



## City Council Workshop Agenda Monday, November 01, 2021, 4:30 PM REMOTE MEETING PARTICIPATION

---

*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 Participate Remotely:

#### OPTION 1 -

1. Go to [www.zoom.us](http://www.zoom.us), download the app or click "Join A Meeting" Meeting ID 982 8774 4618
2. Or, from any device click <https://zoom.us/j/98287744618>

**OPTION 2 -** Join by phone (audio only): Dial 877-853-5257 and enter meeting ID 982 8774 4618

### For Public Comment:

1. Click the raise hand icon in the app or by phone, hit \*9 to "raise your hand"
2. Or, email to [publiccomments@cityofcamas.us](mailto:publiccomments@cityofcamas.us) (400 word limit)

**To simply observe the meeting,** go to the City's Public Meetings page - [www.cityofcamas.us/meetings](http://www.cityofcamas.us/meetings) and click the "Watch Livestream" on the left of the page.

*Emails received by one hour before the start of the meeting are emailed to Council. During public comment, the clerk will read each email's submitter name, subject, and date/time received. Emails received up to one hour after the meeting are emailed to Council and attached to meeting minutes.*

---

## CALL TO ORDER

## ROLL CALL

## PUBLIC COMMENTS

## WORKSHOP TOPICS

1. [Equity Steering Group Presentation](#)  
[Presenters: Greg Anderson and Bonnie Carter, Council Members with Ellen Burton, Mayor](#)  
[Time Estimate: 30 minutes](#)
2. [People Experiencing Homelessness - Discussion](#)  
[Presenter: Trang K. Lam, Parks & Recreation Director](#)  
[Time Estimate: 20 minutes](#)
3. [Northshore Subarea Plan Phase 2 Contract Amendment](#)  
[Presenter: Robert Maul, Interim Community Development Director](#)  
[Time Estimate: 10 minutes](#)
4. [City of Camas Third Quarter 2021 Financial Performance Presentation](#)  
[Presenter: Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 15 minutes](#)

5. [New Position Descriptions for the Finance Department](#)  
[Presenter: Jennifer Gorsuch, Administrative Services Director and Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 10 minutes](#)
  
6. [2022 Non-Represented Employee Salary Scales](#)  
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)  
[Time Estimate: 5 minutes](#)

**COUNCIL COMMENTS AND REPORTS**

**PUBLIC COMMENTS**

**ADJOURNMENT**

# Equity Steering Group

Findings and  
Recommendations

Council Members Anderson and Carter  
with Mayor Burton

November 1, 2021



**Formed by: RESOLUTION NO. 20-019 Adopted December 2020**

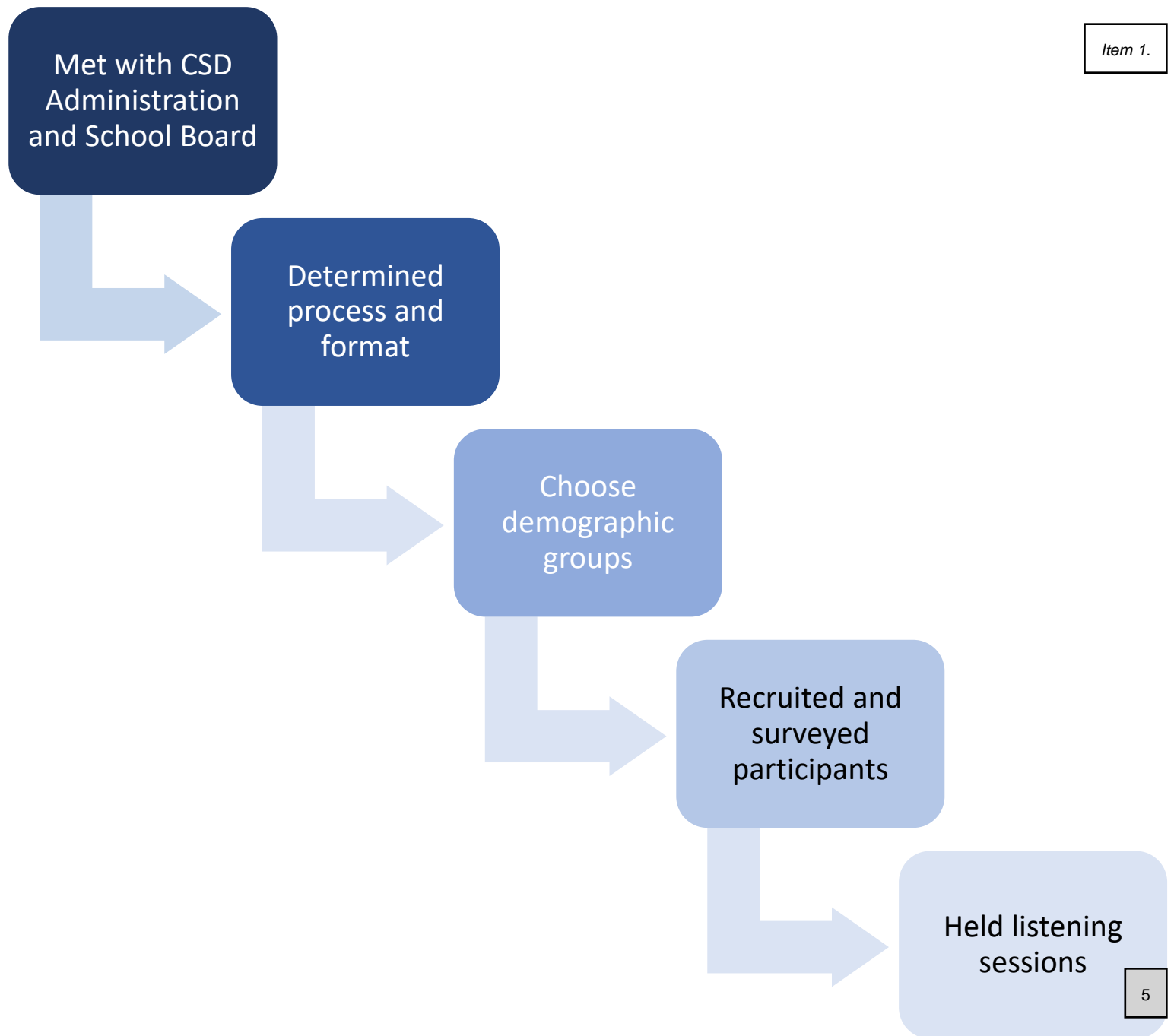
**A RESOLUTION of the Council of the City of Camas, Washington setting forth the framework for the establishment of an Ad Hoc Equity Advisory Committee**

Background:  
Equity  
Steering  
Group

Now, therefore, be it resolved by the Council of the City of Camas as follows:

A. Council members Greg Anderson, Ellen Burton, and Bonnie Carter are hereby appointed as members of the Equity Steering Group to assist in the organizing of one or more forms of citizen engagement and develop a series of events through June 2021 designed to promote awareness and raise the community's level of engagement around issues of equity, diversity and inclusion and to encourage a dialogue between Camas residents and its elected officials on these topics. Planning for townhalls or other direct means of communication shall be made in conjunction with city administration, comply with the open public meetings act if applicable, and fall within the budget parameters as may be set.

# Methodology



# Current State: Key Learning

Item 1.

## City services, practices or policies met/exceeded expectations

- Camas Library
- City administrative and Finance staff
- Fire/Emergency Medical Services (EMS)
- Police
- Public Works

## City services, practices or policies that made you pause/reconsider

- Fire/EMS questioning
- Approach Police took during protests during summer 2020

## Effect of social justice events in summer 2020

- Citizen public art as an expression, e.g., chalk
- Shocked and scared by actions and words of some residents
- Became more cautious and changed behavior

## Future of Camas

- City and local businesses take a stand
- Events to increase cultural awareness held and attended
- Visual queues - flags and symbols

## Key Themes

- Safety
- Representation
- Small Town Feel
- Opportunities

# Recommendations

## Safety

- Increase awareness
- Support diversity using visual cues
- Hold staff training

Item 1.

## Representation

- Update value statements
- Recruit and retain diverse staff members
- Recruit boards and commission members

## Small Town Feel

- Create opportunities for personal connection
- Partner with community and cultural organizations
- Host cultural events, large and small

## Opportunities

- Create, recruit and support Equity Advisory Committee
- Expand partnerships
- Build community awareness



# Proposed Committee Action Plan

Item 1.

## Strategic plan and policies

- Recommend updates to city vision and mission statement
- Develop a statement about diversity, equity and inclusion
- Review and update job descriptions

## Community engagement

- Determine whether to do additional outreach
- Host community cultural events, large and small

## Awareness

- Provide connections to resources
- Encourage cultural understanding
- Promote visual cues

## Programming

- Partner with and support local groups and organizations
- Host community cultural events, large and small
- Implement and support affordable housing education

# Equity Advisory Committee

Recruit  
members

Appointed  
by Mayor

Approved  
by Council

Supported  
with staff

Item 1.

# Moving Forward

- Be Brave
- Be Intentional and Purposeful Every Day
- Show We Care

# Build on the Best

- “This has been really hard and frightening but it’s still the best place I have lived...”
- “We all need each other because that’s how we’re made, why we’re here. We have to work together...”
- “I really value Camas, it has so much more potential.”

Questions?

Item 1.





Compilation of the work of the Ad Hoc Equity Steering group into one summary for 2021:

Formed by: RESOLUTION NO. 20-019 Adopted December 2020

A RESOLUTION of the Council of the City of Camas, Washington setting forth the framework for the establishment of an Ad Hoc Equity Advisory Committee

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

A. Council Members Greg Anderson, Ellen Burton, and Bonnie Carter are hereby appointed as members of the Equity Steering Group to assist in the organizing of one or more forms of citizen engagement and develop a series of events through June 2021 designed to promote awareness and raise the community’s level of engagement around issues of equity, diversity and inclusion and to encourage a dialogue between Camas residents and its elected officials on these topics. Planning for townhalls or other direct means of communication shall be made in conjunction with City Administration, comply with the Open Public Meetings Act if applicable, and fall within the budget parameters as may be set.

B. The Equity Steering Group shall present their findings to City Council for consideration by no later than December 20, 2021. The findings shall set forth recommendations as to citizen membership and a proposed work plan of a City Ad Hoc Equity Advisory Committee to be established by separate Resolution of this Council, with a Final Report date of such Ad Hoc Committee to be no later than December 19, 2022.

The committee met initially to form our strategy, resources needed, possible methods, and anticipated timeline.

We then met with a group from Camas School District to help us further frame our scope and methods.

Reference/ partial extract from:

**CAMAS SCHOOL DISTRICT  
RESOLUTION 19-09**

**School Board Commitment to Equity and Anti-Racism**

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors for Camas School District that:

1. The Camas School District Board of Directors stands in solidarity with the Black community, in our schools, district, and nation to condemn this violence and the blatant disrespect by some Americans for Black lives - we see it, we hear it, and we are committed to changing the system.
2. The Camas School District Board of Directors commits to its own work as individuals and our collective work overseeing the district in continuing to become equitable and anti-racist in behaviors, actions, and policies;

3. The Camas School District Board of Directors calls on and commits to working with our local government agencies to strengthen the collective work of diversity, equity, and inclusion in our community. This specifically includes participation in a multi-discipline inter-agency task force by one or more board member representatives.

**LET IT FURTHER BE RESOLVED**, that the Camas School District Board of Directors shall take specific action to revise its governance tools - goals, guardrails, procedures, and budget - to reflect this focus on equity and anti-racism:

1. The Camas School District Board of Directors commits to a full revision of its Board Goals as part of the current strategic planning cycle, holding diversity, equity, and inclusion at the center of this work. These revised goals will allow monitoring and transparency of progress by the Board and stakeholders.
2. The Camas School District Board of Directors commits to an ongoing review and revision of governance structures to ensure a focus on equity and anti-racism across all Board responsibilities.
3. The Camas School District Board of Directors and staff commit to a quarterly review and revision of existing policies and procedures and hold diversity, equity, and inclusion at the center of all conversations moving forward.
4. The Camas School District Board of Directors commits to holding these resolutions at the center when reviewing and approving the district budget to ensure adequate funding to support this work.

**For committee listening/discussions we used these definitions:**

#### Diversity

*“Diversity” refers to both ...that there are many different kinds of people—and the idea that this diversity drives cultural, economic, and social vitality and innovation. In Camas, diversity is increasing as people move into the area.*

#### Equity

*Equity is defined as “the state, quality or ideal of being just, impartial and fair.” The concept of equity is synonymous with fairness and justice. It is helpful to think of equity as not simply a desired state of affairs or a lofty value. To achieve and sustain equity, it needs to be thought of as a structural and systemic concept.*

#### Equity vs. Equality

*Equity involves trying to understand and give people what they need to enjoy full, healthy lives. Equality, in contrast, aims to ensure that everyone gets the same things in order to enjoy full, healthy lives. Like equity, equality*



*aims to promote fairness and justice, but it can only work if everyone starts from the same place and needs the same things.*

### Inclusion

*Inclusion is the action or state of including or of being included within a group or structure. More than simply diversity and numerical representation, inclusion involves authentic and empowered participation and a true sense of belonging.*

Source: 7 Steps to Advance and Embed Race Equity and Inclusion within your Organization by the Annie E. Casey Foundation.

From these we developed the following introductory script and specific Appreciative Inquiry questions we would use throughout all listening sessions. [Appreciative Inquiry is a proven methodology used to catalyze positive change.]

Introductory script we used after introductions at each session:

Thriving communities welcome people with a diversity of thought, income, life stage, ethnicity, and more. City government, representing citizens, sets direction while city staff delivers services equitably to meet community requirements. When organizations work in service of their community, people feel satisfied and fulfilled, benefiting all residents and visitors. They are courageous, willing to take on challenges to create an inclusive environment. Policies are equitably applied, inclusive programs designed and delivered so residents can access regardless of income, life stage, capability, or color.

Standardized questions used at each session were:

1. Describe an experience with city services, practices or policies that met or exceeded your expectations.
  - a. What was the situation? How did it come about? Who was involved?
  - b. How did it affect your perception of the city?
2. Conversely, describe an experience with city services, practices or policies that made you pause and reconsider.
  - a. What was the situation? How did it come about? Who was involved?
  - b. What would you have liked to happen to make it better?
3. It's been a challenging year for many of us. Protests, rallies, disputes over sidewalk art and murals, calls for equity and inclusion have occurred throughout the country and in Camas.
  - a. How has this affected you?
  - b. What could have the city done differently?
4. It's 5 years from now, spring 2026, you're swapping stories with your friends at Piccolo Paradiso. You glance at your FaceBook page and notice the City of Camas is acknowledged as a welcoming, vibrant, engaging community known for equitable and inclusionary practices, policies, and community.

- a. What do you see that's different in Camas today? How do you know the city has made progress?
- b. What was the city's role in this change?
- c. What were the first steps taken in 2021 to create this change in our community?

Groups represented during listening sessions were: Camas community members with different socio-economic levels, ethnicities, gender and sexual orientations, life stages, nationalities, and races.

### Key learnings

City services, practices or policies that met or exceeded your expectations.

- Camas Library
- City Administrative and Finance Staff
- Fire/Emergency Medical Services (EMS)
- Police
- Public Works

City services, practices or policies that made you pause and reconsider.

- Fire/EMS questioning
- Effect of social justice events in summer 2020
- Citizen public art as an expression, e.g., chalk
- Shocked and scared by actions and words of some, became more cautious and changed behavior

Future of Camas

- City and local businesses take a stand
- Events to increase cultural awareness held and attended
- Visual cues - flags and symbols

Compiling the information from the sessions, we formed the current state of Camas as:

*Some families and individuals are experiencing a different version of Camas. These are our friends and neighbors who live in similar houses to ours, drive similar cars, work similar jobs and whose kids attend the same schools. However, they don't necessarily feel safe and represented. The "small town feel" that we continuously strive to create becomes one of alienation and anxiety. Opportunities available to some, are limited for others.*

And then, in reviewing these we formed our list of recommendations and an initial action plan for the proposed & recommended Ad Hoc Equity Advisory Committee in the following four themes:

- Safety
- Representation

- Small Town Feel
- Opportunities

To further elaborate on these:

- **Safety**

- 
- Increase awareness of all in the community, not just the vocalized groups
- 
- Support diversity using visual cues
  - Host Staff training for diversity, equity, and inclusion in the workgroup and outward with members of the community

- **Representation**

- Update value statements to be more inclusive
- Recruit and retain diverse staff members
- Recruit more diverse boards and commission members

- **Small town feel**

- Create opportunities for personal connection
- Partner with community and cultural organizations to further support efforts
- Host community events, large and small to further support efforts

- **Opportunities**

- Create, recruit and support Equity Advisory Committee for 2022
- Expand partnerships
- Build community awareness

We recommend the following advisory committee composition:

- Ad hoc for 2022, may promote to a standing committee for 2023 and forward
  - No more than 7 - 9 members,
  - Composed of a diversity in socio-economic levels, ethnicities, gender and sexual orientations, life stages, nationalities, and races.
  - Supported with staff for administration matters, coordination, record keeping, etc.
  - Selection and appointment by mayor, confirmed by council early in 2022.
- 

We, the members of the steering group welcome any questions, and look forward to the implementing steps to move Camas forward.

Ellen Burton  
Bonnie Carter  
Greg Anderson

---

Attached for notes, and details to support the committee's report.

## Observed participants QUOTES

### Safety

*Overall, it (Camas community) doesn't feel welcoming or safe.*

*We felt so unsafe.*

*I feel uncomfortable being exposed in public.*

*It's scary! (The context was it's scary when hearing about some of those far right and/or white supremacist groups.)*

*I can't hide what I look like. I don't feel safe putting up a sign.*

*If black leaders leave (Camas) then it won't be comfortable for me.*

*Pride flags made us feel safe.*

*Can we hold hands here or not?*

*(I'm) not afraid. I don't feel unsafe. ...be visible and move people along.*

### Representation

*Representation is huge.*

*Representation is critical. The more the city can do to bring in different groups/entities...It's not organic.*

*Give people a voice.*

*It's very simple...see similar looking people around them increases confidence.*

*Who represents my husband? (From a member of a bi-racial household)*

### Small Town Feel

*Does the city still care?*

*(While I) understand needs for systems and procedures, this does take away the personal touch. This is particularly hard for we seniors. We can't operate this way anymore.*

*It's your problem not mine. Deal with it.*

*"Keep Camas, keep Camas"...I laugh. What's the hidden message there? Let's not keep Camas, Camas.*

### Moving forward

*Even with all of the concerns, this is the best city where I've lived. The most welcoming city where I live...strong foundation.*

*We all need each other because that's how we're made, why we're here. We have to work together...be cautious, too.*

*I want to see change and that's why I'm here.*

*Knowledge is power. Nothing is worse than not asking! It (asking) will always be appreciated.*

*We need to be braver as a community.*

*Move into the 21st century. No, it's not a small mill town...The residents hold onto this...it's crippling the city.*

*The City needs to have a voice, right is right, wrong is wrong. In some instances they've spoken up. Why is this different?*

*The city has a role in creating policy to bring in...make people feel more welcome.*

*The city needs to be very intentional is what they do...the library is very intentional - messaging (and programs.) The library is for everybody.*

*Values are where your budget is.*

*There is no defense for racial hate crimes.*

**Further committee Notes captured during the process, Possible Actionable items:**

Movies in the park/library - movies that feature different cultures or foreign films

CamTown - add cultural, educational booths

Food Trucks - cultural, minority, woman-owned

Multicultural Festival that includes Sister Cities and large minority populations

We Move, We Roll -Walk/Move - Promote a walk or roll event that includes those with disabilities

Training for staff

Diversity, Inclusion, Equity Team - citizens

Programming at P&R and Library

Expand historical panels

Other religious holidays celebrated

City Statement

Book Discussions - book to movie

Pride flags, American Flag, BLM flag

Freak Alley - Art mural Alley

Business/Employer Focus Articles

Pride Picnic

Current mission statement reads:

Mission Statement

The City of Camas commits to preserving its heritage, sustaining and enhancing a high quality of life for all its citizens and developing the community to meet the challenges of the future. We take pride in preserving a healthful environment while promoting economic growth. We encourage citizens to participate in government and community, assisting the City in its efforts to provide quality services consistent with their desires and needs.

# People experiencing homelessness



**UPDATE &  
DISCUSSION**

November 1, 2021 Council Workshop

# Recap – July 19 Council workshop

Item 2.

## Council for the Homeless

Kate Budd, Executive Director

### County-wide Concerns:

- Greater visibility of camping and people living outside
- People living outside and/or showing mental health symptoms
- Trash in roadway and other public spaces
- Safety
- Environmental Effects

### Homeless Outreach Team Role

- Daily outreach & building relationships
- COVID education & support
- Connect people to housing & community services
- Address Basic needs, as possible
- Respond timely when new encampments/concerns are identified



## What are the numbers?

Experiencing unsheltered homelessness

*Last permanent zip code data*

- Clark County over 600 households (2021)
- Camas 33 households (2021)

*Point In Time count (PIT)*

- Four individuals (Jan. 30, 2020)
- Next PIT count will be on January 27, 2022.

## What are we hearing from Camas community members?

- Greater visibility of camping
- Greater visibility of sleeping in vehicles





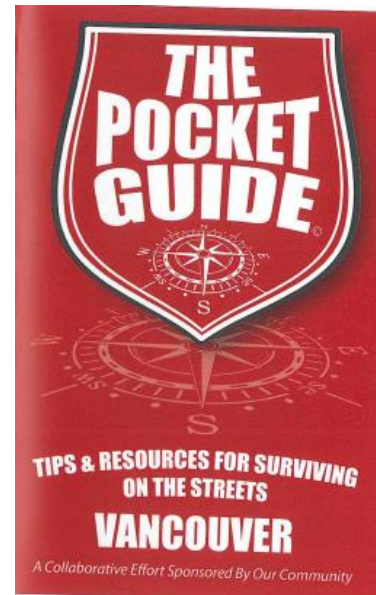
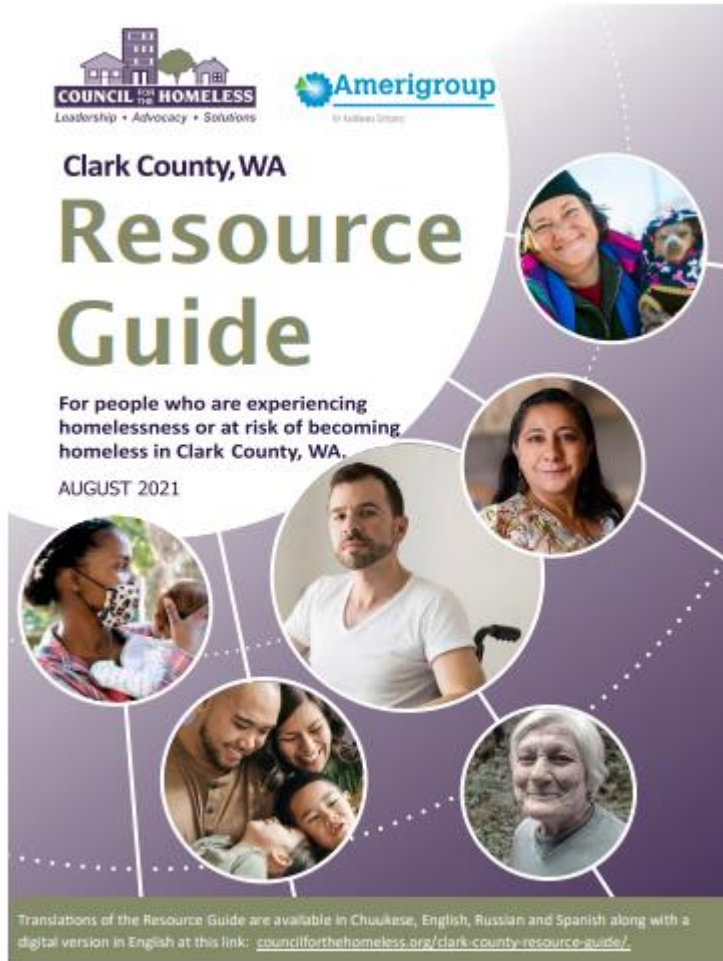
## What does Camas have?

### BASIC SERVICES

Faith-based and non-profits are providing food/meals, clothing and household goods.

### SANITATION

Faith-based and non-profits are providing opportunity to do laundry and shower.



### COUNSELING

Non-profits are providing mental health and addiction counseling.

# Council for the Homeless

Item 2.

## Clark County Resource Guide:

<https://www.councilforthehomeless.org/clark-county-resource-guide/>

### Clark County Crisis:

**(360) 696-9560 or 311**

*Individuals who are currently experiencing a mental health crisis and do not pose an imminent bodily threat to themselves or others*

### Housing Hotline:

**(360) 695-9677**

*Point of entry for shelter and other housing services*

# What's our Gap?

## SHELTER

LAW: Homelessness is not a crime. Individual facing homelessness must be offered available shelter bed before relocation is possible.

CURRENT: Limited seasonal winter shelter has traditionally been available through faith-based providers. The City provides emergency motel vouchers, through a program from Council for the Homeless.

GAP: Year-round shelters and housing are limited and are provided through Clark County. Clients are prioritized for housing based on vulnerability.

# NEXT STEPS

**1**

---

Incident Weather & Transportation:  
Continue providing emergency motel vouchers. Provide free bus passes and/or free taxi rides.

**2**

---

Formalize partnerships with faith-based and non-profit service providers to ensure sharing of information and service coordination.

**3**

---

Develop formal Protocols for how the City responds to individuals facing homelessness.

**4**

---

Communicate resources with Camas community and opportunities for public engaging.

**5**

---

Convene cities and county to better understand and advocate for shelter resources that are available to east County.



# Discussion

Thank you

Recognize our limitations / parameters around our role

Partnerships  
Policy  
Legislation  
Advocacy

**Fear**

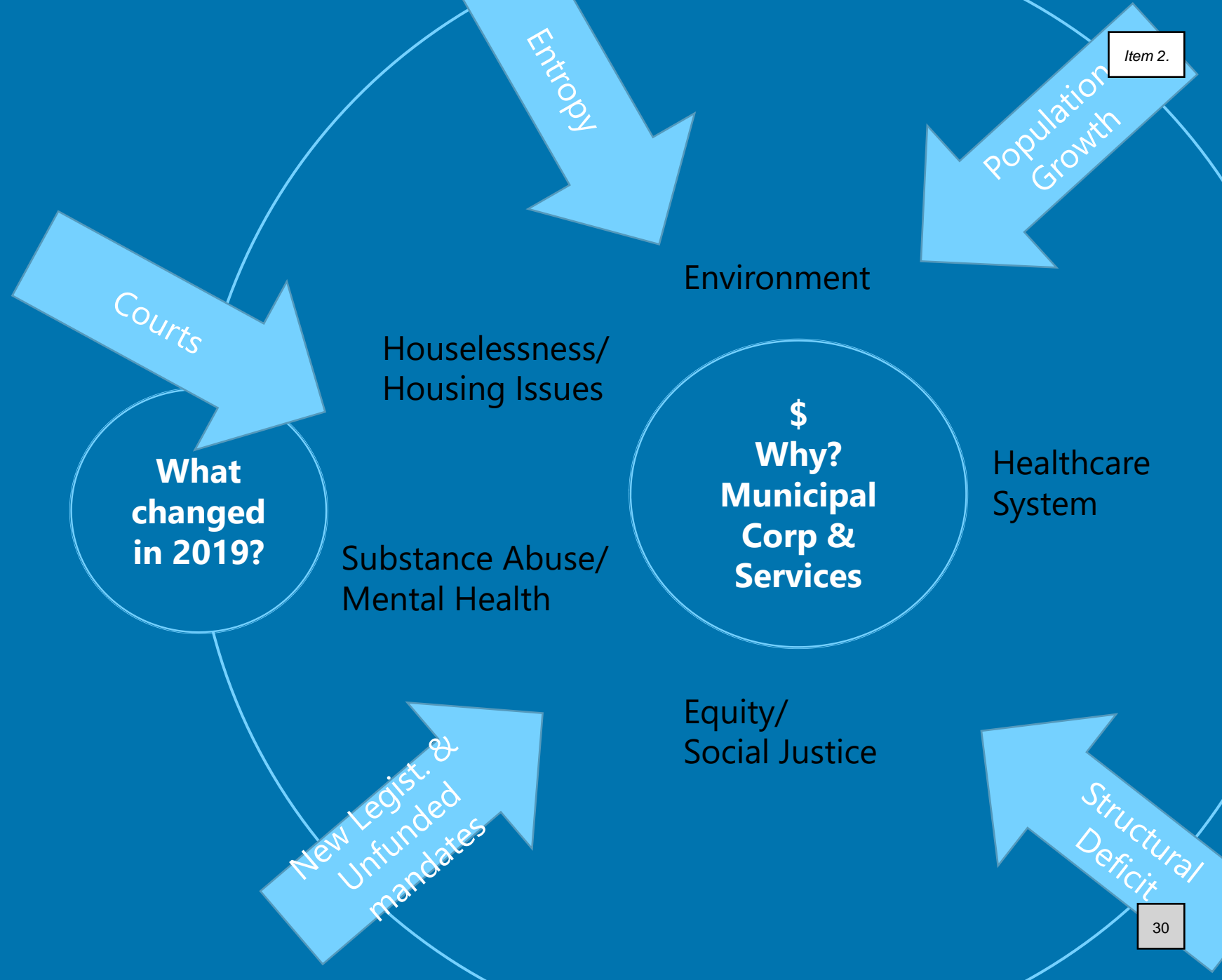
- Induced demand?
- Perception of safety

**Values?**

- What are we solving for?
- How does our solutions correspond to our values?

**Experiment**

- Uncertainty
- Iterative approaches





# Staff Report

Month Day, Year Council Workshop Meeting

Northshore Subarea Plan Phase 2 Contract Amendment

Presenter: Robert Maul, Interim Community Development Director

Time Estimate: 10 minutes

Phone	Email
360.817.1568	rmaul@cityofcamas.us

**SUMMARY:** The North Shore Subarea Plan will ultimately result in a document that will guide the future of the subarea and will be consistent with the city’s 20 year comprehensive plan document, Camas 2035. The North Shore Subarea comprises approximately 900 acres located in the northeastern section of the city. The city has acquired key parcels over the last several years that has resulted in public ownership of most of the properties surrounding the lake.

In 2019, the subarea planning work began by selecting a team of professionals who were assembled under a single contract managed by WSP for the entire scope of the subarea plan.

Phase 1: The scope of Phase 1 included a preliminary market assessment, existing conditions memo, a vision statement, and community outreach. Public meetings were halted in March 2020 due to the COVID-19 pandemic. When public meetings on non-essential items were allowed to proceed, staff brought the draft Vision Statement to the Planning Commission then to Council for consideration. Council adopted the **North Shore Vision Statement** on September 21, 2020, by Resolution 20-010. The total expended for Phase 1 was \$94,002, not including city staff time and resources.

Phase 2: The scope of Phase 2 that is described in the attached memo from WSP includes the following:

- Project Management
  - Phase 2 Kickoff
  - Stakeholder Committees
  - Video
  - Outreach
  - Land Use Alternatives
  - Infrastructure Assessment
  - Final Subarea Report
  - Adoption
- Contingency Tasks
- Economic Development Toolkit
  - Planning-Level Infrastructure Cost Estimates

- Infrastructure Analysis

Contract Cost: **\$224,962**

Phase 2 Amendments (Proposed): With the signed Phase 2 Contract it was anticipated that City Staff would have prepared a few of the deliverable items such as Subarea Plan Report, Comprehensive and Zoning Code amendments and the administrative support to complete those tasks. Given recent retirements and resignations from two key Community Development Staff, and given the challenges faced in current recruitment efforts staff is seeking council approval for a contract amendment to help with these deliverables (see draft contract amendment. The city has seen salary savings in the two open positions, and it is anticipated that both may be filled by early 2022, which will have a total salary savings of approximately \$91,000, which more than covers the added scope of work. The following are the key deliverables

- Project Management and communication for added scope
- Subarea Plan Report
- Comprehensive Plan and Zoning Code Amendments

Contact Cost for added scope: **\$74,215**

Project Timeline: **Final Plan adoption in Spring 2022**

**EQUITY CONSIDERATIONS:**

Questions	Response
<b>What are the desired results and outcomes for this agenda item?</b>	Approve scope and contract for Phase 2
<b>What is the data? What does the data tell us?</b>	Existing conditions data along with extensive outreach during Phase 1 to craft and ultimately adopt a Vision Statement will guide the work of Phase 2.
<b>How have communities been engaged? Are there opportunities to expand engagement?</b>	<p>There have been multiple engagement opportunities throughout this initiative. In brief, Phase 2 engagement will include two advisory committees and online open houses, along with other social media notices. Previous engagement included:</p> <ul style="list-style-type: none"> <li>• Visits to Discovery High School, Camas Farmers Market, Camas High School and Camas Youth Advisory Council to encourage participation.</li> <li>• Twenty-one stakeholder interviews with property owners within North Shore, representatives from the Camas School District, the Port of Camas-Washougal, and elected officials.</li> <li>• Online survey #1 taken by 583 community members.</li> </ul>



	<ul style="list-style-type: none"> <li>• Student workshop at Discovery High School to map future land uses.</li> <li>• Community forum attended by approximately 100 community members (82 signed-in).</li> <li>• Online survey #2 taken by 678 community members. Emails were sent to interested citizens on July 28, 2020 and also throughout the project on the following days: 9/26/19; 11/15/19; 12/6/19; 12/16/19; 1/17/20; and 2/14/20. A mailer was sent citywide on December 12, 2019. The city newsletter included information on the project January 2020. Information has been available throughout the project at <a href="http://www.camasnorthshore.com">www.camasnorthshore.com</a>, along with Facebook posts and invitations to join the public events.</li> <li>• Community Vision Workshop attended by approximately 100 citizens (81 signed-in).</li> <li>• Workshop before Planning Commission on July 21, 2020.</li> <li>• Public hearing on August 18, 2020 for Vision. The Planning Commission unanimously forwarded a North Shore Subarea Vision for approval to Council.</li> </ul>
<p><b>Who will benefit from, or be burdened by this agenda item?</b></p>	<p>The City as a whole will benefit from a subarea plan that will guide redevelopment in alignment with the city’s vision.</p>
<p><b>What are the strategies to mitigate any unintended consequences?</b></p>	<p>Opportunities to participate and provide meaningful comments have been provided throughout the process and will continue with Phase 2. We will adjust the timeframe for the project if unintended anticipated issues arise.</p>
<p><b>Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.</b></p>	<p>Yes, this subarea plan will seek to ensure that there are equitable outcomes for the BIPOC and underserved sectors of our community.</p>
<p><b>Will this agenda item improve ADA accessibilities for people with disabilities?</b></p>	<p>This is a non-project initiative.</p>
<p><b>What potential hurdles exists in implementing this proposal (include both operational and political)?</b></p>	<p>This is a non-project initiative.</p>

<b>How will you ensure accountabilities, communicate, and evaluate results?</b>	There will be two steering committees, briefings before Council and Planning Commission, along with regular updates to the city's Engage Camas site.
<b>How does this item support a comprehensive plan goal, policy or other adopted resolution?</b>	The city's comprehensive plan was amended in its entirety in 2016. The subarea planning effort is consistent with Section 6.4.4.

**BUDGET IMPACT:** The current scope of the North Shore Subarea Plan is included in the approved Community Development Department budget.

**RECOMMENDATION:** Staff recommends approval of an amendment to the consultant contract for the scope of Phase 2 as described.



### CONSULTANT AGREEMENT WSP USA INC. AND THE CITY OF CAMAS

Effective Date: July 31, 2019

This document constitutes the Consultant Agreement ("Consultant Agreement") between the City of Camas ("Client") and WSP USA Inc. ("Consultant"), to provide professional visioning, planning and subarea planning services to the Client for the Phase 1 Camas North Shore/Bridge Village Subarea Plan Project as described herein.

Consultant is authorized by Client pursuant to this Consultant Agreement which is effective as of the above mentioned date, to provide professional services with regard to the referenced project, as specified in Exhibit C, which is Consultant's proposal and/or scope of work for the Project (the "Services"). Unless terminated or extended, this Agreement shall expire on December 31, 2020. Upon the mutual agreement of the Parties prior to expiration of the term, the term of this Agreement may be extended, with an agreed-upon increase to the compensation amount.

It is mutually agreed that Consultant will be compensated as shown in Exhibit D, which is Consultant's price proposal to Client for the Project.

After execution of this Consultant Agreement, Consultant will transmit to Client insurance certificate(s) showing the referenced Consultant Agreement Number, the Project Name and insurance limits and terms that meet the conditions of this Consultant Agreement, all as shown in Exhibit A.

This document accurately states the agreement between Consultant and Client for the Services. This is an integrated Agreement composed of this Signatory page and Exhibits A, B, C and D and supersedes and replaces any and all terms and conditions of any prior or contemporaneous agreements, communications, arrangements, negotiations or representations, written or oral, with respect to the Services to be provided by the Consultant.

ACCEPTED AND AGREED by the Parties' Authorized Representatives:

**WSP USA Inc.**

**City of Camas**

By: Helen Devery  
Name: Helen Devery  
Title: Vice President, Northwest Planning and Environment Manager  
Exhibit A-Insurance  
Exhibit B-General Terms and Conditions  
Exhibit C-Scope of Services  
Exhibit D-Compensation

By: Shannon Juk  
Name:  
Title:

## EXHIBIT A

### 1. INSURANCE

- a. The Consultant shall effect and maintain the following insurance coverages, at its own cost and expense:
- 1.) Worker's Compensation and Employer's Liability Insurance coverage to include all statutory Worker's Compensation benefits to the employees of Consultant who may sustain work-related injuries, death or diseases. Such insurance shall comply with the statutory requirements of the state in which the work is being performed.
  - 2.) Commercial General Liability Insurance coverage with Comprehensive Broad Form Endorsement to include Consultant's liability for death, bodily injury, advertising liability and property damage to third parties resulting from Consultant's activities, with combined single effective and available amount of One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) in aggregate.
  - 3.) Automobile Liability Insurance coverage to include Consultant's liability for death, bodily injury and property damage resulting from Consultant's activities covering use of owned, hired and non-owned vehicles, with combined single effective and available amount of One Million Dollars (\$1,000,000.00) per occurrence.
  - 4.) Professional Liability Insurance coverage with effective and available amount of One Million Dollars (\$1,000,000.00) per claim and in annual aggregate.
- b. The Consultant shall furnish the Client with certificates of insurance showing that the Consultant has complied with this Article. Thirty (30) days written notification of cancellation or non-renewal of the policies will be given to the Client. Insurance certificates will be provided annually during the term of the Consultant Agreement, and shall restate the effective value of the coverage provided. Renewal certificates are due to Client thirty (30) days prior to expiration of the current certificate.

### 2. INDEMNITY, CONSEQUENTIAL DAMAGES

The Consultant shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

### 3. LIMITATION OF LIABILITY

Client and Consultant have discussed the risks and rewards associated with this project, as well as Consultant's fee for services. Client and Consultant agree that, to the fullest extent permitted by law, Consultant and its employees' total aggregate liability to Client and any third parties, regardless of the legal theory under which liability is imposed, is limited to the amount of the total compensation actually paid to Consultant by the Client pursuant to this Agreement. This aggregate limit includes attorneys' fees' incurred or awarded under this Agreement. Client further agrees to notify any contractors or subcontractors of this limitation and require them to abide by this limitation.

## EXHIBIT B - GENERAL TERMS AND CONDITIONS

1. **SCHEDULE.** The Consultant agrees to provide the Services described and by the due date shown in Exhibit C.
2. **COMPENSATION.** Consultant will be promptly paid by the Client in accordance with the terms provide in Exhibit D. This Agreement will not be paid at a price higher than set forth in Exhibit D without the written consent of Client.
3. **STANDARD OF PERFORMANCE.** The Consultant shall render the Services consistent with the standard of care, skill and diligence exercised by members of the same profession providing similar services under similar conditions at the locale of the Project and at the time the Services are to be performed (“Standard of Care”). The Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
4. **INDEPENDENT CONTRACTOR.** The Consultant is an independent contractor which has entered into an agreement with Client to provide Services and/or Products to Client and is not in a joint venture, partnership, agent-principal or employer-employee relationship with Client. The Consultant’s personnel shall not be employees of, nor have any contractual relationship with Client. The Consultant, consistent with its status as an independent contractor, further agrees that it or its personnel will not hold themselves out as, nor claim to be, officers, agents, representatives or employees of Client.
5. **CHOICE OF LAW AND VENUE.** This Agreement, including but not limited to, its validity, interpretation and performance, and remedies for contract breach or any other claims, shall be governed by and construed in accordance with the laws of the state where the project is located.
6. **DISPUTES.** If a dispute arises out of or relates to this agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree, prior to proceeding to litigation, first to try in good faith to settle the dispute by mediation. The venue for any mediation and litigation under this agreement shall be in the County in which the Project is located.
7. **COMPLIANCE WITH THE LAW.** In its professional judgment, Consultant agrees to comply with all federal, state and local laws, rules, regulations, standards, ordinances and administrative codes applicable to the provision of Services, the delivery of Products, the Project site, and jurisdictions in which the Consultant conducts its business. In the event of a change in laws, regulations, et al., of which the Consultant becomes aware and which the Consultant believes affects Services and/or Products, the Consultant shall inform Client of the change and its impact on Services and/ or Products already complete or to be completed, fees and costs involved, and scheduling. Notwithstanding the foregoing, this provision shall not be construed for any purpose as to establish a standard of care for the Consultant's performance under this Agreement.
8. **NON-DISCRIMINATION.** It is the policy of Client to eliminate and avoid discrimination because of race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. All Consultants providing Services or delivering Products to Client are required to provide employment, training, compensation and other conditions of employment without regard to race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. Violation of this provision will be grounds for suspension, termination or cancellation of this Agreement in whole or part.
9. **SAFETY.** The Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of construction utilized by the construction contractors. Under no circumstances shall the Consultant be responsible for initiating, maintaining, managing or supervising the safety precautions or programs of the construction contractor or its employees, agents, representatives and subcontractors, in connection with their work
10. **TERMINATION.** This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. Should the Consultant not meet the material requirements of this Agreement, the Client may terminate the Services upon 30 days written notice and reasonable opportunity to cure the alleged default. In the case of termination for convenience, Consultant will be compensated its reasonable termination costs. In the case of either termination for convenience or default, Consultant will be paid for all services performed pursuant to this Agreement, up to the date of termination. In no event shall Consultant be obligated to provide drawings, designs, or other documents to Client after notification of termination until full payment for Consultant's services has been received.

**11. NO THIRD PARTY BENEFICIARIES.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties hereto, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person or entity on such Agreement. It is the express intention of the Parties hereto that any person or entity, other than the Parties to this Agreement, receiving services or benefits under this Agreement shall be deemed to be incidental beneficiaries only.

**12. ANTI-CORRUPTION.** The Parties shall conduct themselves in accordance with high ethical standards and in compliance with all applicable laws, including without limitation local and international laws prohibiting bribery and other forms of corruption. Each Party undertakes that it (including its respective officers, directors, employees and agents) will not directly or indirectly through any third party or person pay, give, offer, promise or authorize payment of, any monies or anything of value to any official for the purpose of improperly incentivizing or rewarding favorable treatment or advantage in connection with the Proposals, the Services or the Project. For these purpose, "official" includes any official, agent, or employee, or the close relative of any official, agent, or employee, of (i) any level of the Government of the Country where the Project is located (the Government), any department, agency, or any entity that is wholly owned or controlled by the Government, any international public organization, any recognized political party in the Country where the Project is located, any candidate for potential officer in the Country where the Project is located, or (ii) in the case of private sector work, the Project owner or any other private client.

**13. OWNERSHIP OF DOCUMENTS.** The Parties hereto agree that Consultant shall retain ownership and possession of all drawings, specifications, and other documents when its services have been completed and fully compensated. The Client will be provided one set of reproducible drawings, specifications, and other documents so furnished and they shall not be reused either for additional services on the Project to be done by others, or on other projects, without the prior written consent of Consultant. Such consent shall stipulate what, if any, additional compensation shall be paid to Consultant for such reuse of documents by the Client. In no event shall the receipt of such additional compensation operate as a waiver of Consultant's rights under this Article.

**14. DEBARMENT.** The Consultant shall certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any State or Federal department or agency.

The Consultant shall not propose or contract with any person or entity that is currently debarred, suspended, and ineligible consultant and grantees.

## EXHIBIT C - SCOPE AND SCHEDULE OF SERVICES

### PROJECT UNDERSTANDING

The City wants to develop a subarea plan for the Camas North Shore/Bridge Village Subarea to guide and promote future development consistent with a City visioning process. The North Shore/Bridge Village subarea plan will be prepared over two phases of work. Phase 1 and 2 work tasks broadly include:

- **Phase 1** – During this phase of the plan preparation, work will focus on community visioning and engagement and will include the following task:
  - Existing conditions review
  - Visioning and public outreach
  - Preliminary market assessment
- Schedule: Phase 1 tasks will be completed between August 5 and December 31, 2019.
- **Phase 2** – During this phase of work the City and consultant team will take the initial vision and refine it into a focused subarea plan that is developed using community and stakeholder input. This phase will include the following tasks:
  - Public outreach, including a technical advisory or steering committee to guide the creation of the North Shore/ Bridge Village subarea plan.
  - North Shore/Bridge Village subarea plan design guidelines.
  - Economic development action plan with market tool kit.
  - Utility assessment to accommodate planned growth.
  - Traffic study assessment addressing changes in the land uses and zoning and required road improvements to meet City level of service requirements.
  - Unmanned aerial system (UAS) drone flight information with orthorectified aerial imagery of the study area with topographic contours that will provide detailed information for the existing conditions assessment.
  - Road cost estimating and constraints assessment.
  - North Shore/Bridge Village subarea plan adoption process support.
- Schedule: Phase 2 tasks are anticipated to occur from January 1 to June 30, 2020.
- The Phase 1 consultant team includes:
  - WSP USA Inc. (WSP) – project manager
  - 3J Consulting (3J) - visioning task lead
  - Leland Consulting Group (LCG) - preliminary market assessment task lead.
- The Phase 2 consultant team includes:
  - WSP – project manager and subarea plan task lead
  - LCG - final market assessment and economic development toolkit task lead
  - DKS Associates (DKS) - traffic study assessment task lead
  - PBS Engineering and Environmental (PBS) drone flight orthorectified imagery and road cost estimating task lead.
- The results of Phase 1 and the level of plan detail and amount of future community engagement will inform the Phase 2 scope of work which has not yet been developed.
- The City requested a macro level scope of work and cost estimate for Phase 2 that will be informed by the results of Phase 1 and refined with City staff. The general task elements for the Phase 2 scope of work are listed above and a preliminary budget range is provided. However, the Phase 2 scope of work and fee will need to be refined further following completion of Phase 1. The phase 2 macro level cost estimate is \$165,000 to \$200,000.
- If the City is awarded grant funding, such as the Housing Action Plan from Washington State, additional tasks may be added to Phase 2.

## OVERALL PROJECT ASSUMPTIONS

The Phase 1 scope of work was developed based on the following assumptions. Task-specific assumptions are included in each task.

- The City will complete any necessary SEPA documentation.
- The subarea planning process will not include a State or National Environmental Policy Environmental Impact Statement or development of a planned action SEPA document or ordinance.
- The City will provide the consultant with one consolidated review of all project materials.
- Phase 1 tasks will be completed between August 5 and December 31, 2019.

## SCOPE OF WORK

### Task 1.0: Project Management

This task will be led by WSP. For Phase 1, WSP will perform the following project management tasks:

- Coordinate with the City's project manager in up to four meetings and will correspond by email and telephone for the duration of the project.
- Participate in monthly project management meetings with the City.
- Prepare a brief email summary for each of the monthly project management meetings.
- Provide monthly invoices.

#### *Assumptions*

- One or two consultant staff will participate in up to four 1-hour monthly project management meetings beginning in the second month of the project.
- Project management meetings are anticipated to be three teleconferences, and one in person meeting.

#### *Deliverables*

- Email summary for each project management meeting
- Monthly invoices (5)

### Task 2.0: Project Kickoff, Site Tour, and Opportunities and Constraints Assessment

This task will be led by WSP. To initiate the project and identify opportunities and constraints within the subarea, the consultant will:

- Prepare a kickoff meeting agenda and base map noting the preliminary subarea plan boundary to be confirmed by the City.
- Prepare for and participate in a kickoff meeting and site orientation tour with City staff. During the kickoff meeting, the consultant and the City will:
  - Formalize project details and schedule
  - Identify stakeholders
  - Complete an orientation tour of the subarea to identify and discuss major opportunities and constraints
- Review relevant background documents, including
  - City of Camas Critical Area Ordinance, Zoning Code and Development Standards
  - Camas Parks, Recreation and Open Space Plan
  - Camas Water Systems Plan
  - Camas General Sewer Plan
  - Clark County Buildable Lands Report
  - Applicable state and federal permitting regulations
- Coordinate with Carollo Engineers on the City's Water System Plan and the General Sewer Plan to summarize utilities planned for the area based on adopted plans.



- Prepare an opportunities and constraints memorandum, including an annotated base map and summary of the kickoff meeting and site orientation tour.

*Assumptions*

- Opportunities and constraints will be based on currently available information provided by the City, including the prior completed environmental and transportation assessment work from the North Shore and Everett Street Corridor Study and the current Transportation System Plan update.
- City staff will complete an assessment of the Camas Six-year Street Plan and the City’s Transportation Systems Plan and provide the consultant with information necessary to support Phase 1 tasks.
- Up to four consultant staff will participate in a 3-hour kickoff meeting and site orientation tour.
- GIS data analysis is not included.
- Environmental assessment fieldwork is not included.
- Transportation analysis by the consultant is not included.
- The opportunities and constraints memorandum will be up to six pages in length.

*Deliverables*

- Annotated base map
- Kickoff meeting agenda
- Opportunities and constraints memorandum

**Task 3.0: Preliminary Market Assessment**

This task will be led by LCG. In order to ground the strategies identified in the subarea plan in market realities, LCG will prepare a market analysis identifying opportunities and constraints in the North Shore/Bridge Village subarea. To complete the preliminary market assessment the consultant will:

- Prepare a summary of economic and demographic existing conditions and trends and a demand analysis for employment (office and industrial), housing, and commercial (e.g., retail) uses.
- Provide a “broad brush” analysis that identifies the types of employment, commercial, and residential land uses that are likely to be feasible versus those that probably not feasible.

*Assumptions*

- The market analysis will focus on target industry clusters, particularly traded sector industries that provide long-lasting and transformative economic vitality.
- The market analysis will use federal or state employment data to highlight trends and where Camas may have a competitive advantage to leverage for employment uses.
- The market analysis will also highlight opportunities to create a strong sense of place in the subarea, which can be an asset for the attraction of businesses, employees, and residents.

*Deliverables*

- Preliminary draft and final market analysis report

**Task 4.0: Project Identity, Website, and Social Media**

This task will be led by WSP. For a project as critical to the community as the North Shore/Bridge Village Subarea Plan, it is important to have a project-specific identity that can be reflected in all project materials, creating continuity and visibility throughout the project. A project website and social media campaign are also important to facilitate two-way communication between the City and community members. The website and social media platforms will be updated throughout Phase 1 and will include the most current project details and information. Additional updates are also anticipated for Phase 2, to be scoped following Phase 1. Establishing a web presence at the outset of the project will help facilitate ongoing community engagement from visioning through subarea plan development and adoption during Phase 2. For this task in Phase 1, the consultant will:

- Create a project-specific identity including a project logo and color palette.
- Purchase a website domain name and host a project website for the duration of Phase 1. Additional hosting fees will be included in Phase 2.

- Design a project-specific website with up to two pages.
- Complete website updates through Phase 1 of the project.
- Coordinate with the City’s social media consultant to prepare up to five social media updates for the City to post on its three social media channels (Facebook, Twitter, and the Camas Connect app).

*Assumptions*

- The consultant will maintain the website domain name and hosting for up to 5 months (Phase 1). Domain renewal and additional hosting fees will be included in Phase 2.
- The City will conduct one round of consolidated review on all website and social media content.
- The City’s social media consultant (under separate contract with the City) will make all social media posts and monitor social media activity.
- Up to 20 hours of website updates at key project milestones through Phase 1 of the project are included.

*Deliverables*

- Project logo and color palette
- Project website design, hosting, and regular updates
- Content for social media updates

**Task 5.0: Community Outreach - Visioning**

This task will be led by 3J with support from WSP. Community and stakeholder outreach are critical components of a successful subarea planning process. Prior to development of conceptual plans and a draft subarea plan in Phase 2, community input on a vision for the North Shore/Bridge Village area is needed. The vision, together with the existing conditions and market analyses, will set the stage for the North Shore/Bridge Village subarea plan that will be prepared in Phase 2. To engage the community and identify the key components of a vision for the North Shore/Bridge Village Subarea, the consultant will develop and implement a community outreach plan that will include the following elements and tasks:

- **Community Outreach Memorandum.** The consultant will prepare a 2-page memorandum outlining the outreach activities and schedule. The purpose of the outreach memorandum is to establish the overall outreach goals and objectives and identify the timing of each outreach activity.
- **Stakeholder Interviews.** Early discussions with stakeholders will provide a thorough understanding of the area and the desires and concerns of those who will be most affected by future development. The stakeholder interviews will address vision elements such as desired land uses, transportation networks, and parks and open spaces. The information gathered during the interviews will be summarized and validated through a follow up online questionnaire, described below. For the stakeholder interviews, the consultant will complete the following tasks:
  - Prepare an invitation letter for City distribution.
  - Prepare draft and final interview questions for City review and comment.
  - Conduct stakeholder interviews with individuals or small groups.
  - Prepare a draft and final interview summary noting common themes and vision elements (land use patterns, transportation, parks and open space, etc.). Interviews will be reported in the aggregate to maintain anonymity for participants.
- **Community Event.** Existing community events, such as the farmers market, are opportunities to engage a large number of people in a short time. To engage the broader community in the North Shore/Bridge Village visioning process, the consultant will participate in one Camas community event, anticipated to be a table at the Camas farmers market. The event is intended to create awareness of the project and solicit input from the community regarding their aspirations and/or concerns with development of the subarea. For the community event, the consultant will:
  - Prepare a visioning activity that asks participants to briefly share what they love about the North Shore/Bridge Village area and/or their concerns with future development. Input will be collected verbally and through filling out vision cards.
  - Develop a project factsheet for distribution at the event.

- Provide a draft and final event summary that captures the public input received and further refines the vision elements identified through the stakeholder interviews.
- **Online Questionnaires.** The consultant will prepare up to two online questionnaires to supplement in-person community engagement activities. The questionnaires will provide an alternative opportunity to share ideas on the North Shore/Bridge Village vision for those who may not come to a meeting or feel comfortable voicing their opinions among others. The first questionnaire will coincide with stakeholder interviews and seek input on vision elements (land use, transportation, parks and open space, etc.). The second questionnaire will run concurrent with the community open house (described below) to further develop the community vision and guiding principles. For the questionnaires, the consultant will complete the following tasks:
  - Prepare draft questions for review by the City.
  - Finalize the questions and prepare the online questionnaire via SurveyMonkey or similar online survey platform.
  - Summarize the questionnaire responses for use in preparing the vision statement (Task 6).
- **Community Open House.** The consultant will design and facilitate a community open house to share the results of the outreach activities described above and engage people in an exercise to develop guiding principles that will frame the concept development process in Phase 2. For the community open house, the consultant will complete the following tasks:
  - Prepare a draft and final open house plan that will identify project background information, room layout, schedule, and informational station staffing.
  - Participate in a 1-hour teleconference with City staff to prepare for the open house.
  - Prepare a 6 X 9 postcard mailer to advertise the open house for printing and distribution by the City.
  - Prepare up to four display boards.
  - Prepare an electronic presentation for the open house.
  - Prepare a sign-in sheet and comment cards.
  - Design and facilitate an exercise to develop guiding principles.
  - Post all open house materials on the project website and allow online comment for approximately two weeks following the physical open house.
  - Prepare a meeting summary for the open house that includes a summary of all comments received at the open house and online. The meeting summary will include a draft guiding principles to be refined in Task 6.

*Assumptions*

- The City will distribute the stakeholder interview invitations and schedule the interviews.
- Stakeholder interviews will be conducted in a single-day in Camas. Up to two consultant staff will participate in the stakeholder interviews. Any follow up interviews will be conducted by City staff.
- The City will provide staff to support the consultant at the community event and open house.
- The City will secure a table at the community event and a venue for the community open house and pay any applicable rental fees.
- The project fact sheet will be a single 8 1/2 X 11 page, double-sided.
- The consultant will prepare up to four 24 X 36 display boards mounted on foam core for the open house.
- Up to two consultant staff will participate in the community event for 2 hours.
- Open house will be up to 2 hours in length and up to three consultant staff will attend.
- The mailer will be printed and distributed by the City to households within a 1/2 mile radius of the subarea plan boundary via U.S. Postal Service and digital distribution via social media and the project website.

*Deliverables*

- Draft and final community outreach plan memorandum
- Draft and final stakeholder interview invitation letter
- Draft and final stakeholder interview summary
- Draft and final online questionnaires (2)

- Draft and final online questionnaire summaries (2)
- Draft and final project factsheet
- Draft and final community event summary
- Draft and final open house plan
- Up to four display boards
- Draft and final electronic slideshow presentation for the open house
- Online open house
- Draft and final open house postcard mailer
- Draft and final open house summary

#### Task 6.0: Vision Statement

The goal of the community outreach program is to obtain stakeholder and community input on a future vision for the North Shore/Bridge Village subarea plan. The consultant will take all information submitted during the stakeholder interviews, community event, online questionnaires, and open house and summarize it into key themes. The key themes are intended to result in a statement of key elements of a vision for the subarea plan provided by the community. The consultant will then work with the City to refine these key elements into an overall vision statement, including the draft guiding principles developed during the community open house. To drive the subarea planning process in Phase 2, the vision statement will include elements related to land use (residential, commercial and employment), transportation, parks and open space, natural resources, and infrastructure. The vision statement will be presented as a single 11 X 17 page. The design and layout of the vision statement will serve as the graphic design basis for the subarea plan document to be developed in Phase 2. For this task the consultant will:

- Prepare draft vision and guiding principle text for City review and comment based on the information gathered during the outreach activities.
- Refine the vision and guiding principle text based on City comments.
- Develop a vision statement document that reflects the community input and aspirations for the North Shore/Bridge Village subarea.
- Refine the vision statement document based on City review and comment.

#### *Assumptions*

- Vision statement document will be one 11 X 17 page.

#### *Deliverables*

- Draft and final vision text
- Draft and final vision statement document

## EXHIBIT D - COMPENSATION

### 1. COMPENSATION

- a. For the performance of the Scope of Services, Client shall compensate the Consultant for each hour (or portion thereof) that Services are performed, plus ODCs, up to the not-to-exceed amount ("NTE") shown herein which shall constitute Consultant's Total Compensation.
- b. The specified Rates are inclusive of all direct and indirect costs associated with the performance of services, including, but not limited to, direct labor, overhead, fringe benefits, home office support, and operating margin ("Profit"), unless otherwise specified.
- c. Client will reimburse Consultant for its other direct costs ("ODCs") at cost plus 10 percent.
- d. The NTE Amount for this Agreement, inclusive of the labor Rates and ODCs, is \$79,925.00, which will not be exceeded without the written consent of the Client.

### 2. PAYMENT TERMS

- a. The Consultant shall prepare at the end of each four (4) week period an invoice showing the authorized hours services were performed and corresponding rates pursuant to the schedule of services.
  1. Invoices shall be in a form acceptable to Client.
  2. Invoices for any approved ODCs shall be taken from books of account kept by the Consultant, and the Consultant shall maintain and have available copies of payroll distribution, receipts, bills, and other documents required by the Client to verify such direct expenses.
  3. Payment of the invoices shall be due within thirty (30) days of receipt by Client.

AMENDMENT NO. 2  
TO  
CONSULTANT AGREEMENT  
BETWEEN  
CITY OF CAMAS  
AND  
WSP USA INC.

This Amendment No. 2 is made and entered into this 6th day of July 2021, by and between the City of Camas ("Client") and WSP Inc. ("WSP").

RECITALS

WSP and Client entered into a Contract dated July 31, 2019 ("Consultant Agreement"), for the performance of certain technical and professional services concerning the Camas North Shore/Bridge Village Subarea Plan Project (the "Project").

WSP and Client now desire to amend the Consultant Agreement to include Phase 2 of the project: increase the compensation payable under the Agreement by \$224,962.00, and extend the term of the Agreement.

Therefore, for the consideration hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which the parties hereto by their signatures below affirm, the parties do mutually agree as follows:

TERMS


The above recitals are incorporated herein and made a part hereof as if fully set forth.


- A. Scope of Services. The Scope of Services, which is Exhibit C to the Consultant Agreement, is hereby amended to include those Services set forth in Attachment 1, Scope of Services Supplement No. 2, attached hereto and incorporated herein for all purposes.
- B. Compensation. The Consultant's Total Compensation specified in Exhibit D to the Consultant Agreement is amended to increase the maximum not-to-exceed amount to be paid as compensation for the Scope of Services by \$224,962.00, for a new Total Compensation of \$319,187.00.
- C. Term of Agreement. The term of the Consultant Agreement, as stated in Exhibit C to the Consultant Agreement, is hereby extended, therefore, the new date for completion of the Scope of Services is deleted and replaced with December 31, 2022.
- D. All other terms and conditions of the Consultant Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Consultant Agreement, which shall be effective as of the date first written above.

WSP USA Inc.

City of Camas

BY:   
Signature HO  
Its: \_\_\_\_\_

BY:   
Signature CLB  
Its: \_\_\_\_\_

## EXHIBIT C – SCOPE AND SCHEDULE OF SERVICES

Exhibit C is revised to include the following:

### SCOPE OF SERVICES

The following scope of work provides the tasks WSP will complete for Phase 2 of the North Shore Subarea Plan.

#### **Overall Project Clarifications.**

This scope of services was developed based on the following clarifications. Task-specific clarifications are included in each task.

- The project will last for approximately 12 months, with estimated completion by December 31, 2022.
- All meetings will be conducted virtually.
- The City will host all virtual meetings through the City's Zoom account or similar platform.
- If in-person gatherings are allowed, the City will secure and, if required, pay for all meeting locations.
- The City will prepare and issue required public notices and comply with all applicable notices and review periods required by the Washington Department of Commerce.
- The City will complete any necessary State Environmental Policy Act (SEPA) documentation and review.
- The City will provide the consultant team with one consolidated review of all project materials.
- All deliverables will include one round of City review unless otherwise specified per task.
- City staff will update the Camas Planning Commission and City Council throughout the project and WSP will not attend those meetings.
- All communication materials will be prepared in English. Translation services are not included.
- During Phase 2, WSP will be supported by PBS for roadway alignments (included in Task 5 and 6), DKS for trip generation and traffic planning (included in Task 5), and Leland for economic analysis (included in Contingency Task 9.2).

#### **Task 1.0: Project Management and Communication**

For the 12-month duration of the project, WSP will monitor the project budget, prepare monthly progress reports and invoices, and manage the subcontractors, project schedule and team deliverables. WSP will also participate in bi-weekly project management meetings with the City's project manager. Email agendas and action item summaries will be provided for each meeting.

#### **Clarifications**

- Project duration is 12 months (May 2021 to May 2022)
- One WSP staff will participate in up to 24 1-hour project management meetings
- Up to 24 email agendas and action item lists

#### **Deliverables**

- Monthly progress reports and invoices (12)
- Email agendas and action items for project management meetings

#### **Task 2.0: Phase 2 Kickoff**

The WSP team will prepare a draft and final agenda for and participate in a kickoff meeting with the City to formalize project details, schedule, identify potential committee members, and review and confirm findings from Phase 1 deliverables (adopted vision, existing conditions report, and market analysis). WSP will provide the following services to complete this task:

- Attend a kickoff meeting with City staff and the project team. The kickoff meeting will include a discussion of the Phase 1 deliverables (existing conditions report, market analysis, and adopted vision).
- Prepare a kickoff meeting agenda and summary.

**Clarifications**

- Up to six consultant staff will attend the kickoff meeting.
- Kick off meeting will be virtual and up to 90 minutes in length.
- Revisions to the existing conditions report are included in Task 7.
- Revisions to the Phase 1 market analysis findings are not included in this scope.
- No graphics or presentation materials will be prepared for the kickoff meeting.
- Summary meeting notes will be up to four pages long.

**Deliverables**

- Kickoff meeting agenda and summary

**Task 3.0: Stakeholder Committees**

WSP will assist the City with stakeholder and community outreach for Phase 2, including strategy, support, and facilitation of two committees – a Steering Committee and a Citizen Advisory Committee (CAC). The Steering Committee will consist of property owners, City staff, representatives of the Planning Commission and City Council, and other technical representatives as needed. The CAC will consist of community representatives to vet plans and provide community perspective prior to broader public outreach efforts. WSP will provide the following services to complete this task:

- Review the list of potential members prepared by the City and provide comments and recommendations.
- Prepare draft and final invitations to committee members for the City to distribute via email.
- Attend and facilitate all committee meetings.
- Participate in one prep meeting with City staff prior to each committee meeting
- Meet with the Camas Parks & Recreation Commission to obtain feedback on North Shore parks included in the land use concept plan maps.
- Prepare meeting agendas and summaries for up to four Steering Committee, up to two CAC, and one Parks and Recreation Commission meeting.
- Prepare a presentation template and support the City with presentations for each meeting.

**Clarifications**

- The city will be the point of contact for all committee communications.
- The city will schedule committee meetings, send calendar invitations to members, prepare required public notices, and distribute meeting materials.
- Two WSP staff will participate in six 1-hour prep meetings with City staff.
- The Steering Committee will meet up to four times throughout the project duration.
- The CAC will meet up to two times throughout the project duration.
- Steering Committee and CAC meetings will be up to 2 hours in length.
- Up to four consultant staff will attend each committee meeting.
- Up to two WSP staff will attend the Parks and Recreation Commission meeting that will be up to 2 hours in length.
- Meeting presentations will include graphics prepared in other tasks.
- The City will prepare draft content for the presentations for WSP to review, revise, and format for the presentations.
- Up to seven agendas, presentations, and summaries will be prepared for the meetings described in this task.

**Deliverables**

- Draft and final meeting agendas and summaries.
- Draft and final committee invitation content
- Draft and final meeting presentations

**Task 4.0: Community Outreach**

WSP will assist the City with outreach to the broader community through the *Bang the Table* community engagement platform. The City has a *Bang the Table* account, which will be used for the project. WSP will integrate the current North Shore project website into *Bang the Table* and support the city in planning two virtual events hosted on *Bang the Table*. The first virtual event will reintroduce the project to the community



and present concept plans (Task 5) for public review and comment. The second event will focus on the preferred alternative plan and zoning recommendations.

*Bang the Table* allows for community engagement through a self-guided review of project materials, completion of an online survey, commenting on an interactive map, and the submission of questions to the project team. Each virtual event will use these features to solicit public comments and answer questions. WSP will provide the following services to support this task:

- Meet with City staff to review the functions and features of *Bang the Table*.
- Compile the content and documents currently included on the North Shore project website and prepare PDF packages to be included on *Bang the Table*.
- Redirect the project website domain, [camasnorthshore.com](http://camasnorthshore.com), to the *Bang the Table* site.
- Prepare a North Shore Subarea Plan landing page on *Bang the Table*.
- Prepare draft and final event plans for each virtual event that identifies background information, logistics, and roles and responsibilities.
- Participate in two teleconferences with City staff to prepare for each event.
- Prepare messaging content for the City to use in public notices and announcements.
- Prepare presentations for each event and pre-record the presentations to YouTube for use on *Bang the Table* during the events.
- Prepare survey content for use with the *Bang the Table* survey tool for each event.
- Check for public questions twice during the events and compile for City responses.
- Prepare a frequently asked questions (FAQ) flyer based on recurring questions submitted during virtual events. The FAQ will be released following each event.
- Prepare an event summary memorandum after each event that summarizes materials presented and all comments received.

#### **Clarifications**

- The City's *Bang the Table* account will be used for the virtual events
- The City will provide login credentials to WSP to design, maintain, and export results of the virtual events
- The City will schedule the virtual events in coordination with other City projects.
- The City will prepare and distribute required public notices and event announcements
- The City will post to and monitor other social media platforms (City webpage, Facebook and Instagram).
- Two WSP staff will participate in a 1-hour meeting with City staff to review the functions and features of *Bang the Table*.
- Two WSP staff will participate in four 1-hour teleconferences with City staff to prepare for the events (2 per event)
- The virtual public events will last for two weeks. The City will prepare responses to any questions asked by the public through *Bang the Table*.
- WSP will export responses and comments from *Bang the Table* twice for each event – once after the first week the event is live and once after the event has closed.
- The City will pay any printing and mailing costs associated with the event announcements.

#### **Deliverables**

- Draft and final event plans
- Draft and final content for public notices and event announcements
- Draft and final survey content for each event
- Draft and final narrated presentation for each event
- Draft and final FAQ following each event
- Draft and final event summaries

#### **Task 4.1: Project Overview Video**

At the outset of Phase 2, WSP will prepare a project overview video to introduce the project and provide background information for use on the North Shore *Bang the Table* website. WSP will provide the following services to support this task:

- Video concept planning in coordination with City staff.
- Script development in coordination with City staff.
- Prepare motion graphics for use in the video.
- Voiceover/narration using the video script.
- Video editing.
- Preparation of a draft and final project overview video.

#### **Clarifications**

- Two rounds of revisions are included for the project video via email comments.
- Visual content (imagery) for use in the video would be prepared in other tasks or available from existing City resources.
- Closed captions will be provided with the video.
- The City will provide a script outline.
- Video will be up to three minutes in length.

#### **Deliverables**

- Draft and final project overview video.

#### **Task 5.0: Land Use Alternatives**

Based on the information prepared during Phase 1 and confirmed in Task 2 (described above), WSP will develop land use alternatives for the subarea. The alternatives will address the type and mix of employment and residential land uses, parks, and open spaces, as well as a conceptual road layout based on existing transportation plans. The alternatives will be reviewed by the Steering Committee, CAC, and the public during the first virtual event. A preferred plan will be developed based on feedback received. WSP will provide the following services to complete this task:

- Conduct a virtual workshop with City staff to discuss the required elements and preliminary layouts for each land use alternative.
- Prepare three land use alternative maps, including a scenario that describes existing zoning, for the North Shore Subarea for review by the City, committees, and general public.
- Prepare an overview memorandum describing the key features and trip generation associated with each alternative.
- Participate in a teleconference with City staff to review feedback on alternatives, discuss key features of the preferred alternative, and draft zoning, comprehensive plan, and design standard recommendations.
- Prepare a draft preferred alternative plan and overview memorandum based on committee, staff, and public feedback. Final plan is included in the subarea plan report (Task 7).
- Prepare up to two vignette sketches and two street cross sections for the preferred plan.
- Prepare draft zoning, comprehensive plan, and design standard recommendations for the preferred plan to be finalized in the subarea plan report (Task 7). Design standards will include recommendations for architectural and public space standards.

#### **Clarifications**

- Steering Committee and CAC meetings to provide input into the development of and review alternatives are included in Task 3.
- Public review of the land use alternatives will occur at the virtual events described in Task 4.
- Up to six consultant staff will attend a 2-hour virtual workshop with the City
- Up to four consultant staff will participate in a 1-hour teleconference with the City
- Best available aerial imagery and Clark County tax lot information will be used as the base map for the land use alternatives.
- Three new roads will be included in each alternative (two east/west collectors and one north/south arterial).
- Roadway design speeds will be provided by the City prior to alternative development.

**Deliverables**

- Three land use alternative plans, including an alternative that reflects existing zoning, and overview memorandum
- Draft preferred plan, vignette sketches, street cross sections, and overview memorandum
- Draft zoning, comprehensive plan, and design standards recommendations

**Task 6.0: Infrastructure Assessment**

WSP will provide an infrastructure assessment for the preferred land use plan developed in Task 5. For transportation, the infrastructure assessment will include an analysis and refinement of the preliminary transportation network proposed in the preferred land use plan. The preliminary network will be revised based on available lidar information, design speed, existing terrain, and site obstructions.

For utility infrastructure, this task includes a meeting with City staff to determine if changes to existing utility plans are needed based on land use changes proposed in the preferred alternative plan. Additional utility infrastructure analysis is included as a contingency task.

WSP will provide the following services to complete this task:

- Meet with City staff to review existing infrastructure plans.
- Evaluate the updated land use based on the preferred land use plan prepared in Task 5 to determine if the existing infrastructure and planned infrastructure remains suitable for the anticipated land uses.
- Prepare strip maps of three roadways (two east/west collectors and one north/south arterial) included in the preferred alternative plan.

**Clarifications**

- Trip generation associated with the preferred plan is included in Task 5.
- Up to three consultant team staff will participate in two 1-hour meetings with the City to review existing infrastructure plans and preliminary recommendations
- As necessary, preliminary retaining wall locations and heights will be included.
- Utility assessment will be based on the preferred land use plan compared with existing utility plans.

**Deliverables**

- Strip maps of three roadways (two east/west collectors and one north/south arterial) included in the preferred alternative plan.

**Task 7.0: Subarea Plan Report**

The subarea plan report is a compilation of the planning and outreach tasks completed during the subarea planning process. The draft report will describe the preferred plan (as refined based on committee, staff, and public comments), summarize all outreach activities, and discuss the recommended implementation measures. The subarea plan report will also include recommended zoning and comprehensive plan designations, policy and code amendments, design standards, and transportation and utility expansions. The report will include as attachments the technical memoranda and reports prepared in other tasks and during Phase 1. To complete the subarea plan report, WSP will:

- Prepare a preliminary draft subarea plan report for City review.
- Update the existing conditions report to incorporate new information/data, including results of the housing action plan, transportation system plan, and parks and recreation comprehensive plan.
- Meet with City staff to review the preliminary report.
- Refine the subarea plan report.
- Provide the City with a PDF of the final report and appendices.

**Clarifications**

- Two WSP staff will participate in a 1-hour teleconference with City staff to review subarea plan report, including the final preferred land use plan.

**Deliverables**

- Draft and final subarea plan report

**Task 8.0: Adoption**

WSP will support the City through the subarea plan adoption process. To support the City, the WSP team will complete the following tasks:

- Participate in Planning Commission work sessions and hearings
- Provide peer review and input on the City's staff report that summarizes all project deliverables and describes the preferred subarea plan and recommendations.

**Clarifications**

- City staff will draft the staff report and presentation with input and up to 4 hours of peer review by WSP.
- City staff will lead the adoption work sessions and hearings with support from WSP.
- The City will coordinate with the County for all updates to the County's GIS database resulting from plan adoption.
- One WSP staff member will attend a Planning Commission work session, a Planning Commission hearing, a City Council work session, and a City Council hearing that will be up to 2 hours in length.
- WSP will not be involved in any continued public hearings and/or additional work sessions but our involvement can be provided at an additional cost.
- All materials prepared in subsequent tasks will be consistent with applicable City plans, policies, and ordinances; however, WSP cannot guarantee adoption of the subarea plan.
- Minor edits (up to 10 WSP staff hours) to the subarea plan report and preferred plan are included.

**Deliverables**

- One round of peer review and comment on the City-prepared staff report and presentation
- Minor edits to the subarea plan report and preferred plan based on Planning Commission and City Council work sessions
- Final revised subarea plan report and preferred plan

**Task 9.0: Contingency Tasks**

WSP can provide services related to the following tasks, as requested by the City. Scope and budget provided for contingency tasks are estimates and will require refinement if authorized by the City.

**Task 9.1: Infrastructure Cost Estimates**

If requested by the City, WSP will provide planning-level cost estimates for the recommended transportation and utility infrastructure improvements.

**Clarifications**

- If requested, the planning-level cost estimates will be included in the Infrastructure Assessment Memorandum (Task 6). No additional meetings with City staff are included with this contingency task.

**Deliverables**

- Planning-level cost estimates for recommended transportation and utility infrastructure improvements.

**Task 9.2: Economic Development and Implementation Toolkit**

If requested by the City, the WSP team will prepare an economic development toolkit/report that serves as an implementation plan for the preferred alternative and outlines the next steps the city needs to take to implement the plan. The toolkit will identify City actions necessary to achieve the desired land uses (e.g., adoption of zoning and comprehensive plan designations, economic development /recruitment strategies, etc.), incentives that could be put in place, grant funding available to assist with infrastructure and other improvements. The WSP team will provide the following services to complete this task:

- Participate in two meetings with City staff to review the draft and final toolkit.
- Prepare a draft and final toolkit

**Clarifications**

- Up to three consultant team members will participate in two 1-hour meetings with City staff

**Deliverables**

- Prepare a draft and final economic development and implementation toolkit

**Task 9.3: Utility Infrastructure Analysis**

Based on the preliminary utility infrastructure assessment conducted in Task 6, additional utility infrastructure analysis may be needed to address land use changes proposed in the preferred alternative plan. If authorized by the City, this task will include the following tasks:

- Calculate updated utility demands based upon adjusted land use
- Prepare an infrastructure assessment memorandum identifying the utility infrastructure improvements necessary to implement the preferred plan.

**Clarifications**

- Utility assessment will be based on the preferred land use plan compared with existing utility plans.
- Water and sewer capacity estimates will be provided by the City.
- Stormwater will be managed by individual properties at the time of development.
- Hydraulic modeling of water and sewer systems is excluded
- Existing planned infrastructure will be suitable for the updated land use. Sizing of downstream infrastructure and updates to the utility line sizing and existing infrastructure plans for the subarea can be completed by change order and additional fee.

**Deliverables**

- Draft and final infrastructure assessment memorandum

**EXHIBIT D – COMPENSATION**

Exhibit C is revised to include the following

Task 1.0: Project Management and Communication	\$18,109
Task 2.0: Phase 2 Kickoff	\$5,111
Task 3.0: Stakeholder Committees	\$27,201
Task 4.0: Community Outreach	\$31,636
Task 4.1: Project Overview Video	\$9,995
Task 5.0: Land Use Alternatives	\$46,797
Task 6.0: Infrastructure Assessment	\$10,986
Task 7.0: Subarea Plan Report	\$18,283
Task 8.0: Adoption	\$5,741
Expenses	\$314
<b>Total</b>	<b>\$174,173</b>

## Contingency Tasks

Task 9.1: Planning-Level Infrastructure Cost Estimates	\$8,554
Task 9.2: Economic Development and Implementation Toolkit	\$30,678
Task 9.3: Utility Infrastructure Analysis	\$11,557
<b>Contingency Total</b>	<b>\$50,789</b>

**New contract total is \$319,187.00**



October 21, 2021

Robert Maul  
 Planning Manager  
 616 NE 4th Avenue  
 Camas, WA 98607

Subject: Proposal to Provide Professional Subarea Planning Services.

Dear Robert:

Thank you for the opportunity to submit the following proposal for professional planning services to be added to the contract for the Camas North Shore Subarea Plan. The City of Camas (City) requested that WSP submit an amendment to provide additional support for Phase 2 of the subarea plan project. This scope of work details Amendment 3 and addresses the additional support tasks requested by the City, and amends the original contract and prior amendments. The original contract was signed July 31, 2019 and included Phase 1 of the project; Amendment 1 added additional services to Phase 1 (December 16, 2019); and Amendment 2 initiated Phase 2 of the subarea plan (July 6, 2021).

## PROJECT UNDERSTANDING

The City wants to develop a subarea plan for the North Shore Subarea to guide future development consistent with the North Shore Vision developed during Phase 1. This amendment addresses new work to be conducted under existing Phase 2 tasks 1 (Project Management and Communication) and 7 (Subarea Plan Report), and adds a new Phase 2 task (task 10, Comprehensive Plan and Zoning Code Amendments):

- Provide project management and task coordination of the supplemental tasks included in this scope of work (Task 1).
- Preparation of the staff report, presentation, and State Environmental Policy Act (SEPA) checklist for the Subarea Plan (Task 7).
- Develop and write new comprehensive plan policies, a new zoning ordinance, and design standards for the subarea, consistent with the Subarea Plan (Task 10).

## OVERALL PROJECT ASSUMPTIONS

This scope of work was developed based on the following assumptions. Task-specific assumptions are included in each task.

Mr. Robert Maul  
 October 21, 2021  
 Page 2

- The contract term, until December 31, 2022, will not change; however, Amendment 2 identified a scope of services through May 2022. This amendment (Amendment 3) provides additional services through December 2022 (seven additional months).
- The City will host all virtual meetings through the City's Zoom account or similar platform.
- The City will prepare and issue required public notices and comply with all applicable notices and review periods required by the Washington Department of Commerce.
- The City will complete any necessary SEPA review and coordinate with other agencies for external review.
- The City will provide the consultant team with one consolidated set of review comments for all project deliverables.
- All deliverables will include one round of City review unless otherwise specified per task.
- City staff will update the Camas Planning Commission and City Council throughout the project and WSP will not attend those meetings.
- All communication materials will be prepared in English. Translation services are not included.

## SCOPE OF WORK

The following scope of work provides the additional tasks WSP will complete for Phase 2 of the North Shore Subarea Plan.

### **Task 1.0: Project Management and Communication**

For the remainder of the project (until December 31, 2022), WSP will provide project management and task management for the additional support tasks identified in this amendment. Additional time has been allotted to conduct this work; no other changes to Task 1 are proposed.

#### Assumptions

- Project duration is until December 31, 2022
- Two WSP staff will participate in up to 14 additional 1-hour project management meetings
- Up to 14 additional email agendas and action item lists, if needed for the project management meetings

#### Deliverables

- Additional monthly progress reports and invoices (7)
- Email agendas and action items for project management meetings

### **Task 7.0: Subarea Plan Report**

To support the City during the plan adoption process, the WSP team will complete the following additional tasks under Task 7. No other revisions to Task 7 are proposed beyond those specified below.



Mr. Robert Maul  
 October 21, 2021  
 Page 3

- Prepare a staff report that summarizes all project deliverables and describes the preferred subarea plan and recommendations.
- Prepare a PowerPoint presentation to City Council for the adoption hearing.
- Prepare a draft and final SEPA checklist, including the supplemental sheet for non-project actions.

#### Assumptions

- City staff will lead the adoption work sessions and hearings. WSP will support with the tasks identified in the original contract and as amended here and will attend the work sessions and hearings to answer questions.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.
- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.
- The PowerPoint presentation will be up to 30 slides and include a summary of information prepared in other tasks.
- The City will be responsible for responding to any public comments received during the SEPA review process.

#### Deliverables

- Draft and final staff report and presentation
- Draft and final SEPA checklist

#### **Task 10.0: Comprehensive Plan and Zoning Code Amendments**

The City requested additional WSP support and services to develop and write comprehensive plan policies, a new North Shore zoning ordinance, and design standards that will be used to implement the Subarea Plan. Amendment 2 included comprehensive plan, zoning, and design standard recommendations; this amendment (Amendment 3) includes the development of the implementing ordinances based on those recommendations. Following adoption of the subarea plan, WSP will complete the following tasks for implementation:

- Develop an agreed-upon list of elements (sections and pages) within the comprehensive plan, municipal code, and design standards manual to be updated based on final sub area plan recommendations and review with City prior to updates.
- Draft Updates:
  - Prepare policy amendments to the City's comprehensive plan, Camas 2035 to address subarea plan recommendations for the North Shore.

Mr. Robert Maul  
 October 21, 2021  
 Page 4

- Prepare amendments to Camas Municipal Code Title 18, Zoning, to include a North Shore District with unique zoning and design standards consistent with the subarea plan recommendations.
- Prepare up to four code graphics to visually represent code requirements.
- Prepare amendments to the City of Camas Design Standards Manual to address unique streetscape standards for the North Shore, including street cross section drawings.
- Participate in two meetings with City staff to review the draft policy and code language.
- Prepare a draft and final SEPA checklist for the amendments, including the supplemental sheet for non-project actions.
- Final Updates:
  - Prepare final amendments to the comprehensive plan, municipal code, and design standards for adoption.
- Support the City through the adoption process, including preparation of a draft staff report and PowerPoint presentation, and attendance at Planning Commission and City Council Hearings and workshops.

#### Assumptions

- WSP will provide both draft and final rounds (2 rounds) of policy updates for the comprehensive plan, zoning code, and design standards amendments and additional rounds of update can be provided at an additional cost.
- WSP will provide up to four code graphics to visually represent code requirements
- WSP will provide up to three street cross section details to be included in the City's Design Standards Manual.
- Up to three WSP staff members will participate in two 1-hour prep meetings with City staff to review draft policy and code language.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.
- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.
- The PowerPoint presentation will be up to 30 slides and will include a summary of information prepared in this task.
- The City will be responsible for responding to any public comments received during the SEPA review process.
- City staff will lead the adoption work sessions and hearings with support from WSP.
- The City will coordinate with the County for all updates to the County's GIS database resulting from adoption.

Mr. Robert Maul  
 October 21, 2021  
 Page 5

- One WSP staff member will attend a Planning Commission work session, a Planning Commission hearing, a City Council work session, and a City Council hearing; all meetings will be up to 2 hours in length.
- WSP will not be involved in any continued public hearings and/or additional work sessions but our involvement can be provided at an additional cost.
- All materials prepared in support of adoption will be consistent with applicable City plans, policies, and ordinances; however, WSP cannot guarantee adoption of the comprehensive plan, zoning code, or design standard amendments.

**Deliverables**

- Draft and final comprehensive plan, zoning ordinance, and design standards amendments
- Draft and final staff report and presentation
- Draft and final SEPA checklist

**COMPENSATION**

The following additional professional fees will be billed as incurred and will not exceed \$74,215, including \$40 in expenses, without written authorization.

Task 1.0: Project Management and Communication (supplemental task work)	\$9,095
Task 7.0: Subarea Plan Report (supplemental task work)	\$12,420
Task 10.0: Zoning Code Amendments (new task)	\$52,660
Expenses	\$40
<b>Total</b>	<b><u>\$74,215</u></b>

Mr. Robert Maul  
October 21, 2021  
Page 6

**CLOSING**

If you wish to accept this proposal, please provide us with a contract. This proposal is valid for 30 days.

We thank you for the opportunity to offer this proposal, and we look forward to working with you. Should you have questions, please call me at 360-823-6139.

Sincerely,



Nicole McDermott, AICP  
Senior Lead Consultant, Land/Urban Planner



Helen Devery  
Sr. Director District Business Line



# Staff Report

November 1, 2021 Council Workshop

City of Camas Third Quarter 2021 Financial Performance Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 15 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This presentation is to review the financial performance of the City from the perspective of budget to actual, investment performance and status of short and long term debt. The presentation also will provide an economic overview both nationally and regionally to provide context as well as provide the outlook for the next quarter.

**SUMMARY:** The City of Camas’ third quarter performance overall was slightly higher than anticipated. The revenue collections were higher due to continued housing construction growth and a fast pace in housing purchases of new and existing homes. Retail sales from e-commerce has continued with a boost to sales tax receipts. The combination of these economic activities has offset weaker revenue collection in lower charges for services, fines and forfeitures and rental activity. Maintained revenue with spending constraints have enabled the City to maintain or increase fund balances. Overall, the City’s cash and cash equivalents assets increased by \$21 million primarily due to \$3.8 from ARPA construction/capital related funds increased by \$5 million and the rest of funds increased with higher revenue and lower expenditures due to COVID.

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide City Council a status report on the City’s financial performance and an outlook to 2021-2022.

What’s the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? N/A

Who will benefit from, or be burdened by this agenda item? This agenda item provides context for decision making for City Council and discloses the state of the City’s finances to the residents of Camas.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution? This item provides open and transparent financial reporting which is a goal of the City's strategic plan and meets best financial practices.

**BUDGET IMPACT:** This agenda item provides financial context for City Council considerations.

**RECOMMENDATION:** Information only.

# City of Camas 2021 Third Quarter Financial Review

# Agenda

GENERAL  
ECONOMY  
DURING THIRD  
QUARTER OF 2021

HIGHLIGHTS

REVENUE

EXPENDITURES

INVESTMENTS

DEBT

FUND BALANCE  
PROJECTION

OUTLOOK



# Look Back at COVID-19 Timeline

## OUR PANDEMIC YEAR—A COVID-19 TIMELINE

On March 11, the WHO declared COVID-19 a pandemic. Here is a look back at a year in disruption.

### A MYSTERIOUS NEW ILLNESS

Images appear of Wuhan in lockdown, where officials attempt to contain a mysterious virus. Soon after, new cases and deaths related to (what's later named) COVID-19 surge in Europe.

### THE WORLD SHUTS DOWN

Countries seal borders; sports teams cancel seasons; schools close and employees go home. People start wearing masks and "social distancing."

### UPTICK IN MENTAL HEALTH ISSUES

People struggle as continued unemployment and/or working from home without childcare/school takes its toll. U.S. break records for daily cases/deaths.

### LIGHT AT THE END OF THE TUNNEL?

2021 begins with a race to vaccinate. Cases and deaths begin to fall. But the variants are still a threat, vaccine rollout is uneven, and we are still wearing masks.



### THE VIRUS SPREADS, CASES MULTIPLY

The Grand Princess cruise ship, docked outside of San Fran, has passengers with COVID-19; Bay Area is first in the U.S. to announce shelter-in-place orders; hospitals become overwhelmed as cases grow; there is a nationwide shortage of PPE.

### FLATTENING THE CURVE—FOR A WHILE

After "flattening the curve," cases begin to skyrocket again as states "reopen" in different phases. Researchers continue to race to identify treatments and make vaccines.

### NEW HOPE, NEW MUTATIONS

The FDA authorizes two vaccines. Major variants begin to circulate, some of which might impact the effectiveness of vaccines.

# 2021 Third Quarter Economy

## Third Quarter Comparison to Second Quarter

Avg. Mortgage Rate      LOWER    2.89% v. 2.98%

Unemployment            IMPROVING    4.8% v. 5.9%

Retail Sales(% change yr.)      LOWER    12.2% v. 15.6%

CPI (national)            HIGHER    5.4% v. 5.3%

Avg. Gas Prices            STABLE    \$2.82 v. \$2.81

US economy remains in recovery

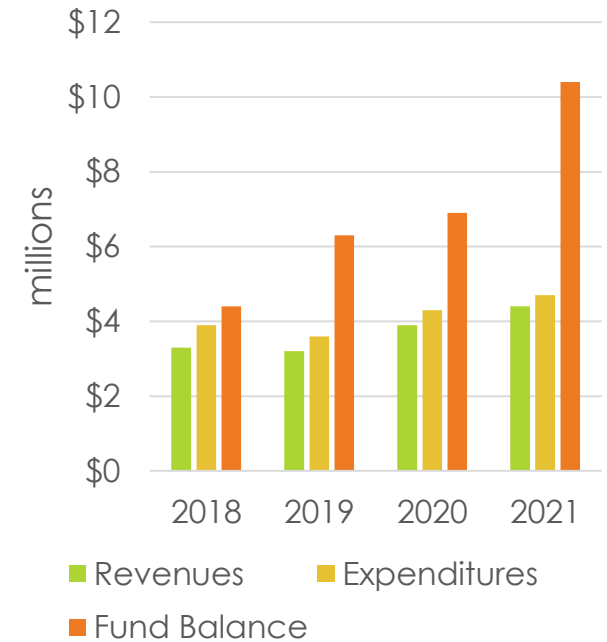
Supply Chain under pressure and may be showing up in sales tax

Jobless claims remain high

Housing locally seems to be slowing – median home prices have increased 20%

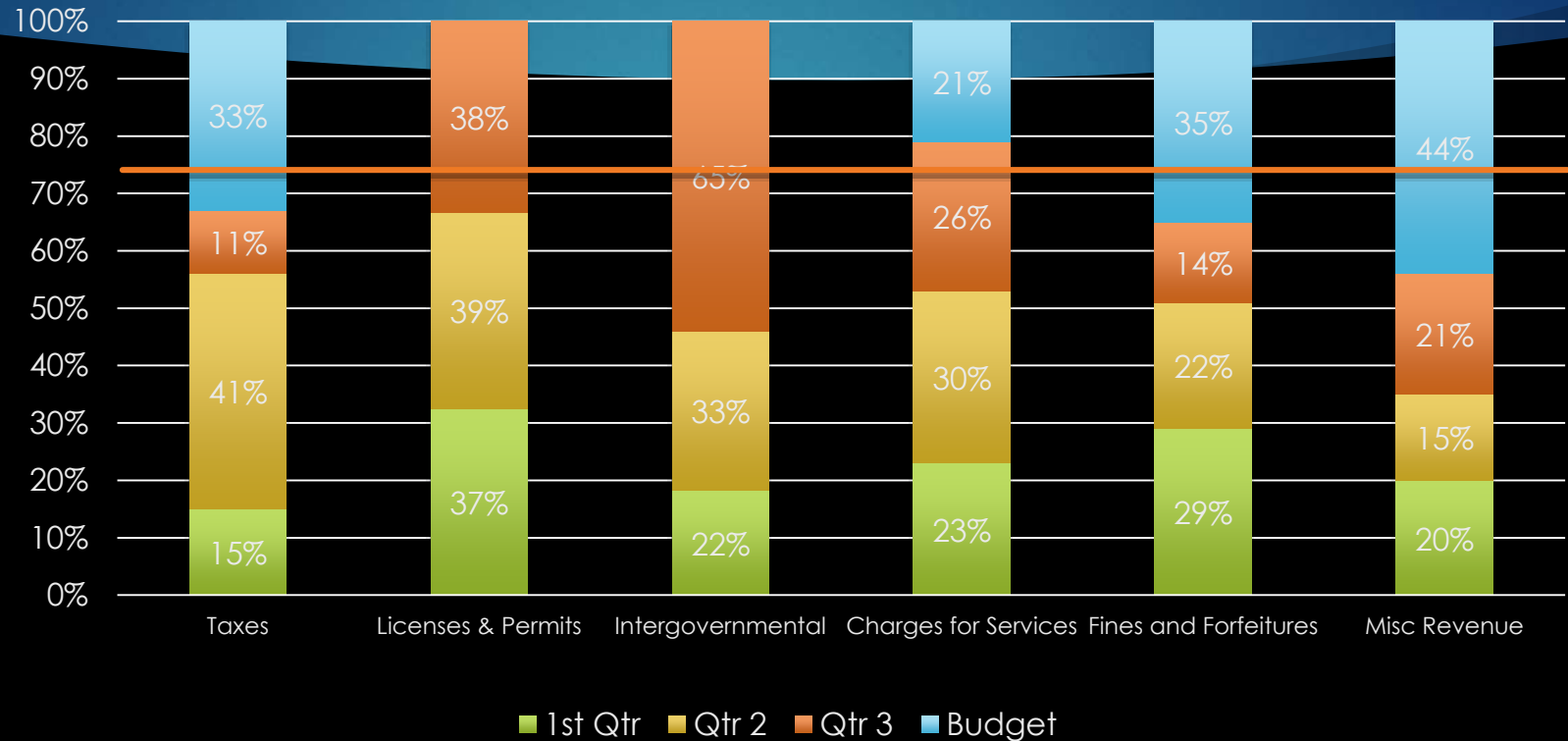
# General Fund Highlights

	2018 Third Quarter	2019 Third Quarter	2020 Third Quarter	2021 Third Quarter
Net revenues (less transfers)	\$3,300,172	\$3,162,339	\$3,877,772	\$4,386,430
Net expenditures (less transfers)	\$3,878,795	\$3,565,085	\$4,315,168	\$4,654,793
Net Cash Flow	(\$578,623)	(\$402,746)	(\$437,396)	(\$268,363)
% of Budget Spent	70%	67%	70%	64%
General Fund Balance	\$4,379,006	\$6,311,706	\$6,900,610	\$10,441,580
Overall Cash and Investments for All Funds	\$46,338,377	\$69,995,036	\$74,900,074	\$96,060,758
	Includes Bond Proceeds	Includes Bond Proceeds	Includes Bond Proceeds	Includes Bond Proceeds

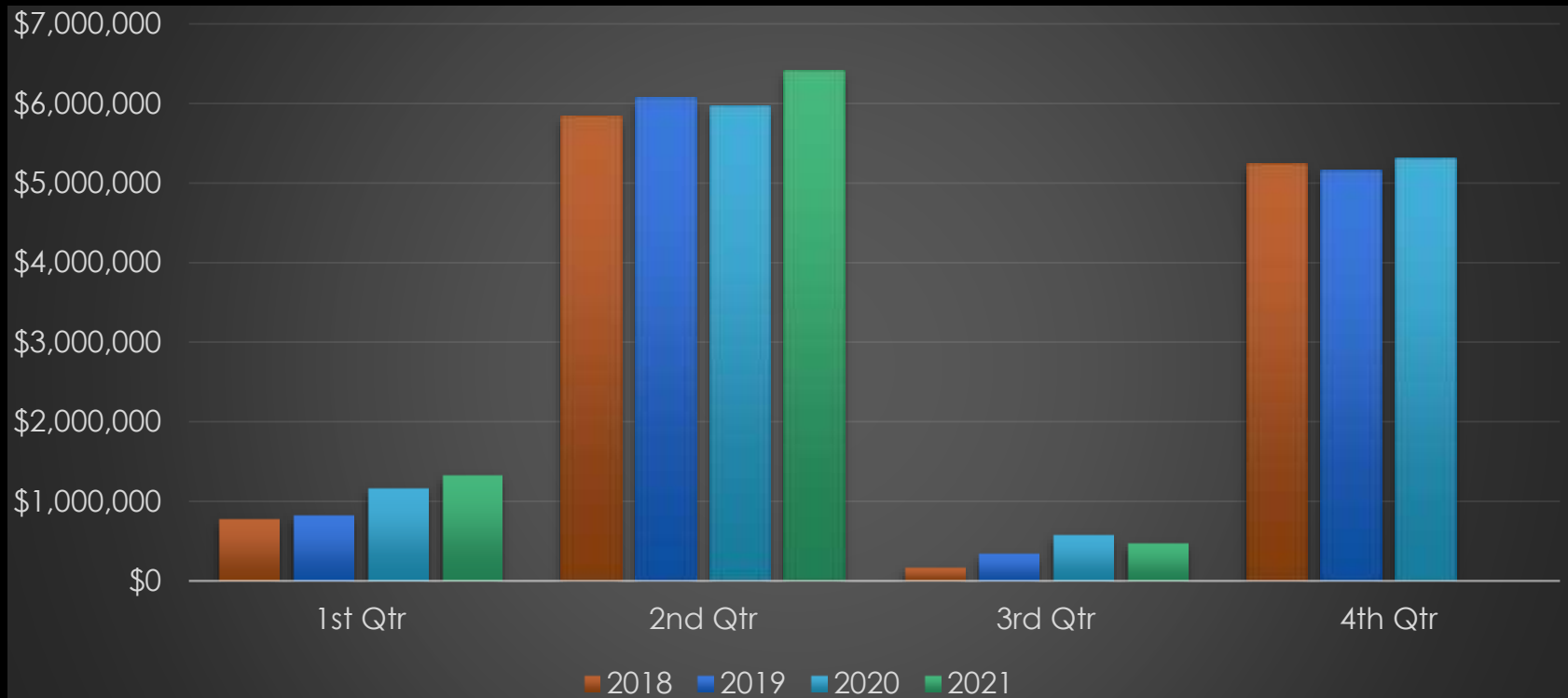


This table illustrates the cash flow of the General Fund.

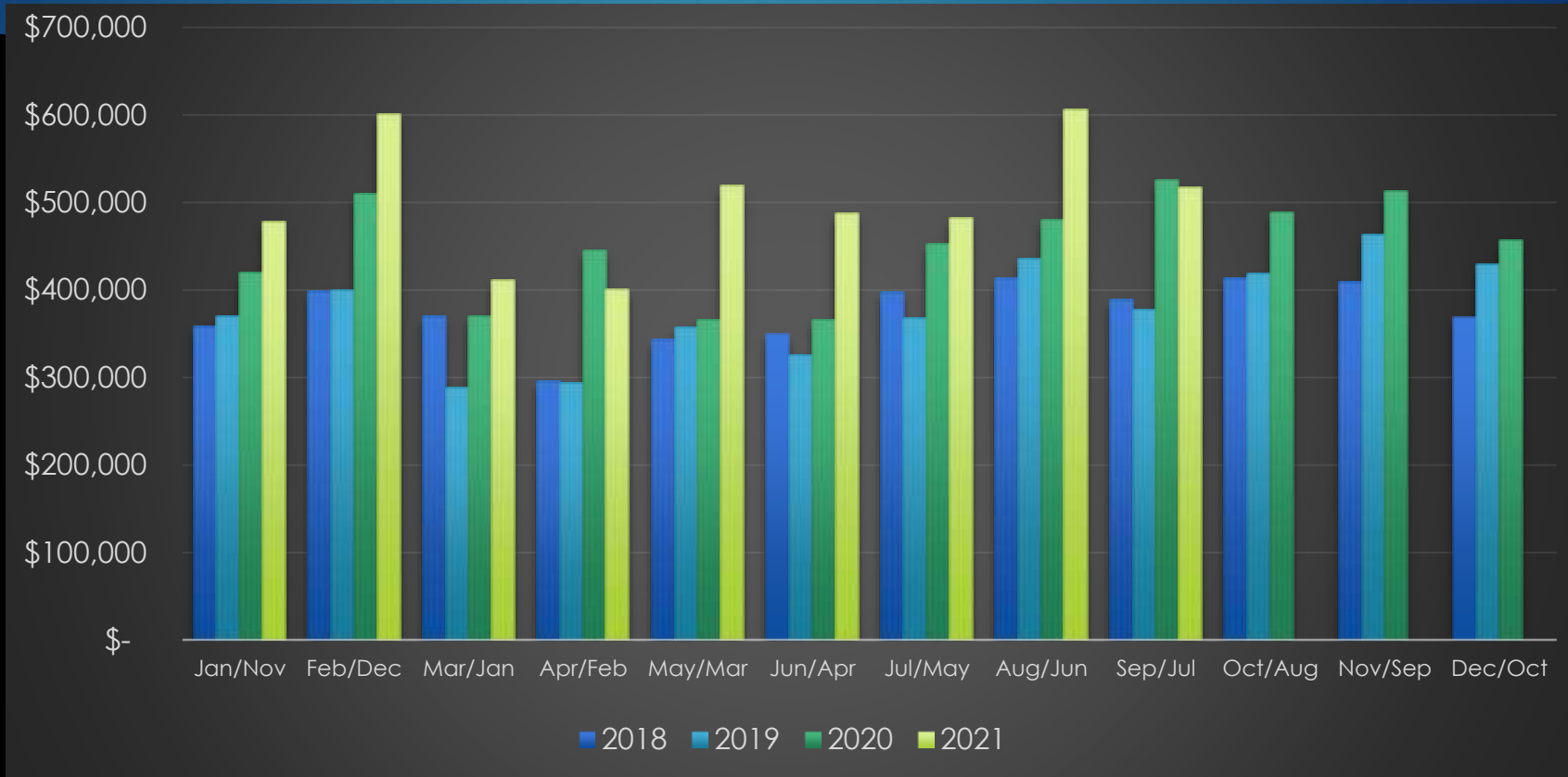
# General Fund Revenues



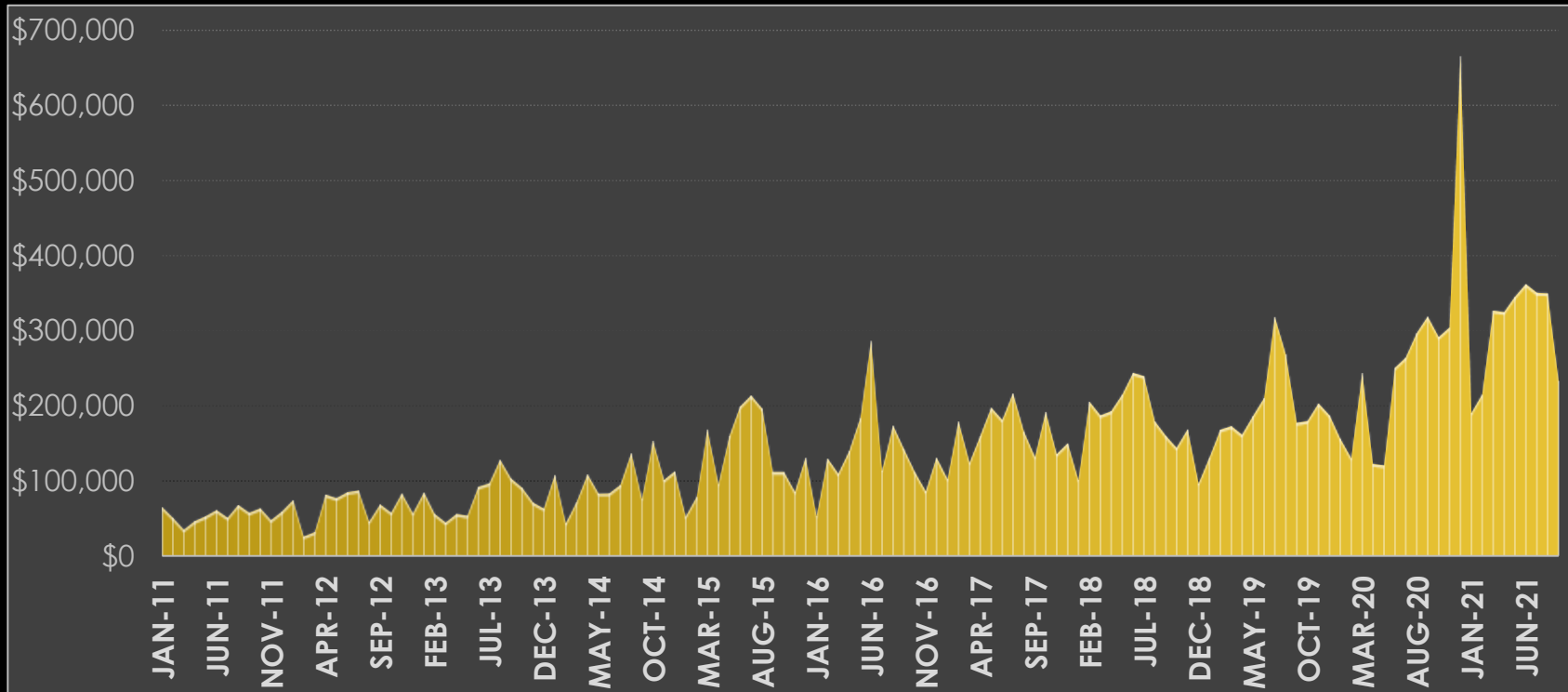
# Property Tax Collections



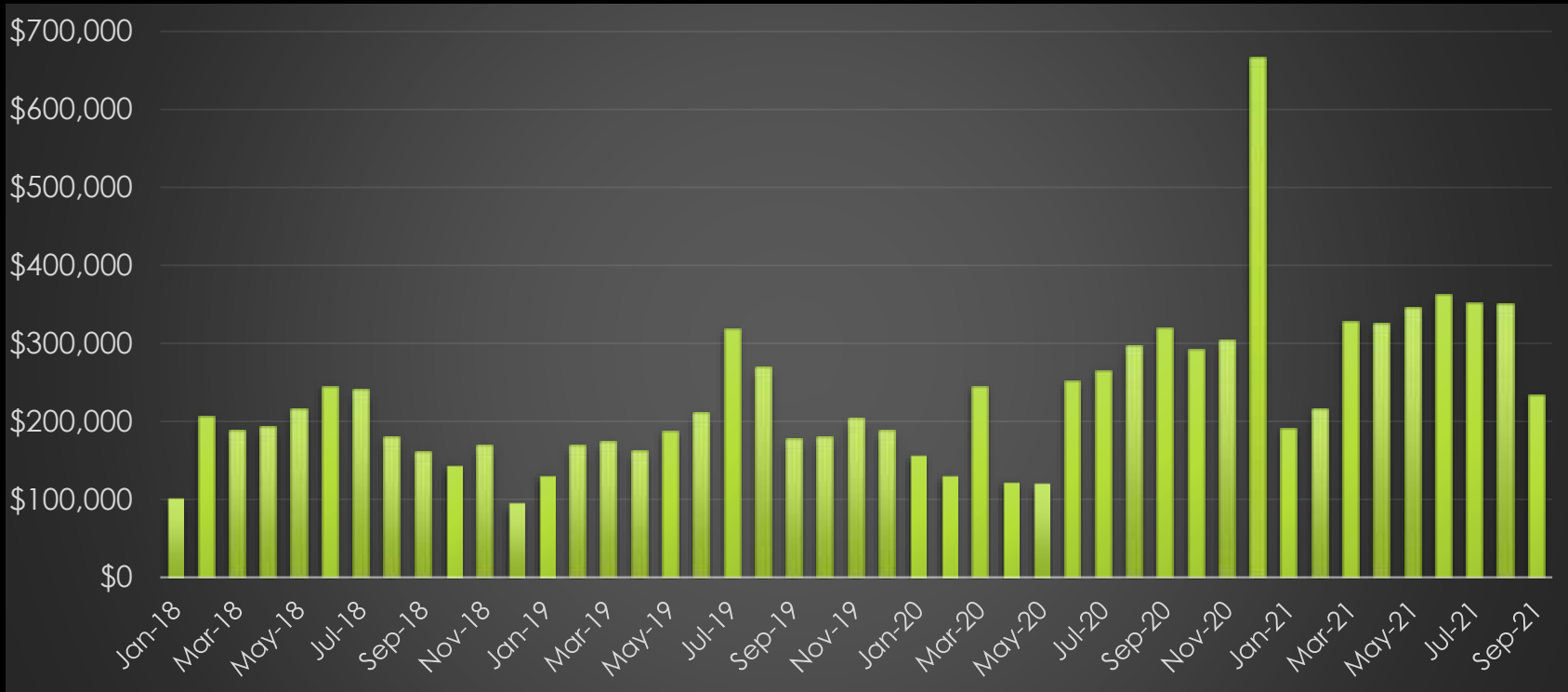
# Sales and Use Tax



# Real Estate Excise Tax

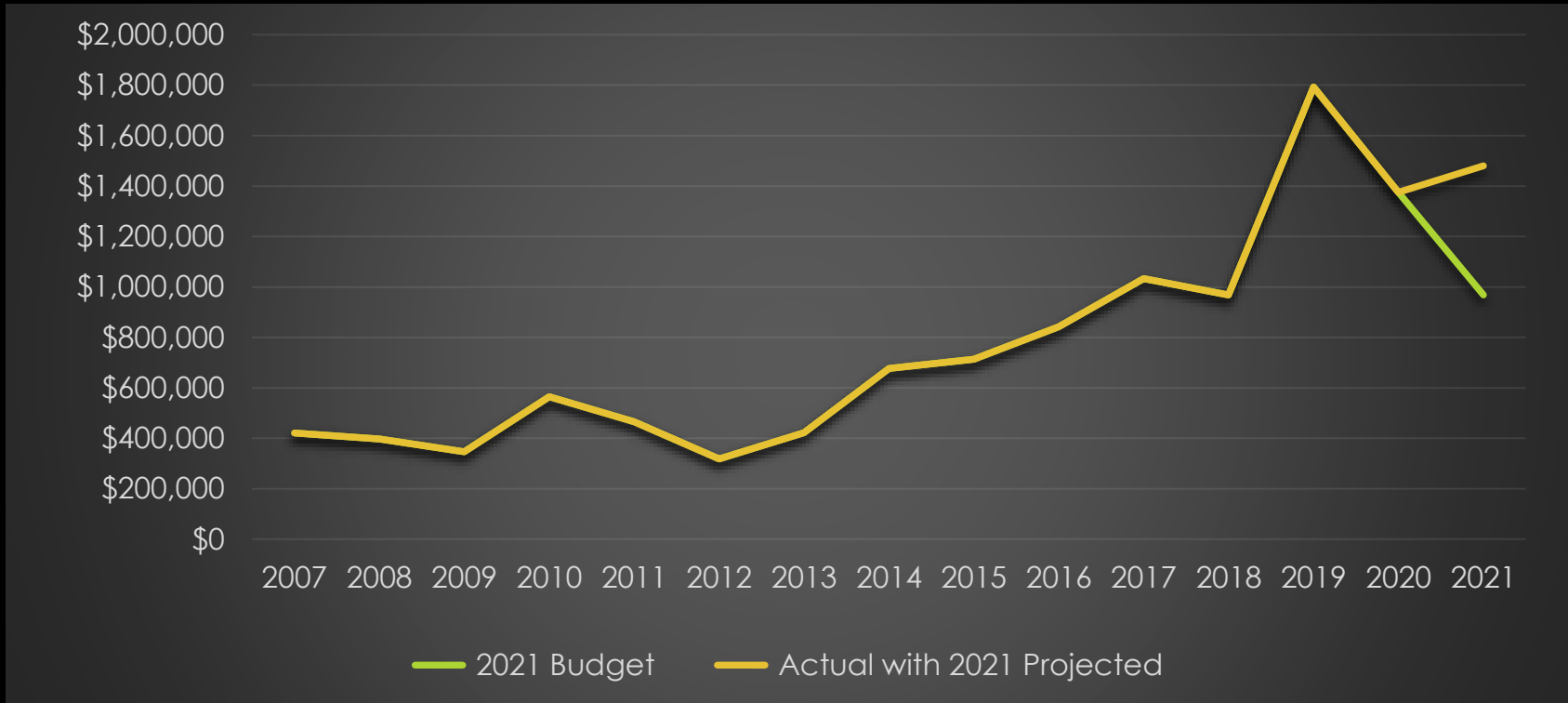


# Real Estate Excise Tax

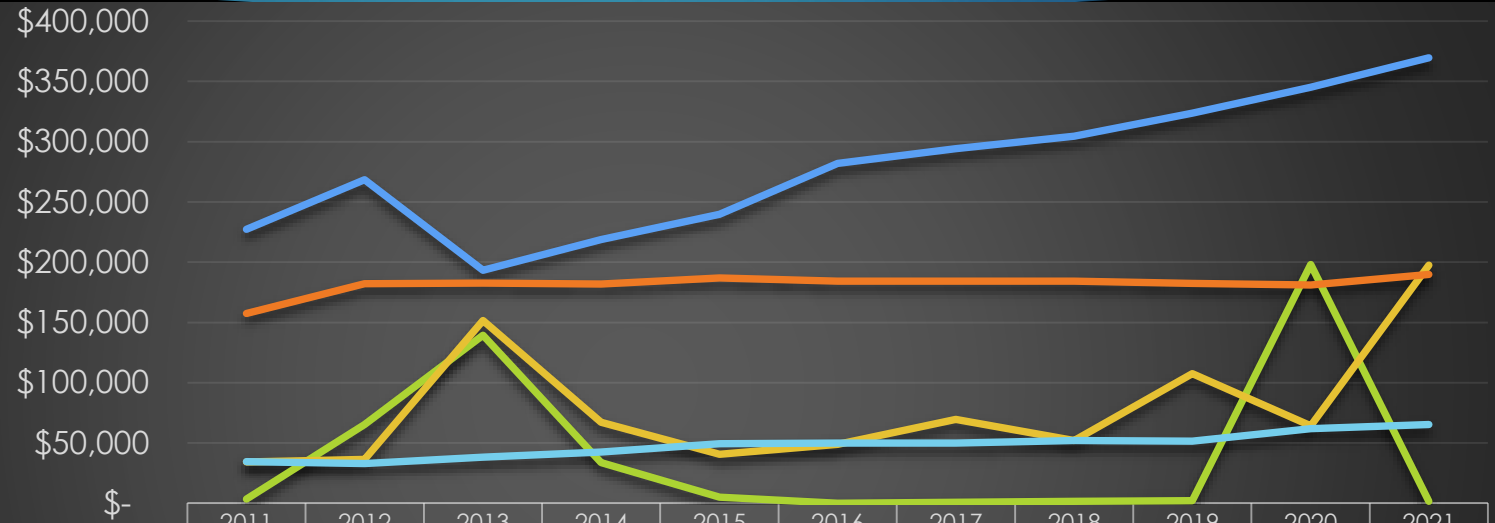




# Building Permits

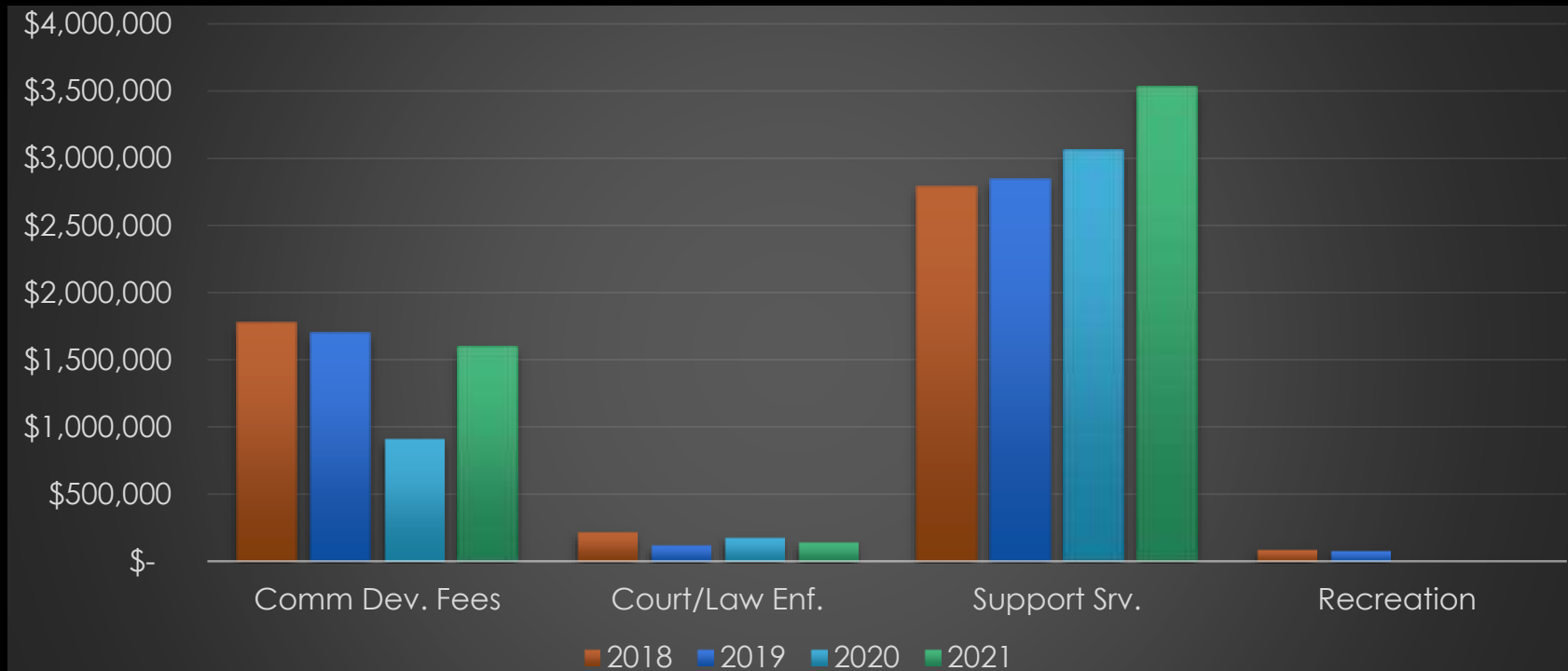


# Intergovernmental

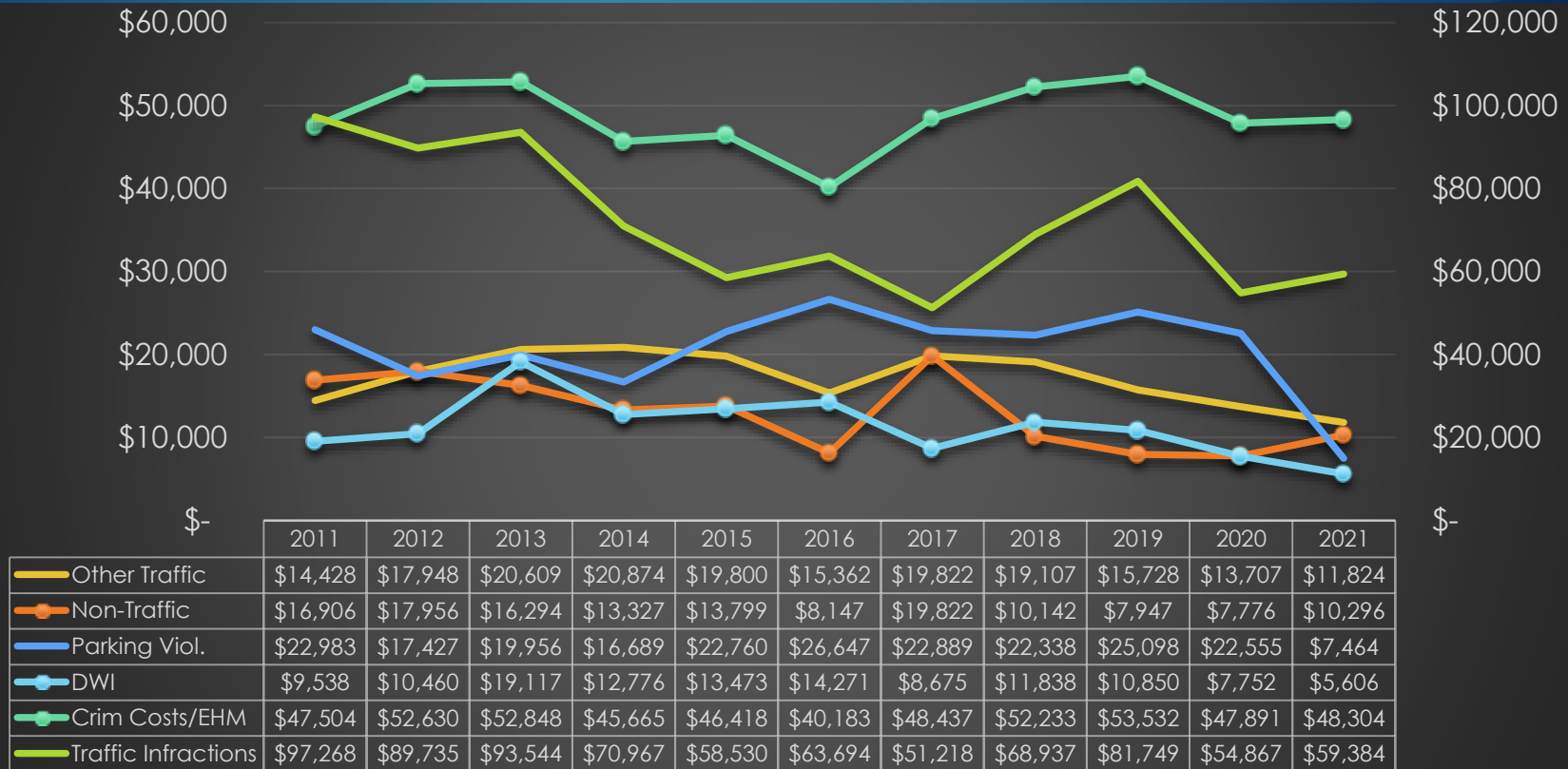


	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Federal Grants	\$3,435	\$65,355	\$139,267	\$33,802	\$5,046	\$-	\$735	\$1,500	\$2,149	\$198,128	\$1,500
State Grants/Shared Rev.	\$34,361	\$36,273	\$151,539	\$67,287	\$40,627	\$48,916	\$69,469	\$51,988	\$107,624	\$64,204	\$197,648
PUD Priv. Tax	\$157,352	\$182,203	\$182,739	\$182,004	\$187,023	\$184,334	\$184,308	\$184,244	\$182,277	\$180,994	\$189,783
Liquor Revenue	\$227,268	\$268,411	\$193,371	\$218,734	\$239,804	\$281,939	\$294,332	\$304,623	\$323,729	\$345,211	\$369,684
Fire Premium Tax	\$34,521	\$32,866	\$38,286	\$42,398	\$49,459	\$50,025	\$49,970	\$52,134	\$51,447	\$61,790	\$65,186

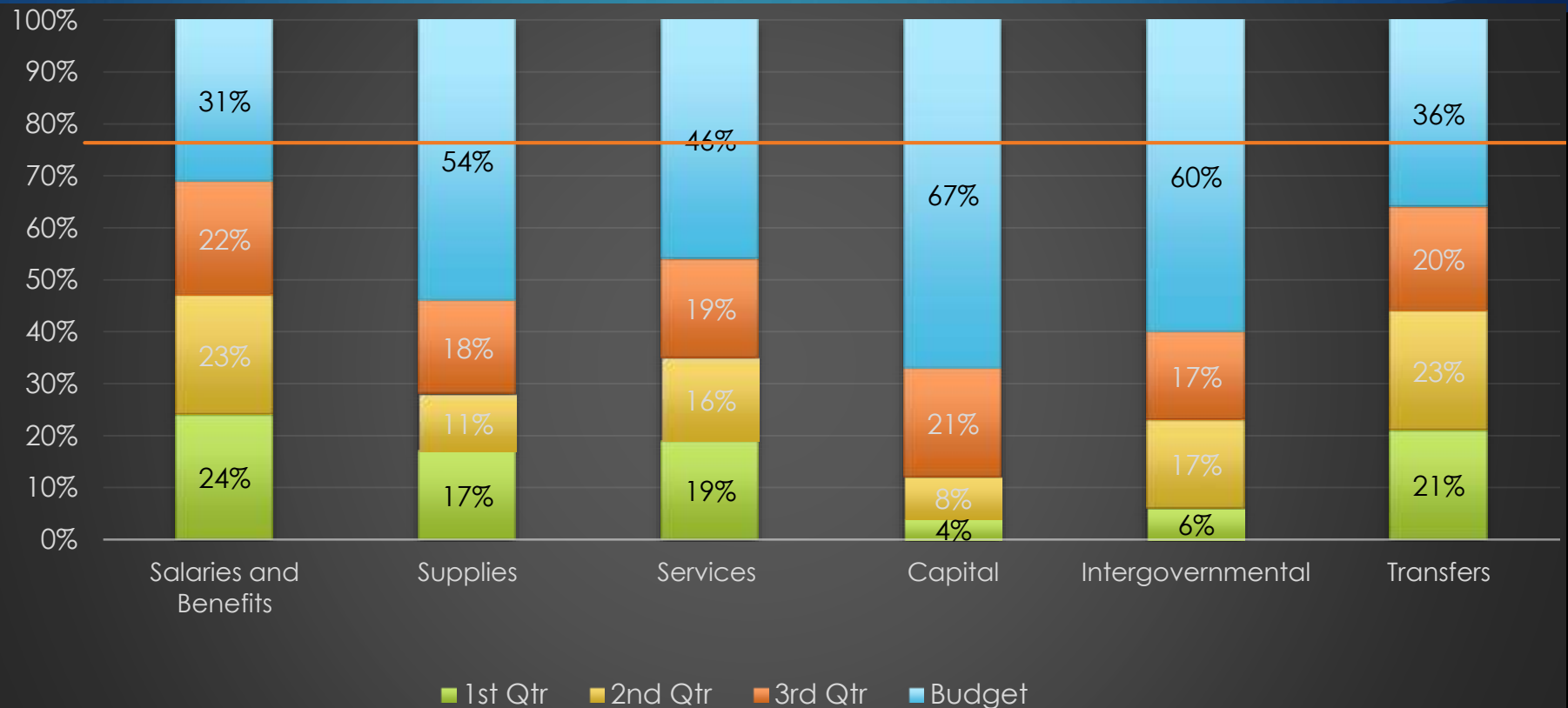
# Charges for Services



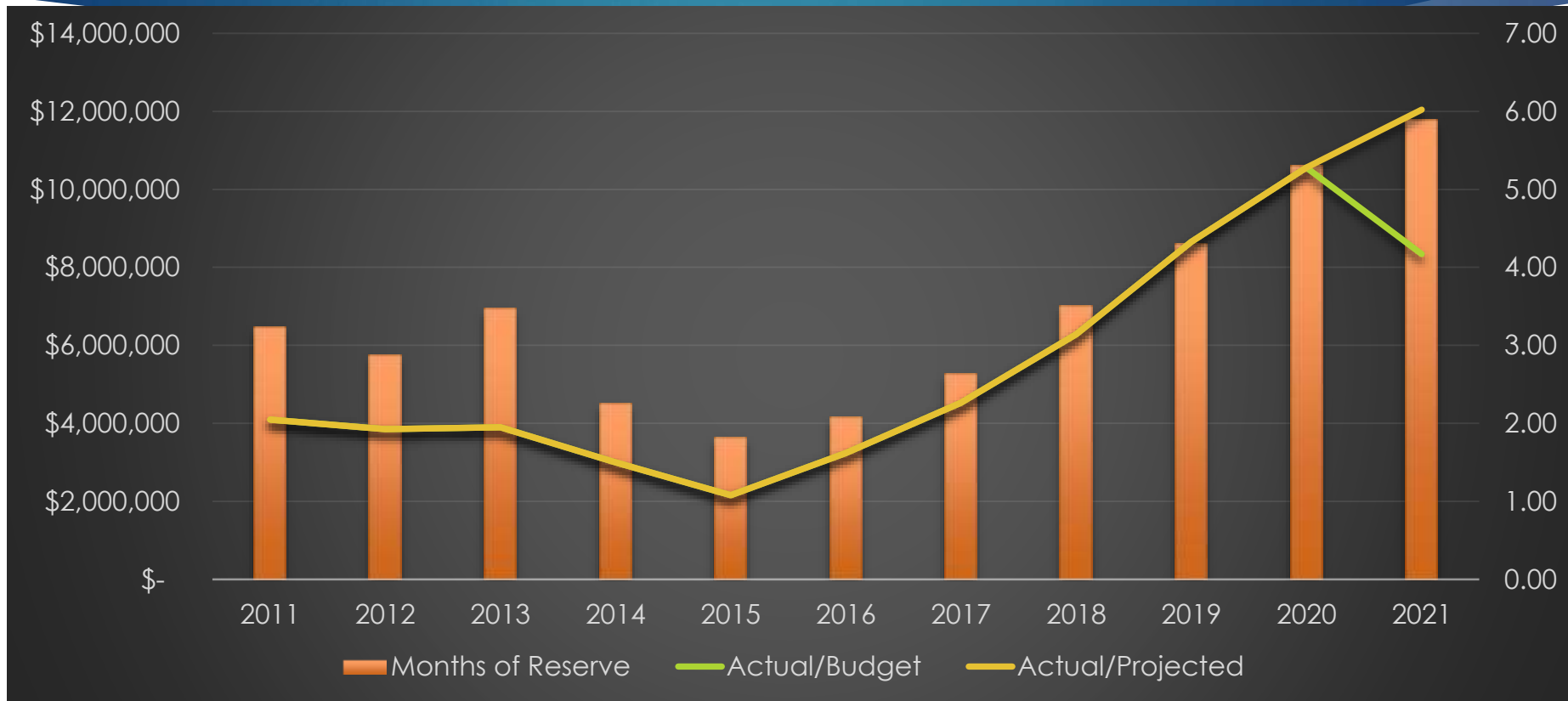
# Fines and Forfeitures



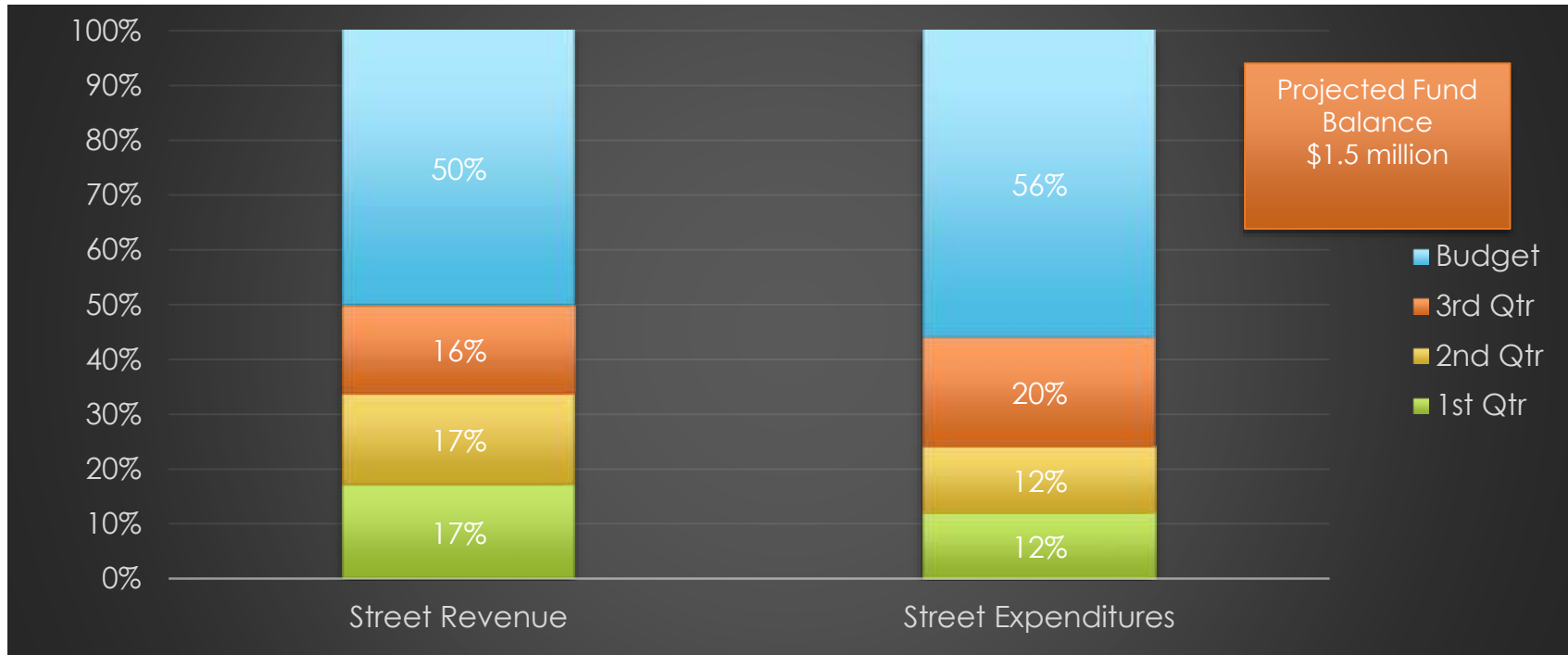
# General Fund Expenditures



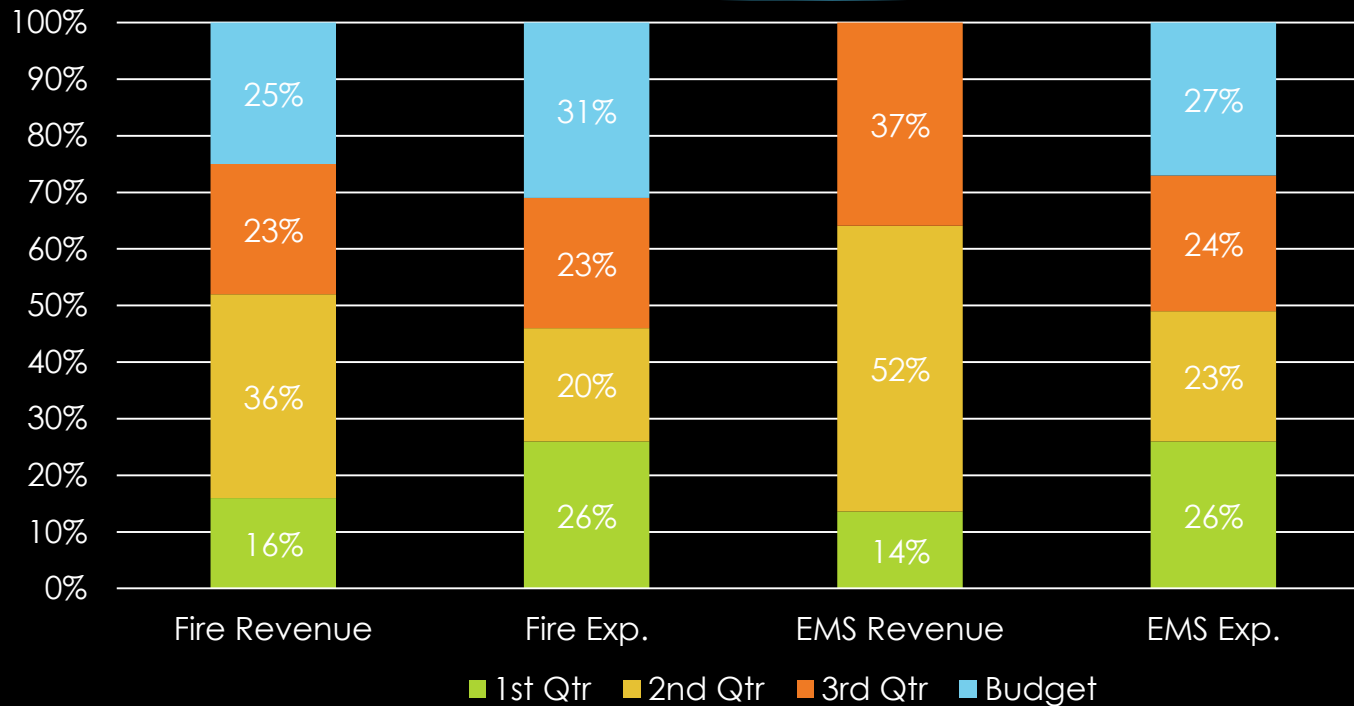
# General Fund Balance



# Streets



# Camas/Washougal Fire and EMS



Projected Fund Balance \$2.8 million



# American Rescue Plan Act Fund

The City has accepted \$6,816,235 of the Coronavirus State and Local Fiscal Recovery Funds per the American Rescue Plan Act approved by Congress in March.

The funds are distributed in two tranches – the first received on June 30 for \$3,408,118

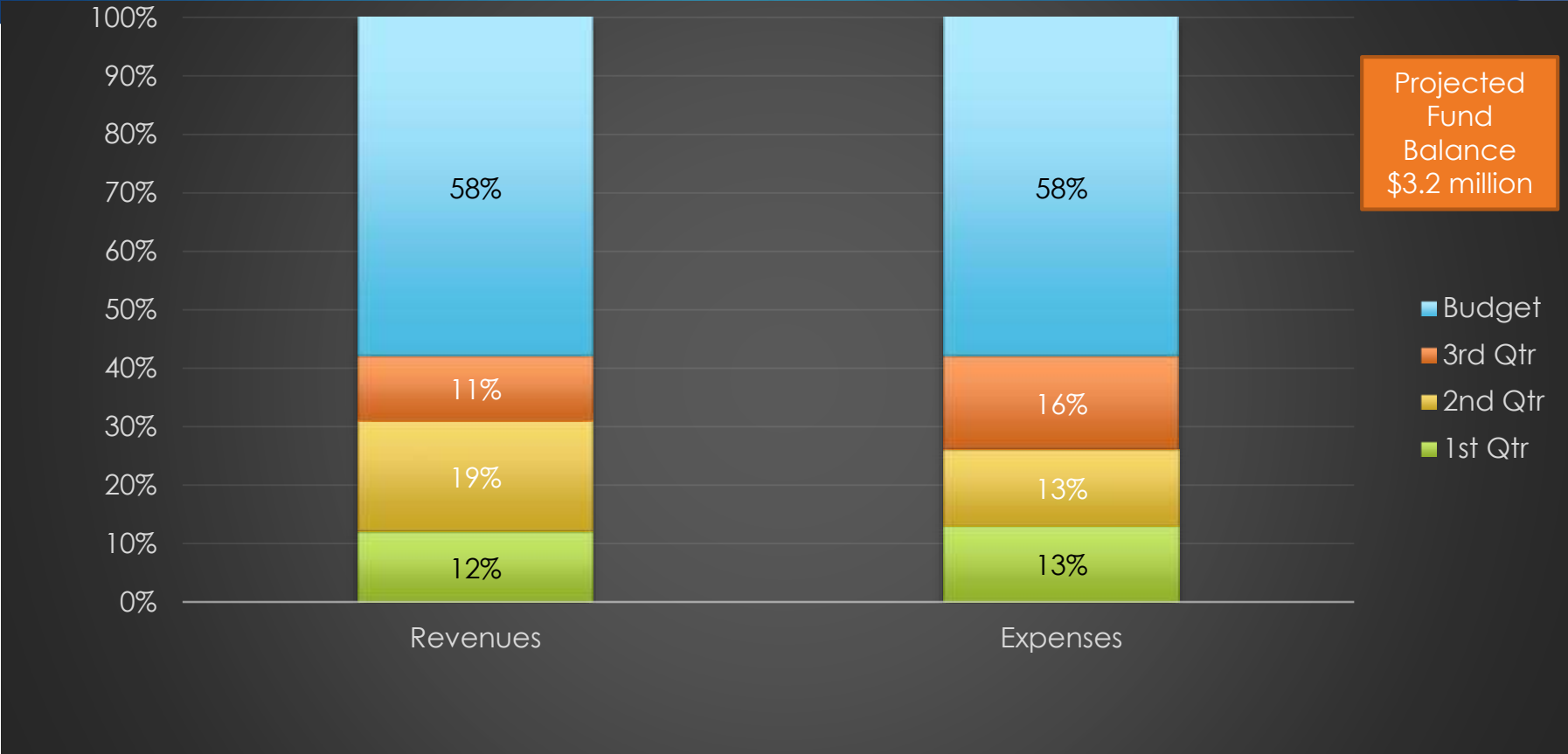
The second to be distributed a year later for the same amount.

The City has four years – using the guidance from the US Treasury – to spend the funds.

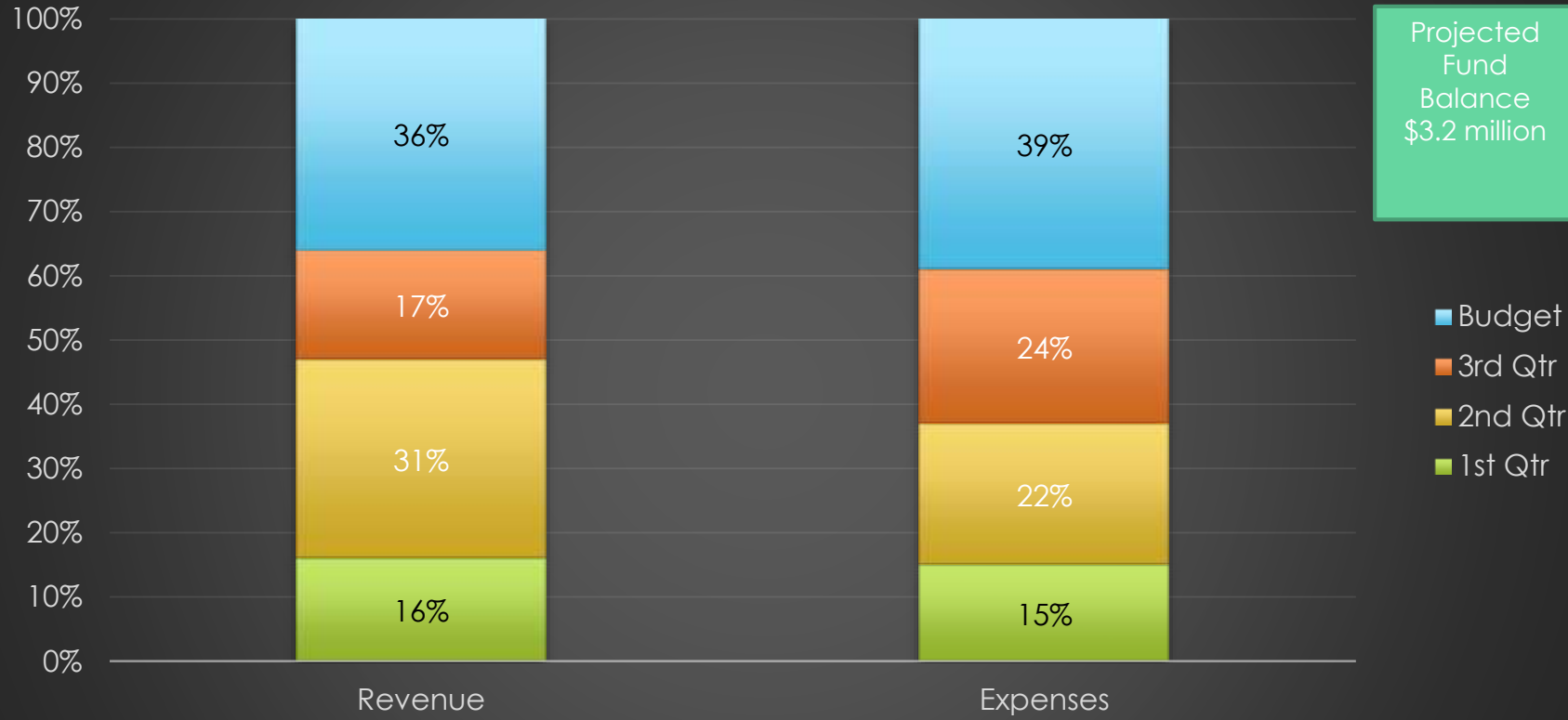
# Utility Assistance Program

- ▶ Current data provided at the City Council Workshop

# Storm Water



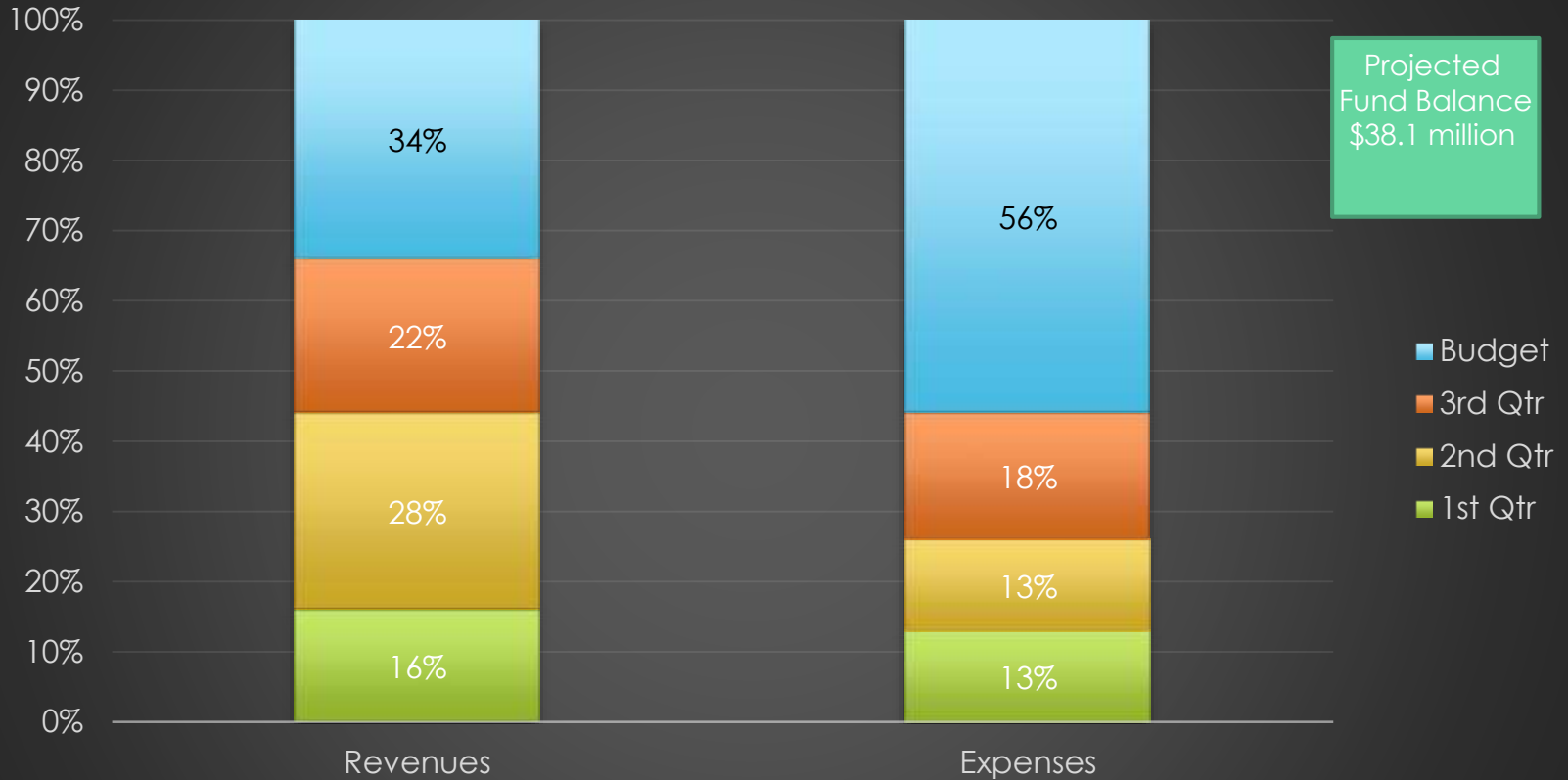
# Solid Waste



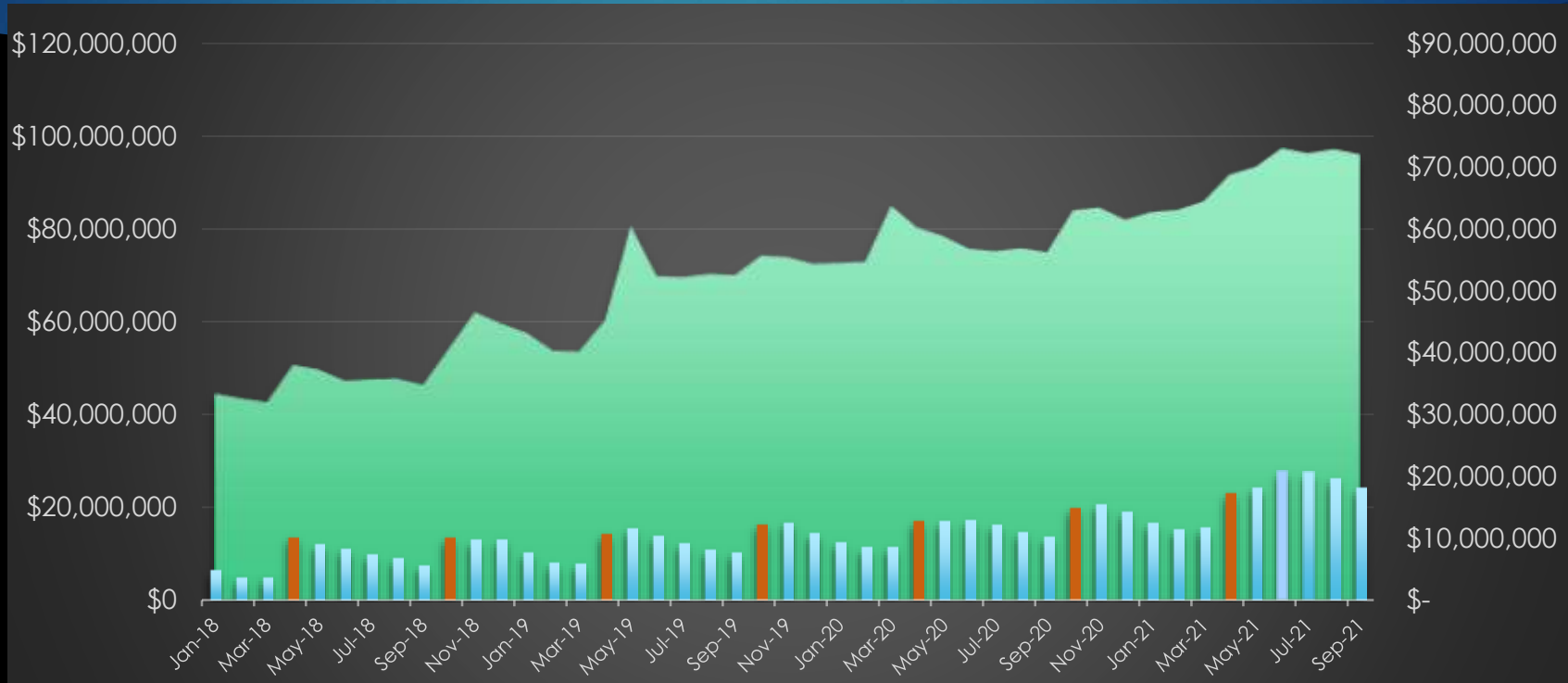
Projected Fund Balance \$3.2 million

- Budget
- 3rd Qtr
- 2nd Qtr
- 1st Qtr

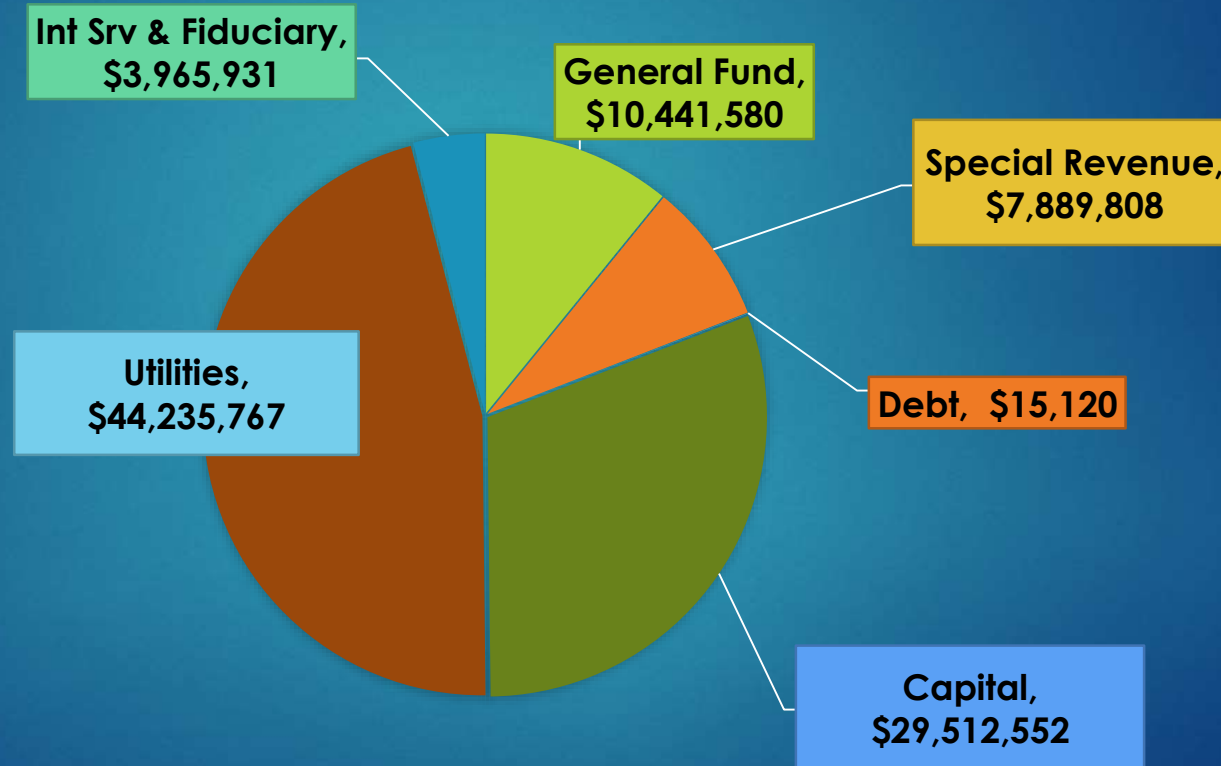
# Water/Sewer



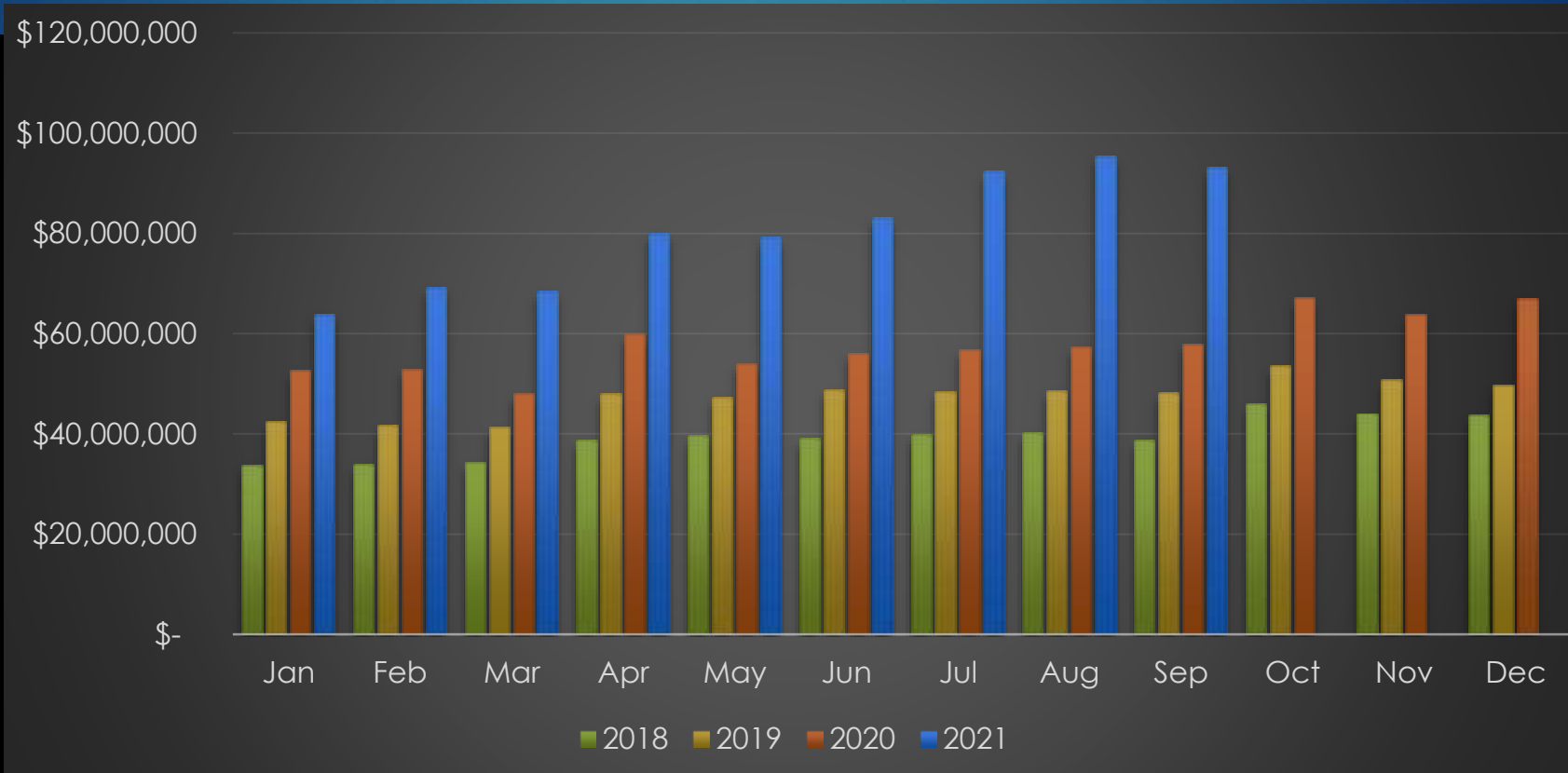
# Cash and Cash Equivalent Assets



# Fund Composition of Investment Portfolio

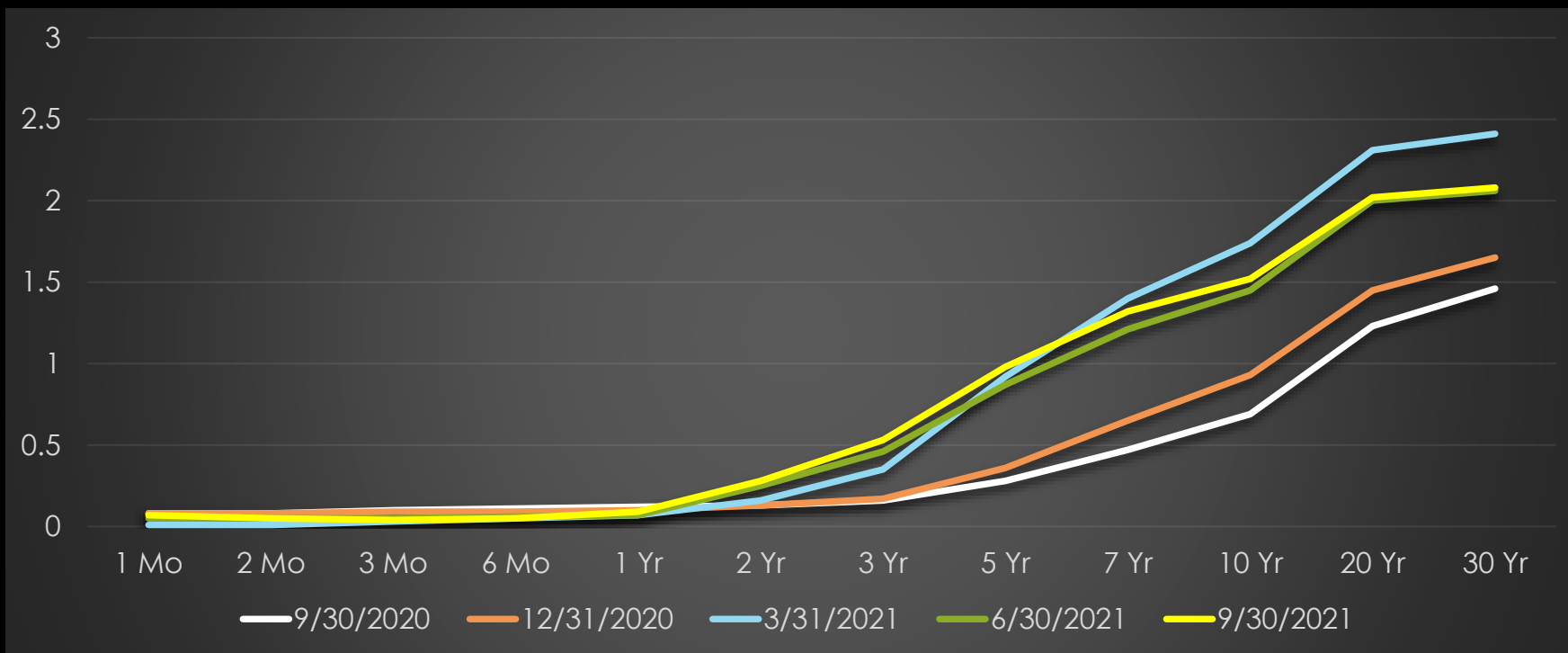


# Investment Portfolio Balance

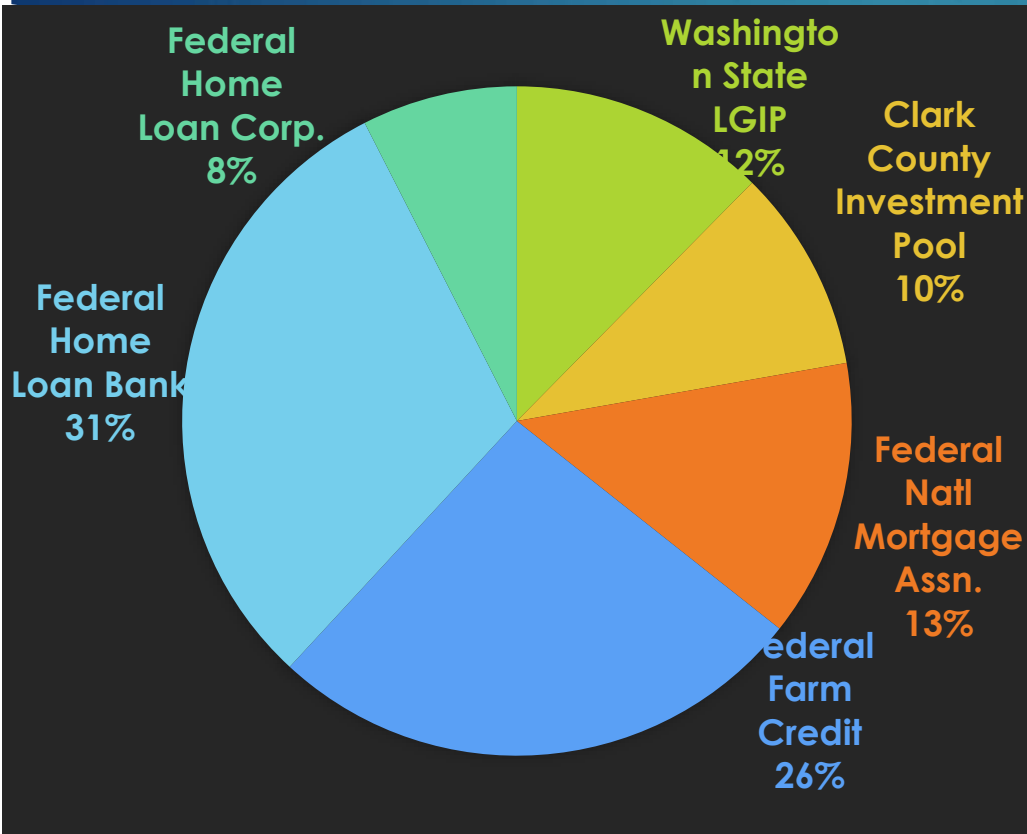




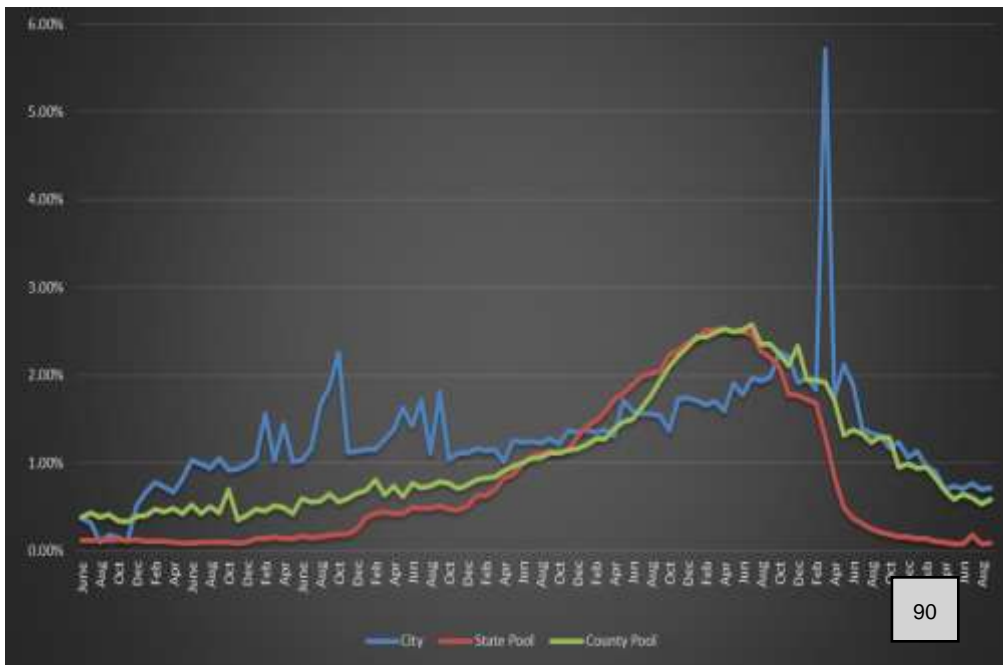
# Yield Curve - Interest Rates



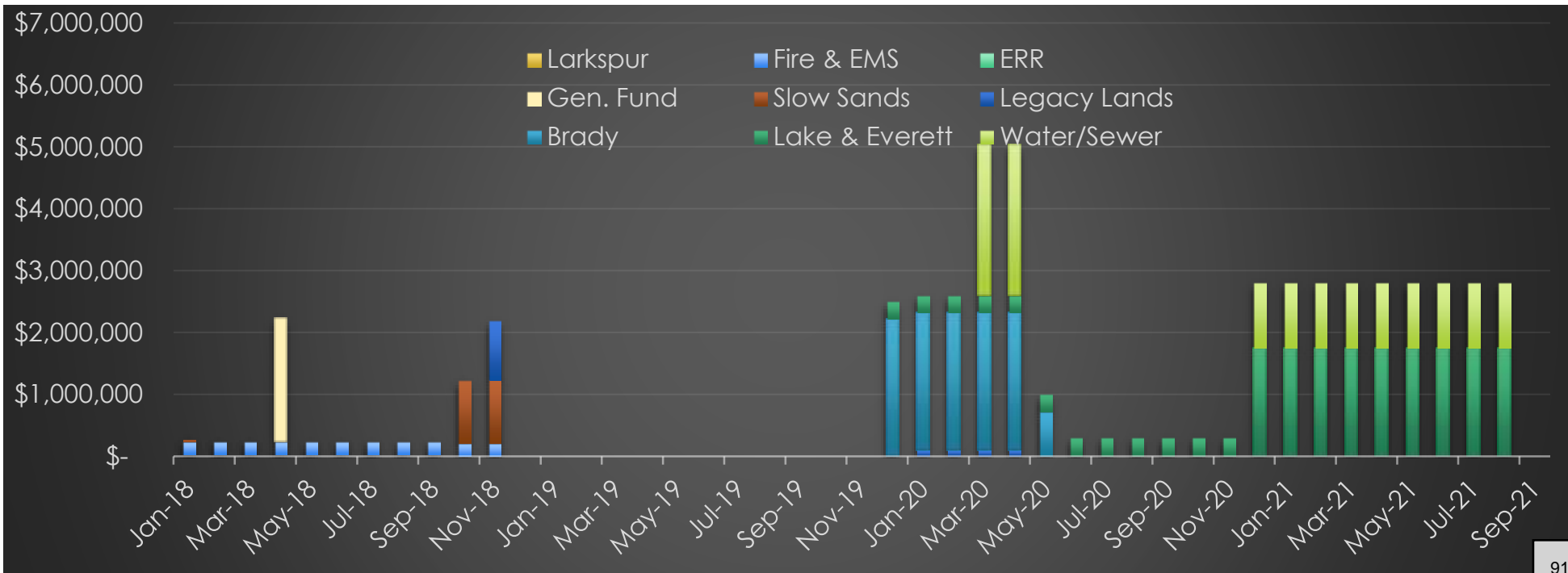
# Investment Portfolio



## Portfolio Performance 2013-2021



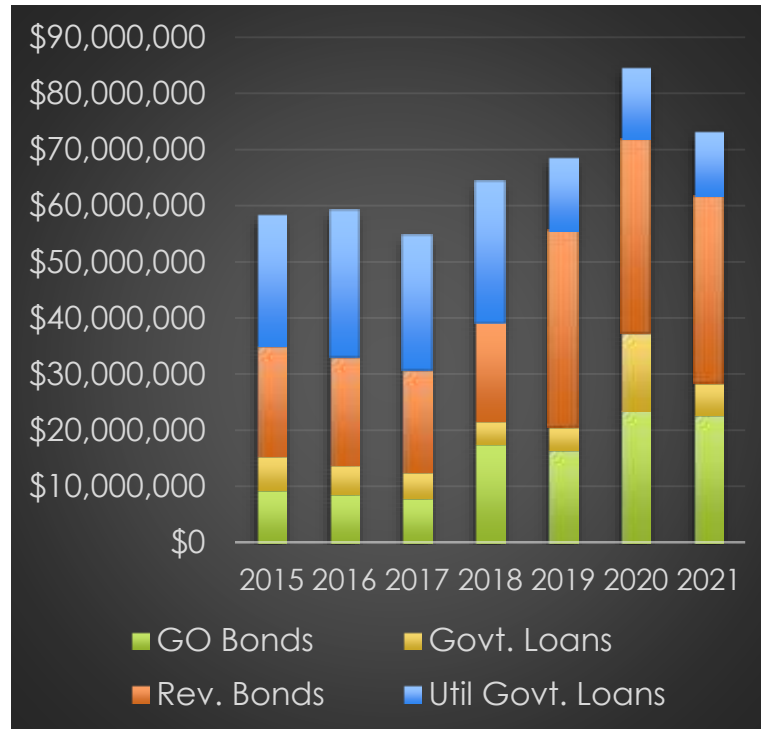
# Line of Credit



# Debt Outstanding

## Projects Financed

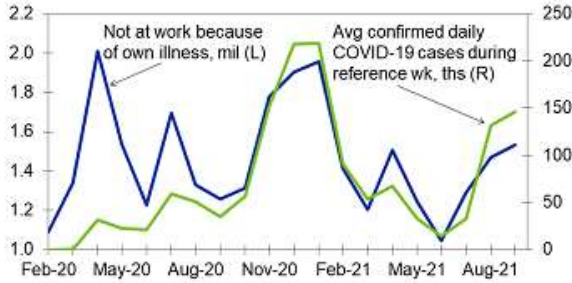
- 2015 LED Lights
  - 6<sup>th</sup> and Norwood Roundabout
  - Friberg/Strunk
  - 38<sup>th</sup> Ave
  - Parker
  - Fire Truck
  - Annex Building
  - Sewer Transmission Main
  - Lacamas Creek Pump Station
- 2018 Lake and Everett Roundabout
- 2019 Water Projects
  - Legacy Lands
  - Water Reservoir
- 2020 Legacy Lands



## Final Debt Payments

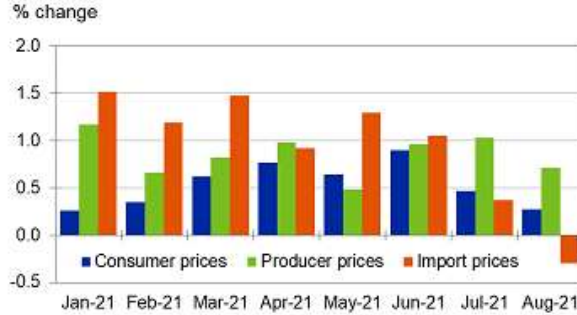
- 2016 Water Transmission Line
  - Parker Street
- 2017 Parker Street
  - Sewer Treatment Plant
- 2018 Friberg/Strunk
- 2019 Ambulance
  - Sewer Treatment Plant Upgrade
- 2020 Sewer Treatment Plant Upgrade
  - Library Bond
  - Steigerwald Well Fields
- 2021 Legacy Lands Contract
  - Lake Road

### Calling Out Sick



Sources: BLS, Our World in Data, Moody's Analytics

### Price Growth Cools in August



Sources: BLS, Moody's Analytics

### Homebuyer Sentiment Sours...



Sources: Univ. of Michigan, Mortgage Bankers Association, Moody's Analytics  
Copyright © Mortgage Bankers Association, Oct 2021. All Rights Reserved.

### ... As House Prices Tear Ahead

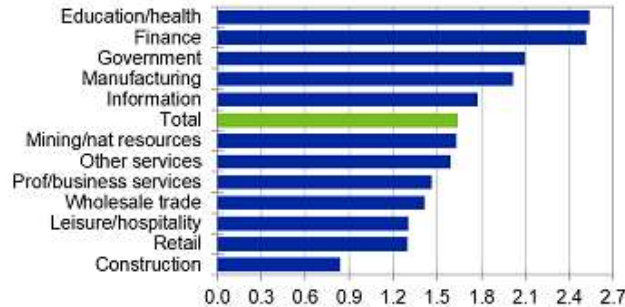
CoreLogic single-family house prices, % change yr ago, Aug 21



Sources: CoreLogic, Moody's Analytics

### Employers Struggle to Fill Positions

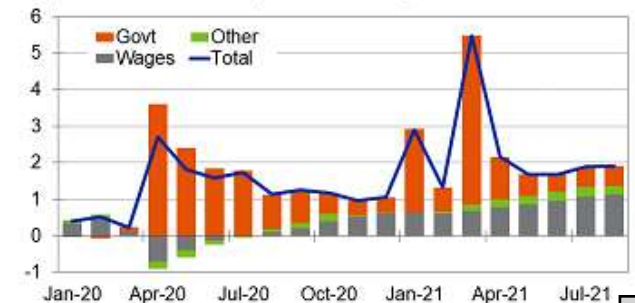
Job openings to hires, Jul 2021



Sources: BLS, Moody's Analytics

### Wages Leading Income Growth

Disposable income, change from 2019 avg, \$ tril



Sources: BEA, Moody's Analytics



# Staff Report

November 1, 2021 Council Workshop Meeting

New Position Descriptions for the Finance Department  
Presenter: Jennifer Gorsuch, Administrative Services Director and Cathy Huber Nickerson, Finance Director  
Time Estimate: 10 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

**BACKGROUND:** On the November 15 Regular Meeting, there will be a resolution for creation of 2 new positions for the Finance department. The proposed job descriptions and salary scales are comparable to similar sized entities and are geographically appropriate. Both positions would be in the CPEA bargaining unit and staff is working concurrently with them on negotiating the positions.

**SUMMARY:**

Senior Accountant

The Senior Accountant position is needed in Finance to assist the department with the more technical pronouncements by GASB of late. Currently, the department is contracting for assistance with an accounting firm for the expertise. The position would report to the Finance Director and would be key subject matter expert with the financial modules of the Tyler ERP implementation.

Procurement Specialist

The Procurement Specialist is essential to centralize the procurement function across the city and to ensure the city continues to be compliant with state and federal requirements. This will also improve the efficiency and cost-effectiveness of purchasing. The Procurement Specialist would report to the Assistant Finance Director as part of the central accounting team. The position is also key as a functional lead in the implementation of the eProcurement module of the Tyler ERP implementation.

**EQUITY CONSIDERATIONS:**

**What are the desired results and outcomes for this agenda item?** The desired result is to appropriately staff the finance department now and for the future.

**What's the data? What does the data tell us?** The data from comparable entities shows that both the positions and the proposed salaries are valid.

**How have communities been engaged? Are there opportunities to expand engagement?**

N/A

**Who will benefit from, or be burdened by this agenda item?** Internal city services as well as the citizens will benefit by having additional staff to assist internally.

**What are the strategies to mitigate any unintended consequences?** N/A

**Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.** N/A

**Will this agenda item improve ADA accessibilities for people with disabilities?** N/A

**What potential hurdles exists in implementing this proposal (include both operational and political)?** N/A

**How will you ensure accountabilities, communicate, and evaluate results?** N/A

**How does this item support a comprehensive plan goal, policy or other adopted resolution?**

N/A

**BUDGET IMPACT:** The Procurement Specialist position will add \$78k plus benefits and the Senior Accountant will add about \$93k plus benefits to the budget. Total impact for both positions including salary and benefits is approximately \$242k.

**RECOMMENDATION:** Information only. Resolution will be on the November 15, 2021 Regular Meeting for Council approval.

**CITY OF CAMAS**  
 Union Status: Represented  
 November 2021

### **SENIOR ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **JOB OBJECTIVES**

Under the general direction, this position performs complex accounting activities and projects in compliance with BARS (Budgeting Accounting Reporting System). The position will also use independent professional judgement to prepare a variety of reports, statements, and documents for finance projects, and be responsible for the maintenance, balancing and analysis of financial data. This position works under the supervision of the Finance Director.

#### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Reviews, prepares, enters and posts journal entries and daily receipting.

Provides general guidance to staff regarding questions about an entry, timing of the entry, account coding and verification that the entry is complete.

Assures compliance with GASB, BARS, State laws and regulations, City Code and departmental policies.

Monitors and analyzes revenue and expenditure accounts.

Maintains general ledger accounting system and prepare journal entries as necessary.

Designs or modifies existing systems or processes to efficiently provide records of assets, liabilities, and financial transactions of the City.

Participates in the preparation of the City's Annual Financial Report; establishing timelines, coordinating city-wide financial data, reviewing data and validating information and investigating/resolving discrepancies.

Maintains schedules for major accounting processes, such as long-term debt, leases, mitigation, equipment replacement and fixed assets.

Completes the annual audit of fixed assets.

May serve as City liaison to the State Auditor's office which includes coordinating, facilitating, planning and providing information for the annual State audit.

Recommends policies and procedures to ensure compliance with accounting practices, laws, and regulations, and audits financial records for completeness and conformance to policies and procedures.

May represent the Finance Department on a variety of committees.

Prepares and presents staff reports and other necessary correspondence as needed.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment.



## **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of governmental accounting including general ledger, debit, credit and journal entry procedures.

Generally Accepted Accounting Principles.

Methods and techniques of grant accounting.

Operations of accounting software systems.

Operational characteristics of the State's automated accounting system (BARS).

Internal control standards.

Advanced mathematical principles.

Principles and practices of financial record keeping and reporting.

Modern office procedures, methods and computer equipment.

Principles and practices of municipal budget preparation.

Pertinent Federal, State and local codes, laws and regulations.

Effective oral and written communication principles and practices to include public relations.

### **Ability to:**

Maintain regular, predictable and reliable attendance during scheduled hours.

Use independent, professional judgment to interpret laws and regulations, assure accounting procedure and practices compliance, make sound recommendations and/or implement appropriate accounting mechanisms.

Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint and Access to perform and present financial analyses.

Use, understand, assess and implement complex automated financial information systems.

Accurately assess financial system needs and implement procedures for efficient financial management.

Prepare clear, concise, and comprehensive financial, statistical, and narrative reports.

Obtain and verify data, perform analysis and make recommendations. Perform internal control checks.

Perform complex financial, statistical, budgetary and cost analyses.

Understand, interpret, and apply legal and financial documents, rules, and regulations.

Perform a variety of mathematical and statistical calculations quickly and accurately.

Maintain sustained attention to detail and accuracy and to work under the pressure of rigid deadlines.

Communicate detailed accounting information clearly and concisely.

Work independent with general instructions; Organize work for maximum efficiency.

Participate as a contributing member of a service-oriented team.

Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, vendors, and the public.

Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.

#### **Experience:**

Four years of progressively responsible professional accounting experience.  
Government accounting experience strongly preferred.

### **License**

Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.

Possession of an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard.

**Vision:** Visual acuity to read numerical figures.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Senior Accountant	6593	6797	7001	7205	7409	7631	7860

**CITY OF CAMAS**  
 Union Status: Represented  
 November 2021

### **PROCUREMENT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **JOB OBJECTIVES**

Under direction, to procure materials, supplies, equipment and services and/or administer contracts. Their main duties include locating key suppliers, negotiating the company's purchasing agreements and making sure their materials and products meet the company's specifications. This position reports to the Assistant Finance Director.

#### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Maintain records, logs and files; verify accuracy of information; process invoices, claim vouchers, requisitions and purchase orders.

Research vendors and contractors to determine alternative sources, types of materials, supplies, and methods and availability, quality, and price of products or services.

Order, track, receive, review items purchased and coordinate delivery and shipping.

Develop and maintain lists of vendors that meet the standards of the city; administer the e-procurement module.

Record and organize assets into database based on established procedures.

Assist in negotiating with vendors to ensure the best price and service guarantee.

Consult with departments on purchasing needs and bid specification requirements.

Manage the competitive bid process from specification development through award including creation of RFPs.

Process contracts; monitor for completeness, accuracy and appropriateness of payments.

Audit contractor records and conduct site visits to verify compliance with contract terms and legal requirements.

Update purchasing and contracting procedures; facilitate training of project managers and other departmental staff in implementation and ongoing use.

Research and analyze procurement policy proposals and coordinate with all City departments for seamless service delivery.

Organize update and retain records, price lists and various supporting documents.

Develop and maintain positive relationships with vendors, service providers, contractors,

Perform other related duties and responsibilities as required.

### **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Contract development, administration and contract law

Requirements for Requests for Proposals and Qualifications

Technical writing skills

Principles of negotiations, innovative contracting and procurement techniques and methods

Inventory procedures and techniques

Supply management practices

Research and market analysis techniques

Current industry and market conditions and ability to monitor trends

Negotiation and problem-solving skills

Advanced mathematical principles.

Advanced Business processes

Principles and practices of record keeping and reporting.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State and local codes, laws and regulations.

#

#### **Ability to:**

Establish and maintain effective working relationships with suppliers, customers, fellow employees and the public

Apply life cycle management techniques

Adapt rapidly to changing market conditions and/or customer needs

Effectively employ automated procurement systems

Develop and lead user committees that aid in development of contract specifications or contract dispute resolution

Prepare and interpret complex contract specifications and award criteria

Analyze bids or proposals submitted by suppliers and determine award prepare and interpret procurement and contract statistics and management reports

Prepare and conduct employee training sessions as needed

Ensure high level of detail in all work

Independently manage and prioritize work while adhering to deadlines

Analyze financial data

Perform mathematical calculations with speed and accuracy.

Operate a variety of office equipment including a computer and associated word processing applications.

Interpret and apply applicable Federal, State and local laws, codes and regulations.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to Bachelor's degree in Business, Logistics or Supply Management or related field.

#### **Experience:**

Two years of experience in procurement or purchasing; WA State public sector preferred.

### **License/Certifications**

Certified Purchasing Professional (CPP) preferred.

Possession of an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard. Ability to lift to 20 pounds on a regular basis.

**Vision:** Visual acuity to read numerical figures.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Procurement Specialist	5109	5277	5446	5614	5783	5950	6119



# Staff Report

November 1, 2021 Council Workshop

2022 Non-Represented Employee Salary Scales

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

**BACKGROUND:** Each year, the Council must pass a resolution if the Non-Represented employees are to receive a cost of living adjustment for the following year. This is typically done each November.

**SUMMARY:** The Mayor and Interim City Administrator discussed the cost of living adjustment for Non-Represented employees with Council and propose that the employees receive a 4.5% adjustment effective January 1, 2022.

The change in the cost of living index (CPI-W West Region) from July 2020-July 2021 was 5.9%. It is expected that the union negotiations in 2021 will result in agreements providing for a 4.5% wage adjustment based on the same CPI.

The seasonal positions are slightly higher due to having to meet the 2022 Washington State minimum wage.

### EQUITY CONSIDERATIONS:

**What are the desired results and outcomes for this agenda item?** The desired result is a cost of living adjustment for the non-represented employees that is equitable to the union contracts and that will keep the city wages competitive for recruitment and retention.

**What’s the data? What does the data tell us?** The Bureau of Labor Statistics CPI-W West Region July 2020-July 2021 change was 5.9%.

**How have communities been engaged? Are there opportunities to expand engagement?** N/A

**Who will benefit from, or be burdened by this agenda item?** The City will benefit, internally and externally, by keeping pace with cost of living increases, which will attract and retain quality employees.

**What are the strategies to mitigate any unintended consequences?** N/A



**Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.** N/A

**Will this agenda item improve ADA accessibilities for people with disabilities?** N/A

**What potential hurdles exists in implementing this proposal (include both operational and political)?** N/A

**How will you ensure accountabilities, communicate, and evaluate results?** N/A

**How does this item support a comprehensive plan goal, policy or other adopted resolution?** N/A

**BUDGET IMPACT:** This cost of living adjustment for non-represented employees will cost approximately \$220k.

**RECOMMENDATION:** Information only. A resolution for Council's approval will be on the November 15, 2021 Regular meeting.

# City of Camas Salaries

Effective 1/1/2022

Item 6.

	Position	1	2	3	4	5	6	7
<b>Non-Represented</b>	Administrative Assistant/Deputy City Clerk	5282	5456	5630	5805	5979	6152	6327
	Administrative Services Director	10314	10655	10994	11335	11674	12015	12355
	Assistant Finance Director	8937	9232	9525	9820	10115	10410	10704
	Building Division Manager/Building Official	8122	8389	8657	8925	9193	9461	9728
	City Administrator	12487	12899	13311	13723	14134	14546	14958
	Community Development Director	10314	10655	10994	11335	11674	12015	12355
	Director of Communications	8122	8389	8657	8925	9193	9461	9728
	Director of Parks and Recreation	8937	9232	9525	9820	10115	10410	10704
	Division Chief/Emergency Medical Svcs.	9833	10157	10482	10806	11130	11454	11778
	Division Chief/Fire Marshal	9833	10157	10482	10806	11130	11454	11778
	Engineering Manager	8937	9232	9525	9820	10115	10410	10704
	Finance Director	10314	10655	10994	11335	11674	12015	12355
	Fire Chief	11349	11723	12098	12472	12846	13220	13595
	Human Resources Assistant	5282	5456	5630	5805	5979	6152	6327
	Information Technology Director	8937	9232	9525	9820	10115	10410	10704
	Library Director	8937	9232	9525	9820	10115	10410	10704
	Operations Supervisor - W/S	7381	7625	7868	8112	8355	8598	8841
	Operations Supervisor - Wastewater	7381	7625	7868	8112	8355	8598	8841
	Planning Manager	8122	8389	8657	8925	9193	9461	9728
	Police Captain	8937	9232	9525	9820	10115	10410	10704
Police Chief	10820	11177	11532	11889	12246	12603	12959	
Public Works Director	10314	10655	10994	11335	11674	12015	12355	
Public Works Operations Supervisor	8122	8389	8657	8925	9193	9461	9728	
Technology and Collections Manager	6708	6930	7151	7372	7593	7814	8036	
Utilities Manager	8937	9232	9525	9820	10115	10410	10704	
<b>Seasonals</b>	HS Interns	14.50	15.00	15.50				
	College Interns	17.05	18.12	19.19				
	Seasonal Maintenance Worker	16.00	16.52	17.05				
	Summer Maintenance Worker	16.00	16.52	17.05				
	Recreation Leader	16.00	16.52	17.05				
	Recreation Aide	14.50	15.00	15.50				