact fees for fire protection facilities shall be used solely for those respective purposes, and only those that will reasonably benefit the development activity.
 2. Impact fees shall not be imposed to solely benefit existing customers unless otherwise allowed by law.

~~Impact fees shall not be imposed to make up for deficiencies in existing facilities serving existing developments.~~

3. Impact fees shall not be used for maintenance or operation.
- C. Impact fees may be spent for planned facilities, including but not limited to planning, land acquisition, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to planned facilities, and any other similar expenses which can be capitalized.
- D. Impact fees may also be used to recoup city improvement costs previously incurred by the city to the extent that new growth and development activity will be served by the previously constructed improvements or incurred costs.
- E. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of city improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the development activity.

3.88.180 Refunds.

- A. The current owner of property on which an impact fee has been paid may receive a refund of such fee if the city fails to expend or encumber the impact fees within ~~six-ten~~ years of collection, or such greater time as may be established in written findings by the city council documenting extraordinary or compelling reasons for extension beyond ~~sixten~~ years. In determining whether impact fees have been encumbered, impact fees shall be considered encumbered on a first-in, first-out basis. The current owner likewise may receive a proportionate refund when the public funding of applicable service area projects by the end of such ~~sixten~~-year period has been insufficient to satisfy the ratio of public to private funding for such service area as established in the capital facilities plan. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of each claimant.
- B. The request for a refund must be submitted to the city council in writing within one year of the date the right to claim a refund arises or within one year of the date notice is given, whichever is later. Any impact fees that are not expended within these time limitations, and for which no application for refund has been made as herein provided, shall be retained and expended on the indicated capital facilities. Refunds of impact fees under this subsection shall include any interest earned on the impact fees.
- C. A developer may request and shall receive a refund, including any interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted. All refunds shall be provided on a dollar for dollar basis according to the original payment.
- D. Any administrative fee and/or application fee are not eligible for a refund.
- E. Refunds will not be made for amounts less than \$100.00.
- F. The applicant must submit a written request for a refund and provide a receipt of impact fees paid. No refund will be processed prior to cancellation of any applicable permit, land use or approval or pending application thereof.

3.88.190 Impact fee as additional and supplemental requirement.

The impact fee is additional and supplemental to, and not in substitution of, any other requirements imposed by the city on the development of land or the issuance of building permits; provided, that any other such city development regulation which would require the developer to undertake dedication or construction of a facility contained within the city capital facility plan shall be imposed only if the developer is given a credit against impact fees as provided for in this chapter.

3.88.200 Review of impact fees.

The impact fee schedules set forth in Sections 3.88.060 through 3.88.100 shall be reviewed and amended by the city council as it may deem necessary and appropriate, ~~in conjunction with the annual update of the capital facilities plan element of the city's comprehensive plan.~~

ORDINANCE NO. _____

An ORDINANCE amending certain provisions of Chapter 3.88 of Section of the Camas Municipal Code relating to impact fees.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

A new Subsection N of Camas Municipal Code Section 3.88.030 is hereby added to provide as follows:

N. "Director" means the applicable Department Director (Department Head) responsible for overseeing the implementation of a particular capital facility. Director includes the Fire Chief, Community Development (Planning) Director, Public Works Director and Parks & Recreation Director.

Section II

Subsection Y of Camas Municipal Code Section 3.88.030 is hereby amended to provide as follows:

Y. "Parks and Recreation Director" means the officially appointed or acting director of the city parks and recreation department, also referred to herein as a "department head."

Section III

Subsection BB of Camas Municipal Code Section 3.88.030 is hereby amended to provide as follows:

BB. "Planning director", or "Community Development Director" means the officially appointed or acting director of the city community development and planning department.

Section IV

Camas Municipal Code Section 3.88.040D-Impact Fee Imposition is hereby amended to provide as follows:

D. Impact fees may, with the consent of the city, be prepaid. Prepaid impact fees, including the amounts of any developer credits under subsection 3.88.140(A) shall be deducted from impact fees at the time such fees are collected pursuant to subsection 3.88.040(C).

1. Prepaid impact fees shall be tracked as individual components for purposes of future use. Prepayment of Transportation Impact Fees shall be based on the number of PM peak hour vehicle trip ends for each use. Prepayment of Fire Impact Fees shall be based on the total square footage paid for non-residential or equivalent number of single-family homes for residential. Prepayment of Park Impact Fees shall be based on the total square footage paid for non-residential or the equivalent number of single family homes based on the total square footage.

2. Prepaid impact fees shall only be held by the City and valid for 5 years. Upon expiration of the 5-year period, the City will refund the prepaid impact fees at the original value for which they were purchased, plus any accrued interest.

Section V

Camas Municipal Section 3.88.060 - Traffic impact fee formula is hereby amended to provide as follows:

The impact fee component for traffic shall be calculated using the most recent version of the Traffic Impact Fee Update and Transportation System Plan as adopted by the City Council. The Traffic Impact Fee (“TIF”) formula is typically defined as: $TIF = T \times (1-B-D) \times C \times A$

- A. "TIF" means the traffic impact component of the total development impact fee.
- B. "T" means the average PM peak hour vehicle trip ends for each use, estimated by the current edition of the ITE Trip Generation Manual, computed by taking the size of the development times the PM peak hour trip generation rate.
- C. "B" is the reduction for bypass trips for ITE land use codes estimated by the current edition of the ITE Trip Generation Handbook.
- D. "D" is the reduction for diverted linked trips for ITE land use codes estimated by the current edition of the ITE Trip Generation Handbook.
- E. "C" is the cost per PM peak hour trip end as determined and adopted by Council.
- F. "A" is an adjustment to the cost of public facilities for past or future payments made or reasonably anticipated to be made in the form of user fees, debt service payments, taxes, or other payments earmarked for or pro-ratable to traffic system improvements contained in the capital facilities plan.

Section VI

Camas Municipal Section 3.88.070 – Park and open space impact fee component formula is hereby amended to provide as follows:

The impact fee component for parks, trails and open spaces shall be calculated using the most recent version of the Park Impact Fee Study and Impact Fee Schedule as adopted by the City Council. The Park Impact Fee (“PIF”) formula is typically defined as the combination of the Existing Facilities Component and the Future Facilities Component for residential and non-residential uses.

- A. The Existing Facilities Component is the eligible cost of capacity in existing parks, trails and open space facilities that serves future growth divided by the growth in system demand.
- B. The Future Facilities Component is the eligible cost of planned (future) capacity increasing facilities, or projects, divided by the growth in system demand.

Section VII

Camas Municipal Section 3.88.090 - Fire Impact fee component formula is hereby amended to provide as follows:

The impact fee component for fire shall be calculated using the most recent version of the Fire Impact Fee Study as adopted by the City Council. The Fire Impact Fee (“FIF”) formula is typically defined as the allocable capital costs to serve customer growth divided by the total growth in customers served by the new capital for single-family residential, multi-family residential, and all other occupancies.

Section VIII

Camas Municipal Code Section 3.88.100- School impact fee component formula is hereby amended to provide as follows:

A. Plan adoption. The city will collect School Impact Fees on behalf of a school district provided the school district's capital facilities plan is adopted by reference as a component of the most current Comprehensive Plan in accordance with city policies and procedures.

B. The impact fee component for schools shall be separately calculated by each school district in accordance with state statutes and current best practices and approved by the school district board prior to requesting the city update or revise the school impact fee (“SIF”).

C. No new or revised school impact fees shall be effective until adopted by the council following a duly advertised public hearing to consider the school district’s capital facilities plan or plan update.

D. School impact fees will be collected by the city pursuant to provisions in 3.88.040 then passed through to the respective school district for their use in funding school capital facilities. The City may charge applicable administrative fees in addition to the school impact fees in accordance with the City’s fee schedule.

Section IX

Subsection A of Camas Municipal Code Section 3.88.110 – Computation of fees is hereby amended to provide as follows:

A. The impact fee for nonresidential development shall be computed by applying the traffic impact fee component formula, the parks impact fee component formula, and the fire facility impact fee component formula, and then totaling the results. The impact fee for each residential dwelling unit shall be computed by applying the traffic impact fee component formula, the park impact fee component formula, the open-space impact fee component formula, the fire facility impact fee component formula, and the school impact fee component formula, and then totaling the results.

Section X

Subsection B of Camas Municipal Code Section 3.88.120 - Collection of fees is hereby amended to provide as follows:

B. Except as may be due to exemptions or credits provided pursuant to the applicable section of this code, or pursuant to an adjustment of the fee as approved by the Director as outlined in Section 3.88.135, the city shall not issue a building permit(s) for residential buildings or commercial or industrial tenant improvements unless and until the impact fees set forth in the schedules in this chapter have been paid.

Section XI

Camas Municipal Code Section 3.88.130-Exemptions is hereby amended to provide as follows:

A. The following shall be exempted from the payment of all impact fees:

1. Replacement of a demolished or destroyed structure of the same size and use, and located on the same parcel or lot as that of the demolished or destroyed structure. Said replacement must occur within five years of the date the structure was demolished or destroyed.

The owner of a demolished or destroyed structure shall be required to submit a copy of a demolition permit, utility bill or other acceptable documentation that proves the structure in question existed within the appropriate time frame. The owner will receive a unit for unit exemption for residential uses. Exemptions for commercial or industrial users will be based on the level of impact generated by the new use as it compares to the existing or previous use.

Conversion of a lesser impact land use to a greater impact land use will require the payment of the appropriate impact fees. The new fee will be based on the total impact generated by the new land use, minus the similar impact fee associated with the existing land use. Conversion of a greater land use to a lesser land use will not be entitled to reimbursement of impact fees;

2. Alteration, expansion, enlargement, remodeling, rehabilitation or conversion of an existing residential dwelling unit where no additional units are created and the use is not changed;

3. The construction of accessory structures that will not create significant impacts on planned facilities;

4. Miscellaneous improvements, including, but not limited to, fences, walls, swimming pools and signs;

B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section, in any other section, or under other applicable law. Determinations of the director shall be in writing and shall be subject to the appeals procedures listed in Section 3.88.150 of the CMC.

Section XII

Camas Municipal Code Section 3.88.135-Independent fee calculation is hereby amended to provide as follows:

A. If the director believes in good faith that none of the impact fee categories or impact fee amounts set forth in the schedules in Sections 3.88.060 through 3.88.100

accurately calculate the impacts of a development activity on planned facilities, the director may accept an independent fee calculation for consideration. The city may impose alternative impact fees on a specific development activity based on these calculations. The resultant alternative impact fees shall be set forth in writing and provided to the fee payer.

B. If a director determines an adjustment to the fees calculated according to Sections 3.88.060 through 3.88.100 may be warranted, then the fee payer shall prepare and submit to the director an independent fee calculation for the development activity for which final plat, PRD, PUD, binding site plan, or other development approval, or a building permit, is sought. While there is a presumption that the calculations set forth in the city's capital facilities plans and Sections 3.88.060 through 3.88.100 are valid, the documentation submitted shall show the basis upon which the independent fee calculation was made, including empirical data and analysis based on professional studies and other relevant information. The appropriate director shall review the independent fee calculation and may adopt, reject, or adopt in part, the independent fee calculation based on specific characteristics of the development activity, and/or principles of fairness.

C. Any fee payer submitting an independent fee calculation will be required to pay the city a fee to cover the cost of reviewing the independent fee calculation in accordance with the city's adopted fee schedule. In the event it is necessary for the city to enlist the services of an outside consultant to assist in the review of the independent fee calculation, the fee payer will be required to pay any consultant charges over the base fee identified in the fee schedule.

D. Determinations by any Director under this section may be appealed pursuant to CMC Section 3.88.150.

Section XIII

Camas Municipal Code Section 3.88.140A- Credits is hereby amended to provide as follows:

A. Development Credit.

(1) A developer (as defined in CMC 3.88.030) shall be entitled to a credit against the applicable impact fee for the dedication of land or the for the design or engineering or construction of an "eligible improvement." For purposes of this section, an eligible improvement shall mean an improvement or real property that is identified in one of the City's Capital Facilities Plan as being funded by impact fees, in the amount(s) identified and/or calculable in the Capital Facilities Plan.

(2) The amount of the credit shall be the dollar amount assigned to the improvement or to the land in the Capital Facilities Plan. Where only a portion of the improvement is constructed or a portion of the land is dedicated, the amount of the credit shall be pro-rated.

(3) Credits earned for one category of impact fee, e.g. traffic, may not be applied against a different category of impact fee, e.g. schools.

(4) Approval from the city council shall be required prior to the start of the construction or dedication of any eligible improvement. "Approval" in the context of this subsection (4) shall be satisfied if the city, requires the construction of the eligible improvement as a condition of approval for a land use application, which shall be constructed to the standards as required thereby. If a developer wishes to construct an

eligible improvement that is not otherwise a condition to an approved land use application, prior approval must be obtained from the city council.

(5) Credits shall be issued as follows:

(A) For traffic, fire, and parks and open space impact fees, no credits shall be granted until either the eligible improvements have been constructed by the developer and such work has been accepted by the city; or until the land has been dedicated by the developer and such dedication has been accepted by the city.

(B) For school impact fees, no credit shall be granted without written authorization from the school district to the City identifying the dollar amount of the credit, the developer to whom the credit should be issued, and a description of the improvements completed associated with the credit.

(6) If impact fees become due and payable prior to the developer becoming eligible for the issuance of credits as provided for in section (5), the developer may apply to the community development director to defer collection of the impact fees until construction or dedication is completed. The community development director may condition deferral upon:

a) The developer posting a bond or other financial security satisfactory to the city in an amount equal to one hundred twenty-five percent (125%) of the deferred impact fees, which bond or other financial security shall be conditioned upon the developer either paying the deferred impact fees or completing construction or dedication within a specified time, or

b) The withholding of an occupancy permit, or

c) Such other conditions acceptable to the city.

(7) Upon acceptance of the eligible improvement, the developer may submit an application for the impact fee credit to the director. After submission of a credit application and verification of entitlement thereto, the director shall submit to the City Council for concurrence. Upon ratification, the director or finance department shall issue a credit in writing to the developer specifying the type and amount of credit

(8) The credit may, at the option of the developer, be applied all or in part to the impact fees owing for the developer's project.

(9) To the extent the credit exceeds the amount of the impact fee owed by the developer, or the developer chooses not to apply the impact fee to the developer's project, the unused credit may be applied to a different project of the developer or transferred to another developer to be applied to that developer's development project.

(10) Before the impact fee credit can be transferred to a different developer, the holder of the impact fee credit shall file with the finance department an application to transfer the credit. The application shall identify the transferee, and the amount and type of the impact fee credit being transferred. The transfer application shall be accompanied by an administrative fee in an amount as may be set by resolution of the city council.

(11) When credits are to be redeemed, the holder of the impact fee credit shall file an application for redemption on a form to be created by the finance department. The application for redemption shall be accompanied by an administrative fee in such amount as may be set by resolution of the city council. When impact fee credits are being redeemed, such redemption shall not allow the impact fee credits to be prorated among more than one residential lot in amounts that are less than the then existing impact fee per lot. (For example, where impact fees are five thousand dollars per residential lot and a developer

wishes to redeem eleven thousand dollars worth of credits, the developer shall not be allowed to apply one thousand dollars per residential lot over eleven lots. The developer may apply five thousand dollars to two residential lots and one thousand dollars to one residential lot.)

(12) The finance department shall be responsible for maintaining appropriate records documenting the issuance, transfer, and redemption of impact fee credits.

(13) Expiration of credits. Any credits issued after the effective date of this ordinance shall expire and become null and void ten (10) years from the date of ratification by the city council of the original credit. Transferring of credits or partial use of credits shall in no event extend the expiration date or further use of credits.

Section XIV

Camas Municipal Code Section 3.88.150-Appeals is hereby amended to provide as follows:

A. A developer may appeal the amount of any impact fee determined by the Director to the City Hearing Examiner. The developer shall have the burden of proving:

1. An error was committed in calculating the assessment of the impact fee or the developer's proportionate share.

2. Such fee does not mitigate a direct impact.

3. The City based its determination on incorrect data. A developer may also submit such other information deemed relevant or appropriate for the purpose of disputing the impact fee.

B. The Director shall meet with the developer and such other parties as are deemed necessary in order to resolve the dispute. If the dispute is not resolved by the Director, the developer may appeal the imposition of the impact fee to the Hearing Examiner. The Hearing Examiner only determines whether the fee is reasonable, but does not make any adjustment thereto. The Hearing Examiner may remand the matter to the applicable Department for further consideration consistent with the Hearing Examiner's decision.

C. An appeal from a decision of the Director must be filed with the Hearing Examiner within 10 calendar days of the Director's written decision regarding the fee amount.

Section XV

Subsection B of Camas Municipal Code Section 3.88.160- Accounting Procedures- Reports is hereby repealed.

Section XVI

Subsections A and B2 of Camas Municipal Code Section 3.88.170- Expenditure of fees is hereby amended to provide as follows:

A. Impact fees for system developments shall be expended only in conformance with the capital facilities plan. Impact fees shall be expended or encumbered for a permissible use within ten years of collection, unless there exists an extraordinary and compelling reason for fees to be held longer than ten years.

Such extraordinary or compelling reasons shall be identified in written findings by the city council.

B2. Impact fees shall not be imposed to solely benefit existing customers unless otherwise allowed by law.

Section XVII

Camas Municipal Code Section 3.88.180A and C - Refunds is hereby amended to provide as follows:

A. The current owner of property on which an impact fee has been paid may receive a refund of such fee if the city fails to expend or encumber the impact fees within ten years of collection, or such greater time as may be established in written findings by the city council documenting extraordinary or compelling reasons for extension beyond ten years as allowed by law. In determining whether impact fees have been encumbered, impact fees shall be considered encumbered on a first-in, first-out basis. The current owner likewise may receive a proportionate refund when the public funding of applicable service area projects by the end of such ten-year period has been insufficient to satisfy the ratio of public to private funding for such service area as established in the capital facilities plan. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of each claimant.

C. A developer may request and shall receive a refund, including any interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted. All refunds shall be provided on a dollar-for-dollar basis according to the original payment.

Section XVIII

A new subsection D, E, F of Section 3.88.180 of Camas Municipal Code - Refunds is hereby added to provide as follows:

D. Any administrative fee and/or application fee are not eligible for a refund.

E. Refunds will not be made for amounts less than \$100.00.

F. The applicant must submit a written request for a refund and provide a receipt of impact fees paid. No refund will be processed prior to cancellation of any applicable permit, land use or approval or pending application thereof.

Section XIX

Camas Municipal Code Section 3.88.200 is hereby amended to provide as follows:

The impact fees and associated studies set forth in Sections 3.88.060 through 3.88.100 shall be reviewed and amended by the city council as it may deem necessary and appropriate.

This Ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED BY the Council and APPROVED by the Mayor this _____ day of _____, 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

Primary Clarifier Upgrades And UV Pre-Purchase

City of Camas

Task Order 6

Camas, Washington

October 22, 2024

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Appendices

Appendix A. – Preliminary Drawing List

Appendix B. – Preliminary Specification List

Acronyms and Abbreviations

°F	degree(s) Fahrenheit
3D	three-dimensional
AACE	Association for the Advancement of Cost Engineering
ALTA	American Land Title Association
ASCII	American Standard Code for Information Interchange
EJCDC	Engineers Joint Contract Documents Committee
MOPO	Mode Of Plant Operations during construction
PC	Primary Clarifier



Background and Scope of Services Overview

The City of Camas (City) owns and operates the City of Camas Wastewater Treatment Plant (WWTP). This treatment facility produces secondary effluent for discharge to the Columbia River and Class A biosolids. The City desires to engage HDR to lead implementation of rehabilitation of the Primary Clarifier mechanism replacements, which will include replacement of both primary clarifiers 1 and 2 mechanisms in their entirety. The existing mechanisms were discovered to be beyond the point of repair or improvement during the headworks recoating project. HDR will also provide procurement specifications for the sole source of the UV system from Trojan. HDR Engineering, Inc. (HDR) will perform the design services described in the Scope of Services.

Approach

Most of the design work will be performed using Building Information Modeling (BIM) software. The design engineering approach and submittals are generally as follows.

Shop drawings from the original primary clarifier installation have been located by City staff and supplied to HDR for use in the mechanism redesign:

Approach and Deliverables

Deliverables

Unless otherwise noted, deliverables will be submitted in electronic format. Documents less than 10 megabytes in size will be emailed and documents larger than 10 megabytes will be posted to Newforma or SharePoint and a link will be transmitted to the City.

Schedule

The 90% documents are scheduled for delivery to the City as outlined in Task Order 4. Final bid documents are scheduled for delivery to the City by dates outlined in Task Order 4.

The City intends to bid for the UV system in November 2024. HDR will supply contract documents for pre-purchasing of the Trojan UV system based on the 60% design documents for the UV.

Assumptions

This Scope of Services is based on the following overall project assumptions:

1. The UV system will be procured by sole source from Trojan.
2. The primary clarifiers will be added to the TO4 design drawings using shop drawings supplied by the City for the existing primary clarifier mechanisms. Independent measurements will be made in the field by HDR for Primary Clarifier 2. Primary Clarifier 1 is operational and not available for measurements.
3. Permitting, geotechnical investigation, and surveying are not provided as a part of this proposal. These services may be added at the City's discretion.
4. Delivery of project is assumed to be provided through the design-bid-build method.
5. The existing foundations supporting the primary clarifier mechanisms are assumed to be adequate for seismic design purposes in accordance with codes applicable at the time of task order execution. Redesign of the foundations is not included in this scope of work. If foundation

design is required, this service may be added at the City's discretion. The existing foundation drawings will be evaluated for code compliance.

6. HDR shall make no confined space entry as a part of this scope of services.
7. Construction services will be provided under a future task and are not included in this scope of work.
8. Construction services related to system integration (PLC/HMI programming) will be provided under a future task and are not included in this scope of work.
9. The Contract Documents will include drawings as listed in Appendix A.
10. Existing Phase 2 WWTP drawings will be imported and used as backgrounds for the new design information.
11. Existing O&M Drawings from the City will be used as backgrounds for new design information.
12. New instrumentation and electrical drawings will show replacement of MCCs, VFDs, and light panels.
13. One review meeting is scheduled as part of the work:
 - a. 90% Design Review
14. Meetings will be conducted virtually, and up to 3 HDR staff will participate. Assumed duration of each review meeting is 2 hours. Staff time of 1 additional hour per meeting is included for preparation and distribution of meeting notes.
15. Specifications will be provided in 6-digit CSI Master Format.
16. Front end documents (Div. 00) will be included in Task Order 4.
17. The Owner-Contractor contract will be provided, formatted and edited by the City.
18. Redesign of switchgear or electrical panels are not included in this scope of work. HDR will identify if there are affected panel or switchgear items.
19. Not used.
20. For City pre-procurement of the UV system HDR will provide a UV Disinfection System specification, procurement contract documents, and schematic drawings. It is assumed that the City will pre-purchase and contract with the UV system vendor to obtain shop drawings that HDR will use to complete design documents.
21. The duration of this Scope of Services is approximately 6 months.

City Responsibilities

1. Provide comments on DIV 00 and DIV 01 specifications.
2. Provide all existing data on PC mechanism.
3. Provide all existing data on solids and hydraulic loadings for PCs over the last five years.
4. Participate in review meetings.
5. Provide facility planning documentation that outlines flows and loads expected for the current and future facilities.
6. Provide O&M documentation on existing equipment.
7. Provide as-built drawings for existing facilities.
8. Provide existing CAD files and site survey files as available.

9. Provide plant operational data to support design analysis.
10. Support site visits and workshops over the course of the work.
11. All meetings are virtual.
12. Provide comments on deliverables as outlined in the Scope of Work.

Task 100. Project Management

Objective

The purpose of this task is to manage and coordinate project technical resources to a level of service and responsiveness consistent with the project schedule and budget. HDR shall organize, manage, and coordinate the disciplines required to accomplish the services required for this project. HDR shall coordinate with City staff to a level desired by the City. HDR shall provide project management services to implement project scope, budgets, and schedules.

Approach

The HDR project manager (PM) will prepare, monitor, and update the project work throughout the project. The PM will participate in monthly conference calls with the City and provide a brief cost and schedule status report for each task.

The status report will include a description of progress to date, actual costs, and potential cost variances. The PM will coordinate team activities with the City in relation to scheduling site visits and meetings with City staff. The PM will also supervise the engineering team and review monthly invoices and project budget.

HDR Services

HDR will conduct specific activities for the following:

- 100.01 Project Management Plan:** Update the TO4 Project Management Plan (PMP) following the NTP. The PMP shall identify the project scope, individual work elements, budget for each element, and responsible individuals for each work element, staffing plan, and schedule. The PMP will include a quality management plan and Job Hazard Assessment forms. The PMP for TO4 will be modified for the addition of the PC work.
- 100.02 Project Initiation Management Review:** Conduct a brief business review with senior management at project commencement to confirm/QC initial job set up (contracts, subcontracts, PMP, QMP), and discuss/cover job management approach to scope and budget. This is a modification of documents created under TO4, not creation of new documents.
- 100.03 Project Schedule:** Develop a project schedule. Identify deliverables as milestones. Identify City input activities. The PC Upgrades schedule will be managed with TO4.
- 100.04 Project Schedule Update:** Update the schedule monthly to define the status of each activity.
- 100.05 Project Management Meetings:** These will take place within the Task Order 4 meetings. Participants in the project meetings will include the City project manager and the HDR PM. The purpose of the meeting is to review budget, work elements accomplished, work items planned for the next period, staffing needs, and scope

issues.

- 100.06 Decision and Action Items Logs:** These will be kept within the Task Order 4 project as needed. Developed and maintained with the Task Order 4 project as a consolidated log for tracking decisions and required actions.
- 100.07 Invoices and Status Reports:** Prepare monthly project status reports that compare work accomplished with scheduled activities, provide support documentation for the invoices, compare expenditures with task budgets, and describe changes to the scope that have occurred. Reports shall be submitted to the City with the monthly invoices.
- 100.08 Engineering Team Management:** Supervise the design team over the course of the project and review technical content of work products. The project manager will monitor the team's work in terms of product, quality, schedule, and budget.
- 100.09 Contract Closeout:** Close out the project.

Assumptions

1. Project management is assumed to last for a total of 6 months, including contract close-out.
2. A single monthly invoice including labor costs and expenses will be sent to the City for review and payment.
3. HDR will coordinate with the City to schedule monthly conference calls/meetings at mutually agreeable date and times.
4. Meetings will be conducted virtually.
5. HDR attendee will be the PM and one additional HDR staff member.

City Responsibilities

1. Facilitate and participate in monthly project management conference calls.
2. Provide comments on meeting agenda and meeting notes.
3. Review and approve monthly invoices and authorize payment.

Deliverables

1. Monthly project status report, in PDF format
2. Monthly invoices, in PDF format
3. Meeting notes, data request log, project schedules, and decision and action logs, in PDF format
4. Review meeting notes, including decisions or actions from meeting, in PDF format.
5. Unless otherwise noted, deliverables will be submitted in electronic format. Documents will be transferred by Newforma or SharePoint to the City.

Task 200. Final Design

Objective

The project work will be executed as described below. Design drawings will be developed with Revit (BIM). Existing facility drawings will be used as backgrounds. The existing drawings will be shown as grayscale to indicate they are not new facilities. The design engineering approach and submittals,

from conceptual design to construction bidding, will track the following sequence of Tasks with the Detailed Scope of Services listed below.

The Camas WWTP's primary clarification facility consists of a center column, integral walkway, sweep arms, scum box/pipe, beach, spray bars and associated instrumentation, electrical, and controls. The existing center columns for both primary clarifiers are at the end of their service life. Recoating is not recommended. The existing primary clarifier mechanisms do not have enough remaining serviceable life to warrant further preservation. Entire replacement of both mechanisms is recommended.

Approach

The proposed approach is for HDR to evaluate the structural suitability of the existing PC center column foundations, prepare drawings/specifications and procurement documents for the procurement of the UV system and demolition/replacement of the existing PC mechanisms. The UV system is being procured by sole source. Design of the UV is under TO4.

HDR Services

HDR will develop 90% design, provide field measurements, and bid level drawings of each PC and conduct a review session with the City to view the design and receive feedback. Deliverables will be limited to those outlined in the drawing list. If it is determined that the foundation is not suitable, redesign of the foundation may be added to this scope of work.

HDR services for this stage shall include:

- 200.01 Establish Suitability of Existing Center Column Foundation for Reuse.** Review existing center column foundation documents furnished by the City. HDR structural engineers will determine the suitability of the existing center column foundation for reuse and compatibility with a new PC mechanism. This will be for both PCs. Evaluation of center column foundation suitability will be in accordance with current applicable structural building codes.
- 200.2 90% Design and Bid Level Drawings and Specifications and Procurement Documents.** Develop 90% and Bid level drawings of the primary clarifier mechanisms. Conduct a review session with the City to review the design and receive feedback. 90% and Bid level design packages shall include:
- 90% Design Level: Drawings, technical specifications, procurement front end documents at the 90% design development level.
 - Bid Documents: Drawings, technical specifications, procurement front end documents at the bid document level.

The main elements included in the 90% Drawings/Specifications and Bid Documents include the following:

Primary Clarifier Mechanisms. HDR will provide engineering services to design the Primary Clarifier mechanism installations with the appropriate connections and supporting systems depending on the manufacturer.

UV Disinfection System. UV system will be pre-purchased by the City and assigned to the Contractor for installation. HDR is providing engineering services to design the UV system under another task order. The work will include providing procurement contract documents for the UV system using EJCDC P-series documents.

Assumptions

1. The TM for evaluation of the existing PC mechanism foundation will be no more than 2 pages

long.

2. City will provide review and comment on the EJCDC procurement documents within 2 weeks of receipt of documents.
3. Review meetings and discussion with City will consist of 2 virtual meetings. Meetings will be 2 hours in duration with 1 additional hour for notes and documentation. Two HDR staff will attend each meeting. The review meetings are as follows:
 - a. Meeting 1 – Review of the P-series EJCDC contract documents for the UV system.
 - b. Meeting 2 – Review of the bid drawings and specifications. These hours are added to include review of the primary clarifier mechanisms in the overall project 90% review.

City Responsibilities

City responsibilities are as follows:

1. Review and provide timely (within two weeks), consolidated comments to the 90-percent drawings and specifications.
2. Review and provide timely (within two weeks), consolidated comments on the P-series EJCDC contract documents.
3. Attend and participate in review meetings.

Deliverables

1. 90-percent Design Drawings and Specifications, in PDF format.
2. EJCDC P-series contract documents for the UV sole source. UV is not going to bid, it is being procured as a sole source system.
3. Bid drawings and specifications, in PDF format.

Task 300. Bid Services

HDR will provide assistance during the bid phase of the UV procurement. Bidding assistance for the installation of the primary clarifier mechanism is covered under Task Order 4. HDR will be available to answer questions for the sole source procurement of the UV, but bid services are not assumed other than the hours provided below. The services provided for the UV procurement will be to answer questions from Bidders, assemble background information for City published addenda and provide a recommendation for bid award.

HDR Services

- 300.01** Not used.
- 300.02** Attend pre-bid conference virtually to answer questions as appropriate. Some of the responses to questions and requests for additional information may require addenda.
- 300.03** As necessary and as approved by the City, prepare and issue up to 3 Addenda to address bidder questions to the Bidding Documents.

- 300.04** Assist the City to evaluate bids received and determine contractor responsiveness and responsibility.
- 300.05** Provide a recommendation for award.

Assumptions:

1. Pre-bid conference is assumed as 1 hour duration and will occur at a conference room provided by the City.
2. Electronic copies of the pre-bid conference agenda will be furnished to the City for printing and distribution at the conference.
3. Up to 2 HDR staff will attend the pre-bid meeting via video conference.
4. One additional staff hour is provided for preparation, attendance and meeting summary notes for pre-bid meeting for each attending staff.
5. For UV procurement addenda, 6 staff hours are provided for preparation of each addendum, 3 addenda are assumed. HDR will send addenda responses for publication/distribution by the City. Bidders will address questions to the City. HDR will only respond to questions as requested by the City. 10 HDR staff hours are provided for answering questions pertaining to the UV sole source contract documents.
6. 13 staff hours are provided for evaluating bids received.
7. For award recommendation, 6 staff hours are provided.
8. City will advertise and distribute Bid and Contract Documents including addenda to interested bidders.

City Responsibilities

1. Advertise and distribute Bid and Contract Documents including addenda to interested bidders.
2. Arrange and conduct pre-bid conference and site tour. Record meeting notes or make other provision for documenting the pre-bid conference, record all questions and requests for additional information, and issue copies of the meeting notes or other conference documentation to the conference attendees.
3. Attend and host pre-bid conference.
4. Coordinate City's legal representative with HDR regarding recommendations of award that may involve waiver of formalities or irregularities in the bid.

Deliverables

1. Project description for advertisement (Word format).
2. Suggested items for pre-bid conference agenda transmitted to City (PDF format).
3. Up to 3 addenda addressing bidding questions (PDF format).
4. Engineer's recommendation of award (PDF format).

Task 500. Management Reserve

HDR will provide additional services if requested by the City. The scope and level of effort for these services will be determined at the time of the City's request. A management reserve is required so

that the City has a discretionary task budget to cover additional professional services not currently included in this Scope of Services. Services authorized under this task will be at the City’s discretion. HDR shall provide additional on-call services for tasks not included in the project Scope of Services or for tasks not adequately budgeted. HDR shall provide additional services under this task only when written authorization is provided by the City.

HDR Services

HDR will conduct specific activities including the following subtask:

1. Additional Subtask: Provide professional services at the request of the City as mutually agreed upon and defined.

Assumptions

1. Agreement for the services to be performed under the contingency task and budget will be documented and agreed upon by the City and HDR before proceeding.

City Responsibilities

1. Identify and request professional services deemed necessary that are not expressly included in this Scope of Services.

Deliverables

1. To be determined and agreed upon by the City and HDR.

Fee Estimate for Professional Services

The estimated fee for the professional services identified in this Scope of Services is offered on a time and material basis not to exceed \$147,454.

Professional services rendered in connection with this Scope of Services will be billed on a time and materials basis for actual hours rendered by HDR employees up to the estimated total contract amount in accordance with the terms and conditions outlined in the signed Agreement.

Task	Hours	Cost
100 – Project Management	82	\$17,484
300 – Final Design	435	\$94,602
400 – Bid Services	70	\$15,368
500 – Management Reserves		\$20,000
Total	587	\$147,454

Appendix A. – Preliminary Drawing List

			Included in Submittal
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Sheet No.	Drawing	Title	90%	Bid
1	00-X-001	DEMOLITION - CLARIFIER NO. 1 PLAN AND SECTION DEMOLITION	X	X
2	00-D-001	PROCESS - CLARIFIER NO. 1 PLAN AND SECTION	X	X
3	00-D-002	PROCESS - CLARIFIER NO. 2 PLAN AND SECTION	X	X
4	00-D-003	PROCESS - CLARIFIER DETAILS 1	X	X
5	00-D-004	PROCESS - CLARIFIER DETIALS 2	X	X
6	00-E-001	ELECTRICAL - CLARIFIER POWER AND LIGHTING PLAN	X	X
7	00-Y-001	I&C - CLARIFER P&ID	X	X

Appendix B. – Preliminary Specification List

00 01 01 - PROJECT MANUAL COVER.docx
00 01 07 - SEALS AND SIGNATURES.docx
00 01 10 - TABLE OF CONTENTS.docx
00 01 11 - DIVISION 00 DIVIDER.docx
00 11 13 - ADVERTISEMENT FOR BIDS
00 21 13 - INSTRUCTIONS TO BIDDERS
00 41 12 - BID BOND
00 42 63 - BID FORM
00 61 13.13 -PERFORMANCE BOND
00 61 13.16 - PAYMENT BOND
00 52 63 - AGREEMENT
00 72 13 - GENERAL CONDITIONS
00 73 01 - SUPPLEMENTARY CONDITIONS
00 91 13 - ADDENDUM FORM.docx
00 45 16 - Proposer's Qualifications
01 00 00 - DIVISION 01 DIVIDER.docx
01 26 00 - CONTRACT MODIFICATION PROCEDURES.docx
01 31 26 - ELECTRONIC COMMUNICATION PROTOCOLS.docx
01 33 00 - SUBMITTAL PROCEDURES.docx
01 61 03 - EQUIPMENT - BASIC REQUIREMENTS.docx
01 65 00 - PRODUCT DELIVERY REQUIREMENTS.docx
01 77 19 - CLOSEOUT REQUIREMENTS.docx
01 78 23 - OPERATION AND MAINTENANCE DATA.docx
01 78 36 - WARRANTIES.docx
01 78 43 - SPARE PARTS AND EXTRA MATERIALS.docx
01 79 23 - INSTRUCTION OF OPERATION AND MAINTENANCE PERSONNEL.docx
01 81 10 - WIND AND SEISMIC DESIGN CRITERIA.docx
05 50 00 - METAL FABRICATIONS
10 14 00 - IDENTIFICATION DEVICES.docx
26 05 00 - ELECTRICAL - BASIC REQUIREMENTS.docx
26 05 19 - WIRE AND CABLE - 600 VOLT AND BELOW.docx
26 05 26 - GROUNDING AND BONDING.docx
26 05 33 - RACEWAYS AND BOXES.docx
26 28 00 - OVERCURRENT AND SHORT CIRCUIT PROTECTIVE DEVICES.docx
26 28 16 - SAFETY SWITCHES.docx
46 23 23 – PLOW SCRAPER CIRCULAR PRIMARY CLARIFIER EQUIPMENT.docx
45 66 63 – UV DISINFECTION EQUIPMENT



Staff Report

November 18, 2024, Council Workshop Meeting

Task Order No. 6 Clarifier Arm Replacements and Ultraviolet Equipment Pre-Purchase Professional Services Agreement
Presenter: Rob Charles, Utilities Manager
Time Estimate: 5 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: Council approved a contract with Prospect Construction for \$1.2 million dollars in May to begin work at the Wastewater Treatment Plant (WWTP) to coat the two clarifier arms in the secondary clarifiers as well as coat the headworks concrete due to hydrogen sulfide damage. During power washing of the first clarifier arm, the metal in the structure was so thin that holes and significant pitting was observed. The process was stopped and the metal was analyzed by a structural engineer. It was determined there was not enough metal left to power wash and sandblast the arms in preparation for the coating process. The arms both had new metal plates spot welded onto the weak spots to provide some strength so they could be put back into operation. The City was issued a credit of \$152,000 for the coating and prep work including the spot metal welding.

As part of Task Order #4 design work, the City had already planned to replace aging ultraviolet equipment used for disinfection, the last step of the treatment process. The work is planned for the summer of 2025, but due to the lead time of the equipment, the City will need to pre-purchase equipment ahead of time for the contractor to have it in time for a summer installation.

SUMMARY: HDR, Inc., is proposing to design replacement the existing clarifier arms with new assemblies as part of the design work that will be bid in March of 2025.

They are also proposing to write a bid package for new UV equipment so the city can pre-purchase the equipment for a contractor in time for summer construction. Typical lead time for the equipment is 7 months.

Both the bid award for the design work associated with the clarifier arms and equipment building as well as the purchase of UV equipment will be brought to Council as separate action items in the future.



Figure 1: Clarifier Arm



Figure 2-4: Clarifier Arm Damage



Figure 5: Ultraviolet Equipment

BUDGET IMPACT: The cost of Task Order No. 6 is \$147,454 and there is sufficient budget in the Sewer Fund to cover this expense. The total cost of previously approved Task Orders #1-5 is \$2,066,893, which included the blower prepurchase, design and construction management of the headworks and primary clarifier recoating project, and equipment building and UV equipment replacement design.

RECOMMENDATION: Staff would recommend that this item be placed on the December 2, 2024 City Council Regular Consent Agenda for Council’s consideration.

City of Camas Analyzing Conversion of Private Stormwater Facilities to Public Maintenance

PROJECT UNDERSTANDING

Background

The City of Camas (City) has been working to address the long-term control, management, and maintenance of privately-owned stormwater management facilities throughout the city. Several approaches have been discussed with City Council and have each been determined to have varying degrees of technical, legal, and public relations challenges.

Common challenges faced by the City and other similar municipalities include the following:

- Facilities that were slated to be managed by Home-Owners Associations (HOAs) developed issues because the HOA never formed, dissolved, or did not collect enough dues to cover full management of the facility.
- Some municipalities have attempted to negotiate quit claim deeds with the property owners, but the owners were very hesitant to give up ownership while at the same time potentially not fully understanding the responsibility of retaining it.
- Some municipalities have initiated maintenance on the private facilities without ownership, then faced mixed results with the future expectations of the property owners.
- Some municipalities have recommended a combined approach of an enforcement/transfer pathway. In this approach, the municipality would issue a notice of violation first, then a civil penalty if the owner does not perform the facility maintenance themselves. As part of this process, the municipality would simultaneously offer the facility owner forgiveness of the monetary penalty by turning over their portion of stormwater facility ownership to the municipality.

Purpose

With this scope, Parametrix is recommending a phased approach to support the City in addressing the long-term management of the private stormwater facilities.

TASK 1 – PROJECT MANAGEMENT

Measurable Objective

This effort is intended to track, manage, document, and report on the work effort throughout the life of the contract.

Approach

Parametrix will administer and track the contracted effort, including preparing monthly invoices. Parametrix's project manager will coordinate with City's project manager through routine phone and email contact regarding scope, schedule, budget, and work progress.

Assumptions

- Project management will extend from January 2, 2025, through January 2, 2026 (approximately 12 months).
- The Parametrix project manager will coordinate with City project manager approximately every two weeks by phone or video call. More frequent coordination may be conducted as needed.

Deliverables

- Monthly invoices itemized by time spent within each task and progress reports identifying the related deliverables for the time spent and percent of work complete for each task.
- QA/QC review documentation (delivered upon request).

TASK 2 – FACILITY EVALUATION

Measurable Objective

The purpose of this task is to acquire information and evaluate the ownership status, management agreements, and current performance conditions of the private stormwater facilities throughout the city.

Approach

The City will:

- Provide their inventory of private stormwater facilities, past reports, inspection records, as-builts, and other available documents relevant to the private stormwater facilities and City maintenance standards.
- Provide available GIS data (or recommend potential County GIS data), which may include:
 - HOA status
 - Stormwater facility owner
 - Stormwater facility type, location and age
 - Boundaries of tributary areas draining to facilities
 - Stream mapping with channel location of pipes and channels with flow direction.
 - Pipe network

Parametrix will:

- Develop a web map depicting the available GIS data for internal City staff review.
- Provide a high level review of the City municipal code to identify portions of the code that are related to ownership and maintenance of private stormwater facilities, and draft proposed revisions for the City for review, most likely including:
 - Title 13: Public Services (13.88 Stormwater Drainage Utility and 13.89 Stormwater Utility Services Charges Management
 - Title 14: Stormwater Provisions (14.02 Stormwater Control)
 - Any chapters that include stormwater enforcement procedures
- Identify data gaps and prepare a data gaps summary memorandum discussing:

- Data not available,
 - Quality of available data,
 - Gaps recommended to be filled for the project, and
 - Gaps that can be accepted and addressed through assumptions or extrapolation from other sources.
- Develop facility condition metrics for review and approval by the City. The metrics may consider such factors as age of the facility, date of last maintenance, size of facility treatment area, potential pollutants in the tributary area, HOA status, and communication history with the owners.
 - Based on the condition metrics, characterize and prioritize the status of the private facilities for conversion to public maintenance.
 - Meet with City staff to discuss, and if necessary revise, the preliminary facility ranking.

Assumption

- Budget includes up to 2 Parametrix staff members attending a project kick-off meeting lasting up to 2 hours.
- The City will identify and invite other City staff to participate in the kickoff meeting.
- Data gaps that the City chooses to be filled for the project will be addressed by the City. (Parametrix can collect certain data for additional scope and fee.)
- Data gaps that cannot be filled will be addressed through assumptions or extrapolation from other sources to the extent possible.
- Facilities will be evaluated based on existing, available information. No new inspections or data collection will be implemented unless conducted by the City. Additional data collection by the City may require adjustments to the project schedule.

Deliverables

- Notes from project kick-off meeting.
- Web map for City review and comment.
- Draft Code revisions, in Word
- Draft and Final Data Gaps Assessment technical memorandum for City review in Microsoft Word and PDF electronic file formats (approximately 3 to 5 pages in the main document, with additional pages for attachments).
- Spreadsheet file documenting preliminary facility prioritization.
- Technical memorandum (approximately 4 pages, not including appendices) documenting condition metrics and final facility ranking for conversion to public maintenance .

TASK 3 – ACTION STRATEGY

Measurable Objective

The intent of this task is to develop an implementation strategy for the City to begin addressing the long-term control, management, and maintenance of the private stormwater facilities throughout the city.

Approach

The City will:

- Provide documentation (consisting of reports, meeting notes, email summaries, etc.) of approaches evaluated by the City to-date (as of the notice to proceed of this effort) and potential challenges identified.

Parametrix will:

- Review information provided by the City.
- Reach out to at least 3 other Washington and Oregon jurisdictions on the City’s behalf and collect information regarding their experiences negotiating management of private stormwater facilities.
- Examine, compare, and contrast lessons learned from other jurisdictions against the City’s capacity and needs, and incorporate relevant components into a preliminary action strategy for the City.
- Meet with City staff to discuss, and if necessary revise, the action strategy.

Assumptions

- Parametrix will contact no more than 6 jurisdictions in an attempt to identify at least 3 who have a history of ownership or maintenance agreements with private facility owners. Jurisdictions may include Gresham and Oregon City.
- The preliminary action strategy recommendations may incorporate elements previously considered by the City if Parametrix determines that information from other jurisdictions provides reasonable justification for reconsideration.

Deliverables

- Draft and final Private Stormwater Facility Action Strategy technical memorandum (approximately 5 pages, not including attachments).

TASK 4 – COST ANALYSIS

Measurable Objective

The intent of this task is to estimate the cost needed to bring the private stormwater facilities up to their original design functionality and maintain their performance moving forward.

Approach

The City will:

- Provide documentation of City full-time employees (FTE) hours spent maintaining City-owned stormwater management facilities over the past 5 years.

Parametrix will:

- Based on the facility evaluations in Task 2, work with the City to select 1 high-priority facility and 1 medium-priority facility of each facility type (including but not limited to ponds, bioretention facilities, and cartridge systems). Then, estimate the total cost of maintenance and repairs needed for each of these facilities based on their assessed existing conditions compared to their original design parameters.
- Based on the cost estimates above, extrapolate the cost of addressing initial maintenance and repairs on all private stormwater facilities in the City’s inventory from Task 2.
- Based on the Task 3 selected action strategy and information from other jurisdictions, estimate the FTEs needed to implement the strategy.
- Based on information regarding FTE time spent maintaining City-owned facilities, estimate the FTEs required to maintain each privately-owned facility.

Assumptions

- Dollar costs and FTEs will be estimated based on other facilities with as much similarity to the City’s private stormwater facilities as possible. However, facility and property ownership negotiations present unique challenges that cannot always be accurately predicted. Therefore, cost estimates in this task are intended to be a starting point for the City to begin funding this work. Actual costs may vary over the life of the effort.

Deliverables

- Draft and final cost estimate spreadsheets documenting estimated initial maintenance and repair costs; action strategy implementation costs, and future ongoing maintenance costs.

City of Camas		Staff Name	C. Olson	J. Brandt	P. Fendt	S. Sokol	A. Van Kirk	C. Tinsley	E. Belanger	K. Tuttle	A. Mannion	J. Treval	B. Crawley	J. Coop	E. Ferguson	D. Moss	Labor Summary		TOTAL
Private Stormwater Facility Feasibility Study		Title/Category	Engineer III	Sr Engineer	Principal Consultant	Engineer IV	Engineer II	Sr GIS Analyst	Sr Project Control Specialist	Project Accountant	Owner's Representative	Planner III	Planner III	Sr Engineer	Sr Planner	Sr Consultant	Hours	Dollars	
Project #273-1683-TBD		Billing Rate	162.24	255.94	351.23	188.99	134.78	173.91	172.28	101.40	281.61	164.32	171.86	263.64	226.43	277.16			
TOTAL FEE ESTIMATE			\$ 22,227	\$ 15,356	\$ 5,620	\$ 2,268	\$ 10,917	\$ 8,348	\$ 2,240	\$ 710	\$ 9,012	\$ 8,545	\$ 10,312	\$ 5,273	\$ 8,604	\$ 2,772	586	\$ 112,201	\$ 112,201
1.0	Project Management		37	6					13	7				6			69	\$ 12,070	\$ 12,070
01.01	Internal Meetings and Coordination		12	2													14	\$ 2,459	\$ 2,459
01.02	PM Meetings w/ City		12	4													16	\$ 2,971	\$ 2,971
01.03	Invoicing/PL/EV/Project Accounting		13						13	7							33	\$ 5,059	\$ 5,059
01.04	QA/QC													6			6	\$ 1,582	\$ 1,582
2.0	Facility Evaluation		56	28	10		41	48						4	38	6	231	\$ 44,959	\$ 44,959
02.01	Kickoff Meeting		4	2	2										2		10	\$ 2,316	\$ 2,316
02.02	Data Collection and Review		8	4				16								2	30	\$ 5,659	\$ 5,659
02.03	Develop Project Webmap						1	16									17	\$ 2,917	\$ 2,917
02.04	Code Review and Revisions		2		2										36		40	\$ 9,178	\$ 9,178
02.05	Develop Condition Metrics		12	10	2			4						2		2	32	\$ 6,986	\$ 6,986
02.06	Perform Evaluation, Tech Memo		26	10	2		40	12						2		2	94	\$ 16,040	\$ 16,040
02.07	Review Meeting w City		4	2	2												8	\$ 1,863	\$ 1,863
3.0	Action Strategy		36	22	6	12	40							2		4	122	\$ 22,874	\$ 22,874
03.01	Outreach to other jurisdictions		16	8	2											2	28	\$ 5,900	\$ 5,900
03.02	Prelim Action Strategy		16	12	2	12	40							2		2	86	\$ 15,110	\$ 15,110
03.03	Review Meeting w City		4	2	2												8	\$ 1,863	\$ 1,863
4.0	Cost Analysis		8	4							32	52	60	8			164	\$ 32,299	\$ 32,299
04.01	Perform Analysis - Total Cost & Maintenance for SW Facilities		2								8	14	14	4			42	\$ 8,338	\$ 8,338
04.02	Perform Analysis - Initial Maint & Repairs for implementation		2								8	14	14	4			42	\$ 8,338	\$ 8,338
04.03	Perform Analysis - FTE cost for implementation strategy		2	2							8	12	16				40	\$ 7,811	\$ 7,811
04.04	Perform Analysis - FTE cost for overall maintenance		2	2							8	12	16				40	\$ 7,811	\$ 7,811
Total Hours			137	60	16	12	81	48	13	7	32	52	60	20	38	10	586		
TOTALS			\$ 22,227	\$ 15,356	\$ 5,620	\$ 2,268	\$ 10,917	\$ 8,348	\$ 2,240	\$ 710	\$ 9,012	\$ 8,545	\$ 10,312	\$ 5,273	\$ 8,604	\$ 2,772	586	\$ 112,201	\$ 112,201



Staff Report

November 18, 2024 Council Workshop Meeting

Private Stormwater Facility Initiative Professional Services Agreement

Presenter: Rob Charles, Utilities Manager

Time Estimate: 5 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: As part of the City’s National Pollutant Discharge Elimination System (NPDES) Permit, the City is required to show that all stormwater facilities in the City are functioning as they were designed to minimize impacts from stormwater on receiving bodies of water. There are 515 total stormwater facilities in the City. 214 of these are private and not maintained by the City but are maintained by homeowner’s associations (HOA’s). Many of these facilities have not been maintained for years by the Homeowner’s Association’s or entity responsible for maintenance. In some cases, the lack of maintenance is a result of the HOA being dissolved, and in other cases, the HOA isn’t aware of the maintenance obligation, doesn’t have the resources, or has otherwise been difficult or unwilling to work with the City.

SUMMARY: Over the years, there have been discussions with Council on different approaches to address the long-term control, management, and maintenance of privately owned stormwater facilities. Due to different issues related to technical, legal, or public relation issues, the process to require private stormwater facility maintenance has not changed. Currently, per CMC 14.02.090, the City has the right to take enforcement action, including “...perform[ing] this maintenance and bill the responsible party(ies) for the costs of such maintenance.” To date, the City has not used this option as a result of the issues identified above.

Staff has gone through the Request for Qualifications process to select a consultant to assist the City in evaluating the current status of all stormwater facilities and review options relating to the requirement for maintenance. Parametrix is proposing a phased approach in addressing the long-term management of private stormwater facilities. Phase 1 evaluates each individual private stormwater facility based on ownership status, management agreement and current performance conditions. Phase II would develop an implementation strategy for the City to begin addressing long-term control, management and maintenance of the private stormwater facilities. Phase III will estimate the cost needed to bring the private stormwater facilities up to their original design functionality and maintain their performance moving forward.

BENEFITS TO THE COMMUNITY: Understanding the true costs of maintaining or bringing into compliance every private stormwater facility in accordance with the City’s NPDES Permit, and evaluating reasonable implementation options.

POTENTIAL CHALLENGES: Costs for bringing all private stormwater facilities into compliance will be substantial, and will most likely require long-term coordination with HOAs and significant staffing resources.

BUDGET IMPACT: The cost of this proposal is \$112,201 and would be partially covered by a Stormwater Capacity Grant which is administered by the Department of Ecology.

RECOMMENDATION: Staff would recommend that this item be placed on the December 2nd, 2024 Council Meeting Regular Consent Agenda for Council’s consideration.



Staff Report

November 18, 2024 Council Workshop Meeting

CAMAS PD STAFFING ANALYSIS

Phone	Email
360.817.1502	tjones@cityofcamas.us

BACKGROUND:

In prior budgets, investments were made in vehicles, fleet and body cameras, and training for Camas Police Department staff. In over 20 years, there have been no added supervisory positions to the Camas Police Department. Demands on police services continues to grow with increased population and legal mandates.

SUMMARY:

This presentation will provide an overview of the current state of staffing for the Camas Police Department, an analysis of trends, comparison to other cities, recommendations for adequate staffing and a proposed staffing model.

BENEFITS TO THE COMMUNITY:

Improved ability to respond to calls for service in a timelier manner and adequately staff the department to increase safety within our community. Reduction of risk in managing calls by providing more supervisory coverage to support our officers.

POTENTIAL CHALLENGES:

Large number of upcoming anticipated retirements and the lead time to recruit, background, hire, and train new staff are challenges. Identifying an appropriate funding source to fund these proposed positions is another challenge.

BUDGET IMPACT: See Mayor’s budget proposal.

RECOMMENDATION: This review provides some context for Council to consider for the ongoing budget conversations and decisions.

Agency	Priority	Event Type	Event Type Description	Sub-Type	Sub-Type Description
CPD	1	AS	ASSAULT	W	WEAPON
CPD	1	BU	BURGLARY	C10	COMMERCIAL IN PROGRESS OCCUPIED
CPD	1	BU	BURGLARY	R10	RESIDENTIAL IN PROGRESS OCCUPIED
CPD	1	CODE0	CODE 0 OFFICER NEEDS HELP	NULL	NULL
CPD	1	DI	DISTURBANCE	W	WEAPONS
CPD	1	KI	KIDNAP	1	IN PROGRESS
CPD	1	KI	KIDNAP	2	JUST OCCURRED
CPD	1	RB	ROBBERY	1	IN PROGRESS
CPD	1	RB	ROBBERY	CJ	CAR JACK
CPD	1	SC	SEX CRIME	R1	RAPE IN PROGRESS
CPD	2	AED	AED	NULL	NULL
CPD	2	AED	AED	1	ASSOCIATED EVENT
CPD	2	AIR	AIRCRAFT	A	ACCIDENT
CPD	2	AL	ALARM	P	PANIC
CPD	2	AL	ALARM	R	ROBBERY
CPD	2	AL	ALARM	S	SILENT
CPD	2	AP	AUTO PROWL	1	IN PROGRESS
CPD	2	AR	ARSON	1	IN PROGRESS
CPD	2	AR	ARSON	2	JUST OCCURRED
CPD	2	BR	BRANDISHING	1	IN PROGRESS
CPD	2	BU	BURGLARY	C1	COMMERCIAL IN PROGRESS
CPD	2	BU	BURGLARY	R1	RESIDENTIAL IN PROGRESS
CPD	2	BU	BURGLARY	R2	RESIDENTIAL JUST OCCURRED
CPD	2	DEAD	DEATH INVESTIGATION	S	SUSPICIOUS
CPD	2	DI	DISTURBANCE	P	PHYSICAL
CPD	2	FR	FRAUD	1	IN PROGRESS
CPD	2	HA	HARASSMENT	1	IN PROGRESS
CPD	2	MM	MALICIOUS MISCHIEF	1	IN PROGRESS
CPD	2	MP	MISSING PERSON	C	CHILD
CPD	2	MP	MISSING PERSON	E	ENDANGERED
CPD	2	PO	POLICE OTHER	C	COVER
CPD	2	PO	POLICE OTHER	EMS	ASSIST EMS
CPD	2	PO	POLICE OTHER	P	PURSUIT

CPD	2	PRW	PROWLER	1	IN PROGRESS
CPD	2	RB	ROBBERY	2	JUST OCCURRED
CPD	2	RB	ROBBERY	S1	STRONG ARMED IN PROGRESS
CPD	2	RE	RECKLESS ENDANGERMENT	1	IN PROGRESS
CPD	2	RO	RESTRAINING ORDER	1	IN PROGRESS
CPD	2	SC	SEX CRIME	E1	EXPOSURE IN PROGRESS
CPD	2	SC	SEX CRIME	R2	RAPE JUST OCCURRED
CPD	2	SH	SHOOTING	A	ACCIDENTAL
CPD	2	SS	SUICIDAL SUBJECT	1	IN PROGRESS (564) 888-2260
CPD	2	SS	SUICIDAL SUBJECT	2	JUST OCCURRED (564) 888-2260
CPD	2	TA	TRAFFIC ACCIDENT	I	INJURY
CPD	2	TA	TRAFFIC ACCIDENT	U	UNKNOWN
CPD	2	TH	THEFT	1	IN PROGRESS
CPD	2	THR	THREATS	B	BOMB
CPD	2	TR	TRAFFIC	DF	DRUNK DRIVER FOLLOWED
CPD	2	VE	VEHICLE	S1	STOLEN IN PROGRESS
CPD	2	WAI	WATER INCIDENT	A	BOATING ACCIDENT
CPD	2	WAI	WATER INCIDENT	D	DROWNING
CPD	3	AL	ALARM	A	AUDIBLE
CPD	3	AL	ALARM	O	OTHER
CPD	3	AN	ANIMAL PROBLEM	C	CONTROL PROBLEM
CPD	3	AN	ANIMAL PROBLEM	P	POLICE PROBLEM
CPD	3	AP	AUTO PROWL	2	JUST OCCURRED
CPD	3	AS	ASSAULT	2	JUST OCCURRED
CPD	3	BR	BRANDISHING	2	JUST OCCURRED
CPD	3	BU	BURGLARY	C2	COMMERCIAL JUST OCCURRED
CPD	3	CO	CONTACT	WC	WELFARE CHECK
CPD	3	DEAD	DEATH INVESTIGATION	R	ROUTINE
CPD	3	DI	DISTURBANCE	M	MINOR
CPD	3	FC	FIELD CONTACT	NULL	NULL
CPD	3	FR	FRAUD	2	JUST OCCURRED
CPD	3	HAZ	HAZARDOUS CONDITION	NULL	NULL
CPD	3	IC	INCOMPLETE CALL	NULL	NULL
CPD	3	JU	JUVENILE	A	ABUSE

CPD	3	JU	JUVENILE	P1	IN PROGRESS
CPD	3	KI	KIDNAP	A	ATTEMPT
CPD	3	MM	MALICIOUS MISCHIEF	2	JUST OCCURRED
CPD	3	MM	MALICIOUS MISCHIEF	G	GRAFFITTI
CPD	3	MP	MISSING PERSON	A	ADULT
CPD	3	MP	MISSING PERSON	F	FOUND
CPD	3	MP	MISSING PERSON	J	JUVENILE
CPD	3	MP	MISSING PERSON	PU	PICK UP
CPD	3	MS	MENTAL SUBJECT	NULL	NULL
CPD	3	OVD	OVERDOSE	NULL	NULL
CPD	3	PC	PREMISE CHECK	NULL	NULL
CPD	3	PC	PREMISE CHECK	PC	PREMISE CHECK
CPD	3	PC	PREMISE CHECK	TC	TRANSIENT CAMP
CPD	3	PE	PATROL EMPHASIS	NULL	NULL
CPD	3	PO	POLICE OTHER	AF	ASSIST FIRE
CPD	3	PO	POLICE OTHER	M	MEET
CPD	3	PO	POLICE OTHER	O	OTHER
CPD	3	PRW	PROWLER	2	JUST OCCURRED
CPD	3	RB	ROBBERY	3	COLD
CPD	3	RB	ROBBERY	S2	STRONG ARMED JUST OCCURRED
CPD	3	RB	ROBBERY	S3	STRONG ARMED COLD
CPD	3	RE	RECKLESS ENDANGERMENT	2	JUST OCCURRED
CPD	3	RO	RESTRAINING ORDER	2	JUST OCCURRED
CPD	3	SC	SEX CRIME	E2	EXPOSURE JUST OCCURRED
CPD	3	SC	SEX CRIME	E3	EXPOSURE COLD
CPD	3	SC	SEX CRIME	R3	RAPE COLD
CPD	3	SH	SHOOTING	H	HEARD
CPD	3	SS	SUICIDAL SUBJECT	R	REFERRAL (564) 888-2260
CPD	3	SS	SUICIDAL SUBJECT	T	THREATS (564) 888-2260
CPD	3	SU	SUSPICIOUS	C	CIRCUMSTANCES
CPD	3	SU	SUSPICIOUS	N	NOISES
CPD	3	SU	SUSPICIOUS	P	PERSON
CPD	3	TA	TRAFFIC ACCIDENT	H2	HIT AND RUN JUST OCCURRED
CPD	3	TA	TRAFFIC ACCIDENT	N	NON INJURY

CPD	3	TH	THEFT	2	JUST OCCURRED
CPD	3	TH	THEFT	S	SHOPLIFTER
CPD	3	TR	TRAFFIC	D	DRUNK DRIVER
CPD	3	TR	TRAFFIC	H	HAZARD
CPD	3	TR	TRAFFIC	R	RECKLESS
CPD	3	TR	TRAFFIC	STP	STOP
CPD	3	TRE	TRESPASS	1	IN PROGRESS
CPD	3	UN	UNWANTED	NULL	NULL
CPD	3	VE	VEHICLE	S2	STOLEN JUST OCCURRED
CPD	3	WAI	WATER INCIDENT	BA	BOATER ASSIST
CPD	3	WAI	WATER INCIDENT	C	BOATING COMPLAINT
CPD	3	WAI	WATER INCIDENT	H	HAZARD
CPD	3	WP	WANTED PERSON	NULL	NULL
CPD	3	WP	WANTED PERSON	O	OTHER
CPD	4	AIR	AIRCRAFT	O	OTHER
CPD	4	AP	AUTO PROWL	3	COLD
CPD	4	AR	ARSON	3	COLD
CPD	4	AS	ASSAULT	3	COLD
CPD	4	BR	BRANDISHING	3	COLD
CPD	4	BU	BURGLARY	C3	COMMERCIAL COLD
CPD	4	BU	BURGLARY	R3	RESIDENTIAL COLD
CPD	4	CI	CIVIL	P	PROBLEM
CPD	4	CI	CIVIL	ST	STANDBY
CPD	4	CO	CONTACT	DM	DELIVER MESSAGE
CPD	4	CO	CONTACT	O	OTHER
CPD	4	CO	CONTACT	S	SUSPECT
CPD	4	CO	CONTACT	SO	SEX OFFENDER
CPD	4	DPW	COUNTY DEPT OF PUBLIC WORKS	NULL	NULL
CPD	4	EMS	EMS CALL FOR EOC	NULL	NULL
CPD	4	EOC	MISC EOC CALL	NULL	NULL
CPD	4	FIRE	FIRE CALL FOR EOC	NULL	NULL
CPD	4	FR	FRAUD	3	COLD
CPD	4	FU	FOLLOW UP	NULL	NULL
CPD	4	HA	HARASSMENT	2	JUST OCCURRED

CPD	4	HA	HARASSMENT	3	COLD
CPD	4	HA	HARASSMENT	P	PHONE
CPD	4	IC	INCOMPLETE CALL	P	INCOMPLETE - PUBLIC PHONE
CPD	4	JU	JUVENILE	P2	JUST OCCURRED
CPD	4	JU	JUVENILE	P3	COLD
CPD	4	KI	KIDNAP	3	COLD
CPD	4	LAW	LAW CALL FOR EOC	NULL	NULL
CPD	4	MC	MISCELLANEOUS CALL	NULL	NULL
CPD	4	MM	MALICIOUS MISCHIEF	3	COLD
CPD	4	MS	MENTAL SUBJECT	PU	PICK UP
CPD	4	NEP	NEIGHBOR PROBLEM	NULL	NULL
CPD	4	NO	NOISE COMPLAINT	C	COMPLAINT
CPD	4	NO	NOISE COMPLAINT	M	MUSIC
CPD	4	NO	NOISE COMPLAINT	P	PARTY
CPD	4	PR	PROPERTY	D	DUMPING/LITTERING
CPD	4	PR	PROPERTY	F	FOUND
CPD	4	PUD	CLARK PUBLIC UTILITY DEPARTMENT	NULL	NULL
CPD	4	RE	RECKLESS ENDANGERMENT	3	COLD
CPD	4	RO	RESTRAINING ORDER	3	COLD
CPD	4	SC	SEX CRIME	O	OTHER
CPD	4	SH	SHOOTING	I	ILLEGALLY
CPD	4	SU	SUSPICIOUS	A	AUTO
CPD	4	TA	TRAFFIC ACCIDENT	H3	HIT AND RUN COLD
CPD	4	TH	THEFT	3	COLD
CPD	4	TH	THEFT	A	ATTEMPT
CPD	4	TH	THEFT	RE	RECYCLING
CPD	4	THR	THREATS	NULL	NULL
CPD	4	TR	TRAFFIC	O	OTHER
CPD	4	TRE	TRESPASS	2	JUST OCCURRED
CPD	4	TRE	TRESPASS	3	COLD
CPD	4	VE	VEHICLE	A	ABANDONED
CPD	4	VE	VEHICLE	O	OTHER
CPD	4	VE	VEHICLE	R	RECOVERED
CPD	4	VE	VEHICLE	S3	STOLEN COLD

CPD	4	VE	VEHICLE	SP	STOLEN PLATE
CPD	4	VI	VICE	G	GAMBLING
CPD	4	VI	VICE	L	LIQUOR
CPD	4	VI	VICE	N	NARCOTICS
CPD	4	VI	VICE	O	OTHER
CPD	4	VI	VICE	P	PROSTITUTION
CPD	4	VPW	VANCOUVER PUBLIC WORKS	NULL	NULL
CPD	4	WAI	WATER INCIDENT	R	RAMP CHECK
CPD	4	WAI	WATER INCIDENT	S	SHORELINE CHECK
CPD	5	CI	CIVIL	E	EVICTON
CPD	5	CI	CIVIL	PS	CIVIL PAPER SERVICE
CPD	5	CO	CONTACT	A	ASSIST
CPD	5	IMP	IMPOUND OF VEHICLE	NULL	NULL
CPD	5	INFO	CRESA INFORMATION	NULL	NULL
CPD	5	MSG	MESSAGE	NULL	NULL
CPD	5	NO	NOISE COMPLAINT	F	FIREWORKS
CPD	5	PI	PATROL INFO	NULL	NULL
CPD	5	PO	POLICE OTHER	SW	SEARCH WARRANT
CPD	5	PO	POLICE OTHER	T	TEST CALL ONLY - NO DISPATCH
CPD	5	REPO	REPOSSESSION OF VEHICLE	NULL	NULL

Camas PD Staffing Analysis

Chief Tina Jones
November 2024



Current Sworn Authorized Staffing

30 Total:

- 1 Chief
- 1 Captain
- 4 Patrol Sergeants
(2 Dayshift, 2 Swing Shift)
- 1 Administrative Sergeant (SRO's, Training, Evidence, Parking Enforcement)
- 1 Detective Sergeant
- 2 Detectives
- 2 School Resource Officers
- 18 Patrol Officers assigned to patrol on 2 squads





Patrol Coverage

2 Squads (A and B) rotate schedules to cover shifts.

Minimum Staffing of 7 uniform staff per day.

Of the 7, a minimum of 1 Sergeant per day.

Some days have 14 hours without supervisor coverage.

Daily Staffing Example with 7 working:

6 am. to 4:36 p.m -1 Officer, 1 Sergeant

10 a.m to 8:36 p.m- 1 Officer

4 p.m to 2:36 a.m-1 Sergeant, 1 Officer

8 p.m.to 6:36 a.m-2 Officers

Current Professional Staff Authorized Positions

- 1 Records Lead
- 3 Full time Records Clerk
- 1 Part time Records Clerk
- 1 Part time Parking Enforcement
- 1 Code Enforcement

After hours/weekend records teletype services provided by contract with Clark County Sheriff's Office.

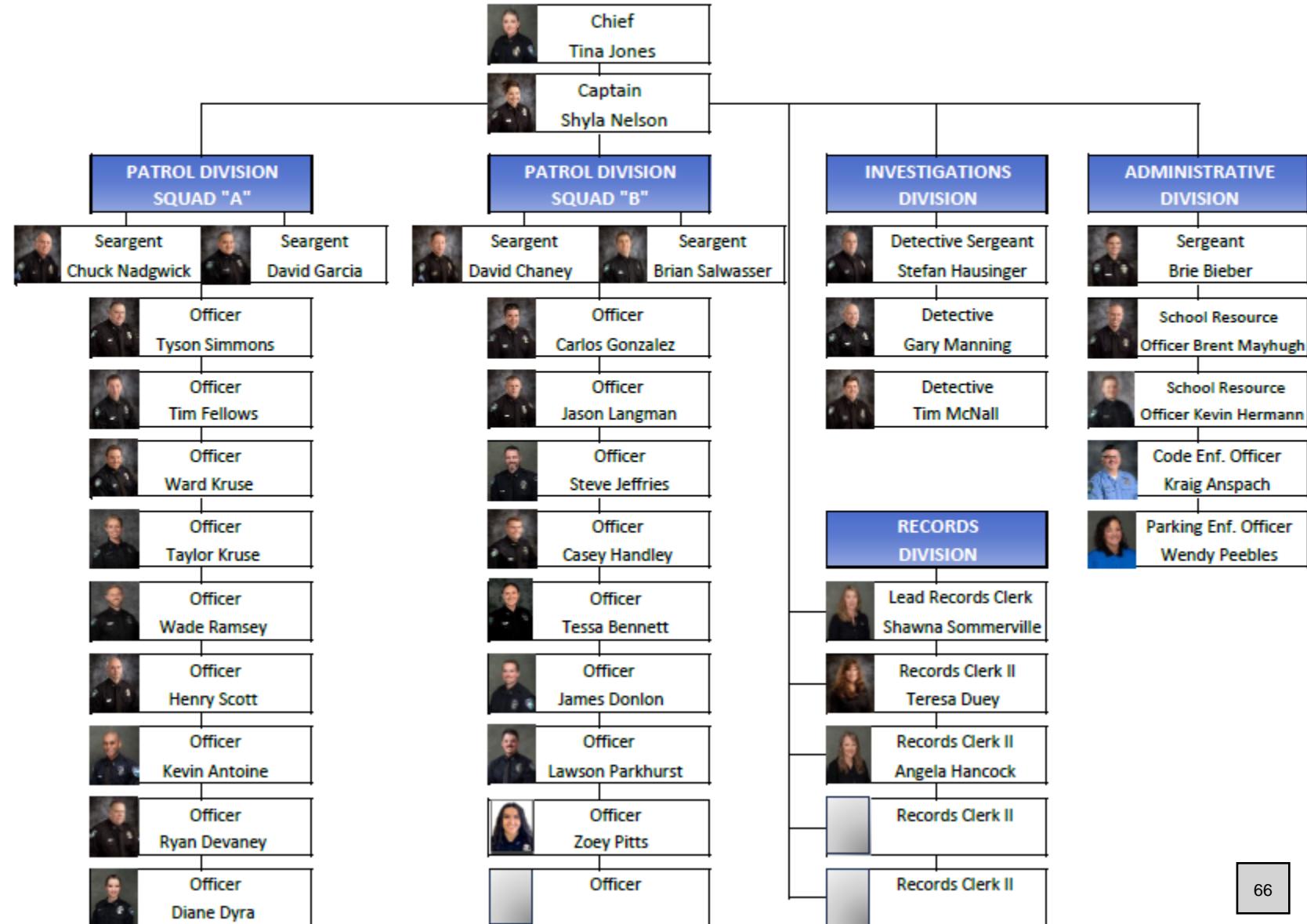




Camas Police Department
Organization Chart
2024



Item 4.

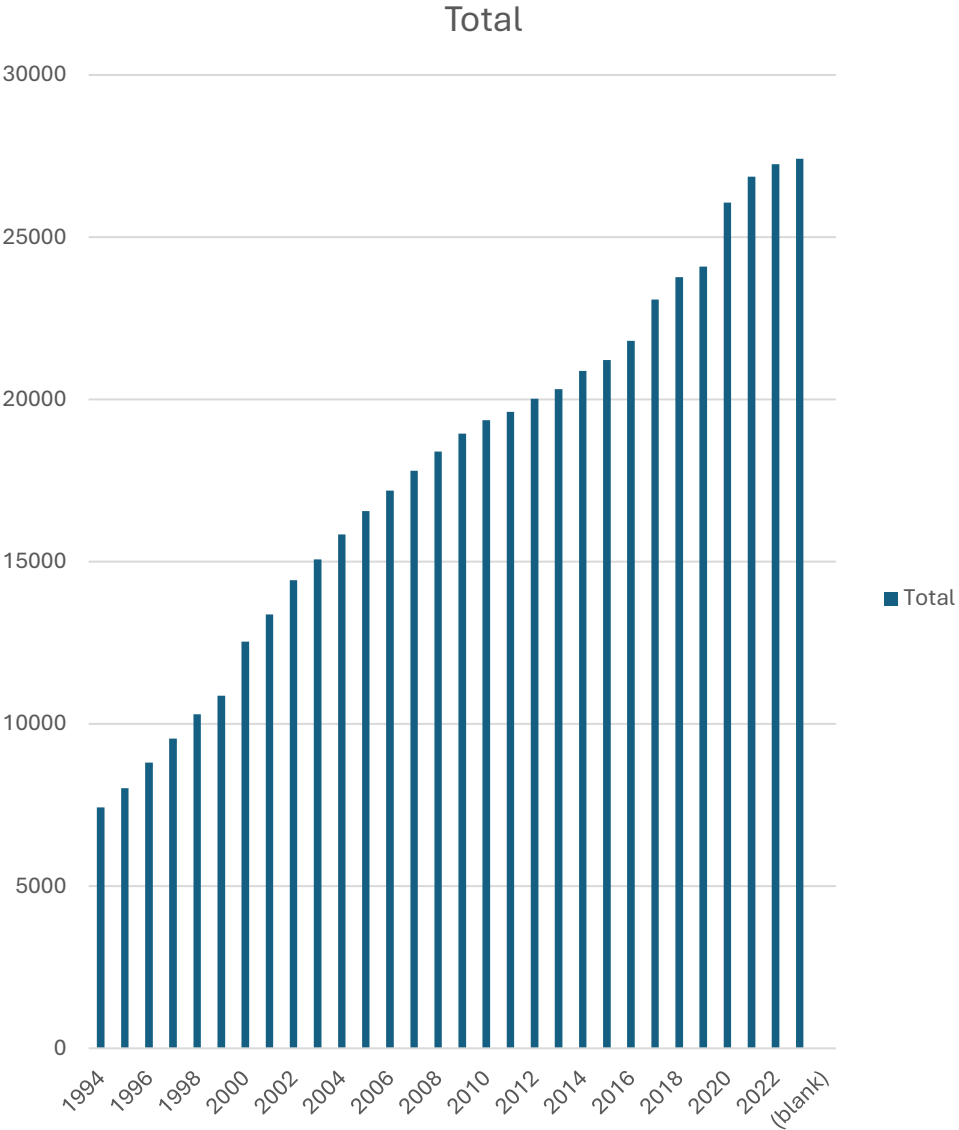


Captain
Span
of Control

Population Trends

Population has increased 369% since 1994

Population estimated to reach 37,000 by 2035 (additional 137% increase from 2024)



Police Staffing Ratios Per Year

Several years ago, at a City planning session, Council indicated a desired goal to have a ratio of 1.5 officers per thousand.

If employing that ratio, today we would have 40.5 sworn members, an addition of 10.5 sworn positions from today's allocation.

Officers Per Thousand Population	Year
1.09	2023
1.10	2022
1.12	2021
1.15	2020
1.25	2019
1.14	2018
1.17	2017
1.19	2016
1.23	2015
1.25	2014
1.28	2013
1.30	2012
1.33	2011
1.39	2010
1.37	2009
1.47	2008
1.46	2007
1.51	2006
1.39	2005
1.45	2004
1.59	2003
1.66	2002
1.72	2001
1.76	2000
2.02	1999
1.94	1998
1.88	1997
1.93	1996
1.87	1995
2.02	1994

Item 4.

Calls Per Year

Year	Calls
2019	12,810
2020	10,542
2021	9,150
2022	10,936
2023	13,153
2024 (YTD 10/29)	10,407



What is a call?

AED needed, missing person, death, theft, weapons-related

Calls require more time and have more complexity than even 5 years ago.

Calls for Service decreased due to COVID (2020/2021).
2021/2022 dip is related to legislation regarding force and calls involving individuals in mental health distress.

Call Type	Number	Police Assist EMS	18
AED	24	Police Assist Fire	17
Alarm	277	Police Other	123
Animal Problem	13	Premise Check	199
Arson	0	Premise Check-Camp	78
Assault	90	Property Dumping/Littering	19
Auto Prowl	29	Property Found	76
Brandishing	7	Prowler	12
Burglary	31	Recless Endangerment	14
Civil	153	Restraining Order	39
Contact	715	Robbery	2
Cresa Info	4	Sex Crime-Exposure	5
Death Investigation	10	Sex Crime-Other	23
Disturbance	154	Sex Crime-Rape Cold	4
Field Contact	179	Shooting Heard	12
Follow Up	512	Suicidal Subject	52
Fraud	74	Suspicious Circumstances/Noise	226
Harassment	96	Suspicious Auto	343
Hazardous Condition	24	Suspicious Person	180
Vehicle Impound	4	Theft	155
Incomplete Call	39	Threats	58
Juvenile Abuse	10	Traffic-Drunk Driver	55
Juvenile	99	Traffic Hazard	232
Kidnap	1	Traffic-Other/Reckless	301
Malicious Mischief	51	Traffic Stop	3295
Mental Subject	146	Traffic Accident	192
Message	64	Trespass	15
Misc Call	41	Unwanted	102
Missing Person	47	Vehicle Abandoned	71
Missing Endangered	5	Vehicle Othr	16
Missing Person Found	5	Vehicle Recovered	7
Missing Person Pick up	5	Vehicle Stolen	22
Neighbor Problem	42	Vehicle-Stolen Plate	2
Noise Complaint	76	Vice	19
Noise Complaint-Fireworks	36	Wanted Person	20
Overdose	4	Water Incident	12
Patrol Emphasis	4	Total	9119
Patrol Info	32		

YTD Camas PD Incidents

Includes Calls to Dispatch and Self-Initiated Activity

*Data from January 1 – September 29, 2024

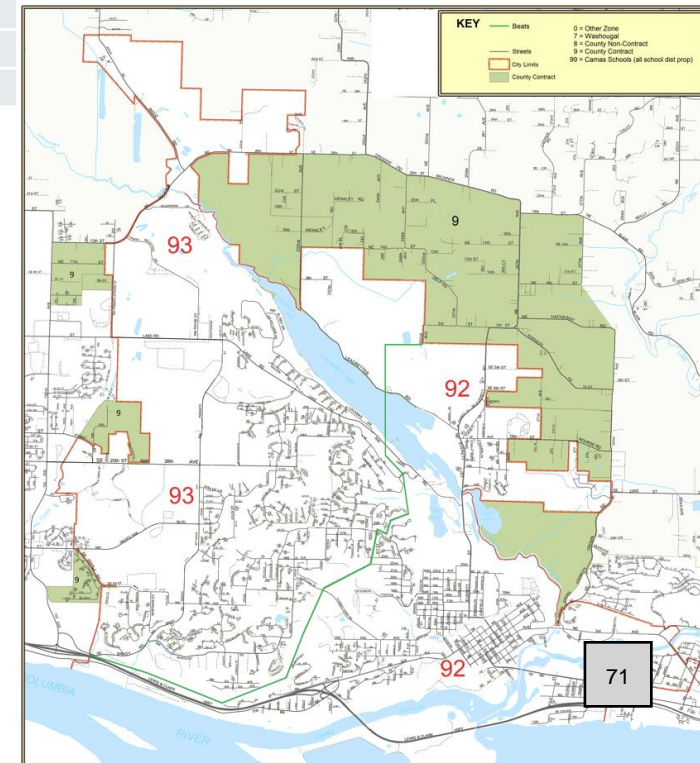


Camas' crime rate remains low, yet surrounding areas have a higher crime rate.

East Side Call Response Times July 2023-June 2024

Beat 92 Average Response Times	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	
Jul-23	N/A	4:53	4:46	5:15	1:57	We strive to maintain response times to “priority 1, and 2 (more critical) calls to under 6 minutes, priority 3 calls to under 8 minutes “priority 4, and 5 calls to under 10 minutes.
Aug	7:02	8:20	6:51	5:25	4:41	We did not meet our goal with Beat 92 with Priority 1 and 2 calls
Sept	N/A	4:06	5:14	6:26	1:43	
Oct	N/A	4:42	5:27	6:22	0:02	
Nov	2:59	3:04	6:10	3:35	1:08	
Dec	5:51	3:34	4:53	6:15	4:26	
Jan-24	N/A	5:55	6:32	5:35	2:00	
Feb	N/A	3:45	6:09	8:20	0:24	
March	N/A	2:37	5:23	4:51	10:55	We did not meet our goal with Beat 92 with Priority 5 calls
April	N/A	3:47	5:35	4:58	2:53	
May	N/A	4:02	5:01	8:41	3:35	
June	N/A	4:36	5:56	5:28	3:02	

Response times are averages.
 N/A means there were zero calls in that category.



West Side Call Response Times July 2023-June 2024



Beat 93 Average Response Times	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	
						We strive to maintain response times to “priority 1, and 2 (more critical) calls to under 6 minutes, priority 3 calls to under 8 minutes “priority 4, and 5 calls to under 10 minutes.
Jul-23	N/A	8:48	6:53	8:40	1:54	We did not meet our goal with Beat 93 with Priority 2 calls.
Aug	4:11	6:09	7:10	7:25	2:49	We did not meet our goal with Beat 93 with Priority 2 calls.
Sept	N/A	9:35	8:01	7:15	13:04	We did not meet our goal with Beat 93 with Priority 2, 3 and 5 calls.
Oct	6:32	5:47	8:52	6:36	14:46	We did not meet our goal with Beat 93 with Priority 1, 3 and 5 calls.
Nov	11:17	9:37	6:55	8:34	5:06	We did not meet our goal with Beat 93 with Priority 1 and 2 calls.
Dec	N/A	6:24	6:18	4:14	4:20	We did not meet our goal with Beat 93 with Priority 2 calls.
Jan-24	N/A	6:27	8:24	7:36	8:49	We did not meet our goal with Beat 93 with Priority 2 and 3 calls.
Feb	4:59	5:37	9:51	4:17	0:24	We did not meet our goal with Beat 93 with Priority 3 calls.
March	N/A	8:27	7:50	6:46	7:31	We did not meet our goal with Beat 93 with Priority 2 calls
April	6:31	5:54	9:12	7:53	0:33	We did not meet our goal with Beat 93 with Priority 1 and 3 calls.
May	8:14	5:29	8:57	7:18	5:16	We did not meet our goal with Beat 93 with Priority 3 calls.
June	N/A	5:36	9:44	8:45	10:19	We did not meet our goal with Beat 93 with Priority 3 and 5 calls.

Some reasons for not meeting goals:

- As the City grows, response distance is further
- Increased population = More vehicles and pedestrians to navigate while enroute to calls
- More administrative tasks require time in the office; Police Department building is in 92 beat
- If officers are tied up on another call elsewhere, there is a delay to respond to a second call for service

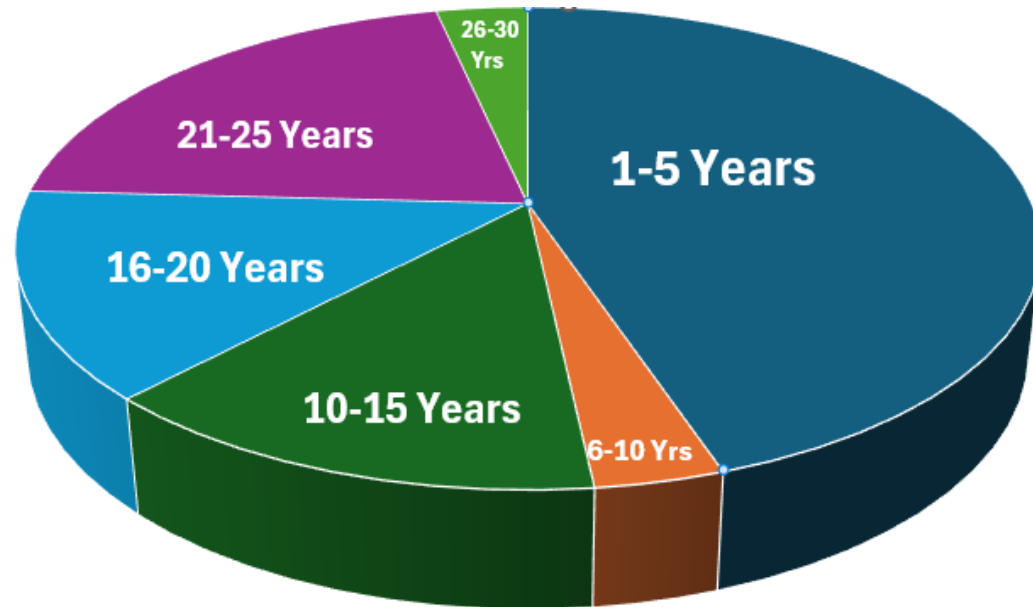


Response times are averages.
 N/A means there were zero calls in that category.

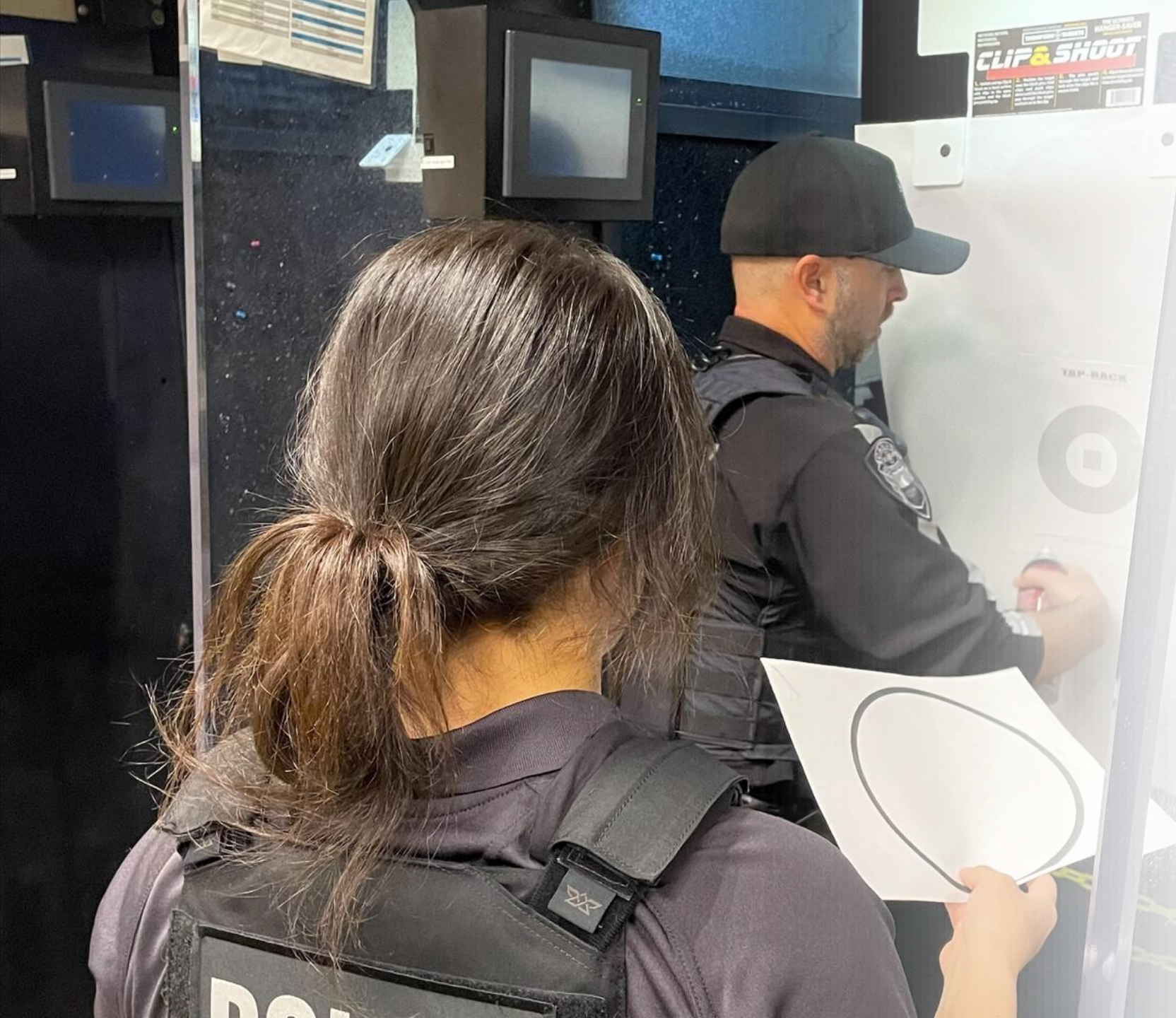
Sworn Staff Retirement Eligibility

43% of current sworn staff are eligible to retire within 5 years or less!

Item 4.



Retirement Within	Number Eligible
1-5 Years	13
6-10 Years	1
11-15 Years	4
16-20 Years	4
21-25 Years	6
26-30 Years	1



Analysis of Risk and Workload

Item 4.

- Supervision of patrol has gaps with only 4 patrol sergeants. **Some days 14 hours of the day operate without a supervisor.**
- Supervisory responsibilities have increased requiring more oversight and adherence to legal mandates
- Captain position has an untenable span of control
- Civil Liability (Monell Doctrine-Failure to train/supervise)
- Other liability-Accreditation, New employees learning
- Minimal ability to handle reviews internally
- No records-specific supervisor
- Not prepared for mass retirements-will likely impact call response abilities
- Lead time for recruitment, hiring and training of new staff
- Increased administrative tasks over the years and not enough staffing to handle
- Anticipated increase in call load as more residents need assistance

74

Bottom Line: Reactive vs. Proactive

Vision

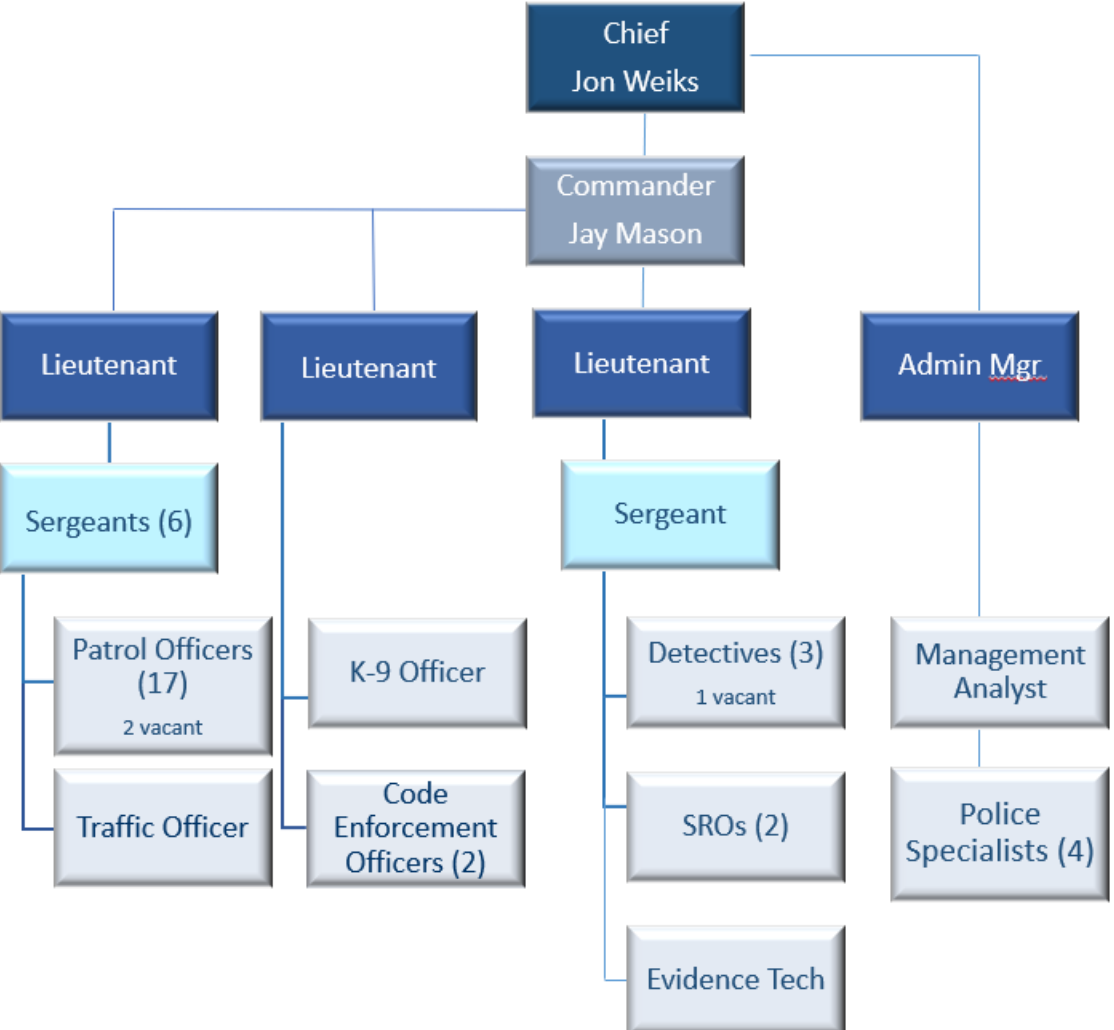
- Increase available uniform personnel to respond to calls for service
- Improve ability to respond quickly to calls
- Improve ability to handle multiple calls
- Enhance opportunities for community engagement
- Better support our team with adequate supervision and guidance
- Be better prepared and staffed for growth, retirements/injuries/resignations,
- Reduce risk for the Community, City and Police Department

What do we want public safety response to be for our future?



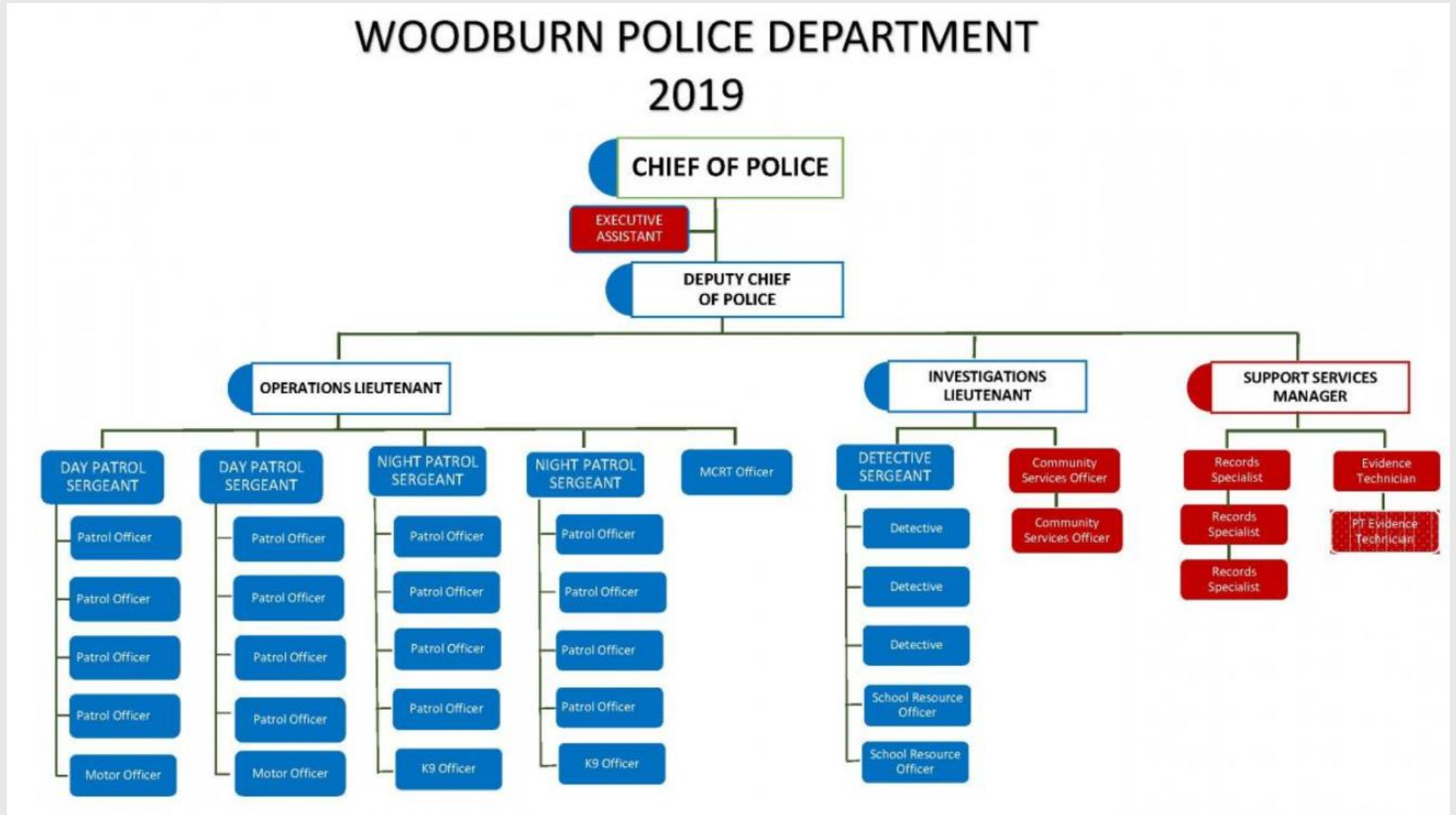
Sample

Tumwater Police Department



Population 26,615
36 Sworn

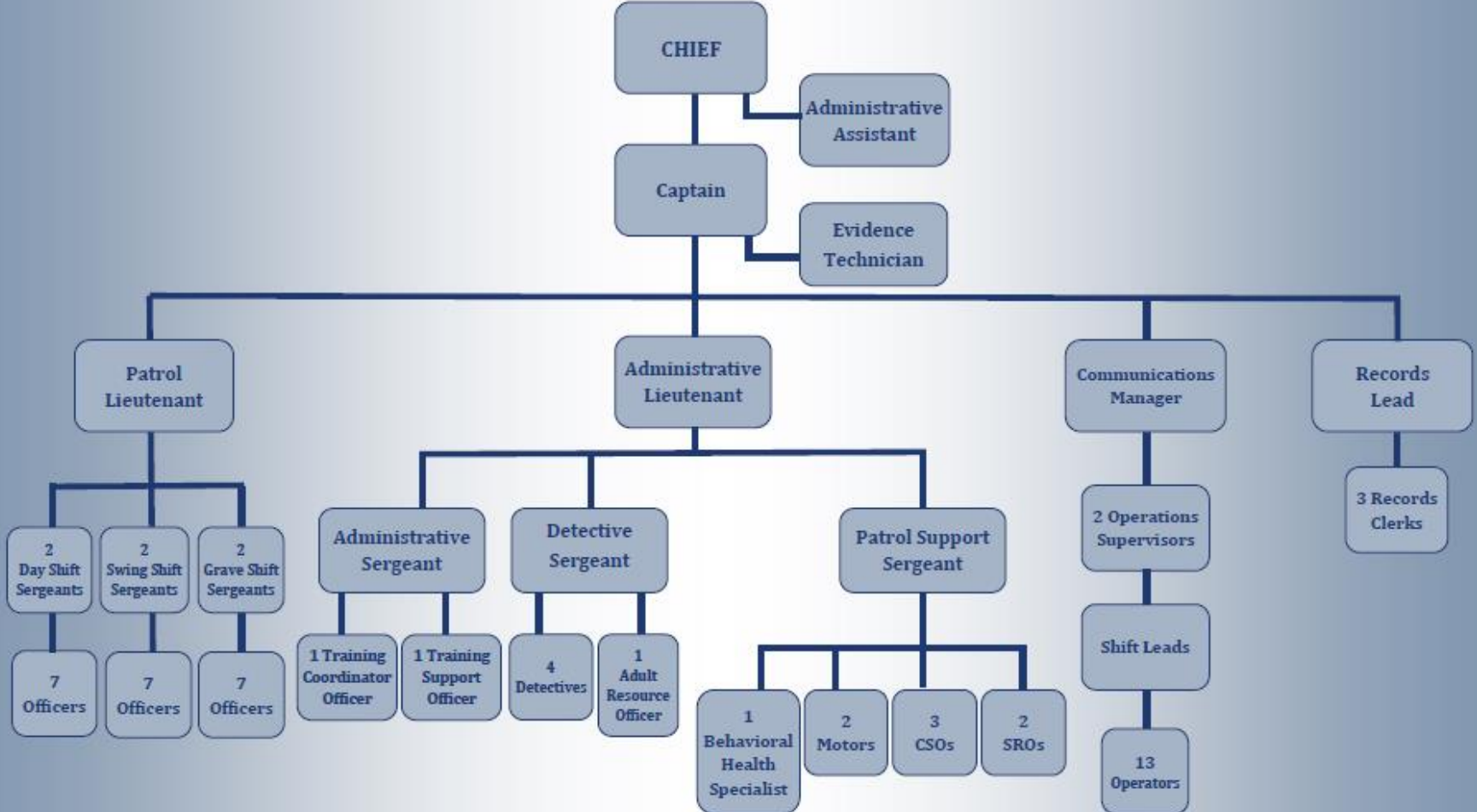
Sample



Population 26,010
36 sworn members

Samples

LAKE OSWEGO POLICE DEPARTMENT 2023 Organizational Chart



40,700 population
45 Sworn

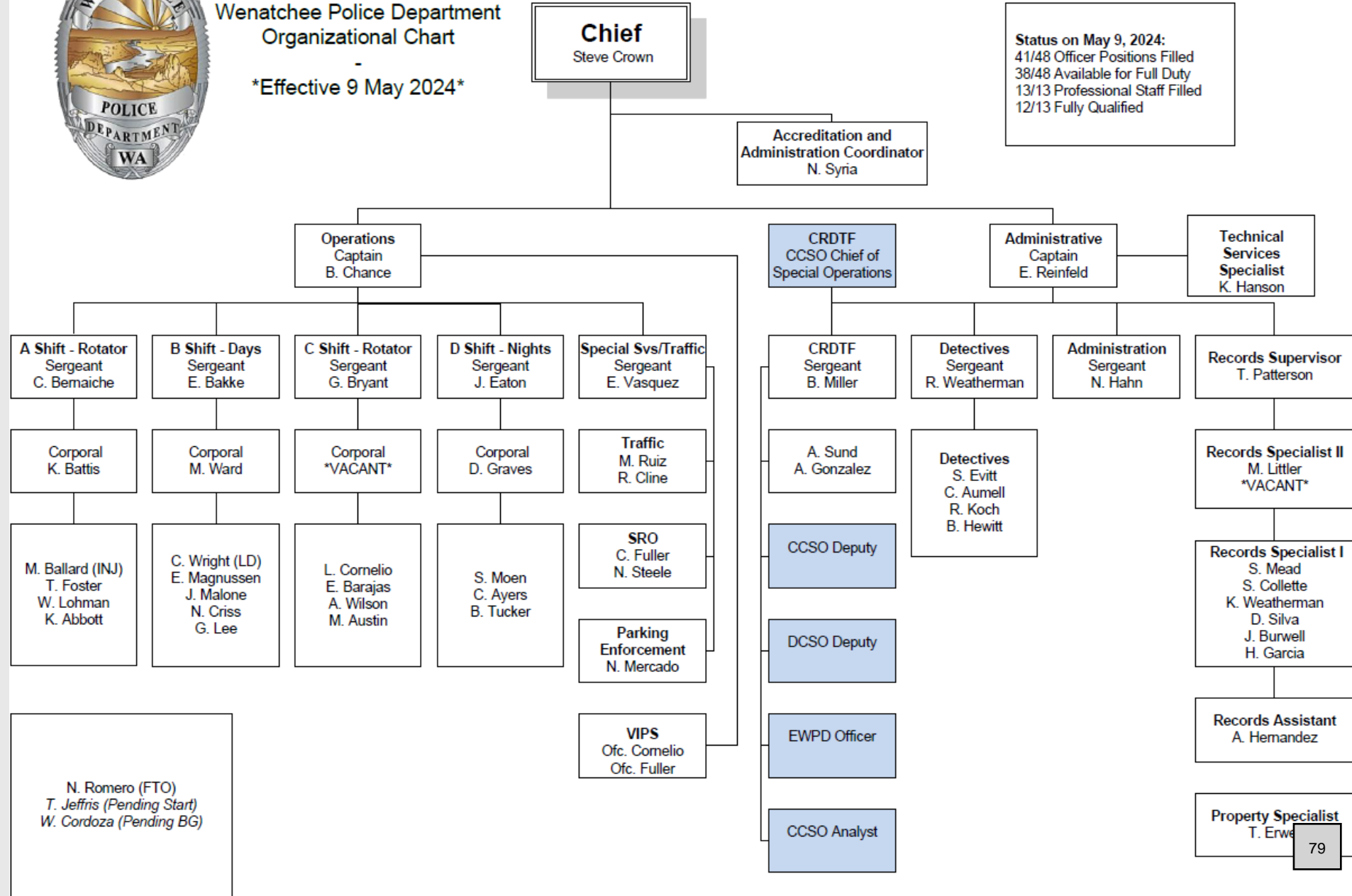
Sample



Wenatchee Police Department
Organizational Chart
-
Effective 9 May 2024

Item 4.

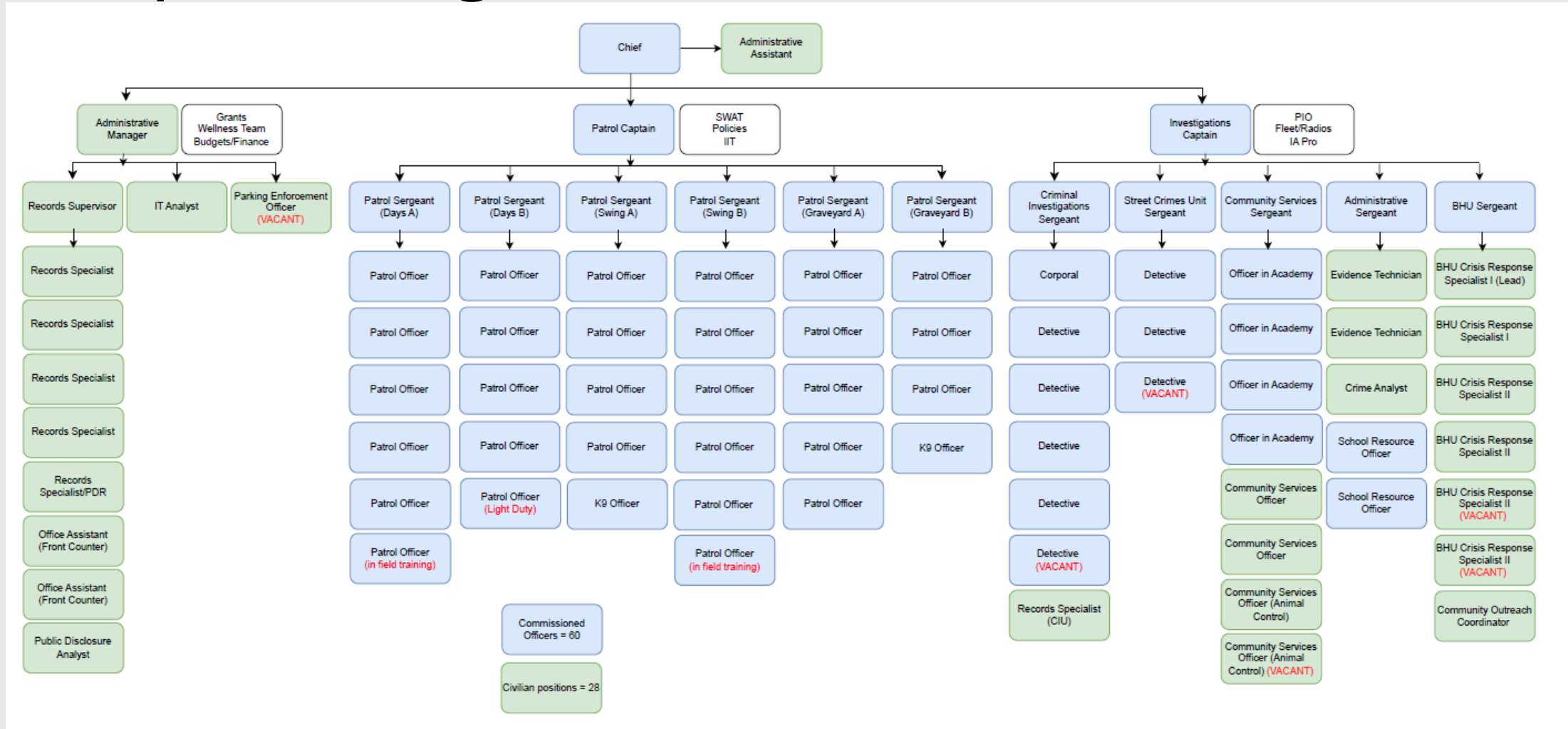
Status on May 9, 2024:
41/48 Officer Positions Filled
38/48 Available for Full Duty
13/13 Professional Staff Filled
12/13 Fully Qualified



Population:
35,000

Sworn: 48

Sample – Longview PD



Population 37,000 (Population estimated in Camas in 2035)
60 Sworn (Double Current Sworn CPD Staffing)

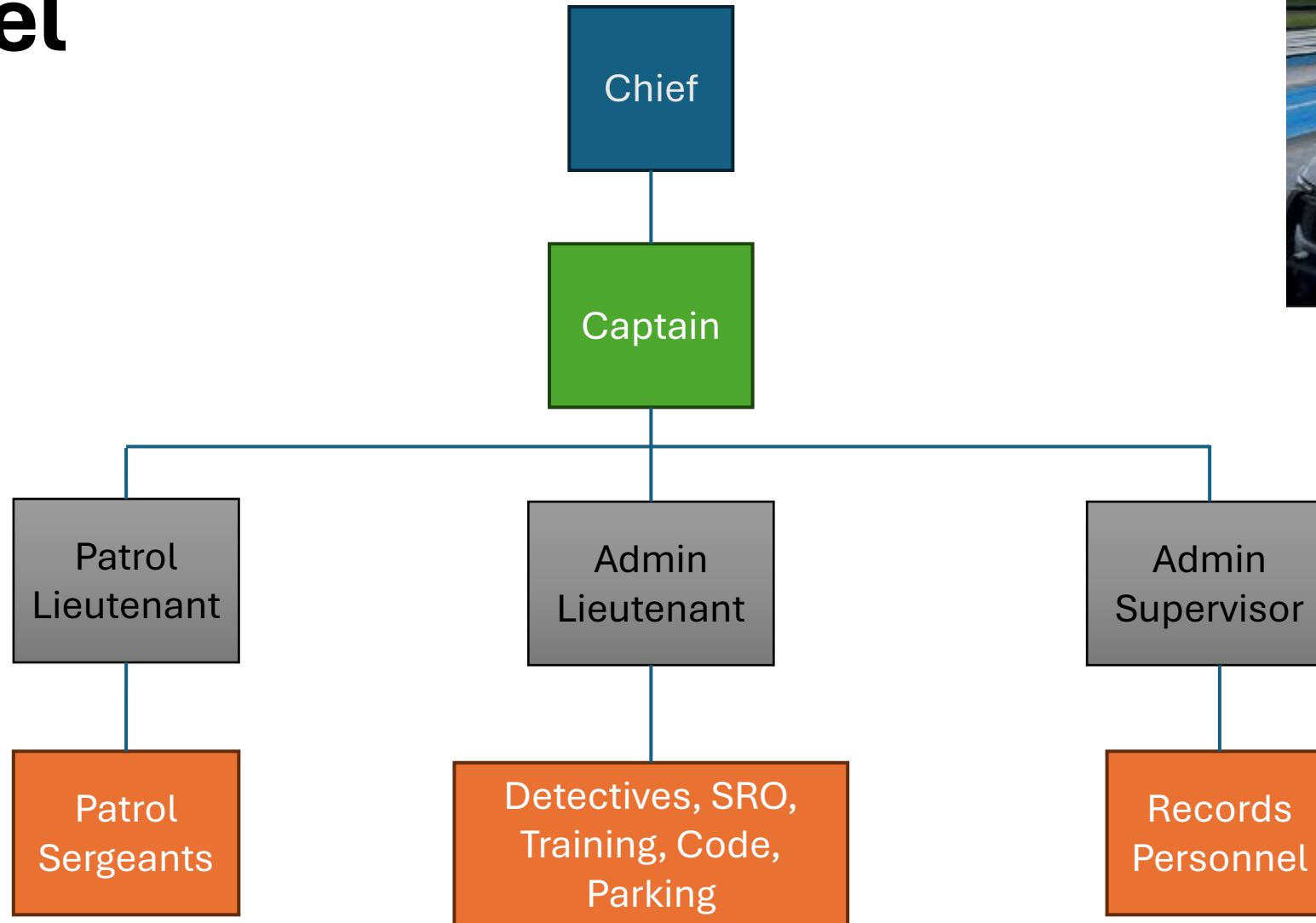
Positions Recommended

Short Term Immediate Need:

- 2 Lieutenants
- 2 Patrol Sergeants
- 1 Administrative Supervisor
- 2 Officers



Proposed Staffing Model



Benefits to Increased Officer Positions

- More uniformed staff on the street to respond to calls for service
- Reduce call response times
- Increases ability to handle multiple concurrent calls for service
- Increases ability for follow up investigations
- Prepares for the future retirement wave
- Increases ability to engage with community
- Decreases risk/liability for City
- Better prepares for the increase in call load anticipated with city growth



CPD has not added a supervisory position in over 20 years.

Benefits to Increased Sergeant Positions

- More uniformed staff on the street (Patrol Sergeants are call takers)
- Help reduce call response times
- Increased ability to take calls and engage with community
- More direct supervision/support, especially for newer staff
- Decreased risk/liability for City
- Opportunity for advancement and career development
- May increase tenure for those who are retirement eligible
- Shares the workload of supervision
- More consistency over shifts/divisions
- **Increased ability to be proactive versus reactive**



Benefits to Increased Lieutenant Positions

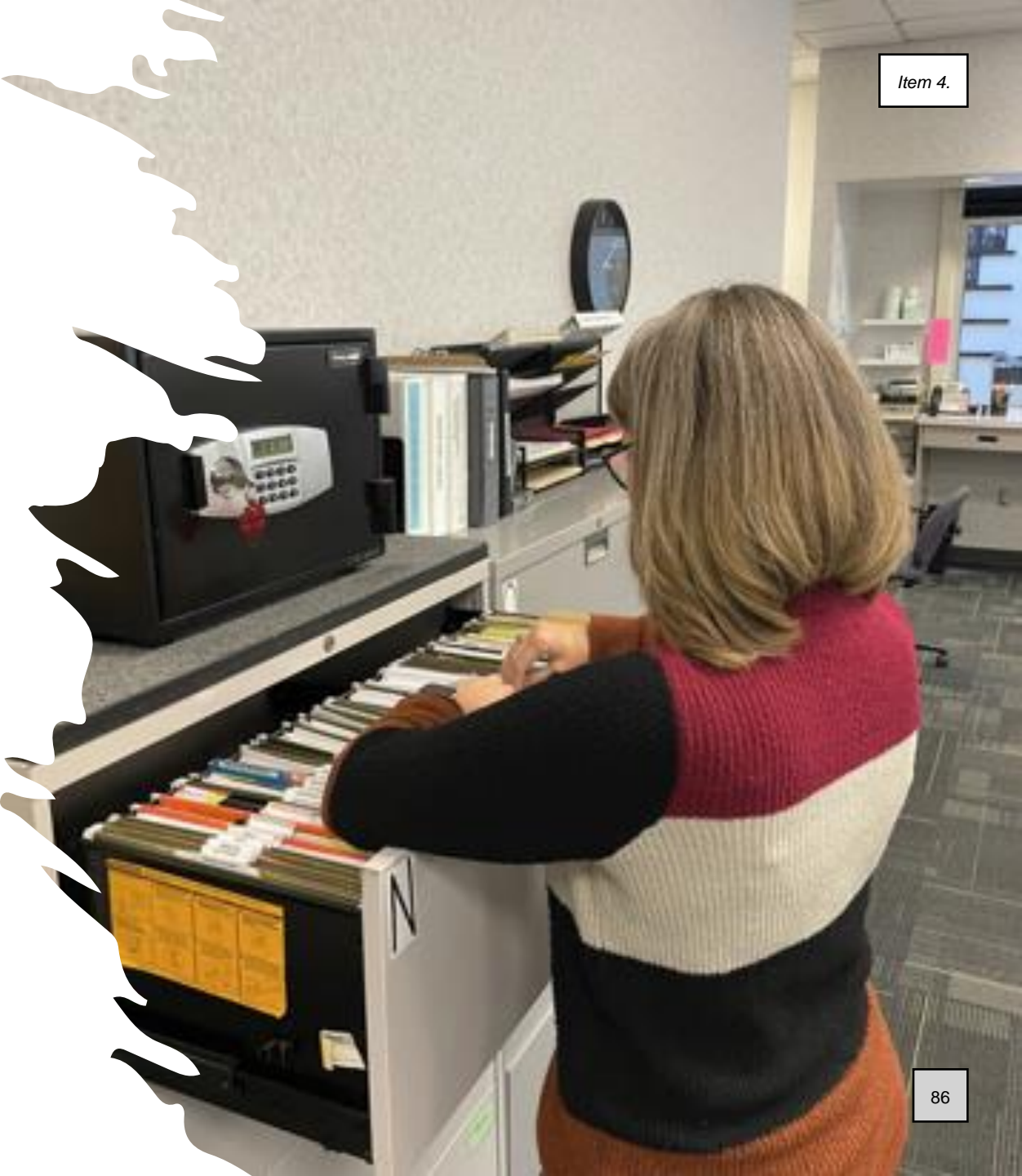
- More uniformed staff to respond to critical incidents
- Increased ability to engage with community
- Helps reduce Captain workload
- Improved case management
- More direct supervision/support, especially for newer staff
- Decreased risk/liability for City
- Opportunity for advancement and career development
- May increase tenure for those who are retirement eligible
- Shares the workload of supervision
- More consistency over shifts/divisions
- Better coverage for after hours coverage (rotate availability for response to improve wellness)
- Provide cross training/coverage (ie. Accreditation)
- Increased ability to be proactive versus reactive
- Succession planning and improved organizational resilience

CPD has not added a supervisory position in over 20 years.



Benefits to Administrative Supervisor Position

- Highly trained supervisor to manage the complexities of the work the unit handles
- Ability to supervise Records Department as a unit
- Reduce workload on Captain position
- Allows Department to be more proactive with tasks by increasing capacity
- Increases ability to get caught up on backlog of tasks, such as records purging
- Allows capacity for some executive assistant tasks to assist the Chief and Captain
- Provides professional development opportunity

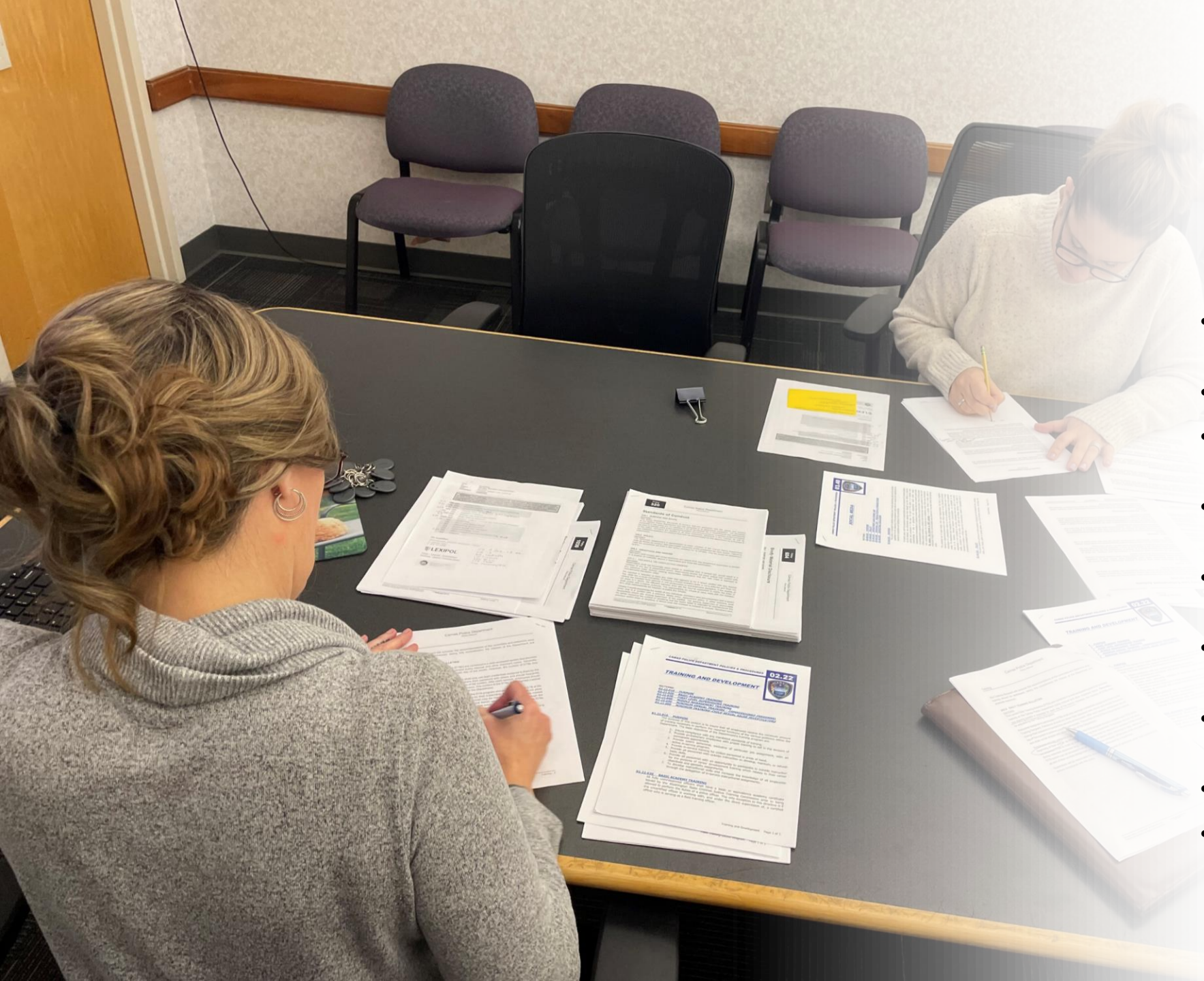


What Keeps Me Up at Night?



- Are we prepared to meet our community's needs, especially during emergencies?
- Are we providing adequate support, guidance, and training for our team, especially our newest members?
- Are we prepared to manage the upcoming retirement surge?
- Are we prepared for a significant critical incident?
- Are we adequately balancing wellness for our staff with the ever-increasing demands of the job?
- How do we mitigate injuries to our team and the public?

Risks of Not Acting Now



- Increased risk to the public with longer call response times
- Inability to follow-up adequately
- Fewer staff to respond to more anticipated calls for service
- Decreased ability to engage in proactive work, such as traffic stops
- Decreased ability to proactively engage with the public
- More staff burnout from increased workload and forced shifts
- Long lead times for recruitment, hiring and training
- Decreased ability to retain personnel
- Increased civil liability



Staff Report

November 18, 2024 Council Workshop Meeting

Regional Fire Authority (RFA) Discussion
Presenter: Cliff Free, Fire Chief; Shaun Ford, Division Chief
Time Estimate: 45 minutes

Phone	Email
360.817.1554	cfree@cityofcamas.us ; sford@cityofcamas.us

BACKGROUND: The Regional Fire Authority Planning Committee (RFAPC), comprised of three City Council members from Camas and three City Council members from Washougal, has developed and is recommending approval of the 2025 Regional Fire Authority Plan. The next step is the approval of the RFA Plan by both governing bodies of the participating jurisdictions (City of Camas Council and City of Washougal Council). The Camas City Council and Washougal City Council met in a public joint work session on November 6, 2024 to review the recommended Plan. Further review and discussion of the plan is intended to inform the Camas City Council in preparation for a vote on a Joint Resolution of the City of Camas Council and the City of Washougal Council on Dec. 2, 2024. If the Joint Resolution is approved, the formation of a regional fire authority (RFA) would be placed on the ballot for voter consideration in a special election to be held on April 22, 2025.

BENEFITS TO THE COMMUNITY: The City of Camas and the City of Washougal have had a long-standing cooperative partnership, striving to provide the highest level of fire and emergency medical services to their citizens within the confines of available resources. The RFA provides a sustainable and equitable approach to delivering fire and EMS services to the combined communities of Camas and Washougal while giving citizens direct voting consideration for any proposed increase in tax rates to support fire and EMS services.

RECOMMENDATION: Staff recommends the City of Camas Council adopt the RFA Plan and place the formation of an RFA on the April, 22 special election ballot through the adoption of a Joint Resolution with the City of Washougal on Dec. 2nd, 2024.



Camas-Washougal Regional Fire Authority

2025 Regional Fire Authority Plan

Camas, Washington

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Acknowledgements

Recognizing the challenges and opportunities that fire jurisdictions are facing, the Cities of Camas and Washougal, in partnership since 2011, have agreed to explore the integration of the governance and funding options available to provide regional fire protection and emergency under a fully integrated organization for both communities.

Regional Fire Authority Planning Committee

City of Camas	City of Washougal
City Councilor - Bonnie Carter, Chair	City Councilor - Molly Coston
City Councilor - Marilyn Boerke	City Councilor - Julie Russell
City Councilor - John Nohr	City Councilor - Michelle Wagner

Purpose: A regional fire protection service planning committee is responsible for creating a plan that outlines how fire protection and emergency services will be governed, designed, financed, and developed. Once developed, the Planning Committee will adopt the Plan by consensus and forward it to the governing bodies to formally vote on whether to place it on the ballot.

Planning Sub-Committees

Governance Subcommittee

City of Camas	City of Washougal	FD Staff Assignments
Greg Anderson, Citizen Rep. Marilyn Boerke, Elected Official Doug Quinn, City Staff	Lisa Brandl, Citizen Rep. Michelle Wagner, Elected Official David Scott, City Staff	Cliff Free, Fire Staff Ron Schumacher, Fire Staff

Purpose: The subcommittee will review various governance options for the regional fire authority and determine the recommended structure for the governing board.

Organization Subcommittee

City of Camas	City of Washougal	FD Staff Assignments
Zach Goodman, Citizen Rep. John Nohr, Elected Official	Jim Crawford, Citizen Rep. Julie Russell, Elected Official	Cliff Free, Fire Staff

Purpose: The subcommittee will address issues related to organizational structure and services to be provided to the community, determine staffing levels and positions to fulfill the organizational mission, and address support service provisions.

Finance Subcommittee

City of Camas	City of Washougal	FD Staff Assignments
Justin Lottig, Citizen Rep. Bonnie Carter, Elected Official Cathy Huber Nickerson, City Staff Matt Thorup, City Staff	Barbara Basnett, Citizen Rep. Molly Coston, Elected Official Daniel Layer, City Staff	Shaun Ford, Fire Staff

Purpose: The subcommittee will work with staff to develop budgets, identify capital needs and debt service, create a taxing structure, develop presentation materials, and recommend approaches to the regional fire authority's funding.

Section 1: Background & Needs Statement

Needs Statement

In the 1930s, the Camas Volunteer Fire Department began providing basic first aid ambulance services, while over the years, the system has evolved to the Camas/Washougal Fire Department providing ALS ambulance service to the communities of Camas, Washougal, and East County Fire and Rescue (Formerly Clark County Fire Districts #1 and #9), under a single unified operational model.

Also, in 2008, the Cities of Camas and Washougal conducted a study that recommended the consolidation of the two separate fire departments in providing fire protection services to provide efficiency and increase the scale of the economy. Since 2012, the Cities of Camas and Washougal have been providing fire protection and EMS services under a consolidated operational service model yet governed by two cities.

In addition, a 2019 Master Plan study examined the Camas/Washougal Fire Department and provided recommendations for the combined organization to address shortfalls in accordance with national standards. The main recommendation from the study revealed that only 10% of the service area receives 3/4 of the number of firefighters required, including the use of mutual aid from other fire departments, to combat a residential structure fire effectively. Many other recommendations revealed a strong need for an adequate funding model to address future challenges.

Specific challenges faced by the Camas/Washougal fire department also include response times for fire suppression, EMS response, and ambulance service increasing to levels and increasing response times; rising costs exceeding available revenue; and inefficiencies associated with divided governance demands within each City's general fund.

In 2021, a facilitated analysis was conducted with key personnel and Council members from each City as well as the Department staff to understand current views and perspectives regarding the present partnership model as well as aspirations for a successful partnership. The success of the partnership statement is defined as providing a *"Sustainable and equitable approach to delivering fire and EMS to the combined communities of Camas and Washougal."*

While the delivery of fire protection and emergency medical services, operationally, has been working well under an agreement, long-range planning under a divided governance structure is challenging due to each City having different priorities that may not align with the funding for the fire department.

Currently, gaps in system equity stem from the complex governance and decision-making structures within the current model. The involvement of two separate Councils, each with different levels of authority and viewpoint of information, as well as a joint policy advisory committee with a limited scope of authority and different priorities, has led to complications in decision-making, misalignment of governance expectations and lack of a unified and long-term vision for the Fire Department. The administrative effort is also complicated by the additional work required to process information and policy initiatives through two separate city governance structures resulting in a lack of long-term financial sustainability.

Equitable representation in governance, unification of vision, and streamlined decision-making, as well as existing funding options, are more effectively addressed through the establishment of an independent Fire Protection and EMS provider under the oversight of a single governing body representing the entire service area. A Regional Fire Authority provides this model through a centralized governing body with direct oversight over complex operational challenges and decision-making and representation for all combined community members, and directly accountable to the citizens.

The City of Camas and Washougal have determined that a formal joint governance structure encompassing the service area of the two agencies is the best path to provide the fire department with a permanent and representative governance structure that is solely responsible for the entire service area rather than representing each entity's interest.

Delivery of core emergency services and timely development of significant service improvements can best be achieved through consolidated governance and stable funding options for regional fire protection and emergency services. A well-funded and singular governance approach to fire and emergency medical services is best suited to address the increasing volume and complexity of responses.

Historically, this approach has been successfully implemented in Washington State through provisions in State Law relating to establishing a Regional Fire Authority, referenced in RCW 52.26. This law essentially transfers the legal responsibility for fire protection and EMS delivery to a special service district encompassing both city service boundaries, providing a governance structure that is concerned with the new agency (Regional Fire Authority).

The Cities of Camas and Washougal are asking their citizens to formally and legally consolidate the governance structure and organization that serves the citizens within the boundaries of both Cities of Camas and Washougal, thereby addressing the needs and challenges outlined above.

Transition

The BACKGROUND & NEEDS STATEMENTS section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Section 2: Definitions

The definitions in this section apply throughout this RFA Plan unless the context clearly requires otherwise.

Board or RFA Governing Board means the governing body of the Camas/Washougal RFA.

Camas means the City of Camas.

Camas/Washougal RFA or RFA means the municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the Washington Constitution, and a taxing district within the meaning of Article VII, Section 2 of said constitution, whose boundaries are coextensive with the boundaries of the Participating Jurisdictions as of the effective Date of formation, as created by the majority vote of the registered voters within those boundaries, to implement the Camas/Washougal RFA Plan.

Camas/Washougal RFA Planning Committee or Regional Fire Authority Planning Committee (RFAPC) means the advisory committee authorized by RCW 52.26.030 to draft and propose to the governing bodies of the Participating jurisdictions a plan to design, finance, and develop an RFA to be submitted to the voters of the Participating jurisdictions for their approval.

Camas/Washougal RFA Plan or RFA Plan means the Plan to develop and finance the Camas/Washougal RFA, including but not limited to governance, design, specific capital projects, fire operations, emergency medical services, facilities, and maintenance, repair, and preservation of existing and future facilities and systems, pursuant to RCW 52.26.040.

EMS Levy means the voter-approved property tax levy to fund Emergency Medical Services per RCW 84.52.069.

Participating jurisdictions means the two cities—Camas and Washougal—forming the Camas/Washougal RFA upon voter approval of the RFA Plan.

RCW means Revised Code of Washington.

Washougal means the City of Washougal.

Transition

The DEFINITIONS section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Section 3: Legal Authority

Regional Fire Protection Service Authority

The authority to form a Regional Fire Protection Services Authority by the Participating Jurisdictions is provided by Chapter 52.26 of the Revised Code of Washington.

Pursuant to RCW 52.26.090(1)(g), the governing Board of the Camas/Washougal Regional Fire Authority shall exercise its powers and perform its duties as the Board determines necessary to carry out the purposes, functions and projects of the authority in accordance with the following statutes: (a) all of the statutory chapters and sections of Title 52 of the Revised Code of Washington, including but not limited to RCW 52.12.021 and RCW 52.12.031. Further, the governing Board may adopt a Community Assistance Referral and Education Services (CARES) program pursuant to RCW 35.21.930.

Planning Committee Authority

The authority to form the Camas/Washougal Planning Committee is provided in RCW 52.26.020. Authority and empowerment of the Camas/Washougal Planning Committee is provided in RCW 52.26.030.

RFA Plan Approval Authority

Upon successful development, approval, and adoption of the Camas/Washougal RFA Plan by the Planning Committee, and the governing bodies of the Participating Jurisdictions, the two Participating Jurisdictions shall certify the RFA PLAN to the ballot, including identification of the revenue options and levy rate specified to fund the Plan.

The Participating Jurisdictions—Camas and Washougal --shall jointly suggest a draft ballot title, give notice required by law for ballot measures, and perform other duties as required to put the RFA Plan before the registered voters of the respective participating jurisdictions for their approval or rejection as a single ballot measure that approves formation of the Camas/Washougal RFA and approves the RFA plan.

On the Effective Date, the interlocal agreement between Camas and Washougal regarding the formation and operation of the Camas/Washougal Fire Department, dated December 4, 2013, and any subsequent renewal agreements shall be terminated.

Transition

The LEGAL AUTHORITY section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Governing Board.

Section 4: Jurisdictional Boundaries

Jurisdictional Boundaries on Date of Formation

On the Effective Date, the Jurisdictional Boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are generally depicted on the map attached hereto and in **Appendix F** of this RFA Plan.

Changes in Jurisdictional Boundaries After Date of Formation of the RFA

Any territory that is annexed to either Participating Jurisdiction is deemed annexed to the RFA as of the Effective Date of annexation. A fire protection jurisdiction within reasonable proximity to the boundaries of the RFA is eligible to be annexed into the RFA per RCW 52.26.300. Such an annexation is initiated by the adoption of a resolution by the governing body of the fire protection jurisdiction requesting the annexation.

Such a resolution shall be filed with the governing body of the RFA for that body's consideration, and the governing body may amend this RFA plan to establish the terms and conditions of the annexation. If the governing body requesting the annexation accepts the terms and conditions and the plan amendment, the annexation proposition is submitted to the voters of the annexing jurisdiction for their approval or disapproval.

Transition

The JURISDICTIONAL BOUNDARIES section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Governing Board.

Section 5: Funding and Finance

Interim RFA Finances

The Cities of Camas and Washougal will provide the RFA with interim funding not to exceed \$4,616,593 in order to support its operations from January 1, 2026, until June 1, 2026, at which time the RFA will begin receiving ad valorem taxes from the new RFA Levy. An interlocal agreement between the RFA and the Cities will specify the proportional allocation for each city's amount to loan, how the RFA shall seek drawdowns of such funds, and the terms for the RFA to repay the borrowed monies. All funds obtained by each of the two cities from Camas and Washougal Emergency Medical Services Levies, fire code permit fees, and other miscellaneous revenues will be transferred to the RFA by mutual agreement.

RFA Revenues

The RFA intends to utilize the following funding sources during the initial years of its existence:

- Ad valorem property taxes, pursuant to RCW 52.26.140 and RCW 52.26.050, with an initial fire levy rate set at \$1.05 per thousand dollars of assessed valuation.
- Revenues from ad valorem property taxes under the existing EMS Levies of each city will be transferred to the RFA through an agreement between the Clark County Treasurer and the RFA.
- Contract payments for East County Fire & Rescue EMS levy revenues shall be transferred to the RFA through an agreement between the Clark County Treasurer and the RFA.
- The RFA will charge and collect ground ambulance transport fees in accordance with policies adopted by the RFA Governing Board.
 - For residents of the Cities of Camas and Washougal, the RFA will provide a waiver of the patient's copay amount if transported by the Camas/Washougal RFA.
- Impact fees allowed and collected by law and by the ordinances of Camas and Washougal shall be transferred to the RFA through agreements between the Cities of Camas and Washougal and the RFA.
- To the extent permitted by law, the RFA Governance Board shall have the authority to pursue contracts with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
- The RFA shall execute interlocal agreements with the cities of Camas and Washougal to collect and remit permit, plan review, and inspection fees collected by each city.

Policy

The RFA governing body on or after the Effective Date shall establish a Reserve Fund Balance policy and approve an Equipment Replacement Plan and Capital Improvement Plan with considerations made in the transitional finance assumptions.

Transition

The FUNDING AND FINANCE section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Governing Board.

Section 6: Transfer of Assets

General

Unless otherwise noted in this RFA Plan, all current assets, equipment, documents, contracts, agreements, and records from Camas and Washougal shall be transferred to the RFA.

Real Property

Appendix D identifies the real property, including building fixtures, keys, passwords, furniture, and its contents.

On or around the Effective Date, the City of Camas and City of Washougal fire department assets shall transfer to the RFA in accordance with this section. Such assets shall include all real property and personal property, including but not limited to furniture, office equipment, computers, motor vehicles, fire/EMS apparatus and equipment, reports, documents, surveys, books, records, files, papers, or written material owned by or in the possession of either city.

On or around the Effective Date, the City of Camas shall provide for the necessary dedications of easements and rights of way to facilitate all appropriate use of Fire Station 42, located at 4321 NW Parker Street, Camas, WA, by the RFA.

Upon issuance of the Certificate of Occupancy, the City of Camas shall provide for the necessary dedications of easements and rights of way to facilitate all appropriate use of New Fire Station 41. On or around the Effective Date, the City of Camas and the RFA shall approve an interlocal agreement for the use of the existing or temporary facility used for current Fire Station 41 at 616 NE 4th Avenue, Camas, WA, until the transfer of the new facility upon the issuance of the Certificate of Occupancy.

Upon issuance of the Certificate of Occupancy, the City of Washougal shall complete a parcel subdivision (Party Wall) to create a separate parcel of real property for the newly constructed Fire Station 43, separate from the remainder of the Washougal Police Station property, and shall provide for the necessary dedications, easements, and rights of way to facilitate all appropriate use of the fire station by the RFA. The City of Washougal shall undertake the subdivision and easement process at the City's own cost. On or around the Effective Date, the City of Washougal and the RFA shall approve an interlocal agreement for the use of the existing or temporary facilities used for Fire Station 43 until the transfer of the new facility upon the issuance of the Certificate of Occupancy. Any shared facility space and use, maintenance, and utility sharing costs shall be outlined in an agreement between the City of Washougal and the RFA approved on or around the Effective Date.

Non-Real Property

Appendix E lists the apparatus/vehicles, equipment and small and attractive assets that shall be transferred to the RFA on or around the Effective Date. Upon the City of Camas accepting and receiving two new fire engines, they shall be transferred to the RFA on or around the Effective Date. Upon the City of Washougal accepting and receiving one new fire engine, it shall be transferred to the RFA on or around the Effective Date.

Liabilities

On the Effective Date, the RFA shall assume the following liabilities: Existing fire engine bond debt held by the City of Camas and the subsequent debt service payments shall be paid by the RFA after the first collection of taxes in 2026 to the City of Camas until the total debt is paid as detailed in an Interlocal Agreement.

Other Assets

On or around the Effective Date, the Cities of Camas and Washougal shall transfer to the RFA all identified funds held by both cities, to which an agreement between the parties shall identify the manner and timing of such transfers. The following transfer types and agreements for each shall be:

- Impact Fees (The cities will continue to provide and transfer all collected Fire Impact Fees by an agreement approved on or around the Effective Date.)
- Equipment Rental Reserve Funds transferred to the RFA per agreement approved on or around the Effective Date.
- Other Reserve Funds (Fire Department Allocation of Reserve Fund transferred to the RFA per agreement approved on or around the Effective Date.)
- Donations (if any, transferred to the RFA per agreement approved on or around the Effective Date.)
- EMS Pass-Through Revenues (EMS Levy revenues—Camas, Washougal + ECFR per agreement approved on or around the Effective Date).
- GEMT Funds (Transfer to RFA per agreement approved on or around the Effective Date.)
- Billable Transport Revenues (Transfer per agreement approved on or around the Effective Date and eventually transitioned to a third-party biller)
- The Cities of Camas and Washougal shall collect, and remit permit, plan review, and inspection fees generated within each City to the RFA per agreement approved on or around the Effective Date, including any and all such fire-related fees received from the Port of Camas/Washougal.
- Any current contracts for services between the cities related to fire protection shall be collected and remitted to the RFA per the agreement approved on or around the Effective Date.

Transition

Unless otherwise noted in this RFA Plan, all current assets, equipment, documents, contracts, agreements, and records from the City of Camas and the City of Washougal relating to the **GOVERNANCE** shall be transferred to the RFA.

Section 7: Governance

Reference

The authority to provide governance for the Camas/Washougal Regional Fire Authority (RFA) is provided by RCW 52.26.080 and RCW 52.26.090.

Activity/Operation

As provided by RCW 52.26.080, the Camas/Washougal RFA Governing Board shall come into existence and authority on September 1, 2025, upon approval of this plan by the registered voters residing within the Jurisdictional Boundaries established in this RFA Plan.

As provided by RCW 52.26.080, the **initial governing Board** for the RFA shall consist of six voting members: three (3) current members of the City of Camas city council who have been appointed by the appropriate City official(s) and three (3) current members of the City of Washougal city council who have been appointed by the appropriate City official(s).

RCW 52.26.080 provides authority for Commissioner districts:

- Subsection (4)(a) states that a regional fire protection service authority plan may create commissioner districts. If commissioner districts are created, the population of each commissioner district must be approximately equal. Commissioner districts must be redrawn as provided in chapter 29A.76 RCW.
- Subsection (3)(b) states that the terms of office for regional fire protection service authority commissioner positions may be established by the plan; however, no single term may exceed six years, and the terms of multiple positions must be staggered.
- Subsection (4)(b) states that: (1) only a registered voter who resides in a commissioner district may be a candidate for, or serve as, a commissioner of the commissioner district and (2) only voters of a commissioner district may vote at a primary to nominate candidates for a commissioner position in that commissioner district, provided, however, that all voters of the proposed regional fire authority shall be eligible to vote in the general election for each of the commissioner districts.

RCW 29A.76.010 establishes criteria for the development of RFA Commissioner Districts that will be applied in this Plan as follows:

- (4)(a) Each district shall be nearly equal in population as every other such district comprising the regional fire authority.
- (4)(b) Each district shall be as compact as possible.
- (4)(c) Each district shall consist of a geographically contiguous area.
- (4)(d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party.
- (4)(e) To the extent feasible and if not inconsistent with the basic enabling legislation for the regional fire authority, the district boundaries shall coincide with existing recognized natural boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

On or after January 1, 2028, the Governing Board of the RFA shall be composed of the following:

- Five commissioner districts of approximately equal population will be established, effective on January 1, 2028, within the RFA Jurisdictional Boundaries in accordance with RCW 52.26.080 and RCW 29A.76.010. Three districts will be within the City of Camas, and two districts will be within the City of Washougal. The City of Camas' districts will utilize their established ward areas as district boundaries. The City of Washougal will be divided into two districts with approximately equal population of the city. Refer to Appendix A, which is illustrative of district boundaries.
- If a commissioner is appointed by a city, and while serving in the capacity of a commissioner for the regional fire authority, that commissioner shall act on behalf of the citizens of the entire RFA service boundary.
- During the primary and general elections of 2027, elections will be held in each of the five districts; or each city shall retain the right to appoint members from their respective city councils to serve as commissioners.
- To maintain staggered terms for the governance board, as required by RCW 52.26.080 (3)(b), one commissioner of Camas and Washougal, respectively, shall each serve a six-year term; one commissioner of Camas and Washougal, respectively, shall serve a four-year term; one commissioner of Camas shall serve a two-year term, provided that the determination of the term lengths for Camas and Washougal districts shall be done by lot.
- After the expiration of the terms above, each district commissioner should serve six-year terms, except in circumstances that a City appoints their commissioners, then such appointees shall serve two-year terms. If the cities continue to appoint commissioners after the initial appointment, effective January 1, 2028, every effort shall be made to preserve staggered terms of office.
- Should a City decide not to appoint one or more of their commissioners, then the City would lose its ability to appoint that position in the future.

The RFA Governance Board shall have all the power and authority granted by governing boards under Washington State Law, including but not limited to all of the chapters and sections of Title 52 of the Revised Code of Washington. It shall include the power and authority to make any decisions appropriate for the RFA and issues related to RCW 52.26.

Upon ratification of the RFA Plan by the registered voters, the RFA Governance Board shall adopt governance bylaws, policies, rules, and regulations for conducting the business of the RFA upon formation after the Effective Date of September 1, 2025, in accordance with RCW 52.26.080.

Members of the RFA Governing Board may receive compensation in the same manner and under the same conditions as provided by law for commissioners of a fire protection district organized under Title 52 RCW, except for circumstances under RCW 52.14.010 (5).

Subject to state law, after the Effective Date, ballot measures may be placed on the ballot by the members of the Governance Board of the RFA by a Simple majority vote of the Governance Board. The Board shall adopt a resolution requesting such an election in advance of the Clark County election filing deadlines.

Transition

The GOVERNANCE portion of the RFA Plan may be revised by a super majority vote, defined as follows: **Requires five (5) of six (6) members of a six member governing board, or requires four (4) of Five (5) members of a five member governing board.**

Section 8: Organizational Structure

Organizational Chart

The RFA shall be initially organized as provided in **Appendix C** of the RFA Plan; provided, however, that after the Effective Date, the Fire Chief shall have the authority to adjust the Organizational Chart as necessary to improve service delivery without amending the RFA Plan.

All personnel of the City of Camas/Washougal Fire Department in good standing as of the Effective Date shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in **Appendix C**. All said personnel shall be transferred on the Effective Date at their current rank, grade, and seniority.

All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services, or employment with Camas/Washougal Fire Department shall be transferred to the RFA with all fire department personnel on the Effective Date.

All current administrative and business functions, agreements, documents, operations, policies, and procedures from the Camas/Washougal Fire Department shall transfer over to the RFA unless otherwise noted in this Plan.

Contracts for Services

The RFA will establish agreements and contracts for various support services in accordance with the following:

- On or around the Effective Date, the RFA shall contract with the City of Camas to provide human resource services and benefit administration activities as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide accounts payable and accounts receivable services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide ambulance billing as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide facility maintenance services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide payroll services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide information technology services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall obtain liability and property insurance separately from the City of Camas and Washougal, which will be paid for by the RFA.
- On or around the Effective Date, the RFA shall obtain legal counsel separate from the City of Camas and Washougal, which will be paid for by the RFA.

City Retained Administrative Service Responsibilities

The Cities of Camas and Washougal shall continue to provide the following services:

- The City of Camas LEOFF Board will continue to oversee LEOFF 1 benefits for the City of Camas retirees in accordance with the City of Camas LEOFF 1 Policies and Procedures.
- The City of Washougal LEOFF Board will continue to oversee LEOFF 1 benefits for the City of Washougal retirees in accordance with the City of Washougal LEOFF 1 Policies and Procedures.

The RFA may establish its own Civil Service process as provided by RCW 52.26.280 and RCW 52.26.100(6)(b) no later than January 1 of the first full calendar year after the Effective Date, and the City of Camas will continue to provide a Civil Service Board for the RFA during the interim at no cost to the RFA.

Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the City of Camas and the City of Washougal within the boundaries of each City. The agreements, operations, and procedures outlined in this Section may be adjusted as necessary to accomplish a seamless transition.

Transition

The ORGANIZATIONAL STRUCTURE section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Section 9: Personnel & Administration

Functions

All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Participating Jurisdictions shall transfer over to the RFA unless otherwise noted in this Plan.

Administration

All current personnel assigned to the Administration, including the Fire Chief, Division Chief, Fire Marshal, Division Chief of EMS, Fire Training Captain, and Administrative Support positions of the participating jurisdictions, shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C**, unless otherwise noted in the RFA Plan or labor agreement.

Operations

All current personnel assigned to Operations, including all personnel assigned to each of the four Battalions of the participating jurisdictions, shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C** unless otherwise noted in the RFA Plan or labor agreement.

Fire Prevention

All current personnel assigned to the Fire Marshal Division of the participating jurisdictions shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C** unless otherwise noted in the RFA Plan or labor agreement.

Labor and Other Agreements

All employee/member agreements, collective bargaining agreements, personal service contracts, and/or other contracts or agreements pertaining to work, duties, services, or employment with the current organization shall be transferred and assigned to the RFA on the Effective Date.

Other

On the Effective Date, the RFA shall administer and conduct all hiring and promotional processes, logistics, and purchasing and provide its general legal services.

Transition

The PERSONNEL & ADMINISTRATION section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Section 10: Operations and Services

Fire Protection and Emergency Medical Services

All current operational and service delivery aspects of the Camas/Washougal Fire Department, including fire protection, community risk reduction, hazardous materials, specialized rescue, and first response EMS, shall be transferred to the RFA on the Effective Date. Current and proposed staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Camas/Washougal Fire Department shall be transferred to the RFA and continued at the current level of service on the Effective Date.

All automatic aid and mutual aid agreements, interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Camas/Washougal Fire Department with respect to the above-listed services shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency service coverage.

Ambulance Services

All current operational and service delivery aspects of the Camas/Washougal Fire Department's EMS Ambulance services shall be transferred to the RFA on the Effective Date. Current staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Camas/Washougal Fire Department shall be transferred to the RFA and continued at the current level of service on the Effective Date.

All current automatic aid and mutual aid agreements, interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Camas/Washougal Fire Department with respect to the above-listed services shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency service coverage.

The current agreement with East County Fire and Rescue (ECFR) for ALS Ambulance services shall be transferred to the RFA on the Effective Date, and the same level of service as defined in the agreement shall remain in effect.

Code Management

The Cities, through their Camas/Washougal Fire Department, currently provide fire prevention and code enforcement fire investigation activities in the City of Camas and the City of Washougal. The Code enforcement activities include initial and annual inspections, a review of new construction plans, development review processes, and consultation with both the City's Building Officials.

The authority of the RFA to establish and provide fire code management, prevention, community risk reduction, and public education components of the RFA is provided in the Revised Code of Washington 52.12.031(4).

Unless otherwise noted in the RFA Plan, the transfer of authority for fire code management, prevention, public education, community risk reduction, and support services of the RFA shall be seamless and shall initially model the current Fire Prevention and Education services utilized.

The RFA Fire Marshal will work collaboratively with the Cities of Camas and Washougal in developing, adopting, and updating municipal standards regarding fire prevention and fire/life safety codes.

The RFA Fire Marshal will work closely with the Cities of Camas and Washougal in reviewing and making recommendations on all new construction and development projects within the RFA to include respective annexation and Urban Growth areas in accordance with municipal standards for fire prevention and fire/life safety codes.

The Cities of Camas and Washougal will retain code enforcement authority in accordance with Washington State law for their respective jurisdictions.

The RFA will provide all inspection and fire prevention services and will rely on the respective jurisdiction for code enforcement powers granted by the State of Washington and as outlined in an interlocal agreement between the RFA and the Cities.

The Cities of Camas and Washougal Legal Departments will provide the RFA legal services necessary to operate the RFA fire prevention division in matters within the City limits and its Urban Growth Areas. However, the primary legal services for code enforcement activities will remain with each City participating in the RFA for activities occurring within said participating jurisdictions.

On the Effective Date, Code Enforcement Services within the boundaries of the RFA shall be provided as follows:

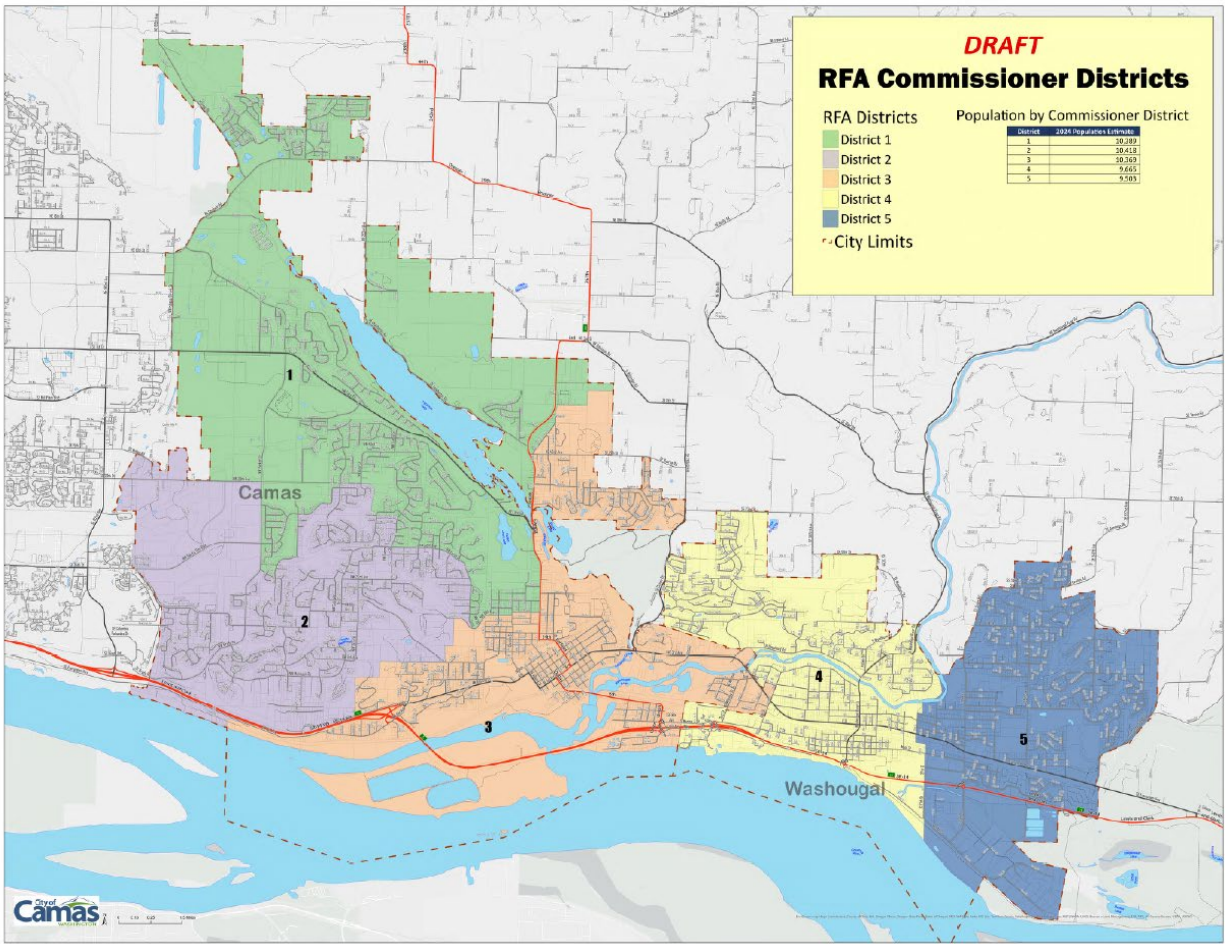
- The City of Camas will designate the RFA Fire Chief as its Fire Chief, who in turn will delegate the RFA Fire Marshal as the Fire Code Official responsible for performing the duties described. The RFA shall conduct code enforcement activities within the City of Camas. The City of Camas shall collaborate with the RFA in such activities and provide any necessary police support and prosecution of criminal and civil cases when appropriate.
- The City of Washougal will designate the RFA Fire Chief as its Fire Chief, who in turn will delegate the RFA Fire Marshal as the Fire Code Official responsible for performing the duties described. The RFA shall conduct code enforcement activities within the City of Washougal. The City of Washougal shall collaborate with the RFA in such activities and provide any necessary police support and prosecution of criminal and civil cases when appropriate.

Public Education

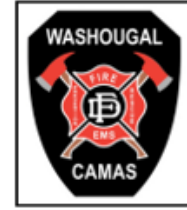
The RFA will offer numerous opportunities to engage and educate the Camas and Washougal communities through a series of events, including the Fire Department Open House, Family Promise Program, Fourth of July and New Year's Eve risk reduction outreach, Harvest Festival, Fire Prevention Week, Hometown Holidays, and various other occasions.

Section 11: Appendices

Appendix A: RFA Commissioner District Map



Appendix B: Standard of Cover



Standard of Cover

A brief description of the community's population, characteristics, community risks, and business environment provides the context for hazard mitigation and development of the standard of cover document. The following Table of Contents will address the critical components of a standard of cover.

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COMMUNITY

Population and Demographics¹

Camas-Washougal Fire Department serves the municipalities of the City of Camas and the City of Washougal, which collectively cover over 20 square miles and serve approximately 31,167 citizens in Camas and 19,168 citizens in Washougal (U.S. Census Bureau estimate, 2020) for a combined 50,344 population for fire and EMS services. In addition, CWFD serves East County Fire & Rescue for Emergency Medical Services and Advanced Life Support (ALS) ambulance transportation. This enlarges the service area to over 80 square miles, catering to more than 10,362 residents and bringing the total number of citizens served by the wider Advanced Life Support Ambulance service area to 60,706.

Naturally Occurring Characteristics

The cities of Camas and Washougal region are in southwest Washington state, part of Clark County, along the northern banks of the Columbia River. Both cities are within the Portland-Vancouver metropolitan area, situated about 15-20 miles east of Vancouver, WA, and Portland, OR.

Geography

The City of Camas lies near the western end of the Columbia River Gorge, nestled between the river to the south and rolling hills to the north and east. The Washougal region encompasses the City of Washougal and surrounding rural areas to the east. The Columbia River borders the region to the south and is adjacent to the foothills of the Cascade Mountains to the northeast.

Topography

The topography of the area is varied. Camas feature a mix of flat, lowland areas along the river, gently rolling hills, and steeper, forested areas as you move northward. The elevation increases moving away from the Columbia River, with some bluffs and escarpments offering scenic views. Washougal also has a varied landscape, with flat areas near the river and more rugged terrain further inland. The Washougal River runs through the City, contributing to the region's rugged landscape.

Human Related Characteristics²

Camas

The City of Camas has experienced significant growth in recent decades, becoming a desirable suburb in the Portland-Vancouver metro area due to its proximity to employment hubs and natural beauty.

Demographics: Camas has a predominantly White population, making up around 85% of residents, with smaller proportions of Asian (7%), Hispanic or Latino (6%), and African American (1%) populations.

¹ University of Washington, Geology Department – Geologic History of the Columbia River Basalt Group

² American Community Survey, 2022 - 5-Year Estimates

Education: Over 50% of residents hold at least a bachelor's degree, which is significantly higher than the national average.

Economy: Camas has a median household income of \$ 133,829, well above both the state and national averages. Historically an industrial city due to its paper mill, it has transitioned into a tech-centric economy, with many residents working in professional, scientific, and technical services.

Housing: The City has a relatively high rate of homeownership, with about 78% of housing units being owner-occupied.

Washougal

The City of Washougal, located just east of Camas, has a more rural feel but is also growing rapidly. As of the 2020 Census, the population of Washougal was around 17,039 people, showing steady growth in line with the region.

Demographics: Washougal's population is also predominantly White (over 85%), with smaller percentages of Hispanic or Latino (6%), Asian (2%), and African American (1%) residents.

Education: About 35% of Washougal residents have a bachelor's degree or higher, which, while lower than Camas, is still above the national average.

Economy: The median household income in Washougal is around \$97,295, lower than Camas but above the national median. Many residents commute to nearby employment centers in Camas, Vancouver, or Portland. Washougal also has some local industries, particularly in manufacturing and construction.

Housing: The homeownership rate in Washougal is similar to Camas, with about 76% of homes being owner-occupied.

Community Growth Planning

Camas

In the City of Camas, recent history reflects consistent growth at an increasing rate. Between 2014 and 2017, Camas saw an average of 235 homes constructed per year. In 2018, 275 homes were added to the city inventory, and in 2019, the number increased to an estimated 550 homes (including condominiums and apartments) at the midpoint of the year. Existing plans include approximately 2,500 housing units on the north end of Lacamas Lake (Northshore/Green Mountain) and an additional approximately 2,500 infill units distributed throughout the City. According to the 2035 Comprehensive Plan, the population of Camas is projected to be 34,098. Existing building height restrictions are 35 feet for residential properties and between 65 and 100 feet for commercial structures.

The *Camas 2035 Comprehensive Plan* identifies within its vision statement "... a variety of businesses that offer stable employment opportunities and family-wage jobs in the medical and high-tech fields." Camas is a gateway to nature and recreational opportunities, leading to a robust tourism industry. Professional office, medical, and industrial uses will typify western Camas, with retail businesses supporting the large campus firms. The north shore area will fulfill the employment and retail needs of the growing population on the northeast side and reduce trips outside of the City."

Washougal

The City of Washougal has a different philosophy on growth. The *Washougal 2035 Comprehensive Plan* states that "Washougal can fulfill the 20-year forecasted population and employment needs within the existing urban growth boundary; therefore, Washougal is not seeking an urban growth boundary expansion as part of this periodic Comprehensive Plan update process." After significant effort to gather community input for a common vision for the City, the feedback reflected:

- A desire for a variety of housing types in the Northwest UGA while maintaining the rural feel of the area;
- Limited commercial or retail uses would be appropriate, but did not want large employment centers in the Northwest UGA;
- Parks and trail connectivity are important, as well as the potential for community-serving uses, such as a community center;
- The Northeast UGA participants wanted to see a variety of housing types but only limited employment-related uses;
- Participants expressed a desire for community spaces and parks and trails and thought some small, neighborhood retail uses could be appropriate;
- Workshop participants made it clear that Washougal City Center needs to take advantage of its natural setting and proximity to the Gorge, the Columbia and Washougal Rivers, the wildlife refuge, and other natural amenities.

The comprehensive plan reports that participants expressed the need for a vision to knit Washougal together and create a new identity. In short, the desired vision is to maximize natural amenities, maintain a rural feel in the northern portions of the City, and retain a small-town feel in the downtown area, but with convenient retail amenities to serve the city residents.

The majority of Washougal is zoned urban low-density residential, with town center designation in the center of the City and general commercial zoning on the north side of Evergreen Way/E Street and the west end of State Route 14 on both sides. Heavy industry is limited to the port area on the south side of State Route 14 along the Columbia River, buffered by parks and open space.

Growth in the City has been limited, with an estimated 281 homes to be added in the northwest area of the City near to midterm. Most of the growth in the City will be infill, and that will be limited. Industrial growth is primarily contained in the Port of Camas Washougal along the banks of the Columbia River within Washougal. Commercial growth is anticipated along E Street, the waterfront, and the City will soon begin working on a subarea plan with a possible planned action ordinance for its Town Center Districts. This planning process will look at ways to increase population and employment within these downtown districts.

Washougal's current building height restriction is 35 feet for residential properties and up to 75 feet for commercial structures. The existing maximum building height in the Town Center districts is 55 feet; however, as part of the subarea plan work, there may be some discussion about increasing the height.

Business Overview - Camas and Washougal³

Camas

As of 2020, Camas had a diverse and growing economy, transitioning from its historical roots in paper manufacturing to a more tech and services-oriented business environment with approximately 1700 total businesses. The following table provides data on the types of businesses.

Figure 1: Types of Businesses - City of Camas

Industry	Percentage	Details
Professional, Scientific, and Technical Services	20%	tech and consulting
Manufacturing	12%	advanced manufacturing
Retail Trade	15%	local shops, food services
Health Care and Social Assistance	10%	
Construction	8%	

Washougal

Washougal's business landscape is slightly smaller and more locally oriented, with a focus on manufacturing, construction, and retail, with approximately 1,200 businesses.

Figure 2: Types of Businesses - City of Washougal

Industry	Percentage	Description
Manufacturing	18%	small-medium scale, light industrial
Construction	14%	contractors, home builders
Retail Trade	12%	local retail and restaurants
Professional, Scientific, and Technical Services	8%	
Accommodation and Food Services	10%	

Natural Disaster Risks^{4 5 6}

The CWFD plans for and prepares for natural hazards and will deploy to the highest need, affecting the most citizens. The top four natural hazard risks for the Cities of Camas and Washougal are illustrated here.

Earthquakes

Both Camas and Washougal are located near the Cascadia Subduction Zone, which poses a significant earthquake risk. A major earthquake in this zone could cause widespread damage due to ground shaking, infrastructure failure, and landslides.

³ U.S. Census Bureau – 2020 Economic Census, Camas & Washougal Business Data

⁴ U.S. Geological Survey – Cascadia Earthquake Hazards.

⁵ FEMA – Flood Risk Maps for Washington

⁶ National Interagency Fire Center – Wildfire Risk for Pacific Northwest

Flooding

Both cities contain shorelines on the Columbia River and the Washougal River, making them vulnerable to flooding, particularly during heavy rainfall or rapid snowmelt. The areas closest to the rivers are at the greatest risk of inundation.

Landslides

The hilly terrain in and around Camas and Washougal, especially near the foothills of the Cascade Mountains, is susceptible to landslides. Heavy rainfall or seismic activity can trigger slides, affecting homes and transportation routes in these areas.

Wildfires

The surrounding forests and the dry summer climate put both cities at risk of wildfires, especially in the wildland-urban interface areas. Prolonged droughts, strong gorge winds, and steep topography increase the likelihood of fire events, which could threaten homes and air quality.

CAMAS WASHOUGAL FIRE DEPARTMENT (CWFD)

Agency Description

The Camas/Washougal Fire Department (CWFD), after over 35 years of cooperation, officially merged operationally under an interlocal agreement on December 4, 2013. Now serving two rapidly developing cities with distinct visions, an operationally combined department is stronger yet faces challenges such as outdated facilities and understaffing. CWFD provides an array of emergency services that include:

- Fire Suppression
- Fire Investigation
- Fire inspection of occupancies within the City of Camas and the City of Washougal
- Transporting Advanced Life Support (ALS) Emergency Medical Services
- First Response Advanced Life Support (ALS) Emergency Medical Services
- Public Education
- Fire Prevention
- Hazardous materials "Awareness Level" Response⁷
- Low-angle Rescue
- Automatic and Mutual emergency response to neighboring jurisdictions

In 2024, the Washington Surveying and Rating Bureau (WSRB) assigned both the Cities of Camas and Washougal a Class 4 rating, focusing solely on assessing fire protection risks. WSRB assigns each community in Washington State a Protection Class of 1 through 10, where 1 indicates exemplary fire protection capabilities, and 10 indicates the capabilities, if any, are insufficient for insurance credit. The CWFD intends to maintain and potentially improve the rating in future years.

Mission and Values

The Camas/Washougal Fire Department delivers professional services to the community by following its mission and values, which are reflected in its strategic goals.

Mission

To provide the highest quality service to our community through the protection and preservation of life and property.

Values

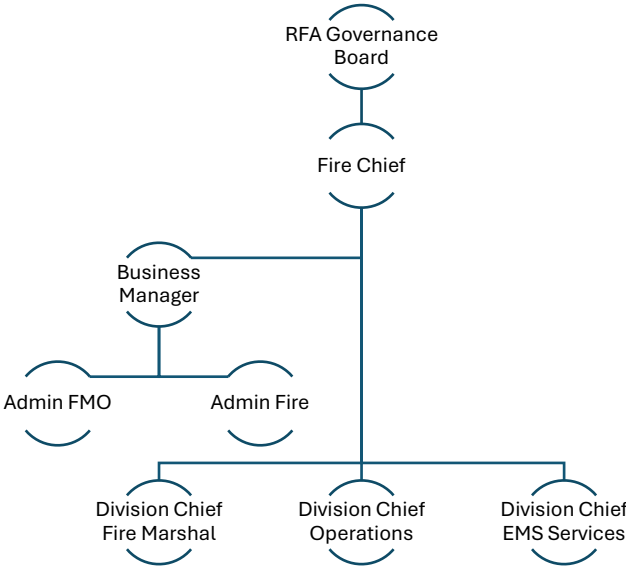
- Excellence
- Courtesy, equality, and respect
- Professionalism
- Readiness, education, and training
- Competency and accountability
- Integrity
- Dependability, trust, and honesty
- Enthusiasm, optimism and recognition
- Pride

⁷ The Technical Rescue includes high and low angle rescue, confined space rescue, trench rescue, water rescue, and hazardous materials responses, many of the technical responses include regional agencies who have higher level of certified technicians specializing in specific incident types.

Administration/Support Services

The Camas/Washougal Fire Department provides efficient management in delivering community services. This includes overseeing the administrative functions: managing an ALS Ambulance service, delivering Community Risk Reduction programs such as fire code enforcement, fire investigation, and public education, and handling business matters such as financial planning and budgeting. The administrative team staffing is outlined in the following organizational structure.

Table 1: Administrative Organization Structure



24-Hour Shift Staffing

The CWFD provides the following requirements of the 24-hour shift staffing model, which shall consist of the following apparatus and station assignments.

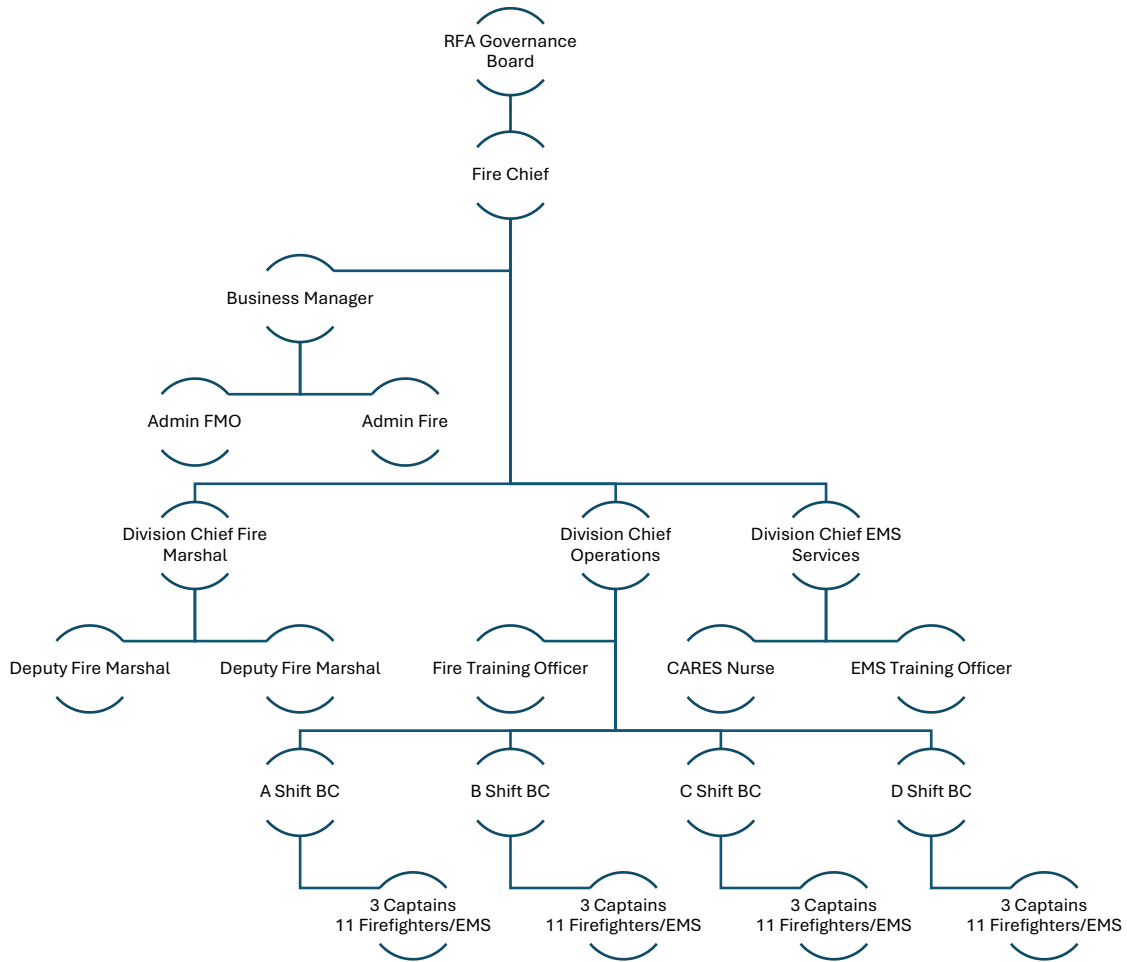
- A minimum of three (3) Captains or Acting Captains
- A minimum of nine (9) Firefighter/ Paramedics & EMTs
- A minimum of one (1) Battalion Chief or Acting Battalion Chief
- Additional staffing requirements:
 - Engine companies shall have a minimum of one (1) Captain or one (1) qualified Acting Captain and one (1) qualified Paramedic
 - Ambulances shall be assigned a minimum of one (1) Paramedic and one (1) EMT
 - CWFD shall provide licensed Aid and Transport services through the entire CWFD service area.

Table 2: Station and Apparatus Assignments

Station 41	Station 42	Station 43
1 Battalion Chief position (Assigned to Station 41, responding throughout Service Area)		
ONE FIRE ENGINE COMPANY Engine 41 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>	ONE FIRE ENGINE COMPANY Engine 42 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>	ONE FIRE ENGINE COMPANY Engine 43 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>
ONE MEDIC AMBULANCE Medic 41 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>	ONE MEDIC AMBULANCE Medic 42 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>	ONE MEDIC AMBULANCE Medic 43 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>
ONE WILDLAND ENGINE (CS) Brush 41 Cross-staffed from Engine 41	ONE WILDLAND ENGINE (CS) Brush 42 Cross-staffed from Engine 42	ONE WILDLAND ENGINE (CS) Brush 43 Cross-staffed from Engine 43
ONE MEDIC AMBULANCE (CS) Medic 44 Cross staff from E41 <i>(includes 1 paramedic position)</i>		<i>(CS) = Cross-Staffed Units – Staff switches from one unit to another unit, dependent on incident type.</i>

Total Organizational Overview

The entire organizational structure for the delivery of administrative and operational services is shown below. Operations personnel who work a 24-shift schedule are divided into a four-platoon schedule.



PERFORMANCE STANDARDS

The CWFD has established the following performance standards for the community to identify the level of service to be expected.

Turnout Time

The Camas Washougal Fire Department has adopted a turnout time standard of two (2) minutes 90% of the time.

First Engine Arrival at Fire Suppression Incident

The Camas Washougal Fire Department has adopted a travel time standard of five (5) minutes for the first fire engine (2 Firefighters) to arrive at a fire suppression incident within their first due area 90% of the time.

Deployment of Effective Response Force (ERF) at a fire suppression incident

The Camas Washougal Fire Department has adopted a travel time standard of ten (10) minutes to deploy an ERF (11 Firefighters) when responding to fire suppression incidents within the City of Camas and the City of Washougal 90% of the time.

First Response Medical Aid Vehicle arriving at an EMS incident.

The Camas Washougal Fire Department has adopted a travel time standard of five (5) minutes in the urban area and nine (9) minutes in the suburban area for the arrival of the first emergency medical aid vehicle (2 EMTs) when responding within their first due area 90% of the time.

Arrival of Advanced Life Support Transport unit at an emergency medical incident.

The Camas Washougal Fire Department has adopted a travel time standard of nine (9) minutes in the urban area, thirteen (13) minutes in the suburban area, and twenty-one (21) minutes in the rural area for the arrival of Transport Capable EMS Medic unit with a minimum of one Firefighter Paramedic 90% of the time.

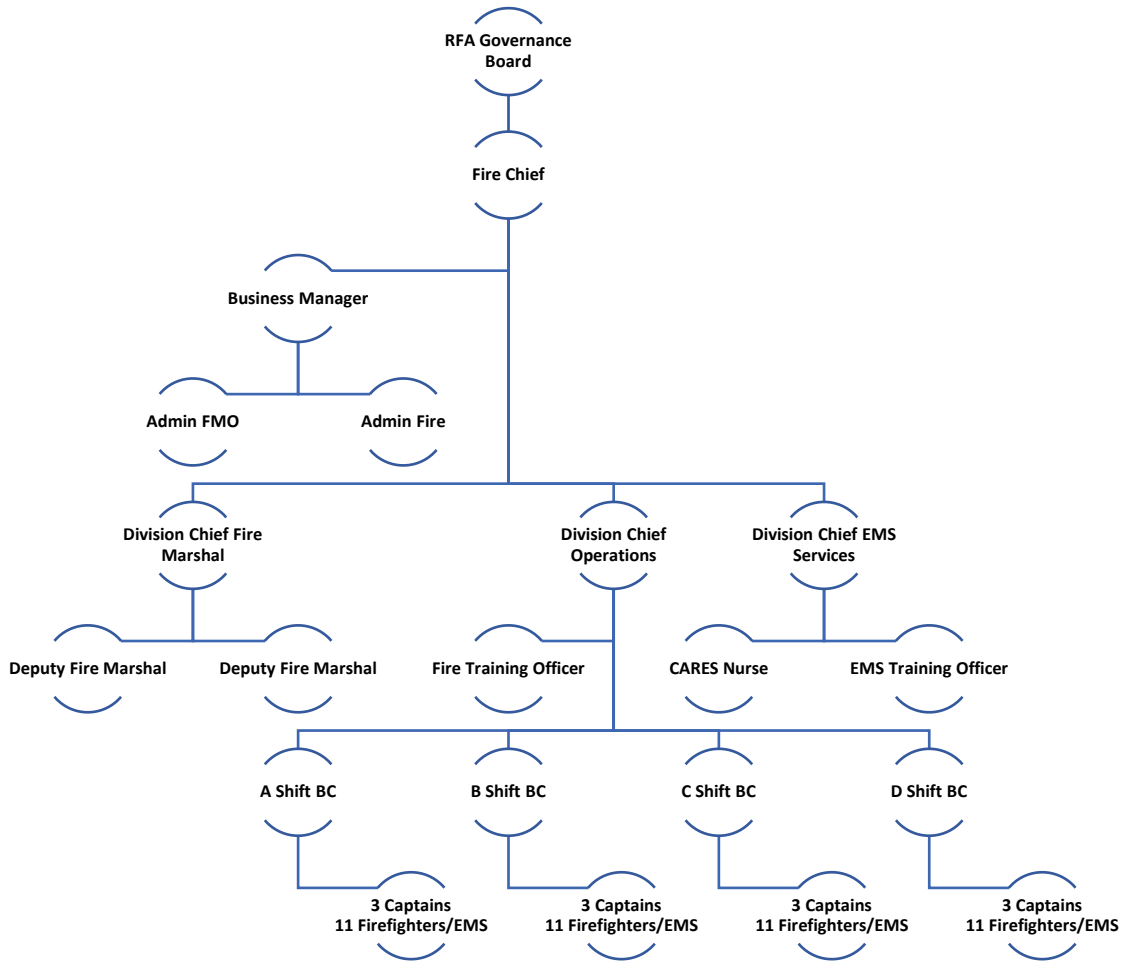
Tech Rescue (Hazardous Materials, Low Angle & Water Rescue & Vehicle Extrication)

The Camas Washougal Fire Department Firefighters Awareness Level hazardous materials response within the City of Camas and the City of Washougal, Technician Level low angle & water rescue and vehicle extrication response. The Camas Washougal Fire Department's response time standard for this category of incidents is the same as the "First Engine Arrival" and "Deployment of ERF standards."

Code Enforcement/Public Education

The Camas Washougal Fire Department has adopted the following inspection standards: annual business inspections of high-risk occupancies annually, moderate-risk occupancies semi-annually, and low-risk occupancies once every three years within the Cities of Camas and Washougal. Upon receipt of the complete project application for new construction occupancy plans, the Fire Marshal's office will review for code compliance and return comments within 3 weeks. In compliance with RCW 43.44.050, the fire department chief shall assign qualified investigators to investigate the origin, cause, circumstances, and extent of all fire-related losses within the municipal boundaries of Camas and Washougal. Each year, the RFA will offer numerous opportunities to engage and educate the Camas and Washougal communities through a series of events, including the Fire Department Open House, Family Promise Program, Fourth of July and New Year's Eve risk reduction outreach, Harvest Festival, Fire Prevention Week, Hometown Holidays, and various other occasions.

Appendix C: Organizational Structure



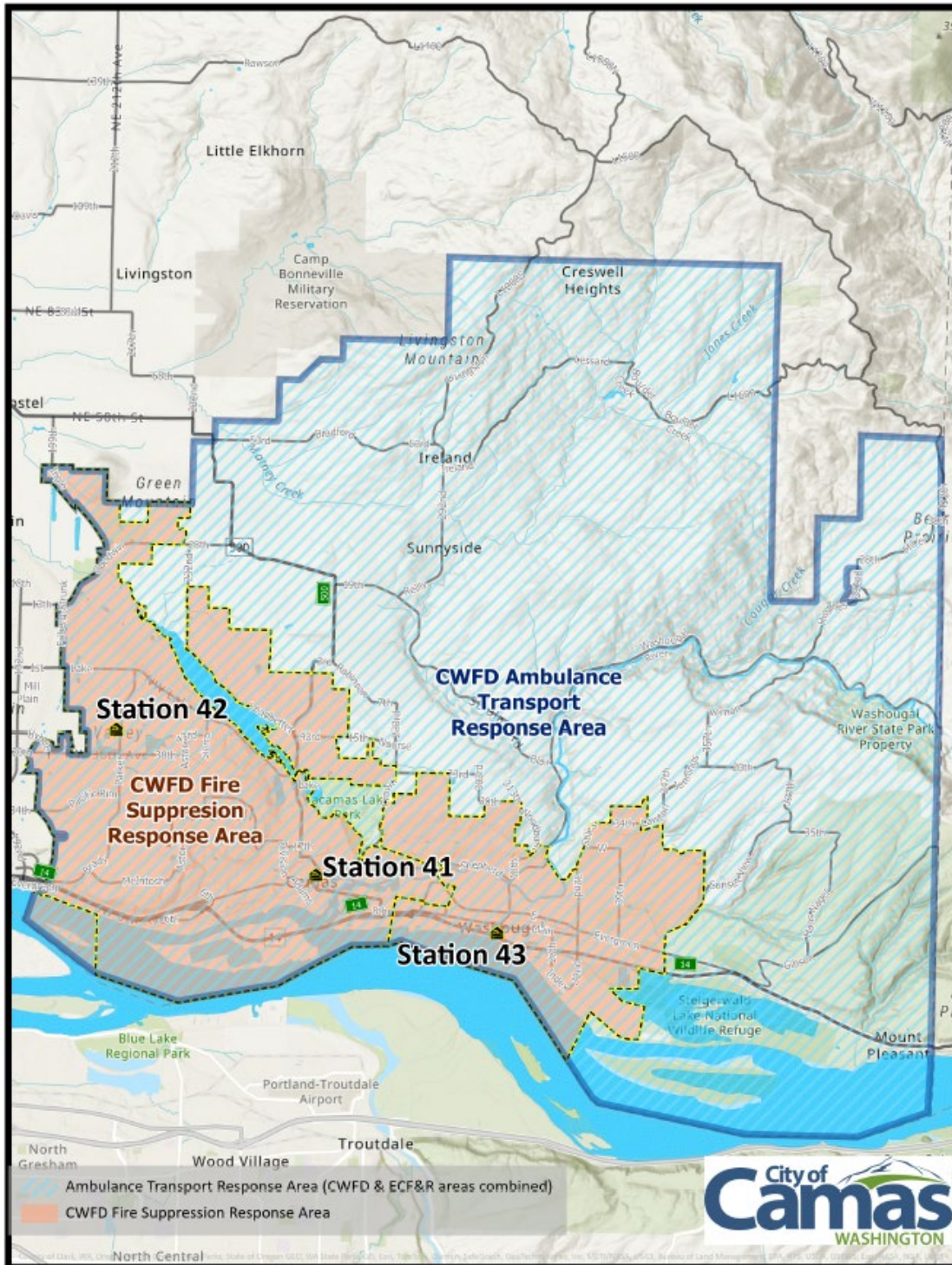
Appendix D: Real Property Assets

Fire Station Facility	Address
New Fire Station 41 (Bond Issue)	*528 NE 4th Avenue, Camas WA
Fire Station 42 (Renovation)	4321 NW Parker Street, Camas WA
New Fire Station 43 (Bond Issue)	*1400 A Street, Washougal WA
<i>*The address will change upon issuance of the certificate of occupancy.</i>	

Appendix E: Apparatus/Vehicles/Equipment

Apparatus/Vehicles	Type	Service Year
E41	Fire Engine	2016
E42	Fire Engine	2009
E43	Fire Engine	2010
E44	Fire Engine	2004
E46	Fire Engine	2003
Camas Bond Issue NEW	Fire Engine	2024
Camas Bond Issue NEW	Fire Engine	2025
Washougal NEW	Fire Engine	2025
B41	Brush Engine	2004
B42	Brush Engine	1994
B43	Brush Engine	2020
FM41	Staff Vehicle	2020
FM42	Staff Vehicle	2021
FM43	Staff Vehicle	2021
C41	Staff Vehicle	2015
EMS41	Staff Vehicle	2016
BC41	Staff Vehicle	2017
BC42	Staff Vehicle	2017
TRN41	Staff Vehicle	2011
CARES 41	Staff Vehicle	2024
M41	Medic Vehicle	2019
M42	Medic Vehicle	2017
M43	Medic Vehicle	2023
M44	Medic Vehicle	2016
M45	Medic Vehicle	2013
Small and Attractive Equipment	Quantity	
Self-Contained Breathing Apparatus	41	
Ambulance Gurneys	5	
LifePak 15s	8	
Ventilators	4	
Video Laryngoscopes	5	
Hydraulic Extrication Tools (Sets)	4	
Chain Saws	10	
Circular Saws	7	
Gas Fans	6	
Thermal Imaging Cameras	32	
Multi-Gas Detectors	5	
Radios	85	

Appendix F: Regional Fire Authority Jurisdictional Boundaries*



*The CWFD Ambulance Transport Response Area falls outside the proposed RFA boundary but is designated as a contract service area for ambulance services provided to East County Fire and Rescue by the RFA.

Formation & Implementation of Camas-Washougal Regional Fire Authority (RFA)



Agenda



FORMATION OF
PLANNING
COMMITTEE



FORMULATION OF
SERVICE PLAN



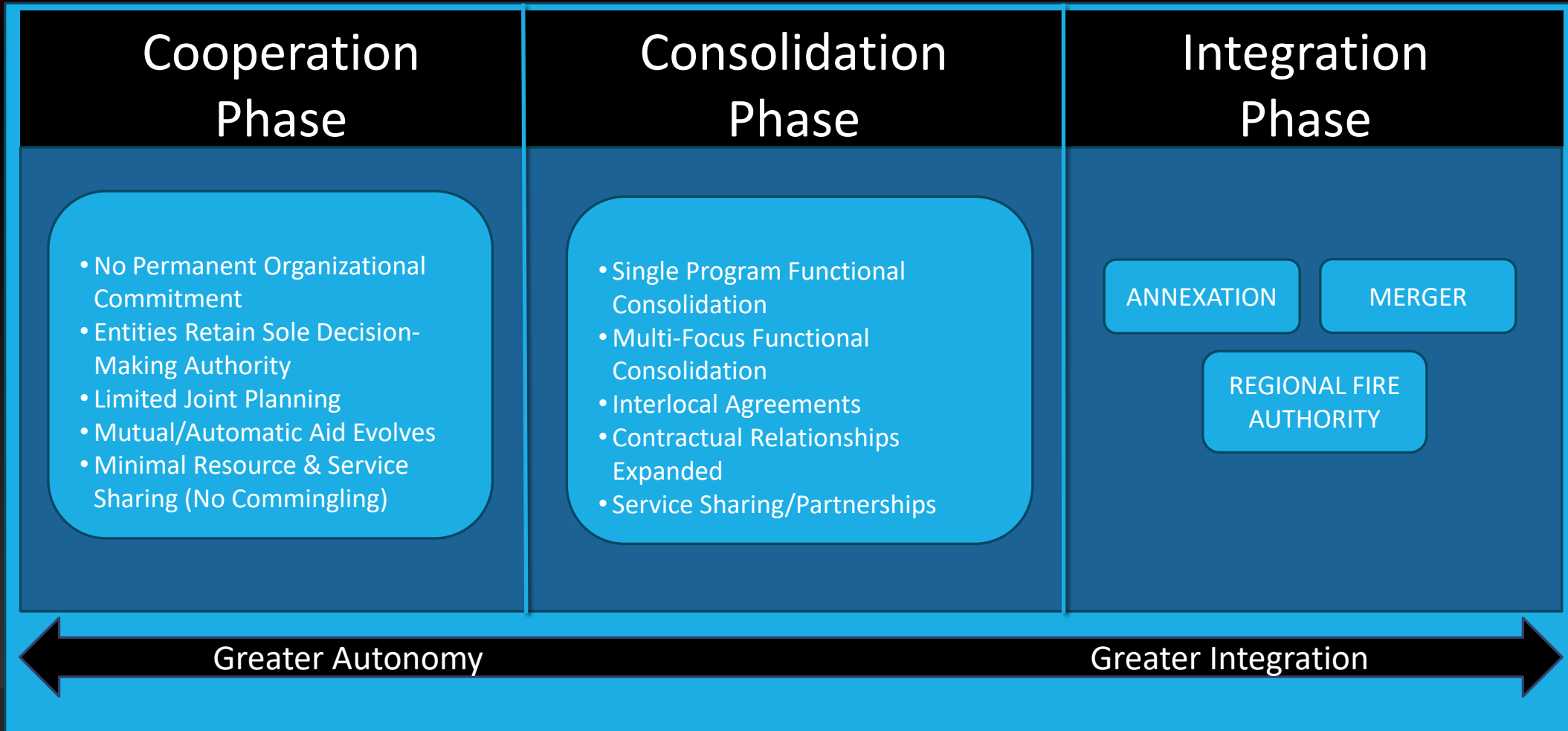
OVERVIEW OF PLAN
COMPONENTS



NEXT STEPS



The Amalgamation Process





RFA Planning Committee Appointment

Initiation of Planning Committee

- Started in March 2024

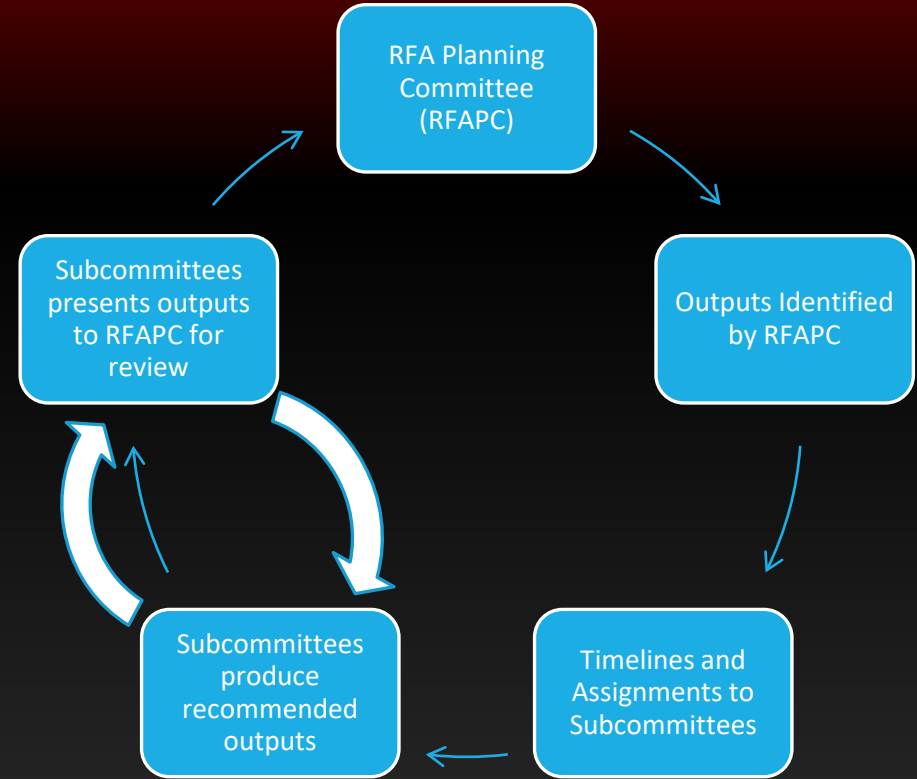
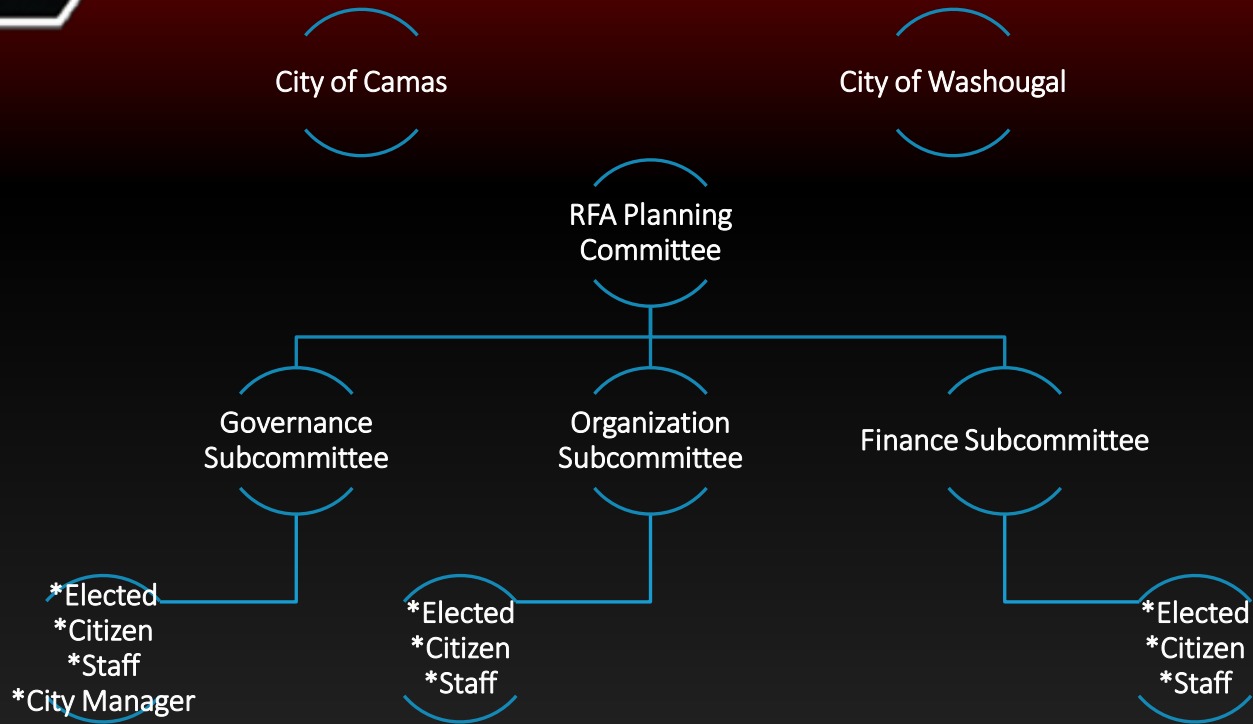
Appointment of Members

- Each governing body appoints three elected officials.
- Involves participating fire protection jurisdictions



SUBCOMMITTEE STRUCTURE

SUBCOMMITTEE PROCESS





Overview of Plan Components:

Jurisdictional Boundaries

Finances

Transfer of Assets

Governance

Organizational Structure

Operations and Services

Jurisdictional Boundaries:

On the Effective Date, the Jurisdictional Boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions.

Finances:

- Interim Finances: Support for FD expenses from (Jan 1 thru June 1, 2026).
 - Proportionally allocated
 - Paid back 3 years.
- Initial Rate: \$1.05 per 1,000 valuation of combined service area.

Transfer of Assets:

- Real Property
 - Fire Stations 42 – On Effective Date
 - Fire Station 41 – Upon Issuance of C of O
 - Fire Station 43 – Upon Issuance of C of O
- Non-Real Property
 - Apparatus
 - Equipment
 - Supplies, etc.
- Other
 - EMS Levy Funds, ERR Funds, GEMT Funds, Code Enforcement Fees, etc...

- Initial:

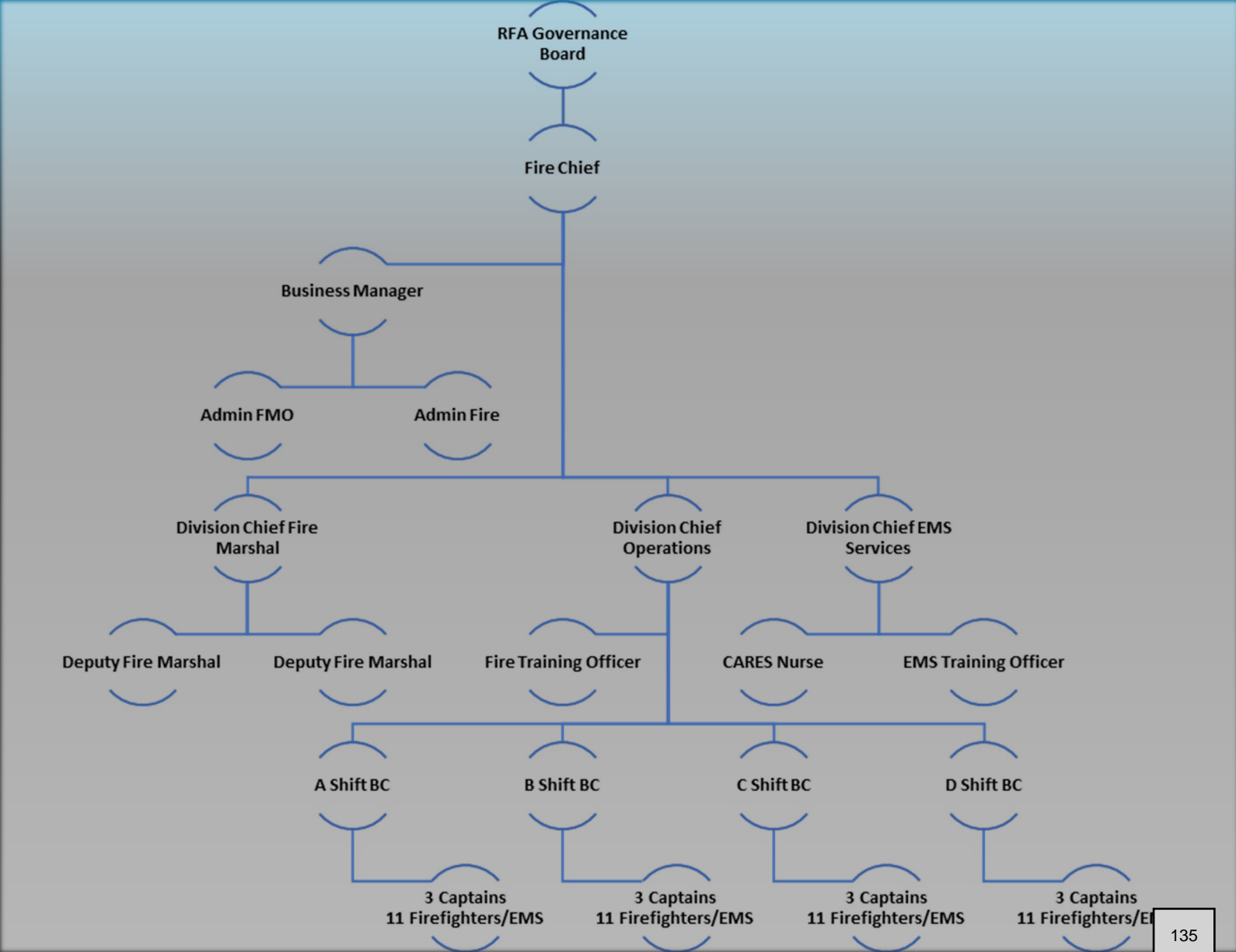
- (3) Appointed members Camas Council
- (3) Appointed members Washougal Council

Governance:

- Transition Jan 1, 2028:
 - 5 Commissioner Districts
 - Cities retain the right to appoint members

ELEMENT OF THE PLAN

Organizational Structure:

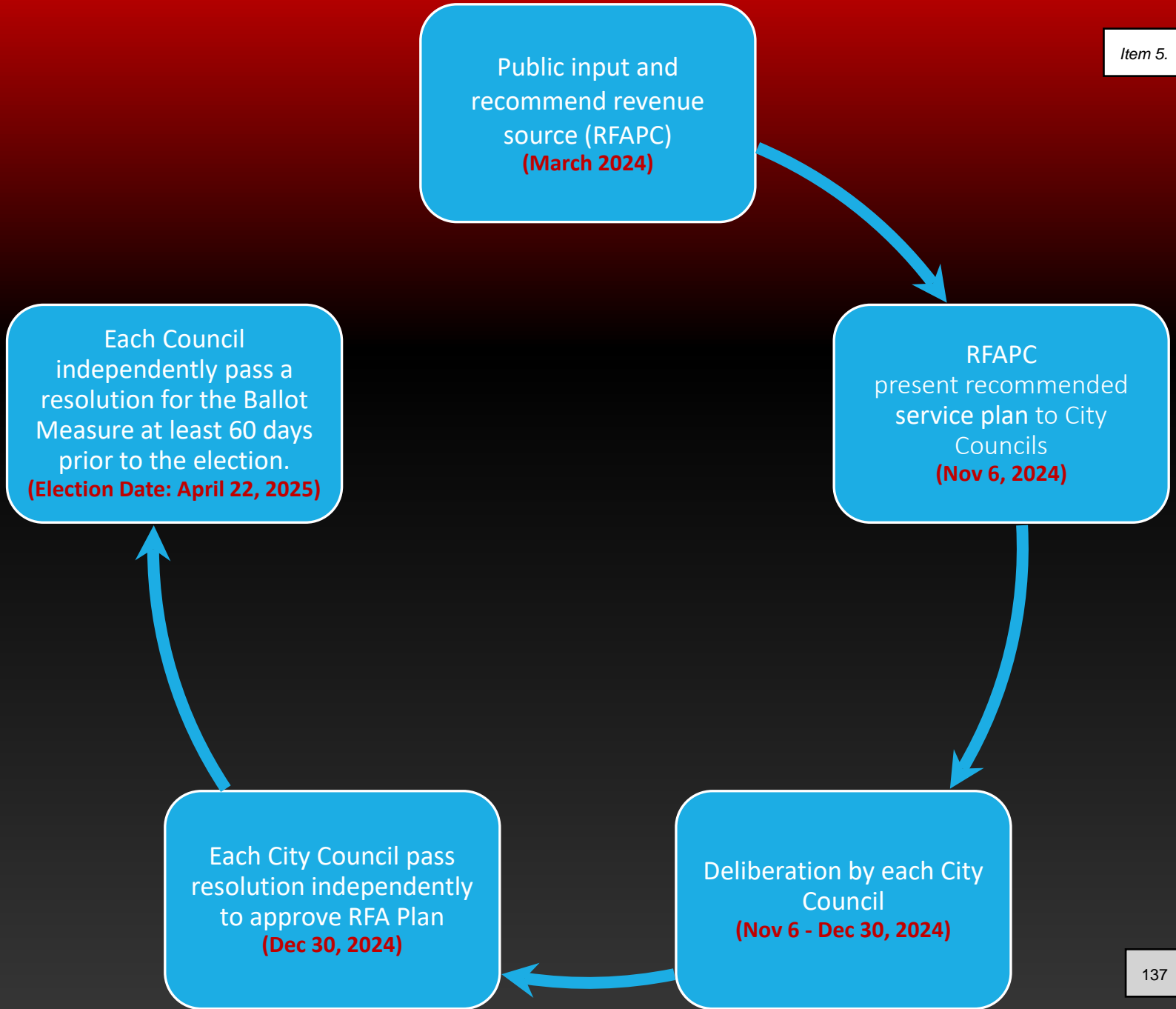


Operations and Services:

- Standard of Cover
 - Fire Protection
 - Ambulance Services
 - Code Management
 - Public Education



Formation of the RFA: (NEXT STEPS)





Questions?