



City Council Regular Meeting Agenda Monday, November 18, 2024, 7:00 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/87048645195>

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

This is the public's opportunity to comment about any item on the agenda, including items up for final Council action.

CONSENT AGENDA

NOTE: Consent Agenda items may be removed for general discussion or action.

1. [November 4, 2024 Camas City Council Regular and Workshop Meeting Minutes](#)
2. Automated Clearing House and Claim Checks Approved by Finance Committee
3. \$158,392.87 for October 2024 Emergency Medical Services (EMS) Write-off Billings for Monthly Uncollectable Balance of Medicare and Medicaid Accounts (Submitted by Cathy Huber Nickerson, Finance Director)
4. [\\$411,067.50 to Mackay and Sposito for Angelo Booster Station Phase 1](#)
(Submitted by Rob Charles, Utilities Manager)
5. [Camas Heights Phase 1 Final Plat](#)
(Submitted by Madeline Coulter, Planner)
6. [Interlocal Information Technology Support Agreement](#)
(Submitted by Michelle Jackson, Information Technology Director)

NON-AGENDA ITEMS

7. Staff
8. Council

MAYOR

9. Mayor Announcements

MEETING ITEMS

10. [Public Hearing - 2024 Fall Omnibus Budget Amendment Ordinance 24-014](#)
[Presenter: Cathy Huber Nickerson, Finance Director and Debra Brooks, Financial Analyst](#)
[Time Estimate: 5 minutes](#)
11. [Mayor's 2025-2026 Budget Presentation](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 20 minutes](#)
12. [Public Hearing for Ordinance No 24-015 Amending Ch 3.10 2% Utility Tax](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
13. [Resolution No. 24-016 Proposition for 4% Utility Tax to Support Police Services](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
14. [Resolution No. 24-015 Update 2025 Fee Schedule](#)
[Presenter: Matthew Thorup, Assistant Finance Director](#)
[Time Estimate: 5 minutes](#)
15. [Ordinance No. 24-016 – Increase Business License Fee](#)
[Presenter: Matthew Thorup, Assistant Finance Director](#)
[Time Estimate: 5 minutes](#)
16. [Public Hearing for 2025 Property Tax Levies](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
17. [Ordinance No. 24-017 Levying the 2025 Property Taxes for the General Fund](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 5 minutes](#)
18. [Ordinance No. 24-018 Levying the 2025 Property Taxes for the Unlimited GO Bond](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 5 minutes](#)
19. [Public Hearing and Ordinance No. 24-019 for the Transportation Benefit District \(TBD\)](#)
[Presenter: Cathy Huber Nickerson, Finance Director, and Matthew Thorup,](#)

Assistant Finance Director
Time Estimate: 25 minutes

PUBLIC COMMENTS

CLOSE OF MEETING



City Council Workshop Minutes - Draft
Monday, November 4, 2024, 4:30 PM
Council Chambers, 616 NE 4th AVE

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

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

ROLL CALL

Present: Council Members Marilyn Boerke, Bonnie Carter, Tim Hein, Leslie Lewallen, John Nohr, Jennifer Senescu, and John Svilarich

Staff: Sydney Baker, Debra Brooks, Rob Charles, Carrie Davis, Jennifer Gorsuch, Cathy Huber Nickerson, Michelle Jackson, Shyla Nelson, Alan Peters, Doug Quinn, Bryan Rachal, Heidi Steffensen, Matthew Thorup, Connie Urquhart, and Steve Wall

Press: Kelly Moyer, Camas-Washougal Post Record

PUBLIC COMMENTS

Rick Marshall, Camas, commented about property taxes.

Shannon Roberts, Camas, commented about fluoride.

WORKSHOP TOPICS

1. Professional Services Agreement for Angelo Booster Station Design Phase 1
 Presenter: Rob Charles, Utilities Manager

This item will be placed on the November 18, 2024 City Council Regular Meeting Consent Agenda for Council's consideration.

2. 2025-2026 Mayor's Recommended Capital Budget Presentation
 Presenter: Cathy Huber Nickerson, Finance Director and Debra Brooks, Financial Analyst

This item was for Council's information only.

3. Transportation Benefit District (TBD) – District Formation
 Presenter: Matthew Thorup, Assistant Finance Director

A public hearing and three ordinances for this item will be placed on the November

18, 2024 Regular Meeting Agenda for public testimony and Council's consideration.

4. Utility Tax 2% and 4% Presentation
Presenter: Cathy Huber Nickerson, Finance Director

A public hearing and two ordinances for this item will be placed on the November 18, 2024 Regular Meeting Agenda for public testimony and Council's consideration.

5. City of Camas Third Quarter 2024 Financial Performance Presentation
Presenter: Cathy Huber Nickerson, Finance Director

Due to time constraints, this item was moved to the November 4, 2024 Regular Meeting.

6. 2024 Fall Omnibus Budget Presentation
Presenter: Cathy Huber Nickerson, Finance Director and Debra Brooks, Financial Analyst

This item was for Council's information only.

7. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator

There were no staff updates.

COUNCIL COMMENTS AND REPORTS

Boerke commented about the Regional Fire Authority (RFA) meeting occurring November 6, 2024 at 4:00 p.m. at the Camas City Hall Council Chambers and about the Downtown Camas Association (DCA) First Friday.

Nohr attended several RFA and Finance Committee meetings.

Svilarich attended the Camas-Washougal Fire Department open house and the Parks and Recreation Commission meeting.

Carter attended Finance Committee meetings and commented about the RFA meeting on November 6, 2024.

Senescu commented about homelessness in downtown Camas.

Lewallen attended the City of Camas Strategic Plan Listening Session and commented about the RFA meeting on November 6, 2024 and citizen comments she received.

Hein attended Finance Committee meetings, the Parks and Recreation Commission meeting and commented about the upcoming Clark County Public Transit Benefit Area Authority (CTAN) meeting on Tuesday, November 12, 2024.

Hogan commented about upcoming City Council meetings.

PUBLIC COMMENTS

Rick Marshall, Camas, commented about property taxes.

Marie Tabata-Callerame, Vancouver, commented about Lacamas Lake.

CLOSE OF MEETING

The meeting closed at 6:35 p.m.



City Council Regular Meeting Minutes – Draft
Monday, November 4, 2024, 7:00 PM
Council Chambers, 616 NE 4th AVE

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

Mayor Hogan called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Council Members Marilyn Boerke, Bonnie Carter, Tim Hein, Leslie Lewallen, John Nohr, Jennifer Senescu, and John Svilarich

Staff: Sydney Baker, Rob Charles, Jennifer Gorsuch, Cathy Huber Nickerson, Shawn MacPherson, Shyla Nelson, Alan Peters, Doug Quinn, Bryan Rachal, Heidi Steffensen, Matthew Thorup, Connie Urquhart, and Steve Wall

Press: No one from the press was present.

PUBLIC COMMENTS

Ryan Hackler, Camas, commented about the Camas Police Department.

Lance Hemsworth, Camas, commented about the Camas Police Department.

Ryan Jerrett, Camas, commented about speeding and development in the City of Camas.

Darcy Smith, Camas, commented about streets and development in the City of Camas.

Marie Tabata-Callerame, Vancouver, commented about Lacamas Lake.

CONSENT AGENDA

1. October 21, 2024 Camas City Council Regular and Workshop Meeting Minutes
2. \$2,769,907.40 Automated Clearing House 701287 – 701336 Claim Checks 159053 – 159159, and \$993.45 Camas Assistance Program (CAP) Payment Approved by Finance Committee
3. Final Plat Approval for The Nines at Camas Meadows Subdivision (Submitted by Madeline Coulter, Planner)
4. Library Building Improvements Bid (Submitted by Connie Urquhart, Library Director)

These materials are archived electronically by the City of Camas. DESTROY AFTER USE.

5. Final Plat Approval for The Landing at Green Mountain, aka Monte Verde Subdivision
(Submitted by Yvette Sennewald, Senior Planner)

It was moved by Hein, and seconded, to approve the Consent Agenda. The motion carried unanimously.

NON-AGENDA ITEMS

6. Staff

ITEM CARRIED OVER FROM THE WORKSHOP MEETING

City of Camas Third Quarter 2024 Financial Performance Presentation (Item 5)
Presenter: Cathy Huber Nickerson, Finance Director

This item was for Council's information only.

7. Council

There were no additional Council comments.

MAYOR

8. Mayor Announcements

There were no additional Mayor announcements.

9. Veterans Day Proclamation

Mayor Hogan declared November 11, 2024 as Veterans Day in the City of Camas.

10. Native American Heritage Month

Mayor Hogan declared November 2024 as Native American Heritage Month in the City of Camas.

MEETING ITEMS

11. Resolution No. 24-014 Water System Plan Amendment for PFAS
Presenter: Rob Charles, Utilities Manager

It was moved by Carter, and seconded, to approve Resolution 24-014. The motion carried unanimously.

PUBLIC COMMENTS

No one from the public wished to speak.

CLOSE OF MEETING

Meeting minutes created by Sydney Baker.

The meeting closed at 7:39 p.m.

October 25, 2024

City of Camas
616 NE 4th Avenue
Camas, WA 98607
Attn.: Rob Charles, Utilities Manager

Re: REVISED DRAFT Scope and Fee for Angelo Booster Station Phase 1 Design Services

Dear Rob:

Thank you for selecting the MacKay Sposito team to partner with the City of Camas on the Angelo Booster Station Design. We are excited to work with you to deliver an exceptional project to the Camas community.

Enclosed you will find our draft scope and fee for your review and feedback.

Please contact me with any questions.

Sincerely,



Chad McMurry, PE
Project Manager
MacKay Sposito
(360) 518-6803
cmcmurry@mackaysposito.com

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INTRODUCTION

The City of Camas selected MacKay Sposito and their Consultant team for the Angelo Booster Station project. The project team for the first phase of this project includes:

- MacKay Sposito - Project Management / Water Main & Site Design / Environmental Permitting
- Carollo Engineers - Water System Modeling / Pump Station Design

GENERAL PROJECT DESCRIPTION/BACKGROUND

This project addresses two capacity limitations in Camas’s water system.

- 1) The lack of redundancy in the existing Angelo Booster Station, which moves water from the 343 Pressure Zone to the 455 Pressure Zone. In order to meet water demand during periods of peak use, the pump station operates with all pumps running, including the “spare” backup pump. For reliability, standard practice is to keep one pump as a “spare,” in the event one of the primary pumps requires servicing. The first Task of this Phase 1 Scope is to prepare plans for the retrofit of an additional pump and controls or similar improvement to improve redundancy and the firm capacity of the Angelo Booster Station.
- 2) The ability of all pump stations to move water from the 343 Pressure Zone into the 455 and 544 Pressure Zones to meet future demand. The second Task of Phase 1 is the identification, conceptual design, and analysis of alternatives for moving water from the well site near Louis Bloch Park through town to the 544 Pressure Zone along the north and northwest limits of Camas. Zone 544 is seeing the bulk of Camas’s growth, and anticipated demands will require upgrades to the transmission systems. Task 2 of the Phase 1 Scope includes work needed to recommend a preferred alternative for those upgrades.

Recent projects completed by Carollo Engineers took advantage of their CAMP Meeting process (Concentrated, Accelerated, Motivated, Problem Solving) to facilitate thorough, rapid decision-making discussions with all affected staff and consultants. This approach has been proven to efficiently evaluate complex design options and reach consensus on a preferred alternative in an extended workshop format. To improve decision-making efficiency and foster communication between groups, we propose to pursue that process for both Tasks in this Phase; that approach is reflected in the description of our approach below, the identified Subtasks, and the proposed Fee.

An overview of each Task in the first Phase is included on the next pages.

TASK 1 - ANGELO BOOSTER FIRM CAPACITY IMPROVEMENTS

Consultant work on this Task is intended to move through a Design-Bid-Build process to restore full-time redundancy as quickly as possible at Angelo Booster Station.

Work to be performed by the Consultant generally consists of the following services:

- Project management: Coordination of the overall project team, as well as consultant design activities and consultant contracts, including the scope of work, budget, and schedule.
- Coordination with utility providers.
- Attend the onsite meeting to discuss alternatives and determine the city's preference

Work to be performed by our subconsultant Carollo Engineers generally consists of the following services:

- Evaluation & review of alternatives for restoring redundancy at the current Angelo Booster Station
- Conduct a Design CAMP Meeting with City staff and the consultant team
- Design of Preferred Alternative improvements to the Angelo Booster Station
- Assist with development of Bid & Contract Documents
- Provide technical support during construction
- Services are further described in the attached Scope & Fee Proposal from Carollo (see Appendix A)

City Performed Work

- Project Management: Coordination between City staff and the consultant team.
- Provide available studies, reports, drawings, and other information pertinent to the proposed projects.
- Assist with the development and review of plans, specifications, estimates, and other consultant deliverables and other bid documents. Compile the construction bid package, coordinate the bid advertisement, and conduct the bid opening.
- Administer project funding.
- Lead construction management and inspection. Manage construction of the project and provide inspection.

General Assumptions

1. See tasks for specific task-related assumptions and exclusions.
2. Tasks assumed to be completed by the City are listed under "City Performed Work" above.
3. City of Camas design requirements and standards apply.
4. Washington State Department of Health's *Water System Design Manual* design and planning standards apply.
5. The Phase 1 contract duration is approximately 16 months for design and construction phase services. It is assumed that work on both Tasks will begin in September or October 2024
6. All submittals will be made electronically with no paper copies.

Exclusions

1. Land use planning

2. Land Surveying
3. Environmental Permitting
4. Geotechnical exploration, testing, & reporting
5. Structural engineering, including retaining wall design.

TASK 2 - 544 ZONE WATER SUPPLY ALTERNATIVES ANALYSIS

The work items in Task 2 are intended to identify and evaluate alternatives for improving service to the 544 Zone and recommend a preferred alternative for design and construction in phase 2.

The work performed by the consultant team generally consists of the following services:

- Review and discuss Carollo’s demand calculations with the City
- Identify transmission main and booster pump site improvement alternatives needed to service the 455 and 544 Zones
- Prepare exhibits and provide planning-level unit costs for consideration
- Host and conduct a CAMP Meeting to confirm, evaluate, and rank alternatives
- Prepare an Alternatives Analysis Memo summarizing the results of the alternatives ranking and priorities identified in the CAMP Meeting

City Performed Work

- Project Management: Coordination of the overall project team, consultant design activities and consultant contracts, including scope of work, budget, and schedule.
- Provide available studies, reports, drawings, and other information pertinent to the proposed projects.
- Assist with the development and review of plans, specifications, and estimates.
- Provide staff availability for Public Works personnel to attend CAMP Meeting.
- Administer project funding.

General Assumptions

1. See tasks for specific task-related assumptions and exclusions
2. Tasks assumed to be completed by the City are listed under “City Performed Work” above
3. Water supply needs to be determined as described in Carollo’s Scope in Appendix A
4. City of Camas design requirements and standards apply
5. Washington State Department of Health’s *Water System Design Manual* design and planning standards apply.
6. As previously described, the contract duration for the first phase is approximately 16 months for design and construction phase services. This duration covers expected work on both Tasks. Work on Task 2 is expected to last through June 2025.
7. All submittals will be made electronically with no paper copies.

Exclusions

1. Public Involvement
2. Geotechnical Study

SCOPE OF WORK

(Exhibit "A")
City of Camas - Angelo Booster Station

1.0 PROJECT MANAGEMENT

1.1 PROJECT ADMINISTRATION

- Prepare monthly invoices and progress reports to accompany invoicing. Reports will include a budget summary, tasks completed within the invoicing period, and the schedule status of critical tasks.

1.2 PROJECT SCHEDULING

- Prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule will show appropriate milestones, including intermediate and final submittal dates for design documents and key decision points.
- Provide up to (2) updates to the schedule to reflect project milestones and timeline changes.

1.3 PROJECT TEAM MEETINGS

- Schedule, prepare agendas and minutes (including task log updates), and lead monthly or bi-weekly project team meetings with the City. This task includes a project kick-off meeting, bi-weekly progress meetings, and review meetings at each submittal phase. Progress meetings will be virtual. A total of 24 meetings are included over the 16-month project duration.
- Organize and hold the Task 2 CAMP meetings with key project team members and representatives from the City of Camas and other agencies. The CAMP meeting replaces the typical conceptual design submittal and design kickoff. This meeting will have a specific agenda addressing and resolving project issues identified in the route selection and review.

Meeting Schedule - Project Management				
Type	Format	Frequency	Participants	# Mtgs
Project Team Meetings (covering both Tasks)	Mixed	Monthly or Bi-Weekly	Project Manager, Project Engineer	24

Meeting Schedule - Task 1				
Type	Format	Frequency	Participants	# Mtgs
Kick-Off Meeting & On-Site Meeting with Staff	On-Site/ In Person	Once	Project Manager,	1

Meeting Schedule - Task 2				
Type	Format	Frequency	Participants	# Mtgs
CAMP Meeting	In Person	Once	Project Manager, Project Engineer	1
Recommendation Review	Virtual	Once	Principal, Project Manager, Project Engineer	1

1.4 SUBCONSULTANT COORDINATION

- General coordination and management of the subconsultant team including contracting, invoicing, scheduling, and deliverables.

DELIVERABLES

- *Monthly Invoices and Progress Reports*
- *Baseline Project Schedule and Updates*
- *Meeting Agendas, Minutes, and Task Log Updates*

ASSUMPTIONS

- Sixteen-month project management duration
- Bi-weekly project meetings will be held virtually and several are expected to occur monthly (up to 24 total). Meetings are expected to last up to one hour.

2.0 QUALITY ASSURANCE AND QUALITY CONTROL

MacKay Sposito Engineering Director Paul Harmsen will lead the QA/QC process for the Consultant's deliverables.

2.1 PROJECT SETUP/STARTUP

- Confirm City design & operational goals
- Confirm City Standards and Drafting Standards

2.2 QA/QC STAGES

- Each Consultant deliverable is routed through a QA/QC process prior to submittal to the City.

2.3 SUBCONSULTANT DELIVERABLE REVIEW

- Review, provide comments, and manage schedules for subconsultant team deliverables.

3.0 TASK 1: ANGELO BOOSTER FIRM CAPACITY IMPROVEMENTS

3.1 UTILITY COORDINATION

- Utility Coordination
 - Confirm the presence of dry utilities on and near the project site
 - Visit the site to confirm surveyed utility locates and equipment
 - Contact purveyors and brief on project plans
 - Coordinate between the design team and purveyors during the design process
 - Coordinate with purveyors during construction

ASSUMPTIONS

- Utility coordination is limited to only those utilities in the vicinity of the existing pump station building. Work adjacent to the road frontage is not anticipated and has been excluded.

4.0 TASK 2: 544 ZONE WATER SUPPLY ALTERNATIVES ANALYSIS

4.1 ALTERNATIVES ANALYSIS

- Identification and conceptual design of probable routes and sites for:
 - Booster Station improvements, including:
 - A new station in the southern portion of Fallen Leaf Park (near the current pump station location)
 - Expansion of the existing Angelo Booster Station
 - A site on city-owned property near Heritage Park & Lacamas Lodge
 - "Suction Side" improvements between the existing main near Louis Bloch Park and the new pump station sites (up to two pipe routes)

- Transmission Main improvements from the pump station site(s) to the 544 Zone, including:
 - Main replacement & improvement from the Angelo Booster Station to the Lower Prune Hill Reservoir & Booster Station site
 - An Everett Street Lake Road alignment utilizing the main installed with the Lake Road/Everett roundabout along Lake Road to the vicinity of the intersection of Lake Road & Sierra Street
 - A second Everett/Lake Road alignment utilizing Lacamas Lane and neighborhood streets to minimize cost and disruption of traffic control and environmental constraints along the Lake Road corridor
 - Up to one additional corridor
- Field reconnaissance of each route and site
- “Fatal Flaw” analysis, identifying features or constraints that render the selected alternative unpermittable or unconstructable
- Probable Construction Cost Estimate for feasible options including right-of-way or easement acquisition costs based on recent City purchases
- Zoning and Land Use Evaluation
 - Assist in developing criteria for evaluating potential sites based on factors such as size, location, access, and regulatory considerations.
 - Gather relevant desktop data, including maps, zoning ordinances, and environmental/critical areas, for each site within Camas.
 - Analyze the City of Camas’s zoning designations for each site, identifying allowable uses, special/limited uses, and conditional use constraints.
 - Identify all necessary land use permit approvals required for each site, considering Camas regulations, as well as state and federal requirements.
 - Summarize the process for each anticipated land use procedure and identify decision making authority.
 - Assess compatibility with surrounding land uses and potential impacts on the Camas community.
 - Engage with the City of Camas planning department and other relevant regulatory agencies to confirm permitting requirements and timelines.
 - Provide an estimated list of published land use permitting fees for each anticipated land use procedure.
 - Provide an estimated timeline for each anticipated land use procedure.
- Environmental Evaluation and Permitting
 - MacKay Sposito will provide feasibility recommendations, including permit requirements, for three water lines and three pump station alternatives. The recommendations will be based on environmental site constraints, including SEPA, shorelines, critical areas, and potential mitigation options.
 - A single MacKay Sposito environmental scientist will conduct a one-day site visit of proposed alternative locations to inform the feasibility recommendations.
 - MacKay Sposito environmental scientists will provide feasibility input for the Draft and Final Alternatives Analysis Memo.
 - Up to a total of 2 hours of outreach with City planners and regulatory agencies to gain input on regulatory requirements for the alternatives is included.

- Any of the above may be excluded from any alternative if that alternative is deemed infeasible during one of the other evaluation steps.
- Prepare an alternatives analysis memo that analyzes the evaluated alternatives.
- Attend one (1) alternatives analysis memo review meeting with City staff. Address City comments and submit final alternatives analysis memo.

DELIVERABLES:

- *CAMP Meeting Agenda*
- *Final Alternatives Analysis Memo*
- *Graphic renderings for evaluated alternatives.*

ASSUMPTIONS

- All city staff with input into the alternative pipeline alignments and pump station location & configuration will be available for the CAMP Meeting.
- A preferred alternative for the Angelo Firm Capacity Upgrades will be determined during the CAMP meeting; this alternative will be documented in the Alternatives Analysis Memo..

4.2 LAND USE PLANNING REVIEW

- Assist in developing criteria for evaluating potential sites based on factors such as size, location, access, and regulatory considerations.
- Gather relevant desktop data, including maps, zoning ordinances, and environmental/critical areas, for each site within Camas.
- Analyze the City of Camas’s zoning designations for each site, identifying allowable uses, special/limited uses, and conditional use constraints.
- Identify all necessary land use permit approvals required for each site, considering Camas regulations, as well as state and federal requirements.
- Summarize the process for each anticipated land use procedure and identify decision making authority.
- Assess compatibility with surrounding land uses and potential impacts on the Camas community.
- Engage with the City of Camas planning department and other relevant regulatory agencies to confirm permitting requirements and timelines.
- Provide an estimated list of published land use permitting fees for each anticipated land use procedure.
- Provide an estimated timeline for each anticipated land use procedure.
- Provide the information in a written memorandum for inclusion in the alternatives analysis memo.

5.0 SYSTEM MODELING & BOOSTER STATION DESIGN (CAROLLO)

Please refer to Appendix A for Carollo’s scope of work.

6.0 CITY DELIVERABLES TO THE CONSULTANT

6.1 PROJECT COORDINATION

- The City will assist the Consultant in managing relationships with other jurisdictions involved in the Project, adjacent property owners, and the public. The City will provide staff to meet and discuss the Project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

DELIVERABLES

- *Project Coordination*
- *Utility List*


APPENDICES

APPENDIX A: SYSTEM MODELING & BOOSTER STATION DESIGN (CAROLLO ENGINEERS)

APPENDIX B: RATES

Project Name: Angelo Booster Station Design Project Manager: Charles McMurry MSi Job No.: 24-093 Client Job No.: Date: 10/04/2024		MacKay Sposito, Inc.															SUBCONSULTANTS		Total Budget Amount
		ESTIMATED HOURS AND EXPENSES															Carollo		
		Principal	Project Manager - Design	Project Engineer	Project Accountant	Design Technician III	Design Technician IV	Engineer I	Engineering Manager	Administrative Assistant	Environmental Manager II	Planning Manager	Project Manager - Planning	Senior Planner	Planner III	Expenses		Total	
1.0 - Project Management	1.1 - Project Team Meetings	30.00	88.00	11.00											\$24.00	\$29,714.00		\$29,714.00	
	1.2 - Project Administration	4.00	16.00		24.00											\$8,136.00		\$8,136.00	
	1.3 - Project Scheduling	4.00	9.00													\$3,072.00		\$3,072.00	
	1.4 - Subconsultant Coordination	9.00	35.00	5.00	10.00											\$12,588.00		\$12,588.00	
	Subtotal															\$53,510.00		\$53,510.00	
2.0 - QA/QC	2.1 - Project Setup/Start Up				1.00	1.00										\$308.00		\$308.00	
	2.2 - QA / QC Stages		6.00		4.00	5.00										\$2,688.00		\$2,688.00	
	2.3 - Subconsultant Discipline QA/QC		5.00													\$1,080.00		\$1,080.00	
	Subtotal															\$4,076.00		\$4,076.00	
3.0 - Task 1: Angelo Booster Firm Capacity Improvements	3.1 - Meetings & Site Development		9.00				3.00								\$15.00	\$2,367.00		\$2,367.00	
	3.2 - Utility Coordination	1.00	3.00				11.00									\$2,426.00		\$2,426.00	
	Subtotal															\$4,793.00		\$4,793.00	
4.0 - Task 2: 544 Zone Water Supple Alternatives Analysis	4.1 - Alternatives Analysis	4.00	104.00	272.00	72.00			10.00	17.00	32.00					\$45.00	\$99,711.00		\$99,711.00	
	4.2 - Land Use Planning										10.00	16.00	20.00	10.00		\$10,800.00		\$10,800.00	
	Subtotal															\$110,511.00		\$110,511.00	
SUB5 - System Modeling & Booster Station Design (Carollo)	System Modeling & Booster Station Design (Carollo)																\$216,525.00	\$216,525.00	
	System Modeling & Booster Station Design (Carollo) - 10%																\$21,652.50	\$21,652.50	
	Subtotal																	\$238,177.50	

HOURS	52.00	275.00	288.00	34.00	77.00	6.00	14.00	10.00	17.00	32.00	10.00	16.00	20.00	10.00				
RATE	\$ 282.00	\$ 216.00	\$ 202.00	\$ 148.00	\$ 148.00	\$ 160.00	\$ 136.00	\$ 240.00	\$ 106.00	\$ 196.00	\$ 228.00	\$ 200.00	\$ 182.00	\$ 168.00				
TOTAL	\$14,664.00	\$59,400.00	\$58,176.00	\$5,032.00	\$11,396.00	\$960.00	\$1,904.00	\$2,400.00	\$1,802.00	\$6,272.00	\$2,280.00	\$3,200.00	\$3,640.00	\$1,680.00	\$84.00	\$172,890.00	\$238,177.50	\$411,067.50



APPENDIX A

Carollo Engineers

CITY OF CAMAS

Angelo Booster Station Capacity Upgrades

Date: October 24, 2024

Subject: Angelo Booster Station Capacity Upgrades Phase 1 Scope

Introduction

The City of Camas, referred to as “the City” intends to provide redundancy at Angelo Booster Station to meet current demands. The Angelo Booster Station was constructed in 2001 with a firm capacity of 3,000 gallons per minute (gpm) using three horizontal split case pumps. As demands have increased, the City has operated a fourth pump during the summer months to increase capacity at the cost of redundancy. The booster station is a critical piece of infrastructure for moving water from the 343 Pressure Zone to the upper zones. If a pump is lost, a moderate amount of capacity can be made up through other booster stations, but not enough to meet current summer demands. Therefore, upgrades to the firm capacity of the Angelo Booster Station are required as soon as possible.

The City also intends to increase water supply to the 455 and 544 Zones to meet near-term and long-term demands. Additional flow is required to the 455 and 544 Zones to meet the continued growth on Prune Hill and in the west side of the City. Concepts were developed by Carollo in 2023 with two options being carried forward: 1) expand the Angelo Booster Station Capacity via pipeline and pump station improvements and 2) design a new station, located at the Angelo Booster Station site to convey water directly from the 343 Zone to the 544 Zone.

The goal of Phase 1 is to address these capacity limitations in the City’s water system in two project elements:

Element 1 - Angelo Booster Station Firm Capacity Improvements:

Design and implement firm capacity improvements at Angelo Booster Station as soon as possible.

Element 2 – 544 Zone Water Supply Alternatives Analysis:

Identify and evaluate alternatives for improving service to the 544 Zone and to recommend a preferred alternative for design and construction in Phase 2.

General Assumptions

- MaKay Sposito will be referred to as the “Consultant” in this document.
- Carollo Engineers, Inc., will be referred to as “Subconsultant” in this document.
- The City of Camas and its staff will be referred to as “the City” in this document.
- All deliverables will be provided to the City in electronic PDF format, unless otherwise indicated. Final deliverables will be “wet” signed and/or digitally signed in accordance with the Washington Administrative Code (or WAC).

- The City will furnish the Consultant and Subconsultant available studies, reports, drawings, and other data pertinent to the Consultant and Subconsultant's services; obtain or authorize the Consultant or Subconsultant to obtain or provide additional reports and data as required; furnish to the Consultant or Subconsultant services of others required for the performance of the Consultant or Subconsultant's services hereunder, and the Consultant shall be entitled to use and rely upon all such information and services provided by the City or other in performing the Consultant's services under this Agreement.
- The City shall arrange for access to and make all provisions for the Subconsultant to enter upon public and private property as required for the Subconsultant to perform services hereunder.
- The Project will use WDOT specifications.
- Durations for meetings, workshops, and site visits in the Scope of Services are based on estimated times of time on site. Allowances for travel time, as appropriate, are accounted for in the Level of Effort in Exhibit A.
- In-person meetings/workshops will be conducted at the City's facilities or other City approved location.
- Total project duration for this phase of the work is sixteen (16) months.

Scope of Work

Task 1 Project Management

The purpose of this task is to manage and coordinate engineering and related services required for Project completion in accordance with the schedule, budget, and quality established by the Consultant and the City.

Task 1.1 Project Management and Reporting

- Manage the Subconsultants Project Team, track time and budget, work elements accomplished, work items planned for the next period, level of effort, scope changes, time and budget needed to complete the Scope of Work herein.
- Prepare monthly Project Status Reports that compares work accomplished with scheduled activities and compares expenditures with task budgets and submit reports to the Consultant's Project Manager with monthly invoices. Expenditures will be documented on a task basis and show hours by Project personnel and other direct expenses related to work. Reports and invoicing will be formatted in a manner that is acceptable to the City.
- Develop and maintain a Decision Log to record key decisions made by the City and others during the Project to document the evolution of the Project.

Task 1.2 Project Management Meetings

- Schedule and conduct bi-weekly 30-minute Project Management calls throughout the duration of the Project. Attendance will be limited to the Subconsultant's PM.

Task 1 Deliverables

- Sixteen (16) monthly Invoices and Progress Reports.
- Decision Log (submitted with Key Deliverables and/or Major Milestones)

Task 1 Assumptions

- Project Management Calls will be virtual.
- The Consultant's Project Manager will lead the Project Management calls.
- The Subconsultant's attendance will be limited to the Project Manager.
- Agenda and meeting minutes will not be provided for Project Management calls. It is assumed that decisions and key actions will be incorporated into the Project Decision Log.

Task 2 Firm Capacity Improvements at Angelo Booster Station

The purpose of this task is to provide firm pumping capacity at the Angelo Booster Station. This task includes identifying an alternative to provide firm capacity, developing documents to implement the alternative, and commissioning the alternative.

Task 2.1 Site Visit and Data Review

- Key members of the Subconsultant's team will attend a site visit with the City's staff to review/discuss the existing Angelo Booster Pump Station and associated facilities that may be impacted by the firm capacity improvements. The site visit will allow the Subconsultant's team to collect information at Angelo Booster Station, the existing pumps at the Gregg Pump Station that may be available and select an alternative for firm capacity improvements at Angelo Booster Station.
- The Subconsultant will review data collected during the site visit and additional relevant documents provided by the City to support the alternatives analysis.
- The Subconsultant will develop a design basis memorandum that identifies the firm capacity improvement selected by the City and confirms preliminary design criteria.

Task 2.1 Deliverables

- Design Basis Project Memorandum

Task 2.1 Assumptions

- Three members of the Subconsultant's team will attend a single four (4) hour site visit.
- The Design Basis Memorandum will be formatted as a Project Memorandum and will serve as consensus for the firm capacity improvement alternative selected for Angelo Booster Station.
- The City will have representatives from City management, engineering, and operations for the site visit.
- The City will make their system integrator available for the site visit.

Task 2.2 Develop Contract Documents

- Design Document Submittal: Develop drawings, specifications, and Opinion of Probable Construction Cost (OPCC) for the selected alternative from Task 2.2. Submit these documents for review by the City. The Subconsultant will also coordinate with the City's SCADA System Integrator.
- Design Review Meeting: Conduct design review meeting with the City. The meeting will be held following the submittal of the intermediate design documents to the City. A record of comments will be developed to document responses to the City's comments.
- Final Design Documents: Incorporate City review comments and develop final drawings, specifications, and OPCC.

Subtask 2.2 Deliverables

- Review submittal of Drawings, Specifications, and OPCC
- Final Drawings, Specifications, and OPCC
- Spreadsheet of the City's comments, Subconsultant's responses, and the City's acceptance of the Subconsultant's response for the intermediate and final deliverables.
- Meeting materials (agenda and meeting minutes) for the design review meeting.

Subtask 2.2 Assumptions

- The Subconsultant's Opinion of Probable Cost (OPCC) will be developed based on the level of project definition and accuracy defined by AACE International.
- The meeting will be held at the City's office or virtually and will be attended by key members of the Subconsultant's Project Team.
- Topographic and boundary survey will not be used to develop the Contract Documents. It is assumed that existing as-built document and/or site plans will serve as the basis for the design drawings.
- Integration with the SCADA system including design, hardware, and programming will be performed and supplied by the City's integration firm. Components and wiring will be completed by the Contractor. Design of instrumentation shall not be included in the Contract Documents.
- It's assumed that the temporary pump will be generator operated and therefore electrical site plans are not included in the Contract Documents.

Task 2.3 Bid Support Services

- Attend Pre-Bid Meeting: The Subconsultant's key personnel will attend the pre-bid meeting and respond to technical questions, as needed.
- Respond to Bidders' Questions: Provide support to the City, as needed, to respond to bidders' questions.
- Prepare Addenda: Prepare up to two addenda to the contract documents to respond to bidder's questions.

Task 2.3 Deliverables

- Response to bidders' questions.
- Up to two addenda.

Task 2.3 Assumptions

- The City will distribute bid documents to potential bidders.
- The City will develop the agenda and notes for the pre-bid meeting.
- The City will distribute addenda to bidders.

Task 2.4 Provide Procurement Support Services

- Provide equipment and material procurement support services to the City, as needed to ensure compliance with the Conformed Documents.

Task 2.4 Deliverables

- Procurement support, as needed.

Task 2.4 Assumptions

- The City will distribute Contractor submittal information, as needed. The Subconsultant will review product submittal information for compliance with the Conformed Contract Documents.
- Construction management services are not included in this scope.

Task 2.5 System Startup and Testing Services

- The Subconsultant will witness startup and testing of the temporary capacity improvement alternative implemented for compliance with the Contract Documents.
- The Subconsultant will answer questions and provide recommendations on adjustment of equipment during commissioning and summarize field testing in a Field Test Report.

Task 2.5 Deliverables

- Field test report.

Task 2.5 Assumptions

- Up to two (2) Subconsultants will attend startup and testing of the facility upgrades. Testing is based on one eight (8) hour day.

Task 3 544 Zone Water Supply Alternatives Analysis

The purpose of this task is to provide information related to operation of the distribution system to inform evaluation and selection of an alternative for supplying water to the supply water to the 544 Zone Water Supply improvements.

Task 3.1 Alternatives Analysis

The objective of Task 3.1 is to identify and evaluate alternatives and then select an alternative for 544 Zone Water Supply improvements.

- Subconsultant will conduct an Alternative Analysis CAMP[®] with the City and Consultant to identify and assess alternatives and then select an alternative for the 544 Zone Water Supply improvements. The CAMP[®] session will include the following topics:
 - » Statement of the problem.
 - » Identification of alternatives.
 - » Identification of selection criteria.
 - » Assessment of alternatives.
 - » Selection of a preferred alternative.
 - » Development of basis of design criteria and conceptual system layout.

Task 3.3 Deliverables

- Draft and Final Alternatives Evaluation CAMP[®] Agenda and Meeting Minutes
- Draft and Final Alternatives Evaluation Memorandum that summarizes each of the topics covered in the CAMP[®] workshop.

Task 3.3 Assumptions

- Alternatives Evaluation CAMP[®] shall occur over an eight (8) hour workshop, held at the Consultant's offices in Vancouver, Washington.
- Consultant will provide a draft and final CAMP[®] workshop agenda prior to the meeting and workshop minutes after the meeting with an updated comment and decision log.

- The meeting minutes from the CAMP® workshop will be used to develop an Alternatives Evaluation Memorandum.
- The Alternatives Evaluation CAMP® shall be attended by the Subconsultant's Project Manager, Project Engineer, and Discipline Lead.
- Preliminary engineering shall be completed by the Consultant and Subconsultant to be prepared to assess alternatives prior to the CAMP® workshop. Preliminary engineering will include the following:
 - » Preliminary schematics of the alternatives (Carollo).
 - » Preliminary pump station and pipe routing figures.
 - » Identification of permitting requirements (Mackay Sposito).
 - » Planning level cost information for the pump station (Carollo) and pipeline (Mackay Sposito) alternatives.
 - » Ranking matrix for the alternatives (Mackay Sposito).
- Four (4) alternatives will be identified and assessed at the CAMP® workshop which may include the following or other alternatives defined in the CAMP® workshop:
 - » Expand the existing Zone 343 to Zone 455 Angelo Booster Station and construct a new Zone 455 to Zone 544 booster station at the existing Angelo Booster Pump Station Site.
 - » Construct a new Zone 343 to Zone 544 booster station at the existing Angelo Booster Station Site.
 - » Expand the existing Zone 343 to Zone 455 Angelo Booster Station and construct a new Zone 455 to Zone 544 booster station near Lacamas Lake Lodge (or alternate site).
 - » Construct a new Zone 343 to Zone 544 booster station near Lacamas Lake Lodge (or alternate site).
- Field testing of the existing pump station is not included in this Scope of Work.
- This work may be performed prior to finalization of demand projections as part of the 2025 Water System Plan. This work will be done based on the best available demand projections at the time the analysis needs to be performed.
- The analysis may be completed prior to the finalization of demand projections being prepared as part of the 2025 Water System Plan. This work will be completed based on the information available at the time of the analysis, as provided by the City.
- Design level drawings will not be developed as part of the preliminary design and alternatives evaluation memorandum.
- Planning level costs will be developed based on the level of project definition and accuracy defined by AACE International. This is assumed to be a Class 4 estimate based on AACE standards. It is assumed that the Subconsultant's scope will be limited to scope associated with a new or expanded pump station.

Task 4 Quality Management

Review technical analysis, memorandums, reports, contract documents and address review comments prior to deliverable submission in accordance with the QMP. For major deliverables, develop a Record of Comment (ROC) to document the City's comments and Subconsultant's responses.

Task 4 Deliverables:

- Perform internal QA/QC review of Task 2 Deliverables.

- Perform internal QA/QC review of Task 3 Deliverables.
- Record of Comments for major deliverables.

Task 4 Assumptions:

- The Subconsultant's Quality Management Team performing QA/QC reviews will be comprised of senior engineers and technical writers.

Exhibit A													
City of Camas													
Angelo Booster Pump Station Phase 1													
Final Level of Effort Estimate Detail													
October 24th 2024													
Direct Expenses													
WORK TASKS	Senior Advisor /SME	Project Manager	Principal Hydraulic Professional	Principal Professional	Senior Professional	Staff Professional	Technician	Document Processing / Clerical	Total Hours	Labor Cost	PECE	Other Direct Charges	Total Cost
	\$295	\$262	\$262	\$262	\$226	\$157	\$145	\$111			\$15		
Task 1.1 Project Management and Reporting	0	50	0	0	16	16	0	12	94	\$20,560	\$1,410	\$0	\$21,970
1. Manage Subconsultant's Project Team		32							32	\$8,384	\$480		\$8,864
2. Prepare monthly Project Status Reports		16			8			12	36	\$7,332	\$540		\$7,872
3. Develop/maintain Decision Log		2			8	16			26	\$4,844	\$390		\$5,234
Task 1.2 Project Management Meetings	0	16	0	0	0	0	0	0	16	\$4,192	\$240	\$0	\$4,432
1. Conduct bi-weekly Project Management calls		16							16	\$4,192	\$240		\$4,432
Task 1 Subtotal	0	66	0	0	16	16	0	12	110	\$24,752	\$1,650	\$0	\$26,402
Task 2 Firm Capacity Improvements at Angelo Booster Station													
Task 2.1 Site Visit and Data Review	0	4	0	0	12	32	0	2	50	\$ 9,006	\$ 750	\$ 500	\$ 10,256
1. Site Visit		4			4	4			12	\$2,580	\$180	\$500	\$3,260
2. Data Review					4	20			24	\$4,044	\$360	\$0	\$4,404
3. Design Summary Memorandum					4	8		2	14	\$2,382	\$210	\$0	\$2,592
Task 2.2 Develop Contract Documents	0	20	0	8	44	108	100	12	292	\$ 50,068	\$ 4,380	\$ 1,500	\$55,948
1. Develop Intermediate Design Documents		12		4	24	60	60	8	168	\$28,624	\$2,520	\$0	\$31,144
2. Intermediate Design Review Meeting		4			4	8			16	\$3,208	\$240	\$1,500	\$4,948
3. Develop Final Design Documents		4		4	16	40	40	4	108	\$18,236	\$1,620	\$0	\$19,856
Task 2.3 Bid Support Services	0	11	0	8	0	16	8	2	45	\$ 8,872	\$ 285	\$ 1,500	\$ 11,047
1. Attend Pre-Bid Meeting		4							4	\$1,048	\$60	\$1,500	\$2,608
2. Respond to Bidders' Questions		3		4		8			15	\$3,090	\$225	\$0	\$3,315
3. Prepare Addenda		4		4		8	8	2	26	\$4,734	\$390	\$0	\$5,124
Task 2.4 Provide Procurement Support Services	0	2	0	8	20	40	0	0	70	\$ 13,420	\$ 1,050	\$ -	\$ 14,470
1. Provide Procurement Support Services		2		8	20	40			70	\$13,420	\$1,050	\$0	\$14,470
Task 2.5 System Startup and Testing Services	0	4	0	28	0	8	0	2	42	\$ 9,862	\$ 630	\$ 3,000	\$ 13,492
1. Provide Checkout/Startup Services				16					16	\$4,192	\$240	\$3,000	\$7,432
2. Field Test Report		4		12		8		2	26	\$5,670	\$390	\$0	\$6,060
Task 2 Subtotal	0	41	0	52	76	204	108	18	499	\$91,228	\$7,095	\$6,500	\$105,213
Task 3 544 Zone Water Supply Alternatives Analysis													
Task 3.1 Alternatives Analysis	16	36	40	56	0	144	24	4	320	\$ 65,836	\$ 4,800	\$ 500	\$71,136
1. Preliminary Engineering / Alternatives Analysis		12	20	40		80	16		168	\$33,744	\$2,520	\$0	\$36,264
2. Site Visit	8	8				8			24	\$5,712	\$360	\$500	\$6,572
3. Design Basis CAMP Workshop		8	8	8		16			40	\$8,800	\$600	\$0	\$9,400
4. Alternatives Analysis Report	8	8	12	8		40	8	4	88	\$17,580	\$1,320	\$0	\$18,900
Task 3 Subtotal	16	36	40	56	0	144	24	4	320	\$187,190	\$14,340	\$7,000	\$71,136
TASK 4 - QUALITY MANAGEMENT													
1. Preform Task 2 QA/QC Review (Alternatives Analysis, Contract Documents)	34	0	0	0	2	16	0	0	52	\$12,994	\$780	\$0	\$13,774
1. Preform Task 2 QA/QC Review (Alternatives Analysis, Contract Documents)	14								14	\$4,130	\$210	\$0	\$4,340
2. Preform Task 3 QA/QC Review (Alternatives Analysis, Preliminary Design)	20								20	\$5,900	\$300	\$0	\$6,200
3. Develop Record of Comment					2	16			18	\$2,964	\$270	\$0	\$3,234
Task 4 Subtotal	34	0	0	0	2	16	0	0	52	\$12,994	\$780	\$0	\$13,774
Subconsultant Markup (5%)													
TOTAL CONTRACT AMOUNT	50	143	40	108	94	380	132	34	981	\$316,164	\$23,865	\$13,500	\$216,525



APPENDIX B

Rates

2024 HOURLY RATE SCHEDULE

Southern Washington

	<u>Regular</u>		<u>Regular</u>
Senior Principal	\$346.00	Administrative Assistant	\$106.00
Principal	\$282.00	Clerical	\$94.00
Engineering Manager	\$240.00	Survey Manager	\$220.00
Project Engineer	\$202.00	Project Manager – Survey	\$198.00
Engineer IV	\$186.00	Land Surveyor IV	\$178.00
Engineer III	\$168.00	Land Surveyor III	\$164.00
Engineer II	\$156.00	Land Surveyor II	\$156.00
Engineer I	\$136.00	Land Surveyor I	\$144.00
Project Manager – Design	\$216.00	Survey Technician IV	\$144.00
Project Controls Manager	\$244.00	Survey Technician III	\$126.00
Contract Administrator	\$182.00	Survey Technician II	\$118.00
Project Coordinator II	\$144.00	Survey Technician I	\$106.00
Project Coordinator I	\$132.00	Survey Aid	\$84.00
Design Technician IV	\$160.00	Survey Party Chief	\$156.00
Design Technician III	\$148.00	Survey Party Chief – Out of Town	\$161.00
Design Technician II	\$140.00	Survey Instrument Person	\$110.00
Design Technician I	\$118.00	Survey Instrument Person – Out of Town	\$115.00
Landscape Manager	\$206.00	GIS Mapping Specialist	\$156.00
Project Manager – Landscape	\$178.00	GIS Mapping Specialist II	\$164.00
Landscape Architect II	\$160.00	Public Involvement Associate/Mgr.	\$164.00
Landscape Architect I	\$140.00	Public Involvement Coordinator	\$110.00
Landscape Designer III	\$132.00	Creative Designer	\$106.00
Landscape Designer II	\$122.00	Stormwater Analyst	\$144.00
Landscape Designer I	\$110.00	Environmental Manager II	\$196.00
Land Development Manager	\$252.00	Environmental Manager I	\$174.00
Planning Manager	\$228.00	Environmental Principal	\$155.00
Project Manager – Planning	\$200.00	Environmental Supervisor	\$125.00
Senior Planner	\$182.00	Environmental Stormwater Vac Operator	\$125.00
Planner IV	\$176.00	Environmental Stormwater Vac Crew	\$115.00
Planner III	\$168.00	Environmental Crew Lead	\$105.00
Planner II	\$146.00	Environmental Maintenance Technician	\$95.00
Planner I	\$132.00	Environmental Administrative	\$100.00
Planning Technician	\$126.00	Natural Resource Specialist IV	\$156.00
Land Development Assistant	\$106.00	Natural Resource Specialist III	\$142.00
Accounting Manager	\$216.00	Natural Resource Specialist II	\$126.00
Project Accountant	\$148.00	Natural Resource Specialist I	\$116.00
Administrative Manager	\$148.00	UAV Pilot	\$160.00

The above rates cover salaries, overhead and profit. All other materials and expenses will be billed on an actual cost plus 10% basis. Overtime rates will be 1.5 times unless otherwise negotiated. These rates will be adjusted annually or as necessary to reflect market conditions. Sub-Consultants costs will be on actual cost plus 10% to compensate MacKay Sposito for Business Occupation Tax and administrative costs.

Per diem rates for travel within the continental United States will be billed in accordance with the rates published by the Office of Governmentwide Policy, General Services Administration (GSA) for the applicable fiscal year. Mileage will be billed in accordance with standard mileage rates published by the Internal Revenue Service.

Engineering categories are in accordance with ASCE Classifications. Rates detailed above do not apply to Federal or State contracts with specific Wage Determinations or mandated prevailing wage/fringe benefits minimum.



Staff Report – Consent Agenda

November 18, 2024, Council Regular Meeting

Final Plat Approval for Camas Heights Ph. 1 Subdivision Final Plat (Submitted by Madeline Coulter, Planner)

Phone	Email
360.817.1568	msutherland@cityofcamas.us

BACKGROUND: Camas Heights Ph. 1 Subdivision is a 40-lot residential subdivision located at 22630 NE 28th St. The subject site is bordered to the north and west by Green Mountain Estates Subdivision zoned Single-Family Residential R-10 and R-6. To the east, are single-family residences zoned Agriculture in unincorporated Clark County. To the south is NE 28th Street.

LOCATION: Parcel Number(s): 173157000

OWNER: Cal Hearthstone
23975 Park Sorrento Suite 220
Vancouver, WA 98682

ZONING: Single-Family Residential (R-10)

TOTAL SITE AREA: 38.23 acres

LOTS: 40 residential lots

SUMMARY: A public hearing before the Hearings Examiner was held on May 4, 2022, and a land use decision with conditions of approval was issued for the subdivision on June 9, 2024. The reconsideration decision was issued June 18, 2022.

The applicant is requesting final plat approval. Except for punch list items, the site improvements have been completed. Final acceptance will not be issued until the remaining punch list items have been completed in accordance with Camas Municipal Code (CMC) section 17.21.070.

Staff has reviewed the final plat drawings, lot closures, CC&R’s, and all other associated final platting documents.

FINAL PLAT APPROVAL CRITERIA (CMC 17.21.060.E):

1. That the proposed final plat bears the required certificates and statements of approval.
1. That the title insurance report furnished by the developer/owner confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose

- signature(s) appears on the plat certificate;
2. That the facilities and improvements required to be provided by the developer/owner have been completed or, alternatively, that the developer/owner has submitted with the proposed final plat an improvement bond or other security in conformance with CMC 17.21.040;
 3. That the plat is certified as accurate by the land surveyor responsible for the plat;
 4. That the plat is in substantial conformance with the approved preliminary plat; and
 5. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.

Finding: Staff finds the submitted plat meets the requirements of CMC 17.21.060.E listed above, is consistent with the applicable conditions of approval, and with the applicable state and local regulations.

BENEFITS TO THE COMMUNITY: The development of this site implements several Comprehensive Plan goals and policies, including the Park and Open Space Comprehensive Plan and the Camas Municipal Code, as discussed in the staff report to the Hearings Examiner.

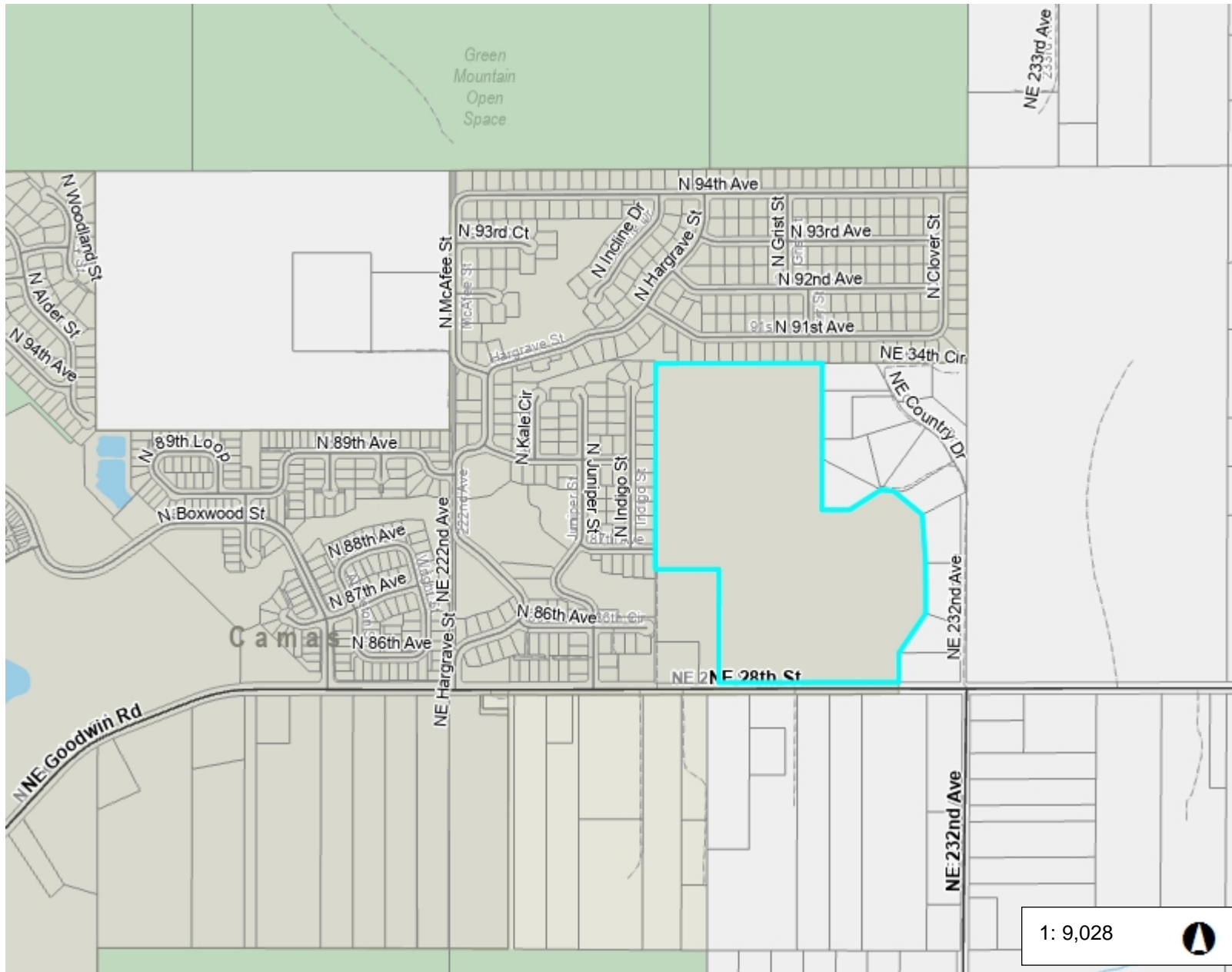
BUDGET IMPACT: Revenues will be generated from building permits issued for the 40 new residential lots.

RECOMMENDATION: Staff recommends that Council approve the final plat for the Camas Heights Ph. 1 Subdivision Final Plat.



Camas Heights Subdivision

Item 5.

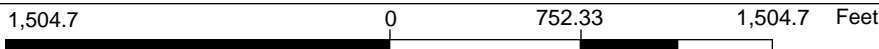


Legend

- Taxlots
- All Roads**
 - Interstate
 - State Route
 - Arterial
 - Forest Arterial
 - Minor Collector
 - Forest Collector
 - Private or Other

Notes:

1: 9,028

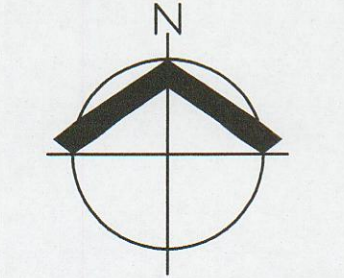
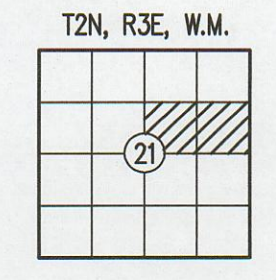


WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information. Taxlot (i.e., parcel) boundaries cannot be used to determine the location of property lines on the ground.

CAMAS HEIGHTS SUBDIVISION PHASE 1

A REPLAT OF A PORTION OF LOT 16 OF THE PLAT "COUNTRY VIEW ESTATES II" (H-345)
LOCATED IN THE SOUTHEAST QUARTER AND SOUTHWEST QUARTER
OF THE NORTHEAST QUARTER OF SECTION 21,
TOWNSHIP 2 NORTH, RANGE 3 EAST, WILLAMETTE MERIDIAN,
CITY OF CAMAS, CLARK COUNTY, WASHINGTON
CITY FILE NO. SUB21-01
SEPTEMBER 2024



SCALE: 1" = 100 FEET

BASIS OF BEARINGS

THE BASIS OF BEARINGS IS THE SOUTH LINE OF THE NORTHEAST QUARTER OF SECTION 21 AS SHOWN. BEARINGS SHOWN HEREON ARE BASED ON WASHINGTON STATE PLANE COORDINATE SYSTEM SOUTH ZONE 4602, NAD 83(2011)EPOCH2010.000 DERIVED FROM GPS TIES FROM THE WASHINGTON STATE REFERENCE NETWORK (WSRN).

LEGEND

- SET 1/2" X 24" REBAR W/YPC INSCRIBED "AKS ENGR 54200" ON 06/13/24
 - ▲ FOUND 1/2" REBAR W/YPC INSCRIBED "AKS ENGR 54200"; PER ROS (73-47); HELD
 - FOUND 5/8" REBAR W/OPC INSCRIBED "AKS ENGR 34127"; PER ROS (63-53); HELD UNLESS NOTED OTHERWISE
 - △ FOUND 1/2" REBAR W/YPC INSCRIBED "LAWSON WA 11989", UNLESS NOTED OTHERWISE; PER THE PLAT "COUNTRY VIEW ESTATES II" (H-345); HELD UNLESS NOTED OTHERWISE
 - ⊙ FOUND 1/2" REBAR W/YPC INSCRIBED "OLSON ENGR PLS 42667"; PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 2" (312-42); HELD UNLESS NOTED OTHERWISE
 - FOUND 1/2" REBAR W/YPC INSCRIBED "OLSON ENGR PLS 42624"; PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 3" (312-99); HELD UNLESS NOTED OTHERWISE
 - ▣ FOUND 1/2" REBAR W/YPC INSCRIBED "OLSON ENGR PLS 42624"; PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 4A" (312-201); HELD UNLESS NOTED OTHERWISE
- *** FOUND MONUMENTS WERE TIED JUNE, 2021 - JUNE, 2023 ***
- AFN AUDITORS FILE NUMBER
 - LOR LAND CORNER RECORD
 - ROS RECORD OF SURVEY
 - W/OPC WITH AN ORANGE PLASTIC CAP
 - W/YPC WITH A YELLOW PLASTIC CAP

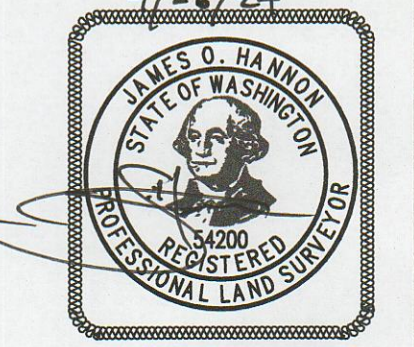
REFERENCES

- (1) RECORD INFORMATION PER THE PLAT "COUNTRY VIEW ESTATES II" (H-345)
- (2) RECORD INFORMATION PER ROS (63-53)
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- (4) RECORD INFORMATION PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 3" (312-99)
- (5) RECORD INFORMATION PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 4A" (312-201)
- (6) RECORD INFORMATION PER ROS (73-47)

LAND INVENTORY

TOTAL ACREAGE: 37.26 ACRES
 TOTAL DEVELOPED ACREAGE: 15.66 ACRES
 TOTAL LOT AREA: 7.01 ACRES
 TOTAL INFRASTRUCTURE ACREAGE: 3.72 ACRES
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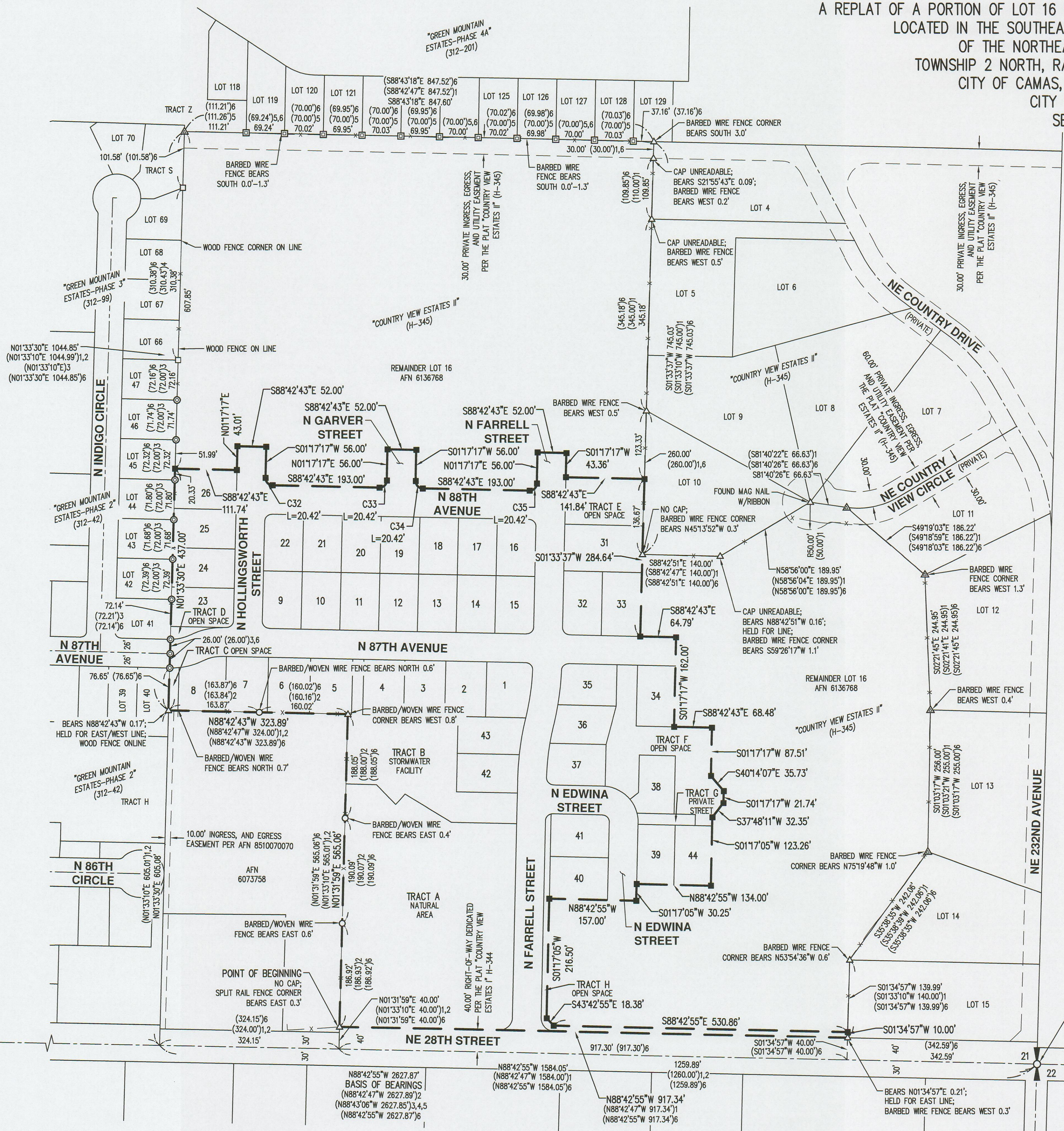
REVIEW COPY



PAGE 2 OF 5

JOB NAME:	CAMAS HEIGHTS	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE., STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM
JOB NUMBER:	8468	
DRAWN BY:	CJC	
CHECKED BY:	JOH	ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE
DRAWING NO.:	8468CPLAT	

CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	500.00'	12°16'02"	107.05'	N07°25'06"E 106.85'
C2	500.00'	12°15'51"	107.02'	N07°25'12"E 106.82'
C3	39.00'	89°59'48"	61.26'	N43°42'49"W 55.15'
C4	100.00'	27°57'48"	48.81'	N77°18'23"E 48.32'
C5	100.00'	28°14'01"	49.28'	N77°26'29"E 48.78'
C6	23.00'	90°00'00"	36.13'	S46°17'05"W 32.53'
C7	23.00'	90°00'00"	36.13'	N43°42'55"W 32.53'
C8	13.00'	76°39'27"	17.39'	N39°36'49"E 16.12'
C9	13.00'	13°20'44"	3.03'	N84°36'55"E 3.02'
C10	13.00'	89°59'48"	20.42'	S43°42'49"E 18.38'
C11	65.00'	15°36'15"	17.70'	N06°31'02"W 17.65'
C12	65.00'	25°04'14"	28.44'	N26°51'17"W 28.22'
C13	65.00'	45°41'08"	51.83'	N62°13'58"W 50.47'
C14	65.00'	3°38'11"	4.13'	N86°53'38"W 4.12'
C15	13.00'	90°40'24"	20.57'	N43°22'31"W 18.49'
C16	474.00'	7°30'13"	62.08'	N05°42'48"E 62.03'
C17	474.00'	4°05'13"	33.81'	N11°30'31"E 33.80'
C18	526.00'	4°04'00"	37.33'	N11°31'08"E 37.33'
C19	526.00'	6°48'56"	62.57'	N06°04'40"E 62.53'
C20	13.00'	88°37'05"	20.11'	N46°58'45"E 18.16'
C21	526.00'	4°57'24"	45.50'	S03°45'47"W 45.49'
C22	526.00'	7°18'38"	67.11'	S09°53'48"W 67.07'
C23	474.00'	0°05'06"	0.70'	S13°30'35"W 0.70'
C24	474.00'	10°33'48"	87.39'	S08°11'08"W 87.26'
C25	13.00'	91°36'57"	20.79'	S42°54'14"E 18.64'
C26	74.00'	27°57'48"	36.12'	N77°18'23"E 35.76'
C27	126.00'	20°33'43"	45.22'	N73°36'20"E 44.98'
C28	126.00'	7°45'28"	17.06'	N87°45'56"E 17.05'
C29	74.00'	28°22'50"	36.65'	S77°30'54"W 36.28'
C30	126.00'	27°57'48"	61.49'	S77°18'23"W 60.89'
C31	13.00'	90°00'00"	20.42'	S46°17'17"W 18.38'
C32	13.00'	90°00'00"	20.42'	N43°42'43"W 18.38'
C33	13.00'	90°00'00"	20.42'	S46°17'17"W 18.38'
C34	13.00'	90°00'00"	20.42'	N43°42'43"W 18.38'
C35	13.00'	90°00'00"	20.42'	S46°17'17"W 18.38'
C36	13.00'	90°00'00"	20.42'	N43°42'43"W 18.38'
C37	13.00'	90°00'00"	20.42'	N46°17'17"E 18.38'
C38	13.00'	90°00'00"	20.42'	S43°42'43"E 18.38'
C39	13.00'	90°00'00"	20.42'	S46°17'17"W 18.38'
C40	13.00'	90°00'00"	20.42'	N43°42'43"W 18.38'
C41	65.77'	1°36'25"	1.84'	S02°25'37"W 1.84'
C42	174.77'	0°45'24"	2.31'	N02°54'46"E 2.31'
C43	473.99'	0°11'50"	1.63'	N03°00'09"E 1.63'
C44	65.00'	18°04'21"	20.50'	N48°25'34"W 20.42'



FOUND 3/4" IRON PIPE; AS SHOWN IN ROS (63-53); HELD FOR CENTER OF SECTION 21

FOUND 3-5/8" BRASS DISC W/PUNCH IN MON BOX; PER LOR (16-108)

N88°42'55"W 2627.87'
 BASIS OF BEARINGS
 (N88°42'47"W 2627.89)2
 (N88°43'06"W 2627.85)3,4,5
 (N88°42'55"W 2627.87)6

N88°42'55"W 1584.05'
 (N88°42'47"W 1584.00)1
 (N88°42'55"W 1584.05)6

N88°42'55"W 917.34'
 (N88°42'47"W 917.34)1
 (N88°42'55"W 917.34)6

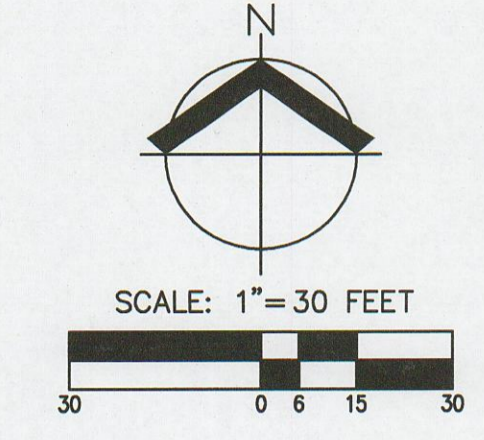
BEARS N01°34'57"E 0.21'; HELD FOR EAST LINE; BARBED WIRE FENCE BEARS WEST 0.3'

RIGHT-OF-WAY NOTE
1. 52.00 FOOT RIGHT-OF-WAY DEDICATED TO CITY OF CAMAS WITH THIS PLAT.

CURB SCREW TABLE	
COMMON LOT LINE	DISTANCE
38 / TRACT G	12.30'

CAMAS HEIGHTS SUBDIVISION PHASE 1

A REPLAT OF A PORTION OF LOT 16 OF THE PLAT
"COUNTRY VIEW ESTATES II" (H-345)
LOCATED IN THE SOUTHEAST QUARTER AND SOUTHWEST QUARTER
OF THE NORTHEAST QUARTER OF SECTION 21,
TOWNSHIP 2 NORTH, RANGE 3 EAST, WILLAMETTE MERIDIAN,
CITY OF CAMAS, CLARK COUNTY, WASHINGTON
CITY FILE NO. SUB21-01
SEPTEMBER 2024



LEGEND

- SET 1/2" X 24" REBAR W/YPC INSCRIBED "AKS ENGR 54200" ON 06/13/24
 - 1/2" X 24" REBAR W/YPC INSCRIBED "AKS ENGR 54200", TO BE SET DURING POST-MONUMENTATION
 - + BRASS SCREW WITH BRASS WASHER INSCRIBED "AKS ENGR 54200" IN CURB ON PROJECTION OF THE LINE AT A DISTANCE OF 11.80' FROM THE FRONT LOT CORNER UNLESS NOTED OTHERWISE IN CURB SCREW TABLE, TO BE SET DURING POST-MONUMENTATION
 - ▲ BRASS SCREW WITH BRASS WASHER INSCRIBED "AKS ENGR 54200", TO BE SET DURING POST-MONUMENTATION
 - FOUND 5/8" REBAR W/OPC INSCRIBED "AKS ENGR 34127"; PER ROS (63-53); HELD UNLESS NOTED OTHERWISE
 - △ FOUND 1/2" REBAR W/YPC INSCRIBED "LAWSON WA 11989", UNLESS NOTED OTHERWISE; PER THE PLAT "COUNTRY VIEW ESTATES II" (H-345); HELD UNLESS NOTED OTHERWISE
 - ⊙ FOUND 1/2" REBAR W/YPC INSCRIBED "OLSON ENG PLS 42667"; PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 2" (312-42); HELD UNLESS NOTED OTHERWISE
- *** FOUND MONUMENTS WERE TIED JUNE, 2021 - JUNE, 2023 ***
- AFN AUDITORS FILE NUMBER
 - LCR LAND CORNER RECORD
 - HOA HOME OWNERS ASSOCIATION
 - PUE PUBLIC UTILITY EASEMENT (SEE PLAT NOTE 5)
 - ROS RECORD OF SURVEY
 - ROW RIGHT-OF-WAY
 - SDE SITE DISTANCE EASEMENT TO CITY OF CAMAS
 - SF SQUARE FEET
 - STWE PRIVATE STORMWATER EASEMENT
 - TYP TYPICAL
 - WE WALL EASEMENT TO HOA
 - W/OPC WITH AN ORANGE PLASTIC CAP
 - W/YPC WITH A YELLOW PLASTIC CAP

MINIMUM BUILDING SETBACKS	
FRONT YARD	15'
GARAGE	20'
SIDE YARD	5'
STREET SIDE YARD	10'
REAR YARD	15'
MAXIMUM LOT COVERAGE	50%

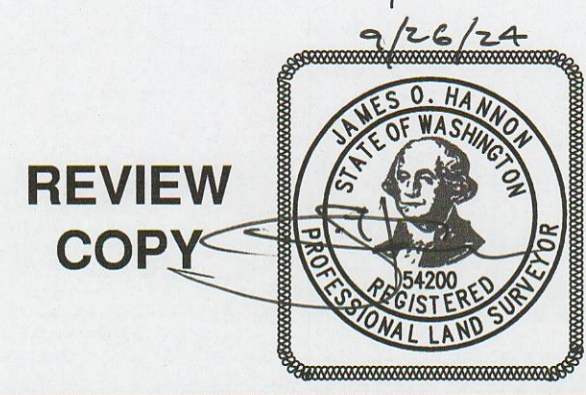
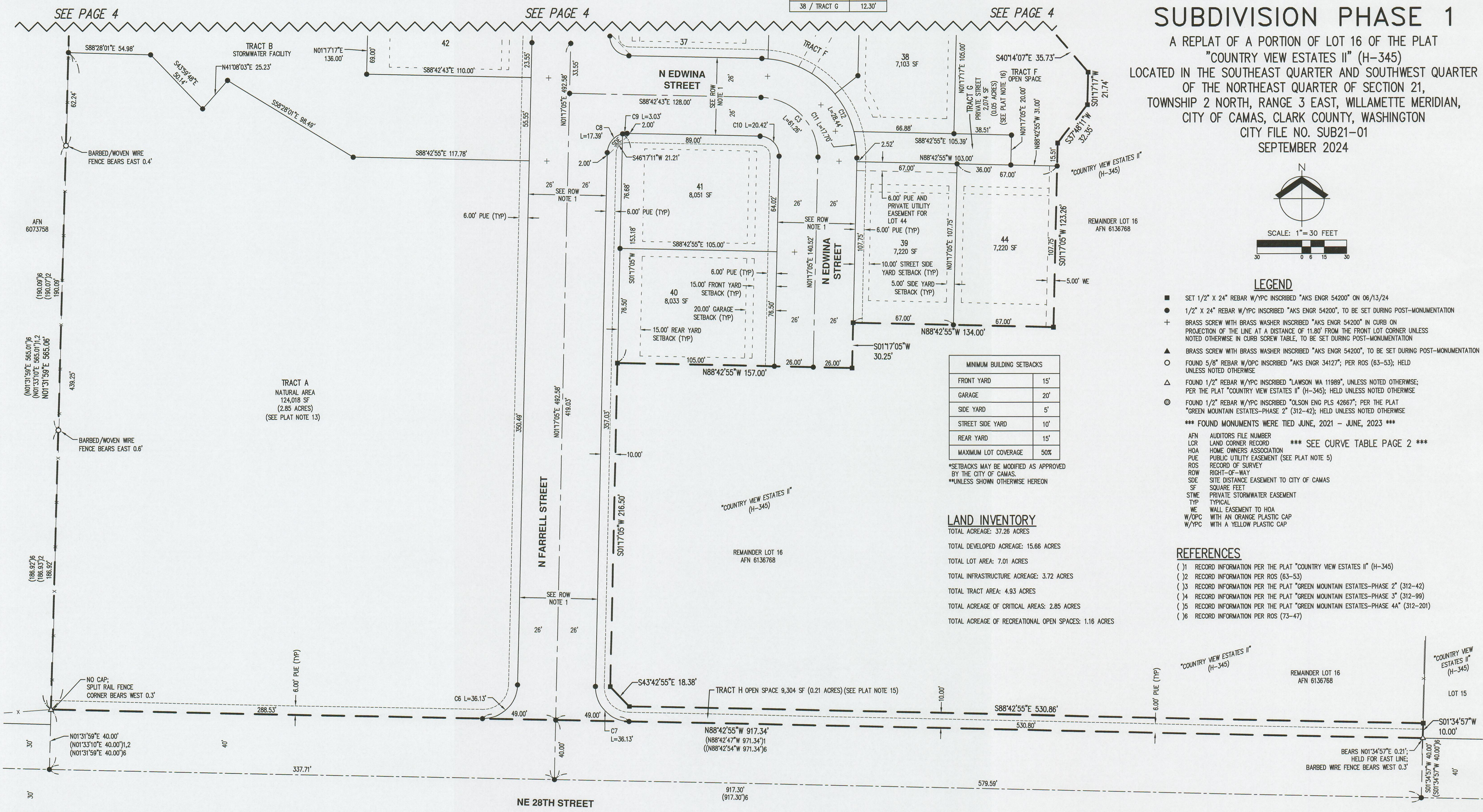
*SETBACKS MAY BE MODIFIED AS APPROVED BY THE CITY OF CAMAS.
**UNLESS SHOWN OTHERWISE HEREON

LAND INVENTORY

TOTAL ACREAGE: 37.26 ACRES
 TOTAL DEVELOPED ACREAGE: 15.66 ACRES
 TOTAL LOT AREA: 7.01 ACRES
 TOTAL INFRASTRUCTURE ACREAGE: 3.72 ACRES
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- (J5) RECORD INFORMATION PER THE PLAT "GREEN MOUNTAIN ESTATES-PHASE 4A" (312-201)
- (J6) RECORD INFORMATION PER ROS (73-47)



PAGE 3 OF 5

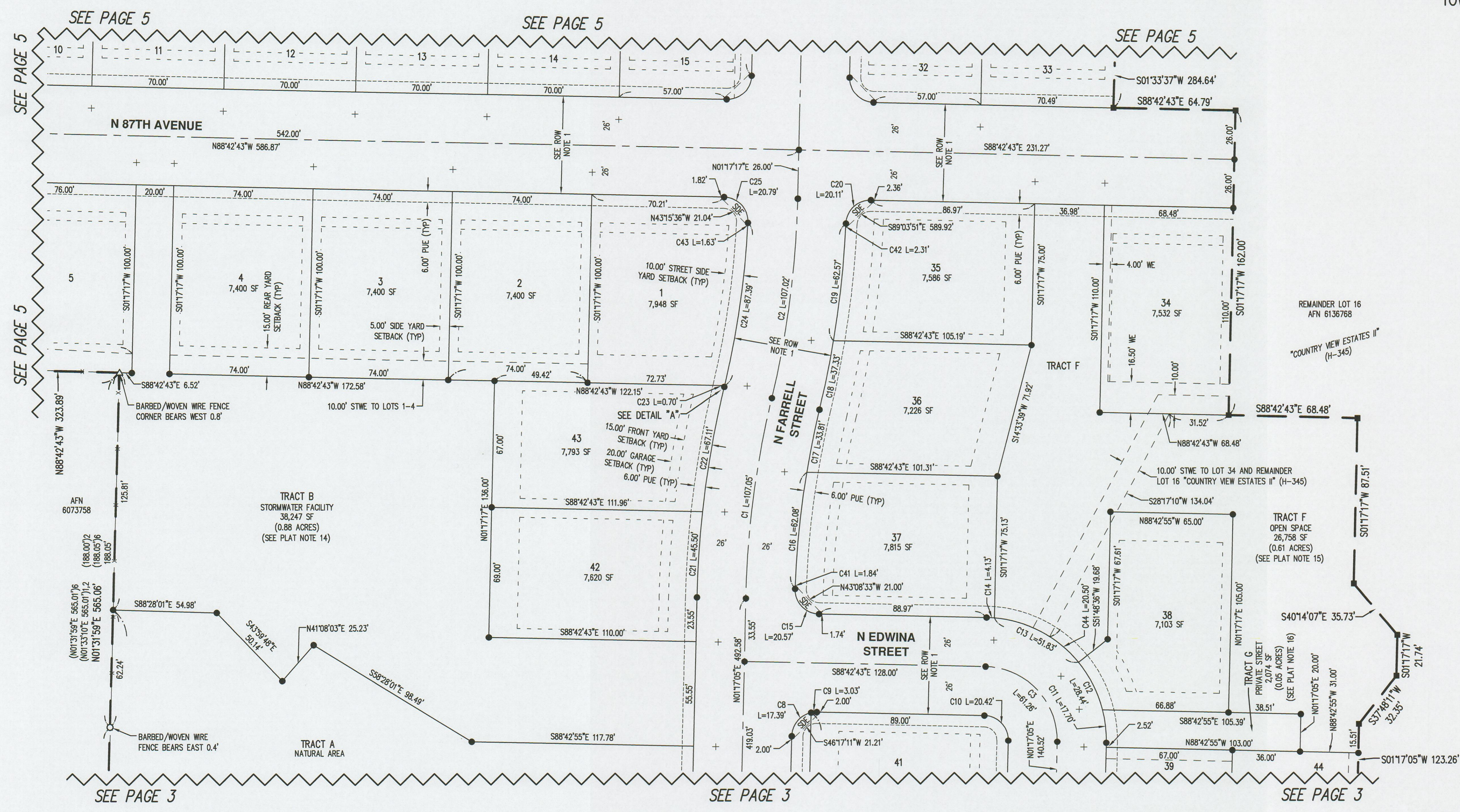
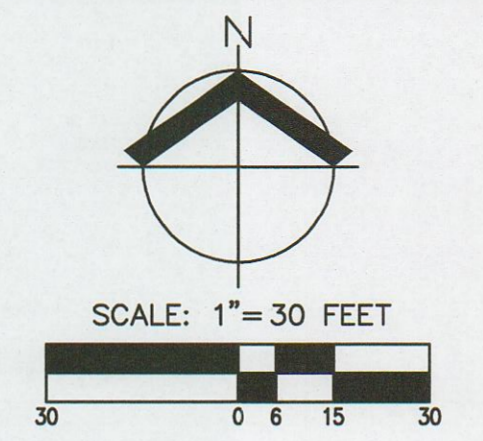
JOB NAME: CAMAS HEIGHTS	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE, STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM
JOB NUMBER: 8468	
DRAWN BY: CJC	
CHECKED BY: JOH	ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE
DRAWING NO.: 8468CPLAT	

CAMAS HEIGHTS SUBDIVISION PHASE 1

A REPLAT OF A PORTION OF LOT 16 OF THE PLAT "COUNTRY VIEW ESTATES II" (H-345) LOCATED IN THE SOUTHEAST QUARTER AND SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 2 NORTH, RANGE 3 EAST, WILLAMETTE MERIDIAN, CITY OF CAMAS, CLARK COUNTY, WASHINGTON CITY FILE NO. SUB21-01 SEPTEMBER 2024

RIGHT-OF-WAY NOTE
1. 52.00 FOOT RIGHT-OF-WAY DEDICATED TO CITY OF CAMAS WITH THIS PLAT.

COMMON LOT LINE	DISTANCE
1 / 43	12.00'
38 / TRACT G	12.30'



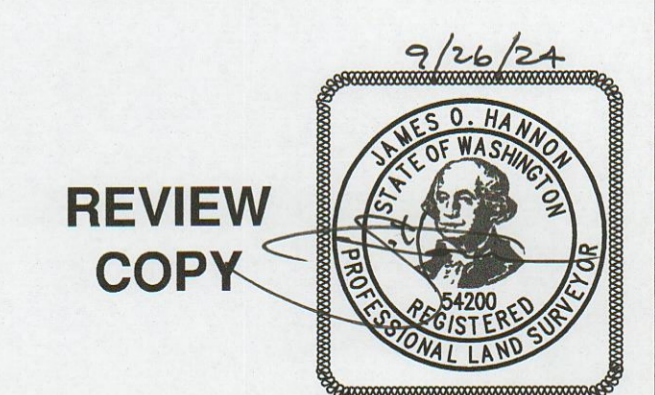
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 - + BRASS SCREW WITH BRASS WASHER INSCRIBED "AKS ENGR 54200" IN CURB ON PROJECTION OF THE LINE AT A DISTANCE OF 11.80' FROM THE FRONT LOT CORNER UNLESS NOTED OTHERWISE IN CURB SCREW TABLE, TO BE SET DURING POST-MONUMENTATION
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- *** FOUND MONUMENTS WERE TIED JUNE, 2021 - JUNE, 2023 ***
- AFN AUDITORS FILE NUMBER
 LCR LAND CORNER RECORD *** SEE CURVE TABLE PAGE 2 ***
 HOA HOME OWNERS ASSOCIATION
 PUE PUBLIC UTILITY EASEMENT (SEE PLAT NOTE 5)
 ROS RECORD OF SURVEY
 ROW RIGHT-OF-WAY
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- (1) RECORD INFORMATION PER THE PLAT "COUNTRY VIEW ESTATES II" (H-345)
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LAND INVENTORY
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 TOTAL DEVELOPED ACREAGE: 15.66 ACRES
 TOTAL LOT AREA: 7.01 ACRES
 TOTAL INFRASTRUCTURE ACREAGE: 3.72 ACRES
 TOTAL TRACT AREA: 4.93 ACRES
 TOTAL ACREAGE OF CRITICAL AREAS: 2.85 ACRES
 TOTAL ACREAGE OF RECREATIONAL OPEN SPACES: 1.16 ACRES

MINIMUM BUILDING SETBACKS	
FRONT YARD	15'
GARAGE	20'
SIDE YARD	5'
STREET SIDE YARD	10'
REAR YARD	15'
MAXIMUM LOT COVERAGE	50%

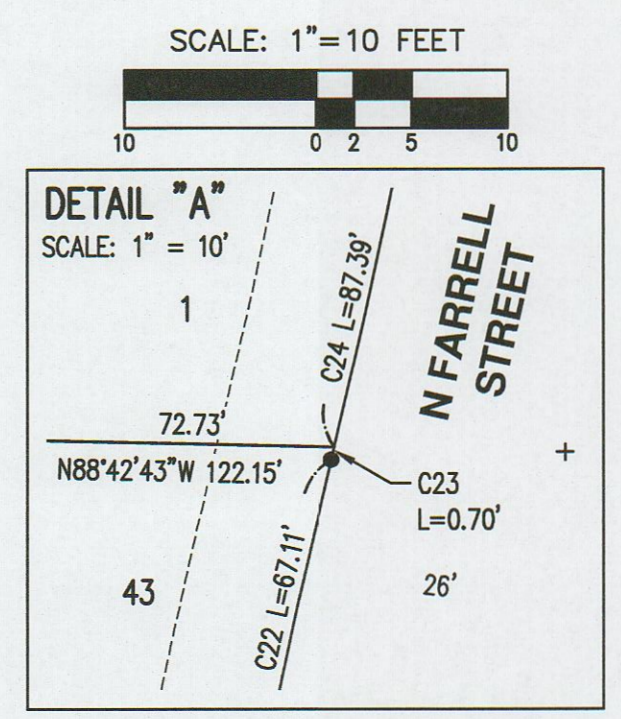
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PAGE 4 OF 5

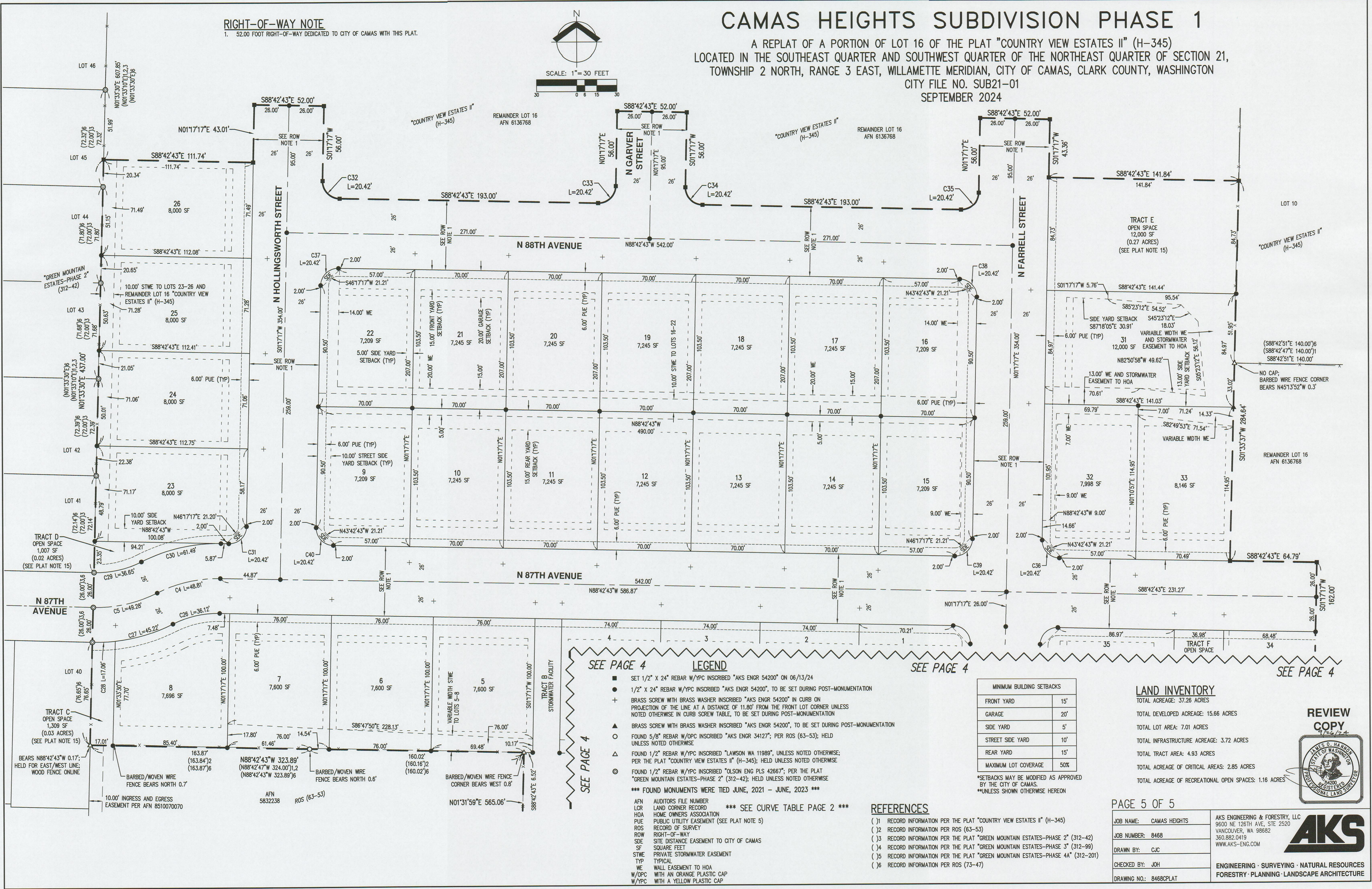
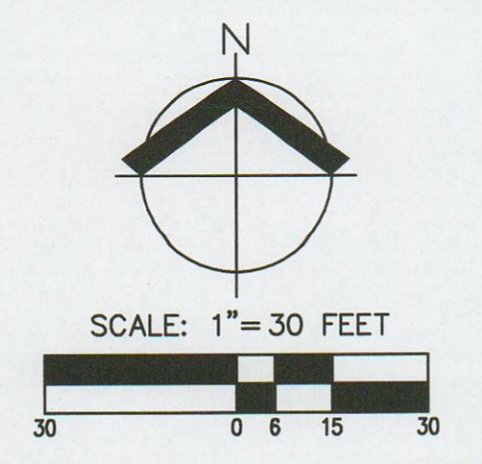
JOB NAME: CAMAS HEIGHTS	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE, STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM
JOB NUMBER: 8488	
DRAWN BY: CJC	
CHECKED BY: JOH	
DRAWING NO.: 8488CPLAT	
ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE	



CAMAS HEIGHTS SUBDIVISION PHASE 1

A REPLAT OF A PORTION OF LOT 16 OF THE PLAT "COUNTRY VIEW ESTATES II" (H-345)
LOCATED IN THE SOUTHEAST QUARTER AND SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 21,
TOWNSHIP 2 NORTH, RANGE 3 EAST, WILLAMETTE MERIDIAN, CITY OF CAMAS, CLARK COUNTY, WASHINGTON
CITY FILE NO. SUB21-01
SEPTEMBER 2024

RIGHT-OF-WAY NOTE
1. 52.00 FOOT RIGHT-OF-WAY DEDICATED TO CITY OF CAMAS WITH THIS PLAT.



SEE PAGE 4

LEGEND

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- *** FOUND MONUMENTS WERE TIED JUNE, 2021 - JUNE, 2023 ***

- AFN AUDITORS FILE NUMBER
LOR LAND CORNER RECORD
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PUE PUBLIC UTILITY EASEMENT (SEE PLAT NOTE 5)
ROS RECORD OF SURVEY
ROW RIGHT-OF-WAY
SD SITE DISTANCE EASEMENT TO CITY OF CAMAS
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- *** SEE CURVE TABLE PAGE 2 ***

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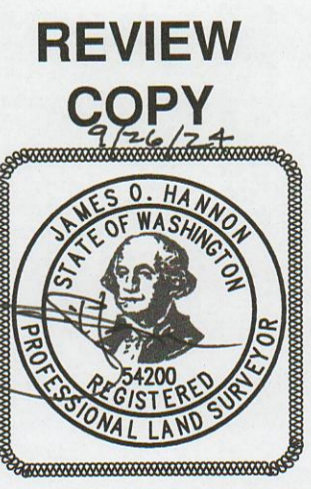
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MINIMUM BUILDING SETBACKS	
FRONT YARD	15'
GARAGE	20'
SIDE YARD	5'
STREET SIDE YARD	10'
REAR YARD	15'
MAXIMUM LOT COVERAGE	50%

*SETBACKS MAY BE MODIFIED AS APPROVED BY THE CITY OF CAMAS.
**UNLESS SHOWN OTHERWISE HEREON

LAND INVENTORY

TOTAL ACREAGE: 37.28 ACRES
TOTAL DEVELOPED ACREAGE: 15.66 ACRES
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TOTAL TRACT AREA: 4.93 ACRES
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PAGE 5 OF 5

JOB NAME: CAMAS HEIGHTS	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE, STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM
JOB NUMBER: 8468	
DRAWN BY: CJC	
CHECKED BY: JOH	ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE
DRAWING NO.: 8468CPLAT	

INTERLOCAL AGREEMENT FOR REIMBURSABLE SERVICES

THIS CONTRACT made and entered into this 1st day of November, 2024 is effective for three (3) years, by and between CLARK COUNTY, WASHINGTON, (hereinafter "Clark County"), and the City of Camas (hereinafter "Camas").

WHEREAS, Camas lacks adequate personnel or equipment to do all required work alone and seek to utilize Clark County's assistance when appropriate to increase efficiency; and

WHEREAS, Clark County has the necessary personnel, equipment, expertise and is willing to do said work in consideration of the mutual covenants and agreements herein contained and pursuant to RCW 39.34.080, as applicable; and

WHEREAS, this CONTRACT has been authorized by the respective governing bodies of Camas and Clark County; therefore,

IT IS COVENANTED AND AGREED as follows:

1. Parties

The parties to this Agreement are Clark County and the City of Camas.

2. Purpose

The Purpose of this Agreement is for the Clark County to assist Camas, in a cooperative manner, with the equipment and personnel it is lacking to carry out any Information Technology functions at Camas.

3. Services

Clark County shall provide those services requested in task orders to accompany this Agreement with the same standards provided by Clark County Information Technology to County Departments.

4. Task Orders

Camas may only obtain services from Clark County by submitting a request to the Clark County Help Desk at 564-397-6121 or email at Help.Desk@clark.wa.gov. Each task order (TO) shall, consistent with the terms and conditions of this Agreement, specify services, products and other costs incurred by Clark County for which compensation is required from Camas. The minimum terms of each TO will address: the specific task requested, the timeline within which performance of the work is required, and the amount of compensation to be paid. The parties will address whether projects taking more than one month to complete are paid at one time or

monthly. Clark County cannot guarantee functionality beyond that which is specifically described in the TO.

5. Budget Approval

Camas covenants that its requests for service are within its annual budget. Camas will notify Clark County within 10 business days if funding is no longer available.

6. Recovery of All Costs

Clark County shall recover all its costs from Camas for providing service for its labor, equipment rental, assigned contractors, and subsistence under a reimbursable work requisition number. All cost estimates shall include appropriate administrative overhead rates, applicable sales, business and occupation taxes, applicable liability insurance charges, mileage, and direct charges.

7. Payment

Camas agrees to pay Clark County the amount of the costs invoiced under the TO, unless modified by a specific TO amendment agreed to between the parties. Camas shall endeavor to pay all bills for service within 30 days of the receipt of the bill. Clark County does not waive its right to charge interest on bills not paid within 30 days.

8. Compliance with Law

The parties shall comply with the provision of RCW 39.34.080, if relevant, and all applicable local, state and federal laws.

9. Term

The effective date for this agreement is November 1, 2024 and it shall remain in effect until October 31, 2027 or upon termination pursuant to Section 10 of the Agreement. There is an annual review and changes in rates may apply. These will be reflected in written communication annually.

10. Termination

1. Termination for Convenience: Either party may terminate this Agreement for convenience, after first providing written notice of the intent to terminate to the other party, 90 calendar days in advance.

2. Termination by Mutual Agreement: The parties may terminate this Agreement in whole or in part, at any time after first providing written notice, by mutual consent.

3. Termination for Material Breach: Clark County may terminate this Contract for a substantial and material breach thereof by Camas upon ten (10) days written notice of termination.

4. Termination and Transition: In the event written notice of termination is given by

either party, both parties shall work to accomplish a complete transition of services being terminated without interruption of, or adverse impact to, the services enjoyed by either party under this agreement. The disentanglement process shall begin as soon as possible, but not later than the date of termination. It is understood that completion of a Task Order may extend beyond the date of termination. Disentanglements will be defined as a Task Order and both parties, shall, in good faith, seek to maintain existing service levels and minimize the disruption of services until task orders in process are completed. County shall be entitled payment as provided in Paragraph 7.

11. Hold Harmless

The parties agree that each one is responsible for its own negligence and will, to the extent of its negligence, hold harmless the other party from any and all claims, losses or causes of action, suits and actions in equity of any kind relating to performance of work under this Agreement.

12. Force Majeure

Neither party shall be deemed in default for the non-performance or for an interruption or delay in performance of any of the terms or conditions of this Contract if the same shall be due to any labor dispute, strike, lockout, civil commotion or like operation, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, inability to obtain labor, services or materials or through an act of God or causes beyond the reasonable control of that party, provided such cause is not due to the willful act or neglect of that party.

13. Waiver

Any waiver of any breach of any of the terms, covenants, agreements or conditions hereof shall not be deemed a continuing waiver nor will it limit or abridge any other provision of the Agreement.

14. Notice

Notice provided by Camas to Clark County Washington is deemed complete if mailed by regular United States postal delivery, addressed to the Clark County, Information Technology Dept. Suite 530, PO Box 5000, Vancouver, Washington 98666- 5000. Notice provided by Clark County to Camas is deemed completed if mailed by regular United States postal delivery, addressed to City of Camas, 616 NE 4th Ave, Camas, WA 98607.

15. Severability

If any part of this Agreement is found unenforceable or illegal, the balance of the Agreement remains in full force.

16. Security and Standards

Clark County at times may provide direction regarding best practices, and standards regarding technology configuration and security that Clark County believes Camas should employ. It will be up to Camas to determine if they will implement the standards. Clark County does not guarantee the use of recommended best practices and standards will protect Camas from outages or cybersecurity incidents.

17. No Third-Party Beneficiary

This Agreement is intended for the benefit of the parties and does not create any rights in a third party or any third-party beneficiaries of any kind.

18. Integration and Incorporation

This Agreement contains all of the provisions the parties have agreed to and no other act or statement shall modify it and every TO incorporates all of the terms herein and constitutes a separate agreement. No prior Agreements shall have any effect to the contrary.

19. Ratification

Acts taken in conformity within the scope of the Agreement prior to its execution and filing are hereby ratified and affirmed.

20. Amendments

Any amendments to the agreement shall have no legal effect until reduced to writing and signed by both parties.

21. Dispute Resolution

The parties shall strive to resolve any dispute between them by negotiation in good faith. They may also agree to mediation if mutual consent is expressed in a written agreement. If negotiation or other form of dispute resolution agreed to by the parties is not successful, all remedies in equity or law shall remain available to them.

22. Venue

The venue for any action arising under the terms of this Agreement is the Superior Court of Clark County, Washington.

Clark County

Camas

Kathleen Otto Date
County Manager

Doug Quinn Date
City Administrator

APPROVED AS TO FORM ONLY
Kevin McDowell

Deputy Prosecuting Attorney

TASK ORDER

Task Order Number:	2024-1
Task Order Title:	Access to Supplemental and Emergency Support
Provider:	Clark County, IT Department
Recipient:	City of Camas, IT Department
Primary POC, County:	Mike Sprinkle – Director of Information Technology
Primary POC, Camas:	Michelle Jackson – Director of Information Technology
Task Order Cost:	<p>Costs will be estimated as best as possible by Clark County before work is started.</p> <p>The nature of some emergency tasks may be difficult to estimate and time estimation may be less critical than the restoration of services.</p>
Cost Maximum:	Cost maximum will be estimated as best as possible by request task or the specific engagement.
Billing Frequency:	Quarterly
Task Details:	<ol style="list-style-type: none"> 1. Scheduled Supplemental Support <ol style="list-style-type: none"> a. The City of Camas IT will make a request of Clark County IT to provide supplemental support of a specific task or project. b. If the County purchases hardware on behalf of the City of Camas, the equipment will be purchased through a previously used VAR (value added reseller) and will use an existing cooperative contract such as the NASPO or Omnia contracts that Clark County is already approved to purchase equipment or software through. c. Clark County will ensure that any purchased equipment, software, or vendor support will be legally transferred to the City of Camas. d. Delivery of equipment should follow the path of convenience for both parties. <ol style="list-style-type: none"> i. Ship equipment to/from sites ii. Manually deliver equipment to onsite premises (either party) 2. Emergency Support <ol style="list-style-type: none"> a. In the event that City of Camas staff is unavailable to respond to an outage for any reason, the City of Camas can request Clark County staff to assist in the restoration of services. b. Clark County will make every attempt to follow City of Camas standards and processes. However, without previous documentation about the

	<p>technology, and with the main priority being the restoration of services, Clark County may not be able to ensure restoration of services will match how City of Camas technology resources would have restored services.</p> <ul style="list-style-type: none"> c. Clark County will ensure that they provide documentation of all actions taken and configuration changes made during restoration to ensure that City of Camas resources can review completed work after they are available. d. Clark County resources will also be made available for any meetings with City of Camas resources to discuss actions taken during restoration.
<p>Additional Notes:</p>	<ul style="list-style-type: none"> 1. All staff costs will be calculated using hourly rates documented in Attachment 1. 2. All technology equipment or software costs would be based on the actual dollar amount of the purchase made. 3. Remote support is preferred but will be determined based on Clark County’s ability to access City of Camas environment remotely. 4. Equipment Disposal <ul style="list-style-type: none"> a. Any City of Camas information technology replaced, or obsolete assets will be returned to the City of Camas for disposal. 5. Physical or Virtual Access <ul style="list-style-type: none"> a. The City of Camas will make every attempt to successfully provide the required physical or virtual access to Clark County resources. 6. This task does not include any ongoing, daily, long-term (more than 1 week) support of technology equipment such as computers or network equipment. <ul style="list-style-type: none"> a. That type of support can be obtained but would be a separate Task Order.

Attachment 1
City of Camas
Services Contract Hourly Rates

Job Classification	2024 Cost (per hour)
IT Professional III (Ex. Desktop Admin)	\$80.47
IT Professional IV (Ex. DBA, Network Admin, System Admin, Programmer)	\$93.39
IT Professional V (Ex. Sr. DBA, Sr. Network Admin, Sr. System Admin, Sr. Programmer)	\$104.97
Management	\$103.45
After Hours Support (all roles)	\$125.00



Staff Report – Public Hearing for 2024 Fall Omnibus Budget Amendments (Ordinance 24-014)

November 18, 2024 Council Regular Meeting

Public Hearing – 2024 Fall Omnibus Budget Amendment Ordinance 24-014

Presenter: Cathy Huber Nickerson, Finance Director and Debra Brooks, Financial Analyst

Time Estimate: 5 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us
360.817.7025	dbrooks@cityofcamas.us

BACKGROUND: This public hearing is to consider public comments on the fall budget amendment ordinance. Ordinance 24-014 contains 12 budget packages to amend the 2024 Budget.

SUMMARY: The 2024 Fall Omnibus contains items that address unforeseen budget requirements or unanticipated cost increases. This omnibus also includes administrative budget appropriations that are technical in nature or have dedicated funding sources to make them budget neutral. Lastly, the omnibus contains some unanticipated carry forward items from the 2023 budget that were not addressed in the Spring Omnibus.

BENEFITS TO THE COMMUNITY: Many included items are utility capital packages necessary to address capacity and infrastructure needs to continue providing safe and reliable services to the growing community.

POTENTIAL CHALLENGES: When budgets are brought forward to Council for approval, particularly for capital projects, staff use the best data available to budget expenses and revenues. The actual numbers inevitably change though as economic factors change, which can bring unanticipated pressures or even new funding sources, especially during lengthy capital projects that span multiple years. These factors that are unknown when budgeting require staff to bring amendments before Council to amend the budget.

BUDGET IMPACT: The budget impact will be \$2.4 million in budget carry forward to 2024, \$4.3 million in administrative budget items that have a net neutral budget impact, and \$1.5 million in supplemental budget items. The City has the resources to support these changes.

RECOMMENDATION: Staff recommends the Council open a Public Hearing to consider public comment on the 2024 Fall Omnibus Budget. This hearing will remain open until the December 2, 2024 Council Regular Meeting.

2024 Budget Amendment - Fund Summary

Item 10.

	Budget	Budget	Estimated	Budget Amendment	Amended		
Beg Fund Balance	Revenues (1)	Expenses (1)	End Fund Balance	Revenues	Expenses	Fund Balance	Note: Budget Packages
Operating Funds							
General	\$ 15,242,618	\$ 36,089,851	\$ (41,614,574)	\$ 9,717,895	\$ -	\$ 970,383	\$ 10,688,278 A-01
Streets	\$ 826,763	\$ 5,431,107	\$ (5,501,590)	\$ 756,280	\$ 100,000	\$ (100,000)	\$ 756,280 A-02
Tree Fund	\$ 15,626	\$ 100	\$ -	\$ 15,726	\$ -	\$ -	\$ 15,726
Camas/Washougal Fire & EMS	\$ 1,927,131	\$ 17,696,084	\$ (19,594,125)	\$ 29,090	\$ 52,873	\$ (65,000)	\$ 16,963 A-04, S-02
Cemetery	\$ 147,231	\$ 287,272	\$ (321,657)	\$ 112,846	\$ -	\$ (30,000)	\$ 82,846 CF-01

Capital/Enterprise Funds							
Unlimited GO Debt Service	\$ -	\$ -	\$ 1,363	\$ 1,363	\$ -	\$ (1,363)	\$ - A-05
Limited GO Debt Service	\$ -	\$ 4,288,295	\$ (4,288,295)	\$ -	\$ 1,363	\$ -	\$ 1,363 A-05
REET	\$ 13,537,604	\$ 2,407,666	\$ (12,859,251)	\$ 3,086,019	\$ 818,584	\$ -	\$ 3,904,603 A-06
Park Impact Fee	\$ 3,848,368	\$ 441,546	\$ (1,489,786)	\$ 2,800,128	\$ -	\$ -	\$ 2,800,128
Transportation Impact Fee	\$ 3,081,816	\$ 1,160,054	\$ (1,657,816)	\$ 2,584,054	\$ -	\$ -	\$ 2,584,054
Fire Impact Fee	\$ 1,679,697	\$ 276,715	\$ (200,000)	\$ 1,756,412	\$ -	\$ (52,873)	\$ 1,703,539 A-04
SR500/Everett St Improvements	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ (100,000)	A-03
NW 38th Ave Phase 3	\$ 5,021,285	\$ 5,594,286	\$ (7,800,000)	\$ 2,815,571	\$ 56,999	\$ -	\$ 2,872,570 A-06
Facilities Capital Fund	\$ 6,980,911	\$ 2,614,333	\$ (5,513,047)	\$ 4,082,197	\$ 2,279,936	\$ (2,383,352)	\$ 3,978,781 A-01,A-06,S-01
Legacy Lands	\$ 9,545,238	\$ 10,861	\$ (650,000)	\$ 8,906,099	\$ -	\$ (3,155,519)	\$ 5,750,580 A-06
Storm Water	\$ 1,887,626	\$ 3,053,247	\$ (4,086,569)	\$ 854,304	\$ -	\$ -	\$ 854,304
Solid Waste	\$ 3,148,918	\$ 2,513,247	\$ (3,549,188)	\$ 2,112,977	\$ -	\$ -	\$ 2,112,977
Water/Sewer	\$ 21,666,232	\$ 24,821,564	\$ (27,471,606)	\$ 19,016,190	\$ -	\$ (1,300,000)	\$ 17,716,190 CF-04
W/S Capital Projects	\$ -	\$ 10,275,000	\$ (10,275,000)	\$ -	\$ 1,100,000	\$ (1,100,000)	\$ - CF-02, CF-03
Water Capital Projects	\$ 6,259,362	\$ 1,290,740	\$ (7,200,000)	\$ 350,102	\$ -	\$ -	\$ 350,102
WS Capital Reserve	\$ 18,660,804	\$ 2,820,569	\$ (11,750,000)	\$ 9,731,373	\$ -	\$ (1,100,000)	\$ 8,631,373 CF-02, CF-03
WS Bond Reserve	\$ 1,234,213	\$ 5,294	\$ -	\$ 1,239,507	\$ -	\$ -	\$ 1,239,507

Reserve Funds							
Lodging Tax	\$ 72,657	\$ 23,657	\$ (35,000)	\$ 61,314	\$ -	\$ -	\$ 61,314
Equipment Rental and Replacement	\$ 2,070,275	\$ 2,429,263	\$ (3,209,387)	\$ 1,290,151	\$ -	\$ -	\$ 1,290,151
Firefighters' Pension	\$ 1,137,115	\$ 8,709	\$ (92,265)	\$ 1,053,559	\$ -	\$ -	\$ 1,053,559
Retiree Medical	\$ 10,023	\$ 156,212	\$ (156,709)	\$ 9,526	\$ -	\$ -	\$ 9,526
LEOFF 1 Disability Board	\$ 499,446	\$ 175,014	\$ (217,593)	\$ 456,867	\$ 65,000	\$ (65,000)	\$ 456,867 S-02

\$ 122,215,170 \$ 123,907,494 \$ (173,283,113) \$ 72,839,551 \$ 4,574,755 \$ (8,482,724) \$ 68,931,582
 \$ (3,907,969)

(1) Budgeted revenues and expenses reflect the 2024 Adopted Budget

				Carry Forward	\$ -	\$ (2,430,000)
Ord	Budget	\$ 218,908,699	\$ 250,397,286	Administrative	\$ 3,409,755	\$ (3,409,755)
2024 Readopt		\$ 117,474,515	\$ 153,187,286	Supplemental	\$ -	\$ (1,477,969)
Spring 2024 Adj		\$ 7,527,786	\$ 20,135,132			
Fall 2024 Adj		\$ 4,574,755	\$ 8,482,724		\$ 3,409,755	\$ (7,317,724)
Adjusted 2023		\$ 129,577,056	\$ 181,805,142			\$ (3,907,969)

2024 Fall Omnibus Budget - Fund Balance Impacts

Item 10.

	General Fund	Street Fund	C/W Fire & EMS	Cemetery	ULTGO	LTGO	REET Projects	Fire Imp Fee	SR500/ Everett Imp	NW 38th Ave Ph 3	Facilities Fund	Legacy Lands	Water/Sewer	Water-Sewer Capital Projects	W/S Capital Reserve	LEOFF I Disability	Total	
Beginning Balance	\$ 15,242,618	\$ 826,763	\$ 1,927,131	\$ 147,231	\$ -	\$ -	\$ 13,537,604	\$ 1,679,697	\$ -	\$ 5,021,285	\$ 6,980,911	\$ 9,545,238	\$ 21,666,232	\$ -	\$ 18,660,804	\$ 499,446	\$ 119,755,560	
Revenues	\$ 36,089,851	\$ 5,431,107	\$ 17,696,084	\$ 287,272	\$ 1,363	\$ 4,288,295	\$ 2,407,666	\$ 276,715	\$ -	\$ 5,594,286	\$ 2,614,333	\$ 10,861	\$ 24,821,564	\$ 10,275,000	\$ 2,820,569	\$ 175,014	\$ 123,871,097	
Expenditures	\$ (41,614,574)	\$ (5,501,590)	\$ (19,594,125)	\$ (321,657)	\$ -	\$ (4,288,295)	\$ (12,859,251)	\$ (200,000)	\$ -	\$ (7,800,000)	\$ (5,513,047)	\$ (650,000)	\$ (27,471,606)	\$ (10,275,000)	\$ (11,750,000)	\$ (217,593)	\$ (173,157,211)	
Projected Ending Fund Balance	\$ 9,717,895	23.4%	\$ 756,280	\$ 29,090	\$ 112,846	\$ 1,363	\$ -	\$ 3,086,019	\$ 1,756,412	\$ -	\$ 2,815,571	\$ 4,082,197	\$ 8,906,099	\$ 19,016,190	\$ -	\$ 9,731,373	\$ 456,867	\$ 70,469,446

Carry Forward Packages

CF-01 Columbarium/Niche Wall Repairs				\$ (30,000)														\$ (30,000)
CF-02 Northshore Transmission Main SDC funding transfer														\$ (1,000,000)				\$ (1,000,000)
CF-03 Forest Home Booster Station SDC funding transfer														\$ 1,000,000	\$ (1,000,000)			\$ -
CF-04 Prune Hill Park Pump Station																		\$ (100,000)
														\$ 100,000	\$ (100,000)			\$ -
													\$ (1,300,000)					\$ (1,300,000)
Total Carry Forward	\$ -	\$ -	\$ -	\$ (30,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,300,000)	\$ -	\$ (1,100,000)	\$ -	\$ -	\$ (2,430,000)
Subtotal Fund Balance	\$ 9,717,895	23.4%	\$ 756,280	\$ 29,090	\$ 82,846	\$ 1,363	\$ -	\$ 3,086,019	\$ 1,756,412	\$ -	\$ 2,815,571	\$ 4,082,197	\$ 8,906,099	\$ 17,716,190	\$ -	\$ 8,631,373	\$ 456,867	\$ 68,039,446

Administrative Packages

A-01 Move Library Bldg Exp to Cap Fac	\$ 970,383																	\$ (970,383)	\$ -
A-02 NW Lake Road Safety Impvmts																			\$ (100,000)
Federal HSIP Grant																			\$ 100,000
A-03 SR500/Everett St Improvements																			\$ (100,000)
RTC Federal Grant																			\$ 100,000
A-04 Fund Fire Engine Outfitting			\$ 52,873																\$ (52,873)
A-05 Move ULTGO to LTGO						\$ (1,363)	\$ 1,363												\$ -
A-06 Bond Funding Transfers								\$ 818,584			\$ 56,999	\$ 2,279,936	\$ (3,155,519)						\$ -
Total Administrative	\$ 970,383	\$ -	\$ 52,873	\$ -	\$ (1,363)	\$ 1,363	\$ 818,584	\$ (52,873)	\$ -	\$ 56,999	\$ 1,309,553	\$ (3,155,519)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Fund Balance	\$ 10,688,278	25.7%	\$ 756,280	\$ 81,963	\$ 82,846	\$ -	\$ 1,363	\$ 3,904,603	\$ 1,703,539	\$ -	\$ 2,872,570	\$ 5,391,750	\$ 5,750,580	\$ 17,716,190	\$ -	\$ 8,631,373	\$ 456,867	\$ 68,039,446	

Supplemental Packages

S-01 Saw Shop Acquisition																			\$ (1,412,969)
S-02 LEOFF I Benefits																			\$ (65,000)
Fire/EMS LEOFF Funding				\$ (65,000)															\$ 65,000
Total Supplemental	\$ -	\$ -	\$ (65,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,412,969)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,477,969)
Net Budget Adjustment	\$ 970,383	\$ -	\$ (12,127)	\$ (30,000)	\$ (1,363)	\$ 1,363	\$ 818,584	\$ (52,873)	\$ -	\$ 56,999	\$ (103,416)	\$ (3,155,519)	\$ (1,300,000)	\$ -	\$ (1,100,000)	\$ -	\$ -	\$ (3,907,969)	
Total Adjusted Fund Balance	\$ 10,688,278	25.7%	\$ 756,280	\$ 16,963	\$ 82,846	\$ -	\$ 1,363	\$ 3,904,603	\$ 1,703,539	\$ -	\$ 2,872,570	\$ 3,978,781	\$ 5,750,580	\$ 17,716,190	\$ -	\$ 8,631,373	\$ 456,867	\$ (3,907,969)	

City of Camas 2024 Fall Omnibus Budget Packages

11/18/2024

Item 10.

Pkg # Carry Forward List

	Department	Description	Amount	Reason
CF-01	Cemetery	Cemetery Columbarium/Niche Wall Repairs	\$ 30,000	work started in prior year continued into 2024
CF-02	Water	Northshore Transmission Main	\$ 1,000,000	work started in prior year continued into 2024
CF-03	Water	Forest Home Booster Station	\$ 100,000	work started in prior year continued into 2024
CF-04	Sewer	Prune Hill Park Pump Station	\$ 1,300,000	work started in prior year continued into 2024
Total			\$ 2,430,000	

Administrative List

	Department	Description	Amount	Reason
A-01	Library	Consolidation of Capital Projects	\$ -	projects originally proposed separately were consolidated operationally
A-02	Streets	NW Lake Road Safety Improvements	\$ -	a grant was received for roadway safety improvements
A-03	Capital	SR500/Everett St Improvements	\$ -	a grant was received for continued improvements to the Everett corridor
A-04	Fire	Funding Fire Engine Outfitting	\$ -	funding capital outfitting of a new fire engine
A-05	Debt	Move ULTGO to LTGO	\$ -	late paid taxes received after the bond was fully paid will be repurposed
A-06	Legacy Lands	Bond Funding Transfers	\$ -	funding transfers from the debt issued for 38th, Crown Park, and Facilities
Total			\$ -	

Supplemental List

	Department	Description	Amount	Reason
S-01	Facilities	Saw Shop Acquisition	\$ 1,412,969	acquisition of the property at 306 NE Everett behind City Hall
S-02	Pension	LEOFF I Benefits	\$ 65,000	retiree medical reimbursements exceeded anticipated budget
Total			\$ 1,477,969	

Total Omnibus Budget Packages \$ 3,907,969

City of Camas 2024 Fall Omnibus Budget - Description of Packages

Package Title	Description	Fund Impacted	Overall Appropriation
CF-01	Columbarium/Niche Wall Repairs	Cemetery	\$ 30,000
CF-02	Northshore Transmission Main	Water/Sewer Capital Reserve	\$ 1,000,000
CF-03	Forest Home Booster Station	Water/Sewer Capital Reserve	\$ 100,000
CF-04	Prune Hill Park Pump Station	Water/Sewer	\$ 1,300,000
A-01	Consolidation of Capital Projects	General Fund, Facilities Capital	\$ -
A-02	NW Lake Road Safety Improvements	Streets	\$ -
A-03	SR500/Everett St Improvements	SR500/Everett St Imp	\$ -
A-04	Funding Fire Engine Outfitting	CWFD,FIF	\$ -
A-05	Move ULTGO to LTGO	ULTGO, LTGO	\$ -
A-06	Bond Funding Transfers	Legacy Lands, 38th Ave, REET, Cap Facility	\$ -
S-01	Saw Shop Acquisition	Capital Facilities	\$ 1,412,969
S-02	LEOFF I Benefits	CWFD, LEOFF I	\$ 65,000
Total			\$ 3,907,969

Adjustment #	Description	Note	Fund	Current Budget	Proposed Budget	GL Code	Credit		Debit	Item 10.
							Rev Increase Exp Decrease	Rev Decrease Exp Increase		
CF-01	Columbarium/Niche Wall	Columbarium/Niche Wall Repairs	1250	\$ 37,500	\$ 67,500	1250.06.9125.000.5943600.564000.	\$ -	\$ (30,000)	\$ (30,000)	
CF-02	Northshore Transmission Main	Northshore Transmission Main	4420	\$2,000,000	\$ 3,000,000	4420.06.9440.000.5943400.565000.	\$ -	\$ (1,000,000)	\$(1,000,000)	
CF-03	Forest Home Booster Station	Forest Home Booster Station	4420	\$ -	\$ 100,000	4420.06.9440.000.5943400.563010.	\$ -	\$ (100,000)	\$(100,000)	
CF-04	Prune Hill Park Pump Station	Prune Hill Park Pump Station	4400	\$ -	\$ 1,300,000	4400.06.9450.000.5943500.563003.	\$ -	\$ (1,300,000)	\$(1,300,000)	
A-01	Library Bldg Learning Hive Project	Library Bldg Learning Hive Project	0001	\$ 630,000	\$ -	0001.06.9100.000.5947200.563000.	\$ 630,000	\$ -	\$ 630,000	
A-01	Library Professional Services	Building Cleaning & Repairs	0001	\$ 396,490	\$ 56,107	0001.70.0000.200.5725000.540000.	\$ 340,383	\$ -	\$ 340,383	
A-01	Library Building Improvements	Library Building Improvements	3180	\$ 175,000	\$ 1,145,383	3180.06.9318.000.5947200.563000.	\$ -	\$ (970,383)	\$(970,383)	
A-02	NW Lake Road Safety Improvement	NW Lake Road Safety Improvement	1120	\$ -	\$ 100,000	1120.06.9120.000.5956900.565003.	\$ -	\$ (100,000)	\$(100,000)	
A-02	Federal Grant	Funding Source	1120	\$ -	\$ 100,000	1120.40.0000.000.333	\$ 100,000	\$ -	\$ 100,000	
A-03	SR500/Everett - 35th to 43rd	SR500/Everett St Improvements	3120	\$ -	\$ 100,000	3120.06.9120.000.5953000.565001.	\$ -	\$ (100,000)	\$(100,000)	
A-03	Federal Indirect Grant DoT	Funding Source	3120	\$ -	\$ 100,000	3120.40.0000.000.3332000.300000.	\$ 100,000	\$ -	\$ 100,000	
A-04	Transfers Out to CWFD	Fire Engine Outfitting	3030	\$ 200,000	\$ 252,873	3030.97.0000.000.5971150.500097.	\$ -	\$ (52,873)	\$(52,873)	
A-04	Transfers In from FIF	Fire Engine Outfitting	1150	\$ 200,000	\$ 252,873	1150.97.0000.000.3973030.300097.	\$ 52,873	\$ -	\$ 52,873	
A-05	Transfers Out to LTGO	ULTGO Bond Levy Repurposing	2390	\$3,215,163	\$ 3,216,526	2390.97.0000.000.5972400.500097.	\$ -	\$ (1,363)	\$(1,363)	
A-05	Transfers In from ULTGO	ULTGO Bond Levy Repurposing	2400	\$ -	\$ 1,363	2400.97.0000.000.3972390.300097.	\$ 1,363	\$ -	\$ 1,363	
A-06	Transfers Out to REET	Bond Funding Transfers	3200	\$ -	\$ 818,584	3200.97.0000.000.5973000.500097.	\$ -	\$ (818,584)	\$(818,584)	
A-06	Transfers Out to 38th Fund	Bond Funding Transfers	3200	\$ -	\$ 56,999	3200.97.0000.000.5973130.500097.	\$ -	\$ (56,999)	\$(56,999)	
A-06	Transfers Out to Fac Capital	Bond Funding Transfers	3200	\$ -	\$ 2,279,936	3200.97.0000.000.5973180.500097.	\$ -	\$ (2,279,936)	\$(2,279,936)	
A-06	Transfers In from Legacy Lands	Bond Funding Transfers	3000	\$ -	\$ 818,584	3000.97.0000.000.3973200.300097.	\$ 818,584	\$ -	\$ 818,584	
A-06	Transfers In from Legacy Lands	Bond Funding Transfers	3130	\$ -	\$ 56,999	3130.97.0000.000.3973200.300097.	\$ 56,999	\$ -	\$ 56,999	
A-06	Transfers In from Legacy Lands	Bond Funding Transfers	3180	\$ -	\$ 2,279,936	3180.97.0000.000.3973200.300097.	\$ 2,279,936	\$ -	\$ 2,279,936	
S-01	Saw Shop Acquisition	Saw Shop Acquisition	3180	\$ -	\$ 1,412,969	3180.06.9100.000.5941800.562000.	\$ -	\$ (1,412,969)	\$(1,412,969)	
S-02	EMS Admin Benefits	LEOFF I Benefit Expenses	6030	\$ 111,050	\$ 176,050	6030.00.0000.000.5221000.521000.	\$ -	\$ (65,000)	\$(65,000)	

	\$ 4,380,138	\$ (8,288,107)	\$(3,907,969)
Net Total	\$ 3,409,755	\$ (7,317,724)	\$ (3,907,969)
		\$ (3,907,969)	\$ (3,907,969)
		\$ -	\$ -

Carry Forward	\$ -	\$ (2,430,000)	
Net Balance	\$ (2,430,000)	\$(2,430,000)	
Administrative	\$ 3,409,755	\$(3,409,755)	
Net Balance	\$ -	\$ -	
Supplemental	\$ -	\$(1,477,969)	
Net Balance	\$ (1,477,969)	\$(1,477,969)	\$(3,907,969)

Budget Summary			
Total	\$ 3,409,755	\$ (7,317,724)	\$ (3,907,969)
		\$ (3,907,969)	\$ (3,907,969)
		\$ -	\$ -

ORDINANCE NO. 24-014

AN ORDINANCE amending the City of Camas' 2023-2024 Budget Ordinance Nos. 22-028 and 23-021.

WHEREAS, the City Council of the City of Camas approved Ordinance No. 22-028 and adopted a biennium budget for fiscal years 2023-2024; and

WHEREAS, the City Council of the City of Camas approved Ordinance No. 23-021 amending the Budget Ordinance 22-028 for the fiscal year 2024; and

WHEREAS, the City Council of the City of Camas approved Ordinance No. 24-004 amending the Budget Ordinance 23-021 for the fiscal year 2024; and

WHEREAS, the City Council of the City of Camas desires to effectively utilize and manage the City's financial resources; and

WHEREAS, the City will receive additional revenues that were not anticipated at the time of adopting the budget for 2024; and

WHEREAS, funds received in excess of estimated revenues during the current fiscal year when authorized by an ordinance amending the original budget may be included in the expenditure limitation; and

WHEREAS, the City desires to undertake activities which were not foreseen at the time of adopting the 2024 budget; and

WHEREAS, the financial activities in the following funds could not have been reasonably foreseen at the time of adopting the 2024 budget.

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

Section I

Budget Amendment: The City of Camas' 2024 Budget as adopted in Ordinance No. 23-021 and amended by Ordinance 24-004 is amended as follows:

1. Modify the 2024 Budget for Camas Cemetery columbarium/niche wall repairs.
2. Modify the 2024 Budget for the Northshore transmission main.
3. Modify the 2024 Budget for the Forest Home booster station.
4. Modify the 2024 Budget for Prune Hill Park pump station.
5. Adjust the 2024 Budget for consolidation of library building improvement projects.
6. Adjust the 2024 Budget for the NW Lake Road safety improvements.

ORDINANCE NO. 23-012

- 7. Adjust the 2024 Budget for the SR500/Everett Street improvements.
- 8. Adjust the 2024 Budget for funding outfitting of a new fire engine.
- 9. Adjust the 2024 Budget for repurposing late paid library bond levy monies.
- 10. Adjust the 2024 Budget for funding projects with bond fund transfers.
- 11. Supplement the 2024 Budget for the acquisition of the property located at 306 NE Everett Street, Camas.
- 12. Supplement the 2024 Budget for LEOFF I retiree benefits.

Section II

Budget Amendment – Effect on Fund Revenues and Expenses: The foregoing increases affect the City funds as shown on Attachment A.

Section III

Effective Date. This ordinance shall take force and be in effect five days from and after its publication according to law.

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

SIGNED: _____
Mayor

SIGNED: _____
Clerk

APPROVED as to form:

City Attorney



Item 11.

City of Camas 2025-2026 Biennial Budget

City of Camas 2025-2026 Budget Outlook

- How is the City of Camas funded
- How has this changed over time
- Importance of maintaining AAA rating
- Structural Deficit
- Revenue Forecast
- Critical Police Needs

Closing the Gap

- Baseline Reductions
- Property Taxes
- Fees and Business Licenses
- Transportation Benefit District
- Utility Taxes

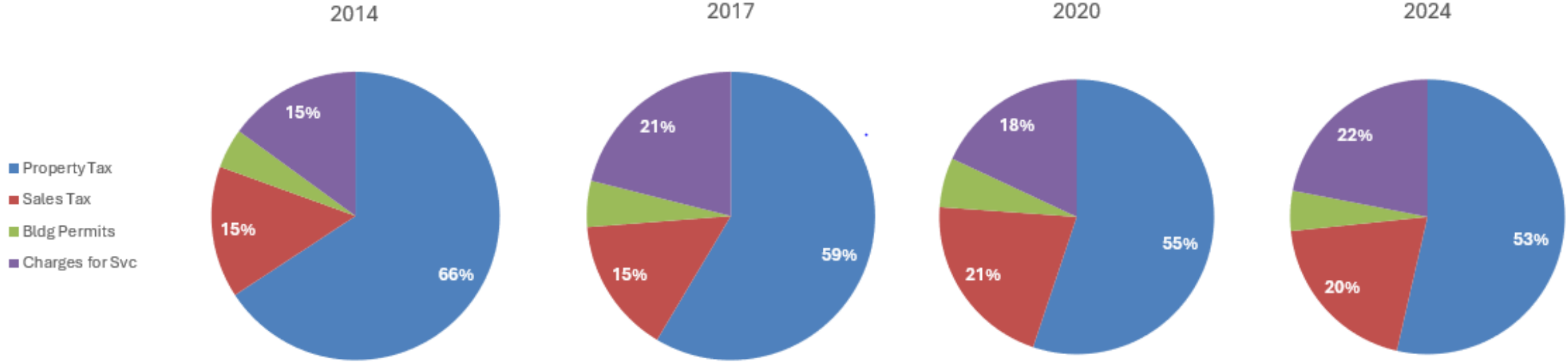
Next Steps

Agenda

A woman with long blonde hair and glasses, wearing a patterned button-down shirt, stands in front of a large window, presenting to a group of people seated in the foreground. The audience includes a man with glasses and a beard, and a woman with her hair in a bun. The room has a concrete wall on the left and a radiator at the bottom. A large black text box is overlaid on the right side of the image.

2025-2026 Budget Outlook

General Fund Major Revenue Sources

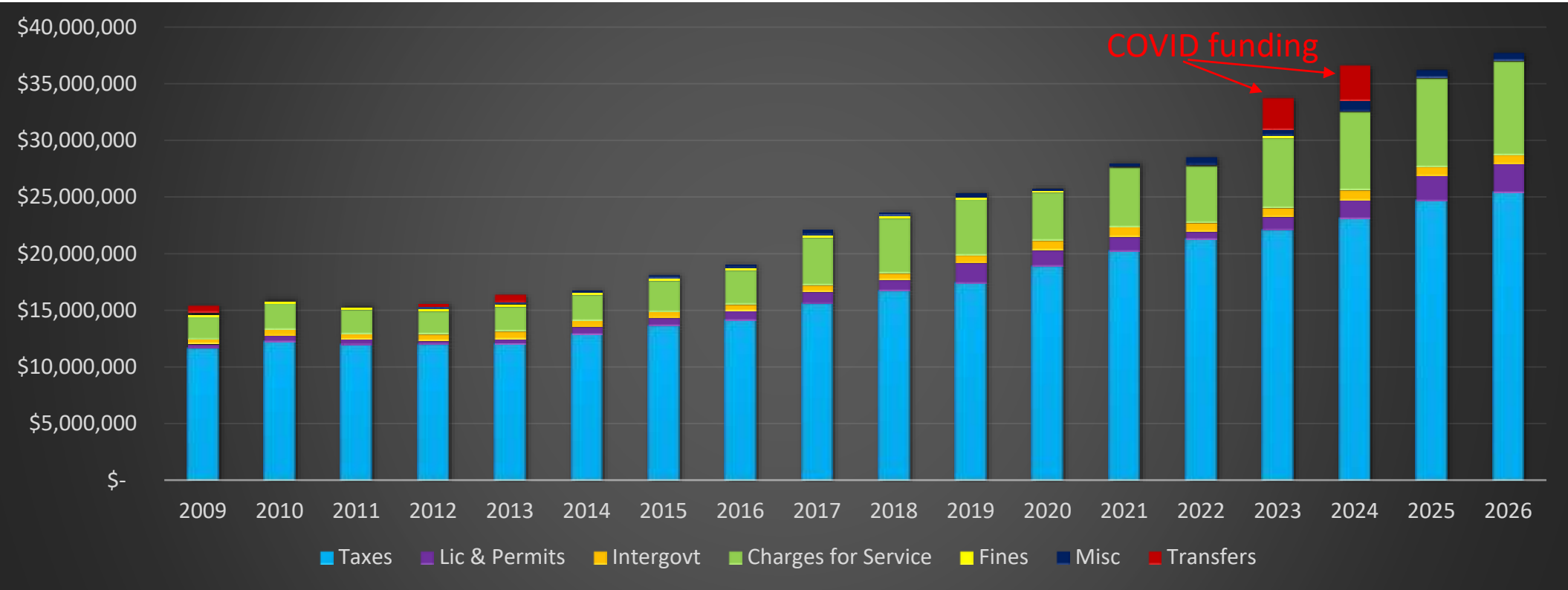


Over the past 10 years, property taxes from businesses have decreased

Change in General Fund Major Revenue Sources

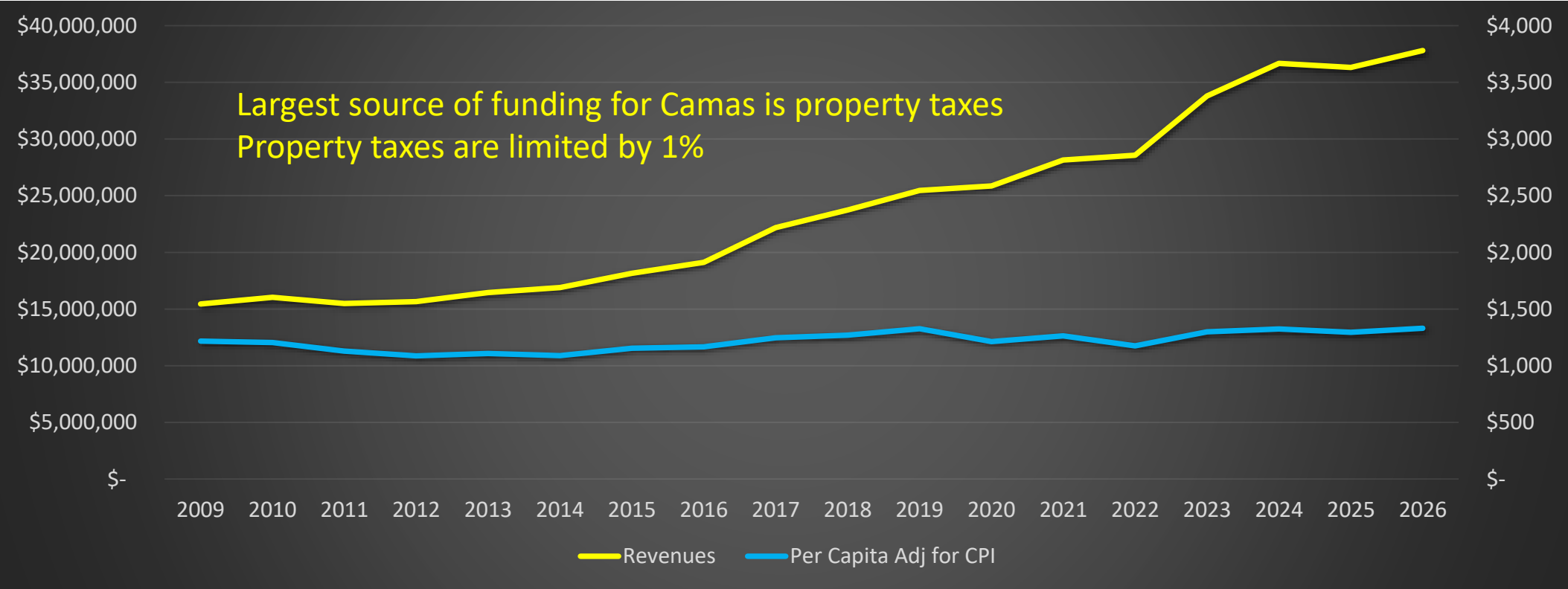
- Sales Tax increased during COVID with e-commerce
- Building Permits are a small source of funding
- Fees were increased to help with inflationary pressures

General Fund Revenues for 2009-2026



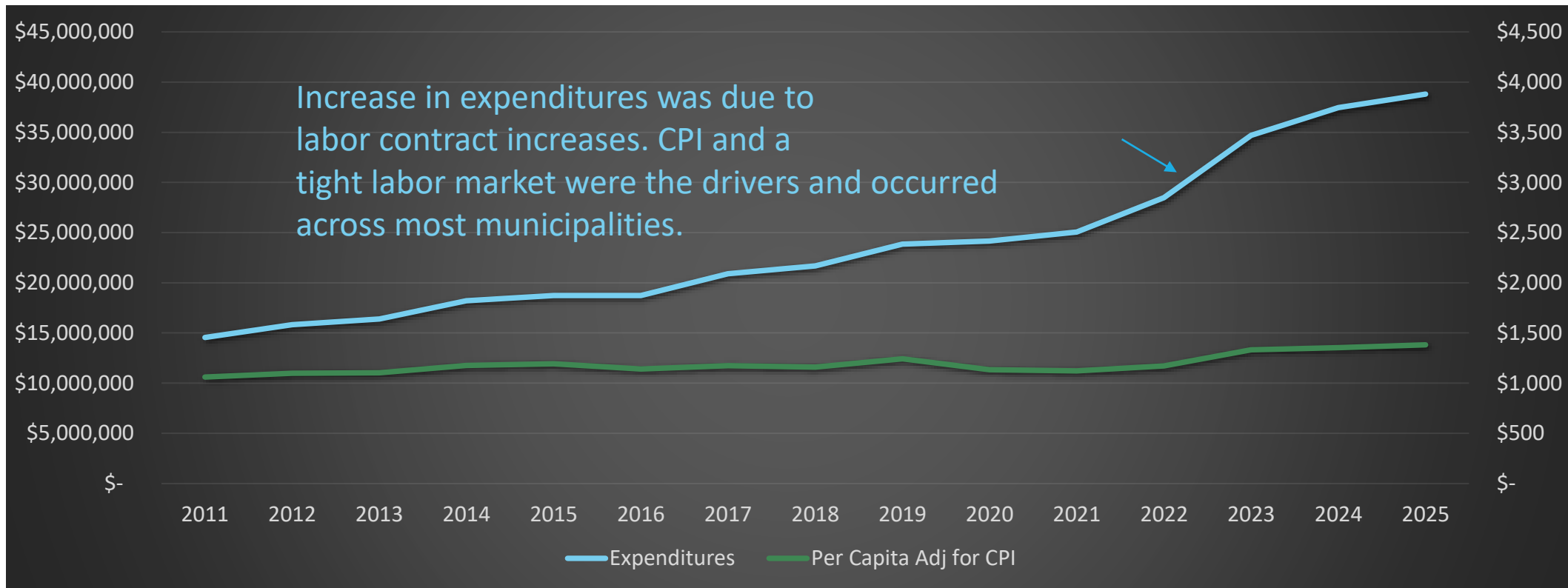
Coming out of the Great Recession, City had moderate growth with increase in new residents

Funding compared to Population

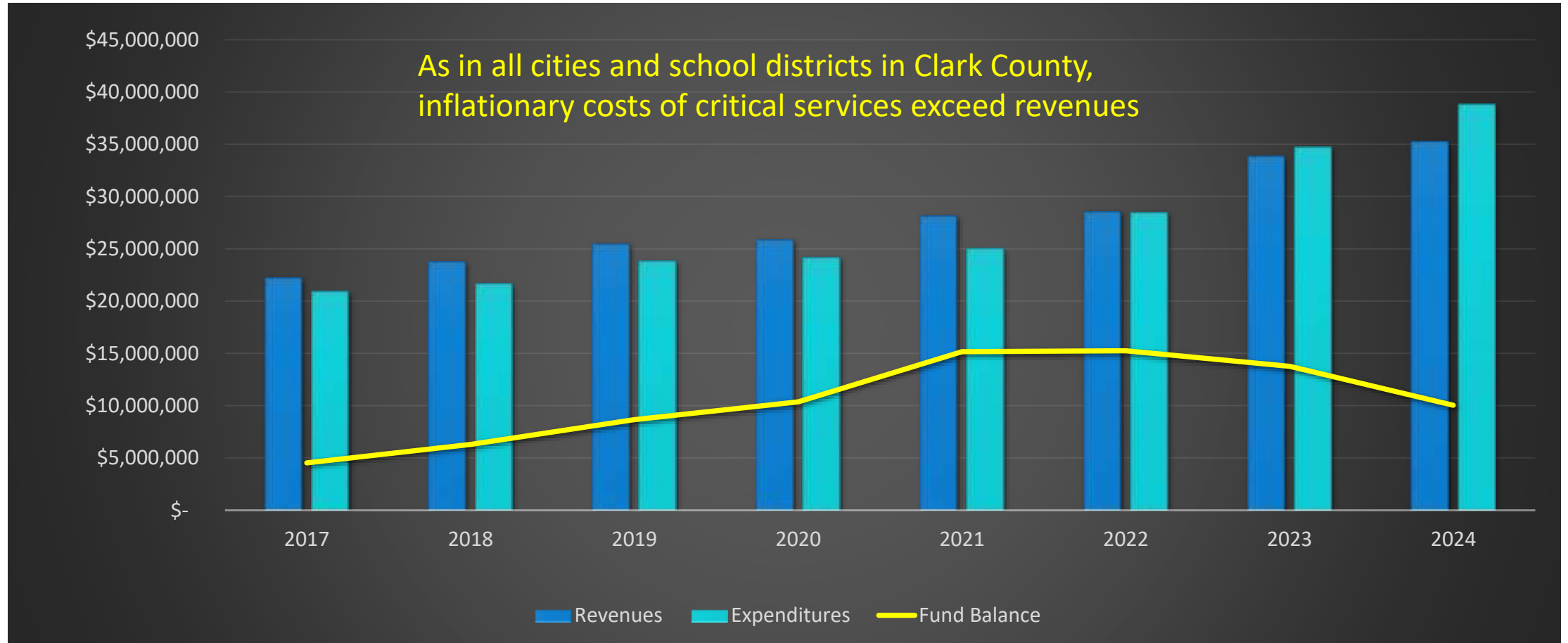


Tax Burden to the residents has remained flat when adjusted for population including the proposed new revenues

Spending compared to Population



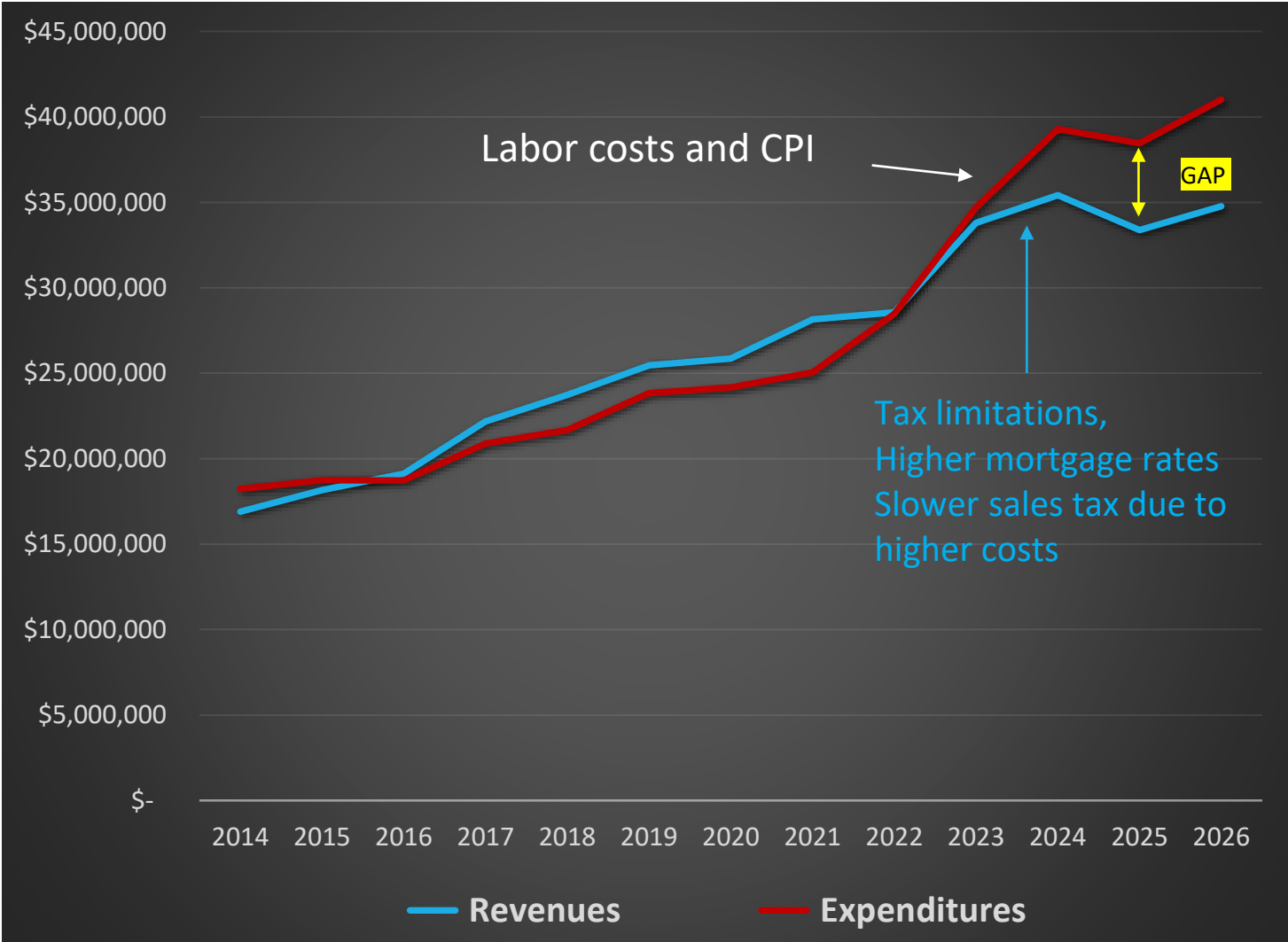
Projected Revenues and Expenditures



Structural Deficit

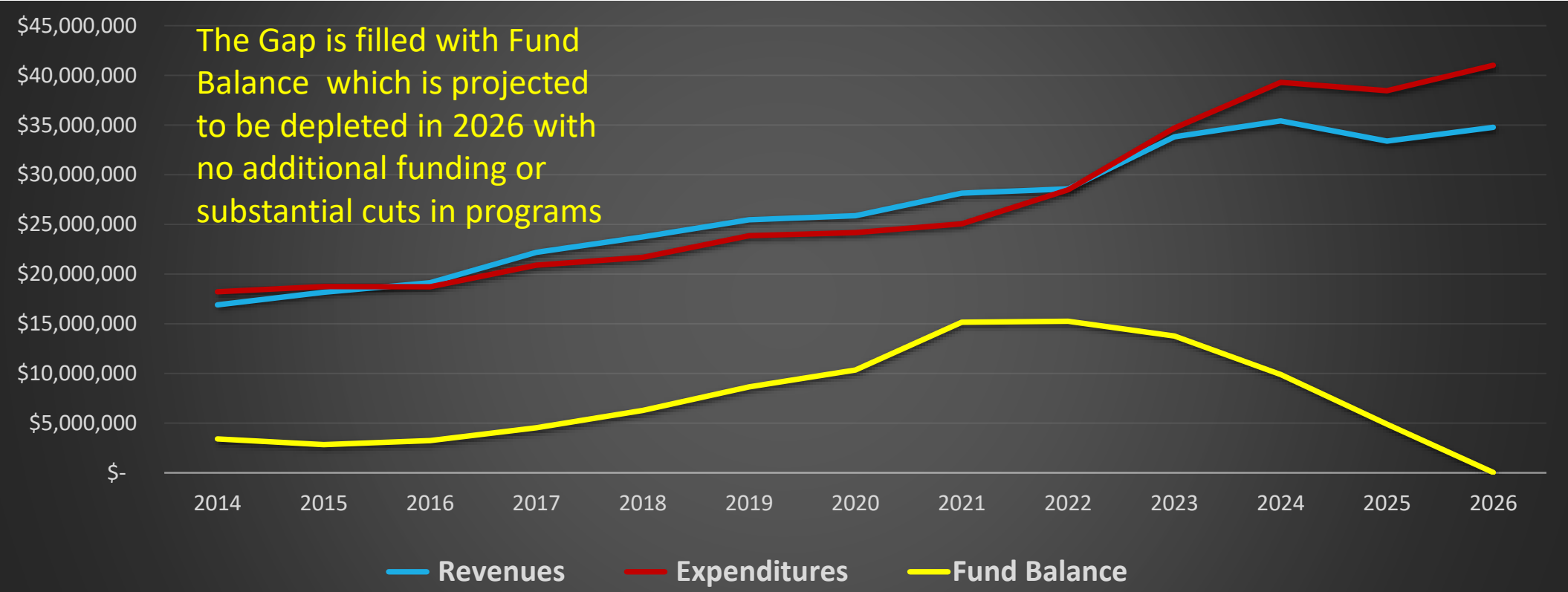
Structural Deficit.

A budget deficit that results from a fundamental imbalance in government receipts and expenditures, as opposed to one based on one-off or short-term factors. [Source: Financial Times]



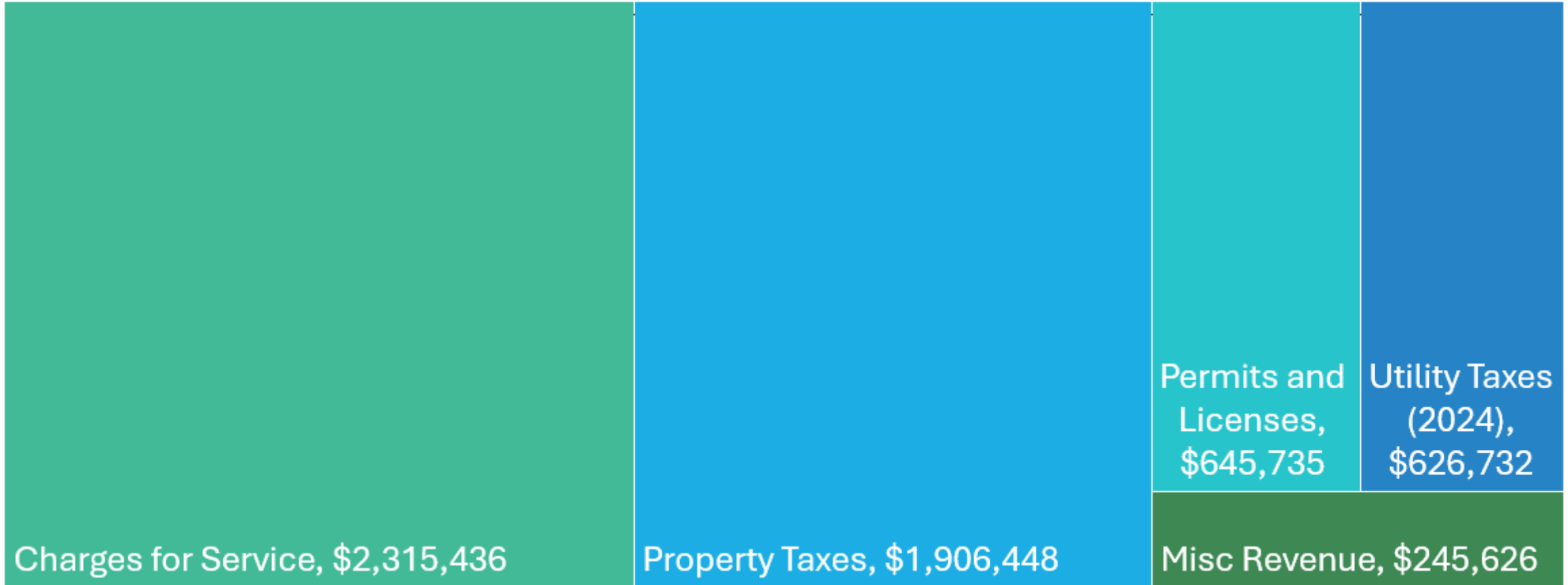
Structural Deficit Trends

Fund Balance Impact



General Fund Revenue Increases from 2021-2025

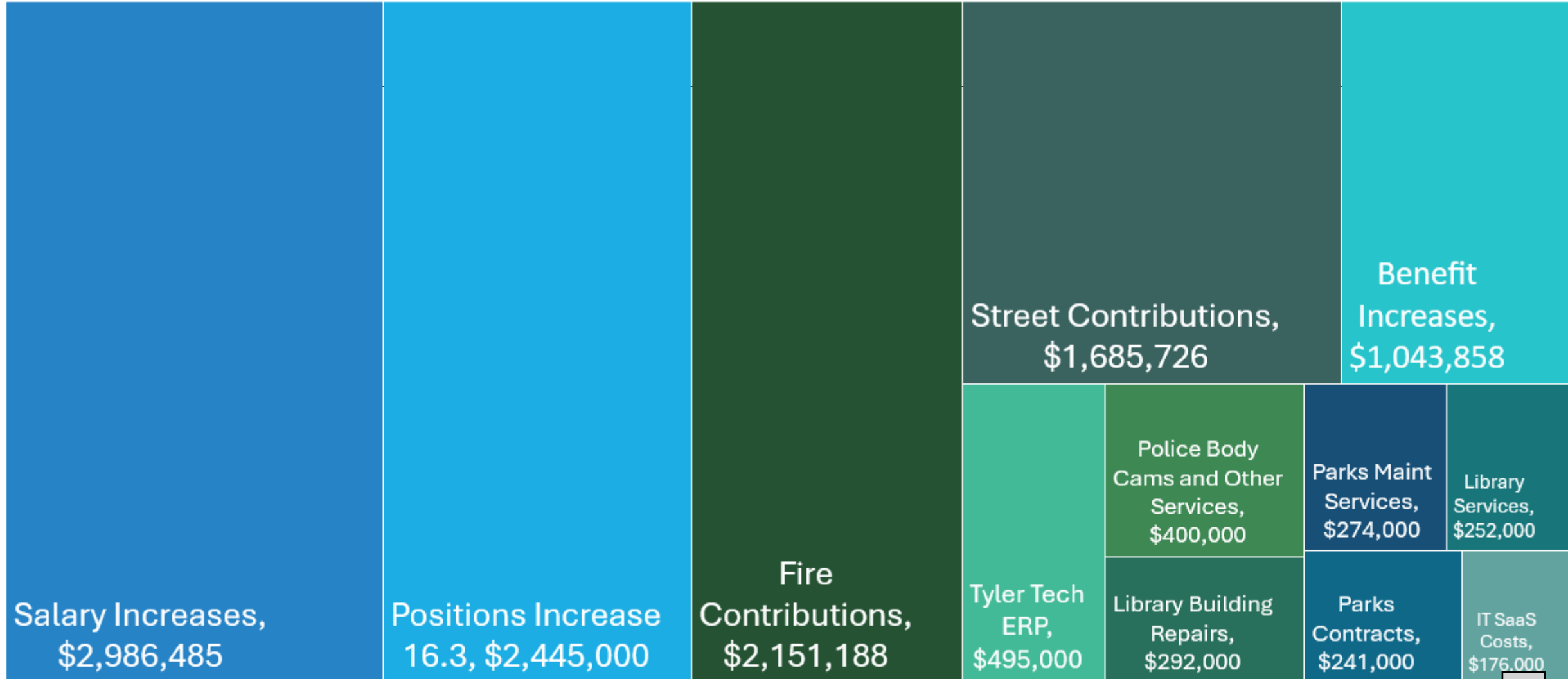
\$5 million



Note: Sales Tax (\$78,753), Other Taxes (\$466,350), Intergovernmental (\$161,033) and Fines (\$1,271)

General Fund Expense Increases from 2021-2025

\$12.9 million



Budget Policy

City adopts and maintains a balanced budget and an integrated capital budget by end of each biennium.

Expenditures shall not exceed revenues plus available unrestricted fund balances.

Any budgeted use of fund balance resources should not cause the City to drop below reserve fund balance policy ...

It shall be the goal of the City to achieve a long-term structurally balanced budget, where ongoing expenditures are supported by ongoing revenues.



Closing the Gap

Structural Deficit: \$8.7 million


What actions have been taken?

Reorganization: IT and Facilities Savings: \$316,000

Reduction: 16 positions not filled in 2023 & 2024: Savings: \$2.4 million

Reduction: Baseline costs reduced by \$200,000





Still leaves a deficit of: \$5.8 million with budget priorities that include:

1. Basic needs in the general fund
2. Cost-preventive street maintenance
3. Critical Police staffing

Expenditures

Reductions and Police Packages

Positions not filled for 2023-2024

Volunteer Coordinator	Development Engineering Manager	Operations Project Manager	IT Support Specialist
Parks Project Manager	Recreation Specialist	2 Overhire Police Officers	2 Police Sergeants
3 Maintenance Workers for Streets	Division Chief of Operations for Fire	EMS Training Officer	3 Person Engine Company for Fire (12 FTE)

Police Critical Requirements

Police Department does not have adequate supervision for patrol operations.

- Primary hours not covered by supervision are in the middle of the night.
- In a critical incident, having a supervisor available to direct and coordinate resources is essential.

The Captain position's span of control and task load is too large.

- Administrative Lieutenant position would be responsible for supervising Detective Unit, Code Enforcement, Parking Enforcement, School Resource Officer Program and evidence.

Police Critical Requirements

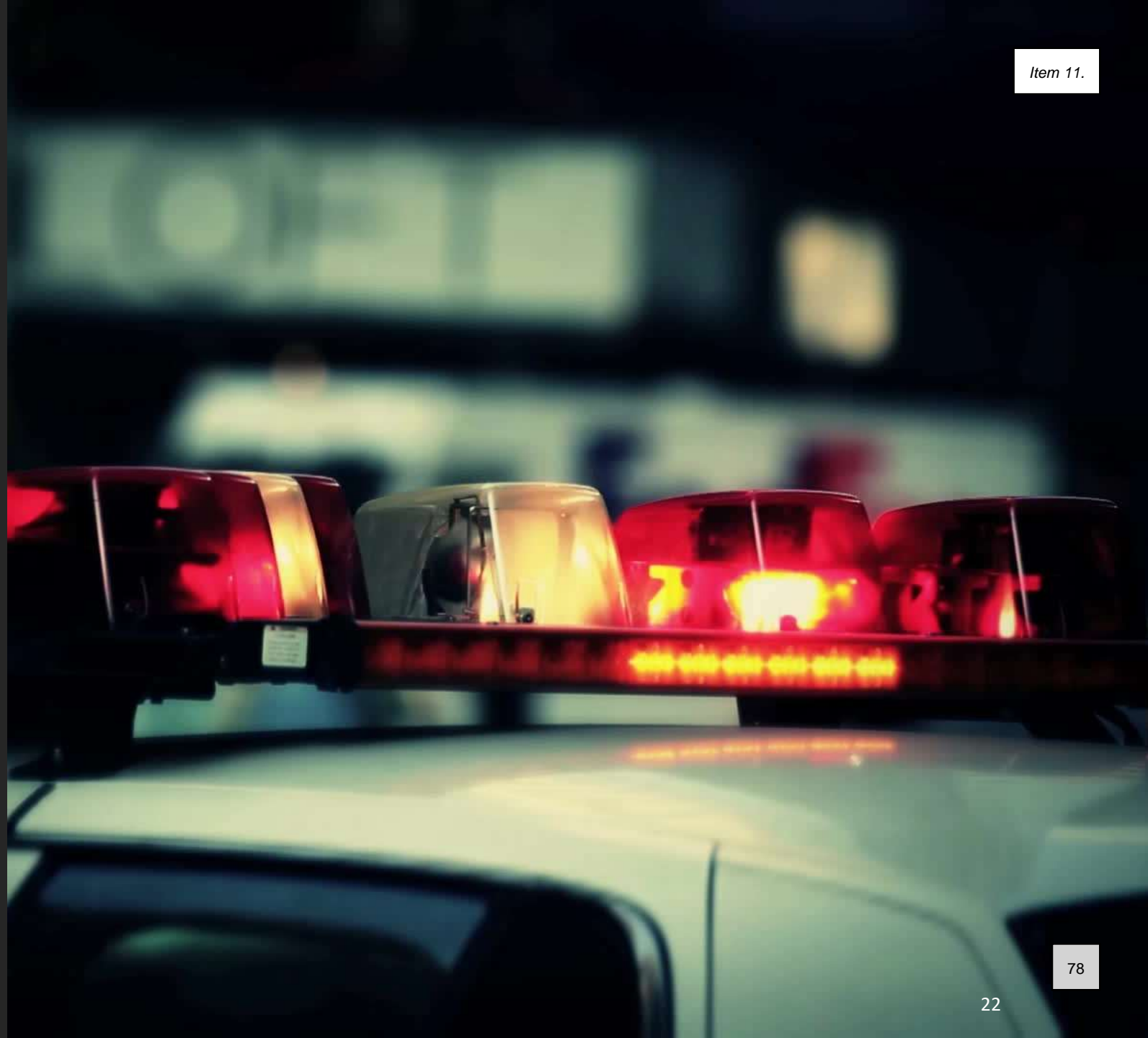
Police Department is at current authorized staffing and is facing a potential retirement cliff where 45% of sworn officers are eligible to retire within 5 years.

- On average it takes about a year from date of hire to have an officer working solo and taking calls for service.
- Plus, the time for recruiting and hiring.

Funding with a voted 4% utility tax on water, sewer, stormwater, and solid waste

To be dedicated to Police specifically:

- 2 Police Sergeants
- 1 Administrative Lieutenant
- 1 Overhire Police Officer
- Vehicles
- Equipment and Uniforms
- Training



Revenues

Property Taxes, Fees and Business Licenses,
Transportation Benefit District, and Utility Taxes

Balancing
the
remaining
\$5.8 million

Property Tax 1% increase for General Fund services

Utility Taxes 2% \$1,000,000 for General Fund services

Increase Fees and Business Licenses \$721,500 for General Fund services

TBD with sales tax and car license fees \$2,140,000 for street preservation

Utility Taxes 4% \$2,000,000 for Critical Police staffing

Property Taxes

General Fund 1% lawful increase

EMS Levy increased by new voted levy rate \$0.46

Fire Station Bond Levy to start at \$0.22

Property Tax	2025 Revenue Estimate	Tax Levy	Impact to Taxpayer from prior year
GF Levy	\$15,633,890	\$1.90	(\$6.00)
EMS Levy	\$3,719,074	\$0.46	\$87
Voted Bond Levy	\$1,800,000	\$0.22	\$147

Fees and Business Licenses

City Fee Schedule increases annually to recover increase in service delivery costs, historically CPI.

Increase Fees by market or at a minimum of 10% which would generate approximately \$227,000 in 2025

City Business Licenses are \$10 annually regardless of size. Licenses vary by jurisdictions and can be assessed on employee and revenue

Increase Business Licenses to \$50 to match other Clark County cities which would generate approximate \$133,750 in 2025

Transportation Benefit District

City is proposing to create a Transportation District which would allow the City to have dedicated revenue to fund street preservation and complete street focus.

The City is considering a \$20 annual car license fee which would generate \$570,000 annually.

In addition, to generate funding equitably for users of the City streets who are not residents, the City would impose 0.1% sales tax. This revenue source is estimated to generate \$500,000 annually.



TBD Funding Options – Sales Tax

SALES TAX OPTIONS

Sales Tax up to 0.3% requiring a vote of a simple majority for 10 years but can be renewed. To generate up to \$1.8 million annually

Council (majority vote) may impose 0.1% for up to 10 years and may be renewed. To generate approximately \$500,000 annually

CURRENT SALES TAX RATE FOR CAMAS

Washington State Sales Tax Rate	6.50%
Camas Basic/Optional Rate	1.00%
Camas Criminal Justice Rate	0.10%
C-TRAN Rate	0.70%
Clark County Public Safety	0.10%
Clark County Mental Health Rate	0.10%
Total Sales Tax Rate	8.50%

Fee Amount	Conditions
\$20	Vehicle License Fee can be implemented with Council vote.
Up to \$40	Only if a \$20 fee has been in effect for at least 24 months
Up to \$50	Only if a \$40 fee has been in effect for at least 24 months but is subject to a potential referendum
Up to \$100	Subject to a simple majority of voters but voters have rejected this effort every time with the exception of Seattle

TBD Funding Options – Vehicle License Fees

RCW 36.73.040(3)(B) AND
IN 2020 *GARFIELD
COUNTY TRANS. AUTH. ET
AL. V. STATE ET AL*

Utility Taxes

2023-2024 Utility Tax of 2% will sunset as required.

Readopt 2% Utility Tax to fund core services such as municipal court, fire department, library, parks and recreation, and streets maintenance

2% Utility Tax on Water, Sewer, Stormwater and Solid Waste generates approximately \$500,000 annually

Consider options for 4% Utility Tax to fund Critical Police requirements.

4% Utility Tax on Water, Sewer, Stormwater and Solid Waste would generate approximately \$1,000,000 annually for Police requirements

Funding Priorities and Sources

- Police: 4% voter approved on utility tax
- Streets: Transportation Benefit District
- General Fund Needs: Council-approved 2% utility tax and increase in fees

Next Steps

Revenue Public Hearings

November 18th Council Meeting

Revenue Considerations and Adoption

November 18th Council Meeting

2025-2026 Budget Public Hearing and Adoption

December 2nd Council Meeting



Questions



Staff Report – Public Hearing for 2% Utility Tax

November 18, 2024 Regular Meeting

Public Hearing for 2% Utility Tax

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 10 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

SUMMARY: Utility taxes are considered part of the “Three-Legged Stool” for revenue to fund general operations of a city in Washington State. Utility taxes are imposed on the utility business and not on individual utility customers. Cities are permitted to levy the utility tax upon the income of public and private utilities providing services within the boundaries of that city. In addition, cities may also levy taxes on revenues generated by the city’s own utility both inside and outside the city limits.

Currently, the City of Camas imposes a 3% utility tax on natural gas companies with the exception of the gas consumed by the City’s industrial customers. Also a 2% utility tax on City of Camas water, sewer, solid waste, and stormwater utilities to start January, 2023. This tax is estimated to generate approximately \$830,666 over the 2023-2024 biennium or for a full year of collection, \$500,000 a year.

Ordinance 22-024 also codified for utility tax assistance program in the form of a rebate and a sunset clause to end at the end of the biennium or the formation of a Regional Fire Authority whichever is first.

The 2025-2026 biennial budget is in substantial need to readopting Chapter 3.10 to utilize the 2% utility tax to fund public health, safety, and welfare in future years.

BENEFITS FOR THE COMMUNITY: This utility tax provided diversification of the City’s revenues similar to the City’s neighboring jurisdictions as well as bridge a funding gap in the City’s General Fund until a solution for new funding of the CWFD.

POTENTIAL CHALLENGES: Utilities customers may see slightly higher utility bills but there are options available to the City to mitigate the impact on low-income households. The other challenge is the sunset provision of the ordinance which makes it difficult to use the utility tax revenues for ongoing expenditures.

BUDGET IMPACT: This funding was incorporated into the 2025-2026 Budget for \$1 million. Repealing the tax would create a funding gap which would need to be addressed.

RECOMMENDATION: Staff recommends Council open a public hearing to consider public comment regarding the readoption of the 2% Utility Tax. After hearing public testimony on the 2% Utility Tax, Council may consider approving Ordinance 24-015 for amending the Utility Tax Municipal Code.

ORDINANCE NO. 24-015

AN ORDINANCE amending Chapter 3.10-Utility Tax of the Camas Municipal Code to include a mandatory tax rate review provision and a tax year commencement date of January 1, 2025; and readopting and replacing Chapter 3.10, as herein amended, to be effective January 1, 2025 upon the sunseting of Ordinance 22-024 as heretofore adopted.

WHEREAS, the City of Camas has authority as a municipal corporation of the State of Washington to impose a utility business and occupation tax pursuant to RCW 35A.82.020; and

WHEREAS, state law prescribes no limit to the maximum utility tax rate which may be imposed upon water, sewer, solid waste and stormwater utilities; and

WHEREAS, Chapter 3.10-Utility Tax of the Camas Municipal Code provides for a 2% utility tax which is levied upon water, sewer, solid waste, and stormwater utilities; and

WHEREAS, Chapter 3.10- Utility Tax of the Camas Municipal Code further sets forth a procedure allowing for the waiver or decrease in such utility tax to be provided for low-income families; and

WHEREAS, Ordinance 22-024, which adopted Chapter 3.10 and provided for the first time a utility tax in the City of Camas, is scheduled to sunset and no longer be in force and effect as of 11:59 pm on December 31, 2024 as set forth in Section VI therein; and

WHEREAS, the Council of the City of Camas, after considering during the 2024 biennial budget review cycle all relevant evidence and testimony, has determined that there is a substantial need of City revenue sources to ensure adequate funding for the public health, safety and welfare in future years; and

WHEREAS, the Council of the City of Camas has determined after such consideration that the public interest is best served by amending Section 3.10.010- Use and Accountability of Tax Proceeds by adding a review provision; amending Section 3.10.050-Tax Year to provide January 1, 2025 as the commencement date; and readopting and replacing Chapter 3.10 of the Camas Municipal

Code, as amended herein, effective January 1, 2025 upon the sunseting of Ordinance 22-024;

NOW THEREFORE, the Council of the City of Camas do ordain as follows:

Section I

Section 3.10.010- Use and Accountability of Tax Proceeds is hereby amended to provide as follows:

- A. All revenues collected pursuant to this Chapter shall be deposited into the General Fund, and shall be used for funding of City services as the Council shall direct through its biennial budget.
- B. The City Council shall review the need for utility tax rate or other changes as part of the biennial budget process.

Section II

Section 3.10.050- Tax Year of the Camas Municipal Code is hereby amended to provide as follows:

The tax year for purposes of this utility tax shall commence January 1, 2025, and end December 31, 2025, and thereafter commence January 1 and end December 31 of each subsequent tax year.

Section III

Chapter 3.10-Utility Tax of the Camas Municipal Code which includes a two percent (2%) utility tax upon the gross earnings of water, sewer, solid waste and stormwater utilities in the City of Camas, as amended by this Ordinance, is hereby readopted as if set forth in full herein effective January 1, 2025 upon the sunseting of Ordinance 22-024 as set forth in Section VI therein.

Section IV

Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application

to any person, entity, or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section V

Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and approved.

Section VI

This Ordinance shall take force and be in effect five (5) days from and after its passage, approval, and 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

RESOLUTION NO. 24-016

A RESOLUTION OF THE CITY OF CAMAS WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION TO BE HELD ON FEBUARY 11, 2025, OF A PROPOSITION AUTHORIZING AN AMENDMENT OF THE UTILITY BUSINESS AND OCCUPATION TAX RATE AS SET FORTH IN CAMAS MUNICIPAL CODE SECTION 3.10.040 FROM TWO PERCENT TO SIX PERCENT AND DESIGNATING SUCH INCREASE TO BE SOLELY UTILIZED FOR POLICE SERVICES.

WHEREAS, the City Council of the City of Camas, Washington finds that the City of Camas, given budget constraints and an increasing population, is currently operating the Camas Police Department on a budget which is not commensurate with the expected level of service to ensure public safety, crime investigation and traffic enforcement; and

WHEREAS, the City Council of the City of Camas, Washington finds that is imperative to provide adequate funding for the Camas Police Department to support a fully staffed police force to provide an optimal level of service; and

WHEREAS, the City Council of the City of Camas, Washington finds it is in the public interest of the City to increase the current funding level of the Camas Police Department in order to hire additional police staff and purchase police equipment to provide for the general health, safety and welfare of the community; and

WHEREAS, RCW 35A.11.020 authorizes the City to impose taxes upon gross revenues earned by utility and service providers within its jurisdictional boundaries, including municipally operated utilities; and

WHEREAS, Chapter 3.10 of the Camas Municipal Code imposes a utility tax equal to two percent (2%) of the total gross income derived from revenues of utilities providing water, sewer, solid waste and stormwater operations, including municipally operated utilities; and

WHEREAS, in order to provide all or part of the funds necessary to provide optimal public safety services, the City Council finds it necessary, proper and advisable and that the public interest is best served by increasing the utility tax from two-percent (2%) to six-percent (6%) on the gross earnings of utilities providing water, sewer, solid waste and stormwater operations within the City; and

WHEREAS, the four percent (4%) increase in the utility tax rate as proposed herein shall be designated and utilized to increase public safety services by providing additional funds to the

Camas Police Department in order to improve the public health and safety of the citizens of Camas; and

WHEREAS, the City Council finds it appropriate to submit to the qualified voters of the City of Camas, on the conditions here and above set forth, a proposition asking whether the City should increase the utility tax on gross earnings of utilities providing water, sewer, solid waste and stormwater operations within the City from two percent (2%) as currently taxed to six percent (6%) to provide revenues for public safety services, with an election to be held February 11, 2025.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMAS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Findings. The City Council finds it is the best interest of the resident and businesses of the City of Camas to increase City public safety services by providing more funds to the Camas Police Department in order to improve the public health and safety of the citizens of Camas.

Section 2. Increased Tax on Gross Earnings of Utilities Providing Water, Sewer, Solid Waste and Stormwater Operations within the City. It is hereby found and declared that the best interests of the City require the submission to the qualified electors of the City for their approval or rejection at the Special Election to be held on February 11, 2025 a proposition authorizing an increase of the utility tax from 2% as currently taxed to 6% on the gross earnings of utilities providing water, sewer, solid waste and stormwater operations within the City as set forth in Camas Municipal Code Section 3.10.040, to be collected in 2025 and every year thereafter. The Clark County Auditor, as ex officio supervisor of elections in Clark County, Washington, is hereby requested to call and conduct such election to be held within the City on such day and to submit the aforementioned proposition. The City requests that the Clark County Auditor call and conduct this election to be held by all mail-in ballot within the City and submit to the City's voters the proposition in substantially the form set forth below. Upon approval of the voters of the proposition hereinafter set forth, the increase would provide four percent for the City to use for the purpose of providing, operating, maintaining and/or funding Camas Police Department functions, facilities, equipment, and personnel.

Section 3. Ballot Measure. The City shall submit the proposition to the electorate of the City of Camas in substantially the form set forth in in Exhibit A. The City Clerk is hereby authorized and directed to provide to the Clark County Auditor, as ex officio supervisor of elections in Clark County, Washington, a certified copy of this resolution together with a ballot proposition in substantially the form attached hereto, for inclusion in the general election to be held by all mail-in ballot within the City on February 11, 2025.

Section 4. Minor Adjustments. The Mayor and City Attorney are authorized to make such minor adjustments to the wording of such proposition as may be recommended by the Clark

County Auditor as long as the intent of the proposition remains clear and consistent with the intent of this Resolution as approved by the City Council.

ADOPTED at a regular meeting of the Council of the City of Camas, this ____ day of _____, 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

EXHIBIT A

CITY OF CAMAS, WASHINGTON
PROPOSITION _____

This Proposition increases the City Utility Tax to pay for Police Services

The City of Camas adopted Resolution No. _____ asking voters to consider approving additional revenue to be dedicated for police services in the City. If approved by voters, this Proposition would authorize the City to increase the current 2% Utility Tax to 6% on the gross earnings of utilities providing water, sewer, solid waste and stormwater operations within the City, authorizing 4% for the purpose of maintaining and enhancing police services in Camas.

Should Proposition No. _____ be:

APPROVED? _____
REJECTED? _____



Staff Report – Resolution

November 18, 2024 Council Regular Meeting

Resolution No. 24-015 Update 2025 Fee Schedule

Presenter: Matthew Thorup, Assistant Finance Director

Time Estimate: 5 minutes

Phone	Email
360.817.7021	mthorup@cityofcamas.us

BACKGROUND: Resolution 24-015 authorizes the City Council to update the 2025 Fee Schedule.

SUMMARY: Updates to the City of Camas fee schedule includes adjustments to fees for cost recovery and any additional fees. The 2025 fee schedule reflects an increase of 10% for all fees that are indexed to CPI, an update to the Parks Impact Fees (as adopted by Resolution), an increase of 3.1% to impact fees per Resolution, and some minor housekeeping adjustments.

BENEFITS TO THE COMMUNITY: The fee schedule provides for funding for services such as building permits, recreational programming, solid waste extras and fire marshal inspections.

POTENTIAL CHALLENGES: The City reviews the fees annually to ensure fees are at market, fund reasonable amount of service provided, and the fees do not place unfair burden on the residents.

BUDGET IMPACT: The fees are included in the 2025 Recommended Revenue Budget.

RECOMMENDATION: Staff recommends Council move to approve Resolution No 24-015 revising the City of Camas fee schedule for 2025.

CITY OF CAMAS 2025 FEE SCHEDULE



**CITY OF CAMAS
616 NE FOURTH AVE
CAMAS, WA 98607**

CITY OF CAMAS 2025 FEE SCHEDULE

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ADMINISTRATIVE FEES

PUBLIC RECORDS

Fee Description	Notes	2025
Photocopies of Public Records, printed copies of electronic when requested by the person requesting records, or for use of agency equipment to photocopy records .	per page; RCW 42.56.070 2017 c 340.	\$ 0.15
Public Records scanned into an electronic format or for use of agency equipment to scan records	per page; RCW 42.56.070 2017 c 340.	\$ 0.10
Each four electronic files or attachments uploaded to email, cloud-based data storage service or other electronic means	per 4 electronic files; RCW 42.56.070 2017 c 340.	\$ 0.05
Transmission of Public Records in an electronic format or for the use of agency equipment to send the records electronically	per gigabyte; RCW 42.56.070 2017 c 340.	\$ 0.10
Maps Printed		\$ 10.00
Non-Sufficient Funds / Returned Payments Processed		\$ 39.00
Photos	actual cost	
Digital storage media/device, mail container, postage/delivery charge	actual cost	
Customized technology expertise to prepare data or provide customized electronic access	actual cost	

WORK CREW

Fee Description	Notes	2025
Work crew Sign-Up Fee		\$ 31.00

LIBRARY FEES

COMMUNITY ROOMS

Fee Description	Notes	2025
Single Room		
Maintenance Charge:		
Non-Profit	no charge	
Private Functions	per hour	\$ 63.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 75.00
Combined Room		
Maintenance Charge:		
Non-Profit	no charge	
Private Functions	per hour	\$ 126.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 150.00
Kitchen Use		
Non-Profit		\$ 20.00
Private Functions		\$ 41.00
Closed Hours Staffing Fee		
Non-Profit	per hour in addition to hourly charge	\$ 75.00
Private Functions	per hour in addition to hourly charge	\$ 75.00
Non-refundable application fee		
Non-Profit		
Private Functions		\$ 20.00
Non-Resident Annual Fees		
Household		\$ 169.00

LOST & DAMAGED MEDIA

Fee Description	Notes	2025
Default prices if not noted in bib record		
Audiobooks		\$ 53.00
Board book		\$ 13.00
Book discussion kit		\$ 150.00
Devices		\$ 313.00
DVD/Blu-Ray	£	\$ 44.00
Hardcover & Paperback Books		\$ 40.00
Interlibrary loan	plus material replacement cost – assessed by lending library	\$ 33.00
Library of Things		\$ 55.00
Magazines & Documents		\$ 9.00
Playaway		\$ 68.00
Reference book	replacement cost – pass-through from vendor	

PHOTOCOPIES AND PRINTING

Fee Description	Notes	2025
Black & White Photocopy/Printing per side		\$ 0.10
Color Photocopy/Printing per side		\$ 0.50
Specialty Paper	Determined by Library Director	

Library cardholders will receive a credit of \$2.50 per day towards the cost of photocopies and printing.

PARKS FEES

CAMAS COMMUNITY CENTER RENTAL

Fee Description	Notes	2025
Reception Room – Midweek	per day	\$ 100.00
Reception Room – Weekend	per day	\$ 200.00
Reception Room – Long Term Use	per hour	\$ 20.00
Conference Room – Midweek	per day	\$ 70.00
Conference Room – Weekend	per day	\$ 150.00
Conference Room – Long Term Use	per hour	\$ 20.00
Ball Room – Midweek	per day	\$ 200.00
Ball Room – Weekend	per day	\$ 400.00
Ball Room – Long Term Use	per hour	\$ 20.00
Kitchen – Midweek	per day	\$ 50.00
Kitchen – Weekend	per day	\$ 75.00
Kitchen – Long Term Use	per hour	\$ 20.00
Sound System – Midweek	per day	\$ 75.00
Sound System – Weekend	per day	\$ 75.00
Sound System Projector – Midweek	per day	\$ 100.00
Sound System Projector – Weekend	per day	\$ 100.00
Deposit – refundable		\$ 500.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Long Term Users will be charged per hour	must pay for 6 months to be long term user	\$ 20.00

Midweek is Monday through Thursday and Friday until 2:00pm. Weekends are Fridays after 2:00pm through Sunday.

No rental fee will be charged to non-profit groups who are community-based and IRS recognized, City of Camas sponsored events, school sponsored events or governmental agencies that reserve the facility Monday through Thursday, between the hours of 8:00 a.m. and 5:00 p.m. and Friday before 2:00 p.m. Mid-week daily rate will be charged for weekend reservations (Friday after 2:00 p.m. through Sunday).

Camas residents will receive a 20% discount.

FALLEN LEAF LAKE PARK RENTAL

Fee Description	Notes	2025
Monday through Thursday	per day	\$ 250.00
Fridays, Saturdays, Sundays and Holidays	per day	\$ 425.00
Deposit – refundable		\$ 500.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00

Non-profit groups renting on weekends will be charged mid-week rates.

Camas residents will receive a 20% discount.

LACAMAS LAKE LODGE RENTAL

Fee Description	Notes	2025
Lacamas Lake Lodge Rental		
Main Hall	hourly; Saturday – 5 hr. minimum; all other days – 2 hr. minimum	\$ 225.00
Main Hall – public agencies	hourly; mid-week excluding Fridays during normal business hours	\$ 85.00
Deposit – refundable	per day	\$ 500.00
Room 1A	hourly; Saturday – 5 hr. minimum; all other days – 2 hr. minimum	\$ 50.00
Deposit – refundable	per day	\$ 200.00
Room 1B	hourly; Saturday – 5 hr. minimum; all other days – 2 hr. minimum	\$ 50.00
Deposit – refundable	per day	\$ 200.00
AV Equipment	per day	\$ 100.00
Alcohol Use Fee		\$ 100.00

Cancellation must be received a minimum of 61 days prior to the event to receive a full refund. A 50% refund will be allowed if cancellation notices is received 30–60 days prior to the event. No refunds will be made with less than a 30-day notice.

Non-profit groups will receive a 50% discount off the hourly rate.

Camas residents will receive a 20% discount.

FINANCE FEES

AMBULANCE FEES

Fee Description	Notes	2025
ALS In-District	ALS 1 and ALS 2	\$ 1,021.00
ALS Out-of-District	ALS 1 and ALS 2	\$ 1,630.00
BLS In-District		\$ 1,021.00
BLS Out-of-District		\$ 1,630.00
Extra Attendant		\$ 227.00
Late Fee		\$ 40.00
Mileage (in district)	per mile	\$ 26.00
Mileage (out of district)	per mile	\$ 28.00
Non-emergency transport		\$ 765.00
Patient treated – no transport		\$ 270.00
Ambulance – annual license		\$ 78.00

CEMETERY FEES

Fee Description	Notes	2025
Lots – Full Burial		
Adult – Flat Marker		\$ 1,356.00
Adult – Upright Marker		\$ 2,836.00
Child under 5 years in Garden of Angels		\$ 370.00
Cremains		
Single Niche Garden of Faith		\$ 1,110.00
Single Niche Premium		\$ 1,356.00
Single Niche Standard		\$ 1,110.00
Double Niche Premium		\$ 2,090.00
Double Niche Standard		\$ 1,757.00
4 x 4 Foot Ground Lot		\$ 649.00
Liners		
Cremains Liner (Single Urn Vaults)		\$ 283.00
Cremains Liner (Double Urn Vaults)		\$ 475.00
Niche Wall (Single Bronze Urns)		\$ 204.00
Urn Vault Liner (Wooden Urns)		\$ 333.00
Open & Close Fees		
Disinterment Charges	includes staking & inspection fee, and deed transfer fee	\$ 617.00
Cremains – Added with a Full Burial Lot		\$ 475.00
Cremains – 4 x 4 Lot		\$ 475.00
Cremains – Niche Wall	does not include engraving	\$ 431.00
Saturday Services	in addition to any other applicable fees	\$ 309.00
Sunday/Holiday Services	in addition to any other applicable fees	\$ 554.00

Locating, Marker & Staking Fees		
Staking & Inspection (cremains & grave lots)		\$ 154.00
Marker Setting Fee		\$ 154.00
Miscellaneous Additional Charges		
Remembrance Wall – Inscription	City fee is in addition to pass-through fees from vendor	\$ 28.00
Engraving of Niche Wall	City fee is in addition to pass-through fees from vendor	\$ 28.00
Deed Transfers/Replacement Deeds		\$ 43.00
Maintenance Fund Lot		\$ 247.00
Maintenance Fund Niche		\$ 309.00
Second Rite of Burial	one full burial and two cremains, or three cremains per lot	\$ 431.00

UTILITY BILLING FEES

Fee Description	Notes	2025
Lien and Lien Release Filing Fees	City fee is in addition to pass-through fees from vendor	\$ 28.00
New Utility Account Set-Up Fee		\$ 33.00
Title Check Fee	plus pass-through fee from vendor	\$ 18.00
Utility Late Fee	5% of past due balance with a minimum charge equivalent to current fee	\$ 18.00
Utility Service Call Fee	first call free, additional each	\$ 33.00
Water – Sewer		
Backflow Testing	testing fee depending on vendor bids	\$ 30.00
Backflow Testing Administrative Fee		\$ 6.00
Backflow Testing Non-Compliance Fee		\$ 66.00
Portable Hydrant Meter Rental – Deposit	refundable - damage dependent	\$ 1,518.00
Portable Hydrant Meter Rental – Placement Fee		\$ 129.00
STEP/STEF Inspection		\$ 219.00
STEP/STEF Reinspection	per inspection	\$ 99.00
Temporary Water Service	to be determined based on meter size and use as approved by PW Director	
Water Connection Other Time and Materials	1" In-Fill parcels Service Tap Only	\$ 1,650.00
Water Meter Installation – 3/4" Meter		\$ 495.00
Water Meter Installation – 1" Meter		\$ 552.00
Water Meter Installation – 1.5" Meter		\$ 1,223.00
Water Meter Installation – 2" Meter		\$ 2,362.00
2" Service with 1.5" Meter	in addition to 1.5" Water Meter Installation fee	\$ 627.00
Water Meter Installation Reinspection		\$ 99.00
Water Disconnection at Owner's Request		\$ 45.00
Water Disconnection for Non-Payment		\$ 57.00
Water Reconnection After Hours		\$ 115.00
Padlocking Water Meter		\$ 57.00
Removal of Water Meter		\$ 57.00

Wrongfully or Illegally Reconnection		\$ 313.00
Water Meter Testing	deposit to be returned if meter found not to be operating within range	\$ 277.00
Solid Waste		
Change Can Size		\$ 14.00
Return Trip For Missed Service		\$ 8.00
Overfilling Can		\$ 5.00
Extra Bag		\$ 5.00
Extra Can 35 gallon		\$ 9.00
Extra Can 65 gallon		\$ 18.00
Extra Can 95 gallon		\$ 28.00
Bi-weekly service on off-week		\$ 9.00
Unscheduled Pick Up Charge (day other than normal service day)		\$ 25.00
Extra Yard (not in rented container)		\$ 44.00
Replacement of damaged can		
35 gallon can		\$ 74.00
65 gallon can		\$ 97.00
Extra Solid Waste Items		
Barbeque		\$ 28.00
Bicycle		\$ 15.00
Christmas Tree	no taller than five feet	\$ 15.00
Table		\$ 31.00
Recycling	pass-through from vendor	

OTHER LICENSES & PERMITS

Fee Description	Notes	2025
Dog License – lifetime		\$ 43.00
Dog License – replacement		\$ 8.00
Guard Dog		\$ 76.00
Pawnbroker's/Second Hand Dealer – 2 yr. license		\$ 154.00
Solicitor's License application/back ground check		\$ 64.00
Solicitor's License New or Renewal		\$ 43.00
Special Event Permit		\$ 57.00
Taxicab – annual license	issued after 7/1 - half of fee	\$ 57.00
Taxicab per vehicle		\$ 17.00
Taxi Driver's license		\$ 9.00
Taxi Driver's License Renewal		\$ 9.00
Vehicle Restoration Permit		\$ 35.00

POLICE DEPARTMENT FEES

Fee Description	Notes	2025
Background/Clearance Letters		\$ 15.00
Fingerprint Cards	per card	\$ 23.00
Lost/Unreturned Community Room Key	-	\$ 33.00
Police Case Reports (no charge to victim)	per page	\$ 0.19
Police Copies	per page	\$ 0.19
Body Worn Camera Recording Preparation	per minute of footage	\$ 1.32
Body Worn Camera Recording Preparation - Deposit		
For requests of footage of less than 240 minutes		\$ -
For requests of footage of 240 minutes or more	Greater of : \$250 or 10% of estimated Body Worn Camera Recording Preparation fee	
Record Checks/Non-Criminal Justice Agency inc. Military Services		\$ 15.00
State Accident Reports (no charge to involved party)		\$ 9.00
Video Delivery Fee	per flash drive or DVD	\$ 6.00

COMMUNITY DEVELOPMENT FEES

SYSTEM DEVELOPMENT CHARGES

Fee Description	Notes	2025
Water		
Accessory Dwelling Unit	no additional charge	
Residential/Commercial – 3/4" water meter		\$ 9,337.00
Residential/Commercial – 1" water meter		\$ 15,560.00
Residential/Commercial – 1.5" water meter		\$ 31,119.00
Residential/Commercial – 2" water meter		\$ 49,744.00
Residential/Commercial – 3" water meter		\$ 99,581.00
Residential/Commercial – 4" water meter		\$ 155,596.00
Residential/Commercial – 6" water meter		\$ 311,190.00
Residential/Commercial – 8" water meter		\$ 497,905.00
Industrial/Other	calculated by mandatory engineering study	
Sewer		
Residential		\$ 7,407.00
Commercial – 3/4" water meter		\$ 7,407.00
Commercial – 1" water meter		\$ 12,344.00
Commercial – 1.5" water meter		\$ 24,688.00
Commercial – 2" water meter		\$ 39,500.00
Commercial – 3" water meter		\$ 74,063.00
Commercial – 4" water meter		\$ 123,438.00
Commercial – 6" water meter	calculated by PW Director	
Commercial – 8" water meter	calculated by PW Director	
Commercial II / Industrial	calculated by PW Director	
Accessory dwelling unit (internal)	no additional charge	
Accessory dwelling unit (external)	no additional charge	

IMPACT FEES

Fee Description	Notes	2025
Park/Open Space		
Residential Scaled by Square Footage (SF)		
0 to 1,000 SF		\$ 4,259.00
1,001 to 2,000 SF		\$ 7,802.00
2,001 to 2,600 SF		\$ 11,841.00
2,601 SF and above		\$ 13,549.00
Accessory Dwelling Units by SF		
Principal Dwelling Unit sized 0 to 1,000 SF		\$ 2,129.00
Principal Dwelling Unit sized 1,001 to 2,000 SF		\$ 3,901.00
Principal Dwelling Unit sized 2,001 SF and above		\$ 4,259.00

Non-Residential Land Uses per SF		
Industrial		\$ 0.26
Retail		\$ 0.47
Office		\$ 0.48
Healthcare		\$ 0.63
Transportation – North District		
Single Family (detached)		\$ 10,633.00
Apartment	per dwelling unit	\$ 6,122.00
Duplex/Townhome	per dwelling unit	\$ 6,551.00
Accessory dwelling unit (internal)		\$ 2,658.00
Accessory dwelling unit (external)		\$ 3,721.00
Commercial	calculated by PW Director	
Transportation – South District		
Single Family (detached)		\$ 4,102.00
Apartment	per dwelling unit	\$ 2,362.00
Duplex/Townhome	per dwelling unit	\$ 2,527.00
Accessory dwelling unit (internal)		\$ 1,025.00
Accessory dwelling unit (external)		\$ 1,436.00
Commercial	calculated by PW Director	
Fire		
Single Family (detached)	per square foot	\$ 0.71
Accessory dwelling unit (external)	per square foot	\$ 0.71
Apartment/Duplex/Townhome	per square foot	\$ 0.38
Commercial	per square foot	\$ 0.92
School – Camas School District		
School Impact Fee – Single Family		\$ 6,650.00
School Impact Fee – Multi-Family		\$ 6,650.00
School Impact Fee – Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee – Accessory dwelling units (external)	35% of single family rate	
School – Evergreen School District		
School Impact Fee – Single Family		\$ 6,432.62
School Impact Fee – Multi-Family		\$ 3,753.39
School Impact Fee – Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee – Accessory dwelling units (external)	35% of single family rate	
Other Impact Fees		
Impact Fee Deferral	City fee plus pass-through lien filing/release fee per dwelling	\$ 605.00
Developer Credit Transfer Fee		\$ 65.00

BUILDING FEES

Building permit fees are based on the valuation of construction. The valuation of work for new structures will be based off of the total project valuation based on the ICC Building Valuation Table from August of the prior year. The valuation of work for existing structures undergoing an alteration will be based on the fair market labor and materials cost.

Fee Description	Notes	2025
Building Permit Fees Total Valuation		
\$1.00 to \$500.00		\$ 36.00
\$501.00 to \$2,000.00		
for the first \$500		\$ 36.00
for each additional \$100, or fraction thereof, to and including \$2,000		\$ 5.00
\$2,001.00 to \$25,000.00		
for the first \$2,000		\$ 110.00
for each additional \$1,000, or fraction thereof, to and including \$25,000		\$ 22.00
\$25,001.00 to \$50,000.00		
for the first \$25,000		\$ 603.00
for each additional \$1,000, or fraction thereof, to and including \$50,000		\$ 15.00
\$50,001.00 to \$100,000.00		
for the first \$50,000		\$ 979.00
for each additional \$1,000, or fraction thereof, to and including \$100,000		\$ 11.00
\$100,001.00 to \$500,000.00		
for the first \$100,000		\$ 1,544.00
for each additional \$1,000, or fraction thereof, to and including \$500,000		\$ 9.00
\$500,001.00 to \$1,000,000.00		
for the first \$500,000		\$ 5,064.00
for each additional \$1,000, or fraction thereof, to and including \$1,000,000		\$ 8.00
\$1,000,001.00 and up		
for the first \$1,000,000		\$ 8,835.00
for each additional \$1,000, or fraction thereof		\$ 6.00
New Residential Accessory Structures	If not listed in the ICC Building Valuation Table, the fee will be 50% of a U-Utility Occupants of VB Construction	
Washington State Surcharge Pass-Through Fee	Per RCW 19.27.85	
Inspections & Fees		
Building Plan Review Fee	65% of the Building Permit Fee	
"Same As" Residential Plan Review Fee	32.5% of the Building Permit Fee	
Inspections During Non-Business Hours (minimum charge 2 hours)	per hour	\$ 105.00
Re-inspection Fees	per hour	\$ 105.00

Inspections for which No Fee is Specifically Indicated (minimum charge – one half hour)	per hour	\$ 105.00
Additional Plan Review for Changes, Additions or Revisions to Plans (minimum charge – one half hour)	per hour	\$ 105.00
Use of Outside Consultants for Plan Checking and Inspections, or both	actual costs (include administrative and overhead costs)	
Reissue of Lost Permit		\$ 51.00
Reissue of Lost or Damaged Approved Construction Plans & Documents		\$ 105.00
Latecomer Pass-Through Fee		\$ 72.00
Building Valuation Table		
Building Valuation Table – August prior year	100% of ICC Building Safety Journal Building Valuation Data	
Mechanical Permit Fees		
Mechanical Permit		\$ 52.00
Mechanical Plan Review	65% of the Mechanical Permit Fee	
Unit Fee Schedule – Does not include permit issuance fee		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance		
Up to and including 100,000 Btu/h (29.3kW)		\$ 36.00
Over 100,000 Btu/h (29.3kW)		\$ 43.00
For the installation or relocation of each floor furnace, including vent		\$ 36.00
For the installation or relocation of each mini split, heat pump, or A/C unit		\$ 36.00
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater		\$ 36.00
Repairs or Additions		
Repair or alteration or addition to heating appliance, refrigeration unit, cooking unit, absorption unit or heating, cooling, absorption or evaporative cooling system including installation of controls regulated by Mechanical Code		\$ 31.00
Boilers, Compressor and Absorption Systems		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3kW)		\$ 36.00
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW), to and including 15 horsepower (52.7 kW) or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)		\$ 65.00
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW), to or including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)		\$ 87.00

For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW), to or including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)		\$ 123.00
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)		\$ 203.00
Air Handlers		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code	\$ 26.00
For each air-handling unit greater than 10,000 cubic feet per minute (cfm) (4719L/s)		\$ 44.00
Evaporative Coolers		
For each evaporative cooler, other than a portable type		\$ 24.00
Ventilation & Exhaust		
For each ventilation fan connected to a single duct		\$ 17.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		\$ 26.00
For the installation of each hood which is served by a mechanical exhaust, including ducts for such hood		\$ 26.00
Incinerators		
For the installation or relocation of each domestic-type incinerator		\$ 44.00
For the installation or relocation of each commercial or industrial-type incinerator		\$ 32.00
Miscellaneous		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed		\$ 23.00
Gas Piping System		
For each gas piping mechanical system of one to four outlets		
one to four outlets		\$ 12.00
more than 4	fee for each additional gas piping outlet	\$ 3.00
For each hazardous process piping system (HPP) of one to four outlets		
one to four outlets		\$ 12.00
more than 4	fee for each additional outlet	\$ 3.00
For each non-hazardous process piping system (NPP) of one to four outlets		
one to four outlets		\$ 6.00
more than 4	fee for each additional outlet	\$ 3.00

Plumbing Permit Fees		
For issuance of each permit		\$ 52.00
Plumbing Plan Review	65% of the Plumbing Permit Fee	
Unit Fee Schedule (in addition to 2 items above)		
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection thereof)		\$ 17.00
For each building sewer and each trailer park sewer		\$ 36.00
Rainwater systems – per drain (inside building)		\$ 17.00
For each water heater and/or vent		\$ 17.00
For each gas piping plumbing system of one to four outlets		\$ -
one to four outlets		\$ 12.00
more than 4	fee for each additional outlet	\$ 3.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps		\$ 17.00
For each installation, alteration or repair of water piping and/or water treating equipment	each	\$ 17.00
For each repair or alteration of drainage or vent piping, each fixture		\$ 17.00
For each backflow protective device		
two inch (51 mm) diameter and smaller		\$ 17.00
over two inch (51 mm) diameter		\$ 36.00
For each graywater system	plumbing plan review required	\$ 87.00
For each medical gas piping system for a specific gas		
one to four inlet(s)/outlet(s)		\$ 108.00
more than 4	fee for each additional medical gas inlet(s)/outlet(s)	\$ 12.00
Other Inspections & Fees		
Demolition Permit		\$ 35.00
Residential Re-Roofing		\$ 180.00
Residential Siding		\$ 180.00
Commercial Re-Reroofing		\$ 397.00
Commercial Siding		\$ 397.00
Administrative Fee – Residential Permits		\$ 72.00
Addressing Changes (minimum charge – one hour)	per hour	\$ 105.00

ENGINEERING FEES

Fee Description	Notes	2025
Encroachment Permit		
first \$1,500 construction value		\$ 44.00
over \$1,500 construction value	fee plus 2.5% of construction value	\$ 44.00
Encroachment Permit extension		\$ 37.00
Engineering Plan Review & Construction Inspection Fee	1% Plan Review	
	2% Construction Inspection	
Franchise Agreement Administrative Fee		\$ 6,615.00
Gates/Barrier on Private Street Review Fee		\$ 1,323.00
Modification to Approved Engineering Construction Plans		\$ 533.00
Storm Water Only Review Fee – Single Family Residence	in-fill parcels only	\$ 265.00

PLANNING FEES

Fee Description	Notes	2025
Annexation – 10% petition		\$ 1,096.00
Annexation – 60% petition		\$ 4,661.00
Appeal Fee		\$ 1,500.00
Archaeological Review		\$ 174.00
Binding Site Plan		\$ 2,387.00
plus fee per unit		\$ 28.00
Boundary Line Adjustment		\$ 131.00
Comprehensive Plan Amendment		\$ 7,401.00
Conditional Use Permit – Residential		\$ 4,341.00
plus fee per unit		\$ 122.00
Conditional Use Permit – Non-Residential		\$ 5,498.00
Continuance of Public Hearing		\$ 665.00
Critical or Sensitive Areas	fee per type (wetlands, steep slopes/ potentially unstable soils, streams & watercourses, vegetation removal, wildlife habitat)	\$ 985.00
Design Review – Minor		\$ 550.00
Design Review – Committee		\$ 3,017.00
Development Agreement	first hearing	\$ 1,114.00
Continuance or Additional Hearing		\$ 685.00
Director's Intrepretation		\$ 406.00
Home Occupation – Minor	notification	
Home Occupation – Major		\$ 87.00
LI/BP Development		\$ 5,498.00
plus fee per 1,000 sf of GFA		\$ 48.00
Minor Modification to Approved Development		\$ 439.00
Planned Residential Development	per unit plus subdivision fee	\$ 44.00
Plat, Preliminary – Short Plat	4 lots or less: per lot	\$ 2,460.00
Plat, Preliminary – Short Plat	5 lots or more	\$ 9,115.00
plus fee for each lot		\$ 290.00

Plat, Preliminary Subdivision		\$ 9,115.00
plus fee for each lot		\$ 290.00
Plat, Final – Short Plat		\$ 254.00
Plat, Final – Subdivision		\$ 3,017.00
Plat Modification/Alteration		\$ 1,519.00
Pre-Application Conference for Type III or IV	general	\$ 449.00
Pre-Application Conference for Type III or IV	subdivision	\$ 1,157.00
SEPA		\$ 1,029.00
Shoreline Exemption		\$ 400.00
Shoreline Permit		\$ 1,519.00
Sign Permit – General Sign	exempt if building permit is required	\$ 52.00
Sign Permit – Master Sign Permit		\$ 160.00
Site Plan Review – Residential		\$ 1,462.00
plus fee per lot		\$ 39.00
Site Plan Review – Non-Residential		\$ 3,654.00
plus fee per 1,000 sf of GFA		\$ 79.00
Site Plan Review – Mixed Use		\$ 5,151.00
plus fee per residential unit		\$ 39.00
plus fee per 1,000 sf of GFA		\$ 79.00
Temporary Use Permit		\$ 102.00
Variance – Minor		\$ 883.00
Variance – Major		\$ 1,646.00
Zone Change	single tract	\$ 4,250.00

SEXUALLY ORIENTED BUSINESSES

Fee Description	Notes	2025
Live Entertainment Application Fee		\$ 1,095.00
Live Entertainment License Fee	renewal Date 12/31	\$ 367.00
Live Entertainment Renewal Fee		\$ 367.00
Live Entertainment Renewal Fee – 1/2 Year	after 6/30	\$ 191.00
Other Sexually Oriented Business Application Fee		\$ 732.00
Other Sexually Oriented Business License Fee	renewal Date 12/31	\$ 367.00
Other Sexually Oriented Business Renewal Fee		\$ 367.00
Other Sexually Oriented Business Renewal Fee – 1/2 Year	after 6/30	\$ 192.00
Manager's License Application Fee		\$ 154.00
Manager's License Fee	renewal Date 12/31	\$ 76.00
Manager's License Renewal Fee		\$ 76.00
Manager's License Renewal Fee – 1/2 Year	after 6/30	\$ 43.00
Entertainer's License Application Fee		\$ 154.00
Entertainer's License Fee	renewal Date 12/31	\$ 77.00
Entertainer's License Renewal Fee		\$ 77.00
Entertainer's License Renewal Fee – 1/2 Year	after 6/30	\$ 43.00

FIRE MARSHALL'S OFFICE

DEVELOPMENT REVIEW

Fee Description	Notes	2025
Commercial Site Plans – Review Fee		\$ 267.00
Commercial Site Plans – Inspection Fee		\$ 267.00
Subdivision or PRD – Review Fee		\$ 223.00
Subdivision or PRD – Inspection Fee		\$ 223.00
Pre-Application Conference – Review Fee		\$ 179.00
Other Land Use Applications – Review Fee		\$ 179.00
Other Land Use Applications – Inspection Fee		\$ 179.00

BUILDING CONSTRUCTION/CHANGE OF USE OR OCCUPANCY

Fee Description	Notes	2025
A, B, E, F, M, R Occupancies 0-1,000 sq. .ft. – Review Fee		\$ 136.00
A, B, E, F, M, R Occupancies 0-1,000 sq. ft. – Inspection Fee		\$ 136.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. ft. – Review Fee		\$ 179.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. .ft. – Inspection Fee		\$ 136.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. – Review Fee		\$ 223.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. – Inspection Fee		\$ 179.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. – Review Fee		\$ 275.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. – Inspection Fee		\$ 223.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. – Review Fee		\$ 329.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. – Inspection Fee		\$ 266.00
Each Additional 20,000 sq. ft. – Review Fee		\$ 55.00
Each Additional 20,000 sq. ft. – Inspection Fee		\$ 44.00
Portable Classroom – Review Fee		\$ 201.00
Portable Classroom – Inspection Fee		\$ 201.00
H1 or H2 Occupancy – Review Fee	0 - 20,000 sq. ft	\$ 531.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 531.00
H1 or H2 Occupancy – Inspection Fee	0 - 20,000 sq. ft	\$ 531.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 531.00
H3 Occupancy – Review Fee	0 - 20,000 sq. ft	\$ 589.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 589.00
H3 Occupancy – Inspection Fee	0 - 20,000 sq. ft	\$ 589.00

	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 589.00
H4 Occupancy – Review Fee	0 - 20,000 sq. ft	\$ 413.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 413.00
H4 Occupancy – Inspection Fee	0 - 20,000 sq. ft	\$ 413.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 413.00
H5 Occupancy – Review Fee	0 - 20,000 sq. ft	\$ 731.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 731.00
H5 Occupancy – Inspection Fee	0 - 20,000 sq. ft	\$ 731.00
	Each Additional 20,000 sq. ft. (or portion thereof)	\$ 731.00
I Occupancy – Review Fee		\$ 402.00
I Occupancy – Inspection Fee		\$ 267.00
S Occupancy – Review Fee		\$ 267.00
S Occupancy – Inspection Fee		\$ 267.00
Each additional 10,000 sq. ft. – Review Fee		\$ 136.00
Each additional 10,000 sq. ft. – Inspection Fee		\$ 136.00
Building or Structure for Special or Temporary Use – Review Fee		\$ 201.00
Building or Structure for Special or Temporary Use – Inspection Fee		\$ 201.00

FIRE ALARM SYSTEM

Fee Description	Notes	2025
Fire Alarm – Minor Alteration – Review Fee		\$ 136.00
Fire Alarm – Minor Alteration – Inspection Fee		\$ 136.00
Fire Alarm – New System, 1 to 20 Devices – Review Fee		\$ 201.00
Fire Alarm – New System, 21 or more Devices – Review Fee		\$ 201.00
fee for each additional device	in addition to review fee	\$ 3.00
Fire Alarm – New System, 1 to 20 Devices – Inspection Fee		\$ 201.00
Fire Alarm – New System, 21 or more Devices – Inspection Fee		\$ 201.00
fee for each additional device	in addition to inspection fee	\$ 3.00

FIRE EXTINGUISHING SYSTEM

Fee Description	Notes	2025
New System NFPA 13 – Single Riser – Review Fee		\$ 402.00
New System NFPA 13 – Single Riser – Inspection Fee	includes five inspections	\$ 402.00
Each Additional Inspection		\$ 136.00
Each Additional Riser – Inspection Fee	includes five inspections	\$ 402.00
Each Additional Inspection		\$ 136.00
New System NFPA 13D (Single Family) – Inspection Fee		\$ 136.00
Alteration to Fire Sprinkler Systems – Review Fee		\$ 136.00
Alteration to Fire Sprinkler Systems – Inspection Fee		\$ 136.00

New System NFPA 13R (Per Building) – Review Fee		\$ 267.00
New System NFPA 13R (Per Building) – Inspection Fee	includes five inspections	\$ 267.00
Each Additional Inspection		\$ 136.00
Underground Fire Sprinkler Mains – Review Fee		\$ 201.00
Underground Fire Sprinkler Mains – Inspection Fee	includes five inspection	\$ 201.00
Each Additional Inspection		\$ 136.00
Standpipe System/Wet or Dry – Review Fee		\$ 136.00
Standpipe System/Wet or Dry – Inspection Fee		\$ 136.00
Commercial Cooking Extinguishing System/Protection – Review Fee		\$ 201.00
Commercial Cooking Extinguishing System/Protection – Inspection Fee		\$ 201.00
Other Extinguishing Systems – Review Fee		\$ 330.00
Other Extinguishing Systems – Inspection Fee		\$ 330.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems – Review Fee		\$ 330.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems – Inspection Fee		\$ 330.00
Witness Flow Test – Inspection Fee		\$ 137.00

HAZARDOUS OPERATIONS

Fee Description	Notes	2025
Smoke Removal Systems – Review Fee		\$ 330.00
Smoke Removal Systems – Inspection Fee		\$ 330.00
Application of Flammable Finishes – Review Fee		\$ 330.00
Application of Flammable Finishes – Inspection Fee		\$ 330.00
Industrial Ovens – Review Fee		\$ 201.00
Industrial Ovens – Inspection Fee		\$ 201.00
Organic Coating Systems – Review Fee		\$ 201.00
Organic Coating Systems – Inspection Fee		\$ 201.00
Dip Tanks, Listed Spray Booths – Review Fee		\$ 179.00
Dip Tanks, Listed Spray Booths – Inspection Fee		\$ 136.00
Unlisted Spray Booths – Review Fee		\$ 267.00
Unlisted Spray Booths – Inspection Fee		\$ 179.00
Semiconductor Fabrication HPM Tool Installation – Review Fee		\$ 330.00
Semiconductor Fabrication HPM Tool Installation – Inspection Fee		\$ 330.00
Other Hazardous Material Equipment & Systems – Review Fee		\$ 330.00
Other Hazardous Material Equipment & Systems – Inspection Fee		\$ 330.00
Compressed Gas System (greater than exempt amounts) – Review Fee		\$ 402.00

Compressed Gas System (greater than exempt amounts) – Inspection Fee	\$ 402.00
Refrigeration Systems – Review Fee	\$ 330.00
Refrigeration Systems – Inspection Fee	\$ 179.00
LPG Tank Installation (greater than 125 gal.) – Review Fee	\$ 201.00
LPG Tank Installation (greater than 125 gal.) – Inspection Fee	\$ 201.00
Dispensing and use of LPG – Review Fee	\$ 223.00
Dispensing and use of LPG – Inspection Fee	\$ 179.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks – Review Fee	\$ 223.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks – Inspection Fee	\$ 179.00
Dispensing and use of Combustible/Flammable Liquids Underground Tanks – Review Fee	\$ 531.00
Dispensing and use of Combustible/Flammable Liquids Underground Tanks – Inspection Fee	\$ 531.00
Aerosols – Review Fee	\$ 201.00
Aerosols – Inspection Fee	\$ 201.00
CO2 Monitoring Systems – Inspection Fee	\$ 136.00

HAZARDOUS MATERIALS

Fee Description	Notes	2025
Hazardous Materials		
Cryogenic Systems, process or product – Review Fee		\$ 201.00
Cryogenic Systems, process or product – Inspection Fee		\$ 201.00
Each tank or vessel – Review Fee		\$ 72.00
Each tank or vessel – Inspection Fee		\$ 58.00
Storage, Dispensing & Use of Hazardous Materials – Review Fee		\$ 531.00
Storage, Dispensing & Use of Hazardous Materials – Inspection Fee		\$ 531.00
HMIS – Review Fee		\$ 267.00
HMIS – Inspection Fee		\$ 267.00
HMMP – Review Fee		\$ 402.00
HMMP – Inspection Fee		\$ 402.00
Decommissioning Underground Storage Tank – Review Fee		\$ 201.00
Decommissioning Underground Storage Tank – Inspection Fee		\$ 136.00

ENERGY SYSTEMS, GENERATORS, & SOLAR PHOTOVOLTAIC

Fee Description	Notes	2025
Energy Systems – Review Fee		\$ 136.00
Energy Systems – Inspection Fee		\$ 136.00
Generators – Review Fee		\$ 136.00
Generators – Inspection Fee		\$ 136.00
Solar Photo-Voltaic – Review Fee		\$ 136.00
Solar Photo-Voltaic – Inspection Fee		\$ 136.00

EXPLOSIVE MATERIALS

Fee Description	Notes	2025
Explosive Materials		
Blasting, Explosive Storage and Use Permit – Review Fee		\$ 531.00
Blasting, Explosive Storage and Use – Inspection Fee	Covers up to 5 blasts	\$ 267.00
Each additional blast		\$ 48.00
Blast Permit – Use of Consultant Review	pass-through from vendor	\$ -
Storage of black or smokeless powder, small arms ammunition, precession caps, and primers for consumer consumption – Review Fee		\$ 136.00
Storage of black or smokeless powder, small arms ammunition, precession caps, and primers for consumer consumption – Inspection Fee		\$ 136.00
Manufacture, assembly, testing of ammunition, fireworks, blasting agents, and other explosives or explosive material – Review Fee		\$ 179.00
Manufacture, assembly, testing of ammunition, fireworks, blasting agents, and other explosives or explosive material – Inspection Fee		\$ 136.00
Other storage, use, handling, or demolition of explosives or explosive material – Review Fee		\$ 545.00
Other storage, use, handling, or demolition of explosives or explosive material – Inspection Fee		\$ 179.00
Magazines (Explosives) – Review Fee		\$ 267.00
Magazines (Explosives) – Inspection Fee		\$ 267.00
Fireworks Stand – Review Fee	per season	\$ 50.00
Fireworks Stand – Inspection Fee	per season	\$ 50.00
Fireworks Display – Review Fee		\$ 267.00
Fireworks Display – Inspection Fee		\$ 267.00
Fireworks Display Class C - Review Fee		\$ 29.00
Pyrotechnic special effects – Review Fee		\$ 136.00
Pyrotechnic special effects – Inspection Fee		\$ 136.00

HIGH-PILED COMBUSTIBLE STORAGE

Fee Description	Notes	2025
Designated storage area 501-2,500 sq. ft. – Review Fee		\$ 179.00
Designated storage area 501-2,500 sq. ft. – Inspection Fee		\$ 136.00
Designated storage area 2,501-12,000 sq. ft. – Inspection Fee		\$ 223.00
Designated storage area 2,501- 12,000 sq. ft. – Review Fee		\$ 179.00
Designated storage area 12,001-20,000 sq. ft. – Review Fee		\$ 267.00
Designated storage area 12,001-20,000 sq. ft. – Inspection Fee		\$ 223.00
Designated storage area 20,001- 30,000 sq. ft. – Review Fee		\$ 330.00
Designated storage area 20,001-30,000 sq. ft. – Inspection Fee		\$ 267.00
Each additional 30,000 sq. ft. or portion thereof – Review Fee		\$ 402.00
Each additional 30,000 sq. ft. or portion thereof – Inspection Fee		\$ 330.00

GATES – PRIVACY AND SECURITY

Fee Description	Notes	2025
Privacy/Security Gates – Review Fee		\$ 136.00
Privacy/Security Gates – Inspection Fee		\$ 136.00

EMERGENCY RESPONDER RADIO COVERAGE

Fee Description	Notes	2025
Emergency Responder Radio Coverage		
Emergency Responder Radio Coverage - Review Fee	per hour	\$ 136.00
Emergency Responder Radio Coverage - Inspection Fee	per hour	\$ 136.00

HOT WORKS

Fee Description	Notes	2025
Hot Works – Inspection		\$ 136.00

TRAINING BURN

Fee Description	Notes	2025
Training Burn	per sq. ft. minimum \$1,000, maximum \$2,000	\$ 0.50

MOBILE FOOD PREPARATION VEHICLES

Fee Description	Notes	2025
Mobile Food Preparation Vehicles – Inspection Fee		\$ 136.00

OTHER FIRE PERMITS

Fee Description	Notes	2025
Other Fire Permits		
Candles & Open Flames in Places of Assembly – Review Fee		\$ 29.00
Alternate Means and Methods Request - Review Fee		\$ 136.00
Alternate Means and Methods Request - Inspection Fee		\$ 136.00
Revision to plan previously submitted	per hour	\$ 136.00
Investigation Fee (work started without a permit) – Review Fee	fee is double the applicable review fee that would have been charged if a permit was obtained prior to work initiated	
Investigation Fee (work started without a permit) – Inspection Fee	fee is double the applicable inspection fee that would have been charged if a permit was obtained prior to work initiated	
Re–inspection Fees		\$ 136.00
Use of Consultant for Plan Review and Inspections – Review Fee	pass-through from vendor	
Use of Consultant for Plan Review and Inspections – Inspection Fee	pass-through from vendor	
Other plan reviews or permits required by the International Fire Code – Review Fee	per hour	\$ 136.00
Other plan reviews or permits required by the International Fire Code – Inspection Fee	per hour	\$ 136.00

RESOLUTION NO. 24-015

A RESOLUTION revising the City of Camas fee schedule for 2025.

WHEREAS, the City of Camas has established a Fee Schedule pursuant to its authority to establish fees and charges for services provided by the City; and

WHEREAS, it is prudent business to review fees and charges imposed by the City; and

WHEREAS, it is necessary to establish such fees at rates that reasonably assure recovery of the full direct and indirect costs of the time and materials expended to provide the service for which the fee is charged; and

WHEREAS, it should be understood that these fees and charges are an important part of the resources for the operation of the City and in many cases do not cover the costs involved; and

WHEREAS, the fee schedule and administrative provisions set forth in this resolution are supported by the analysis performed by the City and adjusted by a market rate or at least 10%; and

WHEREAS, it is desirable to improve the City's ability to communicate its fees and charges to its citizens and customers through the preparation of a consolidated fee schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The fees and charges on the attached Exhibit "A" are adopted and made part of the City of Camas Fee Schedule effective January 1, 2025.

Resolution No. 24-015

II

The fees set forth in this Resolution have increased by a market rate or at least 10%. Fees were rounded to the nearest whole dollar.

III

On January 1 of each year, the fees set forth in this Resolution may increase (if allowed by law) by the rate of increase, if any, of the Consumer Price Index for All Urban Consumers (CPI-U) Western Region, All Items, July to July Index, published by the Bureau of Labor Statistics in the year prior. Fees will be rounded to the nearest whole dollar.

IV

ADOPTED by the Council of the City of Camas and approved by the Mayor this 18th day of November 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney



Staff Report – Business License Fee Ordinance 24-016

November 18, 2024 Council Regular Meeting

Ordinance No. 24-016 – Increase Business License Fee

Presenter: Matthew Thorup, Assistant Finance Director

Time Estimate: 5 minutes

Phone	Email
360.817.7021	mthorup@cityofcamas.us

BACKGROUND: Ordinance 24-016 authorizes the City Council to increase the business license fee to \$50.

SUMMARY: This ordinance increases the business license fee to a comparable rate as neighboring cities and generate additional revenue for the City.

BENEFITS TO THE COMMUNITY: The business license fee helps fund services that will benefit the whole community.

POTENTIAL CHALLENGES: Any increases business license fee may pose an additional burden on customers who may have difficulty with increased fees.

BUDGET IMPACT: The increase to the business license fee is included in the 2025 Recommend Revenue Budget.

RECOMMENDATION: Staff recommends Council move to approve Ordinance 24-016 raising the Business License Fee to \$50.

EXHIBIT "A"

5.02.060 - Fee.

The city's business licensing application fee for any business or activity required to be licensed under this chapter is ~~\$10.00~~ \$50.00. The city's business license renewal fee for any business or activity required to be licensed under this chapter is ~~\$10.00~~ \$50.00 annually. Fees for other licenses and permits required under other chapters of this title are separate from the fees stated in this chapter.

In addition to the city licensing fees, applications submitted through the Business Licensing Service must include the total fees due for all other licenses requested, as well as the application-handling fee authorized by RCW 19.02.075.

In addition, to the city license fees, renewals submitted through the Business Licensing Service must include the total fees due for all other licenses being renewed, as well as the renewal-handling fee authorized by RCW 19.02-075. Renewals submitted through the Business Licensing Service after the license expiration date will be assessed a late renewal penalty authorized by RCW 19.02.085 in addition to all other fees due.

ORDINANCE NO. 24-016

AN ORDINANCE amending Section 5.02.060 of the Camas Municipal Code increasing the City business license fee.

Section I

Section 5.02.060 of Camas Municipal Code is hereby amended to provide as set forth in the attached Exhibit A.

Section II

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

SIGNED: _____
Clerk

APPROVED as to form:

City Attorney



Staff Report – Public Hearing for 2025 Property Tax Levies

November 18, 2024 Regular Meeting

Public Hearing for 2025 Property Tax Levies
Presenter: Cathy Huber Nickerson, Finance Director
Time Estimate: 10 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

SUMMARY: Property taxes are the primary revenue source for funding of general fund services and emergency medical services for the City of Camas. Property taxes are complicated with different limitations but the one limit which requires City Council’s annual consideration is the Levy Increase Limit. In Washington State, property taxes increases are not based on the increasing value of properties but rather on the amount of property taxes that are assessed from the prior year. Each year’s levy may be increased by no more than 1% or the Implicit Price Deflator (IPD) whichever is less. The IPD is the percentage change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25th. The IPD for the 2025 property tax levy 2.57%. Therefore, the lawful highest levy would be 1% increase.

The EMS property tax levy, the voters renewed the 6-year levy on April 23, 2024, to \$0.46/\$1,000 for 2025. As a result, Council does not need to approve the levy for 2025 but will in subsequent years.

For the 2025 Unlimited General Obligation Bond approved by the voters on August 6, 2024, property taxes are the only source of funding to pay the debt service on the bonds. The voters agreed to pay for annual debt service but since there is not 100% collected each year on tax levies, the first few years are higher than the debt service to ensure payment. In addition, this first year is an estimate because the bonds will not be issued until the first quarter of 2025 but will have payments due in June and in December.

BENEFITS FOR THE COMMUNITY: Property taxes are the largest funding source of revenue funding essential City services such as Police, Fire, EMS, Parks and Recreation, Library, Community Development and Streets.

POTENTIAL CHALLENGES: Property taxes can increase more than 1% for the homeowner with rising assessed values. Clark County Assessor and Treasurer Offices provides options elderly and disabled homeowners which can help mitigate higher tax bills.

BUDGET IMPACT: For the General Fund, the estimated property taxes will be \$15,633,890. For the EMS Fund the estimated property taxes will be \$3,719,074. For the 2025 Unlimited General Obligation Bond levy, the estimated property taxes will be \$1,800,000.

RECOMMENDATION: Staff recommends Council open a public hearing to consider public comment regarding the increase in property taxes of 1% on the General Fund Levy. After hearing public testimony on the General Fund Levy, Council may consider approving Ordinance 24-017 for the General Fund Levy followed by Ordinance 24-018 for the 2025 Unlimited General Obligation Bond levy.

ORDINANCE NO. 24-017

AN ORDINANCE levying the ad valorem taxes for obligations of the General Fund for fiscal year ending December 31, 2025.

WHEREAS, the Council of the City of Camas has met and considered its budget for the calendar year 2025, and

WHEREAS, the Council of the City of Camas after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Camas requires a regular levy in the amount of \$15,181,347 which is equal to the property tax revenue from the previous year, and excludes amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

SECTION I

The dollar amount of the increase over the actual levy amount from the previous year shall be \$151,813 which is a percentage increase of 1.0% from the previous year. This is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexation that have occurred and refunds made.

SECTION II

A CERTIFIED BUDGET request or estimate shall be filed with the County Assessor's Office, separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total

Ordinance No.

amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Assessor's Office.

SECTION IV

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

PASSED by the council and APPROVED by the Mayor this 18th day of November, 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

ORDINANCE NO. 24-018

AN ORDINANCE levying the ad valorem taxes for the Unlimited Tax General Obligation Bonds for fiscal year ending December 31, 2025.

WHEREAS, the Council of the City of Camas has met and considered its budget for the calendar year 2025, and

WHEREAS, the Council of the City of Camas after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Camas requires a levy in the amount of \$1,800,000, which is a levy on the assessed valuation for the purposes of raising funds for payment of bonds and interest for the 2025 Unlimited Tax General Obligation Bonds authorized by a vote of the electorate of the City of Camas to be paid without limit on the tax levy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

SECTION I

The regular property tax levy is authorized by the vote of the electorate of the City of Camas on August 6, 2024.

SECTION II

A CERTIFIED BUDGET request or estimate shall be filed with the County Assessor's Office separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Assessor's Office.

SECTION III

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

PASSED by the council and APPROVED by the Mayor this 18th day of November, 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney



Staff Report – Public Hearing and Ordinance No. 24-019 for the Transportation Benefit District

November 18, 2024 Council Regular Meeting

Public Hearing and Ordinance No. 24-019 for the Transportation Benefit District (TBD)

Presenter: Cathy Huber Nickerson, Finance Director, and Matthew Thorup, Assistant Finance Director

Time Estimate: 25 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us
360.817.7021	mthorup@cityofcamas.us

BACKGROUND: This public hearing is to consider public comments on the Transportation Benefit District ordinance. Ordinance 24-019 contains the formation of the Transportation Benefit District and two funding sources.

SUMMARY: Transportation Benefit Districts are utilized in more than 110 cities and towns in Washington State as of January 2024. These cities and towns utilize sales tax or vehicle license fees to support transportation costs in the Transportation Benefit Districts. This ordinance forms the district and adopts a sales tax and vehicle license fees to support the preservation, maintenance, and operation of the existing transportation infrastructure of the City of Camas.

BENEFITS TO THE COMMUNITY: A dedicated revenue source for Street Preservation would move the City closer to meeting essential street maintenance to meet best practices and save money for the residents in the future by not allowing streets to deteriorate at a rate that will be more expensive to repair.

POTENTIAL CHALLENGES: With the adoption of the ordinance, there will be a delay in receiving the funding. The earliest the sales tax could be implemented would April 1, 2025, and these funds are generally received two months later. Once implemented, the TBD would receive monthly sales tax revenue. The vehicle license fee would not go into effect until July 1, 2025, with funds expected to be received as the Department of Licensing collects them.

BUDGET IMPACT: The Transportation Benefit District and the revenue sources are included in the 2025 Recommended Revenue Budget.

RECOMMENDATION: Staff recommends that Council open a public hearing to consider public comment on the Transportation Benefit District, then close the public hearing and consider the

adoption of the Transportation Benefit District and dedicated funding sources in Ordinance No. 24-019.

ORDINANCE NO. 24-019

AN ORDINANCE OF THE CITY OF CAMAS, WASHINGTON, ENACTING A NEW CHAPTER 3.90 OF THE CAMAS MUNICIPAL CODE ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT AND SPECIFYING THE BOUNDARIES THEREOF; SPECIFYING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS; IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE CAMAS TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; ESTABLISHING AND IMPOSING A \$20 VEHICLE LICENSE FEE WITHIN THE BOUNDARIES OF THE CAMAS TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.80.140; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Camas has the responsibility under the Constitution of the State of Washington for the improvement, maintenance, protection, and operation of public ways within the corporate limits of the City pursuant to RCW 35A.11.020 and Chapter 35A.47 RCW; and

WHEREAS, the City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs to preserve and maintain the City's transportation infrastructure continue to rise leaving the City unable to continue to adequately preserve and maintain the City's transportation infrastructure; and

WHEREAS, Chapter 36.73 RCW provides for the establishment of transportation

benefit districts and for the levying of additional revenue sources for transportation improvements within the District that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a transportation benefit district subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, the City desires to form a Transportation Benefit District which includes the entire City of Camas as the boundaries currently exist or as they may exist following future annexations; and

WHEREAS, prior to establishing a Transportation Benefit District, the City Council conducted the required public hearing on November 18, 2024, which was noticed in accordance with RCW 36.73.050. All persons desiring to comment were given a full and complete opportunity to be heard; and

WHEREAS, RCW 36.73.040(3)(b) authorizes transportation benefit districts to impose a vehicle license fee, subject to the provisions of RCW 36.73.065 and RCW 82.80.140; and

WHEREAS, RCW 36.73.065(4)(a)(i) authorizes transportation benefit districts to impose up to \$20 vehicle license fee in accordance with RCW 82.80.140 upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax, subject to the provisions of RCW 36.73.065 and RCW 82.14.0455; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding

one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body; and

WHEREAS, the City Council of the City of Camas finds it to be in the best interests of the City to establish a Citywide Transportation Benefit District for the preservation and maintenance of the City’s transportation infrastructure consistent with Chapter 36.73 RCW, to protect the City’s long-term investments in that infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future; and

WHEREAS, the City Council of the City of Camas has carefully considered the financial needs of the City’s transportation system and the imposition of the sales tax and vehicle license fee and has determined that the best interests of the City and the District will be served by adopting this ordinance.

WHEREAS, the City Council of the City of Camas shall be the governing body for the Transportation Benefit District acting in an ex officio and independent capacity;

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

Section I

Purpose. The purpose of this Ordinance is to establish a Transportation Benefit District pursuant to RCW 35.21.225 and RCW Chapter 36.73. The City Council finds it is in the public interest to provide adequate levels of funding for the purposes of ongoing transportation improvements that preserve, maintain, and as appropriate, construct or reconstruct the transportation infrastructure of the City of Camas, consistent with Chapter 36.73 RCW.

Section II

Adoption of Chapter. Camas Municipal Code Chapter 3.90, Camas Transportation Benefit District, is hereby adopted to read as follows:

Chapter 3.90**CAMAS TRANSPORTATION BENEFIT DISTRICT**

3.90.010 Establishing Transportation Benefit District. There is created a transportation benefit district to be known as the Camas Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

3.90.020 Governing Board.

- A. The governing board or “Board” of the transportation benefit district shall be the Camas City Council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW.
- B. The treasurer of the transportation benefit district shall be the City Finance Director.
- C. The Board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent, as identified in the District’s original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.
- D. The Board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

3.90.030 Functions of the District.

- A. Any expansion of the authorized purposes of the District shall be undertaken only after notice, hearing, and adoption of an ordinance in accordance with RCW 36.73.050(2)(b) or a vote of the people pursuant to RCW 36.73.065(3).
- B. When authorized by the voters pursuant to the requirements of Chapter

36.73, other taxes, fees, charges and tolls, or increases in these revenue services may be assessed for the preservation, maintenance, and operations of City streets. Additional transportation improvements may be added to the functions of the District upon compliance with the requirements of said chapter.

- C. The Board shall have and exercise all powers and functions provided by Chapter 36.73 to fulfill the functions of the District.

3.90.040 Transportation Improvements Funded. The funds generated by the transportation benefit district shall be used for transportation improvements that preserve, maintain, and operate the existing transportation infrastructure of the City, consistent with the requirements of Chapter 36.73 RCW. The funds may be utilized for any lawful purpose under the Chapter; but all funds raised through the TBD shall be expended only for such preservation, maintenance, and operation in accordance with the provisions of Chapter 36.73 RCW as the same exists or is hereafter amended. The funds expended by the District shall preserve, maintain, and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system. Additional transportation improvement projects may be funded only after compliance with the provisions of RCW 36.73.050(b) following notice, public hearing, and enactment of an authorizing ordinance.

3.90.045 Additional Sales and Use Tax.

- A. Pursuant to RCW 36.73.065 and RCW 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the district. The amount of the additional tax shall be one-tenth of one percent (0.1%) of the selling price, in the case of the sales tax, or the value of the article used, in the case of the use tax.
- B. The tax imposed by this section shall apply for a period of ten (10) years from the date the tax is first collected within the district and shall thereafter cease to be imposed unless renewed with the affirmative vote of the voters voting at an election or a majority vote of the Camas City Council exercising its authority as the governing body of the district.
- C. The tax imposed by this Section shall be in addition to any other taxes authorized by law, including but not limited to, the sales and use taxes imposed under Chapter 3.08 of the Camas Municipal Code.

- D. The revenues received from the tax imposed by this Section shall be general revenues of the district and shall be used for those purposes set forth in CMC 3.90.050 or as otherwise authorized by law.

3.90.050 Use of funds. The funds generated by the district may be used for any purpose allowed by law, including to operate the district and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW. The transportation improvements funded by the district shall be made in an effort to protect the city's long-term investments in its infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, to avoid more expensive infrastructure replacements in the future and to improve modal connectivity within the city of Camas.

3.90.060 Dissolution of District. The transportation benefit district shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied. Street preservation, maintenance, and operation are ongoing, long-term obligations of the City.

Section III

Notice to Department of Revenue. The City Clerk and the Finance Director are hereby requested to notify the Washington State Department of Revenue of the sales and use tax established under section II of this ordinance and to request that the Department take all necessary steps to implement and collect the tax imposed by this ordinance as soon as possible.

Section IV

Annual Vehicle License Established. An annual vehicle license fee of twenty dollars (\$20.00) is hereby established. Consistent with RCW 36.73.065(4)(a)(i), as written or hereafter amended, to be collected by the Washington Department of Licensing on qualifying vehicles as set forth in RCW 82.80.140, as written or hereafter amended.

Section V

Vehicle License Fee Collection Effective Date. The annual vehicle license fee shall take

effect for notices mailed in 2025 for vehicle license renewals due on or after July 1, 2025, or as soon thereafter as the Washington Department of Licensing is reasonably able to incorporate collection of the \$20.00 fee; but in no event shall the vehicle license fee be collected sooner than one hundred and eighty (180) days after approval of this ordinance, pursuant to RCW 36.73.065 and RCW 82.80.140(4). The vehicle license fee shall be collected during the term of the existence of the District and shall cease to be collected upon the dissolution of the District.

Section VI

Notice to Department of Licensing. The City Clerk and the Finance Director are hereby requested to notify the Washington State Department of Licensing of the vehicle license fee established in Section IV of this ordinance and to request that the Department take all necessary steps to implement and collect the tax imposed by this ordinance as soon as possible in accordance with RCW 82.80.140.

Section VII

Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section VIII

Effective Date. This ordinance shall take force and be in effect five (5) days after passage and after its publication according to law.

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

SIGNED: _____
Mayor

SIGNED: _____
Clerk

APPROVED as to form:

City Attorney