



## City Council Workshop Agenda Monday, August 07, 2023, 4:30 PM Council Chambers, 616 NE 4th AVE

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## **CALL TO ORDER**

## **ROLL CALL**

## **PUBLIC COMMENTS**

## **WORKSHOP TOPICS**

1. [Downtown Tree Succession Plan](#)  
[Presenter: Steve Wall, Public Works Director](#)  
[Time Estimate: 10 minutes](#)
2. [Camas-Washougal Fire Department \(CWFD\) Headquarters Station 41-  
Professional Services Agreement](#)  
[Presenter: Cliff Free; CWFD Fire Chief](#)  
[Time Estimate: 10min](#)
3. [Addendum to Agreement for School Resource Officer \(SRO\) Services](#)  
[Presenter: Tina Jones, Chief of Police](#)  
[Time Estimate: 10 minutes](#)
4. [City of Camas 2023 Second Quarter Financial Performance Presentation](#)  
[\(Presentation will be available at the Council Workshop\)](#)  
[Presenter: Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 15 minutes](#)
5. [PACE \(Tyler Technologies ERP\) Financials Module Go-Live Presentation](#)  
[Presenter: Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 10 minutes](#)

6. [Equity Committee Civility Statement](#)  
[Presenter: Doug Quinn, City Administrator](#)  
[Time Estimate: 15 minutes](#)
7. Climate Change Comp Plan Requirements for 2026  
Presenter: Steve Hogan, Mayor and Doug Quinn, City Administrator  
Time Estimate: 5 minutes
8. Staff Miscellaneous Updates  
Presenter: Doug Quinn, City Administrator  
Time Estimate: 10 minutes

## **COUNCIL COMMENTS AND REPORTS**

## **PUBLIC COMMENTS**

## **CLOSE OF MEETING**



## Staff Report

August 7, 2023 Council Workshop Meeting

Downtown Tree Succession Plan

Presenter: Steve Wall, Public Works Director

Time Estimate: 10 minutes

| Phone        | Email                |
|--------------|----------------------|
| 360.817.7899 | swall@cityofcamas.us |

**BACKGROUND:** To staff's knowledge, most of the mature trees located in the Downtown core were likely planted in the 1960s. They provide a tremendous canopy that provide shade, add to the "small town charm" and is commented on by visitors and patrons. However, the trees have also grown much larger than a typical "street tree" and bring with them many concerns such as lifting of sidewalks and asphalt, limbs overhanging buildings, significant foliage/leaf drops, etc. Staff has struggled through the years keeping up with the overall maintenance associated with the trees and have acknowledged publicly that many of them need to be replaced.

**SUMMARY:** Based on the community's overall sentiment towards trees in general and the significance trees play in Downtown, Staff contracted with Greenworks, a landscape architecture design firm, in 2022 to provide assistance in developing a plan that can be used to guide removal and replanting of trees in the Downtown core. Greenworks combined information from the previously completed inventory and tree condition assessment with recommendations from their landscape architects and arborists on staff to develop the attached Downtown Tree Succession Plan. The Plan generally identifies which trees should be prioritized for replacement, ways to remove and replant trees to maintain the overall canopy and feel of Downtown, potential opportunities for different ways to replant new trees, and potential species of new trees to plant, among other things. The final Downtown Tree Succession Plan is attached for Council's information.

**BUDGET IMPACT:** The Plan does not have a direct budget impact. However, the Plan essentially recommends continuous implementation (annually) and will ultimately take significant budget to complete the physical work to remove the trees, prepare the soil, replant, etc. Council has approved some funds in the past for tree replacement and staff would recommend that Council continue authorizing an annual budget for Downtown Tree Replacements.

**RECOMMENDATION:** This item is for Council's information only.

CITY OF CAMAS

# STREET TREE SUCCESSION PLAN

MARCH 2023

GREENWORKS™

City of  
**Camas**  
WASHINGTON

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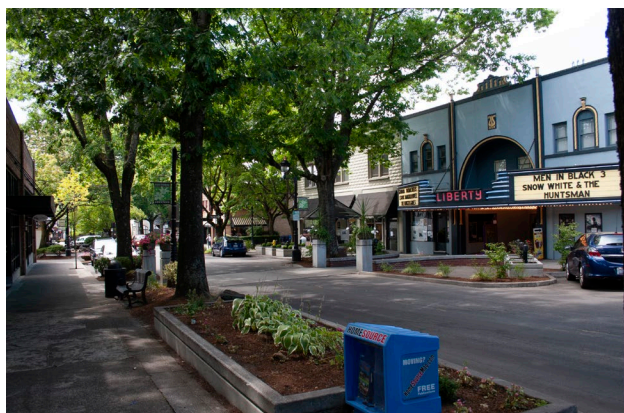
# SECTION 1

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## INTRODUCTION

## INTRODUCTION

The City of Camas downtown is characterized by beautiful tree-lined streets. These trees have created a unique sense of place for the community while also providing economic, environmental, and social benefits. Unfortunately, all trees have a limited lifespan, especially in dense urban environments. The purpose of this document is to help the City of Camas preserve the character of its downtown core through strategic replacement of its existing tree canopy. This succession plan will help reduce risks from aging trees and gradually introduce a more diverse canopy to support the city in the years to come.



## BENEFITS OF STREET TREES

Street trees provide a wide range of benefits, not only environmentally, but also economically and culturally.

The tree canopy in downtown Camas is a beloved feature of the city that helps shape the character of the downtown core. The grand oak trees have paralleled the storefronts for many years, framing the street, providing shade, and helping to create the inviting atmosphere that is unique to Camas.

Trees not only add to the aesthetic value of an urban core but also serve an important role in its infrastructure. The environmental benefits of urban trees are also well documented. Trees provide shade in the summer months, helping to provide a respite for shoppers or diners at one of Camas's local restaurants. Urban trees also help reduce urban heat island impacts, reduce stormwater runoff, and provide habitat.

## GOALS

This plan aims to guide the replacement of Camas's urban canopy within the downtown core. The plan is further guided by four specific goals:

### Healthy, Long-lived, Resilient Urban Forest

Trees are an important part of urban infrastructure, but they can also be expensive and hazardous if not properly managed. With proper planning, tree selection, and maintenance, urban trees can have healthy, long lives.

### Diversity of species and ages

Increasing diversity in both species and age of the urban canopy will help create a more robust and resilient system for years to come.

### Maintain Sense of Place for Camas

The mature and majestic urban canopy is central to the identity of Camas.

### Balance space limitations in ROW

As a well-developed downtown core, the project area is bound by spatial limitations such as sidewalks, roads, and buildings. Where possible, efforts should be taken to expand the soil available for trees. Minimize conflicts of trees with buildings, utilities, and paving. Promote long-lived, healthy trees with functional canopies.

# SECTION 2

## EXISTING CONDITIONS AND TREE INVENTORY

EXISTING CONDITIONS ANALYSIS

This tree succession plan covers the downtown core of Camas, WA from NE 3rd Ave to NE 6th Ave and from NE Adams St to NE Garfield St.

A tree inventory for part of this project area was completed in 2017 by New Day Arborist. The report surveyed 102 individual trees with DBHs ranging from 2" to 34.5". Twelve different types of trees are planted on site:

- Norway Maple (28)
- Ash, *Fraxinus spp.* (25)
- Red Oaks, *Quercus rubra* (16)
- Sweetgum, *Liquidamber spp.* (9)
- Eastern Dogwood, *Cornus spp.* (8)
- Cherry, *Prunus spp.* (5)
- Sycamore Maple, (4)
- Autumn Gold Ginko, (2)
- Fl. Pear (2)
- Red Sunset Maple (2)
- Sugar Maple (1)
- Smoke Tree (1)

The tree inventory noted a number of critical issues that helped inform this succession plan:

- Most species within the project area are Red Oaks (*Quercus rubra*) and Norway Maples.
- Most of the Norway Maple trees in the area are over-mature and showing signs of decline. The inventory recommends that the majority should be budgeted for removal and replacement.

- 80% of the trees have a concrete opening that is undersized for the size or age of the tree.
- Most of the Ash trees are small or stunted and appear to be under drought

While there are some challenges to the tree canopy, there are also some positives:

- There is a deep appreciation for the existing tree canopy within Camas.
- The existing trees are generally well spaced and do not overcrowd each other.

Additional Considerations:

- The tree inventory was only conducted for a part of the Succession Plan project area. In order to fully assess the project area, a comprehensive tree inventory for the remain blocks will need to be completed.
- The arborist inventory report covered recommendations for 86 trees within the downtown core, however GIS data provided expanded information and covered 102 total trees. The maps provided in this document utilise the expanded GIS data.
- A 2022 site visit conducted by the GreenWorks team also identified gaps in the urban canopy. These locations are opportunities to plant new trees and are indicated in the Recommendations sections of this plan.

EXISTING TREE INVENTORY

Map from GIS information provided by New Day Arborist



## CURRENT THREATS TO EXISTING TREES

Due to the density of Camas's downtown core, the street trees in this setting face many challenges that make maintaining a healthy, mature canopy difficult. Trees planted in urban environments must compete for space with pavement and various utilities, deal with heavily compacted soil, and suffer from air and soil pollution.

### Soil Volume

Most trees in downtown Camas do not have enough soil and/or suffer from soil that is too compacted. The existing trees in this zone are often constrained to narrow ROW spaces between sidewalks and roadways.



### Canopy Space

Trees also must compete for aerial space. While most of the existing trees in Camas are generally well spaced apart from each other, many trees are close to buildings and either cause conflict with the building face/ roof, or have been improperly pruned and shaped to avoid conflict, thus creating a weak tree structure. In other areas, trees are planted directly under utility lines. While many trees can grow around this, it does create a hazard for falling limbs and makes utility maintenance difficult.

### Species Diversity

Despite having a number of different tree species in the project area, actual species diversity is low in downtown Camas as most trees are Oaks, Maples, or Ash trees. Overplanting of a single species creates a monoculture system and leaves the area vulnerable to pests and disease.

### Pests and Disease

Trees are also subject to stress from biotic disorders such as pests and disease. One of the primary high-threat pest across the U.S. currently is the Emerald Ash Borer (EAB). EAB (*Agrilus planipennis* Fairmaire) is a beetle that feeds on Ash trees. The insect lays its eggs in the crevices of Ash tree bark. When they hatch, the larvae tunnel into the bark, feeding on the inner bark and destroying the vascular tissue. This severely harms and typically kills the tree. Since its discovery, EAB has killed millions of Ash trees across the country. In 2022, it was found in Forest Grove, Oregon, the first sighting in the Pacific Northwest. Mortality rates of Ash trees in the region are expected to be as high as they've been in the rest of the country.

### Climate Change

As the impacts from Climate Change become increasingly evident, urban trees will have to contend with increasingly severe weather patterns such as longer and colder winter conditions and hotter, drier summer heat and drought.

## DANGERS FROM EXISTING TREES

Existing trees that are in poor health or declining health should be attended to in an appropriate time frame as they can be a serious hazard for people, cars, utilities, and buildings. As downtown Camas is a highly trafficked area, the potential for conflict is high and high risk trees should be taken seriously.



# SECTION 3

## BEST MANAGEMENT PRACTICES

## BEST MANAGEMENT PRACTICES

The recommendations in this Succession Plan will be guided by the current best management practices (BMPs) in urban forestry and arboriculture.

The following is a list of "Ingredients of Successful Resilient Urban Trees"

### Location

This category guides all aspects of tree BMPs. Choosing the right location for street trees, and choosing the right tree for each location will help create longer-lived trees and reduce potential conflicts with existing infrastructure.



### Soil

Soil is one of the most important aspects for tree health and is often a key limiting factor for urban trees. Ideally, trees should have an appropriate soil volume for their size. It's also best to provide soil that is uncompacted and regularly has organic matter introduced. Use soil that is well-draining and rich in nutrients.



### Mulch

Mulch is a highly beneficial supplement to urban trees. Mulch helps keep the soil cool, conserves moisture, and reduces competition from unwanted plants. It also provides organic matter as it breaks down, helping to nourish trees. Aim for 2"-4" of mulch depth in a ring around the trunk. Avoid placing mulch directly against the trunk as this traps moisture and can lead to decay.

### Water and Irrigation

Water needs will vary by tree species and depend on other context pieces. It's crucial that trees get sufficient water, especially during their establishment period. Supplemental irrigation may be necessary during the summer months.

### Species Diversity

Historically many cities relied on homogenous planting plans for their street trees. While this approach is aesthetically pleasing, the canopy is more vulnerable as just one pest or disease could impact all the trees at once. It is now recommended to plant a diversity of tree species to create a more resilient system.

### Tree Planting and Establishment

Proper tree planting helps maintain a healthy canopy for the long-term. The City of Camas standard tree planting details provide good instruction on appropriate depth and width required for holes when planting new trees.

In addition to proper planting techniques, several establishment practices can be utilized to help promote healthy trees. These techniques include applying mulch, providing adequate water, structural pruning, tree stabilization and staking, and even fertilization in some select cases.

### Removal Strategies

Tree removal in urban environments can be difficult due to the proximity of other infrastructure and nearby trees. After a tree is successfully removed, consider ways to use the felled wood, such as mulch, if possible.



### Tree Preservation Strategies

As trees begin to age, strategic interventions can extend the life of existing trees and reduce the need for frequent replacement. These strategies include strategic pruning, bracing, cabling, and other plant health care strategies.

### Maintenance

Consistent and appropriate maintenance can help extend the life of urban trees.

# SECTION 4

## RECOMMENDATIONS FOR TREE SUCCESSION

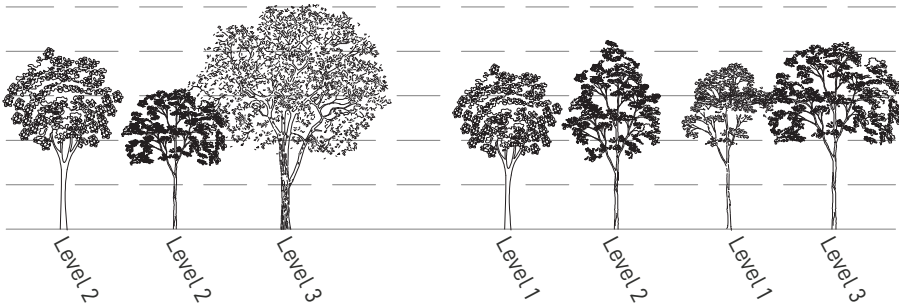
INTRODUCTION

This strategy guides the future replacement of trees so that the City of Camas retains its lush, tree-lined street character. The succession plan is broken down into three parts:

- REMOVE** This step provides recommendations for which trees should be removed first and canopy phasing.
- REPLACE** This step provides suggestion on suitable replacement trees.
- IMPROVE** This section provides recommendations for possible street infrastructure improvements that could happen alongside tree replanting to support a long-living healthy canopy.

This succession plan also recommends strategies for planting techniques of new trees, ongoing maintenance, and best management practices to foster a healthy canopy in perpetuity. These recommendations are based upon the 2017 Arborist Inventory, on-site assessments, and visual assessments.

TREE SUCCESSION DIAGRAM



**Existing Conditions:**  
Some diversity in species and age but many trees in moderate or poor health.  
  
See page 22 for descriptions of Level 1, Level 2, and Level 3 trees.



**0-5 Years**  
Dead, hazardous, and high risk trees removed and replaced.



**5-10 Years:**  
Level 2 trees replaced. All trees monitored for changes in health.



**10+ Years:**  
Level 3 trees begin to decline in health and will need to be replaced.  
  
Plant trees in gaps in the tree canopy.



**Goal:**  
Healthy canopy with a diversity of tree species and ages.

REMOVE

The 2017 Arborist Inventory is instrumental in understanding existing tree health. The inventory collected tree health information for each surveyed tree and categorized them into “good, fair, or poor” health.

These categories formed the baseline for the recommended removal timeline. Trees are recommended for removal and replacement based on the following criteria:

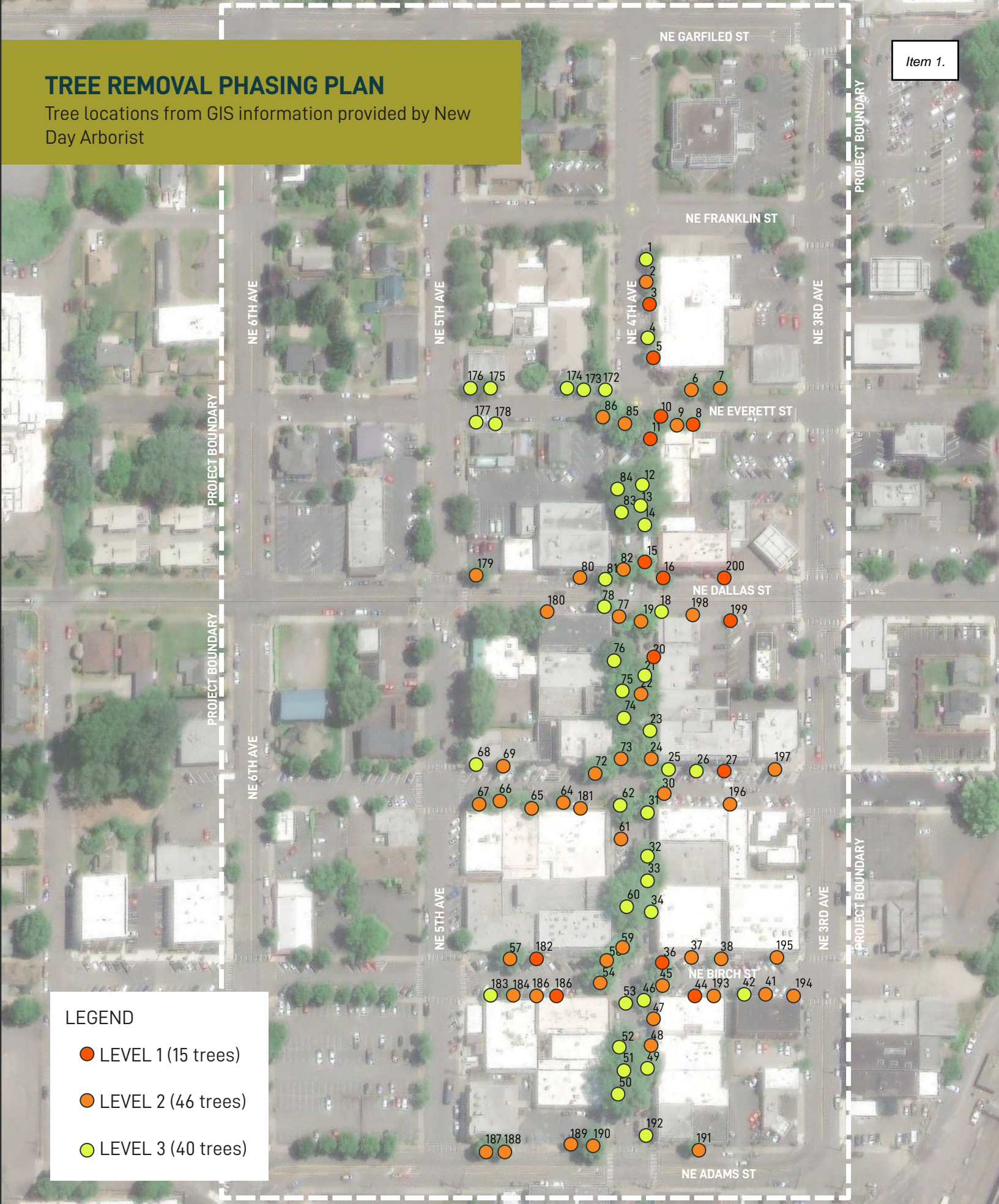
- Level 1: Urgent/High Risk/Hazard Tree  
Timeframe: 0-5 years  
Remove any dead or dying trees or trees classified as 'high risk'. Remove dead wood in the canopy of all species.
- Level 2: Moderate  
Timeframe: 5-10 years  
Tree is in moderate or poor health but does not immediately pose a risk. Remove and replace on an ongoing basis as time and budget allows. This category generally includes
- Level 3: Good  
Timeframe: Monitor  
Tree currently in good health. Monitor every 10 years. If tree health declines, consider moving it to Level 1 or Level 2 as needed.

Level 4: Infill  
Timeframe: Ongoing  
Infill identified gaps in the streetscape with recommended trees.

- Additional notes and considerations related to the removal timeline:
- The tree inventory was only conducted for a part of the Succession Plan project area. If the tree inventory is updated or expanded in the future, that report will supplement the recommendations in this section.
  - The level assigned to each tree may need to be adjusted based on severe weather, stress, or other conditions.
  - All Ash trees on site have been placed in the 'Level 2' category to reflect the specific health risks they face from the Emerald Ash Borer.

TREE REMOVAL PHASING PLAN

Tree locations from GIS information provided by New Day Arborist

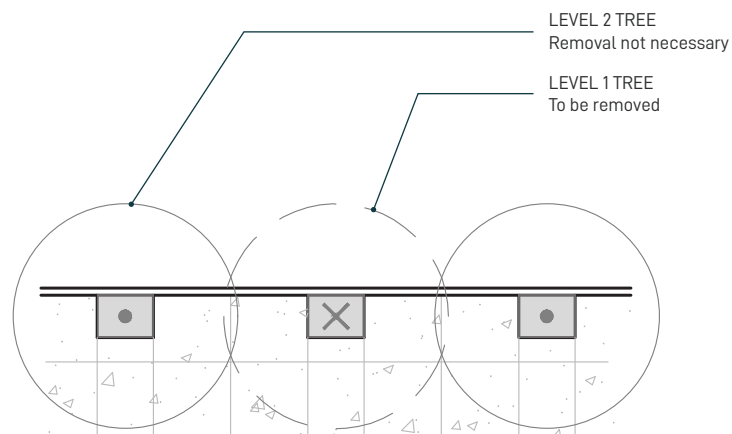


## REMOVE cont.

In order to maintain phasing and diversity of age within the tree canopy, removal and replacement should not happen all in the same year.

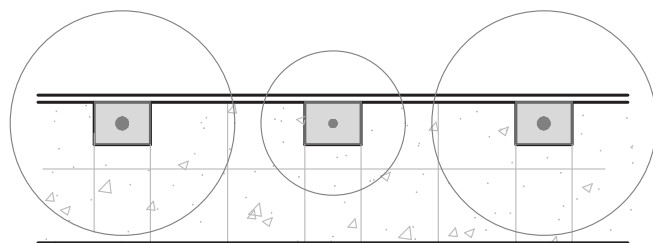
Spatial context should also be taken into consideration. Generally, it is not recommended to remove all the trees on a single block face at the same time UNLESS where doing so will allow for infrastructure changes to support healthier trees in the long term.

Additionally, in some instances, it may make sense to remove Level 2 trees earlier to support these larger infrastructure changes as well.



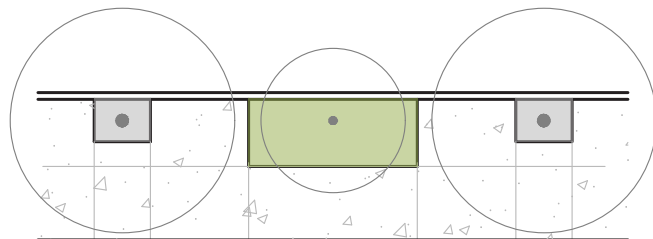
### Existing Conditions:

Sidewalk with street trees. Tree wells are undersized and soil volume is too small. One tree is listed as Level 1 and ready for removal.



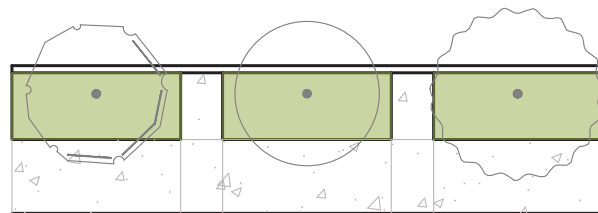
### Option 1:

Remove and replace single Level 1 tree. No supplemental infrastructure improvement. Lowest cost in the short term. Option not recommended as it does not improve tree health long-term.



### Option 2:

Remove and replace single Level 1 tree with supplemental infrastructure improvement to increase soil volume. Moderate cost in the short term. Some improvement in individual tree health however infrastructure is piecemeal.



### Option 3:

Remove and replace Level 1 tree and adjacent Level 2 trees. Higher upfront cost but cost savings over time. Improved soil volume increases long-term tree health and reduces maintenance costs.

### Example removal phasing of Level 1 Trees:

|        |   |   |
|--------|---|---|
| Year 1 | Trees to remove: 44, 10, 11<br>Additional maintenance: Deadwood removal on 8, 27  | Tree 44 considered high risk and trees 10 and 11 considered moderate risk. Remove dead branches to decrease risk in remaining trees |
| Year 2 | Trees to remove: 16, 20, 36<br>Additional maintenance: Remove any additional deadwood. Monitor canopy health for changes.     | Remove and replace tree 16 so there is diversity in age between 15 and 16 at this corner. Decay in 36.                              |
| Year 3 | Trees to remove: 3, 5, 182<br>Additional maintenance: Consider additional improvements in this area to increase planter size. | Group removal of 3 and 5 together to increase ability to improve infrastructure for additional soil volume.                         |
| Year 4 | Trees to remove: 8, 15, 27, 186<br>Additional maintenance: Remove any additional deadwood. Monitor canopy health for changes. | Trees not currently identified as immediate risk. Monitor and remove earlier if conditions change.                                  |

Note: This phasing recommendation is based on tree health and risk as noted in the 2017 arborist report. Adjustments may be needed in response to changes in tree health and risk.

### Considerations:

- Remove high risk and hazardous trees first.
- Generally trees to be removed are phased spatially across the area to support age diversity.

REPLACE

Suggestions for proposed trees are guided by the adage “right tree, right place.”

- Tree Replacement Guidelines
- New trees should be planted with a diverse range of species.
  - No species shall exceed 20% of total site area and no species should make up more than half the trees of each block face.
  - No large trees should be planted under overhead utilities.

Recommended tree species for each location are broken into categories rather than specific species. Each category contains a few species that can be chosen from for the site based on availability, surrounding species diversity, and other considerations. All recommended species were selected for drought tolerance in anticipation of further climate change.

- Recommendations were made based on the following spatial elements:
- 1) Existing sidewalk width
  - 2) Overhead Utilities
  - 3) Distance to Adjacent Buildings
  - 4) Adjacent Trees

**Planting under overhead utilities**  
Trees recommended for under powerlines are marked with an \* next to species name.

- Small and Ornamental
  - Galaxy Magnolia, *Magnolia 'Galaxy'* \*
  - *Cornus 'Eddie's White Wonder'* \*
  - Redbud 'Summers Tower', *Cercis canadensis* \*
- Broadleaf Evergreen
  - Canyon Live Oak, *Quercus chrysolepis*
  - Oregon Myrtle, *Umbellularia californica*
  - Cork Oak, *Quercus suber*
  - Silverleaf Oak, *Quercus hypoleucoides*
  - Bambooleaf Oak, *Quercus myrsinifolia*
- Medium Deciduous
  - Cascara, *Rhamnus purshiana*
  - Honeylocust, *Gleditsia triacanthos*
  - Starlight Dogwood, *Cornus kousa x nutallii 'KN4-43'* \*
  - Hackberry, *Celtis occidentalis*
  - Wireless Zelkova, *Zelkova serrata 'Wireless'* \*
- Large Deciduous (Plant 35'-45' apart)
  - Oregon White Oak, *Quercus garryana*
  - Espresso Kentucky Coffeetree, *Gymnocladus dioica* 'Espresso'
  - Presidential Gold Ginko, *Ginko biloba 'The President'*
  - Frontier Elm, *Ulmus 'Frontier'*

LEGEND

● Small or Ornamental Tree

● Broadleaf Evergreen Tree

● Medium Deciduous Tree

● Large Deciduous Tree

● Small tree recommended, Medium possible with infrastructure improvements

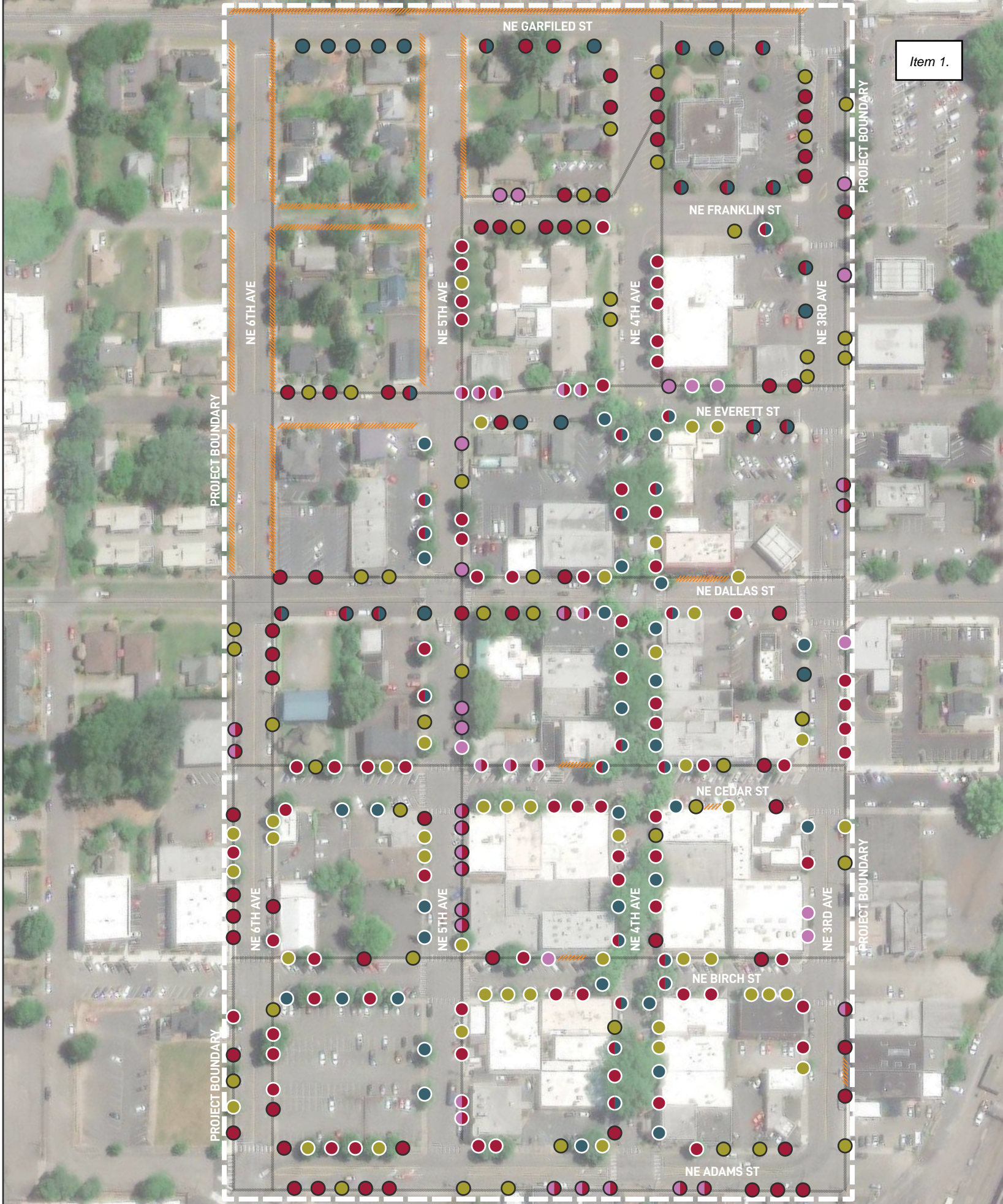
● Medium tree recommended, Large possible with infrastructure improvements

○ Existing Tree Replacement

○ Gap or Infill Tree

— Overhead Utility

Existing sidewalk too narrow to support street trees. Consider future improvements to widen sidewalk.



## IMPROVE

In addition to selecting the most appropriate tree for each location, long-term canopy health should also be supported by additional improvements in infrastructure where possible.

This section lists a number of possible improvements that should be considered in alongside tree replacement.



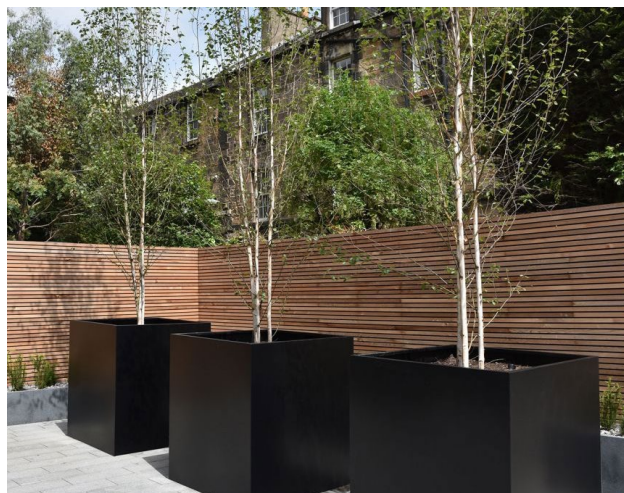
### Increase Tree Well Size

As mentioned, one of the most beneficial factors in maximizing tree health is soil volume. Consider ways to enlarge this in the existing ROW space. When additional width is not available, tree wells can be made longer and still provide benefits to the tree.



### Co-Planting

Including ground cover plants in the tree well can help support a healthy canopy as well. Co-planting helps support healthy soil by increasing organic matter. It can also help reduce compaction by discouraging foot traffic over the tree well and can assist in taking up stormwater as well.



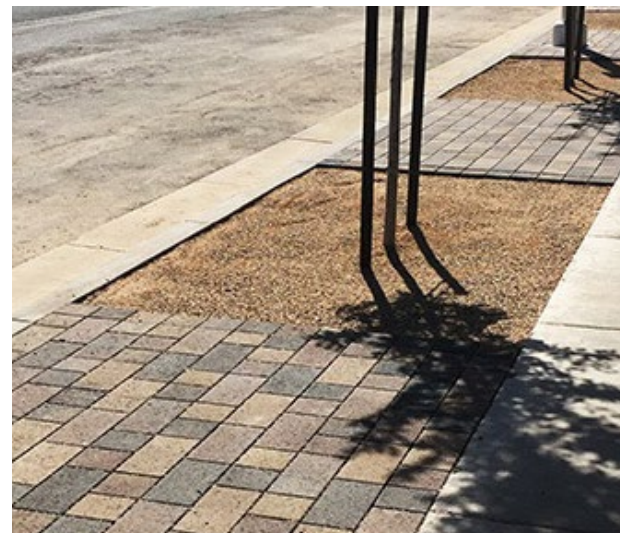
### Raised Planter

Planter boxes can help provide additional soil volume by using vertical space when horizontal space is not available. Raised planters come in variety of styles and can be purchased off the shelf or customized designed for Camas.



### Tree Grates

Tree grates can be a useful tool when space is limited. Tree grates help to preserve pedestrian space while also providing soil below for the tree. However, tree grates are not always the best option for the tree as they can outgrow the size of the grate, thus damaging the overall tree health.



### Permeable Pavers

Permeable pavers allow water to infiltrate into the soil below instead of running off. This also puts less pressure on the stormwater system and reduces irrigation needs for trees.



### Structural Soils

Structural soils are a type of soil medium that can be compacted to support paving but still allow for root growth by urban trees. It is generally comprised of a certain percentage of soil and carefully graded crushed gravel.



### Structural Cells & Suspended Pavement

Suspended pavement systems allow for the weight of hardscape elements to be supported while providing a larger area of uncompacted soil for trees to use. Suspended pavement systems are typically modular, such as the Silva Cell system.

# APPENDIX A

## FULL SIZE MAPS

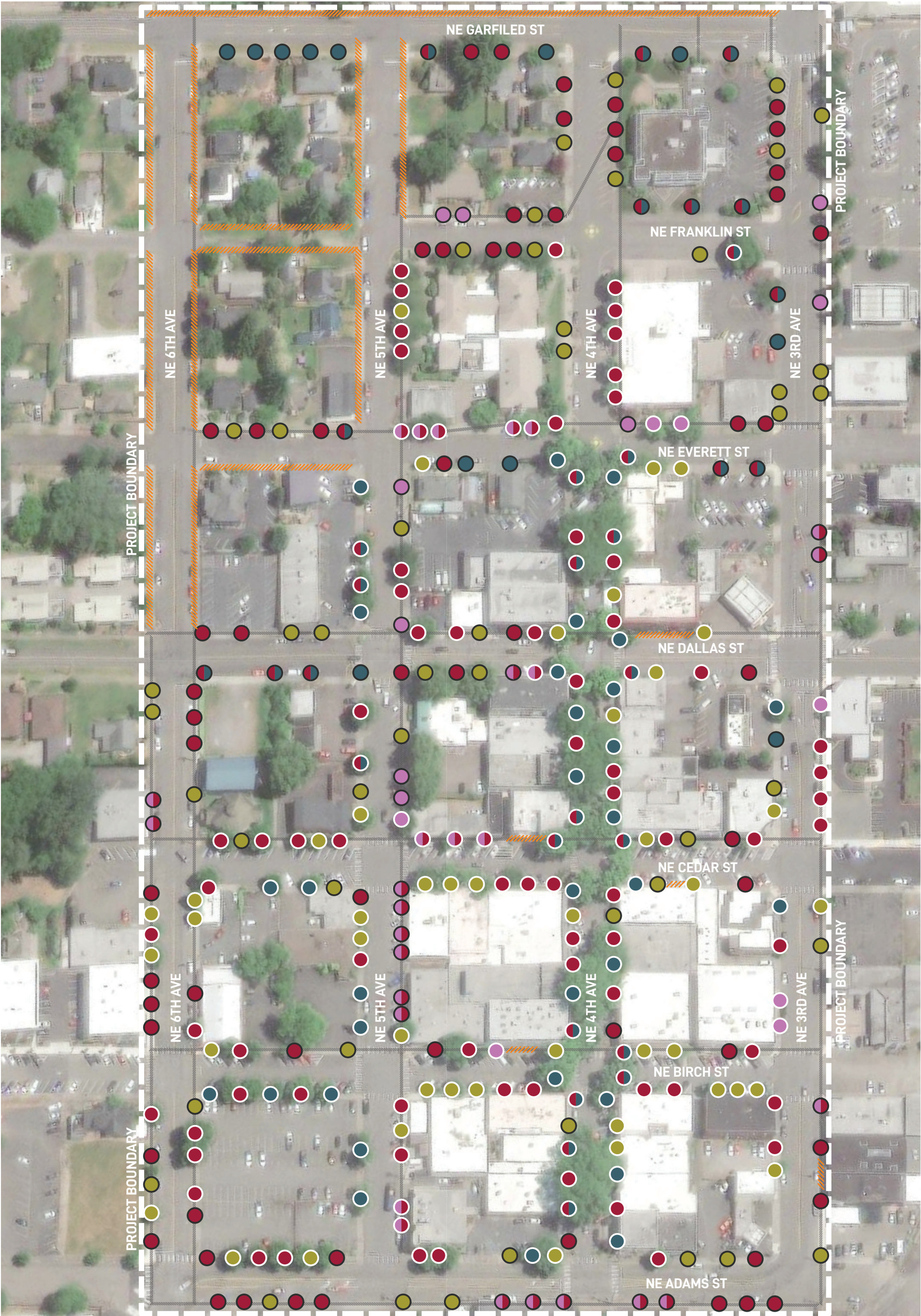


### TREE REMOVAL PHASING PLAN

Tree locations from GIS information provided by New Day Arborist

**LEGEND**

- LEVEL 1 (15 trees)
- LEVEL 2 (46 trees)
- LEVEL 3 (40 trees)



### TREE REPLACEMENT PLAN

#### LEGEND

|                          |  |                           |   |
|--------------------------|--|---------------------------|---|
| Small or Ornamental Tree | Small tree recommended, Medium possible with infrastructure improvements | Existing Tree Replacement | Overhead Utility  |
| Broadleaf Evergreen Tree | Medium tree recommended, Large possible with infrastructure improvements | Gap or Infill Tree        | Existing sidewalk too narrow to support street trees. Consider future improvements to widen sidewalk. |
| Medium Deciduous Tree    |  |                           |   |
| Large Deciduous Tree     |  |                           |   |

# APPENDIX B

## ARBORIST TREE INVENTORY



City of Camas- Tree Inventory- Downtown Camas

1620 SE 8<sup>th</sup> Ave. Camas, Wa

Denis Ryan

Jim Gant

New Day Arborist

1415 NE 199<sup>th</sup> St. Ridgefield WA 98642

Jeff Day- Owner

[Jeff@newdayarborist.com](mailto:Jeff@newdayarborist.com)

360-608-8160

10.2.17



#### Assumptions and Limiting Conditions

1. This report is in no way to be considered a complete hazard tree evaluation, nor does the consultant take any responsibility for the inactions of others in dealing with this matter.
2. Any legal description provided to the consultant is assumed to be correct.
3. It is assumed that this property is not in violation of any codes, statutes, ordinances, or other governmental regulations other than those that may be identified in this report.
4. The consultant cannot be responsible for information gathered from others involved in various activities pertaining to this project. Care has been taken to obtain information from reliable sources.
5. The consultant cannot be responsible for work conducted by any other arborist, contractor or worker attempting to fulfill the requirements and/or specifications contained in this report.
6. Loss or alteration of any part of this report invalidates the entire report. Ownership of any document by the intended client shall only be valid after full payment for such document(s) has been received by New Day Arborist LLC.
7. The production of this report by New Day Arborist, LLC is a complete production in accordance to the scope of work requested by the client. Any additional tasks, including reproduction of report, phone consultation, production of additional documents, arbitration, deposition, testimony, or any other related service shall be billed at the standard rates for such services as determined by the current Fee Schedule of New Day Arborist, LLC, and will be the responsibility of the client.
8. Any and all claims, losses, expenses, injuries, or damages arising out of or any way related to this report or this agreement by reason or any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrongdoing shall not exceed the total compensation received by New Day Arborist LLC. under this Agreement.

#### Arborist Disclosure Statement

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living, working and playing near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of trees. Trees are living organisms that fail in ways that we do not fully understand. Conditions are often hidden within trees or below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Even healthy trees with little to no observable defect or disease can begin to fail when wind speeds exceed average high annual wind speeds, and under snow and ice loads; such events cannot be managed or predicted.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.



## Observations

This is the main street shopping area of Camas with at least 70 small to medium business entities and many community events that occur in this vicinity. It is high traffic area with parking on both sides of the street and a high volume of pedestrian's during business hours. It is quintessential of "old town America".

There are seven species that are planted in this area. They are;

- Norway Maples-34
- Red Oaks, *Quercus rubra* - 14
- Ash, *Fraxinus* spp. 24
- Liquidamber spp. sweetgum 9
- *Prunus* spp. Fl. Cherry 3
- *Cornus* spp.. 5
- Fl. Pear 2

The majority of canopy is provided by two species, the Oaks and Maples. The other varieties are relatively small and insignificant in the area. In fact most are under drought stress, (Ash) and are disfigured. The concrete opening for 80% of the trees is too small, most being less than 3'. Soil levels are high; there is no provision for watering the trees. There is surprisingly little concrete uplifting.

The Norway Maple spp. is a relatively short lived tree, with 50-60 years in these conditions being a long life. Most of the specimens are over-mature, over pruned and showing signs of decline.

The red Oaks are a massive organism and when planted in the ideal space, (large parks) are a very special tree. A few of the specimens had end weight reduction cuts made, the effect was to make the trees narrow and not overhang the building. These are a longer lived tree spp. but usually there are many underground utilities issues that arise. This causes concern any time roots are cut during utility repair, replacement, or construction. This area of the world can experience very high winds because of the proximity to the Columbia gorge.

The *Fraxinus* spp. Ash was planted within the last 5-7 years, (I'm guessing). Most are stunted and insignificant. The openings are too small, the quality of trees was poor. The biggest issue is what is coming our way, (Emerald Ash Borer). No one is planting this species anymore.

Throughout the canopy there are Christmas lights that are attached. On many of the trees we looked at this is too tight and cutting into the cambium. Attempting to decrease the number of years between light service will help reduce this issue.

## Discussion

This is a highly visible area in an affluent community. Most of the Maples should be budgeted for removal and replacement inside of 5 years. The Oaks are too large for this area but I fear the repercussions and politics surrounding this species will be overpowering. It will take strong leadership to make some of the changes that need to be made. I believe the future of this area has great potential but it will take a large budget and planning to pull my recommendations off.

## Recommendations

Short term- Budget for removal of dead or dying trees and removal of dead wood in the canopy of all species. Have discussions about conditions of Oak trees in this area.

Medium term - Have a landscape architect redesign this area with raised planters, larger opening, fewer but more significant trees. Have a company like New Day Arborist consult on locations of tree placement and design ideas with landscape Architect.

Long term- Budget and implement plan over a 2-3 year time frame.

The recommendation for removal in the tree inventory is subject to City of Camas's long term goals. If the City is interested in re-design of the downtown canopy, replacement trees can wait until a more established plan is in place.

At the end of this report are several pictures that I have searched that may provide an idea to the future that I see as a possibility for Camas. My idea is to keep the "old town" feeling while adding a "modern" flair.

If you have any questions, please let me know.

Jeff Day,  
360-608-8160  
Jeff@newdayarborist.com  
Board Certified Master Arborist, PN-6989BM  
ISA Tree Risk Assessment Qualified  
ASCA Registered Consulting Arborist # 525



| New Day Arborist                   |                      |             |  |                |                                       |  |
|------------------------------------|----------------------|-------------|--|----------------|---------------------------------------|--|
| Tree Inventory and Assessment Form |                      |             |  |                |                                       |  |
| Tree #                             | Species              | DBH<br>Inch | Location Lat X Lng   | Approx. Height | Defects                               | Mitigation                                   |
| 1                                  | Acer- Norway Upright | 15          | NE 4th Ave.<br>NE Franklin St.<br>Lat 45.586 Long-<br>122.401900 | 20             | Small Concrete Opening- one low limb  | Increase size of planter- raise canopy       |
| 2                                  | Acer- Sp. Norway     | 14          | 45.586987X -122.401900   | 20             | Small Concrete opening                | Increase size of planter- raise canopy       |
| 3                                  | Acer Norway          | 12          | 45.586963 X -122.401910  | 20             | Canopy in decline- opening too small  | budget for removal                           |
| 4                                  | Acer Norway          | 16          | 45.586905 X -122.402139  | 20             | Opening too small                     |  |
| 5                                  | Acer Norway          | 13          | 45.586831 X -122.402139  | 20             | Opening too small                     | Increase size of planter-- 5-10 yr life span |
| 6                                  | Liquidamber          | 14          | 45.586617 X -122.402132  | 20             | Topped- Under wire                    | slightly low on street side- raise canopy    |
| 7                                  | Liquidamber          | 24          | 45.586537 X-122.402059   | 25             | Blowing up sidewalk                   | Remove and replace                           |
| 8                                  | Liquidamber          | 13.5        | 45.586527 X-122.402280   | 30             | 3 leaders- concrete opening too small | subordinate two - increase planter size      |

| New Day Arborist                   |              |      |                         |                |   |  |  |
|------------------------------------|--------------|------|-------------------------|----------------|---|--|--|
| Tree Inventory and Assessment Form |              |      |                         |                |   |  |  |
| Tree #                             | Species      | DBH  | Location Lat X Lng      | Approx. Height | Defects   | Mitigation                                       |  |
|                                    |              | Inch |                         |                |   |  |  |
| 9                                  | Liquidamber  | 12   | 45.586561 X -122.402354 | 30             | A few long limbs over building                    | end weight reduction                             |  |
| 10                                 | Norway Maple | 20   | 45.586561 X -122.402354 | 30             | Canopy in decline                                 | replace  |  |
| 11                                 | Norway Maple | 19.5 | 45.586649 X -122.402507 | 30             | Declining   | budget for replacement                           |  |
| 12                                 | Red Oak      | 25   | 45.586550X -122.402780  | 60             | Co-dominant attachment at 10'-raising of concrete | will continue to cause issue with infrastructure |  |
| 13                                 | Red Oak      | 25.5 | 45.58551X -122.402832   | 60             | Nice tree - very large for space allowed          | low limb over parking- raise canopy              |  |
| 14                                 | Liquidamber  | 9    | 45.586400 X -122.402887 | 30             | small opening                                     | increase size of planter                         |  |
| 15                                 | Norway Maple | 19   | 45.586339 X -122.403105 | 30             | declining   | replace  |  |
| 16                                 | Norway Maple | 15   | 45.586244X -122.403083  | 20             | declining   | replace  |  |

| New Day Arborist                   |                |             |                         |                |   |  |
|------------------------------------|----------------|-------------|-------------------------|----------------|---|--|
| Tree Inventory and Assessment Form |                |             |                         |                |   |  |
| Tree #                             | Species        | DBH<br>Inch | Location Lat X Lng      | Approx. Height | Defects                                     | Mitigation   |
| 17                                 | Flowing Cherry | 5           | 45.586085X -122.403170  | 12             | concrete opening is too small               | increase size of opening                           |
| 18                                 | Flowing Cherry | 6.5         | 45.586156 X-122.403182  | 12             | damage to trunk- cars                       |  |
| 19                                 | Norway Maple   | 19          | 45.586219 X-122.403339  | 35             | declining- deadwood.                        | Budget for removal 3-5 yrs.<br>Remove deadwood now |
| 20                                 | Cornus florida | 9           | 45.586146 X -122.403500 | 12             | over pruned                                 | Budget for removal 3-5 yrs.<br>Remove deadwood now |
| 21                                 | Red Oak        | 29          | 45.586109 X-122.403641  | 60             |   | reduce limbs over structure                        |
| 22                                 | Liquidamber    | 10          | 45.586056X -122.403673  | 25             |   | some limbs too low- raise                          |
| 23                                 | Liquidamber    | 9.5         | 45.585973X-122.403813   | 30             | concrete opening is too small               |  |
| 24                                 | Norway Maple   | 23.5        | 45.585929 X-122.403945  | 40             | small amount of deadwood.- grade is raised. | no more bark- soil grade too high                  |

| New Day Arborist<br>Tree Inventory and Assessment Form |              |             |                        |                |                                 |                                   |
|--|--------------|-------------|------------------------|----------------|---------------------------------|-----------------------------------|
| Tree #   | Species      | DBH<br>Inch | Location Lat X Lng     | Approx. Height | Defects                         | Mitigation                        |
| 25   | Norway Maple | 16          | 45.585856X-122.403969  | 30             | Wire should be removed          | Remove wire                       |
| 26   | Liquidamber  | 9.5         | 45.585736X-122.403872  | 30             |                                 |                                   |
| 27   | Ash          | 7           | 45.585591X-122.403771  | 25             | drought stressed- poor specimen | increase size of concrete opening |
|  | Ash          |             | Not tagged bad shape   |                |                                 |                                   |
| 28   | Ash          | 3           | 45.585534X-122.403842  | 12             |                                 | increase size of concrete opening |
| 29   | Ash          | 3           | 45.585573X-122.403939  | 12             |                                 | ince                              |
| 30   | Norway Maple | 18          | 45.585740X-122.404078  | 30             | declining canopy                | replace                           |
| 31   | Norway Maple | 18          | 45.585751X-122.404.154 | 30             | dead wood                       | remove wire                       |

| New Day Arborist                   |              |      |                       |                |  |                          |  |
|------------------------------------|--------------|------|-----------------------|----------------|--|--------------------------|--|
| Tree Inventory and Assessment Form |              |      |                       |                |  |                          |  |
| Tree #                             | Species      | DBH  | Location Lat X Lng    | Approx. Height | Defects  | Mitigation               |  |
|                                    |              | Inch |                       |                |  |                          |  |
| 31                                 | Ash          | 2    | 45.585712X-122.404350 | 12             | Dead   | removal                  |  |
| 32                                 | Red Oak      | 20   | 45.585619X-122.404432 | 40             | Dead wood  | remove dead wood         |  |
| 33                                 | Red Oak      | 22   | 45.585610X-122.404550 | 60             | Dead wood  | remove dead wood         |  |
| 34                                 | Red Oak      | 24   | 45.585558X-122.404599 | 60             | too much pruning- small dead wood.<br>over sized | remove dead wood         |  |
| 35                                 | Ash          | 2.5  | 45.585545X-122.404689 | 12             | concrete opening too small                       | increase concrete opeing |  |
| 36                                 | Norway Maple | 24   | 45.585377X-122.404775 | 25             | declining- small amount of dead wood             | budget for removal 3 yrs |  |
| 37                                 | Ash          | 2    | 45.585218X-122.404753 | 12             | small concrete opening                           | increase concrete opeing |  |
| 38                                 | Ash          | 7.5  | 45.585218X-122.404753 | 17             | small concrete opening                           | increase concrete opeing |  |

| New Day Arborist                   |                |      |                       |                |  |   |  |
|------------------------------------|----------------|------|-----------------------|----------------|--|---|--|
| Tree Inventory and Assessment Form |                |      |                       |                |  |   |  |
| Tree #                             | Species        | DBH  | Location Lat X Lng    | Approx. Height | Defects  | Mitigation                                |  |
|                                    |                | Inch |                       |                |  |   |  |
| 39                                 | Ash            | 8    | 45.585006X-122.404472 | 20             | Small concrete opening- poor<br>specimine                              | Increase size                             |  |
| 40                                 | Maple          | 6    | 45.584872X-122.404455 | 15             | Declining  | budget for Removal                        |  |
| 41                                 | Maple          | 4.5  | 45.584977X-122.404614 | 15             | Small concrete opening Poor<br>specimine                               | increase concrete opening                 |  |
| 42                                 | Maple          | 8    | 45.585000X-122.404635 | 20             | Increase size of concrete opening-<br>low limbs                        | increase concrete opening.<br>Remove limb |  |
| 43                                 | Ash            | 2.5  | 45.585144X-122.404733 | 15             | small concrete openings  |   |  |
| 44                                 | Maple          | 7    | 45.585158X-122.404775 | 20             | stem damage at base  | budget for Removal                        |  |
| 45                                 | Maple          | 23.5 | 45.585283X-122.404934 | 30             | wire too tight. Soil raised around<br>trunk. Small amount of dead wood | take wire off- remove dead<br>wood        |  |
| 46                                 | Cornus florida | 11.5 | 45.585377X-122.405047 | 15             | grade too high   | remove soil from base of trunk            |  |

| New Day Arborist                   |              |      |                       |                |   |                             |  |
|------------------------------------|--------------|------|-----------------------|----------------|---|-----------------------------|--|
| Tree Inventory and Assessment Form |              |      |                       |                |   |                             |  |
| Tree #                             | Species      | DBH  | Location Lat X Lng    | Approx. Height | Defects                                 | Mitigation                  |  |
|                                    |              | Inch |                       |                |   |                             |  |
| 47                                 | Ash          | 7    | 45.585291X-122.405137 | 20             | Nice tree no problems                   |                             |  |
| 48                                 | Liquidamber  | 7.5  | 45.585208X-122.405262 | 25             |   |                             |  |
| 49                                 | Red Oak      | 32.5 | 45.585172X-122.404411 | 65             | Wires                                   | remove wire                 |  |
| 50                                 | Red Oak      | 33   | 45.585141X-122.405401 | 70             | Cluster branching/ water meter at base. | consider removal            |  |
| 51                                 | Red Oak      | 27   | 45.585206X-122.405453 | 70             | heavy reduction cuts in past            |                             |  |
| 52                                 | Red Oak      | 27   | 45.585278X-122.405321 | 70             | heavy reduction cuts in past            | splinter growth             |  |
| 53                                 | Cornus Sp.   | 2    | 45.585354X-122.405057 | 10             | too small of a species in this space    | wrong tree in this location |  |
| 54                                 | Norway Maple | 26   | 45.585497X-122.405081 | 40             | small amount of dead wood.              | remove                      |  |

| New Day Arborist                   |               |             |                       |                |  |   |
|------------------------------------|---------------|-------------|-----------------------|----------------|--|---|
| Tree Inventory and Assessment Form |               |             |                       |                |  |   |
| Tree #                             | Species       | DBH<br>Inch | Location Lat X Lng    | Approx. Height | Defects  | Mitigation                                      |
| no tag                             | Cornus Kousa  | 4           | 45.585538X-122.405212 | 10             |  |   |
| 55                                 | Acer          | 10          | 45.585633X-122.505305 | 20             | Concrete opening too small                                       | Increase size of concrete opening               |
| 56                                 | Cornus sp.    | 6           | 45.585675X-122.405304 | 18             | construction damage  |   |
| 57                                 | Ash           | 18          | 45.585818X-122.405294 | 18             | heavy limbs over building  | end weight reduction. Increase concrete opening |
| no tag                             | Ash           | 4.5         | 45.585695X-122.405276 | 15             | trunk damage   | remove- increase concrete opening               |
| 58                                 | Maple- norway | 22.5        | 45.585530X-122.404980 | 35             | some lower limbs over parking area.<br>Small amount of dead wood | raise canopy. Or remove                         |
| 59                                 | Norway Maple  | 23.5        | 45.585488X-122.404877 | 40             | light canopy. Small amount of dead wood                          | 5 years left. Not strong specimen               |
| 60                                 | Red Oak       | 34.5        | 45.585623X-122.404706 | 80             | Some limbs over building   |   |

| New Day Arborist                   |         |             |                       |                |   |                                   |
|------------------------------------|---------|-------------|-----------------------|----------------|---|-----------------------------------|
| Tree Inventory and Assessment Form |         |             |                       |                |   |                                   |
| Tree #                             | Species | DBH<br>Inch | Location Lat X Lng    | Approx. Height | Defects   | Mitigation                        |
| no tag                             | Ash     | 2           | 45.585732X-122.404535 | 12             | Dead- Increase size of concrete opening             | Remove                            |
| 61                                 | Ash     | 3           | 45.585766X-122.404396 | 15             | Small concrete opening                              | Increase size of concrete opening |
| 62                                 | Maple   | 19          | 45.585829X-122.404221 | 35             | light canopy small amount of dead wood              | short timer- budget for removal   |
| 63                                 | Maple   | 26          | 45.585961X-122.404228 | 35             | over 50% canopy dead                                | hazard tree- remove               |
| no tag                             | Ash     | 4           | 45.585944X-122.404264 | 20             | Poor specimen Increase size of concrete hole        | remove- increase concrete opening |
| 64                                 | Ash     | 12          | 45.586027X-122.404360 | 30             | a few limbs on the building                         | end weight reduction              |
| 65                                 | Ash     | 17.5        | 45.586133X-122.404494 | 30             | Poor specimen Increase size of concrete hole        | removal                           |
| 66                                 | Ash     | 17          | 45.586249X-122.404628 | 30             | small opening. Telephone pole rubbing. Wire on stem | increase size of opening          |

| New Day Arborist                   |                |             |                       |                |   |                      |
|------------------------------------|----------------|-------------|-----------------------|----------------|---|----------------------|
| Tree Inventory and Assessment Form |                |             |                       |                |   |                      |
| Tree #                             | Species        | DBH<br>Inch | Location Lat X Lng    | Approx. Height | Defects                                 | Mitigation           |
| 67                                 | Ash            | 16.55       | 45.586355X-122.404691 | 35             | Small opening.                          |                      |
| 68                                 | Flowering pear | 5           | 45.586378X-122.404571 | 17             | low limbs in visual space               | raise canopy. Hazard |
| 69                                 | Ash            | 4           | 45.586330-X122.404498 | 17             |   |                      |
| 70                                 | Flowering Pear | 12          | 45.586227X-122.404407 | 17             | low limbs in visual space               | raise canopy         |
| 71                                 | Ash            | 21          | 45.586147X-122.404290 | 25             | Dead- Increase size of concrete opening | hazard tree- remove  |
| 72                                 | Maple          | 22          | 45.585982X-122.404203 | 40             | some low dead limbs                     | Remove dead limbs    |
| 73                                 | Maple          | 31          | 45.585945X-122.404604 | 45             | light canopy. Some dead wood            |                      |
| 74                                 | Red Oak        |             | 45.586066X-122.403858 |                | some low limbs over street              | Raise                |

| New Day Arborist                   |         |             |                       |                |                                   |                                    |
|------------------------------------|---------|-------------|-----------------------|----------------|-----------------------------------|------------------------------------|
| Tree Inventory and Assessment Form |         |             |                       |                |                                   |                                    |
| Tree #                             | Species | DBH<br>Inch | Location Lat X Lng    | Approx. Height | Defects                           | Mitigation                         |
| 75                                 | Red Oak | 22          | 45.586172X-122.403740 | 60             | Small dead wood                   |                                    |
| 76                                 | Red Oak | 28          | 45.586215X-122.403603 | 65             | heavily weighted over building    | reduce branch length over building |
| 77                                 | Maple   | 17          | 45.586334X-122.403477 | 35             | light canopy                      | budget for removal                 |
| 78                                 | Maple   | 17.5        | 45.586347X-122.403441 | 30             | light canopy                      |                                    |
| no tag                             | Ash     | 2.5         | 45.586395X-122.403509 | 15             | dead                              | removal and replace                |
| 79                                 | Ash     | 3           | 45.586514X-122.403675 | 15             | increase size of concrete opening |                                    |
| 80                                 | Prunus  | 10          | 45.586458X-122.403494 | 15             | poor specimen                     | remove                             |
| 81                                 | Maple   | 18          | 45.586.51X-122.403373 | 30             | Light canopy                      | remove                             |

| New Day Arborist                   |         |             |                       |                |                                   |                    |
|------------------------------------|---------|-------------|-----------------------|----------------|-----------------------------------|--------------------|
| Tree Inventory and Assessment Form |         |             |                       |                |                                   |                    |
| Tree #                             | Species | DBH<br>Inch | Location Lat X Lng    | Approx. Height | Defects                           | Mitigation         |
| 82                                 | Maple   | 19          | 45.586349X-122.403156 | 45             | Light canopy Dead wood throughout | Remove             |
| 83                                 | Red Oak | 22          | 45.586407X-122.402879 | 65             | Cluster branching.                | Structural pruning |
| 84                                 | Red Oak | 24          | 45.586557X-122.402894 | 65             | Cluster branching. Few low limbs  | structural pruning |
| 85                                 | Maple   | 25          | 45.586709X-122.402576 | 40             | Dead wood throughout              | remove dead limbs  |
| 86                                 | Maple   | 24          | 45.586763X-122.402581 | 40             | Topped in past. Light canopy      | remove dead limbs  |



One idea for a more interesting planting space.



Creating larger openings for the trees, and adding a more “interactive” place for pedestrians.

This helps to reduce the amount of compacted soil around the tree. The planters should be as large as possible. Overall, my idea is fewer trees, but higher end species, quality, and more consideration to location through the downtown area.



## Fee Proposal

**Date:** July 31, 2023

**To:** Chief Cliff Free  
Camas Washougal Fire Department  
616 NE 4th Avenue  
Camas, WA 98607

**From:** Karl Johansson  
Johansson Wing Architects

**Subject:** **Fee Proposal**  
**Camas Washougal Fire Department (CWFD)**  
**Headquarters Station 41 Replacement, Phases 1 and 2**  
Johansson Wing Architects (JWA) Project No. 23048

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Dear Chief Free,

Thanks again to the Camas Washougal Fire Department and the City of Camas for putting your trust in our team. We look forward to supporting you all to establish a New Camas Washougal Fire Department (CWFD), Headquarters Station 41 in the City of Camas.

### PROJECT UNDERSTANDING:

The proposed project is the initial efforts to find a suitable site / location for a new CWFD Station 41 in the City of Camas, including Community Outreach, Preliminary Station Programming, Concept Site and Station Design and eventual Bond Support Services.

### SCOPE OF SERVICES:

As coordinated with you and your staff, we have outlined a task list for your and our understanding of efforts to be accomplished. The following Scope Task list encompasses both the phases as originally requested in the CWFD Request for Qualifications (*Phase 1 – Station Siting Alternatives Analysis, Site Selection and Real Estate Services / Phase 2 – 20% Station Concept Design and Community Outreach*);

1. Task 1 – Project Support & Management of the Project and Team
  - A. Internal project coordination, preparation, and start-up.
  - B. Review available information, coordination with owner representatives - i.e., Capital Improvements plans, programming studies, budgets, etc.
  - C. Prepare for City staff kick-off meeting to review project workplan and deliverables.
  - D. Coordinate amongst the A/E and Owner teams, provide professional services opinion and support to discussions and the path forward.
  - E. Meetings - Scope provides for recurring project meetings as outlined herein, with virtual meetings provided as needed with a min. of bi-weekly check-ins.

2. Task 2 – Project Kick-off (*in person meeting*)
  - A. Meeting with the City staff to review work plan and deliverables.
  - B. Identify key stakeholders and level of engagement.
  - C. Present and discuss best practices and virtual program/image tour.
  - D. Identify guiding principles and big picture ideas.
  - E. Review the current program relative to how things have changed and best practices, producing an updated Program for Station to be designed to.
  - F. Produce site selection criteria - This will include items such as target response area, safety, zoning and land use criteria, traffic, ease of access, utility connections and stormwater discussion.
  - G. *Task 2 Deliverable: A written summary document of Kick-off decisions made and information agreed upon.*
  
3. Task 3 – Community Outreach Planning (*Virtual Meeting*)
  - A. Produce a public involvement plan with key messaging and project purpose and need statement.
    1. Identify the what, when, where, and why's of the project.
  - B. Develop and review draft outreach plan and types of information push.
    1. Discuss / resolve scope of presentation materials
  - C. Refine outreach planning effort including feedback loop with range and type of outreach dates and type to engage and disseminate information.
    1. Bond / Election Planning
  - D. *Task 3 Deliverable: An agreed upon written plan for Community Outreach, including initial graphics for CWFD use for informing the public on necessity and nature of the project.*
  
4. Task 4 – Program Update
  - A. Produce updated program with select room diagrams for sizing validation.
  - B. Produce "ideal" conceptual (10%) site and floor plans based on a generic site- 1 story, 2 story (*or other*) as necessary.
  - C. Produce a Conceptual Site Evaluation Matrix. Develop a site evaluation matrix framework based on evaluation criteria. Discuss and weigh site evaluation criteria with City staff and finalize the evaluation matrix framework.
  - D. The focus will be on producing a minimum sized Facility for fitting onto various sites.
  - E. *Task 4 Deliverable: 10% Station Concept Design – Written Program, Building and Site Layout.*
  
5. Task 5 – Identification of Long List of Sites (*in person meeting*)
  - A. "Windshield" and GIS survey of potential sites
  - B. Develop list of 2-3 sites for high-level consideration w/ site evaluation criteria.
  - C. Provide high level review, block "footprint" diagrams, location mapping, and base site information of top 2-3 sites with pros and cons.
  - D. *Task 5 Deliverable: Documentation packet on each site w/ summation.*

6. Task 6 – Identification of Preferred Site
  - A. Discuss and test preferred long list of sites against site evaluation criteria.
  - B. Identify the top one (1) site per evaluation criteria.
  - C. Provide site location drawing of preferred site.
  - D. Detailed architectural and engineering analysis of top site - including program and site test-to-fits, zoning, lidar based grades, general block massing, critical area identification, storm drainage, utilities, street improvements, traffic and safety considerations, tree canopy, etc.
  - E. Start coordination with CWFD cost estimating consultant.
  - F. Develop pros and cons listing for site.
  - G. *Task 6 Deliverable: 20% Station Concept Design, Building and Site Layout.*
  
7. Task 7 – Community Outreach
  - A. Continue with Community Outreach Plan as created in Task 3 above.
  - B. Prepare documentation and material required for public presentation(s).
  - C. Coordinate and staff community events as necessary.
  - D. Community Meeting 1:
    1. Review site selection and Station Design process,
    2. Provide informational presentation, review “Long List” and Preferred Site and 20% Station Design
  - E. Community Meeting 2: *(If / as necessary, TBD)*
    1. Present project updates, respond to previous issues raised at Community Meeting 1.
  - F. Online Open House: *(If / as necessary, TBD)*
    1. Develop and summarize a corresponding online event to engage the public in continued planning effort.
  - G. *Task 7 Deliverable: Comprehensive Project Information and visual graphics for presentation and distribution to the public*
  
8. Task 8 - Site Acquisition Process
  - A. Commercial real estate broker engagement.
  - B. Contact w/ property owners of potential sites.
  - C. Continue coordination with CWFD cost estimating consultant.
  - D. *Task 8 Deliverable: Site costs information.*
  
9. Task 9 – Draft Recommendations
  - A. Using information and products produced to date, coordinate, and compile deliverables into succinct presentation to City Council.
  
10. Task 10 - City Council Presentation
  - A. Assist CWFD in presentation of project findings and deliverables to City Council.
  - B. *Task 10 Deliverable: Full compiled project information to include;*
    1. *Station Program*
    2. *Site Plan*
    3. *20% Station Concept Design*
    4. *Project Costs Estimate (a compilation of property acquisition costs, CWFD Building est., A/E fees, permits and taxes)*

11. Task 11 - Communication Materials / Bond Effort

- A. Finalize communications materials (social media, web, fact sheet and mailers) to be produced and distributed by the City in an eventual Bond Effort.

**SCHEDULE OF SERVICES**

The following is a general overview of potential project schedule durations. Work performed beyond this schedule may invoke additional services:

- August 2023 thru January 2024 – Scope of Service Tasks #1 - #11
- November '23 thru (Bond Election date – TBD)

**COMPENSATION:**

Services are to be provided on an Hourly, Time and Materials Fee basis. Please understand that the fees identified are neither a minimum, nor a maximum but simply an estimate based on hours to be expended on the above-outlined tasks. The following task totals are a compilation of each of the consultant team members (*Johansson Wing Architects, TCA Architects, Mackay Sposito Engineers and JLA Public Involvement*) estimate of hours;

| <u>Service</u>                        | <u>Fee</u>       |
|---------------------------------------|------------------|
| Task 1 – Project Support & Management | \$ 19,881        |
| Task 2 – Project Kick-off             | \$ 13,365        |
| Task 3 – Community Outreach Planning  | \$ 10,374        |
| Task 4 – Program Update               | \$ 12,026        |
| Task 5 – ID Long List of Sites        | \$ 15,475        |
| Task 6 – ID Preferred Site            | \$ 21,618        |
| Task 7 – Community Outreach           | \$ 27,055        |
| Task 8 - Site Acquisition Process     | \$ 2,423         |
| Task 9 – Draft Recommendations        | \$ 4,480         |
| Task 10 - City Council Presentation   | \$ 5,476         |
| Task 11 - Communication Materials     | <u>\$ 15,800</u> |
| <b>TOTAL:</b>                         | <b>\$147,973</b> |

Additional services, if necessary to complete the project or agreed to by the Client and Consultant Team, will be provided in accordance with JWA's Hourly Billing Rates. Printing costs and other reimbursable expenses will be charged at cost plus ten (10) percent and are estimated to be approximately \$3,000.

Should you have any questions, or need further clarification, please do not hesitate to contact us. It is our goal to meet your needs for this project, and we look forward to working with you. If you agree with this proposal, please sign below and return one (1) copy to our office. We will then work with you to execute a City of Camas Professional Services Agreement with this proposal as the Exhibit(s).

Sincerely,



Karl Johansson, AIA, NCARB  
President

7/31/23

Date

**ACCEPTANCE OF PROPOSAL:**

*The undersigned has authority to sign for and hereby agrees to the fee proposal outlined above.*

Signature

Date

Printed Name

Copy:

Project File

Attachments:

(1) 8 ½ x 11" - Johansson Wing Architects, PC 2023 Rates and Reimbursables

By reference:

Project Team CWFD SOQ submittal

Project Team CWFD Interview PowerPoint

## JOHANSSON WING ARCHITECTS, PC

### 2023 RATES AND REIMBURSABLES\*

#### Rates:

|                         |                   |
|-------------------------|-------------------|
| Principal               | \$240.00 per hour |
| Associate               | \$220.00 per hour |
| Project Manager         | \$200.00 per hour |
| Architect               | \$180.00 per hour |
| Designer III            | \$160.00 per hour |
| Designer II             | \$140.00 per hour |
| Designer I              | \$120.00 per hour |
| Administrative Services | \$100.00 per hour |

#### Reimbursables:

|                         |                               |
|-------------------------|-------------------------------|
| Project Expenses        | Cost + 10%                    |
| In-House Plots          | \$2.50 per sheet              |
| In-House Prints – Color | \$0.30 per sheet              |
| In-House Prints – B&W   | \$0.15 per sheet              |
| Mileage                 | Current IRS Reimbursable rate |

*\*Rates subject to change*



## Staff Report

August 7, 2023 Council Workshop

CWFD Headquarters Station 41-Professional Services Agreement

Presenter: Cliff Free; CWFD Fire Chief

Time Estimate: 10min

| Phone        | Email                |
|--------------|----------------------|
| 360.817.1554 | cfree@cityofcamas.us |

**BACKGROUND:** In March of 2023, Camas-Washougal Fire Department (CWFD) initiated a Request for Qualifications (RFQ) for the building of CWFD's Headquarters Station 41 as presented in the Capital Facilities Plan (CFP). Submittals were received, reviewed, a selection process was completed, and as mentioned in prior Staff Updates, Johansson Wing Architects was selected. Staff has been working with Johansson Wing to develop a Professional Service Agreement (PSA) for Phase 1 and Phase 2 of the project. Provided is the Fee Proposal which, if approved, will form the basis of the PSA.

**SUMMARY:** Attached is the Fee Proposal for Phase 1 and Phase 2 of the Headquarters Station 41 Replacement Project. Chief Free will be present during workshop to answer any additional questions from Council.

This item was discussed in the Council Workshop of 7-17-2023 and was cut short due to time constraints. Mayor pro tem Chaney recommended that the discussion be continued in the Council Workshop of 8-7-2023. Input received from the prior council discussion have led to modifications of the initial proposal to better illustrate the use of the public outreach component throughout the entirety of the project; as well as the inclusion of the hourly rates of the contractor.

SECOND ADDENDUM TO INTER-LOCAL AGREEMENT

THIS ADDENDUM TO INTER-LOCAL AGREEMENT made this day by and between the CITY OF CAMAS, a municipal corporation organized under the laws of the State of Washington, hereinafter referred to as “City”, and CAMAS SCHOOL DISTRICT NO. 117, a municipal corporation organized under the laws of the State of Washington, hereinafter referred to as “School District”,

WHEREAS, City and School District entered into that certain Inter-Local Agreement dated January 24, 2000, and recorded with the Clark County Auditor on February 16, 2000, under Auditor's File No. 3195079, relating to the training and staffing of a school resource officer; and

WHEREAS, both parties have determined that there is a need for additional campus security, with a revised allocation of the expense thereto; and

WHEREAS, in 2023, the School District faced a drop in revenue that forced reductions to be made in their operating budget. The City, finding a benefit in maintaining the SRO program, agreed to negotiate a new financial arrangement with the School District.

WHEREAS, the parties desire to enter into an addendum to the Inter-Local Agreement pursuant to RCW 39.34 Revised Code of Washington, the Inter-local Cooperation Act, to accomplish the objectives set forth herein.

Now, wherefore, in consideration of the mutual covenants and conditions contained herein, the Inter-local Agreement dated January 24, 2000, is hereby amended in the following respects:

I

Section I of the Inter-local Agreement is hereby revised to provide as follows:

Purpose: The purpose of this agreement is to establish the responsibilities of the City and the School District for the training and staffing of two school resource officers to respond to the need for general campus security assistance during each regular school day and for other duties as may be prescribed by the City.

II

Section V of the Inter-local Agreement is hereby amended to provide as follows:

Financing: The school resource officers to be trained and staffed pursuant to this agreement

will be financed pursuant to a cost sharing formula which shall include the costs of school resource officer specific training and all salary and benefit expenses, to be allocated as follows:

- A. The city shall pay 50% of all associated expenses related to each school resource officer.
- B. The School District shall pay 50% of all associated expenses for each school resource officer.

The City of Camas Finance Department shall invoice the School District on a schedule to be established with the School District's Chief Financial Officer for the expenses outlined in this Section.

### III

Except as specifically set forth herein, the terms of the Inter-local Agreement dated January 24, 2000, shall remain in full force and effect. This agreement shall be effective upon signing by the respective parties hereto, and shall be filed according to law or, alternatively, listed by subject on a public agency's website or other electronically retrievable public source.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF CAMAS

CAMAS SCHOOL DISTRICT NO. 117

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Superintendent

ATTEST: \_\_\_\_\_  
Clerk



## Staff Report

August 7, 2023 Council Workshop Meeting

### ADDENDUM TO AGREEMENT FOR SRO SERVICES

Presenter: Tina Jones, Chief of Police

Time Estimate: 10 minutes

| Phone        | Email                 |
|--------------|-----------------------|
| 360.817.1502 | tjones@cityofcamas.us |

### BACKGROUND:

Camas Police Department and the Camas School District have a lengthy history of partnership with the School Resource Officer program. Recently, the CSD has encountered a funding gap requiring reductions in services. One of the considerations was to cut the SRO program from two officers to one for the upcoming school year. Both the City and the School District recognized the benefit of the SRO program and proposed to amend the cost-sharing structure for the program.

**SUMMARY:** Attached is the Second Addendum to the Inter-local Agreement between the City and School District for the SRO funding.

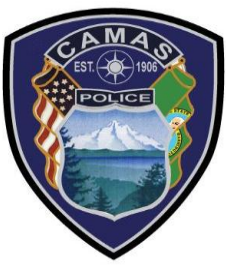
The changes are outlined in section two. The previous agreement included a cost-sharing formula of 75% funded by the School and 25% funded by the City. The proposed amendment shifts the cost sharing to 50% covered by each party. There are no other changes to the agreement.

**BENEFITS TO THE COMMUNITY:** Maintaining two SROs in the schools allows for increased safety for Camas children and school staff. Additionally, it maintains positive working relationships with school attendees, parents, and school personnel. The SROs are most familiar with the school attendees, staff, and the campuses are best suited to address calls for services and emergencies that arise within or near the schools.

**POTENTIAL CHALLENGES:** The City will have increased unbudgeted expense to the General Fund of approximately \$50-60,000. This agreement also has to be considered by the Camas School Board for adoption.

**BUDGET IMPACT:** See above in challenges section.

**RECOMMENDATION:** Recommend Council approve addendum as attached.



## Camas Police Department School Resource Officer Program

Item 3.

### History

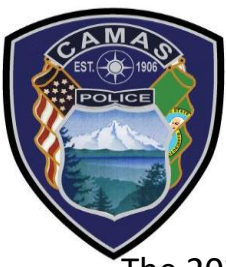
The Camas Police Department has assigned Officers to the School Resource Officer program for over 20 years. In 2020, there was an increase from 1 to 2 assigned School Resource Officers to better serve the needs of this critical part of our community. There are currently about 1,000 staff and 7,000 students in the Camas school system. The SRO program provides public safety service to this significant demographic in our community.

Officer Brent Mayhugh has been assigned to the SRO program since September 2020. Officer Henry Scott has been assigned to the SRO program since 2022.



### 2023 Overview

In the 2022-2023 school year, the Camas Police Department had two School Resource Officers assigned. The Officers rotate coverage a month at a time with one covering Camas High School and one covering the other schools. This allows for increased relationship building and familiarity with staff, students, parents and campuses for all schools.



## Camas Police Department School Resource Officer Program

Item 3.

The 2022-2023 school year SRO activities included the following types of outreach:

- Greeting students and staff
- Engaging students during lunch time
- Participating in Police Activity League events
- Engaging in Parent Teacher Association events
- Talking with students about career opportunities
- Education about safety and laws
- Participating in school safety meetings
- School zone traffic enforcement
- School assembly on cross walk and bike safety
- Attending school events

The Officers also took calls and conducted follow-up in the following areas:

- Mental Health related issues and suicidal thoughts/actions
- Unsafe home conditions including domestic violence
- Follow-up to concerns from Principals and other school staff, parents, and students
- Medical issue-assisted and contacted EMS
- After school activities including fights, fireworks, and graffiti
- Threats
- Social media posts related to school and student safety
- Other criminal activity where students were a witness or victim
- Drug use/dealing
- Nude photograph taking/sharing
- Runaways

The SRO program continues to add valuable public safety services to our school community and our Officers are invested in keeping our schools safe for all.



## Staff Report

August 7, 2023 Council Workshop Meeting

City of Camas 2023 Second Quarter Financial Performance Presentation(Presentation will be available at the Council Workshop)

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 15 minutes

| Phone        | Email                 |
|--------------|-----------------------|
| 360.817.1537 | chuber@cityofcamas.us |

**BACKGROUND:** This presentation is to review the financial performance of the City from the perspective of budget to actual, investment performance and status of short- and long-term debt. The presentation will also 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' second quarter performance overall was in line with budget revenues due to a pick-up in construction both residential and commercial. In addition, retail sales from e-commerce and the new voted sales tax boosted sales tax receipts. Maintained revenue with spending constraints (new staffing on hold) has enabled the City to maintain or increase fund balances.

**BENEFITS TO THE COMMUNITY:** This presentation provides the City Council with financial information to aid decision making for the current fiscal year and beyond. Better decision-making benefits the community by stabilizing tax, fee and rate setting.

**POTENTIAL CHALLENGES:** The presentation is designed to look at current trends in the context of national and regional influences to provide possible decision points for the Council and Administration to pivot. An example would be, in a possible downturn, the City Administration may choose to slow spending until better economic information is available. On the other hand, if the City received strong economic news, the City Administration may choose to move forward with deferred projects or hirings. The challenge is clearing understanding the trends as temporary or longer term.

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

**RECOMMENDATION:** Information only.

# City of Camas 2023 2<sup>nd</sup> Quarter Financial Review

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# Agenda

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GENERAL ECONOMY DURING SECOND QUARTER OF 2023

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HIGHLIGHTS

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REVENUE

---

EXPENDITURES

---

INVESTMENTS

---

DEBT

---

FUND BALANCE PROJECTION

---

OUTLOOK

---

# 2023 2<sup>nd</sup> Qtr Economic Summary

## 2023 2nd Qtr Comparison to 1st Qtr

Avg. Mortgage Rate  
**HIGHER**  
6.81% v. 6.32%

Unemployment  
**STABLE**  
3.6% v. 3.5%

Retail Sales(% change  
yr.) **LOWER**  
0.5% v. 0.9%

CPI (national)  
**LOWER**  
3.1% v. 5.0%

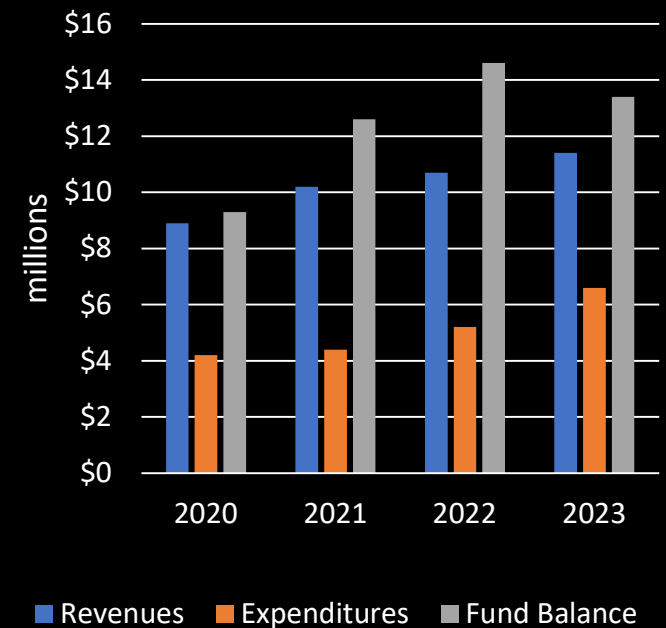
Avg. Gas Prices  
**HIGHER**  
\$3.59 v. \$3.43

- Vehicle car sales and durable goods were down.
- Construction was slow and home sales are low.
- Job market was still tight with slowing job growth and labor market unwilling to move.
- Locally, revenues continued to slow especially with residential housing. One promising indicator is commercial activity.



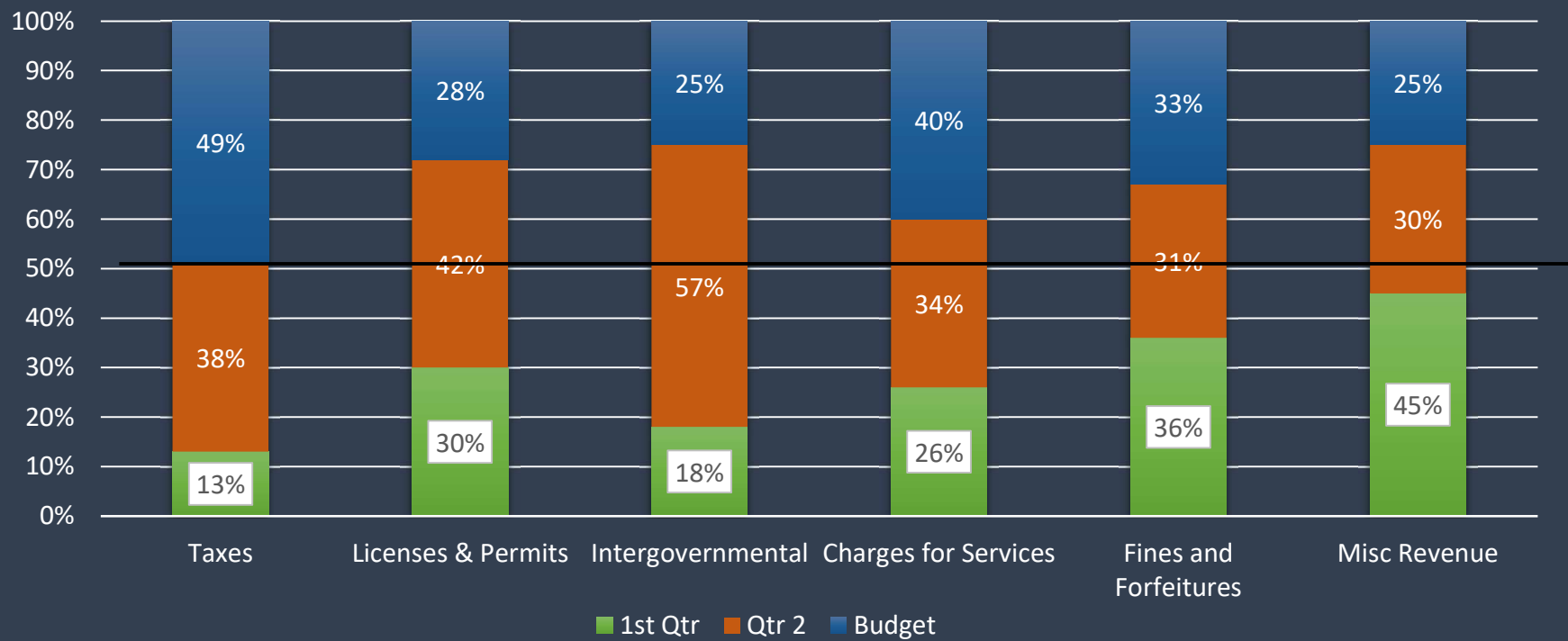
# General Fund Highlights

|  | 2020<br>Second<br>Quarter              | 2021<br>Second<br>Quarter              | 2022<br>Second<br>Quarter               | 2023<br>Second<br>Quarter                      |
|--|--|--|---|--|
| Net revenues (less transfers)              | \$8,901,588                            | \$10,154,569,                          | \$10,734,327                            | <b>\$11,442,925</b>                            |
| Net expenditures (less transfers)          | \$4,185,241                            | \$4,428,524                            | \$5,150,920                             | <b>\$6,623,316</b>                             |
| Net Cash Flow                              | \$4,716,347                            | \$5,726,045                            | \$5,583,407                             | <b>\$4,819,609</b>                             |
| % of Budget Spent                          | 44%                                    | 42%                                    | 42%                                     | <b>45%</b>                                     |
| General Fund Balance                       | \$9,267,630                            | \$12,552,060                           | \$14,564,123                            | <b>\$13,986,135</b>                            |
| Overall Cash and Investments for All Funds | \$75,725,963<br>Includes Bond Proceeds | \$97,377,427<br>Includes Bond Proceeds | \$100,801,325<br>Includes Bond Proceeds | <b>\$115,932,030</b><br>Includes Bond Proceeds |

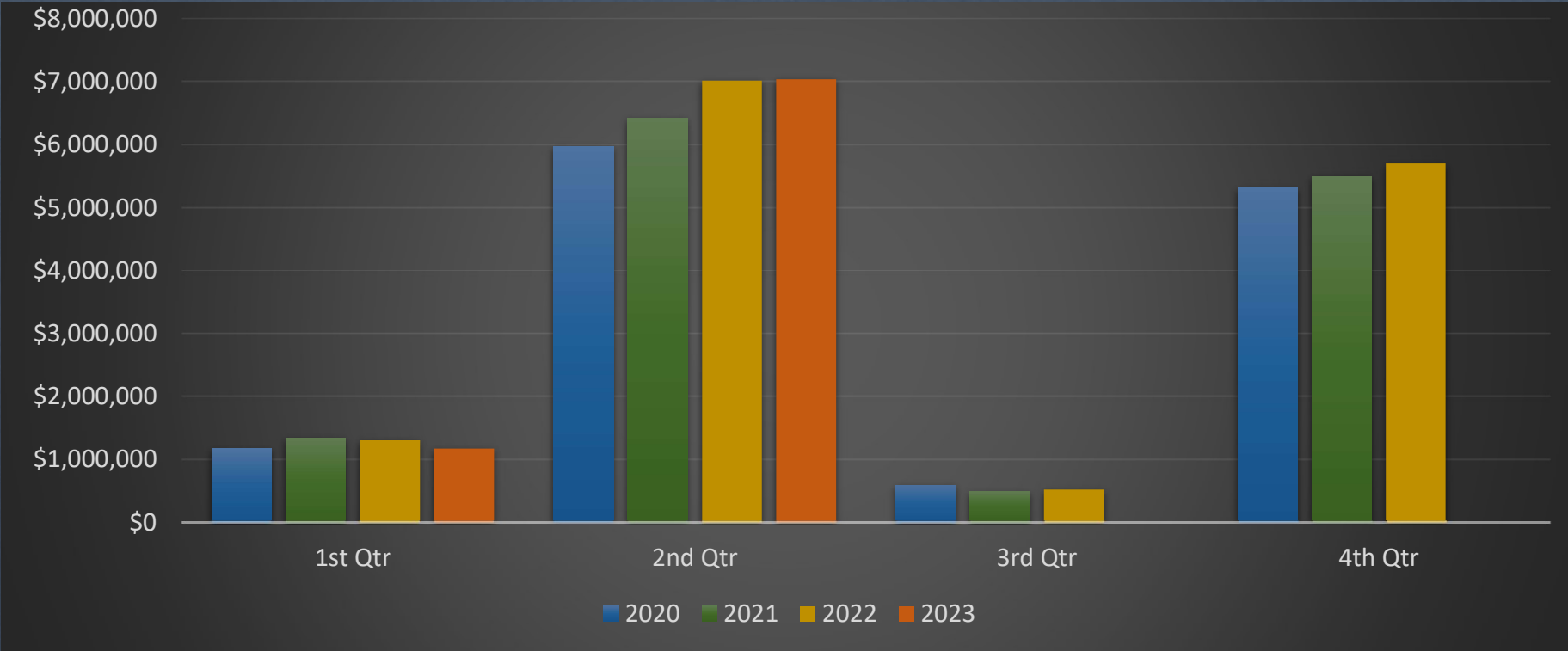


This table illustrates the cash flow of the General Fund.

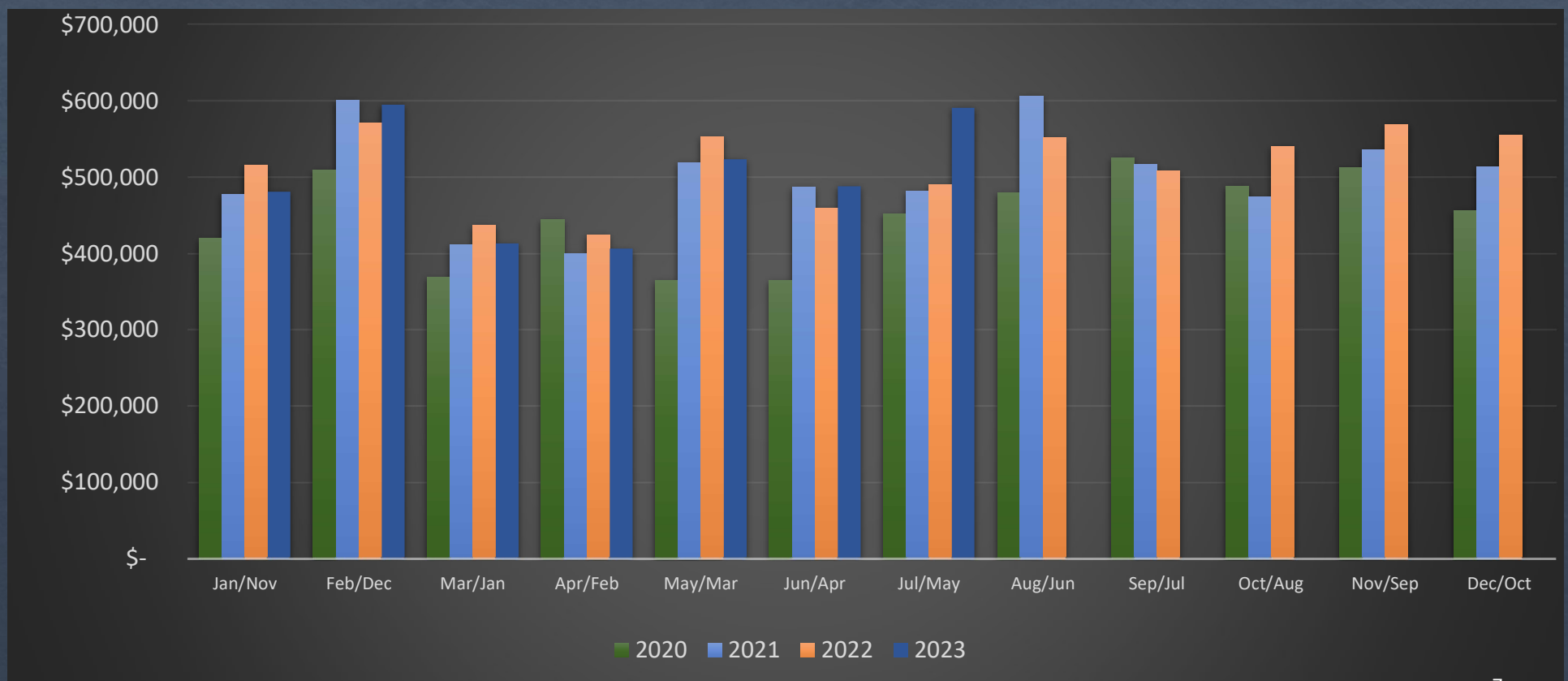
# General Fund Revenues



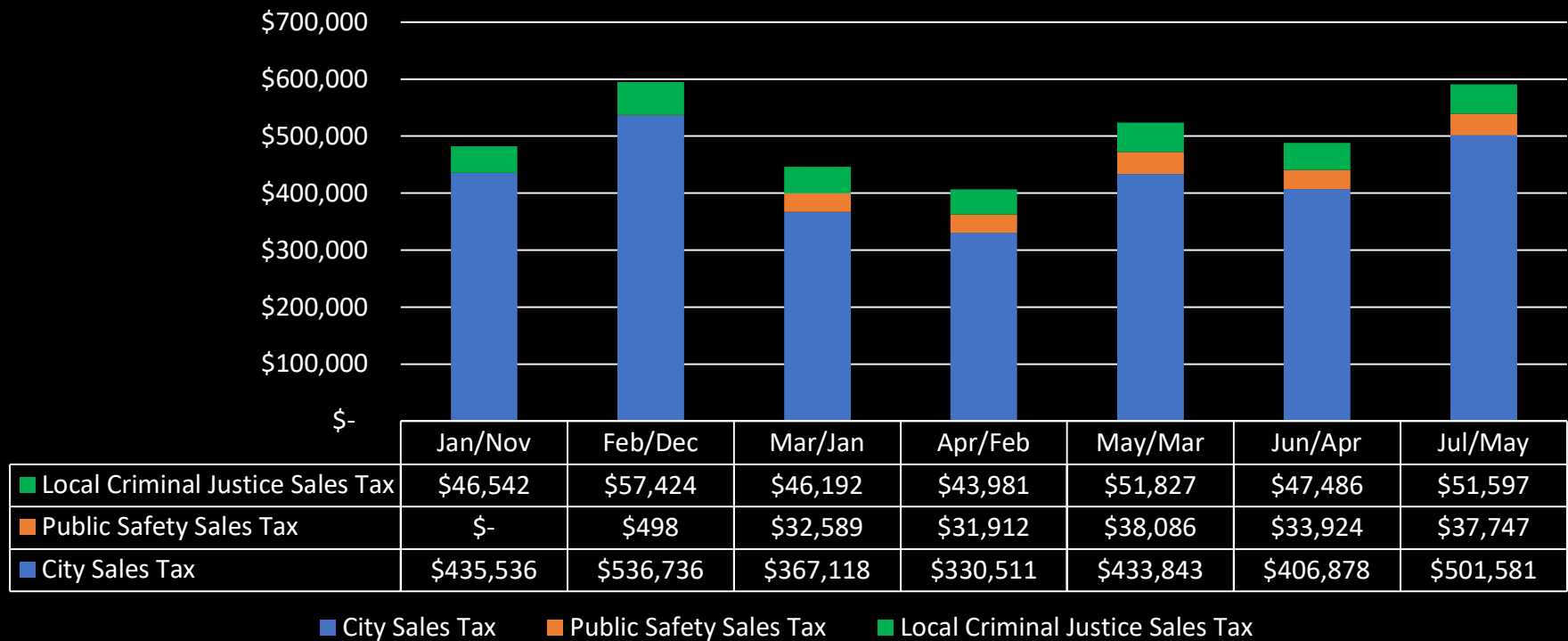
# Property Tax Collections



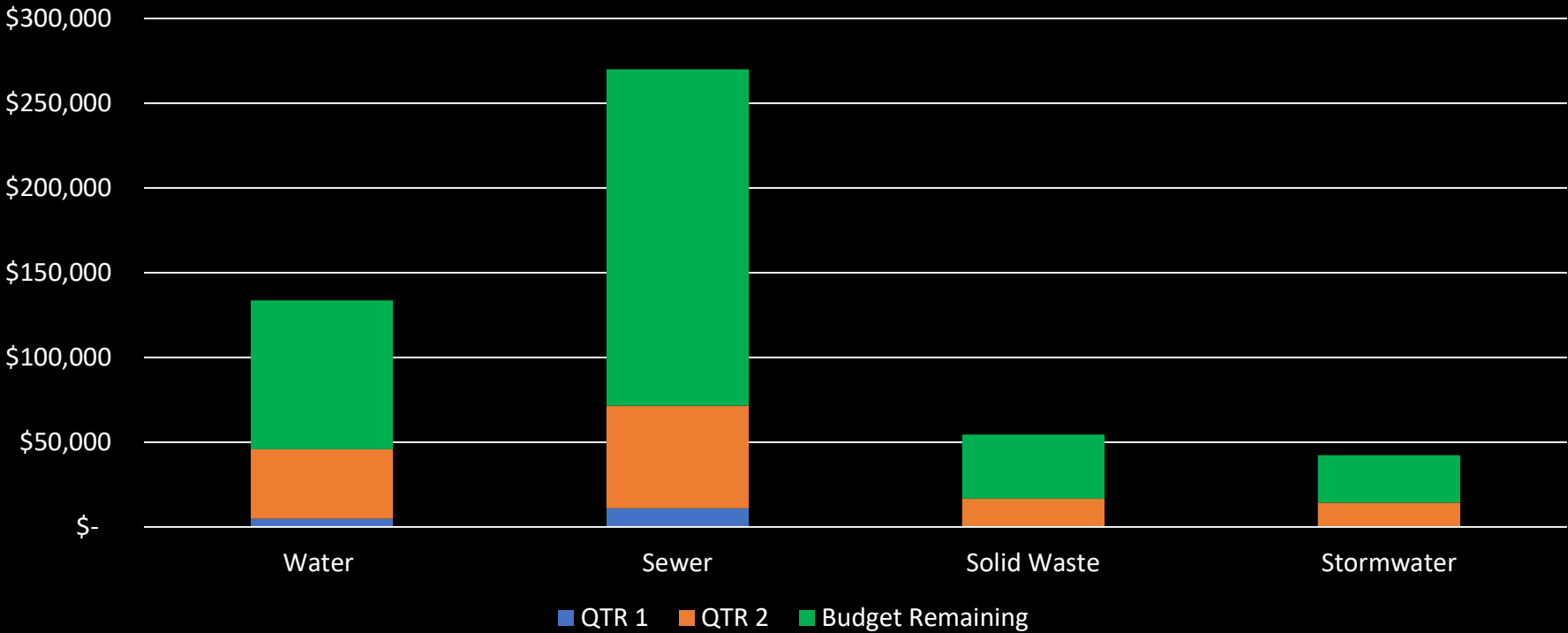
# Sales and Use Tax



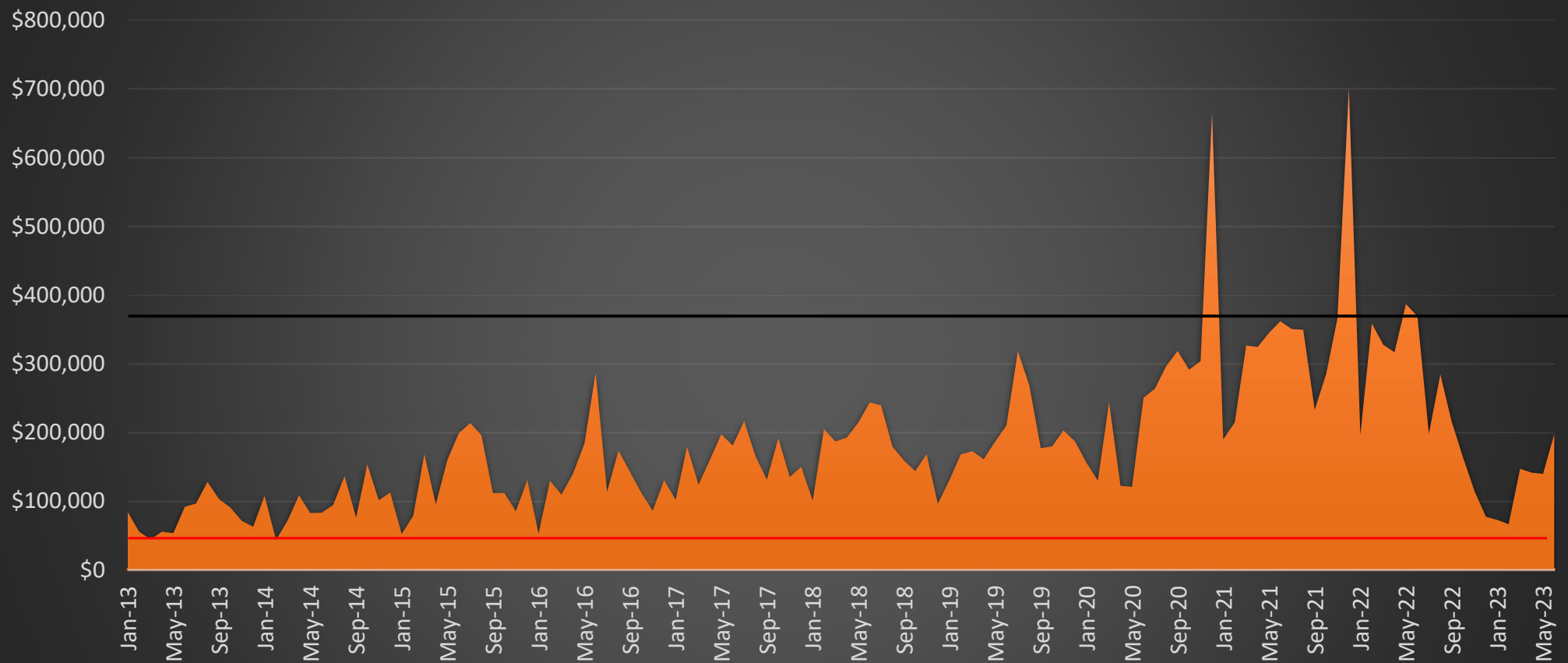
# Sales and Use Tax Breakdown



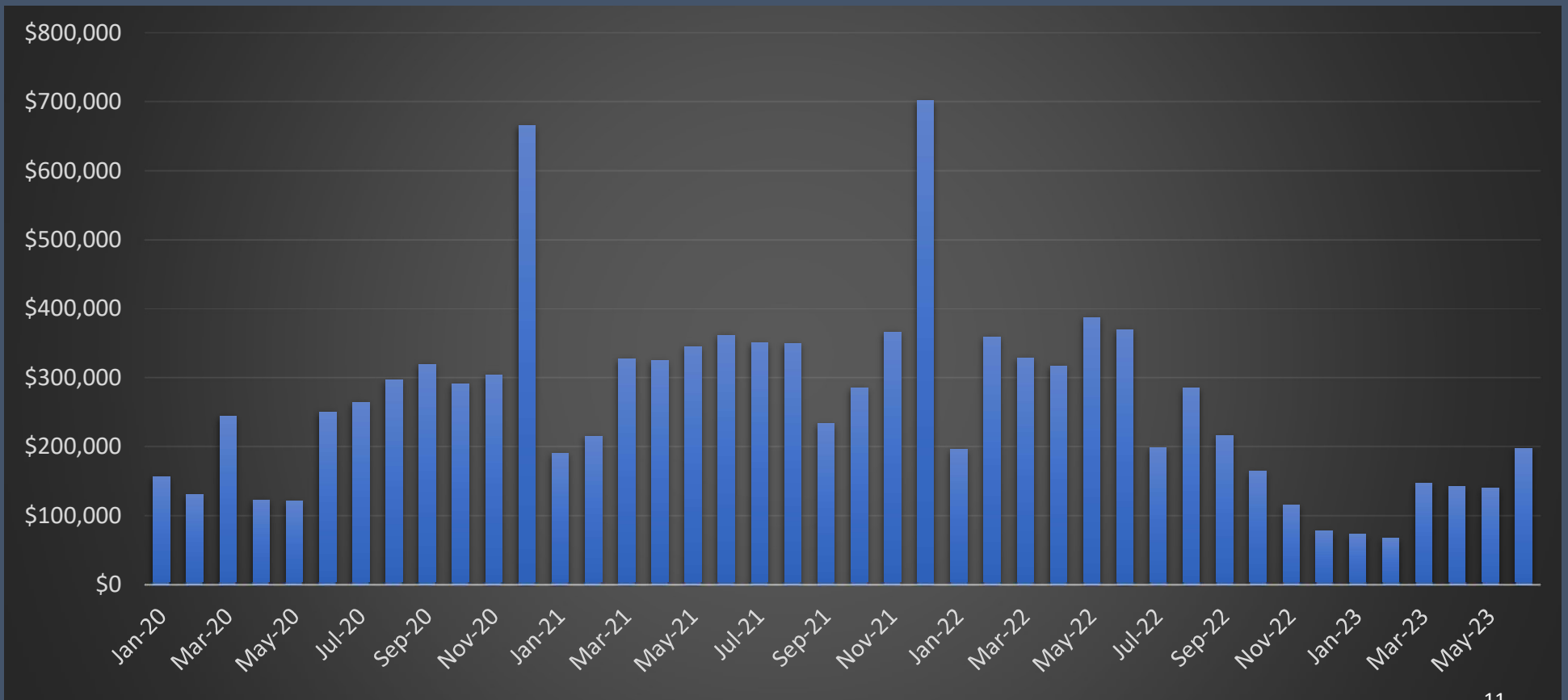
# Utility Tax Collections



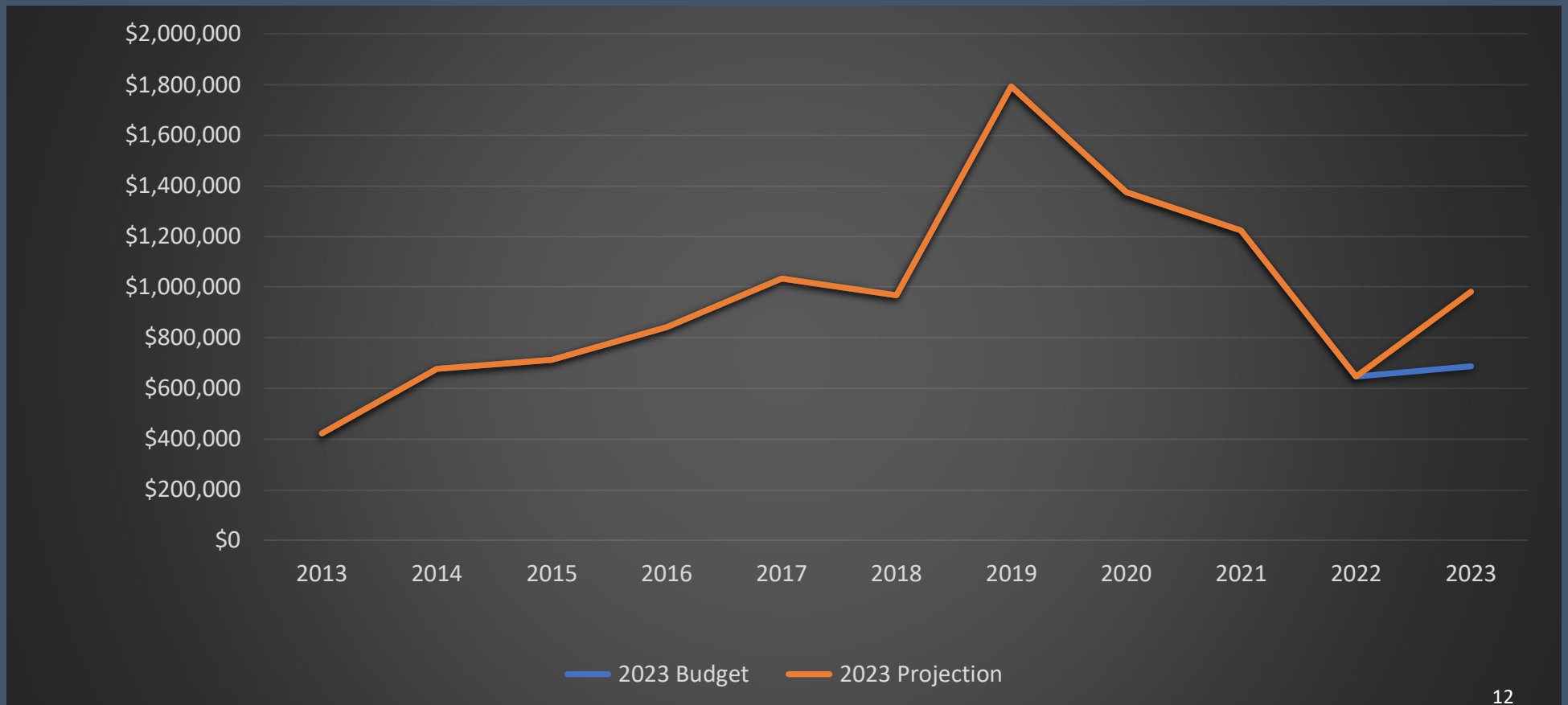
# Real Estate Excise Tax



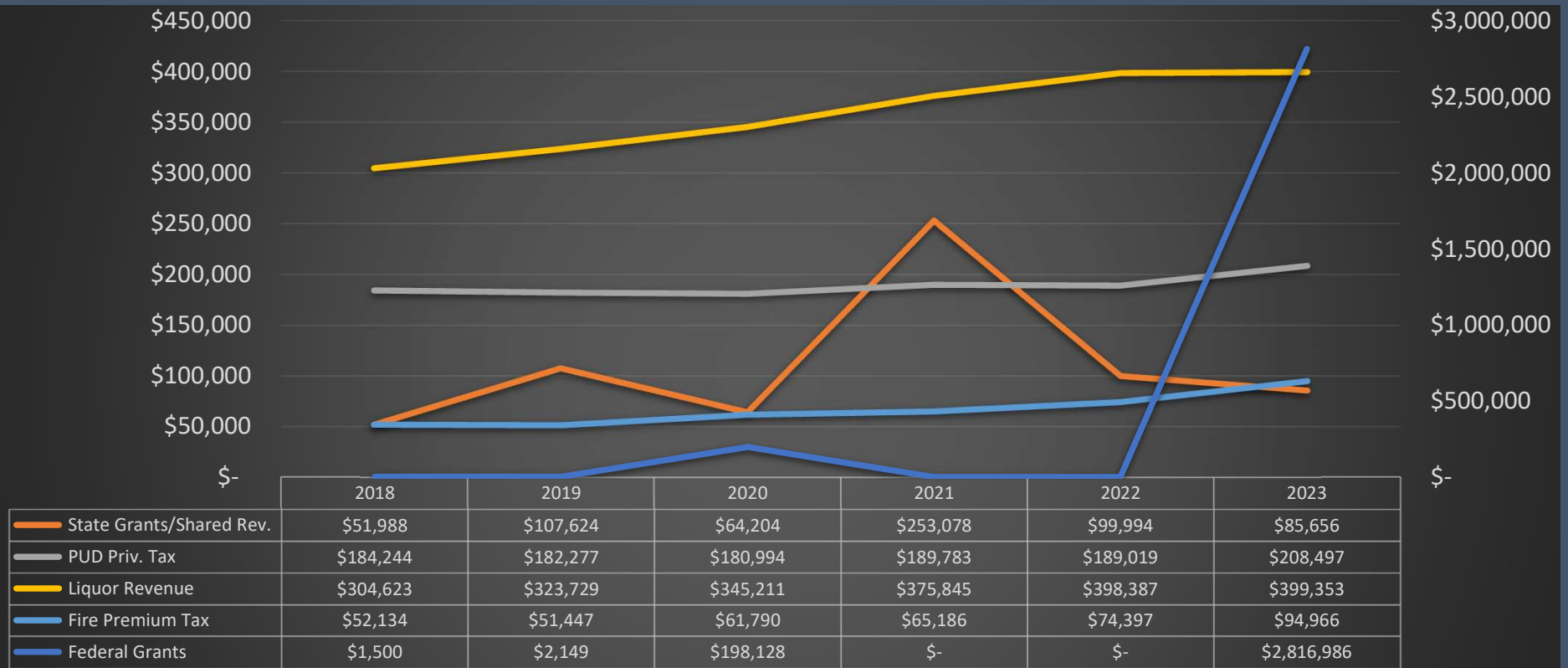
# Real Estate Excise Tax



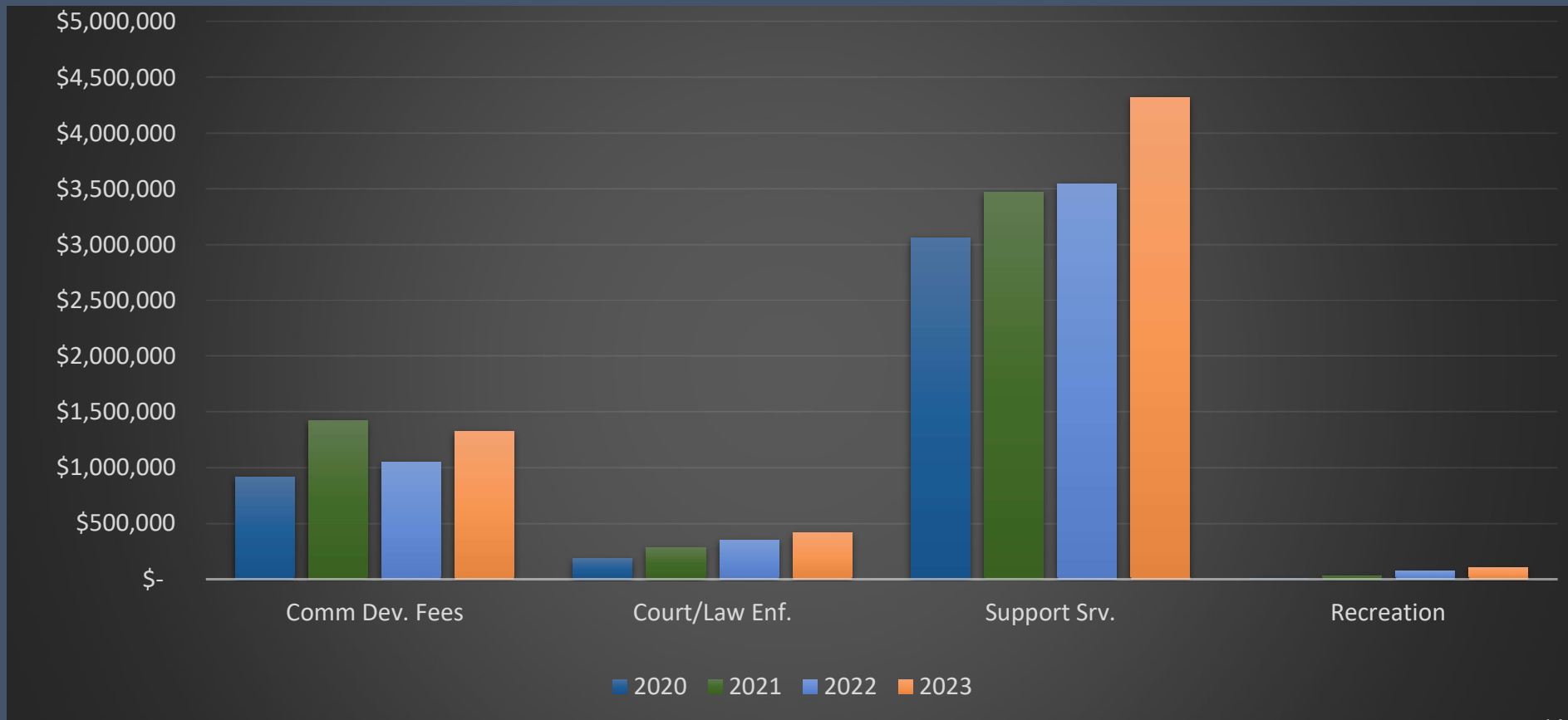
# Building Permits



# Intergovernmental



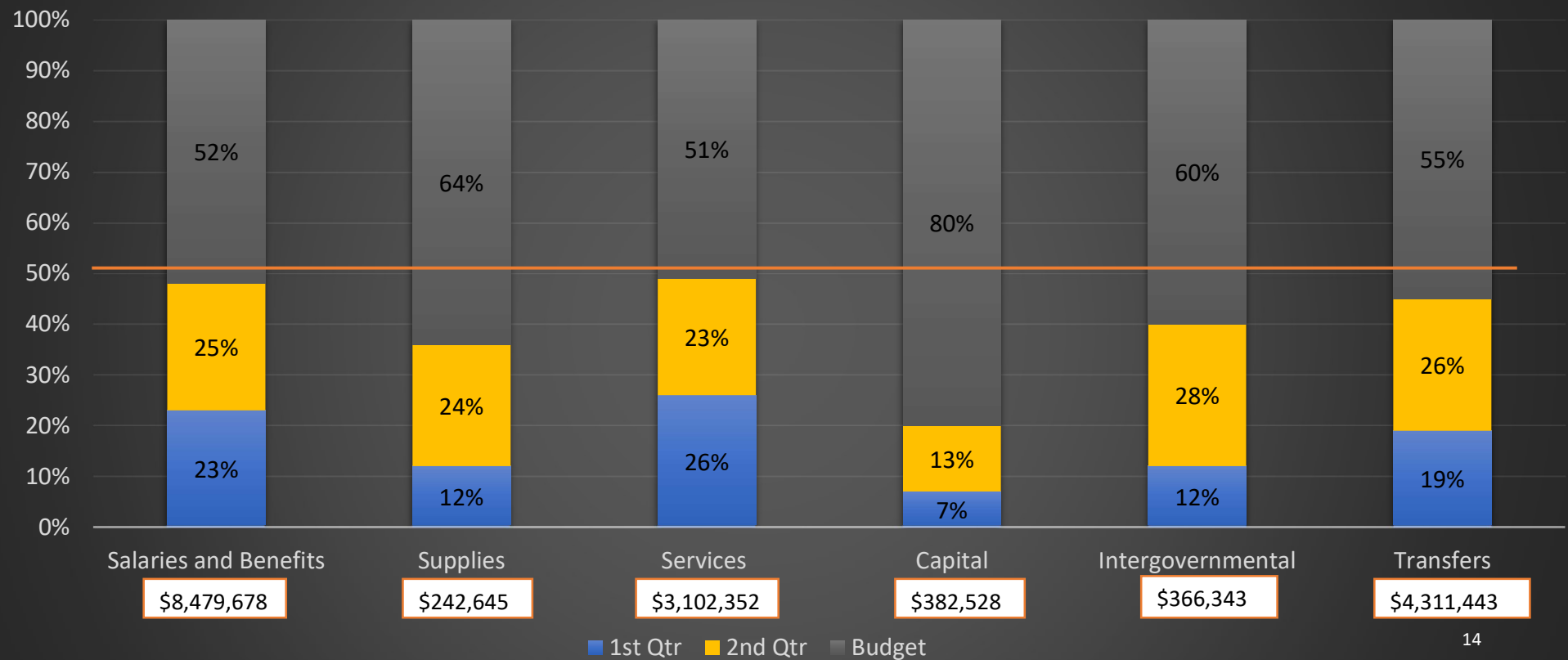
# Charges for Services



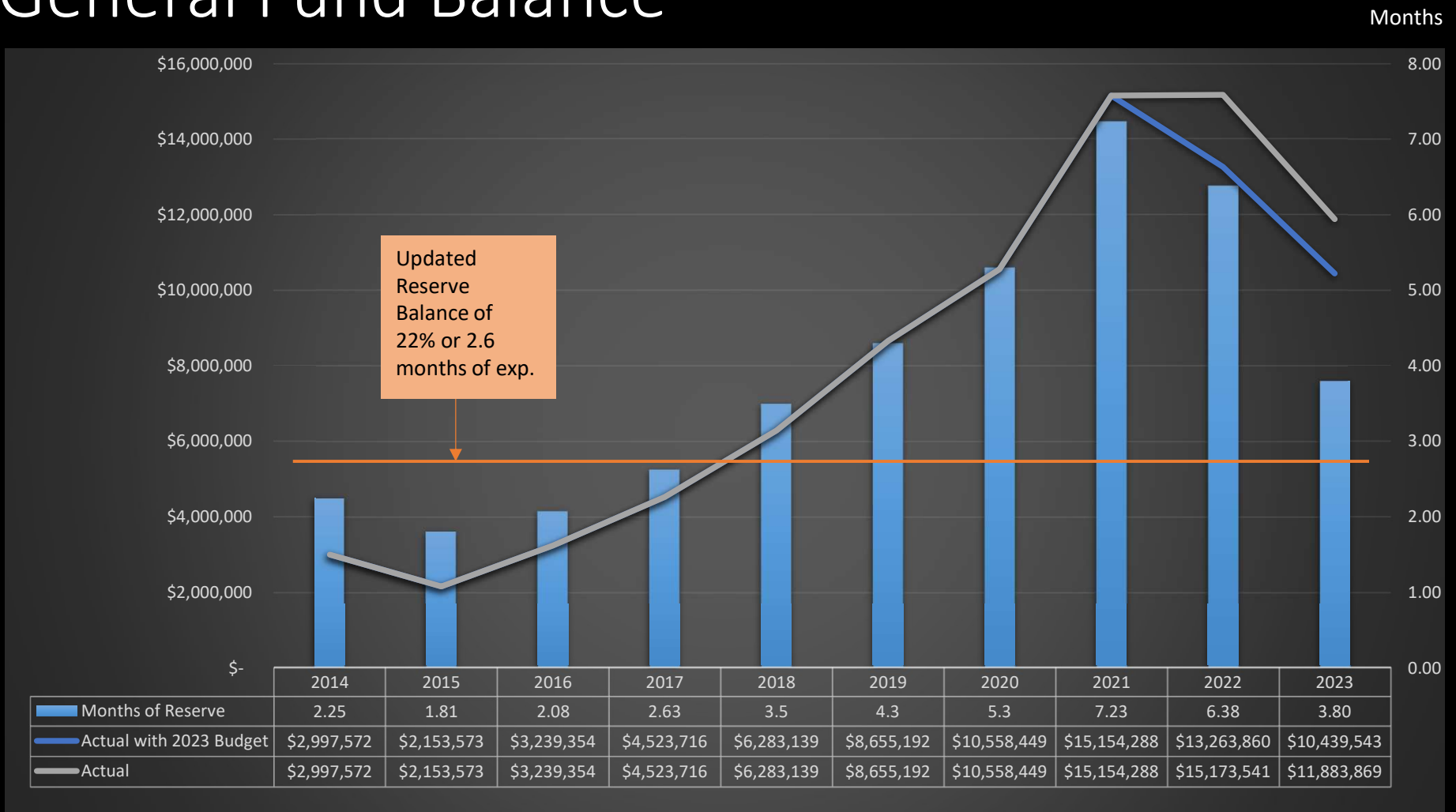
# Fines and Forfeitures



# General Fund Expenditures



# General Fund Balance



# 2023 Budget Considerations



Monitor revenue collections



Hold continues for hirings (governmental funds)

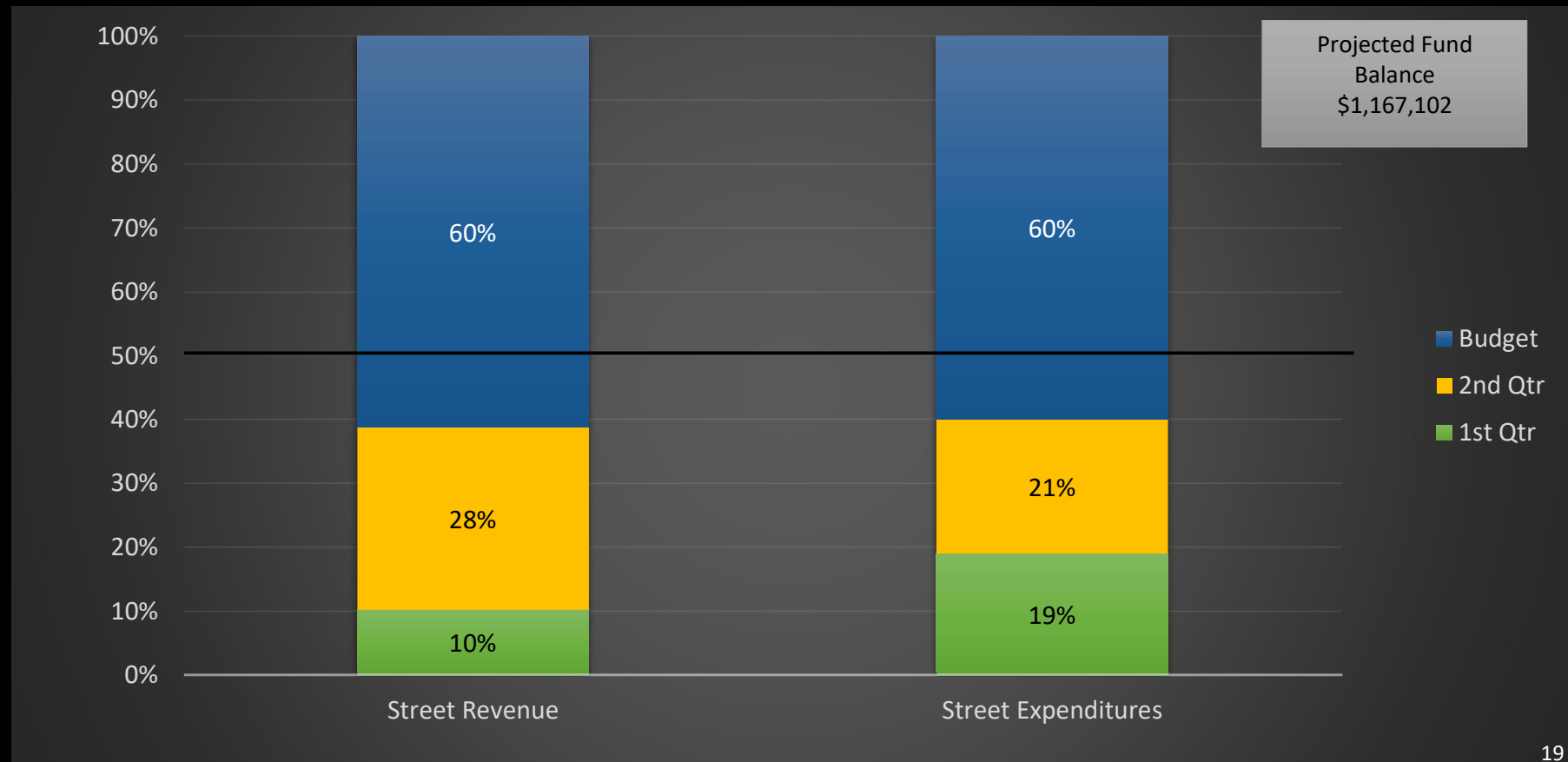


Spring Omnibus will be a September Omnibus



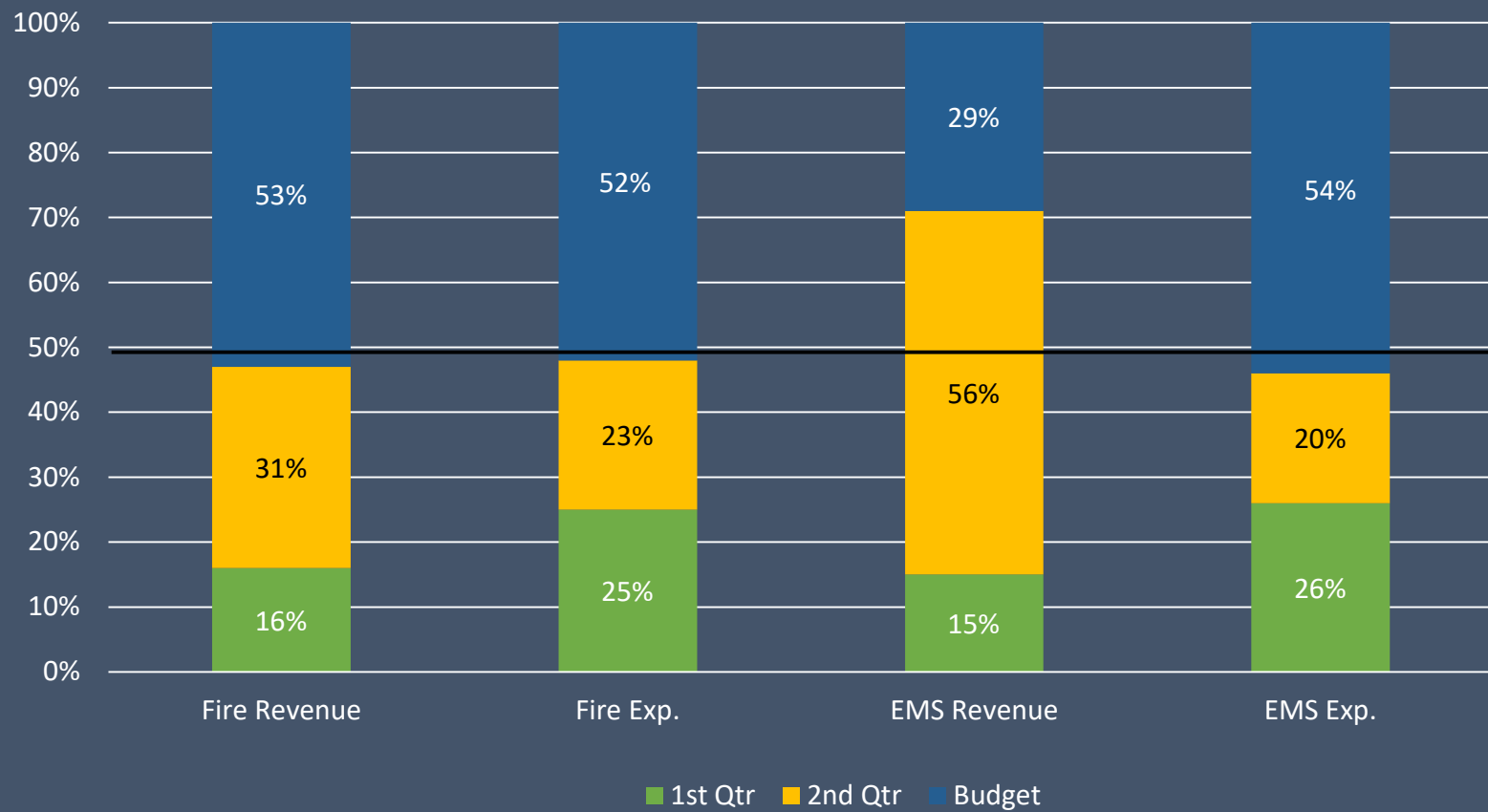
CWFD Interlocal agreement with Washougal in negotiations

# Streets

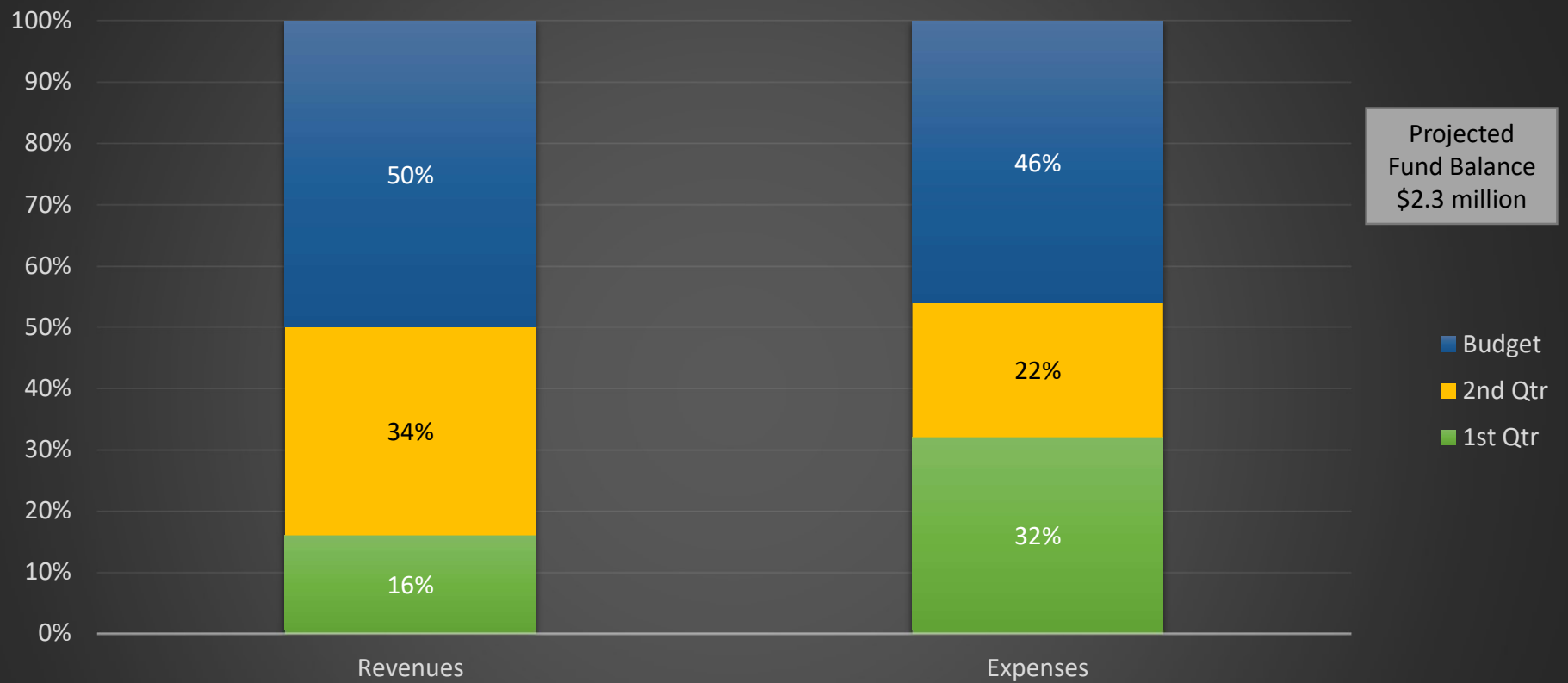


# Camas/Washougal Fire and EMS

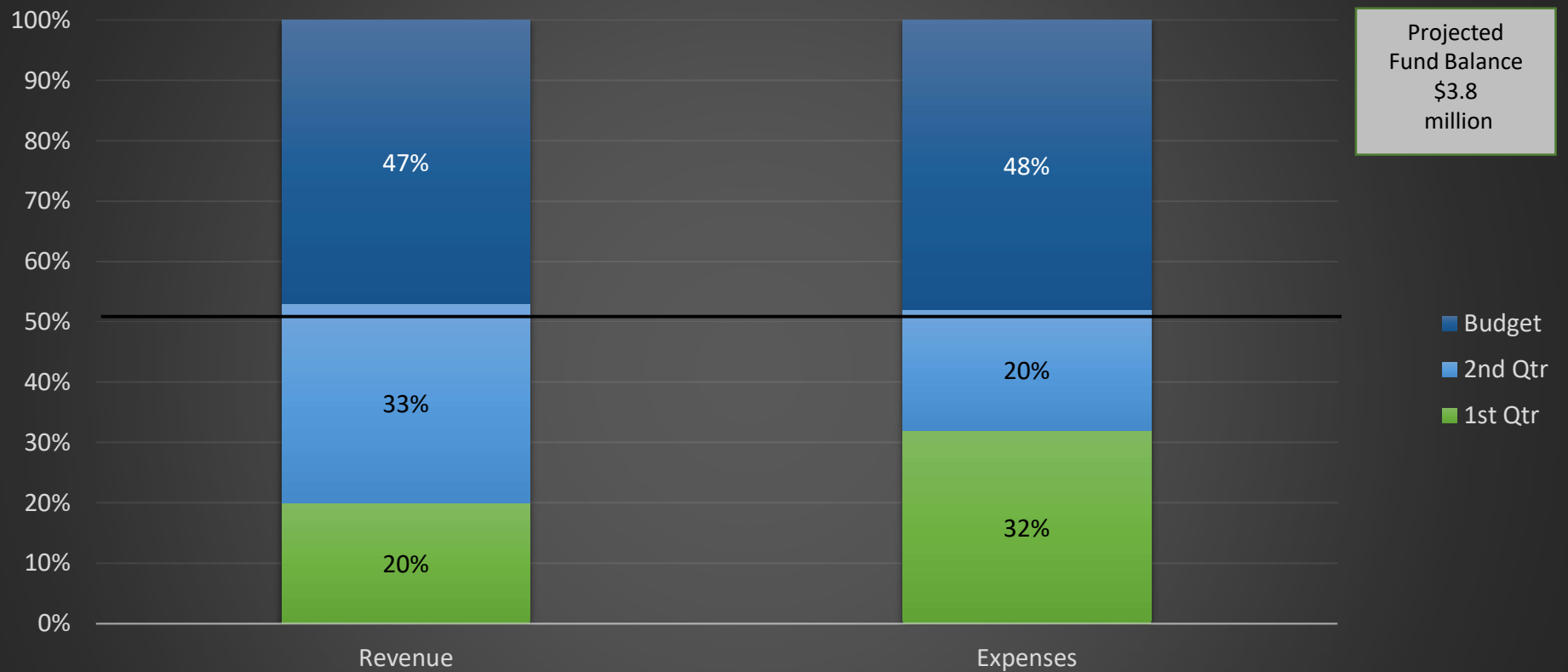
Projected  
Fund Balance  
\$297,730



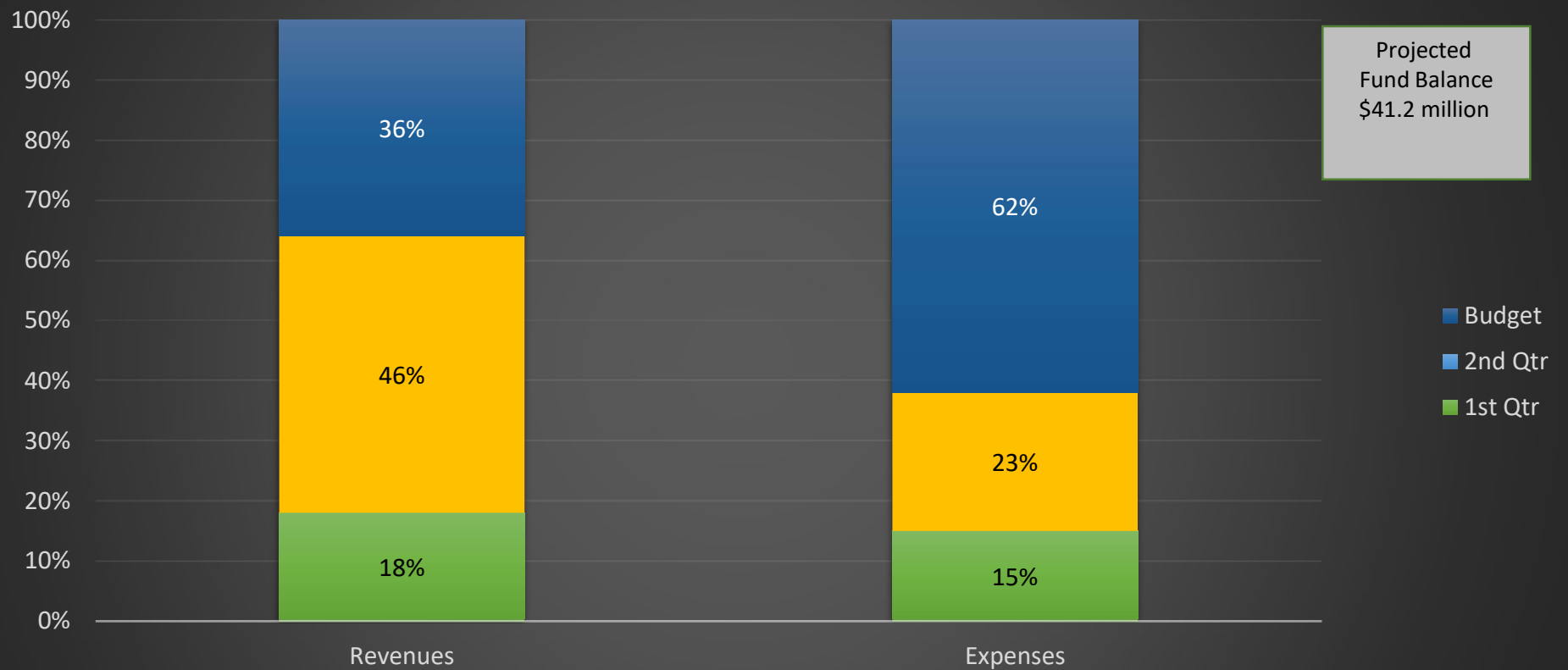
# Storm Water



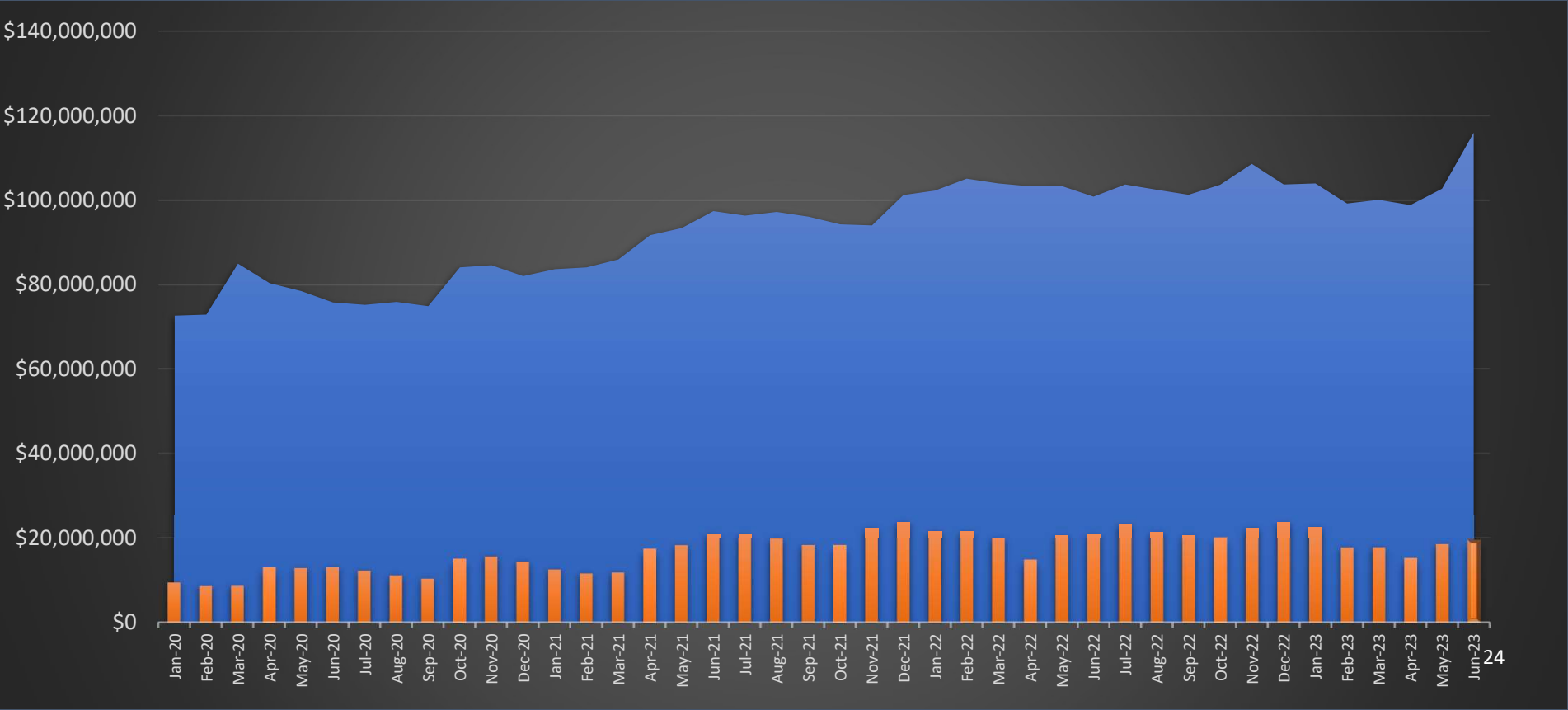
# Solid Waste



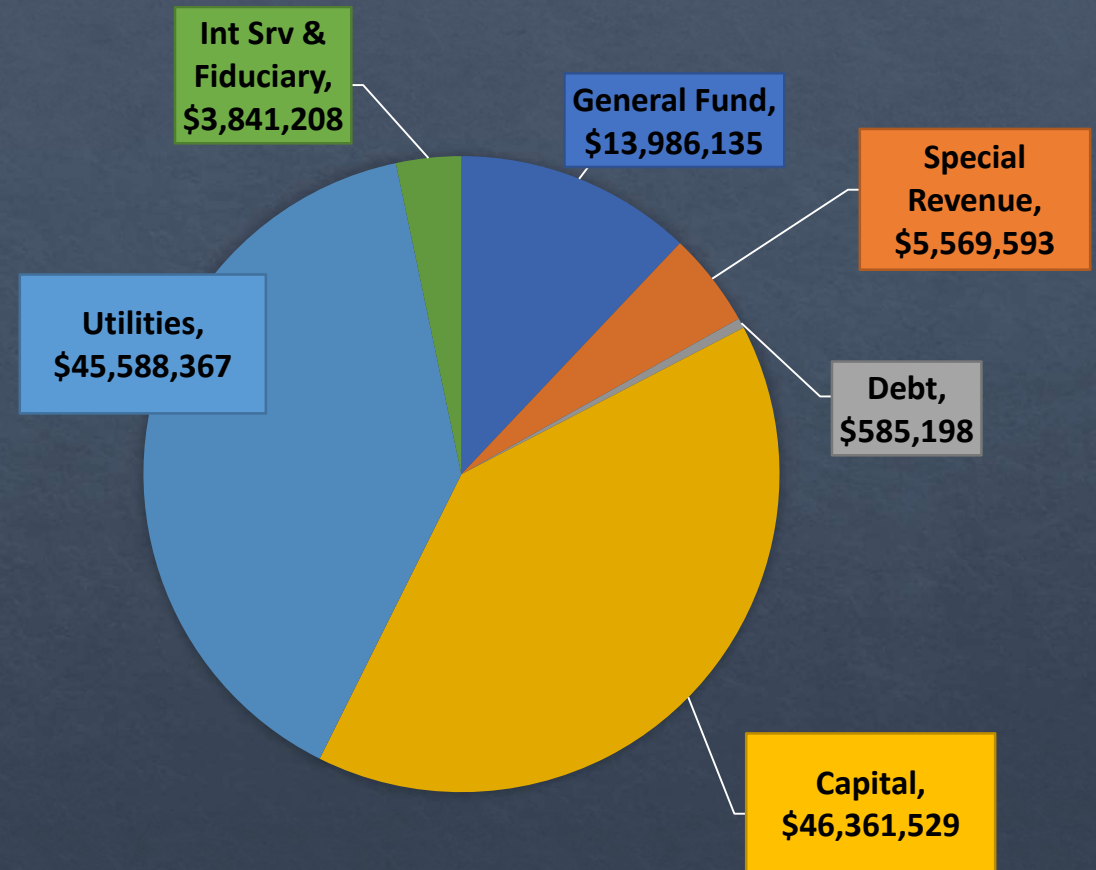
# Water/Sewer



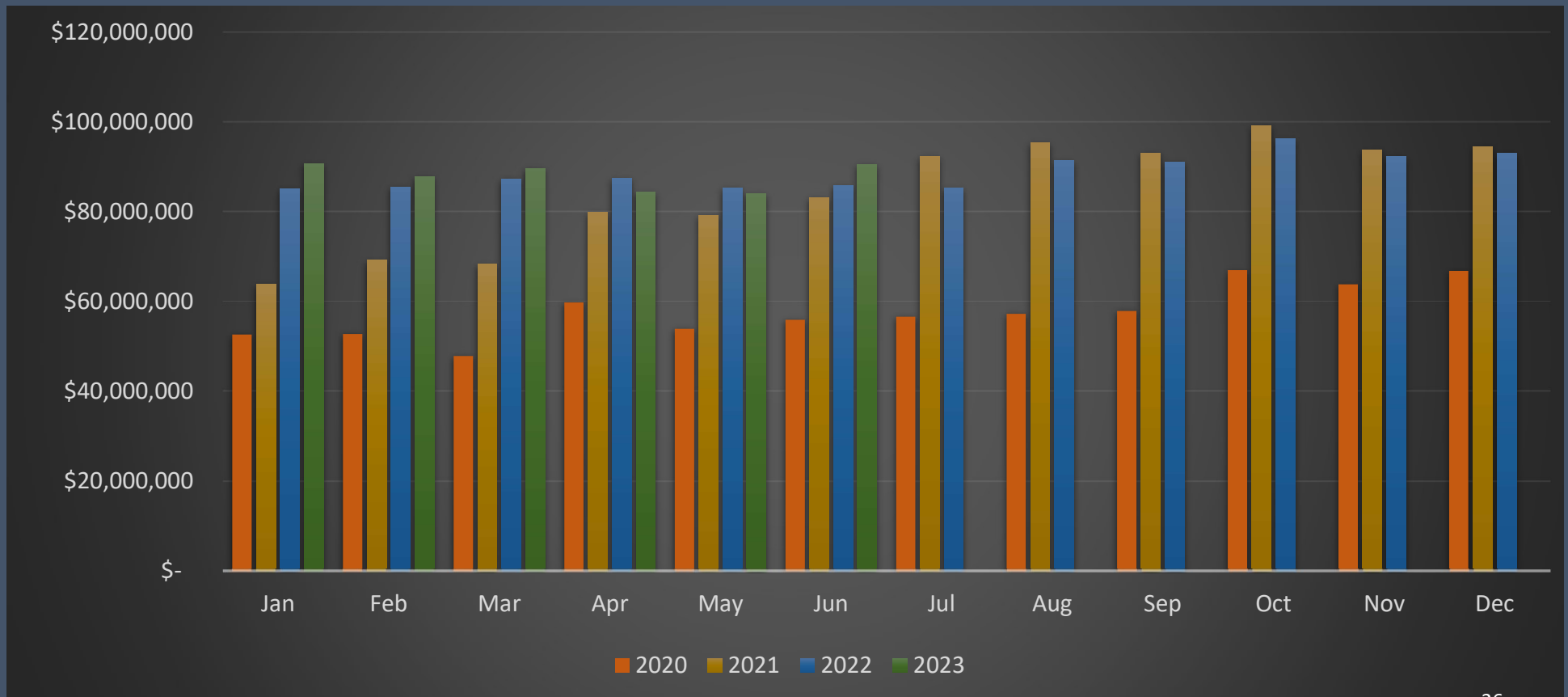
# Cash and Cash Equivalent Assets



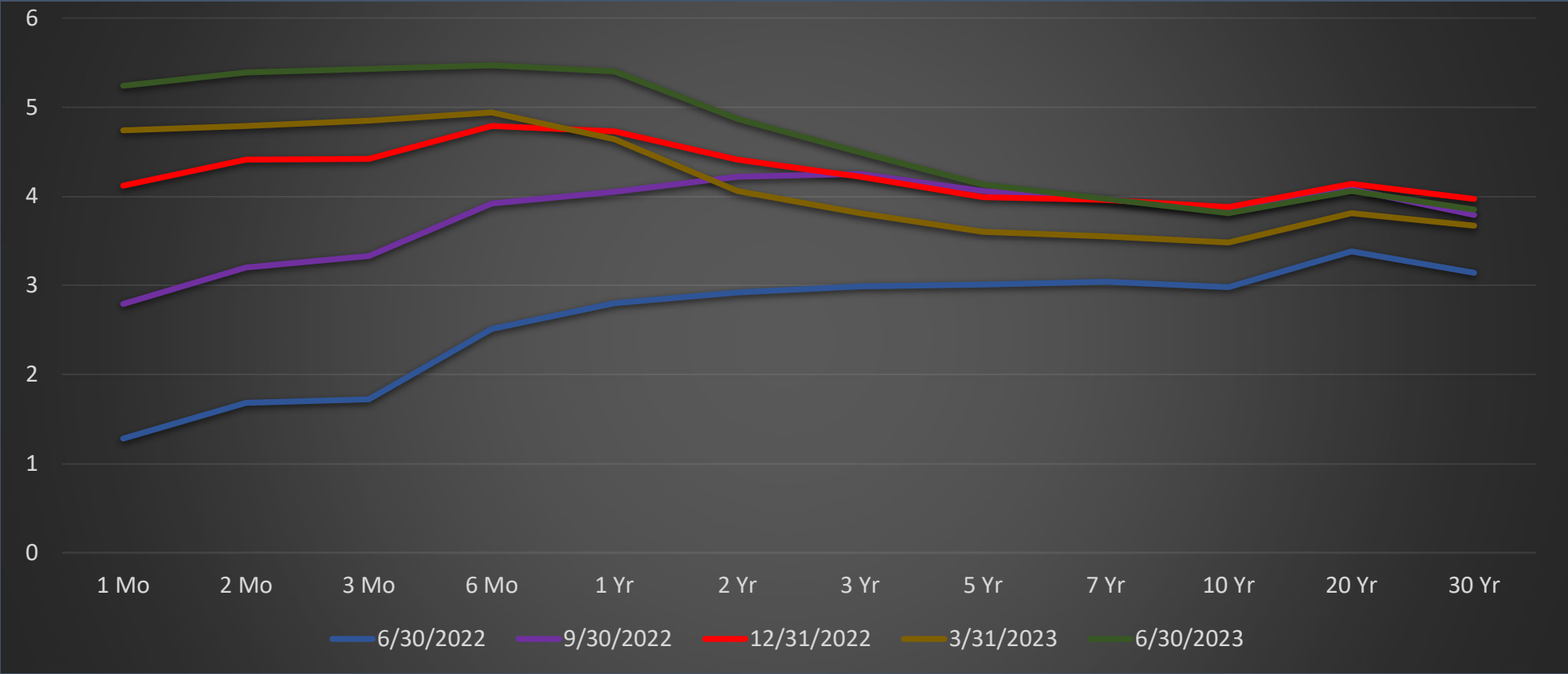
# Fund Composition of Investment Portfolio



# Investment Portfolio Balance

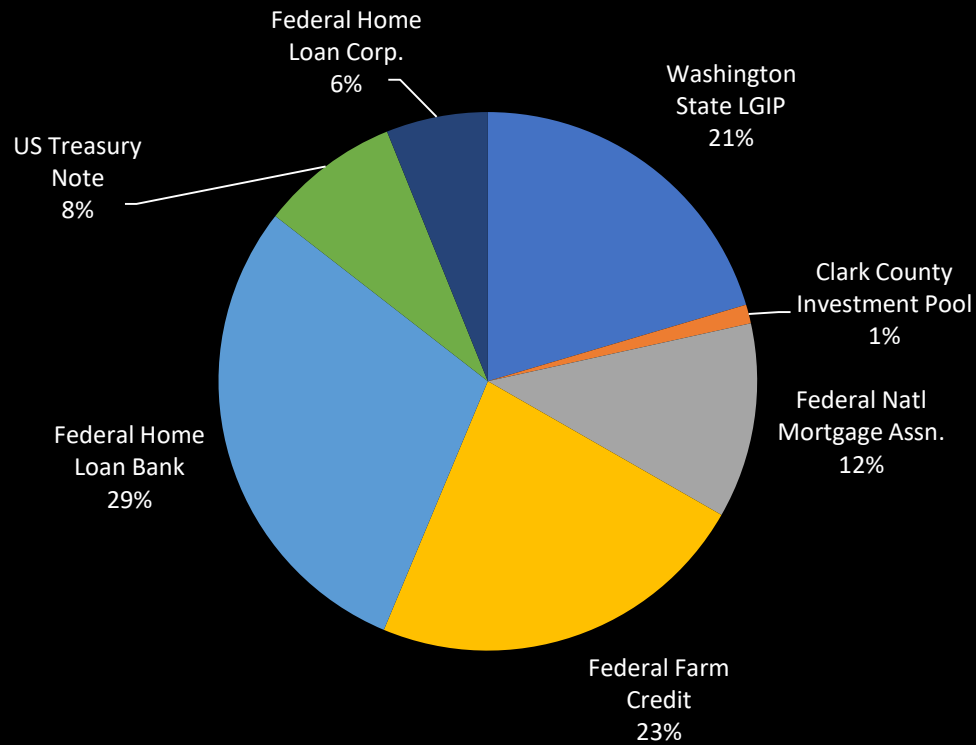


# Yield Curve - Interest Rates

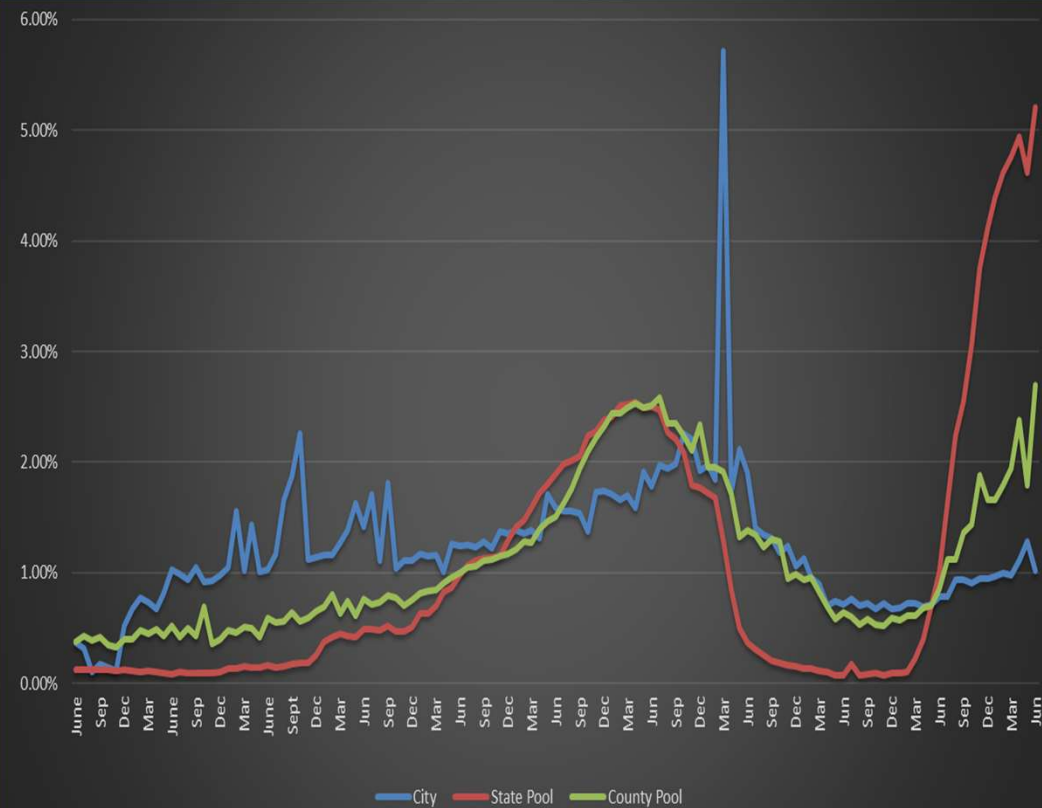


# Investment Portfolio

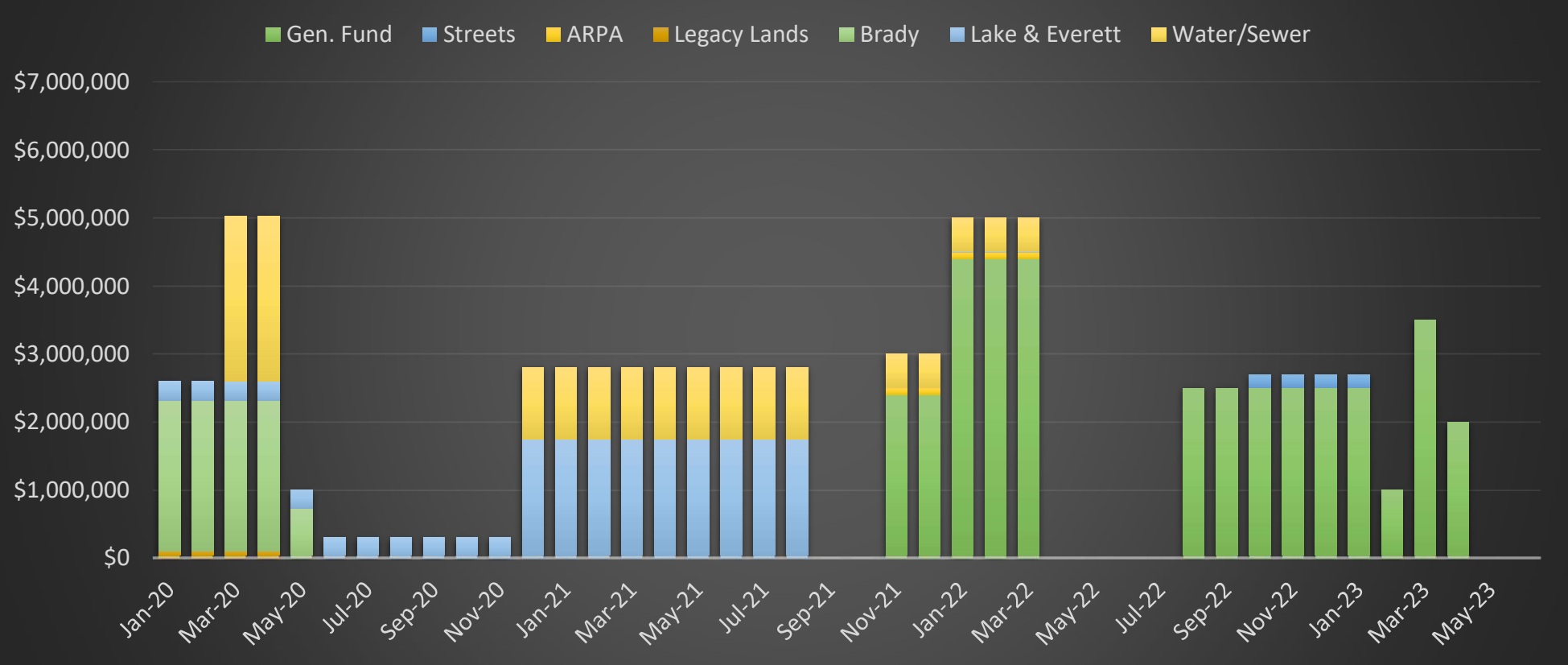
## Portfolio Structure



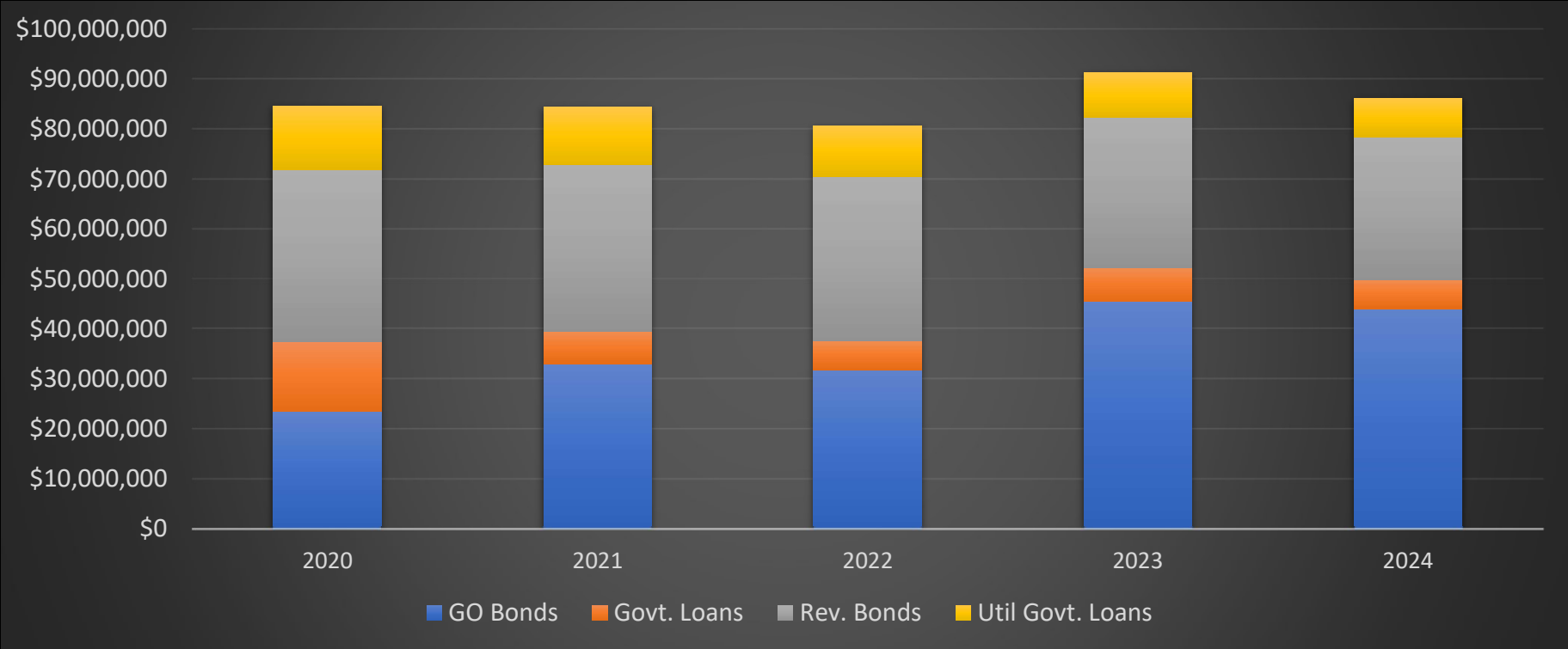
## Portfolio Performance 2013-2023



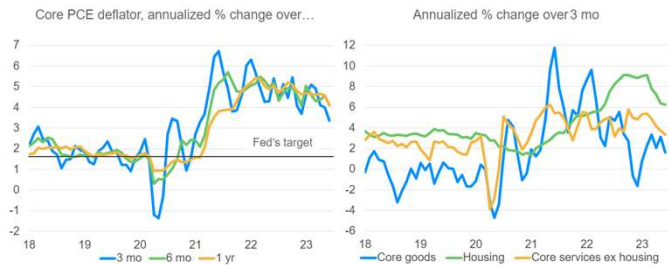
# Line of Credit



# Debt Outstanding



Fed's Favored Inflation Drifting Down...



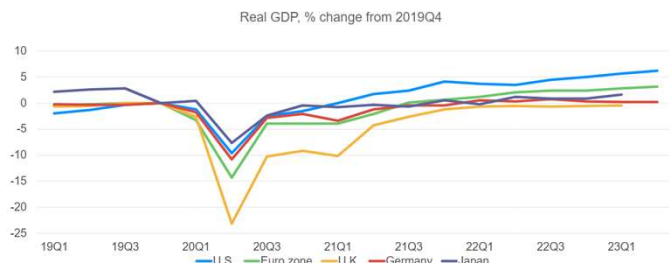
Sources: BEA, BLS, Moody's Analytics

... Alongside Easing Wage Growth



Sources: BLS, Atlanta Fed, Moody's Analytics

U.S. Recovery From Pandemic Recession Has Been World Class



Sources: BEA, Eurostat, UK ONS, National Accounts of Japan, Moody's Analytics

# Outlook

- Labor market is moderating in a slow fashion – good news for Fed's inflation fight
- Inflation is slowing, gas has stabilized, apartment rents are flat and grocery prices are not budging.
- Housing continues to feel the weight of elevated mortgage rates
- Locally – watch on REET, Sales Tax, and Building Permits – some pickup in June and July



Questions



## Staff Report

August 7, 2023 Council Workshop Meeting

PACE (Tyler Technologies ERP) Financials Module Go-Live Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 10 minutes

| Phone        | Email                 |
|--------------|-----------------------|
| 360.817.1537 | chuber@cityofcamas.us |

**BACKGROUND:** The simplest way to understand what an ERP solution is to think of the core systems which supports the whole city. These include accounting, human resources, procurement, capital assets, building, inventory, budget, and customer request management. ERP solutions integrate all these functions into a single system.

The City purchased a Software-as-a-Service (SaaS) solution in which the ERP is hosted centrally with the vendor and licensed on a subscription basis. This solution saves the City money with hardware, staffing and support. Council approved the contract November, 2021.

The staff has researched different ERP systems, viewed demonstrations, interviewed peers, conducted site visits, and attended trainings. Staff is recommending acquiring Tyler Technologies Munease, EnerGov, and EAM products for the ERP system. Tyler Technologies is on the Washington State Sourcewell list and has provided a quote to the City. Council also received a demonstration by Tyler Technologies on August 16, 2021.

Staff has completed negotiations with Tyler Technologies with a five-year contract for acquiring, implementing, and utilizing the full ERP system for \$3,314,513. This contract pricing is broken down between ongoing and one-time costs as:

|   |                    |
|---|--------------------|
| SaaS Annual Fee<br>Includes Ongoing Costs of \$284,380 annually | \$1,421,900        |
| Professional Services<br>One-Time Costs                         | \$1,381,850        |
| 3 <sup>rd</sup> Party Items<br>One-Time Costs                   | \$8,013            |
| Travel for Tyler<br>One-Time Costs                              | \$66,000           |
| Optional Items<br>Includes Ongoing Costs of \$77,690            | \$436,750          |
| <b>Grand Total</b>  | <b>\$3,314,513</b> |

Staff proposes funding of the project with an appropriate mix of one-time revenues and ongoing revenues as summarized below:

|                                | Year 1              | Annual            | 5 Year Total        |
|--------------------------------|---------------------|-------------------|---------------------|
| <b>Costs</b>                   | <b>\$ 1,866,233</b> | <b>\$ 362,070</b> | <b>\$ 3,314,513</b> |
| Replacement Costs              |                     | \$ (93,315)       | \$ (373,260)        |
| Subtotal                       | \$ 1,866,233        | \$ 268,755        | \$ 2,941,253        |
| ARPA Citizen Self Service      | \$ (174,444)        | \$ (70,244)       | \$ (455,420)        |
| Subtotal                       | \$ 1,691,789        | \$ 198,511        | \$ 2,485,833        |
| ARPA Cybersecurity             | \$ (500,000)        | \$ (125,000)      | \$ (1,000,000)      |
| <b>Total Costs to Allocate</b> | <b>\$ 1,191,789</b> | <b>\$ 73,511</b>  | <b>\$ 1,485,833</b> |
| General Fund                   | \$ 302,089          | \$ 25,345         | \$ 403,467          |
| Community Development          | \$ 403,382          | \$ 46,118         | \$ 587,853          |
| Streets                        | \$ 25,759           | \$ 50             | \$ 25,958           |
| CWFD                           | \$ 71,910           | \$ 83             | \$ 72,242           |
| Stormwater                     | \$ 34,395           | \$ 55             | \$ 34,614           |
| Solid Waste                    | \$ 108,795          | \$ 30             | \$ 108,915          |
| Water                          | \$ 134,235          | \$ 890            | \$ 137,795          |
| Sewer                          | \$ 111,224          | \$ 941            | \$ 114,989          |
| <b>Total</b>                   | <b>\$ 1,191,789</b> | <b>\$ 73,511</b>  | <b>\$ 1,485,833</b> |

This project began in March 2022 with planning and scoping of the project. Currently, one module is complete with Human Resource Management and Enterprise Licensing and Permitting in progress.

**SUMMARY:** This presentation is to bring the City Council and the community current with the history of the project and the status of the project both from project milestones and budget. Staff will address questions and concerns of Council.

**BENEFITS TO THE COMMUNITY:** The intent in investing in a new ERP solution is to save the taxpayers money in greater efficiencies, provide transparency and enhanced service delivery.

The ERP system should provide as much self-service and transparency to allow customers and employee to access data and process transactions remotely.

**POTENTIAL CHALLENGES:** There are several potential hurdles which staff intends to work through with City Council as part of the governance structure charter. A committed governance structure is intended to mitigate risks and obstacles.

**BUDGET IMPACT:** The ERP system will have ongoing as well as one-time costs. Staff will be reviewing the impact to the budget in the presentation and propose the appropriate mix of funding for one-time and ongoing parts of the project. In addition, this system is a city-wide system impacting every employee, every citizen, and every business. As such the costs will be shared across all funds. The use of federal funds from the CARES Act as well as the ARPA funding are budgeted.

**RECOMMENDATION:** This presentation is to provide an update of the project's status to City Council and the community.

# Financials Go-Live Presentation

Tyler Technologies ERP Project (PACE)



# Agenda

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ERP Project Recap

Financials Module

New Features

Questions

# ERP Solution with Tyler Technologies

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Solution = Camas PACE

Public Works

Accounting

Community Development

Employees



# ERP Modules

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Financials

Human  
Resources  
Management

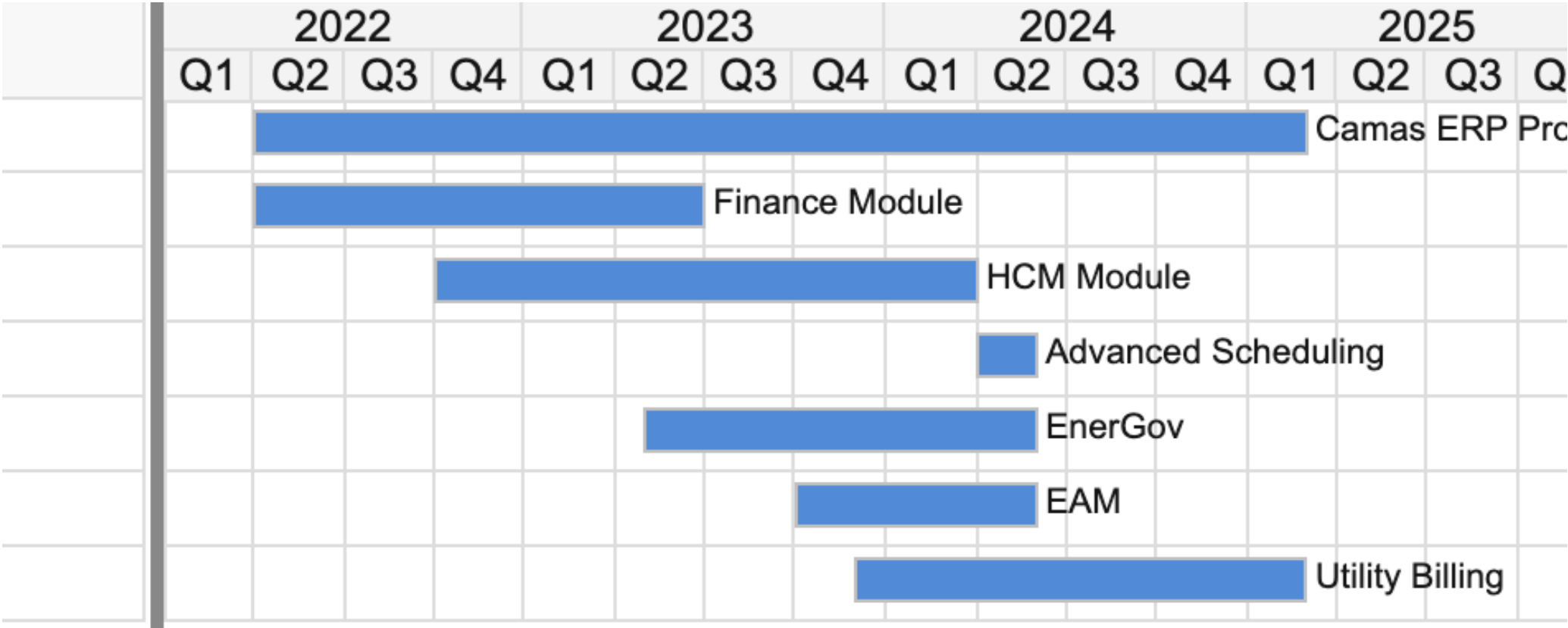
Enterprise  
Permitting  
and Licensing

Enterprise  
Asset  
Management

Utility Billing

# Modules Timeline

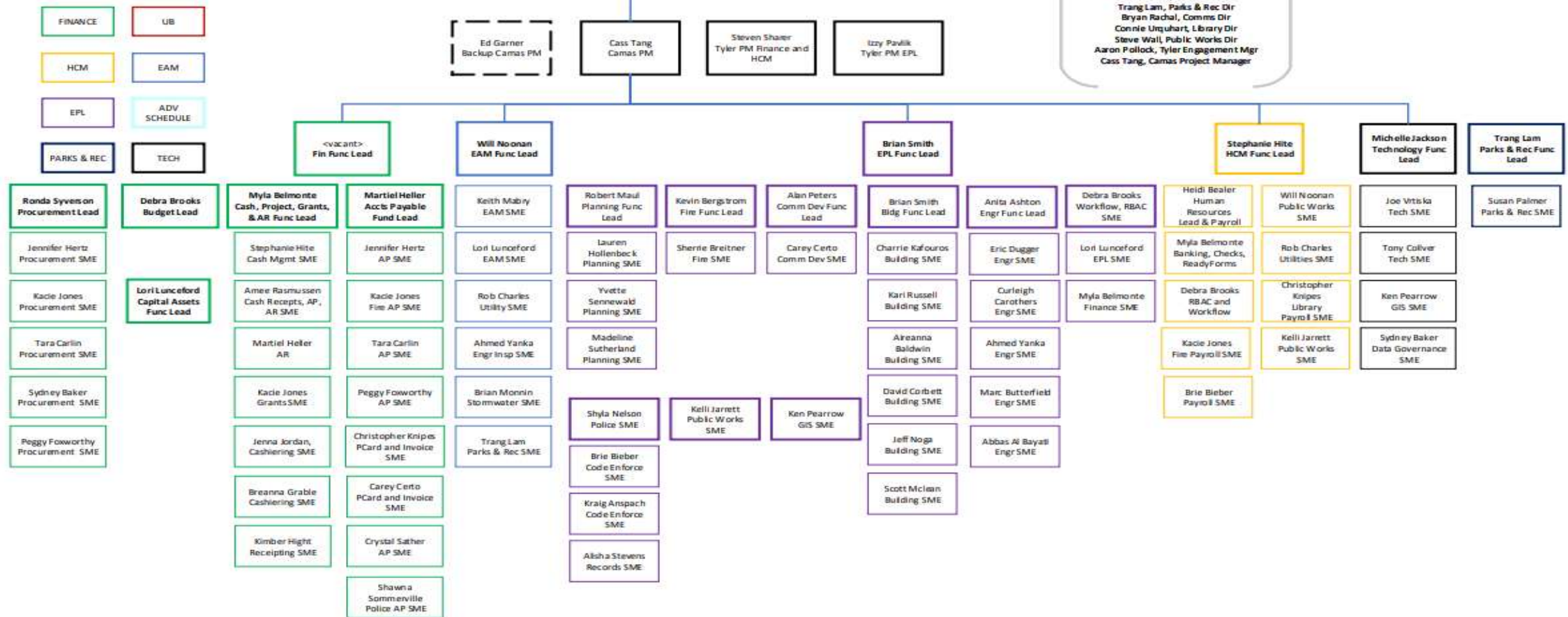
- Additional module considerations:
- Vendor Self-service (VSS) rebranded to Vendor Access (VA).
  - Employee Self-Service (ESS) rebranded to Employee Access (EA)
  - VA, EA, Civic Access, Resident Access updates and timing still to be determined by Tyler



# Project Organization Structure

Item 5.

## ERP Modernization Project Structure Chart (Escalation Chart) Updated July 31, 2023



# Financials (Munis or Enterprise)

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|                                     |                  |                              |                          |
|-------------------------------------|------------------|------------------------------|--------------------------|
| Accounting/GL                       | Accounts Payable | Bid Management               | Budgeting                |
| Capital Assets                      | Cash Management  | Contract Management          | Inventory                |
| Accounts Receivable/General Billing | Tyler Cashiering | Project and Grant Management | Purchasing/Vendor Access |

# Productivity

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Citizen Access/Resident Access

eProcurement

Munis Analytics and Reporting

Tyler Content Manager SE

Tyler Notify

Tyler 311/Incident Management

Socrata



# New Features

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Workflow

Document Retention

Single Entry

Mobile Access

HUB Access

Multiple Ways to Access and Use  
Information

Integration

Self Service

Camas LIVE Springbrook V7

File Systems Tools My Menu User Settings Window Help

General Ledger Customer Lot Scheduled 151 Tasks 296 Reports Batches Exit Help

Processes

Display

- Journal Entries
- GL Display

Budget Adjustments

Journal Entries

Maintenance

New Budget Info

Reporting Tools

Reports

Utilities

Managers' Reports

External Reports

Desktop

GL Display Chart of Accounts Mai...

Chart of Accounts Maintenance

File Window Help

Save Refresh 0 Attachments Exit Help Undock from MDI

General Balance Budget History POs Graphs Visual Reporting Extended Budgeting Tag

Show: Committed Only

Beginning Balance: \$13,784,848.17

Activity: \$887,297.47

Budget: \$0.00

YTD: \$14,672,145.64

Available: \$0.00

Available: 0.00%

Invoices without PO's:

Pre-Encumbrance:

Uncommitted PO's:

Encumbered:

Total:

YTD with Encumbrance:

Available with Encumbrance:

Available with Encumbrance:

| Period | Month      | Debit          | Credit         | Balance          | Budget | YTD Balance     |
|--------|------------|----------------|----------------|------------------|--------|-----------------|
| 1      | January    | \$2,526,829.38 | \$2,913,332.11 | (\$386,502.73)   | \$0.00 | \$13,398,345.44 |
| 2      | February   | \$4,148,504.28 | \$3,899,796.59 | \$248,707.69     | \$0.00 | \$13,647,053.13 |
| 3      | March      | \$5,375,741.84 | \$3,450,539.85 | \$1,925,201.99   | \$0.00 | \$15,572,255.12 |
| 4      | April      | \$7,394,586.59 | \$4,751,569.23 | \$2,643,017.36   | \$0.00 | \$18,215,272.48 |
| 5      | May        | \$1,490,612.30 | \$4,838,576.12 | (\$3,347,963.... | \$0.00 | \$14,867,308.66 |
| 6      | June       | \$56,251.26    | \$251,414.28   | (\$195,163.02)   | \$0.00 | \$14,672,145.64 |
| 7      | July       | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 8      | August     | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 9      | September  | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 10     | October    | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 11     | November   | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 12     | December   | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 13     | Audit Adj. | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |
| 14     | Audit Adj. | \$0.00         | \$0.00         | \$0.00           | \$0.00 | \$14,672,145.64 |

# Springbrook

City of Camas - PACE

1

Approvals

0

Notifications

0

Alerts

Camas Links

[City of Camas Homepage](#)
[Camas Financial Policies](#)
[PACE Learning Center](#)
[Submit PACE Issues to IT/Finance](#)
[Socrata Budget Explorer](#)

Tyler Menu

- Enterprise ERP
  - Financials
  - Human Capital Management
  - General Revenues
  - Property Revenues
  - Asset Maintenance
  - Other Applications
  - Departmental Functions
  - System Administration
  - Help

Budget Monitoring

| Long Description  | Over Budget | Account ↑                       | Account Balances By Year |
|---|-------------|---------------------------------|--------------------------|
| Planning Travel   |             | 0001.58.0000.150.5586000.542... |                          |
| Planning Insurance  |             | 0001.58.0000.150.5586000.546... |                          |
|   | Revised     | Encumbrance                     | Actual                   |
|   | \$13,950.00 | \$0.00                          | \$16,950.33              |
| <div>           Rows per page: 5           1-1 of 1         </div>        |             |                                 |                          |
| Planning Ads/Printing/Forms   |             | 0001.58.0000.150.5586000.549... |                          |
| Planning Miscellaneous  |             | 0001.58.0000.150.5586000.549... |                          |
| Building Salaries   |             | 0001.58.0000.160.5585000.511... |                          |
| Building Overtime   |             | 0001.58.0000.160.5585000.512... |                          |
| Building Benefits   |             | 0001.58.0000.160.5585000.521... |                          |
| Building Supplies   |             | 0001.58.0000.160.5585000.531... |                          |
| Building Fuel Consumed  |             | 0001.58.0000.160.5585000.532... |                          |
| Building Tools & Equipment  |             | 0001.58.0000.160.5585000.535... |                          |
| Building Professional Svcs  |             | 0001.58.0000.160.5585000.540... |                          |
| <div>           Rows per page: 50           201-250 of 679         </div> |             |                                 |                          |

Quick Links

Enterprise ERP Home

Enterprise ERP System Hom

0

Approvals

Navigation

Search

Workflow Administratio

Workflow Central ☆

Workflow Settings ☆

Workflow User Atti ☆

Workflow Business ☆

Pending Actions ☆

Approval History ☆

Workflow Changes ☆

System Departmer ☆

Pending Actions (/ ☆

Workflow Fields Gi ☆

Business Rule Exp ☆

Business Rule Imp ☆

Workflow Central

Approver name

Refresh

Overview

Approvals

History

Maintenance

Advanced Search

My Searches

Manage Forwarding

Mass Acknowledge

0

PAST DUE

0

ON HOLD

12

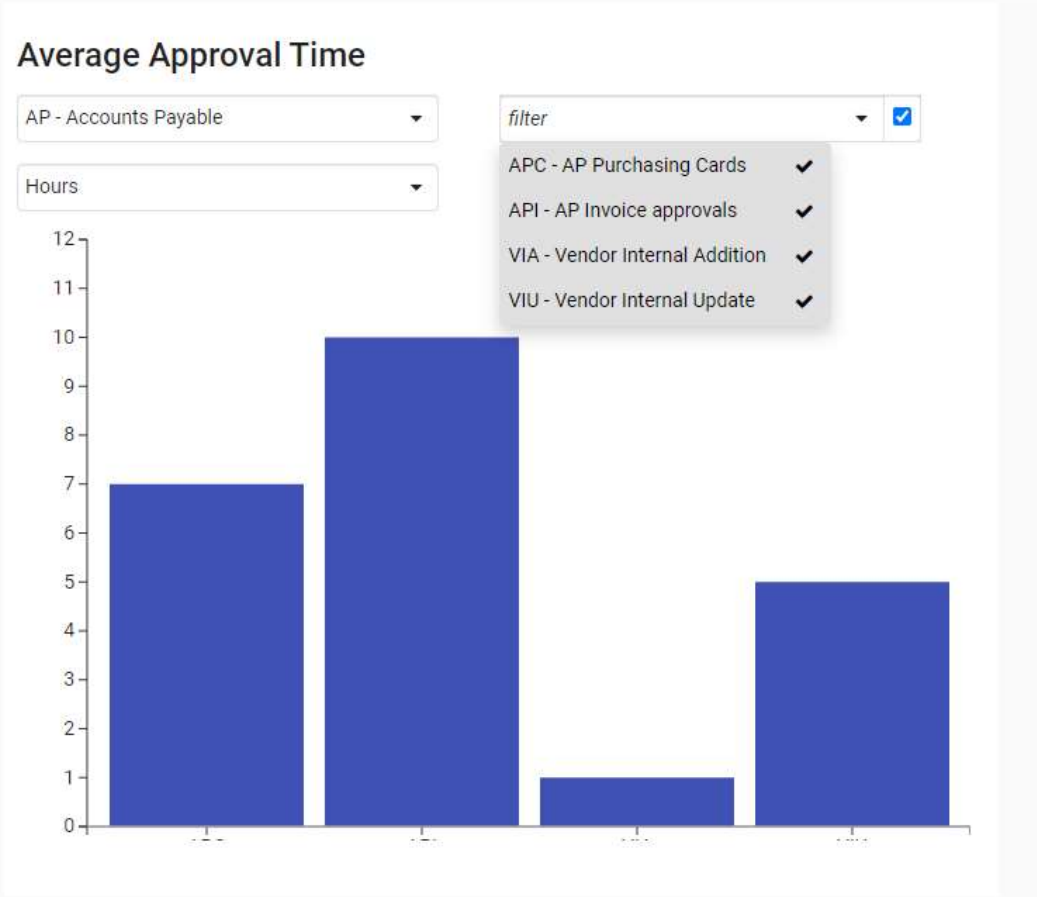
ON TIME

Current Approvers: 6

All modules

All processes

| Approver ^       | Approvals | Past Due | On Hold |
|------------------|-----------|----------|---------|
| Allen Westersund | 1         | 1        | 0       |
| Doug Quinn       | 2         | 2        | 0       |
| Justin Monsrud   | 1         | 1        | 0       |
| Rob Charles      | 9         | 9        | 0       |
| Ronda Syverson   | 2         | 2        | 0       |
| Will Noonan      | 1         | 1        | 0       |



\$

7,546

Paid Invoices CY

\$

13,262

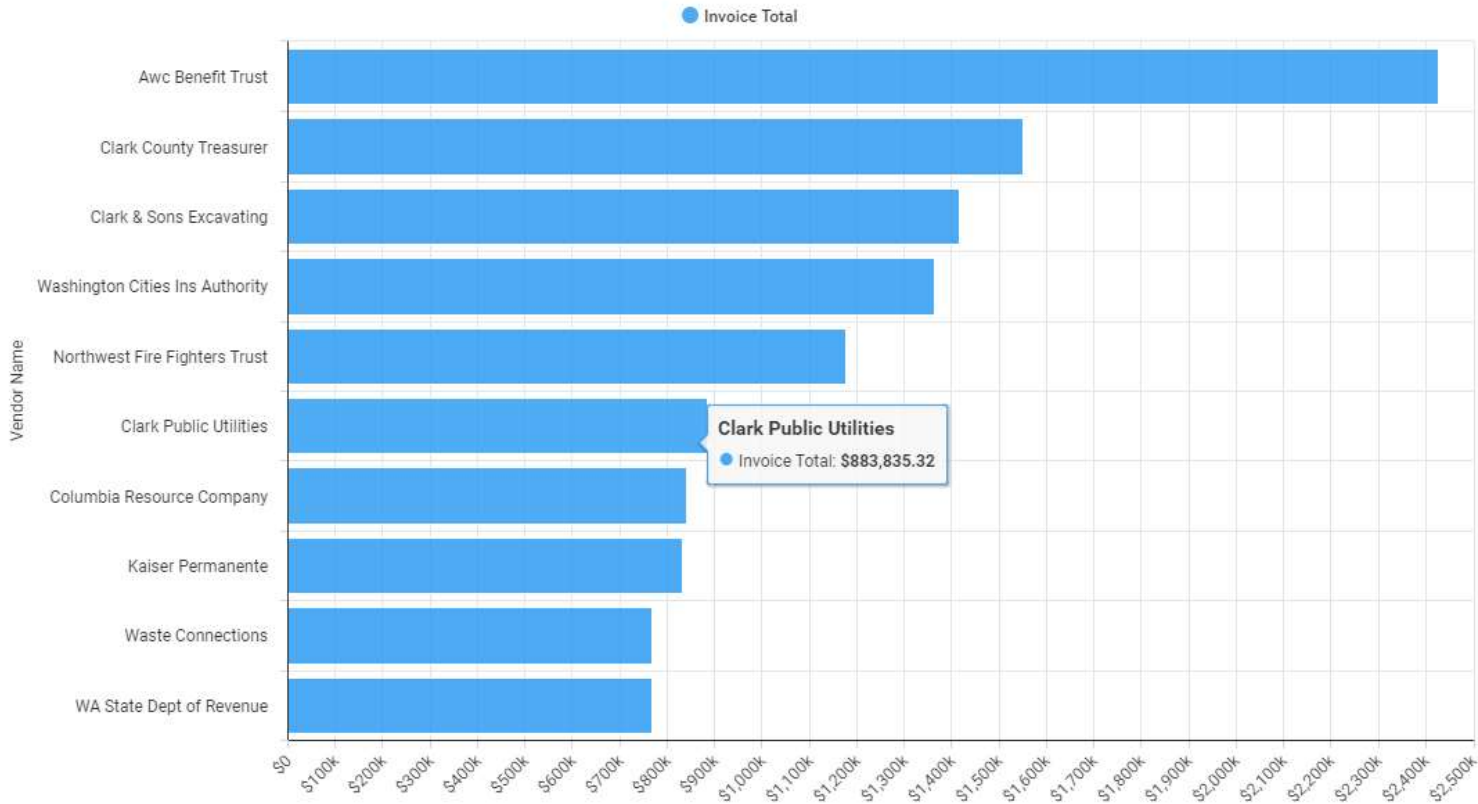
Paid Invoices LY

\$

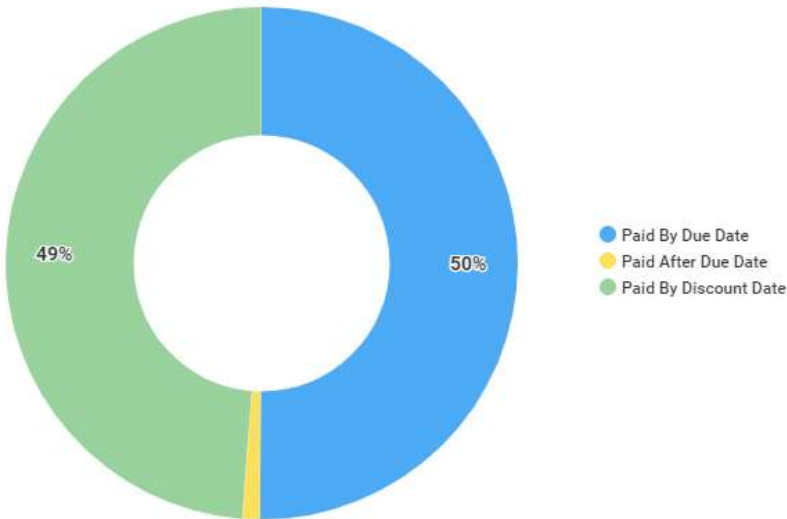
11,217

Paid Invoices LY2

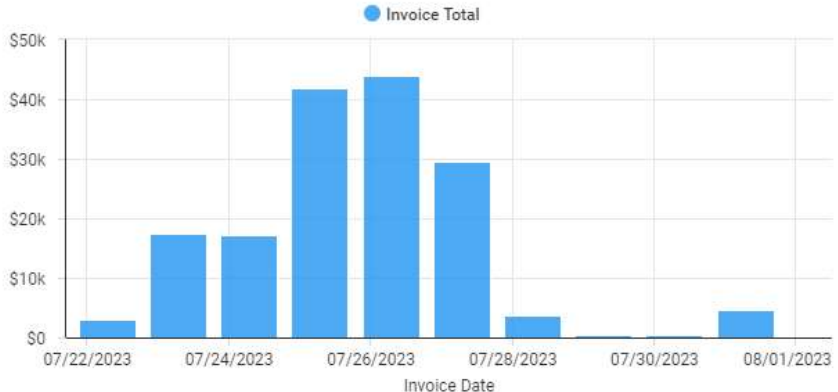
Payment Trends: What Vendors have been paid?



Payment Trends



Invoices Recently Paid





# Questions

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## **CIVILITY & BELONGING AGREEMENT**

### City of Camas

The City of Camas prioritizes mutual respect and civility among its employees, councilors and citizens, contributing to a sense of belonging for all.

Respect, civility, integrity, and honesty are not just words but intentions that must be present in our interactions. Civility requires cooperation, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, courtesy, perception, self-awareness, and patience.

We honor the right of expression and value individual freedom tempered with respect for the rights of others, even in controversial or out-of-favor viewpoints.

Individuals should not feel intimidated or face reprisals for voicing their concerns or participating in government or policy-making.

We acknowledge and are open to feedback on our behavior, understanding that perceptions of what is civil conduct can be influenced by culture and life experiences.

We each have a responsibility to counteract incivility and speak out when necessary.