



City Council Regular Meeting Agenda Monday, November 15, 2021, 7:00 PM REMOTE MEETING PARTICIPATION

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To Participate Remotely:

OPTION 1 - Go to www.zoom.us to download the app, or click "Join A Meeting" with Meeting ID# 958 3056 0855; or from any device click <https://zoom.us/j/95830560855>

OPTION 2 - Join by phone (audio only) Dial 877-853-5257 with meeting ID# 958 3056 0855

For Public Comment - Click the raise hand icon in the app or by phone, hit *9 to "raise your hand"; or email publiccomments@cityofcamas.us (400 word limit)

To simply observe the meeting, on the Public Meetings page - www.cityofcamas.us/meetings and click "Watch Livestream" (left on page).

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

CONSENT AGENDA

NOTE: Consent Agenda items may be removed for general discussion or action.

1. [November 1, 2021 Camas City Council Workshop and Regular Meeting Minutes](#)
2. Automated Clearing House and Claim Checks Approved by Finance Committee
3. \$128,087.50 September 2021 Emergency Medical Services (EMS) Write-off Billings;
\$109,926.56 Monthly Uncollectable Balance of Medicare and Medicaid Accounts and
\$18,160.94 Ground Emergency Medical Transport funding (Submitted by Cathy Huber Nickerson, Finance Director)
4. \$105,239.64 October 2021 Emergency Medical Services (EMS) Write-off Billings;
\$90,975.72 Monthly Uncollectable Balance of Medicare and Medicaid Accounts and

\$14,263.92 Ground Emergency Medical Transport funding (Submitted by Cathy Huber Nickerson, Finance Director)

5. [Northshore Phase 2 Contract Amendment \(Submitted by Robert Maul, Interim Community Development Director\)](#)
6. [Professional Services Agreement Amendment No. 2, Lake Management Plan, Ph. 2B \(Submitted by Steve Wall, Public Works Director\)](#)

NON-AGENDA ITEMS

7. Staff Miscellaneous Updates
Presenter: Jeff Swanson, Interim City Administrator
Time Estimate: 10 minutes
8. Council

MAYOR

9. Mayor Announcements

MEETING ITEMS

10. [Public Hearing for Ordinance No. 21-011 Amending the 2021-2022 Budget](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
11. [Resolution No. 21-013 Fee Schedule 2022](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 5 minutes](#)
12. [Public Hearing – Ordinances for Property Tax Levies for General Fund and EMS Fund](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 15 minutes](#)
13. [Ordinance No. 21-015 Levying the Ad Valorem Taxes for Obligations of the General Fund for 2022](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
14. [Ordinance No. 21-016 Levying the Ad Valorem Taxes for the EMS Fund for 2022](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
15. [Public Hearing - Ordinance No. 21-012 Amending 2021-2022 Budget Ordinance No. 20-011](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 5 minutes](#)

16. [Tyler Technologies SaaS Agreement](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 10 minutes](#)
17. [Collective Bargaining Agreement – City of Camas and IAFF 2021-2023](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
[Time Estimate: 5 minutes](#)
18. [New Position Descriptions for the Finance Department](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
[Time Estimate: 5 minutes](#)
19. [City Clerk Appointment by Mayor](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
[Time Estimate: 5 minutes](#)
20. [Ordinance No. 21-013 Repealing CMC 2.07.010 Relating to City Clerk Position](#)
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)
[Time Estimate: 5 minutes](#)

PUBLIC COMMENTS

ADJOURNMENT



City Council Workshop Minutes - Draft Monday, November 01, 2021, 4:30 PM REMOTE MEETING PARTICIPATION

NOTE: Please see the published agenda packet for all item file attachments.

CALL TO ORDER

Mayor Ellen Burton called the meeting to order at 4:30 p.m.

ROLL CALL

Present: Council Members Greg Anderson, Bonnie Carter, Don Chaney, Steve Hogan, Shannon Roberts and Melissa Smith

Staff: Bernie Bacon, Jennifer Gorsuch, Cathy Huber Nickerson, Connie Urquhart, Mitch Lackey, Trang Lam, Robert Maul, Bryan Rachal, Heather Rowley, Jeff Swanson, Nick Swinhart, Connie Urquhart and Steve Wall

Press: Kelly Moyer, Camas-Washougal Post-Record

PUBLIC COMMENTS

No one from the public wished to speak.

Public comments received via publiccomments@cityofcamas.us are attached to these minutes.

WORKSHOP TOPICS

1. Equity Steering Group Presentation
Presenters: Greg Anderson and Bonnie Carter, Council Members; Ellen Burton, Mayor

Burton, Anderson and Carter reviewed the Equity presentation. Discussion ensued.
2. People Experiencing Homelessness - Discussion
Presenter: Trang K. Lam, Parks & Recreation Director

Lam reviewed the Homelessness presentation. Discussion ensued. This item will be placed on a future workshop agenda.
3. Northshore Subarea Plan Phase 2 Contract Amendment
Presenter: Robert Maul, Interim Community Development Director

This item will be placed on the November 15, 2021 Consent Agenda for Council's consideration.
4. City of Camas Third Quarter 2021 Financial Performance Presentation
Presenter: Cathy Huber Nickerson, Finance Director

Huber Nickerson reviewed the Financial Performance presentation. Discussion ensued.

5. New Position Descriptions for the Finance Department
Presenter: Jennifer Gorsuch, Administrative Services Director and Cathy Huber Nickerson, Finance Director

Due to time constraints, this item was moved to the November 1, 2021 Regular Meeting.

6. 2022 Non-Represented Employee Salary Scales
Presenter: Jennifer Gorsuch, Administrative Services Director

Due to time constraints, this item was moved to the November 1, 2021 Regular Meeting.

COUNCIL COMMENTS AND REPORTS

Due to time constraints, Council comments and reports were provided at the November 1, 2021 Regular Meeting.

PUBLIC COMMENTS

No one from the public wished to speak.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

From: [David Hardin](#)
To: [Public Comments](#)
Subject: Camas Vagrancy and Public Safety
Date: Monday, November 1, 2021 3:17:50 PM

WARNING: This message originated outside the City of Camas Mail system. DO NOT CLICK on links or open attachments unless you recognize the sender and are expecting the content. If you are unsure, click the Phish Alert button to redirect the email for ITD review.

Good Afternoon,

I would like to address the “People Experiencing Homelessness” presentation:

1. The minimization of the safety concerns is astounding. Where does it address the drug use, drug distribution, larceny, indecent exposure, intimidation, open fires, etc.? These issues cannot be swept under the rug.

2. The Law: Per the *Martin V Boise* decision in the 9th Circuit, homelessness was ruled not a crime. A ludicrous decision. Somewhere along the way it was decided that “an individual facing homelessness must be offered available shelter before relocation is possible” is patently false.

Footnote 8 of Judge Berzon’s ruling opinion in *Martin* clearly states: “Nor do we suggest that a jurisdiction with insufficient shelter can never criminalize the act of sleeping outside. Even where shelter is unavailable, an ordinance prohibiting sitting, lying, or sleeping outside at particular times or in particular locations might well be constitutionally permissible.”

When will the City of Camas take safety measures seriously and act in its own self interest?

Thank you,

David Hardin
Camas, WA

Sent from my iPhone



**City Council Regular Meeting Minutes - Draft
Monday, November 01, 2021, 7:00 PM
REMOTE MEETING PARTICIPATION**

NOTE: Please see the published agenda packet for all item file attachments.

CALL TO ORDER

Mayor Ellen Burton called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Council Members Greg Anderson, Bonnie Carter, Don Chaney, Steve Hogan, Shannon Roberts and Melissa Smith

Staff: Bernie Bacon, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Trang Lam, Robert Maul, Shawn MacPherson, Bryan Rachal, Heather Rowley, Jeff Swanson, Nick Swinhart, Connie Urquhart and Steve Wall

Press: Kelly Moyer, Camas-Washougal Post-Record

PUBLIC COMMENTS

No one from the public wished to speak.

ITEMS ADDED TO THE AGENDA

Due to time constraints, these items were moved from the November 1, 2021 Workshop meeting agenda to the Regular meeting agenda.

5. New Position Descriptions for the Finance Department
Presenter: Jennifer Gorsuch, Administrative Services Director and Cathy Huber Nickerson, Finance Director

This item will be placed on the November 15, 2021 Regular Meeting for Council's consideration.

6. 2022 Non-Represented Employee Salary Scales
Presenter: Jennifer Gorsuch, Administrative Services Director

This item will be placed on the November 15, 2021 Regular Meeting for Council's consideration.

STAFF PRESENTATION

1. Lake Management Plan Update and Phase 2B Scope of Work
Presenter: Steve Wall, Public Works Director

Wall reviewed the Lake Management Plan Update presentation. Discussion ensued.

CONSENT AGENDA

NOTE: Consent Agenda items may be removed for general discussion or action.

2. October 18, 2021 Camas City Council Workshop and Regular Meeting Minutes, and October 8, 2021 City Council Retreat Meeting Minutes
3. \$1,115,596.32 Automated Clearing House and Claim Checks Numbered 149029 to 149126; \$2,388,938.83 Automated Clearing House, Direct Deposit and Payroll Check Numbered 7923 and Payroll Accounts Payable Checks Numbered 149019 through 149028
4. 2022 Timber Harvest Bid Award (Submitted by Sam Adams)

It was moved by Carter, and seconded, to approve the Consent Agenda. The motion carried unanimously.

NON-AGENDA ITEMS

5. Staff Updates

Swanson commented about the Clark County Transportation Alliance Annual Policy Statement and received consensus to add the City logo to the document.

Lam commented about the community Holiday calendar.

6. Council

Hogan attended Finance Committee, Columbia River Economic Development Council (CREDC) meeting, and an Association of Washington Cities (AWC) Cyber Security webinar.

Smith will attend the Camas-Washougal Chamber Luncheon and the Chamber's Holiday Gift Basket Luncheon

Chaney encouraged everyone to vote; attended Finance Committee and City/Schools meetings; and commented about community communication.

Carter commented about the workshop topics regarding Homelessness and the North Shore; an email about an outdoor menorah in Camas and requested a discussion about it be placed on a future agenda; attended the Finance Committee meeting and a Washington Cities Insurance Authority (WCIA) webinar.

Roberts attended the Park and Recreation Commission retreat and Finance meetings.

Anderson attended a WCIA webinar, commented about homelessness, and thanked Burton and Carter for working on the Equity Steering Group.

MAYOR

7. Mayor Announcements

Burton commented about the role of the mayor, the Information Technology (IT) Director interviews, the Finance meetings, the City/Schools meeting, the Parks and Recreation Retreat, Downtown Camas Association's (DCA) Boo Bash, receiving a records grant from the State Archives, assistance for utility bills, applying for Boards and Commissions vacancies, the Transportation System Plan survey, and voting.

8. Extra Mile Day Proclamation

Mayor Burton proclaimed November 1, 2021 as Extra Mile Day in the City of Camas.

MEETING ITEMS

9. Public Hearing for Ordinance No. 21-014 Authorizing Issuance and Sale of 2021 Limited Tax General Obligations Bonds
Presenter: Cathy Huber Nickerson, Finance Director

Mayor Burton opened and closed the public hearing at 8:02 p.m. No one from the public provided testimony.

It was moved by Carter, and seconded, that Ordinance No. 21-014 be read by title only. The motion carried unanimously.

It was moved by Carter, and seconded, that Ordinance No. 21-014 be adopted and published according to law. The motion carried by the following vote:

**Yea – Carter
Anderson
Roberts
Chaney
Smith
Hogan**

10. Public Hearing for Ordinance No. 21-013 Amending the 2021-2022 Budget
Presenter: Cathy Huber Nickerson, Finance Director

Mayor Burton opened the public hearing at 8:09 p.m. The hearing will remain open and be continued at the November 15, 2021 Regular Meeting.

11. Collective Bargaining Agreement – City of Camas and IAFF 2021-2023
Presenter: Jennifer Gorsuch, Administrative Services Director

It was moved by Chaney, and seconded, to postpone taking action on the IAFF contract to the November 15, 2021 Regular Meeting. The motion carried by a majority vote.

12. New Position Descriptions for the Administrative Services Department
Presenter: Jennifer Gorsuch, Administrative Services Director

It was moved by Carter, and seconded, that Resolution No. 21-012 be read by title only. The motion carried unanimously.

It was moved by Carter, and seconded, that Resolution No. 21-012 be adopted. The motion carried unanimously.

PUBLIC COMMENTS

Marie Tabata-Callerame, 5724 NW El Rey Drive, Camas, commented about Lacamas Lake water testing.

Zach Goodman, 1535 NW 34th Avenue, Camas, commented the postponement of the IAFF contract.

EXECUTIVE SESSION

13. Executive Session – Topic: Potential Litigation (RCW 42.30.110)

The Council met in an Executive Session regarding potential litigation per RCW 42.30.110. Mayor recessed the regular meeting at 8:36 p.m. It was held via online ZOOM application. Elected officials present were: Mayor Burton and Council Members Anderson, Carter, Chaney, Hogan, Roberts, and Smith. Others present were City Attorney Shawn MacPherson, Interim City Administrator Jeff Swanson, Interim Community Development Director Robert Maul and Public Works Director Steve Wall. The regular meeting reconvened at 9:05 p.m.

ADJOURNMENT

The meeting adjourned at 9:05 p.m.



Staff Report – Consent Agenda

November, 15th, 2021

Northshore Phase 2 Contract Amendment (Submitted by Robert Maul, Interim Community Development Director)

Phone	Email
360.817.7255	rmaul@cityofcamas.us

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

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

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

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

- Project Management
- Phase 2 Kickoff
- Stakeholder Committees
- Video
- Outreach
- Land Use Alternatives
- Infrastructure Assessment
- Final Subarea Report
- Adoption

Contingency Tasks

- Economic Development Toolkit
- Planning-Level Infrastructure Cost Estimates

- Infrastructure Analysis

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

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

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

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

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

EQUITY CONSIDERATIONS:

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

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

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

BUDGET IMPACT: The current scope of the North Shore Subarea Plan is included in the approved Community Development Department budget. The added scope amount can be covered through salary savings, or reserve funds.

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

**AMENDMENT NO. 3
TO
CONSULTANT AGREEMENT
BETWEEN
CITY OF CAMAS
AND
WSP USA INC.**

This Amendment No. 3 is made and entered into this 15th day of November 2021, by and between the City of Camas ("Client") and WSP Inc. ("WSP").

RECITALS

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

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

WSP and Client now desire to amend the Consultant Agreement to include additional services for Phase 2 and increase the compensation payable under the Agreement by \$74,215.

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

TERMS

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

- A. Scope of Services. The Scope of Services, which is Exhibit C to the Consultant Agreement, is hereby amended to include those Services set forth in Attachment 1, Scope of Services Supplement No. 3, attached hereto and incorporated herein for all purposes.
- B. Compensation. The Consultant's Total Compensation specified in Exhibit D to the Consultant Agreement is amended to increase the maximum not-to-exceed amount to be paid as compensation for the Scope of Services by \$74,215.00, for a new Total Compensation of \$393,402.00.
- C. All other terms and conditions of the Consultant Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 3 to the Consultant Agreement, which shall be effective as of the date first written above.

WSP USA Inc.

City of Camas

BY: _____
Signature
Its: _____

BY: _____
Signature
Its: _____

EXHIBIT C – SCOPE AND SCHEDULE OF SERVICES

Exhibit C is revised to include the following:

SCOPE OF SERVICES

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

Overall Project Clarifications.

This scope of services was developed based on the following clarifications that are in addition to or, as appropriate, amend the clarifications included in Amendment 2. Task-specific clarifications are included in each task.

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

Task 1.0: Project Management and Communication

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

Clarifications

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

Deliverables

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

Task 7.0: Subarea Plan Report

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

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

Clarifications

- City staff will lead the adoption work sessions and hearings. WSP will support with the tasks identified in the original contract and as amended here and will attend the work sessions and hearings to answer questions.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.

- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.
- The PowerPoint presentation will be up to 30 slides and include a summary of information prepared in other tasks.
- The City will be responsible for responding to any public comments received during the SEPA review process.

Deliverables

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

Task 10.0: Comprehensive Plan and Zoning Code Amendments

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

- Develop an agreed-upon list of elements (sections and pages) within the comprehensive plan, municipal code, and design standards manual to be updated based on final sub area plan recommendations and review with City prior to updates.
- Draft Updates:
 - Prepare policy amendments to the City's comprehensive plan, Camas 2035 to address subarea plan recommendations for the North Shore.
 - Prepare amendments to Camas Municipal Code Title 18, Zoning, to include a North Shore District with unique zoning and design standards consistent with the subarea plan recommendations.
 - Prepare up to four code graphics to visually represent code requirements.
 - Prepare amendments to the City of Camas Design Standards Manual to address unique streetscape standards for the North Shore, including street cross section drawings.
- Participate in two meetings with City staff to review the draft policy and code language.
- Prepare a draft and final SEPA checklist for the amendments, including the supplemental sheet for non-project actions.
- Final Updates:
 - Prepare final amendments to the comprehensive plan, municipal code, and design standards for adoption.
- Support the City through the adoption process, including preparation of a draft staff report and PowerPoint presentation, and attendance at Planning Commission and City Council Hearings and workshops.

Clarifications

- WSP will provide both draft and final rounds (2 rounds) of policy updates for the comprehensive plan, zoning code, and design standards amendments and additional rounds of update can be provided at an additional cost.
- WSP will provide up to four code graphics to visually represent code requirements
- WSP will provide up to three street cross section details to be included in the City's Design Standards Manual.
- Up to three WSP staff members will participate in two 1-hour prep meetings with City staff to review draft policy and code language.
- The City will act as the Lead Agency for the SEPA review and will be responsible for procedural SEPA tasks, including noticing and distribution of the SEPA checklist.
- The City will issue a Determination of Non-Significance or a Mitigated Determination of Non-Significance and an Environmental Impact Statement will not be required.
- No new technical analysis, field work, or graphics will be required for the SEPA checklist or presentation.

- The PowerPoint presentation will be up to 30 slides and will include a summary of information prepared in this task.
- The City will be responsible for responding to any public comments received during the SEPA review process.
- City staff will lead the adoption work sessions and hearings with support from WSP.
- The City will coordinate with the County for all updates to the County's GIS database resulting from adoption.
- One WSP staff member will attend a Planning Commission work session, a Planning Commission hearing, a City Council work session, and a City Council hearing; all meetings will be up to 2 hours in length.
- WSP will not be involved in any continued public hearings and/or additional work sessions but our involvement can be provided at an additional cost.
- All materials prepared in support of adoption will be consistent with applicable City plans, policies, and ordinances; however, WSP cannot guarantee adoption of the comprehensive plan, zoning code, or design standard amendments.

Deliverables

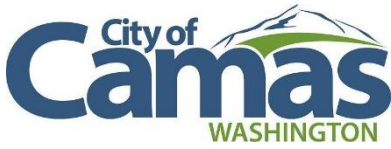
- Draft and final comprehensive plan, zoning ordinance, and design standards amendments
- Draft and final staff report and presentation
- Draft and final SEPA checklist

EXHIBIT D – COMPENSATION

Exhibit D is revised to include the following

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

New contract total is \$393,402.00



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 2**

616 NE 4th Avenue
Camas, WA 98607

Project No. D-1010

Lake Management Plan – Phase 2B, Part 2

THIS AMENDMENT (“Amendment”) to Professional Services Agreement is made as of the ____ day of November, 2021, by and between the City of Camas, a municipal corporation, hereinafter referred to as "the City", and Geosyntec Consultants, Inc., hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified. The City and Consultant may hereinafter be referred to collectively as the “Parties.”

The Parties entered into an Original Agreement dated **June 8, 2021**, by which Consultant provides professional services in support of the Project identified above. Except as amended herein, the Original Agreement shall remain in full force and effect.

1. Scope of Services. Consultant agrees to perform additional services as identified on **Exhibit “A”** (Amended Scope of Services) attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.
2. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this Amendment by:
 - a. Extended to **December 31, 2022**
 - b. Unchanged from Original/Previous Contract date of _____, 20__

Unless an additional extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of the Original Agreement.

3. Payment. Based on the Scope of Services and assumptions noted in **Exhibit “A”**, Consultant proposes to be compensated on a time and material basis with a total estimated not to exceed fee of:
 - a. Previous not to exceed fee:
 - i. Ph. 1 Scope of Work: \$106,400
 - ii. Ph. 2A Scope of Work (QAPP): 22,700
 - iii. Total Prior Not to Exceed: \$129,100
 - b. **Amendment No. 2: \$127,500**
 - c. **New Amended Total: \$256,600**

4. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of November, 2021.

CITY OF CAMAS:

CONSULTANT: Geosyntec Consultants, Inc.
Authorized Representative

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

EXHIBIT "A"
AMENDED SCOPE OF SERVICES



920 SW 6th Ave, Suite 600
Portland, Oregon 97204
PH 503.222.9518
FAX 971.271.5884
www.geosyntec.com

VIA ELECTRONIC MAIL

November 8, 2021

Mr. Steve Wall, P.E.
Public Works Director
City of Camas
616 NE 4th Avenue
Camas, WA 98607

Subject: Phase 2B Draft Workplan, Lake Management Planning, First 6 months

Dear Mr. Wall,

On behalf of Geosyntec Consultants, Inc. (Geosyntec), we are pleased to present you with our draft scope of work for Phase 2B of the Lake Management Planning support to the City of Camas (City). Geosyntec's team with MacKay Sposito and JLA have developed this draft scope of work and budget for Lake Management Planning for Lacamas, Round and Fallen Leaf Lakes.

This workplan does not include conducting the field work, since the QAPP is not completed yet. Once the QAPP is near completion or submitted to Washington Department of Ecology for approval then the field workplan can be developed in detail with an associated cost.

Introduction

This workplan outlines the tasks needed to complete a Lake Management Plan, following the Washington State Department of Ecology (Ecology) Lake Cyanobacteria Management Plan (LCMP) format, for Lacamas, Round and Fallen Leaf Lakes. The workplan is intended to specify the tasks required to understand the issues of algal blooms that have become common within the lakes. Nutrients within the lake have allowed algal blooms to become more common and longer in duration. These algal blooms cause harmful toxins to enter the waterbody resulting in a public health risk for the local community. Current management of the lakes is based on an incomplete understanding of the causes of the blooms. As such, mitigation and prevention of these blooms are difficult unless a full understanding of the nutrient cycles within the lake can be developed, and external loading sources can be identified and determined. Identifying the phosphorus budget and inputs into the watershed are key to understanding and developing a comprehensive management plan for the watershed. This workplan outlines the steps towards development of such a plan.

Phase 2 can be separated into the following distinct parts:

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 2

- Phase 2a. QAPP development, to be completed via separate scope of work and agreement amendment.
- Phase 2b, Part 1: Conduct Field Work, to be developed based on the completed and approved QAPP.
- Phase 2b, Part 2: Task 2.2 (Part 2), Task 2.3, Task 2.4, and Task 2.9 (Part 2). This work would be done based on a funding request in November, 2021 and intended to run through May 2022.
- Phase 2b, Part 3: Task 2.2 (Part 3), Task 2.5, Task 2.6, Task 2.7, Task 2.8, and Task 2.9 (Part 3). This work would be done following completion of some or all of the field work. It is assumed that a funding request would be made in May, 2022, and that this phase would run from June, 2022 through June, 2023.

This workplan presents the tasks required for Phase 2b, Part 2, and Phase 2b, Part 3, but funding is currently being requested only for Phase 2b, Part 2.

Task 2A: QAPP Development

To be completed via separate scope of work agreement amendment.

Task 2.1: Conduct Field Work

To be developed based on the completed and approved QAPP.

Task 2.2 Stakeholder Involvement

Objective

The objective of this task is to conduct education and outreach with the community to generate continued awareness of the LCMP effort, collaborate with and inform key stakeholders and the broader community about the current lake conditions and potential management measures for short and long-term improvement and build consensus and support for sustainable and effective long-term management measures to improve lake water quality.

This task will focus on these three elements of engagement:

1. **Ongoing information and awareness campaign:** The project team will continue general communication with the broader community which will include maintaining the project webpage on Engage Camas, continued social media content and updating the project fact sheet. In addition, the project team will develop an informational “call to action” campaign to generate awareness of short-term management measures to improve water quality in the lakes, such as responsible pet waste practices, alternative fertilizers, etc. This campaign

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 3

could include collateral materials, such as stickers, posters, mailers, flyers and an informational video.

2. **Engage the public, key stakeholder groups and other partners to guide development of effective and sustainable long-term management measures to improve water quality in the lakes:** The project team will work with the City to develop and launch a series of three online open houses to guide the development of effective long-term management measures for the lakes informed by community goals and values. The online open houses will be designed to keep the community apprised of project progress with the field data program, the spectrum of lake management measures available, and be part of vetting and prioritizing appropriate lake management measures that will be acceptable to the community while improving lake water quality.
3. **Development of a community supported, long-term lake management recommended alternative:** In order to develop a lake management alternative (suite of management measures) that is supported by key stakeholders and the broader community, the project team will engage key stakeholder groups. These key stakeholders will include large property owners, state and local agencies, lake user groups, Camas Parks and Recreation Commission, City Council, the Lacamas Creek Watershed Advisory Committee and the broader community. Outreach and engagement will include small group meetings with key stakeholders, online surveys and online open houses to provide input on community goals, values and expectations for a long-term management alternative, these efforts will also provide an opportunity to learn about and provide input on the spectrum of lake management measures.

Activities

Activities within this task will take place in phases in the following phases:

Phase 2.2, Part 2 portion:

- A public involvement kickoff meeting to be held between the Geosyntec team and the City to inform development of the public involvement and communications plan
- Develop the public involvement and communications plan to include key messaging, awareness campaign strategies and outreach to target audiences
- Strategize with the City about how best to reach out to and maintain communication with key project stakeholders, including local and state agencies, large landowners, Camas School District, Camas Parks and Recreation Commission, City Council and lake user groups.
- Continue to update the City's Engage Camas page
- Continue to develop social media content

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 4

- Develop up to one community-wide mailer
- Develop up to one collateral material (sticker or poster)
- Host up to two informational tabling events at high traffic locations in the community
- Develop informational video describing the LMP, timeline and identified long and short-term management measures to improve water quality
- Conduct an online open house to share project progress with the field data program as well as ask questions to better understand the community values and expectations for future lake use and management measures.
- Conduct 2 meetings with key stakeholder groups, to be identified in collaboration with the City

Phase 2.2, Part 3 portion:

- Conduct an online community open house to share the spectrum of lake management measures and gather input on possible management measures for the future
- Conduct an online community open house to vet and prioritize appropriate lake management measures
- Continue to update the City's Engage Camas page for the LCMP
- Continue to develop social media content
- Develop up to one community-wide mailer
- Host up to two informational tabling events at high traffic locations in the community, including the Sept. 25th, 2022 Lake Clean-up Day
- Conduct 2 meetings with key stakeholder groups, to be identified in collaboration with the City

Deliverables

- Agenda and summary of action items from kick off meeting
- Public Involvement and Communications Plan
- Updated fact sheet (1)
- Design for collateral materials (1 sticker and 1 poster for awareness campaign)
- Development and summarizing up to three online open houses
- Coordination, attendance and summary of up to 4 tabling events
- Development of 1 mailer for distribution throughout the community
- Content for up to 12 social media posts
- Production of 1 informational video
- Up to 6 updates to the Engage Camas web page

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 5

- Agendas, discussion questions and summary report of meetings with up to 2 key stakeholder groups or individuals.

Assumptions

- The public involvement plan will undergo one round of review before being finalized
- Recognizing that the current pandemic is a constantly changing situation, the Geosyntec team will work closely with the City to determine the best methods to engage people whether that's online or through safely distanced in-person engagement

Task 2.3 Implement Short-Term Wins and Volunteer Opportunities

Objective

The objective of this task is to assist the City with implementing short-term win ideas prioritized in Phase 1.

Background

During Phase 1, we identified the following short-term wins as the most promising opportunities:

- Collaborate with Clark Conservation District on their workshop programs on watershed processes and water quality issues, and BMP technical assistance to landowners
- Optimization of stormwater operations, including checking catch basin cartridge units
- Evaluate opportunities related to the PROS plan as it is developed, in collaboration with the Camas Parks department. Opportunities may include prioritizing vegetation that exports less Phosphorus, and contributing to updated design standards and maintenance standards for trails to prevent erosion.
- Hotspot erosion control at:
 - East Lake boat ramp
 - Round Lake Parking lot (County owned)
- Screening of properties recently purchased as part of the legacy lands program. We recommend focusing on the Rose and Leadbetter properties.

Activities

- Participate in up to four (2) meetings with Clark Conservation District
- Participate in up to four (2) meetings with the City of Camas, Parks Department
- Conduct two (2) days of field work along with the City to assist with any of the potential following items:

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 6

- Checking catch basin cartridge units,
- Visiting the East Lake boat ramp for scoping erosion control opportunities,
- Visiting the Round Lake Overflow Parking Lot for scoping erosion control opportunities, or
- Screening level assessment of recently purchased properties current erosion state, and opportunities for on the ground restoration or BMP demonstration projects (Rose and Leadbetter properties),

Deliverables

- Meeting agendas and summary notes from the meetings with Clark Conservation District and the Parks Department
- Summary notes from the field activities
- Technical memo suggesting tactics to optimize stormwater operations potentially including construction erosion control inspections, ongoing facility inspection and maintenance, catch basin cleaning frequency and street sweeping.
- Technical memo outlining short term corrective actions to abate erosion.
- Technical memo regarding legacy lands, providing corrective actions to abate active erosion, and an opportunities matrix for potential restoration activities.
- Summaries of work performed

Assumptions

- Field work will be performed by 2 members of the Geosyntec team along with at least 1 City employee
- Additional field work required to complete these tasks is not part of this scope of work
- Existing fieldwork protocols can be used to evaluate recently purchased properties
- The City is able to provide complete information regarding how the stormwater program currently operates

Task 2.4 Funding Strategy and Implementation

Objective

The objective of this task is to utilize the funding strategies identified in Phase 1 to assist the City in applying for grant applications and collaborating with other agencies to pursue joint funding.

Activities

- Conduct a funding strategy Phase 2 kickoff meeting to discuss this approach. This will include discussion of developing inter-agency partnerships to pursue joint funding or

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 7

develop joint programs for project funding and implementation. Partnerships may include:

- Clark Conservation District
- Clark County
- Washington State Department of Ecology
- U.S. Department of Agriculture Natural Resources Conservation Service
- Provide limited support for the City in completing up to grant applications identified in Phase 1 (assume 18 hours of consultant time)
- Being able to identify and implement the most effective and sustainable LCMP for improving the lakes will require collaboration with other agencies and community partners. Therefore, the Geosyntec team will provide limited support, assisting the City in collaborating with local and state agencies to identify opportunities and develop long term partnerships for ongoing coordinated lake management and implementation of the Lake Management Plan (assume 24 hours of consultant time).

Deliverables

- Meeting agendas and summary notes from funding strategy session

Assumptions

- This task includes up to 50 total hours of consultant time from the Geosyntec team

Task 2.5 Field Data Analysis

Objective

The objective of this task is to analyze the field data coming in over the 12-month period to characterize the lake water quality conditions and support development of the LCMP.

Activities

- Analyze the field data and develop appropriate plots and tables and other information summarizing the data and what it tells about lake water quality conditions. This analysis includes:
 - Lake inflows, outflows and lake level
 - In-lake Temperature, Dissolved Oxygen, pH, Conductivity, and Secchi Depth
 - In-lake Phosphorus (Total and Orthophosphate), Nitrogen (Ammonium, Nitrate-Nitrite, and Total Persulfate N), Chlorophyll-a

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 8

- Concentration of Phosphorus (Total and Orthophosphate), Temperature, Dissolved Oxygen, Nitrogen (Ammonium, Nitrate-Nitrite, and Total Persulfate N), pH and Conductivity in the tributaries
- Waterfowl (qualitative)
- Aquatic vegetation
- Shoreline modification
- Lake sediment sampling, including analysis of core samples for Total Phosphorus, Phosphorus fractionation, Iron, Aluminum, Percent Water, Grain Size
- Document the results and findings in a chapter of the LCMP

Deliverables

- A chapter in the LCMP focused on the monitoring results and interpretation

Assumptions

- Completion of this Task is dependent upon an approved QAPP and field workplan and contract for collecting data being executed
- Depending on the results of the Ecology bacteria field sampling and the field sampling conducted under Task 2.4, there may be a need for conducting microbial source tracking, which would provide valuable information on bacteria sources to the lakes. Currently this is not scoped in this workplan

Task 2.6 Develop and Analyze Hydrologic and Nutrient Budget

Objective

The objective of this task is to develop quantitative budgets for water, phosphorus, and nitrogen.

Activities

- Acquire field data from other agencies such as USGS, WA Department of Ecology and others to support develop water and nutrient budgets
- Develop monthly and annual flow budget for each lake using table sand graphics, as needed
- Develop monthly and annual nutrient (total phosphorous, ortho-phosphorous, total nitrogen and nitrate-nitrate) budgets for each lake using table sand graphics, as needed
- Analyze monthly and annual loading from each of the sources, including potential internal loading, and outflows with data or other information

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 9

- Develop an analytical model of the Phosphorus balance in Lacamas/Round Lakes, using a method such as the Vollenweider (1968) model or similar, as a simple tool for predicting response to changes in loading or flow rates
- Calibrate the model by adjusting the rate coefficients to better match measured in-lake Phosphorus data
- Document the results and findings in a chapter of the LCMP

Deliverables

- A chapter in the LCMP focused on hydrologic budget, and a separate chapter on the nutrient budgets

Assumptions

- Completion of this Task is dependent upon an approved QAPP and field workplan and contract for collecting data being executed.
- This task is dependent on successful completion of the field effort

Task 2.7 Identify Management Methods for Cyanobacterial Control and Lake Restoration Planning

Objective

The objective of this task is to develop a recommended lake management plan with actionable steps, to significantly reduce algal blooms and improve overall water quality in Lacamas, Round, and Fallen Leaf Lakes, through lake and watershed management strategies.

Activities

- Develop criteria by which to measure the success of restoration and management activities
- Based on past experience and other LCMPs in WA and OR, develop a list of management measures that could be utilized to address water quality issues in the watershed and lakes. These may include at minimum: dam operations, sediment management, stormwater load reductions, agricultural best management practices, lake treatments, City ordinance changes and more
- Create a management measures matrix to evaluate and rank various measures based on factors such as cost, cost-effectiveness, sustainability, timeline to implement, funding needed, integration with City's existing goals, disruption to recreational uses and other factors

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
November 8, 2021
Page 10

- Develop a list of potential alternatives (groups of management measures). Each alternative will contain combinations of in-lake techniques and best management practices (BMPs) at both the lake and in the watershed to control bioavailable phosphorus
- Evaluate alternatives concerning the criteria using the nutrient budgets, analytical model, lake history, and conceptual site model developed in Phase 1
- Conduct a series of workshops with the stakeholder working group, and the public at large, from Task 2.2 above to walk through the following:
 - Public Workshop 1
 - Review the past data and current data
 - Review the conceptual site model for the lakes based on the new data
 - Any differences with past conceptual model?
 - What does current conceptual model, water and nutrient budgets, data analysis tells us about the lake?
 - What do we know about sources and sinks to the lake?
 - Public Workshop 2
 - Review the universe of lake management strategies developed above, and describe and define each one of them
 - Based on the results from Phase 1 and Task 2.2 above develop a list of factors the community thinks are important to the long-term improvement of lake water quality
 - Workshop 3
 - Review the lake management measures matrix, including the factors the community thinks are important
 - Go through a charrette process or other format to gather feedback from the working group on how they would rank the various management measures.
- Output from the workshop process should be a prioritized list of management measures with City and community buy in that can be done in the short term (next 12 months) and over the longer term
- Based on the evaluation above, select a recommended alternative of management measures to pursue in the LCMP
- Develop a process for adaptive management to ensure continual improvement of lake quality
 - Measuring progress (e.g., projects on the ground, load reductions, improvements in the water quality of the lakes)
 - Deciding when to shift tactics if desired results are not achieved
 - Describe future monitoring and potential adaptive management activities that will support the recommended alternative

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 11

- Describe the funding and human resources required for the implementation of the recommended alternative

Deliverables

- A suite of community and City supported lake and watershed management measures for inclusion in the Lake Cyanobacteria Management Plan (Recommended Plan)

Assumptions

- Completion of this Task is dependent upon an approved QAPP and field workplan and contract for collecting data being executed
- The activities under this Task will be coordinated with the efforts under Task 2.2 to coordinate efforts with the stakeholder engagement and outreach and the working group to get appropriate engagement and community input for this task

Task 2.8 Develop Lake Management Plan (Lake Cyanobacteria Management Plan)

Objective

The objective of this task is to develop a complete LCMP that follows the Ecology Lake Cyanobacteria Management Plan template.

Activities

- Develop a detailed annotated LCMP outline
- Develop a draft LCMP for review by the City
- Develop PowerPoint slide decks and other material and present interim progress on the LCMP in three (3) stakeholder meetings
- Complete the draft LCMP for submission to Ecology
- Conduct potential conference call(s) with Ecology to seek additional guidance when developing the draft LCMP
- Receive and respond to comments from Ecology on the LCMP in coordination with the City.
- Conduct potential conference call(s) with Ecology to discuss feedback on the LCMP
- Develop and submit a final version to Ecology

Deliverables

- Draft and final versions of the LCMP

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 12

Assumptions

- Completion of this Task is dependent upon an approved QAPP and field workplan and contract for collecting data being executed.
- The draft LCMP will undergo one round of review with the City before being finalized for submission to Ecology
- The revised LCMP (addressing Ecology feedback will undergo one round of review with the City before being finalized for resubmission to Ecology
- There may be up to three (3) conference calls with Ecology to discuss the draft LCMP or discuss Ecology feedback on the LCMP

Task 2.9 Project Management and Progress Update Meetings

Objective

The objectives of this task are the attentive management of a project and ongoing communication with the City. This task is broken up into Task 2.9, Part 2, which covers the first 6 months, and Task 2.9, Part 3, which covers the subsequent work. Since the activities are the same for both parts, they are described here only once.

Activities

- Organize and lead a project team within to complete the tasks described below
- Maintain active communication with the City
- Convene meetings regularly, every three to four weeks, with the City and consultant team to report on:
 - Task progress
 - Problems encountered
 - Progress in reporting
- Manage the project, including scope, schedule and budget and subconsultant fees and expenses
- Prepare monthly invoices

Deliverables

- Presentations describing progress on the Tasks described below
- Monthly consolidated invoices submitted to the City
- Provide updated schedule of tasks

Assumptions

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
November 8, 2021
Page 13

- Regular updates will be provided as agreed upon between the Geosyntec team and the City

BUDGET

As previously discussed, Phase 2, will occur in four distinct pieces:

- Phase 2a. QAPP development, to be completed via separate scope of work and agreement amendment.
- Phase 2b. Part 1: Conduct Field Work, to be developed based on the completed and approved QAPP.
- Phase 2b, Part 2: Task 2.2 (Part 2) Task 2.3, Task 2.4, Task 2.9 (Part 2). This work would be done based on a funding request in November, 2021 and intended to run through May 2022.
- Phase 2b, Part 3: Task 2.2 (Part 3), Task 2.5, Task 2.6, Task 2.7, Task 2.8, and Task 2.9 (Part 3). This work would be done following completion of some or all of the field work. It is assumed that a funding request would be made in May, 2022, and that this phase would run from June, 2022 through June, 2023.

Table 1, below provides the detailed cost estimate for Phase 2b, Part 2 only. The total fee for Phase 2b, Part 2, is \$127,500, on a time and materials basis. This budget estimate includes a 3% communications fee on Geosyntec labor only and a 10% markup on subconsultant labor and any expenses. This is based on the Geosyntec standard rate schedule as provided under the original contracts from June 8, 2021. Labor rates are adjusted to reflect the 2022 rates for each firm since this work will most likely begin in 2022. If we do start in 2021 then 2021 rates will be used for work conducted in 2021.

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
 November 8, 2021
 Page 14

Task	Description	Total Cost
2A	QAPP Development	Approved
2.1	Field Work	Separate Request Coming
2.2, Part 2	Stakeholder Involvement, Next 6 months	\$57,500
2.2, Part 3	Stakeholder Involvement, Subsequent	Part of next funding request
2.3	Implement Short-Term Wins	\$34,000
2.4	Funding Strategy and Implementation	\$9,800
2.5	Field Data Analysis	Part of next funding request
2.6	Develop and Analyze Hydrologic and Nutrient Budget	Part of next funding request
2.7	Identify Management Strategies	Part of next funding request
2.8	Develop LCMP (Lake Cyanobacteria Management Plan)	Part of next funding request
2.9, Part 2	Project Management, Next 6 months	\$24,800
2.9, Part 3	Project Management, Subsequent	Part of next funding request
	Total, Phase 2b, Part 2	\$126,100
	Communications Fee, 3% (on Geosyntec labor only)	\$1,400
	Total, Phase 2b, Part 2, including Communications Fee	\$127,500

CLOSURE

If you have any questions regarding our draft scope of work for Phase 2b, Part 2, please feel free to contact me at (971) 271-5906/(503) 936-0115, or by email at RAnnear@geosyntec.com.

Thank you for the opportunity to submit this draft scope of work for your consideration.

Respectfully,

Robert Annear, Ph.D., P.E. (OR, WA, ID, FL, NC)
 Senior Principal Engineer
 971.271.5906
RAnnear@geosyntec.com
 Geosyntec Consultants

Sean Ragain, RG
 Senior Principal and Vice President
 971.271.5907
SRagain@geosyntec.com
 Geosyntec Consultants

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
November 8, 2021
Page 15

APPENDIX: LAKE CYANOBACTERIA MANAGEMENT PLAN OUTLINE

Title Page with Approvals

Table of Contents

Table of Figures and Tables

Executive Summary

1. Background
 - 1.1. Introduction and problem statement
 - 1.1. Study area
 - 1.1.1. Lake and Watershed
 - 1.1.2. Water Quality History of the study area
 - 1.1.3. Current Conditions
 - 1.1.4. Community Involvement
 - 1.1.5. Summary of previous studies and existing data
 - 1.2. Water quality impairment studies
2. Project Description
 - 2.1. Project goals and objectives
 - 2.2. Information needed and tasks required
 - 2.3. Systematic planning process
3. Monitoring Methods and Results
 - 3.1. Monitoring Methods
QAPP
 - 3.2 Monitoring Results
 - 3.2.1. Lake Level, Inflows and Outflows
 - 3.2.2. Lake water quality monitoring-field measurements
 - 3.2.3. Phytoplankton Sampling
 - 3.2.4. Vegetation Surveys
 - 3.2.5. Shoreline modification survey
 - 3.2.6. Lake sediment sampling

Phase 2B Draft Workplan, Lake Management Planning, Next 6 months
November 8, 2021
Page 16

4. Hydrologic Budget
 - 4.1. Components
 - 4.2. Inflows
 - 4.3. Outflows
5. Nutrient Budget and Phosphorus Model
 - 5.1. External phosphorus loading
 - 5.2. Internal phosphorus loading
 - 5.3. Phosphorus Analytical model
6. Management Methods for Cyanobacteria Control and Lake Restoration
 - 6.1. Direct Algae Control
 - 6.2. Internal Loading Control Methods
 - 6.3. External Loading Control Methods
7. Management Methods Rejected
8. Recommended Management/Lake Restoration Plan
9. Future Monitoring and Adaptive Management
10. Funding Strategy
11. Roles and Responsibilities
12. References



Staff Report – Public Hearing for Ordinance

November 15, 2021 Council Regular Meeting

Public Hearing for Ordinance No. 21-011 Amending the 2021-2022 Budget

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 10 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

SUMMARY: The purpose of this agenda item is to hear public comment per RCW 35A.34.150 for Ordinance 21-011 Amending the 2021 Budget (Fall Omnibus Budget) and for Council to consider Ordinance 21-011 approval.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? To open the public hearing to consider public comment and to hold open the comment period until the next City Council Regular Meeting on November 15, 2021.

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

How have communities been engaged? Are there opportunities to expand engagement? The public had an opportunity to view a presentation by the City’s Finance Director during the City Council Workshop earlier. The public hearing will remain open for three weeks beginning November 1, 2021.

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

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

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

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

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

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

How does this item support a comprehensive plan goal, policy or other adopted resolution?
These items are in line with the City's Strategic Plan.

RECOMMENDATION: Staff recommends City Council move to close the Public Hearing as prescribed by RCW 35A.34.150 and after consideration, move to approve Ordinance 21-011 with a roll call vote.

ORDINANCE NO. 21-011

AN ORDINANCE amending the City of Camas' 2021-2022 Budget Ordinance Nos. 20-011 and 21-007.

WHEREAS, the City Council of the City of Camas approved Ordinance No. 20-011 and adopted a biennium budget for fiscal years 2021-2022; and

WHEREAS, the City Council of the City of Camas approved Ordinance 21-007 amending the Budget Ordinance 20-011; and

WHEREAS, the City Council of the City of Camas desires to effectively utilize and manage the City's financial resources; and,

WHEREAS, the City will receive additional revenues that were not anticipated at the time of adopting the budget for 2021-2022; and

WHEREAS, funds received in excess of estimated revenues during the current fiscal year when authorized by an ordinance amending the original budget may be included in the expenditure limitation; and

WHEREAS, the City desires to undertake activities which were not foreseen at the time of adopting the 2021-2022 budget; and

WHEREAS, the financial activities in the following funds could not have been reasonably foreseen at the time of adopting the 2021-2022 budget.

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

Section I

Budget Amendment: The City of Camas' 2021-2022 Budget as adopted in Ordinance No. 20-011 and amended by Ordinance 21-007 is amended as follows:

1. Modify the 2021 Budget for 2021 Legislation provide funding and associated expenditures for body cameras.
2. Modify the 2021 Budget for the movement of budget from Executive to Central Services.
3. Modify the 2021 Budget for 2021 general obligation loan payments.
4. Supplement the 2021 Budget for replacement plotter for Building and Engineering.
5. Supplement the 2021 Budget for a Study of the City's Water System for risk and vulnerabilities.
6. Supplement the 2021 Budget for painting Station 43.

ORDINANCE NO. 21-013

- 7. Supplement the 2021 Budget for increase credit card fees for remote transactions.
- 8. Supplement the 2021 Budget for a study of the City’s Sewer infrastructure.
- 9. Supplement the 2021 Budget for improvements to the Crown Road Booster Station.
- 10. Supplement the 2021 Budget for additional labor costs for CWFD.
- 11. Supplement the 2021 Budget for American Rescue Plan Act funding and utility assistance costs.

Section II

Budget Amendment – Effect on Fund Revenues and Expenses: The foregoing increases affect the City funds as shown on Attachment A.

Section III

Effective Date. This ordinance shall take force and be in effect five days from and after its publication according to law.

PASSED BY the Council and APPROVED by the Mayor this _____ day of _____, 2021.

SIGNED: _____
Mayor

SIGNED: _____
Clerk

APPROVED as to form:

City Attorney

Attachment A

2021 Budget Amendment - Fund Summary

	Beg Fund Balance	Budget Revenues (1)	Budget Expenses (1)	Estimated End Fund Balance	Budget Amendment Revenues	Budget Amendment Expenses	Amended Fund Balance	Note: Budget Packages	% Impact
Operating Funds									
General	\$ 9,917,694	\$ 26,479,338	\$ (28,860,907)	\$ 7,536,125	\$ 103,471	\$ (234,471)	\$ 7,405,125	A-1,A-2,S-1,S-4	-2%
Streets	\$ 1,229,954	\$ 3,752,557	\$ (3,881,630)	\$ 1,100,881	\$ -	\$ -	\$ 1,100,881		
ARPA Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,408,118	\$ (100,000)	\$ 3,308,118	S-8	
Tree Fund	\$ 15,422	\$ 225	\$ -	\$ 15,647	\$ -	\$ -	\$ 15,647		
Camas/Washougal Fire & EMS	\$ 2,967,442	\$ 11,193,800	\$ (12,141,102)	\$ 2,020,140	\$ -	\$ (365,588)	\$ 1,654,552	S-3	-18%
Cemetery	\$ 114,450	\$ 265,010	\$ (245,929)	\$ 133,531	\$ -	\$ -	\$ 133,531		
Capita/Enterprise Funds									
Unlimited GO Debt Service	\$ 9,226	\$ -	\$ -	\$ 9,226	\$ 1,777,776	\$ (1,777,776)	\$ 9,226	A-3	0%
Limited GO Debt Service	\$ -	\$ 2,449,298	\$ (2,449,298)	\$ -	\$ -	\$ -	\$ -		
REET	\$ 10,162,097	\$ 5,755,365	\$ (6,789,321)	\$ 9,128,141	\$ -	\$ (818,830)	\$ 8,309,312	A-3	-9%
Park Impact Fee	\$ 5,144,594	\$ 2,095,963	\$ (1,253,331)	\$ 5,987,226	\$ -	\$ (818,829)	\$ 5,168,397	A-3	-14%
Transportation Impact Fee	\$ 3,153,085	\$ 2,530,072	\$ (1,171,063)	\$ 4,512,094	\$ -	\$ (140,117)	\$ 4,371,977	A-3	-3%
Fire Impact Fee	\$ 1,080,373	\$ 345,398	\$ -	\$ 1,425,771	\$ -	\$ -	\$ 1,425,771		
NW 38th Ave Phase 3	\$ 403,539	\$ 766,000	\$ (766,000)	\$ 403,539	\$ -	\$ -	\$ 403,539		
Brady Road Construction	\$ 684,478	\$ 300,000	\$ (300,000)	\$ 684,478	\$ -	\$ -	\$ 684,478		
Larkspur Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Legacy Lands	\$ 6,235,093	\$ 20,000	\$ (500,000)	\$ 5,755,093	\$ -	\$ -	\$ 5,755,093		
Lake and Everett	\$ 222,245	\$ 675,000	\$ (675,000)	\$ 222,245	\$ -	\$ -	\$ 222,245		
Facilities Capital Fund	\$ -	\$ 889,874	\$ (889,874)	\$ -	\$ -	\$ -	\$ -		
Storm Water	\$ 2,772,413	\$ 2,047,686	\$ (3,226,062)	\$ 1,594,037	\$ -	\$ -	\$ 1,594,037		
Solid Waste	\$ 3,027,046	\$ 3,152,552	\$ (3,018,396)	\$ 3,161,202	\$ -	\$ -	\$ 3,161,202		
Water/Sewer	\$ 6,138,896	\$ 14,505,870	\$ (16,737,691)	\$ 3,907,075	\$ (306,000)	\$ (306,000)	\$ 3,601,075	S-2,S-5,S-6	-8%
W/S Capital Projects	\$ 52,393	\$ 1,040,000	\$ (1,040,000)	\$ 52,393	\$ -	\$ -	\$ 52,393		
North Shore Construction Project	\$ 493,499	\$ -	\$ (350,000)	\$ 143,499	\$ -	\$ -	\$ 143,499		
Water Capital Projects	\$ 8,671,632	\$ 925,000	\$ (5,630,000)	\$ 3,966,632	\$ 95,000	\$ (95,000)	\$ 3,966,632	S-6	0%
WS Capital Reserve	\$ 16,240,620	\$ 8,016,936	\$ (1,365,000)	\$ 22,892,556	\$ -	\$ -	\$ 22,892,556		
WS Bond Reserve	\$ 1,715,230	\$ 33,541	\$ -	\$ 1,748,771	\$ -	\$ -	\$ 1,748,771		
Reserve Funds									
Lodging Tax	\$ 35,716	\$ 13,214	\$ (10,000)	\$ 38,930	\$ -	\$ -	\$ 38,930		
Firemen's Pension	\$ 1,292,940	\$ 36,562	\$ (85,126)	\$ 1,244,376	\$ -	\$ -	\$ 1,244,376		
Equipment Rental and Replacement	\$ 2,130,517	\$ 1,771,629	\$ (1,891,584)	\$ 2,010,562	\$ -	\$ -	\$ 2,010,562		
Retiree Medical	\$ 53,642	\$ 127,583	\$ (127,583)	\$ 53,642	\$ -	\$ -	\$ 53,642		
LEOFF 1 Disability Board	\$ 528,735	\$ 157,124	\$ (157,124)	\$ 528,735	\$ -	\$ -	\$ 528,735		
	\$ 84,492,975	\$ 89,345,597	\$ (93,562,021)	\$ 80,276,551	\$ 5,384,365	\$ (4,656,610)	\$ 81,004,305		1%

(1) Budgeted revenues and expenses reflect the 2021 Adopted Budget

Carry Forward

Ord Budget	\$ 170,586,145	\$ 170,689,983	\$ 170,689,983	Administrative	\$ 1,881,247	\$ (3,659,022)
2022 Budget	\$ 82,380,048	\$ 81,569,462	\$ 81,569,462	Supplemental	\$ 3,731,118	\$ (1,777,775)
2021 Budget	\$ 88,206,097	\$ 89,120,521	\$ 89,120,521			
Spring Omnibus	\$ 1,139,500	\$ 4,441,500	\$ 4,441,500			
Adjusted Budget	\$ 89,345,597	\$ 93,562,021	\$ 93,562,021			
	\$ -	\$ -	\$ -			

Attachment A

Adjustment #	Description	Note	Fund	Current Budget	Proposed Budget	Rev Increase Exp Decrease	Rev Decrease Exp Increase	Impact to Budget
A-1	State Shared Revenue	Leg One-Time Cost Alloc	001	\$ -	\$ 103,471	001-00-335-040-10	\$ 103,471	\$ 103,471
A-1	Small Tools and Equipment	Body Cameras and software	001	\$ 75,780	\$ 179,251	001-08-521-220-35	\$ (103,471)	\$ (103,471)
A-2	Professional Services	Move to Central Services	001	\$ 237,949	\$ 187,949	001-03-513-100-41	\$ 50,000	\$ 50,000
A-2	Professional Services	Move from Exec	001	\$ 55,000	\$ 105,000	001-23-518-300-41	\$ (50,000)	\$ (50,000)
A-3	GO Bonds Principal	Adjust for budget error	240	\$ 814,811	\$ 818,446	240-00-591-210-78	\$ (3,635)	\$ (3,635)
A-3	Princ-Land Contract	Land Contract Debt Srv	240	\$ -	\$ 1,412,659	240-00-591-760-77	\$ (1,412,659)	\$ (1,412,659)
A-3	Princ-PWTF Loans Streets	Adjust for Lake & Everett	240	\$ 371,842	\$ 483,288	240-00-591-760-77	\$ (111,446)	\$ (111,446)
A-3	Int PWTF Loans Streets	Adjust for Lake & Everett	240	\$ 24,563	\$ 49,599	240-00-592-595-83	\$ (25,036)	\$ (25,036)
A-3	Int on Land Contract	Land Contract Debt Srv	240	\$ -	\$ 225,000	240-00-592-760-83	\$ (225,000)	\$ (225,000)
A-3	Transfer in - TIF	Lake and Everett DS & adj	240	\$ 836,063	\$ 976,180	240-00-397-302-00	\$ 140,117	\$ 140,117
A-3	Transfer in - REET	Land Contract Debt Srv	240	\$ 691,199	\$ 1,510,029	240-00-397-300-00	\$ 818,830	\$ 818,830
A-3	Transfer in - PIF	Land Contract Debt Srv	240	\$ 713,580	\$ 1,532,409	240-00-397-301-00	\$ 818,829	\$ 818,829
A-3	Transfer to - DS	TIF transfer for DS	302	\$ 836,063	\$ 976,180	302-00-597-240-00	\$ (140,117)	\$ (140,117)
A-3	Transfer to - DS	REET transfer to DS	300	\$ 691,199	\$ 1,510,029	300-00-597-240-00	\$ (818,830)	\$ (818,830)
A-3	Transfer to - DS	PIF transfer to DS	301	\$ 713,580	\$ 1,532,410	301-00-597-240-00	\$ (818,829)	\$ (818,829)
A-3	Adjust Fund Balance	Transportation Imp Fees	302	\$ 4,512,094	\$ 4,371,977	302-00-308-000-00	\$ 140,117	\$ 140,117
A-3	Adjust Fund Balance	REET	300	\$ 9,128,141	\$ 8,309,311	300-00-308-000-00	\$ 818,830	\$ 818,830
A-3	Adjust Fund Balance	Park Impact Fees	301	\$ 5,987,226	\$ 5,168,396	301-00-308-000-00	\$ 818,829	\$ 818,829
S-1	Small Tools and Equipment	Engineering	001	\$ 1,027	\$ 6,527	001-13-518-910-35	\$ (5,500)	\$ (5,500)
S-1	Small Tools and Equipment	Building	001	\$ -	\$ 5,500	001-22-524-200-35	\$ (5,500)	\$ (5,500)
S-1	Adjust Fund Balance	General Fund	001	\$ 7,536,125	\$ 7,525,125	001-00-308-000-00	\$ 11,000	\$ 11,000
S-2	Risk and Resilience Study	Water	424	\$ 150,000	\$ 286,000	424-00-534-810-41	\$ (136,000)	\$ (136,000)
S-2	Adjust Fund Balance	Water	424	\$ 3,907,075	\$ 3,771,075	424-00-308-000-00	\$ 136,000	\$ 136,000
S-3	Repairs and Maintenance	Station 43 Painting	115	\$ 60,067	\$ 79,067	115-09-522-500-48	\$ (19,000)	\$ (19,000)
S-3	Adjust Fund Balance	CWFD	115	\$ 2,020,140	\$ 2,001,140	115-00-308-000-00	\$ 19,000	\$ 19,000
S-4	Professional Services	Building	001	\$ 4,736	\$ 124,736	001-22-524-200-41	\$ (120,000)	\$ (120,000)
S-4	Adjust Fund Balance	General Fund	001	\$ 7,536,125	\$ 7,416,125	001-00-308-000-00	\$ 120,000	\$ 120,000
S-5	General Sewer Plan	Sewer	424	\$ -	\$ 75,000	424-00-535-812-41	\$ (75,000)	\$ (75,000)
S-5	Adjust Fund Balance	Sewer	424	\$ 3,907,075	\$ 3,832,075	424-00-308-000-00	\$ 75,000	\$ 75,000
S-6	Crown Road Booster Station Construct.	Water/Sewer Capital	426	\$ -	\$ 95,000	426-40-594-346-65	\$ (95,000)	\$ (95,000)
S-6	Operating Transfer In	Water/Sewer Capital	426	\$ 600,000	\$ 695,000	426-00-397-424-00	\$ 95,000	\$ 95,000
S-6	Operating Transfer Out	Water/Sewer Fund	424	\$ 600,000	\$ 695,000	424-00-597-426-00	\$ (95,000)	\$ (95,000)
S-6	Adjust Fund Balance	Water/Sewer Fund	424	\$ 3,907,075	\$ 3,812,075	424-00-308-000-00	\$ 95,000	\$ 95,000
S-7	EMS Salaries	CWFD	115	\$ 1,783,824	\$ 1,850,634	115-00-522-720-11	\$ (66,810)	\$ (66,810)
S-7	EMS Overtime	CWFD	115	\$ 206,000	\$ 214,240	115-00-522-720-12	\$ (8,240)	\$ (8,240)
S-7	EMS Benefits	CWFD	115	\$ 606,348	\$ 629,180	115-00-522-720-21	\$ (22,832)	\$ (22,832)
S-7	Fire Salaries	CWFD	115	\$ 4,153,870	\$ 4,318,474	115-09-522-210-11	\$ (164,604)	\$ (164,604)
S-7	Fire Overtime	CWFD	115	\$ 420,000	\$ 436,878	115-09-522-210-12	\$ (16,878)	\$ (16,878)
S-7	Fire Benefits	CWFD	115	\$ 1,381,975	\$ 1,436,915	115-09-522-210-21	\$ (54,940)	\$ (54,940)
S-7	FM Salaries	CWFD	115	\$ 428,375	\$ 437,572	115-09-522-300-11	\$ (9,197)	\$ (9,197)
S-7	FM Overtime	CWFD	115	\$ 14,000	\$ 14,482	115-09-522-300-12	\$ (482)	\$ (482)
S-7	FM Benefits	CWFD	115	\$ 133,920	\$ 136,525	115-09-522-300-21	\$ (2,605)	\$ (2,605)
S-7	Adjust Fund Balance	CWFD	115	\$ 2,020,140	\$ 1,673,552	115-00-308-000-00	\$ 346,588	\$ 346,588
S-8	COVID-19 ARPA Fed Stimulus Fds	ARPA Funds	113	\$ -	\$ 3,408,118	113-00-332-920-10	\$ 3,408,118	\$ 3,408,118
S-8	Utility Assistance Funds	ARPA Funds	113	\$ -	\$ 100,000	113-00-	\$ (100,000)	\$ (100,000)
S-8	Adj Fund Balance	ARPA Funds	113	\$ -	\$ 3,308,118	113-00-508-000-00	\$ (3,308,118)	\$ (3,308,118)

Net Total	\$ 4,706,611	\$ (4,706,611)	\$ -
	\$ 5,434,365	\$ (4,706,610)	\$ 727,755
		\$ 727,755	\$ (1)

Carry Forward	\$ -	\$ -	\$ -
Administrative	\$ 1,931,247	\$ (3,709,023)	\$ (1,777,776)
Supplemental	\$ 3,503,118	\$ (997,588)	\$ 2,505,531
		\$ 2,505,530	\$ 727,755

Budget Summary		
Total	\$ 5,434,365	\$ (4,706,610)
		\$ 727,755
		\$ 727,755

2021 Fall Omnibus Budget - Fund Balance Impacts

	General Fund	ARPA Funds	C/W Fire & EMS	Limited GO Debt Service	REET Projects	Park Imp Fee	Transp Imp Fee	Water/Sewer	Water Capital Projects	Total	Dept.
Beginning Balance	\$ 9,917,694	\$ -	\$ 2,967,442	\$ -	\$ 10,162,097	\$ 4,567,847	\$ 3,153,085	\$ 6,138,896	\$ 52,393	\$	
Revenues	\$ 26,479,338	\$ -	\$ 11,193,800	\$ 2,449,298	\$ 5,755,365	\$ 1,093,722	\$ 2,530,072	\$ 14,505,870	\$ 1,040,000	\$	
Expenditures	\$ (28,698,907)	\$ -	\$ (12,141,102)	\$ (2,449,298)	\$ (6,789,321)	\$ (1,199,193)	\$ (1,171,063)	\$ (16,737,691)	\$ (1,040,000)	\$	
Projected Ending Fund Balance	\$ 7,698,125	\$ -	\$ 2,020,140	\$ -	\$ 9,128,141	\$ 4,462,376	\$ 4,512,094	\$ 3,907,075	\$ 52,393	\$	
Carry Forward Packages											
Total Carry Forward	\$ 7,698,125	\$ -	\$ 2,020,140	\$ -	\$ 9,128,141	\$ 4,462,376	\$ 4,512,094	\$ 3,907,075	\$ 52,393	\$	
Subtotal Fund Balance	\$ 7,698,125	\$ -	\$ 2,020,140	\$ -	\$ 9,128,141	\$ 4,462,376	\$ 4,512,094	\$ 3,907,075	\$ 52,393	\$	
Administrative Packages											
A-1 Legislative One Time Cost Allocation	\$ 103,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,471	Police
Body Cameras and Filing System	\$ (103,471)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,471)	Police
A-2 Move budget from Executive	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,000)	Executive
Move budget to Central Services	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Central Srv
A-3 Rose Land Contract	\$ -	\$ -	\$ -	\$ (1,637,659)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,637,659)	Debt Service
Transfer to fund from REET & PIF	\$ -	\$ -	\$ -	\$ 1,637,659	\$ (818,830)	\$ (818,829)	\$ -	\$ -	\$ -	\$ -	REET & PIF
PWTF Loans for Lake and Everett, DS adj	\$ -	\$ -	\$ -	\$ (140,117)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (140,117)	Debt Service
Transfer to fund from TIF	\$ -	\$ -	\$ -	\$ 140,117	\$ -	\$ -	\$ (140,117)	\$ -	\$ -	\$ -	TIF
Total Administrative	\$ -	\$ -	\$ -	\$ -	\$ (818,830)	\$ (818,829)	\$ (140,117)	\$ -	\$ -	\$ (1,777,776)	
Subtotal Fund Balance	\$ 7,698,125	\$ -	\$ 2,020,140	\$ -	\$ 8,309,311	\$ 3,643,547	\$ 4,371,977	\$ 3,907,075	\$ -	\$	
Supplemental Packages											
S-1 Replacement Plotter	\$ (11,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,000)	Engineering/Building
S-2 Water Risk and Resilience Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (136,000)	\$ -	\$ (136,000)	Water
S-3 Fire Station 43 Painting	\$ -	\$ -	\$ (19,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (19,000)	CWFD
S-4 Credit Card Fees for Remote Transactions	\$ (120,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (120,000)	Building
S-5 General Sewer Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ (75,000)	Sewer
S-6 Crown Road Booster Station Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (95,000)	\$ (95,000)	\$ (95,000)	Water
Operating Transfer from Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (95,000)	\$ 95,000	\$ -	\$ -	Water
S-7 CWFD Additional Labor Costs for 2021	\$ -	\$ -	\$ (346,587)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (346,587)	\$ (346,587)	CWFD
S-8 ARPA Utility Assistance Funds	\$ 3,408,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,408,118	\$ 3,408,118	Finance
Utility Assistance	\$ (100,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100,000)	\$ (100,000)	Finance
Total Supplemental	\$ (131,000)	\$ -	\$ (365,587)	\$ -	\$ -	\$ -	\$ -	\$ (306,000)	\$ -	\$ (802,587)	
Net Budget Adjustment	\$ (131,000)	\$ 3,308,118	\$ (365,587)	\$ -	\$ (818,830)	\$ (818,829)	\$ (140,117)	\$ (306,000)	\$ -	\$ 727,755	
Total Adjusted Fund Balance	\$ 7,567,125	\$ 3,308,118	\$ 1,654,553	\$ -	\$ 8,309,311	\$ 3,643,547	\$ 4,371,977	\$ 3,601,075	\$ -	\$ 727,755	

City of Camas
2021 Updated Fall Omnibus Budget - Description of Packages

11/1/2021

Package	Title	Description	Fund Impacted	Overall Appropriation
A-1	Police Body Cameras	2021 Legislation provided funding and mandates for body cameras	General Fund	\$ -
A-2	Facilities Assessment	Move Budget from Executive to Central Services	General Fund	\$ -
A-3	Debt Service Adjustments	Correct DS for Rose Property, Lake and Everett and adjustment	DS, REET, PIF, TIF	\$ (1,777,776)
S-1	Replacement Plotter	Plotter is used by Building and Engineering - both will share in the cost	General Fund	\$ (11,000)
S-2	Risk and Resilience Study	Study of City Water Systems for risk and vulnerabilities	Water/Sewer	\$ (136,000)
S-3	Station 43 Painting	Station 43 is in Washougal and requires exterior painting	CWFD	\$ (19,000)
S-4	Credit Cards Fees for Remote	Use of remote credit card transactions with Building during COVID	General Fund	\$ (120,000)
S-5	General Sewer Plan	Study of Sewer infrastructure and will be basis for updated Sewer SDCs	Water/Sewer	\$ (75,000)
S-6	Crown Road Booster Station	Improvements to the Crown Road Booster Station	Water/Sewer	\$ (95,000)
S-7	CWFD Additional Labor Costs	Personnel cost with assumed cost of unsettled agreement	CWFD	\$ (346,587)
S-8	APRA Utility Assistance Funds	Urgent Utility Assistance Funding for COVID-19 delinquencies	ARPA	\$ 3,308,118
Total			\$	727,755



Staff Report - Resolution

November 15, 2021 Council Regular Meeting

Resolution No. 21-013 Fee Schedule 2022

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 5 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

SUMMARY: This Resolution updated the City of Camas fee schedule for 2022. Most of the fees did not change with the 5% inflation increase due to impact of the pandemic on the community. A few updates included language changes to fees in Administrative Service to bring into compliance with state recommendations. SDCs and impact fees have not been included on the list but will be on this list including the prescribed annual index increases. In addition, there are two fees deleted from the list, first yard debris which is collected by Waste Management and microwaves in Solid Waste which cannot be collected by the City because they are considered e-waste hazards. The 2022 Fee Schedule is status quo and should not have an impact on the 2022 Budget.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide context and an opportunity to ask questions prior to consideration of the 2021 Fee Schedule Resolution scheduled for November 16th.

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

How have communities been engaged? Are there opportunities to expand engagement? The fee schedule did not change for the most part.

Who will benefit from, or be burdened by this agenda item? Some users of City services may be impacted by this agenda item.

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

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

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

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

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

How does this item support a comprehensive plan goal, policy or other adopted resolution?
This item contributes to ensuring sufficient revenue to meet the City's desired level of service.

RECOMMENDATION: Staff recommends Council move to approve Resolution 21-013 revising the City of Camas fee schedule for 2022.

RESOLUTION NO. 21-013

A RESOLUTION revising the City of Camas fee schedule for 2022.

WHEREAS, the City of Camas has established a Fee Schedule pursuant to its authority to establish fees and charges for services provided by the City; and

WHEREAS, it is prudent business to review fees and charges imposed by the City; and

WHEREAS, it is necessary to establish such fees at rates that reasonably assure recovery of the full direct and indirect costs of the time and materials expended to provide the service for which the fee is charged; and

WHEREAS, it should be understood that these fees and charges are an important part of the resources for the operation of the City and in many cases do not cover the costs involved; and

WHEREAS, the fee schedule and administrative provisions set forth in this resolution are supported by the analysis performed by the City and adjusted by inflation; and

WHEREAS, it is desirable to improve the City's ability to communicate its fees and charges to its citizens and customers through the preparation of a consolidated fee schedule.

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

I

The fees and charges on the attached Exhibit "A" are adopted and made part of the City of Camas Fee Schedule effective January 1, 2022.

Resolution No. 21-013

II

On January 1 of each year, the fees set forth in this Resolution may increase (if allowed by law) by the rate of increase, if any, of the Consumer Price Index for All Urban Consumers (CPI-U) Western Region, All Items, July to July Index, published by the Bureau of Labor Statistics in the year prior. Fees will be rounded to the nearest whole dollar.

III

ADOPTED by the Council of the City of Camas and approved by the Mayor this 15th day of November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
ADMINISTRATIVE FEES		
Public Records		
Photocopies of Public Records, printed copies of electronic when requested by the person requesting records, or for use of agency equipment to photocopy records - Black & White	per page	\$ 0.15
Public Records scanned into an electronic format or for use of agency equipment to scan records	per page	\$ 0.10
Each four electronic files or attachments uploaded to email, cloud-based data storage service or other electronic means	per 4 electronic files	\$ 0.05
Transmission of Public Records in an electronic format or for the use of agency equipment to send the records electronically	per gigabyte	\$ 0.10
Maps Printed		\$ 8.00
Non-Sufficient Funds / Returned Payments Processed		\$ 31.00
Photos	Actual Cost	
Digital storage media/device, mail container, postage/delivery	Actual Cost	
Customized technology expertise to prepare data or provide customized electronic access	Actual Cost	
COMMUNITY DEVELOPMENT, BUILDING, ENGINEERING & PLANNING FEES		
System Development Charges		
Water		
Residential/Commercial 3/4" water meter		\$ 8,071.00
Residential/Commercial 1" water meter		\$ 13,451.00
Residential/Commercial 1.5" water meter		\$ 26,901.00
Residential/Commercial 2" water meter		\$ 43,002.00
Residential/Commercial 3" water meter		\$ 86,084.00
Residential/Commercial 4" water meter		\$ 134,506.00
Residential/Commercial 6" water meter		\$ 269,012.00
Residential/Commercial 8" water meter		\$ 430,419.00
Industrial/Other	calculated by mandatory engineering study	
Sewer - Non-North Urban Growth Boundary		
Residential		
Commercial - 5/8" water meter		\$ 2,493.00
Commercial - 3/4" water meter		\$ 2,493.00
Commercial - 1" water meter		\$ 3,740.00
Commercial - 1.5" water meter		\$ 6,234.00
Commercial - 2" water meter		\$ 12,467.00
Commercial - 3" water meter		\$ 19,948.00
Commercial - 4" water meter		\$ 39,896.00
Commercial - 6" water meter		\$ 62,337.00
Commercial - 8" water meter		\$ 124,674.00
Commercial II / Industrial		\$ 199,478.00
Sewer - North Urban Growth Boundary		
Residential		
Commercial - 5/8" water meter		\$ 4,420.00
Commercial - 3/4" water meter		\$ 4,420.00
Commercial - 1" water meter		\$ 6,630.00
Commercial - 1.5" water meter		\$ 11,050.00
Commercial - 2" water meter		\$ 22,101.00
Commercial - 3" water meter		\$ 35,361.00
		\$ 70,722.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Commercial - 4" water meter		\$ 110,503.00
Commercial - 6" water meter		\$ 221,006.00
Commercial - 8" water meter		\$ 353,609.00
Commercial II / Industrial	calculated by PW Director	
Impact Fees		
Park/Open Space		
Single Family (detached)		\$ 5,217.00
Apartment/Duplex/Townhome		\$ 5,217.00
Accessory dwelling unit (internal)		\$ -
Accessory dwelling unit (external)		\$ -
Commercial	calculated by PW Director	
Transportation - Non-North Urban Growth Boundary		
Single Family (detached)		\$ 3,657.00
Apartment		\$ 2,106.00
Duplex/Townhome	per dwelling unit	
Accessory dwelling unit (internal)	per dwelling unit	\$ 2,253.00
Accessory dwelling unit (external)		\$ 914.00
Commercial	calculated by PW Director	\$ 1,280.00
Transportation - North Urban Growth Boundary		
Single Family (detached)		\$ 9,608.00
Apartment		\$ 5,532.00
Duplex/Townhome	per dwelling unit	
Accessory dwelling unit (internal)	per dwelling unit	\$ 5,920.00
Accessory dwelling unit (external)		\$ 2,402.00
Commercial	calculated by PW Director	\$ 3,363.00
Fire		
Single Family (detached)	per square foot	\$ 0.20
Apartment/Duplex/Townhome	per square foot	\$ 0.20
Accessory dwelling unit (internal)		\$ -
Accessory dwelling unit (external)	per square foot	\$ 0.20
Commercial	per square foot	\$ 0.40
School - Camas School District		
School Impact Fee - Single Family		\$ 5,371.00
School Impact Fee - Multi-Family		\$ 5,371.00
School Impact Fee - Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee - Accessory dwelling units (external)	35% of single family rate	
School - Evergreen School District		
School Impact Fee - Single Family		\$ 6,432.62
School Impact Fee - Multi-Family		\$ 3,753.39
School Impact Fee - Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee - Accessory dwelling units (external)	35% of single family rate	
School - Washougal School District		
School Impact Fee - Single Family		\$ 5,600.00
School Impact Fee - Multi-Family		\$ 5,800.00
School Impact Fee - Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee - Accessory dwelling units (external)	35% of single family rate	
Building Permit Fees Total Valuation		
\$1.00 to \$500.00		\$ 28.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
\$501.00 to \$2,000.00	\$28 for the first \$500.00 plus \$4 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.	
\$2,001.00 to \$25,000.00	\$88 for the first \$2,000.00 plus \$17 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.	
\$25,001.00 to \$50,000.00	\$479 for the first \$25,000.00 plus \$12 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	
\$50,001.00 to \$100,000.00	\$779 for the first \$50,000.00 plus \$9 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	
\$100,001.00 to \$500,000.00	\$1,229 for the first \$100,000.00 plus \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	
\$500,001.00 to \$1,000,000.00	\$4,029 for the first \$500,000.00 plus \$6 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	
\$1,000,001.00 and up	\$7,029 for the first \$1,000,000.00 plus \$5 for each additional \$1,000.00, or fraction thereof.	
Inspections & Fees		
Inspections During Non-Business Hours (minimum charge 2 hours)	per hour	\$ 80.00
Re-inspection Fees	per hour	\$ 80.00
Inspections for which No Fee is Specifically Indicated (minimum charge - one half hour)	per hour	\$ 80.00
Additional Plan Review for Changes, Additions or Revisions to Plans (minimum charge - one half hour)	per hour	\$ 80.00
Use of Outside Consultants for Plan Checking and Inspections, or both	Actual Costs (include administrative and overhead costs)	\$ -
Reissue of Lost Permit		\$ 40.00
Reissue of Lost or Damaged Approved Construction Plans & Documents		\$ 80.00
Impact Fee Deferral	\$521 plus pass through lien filing/release fee per dwelling	\$ -
Latecomer Pass-Through Fee		\$ 57.00
Building Valuation Table		
Building Valuation Table	100% of ICC Building Safety Journal Building Valuation Data	
Grading Plan Review Fees		
Additional Plan Review required by Changes, Additions or Revisions to Approved Plans (minimum charge - one half hour)	per hour	\$ 80.00
Other Grading Plan Fees		
Inspections Outside of Normal Business Hours (minimum charge - 2 hours)	per hour	\$ 80.00
Reinspection Fees, per inspection	per hour	\$ 80.00
Inspections for which no fee is specifically indicated (minimum charge -one half hour)	per hour	\$ 80.00
*The fee for a grading permit authorizing additional work under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.		
Mechanical Permit Fees		
Mechanical Permit		\$ 41.00
Unit Fee Schedule - Does not include permit issuance fee		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW)		\$ 28.00
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3kW)		\$ 34.00
For the installation or relocation of each floor furnace, including vent		\$ 28.00
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater		\$ 28.00
Appliance Vents		

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit		\$ 14.00
Repairs or Additions		
Repair or alteration or addition to heating appliance, refrigeration unit, cooking unit, absorption unit or heating, cooling, absorption or evaporative cooling system including installation of controls regulated by Mechanical Code		\$ 24.00
Boilers, Compressor and Absorption Systems		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3kW)		\$ 28.00
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW), to and including 15 horsepower (52.7 kW) or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)		\$ 51.00
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW), to or including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)		\$ 69.00
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW), to or including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)		\$ 97.00
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)		\$ 160.00
Air Handlers		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		\$ 20.00
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s)		\$ 35.00
Evaporative Coolers		
For each evaporative cooler, other than a portable type		\$ 19.00
Ventilation & Exhaust		
For each ventilation fan connected to a single duct		\$ 14.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		\$ 20.00
For the installation of each hood which is served by a mechanical exhaust, including ducts for such hood		\$ 20.00
Incinerators		
For the installation or relocation of each domestic-type incinerator		\$ 35.00
For the installation or relocation of each commercial or industrial-type incinerator		\$ 25.00
Miscellaneous		

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table		\$ 18.00
Gas Piping System		
For each gas piping system of one to four outlets		\$ 9.00
For each gas piping exceeding four, each		\$ 3.00
For each hazardous process piping system (HPP) of one to four outlets		\$ 9.00
For each hazardous process piping of five or more outlets, per outlet		\$ 3.00
For each non-hazardous process piping system (NPP) of one to four outlets		\$ 5.00
For each non-hazardous piping system of five or more outlets, per outlet		\$ 3.00
Plumbing Permit Fees		
For issuance of each permit		\$ 41.00
Unit Fee Schedule (in addition to 2 items above)		
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection thereof)		\$ 14.00
For each building sewer and each trailer park sewer		\$ 28.00
Rainwater systems - per drain (inside building)		\$ 14.00
For each water heater and/or vent		\$ 14.00
For each gas-piping system of one to five outlets		\$ 9.00
For each additional gas-piping systems outlet, each outlet		\$ 3.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps		\$ 14.00
For each installation, alteration or repair of water piping and/or water treating equipment, each		\$ 14.00
For each repair or alteration of drainage or vent piping, each fixture		\$ 14.00
For each lawn sprinkler system on any one meter including backflow protection devices thereof		\$ 14.00
For atmospheric-type vacuum breaker not included in item above:		\$ -
one to five		\$ 9.00
over five, each		\$ 3.00
For each backflow protective device other than atmospheric type vacuum breakers:		\$ -
two inch (51 mm) diameter and smaller		\$ 14.00
over two inch (51 mm) diameter		\$ 28.00
For each graywater system		\$ 69.00
For each annual cross-connection testing of a reclaimed water system (excluding initial test)	per hour	\$ 80.00
For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas		\$ 85.00
For each additional medical gas inlet(s)/outlet(s)		\$ 9.00
Other Inspections & Fees		
Inspections outside of normal business hours (minimum charge - two hours)	per hour	\$ 80.00
Reinspection fees, per inspection		\$ 80.00
Inspections for which no fee is specifically indicated (minimum charge - one half hour)	per hour	\$ 80.00
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge - one half hour)	per hour	\$ 80.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
* Per hour for each hour worked, minimum charge: one hour		
Demolition Permit		\$ 27.00
Encroachment Permit		\$ 35.00
Encroachment Permit	first \$1,500 construction value over \$1,500 construction value \$30.00 plus 2.5% of construction value	\$ -
Encroachment Permit extension		\$ 29.00
Residential Re-Roofing		\$ 142.00
Residential Siding		\$ 142.00
Commercial Re-Reroofing		\$ 313.00
Commercial Siding		\$ 313.00
Administrative Fee - Residential Permits		\$ 57.00
Planning Fees		
Annexation - 10% petition		\$ 863.00
Annexation - 60% petition		\$ 3,669.00
Appeal Fee		\$ 399.00
Archaeological Review		\$ 137.00
Binding Site Plan	plus \$24 per unit	\$ 1,879.00
Boundary Line Adjustment		\$ 103.00
Comprehensive Plan Amendment		\$ 5,826.00
Conditional Use Permit - Residential	plus \$105 per unit	\$ 3,417.00
Conditional Use Permit - Non-Residential		\$ 4,328.00
Continuance of Public Hearing		\$ 524.00
Critical or Sensitive Areas	fee per type (wetlands, steep slopes/ potentially unstable soils, streams & watercourses, vegetation removal, wildlife habitat)	\$ 775.00
Design Review - Minor		\$ 433.00
Design - Review - Committee		\$ 2,375.00
Development Agreement	first hearing	\$ 877.00
Development Agreement Continuance or Additional Hearing		\$ 539.00
Engineering Construction Inspection Overtime	Actual Cost - calculation based on time worked and actual staff overtime rate	\$ -
Engineering Grading Plan Review & Construction Fee	3% of estimated construction costs	\$ -
Franchise Agreement Administrative Fee		\$ 5,207.00
Gates/Barrier on Private Street Review Fee		\$ 1,041.00
Home Occupation - Minor	Notification	\$ -
Home Occupation - Major		\$ 69.00
IJ/BP Development	plus \$41 per 1,000 sf of GFA	\$ 4,328.00
Lot Line Adjustment		\$ 102.00
Minor Modifications to Approved Development		\$ 346.00
Modification to Approved Construction Plans		\$ 420.00
Planned Residential Development	Per unit plus subdivision fee	\$ 35.00
Plat, Preliminary - Short Plat	4 lots or less: per lot	\$ 1,936.00
Plat, Preliminary - Short Plat	5 lots or more: plus \$250 per lot	\$ 7,175.00
Plat, Preliminary Subdivision	plus \$250 per lot	\$ 7,175.00
Plat, Final - Short Plat		\$ 200.00
Plat, Final - Subdivision		\$ 2,375.00
Plat Modification/Alteration		\$ 1,196.00
Pre-Application Conference for Type III or IV	General	\$ 354.00
Pre-Application Conference for Type III or IV	Subdivision	\$ 911.00
SEPA		\$ 810.00
Shoreline Permit		\$ 1,196.00
Sign Permit - General Sign	exempt if building permit is required	\$ 41.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Sign Permit - Master Sign Permit		\$ 126.00
Site Plan Review - Residential	plus \$34 per lot	\$ 1,151.00
Site Plan Review - Non-Residential	plus \$68 per 1,000 sf of GFA	\$ 2,876.00
Site Plan Review - Mixed Use	plus \$34 per residential unit plus \$68 per 1,000 sf of GFA	\$ 4,055.00
Storm Water Review Fee - Single Family Residence		\$ 208.00
Temporary Use Permit		\$ 80.00
Variance - Minor		\$ 695.00
Variance - Major		\$ 1,295.00
Zone Change	single tract	\$ 3,345.00
Sexually Oriented Businesses		
Live Entertainment Application Fee		\$ 888.00
Live Entertainment License Fee	Renewal Date 12/31	\$ 297.00
Live Entertainment Renewal Fee		\$ 297.00
Live Entertainment Renewal Fee - 1/2 Year	After 6/30	\$ 155.00
Other Sexually Oriented Business Application Fee		\$ 593.00
Other Sexually Oriented Business License Fee	Renewal Date 12/31	\$ 297.00
Other Sexually Oriented Business Renewal Fee		\$ 297.00
Other Sexually Oriented Business Renewal Fee - 1/2 Year	After 6/30	\$ 156.00
Manager's License Application Fee		\$ 125.00
Manager's License Fee	Renewal Date 12/31	\$ 62.00
Manager's License Renewal Fee		\$ 62.00
Manager's License Renewal Fee - 1/2 Year	After 6/30	\$ 35.00
Entertainer's License Application Fee		\$ 125.00
Entertainer's License Fee	Renewal Date 12/31	\$ 62.00
Entertainer's License Renewal Fee		\$ 62.00
Entertainer's License Renewal Fee - 1/2 Year	After 6/30	\$ 35.00
FINANCE FEES		
Ambulance		
ALS In-District		\$ 807.00
ALS Out-of-District		\$ 1,288.00
BLS In-District		\$ 807.00
BLS Out-of-District		\$ 1,288.00
Extra Attendant		\$ 179.00
Late Fee		\$ 31.00
Mileage (in district)	per mile	\$ 20.00
Mileage (out of district)	per mile	\$ 22.00
Non-emergency transport		\$ 605.00
Patient treated - no transport		\$ 213.00
Ambulance - annual license		\$ 62.00
Cemetery		
Lots - Full Burial		
Adult - Flat Marker		\$ 1,100.00
Adult - Upright Marker		\$ 2,300.00
Child under 5 years in Garden of Angels		\$ 300.00
Cremains		
Single Niche Garden of Faith		\$ 900.00
Single Niche Premium		\$ 1,100.00
Single Niche Standard		\$ 900.00
Double Niche Premium		\$ 1,695.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Double Niche Standard		\$ 1,425.00
4 x 4 Foot Ground Lot		\$ 526.00
Liners		
Cremains Liner (Single Urn Vaults)		\$ 230.00
Cremains Liner (Double Urn Vaults)		\$ 385.00
Niche Wall (Single Bronze Urns)		\$ 165.00
Urn Vault Liner (Wooden Urns)		\$ 270.00
Open & Close Fees		
Disinterment Charges		\$ 500.00
Cremains - Added with a Full Burial Lot	Includes Inspection / Staking fees and Deed Transfer Fees	\$ 385.00
Cremains - 4 x 4 Lot		\$ 385.00
Cremains - Niche Wall	does not include engraving	\$ 350.00
Saturday Services - (in addition to)		\$ 250.00
Sunday/Holiday Services - (in addition to)		\$ 450.00
Locating, Marker & Staking Fees		
Staking & Inspection (cremains & grave lots)		\$ 125.00
Marker Setting Fee		\$ 125.00
Miscellaneous Additional Charges		
Remembrance Wall - Inscription	pass through from vendor	
Engraving of Niche Wall	pass through from vendor	
Deed Transfers/Replacement Deeds		\$ 35.00
Maintenance Fund Lot		\$ 200.00
Maintenance Fund Niche		\$ 250.00
Second Rite of Burial	one full burial & two cremains/three cremains per lot	\$ 350.00
Other License & Permits		
Dog License - life time		\$ 35.00
Dog License - replacement		\$ 6.00
Guard Dog		\$ 62.00
Pawnbroker's/Second Hand Dealer - 2 yr. license		\$ 125.00
Solicitor's License application/back ground check		\$ 52.00
Solicitor's License New or Renewal		\$ 35.00
Special Event Permit		\$ 46.00
Taxicab - annual license	issued after 7/1 - half of fee	\$ 46.00
Taxicab per vehicle		\$ 14.00
Taxi Driver's license		\$ 7.00
Taxi Driver's License Renewal		\$ 7.00
Vehicle Restoration Permit		\$ 28.00
Utilities		
Lien Filing Fee	pass through fees from Clark County	
New Utility Account Set-Up Fee		\$ 26.00
Title Check Fee	plus pass through fee from vendor	\$ 15.00
Utility Late Fee	5% of past due balance minimum \$15	\$ 15.00
Utility Service Call Fee	first call free, additional each	\$ 26.00
Water - Sewer		
Portable Hydrant Meter Rental - Deposit	Refundable - damage dependent	\$ 1,231.00
Portable Hydrant Meter Rental - Placement Fee		\$ 104.00
STEP/STEF Inspection		\$ 177.00
STEP/STEF Reinspection	per inspection	\$ 80.00
Temporary Water Service	to be determined based on meter size and use	

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Water Meter Installation - 3/4" Meter		\$ 401.00
Water Meter Installation - 1" Meter		\$ 445.00
Water Meter Installation - 1.5" Meter		\$ 851.00
Water Meter Installation - 1.5" Turbine Meter		\$ 1,074.00
Water Meter Installation - 2" Meter		\$ 2,075.00
2" Service with 1.5" Meter		\$ 509.00
Water Service Connection by City (requires written approval)	in addition to 1.5" Water Meter Installation fee time and materials as determined by PW Director	
Water Meter Installation Reinspection		\$ 80.00
Water Disconnection at Owner's Request		\$ 36.00
Water Disconnection for Non-Payment		\$ 46.00
Water Reconnection After Hours		\$ 92.00
Padlocking Water Meter		\$ 46.00
Removal of Water Meter		\$ 46.00
Wrongfully or Illegally Reconnection		\$ 254.00
Water Meter Testing		\$ 224.00
Sewer Service Installation by City (requires written approval)	deposit to be returned if meter found not to be operating within range time and materials as determined by PW Director	
Solid Waste		
Change Can Size		\$ 11.00
Return Trip For Missed Service		\$ 6.00
Overfilling Can		\$ 4.00
Extra Bag		\$ 4.00
Extra Can 35 gallon		\$ 7.00
Extra Can 65 gallon		\$ 15.00
Extra Can 95 gallon		\$ 23.00
Bi-weekly service on off-week		\$ 7.00
Unscheduled Pick Up Charge (Day other than normal service day)		\$ 20.00
Extra Yard (not in rented container)		\$ 35.00
Replacement of damaged can	pass through fee -- cost of replacement from vendor	\$ -
Extra Items		
Barbeque		\$ 7.00
Bicycle		\$ 12.00
Car Tire		\$ 8.00
Car Tire w/Rim		\$ 12.00
Chair/Recliner		\$ 12.00
Christmas Tree	no taller than five feet	\$ 12.00
Table		\$ 25.00
Toilet		\$ 15.00
Truck Tire		\$ 26.00
Truck Tire w/rim		\$ 38.00
Recycling	Pass through from vendor	
FIRE DEPARTMENT (FMO)		
Development Review		
Commercial Site Plans - Review Fee		\$ 212.00
Commercial Site Plans - Inspection Fee		\$ 212.00
Subdivision or PRD - Review Fee		\$ 177.00
Subdivision or PRD - Inspection Fee		\$ 177.00
Pre-Application Conference - Review Fee		\$ 142.00
Other Land Use Applications - Review Fee		\$ 142.00
Other Land Use Applications - Inspection Fee		\$ 142.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Building Construction/Change of Use or Occupancy		
A, B, E, F, M, R Occupancies 0-1,000 sq. ft. - Review Fee		\$ 108.00
A, B, E, F, M, R Occupancies 0-1,000 sq. ft. - Inspection Fee		\$ 108.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. ft. - Review Fee		\$ 142.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. ft. - Inspection Fee		\$ 108.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. - Review Fee		\$ 177.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. - Inspection Fee		\$ 142.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. - Review Fee		\$ 219.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. - Inspection Fee		\$ 177.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. - Review Fee		\$ 261.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. - Inspection Fee		\$ 211.00
Each Additional 20,000 sq. ft. - Review Fee		\$ 43.00
Each Additional 20,000 sq. ft. - Inspection Fee		\$ 35.00
Portable Classroom - Review Fee		\$ 160.00
Portable Classroom - Inspection Fee		\$ 160.00
H1 Occupancy - Review Fee		\$ 422.00
H1 Occupancy - Inspection Fee		\$ 422.00
H2 Occupancy - Review Fee		\$ 422.00
H2 Occupancy - Inspection Fee		\$ 422.00
H3 Occupancy - Review Fee		\$ 468.00
H3 Occupancy - Inspection Fee		\$ 468.00
H4 Occupancy - Review Fee		\$ 329.00
H4 Occupancy - Inspection Fee		\$ 319.00
H5 Occupancy - Review Fee		\$ 581.00
H5 Occupancy - Inspection Fee		\$ 581.00
I Occupancy - Review Fee		\$ 319.00
I Occupancy - Inspection Fee		\$ 212.00
S Occupancy - Review Fee		\$ 212.00
S Occupancy - Inspection Fee		\$ 212.00
Each additional 10,000 sq. ft. - Review Fee		\$ 108.00
Each additional 10,000 sq. ft. - Inspection Fee		\$ 108.00
Building or Structure for Special or Temporary Use - Review Fee		\$ 160.00
Building or Structure for Special or Temporary Use - Inspection Fee		\$ 160.00
Fire Alarm System		
Fire Alarm - Minor Alteration - Review Fee		\$ 108.00
Fire Alarm - Minor Alteration - Inspection Fee		\$ 108.00
Fire Alarm - Zoned System 1 Zone - Review Fee		\$ 160.00
Fire Alarm - Zoned System 1 Zone - Inspection Fee		\$ 160.00
Each Additional Zone - Review Fee		\$ 73.00
Each Additional Zone - Inspection Fee		\$ 73.00
Fire Alarm - Addressable System, 1 to 20 Devices - Review Fee		\$ 160.00
Fire Alarm - Addressable System, 1 to 20 Devices - Inspection Fee		\$ 160.00
Fire Alarm - Addressable System, 21 or more Devices		
\$160 + \$3 per each Additional Device - Review Fee	calculated	
\$160 + \$3 per each Additional Device - Inspection Fee	calculated	
Fire Extinguishing System		
New System NFPA 13 - Single Riser - Review Fee		\$ 319.00
New System NFPA 13 - Single Riser - Inspection Fee		\$ 319.00
Each Additional Inspection	includes five inspections	\$ 108.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Each Additional Riser - Review Fee		\$ 319.00
Each Additional Riser - Inspection Fee	includes five inspections	\$ 319.00
Each Additional Inspection		\$ 108.00
New System NFPA 13D (Single Family) - Inspection Fee		\$ 108.00
Each Additional Inspection		\$ 108.00
Alteration to Fire Sprinkler Systems - Review Fee		\$ 108.00
Alteration to Fire Sprinkler Systems - Inspection Fee		\$ 108.00
New System NFPA 13R (Per Building) - Review Fee		\$ 212.00
New System NFPA 13R (Per Building) - Inspection Fee	includes four inspections	\$ 212.00
Each Additional Inspection		\$ 108.00
Underground Fire Sprinkler Mains - Review Fee		\$ 160.00
Underground Fire Sprinkler Mains - Inspection Fee		\$ 160.00
Standpipe System/Wet or Dry - Review Fee		\$ 108.00
Standpipe System/Wet or Dry - Inspection Fee		\$ 108.00
Commercial Cooking Extinguishing System/Protection - Review Fee		\$ 160.00
Commercial Cooking Extinguishing System/Protection - Inspection Fee		\$ 160.00
Other Extinguishing Systems - Review Fee		\$ 262.00
Other Extinguishing Systems - Inspection Fee		\$ 262.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems - Review Fee		\$ 262.00
Fire Pumps and Private or Dedicated Fire Hydrant Systems - Inspection Fee		\$ 262.00
Hazardous Operations		
Smoke Removal Systems - Review Fee		\$ 262.00
Smoke Removal Systems - Inspection Fee		\$ 262.00
Application of Flammable Finishes - Review Fee		\$ 262.00
Application of Flammable Finishes - Inspection Fee		\$ 262.00
Commercial Drying Ovens - Review Fee		\$ 160.00
Commercial Drying Ovens - Inspection Fee		\$ 160.00
Organic Coating Systems - Review Fee		\$ 160.00
Organic Coating Systems - Inspection Fee		\$ 160.00
Dip Tanks, Listed Spray Booths - Review Fee		\$ 142.00
Dip Tanks, Listed Spray Booths - Inspection Fee		\$ 108.00
Unlisted Spray Booths - Review Fee		\$ 212.00
Unlisted Spray Booths - Inspection Fee		\$ 142.00
Semiconductor Fabrication HPM Tool Installation - Review Fee		\$ 262.00
Semiconductor Fabrication HPM Tool Installation - Inspection Fee		\$ 262.00
Other Hazardous Material Equipment & Systems - Review Fee		\$ 262.00
Other Hazardous Material Equipment & Systems - Inspection Fee		\$ 262.00
Compressed Gas System (greater than exempt amounts) - Review Fee		\$ 319.00
Compressed Gas System (greater than exempt amounts) - Inspection Fee		\$ 319.00
Refrigeration Systems - Review Fee		\$ 262.00
Refrigeration Systems - Inspection Fee		\$ 142.00
LPG Tank Installation (greater than 125 gal.) - Review Fee		\$ 160.00
LPG Tank Installation (greater than 125 gal.) - Inspection Fee		\$ 160.00
Dispensing and use of LPG - Review Fee		\$ 177.00
Dispensing and use of LPG - Inspection Fee		\$ 142.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks - Review Fee		\$ 177.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks - Inspection Fee		\$ 142.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Dispensing and use of Combustible/Flammable Liquids Underground Tanks - Review Fee		\$ 422.00
Dispensing and use of Combustible/Flammable Liquids Underground Tanks - Inspection Fee		\$ 422.00
Aerosols - Review Fee		\$ 160.00
Aerosols - Inspection Fee		\$ 160.00
CO2 Monitoring Systems - Review Fee		\$ -
CO2 Monitoring Systems - Inspection Fee		\$ 108.00
Hazardous Materials		
Storage, Dispensing & Use of Hazardous Materials - Review Fee		\$ 422.00
Storage, Dispensing & Use of Hazardous Materials - Inspection Fee		\$ 422.00
HMIS - Review Fee		\$ 212.00
HMIS - Inspection Fee		\$ 212.00
HMMP - Review Fee		\$ 319.00
HMMP - Inspection Fee		\$ 319.00
Decommissioning Underground Storage Tank - Review Fee		\$ 160.00
Decommissioning Underground Storage Tank - Inspection Fee		\$ 108.00
Explosive Materials		
Explosive Storage & Use/Blast Permit - Review Fee		\$ 422.00
Explosive Storage & Use/Blast Permit - Inspection Fee		\$ 212.00
Blast Permit Review Fee - if costs exceed standard fee	pass through from vendor	
Blast Permit Inspection Fee - if costs exceed standard fee	pass through from vendor	
Storage of black or smokeless powder, small arms ammunition, precession caps, and primers for consumer consumption - Review Fee		\$ 108.00
Storage of black or smokeless powder, small arms ammunition, precession caps, and primers for consumer consumption - Inspection Fee		\$ 108.00
Manufacture, assembly, testing of ammunition, fireworks, blasting agents, and other explosives or explosive material - Review Fee		\$ 142.00
Manufacture, assembly, testing of ammunition, fireworks, blasting agents, and other explosives or explosive material - Inspection Fee		\$ 108.00
Other storage, use, handling, or demolition of explosives or explosive material - Review Fee		\$ 433.00
Other storage, use, handling, or demolition of explosives or explosive material - Inspection Fee		\$ 142.00
Magazines (Explosives) - Review Fee		\$ 212.00
Magazines (Explosives) - Inspection Fee		\$ 212.00
Fireworks Stand - Review Fee		\$ 50.00
Fireworks Stand - Inspection Fee		\$ 50.00
Fireworks Display - Review Fee		\$ 212.00
Fireworks Display - Inspection Fee		\$ 212.00
Pyrotechnic special effects - Review Fee		\$ 108.00
Pyrotechnic special effects - Inspection Fee		\$ 108.00
High-Piled Combustible Storage		
Designated storage area 501 - 2,500 sq. ft. - Review Fee		\$ 142.00
Designated storage area 501 - 2,500 sq. ft. - Inspection Fee		\$ 108.00
Designated storage area 2,501 - 12,000 sq. ft. - Inspection Fee		\$ 177.00
Designated storage area 2,501 - 12,000 sq. ft. - Review Fee		\$ 142.00
Designated storage area 12,001 - 20,000 sq. ft. - Review Fee		\$ 212.00
Designated storage area 12,001 - 20,000 sq. ft. - Inspection Fee		\$ 177.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Designated storage area 20,001 - 30,000 sq. ft. - Review Fee		\$ 262.00
Designated storage area 20,001 - 30,000 sq. ft. - Inspection Fee		\$ 212.00
Each additional 30,000 sq. ft. or portion thereof - Review Fee		\$ 319.00
Each additional 30,000 sq. ft. or portion thereof - Inspection Fee		\$ 262.00
Cryogenic Systems, process or product - Review Fee		\$ 160.00
Cryogenic Systems, process or product - Inspection Fee		\$ 160.00
Each tank or vessel - Review Fee		\$ 57.00
Each tank or vessel - Inspection Fee		\$ 46.00
Candles & Open Flames in Places of Assembly - Review Fee		\$ 23.00
Other Fire Permits		
Revision to plan previously submitted	per hour	\$ 108.00
Investigation Fee (work started without a permit) - Review Fee	The fee is double the applicable review fee that would have been charged if a permit was obtained prior to work initiated	
Investigation Fee (work started without a permit) - Inspection Fee	The fee is double the applicable inspection fee that would have been charged if a permit was obtained prior to work initiated	
Re-inspection Fees		\$ 108.00
Use of Consultant for Plan Review and Inspections - Review Fee	pass through from vendor	
Use of Consultant for Plan Review and Inspections - Inspection Fee	pass through from vendor	
Emergency Generators - Review Fee		\$ 108.00
Emergency Generators - Inspection Fee		\$ 108.00
Privacy/Security Gates - Review Fee		\$ 108.00
Privacy/Security Gates - Inspection Fee		\$ 108.00
Other plan reviews or permits required by the International Fire Code - Review Fee	per hour	\$ 108.00
Other plan reviews or permits required by the International Fire Code - Inspection Fee	per hour	\$ 108.00
Training Burn		
Hot Works - Inspection		\$ 108.00
Hydrants		
Witness Flow Test - Inspection Fee	\$.50 per sq. ft. minimum \$1,000, maximum \$2,000	\$ 109.00
LIBRARY		
Meeting Rooms		
Room A		
Maintenance Charge:		
Non-Profit	No Charge	\$ -
Private Functions	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable); For-Profit	cost exceeding deposit will be billed per hour	\$ 60.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 50.00
Room B		
Maintenance Charge:		
Non-Profit		\$ -
Private Functions	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable); For-Profit	cost exceeding deposit will be billed per hour	\$ 60.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 50.00
Rooms A & B		
Maintenance Charge:		
Non-Profit		\$ -

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Private Functions	per hour	\$ 93.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
For-Profit	per hour	\$ 99.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
Kitchen Use		
Non-Profit		\$ 17.00
Private Functions		\$ 33.00
For Profit		\$ 33.00
Closed Hours Staffing Fee		
Non-Profit	per hour in addition to hourly charge	\$ 60.00
Private Functions	per hour in addition to hourly charge	\$ 60.00
For Profit	per hour in addition to hourly charge	\$ 60.00
Non-refundable application fee		
Non-Profit		\$ -
Private Functions		\$ 17.00
For Profit		\$ 17.00
Non-Resident Annual Fees		
Household		\$ 137.00
Operational Charges		
Black & White Photocopy/Printing	over .10 per person, per day, each	\$ 0.10
Color Photocopy/Printing	each	\$ 0.50
Photocopy/Printing	10 black and white per person, per day - no charge	\$ -
Lost & Damaged Materials: Default prices if not noted in bib record		
Audiobooks		\$ 42.00
Board book		\$ 10.00
Book discussion kit		\$ 120.00
Devices		\$ 250.00
DVD/Blue Ray		\$ 35.00
Hardcover & Paperback Books		\$ 32.00
Interlibrary loan	pass through - assessed by lending library	\$ 7.00
Magazines & Documents		\$ 25.00
Music CD		\$ 54.00
Playaway		
Reference book	Replacement Cost - pass through from vendor	
PARKS & RECREATION FEES		
Camas Community Center Rental		
Reception Room - Midweek	per day	\$ 80.00
Reception Room - Weekend	per day	\$ 160.00
Reception Room - Long Term Use	per hour	\$ 10.00
Conference Room - Midweek	per day	\$ 55.00
Conference Room - Weekend	per day	\$ 110.00
Conference Room - Long Term Use	per hour	\$ 10.00
Ball Room - Midweek	per day	\$ 160.00
Ball Room - Weekend	per day	\$ 320.00
Ball Room - Long Term Use	per hour	\$ 10.00
Kitchen - Midweek	per day	\$ 35.00
Kitchen - Weekend	per day	\$ 55.00
Kitchen - Long Term Use	per hour	\$ 10.00
Sound System - Midweek	per day	\$ 75.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Sound System - Weekend	per day	\$ 75.00
Sound System Projector - Midweek	per day	\$ 100.00
Sound System Projector - Weekend	per day	\$ 100.00
Deposit - refundable		\$ 500.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Midweek is Monday through Thursday and Friday until 2:00 p.m.		
Weekends are Fridays after 2:00 p.m. through Sunday		
No rental fee will be charged to non-profit groups who are community-based and IRS recognized, City of Camas sponsored events, school sponsored events or governmental agencies that reserve the facility Monday through Thursday, between the hours of 8:00 a.m. and 5:00 p.m. and Friday before 2:00 p.m.		
Camas residents will receive 20% discount		
Long Term Users will be charged per hour	Must pay for 6 months to be long term user	\$ 11.00
Fallen Leaf Lake Park Rental		
Monday through Thursday	per day	\$ 200.00
Fridays, Saturdays, Sundays and Holidays	per day	\$ 350.00
Deposit - refundable		\$ 500.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Camas residents will receive 20% discount		
Non-profit groups renting on weekends will be charged mid-week rates		
Lacamas Lake Lodge Rental		
Main Hall	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 185.00
Main Hall - public agencies	hourly; mid-week excluding Fridays during normal business hours	\$ 60.00
Deposit - refundable	per day	\$ 500.00
Room 1A	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 35.00
Deposit - refundable	per day	\$ 200.00
Room 1B	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 35.00
Deposit - refundable	per day	\$ 200.00
AV Equipment	per day	\$ 100.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Non-profit will receive a 50% discount off the hourly rate		
Cancellation must be received a minimum of 61 days prior to the event to receive a full refund. A 50% refund will be allowed if cancellation notices is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice.		
Camas residents will receive 20% discount		
POLICE DEPARTMENT		
Background/Clearance Letters		\$ 12.00
Fingerprint Cards	per card	\$ 18.00
Lost/Unreturned Community Room Key		\$ 26.00
Police Case Reports (no charge to victim)	per page	\$ 0.15
Record Checks/Non-Criminal Justice Agency inc. Military Services		\$ 12.00
State Accident Reports (no charge to involved party)		\$ 7.00
Work crew Sign-Up Fee		\$ 25.00

Active Rate Summary

Equipment Type	Category	# of Equipment	2022 Original Active Rate	Avg. Direct Monthly Cost	Indirect Cost (for Admin. of ERM)	Total O&M Monthly Rate	Most Average Purchase Price of Vehicle in Related Month	2022 Estimated Purchase Price for Life	Monthly Repayment Rate	Monthly Active Rate	Total Annual Cost (Including Repayment)	Total Annual Cost (Excluding Repayment)	Annual Direct Cost for "Active" Vehicles	Annual Indirect Cost for "Active" Vehicles	Annual Replacement Cost for "Active" Vehicles
Sewer Cleaners	A	1	\$ 6,882	\$ 1,159.19	\$ 189.34	\$ 1,348.53	\$ 426,805.69	\$ 545,786.54	7	\$ 4,548.22	\$ 70,761.02	\$ 16,182.37	\$ 13,510.27	\$ 2,727.10	\$ 54,578.65
Street Sweepers	B	1	\$ 4,969	\$ 1,438.89	\$ 189.34	\$ 1,628.23	\$ 278,777.83	\$ 278,777.83	10	\$ 3,316.40	\$ 59,335.63	\$ 19,538.80	\$ 12,559.38	\$ 2,772.10	\$ 39,796.63
Tractor Backhoe	C	4	\$ 316	\$ 257.49	\$ 189.34	\$ 446.83	\$ 115,600.12	\$ 104,833.92	20	\$ 434.93	\$ 42,342.55	\$ 21,447.77	\$ 12,559.38	\$ 2,772.10	\$ 20,876.78
One Ton Dump Trucks	D	1	\$ 316	\$ 455.64	\$ 189.34	\$ 644.98	\$ 67,600.41	\$ 36,702.02	10	\$ 306.35	\$ 20,472.77	\$ 9,739.74	\$ 5,326.59	\$ 4,544.20	\$ 10,551.99
Two Ton Dump Trucks	E	2	\$ 2,080	\$ 221.94	\$ 189.34	\$ 411.28	\$ 47,318.55	\$ 21,478.36	10	\$ 439.67	\$ 86,380.74	\$ 21,986.23	\$ 15,139.94	\$ 6,816.29	\$ 64,424.51
Pump Truck*	F	3	\$ 2,080	\$ 420.55	\$ 189.34	\$ 609.90	\$ 200,549.57	\$ 34,889.48	7	\$ 1,789.57	\$ 305,621.70	\$ 114,256.05	\$ 105,167.66	\$ 2,772.10	\$ 191,385.65
Refuse Packers	G	4	\$ 6,577	\$ 2,190.99	\$ 189.34	\$ 2,380.33	\$ 300,148.94	\$ 34,889.48	7	\$ 3,986.78	\$ 71,822.20	\$ 3,765.33	\$ 1,493.23	\$ 2,272.10	\$ 3,416.87
Three-Wheel Scooters	H	1	\$ 446	\$ 124.44	\$ 189.34	\$ 313.78	\$ 30,310.90	\$ 34,889.48	10	\$ 284.74	\$ 2,829.52	\$ 588.52	\$ 588.52	\$ 0.00	\$ 0.00
Refuse Scooters	I	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Trucks/Pick-ups 1 ton and 3/4 ton	J	27	\$ 652	\$ 277.23	\$ 189.34	\$ 466.57	\$ 35,092.38	\$ 47,393.66	10	\$ 394.95	\$ 262,930.52	\$ 134,967.64	\$ 73,621.00	\$ 61,346.64	\$ 127,962.88
Fire SUV or Pick-ups 1/2 ton	K	1	\$ 458	\$ 357.62	\$ 189.34	\$ 546.96	\$ 35,796.20	\$ 46,889.86	10	\$ 471.03	\$ 58,387.96	\$ 19,586.41	\$ 8,405.92	\$ 11,880.49	\$ 38,821.55
Sewer Pickups	L	1	\$ 458	\$ 137.04	\$ 189.34	\$ 346.38	\$ 28,378.20	\$ 34,889.48	10	\$ 325.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 0.00	\$ 0.00
Vans	M	2	\$ 920	\$ 283.56	\$ 189.34	\$ 472.90	\$ 36,377.09	\$ 46,889.48	10	\$ 388.70	\$ 20,666.22	\$ 11,349.53	\$ 6,905.33	\$ 4,544.20	\$ 9,316.90
Police Vehicles - Patrol	N	0	\$ 2,285	\$ 103.07	\$ 189.34	\$ 382.41	\$ 55,200.97	\$ 65,815.92	3	\$ 1,838.78	\$ 238,808.40	\$ 41,300.64	\$ 19,900.70	\$ 20,488.88	\$ 197,507.76
General Use Autos	O	8	\$ 526	\$ 68.99	\$ 189.34	\$ 258.33	\$ 21,545.30	\$ 43,032.19	8	\$ 448.25	\$ 67,832.15	\$ 24,799.96	\$ 6,621.18	\$ 18,176.78	\$ 43,032.19
Large Tractors	P	2	\$ 3,350	\$ 266.19	\$ 189.34	\$ 455.53	\$ 103,040.83	\$ 189,666.59	20	\$ 790.28	\$ 29,899.47	\$ 10,932.82	\$ 6,388.62	\$ 4,544.20	\$ 18,966.66
Small tractors	Q	2	\$ 525	\$ 365.95	\$ 189.34	\$ 515.29	\$ 37,400.64	\$ 34,889.48	10	\$ 102.27	\$ 13,108.02	\$ 9,426.21	\$ 8,782.82	\$ 4,544.20	\$ 7,048.13
Small Trailers	R	3	\$ 225	\$ 72.50	\$ 189.34	\$ 261.84	\$ 38,650.75	\$ 24,545.40	20	\$ 86.21	\$ 23,605.91	\$ 17,398.64	\$ 3,766.05	\$ 6,816.29	\$ 3,681.81
Large Trailers	S	0	\$ 272	\$ 52.31	\$ 189.34	\$ 241.65	\$ 16,659.38	\$ 20,990.90	20	\$ 563.40	\$ 30,957.64	\$ 17,435.99	\$ 12,891.79	\$ 4,544.20	\$ 13,521.65
Specialty service vehicle	T	2	\$ 1,144	\$ 537.16	\$ 189.34	\$ 726.50	\$ 46,143.41	\$ 101,412.38	15	\$ 504.40	\$ 49,771.84	\$ 19,457.60	\$ 4,143.49	\$ 11,360.49	\$ 30,264.24
Police Vehicles - Non Patrol	U	0	\$ 728	\$ 134.95	\$ 189.34	\$ 342.29	\$ 28,269.59	\$ 28,269.59	7	\$ 343.79	\$ 45,373.91	\$ 24,746.35	\$ 13,385.86	\$ 11,360.49	\$ 20,627.56
Large Mowers	V	2	\$ 698	\$ 223.00	\$ 189.34	\$ 412.44	\$ 38,070.16	\$ 47,393.66	7	\$ 574.42	\$ 10,786.65	\$ 1,768.87	\$ 3,203.38	\$ 6,816.29	\$ 10,585.77
Small Mowers	W	2	\$ 397	\$ 38.26	\$ 189.34	\$ 276.60	\$ 44,738.30	\$ 35,663.78	15	\$ 194.53	\$ 10,211.26	\$ 8,925.44	\$ 2,898.09	\$ 2,772.10	\$ 25,863.63
Firefight	X	1	\$ 3,342	\$ 554.45	\$ 189.34	\$ 743.79	\$ 285,631.72	\$ 258,636.27	10	\$ 2,155.30	\$ 34,299.06	\$ 8,295.44	\$ 6,653.34	\$ 2,772.10	\$ 25,863.63
10 yard hood truck	Y	3	\$ 1,137	\$ 149.27	\$ 189.34	\$ 338.61	\$ 66,544.20	\$ 66,544.20	5	\$ 1,109.07	\$ 52,116.60	\$ 12,190.08	\$ 5,373.79	\$ 6,816.29	\$ 39,926.52
Police SUV 350, 350*	Z	0	\$ 38,228.23	\$ 9,782.14	\$ 14,515.68	\$ 2,407,266.58	\$ 2,703,208.84	\$ 2,703,208.84	\$ 0.00	\$ 25,507.86	\$ 1,589,674.91	\$ 599,857.05	\$ 137,472.91	\$ 234,026.06	\$ 989,817.86
		103								\$ 40,024	\$ 365,830.99	\$ 137,472.91	\$ 234,026.06	\$ 989,817.86	

* Changed description and life of F class since there are no active units in this class. It was Five Yard Dump Trucks with a life of 3 yrs in 2019.
 * Changed life of class Z from 8 to 5 years in 2020.

Reserve Rate Summary by Category

Equipment Type	Category	# of Equipment	PI Reserve Rate	Avg. Direct Monthly Cost	Indirect Cost (for Admin. of ERM)	Total O&M Monthly Rate	Monthly Reserve Rate	Total Annual Cost	Monthly Cost for "Reserve" Vehicles	Annual Indirect Cost for "Reserve" Vehicles
Sewer Cleaners	A	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Street Sweepers	B	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tractor Backhoe	C	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
One Ton Dump Trucks	D	0	983.11	\$ 469.18	\$ 189.34	\$ 638.52	\$ 639	\$ 7,662.27	\$ 638.52	\$ 5,390.17
Two Ton Dump Trucks	E	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Five Yard Dump Truck/Pump Truck*	F	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Refuse Packers	G	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Three-Wheel Scooters	H	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Trucks/Pick-ups 1 ton and 3/4 ton	I	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Fire SUV or Pick-ups 1/2 ton	J	8	246.01	\$ 167.45	\$ 189.34	\$ 356.79	\$ 357	\$ 34,251.55	\$ 2,854.30	\$ 16,074.77
Smaller Pickups	K	1	277.15	\$ 192.59	\$ 189.34	\$ 381.93	\$ 382	\$ 4,583.15	\$ 381.93	\$ 2,311.05
Vans	L	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Police Vehicles - Patrol	M	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
General Use Autos	N	0	197.00	\$ 31.00	\$ 189.34	\$ 423.49	\$ 423	\$ 45,737.31	\$ 3,811.44	\$ 25,288.44
Large Tractors	O	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Small trailers	Q	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Large Trailers	R	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Specialty service vehicle	S	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Police Vehicles - Non Patrol	T	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Large Mowers	U	1	140.49	\$ 85.18	\$ 189.34	\$ 274.52	\$ 275	\$ 3,294.22	\$ 274.52	\$ 1,022.12
Small Mowers	V	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Frontend	X	0	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Police SUV 350, 350	Z	1	1,850.16	\$ 977.16	\$ 189.34	\$ 1,066.50	\$ 1,067	\$ 12,798.01	\$ 1,066.50	\$ 10,525.91
		0	993.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
								\$ 141,500	\$ 141,500	\$ 14,486

* Changed description and life of F class since there are no active units in this class. It was Five Yard Dump Trucks with a life of 3 yrs.



Staff Report – Public Hearing – Ordinance Nos 21-015 and 21-016 Levying the Ad Valorem Taxes

November 15, 2021 Council Regular Meeting

Public Hearing – Ordinances for Property Tax Levies for General Fund and EMS Fund

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 15 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

SUMMARY: Property taxes are the primary revenue source for funding of general fund services and emergency medical services for the City of Camas. Property taxes are complicated with different limitations but the one limit which requires City Council’s annual consideration is the Levy Increase Limit. In Washington State, property taxes increases are not based on the increasing value of properties but rather on the amount of property taxes that are assessed from the prior year. Each year’s levy may be increased by no more than 1% or the Implicit Price Deflator (IPD) whichever is less. The IPD is the percentage change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25th. The IPD for the 2022 property tax levy is 3.86%.

The first step to approve the 1% property tax increase is for Council to consider public comment during a public hearing prior to considering the two ordinances setting the tax levy for the City of Camas General Levy and the City of Camas EMS Levy.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? To hear and consider public comment regarding the 1% property tax increase.

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

How have communities been engaged? Are there opportunities to expand engagement? The public has opportunities to comment in this public hearing as well as a public hearing during the Council Regular Meeting on October 18, 2021.

Who will benefit from, or be burdened by this agenda item? The citizens in the City of Camas will benefit with continued service level delivery in 2022 while paying slightly more a year in taxes on average \$13.94 for the General Fund Levy and \$0.13 for the EMS Levy.

What are the strategies to mitigate any unintended consequences? Finance Department is working to find appropriate funding such that it will minimize impacts to other city departments.

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

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

What potential hurdles exist in implementing this proposal (include both operational and political)? There are no operational hurdles.

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

How does this item support a comprehensive plan goal, policy or other adopted resolution? These levies support core operations of the City of Camas.

RECOMMENDATION: Staff recommends Council open a public hearing to consider public comment regarding the increase in property taxes of 1% to fund cost of core services of the City.

ORDINANCE NO. 21-015

AN ORDINANCE levying the ad valorem taxes for obligations of the General Fund for fiscal year ending December 31, 2022.

WHEREAS, the Council of the City of Camas has met and considered its budget for the calendar year 2022, and

WHEREAS, the Council of the City of Camas after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Camas requires a regular levy in the amount of \$13,722,786.15 which is equal to the property tax revenue from the previous year, and excludes amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

SECTION I

The dollar amount of the increase over the actual levy amount from the previous year shall be \$137,227.86 which is a percentage increase of 1.0% from the previous year. This is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexation that have occurred and refunds made.

SECTION II

A CERTIFIED BUDGET request or estimate shall be filed with the County Assessor's

Ordinance No. 20-007

Office, separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Assessor's Office.

SECTION III

This Ordinance shall take force and be in effect five days from and after its publication according to law.

PASSED by the council and APPROVED by the Mayor this 15th day of November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

ORDINANCE NO. 21-015

AN ORDINANCE levying the ad valorem taxes for obligations of the General Fund for fiscal year ending December 31, 2022.

WHEREAS, the Council of the City of Camas has met and considered its budget for the calendar year 2022, and

WHEREAS, the Council of the City of Camas after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Camas requires a regular levy in the amount of \$13,722,786.15 which is equal to the property tax revenue from the previous year, and excludes amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

SECTION I

The dollar amount of the increase over the actual levy amount from the previous year shall be \$0 which is a percentage increase of 0% from the previous year. This is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexation that have occurred and refunds made.

SECTION II

A CERTIFIED BUDGET request or estimate shall be filed with the County Assessor's

Ordinance No. 21-015

Office, separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Assessor's Office.

SECTION III

This Ordinance shall take force and be in effect five days from and after its publication according to law.

PASSED by the council and APPROVED by the Mayor this 15th day of November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

ORDINANCE NO. 21-016

AN ORDINANCE levying the ad valorem taxes for obligations of the Emergency Rescue Fund for fiscal year ending December 31, 2022.

WHEREAS, the Council of the City of Camas has met and considered its budget for the calendar year 2022, and

WHEREAS, the Council of the City of Camas after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Camas requires a levy in the amount of \$2,357,377.89, which is equal to the property tax revenue from the previous year, and excludes amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, for the purpose of providing emergency medical services;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

SECTION I

The dollar amount of the increase over the actual levy amount from the previous year shall be \$23,573.78, which is a percentage increase of 1.0% from the previous year. This is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexation that have occurred and refunds made.

SECTION II

This Ordinance shall take force and be in effect five days from and after its publication according to law.

Ordinance No. 21-016

PASSED by the council and APPROVED by the Mayor this 15th day of November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney



Staff Report – Public Hearing for Ordinance

November 15, 2021 Regular Meeting

Public Hearing - Ordinance No. 21-012 Amending 2021-2022 Budget Ordinance No. 20-011

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 5 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY: The purpose of this agenda item is to hear public comment for Ordinance 21-012 for the 2021-2022 biennial budget and to consider adoption of the ordinance.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? To hold a public hearing to consider public comment and to approve Ordinance No. 21-012.

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

How have communities been engaged? Are there opportunities to expand engagement? The public had an opportunity to view 10 presentations by the City’s Finance Director during the past year at various City Council Workshops. The public hearing was advertised in the newspaper.

Who will benefit from, or be burdened by this agenda item? All City residents will benefit from the adopted budget.

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

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

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

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

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

How does this item support a comprehensive plan goal, policy or other adopted resolution?
This budget is in line with the City's Strategic Plan.

RECOMMENDATION: Staff recommends Council continue and close the Public Hearing as well as approve Ordinance 21-012 adopting the 2022 Budget for the fiscal year beginning January 1, 2022.

ORDINANCE NO. 21-012

AN ORDINANCE amending the City of Camas' 2021-2022 Budget Ordinance No. 20-011.

WHEREAS, the City Council of the City of Camas approved Ordinance No. 20-011 and adopted a budget for the years 2021 and 2022; and

WHEREAS, the City Council of the City of Camas desires to effectively utilize and manage the City's financial resources; and,

WHEREAS, the City Council of the City of Camas finds that the proposed adjustments to the Biennial Budget for 2021-2022 reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and,

WHEREAS, funds received in excess of estimated revenues during the current fiscal year, when authorized by an ordinance amending the original budget, may be included in the expenditure limitation, pursuant to RCW 35A.34.200(1)(d); and

WHEREAS, the City desires to undertake activities, which were not foreseen at the time of adopting the 2021-2022 budget; and

WHEREAS, the financial activities in the following funds could not have been reasonably foreseen at the time of adopting the 2021-2022 budget, and

WHEREAS, by Ordinance No. 20-011, the City of Camas established a Biennial Budget process pursuant to the provisions of RCW 35A.34, including therewith procedures for a mid-biennial review and modification of the Biennial Budget; and

WHEREAS, the proposed budget modifications as set forth herein have been provided to the City Council and to the public; and

WHEREAS, a public hearing as required on the proposed budget modifications has been held.

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

Section I

Budget Amendment – Effect on Fund Revenues and Expenses. In summary form, modifications to the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined are as shown on Attachment A for 2022.

ORDINANCE NO. 21-012

Section II

Adoption. The 2021-2022 Amendments to the Biennial Budget of the City of Camas are hereby adopted.

Section III

Effective Date. This ordinance shall take force and be in effect January 1, 2022, after its passage, approval, and its publication according to law.

PASSED BY the Council and APPROVED by the Mayor this _____ day of November, 2021.

SIGNED: _____
Mayor

SIGNED: _____
Clerk

APPROVED as to form:

City Attorney

City of Camas 2022 Budget

Fund	Projected		2022 Revenues	2022 Appropriation	Projected Ending Fund Balance	Change in Fund Balance
	Beginning Fund Balance	2022				
General	\$ 12,044,236	\$ 29,185,397	\$ 31,487,826	\$ 9,741,807 *	\$ (2,302,429)	
City Street	\$ 1,878,089	\$ 3,475,028	\$ 3,376,077	\$ 1,977,040	\$ 98,951	
Tree Fund	\$ 15,508	\$ 225	\$ -	\$ 15,733	\$ 225	
C/W Fire and EMS	\$ 3,750,883	\$ 12,582,632	\$ 13,980,221	\$ 2,353,294	\$ (1,397,589)	
Lodging Tax	\$ 50,389	\$ 21,040	\$ 10,000	\$ 61,429	\$ 11,040	
Cemetery	\$ 223,482	\$ 256,117	\$ 255,921	\$ 223,678	\$ 196	
Unlimited G.O. Bond Debt Service	\$ 10,838	\$ -	\$ -	\$ 10,838	\$ -	
Limited G.O. Bond Debt Service	\$ -	\$ 4,198,725	\$ 4,198,725	\$ -	\$ -	
Real Estate Excise Tax Capital	\$ 10,810,084	\$ 6,078,781	\$ 5,810,248	\$ 11,078,617	\$ 268,533	
Park Impact Fee Capital	\$ 5,796,724	\$ 1,311,505	\$ 1,831,750	\$ 5,276,479	\$ (520,245)	
Transportation Impact Fee Capital	\$ 3,220,739	\$ 1,526,110	\$ 945,542	\$ 3,801,307	\$ 580,568	
Fire Impact Fee	\$ 1,100,583	\$ 212,905	\$ 360,000	\$ 953,488	\$ (147,095)	
NW 38th Ave Phase 3 Construction	\$ 708,295	\$ 513,000	\$ 813,000	\$ 408,295	\$ (300,000)	
Facilities Capital	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	
Legacy Lands Project	\$ 4,539,097	\$ -	\$ -	\$ 4,539,097	\$ -	
Storm Water Utility	\$ 3,051,994	\$ 1,991,992	\$ 2,564,913	\$ 2,479,073	\$ (572,921)	
City Solid Waste	\$ 3,677,915	\$ 3,270,202	\$ 3,665,912	\$ 3,282,205	\$ (395,710)	
Water-Sewer	\$ 14,183,980	\$ 15,003,587	\$ 17,363,123	\$ 11,824,444	\$ (2,359,536)	
Water-Sewer Capital Projects	\$ -	\$ 425,000	\$ 425,000	\$ -	\$ -	
North Shore Sewer Construction Project	\$ 417,128	\$ -	\$ 417,128	\$ 0	\$ (417,128)	
2019 Water Construction Projects	\$ 6,741,932	\$ 50,000	\$ 500,000	\$ 6,291,932	\$ (450,000)	
Water-Sewer Capital Reserve	\$ 17,201,620	\$ 4,748,878	\$ -	\$ 21,950,498	\$ 4,748,878	
Water-Sewer Bond Reserve	\$ 1,715,230	\$ 22,428	\$ -	\$ 1,737,658	\$ 22,428	
Equipment Rental	\$ 2,879,277	\$ 1,812,960	\$ 2,522,845	\$ 2,169,392	\$ (709,885)	
Firefighter's Pension	\$ 1,219,449	\$ 12,279	\$ 89,889	\$ 1,141,839	\$ (77,610)	
Retiree Medical	\$ 41,473	\$ 130,135	\$ 138,799	\$ 32,809	\$ (8,664)	
LEOFF 1 Disability Board	\$ 495,716	\$ 166,551	\$ 217,593	\$ 444,674	\$ (51,042)	
Total City Budget 2022	\$ 95,774,661	\$ 87,495,477	\$ 91,474,511	\$ 91,795,626	\$ (3,979,035)	

City of Camas
Summary of Budgeted Revenues, Expenditures and Reserves

	General Fund	Special Revenue Funds	Debt Funds	Capital Funds	Enterprise Funds	Internal Support Funds	Reserve Funds	Total
Estimated Beginning Fund Balance 1/1/2021	\$ 12,044,236	\$ 5,918,351	\$ 10,838	\$ 26,175,522	\$ 46,989,799	\$ 2,879,277	\$ 1,756,638	\$ 95,774,661
Revenues								
Taxes	\$ 21,199,853	\$ 2,505,449	\$ -	\$ 3,164,344				\$ 26,869,646
Licenses and Permits	\$ 1,321,544	\$ 68,640						\$ 1,390,184
Intergovernmental	\$ 703,131	\$ 541,796		\$ 3,330,118				\$ 4,575,045
Charges for Services	\$ 5,376,923	\$ 5,715,841		\$ 2,950,384	\$ 24,564,159	\$ 1,792,942		\$ 40,400,249
Fines and Forfeitures	\$ 214,024	\$ 4,466						\$ 218,490
Miscellaneous Revenue	\$ 369,922	\$ 44,452		\$ 197,455	\$ 522,928	\$ 20,018	\$ 12,279	\$ 1,167,054
Non-Revenues	\$ -				\$ -			\$ -
Transfers	\$ -	\$ 7,454,398	\$ 4,198,725	\$ 500,000	\$ 425,000		\$ 296,686	\$ 12,874,809
Total Revenue	\$ 29,185,397	\$ 16,335,042	\$ 4,198,725	\$ 10,142,301	\$ 25,512,087	\$ 1,812,960	\$ 308,965	\$ 87,495,477
Total Available Resources	\$ 41,229,633	\$ 22,253,393	\$ 4,209,563	\$ 36,317,823	\$ 72,501,886	\$ 4,692,237	\$ 2,065,603	\$ 183,270,138
Expenditures								
Salaries and Benefits	\$ 16,217,444	\$ 12,298,604			\$ 4,671,709	\$ 607,834	\$ 359,773	\$ 34,155,364
Supplies and Services	\$ 6,104,379	\$ 3,359,062		\$ 49,574	\$ 9,271,066	\$ 630,254		\$ 19,414,335
Intergovernmental	\$ 1,167,063	\$ 214,385			\$ 764,472			\$ 2,145,920
Capital	\$ 738,864	\$ 1,520,584		\$ 5,360,118	\$ 4,117,128	\$ 1,284,757		\$ 13,021,451
Debt Service		\$ -	\$ 4,198,725		\$ 5,663,907			\$ 9,862,632
Transfers	\$ 7,260,076	\$ 229,584		\$ 4,850,848	\$ 447,794		\$ 86,508	\$ 12,874,810
Total Expenditures	\$ 31,487,826	\$ 17,622,219	\$ 4,198,725	\$ 10,260,540	\$ 24,936,076	\$ 2,522,845	\$ 446,281	\$ 91,474,512
Estimated Ending Fund Balance	\$ 9,741,807	\$ 4,631,174	\$ 10,838	\$ 26,057,283	\$ 47,565,810	\$ 2,169,392	\$ 1,619,322	\$ 91,795,626
Total Expenditures and Reserve Balance	\$ 41,229,633	\$ 22,253,393	\$ 4,209,563	\$ 36,317,823	\$ 72,501,886	\$ 4,692,237	\$ 2,065,603	\$ 183,270,138

City of Camas
Revenue Budget Summary for 2022

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
General Fund													
Taxes	\$ 17,416,709	\$ 18,911,725	8.6%	\$ 20,267,926	7.2%	\$ 1,356,201	\$ 20,225,534	-0.2%	\$ (42,392)	\$ 21,199,853	4.6%	\$ 931,927	Residential Growth with Robust Sales Tax
Licenses and Permits	\$ 1,828,204	\$ 1,426,923	-21.9%	\$ 1,539,932	7.9%	\$ 113,009	\$ 656,360	-57.4%	\$ (883,572)	\$ 1,321,544	-14.2%	\$ (218,388)	Slower Residential Growth
Intergovernmental	\$ 667,226	\$ 857,304	28.5%	\$ 829,482	-3.2%	\$ (27,822)	\$ 655,037	-21.0%	\$ (174,445)	\$ 703,131	-15.2%	\$ (126,351)	Pre-ARPA Adjusted
Charges for Services	\$ 4,927,899	\$ 4,261,319	-13.5%	\$ 5,401,002	26.7%	\$ 1,139,683	\$ 4,988,260	-7.6%	\$ (412,742)	\$ 5,376,923	-0.4%	\$ (24,079)	Assumes COVID-19 trends
Fines and Forfeitures	\$ 207,992	\$ 164,710	-20.8%	\$ 159,484	-3.2%	\$ (5,226)	\$ 182,359	14.3%	\$ 22,875	\$ 214,024	34.2%	\$ 54,540	Trend Based
Miscellaneous Revenue	\$ 409,869	\$ 246,299	-39.9%	\$ 363,059	47.4%	\$ 116,760	\$ 328,683	-9.5%	\$ (34,376)	\$ 369,922	1.9%	\$ 6,863	Adjusted for one-time contributions
Total General Fund	\$ 25,457,899	\$ 25,868,280	1.6%	\$ 28,560,885	10.4%	\$ 2,692,605	\$ 27,036,233	-5.3%	\$ (1,524,652)	\$ 29,185,397	2.19%	\$ 624,512	
Special Revenue Funds													
Street Fund													
Intergovernmental	\$ 534,221	\$ 502,277	-6.0%	\$ 612,947	22.0%	\$ 110,670	\$ 583,557	-4.8%	\$ (29,390)	\$ 540,506	-11.8%	\$ (72,441)	Lower gas tax revenues due to COVID
Miscellaneous Revenue	\$ 57,979	\$ 23,159	-60.1%	\$ 12,647	-45.4%	\$ (10,512)	\$ 39,796	214.7%	\$ 27,149	\$ 13,938	10.2%	\$ 1,291	Higher interest income due to higher fund balance
Transfers from other funds	\$ 2,183,360	\$ 2,301,542	5.4%	\$ 3,068,283	33.3%	\$ 766,741	\$ 2,913,887	-5.0%	\$ (154,396)	\$ 2,920,584	-4.8%	\$ (147,699)	Preservation & GF Subsidy
Total Street Fund	\$ 2,775,560	\$ 2,826,978	1.9%	\$ 3,693,877	30.7%	\$ 866,899	\$ 3,537,240	-4.2%	\$ (156,637)	\$ 3,475,028	-5.9%	\$ (218,849)	
Tree Fund													
Licenses and Permits	\$ 15,000		-100.0%	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Miscellaneous Revenue	\$ 122	\$ 491	302.5%	\$ 225	-54.2%	\$ (266)	\$ 386	71.6%	\$ 161	\$ 225	0.0%	\$ -	
Total Tree Fund	\$ 15,122	\$ 491	-96.8%	\$ 225	-54.2%	\$ (266)	\$ 386	71.6%	\$ 161	\$ 225	0.0%	\$ -	
C/W Fire and EMS Fund													
Taxes	\$ 2,128,166	\$ 2,231,196	4.8%	\$ 2,356,923	5.6%	\$ 125,727	\$ 2,506,303	6.3%	\$ 149,380	\$ 2,484,790	5.4%	\$ 127,867	EMS Levy reaches levy limit
Licenses and Permits	\$ 107,158	\$ 77,279	-27.9%	\$ 80,753	4.5%	\$ 3,474	\$ 56,558	-30.0%	\$ (24,195)	\$ 68,640	-15.0%	\$ (68,640)	Residential construction slows
Intergovernmental	\$ 656,638	\$ 1,578,149	100.0%	\$ 673,445	-57.3%	\$ (904,704)	\$ 1,290	-99.8%	\$ (672,155)	\$ 1,290	-99.8%	\$ (672,155)	Coronavirus Relief Funds and GEMT
Charges for Services	\$ 5,346,424	\$ 5,229,148	-2.2%	\$ 5,213,738	-0.3%	\$ (13,410)	\$ 5,754,390	10.3%	\$ 538,652	\$ 5,660,491	8.5%	\$ 444,753	GEMT and firefighter adjustment
Fines and Forfeitures	\$ 16,517	\$ 2,888	-82.5%	\$ 4,361	51.0%	\$ 1,473	\$ 17,934	311.2%	\$ 13,573	\$ 4,466	2.4%	\$ 105	Post COVID-19
Miscellaneous Revenue	\$ 24,889	\$ 37,024	48.8%	\$ 55,307	49.4%	\$ 18,283	\$ 44,184	-20.1%	\$ (11,123)	\$ 29,141	-47.3%	\$ (26,166)	
Transfers from other funds	\$ 3,847,391	\$ 3,549,137	-7.8%	\$ 3,590,358	1.2%	\$ 41,221	\$ 3,985,762	11.0%	\$ 395,404	\$ 4,333,814	20.7%	\$ 743,456	GEMT and firefighter adjustment
Total C/W Fire and EMS Fund	\$ 12,127,183	\$ 12,704,821	4.8%	\$ 11,976,885	-5.7%	\$ (727,936)	\$ 12,366,421	3.3%	\$ 389,536	\$ 12,582,632	5.1%	\$ 605,747	
Lodging Tax Fund													
Taxes	\$ 16,508	\$ 15,726	-4.7%	\$ 20,057	27.5%	\$ 4,331	\$ 12,769	-36.3%	\$ (7,288)	\$ 20,659	3.0%	\$ 602	
Miscellaneous Revenue	\$ 384	\$ 612	59.4%	\$ 369	-39.7%	\$ (243)	\$ 842	128.2%	\$ 473	\$ 381	3.3%	\$ 12	
Total Lodging Tax Fund	\$ 16,892	\$ 16,338	-3.3%	\$ 20,426	25.0%	\$ 4,088	\$ 13,611	-33.4%	\$ (6,815)	\$ 21,040	3.0%	\$ 614	
Cemetery Fund													
Intergovernmental		\$ 4,292	100.0%	\$ -	-100.0%	\$ (4,292)	\$ -		\$ -	\$ -		\$ -	Coronavirus Relief Funds
Charges for Services	\$ 41,443	\$ 72,974	76.1%	\$ 105,272	44.3%	\$ 32,298	\$ 55,350	-47.4%	\$ (49,922)	\$ 55,350	-47.4%	\$ (49,922)	Population
Miscellaneous Revenue	\$ 727	\$ 1,297	78.4%	\$ 3,471	167.6%	\$ 2,174	\$ 767	-77.9%	\$ (2,704)	\$ 767	-77.9%	\$ (2,704)	
Transfers from other funds	\$ 180,000	\$ 200,000	11.1%	\$ 200,000	0.0%	\$ -	\$ 200,000	0.0%	\$ -	\$ 200,000	0.0%	\$ -	
Total Cemetery Fund	\$ 222,170	\$ 274,271	23.5%	\$ 308,743	12.6%	\$ 34,472	\$ 256,117	-17.0%	\$ (52,626)	\$ 256,117	-17.0%	\$ (52,626)	
Debt Funds													
Unlimited GO Debt Service Fund													
Taxes	\$ 606,512	\$ 605,634	-0.1%	\$ 5,894	-99.0%	\$ (599,740)	\$ -		\$ (5,894)	\$ -		\$ -	2020 last yr of levy and debt payments
Total Unlimited GO Debt Srv Fund	\$ 606,512	\$ 605,634	-0.1%	\$ 5,894	-99.0%	\$ (599,740)	\$ -		\$ (5,894)	\$ -		\$ -	
Limited Debt Service Fund													
Transfers from other funds	\$ 1,850,801	\$ 2,223,972	20.2%	\$ 4,227,071	90.1%	\$ 2,003,099	\$ 2,413,123	-42.9%	\$ (1,813,948)	\$ 4,198,725	-0.7%	\$ (28,346)	Based on DS schedules
Total Debt Service Fund	\$ 1,850,801	\$ 2,223,972	20.2%	\$ 4,227,071	90.1%	\$ 2,003,099	\$ 2,413,123	-42.9%	\$ (1,813,948)	\$ 4,198,725	-0.7%	\$ (28,346)	
Capital Fund													
Real Estate Excise Tax Fund													
Taxes	\$ 2,363,791	\$ 3,164,344	33.9%	\$ 3,694,692	16.8%	\$ 530,348	\$ 2,250,787	-39.1%	\$ (1,443,905)	\$ 3,164,344	-14.4%	\$ (530,348)	New Construction and Population Growth
Intergovernmental	\$ 474,897	\$ 60,210	-87.3%	\$ 355,000	489.6%	\$ 294,790	\$ 1,900,000	435.2%	\$ 1,545,000	\$ 2,817,118	693.6%	\$ 2,462,118	State Grant for Bridge and RCO Grant
Miscellaneous Revenue	\$ 123,761	\$ 159,421	28.8%	\$ 164,484	3.2%	\$ 5,063	\$ 261,447	58.9%	\$ 96,963	\$ 97,319	-40.8%	\$ (67,165)	
Transfers from other funds	\$ 44,392	\$ 28,044	-36.8%	\$ 202,817	623.2%	\$ 174,773	\$ -	-100.0%	\$ (202,817)	\$ -	-100.0%	\$ (202,817)	
Total Real Estate Excise Tax Fund	\$ 3,006,841	\$ 3,412,019	13.5%	\$ 4,416,993	29.5%	\$ 1,004,974	\$ 4,412,234	-0.1%	\$ (4,759)	\$ 6,078,781	37.6%	\$ 1,661,788	
Park Impact Fee Fund													
Charges for Services	\$ 1,572,667	\$ 2,575,668	63.8%	\$ 1,718,886	-33.3%	\$ (856,782)	\$ 1,257,958	-26.8%	\$ (460,928)	\$ 1,257,958	-26.8%	\$ (460,928)	Multi-Family Development and slowing of new constr.
Miscellaneous Revenue	\$ 44,302	\$ 71,670	61.8%	\$ 51,987	-27.5%	\$ (19,683)	\$ 53,547	3.0%	\$ 1,560	\$ 53,547	3.0%	\$ 1,560	
Total Park Impact Fee Fund	\$ 1,616,969	\$ 2,647,338	63.7%	\$ 1,770,873	-33.1%	\$ (876,465)	\$ 1,311,505	-25.9%	\$ (459,368)	\$ 1,311,505	-25.9%	\$ (459,368)	
Transportation Impact Fee Fund													
Charges for Services	\$ 1,046,318	\$ 2,413,003	130.6%	\$ 2,366,110	-1.9%	\$ (46,893)	\$ 1,554,833	-34.3%	\$ (811,277)	\$ 1,490,411	-37.0%	\$ (875,699)	Multi-Family Development and slowing of new constr.
Miscellaneous Revenue	\$ 26,718	\$ 40,891	53.0%	\$ 34,659	-15.2%	\$ (6,232)	\$ 54,119	56.1%	\$ 19,460	\$ 35,699	3.0%	\$ 1,040	
Total Transportation Impact Fee Fund	\$ 1,073,036	\$ 2,453,894	128.7%	\$ 2,400,769	-2.2%	\$ (53,125)	\$ 1,608,952	-33.0%	\$ (791,817)	\$ 1,526,110	-36.4%	\$ (874,659)	

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Fire Impact Fee Fund													
Charges for Services	\$ 333,517	\$ 271,286	-18.7%	\$ 198,228	-26.9%	\$ (73,058)	\$ 202,015	1.9%	\$ 3,787	\$ 202,015	1.9%	\$ 3,787	Multi-Family Development and slowing of new constr.
Miscellaneous Revenue	\$ 11,777	\$ 17,566	49.2%	\$ 10,573	-39.8%	\$ 2,547	\$ 23,984	126.8%	\$ 13,411	\$ 10,890	3.0%	\$ 317	
Total Fire Impact Fee Fund	\$ 345,294	\$ 288,852	-16.3%	\$ 208,801	-27.7%	\$ (70,511)	\$ 225,999	8.2%	\$ 17,198	\$ 212,905	2.0%	\$ 4,104	
NW 38th Ave Phase 3 Construction													
Intergovernmental	\$ -	\$ -		\$ -		\$ -	\$ 513,000	100.0%	\$ 513,000	\$ 513,000	100.0%	\$ 513,000	State Grant for Design and ROW
Transfers from other funds	\$ -	\$ -		\$ 546,220	100.0%	\$ 546,220	\$ -	-100.0%	\$ (546,220)	\$ -	-100.0%	\$ (546,220)	Transfers from TIF and REET
Total NW 38th Ave Phase 3 Construction	\$ -	\$ -		\$ 546,220	100.0%	\$ 546,220	\$ 513,000	-6.1%	\$ (33,220)	\$ 513,000	-6.1%	\$ (33,220)	
Facilities Capital Fund													
Miscellaneous Revenue	\$ 8	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Transfers from other funds	\$ 45,631	\$ 49,836	9.2%	\$ -	-100.0%	\$ (49,836)	\$ 500,000	100.0%	\$ 500,000	\$ 500,000	100.0%	\$ 500,000	Transfers from REET
Total Facilities Capital Fund	\$ 45,639	\$ 49,836	9.2%	\$ -	-100.0%	\$ (49,836)	\$ 500,000	100.0%	\$ 500,000	\$ 500,000	100.0%	\$ 500,000	
Legacy Lands Project Fund													
Intergovernmental	\$ 532,843	\$ 2,047,157	284.2%	\$ -	-100.0%	\$ (2,047,157)	\$ -		\$ -	\$ -		\$ -	
Miscellaneous Revenue	\$ 106,643	\$ 24,743	-76.8%	\$ 20,000	-19.2%	\$ (4,743)	\$ -		\$ -	\$ -		\$ -	
Debt Proceeds	\$ -	\$ 10,483,757	1.0%	\$ -	-100.0%	\$ (10,483,757)	\$ -		\$ -	\$ -		\$ -	
Transfers from other funds	\$ -	\$ 4,012	1.0%	\$ -	-100.0%	\$ (4,012)	\$ -		\$ -	\$ -		\$ -	
Total Legacy Lands Project Fund	\$ 639,486	\$ 12,559,669	1864.0%	\$ 20,000	-99.8%	\$ (12,539,669)	\$ -		\$ -	\$ -		\$ -	
Enterprise Funds													
Storm Water Fund													
Intergovernmental	\$ 50,000	\$ 32,977	-34.0%	\$ 118,500	259.3%	\$ 85,523	\$ -		\$ -	\$ -		\$ -	
Charges for Services	\$ 1,650,765	\$ 1,761,995	6.7%	\$ 1,912,448	8.5%	\$ 150,453	\$ 1,964,127	2.7%	\$ 51,679	\$ 1,964,127	2.7%	\$ 51,679	Rate Model and increase in Population
Miscellaneous Revenue	\$ 60,277	\$ 53,656	-11.0%	\$ 27,503	-48.7%	\$ (26,153)	\$ 75,690	175.2%	\$ 48,187	\$ 27,865	1.3%	\$ 362	
Transfer from other funds	\$ 134	\$ 3,095	2209.7%	\$ 11,048	100.0%	\$ 7,953	\$ -		\$ -	\$ -		\$ (11,048)	
Total Storm Drainage Fund	\$ 1,761,042	\$ 1,851,723	5.1%	\$ 2,069,499	11.8%	\$ 209,823	\$ 2,039,817	-1.4%	\$ 99,866	\$ 1,991,992	-3.7%	\$ (77,507)	
Solid Waste Fund													
Intergovernmental	\$ -	\$ 3,372	100.0%	\$ -	-100.0%	\$ (3,372)	\$ -		\$ -	\$ -		\$ -	
Charges for Services	\$ 2,806,308	\$ 2,937,537	4.7%	\$ 3,030,782	3.2%	\$ 93,245	\$ 3,240,680	6.9%	\$ 209,898	\$ 3,240,680	6.9%	\$ 209,898	Rate Increase 2.5% + Population
Miscellaneous Revenue	\$ 47,298	\$ 56,116	18.6%	\$ 28,944	-48.4%	\$ (27,172)	\$ 78,568	171.4%	\$ 49,624	\$ 29,522	2.0%	\$ 578	
Total Solid Waste Fund	\$ 2,853,606	\$ 2,993,653	4.9%	\$ 3,059,726	2.2%	\$ 66,073	\$ 3,319,248	8.5%	\$ 259,522	\$ 3,270,202	6.9%	\$ 210,476	
Water/Sewer Fund													
Intergovernmental	\$ -	\$ 67,417	100.0%	\$ -	-100.0%	\$ (67,417)	\$ -		\$ -	\$ -		\$ -	
Charges for Services	\$ 12,612,123	\$ 13,593,113	7.8%	\$ 15,587,685	14.7%	\$ 1,994,572	\$ 14,732,231	-5.5%	\$ (855,454)	\$ 14,732,233	-5.5%	\$ (855,452)	Rate Model and increase in population
Miscellaneous Revenue	\$ 474,015	\$ 294,158	-37.9%	\$ 252,347	-14.2%	\$ (41,811)	\$ 361,285	43.2%	\$ 108,938	\$ 271,354	7.5%	\$ 19,007	
Non-Revenues	\$ 115,747	\$ 304,392	163.0%	\$ 42,016	-86.2%	\$ (262,376)	\$ -		\$ -	\$ -		\$ (42,016)	
Transfer from other funds	\$ 10,589,785	\$ 4,720,781	-55.4%	\$ 11,042	-99.8%	\$ (4,709,739)	\$ -		\$ (11,042)	\$ -	-100.0%	\$ (11,042)	
Total Water/Sewer Fund	\$ 23,791,670	\$ 18,979,861	-20.2%	\$ 15,893,090	-16.3%	\$ (3,019,354)	\$ 15,093,516	-5.0%	\$ (799,574)	\$ 15,003,587	-5.6%	\$ (889,503)	
Water/Sewer Construction Fund													
Miscellaneous Revenue	\$ -	\$ 5	100.0%	\$ -	-100.0%	\$ (5)	\$ -		\$ -	\$ -		\$ -	
Debt Proceeds	\$ 97,872	\$ -	-100.0%	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Non-Revenues	\$ 65,150	\$ -	-100.0%	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Transfer from other funds	\$ 2,274,820	\$ 1,150,377	-49.4%	\$ 1,040,000	-9.6%	\$ (110,377)	\$ 425,000	-59.1%	\$ (615,000)	\$ 425,000	-59.1%	\$ (615,000)	SDC Contributions & Rates
Total W/S Capital Fund	\$ 2,437,842	\$ 1,150,382	-52.8%	\$ 1,040,000	-9.6%	\$ (110,382)	\$ 425,000	-59.1%	\$ (615,000)	\$ 425,000	0.0%	\$ -	
North Shore Sewer Construction Project													
Miscellaneous Revenue	\$ 100,625	\$ 22,319	-77.8%	\$ 320	-98.6%	\$ (21,999)	\$ -		\$ (320)	\$ -	-100.0%	\$ (320)	
Transfer from other funds	\$ 31,152	\$ 95,408	206.3%	\$ 13,808	-85.5%	\$ (81,600)	\$ -		\$ (13,808)	\$ -	-100.0%	\$ (13,808)	
Total North Shore Sewer Construction	\$ 131,777	\$ 117,727	-10.7%	\$ 14,128	-88.0%	\$ (103,599)	\$ -		\$ (14,128)	\$ -	-100.0%	\$ (14,128)	
2019 Water Projects Construction Fund													
Miscellaneous Revenue	\$ 99,202	\$ 226,524	128.3%	\$ 24,216	-89.3%	\$ (202,308)	\$ -		\$ (24,216)	\$ 50,000	106.5%	\$ 25,784	
Debt Proceeds	\$ 21,531,894	\$ 1,543,377	-92.8%	\$ -	-100.0%	\$ (1,543,377)	\$ -		\$ -	\$ -		\$ -	
Transfer from other funds	\$ 963	\$ 18,462	1817.1%	\$ 8,539	-53.7%	\$ (9,923)	\$ -		\$ (8,539)	\$ -	-100.0%	\$ (8,539)	
Total 2019 Water Proj Construction	\$ 21,632,059	\$ 1,788,363	-91.7%	\$ 32,755	-98.2%	\$ (1,755,608)	\$ -		\$ (32,755)	\$ 50,000	52.6%	\$ 17,245	
Water/Sewer Capital Reserve Fund													
Charges for Services	\$ 4,107,875	\$ 3,826,855	-6.8%	\$ 4,365,966	14.1%	\$ 539,111	\$ 4,959,399	13.6%	\$ 593,433	\$ 4,627,119	6.0%	\$ 261,153	Multi-Family Development and slowing of new constr.
Miscellaneous Revenue	\$ 185,246	\$ 267,753	44.5%	\$ 131,967	-50.7%	\$ (135,786)	\$ 118,213	-10.4%	\$ (13,754)	\$ 121,759	-7.7%	\$ (10,208)	
Total Water/Sewer Cap. Fund	\$ 4,293,121	\$ 4,094,608	-4.6%	\$ 4,497,933	9.9%	\$ 403,325	\$ 5,077,612	12.9%	\$ 579,679	\$ 4,748,878	5.6%	\$ 250,945	
Water/Sewer Bond Reserve Fund													
Miscellaneous Revenue	\$ 30,072	\$ 21,774	-27.6%	\$ 33,541	54.0%	\$ 11,767	\$ 34,547	3.0%	\$ 1,006	\$ 22,428	-33.1%	\$ (11,113)	
Total Water/Sewer Bond Res. Fund	\$ 30,072	\$ 21,774	-27.6%	\$ 33,541	54.0%	\$ 11,767	\$ 34,547	3.0%	\$ 1,006	\$ 22,428	-33.1%	\$ (11,113)	

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Internal Support Funds													
Equipment Rental Fund													
Intergovernmental	\$ -	\$ 19,050	100.0%		-100.0%	\$ (19,050)							
Charges for Services	\$ 1,593,309	\$ 1,809,950	13.6%	\$ 1,821,130	0.6%	\$ 11,180	\$ 1,792,942	-1.5%	\$ (28,188)	\$ 1,792,942	-1.5%	\$ (28,188)	ERR Model
Miscellaneous Revenue	\$ 147,666	\$ 78,332	-47.0%	\$ (18,538)	-123.7%	\$ (96,870)	\$ 28,347	-252.9%	\$ 46,885	\$ 20,018	-208.0%	\$ 38,556	
Total Equipment Rental Fund	\$ 1,740,975	\$ 1,907,332	9.6%	\$ 1,802,592	-5.5%	\$ (85,690)	\$ 1,821,289	1.0%	\$ 18,697	\$ 1,812,960	0.6%	\$ 10,368	
Reserve Funds													
Firefighter's Pension Fund													
Miscellaneous Revenue	\$ 33,617	\$ 29,681	-11.7%	\$ 11,921	-59.8%	\$ (17,760)	\$ 37,659	215.9%	\$ 25,738	\$ 12,279	3.0%	\$ 358	
Total Firemen's Pension Fund	\$ 33,617	\$ 29,681	-11.7%	\$ 11,921	-59.8%	\$ (17,760)	\$ 37,659	215.9%	\$ 25,738	\$ 12,279	3.0%	\$ 358	
Retiree Medical Fund													
Transfers from other funds	\$ 154,822	\$ 169,399	9.4%	\$ 128,071	-24.4%	\$ (41,328)	\$ 130,135	1.6%	\$ 2,064	\$ 130,135	1.6%	\$ 2,064	
Total Retiree Medical Fund	\$ 154,822	\$ 169,399	9.4%	\$ 128,071	-24.4%	\$ (41,328)	\$ 130,135	1.6%	\$ 2,064	\$ 130,135	1.6%	\$ 2,064	
LEOFF 1 Disability Board													
Transfer from other funds	\$ 418,407	\$ 502,107	20.0%	\$ 162,076	-67.7%	\$ (340,031)	\$ 166,551	2.8%	\$ 4,475	\$ 166,551	2.8%	\$ 4,475	
Total LEOFF 1 Disability Fund	\$ 418,407	\$ 502,107	20.0%	\$ 162,076	-67.7%	\$ (340,031)	\$ 166,551	2.8%	\$ 4,475	\$ 166,551	2.8%	\$ 4,475	

City of Camas
Budget Appropriation Summary for 2022

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	% Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
General Fund													
Salaries and Benefits	\$ 12,422,423	\$ 13,053,121	5.1%	\$ 13,171,475	0.9%	\$ 118,354	\$ 14,644,514	11.2%	\$ 1,473,039	\$ 16,217,444	23.1%	\$ 3,045,969	Fill vacant positions, hire seasonals, COLA and benefit increases
Supplies and Services	\$ 3,339,356	\$ 3,383,107	1.3%	\$ 3,806,411	12.5%	\$ 423,304	\$ 4,822,398	26.7%	\$ 1,015,987	\$ 6,104,379	60.4%	\$ 2,297,968	ERP system, planning contracts
Intergovernmental	\$ 777,195	\$ 934,424	20.2%	\$ 874,198	-6.4%	\$ (60,226)	\$ 1,165,789	33.4%	\$ 291,591	\$ 1,167,063	33.5%	\$ 292,865	Increases from Clark Co. and State
Capital	\$ 608,572	\$ 192,146	-68.4%	\$ 161,918	-15.7%	\$ (30,228)	\$ 613,864	279.1%	\$ 451,946	\$ 738,864	356.3%	\$ 576,946	Vehicle, Mower, and playground/park equipment
Transfers to other funds	\$ 6,697,685	\$ 6,607,371	-1.3%	\$ 7,527,670	13.9%	\$ 920,299	\$ 6,905,327	-8.3%	\$ (622,343)	\$ 7,260,076	-3.6%	\$ (267,594)	4 firefighters
Total General Fund	\$ 23,845,231	\$ 24,170,169	1.4%	\$ 25,541,672	5.7%	\$ 1,371,503	\$ 28,151,892	10.2%	\$ 2,610,220	\$ 31,487,826	23.3%	\$ 5,946,154	
Special Revenue Funds													
Street Fund													
Salaries and Benefits	\$ 612,659	\$ 737,300	20.3%	\$ 723,269	-1.9%	\$ (14,031)	\$ 835,406	15.5%	\$ 112,137	\$ 825,130	14.1%	\$ 101,861	Positions filled, seasonals
Supplies and Services	\$ 1,049,574	\$ 951,703	-9.3%	\$ 1,108,775	16.5%	\$ 157,072	\$ 1,175,587	6.0%	\$ 66,812	\$ 1,402,779	26.5%	\$ 294,004	Transportation Plan, CDP 3 ERP, Downtown Proj
Intergovernmental	\$ 31,923	\$ 78,170	144.9%	\$ 33,886	-56.7%	\$ (44,284)	\$ 39,378	16.2%	\$ 5,492	\$ 39,378	16.2%	\$ 5,492	Stripping Program
Capital	\$ 754,027	\$ 722,574	-4.2%	\$ 1,416,609	96.1%	\$ 694,035	\$ 913,887	-35.5%	\$ (502,722)	\$ 920,584	-35.0%	\$ (496,025)	Preservation Prog., Brady & Grand Ridge,
Transfers to other funds	\$ 181,854	\$ 183,261	0.8%	\$ 188,393	2.8%	\$ 5,132	\$ 188,206	-0.1%	\$ (187)	\$ 188,206	-0.1%	\$ (187)	
Total Street Fund	\$ 2,630,037	\$ 2,673,008	1.6%	\$ 3,470,932	29.9%	\$ 797,924	\$ 3,152,464	-9.2%	\$ (318,468)	\$ 3,376,077	-2.7%	\$ (94,855)	
Tree Fund													
Supplies and Services													
Total Tree Fund													
C/W Fire and EMS Fund													
Salaries and Benefits	\$ 9,200,707	\$ 9,096,365	-1.1%	\$ 9,064,193	-0.4%	\$ (32,172)	\$ 10,577,872	16.7%	\$ 1,513,679	\$ 11,344,917	25.2%	\$ 2,280,724	4 firefighters - COLA, Market Adjustments, and Benefit cost increases
Supplies and Services	\$ 1,849,544	\$ 1,526,087	-17.5%	\$ 1,623,824	6.4%	\$ 97,737	\$ 1,854,669	14.2%	\$ 230,845	\$ 1,818,919	12.0%	\$ 195,095	Training and equipment, higher costs for med supp, Electronic Patient Care Rpt, ERP
Intergovernmental	\$ 165,732	\$ 150,099	-9.4%	\$ 146,805	-2.2%	\$ 188,250	\$ 174,832	19.1%	\$ 28,027	\$ 175,007	19.2%	\$ 28,202	CRESA rates
Capital	\$ 260,610	\$ 149,499	-42.6%	\$ 231,813	100.0%	\$ 82,314	\$ 600,000	158.8%	\$ 368,187	\$ 600,000	158.8%	\$ 368,187	Engine
Transfer to other funds	\$ 95,388	\$ 67,081	-29.7%	\$ 41,343	100.0%	\$ (25,738)	\$ 41,378	0.1%	\$ 35	\$ 41,378	0.1%	\$ 35	
Total C/W Fire and EMS Fund	\$ 11,571,981	\$ 10,989,131	-5.0%	\$ 11,107,978	1.1%	\$ 118,847	\$ 13,248,751	19.3%	\$ 2,140,773	\$ 13,980,221	25.9%	\$ 2,872,243	
Lodging Tax Fund													
Supplies and Services	\$ 11,779	\$ -	-100.0%	\$ 10,000	100.0%	\$ 10,000	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	\$ -	Conservative with changing economic conditions
Total Lodging Tax Fund	\$ 11,779	\$ -	-100.0%	\$ 10,000	100.0%	\$ 10,000	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	\$ -	
Cemetery Fund													
Salaries and Benefits	\$ 121,541	\$ 120,731	-0.7%	\$ 121,977	1.0%	\$ 1,246	\$ 128,080	5.0%	\$ 6,103	\$ 128,557	5.4%	\$ 6,580	COLA and increase in benefits
Supplies and Services	\$ 103,923	\$ 70,870	-31.8%	\$ 61,859	-12.7%	\$ (9,011)	\$ 120,288	94.5%	\$ 58,429	\$ 127,364	105.9%	\$ 65,505	Turf treatment, Increase Irrigation, seasonal help
Total Cemetery Fund	\$ 225,464	\$ 191,601	-15.0%	\$ 183,836	-4.1%	\$ (7,765)	\$ 248,368	35.1%	\$ 64,532	\$ 255,921	39.2%	\$ 72,085	
Debt Fund													
Unlimited GO Debt Service Fund													
Principal	\$ 579,000	\$ 603,000	4.1%	\$ -	-100.0%	\$ (603,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Last Payment in 2020
Interest	\$ 43,734	\$ 22,311	-49.0%	\$ -	-100.0%	\$ (22,311)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Unlimited GO Debt Srv Fund	\$ 622,734	\$ 625,311	0.4%	\$ -	-100.0%	\$ (625,311)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Limited GO Debt Service Fund													
Principal	\$ 1,019,317	\$ 1,180,626	15.8%	\$ 2,861,840	142.4%	\$ 1,681,214	\$ 1,341,730	-53.1%	\$ (1,520,110)	\$ 2,911,975	1.8%	\$ 50,135	1 maturity in 2021
Interest	\$ 831,484	\$ 1,043,347	25.5%	\$ 1,365,231	30.9%	\$ 321,884	\$ 1,071,393	-21.5%	\$ (293,838)	\$ 1,286,750	-5.7%	\$ (78,481)	
Total Limited GO Debt Srv Fund	\$ 1,850,801	\$ 2,223,973	20.2%	\$ 4,227,071	90.1%	\$ 2,003,098	\$ 2,413,123	-42.9%	\$ (1,813,948)	\$ 4,198,725	-0.7%	\$ (28,346)	
Capital Fund													
Real Estate Excise Tax Fund													
Supplies and Services	\$ 6,789	\$ 40,489	496.4%	\$ 52,704	30.2%	\$ 12,215	\$ 49,574	-5.9%	\$ (3,130)	\$ 49,574	-5.9%	\$ (3,130)	
Capital	\$ 1,119,345	\$ 484,283	-56.7%	\$ 686,389	41.7%	\$ 202,106	\$ 2,730,000	297.7%	\$ 2,043,611	\$ 3,747,118	445.9%	\$ 3,060,729	CDBG Proj, Skate Park, ADA ramps, Currie Trail, 3rd Ave Bridge, Crown Park
Transfers to other funds	\$ 454,546	\$ 1,001,432	120.3%	\$ 1,762,073	76.0%	\$ 760,641	\$ 1,190,966	-32.4%	\$ (571,107)	\$ 2,013,556	14.3%	\$ 251,483	Annex Building, Debt Service, Matching funds for NW 38th Ave
Total Real Estate Excise Tax Fund	\$ 1,580,680	\$ 1,526,204	-3.4%	\$ 2,501,166	63.9%	\$ 974,962	\$ 3,970,540	58.7%	\$ 1,469,374	\$ 5,810,248	132.3%	\$ 3,309,082	
Park Impact Fee Fund													
Capital	\$ 3,715	\$ 2,213	-40.4%	\$ -	-100.0%	\$ (2,213)	\$ 300,000	100.0%	\$ 300,000	\$ 300,000	100.0%	\$ 300,000	Parklands to Heritage Trail
Transfers to other funds	\$ 431,876	\$ 631,024	46.1%	\$ 713,580	13.1%	\$ 82,556	\$ 712,920	-0.1%	\$ (660)	\$ 1,531,750	114.7%	\$ 818,170	Lacamas Lodge and North Shore Debt Service
Total Park Impact Fee Fund	\$ 435,591	\$ 633,237	45.4%	\$ 713,580	12.7%	\$ 80,343	\$ 1,012,920	41.9%	\$ 299,340	\$ 1,831,750	156.7%	\$ 1,118,170	
Transportation Impact Fee Fund													
Transfers to other funds	\$ 771,559	\$ 775,680	0.5%	\$ 1,171,063	51.0%	\$ 395,383	\$ 801,359	-31.6%	\$ (369,704)	\$ 945,542	-19.3%	\$ (225,521)	Debt Service for Transportation and Matching for NW 38th Ave. Phase 3
Total Transportation Impact Fee Fund	\$ 771,559	\$ 775,680	0.5%	\$ 1,171,063	51.0%	\$ 395,383	\$ 801,359	-31.6%	\$ (369,704)	\$ 945,542	-19.3%	\$ (225,521)	
Fire Impact Fee Fund													
Transfers to other funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	100.0%	\$ 360,000	\$ 360,000	100.0%	\$ 360,000	Debt Service for Fire Truck
Total Fire Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	100.0%	\$ 360,000	\$ 360,000	100.0%	\$ 360,000	
NW 38th Ave Phase 3 Construction													
Capital	\$ -	\$ -	\$ -	\$ 241,465	100.0%	\$ 241,465	\$ 513,000	112.5%	\$ 271,535	\$ 813,000	236.7%	\$ 571,535	Design and Right of Way
Total NW 38th Ave Phase 3 Construction	\$ -	\$ -	\$ -	\$ 241,465	100.0%	\$ 241,465	\$ 513,000	112.5%	\$ 271,535	\$ 813,000	236.7%	\$ 571,535	
Facilities Capital Fund													
Capital	\$ 73,134	\$ 42,201	-42.3%	\$ -	-100.0%	\$ (42,201)	\$ 500,000	100.0%	\$ 500,000	\$ 500,000	100.0%	\$ 500,000	Annex Building, Community Center and Major Building Maintenance
Total Facilities Capital Fund	\$ 73,134	\$ 42,201	-42.3%	\$ -	-100.0%	\$ (42,201)	\$ 500,000	100.0%	\$ 500,000	\$ 500,000	100.0%	\$ 500,000	

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	% Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Legacy Lands Project Fund													
Capital	\$ 4,001,029	\$ 17,185,966	100.0%	\$ -	-100.0%	\$ (17,185,966)							
Total Legacy Lands Project Fund	\$ 4,001,029	\$ 17,185,966	100.0%	\$ -	-100.0%	\$ (17,185,966)							
Enterprise Funds													
Storm Water Fund													
Salaries and Benefits	\$ 521,020	\$ 683,046	31.1%	\$ 697,567	2.1%	\$ 14,521	\$ 783,752	12.4%	\$ 86,185	\$ 882,058	26.4%	\$ 184,491	Seasonals
Supplies and Services	\$ 841,186	\$ 724,210	-13.9%	\$ 787,732	8.8%	\$ 63,522	\$ 1,183,974	50.3%	\$ 396,242	\$ 1,329,484	68.8%	\$ 541,752	Hydroseeder, addtl maint activities
Intergovernmental	\$ 31,695	\$ 105,269	232.1%	\$ 71,959	-31.6%	\$ (33,310)	\$ 68,499	-4.8%	\$ (3,460)	\$ 68,498	-4.8%	\$ (3,461)	DOE Permit
Capital	\$ 231,324	\$ 100,655	-56.5%	\$ 207,466	106.1%	\$ 106,811	\$ 352,000	69.7%	\$ 144,534	\$ 225,000	8.5%	\$ 17,534	Dams and Lake Quality
Debt Service Payments	\$ 56,519	\$ 56,675	0.3%	\$ 60,037	100.0%	\$ 3,362	\$ 59,871	-0.3%	\$ (166)	\$ 59,873	-0.3%	\$ (164)	Wetland Mitigation Debt Service
Total Storm Water Fund	\$ 1,681,744	\$ 1,669,855	-0.7%	\$ 1,824,761	9.3%	\$ 154,906	\$ 2,448,096	34.2%	\$ 623,335	\$ 2,564,913	40.6%	\$ 740,152	
Solid Waste Fund													
Salaries and Benefits	\$ 481,085	\$ 473,658	-1.5%	\$ 497,542	5.0%	\$ 23,884	\$ 592,509	19.1%	\$ 94,967	\$ 610,325	22.7%	\$ 112,783	New driver in 2021
Supplies and Services	\$ 1,808,177	\$ 2,177,570	20.4%	\$ 1,773,414	-18.6%	\$ (404,156)	\$ 2,409,166	35.8%	\$ 635,752	\$ 2,418,732	36.4%	\$ 645,318	CDP 3 ERP System
Capital				\$ 60,000	100.0%	\$ 60,000	\$ 500,000	100.0%	\$ 440,000	\$ 500,000	733.3%	\$ 440,000	CDP 47 New Truck
Intergovernmental	\$ 118,659	\$ 121,599	2.5%	\$ 125,756	3.4%	\$ 4,157	\$ 136,855	8.8%	\$ 11,099	\$ 136,855	8.8%	\$ 11,099	
Total Solid Waste Fund	\$ 2,407,921	\$ 2,772,827	15.2%	\$ 2,456,712	-13.6%	\$ (376,115)	\$ 3,638,530	30.2%	\$ 741,818	\$ 3,665,912	49.2%	\$ 1,209,200	
Water/Sewer Fund													
Salaries and Benefits	\$ 2,502,883	\$ 2,596,023	3.7%	\$ 2,623,817	1.1%	\$ 27,794	\$ 3,087,151	17.7%	\$ 463,334	\$ 3,179,326	21.2%	\$ 555,509	Open positions filled
Supplies and Services	\$ 4,293,168	\$ 4,500,979	4.8%	\$ 4,268,834	-5.2%	\$ (232,145)	\$ 5,492,525	28.7%	\$ 1,223,691	\$ 5,522,850	29.4%	\$ 1,254,016	CDP 3 ERP
Intergovernmental	\$ 646,669	\$ 555,068	-14.2%	\$ 444,866	-19.9%	\$ (110,202)	\$ 550,347	23.7%	\$ 105,481	\$ 559,119	25.7%	\$ 114,253	
Capital	\$ 229,992	\$ 74,925	-67.4%	\$ 588,831	685.9%	\$ 513,906	\$ 2,050,000		\$ 1,461,169	\$ 2,050,000	248.1%	\$ 1,461,169	CDP 16 Trailer Mounted Attenuator
Debt Service Payments	\$ 4,512,371	\$ 5,017,945	11.2%	\$ 4,534,608	-9.6%	\$ (483,337)	\$ 5,604,034	23.6%	\$ 1,069,426	\$ 5,604,034	23.6%	\$ 1,069,426	Debt Service Schedules
Transfers to other funds	\$ 2,155,918	\$ 1,324,054	-38.6%	\$ 735,483	-44.5%	\$ (588,571)	\$ 447,794	-39.1%	\$ (287,689)	\$ 447,794	-39.1%	\$ (287,689)	Matching funds for CDBG
Total Water/Sewer Fund	\$ 14,341,001	\$ 14,068,994	-1.9%	\$ 13,196,439	-6.2%	\$ (872,555)	\$ 17,231,851	30.6%	\$ 4,035,412	\$ 17,363,123	31.6%	\$ 4,166,684	
W/S Capital Projects Fund													
Capital	\$ 1,749,030	\$ 1,202,666	-31.2%	\$ 1,040,000	-13.5%	\$ (162,666)	\$ 425,000	-59.1%	\$ (615,000)	\$ 425,000	-59.1%	\$ (615,000)	CDP 49,50,54,55,56
Total W/S Capital Projects	\$ 1,749,030	\$ 1,202,666	-31.2%	\$ 1,040,000	-13.5%	\$ (162,666)	\$ 425,000	-59.1%	\$ (615,000)	\$ 425,000	-59.1%	\$ (615,000)	
North Shore Sewer Construction Project													
Capital	\$ 503,649	\$ 3,797,099	653.9%	\$ 88,116	-97.7%	\$ (3,708,983)		-100.0%	\$ (88,116)	\$ 417,128	373.4%	\$ 329,012	WWTP Projects for the last of the 2015 Revenue Bond Proceeds
Total North Shore Construction	\$ 503,649	\$ 3,797,099	653.9%	\$ 88,116	-97.7%	\$ (3,708,983)	\$ -	-100.0%	\$ (88,116)	\$ 417,128	373.4%	\$ 329,012	
2019 Water Construction Projects													
Capital	\$ 622,481	\$ 4,727,849	659.5%	\$ 771,128	-83.7%	\$ (3,956,721)	\$ 500,000	-35.2%	\$ (271,128)	\$ 500,000	-35.2%	\$ (271,128)	CDP 48,51,52,53
Transfers to other funds	\$ 10,589,785		-100.0%										
Total 2019 Water Construction Projects	\$ 11,212,266	\$ 4,727,849	-57.8%	\$ 771,128	-83.7%	\$ (3,956,721)	\$ 500,000	-100.0%	\$ (271,128)	\$ 500,000	-35.2%	\$ (271,128)	
Water/Sewer Capital Reserve Fund													
Transfers to other funds	\$ 255,143	\$ 4,720,781	1750.2%	\$ -	-100.0%	\$ (4,720,781)	\$ -		\$ -	\$ -		\$ -	
Total Water/Sewer Cap. Fund	\$ 255,143	\$ 4,720,781	1750.2%	\$ -	-100.0%	\$ (4,720,781)	\$ -		\$ -	\$ -		\$ -	
Water/Sewer Bond Reserve Fund													
Transfers to other funds	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	
Total Water/Sewer Bond Res. Fund	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	
Internal Support Funds													
Equipment Rental Fund													
Salaries and Benefits	\$ 483,361	\$ 357,860	-26.0%	\$ 499,728	39.6%	\$ 141,868	\$ 615,431	23.2%	\$ 115,703	\$ 607,834	21.6%	\$ 108,106	Mechanic FTE
Supplies and Services	\$ 524,771	\$ 424,647	-19.1%	\$ 743,937	75.2%	\$ 319,290	\$ 629,005	-15.4%	\$ (114,932)	\$ 630,254	-15.3%	\$ (113,683)	Improvements, Technology and Equipment
Capital	\$ 602,501	\$ 467,260	-22.4%	\$ 346,992	-25.7%	\$ (120,268)	\$ 1,284,757	270.3%	\$ 937,765	\$ 1,284,757	270.3%	\$ 937,765	Replacement Schedule
Total Equipment Rental Fund	\$ 1,610,633	\$ 1,249,767	-22.4%	\$ 1,590,657	27.3%	\$ 340,890	\$ 2,529,193	59.0%	\$ 938,536	\$ 2,522,845	58.6%	\$ 932,188	
Reserve Funds													
Firefighter's Pension Fund													
Salary and Benefits	\$ 1,200	\$ 3,500	100.0%	\$ 3,199	-8.6%	\$ (301)	\$ 3,302	3.2%	\$ 103	\$ 3,381	5.7%	\$ 182	
Transfers to other funds	\$ 376,040	\$ 382,867	1.8%	\$ 81,898	-78.6%	\$ (300,969)	\$ 86,508	5.6%	\$ 4,610	\$ 86,508	5.6%	\$ 4,610	
Total Firefighters's Pension Fund	\$ 377,240	\$ 386,367	2.4%	\$ 85,097	-78.0%	\$ (301,270)	\$ 89,810	5.5%	\$ 4,713	\$ 89,889	5.6%	\$ 4,792	
Retiree Medical Benefits Fund													
Salary and Benefits	\$ 139,375	\$ 127,575	-8.5%	\$ 140,240	9.9%	\$ 12,665	\$ 130,942	-6.6%	\$ (9,298)	\$ 138,799	-1.0%	\$ (1,441)	
Total Retiree Medical Fund	\$ 139,375	\$ 127,575	-8.5%	\$ 140,240	9.9%	\$ 12,665	\$ 130,942	-6.6%	\$ (9,298)	\$ 138,799	-1.0%	\$ (1,441)	
LEOFF 1 Disability Board													
Salary and Benefits	\$ 304,578	\$ 150,500	-50.6%	\$ 154,046	100.0%	\$ 3,546	\$ 166,551	8.1%	\$ 12,505	\$ 217,593	41.3%	\$ 63,547	
Total LEOFF 1 Disability Fund	\$ 304,578	\$ 150,500	-50.6%	\$ 154,046	100.0%	\$ 3,546	\$ 166,551	8.1%	\$ 12,505	\$ 217,593	41.3%	\$ 63,547	

City of Camas
General Fund Expenditure Budget Summary for 2022

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Legislative													
Salaries and Benefits	\$ 163,512	\$ 166,583	1.9%	\$ 178,783	7.3%	\$ 12,200	\$ 182,211	1.9%	\$ 3,428	\$ 228,621	27.9%	\$ 49,838	Benefit cost increases
Supplies and Services	\$ 15,157	\$ 6,809	-55.1%	\$ 8,042	18.1%	\$ 1,233	\$ 14,456	79.8%	\$ 6,414	\$ 16,295	102.6%	\$ 8,253	WCIA cost increases
Total Legislative	\$ 178,669	\$ 173,392	-3.0%	\$ 186,825	7.7%	\$ 13,433	\$ 196,667	5.3%	\$ 9,842	\$ 244,916	31.1%	\$ 58,091	
Judicial													
Salaries and Benefits	\$ 210,536	\$ 231,496	10.0%	\$ 233,852	1.0%	\$ 2,356	\$ 247,637	5.9%	\$ 13,785	\$ 232,422	-0.6%	\$ (1,430)	COLA and Benefit cost increases
Supplies and Services	\$ 189,786	\$ 158,735	-16.4%	\$ 218,494	37.6%	\$ 59,759	\$ 158,375	-27.5%	\$ (60,119)	\$ 189,151	-13.4%	\$ (29,343)	Security Upgrades in 2021
Intergovernmental	\$ 95,808	\$ 92,247	-3.7%	\$ 93,904	1.8%	\$ 1,657	\$ 95,640	1.8%	\$ 1,736	\$ 96,628	2.9%	\$ 2,724	Increase in Clark County Costs
Total Judicial	\$ 496,130	\$ 482,478	-2.8%	\$ 546,250	13.2%	\$ 63,772	\$ 501,652	-8.2%	\$ (44,598)	\$ 518,201	-5.1%	\$ (28,049)	
Executive													
Salaries and Benefits	\$ 315,694	\$ 341,847	8.3%	\$ 380,795	11.4%	\$ 38,948	\$ 457,114	20.0%	\$ 76,319	\$ 592,727	55.7%	\$ 211,932	New Com Dir 2021
Supplies and Services	\$ 52,006	\$ 178,624	243.5%	\$ 116,356	-34.9%	\$ (62,268)	\$ 95,380	-18.0%	\$ (20,976)	\$ 97,244	-16.4%	\$ (19,112)	Comm Survey, Equity Programming
Intergovernmental	\$ 16,651	\$ 4,221	-74.7%	\$ -	-100.0%	\$ (4,221)	\$ 22,052	100.0%	\$ 22,052	\$ 22,052	100.0%	\$ -	Community Outreach
Total Executive	\$ 384,351	\$ 524,692	36.5%	\$ 497,151	-5.2%	\$ (27,541)	\$ 574,546	15.6%	\$ 77,395	\$ 712,023	43.2%	\$ 214,872	
Finance													
Salaries and Benefits	\$ 1,156,364	\$ 1,172,509	1.4%	\$ 1,122,964	-4.2%	\$ (49,545)	\$ 1,252,768	11.6%	\$ 129,804	\$ 1,687,424	50.3%	\$ 564,460	Staffing changes
Supplies and Services	\$ 219,310	\$ 219,059	-0.1%	\$ 265,672	21.3%	\$ 46,613	\$ 668,845	151.8%	\$ 403,173	\$ 804,417	202.8%	\$ 538,745	CDP 3 ERP
Intergovernmental	\$ 39,245	\$ 64,610	64.6%	\$ 58,591	-9.3%	\$ (6,019)	\$ 66,714	13.9%	\$ 8,123	\$ 67,000	14.4%	\$ 8,409	State Auditor Increases
Total Finance	\$ 1,414,919	\$ 1,456,178	2.9%	\$ 1,447,227	-0.6%	\$ (8,951)	\$ 1,988,327	37.4%	\$ 541,100	\$ 2,558,841	76.8%	\$ 1,111,614	
Legal													
Supplies and Services	\$ 145,837	\$ 129,835	-11.0%	\$ 139,261	7.3%	\$ 9,426	\$ 172,722	24.0%	\$ 33,461	\$ 175,077	25.7%	\$ 35,816	Contract increases and travel
Total Legal	\$ 145,837	\$ 129,835	-11.0%	\$ 139,261	7.3%	\$ 9,426	\$ 172,722	24.0%	\$ 33,461	\$ 175,077	25.7%	\$ 35,816	
Human Resources													
Salaries and Benefits	\$ 170,734	\$ 174,035	1.9%	\$ 175,075	0.6%	\$ 1,040	\$ 291,065	66.3%	\$ 115,990	\$ 379,883	117.0%	\$ 204,808	Retirement Placeholder
Supplies and Services	\$ 15,756	\$ 51,423	226.4%	\$ 23,621	-54.1%	\$ (27,802)	\$ 112,624	376.8%	\$ 89,003	\$ 112,664	377.0%	\$ 89,043	Labor Negotiations
Total Human Resources	\$ 186,490	\$ 225,458	20.9%	\$ 198,696	-11.9%	\$ (26,762)	\$ 403,689	103.2%	\$ 204,993	\$ 492,547	147.9%	\$ 293,851	
Administrative Services													
Salaries and Benefits	\$ 149,850	\$ 154,199	2.9%	\$ 155,604	0.9%	\$ 1,405	\$ 163,343	5.0%	\$ 7,739	\$ 176,523	13.4%	\$ 20,919	COLA and Benefit cost increases
Supplies and Services	\$ 204,067	\$ 82,647	-59.5%	\$ 138,806	68.0%	\$ 56,159	\$ 203,778	46.8%	\$ 64,972	\$ 203,778	46.8%	\$ 64,972	Placeholder for temps
Intergovernmental	\$ 56,800	\$ 48,560	-14.5%	\$ 63,908	31.6%	\$ 15,348	\$ 65,100	1.9%	\$ 1,192	\$ 65,100	1.9%	\$ 1,192	State Contract Cost Increases
Total Administrative Services	\$ 410,717	\$ 285,406	-30.5%	\$ 358,318	25.5%	\$ 72,912	\$ 432,221	20.6%	\$ 73,903	\$ 445,401	24.3%	\$ 87,083	
Law Enforcement													
Salaries and Benefits	\$ 4,478,192	\$ 4,851,159	8.3%	\$ 4,842,661	-0.2%	\$ (8,498)	\$ 5,110,964	5.5%	\$ 268,303	\$ 5,244,714	8.3%	\$ 402,053	Fully Staffed
Supplies and Services	\$ 629,225	\$ 634,826	0.9%	\$ 635,223	0.1%	\$ 397	\$ 775,530	22.1%	\$ 140,307	\$ 876,690	38.0%	\$ 241,467	New Vehicles rental rates & SROs
Intergovernmental	\$ 271,368	\$ 233,285	-14.0%	\$ 229,720	-1.5%	\$ (3,565)	\$ 396,839	72.7%	\$ 167,119	\$ 396,839	72.7%	\$ 167,119	Sheriff Support Cost Allocation
Capital	\$ 57,962	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Total Law Enforcement	\$ 5,436,747	\$ 5,719,270	5.2%	\$ 5,707,604	-0.2%	\$ (11,666)	\$ 6,283,333	10.1%	\$ 575,729	\$ 6,518,243	14.2%	\$ 810,639	
Detention and Correction													
Salaries and Benefits	\$ 100,646	\$ 93,415	-7.2%	\$ 88,457	-5.3%	\$ (4,958)	\$ 110,328	24.7%	\$ 21,871	\$ 100,630	13.8%	\$ 12,173	Fully Staffed
Supplies and Services	\$ 54,143	\$ 57,523	6.2%	\$ 24,110	-58.1%	\$ (33,413)	\$ 84,779	251.6%	\$ 60,669	\$ 86,550	259.0%	\$ 62,440	ERR rate increase & WCIA increase
Intergovernmental	\$ 141,184	\$ 252,735	79.0%	\$ 257,352	1.8%	\$ 4,617	\$ 261,607	1.7%	\$ 4,255	\$ 261,607	1.7%	\$ 4,255	Jail Costs
Total Detention and Correction	\$ 295,973	\$ 403,673	36.4%	\$ 369,919	-8.4%	\$ (33,754)	\$ 456,714	23.5%	\$ 86,795	\$ 448,787	21.3%	\$ 78,868	

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Information Services													
Salaries and Benefits	\$ 547,945	\$ 560,790	2.3%	\$ 505,891	-9.8%	\$ (54,899)	\$ 595,167	17.6%	\$ 89,276	\$ 784,086	55.0%	\$ 278,195	Fully Staffed
Supplies and Services	\$ 239,671	\$ 273,252	14.0%	\$ 437,076	60.0%	\$ 163,824	\$ 324,968	-25.6%	\$ (112,108)	\$ 475,668	8.8%	\$ 38,592	COVID related software support
Capital	\$ 27,987	\$ -	-100.0%	\$ -		\$ -	\$ 50,000	100.0%	\$ 50,000	\$ 150,000	100.0%	\$ 150,000	Phone System & Voicemail in 2022
Total Information Services	\$ 815,603	\$ 834,042	2.3%	\$ 942,967	13.1%	\$ 108,925	\$ 970,135	2.9%	\$ 27,168	\$ 1,409,754	49.5%	\$ 466,787	
Engineering													
Salaries and Benefits	\$ 1,329,511	\$ 1,410,817	6.1%	\$ 1,452,986	3.0%	\$ 42,169	\$ 1,682,641	15.8%	\$ 229,655	\$ 1,944,703	33.8%	\$ 491,717	Fully Staffed
Supplies and Services	\$ 110,556	\$ 89,225	-19.3%	\$ 120,894	35.5%	\$ 31,669	\$ 189,006	56.3%	\$ 68,112	\$ 189,006	56.3%	\$ 68,112	Temps
Intergovernmental	\$ 21,721	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Total Engineering	\$ 1,461,788	\$ 1,500,042	2.6%	\$ 1,573,880	4.9%	\$ 73,838	\$ 1,871,647	18.9%	\$ 297,767	\$ 2,133,709	35.6%	\$ 559,829	
Community Development													
Salaries and Benefits	\$ 284,777	\$ 189,345	-33.5%	\$ 210,867	11.4%	\$ 21,522	\$ 314,405	49.1%	\$ 103,538	\$ 278,002	31.8%	\$ 67,135	Fill vacant positions
Supplies and Services	\$ 16,469	\$ 5,627	-65.8%	\$ 6,495	15.4%	\$ 868	\$ 64,121	887.2%	\$ 57,626	\$ 518,655	7885.5%	\$ 512,160	CDP 3 ERP
Total Community Development	\$ 301,246	\$ 194,972	-35.3%	\$ 217,362	11.5%	\$ 22,390	\$ 378,526	74.1%	\$ 161,164	\$ 796,657	266.5%	\$ 579,295	
Planning													
Salaries and Benefits	\$ 576,910	\$ 602,759	4.5%	\$ 619,458	2.8%	\$ 16,699	\$ 636,768	2.8%	\$ 17,310	\$ 668,116	7.9%	\$ 48,658	
Supplies and Services	\$ 74,222	\$ 83,980	13.1%	\$ 190,071	126.3%	\$ 106,091	\$ 168,305	-11.5%	\$ (21,766)	\$ 278,305	46.4%	\$ 88,234	ODP 8 Comp Plan & North Shore
Intergovernmental	\$ 48,121	\$ 117,799	144.8%	\$ 37,442	-68.2%	\$ (80,357)	\$ 110,078	194.0%	\$ 72,636	\$ 110,078	194.0%	\$ 72,636	Economic Development
Total Planning	\$ 699,253	\$ 804,538	15.1%	\$ 846,971	5.3%	\$ 42,433	\$ 915,151	8.0%	\$ 68,180	\$ 1,056,499	24.7%	\$ 209,528	
Animal Control													
Supplies and Services	\$ 140	\$ -	-100.0%	\$ 523	100.0%	\$ 523	\$ 538	2.9%	\$ 15	\$ 538	2.9%	\$ 15	
Intergovernmental	\$ 108,018	\$ 110,961	2.7%	\$ 128,000	15.4%	\$ 17,039	\$ 132,000	3.1%	\$ 4,000	\$ 132,000	3.1%	\$ 4,000	New Humane Soc Contract
Total Animal Control	\$ 108,158	\$ 110,961	2.6%	\$ 128,523	15.8%	\$ 17,562	\$ 132,538	3.1%	\$ 4,015	\$ 132,538	3.1%	\$ 4,015	
Parks and Recreation													
Salaries and Benefits	\$ 437,922	\$ 402,953	-8.0%	\$ 444,045	10.2%	\$ 41,092	\$ 468,972	5.6%	\$ 24,927	\$ 494,062	11.3%	\$ 50,017	
Supplies and Services	\$ 376,302	\$ 212,650	-43.5%	\$ 227,350	6.9%	\$ 14,700	\$ 346,829	52.6%	\$ 119,479	\$ 507,570	123.3%	\$ 280,220	Parks Comp Plan & Tennis Crt Rehab
Total Parks and Recreation	\$ 814,224	\$ 615,603	-24.4%	\$ 671,395	9.1%	\$ 55,792	\$ 815,801	21.5%	\$ 144,406	\$ 1,001,632	90.9%	\$ 610,457	
Parks Maintenance													
Salaries and Benefits	\$ 550,874	\$ 751,152	36.4%	\$ 773,533	3.0%	\$ 22,381	\$ 858,307	11.0%	\$ 84,774	\$ 852,019	10.1%	\$ 78,486	ODP 5 Maint Worker
Supplies and Services	\$ 459,988	\$ 485,117	5.5%	\$ 500,798	3.2%	\$ 15,681	\$ 627,514	25.3%	\$ 126,716	\$ 626,163	25.0%	\$ 125,365	ODP 12 Hydroseeder, CDP Tennis Crt
Intergovernmental	\$ -	\$ 10,006	100.0%	\$ 5,280	-47.2%	\$ (4,726)	\$ 15,759	198.5%	\$ 10,479	\$ 15,759	198.5%	\$ 10,479	
Capital	\$ 324,436	\$ -	-100.0%	\$ -		\$ -	\$ 399,000	100.0%	\$ 399,000	\$ 399,000	100.0%	\$ 399,000	CDP 33, CDP 34, CDP 35
Total Parks Maintenance	\$ 1,335,298	\$ 1,246,275	-6.7%	\$ 1,279,611	2.7%	\$ 33,336	\$ 1,900,580	48.5%	\$ 620,969	\$ 1,892,941	47.9%	\$ 613,330	
Building													
Salaries and Benefits	\$ 648,084	\$ 685,374	5.8%	\$ 733,458	7.0%	\$ 48,084	\$ 732,974	-0.1%	\$ (484)	\$ 996,704	35.9%	\$ 263,246	Staffing Reallocation
Supplies and Services	\$ 38,943	\$ 80,409	106.5%	\$ 161,302	100.6%	\$ 80,893	\$ 65,237	-59.6%	\$ (96,065)	\$ 186,379	15.5%	\$ 25,077	Credit card fees & contract alloc
Capital	\$ 21,721	\$ -	-100.0%	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	Vehicle in 2019
Total Building	\$ 708,748	\$ 765,783	8.0%	\$ 894,760	16.8%	\$ 128,977	\$ 798,211	-10.8%	\$ (96,549)	\$ 1,183,083	32.2%	\$ 288,323	
Central Services													
Salaries and Benefits	\$ 95,565	\$ 116,306	21.7%	\$ 119,739	3.0%	\$ 3,433	\$ 204,820	71.1%	\$ 85,081	\$ 231,749	93.5%	\$ 112,010	ODP 2 Maint Worker and Reclass
Supplies and Services	\$ 146,132	\$ 140,573	-3.8%	\$ 118,606	-15.6%	\$ (21,967)	\$ 185,547	56.4%	\$ 66,941	\$ 185,547	56.4%	\$ 66,941	Facilities Condition Assessment
Vehicle	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -	\$ 25,000	100%	\$ 25,000	ODP 2 Truck
Total Central Services	\$ 241,697	\$ 256,879	6.3%	\$ 238,345	-7.2%	\$ (18,534)	\$ 390,367	63.8%	\$ 152,022	\$ 442,296	85.6%	\$ 203,951	
Library													
Salaries and Benefits	\$ 1,205,308	\$ 1,148,378	-4.7%	\$ 1,133,306	-1.3%	\$ (15,072)	\$ 1,335,031	17.8%	\$ 201,725	\$ 1,324,785	16.9%	\$ 191,479	Positions filled
Supplies and Services	\$ 351,647	\$ 492,793	40.1%	\$ 473,709	-3.9%	\$ (19,084)	\$ 563,845	19.0%	\$ 90,136	\$ 574,955	21.4%	\$ 101,246	Repairs, Sec Sys, ODP 7
Capital	\$ 154,752	\$ 192,146	0.0%	\$ 161,918	-15.7%	\$ (30,228)	\$ 164,864	1.8%	\$ 2,946	\$ 164,864	1.8%	\$ 2,946	
Total Library	\$ 1,711,707	\$ 1,833,317	7.1%	\$ 1,768,933	-3.5%	\$ (64,384)	\$ 2,063,740	16.7%	\$ 294,807	\$ 2,064,604	5.9%	\$ 104,192	

	2019 Actual	2020 Actual	Change	2021 Projected	Annual % Change	2021 Change	2022 Budget	Annual % Change	2022 Change	2022 Final Budget	Final % Change	Final Budget Change	Notes
Support to Other Funds													
Transfers to Other Funds	\$ 6,697,685	\$ 6,607,371	-1.3%	\$ 7,527,670	13.9%	\$ 920,299	\$ 6,905,327	-8.3%	\$ (622,343)	\$ 7,260,076	-3.6%	\$ (267,594)	Firefighters, SCBAs, Truck, Amb
Total Support to Other Funds	\$ 6,697,685	\$ 6,607,371	-1.3%	\$ 7,527,670	13.9%	\$ 920,299	\$ 6,905,327	-8.3%	\$ (622,343)	\$ 7,260,076	-3.6%	\$ (267,594)	
TOTAL GENERAL FUND	\$ 23,845,240	\$ 24,170,165	1.4%	\$ 25,541,668	5.7%	\$ 1,371,503	\$ 28,151,894	10.2%	\$ 2,610,226	\$ 31,487,825	23.3%	\$ 5,946,157	

City of Camas 2022 Revenue Budget

Fund	Taxes	Licenses & Permits	Inter-governmental Revenue	Charges For Services	Fines & Forfeits	Misc. Revenue	Other Financing Sources	Interfund Transfers	Beginning Fund Balance	Total
General Government Operations										
General Fund	\$ 21,199,853	\$ 1,321,544	\$ 703,131	\$ 5,376,923	\$ 214,024	\$ 369,922	\$ -	\$ -	\$ 12,044,236	\$ 41,229,633
Special Revenue										
Street Fund			540,506	-		13,938		2,920,584	1,878,089	5,353,117
Tree Fund						225			15,508	15,733
Camas/Washougal Fire and EMS	2,484,790	68,640	1,290	5,660,491	4,466	29,141	-	4,333,814	3,750,883	16,333,515
Lodging Tax	20,659					381			50,389	71,429
Cemetery				55,350		767		200,000	223,482	479,599
Sub Total	2,505,449	68,640	541,796	5,715,841	4,466	44,452	-	7,454,398	5,918,351	22,253,393
Debt Service										
Unlimited G.O. Bond Debt Service	-								10,838	10,838
Limited G.O. Bond Debt Service								4,198,725	-	4,198,725
Sub Total	-	-	-	-	-	-	-	4,198,725	10,838	4,209,563
Capital Projects										
Real Estate Excise Tax Capital	3,164,344		2,817,118			97,319		-	10,810,084	16,888,865
Park Impact Fee Capital				1,257,958		53,547			5,796,724	7,108,229
Transportation Impact Fee Capital				1,490,411		35,699		-	3,220,739	4,746,849
Fire Impact Fee				202,015		10,890			1,100,583	1,313,488
NW 38th Ave Phase 3 Construction			513,000					-	708,295	1,221,295
Facilities Capital Fund								500,000	-	500,000
Legacy Lands Project									4,539,097	4,539,097
Sub Total	3,164,344	-	3,330,118	2,950,384	-	197,455	-	500,000	26,175,522	36,317,823
Enterprise										
Storm Water Utility			-	1,964,127		27,865		-	3,051,994	5,043,986
City Solid Waste				3,240,680		29,522			3,677,915	6,948,117
Water-Sewer				14,732,233		271,354		-	14,183,980	29,187,567
Water-Sewer Capital Projects								425,000	-	425,000
North Shore Sewer Construction Project									417,128	417,128
2019 Water Construction Projects						50,000		-	6,741,932	6,791,932
Water-Sewer Capital Reserve				4,627,119		121,759		-	17,201,620	21,950,498
Water-Sewer Bond Reserve						22,428			1,715,230	1,737,658
Sub Total	-	-	-	24,564,159	-	522,928	-	425,000	46,989,799	72,501,886
Internal Support										
Equipment Rental				1,792,942		20,018			2,879,277	4,692,237
Reserves										
Firefighter's Pension						12,279			1,219,449	1,231,728
Retiree Medical								130,135	41,473	171,608
LEOFF 1 Disability Board								166,551	495,716	662,267
Sub Total	-	-	-	-	-	12,279	-	296,686	1,756,638	2,065,603
Total	\$ 26,869,646	\$ 1,390,184	\$ 4,575,045	\$ 40,400,249	\$ 218,490	\$ 1,167,054	\$ -	\$ 12,874,809	\$ 95,774,661	\$ 183,270,138

City of Camas 2022 Expenditure Budget

Fund	Salaries & Wages	Personnel Benefits	Supplies	Other Services & Charges	Inter-governmental Services/Taxes	Interfund Transfers	Debt Services	Capital Outlay	Total	Ending Fund Balance
General Government Operations										
General Fund	\$ 11,487,974	\$ 4,729,470	\$ 477,916	\$ 5,626,463	\$ 1,167,063	\$ 7,260,076	\$ -	\$ 738,864	\$ 31,487,826	\$ 9,741,807
Special Revenue										
Street Fund	579,792	245,338	77,778	1,325,001	39,378	188,206		920,584	3,376,077	1,977,040
Tree Fund				-					-	15,733
Camas/Washougal Fire and EMS	8,725,804	2,619,113	417,032	1,401,887	175,007	41,378		600,000	13,980,221	2,353,294
Lodging Tax				10,000					10,000	61,429
Cemetery	88,556	40,001	22,194	105,170					255,921	223,678
Sub Total	9,394,152	2,904,452	517,004	2,842,058	214,385	229,584	-	1,520,584	17,622,219	4,631,174
Debt Service										
Unlimited G.O. Bond Debt Service									-	10,838
Limited G.O. Bond Debt Service							4,198,725		4,198,725	-
Sub Total							4,198,725		4,198,725	10,838
Capital Projects										
Real Estate Excise Tax Capital				49,574		2,013,556		3,747,118	5,810,248	11,078,617
Park Impact Fee Capital				-		1,531,750		300,000	1,831,750	5,276,479
Transportation Impact Fee Capital						945,542			945,542	3,801,307
Fire Impact Fee						360,000			360,000	953,488
NW 38th Ave Phase 3 Construction								813,000	813,000	408,295
Facilities Capital Fund								500,000	500,000	-
Legacy Lands Project								-	-	4,539,097
Sub Total	-	-	-	49,574	-	4,850,848	-	5,360,118	10,260,540	26,057,283
Enterprise										
Storm Water Utility	610,827	271,231	30,037	1,299,447	68,498		59,873	225,000	2,564,913	2,479,073
City Solid Waste	413,838	196,487	50,189	2,368,543	136,855			500,000	3,665,912	3,282,205
Water-Sewer	2,173,271	1,006,055	930,189	4,592,661	559,119	447,794	5,604,034	2,050,000	17,363,123	11,824,444
Water-Sewer Capital Projects								425,000	425,000	-
North Shore Sewer Construction Project								417,128	417,128	0
2019 Water Construction Projects								500,000	500,000	6,291,932
Water-Sewer Capital Reserve									-	21,950,498
Water-Sewer Bond Reserve										1,737,658
Sub Total	3,197,936	1,473,773	1,010,415	8,260,651	764,472	447,794	5,663,907	4,117,128	24,936,076	47,565,810
Internal Support										
Equipment Rental	445,764	162,070	283,910	346,344				1,284,757	2,522,845	2,169,392
Reserves										
Firefighter's Pension		3,381					86,508		89,889	1,141,839
Retiree Medical		138,799							138,799	32,809
LEOFF 1 Disability Board		217,593							217,593	444,674
Sub Total	-	359,773	-	-	-	-	86,508	-	446,281	1,619,322
Total	\$ 24,525,826	9,629,538	2,289,245	17,125,090	2,145,920	12,874,810	9,862,632	13,021,451	91,474,512	91,795,626

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Capital Program 2022 Budget Program - 11/15/2021

2022 SOURCES OF FUNDING

Department/Fund	Title	2022 Budget	General	Streets	ARPA	CWFD	PIF	REET 1	REET 2	Grants/ Contributions	Debt	Storm Water	Solid Waste	Water	Sewer	Shortfall	
1 General Govt.	Major Building Maintenance	\$ 100,000						\$ 100,000								\$ -	
2 General Govt.	Annex Building (BoFA)	\$ 300,000						\$ 300,000								\$ -	
3 General Govt.	ERP Replacement System (City-wide)	\$ 1,400,000	\$ 489,238	\$ 25,759	\$ 424,444	\$ 71,910						\$ 34,395	\$ 108,795	\$ 134,235	\$ 111,224	\$ -	
4 Streets/Capital	ADA Access Upgrades	\$ 50,000						\$ 50,000								\$ -	
5 Streets/Capital	Pavement Management Program	\$ 920,887		\$ 920,887												\$ -	
6 Streets/Capital	38th Avenue Phase 3-Design and ROW	\$ 813,000								\$ 813,000						\$ -	
7 Streets/Capital	NE 3rd Ave. Bridge Seismic Retrofit	\$ 2,917,118								\$ 2,917,118						\$ -	
8 CWFD	New Fire Engine (Pumper)	\$ 600,000									\$ 600,000					\$ -	
9 Parks	Open Space/Trails/Park Upgrades	\$ 255,000							\$ 255,000							\$ -	
10 Parks	Parklands To Heritage Trail T-1	\$ 300,000					\$ 300,000									\$ -	
11 Parks	Crown Park Restrooms and Sport Court	\$ 450,000							\$ 450,000							\$ -	
12 Parks	Skate Park Improvements	\$ 75,000							\$ 75,000							\$ -	
13 Parks	Community Center Renovation	\$ 100,000							\$ 100,000							\$ -	
14 Parks	Louis Bloch Bleacher and ADA Access Improvement	\$ 325,000	\$ 325,000													\$ -	
15 Parks	Large Mower	\$ 74,000	\$ 74,000													\$ -	
16 Stormwater	Dam Improvements	\$ 75,000										\$ 75,000				\$ -	
17 Stormwater	Lacamas Lake Water Quality	\$ 150,000										\$ 150,000				\$ -	
18 Solid Waste	New Garbage Truck	\$ 500,000											\$ 500,000			\$ -	
19 PW/Water	Meter Replacement Program	\$ 275,000												\$ 275,000		\$ -	
20 PW/Water	343 Zone Reservoir	\$ 500,000									\$ 500,000					\$ -	
21 PW/Water	Washougal River Wellfield Improvements	\$ 50,000												\$ 50,000		\$ -	
22 PW/Water	Dallas Street Water Transmission - 3rd Ave to RR	\$ 100,000												\$ 100,000		\$ -	
23 PW/Sewer	WWTP Upgrades	\$ 417,128									\$ 417,128					\$ -	
			\$ 10,747,133	\$ 888,238	\$ 946,646	\$ 424,444	\$ 71,910	\$ 300,000	\$ 450,000	\$ 880,000	\$ 3,730,118	\$ 1,517,128	\$ 259,395	\$ 608,795	\$ 559,235	\$ 111,224	\$ -

City of Camas 2022 Budget Readoption

FTE Employees by Resource Area and Department

Culture and Recreation

Cemetery

Senior Grounds Worker	CEM.FTE.01
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Library

Library Director	LIB.FTE.01
Administrative Support Assistant I	LIB.FTE.11
Technology and Collections Manager	LIB.FTE.02
Programming and Outreach Coordinator	LIB.FTE.03
Circulation Services Specialist	LIB.FTE.04
Library Aide	LIB.PTE.17
Library Aide	LIB.PTE.14
Library Aide	LIB.PTE.13
Library Aide	LIB.PTE.18
Library Aide	LIB.PTE.12
Library Aide	LIB.PTE.16
Library Aide	LIB.PTE.15
Library Associate	LIB.FTE.08
Library Associate	LIB.FTE.06
Library Associate	LIB.FTE.12
Library Associate	LIB.FTE.07
Library Associate	LIB.FTE.13
Library Associate	LIB.FTE.14
Library Aide - Substitute	LIB.TMP.24
Library Aide - Substitute	LIB.TMP.23
Library Aide - Substitute	LIB.TMP.25
Library Aide - Substitute	LIB.TMP.21
Library Associate - Substitute	LIB.TMP.19
Library Associate - Substitute	LIB.TMP.27
Library Associate - Substitute	LIB.TMP.26
Library Associate - Substitute	LIB.TMP.20

Parks and Recreation

Parks and Recreation Director	PNR.FTE.01
Recreation Facilities Coordinator	PNR.FTE.02
Recreation Coordinator	PNR.FTE.03
Recreation Coordinator	PNR.PTE.04
Recreation Leader	PNR.TMP.11
Recreation Leader	PNR.TMP.08
Recreation Leader	PNR.TMP.12
Recreation Leader	PNR.TMP.07
Recreation Leader	PNR.TMP.13
Recreation Leader	PNR.TMP.10
Recreation Leader	PNR.TMP.16
Recreation Leader	PNR.TMP.09
Recreation Leader	PNR.TMP.14
Recreation Leader	PNR.TMP.05
Recreation Aide	PNR.TMP.06

Parks Maintenance

Lead Grounds Worker	PMT.FTE.01
Senior Grounds Worker	PMT.FTE.02
Grounds Worker II	PMT.FTE.08
Grounds Worker I	PMT.FTE.07
Grounds Worker I	PMT.FTE.04
Grounds Worker I	PMT.FTE.05
Grounds Worker I	PMT.FTE.06
Grounds Worker I	PMT.FTE.03

General Government

Administrative Services

Administrative Services Director	ADM.FTE.01
City Clerk	ADM.FTE.02
Records Coordinator	ADM.FTE.03
Administrative Support Assistant II	ADM.FTE.06

Equipment Rental

Lead Mechanic	ERR.FTE.02
Mechanic	ERR.FTE.03
Mechanic	ERR.FTE.04
Mechanic	ERR.FTE.05
Custodial Aide	ERR.PTE.06
Senior Administrative Support Assistant	ERR.FTE.01

Executive

Mayor	EXE.ELC.01
City Administrator	EXE.FTE.02
Executive Assistant	EXE.FTE.06
Communications Director	EXE.FTE.03
College Intern - Communications	EXE.PTE.05
College Intern - Communications	EXE.PTE.04

Finance

Finance Director	FIN.FTE.01
Assistant Finance Director	FIN.FTE.13
Senior Accountant	FIN.FTE.15
Accountant	FIN.FTE.03
Procurement Specialist	FIN.FTE.16
Financial Analyst	FIN.FTE.04
Accounting Assistant	FIN.FTE.12
Accounting Assistant	FIN.FTE.14
Accounting Assistant	FIN.FTE.11
Financial Assistant	FIN.FTE.08
Financial Assistant	FIN.FTE.09
Financial Assistant	FIN.FTE.07
Financial Assistant	FIN.FTE.17
College Intern - Finance	FIN.INT.10

Human Resources

Human Resources Assistant	HRS.FTE.01
Human Resources Analyst	HRS.FTE.02

Information Technology

Information Technology Director	TEC.FTE.01
IT Network Administrator	TEC.FTE.02
IT Support Specialist	TEC.FTE.03
IT Systems Analyst/Programmer	TEC.FTE.04
GIS Coordinator	TEC.FTE.06
College Intern - IT	TEC.INT.05

Legislative - Elected

Council Member	LEG.ELC.01
Council Member	LEG.ELC.02
Council Member	LEG.ELC.03
Council Member	LEG.ELC.04
Council Member	LEG.ELC.05
Council Member	LEG.ELC.06
Council Member	LEG.ELC.07

Municipal Court

Lead Court Clerk	MCT.FTE.01
Court Clerk	MCT.FTE.02
Court Clerk	MCT.PTE.03

Natural and Economic Environment**Community Development**

Community Development Director	CDV.FTE.01
Administrative Support Assistant II	CDV.FTE.02

Building

Building Division Manager/Building Official	BLD.FTE.01
Building Inspector I	BLD.FTE.02
Building Inspector I	BLD.FTE.03
Plans Examiner	BLD.FTE.04
Plans Examiner	BLD.FTE.05
Senior Permit Technician	BLD.FTE.06
Permit Technician	BLD.FTE.07
Permit Technician	BLD.FTE.08

Planning

Planning Manager	PLN.FTE.01
Senior Planner	PLN.FTE.02
Senior Planner	PLN.FTE.03
Planner	PLN.FTE.04
College Intern - Planning	PLN.INT.06

Detention and Corrections

Offender Crew Leader	DNC.PTE.01
Offender Crew Leader	DNC.PTE.02
Offender Crew Leader - Substitute	DNC.TMP.03

Law Enforcement

Police Chief	POL.FTE.01
Police Captain	POL.FTE.02
Police Sergeant	POL.FTE.03
Police Sergeant	POL.FTE.04
Police Sergeant	POL.FTE.05
Police Sergeant	POL.FTE.06
Police Sergeant	POL.FTE.07
Police Sergeant	POL.FTE.08
Police Officer	POL.FTE.09
Police Officer	POL.FTE.10
Police Officer	POL.FTE.11
Police Officer	POL.FTE.12
Police Officer	POL.FTE.13
Police Officer	POL.FTE.14
Police Officer	POL.FTE.15
Police Officer	POL.FTE.16
Police Officer	POL.FTE.17
Police Officer	POL.FTE.18
Police Officer	POL.FTE.19
Police Officer	POL.FTE.20
Police Officer	POL.FTE.21
Police Officer	POL.FTE.22
Police Officer	POL.FTE.23
Police Officer	POL.FTE.24
Police Officer	POL.FTE.25
Code Enforcement Officer	POL.FTE.26
Lead Police Records Clerk	POL.FTE.27
Police Records Clerk/Dispatcher II	POL.FTE.28
Police Records Clerk/Dispatcher II	POL.FTE.29
Police Officer	POL.FTE.30
Police Officer	POL.FTE.31
Police Officer	POL.FTE.32
Police Officer	POL.FTE.33
Police Officer	POL.FTE.34
Police Records Clerk/Dispatcher II	POL.PTE.35
Parking Enforcement Officer	POL.PTE.36
Police Records Clerk/Dispatcher I - Substitute	POL.TMP.34

Camas-Washougal Fire Department

Fire Chief	EMS.FTE.01
Division Chief - Emergency Medical Services	EMS.FTE.02
Senior Administrative Support Assistant	EMS.FTE.03
Firefighter/Paramedic	EMS.FTE.04
Firefighter/Paramedic	EMS.FTE.05
Firefighter/Paramedic	EMS.FTE.06
Firefighter/Paramedic	EMS.FTE.07
Firefighter/Paramedic	EMS.FTE.08
Firefighter/Paramedic	EMS.FTE.09
Firefighter/Paramedic	EMS.FTE.10
Firefighter/Paramedic	EMS.FTE.11
Firefighter/Paramedic	EMS.FTE.12
Firefighter/Paramedic	EMS.FTE.13
Firefighter/Paramedic	EMS.FTE.14
Firefighter/Paramedic	EMS.FTE.15
Firefighter/Paramedic	EMS.FTE.16
Firefighter/Paramedic	EMS.FTE.17
Firefighter/Paramedic	EMS.FTE.18
Firefighter/Paramedic	EMS.FTE.19
Firefighter/Paramedic	EMS.FTE.20
Firefighter/Paramedic	EMS.FTE.21
Firefighter/Paramedic	EMS.FTE.22
Firefighter/Paramedic	EMS.FTE.23
Firefighter/Paramedic	EMS.FTE.24
Battalion Chief	FIR.FTE.02
Battalion Chief	FIR.FTE.03
Battalion Chief	FIR.FTE.04
Division Chief - Fire Marshal	FIR.FTE.05
Deputy Fire Marshal	FIR.FTE.06
Deputy Fire Marshal	FIR.FTE.07
Administrative Support Assistant II	FIR.FTE.08
Fire Captain	FIR.FTE.10
Fire Captain	FIR.FTE.11
Fire Captain/Paramedic	FIR.FTE.13
Fire Captain	FIR.FTE.14
Fire Captain	FIR.FTE.15
Fire Captain/Paramedic	FIR.FTE.16
Fire Captain/Paramedic	FIR.FTE.17
Firefighter/Paramedic	FIR.FTE.18
Firefighter/Paramedic	FIR.FTE.19
Firefighter/Paramedic	FIR.FTE.20
Firefighter/Paramedic	FIR.FTE.21
Firefighter/Paramedic	FIR.FTE.22
Firefighter/Paramedic	FIR.FTE.23
Firefighter/Paramedic	FIR.FTE.24
Firefighter	FIR.FTE.26
Firefighter	FIR.FTE.28
Firefighter	FIR.FTE.29
Firefighter	FIR.FTE.30
Firefighter	FIR.FTE.31
Firefighter/Paramedic	FIR.FTE.32
Firefighter	FIR.FTE.33
Firefighter/Paramedic	FIR.FTE.36

Firefighter	FIR.FTE.37
Firefighter/Paramedic	FIR.FTE.38
Fire Captain	FIR.FTE.39
Firefighter/Paramedic	FIR.FTE.40
Firefighter/Paramedic	FIR.FTE.41
Firefighter/Paramedic	FIR.FTE.42
Firefighter/Paramedic	FIR.FTE.43
Firefighter/Paramedic	FIR.FTE.44
Firefighter/Paramedic	FIR.FTE.45
Fire Captain/Paramedic	FIR.FTE.46
Firefighter/Paramedic	FIR.FTE.47
Battalion Chief	FIR.FTE.48

Transportation

Central Services

Lead Facilities Operations Specialist	CSV.FTE.01
Facilities Operations Specialist	CSV.FTE.02

Engineering

Engineering Manager	ENG.FTE.01
Engineering Project Manager	ENG.FTE.02
Engineering Project Manager	ENG.FTE.03
Engineer III	ENG.FTE.04
Engineer II	ENG.FTE.07
Engineer II	ENG.FTE.09
Engineer II	ENG.FTE.10
Senior Engineering Technician	ENG.FTE.11
Engineering Technician	ENG.FTE.12
Senior Administrative Support Assistant	ENG.FTE.13
Administrative Support Assistant II	ENG.FTE.14
Engineer I	ENG.FTE.15
Engineering Technician	ENG.FTE.16
Asset Management Coordinator	ENG.FTE.17

Streets

Public Works Operations Supervisor	STR.FTE.01
Lead Maintenance Worker	STR.FTE.02
Maintenance Worker I	STR.FTE.03
Senior Maintenance Worker	STR.FTE.04
Maintenance Worker II	STR.FTE.05
Maintenance Worker II	STR.FTE.06
Maintenance Worker I	STR.FTE.07
Maintenance Worker I	STR.FTE.08

Utilities

Engineering

Engineer II - Storm	ENG.FTE.05
Engineer II - W/S	ENG.FTE.06

Solid Waste

Lead Sanitation Worker	SAN.FTE.01
Sanitation Worker	SAN.FTE.02
Sanitation Worker	SAN.FTE.03
Sanitation Worker	SAN.FTE.04
Sanitation Worker	SAN.FTE.05

Storm Water

Maintenance Worker I	STM.FTE.02
Maintenance Worker II	STM.FTE.03
Lead Maintenance Worker	STM.FTE.04
Senior Maintenance Worker	STM.FTE.05

Wastewater Treatment

Operations Supervisor - Wastewater	WWT.FTE.01
Wastewater Treatment Plant Operator	WWT.FTE.02
Wastewater Treatment Plant Operator	WWT.FTE.03
Wastewater Treatment Plant Operator	WWT.FTE.04
Wastewater Treatment Plant Operator	WWT.FTE.05
Wastewater Treatment Plant Operator	WWT.FTE.06
Wastewater Treatment Plant Operator	WWT.FTE.07
Lead Wastewater Treatment Plant Operator	WWT.FTE.09

Water and Sewer

Public Works Director	WSW.FTE.01
Utilities Manager	WSW.FTE.02
Operations Supervisor - Water/Sewer	WSW.FTE.03
Senior Administrative Support Assistant	WSW.FTE.04
Lead Utility Maintenance Worker	WSW.FTE.05
Water Supply Operator	WSW.FTE.06
Senior Maintenance Worker	WSW.FTE.07
Senior Utility Maintenance Worker	WSW.FTE.08
Utility Maintenance Worker II	WSW.FTE.10
Utility Maintenance Worker II	WSW.FTE.11
Utility Maintenance Worker I	WSW.FTE.12
Utility Maintenance Worker I	WSW.FTE.13
Utility Maintenance Worker I	WSW.FTE.14
Utility Maintenance Worker I	WSW.FTE.15
Utility Maintenance Worker I	WSW.FTE.16
Utility Maintenance Worker I	WSW.FTE.17
Utility Maintenance Worker I	WSW.FTE.18
Utility Maintenance Worker I	WSW.FTE.19
Sewer Maintenance Worker	WSW.FTE.20
GIS Coordinator	WSW.FTE.21



Staff Report

November 15, 2021 Council Regular Meeting

Tyler Technologies SaaS Agreement
Presenter: Cathy Huber Nickerson, Finance Director
Time Estimate: 10 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

BACKGROUND: This presentation is to summarize the purpose of acquiring and implementing a new Enterprise Resource Planning (ERP) solution for the City. This presentation will also summarize the City’s proposed contract with Tyler Technologies which Council will consider in the Regular Council Meeting tonight.

SUMMARY: 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 is also considering 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.

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

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
Costs	\$ 1,866,233	\$ 362,070	\$ 3,314,513
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)
Total Costs to Allocate	\$ 1,191,789	\$ 73,511	\$ 1,485,833
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
Total	\$ 1,191,789	\$ 73,511	\$ 1,485,833

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide City Council information regarding the ERP proposed contract for their consideration in the Regular Council Meeting.

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

How have communities been engaged? Are there opportunities to expand engagement? A communications plan will be developed during scoping.

Who will benefit from, or be burdened by this agenda item? The intent in investing in a new ERP solution is to save the taxpayers money in greater efficiencies, provide transparency and enhanced service delivery.

What are the strategies to mitigate any unintended consequences? A committed governance structure is intended to mitigate risks and obstacles.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. This infrastructure project is intended to enable the City to be more transparent, accessible, and understandable to all residents.

Will this agenda item improve ADA accessibilities for people with disabilities? Yes, the systems should provide as much self-service and transparency to allow customers and employee to access data and process transactions remotely.

What potential hurdles exists in implementing this proposal (include both operational and political)? There are several potential hurdles which staff intends to work through with City Council as part of the governance structure charter.

How will you ensure accountabilities, communicate, and evaluate results? Staff intends to outline the strategies to address communication, accountability, and results in a communication plan.

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

BUDGET IMPACT: See above.

RECOMMENDATION: Staff recommends Council consider the Tyler Technologies SaaS Agreement with the City and move to approve.



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client is a member of Sourcewell (formerly known as National Joint Powers Alliance) ("Sourcewell") under member number 106292.

WHEREAS, Tyler participated in the competitive bid process in response to Sourcewell RFP #090320 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 090320-TTI (hereinafter, the "Sourcewell Contract");

WHEREAS, documentation of the Sourcewell competitive bid process, as well as Tyler's contract with and pricing information for Sourcewell is available at <https://sourcewell-mn.gov/cooperative-purchasing/>; and

WHEREAS, Client desires to purchase off the Sourcewell Contract to procure Munis and ExecuTime software functionality from Tyler, which Tyler agrees to deliver pursuant to the Sourcewell Contract and under the terms and conditions set forth below;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Services Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means City of Camas, Washington.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains EnerGov labeled software, defined users mean the maximum number of named users that are authorized to use the EnerGov labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party

Software.

- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as [Exhibit A](#).
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as [Exhibit B](#).
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as [Exhibit C](#).
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as [Exhibit E](#).
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as [Schedule 1 to Exhibit C](#).
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties’ products or services, as applicable, and attached or indicated at [Exhibit D](#).
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.

- “you” and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.
2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). Client will not be charged without first receiving notice of Tyler’s intent to do so and a reasonable opportunity to address the user or storage overages so that an additional fee is not required.
3. Ownership.
 - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
 - 3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
 - 3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party’s business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the

term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

- 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 18. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.
- 6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers. Upon Client's request, Tyler will provide a copy of the database it hosts to the Client. In the event Tyler elects to move the database housing the Client's Data to a new data center, Tyler will provide such advance notice as is reasonably practicable so as to minimize the disruption to Client's use of the Tyler software. Client's data will be physically located within the borders of the continental United States of America.
- 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a disruption of SaaS Services from the data center hosting your data, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent unavailability of SaaS Services from the data center hosting your data. RTO represents the maximum duration of time following disruption of the SaaS Services within which your access to the Tyler Software must be restored.
- 6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.

- 6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.7 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.
7. Availability of SaaS Services. So long as Client continuously maintains this SaaS Agreement with Tyler, Tyler will make SaaS Services available for the Tyler Software licensed to the Client for five (5) years from the effective date.
8. Socrata Terms and Conditions. Tyler and Client agree to perform and be bound by all covenants, terms, and conditions of the Socrata Terms and Conditions, which are attached hereto as Exhibit F (“Socrata Agreement”) with respect to the Socrata software as more particularly described in Exhibit A to this Agreement, and all such covenants, terms, and conditions are incorporated by reference as if set forth at length herein. Specific to the Socrata items set forth in Exhibit A of this Agreement, in the event of a conflict between any term or provision in Exhibit F, and any term or provision in this Agreement, the terms of Exhibit F shall govern. The Agreement shall otherwise remain and continue in full force and effect.

SECTION C –PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and

Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

- 9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
- 9.2 provide support during our established support hours;
- 9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
- 9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
- 9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

10. Personnel. Tyler warrants that it will maintain an adequate staff of experienced and qualified employees for efficient performance under this Agreement. In the event Tyler personnel provide services not conforming to the service warranties in this Agreement, Tyler will be given reasonable opportunity to correct the deficiency. The parties agree that a reasonable opportunity shall not exceed fourteen (14) days. Once Tyler has had a reasonable opportunity to correct the deficiency, if the deficiency persists, then the Client may provide written notice to Tyler demanding that the Tyler personnel be removed. In such a case, Tyler will provide a replacement, at no additional cost to the Client, with sufficient experience and project knowledge to perform services as required in this Agreement. Such replacement shall be provided within a commercially reasonable time, not to exceed thirty(30) days or, in the event Tyler disagrees with the Client's demand, the matter shall be

referred to the Dispute Resolution Process of this Agreement.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within thirty (30) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement equal to the number of years indicated for SaaS Services in Exhibit A, commencing on the first day of the first month following the Effective Date, unless earlier terminated as set forth below. If no duration is indicated in Exhibit A, the initial terms is one (1) year. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.

 - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

 - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

 - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

 - 2.5 Provision of Client Data. In the event of termination or expiration of this Agreement, Tyler shall promptly, and at no additional cost to the Client, make all Client Data available to Client in the form of the copy of Client's then-current database format hosted by Tyler (currently SQL) or such other format as Tyler and Client may agree, provided through Tyler's FRP server or such other secure method selected by Tyler.

 - 2.6 Transition Services. In the event of a termination, other than a termination for cause due to breach by Client, Tyler will reasonably cooperate in providing transition services to Client. Any such services will be at Tyler's then-current rates. Cost and scope of services will be mutually agreed in advance.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense

or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
4. **LIMITATION OF LIABILITY.** TO THE MAXIMUM EXTENT ALLOWED BY LAW AND EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), ONE AND ONE-HALF (1.5) TIMES THE TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, ONE AND ONE-HALF (1.5) TIMES THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. Insurance. See Exhibit G.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twenty-four months (24) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty-four (24) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twenty-four (24) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings

and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect

the rights of third parties under any Third Party Terms.

11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;

- (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
- (c) a party receives from a third party who has a right to disclose it to the receiving party; or
- (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Safeguarding of Personal Information. Tyler shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Tyler agrees to comply with all applicable federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information. Tyler shall ensure its directors, officers, employees, subcontractors or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement. Tyler shall use industry standard methods to protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss. Tyler and its sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of Client, or as otherwise authorized by law. Tyler agrees to implement physical, electronic, and managerial policies, procedures, and safeguards designed to prevent, in accordance with industry standards, unauthorized access, use, or disclosure of Personal Information. Tyler shall make the Personal Information available to amend as directed by Client and incorporate any amendments into all the copies maintained by Tyler or its subcontractors. Tyler shall certify its return or destruction upon expiration or termination of the Agreement and Tyler shall, to the extent commercially practicable, retain no copies. If Tyler reasonably determines that return or destruction is not feasible, Tyler shall not use the Personal Information in a manner other than those permitted or authorized by applicable state and federal laws. Tyler shall notify Client of any confirmed incidents of unauthorized access, use or disclosure of Personal Information in accordance with applicable state and federal laws.
19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not

limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
- Exhibit B Invoicing and Payment Policy
Schedule 1: Business Travel Policy
- Exhibit C Service Level Agreement
Schedule 1: Support Call Process
- Exhibit D Third Party Terms
Schedule 1: Hyperlinked Terms
Schedule 2: DocOrigin Terms
- Exhibit E Statement of Work
- Exhibit F Socrata Software as a Service Terms and Conditions
- Exhibit G Insurance Terms

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Camas, WA

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Camas
616 NE 4th Avenue, Suite F
Camas, WA 98607
Attention: Finance Director



Exhibit A

Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Tyler sales quotation to be inserted prior to Agreement execution.

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Quoted By: Kyle M. Johnson
 Quote Expiration: 04/18/22
 Quote Name: City of Camas-ERP-Munis
 Quote Description: 10-21-21 Camas Contract SaaS
 Quote
 SaaS Term 5.00

Sales Quotation For:

City of Camas
 616 NE 4th Ave Ste F
 Camas WA 98607-2166
 Phone: 3608346864

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Data Insights			
EnerGov Advanced Automation Bundle	1	128	\$ 6,806
EnerGov Community Development Feeds	1	0	\$ 5,000
Munis Analytics & Reporting w Executive Insights	1	80	\$ 9,722
Socrata Capital Projects Explorer	1	0	\$ 6,000
Socrata Citizen Connect	1	32	\$ 5,120
Financial Management			
Accounting/GL	1	160	\$ 31,623
Accounts Payable	1	48	\$ 8,513
Budgeting	1	64	\$ 8,513
Capital Assets	1	64	\$ 7,027
Cash Management	1	40	\$ 5,856
Contract Management	1	32	\$ 3,456
eProcurement	1	40	\$ 5,713
Project & Grant Accounting	1	48	\$ 5,856
Purchasing	1	144	\$ 12,883

Revenue Management			
Accounts Receivable	1	104	\$ 6,285
Central Property File	1	8	\$ 1,202
General Billing	1	56	\$ 3,999
Tyler Cashiering	1	56	\$ 11,998
UB Interface	1	16	\$ 2,137
Utility Billing CIS including Graphing Agent	1	128	\$ 10,441
Civic Services			
Citizen Self Service	1	80	\$ 6,285
EnerGov Citizen Self Service - Community Development	1	24	\$ 9,469
EnerGov Community Development Suite	25	536	\$ 44,375
EnerGov Core Foundation Bundle	1	24	\$ 2,663
EnerGov e-Reviews	1	120	\$ 12,428
EnerGov iG Workforce Apps	5	16	\$ 2,960
Tyler 311/Incident Management	1	80	\$ 5,085
Tyler GIS - Site License	1	0	\$ 19,025
Human Resources Management			
ExecuTime Advance Scheduling Mobile Access	1	0	\$ 2,589
ExecuTime Advanced Scheduling - Up to 50 Employees	1	48	\$ 4,492
ExecuTime Time & Attendance - Up to 250 Employees	1	96	\$ 9,349
ExecuTime Time & Attendance Mobile Access	1	0	\$ 3,305
Human Resources & Talent Management	1	88	\$ 6,993
Payroll w/ESS	1	168	\$ 8,401
Recruiting	1	16	\$ 1,335
Enterprise Asset Management			
Asset Maintenance	10	288	\$ 12,550
Asset Performance	5	104	\$ 1,775
Requestor Access License - Site License	1	0	\$ 1,830
Document Management			
Tyler Content Manager SE	1	64	\$ 11,426
Additional			
Tyler ReadyForms Processing (including Common Form Set)	1	0	\$ 6,214

Sub-Total:	\$ 330,699
<i>Less Discount:</i>	<i>\$ 46,319</i>
TOTAL	\$ 284,380

3000

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Additional Implementation/ Custom Forms & Reporting Services	300	\$ 175	\$ 52,500	\$ 0
Business Process Consulting - Accounts Payable	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Asset Maintenance	1	\$ 28,000	\$ 28,000	\$ 0
Business Process Consulting - Benefits Enrollment	1	\$ 5,250	\$ 5,250	\$ 0
Business Process Consulting - Budget	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Capital Assets	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Cash Management	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Contract Management	1	\$ 8,750	\$ 8,750	\$ 0
Business Process Consulting - EnerGov LRM	1	\$ 28,000	\$ 28,000	\$ 0
Business Process Consulting - EnerGov PLM	1	\$ 35,000	\$ 35,000	\$ 0
Business Process Consulting - General Billing	1	\$ 21,000	\$ 21,000	\$ 0
Business Process Consulting - General Ledger	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Payroll	1	\$ 28,000	\$ 28,000	\$ 0
Business Process Consulting - Project/Grant Accounting	1	\$ 21,000	\$ 21,000	\$ 0
Business Process Consulting - Purchasing & Requisitions	1	\$ 14,000	\$ 14,000	\$ 0
Business Process Consulting - Utility Billing	1	\$ 28,000	\$ 28,000	\$ 0
EnerGov Community Development Forms Library (5 Forms)	1	\$ 5,100	\$ 5,100	\$ 0
EnerGov Project Management	328	\$ 175	\$ 57,400	\$ 0
Install Fee - Socrata Capital Projects Explorer	1	\$ 2,800	\$ 2,800	\$ 0
Module Set-Up Assistance (EnerGov)	240	\$ 175	\$ 42,000	\$ 0
Module Set-Up Assistance (Munis)	240	\$ 175	\$ 42,000	\$ 0
Munis Executive Insights Implementation	1	\$ 8,400	\$ 8,400	\$ 0
Munis/ EAM Project Management	420	\$ 175	\$ 73,500	\$ 0
Tyler Engagement Project Management Services	1	\$ 195,000	\$ 195,000	\$ 0

Tyler ReadyForms Processing Configuration	1	\$ 2,000	\$ 2,000	\$ 0
Conversions			\$ 89,150	\$ 0
Remote Implementation	3000	\$ 175	\$ 525,000	\$ 0
TOTAL			\$ 1,381,850	\$ 0

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit		Unit		Total
			Discount	Total Price	Maint/SaaS	Maint/SaaS	
Cash Drawer	1	\$ 260	\$ 0	\$ 260	\$ 0	\$ 0	\$ 0
Hand Held Scanner - Model 1950GSR	1	\$ 450	\$ 0	\$ 450	\$ 0	\$ 0	\$ 0
Hand Held Scanner Stand	1	\$ 30	\$ 0	\$ 30	\$ 0	\$ 0	\$ 0
Printer (TM-S9000)	1	\$ 1,623	\$ 0	\$ 1,623	\$ 0	\$ 0	\$ 0
Tyler Secure Signature System with 2 Keys	1	\$ 1,650	\$ 0	\$ 1,650	\$ 0	\$ 0	\$ 0
VPN Device	1	\$ 4,000	\$ 0	\$ 4,000	\$ 0	\$ 0	\$ 0
TOTAL				\$ 8,013			\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total Annual	\$ 0	\$ 284,380
Total Tyler Services	\$ 1,381,850	\$ 0
Total Third-Party Hardware, Software, Services	\$ 8,013	\$ 0
Summary Total	\$ 1,389,863	\$ 284,380
Contract Total	\$ 2,811,763	
Estimated Travel Expenses excl in Contract Total	\$ 66,000	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____

P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Accounting/GL				
AC - Actuals up to 3 years	1	\$ 1,500	\$ 0	\$ 1,500
AC - Budgets up to 3 years	1	\$ 1,500	\$ 0	\$ 1,500
AC Standard COA	1	\$ 2,000	\$ 0	\$ 2,000
Accounts Payable				
AP - Checks up to 5 years	1	\$ 2,600	\$ 0	\$ 2,600
AP - Invoice up to 5 years	1	\$ 3,400	\$ 0	\$ 3,400
AP Standard Master	1	\$ 1,600	\$ 0	\$ 1,600
Capital Assets				
CA Std Master	1	\$ 3,000	\$ 0	\$ 3,000
Contract Management				
Contracts	1	\$ 4,000	\$ 0	\$ 4,000
Document Management				
TCM SE - EnerGov Community Development	1	\$ 6,500	\$ 0	\$ 6,500
EnerGov Community Development				
EnerGov Community Development Conversion	1	\$ 16,450	\$ 0	\$ 16,450
General Billing				
GB Std CID	1	\$ 1,500	\$ 0	\$ 1,500
Payroll/HR				
HR Human Resources - PM Action History up to 5 years	1	\$ 1,400	\$ 0	\$ 1,400
HR Human Resources - Recruiting	1	\$ 1,400	\$ 0	\$ 1,400
PR Payroll - Accrual Balances	1	\$ 1,500	\$ 0	\$ 1,500
PR Payroll - Accumulators up to 5 years	1	\$ 1,400	\$ 0	\$ 1,400
PR Payroll - Check History up to 5 years	1	\$ 1,200	\$ 0	\$ 1,200

PR Payroll - Deductions	1	\$ 1,800	\$ 0	\$ 1,800
PR Payroll - Earning/Deduction Hist up to 5 years	1	\$ 2,500	\$ 0	\$ 2,500
PR Payroll - Standard	1	\$ 2,000	\$ 0	\$ 2,000
Project and Grant Accounting				
PGA Standard	1	\$ 2,000	\$ 0	\$ 2,000
Purchasing				
Purchasing - Standard	1	\$ 2,700	\$ 0	\$ 2,700
Utility Billing				
Utility Billing - Assessments	1	\$ 1,200	\$ 0	\$ 1,200
Utility Billing - Backflow	1	\$ 1,200	\$ 0	\$ 1,200
Utility Billing - Balance Forward AR	1	\$ 5,600	\$ 0	\$ 5,600
Utility Billing - Budget Billing	1	\$ 3,600	\$ 0	\$ 3,600
Utility Billing - Consumption History up to 5 years	1	\$ 2,000	\$ 0	\$ 2,000
Utility Billing - Flat Inventory/Containers	1	\$ 3,600	\$ 0	\$ 3,600
Utility Billing - Service Orders	1	\$ 2,300	\$ 0	\$ 2,300
Utility Billing - Services	1	\$ 3,600	\$ 0	\$ 3,600
Utility Billing - Standard	1	\$ 4,100	\$ 0	\$ 4,100
TOTAL				\$ 89,150

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Subscription Fees			
ACFR Statement Builder	1	32	\$ 7,850
Tyler Notify Additional Block of 12,000 Messages Per Year	1	0	\$ 300
Tyler Notify Additional Block of 5,000 Minutes Per Year	1	0	\$ 300
Financial Management			
Bid Management	1	32	\$ 3,514

Employee Expense Reimbursement	1	56	\$ 3,514
Inventory	1	64	\$ 6,456
Quatred Asset Scanning Interface	1	24	\$ 2,228
Civic Services			
EnerGov Decision Engine	1	8	\$ 8,700
MyCivic Bundle	1	88	\$ 10,000
Revenue Management			
IVR Gateway	1	48	\$ 3,428
Recurring Services			
Tyler Detect	1	0	\$ 22,000
Additional			
Tyler Notify includes 50,000 Msgs and 1,650 Mins per year	1	16	\$ 10,000
TOTAL:		368	\$ 78,290

Optional Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
AC - Actuals 3 Addl' Years	1	\$ 1,500	\$ 1,500	\$ 0
AC - Budgets 3 Addl' Years	1	\$ 1,500	\$ 1,500	\$ 0
Install Fee - Tyler Detect	1	\$ 1,000	\$ 1,000	\$ 0
Conversion			\$ 3,500	\$ 0
Remote Implementation	368	\$ 175	\$ 64,400	\$ 0
TOTAL			\$ 71,900	\$ 0

Optional Transaction Fees

Description
Munis Tyler Payments

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Quatred Onsite Professional Services	1	\$ 5,000	\$ 0	\$ 5,000	\$ 0	\$ 0	\$ 0
TOTAL				\$ 5,000			\$ 0

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Inventory				
IN Std Master	1	\$ 3,500	\$ 0	\$ 3,500
TOTAL				\$ 3,500

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments. Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 30-day trial of the Tyler Detect cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

EnerGov Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 10 unique business transactions, 10 template business transactions, 5 geo-rules and 5 automation events. Configuration elements beyond this will be owned by the client.

Tyler Content Manager SE includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

The SaaS fees for products that are not named users are based on 50 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at: <https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Community Development Forms Library Includes: standard Permits - Building, standard Permits - Trade, standard Planning - Certificate, standard Permits - Occupancy/Completion, standard Code - Violation Notice.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Additional required hardware will be purchased by the client directly through Quatred.

Quatred Professional Services: 2 days onsite installation, configuration and training. Includes travel and living. Fees for Quatred services are payable upon completion of services.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

For the avoidance of doubt, Tyler Detect is a subscription service, not SaaS. Notwithstanding the foregoing language, payment of annual subscription fees for Tyler Detect commence on the availability of the service. Tyler Detect services will renew automatically for additional one (1) year terms, and subsequent subscription fees are due annually in advance on the anniversary of the availability date at our then-current rates. Pricing is based on client's current network size as defined by their entity size. Any material increases of network size may result in additional fees being assessed for the Tyler Detect service upon renewal. The quoted Tyler Detect amount does not include monitoring of student devices nor analysis of student network traffic. Tyler can quote an additional fee for these services.

Tyler Notify SaaS services will renew automatically for additional one (1) year terms at our then-current fee unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term. Unused minutes and texts expire at the end of each annual term.

Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Munis form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers. Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming are subject to additional fees not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please note that the form solution provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

Tyler Secure Signature System includes digitizing two signatures, additional charges will apply for additional signatures.

Utility Billing CIS includes the Graphing Agent. Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Additional			
Tyler ReadyForms Processing (including Common Form Set)	\$ 6,214	\$ 870	\$ 5,344
Data Insights			
EnerGov Advanced Automation Bundle	\$ 6,806	\$ 953	\$ 5,853
EnerGov Community Development Feeds	\$ 5,000	\$ 700	\$ 4,300
Munis Analytics & Reporting w Executive Insights	\$ 9,722	\$ 1,361	\$ 8,361
Socrata Capital Projects Explorer	\$ 6,000	\$ 840	\$ 5,160
Socrata Citizen Connect	\$ 5,120	\$ 717	\$ 4,403
Document Management			
Tyler Content Manager SE	\$ 11,426	\$ 1,600	\$ 9,826

Enterprise Asset Management			
Asset Maintenance	\$ 12,550	\$ 1,760	\$ 10,790
Asset Performance	\$ 1,775	\$ 250	\$ 1,525
Requestor Access License - Site License	\$ 1,830	\$ 256	\$ 1,574
Civic Services			
Citizen Self Service	\$ 6,285	\$ 880	\$ 5,405
EnerGov Citizen Self Service - Community Development	\$ 9,469	\$ 1,326	\$ 8,143
EnerGov Community Development Suite	\$ 44,375	\$ 6,225	\$ 38,150
EnerGov Core Foundation Bundle	\$ 2,663	\$ 373	\$ 2,290
EnerGov e-Reviews	\$ 12,428	\$ 1,740	\$ 10,688
EnerGov iG Workforce Apps	\$ 2,960	\$ 415	\$ 2,545
Tyler 311/Incident Management	\$ 5,085	\$ 712	\$ 4,373
Tyler GIS - Site License	\$ 19,025	\$ 2,664	\$ 16,361
Revenue Management			
Accounts Receivable	\$ 6,285	\$ 880	\$ 5,405
Central Property File	\$ 1,202	\$ 168	\$ 1,034
General Billing	\$ 3,999	\$ 560	\$ 3,439
Tyler Cashiering	\$ 11,998	\$ 1,680	\$ 10,318
UB Interface	\$ 2,137	\$ 299	\$ 1,838
Utility Billing CIS including Graphing Agent	\$ 10,441	\$ 1,462	\$ 8,979
Human Resources Management			
ExecuTime Advance Scheduling Mobile Access	\$ 2,589	\$ 362	\$ 2,227
ExecuTime Advanced Scheduling - Up to 50 Employees	\$ 4,492	\$ 629	\$ 3,863
ExecuTime Time & Attendance - Up to 250 Employees	\$ 9,349	\$ 1,309	\$ 8,040
ExecuTime Time & Attendance Mobile Access	\$ 3,305	\$ 463	\$ 2,842
Human Resources & Talent Management	\$ 6,993	\$ 979	\$ 6,014
Payroll w/ESS	\$ 8,401	\$ 1,176	\$ 7,225
Recruiting	\$ 1,335	\$ 187	\$ 1,148
Financial Management			
Accounting/GL	\$ 31,623	\$ 4,427	\$ 27,196
Accounts Payable	\$ 8,513	\$ 1,192	\$ 7,321
Budgeting	\$ 8,513	\$ 1,192	\$ 7,321
Capital Assets	\$ 7,027	\$ 984	\$ 6,043

Cash Management	\$ 5,856	\$ 820	\$ 5,036
Contract Management	\$ 3,456	\$ 484	\$ 2,972
eProcurement	\$ 5,713	\$ 800	\$ 4,913
Project & Grant Accounting	\$ 5,856	\$ 820	\$ 5,036
Purchasing	\$ 12,883	\$ 1,804	\$ 11,079
TOTAL	\$ 330,699	\$ 46,319	\$ 284,380



Exhibit B

Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **SaaS Fees.** SaaS Fees are invoiced on an annual basis, beginning on April 1, 2022. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. **Other Tyler Software and Services.**
 - 2.1 *VPN Device:* The fee for the VPN device will be invoiced upon installation of the VPN.
 - 2.2 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.
 - 2.3 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
 - 2.4 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
 - 2.5 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
 - 2.6 *Other Fixed Price Services:* Other fixed price services are invoiced as delivered, at the rates

set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

3. Third Party Products.

3.1 *Third Party Software License Fees:* License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance:* The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware:* Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in Schedule A and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee’s private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C Service Level Agreement

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar quarter, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. **Service Availability**

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned

Downtime, a Client Error Incident, Denial of Service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS fees paid for the calendar quarter.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable quarter. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.50%	Remedial action will be taken
99.49% - 98.50%	2%
98.49% - 97.50%	4%
97.49% - 96.50%	6%
96.49% - 95.50%	8%
Below 95.50%	10%

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable that the Tyler Software will be unavailable during the maintenance window.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support*:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

* Channel availability may be limited for certain applications.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption.

Support Availability

Standard Support

Tyler Technologies standard support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Additionally, some clients may obtain support for certain Tyler solutions outside of standard times as further detailed below. Availability and cost of support of support outside of standard times is at Tyler’s discretion. Tyler’s holiday schedule is outlined below. There will be no standard support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Support Outside of Standard Times

For clients who obtain 24 x 7 support, we will provide you with procedures for contacting support staff outside standard support times for reporting Priority Level 1 Defects only. Upon receipt of such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

For some Tyler solutions, we will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Issue Handling

Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology’s software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client’s needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident’s priority or to escalate an issue through management channels as described above.

- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client’s database, process, or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client’s desktop and view the site’s setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D
Third Party Terms

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Exhibit D
Schedule 1
Hyperlinked Terms

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

Twilio Acceptable Use Policy. Your use of Tyler Notify, Tyler ACFR, and certain SMS functionality in other Tyler Software includes functionality provided by a Third Party Developer, Twilio. Your rights, and the rights of any of your end users, to utilize said functionality are subject to the terms of the Twilio Acceptable Use Policy, available at <http://www.twilio.com/legal/aup>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler software, you certify that you have reviewed, understand and agree to said terms. Tyler hereby disclaims any and all liability related to your or your end user's failure to abide by the terms of the Twilio Acceptable Use Policy. Any liability for failure to abide by said terms shall rest solely with the person or entity whose conduct violated said terms.



Exhibit D
Schedule 2
DocOrigin Terms

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DocOrigin

SOFTWARE LICENSE

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IF YOU ARE AN AGENT OR EMPLOYEE OF ANOTHER ENTITY YOU REPRESENT AND WARRANT THAT (I) THE INDIVIDUAL ACCEPTING THIS AGREEMENT IS DULY AUTHORIZED TO ACCEPT THIS AGREEMENT ON SUCH ENTITY'S BEHALF AND TO BIND SUCH ENTITY, AND (II) SUCH ENTITY HAS FULL POWER, CORPORATE OR OTHERWISE, TO ENTER INTO THIS AGREEMENT AND PERFORM ITS OBLIGATIONS HEREUNDER.

1. LICENSE TERMS

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Exhibit E
Statement of Work

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City of Camas, WA

SOW from Tyler Technologies, Inc.

11/8/2021

Presented to:
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Table of Contents

PART 1: EXECUTIVE SUMMARY	1
1. Project Overview	1
1.1 Introduction	1
1.2 Project Goals	1
1.3 Methodology.....	1
PART 2: PROJECT FOUNDATION	3
2. Project Governance	3
3. Project Scope Control	4
3.1 Managing Scope and Project Change	4
3.2 Change Control	4
3.3 Change Request Management.....	4
4. Acceptance Process	6
5. Roles and Responsibilities.....	6
5.1 Tyler Roles & Responsibilities	6
Tyler Executive Sponsor	7
Tyler Implementation Manager	7
Tyler Project Manager.....	7
Tyler Implementation Consultant.....	8
Tyler Sales	8
Tyler Technical Services	8
5.2 City of Camas Roles & Responsibilities	9
City of Camas Executive Sponsor (Mayor and City Administrator).....	9
City of Camas Steering Committee (Department Head Team).....	9
City of Camas Project Manager (Project Manager with the Finance Director and IT Director)	10
City of Camas Functional Leads	11
City of Camas Power Users	12
City of Camas End Users.....	12
City of Camas Technical Lead.....	12
City of Camas Change Management Lead	13
PART 3: PROJECT PLAN.....	14
6. Project Stages.....	14
6.1 Initiate and Plan	15
Initial Coordination	15
Project/Phase Planning	16
Infrastructure Planning	17

Project Schedule 18

Stakeholder Meeting..... 19

GIS Preparation 20

Control Point 1: Initiate & Plan Stage Acceptance..... 21

6.2 Assess & Define 21

 Solution Orientation 22

 Current & Future State Analysis..... 22

 Conversion Assessment 24

 Intentionally left blank 25

 Intentionally left blank 25

 Control Point 2: Assess & Define Stage Acceptance 25

6.3 Prepare Solution 25

 Initial System Deployment 25

 Configuration 26

 Forms & Reports Planning 27

 Process Refinement 28

 Conversion Delivery 29

 Standard 3rd Party Data Exchange Validation 31

 Forms & Reports Validation 32

 Control Point 3: Prepare Solution Stage Acceptance..... 32

6.4 Production Readiness 33

 Solution Validation..... 33

 Go-Live Readiness 34

 End User Training..... 35

 Control Point 4: Production Readiness Stage Acceptance..... 36

6.5 Production..... 36

 Go-Live 37

 Transition to Client Services..... 38

 Post Go-Live Activities..... 39

 Control Point 5: Production Stage Acceptance 40

6.6 Close..... 40

 Phase Closeout..... 40

 Project Closeout..... 41

 Control Point 6: Close Stage Acceptance 42

7. General Assumptions.....42

 7.1 Project 43

 7.2 Organizational Change Management 43

 7.3 Resources and Scheduling 43

 7.4 Data..... 44

 7.5 Facilities..... 44

8. Glossary45

PART 4: APPENDICES 48

9. Conversion48

9.1 EnerGov Conversion Summary 48

 Community Development..... 48

9.2 Munis Conversion Summary 48

 Accounting COA 48

 Accounting - Actuals 48

 Accounting - Budgets 48

 Accounts Payable Master..... 48

 Accounts Payable - Checks..... 49

 Accounts Payable - Invoices..... 49

 Capital Assets Master..... 49

 Contracts 49

 General Billing CID..... 49

 Payroll 49

 Payroll – PM Action History 49

 Payroll – Accrual Balances 49

 Payroll – Recruiting 50

 Payroll – Accumulators 50

 Payroll – Check History 50

 Payroll - Deductions 50

 Payroll – Earning/Deduction Hist..... 50

 Project Grant Accounting..... 50

 Purchase Orders..... 50

 Utility Billing 50

 Utility Billing –Assessments 50

 Utility Billing –Backflow 51

 Utility Billing –Balance Forward AR..... 51

 Utility Billing –Budget Billing..... 51

 Utility Billing –Consumption History 51

 Utility Billing –Flat Inventory/Containers..... 51

 Utility Billing –Services 51

 Utility Billing – Work Orders 51

10. Additional Appendices52

10.1 EnerGov Definitions 52

 “Template Business Transactions”..... 52

 “Unique Business Transactions” 52

 “Geo-Rules” 52

 “Automation Events” 53

 “EnerGov SDK/API (Toolkits)” 53

10.2 Munis Standard 3rd Party Data Exchange & Application Programming Interfaces 53

 10.2.1Planning 53

 10.2.2Validation 54

11. Project Timeline.....57
11.1 ERP Project Timeline 57
11.2 Intentionally left blank..... 57

12. Appendix A: Detailed Processes Covered in the Business Process Consulting58

Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and Client (collectively the “Project”).

The overall goals of the project are to:

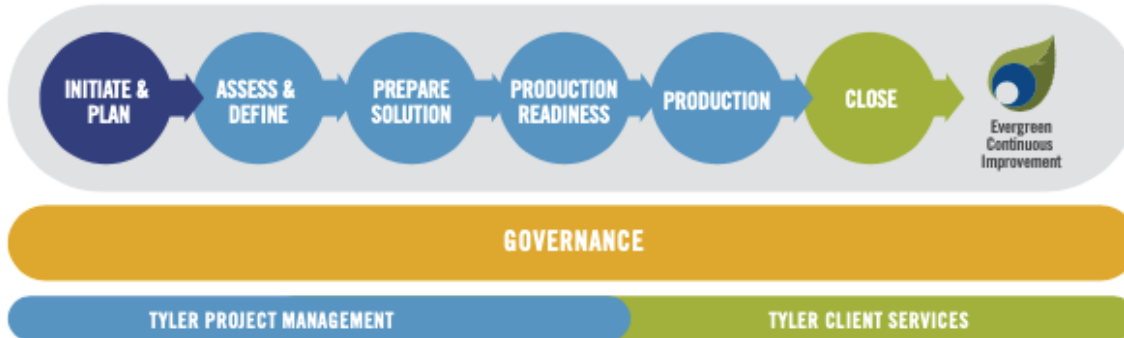
- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

This is accomplished by the City of Camas and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Client’s complexity and organizational needs.

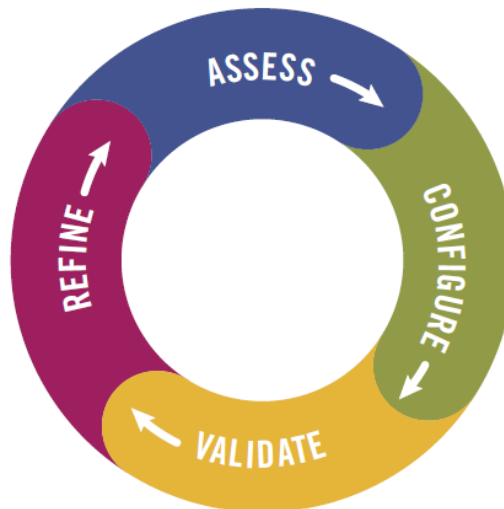
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City of Camas and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City of Camas and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where City of Camas's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to efficiently and effectively complete the Project.

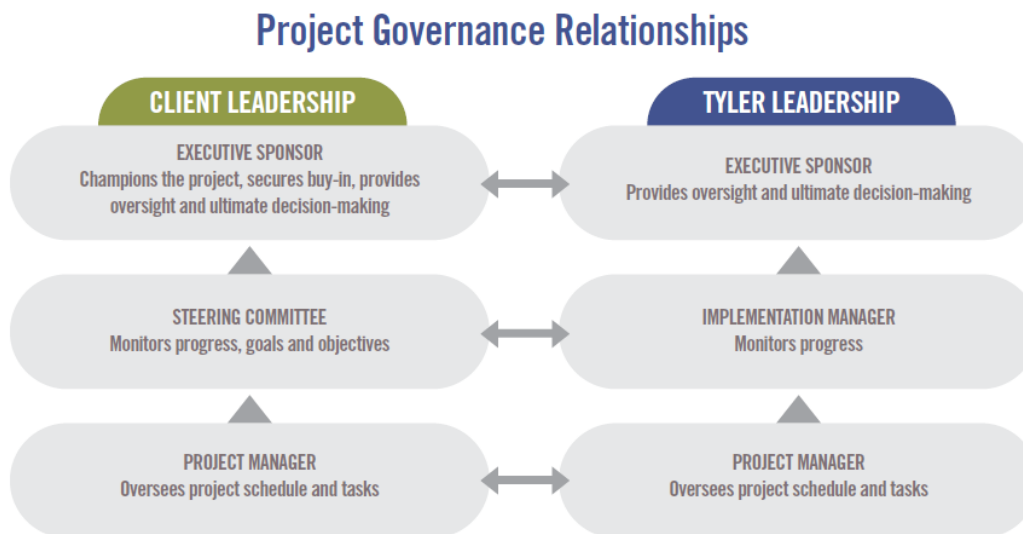
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to adequately meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

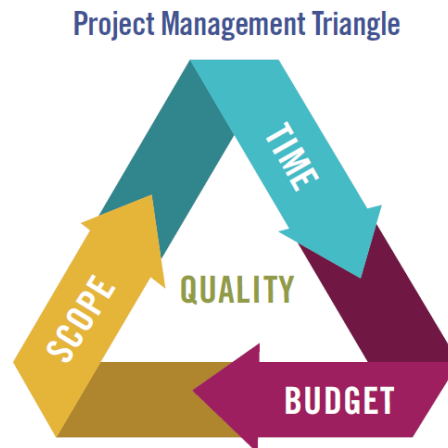
The chart below illustrates an overall team perspective where Tyler and the City of Camas collaborate to resolve Project challenges according to defined escalation paths. In the event that project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and City of Camas Steering Committee become the escalation points to triage responses prior to escalation to the City of Camas and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City of Camas and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the ‘triple constraints’ or Project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change in order to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

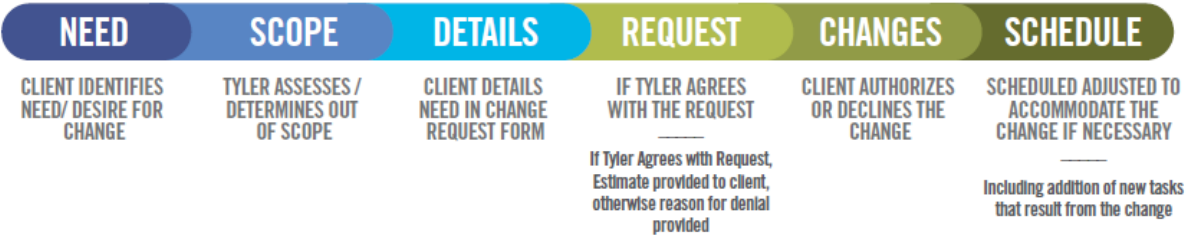
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and possible delays relative to the schedule, some

changes may result in less cost to the City of Camas; for example, the City of Camas may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to City of Camas, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

City of Camas will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and City of Camas). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City of Camas office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City of Camas will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining client feedback and approval on Project deliverables will be critical to the success of the Project. The City of Camas project manager will strive to gain deliverable and decision approvals from all authorized City of Camas representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City of Camas department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City of Camas shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the City of Camas does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City of Camas does not agree the particular Deliverable or Control Point meets requirements, the City of Camas shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City of Camas shall then have five days (5) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City of Camas does not provide acceptance within five days (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for City of Camas and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at City of Camas, but are roles defined within the Project. It is common for individual resources on both the Tyler and client project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

Tyler Executive Sponsor

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed in order to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying City of Camas 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to City of Camas 's executive sponsor.

Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City of Camas management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items. As requested by the client, the Tyler Project Manager provides regular updates to the client Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.1.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by City of Camas project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.1.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with City of Camas project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.1.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between City of Camas and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to City of Camas any items that may impact the outcomes of the Project.
- Collaborates with City of Camas 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with City of Camas 's project manager(s) to set a routine communication plan that will aide all Project team members, of both City of Camas and Tyler, in understanding the goals, objectives, current status, and health of the Project.

5.1.1.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides City of Camas through software validation process following configuration.
- Assists during Go-Live process and provides support until City of Camas transitions to Client Services.
- Facilitates training sessions and discussions with City of Camas and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).

- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the client.
- Loads client provided GIS data into the system.

5.2 City of Camas Roles & Responsibilities

City of Camas resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

City of Camas Executive Sponsor (Mayor and City Administrator)

The City of Camas executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City of Camas steering committee, project manager(s), and functional leads to make critical business decisions for City of Camas.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

City of Camas Steering Committee (Department Head Team)

The City of Camas steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City of Camas project manager and Project as a whole through participation in regular internal meetings. The City of Camas steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City of Camas steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost parameter (Certain thresholds would require this Committee to seek approval from Council)
 - Scope
 - Schedule
 - Project Goals

- City of Camas Policies
- Needs of other client projects

City of Camas Project Manager (Project Manager with the Finance Director and IT Director)

City of Camas shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. City of Camas Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When City of Camas project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The client project manager(s) are responsible for reporting to client steering committee and determining appropriate escalation points.

5.2.1.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.1.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for City of Camas project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.1.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between City of Camas and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both City of Camas staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.1.4 Resource Management

- Acts as liaison between project team and stakeholders.

- Identifies and coordinates all City of Camas resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City of Camas technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams in order to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

City of Camas Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to City of Camas project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of City of Camas resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

City of Camas Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on City of Camas business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to City of Camas staff during and after implementation.
- Participate in conversion review and validation.

City of Camas End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

City of Camas Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City of Camas third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from City of Camas's legacy system per the conversion schedule set forth in the project schedule.

5.2.1.5 City of Camas GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of City of Camas GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

5.2.1.6 City of Camas Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.

- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage City of Camas's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City of Camas and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

City of Camas Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

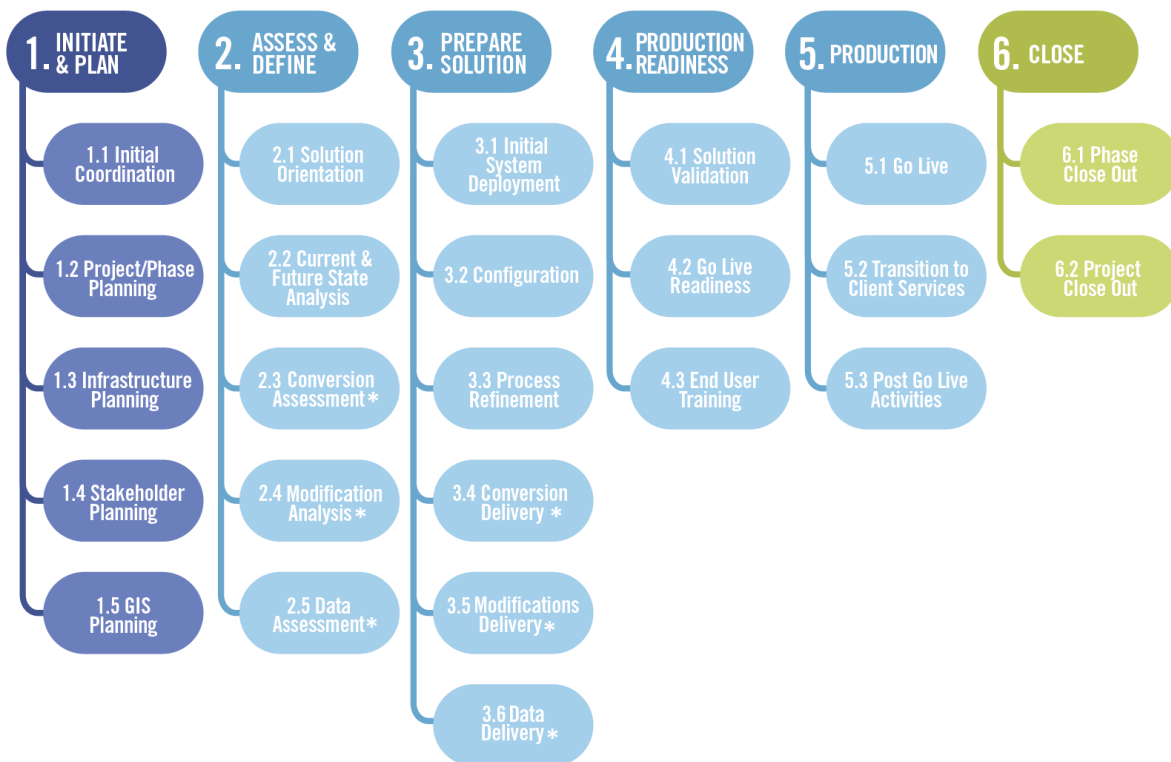
Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by City of Camas.

Work Breakdown Structure (WBS)



**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “Intentionally Left Blank” in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides City of Camas with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. City of Camas gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with City of Camas’s team. During this step, Tyler will work with City of Camas to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify client project team.

STAGE 1	Initial Coordination																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
Client project team is assigned									A	I	R	I	I	I			
Provide initial project documents to City of Camas		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	C	C	C	I	I	€		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City of Camas provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City of Camas has reviewed and completed the Guide to Starting Your Project document.

Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train City of Camas to install License Software. The City of Camas is responsible for the installation and setup of all peripheral devices.

Objectives:

- Ensure City of Camas’s infrastructure meets Tyler’s application requirements.
- Ensure City of Camas’s infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning
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	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Provide Infrastructure Requirements and Design Document		A	R		C		C				I						I
Initial Infrastructure Meeting		A	R		C		C				C						C
*Schedule SaaS Environment Availability		A	R				C				I						
*Schedule Hardware to be Available for Installation			I				I		A		R						C
Schedule Installation of All Licensed Software		A	R				C				I						I
Infrastructure Audit		A	R				C				I						C

Inputs	1. Initial Infrastructure Requirements and Design Document
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	1. Completed Infrastructure Requirements and Design Document	Delivery of Document
	2. Infrastructure Audit	System Passes Audit Criteria

Work package assumptions:

- City of Camas will maintain environment (or virtual environment) for On-Premise deployments.

Project Schedule

City of Camas and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detail Project Plan/schedule is being developed and refined.

	Tyler	Client
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<p> RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed </p>	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Develop initial Project Schedule		A	R	I							C	I	I				I
Develop Project Plan and schedule for Project Phase		A	R	I					I	I	C	C	I	I			I
Client reviews project plan & initial schedule		A	R	I					I	A	R	C	C				C
Client approves Project Plan and initial schedule			I						I	A	R	C	C	I		I	I

Stakeholder Meeting

Communication of the Project planning outcomes to the City of Camas Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City of Camas team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								Client								
<p> RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed </p>	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				

Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	+	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

GIS Preparation

GIS data is a core part of many Tyler applications. Other City of Camas offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all City of Camas GIS data sources and formats.
- Tyler to understand City of Camas’s GIS needs and practices.
- Ensure City of Camas’s GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C

Review GIS Data and Provide Feedback		A	R				C				I							C
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Inputs	GIS Requirements Document
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- City of Camas is responsible for maintaining the GIS data.

Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler’s receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to City of Camas
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City of Camas business processes. This information will be used to identify and define business processes utilized with Tyler software. City of Camas collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City of Camas team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City of Camas team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler’s solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare City of Camas for current and future state analysis.

STAGE 2	Solution Orientation																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R						I	I	I		I	+		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R						I	I	I		I	+		I

Inputs	Solution orientation materials
	Training Plan

Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

City of Camas and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City of Camas will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the client’s responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of

the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget and resource availability.

STAGE 2	Current & Future State Analysis																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I			I	C	C	C	C			C
Discuss future-state options			A	R	C	C	C			I	C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C			I	A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	Client current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document
	Summary of Future State document	

Work package assumptions:

- City of Camas attendees possess sufficient knowledge and authority to make future state decisions.
- City of Camas is responsible for any documentation of current state business processes.

- Client is able to effectively communicate current state processes.

Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler’s conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing (“legacy”) system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	Client Source data
	Client Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	Client Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with City of Camas representatives to identify business rules before writing the conversion.
- City of Camas subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

Intentionally left blank.

Intentionally left blank.

Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler’s receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the client against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- City of Camas is able to access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*	
	Tyler	Client

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software with Initial Database on Server(s) for Included Environments			A				R				I						C
Install Licensed Software on Client Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
Licensed Software is Installed on the Server(s)	Software is accessible
Licensed Software is Installed on Clients (if applicable)	Software is accessible
Installation Checklist/System Document	System Passes
Infrastructure Design Document (C&J – If Applicable)	

Work package assumptions:

- The most current generally available version of the Tyler Licensed Software will be installed.
- City of Camas will provide network access for Tyler modules, printers, and Internet access to all applicable City of Camas and Tyler Project staff.

Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with City of Camas to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. City of Camas collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate City of Camas Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete Client configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	N/A

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. City of Camas is responsible for making decisions when multiple options are available.

Forms & Reports Planning

City of Camas and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included

in the Agreement could be either City of Camas -developed Reports or a newly discovered Modification that will require a Change Request.

STAGE 3	Forms & Reports Planning																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Review required Forms output			A	R								C	I	C			I
Review and complete Forms options and submit to Tyler			I				I				A	R		C			
Review in Scope Reports			I				I				I	C		C			
Identify additional Report needs			I	C							A	R		C			
Add applicable tasks to Project Schedule		A	R	I			C				C	I		I			I

Process Refinement

Tyler will educate the City of Camas users on how to execute processes in the system to prepare them for the validation of the software. City of Camas collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that City of Camas understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement	
	Tyler	Client

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C	-		
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (Client Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update client-specific process documentation			A	R							I	C		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan
	Completed client-specific process documentation

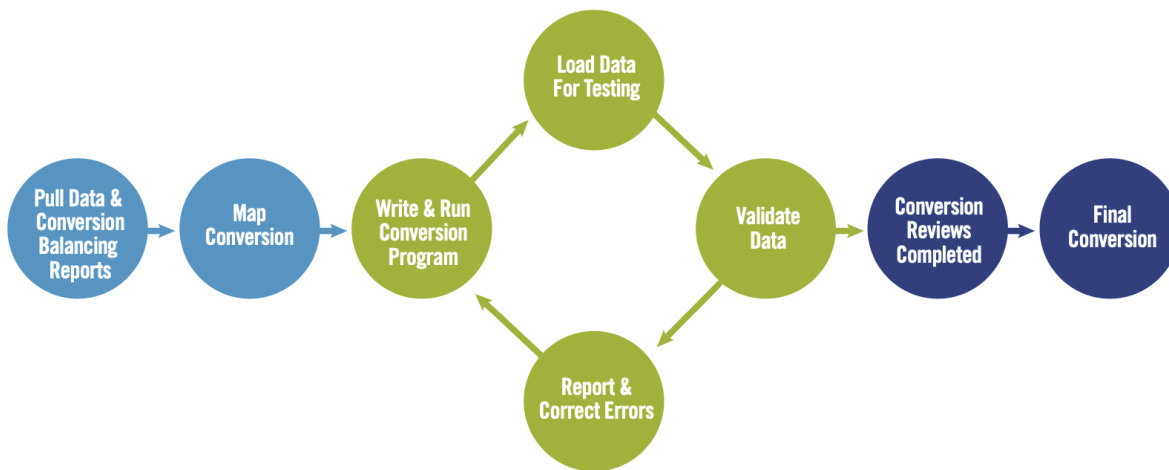
Work package assumptions:

- None

Conversion Delivery

The purpose of this task is to transition the City of Camas’s data from their source (“legacy”) system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City of Camas will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City of Camas to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I

Iterations: Deliver converted data			A		R							I							I
Iterations: Proof/Review data and reconcile to source system			C	C	C							A	R			C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	N/A
	Conversion Iterations / Reviews Complete	Conversion complete, verified and ready for final pass

Work package assumptions:

- The City of Camas will provide a single file layout per source system as identified in the investment summary.
- The City of Camas subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City of Camas project team will be responsible for completing the code mapping activity, with assistance from Tyler.

Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and City of Camas tests each Data Exchange.

STAGE 3	Standard 3rd Party Data Exchange Validation																	
	Tyler								Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads	
Train Data Exchange(s) processing in Tyler Software			A	R							C	I	I	I				C

Coordinate 3 rd Party Data Exchange activities			I	I							A	C		C			R
Test all Standard 3 rd Party Data Exchange(s)			I	C							A	C	I	R			C

Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and City of Camas tests each Standard Form/Report.

STAGE 3	Forms & Reports Validation																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Standard Forms & Reports training			A	R							I	C		C			I
Test Standard Forms & Reports			I	C			C				A	C		R			C

Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler’s receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Updated solution design document (Socrata only).
- Prioritized data sets for review in Tyler system (Socrata only).
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the client team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the client to review the status of the project and the organizations readiness for go-live.

Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that City of Camas verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure City of Camas organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City of Camas updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

Go-Live Readiness

Tyler and City of Camas will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the client has considered its ability to successfully Go-Live. Issues and concerns will be discussed and mitigation options documented. Tyler and City of Camas will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I		I					I
Conduct Go-Live planning session		A	R	C					C	C	C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I			I	C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C					I	C	C	I	C			C

Final system infrastructure review (where applicable)			A				R			I	C							C
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Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to City of Camas

Work package assumptions:

- None

End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City of Camas users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide customized application documentation for the general use of the software. Client-led training labs using client specific business process documentation can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- City of Camas is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Update training plan		A	R	C						C	C		I		C		
End User training (Tyler-led)		A	R	C						C	C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			

End User training (Client-led)			C	C							C	A	R	I	C	€	C
--------------------------------	--	--	---	---	--	--	--	--	--	--	---	---	---	---	---	---	---

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City of Camas signoff that training was delivered

Work package assumptions:

- The City of Camas project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with City of Camas as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City of Camas departments.
- City of Camas will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler’s receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and City of Camas will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with City of Camas to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software. Go-Live decision will consider essential City events such as payroll dates, AP dates and state statutory considerations.

Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, City of Camas and Tyler will complete work assigned to prepare for Go-Live.

City of Camas provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, City of Camas manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with City of Camas during Go-Live activities. City of Camas transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- Client data available in Production environment.

STAGE 5	Go-Live																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R					I	I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C				C	A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I	I	I	C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	Client confirms data is available in production environment

Work package assumptions:

- City of Camas will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Client business processes required for Go-Live are fully documented and tested.
- The City of Camas Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City of Camas Project Team and Power User’s provide business process context to the end users during Go-Live.
- The Tyler Go-Live support team is available to consult with the City of Camas teams as necessary.
- The Tyler Go-Live support team provides standard functionality responses, which may not be tailored to the local business processes.

Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of City of Camas onto the Tyler Client Services team, who provides City of Camas with assistance following Go-Live, officially transitioning City of Camas to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to City of Camas teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Transfer client to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			

Review long term maintenance and continuous improvement			A					R		i	C	C		C			
---	--	--	---	--	--	--	--	---	--	---	---	---	--	---	--	--	--

Inputs	Open item/issues List
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I	i	i	C	C	I	C			

Inputs	List of post Go-Live activities
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler’s receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. City of Camas transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of City of Camas for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and City of Camas teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads

Reconcile project budget and status of contract Deliverables	I	A	R							I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				c	C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								i	I						

Participants	Tyler	Client
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time City of Camas may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to City of Camas teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out	
	Tyler	Client

<p> RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed </p>	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City of Camas and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	Client acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and City of Camas will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a number of assumptions which, when acknowledged

and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City of Camas Project Team will complete their necessary assignments in a mutually agreed upon timeframe in order to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City of Camas project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, City of Camas is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring City of Camas to make process changes.
- City of Camas is responsible for defining, documenting and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City of Camas is responsible for managing Organizational Change. Impacted Client resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted client resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City of Camas resources will participate in scheduled activities as assigned in the Project Schedule.
- The City of Camas team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and City of Camas will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget and schedule) will be assessed and documented as part of the change control process.
- City of Camas will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.

- City of Camas makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- City of Camas will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- City of Camas will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- City of Camas is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with City of Camas representatives to identify business rules before writing the conversion. City of Camas must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The client will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City of Camas Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- Client is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- City of Camas will provide dedicated space for Tyler staff to work with City of Camas resources for both on-site and remote sessions. If Phases overlap, City of Camas will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- City of Camas will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Part 4: Appendices

9. Conversion

9.1 EnerGov Conversion Summary

Community Development

- Permit Master basic information – some of this information is in Excel spreadsheets
- Plan Master basic information
- Plan & Permit Contacts
- Contractors
- Inspections and Inspection Cases - types
-
- Fees – Fee unit types and valuation unit types
- Holds
- Notes
- Parcels and Addresses
- Payments and Fee History
-
- Fees
- Payments
- Notes
- Water Meter Install

9.2 Munis Conversion Summary

Accounting COA

- Chart of Accounts segments, objects, character codes, project codes (if applicable), organization codes (if applicable), control accounts budget rollups, fund attributes, due to/due from accounts
- Requires the use of a Tyler provided spreadsheet for design and entry of the data to be converted

Accounting - Actuals

- Summary account balances
- Up to 3 years

Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 3 years

Accounts Payable Master

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

Capital Assets Master

- Asset description, status, acquisition quantity, date and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice)
-

Contracts

- Contract header detail with many fields available to convert including fiscal year and period, vendor number, department code, description, enforcement method code, dates for award, approval, entry and expiration, retention information, user-defined type and review codes, status code, user id for entry and approver. Additional fields are also available. A balance forward contract amount is converted, if original amount is required there will be an additional charge and contracts, po's and invoices must be converted together.
-

General Billing CID

- Customer information

Payroll

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information, Anniversary Date, occupation

Payroll – PM Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years

Payroll – Accrual Balances

- Employee Accrual Balances including Vacation, Holiday, and other Leave balances
- Start of year balance, earned to date, used to date

Payroll – Recruiting

- Application requisition applicant master data, plus applicant references, certifications, education, skills, tests, work history, and interviews

Payroll – Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years

Payroll – Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date, check cleared.

Payroll - Deductions

- Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information

Payroll – Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

Project Grant Accounting

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line item descriptions, quantities, amounts, etc.

Utility Billing

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information, comment field.

Utility Billing –Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

Utility Billing –Backflow

- Account information, backflow device information, backflow type, and backflow violations

Utility Billing –Balance Forward AR

- Account balance forward information converted as total amount due. If the client's business practices require current due and past due bills this can be broken into three balance forward bills(current balance due and up to two past due balance bills).These can be converted to one balance forward charge code or separate balance forward charge codes, and converted to the account/customer, if the client's legacy data contains this information.
- If late penalties will be applied in Munis after the conversion, balance forward amounts must be converted by charge code

Utility Billing –Budget Billing

- Converts information for budget average billing by account, customer and service. Legacy data must include: calculated budget amount by service; number of periods remaining until plan renews; budget plan balance/credit amount, broken out by service/customer; additional amortized amount by service.

Utility Billing –Consumption History

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes
- Up to 5 years

Utility Billing –Flat Inventory/Containers

- Inventory for non-metered items tied to recurring service billing – flat rate is tied to inventory item(s)/item type(s) (vs consumption/usage). Trash/recycling containers, dumpsters, roll off containers, light poles, cable/internet equipment.

Utility Billing –Services

- Current service codes, service status, type, factor, condo units, bill cycle codes, , current deposits held on account including unpaid deposit amounts, winter usage, current meter(s) associated with service, meter readings(current and previous), meter usage (current and previous) and sales tax information.

Utility Billing – Work Orders

- Work Orders data associated with accounts, including meter repairs, checks for leaky meter, reread a meter due to high reading

10. Additional Appendices

10.1 EnerGov Definitions

“Template Business Transactions”

- A pre-defined and pre-configured EnerGov business process from EnerGov’s “Best Management Template”.
- The following modifications to Template Business Transactions are considered within scope:
 - Any changes to required inspections within the workflow
 - Any changes to the required plan reviews within the workflow
 - Adding up to 2 additional actions to the workflow
 - Configuration of fees, allowing creation of up to 3 new fees to accommodate
 - Any changes to custom field layouts that are directly related to fees or included reports
- Customization/Configuration of any of these parameters beyond the scope listed above will require the respective business process to be considered a “Unique Business Transaction”, as described below.

Note: All transaction counts are quantified in the comments of the Investment Summary.

“Unique Business Transactions”

- Unique configuration of workflow or business process steps & actions, including output actions
- Unique Fee configuration
- Unique Custom field configuration

“Geo-Rules”

- An automation event that references GIS data. Current geo-rule action types are:

Alert	Displays a pop-up with a custom message to the user, notifying them of certain spatial data (i.e. noise abatement zones; flood zones; etc.).
Block	Places a block on the case and prevents any progress or updates from occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.)
Block with Override	Places a block on the case and prevents any progress or updates from occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.) However, the block can be overridden by end-users who have been given the proper securities.
Fee Date	Populates the CPI vesting date on the record if vesting maps are used by the jurisdiction.
Field Mapping	A custom field or any field inherent in the EnerGov application can automatically populate with information based on spatial data.
Required Action	A workflow action can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the action based on certain spatial data related to the case.
Required Step	A workflow step can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the step based on certain spatial data related to the case.
Zone Mapping	The zone(s) automatically populate on the “Zones” tab of the record (i.e. plan, permit, code case, etc.).

“Automation Events”

10.1.1.1 “Intelligent Objects (IO)”

- Key components for automatically and reactively triggering geo-rules, computing fees, and generating emails, alerts, and other notifications.

10.1.1.2 “Intelligent Automation Agents (IAA)”

- A tool designed to automate task in a proactive manner by setting values and generating emails and other tasks. On a nightly basis, a Windows service sweeps the EnerGov system looking for IAA tasks that need to be run, then the associated actions are performed. The IAA does not generate alerts or errors. Custom SQL queries are not Tyler deliverables.

“EnerGov SDK/API (Toolkits)”

- API’s developed by Tyler Technologies for extending the EnerGov Framework and functionality to external agencies and systems. Full documentation is available for each toolkit upon request.

Note: The EnerGov toolkits and related documentation are simply tools that allow clients to create applications and integrations. The purchase of a toolkit/API does not imply any development related services from Tyler Technologies. The client is responsible for working with their IT staff and VAR’s to develop any necessary applications and integrations except as otherwise noted in the Investment Summary or for any “in-scope” integrations.

10.2 Munis Standard 3rd Party Data Exchange & Application Programming Interfaces

10.2.1 Planning

An Integration is a real-time or automated exchange of data between two systems. Standard Data Exchange tools are available to fulfill Integrations with external systems by allowing clients to get data in and out of the Tyler system. Data exchange tools can take the form of Imports and Exports, and Application Programming Interfaces (APIs)*. APIs may require additional licensing and may have some restrictions on use. Please refer to your licensing agreement for further information.

Imports and Exports

The Client and Tyler project manager(s) will work together to define/confirm which Imports and Exports are needed (if not outlined in the Agreement). Tyler will provide an Excel or ASCII file layouts for each Standard Data Exchange.

APIs (Currently Not In Scope)*

Additional API licensing and data sharing agreements are required for integration with third-party applications. If APIs have been purchased, Tyler may provide integration assistance to understand API services and provide necessary support to complete the integration of Tyler software to Client internal applications. Tyler will not provide any hands-on development unless expressly specified in the Agreement. It is Tyler’s

responsibility to ensure the API services operate correctly. It is the Client’s responsibility to fulfill integrations using Tyler’s API services and ensure operation of the third party API services.

STAGE 2	Current & Future State Analysis - Data Exchange																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Review Standard or contracted Data Exchanges			A	R	I		I				C	C		I			C
Define or confirm needed Data Exchanges			I	C	C		C				A	C		C			R

10.2.2 Validation

Tyler provides training on Data Exchange(s) (for both Import and Export, and APIs*) and the Client tests each Data Exchange.

STAGE 3	Process Refinement – Data Exchange Validation																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Train standard or contracted Data Exchange(s) processing in Tyler software			A	R	I		I				C	I		I			C
Coordinate 3 rd Party Data			I	I	I		I				A	C		C			R

Exchange activities																		
Test all Standard 3 rd party Data Exchange(s)			I	I	I						A	C			R			C

* API services, available thru Munis OpenAPI Toolkits and Connectors, are not part of the core Munis applications and are only applicable if included in the license agreement.

The City has interfaces with third party programs to incorporate into the configuration and testing. These programs include:

- Laserfiche (document management) – export

Tyler response - Supported with Tyler EnerGov. Munis does not include direct integration with third party Enterprise Content Management (ECM) solutions. Tyler has proposed Tyler Content Manager Standard Edition (TCM SE), an integrated content management solution, to electronically capture, manage, and retrieve all documents related to Tyler applications.

Tyler Content Manager includes a document extract utility to automate document and metadata export to a file system that clients can use to import to a separate third-party ECM solution. Retrieval of content stored in third-party ECM solutions directly from Munis applications is not supported.

Tyler recommends using the fully integrated Tyler Content Manager (TCM) solution that was built into the Munis ERP solutions. Anything generated out of Munis is automatically stored and indexed back to the corresponding records without any user intervention.

- Assetworks (fleet management) – import
Tyler response – Supported and assumes compatible asset import format with Tyler EAM
- Conduits (title searches) – export
Tyler response – undetermined, need more info to determine response
- Socrata (budget, payroll, spending, performance) – export
Tyler response – Supported, integration with Socrata is standard
- Neptune (meter reading) – import and export
Tyler response – Supported, standard import/export functionality with Munis UB-CIS
- State DRS (payroll) – export
Tyler response - Supported – Assumes compatible export format with Munis Payroll.
- School Impact Fees – export
Tyler response - Supported – Assumes compatible journal export format with Munis GL.
- Retail Lockbox (payment files) – import
Tyler response - Supported – Assumes compatible lockbox import format with Munis AR.
- Paymode (payment files) – import
Tyler response - Supported – Assumes compatible lockbox import format with Munis AR.
- Garbage billing (cvs from excel) – import
Tyler response - Supported – Assumes compatible import format with Munis UB-CIS.
- Bank of America Works (purchase card) – import
Tyler response - Supported – Via standard p-card import with Munis AP
- General Payment Files – import
Tyler response - Supported – Assumes compatible import format with Munis AR.

- RecTrac (Parks and Recreation programming and rentals)
Tyler response - Supported – Assumes compatible import and/or formats with Munis AR and/or GL.
- Library ILS system (receipting)
Tyler response - Supported – Assumes compatible import and/or formats with Munis AR and/or GL.
- Bluebeam
Tyler response - Supported – Standard integration with Tyler EnerGov.

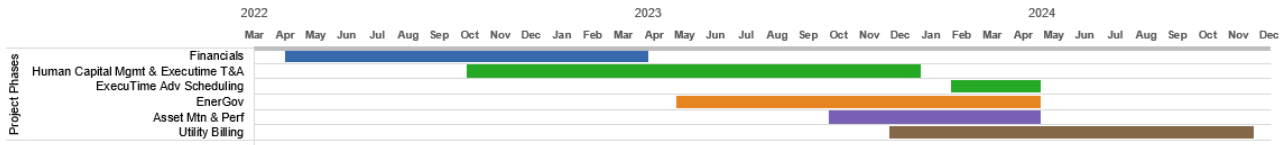
11. Project Timeline

11.1 ERP Project Timeline

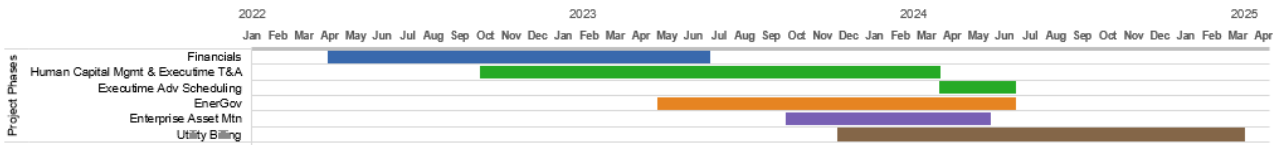
The Project Timeline establishes a target start and end date for each Phase of the Project. The timeline needs to account for resource availability, business goals, size and complexity of the Project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation.

The following dates may be revised based on the date the Agreement is signed and further refined during the course of the project. Tyler requires up to forty-five (45) days to move from Agreement signing to the Initiate & Plan Stage.

Sample Project Timeline



Sample Project Timeline + BPC Consulting Time



11.2 Intentionally left blank.

12. Appendix A: Detailed Processes Covered in the Business Process Consulting

The following represents a listing of the in-scope processes that will be covered under the Business Process Consulting Service. Setup and code tables are not included as part of the Business Process Consulting Service. Some processes below may not be included if it is mutually determined in the analysis that a particular process will not be utilized.

*DCT indicates this document could also be used for decentralized end user training

- **General Topics for all Modules**

- Navigation (DCT)
- Munis Office & Saved Reports (DCT)
- HUB (DCT)
- Tyler Content Manager (DCT)

- **General Ledger**

- Adding a New Account
- General Journal Entry
- Recurring General Journal Entry
- General Journal Approvals
- Account Trial Balance Report
- GL Account Inquiry (DCT)
- YTD Budget Report (DCT)
- Periodic Processing, including
 - Month End Processing
 - Year End Processing
- Import GL Journals

- **Purchasing & Requisitions**

- Overall Purchasing Process
- Vendor Maintenance
- Requisition Entry (DCT)
- Attaching Documentation (DCT)
- Requisition Approval (DCT)
- Requisition Conversion to PO
- PO Entry Proof
- PO Approvals (DCT)
- PO Receiving (DCT)
- Print PO's
- PO Maintenance
- PO Reports (DCT)

- **Accounts Payable**

- Overall AP Process
- Vendor Maintenance
- Invoice Entry /Proof (DCT)
- Recurring Invoice Entry
- Scanning and Attaching Invoices using Bar Codes
- Invoice Approvals (DCT)
- Post Invoices
- Check Run Process (Select Items to Be Paid, Print Checks, Cash Disbursement Journal)
- EFT Processing
- Create Positive Pay File for bank
- Void Check Process
- Invoice Maintenance
- Retainage Processing
- Check Reconciliation
- AP Reports (DCT)
- Vendor Central (DCT)

- **Budget**

- Overall Budget Process
- Define/Start Budget Projection
- Next Year Budget Entry (DCT)
- Next Year Budget Reports (DCT)
- Roll/Factor/Merge Budget Projection
- Next Year Budget Detail Approval (DCT)
- Budget Transfer and Amendments (DCT)
- Budget Transfer and Amendments Approvals (DCT)

- **Project/Grant Accounting**

- Overall Project and Grant Accounting Process
- Creation of Project and Grant
- Reimbursement and Indirect Cost Process
- Using Project Ledger
- Project Reports (DCT)

- **Contract Management**

- Overall Contract Process
- Contract Entry (DCT)
- Contract Maintenance
- Attaching Documentation (DCT)
- Contract Approvals (DCT)

- **General Billing**

- Overall GB Process
- Customer File (DCT)
- Invoice Processing (DCT)
- Recurring Invoice (DCT)
- Invoice Approval (DCT)
- Employee Insurance Bills
- Assess Late Fees
- Print Bills and Statements
- Reports (DCT)

- **Capital Assets**

- Overall Fixed Asset Process
- Adding/Importing a new asset
- Posting Fixed Assets
- Adjusting, Transferring and Retiring Assets
- Depreciating Assets
- Periodic Processing
- Inquiry & Reports
- GASB 34 Process Overview

- **Cash Management**

- Interest Allocation
- Cash Flow
- Bank Reconciliation
- Reports

- **Payroll**

- Overall Salary & Benefit Projections Processing
 - Projection Start & Status
 - Projection Processing
 - Projection Pay Types
 - Projection Job Class
 - Projection Salary Tables
 - Projection Position Control
 - Projection Allocation Maintenance
 - Projection Employee Master
 - Projection Employee Job/Salary
 - Projection Employee Deductions/Benefits
 - Projection Contract Increases
 - Projection Step Increases

- Projection Longevity Report
- Projection Salary Calculate
- Projection Benefit Calculate
- Post Projection Data to Budget
- Update Live Position Control
- Overall Payroll Process
 - PR Start & Status
 - Time Entry (DCT)
 - Time Entry Approval (DCT)
 - Time Entry Import to PR
 - Void Payroll
 - Misc. Payroll
 - Payroll Vendor Processing
- Overall HR Process
 - Employee Certifications
 - Employee Evaluations
 - Case Management
 - Training Courses
 - Employee Training
 - Training Forecast Report
 - Training Hours Completed Report
- Overall Personnel Actions Process
 - Actions Entry (DCT)
 - Personnel Actions Setup
 - Rapid Entry
 - Condensed Pending Master File
 - Actions Inquiry (DCT)
- **HR Benefits Enrollment**
 - Overall Open Enrollment Process
 - Overall Life Event/New Hire Enrollment
 - Benefit Election Setup
 - Online Benefit Enrollment
 - Election Approval and Posting Process
 - 834 File layout and setup
- **Asset Maintenance**
 - Overall Work Order/Fleet & Facilities Process
 - Service Requests (DCT)

- Maintenance Programs
- Work Order Processing – New
- Work Order Processing – In Progress
- Work Order Processing – Completed
- Inquiry & Reports (DCT)

- **Utility Billing:**
 - Customer Maintenance
 - Utility Maintenance
 - Service Maintenance
 - Miscellaneous Fee Maintenance
 - Deposit Maintenance
 - Pay Fees Program
 - Account Customer Inquiry
 - Service Orders Maintenance
 - Meter Inventory Maintenance
 - Handheld Export and Import Process
 - Bill Run Processing
 - Final Bill Run Processing
 - EFT Processing
 - Bill Refund Process
 - Bill Adjustments
 - Late Fees
 - Delinquent Notices
 - Cut Off Process
 - Collections Process
 - Lien Processing
 - Setoff Debt Processing
 - Special Conditions
 - Payment Plans
 - Container Inventory
 - Assessments
 - Budget Billing

- **EnerGov Permitting & Land Management**
 - **Contacts (Customers & Contractors)**
 - Create a Contact
 - Associate a Contact

 - **Applications**
 - Project – Create a Project
 - Project – Manage a Project
 - Including Custom Fields, Documents and Fees
 - Plan – Create a Plan
 - Plan – Manage a Plan

- Including Workflow, Custom Fields, Documents and Fees
 - Permit - Create a Permit
 - Permit - Manage a Permit
 - Including Workflow, Custom Fields, Documents and Fees
 - GIS – Map Viewer Functionality/Live Link
 - Report – Generate a Report
- Inspections
 - Search for an Inspection
 - Create an Inspection
 - Schedule an Inspection
 - Manage an Inspection
 - Complete an Inspection
- Code Enforcement
 - Search for a Code Case
 - Create a Code Case
 - Manage a Code Case
 - Modify a Code Case
 - Add an Activity to a Code Case
 - Close a Code Case
 - Citizen Requests
- Payment Activities
 - Manage Payments
 - Process Refunds
 - Process Voids
 - Escrow deposits and tendering
 - Bonds processing
 - Manage Till Sessions
- **EnerGov Licensing & Regulatory Management**
 - Contacts (Customers & Business)
 - Create a Contact
 - Create a Business
 - Business Licenses
 - Create a Business license
 - Including Workflow, Custom Fields, Documents and Fees
 - Renew a Business license
 - Report – Generate a Report
 - Professional Licenses
 - Create a Professional license

- Including Workflow, Custom Fields, Documents and Fees
 - Renew a Professional license
 - Report – Generate a Report
- Payment Activities
 - Manage Payments
 - Process Refunds
 - Process Voids
 - Manage Till Sessions
 - Manage Bond Processing



Exhibit F

Socrata Software as a Service Terms and Conditions

SECTION A – DEFINITIONS

Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

- **“Agreement”** means the agreement under which Tyler has licensed and/or provided access to the Tyler Software Products to Client.
- **“Alert”** means a message that is delivered when Client-defined thresholds are exceeded.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached to the Agreement as Exhibit A.
- **“API”** means application-programming interface.
- **“Client”** means the City of Camas, Washington.
- **“Client Data”** means data, datasets, files, information, content and links uploaded or provided by Client through the use of the SaaS Services, but excluding Third Party Services.
- **“Confidential Information”** means nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., Social Security numbers) and trade secrets, each as defined by applicable state law.
- **“Dataset”** means physical collection of information, typically modeled as a table of rows and columns of data.
- **“Data Storage”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **“Effective Date”** means the Agreement Effective Date.
- **“External API Calls”** means any request made by a user that is not logged in against a SaaS Service. If applicable, the number of External API calls that are authorized are identified in the Investment Summary, attached as Exhibit A to the Agreement.
- **“Monthly Active Users”** means a user that is logged in and accesses the SaaS Services more than ten times per month. If applicable, the number of Monthly Active Users that are authorized to use the SaaS Services for the Agreement are identified in the Investment Summary.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary. SaaS Fees may be listed or referred to as Recurring Fees.
- **“SaaS Services”** means Socrata’s off the shelf, cloud-based software service and related services, including support services, as specified under this Socrata Agreement. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **“SLA”** means the service level agreement described in Section C of this Socrata Agreement.
- **“Socrata Agreement”** means this Socrata Software as a Service Terms and Conditions.
- **“Socrata”** means Socrata, a wholly owned subsidiary of Tyler Technologies, Inc., a Delaware corporation.
- **“Third-Party Services”** means if any, third-party web-based services or platforms, including but

not limited to third party stock photos and third-party map location services which are provided at no additional charge to you through this Socrata Agreement.

- “we”, “us”, “our” and similar terms mean Tyler.
- “you” and similar terms mean Client.

SECTION B – SAAS SERVICES

1. **Rights Granted.** Tyler grants to Client the non-exclusive, non-assignable limited right to use the **Socrata Capital Projects Explorer and Socrata Citizen Connect** products on a subscription basis according to the terms of this Socrata Agreement and the SLA. Client may access updates and enhancements to the product, as described in Section C(1).
2. **SaaS Fees.** Client agrees to pay Tyler the SaaS Fees. Those amounts are payable in accordance with the Agreement attached hereto. The SaaS Fees are based on the number of Monthly Active Users, API usage, Alerts, and the amount of Data Storage required. Client acknowledges that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue your access to the SaaS Services. We may also terminate this Socrata Agreement if you don’t cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
3. **Ownership.**
 - 3.1 Tyler retains all ownership and intellectual property rights to the SaaS Services.
 - 3.2 When Client uploads or provides Client Data to the Socrata SaaS platform, Client grants to Tyler a perpetual non-exclusive, worldwide, royalty-free, sub-licensable, and transferable license to use, reproduce, publicly display, distribute, modify, create derivative works of, and translate the Client Data as needed in response to a Monthly Active User’s use of the SaaS Services.
 - 3.3 The SaaS Services provide you with functionality to make all or part of Client Data available to the general public through one or more public facing websites. Client determines which Client Data is shared publicly, and Client is solely responsible for determining the online terms of use and licenses relative to the use by public users (“Public User”) of Client Data, and the enforcement thereof. Once an internal user makes Client Data publicly available using the SaaS Services, Tyler has no control over a Public User’s use, distribution, or misuse of Client Data. Tyler has no liability or obligation to indemnify for such usage. Users have the ability within the SaaS Services to remove the public permissions applied to Client Data.
 - 3.4 Tyler reserves the right to develop derivative data assets based on Client’s publicly available data. These uses might include but aren’t necessarily limited to: aggregating and summarizing data; normalizing, standardizing and concatenating data to create new regional or national data assets; and developing key performance indicators and benchmarks.
 - 3.5 While Tyler agrees to never commercially sell data Client makes publicly available, we reserve the right to commercially sell derivative data assets we create based on Client’s public data.
 - 3.6 Tyler may develop derivative data assets and insights based on aggregated, anonymized views of Client’s internally accessible private data for the purposes of the enhancement of the SaaS Services, aggregated statistical analysis, technical support and other internal business purposes.

- 3.7 Client retains all ownership and intellectual property rights to the Client Data. Client expressly recognizes that except to the extent necessary to carry out our obligations contained in this Socrata Agreement, Tyler does not create or endorse any data used in connection with the SaaS Services. During the term of the Socrata Agreement, Client may export Client Data as allowed by the functionality within the SaaS Services.
- 3.8 If Client provides feedback, information, and/or or suggestions about the SaaS Services, or any other services provided hereunder, then Tyler (and those it allows to use its technology) may use such feedback, information, and/or suggestions under a royalty-free, paid-up, and irrevocable license without obligation to Client.
4. Restrictions.
- 4.1 You may not: (a) except as explicitly provided for herein, make the SaaS Services or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services or Documentation available to any third party other than as expressly permitted by this Socrata Agreement; (e) use the SaaS Services to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third party rights; (f) interfere with or disrupt the integrity or performance of the SaaS Services (including without limitation, vulnerability scanning, penetration testing or other manual or automated simulations of adversarial actions, without Tyler's prior written consent); or (g) attempt to gain unauthorized access to the SaaS Services or its related systems or networks.
- 4.2 Client acknowledges and understands that the Socrata SaaS Services are not designed to serve as the system of record and shall not be used in a manner where the interruption of the SaaS Services could cause personal injury (including death) or property damage. The SaaS Services are not designed to process or store CJIS, PHI or other sensitive data, and by using the Socrata SaaS Services, you acknowledge and agree that you are using the Socrata SaaS Services at your own risk and that you are solely responsible for use of data with the SaaS Services in any manner that is contrary to the uses for which the Socrata SaaS Services are designed and offered for use in this Agreement.
- 4.3 Although we have no obligation to screen, edit or monitor the Client Data or Public User content posted on SaaS Services, if, in our reasonable judgment, we discover your use of the SaaS Services threatens the security, integrity, stability, or availability of the SaaS Services, or is otherwise in violation of this Socrata Agreement, we may temporarily suspend the SaaS Services, or Monthly Active Users' access thereto. Unless Client has conducted penetration testing or unscheduled performance testing, Tyler will use commercially reasonable efforts to provide Client with notice and an opportunity to remedy such violation or threat prior to such suspension. Any penetration testing or unscheduled performance testing conducted by Client will result in immediate suspension of the SaaS Services.

5. Reservation of Rights. The SaaS Services, other services, workflow processes, user interface, designs, and other technologies provided by Tyler pursuant to this Socrata Agreement are the proprietary property of Tyler and its licensors. All right, title and interest in and to such items, including all associated intellectual property rights, remain only with Tyler. Client may not remove or modify any proprietary marking or restrictive legends from items or services provided under this Socrata Agreement. Tyler reserves all rights unless otherwise expressly granted in this Socrata Agreement.
6. Access and Usage by Internal Client Users and Contractors. You may allow your internal users and third party contractors to access the SaaS Services and any technical or policy controls, in compliance with the terms of this Socrata Agreement, which access must be for your sole benefit. You are responsible for the compliance with this Socrata Agreement by your internal users and contractors.
7. Your Responsibilities. Client (a) must keep its passwords secure and confidential; (b) is solely responsible for all activity occurring under its account; (c) must use commercially reasonable efforts to prevent unauthorized access to its account and notify Tyler promptly of any such unauthorized access; (d) may use the SaaS Services only in accordance with the Documentation; and (e) shall comply with all federal, state and local laws, regulations and policies of Client, as to its use of the SaaS Services, Client Data, and instructions to Tyler regarding the same.
8. Client Data Backup. Client is providing Socrata a copy of Client Data. Any laws and regulations governing Client for retention of Client Data remains Client's responsibility. CLIENT IS SOLELY RESPONSIBLE FOR BACKING UP CLIENT DATA unless otherwise specially agreed in writing between Tyler and Client.
9. Return of Client Data. Upon request, Tyler will make the SaaS Services available to Client to export Client Data for a period of sixty (60) days following the termination of this Socrata Agreement. After such sixty (60) day period has expired, we have no obligation to maintain Client Data and may destroy the Client Data.
10. APIs. Tyler will provide access to the applicable application-programming interface ("API") as part of the SaaS Services under the terms of this Socrata Agreement. Subject to the other terms of this Socrata Agreement, Tyler grants Client a non-exclusive, nontransferable, terminable license to interact only with the SaaS Services as allowed by the current APIs.
 - a. Client may not use the APIs in a manner--as reasonably determined by Tyler--that exceeds the purposes defined in the Investment Summary, constitutes excessive or abusive usage, or fails to comply with any part of the APIs. If any of these occur, Tyler can suspend or terminate Client's access to the APIs on a temporary or permanent basis.
 - b. Tyler may change or remove existing endpoints or fields in API results upon at least 30 days' notice to Client, but Tyler will use commercially reasonable efforts to support the previous version of the APIs for at least 6 months from deprecation notice. Tyler may add new endpoints or fields in API results without prior notice to Client.
 - c. The APIs may be used to connect the SaaS Services to certain hosted or on premise software applications not provided by Tyler ("Non-Tyler Applications"). Client is solely responsible for development, license, access to and support of Non-Tyler Applications, and Client's

obligations under this Socrata Agreement are not contingent on access to or availability of any Non-Tyler Application.

- d. Any open source code provided is provided as a convenience to you. Such open source code is provided AS IS and is governed by the applicable open source license that applies to such code; provided, however, that any such open source licenses will not materially interfere or prohibit Client's limited right to use the SaaS Services for its internal business purposes.
11. **Data Security Measures.** In order to protect your Confidential Information, we will: (a) implement and maintain all reasonable security measures appropriate to the nature of the Confidential Information including without limitation, technical, physical, administrative and organizational controls, and will maintain the confidentiality, security and integrity of such Confidential Information; (b) implement and maintain industry standard systems and procedures for detecting, mitigating, and responding to attacks, intrusions, or other systems failures and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures; (c) designate an employee or employees to coordinate implementation and maintenance of its Security Measures (as defined below); and (d) identify reasonably foreseeable internal and external risks to the security, availability, confidentiality, and integrity of Confidential Information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks (collectively, Security Measures). Client acknowledges and agrees that Tyler's obligations with respect to Security Measures is subject to Section B(4.2) above.
 12. **Notice of Data Breach.** If Tyler knows that Confidential Information has been accessed, disclosed, or acquired without proper authorization and contrary to the terms of this Socrata Agreement, we will alert Client of any such data breach in accordance with applicable law, and take such actions as may be necessary to preserve forensic evidence and return the SaaS Services to standard operability. If so required, Tyler will provide notice in accordance with applicable federal or State data breach notification laws.
 13. **Confidentiality.** Both parties recognize that their respective employees and agents, in the course of performance of this Socrata Agreement, may be exposed to Confidential Information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Each party agrees that it will not disclose any Confidential Information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Socrata Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Socrata Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Socrata Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

SECTION C – OTHER SERVICES

1. Service Level Agreement (SLA) & Warranty.

1.1 Service Warranty. Tyler warrants to Client that the functionality or features of the SaaS Services will substantially perform as communicated to Client in writing, or their functional equivalent, but Tyler has the right to update functionality. The support policies may change but will not materially degrade during the term. Tyler may deprecate features upon at least 30 days' notice to Client, but Tyler will use commercially reasonable efforts to support the previous features for at least 6 months following the deprecation notice. The deprecation notice will be posted at <https://support.socrata.com>.

1.2 Uptime Service Level Warranty. We will use commercially reasonable efforts to maintain the online availability of the SaaS Service for a minimum of availability in any given month as provided in the chart below (excluding maintenance scheduled downtime, outages beyond our reasonable control, and outages that result from any issues caused by you, your technology or your suppliers or contractors, Service is not in the production environment, you are in breach of this Socrata Agreement, or you have not pre-paid for SaaS Fees for the Software as a Service in the month in which the failure occurred).

Availability SLA

Credit

99.9%

3% of monthly fee for each full hour of an outage that adversely impacted Client's access or use of the SaaS Services (beyond the warranty).

Maximum amount of the credit is 100% of the prorated SaaS Service Fees for such month, or \$1,800.00, whichever is less, and the minimum credit cannot be less than \$100.00.

1.3 Limited Remedy. Your exclusive remedy and our sole obligation for our failure to meet the warranty under Section C(8.2) is the provision by us of the credit for the applicable month, as provided in the chart above (if this Socrata Agreement is not renewed then a refund in the amount of the credit owed); provided that you notify us of such breach of the warranty within thirty (30) days of the end of that month.

SECTION D – THIRD-PARTY SERVICES

1. Third -Party Services. Client may be provided with access and usage of Third-Party Services through use of the SaaS Services. Client must agree to such Third-Party Service contracts if Client chooses to use those Third-Party Services. Third-Party Services will be solely governed by such Third-Party Service contracts.
2. Disclaimer. You acknowledge that we are not the provider of any Third-Party Services. We do not warrant or guarantee the performance of the Third-Party Services.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary in accordance with Exhibit B (Invoicing and Payment Policy) of the Agreement, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered item does not conform to the warranties in this Socrata Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM

1. Term. The initial term of this Socrata Agreement is for five (5) year beginning on the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Socrata Agreement will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the SaaS Services will terminate at the end of this Socrata Agreement.

SECTION G –LIMITATION OF LIABILITY

1. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS SOCRATA AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY, TITLE OR FITNESS FOR A PARTICULAR PURPOSE. WHILE TYLER TAKES REASONABLE PHYSICAL, TECHNICAL AND ADMINISTRATIVE MEASURES TO SECURE THE SAAS SERVICES, TYLER DOES NOT GUARANTEE THAT THE SAAS SERVICES CANNOT BE COMPROMISED. YOU UNDERSTAND THAT THE SAAS SERVICES MAY NOT BE ERROR FREE, AND USE MAY BE INTERRUPTED.**
2. **LIMITATION OF LIABILITY. OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS SOCRATA AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED THE THEN-CURRENT ANNUAL SOCRATA SAAS FEES PAYABLE BY YOU. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS SOCRATA AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY**

REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO THE INDEMNIFICATION OBLIGATIONS UNDER THE AGREEMENT.

- 3. EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**



Exhibit G Insurance Terms and Conditions

A. Insurance Term

Tyler shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Tyler, its agents, representatives, or employees.

B. No Limitation

Tyler's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of Tyler to the coverage provided by such insurance, or otherwise limit the Client's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

Tyler shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The Client shall be named as an additional insured under Tyler's Commercial General Liability insurance policy with respect to the work performed for the Client using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Technology Errors & Omissions (E&O)

D. Minimum Amounts of Insurance

Tyler shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$2,000,000 per claim \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services.
5. Excess /Umbrella Liability of at least \$5,000,000 minimum. Tyler will add the City as an additional insured to Tyler's Commercial General Liability and Automobile Liability policies, which will automatically add the City as an additional insured to Tyler's Excess/Umbrella Liability policy as well.

E. Other Insurance Provision

Tyler's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Client. Any insurance, self-insurance, or self-insured pool coverage maintained by the Client shall be excess of the Contractor's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-:VII.

G. Verification of Coverage

Tyler shall furnish the Client with original certificates evidencing the insurance requirements of the Agreement upon written request by the Client.

H. Notice of Cancellation

Tyler shall provide the Client with written notice of any policy cancellation within thirty (30) business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of Tyler to maintain the insurance as required shall constitute a material breach of contract, upon which the Client may terminate the Agreement in accordance with the terms set forth in Section F of this Agreement.



Staff Report

November 15, 2021 Regular Council Meeting

Collective Bargaining Agreement – City of Camas and IAFF 2021-2023

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

BACKGROUND: The City and IAFF Local 2444 have been negotiating in good faith since November 2020 on a successor agreement to the prior collective bargaining agreement which expired December 31, 2020. The terms of this agreement have been guided by Council in closed sessions and the agreement has been ratified by Local 2444.

SUMMARY: The successor agreement between the City and IAFF will be a three year contract, through 2023 and includes retro salaries for 2021. Due to the department salaries being behind in comparability with like agencies, this contract includes a 10% wage adjustment over the three year period as well as other benefits afforded comparable jurisdictions.

This item was postponed at the November, 1, 2021 by a majority Council vote.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? It is the desire of the city to pay wages that are comparable to appropriate jurisdictions to ensure employee recruitment and retention, especially in light of labor market data and retirements forthcoming in the department.

What’s the data? What does the data tell us? Salary and benefit data from comparable jurisdictions was reviewed and shows that we are below market and below average in the marketplace.

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

Who will benefit from, or be burdened by this agenda item? The employees and the city will benefit from the ability to recruit and retain employees. This ensures full staffing and ability to provide service to the citizens.

What are the strategies to mitigate any unintended consequences? City staff will continue to work with IAFF on staffing models that will help mitigate unintended consequences with regard to staffing levels and operating expenses.

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

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

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

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

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

BUDGET IMPACT: The overall budget impact over the three year period is estimated to be approximately \$1.4 million. This includes retro pay and items already budgeted, as well as assumptions related to cost of living increases and changes that will help levelized the staffing model and decrease expenditures.

RECOMMENDATION: Staff recommends Council authorize the Mayor and Interim City Administrator to sign the three year agreement with IAFF.

AGREEMENT BETWEEN
the
CITY OF CAMAS
and the
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS,
LOCAL NO. 2444

January 1, 2021- December 31, 2023

TABLE OF CONTENTS

ARTICLE 1 - RECOGNITION 4

ARTICLE 2 - UNION SECURITY 4

ARTICLE 3 - DUES DEDUCTION..... 5

ARTICLE 4 - WORK SCHEDULES - OVERTIME - LEAVE SLOTS - TRADES 5

ARTICLE 5 - HOLIDAY COMPENSATION - TIME OFF 12

ARTICLE 6 - VACATIONS 13

ARTICLE 7 - SICK LEAVE 14

ARTICLE 8 - BEREAVEMENT LEAVE 15

ARTICLE 9 - JURY DUTY 16

ARTICLE 10 - OTHER LEAVES..... 16

ARTICLE 11 - SENIORITY 19

ARTICLE 12 - CIVIL SERVICE RULES AND REGULATIONS..... 19

ARTICLE 13 - HEALTH & WELFARE - DENTAL - VISION - PRESCRIPTION
DRUG - PENSION - LIFE INSURANCE..... 20

ARTICLE 14 - UNIFORM & EQUIPMENT..... 21

ARTICLE 15 - DISCIPLINARY PROCEDURES..... 22

ARTICLE 16 - GRIEVANCE PROCEDURE 23

ARTICLE 17 - NON-REDUCTION OF WAGES AND WORKING CONDITIONS . 25

ARTICLE 18 - STRIKES AND LOCKOUTS 25

ARTICLE 19 - UNION REPRESENTATIVES..... 25

ARTICLE 20 - BULLETIN BOARDS..... 26

ARTICLE 21 - NON-DISCRIMINATION 26

ARTICLE 22 - WAGES, CLASSIFICATIONS AND PAY PLAN 26

ARTICLE 23 - HEALTH AND SANITATION 29

ARTICLE 24 - SEVERABILITY..... 29

ARTICLE 25 - MILEAGE ALLOWANCE 29

ARTICLE 26 - LIABILITY INSURANCE..... 30

ARTICLE 27 - DEPARTMENT RULES AND REGULATIONS 30

ARTICLE 28 - JOB DESCRIPTIONS AND RECLASSIFICATIONS..... 30

ARTICLE 29 - CONFLICT OF CONTRACT AND ORDINANCE..... 31

ARTICLE 30 - MANAGEMENT RIGHTS 31
ARTICLE 31 - USE OF TOBACCO PRODUCTS..... 32
ARTICLE 32 - DRUG AND ALCOHOL POLICY AND PROCEDURES 32
ARTICLE 33 - PHYSICAL FITNESS 32
ARTICLE 34 - USE OF FIRE STATION 33
ARTICLE 35 - WSCFF RETIREE MEDICAL TRUST 33
ARTICLE 36 - ALTERNATIVE DUTY 33
ARTICLE 37 - LABOR MANAGEMENT COMMITTEE 34
ARTICLE 38 - WILDLAND MOBILIZATION..... 34
ARTICLE 39 – EDUCATIONAL INCENTIVE..... 36
ARTICLE 40 – DEFERRED COMPENSATION..... 36
ARTICLE 41- TERMINATION AND RENEWAL 37
EXHIBIT A..... 38
EXHIBIT B..... 39
EXHIBIT C..... 40

AGREEMENT BETWEEN

the

CITY OF CAMAS

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL NO. 2444

THIS AGREEMENT is made and entered into by and between the City of Camas, Camas, Washington, hereinafter referred to as the “City,” and the International Association Of Fire Fighters, Local No. 2444, chartered by the International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the “Union”.

PREAMBLE

WHEREAS, it is the purpose of this agreement to achieve and maintain a high level of performance in the operation of the Camas City government, together with promoting efficiency, productive initiative, and harmonious relations between the City and the Union, and to provide for the rights, well-being, and security of the parties involved, and

WHEREAS, the parties have agreed to certain terms and conditions of wages, hours, and conditions of employment for employees of the City as listed herein and wish to reduce the agreement to writing.

NOW, THEREFORE, BE IT MUTUALLY AGREED TO AS FOLLOWS:

ARTICLE 1 –RECOGNITION

The City agrees to recognize the Union as the sole collective bargaining agent for all regular full-time employees of the Fire Department of the City of Camas excluding Fire Chief, Deputy Fire Chief, Division Chief of Operations, Division Chief of Emergency Medical Services, Division Chief/Fire Marshal and any positions covered under another bargaining agreement.

ARTICLE 2 - UNION MEMBERSHIP

- 2.1 The City agrees to remain an independent neutral third party regarding the relationship between the Union and the represented employees.
- 2.2 Within the first 30 calendar days of employment or employee’s departure to fire academy, whichever is less, all new employees will be afforded the opportunity to attend at least a 30 minute, not to exceed 1 hour, briefing from the Union during the new employee’s regular work hours. Attending the meeting will not be mandatory for the employee.
- 2.3 Nothing in the above sections will interfere with the employee’s rights under RCW 41.56.122 of the Public Employee’s Collective Bargaining Act.

ARTICLE 3 - DUES DEDUCTION

- 3.1 The City shall deduct a “union deduction” in an amount determined by the union from all union members’ pay. Employees who are non-members and choose to join the union will join in a manner consistent with the Local’s Constitution and Bylaws which includes signing a Union provided “Opt-In” form. Signed “Opt-In” forms will be delivered to the City and indicate the employee’s desire for union deduction to start and continue until the member revokes their membership in the Union as described in Article 2.4 or the member’s employment with the City is terminated.
- 3.2 The City shall not deduct a monthly “union deduction” from non-members of the Union. Union members who choose to revoke their union membership and become non-members will do so consistent with the Local’s Constitution and Bylaws, and in doing so, will provide the City notification by use of a union provided “Opt-Out” form.
- 3.3 The Local will indemnify the City against any and all liability, which may arise by reason of the deduction by the City of money for membership dues from employee’s wages, in accordance with employee authorizations furnished to it by the Union.

ARTICLE 4 - WORK SCHEDULES – OVERTIME – LEAVE SLOTS - TRADES

- 4.1 It is in the best interest of the fire service to allow for flexibility in scheduling by the City. This is necessary in order to provide trained personnel for fire/medical response and to provide fire service coverage.
- 4.2 The Fire Chief will follow the work schedule provisions set forth below. If the Fire Chief determines a work shift and/or workweek change needs to be made, the City shall provide at least fourteen (14) days of personal notice of the change, except in the event of an emergency.
- 4.3 The work shift of 24-hour shift emergency personnel, as assigned by the Fire Chief, shall begin at 7:00 a.m. and shall consist of twenty-four (24) consecutive hours at the fire station followed by forty-eight (48) consecutive hours off duty. Each employee shall work an average of 48 hours per workweek.
- 4.4 The work schedule of 40-hour daytime personnel shall be Monday through Friday. Eight (8) consecutive hours, excluding the lunch period, shall constitute a day’s work. The workday shall normally begin at 7:30 a.m.; the normal workweek shall consist of forty (40) hours in a seven (7) day work period. The City and the employee may elect to mutually agree on an alternative work schedule.
- 4.5 For the employees working the twenty-four (24) hour shift schedule every seventh (7th) shift shall not be worked and will be considered a Kelly day. Kelly Days are equally

applied to all days of the week for each regular duty assignment. Kelly days are selected by the members in each separate regular duty assignment based on seniority as depicted in Article 11.

- 4.6 Off duty employees are expected to respond to alarms when called, if they are able. Members off duty due to disciplinary leave, illness or injury shall not respond to call back alarms unless approved by duty Battalion Chief or Fire Chief.
- 4.7 Employees who attend required training while off-duty, shall be compensated at their overtime rate of pay as depicted in Article 4.9 or 4.10.
- 4.8 Volunteers shall continue to be utilized according to past practice or as agreed by the parties.
- 4.9 Overtime - Twenty-four (24) hour Shift Personnel. All hours worked beyond the employee's regular twenty-four (24) hour shift, or in excess of forty-eight (48) hours in a work week shall be compensated at one and one-half (1.5) times their regular rate of pay. The regular rate is defined as the hourly equivalent of all straight time compensation received by an employee for work. The FLSA formula is that an employee's regular rate is the total "straight time" compensation received by the employee "for work," divided by the number of hours that money is intended to compensate. Overtime shall be accrued in fifteen (15) minute increments rounded up.
- 4.10 Overtime - Forty (40) Hour Daytime Personnel. All hours worked in excess of eight (8) hours per day (10 hours per day on a four (4) day, ten (10) hour work schedule), or forty (40) hours per week shall be compensated at the rate of one and one-half (1.5) times regular rate of pay. The regular rate is defined as the hourly equivalent of all straight time compensation received by an employee for work. The FLSA formula is that an employee's regular rate is the total "straight time" compensation received by the employee "for work," divided by the number of hours that money is intended to compensate. Overtime shall be accrued in fifteen (15) minute increments rounded up.

In recognition of the impact of mandatory overtime the parties agree to implement the following: Once every eligible employee has declined a voluntary opportunity to work overtime, that overtime shall be deemed 'mandatory'. Mandatory overtime shall be compensated at double time if the person next on the mandatory list is compelled to work.

- 4.11 Forty (40) hour daytime employees on emergency callback (two (2) hour minimum) shall be calculated at a forty (40) hour overtime rate based on two thousand eighty (2080) hours per year.
- 4.12 Qualified forty (40) hour daytime employees may continue to be considered for twenty-four (24) hour shift overtime created by shift employee absences or vacancies, provided said employees are current with all applicable training competencies. Such shift overtime shall be scheduled in advance and not overlap or interfere in any way with the employee's regularly scheduled forty (40) hour workweek. Scheduled shift fill-in overtime shall be calculated and compensated at the forty (40) hour employees shift

overtime equivalent based on two thousand four hundred ninety-six (2496) hours per year.

4.13 The maximum consecutive hours an employee may work is 60. This is inclusive of any hours worked, including trades or overtime. If an employee works 60 consecutive hours, they are required to have a minimum of 12 consecutive hours off duty before they can return to work. Any schedule adjustment request or offering of overtime by the employee that would exceed 60 consecutive hours worked shall be denied. Exceptions may be made for major incidents, wildland mobilization, calls that extend through shift change, and natural disasters that require the call back of personnel.

4.14 All training to maintain medical certifications that are a requirement of employment in a job classification is work and shall be compensated consistent with this collective bargaining agreement. The City shall provide employees with the classes and training opportunities to maintain the required medical certifications consistent with the employee's job classification. It is the responsibility of the employee to maintain medical certifications that are a requirement of employment. The required certifications shall be those mandated by the Washington State Department of Health and the Clark County Medical Protocol Director to perform in the capacity of the employee's job classification.

Paramedic personnel shall be compensated at their overtime rate of pay as depicted in Article 4.9 or 4.10 for all required classes to maintain paramedic certification in Clark County taken while not on duty during a regularly scheduled shift. The Administrative Office shall establish the list of required classes and their availability. It is the responsibility of each employee to maintain proper paramedic credentials. Those requirements shall be determined by the County Medical Program Director.

4.15 An employee may elect to accrue compensatory time in lieu of overtime at the same rate. Effective 1/1/2022, an employee may bank up to a maximum of ninety-six (96) hours at any time during the year. Accrued compensatory time off shall be scheduled in the same manner as accrued vacation. If requested use of compensatory time off will result in the City incurring an overtime compensation expense to cover more than one (1) employee's absence, the request may be denied. Use of compensatory time will be authorized consistent with Article 4.21 of this CBA and additional requests for use may be denied unless specifically allowed in the FLSA. For the 2021 year, all leave in excess of ninety-six (96) hours shall be cashed out with the December 2021 paycheck.

4.16 Forty (40) hour daytime employees may elect to accrue compensatory time in lieu of overtime at the same rate up to a maximum of one hundred twenty (120) hours.

4.17

Employees will be called back at the discretion of the on-duty Battalion Chief or designee due to larger scale emergencies that deplete resources and the ability of on duty crews to cover subsequent emergencies or unscheduled upstaffing to meet emergent needs for weather events or hazardous conditions. Employees called back shall be compensated a minimum of two (2) hours plus time worked.

4.18 All overtime distinct from continuing beyond the completion of normal shift time shall be compensated at a minimum of two (2) hours at the overtime rate of pay.

4.19 Administrative Battalion Chief position

The Administrative Battalion Chief is a special duty assignment to which one of the Battalion Chiefs (BC) from the bargaining unit may be assigned.

The Shift Battalion Chief (SBC) shall be the regular duty assignment for the Battalion Chiefs (BC) within the bargaining unit.

The BC assigned to Administrative Battalion Chief work a 48 hour/week schedule consisting of 24 hour shifts from the beginning of the FLSA period containing July 1 through the end of the FLSA period containing September 30 and a 40 hour/week schedule consisting of 5 consecutive 8-hour days or 4 consecutive 10-hour days for the remainder of the year.

1. The hours of the BC assigned to Administrative Battalion Chief, while working the 48 hour/week schedule, will be flexible for the purpose of allowing that BC to cover SBC work resulting in reducing the BC overtime liability. While assigned a 48-hour work week the BC assigned to Administrative Battalion Chief shall only be assigned to consecutive 24 hour shifts if agreed to by the employee.
2. The BC's wages, overtime rate and benefit accruals and overtime rate will be consistent with the schedule to which the employee is assigned.
3. The BC assigned to Administrative Battalion Chief may provide, while on duty, emergency response in conjunction with the Shift Battalion Chief in order to fulfill auxiliary command functions on the emergency scene.

Leave scheduled by the BC assigned to Administrative Battalion Chief shall be granted consistent with the IAFF/City of Camas Collective Bargaining Agreement except it will be irrespective of the other employees' ability to use accrued benefits while assigned to the 40-hour workweek.

Duties of the Administrative Battalion Chief will not be limited to but shall be consistent with and include the responsibility of vehicle maintenance coordination/recordkeeping, career staff and volunteer training coordination/evaluation/recordkeeping, volunteer program coordination/record keeping, equipment/radio maintenance coordination/record keeping, and station maintenance, coordination/record keeping.

1. The BC assigned to Administrative Battalion Chief shall be provided the opportunity to fill SBC overtime opportunities, and when doing so act in the capacity of an SBC.
2. The City understands that when the BC assigned to Administrative Battalion Chief is assigned to work the SBC duties, the SBC duties become their primary responsibility resulting in a diminished ability to accomplish the Administrative

Battalion Chief duties. There should be no negative impacts to the employee for not accomplishing the Administrative Battalion Chief duties.

The BC assigned to Administrative Battalion Chief will not engage in work that has historically been performed by the Training Captain special duty assignment, including primary instruction. This article shall not exclude the BC assigned to Administrative Battalion Chief from performing any duties established in above.

4.20 The assignment of Training Captain shall be appointed by the Fire Chief and filled from the current pool of Captains with consideration given for desire, ability, and time in grade. Additional consideration will be given to the experience and expertise of the employees. The position shall be refilled as soon as practicable upon the signing of this agreement by the parties. Two (2) months' notice shall be given prior to transition to the assignment. The assignment of Training Captain shall normally be a one (1) year appointment but may be extended or shortened with mutual agreement. The work week for the position shall be a forty (40) hour week consisting of four (4) ten (10) hour days or five (5) eight (8) hour days, but shall also be flexible with consideration for any evening and weekend drills and classes. The Training Captain shall not regularly work shift but shall be eligible for overtime coverage. The Training Captain shall facilitate daily fire training for all shifts, keep and maintain training records for the organization and function as an administrative liaison to the EMS Division Chief. The Training Captain may also act as an incident safety officer or in a support capacity to the IC on fire scenes. The employee in this position shall receive benefits and accruals for forty (40) hour personnel as outlined in the bargaining agreement.

4.21 Minimum staffing and leave opportunity for the Camas-Washougal Fire Department shall be as follows:

11 Line positions

- A minimum of three (3) Captains or Acting Captains
- A minimum of five (5) county certified lead paramedics
- A minimum of one (1) Battalion Chief or Acting Battalion Chief
- Engine Companies 41 and 42 shall have a minimum of one (1) Captain or one (1) qualified Acting Captain also one (1) qualified Paramedic. This company may cross staff a Medic Unit.
- Engine Company 43 shall have a minimum of one (1) Captain qualified or one (1) qualified Acting Captain.
- Medic Company 41 and 43 shall be staffed with a minimum of one (1) qualified Paramedic
- Beginning January 1, 2022, minimum staffing at station 43 shall be no less than 2 county certified lead paramedics.

4.21.1 With the deployment of 52 (fifty-two) operational line personnel, or no later than June 1, 2022, whichever comes first, the minimum line personnel shall be increased to twelve (12). The additional member shall be used to increase the minimum staffing at station 42 to three (3) personnel.

- 4.21.2 With the deployment of 56 (fifty-six) operational line personnel, or no later than October 1, 2022, whichever comes first, the minimum line personnel shall be increased to thirteen (13). The additional member shall be used to increase the minimum staffing at station 42 to four (4) personnel. With this addition, cross staffing shall be eliminated at station 42 and there shall be a minimum of one (1) Captain or one (1) qualified Acting Captain and two (2) qualified Paramedics.
- 4.21.3 The parties agree that a three-person engine company is a mutually desired minimum standard and that the parties shall normally meet monthly, or as needed, through the term of this agreement in order to continue to formulate a plan for the deployment of three-person engine companies for all engines deployed with a goal of providing the 3-person deployment as soon as practicable. The parties agree that the mutual goal will be to provide that a three-person engine company as minimum staffing at station 41 followed by station 43 and then station 42 and subsequently any future stations. The parties agree to meet and bargain if they are not able to meet the provisions of this article.

The parties agree that the minimum member leave opportunity (leave slots) equals 25% of the line personnel regularly working on an individual shift. The line personnel regularly working on an individual shift equals the total line personnel assigned to a shift then subtract the daily average number of Kelly Days.

If 25% of the line personnel regularly working on an individual shift results in a fraction then the minimum member leave opportunity shall be rounded to the nearest whole number.

Line personnel regularly working on an individual shift = W
 Total Line Personnel Assigned to a Shift = A
 Daily Average number of Kelly Days = D
 Frequency of Kelly Days = 1 Kelly per 7 shifts worked = 1/7
 L = Minimum Member Leave Opportunity = Leave Slots

$D = A (1/7)$ rounded to hundredths
 $W = A - D$
 $L = W (1/4)$ rounded to whole number

Example:

A=16
 $D=16 (1/7)$ rounded to hundredths = 2.29
 $W=16 - 2.29 = 13.71$
 $L = 13.71 (1/4)$ rounded to whole number = 3

Or

A=17
 $D= 17(1/7)$ rounded to hundredths = 2.43

$$W = 17 - 2.43 = 14.57$$

$$L = 14.57 (1/4) \text{ rounded to whole number} = 4$$

Once time off is scheduled and approved, it will not be retracted by the City.

Members will be moved from their assigned station to another only for the purpose of mitigating staffing shortages in excess of minimum staffing requirements (minimum staffing requirements as depicted within CBA and MOUs).

- 4.22 Vacancies are any position in the schedule that needs to be filled to maintain minimum staffing requirement of Article 4.21 of this CBA.

Battalion Chiefs (BC) will have the right of first refusal for vacancies in the BC position that necessitates overtime. If unable to fill the vacancy with a BC, the most senior Acting Battalion Chief on duty will be moved up and the OT will be filled from the OT box. If no Acting Battalion Chief is available on duty, OT will be offered to Acting Battalion Chief's per order of the OT box. If unable to fill the vacancy with an Acting Battalion Chief, then mandatory OT will hold the lowest seniority. The Chief will work with the Union to determine how to best ensure Captains have time in service as Acting BC to allow for training for advancement opportunities and succession planning.

Captain vacancies will be filled by moving up the highest seniority Acting Captain (AC) qualified line personnel in a manner consistent with Article 22.7. If this creates OT, the vacancy will be hired from the OT Box. If there are no AC qualified line personnel on the schedule, rated Captains will have the right of first refusal per order in the OT Box. If no rated Captain is available, then OT will be offered to AC qualified per order in the OT Box.

Non-officer vacancies will be filled by qualified employees in order as depicted by the OT Box.

- 4.23 Employee for employee trades shall be allowed. Each member of the bargaining unit can exchange shifts with other members when the change does not reduce department staffing below that defined in Article 4.21 of this CBA.
- 4.24 Kelly day trades shall be allowed. Each member of the bargaining unit can exchange their scheduled twenty-four (24) hour Kelly day for a scheduled twenty-four (24) hour shift within the established twenty-one (21) day FLSA work period. A Kelly day trade shall occupy a leave slot as defined in Article 4.21 of this CBA.
- 4.25 Each member of the bargaining unit may voluntarily exchange a scheduled twenty-four (24) hour shift with another twenty-four (24) hour shift on a different platoon without an individual being assigned to work in their place. Self-trades may be denied unless the trade eliminates any need for additional personnel on overtime to meet minimum staffing requirements at the time of request. Self-trade requests shall not be made earlier than two (2) weeks prior to the 'traded from' day. The requested 'traded to' day must fall within one week of the 'traded from' day and be within the same FLSA work period.

- 4.26 Trade opportunities established in Articles 4.23 and 4.25 of this CBA will not create overtime obligations, interrupt instructor obligations or unreasonably interfere with daily operations, except Kelly day trades as provided for in article 4.24 since that trade occupies a leave slot. Trade requests will not be capriciously or arbitrarily withheld. If a trade request is denied, the City will state in writing the reason for the denial. Trade requests will be addressed within twenty-four (24) hours of submittal of the written request. In the absence of the Fire Chief, the designee may respond to the trade submittal.
- 4.27 The FLSA period shall commence on any 'B' shift Monday and shall be a 21-day period.
- 4.28 Should the Department have adequate staffing to explore Peak Deployment Units (PDU), the parties agree to meet and bargain the impacts of PDUs.

ARTICLE 5 - HOLIDAY COMPENSATION - TIME OFF

- 5.1 Upon hire, probationary shift employees shall be advanced pro-rated holiday hours equivalent to 8.67 hours per month for the remainder of the calendar year within which they were hired. With the subsequent calendar year, Article 5.2 will apply.
- 5.2. Twenty-four (24) hour shift employees will be advanced one hundred four (104) hours of holiday time off at the beginning of each year in lieu of holidays.
- 5.3 Employees may cash out any amount of banked holiday time at the straight time rate anytime during the calendar year. Cashed out holiday time off will be remitted on the payday of the same pay period in which it was requested so long as it is requested prior to payroll cutoff.
- 5.4 Any accrued holiday time off not used by the December pay period cutoff each year, shall be cashed out at the employee's straight time rate.
- 5.5 Forty (40) hour daytime employees shall observe thirteen (13) holidays, the normal ten (10) that City Hall will observe by being closed plus three (3) floating holidays. If the three (3) floating holidays are not used by the December pay period cutoff, they shall be cashed out at the employee's straight time rate.
- 5.6 When an employee gives notice of separation from employment for any reason, or an employee transfers between being a 40/48-hour employee, the amount of holiday time off shall be prorated (8.67 hours per month) until the final date of separation or transfer. Any adjustment necessary to previously accrued hours will be made immediately. For employees who have cashed out their holiday time off prior to separation or transfer, the accrual shall be determined on a prorated basis until the last day of the month of separation and any unearned accrual that has been paid shall be deducted from the employee's final paycheck or repaid to the City.
- 5.7 The Administrative Battalion Chief shall receive one-hundred four (104) hours of holiday accruals each January as outlined in this article. Up to eighty (80) of those hours

may be used to offset the ten (10) holidays observed by City Hall during that same year. Any hours not used by the December pay period cutoff shall be cashed out at the employee's straight time rate.

5.8 The Administrative Battalion Chief shall be considered a platoon duty employee for the purposes of Article 5.

ARTICLE 6 - VACATIONS

6.1 Employees shall choose vacation by seniority and will take them between January 1 and December 31 for vacation earned the previous year (including that earned in accordance with Article 5 above). Subject to other conditions and terms of this Article, an employee may schedule their vacation any time after January 1 of each calendar year.

6.2 An employee taking their vacation shall not be entitled to any extra compensation for having worked during the period for which they were granted vacation unless requested by the Fire Chief or designee and approved by the City to do so.

6.3 A maximum total of two (2) years vacation accrual may be carried over to the following year. Any accrued vacation time beyond the maximum at the end of December pay period shall be cashed out at straight time unless retention is authorized by the Fire Chief or designee. Vacation hours cashed out in accordance with this paragraph shall not apply to or be restricted by Article 6.4 of this CBA. The Administrative Battalion Chief is considered a platoon duty employee for purposes of this article.

6.4 Employees may cash out up to 96 hours annually of accumulated vacation time at the straight time rate. Any request to cash out vacation time beyond a department accumulated total of one hundred thousand dollars (\$100,000) within a calendar year shall be at the discretion of the chief or designee.

6.5 Employees shall receive all accrued vacation at the time of termination or separation of service including vacation earned on pro-rata basis during the year of termination.

6.6 Employees will be entitled to and shall accrue the benefit of vacation with pay consistent with the following chart:

<u>Length of Service</u>	<u>24 hr. shift personnel</u>		<u>40 hr. personnel</u>	
	Hrs./Mon	Hrs./Yr.	Hrs./Mon	Hrs./Yr.

0-1 yr.	6	72		
0- 4 yrs.			8	96
2-4 yrs.	12	144		
5-7 yrs.	14	168		
5 – 9 yrs.			12	144
8-10 yrs.	16	192		
10 - 14 yrs.			14	168

Length of Service	24 hr. shift personnel		40 hr. personnel	
11-14 yrs.	18	216		
15-19 yrs.	20	240	16	192
20 or more yrs.	28	336	22	264

6.7 The Administrative Battalion Chief shall be considered a platoon duty employee for the purposes of Article 6.

ARTICLE 7 - SICK LEAVE

7.1 The City agrees to provide employees with paid sick leave earned at eighteen (18) hours per month with a maximum rollover on December 31 of each year of one thousand two hundred forty-eight (1248) hours for twenty-four (24) hour shift personnel.

7.2 Sick leave will accrue at eight (8) hours per month with a maximum rollover on December 31 of each year of one thousand forty (1040) hours for personnel working the forty (40) hour daytime schedule.

7.3 Employees noted in Section 7.1 above are entitled to use sick leave for only a bona fide illness or injury, quarantine due to exposure to contagious diseases, any physical treatment or examination including medical, dental or ocular. Employees may also use sick leave for illness or injury to the employee’s spouse, domestic partner, child, grandparent, grandchild, or sibling requiring the employee’s attendance and/or care.

Sick leave may also be used for parents, including “step” and “in-law” relationships, as well as foster, legal guardian, in loco parentis and de facto situations.

7.4 Employees entitled to sick leave who have exhausted their sick leave accrual may use accrued vacation.

7.5 Time off for sick leave and medical purposes shall be charged against available sick leave for actual time used only.

7.6 Sickness or disability shall be reported to the Fire Chief or designee prior to time for commencement of the employee’s workday, or as soon thereafter as practicable. The employee may be required to provide proof of illness.

7.7 Any platoon duty employee who has reached their maximum accrual of one thousand two hundred forty-eight (1248) sick leave hours shall be eligible to cash out thirty-three percent (33%) at straight time of all hours accrued over one thousand two hundred forty-eight (1248). This benefit will be paid to eligible employees annually in December.

Any forty (40) hour daytime schedule employee who has reached their maximum accrual of one thousand forty (1040) sick leave hours shall be eligible to cash out thirty-three percent (33%) at straight time of all hours accrued over one thousand forty (1040). This benefit will be paid to eligible employees annually in December.

If an employee has less than one thousand two-hundred forty-eight (1248) or one thousand forty (1040) sick leave hours and does not use any sick leave during the previous twelve (12) consecutive calendar months, the employee shall receive a four-hundred-dollar (\$400) cash bonus. This option may be utilized once every twelve (12) month period. Employees must notify payroll of their desire to utilize this benefit by the payroll cutoff period to receive it in that month's paycheck.

7.8 The Union and the City agree to abide by the provisions of the Federal Family Medical Leave Act, Washington Family Leave Act and Washington Family Care Rules as outlined in Article 10.

7.9 If an employee retires from the City, meeting LEOFF plan requirements, providing less than 6 months' notice, that employee is eligible to cash out twenty-five percent (25%) of their sick leave balance at their current straight time rate.

If an employee retires from the City, meeting LEOFF plan requirements, providing at least 6 months' notice of separation, that employee is eligible to cash out their sick leave balance at their current straight time rate as outlined below:

48-hour employees

All hours up to 725 will be cashed out at 33%; and

All hours beyond 725 will be cashed out at 50%

40-hour employees

All hours up to 550 will be cashed out at 33%; and

All hours beyond 550 will be cashed out at 50%

This notice cannot be rescinded after such time as an offer of employment has been made to a replacement.

7.10 Upon retirement of an employee, the City shall make contributions into the WSCFF Employee Benefit Trust in an amount equal to one hundred percent (100%) of the employee's sick leave cash out. The trust fund is established in accordance with applicable federal and state laws, and the City shall contribute the monies on a pre-tax basis. The monies contributed to the trust fund shall only be used for retiree health insurance premiums or health service expenses.

7.11 The Administrative Battalion Chief shall be considered a platoon duty employee for purposes of Article 7.

ARTICLE 8 - BEREAVEMENT LEAVE

8.1 A maximum of twenty-four (24) working hours bereavement leave shall be allowed when there is a death in an employee's immediate family such as spouse, domestic partner, child, parents, siblings, grandparent, grandchild or other member of the immediate household. This also includes "step" and "in-law" relationships as well as

aunts, uncles, nieces and nephews of the first generation. Human Resources will administer Article 8 for consistency in unique circumstances as they arise.

8.2 Additional leave may be requested in twelve (12) hour increments to a maximum of forty-eight (48) hours total for each incident. Approval for additional leave can be given by the employee’s immediate supervisor or in cases where short notice is given by the on-duty officer. The additional hours of leave will be taken from the employee’s banked sick leave first, then banked vacation holiday or comp time must be used. Leave without pay may only be used if all other leave has been depleted.

Forty (40) hour employees shall follow the leave policy in the City of Camas Employee handbook and be allowed twenty-four (24) hours off.

8.3 Employees shall be allowed by the City to attend the funeral of deceased fellow employees with pay if the City has the ability to have another agency provide for emergency response.

ARTICLE 9 - JURY DUTY

An employee serving on a jury of a federal or state court shall be granted leave from City employment to the extent required by such service and shall be paid during such leave the difference between the employee’s regular salary and the amount paid by the Court for such duty. In order to be eligible for such payments, the employee must furnish a written statement from the appropriate public official showing date and time served and the amount of jury pay received.

ARTICLE 10 - OTHER LEAVES

10.1 In the event of a military leave, the City abides by the provisions of the state of Washington RCW 38.40.060 which stipulates that employees who are members of the armed forces, reserves, National Guard or other uniformed services are entitled to be absent from their duties up to twenty-one (21) days each year (October 1-September 30) with pay so that the employee may report for required military duty, training, or drills including those in the national guard under Title 10 U.S.C., Title 32 U.S.C., or state active status and while going to or from such duty.

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while the employee’s spouse or domestic partner is on leave from deployment, or before and up to deployment. (Spousal military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take this spousal military leave.) The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the

family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide the City with notice of the employee's intent to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

- 10.2 The City may grant a regular employee a leave of absence without pay for a period not to exceed ninety (90) days. No leave of absence without pay shall be granted except upon written request of the employee. Whenever granted, the leave shall be in writing and signed by the City, and a copy filed with the department head. Upon expiration of a regularly approved leave without pay, the employee shall be reinstated in the position held at the time leave was granted without loss of seniority status, excepting that the time on leave will be deducted from the employee's total service to determine seniority. Failure on the part of the employee on leave without pay to report promptly at the expiration of the leave shall constitute cause for forfeiture of right to reinstatement.
- 10.3 Upon request the union president or their designated representative may be granted up to twenty-four (24) hours of time off with pay per year to conduct bona fide union business. All requested time over twenty-four (24) hours in a calendar year may be approved at no cost to the city.
- 10.4 Members of the Union negotiation committee shall be allowed to attend negotiation sessions while on-duty when staffing allows and there is no increased cost to the City.
- 10.5 The "City of Camas Shared Leave Policy" adopted 04/13/01 and mutually agreed on by the parties is hereby incorporated by reference as though it were set out specifically and completely in this Agreement.
- 10.6 The City and the Union agree to abide by the Washington State Domestic Violence/Sexual Assault leave law.
- 10.7 Federal Family Medical Leave
Employees who work for the City for at least twelve (12) months, and have worked one thousand two hundred and fifty (1250) hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid or unpaid leave per twelve (12) months period for: birth, adoption, or foster care of a child, or a serious health condition of the employee or immediate family member requiring in-patient care or continuing treatment by a health care provider.

An "immediate family member" for purposes of Family Medical Leave is defined as an employee's spouse, child, parents, or any member of the immediate household. The City may expand the definition of immediate family under special circumstances. A "serious health condition" is an injury, illness, impairment or physical or mental condition that involves in-patient care or continuing treatment by a health care provider. The City may require certification from a health care provider for leave based on a

serious health condition. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Family and Medical Leave Act. The leave would normally end six (6) weeks after a normal birth or eight (8) weeks after a cesarean section.

Employees must provide the City with at least thirty (30) days' notice if possible before taking such leave or notify the City as soon as practicable. Before going on unpaid leave status for the birth, adoption, or foster care of a child or the serious health condition of the employee's spouse, parents or children requiring in-patient care or continuing treatment, an employee is required to use all accrued unused compensatory, holiday or vacation leave. Before going on unpaid leave status for the serious health condition of the employee or the employee's minor child requiring in-patient or continuing treatment, an employee is required to use all unused sick leave, holiday, compensatory time and vacation accruals.

As required by law, the City shall maintain the employee's health benefits during the FMLA leave to a maximum of twelve (12) weeks. In the event an employee does not return to City employment after taking leave under this section, the City may recapture the cost of any health insurance premiums paid by the City during the unpaid portion of the leave. Upon return from such leave, the employee will be reinstated to the employee's former or equivalent position.

10.8. Washington State Family Care Rules

Under this law, employees may use any accrued sick or other paid leave to care for a child with a health condition that requires treatment or supervision, or to care for a spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious health condition or an emergency health condition, and to care for children eighteen (18) years and older with disabilities.

10.9 Flex Hours

Employees who attend voluntary meetings department activities or events as authorized by the Fire Chief or designee shall be eligible for 'flex hours' (hour for hour). Flex hours shall be taken similar to vacation or other forms of elective leave but shall not cause a vacancy within the department staffing that requires the use of overtime compensation. This leave shall not be cashed out.

10.10. Workers' Compensation (Labor and Industries) Leave

Employees on leave under an approved Department of Labor and Industries claim, due to an on-the-job injury/illness, shall be subject to no reduction in wage or benefit. The employee shall endorse over to the City any time loss checks received by the State to offset the L and I leave used by the employee.

10.11 Washington State Paid Family Medical Leave

Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, is established by Washington law and is therefore independent of this Agreement. Paid Family Leave benefits and Paid Medical Leave benefits are available through this program.

Premiums for benefits are established by law will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees shall pay through a monthly payroll deduction, the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. This equates to 63% of the 0.4% premium collection being deducted from the employee's paid wages.

The employee's contribution to this premium shall be as set forth in RCW 50A.04.115 through the term of the contract.

ARTICLE 11 - SENIORITY

- 11.1 Seniority is the length of continuous employment of an employee with the Camas Fire Department, Washougal Fire Department and Camas-Washougal Fire Department. Where job classifications are equal and employees meet the minimum job qualifications, where applicable, seniority shall be observed with respect to transfers, layoffs, acting out of class, and shift/station assignment. Additionally, for the purpose of shift/station selection, seniority shall be observed as "time in grade". Each member of a promoted grade shall choose their station and shift in seniority order of the others at that grade using their promotion date for their current grade. For the process of shift/station selection, Battalion Chiefs shall first pick shifts following the time in grade process outlined above, then Captains shall choose using the outlined time in grade process, then all line personnel shall choose following individual department seniority and minimum staffing requirements.

The position of Administrative Battalion Chief and Training Captain shall also be filled using the "time in grade" method. Those assignments shall normally be for two (2) years and shall normally only be vacated on January 1 following the outcome of shift/station selection period which occurs in November of the previous year.

- 11.2 Seniority shall be broken only by resignation, discharge, retirement, layoff of more than six (6) months, or failure to return in accordance with the terms of a leave of absence or when recalled from layoff.

ARTICLE 12 - CIVIL SERVICE RULES AND REGULATIONS

Employees shall comply with the City of Camas Civil Service Rules and Regulations regarding examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said acts unless otherwise outlined in this contract.

ARTICLE 13 - HEALTH & WELFARE - DENTAL - VISION - PRESCRIPTION DRUG - PENSION - LIFE INSURANCE

- 13.1 Employees of the bargaining unit shall have the option of enrolling themselves and their eligible dependents into the Northwest Firefighters Medical Benefits Trust (NWFFT) Plan \$100, NWFFT Plan \$1500 HDHP or Kaiser Plan B for health insurance.

Effective January 1, 2022, Kaiser Plan B will no longer be available to new or existing members not already enrolled. All new members may enroll in the Kaiser \$250 deductible plan. Once no current members are enrolled in Kaiser Plan B that plan will no longer be available. If the City receives notice that Kaiser intends to eliminate plan B, those employees will be transferred to the \$250 plan.

- 13.2 Each employee that participates in Plan \$1500 shall receive an additional contribution, provided by the City, into a Voluntary Employee Beneficiary Association (VEBA) account administered through Benefit Plans Administrative Services, Inc. (BPAS) at the following amount:

- Employee only- \$2200/annually (paid in January)
- Family- \$4200/annually (paid in January)

- 13.3 Employees may select from any of the plans being offered by the City during the open enrollment period each year (November) for the plan change to take effect in January of the following year.

- 13.4 The City will pay the premiums for medical coverage for the member's choice of medical plans as follows:

- Employee coverage: 100%
- Dependent(s) coverage: 90% (Employees shall pay, through pre-tax payroll deduction, 10% of total premium cost.)

- 13.5 The City agrees to pay 100% of the premiums for Delta Dental of Washington and Willamette Dental administered by Vimly Benefit Solutions for employee and dependent dental coverage for employees enrolled in NWFFT medical plans.

The City agrees to pay 100% of the premiums for Delta Dental Plan F, Willamette Dental, Kaiser Dental and VSP (administered by AWC) for employee and dependent dental and vision coverage for employees enrolled in Kaiser medical coverage.

- 13.6 The City shall provide a term life insurance policy for all employees in the amount of Fifty-Thousand Dollars (\$50,000.00).

- 13.7 The City shall inform the Union of new premium rates each year as soon as possible.

- 13.8 In the event insurance companies, brokers and/or administrators of the existing health and welfare plans notify the Employer of changes in the premium structure, benefits structure and/or the continued availability of such plans, then and in that event, the

Employer will notify the Union and employees of such changes. The parties will negotiate these changes and thereafter the City will determine whether or not to make changes to the health and welfare plans inclusive of benefit levels and premium levels.

- 13.9 The City shall make pension contributions required to the LEOFF II state pension act.
- 13.10 The City shall provide post-retirement medical insurance for the employee from retirement to age sixty-five (65), subject to the provisions above. Employees hired after January 1, 2006 as described above shall not be eligible for City paid post-retirement medical insurance, but may participate for themselves and their spouse/domestic partner at their own expense for the employee and spouse, consistent with plan requirements. The City does not facilitate payment or coverage for those not eligible for retiree medical. Retirees are not eligible for the HDHP/VEBA option outlined above in Article 13.4.
- 13.11 The Union and/or employee will indemnify and hold the City harmless from any and all claims or disputes between an insurance carrier and employees relating to medical claims and/or coverages.
- 13.12 Members of the bargaining group may participate in the City’s Dual Insurance Incentive Program.

ARTICLE 14 – UNIFORM & EQUIPMENT

- 14.1 Uniforms or an allowance for items unique and required for the proper and safe delivery of public services will be provided.
- 14.2 The City has implemented a quarter-master system under which the City shall be responsible for cleaning and replacing worn, damaged or incorrectly sized issued uniform items.
- 14.3 Personal Cellular Telephones – Represented employees will be responsible for owning and maintaining a cellular phone capable of receiving department dispatches over an Android or Apple or other capable operating system application. The employee will be expected to have their phone with them while on duty to receive dispatches. The City shall not be allowed to monitor, access or inspect an employee's personal cell phone or personal cell phone records. Employees who fail to comply with this provision regarding the maintenance and use of personal cell phones for receiving department dispatches shall not be subject to discipline. The City and the employee will comply with RCW 42.56 (Public Records Act). The positions of Battalion Chief and Deputy Fire Marshal have been identified to have need for use of personal phones and shall be eligible for a fifty dollar (\$50) monthly reimbursement for said use subject to the provision above
- 14.4 Each represented employee shall be issued the following uniform items that are NFPA 1975 compliant and in new condition upon employment and shall be maintained by the City:
 - 3 Department T-Shirts
 - 3 Short Sleeve Station Shirts

- 1 Long Sleeve Station Shirt
- 3 Station Pants
- 2 Sweatshirt
- 1 Raincoat
- 1 Stocking Cap
- 1 Baseball Style Cap
- 1 Uniform Work Boots
- 1 Station Shoes
- 1 Duffel Bag for transporting uniforms

ARTICLE 15 - DISCIPLINARY PROCEDURES

- 15.1 The City has the right to discipline employees for violations or charges inclusive of those set forth in Civil Service rules and regulations. The employee shall only be disciplined for and with just cause. Discipline should be applied at progressive and escalating levels to allow the employee proper notice of misconduct and an opportunity to improve performance. The level or degree of discipline imposed shall be appropriately based on the employee's prior record of service, length of service, severity of offense and prior record of discipline.
- 15.2 Disciplinary action or measures shall include only the following: (1) verbal reprimand, (2) written reprimand, (3) additional discipline may include denial of privileges such as trades or removal from platoon duty to 8-hour work days for a specified period of time, (4) suspension without pay, and (5) discharge.
- 15.3 Prior to the imposition of discipline the employee shall be informed of the alleged violation and be provided a copy of relevant documents the City has regarding the alleged violation that may exist.
- 15.4 In the case of potential suspension without pay or discharge the City shall hold a pre-disciplinary hearing no sooner than ten (10) calendar days not including Saturday, Sunday or City observed holidays from the time the employee was notified of the alleged violation. At this hearing the employee will be given an opportunity to present the employee's side of the issue. In all discipline the employee will be given an opportunity to explain their side before the reprimand is finalized.
- 15.5 If the employee wants representation, said employee is entitled to have union or legal representation, at no cost to the City, present at meetings held with the City to discuss disciplinary action against the employee.
- 15.6 When the City determines the circumstances are such that retention of the employee will likely result in the disruption of City services, damage to or loss of City owned property or be injurious to the employee, department coworkers or the services provided by the City, the City may immediately suspend with or without pay, depending on the circumstances. In such cases, the facts supporting the circumstances will be made available to the employee by the City not later than three (3) calendar days not including Saturday, Sunday or City observed holidays after the action became effective. If an

employee is found innocent of the alleged violation, the employee shall receive all back pay for the suspension period.

- 15.7 Newly hired employees (entry level and lateral) shall serve a probationary period not normally to exceed twelve (12) months. In the event of extended illness, injury or a leave of absence (not to include USERRA leave) that causes the employee to miss more than four (4) shifts, the employee's probationary period shall be extended by the equivalent amount of time the employee was not working unless contrary to local, State or Federal law. Step increases outlined in this document shall remain unaffected by the probationary period and will continue to be applied upon the date of hire anniversary. Probationary employees may be terminated/discharged without cause and without recourse; provided however, when a probationary employee is terminated / discharged, the employee may request an exit interview.
- 15.8 The employee and the employee's Union representative with the employee's authorization shall have the right to inspect the full contents of the employee's personnel file. No disciplinary document may be placed in the personnel file without the employee having been first notified of the document, given a copy of the document, and a copy of the document delivered to the Union. An employee who disagrees with the validity of any complaint added to the file shall have the opportunity to challenge said complaint under the grievance procedure herein. The employee shall be required to sign the written reprimand or other disciplinary action acknowledging that they have read the contents of the document.
- 15.9 Verbal reprimands shall be documented. Verbal and written reprimands will be removed, at the employee's request, from an employee's personnel file after one year from the date said action was finalized, provided that no further written reprimands have been issued within the one-year time period. If another written reprimand has been issued within this time period, then both written reprimands shall remain in the personnel file for an additional one year from the date of the latest written reprimand.
- 15.10 It is the City's sole determination as to whether or not an employee suspended without pay may be allowed to forfeit accrued vacation or compensatory time off in lieu of the suspension of pay.
- 15.11 The disciplinary procedure herein in no way intends to limit the supervisor's ability to counsel or coach subordinates. Subordinate counseling or coaching are pre-disciplinary corrective actions that are intended to assist the employee in identifying and correcting workplace deficiencies.

ARTICLE 16 - GRIEVANCE PROCEDURE

- 16.1 Both parties understand that open and honest communication is essential to successful dispute resolution. The Union and the City agree to communicate in good faith and make all reasonable attempts to avoid escalation of any disputes that may arise. A grievance is defined as a dispute involving the interpretation, application, or alleged violation of any specific provision of this Agreement.

16.2 If the employee elects to have disciplinary action reviewed by the Civil Service Commission a request for an investigatory hearing must be filed with the Commission within ten (10) calendar days excluding Saturday, Sunday and City observed holidays from the date of the disciplinary action. The employee must elect to have disciplinary action reviewed either through the grievance procedure or by the Civil Service Commission. An employee is not entitled to review of disciplinary action under both procedures. If the employee elects to pursue matters before the Civil Service Commission, then the Civil Service Commission procedures will be applicable and not those of the collective bargaining agreement.

16.3 Grievances, except for disciplinary action to be reviewed by the Civil Service Commission [must be filed with the Commission within ten (10) calendar days excluding Saturday, Sunday and City observed holidays from the date of the discipline], must be initiated under the grievance procedure within thirty (30) calendar days excluding Saturday, Sunday and City observed holidays of the alleged violation or when the employee should have reasonably known about the alleged violation. Failure to timely file a grievance results in said alleged grievance being forever forfeited.

16.4 Grievances shall be resolved in the following manner:

Step 1: The Union and/or employee shall first present the grievance in writing setting forth relevant facts including the alleged violation and the recommended resolution to the Chief who shall review the grievance and render a written decision within ten (10) calendar days excluding Saturday, Sunday and City observed holidays.

Grievances must be in written form and contain the following:

- A full description of the grievance and how the grievant(s) was/were affected
- Identify the section(s) of the CBA allegedly violated and state the specific nature of the violation
- Indicate the date(s) of the grieved incident(s)
- Specify the remedy and/or solution to the grievance sought by the grievant
- Identify the grievant(s) and be signed by the grievant(s)

Step 2: If the grievance is not resolved at Step 1, the Union and/or grievant shall submit the grievance to the City Administrator within ten (10) calendar days excluding the day of filing, Saturday, Sunday and City observed holidays of receipt of the Chief's decision. The City Administrator shall have discretion to determine what testimony or additional evidence, if any, beyond the written grievance and the Chief's decision is necessary to resolve the grievance, and to schedule presentation of such testimony or additional evidence. The City Administrator shall submit a written decision within ten (10) calendar days excluding Saturday, Sunday and City observed holidays from the end of the hearing.

Step 3: The Union may appeal an adverse decision of the City Administrator to a neutral arbitrator. The Union shall give written notice to the City of its intent to submit a grievance to arbitration within thirty (30) calendar days excluding Saturday, Sunday and City observed holidays of the City Administrator's decision. Within ten (10) calendar days excluding Saturday, Sunday and City observed holidays of the Union's request to arbitrate, a representative of the Union and of the City shall meet and attempt to agree on a neutral arbitrator. If unable to reach agreement, they may request an arbitrator from the Public Employment Relations Commission or a list of seven (7) arbitrators from the American Arbitration Association. Upon receipt of the list, the two representatives shall meet within fifteen (15) calendar days excluding Saturday, Sunday and City observed holidays to alternately strike names until one name remains. This person shall serve as the sole arbitrator. The arbitrator shall render a decision within thirty (30) calendar days excluding Saturday, Sunday and City observed holidays of the end of the hearing, which decision shall be final and binding on both parties. The arbitrator shall have no power to alter, amend or change the terms of this agreement. The arbitrator shall not have the authority to award punitive damages.

- 16.5 Time limits within a grievance procedure may be waived or extended by mutual agreement of both parties. Failure to pursue a grievance to the next step renders final and conclusive the last determination and response.
- 16.6 Each party shall pay the expenses of their own representatives, witnesses, and other costs associated with the presentation of their case and one-half (1/2) the expenses of the arbitrator.

ARTICLE 17 - NON-REDUCTION OF WAGES AND WORKING CONDITIONS

The parties hereto agree that the wages and working conditions specified by the City ordinances and resolutions now in force shall be maintained consistent with this agreement for its term.

ARTICLE 18 - STRIKES AND LOCKOUTS

The City and the Union recognize that the public interest requires the efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this agreement, neither the Union nor the City shall cause, engage in, or sanction any work stoppage, strike, slow-down, or other interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action. The City shall not constitute any lockout of its employees during the term of this Agreement.

ARTICLE 19 - UNION REPRESENTATIVES

An authorized representative of the Union shall have the right to investigate grievances or conditions at reasonable hours upon first securing permission from the City to do so and without

interfering with the progress of work. The Union shall advise the City, in writing, of the names of their authorized representatives and stewards.

ARTICLE 20 - BULLETIN BOARDS

The City shall provide a bulletin board at every fire station for the Union's use in an area conveniently accessible to bargaining unit employees. The Union may maintain the board for the purpose of notifying employees of matters pertaining to Union business. All notices shall be signed by a representative of the Union who is authorized by the Union to approve Union notices.

ARTICLE 21 - NON-DISCRIMINATION

- 21.1 The City agrees that they will not discriminate against any employee because of the employee's Union activity.
- 21.2 Neither the Union nor the City, in carrying out their obligation under this agreement, shall discriminate in matters of hiring, training, promotion, transfer, layoff, discharge, or otherwise because of race, color, creed, national origin, gender or age-and both parties shall comply with discrimination categories as defined by state and federal law.

ARTICLE 22 - WAGES, CLASSIFICATIONS AND PAY PLAN

- 22.1 The applicable pay plan is attached hereto and incorporated herein by references as Exhibit A and Exhibit B to this contract.
- 22.2 New employees will be paid at the first step of their pay range as determined by the City. An employee shall be granted a step increase subject to satisfactory completion of probation as determined by the department head and after having served twelve (12) months at Step 1. Thereafter, an employee shall receive a step increase after twelve (12) months in each step and subject to satisfactory performance evaluations by the Fire Chief or designee. If performance reviews result in an unsatisfactory performance rating, then the employee may be held in the existing step for up to an additional twelve (12) months. Thereafter, the employee will be considered for a further step increase subject to a satisfactory performance review by the Fire Chief or designee.
- 22.3 Effective January 1 of each year of this agreement, all employees in the bargaining unit shall receive a cost-of-living adjustment (COLA) equivalent to 100% of the change in the BLS Western Region (West) CPI-U from July to July of the previous year, with a minimum 2% and a maximum 4.5% increase.

For 2021, this CPI-U amount is 1.7%; therefore, all members of the bargaining group will receive a 2% CPI increase for 2021.

Effective January 1 of 2021, all employees in the bargaining unit shall receive a 4% pay increase to more align with market comparability.

Effective January 1 of 2022, all employees in the bargaining unit shall receive a 3% pay increase to more align with market comparability.

Effective January 1 of 2023, all employees in the bargaining unit shall receive a 2% pay increase to more align with market comparability.

These annual increases are intended to ‘catch-up’ with comparable jurisdictions as well as to remain competitive with local market comparators.

The provision above shall be outlined in Exhibit A.

- 22.4 Employees will perform the job duties and responsibilities of their current classification.
- 22.5 A promoted employee on probation, shall receive an increase in pay to a minimum of one full step (no less than 3%) above any subordinate employee within the department. After completion of a twelve (12) month probation period, the employee shall be eligible to receive an additional step increase subject to satisfactory performance evaluations by the Fire Chief or designee. The completion date of the probation period shall be the new anniversary date of the promoted employee. Thereafter, the employee will be considered for further step increases subject to a satisfactory performance review by the Fire Chief or designee.
- If a probationary employee is sick or injured for a period of six (6) consecutive weeks or more, that length of time shall be added to their probationary time and any potential step increases shall be similarly extended.
- 22.6 If an employee in the Deputy Fire Marshal position voluntarily chooses to maintain emergency medical certification, the City will pay for continuing education in accordance with this contract. Such employee will not be entitled to premium pay for emergency medical certification.
- 22.7 All qualified duty personnel shall be considered to work out of class when the need arises. Selection shall be determined using the process defined in Exhibit C.
- Twenty-four (24) hour shift employees who work out of classification in a higher rank shall receive a premium equal to 8% of the top step of their job classification for each hour worked out of classification rounded up to the nearest whole hour. Employees will be considered working out of class anytime that they are placed in a position where they are forced to make the decisions of a higher classification because they are not provided the necessary supervision.
- 22.8 When a forty (40) hour employee is assigned and directed by the City to perform the work of a higher classification for more than five (5) consecutive work days, the employee shall be eligible for a premium equal to 8% of the top step of their job classification for each hour worked out of classification rounded up to the nearest whole hour beginning on the sixth (6th) day and continuing until such time as the temporary assignment is ended by the City.

- 22.9 It is the Employee's responsibility to maintain their paramedic skills and training necessary to maintain their paramedic certification. The City will assist the employee, with approval of the department head, in scheduling all necessary classes and training. The employee may elect to attend one (1) medically oriented conference each year subject to department head approval. The City will pay for the cost of the conference, transportation, meals, lodging and cost of re-certification tests.
- 22.10 Any qualified Firefighter/Paramedic who works as a Field Training Officer (FTO) will be eligible for a premium equal to 8% of the employee's base hourly wage for each hour performing FTO duties.
- 22.11 Promotional Process for Fire Captain
Eligible candidates shall have four (4) years of line service within the Camas Washougal Fire Department (CWFD) at the firefighter or firefighter paramedic grade.
- 22.12 Promotional Process for Battalion Chief
Eligible candidates shall have a minimum of four (4) years of line service within the Camas Washougal Fire Department (CWFD) at the captain or Paramedic Captain grade.
- 22.13 Represented employees shall receive longevity pay that is calculated as an addition to their base hourly rate of pay. Longevity shall be included in the base rate of pay when calculating overtime. The following reflects the percentage increase based on the number of years employed with the CWFD, CFD and WFD.
- | | |
|-------------------------|---------------------------|
| Upon starting 10 years | 2% of employee's base pay |
| Upon starting 15 years | 3% of employee's base pay |
| Upon starting 20+ years | 4% of employee's base pay |

- 22.14 Special Duty Assignment Premiums
Represented employees assigned to the following special duty assignments shall receive, until the conclusion of their assignment, a premium that is calculated as an addition to their base hourly rate of pay. The following reflects the percentage increased for each special duty assignment currently established

Rope Rescue Technician – 2% of employee's base pay
 SCBA Technician – 2% of employee's base pay
 EMS Supply Coordinator – 2% of employee's base pay
 Swift Water Rescue Tech -2% of employee's base pay

The selection process will include a fourteen (14) day posting to allow all interested employees the opportunity to apply. The number of employees assigned to specialty assignments shall be determined by the Chief. Selection of the union members to fill vacant specialty assignments shall be determined in the following manner:

A Selection Committee shall be formed from within the union group consisting of: A member of the executive board of the union, the Administrative BC or a line BC if the Admin BC position is vacant, a Captain, a line firefighter or firefighter paramedic, and the member responsible for the area of special duty. One member of the selection

committee may fill more than one qualification (Ex. A Captain who is also the member responsible for the area of special duty may fill the committee requirement for both Captain and the member responsible for the area of special duty.

The committee members shall be agreed to by the Union and the Fire Chief or designee.

If a member of the committee has petitioned for a specialty pay position, they will recuse themselves from the selection process for the position which they are petitioning to fill.

The selection committee will recommend to the Fire Chief or designee the applicant/s most qualified to fill the vacant specialty assignment position/s. Qualifications shall be determined by the member responsible for the area of special duty and be observed by the selection committee.

The Chief or designee will fill the specialty assignment/s in accordance with the recommendations of the selection committee.

If two or more candidates are found to be equally qualified by the committee selection process, seniority shall be the tie breaker with the most senior member being selected.

ARTICLE 23 - HEALTH AND SANITATION

The Washington State rules and regulations covering health and sanitation shall prevail.

ARTICLE 24 - SEVERABILITY

In the event that any provision of this agreement shall at any time be declared invalid by a final judgment of any court of competent jurisdiction, or through a final decree of a government, state or local body, such decision shall not invalidate the entire agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. The parties agree that any invalid provision of this agreement shall be modified throughout negotiations to comply with the existing regulations or laws.

ARTICLE 25 - MILEAGE ALLOWANCE

All employees required by the Fire Chief or designee to use their private cars for official departmental business, shall be compensated at the rate provided by ordinance or resolution, or as the same may be amended or substituted.

If, during the course of regular shift hours, an employee is required to move from one location or fire station to another location or fire station, the employee may use their personal vehicle and shall be due mileage reimbursement at the current rate utilized by the city.

If an employee is notified of a change in assigned station after their preceding shift, moving their equipment from the previously assigned station to the newly assigned station shall be considered work. The employee shall be compensated for the time spent performing that work not to exceed

30 minutes per event. The employee shall also be afforded mileage reimbursement at the current rate utilized by the City.

ARTICLE 26 - LIABILITY INSURANCE

The City agrees to either provide insurance coverage on behalf of the employees or provide liability defense for employees or a combination thereof in order to reasonably protect and indemnify employees from liability to third parties resulting from employees negligently performing duties within the scope of employment including reasonable attorney's fees and reasonable costs connected with lawsuits provided, however, such coverage will not protect the employee from their intentional and/or malicious tortuous acts or assaults.

ARTICLE 27 - DEPARTMENT RULES AND REGULATIONS

The Union agrees that its members shall comply in full with departmental rules and regulations, including those relating to conduct and work performance. The City agrees that new departmental rules and regulations affecting working conditions shall be reviewed with the Union prior to implementation.

ARTICLE 28 - JOB DESCRIPTIONS AND RECLASSIFICATIONS

28.1 The City agrees to send all new entry level employees through a local academy supported by Portland Community College, or a state level academy established by Washington State Patrol. Upon completion of either academy, the employee receives the required certifications for employment which include IFSAC Firefighter 1, Firefighter 2, Hazmat Awareness and Hazmat Ops.

28.1.1 Lateral entry employees shall possess the required certifications listed above or their equivalent and have a minimum of three (3) years or six thousand (6000) hours of experience with another professional department. Lateral employees shall not need to attend a fire academy and shall move to Step 4 of the wage scale (Exhibit A) at their respective anniversary date. This provision shall be retroactive to January 1, 2021. Lateral employees shall be provided a four (4) week orientation prior to placement on shift.

28.1.2 In lieu of participation in JATC the financial component of the program shall be reallocated to provide the following:

All new hire members will be put through a minimum 40-hour pump academy prior to being checked off as a certified apparatus operator for the department to be taught by in-house instructors and while not assigned to an apparatus for emergency response.

All new hire members will be sent through 40 hours special operations training to be taught by in-house instructors and while not assigned to an apparatus for emergency response.

Prior to members approved to work out of class as an Acting Captain they shall be provided blue card incident command certification training. Members currently acting out of class may continue to do so and will be granted one year to obtain Blue Card certification.

- 28.2 When work operations involving new or substantially changed requirements are established as determined by the City, and such requirements are not adequate or properly prescribed in any existing position, the City will revise the position or establish a new position classification consulting with the Union beforehand.
- 28.3. The classifications of Firefighter and Firefighter/Paramedic shall be considered lateral positions. It is the intent of the City to permit Firefighters and Firefighter/ Paramedics, who possess the necessary qualifications, to make lateral transfers to vacant Firefighter and/or Firefighter/Paramedic positions prior to requesting the appointing authority to make requisition upon the Civil Service Commission to fill such vacancy. Such transfers shall not result in a change to the employee's anniversary date. The City retains the right to determine the number of employees in each classification in order to accomplish the City's service delivery mission.
- 28.4. Firefighters requesting transfer into the Firefighter/Paramedic position shall be, at a minimum, in FTEP Phase 4. A raise in compensation equivalent to the differential between Firefighter and Firefighter/Paramedic at equivalent steps shall be granted at the time of transfer. Such transfer shall not be considered "permanent" until "lead medic" status is attained. If "lead medic" status is not attained within fifteen (15) shifts of the initial transfer, unless extended by mutual agreement of the Chief, EMS Division Chief and FTO, the employee shall revert to their previous position and pay status.
- 28.5. Firefighter/Paramedics requesting to transfer into a Firefighter status shall receive a reduction in compensation equivalent to the differential between Firefighter/Paramedic and Firefighter at equivalent steps at the time of transfer. Firefighter/Paramedics may only change status to Firefighter if there is a current approved Firefighter vacancy.

ARTICLE 29 - CONFLICT OF CONTRACT AND ORDINANCE

It is agreed that the intention of the parties of this agreement is that this agreement and all working agreements shall be consistent with the Personnel Ordinance, and that where it is found that the provisions of such an agreement are in conflict with the Personnel Ordinance, that the language of the agreement would become the basis for recommending an amendment of the Ordinance.

ARTICLE 30 - MANAGEMENT RIGHTS

Except as limited by the terms of this Agreement and applicable law, the Union recognizes the prerogative of the City to operate and manage its affairs in all respects in accordance with its responsibilities and lawful power and legal authority. The City shall have the right to:

- (A) Institute from time-to-time, work rules applicable to bargaining unit employees.

- (B) Determine work schedules, overtime, and the methods and processes by which work is to be performed. Changes to work schedules will be preceded by reasonable notice.
- (C) Hire, promote, demote, transfer, assign and / or retain employees in positions within the City.
- (D) Discipline employees for just cause.
- (E) Lay off employees for lack of work, lack of funds, reorganization or occurrence of conditions beyond the control of the City.
- (F) Determine the methods and processes, means and personnel by which operations are to be carried out on an efficient basis. This includes the right to modify operations, personnel and equipment.
- (G) The right to take whatever actions the City deems necessary to carry out services in an “emergency”. Examples of “emergencies” are civil disorders, natural disasters, man-made disasters, quarantine to a large number of people, etc.

ARTICLE 31 – USE OF TOBACCO PRODUCTS

Employees are prohibited from smoking any tobacco products while on-duty. Employees who use smokeless tobacco products shall be allowed to do so, so long as the use does not interfere with daily operations or response. Smokeless tobacco use is a privilege and shall be limited to the fire station and non-public areas. No tobacco products shall be used within apparatus or while on calls. Individuals using smokeless tobacco products will be responsible for maintaining inconspicuous use.

ARTICLE 32 - DRUG AND ALCOHOL POLICY AND PROCEDURES

The Drug and Alcohol Policy and procedures mutually agreed on by the parties are hereby incorporated by reference as though it were set out specifically and completely in this Agreement. Said policies and procedures are a part of this Agreement.

ARTICLE 33 – PHYSICAL FITNESS

The union and city agree to adopt the principles of the IAFF/IAFC Fitness Initiative to develop policy as it relates to physical fitness and wellness.

Members of the bargaining unit shall be provided at least one hour each shift, during productive weekday work hours, (excluding holidays) where they will perform physical activity (P.T.). Said activity shall be considered mandatory but is secondary to daily duties, special events and emergency responses which may prohibit a workout.

The parties agree that improvements shall be made to the current City provided workout facilities. In the spirit of this agreement, a committee shall form for the improvement of the workout equipment and facilities at the fire stations. That committee shall propose budget considerations for purchase of equipment and workout facility improvement. Employee members shall be appointed by the president of the bargaining unit.

The City agrees to provide ‘on duty’ workout facilities at no cost to the employee.

The City agrees to pay the cost of fitness center, gym, workout, etc. membership fees for off duty use up to \$50 (fifty dollars) per employee per month. Payment will be made as a reimbursement upon proof of membership. Proof of membership shall be defined as a receipt or verification of payment, provided to the facility for the previous calendar year. Proof shall be submitted annually, in October for the entire year or any part of the previous year. In the event that there is a question as to whether the facility complies with this article, a committee of 2 City and 2 Union appointees shall meet and determine the applicability.

During the term of the contract, the parties agree to work to achieve agreement on the components that would be evaluated during annual required physicals.

ARTICLE 34 - USE OF FIRE STATION

The City agrees to allow the use of fire stations for the regularly scheduled monthly meeting of the Union provided such meetings do not disrupt normal department operations. Other uses of fire stations may be permitted with prior approval of the Fire Chief or designee.

ARTICLE 35 - WSCFF RETIREE MEDICAL TRUST

The City shall make a deduction from the employee’s paycheck and such contribution shall be made on a pre-taxed basis from the base salary of each LEOFF II employee. The contributions shall be payable to the Washington State Council of Firefighters Medical Expense Retirement Plan administered by Benefit Solutions, Inc. The contribution rate shall be deducted from the employee’s paycheck on a pre-taxed rate of \$75.00 per month, or as amended by the Board of Trustees. These contributions shall be included as salary for purposes of calculating retirement benefits.

ARTICLE 36 - ALTERNATIVE DUTY

If an employee is off work due to an on-the-job or off the job injury or illness, the City will offer alternative duty if it’s available and if it has been approved by the employee’s physician. Employees will be expected to fulfill the number of hours per week cleared by the physician. Any additional time off will be subject to the rules that govern elective time off.

When approved by the employee’s physician, all light duty assignments will be on a 40 hour/week schedule. This schedule will go into effect two (2) weeks from the date of injury.

Any additional time off will be subject to the rules that govern elective time off. During the employee’s light duty shift, the employee will be under the direct supervision of the respective

Captain and Battalion Chief. The employee will participate in shift activities and facilitate operations not barred by the terms of their medical release.

Examples of alternative duty may include fire prevention, training, administration and public education in addition to basic office duties. Nothing in this article is intended to circumvent rights afforded employees by state or federal laws.

ARTICLE - 37 - LABOR MANAGEMENT COMMITTEE

There shall be a Labor-Management Committee, consisting of up to three (3) union representatives and up to three (3) City representatives. The Committee shall meet at the request of either party, by mutual consent. The committee's purpose is to discuss matters of mutual concern. It may forward recommendations to Management. It is understood that the committee's role is advisory only. For attendance of meetings, which are mutually agreed to, union representatives shall be in a paid status. The parties shall make good faith efforts to minimize the overtime impacts of the meeting.

ARTICLE - 38- WILDLAND MOBILIZATION

Represented employees shall have equal opportunity to be selected for deployment and only be deployed on mobilizations if they elect to be deployed.

Type 1 apparatus may be mobilized and if mobilized shall be staffed with one (1) company officer and with three (3) firefighters (one will be a volunteer if available). Type 3 and Type 6 apparatus may be mobilized and if mobilized shall be staffed with a minimum of one (1) company officer and with one (1) firefighter.

On all mobilized Type 3 and Type 6 apparatus, at a minimum, the company officer and one firefighter shall be represented employees of this bargaining unit. A represented employee shall be eligible to fill a third position, if no volunteer is available.

Medic units may be mobilized and shall be staffed with one (1) company officer and one (1) firefighter. Medic unit staff shall all hold a Washington State EMT certification and include a minimum of one (1) Washington State EMT-Paramedic. On all mobilized medic unit personnel shall be represented employees of this bargaining unit. All employees must possess a current red card if they deploy for wildland firefighting.

The City may provide for the mobilization of a Strike Team Leader who shall be a represented employee.

Each mobilized apparatus shall be staffed with one designated company officer who is a Captain, or in absence of a Captain, an Acting Captain or wildland FF1 (or above). The following are the observed wildland ratings in descending order: Strike Team Leader, Engine Boss, FF1, FF2. In the event of equal qualifications then selection shall be based on the seniority of the employees holding equal qualifications.

The employees activated to respond on a mobilization will, for the duration of the mobilization, be paid at their regular rate of pay, which includes premiums, specialty pay and longevity, for the entire period of their regularly scheduled 24-hour shift and have no reduction in benefits or leave accruals.

The employees activated to respond on a mobilization will, for the duration of the mobilization, be paid at one and one half (1.5) times their base rate of pay, as defined in Article 4.10, for all time that they are engaged in work, from the time of activation until they are released from duty after returning from mobilization except during the period of their regularly scheduled shift.

The employees activated to respond on a mobilization will be afforded a minimum of 12 hours of work for every complete 24-hour period (shift change – shift change) that they are mobilized.

The employees activated to respond on a mobilization who are assigned to function as a company officer or Strike Team Leader will receive an out of class premium consistent with Acting Captain if they are of the firefighter or firefighter/paramedic job classification.

While represented employees are mobilized, they will be considered “not engaged in work” when they are not on duty and will at that time be afforded their unrestricted liberties. Because of the geographic dislocation consistent with mobilization, while not on duty, the employees will be allowed to conduct personal business utilizing the city vehicle with which they were mobilized. Employees will be expected to operate the city vehicle consistent with city policy.

Employees that return from demobilization between 12 and 24 hours prior to the commencement of their regular shift shall be afforded the opportunity to take up to the first 12 hours of that shift off. Employees that return from demobilization up to 12 hours prior to the commencement of their regular shift shall be afforded the opportunity to take 24 hours of that shift off. Employees that return from demobilization on their regularly scheduled shift shall be afforded the opportunity to take the remainder of that shift off. Time off used in the context of this paragraph shall be deducted from the employee’s choice of any of their leave banks including sick leave.

The City shall ensure all mobilizing wildland firefighters have been issued necessary personal protective equipment to include but not limited to:

- 1 helmet with shroud and goggles
- 1 wildland firefighting jacket
- 2 wildland firefighting shirts
- 2 wildland firefighting pants
- 2 pairs of gloves
- \$250 stipend for wildland boots

The employee will be responsible for providing the following personal equipment:

- Underclothing/socks
- Additional clothing for thermal layering
- Personal tent
- Sleeping bag
- Cot or sleeping pad
- 72 hours food and water supply

- Toiletries kit
- Eye wear
- Shower sandals/bath towel

All required training for wildland mobilization is work. All tuitions shall be paid by the City and all represented employees shall be paid wage consistent with this CBA for the length of their attendance.

ARTICLE 39 – EDUCATIONAL INCENTIVE

The City and the Union value and encourage the education of all employees. The City has a Tuition Reimbursement Program which employees are encouraged to utilize as department budget allows.

Effective January 1, 2021, as an incentive to continue with the education process, the City agrees to provide to all members an educational incentive premium added to the member's base pay equal to one (1%) percent for an Associate's degree or two (2%) percent for a Bachelor's degree from an accredited college or university.

The two incentives above are not cumulative and may only receive credit for one degree.

ARTICLE 40 – DEFERRED COMPENSATION

The City shall provide the optional deferred compensation plans for employee participation (currently VOYA and State of Washington DCP and AXA Advisors/Equitable). Participation shall be governed by the requirements of the plans and applicable law. In the event that the current plans are no longer available, or upon mutual agreement, the parties may change one or both optional plan providers, the parties shall meet and agree to at least two plan options.

Effective January 1, 2022, the City shall contribute a dollar-for-dollar match of up to two percent (2%) of the employees' base salary per month into the deferred compensation plan of their choice provided by the City.

Effective January 1, 2023, the City shall contribute a dollar-for-dollar match of up three percent (3%) of the employees' base salary per month into the deferred compensation plan of their choice provided by the City.

Employees may elect to defer additional compensation to the extent permitted by law, but additional employee contributions will not result in additional contributions by the City.


ARTICLE 41 - TERMINATION AND RENEWAL

Unless otherwise indicated or except for contract language changes effective from the date of signature forward, this agreement shall be in full force and effect from January 1, 2021, until December 31, 2023.

CITY OF CAMAS, WASHINGTON

**INTERNATIONAL ASSOCIATION
OF FIRE FIGHTERS, LOCAL NO. 2444**

By: _____
Ellen Burton, Mayor

By: 
Kevin Bergstrom, President

Date: _____

Date: 10 / 26 / 21

By: _____
Jeff Swanson, Interim City Administrator

By: _____
Kevin West, Vice-President

Date: _____

Date: _____

EXHIBIT A

Effective January 1, 2021 – 2%CPI +4% Wage adjustment

	1	2	3	4	5	6
Battalion Chief	9323	9668	10028	10400	10786	11187
Fire Captain/Paramedic	8658	8978	9312	9658	10016	10387
Fire Captain	7992	8287	8595	8914	9246	9589
Deputy Fire Marshal	7992	8287	8595	8914	9246	9589
Firefighter/Paramedic	7326	7596	7879	8171	8475	8790
Firefighter	6660	6906	7163	7429	7705	7991

Effective January 1, 2022 – 4.5%CPI +3% Wage adjustment

	1	2	3	4	5	6
Battalion Chief	10035	10406	10793	11194	11610	12041
Fire Captain/Paramedic	9319	9663	10023	10395	10781	11180
Fire Captain	8602	8920	9251	9594	9952	10321
Deputy Fire Marshal	8602	8920	9251	9594	9952	10321
Firefighter/Paramedic	7885	8176	8480	8795	9122	9461
Firefighter	7168	7433	7709	7996	8293	8601

Hourly Rate Formula for 24-hour shift employee: $\frac{12 \times \text{Monthly Salary}}{2496 \text{ Hours}}$

Hourly Rate Formula for 40-hour employee: $\frac{12 \times \text{Monthly Salary}}{2080 \text{ Hours}}$

EXHIBIT B

In addition to annual cost of living increases, the wage scale for members of the bargaining unit will maintain the following salary differentials:

- Firefighter 100%
- Firefighter/Paramedic 110%
- Fire Captain and Deputy Fire Marshal 120%
- Paramedic Captain 130%
- Battalion Chief 140%

Additionally, a 20% differential shall be maintained between step one and the top step, divided evenly over the duration of the steps.

EXHIBIT C

Acting Captain

All qualified personnel shall be considered to work out of class (Acting Captain) when the need arises. Members shall meet the below criteria to be considered to act out of class and the department shall follow the rules below when filling out of class assignments.

Qualified personnel are defined as:

1. A member ranked on a certified promotional exam list for fire Captain; or
2. A member who has achieved all of the following:
 - A minimum of two years of time in grade with CWFD.
 - Certified as a Blue Card incident commander. Members must stay current on all Blue Card CE once certified.
 - Successful completion of the AC task book, for acting captain

Members who Act out of Class prior to the signing of this document will be afforded the opportunity by the department to obtain Blue Card Incident Command Certification. Those members already qualified to act out of class at the signing of this MOU will be given one year to meet the new standard.

Testing:

- Administrative Battalion Chief or Training Captain along with that member's shift Battalion Chief will be responsible for proctoring the tactical simulation
- If the member does not pass the tactical simulation, the member will be allowed to retest no sooner than 2 months from their last attempt.
- The member will complete the tactical simulation annually by the anniversary date of their last assessment.

Making out of class assignments for Acting Captain (AC):

Assignments will be made using a rotational system

- Assignments will be made in the following order:
 1. Qualified member assigned to the shift and station where the vacancy occurred who is on a certified promotional list will fill the vacancy.

If multiple members qualify as above, then the position will be filled using the rotational system.

Qualified AC member assigned to the shift and station where the vacancy occurred.

If multiple members qualify as above, then the position will be filled using the rotational system:

If no members qualify at the station where the vacancy occurs, the rotation will apply to the entire shift, thus causing a station move.

This rotation will occur in this order:

- A. Members on Captain promotional list
- B. Members on AC list on a rotational basis

If no members who qualify are on the entire shift, then the vacancy will be filled with OT callback, by calling back in this order:

- A. Ranked Captains on a rotational basis.
- B. Members on the Captain promotional list on a rotational basis
- C. AC qualified members on a rotational basis

*'Shift and Station' is defined by a member who is normally assigned to that shift and station through the shift bid process.

Making out of class assignments for Acting Battalion Chief (ABC):

- Assignments for ABC will be made in a similar way as AC assignments, with the exception that the rotation to fill the vacancy will apply to the entire shift as opposed to just those at the station where the vacancy occurs.
- Members ranked on a certified promotional exam list for Battalion Chief and on duty shall receive priority. If multiple members on the same shift are on a promotional list and on duty the aforementioned rotational process shall be utilized
- If no Captains on duty are on a promotional list, All captains working shall be considered so long as they have completed a tactical simulation as above from the most recent BC testing process successfully.
- The member will complete the tactical simulation annually.

* If at any point a member moves stations to fill the AC or ABC position, seniority shall be observed for any moves needed to fill the vacancy created by the qualified member who is filling the acting captain or acting BC position.

Making out of class assignments for Acting Battalion Chief (ABC):

Assignments for ABC will be made in a similar way as AC assignments, with the exception that the rotation to fill the vacancy will apply to the entire shift as opposed to just those at the station where the vacancy occurs.

Members ranked on a certified promotional exam list for Battalion Chief and on duty shall receive priority. If multiple members on the same shift are on a promotional list and on duty the aforementioned rotational process shall be utilized. If no Captains on duty are on a promotional list, all captains working shall be considered so long as they have completed a tactical simulation as above from the most recent BC testing process successfully.

The member will complete the tactical simulation annually.

If at any point a member moves stations to fill the AC or ABC position, seniority shall be observed for any moves needed to fill the vacancy created by the qualified member who is filling the acting captain or acting BC position.

The Fire Chief or designee will be consulted before assignments to acting positions are made.



Staff Report

November 15, 2021 Council Regular Meeting

New Position Descriptions for the Finance Department

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

BACKGROUND: Resolution 21-014 will create two new positions which will reside in the Finance Department. The proposed job descriptions and salary scales are comparable to similar sized entities and are geographically appropriate.

This information has been presented previously at the November 1 workshop as well as in Finance Committee meetings and smaller group meetings with all other councilmembers.

SUMMARY:

Senior Accountant

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

Procurement Specialist

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

EQUITY CONSIDERATIONS:

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

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

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

N/A

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

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

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

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

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

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

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

N/A

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

RECOMMENDATION: Staff recommends that Council adopt Resolution 21-014.

RESOLUTION NO. 21-014

A RESOLUTION creating new positions within the Finance Department.

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

I

There is hereby created in the Finance Department a new position entitled Senior Accountant. Such position shall be a union represented position in the CPEA bargaining unit and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit "A" and shall be effective as of November 1, 2021.

II

There is hereby created in the Finance Department a new position entitled Procurement Specialist. Such position shall be a union represented position in the CPEA bargaining unit and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit "B" and shall be effective as of November 1, 2021.

III

PASSED BY the Council and approved by the Mayor this 15th day of
November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

CITY OF CAMAS
Union Status: Represented
November 2021

SENIOR ACCOUNTANT

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

JOB OBJECTIVES

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

ESSENTIAL FUNCTION STATEMENTS

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

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

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

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

Monitors and analyzes revenue and expenditure accounts.

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

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

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

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

Completes the annual audit of fixed assets.

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

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

May represent the Finance Department on a variety of committees.

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

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

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

Generally Accepted Accounting Principles.

Methods and techniques of grant accounting.

Operations of accounting software systems.

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

Internal control standards.

Advanced mathematical principles.

Principles and practices of financial record keeping and reporting.

Modern office procedures, methods and computer equipment.

Principles and practices of municipal budget preparation.

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

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

Ability to:

Maintain regular, predictable and reliable attendance during scheduled hours.

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

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

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

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

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

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

Perform complex financial, statistical, budgetary and cost analyses.

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

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

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

Communicate detailed accounting information clearly and concisely.

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

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

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

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

Education and Experience Guidelines

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

Education:

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

Experience:

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

License

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

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Environment: Office environment.

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

Vision: Visual acuity to read numerical figures.

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

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

CITY OF CAMAS
Union Status: Represented
November 2021

PROCUREMENT SPECIALIST

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

JOB OBJECTIVES

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

ESSENTIAL FUNCTION STATEMENTS

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

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

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

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

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

Record and organize assets into database based on established procedures.

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

Consult with departments on purchasing needs and bid specification requirements.

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

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

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

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

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

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

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

Perform other related duties and responsibilities as required.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Contract development, administration and contract law

Requirements for Requests for Proposals and Qualifications

Technical writing skills

Principles of negotiations, innovative contracting and procurement techniques and methods

Inventory procedures and techniques

Supply management practices

Research and market analysis techniques

Current industry and market conditions and ability to monitor trends

Negotiation and problem-solving skills

Advanced mathematical principles.

Advanced Business processes

Principles and practices of record keeping and reporting.

Modern office procedures, methods and computer equipment.

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

#

Ability to:

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

Apply life cycle management techniques

Adapt rapidly to changing market conditions and/or customer needs

Effectively employ automated procurement systems

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

Prepare and interpret complex contract specifications and award criteria

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

Prepare and conduct employee training sessions as needed

Ensure high level of detail in all work

Independently manage and prioritize work while adhering to deadlines

Analyze financial data

Perform mathematical calculations with speed and accuracy.

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

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

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

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

Education and Experience Guidelines

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

Education:

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

Experience:

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

License/Certifications

Certified Purchasing Professional (CPP) preferred.

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Environment: Office environment.

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

Vision: Visual acuity to read numerical figures.

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

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



Staff Report

November 15, 2021 Council Regular Meeting

City Clerk Appointment by Mayor

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

BACKGROUND: City Council approved the City Clerk Position Description at the November 1, 2021 Regular meeting. This was a reclassification of the current Deputy City Clerk due to a change in duties over the past few years.

SUMMARY:

Per CMC 2.07.020, and as a matter of process, this Mayor’s appointment finalizes moving Bernie Bacon, the current Deputy City Clerk, to the City Clerk position.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is the final step in the appointment of the City Clerk position.

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

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

Who will benefit from, or be burdened by this agenda item? Internal city services as well as the citizens will benefit by having dedicated staff to assist internally and continue to work on records management and transparency by the Clerk’s office.

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

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

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

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

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

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

N/A

BUDGET IMPACT: N/A

RECOMMENDATION: Staff recommends that Council confirm the Mayor's appointment of Bernie Bacon to City Clerk.

ORDINANCE NO. 21-013

AN ORDINANCE repealing Camas Municipal Code Section 2.07.010 relating to the City Clerk position.

THE COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

Section I

Camas Municipal Code Section 2.07.010 is hereby repealed.

Section II

This ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 15th day of November 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney