



City Council Workshop Agenda Tuesday, February 16, 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 so accommodations can be made (28 CFR 35.102-35.104 ADA Title 1.).

How to join meeting:

OPTION 1 -

1. Go to www.zoom.us to download the app, Join Meeting ID - 947 9950 2927
2. Or, from any device click <https://zoom.us/j/94799502927>

OPTION 2 - Join by phone (audio only):

1. Dial 877-853-5257
2. Enter meeting ID 947 9950 2927, 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. Contract Authority
Presenter: Shawn MacPherson, City Attorney
2. Form of Government
Presenter: Shawn MacPherson, City Attorney
3. [Request for Proposal for Facilitated Review of FD Merger](#)
Presenter: [Nick Swinhart, Fire Chief](#)
4. [New Fire Department Capital Facilities Plan](#)
Presenter: [Nick Swinhart, Fire Chief](#)
5. [Crown Road Water Booster Station Air Relief Improvements](#)
Presenter: [James Carothers, Engineering Manager & Steve Wall, Public Works Director](#)

6. [City of Camas Fourth Quarter 2020 Financial Performance Presentation](#)
Presenter: [Cathy Huber Nickerson, Finance Director](#)
7. [Utility Assistance Program Presentation](#)
Presenter: [Cathy Huber Nickerson, Finance Director](#)
8. 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

February 16, 2021 Council Workshop

Request for Proposal for Facilitated Review of FD Merger

Presenter: Nick Swinhart, Fire Chief

Phone	Email
360.817.1532	nswinhart@cityofcamas.us

BACKGROUND: Since 2014, CWFD has been in a functional consolidation that brought together CFD and WFD in to one organization. The financial cost-sharing agreement that comprises the merger ILA has led to difficulties in the ability of both cities to fund the growing needs of the fire department. Updating/changing the cost-share formula was identified in the organizational scan conducted by the Novak Group.

SUMMARY: The cost sharing formula that forms the basis of the CWFD merger has created friction in the partnership, and has at times, threatened the continuance of it. Both cities have expressed frustration at their inabilities to fund the necessary growth of the fire department. Councils in both cities have expressed interest in having a facilitated review of the merger completed in 2021. A draft RFP for this facilitated review is ready, and will be discussed with Council at workshop.

EQUITY CONSIDERATIONS:

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

Council discussion of the proposed RFP and consensus to move forward with posting it as soon as possible.

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

The data shows that both cities are having difficulty funding the department with the current cost-share agreement.

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

There has been no community outreach on this topic at this time, but Council and the public will be involved and afforded the opportunity for discussion on any proposed changes to the merger ILA.

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

The fire department will benefit from a stabilized funding mechanism. The cities, and ultimately taxpayers, may be burdened if the facilitated review shows that one city, or both, should pay more for the partnership.

What are the strategies to mitigate any unintended consequences?

There will be discussion with council and the public to ensure that any potential increase in the cost-share formula, or in the partnership, are supported by the facts and the data.

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.

Changing the cost-share formula or the partnership structure itself, such that it becomes desirable to both communities, would benefit underserved populations. If the CWFD merger were to end, response times would increase. This would negatively impact underserved populations and people living with disabilities, as they tend to be more frequent users of the EMS system.

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

Changing the merger structure or cost-share formula will not directly impact ADA accessibility.

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

Continuing the present service merger with perhaps a different structure or governance would not cause operational impacts. There are political hurdles, in ensuring that elected officials and members of the public in both cities support any potential changes to the partnership.

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

The vendor chosen to conduct the facilitated review of the merger will be monitored closely for results. City administration member, elected officials, and fire department officials, will be closely involved in this process.

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

Changing or modifying the cost-share formula of our service merger was recommended in the organizational scan conducted by the Novak Group.

BUDGET IMPACT: Hiring a consultant to conduct the facilitated review will have a budgetary impact that can be accommodated by CWFD reserves. Changes in the cost-share formula could have future budgetary impacts in both cities.

RECOMMENDATION: Council consensus to move forward with posting the RFP for a facilitated review of the fire department merger.

Good morning Ron,

I want to thank you for reaching out to Mackenzie regarding your upcoming Capital Facilities Plan study. The information you provided along with Chief Swinhart's and your time helped us understand your goals and expectations.

You requested that we give you an idea on timeline and cost for the new study and based on our understanding of your objectives this what we would suggest.

Contract with a team that brings specialized experience and expertise in fire facilities, response time assessment and financial forecasting. The scope would entail the selected team completing the following services:

- Evaluate and complete a diagnostic assessment of the existing response time study completed by ESCi. The diagnostic assessment will take into account zoning/growth rate that may have been impacted by the COVID pandemic and would change the trigger, or trigger, period for when a new station would need to be constructed to maintain targeted response time and increased service area coverage. Prepare an opinion letter that either validates the findings from the previous study or offers a new opinion for when and where new and/or replacement stations will be required and the prioritization of them.
- Develop a hypothetical space needs program for the new/replacement stations to establish a base line on which cost forecasts can be established.
- Develop high level cost estimates for one new and two replacement stations based on current market trends for fire stations. This will take into account essential facility and prevailing wage rate cost premiums, and include a forecast for hard cost as well as soft costs including allowances for suitable property acquisition.
- Develop financial forecast for funding the stations. This will entail the evaluation and forecast of potential changes to Fire Impact Fees. We would then compare existing funding sources and costs to determine funding gaps where they exist. We will then identify potential new revenue sources that could potentially fill funding gaps. These sources will be analyzed and ranked based on their legality/ease of implementation, funding capacity, timing, and political acceptability.
- Compile each of the tasks above into a concise report that can be utilized as a supplement to the ESCi study from 2019.

We would anticipate that the work would take approximately 2-3 months to complete from notice to proceed and we would anticipate the following timeline:

January: Development of an RFQ from which Camas-Washougal Fire can issue (2-4 wks)

February: Teams prepare qualifications for Camas-Washougal Fire to review (2 wks)

March: Camas-Washougal Fire evaluate qualifications and select team (1-2 wks)

March-April: Scope of services and fees negotiated and notice to proceed issued (2-4 wks)

April-May/June: Services rendered and final report completed (2-3 months)

Based on the scope we have discussed and outlined, we are confident that the work could be completed for a budget of \$30,000 – \$40,000. Due to the scope and fee for the professional services being limited in scale, we would recommend you consider foregoing interviews as part of the process. The additional effort of interviews related to the scale of service is often very disproportionate to the fee budget and something most firms can simply not absorb while being able to complete the work.

We would welcome the opportunity to work with you and will watch for the RFQ. If we can be of further assistance, please do not hesitate to ask.

Happy holidays!

Jeff Rhys Humphreys
Principal | Director of Architecture
Architecture | Interiors | Engineering | Planning
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CAMAS WASHOUGAL FIRE DEPARTMENT

616 NE 4th Avenue, Camas, WA 98607, 360.834.2262

TO: Qualified Consulting Firms
 FROM: Camas Washougal Fire Department
 DATE: February 16, 2021
 RE: Camas Washougal Partnership Analysis

Overview

The Cities of Camas and Washougal, WA are requesting proposals from qualified consultants to assist with and facilitate the Cities analysis of their partnership for joint Fire and EMS services. The Cities are seeking professional services to facilitate the work of a subcommittee of the JPAC and staff to compare alternative organizational and governance models, evaluate service delivery methods, analyze the financial history of the partnership and evaluate the financial implications of various organizational and governance models. The subcommittee will evaluate the provisions and effectiveness of the current interlocal agreement for shared services, forecast future implications, and provide recommendations for the Cities to consider as they contemplate the future of Fire and EMS services. The consultant will facilitate this effort and the consideration of the recommendations of the subcommittee by the full JPAC and both City Councils. Initially this effort will focus on the partnership between the Cities of Camas and Washougal. A possible additional scope will include incorporation of the East County Fire and Rescue District (ECFR) fully into the facilitated review process.

Background

The Camas Washougal Fire Department was consolidated in 2014 by a formal agreement between the cities of Camas and Washougal pursuant to RCW 39.34, the Interlocal Cooperation Act. The agreement was updated in 2019 and 2020 and expires December 31, 2023. This agreement was preceded by an April 2012 agreement for a trial consolidation. Prior to that, each City provided its own fire services. The City of Camas provided ALS and ambulance transport services to the City of Washougal for several decades. The City of Camas has also provided ALS and ambulance transport services to the East County Fire and Rescue District for several decades. Several prior financial and organizational studies have been completed, both before and after the consolidation, evaluating various options for the partnership. Most recently, a Master Plan was completed in 2019.

The current ILA provides for the Joint Policy Advisory Committee (JPAC), which consists of three members of each City Council. The JPAC serves as the initial review body regarding the program partnership, providing recommendations to each Council. Detailed provisions regarding the JPAC are found in the current ILA.

Several issues related to the current ILA need to be reviewed and addressed. Two of the issues

that are the most significant involve perceptions of equity in the cost sharing model and how to deal with growth in the program. The current cost sharing model was recommended by a prior consultant in 2013 as part of the work leading up to the consolidation. Twelve similar partnerships were evaluated by the consultant in determining the recommended cost sharing model. The current model splits the costs based upon a formula using three factors: 50% structure assessed value (fire protection component), 25% population (fire and EMS protection component) and 25% calls for service (fire and EMS utilization or demand component). At the time of the initial consolidation, adoption this cost sharing model came within \$10K of the actual cost born by each city prior to the consolidation. Leaders from each community have expressed varying concerns regarding the equity of this cost sharing formula, often with each city perceiving that it is paying too much under the current approach. Growth and other pressures to expand the program by adding additional personnel has become a prominent partnership issue. Camas has been growing at a faster rate than Washougal. New revenue from this growth provides Camas a stronger ability to pay for additional personnel without needing to identify other new sources of revenue, such as tax increases. Washougal needs to identify new sources of revenue, most likely in the form of new voter approved property taxes. This disparity has led to issues regarding the equitable approach to program growth. Camas has moved forward with hiring or planning to hire additional personnel. Washougal has only been able to agree to fund its share of the new costs temporarily and cannot commit to the on-going funding of the additional positions. The partners are looking to this analysis to evaluate these and other program dynamics, options and alternatives and recommend an equitable and sustainable approach moving forward.

The ECFR District, which receives ALS and ambulance transport services from Camas through a separate agreement, has expressed its desire to be considered as a partner in any regionalization alternative. The study should evaluate the current Camas-Washougal partnership, as well as considering the possibilities and implications of including ECFR as a partner in a regional solution.

The department proudly serves over 22 square miles, 41,000 residents within the cities of Camas and Washougal, 10,000 within the boundaries of ECFR, and hundreds of businesses. The department responds to over 4,800 calls for service annually. The fire department is currently staffed by one full-time Fire Chief, one full-time Division Chief of EMS, one full-time Division Chief – Fire Marshal, two full-time Deputy Fire Marshals, 4 full-time Battalion Chiefs, 9 full-time Captains, 39 full-time firefighters, 2 administrative assistants and 15 volunteers. The fire department serves the communities out of three fire stations. Station 41 is located at 616 NE 4th Avenue in Camas, Station 42 is located at 4321 NW Parker Street in Camas, and Station 43 is located at 1400 A Street in Washougal. All three stations are staffed 24 hours a day, 7 days a week, 365 days a year.

Scope of Work

The facilitated analysis is to be the anchor point for any future iterations of the current agreement, movement to a new organizational and governance model or the full or partial dissolution of the partnership. It should closely examine input, activities, outputs, outcomes, funding, costs, finances, partnership equity, alternatives and future implications for the purposes of clearly articulating why and how, if indeed the Cities should, continue to partner to provide Fire and EMS services, and, what role ECFR should have, if any.

Desired Services:

The consultant will facilitate and collaboratively guide the work of the subcommittee to:

- A. Analyze the history and status of the partnership using three lenses, as one community served by the combined department and for each city, respectively.
- B. Identify and provide a multi-faceted evaluation of the opportunities and challenges to the ongoing successful operation of the partnership, through the same three lenses.
- C. Review the agreement between ECFR and the City of Camas for EMS to formulate the pros/cons and implications of including ECFR as a potential party to an expanded partnership. Depending upon the outcome of this review, ECFR may be included fully in the work of the subcommittee at this stage.
- D. Identify and provide a multi-faceted evaluation of all possible alternatives to the current partnership, through the same three lenses, including organizational and governance alternatives, financing and cost sharing, partnership equity and program sustainability.
- E. Formulate a recommendation for the preferred future of Fire and EMS services, including organization and governance, financing and cost sharing, and process and timing.
- F. Provide recommendations focusing on program cost, efficiency and effectiveness that will be applicable regardless of the preferred future partnership parameters.
- G. Provide a facilitated review and evaluation process involving the JPAC and the two City Councils (and ECFR as appropriate) with the goal of assisting the two Councils (and ECFR as appropriate) in reaching a mutually acceptable agreement regarding the future of the program.
- H. Total project estimated cost not to exceed \$100,000.

Submission Requirements

Qualified consultants should submit one (1) electronic copy of their proposal on or before 12:00p.m., March 16, 2021 to NSwinhart@cityofcamas.us. ***All proposals must follow the format outlined below. Failure to do so may result in disqualification.***

1. Description and history of your company.
2. Introduction and qualifications of staff assigned to this project.
3. Qualifications and experience with public safety services, specifically fire and emergency medical services, and for the design, development and execution of similar facilitated program evaluation projects of a similar scope. Experience and familiarity with the Washington State context is helpful.
4. Description of your overall approach to this project, along with your methodology for assessing each issue.
5. Cost proposal, including identification of specific tasks and proposed costs per task.
6. Project plan with timelines and schedules for performance of each task and proposed acceptance criteria for each task.
7. At least 3 references from projects completed within the last three years.
8. A sample of your work product from a similar project (this can be marked confidential and will be treated as confidential if necessary).

Evaluation Criteria

The following criteria will be used to evaluate all proposals:

- Recommended approach, perceived ability to deliver services, and input from references.
- Level of experience with program evaluation and facilitation of complex multi-agency partnership decision making.
- Demonstrated understanding of public safety services, particularly Fire and EMS in the Washington State context.
- Cost
- Overall best interest of the two cities.

The cities reserve the right to reject any or all proposals or accept what is, in their judgment, the proposal which is in the cities' best interest. The cities further reserve the right to waive any technical defects or irregularities in all proposals submitted.

Discussion may be conducted with qualified consultants who submit proposals determined to be reasonably susceptible of being selected for award for purpose of classification and to assure full understanding of the proposal, and responsiveness of the proposal to the solicitation requirements.

Questions and Answers

All questions related to this request for proposal must be submitted in writing and submitted to NSwinhart@cityofcamas.us. The question period shall expire on March 2, 2021. The answers to all questions will be compiled and distributed to all interested consultants. Consultants must notify the cities of their intent to participate in the RFP process by emailing NSwinhart@cityofcamas.us or take the responsibility to check for possible addendums or clarifications to this RFP. Failure to do so may result in the consultant not receiving all addendums or clarifications necessary to present a responsive Proposal. The cities reserve the right to modify the timeline if necessary.



Staff Report

February 16, 2021 Council Workshop

New Fire Department Capital Facilities Plan

Presenter: Nick Swinhart, Fire Chief

Phone	Email
360.817.1532	nswinhart@cityofcamas.us

BACKGROUND: CWFD has had a goal of updating fire impact fees (FIF) in 2021. Councils in both cities have indicated support for this initiative. Updating fire impact fees requires creating a new capital facilities plan (CFP). The Master Plan identified updating the CFP has being an important goal for the department. The last fire department CFP was created over a decade ago.

SUMMARY: The department has recognized the need to update FIFs for the past several years. Washington State Law requires that collected FIFs be spent within a specific time span, or they must be refunded. To spend these funds, the departments need to have an updated capital facilities plan. After discussion with leadership in both cities, we are proposing the hiring of the Mackenzie Group, to help assist with creation of a new CFP for the combined department. A member of Mackenzie will be present for a short presentation and to answer questions.

EQUITY CONSIDERATIONS:

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

Discussion with Council concerning the need to create a new CFP, which will then allow us to update our FIFs, and a consensus from the group to continue our progress.

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

N/A

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

There has been no community outreach on this topic at this time, but as the CFP process continues, the consultant will be hosting an open house, public hearings, and council presentations, to ensure that public input is received.

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

The fire department and city will benefit from an updated CFP, which will allow us to plan for the future. If FIFs are ultimately increased, builders and developers could be burdened by these higher fees.

What are the strategies to mitigate any unintended consequences?

There will be discussion with council and the public to ensure that any potential increase in fees is justifiable by the facts and the data.

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.

The completion of a new CFP would have no known impact on underserved populations, people with disabilities, or communities of color.

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

New proposed fire stations and facilities will necessarily be required to follow all ADA regulations.

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

There are no operational hurdles to the creation of a new CFP. There will be potential political hurdles, in ensuring that our elected officials, as well as members of the public, have buy-in.

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

The vendor chosen to help create our CFP will provide regular updates on progress. Members of the department, council, and city administration, will be closely involved in creation of this plan.

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

Creation of a new CFP was identified as an important project in the Master Plan.

BUDGET IMPACT: Hiring a consultant to assist in creating the CFP will have budgetary impact, but that which can be covered by CWFD reserves. There may be future budget impacts if items identified in the CFP are eventually funded.

RECOMMENDATION: Administration in both cities and fire department administration are seeking consensus to continue forward with our CFP project.



Staff Report

February 16, 2021 Council Regular Meeting

Crown Road Water Booster Station Air Relief Improvements
Presenter: James Carothers, Engineering Manager and Steve Wall, Public Works Director

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

BACKGROUND:

In 2019 a project was approved to install an additional pump at the Crown Road Water Booster Station to supplement flows to the pressure zone that serves The Hills at Round Lake, Camas High School, and the surrounding area. That project has been completed. The current Crown Road Water Booster Air-Relief Improvement project is a companion project to maximize operations. The Air-Relief project will remove air from the system, prevent potential operational issues in this part of our water system, and maximize the amount of water that moved through the system to help meet peak demands. The two projects were separated to allow for water system modeling after installation of the new pump in 2019 to confirm how the system would actually operate under the new conditions.

SUMMARY:

Bids were received and opened on January 14, 2021. Nutter Corporation was the lowest responsive, responsible bidder with a total amount of \$75,606.22, including sales tax. Staff is proposing Council award the project to Nutter Corporation at the March 1, 2021 Regular City Council meeting.

The current air-relief improvement project was designed in 2020 using available professional services funds in the water utility. Funds to pay for construction were intended to be allocated in one of the traditional 2020 Omnibus packages (Spring or Fall); however, given the nature of the single Omnibus package at the end of 2020, the project was not specifically included. Likewise, it was not included in the 2021/2022 adopted budget given the timing of budget preparation. Staff is proposing to include \$85,000 from the Water Utility Fund in the 2021 Spring Omnibus to fund construction of this project. There are available funds to do this within the Water Rates.

EQUITY CONSIDERATIONS:

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

Information, and ultimately Council bid award at the March 1, 2021 Regular Meeting to Nutter Corporation in the amount of \$75,606.72.

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

Water System modelling indicates the need to make these improvements to our system.

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

Users of the water system will benefit.

What are the strategies to mitigate any unintended consequences?

Engineering Staff will oversee construction of the project and verify the desired results with Operations Staff after construction.

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

None.

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 project is consistent with the goals listed in the City's Water System Plan.

BUDGET IMPACT: As discussed above, the proposed \$85,000 to support this project (including the low bid amount and approximately 10% allowance for change orders and overruns) is not included in the adopted 2021 Budget. As such, Staff recommends that funds for this project be included in the Spring 2021 Omnibus. There are multiple options to fund this project that are supported by the Water Utility Rate Model that will be further reviewed during the Spring Omnibus process. The most likely option will be to use Water System Development Charge reserves.

RECOMMENDATION: This item is for Council's information only. Staff recommends placing award of the project to the low bidder, Nutter Corporation, on the March 1, 2021 Consent Agenda.



I, James E. Carothers, Engineering Manager, hereby certify that these bid tabulations are correct.

James E. Carothers, P.E. Date 1/15/2021
 Email stating reviewed/approved is attached to Original.

PROJECT NO. W1024				Engineer's Estimate: \$48,465.00		Nutter Corporation 7211-A NE 43rd Avenue Vancouver, WA 98661 360.573.2000		Haag & Shaw, Inc. 636 SE 3rd Avenue Camas, WA 98607 360.834.2514		McDonald Excavating, Inc. 2719 Main Street Washougal, WA 98671 360.835.8794	
DESCRIPTION: Crown Road Booster ARV Improvements				Entered by: RLS							
DATE OF BID OPENING: January 14, 2021, at 10:00AM											
ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	ENGRG TOTAL	UNIT PRICE	CONTRACT TOTAL	UNIT PRICE	CONTRACT TOTAL	UNIT PRICE	CONTRACT TOTAL
1	Mobilization	LS	1.00	\$2,000.00	\$2,000.00	\$6,100.00	\$6,100.00	\$3,500.00	\$3,500.00	\$5,900.00	\$5,900.00
2	Minor Change (\$3,000 Minimum Bid)	LS	1.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
3	Trench Excavation Safety System	LS	1.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00
4	Project Temporary Traffic Control	LS	1.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
5	Erosion Control	LS	1.00	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
6	4" Air/Vacuum Relief Valve Assembly	EA	2.00	\$9,500.00	\$19,000.00	\$16,750.00	\$33,500.00	\$19,800.00	\$39,600.00	\$21,700.00	\$43,400.00
7	3" Vacuum Relief Valve Assembly	EA	1.00	\$3,000.00	\$3,000.00	\$14,500.00	\$14,500.00	\$4,000.00	\$4,000.00	\$8,500.00	\$8,500.00
8	Pressure Relief Valve Modifications (Interior)	EA	1.00	\$8,000.00	\$8,000.00	\$3,500.76	\$3,500.76	\$12,915.00	\$12,915.00	\$8,300.00	\$8,300.00
9	Construction Documentation (\$4,000 Minimum Bid)	EA	1.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00

SUBTOTAL	\$45,000.00	\$70,200.76	\$74,215.00	\$77,100.00
SALES TAX (7.7%)	\$3,465.00	\$5,405.46	\$5,714.56	\$5,936.70
CONTRACT TOTAL (BASIS OF AWARD)	\$48,465.00	\$75,606.22	\$79,929.56	\$83,036.70



PROJECT NO. W1024				Clark and Son's Excavating, Inc. 7601 NE 289th Street Battle Ground, WA 98604		Michael Green Construction, Inc. PO Box 142 Washougal, WA 98671	
DESCRIPTION: Crown Road Booster ARV Improvements				Entered by: RLS 360.450.7378			
DATE OF BID OPENING: January 14, 2021, at 10:00AM						360.518.1476	
ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	CONTRACT TOTAL	UNIT PRICE	CONTRACT TOTAL
1	Mobilization	LS	1.00	\$9,000.00	\$9,000.00	\$6,750.00	\$6,750.00
2	Minor Change (\$3,000 Minimum Bid)	LS	1.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
3	Trench Excavation Safety System	LS	1.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
4	Project Temporary Traffic Control	LS	1.00	\$2,500.00	\$2,500.00	\$6,842.50	\$6,842.50
5	Erosion Control	LS	1.00	\$1,200.00	\$1,200.00	\$1,250.00	\$1,250.00
6	4" Air/Vacuum Relief Valve Assembly	EA	2.00	\$22,250.00	\$44,500.00	\$25,438.00	\$50,876.00
7	3" Vacuum Relief Valve Assembly	EA	1.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00
8	Pressure Relief Valve Modifications (Interior)	EA	1.00	\$13,000.00	\$13,000.00	\$12,155.00	\$12,155.00
9	Construction Documentation (\$4,000 Minimum Bid)	EA	1.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00

SUBTOTAL	\$82,200.00	\$89,373.50
SALES TAX (7.7%)	\$6,329.40	\$6,881.76
CONTRACT TOTAL (BASIS OF AWARD)	\$88,529.40	\$96,255.26



Staff Report

February 16, 2021 Council Workshop

City of Camas Fourth Quarter 2020 Financial Performance Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Phone	Email
360.817.1537	chuber@cityofcamas.us

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

SUMMARY: The City of Camas’ fourth quarter performance proved to be stronger than anticipated but still showed signs of COVID-19 weakness. The revenue collections were higher due to stable housing growth and continued moderate pace in housing purchases. Retail sales from e-commerce has provided a much needed boost in sales tax receipts. The combination of these economic activities has offset weaker revenue collection such as lower charges for services, fines and forfeitures and rental activity. Maintained revenue with spending constraints have enabled the City to maintain or increase fund balances which should provided resources to weather a second wave recession anticipated in the next biennium.

EQUITY CONSIDERATIONS:

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

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

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

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

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

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

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

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

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

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

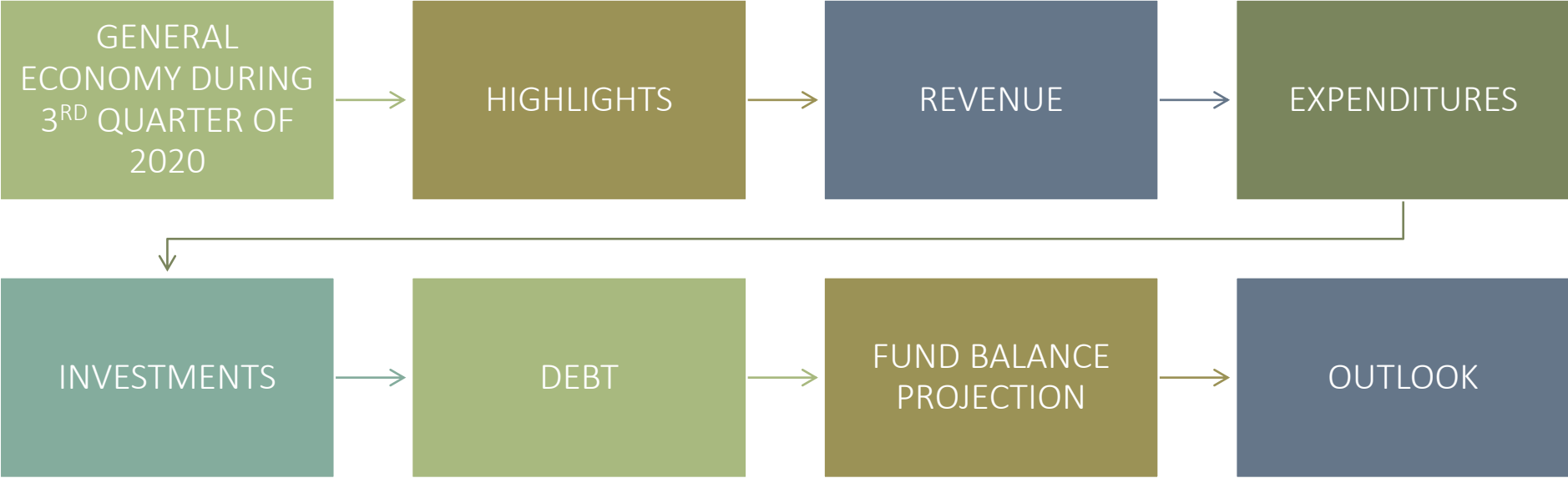
BUDGET IMPACT: This agenda item provides financial context for City Council considerations.

RECOMMENDATION: Information only.

2020 Year-End Financial Performance

City of Camas

Agenda



2020 Year-End Economy

Indicators at December 31, 2020 v. 2019

Avg. Mortgage Rate LOWER 2.67% v. 3.83%

Unemployment IMPROVING 6.7 v. 3.5%

Retail Sales(% change yr.) HIGHER 6.3% v. 5.4%

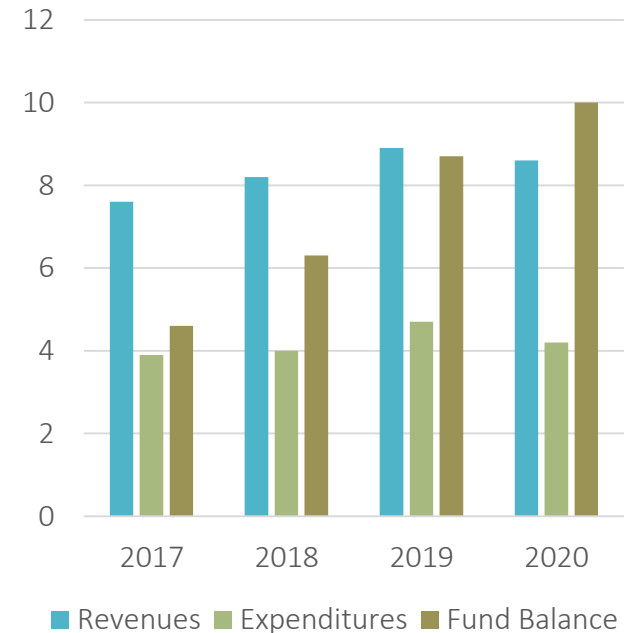
CPI (national) LOWER 1.3% v. 2.3%

Avg. Gas Prices LOWER \$2.33 v. \$2.66

Vaccines are well short of expectations
Retail sales continue to slow with economic weakness
Manufacturing improves
New construction locally continues at a more normal pace

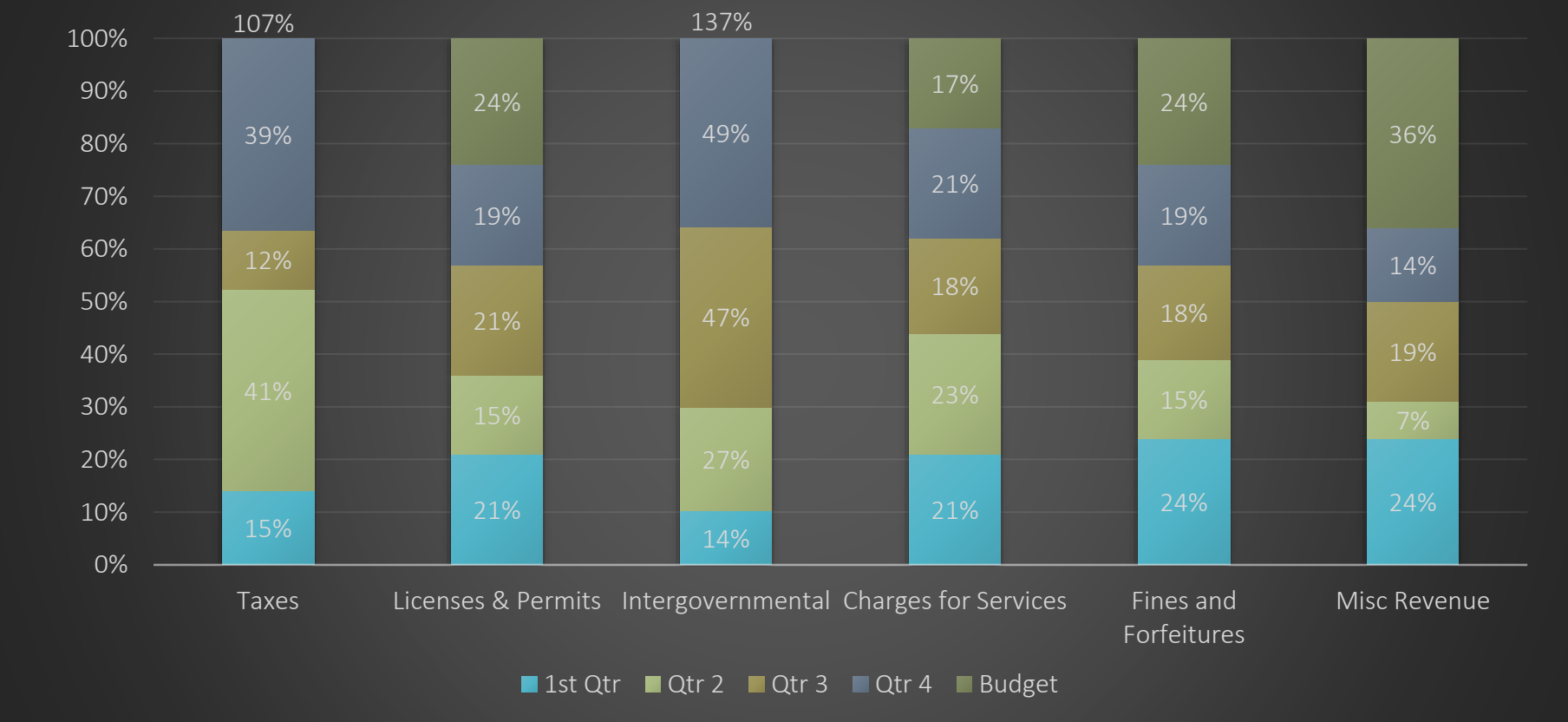
General Fund Highlights

	2017 Fourth Quarter	2018 Fourth Quarter	2019 Fourth Quarter	2020 Fourth Quarter
Net revenues (less transfers)	\$7,558,293	\$8,203,084	\$8,877,820	\$8,633,261
Net expenditures (less transfers)	\$3,919,649	\$4,009,770	\$4,720,781	\$4,280,910
Net Cash Flow	\$3,638,644	\$4,193,814	\$4,157,039	\$4,352,351
% of Budget Spent	94%	97%	91%	92%
General Fund Balance	\$4,566,179	\$6,283,139	\$8,655,192	\$10,037,261
Overall Cash and Investments for All Funds	\$46,258,343 Includes Bond Proceeds	\$59,589,865 Includes Bond Proceeds	\$72,420,627 Includes Bond Proceeds	\$81,981,877 Includes Bond Proceeds

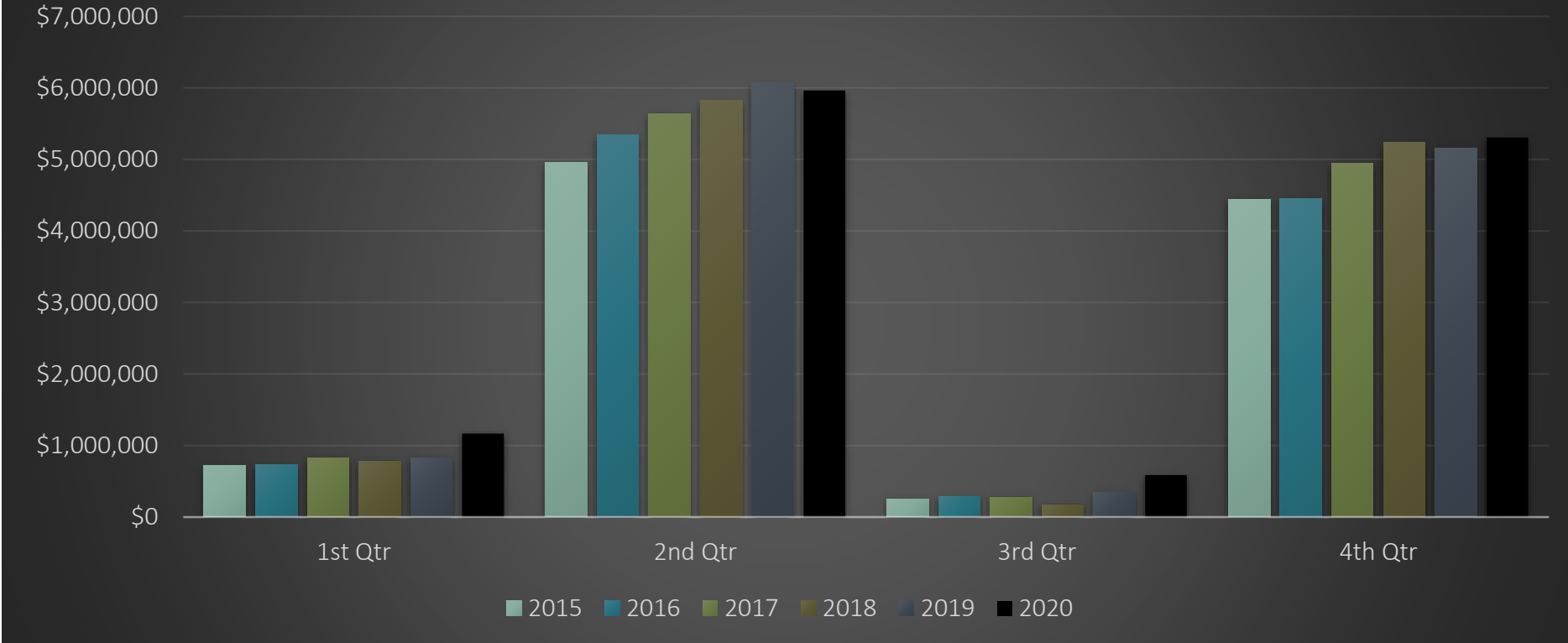


This table illustrates the cash flow of the General Fund.

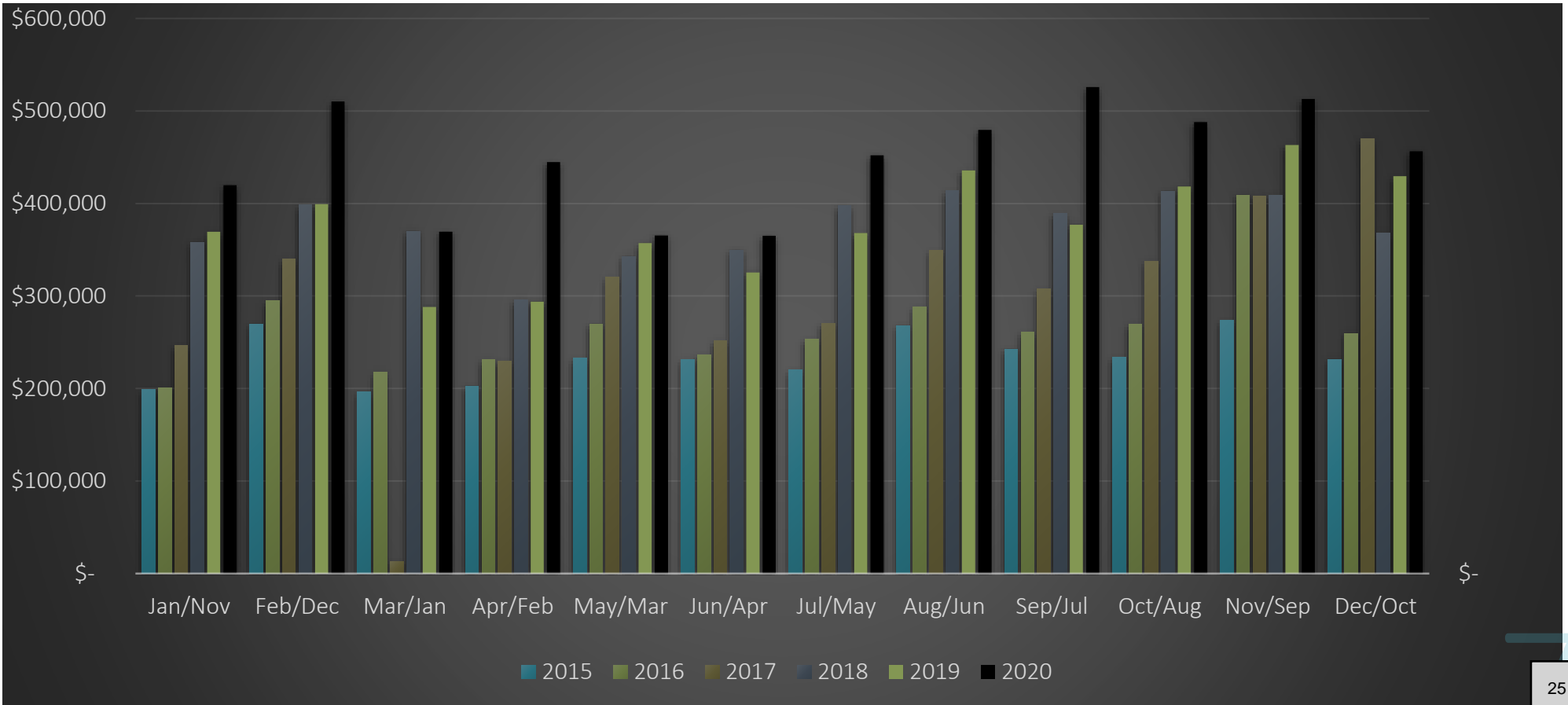
General Fund Revenues



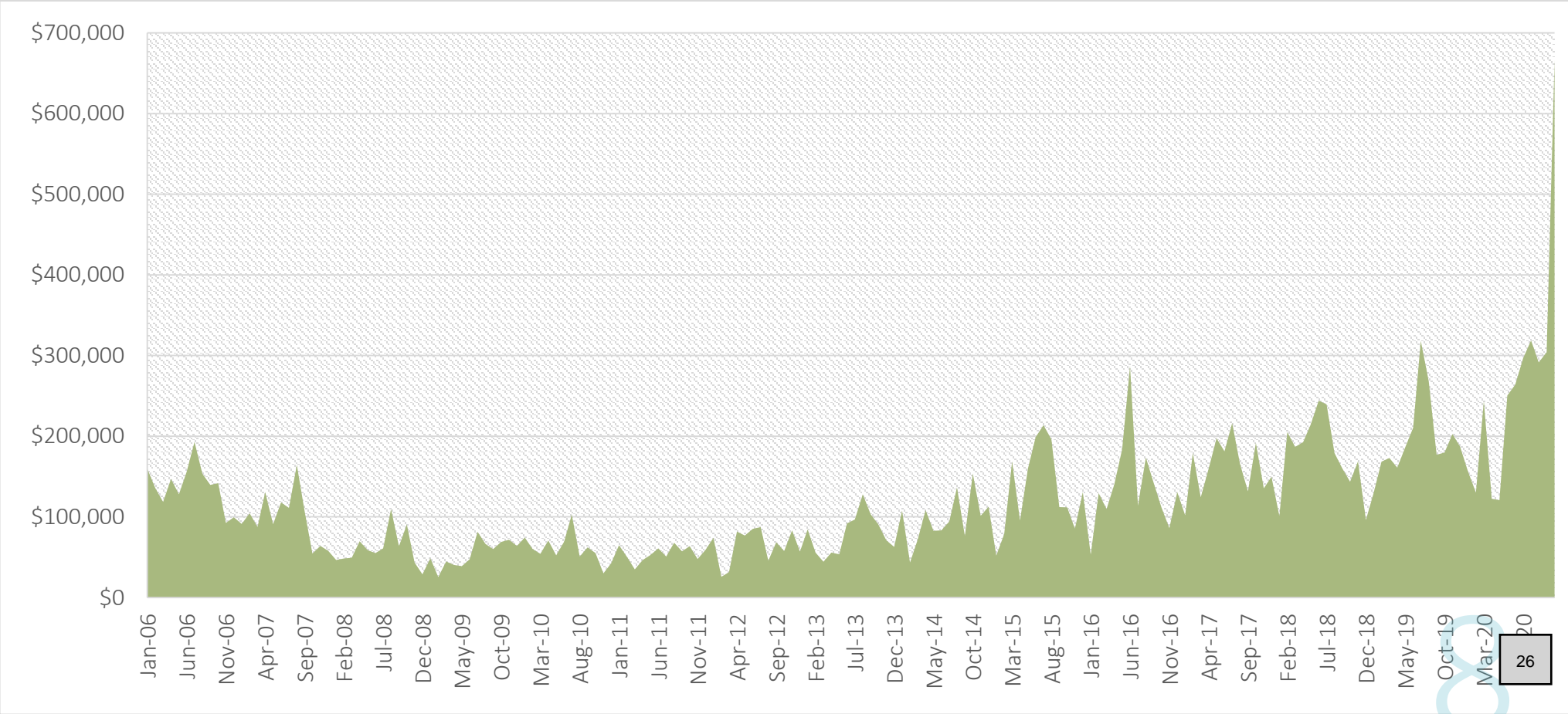
Property Tax Collections



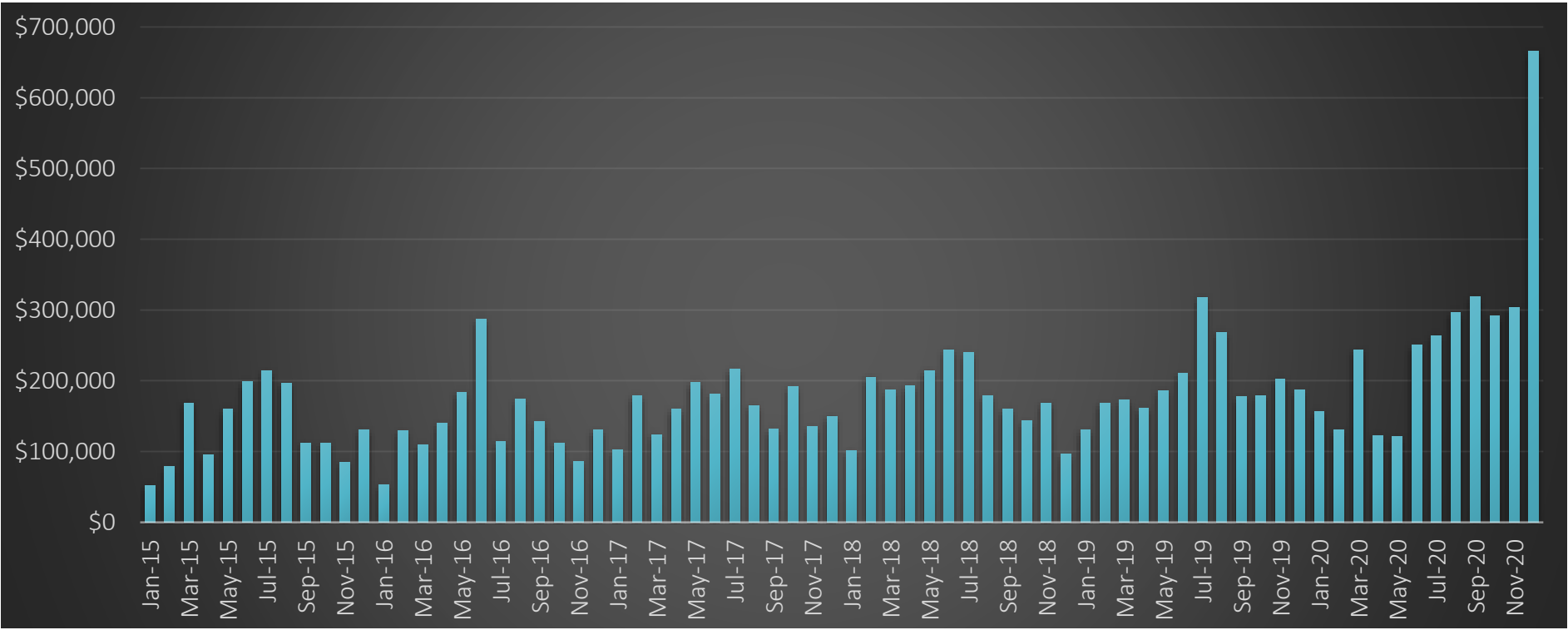
Sales and Use Tax

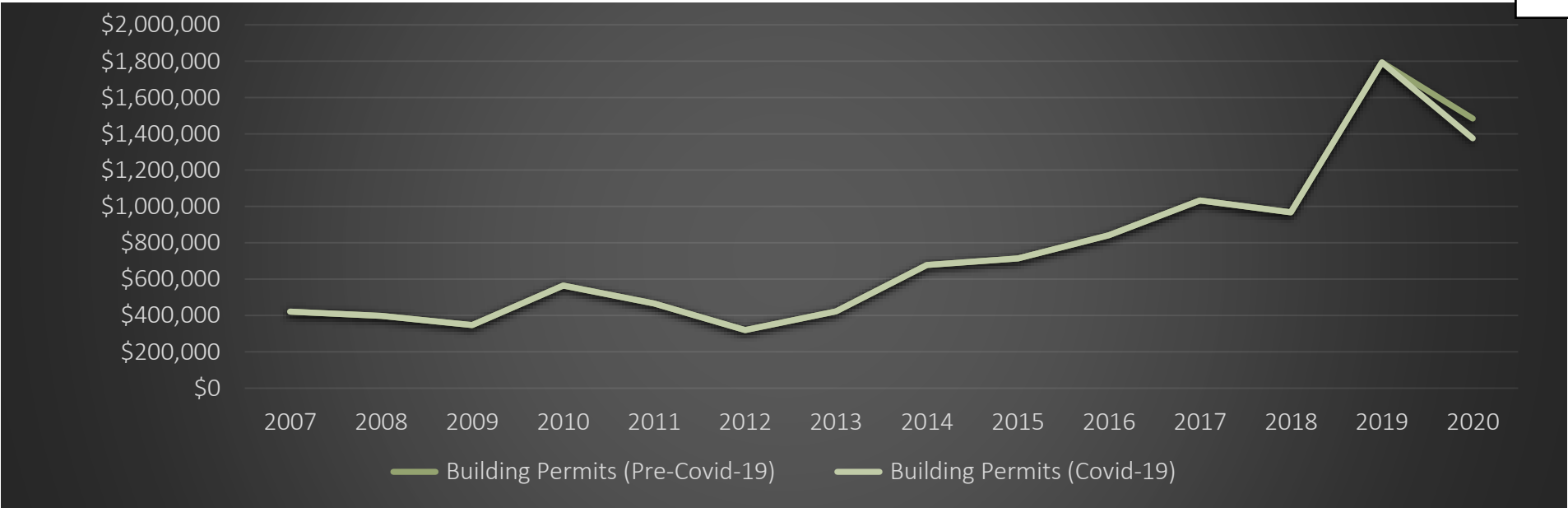


Real Estate Excise Tax

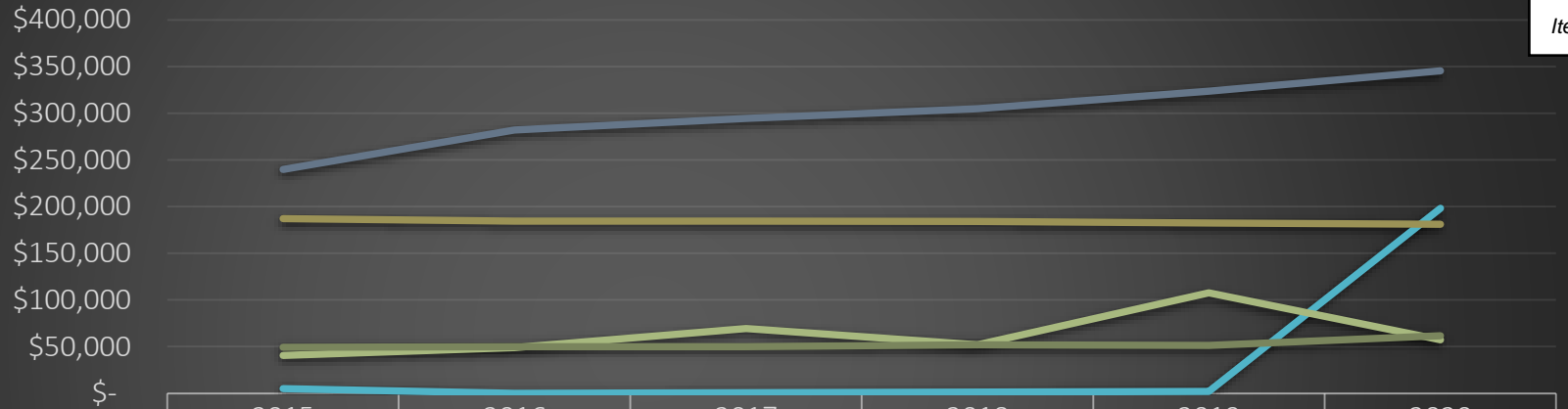


Real Estate Excise Tax





Building Permits

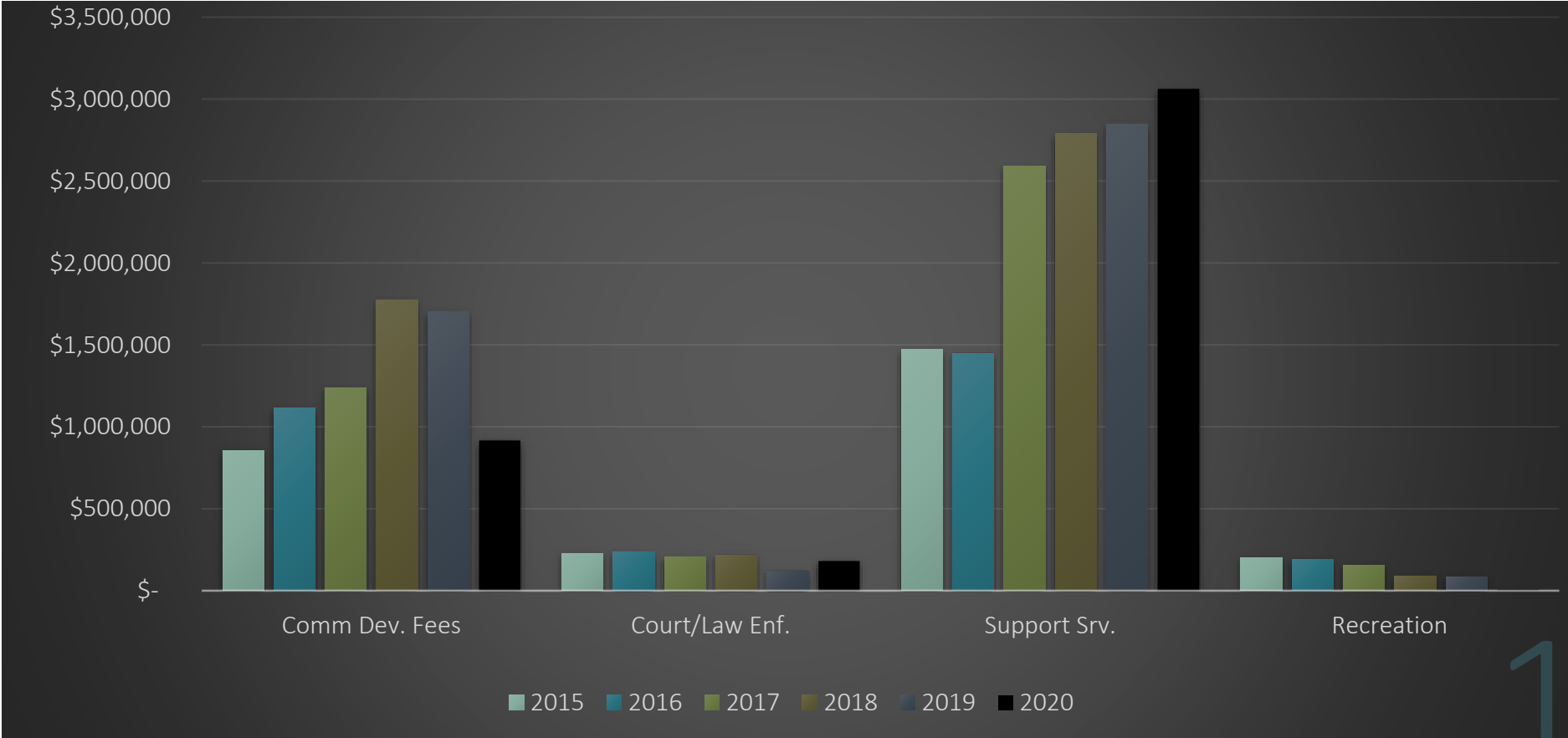


	2015	2016	2017	2018	2019	2020
Federal Grants	\$5,046	\$-	\$735	\$1,500	\$2,149	\$198,128
State Grants/Shared Rev.	\$40,627	\$48,916	\$69,469	\$51,988	\$107,624	\$57,516
PUD Priv. Tax	\$187,023	\$184,334	\$184,308	\$184,244	\$182,277	\$180,994
Liquor Revenue	\$239,804	\$281,939	\$294,332	\$304,623	\$323,729	\$345,211
Fire Premium Tax	\$49,459	\$50,025	\$49,970	\$52,134	\$51,447	\$61,790

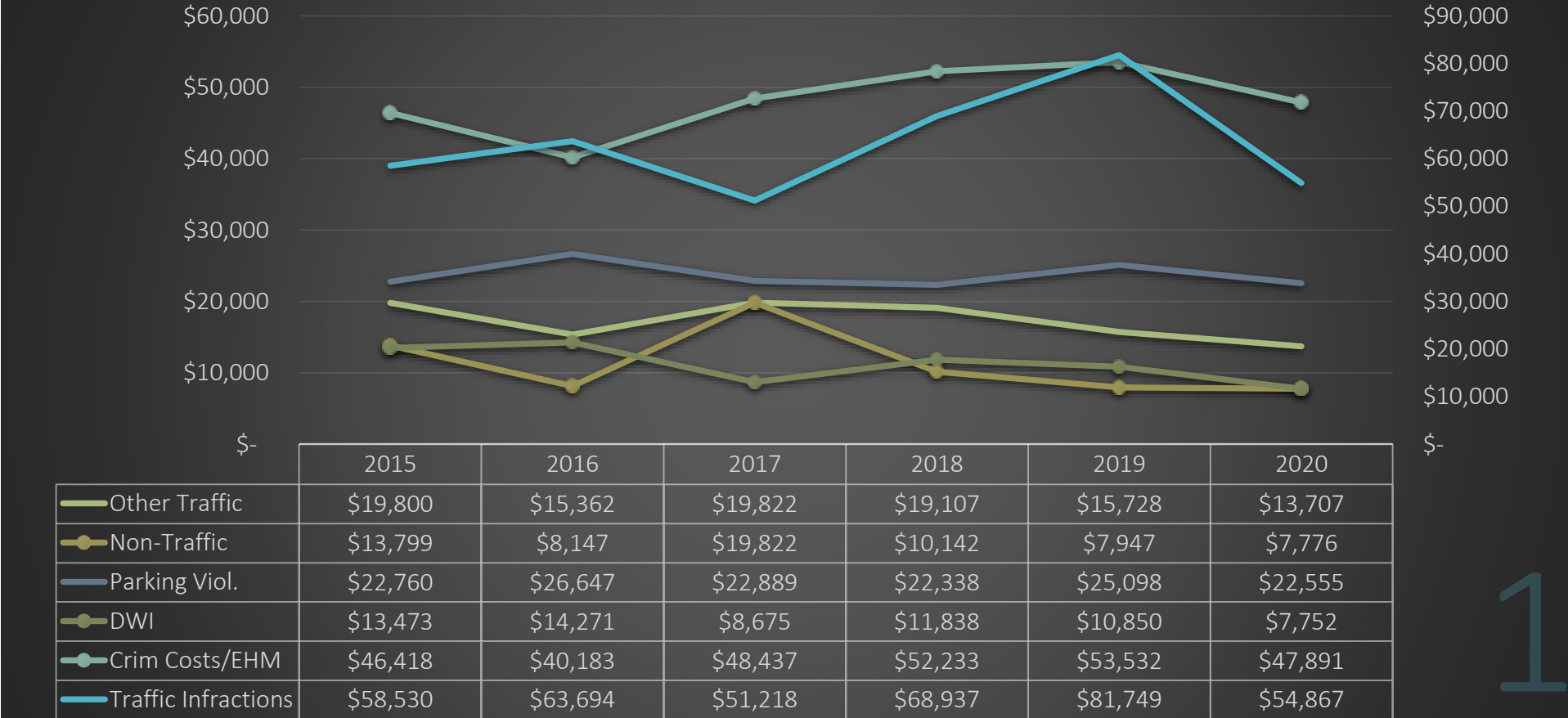
Intergovernmental

Federal grants will change with the Coronavirus Relief Fund

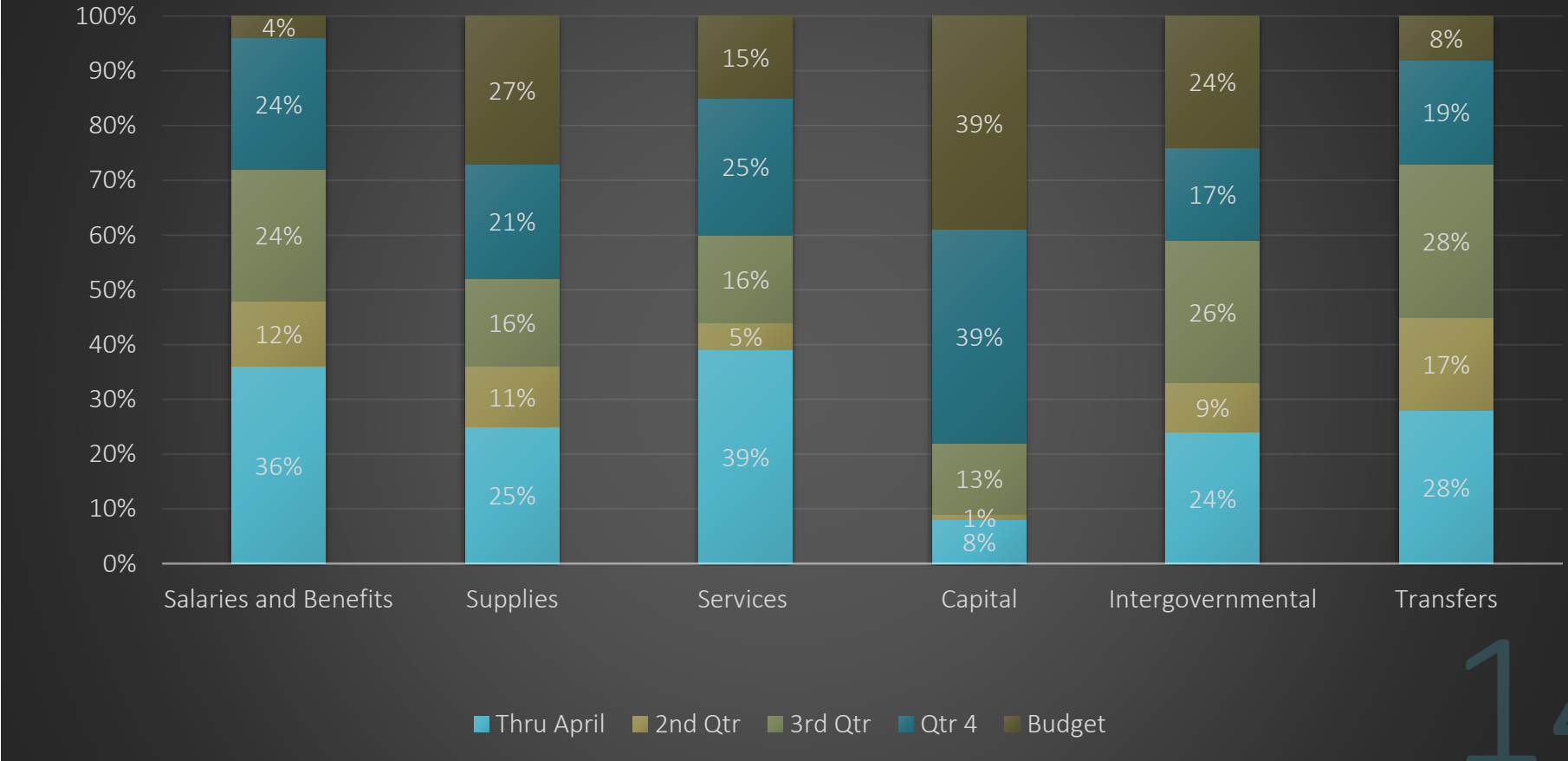
Charges for Services



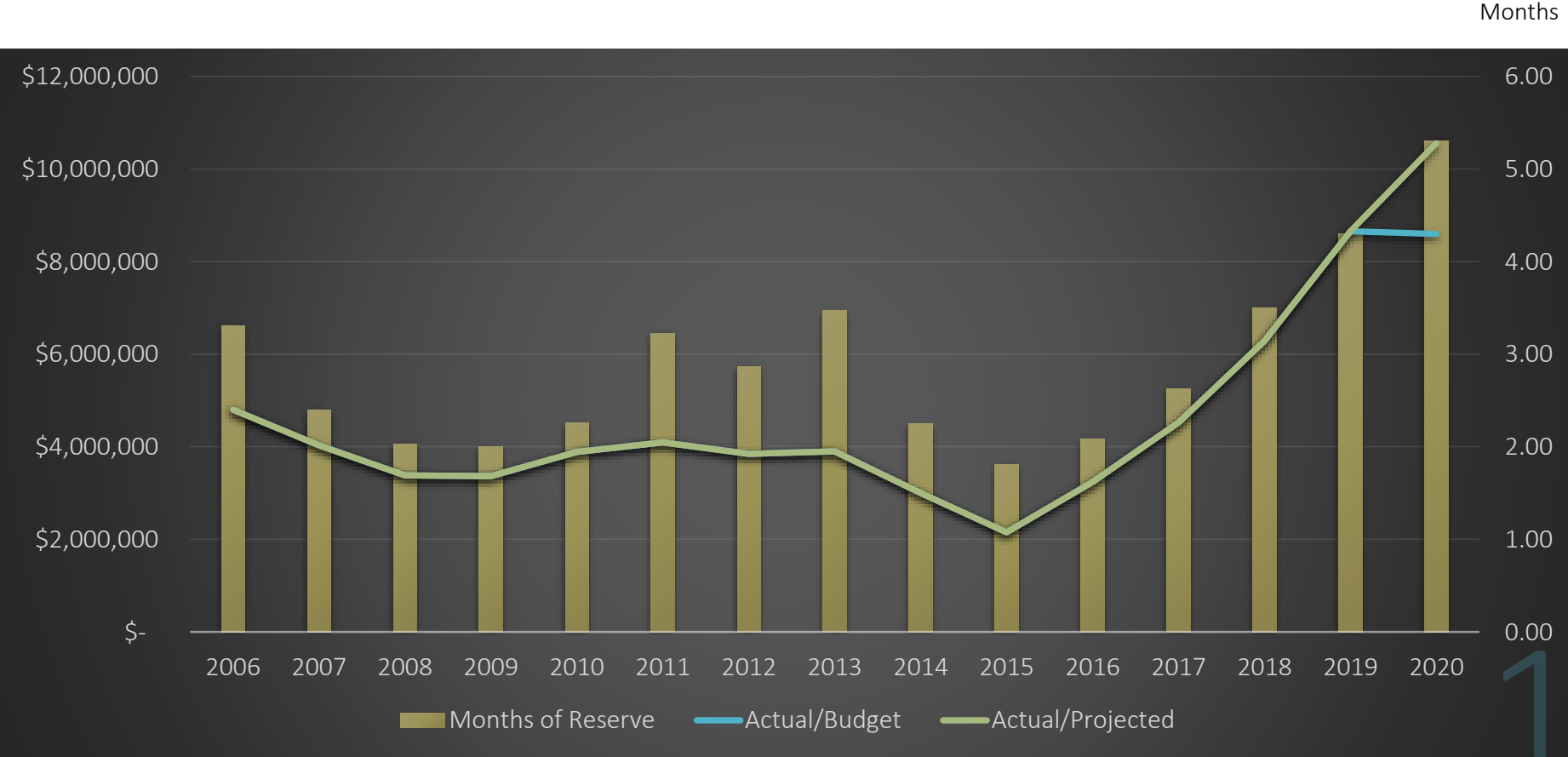
Fines and Forfeitures



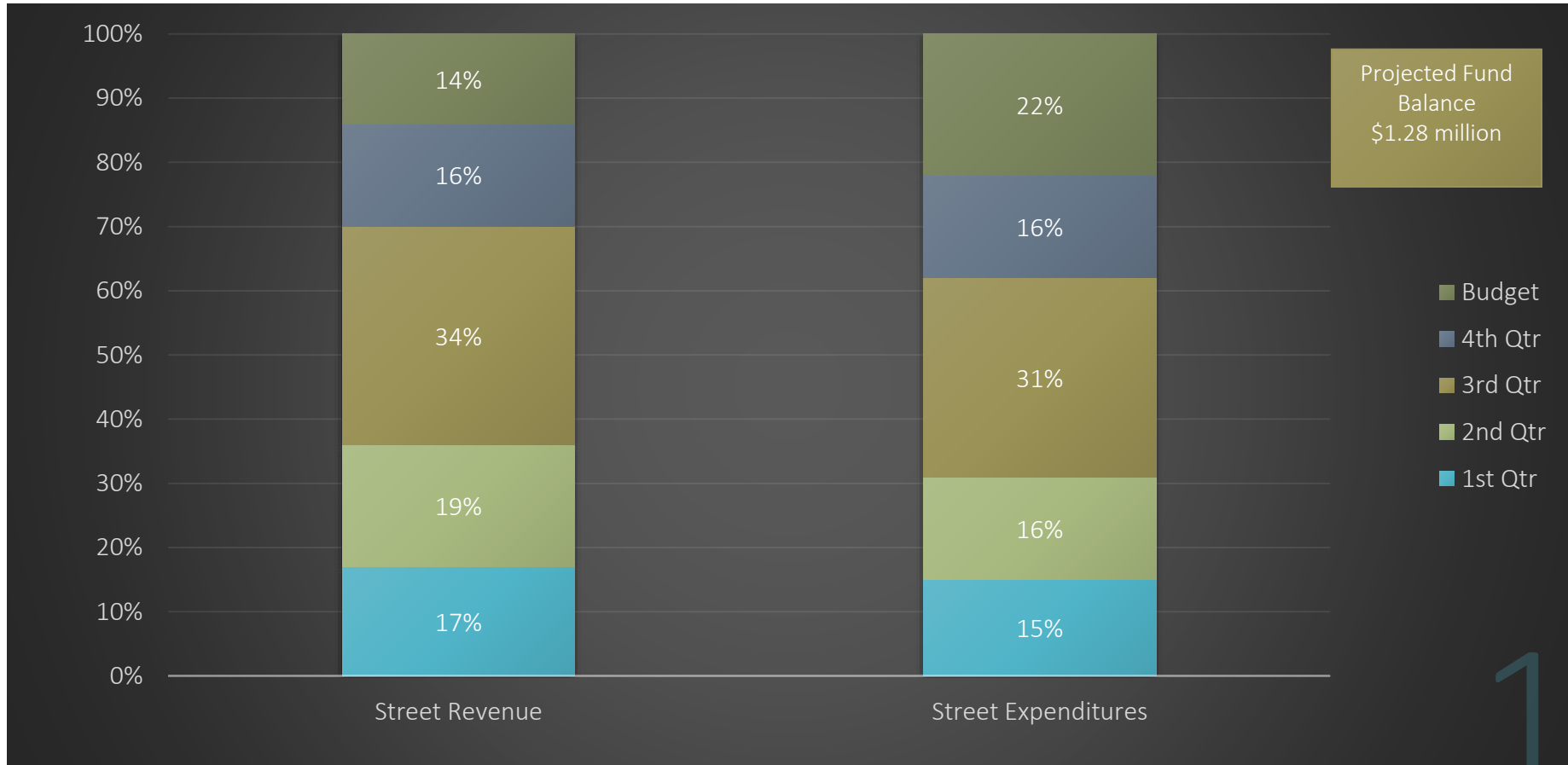
General Fund Expenditures



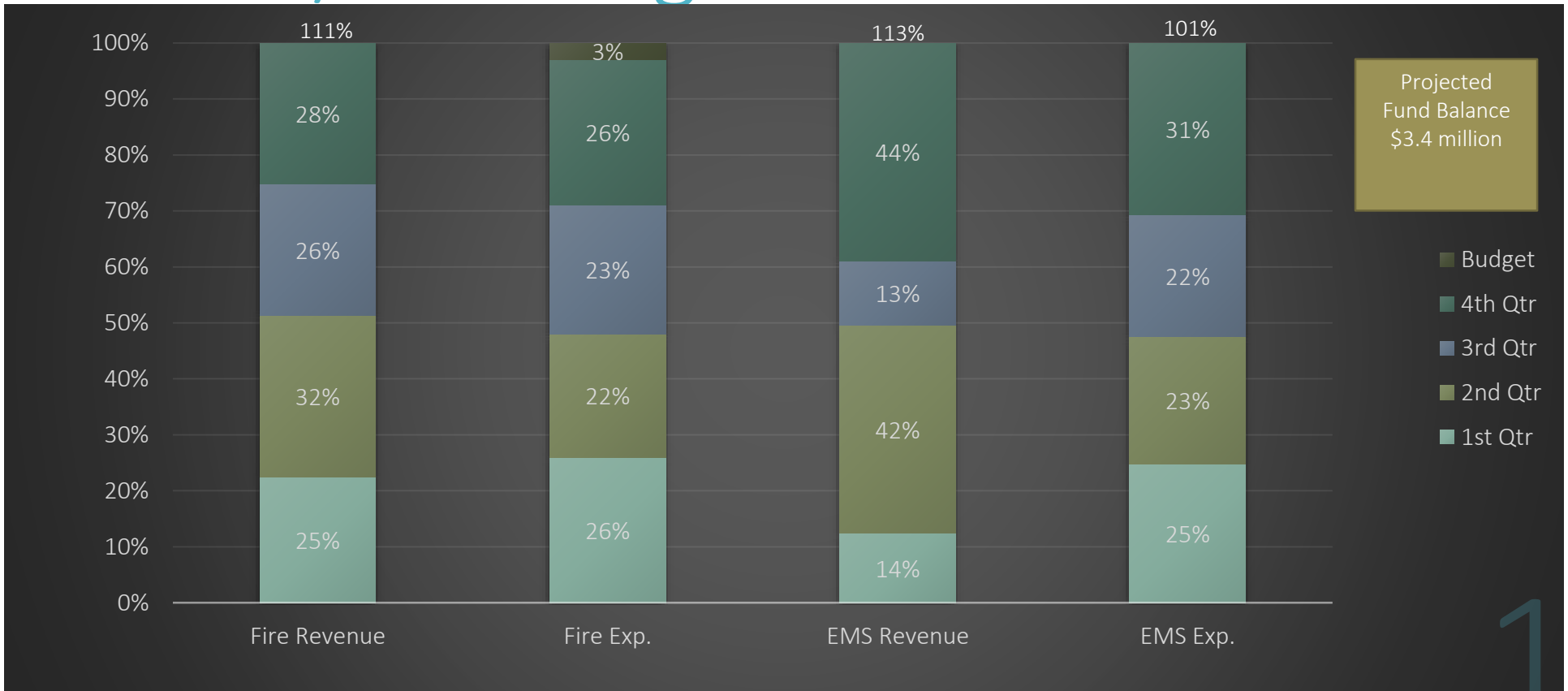
General Fund Balance



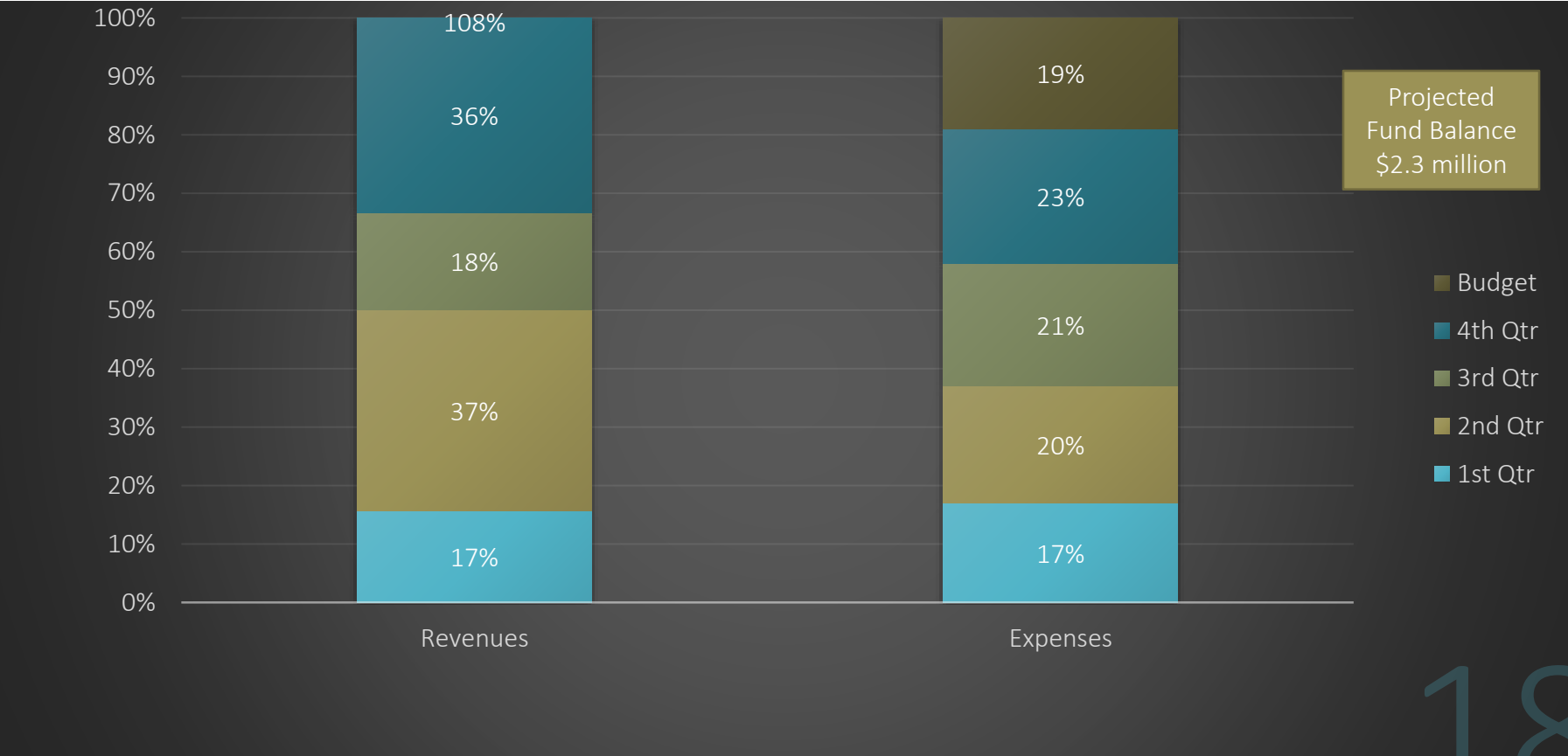
Streets



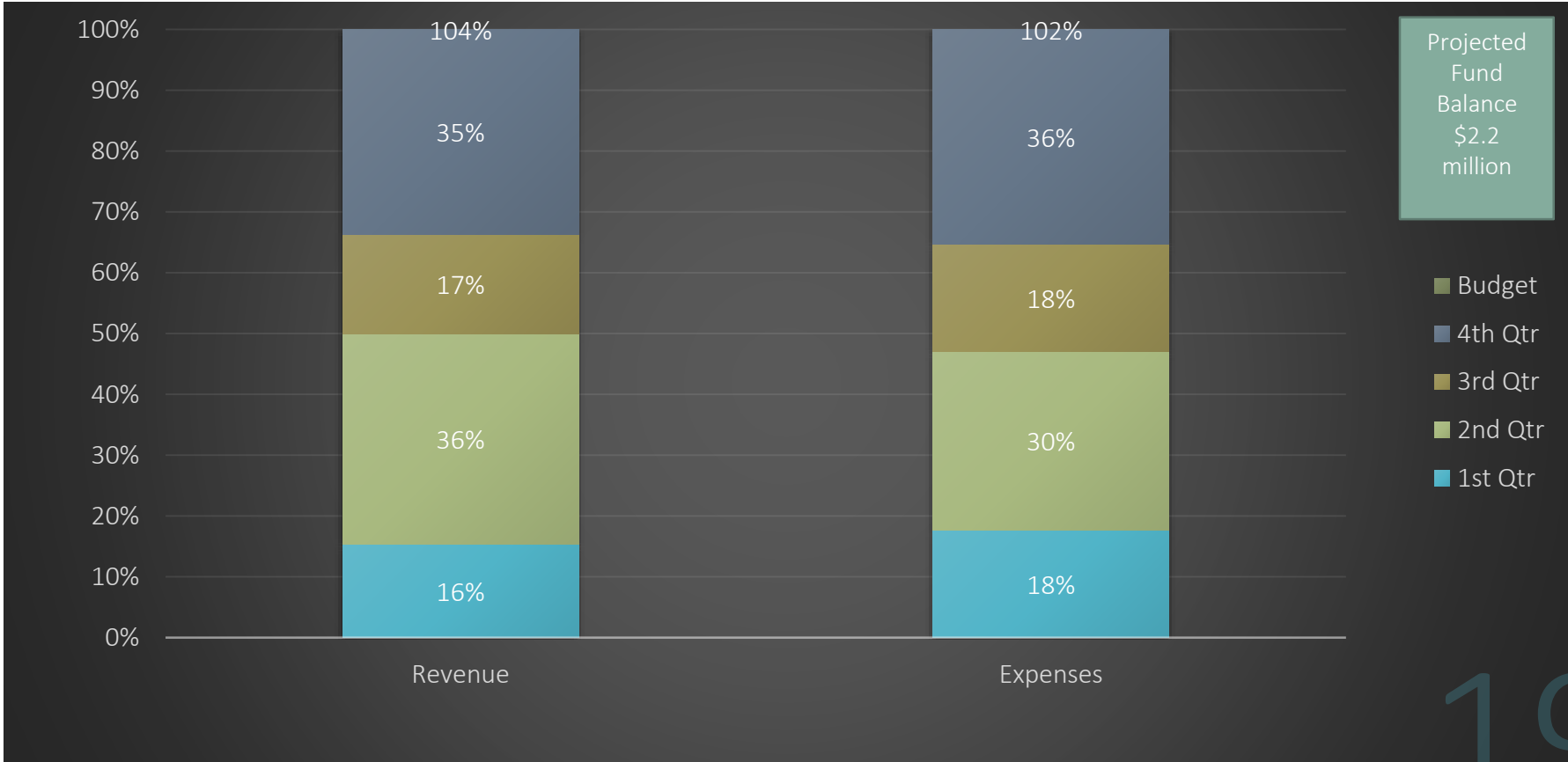
Camas/Washougal Fire and EMS



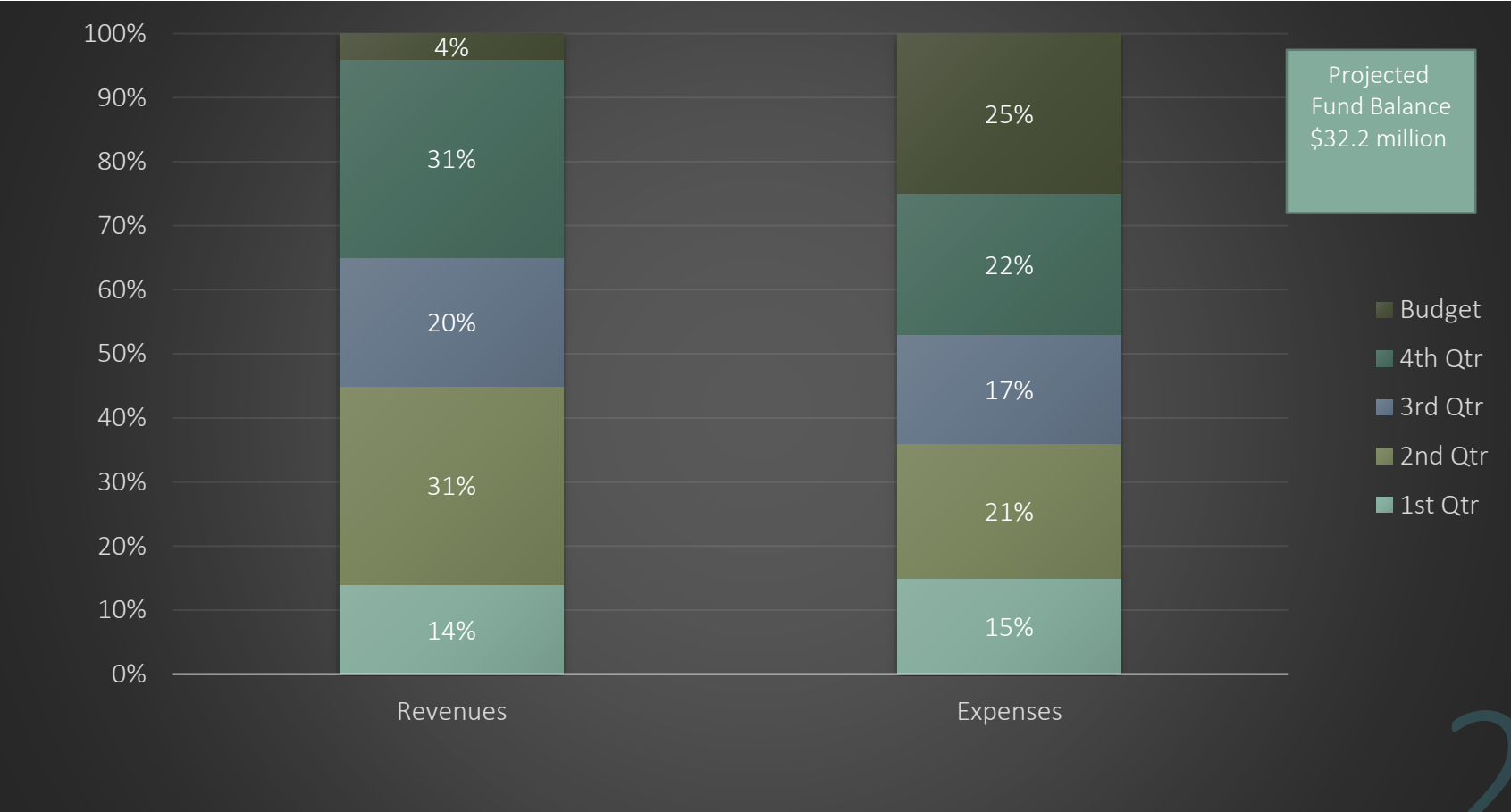
Storm Water



Solid Waste



Water/Sewer



Budget Implementation Status

HEALTHY WASHINGTON METRICS 1/28/21

Trend in 14-day rate of new COVID-19 cases per 100k population **+13%**

Trend in 14-day of new COVID-19 hospital admissions per 100k population **+17%**

Average 7-day percent occupancy of ICU staffed beds **66%**

7-day percent positive of COVID-19 tests **21%**

PHASE 1 (PHASE 2 BUDGET)

Limited 2021 Budget

No Seasonals

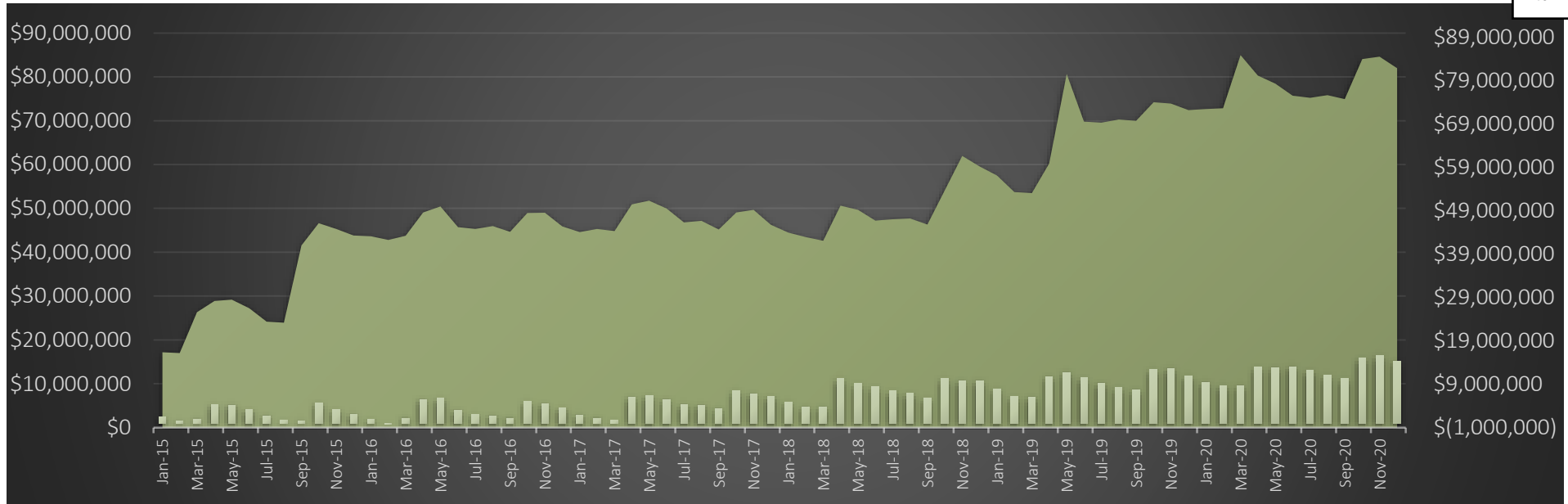
Hiring exceptions per Mayor

Work at Home

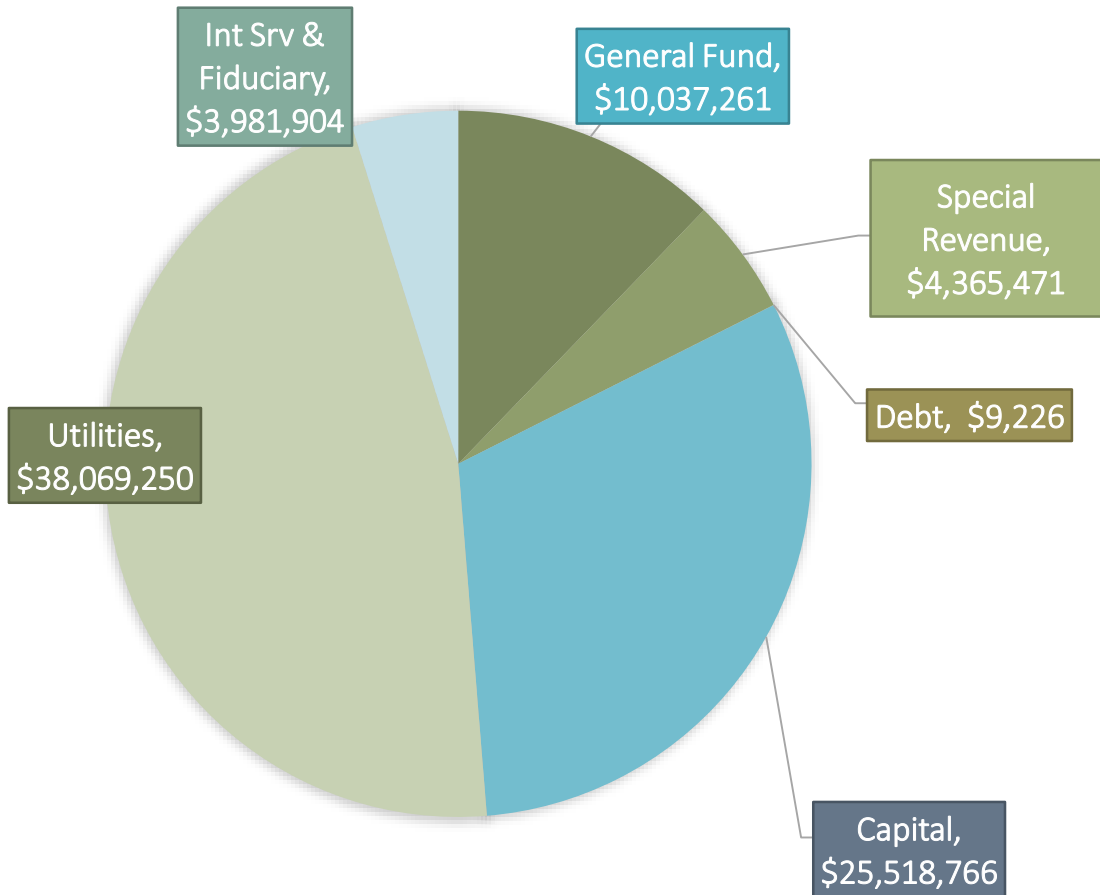
Work onsite permitted

No Travel

No Overtime

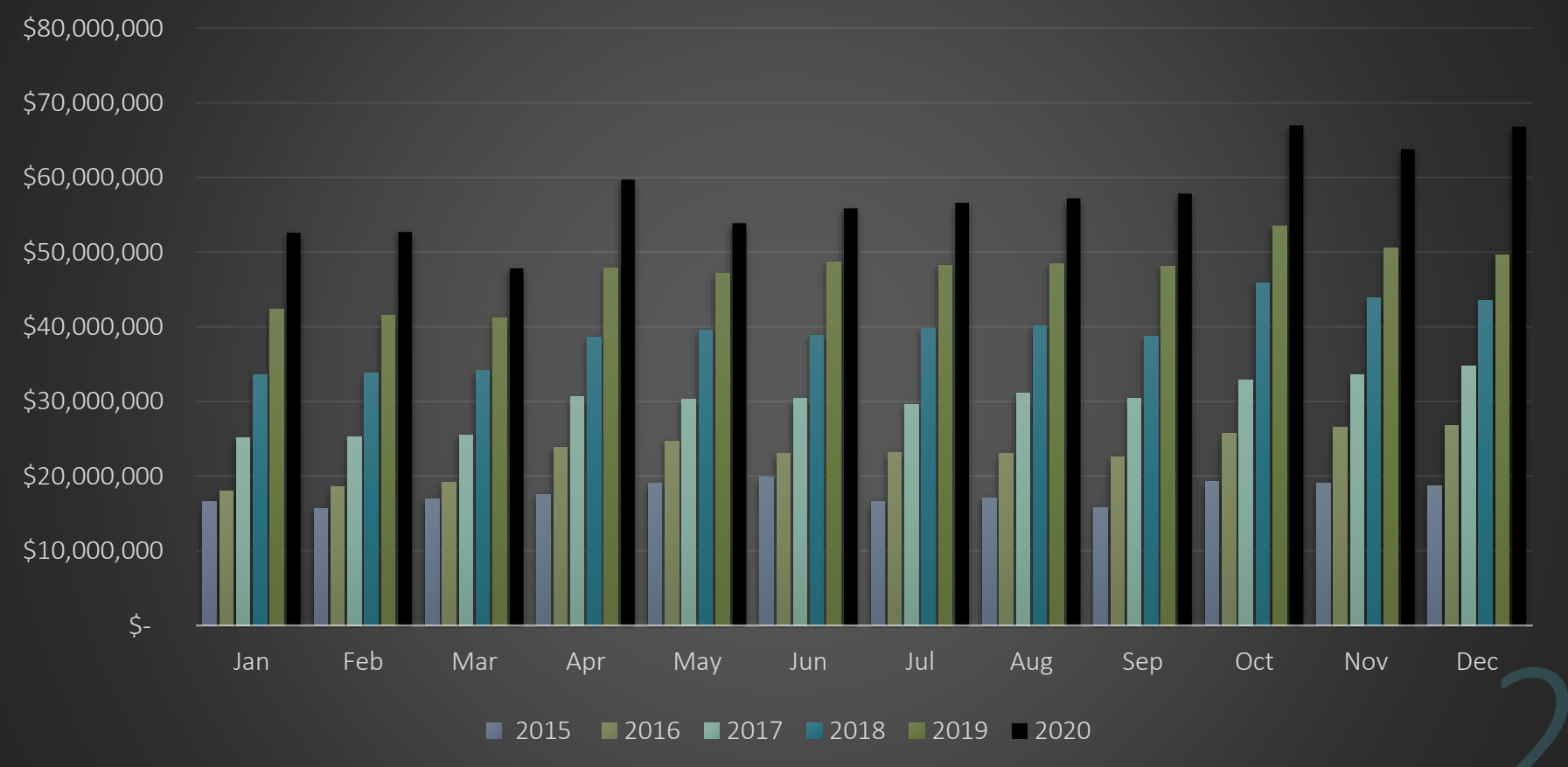


Cash and Cash Equivalent Assets

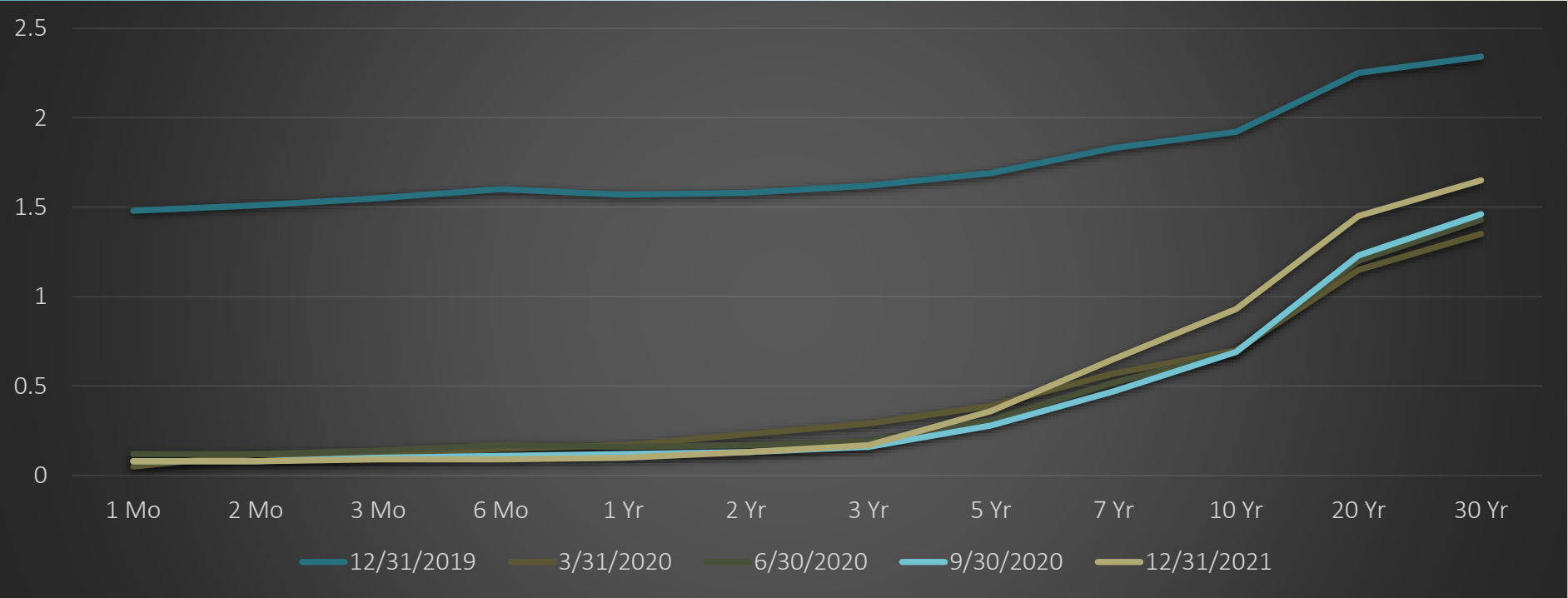


Fund Composition of Investment Portfolio

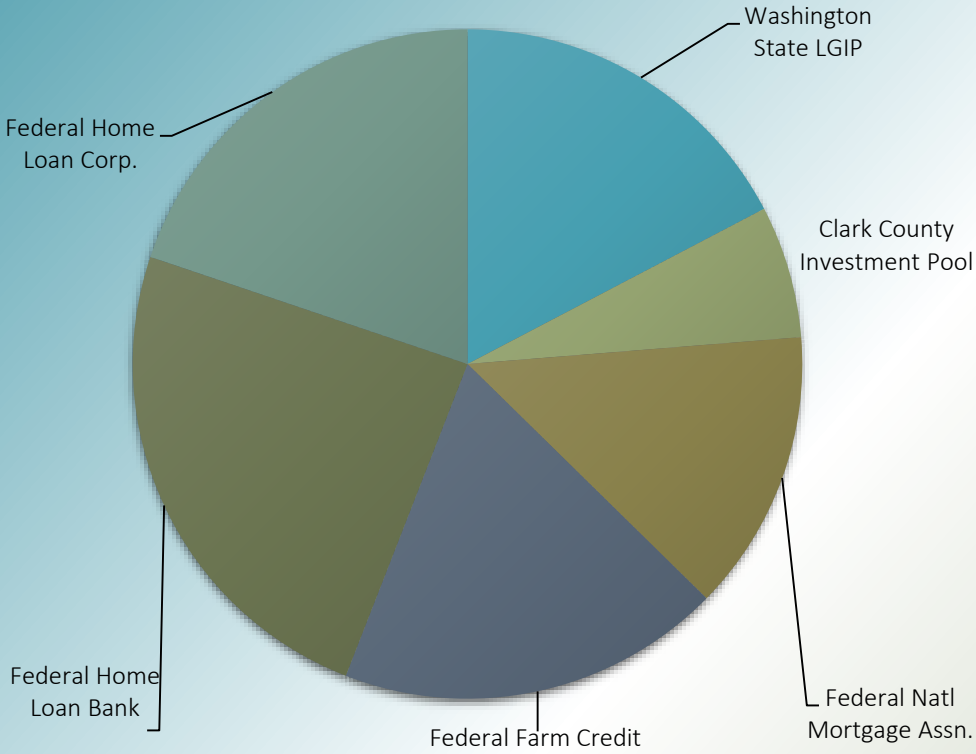
Investment Portfolio Balance



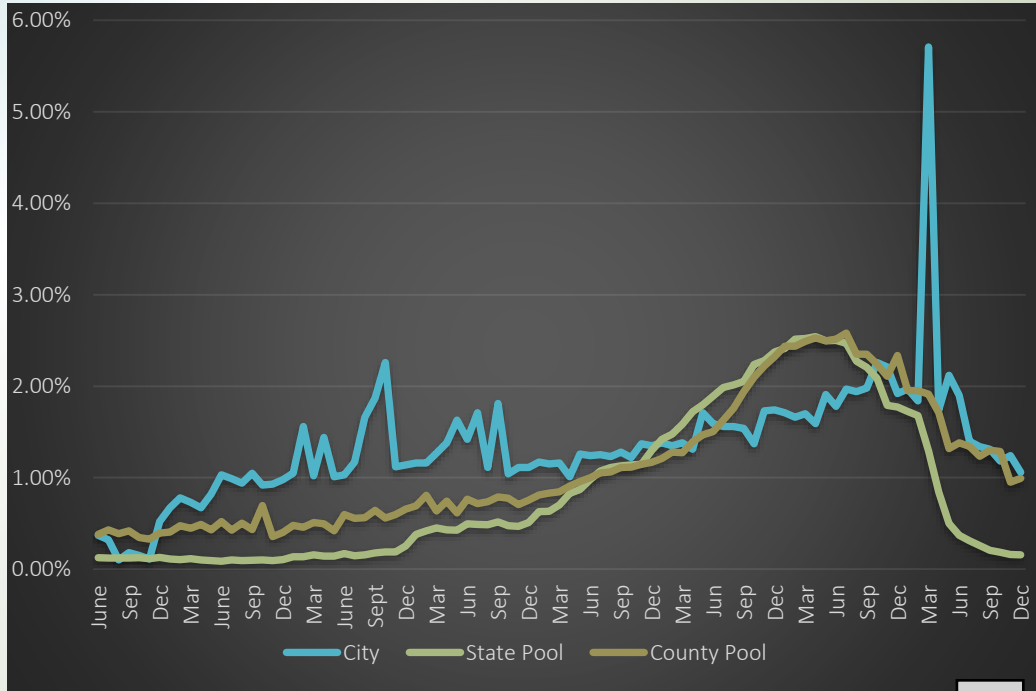
Yield Curve - Interest Rates



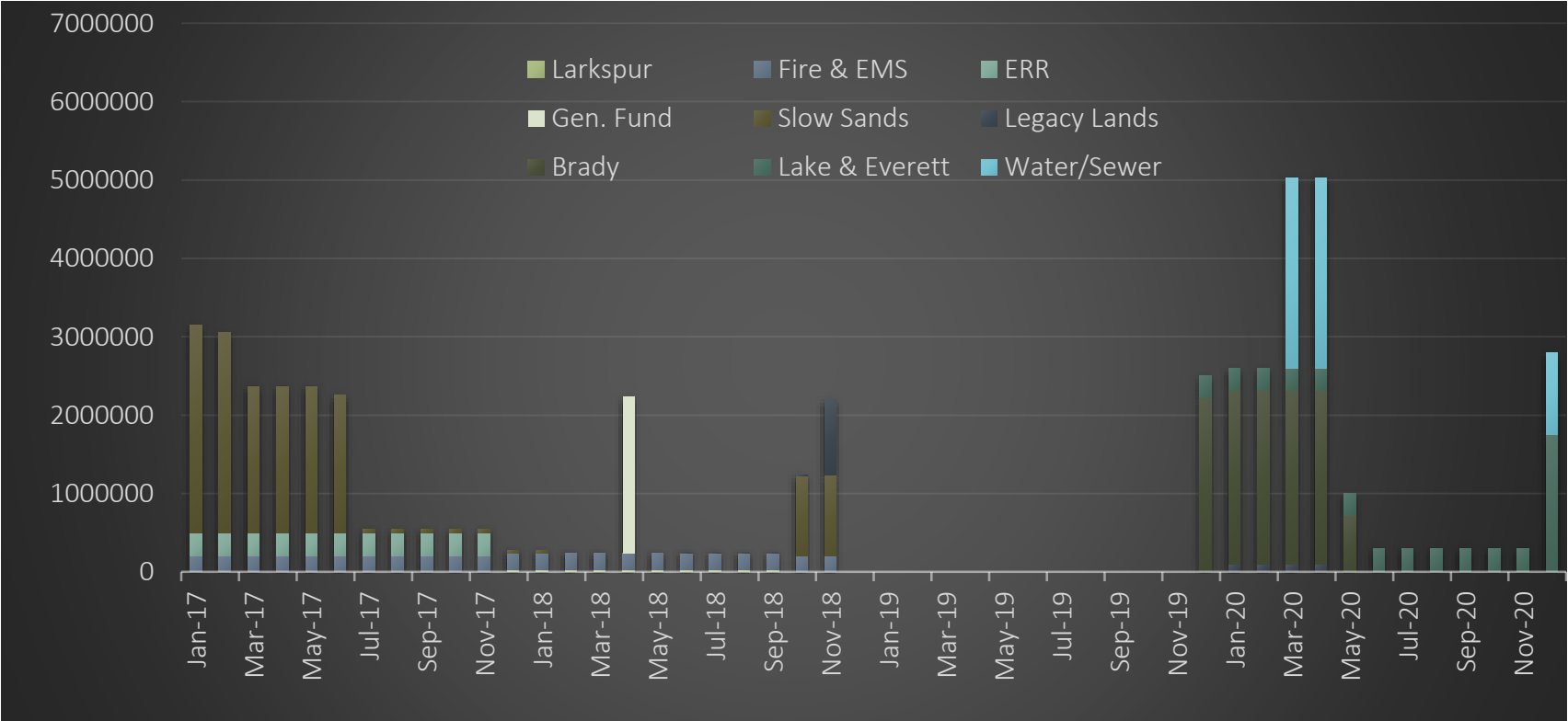
Investment Portfolio



PORTFOLIO PERFORMANCE 2013-2020



Line of Credit



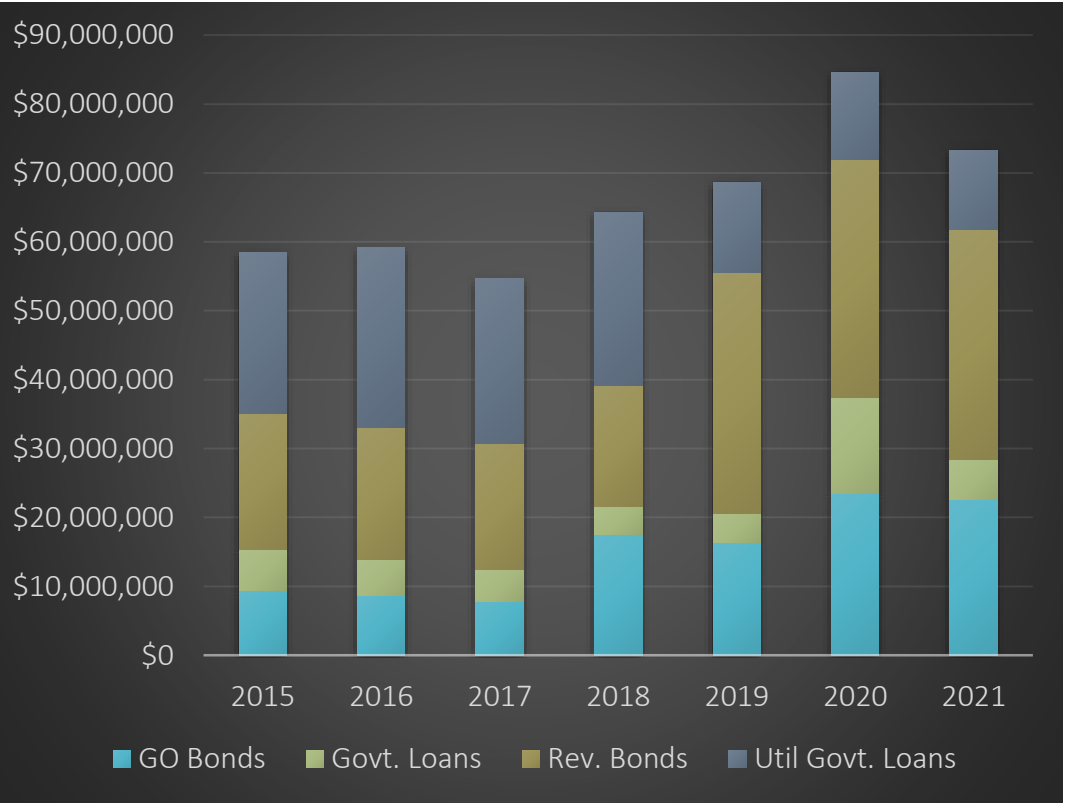
Debt Outstanding

Projects Financed:

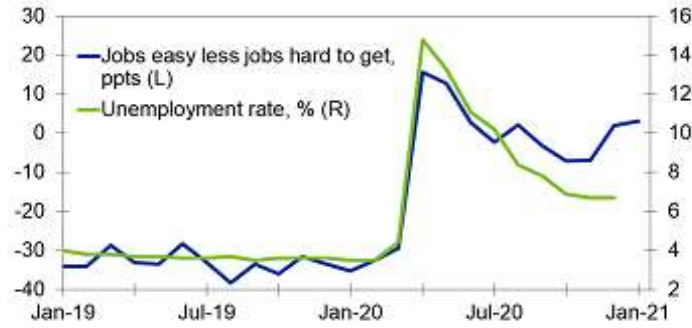
- 2015 LED Lights
6th and Norwood Roundabout
Friberg/Strunk
38th Ave
Parker
Fire Truck
Annex Building
Sewer Transmission Main
Lacamas Creek Pump Station
- 2018 Lake and Everett Roundabout
- 2019 Water Projects
Legacy Lands
Water Reservoir
- 2020 Legacy Lands

Final Debt Payments

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



January Unemployment May Increase



Sources: Conference Board, BLS, Moody's Analytics

Housing Retailers Lead

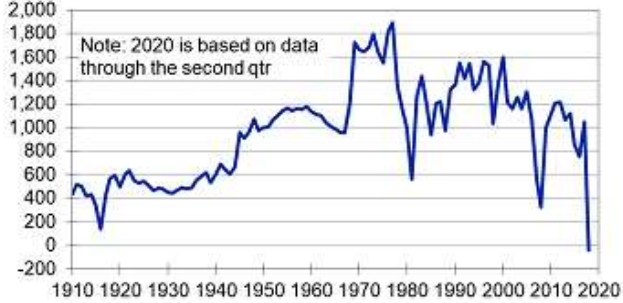
Retail sales, 3-mo MA, % change yr ago



Sources: Census Bureau, Moody's Analytics

Household Formation Collapses

Household formation, ths



Sources: Census Bureau, Moody's Analytics

Saving Is High

Personal savings, % of disposable income, 3-mo MA



Sources: BEA, Moody's Analytics

Outlook

Household Debt Payments and Rent in Arrears Due to Pandemic

	In forbearance or late			Monthly payment
	\$ bil	#, mil	% of #	\$
Total	202.2			
Student loans	76.3	21.5	78.0	395
Rent	47.2	10.5	19.4	1,180
First mortgages	36.1	3.1	6.3	1,275
Utilities	22.3	13.7	13.1	290
Credit cards	9.4	8.3	2.0	125
Auto loans	8.5	2.1	2.5	450
Second mortgages	2.5	0.6	4.9	450

Sources: Equifax, Moody's Analytics



Staff Report

February 16, 2021 Council Workshop

Utility Assistance Program Presentation
Presenter: Cathy Huber Nickerson, Finance Director

Phone	Email
360.817.1537	chuber@cityofcamas.us

BACKGROUND: This presentation is to review what the City’s utility assistance obligations are, current state, options available and a staff recommendation to move forward.

SUMMARY: This presentation will discuss the City’s utility delinquencies, options provided by law and the Governor’s emergency proclamations as well as proposed plan to help bring utility billing relief to families in the community who need assistance. In addition, a plan to allow residents to contribute to utility bill relief efforts.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide City Council an update of state requirements for utility assistance and provide options for their consideration.

What’s the data? What does the data tell us? The data shows several residents are struggling since the COVID-19 pandemic started to pay their utility bill. Once the Governor’s emergency proclamations are expired, these residents are at risk of losing their water service.

How have communities been engaged? Are there opportunities to expand engagement? If the program is approved, senior citizen organizations, local charities, and the school district will be notified to engage those in need. The City would work with the Camas School District and the City community to inform about the donation opportunity.

Who will benefit from, or be burdened by this agenda item? This agenda item is intended to benefit citizens who struggle to pay their utility bills and provide outlet to those who wish to donate utility bill assistance.

What are the strategies to mitigate any unintended consequences? If the plan is successful, the City may require staffing to assist in implementing the plan in the future.

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. Yes, this agenda item helps low-income utility customers and senior citizens.

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)? The City would need to work with legal counsel to develop an interlocal agreement with the Camas School District's Family Community Resource Center and the City for providing utility assistance.

How will you ensure accountabilities, communicate, and evaluate results? The Finance Department will provide annual updates of the program to City Council.

How does this item support a comprehensive plan goal, policy, or other adopted resolution? This item meets the state law requirements as well as the Governor's emergency proclamation on utility assistance.

BUDGET IMPACT: The cost of the program would depend upon the scope of the program. In 2014, Council looked at funding the program annually at \$10,000. These funds would be built into the utility rate structure and is 0.05% of the City's utilities annual operating revenue.

RECOMMENDATION: Staff is looking for direction from Council to pursue an agreement with the Family Community Resource Center in participating with the City to provide utility assistance.

Neighbors helping Neighbors Utility Assistance Program

City of Camas

COVID Utility Delinquencies January 2021

Due Date	Number of Accounts	Amount Outstanding
3/2020	8	\$1,276
5/2020	23	\$6,710
7/2020	41	\$9,105
9/2020	63	\$14,271
11/2020	87	\$22,205
1/2021	263	\$63,331
Total		\$116,898

What legally can the City do?

- ❖ RCW 35.92.020(5) authorizes cities to “provide assistance to aid low-income persons in connection with services provided under RCW 35.92 (municipal utilities) and RCW 35.67.020(5) provides cities the same authority to sewer services
- ❖ RCW 74.38.070 provides authority to cities providing utility services to offer reduced utility rates for low-income senior citizens and other low-income citizens.
- ❖ Article 8, Section 7 of the state constitution permits “gifts” of public funds in “support of the poor and infirm” which has been interpreted by the courts to mean “poor or infirm” Health Care Facilities Authority v Ray

- ◇ Proclamation 20-23.2 prohibits:
 - ◇ Disconnecting any residential customers from water service due to nonpayment
 - ◇ Refusing to reconnect any residential customer who has been disconnected for nonpayment
 - ◇ Charging fees for late payment or reconnection of services
- ◇ Proclamation 20-23.4 requires local government utilities to develop and post COVID-19 customer service support programs.
 - ◇ Customer notification
 - ◇ Customer support programs
 - ◇ Public information requirements
 - ◇ State-wide resources
- ◇ Proclamation 20-23.13 The utility shutoff/late fee prohibitions have been extended through April 30, 2021

Governor Inslee's Stay Home – Stay Healthy Proclamations

- ◇ St Vincent DePaul
- ◇ Salvation Army Family Services
- ◇ Veterans Assistance Program
- ◇ Camas-Washougal Treasure House Utility and Rent Assistance
- ◇ Good Shepard Church

What is
available today
to residents?

City of Camas
Utility
Assistance to
Date

Shop Local and Save

Camas Warm Hearts -
Christmas Tree Donations

Offers from Residents –
Neighbors helping Neighbors

Proposed Partnership



FAMILY-COMMUNITY
Resource Center
Supported by the Camas School District

Proposed City Utility Assistance Program

Tier 1

- Customers would apply for the assistance
- Staff would review the applications for meeting thresholds
- Finance Committee would sign-off (similar to ambulance billing debt forgiveness)
- Utility bills would be paid

Tier 2

- Staff would refer customers to the Family Community Resource Center
- Center would notify the City of the assistance recommendation
- Utility bills would be paid

Funding the Program

- ◆ Tier 1
 - ◆ Utility rate funded option for RCW prescribed individuals
- ◆ Tier 2
 - ◆ Donations to a Family-Community Resource Center sponsored fund for individuals who find themselves outside the income guidelines



- ◇ Eligibility
 - ◇ Water service at address and is the primary residence
 - ◇ Not seeking other assistance
 - ◇ Residential dwelling and serves only one household
 - ◇ No prior assistance in 12 months unless a senior than twice for seniors
 - ◇ No subsidized housing assistance
 - ◇ Household income is not greater than 125% of the federal poverty guidelines

What would
eligibility look
like for Tier 1?

Questions

