



City Council Workshop Agenda Monday, March 15, 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 to enable the City to ensure accommodations can be made (28 CFR 35.102-35.104 ADA Title 1).

How to join meeting:

How to join meeting:

OPTION 1 -

1. Go to www.zoom.us to download the app and join meeting ID– 977 6844 9888
2. Or, from any device click <https://zoom.us/j/97768449888>

OPTION 2 - Join by phone (audio only):

1. Dial 877-853-5257
2. Enter meeting ID 977 6844 9888, and then ##

For Public Comment:

1. Click the raise hand icon in the app (by phone, hit *9 to “raise your hand”)
2. Or, email to publiccomments@cityofcamas.us (400 word limit)

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.

SPECIAL MEETING

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [2021 Spring Omnibus Budget Presentation](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
2. [Parks, Recreation and Open Space Comprehensive Plan \(PROS\) update – Consultant Contract](#)
[Presenter: Trang K. Lam, Parks & Recreation Director](#)
3. [Backyard Habitat Certification Program Agreement Amendment](#)
[Presenter: Steve Wall, Public Works Director](#)
4. [Citywide Traffic Signal Controller Upgrades Inter-Agency Reimbursable Agreement](#)
[Presenter: James Carothers, Engineering Manager](#)

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5. [McNeley Annexation – 10% Notice of Intent](#)
[Presenter: Robert Maul, Planning Manager](#)
6. [Draft Council Rules of Procedure](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
7. Staff Miscellaneous and Updates
This is a placeholder for miscellaneous or emergent items.
Presenter: Jamal Fox, City Administrator

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

ADJOURNMENT



Staff Report

March 15, 2021 Council Workshop

2021 Spring Omnibus Budget Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Phone	Email
360.817.1537	chuber@cityofcamas.us

BACKGROUND: This presentation will review the carry forward and supplemental budget packages to amend the 2021 Budget.

SUMMARY: The 2021 Spring Omnibus are items which require “carrying forward” some unspent items of the 2020 Budget into 2021. These items are almost always capital projects which are not complete by the end of the fiscal year end. This Omnibus Budget also includes supplemental budget appropriations for unanticipated items during budget development such as equipment or contracts. Below is a summary of both groups of decision packages:

Package	Title	Description	Fund Impacted	Overall Appropriation
CF-1	2020 ADA Upgrades	Due to COVID-19, the ADA projects scheduled for 2020 are to be carry forward to 2021.	REET	\$ 82,000
CF-2	2020 Street Preservation	Due to COVID-19, street preservation projects were delayed	General Fund/Street	\$ 146,000
CF-3	Brady Road Completion	Carry forward budget unspent and REET funding	Brady Road/REET	\$ 300,000
CF-4	Lake and Everett Completion	Carry forward budget unspent and TIB Funding	Lake and Everett	\$ -
CF-5	Downtown Trail	Carry forward budget to repair the stairs from Downtown to Mill Ditch Trail	REET	\$ 225,000
CF-6	Parker Estates Storm Facility Project	Carry forward budget for project management of the construction of the stormwater facility	Stormwater	\$ 100,000
CF-7	Flatbed Truck	Carry forward a purchase of a flatbed truck to pick up and deliver garbage cans	Solid Waste	\$ 60,000
CF-8	544 Reservoir Completion	Carry forward budget unspent	Water Projects	\$ 1,000,000
CF-9	Lacamas Creek Pump Station	Carry forward budget unspent	Sewer Projects	\$ 250,000
CF-10	Assetworks	Carry forward budget unspent	ERR	\$ 127,000
CF-11	Mezzanine for Shops	Carry forward budget unspent	ERR	\$ 15,000
CF-12	Transportation System Plan	Carry forward budget unspent	Streets	\$ 150,000
CF-13	General Sewer Plan	Carry forward budget unspent	Sewer	\$ 125,000
S-1	Field Computers for Police	3 field laptops purchase with the use of Drug Fund proceeds	General Fund	\$ 7,000
S-2	NE 15th Ave-Division to Everett	Street Repair and replacement project to include water pipes. Project to be funded with Street preservation funds and water utility funds	Street/Water	\$ 236,000
S-3	Lifepak Automatic External Defibrillators	To buy 5 additional AEDs to have one in every patrol car	General Fund	\$ 9,000
S-4	Fire CIP and Funding Options Study	The Fire CIP is needed for future planning of facilities as well as sizing fire impact fees. The Funding Options Study is to determine the best long term funding for the two cities	CWFD	\$ 100,000
S-5	Water Treatment Plan Controllers	Purchase additional controllers for the Water Treatment Plant	Water	\$ 300,000
S-6	Stormwater Monitoring Action Plan	This plan will cost \$163,500 with \$118,500 funded by Department of Ecology grant and the remaining \$45,000 from Stormwater rates	Stormwater	\$ 45,000
S-7	Haight Reservoir	This is a study to determine the amount of water in reservoir	Stormwater	\$ 25,000
			Total	\$ 3,302,000

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? This agenda item is to describe the packages requiring budget adjustments for Council's consideration.

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

How have communities been engaged? Are there opportunities to expand engagement? A public hearing will be opened at the Regular Council Meeting and be held open for three weeks through the December 7th Regular Council Meeting.

Who will benefit from, or be burdened by this agenda item? All City residents will benefit from most of these decision packages.

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? These items are in line with the City's Strategic Plan.

BUDGET IMPACT: The impact to the 2021 Budget is \$3,302,000 which is funded with offsetting revenues or fund balance. The presentation and Attachment A provide more detail.

RECOMMENDATION: For City Council information only

2021 Spring Omnibus Budget Presentation

City of Camas

March 15, 2021

2021 Spring Omnibus Budget Summary

13 Carry Forward Packages for \$2,580,000
2020 Adopted Budget unspent projects

No Administrative Packages

7 Supplemental Packages for \$722,000 Unanticipated or adjustments to the 2021 Budget

Carry Forward - Streets

Street Preservation is adjusted for unspent 2020 budget for \$146,000

ADA Access move unspent budget to augment the 2021 project list \$82,000

Brady Road Completion with REET funding \$300,000

Lake and Everett Completion of \$575,000 funded with a State Grant

Transportation System Plan unspent 2020 budget for \$150,000

Carry Forward Parks

Downtown Trail
\$225,000 funded
with REET

Carry Forward Stormwater, Water, and Sewer Projects

Parker Estates Storm Facility Project \$100,000
funded with Stormwater Rates

544 Reservoir Completion \$1,000,000 funded with
bond proceeds

Lacamas Creek Pump Station Completion \$250,000
funded with bond proceeds

General Sewer Plan \$125,000
funded with Sewer Rates

Carry Forward – Technology, Vehicles, Facilities...

Technology to track City assets
\$127,000 funded City-wide

Flatbed Truck for Solid Waste
\$60,000 funded by Garbage Rates

Shop Improvements for space
\$15,000 funded by ERR Rates



Supplemental Packages

Supplies and Equipment Packages:

Police:

Field laptops funded with Drug Fund proceeds \$7,000

Defibrillators for remaining patrol cars \$9,000

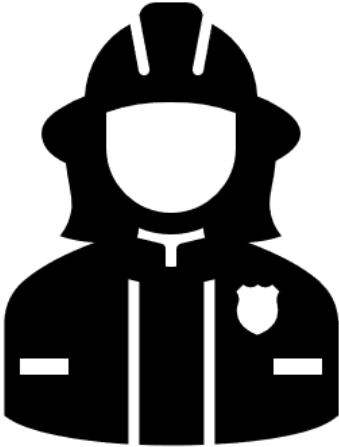


Supplemental Packages

Professional Services:

CWFD: Contracts for Capital Improvement Plan for Fire and Funding Options Study for CWFD \$100,000

Stormwater: Contracts for Stormwater Monitoring Action Plan (partially funded with DOE grant) and the Haight Reservoir Study





Supplemental Packages

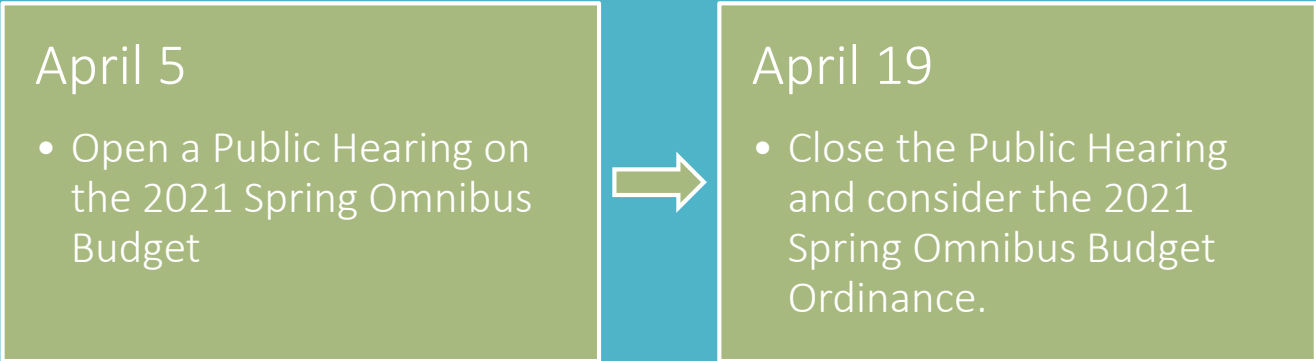
Capital:

Streets - NE 15th Ave (Division to Everett) Repair and Replacement including water lines partially funded with street preservation and remaining \$148,000 with water rates and street funds

Water – Purchase additional controllers for Water Treatment Plant \$300,000



2021 Spring Omnibus Next Steps



**City of Camas
2021 Spring Omnibus Budget Packages**

3/3/2021

Pkg # Carry Forward List

Pkg #	Department	Description	Amount	Reason
CF 1	Streets/Capital	ADA Access Upgrades	\$ 82,000	COVID-19 delay
CF-2	Streets/Capital	Pavement Management Program	\$ 146,000	COVID-19 delay
CF-3	Streets/Capital	Brady Road	\$ 300,000	Project completion
CF-4	Streets/Capital	Lake and Everett Intersection		Project completion
CF-5	Parks	Downtown Trail	\$ 225,000	Carry Forward 2020
CF-6	Stormwater	Parker Estates Storm Facility Project-Project Mgmt	\$ 100,000	Carry Forward 2020
CF-7	Solid Waste	Flatbed Truck	\$ 60,000	Carry Forward 2020
CF-8	Water	544 Reservoir	\$ 1,000,000	Project completion
CF-9	Sewer	Lacamas Creek Pump Station	\$ 250,000	Carry Forward 2020
CF-10	Public Works	AssetWorks	\$ 127,000	Carry Forward 2020
CF-11	Facilities	Mezzanine for Shops	\$ 15,000	Carry Forward 2020
CF-12	Streets	Transportation System Plan	\$ 150,000	Carry Forward 2020
CF-13	Sewer	General Sewer Plan	\$ 125,000	Carry Forward 2020
Total			\$ 2,580,000	

Administrative List

Total			\$ -

Supplemental List

Pkg #	Department	Description	Amount	Reason
S-1	Police	Field Laptops funded with Drug Fund proceeds	\$ 7,000	
S-2	Streets/Capital	NE 15th - Division to Everett	\$ 236,000	\$300k use of preservation
S-3	Police	Lifepak Automatic External Defibrillators	\$ 9,000	
S-4	CWFD	Fire CIP and Funding Model Consultants	\$ 100,000	Washougal will fund 40% of this cost
S-5	Water	Water Treatment Plant Controllers	\$ 300,000	
S-6	Stormwater	Stormwater Monitoring Action Plan	\$ 45,000	Grant funds \$118,500
S-7	Stormwater	Haight Reservoir Study	\$ 25,000	
Total			\$ 722,000	

Total Spring Omnibus Budget Packages \$ 3,302,000

City of Camas 2021 Spring Omnibus Budget - Description of Packages

Package	Title	Description	Fund Impacted	Overall Appropriation
CF-1	2020 ADA Upgrades	Due to COVID-19, the ADA projects scheduled for 2020 are to be carry forward to 2021.	REET	\$ 82,000
CF-2	2020 Street Preservation	Due to COVID-19, street preservation projects were delayed	General Fund/Street	\$ 146,000
CF-3	Brady Road Completion	Carry forward budget unspent and REET funding	Brady Road/REET	\$ 300,000
CF-4	Lake and Everett Completion	Carry forward budget unspent and TIB Funding	Lake and Everett	\$ -
CF-5	Downtown Trail	Carry forward budget to repair the stairs from Downtown to Mill Ditch Trail	REET	\$ 225,000
CF-6	Parker Estates Storm Facility Project	Carry forward budget for project management of the construction of the stormwater facility	Stormwater	\$ 100,000
CF-7	Flatbed Truck	Carry forward a purchase of a flatbed truck to pick up and deliver garbage cans	Solid Waste	\$ 60,000
CF-8	544 Reservoir Completion	Carry forward budget unspent	Water Projects	\$ 1,000,000
CF-9	Lacamas Creek Pump Station	Carry forward budget unspent	Sewer Projects	\$ 250,000
CF-10	Assetworks	Carry forward budget unspent	ERR	\$ 127,000
CF-11	Mezzanine for Shops	Carry forward budget unspent	ERR	\$ 15,000
CF-12	Transportation System Plan	Carry forward budget unspent	Streets	\$ 150,000
CF-13	General Sewer Plan	Carry forward budget unspent	Sewer	\$ 125,000
S-1	Field Computers for Police	3 field laptops purchase with the use of Drug Fund proceeds	General Fund	\$ 7,000
S-2	NE 15th Ave-Division to Everett	Street Repair and replacement project to include water pipes. Project to be funded with Street preservation funds and water utility funds	Street/Water	\$ 236,000
S-3	Lifepak Automatic External Defibrillators	To buy 5 additional AEDs to have one in every patrol car	General Fund	\$ 9,000
S-4	Fire CIP and Funding Options Study	The Fire CIP is needed for future planning of facilities as well as sizing fire impact fees. The Funding Options Study is to determine the best long term funding for the two cities	CWFD	\$ 100,000
S-5	Water Treatment Plan Controllers	Purchase additional controllers for the Water Treatment Plant	Water	\$ 300,000
S-6	Stormwater Monitoring Action Plan	This plan will cost \$163,500 with \$118,500 funded by Department of Ecology grant and the remaining \$45,000 from Stormwater rates	Stormwater	\$ 45,000
S-7	Haight Reservoir	This is a study to determine the amount of water in reservoir	Stormwater	\$ 25,000
			Total	\$ 3,302,000

2021 Spring Omnibus Budget - Fund Balance Impacts

	General Fund	Street Fund	C/W Fire & EMS		REET Projects	Brady Road Construction	Lake and Everett	Storm Water	Solid Waste	Water/Sewer	North Shore Sewer Project	Water Capital Projects	Equipment Rental	Total	Dept.
Beginning Balance	\$ 9,917,694	\$ 1,229,954	\$ 2,967,442	\$ 10,162,097	\$ 684,478	\$ 222,245	\$ 2,772,413	\$ 3,027,046	\$ 6,138,896	\$ 493,499	\$ 8,671,632	\$ 2,130,517			
Revenues	\$ 26,479,338	\$ 3,606,557	\$ 11,193,800	\$ 5,755,365	\$ -	\$ 100,000	\$ 1,929,186	\$ 3,152,552	\$ 14,505,870	\$ -	\$ 925,000	\$ 1,771,629			
Expenditures	\$ (28,698,907)	\$ (3,579,630)	\$ (12,041,102)	\$ (6,182,321)	\$ -	\$ (100,000)	\$ (2,937,562)	\$ (2,958,396)	\$ (16,082,691)	\$ (100,000)	\$ (4,630,000)	\$ (1,749,584)			
Projected Ending Fund Balance	\$ 7,698,125	27%	\$ 1,256,881	\$ 2,120,140	\$ 9,735,141	\$ 684,478	\$ 222,245	\$ 1,764,037	\$ 3,221,202	\$ 4,562,075	\$ 393,499	\$ 4,966,632	\$ 2,152,562		
Carry Forward Packages															
CF-1	2020 ADA Projects				\$ (82,000)									\$ (82,000)	Engineering
CF-2	Transfer from GF to Street Fund	\$ (146,000)	\$ 146,000											\$ -	Street
	Street Preservation		\$ (146,000)											\$ (146,000)	Street
CF-3	Transfer from REET to Brady				\$ (300,000)	\$ 300,000								\$ -	Engineering
	Brady Road Improvements					\$ (300,000)								\$ (300,000)	Engineering
CF-4	TIB Grant						\$ 575,000							\$ 575,000	Engineering
	Lake and Everett Project						\$ (575,000)							\$ (575,000)	Engineering
CF-5	Downtown Trail				\$ (225,000)									\$ (225,000)	Parks & Rec
CF-6	Parker Estates Stormwater Facility Completion							\$ (100,000)						\$ (100,000)	Stormwater
CF-7	Flatbed truck for Solid Waste								\$ (60,000)					\$ (60,000)	Solid Waste
CF-8	544 Reservoir										\$ (1,000,000)			\$ (1,000,000)	Water
CF-9	Lacamas Creek Pump Station									\$ (250,000)				\$ (250,000)	Sewer
CF-10	Assetworks											\$ (127,000)		\$ (127,000)	ERR
CF-11	Mezzanine in Shops												\$ (15,000)	\$ (15,000)	ERR
CF-12	Transportation System Plan		\$ (150,000)											\$ (150,000)	Street
CF-13	General Sewer Plan								\$ (125,000)					\$ (125,000)	Sewer
	Total Carry Forward	\$ (146,000)	\$ (150,000)	\$ -	\$ (607,000)	\$ -	\$ (100,000)	\$ (60,000)	\$ (125,000)	\$ (250,000)	\$ (1,000,000)	\$ (142,000)	\$ (2,580,000)	\$ -	
	Subtotal Fund Balance	\$ 7,552,125	26%	\$ 1,106,881	\$ 2,120,140	\$ 9,128,141	\$ 684,478	\$ 1,664,037	\$ 3,161,202	\$ 4,437,075	\$ 143,499	\$ 3,966,632	\$ 2,010,562	\$ (2,580,000)	\$ -
Administrative Packages															
	Total Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal Fund Balance	\$ 7,552,125	26%	\$ 1,106,881	\$ 2,120,140	\$ 9,128,141	\$ 684,478	\$ 1,664,037	\$ 3,161,202	\$ 4,437,075	\$ 143,499	\$ -	\$ -	\$ -	\$ -
Supplemental Packages															
S-1	Field laptops funded with Drug Fund Proceeds	\$ (7,000)												\$ (7,000)	Police
S-2	Ne 15th Ave-Divison to Everett		\$ (306,000)						\$ (230,000)					\$ (536,000)	Engineering
	Preservation		\$ 300,000											\$ 300,000	Engineering
S-3	Lifepack AEDs for Police Patrol Cars	\$ (9,000)												\$ (9,000)	Police
S-4	CWFD Fire CIP and Funding Options Study			\$ (100,000)										\$ (100,000)	CWFD
S-5	Water Treatment Plant Controllers								\$ (300,000)					\$ (300,000)	Water
S-6	Dept of Ecology Grant						\$ 118,500							\$ 118,500	Stormwater
	Increase in generator budget						\$ (163,500)							\$ (163,500)	Stormwater
S-7	Haight Reservoir Study	\$ -					\$ (25,000)							\$ (25,000)	Parks Maint
	Total Supplemental	\$ (16,000)	\$ (6,000)	\$ (100,000)	\$ -	\$ -	\$ (70,000)	\$ -	\$ (530,000)	\$ -	\$ -	\$ -	\$ -	\$ (722,000)	
	Net Budget Adjustment	\$ (162,000)	\$ (156,000)	\$ (100,000)	\$ (607,000)	\$ -	\$ (170,000)	\$ (60,000)	\$ (655,000)	\$ (250,000)	\$ (1,000,000)	\$ (142,000)	\$ (3,302,000)	\$ (3,302,000)	
	Total Adjusted Fund Balance	\$ 7,536,125	26%	\$ 1,100,881	\$ 2,020,140	\$ 9,128,141	\$ 684,478	\$ 1,594,037	\$ 3,161,202	\$ 3,907,075	\$ 143,499	\$ -	\$ -	\$ (3,302,000)	

Attachment A

2021 Budget Amendment - Fund Summary

	Beg Fund Balance	Budget Revenues (1)	Budget Expenses (1)	Estimated End Fund Balance	Budget Amendment Revenues	Budget Amendment Expenses	Amended Fund Balance	Note: Budget Packages
Operating Funds								
General	\$ 9,917,694	\$ 26,479,338	\$ (28,698,907)	\$ 7,698,125		\$ (162,000)	\$ 7,536,125	CF-2,S-1,S-3,S-7
Streets	\$ 1,229,954	\$ 3,606,557	\$ (3,579,630)	\$ 1,256,881	\$ 146,000	\$ (302,000)	\$ 1,100,881	CF-2,CF-12,S-2
Tree Fund	\$ 15,422	\$ 225	\$ -	\$ 15,647			\$ 15,647	
Camas/Washougal Fire & EMS	\$ 2,967,442	\$ 11,193,800	\$ (12,041,102)	\$ 2,120,140		\$ (100,000)	\$ 2,020,140	S-4
Cemetery	\$ 114,450	\$ 265,010	\$ (245,929)	\$ 133,531			\$ 133,531	
Capital/Enterprise Funds								
Unlimited GO Debt Service	\$ 9,226	\$ -	\$ -	\$ 9,226			\$ 9,226	
Limited GO Debt Service	\$ -	\$ 2,449,298	\$ (2,449,298)	\$ -		\$ -	\$ -	
REET	\$ 10,162,097	\$ 5,755,365	\$ (6,182,321)	\$ 9,735,141		\$ (607,000)	\$ 9,128,141	CF-1,CF-3, CF-5
Park Impact Fee	\$ 5,144,594	\$ 2,095,963	\$ (1,253,331)	\$ 5,987,226			\$ 5,987,226	
Transportation Impact Fee	\$ 3,153,085	\$ 2,530,072	\$ (1,171,063)	\$ 4,512,094			\$ 4,512,094	
Fire Impact Fee	\$ 1,080,373	\$ 345,398	\$ -	\$ 1,425,771			\$ 1,425,771	
NW 38th Ave Phase 3	\$ 403,539	\$ 766,000	\$ (766,000)	\$ 403,539			\$ 403,539	
Brady Road Construction	\$ 684,478	\$ -	\$ -	\$ 684,478	\$ 300,000	\$ (300,000)	\$ 684,478	CF-3
Larkspur Construction	\$ -	\$ -	\$ -	\$ -			\$ -	
Legacy Lands	\$ 6,235,093	\$ 20,000	\$ (500,000)	\$ 5,755,093			\$ 5,755,093	
Lake and Everett	\$ 222,245	\$ 100,000	\$ (100,000)	\$ 222,245	\$ 575,000	\$ (575,000)	\$ 222,245	CF-4
Facilities Capital Fund	\$ -	\$ 889,874	\$ (889,874)	\$ -	\$ -	\$ -	\$ -	
Storm Water	\$ 2,772,413	\$ 1,929,186	\$ (2,937,562)	\$ 1,764,037	\$ 118,500	\$ (288,500)	\$ 1,594,037	CF-6,S-6,S-7
Solid Waste	\$ 3,027,046	\$ 3,152,552	\$ (2,958,396)	\$ 3,221,202		\$ (60,000)	\$ 3,161,202	CF-7
Water/Sewer	\$ 6,138,896	\$ 14,505,870	\$ (16,082,691)	\$ 4,562,075		\$ (655,000)	\$ 3,907,075	CF-13,S-2,S-5
W/S Capital Projects	\$ 52,393	\$ 1,040,000	\$ (1,040,000)	\$ 52,393			\$ 52,393	
North Shore Construction Project	\$ 493,499	\$ -	\$ (100,000)	\$ 393,499		\$ (250,000)	\$ 143,499	CF-9
Water Capital Projects	\$ 8,671,632	\$ 925,000	\$ (4,630,000)	\$ 4,966,632		\$ (1,000,000)	\$ 3,966,632	CF-8
WS Capital Reserve	\$ 16,240,620	\$ 8,016,936	\$ (1,365,000)	\$ 22,892,556			\$ 22,892,556	
WS Bond Reserve	\$ 1,715,230	\$ 33,541	\$ -	\$ 1,748,771			\$ 1,748,771	
Reserve Funds								
Lodging Tax	\$ 35,716	\$ 13,214	\$ (10,000)	\$ 38,930			\$ 38,930	
Firemen's Pension	\$ 1,292,940	\$ 36,562	\$ (85,126)	\$ 1,244,376			\$ 1,244,376	
Equipment Rental and Replacement	\$ 2,130,517	\$ 1,771,629	\$ (1,749,584)	\$ 2,152,562		\$ (142,000)	\$ 2,010,562	CF-10,CF-11
Retiree Medical	\$ 53,642	\$ 127,583	\$ (127,583)	\$ 53,642			\$ 53,642	
LEOFF 1 Disability Board	\$ 528,735	\$ 157,124	\$ (157,124)	\$ 528,735			\$ 528,735	
	\$ -	\$ -	\$ -	\$ -			\$ -	
	\$ 84,492,975	\$ 88,206,097	\$ (89,120,521)	\$ 83,578,551	\$ 1,139,500	\$ (4,441,500)	\$ 80,276,551	
				\$ -		\$ (3,302,000)		

(1) Budgeted revenues and expenses reflect the 2020 Adopted Budget

	Carry Forward	\$ 1,021,000	\$ (3,601,000)
Ord Budget	\$ 170,586,145	\$ 170,689,983	Administrative
2022 Budget	\$ 82,380,048	\$ 81,569,465	\$ -
	\$ -	\$ (3)	Supplemental
			\$ 118,500
			\$ (840,500)
			\$ 1,139,500
			\$ (4,441,500)
			\$ (3,302,000)
			\$ -
			\$ -

Attachment A

Adjustment #	Description	Note	Fund	Current Budget	Proposed Budget	Rev Increase Exp Decrease	Rev Decrease Exp Increase	Impact to Budget
CF-1	Other Improvements ADA Ramps RT1	Carry Forward 2020 Budget	300	\$ 50,000	\$ 132,000	300-00-594-760-63	\$ (82,000)	\$ (82,000)
CF-1	Adjust Fund Balance		300	\$ 9,735,141	\$ 9,653,141	300-00-308-000-00	\$ 82,000	\$ 82,000
CF-2	Transfer Out - Fund 112	Transfer to Streets	001	\$ 2,879,859	\$ 3,025,859	001-00-597-112-00	\$ (146,000)	\$ (146,000)
CF-2	Adjust Fund Balance		001	\$ 7,698,125	\$ 7,552,125	001-00-308-000-00	\$ 146,000	\$ 146,000
CF-2	Transfer In - Fund 001	Transfer from General Fund	112	\$ 879,859	\$ 1,025,859	112-00-397-001-01	\$ 146,000	\$ 146,000
CF-2	Street Preservation	Carry Forward 2020 Budget	112	\$ 879,859	\$ 1,025,859	112-76-595-300-65	\$ (146,000)	\$ (146,000)
CF-3	Transfer Out - Fund 315	Transfer to Brady Road	300	\$ -	\$ 300,000	300-00-597-315-00	\$ (300,000)	\$ (300,000)
CF-3	Adjust Fund Balance		300	\$ 9,735,141	\$ 9,435,141	300-00-308-000-00	\$ 300,000	\$ 300,000
CF-3	Transfer In - Fund 300	Transfer from REET	315	\$ -	\$ 300,000	315-00-397-300-00	\$ 300,000	\$ 300,000
CF-3	Brady Road Construction	Carry Forward 2020 Budget	315	\$ -	\$ 300,000	315-00-595-300-65	\$ (300,000)	\$ (300,000)
CF-4	TIB Funding	Carry Forward 2020 Budget	321	\$ 575,000	\$ -	321-00-334-030-80	\$ 575,000	\$ 575,000
CF-4	Lake and Everett Project Completion	Carry Forward 2020 Budget	321	\$ 100,000	\$ 675,000	321-00-595-300-65	\$ (575,000)	\$ (575,000)
CF-5	Downtown Trail	Carry Forward 2020 Budget	300	\$ -	\$ 225,000	300-00-594-765-63	\$ (225,000)	\$ (225,000)
CF-5	Adjust Fund Balance		300	\$ 9,128,141	\$ 8,903,141	300-00-308-000-00	\$ 225,000	\$ 225,000
CF-6	Parker Estates Storm Facility	Carry Forward 2020 Budget	419	\$ 200,000	\$ 300,000	419-00-594-541-63	\$ (100,000)	\$ (100,000)
CF-6	Adjust Fund Balance		419	\$ 1,764,037	\$ 1,664,037	419-00-308-000-00	\$ 100,000	\$ 100,000
CF-7	Flatbed Truck	Carry Forward 2020 Budget	422	\$ -	\$ 60,000	422-00-594-370-64	\$ (60,000)	\$ (60,000)
CF-7	Adjust Fund Balance		422	\$ 3,221,202	\$ 3,161,202	419-00-308-000-00	\$ 60,000	\$ 60,000
CF-8	544 Reservoir	Carry Forward 2020 Budget	428	\$ -	\$ 1,000,000	428-00-594-342-65	\$ (1,000,000)	\$ (1,000,000)
CF-8	Adjust Fund Balance		428	\$ 4,966,632	\$ 3,966,632	428-00-308-000-00	\$ 1,000,000	\$ 1,000,000
CF-9	Lacamas Creek Pump Station	Carry Forward 2020 Budget	427	\$ 100,000	\$ 350,000	427-00-594-351-65	\$ (250,000)	\$ (250,000)
CF-8	Adjust Fund Balance		427	\$ 393,499	\$ 143,499	427-00-308-000-00	\$ 250,000	\$ 250,000
CF-10	Assetworks (subscription based)	Carry Forward 2020 Budget	523	\$ 252,262	\$ 379,262	523-00-548-690-41	\$ (127,000)	\$ (127,000)
CF-10	Adjust Fund Balance		523	\$ 2,152,562	\$ 2,025,562	523-00-308-000-00	\$ 127,000	\$ 127,000
CF-11	Repairs and Maintenance	Carry Forward 2020 Budget	523	\$ 41,594	\$ 56,594	523-00-548-689-48	\$ (15,000)	\$ (15,000)
CF-11	Adjust Fund Balance		523	\$ 2,152,562	\$ 2,137,562	523-00-308-000-00	\$ 15,000	\$ 15,000
CF-12	Transportation System Plan	Carry Forward 2020 Budget	112	\$ 353,491	\$ 503,491	112-00-543-300-41	\$ (150,000)	\$ (150,000)
CF-12	Adjust Fund Balance		112	\$ 1,256,881	\$ 1,106,881	112-00-308-000-00	\$ 150,000	\$ 150,000
CF-13	General Sewer Plan	Carry Forward 2020 Budget	424	\$ 1,527,192	\$ 1,652,192	424-00-538-100-41	\$ (125,000)	\$ (125,000)
CF-13	Adjust Fund Balance		424	\$ 4,562,075	\$ 4,437,075	424-00-308-000-00	\$ 125,000	\$ 125,000
A-1								\$ -
S-1	Small tools and equipment	Field laptops for Police	001	\$ 59,780	\$ 66,780	001-08-521-220-35	\$ (7,000)	\$ (7,000)
S-1	Adjust Fund Balance	Reduction to Drug Fund	001	\$ 7,698,125	\$ 7,697,125	001-00-308-000-00	\$ 7,000	\$ 7,000
S-2	15th Ave Repair & Replace	Supp-use of preservation	112	\$ -	\$ 300,000		\$ (300,000)	\$ (300,000)
S-2	Street Preservation	To fund 15th R&R	112	\$ 879,859	\$ 579,859	112-76-595-300-65	\$ 300,000	\$ 300,000
S-2	Professional Services	Supp-survey costs	112	\$ 28,415	\$ 34,415	112-00-542-300-41	\$ (6,000)	\$ (6,000)
S-2	Adjust Fund Balance		112	\$ 1,256,881	\$ 950,881	112-00-308-000-00	\$ 6,000	\$ 6,000
S-2	Water Lines Replaced	Supp Water R&R	424	\$ 300,000	\$ 530,000	424-40-594-344-65	\$ (230,000)	\$ (230,000)
S-2	Adjust Fund Balance		424	\$ 4,562,075	\$ 4,332,075	424-00-308-000-00	\$ 230,000	\$ 230,000
S-3	Lifepak AEDs	Supp Police Small Tools	001	\$ 59,780	\$ 68,780	001-08-521-220-35	\$ (9,000)	\$ (9,000)
S-3	Adjust Fund Balance		001	\$ 7,698,125	\$ 7,689,125	001-00-308-000-00	\$ 9,000	\$ 9,000
S-4	Fire CIP & Funding Options Study	Funded by Camas/Wash	115	\$ 678,596	\$ 778,596	115-00-522-710-41	\$ (100,000)	\$ (100,000)
S-4	Adjust Fund Balance		115	\$ 2,120,140	\$ 2,020,140	115-00-308-000-00	\$ 100,000	\$ 100,000
S-5	Water Treatment Plant Controllers	Water Machinery	424	\$ 20,000	\$ 320,000	424-00-534-831-48	\$ (300,000)	\$ (300,000)
S-5	Adjust Fund Balance		424	\$ 4,562,075	\$ 4,262,075	424-00-308-000-00	\$ 300,000	\$ 300,000
S-6	State Grant - DOE	Dept of Ecology Grant	419	\$ -	\$ 118,500	419-00-334-030-11	\$ 118,500	\$ 118,500
S-6	Professional Services	Stormwater Mon Act Plan	419	\$ 100,000	\$ 263,500	419-00-531-700-41	\$ (163,500)	\$ (163,500)
S-6	Adjust Fund Balance		419	\$ 1,764,037	\$ 1,719,037	419-00-308-000-00	\$ 45,000	\$ 45,000
S-7	Professional Services	Haight Reservoir Study	419	\$ 100,000	\$ 125,000	419-00-531-700-41	\$ (25,000)	\$ (25,000)
S-7	Adjust Fund Balance		419	\$ 1,764,037	\$ 1,739,037	419-00-308-000-00	\$ 25,000	\$ 25,000

Net Total	\$ 4,741,500	\$ (4,741,500)	\$ -
	\$ 1,439,500	\$ (4,741,500)	
		\$ (3,302,000)	
		\$ (3,302,000)	
		\$ -	
Carry Forward	\$ 1,021,000	\$ (3,601,000)	
Net Balance	\$ -	\$ (2,580,000)	\$ (2,580,000)
Administrative	\$ -	\$ -	\$ -
Net Balance	\$ -	\$ -	\$ -
Supplemental	\$ 418,500	\$ (1,140,500)	
Net Balance	\$ (722,000)	\$ (722,000)	\$ -
		\$ (3,302,000)	
Budget Summary			
Total	\$ 1,439,500	\$ (4,741,500)	
		\$ (3,302,000)	
		\$ (3,302,000)	
		\$ -	



Staff Report

March 15, 2021 - Workshop Meeting

Parks, Recreation and Open Space Comprehensive Plan (PROS) update – Consultant Contract

Presenter: Trang K. Lam, Parks & Recreation Director

Phone	Email
360.817.7037	tlam@tcityofcamas.us

BACKGROUND: The City of Camas’s Parks, Recreation and Open Space (PROS) Comprehensive Plan was adopted in December 2014, and is updated every six years. This next updated PROS Plan will cover the six-year period from 2022 to 2028; and will serve as a guide for the acquisition, development and management of the City of Camas system of parks, trails, open space and special facilities. It will also establish the City’s eligibility to apply for grants from a variety of state agencies including the Washington State Recreation and Conservation Office (RCO).

SUMMARY: The City issued a Request for Qualification in late 2020 to solicit a consultant team to prepare the updated PROS Plan. A consultant has been selected and this report summarizes the consultant’s contract scope, cost and timeline:

SCOPE:

- Project Management
- Existing Conditions and Baseline Analyses
- Community Engagement
- Community Needs Assessment
- Preliminary Plan Development
- Final Plan Review and Approvals

CONTRACT COST: \$118,327

- Project Scope of Work – Not To Exceed - \$101,969
- Optional Services* – Not To Exceed - \$16,358

*Optional Services requires City’s approval to proceed.

PROJECT TIMELINE:

- Final Plan and Approvals by March 2022

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

Review and understanding of the consultant contract. Discuss any questions and concerns with staff and be ready for Council approval on regular agenda on April 5, 2021.

What's the data? What does the data tell us?

N/A

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

A full public engagement approach is included in the project scope.

Who will benefit from, or be burdened by this agenda item?

The City of Camas as a whole will benefit from this project. The Updated PROS Plan will serve as a guide for the acquisition, development and management of the City of Camas system of parks, trails, open space and special facilities. It will also establish the City's eligibility to apply for grants from a variety of state agencies including the Washington State Recreation and Conservation Office (RCO).

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.

This planning process will incorporate approaches to engage all communities, with special attention on creating engagement tools that will reach underserved, people living with disabilities and/or communities of color. This project will gather and assess current and projected population and demographics; and will approach prioritizing projects and programs for recommendation to the City through an equity lens.

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

Yes. One of the scope items in this contract is to inventory and analyze the City's Parks & Recreation system and assets and provide recommendations.

What potential hurdles exist in implementing this proposal (include both operational and political)?

The City has a number of grant opportunities through the RCO that will be dependent on completion of the updated PROS Plan by the 2022 RCO Grant Cycle. This will require PROS Plan approval through the City's SEPA process and Council no later than March 2022. To meet the grant opportunities timeline, this project schedule will be constrained and staff will need to work effectively and efficiently with the consultant team to ensure project is completed on schedule. With anticipated consultant contract approval by Council on April 5, 2021, the project will have a tight timeline of eleven months, from start through Council approval.

How will you ensure accountabilities, communicate, and evaluate results?

The Parks & Recreation Commission will be the project advisory committee, and a separate Technical Advisory Committee will be formed. Both these committees will keep project team accountable and evaluate team's project results. In addition,

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

The updated PROS Plan is part of the City's Comprehensive Plan. The PROS Plan is updated every six years. This next updated PROS Plan will cover the six-year period from 2022 to 2028.

BUDGET IMPACT: This PROS Plan project budget is included in the approved 2021-22 Parks & Recreation Department budget.

RECOMMENDATION: Staff recommends Council's approval of this contract at the Council's April 5, 2021 Regular Meeting.

Camas PROS Plan 2021

Scope of Work

Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Define a communication and public outreach plan to include team and staff roles
- Discuss concurrent planning efforts underway to assess options for coordination of efforts

Hold periodic project coordination meetings, in-person or via phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Deliverables for Task 1:

- Kick-off meeting, including agenda, data request & summary notes
- Periodic project coordination meetings
- Team coordination & consolidated invoicing

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the Comprehensive Plan, past PROS Plan, North Shore Subarea Plan, Legacy Lands Vision, Crown Park Master Plan, Fallen Leaf Lake Master Plan, budget and other plans and studies from partner organizations. Review and validate the park and recreation goals of the Comprehensive Plan and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and Washington OFM projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Washington SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely focused on the City's offerings. Compile community profile addressing demographics and natural features.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. We will utilize a network-based watershed gap analysis to illustrate areas of the city with optimal parkland and trail access, as well as highlight areas underserved by parks, trails and recreation facilities.

Task 2.4. Park & Facility Inventory & Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the conditions of amenities and identify existing deficiencies, including a high-level review for ADA compliance¹ of outdoor recreation elements. Meet with team to discuss assessment of existing information, establish/verify criteria for park and trail evaluation, exchange mapping and checklists. Site visits will be performed based on a 3-tier system consisting of:

- Developed city-owned park and trails sites – (assumes 24 sites)
- Undeveloped city-owned park and trails sites – (assumes 9 sites)
- Undeveloped open spaces / greenways (assumes 5 sites)
- As an optional service – Select additional open spaces / greenways (assumes up to 5)

Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a Conditions Assessment summary report to rate assets and inform cost estimating and capital planning.

Deliverables for Task 2:

- Written summary of past plans
- Demographics & community profile as written summary and data files
- Working base maps in GIS and PDF formats for project team and field inventory assessments
- GIS dataset management and editing, preliminary park, open space and trail maps (see Task 6 for close-out data transfer to city)
- Working draft summaries of individual site assessments noting amenities, conditions and site opportunities

¹ Not intended to constitute a comprehensive ADA assessment or the compilation of a formal ADA Transition Plan.

Task 3: Community Engagement

Task 3.1. Public Involvement Plan

Develop a communication and public involvement plan that identifies project and public engagement goals; community concerns and potential obstacles; key stakeholders; decision-making structure; and outreach activities aimed at meeting the project and public engagement goals. The PIP will include suggested outreach and communications tasks for the agency, as well as expectations for the consultant.

Task 3.2. Parks & Recreation Commission Sessions (5)

Meet with the Parks & Recreation Commission as a unique stakeholder at the onset of the project. The initial session will focus discussions on visioning, challenges, opportunities and potential partnerships. We will meet with the Commission up to four additional times for progress updates and guidance as the PROS Plan progresses. Prepare meeting materials for each meeting.

Task 3.3. City Council Meetings (1)

Prepare for and attend a study session with City Council during the community outreach and plan development phases of the project to seek Council's insights and guidance on challenges, opportunities and priorities. Prepare display materials for the meeting.

Task 3.4. Mail & Online Survey

Working closely with staff, design and implement a mixed sample mail- and online-based survey to identify general community sentiment and preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. The survey will be prepared for mail distribution. We propose a random sample of 2,500 residents using GIS-based information for the mail survey, with reminder postcards to follow. The aim is to have at least 300 surveys completed by resident households. In addition, we will prepare an online version of the same survey for the general public and segregate the datasets. As an optional service, design and administer the online survey in Spanish. We will compile and analyze the data and prepare summary findings as a technical memorandum to highlight key subgroup responses (age, gender, etc.) and core attitudes toward recreation issues.

Task 3.5. Stakeholder Discussions (4 group, plus 4 individual)

Conduct up to four topic-oriented, small group discussions geared toward targeted stakeholder interests to gather information about community needs, challenges and priorities. These sessions could be oriented as follows:

- Park, sport field and/or trail users,
- Recreation program user groups, or
- Representatives of under-represented groups or under-served users.

Also, conduct up to four individual interviews by phone or in-person, to more deeply address areas of partnerships, programming, service delivery or community needs. An initial list of potential stakeholders will be discussed during the kick-off meeting, and it is assumed that the City will lead stakeholder outreach/contact for the group and individual sessions.

Task 3.6. Open House Meetings (1 virtual, plus 1 in-person or virtual)

Develop one online open house during the initial phase of work to actively engage the local and regional community and gather feedback on the project without compromising the health and safety of residents. We will work with staff to set the broad topics (i.e., parks and fields, programs, trails) and timing for this event. We will also use the meeting to seek feedback in specific areas, such as project priorities, partnerships and implementation strategies. The online open house will include interactive elements, such as online maps and comment walls. Assumes coordination with the City's preferred platform, Bang the Table, and that city staff will post, load and manipulate provided content and graphics into the Bang the Table platform.

Coordinate a second public meeting event, either in person or online, to report back to the community what was heard in the first round of outreach and solicit feedback on potential recommendations in the PROS plan, including park upgrades and future facilities.

Compile comments and produce summary reports of both events.

Task 3.7. Pop-up Events & Support (Optional)

As an optional service, coordinate and attend up to four community pop-ups events (as allowed based upon COVID guidelines), with logistics support from staff to promote engagement opportunities and solicit input from parks users and the broader community. For each meeting, we will prepare presentation materials, record comments and compile meeting summaries. Assumes time for one bi-lingual staff person to attend events to provide Spanish language interpretation as needed. Events may include information tables at popular parks and other high traffic locations, such as the Farmer's Market or Public Library.

Task 3.8. Project Information & Social Media Content

Coordinate with staff to outline and prepare content for distribution via the City's social media platforms. The City will finalize and post all these deliverables. The specific timing of these activities will be determined by the City, in consultation with the consultant team

Deliverables for Task 3:

- Draft and final Public Involvement Plan
- 5 Parks & Recreation Commission sessions, including preparation of materials
- 1 City Council work session
- 2500-piece mail survey (including printing, sorting & outbound postage)
- Online survey in Survey Monkey in English
- Survey summary memorandum
- 4 group, plus 4 individual stakeholder sessions

- 1 Online open house (~3-week duration), plus 1 in-person or virtual public meeting
- Social media & promotions content

Task 4: Community Needs Assessment

Task 4.1. Recreation Programs, Level of Service Assessment & Gap Analysis

Develop a programming matrix to highlight the range of recreation offerings, areas for potential cooperation and local deficiencies. Analyze local demographics and use national and regional sports/exercise survey data to provide insight into likely programs, activities and service demand. Prepare a programming gap analysis where possible deficiencies are identified, as well as program strengths are recognized, and develop a program assessment for Camas to identify areas of focus, methods of delivery and required resources for future recreation programming.

Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications. Coordinate with staff on the approaches to service standard assessments, which may include NRPA's Park Metrics data, comparable jurisdictions and local history. Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria, along with transportation, geographic and other barriers and neighborhood data.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Evaluate opportunities to leverage or connect with adjacent park and open space agencies.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate service standards and re-align them as appropriate to meet the community's vision and existing and planned park system assets.

Task 4.2. Operations / Organization Assessment

Review and assess current operations and maintenance functions and performance for existing levels of service. Coordinate with operations staff and management to review current practices by park type or service standard and provide recommendations that aim to align resources to achieve a desired level of service.

Review and assess the existing organizational structure of the management of parks and recreation services, as it relates to services provided by the Parks and Recreation Department and the Public Works Department. Provide recommendations on structure or function.

Deliverables for Task 4:

- Working draft program area matrix and gap analysis summary
- Service area (walkshed) maps illustrating distribution gaps for parks and trails
- Working draft operations and organizational assessment highlighting key challenges and recommendations

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks, Recreation & Open Space Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, program objectives, development or resource goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies - consistent with RCO guidelines. The Plan will incorporate the following:

- Clear vision, goals and policies for park, open space and service delivery
- Priority actions based on community guidance, funding opportunities and fiscal realities
- Strategies for parks, trails and natural areas for planning, acquisitions and maintenance
- Strategies and recommendations regarding system management, system planning and performance measures
- Identification of potential funding sources, financing options, grants and strategic partnerships

Task 5.2. Capital Facilities Plan

Develop a 6-year Capital Facilities Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Prepare a 20-year projection of park and trail projects with potential funding sources. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development. Review and analyze park impact fee and other revenues to assess revenue capacity against the 6-year project list. Prepare a strategy and priorities for phased implementation.

Task 5.3. PIF Rate Capacity Review

Conduct a preliminary review of existing PIF rates in relation to the draft Capital Facilities Plan to assess the degree to which the existing rates capture the intended capital cost projections in the PROS Plan. As an additional service, conduct an update to the PIF methodology and rates to align with the new PROS Plan.

Task 5.4. SEPA Checklist

Prepare a non-project SEPA Checklist to address the potential environmental impacts resulting from Plan recommendations. We will coordinate with staff to generate the appropriate determination and rely on staff to publish the SEPA Checklist and aggregate comments received.

Task 5.5. Administrative Draft Plan

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Parks & Recreation Commission, Planning Commission, City Council and the general public.

Deliverables for Task 5:

- Preliminary draft PROS Plan (.pdf)
- Working draft Capital Facilities Plan, project costing and sequencing
- Administrative draft PROS Plan (.pdf)
- Summary memorandum of PIF rate capacity
- Draft & final Non-Project SEPA Checklist for city distribution

Task 6: Plan Review & Approval

Task 6.1. Parks & Recreation Commission Review

Participate in a study session with the Parks & Recreation Commission for their review of the draft PROS Plan. Highlight key considerations about policies, strategies and capital priorities. Edits directed by the board will be incorporated into revised documents and provided to staff for circulation to City Council.

Task 6.2. Planning Commission Review

Participate in a study session with the Planning Commission for their review of the draft Plan. Highlight key considerations about goals, policies and capital priorities. Comments will be incorporated into the Plan and provided to staff for circulation to City Council.

Task 6.3. City Council Review

Attend up to two sessions with City Council to present the draft and final PROS Plan and review the key findings, financing measures, policy recommendations and implementation strategies. It is assumed the City will lead the preparation of ordinance or resolution materials, and lead and facilitate requisite hearings for final adoption.

Task 6.4. Plan Revisions & Final Documentation

Incorporate final comments to finalize the PROS Plan and produce the PROS Plan in booklet format, delivered in print (5 copies) and electronic format (PDF). A data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) will be provided in digital formats at project completion. Coordinate with staff for submission of the final Plan to RCO, along with the Self-Certification Form.

Deliverables for Task 6:

- 1 PROS Plan review work session each with Parks & Recreation Commission and Planning Commission
- 1 work session with City Council and participation at 1 hearing for PROS Plan review and adoption
- 5 bound, printed color copies of final PROS Plan
- Draft RCO Self-Certification Form for city submittal to State
- Data drive (thumb drive) including raw GIS datasets, GIS map files (.mdx), final versions of interim reports such as survey summary and focus group notes, PDFs of PROS Plan and map inserts, native files of PROS Plan (.indd, .xls, etc.)

Fee Proposal

To complete the scope of work identified in the Scope of Work section, we propose a total not-to-exceed cost of \$101,969, including all costs. Staff rates and a fee summary by task are noted below. We will work with the City to prepare a revised scope and budget, consistent with the available resources.

Staff Rates

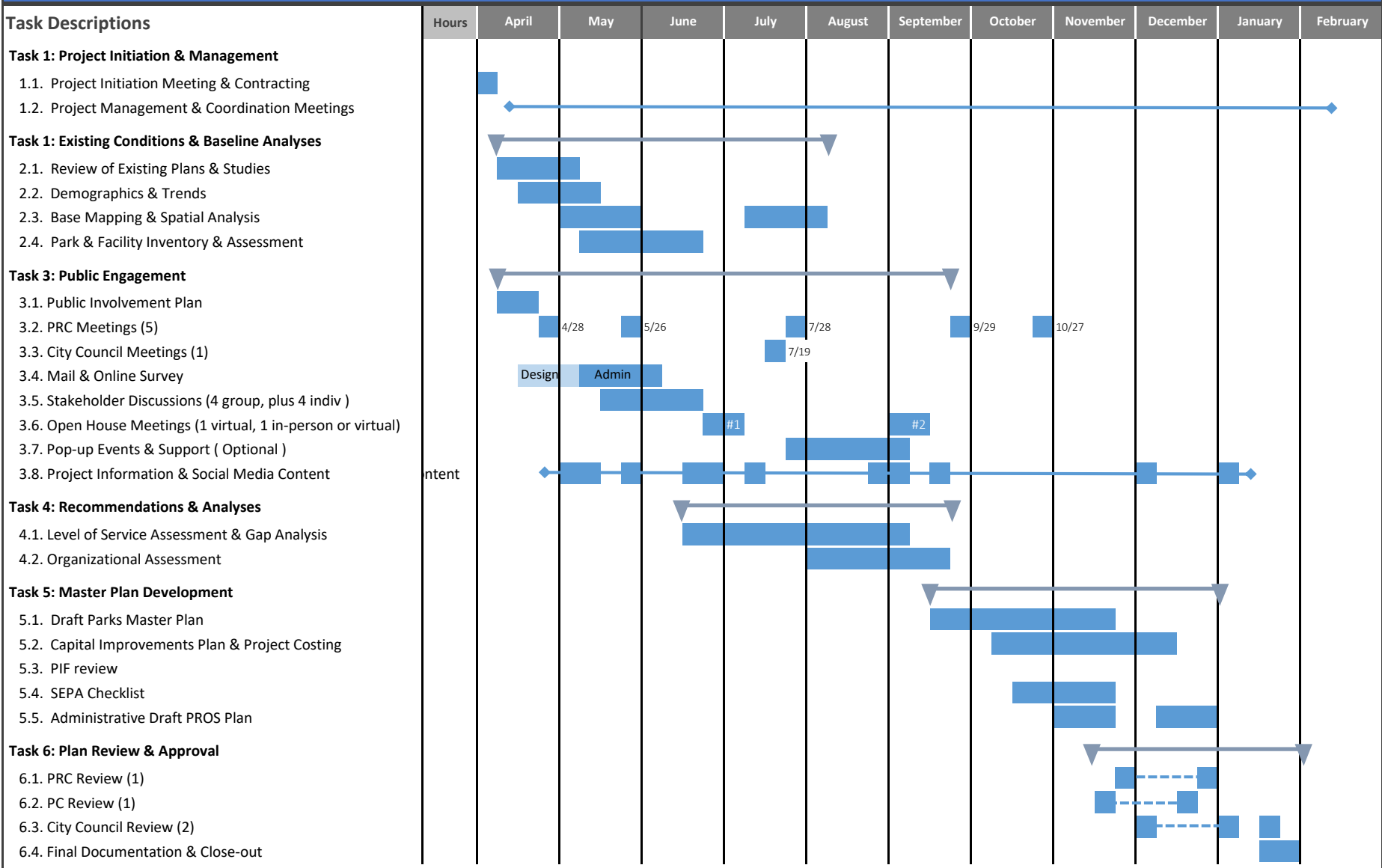
Firm	Staff	Rate
Conservation Technix	Principal	\$ 175.00
	Senior Associate I	\$ 155.00
	Senior Associate II	\$ 130.00
	Associate	\$ 105.00
MacKay Sposito	Project Landscape Architect	\$ 155.00
	Landscape Architect	\$ 132.00
	Graphics Support	\$ 101.00
JLA Public Involvement	Senior Project Manager	\$ 150.39
	PI Specialist 3	\$ 113.55
	PI Specialist 2	\$ 87.30
	PI Specialist 1	\$ 76.63
	Administrative Support 4	\$ 94.14

Fee Summary

TASK	Fee Subtotal	Hours Subtotal	Conservation Technix	JLA Public Involvement	MacKay Sposito
Task 1: Project Initiation & Management	\$ 7,654		\$ 3,150	\$ 3,109	\$ 1,395
Task 2: Existing Conditions & Baseline Analyses	\$ 21,714		\$ 8,650	\$ -	\$ 13,064
Task 3: Community Engagement	\$ 39,913		\$ 24,430	\$ 15,483	\$ -
3.1. Public Involvement Plan			\$175	\$1,552	
3.2. PRC Meetings (5)			\$4,040	\$1,203	
3.3. City Council Meetings (1)			\$1,670		
3.4. Mail & Online Survey			\$9,670		
3.5. Stakeholder Discussions (4 group, plus 4 indiv)			\$5,415		
3.6. Open House Meetings (1 virtual, 1 in-person or virtual)			\$3,110	\$9,366	
3.7. Pop-up Events & Support (see below)					
3.8. Project Information & Social Media Content			\$350	\$3,361	
Task 4: Community Needs Assessment	\$ 10,640		\$ 10,640	\$ -	\$ -
Task 5: Preliminary Plan Development	\$ 16,808		\$ 13,720	\$ -	\$ 3,088
Task 6: Plan Reviews & Approval	\$ 3,320		\$ 3,320	\$ -	\$ -
Direct Costs	\$ 1,920		\$ 1,820		\$ 100
TOTAL	\$ 101,969		\$ 65,730	\$ 18,592	\$ 17,647

OPTIONAL SERVICES		Conservation Technix	JLA Public Involvement	MacKay Sposito
Pop-up Events & Support (4)	\$ 4,878	\$ 1,630	\$ 3,248	
Online Survey in Spanish	\$ 1,980	\$ 1,980		
Park Impact Fee Methodology & Rate Update	\$ 6,400	\$ 6,400		
Additional Stakeholder Group Sessions via Zoom (per)	\$ 1,250	\$ 1,250		
Site Assessments of Select Open Space/Greenways	\$ 1,850	\$ 350		\$ 1,500

Camas PROS Plan 2021- Project Timeline



Notes

- City Council meets 1st & 3rd Mondays
- Planning Commission meets 3rd Tuesdays
- Parks & Rec Commission meets 3rd Wednesdays

Parks, Recreation & Open Space (PROS) Plan update- Consultant Contract



March 15, 2021
Council Workshop

PROS Plan Update - Scope Overview

Project Management

Existing Conditions &
Baseline Analyses

Community Engagement

Community Needs
Assessment

Preliminary Plan
Development

Plan Review & Approval

Adopted December 2014

Item 2.

City of Camas



2014
parks, recreation and open space comprehensive plan update

Existing Conditions & Baseline Analyses



Review existing plans & studies



Demographics & Trends



Base mapping & Spatial analysis



Parks & Facilities
Inventory & Assessment

Public Engagement



**Stakeholder
Discussions**



Mail & Online Surveys



**Project Webpage &
Social Media**



Open House

Community Needs Assessment



Levels of Service



Gap Analysis



Recreational Programs



Operations Assessment

Plan Development

Draft PROS Plan

- PROS Plan outlines a framework for the improvement and growth of the City recreation amenities, trails and parks to the specific needs of the community.

Capital Facilities Plan

- 6-year Capital Facilities Plan – Implementation and Priorities
- 20-year projection of park and trails projects w/potential funding sources

PIF Rate Capacity Review

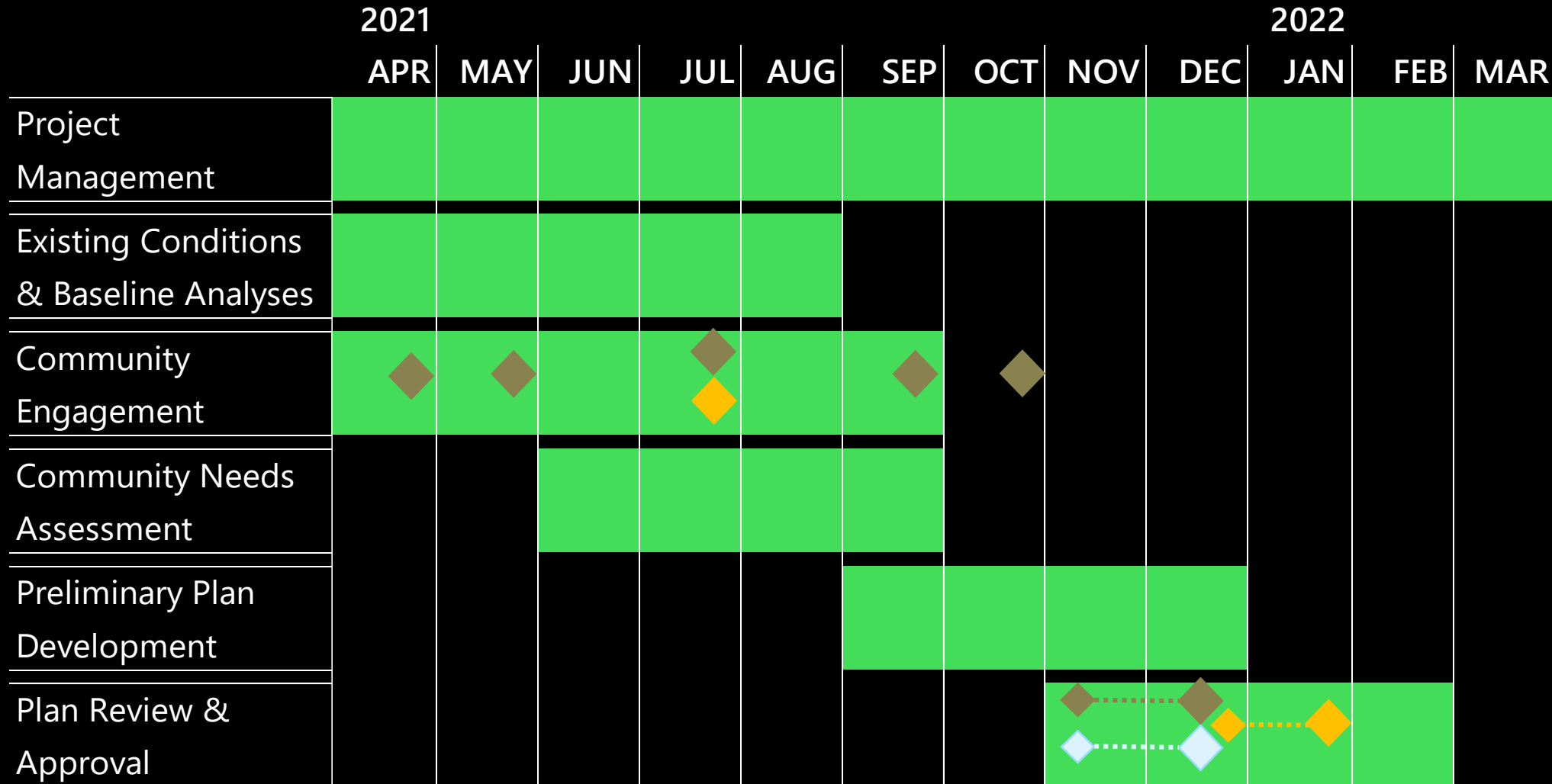
- Preliminary review of PIF rate in relation to the draft Capital Facilities Plan

SEPA Checklist

- Prepare SEPA Checklist to address the potential environmental impacts resulting from PROS Plan recommendations

Proposed Project Schedule

- ◆ P& R Commission
- ◆ City Council
- ◆ Planning Commission



Contract Cost

NTE	Total Contract:	\$118,327
	Project Scope:	\$101,969
	Optional Services*:	\$16,358

*Optional Services requires City's approval to proceed.

Questions?



Staff Report

March 15, 2021 Council Workshop

Backyard Habitat Certification Program Agreement Amendment

Presenter: Steve Wall, Public Works Director

Phone	Email
360.817.7899	swall@cityofcamas.us

SUMMARY: The City entered into a Memorandum of Understanding (MOU) with Columbia Land Trust in June 2020 to participate in the "Backyard Habitat Certification Program". As discussed with Council in 2020, the Watershed Alliance of Southwest Washington has teamed up with Portland Audubon and Columbia Land Trust to bring the Backyard Habitat Certification Program (BHCP) to Clark County. The intent of the BHCP is to provide technical assistance, financial incentives, encouragement and recognition to people that want to create natural, low-maintenance gardens that support people, wildlife, and the planet. This program is a win-win as it helps reduce the urban footprint, provide expertise and assistance to urban gardeners, and helps meet the City's Stormwater NPDES Permit requirements.

This has been a successful project since we began participating in 2019. The Watershed Alliance visited a number of sites in the City of Camas this last year and there are still many eager participants on the waiting list. The 2020 MOU includes provisions to allow the Public Works Director to execute amendments and staff is proposing that the City extend the MOU and participate in the program for an additional year.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

- Extension of a Memorandum of Understanding relating to the Backyard Habitat Certification Program for an additional year.

What's the data? What does the data tell us?

- N/A

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

- The Backyard Habitat Certification Program has been advertised through a variety of sources throughout the Portland-Vancouver Metro area.

Who will benefit from, or be burdened by this agenda item?

- Citizens that participate will benefit from the expertise and guidance provided by the program. The environment will benefit from the additional habitat provided, and the City will ultimately benefit through the program's connection to the City's stormwater requirements mandated through the State permit.

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?

- City staff will coordinate directly with Columbia Land Trust and personnel administering the Backyard Habitat Certification Program to receive reports and evaluate results.

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

- This item directly benefits and helps the City meet the Stormwater National Pollution Discharge Elimination System (NPDES) permit requirements.

BUDGET IMPACT: There will be no direct budget impact to the Stormwater Fund. Staff is proposing to use money from the \$50,000 Stormwater Capacity Grant received from the Department of Ecology in 2019 to fund the \$5,746 expenditure. However, these funds must be expensed prior to March 31, 2021 to be eligible for Grant reimbursement.

RECOMMENDATION: This item is for Council's information only. This item has also been placed on the March 15, 2021 Regular Meeting Consent Agenda for Council's consideration.

**MEMORANDUM OF UNDERSTANDING FOR BACKYARD
 HABITAT CERTIFICATION PROGRAM (MOU)**
between
COLUMBIA LAND TRUST
(Administrative Lead for the Backyard Habitat Certification Program collaborators)
and
CITY OF CAMAS

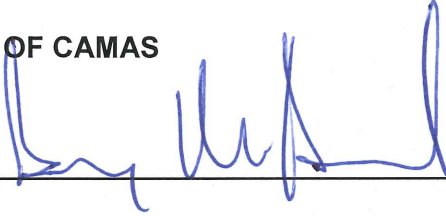
- A. **Purpose:** The Backyard Habitat Certification Program (BHCP) was created through a joint venture between Portland Audubon and Columbia Land Trust. Recently, the Watershed Alliance of SW Washington collaborated with Portland Audubon and the Land Trust with the goal of bringing this program to residents of City of Camas (City). Two of the five BHCP goals are to work directly with private property owners to improve stormwater management on their property and reduce the use of pesticides. The purpose of this agreement is to document the respective responsibilities of the BHCP collaborators and City.
- B. **Responsibilities of the City:**
1. Provide support for the BHCP from July 1, 2020 thru June 30, 2021, not to exceed \$5,579.23.
 2. Publicize program information (City webpage, social media outlets and flier distribution at events).
- C. **Responsibilities of Columbia Land Trust:** act as fiscal agent for BHCP and either provide for and arrange with Portland Audubon and the Watershed Alliance to provide the following:
1. In-person site assessment by BHCP staff Habitat Technicians:
 - a. Collect baseline data pertaining to stormwater management and pesticide use for each property.
 2. Participant site reports:
 - a. Provide participants with information on stormwater management options.
 - b. Provide participants with information on how to recognize harmful herbicides/pesticides, reduce usage and create awareness of alternative pest management options.
 3. Biannual data reporting shall include;*
 - a. Total number of enrolled City residents;
 - b. Number of enrollees attaining certification status;
 - c. Follow-up data taken/improvements implemented (compared to baseline data) pertaining to stormwater and/or reductions in pesticide use.
 - d. Data reports shall be submitted biannually (timeline below);
 - Biannual 1, 2020 (July – December). Due by January 10, 2020
 - Biannual 2, 2021 (January - June). Due by July 10, 2020

**A spreadsheet with data collected during site assessments and certifications (stormwater, pesticide use, number of native trees and shrubs planted) will satisfy reporting requirements a – c above.*


D. **Amendment:** Amendments to the MOU may be executed by the City's Public Works Director.

IN WITNESS WHEREOF, City of Camas, Columbia Land Trust, and Portland Audubon executed this Agreement on the date and year indicated below.

CITY OF CAMAS

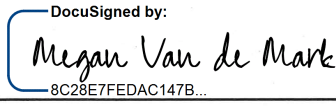
By:  Date: 6-15-2020
Name: Barry McDonnell Title: Mayor

COLUMBIA LAND TRUST

By:  Date: 6/22/2020
Name: Dan Roix Title: Conservation Director

Digitally signed by Dan Roix
DN: cn=Dan Roix, o=Columbia Land Trust,
ou, email=droix@columbialandtrust.org,
c=US
Date: 2020.06.22 11:39:23 -07'00'

PORTLAND AUDUBON

By:  Date: 6/22/2020
Name: Megan Van de Mark Title: Audubon BHCP Manager

DATE

Susi Peterson
Columbia Land Trust
511 SE Morrison St.
Portland, OR 97214

Megan Van de Mark
Portland Audubon
5151 NW Cornell Rd.
Portland, OR 97210

Re: City of Camas Backyard Habitat Program Contract Extension FY21-22

Dear Collaborators,

The Backyard Habitat Certification Program Memorandum of Understanding (MOU) for FY20-21 between the City of Camas and Columbia Land Trust contains a provision which permits the City's Public Works Director to amend the MOU on behalf of the City of Camas.

As discussed, the City of Camas hereby exercises its right to amend the MOU in order to extend the contract for the period of July 1, 2021 to June 30, 2022 for the amount of \$5,746.

If you have any questions, please feel free to contact Jackie Caldwell at 360-817-7388 or jcaldwell@cityofcamas.us.

Sincerely,

Steven R. Wall, P.E.
Public Works Director



Staff Report

March 15, 2021 Council Workshop

Citywide Traffic Signal Controller Upgrades Inter-Agency Reimbursable Agreement
Presenter: James Carothers, Engineering Manager

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

BACKGROUND:

The Citywide Traffic Signal Controller Upgrades project is a multiple agency project with the Cities of Battle Ground and Washougal to bring the City’s traffic signals up to current standards and integrate them into the Clark County (County) Central Traffic System. Integrating City facilities with the County’s Central Traffic System will provide the means to better manage and maintain the City’s traffic signals by sharing traffic data with the County. The project is primarily funded by a Congestion Mitigation and Air Quality (CMAQ) Federal grant managed by WSDOT.

SUMMARY:

Battle Ground is serving as the “Lead Agency” for this project, according to WSDOT Federal Aid requirements. As the Lead Agency, Battle Ground will have the responsibility to administer the project and the CMAQ grant funding, although Camas staff will inspect the work performed on the City’s existing traffic signals. Battle Ground will perform the advertising and bidding services for the project, award the contract, and process monthly progress pay estimates to the contractor.

The attached inter-agency agreement with Battle Ground will provide a means to invoice Camas for the cost of work on Camas traffic signals. Camas’ portion of the total grant award amounts to \$119,050.08. The amount to be reimbursed to Battle Ground will depend on actual costs incurred; however, Battle Ground staff are required to consult with Camas Staff and get advanced approval for any additional costs.

The attached ‘*Congestion Mitigation and Air Quality Grant Reimbursable Agreement Between City of Battle Ground, City of Camas, and the City of Washougal Reimbursable Agreement*’ describes the terms and amount of reimbursement to be paid by the City to Battle Ground.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

Establish the terms of the agreement with the City of Battle Ground

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?

N/A

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.

No

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

No

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

None

How will you ensure accountabilities, communicate, and evaluate results?

Camas and Battle Ground staff will ensure that the terms of the agreement are carried out.

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

Street Policy T-1.2: Support street efficiency improvements.

BUDGET IMPACT:

This agreement supports a budgeted project.

RECOMMENDATION:

Staff recommends that this item be placed on the Consent Agenda for April 5, 2021.

Congestion Mitigation and Air Quality Grant Reimbursable Agreement Between City of Battle Ground, City of Camas, and the City of Washougal

THIS AGREEMENT is made and entered into this ____ day of April, 2021, by and between the City of Battle Ground (“Battle Ground”), the City of Camas (“Camas”), and the City of Washougal (“Washougal”), each of which may be individually referred to as “City” or “Party” and collectively the “Cities” and “Parties”;

WHEREAS, the Interlocal Cooperation Act, as amended and codified in RCW Chapter 39.34, provides for cooperative agreements between governmental agencies; and

WHEREAS, the Cities were joint applicants for a Congestion Mitigation And Air Quality (CMAQ) Grant in June of 2016 through the Regional Transportation Commission (RTC); and

WHEREAS, the purpose of the Grant was for the Cities to join up with Clark County’s Advance Traffic Management System (“ATMS”); and

WHEREAS, at the time of the application it was decided that Battle Ground would be the lead agency for grant administration; and

WHEREAS, the Washington State Department of Transportation (WSDOT) is requiring that invoicing and reimbursement for the Grant run through Battle Ground alone rather than each City individually which necessitates this reimbursable agreement; and

NOW, THEREFORE, the Parties, having entered into this Agreement by their signature, agree with the following:

I. GENERAL TERMS AND OBJECTIVES

1. The Cities received a collective CMAQ Grant award in the amount of \$276,000.00. The grant funds are to be utilized for each City to join up with Clark County’s ATMS system (“the Project”). WSDOT requires the invoicing for the Grant funds to be run through one City as opposed to each City individually. The breakdown of the individual award to each City was as follows:
 - a. Battle Ground = \$85,609.05 (31.02%)
 - b. Camas = \$119,050.08 (43.13%)
 - c. Washougal = \$71,340.87 (25.85%)
2. Camas and Washougal shall reimburse Battle Ground for all invoiced costs that are associated with each of their respective portions of expenses related to the CMAQ

Grant. The purpose of this Agreement is to detail the agreed-upon terms for reimbursement.

3. Per the approved Local Agency Agreement with WSDOT, which is attached as Exhibit A and incorporated herein by reference, eligible costs can be reimbursed at a rate of 86.5%, not to exceed the grant amount of \$276,000.00.
4. The Project has been Bid with five (5) schedules within the Bid Proposal, which is attached as Exhibit B and incorporated herein by reference, to distinguish the identification of costs associated with each City. The five (5) schedules are as follows:
 - Schedule 1A – work for the City of Battle Ground, which is not taxable
 - Schedule 1B – work for the City of Battle Ground, which is taxable
 - Schedule 2 – work for Camas, which is not taxable
 - Schedule 3A – work for Washougal, which is not taxable
 - Schedule 3B – work for Washougal, which is taxable
5. Per the approved Local Agency Agreement with WSDOT, the following costs are reimbursable from the Grant:
 - a. Construction Contract with the responsible, responsive low Bidder that will be selected for the project;
 - b. ATMS licensing, which will be purchased from Cubic/Trafficware;
 - c. Inspection/testing costs from Clark County for the Project; and
 - d. WSDOT's reimbursable expenses related to the Project.
6. Battle Ground will pay all costs as listed in Section (I)(5). After paying said costs, Battle Ground will request reimbursement from WSDOT for 86.5% of costs not to exceed \$276,000.00. Battle Ground will then invoice Camas and Washougal for their respective share of costs not reimbursed by WSDOT. Camas and Washougal shall remit payment in full to Battle Ground within thirty (30) days of receiving an invoice from Battle Ground.
7. Each City shall be responsible for the costs listed in Section (I)(5) as follows:
 - a. Battle Ground:
 - i. Section (I)(5)(a) = Schedules 1A and 1B of the Bid Proposal.
 - ii. Section (I)(5)(b) = Licensing fees as shown on Cubic/Trafficware's invoice allocated specifically to Battle Ground.
 - iii. Section (I)(5)(c) = Inspection/testing fees as shown on Clark County's invoice specific to Battle Ground. For any fees that are specific to the Project as a whole or not shown as being related to a specific City, Battle Ground will pay 31.02% of overall said costs.
 - iv. Section (I)(5)(d) = Battle Ground will pay 31.02% of the overall costs not attributed to a specific City and not otherwise reimbursed by WSDOT.
 - b. Camas:
 - i. Section (I)(5)(a) = Schedule 2 of the Bid Proposal.

- ii. Section (I)(5)(b) = Licensing fees as shown on Cubic/Trafficware's invoice allocated specifically to Camas.
 - iii. Section (I)(5)(c) = Inspection/testing fees as shown on Clark County's invoice specific to Camas. For any fees that are specific to the Project as a whole or not shown as being related to a specific City, Camas will pay 43.13% of overall said costs.
 - iv. Section (I)(5)(d) = Camas will pay 43.13% of the overall costs not attributed to a specific City and not otherwise reimbursed by WSDOT.
 - c. Washougal:
 - i. Section (I)(5)(a) = Schedules 3A and 3B of the Bid Proposal.
 - ii. Section (I)(5)(b) = Licensing fees as shown on Cubic/Trafficware's invoice specific to Washougal.
 - iii. Section (I)(5)(c) = Inspection/testing fees as shown on Clark County's invoice specific to Washougal. For any fees that are specific to the Project as a whole or not shown as being related to a specific City, Washougal will pay 25.85% of overall said costs.
 - iv. Section (I)(5)(d) = Washougal will pay 25.85% of the overall costs not attributed to a specific City and not otherwise reimbursed by WSDOT.
8. The reimbursement due to each City by WSDOT shall be limited to the respective maximum amount attributed to each city in Section (I)(1) except as otherwise provided in this Section (I)(8). If one city is reimbursed all of its eligible costs by WSDOT and the reimbursements do not exceed the maximum amount attributed to that city as listed in Section (I)(1), then the remaining amount attributed to that city shall be equally split amongst the other two (2) Cities with each receiving fifty percent (50%) of the remaining amount to be applied to their eligible costs. If two Cities are reimbursed all of their eligible costs by WSDOT and the reimbursements do not exceed either of their maximum individual amounts attributed to those Cities in the Section (I)(1), then the total remaining amount may be used by the remaining City to be applied to their eligible costs.
 9. Any Project costs incurred by an individual City that are not specifically listed in Section (I)(5) herein are the sole responsibility of the individual City that incurred them and that City shall be individually invoiced and solely responsible for payment.
 10. Each City shall be solely responsible for inspecting the work that occurs in furtherance of the Project that benefits their individual interest in the Project.
 11. The City Council of the City of Battle Ground shall be responsible for awarding or not awarding the Contract to the responsible/responsive low Bidder. Battle Ground's Public Works Director will request concurrence from Camas and Washougal via their respective staff members as listed in Section (XI) herein, or their designees, but the ultimate authority for the decision shall lie exclusively with the City Council of the City of Battle Ground.

12. Battle Ground's City Engineer will be responsible for negotiating and approving Change Orders on behalf of each City. For optional change orders, the Battle Ground City Engineer will not approve the change order without first receiving concurrence from the City or Cities that are impacted, via the respective staff members listed in Section (XI) herein, or their designees. The Battle Ground City Engineer will not approve the optional change order if concurrence is not received from the impacted City or Cities within 48 hours, or other timeframe as may be specified by the Battle Ground City Engineer, of submitting the request for concurrence. For purposes of this Section (I)(12), an "optional change order" shall be defined as any change order that may benefit the Project, but isn't necessary or required to complete the Project as determined by the Battle Ground City Engineer.

For mandatory change orders, the Battle Ground City Engineer will seek concurrence from the City or Cities that are impacted, via the respective staff members listed in Section (XI) herein, or their designees. If an impacted City elects to deny, contest, or further negotiate a mandatory change order related to their City then that City shall be solely responsible for any claim, delay costs, or any other damages that may arise related to their challenge. If the Battle Ground City Engineer does not receive concurrence or confirmation of an impacted City's intent to deny, contest, or further negotiate a mandatory change order within 48 hours, or other timeframe as specified by the Battle Ground City Engineer, of submitting the request for concurrence then the Battle Ground City Engineer shall have the sole authority to approve the mandatory change order. For purposes of this Section (I)(12), a "mandatory change order" shall be defined as any change order that is necessary or required to complete the Project as determined by the Battle Ground City Engineer.

For any optional or mandatory change order that solely impacts the City of Battle Ground, the Battle Ground City Engineer shall have the authority to approve or deny said change orders without concurrence from the other City or Cities that may be impacted.

For any change orders that are specific to a City, that City will be responsible for all associated costs. For any change orders that are specific to the Project as a whole or not shown as being related to a specific City, the Cities will pay their proportionate share based on the percentages shown in Section (I)(1). For change orders that may benefit the Cities differently than previously described, the change order will specifically list which costs belong to each City.

II. ASSIGNMENT/SUBCONTRACTING

No Party to this Agreement shall transfer or assign, in whole or in part, its respective rights or obligations under this Agreement without the prior written consent of the other Parties. Consent for assignment or transfer shall not be unreasonably withheld.

III. INDEPENDENT CAPACITY

Employees or agents of a Party engaged in the performance of projects under this Agreement shall continue to be employees or agents of that Party and shall not be considered employees or agents of any other Party to this Agreement.

IV. ALTERATIONS AND AMENDMENTS

This Agreement may only be amended by written agreement between the Cities that is signed by personnel authorized to bind each City.

V. DISPUTES

The principal executive or their designee of each City shall attempt to resolve all disputes regarding the terms of this Agreement in good faith. In the event the dispute is not resolved by the Cities, the matter will be referred to the Superior Court of the State of Washington in and for Clark County.

Cities shall bear their own legal fees, costs, and expenses related to enforcing rights and responsibilities of this Agreement.

VI. RECORDS MAINTENANCE

The Cities shall retain project records that sufficiently and properly reflect all direct and indirect costs incurred for the performance of services in this Agreement. Records shall be subject to inspection, review, or audit by each Party and the Office of the Washington State Auditor. All records shall be retained in accordance with the State of Washington records retention schedule.

VII. GOVERNANCE

This Agreement is entered into under the authority granted by the State of Washington and provisions of the Agreement shall be construed to conform to Washington State laws.

VIII. WAIVER AND SEVERABILITY

Failure by any Party to this Agreement to exercise rights under this Agreement shall not preclude that Party from subsequent exercise of those rights and shall not constitute a waiver of those rights or any other right under this Agreement. Waiver of any rights under this Agreement requires a written statement signed by an authorized representative of the Party waiving such rights.

If any provision of this Agreement or provision of a document incorporated by reference to this Agreement is found invalid, the invalidity shall not affect other provisions of this Agreement if the other provisions can be given effect without the

invalid provision. The provisions of this Agreement are declared severable. In the event that certain language or a section of this Agreement is invalidated, the Parties will negotiate alternative terms to effectuate the Parties' intent. If the Parties are unable to reach agreement on alternative terms within 30 days of the invalidity determination, this Agreement will terminate.

IX. ENTIRE AGREEMENT

This Agreement together with all listed Exhibits contains all the terms and conditions agreed upon by the Parties on the subject of this Agreement. No other understandings, oral or otherwise, exist or bind the Parties.

X. INDIRECT OR THIRD-PARTY BENEFICIARIES

The Parties do not intend, by this Agreement, to assume contractual obligations to any other party than the Parties named in this Agreement. There are no indirect or third-party beneficiaries to this Agreement.

XI. DURATION.

This Agreement shall become effective upon its execution by the Parties and recording on each party's website or recording with the Clark County Auditor, and shall continue until completion of its stated goals.

XII. ADMINISTRATION.

No new or separate legal or administrative entity is created to administer the provisions of this Agreement. The Parties shall administer the performance of the Agreement.

XIII. MANNER OF FINANCING.

Each city shall finance their respective shares as set forth in Section I, above.

XIV. NO PROPERTY.

No property will be acquired, held, used, or disposed of in connection with this Agreement.

XV. TERMINATION. The parties to this agreement rely on the continued participation of all the parties. No party shall unilaterally terminate their participation in this agreement without consent of all the remaining parties and the granting authority.

XVI. NOTICES

Any notices given under this Agreement shall be delivered and addressed to:

City of Battle Ground
Attn: Public Works Director
109 SW 1st Street, Suite 122
Battle Ground, WA 98604

City of Camas
Attn: Jamal Fox, City Administrator
616 NE 4th Avenue
Camas, WA 98607
JFox@cityofcamas.us

City of Washougal
Attn: City Manager
1701 C Street
Washougal, WA 98671

The undersigned Parties agree to all of the terms and conditions contained in this Agreement.

IN WITNESS WHEREOF, the Parties execute this Agreement by their duly authorized officers as of the ____ day of _____, 2021.

CITY OF BATTLE GROUND

CITY OF CAMAS

BY: _____

BY: _____

TITLE: _____

TITLE: MAYOR _____

DATE: _____

DATE: _____

Approved as to form:

Approved as to form:

Christine Hayes, City Attorney

Shawn MacPherson, City Attorney

CITY OF WASHOUGAL

BY: _____

TITLE: _____

DATE: _____

Approved as to form:

Kenneth B. Woodrich, City Attorney

EXHIBIT "A"



Local Agency Agreement

Agency City of Battle Ground

CFDA No. 20.205
 (Catalog of Federal Domestic Assistance)
 Project No. **CM-0060(002)**
 Agreement No. **LA10020**
 For OSC WSDOT Use Only

Address 109 SW 1st Street
 Suite 122
 Battle Ground, WA 98604

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name Small Cities ATMS Length varies
 Termini city-wide to city-wide

Description of Work

Expansion of Clark County's ATMS.now license, update traffic controllers, installation of wireless radios to connect to existing fiber systems, and installation of cameras within Battle Ground, Camas, and Washougal.

Project Agreement End Date 12/31/2022 ^{2024 CMC}
 Proposed Advertisement Date 1/31/2021

Claiming Indirect Cost Rate
 Yes No

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE			
% a. Agency			
% b. Other			
Federal Aid Participation Ratio for PE			
c. Other			
d. State			
e. Total PE Cost Estimate (a+b+c+d)	0.00	0.00	0.00
Right of Way			
% f. Agency			
% g. Other			
Federal Aid Participation Ratio for RW			
h. Other			
i. State			
j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction			
86.5 % k. Contract	318,075.00	42,940.00	275,135.00
l. Other Contract (Non-Federal)	52,325.00	52,325.00	0.00
m. Other			
Federal Aid Participation Ratio for CN			
n. Other			
o. Agency			
p. State	1,000.00	135.00	865.00
q. Total CN Cost Estimate (k+l+m+n+o+p)	371,400.00	95,400.00	276,000.00
r. Total Project Cost Estimate (e+j+q)	371,400.00	95,400.00	276,000.00

Agency Official
 By *[Signature]*
 Title City Manager

Washington State Department of Transportation
 By *[Signature]*
 Director, Local Programs
 Date Executed

DEC 22 2020

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions

EXHIBIT "B"

SMALL CITIES ATMS – BID PROPOSAL

Schedule 1A – Battle Ground – City ROW					
Item Number	Item	Quantity	Unit	Unit Cost	Total Cost
1A-1	Minor Change	1	CALC	\$1,000.00	\$1,000.00
1A-2	Record Drawings	1	LS		
1A-3	Mobilization	1	LS		
1A-4	Project Temporary Traffic Control	1	LS		
1A-5	Communication Cables And Interfaces	1	LS		
1A-6	Traffic Control System	1	LS		
1A-7	CCTV Camera System	2	EA		
				Schedule 1A Total	

Schedule 1B – Battle Ground – State ROW					
Item Number	Item	Quantity	Unit	Unit Cost	Total Cost
1B-1	Minor Change	1	LS		
1B-2	Record Drawings	1	LS		
1B-3	Mobilization	1	LS		
1B-4	Project Temporary Traffic Control	1	LS		
1B-5	Communication Cables And Interfaces	1	LS		
				Schedule 1B Subtotal	
				Sales Tax – 8.4%	
				Schedule 1B Total	

Schedule 2 – Camas – City ROW					
Item Number	Item	Quantity	Unit	Unit Cost	Total Cost
2-1	Minor Change	1	CALC	\$1,000.00	\$1,000.00
2-2	Record Drawings	1	LS		
2-3	Mobilization	1	LS		
2-4	Project Temporary Traffic Control	1	LS		
2-5	Communication Cables And Interfaces	1	LS		
2-6	Traffic Control System	1	LS		
2-7	CCTV Camera System	1	EA		
				Schedule 2 Total	

Schedule 3A – Washougal – City ROW					
Item Number	Item	Quantity	Unit	Unit Cost	Total Cost
3A-1	Minor Change	1	CALC	\$1,000.00	\$1,000.00
3A-2	Record Drawings	1	LS		
3A-3	Mobilization	1	LS		
3A-4	Project Temporary Traffic Control	1	LS		
3A-5	Communication Cables And Interfaces	1	LS		
3A-6	Traffic Control System	1	LS		
3A-7	CCTV Camera System	1	EA		
				Schedule 3A Total	

Schedule 3B – Washougal – State ROW					
Item Number	Item	Quantity	Unit	Unit Cost	Total Cost
3B-1	Minor Change	1	LS		
3B-2	Record Drawings	1	LS		
3B-3	Mobilization	1	LS		
3B-4	Project Temporary Traffic Control	1	LS		
3B-5	Communication Cables And Interfaces	1	LS		
				Schedule 3B Subtotal	
				Sales Tax – 8.4%	
				Schedule 3B Total	
Project Total					



Staff Report

March 15, 2021 Council Workshop Meeting

McNeley Annexation – 10% Notice of Intent
Presenter: Robert Maul, Planning Manager

Phone	Email
360.817.1568	rmaul@cityofcamas.us

BACKGROUND: An annexation application has been submitted to the City.

SUMMARY: On February 2, 2021 the City of Camas received a ten percent petition to annex two properties within the city limits. The annexation area is comprised of two parcels owned by Adam and Heidi McNeley (parcel number 986030316), and Bradley and Paula Buhman (parcel number 17810200). The parcels are 8 acres and 8.14 acres in size respectively for a total of 16.14 acres (see figure 1). The initiating parties represent both parcels of land which has a total assessed value of \$1,123,330, or 100% of the total assessed value of the defined area. The notice is valid and satisfies the requirements of RCW 35A.14.120.

The McNeley property is currently vacant and the Buhman property contains one single-family residence. Both parcels have a Clark County Urban Holding (UH-10) zoning overlay. The Urban Holding zoning overlay requires a minimum of ten acres to construct a single-family residence. The McNeley property future development plans consist of one single family residence with no intention of further developing. Per the applicant’s narrative, the two properties have been in the family for more than five generations and are intended to be their forever home.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? To accept, reject or modify the annexation process for the application.

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

How have communities been engaged? Are there opportunities to expand engagement? The annexation process will include public notices and opportunities for engagement.

Who will benefit from, or be burdened by this agenda item? N/A

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? Both sites are within the City’s Urban Growth Boundary and support the elements of the comprehensive plan.

BUDGET IMPACT: Unknown at this time. Staff will bring forward more specifics at future meetings.

RECOMMENDATION: Staff recommends council move forward with the proposed annexation as shown in figure 1.

Options:

Option	Results
• <i>Reject the Notice of Intent</i>	<i>The annexation process ends and the subject property would remain in unincorporated Clark County.</i>
• <i>Accept the Notice as submitted</i>	<i>The initiating parties would draft a petition and begin gathering signatures.</i>

- *Accept the Notice but modify the boundaries.* | *The initiating parties would draft a revised petition and begin gathering signatures.*



Community Development Department | Planning
616 NE Fourth Avenue | Camas, WA 98607
(360) 817-1568
communitydevelopment@cityofcamas.us

General Application Form

Case Number: Annex 21-01

Applicant Information

Applicant/Contact: Adam & Heidi McNeley Phone: 360.303.9449 - Adam
(360) 608.3377 - Heidi
Address: 26621 SE 15th St amcneley44@hotmail.com
heidilanebuhman@hotmail.com
Street Address E-mail Address
Camas WA 98607
City State ZIP Code

Property Information

Property Address: N/A 986030316, 178102000
Street Address County Assessor # / Parcel #
Camas WA 98607
City State ZIP Code
Zoning District R1-4/4H-10 overlay Site Size 8 acres

Description of Project

Brief description:
Annexation to the City of Camas.

Are you requesting a consolidated review per CMC 18.55.020(B)? YES NO
Permits Requested: Type I Type II Type III Type IV, BOA, Other

Property Owner or Contract Purchaser

Owner's Name: McNeley, Adam Phone: 360.303.9449 - Adam
Buhman-McNeley, Heidi (360) 608.3377 - Heidi
Last First
26621 SE 15th St
Street Address Apartment/Unit #
E mail Address: Camas WA 98607
amcneley44@hotmail.com heidilanebuhman@hotmail.com State Zip

Signature

I authorize the applicant to make this application. Further, I grant permission for city staff to conduct site inspections of the property.

Signature:  Date: 02.04.2021
Note: If multiple property owners are party to the application, an additional application form must be signed by each owner. If it is impractical to obtain a property owner signature, then a letter of authorization from the owner is required.

Date Submitted: <u>2/5/2021</u>	Pre-Application Date:	\$1063.00 pd. 2/5/2021
<u>Maul</u>	<input type="checkbox"/> Electronic Copy Submitted	
Staff:	Related Cases #	

Application Checklist and Fees [updated on January 1, 2021]

◊ Annexation	\$863 - 10% petition; \$3,669 - 60% petition	001-00-345-890-00	\$ 863.00	
◊ Appeal Fee		001-00-345-810-00	\$399.00	\$
◊ Archaeological Review		001-00-345-810-00	\$137.00	\$
◊ Binding Site Plan	\$1,879 + \$24 per unit	001-00-345-810-00		\$
◊ Boundary Line Adjustment		001-00-345-810-00	\$103.00	\$
◊ Comprehensive Plan Amendment		001-00-345-810-00	\$5,826.00	\$
◊ Conditional Use Permit				
Residential	\$3,417 + \$105 per unit	001-00-345-810-00		\$
Non-Residential		001-00-345-810-00	\$4,328.00	\$
◊ Continuance of Public Hearing		001-00-345-810-00	\$524.00	\$
◊ Critical or Sensitive Areas (fee per type)		001-00-345-810-00	\$775.00	\$
	(wetlands, steep slopes or potentially unstable soils, streams and watercourses, vegetation removal, wildlife habitat)			
◊ Design Review				
Minor		001-00-345-810-00	\$433.00	\$
Committee		001-00-345-810-00	\$2,375.00	\$
◊ Development Agreement	\$877 first hearing; \$530 ea. add'l hearing/continuance	001-00-345-810-00		\$
◊ Engineering Department Review - Fees Collected at Time of Engineering Plan Approval				
Construction Plan Review & Inspection	(3% of approved estimated construction costs)			
Modification to Approved Construction Plan Review	(Fee shown for information only)		\$420.00	
Single Family Residence (SFR) - Stormwater Plan Review	(Fee shown for information only)		\$208.00	
Gates/Barrier on Private Street Plan Review	(Fee shown for information only)		\$1,041.00	
◊ Fire Department Review				
Short Plat or other Development Construction Plan Review & Insp.		115-09-345-830-10	\$284.00	\$
Subdivision or PRD Construction Plan Review & Inspection		115-09-345-830-10	\$354.00	\$
Commercial Construction Plan Review & Inspection		115-09-345-830-10	\$424.00	\$
◊ Home Occupation				
Minor - Notification (No fee)			\$0.00	
Major		001-00-321-900-00	\$69.00	\$
◊ LI/BP Development	\$4,328 + \$41.00 per 1000 sf of GFA	001-00-345-810-00		\$
◊ Minor Modifications to approved development		001-00-345-810-00	\$346.00	\$
◊ Planned Residential Development	\$35 per unit + subdivision fees	001-00-345-810-00		\$
◊ Plat, Preliminary				
Short Plat	4 lots or less: \$1,936 per lot	001-00-345-810-00		\$
Short Plat	5 lots or more: \$7,175 + \$250 per lot	001-00-345-810-00		\$
Subdivision	\$7,175 + \$250 per lot	001-00-345-810-00		\$
◊ Plat, Final:				
Short Plat		001-00-345-810-00	\$200.00	\$
Subdivision		001-00-345-810-00	\$2,375.00	\$
◊ Plat Modification/Alteration		001-00-345-810-00	\$1,196.00	\$
◊ Pre-Application (Type III or IV Permits)				
No fee for Type I or II				
General		001-00-345-810-00	\$354.00	\$
Subdivision (Type III or IV)		001-00-345-810-00	\$911.00	\$
◊ SEPA		001-00-345-890-00	\$810.00	\$
◊ Shoreline Permit		001-00-345-890-00	\$1,196.00	\$
◊ Sign Permit				
General Sign Permit	(Exempt if building permit is required)	001.00.322.400.00	\$41.00	\$
Master Sign Permit		001.00.322.400.00	\$126.00	\$
◊ Site Plan Review				
Residential	\$1,151 + \$34 per unit	001-00-345-810-00		\$
Non-Residential	\$2,876 + \$68 per 1000 sf of GFA	001-00-345-810-00		\$
Mixed Residential/Non Residential	(see below)	001-00-345-810-00		\$
	\$4,055 + \$34 per res unit + \$68 per 1000 sf of GFA			
◊ Temporary Use Permit		001-00-321-990-00	\$80.00	\$
◊ Variance (Minor)		001-00-345-810-00	\$695.00	\$
◊ Variance (Major)		001-00-345-810-00	\$1,295.00	\$
◊ Zone Change (single tract)		001-00-345-810-00	\$3,345.00	\$

Adopted by RES 1023 AUG 2005; Revised by RES 1113 SEPT 2007; Revised by RES 1163 OCT 2009; Revised by RES 1204 NOV 2010;
 Revised by RES 15-001 JAN 2015; Revised by RES 15-007 MAY 2015; Revised by RES 15-018 DEC 2015; Revised by RES 16-019 NOV 2016;
 Revised by RES 17-015 NOV 2017; Revised by RES 18-003 APRIL 2018; Revised by RES 18-013 NOV 2018; Revised by RES 19-018 DEC 2019
 Revised by RES20-014 DEC 2020

Fees reviewed & approved by Planner:

Initial Date

For office use only

Total Fees Due: \$ 863.00

City of Camas
616 NE 4th Avenue
Camas, WA 98607
360-834-2462

Finance Office Hours:
Monday-Friday 9:00 - 5:00 p.m.

Date/Time 02/05/2021 10:18 AM

Receipt No. 00602695

Receipt Date 02/05/2021

CR plan 863.00

annex
annexation 863.00

Cash: 0.00
Other: 863.00
Check: 0.00

Total: 863.00
Change: 0.00

Check No:

MCNELEY
Customer #: 000000

Cashier: abaldwin
Station: IS01931

February 4, 2021

Robert Maul
Planning Manager
Community Development
City of Camas
616 NE 4th Ave
Camas, WA 98607

RE: Letter of intent to annex property to City of Camas (Parcel #178102000 and Parcel #986030316)

Dear Mr. Maul:

The purpose of this letter is to express our intent to annex two properties, located at SE 15th ST, Camas, WA, owned by 1) Bradley and Paula Buhman (Parcel #178102000) and 2) Adam and Heidi McNeley (Parcel #986030316), to the City of Camas. Before we get into details, however, we want to share our why.

Whether you lived here all of your life or you transplanted, it doesn't take long to realize Camas is a place that will steal your heart. From its scenic views and recreation, its schools, businesses and people, its country life and small-town charm, and only minutes to major city offerings -- on paper, Camas has it all. But if you dive into the lives of its citizens, Camas is so much more. And that's where our story begins. It's not only our home, Camas is our history ... it's our family.

Over one hundred years ago, my great grandparents built their homestead in Camas where they raised their three children (and a lot of animals!). Eventually, the farm was passed down to my grandfather, then, decades later, to my father, and now partly to my family. Looking back at all of the Sunday dinners and holidays, the number of kids who learned to ride bikes and drive cars, the milestone celebrations and new babies, all surrounded by the same landscape, is the best gift any of us have ever received. My great grandparents would never know that the land and farmhouse they built would continue to be a true blessing for five generations – and counting.


After the passing of my grandfather in 2009, the estate was settled into separate parcels: one to my parents with the farmhouse and outbuildings, and the other to my aunt, which was, and remains, raw land. When my husband and I learned that my aunt was looking to sell her parcel, we jumped at the opportunity to purchase. As a young family, there was nothing that we valued more than to be part of a small, thriving community where we could raise our children with the same wholesome traditions that I experienced. Ultimately, it broke our hearts to imagine the land leaving the family and the possibility of development would be devastating. Despite suburban sprawl encroaching on our three borders, we have defied the odds and our farm remains the heart of this family.

Our two, 8-acre County properties not only reside within the Urban Growth Area (UGA) Boundary, but they each maintain an Urban Holding, therefore requiring 10 acres to build a single residence in the Clark County jurisdiction. Since October 2018, and more than 60 communications and meetings with multiple members of both Clark County and City of Camas community development teams, we have determined that annexation is our *only* option to build our forever home. Per your recommendation, and to streamline the use of City resources and population appropriation, we ask you to consider a joint application for an annexation to the City of Camas of our property (Parcel #986030316) and my parent's property (Parcel #178102000).

On behalf of our family, we want to express our sincere appreciation for the time and energy you and your team have afforded us in discussing this opportunity and the expert recommendations that have been provided thus far.

We look forward to the process.

Best Regards,


Heidi L Buhman-McNeley and Adam C McNeley

Bradley B Buhman and Paula J Buhman




**10% NOTICE OF INTENT
ANNEXATION TO THE CITY OF CAMAS**


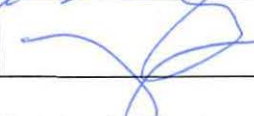
We the undersigned hereby give notice of intent to the City of Camas to have our property located as described below annexed to the City of Camas. We certify that we are the legal owners of property representing at least ten percent (10%) or more of the total value of all property within the area we are asking to be annexed.

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

The legal description is as follows:

See attached.

The undersigned hereby certifies that all information submitted with this application is complete and true under penalty of perjury under the laws of the State of Washington. The undersigned also understands that any errors and omissions may lengthen the time to process this request.

Parcel #	Sign & Print Name	Address	Date Signed
986030316	 Adam McNeley	26021 SE 15th St, Camas WA 98607	2/4/21
986030316	 Heidi L Buhman-McNeley	26021 SE 15th St, Camas WA 98607	02.04.2021

RCW 35A.01.040 states: (a) The signature of a record owner, as determined by the records of the county auditor, shall be sufficient without the signature of his or her spouse; (b) In the case of mortgaged property, the signature of the mortgagor shall be sufficient, without the signature of his or her spouse; (c) In the case of property purchased on contract, the signature of the contract purchaser, as shown by the records of the county auditor, shall be deemed sufficient, without the signature of his or her spouse; (d) Any officer of a corporation owning land within the area involved who is duly authorized to execute deeds or encumbrances on behalf of the corporation, may sign on behalf of such corporation, and shall attach to the petition a certified excerpt from the bylaws of such corporation showing such authority; (e) When property stands in the name of a deceased person or any person for whom a guardian has been appointed, the signature of the executor, administrator, or guardian, as the case may be, shall be equivalent to the signature of the owner of the property.

**10% NOTICE OF INTENT
ANNEXATION TO THE CITY OF CAMAS**


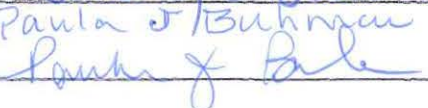
We the undersigned hereby give notice of intent to the City of Camas to have our property located as described below annexed to the City of Camas. We certify that we are the legal owners of property representing at least ten percent (10%) or more of the total value of all property within the area we are asking to be annexed.

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

The legal description is as follows:

see attached.

The undersigned hereby certifies that all information submitted with this application is complete and true under penalty of perjury under the laws of the State of Washington. The undersigned also understands that any errors and omissions may lengthen the time to process this request.

Parcel #	Sign & Print Name	Address	Date Signed
178102000	 Bradley B. Buhman	26021 SE 15 th St, Camas WA 98607	4 Feb 2021
178102000	 Paula J. Buhman	26021 SE 15 th St, Camas WA 98607	4 Feb 2021

RCW 35A.01.040 states: (a) The signature of a record owner, as determined by the records of the county auditor, shall be sufficient without the signature of his or her spouse; (b) In the case of mortgaged property, the signature of the mortgagor shall be sufficient, without the signature of his or her spouse; (c) In the case of property purchased on contract, the signature of the contract purchaser, as shown by the records of the county auditor, shall be deemed sufficient, without the signature of his or her spouse; (d) Any officer of a corporation owning land within the area involved who is duly authorized to execute deeds or encumbrances on behalf of the corporation, may sign on behalf of such corporation, and shall attach to the petition a certified excerpt from the bylaws of such corporation showing such authority; (e) When property stands in the name of a deceased person or any person for whom a guardian has been appointed, the signature of the executor, administrator, or guardian, as the case may be, shall be equivalent to the signature of the owner of the property.



360.696.4428 office | 866.696.4428 toll free | 360.694.8934 fax | 1924 Broadway, Suite B | Vancouver, WA 98663
www.hagedornse.com

April 18, 2012

**LEGAL DESCRIPTION
FOR**

~~BRADLEY BUHMAN~~
Adam / Heidi McNeley

TRACT 1 (8.0 ACRES):

A portion of the South half of the Southeast quarter of Section 35, Township 2 North, Range 3 East, Willamette Meridian, Clark County, Washington, described as follows:

BEGINNING at a 3/4 inch iron pipe marking the Southeast corner of Section 35 as shown in Book 56 of Surveys, Page 53, Clark County Auditor's Records;

THENCE North 01° 20' 42" East, along the East line of the Southeast quarter of Section 35 (Survey 56-53), for a distance of 640.00 feet to the Southeast corner of the "Michael tract" as described in Deed Book 46, Page 63, Clark County Auditor's Records;

THENCE North 88° 34' 22" West, along the South line of the "Michael tract" (Survey 56-53), for a distance of 990.53 feet to the West line of the "Gillas tract" as described in Deed Book "D", Page 270, Clark County Auditor's Records, and the **TRUE POINT OF BEGINNING**;

THENCE continuing North 88° 34' 22" West, along the South line of the "Michael tract", for a distance of 112.00 feet;

THENCE South 01° 23' 28" West, for a distance of 152.00 feet;

THENCE North 88° 34' 22" West, for a distance of 334.50 feet;

THENCE North 01° 23' 28" East, for a distance of 831.88 feet to the North line of the South half of the Southeast quarter of Section 35 as shown in Book 49 of Surveys, Page 125, Clark County Auditor's Records;

THENCE North 88° 36' 32" West, along said North line of the South half of the Southeast quarter of Section 35 (Survey 49-125), for a distance of 211.36 feet to the Northeast corner of the "Birt tract" as described under Clark County Auditor's File No. F-56534;

Legal Description for Bradley Buhman

TRACT 1 (8.0 ACRES)

April 18, 2012

Page 2

THENCE South $01^{\circ} 23' 28''$ West, along the West line of said "Birt tract", also being along an Easterly line of "Lacamas Summit" recorded in Book 310 of Plats, Page 775, Clark County Auditor's Records, for a distance of 990.01 feet;

THENCE South $88^{\circ} 36' 32''$ East, along the most Southerly North line of said "Lacamas Summit", also being along the South line of the "Bennett tract" as described under Deed Book 52, Page 353, Clark County Auditor's Records, for a distance of 825.00 feet to a 1/2 inch iron rod (Survey 49-125) marking the Southeast corner of said "Bennett tract";

THENCE North $01^{\circ} 23' 28''$ East, along the East line of said "Bennett tract", for a distance of 309.74 feet to a 1/2 Inch iron rod (Survey 49-125) marking the most Easterly Northeast corner of said "Bennett tract", being on the South line of said "Michael tract" (Book 46, Page 63);

THENCE North $88^{\circ} 34' 22''$ West, along the South line of said "Michael tract" for a distance of 167.14 feet to the TRUE POINT OF BEGINNING.

TOGETHER WITH and SUBJECT TO County roads.

Contains 8.0 acres.

LD-2012\Buhman Tract 1.acb
#12-040



EXHIBIT "A"
Legal Description

For APN/Parcel ID(s): 966030-316

A portion of the South half of the Southeast quarter of Section 35, Township 2 North, Range 3 East, Willamette Meridian, Clark County, Washington, described as follows:

BEGINNING at a 3/4 inch iron pipe marking the Southeast corner of Section 35 as shown in Book 56 of Surveys, Page 53, Clark County Auditor's Records;

THENCE North 01°20'42" East, along the East line of the Southeast quarter of Section 35 (Survey 56-53) for a distance of 640.00 feet to the Southeast corner of the "Michael tract" as described in Deed Book 46, Page 63, Clark County Auditor's Records;

THENCE North 88°34'22" West, along the South line of the "Michael tract" (Survey 56-53), for a distance of 990.53 feet to the West line of the "Gillas tract" as described in Deed Book "D", Page 270, Clark County Auditor's Records, and the TRUE POINT OF BEGINNING;

THENCE continuing North 88°34'22" West, along the South line of the "Michael tract", for a distance of 112.00 feet;

THENCE South 01°23'28" West, for a distance of 152.00 feet;

THENCE North 88°34'22" West, for a distance of 334.50 feet;

THENCE North 01°23'28" East, for a distance of 831.88 feet to the North line of the South half of the Southeast quarter of Section 35 as shown in Book 49 of Surveys, Page 125, Clark County Auditor's Records;

THENCE North 88°36'32" West, along said North line of the South half of the Southeast quarter of Section 35 (Survey 49-125), for a distance of 211.36 feet to the Northeast corner of the "Birt tract" as described under Clark County Auditor's File No. F-56534;

THENCE South 01°23'28" West, along the West line of said "Birt tract", also being along an Easterly line of "Lacamas Summit" recorded in Book 310 of Plates, Page 775, Clark County Auditor's Records, for a distance of 990.01 feet;

THENCE South 88°36'32" East, along the most Southerly North line of said "Lacamas Summit", also being along the South line of the "Bennett tract" as described under Deed Book 52, Page 353, Clark County Auditor's Records, for a distance of 825.00 feet to a 1/2 inch iron rod (Survey 49-125) marking the Southeast corner of said "Bennett tract";

THENCE North 01°23'28" East, along the East line of said "Bennett tract", for a distance of 309.74 feet to a 1/2 inch iron rod (Survey 49-125) marking the most Easterly Northeast corner of said "Bennett tract", being on the South line of said "Michael tract" (Book 46, Page 63);

THENCE North 88°34'22" West, along the South line of said "Michael tract" for a distance of 167.14 feet to the TRUE POINT OF BEGINNING.

Buhaman



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www.hagedornse.com

April 18, 2012

**LEGAL DESCRIPTION
FOR
BRADLEY BUHMAN**

TRACT 2 (8.14 ACRES):

A portion of the South half of the Southeast quarter of Section 35, Township 2 North, Range 3 East, Willamette Meridian, Clark County, Washington, described as follows:

BEGINNING at a 3/4 inch iron pipe marking the Southeast corner of Section 35 as shown in Book 56 of Surveys, Page 53, Clark County Auditor's Records;

THENCE North 01° 20' 42" East, along the East line of the Southeast quarter of Section 35 (Survey 56-53), for a distance of 640.00 feet to the Southeast corner of the "Michael tract" as described in Deed Book 46, Page 63, Clark County Auditor's Records;

THENCE North 88° 34' 22" West, along the South line of the "Michael tract" (Survey 56-53), for a distance of 990.53 feet to the West line of the "Gillas tract" as described in Deed Book "D", Page 270, Clark County Auditor's Records, and the **TRUE POINT OF BEGINNING**;

THENCE continuing North 88° 34' 22" West, along the South line of the "Michael tract", for a distance of 112.00 feet;

THENCE South 01° 23' 28" West, for a distance of 152.00 feet;

THENCE North 88° 34' 22" West, for a distance of 334.50 feet;

THENCE North 01° 23' 28" East, for a distance of 831.88 feet to the North line of the South half of the Southeast quarter of Section 35 as shown in Book 49 of Surveys, Page 125, Clark County Auditor's Records;

THENCE South 88° 36' 32" East, along the North line of the South half of the Southeast quarter of Section 35 (Survey 49-125), for a distance of 446.50 feet to the Northerly extension of the West line of said "Gillas tract";

Legal Description for Bradley Buhman

TRACT 2 (8.14 ACRES)

April 18, 2012

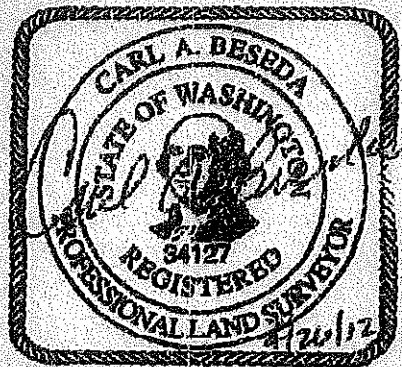
Page 2

THENCE South 01° 23' 28" West, along said Northerly extension and the West line of said "Gillas tract", for a distance of 680.16 feet to the TRUE POINT OF BEGINNING.

SUBJECT TO County road right-of-way.

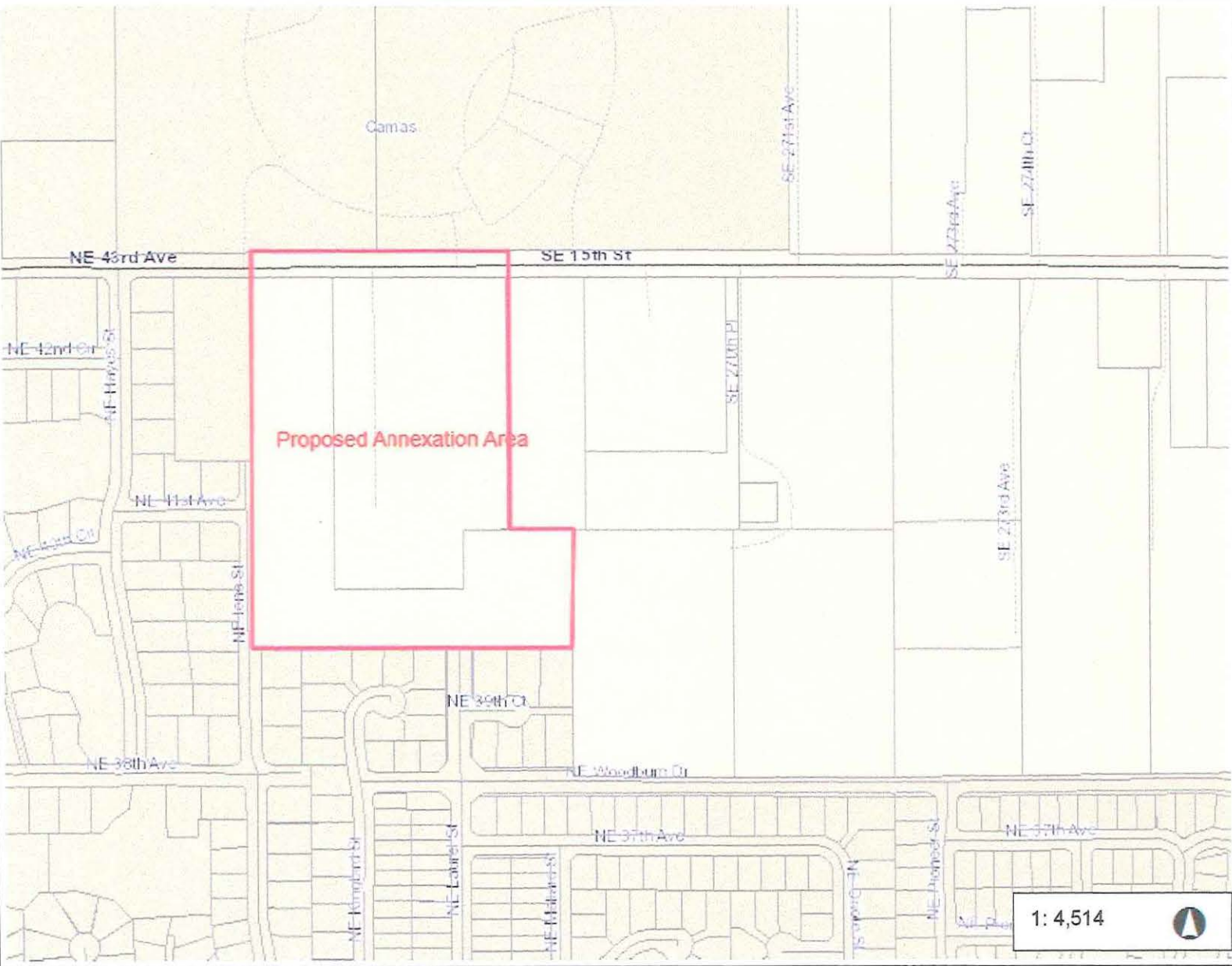
Contains 8.14 acres.

LD-2012\Buhman Tract 2.acb
#12-040





Item 5.

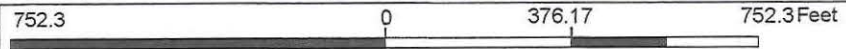


Legend

- Taxlots
- Cities Boundaries
- Urban Growth Boundaries

Notes:

1: 4,514



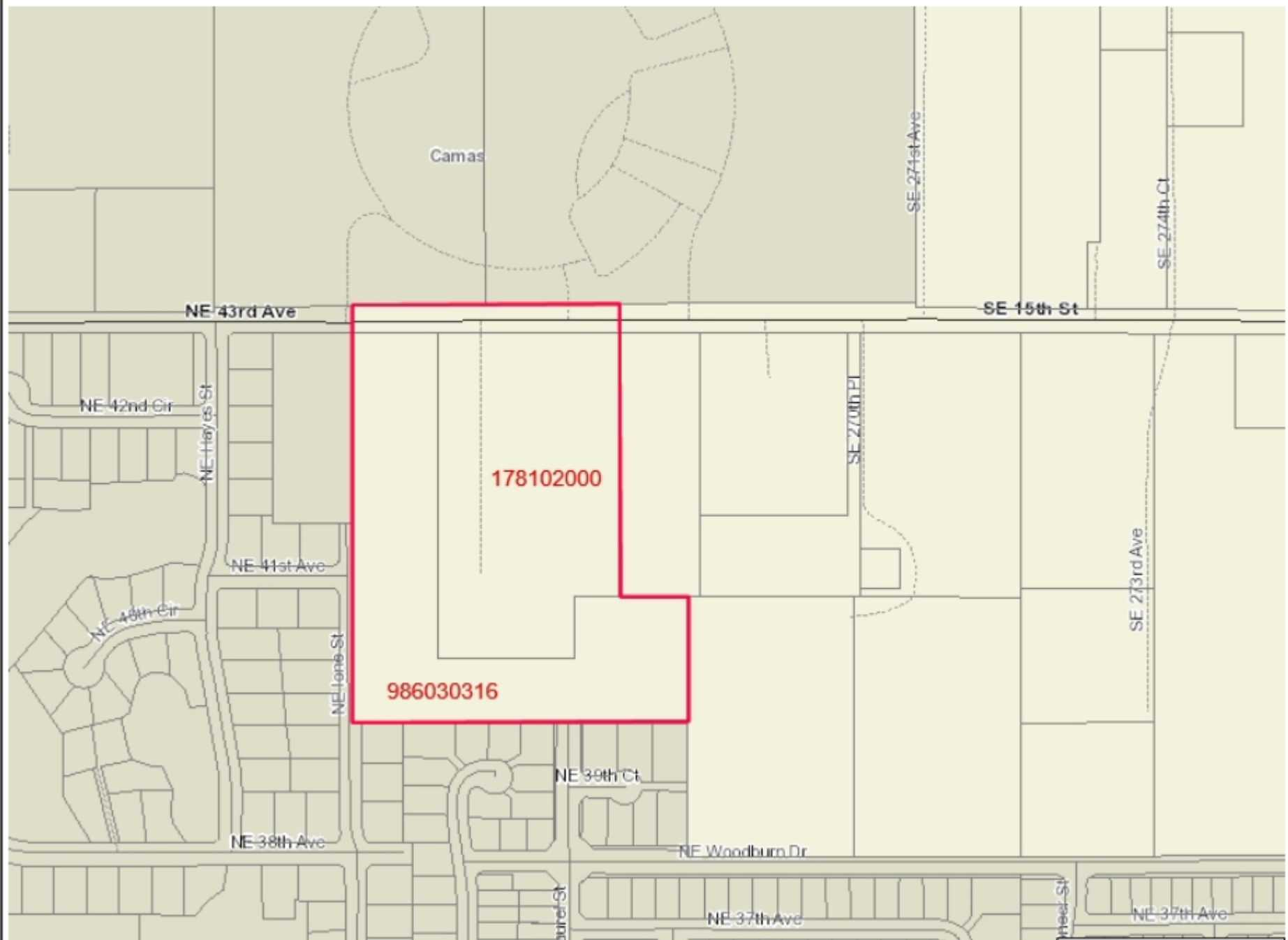
WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

MCNELEY ANNEXATION

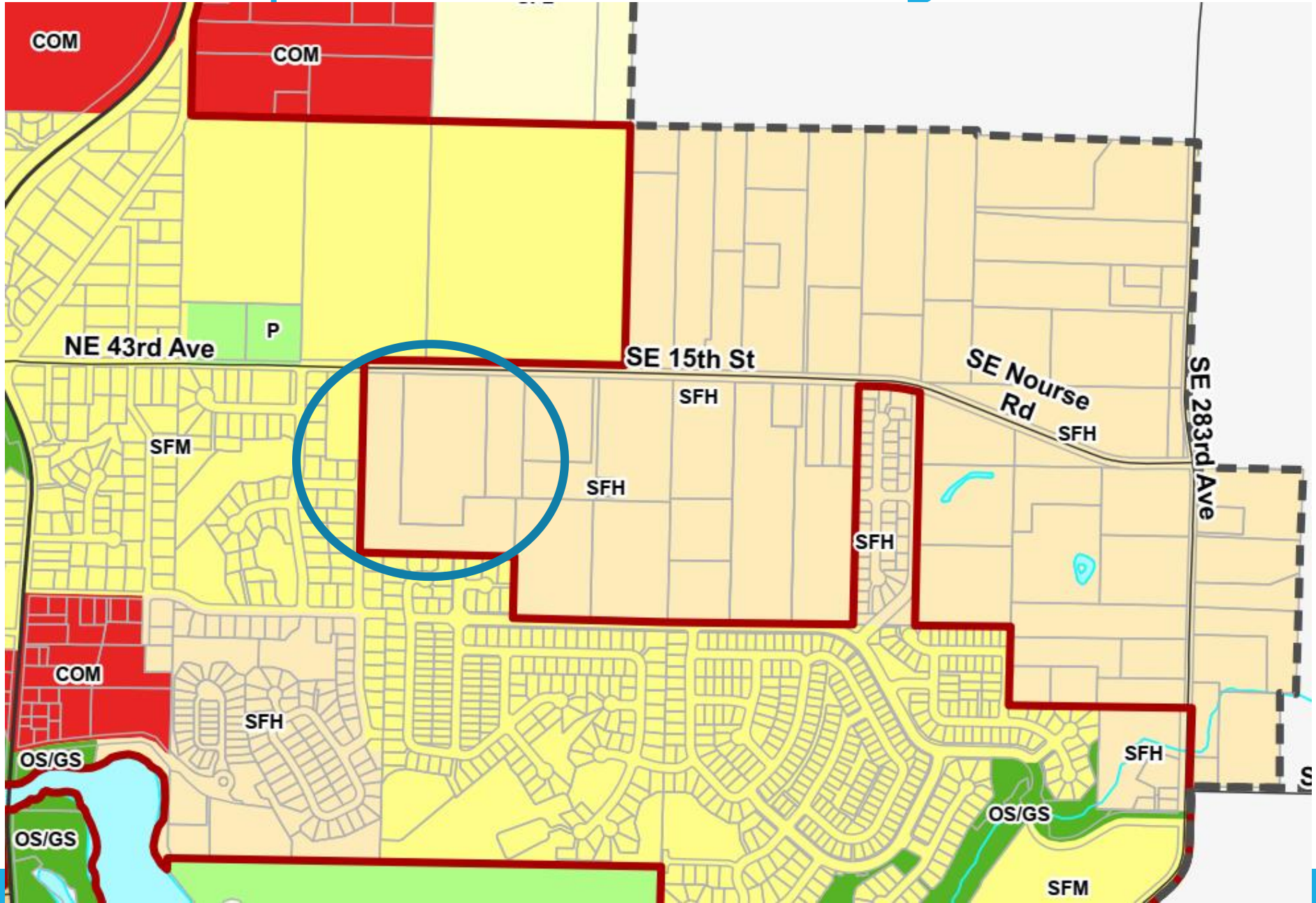
10% Notice of Intent

Staff: Robert Maul, Planning Manager

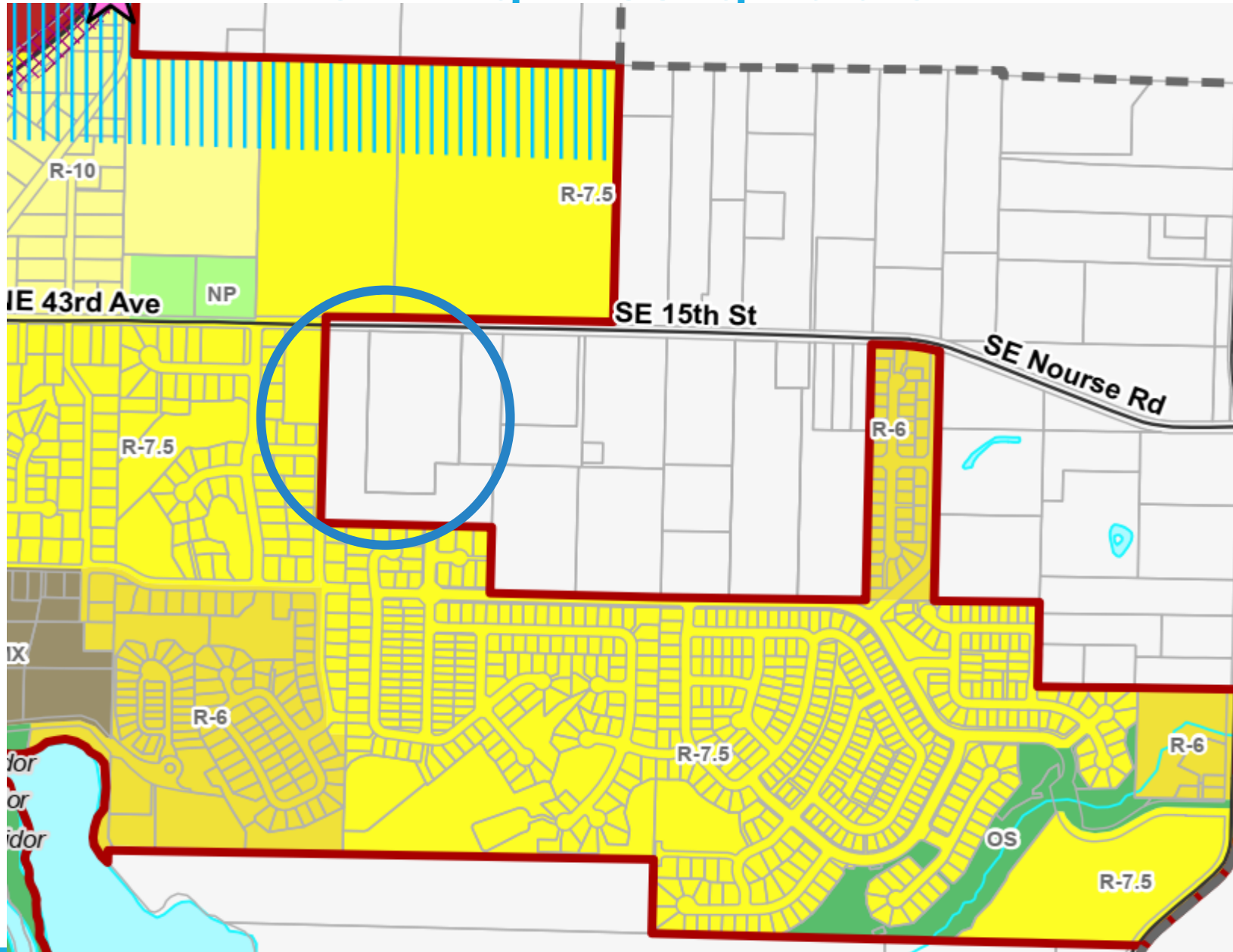




Comprehensive Plan Designation



Zoning Designation





Staff Report

March 15, 2021 Council Workshop Meeting

Draft Council Rules of Procedure

Presenter: Jennifer Gorsuch, Administrative Services Director

Phone	Email
360.817.1591	jgorsuch@cityofcamas.us

BACKGROUND: This topic was first discussed at the March 1, 2021, Workshop and Regular meetings and an ad hoc committee was formed to draft Council rules to achieve efficiency related to meetings and agenda building.

SUMMARY: Council stated a desire to create rules/processes related to agenda building for the Council meetings and meeting scheduling procedures. The Clerk’s Office provided a draft of Council Rules of Procedure to the committee and it was reviewed at a subsequent meeting. The draft will be shared with the full Council to receive feedback and to decide next steps.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? A discussion resulting in creation of a final document to be approved by Resolution at a future Council meeting.

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

How have communities been engaged? Are there opportunities to expand engagement? Council may wish to solicit and incorporate feedback from citizens on specific rules related to meeting efficiencies/processes.

Who will benefit from, or be burdened by this agenda item? Council, Staff and the Citizens will benefit from having clear outlined procedures and processes for meetings and other issues affecting all City groups.

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 will result in a resolution which would incorporate Resolution 20-005 related to rules for conduct of Council meetings and workshops.

BUDGET IMPACT: None

RECOMMENDATION: This item and corresponding resolution will be placed on the April 5, 2021 Regular Agenda for Council's consideration.

Proposal - March 11, 2021

Agenda Setting

Bi-monthly, the Mayor Pro Tem will attend the Council Agenda Planning portion of the Management meeting with Mayor, City Administrator, and the Department Heads.

The purpose of the agenda planning is to:

- align on agenda topics,
- agree on prioritization, and
- estimate time allocations for both council and workshop meetings;
 - Review the Council Calendar about the placement and timing of upcoming meeting items
 - Share pertinent informational updates

Agenda Items

An item may be placed on a Council meeting or workshop agenda by any of the following methods:

1. By the City Administrator or Mayor.
2. By any three Councilmembers who:
 1. Propose an agenda item by majority consensus or vote at a Council meeting (this is preferred).
 2. Propose agenda items in writing directly to the City Administrator, Mayor Pro Tem and City Clerk's Office. The Clerk's Office will confirm consensus by two other Council Members and then it will be added to the next agenda planning discussion.

The name of the requesting Council Member(s) will be included in the agenda materials.

Adjournment

For early adjournment prior to completion of the agenda, there is to be consensus among the Council. One objection, would require determining if there is a majority to adjourn.

Cancellations

Any Council meeting may be cancelled by the City Council by consensus or a majority vote for reasons including, but not limited to, a lack of agenda items, adverse weather conditions or an emergency. Notice of the cancellation will be provided by the City Clerk.