

ORDINANCE NO. 2304

AN ORDINANCE adopting the budget for the City of Camas, Washington, for the fiscal year ending December 31, 2002

WHEREAS, the Mayor of the City of Camas, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2002, and a notice was published that the Council of said City would meet on the 10th day of December, 2001 at the hour of 7:00 p.m., at the Council Chambers in the City Hall of said City for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Camas for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

SECTION I

The required appropriation and expenditures for the various funds and departments and needs for the operation of government of the City of Camas, for the fiscal year ending December 31, 2002, as set forth in said budget and which is hereby adopted, are fixed in the following amounts, to wit,

<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
General	Legislative	\$ 96,700
	Judicial	190,000
	Executive	192,148
	Financial & Record Services	509,992
	Legal	73,000
	Personnel	116,522
	Central Services	134,200
	Other General Government Services	128,905
	Law Enforcement	2,410,624
	Fire Control	2,434,302
	Detention and/or Correction	352,651
	Protective Inspections	428,736
	Emergency Services	10,500
	Information Systems	259,854
	Engineering	1,081,993
	Animal Control	78,502

<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
General	Information and Outreach	33,942
	Planning and Community Development	420,516
	Community Education and Seniors	20,902
	Downtown Visioning Coalition	106,468
	Library	907,590
	Parks and Recreation	1,326,484
	Other Financing Uses-Interfund	<u>978,516</u>
Total General Fund		12,293,047
City Street		5,713,469
Emergency Rescue		1,574,460
Fire Equipment Cumulative Reserve		33,517
Storm Water Drainage		51,877
Local Improvement Guaranty		250,000
Unlimited Tax General Obligation Bond Redemption		780,815
Limited Tax General Obligation Bond Redemption		838,984
Growth Management Act Capital Project		3,055,400
Frank's Moorage Construction		60,830
City Sanitary		1,263,684
Water-Sewer		7,923,458
Water-Sewer Capital Reserve		2,500,000
Equipment Rental		909,550
Firemen's Pension		<u>2,000</u>
TOTAL ALL FUNDS		<u>\$37,251,091</u>

## SECTION II

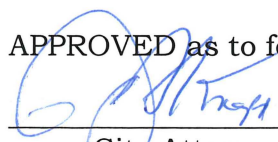
That certain document entitled "Proposed Budget" for the year beginning January 1, 2002, two (2) copies of which are on file in the office of the Clerk, be and the same is hereby adopted as the budget for the City of Camas for the fiscal year ending December 31, 2002.

## SECTION III

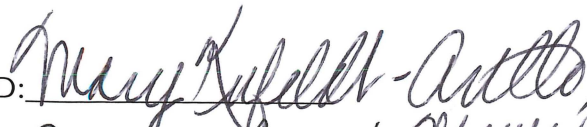

This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 10th day of December, 2001.

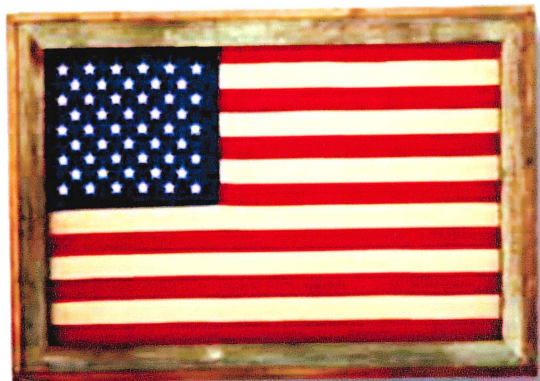
APPROVED as to form:

  
 City Attorney

SIGNED:

  
 ATTEST:  Mayor  
 Pro Tem

# *Proposed Budget*



*For the year beginning January 1, 2002*

*City of Camas, Washington*

**CITY OF CAMAS, WASHINGTON  
TABLE OF CONTENTS**

---

2002 Budget Message	1
Budget Calendar	7
City Organization Chart	8
Employees (Full Time Equivalents)	9
2002 Budget Summary	10
Combined Summary of Revenues, Appropriations and Other Financing Sources and Uses by Fund	11
Summary of Estimated Appropriations by Fund	13
Schedule of Operating Transfers/General Fund - Fund Balance	14
<b>General Fund</b>	
Summary	15
Revenue Detail	17
<b>Administration</b>	
Organization Chart	20
Legislative	21
Judicial	23
Executive	24
Legal	26
Personnel	27
Parks and Recreation Organization Chart	29
Parks and Recreation	30
Information and Outreach	33
Community Education	34
Growth Management	35
Frank's Moorage Construction	38
Grass Valley Park Construction	39
<b>Financial and Records Services</b>	
Organization Chart	40
Financial and Record Services	41
Information Systems	44
Other General Governmental Services	47
LID Guaranty Fund	48
Unlimited Tax General Obligation Bonds	49
Limited Tax General Obligation Bonds	50
Firemen's Pension	52

## TABLE OF CONTENTS

---

### **Police**

Organization Chart	53
Law Enforcement	54
Detention and Correction	59
Animal Control	60

### **Fire**

Organization Chart	61
Fire Control	62
Emergency Services	67
Emergency Rescue	68
Fire Equipment Cumulative Reserve	73

### **Library**

Organization Chart	74
Library	75
Library Construction	79

### **Public Works**

Organization Chart	80
Engineering	81
Planning	83
Protective Inspection	85
Central Services	88
Downtown Vision Coalition	89
City Street	91
Storm Water Drainage	95
City Sanitary	97
Water Sewer	99
Water Sewer Capital Reserve	103
Equipment Rental	104

*2002 Budget Message*  
*from*  
**Mayor Dean Dossett**  
*to*  
**Council and Citizens**

The 2002 budget for the City of Camas maintains the current level of service to the citizens of the community, and provides for important investments in the community's future. The proposed budget meets several goals. Those goals, ranked in priority include:

- 1) Maintain the existing level of service and programs.
- 2) Levy a general fund tax which meets the limits established consistent with the Implicit Price Deflator (IPD).
- 3) Preserve the steady level of general fund reserves.
- 4) Invest in City infrastructure in accordance with the Capital Facilities Plan.
- 5) Obtain prudent balance with initiative impacts and potential effects of an economic contraction in mind.

Only a few enhancements beyond normal cost increases within operational budgets are being proposed. Due to the limitations imposed with the IPD, we have taken a cautious approach to funding ongoing expenses or new initiatives. Highlighted efforts include the focused Downtown Initiative, water system improvements, and the skate park partnership project.

The Implicit Price Deflator (IPD) refers to the United States Department of Commerce, Bureau of Economic Analysis, implicit price deflator for personal consumption expenditures. This index, in accordance with Referendum 47, limits property tax increases for cities over ten thousand in population. The index number to be used for the 2002 tax levy is 1.89%. What this means is that without a City Council majority plus one vote finding "substantial need", an increase in the property tax levy for Camas would be limited to 1.89% for property taxes collected in 2002. This budget package has been constructed to meet a 1.0% levy cap in case Initiative 747 passes. A significant aspect of balancing this budget relies upon tax contributions from new growth. New construction was valued at over \$233 million dollars in 2001, resulting in additional general fund revenues of approximately \$839,000 dollars. The City's reliance upon growth related revenues becomes apparent when compared to the total valuation of \$2.1 billion for the same year. Under separate cover you will find a "decision package" which contains possible budget items not achievable within the IPD cap. These capital/equipment requests were deferred at this stage to meet the IPD and reserve goals stated in the first paragraph. A potential "freeze package" is also composed for later review and action, should revenues decline markedly.

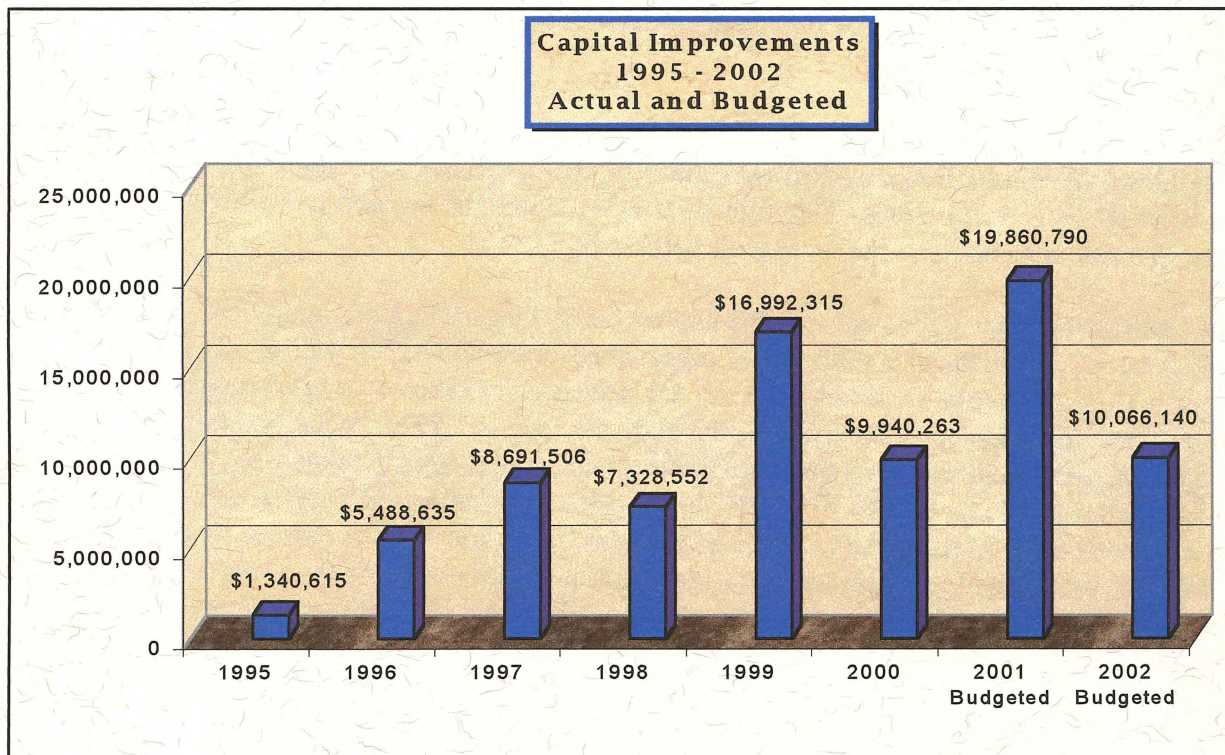
To meet the twenty percent (20%) general fund reserve target, the City would need to set aside approximately \$2.456 million in total. With an estimated reserve balance of \$2 million at the end of 2001, approximately \$456,000 is required to meet this target. Reserves were budgeted in 2001 to address increasing general fund operating expenses, specifically related to increased activity in street repairs, repayment of police facility debt service and increased personnel expenses. General fund reserves have also supported substantial park and open space purchases in the past two fiscal years.

The capital facilities element of the 2002 budget was developed using the adopted Capital Facilities Plan (CFP). Most capital items identified in the CFP are included in the budget. Generally, items dependent on grant funding for which the grants are not yet assured are excluded from the budget. As grant or other outside funding becomes assured, and/or necessary agreements with co-operating agencies are prepared, project budget appropriations will come forward. Refer to the following section for highlights of the 2001 capital program.

## CAPITAL INVESTMENT

In 2001, several major investments were undertaken. The upper Prune Hill Reservoir was constructed, several neighborhood infrastructure projects are underway, the future "Klickitat Park" site was acquired and the Grass Valley Park is nearly complete. The new Westside Fire Station was completed and dedicated early this past year. As the year ends, the new and remodeled Library begins construction.

The following chart depicts historic levels of capital investment.



Upwards of \$10 million in the 2002 budget reflects capital investments. This is another in a series of years of major capital investment in community facilities. Some of the highlights of the 2002-year include the following:

**The Library Project.** The project entails a major addition to the library, and extensive remodeling of the existing historic structure. The project will be carried out with bond funds approved by the voters. The project was budgeted as a separate fund, and the construction appropriation is \$7,904,663.

Detailed design is done and actual construction is expected to begin this winter and continue through the year.

**Water System Improvements.** The water system is being strengthened with several capital projects foreseen in the City's adopted Water System Improvement Plan. The most significant projects are:

- Construction of the Upper Prune Hill Reservoir Expansion designed to add approximately 2.4 million gallons to the system's capacity. This is funded from Water/Sewer Capital Reserves, and is now 85% complete.

- Construction and completion of the Angelo Booster Station. Construction of this project was completed and the dedication was held in late October. The station adds to the system's ability to move water and it is operating.

- Initial steps for rehabilitation or replacement of wells #1 and #2 are also budgeted and planned. The amount is \$1,200,000, and the work will help assure the continued usefulness of our wells. Acquisition and development of new wells are also planned and budgeted in 2002.

- Waterline replacements and neighborhood projects are also budgeted, and will improve the system.

#### **Street Projects:**

- 192 Avenue/State Route 14 Interchange. This is the largest project affecting our area, and is largely funded by state appropriations and state grants. There will be contributions by the adjoining jurisdictions. Substantial work on the project occurred in '01, and completion in '02 as part of the WSDOT schedule.

- NE Lake Rd/Everett Street Intersection Improvement: Budgeted at \$275,000, and largely funded with grant and Traffic Impact Fee funds. This is a re-appropriation, and the project is expected to be built in '02.

- SE 1<sup>st</sup>/Lake Road. This is a major project, and has received substantial grant funding to date. Budgeted at \$2,100,000. Engineering design and right-of-way acquisition are expected this year. The full costs of construction are not yet funded.

- NW 18<sup>th</sup> and Hood Improvements. This is another project from the City's six-year street plan and capital facilities plan. Budgeted: \$1,200,000 from the Transportation Impact Fee account.

- Citywide Overlays: Another major year for this important activity, budgeted at \$250,000.

- Street Reconstruction Project: This project, slated to reconstruct upwards of a quarter of all city streets needing such work, will enter the design stage in '01. This project will benefit from very low interest loan funds from the Public Works Trust Fund.

**Parks:** Construction of the Grass Valley Park began in the summer of '01 and is nearly complete. The process benefited from a community based process and favorable bids. The park and related facilities are ready for play in '02.

**Skatepark Partnership** – In partnership with the Skatepark Committee and the City of Washougal, the construction of a skatepark is expected in 2002. The proposed site is adjacent to SE 3<sup>rd</sup> Avenue and the Washougal River Greenway. The estimated cost is \$150,000. A \$50,000 contribution from the City of Washougal, and private contributions of \$50,000 are anticipated in this partnership project.

**Frank's Moorage Project** – The long regulatory and legal delays in this project are apparently at an end. The project is slated to be awarded in November and built in '02 with re-authorized state grant and local funds. This has been a long time in the making and should be a delight to see completed.

**Other highlights:** There are a few additional elements of the budget which merit highlighting. These are not exclusively capital investments, but might be described as program improvements.

**Downtown** – The budget recognizes a focused effort at the revitalization of Camas' Downtown. This follows up on the work of the Downtown Visioning Committee and takes steps on a multi-year path to implement that vision and plan. "Downtown Camas – the place to be" has been the slogan. The budget mirrors a special emphasis on the downtown. Staff resources, landscaping, lighting and other initiatives, foreseen in the Downtown Plan, are provided in this budget proposal. The amount earmarked in the Downtown budget is \$106,468. Additional resources are budgeted elsewhere in funds such as the street fund, which carries a \$110,000 appropriation to complete the new downtown streetlights.

The **Police** Department will complete the "Accreditation" process, and the budget accommodates this. The related survey has been finished and should prove helpful to the department and the city.

The **Personnel** budget again contains funding for the award-winning Camas City Wellness Program. This program, benefiting from strong employee involvement and leadership (especially from Jackie Palmer) has been very effective and long-lived. In 2001, the program was recognized by the Association of Washington Cities. Camas was designated an official "Well City".

**Finance** used budgeted funds for new utility/accounting software for its functions. Additional technology improvements and investments are budgeted in the '02 budget.

**Planning**—major emphasis will be on the Comprehensive Plan Update, as well as the critical lands update. Substantial consultant support is budgeted for these important efforts.

**Fire/EMS Department.** Many recommendations of the consultants who reviewed the department's operations are funded in the '01 and '02 budget. A further addition of the Department's equipment is foreseen in the proposed budget. This is a new, fully equipped pumper truck. It is budgeted at \$380,000.

## OVERVIEW OF THE 2002 GENERAL FUND PROPOSED BUDGET

Recommended appropriation for the general fund for 2002 is approximately \$12.3 million. This represents a \$1,035,000 increase from the 2001 amended General Fund budget. The increase includes \$380,000 for a new fire truck. The total increase is approximately nine (9) percent. This is summarized on the following table:

### *General Fund*

	ADOPTED 2001	PROPOSED 2002	INCREASE (DECREASE)
Operating Programs	\$10,711,662	\$11,344,447	\$ 632,785
Capital	<u>545,600</u>	<u>948,600</u>	<u>403,000</u>
Total	\$11,257,262	\$12,291,740	\$ 1,034,478

## OVERVIEW OF THE 2002 PROPOSED BUDGET FOR ALL FUNDS

Total recommended appropriations for all funds for the 2002 budget period is \$13 million lower than budgeted for 2001. The "all funds" appropriations are reflective of capital project appropriations, including water/sewer capital projects. The proposed budget for all funds is \$37.25 million.

## CITY WORK FORCE

Twenty-nine percent (29%) of the 2002 budget is allocated to personnel salaries and benefits. City employment in 2001 was 153 full-time equivalents, and is estimated at 158 in 2002. Approximately \$70,000 is allocated for uniform and clothing allowances. The budget, as prepared, reflects the known costs of personnel under existing collective bargaining agreements. At present, the city and two of the unions representing uniformed employees are in the negotiation process.

## SUPPLIES, SERVICES AND CHARGES

Fourteen percent (14%) of the 2002 budget is related to supplies, services, and charges. Detailed information on the categories listed below can be found in the body of the budget document:

Professional Services	\$1,000,630
Intergovernmental Services	\$1,243,137*
Public Utilities	\$ 912,050**
Supplies	\$1,033,440
Vehicle Maintenance/Fuel	\$ 169,000
Repairs and Maintenance	\$ 459,825
Insurance	\$ 255,000
Small Tools	\$ 269,700

\* - Includes jail, corrections, and court expenses.

\*\* - Includes solid waste tipping fees.

## **DEBT OBLIGATIONS**

Nine percent (9%) of the budget goes toward debt repayment. General obligation debt including the newly issued library bonds is \$1,619,799 annually. Transmission line payments to Clark Public Utilities will be \$216,241. This marks the third year's payment on this obligation, related to the City's share of costs of placing the transmission line underground. This is a general fund cost. Including the new wastewater treatment plant debt service, annual payments for water and sewer debt is over \$1,545,618.

## **UNCERTAINTIES**

There are great uncertainties. The war, the national and local economy, the impacts of the proposed initiative. These and other uncertainties will surely affect this budget and the city's operations. The effects are difficult to predict and calculate. There is more unpredictability in the coming year than in any other in at least a decade. In response, the proposed budget strikes a prudent balance and suggests a "wait and see" attitude. There will be challenges and opportunities. We must be prepared.

## **SUMMARY**

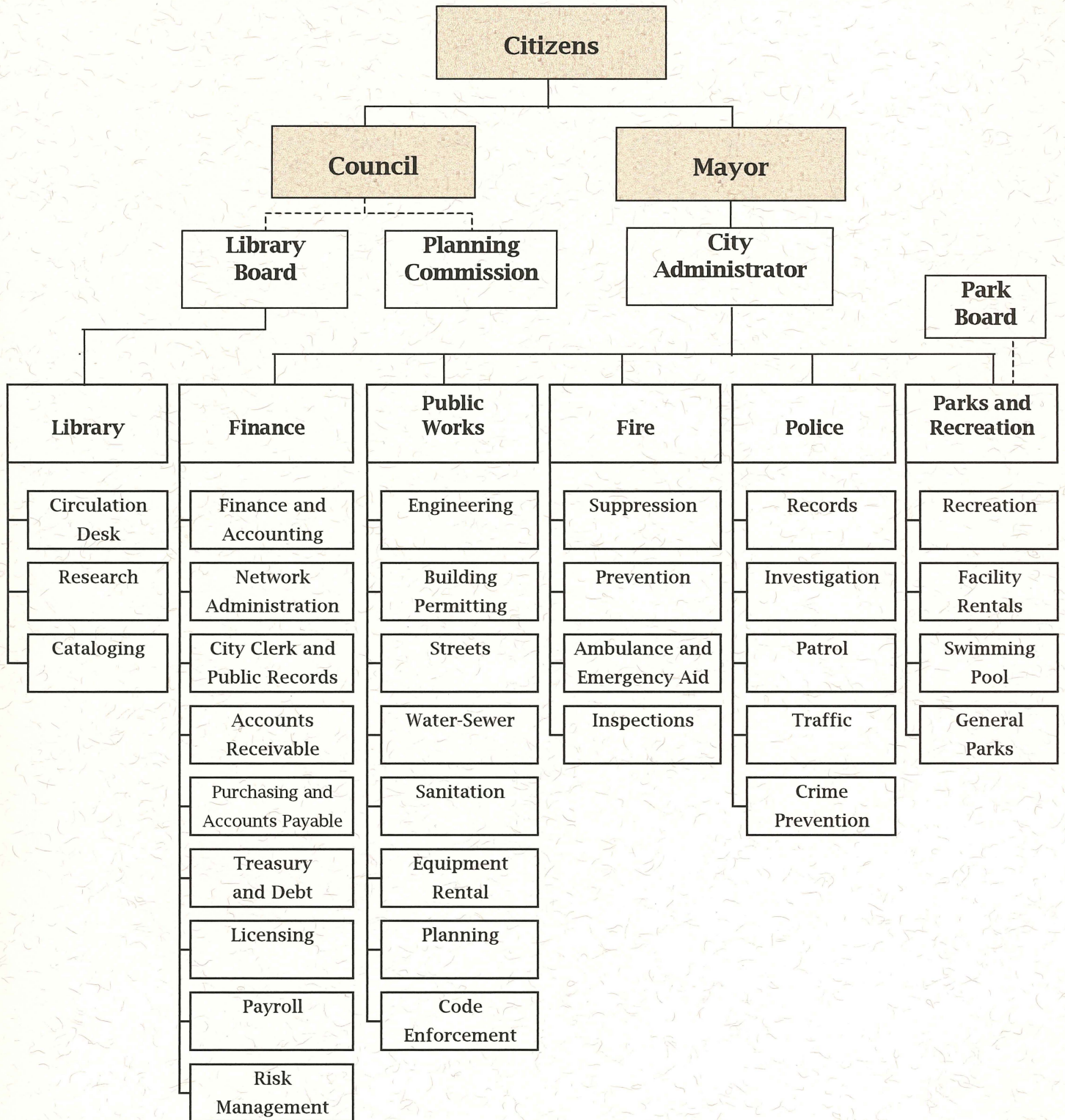
This budget maintains current services for our community. It provides for continued investment in our City's infrastructure and future. It maintains a substantial general fund reserve.

# City of Camas, Washington

## Calendar for the 2002 Budget

Date	Steps in Budget Procedure
July 6, 2001	Finance Director distributes instructions and forms to departments for 2002 budget preparation.
September 5, 2001	Departments file 2 copies of their budget, one each with City Administrator and Finance Director.
Sept. 5- Sept. 12, 2001	Finance Director reviews budget submissions, consolidates estimates, projects revenues and develops first draft of preliminary budget.
Sept. 12, 2001	Finance Director files first draft of preliminary budget with the Mayor and City Administrator.
Sept. 13 – Oct. 1, 2001	City Administrator and Finance Director conduct departmental hearings to determine budget to be presented to the City Council.
Oct. 1 – Oct. 29, 2001	Mayor and City Administrator prepare budget message. Finance Director compiles the budget document.
Nov. 5, 2001	Proposed budget submitted to City Council for study.
Nov. 6 and Nov. 13, 2001	Publish notice of tax levy hearing and statement of availability of preliminary budget by Nov. 19, 2001.
Nov. 26, 2001	Council holds public hearing and passes ordinance fixing 2002 tax levy. Finance Director notifies Clark County Assessor and County Commissioners of tax levy for 2002
Dec. 10, 2001	Council holds budget hearing.
December, 2001	Council passes Year 2002 budget and budget ordinance published.
Jan. 1, 2002	2002 budget recorded in accounting ledgers

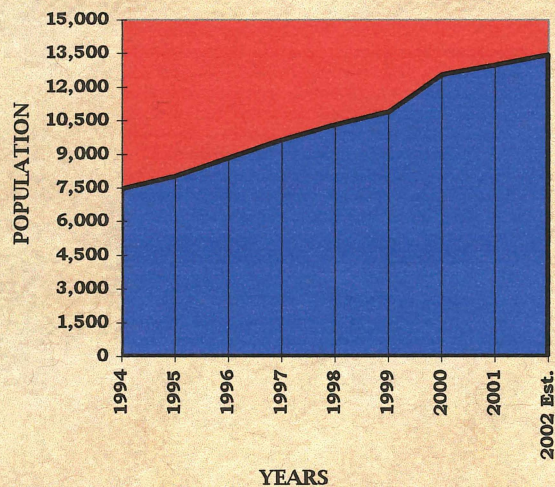
# CITY OF CAMAS



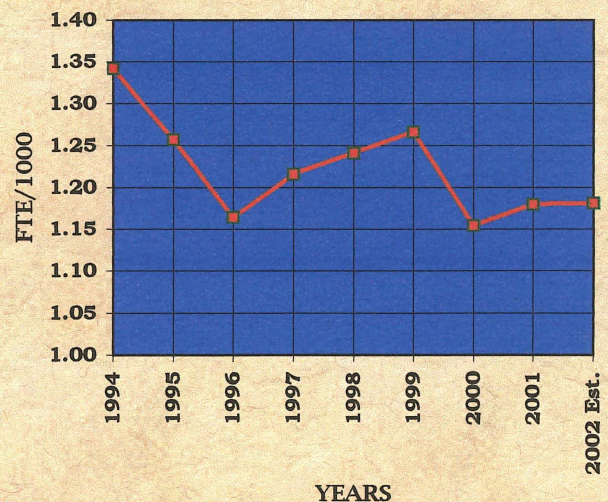
**CITY OF CAMAS, WASHINGTON**  
**Employees (Full Time Equivalents)**  
**Nine Years 1994 - 2002**

DEPARTMENT	1994	1995	1996	1997	1998	1999	2000	2001	2002
Executive	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Finance	8.00	6.50	7.00	8.00	8.66	9.00	7.50	7.50	7.50
Legal	1.00	-	-	-	-	-	-	-	-
Personnel	-	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00
Law Enforcement	18.50	18.50	19.50	21.00	23.50	26.50	27.50	27.50	27.50
Fire Control	11.00	11.00	11.00	14.61	15.50	19.00	19.00	21.33	23.50
Detention & Correction	-	-	-	-	-	-	1.00	1.00	1.00
Protective Inspections	3.50	4.00	4.00	5.00	5.00	5.00	5.00	5.50	5.25
Information Systems	-	-	-	-	-	-	1.50	1.50	2.00
Engineering	10.00	10.00	10.00	10.50	11.00	11.25	13.25	13.50	13.50
Central Services	-	-	-	-	-	-	-	0.25	0.25
Planning	2.00	2.00	2.00	3.00	3.50	3.50	3.50	4.00	4.00
Parks	4.00	4.00	4.50	6.00	7.80	7.80	8.30	10.00	9.70
Downtown Vision Coalition	-	-	-	-	-	-	-	-	0.55
Library	7.20	7.20	7.56	9.00	9.30	9.30	9.30	10.85	12.35
<b>Total General Fund</b>	<b>66.70</b>	<b>65.20</b>	<b>67.56</b>	<b>79.61</b>	<b>86.76</b>	<b>93.85</b>	<b>98.35</b>	<b>105.43</b>	<b>109.60</b>
Street	9.00	9.00	7.50	7.00	9.00	8.50	9.50	9.00	10.00
Emergency Rescue	9.50	11.00	11.00	12.39	13.00	15.00	15.00	15.00	15.10
Storm Water Drainage	-	-	-	-	-	0.25	0.25	0.25	0.25
Sanitary	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.25	3.25
Water-Sewer	10.50	10.50	11.50	12.00	12.50	13.00	14.50	16.00	16.00
Equipment Rental	2.00	2.00	2.00	3.00	3.50	4.00	4.00	4.00	4.25
<b>TOTALS</b>	<b>99.70</b>	<b>100.70</b>	<b>102.56</b>	<b>117.00</b>	<b>127.76</b>	<b>137.60</b>	<b>144.60</b>	<b>152.93</b>	<b>158.45</b>
<b>POPULATION</b>	<b>7,430</b>	<b>8,015</b>	<b>8,810</b>	<b>9,627</b>	<b>10,300</b>	<b>10,870</b>	<b>12,534</b>	<b>12,970</b>	<b>13,421</b>
Estd.									

**POPULATION GROWTH FROM  
1994 THROUGH 2002**



**FTE PER THOUSAND POPULATION**



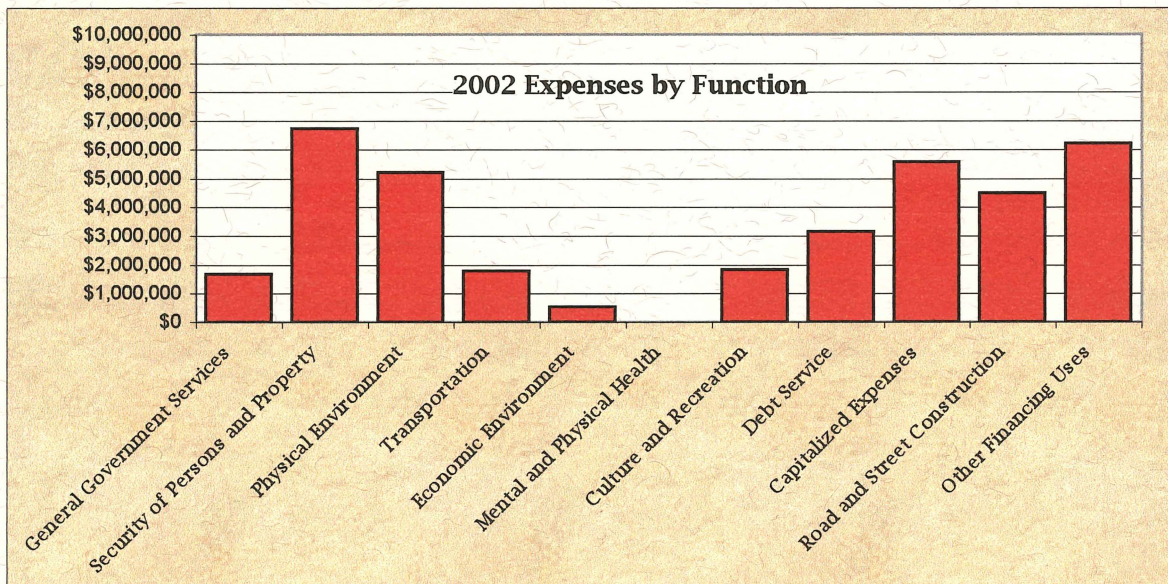
**City of Camas, Washington  
2002 Budget Summary  
Revenues Classified by Source**

	<b>2000 Adopted Budget</b>	<b>2001 Amended Budget</b>	<b>2002 Proposed Budget</b>
Taxes	\$ 9,504,369	\$ 10,906,520	\$ 11,502,850
Licenses and Permits	487,000	494,500	484,950
Intergovernmental Revenues	3,599,807	4,276,703	2,643,839
Charges for Services	9,569,353	7,372,093	7,902,078
Fines and Forfeits	219,550	226,800	224,050
Miscellaneous Revenues	1,379,500	1,676,240	1,839,782
Other Non Revenues	1,600,000	936,000	935,500
Other Financing Sources	9,241,433	17,058,883	7,404,024
Budgeted Fund Balance	6,041,954	5,536,530	4,314,018
<b>Total Revenues</b>	<b>\$ 41,642,966</b>	<b>\$ 48,484,269</b>	<b>\$ 37,251,091</b>

**Expenditures/Expenses by Function**

	<b>2000 Adopted Budget</b>	<b>2001 Amended Budget</b>	<b>2002 Proposed Budget</b>
Classified Proprietary	\$ 8,456,153	\$ 7,440,213	\$ - *
General Government Services	1,745,988	1,569,859	1,684,416
Security of Persons and Property	5,872,681	6,331,623	6,728,273
Physical Environment	2,005,693	2,059,537	5,216,801
Transportation	1,787,143	1,844,984	1,783,369
Economic Environment	350,599	397,130	546,384
Mental and Physical Health	2,500	2,500	7,042
Culture and Recreation	1,466,262	1,601,514	1,835,816
Debt Service	1,412,164	2,444,279	3,165,417
Capitalized Expenses	6,584,437	10,383,467	5,566,140
Road and Street Construction	4,627,600	4,635,280	4,500,000
Other Financing Uses	7,331,746	9,773,883	6,217,433
<b>Total Expenditures/Expenses</b>	<b>\$ 41,642,966</b>	<b>\$ 48,484,269</b>	<b>\$ 37,251,091</b>

\*Proprietary expenses are shown in appropriate categories below.



**City of Camas, Washington  
2002 Annual Budget**

**Combined Summary of Revenues, Appropriations, and  
Other Financing Sources and Uses By Fund**

	<b>General Fund</b>	<b>SPECIAL REVENUE FUNDS</b>				<b>Debt Service Funds</b>
		<b>City Streets</b>	<b>Emergency Rescue</b>	<b>Fire Equip. Reserve</b>	<b>Storm Water Drainage</b>	
Appropriated Fund Balance	\$ 635,893	\$ 400,000	\$ -	\$ 33,517	\$ -	\$ 250,000
REVENUES:						
310 Taxes	8,748,051	-	535,000	-	-	1,619,799
320 Licenses & Permits	484,950	-	-	-	-	-
330 Intgovt. Revenues	385,347	1,726,120	376,200	-	-	-
340 Chgs. for Services	1,202,557	-	647,960	-	11,877	-
350 Fines & Forfeits	224,050	-	-	-	-	-
360 Misc. Revenues	328,682	-	15,300	-	40,000	-
Total Est. Revenues	11,373,637	1,726,120	1,574,460	-	51,877	1,619,799
380 Other Non-Revenues	-	-	-	-	-	-
390 Other Est. Fin.Source	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-
Loan Proceeds	-	153,433	-	-	-	-
Operating Trans. In	283,517	3,433,916	-	-	-	-
Total Est. Resources	\$ 12,293,047	\$ 5,713,469	\$ 1,574,460	\$ 33,517	\$ 51,877	\$ 1,869,799
APPROPRIATIONS:						
510 General Govt. Services	1,684,416	-	-	-	-	-
520 Sec. of Person & Prop	5,161,813	-	1,564,460	-	-	-
530 Physical Environ.	1,130,400	-	-	-	16,877	-
540 Transportation	-	1,203,469	-	-	-	-
550 Economic Environ.	546,384	-	-	-	-	-
560 Mental & Phy. Health	7,042	-	-	-	-	-
570 Culture & Recreation	1,835,816	-	-	-	-	-
590-598 Other Type Exp.	-	-	-	-	-	-
591 Debt Service	-	-	-	-	-	1,619,799
594 Capitalized Exp.	948,660	45,000	10,000	-	-	-
595 Road & Street Const.	-	4,465,000	-	-	35,000	-
Total Appropriations	11,314,531	5,713,469	1,574,460	-	51,877	1,619,799
Est. Other Financing Uses:						
Operating Transfers Out	978,516	-	-	33,517	-	250,000
Total Estimated Uses	\$ 12,293,047	\$ 5,713,469	\$ 1,574,460	\$ 33,517	\$ 51,877	\$ 1,869,799

**Combined Summary of Revenues, Appropriations and  
Other Financing Sources and Uses By Fund**

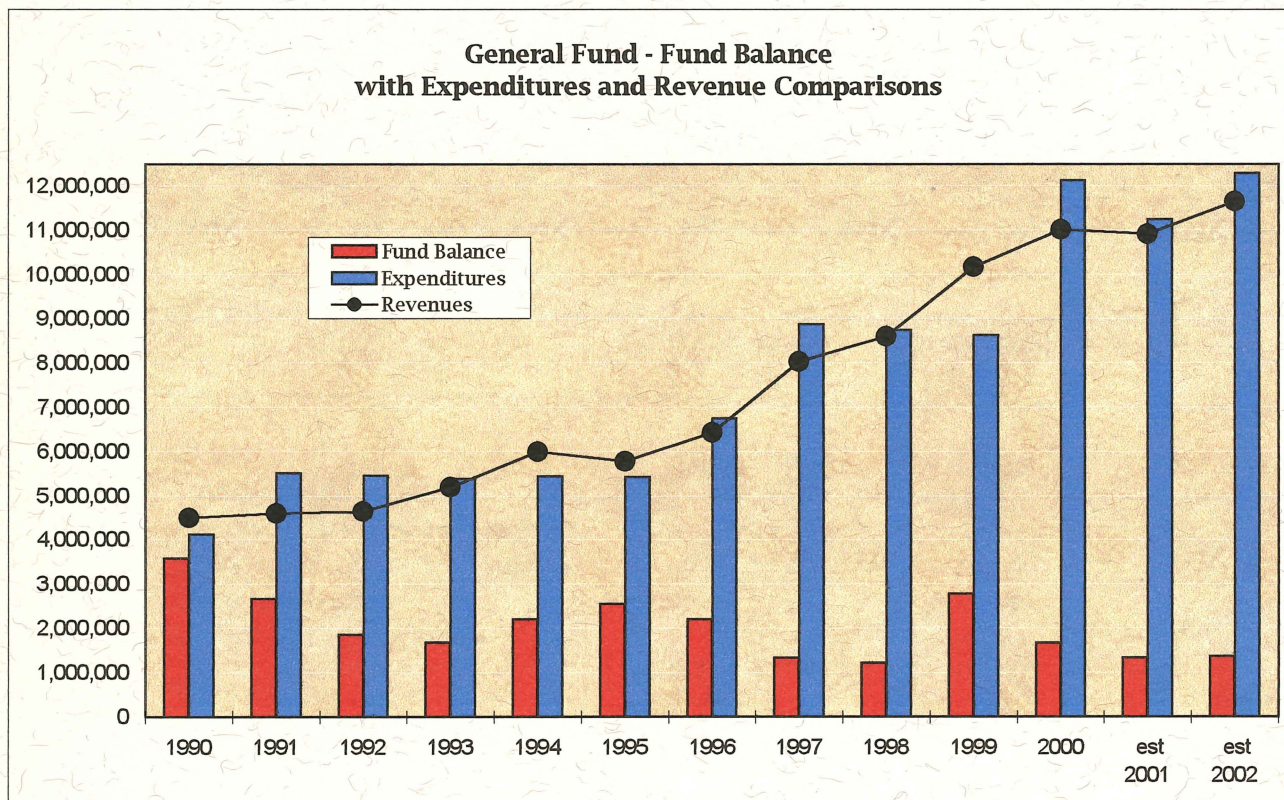
CAPITAL PROJECT FUNDS				PROPRIETARY FUNDS			Firemen's	Total
Growth Mgmt.	Frank's Moorage	Library Construction	Grass Valley	City Sanitary	Water - Sewer	Equipment Rental	Pension Fund	All Funds
\$ 1,336,058	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000	\$ 58,550	\$ -	\$ 4,314,018
600,000	-	(These funds were initially budgeted in 2001.)	-	-	-	-	-	11,502,850
-	-		-	-	-	-	-	484,950
93,342	60,830		-	-	-	-	2,000	2,643,839
876,000	-		-	1,240,884	3,910,800	12,000	-	7,902,078
-	-		-	-	-	-	-	224,050
150,000	-	-	-	22,800	444,000	839,000	-	1,839,782
1,719,342	60,830	-	-	1,263,684	4,354,800	851,000	2,000	24,597,549
-	-	-	-	-	935,500	-	-	935,500
-	-	-	-	-	1,033,158	-	-	1,033,158
-	-	-	-	-	-	-	-	153,433
-	-	-	-	-	2,500,000	-	-	6,217,433
\$ 3,055,400	\$ 60,830	\$ -	\$ -	\$ 1,263,684	\$ 10,423,458	\$ 909,550	\$ 2,000	\$ 37,251,091
-	-	-	-	-	-	-	-	1,684,416
-	-	-	-	-	-	-	2,000	6,728,273
-	-	-	-	1,063,684	3,005,840	-	-	5,216,801
-	-	-	-	-	-	579,900	-	1,783,369
-	-	-	-	-	-	-	-	546,384
-	-	-	-	-	-	-	-	7,042
-	-	-	-	-	-	-	-	1,835,816
-	-	-	-	-	1,545,618	-	-	3,165,417
600,000	60,830	-	-	200,000	3,372,000	329,650	-	5,566,140
-	-	-	-	-	-	-	-	4,500,000
600,000	60,830	-	-	1,263,684	7,923,458	909,550	2,000	31,033,658
2,455,400	-	-	-	-	2,500,000	-	-	6,217,433
\$ 3,055,400	\$ 60,830	\$ -	\$ -	\$ 1,263,684	\$ 10,423,458	\$ 909,550	\$ 2,000	\$ 37,251,091

**Summary of Estimated Appropriations By Fund**  
**Actual for 2000 and Appropriations for 2001 and 2002**

	Actual Expenditures 2000	Actual Appropriations 2001	Estimated Required 2002
GENERAL FUND	\$ 12,095,788	\$ 11,257,262	\$ 12,293,047
SPECIAL REVENUES:			
City Street	1,583,833	5,822,474	5,713,469
Emergency Rescue	1,459,041	1,566,947	1,574,460
Fire Equipment Cumulative Reserve	-	-	33,517
Storm Water Drainage	79,323	203,505	51,877
TOTAL SPECIAL REVENUE FUNDS	3,122,197	7,592,926	7,373,323
DEBT SERVICE FUNDS:			
Local Improvement Guaranty	19,394	-	250,000
Unlimited Tax G.O. Bond Redemption	127,203	788,830	780,815
Limited Tax G.O. Bond Redemption	589,681	517,740	838,984
TOTAL DEBT SERVICE FUNDS	736,278	1,306,570	1,869,799
CAPITAL PROJECT FUNDS:			
Growth Management Capital Project	1,958,617	3,447,747	3,055,400
Fire Facility Construction	1,918,916	711,772	-
Frank's Moorage Construction	-	530,000	60,830
Library Construction Fund	55,337	7,904,663	-
Grass Valley Park Construction	-	1,210,000	-
LID 220 - Vista Del Rio	1,857	-	-
TOTAL CAPITAL PROJECT FUNDS	3,934,727	13,804,182	3,116,230
ENTERPRISE FUNDS:			
City Sanitary	1,034,756	1,096,043	1,263,684
Water-Sewer	5,678,974	8,670,800	7,923,458
Water-Sewer Capital Reserve	-	4,515,422	2,500,000
Water-Sewer Bond Redemption	716,501	1,072,234	-
Farmer Home Bond Redemption	26,175	25,475	-
Sewer Treatment Plant	1,648,670	-	-
TOTAL ENTERPRISE FUNDS	9,105,076	15,379,974	11,687,142
INTERNAL SERVICE FUNDS:			
Equipment Rental	729,061	731,790	909,550
FIDUCIARY FUNDS:			
Firemen's Pension	1,219	2,000	2,000
TOTAL	\$ 29,724,346	\$ 50,074,704	\$ 37,251,091

**2002 Schedule of  
Operating Transfers Out/Operating Transfers in**

TRANSFERS FROM	TRANSFERS TO	AMOUNT	PURPOSE FOR TRANSFER
General Fund	Street Fund	\$ 978,516	Street operations and construction
Fire Equip. Cumulative Reserve	General Fund	33,517	Help fund purchase of fire pumper truck
Local Improvement Guaranty	General Fund	250,000	Help fund purchase of fire pumper truck
Growth Management Fund	Street Fund	2,455,400	Transportation Impact Fees for Lake Road and Everett Street, NW 18th and Hood, 192nd Avenue, and SE 1st and Lake Road projects
Water/Sewer Capital Reserve	Water/Sewer	2,500,000	Water/Sewer construction projects
Total Operating Transfers Out/In:		<u>\$ 6,217,433</u>	



Though revenues and expenditures have continued to increase each year due to growth in the city, fund balance remains above 11% of expenditures. In the past, City Council has stated a desire to maintain fund balance at approximately 20% of expenditures.

## GENERAL FUND SUMMARY OF BUDGET

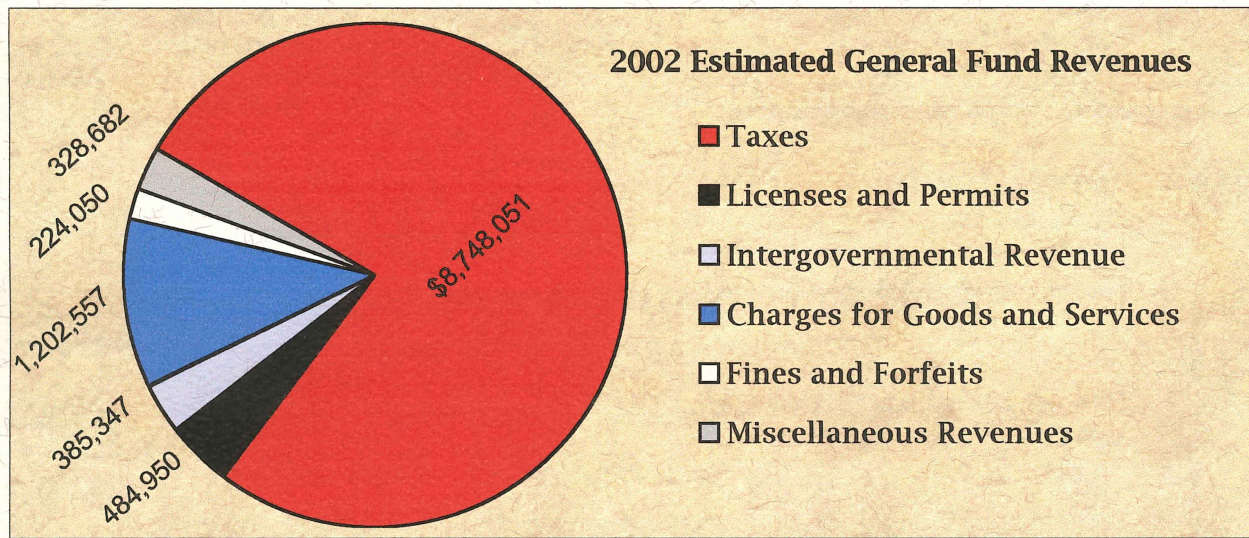
### FUNCTION

The General Fund accounts for all revenues and expenditures of the city of a general nature that are not required to be reported in a special type of fund. It receives a much greater variety of revenues and is utilized for a greater variety of expenditures than other funds.

### ACTIVITIES AND SERVICE

Expenditures for legislative, judicial, executive, financial, administrative, legal,

personnel, planning, general governmental services, information systems, engineering, parks and recreation, pollution control, neighborhoods, animal control, health, community education and library are included in the General Fund. Police and fire services are also included in this fund. The General Fund is reimbursed for applicable engineering, accounting, legal services and some administration it provides for the water-sewer, sanitary, emergency rescue and equipment rental functions.



REVENUES:		Actual	Appropriated	Estimated
001		2000	2001	2002
Revenues:				
310 000	Taxes	\$7,857,469	\$8,439,950	\$ 8,748,051
320 000	Licensing and Permits	492,053	494,500	484,950
330 000	Intergovernmental Revenue	1,030,248	293,861	385,347
340 000	Charges for Goods and Services	1,124,272	1,160,550	1,202,557
350 000	Fines and Forfeits	232,195	226,800	224,050
360 000	Miscellaneous Revenues	287,538	299,950	328,682
Total Estimated Revenues		11,023,775	10,915,611	11,373,637
380 000	Other Non Revenues	-	-	283,517
Total Estimated Resources		11,023,775	10,915,611	11,657,154

# GENERAL FUND SUMMARY

(Continued)

APPROPRIATIONS: 001		Actual 2000	Appropriated 2001	Estimated 2002
510 000	General Government Services	\$1,478,306	\$1,549,383	\$ 1,684,416
520 000	Security of Persons and Property	4,174,222	4,853,582	5,161,813
530 000	Physical Environment	933,399	1,020,209	1,130,400
550 000	Economic Environment	421,834	397,130	546,384
560 000	Mental and Physical Health	1,954	2,500	7,042
570 000	Culture and Recreation	1,453,603	1,606,514	1,835,816
594 000	Capitalized Expenditures	1,841,201	609,150	948,660
Total Estimated Appropriations		<u>10,304,519</u>	<u>10,038,468</u>	<u>11,314,531</u>
Estimated Other Financing Uses:				
597 000	Operating Transfers: City Street Fund	<u>1,838,433</u>	<u>1,218,794</u>	<u>978,516</u>
Total Estimated Other Financing Uses		<u>1,838,433</u>	<u>1,218,794</u>	<u>978,516</u>
Total Estimated Appropriations and Other Financing Uses		<u>12,142,952</u>	<u>11,257,262</u>	<u>12,293,047</u>
Estimated Excess Revenues and Other Financing Sources over Appropriations and Other Financing Uses				
		(1,119,177)	(341,651)	(635,893)
Beginning Fund Balance		<u>2,789,237</u>	<u>1,670,060</u>	<u>2,000,000</u>
Ending Fund Balance		<u>\$ 1,670,060</u>	<u>\$ 1,328,409</u>	<u>\$ 1,364,107</u>

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
001			
291 740 00 Beginning Appropriated Fund Balance	\$ -	\$ 341,651	\$ 635,893
Taxes:			
311 100 00 Real and Personal Property	6,043,662	6,595,000	6,930,607
312 100 00 Private Harvest Tax	3	-	-
313 100 00 Local Retail Sales and Use Taxes	1,497,847	1,550,000	1,450,000
313 710 00 Local Criminal Justice	111,824	75,000	118,694
316 430 00 Natural Gas	63,294	80,000	100,000
316 450 00 Sanitary Franchise	7,384	9,000	9,000
316 460 00 Television Cable	78,391	80,000	89,000
317 510 00 Gambling Taxes	52,869	50,000	50,000
318 900 00 Other Taxes	1,216	700	500
319 800 00 Penalties and Interest Del. Taxes	980	250	250
Total Taxes	7,857,470	8,439,950	8,748,051



The above chart represents a ten year history of the two primary tax revenues for the city.

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
001			
Licenses and Permits:			
321 300 00 Police and Protective	275	100	150
321.600.00 Professional and Occupational	-	-	100
321 700 00 Amusements	3,278	3,500	-
321 900 00 Other Business Licenses	320	400	400
321 920 00 Telecommunication Franchise	1,000	1,000	-
322 100 00 Buildings, Structures and Equipment	450,615	450,000	460,000
322 110 00 Buildings, Structures and Equip - Fire	29,108	30,000	15,300
322 300 00 Animal Licenses	2,910	3,000	3,000
322 400 00 Street and Curb Permits	3,958	5,000	4,500
322 900 00 Other Non-Bus Licenses and Permits	589	1,500	1,500
Total Licenses and Permits	492,053	494,500	484,950
Intergovernmental Revenue:			
331 160 00 Direct Federal Grants - COPS	114,812	30,000	52,800
334 040 20 State Grant-Growth Management	-	-	7,500
334 040 25 State Grants	235,102	-	-
335 000 81 Mobile Home/Trailer/Camper Ex Tax	542	-	-
335 000 83 Motor Vehicle Excise Tax-Regular	28,628	-	-
335 000 91 P.U.D. Privilege Tax	55,454	60,000	77,000
335 020 31 Harvest Taxes - Restoration	1	-	-
335 020 32 DNR Land Use/Non-timber	-	23,000	15,000
336 040 22 Local Government Assistance	26,099	52,198	53,654
336 060 21 Criminal Justice - Population	2,539	-	2,205
336 060 22 Criminal Justice - DCD#1	2,676	2,219	2,434
336 060 23 Criminal Justice - DCD#2	3,756	3,228	3,511
336 060 24 Criminal Justice - DCD#3	3,755	3,226	3,514
336 060 51 DUI - Cities	1,545	1,520	1,900
336 060 94 Liquor Excise Tax	35,518	37,490	42,153
336 060 95 Liquor Board Profits	65,967	63,480	79,376
337 000 00 Payments in Lieu of Taxes	261,768	-	1,800
337 020 00 Local Contributions	130,000	-	-
338 120 00 Shared Costs - Court	-	10,000	10,000
338 210 00 County Law Protection	20,375	-	25,000
338 211 00 Drug Enforcement	8,289	7,500	7,500
Total Intergovernmental Revenue	996,826	293,861	385,347
Charges for Goods and Services:			
341 320 00 Clerks Record Services	378	500	250
341 330 00 Court Fees	4,512	5,500	3,500
341 500 00 Sale of Maps and Publications	1,460	1,000	1,100
341 600 00 Printing and Duplicating Services	3,910	4,000	4,000
341 700 00 Sales of Merchandise	189	500	100
341 990 00 Other General Government	400	-	400
342 100 00 Law Enforcement Services	1,413	1,200	1,200
342 400 00 Protective Inspection Fees	870	750	1,000
342 500 00 Emergency Services Fees	12,311	12,000	12,000
342 900 00 Other Security of Persons and Property	30	-	-
343 900 00 Other Fees/Chgs and Physical Env.	1,050	1,500	-
343 950 00 Abatement - Hazards Removal	541	-	-
345 800 00 Planning Fees and Charges	-	2,500	-
345 810 00 Zoning and Subdivision Fees	13,030	11,500	11,800
345 830 00 Plan Check Fees	234,454	245,000	260,000
345 830 10 Plan Check Fees - Fire	28,306	30,000	14,900
345 830 20 Plan Review-Engineering & Planning	9,594	18,000	8,900
345 840 00 Inspection Fees - Construction	29,303	40,000	24,000
345 890 00 Other Planning Fees	3,174	1,500	6,000

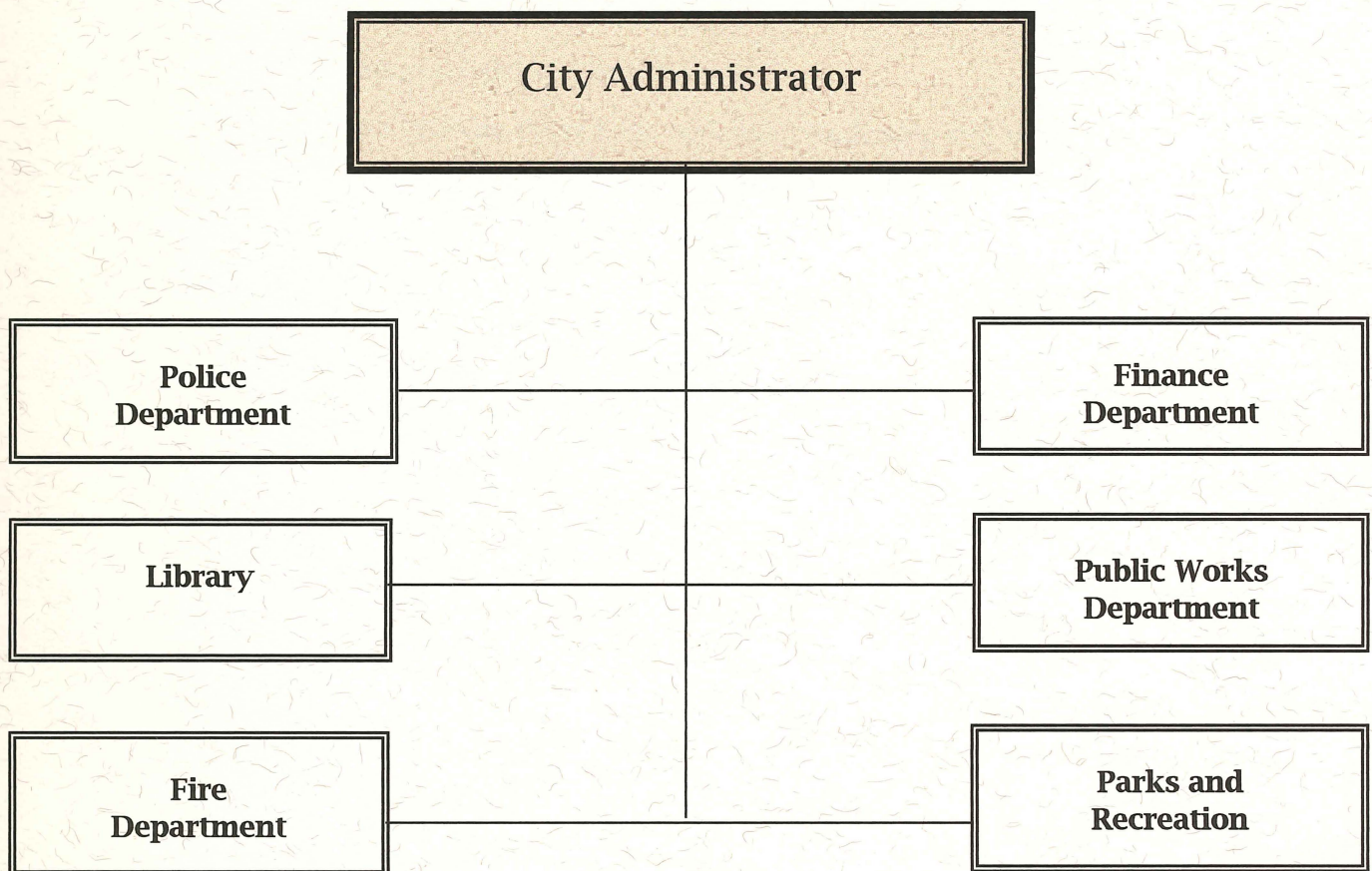
**GENERAL FUND**  
**REVENUE DETAIL**  
**THREE YEAR COMPARISON**

FUND NUMBER	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
001			
347 310 00 Swimming Pool Admissions	32,640	32,000	30,000
347 325 00 P.E. School District	1,770	2,000	2,000
347 390 00 Other Activity Fees	1,000	-	-
347 610 00 Swim Lessons	18,418	18,000	16,000
347 620 00 Recreation Programs	48,851	44,100	74,500
349 140 00 Budgeting, Acctng & Audit Services	147,412	150,000	175,807
349 150 00 Legal Services	18,000	18,500	19,000
349 180 00 Central Services-Building Rental	15,000	15,500	16,000
349 250 00 Emergency Services	120,000	120,000	123,600
349 320 00 Engineering Services	376,256	385,000	396,500
Total Charges for Goods and Services	<u>1,124,272</u>	<u>1,160,550</u>	<u>1,202,557</u>
Fines and Forfeits:			
352 300 00 Mandatory Insurance Costs	2,190	3,000	1,850
353 100 00 Traffic Infraction Penalties	85,298	80,000	75,000
353 100 10 Traffic Infraction - J.I.S.-Local	214	250	300
353 100 20 Fines-School Zone	638	500	400
353 100 30 J.I.S. - Trauma Care	(1)	2,500	-
353 700 00 Non-Traffic Infraction Penalties	288	350	500
354 000 00 Parking Violations	13,910	20,000	18,000
355 200 00 Driving Under the Influence Fines	25,551	20,000	22,200
355 800 00 Other Criminal Traffic Misdemeanor	30,153	30,000	29,300
356 900 00 Other Non-Traffic Misdemeanors	22,535	25,000	25,000
357 400 00 Other Criminal Costs	50,091	44,000	50,000
359 700 00 Library Fines	1,328	1,200	1,500
Total Fines and Forfeits	<u>232,195</u>	<u>226,800</u>	<u>224,050</u>
Miscellaneous Revenues:			
361 110 00 Investment Interest	239,421	250,000	170,000
361 400 00 Interest on Sales Tax, Court Fees	9,825	7,000	10,000
362 401 00 Space/Facilities Rentals-Community	5,243	5,000	5,200
362 500 00 Space and Facilities Leases	1,100	-	10,632
362 501 00 Community Center Space Rentals	1,205	1,000	1,500
362 600 00 Housing Rentals and Leases	24,938	25,000	19,600
362 900 00 Other Rents and Use Charges	(1,031)	250	250
363 000 00 Ins. Premiums and Recovery	1,909	1,500	500
367 000 00 Contrib and Donations Pvt Sources	2,990	1,200	101,000
369 100 00 Obsolete Equipment	869	1,000	1,000
369 900 00 Other Miscellaneous Revenue	31,053	6,000	9,000
389 000 00 Other Non Revenues	1,227	2,000	-
Total Miscellaneous Revenues	<u>318,749</u>	<u>299,950</u>	<u>328,682</u>
Total Estimated Revenues	<u>11,021,565</u>	<u>11,257,262</u>	<u>12,009,530</u>
Other Financing Sources:			
395 100 00 Proceeds from Sales of Fixed Assets	-	-	-
397 000 00 Operating Transfers-In - to fund fire truck	-	-	283,517
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>283,517</u>
Total Estimated Resources	<u>\$ 11,021,565</u>	<u>\$ 11,257,262</u>	<u>\$ 12,293,047</u>

---

# ADMINISTRATION

---



# ***LEGISLATIVE***

---

## **MISSION STATEMENT**

The council is the elected legislative governing body of the City of Camas.

## **GOALS FOR 2002**

1. Provide policy direction for the city.
2. Continue planning on needed infrastructure.
3. Foster teamwork between elected and appointed leadership and staff.
4. Enhance citizen outreach and participation.
5. Explore and develop options around community joint cooperatives.
6. Increase activity in regional, state and national legislative processes.

## **ACTIVITIES AND SERVICES**

The council determines policy as it relates to all city functions and activities, enacts ordinances and resolutions, and reviews certain appointments of the Mayor. The council meets at two regular meetings per month, two workshops per month and also attends numerous committee and other governmental board meetings during the year. Publication costs of city ordinances and resolutions are included in this section of the budget.

**LEGISLATIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.01.510</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>OFFICIAL PUBLICATION SERVICES</b>			
Other Services and Charges	\$ 5,450	\$ 6,000	\$ 6,000
<b>TRAINING</b>			
Supplies	2,016	2,200	2,000
Other Services and Charges	17,644	19,000	23,000
(Travel and registration, includes Planning Conference)			
<b>LEGISLATIVE SERVICES</b>			
Salaries and Wages	42,000	42,000	42,000
Personnel Benefits	3,476	3,600	3,600
Supplies	476	1,100	1,100
Other Services and Charges (newsletter \$5,000)	9,150	9,000	9,000
<b>ELECTION COSTS</b>			
Intergovernmental Professional Services	1,158	20,000	10,000
<b>TOTAL LEGISLATIVE</b>	<b>\$ 81,370</b>	<b>\$ 102,900</b>	<b>\$ 96,700</b>
% Increase (Decrease) Prior Year		26.46%	-6.03%

<b>LEGISLATIVE PERSONNEL SCHEDULE</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
Council Members (7)	\$ 42,000	\$ 42,000
% Increase (Decrease) Prior Year		0.00%

**ADMINISTRATION**

# JUDICIAL

## FUNCTION

The Police Judge is the chief judicial officer of the city. The city contracts with Clark County for this service and one of the elected District Court Judges of Clark County.

## ACTIVITIES AND SERVICES

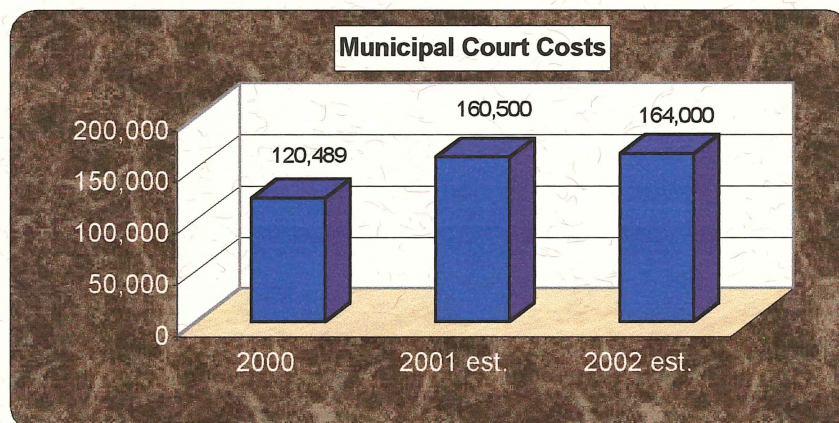
The Police Judge hears all cases and has exclusive jurisdiction over offenses defined by ordinances of the city. He has full power and authority to determine all cases, civil or criminal, arising under such ordinances and may pronounce judgment on these cases.

## COMMENTS ON BUDGET APPROPRIATIONS

The city's contractual costs of court services have risen sharply in the recent years.

### JUDICIAL EXPENDITURE DETAIL THREE YEAR COMPARISON

001.02.511	Actual Expended 2000	Actual Approp 2001	Estimated Required 20002
<b>MUNICIPAL COURT</b>			
Other Services and Charges (Indigent defense)	\$ 24,000	\$ 26,000	\$ 26,000
Intergovernmental Services and Taxes	120,489	160,500	164,000
Total Municipal Court	<u>144,489</u>	<u>186,500</u>	<u>190,000</u>
<b>TOTAL JUDICIAL</b>	<u><u>\$ 144,489</u></u>	<u><u>\$ 186,500</u></u>	<u><u>\$190,000</u></u>
% Increase (Decrease) Prior Year		29.08%	1.88%



## **EXECUTIVE**

---

### **MISSION STATEMENT**

The Mayor is the chief elected official of the City of Camas. The Mayor appoints the City Administrator under the mayor-council form of government. Together, their role is to carry out the established policies of the city.

### **GOALS FOR 2002**

1. Continue building and guiding an effective team.
2. Administer the daily operations effectively.
3. Pursue favored external funding for city projects and investments.
4. Economic development: continue to work to diversify and strengthen the local economy and tax base.

### **ACTIVITIES AND SERVICES**

The Mayor is responsible for directing and coordinating the activities of the city departments through the City Administrator. The City Administrator carries out the policies of the council and directs the day to day activities of the operating departments of the city. The Mayor submits the proposed budget to the city council with recommendations for the ensuing year. Duties of the Mayor also consist of the political and community leadership of the city. The Mayor is responsible for the appointment and removal of most nonelective city officials subject to provisions of local and state codes. The Mayor presides at all council meetings, but does not have a vote except in the case of a tie.

**EXECUTIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.03	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 129,745	\$ 131,212	\$ 133,002
Personnel Benefits	25,494	38,425	38,646
Supplies	2,449	4,000	4,000
Other Services and Charges	6,339	11,000	11,000
Total Administration	<u>164,027</u>	<u>184,637</u>	<u>186,648</u>
<b>TRAINING</b>			
Supplies	323	500	500
Other Services and Charges	5,428	5,000	5,000
Total Training	<u>5,751</u>	<u>5,500</u>	<u>5,500</u>
<b>TOTAL EXECUTIVE</b>	<u>\$ 169,778</u>	<u>\$ 190,137</u>	<u>\$ 192,148</u>
% Increase (Decrease) Prior Year		11.99%	1.06%

EXECUTIVE PERSONNEL SCHEDULE	Actual Approp 2001	Estimated Required 2002
Mayor	\$ 16,200	\$ 16,200
City Administrator	94,536	94,536
Secretary to the Administrator (.5 FTE)	19,476	21,266
Overtime	1,000	1,000
Total Executive	<u>\$ 131,212</u>	<u>\$ 133,002</u>
% Increase (Decrease) Prior Year		1.36%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (facilitator, etc)	\$ 3,000
Communication (cell phones, internet, telephone)	2,000
Travel, registration, memberships, monthly mileage	11,000
Total	<u>\$ 16,000</u>

## LEGAL SERVICES

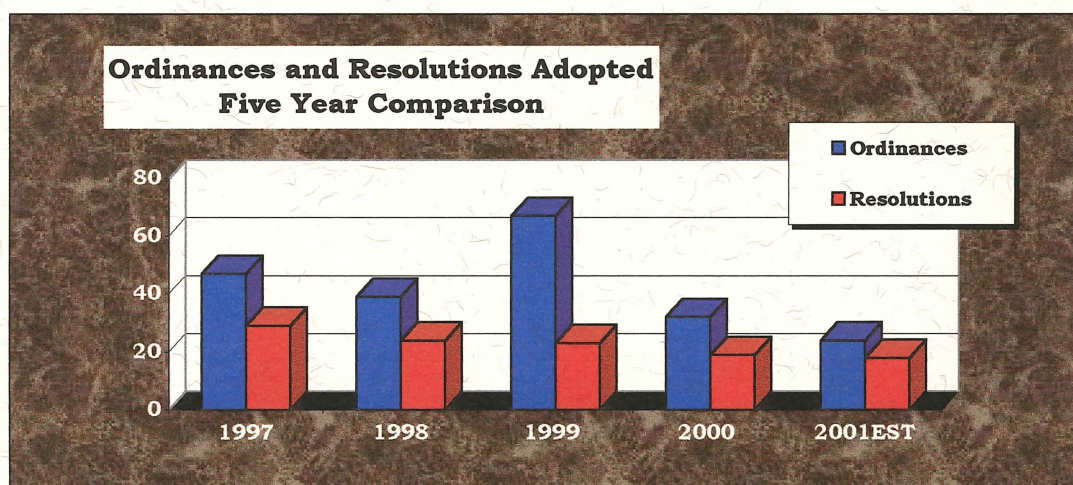
### FUNCTION

The City Attorney's office provides legal advice and services to the City of Camas officials.

### ACTIVITIES AND SERVICES

The City Attorney drafts and/or approves all proposed ordinances and contracts of the city. The City Attorney's office prosecutes all offenders of city ordinances and certain state statutes falling within the jurisdiction of the police court. The City Attorney provides legal advice to the city council, Mayor and other members of the city staff and represents the city in some litigation.

Land acquisitions, zoning regulations, utility rate changes, budget appropriations and salary changes, are just a few topics which require legal representation and often result in new or revised ordinances or resolutions. The following graph charts the volume of ordinances and resolutions adopted over a five year period.



### LEGAL SERVICES EXPENDITURE DETAIL THREE YEAR COMPARISON

001.05.515	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>LEGAL SERVICES</b>			
Supplies	\$ -	\$ -	\$ 300
Other Services and Charges	68,656	72,200	70,700
<b>TRAINING</b>			
Other Services and Charges	699	900	2,000
<b>TOTAL LEGAL</b>	<u>\$ 69,355</u>	<u>\$ 73,100</u>	<u>\$ 73,000</u>
% Increase (Decrease) Prior Year		5.40%	-0.14%

#### **OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (City Attorney and Assistant City Attorney)	\$ 70,000
Communication (one telephone line)	700
	<u>\$ 70,700</u>

## PERSONNEL DEPARTMENT

### FUNCTION

The personnel function provides for the cost of personnel and related services for the city including the classification of positions, recruiting and placement, and job specifications.

### ACTIVITIES AND SERVICES

Expenses for personnel surveys, labor relations consultants and other expenses that cannot be assigned to a specific department are included in this budget section. The city's wellness program is also included.

### COMMENTS ON BUDGET APPROPRIATIONS

Labor relations costs associated with negotiation of labor agreements are accomodated in this budget. The wellness program continues and many employees continue to participate.

### PERSONNEL EXPENDITURE DETAIL THREE YEAR COMPARISON

001.06.516	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>PERSONNEL SERVICES</b>			
Salaries and Wages	\$ 53,654	\$ 53,916	\$ 53,916
Personnel Benefits	19,464	16,174	16,174
Supplies	2,306	3,500	3,500
Other Services and Charges	13,492	20,100	30,100
Intergovernmental Services	60	100	100
Interfund Payment for Services	-	500	500
<b>TRAINING</b>			
Other Services and Charges	1,194	1,500	1,500
<b>WELLNESS PROGRAM</b>			
Supplies	984	4,527	4,652
Other Services and Charges	1,529	5,480	6,080
<b>CAPITAL OUTLAY</b>			
Wellness	-	3,900	-
<b>TOTAL PERSONNEL</b>	<b>\$ 92,683</b>	<b>\$ 109,697</b>	<b>\$ 116,522</b>
% Increase (Decrease) Prior Year		18.36%	6.22%

**ADMINISTRATION**

---

**PERSONNEL SCHEDULE**Actual  
Approp  
2001Estimated  
Required  
2002

Manager of Human Resources Services

\$ 53,916

\$ 53,916

% Increase (Decrease) Prior Year

0.00%

---

**OTHER SERVICES AND CHARGES DETAIL:****Personnel:**

Professional Services (Labor negotiator, unemployment contractor)

\$ 25,000

Communication, travel, repairs and maintenance

1,100

Registrations, membership dues, publications

4,000

Total other services and charges - personnel

\$ 30,100

---

**OTHER SERVICES AND CHARGES DETAIL:****Wellness:**

Professional Services (speakers, hearing and cholesterol screening, flu shots)

\$ 4,780

Repairs and Maintenance (exercise equipment)

600

Subscriptions

100

Registration and travel for Wellness conferences

600

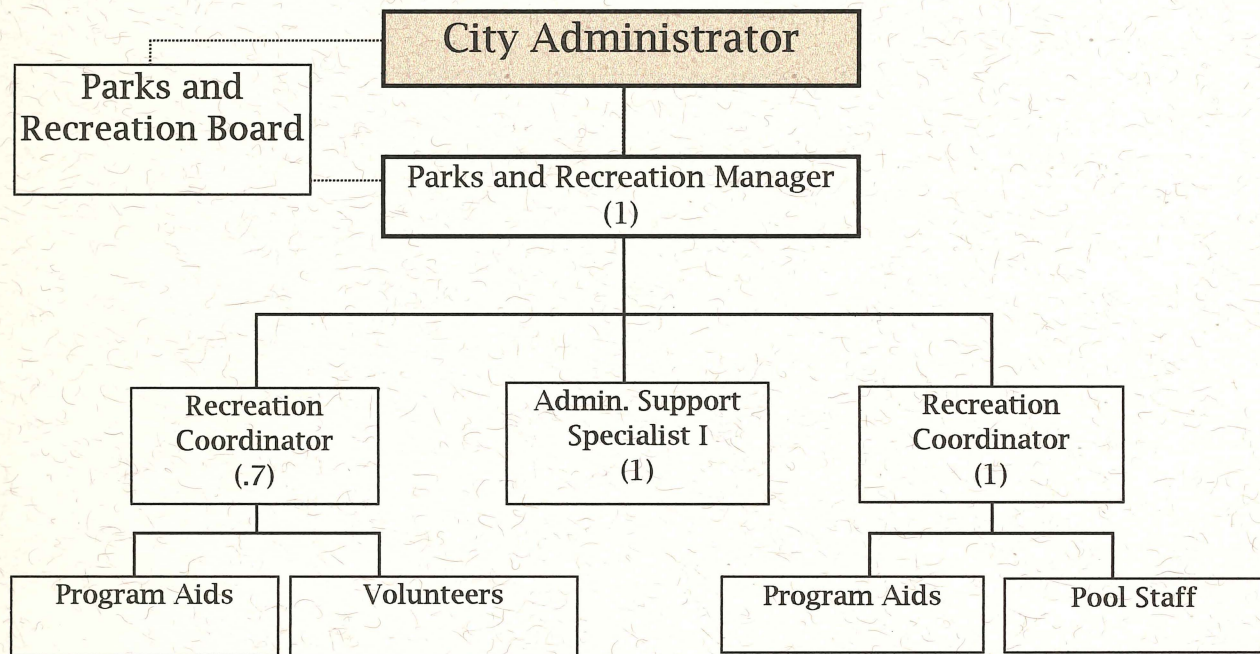
Total other services and charges - wellness

\$ 6,080

---

**ADMINISTRATION**

# PARKS AND RECREATION



# ***PARKS AND RECREATION***

---

## **MISSION STATEMENT**

Through provision of recreation and parks services, it enhances the quality of life and nurtures the health and well-being of people, community, environment and economy.

The department is community driven. Together, and often in partnership with related fields and organizations, it:

- 1 **helps individuals reach their potential** - ensuring healthy, active and balanced lifestyles, a fit foundation for productive lives - stimulating holistic growth and development.
- 2 **strengthen the social foundations of our society** - building strong relationships - collaborating to support families of all kinds, nurturing leadership and developing self reliant communities - creating understanding and harmony through shared leisure lifestyles.
- 3 **serve as "stewards of the environment"** - creating environmental awareness and encouraging ecosystem approaches to planning - protecting, preserving and restoring significant natural areas and corridors.
- 4 **build and renew local economies** - reducing dependencies on health and social services through building a fit and productive work force; stimulating the leisure industries and attracting economic development to the community known for a high quality of life.

## **ACTIVITIES AND SERVICES**

The Park and Recreation function provides for the operation of general recreation facilities for the residents of the city and surrounding area. The city maintains and operates playgrounds and parks, swimming and wading pools, a community center, a lighted baseball park, a little league park, picnic grounds and tennis courts.

**PARKS AND RECREATION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.18.00</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>PARTICIPANT RECREATION</b>			
Salaries and Wages	76,105	75,360	95,505
Personnel Benefits	15,769	19,398	28,442
Supplies	14,608	11,000	18,075
Other Services and Charges	43,274	51,220	45,550
Prof. Services (\$40,800 for instructors, concerts, referees/umpires)			
Intergovernmental Services	950	-	-
<b>TRAINING</b>			
Other Services and Charges	54	7,000	7,000
<b>COMMUNITY CENTERS</b>			
Salaries and Wages	12,059	24,874	31,769
Personnel Benefits	1,871	7,312	9,000
Supplies	7,884	16,000	11,000
Other Services and Charges	23,752	58,700	62,650
Prof. Services (\$23,000 for janitorial, consultant)			
Phones, utilities (\$14,150)			
Repairs and Maint. (\$6,000)			
Newsletter (\$10,000) trail/park map (\$5,000)			
Interfund Payments	693	700	700
<b>ADMINISTRATION</b>			
Salaries and Wages	50,811	52,560	52,808
Personnel Benefits	13,514	15,618	15,842
<b>SWIMMING POOLS</b>			
Salaries and Wages	61,638	70,329	70,871
Personnel Benefits	10,263	10,500	10,500
Supplies	12,489	10,200	10,200
Other Services and Charges	23,653	22,950	25,950
Utilities, \$18,000, Repairs and Maint. \$3,000, Misc. \$2,000			
Interfund Payments for Services	624	500	500
<b>GENERAL PARKS</b>			
Salaries and Wages	186,889	205,042	225,655
Personnel Benefits	51,641	61,422	67,607
Supplies	33,056	46,200	66,600
Other Services and Charges	89,339	83,800	102,600
Prof. Services (\$10,000 design field Forest Home Park, \$15,000 design lighting Louis Bloch Park, \$15,000 Phase II Open Space Plan)			
Utilities (\$25,000)			
Repairs & Maint., lease equipment (\$34,500)			
Intergovernmental Services	639	-	-
Interfund Payments for Services	134,300	86,500	86,500
<b>CAPITAL OUTLAY</b>			
Swimming Pools	260,120	-	-
Community Center	17,632	3,500	6,000
General Parks	1,282,872	176,500	275,160
<b>TOTAL PARKS AND RECREATION</b>	<b>\$ 2,426,499</b>	<b>\$ 1,117,185</b>	<b>\$ 1,326,484</b>
<b>% Increase (Decrease) Prior Year</b>			
		-53.96%	18.73%

**ADMINISTRATION**

<b>PARKS AND RECREATION PERSONNEL SCHEDULE</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
Recreation Coordinator (1 FTE - 2001, .7 FTE - 2002)	\$ 35,794	\$ 28,178
Recreation Coordinator (2/3 FTE)	23,866	25,663
Program Aides	15,000	44,815
Recreation Overtime	700	700
Admin. Support Specialist I (1 FTE)	24,374	27,418
Overtime	500	500
Parks and Recreation Manager	52,060	52,308
Overtime	500	500
Swimming Pool Employees Salaries and Wages	68,829	56,539
Recreation Coordinator (1/3 FTE)	-	12,832
Swimming Pool Overtime	1,500	1,500
Lead Maintenance Worker	51,974	54,053
Senior Maintenance Worker (1 FTE - 2001, .5 - 2002)	47,563	24,733
Maintenance Worker II (2 FTE)	79,087	84,718
Maintenance Worker I	-	34,692
Seasonal Maintenance Worker (3 at 6 mths maximum)	26,118	27,159
Parks Maintenance Overtime	300	300
Total Parks and Recreation	<u>\$ 428,165</u>	<u>\$ 476,608</u>
% Increase (Decrease) Prior Year		11.31%

#### **CAPITAL OUTLAY DETAIL:**

Community Center	
* Air conditioning unit	\$ 6,000
Park Improvements:	
Goot Park	
* Polyforms around play area	5,000
Louis Bloch Park	
* Field lighting-pole replacement	5,000
Fallen Leaf Lake Park	
* Irrigation to landscaped areas	5,000
* Electrical service to restrooms	5,000
Construction Projects:	
Cottonwood Beach - planning contribution	6,500
Oak Park - ballfield improvements	53,660
Benton Park	23,000
Skateboard Park	150,000
Machinery and equipment:	
* Pick-up - 3/4 ton	22,000
Total	<u>\$ 281,160</u>

#### **ADMINISTRATION**

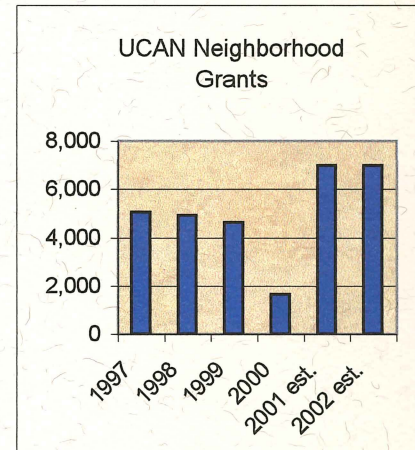
## INFORMATION AND OUTREACH

### MISSION STATEMENT

- \* To provide information and outreach to foster and support the neighborhood associations and their vital work.
- \* To provide financial assistance to a local social service agency for their support of low income citizens.
- \* To provide financial assistance to the Southwest Washington Health District for preparedness for possible health threats including detection, response, and communication with emergency management.

### ACTIVITIES AND SERVICES

\$10,000 is budgeted for the East County Family Service Center. \$3,500 is budgeted to cover the estimated costs of a community clean-up effort sponsored by UCAN and \$1,500 is budgeted for travel costs for the national neighborhood conference. The UCAN neighborhood's mini-grant program is funded at \$7,000 level.



### INFORMATION AND OUTREACH EXPENDITURE DETAIL THREE YEAR COMPARISON

001.24.557	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>COMMUNITY INFORMATION SERVICES</b>			
Community Information Services	\$ 10,000	\$ 10,000	\$ 10,000
<b>NEIGHBORHOOD ASSOCIATION</b>			
Supplies	3,717	2,900	4,500
Other Services and Charges	8,183	12,100	14,900
<b>PUBLIC HEALTH</b>			
Intergovernmental Services	-	-	4,542
<b>CAPITAL OUTLAY</b>			
Neighborhood Association	665	-	-
<b>TOTAL INFORMATION AND OUTREACH</b>	<u>\$ 22,565</u>	<u>\$ 25,000</u>	<u>\$ 33,942</u>
% Increase (Decrease) Prior Year		10.79%	35.77%

### **OTHER SERVICES AND CHARGES DETAIL:**

Travel	\$ 1,500
Communication	100
Public utility (Spring Clean-up)	3,500
UCAN neighborhood grants	7,000
Registrations for conferences, copier maintenance	2,800
Total other services and charges	<u>\$ 14,900</u>

**ADMINISTRATION**

# **COMMUNITY EDUCATION and SENIOR PROGRAMS**

## **MISSION STATEMENT**

The Camas Community Education Program is dedicated to offering reasonably priced, high quality, lifelong learning and recreational opportunities for residents of all ages residing in the Camas School District.

## **ACTIVITIES AND SERVICES**

The Camas Community Education Program offers quarterly youth activities including sports camps, enrichment classes, youth basketball, field trips, summer park programs and Friday youth nights. Community Education offers quarterly adult classes ranging from basketball and volleyball to massage therapy, drawing and finance classes. The Camas Community Education Program also coordinates the rentals of all Camas School District facilities.

Senior activities are included here separately from the Community Education Program.

## **COMMUNITY EDUCATION EXPENDITURE DETAIL THREE YEAR DETAIL**

001.25.571	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Community Education</b>			
Intergovernmental Services	\$ 10,000	\$ 11,000	\$ 13,500
<b>Senior Programs</b>			
Supplies	601	500	913
Other Services and Charges	1,379	3,500	6,489
<b>TOTAL COMMUNITY EDUCATION</b>	<u>\$ 11,980</u>	<u>\$ 15,000</u>	<u>\$ 20,902</u>
% Increase (Decrease) Prior Year		25.21%	39.35%

## **OTHER SERVICES AND CHARGES DETAIL:**

Communication	\$ 464
Travel	5,850
Miscellaneous	175
Total	<u>\$ 6,489</u>

**ADMINISTRATION**

# ***GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND***

---

## **MISSION STATEMENT**

This fund accounts for expenditures that will be funded from proceeds of the local real estate excise tax collected by the county from sales of real estate within the city. The proceeds of the parks and open space impact fees are also deposited in this fund to be expended for purposes for which the tax was collected. School impact fees are collected by the city and immediately remitted to the county for credit to the school district. Transportation impact fees and fire facility impact fees are also accounted for within this fund. Other funds for open space or related projects received from other governmental agencies will be deposited and accounted for in the fund.

## **GOALS FOR 2002**

1. Park and open space acquisitions consistent with the park, open space comprehensive plan.

## **COMMENTS ON BUDGET APPROPRIATIONS**

Transportation Impact Fees (TIF) are transferred to the City Street Fund to support TIF eligible projects: Lake Road and Everett Street, NW 18th and Hood, 192nd Avenue, and SE 1st and Lake Road. Fire impact fees and real estate excise tax revenues will be transferred to repay a portion of the interfund loan to construct the Fire facility.

# **GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND**

## **REVENUE DETAIL THREE YEAR COMPARISON**

300.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 1,679,405	\$ 1,336,058
<b>Taxes:</b>			
Local Real Estate Excise Tax	526,358	700,000	600,000
<b>Total Taxes</b>	526,358	700,000	600,000
<b>Intergovernmental Revenue:</b>			
Conservation Futures-County	-	93,342	93,342
<b>Total Intergovernmental Revenue</b>	-	93,342	93,342
<b>Charges for Goods and Services:</b>			
Impact Fees-Transportation	348,523	350,000	350,000
Impact Fees-Parks & Open Space	407,014	350,000	460,000
Impact Fees-Fire	90,278	100,000	66,000
Open Space Buyout	8,790	-	-
<b>Total Charges for Goods and Services</b>	854,605	800,000	876,000
<b>Miscellaneous Revenue:</b>			
Investment Interest	216,799	175,000	150,000
<b>Total Miscellaneous Revenue</b>	216,799	175,000	150,000
<b>Total Estimated Revenues</b>	1,597,762	3,447,747	3,055,400
<b>Total Estimated Resources</b>	\$ 1,597,762	\$ 3,447,747	\$ 3,055,400

**ADMINISTRATION**

**GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND  
EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

300.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Capital Outlay:</b>			
Security of Persons and Property	\$ -	\$ -	\$ -
Park Facilities	909,659	100,000	100,000
Other Open Space	48,958	170,000	500,000
Roadway	-	368,667	-
<b>Total Capital Outlay</b>	<u>958,617</u>	<u>638,667</u>	<u>600,000</u>
<b>Other Financing Uses:</b>			
Operating Transfers Out	<u>1,000,000</u>	<u>2,809,080</u>	<u>2,455,400</u>
<b>Total Growth Management Capital Project Fund</b>	<u><u>\$ 1,958,617</u></u>	<u><u>\$ 3,447,747</u></u>	<u><u>\$ 3,055,400</u></u>

**CAPITAL OUTLAY DETAIL:**

Openspace Acquisition	\$ 500,000
Trail/bikeway Acquisition and Development	<u>100,000</u>
Total Capital	<u><u>\$ 600,000</u></u>

# FRANK'S MOORAGE CONSTRUCTION

## PROJECT STATEMENT

This fund will account for the construction of the boat launch located at Lacamas Lake Park, partially funded by a state IAC grant and impact fees.

## COMMENTS ON BUDGET APPROPRIATIONS

This appropriation is for the additional grant funds awarded by amendment to the project in Fall, 2001. The amount of budget remaining as of December 31, 2001 will be entered into the ledgers by journal entry in January 2002. A time extension has been granted to allow until November 15, 2002 to complete the project.

### REVENUE DETAIL THREE YEAR COMPARISON

319.00	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Intergovernmental Revenue:</b>		
State Grant - IAC	\$ 308,220	\$ 60,830
<b>Total Intergovernmental Revenue</b>	<u>308,220</u>	<u>60,830</u>
<b>Other Financing Sources:</b>		
Operating Transfers in	221,780	-
<b>Total Other Financing Sources</b>	<u>221,780</u>	<u>-</u>
<b>Total Estimated Resources</b>	<u>\$ 530,000</u>	<u>\$ 60,830</u>

### EXPENDITURE DETAIL THREE YEAR COMPARISON

319.00	Actual Approp 2001	Estimated Required 2002
<b>Buildings and Structures</b>	\$ 530,000	\$ 60,830
<b>Total</b>	<u>\$ 530,000</u>	<u>\$ 60,830</u>

**ADMINISTRATION**

# GRASS VALLEY PARK CONSTRUCTION

## PROJECT STATEMENT

This fund will account for the construction of the Grass Valley Park and 1/2 street improvement.

## COMMENTS ON BUDGET APPROPRIATIONS

Funding for this project will come from transportation impact fees, real estate excise tax, and parks and open space impact fees. The budget remaining as of December 31, 2001, will be carried over to year 2002 and entered into the ledgers by journal entry.

### REVENUE DETAIL THREE YEAR COMPARISON

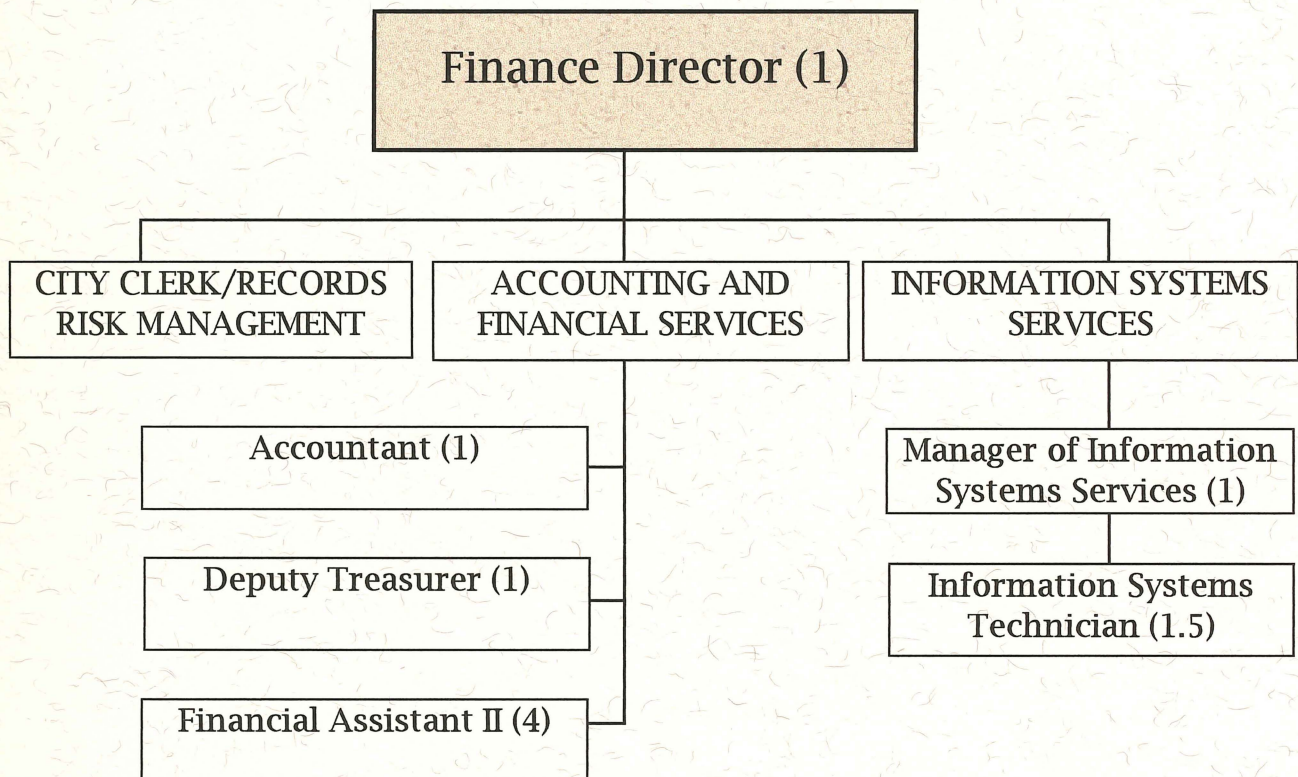
321	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Other Financing Sources:</b>		
Operating Transfers in	\$ 1,210,000	\$ -
<b>Total Other Financing Sources</b>	<u>1,210,000</u>	<u>-</u>
<b>Total Estimated Resources</b>	<u>\$ 1,210,000</u>	<u>\$ -</u>

### EXPENDITURE DETAIL THREE YEAR COMPARISON

321	Actual Approp 2001	Estimated Required 2002
<b>Park Facilities</b>	<u>\$ 1,210,000</u>	<u>\$ -</u>
<b>Total</b>	<u>\$ 1,210,000</u>	<u>\$ -</u>

**ADMINISTRATION**

# FINANCE DEPARTMENT



# **FINANCIAL AND RECORDS SERVICES DEPARTMENT**

## **MISSION STATEMENT**

The Finance Department's mission is to ensure the City's financial stability, maximize the use of its financial resources, manage the city wide network and support all PC users, and provide superior financial, accounting, treasury and budgeting information and services, while maintaining the highest level of public trust.

The Finance Department strives to provide progressive, automated, quality services to the citizens, City Council and Mayor, and the many City departments it serves using the most advanced technology available and affordable.

## **DEPARTMENTAL GOALS FOR 2002**

1. Implement new accounting standards that will significantly change the financial statement presentation and accountability.
2. Complete software conversion and implementation of all new financial software applications.
3. Pursue feasibility of electronic accounts receivable and accounts payable payments. Research possibility of accepting credit card payments for utility payments.

## **ACTIVITIES AND SERVICES**

The Finance Department consists primarily of the following three service areas:

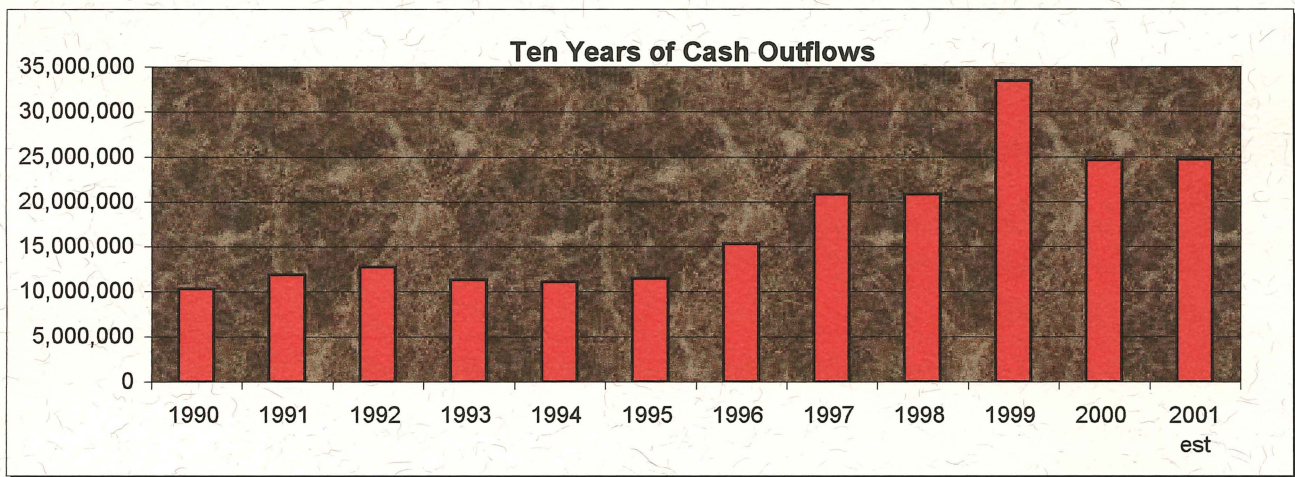
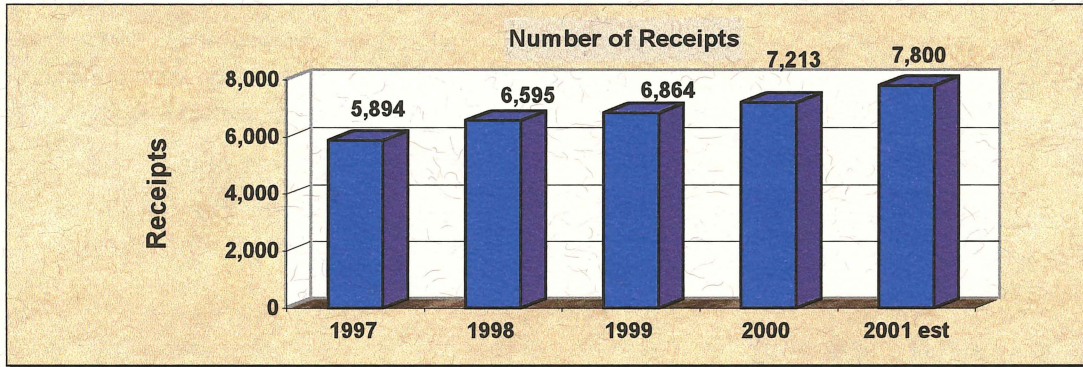
<b>Accounting/Financial Reporting</b>	<b>Records/Risk Management</b>	<b>Information Systems</b>
<b>FUNCTION</b> Budgeting and Accounting Financial Reporting Utility Billing and Receipting Payroll and Benefits LIDs Accounts Payable Accounts Receivable Cash/Investment Mgmt. Equipment Rental	<b>FUNCTION</b> City Clerk duties Information archival Records Searches Insurance Management Municipal Code	<b>FUNCTION</b> Networking System Administration Telecommunications Web and Internet PC Technical Support PC Maintenance Voicemail

## **COMMENTS ON BUDGET APPROPRIATIONS**

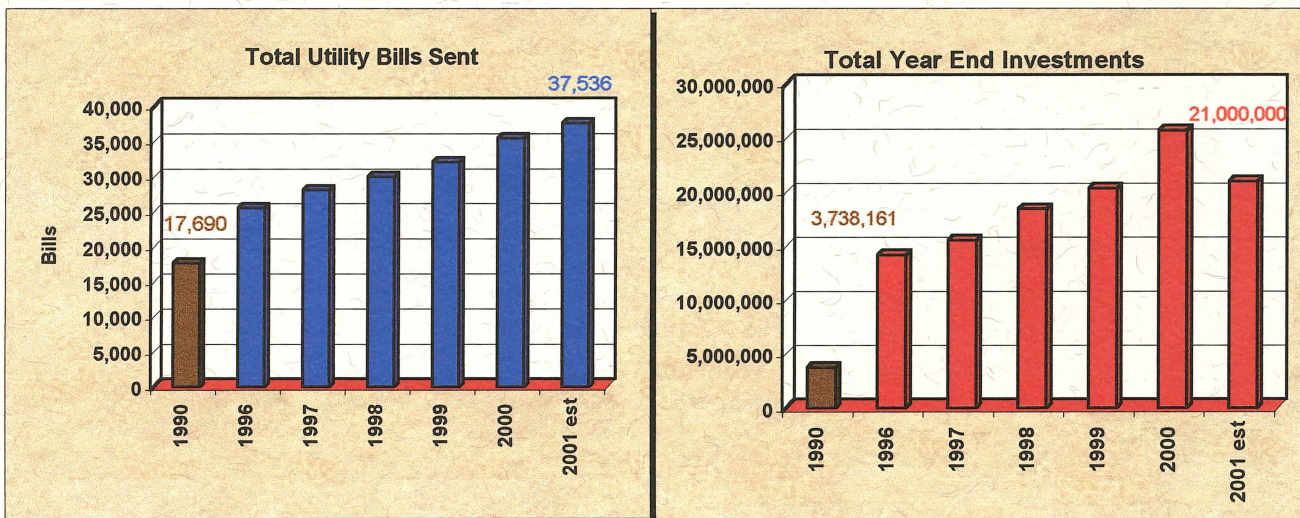
The Finance Department budget maintains personnel at the same level as the 2001 budget with one-half of the Manager of Information Systems and the Information Systems Technician positions accounted for in the Information Systems department. All network equipment, software and pc's city-wide are included in the Information Systems department, except utility's and EMS that are in their own fund.

## STATISTICAL INFORMATION

The Finance Department is the core of many central services for the City. Superior customer service and improved processes are annual goals. The following charts reflect growth trends that influence changes in processes and procedures to meet internal performance measures.



The following two tables reflect growth over ten years and a snapshot of what the volumes were ten years ago. In this time frame, services provided to citizens have doubled, yet only one Financial Assistant has been added. Service levels continue to improve due to continual process improvements, automation, and software enhancements.



**FINANCIAL AND RECORDS SERVICES EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.04.514	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 98,529	\$ 98,529	\$ 103,290
Personnel Benefits	20,873	29,559	30,987
Supplies	-	-	200
Other Services and Charges	2,383	2,800	3,100
<b>FINANCIAL SERVICES</b>			
Salaries and Wages	225,261	234,727	259,165
Personnel Benefits	65,292	70,418	77,750
Supplies	4,459	8,250	8,000
Other Services and Charges	13,070	23,100	21,500
<b>TRAINING</b>			
Other Services and Charges	1,569	4,000	4,500
Interfund Payments for Services	1,576	1,200	1,500
<b>CAPITAL OUTLAY</b>			
Capital Outlay	-	95,000	-
<b>TOTAL FINANCIAL AND RECORDS SERVICES</b>	<u>\$ 433,012</u>	<u>\$ 567,583</u>	<u>\$ 509,992</u>
% Increase (Decrease) Prior Year		31.08%	-10.15%

FINANCE PERSONNEL SCHEDULE	Actual Approp 2001	Estimated Required 2002
Finance Director	\$ 70,344	\$ 72,804
Manager of Information Systems (.5 FTE)	28,185	30,486
Deputy Treasurer	42,564	46,476
Accountant	43,628	49,804
Financial Assistant II (4)	148,535	162,885
Total Salaries	<u>\$ 333,256</u>	<u>\$ 362,455</u>
% Increase (Decrease) Prior Year		8.76%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (temporary help for maternity leave employee)	\$ 10,000
Communication (telephone charges)	5,300
Travel	2,800
Repairs and Maintenance of small office equipment	1,000
Registrations for classes, subscriptions, membership dues	10,000
Total other services and charges	<u>\$ 29,100</u>

# **INFORMATION SYSTEMS**

---

## **MISSION STATEMENT**

The mission of the Information Systems division is to provide technical support and network services and resources which significantly enhance the service level provided to the network users and citizens requesting information.

The Information Systems division provides a central technology service of integrating common data and voice processes, to provide information to the citizens in the most efficient, useful format possible. The division also has the responsibility of maintaining, protecting and securing the City's vital data assets and network resources to ensure data and information integrity.

## **DEPARTMENTAL GOALS FOR 2002**

1. Develop the City's Intranet platform, moving towards paperless systems.
2. Work with the Web Committee on site enhancements, designs and potential new services. Work on providing new information to the site and encourage new uses of the site.
3. Continue technology planning for the new Library project. Provide project management for networking scope of installing servers, hubs, cables, phones, computers, desktop installations, and networking services. Research new technologies for the expansion.
4. Complete Springbrook systems data conversion for Finance Department and develop specialized reporting. Research integration of other databases into this system.
5. Work with the Police Department on software selection and data conversion to new system.
6. Continue Zenworks project and desktop profiling city-wide to strengthen desktop portability, flexibility, and security. Continue with city-wide software upgrades.

## **ACTIVITIES AND SERVICES**

The Information Systems division provides many system services and administration including:

1. **Project management.** Providing project management for all networking projects (voice and data).
2. **Desktop and user support.** Providing technical support to users and maintenance on the city's inventory of desktop computers. Maintain an inventory of hardware and software licensing requirements. This includes remote units and user support.
3. **Networking Administration and System Support.** Maintaining the city's servers and networking hardware. Providing network administration and system engineering.
4. **Telecommunications.** Providing system and database administration and user support for the city's PBX system, voicemail and internet services.
5. **Data Security.** Providing daily backup, recovery and virus protection across the network.
6. **Information Processing.** Providing a central reference for the planning and development of city databases and information processing. Integrating the city's data with external agencies.
7. **Web Development and Programming.** Web site development, maintenance and programming.

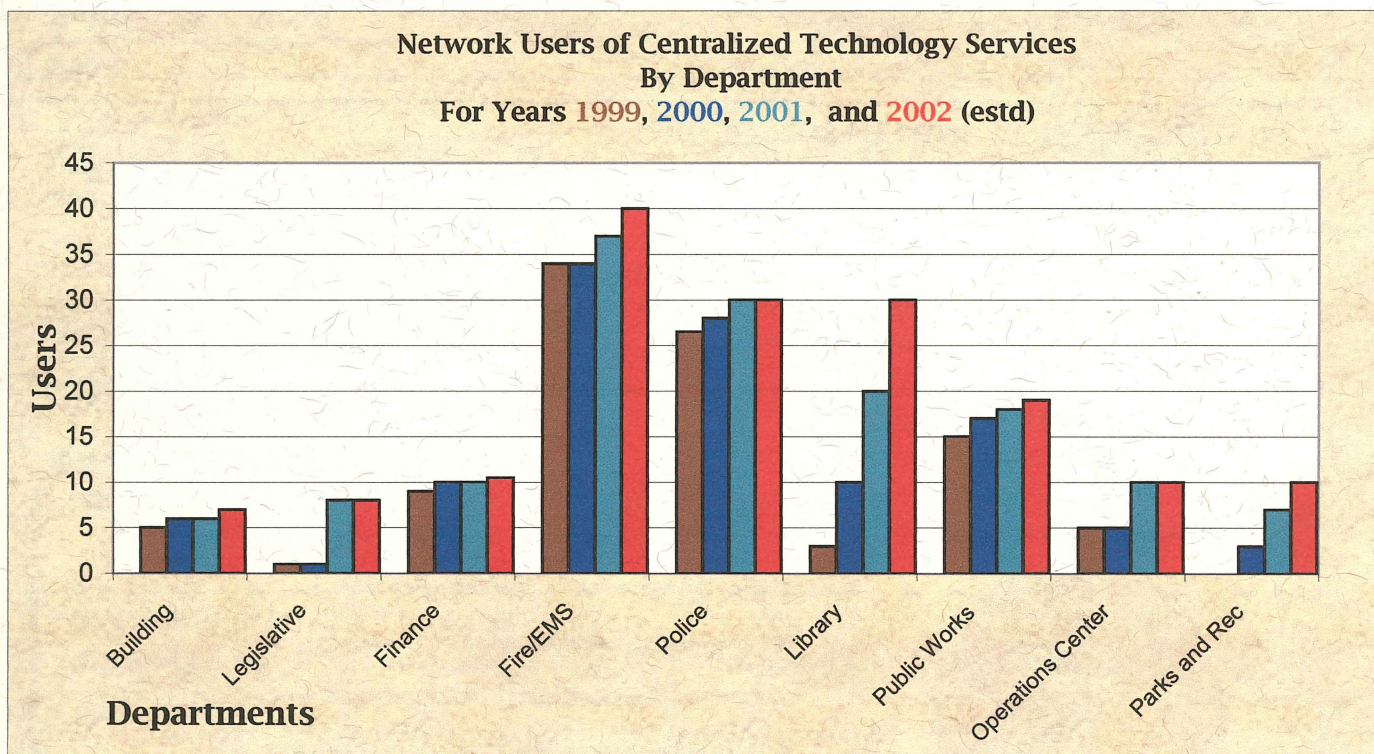
## COMMENTS ON BUDGET APPROPRIATIONS

The Information Systems division has existed under the Finance Department since 1994. The Manager of Information Systems is a full-time position, which continues to be allocated 50% under the Finance Department for finance-specific responsibilities. This department has an addition of a part-time Information System Technician for year 2002. This position, along with the existing full-time Technician, will continue working on city-wide support and maintenance services and user support. Their responsibilities span the city's eight main facilities.

Licensing for network software such as Novell, Groupwise E-mail, Callegra voicemail, Zenworks, virus protection and Office 2000 upgrades are budgeted here. Network hardware such as servers, workstations, hubs, cabling, phones, printers, and other computer peripherals are also budgeted here. Computers and peripherals city-wide are included in the supply item above.

Capital items specific to the Water-Sewer and Sanitation utilities, and Emergency Rescue will remain itemized within those funds for budgeting and accounting purposes.

## STATISTICAL INFORMATION



The above chart depicts the actual users and computers of the network and city technologies. The Information Systems division supports users across all services and departments. The centralized services include file and print sharing, voicemail, e-mail, internet and phones. More resources will be devoted to intranet and internet services and developing the city's web presence in year 2002.

## INFORMATION SYSTEMS EXPENDITURE DETAIL

001.12.518	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>INFORMATION SYSTEMS</b>			
Salaries and Wages	\$ 60,405	\$ 68,010	\$ 89,676
Personnel Benefits	16,828	20,403	26,903
Supplies	12,904	34,100	72,700
Other Services and Charges	22,338	43,750	63,500
Intergovernmental Services	2,926	2,000	1,000
Interfund Payments for Services	-	-	75
<b>CAPITAL OUTLAY</b>			
Capital Outlay	63,778	77,500	6,000
<b>TOTAL INFORMATION SYSTEMS</b>	<u>\$ 179,179</u>	<u>\$ 245,763</u>	<u>\$ 259,854</u>

INFORMATION SYSTEMS PERSONNEL SCHEDULE	Actual Approp 2001	Estimated Required 2002
Manager of Information Systems (.5 FTE)	\$ 28,185	\$ 30,486
Information Systems Technician (1 FTE - 2001, 1.5 - 2002)	39,825	59,190
Total Personnel	<u>\$ 68,010</u>	<u>\$ 89,676</u>
% Increase (Decrease) Prior Year		31.86%

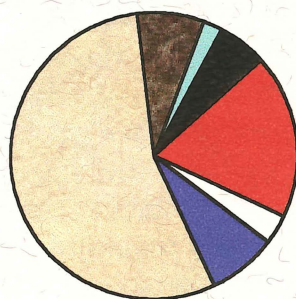
### OTHER SERVICES AND CHARGES DETAIL:

Professional Services (software licenses, technical support, web development)	\$ 52,000
Communication (telephone charges, internet access, two pagers)	7,000
Travel	500
Repairs and Maintenance of small office equipment	1,000
Registrations for classes, subscriptions	3,000
Total other services and charges	<u>\$ 63,500</u>

### CAPITAL OUTLAY DETAIL:

Server	\$ 6,000
--------	----------

**Allocation of Services**



- Technology/Information Systems Management and Planning
- Web Development/Programming Services
- Server/Network Administration and Engineering
- User and Desktop Support and Maintenance
- Telecommunications/Voicemail/Internet Administration
- Hardware Acquisition and Technology Research
- Training

Although no formal policy sets requirements on allocation of services, the services usually weigh more heavily in ongoing support of users and desktops, network administration and maintenance, and technology management and planning. The above chart is a general breakdown of services provided.

## **OTHER GENERAL GOVERNMENTAL SERVICES**

### **FUNCTION**

The other general governmental services section of the budget provides for all expenses of general operations of the city not provided under a specific fund and department.

### **ACTIVITIES AND SERVICES**

Other general government includes miscellaneous government expenses such as duplication, printing, postage, general liability insurance, dues to the Association of Washington Cities and State Auditor's Office audit fees.

### **COMMENTS ON BUDGET APPROPRIATIONS**

A significant portion of the general liability insurance premium to Washington Cities Insurance Authority is included in the budget of this department with an anticipated city-wide premium in 2002 of \$184,328.

### **OTHER GENERAL GOVERNMENT SERVICES DETAIL THREE YEAR COMPARISON**

001.07.519	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>MISCELLANEOUS</b>			
Supplies	\$ 20,620	\$ 25,000	\$ 27,700
Other Services and Charges	82,326	71,000	72,300
Intergovernmental Services and Taxes	19,701	26,000	23,000
<b>AIR POLLUTION CONTROL</b>			
Intergovernmental Services and Taxes	3,090	3,261	3,405
<b>MENTAL AND PHYSICAL HEALTH</b>			
Intergovernmental Services and Taxes	1,954	2,500	2,500
<b>CAPITAL OUTLAY</b>			
Capital Outlay	19,526	-	-
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>	<u>\$ 147,217</u>	<u>\$ 127,761</u>	<u>\$ 128,905</u>
% Increase (Decrease) Prior Year		-13.22%	0.90%

### **OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (AWC membership, code book updates, Code On-line)	\$ 13,300
Communication (postage, telephone charges)	15,000
Operating rentals and leases (postage meter, post office box)	2,000
Insurance (General Fund's portion of liability, property, and fidelity)	32,000
Repairs and Maintenance (Two copy machines, mail machine)	7,000
Annual fee with WA General Admin., city pins, business cards	3,000
Total other services and charges	<u>\$ 72,300</u>

## ***LID GUARANTY***

### **FUNCTION**

State law requires the establishment of a LID guaranty fund when a municipality has issued LID debt.

### **COMMENTS ON BUDGET APPROPRIATIONS**

Since the City no longer has any LID debt, cash and investments in this fund are not required to be reserved; therefore, all cash and investments will be transferred to the General Fund to finance a significant portion of the fire pumper truck.

### **REVENUE DETAIL THREE YEAR COMPARISON**

<b>222.00</b>	<b>Actual Revenue 2000</b>	<b>Adjusted Estimated 2001</b>	<b>Estimated Revenue 2002</b>
<b>Beginning Appropriated Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>Total Estimated Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>

### **EXPENDITURE DETAIL THREE YEAR COMPARISON**

<b>222.00</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>Other Financing Sources:</b>			
Operating Transfers Out	\$ -	\$ -	\$ 250,000
<b>Total LID Guaranty Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>

# UNLIMITED TAX GENERAL OBLIGATION BOND REDEMPTION

## MISSION STATEMENT

This fund accounts for the payment of principal and interest on the 1996 unlimited general obligation refunding bonds and the 2000 bonds issued to expand and remodel the city library.

## REVENUE DETAIL THREE YEAR COMPARISON

239.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Taxes:</b>			
Real and Personal Property	\$ 125,312	\$ 788,830	\$ 780,815
<b>Total Taxes</b>	<u>125,312</u>	<u>788,830</u>	<u>780,815</u>

## EXPENDITURE DETAIL THREE YEAR COMPARISON

239.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Redemption of General Long Term Debt</b>			
Principal on Library Bonds	\$ -	\$ 240,000	\$ 250,000
Principal on Park Bonds	80,000	85,000	90,000
<b>Total Redemption of General Long Term Debt</b>	<u>80,000</u>	<u>325,000</u>	<u>340,000</u>
<b>Interest and Other Debt Service</b>			
Interest on Library Bonds	-	420,188	401,040
Interest on Park Bonds	47,203	43,642	39,775
<b>Total Interest and Other Debt Service</b>	<u>47,203</u>	<u>463,830</u>	<u>440,815</u>
<b>Total Unlimited Tax General Obligation Bond Redemption Fund</b>	<u>\$ 127,203</u>	<u>\$ 788,830</u>	<u>\$ 780,815</u>

### 1996 Refunding Bonds

	Principal	Interest	Total	Last Year of Payment
2002	\$ 90,000	\$ 39,775	\$ 129,775	
2003	95,000	35,545	130,545	
2004	100,000	30,985	130,985	
	<u>\$ 285,000</u>	<u>\$ 106,305</u>	<u>\$ 391,305</u>	2009

### 2000 Library Bonds

	Principal	Interest	Total	Last Year of Payment
2002	\$ 250,000	\$ 401,040	\$ 651,040	
2003	265,000	388,540	653,540	
2004	280,000	375,290	655,290	
	<u>\$ 795,000</u>	<u>\$ 1,164,870</u>	<u>\$ 1,959,870</u>	2020

# **LIMITED TAX GENERAL OBLIGATION BOND REDEMPTION**

## **MISSION STATEMENT**

This fund accounts for the principal and interest on bonds issued in 1996 to construct a police facility and refund a CERB loan. This fund, also, accounts for the principal and interest for Public Works Trust Fund loans for Parker Street and Lake Road improvements. In addition, the city's proportionate share of the incremental costs of constructing an underground transmission line in west Camas is accounted for here.

## **REVENUE DETAIL THREE YEAR COMPARISON**

<b>240.00</b>	<b>Actual Revenue 2000</b>	<b>Adjusted Estimated 2001</b>	<b>Estimated Revenue 2002</b>
<b>Taxes:</b>			
Real and Personal Property	\$ 580,196	\$ 517,740	\$ 838,984
<b>Total Taxes</b>	580,196	517,740	838,984
<b>Total Estimated Resources</b>	<u>\$ 580,196</u>	<u>\$ 517,740</u>	<u>\$ 838,984</u>

**LIMITED TAX GENERAL OBLIGATION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

240.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
Police Facility/Principal	\$ 140,000	\$ 140,000	\$150,000
Power Lines/Principal	184,662	195,337	205,524
Storm Sewers/Principal	65,000	-	-
Pacific Rim Blvd/Principal	30,000	35,000	35,000
Lake Rd. Improvements/Principal	-	-	122,746
Police Facility/Interest	111,585	101,200	98,933
Power Lines/Interest	31,579	20,903	10,717
Storm Sewers/Interest	4,290	-	-
Pacific Rim Blvd/Interest	22,565	25,300	19,517
Parker Street/Interest	-	-	193,478
Lake Rd. Improvements/Interest	-	-	3,069
<b>Total Limited Tax General Obligation Bond Redemption Fund</b>	<b>\$ 589,681</b>	<b>\$ 517,740</b>	<b>\$ 838,984</b>

**1996 Limited Tax Bonds**

	Principal	Interest	Total	Last Year of Payment
2002	\$ 185,000	\$ 118,450	\$ 303,450	
2003	195,000	109,755	304,755	
2004	205,000	100,395	305,395	2011

**Power Lines**

	Principal	Interest	Total	Last Year of Payment
2002	\$ 205,524	\$ 10,717	\$ 216,241	2002

**Parker Street Loan**

	Principal	Interest	Total	Last Year of Payment
2002	\$ -	\$ 193,478	\$ 193,478	
2003	96,429	40,500	136,929	
2004	96,429	37,607	134,036	2016

**Lake Road Improvements Loan**

	Principal	Interest	Total	Last Year of Payment
2002	\$ 122,746	\$ 3,069	\$ 125,815	
2003	122,746	2,455	125,201	
2004	122,746	1,841	124,587	2006

## ***FIREMEN'S PENSION***

### **FUNCTION**

The Firemen's Pension budget provides for medical care and pension payments for the city's regular paid firefighters who were employed prior to January 1, 1971. Firefighters retired subsequent to that date will be paid from the Law Enforcement Officers and Firefighters Retirement System administered by the State of Washington. Medical expenses for firefighters employed subsequent to January 1, 1971, must be paid by the city General Fund directly.

### **COMMENTS ON BUDGET APPROPRIATIONS**

Retired firefighter pensions are increased by an amount equal to the change in the Seattle consumer price index January to January each year. There is currently only one surviving spouse receiving retirement benefits under this system and the city has obligations to subsidize one retired firefighter's pension.

### **REVENUE DETAIL THREE YEAR COMPARISON**

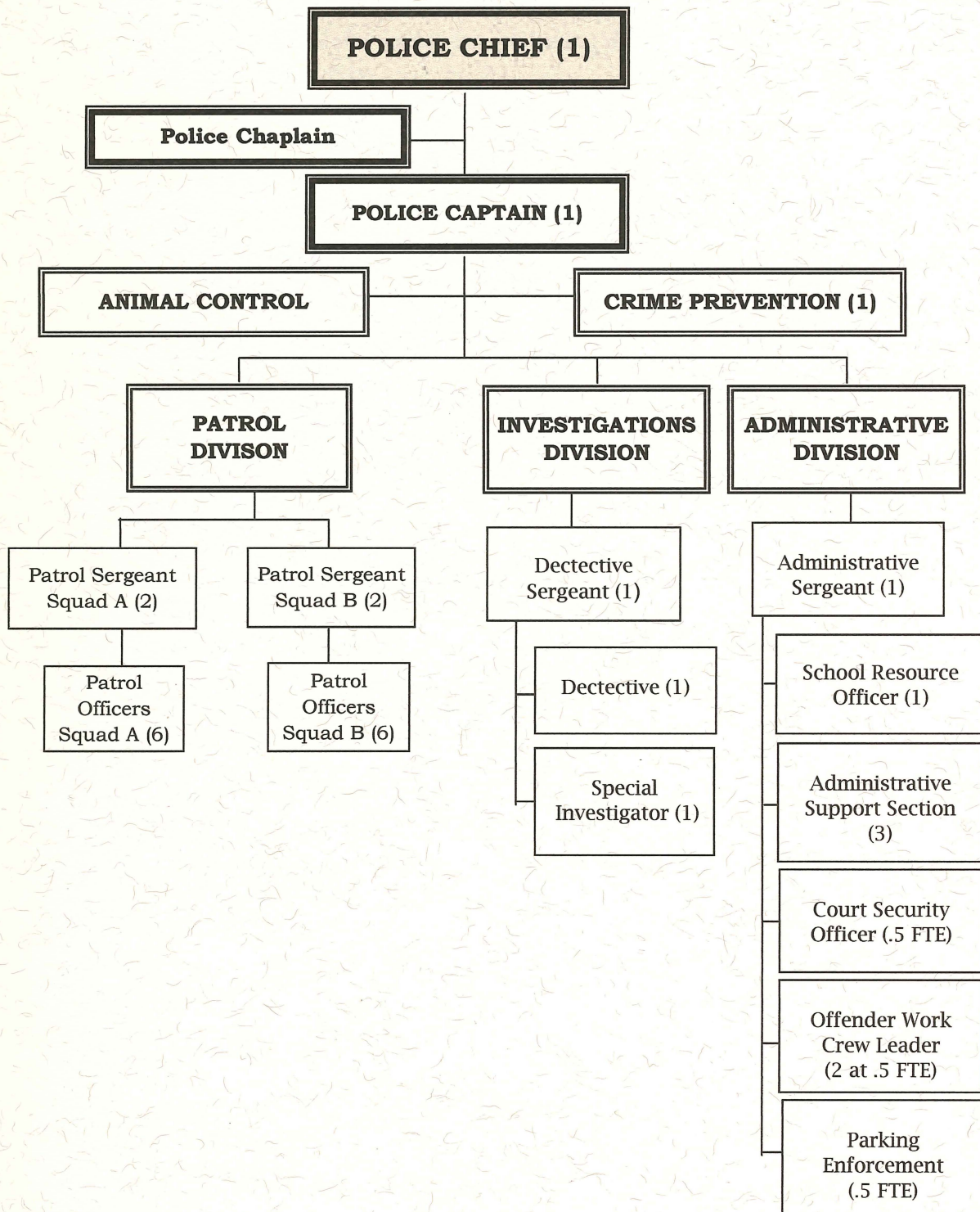
611.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Intergovernmental Revenue:</b>			
Fire Insurance Premium Tax	\$ 13,717	\$ 2,000	\$ 2,000
<b>Total Intergovernmental Revenue</b>	<u>13,717</u>	<u>2,000</u>	<u>2,000</u>
<b>Miscellaneous Revenues:</b>			
Investment Interest	71,211	-	-
<b>Total Miscellaneous Revenues</b>	<u>71,211</u>	<u>-</u>	<u>-</u>
<b>Total Estimated Revenues</b>	<u>\$ 84,928</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>

### **EXPENDITURE DETAIL THREE YEAR COMPARISON**

611.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Disability and Retirement:</b>			
Pension and Disability	\$ 1,219	\$ 2,000	\$ 2,000
<b>Total Firemen's Pension</b>	<u>\$ 1,219</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>

**FINANCE**

# POLICE DEPARTMENT



# ***LAW ENFORCEMENT DEPARTMENT***

---

## **MISSION STATEMENT**

The mission for every member of the Camas Police Department is to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality of services to members of our community.

## **DEPARTMENTAL GOALS FOR 2002**

The Camas Police Department is committed to maintaining the high level of service the citizens of Camas are accustomed to. Specific goals include:

1. maintaining the professional training of staff
2. assuring the department policies are contemporary and compliant with appropriate regulations.
3. complete the process of obtaining Washington State Law Enforcement Accreditation
4. upgrade the Department Database and records Management System, and
5. begin assessment of upgrading the Department equipment related to officer's tools (firearms) and uniforms.

## **ACTIVITIES AND SERVICES**

The activities of the Police Department include enforcing criminal violations, investigating a variety of non-criminal complaints and educating citizens on a multitude of crime prevention and security issues. Other activities include parking enforcement and coordination of neighborhood and community programs. In 2002 the Police Department will continue to manage corrections activities through Municipal Court to reduce overall jail and correction costs. Our staff will continue to seek partnerships that will improve efficiencies while minimizing expenses.

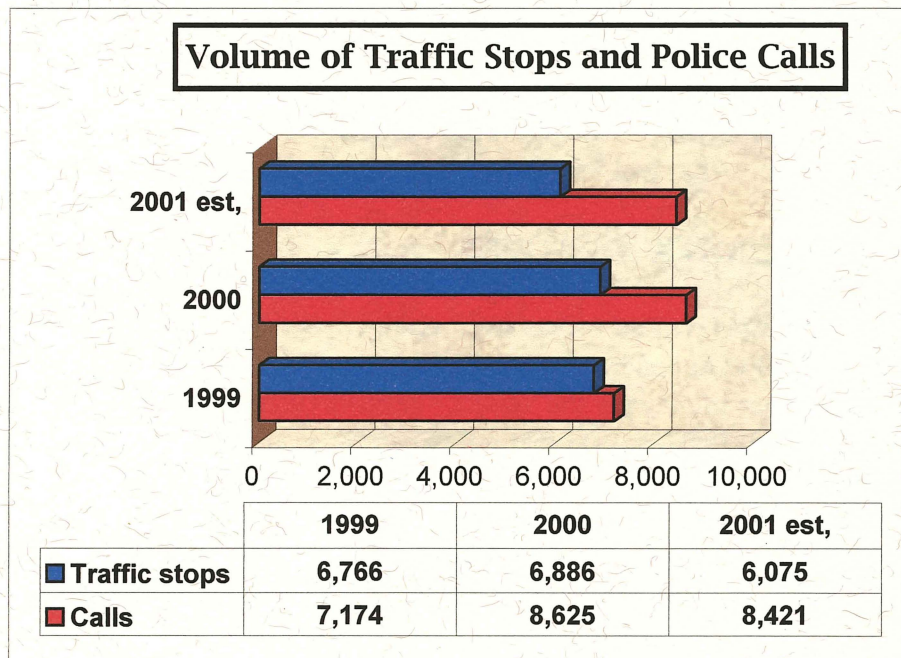
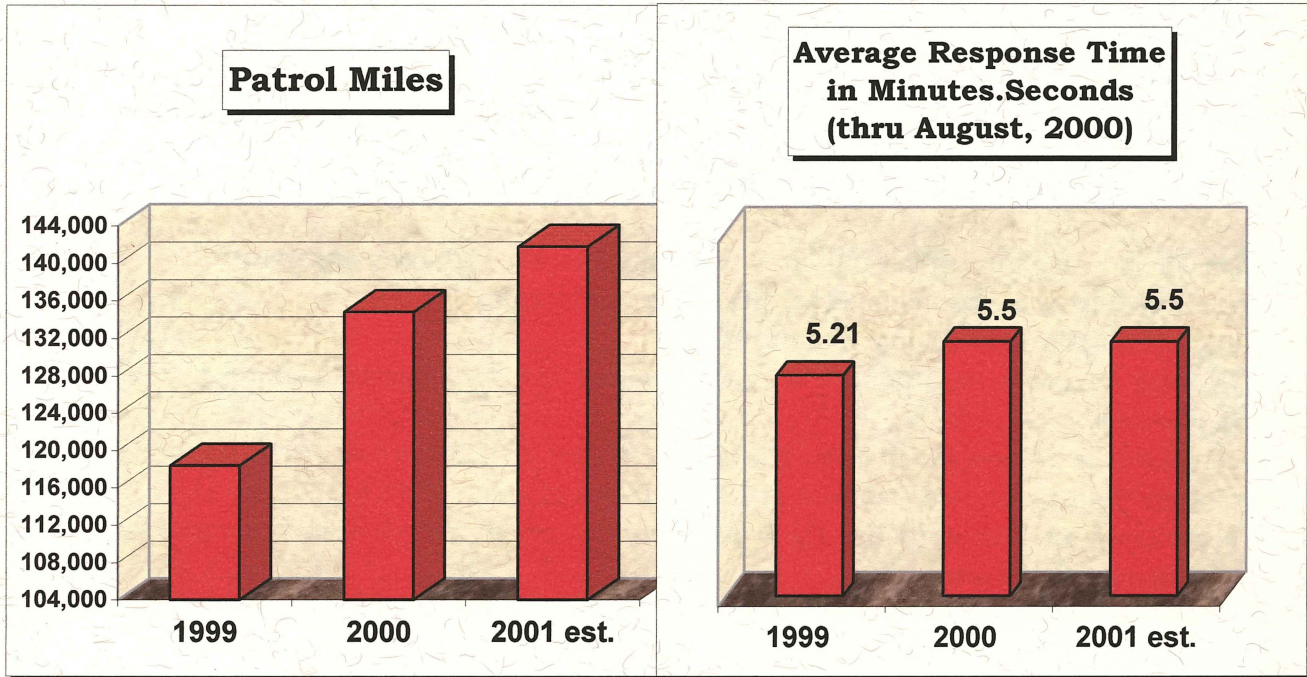
## **COMMENTS ON BUDGET APPROPRIATIONS**

COPS grant reimbursement for regular officers will end with the 2001 budget year. Since 1995 Camas has received \$525,000 in Federal funds to add new officers. In 2002 we will continue receiving Federal COPS grant money for the School Resource Officer position. This grant provides full funding (\$125,000 total) for the SRO position. When the grant funding ends (early 2003), the City and School District will co-fund the position via an interlocal agreement.

Funds budgeted in 2001 for an upgrade to the records data management system software are re-budgeted in 2002 due to not acquiring a federal grant expected to augment funds for the project.

### THREE YEAR COMPARATIVE STATISTICS

We are committed to representing the citizens of Camas in the highest standards of police professionalism. Community safety and a strong police presence are high priorities for the Police Department. We strive to manage our efficiency and effectiveness by monitoring key data. The charts below reflect four components of the data used to measure the police function:



**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.08.52X</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 224,871	\$ 238,336	\$ 258,206
Personnel Benefits	58,651	73,411	79,372
Supplies	2,732	2,500	2,500
Other Services and Charges			
Professional Services	1,246	800	6,000
Police Services Survey	-	8,000	-
Accreditation	-	4,700	-
Communications (\$100), Travel (\$1,000)	2,507	5,000	5,600
Repairs/Maint. (\$2,500), Registrations (\$2,000)			
Interfund Payments for Services	3,717	3,500	3,700
<b>POLICE OPERATIONS</b>			
<b>PATROL AND INVESTIGATIONS</b>			
Salaries and Wages	937,314	1,027,715	1,047,127
Personnel Benefits	239,061	325,165	324,918
Supplies	6,646	6,000	17,300
Other Services and Charges	26,865	30,600	35,650
Professional Services (\$2,500)			
Insurance (\$27,500 liability)			
Horse patrol, SWAT hours (\$2,500)			
Intergovernmental Services	1,002	7,000	6,000
Interfund Payments for Services	91,103	81,220	85,300
<b>SPECIAL UNITS-POLICE RESERVES</b>			
Salaries and Wages	7,746	11,500	-
Personnel Benefits	1,151	7,735	-
Other Services and Charges	268	510	-
<b>CRIME PREVENTION</b>			
Salaries and Wages	52,480	52,879	52,879
Personnel Benefits	14,024	15,684	15,684
Supplies	6,279	7,500	5,000
Other Services and Charges	241	6,800	5,300
Professional services (\$2,000), Travel (\$1,000), Repairs (\$1,000), Registrations (\$1,000)			
Interfund Payments for Services	-	4,500	-
<b>TRAINING</b>			
Salaries and Wages	-	12,500	6,000
Supplies	2,919	3,000	6,200
Other Services and Charges	12,408	11,500	14,500
Professional Services (\$2,500, trainers and simulation trailer)			
Admin-Mgmt Training (\$3,000)			
Travel (\$4,000)			
Registrations, publications (\$5,000)			
Intergovernmental Services	299	300	300

**POLICE**

**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

001.08.52X	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>FACILITIES</b>			
Salaries and Wages	5,206	3,120	3,900
Personnel Services	1,385	936	1,170
Supplies	5,715	8,000	12,000
Other Services and Charges	45,228	43,900	60,300
Insurance (\$3,100 property insurance)			
Public Utilities (\$27,800)			
Repairs and Maintenance (\$28,800)			
Intergovernmental Services	-	200	200
Interfund Payments for Services	898	550	1,000
<b>TRAFFIC POLICING - PARKING ENFORCEMENT</b>			
Salaries and Wages	14,066	13,499	15,183
Personnel Benefits	1,982	2,865	4,855
Supplies	-	300	300
Other Services and Charges	854	500	1,500
Interfund Payments for Services	3,552	3,500	3,800
<b>OTHER MUNICIPAL SERVICES - COMMUNITY SERVICES</b>			
Salaries and Wages	46,512	47,012	51,292
Personnel Benefits	10,042	14,804	16,088
Supplies	-	200	200
Other Services and Charges	42	3,100	3,100
Interfund Payments	-	-	
Professional services (\$2,000), Travel (\$800), Misc. (\$300)			
<b>FINGERPRINTING/OTHER AGENCY</b>			
Intgov Professional Services	216	1,000	1,000
<b>DISABILITY AND RETIREMENT LEOFF-1</b>			
Salaries and Wages	-	-	
Personnel Benefits	20,883	25,900	26,700
<b>COMMUNICATION, OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services	115,678	149,185	175,000
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	2,576	3,500	2,500
Other Services and Charges	16,156	20,400	23,000
Communication (\$19,000 cell phones, pagers, telephone)			
Repairs and Maintenance (\$4,000 repair phones and radios)			
<b>CAPITAL OUTLAY</b>			
Patrol and Investigations	-	25,000	30,000
Crime Prevention	-	8,000	
<b>TOTAL LAW ENFORCEMENT AND COMMUNICATIONS</b>	<u>\$ 1,984,521</u>	<u>\$ 2,323,826</u>	<u>\$ 2,410,624</u>
% Increase (Decrease) Prior Year		17.10%	3.74%

**CAPITAL OUTLAY DETAIL:**

Database software for police tracking \$ 30,000

**POLICE**

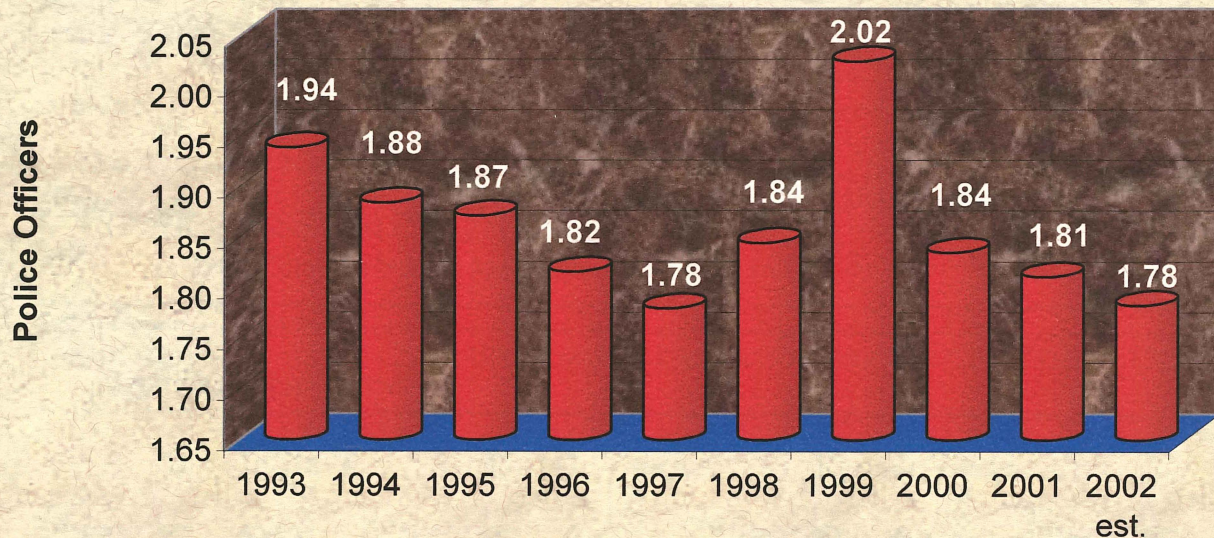
## LAW ENFORCEMENT PERSONNEL SCHEDULE

	Actual Approp 2001	Estimated Required 2002
Police Chief	\$ 74,628	\$ 79,560
Police Captain	64,380	68,388
Senior Admin Support Specialist	38,952	42,536
Admin Support Specialist II [2 FTE]	60,076	67,422
Administrative Overtime	300	300
Police Sergeant (3 FTE - 2001, 6 FTE - 2002)	174,208	332,992
Police Officers (17 FTE - 2001, 14 FTE - 2002)	785,313	651,154
Police Operations Overtime	19,939	13,500
Holiday Pay	48,254	49,481
Police Reserves	11,500	-
Parking Enforcement (.5 FTE)	13,499	15,183
Crime Prevention Police Officer	49,776	49,776
Holiday Pay	2,503	2,503
Crime Prevention Police Officer Overtime	600	600
Social Services Specialist	46,512	50,792
Social Services Specialist Overtime	500	500
<b>TOTAL LAW ENFORCEMENT</b>	<b>\$ 1,390,941</b>	<b>\$ 1,424,687</b>

% Increase (Decrease) Prior Year

2.43%

### Police Enforcement Per 1000 Capita



POLICE

## **DETENTION AND CORRECTION**

### **FUNCTION**

The detention and correction budget provides for cost of care of prisoners and parole services.

### **ACTIVITIES AND SERVICES**

Prisoners are detained in the city jail temporarily. All other prisoners are held in the county jail. The city reimburses the county for board of prisoners and probation services.

### **COMMENTS ON BUDGET APPROPRIATIONS**

As of January, 1997 the City must reimburse Clark County for its share of jail and probation costs.

Noteworthy is \$275,500 paid to Clark County for jail and probation services. Camas has very little control of these costs. They represent services that would be far more costly to provide locally. We will continue to use local resources and seek ways to mitigate these costs wherever possible.

### **DETENTION AND CORRECTION EXPENDITURE DETAIL THREE YEAR COMPARISON**

<b>001.10.523</b>	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>PROBATION AND PAROLE SERVICES</b>			
Salaries and Wages	\$ 14,018	\$ 33,381	\$ 38,024
Personnel Services	2,326	6,342	11,157
Intergovernmental Services and Taxes	53,171	55,000	80,500
<b>CARE AND CUSTODY OF PRISONERS</b>			
Salaries and Wages	14,776	16,604	20,131
Personnel Services	2,092	3,655	6,539
Supplies	645	1,000	1,000
Other Services and Charges	553	300	300
Intergovernmental Services and Taxes	163,277	208,000	195,000
Interfund Payments	-	3,500	-
<b>TOTAL DETENTION AND CORRECTION</b>	<b>\$ 250,858</b>	<b>\$ 327,782</b>	<b>\$ 352,651</b>
% Increase (Decrease) Prior Year		30.66%	7.59%

<b>DETENTION AND CORRECTION PERSONNEL SCHEDULE</b>	Actual Approp 2000	Estimated Required 2001
Offender Crew Leader (.4 FTE - 2000, two - .5 FTE - 2001)	\$ 33,381	\$ 35,524
Overtime	-	2,500
Court Security Officer (.5 FTE)	16,604	18,131
Overtime	-	2,000
<b>Total Personnel</b>	<b>\$ 49,985</b>	<b>\$ 58,155</b>
% Increase (Decrease) Prior Year		16.34%

**POLICE**

# ANIMAL CONTROL

## MISSION STATEMENT

The Animal Control Department provides for animal control expenses.

## ACTIVITIES AND SERVICES

The City of Camas and the City of Washougal operate the Animal Control services under an interlocal agreement. The City of Washougal also operates a animal control facility.

Costs budgeted here are the City of Camas' anticipated share of its costs.

### OTHER PHYSICAL ENVIRONMENT EXPENDITURE DETAIL THREE YEAR COMPARISON

001.16.539	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>ANIMAL CONTROL</b>			
Other Services and Charges	\$ 522	\$ 4,000	\$ 4,000
Intergovernmental Services	53,880	56,134	59,502
Capital Outlay	-	-	15,000
<b>Total Other Physical Environment</b>	<b>\$ 54,402</b>	<b>\$ 60,134</b>	<b>\$ 78,502</b>
% Increase (Decrease) Prior Year		10.54%	30.55%

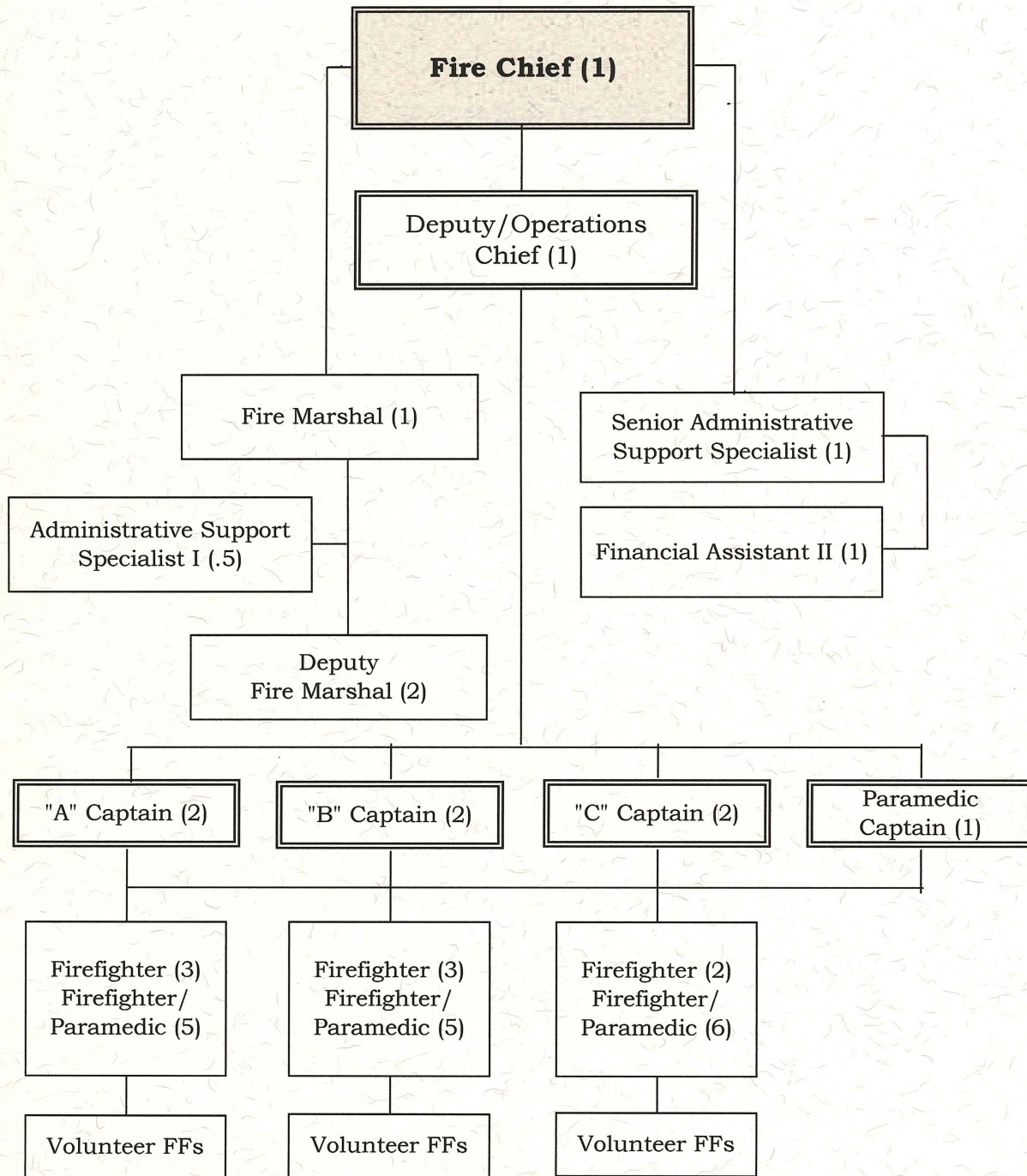
#### **Other Services and Charges Detail:**

Professional Services (animal hospital, impound)	\$ 4,000
--	----------

#### **Capital Outlay Detail:**

1/2 of new truck	\$ 15,000
------------------	-----------

# FIRE DEPARTMENT



# ***FIRE CONTROL DEPARTMENT***

---

## **MISSION STATEMENT**

To provide the highest quality service to our community through the protection and preservation of life and property.

## **DEPARTMENTAL GOALS FOR 2002**

1. Manage fire and life safety aspects of all new commercial construction occurring in 2002.
2. Arrive on emergency scenes within six minutes of dispatch 90% of the time throughout the city. (75% 2001 YTD)
3. Minimize direct and indirect fire loss by limiting direct fire loss to a 10 year average of \$0.25/\$1,000 of assessed value of protected property. (about \$0.12/1,000 AV through 2000)
4. Generate fire prevention revenue sufficient to fund the second Deputy Fire Marshal.

## **ACTIVITIES AND SERVICES**

The Fire Department provides plan review of new commercial construction, fire safety inspection of commercial and public occupancies, public safety education, fires suppression and emergency medical services. Trained personnel provide both fire suppression and ambulance transport services, with the ambulance services funded through the Emergency Rescue Fund.

## **COMMENTS ON BUDGET APPROPRIATIONS**

The 2002 budget contains full year funding of the Deputy Fire Chief hired June 2001 (90% Fire, 10% Rescue), full-year funding for a Firefighter/Paramedic added July 2001, and an additional Firefighter/Paramedic in 2002. The additions bring the compliment on each of three shifts to ten personnel. At budget time IAFF contact discussions are in process so no wage escalation is shown. The half-time Administrative Support Specialist 1 hired June 2001 is continued for 2002. Operational expenses for the new west fire station have been adjusted upward based on 2001 experience. Training expenses focus on "train-the-trainer" courses to develop internal capacity.

**FIRE CONTROL EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.09.522</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 60,676	\$ 120,292	\$ 129,996
Personnel Benefits	9,943	26,389	27,000
Supplies	2,589	5,000	5,000
Other Services and Charges	10,660	2,000	2,300
Other Services and Charges (Deputy Chief Recruitment)	-	20,000	-
Interfund Payments for Services	3,300	7,500	16,100
<b>FIRE SUPPRESSION</b>			
<b>REGULAR FORCE</b>			
Salaries and Wages	830,194	918,024	1,040,263
Personnel Benefits	170,164	226,725	252,160
Supplies	25,907	27,500	31,000
Other Services and Charges	44,169	36,000	45,700
Professional Services (\$5,000 for respiratory compliance, hose/ladder test, carpet cleaning)			
Insurance (\$8,500 liability insurance)			
Repairs and Maintenance (\$30,000 on equipment and vehicles)			
Intergovernmental Services	4,890	3,500	1,000
Interfund Payments for Services	6,012	6,600	8,300
<b>VOLUNTEER FORCE</b>			
Salaries and Wages	15,000	15,000	15,000
Personnel Benefits	7,826	10,000	10,400
Supplies	294	500	1,500
Other Services and Charges	196	2,000	1,000
<b>WATER SERVICE</b>			
Other Services and Charges (public utility-hydrant rental)	10,800	10,800	11,000
<b>FIRE PREVENTION AND INVESTIGATION</b>			
Salaries and Wages	192,005	191,196	193,396
Personnel Benefits	34,315	43,743	44,227
Supplies	4,682	5,000	5,000
Other Services and Charges	12,267	23,000	23,000
Professional Services (\$20,000 for temporary employees)			
Cell phone, registration, publications (\$3,000)			
Interfund Payments for Services	9,789	11,500	13,000
<b>TRAINING</b>			
Supplies	7,211	2,000	3,500
Other Services and Charges	20,773	20,000	23,500
Professional Services (\$5,000)			
Travel (\$7,500)			
Tuition, registration, publications (\$11,000)			

**FIRE**

**FIRE CONTROL EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

001.09.522	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>FACILITIES</b>			
Salaries and Wages	366	3,000	6,000
Personnel Benefits	97	900	1,800
Supplies	-	1,450	5,250
Other Services and Charges	12,290	24,500	29,500
Professional Services (\$6,000 janitorial, floormats, HVAC maint. contract)			
Insurance (\$1,500 property insurance)			
Public Utility (\$20,000)			
Repairs and Maintenance (\$2,000 on bldg.)			
Interfund Payments for Services	14	-	500
<b>DISABILITY AND RETIREMENT-LEOFF 1</b>			
Personnel Benefits	8,516	10,000	10,000
<b>COMMUNICATIONS</b>			
<b>OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services	28,688	30,480	35,160
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	-	5,500	5,750
Other Services and Charges	11,251	10,000	12,000
Communication (\$10,000 for cell phones, pagers, telephone)			
Repairs and Maintenance (\$4,000 for radio repairs)			
<b>CAPITAL OUTLAY</b>			
Administration	1,142	-	45,000
Fire Suppression-Regular Force	26,931	74,700	380,000
Training	-	2,250	-
Communications, General	34,777	11,500	-
<b>TOTAL FIRE CONTROL AND COMMUNICATIONS</b>	<u>\$ 1,607,734</u>	<u>\$ 1,908,549</u>	<u>\$ 2,434,302</u>
 % Increase (Decrease) Prior Year		18.71%	27.55%

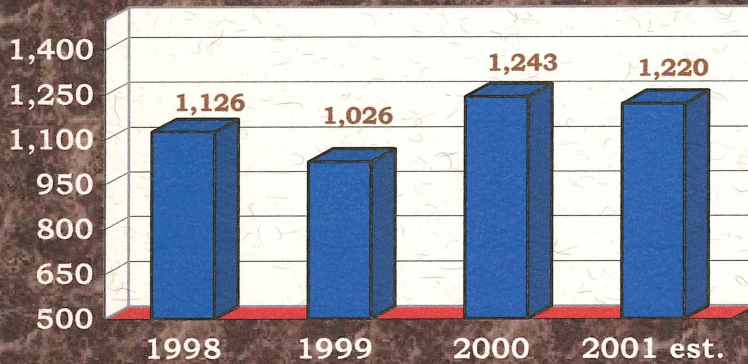
<b>FIRE CONTROL PERSONNEL SCHEDULE</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
Fire Chief (1/2)	\$ 38,436	\$ 39,588
Deputy Fire Chief (10 months - 2001, 12 months - 2002)	45,000	54,076
Sr. Admin Support Specialist (.5 FTE)	19,476	21,268
Overtime	2,000	2,000
Admin. Support Specialist I (.5 FTE)	11,780	13,064
Fire Captain (3-2001 and anticipate promoting 3 firefighters, 6 - 2002)	196,572	358,704
Firefighter (14-2001, 12-2002)	633,733	572,808
Holiday Pay	36,319	38,751
Volunteer Force	15,000	15,000
Fire Suppression Overtime	55,000	70,000
Fire Marshal	63,912	64,380
Deputy Fire Marshal (2)	121,284	123,016
Fire Prevention Overtime	6,000	6,000
<b>Total Fire Control</b>	<b>\$ 1,244,512</b>	<b>\$ 1,378,655</b>
<b>% Increase (Decrease) Prior Year</b>		<b>10.78%</b>

#### **CAPITAL OUTLAY DETAIL:**

Vehicle w/light bar and siren - Dep. Chief	\$ 35,000
Replace software programs	10,000
Pumper truck	380,000
<b>TOTAL CAPITAL</b>	<b>\$ 425,000</b>

## STATISTICS

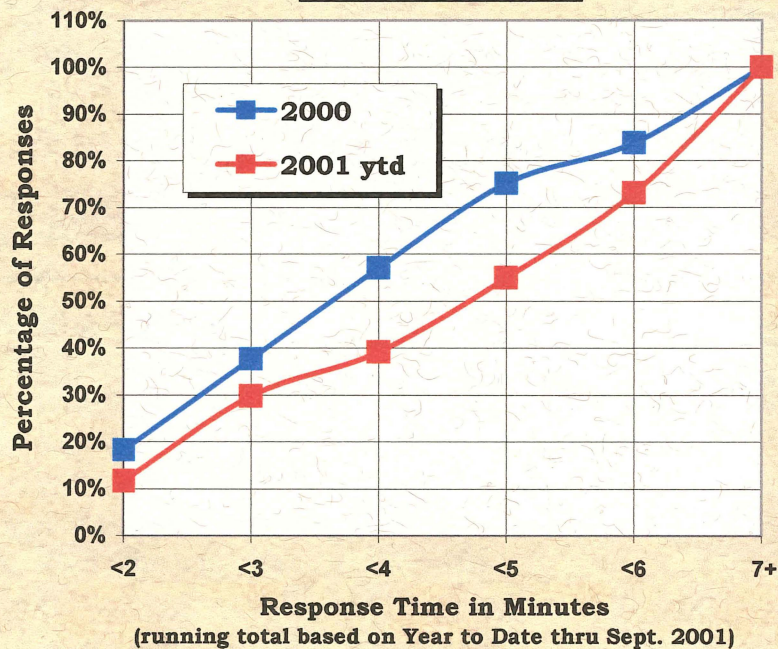
**Fire Responses  
Four Year Comparison**



The Fire Department responds to both fire and emergency medical calls within the city limits. Call increases are typically related to population, which has been consistently growing. However, fluctuations have occurred in call volume over the past several years, possibly indicating a shift in demographics as the community has grown.

A department goal is to arrive on emergency scenes within 6 minutes of dispatch 90% of the time throughout the City.

**Fire Responses  
Time Comparisons**



## ***EMERGENCY SERVICES***

---

### **FUNCTION**

Emergency management provides for safety, food, aid and housing to citizens during time of disaster.

### **ACTIVITIES AND SERVICES**

The emergency management budget provides for an intergovernmental payment to the county emergency services operation. Beginning with the 2000 budget, monies are also allocated for provision of the Community Emergency Response Team (CERT) training locally.

### **EMERGENCY SERVICES EXPENDITURE DETAIL THREE YEAR COMPARISON**

---

<b>001.11.525</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<hr/>			
<b>ADMINISTRATION</b>			
Supplies	207	1,000	500
Other Services and Charges	436	4,000	2,000
Intergovernmental Services	6,930	10,000	8,000
	<hr/>	<hr/>	<hr/>
<b>TOTAL EMERGENCY SERVICES</b>	<b>\$ 7,573</b>	<b>\$ 15,000</b>	<b>\$ 10,500</b>
	<hr/>	<hr/>	<hr/>

---

### **Other Services and Charges Detail:**

Professional Services (trainer for CERT) \$ 2,000

**FIRE**

# ***EMERGENCY RESCUE***

---

## **MISSION STATEMENT**

To provide the highest quality service to our community through the protections and preservation of life and property.

## **GOALS FOR 2002**

1. Meet ambulance response time standards established by Clark County Ordinance.
2. Provide all Basic Life Support pre-hospital care providers in the East Clark County area with essential training in treatment of trauma, pediatrics and mass casualty.
3. Provide internal Advanced Life Support personnel with essential training in the areas of advanced cardiac, trauma and pediatric care.
4. Increase public awareness of the services provided by this function.

## **ACTIVITIES AND SERVICES**

The Fire Department provides emergency medical care and ambulance transport to east Clark County. Efforts are being made to improve public relations and expand educational resources for both care providers and the public at large.

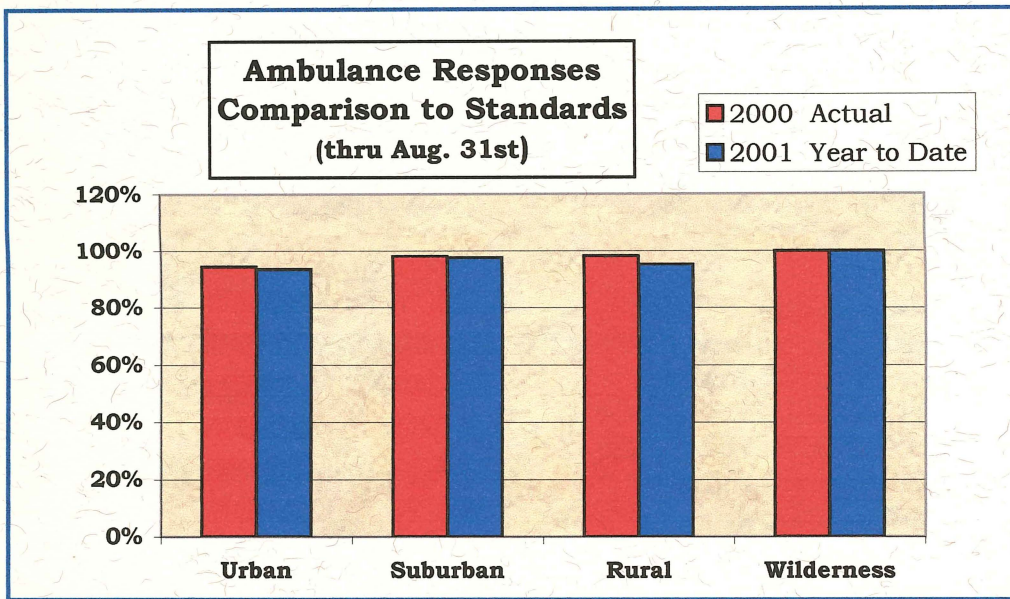
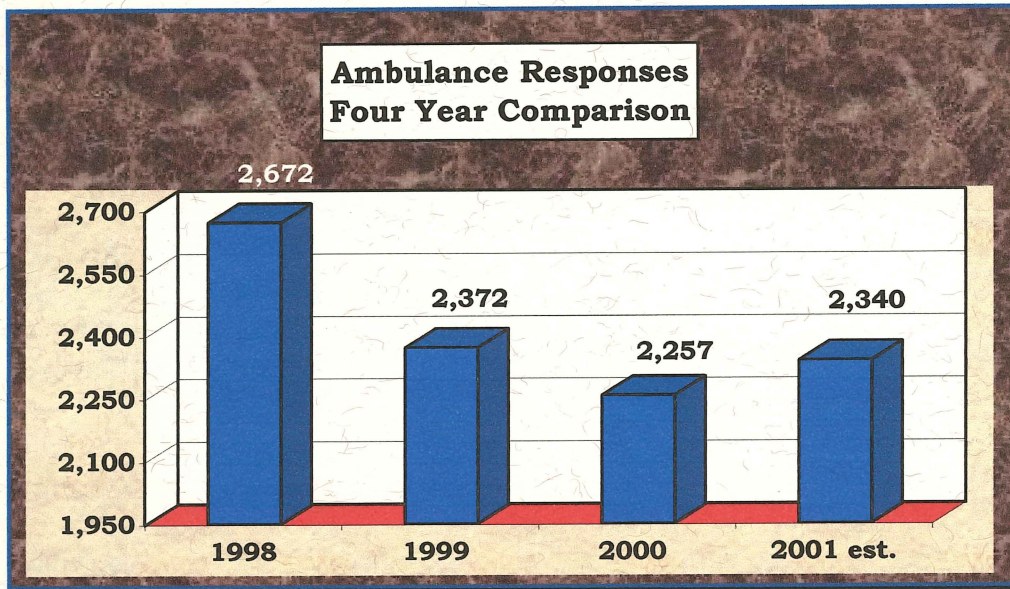
## **COMMENTS ON BUDGET APPROPRIATIONS**

The 2002 budget is a relatively status quo budget. At budget time IAFF contract discussions are in process so no wage escalation is shown. Due to increases in the cost of medications, medical supplies and required training, significant increases are requested in those areas. Due to increased use of Portland area hospitals, loss of equipment and replacement costs are increasing. CRESA dispatch costs, an essential contracted function, continue to increase.

**EMERGENCY RESCUE  
REVENUE DETAIL  
THREE YEAR COMPARISON**

<b>115.00</b>	<b>Actual Revenue 2000</b>	<b>Adjusted Estimated 2001</b>	<b>Estimated Revenue 2002</b>
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 148,477	\$ -
<b>Taxes:</b>			
Real and Personal Property	428,442	460,000	535,000
<b>Total Taxes</b>	428,442	460,000	535,000
<b>Intergovernmental Revenue:</b>			
State Grants	1,200	-	1,200
Shared Costs-Ambulance, Rescue, Emergency Aid	281,867	335,000	375,000
<b>Total Intergovernmental Revenue</b>	283,067	335,000	376,200
<b>Charges for Goods and Services</b>			
Printing and Duplicating	118	-	100
Ambulance and Emergency Aid Fees	638,745	600,000	644,860
Culture and Recreation	2,388	3,000	3,000
<b>Total Charges for Goods and Services</b>	641,251	603,000	647,960
<b>Miscellaneous Revenues:</b>			
Investment Interest	11,627	20,000	15,000
Contributions and Donations-Private Sources	295	500	300
Other Miscellaneous Revenue	6	-	-
<b>Total Miscellaneous Revenues</b>	11,928	20,500	15,300
<b>Total Estimated Revenues</b>	1,364,688	1,418,500	1,574,460
<b>Total Estimated Resources</b>	\$ 1,364,688	\$ 1,566,977	\$ 1,574,460

Emergency Rescue responds to a number of calls each year as reflected in the graph below:



Response Time Standards (per Clark County Ordinance)		
Category	Time Standard	Density of Population per Sq.Mile
Urban	8:59	>2,000
Suburban	12:59	1,000-2,000
Rural	19:50	<1,000
Wilderness	1:00:59	1 or less

**EMERGENCY RESCUE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>115.00.526</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 92,800	\$ 100,152	\$ 107,949
Personnel Benefits	16,500	21,769	22,000
Supplies	2,496	3,000	3,000
Other Services and Charges	379	1,100	900
Interfund Payments	120,000	123,600	127,200
<b>AMBULANCE SERVICES</b>			
Salaries and Wages	792,943	796,912	818,335
Personnel Benefits	135,885	202,344	192,696
Supplies	79,550	68,000	100,250
Other Services and Charges	46,824	36,700	47,200
Professional Services (\$10,000 for medical advice)			
Operating rentals (\$3,000 for oxygen cylinders)			
Insurance (\$7,000 liability and property insurance)			
Repairs and Maintenance (\$18,000 for equipment and ambulances)			
Medical waste disposal, laundry (\$8,500)			
Intergovernmental Services and Taxes	2,229	3,500	2,000
Interfund Payments for Services	-	400	400
<b>TRAINING</b>			
Supplies	3,634	5,000	5,500
Other Services and Charges	13,953	13,300	19,100
Professional Services (classes \$10,000), Travel (\$2,000), Registrations (\$6,500)			
Interfund Payments for Services	-	100	150
<b>COMMUNICATIONS, ALARMS AND DISPATCH OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services and Taxes	81,423	91,320	105,480
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	98	600	2,300
Other Services and Charges	6,819	7,000	10,000
Communication (\$6,000 for cell phones, pagers, telephones)			
Repairs and Maintenance (\$4,000 for radio repair)			
<b>CAPITAL OUTLAY</b>			
Administration	2,537	-	10,000
Ambulance	29,466	10,950	-
Ambu/Rescue/Emer Aid	-	75,000	-
Training	7,233	3,000	-
Communications, General	24,272	3,200	-
<b>TOTAL EMERGENCY RESCUE FUND</b>	<b>\$ 1,459,041</b>	<b>\$ 1,566,947</b>	<b>\$ 1,574,460</b>

**FIRE**

<b>EMERGENCY RESCUE PERSONNEL SCHEDULE</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>AMBULANCE, RESCUE AND EMERGENCY AID</b>		
<b>ADMINISTRATION</b>		
Fire Chief (1/2)	\$ 38,436	\$ 39,588
Deputy Chief (12 months at .1 FTE)	5,400	6,008
Sr. Admin. Support Specialist (.5 FTE)	19,476	21,268
Financial Assistant II	35,640	40,085
Overtime	1,200	1,000
<b>TOTAL ADMINISTRATION</b>	<b>100,152</b>	<b>107,949</b>
<b>AMBULANCE</b>		
Paramedic Captain	65,892	66,864
Firefighter/Paramedic (12)	623,446	633,458
Holiday Compensation	27,574	28,013
Overtime	80,000	90,000
<b>TOTAL AMBULANCE</b>	<b>796,912</b>	<b>818,335</b>
<b>TOTAL AMBULANCE, RESCUE AND EMERGENCY AID</b>	<b>\$ 897,064</b>	<b>\$ 926,284</b>
<b>% Increase (Decrease) over prior year</b>		<b>3.26%</b>

#### **CAPITAL OUTLAY DETAILS:**

* Replace software programs	\$ 10,000
-----------------------------	-----------

# ***FIRE EQUIPMENT CUMULATIVE RESERVE***

## **MISSION STATEMENT**

The Fire Equipment Cumulative Reserve is a restrictive reserve fund where funds are accumulated for the purchase and replacement of the city's fire apparatus and equipment. In 2002, all cash in this fund will be transferred to the General Fund to help finance the purchase of a pumper truck.

## **REVENUE DETAIL THREE YEAR COMPARISON**

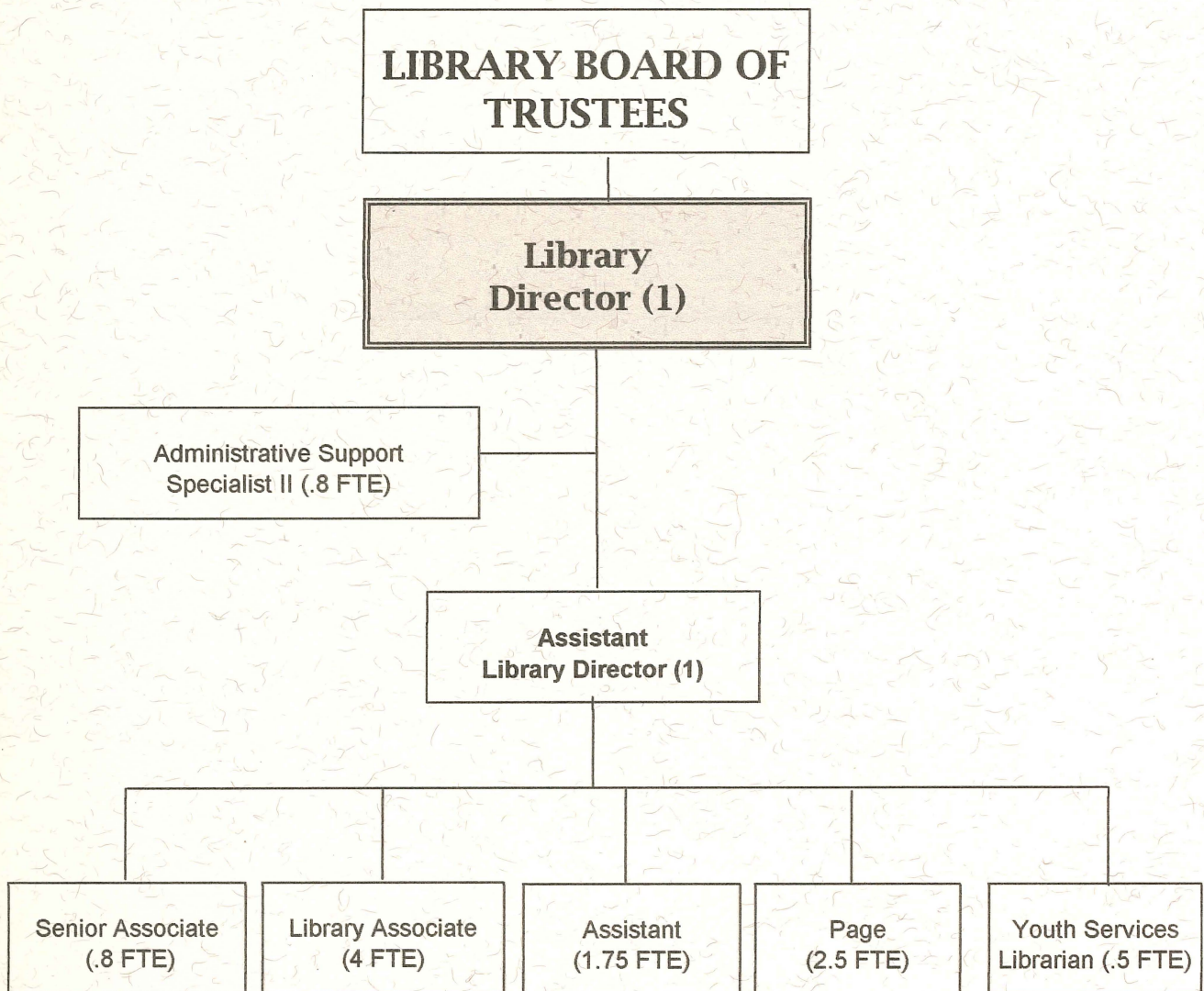
<b>118.00</b>	<b>Actual Revenue 2000</b>	<b>Adjusted Estimated 2001</b>	<b>Estimated Revenue 2002</b>
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 33,517
<b>Miscellaneous Revenues:</b>			
Investment Interest	1,060	-	-
<b>Total Miscellaneous Revenues</b>	1,060	-	-
<b>Total Estimated Revenues</b>	1,060	-	-
<b>Total Estimated Resources</b>	<u>\$ 1,060</u>	<u>\$ -</u>	<u>\$ 33,517</u>

## **EXPENDITURE DETAIL THREE YEAR COMPARISON**

<b>118.00.594</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>Other Financing Uses:</b>			
Operating Transfers Out	\$ -	\$ -	\$ 33,517
<b>Total Fire Equipment Cumulative Reserve Fund</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,517</u>

**FIRE**

# LIBRARY



# ***LIBRARY DEPARTMENT***

---

## **MISSION STATEMENT**

The Camas Public Library exists to enrich the lives, encourage the self-education and promote the enlightened citizenship of adults, youth and children in the greater Camas community. The library is a major source of materials for information, education, recreation and culture for the general public, and is a supplemental source of information for business, government and students. These information needs are met by providing free access to both traditional and newly developing resources and technologies. The library's collection represents a diversity of opinion and viewpoint, and service is provided in an atmosphere of courtesy, professionalism and equality of access for all patrons.

## **DEPARTMENT GOALS FOR 2002**

1. Maintain current level of service, programs, collections, and circulation (190,000).
2. Undertake and complete 3 year planning cycle.
3. Oversee library construction project.

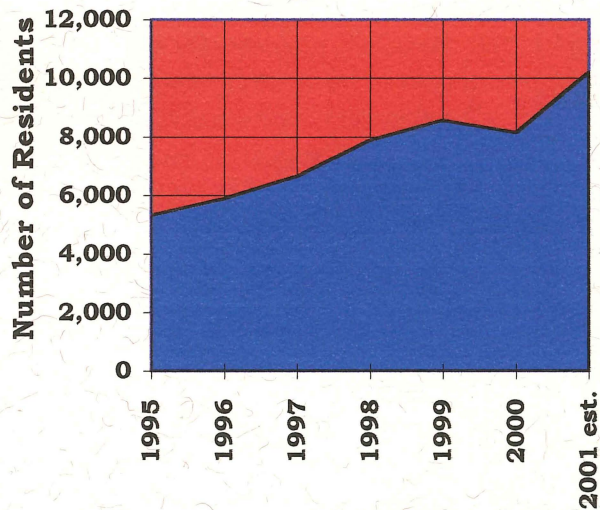
## **ACTIVITIES AND SERVICES**

The Camas Public Library will circulate about 190,000 books, audio tapes, CD's, DVD's, and video tapes from its temporary home to residents of the greater Camas area in 2002.

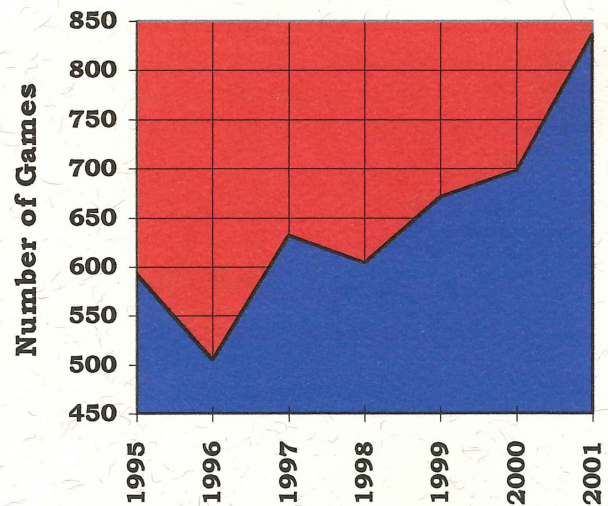
The library maintains a varied collection of about 50,000 items. In addition, the library answers approximately 13,000 telephone and in-person informational and research questions. Through undertakings such as a summer reading program, weekly story times and regular adult programs, the library provides other informational, educational, recreational and cultural activities. The library offers free meeting space available to the public.

## STATISTICAL INFORMATION

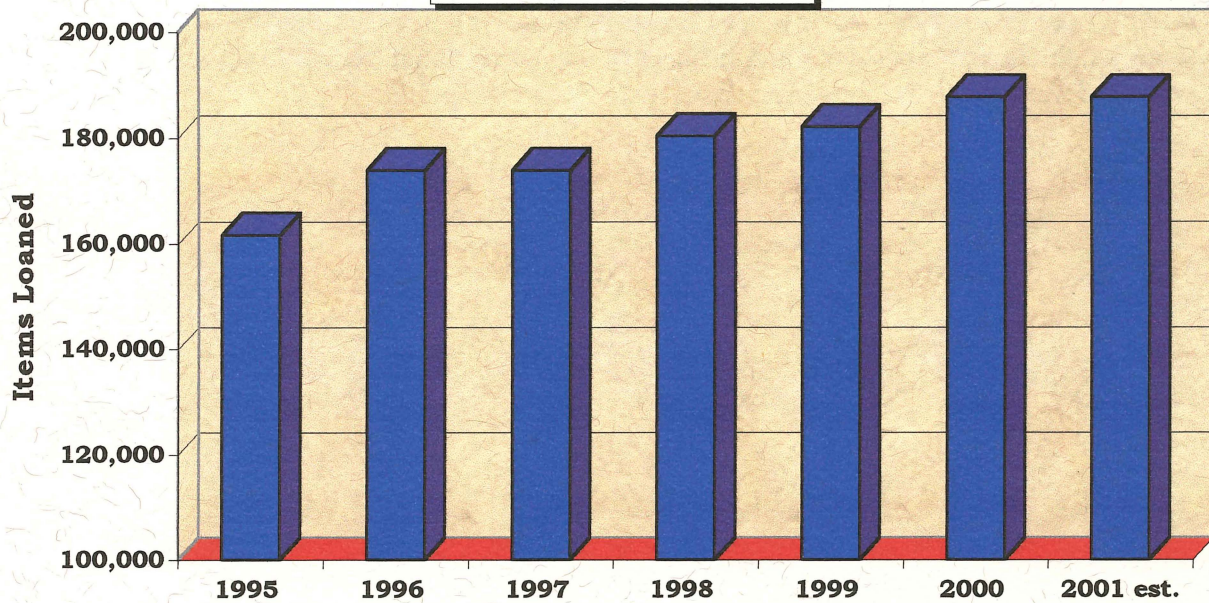
### Camas Library Cardholders



### Summer Reading Participants



### Library Circulation



**LIBRARY DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.30.572	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 63,288	\$ 63,288	\$ 68,633
Personnel Benefits	15,031	18,986	20,590
<b>LIBRARY SERVICES</b>			
Salaries and Wages	299,522	324,205	409,876
Personnel Benefits	71,013	81,560	105,636
Supplies	18,853	18,000	22,950
Other Services and Charges	29,862	47,985	37,085
Professional Services (\$2,250 for cataloging/processing new titles)			
Communication (\$19,500 for postage, pay phone, telephones)			
Repairs (\$4,225 for maintenance contracts)			
Misc. (\$11,110 for printing, registrations, memberships, interlibrary loans)			
Intergovernmental Services and Taxes	38,567	47,900	46,970
<b>TRAINING</b>			
Other Services and Charges (travel costs)	4,238	6,675	11,500
<b>FACILITIES</b>			
Salaries and Wages	1,128	3,000	4,500
Personnel Benefits	326	900	1,350
Supplies	3,109	4,100	4,000
Other Services and Charges	23,591	27,500	32,000
Professional Services (\$10,000 for janitorial)			
Communication (\$1,500 for telephone)			
Insurance (\$3,000 for property)			
Public Utility (\$15,500)			
Repairs and Maintenance (\$2,000)			
Interfund Payments for Services	727	1,750	4,500
<b>CAPITAL OUTLAY</b>			
Library Services	-	5,000	8,000
Books	105,520	115,000	130,000
<b>TOTAL LIBRARIES</b>	<u>\$ 674,775</u>	<u>\$ 765,849</u>	<u>\$ 907,590</u>
% Increase (Decrease) Prior Year		13.50%	18.51%

**PERSONNEL SCHEDULE**

	Actual Approp 2001	Estimated Required 2002
Library Director	\$ 63,288	\$ 68,633
Assistant Library Director	45,269	47,430
Senior Library Associate (.8 FTE)	30,250	36,093
Library Associate [3.75 - 2001, 4 - 2002]	129,024	170,144
Admin. Support Specialist II (.8 FTE)	25,334	28,493
Library Assistant (2 part-time = 1.28 FTE -2001, 3 part-time = 1.75 FTE-2002)	34,092	49,206
Youth Services Librarian (.5 FTE)	17,820	20,957
Overtime	3,229	3,971
Other Salaries and Wages (pages and substitutes)	39,187	53,582
Facilities Salaries and Wages	3,000	4,500
Total Libraries	<u>\$ 390,493</u>	<u>\$ 483,009</u>
% Increase (Decrease) Prior Year		23.69%

## **LIBRARY CONSTRUCTION**

### **PROJECT STATEMENT**

This fund will account for the construction of the expansion and remodel of the Library building, and \$800,000 will be used to expand parking.

### **COMMENTS ON BUDGET APPROPRIATIONS**

Design was started in 2000. The library moved to it's temporary location in the Fall of 2001. Construction of both the remodel and expansion was scheduled to being December 2001. The budget remaining as of December 31, 2001, will be carried over to year 2002 and entered into the ledgers by journal entry.

### **REVENUE DETAIL THREE YEAR COMPARISON**

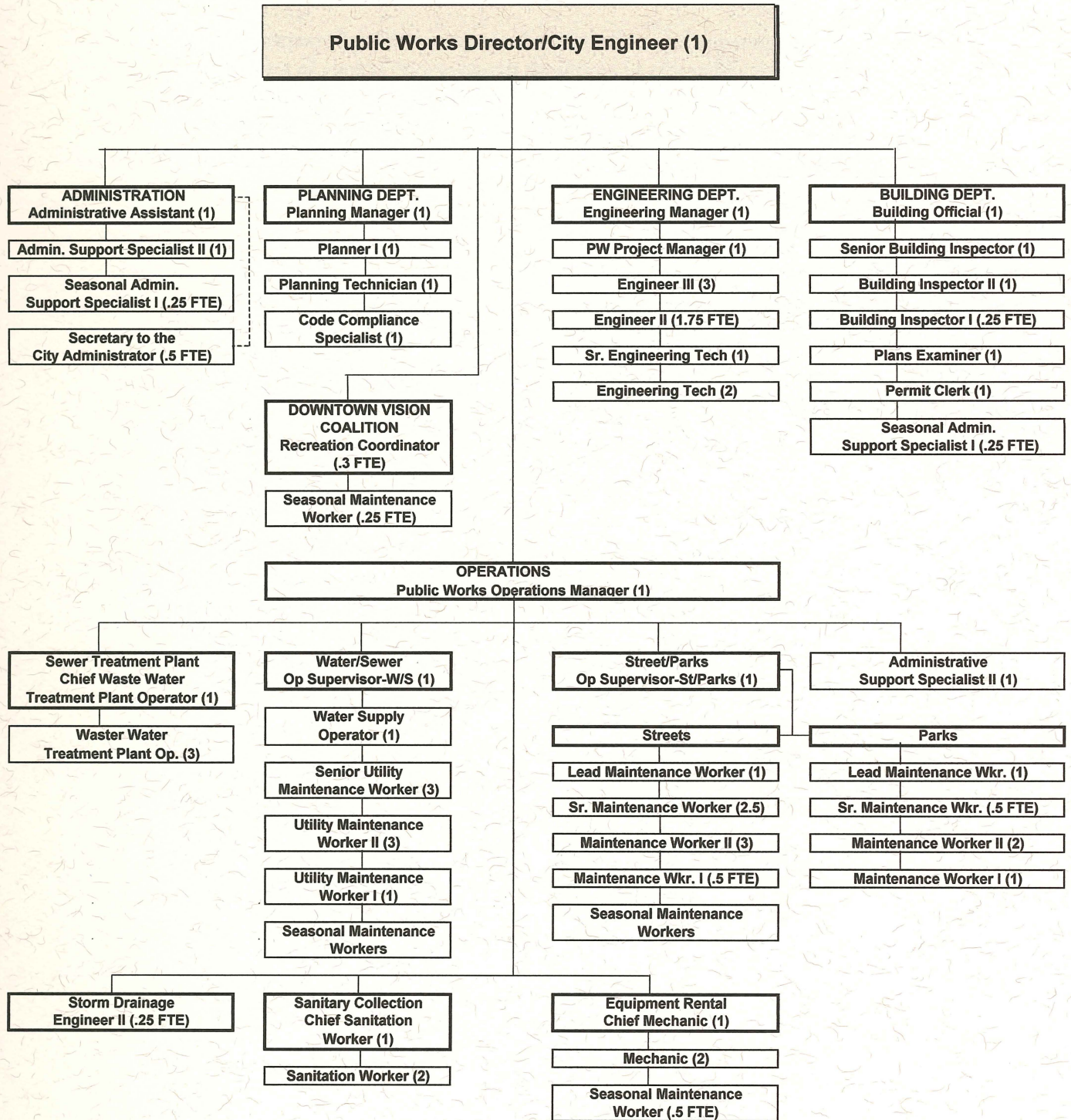
320.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriate Fund Balance</b>	\$ -	\$7,285,000	\$ -
<b>Miscellaneous Revenues:</b>			
Investment Interest	39,504	-	-
<b>Total Miscellaneous Revenues</b>	39,504	-	-
<b>Other Financing Sources:</b>			
Long Term Debt Proceeds	7,901,512	-	-
<b>Total Other Financing Sources</b>	7,901,512	-	-
<b>Total Estimated Resources</b>	<u>\$7,941,016</u>	<u>\$7,285,000</u>	<u>\$ -</u>

### **EXPENDITURE DETAIL THREE YEAR COMPARISON**

320.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Supplies</b>	\$ 20	\$ 105,000	\$ -
<b>Other Services and Charges (Architect)</b>	54,717	619,663	-
<b>Land</b>	600	400,000	-
<b>Buildings and Structures</b>	-	6,780,000	-
<b>Total</b>	<u>\$ 55,337</u>	<u>\$7,904,663</u>	<u>\$ -</u>

**LIBRARY**

# PUBLIC WORKS DEPARTMENT



# **ENGINEERING DEPARTMENT**

---

## **MISSION STATEMENT**

The Engineering Department furnishes general administration and supervision including planning and developing of capital improvement programs of city public works operations, and provides for long range utility and transportation planning.

## **DEPARTMENT GOALS FOR 2002**

### **Administration:**

1. Lead and support the revitalization and development of the various business districts of the community.
2. Guide and strengthen an effective team, including the addition of a seasonal Administration Support Specialist I.
3. Continue to develop an implement the process for backflow prevention device testing and documentation
4. Continue toward the goal of efficient office management, with emphasis on improved communication.
5. Upgrade the department permit software system to improve operational efficiencies and improve service to citizens.

### **Engineering:**

1. Update the City's transportation impact fee and engineering plan review and inspection fees.
2. Improve citizen involvement through participation in project planning, design, and construction.
3. Enhance pedestrian and bicycle systems to promote multi-modal transportation.

## **ACTIVITIES AND SERVICES**

The Engineering Department designs and supervises capital improvement programs for the city. It is responsible for engineering, inspection and supervision of the Streets, Water-Sewer, Parks maintenance, Equipment Rental and Sanitary Departments. Engineering programs include design, plans and specifications for all construction projects in the City not contracted with consulting engineering firms. Supervision of sanitary collection activities, also, falls within the jurisdiction of this department.

**ENGINEERING DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.13.532	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 191,524	\$ 164,448	\$ 181,335
Personnel Benefits	48,633	54,190	54,101
Supplies	3,444	5,500	5,500
Other Services and Charges (cell phones, travel, etc.)	9,149	8,700	13,550
Interfund Payments for Services	-	1,500	1,500
<b>ENGINEERING PLANS AND SERVICES</b>			
Salaries and Wages	392,206	484,026	536,159
Personnel Benefits	100,208	108,950	159,348
Supplies	19,550	21,000	19,500
Other Services and Charges			
Professional Services	59,285	28,500	29,000
Traffic Counts	-	15,000	15,000
Cell phones, equip. maintenance, registrations	10,847	8,000	8,000
Intergovernmental Services	5,440	5,500	5,500
Interfund Payments for Services	23,056	23,000	23,000
<b>TRAINING</b>			
Other Services and Charges (travel)	7,252	12,000	12,000
<b>CAPITAL OUTLAY</b>			
Administration	1,535	3,000	13,500
Engineering Plans and Services	6,244	9,500	5,000
<b>TOTAL ENGINEERING</b>	<u>\$ 878,373</u>	<u>\$ 952,814</u>	<u>\$ 1,081,993</u>
% Increase (Decrease) Prior Year		8.47%	13.56%

<b>ENGINEERING PERSONNEL SCHEDULE</b>	Actual Approp 2001	Estimated Required 2002
Public Works Director / City Engineer	\$ 81,551	\$ 84,406
Administrative Assistant	33,934	36,265
Sr. Admin. Support Specialist (.5 FTE)	19,473	21,266
Admin. Support Specialist II	28,490	31,965
Admin. Support Specialist I (Seasonal - .25 FTE)	-	6,433
Administrative Overtime	1,000	1,000
Engineering Manager	70,347	72,809
Project Manager	53,261	59,906
Engineer III (2)	108,373	115,585
Engineer II (1.75 FTE)	82,530	86,469
Senior Engineering Technician (1)	46,282	50,786
Engineering Technician (2)	75,446	84,962
Engineer III assigned to traffic engineering	46,787	60,642
Overtime	1,000	5,000
Total Engineering	<u>\$ 648,474</u>	<u>\$ 717,494</u>
% Increase (Decrease) Prior Year		10.64%

**CAPITAL OUTLAY DETAIL:**

Software - new arc view license	5,000
Copy Machine	13,500
Total	<u>\$ 18,500</u>

**PUBLIC WORKS**

# ***PLANNING AND COMMUNITY DEVELOPMENT***

---

## **MISSION STATEMENT**

The planning division implements the laws of the state and city regarding the use of real property and participates in the development of such laws and associated policies. It provides for the orderly management and accommodation of growth in a manner that maintains and enhances the quality of life for the city. Planning assists our citizens and leaders in establishing and maintaining a shared vision for the entire community.

## **DEPARTMENT GOALS FOR 2002**

The following are the major goals for year 2002.

1. Complete a critical areas code update based on best available science.
2. Begin shorelines master plan/code update consistent with best available science.
3. Continue with update of the City's comprehensive land use plan. Coordinate and involve other agencies, public and elected leadership in the update process.
4. Complete a Title 17 - subdivision code rewrite.
5. Adopt design review guidelines and code for residential development.

## **ACTIVITIES AND SERVICES**

The planning division provides staff support to the City Council and Planning Commission for all land use matters. The division performs duties for both current and long-range planning. Current (short-range) planning fulfills the city's regulatory role under federal, state, and local land use laws and policies, and takes an active role in developing and updating of said laws. Most notable among these laws and policies are the Zoning Code, Subdivision Code, Shoreline Master Program and implementing ordinances, State Environmental Policy Act (SEPA), and Regulatory Reform. Development proposals are reviewed and land use approvals granted through these systems. Coordinating development review with other divisions and departments and other agencies with jurisdictional is a major planning division responsibility.

Long-range planning focuses on development and implementation of long-range goals and policies guiding future community development. These include growth management strategies, shoreline management policies, Comprehensive Plan and Zoning Code development, annexations, and code development and participation in county-wide and regional issues.

## **COMMENTS ON BUDGET APPROPRIATIONS:**

The Planning and Community development budget reflects a level of service consistent with the previous number of years. This budget reflects the completing of the Comprehensive Plan update, consistent with regional efforts, and the Shorelines Master Program per new state law. Staff will also be fully administering design review guidelines, implementing new development related standards, and will complete a redraft of the City's environmental regulations in order to assure that they are compliant with state law. Planning, other divisions and departments will establish a new central permitting program. This budget apportions the planning department's share of the cost for that program.

**PLANNING AND COMMUNITY DEVELOPMENT  
EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.15.558	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>TRAINING</b>			
Other Services and Charges	\$ 3,494	\$ 9,000	\$ 9,000
<b>PLANNING</b>			
Salaries and Wages	146,254	173,075	187,889
Personnel Benefits	38,603	50,055	56,367
Supplies	5,059	3,000	3,000
Other Services and Charges (phones, travel, registrations)	175,038	8,500	9,000
Comp. Plan Update	-	40,000	50,000
Unified Develop. Code	-	15,000	15,000
Insurance		20,000	20,000
Intergovernmental Services	3,500	10,000	10,000
<b>ECONOMIC DEVELOPMENT</b>			
Other Services and Charges	26,500	11,500	4,500
Columbia River Economic Development Council	-	22,000	22,000
Intergovernmental Services	250	10,000	23,760
<b>CAPITAL OUTLAY</b>			
Planning	-	3,000	10,000
<b>TOTAL PLANNING AND COMMUNITY DEVELOPMENT</b>	<u>\$ 398,698</u>	<u>\$ 375,130</u>	<u>\$ 420,516</u>
% Increase (Decrease) Prior Year		-5.91%	12.10%

PLANNING PERSONNEL SCHEDULE	Actual Approp 2001	Estimated Required 2002
Planning Manager	\$ 64,377	\$ 66,631
Planner I	39,728	44,575
Planning Technician	36,268	40,793
Planning Technician/Code Compliance Specialist	32,702	35,890
Total Planning	<u>\$ 173,075</u>	<u>\$ 187,889</u>
% Increase (Decrease) Prior Year		8.56%

**ECONOMIC DEVELOPMENT DETAIL:**

Professional Services includes:	
Columbia River Economic Development Council	22,000
Sister City Program	2,500
Community Housing Resource Center	2,000
	<u>\$ 26,500</u>

**CAPITAL OUTLAY DETAIL:**

Small Pick-up	\$ 10,000
---------------	-----------

**PUBLIC WORKS**

# ***PROTECTIVE INSPECTIONS DEPARTMENT***

---

## **MISSION STATEMENT**

Protective inspections provide for inspections and enforcement of regulations relevant to the issuance of building permits and other permits not assigned to a specific department.

## **GOALS FOR 2002**

The majority of residential construction for 2002 is estimated to be done by larger regional and national residential construction companies. Residential activity is estimated at 250 units based on the current activity by the larger contractors. Duplex construction is expected at the current level. We have no indication of multifamily units scheduled for construction in 2002. Linear Technologies has submitted plans for tenant improvements to be constructed next year. The construction will take place within their current manufacturing and office building shells. The Camas Library Building will be under construction next year. Camas School District will add to the mechanical shop on NE Ione Street. Commercial construction is expected to be limited to the new SW 6th Avenue Commercial Center and a new gas station at the Safeway Store. The Jack, Will, and Rob Youth Center will also be under construction in 2002. The Building Department goals are:

1. Continue to respond to plan reviews at a four-week turnaround time.
2. Work in cooperation with the Camas School District and other major permit holders to promote an efficient and predictable processing of permits.
3. Respond to all inspection requests received prior to the start of each workday
4. Work with contractors, citizens and permit holder to maintain clean, safe and sanitary work sites. Help mitigate soil erosion problems in cooperation with the Engineering Department.
5. Work with industry to streamline "fast track" construction projects.
6. Attend seminars and classes to update code knowledge. Train staff and promote voluntary ICBO professional certifications required to keep our Washington Surveying and Rating Bureau rating of "2".
7. Work with other departments to obtain a new integrated permit management computer program.
8. Continue the cooperation with other jurisdictions in Southwest Washington to promote code enforcement uniformity. The work to develop regional graphical code and construction details will continue as well as development of uniform residential and commercial plan review checklists.

## **ACTIVITIES AND SERVICES**

The building department enforces the Uniform Building Code, Mechanical Code, Plumbing Code, the State of Washington Energy Code, Indoor Air Quality Code and Accessibility Codes as amended by the State of Washington. The department also enforces certain elements of the zoning ordinance pertaining to new construction and also change in use of existing buildings.

The building department, at time of issuance of building permits, collects water and sewer development charges and all impact fees.

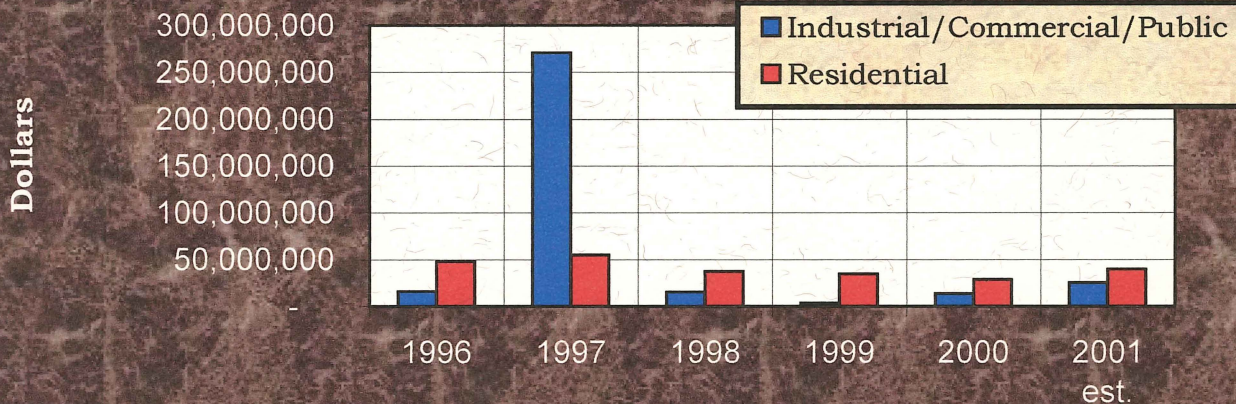
The building department will investigate unsafe and dilapidated structures and take action to mitigate code violations.

The building department cooperates with other jurisdictions in Southwest Washington and Clark County Home Builders to promote uniformity and training in code enforcement.

## COMMENTS ON BUDGET APPROPRIATIONS

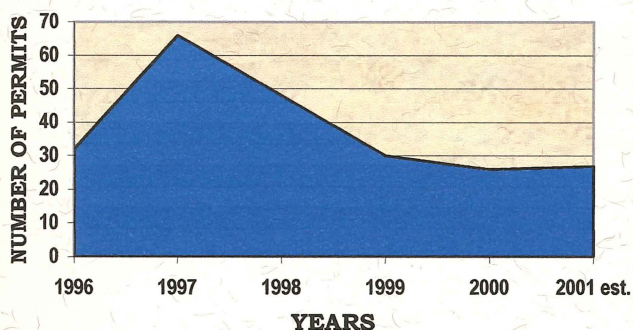
The building department will continue training in the application of the current editions of state and local codes. A program of professional development and certification to meet anticipated future rating requirements of the Insurance Service Organization (ISO) will be developed.

### Construction Value Six Year Comparison

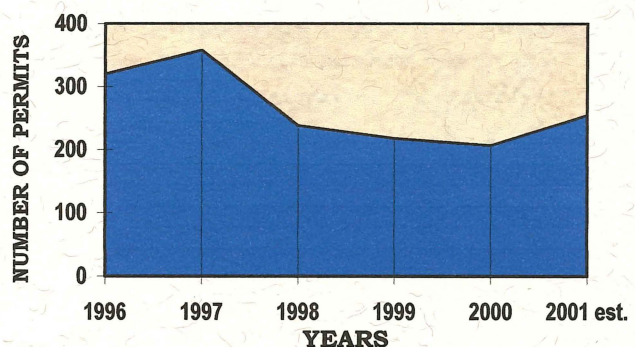


YEARS	CONSTRUCTION VALUE		PERMITS ISSUED	
	Industrial/ Commercial/ Public	Residential	Industrial/ Commercial/ Public	Residential
1996	\$ 1,588,381	\$ 47,950,474	32	320
1997	270,851,681	55,105,296	66	358
1998	15,413,197	37,413,197	48	238
1999	3,358,904	34,712,597	30	218
2000	13,790,706	28,586,363	26	207
2001 est.	25,282,242	39,882,151	27	255

#### Industrial



#### Residential



PUBLIC WORKS

**PROTECTIVE INSPECTION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.22.524	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>INSPECTIONS, PERMITS</b>			
Salaries and Wages	\$ 245,028	\$ 257,504	\$ 267,989
Personnel Benefits	65,990	75,824	78,297
Supplies	5,069	4,920	6,200
Other Services and Charges (Professional Services)	6,835	4,100	1,800
Outsource plan reviews	13,654	30,000	20,000
Phones, pagers, radio (\$3,800), Equip. Maint. (\$900)	2,983	4,500	4,700
Software, publications (\$3,345)	968	1,384	3,345
Intergovernmental Services	151	-	-
Interfund Payments for Services	11,060	9,733	10,230
<b>TRAINING</b>			
Other Services and Charges (travel)	7,711	8,110	14,175
<b>FACILITIES</b>			
Other Services and Charges (insurance)	2,864	3,800	2,000
<b>CAPITAL OUTLAY</b>			
Machinery and Equipment	-	-	20,000
<b>TOTAL PROTECTIVE INSPECTIONS</b>	<b>\$ 362,313</b>	<b>\$ 399,875</b>	<b>\$ 428,736</b>
% Increase (Decrease) Prior Year		10.37%	7.22%

<b>PROTECTIVE INSPECTIONS PERSONNEL SCHEDULE</b>	Actual Approp 2001	Estimated Required 2002
Building Official	\$ 60,684	\$ 63,716
Senior Building Inspector	-	50,786
Building Inspector II (2 - 2001, 1 - 2002)	93,016	50,786
Plans Examiner	43,200	47,871
Permit Clerk	36,805	41,397
Seasonal Inspector (.5 FTE -2001, .25 FTE - 2002)	16,799	6,433
Overtime	7,000	7,000
Total Administration	<u>\$ 257,504</u>	<u>\$ 267,989</u>
% Increase (Decrease) Prior Year		4.07%

**CAPITAL OUTLAY DETAIL:**

Software Module to replace Permit Pack	\$ 20,000
--	-----------

**PUBLIC WORKS**

# CENTRAL SERVICES

## FUNCTION

The central services function is a classification for general building services as prescribed in the state auditor's *Budgeting, Accounting and Reporting System* (BARS). This budget includes the costs of providing housing facilities for general government, public safety, public works engineering, and administration.

## ACTIVITIES AND SERVICES

Expenses under this budget include the maintenance and operation of the municipal building.

### CENTRAL SERVICES EXPENDITURE DETAIL THREE YEAR COMPARISON

001.23.518	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>PROPERTY MANAGEMENT SERVICES</b>			
Salaries and Wages	\$ 11,963	\$ 9,387	\$ 10,000
Personnel Benefits	4,123	2,816	3,000
Supplies	46,905	20,700	20,700
Other Services and Charges	177,785	90,300	94,500
Interfund Payment for Services	1,177	1,000	1,000
<b>CAPITAL OUTLAY</b>			
Property Management Services	18,028	20,700	5,000
<b>TOTAL CENTRAL SERVICES</b>	<u>\$ 259,981</u>	<u>\$ 144,903</u>	<u>\$ 134,200</u>
% Increase (Decrease) Prior Year		-44.26%	-7.39%
<b>CENTRAL SERVICES PERSONNEL SCHEDULE</b>			
		Actual Approp 2001	Estimated Required 2002
Maintenance Worker (.25 FTE)		\$ 9,387	\$ 10,000
% Increase (Decrease) Prior Year			6.53%
<b>CAPITAL OUTLAY DETAILS:</b>			
Heat pump replacement			\$ 5,000
<b>OTHER SERVICES AND CHARGES DETAIL:</b>			
Professional Services (janitorial for City Hall, fire extinguisher/alarm maint.)			\$ 25,500
Communication (telephone, Portland line)			3,500
Insurance (property insurance for City Hall)			4,000
Public Utility (electric, gas, water, sewer, garbage)			28,000
Repairs and Maintenance (HVAC, generator, paint, garage doors)			33,500
Total other services and charges			<u>\$ 94,500</u>

# ***DOWNTOWN VISION COALITION***

---

## **MISSION STATEMENT**

The revitalization of the downtown is a new program focused on a multi-year effort to improve the core business district of the City. Within this era, the program strives to promote and enhance economic vitality, cultural opportunities, recreational activities and beautification. Public and private partnerships, coupled with a strong business retention and recruitment program will optimize the ability to attract and keep a number of key anchor tenants. By encouraging a carefully crafted mix of small town charm and broad array of shopping opportunities, the goal is to make the downtown a "first choice" destination for business owners and patrons alike.

## **DEPARTMENT GOALS FOR 2002**

The primary goal for this year relates to facilitating and assisting the Downtown Vision Coalition (DVC) by adopting by-laws, electing officers and establishing it as a non-profit entity. Funding will support continued efforts in downtown beautification and dedicate additional staffing to maintenance of the mall area. In addition, funds are secured for professional services that will aid in such areas as marketing, planning, economic development and business recruitment. The DVC will oversee the prioritized activities that are based on the strategies identified within the *Downtown Camas Vision and Implementation Plan*.

## **ACTIVITIES AND SERVICES**

The DVC will be established as a nine member non-profit organization representing the interests of the implementation partners, downtown stakeholders, and the broader community. The City will provide the funding and staff in support of this coalition and their program activities. The *Downtown Camas Vision and Implementation Plan*, adopted by the City in August 2001, represents a holistic approach to downtown revitalization and is the basis for the DVC work plan. The plan identifies five focus areas: 1) creating a healthy business environment, 2) facilitating parking and access, 3) maintaining design integrity and local infrastructure, 4) strengthening social and historical foundations, and 5) enhancing marketing and publicity. A series of strategies set forth specific methods for bringing about the desired outcomes in each focus area. These are supported by actions that establish the steps necessary to implement the strategies and thus fulfill the vision.

**DOWNTOWN VISION COALITION DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.26.558</b>	<b>Actual Expended 2000</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>			
Salaries and Wages	\$ -	\$ -	\$ 21,129
Overtime	-	-	1,000
Personnel Benefits	-	-	6,339
Supplies	-	-	13,000
Other Services and Charges			
Marketing, planning, landscaping, and business recruitment	-	-	50,000
Advertisements and brochures	-	-	5,000
Miscellaneous	-	-	10,000
<b>TOTAL DOWNTOWN VISION COALITION</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 106,468</u></u>

**DOWNTOWN VISION COALITION  
PERSONNEL SCHEDULE**

<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
\$ -	\$ 12,076
	9,053
<u><u>\$ -</u></u>	<u><u>\$ 21,129</u></u>

**PUBLIC WORKS**

# ***CITY STREET DEPARTMENT***

---

## **MISSION STATEMENT**

The street budget provides for maintenance and minor construction of all city streets within the city limits.

## **DEPARTMENT GOALS FOR 2002**

1. Provide for the safe movement of drivers, cyclists and pedestrians within our community.
2. Maintain the roadways, bikepaths and sidewalks in a manner which preserves the City's long term investment and provides the optimum mobility.
3. To promote water quality and minimize runoff of pollutants into fish bearing waterways, sweep all streets once per month and clean out all catch basins annually.
4. Replace the downtown street lighting system.

## **ACTIVITIES AND SERVICES**

Maintaining, seal coating, patching and grading of streets, providing lighting of roads and intersections, providing snow and ice control, sweeping of streets and maintaining or operate traffic signals are activities and services provided from the street budget activity.

# CITY STREET FUND

## REVENUE DETAIL THREE YEAR COMPARISON

112.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 400,000
<b>Intergovernmental Revenue:</b>			
Community Dev. Block Grant	-	306,000	-
Federal Indirect Grants - WDOT	-	129,500	-
Federal Indirect Grants-STP	-	1,581,600	799,600
Grants-Fed Hwy Administration	-	450,000	-
Motor Vehicle Fuel Tax-City Street	164,316	174,915	188,454
Motor Vehicle Fuel Tax-Street Imp.	76,829	81,765	88,066
Shared Costs-Roads, Storm Sewers	-	779,500	650,000
Intergovernmental Loan Proceeds (PWTF)	-	-	153,433
<b>Total Intergovernmental Revenue</b>	<u>241,145</u>	<u>3,503,280</u>	<u>1,879,553</u>
<b>Total Estimated Revenues</b>	<u>241,145</u>	<u>3,503,280</u>	<u>2,279,553</u>
<b>Other Financing Sources:</b>			
Operating Transfers In	<u>1,838,433</u>	<u>2,319,194</u>	<u>3,433,916</u>
<b>Total Other Financing Sources</b>	<u>1,838,433</u>	<u>2,319,194</u>	<u>3,433,916</u>
<b>Total Estimated Resources</b>	<u><u>\$ 2,079,578</u></u>	<u><u>\$ 5,822,474</u></u>	<u><u>\$ 5,713,469</u></u>

**PUBLIC WORKS**

**CITY STREET DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

112.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Road and Street Maintenance</b>			
Roadway	\$ 245,847	\$ 195,801	\$ 321,379
Storm Drainage	71,049	114,701	97,180
Structures	361	5,233	4,130
Sidewalks	9,742	12,222	16,210
Special Purpose Paths	9	3,771	1,430
Street Lighting	150,230	120,053	156,000
Traffic Control Devices	104,239	96,343	112,240
Parking Facilities	888	200	1,630
Snow and Ice Control	8,103	22,686	24,540
Street Cleaning	73,262	90,307	82,870
Roadside	89,264	107,320	49,050
Downtown Mall Maintenance	-	-	54,830
Ancillary Operations	14,470	13,108	10,010
Work Crew	-	-	4,500
Maintenance Administration	87,887	94,005	98,930
<b>Road and Street General Administration</b>			
Management	1,725	1,500	-
Undistributed Engineering	76,945	60,000	60,000
General Services	12,421	91,000	46,000
Facilities	4,865	2,000	53,500
Training	4,083	7,847	8,780
Undistributed Indirect Labor Costs	-	79,359	260
<b>Road and Street Facilities</b>			
Maintenance of Stations and Bldgs	73,579	63,238	-
<b>Capital Equipment Outlay</b>			
Roadway	85,180	-	-
General Services	-	-	45,000
<b>Road and Street Construction</b>			
Roadway	386,032	4,146,750	4,255,000
Storm Drainage	24,131	15,530	5,000
Structures	-	10,000	10,000
Sidewalks	22,823	384,500	20,000
Special Purpose Paths	26,747	50,000	30,000
Street Lighting	-	20,000	130,000
Traffic Control Devices	9,951	10,000	10,000
Roadside Development	-	5,000	5,000
Operating Transfer	-	-	-
<b>Total City Street Fund</b>	<u>\$ 1,583,833</u>	<u>\$ 5,822,474</u>	<u>\$ 5,713,469</u>
% Increase (Decrease) over prior year		267.62%	-1.87%

**PUBLIC WORKS**

<b>PERSONNEL SCHEDULE</b>	<b>Actual Approp 2001</b>	<b>Estimated Required 2002</b>
Transportation/Road & Street Construction		
Operations Supervisor - Streets/parks	\$ 57,198	\$ 59,200
Lead Maintenance Worker	51,974	54,053
Senior Maintenance Worker (2 - 2001, 2.5 2002)	92,396	120,825
Maintenance Worker II (3.5 - 2000, 3 - 2001)	120,002	128,546
Maintenance Worker (1 FTE-2000, .5 FTE-2001)	18,773	19,524
Seasonal Maint. Wkrs (3 at .5 FTE - 2001, 4 at .5FTE - 2002)	52,230	36,213
Overtime	7,854	5,000
Total Transportation/Road and Street Const.	<u>\$ 400,427</u>	<u>\$ 423,361</u>
% Increase (Decrease) over prior year		5.73%

#### **CAPITAL OUTLAY DETAIL:**

Machinery and Equipment	
* Small 4 X 4 Pick-up Truck	\$ 25,000
* Operations Center yard paving	20,000
Roadway Construction Projects	
* Developer agreement funds	25,000
* NE Lake Rd/Everett St intersection improvements	275,000
* City wide overlays	250,000
* NW 18th & Hood improvements	1,200,000
* SE 1st/Lake Road	2,100,000
* Wetlands monitoring plan - 38th and Parker	10,000
* Safety Improvements	30,000
* Traffic calming solutions	30,000
* 192nd Avenue	330,000
* Reconstruction project design city-wide	5,000
Storm Drainage Construction Project	
* Scour downspouts	5,000
Structures Construction Project	
* Miscellaneous retaining walls - city wide	10,000
Sidewalk Construction Projects	
* City wide curb ramp - ongoing project	5,000
* Curb replacements	5,000
* Miscellaneous sidewalks (10th Fargo to Ivy and others)	10,000
Special Purpose Paths	
* Pedestrian path - rural roadway	30,000
Street Lighting	
* Pacific Rim Lighting design	20,000
* Mall Lighting	110,000
Traffic Control Devices	
* Construction projects	10,000
Roadside Construction Projects	
* Construction projects	5,000
Total City Street Projects and Equipment	<u>\$ 4,510,000</u>

# **STORM WATER DRAINAGE**

## **MISSION STATEMENT**

The storm water drainage function provides for planning and construction of storm sewer facilities in the Fisher Basin drainage area in west Camas.

## **GOALS FOR 2002**

1. Revise the existing Fisher Basin Stormwater Master Plan to reflect recent changes in state and Federal regulations.
2. Develop a structure which allows for the continued management of drainage systems and sensitive areas within the Fisher Basin.
3. Coordinate revisions to the Plan with regulatory agencies, affected citizens and business leaders.

## **REVENUE DETAIL THREE YEAR COMPARISON**

<b>119.00</b>	<b>Actual Revenue 2000</b>	<b>Actual Estimated 2001</b>	<b>Estimated Revenue 2002</b>
<b>Beginning Appropriated Fund Balance</b>	<b>\$ -</b>	<b>\$ 28,505</b>	<b>\$ -</b>
<b>Charges for Goods and Services:</b>			
Storm Drainage Fees	30,147	100,000	11,877
<b>Total Charges for Goods and Services</b>	<b>30,147</b>	<b>100,000</b>	<b>11,877</b>
<b>Miscellaneous Revenues:</b>			
Investment Interest	83,563	75,000	40,000
<b>Total Miscellaneous Revenues</b>	<b>83,563</b>	<b>75,000</b>	<b>40,000</b>
<b>Total Estimated Revenues</b>	<b>113,710</b>	<b>203,505</b>	<b>51,877</b>
<b>Total Estimated Resources</b>	<b>\$ 113,710</b>	<b>\$ 203,505</b>	<b>\$ 51,877</b>

**STORM WATER DRAINAGE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
119.00			
<b>Road and Street Construction</b>			
Salaries and Wages	\$ 11,622	\$ 12,042	\$ 12,982
Personnel Benefits	3,515	3,463	3,895
External Taxes	17,216	3,000	-
Other Services and Charges			
Fisher Basin Master Plan	-	100,000	-
Water Quality Testing	-	-	10,000
Wetlands - ESA Assessment and Coordination	-	-	10,000
Capital Outlay	46,970	85,000	15,000
<b>Total Storm Water Drainage Fund</b>	<u>\$ 79,323</u>	<u>\$ 203,505</u>	<u>\$ 51,877</u>
% Increase (Decrease) Prior Year			-74.51%

	Actual Approp 2001	Estimated Required 2002
<b>STORM WATER DRAINAGE PERSONNEL SCHEDULE</b>		
Engineer II (.25 FTE)	\$ 12,042	\$ 12,982
% Increase (Decrease) Prior Year		7.81%

**CAPITAL OUTLAY DETAIL:**

Dwyer Creek stream gauge	\$ 15,000
--------------------------	-----------

## CITY SANITARY

### MISSION STATEMENT

The solid waste management function provides for the collection and disposal of refuse from businesses and residences within the City of Camas. This function also includes the revenues and expenses of the city recycling program.

### DEPARTMENT GOALS FOR 2002

1. Continue to convert existing commercial customers to the automated collection systems.
2. Improve the efficiency and productivity of the automated collection system.
3. Purchase a third automated collection truck.

### ACTIVITIES AND SERVICES

Daily and/or weekly general refuse collection and disposal activities are provided for in this budget. The city will continue to serve residential and commercial customers and provide drop box service up to two yards. Large drop box and yard debris services are contracted out with the contractor handling all billing and service requests. The city will continue to bill for recycling services and pay a private contractor for this service.

### REVENUE DETAIL THREE YEAR COMPARISON

422.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Charges for Goods and Services:</b>			
Garbage/Solid Waste Fees	1,204,685	1,075,043	1,240,884
<b>Total Charges for Goods and Services</b>	<u>1,204,685</u>	<u>1,075,043</u>	<u>1,240,884</u>
<b>Miscellaneous Revenues:</b>			
Interest Earnings	16,409	15,000	15,000
Other Rents & Use Charges	8,456	6,000	7,800
Other Non Revenues	44	-	-
<b>Total Miscellaneous Revenues</b>	<u>24,909</u>	<u>21,000</u>	<u>22,800</u>
<b>Total Estimated Revenues</b>	<u>1,229,594</u>	<u>1,096,043</u>	<u>1,263,684</u>
<b>Total Estimated Resources</b>	<u>\$ 1,229,594</u>	<u>\$ 1,096,043</u>	<u>\$ 1,263,684</u>

**PUBLIC WORKS**

**CITY SANITARY EXPENSE DETAIL  
THREE YEAR COMPARISON**

422.00.537	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>GARBAGE AND SOLID WASTE UTILITY</b>			
Salaries and Wages	\$ 153,946	\$ 164,321	\$ 172,372
Personnel Benefits	44,966	42,522	44,212
Supplies	35,722	42,700	37,500
Other Services and Charges (insurance, repairs, comm.)	181,781	20,500	23,000
Recycling Contractor	-	155,000	156,000
Disposal Fees	329,220	360,000	360,000
Intergovernmental Services and Taxes	55,910	57,000	57,000
Capital Outlays	-	-	200,000
Debt Service	2,771	40,000	-
Interfund Payments for Services	230,440	214,000	213,600
<b>TOTAL GARBAGE AND SOLID WASTE UTILITY</b>	<b><u>\$ 1,034,756</u></b>	<b><u>\$ 1,096,043</u></b>	<b><u>\$ 1,263,684</u></b>
% Increase (Decrease) Prior Year		5.92%	15.30%

CITY SANITARY PERSONNEL SCHEDULE	Actual Approp 2001	Estimated Required 2002
<b>REFUSE COLLECTION</b>		
Chief Sanitation Worker	\$ 50,460	\$ 52,478
Sanitation Workers (2)	79,474	85,132
Maintenance Worker (.25 FTE )	9,387	9,762
Overtime	25,000	25,000
Total Garbage and Solid Waste Utility	<b><u>\$ 164,321</u></b>	<b><u>\$ 172,372</u></b>
% Increase (Decrease) Prior Year		4.90%

**CAPITAL OUTLAY DETAIL**

Automated Side Loader Truck	\$ 200,000
-----------------------------	------------

# ***WATER-SEWER REVENUE***

---

## **MISSION STATEMENT**

The water-sewer operation of the city provides for furnishing domestic water and sanitary sewage disposal services to industrial, commercial and residential areas within the city and some surrounding areas.

## **DEPARTMENT GOALS FOR 2002**

1. Provide safe and reliable water service to our customers
2. Reduce infiltration and inflow of ground and surface water into the sewer system through the systematic reconstruction of aged and leaking pipes.
3. Continue to pursue additional future water sources.
4. Continue with the conversion of gas chlorinators to less hazardous forms of disinfection.

## **ACTIVITIES AND SERVICES**

The water budget provides for the source of supply operation and maintenance, pumping expenses, water treatment expenses, transmission and distribution, and accounting and administrative expenses of the water operation. This budget also accounts for the collection and treatment of sanitary sewage.

## **COMMENTS ON BUDGET APPROPRIATIONS**

Prior years principal and interest payments on debt service associated with water and sewer projects was recorded in a separate revenue bond redemption fund with transfers made from the water-sewer fund to the bond redemption fund. The year 2002 budget shows that the debt service payments will now be made directly from the water-sewer fund and the bond redemption fund will no longer be used.

**WATER-SEWER REVENUE DETAIL  
THREE YEAR COMPARISON**

424.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Charges for Goods and Services:</b>			
Water-Sewer	3,650,062	3,600,000	3,905,800
Other Physical Environment	6,799	5,000	5,000
Inspection Fees - Step System	12,200	13,500	-
<b>Total Charges for Goods and Services</b>	<b>3,669,061</b>	<b>3,618,500</b>	<b>3,910,800</b>
<b>Miscellaneous Revenues:</b>			
Investment Interest	473,601	350,000	408,000
Other Miscellaneous Revenue	20,262	18,000	36,000
<b>Total Miscellaneous Revenues</b>	<b>493,863</b>	<b>368,000</b>	<b>444,000</b>
<b>Total Estimated Revenues</b>	<b>4,162,924</b>	<b>3,986,500</b>	<b>4,354,800</b>
<b>Non Revenues:</b>			
Water Hook-up Fees	33,947	35,000	35,000
Sewer Hook-up Fees	600	1,000	500
Infiltration and Inflow Fees	44,639	-	-
Operating Transfers In	-	4,515,422	2,500,000
Long-term Debt Proceeds	-	-	1,033,158
<b>Total Estimated Non-Revenues</b>	<b>79,186</b>	<b>4,551,422</b>	<b>3,568,658</b>
<b>Total Estimated Resources</b>	<b>\$ 4,242,110</b>	<b>\$ 8,537,922</b>	<b>\$ 7,923,458</b>

**WATER-SEWER EXPENSE DETAIL  
THREE YEAR COMPARISON**

424.00.501	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>WATER-SEWER</b>			
Salaries and Wages	\$ 636,715	\$ 728,479	\$ 780,570
Personnel Benefits	172,269	209,834	226,670
Supplies	340,552	299,100	560,600
Other Services and Charges	544,690	616,800	768,500
Water/Sewer Facilities Plan Update	-	115,000	-
Intergovernmental Services and Taxes	182,359	166,000	166,000
Debt Service	-	-	1,545,618
Capital Outlays	2,534,291	4,873,000	3,372,000
Interfund Payments for Services	553,299	432,000	503,500
<b>Total Water-Sewer Fund</b>	<b>4,964,175</b>	<b>7,440,213</b>	<b>7,923,458</b>
<b>Estimated Other Financing Uses:</b>			
Operating Transfers Out:	714,799	1,230,587	-
<b>Total Estimated Other Financing Uses:</b>	<b>714,799</b>	<b>1,230,587</b>	<b>-</b>
<b>TOTAL WATER-SEWER FUND</b>	<b>\$ 5,678,974</b>	<b>\$ 8,670,800</b>	<b>\$ 7,923,458</b>
% Increase (Decrease) Prior Year		52.68%	-8.62%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services	\$ 205,300	\$ 141,500
(Watershed mgmt, well sites, water quality, mapping, water leak study, hydrogen sulfide odor control study)		
Communication (telephone, pagers, cell phones)	15,000	28,500
Travel	2,000	3,100
Advertising	500	500
Operating leases (well site, equipment)	7,000	3,400
Insurance (property and liability)	90,000	90,000
Public Utility (electric, gas)	150,000	231,000
Repairs and maintenance (pumps, reservoirs, equipment)	120,000	206,000
Registrations for classes, water/sewer permits	27,000	64,500
<b>Total other services and charges</b>	<b>\$ 616,800</b>	<b>\$ 768,500</b>

**PUBLIC WORKS**

**WATER-SEWER PERSONNEL SCHEDULE**

	Actual Approp 2001	Estimated Required 2002
Public Works Operations Manager	\$ 72,457	\$ 74,993
Operations Supervisor - Water/Sewer	57,198	59,200
Water Supply Operator	51,974	54,053
Senior Utility Maintenance Worker (3)	141,997	148,398
Chief Waste Water Treatment Plant Operator	56,793	59,065
Waste Water Treatment Operator (3)	150,768	157,434
Utility Maintenance Worker II (2 - 2001, 3 -2002)	82,878	128,235
Utility Maintenance Worker I	37,182	37,978
Seasonal Maint. Worker (3 - 2001, 4 at .5 FTE - 2002)	52,232	36,214
Overtime	25,000	25,000
Total Water-Sewer Utility	<u>\$ 728,479</u>	<u>\$ 780,570</u>
% Increase (Decrease) Prior Year		7.15%

**WATER-SEWER CAPITAL OUTLAY DETAIL:**

Camas Cemetary Project	
* Irrigation line replacement phase II	\$ 15,000
Land:	
* West Prune Hill reservoir site	150,000
* Well #4 treatment expansion	100,000
* Southwest Well field expansion	900,000
Buildings and Structures:	
* Filter Plant lab addition	30,000
Other Improvements:	
* Landscaping	5,000
* Screen chamber fabric replacement (ESA)	5,000
Machinery and Equipment:	
* Leak detection equipment	5,000
* Pipe locator	5,000
* Sewer line TV camera	12,000
Construction Projects:	
* Telemetry upgrades - Wells 5, 7, 8, filter plant	50,000
* Chlor plant telemetry	15,000
* SCADA software - telemetry	8,000
* Gas to liquid chlorine conversions - Wells 5, 7, 8, filter plant	30,000
* Lacamas Shores PRV's	35,000
* Water main replacement - 4" steel, NW 3rd to McIntosh	20,000
* Benton Street	40,000
* Well #1 and #2 replacement wells	1,200,000
* Washougal River wellfield CT piping installation	197,000
* Watershed line flow meters	35,000
* Oak Park wellfield development	75,000
* Pacific Rim Blvd. transmission line design	42,000
* Jones & Boulder Creek watershed assessment	100,000
* Commercial/industrial water audit program	10,000
* Residential water audit program	5,000
* Operations Center yard paving (1/2 of project)	20,000
* City-wide water line replacement design	8,000
* One Stop pump station design	20,000
* Sewer line replacement design	70,000
* Sewer main line, Joy St. to Main pump station design/permits	50,000
* Caustic soda system - STP	75,000
* Winchester Hills and Grand Ridge pump station odor control	10,000
* Pump station landscape improvements	5,000
* Clarifier #1 cat walk	40,000
Total	<u>\$ 3,372,000</u>

**PUBLIC WORKS**

**WATER-SEWER REVENUE BOND  
REDEMPTION DETAIL**

1992 Revenue Bonds				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 30,000	\$ 870	\$ 30,870	2002
1996 Refunding Revenue Bonds				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 210,000	\$ 34,048	\$ 244,048	2008
2003	225,000	24,583	249,583	
2004	190,000	15,358	205,358	
1998 Revenue and Refunding Bonds				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 15,000	\$ 180,151	\$ 195,151	2016
2003	45,000	179,003	224,003	
2004	90,000	176,382	266,382	
Community Economic Revitalization Board Loan				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 25,045	\$ 33,716	\$ 58,761	2016
2003	26,510	32,251	58,761	
2004	28,061	30,700	58,761	
Department of Ecology Loan				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 46,371	\$ 42,343	\$ 88,714	2018
2003	48,386	40,328	88,714	
2004	50,489	38,225	88,714	
Department of Ecology Loan				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 306,626	\$ 349,632	\$ 656,258	2021
2003	319,327	336,931	656,258	
2004	332,553	323,705	656,258	
Public Works Trust Fund Loan				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 72,663	\$ 727	\$ 73,390	2002
Public Works Trust Fund Loan				
	Principal	Interest	Total	Last Year of Payment
2002	\$ 168,158	\$ 30,268	\$ 198,426	2020
2003	168,158	28,587	196,745	
2004	168,158	26,905	195,063	

**PUBLIC WORKS**

# WATER-SEWER CAPITAL RESERVE

## COMMENTS ON BUDGET APPROPRIATIONS

\$2,500,000 will be transferred to the Water-Sewer Fund to finance a number of capital projects.

### REVENUE DETAIL THREE YEAR COMPARISON

432.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 3,338,522	\$ 1,600,000
<b>Other Increases in Fund Equity:</b>			
Water Development Fees	352,129	350,000	350,000
Sewer Development Fees	1,410,525	550,000	550,000
Operating Transfers In	3,248	276,900	-
<b>Total Increases in Fund Equity</b>	<u>1,765,902</u>	<u>1,176,900</u>	<u>900,000</u>
<b>Total Estimated Resources</b>	<u><u>\$ 1,765,902</u></u>	<u><u>\$ 4,515,422</u></u>	<u><u>\$ 2,500,000</u></u>

### EXPENSE DETAIL THREE YEAR COMPARISON

FUND NUMBER 432.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
<b>Other Financing Uses:</b>			
Operating Transfers Out	\$ -	\$ 4,515,422	\$ 2,500,000
<b>Total Water-Sewer Capital Reserve</b>	<u><u>\$ -</u></u>	<u><u>\$ 4,515,422</u></u>	<u><u>\$ 2,500,000</u></u>

**PUBLIC WORKS**

# ***EQUIPMENT RENTAL***

---

## **MISSION STATEMENT**

The Equipment Rental Department furnishes mobile equipment to the city's other operating departments and maintains equipment not owned by the Equipment Rental department.

## **DEPARTMENT GOALS FOR 2002**

1. Manage the City's fleet in a manner which minimizes rates while perserving the quality of the equipment.
2. Maintain proper accounting and usage records of equipment.

## **ACTIVITIES AND SERVICES**

The department maintains and replaces all mobile equipment for the city other than fire apparatus and emergency rescue ambulance equipment. The rental fund owns, operates, and maintains city repair and storage shops. Expenditures of the fund are reimbursed by renting the equipment owned by the department to the street, water/sewer, parks, sanitary and other departments of the city. The fund also accounts for the operation, maintenance and rental of the pressure sewer cleaner equipment and street sweepers owned jointly by the cities of Camas and Washougal.

# EQUIPMENT RENTAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

523.00	Actual Revenue 2000	Adjusted Estimated 2001	Estimated Revenue 2002
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 58,550
<b>Charges for Goods and Services:</b>			
Vehicle/Equipment Repair Charges	73,645	15,000	12,000
<b>Total Charges for Goods and Services</b>	73,645	15,000	12,000
<b>Miscellaneous Revenues:</b>			
Investment Interest	13,646	8,000	10,000
Equipment and Vehicle Rent (Outside)	21,025	18,000	18,000
Interfund Equipment/Vehicle Rentals	524,700	510,790	619,000
Interfund Space and Facilities Rentals	192,000	180,000	192,000
Other Miscellaneous Revenues	1,842	-	-
<b>Total Miscellaneous Revenues</b>	753,213	716,790	839,000
<b>Total Estimated Revenues</b>	826,858	731,790	909,550
<b>Total Estimated Resources</b>	\$ 826,858	\$ 731,790	\$ 909,550

## EXPENSE DETAIL THREE YEAR COMPARISON

523.00	Actual Expended 2000	Actual Approp 2001	Estimated Required 2002
Salaries and Wages	\$ 181,988	\$ 182,436	\$ 204,308
Personnel Benefits	49,369	54,430	60,992
Supplies	190,447	157,000	177,100
Other Services and Charges	129,700	116,500	122,500
Intergovernmental Services and Taxes	3,004	2,000	-
Capital Outlays	159,553	204,424	329,650
Interfund Payments for Services	15,000	15,000	15,000
<b>Total Equipment Rental</b>	\$ 729,061	\$ 731,790	\$ 909,550

**PUBLIC WORKS**

---

**EQUIPMENT RENTAL PERSONNEL SCHEDULE**

---

	Actual Approp 2000	Estimated Required 2001
MUNICIPAL VEHICLE SERVICES		
Chief Mechanic	\$ 45,730	\$ 57,344
Mechanics (2)	104,267	101,463
Admin. Support Specialist II	31,439	35,447
Overtime	1,000	1,000
Seasonal worker (0 - 2001, .5 - 2002 for 6 mths)	-	9,054
Total Municipal Vehicle Services	<u>\$ 182,436</u>	<u>\$ 204,308</u>
% Increase (Decrease) Prior Year		11.99%

---

**CAPITAL OUTLAY DETAIL:**

---

Machinery and Equipment:		
* Replace police vehicles #271, #272, #208	85,650	
* Replace concrete saw #129	5,000	
* Replace side arm mower and tractor #141	65,000	
* Replace small pick-up truck #167	26,000	
* Replace roller and trailer #194	28,000	
Constructon Projects		
* Storage shed completion	45,000	
* Equipment rental shop - design two bays	10,000	
* Op. Center facility optimization plan	15,000	
* Op. Center roof replacement	50,000	
Total Capital Outlays	<u>\$ 329,650</u>	

---

**OTHER SERVICES AND CHARGES DETAIL:**

---

Professional Services (janitorial, towing vehicles)	\$ 11,500
Communication (telephone, pagers, cell phone)	6,000
Operating leases for welder	1,000
Public Utility	20,000
Repairs and Maintenance of vehicles	79,000
Registrations for classes, uniform services	5,000
Total other services and charges	<u>\$ 122,500</u>