



**City Council Workshop Agenda**  
**Monday, August 16, 2021, 4:30 PM**  
**City Hall, 616 NE 4th Avenue**

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**To Participate Remotely:**

**OPTION 1 -**

1. Go to [www.zoom.us](http://www.zoom.us) and download the app or click "Join A Meeting" and paste Meeting ID – 967 0688 8517
2. Or, from any device click <https://zoom.us/j/96706888517>

**OPTION 2 - Join by phone (audio only):**

1. Dial 877-853-5257 and enter meeting ID #967 0688 8517

**For Public Comment:**

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

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*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.*

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**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENTS**

**WORKSHOP TOPICS**

1. Fireworks Discussion – Engage Camas Survey Results  
Presenter: Bryan Rachal, Director of Communications  
Time Estimate: 30 minutes
2. [Public Works Operations Facility Site and Space Needs Analysis](#)  
Presenter: [Denis Ryan, PW Operations Supervisor](#)  
Time Estimate: [15 Minutes](#)
3. [2022-2031 General Fund Forecast Presentation](#)  
Presenter: [Cathy Huber Nickerson, Finance Director](#)  
Time Estimate: [30 minutes](#)

4. [Parks, Recreation & Open Space \(PROS\) Plan Update – Project update presentation](#)  
[Presenter: Trang K. Lam, Parks & Recreation Director](#)  
[Time Estimate: 30 minutes](#)

**COUNCIL COMMENTS AND REPORTS**

**PUBLIC COMMENTS**

**ADJOURNMENT**



# Staff Report

August 16, 2021 Council Workshop Meeting

Public Works Operations Facility Site and Space Needs Analysis

Presenter: Denis Ryan, PW Operations Supervisor

Time Estimate: 15 Minutes

Phone	Email
360.817.7983	dryan@cityofcamas.us

**BACKGROUND:** The current Public Works Operations Center was constructed in 1993. At that time, the Camas population served was approximately 7,500 residents with 26 regular operations and maintenance staff. The original facility design included an additional equipment repair bay, additional overhead storage space, and an additional restroom on the west end of the facility. These items were eliminated during construction for budgetary reasons. The Facility is limited in yard space and parking with not enough space to park employee owned and city-owned vehicles and equipment. Today, the Public Works Operations Center has 53 regular year-round employees in addition to seasonal temporary staff. The City’s population is quickly approaching 25,000 residents. The Urban Growth Boundary is now well north of Lacamas Lake and population growth and development continues at a fast pace.

**SUMMARY:** The current operations center located in the Oak Park neighborhood is no longer in a central location that best serves the community. The facility and space are too small, outdated and not able to service today’s needs. To best plan for future growth and maintain levels of service, a Site and Space Needs Analysis should be conducted.

In May, the City advertised a Request for Qualifications (RFQ) for an experienced firm that could assist in developing the following deliverables:

- Conduct a detailed on-site assessment of the facility, evaluating staffing and fleet size.
- Review challenges related to space and functionality of current operations
- Investigate current equipment storage needs based on existing City assets and facilities
- Complete an evidence-based assessment of the City’s current operational facility needs and projected needs through 2035, the year for which population and employment estimates are available, understanding a new facility and site will need to allow room for expansion to serve the community well beyond 2035.
  - Coordinate with city staff on space and features required for a new facility
  - Estimate the total gross sq. ft. of office, warehouse and mechanic space

- needed to support current and future City functions.
- Estimate the total gross acres of yard space needed to support current and future City functions.

After reviewing qualifications, similar experiences, and proposed approaches from qualified firms, staff found that TCF Architecture of Tacoma Washington proves best to meet these deliverables. The total estimated cost for services is \$81,770. It should be recognized future additional efforts would be needed as the City considers the following:

- Conceptual plan(s) for a future Operations Center(s) based on assumed population and full-time employee (FTE) growth through the planning horizon, including land area, building and office space needs.
- Investigate and review potential sites throughout City and Urban Growth Boundary for locating facilities and providing benefits, challenges, and other considerations for each site.
- Create a budgetary total project cost estimate based on the completed conceptual plans.

### **EQUITY CONSIDERATIONS:**

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

- That this item be placed on the September 7, 2021 consent agenda for Council's consideration.
- Determine the City's needs as they relate to a new Operations Center to meet current and future demands.

What is the data? What does the data tell us?

- Existing facility does not meet current needs. Since 1993, staffing levels have more than doubled while population has nearly tripled. Both staffing and population will continue to rise as development continues.

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

- None at this time. Upon the completion of the analysis, there may be opportunities to engage communities as planning decisions are made.

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?

- Possibly in future stages. Potential buildings will be designed to be ADA compliant.

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

- N/A

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

- Staff anticipates presenting final report and recommendations to Mayor and Council upon completion.

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

- N/A

**BUDGET IMPACT:** There is currently \$75,000 included in the 2021-2022 adopted Budget to support this effort. As such, a small amendment will be needed as part of the 2021 Fall Omnibus should Council approve the contract.

**RECOMMENDATION:** This item is for Council's information only. Staff recommends placing the Professional Service Agreement with TCF Architecture on the Consent Agenda at the September 7, 2021 Regular Council Meeting.

July 27, 2021

**EXHIBIT A**

Mr. Denis Ryan  
 Public Works Operations Supervisor  
 City of Camas  
 616 NE 4<sup>th</sup> Avenue  
 Camas, WA 98607

**RE: CITY OF CAMAS PUBLIC WORKS OPERATIONS FACILITY SITE & SPACE NEEDS ANALYSIS**  
**TCF Project No. 2021-013**  
**SCOPE & FEE PROPOSAL FOR PROFESSIONAL SERVICES – PART 1**

Dear Denis:

On behalf of TCF Architecture (hereafter “TCF”) and our design team, we want to thank you and the City of Camas (hereafter “City”) for the opportunity and privilege to provide you with professional planning and design services to complete the Operations Facility Site & Space Needs Analysis Study, (hereafter “the Work”). This letter provides descriptions of our proposed tasks and deliverables for Part 1 Scope of Services. Part 1 is intended to provide the City with the determination of building and site area needs and a preliminary range of potential costs for future facilities. Part 1 does not provide for the exploration, evaluation, or economic analysis of various site alternatives which will be studied under the Part 2 Scope of Services if the City elects to proceed with the planning process.

Exhibit A.1, attached to this letter, provides the Master Fee Schedule for the Part 1 Scope of Services, itemizing all fee budgets associated with each task for each team member. TCF will contract with various specialty consultants in the development of this planning work. All work will be performed on an hourly basis for this Study.

### **CONSULTING TEAM MEMBERS**

The firms listed below will be under direct contract to TCF and will each have specific roles and responsibilities for the delivery of work scope under this proposal package. The term “Design Team” may be used occasionally in this document, generally referring to the full team.

- |                               |                            |
|-------------------------------|----------------------------|
| ▪ Equipment / Operations:     | Facility Planning Services |
| ▪ Civil Engineering:          | KPFF                       |
| ▪ Cost Estimating:            | RC Cost Group              |
| ▪ Cost Benefit Analysis:      | FCS Group (FSCG)           |
| ▪ Real Estate Consulting:     | Lee Associates (Tom Brown) |
| ▪ Structural Engineering:     | AHBL Engineers             |
| ▪ HVAC/Plumbing/FP:           | BCE Engineers              |
| ▪ Electrical and Low Voltage: | BCE Engineers              |
| ▪ Others                      | To be determined           |

### **SCOPE OF SERVICES**

The following Scope of Services defines TCF’s tasks, deliverables, and the basis for the hours and fee compensation amounts provided in Exhibit A.1.

#### **Task 1 – Project Administration**

- 1.01** TCF will provide contract management, consultant management & coordination, schedule development and management, and manage day to day communication (phone and e-mail), and other general correspondence. The City will identify a “Core Advisory Team” (AKA “Steering Committee”) that will periodically meet with TCF to review progress and provide on-going
- Project Administration**

guidance and feedback.

Deliverables:

- Executed Prime Agreement with scope of services and associated fee budgets. (TCF will execute separate consultant agreements with each sub-consultant contracted under TCF.
- Project Schedule (In Smartsheet)
- Correspondence and management of documents through Smartsheet.

**Task 2 – Existing Conditions & Data (Pre-Programming)**

TCF and its consultants will visit the City’s existing facilities to become familiar with existing operations and The City will provide TCF with available surveys, drawings, reports, and other existing documents for each of these properties. TCF will develop an existing data library for use throughout the project.

**2.01  
Data Library**

TCF will organize the City-provided documents into a Data Library for use throughout the Master Planning work. TCF will review the various documents and data pertaining to the existing facilities, integrating and utilizing information as appropriate and necessary for the planning work.

Deliverables:

- Review of documents and organization of hard copy and digital form documents.
- Photo images of existing conditions.

Information to be Provided by City

- Existing Facilities Conditions Assessments: Reports being produced for the City by a separate consultant for the facilities at the Downtown and South Hill sites.
- Surveys: Hard copy and AutoCAD base surveys of existing properties as available.
- Drawings: .Pdf drawings of existing buildings as available.
- Equipment Inventory: A listing (Excel-based) of all City-owned equipment grouped by facility location.
- Fleet Inventory: A listing (Excel-based) of all City-owned rolling stock organized by domiciled location and including vehicle number, vehicle type (make & model), fuel type, and year.
- Existing Conditions Assessment: Copy of the report currently being prepared by a separate consultant to the City to assess the existing site and building conditions at the city’s current Operations Facility.
- Other Reports: Any reports available such as wetlands or other environmental conditions, hazardous materials surveys (site and buildings), etc.

**2.02  
Existing  
Operations  
Documentation**

Prior to conducting Workshop 1 (Programming), TCF will research and document the City’s current Operations, gathering information and background documentation for use in the programming process.

- TCF and our consultant, Facilities Planning Services (FPS) will engage the Lead Persons for each Operations group by means of an initial short video call, (MS Teams or Zoom) followed by the issuance of a questionnaire to each Lead Person designed, giving each group the opportunity to provide written input regarding their facility needs.
- FPS will make an initial visit to the Operations Facility to meet with the Fleet Manager to better understand current fleet management practices, fleet mix, inventory existing shop equipment, and inventory existing materials storage for each Operations group.



Goals – Givens – Growth

Also prior to conducting the Workshop 1 Program sessions, the Core Advisory Team will complete a questionnaire and identifying short and long term *goals*, project *“givens”* (those items already decided or not to be included in the study), and to confirm the *growth* horizon for planning.

Deliverables:

- Compiled Goals-Givens-Growth Questionnaire
- Compiled questionnaires summarizing Lead persons responses
- Summary of Fleet Management practices
- Preliminary Equipment Inventory
- Vehicle inventory confirmation and parking requirements
- Photographic library of existing facilities and equipment

**Task 3 – Programming and Design Criteria**

TCF will lead a process to explore and quantify the physical facility space and programmatic criteria for the various Operations groups that are part of this project. (See below). Work under this task will generate a “Preliminary Space Program” document (See Task 3.03) providing quantitative data (room/space area) for the established planning horizon (minimum 20-year planning horizon), preferred space and function adjacencies, workflow analysis, inventory management, and projected growth assumptions. (See subtasks and deliverables below). The Preliminary Space Program will be presented in a matrix-based (Excel) format and will also include general qualitative information noting special attributes, features, and functional considerations for each space.

The process for sizing program spaces will be accomplished through a series of workshop sessions conducted with the Program Teams, whereby each functional area and/or groups of functional areas will be discussed and diagrammed with the Program Team participants. Space sizing will be derived using a combination of industry standards, practical experience, and collaborative diagramming between the TCF Team and the Program Team participants. Workshop Sessions will be scheduled with each of the divisions or groups indicated below:

Program Teams

- Administrative and Public facilities
- Non-Administrative, Crew, and Shared Facilities
- Equipment R&R
- Stormwater
- Parks/Cemetery
- Building Facilities
- Solid Waste
- Water
- Sewer
- Offender Program

**3.01**

**Facility Tours**

Prior to the programming workshop sessions, TCF will facilitate tours of other existing operations & maintenance facilities of relevance to the City’s operations. These tours are intended to assist the City’s project participants in better understanding a range of alternatives for facility design and organization, and to provide an initial basis for exploring and confirming anticipated program elements. The facilities suggested below can be toured in a single day.

Facilities to Tour

- Pierce County Sewer and Traffic Operations Facility, Puyallup, WA.
- Pierce County Central Maintenance Facility, Frederickson, WA.
- Mason County PUD, Johns Prairie Operations Center, Shelton, WA.

Deliverables:

- Summary of group discussions and observations, photographs of functional areas informing design criteria for use in the planning process.

**3.02**

**Workshop 1:  
Programming  
and Planning  
Criteria**

TCF will conduct a series of programming sessions with the City’s Program Teams, reviewing and confirming City’s goals and objectives, and establishing general design criteria and space requirements for facility functions as described under the Summary of Program Elements above. An agenda for each session will be developed and coordinated with the Core Advisory Team, organized to address and confirm the Work Scope elements.

Workshop Session Schedules

Participants for each specific session will be determined at the time the agendas for the workshop are developed with the City. Up to three (3) days are anticipated for the completion of the workshops. Sessions will be organized into 2-3 hour time blocks.

**Summary of Program Elements**

Administrative and Office Functions

Programmatic requirements for spaces and systems supporting administrative and office functions:

- Preferred departmental arrangements and adjacencies.
- General office system standards for private offices and open workstations.
- Conferencing and collaboration spaces.
- Qualities and features desired for office environments (daylighting, acoustics, security, data/comm, air quality, overall functionality, etc.).
- Exploration of long-range considerations for expandability and flexibility of systems.
- Other requirements as determined with the City in the workshop process.

Common Areas and Shared Functions

Programmatic requirements for spaces and systems supporting customer or public interaction:

- Public spaces (lobby, meeting space, restroom facilities, etc.).
- Technology applications.
- Other features focused on customer interaction and support.

Non-Administrative Personnel Functions (Crew Facilities)

Programmatic requirements for spaces and systems supporting non-administrative functions:

- Operational flow of personnel from personal parking, into and through building spaces, and access to work vehicles and materials, exploring optimum efficiencies and preferred adjacencies within and between all operational functions.
- Multi-use meeting and training functions.
- Lead and supervisory staff functions.
- Kitchen and break area functions. (Including outdoor space)
- Mud/drying room, locker room and restroom functions including discussion of male to female ratios and gender-neutral policies, now and in the future.
- Resource materials and data systems access for personnel.
- Wellness features.
- Specialty functions, storage systems, etc.

Maintenance and Repair Shop Functions

Programmatic requirements for all spaces and systems supporting maintenance functions:

- Fleet shop spaces including vehicle repair bays, tire shop, parts storage, other specialty shops.
- Maintenance shop facilities for all work groups / divisions.

Fueling & Washing Functions

- Fueling lanes, dispensers, fuel management system, etc.
- Diesel and gasoline storage tanks.
- Wash bay(s) for general vehicle washing.
- Chassis wash and degreasing functions.

Storage Functions

- Enclosed and secure inventory storage.
- Covered and/or enclosed general working stock storage.
- Hazardous materials storage & containment.
- City vehicle and equipment parking (enclosed, covered, open).
- Uncovered bulk materials storage
- Covered bulk materials storage
- Other storage functions as determined with City during workshop process.

Site Functions

Site requirements for area and systems associated with vehicles and pedestrians:

- Site access from street for vehicles and pedestrians.
- General on-site circulation for vehicles and pedestrians.
- Customer and visitor parking.
- Accessible parking.
- Other items as determined during workshop process.

Other Site Functions

Requirements for other site systems:

- Landscaping
- Storm water management
- Fencing, gates, and security

Deliverables:

- Goals – Givens – Growth Summary providing a consistent planning basis for Program Team engagement.
- Workshop planning and preparation.
- Agenda for each Program work session identifying place, time, participants, and key topics to be covered.
- Coordination and facilitation of workshop sessions.
- Workshop session meeting notes in Smartsheet.
- TCF’s other consultants including civil, structural, HAVC, plumbing, and electrical will be available with limits hourly fee budgets to assist TCF if needed during the programming process.

**3.03  
Preliminary  
Space  
Program**

Using the information obtained in the Workshop 1 sessions, TCF will prepare a Draft Preliminary Space Program document for City review. The document will be presented in table/matrix form, providing a numeric summary of all program areas/spaces, a summary of spaces within assigned building footprints, space adjacency diagrams, space and flow diagrams, and general criteria for each functional area in bullet and narrative form.

Note: This document will not be considered a “Full Functional Program.” Once a Strategic Facilities Plan is developed (under the subsequent Part 2 work scope), and specific projects identified for implementation, a more detailed Functional Program and Design Criteria must be developed for use in the design of specific projects.

Deliverables – Preliminary Space Program:

- Summary of City Goals – Givens - Growth
- Summary of planning horizon and growth assumptions.
- Space Program providing numeric area for each function.
- General functional criteria for each program area.
- Workflow and adjacency diagrams for site and building arrangements.
- Preliminary Equipment List.
- Vehicle parking analysis.

**Task 4 – Site Alternatives and Scenarios**

The Part 1 work scope will not include the exploration of site alternatives and scenarios for development of other potential sites in the City to accommodate the projected Operations facility needs. The Work will include a general review of potential improvements at the existing Operations facility.

**4.01  
Explore  
Existing  
Operations  
Center for  
Potential  
Improvements**

TCF will explore potential improvements to the City’s existing Operations Facility, identifying possible opportunities to optimize site and building utilization.

Deliverables:

- Preliminary site plan concepts showing possible alternative site usage layouts responding to the program criteria and City’s goals & objectives.
- Preliminary building layout concepts showing possible approaches for addressing program needs, integrated with the site layouts.
- Review meeting via teleconference to review the preliminary site and building concepts.

**Task 5 – Economics**

Based on the programmatic needs identified under Task 3, TCF will develop an “Order of Magnitude” cost estimate range using general cost per square foot and cost per acre cost data for a non-specific facility development. The intent of this task is to provide the City with a potential range of likely development costs for the purpose of determining next steps in developing a long range, Strategic Facilities Plan for Operations. (Part 2 work scope not yet determined).

**5.01  
Preliminary  
Site Cost Modeling**

The TCF Team, including civil consultant (KPFF) and Cost Estimator (RCCG), will prepare a budgetary Cost Model for a generic facility represented by the full program identified under the Task 3 Work.

Deliverables:

- Preliminary Cost Model including escalation for an assumed 5-year development plan.

## Task 6 – Needs Assessment Report

TCF will prepare a final draft document/report collecting and organizing the information developed under the various tasks above. A draft document will be produced for City review and comment, followed by a final document.

- 6.01**  
**Report**
- TCF will prepare a draft report summarizing all information noted under Tasks 1-5 above into a complete package. The deliverable will be organized in a tabbed .PDF electronic format. TCF will present the draft document to the Core Advisory Team and solicit feedback and comment. Following the receipt of City review comments, TCF will prepare a final report.

Anticipated Document “Chapters”

- 1) Summary Report covering process, goals, assumptions, current and projected program needs, preliminary exploration of existing Operations Facility, Order of Magnitude Cost Model, and summary of next steps in the planning process.
- 2) As determined
  - a. Preliminary Space Program/Design Criteria
  - b. Conceptual Site & Building concepts for existing Operation Facility

- 6.02**  
**Power Point Presentation(s)**
- TCF will assist the City in preparing a Power Point presentation summarizing and illustrating the planning and analysis information for use in presenting to the City Council.

Deliverables:

- Completed Power Point
- Attendance at City Council presentation.
- .PDF for uploading to the City’s website.

## Subsequent Project Phases

Following the completion of the Part 1 of the Predesign/Planning work and the confirmation of next steps, TCF will prepare a proposal for Part 2 Predesign/Planning proposal to explore alternatives and scenarios for the development of facilities accommodating all Operations groups in a long-range Strategic Facilities Plan.

Sincerely,



Randy Cook, AIA, LEED AP  
Principal/Project Manager

Attachments:

- Exhibit A.1: Master Fee Schedule for Part 1  
Exhibit B: TCF Schedule of Rates and Charges

**2021 Hourly Rate and Reimbursable Expense Schedule**

Effective: January 1, 2021

<b>Description</b>	<b>Rates</b>
<b>TCF Personnel:</b>	
Principal-In-Charge / Managing Principal	\$290.00 / hour
Principal	\$235.00 / hour
Interior Design Director	\$200.00 / hour
Designer / Architect 9	\$180.00 / hour
Designer / Architect 8	\$170.00 / hour
Designer / Architect 7	\$160.00 / hour
Designer / Architect 6	\$150.00 / hour
Designer / Architect 5	\$140.00 / hour
Designer / Architect 4	\$130.00 / hour
Designer / Architect 3	\$120.00 / hour
Designer / Architect 2	\$110.00 / hour
Designer / Architect 1	\$100.00 / hour
Project Coordinator	\$110.00 / hour
Administrative Support	\$90.00 / hour
<b>Subconsultant Services:</b>	
Subconsultant Services Contracted Through TCF	Direct Cost plus 10%
<b>Reimbursable Expenses:</b>	
Mileage	Current Federal Rate
Other Expenses: (Meals, air travel, per diem, reproductions, shipping, postage, etc.)	Direct Cost plus 10%

**Notes:**

1. TCF Personnel Categories: Categories are based on experience and job responsibilities. Not all personnel are licensed architects.
2. Rate may be adjusted at the beginning of each calendar year. Rates will not be increased by more than 10% for any one category for a year for any project under contract.
3. Billing rates may, on occasion, be blended to approximately reflect specific personnel as well as specific tasks and services rendered.

**CITY OF CAMAS**  
**Public Works Operations Facility Site and Space Needs Analysis**

EXHIBIT "A" Item 2.  
**MASTER FEE SCHEDULE**  
**PART 1 WORKSCOPE**

TASK NO.	PROJECT TASKS	TCF Architecture Architecture / Planning Project Management						Other Team Members (Contracted under TCF) (See Separate Proposals)						TOTALS		
		Mg. Principal (Randy)	Mg. Principal (Mark H.)	Designer/ Arch 5 (Amy G)	Designer/ Arch 3 (Coreen)	Designer/ Arch 1 (TBD)	Project Coord. (Teta)	Admin Support (Robin)	KPFF (Civil)	FPS (Equip/Ops)	FCS Group (Cost-Ben)	RCCG (Cost Est)	Lee Assoc (Real Est)		BCE (MEP)	AHBL (Structural)
<b>TASK 1 - PROJECT ADMINISTRATION</b>																
1.01	<b>Project Administration:</b>	24					6									
	ESTIMATED HOURS OR FEES	24	0	0	0	0	6	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$6,960	\$0	\$0	\$0	\$0	\$660	\$0								
	<b>SUBTOTAL</b>						<b>\$7,620</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TASK 2 - EXISTING CONDITIONS &amp; DATA (Pre-Programming)</b>																
2.01	<b>Data Library / Review Existing Info:</b>	4			12				\$1,000	\$2,500						
2.02	<b>Existing Conditions Investigations/Confirmation</b>	8			16											
	ESTIMATED HOURS OR FEES	12	0	0	28	0	0	0	\$1,000	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$3,480	\$0	\$0	\$3,360	\$0	\$0	\$0								
	<b>SUBTOTAL</b>				<b>\$6,840</b>				<b>\$1,000</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,340</b>
<b>TASK 3 - PROGRAMMING &amp; DESIGN CRITERIA</b>																
3.01	<b>Tour Similar Facilities</b>	3			3											
3.02	<b>Workshop 1: Programming + Prep &amp; Follow-up</b>	40			60					\$12,000						
3.03	<b>Space Program / Prelim Criteria</b>	8			60											
	ESTIMATED HOURS OR FEES	51	0	0	123	0	0	0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$14,790	\$0	\$0	\$14,760	\$0	\$0	\$0								
	<b>SUBTOTAL</b>				<b>\$29,550</b>				<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,550</b>
<b>TASK 4 - SITE ALTERNATIVES &amp; SCENARIOS</b>																
4.01	<b>Preliminary Evaluation of Exist Facility Potential</b>	8			20											
	ESTIMATED HOURS OR FEES	8	0	0	20	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$2,320	\$0	\$0	\$2,400	\$0	\$0	\$0								
	<b>SUBTOTAL</b>				<b>\$4,720</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,720</b>
<b>TASK 5 - ECONOMIC ANALYSIS</b>																
5.01	<b>Preliminary Cost Model</b>	6			2				\$1,000	\$1,000		\$1,400				
	ESTIMATED HOURS OR FEES	6	0	0	2	0	0	0	\$1,000	\$1,000	\$0	\$1,400	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$1,740	\$0	\$0	\$240	\$0	\$0	\$0								
	<b>SUBTOTAL</b>				<b>\$1,980</b>				<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,380</b>
<b>TASK 6 - REPORT AND PRESENTATIONS</b>																
6.01	<b>Part 1 Report - Needs - Prelim Analysis</b>	12			16											
6.02	<b>Power Point Development / Presentation</b>	10														
	ESTIMATED HOURS OR FEES	22	0	0	16	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	HOURLY RATE	\$290.00	\$235.00	\$140.00	\$120.00	\$110.00	\$110.00	\$90.00								
	ESTIMATED FEES	\$6,380	\$0	\$0	\$1,920	\$0	\$0	\$0								
	<b>SUBTOTAL</b>				<b>\$8,300</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,300</b>
<b>SUBTOTAL PER TEAM MEMBER - ALL TASKS</b>					<b>\$59,010</b>				<b>\$2,000</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,910</b>
<b>REIMBURSABLE EXPENSE BUDGETS</b>					\$1,200				\$200	\$500	\$0	\$0	\$0	\$0	\$0	\$1,900
<b>SUB CONSULTANT SUBTOTALS</b>									<b>\$2,200</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,600</b>
<b>TCFA MARKUP ON CONSULTANT SERVICES (10%)</b>					N/A				\$220	\$1,600	\$0	\$140	\$0	\$0	\$0	\$1,960
<b>TOTAL PER TEAM MEMBER - ALL TASKS (Incl. Mark-ups)</b>					<b>\$60,210</b>				<b>\$2,420</b>	<b>\$17,600</b>	<b>\$0</b>	<b>\$1,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,770</b>
<b>TOTAL ESTIMATED HOURLY FEE BUDGETS and REIMBURSABLE EXPENSES</b>																<b>\$81,770</b>



# Staff Report

August 16, 2021 Council Workshop Meeting

2022-2031 General Fund Forecast Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 30 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This presentation provides a ten-year forecast of the City’s General Fund to aid in budget decision making.

**SUMMARY:** Staff prepare a ten-year financial forecast on the City’s governmental and proprietary operating funds to assist in financial decision-making. The forecast is built with inputs from the Building Department, Administrative Services, Public Works, MRSC, OFM, and Moody’s Analytics. The assumptions are reviewed by Management and the Finance Committee. The results of the forecast are used to project future fund balance and monitor for potential structural deficits.

The forecast presentation and forecast document will be provided at the City Council Meeting.

### EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The results of the presentation should provide Council context for future decision making.

What’s the data? What does the data tell us? The data will be presented during the presentation.

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

Who will benefit from, or be burdened by this agenda item? The City should benefit with more informed decision making.

What are the strategies to mitigate any unintended consequences? If the results, demonstrate a future structural deficit Council will be provided options to mitigate the risk in the form of additional revenue options or potential cost saving options.

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? The results will be communicated on the City's Open Budget platform.

How does this item support a comprehensive plan goal, policy, or other adopted resolution? The forecast supports the City's Strategic Plan for "Developing Long-Term Financial Plan".

**BUDGET IMPACT:** The forecast provides opportunities to modify budget strategies to benefit from future trends as well as mitigate potential future risks.

**RECOMMENDATION:** For Council information only.



# Staff Report

August 16, 2021 Council Workshop Meeting

Parks, Recreation & Open Space (PROS) Plan Update – Project update presentation

Presenter: Trang K. Lam, Parks & Recreation Director

Time Estimate: 30 minutes

Phone	Email
360.817.7037	tlam@cityofcamas.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).

In May 2021, the City contracted with Conservation Technix team, including their subconsultants JLA Public Involvement and MacKay Sposito, to work with the Parks and Recreation Department (P&R) to complete the PROS Plan update (the Project). The Project is anticipated to be completed with the updated PROS Plan adoption by City Council in early 2022.

**SUMMARY:** The Project kicked-off in May, implemented in three phases. The Parks and Recreation Commission (P&R Commission) will serve as the Project Advisory Committee (PAC) and will provide regular guidance to the project. City Council, Planning Commission and P&R Commission will meet at important project milestones throughout the project to guide the development of the updated PROS Plan.

Phase 1: Data Gathering and Community Input (Spring/Summer 2021)

- Baseline Analyses and Existing Conditions
- Community Survey
- Stakeholder Discussions
- Community Tabling at community events
- Open House #1

Phase 2: Building the Plan with continued Community Input (Summer/Fall 2021)

- Begin drafting the updated PROS Plan
- Community Tabling at community events
- Open House #2

Phase 3: Plan Adoption (Winter 2021/2022)

- Incorporate public feedback into the final, updated PROS Plan
- Plan approval by City Council

**This staff report provides an update of the Project, Phase 1:**

- Baseline Analyses and Existing Conditions – The consultant team has completed review of existing plans and studies; and are underway with gathering existing conditions data, including conducting physical assessments of parks, trails and recreational facilities and amenities.
- Community Survey – Over 1300 people participated in the June community survey. On July 28, Staff and Conservation Technix presented the survey results to the PAC. While we plan to share some highlights of the survey at the August 16 Council Workshop, we do not plan to go through every survey question as we did at the PAC meeting. Please take a moment to watch the full community survey presentation and review the PowerPoint presentation on the Project webpage - <https://engagecamas.com/parks-recreation-open-space-comprehensive-plan>.
- Stakeholder Discussions – Conservation Technix completed four stakeholder interviews in June and July. They included a former Mayor, a former Administrator, Camas Downtown Association, and a developer. In addition, three focus group meetings were completed in July. They included a Shared Use Trails Group, Mountain Biking/Pump Track Group, and Sports Fields Group. Two additional groups, other parks jurisdictions and representatives from organizations that work with under-served/under-represented groups, will be completed in August.
- Community Tabling at community events – The first community tabling was on July 31<sup>st</sup> at Heritage Park. Two additional tabling are schedule for later this month, August 18<sup>th</sup> Camas Farmer’s Market and August 12<sup>th</sup> Concert in the Park.
- Open House #1 – We’ve used what we’ve learned from the community survey and stakeholder discussions to develop questions for our online Open House, held from July 30-August 22. Through this open house, the community can:
  - Learn about the Camas Parks, Recreation and Open Space Plan
  - Get an overview of the community survey results
  - Provide feedback through questions and prioritization exercises on what park and recreation programs, services and facilities are important for our community

Please participate in our online open house here:

<https://openhouse.jla.us.com/project/camas-pros-plan-ooH1#>

## Camas PROS Plan Update Summer 2021 Online Open House

Menu ▾

Get Started: What is the PROS Plan? ▶



Figure 1: On-Line Open House Webpage - <https://openhouse.jla.us.com/project/camas-pros-plan-ooH1#>

### EQUITY CONSIDERATIONS:

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

To present a Project status report of Phase 1 - data gathering and community input; and to have a high-level discussion with Council to understand how the information staff presented either confirms and/or changes Council's vision, policies and/or priorities for our parks and recreation system. Here are the questions we would like Council's input on –

- With a range of interests competing for attention and resources, what are your top priorities in the next five years?
- What should the City be doing more of? Less of?
- What are the issues or policies that need attention, including consideration for updated/new fee structures and/or tax revenues?

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

Staff presentation will provide highlights of the community survey, stakeholder interviews, and focus group discussions. The full community survey PowerPoint and presentation to the PAC can be found here: <https://engagecamas.com/parks-recreation-open-space-comprehensive-plan>

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

As noted above, the community engagement has included:

- Community Survey
- Stakeholder Interviews

- Focus Group Discussions
- Project tabling at various community events
- Open House

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.

As noted above, Phase 1 of the project included extensive public engagement including a focus group discussion with various organizations that work with under-serve and under-represented groups. The 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. As noted above, Phase 1 includes reviewing existing plans and policies, and gathering baseline data and existing conditions to analyze and provide recommendations in the updated PROS Plan to improve accessibility in our parks system.

What potential hurdles exists 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 the Project is completed and adopted by City Council in early 2022.

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

The Parks & Recreation Commission is serving as the Project Advisory Committee, and a Technical Advisory Committee has been formed with cross-departmental city staff. In addition, City Council, Planning Commission and P&R Commission will meet at important project milestones throughout the project to guide the development of the updated PROS Plan.

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:** The PROS Plan update project is included in the approved 2021-22 Parks & Recreation Department budget.

**RECOMMENDATION:** N/A



Item 4.

**Camas**  
PARKS & RECREATION

# PROS Plan – City Council

## Work Session: August 16, 2021

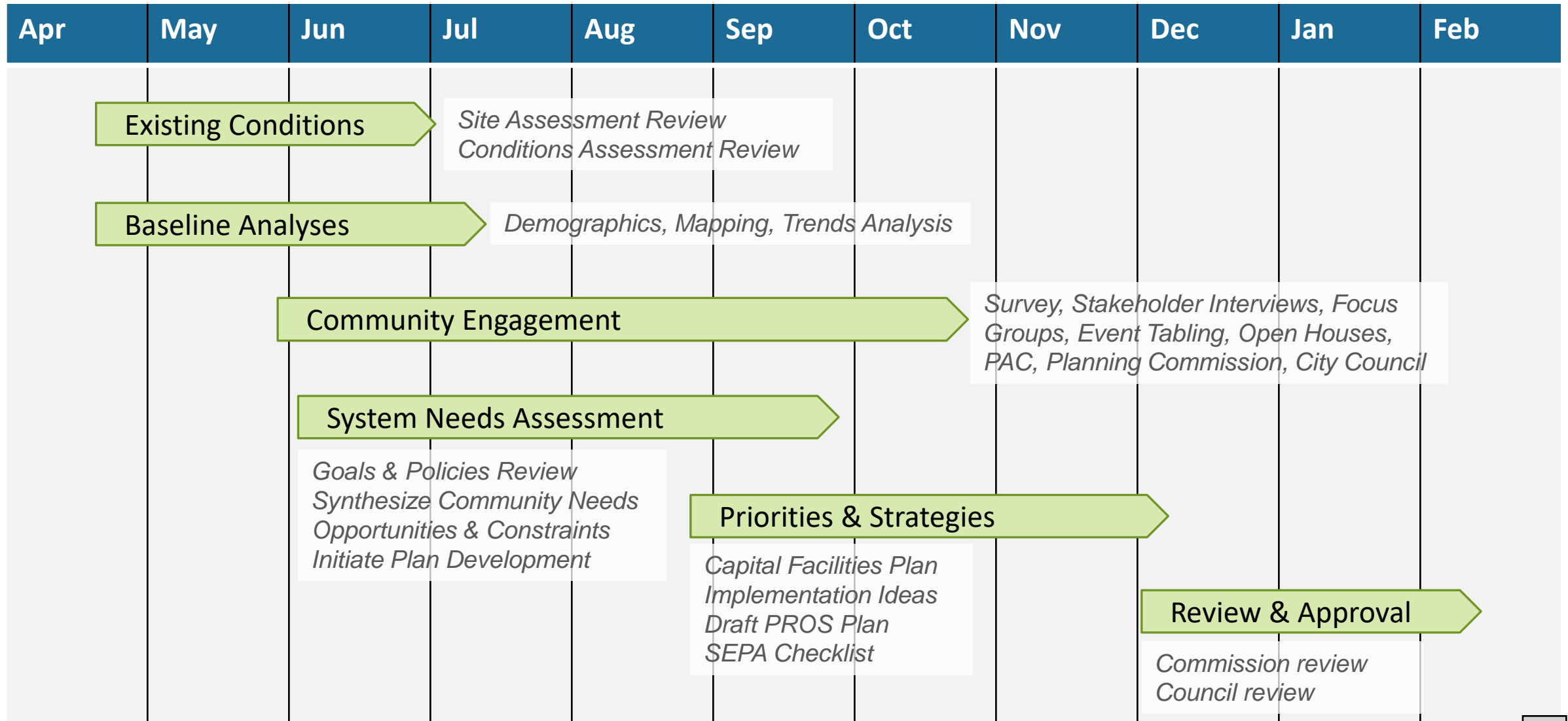
**jla**  
Public Involvement

**CONSERVATION**  
TECHNIX

MacKay Sposito

23

# Project Timeline





# Survey Highlights

## Methodology

- Designed in coordination with staff
- Late May to early July 2021
- Mailed to 2,500 randomized addresses
- 509 respondents (20% response rate)
- Online survey available to entire community in English & Spanish (876)

1,385 completed surveys!



**Dear Camas Resident:**

The City of Camas is beginning a community-led process to update its citywide Recreation, Parks and Open Space Plan (PROS Plan, for short). We need your help to determine how to prioritize projects and what we should focus on to keep our parks and programs thriving for the next 6-10 years. As an initial step, the City is conducting this short survey to assess the community's recreation needs. We understand that COVID-19 has impacted your ability to participate in programs and visit parks this year. We ask that you consider needs for the future as you evaluate recreation amenities. Your opinions are important to the City.



The survey has 16 questions and will only take a few minutes to complete. Use the QR code to take this survey online at <https://www.surveymonkey.com/r/CamasPROS>

1. When you think about what contributes to the quality of life in Camas, would you say that public parks and recreation opportunities are... ( CHECK ONE OPTION )

- Essential to the quality of life here
- Important, but not really essential
- Useful, but not necessary
- Not important
- Don't know

2. When it comes to amenities provided by the City of Camas for meeting your needs for parks, trails and recreation facilities, would you say there are... ( CHECK ONLY ONE BOX IN EACH ROW )

	More than Enough	About the Right Amount	Not Enough	Don't Know
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community events (such as the movies in the Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Prior to the COVID-19 pandemic, how often did you visit or use Camas parks, trails, recreation facilities or natural areas?

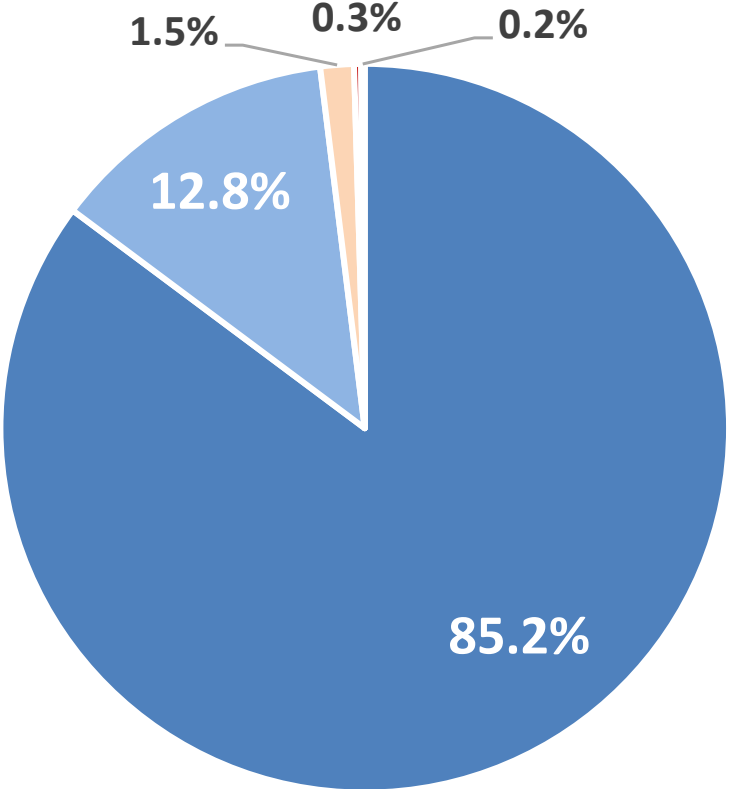
- Everyday
- At least once a week
- Two or more times a month
- About once a month
- A few times over the year
- Do not visit facilities / parks / open spaces
- Don't know

4. Prior to the COVID-19 pandemic, what would you say are the main reasons your household visited Camas parks, recreation facilities or open spaces in the past year? ( CHECK ALL THAT APPLY )

- Fitness / Exercise
- Dog walking
- Playgrounds
- Walking or running
- Bike riding
- Family gatherings / picnicking
- Community events / concerts
- Recreation program, class or camp
- Sport fields
- Outdoor sport courts
- Wildlife viewing
- Fishing
- Swimming
- Boating - Non-motorized / Hand-carry (canoeing, kayaking)
- Boating - Motor / trailered
- Frisbee or disc golf
- Relaxation
- N/A - I didn't use any Camas facilities
- Other: \_\_\_\_\_

# Survey Highlights

Over 98% feel parks & recreation is essential or important



- Essential to the quality of life here
- Important, but not really essential
- Useful, but not necessary
- Not Important
- Don't know

# Survey Highlights

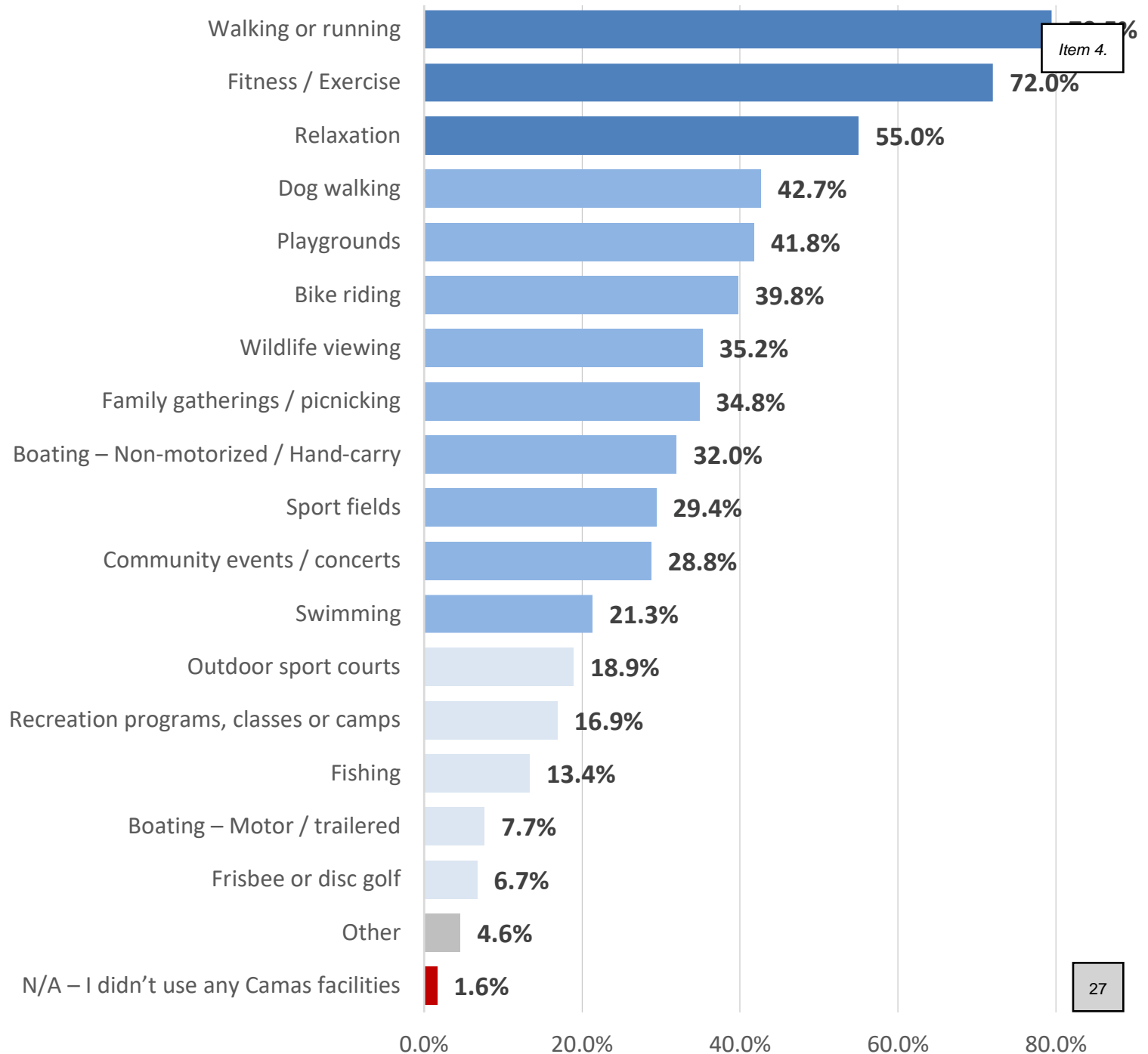
## Top Reasons for Visiting

*Respondents could select as many items they wanted*

**Strong Usage:**

*70% visit weekly*

*87% visit at least a couple times per month*

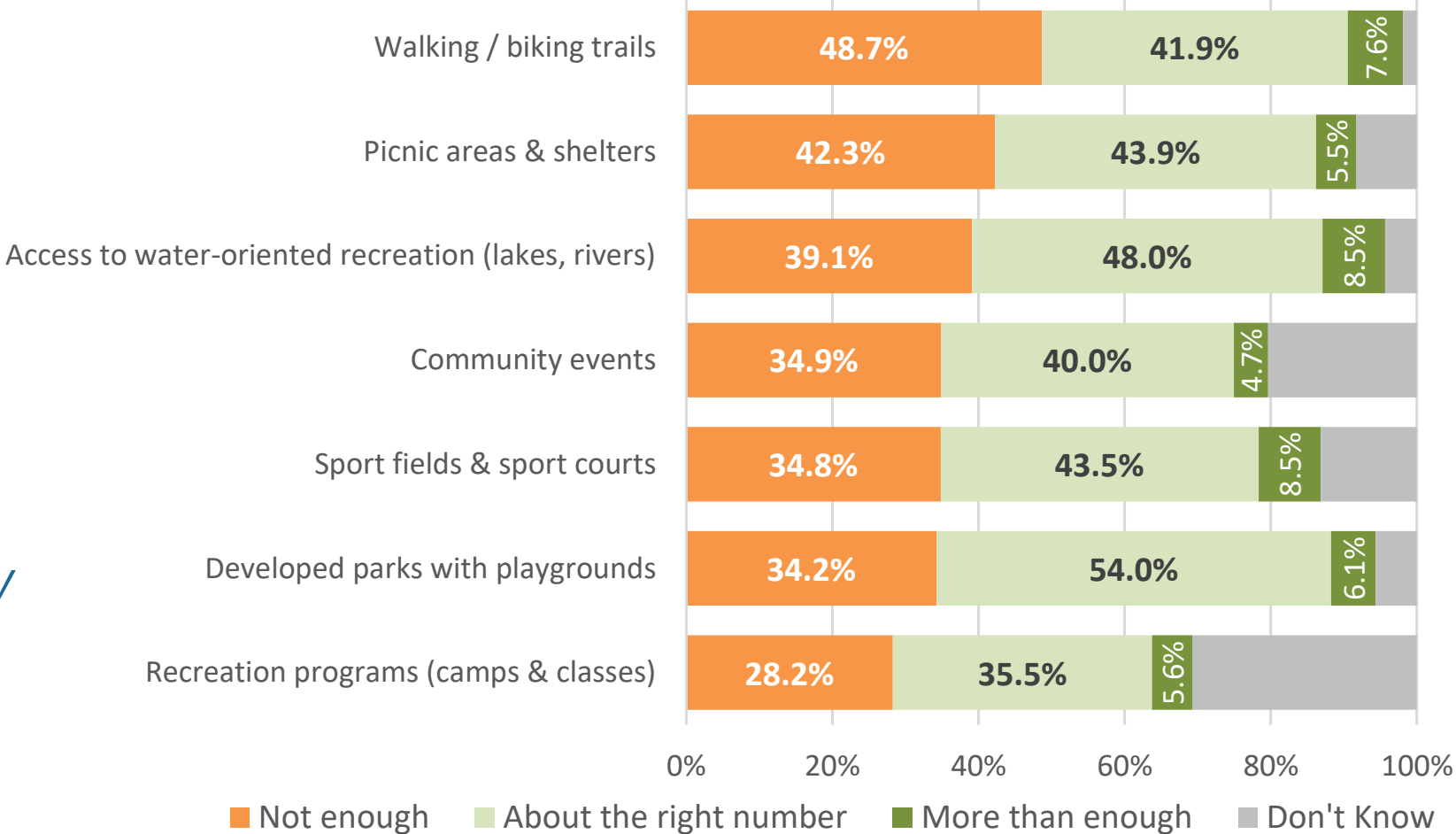


# Survey Highlights

## 'Goldilocks' question

- 1. Walking / biking trails
- 2. Picnic areas / shelters
- 3. Water access

*Higher need for trails noted by those between 55 - 64, those with children and those living in the Ward 3 (SW)*



# Survey Highlights

## Prioritizing Projects

**1** Focusing on existing park facilities & delayed maintenance

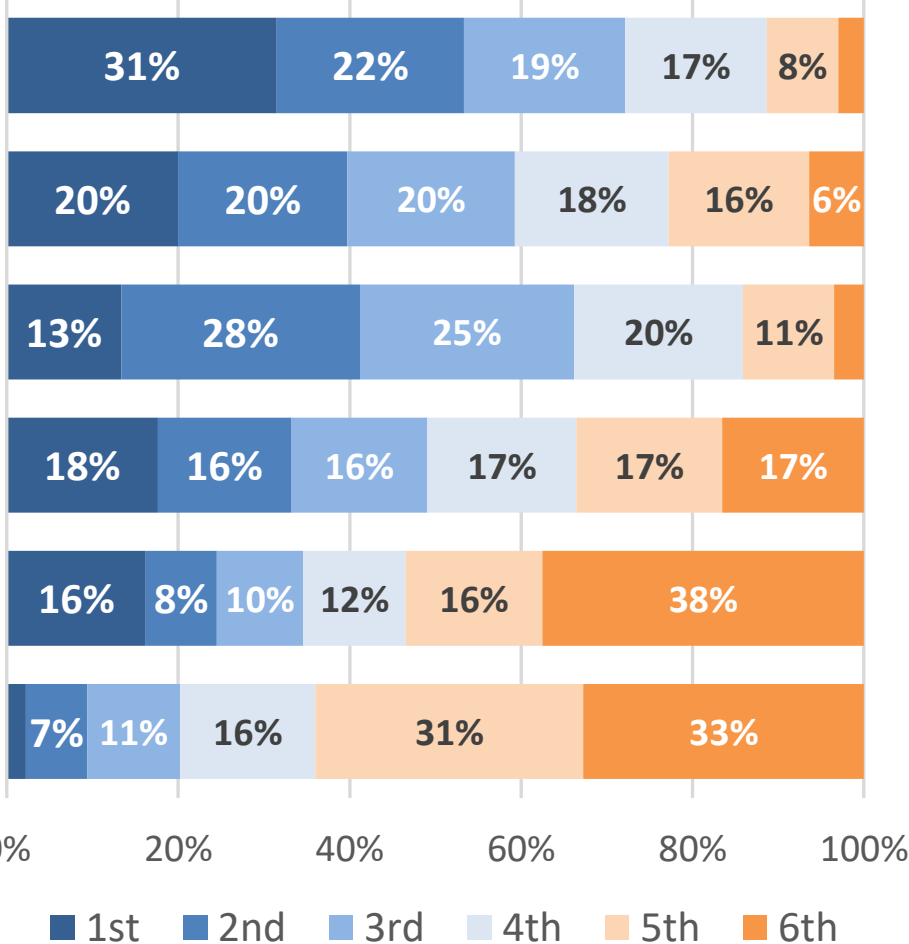
**2** Expanding trail opportunities

**3** Building new parks on undeveloped, city-owned parkland

Acquiring additional land for future parks

Building a new community center or aquatic center

Expanding recreation classes & camps



*Mail and online respondents ranked similarly. Younger respondents and those with children had higher priority for community center or aquatic center.*

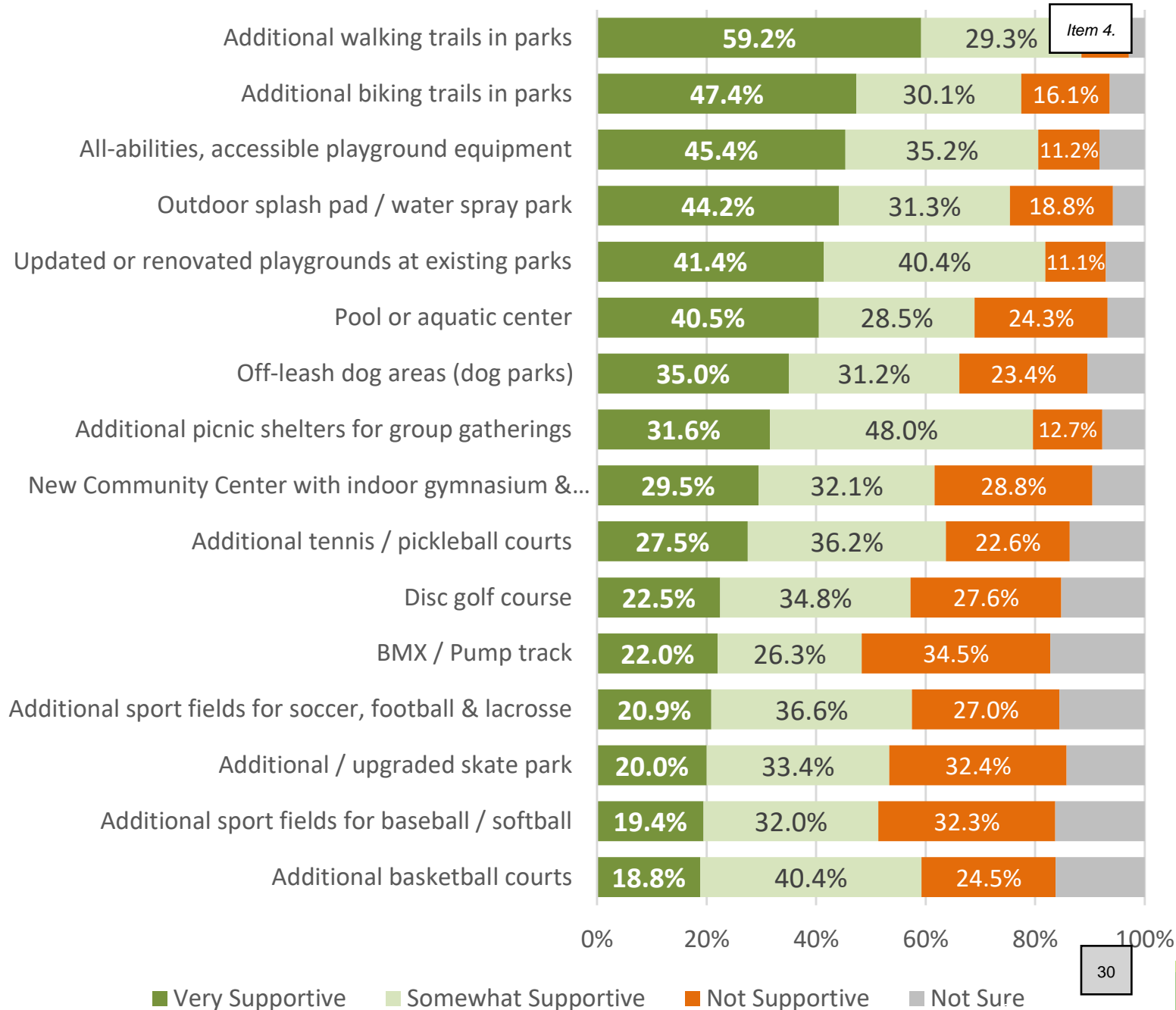
# Survey Highlights

## Support for Certain Amenities

*Less than half of respondents were supportive of adding BMX or pump tracks.*

*Online respondents had stronger support for all items.*

- *Additional soccer, football & lacrosse fields (+14%)*
- *Additional basketball courts (+13%)*
- *BMX / Pump track (+19%)*



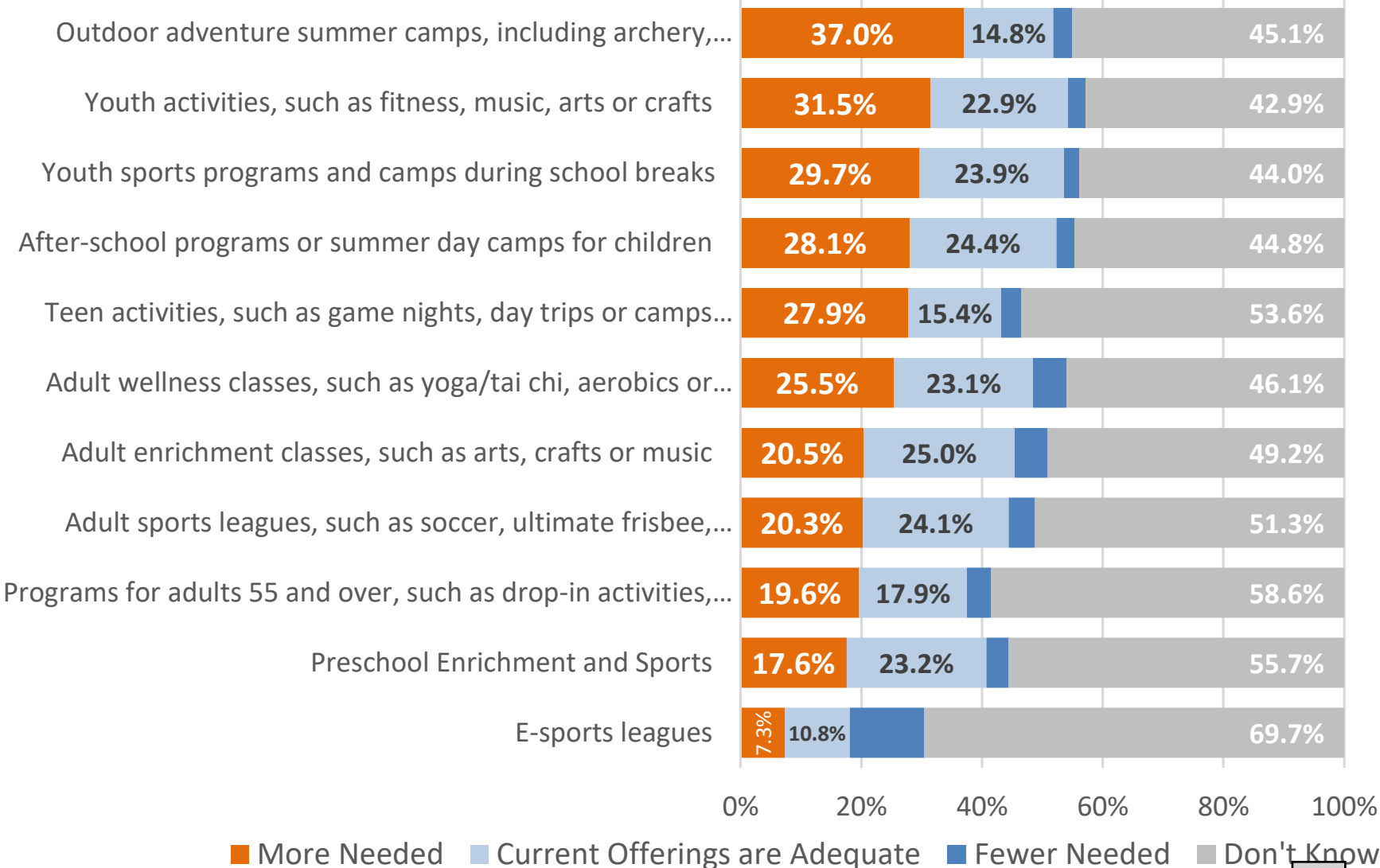
# Survey Highlights

Item 4.

## Recreation Programs

*About half of all respondents did not know whether current offerings are adequate*

*Slightly stronger interest for youth or teens programs*

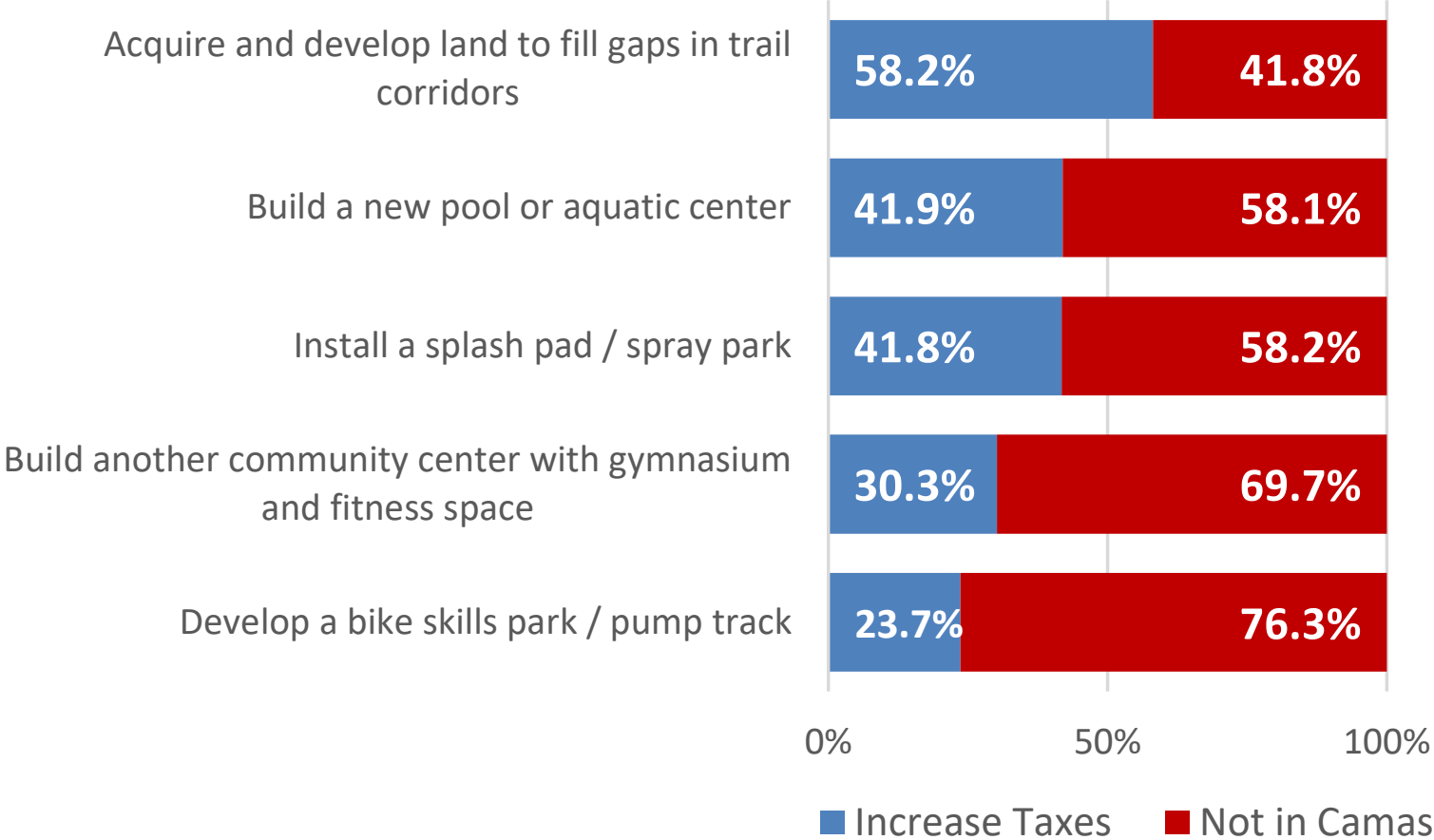


# Survey Highlights

## Choices about Willingness to Pay Additional Taxes

*Online respondents more favorable of each item*

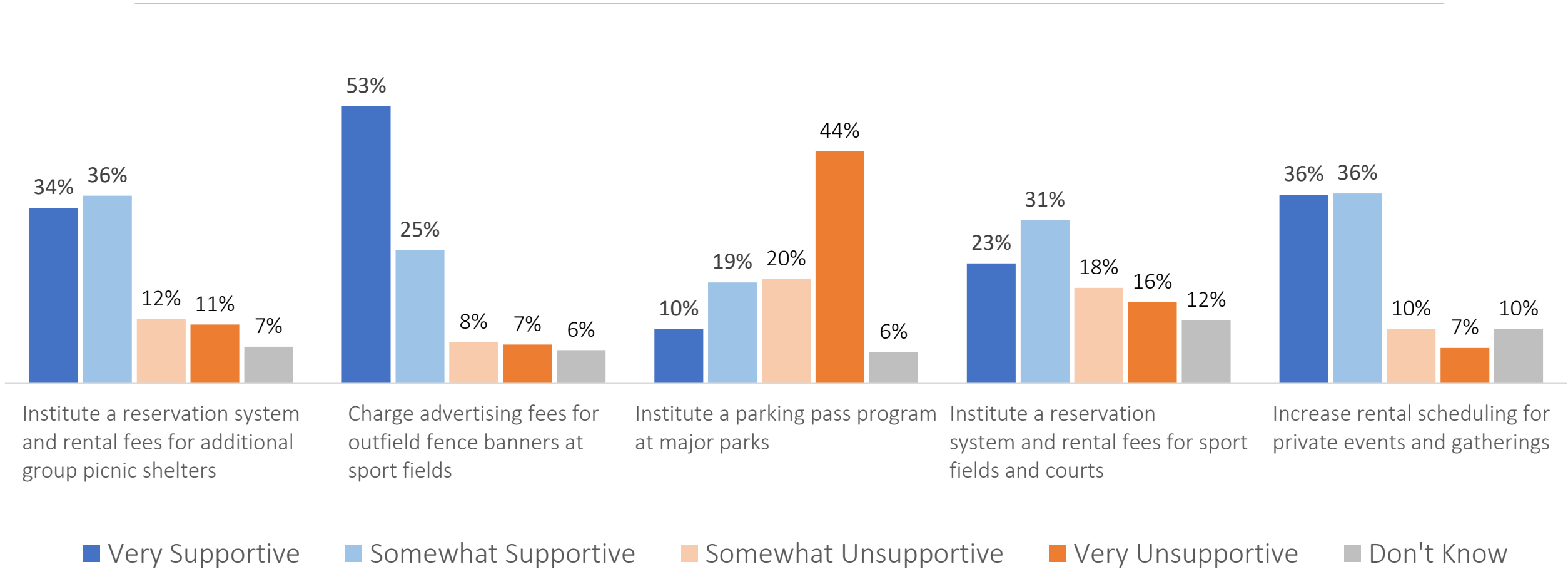
- *Bike skills / pump track (+14%)*
- *Pool or aquatic center (+12%)*





# Survey Highlights

## Revenue Generating Options



# Other Outreach

Item 4.

## *Stakeholder Interviews*

*Former Mayor, Former Administrator, Downtown Camas Association, and Developer*

## *Focus Groups*

*Trails, Mountain Biking / Pump Track, Athletic Fields, Other Parks Jurisdictions, and Organizations representing Under-served / Under-represented Communities*



# Other Outreach

## *Highlights of Stakeholder Interviews*

- *Focus on trail connectivity (connecting trail gaps)*
- *Excitement for potential of Mill Ditch and Green Mountain*
- *Wayfinding, maps and communications for existing trail system*
- *Coordinate more with the school district for community use of district lands*
- *Continue with the attitude of ‘working together’ with the development community*



# Other Outreach

## *Highlights of Focus Groups Discussions*

- *Trail connectivity is important; complete loops and circuits*
- *Link neighborhoods to downtown via ped/bike friendly routes*
- *COVID has super-charged trends: more usage on trails, wider age distribution of riders, wider age groups*
- *Demand for pump track and more mountain bike trails*
- *Invest in bathrooms and parking*
- *Increase sport field capacity by improving field quality and adding lighting where appropriate*
- *Coordinate with the school district for more community access to existing school fields and to develop additional fields*



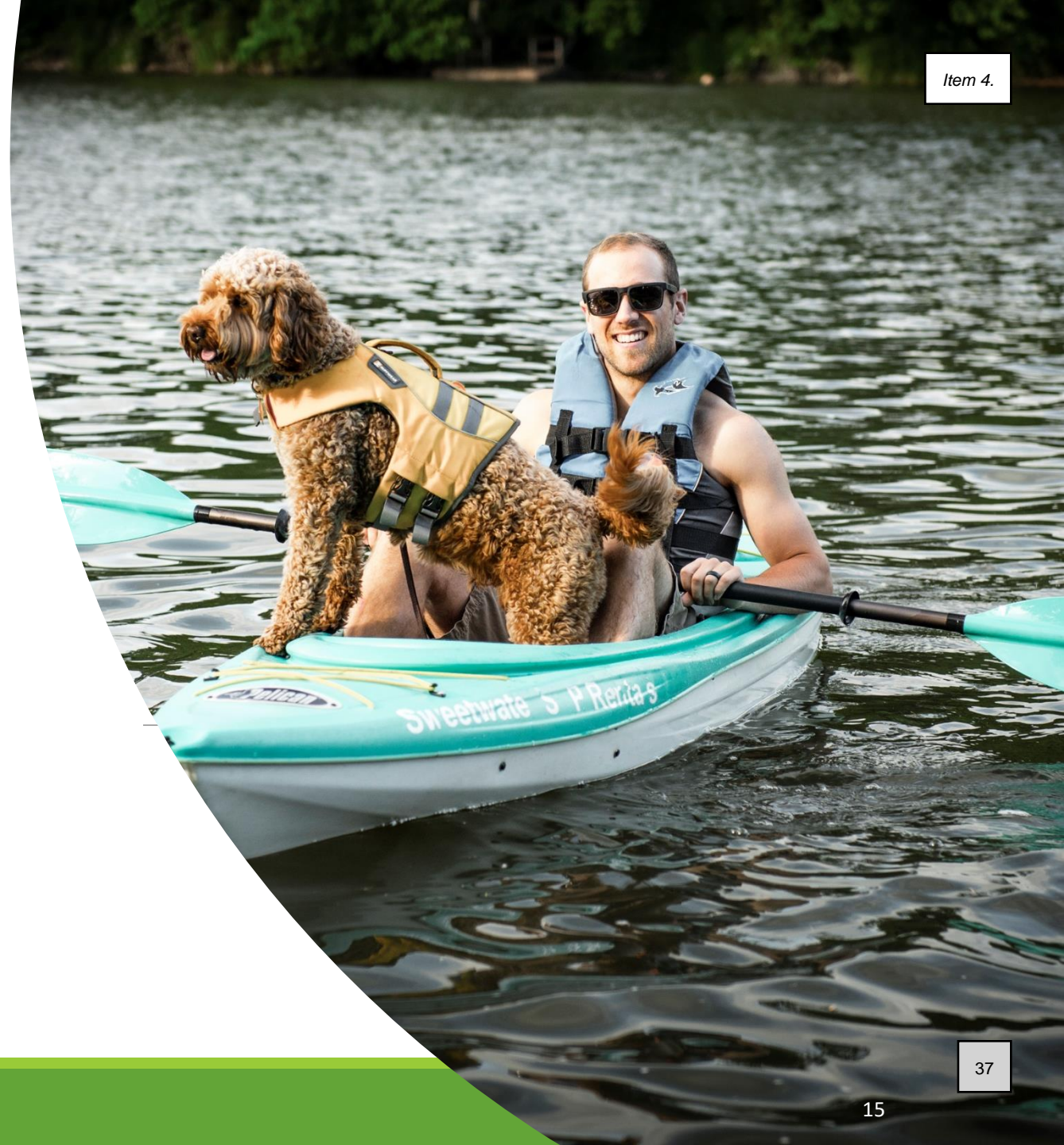
Item 4.

# Discussion Questions

*With a range of interests competing for attention and resources, what are your top priorities for the next five years?*

*What should the City be doing more of? Less of?*

*What are the issues or policies that need attention, including consideration for updated/new fee structures and/or tax revenues?*



# Next Steps

Item 4.

## Upcoming Milestones:

- Open house #1 – closes 8/22
- Planning/P&R Commission - 9/21
- Open house #2 - Oct.
- Working-draft PROS Plan - Nov.
- Council review – Dec./Jan.