



CITY COUNCIL WORKSHOP MEETING AGENDA
Friday, January 26, 2018, 1:00 PM
Lacamas Lake Lodge, 227 NE Lake Road

ANNUAL PLANNING CONFERENCE - Day 1 of 2

I. OPENING STATEMENT (1:00 pm)

II. PLANNING CONFERENCE TOPICS

A. Crown Park Master Plan (1:30 pm)

Details: A presentation about the Crown Park Pool Assessment, as well as the preferred conceptual Master Plan for Crown Park.

Presenter: Jerry Acheson, Parks & Recreation Manager

Recommended Action: This item is for Council's information and discussion.

 [Crown Park City Council Presentation](#)

B. Citizen Relationship Management (CRM) System Overview (2:30 pm)

Details: A presentation about CRM, a tool for citizens and staff to place service requests and to track the work until it is completed. You will see how service requests can be made, the various types of service items and how the work can be monitored and tracked.

Presenter: Sherry Coulter, Information Technology Director

Recommended Action: This item is for Council's information only.

 [CRM System Overview](#)

C. Recordkeeping Refresher (2:45 pm)

Details: The City Clerk and Deputy City Clerk will be presenting some refreshers and reminders related to Open Public Meetings and Public Records. With ever-changing laws related to records management and governmental transparency, this will be a helpful reminder for both Council and Staff.

Presenter: Jennifer Gorsuch, City Clerk and Bernie Bacon, Deputy City Clerk

Recommended Action: This item is for Council's information only.

 [Recordkeeping Refresher](#)

BREAK (3:15 pm)

D. East County Fire & Rescue (ECFR) Functional Consolidation Discussion (3:30 pm)

Details: The Council and ECFR Commissioners have held workshops to discuss the possibility of a Functional Consolidation. The previous presentation material is attached for your review. Staff does not intend to discuss the presentation again, unless there are questions. This item will give the Council, ECFR Commissioners and Council Members from the City of Washougal the opportunity to discuss the proposal. Staff will provide a brief introduction, then turn it over to the elected officials.

Presenter: Nick Swinhart, Fire Chief

Recommended Action: Staff requests Council's direction about the ECFR Functional Consolidation.

 [ECFR Functional Consolidation Review](#)

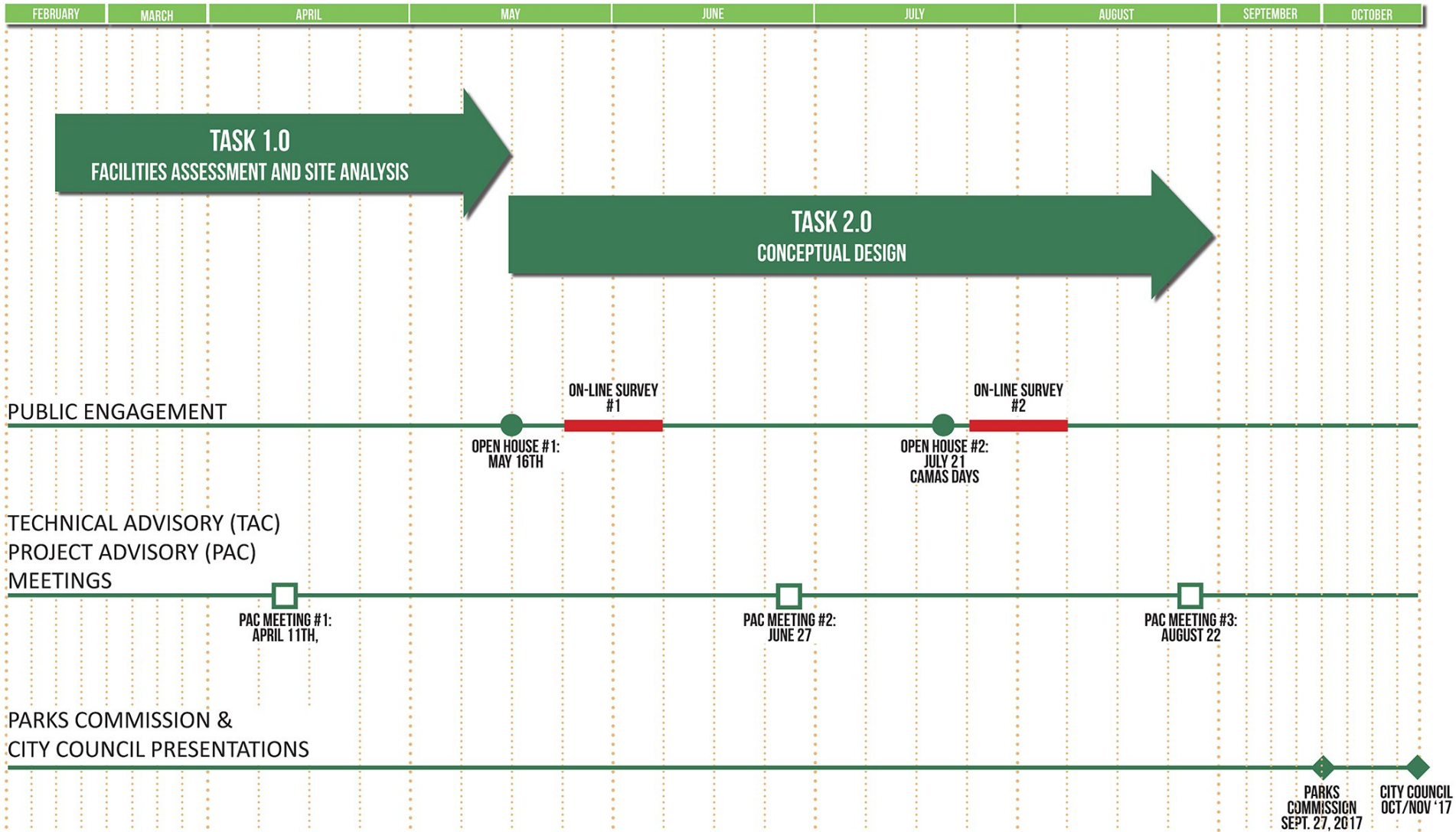
III. ADJOURNMENT OF PLANNING CONFERENCE (5:00 pm)

NOTE: The City welcomes citizens in public meetings. For ADA accommodations, call 360.834.6864.

CROWN PARK POOL ASSESSMENT AND MASTER PLAN

City Council Planning Retreat
January 26, 2018





Process



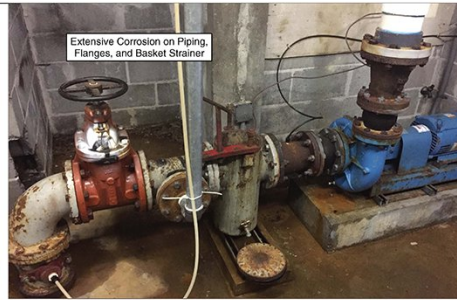


Pool and Park Assessment





Extensive Corrosion on Filters



Extensive Corrosion on Piping, Flanges, and Basket Strainer



Extensive Corrosion on Filters



Extensive Corrosion on Valves and Flanges



Extensive Corrosion on Valves Metal Piping in Pool System



Paint Chipping, Peeling, and Flaking Away



Cracking in Gutter Deteriorated Paint Scum Line Build-Up



Cracking in Gutter



Deteriorating Pool Paint



Cracking at Concrete Joint



Cracking in Gutter



Insufficient Gutter Drop-Out

Pool Assessment





November 9, 2017

Facility Name: Camas Municipal Pool
Address: 120 NE 17th Ave Camas, WA 98607
Type: General use swimming pool/wading pool

Reopening Swim Season 2018

The following information is based on a site inspection conducted on November 7, 2017 to evaluate the current condition of the Camas Municipal Pool. To ensure the safety of the public and to be in compliance with Washington Administrative Code (WAC) 246-260, the following updates are required to be completed before opening for the 2018 swim season. Prior to starting the work, a [remodel inquiry form](#) must be submitted to Clark County Public Health.

Barriers

1. The existing fence mesh surrounding the main pool is in poor condition and is in need of replacement. The mesh is rusted and has become detached causing holes in the fencing and sharp points sticking out. When replacing the mesh, fence mesh must be less than $\frac{1}{4}$ inch to meet WAC 246-260-031(4).



Filters



2. The filter media needs to be replaced. At the time of replacement the condition of the filters should be evaluated by a licensed professional due to severe corrosion.
3. The filter must have a rate of flow indicator and gauge(s) for monitoring backpressure on filter.

1 RENOVATION OF EXISTING POOL



BATH HOUSE RENOVATIONS INCLUDE:

- RESTROOMS
- DRESSING ROOMS
- SHOWER AREAS
- INTERIOR FINISHES
- CASEWORK
- TACTILE FLOORING
- ADDRESSING ADA ACCESSIBILITY ISSUES

POOL RENOVATIONS INCLUDE:

- REPAINT POOL SURFACING
- SEPARATE MECHANICAL SYSTEM FOR WADING POOL
- REPLACE VALVES AND PIPING
- REPLACE SAND FILTERS
- CONSTRUCT SURGE TANKS
- REPLACE POOL OUTLETS
- REPLACE POOL RETURN FITTINGS
- REPLACE POOL PAINT FINISH



- INSTALL UV SANITATION SYSTEMS
- INSTALL CHEMICAL BALANCE SYSTEM

BATH HOUSE RENOVATION
\$615,000

POOL AREA RENOVATION MIN.
\$1,090,000-\$1,540,000

TOTAL RENOVATION COSTS
\$1,690,000-\$2,190,000

2 OUTDOOR FAMILY LEISURE POOL



NEW BATH HOUSE TO INCLUDE:

- EXPANDED FOOTPRINT FOR CAPACITY
- ADA ACCESSIBILITY

NEW POOL TO INCLUDE:

- EXPANDED FOOTPRINT
- MODERNIZED MECHANICAL EQUIPMENT
- EXPANDED PROGRAM
- ZERO DEPTH ENTRY
- INTERACTIVE WATER PLAY
- LAP LANES

NEW BATH HOUSE
\$720,000

NEW POOL AREA
\$1,150,000-\$1,500,000

TOTAL REPLACEMENT COSTS
\$1,870,000-\$2,220,000

3 LARGE INTERACTIVE WATER FEATURE



WATER FEATURE INCLUDE:

- WATER JETS
- MECHANICAL EQUIPMENT
- LIGHTING
- DECORATIVE CONCRETE

WATER FEATURE EQUIPMENT
\$200,000-\$300,000

EARTHWORK, DECORATIVE PAVING AND UTILITIES
\$100,000-\$200,000

TOTAL REPLACEMENT COSTS
\$300,000-\$500,000



4 SMALL INTERACTIVE WATER PLAY



SPLASHPAD FEATURES INCLUDE:

- INTERACTIVE WATER PLAY TOYS
- DECORATIVE CONCRETE
- MECHANICAL EQUIPMENT

SPRAY TOYS AND WATER PLAY
\$30,000-\$50,000

EARTHWORK, HARDSCAPE AND UTILITIES
\$30,000-\$50,000

TOTAL REPLACEMENT COSTS
\$60,000-\$100,000



Pool Assessment





Open House #1

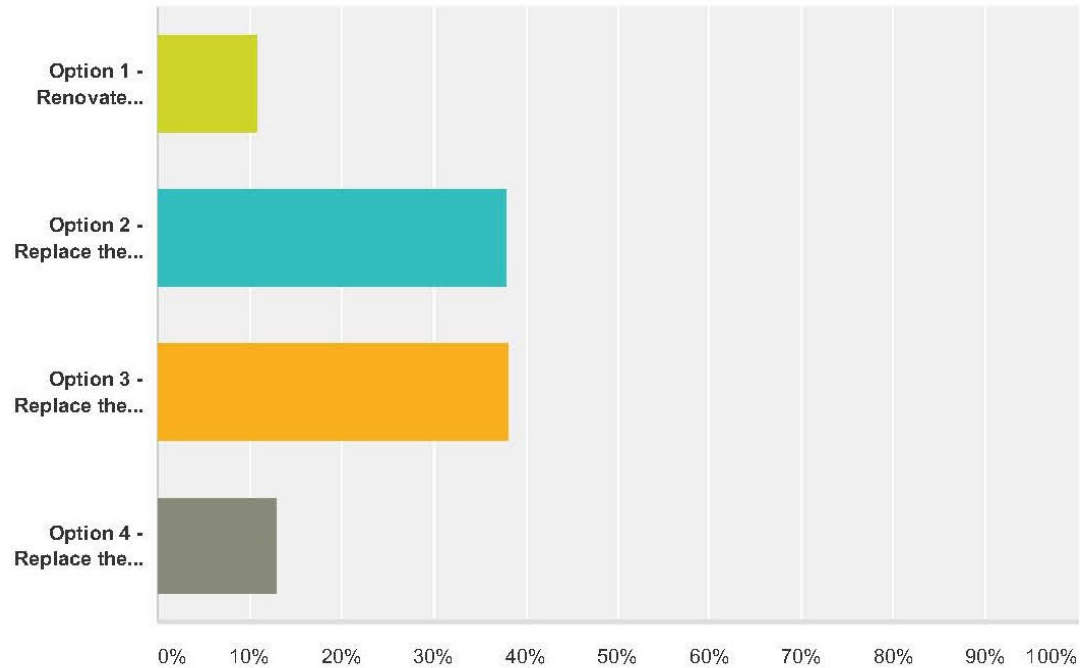


Park Features: Which of the following park elements would be your top three (3) priorities for including or improving at Crown Park?

- 1) Restrooms
- 2) Playground
- 3) Outdoor Leisure Pool
- 4) Large Water Feature
- 5) Flexible Open Space
- 6) Park Amenities
- 7) Amphitheater



Aquatics in Camas: If the City were to build a new, year-round indoor community center or aquatics facility that had a pool somewhere else in town (not at Crown Park), which of the following aquatic options would you prefer at Crown Park?



Answer Choices	Responses
Option 1 - Renovate Existing Pool	10.85% 155
Option 2 - Replace the Existing Pool with a New Outdoor Family Leisure Pool	38.07% 544
Option 3 - Replace the Existing Pool with a Large Interactive Water Feature	38.21% 546
Option 4 - Replace the Existing Pool with a Small Interactive Water Play.	12.88% 184
Total	1,429



KEYNOTES

- | | | |
|--|---------------------------|---|
| ① BENCHES, TYP. | ⑦ PLAYGROUND | ⑬ DIAGONAL PARKING
(TOTAL 47 SPACES) |
| ② RESTROOMS | ⑧ 8' CONCRETE PATH | ⑭ MULTI-SPORT COURT |
| ③ LEISURE POOL FACILITY
& BATHHOUSE | ⑨ 12' CONCRETE PATH | ⑮ EXISTING MONUMENT SIGN |
| ④ NEW PICNIC SHELTER | ⑩ EXISTING PICNIC SHELTER | ⑯ PICNIC TABLES, TYP. |
| ⑤ AMPHITHEATER SEATING | ⑪ SCOUT HALL | ⑰ GRAVEL PATH |
| ⑥ ADA RAMP | ⑫ OPEN LAWN | |



Conceptual Design: Option

1

GREENWORKS

City of
Camas
WASHINGTON

Option 1 - Leisure Pool																										
Item	Estimated Cost	Notes																								
Utilities	\$50,000	Domestic Water, Storm, Sanitary																								
Electrical and Lighting	\$150,000	Electrical Distribution, Light fixtures along pathway																								
Right-of-way Improvements	\$200,000	47 Spaces, New Curb and Sidewalk and Paving																								
Pathways & Furnishings	\$400,000	8' & 12' concrete paths, benches, picnic tables																								
Leisure Pool Facility and Bathhouse	\$2,900,000	Pool decking, water play areas, turf areas, Demo																								
New Picnic Shelter	\$75,000	Concrete pad and premanufactured structure																								
Restroom	\$220,000	Structure and surrounding Concrete paving																								
Playground and Equipment	\$350,000	Equipment and surfacing																								
Scout Hall Renovations	\$20,000	Courtyard and ADA Ramp																								
Sport Court	\$60,000	Concrete with striping																								
Amphitheater	\$100,000	Concrete seating, paving and stage																								
Renovate Existing Picnic Shelter	\$10,000	Paint, clean, repair																								
Landscape Improvements	\$700,000	Irrigation, Planting, Soil Preparation																								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Sub Total</td> <td>\$5,235,000</td> <td><i>Hard Cost</i></td> </tr> <tr> <td style="text-align: right;">Estimating Contingency (30%)</td> <td>\$1,570,500</td> <td></td> </tr> <tr> <td style="text-align: right;">Inflation (10%)</td> <td><u>\$680,550</u></td> <td></td> </tr> <tr> <td style="text-align: right;">Projected Hard Cost</td> <td>\$7,486,050</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="text-align: right;">Additional Costing Factors (20%)</td> <td>\$1,497,210</td> <td><i>Bonding & Insurance, Contractor OH&P</i></td> </tr> <tr> <td style="text-align: right;">Soft Costs (20%)</td> <td><u>\$1,497,210</u></td> <td><i>Permitting, Staffing, Design and Engineering</i></td> </tr> <tr> <td style="text-align: right;">TOTAL PROJECT COST</td> <td>\$10,480,470</td> <td></td> </tr> </table>			Sub Total	\$5,235,000	<i>Hard Cost</i>	Estimating Contingency (30%)	\$1,570,500		Inflation (10%)	<u>\$680,550</u>		Projected Hard Cost	\$7,486,050					Additional Costing Factors (20%)	\$1,497,210	<i>Bonding & Insurance, Contractor OH&P</i>	Soft Costs (20%)	<u>\$1,497,210</u>	<i>Permitting, Staffing, Design and Engineering</i>	TOTAL PROJECT COST	\$10,480,470	
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Soft Costs (20%)	<u>\$1,497,210</u>	<i>Permitting, Staffing, Design and Engineering</i>																								
TOTAL PROJECT COST	\$10,480,470																									

Some impacts to consider for an aquatic facility in Crown Park:

- Parking
- Traffic
- Impact on other park functions
- Rise in use

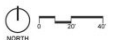
Admission Type	Admission Numbers	Number in Party	Days/Times	Total
Daily	250	1	70	17,500
10 Visit	300	1	10	3,000
Season Pass				
Individual	454	1	22	9,988
Family	244	2.5	22	13,420
Leisure Pool anticipated attendance (not including swim lessons)				43,908
2017 Camas Pool attendance (not including swim lessons)				7,895

PAC and Parks Commission Recommendations:

The PAC and Parks Commission recommends pursuing [Option 2](#) – which removes the aging pool in Crown Park and replaces it with an interactive water feature – with the caveat that the City continue actively pursuing (as a high priority) to fund and develop a year-round aquatic facility.



KEYNOTES		
① BENCHES, TYP.	⑥ COURTYARD	⑫ SCOUT HALL
② RESTROOMS	⑦ PLAYGROUND	⑬ OPEN LAWN
③ INTERACTIVE WATER FEATURE	⑧ 8' CONCRETE PATH	⑭ EXISTING MONUMENT SIGN
④ NEW PICNIC SHELTER	⑨ 12' CONCRETE PATH	⑮ PICNIC TABLES, TYP.
⑤ AMPHITHEATER SEATING	⑩ MULTI-SPORT COURT	⑯ EXISTING TENNIS COURTS
	⑪ EXISTING PICNIC SHELTER	



Recommendations

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Option 2 - Water Feature		
<i>Item</i>	<i>Estimated Cost</i>	<i>Notes</i>
Utilities	\$50,000	Domestic Water, Storm, Sanitary
Electrical and Lighting	\$150,000	Electrical Distribution, Light fixtures along pathway
Pathways & Furnishings	\$400,000	8' & 12' concrete paths, benches, picnic tables
Interactive Water Feature	\$450,000	Paving, equipment, Demo Existing Pool
New Picnic Shelter	\$75,000	Concrete pad and premanufactured structure
Restroom	\$220,000	Structure and surrounding Concrete paving
Playground and Equipment	\$350,000	Equipment and surfacing
Scout Hall Relocation	\$40,000	Relocation and Courtyard
Sport Court	\$60,000	Concrete with striping
Amphitheater	\$100,000	Concrete seating and paving
Renovate Existing Picnic Shelter	\$10,000	Paint, clean, repair
Landscape Improvements	\$700,000	Irrigation, Planting, Soil Preparation
Sub Total	\$2,605,000	<i>Hard Cost</i>
Estimating Contingency (30%)	\$781,500	
Inflation (10%)	\$338,650	
Projected Hard Cost	\$3,725,150	
Additional Costing Factors (20%)	\$745,030	<i>Bonding & Insurance, Contractor OH&P</i>
Soft Costs (20%)	\$745,030	<i>Permitting, Staffing, Design and Engineering</i>
TOTAL PROJECT COST	\$5,215,210	



KEYNOTES

- | | | |
|-----------------------------|---------------------------|--------------------------|
| ① BENCHES, TYP. | ⑥ COURTYARD | ⑫ SCOUT HALL |
| ② RESTROOMS | ⑦ PLAYGROUND | ⑬ OPEN LAWN |
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| ⑤ AMPHITHEATER SEATING | ⑩ MULTI-SPORT COURT | ⑯ EXISTING TENNIS COURTS |
| | ⑪ EXISTING PICNIC SHELTER | |



Phase -1

GREENWORKS



Phase 1: Water Feature, Playground, Restroom		
<i>Item</i>	<i>Estimated Cost</i>	<i>Notes</i>
Demolition	\$350,000	Pool, Hardscape, Playgrounds, Softscape
Utilities	\$50,000	Domestic Water, Storm, Sanitary
Electrical and Lighting	\$75,000	Electrical Distribution, Light fixtures along pathway
Pathways & Furnishings	\$150,000	In Areas of Improvements
Interactive Water Feature	\$350,000	Paving and Equipment
Restroom	\$220,000	Structure and surrounding Concrete paving
Playground and Equipment	\$350,000	Equipment and surfacing
Landscape Improvements	\$120,000	Irrigation, Planting, Soil Preparation
Sub Total	\$1,665,000	<i>Hard Cost</i>
Estimating Contingency (30%)	\$499,500	
Inflation (5%)	\$108,225	
Projected Hard Cost	\$2,272,725	
Additional Costing Factors (20%)	\$454,545	<i>Bonding & Insurance, Contractor OH&P</i>
Soft Costs (20%)	\$454,545	<i>Permitting, Staffing, Design and Engineering</i>
TOTAL PROJECT COST	\$3,181,815	

Phase-1 Costs



Water Feature, Playground, Restroom				
Costs:	Utilities	\$	50,000	
	Electrical & Lighting	\$	75,000	
	Pathways & Furnishings	\$	150,000	
	Interactive Water Features	\$	350,000	
	Restroom	\$	220,000	
	Playground & Equipment	\$	350,000	
	Landscape Improvements	\$	120,000	
		\$	1,315,000	
	Estimated Contingency (30%)	\$	394,500	
	Inflation (10%)	\$	131,500	
	Additional Costing Factors (20%)	\$	368,200	
	Soft Costs (20%)	\$	368,200	
	Total	\$	2,577,400	
	Funding Options:	REET	\$	55,331
		GO Bond	\$	2,292,790
		Financing Costs 10%	\$	229,279
		\$	2,577,400	
Annual Debt Service		\$	169,523	
Pool Savings				
Pool Admissions		\$	28,521	
Swimming Lessons		\$	40,666	
Rentals		\$	16,191	
		\$	85,378	
Operating Costs		\$	(148,206)	
		\$	(62,828)	
Net Debt Service		\$	106,695	

Splash Pad and Crown Park Improvements				
Costs:	Utilities	\$	50,000	
	Electrical & Lighting	\$	150,000	
	Pathways & Furnishings	\$	400,000	
	Interactive Water Features	\$	450,000	
	New Picnic Shelter	\$	75,000	
	Restroom	\$	220,000	
	Playground & Equipment	\$	350,000	
	Landscape Improvements	\$	700,000	
	Scout Hall Relocation	\$	40,000	
	Sport Court	\$	60,000	
	Amphitheater	\$	100,000	
	Renovate Existing Picnic Shelter	\$	10,000	
		\$	2,605,000	
	Estimated Contingency (30%)	\$	781,500	
	Inflation (10%)	\$	338,650	
	Additional Costing Factors (20%)	\$	745,030	
	Soft Costs (20%)	\$	745,030	
	Total	\$	5,215,210	
	Funding Options:	GO Bond	\$	5,215,210
		Financing Costs 10%	\$	521,521
		\$	5,736,731	
Annual Debt Service		\$	385,598	
Pool Savings				
Pool Admissions		\$	28,521	
Swimming Lessons		\$	40,666	
Rentals		\$	16,191	
		\$	85,378	
Operating Costs		\$	(148,206)	
		\$	(62,828)	
Net Debt Service		\$	322,770	

Swimming Pool and Crown Park Improvements			
Costs:	Utilities	\$	50,000
	Electrical & Lighting	\$	150,000
	Right of way Improvements	\$	200,000
	Pathways & Furnishings	\$	400,000
	Leisure Pool Facility & Bathhouse	\$	2,900,000
	New Picnic Shelter	\$	75,000
	Restroom	\$	220,000
	Playground & Equipment	\$	350,000
	Landscape Improvements	\$	700,000
	Scout Hall Renovations	\$	20,000
	Sport Court	\$	60,000
	Amphitheater	\$	100,000
	Renovate Existing Picnic Shelter	\$	10,000
		\$	5,235,000
	Estimated Contingency (30%)	\$	1,570,500
	Inflation (10%)	\$	680,550
	Additional Costing Factors (20%)	\$	1,497,210
	Soft Costs (20%)	\$	1,497,210
	Total	\$	10,480,470
	Funding Options:	1 GO Bond	\$
Financing Costs 10%		\$	1,048,047
		\$	11,528,517
Annual Debt Service		\$	774,897
Pool Savings			
Pool Admissions		\$	28,521
Swimming Lessons		\$	40,666
Rentals		\$	16,191
		\$	85,378
Operating Costs		\$	(148,206)
		\$	(62,828)
Net Debt Service		\$	712,069





Questions?

GREENWORKS

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CRM SYSTEM OVERVIEW

Accela's Citizen Relationship Management System (CRM aka Public Stuff) is a digital communications system for residents and local governments to facilitate service requests and provides access to city services, fostering more connected and engaged communities. Residents can interact through the smartphones or tablets, and agencies can use the software to resolve requests and transform operations.



Benefits



- **PROMOTES CITIZEN ENGAGEMENT**

- Engages with residents in a two-way conversation using the City's official mobile app and/or the website, allowing them to interact when and where it is convenient 24/7.

- **IMPROVES STAFF COMMUNICATIONS AND SAVES TIME**

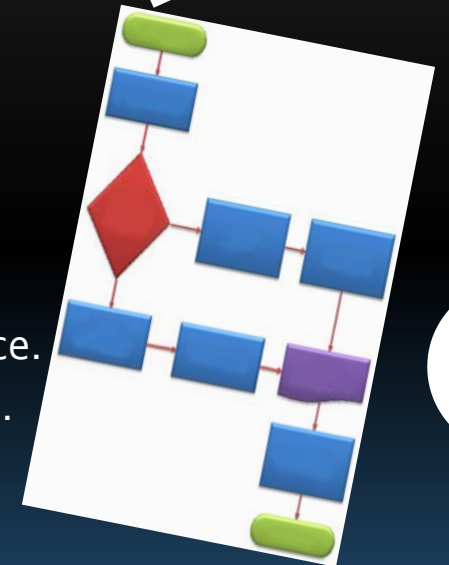
- A unified system improves communications directly and consistently with other staff and increases collaboration across departments in one central location.

- **MOBILE APP & WEB IFRAME REDUCES CALLS AND OFFICE VISITS**

- Citizens can self-serve reportings and inquiries and can easily use the wiki-based library of answers to common questions.

- **RESOLVES REQUESTS EFFICIENTLY USING WORKFLOW**

- Streamlines request assignments through improved workflows and by hosting all requests in one place. Resolves citizen requests more timely with automated routing and notifications to the correct people.



Product Features

BRANDED MOBILE APP – CamasConnect 24/7

- where residents can submit requests, receive updates and access city information

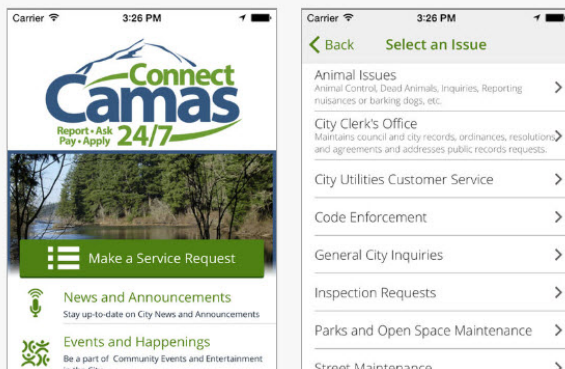


CamasConnect
By PublicStuff

This app is only available on the  Available on the App Store

What's New in Version 3.9.6
New in v3.9.6:
- iOS 10 support

iPhone Screenshots



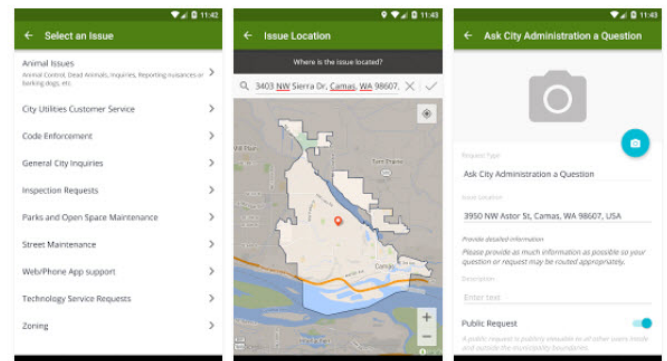
Compatibility: Requires iOS 8.0 or later. Compatible with iPhone, iPad, and iPod touch.

Customer Ratings
This application hasn't received enough ratings to display a summary.

More iPhone Apps by PublicStuff

CamasConnect

ANDROID APP ON Google play

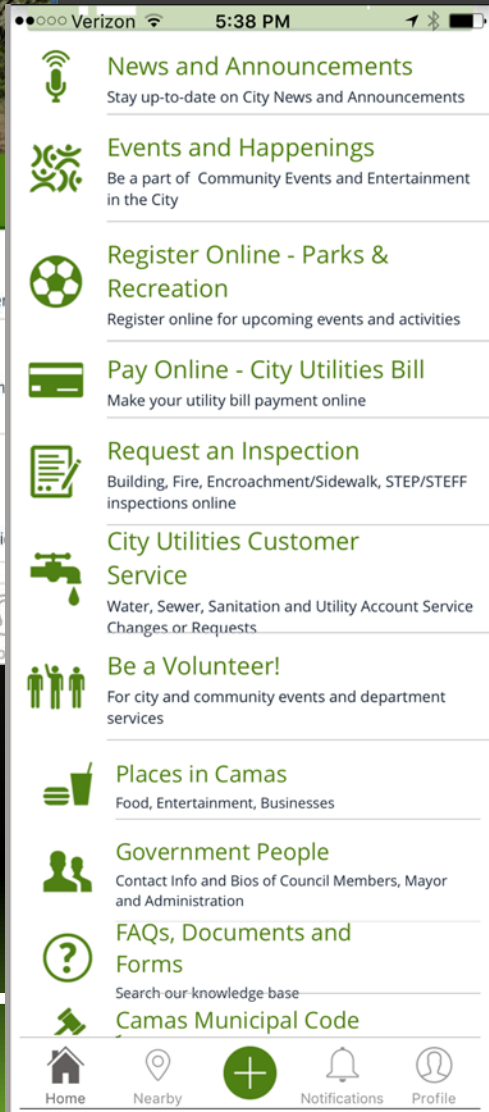


CamasConnect 24/7 is your official civic engagement tool providing a great way to stay connected with the City of Camas to submit service requests in the community and access many different City Services anytime, anywhere! Report an issue (potholes, street light outages, parks and trails maintenance, etc.), make utility service changes or requests, pay your utility bill, and enjoy many other benefits. Requests are instantly routed to the appropriate department and city staff are ready to take action! You can monitor progress of requests and provide feedback, receive notification of completed

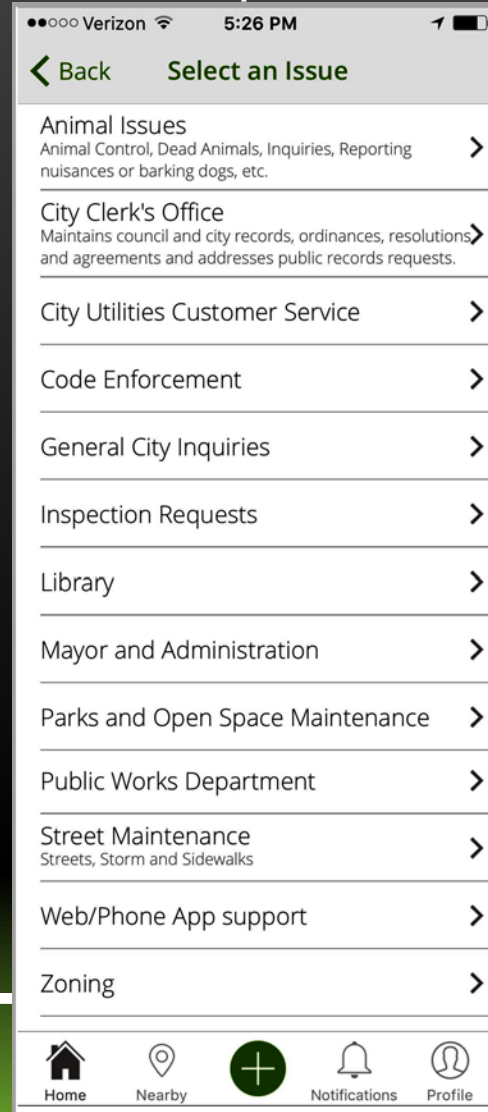
Product Features



Main Menu



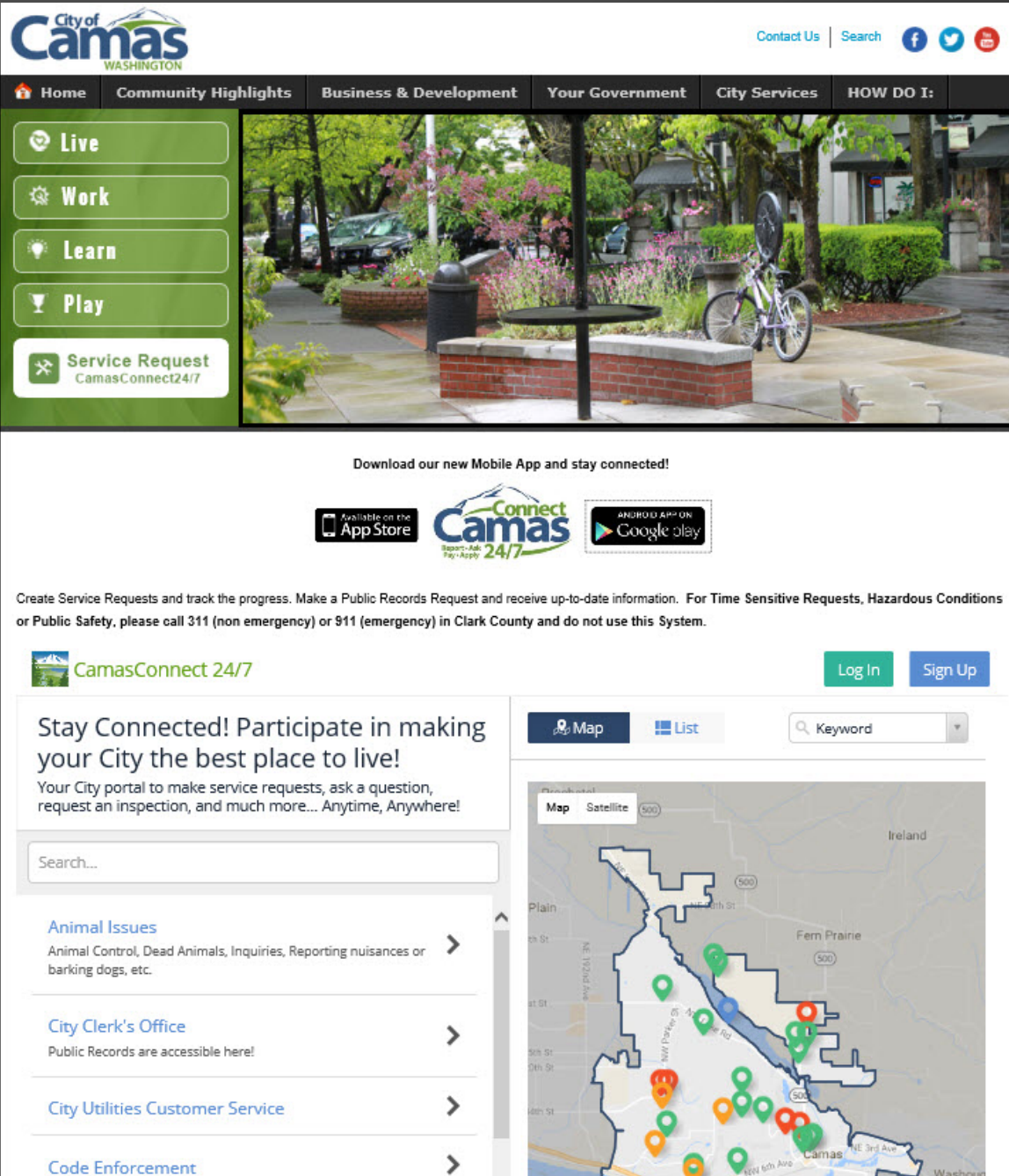
Service Requests Menu



MOBILE APP FEATURES:

- Service Requests
- News & Announcements
- Calendar of Events
- Pay Online
- Register Online
- Government Contacts
- Places In Camas (google)

... And much more!



Product Features

WEBSITE iFRAME

- Where residents can submit requests, receive updates and access city information
- Uses the same service request templates as the Mobile App
- All information is processed and routed in one system

- CITY CLERK'S OFFICE
- About The City Clerk's Office
- Frequently Asked Questions
- Interlocal Agreements

CITY CLERK'S OFFICE
 360.817.1591
 Camas Municipal Center
 618 NE 4th Avenue
 Camas, WA 98607

Bernie Bacon
 Administrative Assistant/
 Deputy City Clerk
 bacon@cityofcamas.us

Office Hours
 8am - 5pm M-F
 excluding holidays

Use the online
[Public Records Request](#)
 form for all requests
 (except Police records
 requests)

City Services > Administrative Services > City Clerk's Office

City Clerk's Office

Welcome to the City Clerk's Office
 Index

There are four ways to access public records

1) Browse This Index:

- [Ambulance Records](#)
- [Bids & Request for Proposals](#)
- [Boards, Committees & Commissions Information](#)
- [Budgets](#)
- [Building Permits & Inspections](#)
- [CAFR - Comprehensive Annual Financial Report](#)
- [City Code](#)
- [City Council Meetings](#)
- [Code Violations](#)
- [Community Development - Building & Planning](#)
- [Construction Projects](#)
- [Court Records](#)
- [Elected Officials & Administrative Officials](#)
- [Finance / Invoices](#)
- [Fire Records](#)
- [Human Resources](#)
- [Interlocal Agreements](#)
- [Land Use Cases Tracking Report](#)
- [Licensing & Permits](#)
- [Ordinances](#)

ONLINE RESOURCES
Common Requests
 What are you
 looking for?

CamasConnect 24/7

Public Records Request
 Tell us more about the issue:

Articles that may help answer your issue >

HELPFUL INFORMATION:
 Records requests are public records and subject to inspection or copying. USE THE DESCRIPTION BOX (below) to detail the record(s) you're requesting. Be specific; include dates, subjects, names of people, departments or documents. For COURT RECORDS contact the C-W Municipal Court - 360.397.2125. For POLICE RECORDS contact the Camas Police Department - 360.834.4151.

Immediate Access to Records
 You may already have immediate access to the records you're looking for. Copy and paste this link in your browser to find out:
<http://www.ci.camas.wa.us/index.php/cityservicesmenu/administrative-services/city-clerk-s-office>

Requestor's Contact Name (required)

 Enter the name of the person requesting the record(s)

Requestor's Contact Phone Number (required)

 Enter a phone number to reach you at (for internal use only)

Email Address (required)

 Enter your email address (internal use only)

Select how you would like to receive the records (required)

Response Details

If you wish to receive the records via email, fax, mail or phone for pick-up, provide that contact information here.

FEES
 Public Records Requests Fees: black & white copy - \$0.15 per 8.5x11 or 8.5x14; color copy - \$0.80 per 8.5x11 or 8.5x14; 11 x 17 color map copy - \$4.00; 24 x36 color map copy - \$7.50; CD - \$0.80; Mailing - actual cost of postage & shipping container


Read in full before submittal

Product Features

ONLINE FORMS

- All information is processed and routed within the CRM System
 - The same Form can be entered via:
 - The Mobile App
 - Service Request webpage iFrame
 - Or, embedded directly into a City web page
- ... and stored in ONE system*

Product Features

 [Log In](#) [Sign Up](#)

Pothole - Street Repair

Tell us more about the issue:

[Articles that may help answer your issue >](#)

Address (required)

Nearest Cross Street (Intersection) (required)

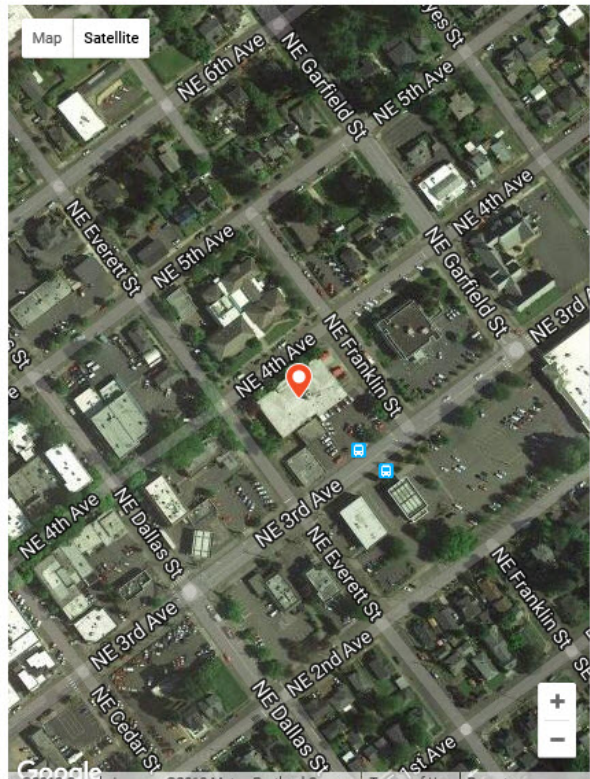
Please add the nearest cross street or intersection.

Description

Privacy
 Public

This issue will be publicly visible to other users.

[Cancel](#) [Submit](#)



- **GIS MAPPING IS USED TO DEFINE BOUNDARIES AND PIN THE EXACT LOCATION OF SERVICE REQUESTS**
 - Mapping feature allows citizens to pin point the exact location of the issue
 - Only requests inside the service boundary will process
- **IMAGES CAN ALSO BE ATTACHED**
 - Images can provide a visual for City staff to determine the urgency of the issue being reported

Product Features

ROBUST SEARCHABLE KNOWLEDGE BASE

- Residents' self-service wiki-based library of answers to most common questions - reduces staff inquiries and provides useful, timely information
- Can attach to CRM Service Requests
- Can filter down and embed categories or articles into web pages

The screenshot displays the City of Camas website's Knowledge Base. The header includes the City of Camas logo, navigation links (Home, Community Highlights, Business & Development, Your Government, City Services, HOW DO I:), and social media icons. A search bar is prominently featured with the placeholder text "What do you want to know?" and a blue "Search" button. Below the search bar, the page is divided into sections: "Newest Articles" with a list of links such as "General Engineering Applications and City of Camas Social Media Website C", "Applications/Information Planning Di", "Camas Municipal Code", "Building Division Permit Application Applications/Information Building Div", "City Maps", "Construction Projects Throughout the Plugged Catch Basins", and "Stormwater Reports and Forms"; "Browse Topics" with a "View All 93" button; and "Projects and Development" with a list of links including "Camas Municipal Code", "Applications/Information Planning Division", "Applications/Information Building Division", "City Maps", "Building Division Permit Application", "General Engineering Applications and Forms", "General Engineering Information", and "Construction Projects Throughout the City". A smaller version of the search bar is also visible in the top right corner of the page.

Product Features

UNIFIED AGENCY ADMINISTRATIVE PORTAL

- Browser-based Tool
- No Account # Limitations
- User-Defined Dashboard
- Graphics
- News & Announcements
(Also in the Mobile App)
- Any Report Can Display Open Service Requests specific to Department, Assigned User, Type...

The screenshot displays the CamasConnect administrative portal dashboard. At the top, there is a navigation bar with 'Dashboard', 'Reports', 'Content', and a '+ Request' button. A search bar labeled 'Search CamasConnect' is on the right. The main content area is divided into several sections:

- Last 30 Days:** A bar chart showing the number of requests in various stages: Completed (approx. 120), In progress (approx. 20), Submitted (approx. 15), Received (approx. 10), and Other (approx. 5).
- Announcements:** A list of recent announcements, including 'Municipal Court Goes Green', 'City of Vancouver - Private Development Project Underway', 'Crown Park Pool - Planning in Progress', and 'New Rule in Camas Parks'.
- IT - scoulter Open Support Cases:** A table listing open support cases. The table has columns for ID, Assigned To, Request Type, Description, Provide details of your Service Request, Select Facility/Department Location, Date Created, Completion Due Date, Priority, and Status.

ID	Assigned To	Request Type	Description	Provide details of your Service Request	Select Facility/Department Location	Date Created	Completion Due Date	Priority	Status
3624676	Sherry Coulter	Phone/Voicemail Support	Please cancel or delete the voice mail (and extension) for Rachel Jamison's old extension of 4267.		Public Works/OPS Center	January 8, 2018 11:17 am	January 23, 2018	Medium	In Progress

Product Features

SERVICE REQUESTS

Where all staff can:

- Enter a Service Request
- Track and resolve issues using workflows to get requests routed to the right department quickly
- Make comments to communicate progress or service delays
- Re-assign work to staff across departments

Dashboard Reports Content **+ Request** Search CamasConnect

Create a new request

Priority
Medium

Response Due Date
2 working days

Completion Due Date
10 working days

Private request?
 ON

Request Type *
Desktop support (hardware, software and peripherals)

Description *

Address of Request
Clear

Knowledge Base Suggestions
No Knowledge Base Suggestions.

Custom Fields
Desktop Support Includes: (Internal)
Computers, monitors, keyboards, mouse, office printers, laptops, iPads, Office Products, McAfee, and all software that is loaded on the device.

Select Facility/Department Location *

Computer Asset Tag ID Number *
Your computer asset Tag ID is required for desktop support.

Priority *

Identify the Priority level of this Service Request

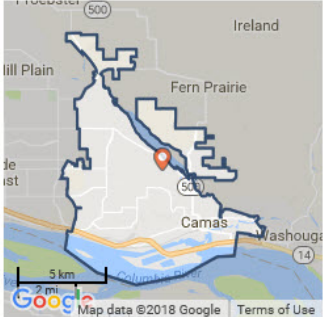
Service Request Contact
Add

Workflow
Create a Technology Work Order
Desktop Support

Department	Staff
Technology	Melinda Pruett Assign to me

[Edit Step](#) [Add Step](#)

Attach file



Product Features

ROBUST REPORTS MENU

IT - Open Support Cases

Jan 1, 2000 - Jan 16, 2018 | Department | Technology | Keyword | All | Request Type | All | Status | Open

Trend Report | Performance Report

Show 500 entries

ID	Assigned To	Request Type	Description	Provide details of your Service Request	Select Facility/Department Location	Date Created	Completion Due Date	Priority	Status
3658630	Melinda Pruett	Desktop support (hardware, software and peripherals)	Install Chinese Font Pack for Adobe Reader DC on Wendy Easter's pc.		City Hall/Finance	January 16, 2018 2:10 pm	January 26, 2018	Medium	Submitted
3656602	Melinda Pruett	Desktop support (hardware, software and peripherals)	Danielle Reynolds still has a few outstanding "new manager" items that need to be resolved. 1. She would like a second monitor installed at her workstation. 2. She would like to have		Library	January 16, 2018	January 26, 2018	Medium	Submitted

Create and Save Reports, Share with Others... Endless Filters

Dashboard Reports Content **+ Request** Search CamasConnect

Request Details #3642496 Private

0 FOLLOWERS 0 FLAGGERS

Request Info Comments (0) Map Changelog

Request Type * Desktop support (hardware, software and peripherals) Attachments (0) Attach file

Description
The PD needs to have software installed for viewing the interview room cameras. I've asked Brie for a list of users.

Address of Request Clear

[View other records at this address](#)

Custom Fields

Desktop Support Includes: (Internal)
Computers, monitors, keyboards, mouse, office printers, laptops, iPads, Office Products, McAfee, and all software that is loaded on the device.

Select Facility/Department Location * Police Facility

Computer Asset Tag ID Number * na
Your computer asset Tag ID is required for desktop support.

Priority * Low Priority Support - Non-critical support request

Identify the Priority level of this Service Request

Service Request Contact

Status In Progress **Priority** Medium

Date Submitted January 11, 2018, 3:36 PM

Response Due Date 01/13/2018 Clear **Date Responded** January 11, 2018, 3:37 PM

Completion Due Date 01/21/2018 Clear **Date Completed**

Submitter Staff Melinda Pruett **Device** gov.publicstuff.com

Workflow

Create a Technology Work Order Complete

Desktop Support

Department Technology **Staff** Melinda Pruett
[Assign to me](#)

How Used

ALL STAFF CAN USE THE ADMINISTRATIVE PORTAL:

- To Manage, Monitor, Track & Complete Service Requests:
 - Status
 - Priority
 - Due Date
 - Workflow & Re-Assignments
 - Comments
 - Submitter and Contact Info

How Used

Workflow

Name
IT - Computer/Desktop Sup... Manage

Create a Technology Work Order

Desktop Support

Department Technology **Staff** Melinda Pruett

Notification list

Request Submission Notification

Users listed below will receive a notification email when a new request is submitted

Departments **Users** ✕ Joe Vrtiska ✕ Melinda Pruett ✕ Tony Collver

Follower Notification

When requests of this type are submitted, the departments and users selected below will become followers, and receive status update and new comment notifications.

Departments **Users**

Reminder Notification

For requests of this type, notify the departments and users selected the request's due date

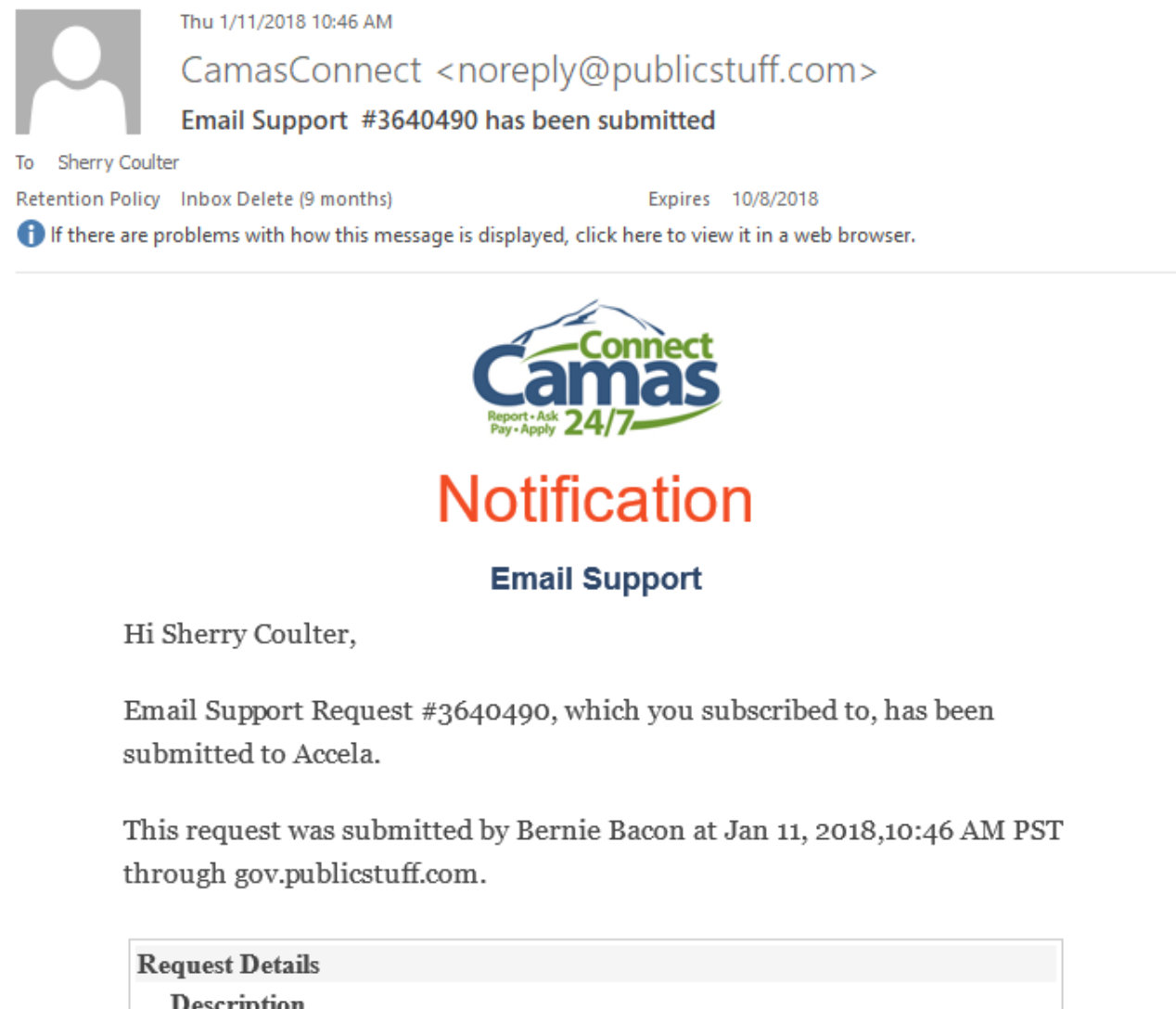
day(s) **after**

- **TEMPLATES ALSO HAVE PRE-DEFINED WORKFLOW AND NOTIFICATIONS**
- Used in Mobile App, throughout the website and internal to staff via the Administrative Portal
- Department-defined CRM Service Request templates were created to collect custom information and efficiently route the work to the appropriate department

How Used

- **E-MAIL NOTIFICATIONS**

- Staff can be notified of the new CRM via email and can receive comments
- Supervisors and managers can be followers and receive progress comments, completion notifications or a report when CRMs are overdue
- Citizens can be notified with the same comments or when work is completed.
- E-mail links back to and opens into the Service Request



The screenshot shows an email notification from CamasConnect. At the top left is a placeholder profile icon. The sender is identified as 'CamasConnect <noreply@publicstuff.com>' with the subject 'Email Support #3640490 has been submitted'. The recipient is 'Sherry Coulter'. Metadata includes 'Thu 1/11/2018 10:46 AM', 'Retention Policy', 'Inbox Delete (9 months)', and 'Expires 10/8/2018'. A link is provided for viewing the message in a web browser. The main content features the 'Connect Camas' logo with the tagline 'Report • Ask Pay • Apply 24/7'. Below the logo, the word 'Notification' is written in large orange text, followed by 'Email Support' in bold blue text. The body of the email reads: 'Hi Sherry Coulter, Email Support Request #3640490, which you subscribed to, has been submitted to Accela. This request was submitted by Bernie Bacon at Jan 11, 2018, 10:46 AM PST through gov.publicstuff.com.' At the bottom, a table titled 'Request Details' is partially visible, with a 'Description' header.


Thu 1/11/2018 10:46 AM

CamasConnect <noreply@publicstuff.com>
Email Support #3640490 has been submitted

To Sherry Coulter

Retention Policy Inbox Delete (9 months) Expires 10/8/2018

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.


Report • Ask Pay • Apply 24/7

Notification

Email Support

Hi Sherry Coulter,

Email Support Request #3640490, which you subscribed to, has been submitted to Accela.

This request was submitted by Bernie Bacon at Jan 11, 2018, 10:46 AM PST through gov.publicstuff.com.

Request Details
Description

How Used

- **COMMENTS AND ACTION**

- The creator of the CRM receives comments
- Department staff can easily communicate to citizens who submit their CRMs through their created account
- Comments can be internal or external and can be made public or private

Mon 1/8/2018 4:19 PM

 CamasConnect <noreply@publicstuff.com>
Someone has commented on Network, Internet, wireless, mobile #3625181

To Sherry Coulter

Retention Policy Inbox Delete (9 months) Expires 10/5/2018





NEW COMMENT

Hi Sherry Coulter,
Tony Collver [Verified Official] has posted a comment on Network, Internet, wireless, mobile #3625181, a request you followed.

COMMENT

Tony Collver
Have emailed and called Comprise today. Will follow up again in the morning tomorrow.

In Summary



The CRM System is a
Citizen
Staff &
Management
Citizen Engagement,
Service Request, Reporting
& Management Unified
System

QUESTIONS?

2018 Planning Conference
January 26, 2018

Recordkeeping Refresher



Topics covered

- ▣ What is a Public Record?
- ▣ Open Public Meetings
- ▣ Text Messaging
- ▣ Social Media Dos & Don'ts
- ▣ Q&A



Everything in this presentation applies to all government agency boards, commissions, and committees

A public record is . . .

▣ Paper

- Handouts, packets, logs

▣ Electronic

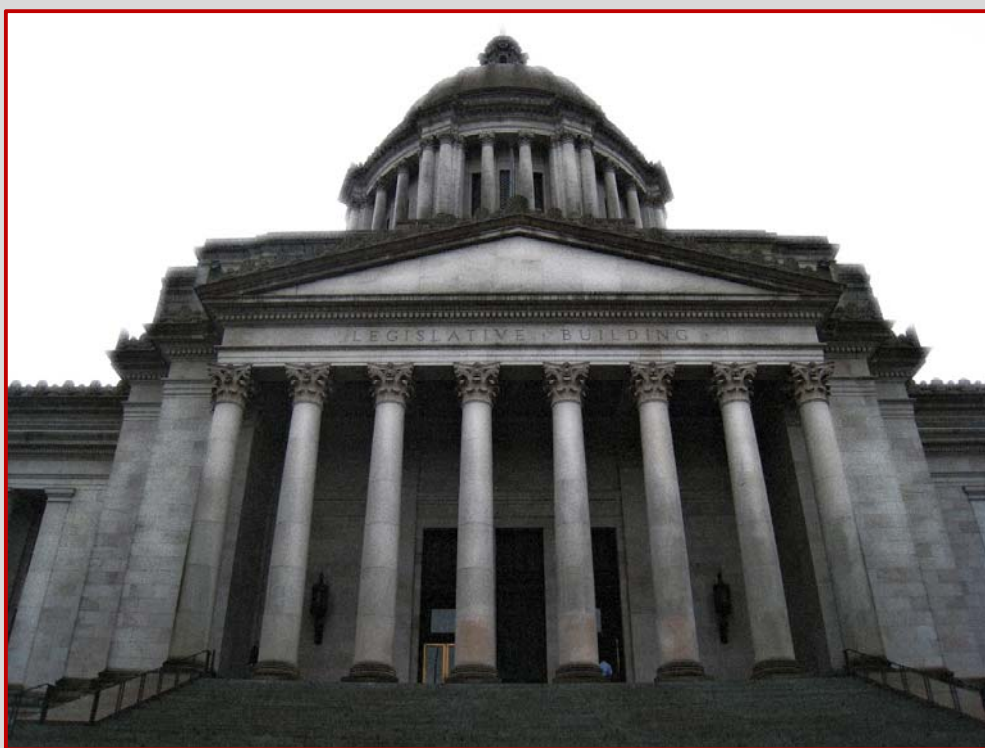
- Emails, texts, pics, iLegislate, social media



Resources

- PRA Administrative Rules – categories, forms of requests, search affidavit
- The Public Records Act (PRA) – Revised Code of Washington Chapter 42.56
- Clerk's web page – On home-page, go to city services/administrative services/city clerk's office

Ever-changing public records world



▣ RCW changes

- Charges for Electronic Records
- PRR Logs Required

▣ City changes

- Recommended Fee Ordinance
 - Waived Fees
- Laserfiche Roll-Out
 - Enterprise Content Management system under state Master Contract
 - Automates processes for efficiency



Open Public Meetings

- Every 4 years training required
- Regular, special, executive/closed (notetaking & confidentiality)
- Electronic email meetings
- Texting DURING meetings

For more info, search "MRSC Open Public Meetings Act"

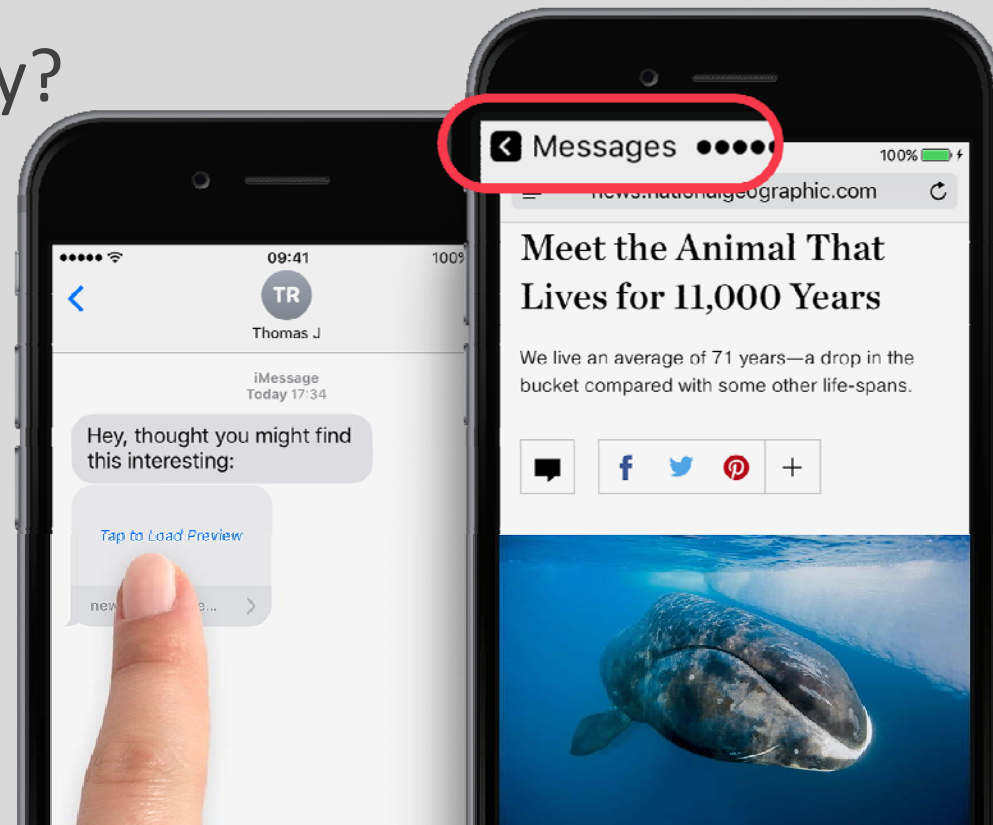
Text messages

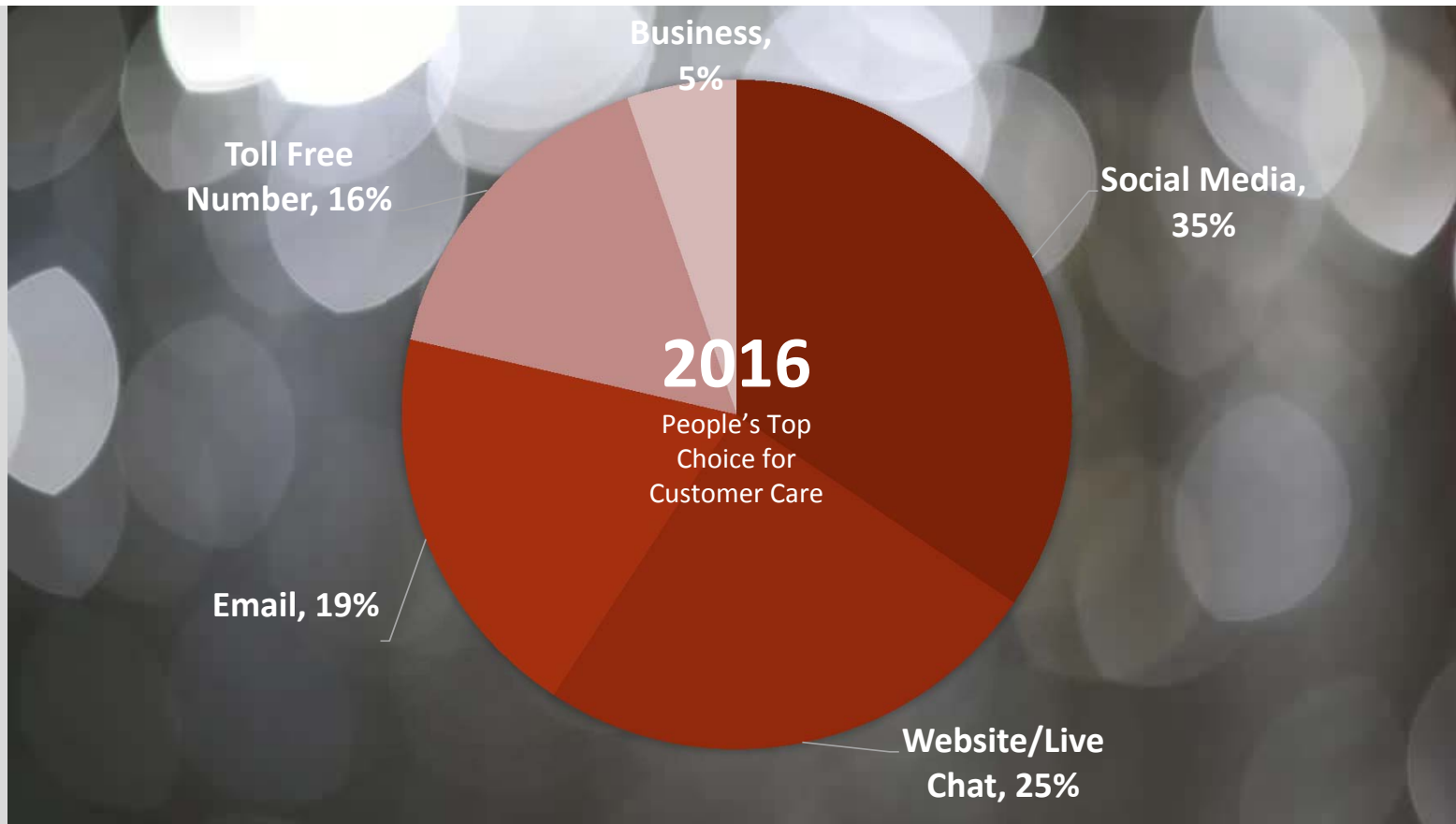
- ▣ May be public records & become archived
- ▣ For city business or transitory?
- ▣ As part of records request
 - “Personal Device Declaration”

During public meetings?



Those records may be asked for as a part of a public records request. The meaning of “public meeting” is that all agency business is conducted openly to the public. Messaging during meetings should never be about agenda items or Council business.





Social Media
& Government

Proven effective tool for cutting “red tape”
for increased citizen engagement.



Do "Opinions expressed are not those as a city council member"

Don't Use your personal page for Council business

Do Refer citizens to the city's Council Member web page

Don't Respond to any city business on your personal page

Do Have a separate, dedicated campaign page

Be engaging & stay compliant. And, remember . . .

Web 2.0: Staying Out of the Headlines

Posted on July 28, 2009

POSTED IN [IN THE NEWS](#), [MEDIA](#), [PUBLIC RECORDS](#), [WEB 2.0](#)

As illustrated in this [Everett Herald story](#), a Mukilteo councilmember's micro-blog serves to remind us about a lesson public officers and employees have been told for decades.

Common Sense Advice Over the Decades

1969: Don't write anything down that you don't want to see on the front page of the paper.

1979: Don't record anything you don't want to see on the front page of the paper.

1989: Don't put anything in an email you don't want to see on the front page of the paper.

1999: Don't take pictures of anything you don't want to see on the front page of the paper.

2009: Don't tweet or post anything you don't want to see on the front page.



Council Meeting & Records Procedures

- General rules
- Types of meetings
- Order of business, consensus & motions
- Campaigning & public comments
- Boards/Committees/Commissions
- OPMA & PRA overview

Laserfiche Roll-Out

- Electronic, paperless processes
- Online forms instead of paper ones
- Compliant with all statutes



Camas-Washougal Fire Department & East County Fire & Rescue

Functional Consolidation Financial Review

Camas City Council Briefing

December 4, 2017



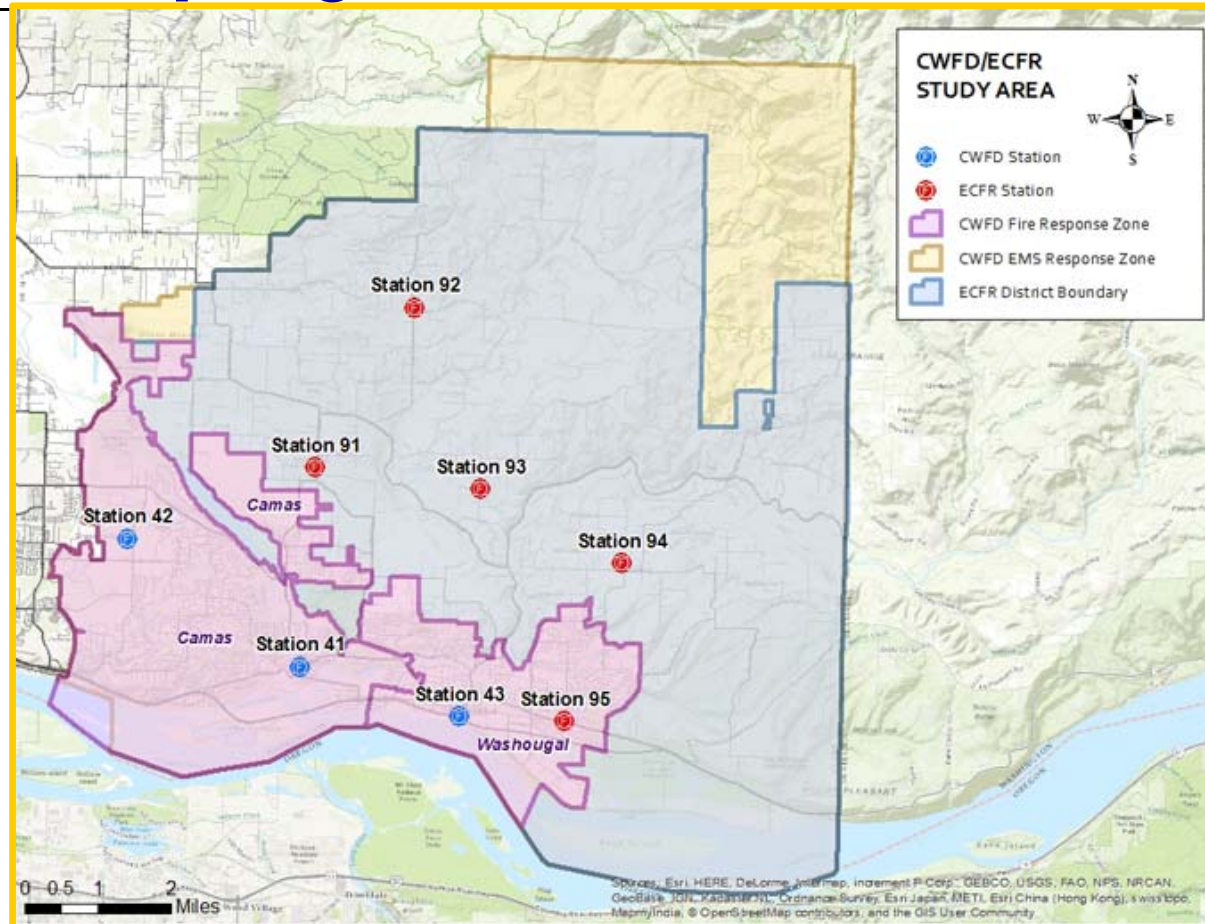


Agenda

- Staffing and Deployment Scenarios
- Deployment Scenario Cost Estimates
- Potential Funding Sources
- Summary Observations

Staffing and Deployment Scenarios

- Service area map and station locations



December 4, 2017



Staffing and Deployment Scenarios

Scenario 1: Engine 91 w/ALS Response Capability

- Station 91 minimum staffing to include one Firefighter/ Paramedic and one full-time Firefighter (two staff total)
 - One Captain to be part of minimum staffing at Station 91
- Engine 91 to include ALS response equipment and supplies
- Station 94 to be staffed with part-time firefighters as current staffing allows plus volunteers



Staffing and Deployment Scenarios

Scenario 2: Medic Unit & Engine at Station 91

- Station 91 minimum staffing to include one Firefighter/ Paramedic and one full-time Firefighter (two staff total)
 - One Captain to be part of minimum staffing at Station 91
- Engine 91 to include ALS response equipment and supplies
- Medic Unit & Engine cross-staffed depending on call type
- The reserve medic unit currently housed at Station 43 to be moved to Station 91
- Station 94 to be staffed with part-time firefighters as current staffing allows plus volunteers

Staffing and Deployment Scenarios

Scenario 3: Medic Unit & Engine at Station 91

- Station 91 minimum staffing to include two full-time firefighters for Engine 91 and one Firefighter/Paramedic and one full-time Firefighter for a new medic unit (four staff total)
 - One Captain to be part of minimum staffing at Station 91
- The reserve medic unit currently housed at Station 43 to be moved to Station 91
- Station 94 to be staffed with part-time firefighters as current staffing allows plus volunteers



Staffing and Deployment Scenarios

Interim and Permanent Options Analyzed

- Interim period of 6-12 months proposed
- Assess how the consolidated management and deployment would work in practice
- Assess the impact of the deployment plan on responses from each of the CWFD and ECFR stations
- Explore/implement options for permanent funding and address impact on CWFD and Camas/ECFR EMS system funding
- Begin 1Q 2018

Deployment Scenario Cost Estimates

Current Staffing and Deployment

- Blended ratio of FTE to minimum staffing = 4.19
- CWFD ratio higher than ECFR due to lower hours worked per week & year

December 4, 2017

Current Staffing by Agency	Full Time Firefighter	Part Time Firefighter	Firefighter/ Paramedic	Captain	Total
<u>Full Time Equivalent Employees (FTE)</u>					
CWFD	14.00		21.00	9.00	44.00
ECFR	6.00	4.00	0.00	3.00	13.00
Total FTE	20.00	4.00	21.00	12.00	57.00
<u>Minimum Staffing</u>					
Station 41	2.00		1.00	1.00	4.00
Station 42			1.00	1.00	2.00
Station 43	2.00		1.00	1.00	4.00
Station 91	0.90	0.42		0.63	1.95
Station 94	0.78	0.65		0.21	1.64
Total Minimum Staffing	5.68	1.07	3.00	3.84	13.59
<u>FTE/Minimum Staffing Ratio</u>					
CWFD Staffing Ratio	3.50	NA	7.00	3.00	4.40
ECFR Staffing Ratio	3.57	3.74	NA	3.57	3.62
Total Staffing Ratio	3.52	3.74	7.00	3.13	4.19





Deployment Scenario Cost Estimates

Scenario Staffing Requirements

- Scenario 1&2
 - No new staffing required for either interim or permanent consolidation
 - Potential for ~0.60 additional minimum staffing under interim consolidation
 - Additional 0.20 FTE required for permanent consolidation
- Scenario 3
 - Six new full time staff required for interim consolidation
 - Nine new full time staff required for permanent consolidation

Deployment Scenario Cost Estimates

Permanent Consolidation Wage Adjustments

- Nine ECFR uniformed staff at CWFD pay scale will cost ~\$147,000 more per year

2018 Salaries and Benefits Costs by Position (1)				ECFR FTE	Additional Cost
	ECFR	CWFD	Difference		
<u>Firefighter</u>					
Firefighter Top Step Wage	\$ 72,008	\$ 84,639	\$ 12,632		
Wage Related Benefits at 13.08%	\$ 9,419	\$ 10,858	\$ 1,439		
Medical Insurance Benefits	\$ 15,600	\$ 16,800	\$ 1,200		
Total Firefighter Wage & Benefits	\$ 97,026	\$ 112,297	\$ 15,271	6.0	\$ 91,625
<u>Captain (Non-Paramedic)</u>					
Captain Top Step Wage	\$ 86,420	\$ 101,569	\$ 15,150		
Wage Related Benefits at 13.08%	\$ 11,304	\$ 13,285	\$ 1,982		
Medical Insurance Benefits	\$ 15,600	\$ 16,800	\$ 1,200		
Total Captain Wage & Benefits	\$ 113,324	\$ 131,655	\$ 18,331	3.0	\$ 54,994
Total Additional Personnel Cost:					\$ 146,619
<i>Note 1) CWFD 2018 salaries are not available and are estimates; Medical insurance cost is approximate</i>					

Deployment Scenario Cost Estimates

Annual Operating and First Year Cost Estimate

Cost Category	Interim Consolidation			Permanent Consolidation		
	Scenario 1	Scenario 2	Scenario 3	Scenario 1	Scenario 2	Scenario 3
Full Time Personnel	\$ -	\$ -	\$ 655,000	\$ 147,000	\$ 147,000	\$ 1,137,000
Overtime	\$ -	\$ -	\$ -	\$ 31,600	\$ 31,600	\$ -
ALS Equipment & Supplies	\$ 6,000	\$ 6,000		\$ 6,000	\$ 6,000	\$ -
Total Annual Operating	\$ 6,000	\$ 6,000	\$ 655,000	\$ 184,600	\$ 184,600	\$ 1,137,000
One Time Personnel Costs	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 112,500
One Time ALS Equipment	\$ 37,350	\$ 37,350		\$ 37,350	\$ 37,350	\$ -
Total 1st Year Costs	\$ 43,350	\$ 43,350	\$ 730,000	\$ 221,950	\$ 221,950	\$ 1,249,500
New FTEs	0.0	0.0	6.0	0.0	0.0	9.0

- Direct costs only; does not include support services/overhead
- Does not include Medic Unit replacement costs

Potential Funding Sources

- ECFR New Revenue Options
 - Voter approved regular levy lid lift (50% approval)
 - Windfall revenue with EMS renewal at \$0.35 (50% approval)
 - Voter approved EMS levy increase to \$0.46 (60% approval)
 - Voter approved EMS levy increase to \$0.50 (60% approval)
- Camas New Revenue Options
 - Windfall revenue with EMS renewal at \$0.46 (50% approval)
 - Voter approved EMS levy increase to \$0.50 (60% approval)
- Staffing/Support Services Expense Reductions
 - Administrative support/Management staff
 - ECFR part-time firefighters (eliminate Station 94 paid staff)

Potential Funding Sources

Dedicated Property Taxes Available

- ECFR regular levy lid lift to \$1.50/\$1,000 AV and/or EMS levy to \$0.50/\$1,000 AV maximum
- Camas EMS levy renewal and/or increase to \$0.50/\$1,000 AV maximum

	Forecast			
	2018	2019	2020	2021
ECFR				EMS Renewal
Regular Levy Lid Lift to \$1.50	\$ 338,000	\$ 416,000	\$ 449,000	\$ 482,000
EMS Levy Renewal at \$0.35	\$ 108,000	\$ 126,000	\$ 135,000	\$ 143,000
EMS Levy Increase to \$0.46	\$ 283,000	\$ 310,000	\$ 323,000	\$ 338,000
EMS Levy Increase to \$0.50	\$ 346,000	\$ 377,000	\$ 392,000	\$ 408,000
Maximum Available	\$ 684,000	\$ 793,000	\$ 841,000	\$ 890,000
Camas				EMS Renewal
EMS Levy Renewal at \$0.46	\$ 478,000	\$ 566,000	\$ 612,000	\$ 659,000
EMS Levy Increase to \$0.50	\$ 645,000	\$ 744,000	\$ 796,000	\$ 851,000

Summary Observations

Estimated Expenses and Potential Revenue

- ECFR EMS levy has capacity for Scenarios 1 & 2
- ECFR lid lift & EMS levy fall short of Scenario 3 costs
- ECFR and Camas funding is sufficient to fund Scenario 3

Estimated Annual Expenses	
Scenario 1: Add ALS Capability to Engine 91	\$ 184,600
Scenario 2: Cross-Staff Medic Unit/Engine at Station 91	\$ 184,600
Scenario 3: Staff Medic Unit & Engine at Station 91	\$ 1,137,000
Estimated Annual Revenue	
ECFR Regular Levy Lid Lift (2019 - 50% approval)	\$ 416,000
ECFR EMS Levy at \$0.35 (2021 - 50% approval)	\$ 143,000
ECFR EMS Levy to \$0.46 (2019 - 60% approval)	\$ 338,000
ECFR EMS Levy to \$0.50 (2021 - 60% approval)	\$ 408,000
Camas EMS Levy at \$0.46 (2019 - 50% approval)	\$ 566,000
Camas EMS Levy to \$0.50 (2019 - 60% approval)	\$ 744,000
Administrative/Management Staffing	~\$100,000 ea.
Part Time Firefighters	\$ 160,000



Summary Observations

Other Considerations

- ECFR EMS levy increase needed to pay fair share of existing ALS/ambulance service – per ESCI EMS system assessment
- Impact of consolidation expenses and revenues on Camas-Washougal agreement
- Impact of alternative deployment at ECFR Station 94 on current ECFR and CFWD services and ECFR voter support
 - Use metrics to track changes in services/response



Discussion & Next Steps

■ Discussion/Questions

- Deployment options
- Expense estimates
- Revenue options

■ Next Steps

- Additional analysis if needed
- Briefings with ECFR Commissioners
- Initiate discussions regarding labor agreements and inter-local agreement
- Check back in early 2018 and update with CWFD JPAC