



Annual Planning Conference Agenda
Friday, April 24, 2026, 8:00 AM
Lacamas Lake Lodge, 227 NW Lake RD

TO OBSERVE MEETING (no public comment ability): The public is invited to observe in person at Lacamas Lake Lodge, 227 NW Lake Road

WORKSHOP TOPICS

1. [Mayor's Welcome – Overview of the Day](#)
[Presenter: Steve Hogan, Mayor](#)
2. [Strategic Plan Overview](#)
[Presenter: Doug Quinn, City Administrator](#)
3. [Capital Projects, Contracts, and Consultants](#)
[Presenter: Scott Collins, Director of Public Works](#)
4. [Fire Department Departure Update](#)
[Presenter: Cliff Free, Fire Chief](#)
5. [City Hall Update](#)
[Presenter: Doug Quinn, City Administrator](#)
6. [Community Development Strategic Plan Priority Highlights](#)
[Presenter: Alan Peters, Director of Community Development](#)
7. [Police Department Strategic Plan Highlights](#)
[Presenter: Tina Jones, Police Chief](#)
8. [Information Technology Strategic Plan Priority Highlights](#)
[Presenter: Michelle Jackson, Director of Information Technology](#)
9. [Library Strategic Plan Priority Highlights](#)
[Presenter: Connie Urquhart, Library Director](#)
10. [Parks and Recreation Strategic Plan Priority Highlights](#)
[Presenter: Chris Witkowski, Director of Parks and Recreation](#)
11. [Communications and Public Affairs Strategic Plan Priority Highlights](#)
[Presenter: Bryan Rachal, Director of Communications and Public Affairs](#)
12. [Admin Services Strategic Plan Priority Highlights](#)
[Presenter: Doug Quinn, City Administrator, on behalf of Jennifer Gorsuch, Director of Administrative Services](#)
13. [Finance Strategic Plan Priority Highlights](#)
[Presenter: Cathy Huber Nickerson, Director of Finance](#)

14. [Priority-Based Budgeting with Tyler AI](#)
[Presenter: Steve Hogan, Mayor](#)
15. [DCA and Camas Days Funding](#)
[Presenter: Steve Hogan, Mayor](#)
16. [Future Focus: Council-Led Discussion](#)
[Presenters: Steve Hogan, Mayor, Doug Quinn, City Administrator, and Camas City Council Members: Marilyn Boerke, Mahsa Eshghi, Tim Hein, John Nohr, Jennifer Senescu, and John Svilarich](#)
17. [Recap of the Day](#)
[Presenters: Steve Hogan, Mayor and Doug Quinn, City Administrator](#)

CLOSE OF MEETING

2026 ANNUAL PLANNING CONFERENCE

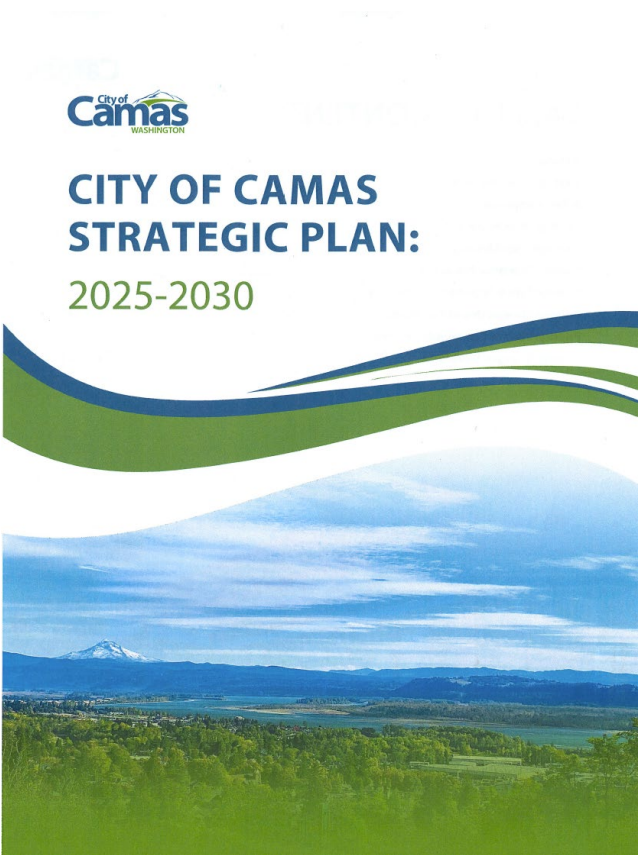
FRIDAY, APRIL 24, 2026

MAYOR'S WELCOME

Strategic Plan Overview

DOUG QUINN, CITY ADMINISTRATOR

2025 – 2030 Strategic Plan



PRIORITIES

- ECONOMIC PROSPERITY
- SAFE & ACCESSIBLE COMMUNITY
- STEWARDSHIP OF CITY ASSETS
- VIBRANT COMMUNITY AMENITIES
- ENGAGED WORKFORCE

Public Works Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

SCOTT COLLINS, PUBLIC WORKS DIRECTOR

Public Works

Safe & Accessible Community

- Citywide PCI update to prioritize roadway investments
- ADA Transition Plan & Sidewalk Inventory advancing accessibility and data-driven planning

Stewardship of City Assets

- Water Master Plan identifying long-term needs (water capacity issue ~2034) & PFAS Long Term Mitigation Plan
- Private Stormwater Facility Assessment evaluating long-term maintenance strategy



Major Capital Project (Multi-Strategic Priority) SR-500/Everett Corridor – Phase 1 (35th to 43rd)

- Roundabouts + shared-use path
- Improves safety, multimodal access, and freight mobility
- Enhances regional park connectivity
- Future Phases (2–4): unfunded / not initiated

Capital Project Development & Framework

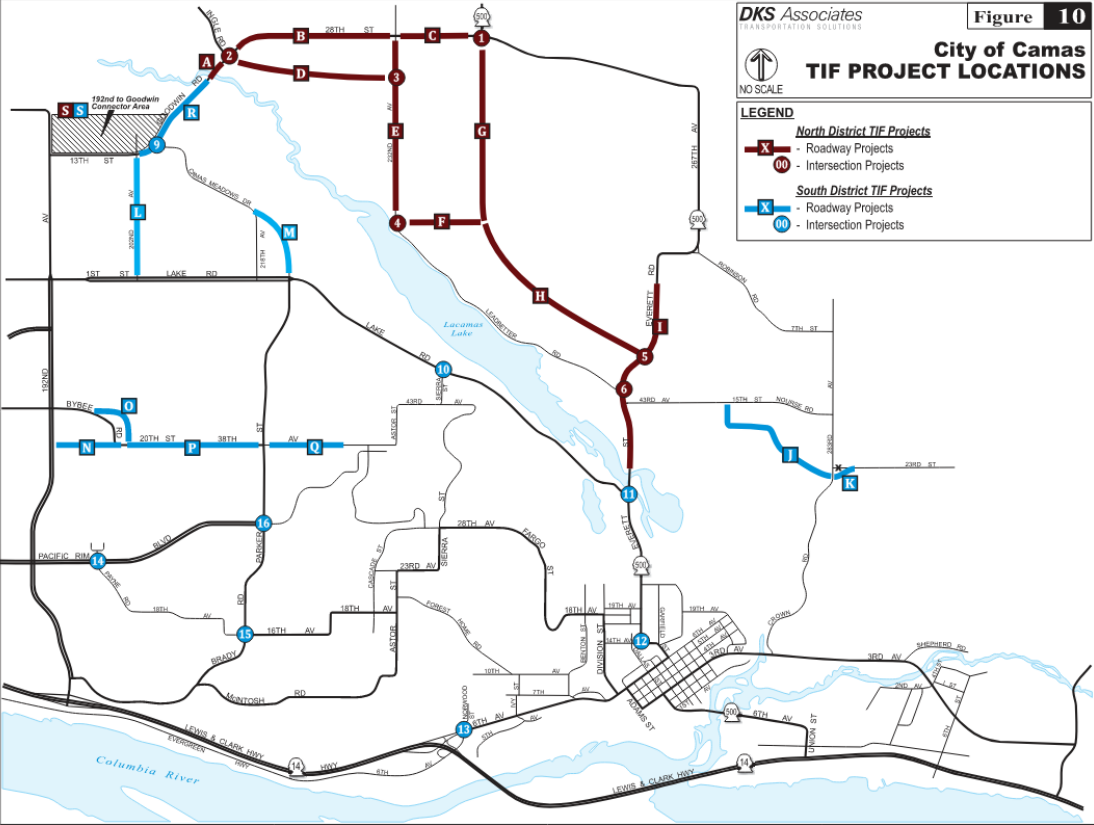
SCOTT COLLINS, PUBLIC WORKS DIRECTOR

Agenda

- Project Creation
- Cost Estimates – Planning Level
- Project Funding
- Project Prioritization
- Cost Estimates – Grant Level
- Active Project List/workload
- Project Management Capacity
- Design – Why Consultants
- Design – Staff vs Consultants
- A&E Consultant selection (Laws/RFQ/Eval/Fees)
- A&E Procurement Methods
- A&E Contract Types
- Amendments
- Personal Service
- Construction Contracts
- Staff Training & Oversight
- Items to Consider
- Discussion

Project Creation - Planning

- Comprehensive Plan
- Capital Facilities Plans
 - Transportation
 - Sewer
 - Water
 - *Storm
- Facility Studies
- Safety Plan
- 6 Year TIP
- RTC Regional TIP



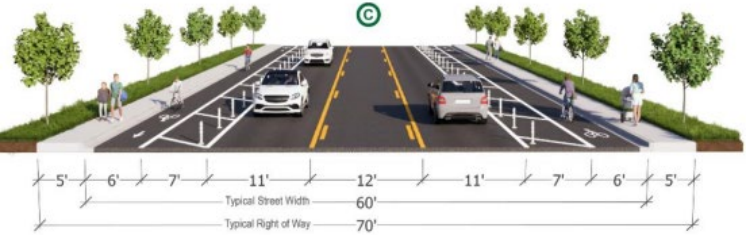
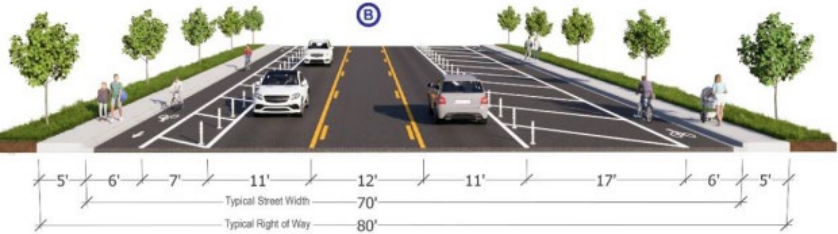
Project Creation – Additional Drivers

- Asset condition & lifecycle needs
- Regulatory requirements (water, sewer, stormwater)
- New development pressure
- Council direction & community input
- Safety Needs
- Capacity Constraints
- Grant opportunities

Many factors directly influence how projects are prioritized and scheduled



Cost Estimates – Planning Level



- Conceptual project scope / high Level
- Cost basis
 - Comparable projects that are similar
 - Costs per mile
 - High level unit costs / assumptions on quantities
- Allowances for major components
 - Design
 - Construction
 - Construction Management
- Contingency

Planning Estimate vs Final Cost

**City of Camas TIF
Rough Cost Estimate Summary**

PROJECT ELEMENT: 38th Avenue Improvement (between Parker and 800 feet west of Dahlia) 2,400

Project Description:

Widen 38th Avenue from 2 to 3 lanes (50 feet) where needed from Parker Street to 800 ft west of Dahlia . The project includes sidewalks and bikelanes on both sides of the road.

Linear Foot Cost Template	UNITS	UNIT COSTS	ESTIMATED COST	C-to-C+Storm Cost
Remove Pavement	96,000 SF	\$ 0.33	\$ 31,680	\$ 31,680
Clear & Grub	76,800 SF	\$ 0.25	\$ 19,200	\$ 19,200
Remove Curb	0 LF	\$ 10.00	\$ -	\$ -
Remove Sidewalk	0 SF	\$ 1.50	\$ -	\$ -
Grading	76,800 SF	\$ 1.25	\$ 96,000	\$ 96,000
Pavement	120,000 SF	\$ 8.00	\$ 960,000	\$ 960,000
Sidewalk	28,800 SF	\$ 4.00	\$ 115,200	\$ -
Curb & Gutter	4,800 LF	\$ 14.00	\$ 67,200	\$ 67,200
Landscaping	4,800 LF	\$ 12.00	\$ 57,600	\$ -
Wall	- LF	\$ 120.00	\$ -	\$ -
Lighting	2,400 LF	\$ 105.00	\$ 252,000	\$ -
Full Drainage	2,400 LF	\$ 100.00	\$ 240,000	\$ 240,000
Drainage Modifications	- LF	\$ 25.00	\$ -	\$ -
Driveway Adjustments	- Driveways	\$ 2,000.00	\$ -	\$ -
Traffic Signal	- Unit	\$ 150,000.00	\$ -	\$ -
Signing and Striping	9,600 LF	\$ 1.50	\$ 14,400	\$ 14,400
SUBTOTAL			\$ 1,853,280	\$ 1,428,480
Traffic Control		5% \$	\$ 92,664	\$ 71,424
Mobilization		10% \$	\$ 185,328	\$ 142,848
Design/Administration/Management		15% \$	\$ 277,992	\$ 214,272
Contingency		20% \$	\$ 370,656	\$ 285,696
Project Development		5% \$	\$ 92,664	\$ 71,424
Sales Tax		0.0% \$	\$ -	\$ -
PROJECT COST:			\$ 2,872,584	\$ 2,214,144

- 38th Ave (Parker to Dahlia)
- Cost estimate completed in 2012
 - \$2.2M-\$2.8M
 - Annual adjustment factor 1.039
 - Costs in 2024 \$3.5M-\$4.4M
- Finalized Construction in 2026
 - Design : \$466,000
 - ROW : 167,235
 - Construction : \$6,710,604

Cost Estimates – Planning Level Evolution

- Estimates based on early planning level assumptions
 - Example: TSP last updated 2012
 - Project estimates and TIF amounts may be several years old
- Regulatory and permitting requirements change
- Design standards and requirements evolve
- Market conditions and construction cost variations
- Project scope refined as design progresses
- Unknown site conditions (utilities, geotechnical, stormwater, etc.)

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	ENGRG TOTAL
1	Mobilization	1	LS	\$ 420,000.00	\$420,000.00
2	ADA Features Surveying	1	LS	\$ 3,000.00	\$3,000.00
3	Record Drawings (Minimum Bid \$5,000)	1	LS	\$ 5,000.00	\$5,000.00
4	Training	400	HR	\$ 10.00	\$4,000.00
5	SPCC Plan	1	LS	\$ 5,000.00	\$5,000.00
6	Project Temporary Traffic Control	1	LS	\$ 80,000.00	\$80,000.00
7	Traffic Control Supervisor	1	LS	\$ 20,000.00	\$20,000.00
8	Portable Changeable Message Sign	1	LS	\$ 20,000.00	\$20,000.00
9	Flaggers	3000	HR	\$ 75.00	\$225,000.00
10	Work Zone Safety Contingency	1	EST	\$ 25,000.00	\$25,000.00
11	Construction Staging and Access Plan	1	LS	\$ 20,000.00	\$20,000.00
12	Temporary Pedestrian Access Plan and Implementations (Minimum Bid \$10,000)	1	LS	\$ 10,000.00	\$10,000.00
13	Clearing and Grubbing	2.1	AC	\$ 5,000.00	\$10,500.00
14	Removal of Structures and Obstructions	1	LS	\$ 20,000.00	\$20,000.00
15	Roadway Excavation Incl. Haul	2600	CY	\$ 30.00	\$78,000.00
16	Select Borrow Incl. Haul	6466	CY	\$ 40.00	\$258,640.00
17	Unstable Foundation Excavation Incl. Haul	3200	CY	\$ 43.00	\$137,600.00
18	Controlled Density Fill	50	CY	\$ 80.00	\$4,000.00
19	Construction Geotextile for Separation	180	SY	\$ 2.00	\$360.00
20	Crushed Surfacing Base Course	8700	TON	\$ 59.00	\$513,300.00
21	Cement Amended Subgrade	7300	SY	\$ 4.00	\$29,200.00
22	Cement for CAS	160	TON	\$ 150.00	\$24,000.00
23	HMA CL, 1/8 In. PG 58H-22	2340	TON	\$ 130.00	\$304,200.00
24	Commercial HMA	1260	TON	\$ 110.00	\$138,600.00
25	Planting Bituminous Pavement	1350	SY	\$ 4.00	\$5,400.00
26	Pedestrian Rating	345	LF	\$ 100.00	\$34,500.00
27	Structural Earth Wall - Concrete Block Faced	5145	SF	\$ 49.00	\$252,105.00
28	Gravel Borrow for Structural Earth Wall incl. Haul	1240	CY	\$ 40.00	\$49,600.00
29	Furnish Steel Piling	11000	SF	\$ 12.00	\$132,000.00
30	Install Sheet Pile Wall	11000	SF	\$ 13.00	\$143,000.00
31	Gravel Backfill for Wall	300	CY	\$ 40.00	\$12,000.00
32	Schedule A Storm Sewer Pipe 10 In. Diam.	20	LF	\$ 75.00	\$1,500.00
33	Schedule A Storm Sewer Pipe 12 In. Diam.	760	LF	\$ 80.00	\$60,800.00
34	Ductile Iron Storm Sewer Pipe 10 In. Diam.	210	LF	\$ 100.00	\$21,000.00
35	Ductile Iron Storm Sewer Pipe 12 In. Diam.	850	LF	\$ 110.00	\$93,500.00
36	Ductile Iron Storm Sewer Pipe 15 In. Diam.	30	LF	\$ 130.00	\$3,900.00
37	Ductile Iron Storm Sewer Pipe 24 In. Diam.	250	LF	\$ 200.00	\$48,000.00
38	CL III Reinf. Conc. Storm Sewer Pipe 16 In. Diam.	25	LF	\$ 300.00	\$7,500.00
39	PVC C900 Storm Sewer Pipe 10 In. Diam.	40	LF	\$ 200.00	\$8,000.00
40	31" x 40" CMP Squash Pipe	660	LF	\$ 120.00	\$79,200.00
41	Connection to Existing Storm Pipe	5	EACH	\$ 500.00	\$2,500.00
42	Temporary Drainage System	1	EST	\$ 15,000.00	\$15,000.00
43	Manhole 48 In. Diam. Type 1	6	EACH	\$ 4,000.00	\$24,000.00
44	Manhole 48 In. Diam. Type 3	5	EACH	\$ 4,000.00	\$20,000.00
45	Manhole 60 In. Diam. Type 1	1	EACH	\$ 5,000.00	\$5,000.00
46	Manhole 60 In. Diam. Type 3	1	EACH	\$ 5,000.00	\$5,000.00
47	Catch Basin Type 1	1	EACH	\$ 3,000.00	\$3,000.00
48	Catch Basin Type 1 with Combination Curb Inlet	7	EACH	\$ 3,500.00	\$24,500.00
49	Catch Basin Type 2 48 In. Diam w/ Combination Curb Inlet	4	EACH	\$ 6,500.00	\$26,000.00
50	Catch Basin Type PVC - 18" with Solid Lid Cover	2	EACH	\$ 3,000.00	\$6,000.00
51	Catch Basin Type PVC - 36" with Bypass	1	EACH	\$ 5,000.00	\$5,000.00
52	Combination Curb Inlet	1	EACH	\$ 2,500.00	\$2,500.00

53	Ditch Inlet	2	EACH	\$ 8,000.00	\$16,000.00
54	Water Quality Vault	3	EACH	\$ 40,000.00	\$120,000.00
55	Draft Frame and Grate Catch Basin (Modified) Type 2	1	EACH	\$ 10,000.00	\$10,000.00
56	12 In. Diam. Cleanout	2	EACH	\$ 3,000.00	\$6,000.00
57	Retention System	1	LS	\$ 90,000.00	\$90,000.00
58	Trench Safety System (Min. Bid \$1 LF)	1210	LF	\$ 1.00	\$1,210.00
59A	Trench Dewatering Over 250 GPM	1	TA	\$ 10,000.00	\$10,000.00
59	Removal and Replacement of Unstable Material	100	CY	\$ 110.00	\$11,000.00
60	Erosion Control and Water Pollution Prevention	1	LS	\$ 90,000.00	\$90,000.00
61	Silt Fence	4000	LF	\$ 5.00	\$20,000.00
62	High Visibility Silt Fence	600	LF	\$ 5.00	\$3,000.00
63	Inlet Protection	32	EACH	\$ 75.00	\$2,400.00
64	Waitle	150	LF	\$ 10.00	\$1,500.00
65	Stabilized Construction Entrance	700	SY	\$ 25.00	\$17,500.00
66	Street Sweeping	160	HR	\$ 160.00	\$25,600.00
67	Topsoil Type A	0.95	ACRE	\$ 55,000.00	\$52,250.00
68	Fine Compost	1400	SY	\$ 15.00	\$21,000.00
69	Bark or Wood Chip Mulch	0.29	ACRE	\$ 40,000.00	\$11,600.00
70	PSIPE, Aspen Blue Maple, 2" caliper	7	EACH	\$ 500.00	\$3,500.00
71	PSIPE, Eastern Redbud, 2" caliper	20	EACH	\$ 500.00	\$10,000.00
72	PSIPE, Oregon Ash, 2" caliper	103	EACH	\$ 500.00	\$51,500.00
73	PSIPE, Tapeloil, 2" caliper	31	EACH	\$ 500.00	\$15,500.00
74	PSIPE, Antioch Flowering Pear, 2" caliper	18	EACH	\$ 500.00	\$9,000.00
75	PSIPE, Amelanchier Linden, 2" caliper	3	EACH	\$ 500.00	\$1,500.00
76	PSIPE, Sweetgum, #1	4	EACH	\$ 35.00	\$138.00
77	PSIPE, Burning Bush, #1	61	EACH	\$ 35.00	\$2,135.00
78	PSIPE, Nandina, #1	107	EACH	\$ 35.00	\$3,745.00
79	PSIPE, Oregon Grape, #1	235	EACH	\$ 35.00	\$8,225.00
80	PSIPE, Veronica	406	EACH	\$ 35.00	\$14,210.00
81	PSIPE, Japanese Garden, #1	200	EACH	\$ 35.00	\$7,000.00
82	PSIPE, Blue Fescue, #1	155	EACH	\$ 25.00	\$3,875.00
83	Seeding, Fertilizing and Mulching - Roadside Plant Establishment - Second Year	0.66	ACRE	\$ 15,000.00	\$9,900.00
84	Plant Establishment - Third Year	1	EST	\$ 35,000.00	\$35,000.00
85	Plant Establishment - Third Year	1	EST	\$ 35,000.00	\$35,000.00
86	Root Barriers	2112	LF	\$ 25.00	\$52,800.00
87	Integration System	1	LS	\$ 90,000.00	\$90,000.00
88	Cement Conc. Traffic Curb And Gutter	4200	LF	\$ 40.00	\$168,000.00
89	Cement Conc. Traffic Curb	2650	LF	\$ 35.00	\$92,750.00
90	Dual-Faced Cement Conc. Traffic Curb And Gutter	30	LF	\$ 75.00	\$2,250.00
91	Cement Conc. Driveway Entrance	90	SY	\$ 100.00	\$9,000.00
92	Coated Chain Link Fence Type 4	2300	LF	\$ 30.00	\$69,000.00
93	Mounting Case and Cover	4	EACH	\$ 875.00	\$3,500.00
94	Cement Conc. Sidewalk	3800	SY	\$ 70.00	\$266,000.00
95	Thickened Cement Conc. Sidewalk	170	SY	\$ 110.00	\$18,700.00
96	Cement Conc. Sidewalk with Thickened Edge	210	SY	\$ 270.00	\$56,700.00
97	Thickened Edge	75	SY	\$ 300.00	\$22,500.00
98	Cement Conc. Curb Ramp	4	EACH	\$ 2,500.00	\$10,000.00
99	Detectable Warning Surface	10	SF	\$ 35.00	\$350.00
100	Rock for Erosion and Scour Protection Class A	500	CY	\$ 100.00	\$50,000.00
101	Drainfall Quarry Spill Apron	2	EACH	\$ 4,500.00	\$9,000.00
102	Remove and Reinst. Existing Mailbox	2	EACH	\$ 500.00	\$1,000.00
103	Illumination System	1	LS	\$ 362,000.00	\$362,000.00
104	Permanent Signage	1	LS	\$ 7,700.00	\$7,700.00
106	Paint Line	6600	LF	\$ 0.30	\$1,980.00
108	Painted Wide Lane Line	4450	LF	\$ 0.50	\$2,225.00
107	Plastic Stop Line	45	LF	\$ 19.00	\$855.00
108	Plastic Crosswalk Line	305	SF	\$ 10.00	\$3,050.00
109	Plastic Traffic Arrow	4	EACH	\$ 350.00	\$1,400.00
110	Plastic Bicycle Lane Symbol	5	EACH	\$ 300.00	\$1,500.00
111	Renewing Paint Line	11500	LF	\$ 1.50	\$17,250.00
112	Renewing Plastic Crosswalk Line	250	SF	\$ 5.00	\$1,250.00
113	Renewing Plastic Traffic Marking	2	EACH	\$ 100.00	\$200.00
114	Raised Pavement Marker Type 2	1	HUND	\$ 750.00	\$750.00
115	Rectangular Rapid Flashing Beacon System	1	LS	\$ 40,000.00	\$40,000.00

Total Schedule A -

Cost Estimates – Planning Level Varies by Project



- Smaller projects may rely on high-level planning assumptions
- Larger or higher-risk projects may include more detailed early analysis
- Some “planning-level” estimates may include partial design (e.g., ~15%)
- Level of effort depends on:
 - Project size and complexity
 - Risk and unknowns
 - Funding or grant requirements

Project Funding

- Development Contributions
 - Traffic Impact Fees (TIF)
 - Park Impact Fees (PIF)
 - System Development Charges (SDCs)
- Utility Rates
- Taxes
- Grants (Federal/State)
- Bonds
- Loans
- Reserves



Project Prioritization

- Funding Availability (Grants, Bonds, Loans, etc.)
 - Grant competitiveness
- Regulatory Requirements
- Operational Needs
- Council Direction & Community Input
- Public Safety
- Timing and Constructability
- Staff Workload/Capacity



Cost Estimates – Grant Level



- Estimates are refined prior to pursue major funding (grants)
- Additional effort may include:
 - Updated quantities or assumptions
 - More defined scope
 - Review of permitting or standards
 - Consultant assistance
- Include additional engineering or design work
- Improve competitiveness for funding

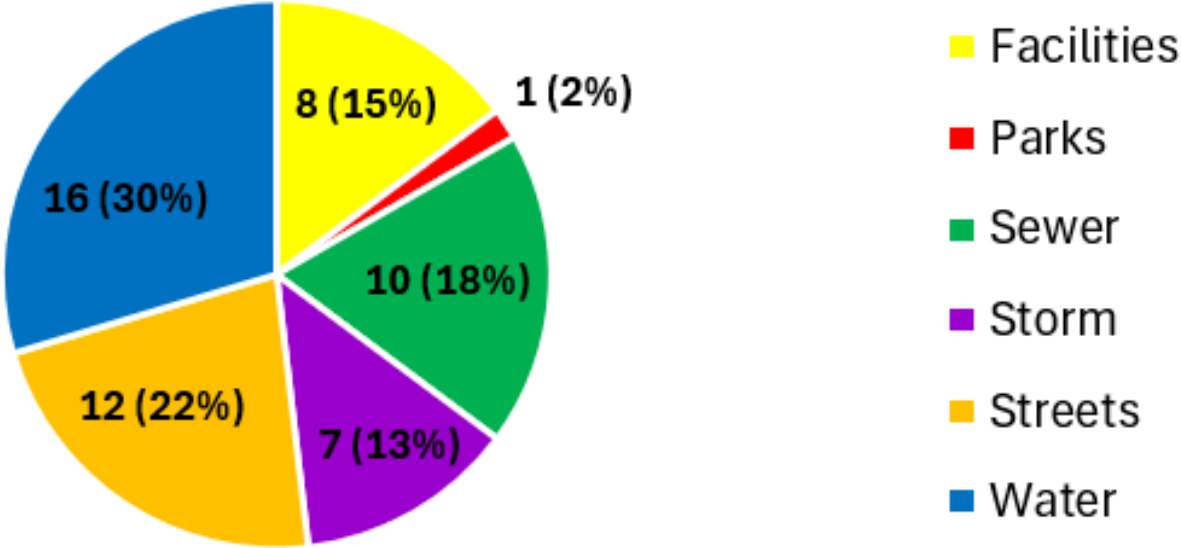
Cost Estimates – Grant Level (Example)



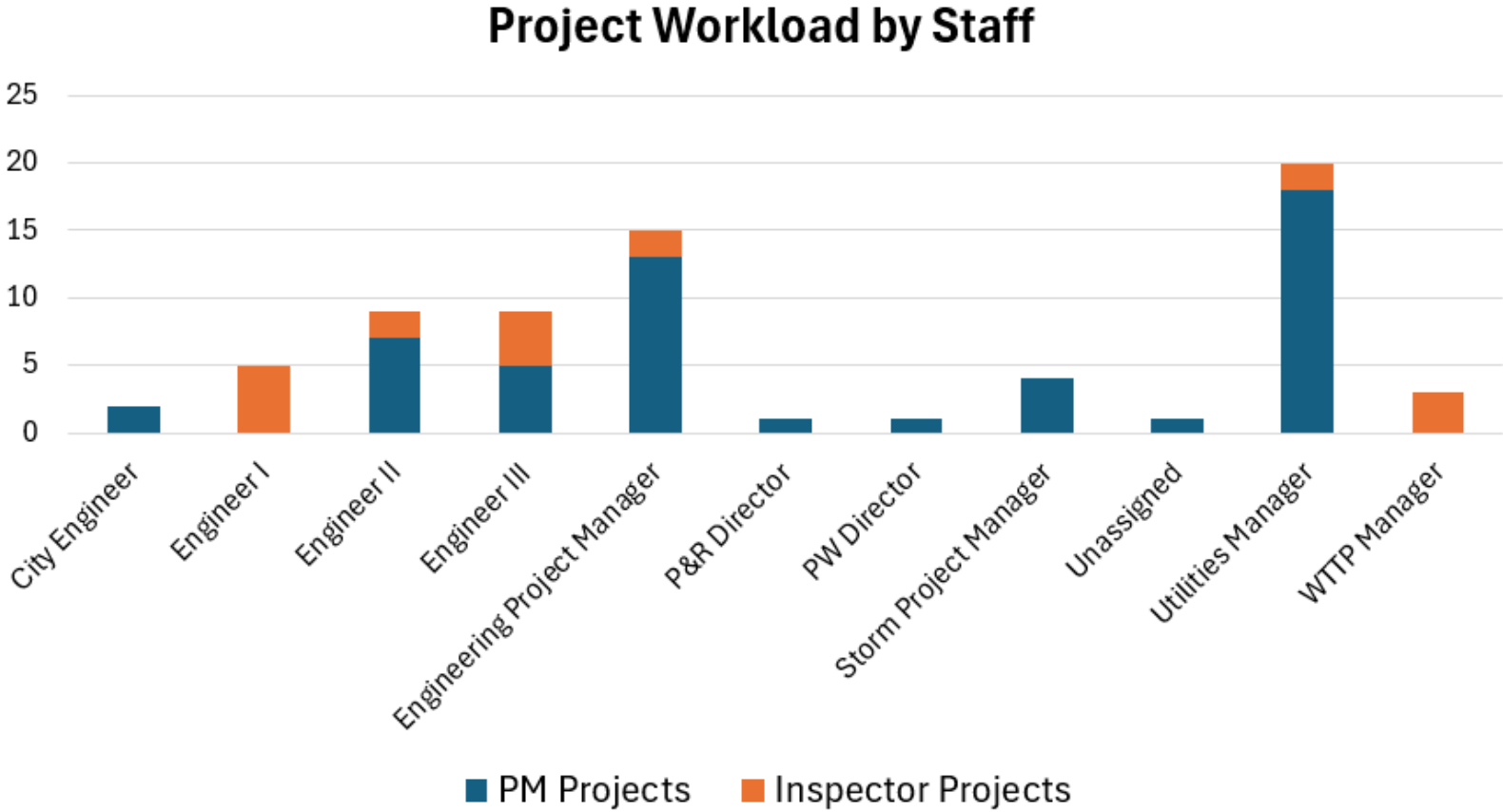
- Priority project for a City
- Roadway near a park with water access, wanted to create on street parking
- Hired consultant to assist with grant estimate
- Total project cost \$4,342,294
 - Design - \$441,589
 - Construction Management - \$220,795
 - Construction - \$3,679,910
- Design costs nearly doubled, and construction costs escalated
- ROW impacts, permitting constraints, tree removals, storm improvements

PW Active Projects

PW Active Projects by Type
(54 Total Projects)



PW Project Workload



Project Management Capacity

- Large/complex projects: 1-2 per PM
- Moderate projects: 3-5 per PM
- Small/routine projects: 7-10 per PM
- Capacity Varies
 - Permitting and regulatory requirements
 - Coordination (utilities, agencies, stakeholders)
 - Grant administration and reporting
 - Tracking project data, quantities, and project costs
 - Construction support and inspection



Design – Why Consultants



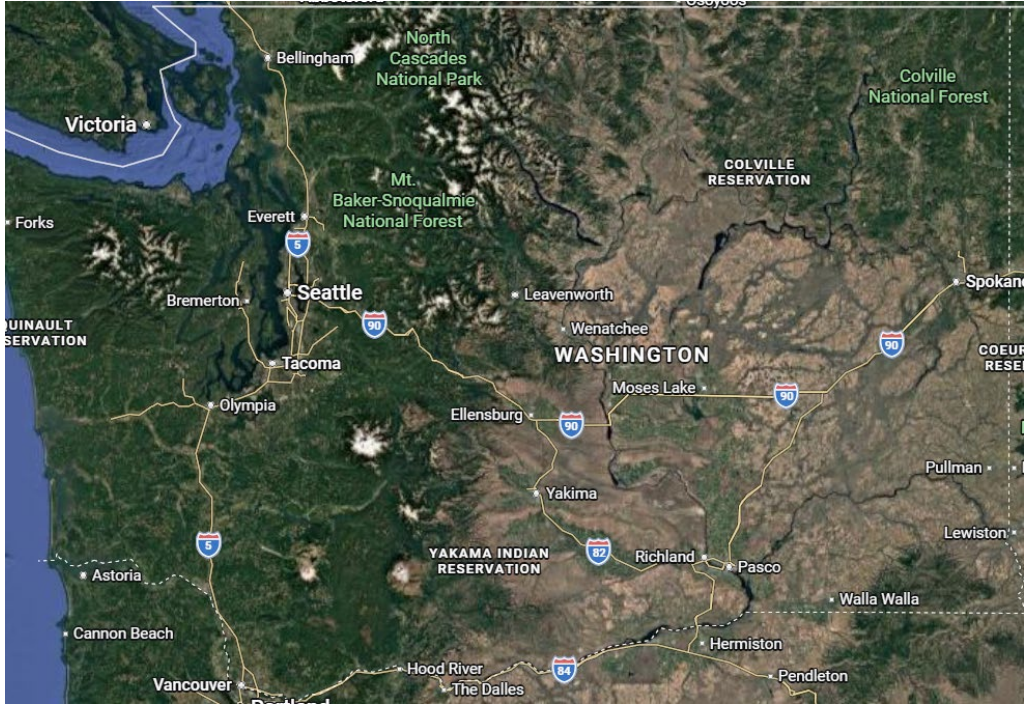
- Staff capability is less complex projects
 - ADA Ramps / Sidewalks / simple utility improvements
- Large or more complex projects require specialized expertise
- Helps manage workload across multiple active projects
- Some projects require specialized analysis, technical capabilities, or specialized trades
- Helps maintain project schedules and meet funding timelines

Project Delivery – Staff and Consultant Roles

- City Staff (Lead and Responsible for Project Delivery)
 - Project management and oversight
 - Coordination with utilities and stakeholders
 - Review and approval of design plans
 - Inspection (when consultant not used)
 - Contract administration
 - Invoice processing
 - Grant administration and reporting
 - Interagency coordination
- Consultants (Support for PS&E)
 - Design of plans
 - Cost estimating
 - Specifications
 - Environmental and permitting support
 - Construction inspection (when needed)

Consultant Selection – Washington State Law

- State law requires consultant selection based on qualifications, not price
- Price is not considered during initial selection
- Governed by RCW 39.80
- Process is called Qualification-Based Selection (QBS)



Consultant Selection – RFQ

- City prepares a Request for Qualifications (RFQ)
 - Project description and statement of need
 - Background and relevant project information
 - General scope of work and expected deliverables
 - Project schedule and key milestones
 - Funding sources and applicable requirements
 - Evaluation criteria and rating system
 - Required qualifications, experience, and references



Consultant Selection – Evaluation Process

Evaluation Criteria

The following criteria will be considered in evaluating each proposal.

Criteria	Weight
Completeness of response to the RFQ requirements	Pass/Fail
Qualifications and Experience	25%
Similar Projects	35%
Approach to Project	30%
General (References, clarity, and overall quality of proposal)	10%

Evaluation Process:

Submittals will be evaluated and ranked on the following criteria:

- Company Design Experience and Past Performance on Similar Projects (30%)
- Experience and Qualifications of Project Team (25%)
- Technical Approach to Project (25%)
- Quality Assurance and Quality Control Procedures (10%)
- Ability to Meet Schedule (10%)

- Firms submit statements of qualifications (SOQs)
- No cost proposals allowed to be included
- Proposals can range in page count; usually specified in RFQ for max limit
- Evaluated based on criteria such as:
 - Experience and project team
 - Project approach and understanding
 - Similar project experience
 - Availability and capacity
 - References
- Evaluate and score proposals using established criteria in RFQ
- Interviews may be conducted (if needed)

Consultant Selection – Fee Negotiation

- Scope and fee are negotiated after consultant is selected
 - Initial meeting to align on scope and expectations
- Design costs based on:
 - Project scope and complexity
 - Level of effort (hours/staffing)
 - Initial planning level estimates
- City Reviews
 - Scope alignment with project
 - Hours and rates
 - Comparable past projects or costs
- If agreement cannot be reached
 - Negotiations are ended
 - Next ranked firm is contacted for negotiation
- Construction Management Services
 - Typically not included in initial design scope
 - May be added later based on project needs and staffing

Consultant Selection – Procurement Methods

- Municipal Research and Services Center (MRSC) guidance allows use of consultant rosters for projects up to \$350,000

Threshold	Current Policy	Proposed Update
\$0 – \$25,000	MRSC roster (select 1–3 firms)	Direct selection based on qualifications and past performance
\$25,000 – \$50,000	Informal competition (5 firms MRSC Roster)	Direct selection (threshold increased to \$50,000)
\$50,000 – \$100,000	Formal Bidding	Informal competition (solicit 3–5 qualified consultants)
Over \$100,000	Formal Bidding	Informal competition up to MRSC limit (\$350,000); formal solicitation above that amount

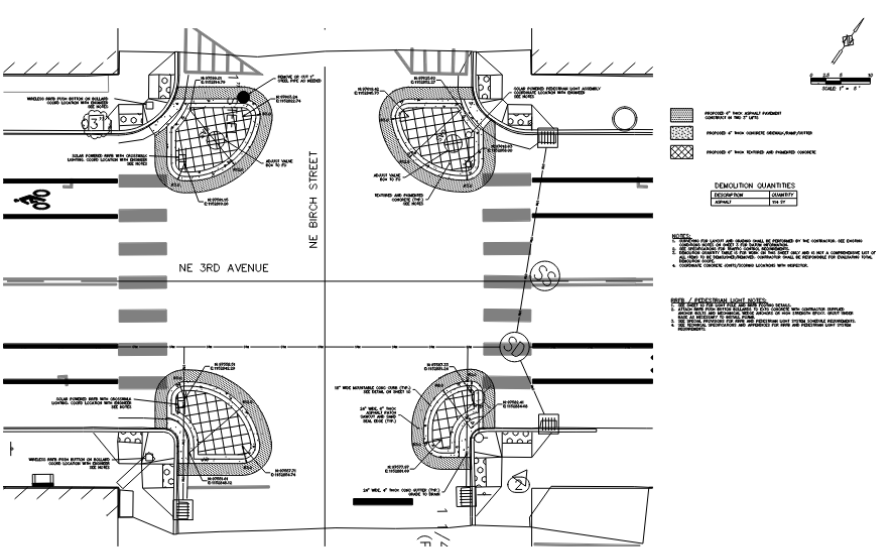
Design – Consultant Contract Types

- Cost plus fixed fee (most common)
 - Pay actual costs (labor, overhead, expenses)
 - Plus a fixed fee for profit
- Lump Sum (Fixed Price)
 - Total cost set up front
 - Works best when scope clearly defined
 - Less flexible when scope changes
- On-Call / Task Order Contracts
 - Used for ongoing or smaller projects
 - Work assigned through task orders
 - May include multiple firms (rotated)
 - Helps streamline consultant procurement process



Design – Consultant Contract NTE & Amendments

- Consultant contracts include a not-to-exceed (NTE) amount
 - Consultant cannot exceed this amount without approval
 - Additional cost requires a formal amendment
 - Work is billed based on hours and expenses
- Amendments
 - Scope changes or expands
 - Additional work is needed
 - Unknown conditions are identified
 - Common to have on projects
- City resolution 25-006
 - Establishes contract approval thresholds and authority
 - All engineering contract amendments require Council approval regardless of amount
 - Construction contracts are allowed change orders up to 10% without Council approval



Why Amendments Occur



- Amendments are normal part of project delivery
- Minor adjustments may be managed within existing scope before an amendment is needed
- Projects begin with planning level assumptions
 - Scope is refined as design progresses
- Additional work/cost must be justified and approved
- Amendments ensure:
 - Work is properly authorized
 - Scope and budget remain transparent
 - City maintains control over changes

Personal Service vs A&E

- Services that support City operations but not engineering design
- Typically have well defined scope
- Selection considers bot qualifications and cost
- Examples
 - Legal services
 - IT and software purchases
 - Financial and rate studies
 - Planning and feasibility studies
 - Public outreach and communications
 - Grant writing and support



Construction –Procurement



- Awarded based on lowest responsive bidder
- Bid after plans and specs are complete and work is known scope defined
- Bids are based on quantities defined in the bid schedule
- Advertised publicly with sealed bids
- Supplemental bidder criteria may be used
- Construction costs vary based on market conditions
- Differs from A&E, which are selected based on qualifications

Construction – Contracts

- Contracts include a base bid amount based on defined quantities
- Contractor bid prices are valid for a limited time after bid
- Contracts include a contingency (typically ~10%) to address changes
- Work is measured using working days or contract time
- Include liquidated damages for delays
- Retention is held until project completion
- Include a warranty period after construction



Construction – Change Orders

- Change orders address:
 - Unforeseen conditions
 - Items outside original bid scope
- Per Resolution 25-006 – Change orders up to 10% may be approved administratively before returning to council



Staff Training & Oversight

- Procurement policy outlines required processes and procedures
- Training is supported through:
 - On the job training and manager oversight
 - State and federal procurement trainings
 - MRSC guidance and updates
- Managers are expected to understand and apply procurement requirements
- Recent audit of projects (consultant and construction)
 - Indicated processes functioning well (all formal bids audited)
- Opportunity to develop SOP or checklist to ensure consistency in reviews
- Procurement staff changes will help improve consistency, compliance, and support



Items to Consider



- Consultant Contract Amendments
 - Consider allowing amendments up to a % within approved contract amount without returning to council
- Budget vs Contract Authority
 - If a project budget is approved, consider allowing execution of contracts and amendments within that budget under administrative authority
- Contract Authority Increase
 - A&E contracts over \$75,500 come to council

Discussion / Questions

- When items should go to workshop verse City Council
- What level of detail does council want to see on staff reports or workshop presentations?
- Authority and efficiency considerations



Camas Washougal Fire Department

CLIFF FREE, FIRE CHIEF

C-W Fire Department

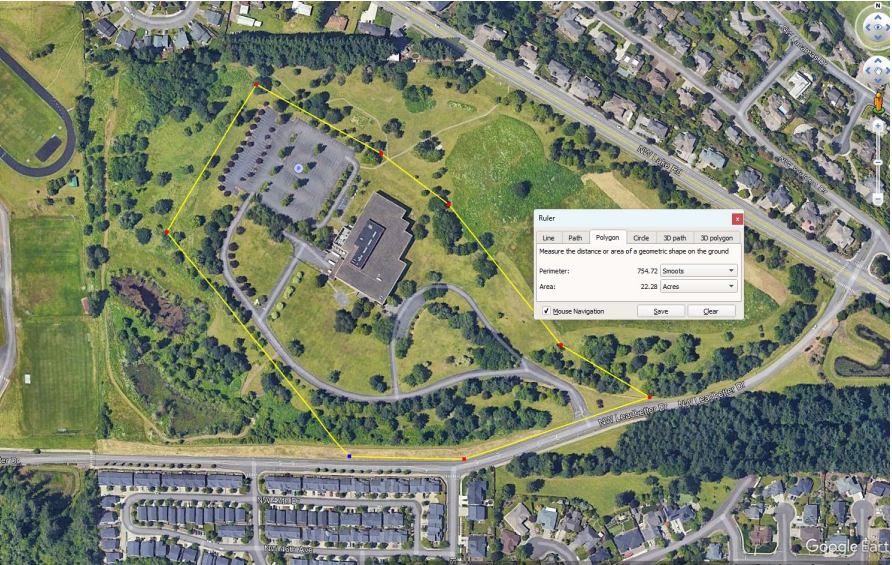
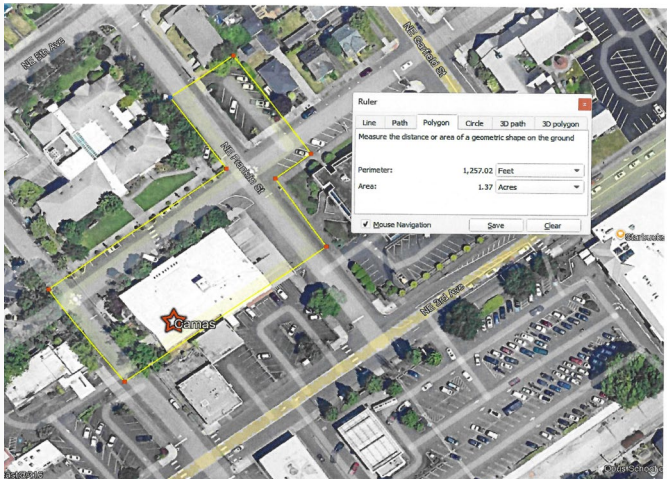
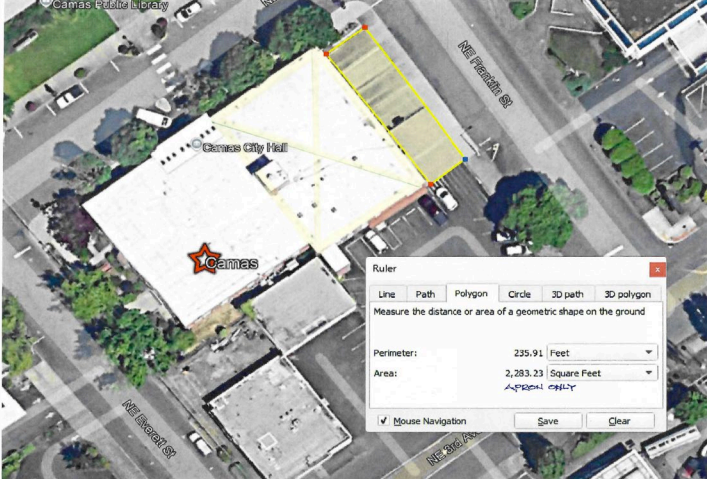
- Station 41 Headquarters
 - DBB vs. GCCM
 - Schedule
 - Next Step: Site Security begins May 11th
 - Completion Date: 9-28-2027



City Hall Update

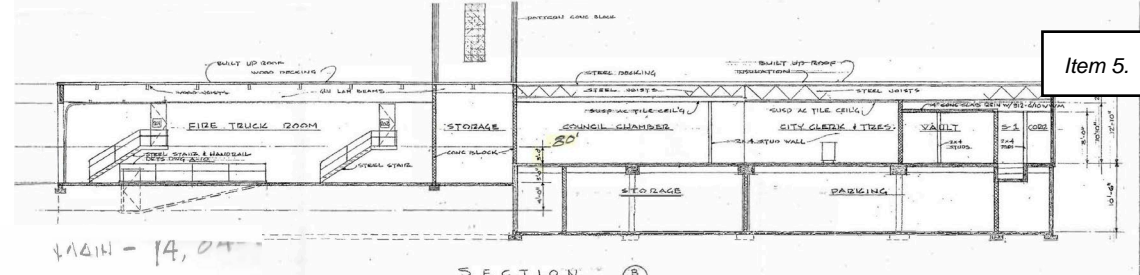
DOUG QUINN, CITY ADMINISTRATOR

City Hall Project



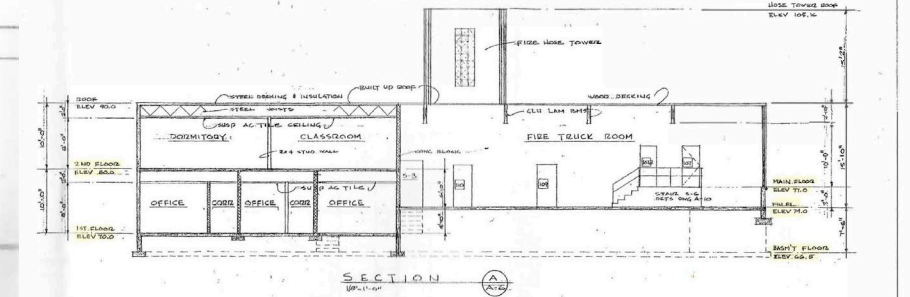
City Hall

Item 5.

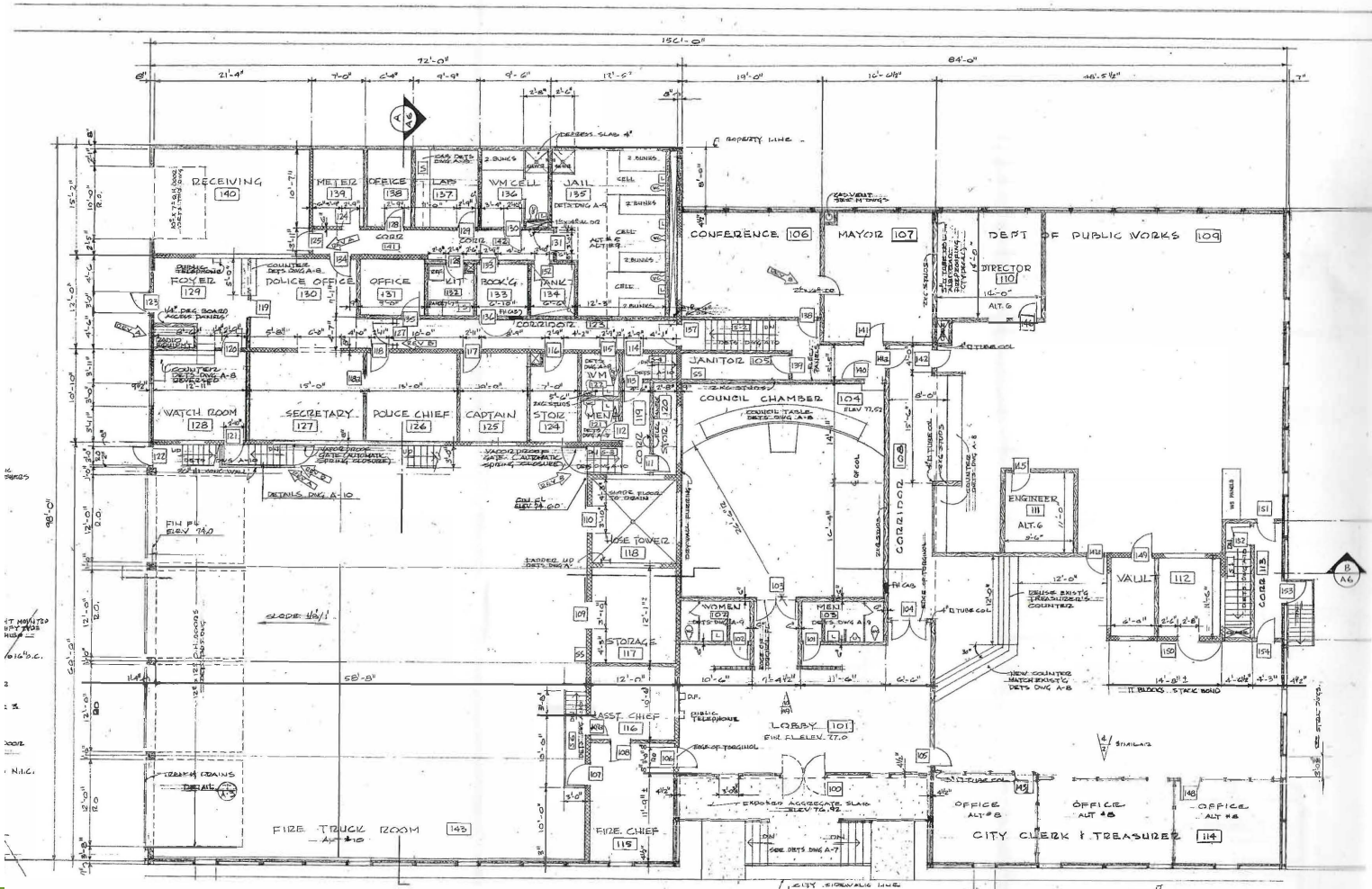
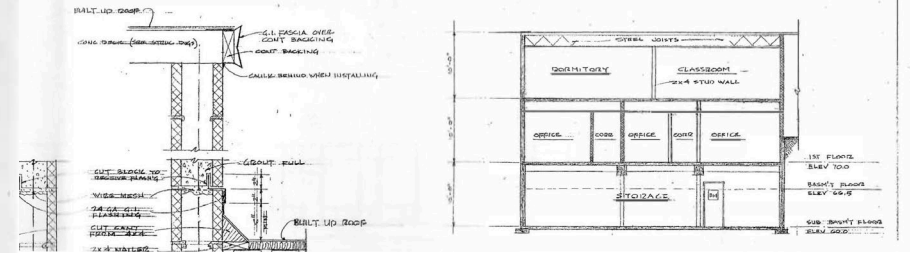


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SECTION B



SECTION A



Community Development Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

ALAN PETERS, DIRECTOR OF COMMUNITY DEVELOPMENT

Community Development

Policy Initiatives

- *Our Camas 2045* Comprehensive Plan
- *Downtown Camas 2045* Subarea Plan
- Municipal Code & Development Standards Updates
- Street Naming & Addressing Manual Updates

Development Projects

- North Shore
- Green Mountain
- Grass Valley
- Lake Road
- Middle Housing Infill

Service Delivery

- Implementation of updated permit processes & timelines
- Ongoing improvements to EPL online permitting system
- Quarterly permit activity reporting

ECONOMIC PROSPERITY

- Ensure a supply of developable employment land, balance job and housing growth, and streamline review

SAFE & ACCESSIBLE COMMUNITY

- Improve transportation and recreation safety and accessibility for all ages and abilities.
- Expand accessibility to City services and facilities.

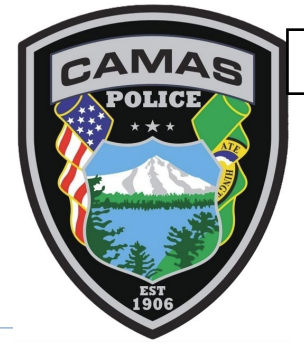
Camas Police Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

TINA JONES, POLICE CHIEF

Camas Police Department

Safe & Accessible Community and Engaged Workforce



Item 7.

Recruitment and Retention

Additional Supervision with New Positions

Continued Partnership with School Resource Officer Program

Call Response & Proactive Enforcement

Community Engagement

Investment in Tools/Training to Increase Safety

Focus on Holistic Wellness for Team

Maintaining Accreditation Standards



Information Technology Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS
MICHELLE JACKSON, DIRECTOR OF IT

Information Technology



Digital Services & Information Management

Safe & Accessible Community

Laserfiche document management system, modernize cityofcamas.us website, secure file transfer (SFTP), Adobe- to the cloud

Infrastructure & Technology Operations

Stewardship of City Assets

Virtual host replacement, remote support software, physical security (Avigilon Alta)

Cybersecurity & Digital Resilience

Stewardship of City Assets

Security monitoring (Splunk)- water/wastewater visibility, data standards

Public Safety Infrastructure

Safe & Accessible Community

RFA Station 41 technology delivery and connectivity – Station 43 move to temp location

Technology Governance & Workforce Enablement

Engaged Workforce

IT Training program, Tyler permissions, sanitation application, City of Camas strategic dashboard

Enterprise Systems & Sustainable Funding

Economic Prosperity

M365, ESRI (GIS), Splunk security funding, Full Cost of Ownership (ER&R with finance for technology replacement)

Camas Library

STRATEGIC PLAN PRIORITY HIGHLIGHTS
CONNIE URQUHART, LIBRARY DIRECTOR

Library

Vibrant Community Amenities

Goal Remove barriers to encourage lifelong learning and enrichment

- What We're Doing*
- Expanding early literacy outreach to preschools and daycares
 - Growing offsite programming through community partnerships

- Indicators of Success*
- 14% annual growth in early literacy outreach visits
 - 23% increase in number of offsite programs offered
 - Expanded reach to first-time and underserved participants

Vibrant Community Amenities

Goal Create and enhance public spaces for all ages and abilities

- What We're Doing*
- Advancing Children's Learning Hive and other key projects

- Indicators of Success*
- On-time, on-budget completion of Learning Hive
 - Increased use of Children's Library (visits, dwell time, program participation)—*future measurements*
 - Patron survey feedback on new space—*future measurements*

Safe & Accessible Community

Goal Expand accessibility to City services and facilities

- What We're Doing*
- Increasing digital library services and student access

- Indicators of Success*
- Increased digital circulation by 6% and use of digital research tools by 80%



Parks & Recreation Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS
CHRIS WITKOWSKI, LIBRARY DIRECTOR

Parks & Recreation



Vibrant Community Amenities

- Crown Park
- Legacy Lands

Stewardship of City Assets

- Sports Field Assessment Report
- Asset Condition Rating Assessment
- New Technology

Safe & Accessible Community

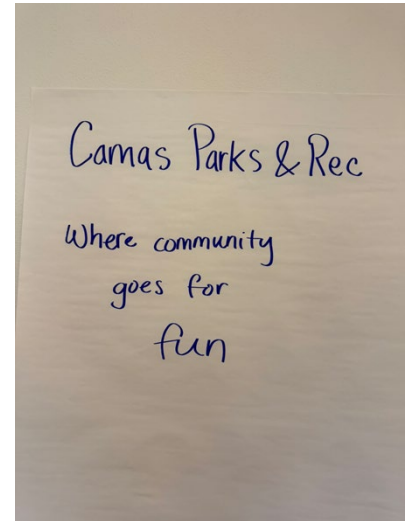
- E-Bike Policy (w/Police)
- Water Safety

Engaged Workforce

- Individual Staff Development
- Team Development

Economic Prosperity

- In 2025, Camas Parks generated:
 - 771,000 visits
 - 195,000 visitors from outside the city (\$1.75 million into local economy)*



**Based on trip-related expenditures in Earth Economics' "Economic Analysis of Outdoor Recreation in Washington State (2025 Update)"*

Communications & Public Affairs Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

**BRYAN RACHAL, DIRECTOR OF COMMUNICATIONS AND
PUBLIC AFFAIRS**

Communications & Public Affairs

Vibrant Community Amenities

- Create broad and inclusive opportunities for residents and community members to engage with the City
 - *Engage Camas* – Opportunities for residents to Engage and learn about new/ongoing projects
 - *New website redesign* – Working on website overhaul to make more user friendly
 - *Camas Connect* – App for residents, that is a one-stop-shop for City Needs



Engaged Workforce

- Foster an inclusive workplace culture that encourages staff engagement
 - *Camas Thrive* – Help deliver messages to staff
- Improve internal City communication and transparency
 - *Weekly Wrap for City Council and Staff*



Public Affairs

- *Local and Federal lobbying help with all aspects of the strategic plan*

Administrative Services Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

**DOUG QUINN, CITY ADMINISTRATOR, ON BEHALF OF
JENNIFER GORSUCH, ADMINISTRATIVE SERVICES DIRECTOR**

Administrative Services

Engaged Workforce

Promote employee well-being, satisfaction, retention and workplace safety

- *Provide competitive compensation to ensure retention*
 - *Negotiations with unions include ensuring competitive compensation among comparable entities*
 - *City has maintained a non-retirement staff turnover rate of less than 6%*
- *Provide wellness initiatives*
 - *Health campaigns encouraging cross departmental teams and individual participation*
 - *Health awareness information*
 - *2026 goal to meet standards to achieve AWC WellCity status to receive discount on medical premiums*
- *Providing opportunities for training to successfully promote internally*
 - *Internal promotions 2025-2026 - positions with internal applicants – 55% were promoted from within*

Finance Department

STRATEGIC PLAN PRIORITY HIGHLIGHTS

CATHY HUBER NICKERSON, DIRECTOR OF FINANCE

Finance – Tyler Connect Conference 2026



Incredible Conference

- Camas received Client Recognition in showing what is possible and what success looks like on national stage
- 2026:
 - Early adopting Tyler's new Operating and Capital Budget modules.
 - Connecting budgeting to Projects and Grants with Strategic Plan intergration
 - Enhance public engagement.
- 2027:
 - Intergrate AI to accounting and enable the next level of reporting
 - Full cost integration with internal and external work orders
 - Enhancing contracts to decentralize and streamline
 - Implement Parks and Recreation and Municipal Court

Finance

Economic Prosperity

- Financial Policies Updated
- Procurement Manual Completed
- Vendor Access online
- Develop Funding options for Northshore development

Safe and Accessible Community

- Support transition of the RFA's financials

Stewardship of City Assets

- Develop a comprehensive 10-year financial model for the City's Capital Plan
- Assist Parks and Recreation to migrate to Tyler

Vibrant Communities Amenities

- Develop funding options to support the Legacy Lands Plan

Engage Workforce

- Support the development of staff
- Ensure cross-training of staff
- Support the City's use of Tyler
 - Module support teams
 - Training for HUB and Reporting
 - Prepare for Tyler 2027



Priority-Based Budgeting with Tyler AI

STRATEGIC PLAN PRIORITY HIGHLIGHTS

STEVE HOGAN, MAYOR

MICHELLE JACKSON, DIRECTOR OF IT

Priority-Based Budgeting with Tyler AI

- Maximize budgeting transparency & impact
- Identify savings and revenue opportunities
- Align resources with the community priorities

5 STEPS TO ADOPT TRUSTWORTHY AI IN GOVERNMENT



Downtown Camas Association & Chamber of Commerce Camas Days Funding

STEVE HOGAN, MAYOR

Future Focus: Council-Led Discussion

STEVE HOGAN, MAYOR, DOUG QUINN, CITY ADMINISTRATOR, CITY COUNCIL MEMBERS: MARILYN BOERKE, MAHSA ESHGHI, TIM HEIN, JOHN NOHR, JENNIFER SENESCU, AND JOHN SVILARICH

Recap of the Day

**STEVE HOGAN, MAYOR, AND DOUG QUINN, CITY
ADMINISTRATOR**