

ORDINANCE NO. 2325 (2nd one w this #)

AN ORDINANCE adopting the budget for the City of Camas, Washington, for the fiscal year ending December 31, 2003

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, 2003, and a notice was published that the Council of said City would meet on the 2<sup>nd</sup> day of December, 2002 at the hour of 5:00 p.m. and the 9<sup>th</sup> day of December, 2002 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 times 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, 2003, 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	\$ 93,700
	Judicial	193,000
	Executive	215,392
	Financial & Record Services	471,912
	Legal	74,150
	Personnel	119,057
	Central Services	146,350
	Other General Government Services	140,991
	Law Enforcement	2,672,915
	Fire Control	2,232,097
	Detention and/or Correction	360,756
	Protective Inspections	412,851
	Emergency Services	10,500
	Information Systems	271,400
	Engineering	1,051,812
	Animal Control	71,063

<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
General	Information and Outreach	28,000
	Planning and Community Development	369,997
	Community Education and Seniors	21,075
	Downtown Visioning Coalition	158,945
	Library	1,016,610
	Parks and Recreation	1,309,915
	Interfund Transfer to Street Dept.	<u>1,135,320</u>
Total General Fund		12,577,808
City Street		7,391,827
Emergency Rescue		1,571,300
LID Guaranty		50,000
Storm Water Drainage		81,536
Unlimited Tax General Obligation Bond Redemption		784,085
Limited Tax General Obligation Bond Redemption		707,211
Growth Management Act Capital Project		3,140,201
City Sanitary		1,397,779
Water-Sewer		8,470,921
Water-Sewer Capital Reserve		2,000,000
Equipment Rental		1,083,630
Firemen's Pension		9,000
TOTAL ALL FUNDS		<u>\$39,265,298</u>

#### SECTION II

That certain document entitled "Proposed Budget" for the year beginning January 1, 2003, 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, 2003.

#### SECTION III

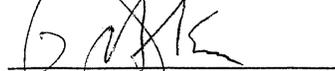
This ordinance shall be in force and take effect five (5) days after its publication according to law.

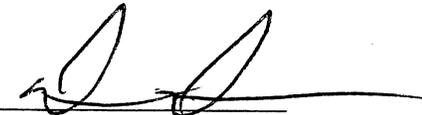
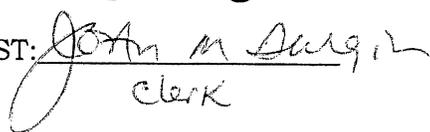
PASSED by the Council and APPROVED by the Mayor this 9th day of December, 2002.

SIGNED: \_\_\_\_\_

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

APPROVED as to form:

  
 \_\_\_\_\_  
 City Attorney

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

Memo

December 2, 2003

To: Mayor, Council, and Budget file  
From: Lloyd Halverson, City Administrator <sup>LA</sup>  
Re: Budget Direction from the Council worksession of November 18th, 2002

This is to summarize and record direction related to the 2003 City Budget. This summarizes direction which was clear and reflective of an apparent consensus of council's discussion in the worksession of November 18th.

1. The proposed budget is expected to be reduced in General Fund and General Fund related areas such as Street Fund by \$500,000.
2. This reduction is to be achieved for the 2003 budget, done by June 1, 2003, and recorded by way of budget reduction amendments.
3. Capital, equipment and project expenditures of over \$10,000 are subject to special review and council approval.
4. This can be implemented by council review and authorization of projects for bidding; council review of equipment and vehicle purchases, and council review of contracts. It is anticipated that many of these will appear as items on the consent agenda, subject to further discussion.

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# City of Camas, Washington



## Proposed Budget and Program of Services

For the year beginning  
January 1, 2003

**CITY OF CAMAS, WASHINGTON  
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**2003 Budget Message**  
from  
**Mayor Dean Dossett**  
to  
**Council and Citizens**

The 2003 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 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 a modest 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.

In the proposed budget, we take a very cautious approach to funding ongoing expenses or new initiatives. Highlighted efforts include the Downtown Initiative and water system improvements.

This budget is constructed in a context described by the Association of Washington Cities as "The Growing Municipal Fiscal Crisis". In a recent AWC publication by that title, the situation is described in these terms:

*"Recent initiatives, the economic downturn, regional disparities in economic growth and commercial tax bases, and increased costs in such items as health care costs, first-responder new homeland security responsibilities, and escalating costs of basic and mandated services have all contributed to a funding crisis for local governments."*

The listed goals and the statewide context are the setting for the proposed 2003 City Budget. The proposed budget takes a very cautious approach to funding current operations and any new proposals.

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 2003 tax levy is 1%. This budget package has been constructed to meet a 1.0% levy cap of Initiative 747.

A significant aspect of balancing this budget relies upon tax contributions from new growth. This is from new construction value and building fees. Under separate cover you will find an options list 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" can also be constructed for later review and action, should revenues decline markedly.

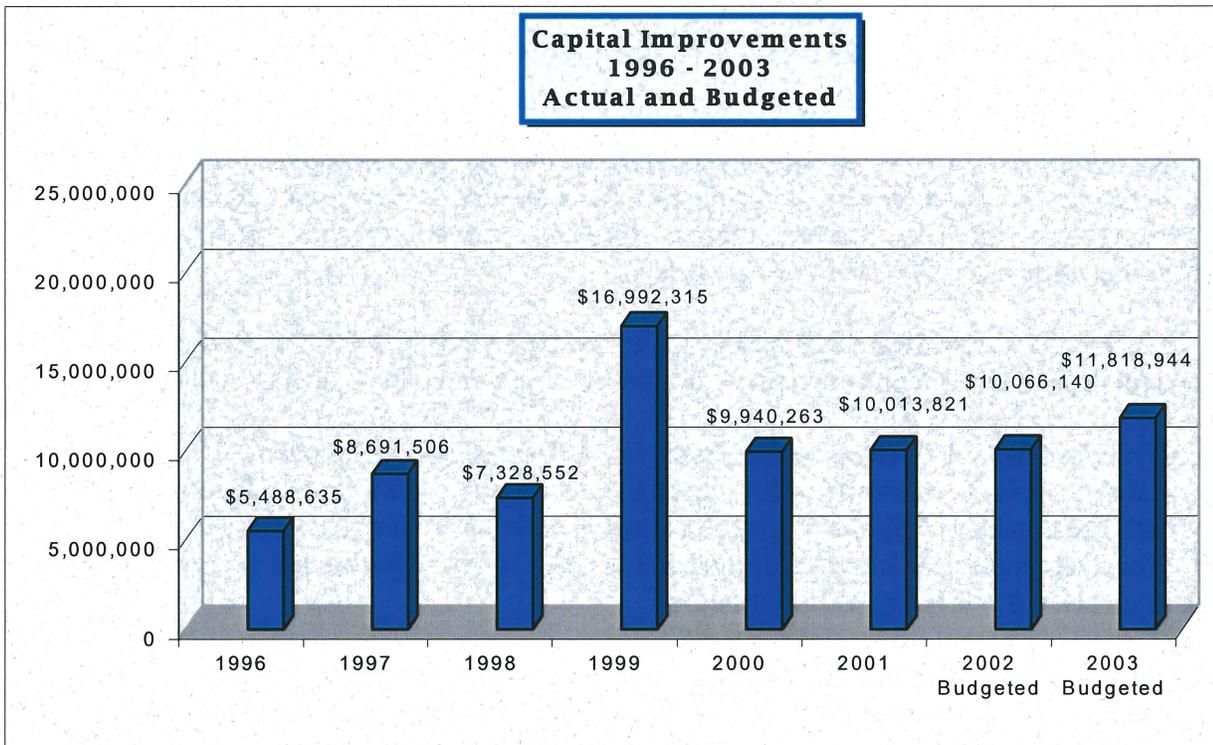
Under current circumstances, it is not possible to maintain current services and meet a 20% service goal. Reserve levels of the General Fund will drop in 2003. The reserve balance at the end of 2002 is estimated at \$2,245,113. Reserves were budgeted in 2002 to address various increasing general fund operating expenses, specifically related to increased activity in street repairs, repayment of police facility debt service and increased personnel expenses. It appears that a steady reserve of approximately \$1,400,000 will be prudent. This budget achieves that goal in 2003.

The capital facilities element of the 2003 budget was developed using the adopted Capital Facilities Plan (CFP). Many 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 capital program.

### CAPITAL INVESTMENT

In 2002, several major investments were undertaken. Several neighborhood infrastructure projects are finished. The SR 500 and Everett Street project is completed. The Grass Valley and Camas Heritage Parks were completed. As the year ends, the new and remodeled Library nears completion.

*The following chart depicts historic levels of capital investment.*



Upwards of \$11 million in the 2003 budget reflects capital investments. 2003 is another in a series of years of major capital investment in community facilities. Some of the highlights of the 2003-year include the following:

**The Library Project:**

The construction is expected to be complete early in the year, and the opening should occur by early spring. And what a beautiful Library it will be! The project is carried out with voter approved bond proceeds. Funds for this project have previously been appropriated.

**Water System Improvements:**

Improvements in the Water System continue again next year.

The replacement of Wells #1 and #2 is budgeted.

Funds for well field expansion/acquisition are also in the water/sewer budget.

**Street Projects:**

*The 192 Avenue/State Route 14 Interchange* was completed in 2002; further construction of the 192 extension is expected in '03.

*The SE 1<sup>st</sup>/Lake Road project* is another major street project. Further right of way acquisition, final design, and possible initial construction activities are scheduled and budgeted for '03. The appropriation is \$3,670,000, and state, federal and local funds are anticipated for this project.

*A traffic signal* is slated for installation at SR-500 and NW Lake Road at an estimated cost of \$200,000, from Transportation Impact Fees (TIF). Another signal, at 3<sup>rd</sup> and Lechner is anticipated to be built with state and federal funds amounting to approximately \$225,000.

*Funding for NW 18<sup>th</sup> and Hood Street Improvements* are again budgeted in the amount of \$1,200,000 (TIF).

*Street Reconstruction.* This major—million-dollar—effort financed with Public Works Trust Fund Loan (one-half percent interest) funds is in the design phase in '03. More than a quarter of all Camas streets in need of reconstruction are expected to be done in '04. The street overlay program pauses in '03 as the reconstruction program is designed.

**Solid Waste:**

The budget includes \$200,000 for a new garbage truck.

**Parks:**

With the dedications of the Grass Valley and Camas Heritage Parks this past year, it is now a lower key year for the parks capital fund. Modest open space acquisition along with minor trail extensions are budgeted. The design work for the "Klickitat Park" serving the south area of Camas is in the '03 budget.

**Other highlights:**

The budget for the executive department includes funding for a **review of the Public Works and Parks Departments**. This is designed as an arms length review. It is to focus on “how can good departments become better?” and “how shall we meet the challenges which lie ahead?” Similar work has benefited other City departments. In recent years, the Fire Department benefited from a third party appraisal. The Police Department went through the full accreditation process. Independent survey assessment of the public’s perception of the City Library was done. The Finance Department is the object of annual audit by the State Auditor’s office. The budget proposes an objective assessment with recommendations for the Public Works and Parks Departments.

**Downtown** – further support of the Downtown is proposed in the budget. Design of street scene enhancements of a core Downtown block were completed in the fall of ’02, and the ’03 budget provides \$45,000 toward construction of these features. There is also an emphasis on developing and implementing a downtown housing program in ’03.

**Regional Park co-operation:** The budget includes a contribution to the regional park— Captain William Clark Park—planning effort. We join with the County, the Port, and the City of Washougal in this partnership.

**Fire/EMS:** The new pumper truck is on order and is expected in ’03; the pumper and related equipment are budgeted.

**Planning:** This area foresees completion of the comprehensive plan update and formulation of a critical areas ordinance, in addition to the continuing current planning activities.

**OVERVIEW OF THE 2003 GENERAL FUND PROPOSED BUDGET:**

Recommended appropriation for the general fund for 2003 is approximately \$12.5 million. This represents an \$184,761 increase from the 2002 amended General Fund budget. The total increase is approximately one and one-half (1½) percent. This is summarized on the following table:

*General Fund*

	ADOPTED 2002	PROPOSED 2003	INCREASE (DECREASE)
Operating Programs	\$11,444,387	\$12,127,733	\$ 683,346
Capital	948,660	450,075	(498,585)
Total	\$12,393,047	\$12,577,808	\$ 184,761

**OVERVIEW OF THE 2003 PROPOSED BUDGET FOR ALL FUNDS:**

Total recommended appropriations for all funds for the 2003 budget period is \$1.8 million higher than budgeted for 2002. The “all funds” appropriations are reflective of capital project appropriations, including water/sewer capital projects. The proposed budget for all funds is \$39 million.

**CITY WORK FORCE:**

Twenty-eight percent (28%) of the 2003 budget is allocated to personnel salaries and benefits. City employment in 2002 was 160 full-time equivalents, and is estimated at 161 in 2003. Approximately

\$43,000 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 are in the negotiation process, and the IAFF/City matter is scheduled for binding arbitration.

**SUPPLIES, SERVICES AND CHARGES:**

Fourteen percent (14%) of the 2003 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:

<i>Professional Services</i>	<i>\$1,227,690</i>
<i>Intergovernmental Services</i>	<i>\$ 956,764*</i>
<i>Public Utilities</i>	<i>\$ 987,000**</i>
<i>Supplies</i>	<i>\$1,010,797</i>
<i>Vehicle Maintenance/Fuel</i>	<i>\$ 77,700</i>
<i>Repairs and Maintenance</i>	<i>\$ 605,200</i>
<i>Insurance</i>	<i>\$ 347,057</i>
<i>Small Tools</i>	<i>\$ 314,685</i>

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

\*\* - Includes solid waste tipping fees.

**DEBT OBLIGATIONS:**

Seven percent and one-half (7 1/2%) of the budget goes toward debt repayment. General obligation debt including the newly issued library bonds is \$1,491,296 annually. Including the new wastewater treatment plant debt service, annual payments for water and sewer debt is over \$1,466,518.

**UNCERTAINTIES:**

Cities—including Camas—face the cumulative impacts of the various initiatives of recent years. The duration of the economic downturn, which is now entering its third year, is problematic. It is significantly effecting the City. Camas's general fund reserves are declining from good and comfortable levels. The current trends are not reassuring. With the trends in mind, extensive reviews of departmental operations, further efficiency efforts, and partnerships are indicated. To preserve current public service levels, the City will need to restrain spending and consider local revenue options.

**SUMMARY:**

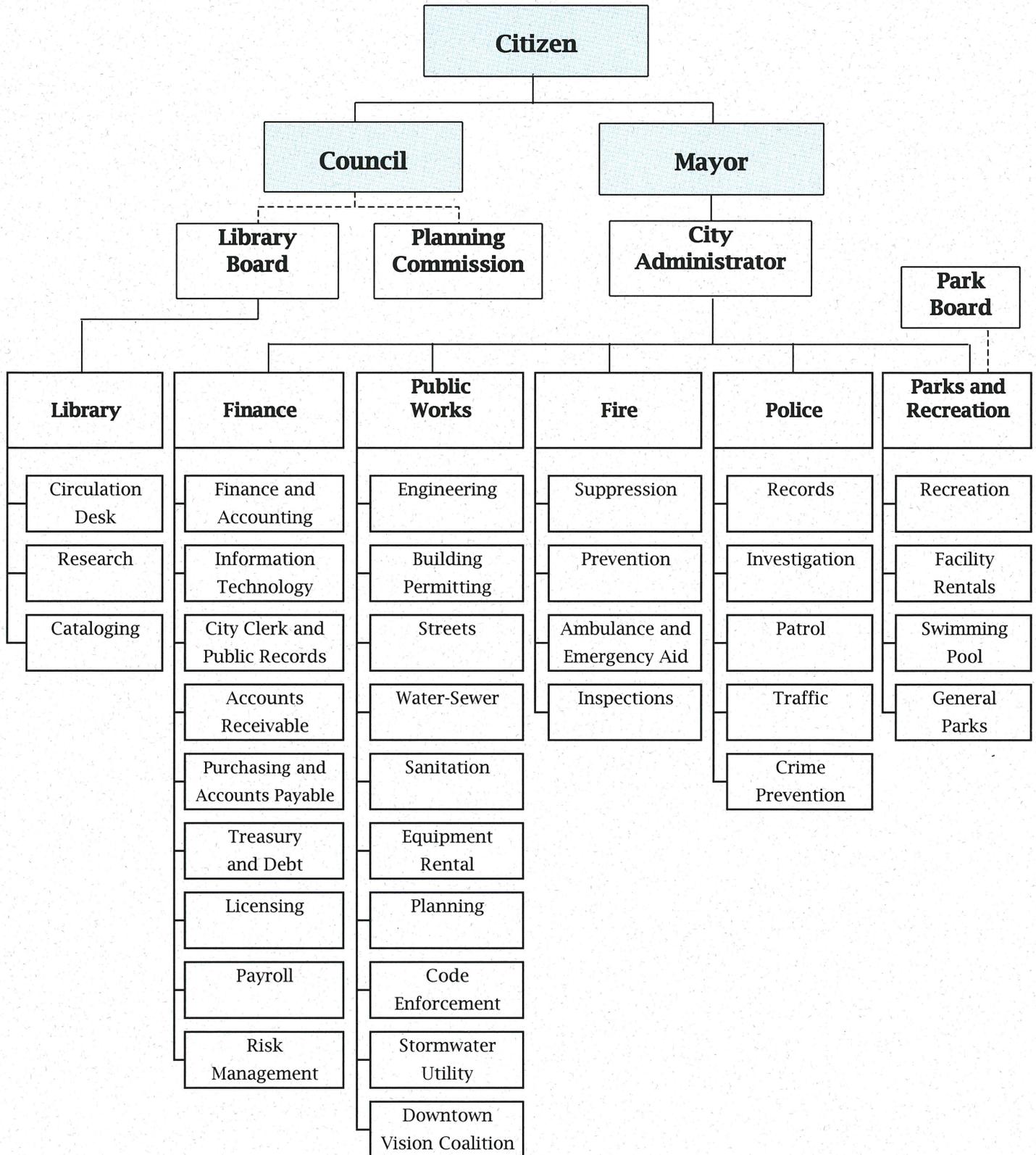
The proposed budget maintains—for 2003—current important public services in Camas. The utility functions are in stable condition. The General Fund budget and functions balances with a reduced level of reserves. This is not sustainable into 2004 without additional revenues or service level reductions. 2003 will be an important year for action.

# City of Camas, Washington

## Calendar for the 2003 Budget

Date	Steps in Budget Procedure
July 16, 2002	Finance Director distributes instructions and forms to departments for 2003 budget preparation.
September 6, 2002	Departments file 2 copies of their budget, one each with City Administrator and Finance Director.
Sept. 9- Sept. 16, 2002	Finance Director reviews budget submissions, consolidates estimates, projects revenues and develops first draft of preliminary budget.
Sept. 16, 2002	Finance Director compiles and distributes first draft of preliminary budget.
Sept. 17- Oct. 4, 2002	City Administrator and Finance Director conduct departmental hearings to determine budget to be presented to the City Council.
Oct. 4 - Oct. 31, 2002	Mayor and City Administrator prepare budget message. Finance Director compiles the budget document.
Nov. 4, 2002	Proposed budget submitted to City Council for study.
Oct. 29 and Nov. 5, 2002	Publish notice of tax levy hearing and statement of availability of preliminary budget by Nov. 15, 2002.
Nov 12, 2002	Council holds public hearing and passes ordinance fixing 2003 tax levy. Finance Director notifies Clark County Assessor and County Commissioners of tax levy.
Nov. 18, 2002	Council holds workshop to review and discuss proposed 2003 budget.
Dec. 9, 2002	Council holds budget hearing.
December, 2002	Council passes Year 2003 budget and budget ordinance published.

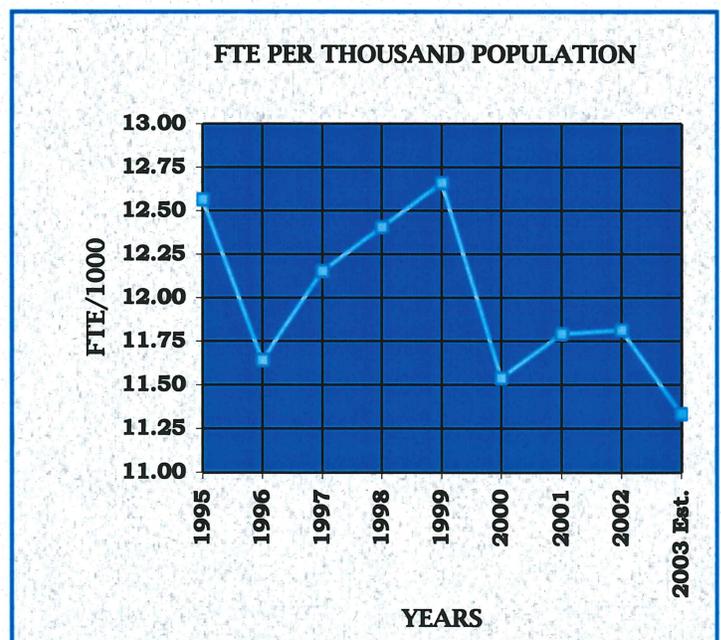
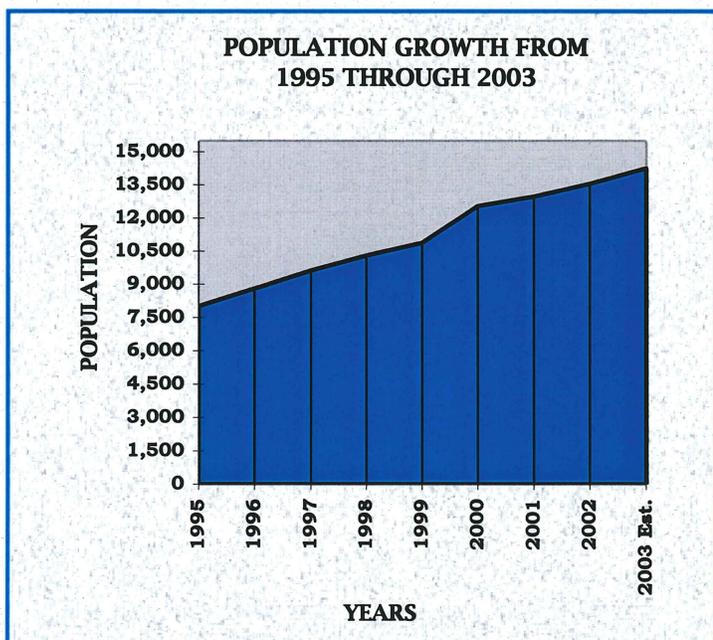
# CITY OF CAMAS



**CITY OF CAMAS, WASHINGTON**  
**Employees (Full Time Equivalents)**  
**Nine Years 1995-2003**

DEPARTMENT	1995	1996	1997	1998	1999	2000	2001	2002	2003
Executive	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Finance	6.50	7.00	8.00	8.66	9.00	7.50	7.50	7.50	7.00
Personnel	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Law Enforcement	18.50	19.50	21.00	23.50	26.50	27.50	27.50	27.50	27.65
Fire Control	11.00	11.00	14.61	15.50	19.00	19.00	21.33	23.50	24.50
Detention & Correction	-	-	-	-	-	1.00	1.00	1.50	1.50
Protective Inspections	4.00	4.00	5.00	5.00	5.00	5.00	5.50	5.25	5.00
Information Systems	-	-	-	-	-	1.50	1.50	2.00	2.50
Engineering	10.00	10.00	10.50	11.00	11.25	13.25	13.50	14.50	13.50
Central Services	-	-	-	-	-	-	0.25	0.25	0.13
Planning	2.00	2.00	3.00	3.50	3.50	3.50	4.00	4.00	4.00
Parks	4.00	4.50	6.00	7.80	7.80	8.30	10.00	9.70	10.50
Downtown Vision Coalition	-	-	-	-	-	-	-	0.55	0.30
Library	7.20	7.56	9.00	9.30	9.30	9.30	10.85	12.35	13.93
<b>Total General Fund</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>111.10</b>	<b>113.01</b>
Street	9.00	7.50	7.00	9.00	8.50	9.50	9.00	10.00	8.63
Emergency Rescue	11.00	11.00	12.39	13.00	15.00	15.00	15.00	15.10	15.10
Storm Water Drainage	-	-	-	-	0.25	0.25	0.25	0.25	1.00
Sanitary	3.00	3.00	3.00	3.00	3.00	3.00	3.25	3.25	3.25
Water-Sewer	10.50	11.50	12.00	12.50	13.00	14.50	16.00	16.00	16.00
Equipment Rental	2.00	2.00	3.00	3.50	4.00	4.00	4.00	4.25	4.50
<b>TOTALS</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>159.95</b>	<b>161.48</b>

POPULATION	8,015	8,810	9,627	10,300	10,870	12,534	12,970	13,540	14,250
									Estd.



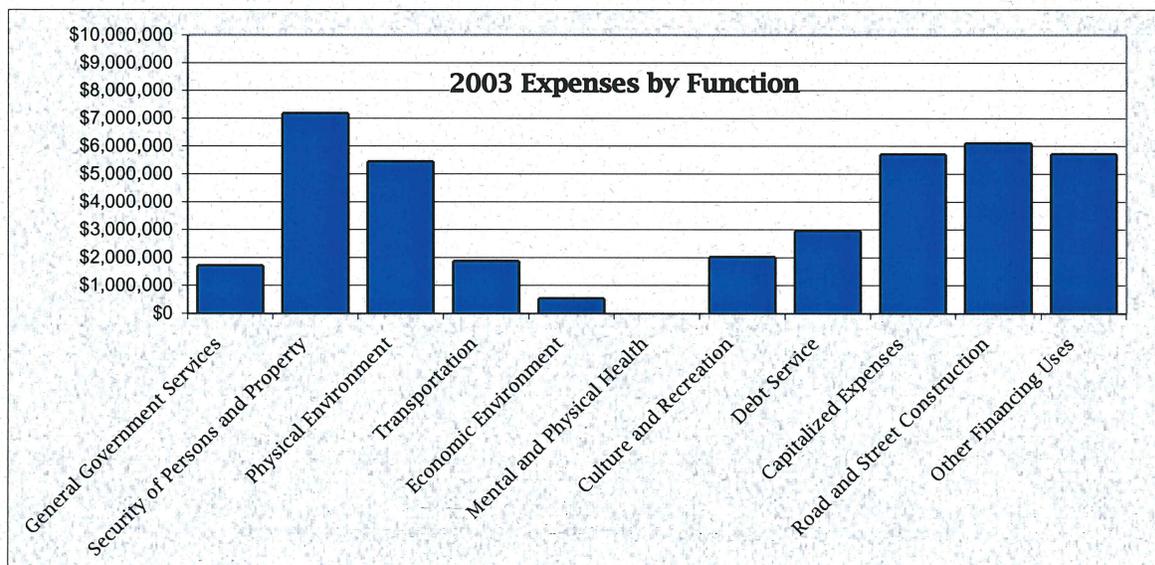
**City of Camas, Washington  
2003 Budget Summary  
Revenues Classified by Source**

	<b>2001 Adopted Budget</b>	<b>2002 Amended Budget</b>	<b>2003 Proposed Budget</b>
Taxes	\$ 10,906,520	\$ 11,502,850	\$ 11,570,584
Licenses and Permits	494,500	484,950	618,400
Intergovernmental Revenues	4,406,203	2,643,839	1,927,240
Charges for Services	7,372,093	7,902,078	8,636,571
Fines and Forfeits	226,800	224,050	222,591
Miscellaneous Revenues	1,805,740	1,839,782	1,633,916
Other Non Revenues	936,000	935,500	1,000,000
Other Financing Sources	17,058,883	7,464,024	10,200,742
Budgeted Fund Balance	5,651,530	4,414,018	3,455,254
<b>Total Revenues</b>	<b>\$ 48,858,269</b>	<b>\$ 37,411,091</b>	<b>\$ 39,265,298</b>

**Expenditures/Expenses by Function**

	<b>2001 Adopted Budget</b>	<b>2002 Amended Budget</b>	<b>2003 Proposed Budget</b>
Classified Proprietary	\$ 7,440,213	\$ -	\$ -
General Government Services	1,569,859	1,684,416	1,713,452
Security of Persons and Property	6,446,623	6,728,273	7,183,204
Physical Environment	2,059,537	5,216,801	5,440,760
Transportation	2,103,984	1,783,369	1,877,597
Economic Environment	397,130	646,384	536,942
Mental and Physical Health	2,500	7,042	-
Culture and Recreation	1,601,514	1,835,816	2,016,240
Debt Service	2,444,279	3,165,417	2,957,814
Capitalized Expenses	10,383,467	5,626,140	5,712,184
Road and Street Construction	4,635,280	4,500,000	6,106,760
Other Financing Uses	9,773,883	6,217,433	5,720,345
<b>Total Expenditures/Expenses</b>	<b>\$ 48,858,269</b>	<b>\$ 37,411,091</b>	<b>\$ 39,265,298</b>

\*Proprietary expenses are shown in appropriate categories below.



**City of Camas, Washington  
2003 Annual Budget**

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

	General Fund	SPECIAL REVENUE FUNDS				Debt Service Funds
		City Streets	Emergency Rescue	Fire Equip. Reserve	Storm Water Drainage	
Appropriated Fund Balance	\$ 865,736	\$ -	\$ -	\$ -	\$ 36,536	\$ 50,000
REVENUES:						
310 Taxes	9,008,178	-	558,983	-	-	1,366,095
320 Licenses & Permits	618,400	-	-	-	-	-
330 Intgovt. Revenues	278,733	1,196,507	350,000	-	-	-
340 Chgs. for Services	1,299,470	-	658,901	-	-	-
350 Fines & Forfeits	222,591	-	-	-	-	-
360 Misc. Revenues	184,700	500	3,416	-	45,000	-
Total Est. Revenues	11,612,072	1,197,007	1,571,300	-	45,000	1,366,095
380 Other Non-Revenues	-	-	-	-	-	-
390 Other Est. Fin. Source						
Bond Proceeds	-	-	-	-	-	-
Loan Proceeds	-	2,649,676	-	-	-	-
Sale of Capital Assets	50,000	-	-	-	-	-
Operating Trans. In	50,000	3,545,144	-	-	-	125,201
Total Est. Resources	\$ 12,577,808	\$ 7,391,827	\$ 1,571,300	\$ -	\$ 81,536	\$ 1,541,296
APPROPRIATIONS:						
510 General Govt. Services	1,713,452	-	-	-	-	-
520 Sec. of Person & Prop	5,602,904	-	1,571,300	-	-	-
530 Physical Environ.	1,122,875	-	-	-	81,536	-
540 Transportation	-	1,260,067	-	-	-	-
550 Economic Environ.	536,942	-	-	-	-	-
560 Mental & Phy. Health	-	-	-	-	-	-
570 Culture & Recreation	2,016,240	-	-	-	-	-
590-598 Other Type Exp.	-	-	-	-	-	-
591 Debt Service	-	-	-	-	-	1,491,296
594 Capitalized Exp.	450,075	25,000	-	-	-	-
595 Road & Street Const.	-	6,106,760	-	-	-	-
Total Appropriations	11,442,488	7,391,827	1,571,300	-	81,536	1,491,296
Est. Other Financing Uses:						
Operating Transfers Out	1,135,320	-	-	-	-	50,000
Total Estimated Uses	\$ 12,577,808	\$ 7,391,827	\$ 1,571,300	\$ -	\$ 81,536	\$ 1,541,296

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

<b>CAPITAL PROJECT FUNDS</b>		<b>PROPRIETARY FUNDS</b>			<b>Firemen's Pension Fund</b>	<b>Total All Funds</b>
<b>Growth Mgmt.</b>	<b>Library Construction</b>	<b>City Sanitary</b>	<b>Water - Sewer</b>	<b>Equipment Rental</b>		
\$ 1,279,873	\$ -	\$ 135,479	\$ 1,000,000	\$ 87,630	\$ -	\$ 3,455,254
637,328	(These funds were initially budgeted in 2001.)	-	-	-	-	11,570,584
-		-	-	-	-	618,400
93,000		-	-	-	9,000	1,927,240
1,000,000		1,239,900	4,438,300	-	-	8,636,571
-		-	-	-	-	222,591
130,000		22,400	251,900	996,000	-	1,633,916
1,860,328		1,262,300	4,690,200	996,000	9,000	24,609,302
-		-	1,000,000	-	-	1,000,000
-		-	1,780,721	-	-	1,780,721
-		-	-	-	-	2,649,676
-		-	-	-	-	50,000
-		-	2,000,000	-	-	5,720,345
\$ 3,140,201	\$ -	\$ 1,397,779	\$ 10,470,921	\$ 1,083,630	\$ 9,000	\$ 39,265,298
-		-	-	-	-	1,713,452
-		-	-	-	9,000	7,183,204
-		1,197,779	3,038,570	-	-	5,440,760
-		-	-	617,530	-	1,877,597
-		-	-	-	-	536,942
-		-	-	-	-	-
-		-	-	-	-	2,016,240
-		-	1,466,518	-	-	2,957,814
940,000		200,000	3,631,009	466,100	-	5,712,184
-		-	-	-	-	6,106,760
940,000		1,397,779	8,136,097	1,083,630	9,000	33,544,953
2,200,201		-	2,334,824	-	-	5,720,345
\$ 3,140,201	\$ -	\$ 1,397,779	\$ 10,470,921	\$ 1,083,630	\$ 9,000	\$ 39,265,298

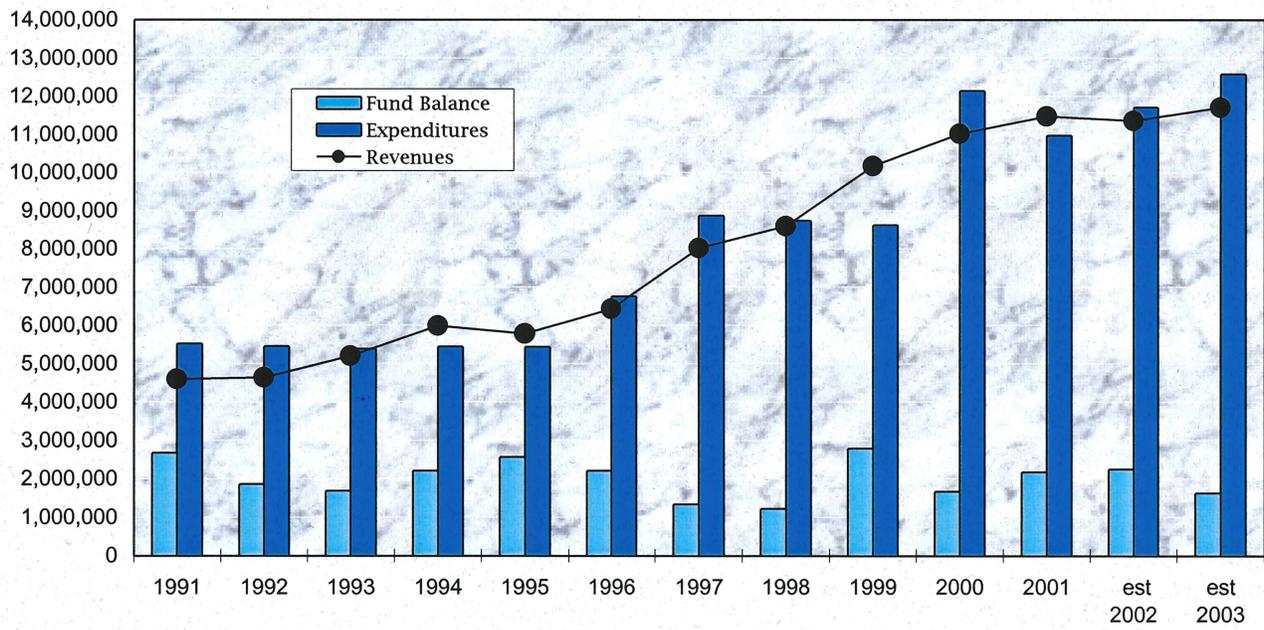
**Summary of Estimated Appropriations By Fund  
Actual for 2001 and Appropriations for 2002 and 2003**

	Actual Expenditures 2001	Actual Appropriations 2002	Estimated Required 2003
GENERAL FUND	\$ 10,971,860	\$ 12,393,047	\$ 12,577,808
SPECIAL REVENUES:			
City Street	2,783,078	5,713,469	7,391,827
Emergency Rescue	1,665,683	1,574,460	1,571,300
Fire Equipment Cumulative Reserve	-	33,517	-
Storm Water Drainage	42,164	51,877	81,536
TOTAL SPECIAL REVENUE FUNDS	<u>4,490,925</u>	<u>7,373,323</u>	<u>9,044,663</u>
DEBT SERVICE FUNDS:			
Local Improvement Guaranty	-	250,000	50,000
Unlimited Tax G.O. Bond Redemption	781,783	780,815	784,085
Limited Tax G.O. Bond Redemption	517,741	838,984	707,211
Local Improvement Debt Service	45,273	-	-
TOTAL DEBT SERVICE FUNDS	<u>1,344,797</u>	<u>1,869,799</u>	<u>1,541,296</u>
CAPITAL PROJECT FUNDS:			
Growth Management Capital Project	1,791,009	3,055,400	3,140,201
Fire Facility Construction	671,122	-	-
Frank's Moorage Construction	50,731	60,830	-
Library Construction Fund	1,202,546	-	-
Grass Valley Park Construction	958,587	-	-
TOTAL CAPITAL PROJECT FUNDS	<u>4,673,995</u>	<u>3,116,230</u>	<u>3,140,201</u>
ENTERPRISE FUNDS:			
City Sanitary	1,165,381	1,263,684	1,397,779
Water-Sewer	9,616,775	7,923,458	8,470,921
Water-Sewer Capital Reserve	4,276,636	2,500,000	2,000,000
Water-Sewer Bond Redemption	-	-	-
Farmer Home Bond Redemption	242,238	-	-
Sewer Treatment Plant	153,925	-	-
TOTAL ENTERPRISE FUNDS	<u>15,454,955</u>	<u>11,687,142</u>	<u>11,868,700</u>
INTERNAL SERVICE FUNDS:			
Equipment Rental	942,728	969,550	1,083,630
FIDUCIARY FUNDS:			
Firemen's Pension	1,219	2,000	9,000
TOTAL	<u>\$ 37,880,479</u>	<u>\$ 37,411,091</u>	<u>\$ 39,265,298</u>

## 2003 Schedule of Operating Transfers Out/Operating Transfers in

TRANSFERS FROM	TRANSFERS TO	AMOUNT	PURPOSE FOR TRANSFER
General Fund	Street Fund	\$ 1,135,320	Street operations and construction
Local Improvement Guaranty	General Fund	50,000	Operating expenses
Growth Management Fund	Street Fund	2,075,000	Transportation Impact Fees for NW 18th and Hood, 192nd Avenue, NW 16th, Payne to Hood, SR 500/Lake Road Signal
Growth Management Fund	LTGO Bond Redemption	125,201	SE 1st Street Road Improvements debt payment
Water/Sewer Capital Reserve	Street Fund	334,824	Water/Sewer construction projects
Water/Sewer Capital Reserve	Water/Sewer	<u>2,000,000</u>	Water/Sewer construction projects
Total Operating Transfers Out/In:		<u>\$ 5,720,345</u>	

### General Fund - Fund Balance with Expenditures and Revenue Comparisons



## GENERAL FUND SUMMARY OF BUDGET

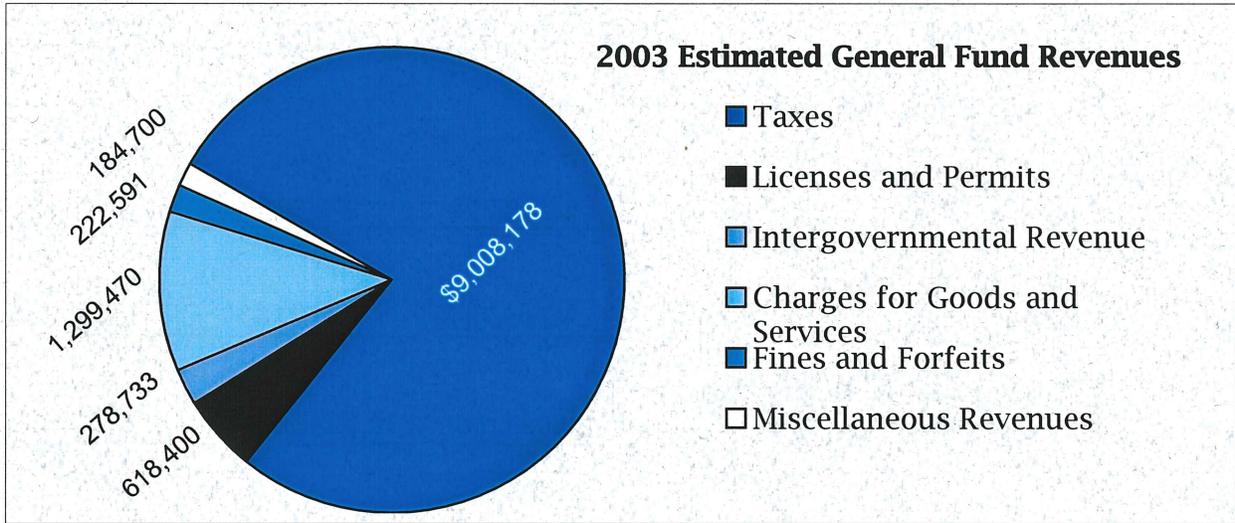
**FUNCTION**

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.



<b>REVENUES: 001</b>	<b>Actual 2001</b>	<b>Appropriated 2002</b>	<b>Estimated 2003</b>
Revenues:			
310 000 Taxes	\$ 8,754,806	\$ 8,748,051	\$ 9,008,178
320 000 Licensing and Permits	502,318	484,950	618,400
330 000 Intergovernmental Revenue	501,236	385,347	278,733
340 000 Charges for Goods and Services	1,218,958	1,202,557	1,299,470
350 000 Fines and Forfeits	215,387	224,050	222,591
360 000 Miscellaneous Revenues	251,195	328,682	184,700
Total Estimated Revenues	11,443,900	11,373,637	11,612,072
380 000 Other Non Revenues	37,501	283,517	100,000
Total Estimated Resources	11,481,401	11,657,154	11,712,072

**GENERAL FUND  
SUMMARY**

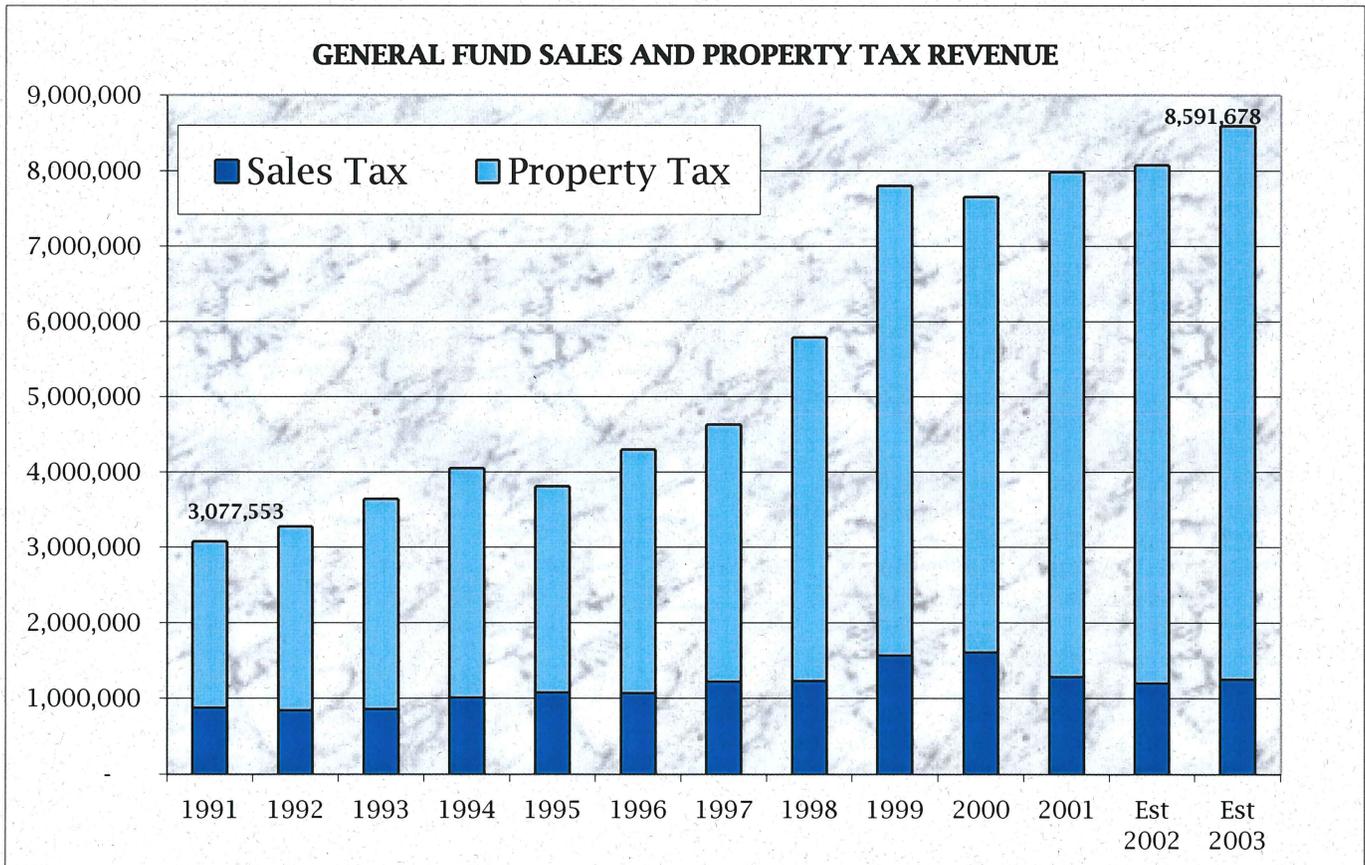
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<b>APPROPRIATIONS: 001</b>	<b>Actual 2001</b>	<b>Appropriated 2002</b>	<b>Estimated 2003</b>
510 000 General Government Services	\$ 1,583,443	\$1,684,416	\$ 1,713,452
520 000 Security of Persons and Property	4,666,137	5,161,813	5,602,904
530 000 Physical Environment	1,057,295	1,130,400	1,122,875
550 000 Economic Environment	330,135	646,384	536,942
560 000 Mental and Physical Health	-	7,042	
570 000 Culture and Recreation	1,840,530	1,835,816	2,016,240
594 000 Capitalized Expenditures	277,353	948,660	450,075
<b>Total Estimated Appropriations</b>	<u>9,754,893</u>	<u>11,414,531</u>	<u>11,442,488</u>
<b>Estimated Other Financing Uses:</b>			
597 000 Operating Transfers: City Street Fund	<u>1,218,794</u>	<u>978,516</u>	<u>1,135,320</u>
<b>Total Estimated Other Financing Uses</b>	<u>1,218,794</u>	<u>978,516</u>	<u>1,135,320</u>
<b>Total Estimated Appropriations and Other Financing Uses</b>	<u>10,973,687</u>	<u>12,393,047</u>	<u>12,577,808</u>
<b>Estimated Excess Revenues and Other Financing Sources over Appropriations and Other Financing Uses</b>	507,714	(735,893)	(865,736)
<b>Beginning Fund Balance</b>	<u>1,670,060</u>	<u>2,177,774</u>	<u>2,245,113</u>
<b>Ending Fund Balance</b>	<u><u>\$ 2,177,774</u></u>	<u><u>\$1,441,881</u></u>	<u><u>\$ 1,629,377</u></u>

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
001			
291 740 00 Beginning Appropriated Fund Balance	\$ -	\$ 735,893	\$ 865,736
Taxes:			
311 100 00 Real and Personal Property	7,043,517	6,930,607	7,341,678
312 100 00 Private Harvest Tax	131	-	-
313 100 00 Local Retail Sales and Use Taxes	1,349,218	1,450,000	1,250,000
313 710 00 Local Criminal Justice	124,735	118,694	124,000
316 430 00 Natural Gas	90,843	100,000	112,000
316 450 00 Sanitary Franchise	9,204	9,000	9,000
316 460 00 Television Cable	98,260	89,000	116,000
317 510 00 Gambling Taxes	36,770	50,000	55,000
318 900 00 Other Taxes	831	500	-
319 800 00 Penalties and Interest - Gambling Taxes	1,297	250	500
Total Taxes	8,754,806	8,748,051	9,008,178



The above chart represents an eleven year history and current projections of the two primary tax revenues for the city.

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER 001	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
Licenses and Permits:			
321 300 00 Police and Protective	200	150	150
321.600.00 Professional and Occupational	-	100	50
321 900 00 Other Business Licenses	355	400	200
321 920 00 Telecommunication Franchise	1,100	-	-
322 100 00 Buildings, Structures and Equipment	476,272	460,000	600,000
322 110 00 Buildings, Structures and Equip - Fire	14,180	15,300	8,000
322 300 00 Animal Licenses	4,040	3,000	4,000
322 400 00 Street and Curb Permits	4,846	4,500	5,000
322 900 00 Other Non-Bus Licenses and Permits	1,325	1,500	1,000
Total Licenses and Permits	502,318	484,950	618,400
Intergovernmental Revenue:			
331 160 00 Direct Federal Grants - COPS	91,965	52,800	3,700
334 030 50 State Grant - Traffic Safety	1,177	-	1,000
334 040 20 State Grant-Growth Management	-	7,500	-
334 040 25 State Grants	33,462	-	-
335 000 91 P.U.D. Privilege Tax	67,614	77,000	100,000
335 020 32 DNR Land Use/Non-timber	25,913	15,000	-
336 040 22 Local Government Assistance	52,198	53,654	-
336 060 21 Criminal Justice - Population	2,163	2,205	2,225
336 060 22 Criminal Justice - DCD#1	2,351	2,434	2,455
336 060 23 Criminal Justice - DCD#2	3,424	3,511	3,596
336 060 24 Criminal Justice - DCD#3	3,421	3,514	2,414
336 060 51 DUI - Cities	1,919	1,900	2,218
336 060 94 Liquor Excise Tax	45,252	42,153	47,525
336 060 95 Liquor Board Profits	66,332	79,376	68,100
337 000 00 Payments in Lieu of Taxes	1,791	1,800	-
337 020 00 Local Contributions	55,210	-	-
338 120 00 Shared Costs - Court	9,763	10,000	10,500
338 210 00 County Law Protection	29,947	25,000	30,000
338 211 00 Drug Enforcement	6,587	7,500	5,000
388 220 00 Fire Protection Services	747	-	-
Total Intergovernmental Revenue	501,236	385,347	278,733
Charges for Goods and Services:			
341 320 00 Clerks Record Services	243	250	200
341 330 00 Court Fees	3,620	3,500	2,500
341 500 00 Sale of Maps and Publications	3,190	1,100	1,220
341 600 00 Printing and Duplicating Services	3,337	4,000	3,300
341 700 00 Sales of Merchandise	301	100	50
341 990 00 Other General Government	400	400	-
342 100 00 Law Enforcement Services	1,885	1,200	29,100
342 400 00 Protective Inspection Fees	2,868	1,000	3,000
342 400 20 Inspection Fees - Construction	25,633	24,000	15,000
342 500 00 Emergency Services Fees	10,403	12,000	8,300
342 900 00 Other Security of Persons and Property	2,140	-	-
343 900 00 Other Fees/Chgs and Physical Env.	429	-	-
345 810 00 Zoning and Subdivision Fees	11,310	11,800	12,000
345 830 00 Plan Check Fees	307,766	260,000	350,000
345 830 10 Plan Check Fees - Fire	13,910	14,900	9,000
345 830 20 Plan Review-Engineering & Planning	10,533	8,900	8,300
345 890 00 Other Planning Fees	5,465	6,000	10,000

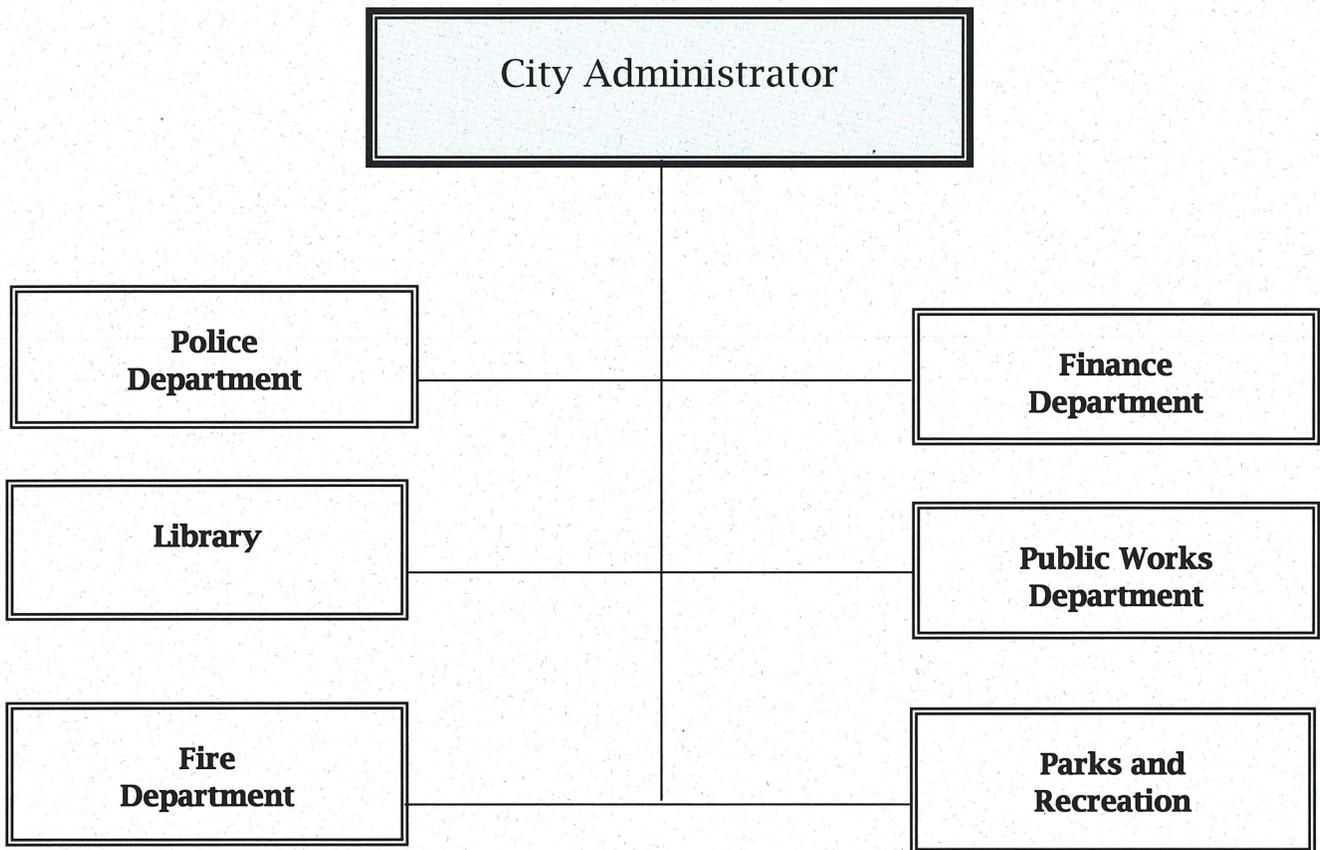
**GENERAL FUND**  
**REVENUE DETAIL**  
**THREE YEAR COMPARISON**

FUND NUMBER	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
001			
347 310 00 Swimming Pool Admissions	24,930	30,000	30,000
347 325 00 P.E. School District	2,215	2,000	1,200
347 610 00 Swim Lessons	15,878	16,000	20,000
347 620 00 Recreation Programs	79,902	74,500	88,800
349 140 00 Budgeting, Acctng & Audit Services	150,000	175,807	183,000
349 150 00 Legal Services	18,500	19,000	19,500
349 180 00 Central Services-Building Rental	15,500	16,000	16,500
349 250 00 Emergency Services	123,600	123,600	80,000
349 320 00 Engineering Services	385,000	396,500	408,500
Total Charges for Goods and Services	1,218,958	1,202,557	1,299,470
Fines and Forfeits:			
352 300 00 Mandatory Insurance Costs	1,536	1,850	1,680
353 100 00 Traffic Infraction Penalties	72,373	75,000	70,000
353 100 10 Traffic Infraction - J.I.S.-Local	411	300	-
353 100 20 Fines-School Zone	-	400	-
353 100 30 J.I.S. - Trauma Care	-	-	9,800
353 700 00 Non-Traffic Infraction Penalties	714	500	600
354 000 00 Parking Violations	16,097	18,000	31,011
355 200 00 Driving Under the Influence Fines	21,466	22,200	17,000
355 800 00 Other Criminal Traffic Misdemeanor	26,034	29,300	21,000
356 800 00 Felony Fines	100	-	-
356 900 00 Other Non-Traffic Misdemeanors	21,452	25,000	20,000
357 400 00 Other Criminal Costs	53,205	50,000	50,000
359 700 00 Library Fines	1,323	1,500	1,500
359 900 00 Miscellaneous Fines	676	-	-
Total Fines and Forfeits	215,387	224,050	222,591
Miscellaneous Revenues:			
361 110 00 Investment Interest	174,628	170,000	95,000
361 400 00 Interest on Sales Tax, Court Fees	8,492	10,000	9,500
362 401 00 Space/Facilities Rentals-Community	5,373	5,200	6,000
362 500 00 Space and Facilities Leases	22,540	10,632	24,000
362 501 00 Community Center Space Rentals	2,178	1,500	-
362 600 00 Housing Rentals and Leases	23,293	19,600	21,000
362 900 00 Other Rents and Use Charges	271	250	100
363 000 00 Ins. Premiums and Recovery	2,974	500	-
367 000 00 Contrib and Donations Pvt Sources	1,092	101,000	20,000
369 100 00 Obsolete Equipment	-	1,000	1,500
369 900 00 Other Miscellaneous Revenue	10,354	9,000	7,600
389 000 00 Other Non Revenues	-	-	-
Total Miscellaneous Revenues	251,195	328,682	184,700
Total Estimated Revenues	11,443,900	12,109,530	12,477,808
Other Financing Sources:			
395 100 00 Proceeds from Sales of Fixed Assets	35,001	-	50,000
397 000 00 Operating Transfers-In -	2,500	283,517	50,000
Total Other Financing Sources	37,501	283,517	100,000
Total Estimated Resources	\$ 11,481,401	\$ 12,393,047	\$ 12,577,808

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# ADMINISTRATION

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# **LEGISLATIVE**

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## **MISSION STATEMENT**

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

## **GOALS FOR 2003**

1. Provide policy direction for the city.
2. Continue long-range planning on needed infrastructure.
3. Foster teamwork between elected and appointed leadership and staff.
4. Continue citizen outreach and participation.
5. Explore and develop options around community joint cooperatives.
6. Keep informed of 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 city-related committee and other governmental board meetings. Publication costs of city ordinances and resolutions are included in this section of the budget.

**LEGISLATIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.01.511</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>OFFICIAL PUBLICATION SERVICES</b>			
Other Services and Charges	\$ 6,791	\$ 6,000	\$ 9,000
<b>TRAINING</b>			
Supplies	603	2,000	2,000
Other Services and Charges	23,400	23,000	16,000
(Travel and registration, includes Planning Conference)			
<b>LEGISLATIVE SERVICES</b>			
Salaries and Wages	42,000	42,000	42,000
Personnel Benefits	3,488	3,600	3,600
Supplies	(493)	1,100	1,100
Other Services and Charges (Newsletter)	10,453	9,000	8,000
<b>ELECTION COSTS</b>			
Intergovernmental Professional Services	12,195	10,000	12,000
<b>TOTAL LEGISLATIVE</b>	<u>\$ 98,437</u>	<u>\$ 96,700</u>	<u>\$ 93,700</u>
% Increase (Decrease) Prior Year		-1.76%	-3.10%

<b>LEGISLATIVE PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
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**

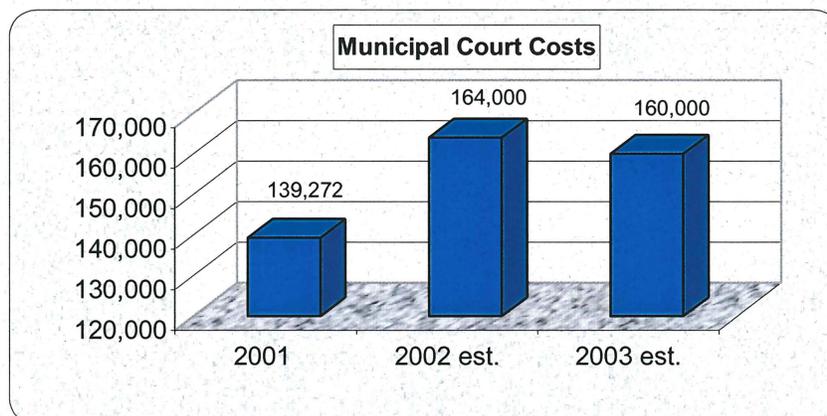
The Police Judge hears all cases and has exclusive jurisdiction over offenses defined by ordinances of the city. He has full power and authority to determine all cases, civil or criminal, arising under such ordinances and may pronounce judgment on these cases.

## **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**

<b>001.02.512</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>MUNICIPAL COURT</b>			
Other Services and Charges (Indigent defense)	\$ 24,125	\$ 26,000	\$ 33,000
Intergovernmental Services and Taxes	139,272	164,000	160,000
Total Municipal Court	163,397	190,000	193,000
<b>TOTAL JUDICIAL</b>	<b>\$ 163,397</b>	<b>\$ 190,000</b>	<b>\$ 193,000</b>
% Increase (Decrease) Prior Year		16.28%	1.58%



# ***EXECUTIVE***

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## **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 2003**

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. Continue to work to diversify and strengthen the local economy, tax base, and revenue stream.
5. Represent the City in contacts with other organizations.

## **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**

<b>001.03.513</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 133,897	\$ 133,002	\$ 143,792
Personnel Benefits	25,915	38,646	40,100
Supplies	1,748	4,000	4,000
Other Services and Charges	9,408	11,000	24,000
Total Administration	<u>170,968</u>	<u>186,648</u>	<u>211,892</u>
<b>TRAINING</b>			
Supplies	473	500	500
Other Services and Charges	7,876	5,000	3,000
Total Training	<u>8,349</u>	<u>5,500</u>	<u>3,500</u>
<b>TOTAL EXECUTIVE</b>	<u>\$ 179,317</u>	<u>\$ 192,148</u>	<u>\$ 215,392</u>
% Increase (Decrease) Prior Year		7.16%	12.10%

<b>EXECUTIVE PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Mayor	\$ 16,200	\$ 16,200
City Administrator	94,536	105,826
Secretary to the City Administrator (.5 FTE)	21,266	21,266
Overtime	1,000	500
Total Executive	<u>\$ 133,002</u>	<u>\$ 143,792</u>
% Increase (Decrease) Prior Year		8.11%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (consultant to study Engineering and Parks departments)	\$ 15,000
Communication (cell phones, internet, telephone)	4,000
Travel, registration, memberships, monthly mileage	5,000
Total	<u>\$ 24,000</u>

## LEGAL SERVICES

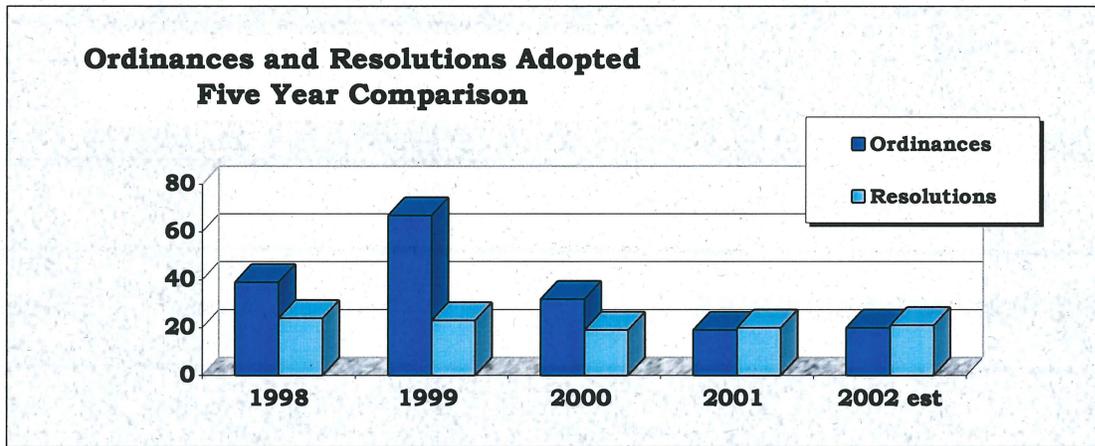
### FUNCTION

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 advise 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 2001	Actual Approp 2002	Estimated Required 2003
<b>LEGAL SERVICES</b>			
Supplies	\$ 935	\$ 300	\$ 500
Other Services and Charges	67,625	70,700	72,650
<b>TRAINING</b>			
Other Services and Charges	182	2,000	1,000
<b>TOTAL LEGAL</b>	<u>\$ 68,742</u>	<u>\$ 73,000</u>	<u>\$ 74,150</u>
% Increase (Decrease) Prior Year		6.19%	1.58%

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

Professional Services (City Attorney and Assistant City Attorney)	\$ 71,500
Communication (one telephone line)	400
Registrations, dues, publications	750
	<u>\$ 72,650</u>

**ADMINISTRATION**

# ***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**

<b>001.06.516</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>PERSONNEL SERVICES</b>			
Salaries and Wages	\$ 55,800	\$ 53,916	\$ 59,200
Personnel Benefits	13,942	16,174	17,760
Supplies	2,318	3,500	3,500
Other Services and Charges	32,871	30,100	25,100
Intergovernmental Services	-	100	100
Interfund Payment for Services	-	500	500
<b>TRAINING</b>			
Other Services and Charges	4	1,500	1,500
<b>WELLNESS PROGRAM</b>			
Supplies	5,423	4,652	5,067
Other Services and Charges	3,263	6,080	6,330
Interfund Payment for Services	141	-	-
<b>TOTAL PERSONNEL</b>	<b>\$ 113,762</b>	<b>\$ 116,522</b>	<b>\$ 119,057</b>
% Increase (Decrease) Prior Year		2.43%	2.18%

**ADMINISTRATION**

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Manager of Human Resources Services	\$ 53,916	\$ 59,200
% Increase (Decrease) Prior Year		9.80%

**OTHER SERVICES AND CHARGES DETAIL:**

**Personnel:**

Professional Services (Labor negotiator, unemployment contractor)	\$ 20,000
Communication, travel, repairs and maintenance	1,100
Registrations, membership dues, publications	4,000
Total other services and charges - personnel	<u>\$ 25,100</u>

**OTHER SERVICES AND CHARGES DETAIL:**

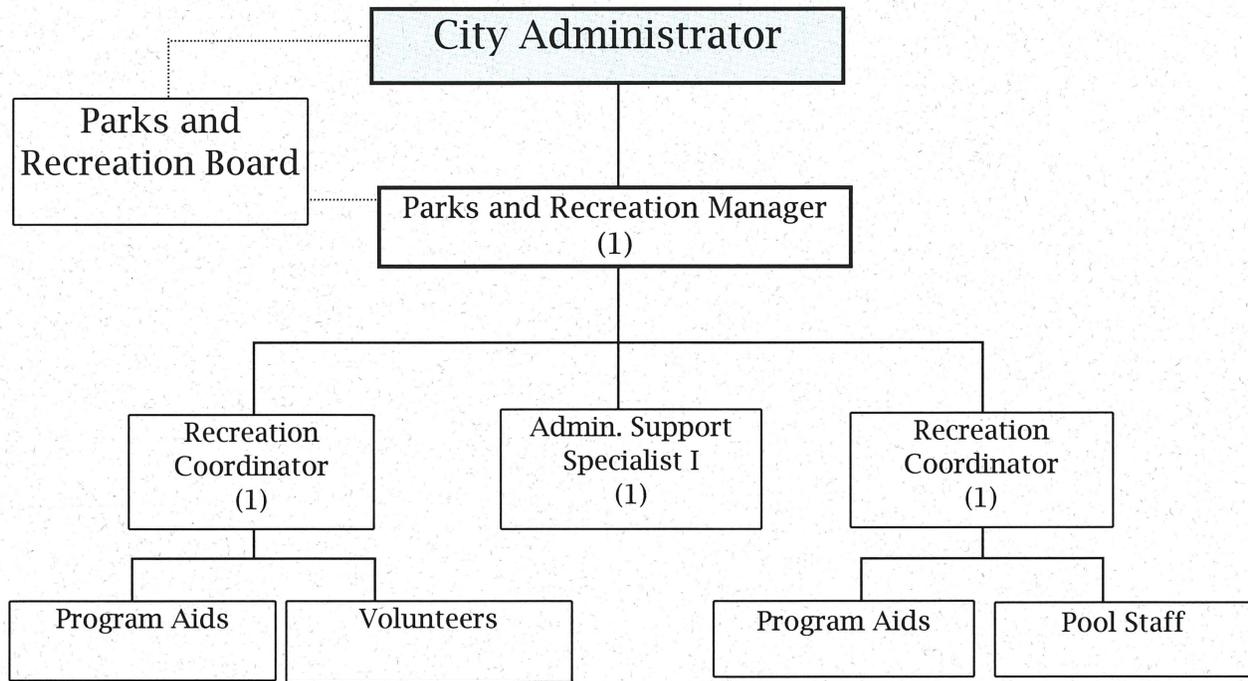
**Wellness:**

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	850
Total other services and charges - wellness	<u>\$ 6,330</u>

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# PARKS AND RECREATION

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# ***PARKS AND RECREATION***

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## **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.

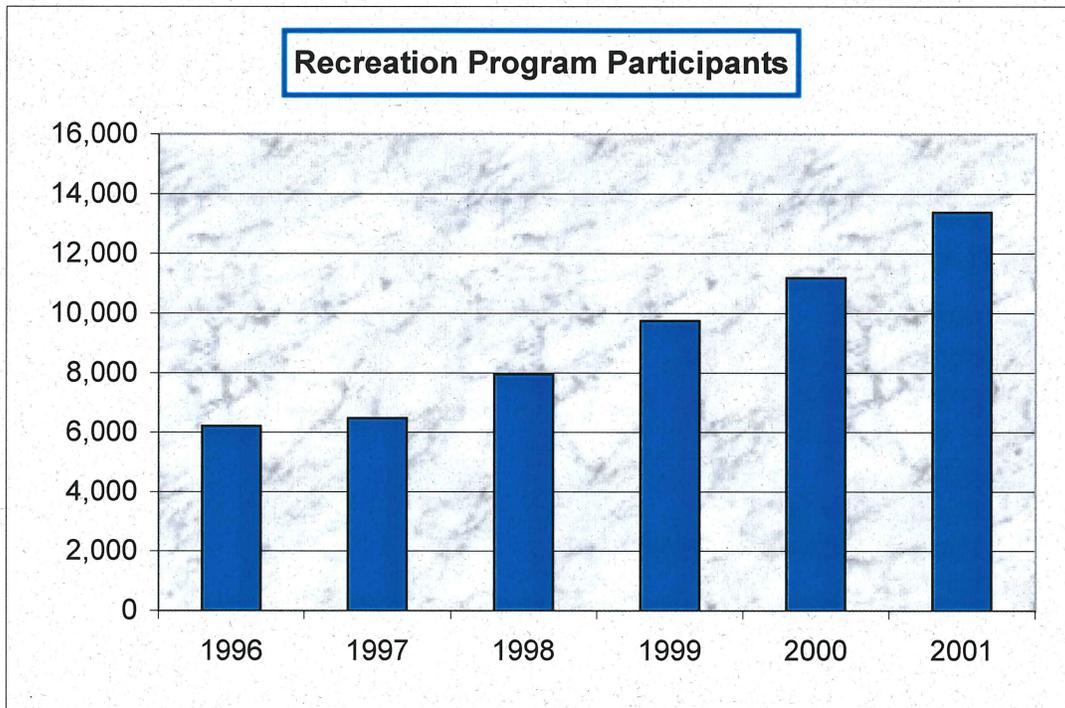
**PARKS AND RECREATION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.18.	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>PARTICIPANT RECREATION</b>			
Salaries and Wages	87,295	95,505	96,429
Personnel Benefits	17,625	28,442	24,212
Supplies	16,948	18,075	19,075
Other Services and Charges	60,940	45,550	50,220
Prof. Services (\$42,360 for instructors, concerts, referees/umpires)			
Rentals (\$5,010), Phones (\$200), Travel (\$1,000), Misc. (\$1,650)			
Interfund Payments for Services	2,225	-	1,000
<b>TRAINING</b>			
Other Services and Charges	4,143	7,000	3,500
<b>COMMUNITY CENTERS</b>			
Salaries and Wages	27,307	31,769	35,082
Personnel Benefits	10,573	9,000	9,000
Supplies	11,453	11,000	17,000
Other Services and Charges	105,572	62,650	58,500
Prof. Services (\$20,000 for janitorial, consultant)			
Phones, utilities, rentals (\$16,000)			
Insurance (\$2,000)			
Repairs and Maint. (\$8,500)			
Newsletter (\$12,000)			
Interfund Payments for Services	3,097	700	3,600
<b>ADMINISTRATION</b>			
Salaries and Wages	54,493	52,808	58,875
Personnel Benefits	14,239	15,842	17,662
<b>SWIMMING POOLS</b>			
Salaries and Wages	66,319	70,871	76,172
Personnel Benefits	11,135	10,500	10,500
Supplies	10,138	10,200	11,500
Other Services and Charges	26,421	25,950	22,830
Professional Services, \$2,500, Insurance \$700,			
Utilities, \$15,000, Repairs and Maint. \$2,500, Misc. \$2,000			
Intergovernmental Services	962	-	-
Interfund Payments for Services	1,500	500	1,500
<b>GENERAL PARKS</b>			
Salaries and Wages	184,235	225,655	268,414
Personnel Benefits	49,473	67,607	80,434
Supplies	41,376	66,600	71,000
Other Services and Charges	107,533	102,600	93,550
Prof. Services (\$5,000 update Comp. Plan,			
Cottonwood Beach master planning contribution \$6,250)			
Rentals (\$5,000), Utilities (\$25,000)			
Repairs & Maint. (\$49,200)			
Intergovernmental Services	27	-	-
Interfund Payments for Services	155,180	86,500	86,500

**ADMINISTRATION**

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

<b>001.18.</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>CAPITAL OUTLAY</b>			
Community Center	6,337	6,000	21,500
General Parks	126,145	275,160	171,860
<b>TOTAL PARKS AND RECREATION</b>	<u>\$ 1,204,692</u>	<u>\$ 1,328,486</u>	<u>\$ 1,309,915</u>
	% Increase (Decrease) Prior Year	10.28%	-1.40%



<b>PARKS AND RECREATION PERSONNEL SCHEDULE</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
Recreation Coordinator (.7 FTE - 2001, 1 FTE - 2002)	\$ 28,178	\$ 40,476
Recreation Coordinator (2/3 FTE)	25,663	27,665
Program Aides	44,815	27,888
Recreation Overtime	700	400
Admin. Support Specialist I (1 FTE)	27,418	34,832
Overtime	500	250
Parks and Recreation Manager	52,308	58,875
Overtime	500	-
Swimming Pool Employees Salaries and Wages	56,539	61,334
Recreation Coordinator (1/3 FTE)	12,832	13,838
Swimming Pool Overtime	1,500	1,000
Public Works Operation Manager (.11 FTE - 2003)	-	8,750
Lead Maintenance Worker	54,053	54,053
Senior Maintenance Worker (.5 FTE - 2002, 1 FTE - 2003)	24,733	49,466
Maintenance Worker II (2 FTE)	84,718	87,260
Maintenance Worker I	34,692	41,427
Seasonal Maintenance Worker (3 at 6 mths maximum)	27,159	27,158
Parks Maintenance Overtime	300	300
<b>Total Parks and Recreation</b>	<b>\$ 476,608</b>	<b>\$ 534,972</b>
<b>% Increase (Decrease) Prior Year</b>		<b>12.25%</b>

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

Community Center	
Parking lot improvements	\$ 21,500
Park Improvements:	
Forest Home Park	
* Lights	57,700
Construction Projects:	
Oak Park - ballfield improvements	53,660
Benton Park	20,000
Machinery and equipment:	
Walk behind aerator	6,500
Crown Park teter toter/climber replacement	12,000
Pick-up - 3/4 ton	22,000
<b>Total</b>	<b>\$ 193,360</b>

**ADMINISTRATION**

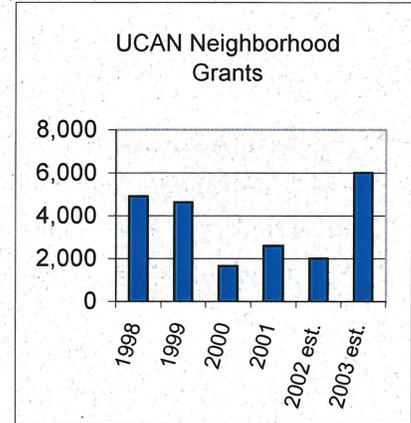
## INFORMATION AND OUTREACH

### 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.

### 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 was funded at \$7,000 for 2002 and is funded at the \$6,000 level for 2003.



### INFORMATION AND OUTREACH EXPENDITURE DETAIL THREE YEAR COMPARISON

001.24.557	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>COMMUNITY INFORMATION SERVICES</b>			
Community Information Services	\$ 10,000	\$ 10,000	\$ 10,000
<b>NEIGHBORHOOD ASSOCIATION</b>			
Supplies	2,818	4,500	4,000
Other Services and Charges	10,937	14,900	14,000
<b>PUBLIC HEALTH</b>			
Intergovernmental Services	-	4,542	-
<b>TOTAL INFORMATION AND OUTREACH</b>	<u>\$ 23,755</u>	<u>\$ 33,942</u>	<u>\$ 28,000</u>
% Increase (Decrease) Prior Year		42.88%	-17.51%

### OTHER SERVICES AND CHARGES DETAIL:

Travel	\$ 1,500
Communication	200
Public utility (Spring Clean-up)	3,500
UCAN neighborhood grants	6,000
Registrations for conferences, copier maintenance	2,800
Total other services and charges	<u>\$ 14,000</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 buildings.

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

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

001.25.571	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Community Education</b>			
Intergovernmental Services	\$ 11,000	\$ 13,500	\$ 13,500
<b>Senior Programs</b>			
Supplies	609	913	900
Other Services and Charges	4,855	6,489	6,675
<b>TOTAL COMMUNITY EDUCATION</b>	<u>\$ 16,464</u>	<u>\$ 20,902</u>	<u>\$ 21,075</u>
% Increase (Decrease) Prior Year		26.96%	0.83%

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

Communication	\$ 500
Travel	6,000
Miscellaneous	175
Total	<u>\$ 6,675</u>

**ADMINISTRATION**

# **GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND**

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## **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 2003**

1. Park and open space acquisitions consistent with the park, open space comprehensive plan.
2. Design of the neighborhood park at Klickitat and McIntosh.

## **COMMENTS ON BUDGET APPROPRIATIONS**

Transportation Impact Fees (TIF) are transferred to the City Street Fund to support TIF eligible projects: \$1,200,000 for NW 18th & Hood, \$330,00 for 192nd Avenue, \$300,000 for NW 16th, Payne to Hood, and \$200,000 for SR500/Lake Road traffic signal. Fire impact fees and real estate excise tax revenues will be used 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 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 1,336,058	\$ 1,279,873
<b>Taxes:</b>			
Local Real Estate Excise Tax	526,358	600,000	637,328
<b>Total Taxes</b>	526,358	600,000	637,328
<b>Intergovernmental Revenue:</b>			
Conservation Futures-County	-	93,342	93,000
<b>Total Intergovernmental Revenue</b>	-	93,342	93,000
<b>Charges for Goods and Services:</b>			
Impact Fees-Transportation	348,523	350,000	400,000
Impact Fees-Parks & Open Space	407,014	460,000	500,000
Impact Fees-Fire	90,278	66,000	100,000
Open Space Buyout	8,790	-	-
<b>Total Charges for Goods and Services</b>	854,605	876,000	1,000,000
<b>Miscellaneous Revenue:</b>			
Investment Interest	216,799	150,000	130,000
<b>Total Miscellaneous Revenue</b>	216,799	150,000	130,000
<b>Total Estimated Revenues</b>	1,597,762	3,055,400	3,140,201
<b>Total Estimated Resources</b>	\$ 1,597,762	\$ 3,055,400	\$ 3,140,201

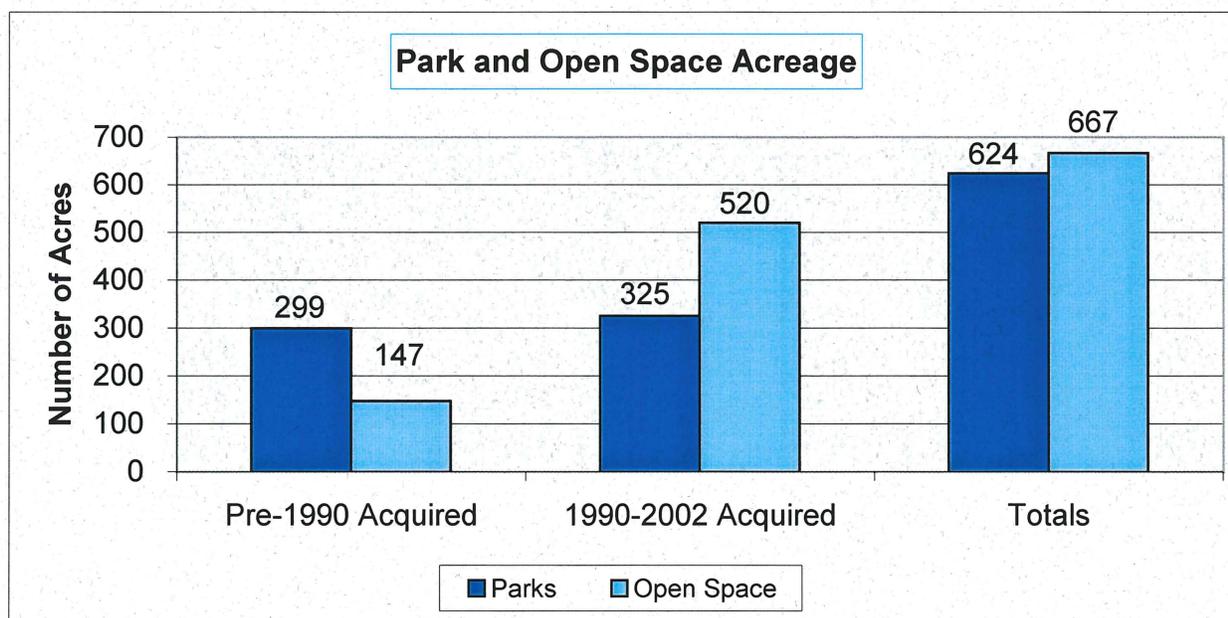
**ADMINISTRATION**

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

300.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Capital Outlay:</b>			
Security of Persons and Property	\$ -	\$ -	\$ 380,000
Park Facilities	602,526	100,000	260,000
Other Open Space	59,223	500,000	300,000
Roadway	10,000	-	-
<b>Total Capital Outlay</b>	<u>671,749</u>	<u>600,000</u>	<u>940,000</u>
<b>Other Financing Uses:</b>			
Operating Transfers Out	<u>1,119,260</u>	<u>2,455,400</u>	<u>2,200,201</u>
<b>Total Growth Management Capital Project Fund</b>	<u>\$ 1,791,009</u>	<u>\$ 3,055,400</u>	<u>\$ 3,140,201</u>

**CAPITAL OUTLAY DETAIL:**

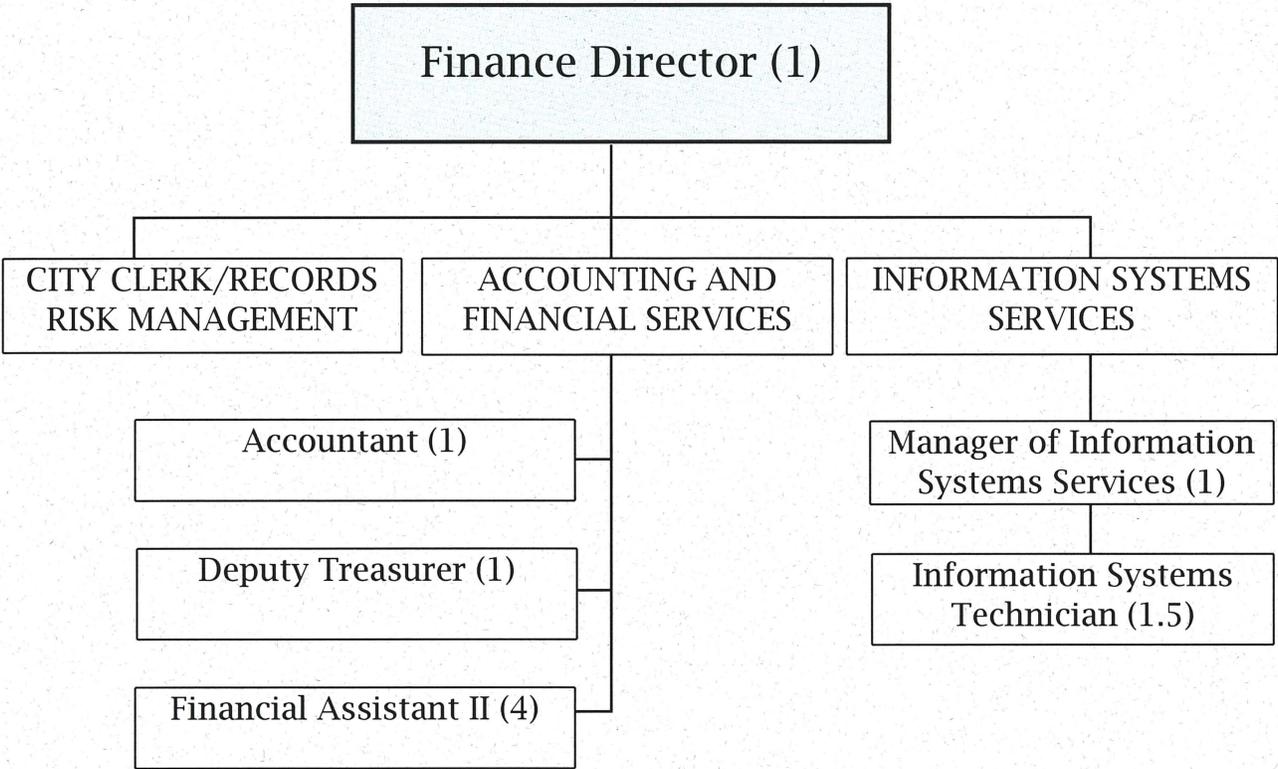
Fire Pumper Truck	\$ 380,000
Openspace Acquisition	300,000
Park Design	110,000
Trail/bikeway Acquisition and Development	<u>150,000</u>
Total Capital	<u>\$ 940,000</u>



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# FINANCE DEPARTMENT

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# **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, 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 2003**

1. Implement new accounting standards that will significantly change the financial statement presentation and accountability by using the new reporting format promulgated by GASB 34.
2. Pursue feasibility of electronic accounts receivable and accounts payable payments. Research possibility of accepting credit card payments for utility payments. Implement electronic reporting and remittance to the Department of Revenue for monthly sales tax reports.
3. Participate in thorough and detailed rate analysis for the Water/Sewer Utility and the Sanitary Utility.

## **ACTIVITIES AND SERVICES**

The Finance Department consists primarily of the following service areas:

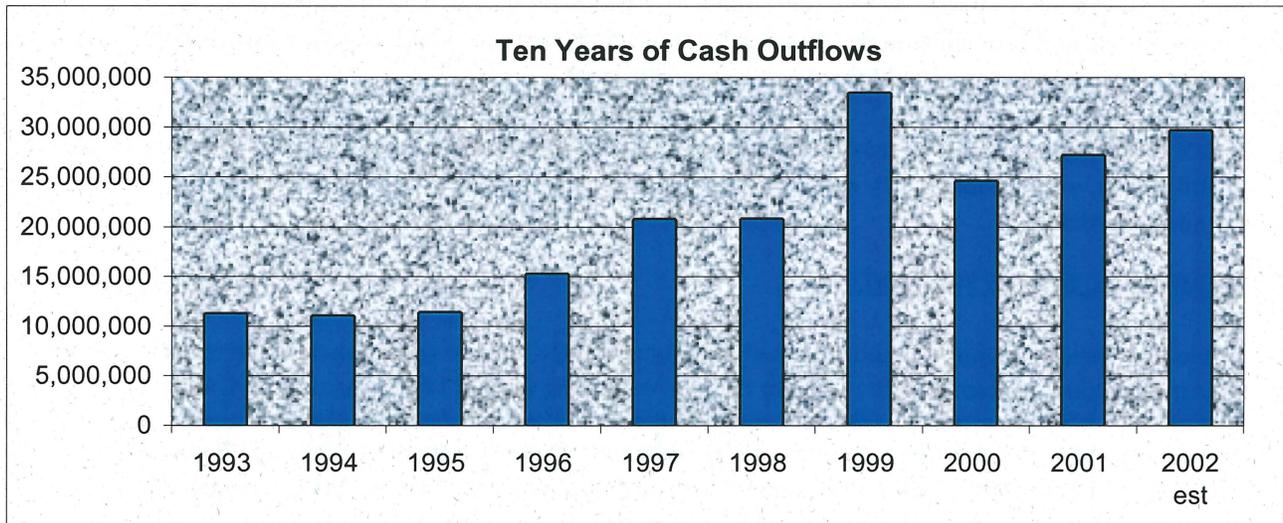
<b>Accounting/Financial Services</b>	<b>Records/Risk Management</b>
<b>FUNCTION</b> Budgeting and Accounting Financial Reporting Utility Billing and Receipting Payroll and Benefits LIDs Accounts Payable Accounts Receivable Cash/Investment Mgmt. Equipment Rental	<b>FUNCTION</b> City Clerk duties Information archival Records Searches Insurance Management Municipal Code

## **COMMENTS ON BUDGET APPROPRIATIONS**

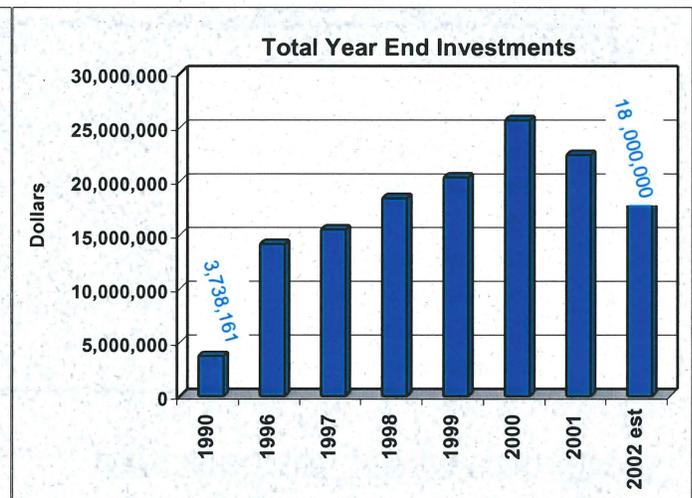
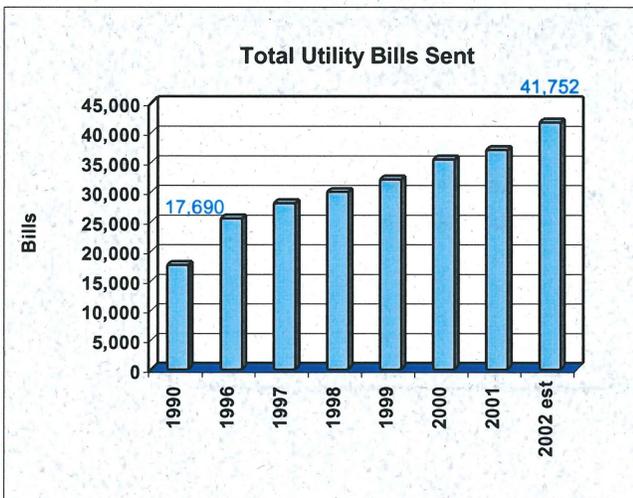
The Finance Department budget maintains personnel at the same level as the 2002 budget except the one-half of the Manager of Information Systems that was accounted for in the Finance Department will be allocated in the Information Systems Department in 2003. In addition, all network equipment, software and pc's city-wide are included in the Information Systems Department of the General Fund, except those that are used for the city's utility systems and the Emergency Rescue Fund. Hardware and software for these are included in their respective 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 with limited staff.



The following two tables reflect growth over seven years and a snapshot of what the volumes were in 1990. 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 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 102,846	\$ 103,290	\$ 78,746
Personnel Benefits	20,953	30,987	16,000
Supplies	85	200	200
Other Services and Charges	1,387	3,100	3,000
<b>FINANCIAL SERVICES</b>			
Salaries and Wages	248,884	259,165	263,444
Personnel Benefits	68,684	77,750	79,033
Supplies	13,652	8,000	7,000
Other Services and Charges	9,486	21,500	21,989
Intergovernmental Services	54	-	-
<b>TRAINING</b>			
Other Services and Charges	3,683	4,500	2,000
Interfund Payments for Services	1,704	1,500	500
<b>CAPITAL OUTLAY</b>			
Capital Outlay	56,886	-	-
<b>TOTAL FINANCIAL AND RECORDS SERVICES</b>	<u>\$ 528,304</u>	<u>\$ 509,992</u>	<u>\$ 471,912</u>
% Increase (Decrease) Prior Year		-3.47%	-7.47%

<b>FINANCE PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Finance Director	\$ 72,804	\$ 78,746
Manager of Information Systems (.5 FTE 2002)	30,486	-
Deputy Treasurer	46,476	46,476
Accountant	49,804	51,800
Financial Assistant II (4)	162,885	165,168
Total Salaries	<u>\$ 362,455</u>	<u>\$ 342,190</u>
% Increase (Decrease) Prior Year		-5.59%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (Bank fees, software programing and licensing)	\$ 10,000
Communication (telephone charges)	4,500
Travel	500
Insurance (liability)	1,989
Repairs and Maintenance of small office equipment	1,000
Registrations for classes, subscriptions, membership dues	4,000
Total other services and charges	<u>\$ 21,989</u>

# ***INFORMATION SYSTEMS***

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## **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 2003**

1. **Library.** Completion of the library technology project: a) install and configure new technologies and services in new building - phones, network, desktops and, b) relocate existing technologies to new facility for March 2003 grand opening.
2. **Web Development.** Finalize the city's new website design and layout, and move all web services in-house. Continue developing the Intranet and other Internet services.
6. **Network and Computer Use Policy.** Update the City's computer and internet policies.
4. **Fire.** Finalize the upgrade to the new CMI Fire Reporting System.
5. **Technology Research and Planning for new technologies and services.** Including Wireless and Internet services, e-commerce, e-gov.

## **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.

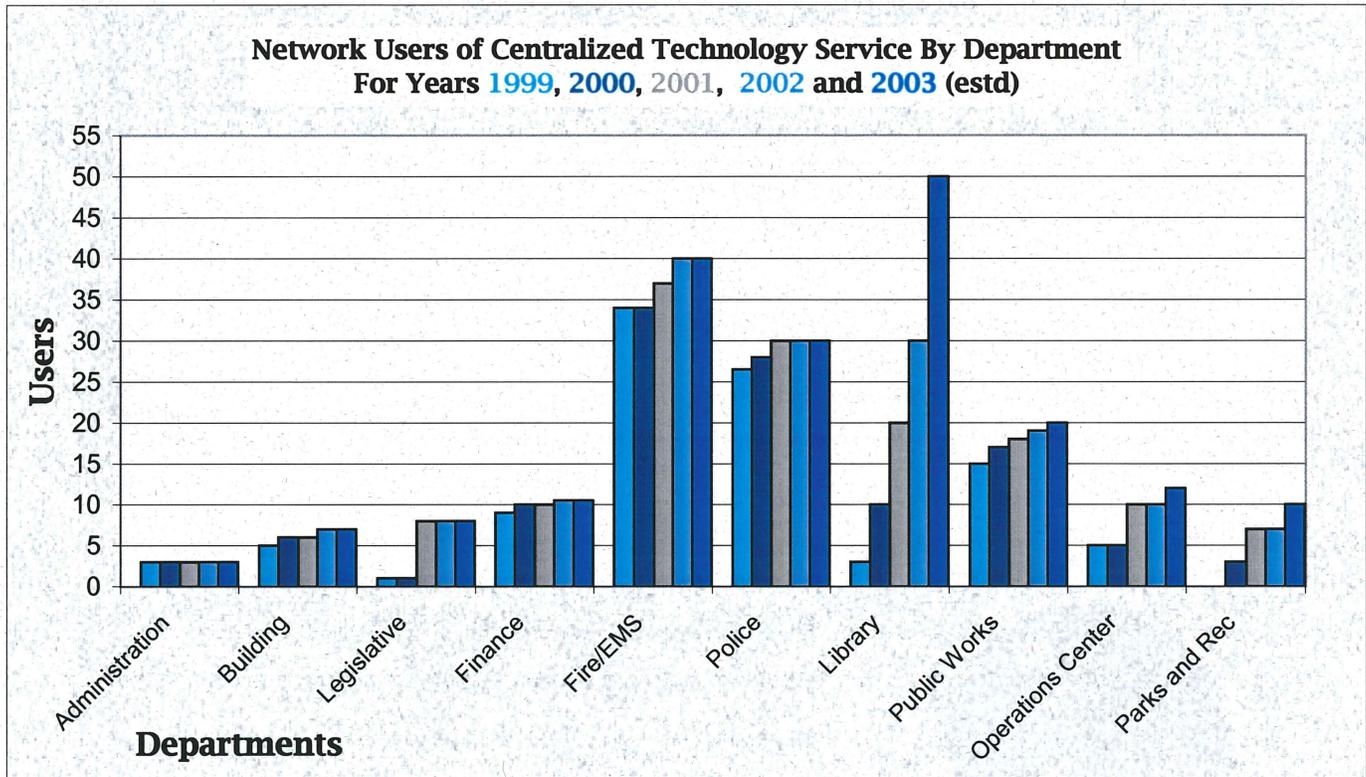
**COMMENTS ON BUDGET APPROPRIATIONS**

The technology budget includes hardware replacement at a rate of 25-30% of the entire inventory each year - which replaces hardware after the manufacturer's warranty period expires and/or as products become obsolete. With an existing inventory of approximately 120 computers and 15 notebooks, an average of 25 to 30 computers are replaced each year and many of them are then auctioned to the public during Camas Day's.

For 2003, the Manager of Information System's full salary is accounted for within this division (removed from the Finance Department).

With the completion of the library renovation , approximately 30 additional computers will be added to inventory for the new facility - this includes the Gates Grant technologies which provides software and hardware for a new public computer lab of 10 computers to be used for training events, as well as general public access to the internet and other library resources.

**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 2003.

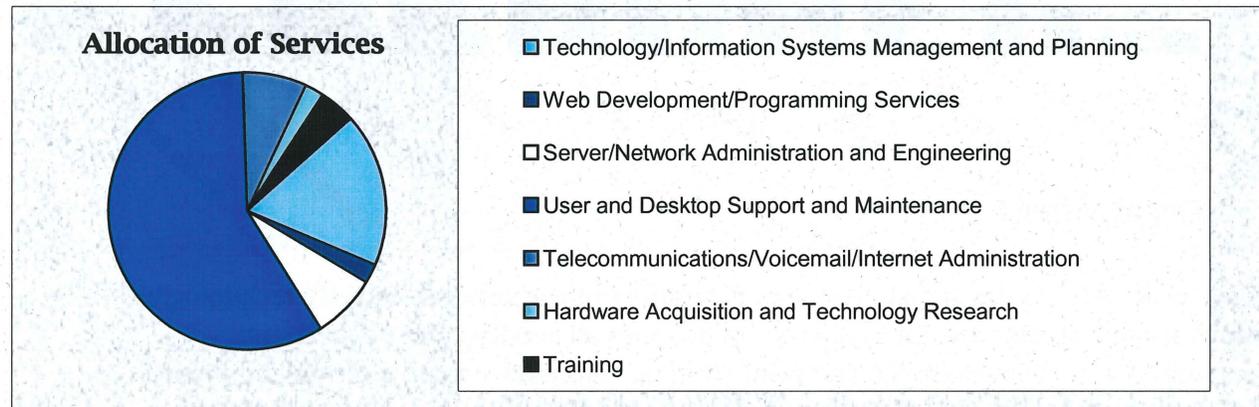
**INFORMATION SYSTEMS EXPENDITURE DETAIL**

<b>001.12.518</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>INFORMATION SYSTEMS</b>			
Salaries and Wages	\$ 65,092	\$ 89,676	\$ 127,385
Personnel Benefits	14,734	26,903	38,215
Supplies	92,764	72,700	57,800
Other Services and Charges	35,558	63,500	45,000
Intergovernmental Services	422	1,000	2,000
Interfund Payments for Services	553	75	1,000
<b>CAPITAL OUTLAY</b>			
Capital Outlay	3,716	6,000	-
<b>TOTAL INFORMATION SYSTEMS</b>	<u>\$ 212,839</u>	<u>\$ 259,854</u>	<u>\$ 271,400</u>
% Increase (Decrease) Prior Year		22.09%	4.44%

<b>INFORMATION SYSTEMS PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Manager of Information Systems (.5 FTE 2002, 1FTE 2003)	\$ 30,486	\$ 65,941
Information Systems Technician ( 1.5 FTE)	59,190	61,444
<b>Total Personnel</b>	<u>\$ 89,676</u>	<u>\$ 127,385</u>
% Increase (Decrease) Prior Year		42.05%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (software licenses, technical support,web development)	\$ 36,500
Communication (telephone charges, internet access)	2,000
Travel	1,000
Repairs and Maintenance of small office equipment	2,500
Registrations for classes, subscriptions	3,000
<b>Total other services and charges</b>	<u>\$ 45,000</u>



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 a city-wide premium in 2002 of \$184,328 and anticipated premium in 2003 of \$218,542.

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

<b>001.07.519</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>MISCELLANEOUS</b>			
Supplies	\$ 22,346	\$ 27,700	\$ 29,000
Other Services and Charges	67,511	72,300	79,000
Intergovernmental Services and Taxes	15,987	23,000	26,500
<b>AIR POLLUTION CONTROL</b>			
Intergovernmental Services and Taxes	3,261	3,405	3,891
<b>MENTAL AND PHYSICAL HEALTH</b>			
Intergovernmental Services and Taxes	2,217	2,500	2,600
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>	<b>\$ 111,322</b>	<b>\$ 128,905</b>	<b>\$ 140,991</b>
% Increase (Decrease) Prior Year		15.79%	9.38%

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

Professional Services (AWC membership, code book updates, Code On-line)	\$ 15,000
Communication (postage, telephone charges)	16,500
Operating rentals and leases (postage meter, post office box)	1,500
Insurance (General Fund's portion of liability, property, and fidelity)	38,000
Repairs and Maintenance (Two copy machines, mail machine)	5,000
Annual fee with WA General Admin., city pins, business cards	3,000
Total other services and charges	<b>\$ 79,000</b>

# 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 help finance general obligations of the City.

**REVENUE DETAIL  
THREE YEAR COMPARISON**

<b>222.00</b>	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$250,000	\$ 50,000
<b>Total Estimated Revenues</b>	<u>\$ -</u>	<u>\$250,000</u>	<u>\$ 50,000</u>

**EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>222.00</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Other Financing Sources:</b>			
Operating Transfers Out	\$ 19,394	\$250,000	\$ 50,000
<b>Total LID Guaranty Fund</b>	<u>\$ 19,394</u>	<u>\$250,000</u>	<u>\$ 50,000</u>

# 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 \$7,960,000 bonds issued in 2000 to expand and remodel the city library.

## REVENUE DETAIL THREE YEAR COMPARISON

239.00	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Taxes:</b>			
Real and Personal Property	\$ 125,312	\$ 780,815	\$ 784,085
<b>Total Taxes</b>	<u>\$ 125,312</u>	<u>\$ 780,815</u>	<u>\$ 784,085</u>

## EXPENDITURE DETAIL THREE YEAR COMPARISON

239.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Redemption of General Long Term Debt</b>			
Principal on Library Bonds	\$ 240,000	\$ 250,000	\$ 265,000
Principal on Park Bonds	85,000	90,000	95,000
<b>Total Redemption of General Long Term Debt</b>	<u>325,000</u>	<u>340,000</u>	<u>360,000</u>
<b>Interest and Other Debt Service</b>			
Interest on Library Bonds	413,140	401,040	388,540
Interest on Park Bonds	43,643	39,775	35,545
<b>Total Interest and Other Debt Service</b>	<u>456,783</u>	<u>440,815</u>	<u>424,085</u>
<b>Total Unlimited Tax General Obligation Bond Redemption Fund</b>	<u>\$ 781,783</u>	<u>\$ 780,815</u>	<u>\$ 784,085</u>

### 1996 Refunding Bonds

	Principal	Interest	Total	Last Year of Payment
2003	\$ 95,000	\$ 35,545	\$ 130,545	
2004	100,000	30,985	130,985	
2005	105,000	26,085	131,085	
	<u>\$ 300,000</u>	<u>\$ 92,615</u>	<u>\$ 392,615</u>	2009

### 2000 Library Bonds

	Principal	Interest	Total	Last Year of Payment
2003	\$ 265,000	\$ 388,540	\$ 653,540	
2004	280,000	375,290	655,290	
2005	290,000	361,290	651,290	
	<u>\$ 835,000</u>	<u>\$ 1,125,120</u>	<u>\$ 1,960,120</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 SE 1st Street 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>	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Taxes:</b>			
Real and Personal Property	\$ 580,196	\$ 838,984	\$ 582,010
<b>Total Taxes</b>	<u>580,196</u>	<u>838,984</u>	<u>582,010</u>
<b>Other Financing Sources:</b>			
Operating Transfers In	0	0	125,201
<b>Total Other Financing Sources</b>	<u>0</u>	<u>0</u>	<u>125,201</u>
<b>Total Estimated Resources</b>	<u>\$ 580,196</u>	<u>\$ 838,984</u>	<u>\$ 707,211</u>

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

<b>240.00</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
Police Facility/Principal	\$ 140,000	\$ 150,000	\$160,000
Power Lines/Principal	195,338	205,524	-
Pacific Rim Blvd/Principal	35,000	35,000	35,000
SE 1st Street Road Improvements/Principal	-	122,746	122,746
Parker Street 1996/Principal	-	-	96,429
Police Facility/Interest	105,373	98,933	89,999
Power Lines/Interest	20,903	10,717	-
Pacific Rim Blvd/Interest	21,128	19,517	19,756
Parker Street 1996/Interest	-	193,478	40,500
Parker Street 1997/Interest	-	-	140,326
SE 1st Street Road Improvements/Interest	-	3,069	2,455
<b>Total Limited Tax General Obligation Bond Redemption Fund</b>	<b>\$ 517,742</b>	<b>\$ 838,984</b>	<b>\$ 707,211</b>

**1996 Limited Tax Bonds**

	Principal	Interest	Total	Last Year of Payment
<b>2003</b>	\$ 195,000	\$ 109,755	\$ 304,755	
<b>2004</b>	205,000	100,395	305,395	
<b>2005</b>	210,000	90,305	300,305	<b>2011</b>

**Parker Street 1996 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment
<b>2003</b>	\$ 96,429	\$ 40,500	\$ 136,929	
<b>2004</b>	96,429	37,607	134,036	
<b>2005</b>	96,429	34,714	131,143	<b>2016</b>

**Parker Street 1997 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment
<b>2003</b>	\$ -	\$ 140,326	\$ 140,326	
<b>2004</b>	57,857	24,300	82,157	
<b>2005</b>	57,857	22,564	80,421	<b>2017</b>

**SE 1st Road Improvements 2001 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment
<b>2003</b>	\$ 122,746	\$ 2,455	\$ 125,201	
<b>2004</b>	122,746	1,841	124,587	
<b>2005</b>	122,746	1,227	123,973	<b>2006</b>

## **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 one surviving spouse receiving retirement benefits under this system and one firefighter receiving subsidy payments to his state pension.

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

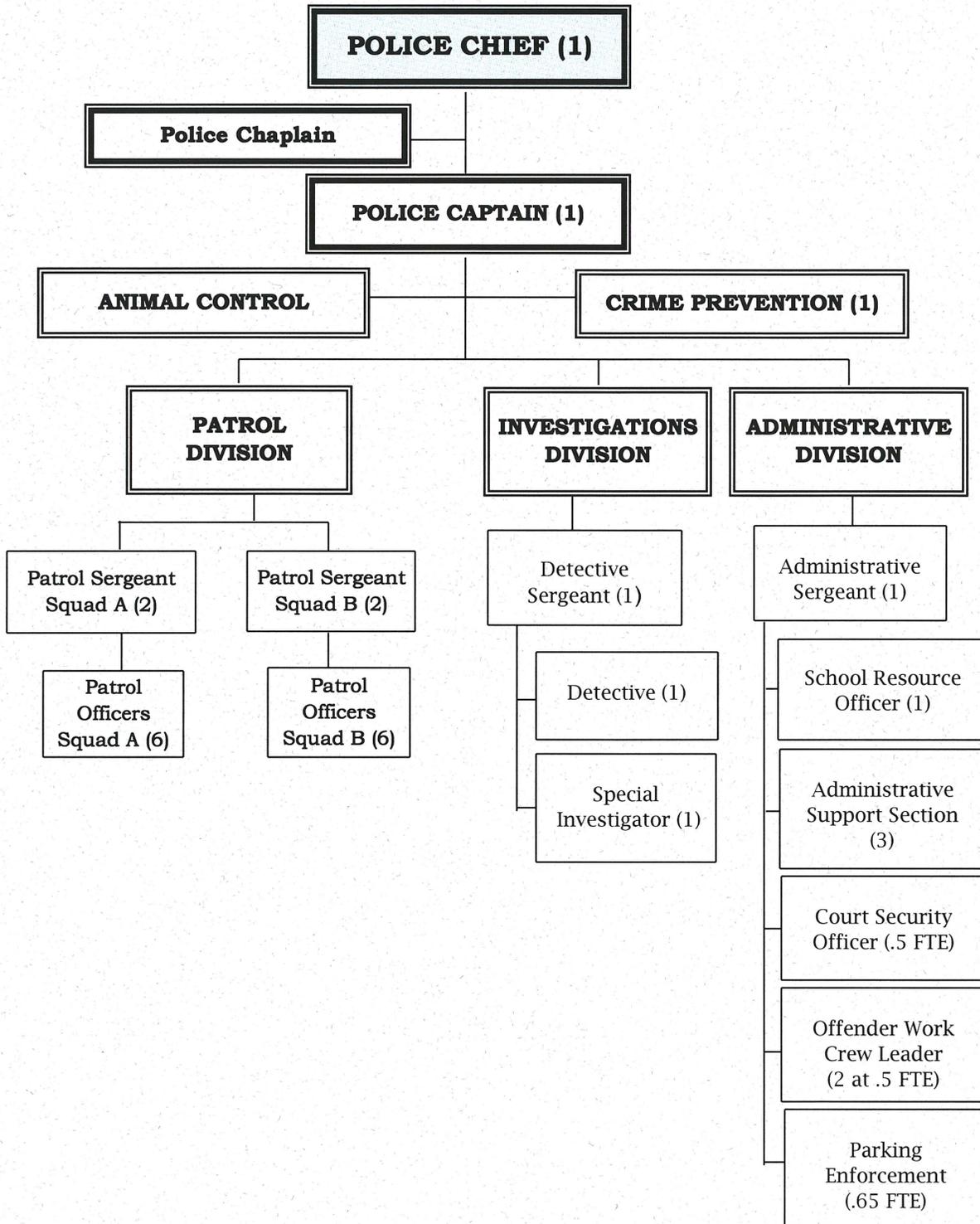
611.00	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Intergovernmental Revenue:</b>			
Fire Insurance Premium Tax	\$ 13,717	\$ 2,000	\$ 9,000
<b>Total Intergovernmental Revenue</b>	<u>13,717</u>	<u>2,000</u>	<u>9,000</u>
<b>Miscellaneous Revenues:</b>			
Investment Interest	71,211	-	-
<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>\$ 9,000</u>

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

611.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Disability and Retirement:</b>			
Pension and Disability	\$ 1,219	\$ 2,000	\$ 9,000
<b>Total Firemen's Pension</b>	<u>\$ 1,219</u>	<u>\$ 2,000</u>	<u>\$ 9,000</u>

**FINANCE**

# POLICE DEPARTMENT



# ***LAW ENFORCEMENT DEPARTMENT***

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## **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 2003**

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. implement a "community notification system"
4. upgrade the Department Database and records Management System, and
5. upgrade the Department equipment, related to officers' 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 2003 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**

We strive to grow in our professionalism and in turn gain the respect and confidence of our community. Since 1999 we adopted the motto "**No Call Too Small**". Our community has become accustomed to this level of service. We credit the Camas City Council for it's support thus allowing us to sustain this philosophy.

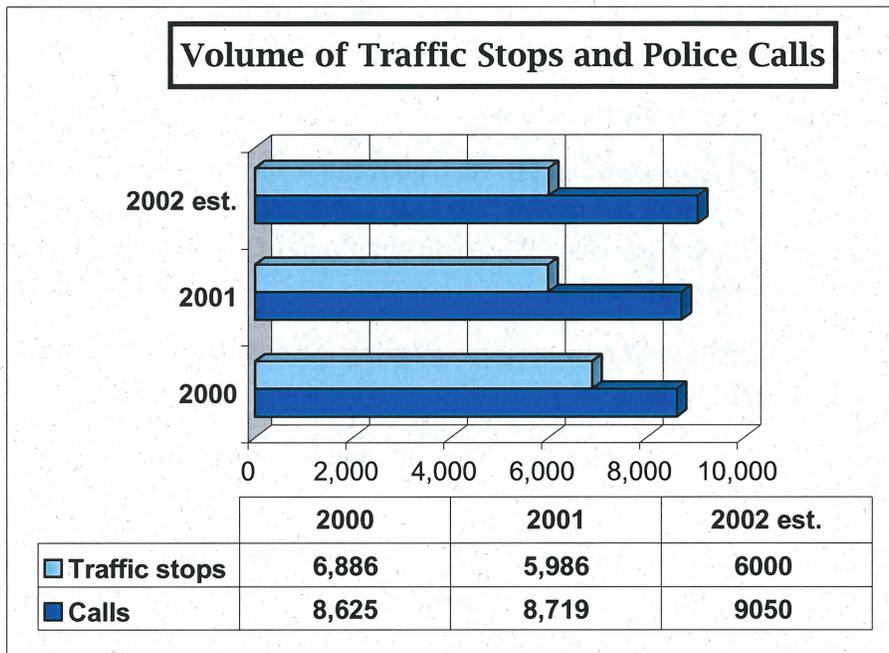
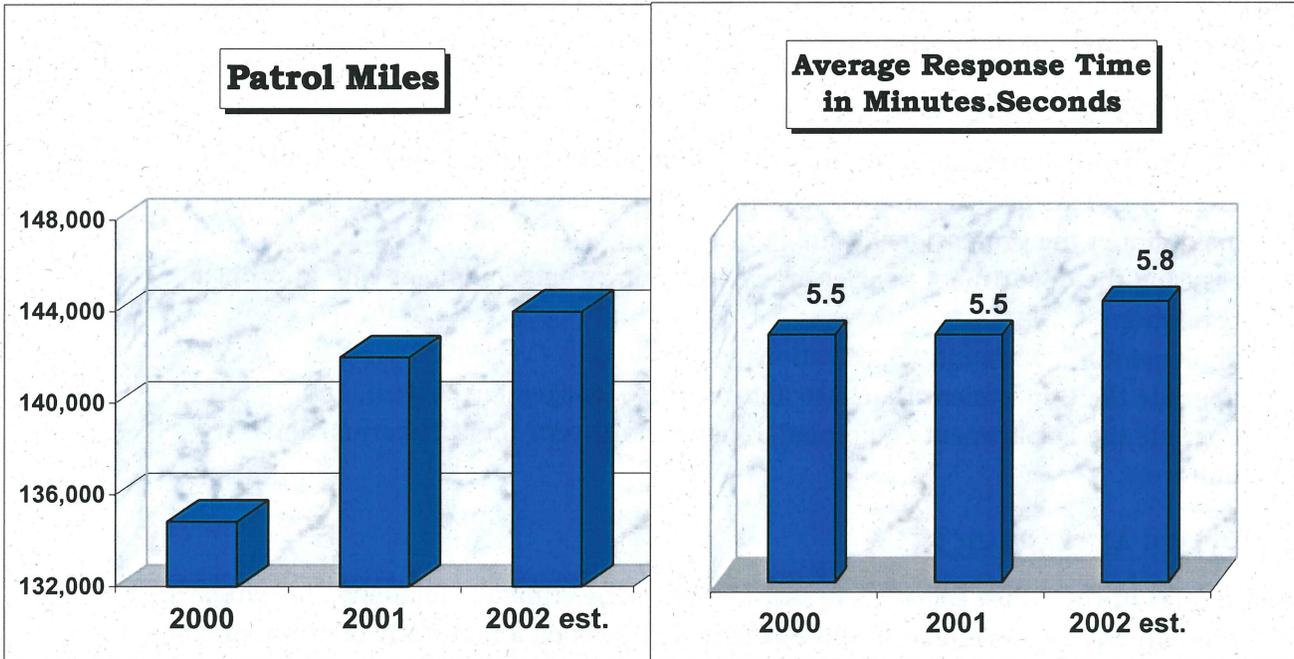
This budget will fund the purchase of new service weapons for the officers. Many of the current duty weapons are approaching 20 years of in-service use.

The SRO grant funding ends in March of 2003. The City and School District will co-fund the position via an interlocal agreement.

We have budgeted an additional 6 hours to the Parking Enforcement position. This increase in hours is cost neutral in that revenue from parking enforcement meets, or as the case in 2001/2002, exceeds actual costs. The added hours are intended to improve the randomness and frequency of actual enforcement thus reducing complaints and move business traffic primarily in the downtown area.

### 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>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 247,987	\$ 258,206	\$ 273,089
Personnel Benefits	58,552	79,372	82,837
Supplies	3,433	2,500	3,000
Other Services and Charges			
Professional Services	10,203	6,000	6,000
Police Services Survey	-	-	-
Accreditation	-	-	-
Communications (\$100), Travel (\$1,000)	5,541	5,600	6,100
Repairs/Maint. (\$2,500), Registrations (\$2,500)			
Interfund Payments for Services	3,088	3,700	3,500
<b>POLICE OPERATIONS</b>			
<b>PATROL AND INVESTIGATIONS</b>			
Salaries and Wages	990,145	1,047,127	1,222,576
Personnel Benefits	261,332	324,918	366,173
Supplies	15,188	17,300	21,500
Other Services and Charges	30,863	35,650	41,043
Professional Services (\$2,500)			
Uniform cleaning (\$8,500)			
Insurance (\$24,393 liability)			
Horse patrol, SWAT hours (\$2,500)			
Intergovernmental Services	193	6,000	6,000
Interfund Payments for Services	91,278	85,300	133,300
<b>SPECIAL UNITS-POLICE RESERVES</b>			
Salaries and Wages	2,538	-	-
Personnel Benefits	6,320	-	-
Other Services and Charges	144	-	-
<b>CRIME PREVENTION</b>			
Salaries and Wages	52,696	52,879	59,379
Personnel Benefits	15,043	15,684	17,634
Supplies	5,675	5,000	2,000
Other Services and Charges	2,503	5,300	3,800
Professional services (\$1,500), Travel (\$1,000), Repairs (\$500), Registrations (\$500)			
Interfund Payments for Services	-	-	-
<b>TRAINING</b>			
Salaries and Wages	-	6,000	-
Supplies	1,052	6,200	2,200
Other Services and Charges	12,235	14,500	17,000
Professional Services (\$2,500, trainers and simulation trailer)			
Admin-Mgmt Training (\$3,000)			
Travel (\$2,500), Mileage (\$2,000)			
Registrations, publications (\$5,000)			
Education Reimbursement (\$2,000)			
Intergovernmental Services	363	300	300

**POLICE**

**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

**(Continued)**

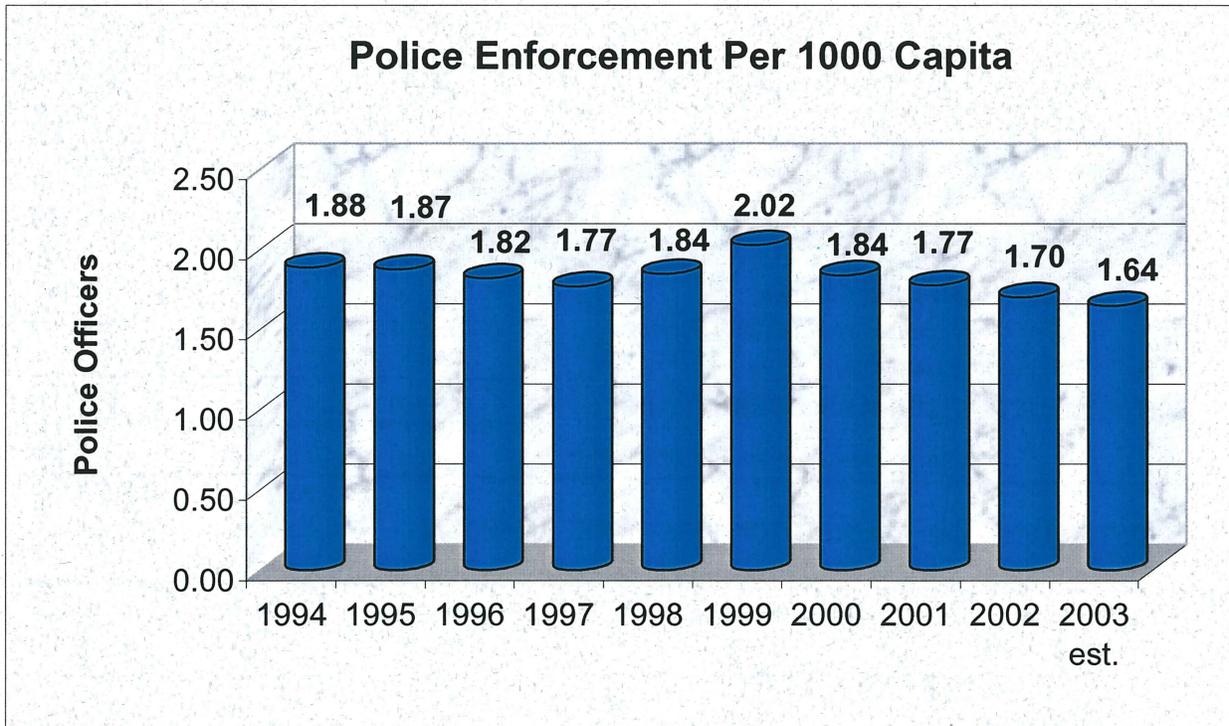
<b>001.08.52X</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>FACILITIES</b>			
Salaries and Wages	7,522	3,900	5,000
Personnel Services	2,163	1,170	1,500
Supplies	6,878	12,000	11,500
Other Services and Charges	62,044	60,300	60,952
Insurance (\$3,352 property insurance)			
Public Utilities (\$32,000)			
Repairs and Maintenance (\$25,000)			
Intergovernmental Services	-	200	200
Interfund Payments for Services	1,827	1,000	1,050
<b>TRAFFIC POLICING - PARKING ENFORCEMENT</b>			
Salaries and Wages	14,210	15,183	21,733
Personnel Benefits	2,075	4,855	4,477
Supplies	32	300	300
Other Services and Charges	20	1,500	500
Interfund Payments for Services	3,946	3,800	3,900
<b>OTHER MUNICIPAL SERVICES - COMMUNITY SERVICES</b>			
Salaries and Wages	48,835	51,292	51,286
Personnel Benefits	10,172	16,088	15,786
Supplies	4	200	200
Other Services and Charges	267	3,100	3,600
Interfund Payments	-		
Professional services (\$2,000), Travel (\$800), Misc. (\$800)			
<b>FINGERPRINTING/OTHER AGENCY</b>			
Intgov Professional Services	480	1,000	1,000
<b>DISABILITY AND RETIREMENT LEOFF-1</b>			
Salaries and Wages	-		
Personnel Benefits	23,378	26,700	40,500
<b>COMMUNICATION, OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services	148,122	175,000	160,000
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	2,388	2,500	1,500
Other Services and Charges	17,836	23,000	20,500
Communication (\$19,000 cell phones, pagers, telephone)			
Repairs and Maintenance (\$1,500 repair phones and radios)			
<b>CAPITAL OUTLAY</b>			
Patrol and Investigations	-	30,000	-
<b>TOTAL LAW ENFORCEMENT AND COMMUNICATIONS</b>			
	<u>\$ 2,168,571</u>	<u>\$ 2,410,624</u>	<u>\$ 2,672,915</u>
% Increase (Decrease) Prior Year		11.16%	10.88%

**LAW ENFORCEMENT PERSONNEL SCHEDULE**

	Actual Approp 2002	Estimated Required 2003
Police Chief	\$ 79,560	\$ 88,621
Police Captain	68,388	74,222
Senior Admin Support Specialist	42,536	42,528
Admin Support Specialist II [2 FTE]	67,422	67,418
Administrative Overtime	300	300
Police Sergeant (6 FTE)	332,992	385,372
Police Officers (14 FTE)	651,154	763,909
Police Operations Overtime	13,500	17,000
Holiday Pay	49,481	56,295
Parking Enforcement (.5 FTE - 2002, .65 FTE - 2003)	15,183	21,733
Crime Prevention Police Officer	49,776	55,980
Holiday Pay	2,503	2,799
Crime Prevention Police Officer Overtime	600	600
Social Services Specialist	50,792	50,786
Social Services Specialist Overtime	500	500
<b>TOTAL LAW ENFORCEMENT</b>	<b>\$ 1,424,687</b>	<b>\$ 1,628,063</b>

% Increase (Decrease) Prior Year

14.28%



## **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.

All expenses of the work crew program are now accounted for in this department. In previous years some of these costs were in the Street Fund.

Noteworthy is \$265,000 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 2001	Actual Approp 2002	Estimated Required 2003
<b>PROBATION AND PAROLE SERVICES</b>			
Salaries and Wages	\$ 24,098	\$ 38,024	\$ 39,578
Personnel Services	3,993	11,157	8,020
Supplies	-	-	10,000
Other Services and Charges	-	-	2,700
Intergovernmental Services and Taxes	51,667	80,500	70,000
Interfund Payments	-	-	4,320
<b>CARE AND CUSTODY OF PRISONERS</b>			
Salaries and Wages	26,119	20,131	20,452
Personnel Services	4,433	6,539	4,386
Supplies	960	1,000	1,000
Other Services and Charges	65	300	300
Intergovernmental Services and Taxes	205,066	195,000	200,000
Interfund Payments	-	-	-
<b>TOTAL DETENTION AND CORRECTION</b>	<b>\$ 316,401</b>	<b>\$ 352,651</b>	<b>\$ 360,756</b>
% Increase (Decrease) Prior Year		11.46%	2.30%
<b>DETENTION AND CORRECTION PERSONNEL SCHEDULE</b>		Actual Approp 2002	Estimated Required 2003
Offender Crew Leader (two - .5 FTE)		\$ 35,524	\$ 36,578
Overtime		2,500	3,000
Court Security Officer (.5 FTE)		18,131	18,952
Overtime		2,000	1,500
Total Personnel		<b>\$ 58,155</b>	<b>\$ 60,030</b>
% Increase (Decrease) Prior Year			3.22%

**POLICE**

# ANIMAL CONTROL

## MISSION STATEMENT

The Animal Control Department provides for animal control expenses.

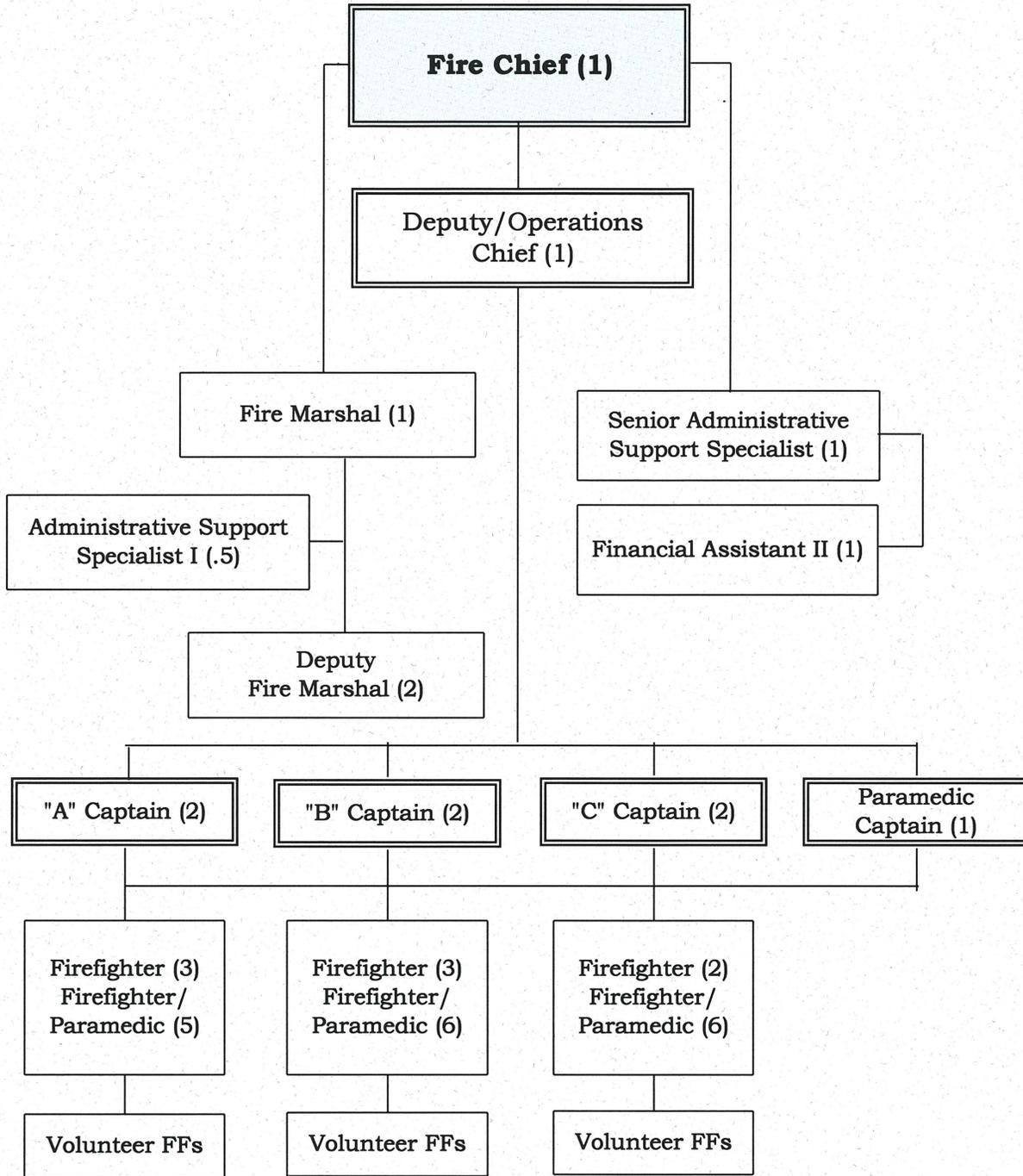
## ACTIVITIES AND SERVICES

The City of Camas and the City of Washougal operate the Animal Control services under an interlocal agreement with the City of Washougal administering the program. The City of Washougal also operates an 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 2001	Actual Approp 2002	Estimated Required 2003
<b>ANIMAL CONTROL</b>			
Supplies	\$ 1	\$ -	\$ 500
Other Services and Charges	-	4,000	-
Intergovernmental Services	55,802	59,502	70,563
Capital Outlay	-	15,000	-
<b>Total Other Physical Environment</b>	<b>\$ 55,803</b>	<b>\$ 78,502</b>	<b>\$ 71,063</b>
% Increase (Decrease) Prior Year		40.68%	-9.48%

# FIRE DEPARTMENT



# ***FIRE CONTROL DEPARTMENT***

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## **MISSION STATEMENT**

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

## **DEPARTMENTAL GOALS FOR 2003**

1. Manage fire and life safety aspects of all new commercial construction occurring in 2003.
2. Move public education activities under Fire Prevention.
3. Arrive on emergency scenes within seven minutes of dispatch 90% of the time.
4. Achieve 3-person staffing at Station 42.
5. Explore the possibility of contracting administrative and training services to other east county fire departments as a potential revenue stream.

## **ACTIVITIES AND SERVICES**

The Fire Department provides plan review of new commercial construction, fire safety inspection of commercial and public occupancies, public safety education, fire 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 2003 budget contains one new Firefighter-Paramedic needed to assist in achieving 3-person staffing at Station 42. The additional employee is anticipated to work a set schedule of two shifts per week, rather than be assigned to a specific shift (A, B, C). At budget time the IAFF contract is scheduled for arbitration. No wage escalation is included in the proposed budget. Operational expenses for Station 42 have been adjusted upward based on the full-year experience. Emphasis on training which began in the 2002 budget is continued in the 2003 budget with a focus on "train-the-trainer" courses to develop internal capacity. The new pumper budgeted in 2002 is expected to arrive March 2003. The remaining purchase payment and equipment to outfit the pumper are budgeted in 2003.

**FIRE CONTROL EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.09.522	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 97,061	\$ 129,996	\$ 141,550
Personnel Benefits	17,735	27,000	29,110
Supplies	12,611	5,000	5,500
Other Services and Charges	1,585	2,300	3,300
Other Services and Charges (Deputy Chief Recruitment)	27,061	-	-
Interfund Payments for Services	5,840	16,100	7,600
<b>FIRE SUPPRESSION</b>			
<b>REGULAR FORCE</b>			
Salaries and Wages	931,209	1,040,263	1,108,468
Personnel Benefits	199,275	252,160	261,850
Supplies	34,551	31,000	32,825
Other Services and Charges	46,421	45,700	56,300
Professional Services (\$5,000 for respiratory compliance, hose/ladder test, carpet cleaning)			
Insurance (\$7,800 liability insurance)			
Repairs and Maintenance (\$36,000 on equipment and vehicles)			
Cell phone, registration, publications (\$7,200)			
Intergovernmental Services	-	1,000	500
Interfund Payments for Services	6,482	8,300	6,100
<b>VOLUNTEER FORCE</b>			
Salaries and Wages	15,000	15,000	12,000
Personnel Benefits	8,807	10,400	7,700
Supplies	1,302	1,500	1,000
Other Services and Charges	734	1,000	700
<b>WATER SERVICE</b>			
Other Services and Charges (public utility-hydrant rental)	11,676	11,000	11,000
<b>FIRE PREVENTION AND INVESTIGATION</b>			
Salaries and Wages	193,378	193,396	202,859
Personnel Benefits	36,358	44,227	40,880
Supplies	5,492	5,000	12,800
Other Services and Charges	11,523	23,000	15,000
Professional Services (\$10,000 for temporary employees)			
Cell phone, registration, publications (\$5,000)			
Interfund Payments for Services	12,631	13,000	11,000
<b>TRAINING</b>			
Supplies	3,865	3,500	4,950
Other Services and Charges	20,287	23,500	25,500
Professional Services (\$5,500)			
Travel (\$8,000)			
Tuition, registration, publications (\$12,000)			

**FIRE CONTROL EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

001.09.522	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>FACILITIES</b>			
Salaries and Wages	5,892	6,000	4,000
Personnel Benefits	1,590	1,800	1,000
Supplies	5,993	5,250	5,000
Other Services and Charges	20,637	29,500	35,900
Professional Services (\$8,500 janitorial, floormats, HVAC maint. contract)			
Insurance (\$3,400 property insurance)			
Public Utility (\$20,000)			
Repairs and Maintenance (\$4,000 on bldg.)			
Interfund Payments for Services	2,483	500	200
<b>DISABILITY AND RETIREMENT-LEOFF 1</b>			
Personnel Benefits	8,910	10,000	18,000
<b>COMMUNICATIONS</b>			
<b>OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services	32,154	35,160	55,000
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	2,691	5,750	9,440
Other Services and Charges	22,406	12,000	18,850
Communication (\$16,000 for cell phones, pagers, telephone)			
Repairs and Maintenance (\$2,200 for radio repairs)			
<b>CAPITAL OUTLAY</b>			
Administration	-	45,000	30,000
Fire Suppression-Regular Force	38,565	380,000	41,215
Prevention	-	-	5,000
Communications, General	6,969	-	10,000
<b>TOTAL FIRE CONTROL AND COMMUNICATIONS</b>	<u>\$ 1,849,174</u>	<u>\$ 2,434,302</u>	<u>\$ 2,232,097</u>
% Increase (Decrease) Prior Year		31.64%	-8.31%

**FIRE**

**FIRE CONTROL PERSONNEL SCHEDULE**

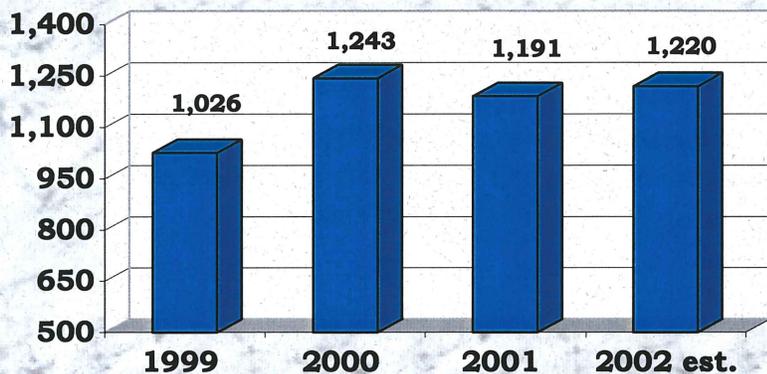
	Actual Approp 2002	Estimated Required 2003
Fire Chief (1/2)	\$ 39,588	\$ 43,025
Deputy Fire Chief (.9 FTE)	54,076	60,353
Sr. Admin Support Specialist (.5 FTE)	21,268	21,902
Overtime	2,000	2,000
Admin. Support Specialist I (.5 FTE)	13,064	14,270
Fire Captain (6)	358,704	364,452
Firefighter (12-2002, 13-2003)	572,808	632,541
Holiday Pay	38,751	41,475
Volunteer Force	15,000	12,000
Fire Suppression Overtime	70,000	70,000
Fire Marshal	64,380	72,059
Deputy Fire Marshal (2)	123,016	124,800
Fire Prevention Overtime	6,000	6,000
Total Fire Control	<u>\$ 1,378,655</u>	<u>\$ 1,464,877</u>
% Increase (Decrease) Prior Year		6.25%

**CAPITAL OUTLAY DETAIL:**

Vehicle for Fire Chief	\$ 30,000
Hydraulic Rescue Spreader	5,865
Upgrade and outfit Prevention vehicle	5,000
Replace software programs	10,000
Pumper truck equipment	35,350
TOTAL CAPITAL	<u>\$ 86,215</u>

## STATISTICS

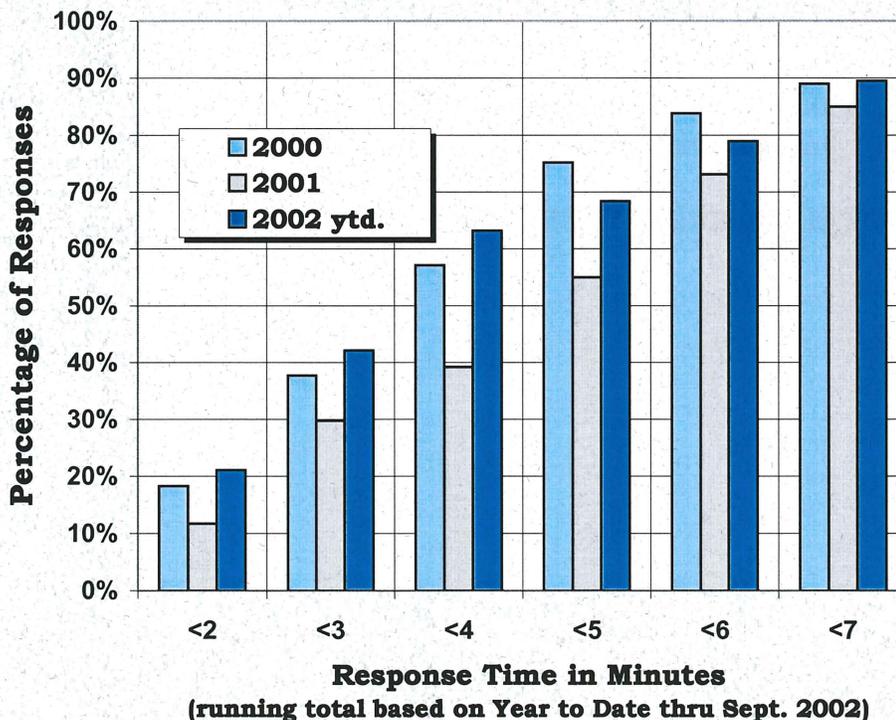
**Fire Responses  
Four Year Comparison**



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 7 minutes of dispatch 90% of the time throughout the City.

**Fire Responses  
Time Comparisons**



# EMERGENCY SERVICES

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## **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**

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<b>001.11.525</b>	<b>Actual Expended 2001</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
<b>ADMINISTRATION</b>			
Supplies	\$ 26	\$ 500	\$ -
Other Services and Charges	-	2,000	500
Intergovernmental Services	7,409	8,000	10,000
<b>TOTAL EMERGENCY SERVICES</b>	<b>\$ 7,435</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>

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# ***EMERGENCY RESCUE***

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## **MISSION STATEMENT**

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

## **GOALS FOR 2003**

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.
5. Regain financial health by end of 2003.

## **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.

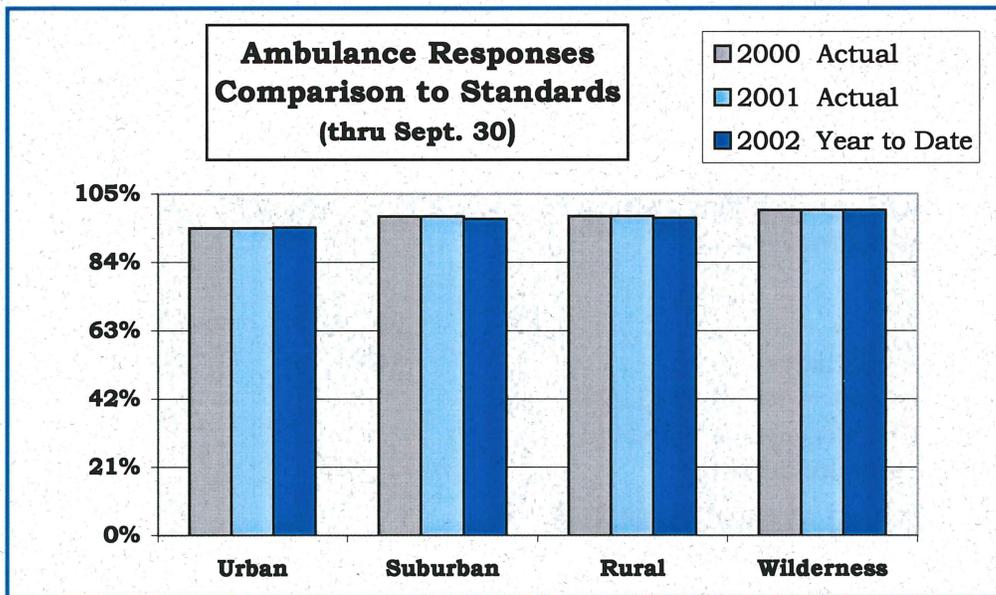
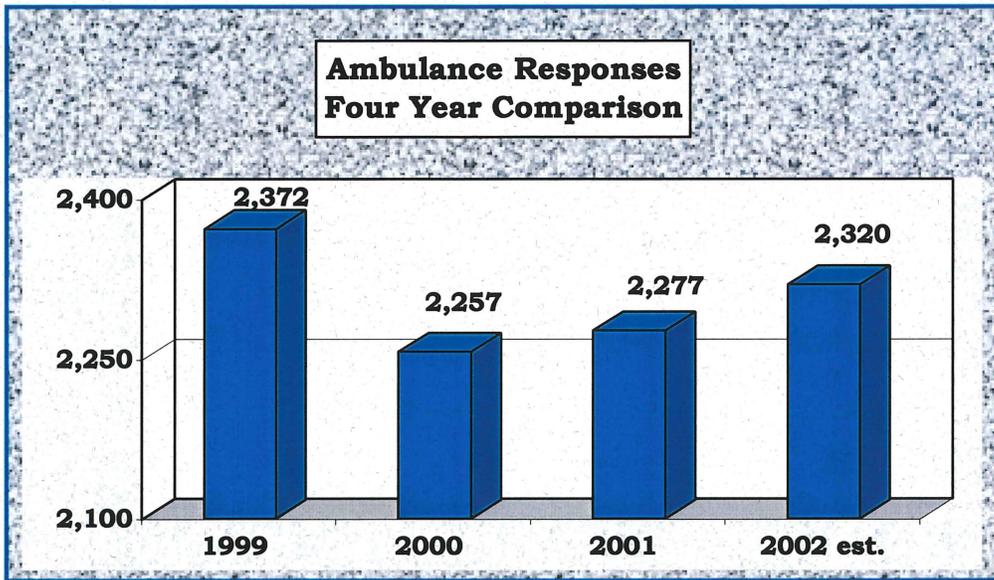
## **COMMENTS ON BUDGET APPROPRIATIONS**

The 2003 budge is a status quo budget aimed at controlling costs to aid in regaining financial health. The IAFF contract is scheduled for arbitration and no wage escalation is shown. Due to increased use of area hospitals, loss of equipment and replacement costs have increased. CRESA dispatch costs, an essential contracted function, continue to increase.

**EMERGENCY RESCUE  
REVENUE DETAIL  
THREE YEAR COMPARISON**

<b>115.00</b>	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Taxes:</b>			
Real and Personal Property	428,442	535,000	558,983
<b>Total Taxes</b>	428,442	535,000	558,983
<b>Intergovernmental Revenue:</b>			
State Grants	1,200	1,200	-
Shared Costs-Ambulance, Rescue, Emergency Aid	281,867	375,000	350,000
<b>Total Intergovernmental Revenue</b>	283,067	376,200	350,000
<b>Charges for Goods and Services</b>			
Printing and Duplicating	118	100	100
Ambulance and Emergency Aid Fees	638,745	644,860	655,801
Culture and Recreation	2,388	3,000	3,000
<b>Total Charges for Goods and Services</b>	641,251	647,960	658,901
<b>Miscellaneous Revenues:</b>			
Investment Interest	11,627	15,000	-
Contributions and Donations-Private Sources	295	300	3,416
Other Miscellaneous Revenue	6	-	-
<b>Total Miscellaneous Revenues</b>	11,928	15,300	3,416
<b>Total Estimated Revenues</b>	1,364,688	1,574,460	1,571,300
<b>Total Estimated Resources</b>	\$ 1,364,688	\$ 1,574,460	\$ 1,571,300

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**

115.00.526	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 100,577	\$ 107,949	\$ 115,164
Personnel Benefits	16,623	22,000	22,840
Supplies	2,930	3,000	3,100
Other Services and Charges	400	900	1,100
Interest	-	-	2,500
Interfund Payments	123,600	127,200	80,000
<b>AMBULANCE SERVICES</b>			
Salaries and Wages	920,861	818,335	827,476
Personnel Benefits	152,421	192,696	189,000
Supplies	98,423	100,250	101,640
Other Services and Charges	47,634	47,200	55,100
Professional Services (\$7,000 for medical advice)			
Operating rentals (\$4,500 for oxygen cylinders)			
Insurance (\$11,700 liability and property insurance)			
Repairs and Maintenance (\$20,000 for equipment and ambulances)			
Medical waste disposal, laundry (\$11,000)			
Intergovernmental Services and Taxes	-	2,000	400
Interfund Payments for Services	-	400	200
<b>TRAINING</b>			
Supplies	9,508	5,500	9,940
Other Services and Charges	14,213	19,100	24,100
Professional Services (classes \$15,000)			
Travel (\$2,500), Registrations (\$6,500)			
Interfund Payments for Services	112	150	500
<b>COMMUNICATIONS, ALARMS AND DISPATCH OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services and Taxes	92,715	105,480	116,700
<b>COMMUNICATIONS, GENERAL</b>			
Supplies	591	2,300	6,040
Other Services and Charges	8,393	10,000	10,500
Communication (\$7,500 for cell phones, pagers, telephones)			
Repairs and Maintenance (\$3,000 for radio repair)			
<b>CAPITAL OUTLAY</b>			
Administration	-	10,000	-
Ambu/Rescue/Emer Aid	76,487	-	-
Communications, General	-	-	5,000
<b>TOTAL EMERGENCY RESCUE FUND</b>	<b>\$ 1,665,488</b>	<b>\$ 1,574,460</b>	<b>\$ 1,571,300</b>

**FIRE**

<b>EMERGENCY RESCUE PERSONNEL SCHEDULE</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
<b>AMBULANCE, RESCUE AND EMERGENCY AID</b>		
<b>ADMINISTRATION</b>		
Fire Chief (1/2)	\$ 39,588	\$ 43,025
Deputy Chief ( .1 FTE )	6,008	6,706
Sr. Admin. Support Specialist (.5 FTE)	21,268	21,902
Financial Assistant II	40,085	42,531
Overtime	1,000	1,000
<b>TOTAL ADMINISTRATION</b>	<u>107,949</u>	<u>115,164</u>
<b>AMBULANCE</b>		
Paramedic Captain	66,864	66,864
Firefighter/Paramedic (12)	633,458	642,248
Holiday Compensation	28,013	28,364
Overtime	90,000	90,000
<b>TOTAL AMBULANCE</b>	<u>818,335</u>	<u>827,476</u>
<b>TOTAL AMBULANCE, RESCUE AND EMERGENCY AID</b>	<u>\$ 926,284</u>	<u>\$ 942,640</u>
% Increase (Decrease) over prior year		1.77%

**CAPITAL OUTLAY DETAILS:**

*     Replace software programs	\$     5,000
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# ***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.

## **REVENUE DETAIL THREE YEAR COMPARISON**

<b>118.00</b>	<b>Actual Revenue 2001</b>	<b>Adjusted Estimated 2002</b>	<b>Estimated Revenue 2003</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>\$ 33,517</u>	<u>\$ -</u>

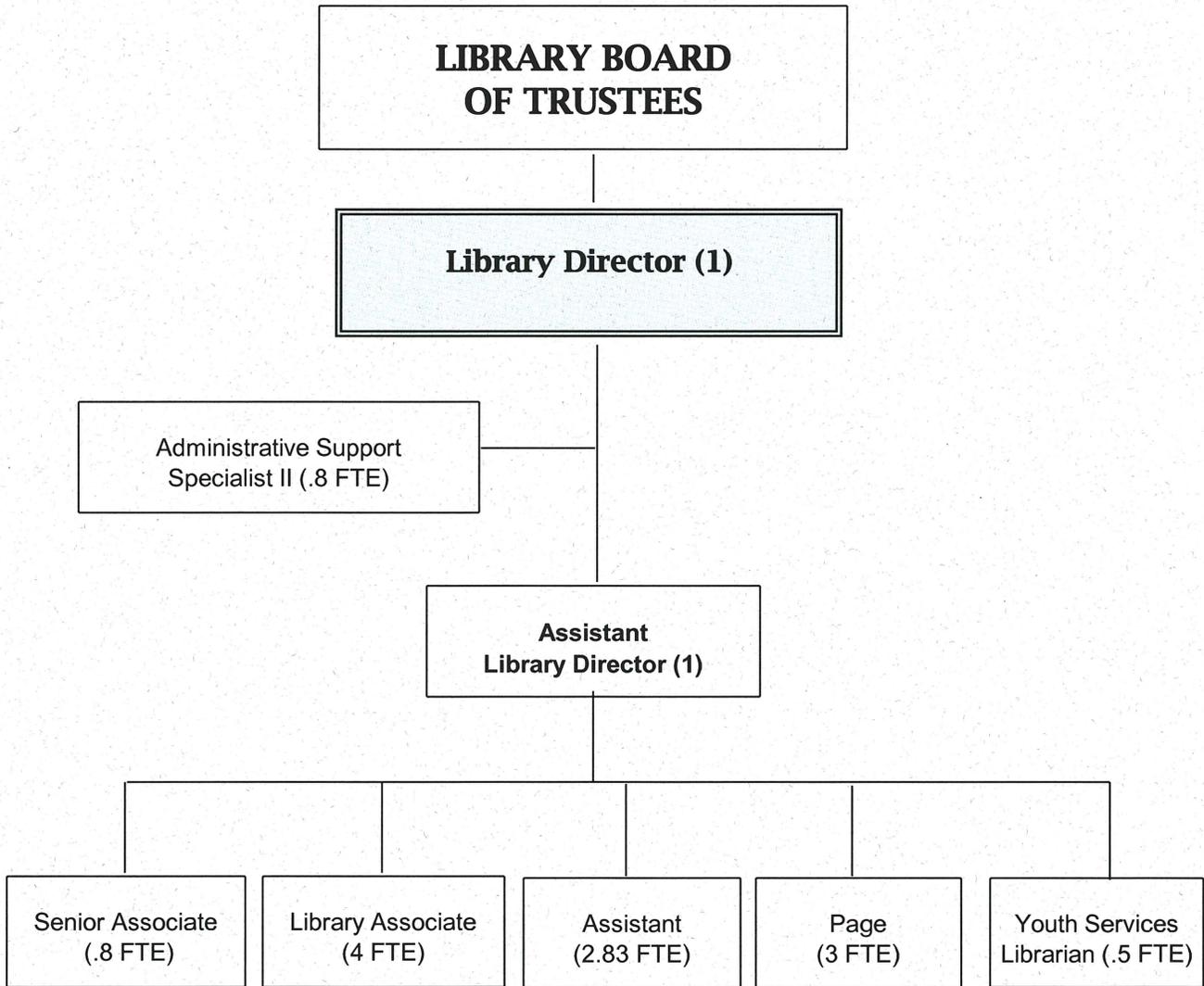
## **EXPENDITURE DETAIL THREE YEAR COMPARISON**

<b>118.00.594</b>	<b>Actual Expended 2001</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
<b>Other Financing Uses:</b>			
Operating Transfers Out	\$ -	\$ 33,517	\$ -
<b>Total Fire Equipment Cumulative Reserve Fund</b>	<u>\$ -</u>	<u>\$ 33,517</u>	<u>\$ -</u>

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# LIBRARY

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# ***LIBRARY DEPARTMENT***

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## **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.

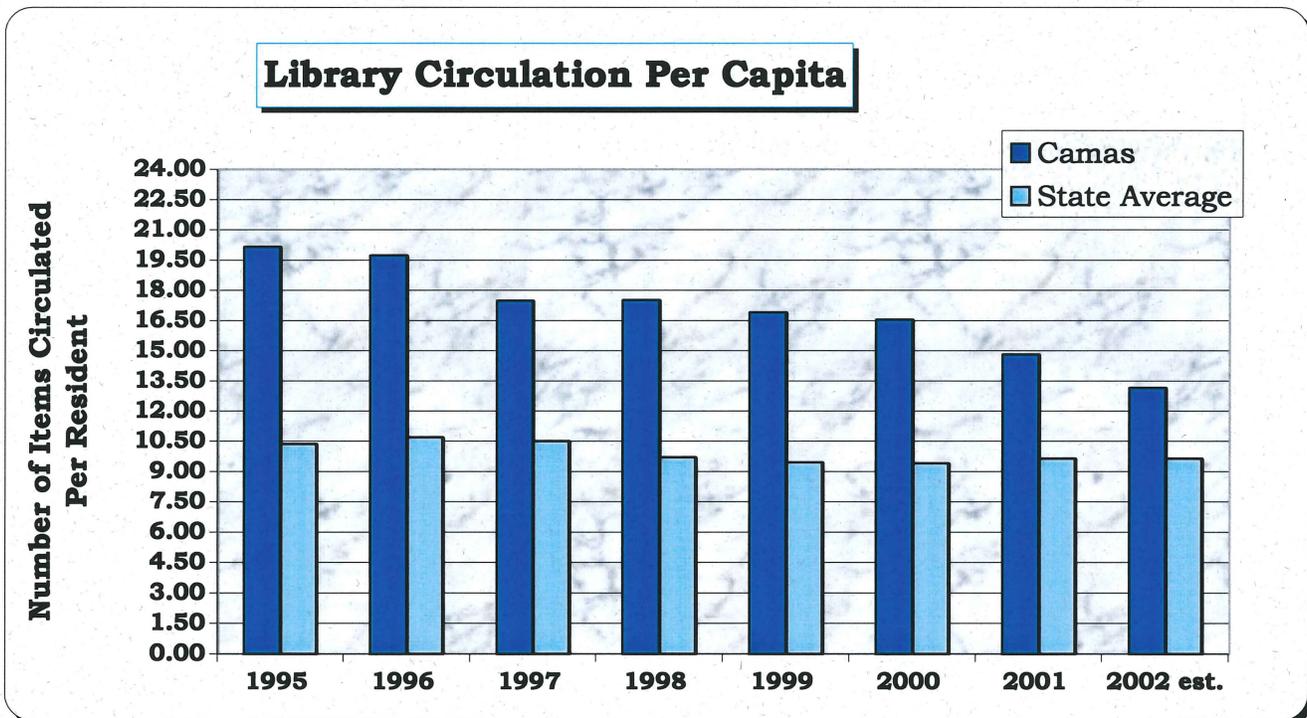
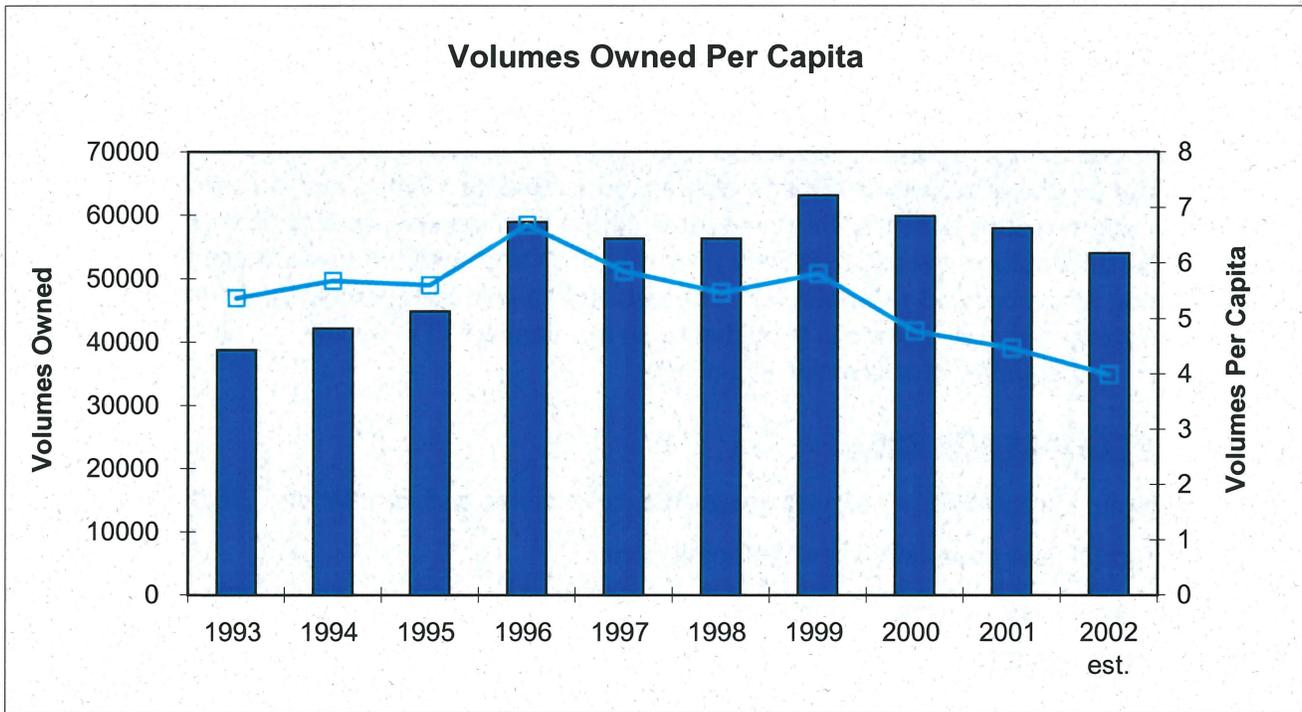
## **DEPARTMENT GOALS FOR 2003**

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 to residents of the greater Camas area in 2003. 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



**LIBRARY DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.30.572</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 98,618	\$ 68,633	\$ 74,222
Personnel Benefits	24,369	20,590	22,270
Other Services and Charges	527	-	-
<b>LIBRARY SERVICES</b>			
Salaries and Wages	329,228	409,876	475,310
Personnel Benefits	71,111	105,636	118,260
Supplies	18,050	22,950	25,250
Other Services and Charges	40,265	37,085	48,488
Professional Services (\$1,500 programming, \$750 artwork, \$750 computer trainers, \$5,000 opening celebration)			
Communication (\$22,000 for postage, pay phone, telephones)			
Insurance (\$2,513)			
Repairs (\$3,975 for maintenance contracts)			
Misc. (\$12,000 for printing, registrations, memberships, interlibrary loans, catalog databases)			
Intergovernmental Services and Taxes	43,448	46,970	46,710
<b>TRAINING</b>			
Other Services and Charges (travel costs)	10,105	11,500	6,150
<b>FACILITIES</b>			
Salaries and Wages	13,096	4,500	2,500
Personnel Benefits	3,256	1,350	750
Supplies	658	4,000	7,000
Other Services and Charges	23,024	32,000	50,700
Professional Services (\$17,000 for janitorial, 9,000 HVAC)			
Communication (\$3,000 for telephone, postage)			
Insurance (\$4,700 for property)			
Public Utility (\$16,000)			
Repairs and Maintenance (\$1,000)			
Interfund Payments for Services	5,811	4,500	1,000
<b>CAPITAL OUTLAY</b>			
Library Services	-	8,000	8,000
Books	103,730	130,000	130,000
<b>TOTAL LIBRARIES</b>	<u>\$ 785,296</u>	<u>\$ 907,590</u>	<u>\$ 1,016,610</u>
% Increase (Decrease) Prior Year		15.57%	12.01%

<b>PERSONNEL SCHEDULE</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
Library Director	\$ 68,633	\$ 74,222
Assistant Library Director	47,430	54,420
Senior Library Associate (.8 FTE)	36,093	36,096
Library Associate [4 FTE]	170,144	170,112
Admin. Support Specialist II (.8 FTE)	28,493	28,493
Library Assistant (3 part-time = 1.75 FTE-2002, 5 part-time = 2.83 FTE-2003)	49,206	85,591
Youth Services Librarian (.5 FTE)	20,957	21,585
Overtime	3,971	3,970
Other Salaries and Wages (pages and substitutes)	53,582	75,043
Facilities Salaries and Wages	4,500	2,500
<b>Total Libraries</b>	<b>\$ 483,009</b>	<b>\$ 552,032</b>
% Increase (Decrease) Prior Year		14.29%

**CAPITAL OUTLAY DETAILS:**

\* Photocopier \$ 8,000

# 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 its temporary location in the Fall of 2001. Construction of both the remodel and expansion began December 2001. The budget remaining as of December 31, 2002, will be carried over to year 2003 and entered into the ledgers by journal entry.

### REVENUE DETAIL THREE YEAR COMPARISON

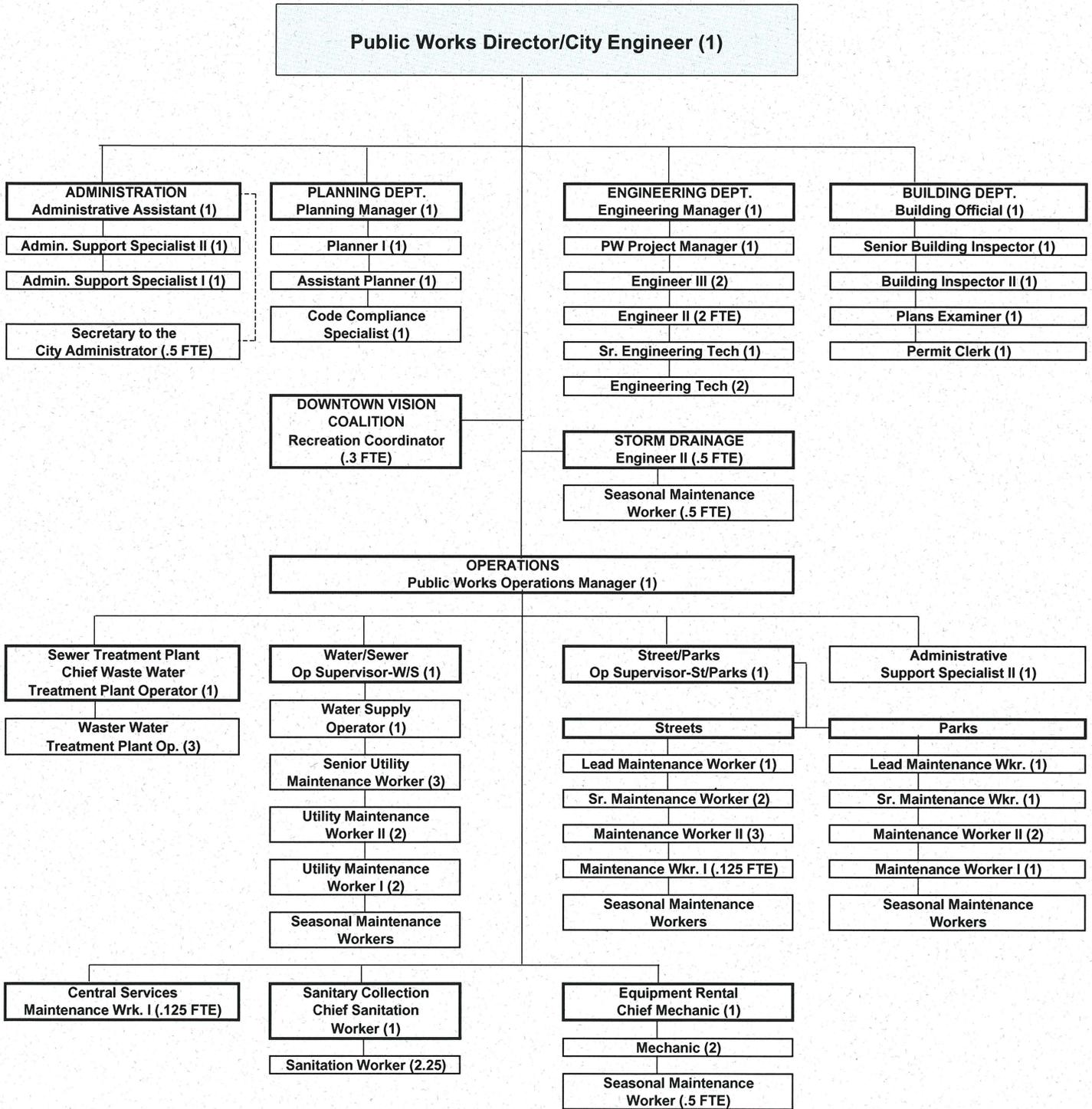
	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>320.00</b>			
<b>Beginning Appropriate Fund Balance</b>	\$ -	\$ -	\$ -
<b>Miscellaneous Revenues:</b>			
Investment Interest	39,504	-	-
<b>Total Miscellaneous Revenues</b>	39,504	-	-
<b>Other Financing Sources:</b>			
Long Term Debt Proceeds	7,901,512	-	-
<b>Total Other Financing Sources</b>	7,901,512	-	-
<b>Total Estimated Resources</b>	<u>\$ 7,941,016</u>	<u>\$ -</u>	<u>\$ -</u>

### EXPENDITURE DETAIL THREE YEAR COMPARISON

	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>320.00</b>			
<b>Supplies</b>	\$ 2,283	\$ -	\$ -
<b>Other Services and Charges</b>	777,983	-	-
<b>Land</b>	-	-	-
<b>Buildings and Structures</b>	422,280	-	-
<b>Total</b>	<u>\$ 1,202,546</u>	<u>\$ -</u>	<u>\$ -</u>

**LIBRARY**

# PUBLIC WORKS DEPARTMENT



# **ENGINEERING DEPARTMENT**

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## **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 2003**

### **Administration:**

1. Lead and support the revitalization and development of the various business districts of the community.
2. Guide and strengthen an effective team.
3. Implement the process for backflow prevention device testing and documentation.
4. Continue toward the goal of efficient office management, with emphasis on improved communication.

### **Engineering:**

1. Continue to implement and monitor the Neighborhood Traffic Management Plan, safety improvements, and pedestrian mobility objectives.
2. Continue towards construction of SE 1st Street/Lake Road street improvement project.
3. Complete the update of the City's transportation impact fee study to support the Growth Management Act (GMA) process.
4. Continue to improve citizen involvement in long-term planning and neighborhood projects.
5. Continue to refine the pavement management system, evaluate impacts of PWTF restoration project on pavement rating and maintenance dollar requirements.
6. Start preparation for National Pollutant Discharge Elimination System (NPDES) phase II program.
7. Convert as-built drawings to digital format. Distribute to desk top for staff. Start process to make drawings available to subscribers over the web.
8. Maintain the GIS mapping system.

## **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**

<b>001.13.532</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>ADMINISTRATION</b>			
Salaries and Wages	\$ 207,709	\$ 194,205	\$ 215,063
Personnel Benefits	52,251	54,101	59,938
Supplies	2,899	5,500	8,010
Other Services and Charges (cell phones, travel, etc.)	13,748	13,550	12,050
Interfund Payments for Services	175	1,500	1,500
<b>ENGINEERING PLANS AND SERVICES</b>			
Salaries and Wages	445,855	536,159	503,492
Personnel Benefits	118,003	159,348	139,106
Supplies	25,700	19,500	10,000
Other Services and Charges			
Professional Services	87,728	22,565	30,000
Traffic Counts	-	15,000	13,000
Cell phones, equip. maint., registrations, insurance	18,209	8,000	15,153
Intergovernmental Services	33	5,500	5,500
Interfund Payments for Services	27,407	23,000	27,000
<b>TRAINING</b>			
Other Services and Charges (travel)	1,220	12,000	12,000
<b>CAPITAL OUTLAY</b>			
Administration	-	13,500	-
Engineering Plans and Services	-	5,000	-
<b>TOTAL ENGINEERING</b>	<u><u>\$ 1,000,937</u></u>	<u><u>\$ 1,088,428</u></u>	<u><u>\$ 1,051,812</u></u>
% Increase (Decrease) Prior Year		8.74%	-3.36%

<b>ENGINEERING PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Public Works Director / City Engineer	\$ 84,406	\$ 91,285
Administrative Assistant	36,265	41,095
Secretary to the City Administrator (.5 FTE)	21,266	21,266
Admin. Support Specialist II	31,965	33,911
Admin. Support Specialist I (2002 - .5 FTE, 2003 - 1 FTE)	19,303	26,505
Administrative Overtime	1,000	1,000
Engineering Manager	72,809	78,743
Project Manager	59,906	63,085
Engineer III (2)	115,585	119,089
Engineer II (2002 - 1.75 FTE, 2003 - 2 FTE)	86,469	99,278
Senior Engineering Technician (1)	50,786	50,786
Engineering Technician (2)	84,962	87,511
Engineer III assigned to traffic engineering (2002 - 1)	60,642	-
Overtime	5,000	5,000
Total Engineering	<u><u>\$ 730,364</u></u>	<u><u>\$ 718,554</u></u>
% Increase (Decrease) Prior Year		-1.62%

# ***PLANNING AND COMMUNITY DEVELOPMENT***

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## **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 2003**

The following are the major goals for year 2003.

1. Complete the comprehensive plan update.
2. Complete a critical areas ordinance consistent with the new state rules.
3. Complete the Title 17 land division ordinance improvements by summer.
4. Initiate and complete "house cleaning" of titles 17 and 18.

## **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 completing the comprehensive plan update, consistent with regional efforts, and a critical areas ordinance per state law. Staff will also be fulling administering design review guidelines, implementing new development related standards, and will complete a redraft of the City's land division regulations (Title 17) in order to assure that they are comprehensive and current and are consistent with state law.

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

<b>001.15.558</b>	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>TRAINING</b>			
Other Services and Charges	\$ 25	\$ 9,000	\$ 7,000
<b>PLANNING</b>			
Salaries and Wages	181,775	187,889	198,819
Personnel Benefits	50,866	56,367	59,646
Supplies	3,837	3,000	3,000
Other Services and Charges (phones, travel, registrations)	15,304	9,000	7,000
Comp. Plan Update	-	150,000	25,000
Unified Develop. Code	-	15,000	-
Critical Areas Ordinance Update	-	-	10,000
Lacamas Hghts. Annex. Census \$2,500	-	-	2,500
Insurance	22,127	20,000	22,032
Intergovernmental Services	5,500	10,000	8,500
Interfund Payments for Services	2,396	-	-
<b>ECONOMIC DEVELOPMENT</b>			
Other Services and Charges	2,500	4,500	4,500
Columbia River Economic Development Council	22,000	22,000	22,000
Intergovernmental Services	-	23,760	-
<b>CAPITAL OUTLAY</b>			
Planning	-	10,000	-
<b>TOTAL PLANNING AND COMMUNITY DEVELOPMENT</b>	<u>\$ 306,330</u>	<u>\$ 520,516</u>	<u>\$ 369,997</u>
% Increase (Decrease) Prior Year		69.92%	-28.92%

<b>PLANNING PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Planning Manager	\$ 66,631	\$ 72,061
Planner I	44,575	45,913
Planning Technician	40,793	42,017
Planning Technician/Code Compliance Specialist	35,890	38,829
Total Planning	<u>\$ 187,889</u>	<u>\$ 198,820</u>
% Increase (Decrease) Prior Year		5.82%

**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>

# ***PROTECTIVE INSPECTIONS DEPARTMENT***

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## **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 2003**

Residential construction activity is estimated to be at a slower pace than the record-breaking activity of 2002. The number of new residential units in 2003 is estimated in the 300 range, provided the mortgage rates remain at a low level. Duplex construction is estimated at 4. There is no indication of multi-family buildings planned for 2003. The only commercial/industrial activity scheduled is the SW 6th Avenue Commercial Center, currently on hold. The commercial/industrial permit activity is expected to consist of alterations, additions, and remodels. The Camas Library building should be completed in the first quarter of 2003.

The Building department will:

1. Continue to respond to plan reviews at a four-week turnaround time.
2. Respond to same day inspection requests received prior to 6:00 am.
3. 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.
4. Work with industry, commercial community and public agency permit applicants to promote an efficient and predicatable permit issuance
5. Be available to permit applicants for pre-design and pre-application meetings to facilitate the permit process.
6. Respond to any "fast track" construction projects at a high priority.
7. Attend seminars and classes to update code knowledge.
8. Train staff conforming to the requirements of the Washington Surveying and Rating Bureau requirements to maintain a rating of class "2".
9. Work with other departments to update our permit pack computer system.
10. 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.

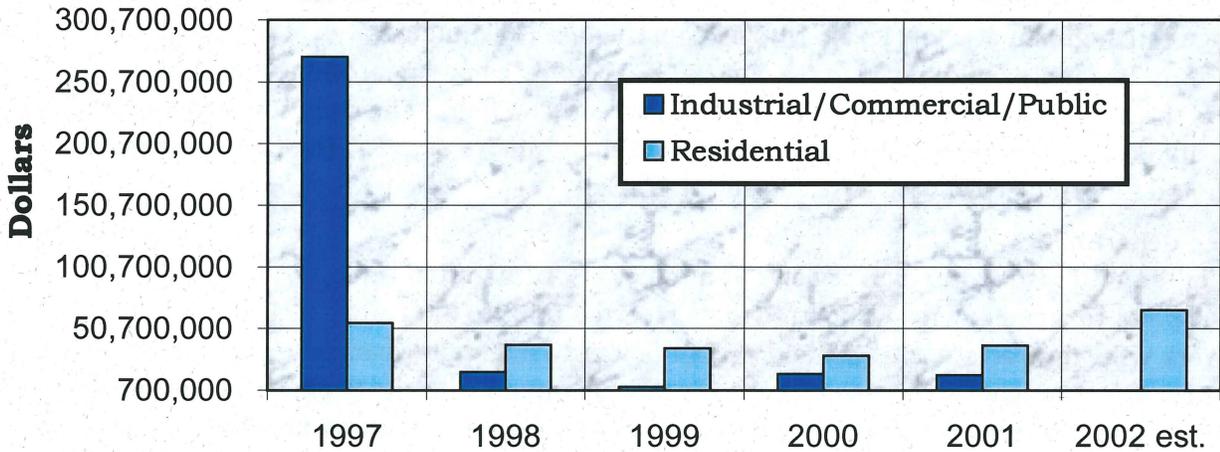
The building department, at time of issuance of building permits, collects water and sewer development charges and all impact fees. Computations of fire impact fees are made. The fire department is informed of homes and construction projects subject to fire sprinkler systems.

The building department cooperates with other jurisdictions in Southwest Washington and Clark County Home Builders to promote uniformity and training in code enforcement. We have a fast track permit system in cooperation with Northwest Natural for furnace replacements and alterations.

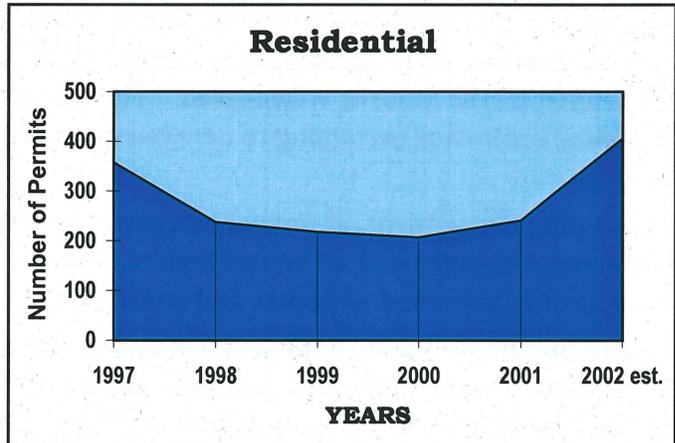
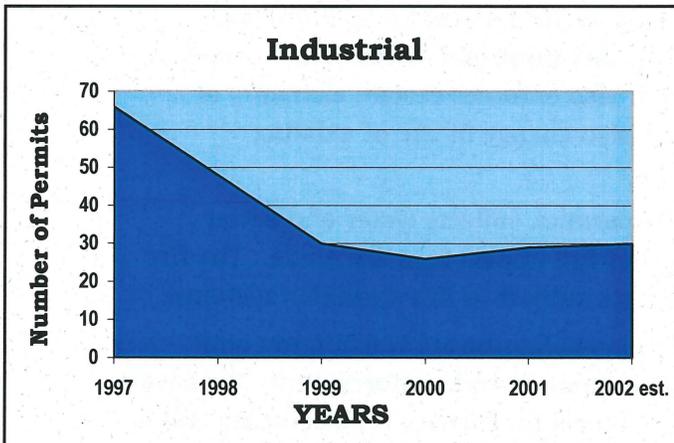
**COMMENTS ON BUDGET APPROPRIATIONS**

The building department is budgeting outside inspection services to help with the anticipated inspection activity. This to conform to the guidelines required to maintain our Insurance Service Organization (ISO) class "2" rating.

**Construction Value Six Year Comparison**



YEARS	CONSTRUCTION VALUE		PERMITS ISSUED	
	Industrial/ Commercial/ Public	Residential	Industrial/ Commercial/ Public	Residential
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	12,823,473	37,043,928	29	241
2002 est.	720,000	65,700,000	30	405



**PUBLIC WORKS**

**PROTECTIVE INSPECTION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.22.524</b>	<b>Actual Expended 2001</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
<b>INSPECTIONS, PERMITS</b>			
Salaries and Wages	\$ 253,342	\$ 267,989	\$ 270,730
Personnel Benefits	65,821	78,297	79,329
Supplies	12,273	6,200	4,845
Other Services and Charges (Professional Services)	1,272	1,800	1,800
Outsource plan reviews and inspection services	12,288	13,565	27,000
Phones, pagers, radio (\$3,800), Equip. Maint. (\$950)	4,262	4,700	4,750
Software, publications, travel, miscellaneous (\$2,955)	1,460	3,345	2,955
Intergovernmental Services	5	-	-
Interfund Payments for Services	10,900	10,230	10,742
<b>TRAINING</b>			
Other Services and Charges (travel)	3,078	14,175	9,000
<b>FACILITIES</b>			
Other Services and Charges (insurance)	3,077	2,000	1,700
<b>CAPITAL OUTLAY</b>			
Machinery and Equipment	-	20,000	-
<b>TOTAL PROTECTIVE INSPECTIONS</b>	<b>\$ 367,778</b>	<b>\$ 422,301</b>	<b>\$ 412,851</b>
% Increase (Decrease) Prior Year		14.82%	-2.24%

<b>PROTECTIVE INSPECTIONS PERSONNEL SCHEDULE</b>	<b>Actual Approp 2002</b>	<b>Estimated Required 2003</b>
Building Official	\$ 63,716	\$ 67,925
Senior Building Inspector	50,786	53,879
Building Inspector II	50,786	50,786
Plans Examiner	47,871	49,307
Permit Clerk	41,397	42,533
Seasonal Inspector (.25 FTE - 2002)	6,433	-
Overtime	7,000	6,300
Total Administration	<u>\$ 267,989</u>	<u>\$ 270,730</u>
% Increase (Decrease) Prior Year		1.02%

# 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 2001	Actual Approp 2002	Estimated Required 2003
<b>PROPERTY MANAGEMENT SERVICES</b>			
Salaries and Wages	\$ 10,842	\$ 10,000	\$ 5,600
Personnel Benefits	4,731	3,000	1,750
Supplies	19,661	20,700	20,700
Other Services and Charges	136,048	94,500	104,500
Interfund Payment for Services	1,584	1,000	1,300
<b>CAPITAL OUTLAY</b>			
Property Management Services	-	5,000	12,500
<b>TOTAL CENTRAL SERVICES</b>	<u>\$ 172,866</u>	<u>\$ 134,200</u>	<u>\$ 146,350</u>
% Increase (Decrease) Prior Year		-22.37%	9.05%

<b>CENTRAL SERVICES PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Maintenance Worker (.25 FTE - 2002, .125 FTE - 2003)	\$ 10,000	\$ 5,000
Overtime	-	600
Total Central Services	<u>\$ 10,000</u>	<u>\$ 5,600</u>
% Increase (Decrease) Prior Year		-44.00%

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

Heat pump replacement	\$ 5,000
Re-key building	7,500
Total	<u>\$ 12,500</u>

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

Professional Services (janitorial for City Hall, fire extinguisher/alarm maint.)	\$ 26,500
Communication (telephone, Portland line)	6,000
Insurance (property insurance for City Hall)	4,000
Public Utility (electric, gas, water, sewer, garbage)	33,000
Repairs and Maintenance (HVAC, generator, floor covering, garage doors)	35,000
Total other services and charges	<u>\$ 104,500</u>

**PUBLIC WORKS**

# ***DOWNTOWN VISION COALITION***

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## **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 2003**

1. Conduct a preliminary evaluation and conceptual design for a central courtyard and gathering area, suitable for use in preparing funding applications.
2. Complete the preparation of an investment prospectus to encourage investments in the downtown.
3. Expand the mall motif concept to other areas in the core business district.
4. Continue development of a housing strategy for the downtown district and the primary gateway along NW 6th Avenue.

## **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**

001.26.558	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>			
Salaries and Wages	\$ -	\$ 22,129	\$ 13,419
Personnel Benefits	-	6,339	4,026
Supplies	-	13,000	7,500
Other Services and Charges			
Housing strategy, marketing, architectural services for central courtyard, meeting facilitation and support	-	50,000	55,000
Advertisements and brochures	-	5,000	5,000
Repairs and maintenance	-	-	46,000
Miscellaneous	-	10,000	8,000
<b>CAPITAL OUTLAY</b>			
Other Infrastructure	-	-	20,000
<b>TOTAL DOWNTOWN VISION COALITION</b>	<u>\$ -</u>	<u>\$ 106,468</u>	<u>\$ 158,945</u>
% Increase (Decrease) Prior Year			49.29%

DOWNTOWN VISION COALITION PERSONNEL SCHEDULE	Actual Approp 2002	Estimated Required 2003
Recreation Coordinator (.3 FTE)	\$ 12,076	\$ 12,419
Overtime	1,000	1,000
Seasonal Maintenance Worker (2002 - .5 FTE for 6 mths)	9,053	-
	<u>\$ 22,129</u>	<u>\$ 13,419</u>
% Increase (Decrease) Prior Year		-39.36%

**CAPITAL OUTLAY DETAIL:**

Mall improvements/expansion	15,000
Light pole silhouettes	5,000
Total	<u>\$ 20,000</u>

**PUBLIC WORKS**

# ***CITY STREET DEPARTMENT***

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## **MISSION STATEMENT**

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

## **DEPARTMENT GOALS FOR 2003**

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, provides the optimum mobility, and optimum safety.
3. Promote water quality, minimize runoff of pollutants into fish bearing waterways, sweep all streets once per month (downtown mall once per week), and clean out all catch basins a minimum of once per year.
4. Maintain street surfaces by performing preventative maintenance including crack sealing, chip sealing, slurry sealing, and hot mix asphalt.

## **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 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 400,000	\$ -
<b>Intergovernmental Revenue:</b>			
Federal Indirect Grants - ISTEAA	-	-	160,000
Federal Indirect Grants-STP	-	799,600	225,000
Motor Vehicle Fuel Tax-City Street	164,316	188,454	195,247
Motor Vehicle Fuel Tax-Street Imp.	76,829	88,066	91,260
Shared Costs-Roads, Storm Sewers	-	650,000	525,000
Interest	-	-	500
Intergovernmental Loan Proceeds (PWTF)	-	153,433	2,649,676
<b>Total Intergovernmental Revenue</b>	241,145	1,879,553	3,846,683
<b>Total Estimated Revenues</b>	241,145	2,279,553	3,846,683
<b>Other Financing Sources:</b>			
Operating Transfers In	1,838,433	3,433,916	3,545,144
<b>Total Other Financing Sources</b>	1,838,433	3,433,916	3,545,144
<b>Total Estimated Resources</b>	\$ 2,079,578	\$ 5,713,469	\$ 7,391,827

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

112.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Road and Street Maintenance</b>			
Roadway	\$ 258,157	\$ 321,379	\$ 259,065
Storm Drainage	41,345	97,180	120,390
Structures	2,500	4,130	3,650
Sidewalks	26,566	16,210	21,550
Special Purpose Paths	39	1,430	3,630
Street Lighting	189,729	156,000	169,670
Traffic Control Devices	108,560	112,240	121,500
Parking Facilities	680	1,630	1,540
Snow and Ice Control	12,999	24,540	25,240
Street Cleaning	87,242	82,870	91,000
Roadside	98,166	49,050	66,750
Downtown Mall Maintenance	370	54,830	55,810
Ancillary Operations	17,648	10,010	15,720
Work Crew	1,358	4,500	-
Maintenance Administration	89,604	98,930	101,020
<b>Road and Street General Administration</b>			
Management	1,238	-	36,622
Undistributed Engineering	73,800	60,000	60,000
General Services	75,894	46,000	25,500
Facilities	76,441	53,500	5,170
Training	7,983	8,780	11,610
Undistributed Indirect Labor Costs	-	260	130
<b>Road and Street Facilities</b>			
Maintenance of Stations and Bldgs	323	-	49,500
<b>Capital Equipment Outlay</b>			
General Services	-	45,000	25,000
<b>Road and Street Construction</b>			
Roadway	1,437,836	4,255,000	5,580,000
Storm Drainage	644	5,000	5,000
Structures	4,609	10,000	10,000
Sidewalks	106,935	20,000	20,000
Special Purpose Paths	44,421	30,000	30,000
Street Lighting	-	130,000	-
Traffic Control Devices	6,291	10,000	470,000
Roadside Development	9,204	5,000	6,760
Operating Transfer	2,500	-	-
<b>Total City Street Fund</b>	<b>\$ 2,783,082</b>	<b>\$ 5,713,469</b>	<b>\$ 7,391,827</b>
%	Increase (Decrease) over prior year	105.29%	29.38%

**PUBLIC WORKS**

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
<b>Transportation/Road &amp; Street Construction</b>		
Public Works Operations Manager (.33 - 2003)	\$ -	\$ 26,247
Operations Supervisor - Streets/parks	59,200	58,592
Lead Maintenance Worker	54,053	54,053
Senior Maintenance Worker (2.5 - 2002, 2 - 2003)	120,825	96,092
Maintenance Worker II (3)	128,546	132,402
Maintenance Worker (.5 FTE - 2002, .125 FTE - 2003)	19,524	4,881
Seasonal Maint. Wkrs (4 at .5 FTE - 2002, 3 at .5 FTE - 2003)	36,213	27,159
Overtime	5,000	10,000
<b>Total Transportation/Road and Street Const.</b>	<b>\$ 423,361</b>	<b>\$ 409,426</b>
% Increase (Decrease) over prior year		-3.29%

### **CAPITAL OUTLAY DETAIL:**

<b>Road and Street Administration</b>		
* Operations Center yard paving		\$ 25,000
<b>Roadway Construction Projects</b>		
* Developer agreement funds		20,000
* Safety Improvements		30,000
* Traffic calming solutions		30,000
* NW 18th & Hood Street improvements		1,200,000
* 192nd Avenue		330,000
* NW 16th et al, Payne to Hood design		300,000
* SE 1st/Lake Road		3,670,000
<b>Storm Drainage Construction Project</b>		
* Conveyance improvements		5,000
<b>Structures Construction Project</b>		
* Miscellaneous retaining walls - city wide		10,000
<b>Sidewalk Construction Projects</b>		
* City wide curb ramp - ongoing project		5,000
* Curb replacements		5,000
* Miscellaneous sidewalks		10,000
<b>Special Purpose Paths</b>		
* Pedestrian path - rural roadway		30,000
<b>Traffic Control Devices</b>		
* 3rd and Lechner		225,000
* SR 500 & NW Lake Road		245,000
<b>Roadside Construction Projects</b>		
* Construction projects		6,760
<b>Total City Street Projects and Equipment</b>		<b>\$ 6,146,760</b>

# **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 2003**

1. Start to develop National Pollutant Discharge Elimination System (NPDES Phase 2).
2. Continue to monitor and evaluate stream flows in the Fisher Basin in accordance with ESA and NPDES Phase 2 requirements.
3. Monitor and amend as necessary wetland bank for NW Parker Street improvement.
4. Inspect, report, and follow-up on existing storm detention facilities.

## **REVENUE DETAIL THREE YEAR COMPARISON**

<b>119.00</b>	<b>Actual Revenue 2001</b>	<b>Actual Estimated 2002</b>	<b>Estimated Revenue 2003</b>
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 36,536
<b>Charges for Goods and Services:</b>			
Storm Drainage Fees	30,147	11,877	-
<b>Total Charges for Goods and Services</b>	30,147	11,877	-
<b>Miscellaneous Revenues:</b>			
Investment Interest	83,563	40,000	45,000
<b>Total Miscellaneous Revenues</b>	83,563	40,000	45,000
<b>Total Estimated Revenues</b>	113,710	51,877	81,536
<b>Total Estimated Resources</b>	<u>\$ 113,710</u>	<u>\$ 51,877</u>	<u>\$ 81,536</u>

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

119.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Road and Street Construction</b>			
Salaries and Wages	\$ 12,466	\$ 12,982	\$ 35,797
Personnel Benefits	3,580	3,895	10,739
Other Services and Charges	1,062	-	-
Basin portion of NPDES phase 2 compliance	-	-	25,000
Water Quality Testing	-	10,000	-
Wetlands - ESA Assessment and Coordination	-	10,000	10,000
Capital Outlay	<u>25,055</u>	<u>15,000</u>	<u>-</u>
<b>Total Storm Water Drainage Fund</b>	<u><u>\$ 42,163</u></u>	<u><u>\$ 51,877</u></u>	<u><u>\$ 81,536</u></u>
% Increase (Decrease) Prior Year			57.17%

<b>STORM WATER DRAINAGE PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Engineer II (.25 FTE - 2002, .5 FTE - 2003)	\$ 12,982	\$ 26,744
Seasonal Maint. Wkr. (for 6 months - 2003)	-	9,053
Total Storm Water Drainage	<u><u>\$ 12,982</u></u>	<u><u>\$ 35,797</u></u>
% Increase (Decrease) Prior Year		175.74%

# 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 2003

1. Continue to convert existing commercial customers to the automated collection systems.
2. Continue to improve the efficiency and productivity of the automated collection system.
3. Absorb new customers into existing routes without adding employees.
4. Receive new automated truck and place into operation.
5. Encourage and promote the construction of the "East County Transfer Station".

## 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 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 135,479
<b>Charges for Goods and Services:</b>			
Garbage/Solid Waste Fees	1,204,685	1,240,884	1,239,900
<b>Total Charges for Goods and Services</b>	1,204,685	1,240,884	1,239,900
<b>Miscellaneous Revenues:</b>			
Interest Earnings	16,409	15,000	15,000
Other Rents & Use Charges	8,456	7,800	7,400
Other Non Revenues	44	-	-
<b>Total Miscellaneous Revenues</b>	24,909	22,800	22,400
<b>Total Estimated Revenues</b>	1,229,594	1,263,684	1,397,779
<b>Total Estimated Resources</b>	\$ 1,229,594	\$ 1,263,684	\$ 1,397,779

**PUBLIC WORKS**

**CITY SANITARY EXPENSE DETAIL  
THREE YEAR COMPARISON**

422.00.537	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>GARBAGE AND SOLID WASTE UTILITY</b>			
Salaries and Wages	\$ 172,272	\$ 172,372	\$ 178,677
Personnel Benefits	48,469	44,212	47,602
Supplies	25,725	37,500	22,600
Other Services and Charges (insurance, repairs, comm.)	19,881	23,000	28,400
Recycling Contractor	153,495	156,000	188,500
Disposal Fees	379,255	360,000	360,000
Intergovernmental Services and Taxes	55,959	57,000	60,000
Capital Outlays	-	200,000	200,000
Debt Service	1,188	-	-
Interfund Payments for Services	253,201	213,600	312,000
<b>TOTAL GARBAGE AND SOLID WASTE UTILITY</b>	<b><u>\$ 1,109,445</u></b>	<b><u>\$ 1,263,684</u></b>	<b><u>\$ 1,397,779</u></b>
% Increase (Decrease) Prior Year		13.90%	10.61%

CITY SANITARY PERSONNEL SCHEDULE	Actual Approp 2002	Estimated Required 2003
<b>REFUSE COLLECTION</b>		
Public Works Operations Manager (.11 FTE - 2003)	\$ -	\$ 8,751
Chief Sanitation Worker	52,478	52,478
Sanitation Workers (2)	85,132	87,686
Maintenance Worker (.25 FTE - 2002, .25 FTE - 2003)	9,762	9,762
Overtime	25,000	20,000
<b>Total Garbage and Solid Waste Utility</b>	<b><u>\$ 172,372</u></b>	<b><u>\$ 178,677</u></b>
% Increase (Decrease) Prior Year		3.66%

**CAPITAL OUTLAY DETAIL**

Automated Side Loader Truck	\$ 200,000
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# ***WATER-SEWER REVENUE***

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## **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 2003**

1. Provide safe and reliable water service to our customers for domestic, commercial, industrial, and fire protection uses.
2. Reduce infiltration and inflow of ground and surface water into the sewer system through the systematic reconstruction and maintenance of aged and leaking pipes.
3. Continue with the conversion of gas chlorinators to less hazardous forms of disinfection.
4. Explore water treatment options for #4 Well.
5. Begin design process for additional Washougal River pipeline crossing.
6. Implement a study to examine water and sewer rates.
7. Continue with construction of Well #1 & #2 replacement wells
8. Construct caustic soda tanks and associated equipment at the Waste Water Treatment Plant.
9. Continue with the quest for future water sources.
10. Upgrade water system with the renovation of Wells 1 and 2 now know as 10 and 11, upgrade metering system for large sources, watershed assessment and work toward future water right permitting.
11. Construct PH adjustment system at wastewater treatment plant, and One Stop pump station.

## **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.

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

424.00	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Charges for Goods and Services:</b>			
Water-Sewer	3,650,062	3,905,800	4,382,300
Other Physical Environment	6,799	5,000	-
Inspection Fees - Step System	12,200	-	15,000
<b>Total Charges for Goods and Services</b>	<u>3,669,061</u>	<u>3,910,800</u>	<u>4,397,300</u>
<b>Miscellaneous Revenues:</b>			
Investment Interest	473,601	408,000	200,000
Other Miscellaneous Revenue	20,262	36,000	51,900
<b>Total Miscellaneous Revenues</b>	<u>493,863</u>	<u>444,000</u>	<u>251,900</u>
<b>Total Estimated Revenues</b>	<u>4,162,924</u>	<u>4,354,800</u>	<u>4,649,200</u>
<b>Non Revenues:</b>			
Water Hook-up Fees	33,947	35,000	40,000
Sewer Hook-up Fees	600	500	1,000
Infiltration and Inflow Fees	44,639	-	-
Operating Transfers In	-	2,500,000	2,000,000
Long-term Debt Proceeds	-	1,033,158	1,780,721
<b>Total Estimated Non-Revenues</b>	<u>79,186</u>	<u>3,568,658</u>	<u>3,821,721</u>
<b>Total Estimated Resources</b>	<u>\$ 4,242,110</u>	<u>\$ 7,923,458</u>	<u>\$ 8,470,921</u>

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

424.00.501	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>WATER-SEWER</b>			
Salaries and Wages	\$ 688,788	\$ 780,570	\$ 720,430
Personnel Benefits	175,419	226,670	208,640
Supplies	575,001	560,600	475,700
Other Services and Charges	672,157	768,500	1,032,800
Intergovernmental Services and Taxes	161,037	166,000	166,000
Debt Service	1,229,272	1,545,618	1,466,518
Capital Outlays	4,450,249	3,372,000	3,610,509
Interfund Payments for Services	568,867	503,500	455,500
<b>Total Water-Sewer Fund</b>	<u>8,520,790</u>	<u>7,923,458</u>	<u>8,136,097</u>
<b>Estimated Other Financing Uses:</b>			
Operating Transfers Out:	334,350	1,230,587	334,824
<b>Total Estimated Other Financing Uses:</b>	<u>334,350</u>	<u>1,230,587</u>	<u>334,824</u>
<b>TOTAL WATER-SEWER FUND</b>	<u>\$ 8,855,140</u>	<u>\$ 9,154,045</u>	<u>\$ 8,470,921</u>
% Increase (Decrease) Prior Year		3.38%	-7.46%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services	\$ 141,500	\$ 320,500
(Watershed mgmt, well treatment study, water quality testing, leak study, water right applications, water/sewer rate study, alarm monitoring, mapping, hydrogen sulfide odor control study, janitorial service, WWTP monitoring and sludge analysis, cemetery irrigation line replacement participation)		
Communication (telephone, pagers, cell phones)	28,500	35,500
Travel	3,100	3,600
Advertising	500	500
Operating leases (well site, equipment)	3,400	16,700
Insurance (property and liability)	90,000	100,000
Public Utility (electric, gas)	231,000	288,500
Repairs and maintenance (pumps, reservoirs, equipment)	206,000	206,000
Registrations for classes, water/sewer permits	64,500	61,500
<b>Total other services and charges</b>	<u>\$ 768,500</u>	<u>\$ 1,032,800</u>

<b>WATER-SEWER PERSONNEL SCHEDULE</b>	Actual Approp 2002	Estimated Required 2003
Public Works Operations Manager (1 - 2002, .33 FTE - 2003)	\$ 74,993	\$ 26,247
Operations Supervisor - Water/Sewer	59,200	64,025
Water Supply Operator	54,053	54,053
Senior Utility Maintenance Worker (3)	148,398	145,558
Chief Waste Water Treatment Plant Operator	59,065	59,065
Waste Water Treatment Operator (3)	157,434	157,434
Utility Maintenance Worker II (3 -2002, 2- 2003)	128,235	82,410
Utility Maintenance Worker I (1 - 2002, 2-2003)	37,978	70,430
Seasonal Maint. Worker (4 at .5 FTE)	36,214	36,208
Overtime	25,000	25,000
<b>Total Water-Sewer Utility</b>	<b>\$ 780,570</b>	<b>\$ 720,430</b>
% Increase (Decrease) Prior Year		-7.70%

**WATER-SEWER CAPITAL OUTLAY DETAIL:**

<b>Land:</b>		
* West Prune Hill reservoir site appraisal		\$ 5,000
* Well #4 treatment expansion		100,000
* Oak Park/SW Well field expansion		900,000
* Water rights property acquisition		13,000
* Upper Prune Hill property acquisition		50,000
<b>Other Improvements:</b>		
* Landscaping		5,000
* Screen chamber fabric replacement (ESA)		5,000
<b>Machinery and Equipment:</b>		
* 3/4 Ton utility truck		28,000
* Hydrant storz adapters		5,000
* Shoring equipment		5,000
<b>Construction Projects:</b>		
* Well meter upgrades		10,009
* Chlor plant telemetry		15,000
* Irrigation weather station design		20,000
* Gas to liquid chlorine conversions - Wells 5, 7, 8, filter plant		30,000
* Large meter replacements		20,000
* Lacamas Shores PRV's		35,000
* Upper Prune Hill reservoir and pump station		128,000
* Lower Prune Hill pump upsize/meters		40,000
* Well #1 and #2 replacement wells		1,200,000
* Washougal River wellfield CT piping installation		197,000
* Commercial/industrial water audit program		10,000
* Residential water audit program		5,000
* Operations Center yard paving (1/2 of project)		25,000
* Radio read meters - industrials		100,000
* One Stop pump station design and construction		200,000
* Sewer main line, Joy St. to Main pump station design/permits		50,000
* Caustic soda system - STP		400,000
* Pump station landscape improvements		5,000
* 6th Avenue monitoring upgrades		4,500
<b>Total</b>		<b>\$ 3,610,509</b>

**WATER-SEWER REVENUE BOND  
REDEMPTION DETAIL**

**1996 Refunding Revenue Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2003</b>	\$ 225,000	\$ 24,583	\$ 249,583	
<b>2004</b>	190,000	15,358	205,358	
<b>2005</b>	55,000	9,818	64,818	<b>2008</b>

**1998 Revenue and Refunding Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2003</b>	\$ 45,000	\$ 179,003	\$ 224,003	
<b>2004</b>	90,000	176,382	266,382	
<b>2005</b>	255,000	169,553	424,553	<b>2016</b>

**Community Economic Revitalization Board Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2003</b>	\$ 26,510	\$ 32,251	\$ 58,761	
<b>2004</b>	28,061	30,700	58,761	
<b>2005</b>	29,703	29,058	58,761	<b>2016</b>

**Department of Ecology Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2003</b>	\$ 48,386	\$ 40,328	\$ 88,714	
<b>2004</b>	50,489	38,225	88,714	
<b>2005</b>	52,684	36,030	88,714	<b>2018</b>

**Department of Ecology Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2003</b>	\$ 319,327	\$ 336,931	\$ 656,258	
<b>2004</b>	332,553	323,705	656,258	
<b>2005</b>	346,328	309,930	656,258	<b>2021</b>

**Public Works Trust Fund Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2002</b>	\$ 169,092	\$ 28,746	\$ 197,838	
<b>2003</b>	169,092	27,055	196,147	
<b>2004</b>	169,092	25,364	194,456	<b>2020</b>

**PUBLIC WORKS**

# WATER-SEWER CAPITAL RESERVE

## COMMENTS ON BUDGET APPROPRIATIONS

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

### REVENUE DETAIL THREE YEAR COMPARISON

432.00	Actual Revenue 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 1,600,000	\$ 1,000,000
<b>Other Increases in Fund Equity:</b>			
Water Development Fees	352,129	350,000	400,000
Sewer Development Fees	1,410,525	550,000	600,000
Operating Transfers In	3,248	-	-
<b>Total Increases in Fund Equity</b>	<u>1,765,902</u>	<u>900,000</u>	<u>1,000,000</u>
<b>Total Estimated Resources</b>	<u>\$ 1,765,902</u>	<u>\$ 2,500,000</u>	<u>\$ 2,000,000</u>

### EXPENSE DETAIL THREE YEAR COMPARISON

FUND NUMBER 432.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
<b>Other Financing Uses:</b>			
Operating Transfers Out	\$ 4,276,636	\$ 2,500,000	\$ 2,000,000
<b>Total Water-Sewer Capital Reserve</b>	<u>\$ 4,276,636</u>	<u>\$ 2,500,000</u>	<u>\$ 2,000,000</u>

# ***EQUIPMENT RENTAL***

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## **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 2003**

1. Manage the City's fleet in a manner which minimizes rates while perserving the quality of the equipment and vehicles.
2. Maintain proper accounting and usage records of equipment.
3. Replace three police patrol vehicles, three fleet vehicles, and one combination sewer cleaner/vacuum truck.
4. Improve shop efficiency by purchasing a four post heavy truck lift.

## **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 2001	Adjusted Estimated 2002	Estimated Revenue 2003
<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 58,550	\$ 87,630
<b>Charges for Goods and Services:</b>			
Vehicle/Equipment Repair Charges	73,645	12,000	-
<b>Total Charges for Goods and Services</b>	<u>73,645</u>	<u>12,000</u>	<u>-</u>
<b>Miscellaneous Revenues:</b>			
Investment Interest	13,646	10,000	12,000
Equipment and Vehicle Rent (Outside)	21,025	18,000	20,000
Interfund Equipment/Vehicle Rentals	524,700	619,000	780,000
Interfund Space and Facilities Rentals	192,000	192,000	184,000
Other Miscellaneous Revenues	1,842	-	-
<b>Total Miscellaneous Revenues</b>	<u>753,213</u>	<u>839,000</u>	<u>996,000</u>
<b>Total Estimated Revenues</b>	<u>826,858</u>	<u>909,550</u>	<u>1,083,630</u>
<b>Other Financing Sources:</b>			
Operating Transfers In	-	60,000	-
<b>Total Other Financing Sources</b>	<u>-</u>	<u>60,000</u>	<u>-</u>
<b>Total Estimated Resources</b>	<u>\$ 826,858</u>	<u>\$ 969,550</u>	<u>\$ 1,083,630</u>

## EXPENSE DETAIL THREE YEAR COMPARISON

523.00	Actual Expended 2001	Actual Approp 2002	Estimated Required 2003
Salaries and Wages	\$ 193,778	\$ 204,308	\$ 217,100
Personnel Benefits	51,267	60,992	64,830
Supplies	177,489	177,100	194,100
Other Services and Charges	163,209	122,500	126,500
Intergovernmental Services and Taxes	177	-	-
Capital Outlays	146,526	329,650	466,100
Interfund Payments for Services	15,300	15,000	15,000
<b>Total Equipment Rental</b>	<u>\$ 747,746</u>	<u>\$ 909,550</u>	<u>\$ 1,083,630</u>
<b>Estimated Other Financing Uses:</b>			
Operating Transfers Out	-	60,000	-
<b>Total Estimated Other Financing Uses:</b>	<u>-</u>	<u>60,000</u>	<u>-</u>
<b>Total Equipment Rental</b>	<u>\$ 747,746</u>	<u>\$ 969,550</u>	<u>\$ 1,083,630</u>

**PUBLIC WORKS**

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**EQUIPMENT RENTAL PERSONNEL SCHEDULE**

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	Actual Approp 2001	Estimated Required 2002
MUNICIPAL VEHICLE SERVICES		
Public Works Operations Manager (.11 FTE)	\$ -	\$ 8,750
Chief Mechanic	57,344	57,344
Mechanics (2)	101,463	105,333
Admin. Support Specialist II	35,447	35,620
Overtime	1,000	1,000
Seasonal worker (for 6 months)	9,054	9,053
Total Municipal Vehicle Services	<u>\$ 204,308</u>	<u>\$ 217,100</u>
% Increase (Decrease) Prior Year		6.26%

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**CAPITAL OUTLAY DETAIL:**

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Machinery and Equipment:	
* Replace police vehicle #249 (includes lap top computer)	\$ 38,000
* Replace staff car #237	24,000
* Replace fire department pick-up #202	26,000
* Replace small pick-up truck #167	28,000
* Replace sewer cleaner/vac truck #146	240,000
* Replace side arm mower and tractor #141	65,000
* Emission testing equipment	9,100
* Four post heavy truck lift	36,000
Total Capital Outlays	<u>\$ 466,100</u>

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**OTHER SERVICES AND CHARGES DETAIL:**

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Professional Services (janitorial, towing vehicles)	\$ 4,000
Communication (telephone, pagers, cell phone)	6,500
Travel	500
Public Utility	20,000
Insurance	11,000
Repairs and Maintenance of vehicles	81,000
Registrations for classes, uniform services	3,500
Total other services and charges	<u>\$ 126,500</u>