



CITY COUNCIL WORKSHOP MEETING AGENDA

Monday, March 21, 2016, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. WORKSHOP TOPICS

A. Comcast Report

Details: Comcast will provide Council and the public with a report about the number of subscribers, franchise fees paid, speed increases planned for the next year, and customer service initiatives. The report will also include information about sponsorship opportunities and programs to provide low cost internet and computers to low income families. The representative from Comcast will respond to questions during the presentation.

Presenter: Tess Fields, Comcast Cable Corporation, Director of Government Affairs

Recommended Action: This item is for Council's information only.

B. Request to Sell Raffle Tickets

Details: The Grass Valley Parent Teacher Association (PTA) is requesting City Council permission to sell raffle tickets for the Annual Carnival & Silent Auction. Camas Municipal Code (CMC) 09.20.090 regulates gambling and raffles within the City of Camas.

Presenter: Mitch Lackey, Chief of Police

Recommended Action: This item will be placed on a future agenda for Council's consideration.

 [Trisha Brotherton E-Mail](#)

C. Technology Department Position Description Revisions

Details: Position descriptions within the Information Technology Department are being revised to meet the changing needs of the department and the overall City operations. Additionally, a new position is being created for the department.

Presenter: Jennifer Gorsuch, Administrative Services Director




Recommended Action: Resolutions requiring Council action will be placed on the April 4, 2016 Regular Meeting Agenda for Council's consideration.

 [Memorandum to Council](#)

[Information Technology Analyst/Programmer](#)

[Information Technology Support Specialist](#)

[Information Technology Network Administrator](#)

- D. Professional Services Contract Amendment with BergerABAM for the 2016 City of Camas Comprehensive Plan Update
Details: The contract amendment is not to exceed \$21,753.00 for the additional work necessary for the completion (finalizing) of the 2016 City of Camas Comprehensive Plan Update. An initial contract in the amount of \$79,980.00 was approved in December of 2014 and a balance of \$2,377.03 remains as of February 25, 2016. The initial contract anticipated that the "City may need additional comprehensive plan services in 2016 and would request a separate scope of services for this work that may include: additional comprehensive plan document and mapping preparation". The 2016 budget anticipated the amendment and funds remain available for professional services under the Planning Department budget to cover the costs associated with the amended contract.
Presenter: Phil Bourquin, Community Development Director
Recommended Action: This item will be placed on the April 4, 2016 Regular Meeting Agenda for Council's consideration.
-  [BergerABAM Contract Amendment](#)
[BergerABAM Contract](#)
[BergerABAM February Invoice](#)
- E. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Phil Bourquin, Community Development Director
- F. Prevailing Wage and Competitive Bid Requirements
Details: At a prior meeting, the City Council asked staff to provide additional details regarding the requirements for the use of prevailing wages for City projects. Staff prepared the attached presentation to provide additional information on prevailing wages and the related topic of competitive bid requirements.
Presenter: Steve Wall, Public Works Director
Recommended Action: This item is for Council's information only.
-  [Prevailing Wage and Competitive Bid Requirements](#)
- G. Steigerwald Lake Restoration Project and Steigerwald Wellfield Development Update
Details: Staff will provide an update to the City Council regarding the Steigerwald Lake Floodplain Restoration Project being sponsored by the Bonneville Power Administration and led by the Lower Columbia Estuary Partnership and the Port of Camas-Washougal. The presentation will also include information regarding concerns that have been raised by Washougal and Camas staff associated with the siting of the proposed future wellfield site in relation to the restoration project and ongoing coordination efforts with the Restoration Project Team.
Presenter: Sam Adams, Utilities Manager and Steve Wall, Public Works Director
Recommended Action: This item is for Council's information only.
-  [Steigerwald Lake Restoration Project Presentation](#)
- H. Public Works Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Steve Wall, Public Works Director

- I. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Pete Capell, City Administrator

V. COUNCIL COMMENTS AND REPORTS

VI. PUBLIC COMMENTS

VII. ADJOURNMENT

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.

Julie Norcross

From: Trisha-gmail <trishabrotherton@gmail.com>
Sent: Tuesday, January 19, 2016 1:55 PM
To: Police Department Email
Subject: Notice of Auction & Raffle Event

Good afternoon ~

On May 13, 2016, from 5:30 – 8:00 PM, Grass Valley Elementary PTA will be holding our 6th Annual Carnival & Silent Auction. We will have carnival/amusement games (cake walk, fishing game etc.) and a raffle with the silent auction. We do not anticipate exceeding \$5000 in profit from the entry ticket (\$5 per child) or from the raffle, therefore we will not be applying for a gambling license.

We are aware of the WA state raffle and amusement game rules and will follow the same practices as we did last year. We are currently requesting items to be donated, therefore we do not know what we will have as raffle items at this time. We plan to sell raffle tickets one week in advance of the carnival/auction and at the event. Raffle tickets will be \$1 each.

Here are a few additional procedures we will follow, per the law:

- All raffle tickets will be numbered.
- Detailed item information, time of drawing, cost per ticket & if winner must be present will be announced prior to the event and will also be displayed during the event.
- Only adults will buy and sell tickets.
- No need to be a PTA member to purchase tickets, the raffle is open to anyone.
- All tickets will remain the same price before and during the event.
- The raffle drawing will be held during the event.
- We will retain all tickets for one year following the event.
- No free tickets will be given away.
- No credit card payment for raffle tickets will be accepted.

Please advise if you would like additional information.

Trisha Brotherton
2016 Auction Chair
Grass Valley Elementary PTA
3000 NW Grass Valley Drive
Camas, WA 98607
503-703-3424



MEMORANDUM

TO: City Council

FROM: Jennifer Gorsuch, Administrative Services Director

RE: Information Services Division position descriptions

March 21, 2016

On the April 4, 2016, regular meeting agenda, there will be resolutions revising position descriptions for two positions within the Information Services Division. Job titles and duties for the existing positions are being revised in order to more accurately represent the position's responsibilities and one of the positions has a proposed change in salary scale.

In 2015, we received budget authority to add another position to the current staffing to meet the growing needs and demands of the City. That position was not filled last year and the new position description is also included in this item, so it may be filled as soon as possible.

The revisions to current positions are as follows:

Information Technology Analyst/Programmer (currently Information Systems Analyst)

This position description has been revised to more accurately reflect the duties and responsibilities of the current position. The salary scale for this position is being adjusted upwards 6% from the current scale based on a review of comparable positions sharing similar skills and responsibilities as the revised position. This is a represented position within the CPEA bargaining unit.

Information Technology Support Specialist (currently Information Systems Technician)

This position description has been revised to more accurately reflect the duties and responsibilities of the current position. This is a represented position within the CPEA bargaining unit.

The new position will be titled Information Technology Network Administrator. This position has been created to ensure that the duties and responsibilities are aligned with both current and future needs. Based on a review of comparable data, the salary scale for this position will be the same as the revised Analyst/Programmer position. This will be a represented position within the CPEA bargaining unit.

The new salary and the proposed revision are included in the current 2016 budget and no budget adjustment is needed.

INFORMATION TECHNOLOGY SYSTEMS ANALYST/PROGRAMMER

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 general supervision of the Technology Director, provides highly technical development and support for the City's database systems, applications and users in a LAN/WAN environment; performs a variety of advanced software analysis, programming and maintenance; provides general training to users on the City's main application and reporting systems; develops online resources and services; and performs a variety of duties relative to assigned area of responsibility.

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:

Ensure the integrity, security and effective performance of the City's applications and databases.

Perform database design, development, and maintenance of the City's databases; work with programmers and developers contracted to work on database enhancements, specialized programming, special projects, report writing and other duties as assigned. Develop programs, analyze user needs and requirements, design system structures and make modifications or improvements to applications and programs.

Support and maintain web application servers; Provide E-Commerce and web application development. Consult with others to establish design and access standards and procedures that ensure continuity of web content and site availability for staff and the public. Oversee and perform scripting and programming of web site features and applications. Programs in languages appropriate for web browsing and transaction applications (ex: HTML, PHP, ASP and Java Script).

Develop, program and oversee the maintenance and design of the City's official website and resources. Research, maintain and monitor the website for added or upgraded services to meet city goals and strategic initiatives. Recommend products or services, including costs, design and project proposals for improved or new services to the public.

Research and evaluate new technologies. Consult with Technology Department staff on identified potential new technologies or services. Develop proposals, including time, equipment and costs for implementation of new services or system upgrades.

Plans, coordinates and completes assigned technology projects and systems deployment; oversees vendor support, including implementation of systems, licensing, upgrades and problem resolution.

Assist City staff with software applications, related programs, telecommunications, and support and train for both hardware and software systems. Recommend and implement solutions to assure minimum delay and effective operation for system users.

Assist in coordinating training programs, training computer end-users in using network and computer resources and in providing training on technology upgrades or new resources.

City of Camas**Information Technology Systems Analyst/Programmer**

Install, upgrade, patch applications and systems; analyze and resolve complex technology application and system issues.

Monitor, review and schedule assigned work orders support to optimize staff support services and system priorities.

Assist in maintaining user and application level instructional and support documentation. Update technical documentation, such as client and application specific installation configurations, problem fixes, and vendor support.

Perform network administration duties in the absence of other information systems staff.

Provide assistance in various information technology projects that affect the user environment.

Provide backup for computer support including hardware and software desktop support, including installing, configuring, and repairing computers and providing support to employees across the network.

SECONDARY FUNCTIONS

Performs other duties as assigned that support the overall objective of the position and goals of the Department.

Communicate project design and recommendations to the Technology Department timely, coordinating and planning yearly project priorities with the team.

Support and troubleshoot the various audio/visual equipment in board and conference rooms throughout the City.

Performs other functions within the department as necessary or assigned by Director.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

Advanced networking technologies, data and voice communications systems, routers and firewall devices, image and data transmission, application development principles and database design, local area networks (LAN), and working knowledge of client/server applications, securities and internet/intranet applications.

Relational database theory and design fundamentals.

Website design and administration principles.

Principles of network operating systems and specialized applications of the City.

Operational characteristics of various computer systems, databases, applications and peripheral equipment including client-server software; Maintenance and repair techniques.

City of Camas

Information Technology Systems Analyst/Programmer

Advanced computer languages and programming practices (Visual Basic.Net, VBScript, ASP, PHP, Java Script).

Advanced database administration (SQL Server, MySQL, SQL, Access, Progress).

Advanced Methods and techniques of troubleshooting hardware and software configurations and problems.

Principles and practices of training and instruction.

Principals of Voice over Internet Protocol (VoIP), voice telecommunications and voicemail system support and security.

Modern office procedures, methods, troubleshooting and problem solving protocols.

Ability to:

Diagnose, install, configure and troubleshoot hardware and software problems in a complex network environment, identify solutions, make and implement recommendations.

Respond to after-hours network emergencies and outages timely.

Perform advanced network application/system administration, engineering, and system monitoring.

Support and maintain city databases, develop reports, forms and enhance the features for users.

Develop web applications (e-commerce, e-government, forms, applications, etc.) for continued enhancement to usability of the city's website for the public.

Participate in various information technology projects and computer support activities.

Develop and conduct training programs for client-server applications and programs.

Manage time and schedule activities effectively. Respond to requests and inquiries from network users and provide assistance as needed.

Operate personal computers, printers and other peripheral equipment.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of sensitive files and materials accessed, discussed or observed.

Establish and maintain effective working 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 a Bachelor's degree in computer science or related field

Experience:

Three years of increasingly responsible experience in database design and support, system and application administration and support, and programming and development including: web development, programming and database management, SQL/Access and application report writing, e-commerce, and intranet development

City of Camas

Information Technology Systems Analyst/Programmer

Equipment used:

Personal computers, network servers, LAN and WAN hardware (firewalls, routers, switches, etc.), network/phone diagnostic equipment, light hand tools, and general office equipment

Computer Skills:

Intermediate to advanced understanding of Windows (TCP/IP) network operating system and desktop support, DNS, Active Directory, Windows Servers, database design and administration

General firewall, VPN concepts and configuration, and understanding of VoIP telecommunications systems

Advanced skills in database systems (SQL) database management, ODBC connectivity and reporting tools

Specific skills in Windows Server, Visual Studio, web development and design, and other related basic tools preferred

Programming and scripting abilities such as Visual Basic.NET, VBScript, VB for Applications

Experience programming API's

Certifications:

Professional networking and/or programming certification such as Microsoft Certified Database Administrator (MCDBA) or Microsoft Certified Solutions Associate (MCSA) is preferred.

Possession of an appropriate, valid Driver's License is required.

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/field environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read computer screens.

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.

INFORMATION TECHNOLOGY SUPPORT 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 general supervision of the Technology Director, to perform a variety of moderate to complex hardware and software maintenance, user support and training functions associated with the City's personal computers and basic network operations; provide specialized technical support for core City applications and systems, provide assistance in maintaining the City's network system; and to perform a variety of duties relative to assigned area of responsibility.

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:

Provide daily operational support for business applications software program(s) including responding to and resolving routine technology support issues from system users, data entry, printing and distributing reports.

Procure, install, configure, troubleshoot and repair all network or user-specific hardware and peripheral devices. Analyze and resolve service and support issues.

Install, configure upgrade and maintain computer and other devices' software including operating systems, client connectivity to the network and desktop applications. Analyze, research and resolve software conflicts and application error messages for end-users.

Troubleshoot and configure the users printing environment.

Assist users in optimizing their desktop environment; create icons and shortcuts and provide desktop training; assist in restoring or recovering files or corrupted data.

Monitor, review, schedule and communicate assigned work orders with departments and staff on technology work order status and work projects at the technician level and escalate timely unresolved technology support issues.

Maintain the City's information technology inventory and asset tag system; monitor hardware, track warranty and support information, software programs and maintain licensing compliance.

Work with vendors in requesting service on equipment under warranty, identifying hardware and software conflicts or problems, researching new products and ordering supplies.

Research and evaluate new technologies. Consult with Technology Department staff on identified potential new technologies or services. Develop proposals, including time, equipment and costs for implementation of new services or service/system upgrades.

CITY OF CAMAS**Information Technology Support Specialist (*Continued*)**

Monitor and repair all virus, spam and malware alarms and activity reported from devices on the City's network. Provide assistance in establishing network hardware and software environment standards; research hardware and software prices and recommend purchases as appropriate.

Provide assistance in various information technology projects that affect the user environment; provide user training in new technologies as needed.

Develops, maintains and updates technical documentation such as desktop configurations, procedures, problems and fixes, vendor support contracts/procedures and disaster recovery procedures; develops, updates and distributes user instructional documentation.

Assist in maintaining and updating the City's website.

SECONDARY FUNCTION STATEMENTS

Performs other duties as assigned that support the overall objective of the position and goals of the Department.

Assist in coordinating training programs, training computer end-users in using network and computer resources and in providing training on technology upgrades or new resources.

Performs other functions within the department as necessary or assigned by Director.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

Operational characteristics of various computer systems, applications and peripheral equipment including client-server software.

Methods and techniques of hardware and software configuration and installation.

Methods and techniques of troubleshooting hardware and software problems.

General knowledge of networking technologies, image and data transmission, telecommunications and client-server applications.

Modern office procedures, methods, troubleshooting and problem solving protocols.

Basic principles and practices of network administration.

General word processing, spreadsheet, database and reporting programs.

Web page development and programming.

CITY OF CAMAS

Information Technology Support Specialist (*Continued*)

Ability to:

Diagnose hardware and software problems, identify solutions, make and implement recommendations.

Diagnose and repair user printer issues on the network and local.

Respond to after-hours network emergencies and outages timely.

Install, configure and upgrade hardware and software in a mixed network environment.

Operate personal computers, printers and other peripheral equipment.

Participate in various information technology projects and computer support activities.

Manage time and schedule activities effectively. Respond to requests and inquiries from network users and provide assistance as needed.

Manage time and schedule activities effectively. Respond to requests and inquiries from network users and provide assistance as needed.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of sensitive files and materials accessed, discussed or observed.

Establish and maintain effective working 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 an Associate's degree from an accredited college or university with major course work in information technology, computer science or a related field.

Experience:

Two years of increasingly responsible experience in the maintenance, installation and upgrading of computer hardware and software.

Equipment used:

Personal computers, laptops, tablets, mobile devices, network servers, LAN and WAN hardware (bridges, routers, switches, etc.), light hand tools, and general office equipment.

Computer Skills:

Intermediate to advanced Windows (TCP/IP) network operating system, wireless configuration and desktop/client support. General knowledge of TCP/IP, DNS, Active Directory, Windows Server, General firewall, VPN concepts and configuration. Advanced skills in Microsoft Office, mail systems and strong troubleshooting/analytical skills required. Experience with HTML, FTP and client applications a plus.

Certifications: Professional networking and/or technology certifications preferred

Possession of an appropriate, valid driver's license is required

CITY OF CAMAS

Information Technology Support Specialist (*Continued*)

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/field environment; exposure to computer screens.

Mobility: Light lifting; sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read computer screens.

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..

INFORMATION TECHNOLOGY NETWORK ADMINISTRATOR

*Class specifications are intended to 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 general supervision of the Technology Director, plans, designs and develops the City's information technology network. Acquires, installs, implements and maintains the City's network systems including WAN/LAN development and management, securities and virus monitoring, wireless and mobile technologies design and support, server hardware and operating system updates and maintenance, and updates and support for the communications systems and servers. Organizes, documents and monitors the City's network infrastructure for reliable technology operations throughout the city.

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.

Plan, engineer and maintain the City's enterprise data, voice and video networks and systems. Design, install, maintain and upgrade all network hardware and software; including, servers, routers, switches, firewalls, phone system and equipment, voicemail, and equipment; Provide advanced level support and technical expertise in networking technology.

Administer the operation of all LAN/WAN-related network services according to industry standards and security best practices.

Assume responsibility for administering the City's central VoIP system, voicemail and related telecommunication and internet services of the City; maintain system databases; establish and configure user accounts and work with vendor on outsourced support and service related issues;

Monitor and evaluate network and system performance. Manage network traffic including printing, file sharing and connectivity to external agencies. Maintain secure transfer of data throughout City locations via internal and external networks. Maintain the wireless infrastructure and mobile or remote connectivity to the City's network.

Establish and maintain the backup, version-control and viral defenses of the City. Monitor and support the City's disaster recovery technology plan, implementation and testing.

Research and evaluate new technologies. Consult with Technology Department staff on identified potential new technologies or services. Develop proposals, including time, equipment and costs for implementation of new services or system upgrades.

Communicate with department staff to report and resolve software, hardware and operational problems and security violations. Communicate and recommend improvements (work flow/productivity/cost savings) with emergent technologies to Technology Director.

Work closely with external vendors and monitor and control all remote access to City systems and resources.

City of Camas***Information Technology Network Administrator (Continued)***

Update technical documentation, such as client and application specific installation configurations, problem fixes, and vendor support. Maintain the City's information technology inventory and asset tag system; monitor hardware, warranty and support information, software programs and licensing compliance.

Monitor, review, schedule and communicate assigned work orders.

Provide assistance on technology projects and participates on project teams as assigned.

SECONDARY FUNCTIONS

Performs other duties as assigned that support the overall objective of the position and goals of the Department.

Communicate project design and recommendations to the Technology Department timely, coordinating and planning yearly project priorities with the team.

Provide backup for computer support including hardware and software desktop support; including installing, configuring, and repairing computers and providing support to employees across the network.

Assist in coordinating training programs, training computer end-users in using network and computer resources and in providing training on technology upgrades or new resources.

Performs other functions within the department as necessary or assigned by Director.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

Advanced networking technologies, Ethernet and TCP/IP, data and voice communications systems, wireless and mobile network systems and securities, image and data transmission, local area networks (LAN), VMware, Storage area networks, Hypervisor, client/server applications and internet/intranet applications.

Advanced network administration, engineering, and system monitoring, including advanced methods and techniques of troubleshooting hardware and software configurations and problems.

Advanced knowledge of network, system and securities, system oversight and management of network resources.

Working knowledge of network equipment (routers, etc.) and VoIP phone/voicemail systems.

Operational characteristics of various computer systems, databases, application development and peripheral equipment including client-server software. Maintenance and repair techniques.

Standard computer languages, relational database architecture and reporting; SQL and HTML languages and others.

Basic principles and practices of training and instruction.

City of Camas

Information Technology Network Administrator (Continued)

Modern office procedures, methods, troubleshooting and problem solving protocols.

Ability to:

Adapt to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, and timely response to priority technology network support.

Configure, install, troubleshoot, diagnose and repair hardware and software in a complex network environment, identify solutions, make and implement recommendations.

Provide back up support and maintenance for the city databases and monitor server resources.

Participate in various information technology projects and computer support activities.

Respond to after-hours network emergencies and outages timely.

Manage time and schedule activities effectively. Respond to requests and inquiries from network users and provide assistance as needed.

Operate personal computers, printers and other peripheral equipment.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of sensitive files and materials accessed, discussed or observed.

Establish and maintain effective working 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 a Bachelor's degree in computer science or related field

Experience:

Three years of increasingly responsible experience in networking/systems design and maintenance including: experience in planning, overseeing and monitoring enterprise data, voice and video networks and systems; maintaining servers, routers, switches, firewalls, phone and voicemail systems and equipment; and providing advanced level support and technical expertise in networking technology

Equipment used:

Personal computers, network servers, LAN and WAN hardware (bridges, routers, switches, etc.), network/phone diagnostic equipment, light hand tools, and general office equipment

Computer Skills:

Advanced Windows (TCP/IP) network operating system and desktop support.

City of Camas**Information Technology Network Administrator (Continued)**

Advanced understanding of TCP/IP, DNS, Active Directory, Windows Servers and administration.

Advanced firewall, VPN concepts and configuration, and understanding of VoIP telecommunications systems required.

Knowledge of Windows servers, Linux, MS SQL Server.

Advanced skills in database systems, database management, ODBC connectivity and reporting tools are preferred.

MS-SQL database administration and support preferred.

Certifications:

Professional networking certification (ie MCSE, CCNP, etc.) strongly desired. Other combinations of education, experience and other certifications and training will be considered.

Possession of an appropriate, valid Driver's License is required.

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/field environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read computer screens.

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.

25 February 2016

Sarah Fox, AICP
Senior Planner
City of Camas
616 NE 4th Avenue
Camas, Washington 98607

Subject: City of Camas 2016 Comprehensive Plan Update Contract Amendment

Dear Ms. Fox:

This scope of work confirms earlier discussions between BergerABAM and the City of Camas (City) for additional work related to completion of the 2016 Comprehensive Plan Update. The City has requested that BergerABAM complete additional tasks, including mapping and a staff report review, to assist the City with adoption of the 2016 Comprehensive Plan Update by June 2016. The following is BergerABAM's proposed scope of work.

SCOPE OF WORK

Task 1.0: Comprehensive Plan Maps

BergerABAM will prepare and/or finalize four digital comprehensive plan maps (comprehensive plan, zoning, wetlands, and transportation). The maps will be based on GIS data available from Clark County and technical information that will be provided to BergerABAM by the City.

Draft comprehensive plan, zoning, and wetland base maps were prepared under the previous scope of work. BergerABAM will complete minor revisions (up to 10 hours per map/three maps) and finalize these maps under this scope of work.

The transportation map was not included in the previous scope of work. BergerABAM will prepare a draft and final transportation map in GIS format (up to 10 hours for the draft and 10 hours for the final map). The City will provide BergerABAM with a draft transportation map, the 2004 comprehensive plan transportation map, which BergerABAM will digitize and amend with revisions provided by the City.

Assumptions

- BergerABAM will not conduct technical assessments to verify the accuracy of the engineering information provided by the City as part of this task.
- All maps will include up to two rounds of revisions based on City comments.
- The City will coordinate with Clark County to obtain all GIS base data.
- The City will provide a draft transportation map for BergerABAM to digitize.

Deliverables

- Final comprehensive plan, zoning, and wetland maps in GIS and PDF format
- Draft and final transportation map in GIS and PDF format

Task 2.0: Final Comprehensive Plan

BergerABAM will finalize the City's comprehensive plan based on comments and edits received on the draft plan, prepared under the previous scope of work. The City will consolidate all comments on the draft plan and provide BergerABAM with the document in track changes. Two BergerABAM staff will then participate in two meetings with City staff to review and discuss edits.

BergerABAM will finalize the draft comprehensive plan and compile all technical appendices (provided by the City) and four maps (completed under Task 1). The final comprehensive plan will be provided to the City in PDF format. BergerABAM will provide the City with instructions so that City staff can publish the final document on Issuu, a free electronic publishing website.

Assumptions

- The City will provide one consolidated set of redlines on the draft comprehensive plan text.
- The City will provide BergerABAM with all technical appendices.
- Up to two BergerABAM staff will participate in two 2-hour meetings with City staff to review and discuss edits. Meetings with the City will be held in either Camas or Vancouver.
- One round of client comments will be included in the final comprehensive plan.
- The City will act as the SEPA lead agency, complete the required SEPA documentation, and issue the SEPA determination.
- The City will complete all coordination with City departments and the Department of Commerce.

Excluded tasks and costs

- SEPA checklist and threshold determination.

Deliverables

- Draft and final comprehensive plan in PDF format, including all technical appendices and four maps
- Attendance by two BergerABAM staff at up to two meetings with City staff to review comprehensive plan comments
- Instructions for City staff to publish the document on Issuu

Task 3.0: Adoption Hearings

The City anticipates that there will be one workshop and three hearings, two Planning Commission hearings, one City Council workshop, and one City Council hearing for adoption of the Comprehensive Plan. BergerABAM will assist the City with preparation for these workshops and hearings.

The City will draft the staff reports and presentations materials required for the workshops and hearings. BergerABAM will assist the City by providing comprehensive plan summary information for inclusion in the staff reports and presentations needed for the workshops and hearings. BergerABAM will provide peer review of meeting materials (up to 8 hours per workshop and hearing), including one round of edits in the documents in track changes.

A BergerABAM staff member will meet with the City prior to the first Planning Commission hearing and City Council workshop (up to two meetings with City staff) to review the meeting materials.

Additionally, one BergerABAM staff will attend two 3-hour Planning Commission hearings, one 2-hour City Council work session, and one 3-hour City Council hearing.

Assumptions

- Staff reports and presentations will be prepared by City staff. This scope assumes, two Planning Commission hearings, one City Council workshop, and one City Council hearing.
- Workshops will be 2 hours in length.
- Hearings will be 3 hours in length. The City will prepare all meeting notices and distribute all materials to the Planning Commission and City Council.
- The City will prepare final adoption ordinances.

Deliverables

- Staff report and presentation peer review and edits in track
- Attendance at one City Council work session and three hearings (two Planning Commission hearings and one City Council hearing)
- One BergerABAM staff member to attend two 2-hour meetings with City staff prior to the Planning Commission/Council meetings

FEE

The following professional fees, including an estimated \$115 in expenses, will be billed as incurred and will not exceed **\$21,753.00** without written authorization.

Task 1.0:	\$5,754
Task 2.0:	7,434
Task 3.0:	8,450
Expenses:	<u>115</u>
Total:	<u>\$21,753</u>

This amendment increases the total project budget to \$101,733.

Ms. Sarah Fox
25 February 2016
Page 4

ACCEPTANCE

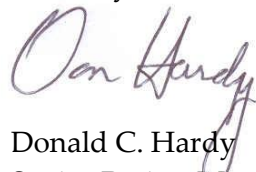
In witness whereof, this amendment has been executed under the provisions, terms, and conditions of the original contract between BergerABAM and City of Camas dated 8 December 2014. By signature below, the parties agree that all the terms and conditions of the original agreement shall be of full force and effect.

CLOSING

If you wish to accept this proposal, please show your acceptance by signing in the space provided below. Please return a fully executed copy of the entire proposal to me by fax or PDF and retain the original for your files. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal and we look forward to working with you. If you have questions, please call me at 360/823-6100.

Sincerely,



Donald C. Hardy
Senior Project Manager/Planner



Helen Devery
Vice President

DCH:llt

ACCEPTED BY

CITY OF CAMAS

Signature

Name (Printed)

Title

Date

8 December 2014

Sarah Fox, AICP
Senior Planner
City of Camas
616 NE 4th Avenue
Camas, Washington 98607

Subject: Proposal to Provide Consultant Services for 2016 Comprehensive Plan Update

Dear Ms. Fox:

We are pleased to have the opportunity to submit the following scope of work necessary to update the City of Camas Comprehensive Plan. Our scope of work reflects our prior conversations on the necessary comprehensive plan elements and the completion of the comprehensive plan update. The following understanding and scope of work provides detail about how we would work with you to prepare the comprehensive plan.

PROJECT UNDERSTANDING

According to state requirements, the City of Camas (City) must update its comprehensive plan (plan) by June 2016 and therefore has requested a scope of work from BergerABAM to complete the update. The Phase 1 work, (contracted separately by the City) to create a vision for the plan update, is nearing completion and will be finished by January 2015. BergerABAM will complete Phase 2 work which consists of updating elements of the plan, and will incorporate the Phase 1 visioning work into the update.

BergerABAM will work closely with City staff to update the Land Use, Housing, Environmental, and Economic elements of the plan. The City will complete updates to all of the other plan elements, and BergerABAM will compile all the element into one comprehensive plan document. BergerABAM will update the land use, zoning, and comprehensive plan maps and the critical area mapping, using City and Clark County mapping sources, and will complete GIS mapping of up to two corridors and two potential town centers. This work will be competed to assist in providing redevelopment opportunities, to make the entrance corridors more attractive and to provide a better mix of land uses.

The City anticipates that the draft comprehensive plan will be completed by December 31, 2015. The City may need additional comprehensive plan services in 2016 and would request a separate scope of services for this work that may include: additional comprehensive plan document and mapping preparation.

BergerABAM will also manage the City's project website during the plan update and hold two open houses and four focus group sessions to solicit public comments and develop the draft comprehensive plan policies and maps identified in the scope of work.

The following is BergerABAM's proposed scope of work for your project:

SCOPE OF WORK

Task 1: Kickoff Meeting and Washington State Department of Ecology Checklist

Upon notice to proceed, BergerABAM will develop a project schedule that defines for you the anticipated dates for the delivery of products, open houses, focus groups, and Planning Commission and City Council hearings. To ensure that your project begins effectively, we will work with you to schedule a kickoff meeting. Following the meeting, the City will prepare the Washington State Department of Ecology (Ecology) checklist and provide it to BergerABAM to peer review and we will provide one set of comments in tracked changes to the City. The City will incorporate these comments and submit the checklist to Ecology.

Assumptions

- City to provide all existing comprehensive plan and supporting documentation and other City Council-adopted plans in MS Word format.
- City to prepare and submit the Ecology checklist and coordinate with Ecology.
- One round of City review of the project schedule.
- The kickoff meeting will be in Camas.

Deliverables

- Preparation for and attendance by three BergerABAM staff at one, 2-hour kickoff meeting
- Kickoff meeting summary notes
- Draft and final project schedule
- One review of Ecology checklist

Task 2: Public Outreach

BergerABAM will prepare a public outreach plan that outlines the public outreach effort for the comprehensive plan update process. The three primary public outreach components for your plan are the project website, open houses, and focus group sessions.

Website

Your existing project website for Camas 2035 for the Phase 1 process, will be updated from a "visioning" site to an "implementation" site. The site will continue to be a portal for information and will house project updates, meeting notes, open house announcements, open house materials, surveys, and survey results. One survey through SurveyMonkey will be completed for the project. The site will summarize the visioning process and inform the public on the next steps in the plan update process and how they can stay involved. The site also will provide an opportunity for the public to comment and ask questions. This will allow you and the project team to continue communications flawlessly from Phase 1 to Phase 2 of the plan update process.

BergerABAM will update the City Facebook page and prepare and upload website updates for the open house meetings and Planning Commission and City Council work sessions and hearings. The website and Facebook work will include a book of hours to complete updates and upon BergerABAM

reaching the maximum scoped hours, the City will take responsibility for the website and Facebook pages and maintain them.

The City will grant BergerABAM administrative authority for the existing project website and Facebook account to allow communications with the citizens who have been involved in the visioning process.

Open Houses

BergerABAM will work with the City to arrange two open houses where residents can learn from City and BergerABAM staff members about the project. Open House 1 will occur early in the plan update process and will include a PowerPoint presentation to the audience that provides information about the background of the 2004 comprehensive plan and describes the recently completed visioning process. BergerABAM staff will assist City staff with developing this presentation.

Messaging for the open house presentation will include a Growth Management Act (GMA) 101 primer completed by BergerABAM and the City. BergerABAM will also prepare up to 3 display boards, including the project schedule, for the open house. Comment forms will be prepared and made available for attendees to complete at the event and/or to submit by e-mail. The open house will include time for a question and answer period.

Open house 2 will be later in the plan update process. The purpose of this open house is to “vet the findings” with the community, and participants will hear about the update process, what we’ve heard to date and how it has been incorporated into the plan update recommendations.

This open house format will include stations, arranged by topic area; such as land use and housing, corridor areas and town centers, economic development/employment lands, natural environment, transportation, and capital facilities. There will be a total of five display boards (including the two to three used at Open House 1) at this open house. Community members will be able to visit each station and discuss growth issues and give their input on draft policy issues to City and BergerABAM staff.

Open house comments will be recorded on flipcharts at each station and comment forms will be made available in an area where attendees can be seated to complete the forms. An email response option will also be provided on the comment forms.

Both open houses will be advertised on the project website, the project Facebook page, and via a digital postcard developed by BergerABAM and e-mailed by the City. At each open house, BergerABAM also will arrange for a children’s area with activities, so that parents can attend and participate.

In addition to comment forms, BergerABAM will also provide sign-in sheets and compile the comments into an open house summary which will be e-mailed to the City.

Focus Group Sessions

The City and BergerABAM will work together to develop a series of four focus group sessions, each devoted to key elements of the plan update. Key areas of these sessions are anticipated to include land use and housing, corridor areas and town centers, economic/employment lands, natural environment, transportation and capital facilities. The first two focus group sessions will be

scheduled between the open houses with agendas to determine “Vision to Implementation” at the first, and “Review of Draft Policy Changes” at the second. The third and fourth sessions will be held after the second open house. The third session agenda will focus on “Refinement of Recommendations” and the fourth session on the “Final Recommendations”.

The focus group sessions will include individuals identified by the City as having feedback and advice to offer that would be valuable to the plan update. BergerABAM will prepare a draft and final agenda for each session. With feedback from the City, BergerABAM will develop questions for the Focus group sessions and facilitate each session. Display boards used in other outreach efforts will be used in the sessions. BergerABAM will compile a summary report that captures all of the feedback provided at each session and provide it to the City.

Assumptions

- Up to four focus group sessions will be held with key project stakeholders. The City will lead the stakeholder recruitment for the focus groups and BergerABAM will assist.
- BergerABAM will prepare for and implement two open houses; up to three BergerABAM staff will attend each open house and a total of up to five display boards will be developed for the two open houses.
- BergerABAM will design a digital postcard to advertise each open house. The City will distribute the digital postcard.
- The City will reserve and pay for the venue(s) for the open houses and focus group sessions and provide refreshments.
- Up to 54 hours for BergerABAM to update website and Facebook materials. After this, the City will take responsibility for the website and Facebook pages.
- One round of City review of display boards, digital postcards, website page updates, public outreach summary report, and focus group summary report.

Deliverables

- Draft and final public outreach plan
- Initial website update and Facebook update
- Up to 54 hours of time for website and Facebook updates
- Draft and final focus group questions
- Design of up to two postcards advertising the project survey, website, and open houses
- Preparation for and attendance of three BergerABAM staff at up to two open houses
- Preparation of open house materials, including:
 - Five display boards
 - Sign in sheets
 - Comment forms
 - Name tags
 - Flip charts and markers for capturing ideas
 - Children’s area
- Preparation of two open house summaries and compilation of comment forms
- One open house PowerPoint presentation

- Preparation for and attendance of two BergerABAM staff at up to four focus group sessions
- Preparation of focus group materials, including:
 - Agenda (in conjunction with City staff)
 - Sign-in sheets
 - Name tags
 - Flip charts and markers for capturing ideas and discussion topics
 - Focus group questions (unique for each session)
- Preparation of summary report of focus group sessions
- BergerABAM will provide the City with a summary report of Phase 2 public outreach efforts to include in the update of the public involvement element

Task 3: Comprehensive Plan Update

Based on the existing comprehensive plan and supporting information that the City provides, BergerABAM will develop draft comprehensive plan elements for the City to comment on in one document in MS Word format in strikethrough and underline format. BergerABAM will revise the draft document and will prepare a final electronic version for presentation to the Planning Commission and City Council. BergerABAM and the City will coordinate on formatting and layout of the comprehensive plan and BergerABAM will update the plan a total of four times following staff, Planning Commission, and City Council reviews. The plan will be clearly identified with a version number for document tracking purposes. The City will prepare the Introduction, Background, and Public Involvement elements and provide current population projections to BergerABAM. BergerABAM will update the Land Use, Housing, Environmental, and Economic Development elements. The elements will be structured consistent with 2004 Comprehensive Plan and the Housing element will contain the same level of analysis as the 2004 Comprehensive Plan.

The City will incorporate the following elements into each draft: Introduction, Background, Public Involvement, Transportation, Parks, Recreation, Open Space, and Trail/Bikeway, Public Facilities, Utilities, and Services, and Capital Facilities. The City will also provide other appendices, map figures and tables not otherwise identified in this scope of work. It is anticipated that the City provided elements and supporting documents will be incorporated into the comprehensive plan document that BergerABAM will compile. City staff will prepare the staff reports for Planning Commission and City Council work sessions and hearings and facilitate them. BergerABAM will provide peer review of all staff reports, but will not be attending work sessions or hearings.

Comprehensive Plan Elements

BergerABAM will update the following elements of the comprehensive plan:

- Land Use element (using population data provided by the City). BergerABAM will work with the City to determine population and building intensities for the 20-year comprehensive plan horizon, including undeveloped and developed properties. BergerABAM staff will develop a comprehensive plan map consistent with the City population projection and allocation from Clark County. An urban growth boundary expansion is not anticipated.
- Housing element to include an evaluation of existing and projected housing needs and verification that forecasted housing needs can be met over the next 20 years.

- Environmental element to include updated wetlands mapping based on existing City and County data sources and delineations provided by the City from previously approved projects.
- Economic Development element to include goals, policies, and strategies.
- Town Center Rezone Areas - BergerABAM will work with the City to evaluate four areas for potential rezoning. The goal is to encourage town center-type development. These areas are anticipated to include two corridors within a mile of the downtown area, 6th Avenue on the west side of downtown, and 3rd Avenue on the east side of downtown, with other possible areas within a half-mile radius of Fisher Creek Drive and SE 20th Street, and the area between 43rd Avenue and 35th Avenue and NE Everett Street. We will work with the City to define the exact locations and prepare four GIS maps (2 corridor and 2 town center maps to document existing and proposed zoning). BergerABAM will inventory land use and zoning for the four rezone areas, identify desired zoning and development of these areas through focus group discussions. Then, we will develop draft policies and criteria for rezoning. The GIS maps will be displayed at the second open house.
- Critical Area Mapping- We will develop maps using City and County sources. The wetland mapping will use documentation provided by the City to map wetland center-points within a City parcel map. This graphic representation of the City's wetlands is to be used as a reference only; it will not provide survey-grade information, but will provide an index of the wetlands within city limits. The wetland index will catalogue information such as wetland class, date of disturbance, and reference numbers. We will incorporate this information into a table to be used as a City source document which guides inquirers to more detailed information for each wetland as shown on the GIS map.

Assumptions

- The comprehensive plan update will be based on the visioning completed during Phase 1.
- The City will provide a summary of anticipated population projections.
- Baseline population density and building intensity will be taken from the Clark County buildable lands model which the City will provide to BergerABAM.
- The housing need assessment will be consistent with the 2004 Comprehensive Plan.
- Critical area ordinance updates and updates addressing best available science are not included.
- An urban growth boundary expansion is not anticipated.
- BergerABAM will update the comprehensive plan (up to four times) in strikethrough and underline format to clearly identify changes and revisions.
- Up to four rounds of revisions to the comprehensive plan text
- Up to one round of revision for GIS Maps
- BergerABAM will prepare updates to the Land Use, Housing, Environmental, and Economic Development elements. The City will complete the Introduction, Background, Public Involvement, Transportation, Parks, Recreation, Open Space, and Trail/Bikeway, Public Facilities, Utilities, and Services, and Capital Facilities, and all other elements and supporting documents, appendices, map figures and tables. The City will coordinate all element updates and ensure consistency throughout the plan.
- The City will complete all development regulation updates and zoning text revisions.

- The City will provide all transportation, utility, and capital facility level of service information to BergerABAM for use in the Land Use, Housing, and Economic Development elements.
- The Economic Development element will provide goals and policies consistent with the 2004 comprehensive plan but will not include an economic forecast.
- The City will act as the SEPA lead agency, complete the required SEPA documentation, and issue the SEPA determination.
- Special studies for greenhouse gases or environmental health issues will not be required.
- Natural resource field studies will not be required and documentation of environmental conditions for the Environmental element will be based on existing County, state, and federal data sources.
- The City will work with BergerABAM in preparing the Shoreline Comprehensive Plan text.
- Wetland mapping will be a composite map based on City wetland maps and County GIS.
- The City will prepare staff reports and exhibits for the Planning Commission and City Council work sessions and hearings, and the City will lead the presentations. BergerABAM will peer-review staff reports and will not attend work sessions or hearings.
- City staff will provide BergerABAM with summaries of minutes from the Planning Commission and City Council work sessions and hearings.
- The City will distribute materials to the Planning Commission and City Council.
- The City will prepare the final adoption ordinances for the update process using deliverables from BergerABAM.
- BergerABAM will deliver one electronic copy and one hard copy of the draft and final comprehensive plan to the City.
- The City will be responsible for the reproduction of the comprehensive plan.

Deliverables

- Drafts of the Land Use, Housing, Environmental, and Economic Development elements.
- Comprehensive plan maps, including the comprehensive plan map, zoning map, and critical area maps (wetlands, habitat, floodplain, geologic hazards, and critical aquifer recharge areas).
- Up to four GIS maps (two corridor and two town centers) to support comprehensive plan policies and goals
- Final comprehensive plan revisions distributed to City
- Peer review of up to four staff reports prepared by City staff
- One electronic copy and one hard copy of draft and final comprehensive plan

Project Meetings

BergerABAM will attend four meetings with the City in Camas. Additionally, ongoing phone calls and e-mail communication will occur throughout your project. BergerABAM will prepare and distribute meeting summaries, consisting of a record of major topics discussed and action items from each meeting.

Assumptions

- Meetings will be located in Camas.

Deliverables

- Preparation for and attendance by two BergerABAM staff at four, 2-hour in-person meetings with City staff
- Preparation and distribution of meeting summaries to meeting attendees following each project meeting

FEE AND HOURS

The following professional fees, including expenses, will be billed as incurred and will not exceed \$79,980 without written authorization.

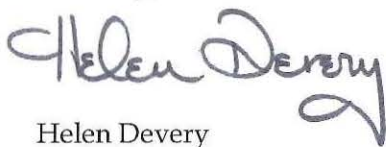
<u>Task</u>	<u>Cost Estimate</u>
Kickoff Meeting	\$3,987
Public Outreach	\$30,810
Comprehensive Plan Update	\$37,079
Project Meetings	\$7,676
Expenses	\$428
	<u>\$79,980</u>

CLOSING

If you agree with the above, please show your acceptance by signing in the space provided below. Please return a fully executed copy of the entire proposal to me by fax or PDF and retain the original for your files. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal, and we look forward to working with you. If you have questions, please call me at 360/823-6100.

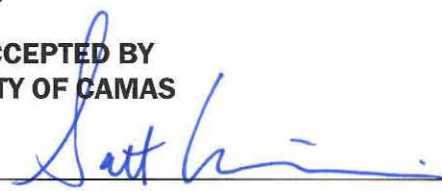
Sincerely,



Helen Devery
Vice President

HD:DCH:llt

**ACCEPTED BY
CITY OF CAMAS**



Signature

Mayor Scott Higgins

(Printed)

December 15, 2014

Date



210 East 13th Street, Suite 300, Vancouver, Washington 98660-3231
360/823-6100 • 360/823-6101 Fax • www.abam.com

P-896

Sarah Fox
City of Camas
Dept of Public Works
Attn: Accounts Payable
616 NE Fourth Avenue
Camas, WA 98607

001.15.558.600.41

February 25, 2016
Project No: A15.0038.01
Invoice No: 314001

Project A15.0038.01 Camas Comprehensive Plan Phase 2

Professional Services through February 19, 2016

Task 200 Public Outreach

Professional Personnel

	Hours	Rate	Amount	
<u>Employee/Activity</u>				
E. McDermott, Environmental Planner V	7.00	104.58	732.06	✓
M. Uland, Administrative	1.00	109.77	109.77	✓
S. Jones, Landscape Architect Grade IV	1.25	83.94	104.93	✓
Totals	9.25		946.76	
Total Labor				946.76 ✓
			Total this Task	\$946.76

Task 300 Comprehensive Plan

Professional Personnel

	Hours	Rate	Amount	
<u>Employee/Activity</u>				
D. Hardy, Sr Project Manager VIII	2.00	180.00	360.00	✓
M. Uland, Administrative	1.00	109.77	109.77	✓
Totals	3.00		469.77	
Total Labor				469.77 ✓
			Total this Task	\$469.77

Task 400 Project Meetings

Professional Personnel

	Hours	Rate	Amount	
<u>Employee/Activity</u>				
S. Woehlert, Project Coordinator	.50	61.14	30.57	
Totals	.50		30.57	
Total Labor				30.57 ✓

Project	A15.0038.01	Camas Comprehensive Plan Phase 2	Invoice	314001
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Total this Task	\$30.57
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Task	900	Expenses
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Reimbursable Expenses

Project Meals

Total Reimbursables

1.1 times	32.86	36.15
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Total this Task	\$36.15
-----------------	---------

Total this Invoice	\$1,483.25
--------------------	------------

Project Summary

Fee	79,980.00
-----	-----------

Invoiced to Date	77,602.97
------------------	-----------

Fee Remaining	2,377.03
---------------	----------

Paid to Date	76,119.72
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Approved By:

Donald Hardy

PROJECT COST TRACKING
2016 Comprehensive Plan Update
P-896

Berger/Abam
210 East 13th Street, Suite 300
Vancouver, WA 98660-3231
Ph: 360.823.6100
Fax: 360.823.6101
Job No.: A15.0038.01

Budget Accounts: 001-15-558-600-41

Date Contract Awarded: 12/15/14

Expected Completion Date:

Original Contract Amount	\$79,980
Amendment(s)*	
Total Budget	<u>\$79,980</u>

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>RFC No.</u>	<u>Invoice Amount</u>	<u>Invoiced-to-date</u>
1/30/2015	309385		\$3,329.43	\$3,329.43
2/26/2015	309683		\$4,311.56	\$7,640.99
3/24/2015	310029		\$5,035.81	\$12,676.80
4/22/2015	310415		\$4,392.13	\$17,068.93
5/28/2015	310831		\$10,876.44	\$27,945.37
6/25/2015	311181		\$3,668.09	\$31,613.46
7/21/2015	344541		\$5,724.20	\$37,337.66
8/28/2015	311994		\$4,610.70	\$41,948.36
9/23/2015	312275		\$5,622.97	\$47,571.33
10/21/2015	312644		\$6,101.02	\$53,672.35
12/11/2015	312962		\$7,571.39	\$61,243.74
12/22/2015	313322		\$4,719.41	\$65,963.15
1/27/2016	313667		\$10,156.57	\$76,119.72
2/25/2016	314001		\$1,483.25	\$77,602.97

Balance Remaining	\$2,377.03
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Key Contacts

City of Camas	Project Coordinator	Sarah Fox
BergerABAM	Project Coordinator	Don Hardy

Amendments*

Notes

Fred Meyer

What's on your list today?

16600 SE McGillivray Blvd.
360-260-3300

Your cashier was Callie Beth

21990200000	DELI ENTRE C	1.50	F
1111009172	BFG BROWNIE	4.99	F
1111009169	BFG BROWNIE	4.99	F
1111018102	M&M MINI CDO	3.99	F
1111006258	BKRY COOKIES	3.99	F
4157327924	BKRY COOKIES	3.99	F
1111006257	BKRY COOKIES	3.99	F

REWARDS CARD

*****2097

1 @ 3/5.00		
49000005015	SPRITE	1.67 B
1 @ 3/5.00		
49000005011	DIET COKE	1.67 B
1 @ 3/5.00		
49000005010	COKE CLASSIC	1.66 B
	TAX	0.42
**** BALANCE		32.86

Vancouver WA 98683

VISA Purchase *****8352

REF#: 000588 TOTAL: 32.86

VISA 32.86
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 10
01/14/16 03:33PM 93 27 254 2021319

A New Rewards Cycle has Begun!
You just earned 32 Rewards Points!

Total Rewards Points: 246
Current Cycle Runs 1/1/16 - 3/31/16

Remaining December Fuel Points: 291

January Fuel

Fuel Points Earned Today: 32
Total January Fuel Points: 246

Rewards or Fuel Program Questions?
Details at www.fredmeyer.com/rewards
or Contact us at 1-866-513-2686
Monday-Friday 5AM to 9PM PST

SAVE THIS RECEIPT FOR REFUNDS
OR ADJUSTMENTS



9102009370102702541601141533
www.fredmeyer.com

9 March 2016

Ms. Sarah Fox
City of Camas
616 NE Fourth Avenue
Camas, WA 98607

RE: Progress Report for Services Related to Camas Comprehensive Plan Phase 2
Invoice No. 314001, BergerABAM No. A15.0038.01

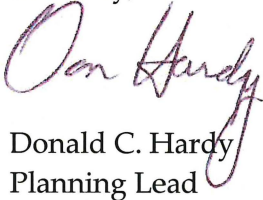
Dear Sarah:

The attached invoice covers our services through 19 February 2016. The following services were provided during the period covered by the invoice.

- Coordinated with City staff regarding comprehensive plan update
- City website update coordination

If you have any questions regarding the invoice, please contact me at 360/823-6115. Thank you.

Sincerely,



Donald C. Hardy
Planning Lead

DCH:skw
Attachment

Prevailing Wage and Competitive Bid Requirements

City Council Meeting
March 21, 2016



Prevailing Wages – What are they?

- “Prevailing Wages” defined - the hourly wages, overtime, and benefits paid to the majority of workers in a particular trade or occupation.
- The rates vary by county and type of labor
 - Enforced by the Department of Labor and Industries (L&I).
- Federal Prevailing Wage (“Davis-Bacon” rates) different from State
 - Federal Projects must pay higher of State or D-B

Prevailing Wage Requirements

- RCW 39.12
 - Requires Prevailing Wages to be paid on all “Public Works” and maintenance contracts...and on some types of “Purchased Services”
- Definitions:
 - “Public Work” - all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.
 - “Ordinary Maintenance” - work that is performed by agency personnel to provide regular or preventive maintenance.
 - “Purchased Service” - provided by vendors for routine, necessary, and continuing functions of a local government agency, mostly relating to physical activities (Ex. – delivery service, vehicle repairs, recycling pick-up).

Prevailing Wage Requirements

- Contractors/Vendors must file a Statement of Intent to Pay Prevailing Wages
 - L&I must approve before work begins and prior to payment
- Must receive an Affidavit of Wages Paid
 - Can't release Retainage until affidavit is confirmed and L&I, Dept. of Revenue, and Employment Security all provide authorization
 - Retainage release comes months after project completion

Prevailing Wages Summary

- Short Answer – Prevailing Wages are paid on all contracted public works projects and maintenance activities.
 - Also required on some purchased services such as Building Maintenance, Janitorial Services, Grounds Keeping
- Studies inconclusive on exact impacts – varies by State and Region. Studies seem to more often note a 10-15% cost increase vs. non-prevailing wage jobs, but have seen specific examples with much higher impacts.

Competitive Bidding

- Chapter 39.04 RCW requires competitive bidding for “Public Works” projects
- Different bidding requirements based on agency Classification Type
 - Four different classification types
 - First Class, Second Class, Code City, Town
 - Camas = Code City, Population more than 20,000

“Code City” Bidding Requirements

- Over \$300,000
 - Must do formal competitive bid – no exceptions
 - Typically larger capital projects; will see separate line item in budget
- Between \$40,000/\$65,000 and \$300,000
 - May use Formal Bid or Small Works Roster
 - We maintain our own Small Works Roster
 - If use Roster, typically request bids from multiple contractors
 - Sometimes complete formal bid depending on type of project

“Code City” Bidding Requirements

- Under \$40,000/\$65,000
 - Informal process (Quotes), Small Works Roster, or Formal Bid
 - If staff gets quotes, will try and get minimum of three

Competitive Bidding Summary

- Staff follows Code City requirements for Public Works and typically for Maintenance Projects with a few allowable exceptions.
- To Do List: Staff, Administration and Council authority and processes related to contracting for services

Steigerwald Habitat Restoration and Flood Control Project Steigerwald Wellfield Development

Camas City Council Worksession – March 21, 2016

Presented to Washougal Council on March 14, 2016



Discussion Items

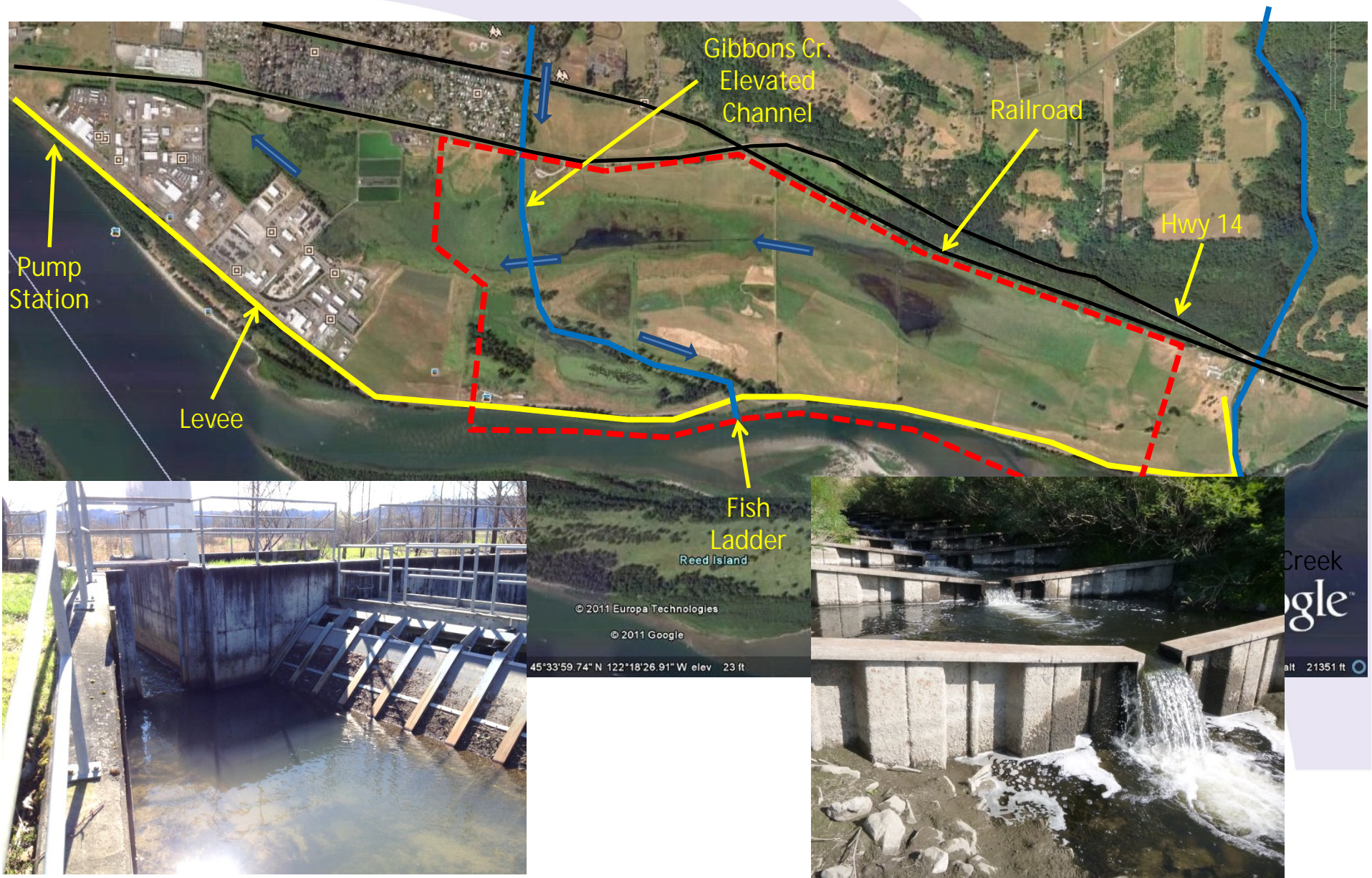
- Project Partners
- Restoration Project Overview and Timing
- Well-field Project Overview and Timing
- Restoration Project Impacts to Well-field Project
- Project Coordination and Pre-Planning
 - Supplemental Professional Services Agreement:
Murray, Smith and Associates
- Next Steps
- Council Questions/Discussion



Restoration Partners

- Lower Columbia Estuary Partnership (Project Co-lead)
- Port of C-W (Project Co-lead)
- Bonneville Power Administration (Project funder)
- ESA Associates (Consultant)
- U.S. Fish and Wildlife Service (primary landowner)
- U.S. Army Corps of Engineers (regulatory review)
- Cities of Washougal and Camas
 - City of Washougal owns well-field property in the affected area of the restoration project (City of Camas partnership “owner”)
 - City of Washougal must grant an easement for proposed set-back levee with concurrence from City of Camas

Existing Conditions

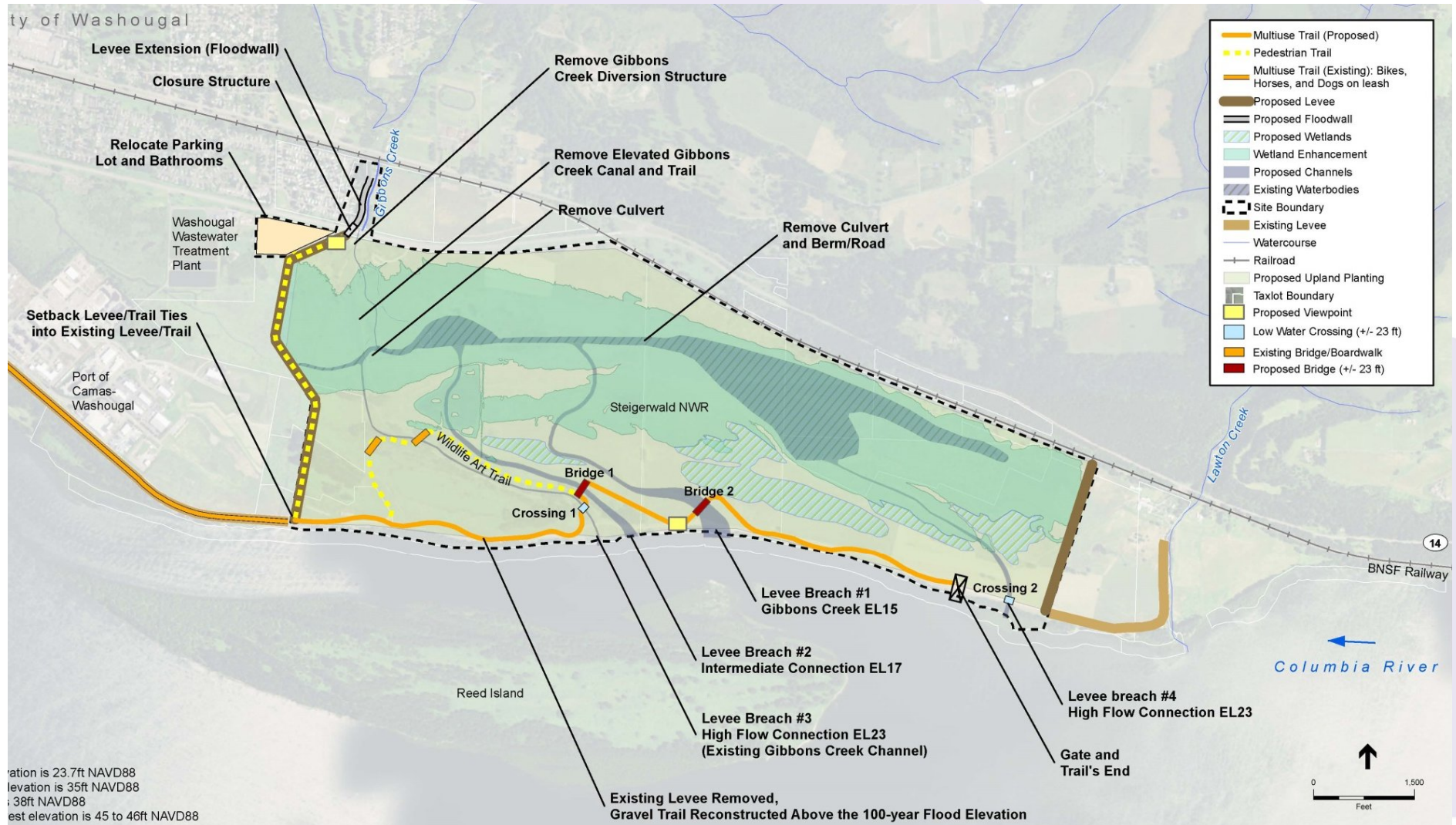


Restoration Project Overview and Timing

- Port, USFWS, LCEP and BPA are planning to build two new setback levees and remove two miles of the existing levee along the Columbia River adjacent to the Steigerwald Refuge.
- Project would restore Gibbons Creek to its original alignment and reconnect the Refuge to the Columbia River.
- Habitat restoration is required to mitigate for Columbia River dams and their impact on salmon. BPA funds the project and receives credit.
- Project currently at 30% design. Construction scheduled for 2018/2019.



Proposed Restoration Concept Plan

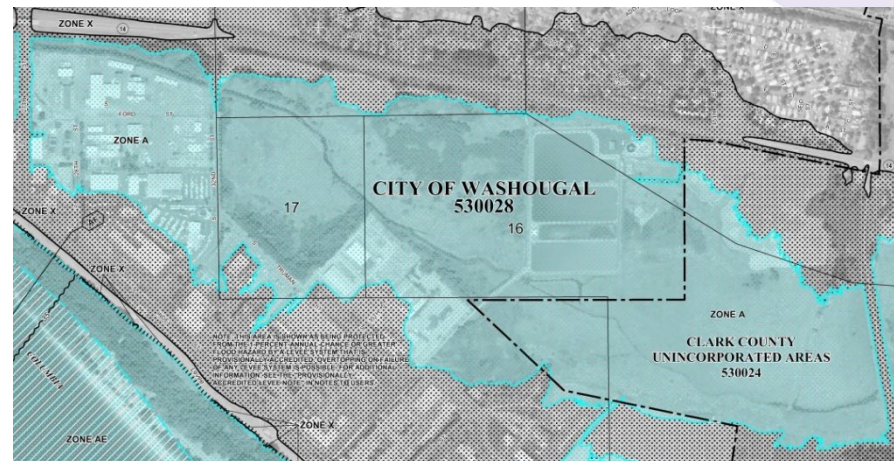


Proposed Restoration Concept Plan



Project Benefits

1. Environmental:
 - Improved habitat conditions for salmon and waterfowl
 - Eliminates dredging of Gibbons Creek
 - Helps BPA meet their federal mitigation obligations
2. Economic:
 - ~\$15-20M construction contract
 - Reduced flood risk to Highway 14
 - Removes all City of Washougal & Port infrastructure from the flood zone
 - Reduces O&M costs for the Port by up to \$100,000 annually
 - Regional media coverage (largest restoration project in the Portland/Vancouver area)
3. Recreation:
 - Re-design recreation infrastructure at a highly utilized urban refuge
 - Opportunity for local students and public to learn about habitat restoration and flood control



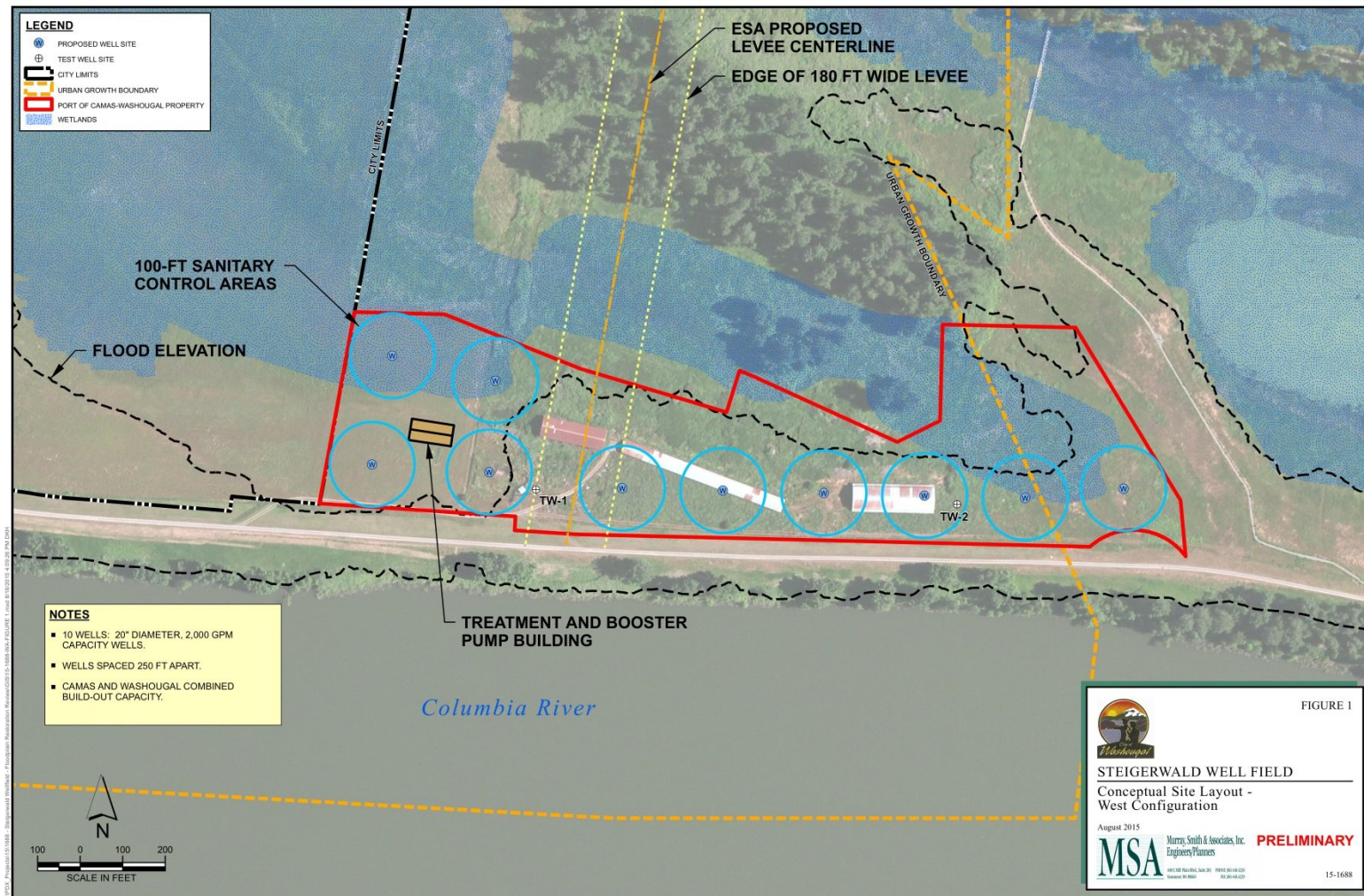
Wellfield Project

- City of Washougal (property owner) and Camas (partner) are in partnership for future well-field property recently purchased from the Port of C-W
- The property purchased has been identified by the Water Resources Inventory Area (WRIA) 27/28 as the only location where new groundwater withdraws will be approved in this area over the next 50 years
- WRIA 27/28 approval process included Departments of Health and Ecology and other state agencies for co-locating regional groundwater sources in Clark County
- Well-field development approximately 10 years out

Restoration Project Impacts on Wellfield Project

- Under current conditions the entire wellfield site is protected by the existing levee
- The new set-back levee at the western end of the proposed restoration project will maintain levee protection for the western portion of the well-field
- The remaining wellheads in the eastern portion of the well-field will be in the restored floodplain
- On-going discussions between project partners re: mitigating the impact of the restoration project on the well-field project

Steigerwald Wellfield Layout



Restoration Project Impacts on Wellfield Project

Several issues regarding developing the wellfield have been brought to the project partners and need further refinement prior to the plans being finalized and cities granting an easement for the levee construction.

- 1) Surety that the wells on the east side of the levee will be allowed to be permitted for development in the future
- 2) Surety that piping for water, electrical, and any other well needs will be constructed with the levee project
- 3) Surety that grading will be completed with restoration project for wells and access roads to be placed above the 500 year flood elevation
- 4) Surety that well house structures, well house casings, generators and site lighting will be allowed in the future

Project Coordination and Pre-Planning

MSA Scope of Services - \$ 30,597 (cost shared with Camas 60%/Washougal 40%)

- Coordinate with ESA, Port and Estuary Partnership on assured permitting plan for cities to allow wellfield development in the future including impacts to levee
- Elevate wellheads in restoration area above 500 year floodplain to allow for streamlined permitting
- Size well field pads and access roads to minimize construction issues when wells are developed
- Coordinate with consultant for conduits over levee for well operation on the east side of the levee

Next Steps

- City of Washougal contracts with MSA to complete pre-planning efforts and ensure continued use of wellfield site
- Project coordination and pre-planning continues
- Mitigation for impacts to well-field detailed in regulatory analysis and 60% design set
- Future Council Work Session to provide project updates
- Washougal grants easement with Camas concurrence
- Restoration Project construction commences
 - (including well-field pre-work)