

ORDINANCE NO. 2354

AN ORDINANCE adopting the budget for the City of Camas, Washington, for the fiscal year ending December 31, 2004

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, 2004, and a notice was published that the Council of said City would meet on the 1st day of December, 2003 at the hour of 5:00 p.m. and the 8th day of December, 2003 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, 2004, 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 | \$ 85,700 |
| | Judicial | 183,000 |
| | Executive | 194,527 |
| | Financial & Record Services | 500,899 |
| | Legal | 76,900 |
| | Personnel | 100,550 |
| | Central Services | 146,865 |
| | Other General Government Services | 132,862 |
| | Law Enforcement | 2,669,408 |
| | Fire Control | 2,453,818 |
| | Detention and/or Correction | 390,196 |
| | Protective Inspections | 415,637 |
| | Emergency Services | 11,600 |
| | Information Systems | 269,564 |
| | Engineering | 1,039,112 |
| | Animal Control | 71,063 |

| <u>FUND</u> | <u>DEPARTMENT</u> | <u>AMOUNT</u> |
|--|------------------------------------|---------------------|
| General | Information and Outreach | 20,700 |
| | Planning and Community Development | 497,575 |
| | Community Education and Seniors | 16,575 |
| | Downtown Visioning Coalition | 75,336 |
| | Library | 939,845 |
| | Parks and Recreation | 1,173,240 |
| | Interfund Transfer to Street Dept. | <u>1,187,068</u> |
| Total General Fund | | 12,652,040 |
| | | |
| City Street | | 4,582,782 |
| SE 1 st Street/Lake Road Construction | | 9,000,000 |
| Emergency Rescue | | 1,812,662 |
| Storm Water Drainage | | 132,523 |
| Unlimited Tax General Obligation Bond Redemption | | 786,275 |
| Limited Tax General Obligation Bond Redemption | | 625,165 |
| Growth Management Act Capital Project | | 3,325,782 |
| Klickitat Park Construction | | 500,000 |
| City Sanitary | | 1,252,806 |
| Water-Sewer | | 8,378,710 |
| Water-Sewer Capital Reserve | | 1,337,000 |
| Equipment Rental | | 1,155,729 |
| Firemen's Pension | | <u>16,000</u> |
| TOTAL ALL FUNDS | | <u>\$45,557,474</u> |

SECTION II

That certain document entitled "Proposed Budget" for the year beginning January 1, 2004, 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, 2004.

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 8th day of December 2003.

SIGNED: _____

ATTEST: _____

APPROVED as to form:

[Signature]
City Attorney

[Signature]
[Signature]

Proposed Budget 2004



City of Camas, Washington

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

| | |
|--|----|
| 2004 Budget Message | i |
| Budget Calendar | 1 |
| City Organization Chart | 2 |
| Employees (Full Time Equivalents) | 3 |
| 2004 Budget Summary | 4 |
| Combined Summary of Revenues, Appropriations and Other Financing Sources and Uses by Fund | 5 |
| Summary of Estimated Appropriations by Fund | 7 |
| Schedule of Operating Transfers/General Fund - Fund Balance | 8 |
| General Fund | |
| Summary | 9 |
| Revenue Detail | 11 |
| Administration | |
| Organization Chart | 14 |
| Legislative | 15 |
| Judicial | 17 |
| Executive | 18 |
| Legal | 20 |
| Personnel | 21 |
| Planning and Community Development | 23 |
| Parks and Recreation Organization Chart | 25 |
| Parks and Recreation | 26 |
| Information and Outreach | 30 |
| Community Education | 31 |
| Downtown Vision Coalition | 32 |
| Growth Management | 34 |
| Klickitat Park Construction | 37 |
| Financial and Records Services | |
| Organization Chart | 38 |
| Financial and Record Services | 39 |
| Information Systems | 42 |
| Other General Governmental Services | 45 |
| LID Guaranty Fund | 46 |
| Unlimited Tax General Obligation Bonds | 47 |
| Limited Tax General Obligation Bonds | 48 |
| Firemen's Pension | 50 |

TABLE OF CONTENTS

Police

| | |
|--------------------------|----|
| Organization Chart | 51 |
| Law Enforcement | 52 |
| Detention and Correction | 57 |
| Animal Control | 58 |

Fire

| | |
|-----------------------------------|----|
| Organization Chart | 59 |
| Fire Control | 60 |
| Emergency Services | 65 |
| Emergency Rescue | 66 |
| Fire Equipment Cumulative Reserve | 71 |

Library

| | |
|----------------------|----|
| Organization Chart | 72 |
| Library | 73 |
| Library Construction | 77 |

Public Works

| | |
|--|-----|
| Organization Chart | 78 |
| Engineering | 79 |
| Protective Inspection | 81 |
| Central Services | 84 |
| City Street | 85 |
| SE 1 st Street/Lake Road Construction | 89 |
| Storm Water Drainage | 90 |
| City Sanitary | 92 |
| Water Sewer | 94 |
| Water Sewer Capital Reserve | 99 |
| Equipment Rental | 100 |

2004 Budget Message

from

Mayor Dean Dossett

to

Council and Citizens

The 2004 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 2003 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 substantial level of general fund reserves.
- 4) Invest in City infrastructure in accordance with the Capital Facilities Plan (CFP).
- 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. Staffing levels are flat. No new program initiatives are funded. The general fund and related street fund bear the brunt of the austerity.

This budget is again this year constructed in a context described by the Association of Washington Cities as "The Growing Municipal Fiscal Crisis". The effects of the property tax initiative compound. In an AWC publication, the situation is described in these terms: The context is similar again this year.

"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 baseline for the 2004 budget is the 2003 budget, after approximately a half-million dollar reduction which was spelled out in the February '03 council action. The proposed '04 budget includes no new general fund positions (and only one new position city-wide, an operator at the wastewater treatment plant supported by utility revenues). The city should enter '04 with approximately \$2 million in general fund reserve. However, in the absence of action, this is predicted to decline as the year goes by. The proposed budget foresees a general fund spending increase in the range of two and a half percent, which is lower than the historic track. Most of the elements of the Capital Facilities Plan (CFP) are in the budget. The significant omission is a street pavement overlay appropriation. The proposed budget takes a very cautious approach to funding current operations.

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 2004 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. As the City approaches "build out", or as economic and interest rate conditions change, these revenues may be expected to flatten or decline.

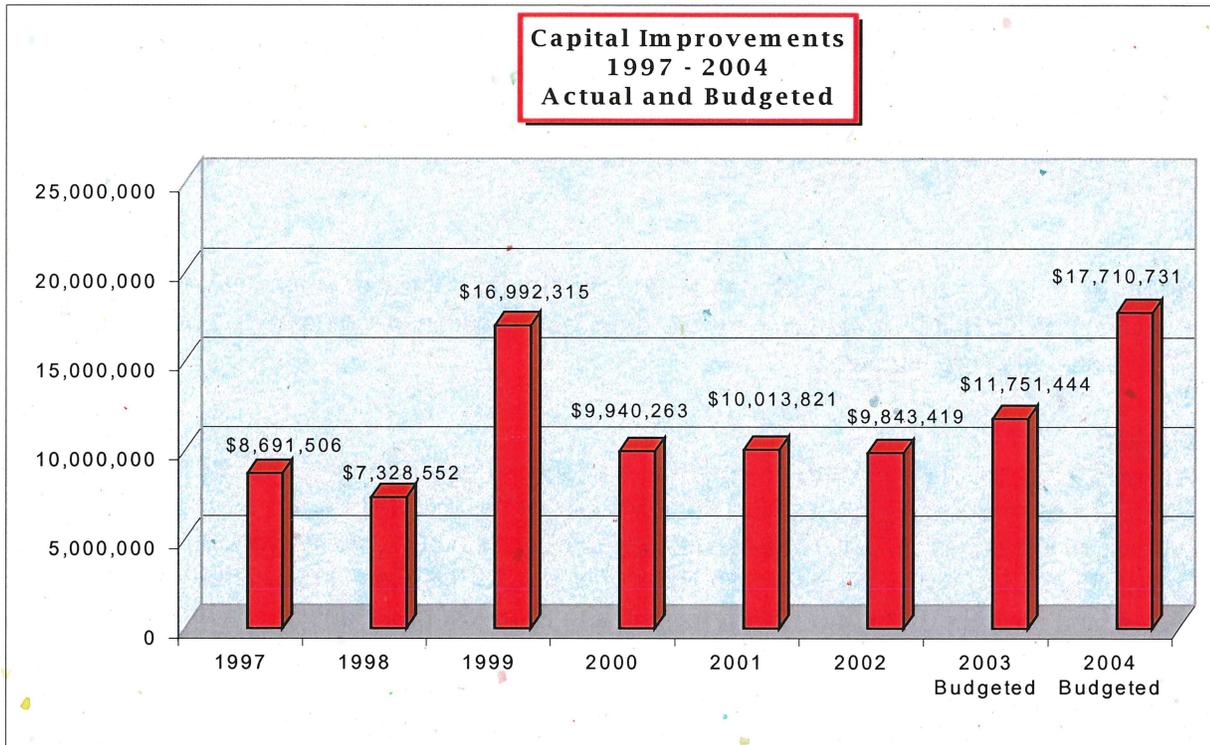
The general fund reserves were assisted by the reclassification of a portion of the purchase costs of the Moose Lodge property. This represented a \$419,849 transfer to the general fund, and was implemented in the fall of 2003. We currently estimate that approximately \$400,000 of reserves will be needed to balance the 2004 general fund. For long term, structural balance of the general and street funds, new revenues in the range of \$400,000 are needed. Alternatively, this amount of spending reductions could close the structural gap. This range of structural difference assumes remarkable restraint on spending, static staffing levels, modest inflation and labor settlements, and no new programs with a net cost to the general fund. These are important requirements of balance, and may prove difficult to accept.

The capital facilities element of the 2004 budget was developed using the updated 2003 Capital Facilities Plan (CFP). Many capital items identified in the CFP are included in the budget. The Street pavement overlay element is missing, because the money isn't available. In '04 this will be offset by the extensive street reconstruction project funded by Public Works Trust Fund (PWTF) half-percent loan funds. However, the overlay program is essential to good streets and should be re-instituted as soon as feasible, optimally in 2005. 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 2003, several major investments were made. The new and remodeled Camas Public Library was completed and officially opened in May, 2003. The SR 500 and Everett Street project awaits a signal light for its completion. The 192nd project added standard urban arterial street on the west-side. Engineering and right of way acquisition progressed on the SE 1st/Lake Road Street project, and all the money for this project assembled.

The following chart depicts historic levels of capital investment.



Upwards of \$17 million in the 2004 budget reflects capital investments. 2004 is another in a series of years of major capital investment in community facilities. Some of the highlights of the 2004-year include the following:

Water System Improvements:

Improvements in the Water System continue again next year.

Replacement of Well #3 and addition of a well field treatment facility.

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

Work on needed waterline replacement is also financed.

Street Projects:

The SE 1st/Lake Road project is the major street project. Construction of this project—from the intersection with 192nd to the intersection with Leadbetter—is expected and budgeted in '04.

This major investment will improve safety, allow for good traffic circulation, and strengthen the “infrastructure backbone” of Camas’ industrial area and full City. The federal

appropriation of \$3 million and the State Transportation Improvement Board (TIB) grant of \$3 million, and the Public Works Trust Fund favored term loan of \$3 million are all gratefully acknowledged.

Street Reconstruction. This major million-dollar effort financed with PWTF money, is expected to finish design and be built in '04. Of our streets in need of reconstruction, over 25% will be rebuilt in this project. Related water and sewer line replacement will be done while the streets are "open", and are financed from utility funds.

Emergency Medical Services:

A new ambulance is programmed in '04. It is a replacement vehicle. To accomplish this borrowing is anticipated, with the EMS fund repaying the debt.

Parks:

Design work for the Klickitat Park is expected to finish, and the first phase of construction of this needed park on Camas' southside is budgeted in '04. Park and openspace acquisitions, consistent with the CFP and the Parks plan are budgeted.

Other highlights:

Downtown – further support of the downtown is proposed in the budget. Street enhancements of a core downtown block built in '03. The emphasis of the '04 effort turns to promotion of the downtown as a destination. There is also an emphasis on executing the downtown rental rehab program. This Community Development Block Grant (CDBG) funded (\$175,000) effort is budgeted, and foresees public/private partnerships to re-invest in the downtown housing stock.

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

Fire/EMS: Steps preliminary to a fire facility bond issue are foreseen in the budget.

Planning: with completion of the comprehensive plan update in sight, attention will move to work and completion of a critical areas ordinance, balancing state requirements and local vision of the community's preferred future.

OVERVIEW OF THE 2004 GENERAL FUND PROPOSED BUDGET:

Recommended appropriation for the general fund for 2004 is approximately \$12.6 million. This represents a \$301,007 increase from the 2003 amended general fund budget. Major parts of this increase are for grants which obviously have revenue offsets. The increase (excluding grants) is a zero percent increase.

General Fund

| | ADOPTED 2003 | PROPOSED 2004 | INCREASE (DECREASE) |
|--------------------|-----------------|------------------|------------------------|
| Operating Programs | \$11,886,628 | \$12,469,790 | \$ 583,162 |
| Capital | 464,405 | 182,250 | (282,155) |
| Total | \$12,351,033 | \$12,652,040 | \$ 301,007 |

OVERVIEW OF THE 2004 PROPOSED BUDGET FOR ALL FUNDS:

Total recommended appropriations for all funds for the 2004 budget period is \$6.8 million higher than budgeted for 2003. The "all funds" appropriations are reflective of capital project appropriations, including water/sewer capital projects. The proposed budget for all funds is \$45.5 million.

CITY WORK FORCE:

Twenty-five percent (25%) of the 2004 budget is allocated to personnel salaries and benefits. City employment in 2003 was 157 full-time equivalents, and is estimated at 157 in 2004. This is a remarkable element of a budget for a community which grows by hundreds of people per year. 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. The city and all its collective bargaining units have settled contracts for 2004. This lends a good level of predictability to salary costs.

SUPPLIES, SERVICES AND CHARGES:

Twelve percent (12) of the 2004 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>\$1,184,750</i> |
| <i>Intergovernmental Services</i> | <i>\$1,067,095*</i> |
| <i>Public Utilities</i> | <i>\$1,100,139**</i> |
| <i>Supplies (includes chemicals)</i> | <i>\$1,007,190</i> |
| <i>Vehicle Maintenance/Fuel</i> | <i>\$ 177,000</i> |
| <i>Repairs and Maintenance</i> | <i>\$ 440,005</i> |
| <i>Insurance</i> | <i>\$ 392,751</i> |
| <i>Small Tools</i> | <i>\$ 367,490</i> |

* - Includes jail, corrections, and court expenses.

** - Includes solid waste tipping fees.

DEBT OBLIGATIONS:

Six and one-third percent (6.3) of the budget goes toward debt repayment. General obligation debt including the newly issued library bonds is \$1,411,440 annually. Including the new wastewater treatment plant debt service, annual payments for water and sewer debt is over \$1,471,620.

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 fourth year is problematic. It is significantly effecting the City. A structural imbalance in the general fund in the range of \$400,000, or about three percent, calls for resolution. To preserve current public service levels, the City will need to restrain spending and consider local revenue options.

SUMMARY:

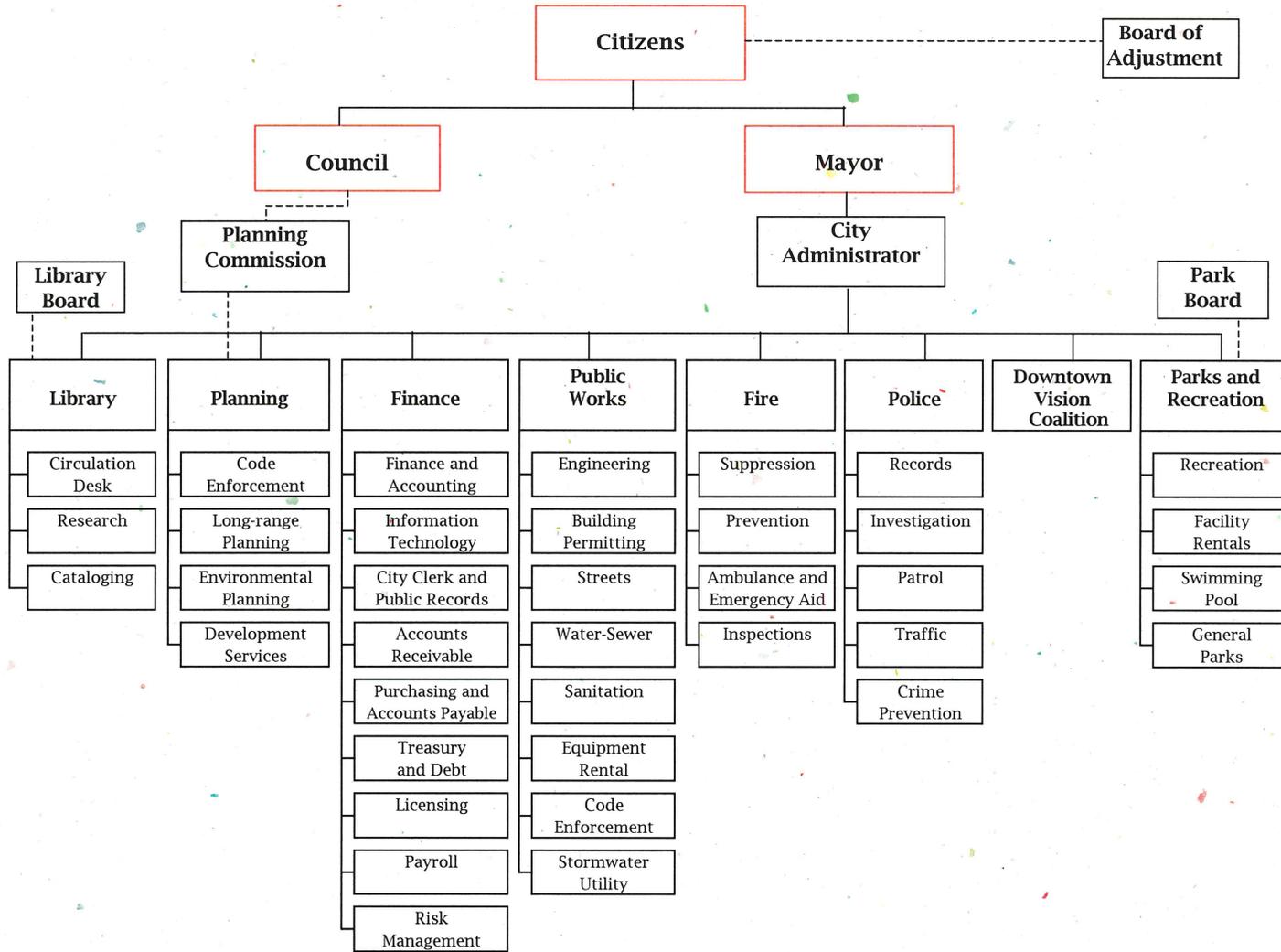
The proposed budget maintains current level of important public services in Camas. The utility functions are in stable condition. The general fund budget and functions balance with a \$400,000 projected drawdown of reserves. Action to resolve this “three percent question” is needed—sooner rather than later. Valuable balance between a variety of important public services is a hallmark of this budget.

City of Camas, Washington

Calendar for the 2004 Budget

| Date | Steps in Budget Procedure |
|--------------------------|---|
| Aug. 5, 2003 | Finance Director distributes instructions and forms to departments for 2004 budget preparation. |
| September 5, 2003 | Departments file 2 copies of their budget, one each with City Administrator and Finance Director. |
| Sept. 8- Sept. 15, 2003 | Finance Director reviews budget submissions, consolidates estimates, projects revenues and compiles first draft of preliminary budget. |
| Sept. 18- Oct. 3, 2003 | City Administrator and Finance Director conduct departmental hearings to determine budget to be presented to the Mayor and City Council. |
| Oct. 6, 2003 | Proposed preliminary budget distributed to Mayor and City Council. |
| Oct. 6 - Oct. 31, 2003 | Mayor and City Administrator prepare budget message. Finance Director compiles the budget document. |
| Nov. 3, 2003 | Proposed budget document submitted to City Council for additional study. |
| Oct. 28 and Nov. 4, 2003 | Publish notice of tax levy hearing and statement of availability of preliminary budget by Nov. 17, 2003. |
| Nov. 10, 2003 | Council holds public hearing and passes ordinance fixing 2004 tax levy. Finance Director notifies Clark County Assessor and County Commissioners of tax levy. |
| Nov. 17, 2003 | Council holds workshop to review and discuss proposed 2004 budget. Proposed budget is available to the public. |
| Dec. 1, 2003 | Council holds budget hearing; can be continued to subsequent council meetings. |
| December, 2003 | Council passes Year 2004 budget and budget ordinance published. |

CITY OF CAMAS

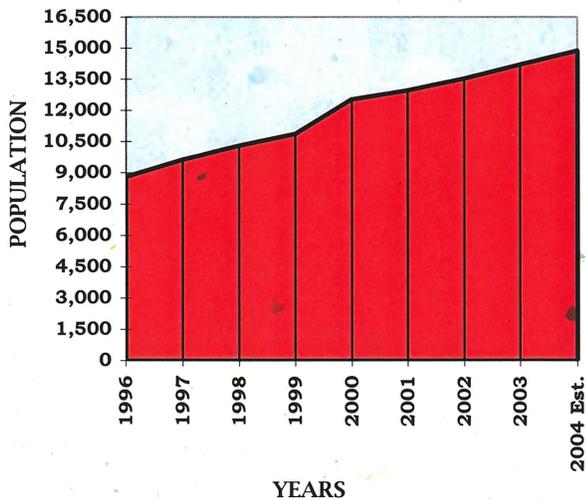


CITY OF CAMAS, WASHINGTON
Employees (Full Time Equivalents)
Nine Years 1996-2004

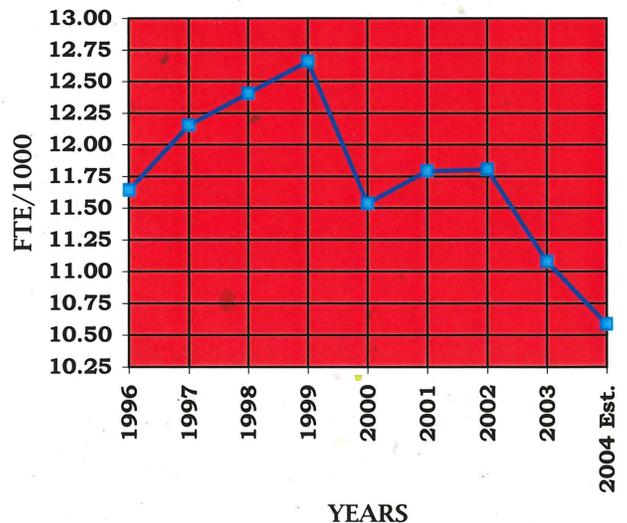
| DEPARTMENT | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Executive | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Finance | 7.00 | 8.00 | 8.66 | 9.00 | 7.50 | 7.50 | 7.50 | 7.00 | 7.00 |
| Personnel | 0.50 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Law Enforcement | 19.50 | 21.00 | 23.50 | 26.50 | 27.50 | 27.50 | 27.50 | 27.48 | 27.48 |
| Fire Control | 11.00 | 14.61 | 15.50 | 19.00 | 19.00 | 21.33 | 23.40 | 23.40 | 23.40 |
| Detention & Correction | - | - | - | - | 1.00 | 1.00 | 1.50 | 1.48 | 1.48 |
| Protective Inspections | 4.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.50 | 5.25 | 5.00 | 5.00 |
| Information Systems | - | - | - | - | 1.50 | 1.50 | 2.00 | 2.50 | 2.50 |
| Engineering | 10.00 | 10.50 | 11.00 | 11.25 | 13.25 | 13.50 | 14.50 | 13.00 | 13.00 |
| Central Services | - | - | - | - | - | 0.25 | 0.25 | 0.13 | 0.25 |
| Planning | 2.00 | 3.00 | 3.50 | 3.50 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 |
| Parks | 4.50 | 6.00 | 7.80 | 7.80 | 8.30 | 10.00 | 9.70 | 9.50 | 9.50 |
| Downtown Vision Coalition | - | - | - | - | - | - | 0.55 | 0.30 | 0.30 |
| Library | 7.56 | 9.00 | 9.30 | 9.30 | 9.30 | 10.85 | 12.35 | 12.55 | 12.55 |
| Total General Fund | 67.56 | 79.61 | 86.76 | 93.85 | 98.35 | 105.43 | 111.00 | 108.83 | 108.45 |
| Street | 7.50 | 7.00 | 9.00 | 8.50 | 9.50 | 9.00 | 10.00 | 8.63 | 8.17 |
| Emergency Rescue | 11.00 | 12.39 | 13.00 | 15.00 | 15.00 | 15.00 | 15.10 | 15.10 | 15.10 |
| Storm Water Drainage | - | - | - | 0.25 | 0.25 | 0.25 | 0.25 | 1.00 | 1.00 |
| Sanitary | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.25 | 3.25 | 3.25 | 3.25 |
| Water-Sewer | 11.50 | 12.00 | 12.50 | 13.00 | 14.50 | 16.00 | 16.00 | 16.00 | 17.00 |
| Equipment Rental | 2.00 | 3.00 | 3.50 | 4.00 | 4.00 | 4.00 | 4.25 | 4.50 | 4.50 |
| TOTALS | 102.56 | 117.00 | 127.76 | 137.60 | 144.60 | 152.93 | 159.85 | 157.31 | 157.47 |

| POPULATION | 8,810 | 9,627 | 10,300 | 10,870 | 12,534 | 12,970 | 13,540 | 14,200 | 14,875 |
|------------|-------|-------|--------|--------|--------|--------|--------|--------|--------|
| | | | | | | | | | Estd. |

**POPULATION GROWTH FROM
1996 THROUGH 2004**



FTE PER THOUSAND POPULATION

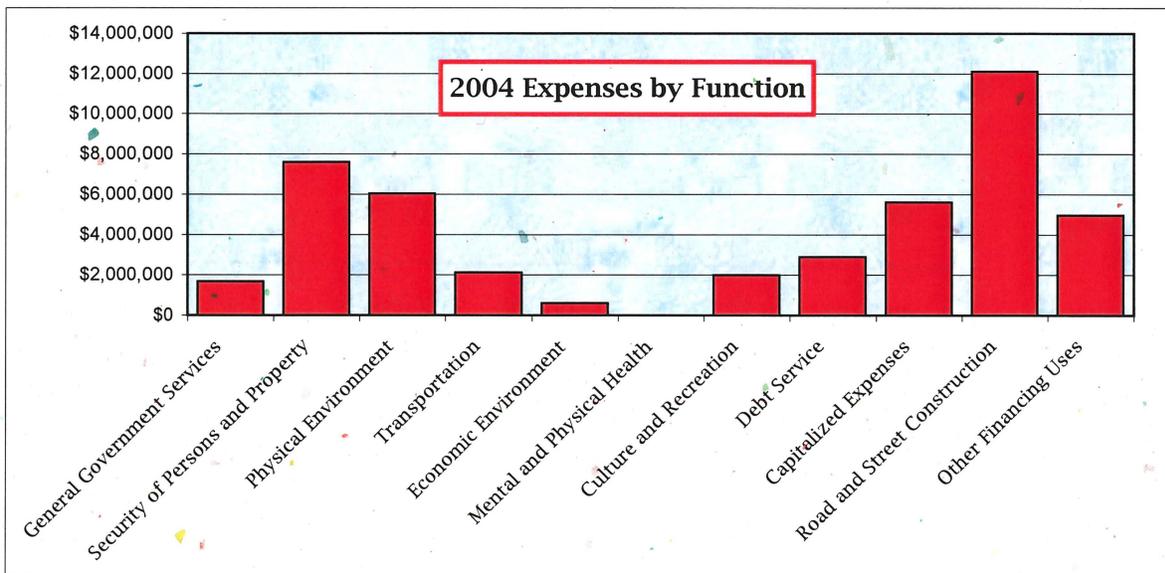


**City of Camas, Washington
2004 Budget Summary
Revenues Classified by Source**

| | <u>2002 Adopted Budget</u> | <u>2003 Amended Budget</u> | <u>2004 Proposed Budget</u> |
|----------------------------|------------------------------------|------------------------------------|-------------------------------------|
| Taxes | \$ 11,502,850 | \$ 11,570,584 | \$ 11,976,007 |
| Licenses and Permits | 484,950 | 618,400 | 517,558 |
| Intergovernmental Revenues | 2,643,839 | 1,927,240 | 7,303,400 |
| Charges for Services | 7,902,078 | 8,636,571 | 9,191,610 |
| Fines and Forfeits | 224,050 | 222,591 | 211,050 |
| Miscellaneous Revenues | 1,839,782 | 1,633,916 | 1,603,922 |
| Other Income | - | 1,000,000 | 837,000 |
| Other Non Revenues | 935,500 | - | - |
| Other Financing Sources | 7,464,024 | 10,100,342 | 9,117,850 |
| Budgeted Fund Balance | <u>4,414,018</u> | <u>2,994,652</u> | <u>4,799,077</u> |
| Total Revenues | <u>\$ 37,411,091</u> | <u>\$ 38,704,296</u> | <u>\$ 45,557,474</u> |

Expenditures/Expenses by Function

| | <u>2002 Adopted Budget</u> | <u>2003 Amended Budget</u> | <u>2004 Proposed Budget</u> |
|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| General Government Services | \$ 1,684,416 | \$ 1,656,252 | \$ 1,679,005 |
| Security of Persons and Property | 6,728,273 | 7,069,111 | 7,599,321 |
| Physical Environment | 5,216,801 | 5,410,573 | 6,036,156 |
| Transportation | 1,783,369 | 1,844,697 | 2,110,530 |
| Economic Environment | 646,384 | 511,942 | 593,611 |
| Mental and Physical Health | 7,042 | - | 2,800 |
| Culture and Recreation | 1,835,816 | 1,895,068 | 1,982,410 |
| Debt Service | 3,165,417 | 2,957,814 | 2,883,060 |
| Capitalized Expenses | 5,626,140 | 5,586,734 | 5,599,525 |
| Road and Street Construction | 4,500,000 | 6,051,760 | 12,111,206 |
| Other Financing Uses | <u>6,217,433</u> | <u>5,720,345</u> | <u>4,959,850</u> |
| Total Expenditures/Expenses | <u>\$ 37,411,091</u> | <u>\$ 38,704,296</u> | <u>\$ 45,557,474</u> |



**City of Camas, Washington
2004 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 | SE 1st/Lake Road | Emergency Rescue | Fire Equip. Reserve | Storm Water Drainage | |
| Appropriated Fund Balance | \$ 383,406 | \$ 50,000 | \$ - | \$ - | \$ - | \$ 85,023 | \$ - |
| REVENUES: | | | | | | | |
| 310 Taxes | 9,318,143 | - | - | 550,000 | - | - | 1,307,864 |
| 320 Licenses & Permits | 517,558 | - | - | - | - | - | - |
| 330 Intgovt. Revenues | 627,392 | 525,508 | 5,768,000 | 382,500 | - | - | - |
| 340 Chgs. for Services | 1,407,582 | - | - | 739,762 | - | 2,500 | - |
| 350 Fines & Forfeits | 211,050 | - | - | - | - | - | - |
| 360 Misc. Revenues | 156,909 | - | 232,000 | 400 | - | 45,000 | - |
| Total Est. Revenues | 12,238,634 | 525,508 | 6,000,000 | 1,672,662 | - | 47,500 | 1,307,864 |
| 370 Other Income | - | - | - | - | - | - | - |
| 380 Other Non-Revenues | - | - | - | - | - | - | - |
| 390 Other Est. Fin.Source | | | | | | | |
| Bond Proceeds | - | - | - | - | - | - | - |
| Loan Proceeds | - | 1,018,000 | 3,000,000 | 140,000 | - | - | - |
| Sale of Capital Assets | - | - | - | - | - | - | - |
| Operating Trans. In | 30,000 | 2,989,274 | - | - | - | - | 103,576 |
| Total Est. Resources | \$ 12,652,040 | \$ 4,582,782 | \$ 9,000,000 | \$ 1,812,662 | \$ - | \$ 132,523 | \$ 1,411,440 |
| APPROPRIATIONS: | | | | | | | |
| 510 General Govt. Services | 1,679,005 | - | - | - | - | - | - |
| 520 Sec. of Person & Prop | 5,910,659 | - | - | 1,672,662 | - | - | - |
| 530 Physical Environ. | 1,114,237 | - | - | - | - | 132,523 | - |
| 540 Transportation | - | 1,471,576 | - | - | - | - | - |
| 550 Economic Environ. | 593,611 | - | - | - | - | - | - |
| 560 Mental & Phy. Health | 2,800 | - | - | - | - | - | - |
| 570 Culture & Recreation | 1,982,410 | - | - | - | - | - | - |
| 590-598 Other Type Exp. | - | - | - | - | - | - | - |
| 591 Debt Service | - | - | - | - | - | - | 1,411,440 |
| 594 Capitalized Exp. | 182,250 | - | - | 140,000 | - | - | - |
| 595 Road & Street Const. | - | 3,111,206 | 9,000,000 | - | - | - | - |
| Total Appropriations | 11,464,972 | 4,582,782 | 9,000,000 | 1,812,662 | - | 132,523 | 1,411,440 |
| Est. Other Financing Uses: | | | | | | | |
| Operating Transfers Out | 1,187,068 | - | - | - | - | - | - |
| Total Estimated Uses | \$ 12,652,040 | \$ 4,582,782 | \$ 9,000,000 | \$ 1,812,662 | \$ - | \$ 132,523 | \$ 1,411,440 |

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

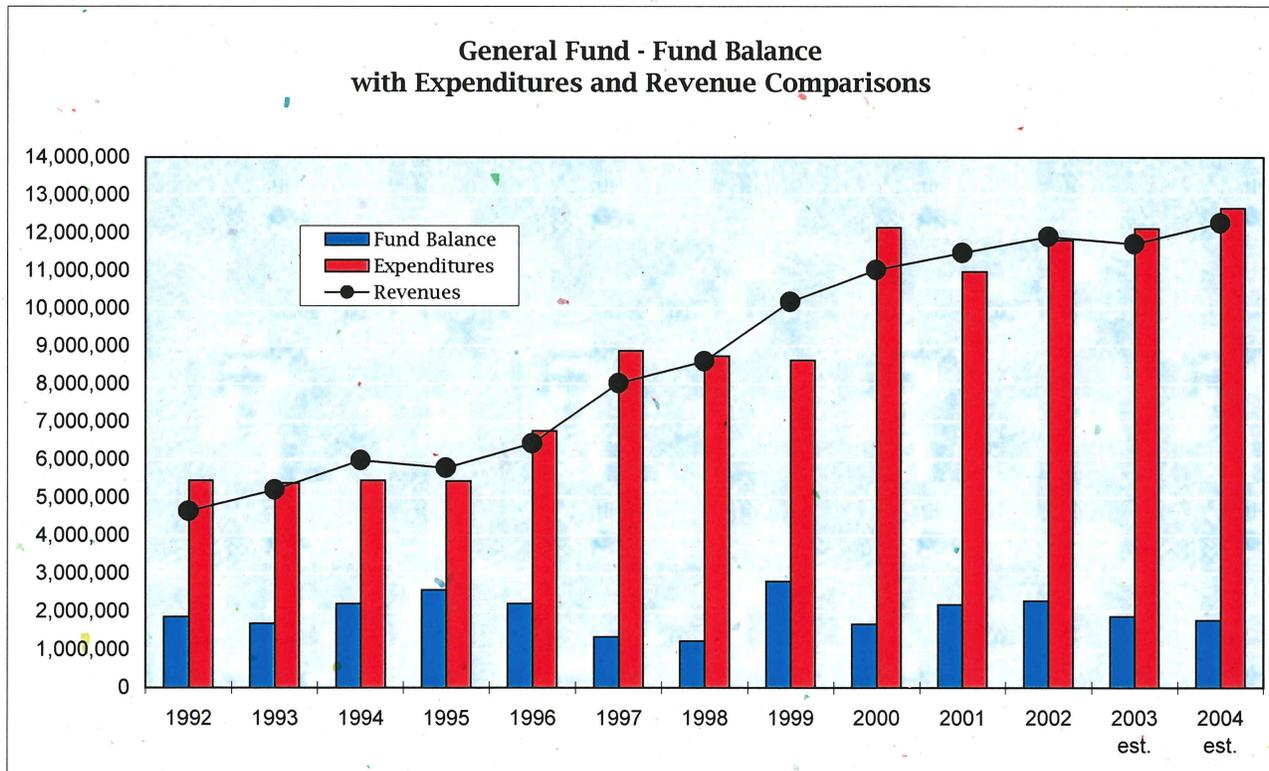
| CAPITAL PROJECT FUNDS | | | PROPRIETARY FUNDS | | | Firemen's Pension Fund | Total All Funds |
|-----------------------|-------------------------|--------------------------------|-------------------|------------------|---------------------|------------------------------|-----------------------|
| Growth Mgmt. | Library Construction | Klickitat Park Construction | City Sanitary | Water - Sewer | Equipment Rental | | |
| \$ 1,460,782 | \$ - | \$ - | \$ - | \$ 2,513,800 | \$ 306,066 | \$ - | \$ 4,799,077 |
| 800,000 | - | - | - | - | - | - | 11,976,007 |
| - | - | - | - | - | - | - | 517,558 |
| 990,000 | - | - | 1,243,806 | 4,807,960 | - | - | 7,303,400 |
| - | - | - | - | - | - | - | 9,191,610 |
| 75,000 | - | - | 9,000 | 219,950 | 849,663 | 16,000 | 211,050 |
| 1,865,000 | - | - | 1,252,806 | 5,027,910 | 849,663 | 16,000 | 1,603,922 |
| - | - | - | - | 837,000 | - | - | 30,803,547 |
| - | - | - | - | - | - | - | 837,000 |
| - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | 4,158,000 |
| - | - | 500,000 | - | 1,337,000 | - | - | - |
| \$ 3,325,782 | \$ - | \$ 500,000 | \$ 1,252,806 | \$ 9,715,710 | \$ 1,155,729 | \$ 16,000 | \$ 45,557,474 |
| - | - | - | - | - | - | - | 1,679,005 |
| - | - | - | - | - | - | 16,000 | 7,599,321 |
| - | - | - | 1,252,806 | 3,536,590 | - | - | 6,036,156 |
| - | - | - | - | - | 638,954 | - | 2,110,530 |
| - | - | - | - | - | - | - | 593,611 |
| - | - | - | - | - | - | - | 2,800 |
| - | - | - | - | - | - | - | 1,982,410 |
| - | - | - | - | 1,471,620 | - | - | 2,883,060 |
| 890,000 | - | 500,000 | - | 3,370,500 | 516,775 | - | 5,599,525 |
| - | - | - | - | - | - | - | 12,111,206 |
| 890,000 | - | 500,000 | 1,252,806 | 8,378,710 | 1,155,729 | 16,000 | 40,597,624 |
| 2,435,782 | - | - | - | 1,337,000 | - | - | 4,959,850 |
| \$ 3,325,782 | \$ - | \$ 500,000 | \$ 1,252,806 | \$ 9,715,710 | \$ 1,155,729 | \$ 16,000 | \$ 45,557,474 |

**Summary of Estimated Appropriations By Fund
Actual for 2002 and Appropriations for 2003 and 2004**

| | Actual Expenditures 2002 | Actual Appropriations 2003 | Estimated Required 2004 |
|------------------------------------|--------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | \$ 11,800,896 | \$ 12,117,206 | \$ 12,652,040 |
| SPECIAL REVENUES: | | | |
| City Street | 3,342,252 | 7,291,427 | 4,582,782 |
| SE 1st Street/Lake Road | - | - | 9,000,000 |
| Emergency Rescue | 1,398,231 | 1,571,300 | 1,812,662 |
| Fire Equipment Cumulative Reserve | 34,330 | - | - |
| Storm Water Drainage | 53,974 | 81,536 | 132,523 |
| TOTAL SPECIAL REVENUE FUNDS | <u>4,828,787</u> | <u>8,944,263</u> | <u>15,527,967</u> |
| DEBT SERVICE FUNDS: | | | |
| Local Improvement Guaranty | 250,000 | 50,000 | - |
| Unlimited Tax G.O. Bond Redemption | 780,815 | 784,085 | 786,275 |
| Limited Tax G.O. Bond Redemption | 721,723 | 707,211 | 625,165 |
| Local Improvement Debt Service | 51,985 | - | - |
| TOTAL DEBT SERVICE FUNDS | <u>1,804,523</u> | <u>1,541,296</u> | <u>1,411,440</u> |
| CAPITAL PROJECT FUNDS: | | | |
| Growth Management Capital Project | 3,492,874 | 3,140,201 | 3,325,782 |
| Fire Facility Construction | 37,510 | - | - |
| Frank's Moorage Construction | 509,691 | - | - |
| Library Construction Fund | 4,435,790 | - | - |
| Grass Valley Park Construction | 300,113 | - | - |
| Klickitat Park Construction | - | - | 500,000 |
| TOTAL CAPITAL PROJECT FUNDS | <u>8,775,978</u> | <u>3,140,201</u> | <u>3,825,782</u> |
| ENTERPRISE FUNDS: | | | |
| City Sanitary | 1,332,929 | 1,397,779 | 1,252,806 |
| Water-Sewer | 3,309,183 | 8,470,921 | 8,378,710 |
| Water-Sewer Capital Reserve | 1,750,511 | 2,000,000 | 1,337,000 |
| TOTAL ENTERPRISE FUNDS | <u>6,392,623</u> | <u>11,868,700</u> | <u>10,968,516</u> |
| INTERNAL SERVICE FUNDS: | | | |
| Equipment Rental | 962,993 | 1,083,630 | 1,155,729 |
| FIDUCIARY FUNDS: | | | |
| Firemen's Pension | 22,559 | 9,000 | 16,000 |
| TOTAL | <u>\$ 34,588,359</u> | <u>\$ 38,704,296</u> | <u>\$ 45,557,474</u> |

2004 Schedule of Operating Transfers Out/Operating Transfers in

| TRANSFERS FROM | TRANSFERS TO | AMOUNT | PURPOSE FOR TRANSFER |
|--|-----------------------------|----------------------------|---|
| General Fund | Street Fund | \$ 1,187,068 | Street operations and construction |
| Growth Management Fund | General Fund | 30,000 | Engineering Cost Estimate New Fire Station |
| Growth Management Fund | Street Fund | 1,802,206 | Transportation Impact Fees for NW 18th and Hood, 192nd Avenue, Crown Rd/NE 3rd Ave, SR 500/Lake Road Signal, NE 3rd & Lechner |
| Growth Management Fund | LTGO Bond Redemption | 103,576 | SE 1st Street Road Improvements and Fire Pumper Truck debt payments |
| Growth Management Fund | Klickitat Park Construction | 500,000 | Park design and construction |
| Water/Sewer Capital Reserve | Water/Sewer | <u>1,337,000</u> | Water/Sewer construction projects |
| Total Operating Transfers Out/In: | | <u><u>\$ 4,959,850</u></u> | |



GENERAL FUND SUMMARY OF BUDGET

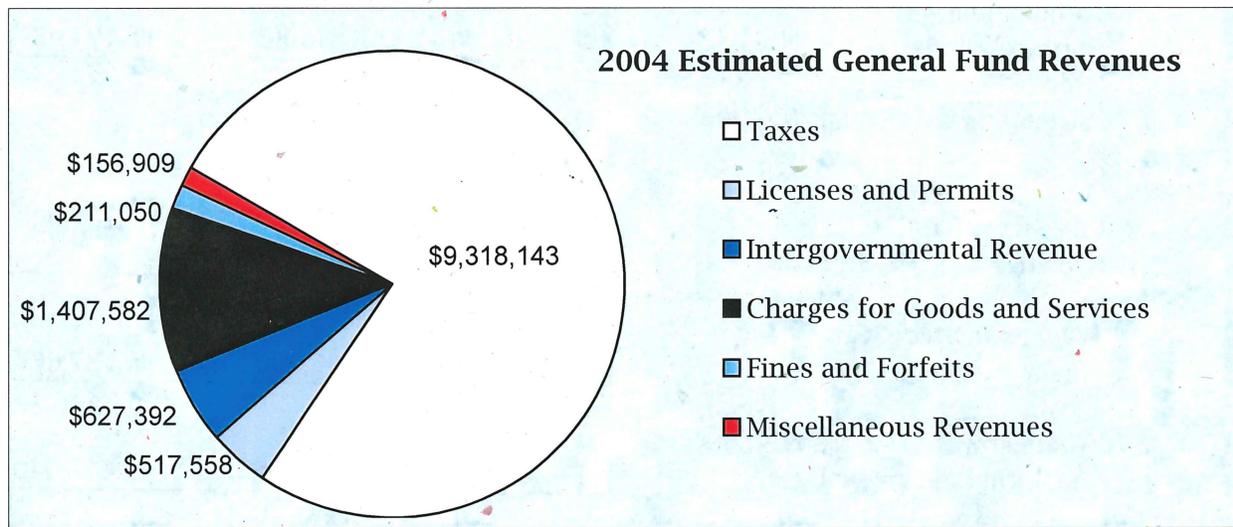
FUNCTION

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

ACTIVITIES AND SERVICE

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

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



| REVENUES: | Actual | Appropriated | Estimated |
|--|---------------|---------------------|------------------|
| 001 | 2002 | 2003 | 2004 |
| Revenues: | | | |
| 310 000 Taxes | \$ 8,634,476 | \$9,008,178 | \$ 9,318,143 |
| 320 000 Licensing and Permits | 725,162 | 618,400 | 517,558 |
| 330 000 Intergovernmental Revenue | 466,048 | 278,733 | 627,392 |
| 340 000 Charges for Goods and Services | 1,319,647 | 1,299,470 | 1,407,582 |
| 350 000 Fines and Forfeits | 223,159 | 222,591 | 211,050 |
| 360 000 Miscellaneous Revenues | 282,116 | 184,700 | 156,909 |
| Total Estimated Revenues | 11,650,608 | 11,612,072 | 12,238,634 |
| 380 000 Other Non Revenues | 250,000 | 100,000 | 30,000 |
| Total Estimated Resources | 11,900,608 | 11,712,072 | 12,268,634 |

**GENERAL FUND
SUMMARY**

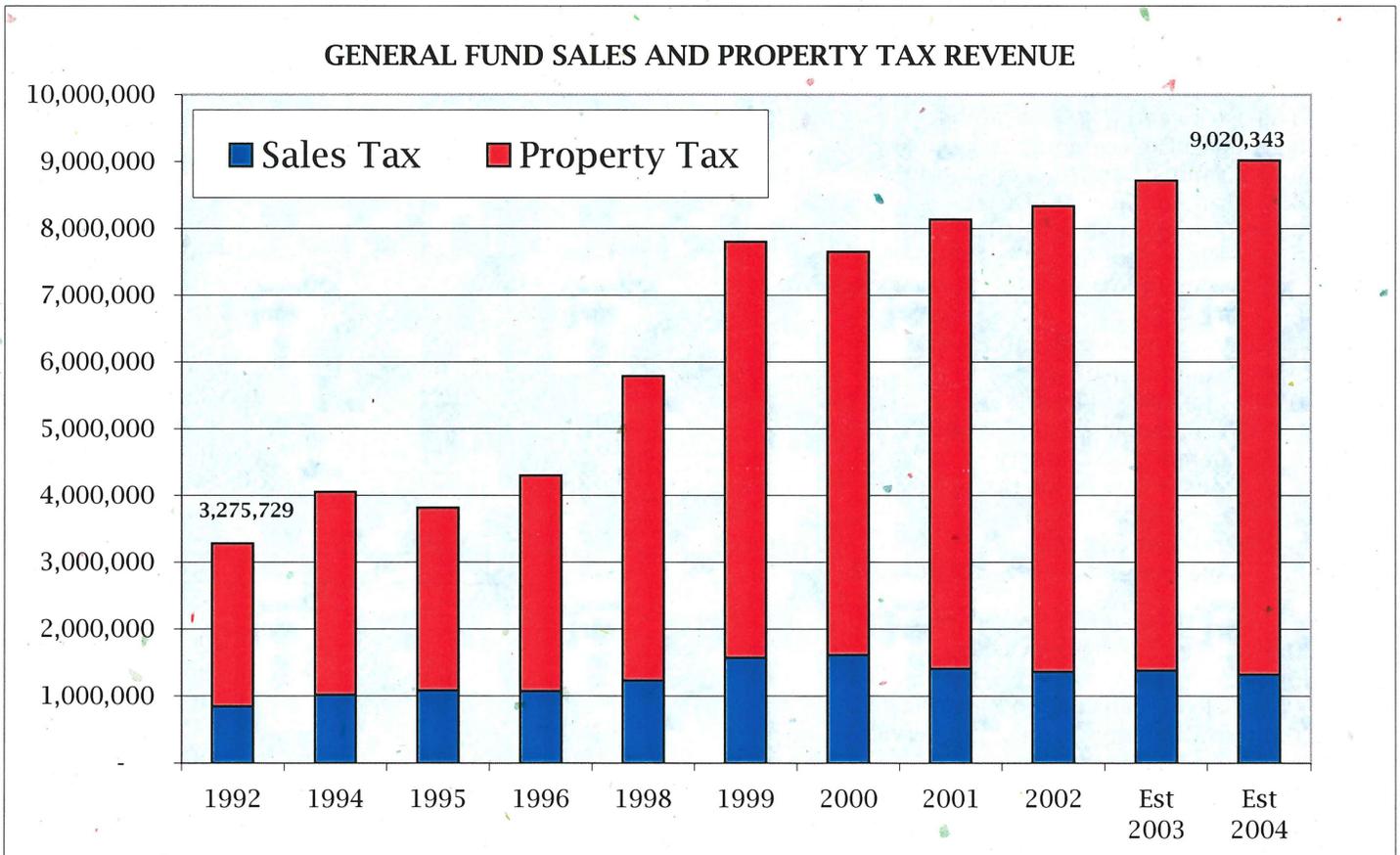
(Continued)

| APPROPRIATIONS: 001 | Actual 2002 | Appropriated 2003 | Estimated 2004 |
|--|----------------------------|------------------------------|----------------------------|
| 510 000 General Government Services | \$ 1,642,707 | \$ 1,656,252 | \$ 1,679,005 |
| 520 000 Security of Persons and Property | 5,350,071 | 5,488,811 | 5,910,659 |
| 530 000 Physical Environment | 1,048,739 | 1,092,688 | 1,114,237 |
| 550 000 Economic Environment | 593,629 | 509,342 | 593,611 |
| 560 000 Mental and Physical Health | 2,288 | 2,600 | 2,800 |
| 570 000 Culture and Recreation | 1,866,285 | 1,895,068 | 1,982,410 |
| 594 000 Capitalized Expenditures | 294,901 | 337,125 | 182,250 |
| Total Estimated Appropriations | <u>10,798,620</u> | <u>10,981,886</u> | <u>11,464,972</u> |
| Estimated Other Financing Uses: | | | |
| 597 000 Operating Transfers: | | | |
| City Street Fund | 978,516 | 1,135,320 | 1,187,068 |
| Growth Management Fund | 23,760 | - | - |
| Total Estimated Other Financing Uses | <u>1,002,276</u> | <u>1,135,320</u> | <u>1,187,068</u> |
| Total Estimated Appropriations and Other Financing Uses | <u>11,800,896</u> | <u>12,117,206</u> | <u>12,652,040</u> |
| Estimated Excess Revenues and Other Financing Sources over Appropriations and Other Financing Uses | 99,712 | (405,134) | (383,406) |
| Beginning Fund Balance | <u>2,176,597</u> | <u>2,276,309</u> | <u>1,950,000</u> |
| Ending Fund Balance | <u><u>\$ 2,276,309</u></u> | <u><u>\$ 1,871,175</u></u> | <u><u>\$ 1,766,594</u></u> |

GENERAL FUND

REVENUE DETAIL THREE YEAR COMPARISON

| FUND NUMBER | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 001 | | | |
| 291 740 00 Beginning Appropriated Fund Balance | \$ - | \$ 865,736 | \$ 383,406 |
| Taxes: | | | |
| 311 100 00 Real and Personal Property | 6,980,842 | 7,341,678 | 7,705,275 |
| 312 100 00 Private Harvest Tax | 321 | - | - |
| 313 100 00 Local Retail Sales and Use Taxes | 1,224,637 | 1,250,000 | 1,175,000 |
| 313 710 00 Local Criminal Justice | 132,127 | 124,000 | 140,068 |
| 316 430 00 Natural Gas | 114,855 | 112,000 | 120,000 |
| 316 450 00 Sanitary Franchise | 6,622 | 9,000 | 6,000 |
| 316 460 00 Television Cable | 105,783 | 116,000 | 101,194 |
| 317 510 00 Gambling Taxes | 65,923 | 55,000 | 70,106 |
| 319 800 00 Penalties and Interest - Gambling Taxes | 3,366 | 500 | 500 |
| Total Taxes | 8,634,476 | 9,008,178 | 9,318,143 |



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

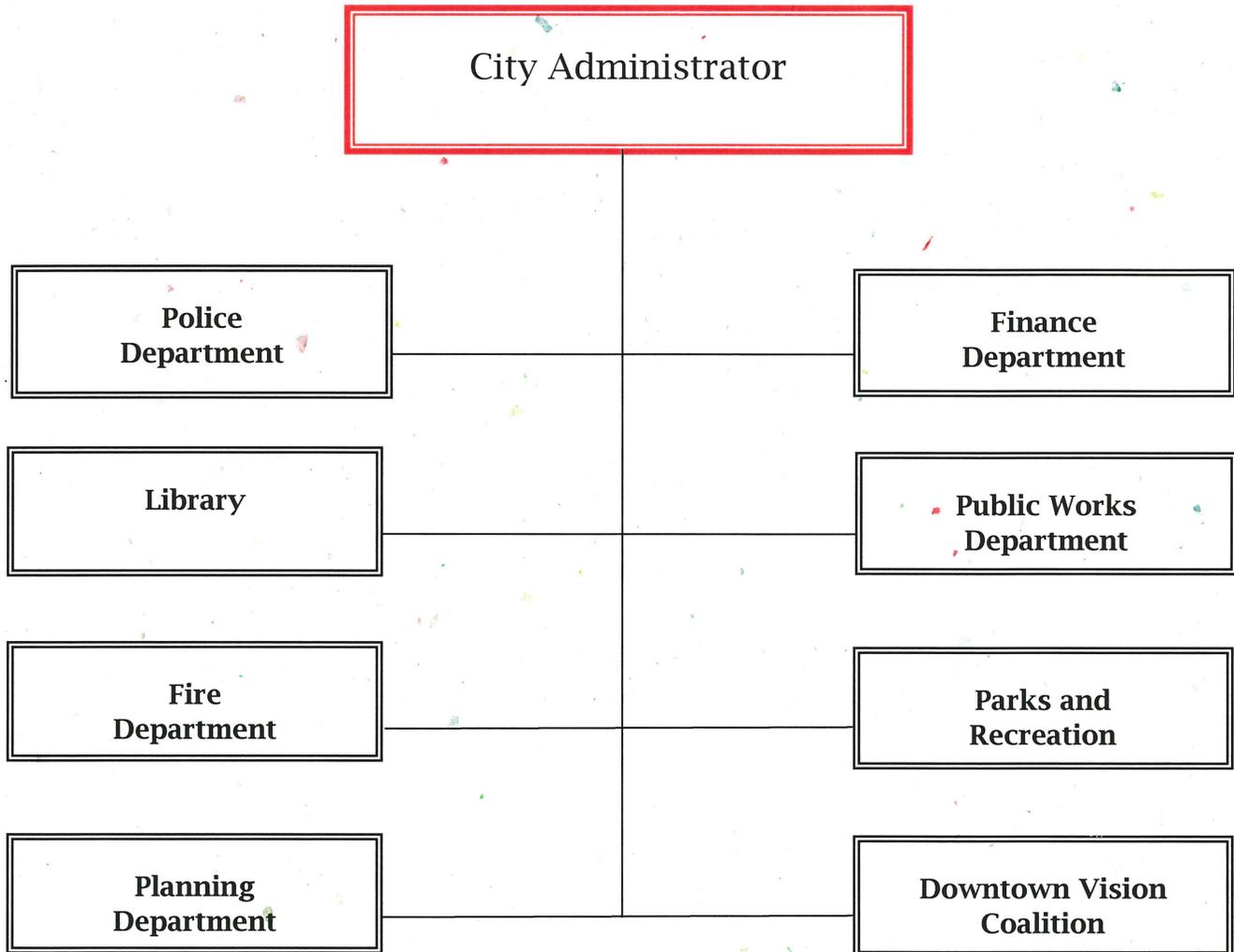
| FUND NUMBER | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| Licenses and Permits: | | | |
| 321 300 00 Police and Protective | 335 | 150 | 300 |
| 321.600.00 Professional and Occupational | - | 50 | - |
| 321 900 00 Other Business Licenses | 270 | 200 | 250 |
| 321 910 00 Telecommunication Franchise | 1,000 | - | - |
| 322 100 00 Buildings, Structures and Equipment | 700,443 | 600,000 | 500,000 |
| 322 110 00 Buildings, Structures and Equip - Fire | 9,565 | 8,000 | 8,092 |
| 322 300 00 Animal Licenses | 4,765 | 4,000 | 4,670 |
| 322 400 00 Street and Curb Permits | 7,571 | 5,000 | 3,194 |
| 322 900 00 Other Non-Bus Licenses and Permits | 1,213 | 1,000 | 1,052 |
| Total Licenses and Permits | 725,162 | 618,400 | 517,558 |
| Intergovernmental Revenue: | | | |
| 331 083 54 Direct Federal Grants - FEMA | - | - | 114,336 |
| 331 160 00 Direct Federal Grants - COPS | 56,581 | 3,700 | - |
| 333 140 00 Indirect Federal Grant - CDBG Downtown Rental Rehab | - | - | 175,000 |
| 334 030 10 State Grant - DOE Litter Pick Up | 3,760 | - | 1,600 |
| 334 030 11 State Grant - DOE Waste Locker | 2,010 | - | - |
| 334 030 42 State Grant - Dept of Trade/Economic Development | - | - | 10,000 |
| 334 030 50 State Grant - Traffic Safety | 1,532 | 1,000 | - |
| 334 030 51 State Grant - Seat Belt Patrol | 1,727 | - | - |
| 334 030 52 State Grant - Pedestrian Crossing | 265 | - | - |
| 334 030 60 State Grant - Trip Reduction | 494 | - | - |
| 335 000 91 P.U.D. Privilege Tax | 86,497 | 100,000 | 100,000 |
| 335 020 32 DNR Land Use/Non-timber | 22 | - | - |
| 336 040 22 Local Government Assistance | 53,654 | - | - |
| 336 060 21 Criminal Justice - Population | 2,226 | 2,225 | 2,982 |
| 336 060 22 Criminal Justice - DCD#1 | 2,465 | 2,455 | - |
| 336 060 23 Criminal Justice - DCD#2 | 3,602 | 3,596 | - |
| 336 060 24 Criminal Justice - DCD#3 | 3,598 | 2,414 | - |
| 336 060 26 Criminal Justice - Special Programs | - | - | 9,439 |
| 336 060 51 DUI - Cities | 2,224 | 2,218 | 2,272 |
| 336 060 91 Fire Insurance Premium Tax | 18,046 | - | 22,000 |
| 336 060 94 Liquor Excise Tax | 45,625 | 47,525 | 49,842 |
| 336 060 95 Liquor Board Profits | 70,926 | 68,100 | 71,426 |
| 337 000 00 Payments in Lieu of Taxes | 2,426 | - | 2,426 |
| 338 120 00 Shared Costs - Court | 14,193 | 10,500 | 10,769 |
| 338 210 00 County Law Protection | 34,258 | 30,000 | 50,000 |
| 338 211 00 Drug Enforcement | 9,917 | 5,000 | 5,300 |
| 338 790 00 Recreation Facilities | 50,000 | - | - |
| Total Intergovernmental Revenue | 466,048 | 278,733 | 627,392 |
| Charges for Goods and Services: | | | |
| 341 320 00 Clerks Record Services | 355 | 200 | 340 |
| 341 330 00 Court Fees | 3,301 | 2,500 | 3,316 |
| 341 500 00 Sale of Maps and Publications | 1,907 | 1,220 | 330 |
| 341 600 00 Printing and Duplicating Services | 3,479 | 3,300 | 4,020 |
| 341 700 00 Sales of Merchandise | 185 | 50 | 200 |
| 341 990 00 Other General Government | 200 | - | - |
| 342 100 00 Law Enforcement Services | 1,827 | 29,100 | 39,086 |
| 342 400 00 Protective Inspection Fees | 4,510 | 3,000 | 3,484 |
| 342 400 20 Inspection Fees - Construction | 38,860 | 15,000 | 12,172 |
| 342 500 00 Emergency Services Fees | 7,308 | 8,300 | 6,446 |

GENERAL FUND

REVENUE DETAIL THREE YEAR COMPARISON

| FUND NUMBER | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 001 | | | |
| 343 950 00 Abatement - Hazards Removal | 1,810 | - | - |
| 345 810 00 Zoning and Subdivision Fees | 10,750 | 12,000 | 25,000 |
| 345 830 00 Plan Check Fees | 370,517 | 350,000 | 228,000 |
| 345 830 10 Plan Check Fees - Fire | 9,950 | 9,000 | 9,524 |
| 345 830 20 Plan Review-Engineering & Planning | 18,837 | 8,300 | 2,400 |
| 345 890 00 Other Planning Fees | 10,875 | 10,000 | 4,440 |
| 347 310 00 Swimming Pool Admissions | 29,431 | 30,000 | 25,000 |
| 347 325 00 P.E. School District | 1,800 | 1,200 | - |
| 347 610 00 Swim Lessons | 18,722 | 20,000 | 23,200 |
| 347 620 00 Recreation Programs | 100,116 | 88,800 | 109,486 |
| 349 140 00 Budgeting, Acctng & Audit Services | 175,807 | 183,000 | 169,727 |
| 349 150 00 Legal Services | 19,000 | 19,500 | 11,190 |
| 349 160 00 Personnel | - | - | 20,964 |
| 349 180 00 Central Services-Building Rental | 16,000 | 16,500 | 75,789 |
| 349 190 00 Emergency Services | 77,600 | 80,000 | 96,000 |
| 349 320 00 Engineering Services | 396,500 | 408,500 | 537,468 |
| Total Charges for Goods and Services | 1,319,647 | 1,299,470 | 1,407,582 |
| Fines and Forfeits: | | | |
| 352 300 00 Mandatory Insurance Costs | 1,612 | 1,680 | 1,514 |
| 353 100 00 Traffic Infraction Penalties | 74,325 | 70,000 | 62,738 |
| 353 100 30 J.I.S. - Trauma Care | 11,967 | 9,800 | 10,376 |
| 353 700 00 Non-Traffic Infraction Penalties | 516 | 600 | 546 |
| 354 000 00 Parking Violations | 26,033 | 31,011 | 25,760 |
| 355 200 00 Driving Under the Influence Fines | 17,569 | 17,000 | 19,178 |
| 355 800 00 Other Criminal Traffic Misdemeanor | 21,233 | 21,000 | 25,646 |
| 356 900 00 Other Non-Traffic Misdemeanors | 20,713 | 20,000 | 16,902 |
| 357 400 00 Other Criminal Costs | 47,299 | 50,000 | 46,890 |
| 359 700 00 Library Fines | 1,592 | 1,500 | 1,500 |
| 359 900 00 Miscellaneous Fines | 300 | - | - |
| Total Fines and Forfeits | 223,159 | 222,591 | 211,050 |
| Miscellaneous Revenues: | | | |
| 361 110 00 Investment Interest | 96,458 | 95,000 | 90,000 |
| 361 400 00 Interest on Sales Tax, Court Fees | 8,864 | 9,500 | 8,000 |
| 362 401 00 Space/Facilities Rentals-Community | 6,497 | 6,000 | 5,300 |
| 362 500 00 Space and Facilities Leases | 21,360 | 24,000 | 21,264 |
| 362 501 00 Community Center Space Rentals | 952 | - | 1,087 |
| 362 600 00 Housing Rentals and Leases | 27,156 | 21,000 | 22,322 |
| 362 900 00 Other Rents and Use Charges | 150 | 100 | 100 |
| 367 000 00 Contrib and Donations Pvt Sources | 107,965 | 20,000 | 1,900 |
| 369 100 00 Obsolete Equipment | 1,610 | 1,500 | 1,500 |
| 369 900 00 Other Miscellaneous Revenue | 11,104 | 7,600 | 5,436 |
| 389 000 00 Other Non Revenues | - | - | - |
| Total Miscellaneous Revenues | 282,116 | 184,700 | 156,909 |
| Total Estimated Revenues | 11,650,608 | 12,477,808 | 12,622,040 |
| Other Financing Sources: | | | |
| 395 100 00 Proceeds from Sales of Fixed Assets | - | 50,000 | - |
| 397 000 00 Operating Transfers-In - | 250,000 | 50,000 | 30,000 |
| Total Other Financing Sources | 250,000 | 100,000 | 30,000 |
| Total Estimated Resources | \$ 11,900,608 | \$ 12,577,808 | \$ 12,652,040 |

ADMINISTRATION



LEGISLATIVE

MISSION STATEMENT

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

GOALS FOR 2004

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**

| 001.01.511 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 300 OFFICIAL PUBLICATION SERVICES | | | |
| Other Services and Charges (Newsletter) | \$ 10,647 | \$ 9,000 | \$ 8,000 |
| 400 TRAINING | | | |
| Supplies | 1,840 | 2,000 | 1,400 |
| Other Services and Charges (Travel and registration, includes Planning Conference) | 19,857 | 10,000 | 9,000 |
| 600 LEGISLATIVE SERVICES | | | |
| Salaries and Wages | 41,935 | 42,000 | 42,000 |
| Personnel Benefits | 3,493 | 3,600 | 3,600 |
| Supplies | 746 | 1,100 | 900 |
| Other Services and Charges | 2,316 | 6,000 | 4,000 |
| 700 ELECTION COSTS | | | |
| Intergovernmental Professional Services | 12,028 | 12,000 | 16,800 |
| TOTAL LEGISLATIVE | <u>\$ 92,862</u> | <u>\$ 85,700</u> | <u>\$ 85,700</u> |
| % Increase (Decrease) Prior Year | | -7.71% | 0.00% |

| LEGISLATIVE PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---------------------------------------|--------------------------|-------------------------------|
| Council Members (7) | \$ 42,000 | \$ 42,000 |
| % Increase (Decrease) Prior Year | | 0.00% |

JUDICIAL

FUNCTION

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

ACTIVITIES AND SERVICES

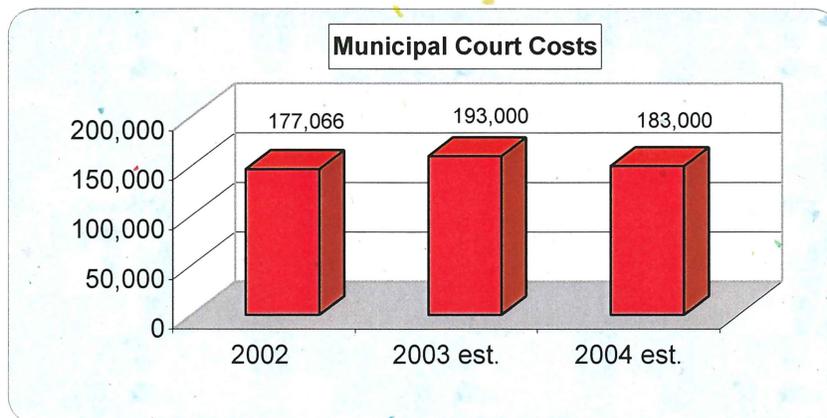
The Police Judge hears all cases and has exclusive jurisdiction over offenses defined by ordinances of the city. He has full power and authority to determine all cases, civil or criminal, arising under such ordinances and may pronounce judgment on these cases.

COMMENTS ON BUDGET APPROPRIATIONS

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

JUDICIAL EXPENDITURE DETAIL THREE YEAR COMPARISON

| 001.02.512 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 500 MUNICIPAL COURT | | | |
| Other Services and Charges (Indigent defense) | \$ 30,000 | \$ 33,000 | \$ 33,000 |
| Intergovernmental Services and Taxes | 147,066 | 160,000 | 150,000 |
| Total Municipal Court | 177,066 | 193,000 | 183,000 |
| TOTAL JUDICIAL | \$ 177,066 | \$ 193,000 | \$ 183,000 |
| % Increase (Decrease) Prior Year | | 9.00% | -5.18% |



EXECUTIVE

MISSION STATEMENT

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

GOALS FOR 2004

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**

| 001.03.513 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|----------------------------|--------------------------|-------------------------------|
| 100 ADMINISTRATION | | | |
| Salaries and Wages | \$ 139,608 | \$ 143,292 | \$ 145,668 |
| Personnel Benefits | 26,174 | 35,100 | 34,859 |
| Supplies | 1,091 | 4,000 | 3,500 |
| Other Services and Charges | 8,601 | 8,000 | 8,000 |
| Total Administration | <u>175,474</u> | <u>190,392</u> | <u>192,027</u> |
| 400 TRAINING | | | |
| Supplies | 130 | 500 | 500 |
| Other Services and Charges | 8,072 | 2,000 | 2,000 |
| Interfund Payments for Services | 90 | - | - |
| Total Training | <u>8,292</u> | <u>2,500</u> | <u>2,500</u> |
| TOTAL EXECUTIVE | <u>\$ 183,766</u> | <u>\$ 192,892</u> | <u>\$ 194,527</u> |
| % Increase (Decrease) Prior Year | | 4.97% | 0.85% |

| EXECUTIVE PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Mayor | \$ 16,200 | \$ 16,200 |
| City Administrator | 105,826 | 106,908 |
| Secretary to the City Administrator (.5 FTE) | 21,266 | 22,560 |
| Total Executive | <u>\$ 143,292</u> | <u>\$ 145,668</u> |
| % Increase (Decrease) Prior Year | | 1.66% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|--|-----------------|
| Communication (cell phones, internet, telephone) | \$ 4,000 |
| Travel, registration, memberships, monthly mileage | <u>4,000</u> |
| Total | <u>\$ 8,000</u> |

LEGAL SERVICES

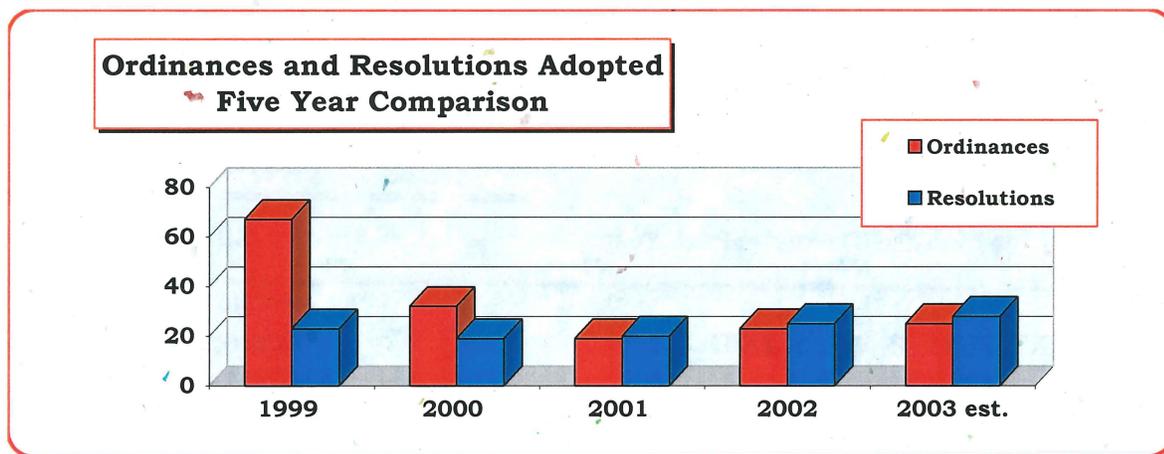
FUNCTION

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 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|----------------------------|--------------------------|-------------------------------|
| LEGAL SERVICES | | | |
| Supplies | \$ 1,153 | \$ 500 | \$ 500 |
| Other Services and Charges | 73,789 | 72,650 | 75,400 |
| 400 TRAINING | | | |
| Other Services and Charges | 703 | 1,000 | 1,000 |
| TOTAL LEGAL | \$ 75,645 | \$ 74,150 | \$ 76,900 |
| % Increase (Decrease) Prior Year | | -1.98% | 3.71% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---|-----------|
| Professional Services (City Attorney and Assistant City Attorney) | \$ 73,800 |
| Communication (one telephone line) | 600 |
| Registrations, dues, publications | 1,000 |
| | \$ 75,400 |

PERSONNEL DEPARTMENT

FUNCTION

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

ACTIVITIES AND SERVICES

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

COMMENTS ON BUDGET APPROPRIATIONS

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

PERSONNEL EXPENDITURE DETAIL THREE YEAR COMPARISON

| 001.06.516 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|----------------------------|--------------------------|-------------------------------|
| 200 PERSONNEL SERVICES | | | |
| Salaries and Wages | \$ 58,596 | \$ 59,200 | \$ 60,976 |
| Personnel Benefits | 12,677 | 17,760 | 14,024 |
| Supplies | 1,601 | 3,500 | 3,000 |
| Other Services and Charges | 101,125 | 13,100 | 13,100 |
| Intergovernmental Services | - | 100 | 100 |
| Interfund Payment for Services | - | 500 | 300 |
| 400 TRAINING | | | |
| Other Services and Charges | - | 1,000 | 1,000 |
| 900 WELLNESS PROGRAM | | | |
| Supplies | 1,330 | 4,897 | 5,100 |
| Other Services and Charges | 2,507 | 4,500 | 2,950 |
| Interfund Payment for Services | 202 | - | - |
| TOTAL PERSONNEL | \$ 178,038 | \$ 104,557 | \$ 100,550 |
| % Increase (Decrease) Prior Year | | -41.27% | -3.83% |

ADMINISTRATION

| PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|-------------------------------------|--------------------------|-------------------------------|
| Manager of Human Resources Services | \$ 59,200 | \$ 60,976 |
| % Increase (Decrease) Prior Year | | 3.00% |

OTHER SERVICES AND CHARGES DETAIL:

Personnel:

| | |
|---|------------------|
| Professional Services (Labor negotiator, unemployment contractor) | \$ 10,000 |
| Communication, travel, repairs and maintenance | 1,100 |
| Registrations, membership dues, publications | 2,000 |
| Total other services and charges - personnel | <u>\$ 13,100</u> |

OTHER SERVICES AND CHARGES DETAIL:

Wellness:

| | |
|---|-----------------|
| Professional Services (speakers, hearing and cholesterol screening) | \$ 1,400 |
| Repairs and Maintenance (exercise equipment) | 600 |
| Subscriptions | 50 |
| Registration and travel for Wellness conferences | 900 |
| Total other services and charges - wellness | <u>\$ 2,950</u> |

PLANNING AND COMMUNITY DEVELOPMENT

MISSION STATEMENT

Planning and community development 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 2004

The following are the major goals for year 2004.

1. Identify and complete implementation measures resulting from the comp plan.
2. Complete a critical areas ordinance consistent with state requirements.
3. Develop strategies and plans to implement annexation of properties with the newly adopted urban growth area.

ACTIVITIES AND SERVICES

Planning and community development 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:

This budget reflects completing a critical areas ordinance per new state law requirements. Staff will also be fully implementing the 2004 Comp Plan. At the direction of City Council, staff will turn its attention to implementing strategies and plans within the adopted Urban Growth Area. On a personnel note, this budget reflects a shift of workload from the extensive and time-consuming Comp Plan update to more implementation. As such there is a change from a full-time Assistant Planner, which worked a great deal on the Comp Plan update, to a part-time Assistant Planner. As noted above, this new staffing level will maintain current level of services. This new staffing level will provide a level of service fitted to the 2004 tasks.

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

| 001.15 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|--|----------------------------|--------------------------|-------------------------------|
| 558 400 TRAINING | | | | |
| | Other Services and Charges | \$ 877 | \$ 7,000 | \$ 3,000 |
| 600 PLANNING | | | | |
| | Salaries and Wages | 194,887 | 198,819 | 186,004 |
| | Personnel Benefits | 52,329 | 59,646 | 49,578 |
| | Supplies | 3,301 | 3,000 | 2,500 |
| | Other Services and Charges (phones, travel, registrations) | 6,877 | 7,000 | 7,000 |
| | Comp. Plan Update | 153,772 | 25,000 | 10,000 |
| | Wetlands | - | - | 5,000 |
| | Geotech | - | - | 3,000 |
| | Critical Areas Ordinance Update | 55,497 | 10,000 | - |
| | Lacamas Hghts. Annex. Census | - | 2,500 | - |
| | Insurance | 20,765 | 22,032 | 22,493 |
| | Intergovernmental Services | 3,500 | 8,500 | 6,500 |
| | Interfund Payments for Services | 3,793 | - | 4,000 |
| 910 ECONOMIC DEVELOPMENT | | | | |
| | Other Services and Charges | 4,500 | 4,500 | 2,500 |
| | Columbia River Economic Development Council | 22,000 | 22,000 | 21,000 |
| | Intergovernmental Services | - | - | - |
| 559 300 Housing and Community Development | | | | |
| | Downtown Rental Housing Rehabilitation Project (CDBG) | - | - | 175,000 |
| 594 580 CAPITAL OUTLAY | | | | |
| | Planning | 11,108 | - | - |
| | OTHER FINANCING USES: | | | |
| 597 000 | Transfers Out | 23,760 | - | - |
| | TOTAL PLANNING AND COMMUNITY DEVELOPMENT | <u>\$ 556,966</u> | <u>\$ 369,997</u> | <u>\$ 497,575</u> |
| | % Increase (Decrease) Prior Year | | -33.57% | 34.48% |

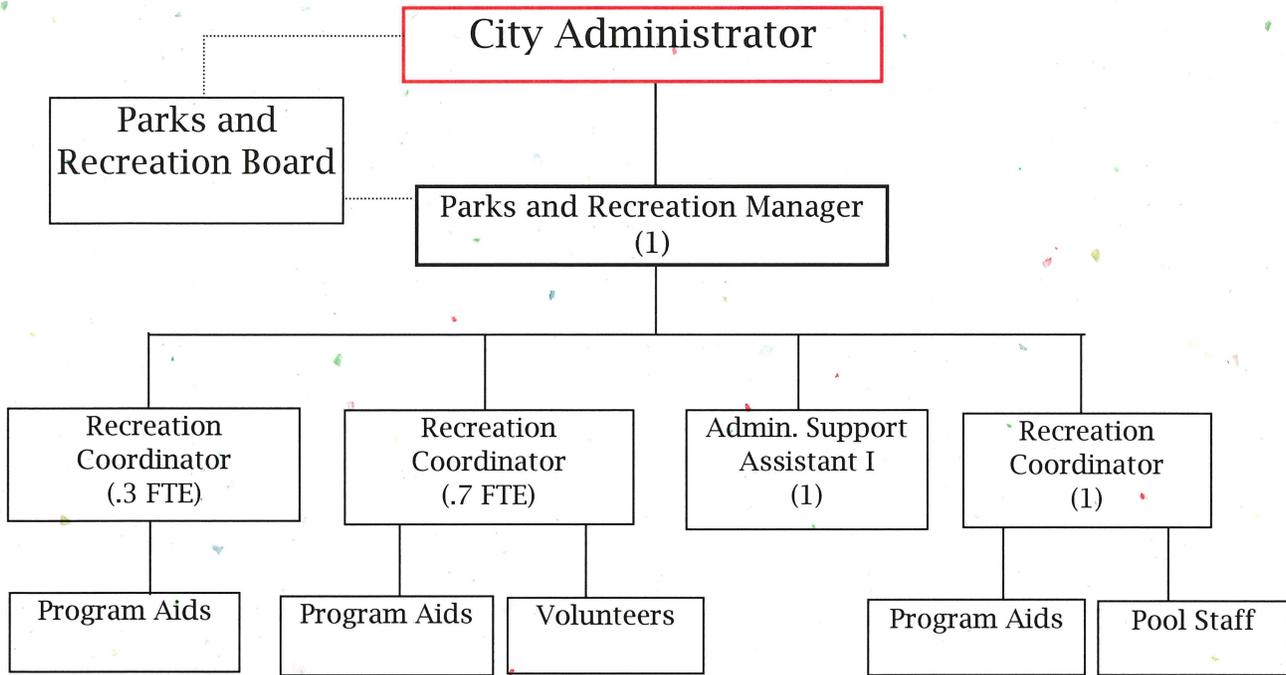
| PLANNING PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Planning Manager | \$ 72,061 | \$ 74,290 |
| Planner I | 45,913 | 50,292 |
| Assistant Planner (1 FTE 2003, .5 FTE 2004) | 42,017 | 18,894 |
| Code Compliance Specialist | 38,829 | 42,528 |
| Total Planning | <u>\$ 198,820</u> | <u>\$ 186,004</u> |
| % Increase (Decrease) Prior Year | | -6.45% |

ECONOMIC DEVELOPMENT DETAIL:

| | |
|---|------------------|
| Professional Services includes: | |
| Columbia River Economic Development Council | \$ 21,000 |
| Sister City Program | 2,500 |
| | <u>\$ 23,500</u> |

ADMINISTRATION

PARKS AND RECREATION



PARKS AND RECREATION

MISSION STATEMENT

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

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

- 1 **helps individuals reach their potential** - ensuring healthy, active and balanced lifestyles, a fit foundation for productive lives - stimulating holistic growth and development.
- 2 **strengthens 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 **serves as "stewards of the environment"** - creating environmental awareness and encouraging ecosystem approaches to planning - protecting, preserving and restoring significant natural areas and corridors.
- 4 **builds and renews 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, trails, picnic grounds, tennis courts, and a boat dock.

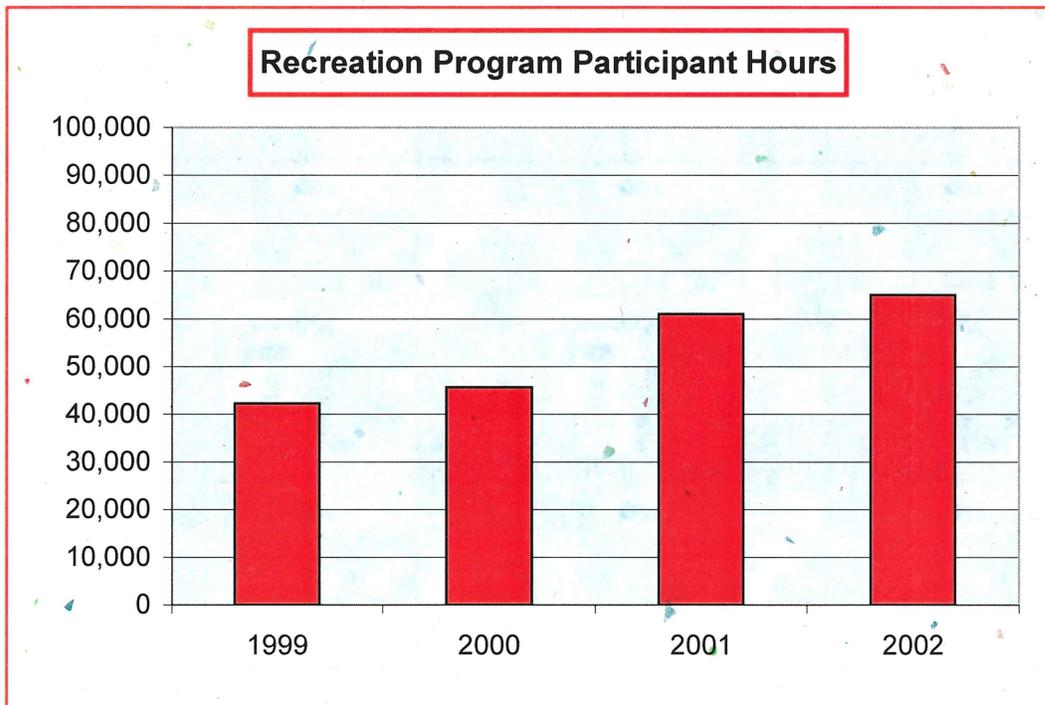
**PARKS AND RECREATION EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 001.18. | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|------------|---|----------------------------|--------------------------|-------------------------------|
| 574 | 200 PARTICIPANT RECREATION | | | |
| | Salaries and Wages | \$ 99,541 | \$ 96,429 | \$ 105,359 |
| | Personnel Benefits | 18,872 | 24,212 | 30,338 |
| | Supplies | 16,531 | 19,075 | 19,075 |
| | Other Services and Charges | 59,019 | 46,220 | 51,110 |
| | Prof. Services (\$42,500 for instructors, concerts, referees/umpires) | | | |
| | Rentals (\$5,010), Phones (\$1,000), Travel (\$500), Misc. (\$2,100) | | | |
| | Interfund Payments for Services | 1,110 | 1,000 | 1,000 |
| 575 | 400 TRAINING | | | |
| | Other Services and Charges | 3,580 | 2,000 | 2,000 |
| 575 | 500 COMMUNITY CENTERS | | | |
| | Salaries and Wages | 33,003 | 35,082 | 38,381 |
| | Personnel Benefits | 12,189 | 9,000 | 14,599 |
| | Supplies | 9,401 | 16,000 | 16,000 |
| | Other Services and Charges | 62,809 | 41,500 | 40,500 |
| | Prof. Services (\$7,000 for janitorial) | | | |
| | Phones, utilities, rentals (\$14,500) | | | |
| | Insurance (\$2,000) | | | |
| | Repairs and Maint. (\$7,000) | | | |
| | Newsletter (\$10,000) | | | |
| | Intergovernmental Services | 694 | | |
| | Interfund Payments for Services | 6,130 | 3,600 | 3,600 |
| 576 | 100 ADMINISTRATION | | | |
| | Salaries and Wages | 57,352 | 58,875 | 60,360 |
| | Personnel Benefits | 14,445 | 17,662 | 17,000 |
| 576 | 200 SWIMMING POOLS | | | |
| | Salaries and Wages | 72,397 | 71,750 | 76,120 |
| | Personnel Benefits | 11,982 | 10,000 | 12,394 |
| | Supplies | 12,825 | 10,500 | 10,500 |
| | Other Services and Charges | 25,116 | 18,830 | 18,830 |
| | Professional Services (\$2,500), Insurance (\$700), | | | |
| | Utilities (\$15,000), Repairs and Maint. (\$2,500), | | | |
| | Misc. (\$2,000) | | | |
| | Interfund Payments for Services | 1,728 | 1,500 | 1,500 |
| 576 | 800 GENERAL PARKS | | | |
| | Salaries and Wages | 173,718 | 268,414 | 243,895 |
| | Personnel Benefits | 47,773 | 80,434 | 73,079 |
| | Supplies | 57,026 | 71,000 | 72,800 |
| | Other Services and Charges | 138,950 | 93,550 | 95,800 |
| | Communication (\$600), Insurance (\$3,000) | | | |
| | Miscellaneous (\$1,000) | | | |
| | Rentals (\$5,000), Utilities (\$35,000) | | | |
| | Repairs & Maint. (\$51,200) | | | |
| | Interfund Payments for Services | 137,344 | 86,500 | 140,000 |

ADMINISTRATION

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

| 001.18. | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---------|-----------------------------------|----------------------------|--------------------------|-------------------------------|
| 594 | CAPITAL OUTLAY | | | |
| 730 | Community Center | - | 5,000 | - |
| 760 | General Parks | 52,953 | 92,160 | 29,000 |
| | TOTAL PARKS AND RECREATION | <u>\$ 1,126,488</u> | <u>\$ 1,180,293</u> | <u>\$ 1,173,240</u> |
| | % Increase (Decrease) Prior Year | | 4.78% | -0.60% |



| PARKS AND RECREATION PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Recreation Coordinator | \$ 40,476 | \$ 44,227 |
| Recreation Coordinator (2/3 FTE) | 27,665 | 30,230 |
| Program Aides | 27,888 | 30,478 |
| Recreation Overtime | 400 | 424 |
| Admin. Support Assistant I (1 FTE) | 34,832 | 38,116 |
| Overtime | 250 | 265 |
| Parks and Recreation Manager | 58,875 | 60,360 |
| Swimming Pool Employees Salaries and Wages | 57,162 | 60,209 |
| Recreation Coordinator (1/3 FTE) | 13,838 | 15,115 |
| Swimming Pool Overtime | 750 | 796 |
| Public Works Operation Manager (.11 FTE - 2003) | 8,750 | 8,892 |
| Lead Maintenance Worker | 54,053 | 57,350 |
| Senior Maintenance Worker | 49,466 | 52,481 |
| Maintenance Worker II (2 FTE) | 87,260 | 96,055 |
| Maintenance Worker | 41,427 | - |
| Seasonal Maintenance Worker (3 at 6 mths maximum) | 27,158 | 28,817 |
| Parks Maintenance Overtime | 300 | 300 |
| Total Parks and Recreation | \$ 530,550 | \$ 524,115 |
| % Increase (Decrease) Prior Year | | -1.21% |

CAPITAL OUTLAY DETAIL:

Park Improvements:

Forest Home Park

* Asphalt paths to field gates

\$ 5,000

* Warning track

5,000

Machinery and equipment:

Teter totter/climber replacements - all parks

19,000

Total

\$ 29,000

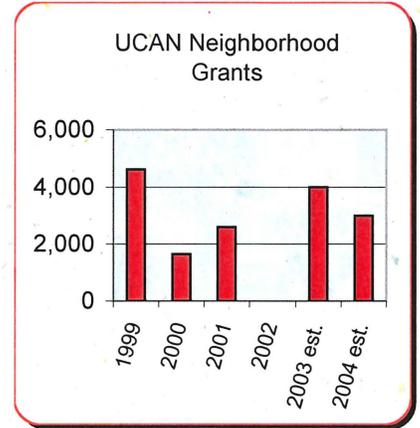
INFORMATION AND OUTREACH

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

\$9,000 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. The UCAN neighborhood's mini-grant program was funded at \$4,000 for 2003 and is funded at the \$3,000 level for 2004.



INFORMATION AND OUTREACH EXPENDITURE DETAIL THREE YEAR COMPARISON

| 001.24 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 557 200 COMMUNITY INFORMATION SERVICES | | | |
| Community Information Services | \$ 10,000 | \$ 9,000 | \$ 9,000 |
| 557 210 NEIGHBORHOOD ASSOCIATION | | | |
| Supplies | 1,293 | 4,000 | 3,000 |
| Other Services and Charges | 2,958 | 10,000 | 8,700 |
| TOTAL INFORMATION AND OUTREACH | \$ 14,251 | \$ 23,000 | \$ 20,700 |
| % Increase (Decrease) Prior Year | | 61.39% | -10.00% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---|-----------------|
| Communication | \$ 200 |
| Public utility (Spring Clean-up) | 3,500 |
| UCAN neighborhood grants | 3,000 |
| Registrations for conferences, copier maintenance | 2,000 |
| Total other services and charges | \$ 8,700 |

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 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|----------------------------|--------------------------|-------------------------------|
| 200 Community Education | | | |
| Intergovernmental Services | \$ 13,500 | \$ 11,000 | \$ 11,000 |
| 290 Senior Programs | | | |
| Supplies | 395 | 900 | 900 |
| Other Services and Charges | 4,248 | 4,675 | 4,675 |
| TOTAL COMMUNITY EDUCATION | <u>\$ 18,143</u> | <u>\$ 16,575</u> | <u>\$ 16,575</u> |
| % Increase (Decrease) Prior Year | | -8.64% | 0.00% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---------------|-----------------|
| Communication | \$ 500 |
| Travel | 4,000 |
| Miscellaneous | 175 |
| Total | <u>\$ 4,675</u> |

ADMINISTRATION

DOWNTOWN VISION COALITION

MISSION STATEMENT

The revitalization of the downtown is a multi-year effort to improve the core business district of the City. Within this area, the program strives to promote and enhance economic vitality, residency, 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. The CDBG rental housing program is expected to complement private re-investment in the downtown.

DEPARTMENT GOALS FOR 2004

1. Add more attractive elements to the streetscape of downtown.
2. Promote the downtown business area as a destination.
3. Continue development of a housing strategy for the downtown district, with private and public re-investment.

ACTIVITIES AND SERVICES

The DVC is 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 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 number of tasks have been accomplished since 2001. An example is the downtown plaza on 4th between Birch and Cedar. 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 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------|---|----------------------------|--------------------------|-------------------------------|
| 558 900 | PLANNING AND COMMUNITY DEVELOPMENT | | | |
| | Salaries and Wages | \$ 9,090 | \$ 13,419 | \$ 14,663 |
| | Personnel Benefits | 1,784 | 4,026 | 3,673 |
| | Supplies | 13,667 | 7,500 | 3,100 |
| | Other Services and Charges | 17,586 | 55,000 | 26,250 |
| | Communications | 1,352 | 5,000 | 4,000 |
| | Advertising | - | - | 13,600 |
| | Repairs and maintenance | - | 26,000 | 3,130 |
| | Miscellaneous (printing and event sponsorships) | 4,982 | 8,000 | 6,920 |
| 594 950 | CAPITAL OUTLAY | | | |
| | Other Infrastructure | - | 20,000 | - |
| | TOTAL DOWNTOWN VISION COALITION | <u>\$ 48,461</u> | <u>\$ 138,945</u> | <u>\$ 75,336</u> |
| | % Increase (Decrease) Prior Year | | | -45.78% |

**DOWNTOWN VISION COALITION
PERSONNEL SCHEDULE**

| | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|--------------------------|-------------------------------|
| Recreation Coordinator (.3 FTE) | \$ 12,419 | \$ 13,602 |
| Overtime | 1,000 | 1,061 |
| | <u>\$ 13,419</u> | <u>\$ 14,663</u> |
| % Increase (Decrease) Prior Year | | 9.27% |

OTHER SERVICES AND CHARGES DETAIL

| | |
|--|------------------|
| Painting and lighting downtown umbrellas | \$ 7,500 |
| Cement telephone support removal and improvement | 5,000 |
| Trail connectivity to downtown | 3,000 |
| Mini-mall design - extension to south side of 4th Avenue | 750 |
| Infrastructure associated with above projects | 5,000 |
| Consultant services | 5,000 |
| Total | <u>\$ 26,250</u> |

GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

MISSION STATEMENT

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

GOALS FOR 2004

1. Park and open space acquisitions consistent with the park, open space comprehensive plan.
2. Design of a neighborhood park site.
3. Street projects including the SE 1st Street/Lake Road project.

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, \$50,000 for Crown Road and 3rd Avenue, \$175,706 for Lake Road and SR500 and to repay a portion of the public works trust fund loan for SE 1st Street and Lake Road. Fire impact fees and real estate excise tax revenues will be used to repay a portion of the interfund loan to construct the Fire Station 42 facility and to conduct an engineering cost estimate for a new downtown fire station. Real estate excise tax revenues will be transferred to the Klickitat Park Construction Fund for the design and construction of a neighborhood park.

GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

REVENUE DETAIL THREE YEAR COMPARISON

| 300.00 | | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--------|---|---------------------------|-------------------------------|------------------------------|
| 291 | 740 Beginning Appropriated Fund Balance | \$ - | \$ 1,279,873 | \$ 1,460,782 |
| 317 | Taxes: | | | |
| | Local Real Estate Excise Tax | 813,281 | 637,328 | 800,000 |
| | Total Taxes | 813,281 | 637,328 | 800,000 |
| | Intergovernmental Revenue: | | | |
| 337 | 010 Conservation Futures-County | - | 93,000 | - |
| | Total Intergovernmental Revenue | - | 93,000 | - |
| 345 | Charges for Goods and Services: | | | |
| | 850 10 Impact Fees-Transportation | 457,533 | 400,000 | 400,000 |
| | 850 00 Impact Fees-Parks & Open Space | 694,559 | 500,000 | 470,000 |
| | 850 20 Impact Fees-Fire | 123,684 | 100,000 | 120,000 |
| | Total Charges for Goods and Services | 1,275,776 | 1,000,000 | 990,000 |
| | Miscellaneous Revenue: | | | |
| 361 | 110 Investment Interest | 179,562 | 130,000 | 75,000 |
| | Total Miscellaneous Revenue | 179,562 | 130,000 | 75,000 |
| | Total Estimated Revenues | 2,268,619 | 3,140,201 | 3,325,782 |
| | Total Estimated Resources | \$ 2,268,619 | \$ 3,140,201 | \$ 3,325,782 |

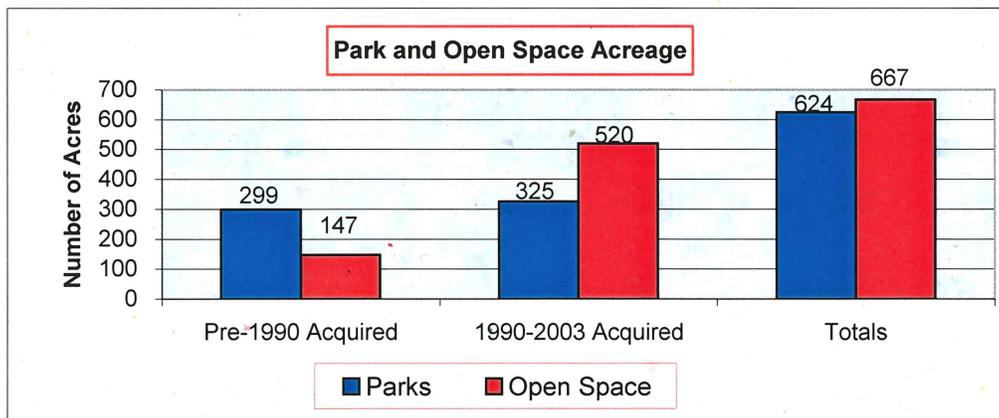
ADMINISTRATION

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

| 300.00 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 | |
|-----------------------------------|-----|---|--------------------------|-------------------------------|---------------------|
| Other Services and Charges | | | | | |
| 594 | 220 | Professional Services | \$ - | \$ - | \$ 10,000 |
| | | Total Capital Outlay | - | - | 10,000 |
| Capital Outlay: | | | | | |
| 594 | 220 | Security of Persons and Property | 21,080 | 380,000 | - |
| | 760 | Park Facilities | 203,536 | 260,000 | 580,000 |
| | 790 | Other Open Space | 299,239 | 300,000 | 200,000 |
| | 950 | Pedestrian Paths/Trails | - | - | 100,000 |
| 595 | 300 | Roadway | 25,783 | - | - |
| | | Total Capital Outlay | 549,638 | 940,000 | 880,000 |
| Other Financing Uses: | | | | | |
| 597 | 000 | Operating Transfers Out | 2,943,235 | 2,200,201 | 2,435,782 |
| | | Total Growth Management Capital Project Fund | <u>\$ 3,492,873</u> | <u>\$ 3,140,201</u> | <u>\$ 3,325,782</u> |

CAPITAL OUTLAY DETAIL:

| | |
|--|-------------------|
| Capt. William Clark Park Improvements | \$ 50,000 |
| Benton Park Improvements | 30,000 |
| Openspace Acquisition | 200,000 |
| East Hill Top Park Acquisition | 500,000 |
| Heritage Trail Alterations | 50,000 |
| Trail/path Acquisition and Development | 50,000 |
| Total Capital | <u>\$ 880,000</u> |



ADMINISTRATION

KLICKITAT PARK CONSTRUCTION

PROJECT STATEMENT

This fund will account for the construction of the Klickitat Park.

COMMENTS ON BUDGET APPROPRIATIONS

Funding for this project will come from real estate excise tax revenues.

REVENUE DETAIL

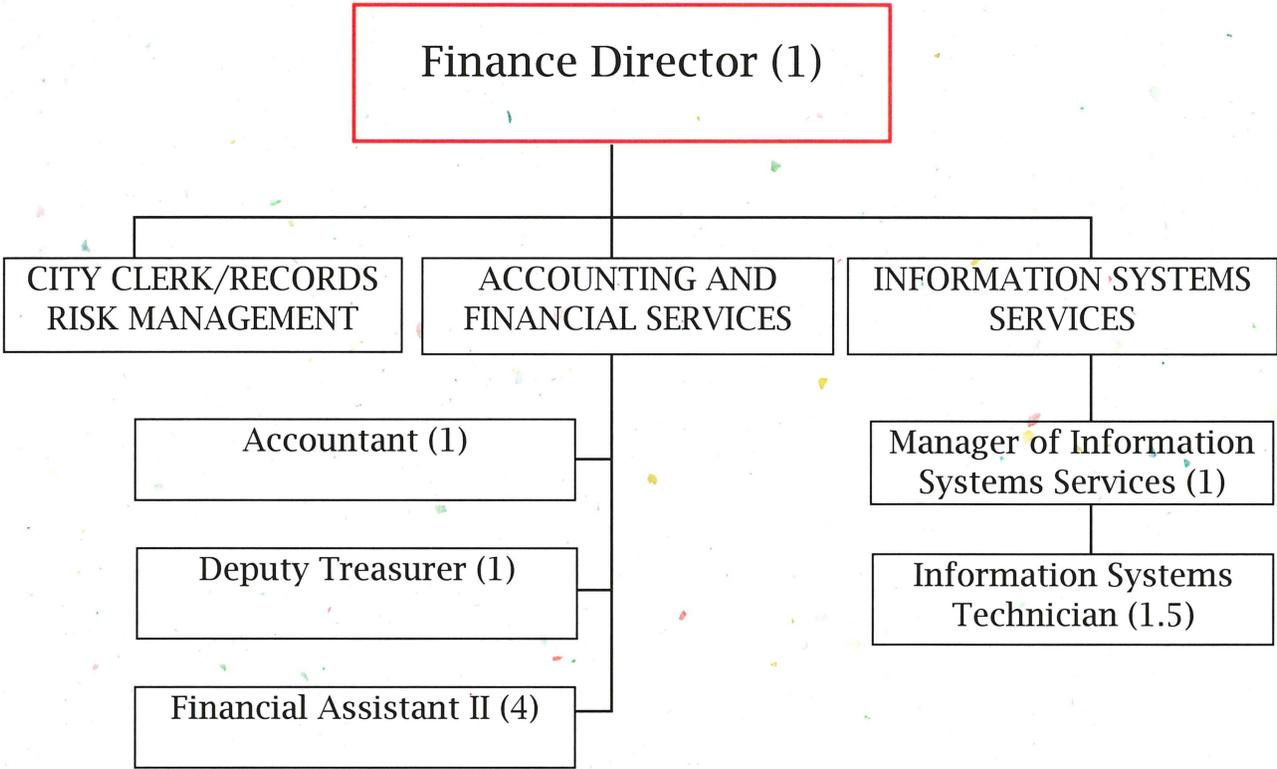
| | | |
|----------------|--------------------------------------|-------------------------------|
| 322.00 | | Estimated, Revenue 2004 |
| <hr/> | | |
| 397 000 | Other Financing Sources: | |
| | Operating Transfers in | \$ 500,000 |
| | Total Other Financing Sources | <u>500,000</u> |
| | Total Estimated Resources | <u>\$ 500,000</u> |

EXPENDITURE DETAIL

| | | |
|----------------|------------------------|-------------------------------|
| 322.00 | | Estimated Required 2004 |
| <hr/> | | |
| 594 760 | Park Facilities | <u>\$ 500,000</u> |
| | Total | <u>\$ 500,000</u> |

ADMINISTRATION

FINANCE DEPARTMENT



FINANCIAL AND RECORDS SERVICES DEPARTMENT

MISSION STATEMENT

The Finance Department's mission is to ensure the City's financial stability, maximize the use of its financial resources, 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 2004

1. Implement new rates for Water, Sewer, Sanitary and Equipment Rental utilities.
2. Research new methods of collection for accounts receivable payments for simplicity to citizens and efficiency for staff.
3. Implement new time reporting process for the Fire Department using the existing payroll accounting software.
4. Structure financing arrangements for capital projects and purchases, and ambulance vehicle and related equipment.
5. Enhance cross training employees to provide continuation of service during employee absences.

ACTIVITIES AND SERVICES

The Finance Department consists primarily of the following service areas:

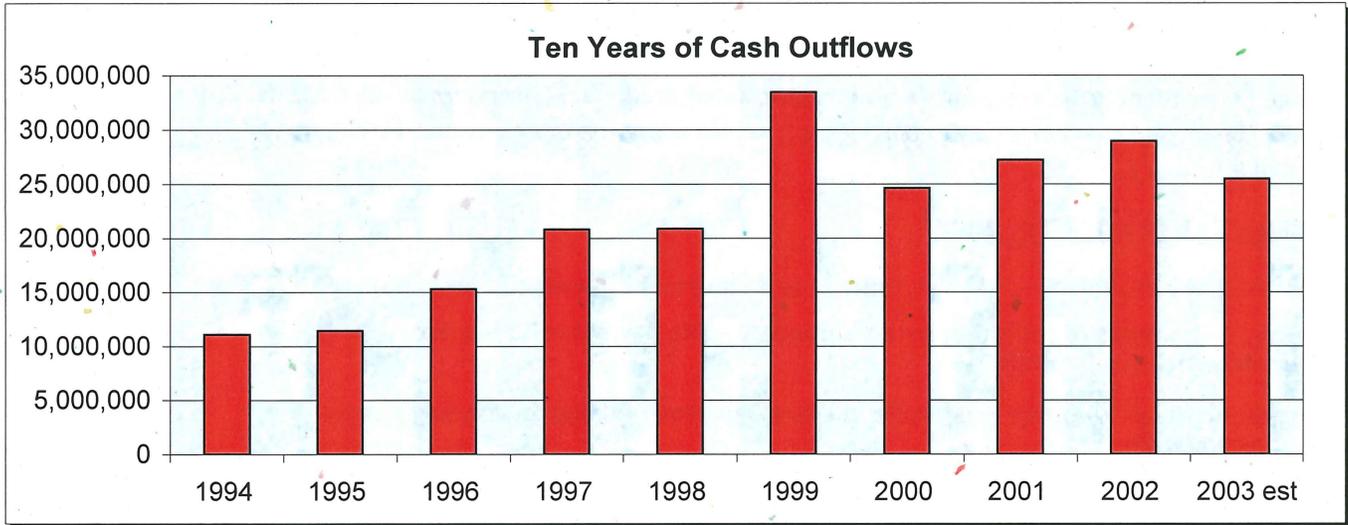
| Accounting/Financial Services | Records/Risk Management |
|--------------------------------------|--------------------------------|
| Budgeting and Accounting | City Clerk duties |
| Financial Reporting | Information archival |
| Utility Billing and Receipting | Records Searches |
| Payroll and Benefits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

COMMENTS ON BUDGET APPROPRIATIONS

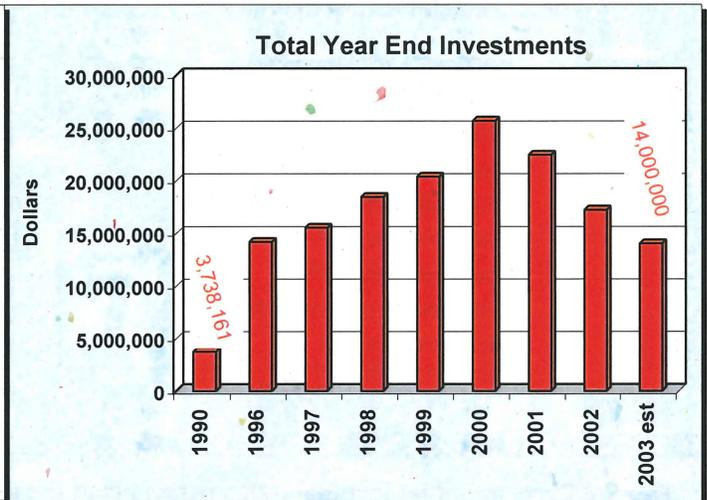
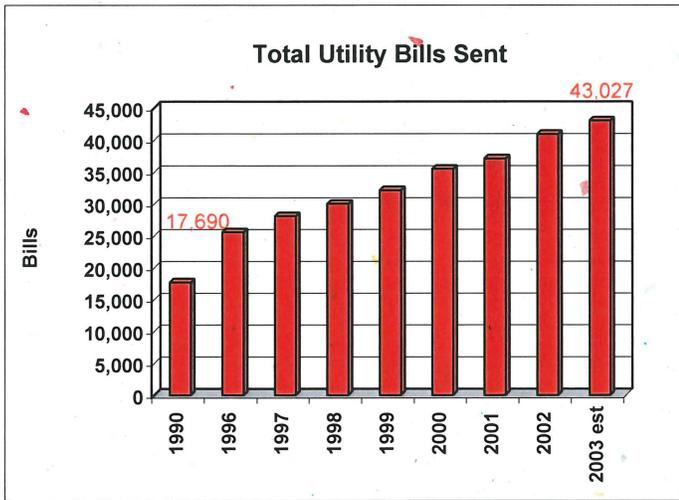
The Finance Department budget maintains personnel at the same level as the 2003 budget. The Information Systems function is under the Finance Director is accounted for in its own department. In addition, all network equipment, software and PC's city-wide are included in the Information Systems Department 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 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 100 ADMINISTRATION | | | |
| Salaries and Wages | \$ 76,452 | \$ 78,746 | \$ 81,106 |
| Personnel Benefits | 13,102 | 16,000 | 16,000 |
| Supplies | - | 200 | 200 |
| Other Services and Charges | 1,264 | 3,000 | 2,400 |
| 230 FINANCIAL SERVICES | | | |
| Salaries and Wages | 294,603 | 263,444 | 281,139 |
| Personnel Benefits | 81,307 | 79,033 | 91,454 |
| Supplies | 6,046 | 7,000 | 6,000 |
| Other Services and Charges | 18,225 | 21,989 | 20,400 |
| Intergovernmental Services | - | - | - |
| 400 TRAINING | | | |
| Other Services and Charges | 975 | 2,000 | 1,600 |
| Interfund Payments for Services | 1,002 | 500 | 600 |
| TOTAL FINANCIAL AND RECORDS SERVICES | <u>\$ 492,976</u> | <u>\$ 471,912</u> | <u>\$ 500,899</u> |
| % Increase (Decrease) Prior Year | | -4.27% | 6.14% |

| FINANCE PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|--------------------------|-------------------------------|
| Finance Director | \$ 78,746 | \$ 81,106 |
| Deputy Treasurer | 46,476 | 49,306 |
| Accountant | 51,800 | 56,605 |
| Financial Assistant II (4) | 165,168 | 175,228 |
| Total Salaries | <u>\$ 342,190</u> | <u>\$ 362,245</u> |
| % Increase (Decrease) Prior Year | | 5.86% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---|------------------|
| Professional Services (Bank fees, software programming and licensing) | \$ 10,000 |
| Communication (telephone charges) | 4,500 |
| Travel | 400 |
| Insurance (liability) | 1,000 |
| Repairs and Maintenance of small office equipment | 1,000 |
| Registrations for classes, subscriptions, membership dues | 3,500 |
| Total other services and charges | <u>\$ 20,400</u> |

INFORMATION SYSTEMS

MISSION STATEMENT

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

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

DEPARTMENTAL GOALS FOR 2004

1. **Intranet.** Continue development of the City's Intranet and creating new resources, documents and forms for online access.
2. **Web Development.** Continue with enhancements to the City's new site, reviewing the previous year's progress and developing procedures for updates and new development.
3. **Desktop Support and documentation.** Update Library public PC policies, profiles and software, review city-wide support and maintenance procedures for process improvements and improved support to network users. Update departmental documentation.
4. **Network , Internet and Technology Policies and standards.**
Review and update the City's network, internet, phone and voicemail, and e-mail policies.
Review city replacement standards and the use/development of new technologies.
5. **Parks & Rec.** Update RecTrak to new windows version and move to newer server.
6. **Training.** Depending on timing of projects, WindowsXP and Advanced Groupwise training has been requested for internal staff training for 2004.

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.

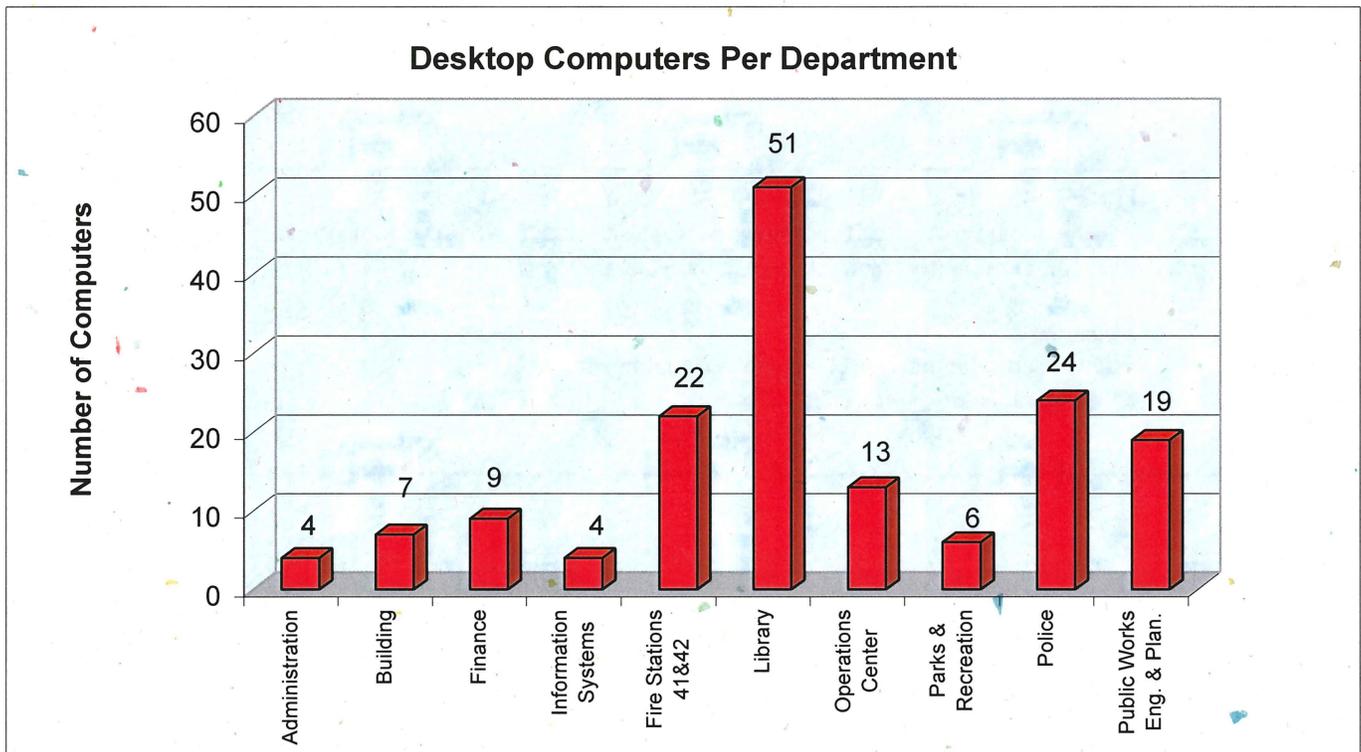
COMMENTS ON BUDGET APPROPRIATIONS

There have been no significant changes from budget year 2003 to budget year 2004.

Hardware such as computer replacements have been limited to those approaching or exceeding a life cycle of 4 years. Of the approximate 159 desktop computers maintained and used within the City, 22 (14%) are to be replaced in year 2004. With the two newer facilities (Fire Station 42 and the Library) adding to the computer inventory totals, replacement of those PC's is expected to make an impact in upcoming budget cycles beginning in year 2005. To reach a 4 year replacement cycle the City will need to plan to replace over 40 PC's each year (over 50 to get closer to a 3 year replacement cycle) in future budget years.

The remaining expenditures for the Information Systems Division is primarily for salaries, benefits, ongoing licensing for networking software, Microsoft Office, Virus Protection software, and other general network expenses.

STATISTICAL INFORMATION



The Information Systems division supports users across all services and departments. Together with desktop support, the division maintains the city's network infrastructure, and administers the phone system, voicemail system and internet services for all departments. The computer total has increased approximately 30% in two years primarily due to new construction.

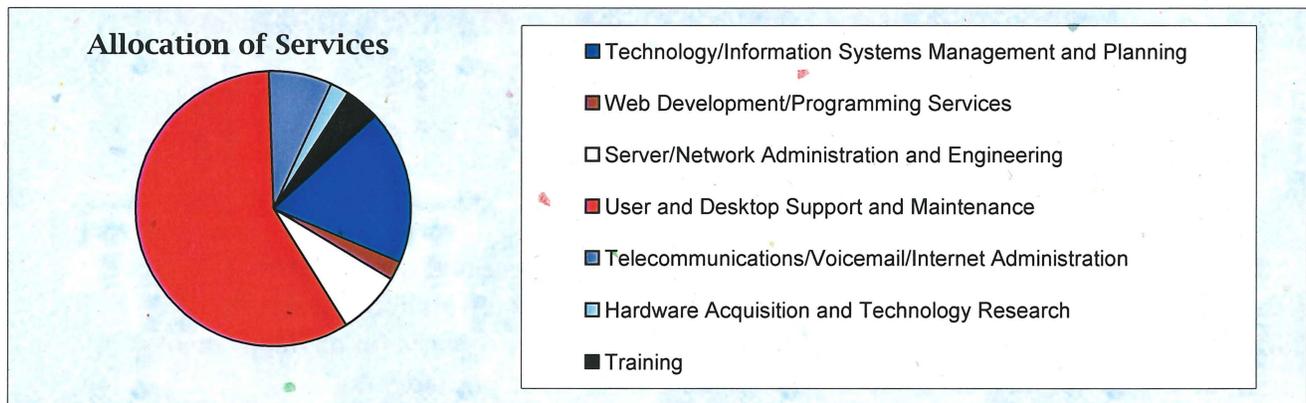
INFORMATION SYSTEMS EXPENDITURE DETAIL

| 001.12 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------|----------------------------------|----------------------------|--------------------------|-------------------------------|
| 518 900 | INFORMATION SYSTEMS | | | |
| | Salaries and Wages | \$ 85,643 | \$ 127,385 | \$ 135,067 |
| | Personnel Benefits | 19,770 | 33,215 | 30,347 |
| | Supplies | 57,662 | 55,600 | 58,600 |
| | Other Services and Charges | 29,775 | 45,000 | 44,250 |
| | Intergovernmental Services | - | 2,000 | 1,000 |
| | Interfund Payments for Services | 1,262 | 1,000 | 300 |
| 594 180 | CAPITAL OUTLAY | | | |
| | Capital Outlay | 16,170 | - | - |
| | TOTAL INFORMATION SYSTEMS | <u>\$ 210,282</u> | <u>\$ 264,200</u> | <u>\$ 269,564</u> |
| | % Increase (Decrease) Prior Year | | 25.64% | 2.03% |

| INFORMATION SYSTEMS PERSONNEL SCHEDULE | | Actual Approp 2003 | Estimated Required 2004 |
|---|--|--------------------------|-------------------------------|
| | Manager of Information Systems (.5 FTE 2002, 1 FTE 2003) | \$ 65,941 | \$ 67,931 |
| | Information Systems Technician (1.5 FTE) | 61,444 | 67,136 |
| | Total Personnel | <u>\$ 127,385</u> | <u>\$ 135,067</u> |
| | % Increase (Decrease) Prior Year | | 6.03% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|--|------------------|
| Professional Services (software licenses, technical support,web development) | \$ 36,000 |
| Communication (telephone charges, internet access) | 2,000 |
| Travel | 1,000 |
| Insurance | 250 |
| Repairs and Maintenance of small office equipment | 2,500 |
| Registrations for classes, subscriptions | 2,500 |
| Total other services and charges | <u>\$ 44,250</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 2003 of \$218,542 and anticipated premium in 2004 of \$217,669.

OTHER GENERAL GOVERNMENT SERVICES DETAIL THREE YEAR COMPARISON

| 001.07 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 519 900 MISCELLANEOUS | | | |
| Supplies | \$ 20,063 | \$ 26,000 | \$ 25,500 |
| Other Services and Charges | 67,477 | 77,000 | 73,500 |
| Intergovernmental Services and Taxes | 24,939 | 26,500 | 27,000 |
| 531 700 AIR POLLUTION CONTROL | | | |
| Intergovernmental Services and Taxes | 3,405 | 3,891 | 4,062 |
| 567 000 MENTAL AND PHYSICAL HEALTH | | | |
| Intergovernmental Services and Taxes | 2,288 | 2,600 | 2,800 |
| TOTAL OTHER GENERAL GOVERNMENT SERVICES | \$ 118,172 | \$ 135,991 | \$ 132,862 |
| % Increase (Decrease) Prior Year | | 15.08% | -2.30% |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---|------------------|
| Professional Services (AWC membership, code book updates, Code On-line) | \$ 14,000 |
| Communication (postage, telephone charges) | 17,000 |
| Operating rentals and leases (postage meter, post office box) | 500 |
| Insurance (General Fund's portion of liability, property, and fidelity) | 31,000 |
| Repairs and Maintenance (Two copy machines, mail machine) | 5,000 |
| Annual fee with WA General Admin., city pins, business cards | 6,000 |
| Total other services and charges | \$ 73,500 |

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 were transferred to the General Fund to help finance general obligations of the City.

REVENUE DETAIL THREE YEAR COMPARISON

| 222.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ 50,000 | \$ - |
| Miscellaneous Revenue: | | | |
| 361 110 Investment Interest | 11,342 | - | - |
| Total Miscellaneous Revenue | <u>11,342</u> | <u>-</u> | <u>-</u> |
| Other Financing Sources: | | | |
| 397 000 Operating Transfers In | 51,985 | - | - |
| Total Other Financing Sources | <u>51,985</u> | <u>-</u> | <u>-</u> |
| Total Estimated Revenues | <u>\$ 63,327</u> | <u>\$ 50,000</u> | <u>\$ -</u> |

EXPENDITURE DETAIL THREE YEAR COMPARISON

| 222.00 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---------------------------------|----------------------------|--------------------------|-------------------------------|
| Other Financing Sources: | | | |
| 597 000 Operating Transfers Out | \$ 250,000 | \$ 50,000 | \$ - |
| Total LID Guaranty Fund | <u>\$ 250,000</u> | <u>\$ 50,000</u> | <u>\$ -</u> |

FINANCE

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 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|------------------------------------|---------------------------|-------------------------------|------------------------------|
| Taxes: | | | |
| 361 111 Real and Personal Property | \$ 783,700 | \$ 784,085 | \$ 786,275 |
| Total Taxes | <u>\$ 783,700</u> | <u>\$ 784,085</u> | <u>\$ 786,275</u> |

EXPENDITURE DETAIL THREE YEAR COMPARISON

| 239.00 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| Redemption of General Long Term Debt | | | |
| 591 720 Principal on Library Bonds | \$ 250,000 | \$ 265,000 | \$ 280,000 |
| 591 760 Principal on Park Bonds | 90,000 | 95,000 | 100,000 |
| Total Redemption of General Long Term Debt | <u>340,000</u> | <u>360,000</u> | <u>380,000</u> |
| Interest and Other Debt Service | | | |
| 592 720 Interest on Library Bonds | 401,040 | 388,540 | 375,290 |
| 592 760 Interest on Park Bonds | 39,775 | 35,545 | 30,985 |
| Total Interest and Other Debt Service | <u>440,815</u> | <u>424,085</u> | <u>406,275</u> |
| Total Unlimited Tax General Obligation Bond Redemption Fund | <u>\$ 780,815</u> | <u>\$ 784,085</u> | <u>\$ 786,275</u> |

1996 Refunding Bonds

| | Principal | Interest | Total | Last Year of Payment |
|------|-------------------|------------------|-------------------|-------------------------|
| 2004 | \$ 100,000 | \$ 30,985 | \$ 130,985 | |
| 2005 | 105,000 | 26,085 | 131,085 | |
| 2006 | 110,000 | 20,835 | 130,835 | |
| | <u>\$ 315,000</u> | <u>\$ 77,905</u> | <u>\$ 392,905</u> | 2009 |

2000 Library Bonds

| | Principal | Interest | Total | Last Year of Payment |
|------|-------------------|---------------------|---------------------|-------------------------|
| 2004 | \$ 280,000 | \$ 375,290 | \$ 655,290 | |
| 2005 | 290,000 | 361,290 | 651,290 | |
| 2006 | 305,000 | 346,790 | 651,790 | |
| | <u>\$ 875,000</u> | <u>\$ 1,083,370</u> | <u>\$ 1,958,370</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 was accounted for here until the debt was paid off in 2002. The loan for the fire pumper truck purchased in 2003 is accounted for here also.

REVENUE DETAIL THREE YEAR COMPARISON

| 240.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--------------------------------------|------------------------------------|--|---------------------------------------|
| Taxes: | | | |
| 311 100 Real and Personal Property | \$ 842,511 | \$ 582,010 | \$ 521,588 |
| Total Taxes | <u>842,511</u> | <u>582,010</u> | <u>521,588</u> |
| Other Financing Sources: | | | |
| 397 000 Operating Transfers In: | - | 125,201 | 103,577 |
| Total Other Financing Sources | <u>-</u> | <u>125,201</u> | <u>103,577</u> |
| Total Estimated Resources | <u><u>\$ 842,511</u></u> | <u><u>\$ 707,211</u></u> | <u><u>\$ 625,165</u></u> |

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

| | | | Actual | Actual | Estimated |
|--|-----|---|-------------------|-------------------|-------------------|
| | | | Expended | Approp | Required |
| | | | 2002 | 2003 | 2004 |
| 240.00 | | | | | |
| 591 | 210 | Police Facility/Principal | \$ 150,000 | \$ 160,000 | \$ 170,000 |
| | 330 | Power Lines/Principal | 205,524 | - | - |
| | 210 | Pacific Rim Blvd/Principal | 35,000 | 35,000 | 35,000 |
| | 595 | SE 1st Street Road Improvements/Principal | - | 122,746 | 31,026 |
| | 595 | Parker Street 1996/Principal | - | 96,429 | 96,429 |
| | 595 | Parker Street 1997/Principal | - | - | 57,875 |
| | 220 | Fire Pumper Truck Principal | - | - | 61,789 |
| 592 | 210 | Police Facility/Interest | 98,933 | 89,999 | 83,254 |
| | 330 | Power Lines/Interest | 10,717 | - | - |
| | 210 | Pacific Rim Blvd/Interest | 19,517 | 19,756 | 17,141 |
| | 595 | Parker Street 1996/Interest | 199,219 | 40,500 | 37,607 |
| | 595 | Parker Street 1997/Interest | - | 140,326 | 24,300 |
| | 595 | SE 1st Street Road Improvements/Interest | 2,813 | 2,455 | 2,931 |
| | 220 | Fire Pumper Truck Interest | - | - | 7,813 |
| Total Limited Tax General | | | | | |
| Obligation Bond Redemption Fund | | | <u>\$ 721,723</u> | <u>\$ 707,211</u> | <u>\$ 625,165</u> |

1996 Limited Tax Bonds

| | Principal | Interest | Total | Last Year of Payment |
|------|------------|------------|------------|-------------------------|
| 2004 | \$ 205,000 | \$ 100,395 | \$ 305,395 | |
| 2005 | 210,000 | 90,350 | 300,350 | |
| 2006 | 225,000 | 79,850 | 304,850 | 2011 |

Parker Street - 1996 P WTF Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|-----------|-----------|------------|-------------------------|
| 2004 | \$ 96,429 | \$ 37,607 | \$ 134,036 | |
| 2005 | 96,429 | 33,714 | 130,143 | |
| 2006 | 96,429 | 31,821 | 128,250 | 2016 |

Parker Street - 1997 P WTF Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|-----------|-----------|-----------|-------------------------|
| 2004 | \$ 57,857 | \$ 24,300 | \$ 82,157 | |
| 2005 | 57,857 | 22,564 | 80,421 | |
| 2006 | 57,857 | 20,829 | 78,686 | 2017 |

SE 1st Road Improvements - 2001 P WTF Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|-----------|----------|-----------|-------------------------|
| 2004 | \$ 31,027 | \$ 2,948 | \$ 33,975 | |
| 2005 | 31,027 | 2,792 | 33,819 | |
| 2006 | 31,027 | 2,637 | 33,664 | 2021 |

Fire Pumper Truck - 2003 Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|-----------|----------|-----------|-------------------------|
| 2004 | \$ 61,789 | \$ 7,813 | \$ 69,602 | |
| 2005 | 63,545 | 6,058 | 69,603 | |
| 2006 | 65,351 | 4,252 | 69,603 | 2008 |

FINANCE

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 two firefighters receiving subsidy payments to his state pension.

REVENUE DETAIL THREE YEAR COMPARISON

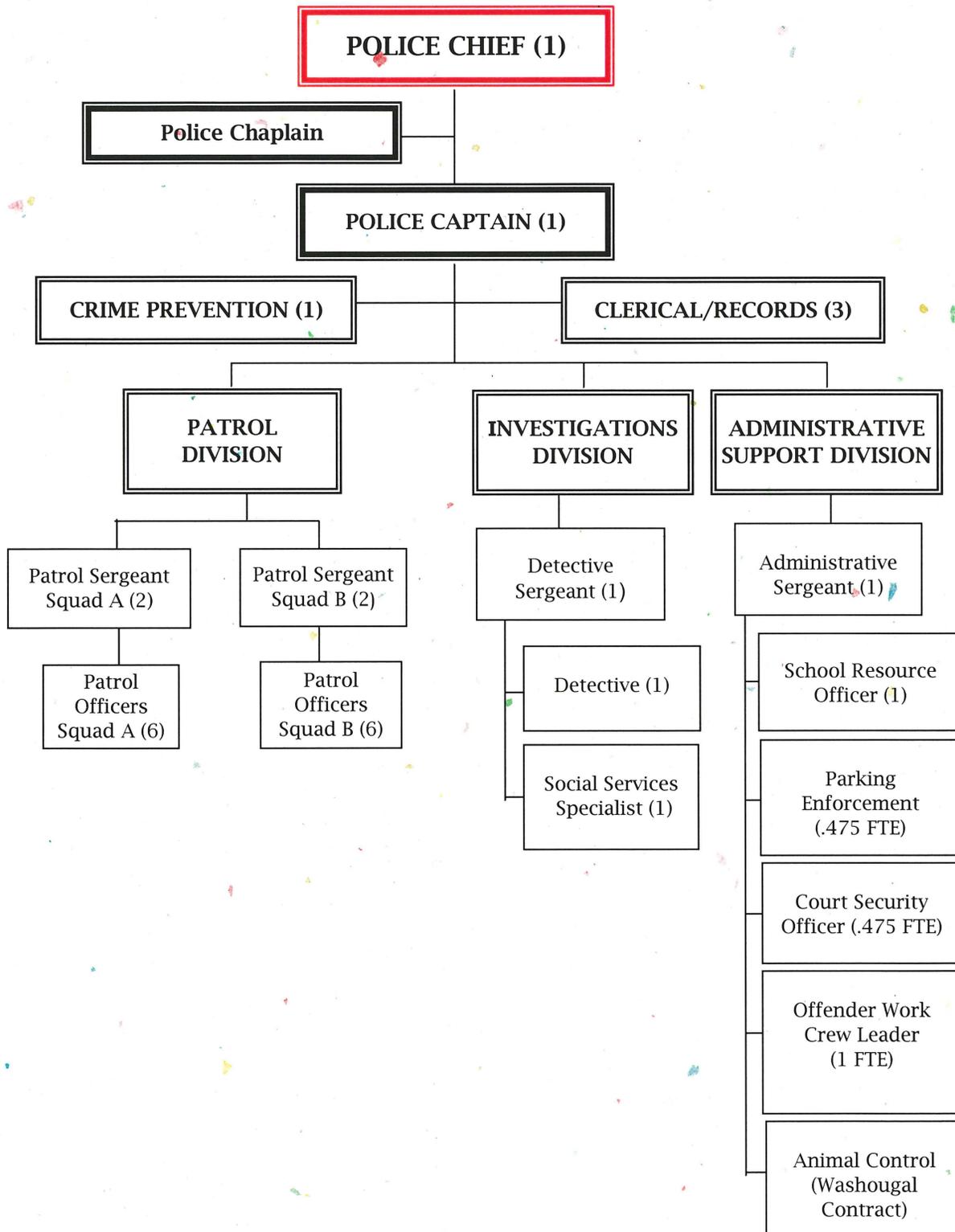
| 611.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| Intergovernmental Revenue | | | |
| 336 060 Fire Insurance Premium Tax | \$ - | \$ 9,000 | \$ 16,000 |
| Total Intergovernmental Revenue | - | 9,000 | 16,000 |
| Miscellaneous Revenues: | | | |
| 361 110 Investment Interest | (8,703) | | |
| 369 000 Employer Contribution | 18,046 | - | - |
| Total Miscellaneous Revenues | 9,343 | - | - |
| Total Estimated Revenues | \$ 9,343 | \$ 9,000 | \$ 16,000 |

EXPENDITURE DETAIL THREE YEAR COMPARISON

| 611.00.522 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|-----------------------------------|----------------------------|--------------------------|-------------------------------|
| Disability and Retirement: | | | |
| 200 Pension and Disability | \$ 22,559 | \$ 9,000 | \$ 16,000 |
| Total Firemen's Pension | \$ 22,559 | \$ 9,000 | \$ 16,000 |

FINANCE

POLICE DEPARTMENT



LAW ENFORCEMENT DEPARTMENT

MISSION STATEMENT

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

DEPARTMENTAL GOALS FOR 2004

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

1. to sustain the Camas community's confidence in their police department by providing, caring, competent, efficient, timely services
2. maintaining the professional training of staff
3. assuring the department policies are contemporary and compliant with appropriate regulations
4. maintain the Washington State Law Enforcement Accreditation
5. strive to sustain or improve budgetary efficiencies without negatively impacting proficiencies.

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 2004 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

As in past years, we encourage staff to contain operation costs. 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 level of service and philosophy.

Each year we have to acknowledge the increasing costs for support services which are outside our direct influence. Some of those services are CRESA dispatch and emergency services, Clark County Probation services and Clark County Jail services, and District/Municipal Court services. We are constantly looking for ways or opportunities to reduce these necessary and important costs of necessary services.

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.

POLICE

Performance Objectives for 2004

Reduce Average Response Time to under Six Minutes

- * With the growth of the city over the past decade, increasing both roadway miles and congestion, we have found that response times to calls have increased steadily to a point above six minutes.

Reduce Average Speeds in all NTM's to target goals

- * In cooperation with other city departments we are, and will continue to, assign the resources necessary to educate the public through enforcement and reach NTM goals.

Increase Junk/Abandoned Vehicle Removal

- * Our goal is to increase our identification of these vehicles through patrol.
- * Once identified they will be removed as quickly as the law allows.

Continue Conscious Management of City Resources

- * With sensitivity to overtime usage, purchasing practices, vehicle care, and facility/equipment maintenance.
- * Our goal is to sustain and improve efficiencies in these areas.

**LAW ENFORCEMENT EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 001.08. | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 521 100 ADMINISTRATION | | | |
| Salaries and Wages | \$ 265,042 | \$ 273,089 | \$ 291,901 |
| Personnel Benefits | 61,827 | 82,837 | 76,610 |
| Supplies | 2,590 | 3,000 | 3,000 |
| Other Services and Charges | | | |
| Professional Services | 2,450 | 3,000 | 3,000 |
| Communications (\$100), Travel (\$1,000) | 4,837 | 6,100 | 6,100 |
| Repairs/Maint. (\$2,500), Registrations (\$2,500) | | | |
| Interfund Payments for Services | 3,575 | 3,500 | 3,708 |
| 521 220 POLICE OPERATIONS | | | |
| 220 PATROL AND INVESTIGATIONS | | | |
| Salaries and Wages | 1,164,945 | 1,222,576 | 1,283,627 |
| Personnel Benefits | 285,022 | 366,173 | 329,500 |
| Supplies | 15,648 | 21,500 | 12,500 |
| Other Services and Charges | 34,645 | 41,043 | 45,021 |
| Professional Services (\$2,500) | | | |
| Uniform cleaning (\$11,000) | | | |
| Insurance (\$28,371 liability) | | | |
| Horse patrol, SWAT hours (\$2,500) | | | |
| Intergovernmental Services | - | 6,000 | 6,000 |
| Interfund Payments for Services | 124,984 | 100,225 | 103,435 |
| 230 SPECIAL UNITS-POLICE RESERVES | | | |
| Salaries and Wages | - | - | - |
| Personnel Benefits | 189 | - | - |
| Other Services and Charges | - | - | - |
| 300 CRIME PREVENTION | | | |
| Salaries and Wages | 59,823 | 59,079 | 60,543 |
| Personnel Benefits | 16,254 | 17,634 | 20,000 |
| Supplies | 4,482 | 1,000 | 2,000 |
| Other Services and Charges | 1,134 | 2,100 | 2,100 |
| Professional services (\$500), Communication (\$300), | | | |
| Travel (\$300), Repairs (\$500), Registrations (\$500) | | | |
| 400 TRAINING | | | |
| Salaries and Wages | 1,019 | - | - |
| Personnel Benefits | 224 | - | - |
| Supplies | 5,339 | 2,200 | 2,200 |
| Other Services and Charges | 12,311 | 9,500 | 14,000 |
| Professional Services (\$2,500, trainers and simulation trailer) | | | |
| Admin-Mgmt Training (\$2,000) | | | |
| Travel (\$2,500), Mileage (\$2,000) | | | |
| Registrations, publications (\$5,000) | | | |
| Intergovernmental Services | - | 300 | 300 |

**LAW ENFORCEMENT EXPENDITURE DETAIL
THREE YEAR COMPARISON**

(Continued)

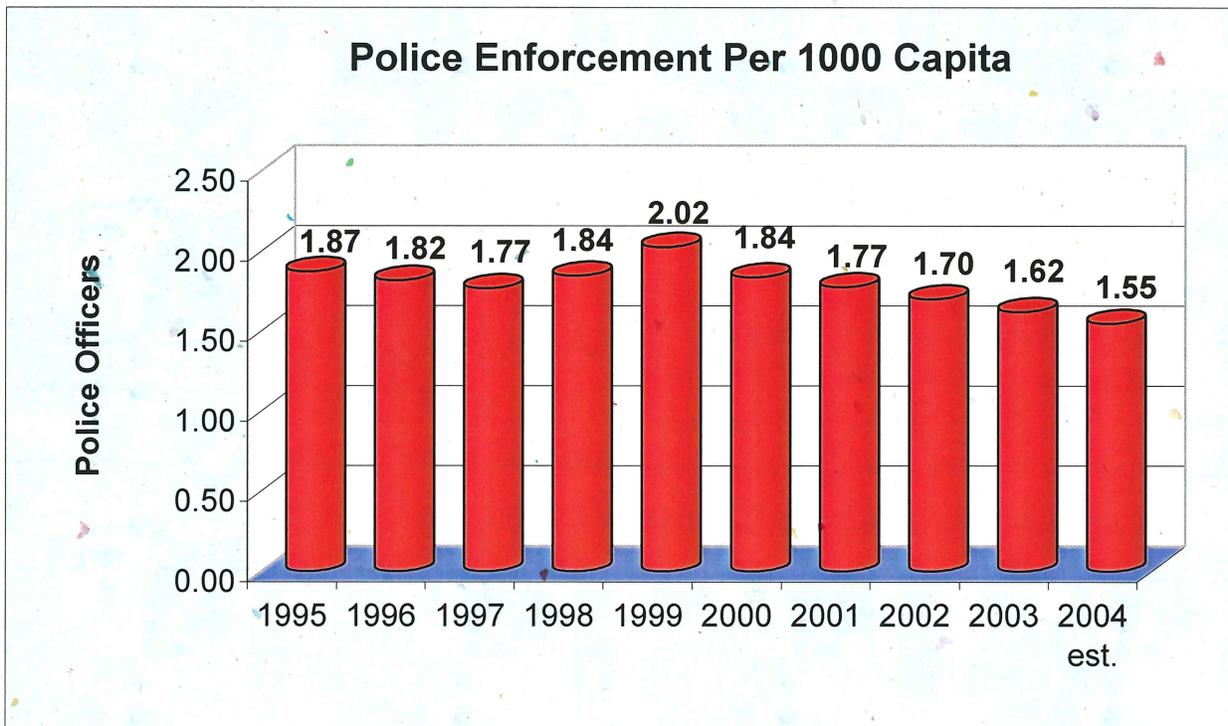
| 001.08 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 500 FACILITIES | | | |
| Salaries and Wages | 6,056 | 5,000 | 5,000 |
| Personnel Services | 1,511 | 1,500 | 1,500 |
| Supplies | 8,175 | 7,000 | 7,000 |
| Other Services and Charges | 58,420 | 60,952 | 57,280 |
| Insurance (\$4,487 property insurance) | | | |
| Public Utilities (\$26,193) | | | |
| Repairs and Maintenance (\$25,000) | | | |
| Intergovernmental Services | - | 200 | 200 |
| Interfund Payments for Services | 918 | 1,050 | 1,358 |
| 710 TRAFFIC POLICING - PARKING ENFORCEMENT | | | |
| Salaries and Wages | 15,616 | 21,733 | 18,510 |
| Personnel Benefits | 2,139 | 4,477 | 3,196 |
| Supplies | 76 | 300 | 300 |
| Other Services and Charges | 948 | 500 | 550 |
| Interfund Payments for Services | 3,252 | 3,600 | 2,633 |
| 910 OTHER MUNICIPAL SERVICES - COMMUNITY SERVICES | | | |
| Salaries and Wages | 50,857 | 51,286 | 54,407 |
| Personnel Benefits | 9,568 | 15,786 | 12,831 |
| Supplies | 4 | 200 | 200 |
| Other Services and Charges | 253 | 3,100 | 3,600 |
| Professional services (\$2,000), Travel (\$800), Misc. (\$800) | | | |
| 930 FINGERPRINTING/OTHER AGENCY | | | |
| Intgov Professional Services | 504 | 1,000 | 1,000 |
| 950 DISABILITY AND RETIREMENT LEOFF-1 | | | |
| Personnel Benefits | 37,278 | 40,500 | 44,298 |
| 528 600 COMMUNICATION, OPERATIONS, CONTRACTED SERVICES | | | |
| Intergovernmental Services | 158,687 | 160,000 | 171,000 |
| 528 800 COMMUNICATIONS, GENERAL | | | |
| Supplies | 1,735 | 1,500 | 1,500 |
| Other Services and Charges | 18,034 | 18,500 | 17,500 |
| Communication (\$16,000 cell phones, pagers, telephone) | | | |
| Repairs and Maintenance (\$1,500 repair phones and radios) | | | |
| TOTAL LAW ENFORCEMENT AND COMMUNICATIONS | <u>\$ 2,440,371</u> | <u>\$ 2,619,040</u> | <u>\$ 2,669,408</u> |
| % Increase (Decrease) Prior Year | | 7.32% | 1.92% |

LAW ENFORCEMENT PERSONNEL SCHEDULE

| | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Police Chief | \$ 88,621 | \$ 93,466 |
| Police Captain | 74,222 | 80,464 |
| Senior Admin Support Assistant | 42,528 | 45,118 |
| Admin Support Assistant II [2 FTE] | 67,418 | 72,535 |
| Administrative Overtime | 300 | 318 |
| Police Sergeant (6 FTE) | 385,372 | 402,814 |
| Police Officers (14 FTE) | 763,909 | 801,812 |
| Police Operations Overtime | 17,000 | 20,000 |
| Holiday Pay | 56,295 | 59,001 |
| Parking Enforcement (.625 FTE 2003, .475 FTE 2004) | 20,233 | 16,919 |
| Parking Enforcement Overtime | 1,500 | 1,591 |
| Crime Prevention Police Officer | 55,980 | 57,660 |
| Holiday Pay | 2,799 | 2,883 |
| Social Services Specialist | 50,786 | 53,877 |
| Social Services Specialist Overtime | 500 | 530 |
| TOTAL LAW ENFORCEMENT | \$ 1,627,463 | \$ 1,708,988 |

% Increase (Decrease) Prior Year

5.01%



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 \$300,000 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

| 001.10.523 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 300 PROBATION AND PAROLE SERVICES | | | |
| Salaries and Wages | \$ 36,202 | \$ 39,578 | \$ 38,040 |
| Personnel Services | 5,771 | 8,020 | 7,510 |
| Supplies | - | 10,000 | 10,000 |
| Other Services and Charges | 121 | 2,700 | 2,700 |
| Intergovernmental Services and Taxes | 79,030 | 70,000 | 120,000 |
| Interfund Payments | - | 4,320 | 4,450 |
| 600 CARE AND CUSTODY OF PRISONERS | | | |
| Salaries and Wages | 19,447 | 20,452 | 21,698 |
| Personnel Services | 1,941 | 4,386 | 4,498 |
| Supplies | 498 | 1,000 | 1,000 |
| Other Services and Charges | 429 | 300 | 300 |
| Intergovernmental Services and Taxes | 263,213 | 200,000 | 180,000 |
| TOTAL DETENTION AND CORRECTION | \$ 406,652 | \$ 360,756 | \$ 390,196 |
| % Increase (Decrease) Prior Year | | -11.29% | 8.16% |

| DETENTION AND CORRECTION PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Offender Crew Leader (one at .475 FTE, one at .525 FTE) | \$ 36,578 | \$ 34,857 |
| Overtime | 3,000 | 3,183 |
| Court Security Officer (.475 FTE) | 18,952 | 20,107 |
| Overtime | 1,500 | 1,591 |
| Total Personnel | \$ 60,030 | \$ 59,738 |
| % Increase (Decrease) Prior Year | | -0.49% |

POLICE

ANIMAL CONTROL

MISSION STATEMENT

The Animal Control Department provides for animal control expenses.

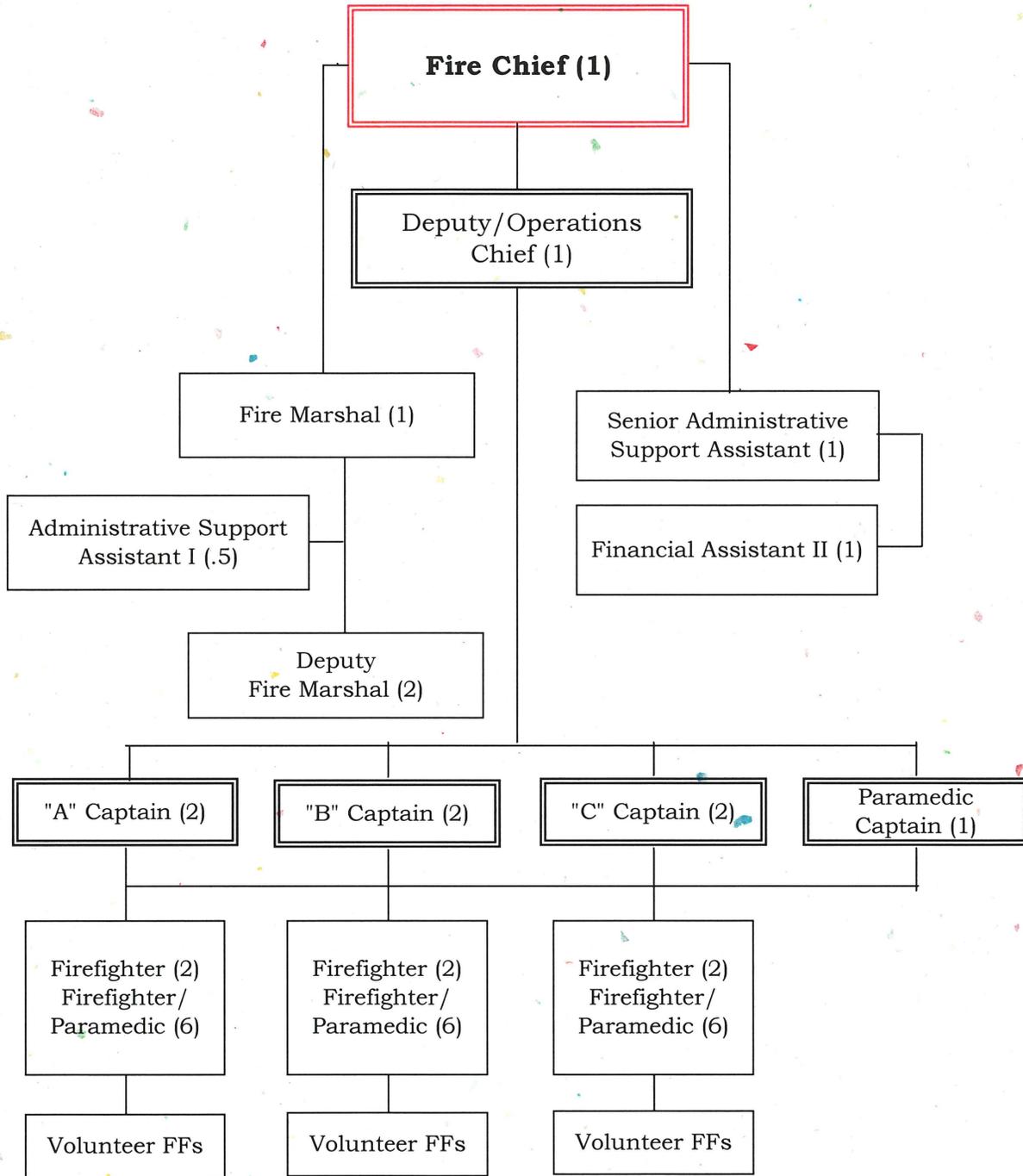
ACTIVITIES AND SERVICES

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 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 539 300 ANIMAL CONTROL | | | |
| Supplies | \$ 821 | \$ 500 | \$ 500 |
| Intergovernmental Services | 63,279 | 70,563 | 70,563 |
| 594 390 Capital Outlay | 16,028 | - | - |
| Total Other Physical Environment | \$ 80,128 | \$ 71,063 | \$ 71,063 |
| % Increase (Decrease) Prior Year | | -11.31% | 0.00% |

FIRE DEPARTMENT



FIRE CONTROL DEPARTMENT

MISSION STATEMENT

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

DEPARTMENTAL GOALS FOR 2004

1. Manage fire and life safety aspects of all new commercial construction occurring in 2004.
2. Arrive on emergency scenes within seven minutes of dispatch 90% of the time.
3. Implement federal grant SCBA equipment.
4. Begin preliminary work for new downtown fire station and bond levy vote.
5. Place new engine in service and alter ladder truck response to lessen wear.

ACTIVITIES AND SERVICES

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

COMMENTS ON BUDGET APPROPRIATIONS

The 2004 budget is status quo, with no new personnel or services. The additional position budgeted in 2003 was deferred due to budget constraints. The organizational chart reflects that loss as well as a shift of one firefighter to firefighter-paramedic, achieved through training of an existing employee in 2003. The 2003 budget reflected 2001 wages. The proposed 2004 budget reflects 2004 wages resulting from an arbitrated contract settlement in 2003. Showing current wages accounts for a majority of increase in the 2004 budget. A 90% matching Federal grant for replacement of self-contained breathing apparatus was received August 1, 2003. The \$127,000 expense for purchase of the SCBA is included in the 2004 budget request. Included also is \$30,000 for development of engineering cost estimates for a new downtown fire station, consistent with the Capital Facilities Plan.

**FIRE CONTROL EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 001.09 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------|--|----------------------------|--------------------------|-------------------------------|
| 522 100 | ADMINISTRATION | | | |
| | Salaries and Wages | \$ 133,136 | \$ 141,550 | \$ 154,308 |
| | Personnel Benefits | 21,691 | 29,110 | 31,536 |
| | Supplies | 5,315 | 5,500 | 5,500 |
| | Other Services and Charges | 3,947 | 3,300 | 4,200 |
| | Interfund Payments for Services | 6,622 | 7,600 | 9,700 |
| 522 | FIRE SUPPRESSION | | | |
| 210 | REGULAR FORCE | | | |
| | Salaries and Wages | 1,120,540 | 1,059,605 | 1,187,318 |
| | Personnel Benefits | 230,583 | 250,495 | 280,990 |
| | Supplies | 36,251 | 32,825 | 153,540 |
| | Other Services and Charges | 53,567 | 56,300 | 65,200 |
| | Professional Services (\$10,000 for respiratory compliance, hose/ladder test, carpet cleaning) | | | |
| | Insurance (\$10,700 liability insurance) | | | |
| | Repairs and Maintenance (\$36,000 on equipment and vehicles) | | | |
| | Cell phone, registration, publications (\$8,000) | | | |
| | Intergovernmental Services | - | 500 | 200 |
| | Interfund Payments for Services | 4,994 | 6,100 | 5,100 |
| 220 | VOLUNTEER FORCE | | | |
| | Salaries and Wages | 9,929 | 12,000 | 8,000 |
| | Personnel Benefits | 10,849 | 7,700 | 7,300 |
| | Supplies | 235 | 1,000 | 500 |
| | Other Services and Charges | 150 | 700 | 400 |
| | Interfund Payments for Services | 295 | - | 100 |
| 230 | WATER SERVICE | | | |
| | Other Services and Charges (public utility-hydrant rental) | 10,500 | 11,000 | 11,000 |
| 300 | FIRE PREVENTION AND INVESTIGATION | | | |
| | Salaries and Wages | 200,027 | 202,859 | 216,686 |
| | Personnel Benefits | 30,488 | 40,880 | 44,140 |
| | Supplies | 5,380 | 12,800 | 9,350 |
| | Other Services and Charges | 9,778 | 15,000 | 11,700 |
| | Professional Services (\$6,000 for technical consulting) | | | |
| | Cell phone, registration, publications (\$5,000) | | | |
| | Interfund Payments for Services | 9,900 | 11,000 | 12,900 |
| 400 | TRAINING | | | |
| | Supplies | 4,561 | 4,950 | 5,100 |
| | Other Services and Charges | 19,454 | 25,500 | 26,000 |
| | Professional Services (\$10,000) | | | |
| | Travel (\$6,000) | | | |
| | Registration, publications (\$10,000) | | | |

FIRE

**FIRE CONTROL EXPENDITURE DETAIL
THREE YEAR COMPARISON**

(Continued)

| 001.09 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 500 FACILITIES | | | |
| Salaries and Wages | 6,335 | 4,000 | 7,800 |
| Personnel Benefits | 1,568 | 1,000 | 2,200 |
| Supplies | 3,839 | 5,000 | 2,750 |
| Other Services and Charges | 34,615 | 35,900 | 35,000 |
| Professional Services (\$8,500 janitorial, floormats, HVAC maintenance contract) | | | |
| Insurance (\$2,500 property insurance) | | | |
| Public Utility (\$20,000) | | | |
| Repairs and Maintenance (\$4,000 on bldg.) | | | |
| Interfund Payments for Services | 713 | 200 | 100 |
| 950 DISABILITY AND RETIREMENT-LEOFF 1 | | | |
| Personnel Benefits | 36,223 | 18,000 | 42,000 |
| 528 COMMUNICATIONS | | | |
| 600 OPERATIONS, CONTRACTED SERVICES | | | |
| Intergovernmental Services | 38,937 | 55,000 | 57,700 |
| 800 COMMUNICATIONS, GENERAL | | | |
| Supplies | 575 | 9,440 | 5,800 |
| Other Services and Charges | 22,635 | 18,850 | 19,700 |
| Communication (\$16,000 for cell phones, pagers, phones) | | | |
| Repairs and Maintenance (\$3,000 for radio repairs) | | | |
| 594 220 CAPITAL OUTLAY | | | |
| Administration | 69,454 | 30,000 | - |
| Fire Suppression-Regular Force | - | 41,215 | 30,000 |
| Prevention | - | 5,000 | - |
| Communications, General | - | 10,000 | - |
| TOTAL FIRE CONTROL AND COMMUNICATIONS | <u>\$ 2,143,086</u> | <u>\$ 2,171,879</u> | <u>\$ 2,453,818</u> |
| % Increase (Decrease) Prior Year | | 1.34% | 12.98% |

FIRE CONTROL PERSONNEL SCHEDULE

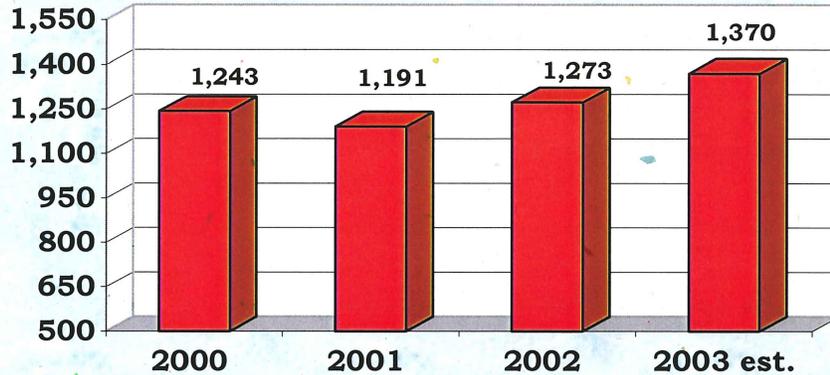
| | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Fire Chief (1/2) | \$ 43,025 | \$ 45,809 |
| Deputy Fire Chief (.9 FTE) | 60,353 | 68,800 |
| Sr. Admin Support Asssitant (.5 FTE) | 21,902 | 22,559 |
| Overtime | 2,000 | 2,000 |
| Admin. Support Assistant I (.5 FTE) | 14,270 | 15,140 |
| Fire Captain (6) | 364,452 | 403,450 |
| Firefighter (12-2002, 12-2003) | 583,678 | 669,244 |
| Holiday Pay | 41,475 | 44,624 |
| Volunteer Force | 12,000 | 8,000 |
| Fire Suppression Overtime | 70,000 | 70,000 |
| Fire Marshal | 72,059 | 77,638 |
| Deputy Fire Marshal (2) | 124,800 | 135,048 |
| Fire Prevention Overtime | 6,000 | 4,000 |
| Total Fire Control | \$ 1,416,014 | \$ 1,566,312 |
| % Increase (Decrease) Prior Year | | 10.61% |

CAPITAL OUTLAY DETAIL:

| | |
|--|------------------|
| Engineering Cost Estimates - New Downtown Fire Station | \$ 30,000 |
| TOTAL CAPITAL | \$ 30,000 |

STATISTICS

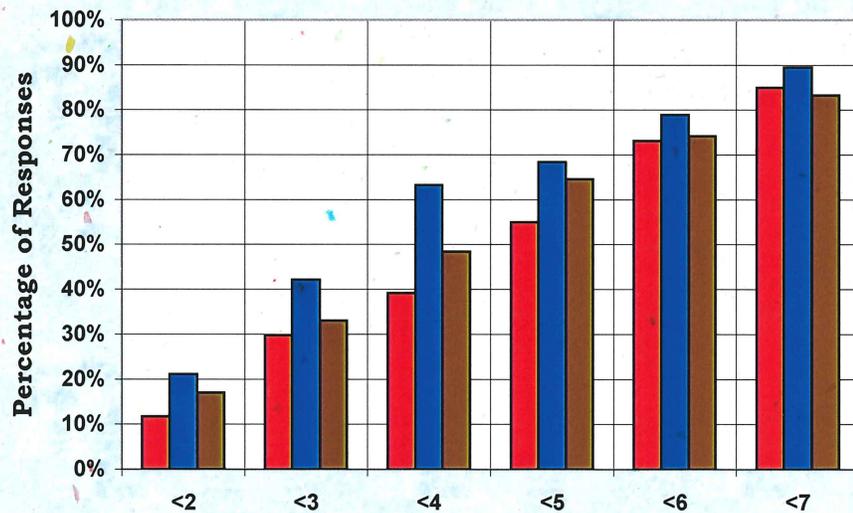
**Fire Responses
Four Year Comparison**



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**



Response Time in Minutes
(Running total based on Year to Date thru Sept. 2003)

■ 2001 ■ 2002 ■ 2003 ytd.

EMERGENCY SERVICES

FUNCTION

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

ACTIVITIES AND SERVICES

The emergency management budget provides for an intergovernmental payment to the county emergency services operation. The cost is based on per-capita.

EMERGENCY SERVICES EXPENDITURE DETAIL THREE YEAR COMPARISON

| 001.11.525 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---------------------------------|-------------------------------------|-----------------------------------|--|
| 100 ADMINISTRATION | | | |
| Other Services and Charges | \$ - | \$ 500 | \$ - |
| Intergovernmental Services | <u>9,145</u> | <u>10,000</u> | <u>11,600</u> |
| TOTAL EMERGENCY SERVICES | <u><u>\$ 9,145</u></u> | <u><u>\$ 10,500</u></u> | <u><u>\$ 11,600</u></u> |

EMERGENCY RESCUE

MISSION STATEMENT

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

GOALS FOR 2004

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 2005.

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. Every effort is made to provide the best possible service with the resources available.

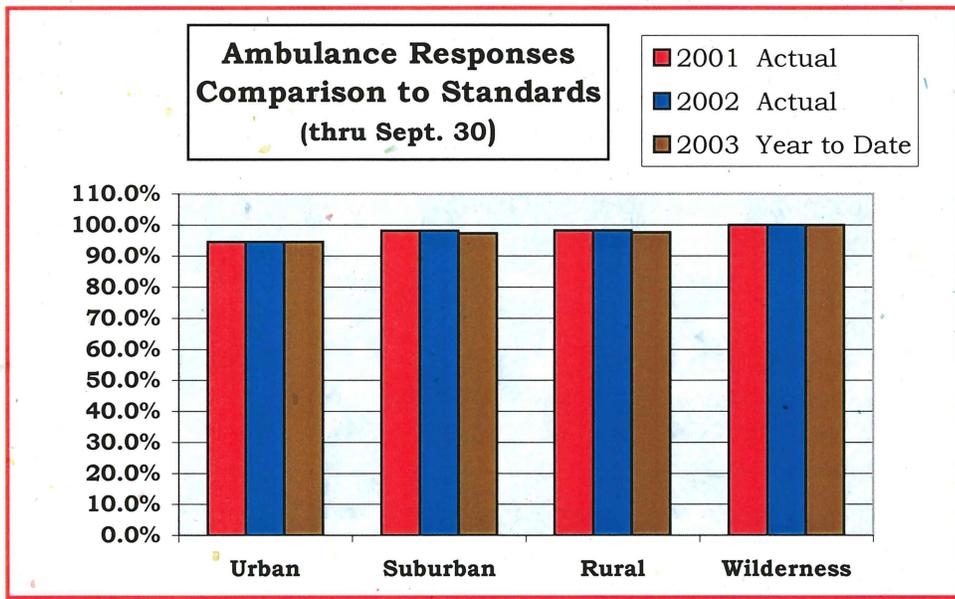
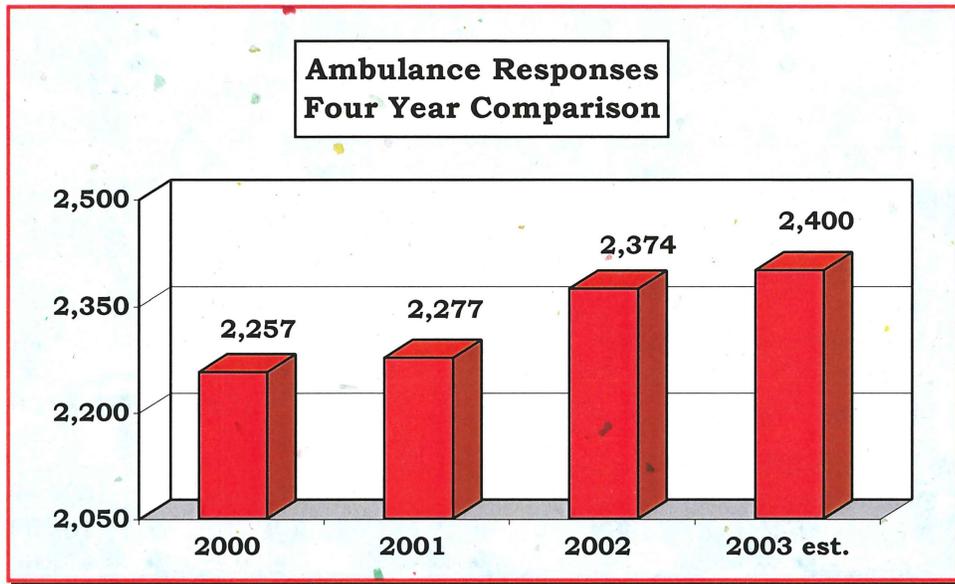
COMMENTS ON BUDGET APPROPRIATIONS

The 2004 budget is a status quo budget aimed at controlling costs to aid in regaining financial health. Actual 2004 wages based on an arbitrated settlement are reflected in the budget and account for a significant increase. Purchase of a new ambulance to replace the oldest unreliable one will necessitate continued borrowing to manage monthly cash flow issues through 2004.

**EMERGENCY RESCUE
REVENUE DETAIL
THREE YEAR COMPARISON**

| 115.00 | | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|------------|---|----------------------------|-------------------------------|------------------------------|
| 311 | 100 Taxes: | | | |
| | Real and Personal Property | \$ 542,832 | \$ 558,983 | \$ 550,000 |
| | Total Taxes | <u>542,832</u> | <u>558,983</u> | <u>550,000</u> |
| | Intergovernmental Revenue: | | | |
| 334 | 040 State Grants | 2,400 | - | 2,500 |
| 338 | 260 Shared Costs-Ambulance, Rescue, Emergency Aid | 340,019 | 350,000 | 380,000 |
| | Total Intergovernmental Revenue | <u>342,419</u> | <u>350,000</u> | <u>382,500</u> |
| | Charges for Goods and Services | | | |
| 341 | 600 Printing and Duplicating | 160 | 100 | 100 |
| 342 | 600 Ambulance and Emergency Aid Fees | 722,616 | 655,801 | 736,662 |
| 347 | 900 Culture and Recreation | 4,005 | 3,000 | 3,000 |
| | Total Charges for Goods and Services | <u>726,781</u> | <u>658,901</u> | <u>739,762</u> |
| | Miscellaneous Revenues: | | | |
| 367 | 000 Contributions and Donations-Private Sources | 5,135 | 3,416 | 400 |
| 369 | 900 Other Miscellaneous Revenue | 43 | - | - |
| | Total Miscellaneous Revenues | <u>5,178</u> | <u>3,416</u> | <u>400</u> |
| | Other Financing Sources | | | |
| 391 | 800 Intergovernmental Loan Proceeds | - | - | 140,000 |
| | Total Other Financing Sources | <u>-</u> | <u>-</u> | <u>140,000</u> |
| | Total Estimated Revenues | <u>1,617,210</u> | <u>1,571,300</u> | <u>1,812,662</u> |
| | Total Estimated Resources | <u><u>\$ 1,617,210</u></u> | <u><u>\$ 1,571,300</u></u> | <u><u>\$ 1,812,662</u></u> |

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 | 19:59 | <1,000 |
| Wilderness | 1:00.59 | 1 or less |

**EMERGENCY RESCUE EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 115.00 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 526 100 ADMINISTRATION | | | |
| Salaries and Wages | \$ 110,363 | \$ 115,164 | \$ 120,819 |
| Personnel Benefits | 17,452 | 22,840 | 23,549 |
| Supplies | 4,293 | 3,100 | 3,100 |
| Other Services and Charges | 25,151 | 1,100 | 1,300 |
| Interest | 5,250 | 2,500 | 2,500 |
| Interfund Payments | 77,600 | 80,000 | 96,000 |
| 200 AMBULANCE SERVICES | | | |
| Salaries and Wages | 736,620 | 827,476 | 890,804 |
| Personnel Benefits | 142,002 | 189,000 | 206,120 |
| Supplies | 86,984 | 101,640 | 103,000 |
| Other Services and Charges | 48,277 | 55,100 | 56,200 |
| Professional Services (\$7,000 for medical advice) | | | |
| Operating rentals (\$5,300 for oxygen cylinders) | | | |
| Insurance (\$15,000 liability and property insurance) | | | |
| Repairs and Maintenance (\$18,000 for equipment and ambulances) | | | |
| Medical waste disposal, laundry (\$10,000) | | | |
| Intergovernmental Services and Taxes | - | 400 | 400 |
| Interfund Payments for Services | - | 200 | 200 |
| 400 TRAINING | | | |
| Supplies | 7,315 | 9,940 | 13,000 |
| Other Services and Charges | 19,741 | 24,100 | 21,600 |
| Professional Services (classes \$14,500) | | | |
| Travel (\$2,000), Registrations (\$5,000) | | | |
| Interfund Payments for Services | 550 | 500 | 200 |
| 528 600 COMMUNICATIONS, ALARMS AND DISPATCH OPERATIONS, CONTRACTED SERVICES | | | |
| Intergovernmental Services and Taxes | 98,929 | 116,700 | 121,370 |
| 800 COMMUNICATIONS, GENERAL | | | |
| Supplies | 359 | 6,040 | 2,500 |
| Other Services and Charges | 11,669 | 10,500 | 10,000 |
| Communication (\$7,000 for cell phones, pagers, telephones) | | | |
| Repairs and Maintenance (\$3,000 for radio repair) | | | |
| 597 000 CAPITAL OUTLAY | | | |
| Administration | 5,676 | - | - |
| Ambu/Rescue/Emer Aid | - | - | 140,000 |
| Communications, General | - | 5,000 | - |
| TOTAL EMERGENCY RESCUE FUND | <u>\$ 1,398,231</u> | <u>\$ 1,571,300</u> | <u>\$ 1,812,662</u> |

FIRE

| EMERGENCY RESCUE PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| AMBULANCE, RESCUE AND EMERGENCY AID | | |
| ADMINISTRATION | | |
| Fire Chief (1/2) | \$ 43,025 | \$ 45,809 |
| Deputy Chief (.1 FTE) | 6,706 | 7,644 |
| Sr. Admin. Support Specialist (.5 FTE) | 21,902 | 22,559 |
| Financial Assistant II | 42,531 | 43,807 |
| Overtime | 1,000 | 1,000 |
| TOTAL ADMINISTRATION | <u>115,164</u> | <u>120,819</u> |
| AMBULANCE | | |
| Paramedic Captain | 66,864 | 73,620 |
| Firefighter/Paramedic (12) | 642,248 | 696,384 |
| Holiday Compensation | 28,364 | 30,800 |
| Overtime | 90,000 | 90,000 |
| TOTAL AMBULANCE | <u>827,476</u> | <u>890,804</u> |
| TOTAL AMBULANCE, RESCUE AND EMERGENCY AID | <u>\$ 942,640</u> | <u>\$ 1,011,623</u> |
| % Increase (Decrease) over prior year | | 7.32% |

CAPITAL OUTLAY DETAILS:

| | |
|-------------------------|------------|
| * Replacement ambulance | \$ 140,000 |
|-------------------------|------------|

FIRE EQUIPMENT CUMULATIVE RESERVE

MISSION STATEMENT

The Fire Equipment Cumulative Reserve is a restrictive reserve fund where funds are accumulated for the purchase and replacement of the city's fire apparatus and equipment.

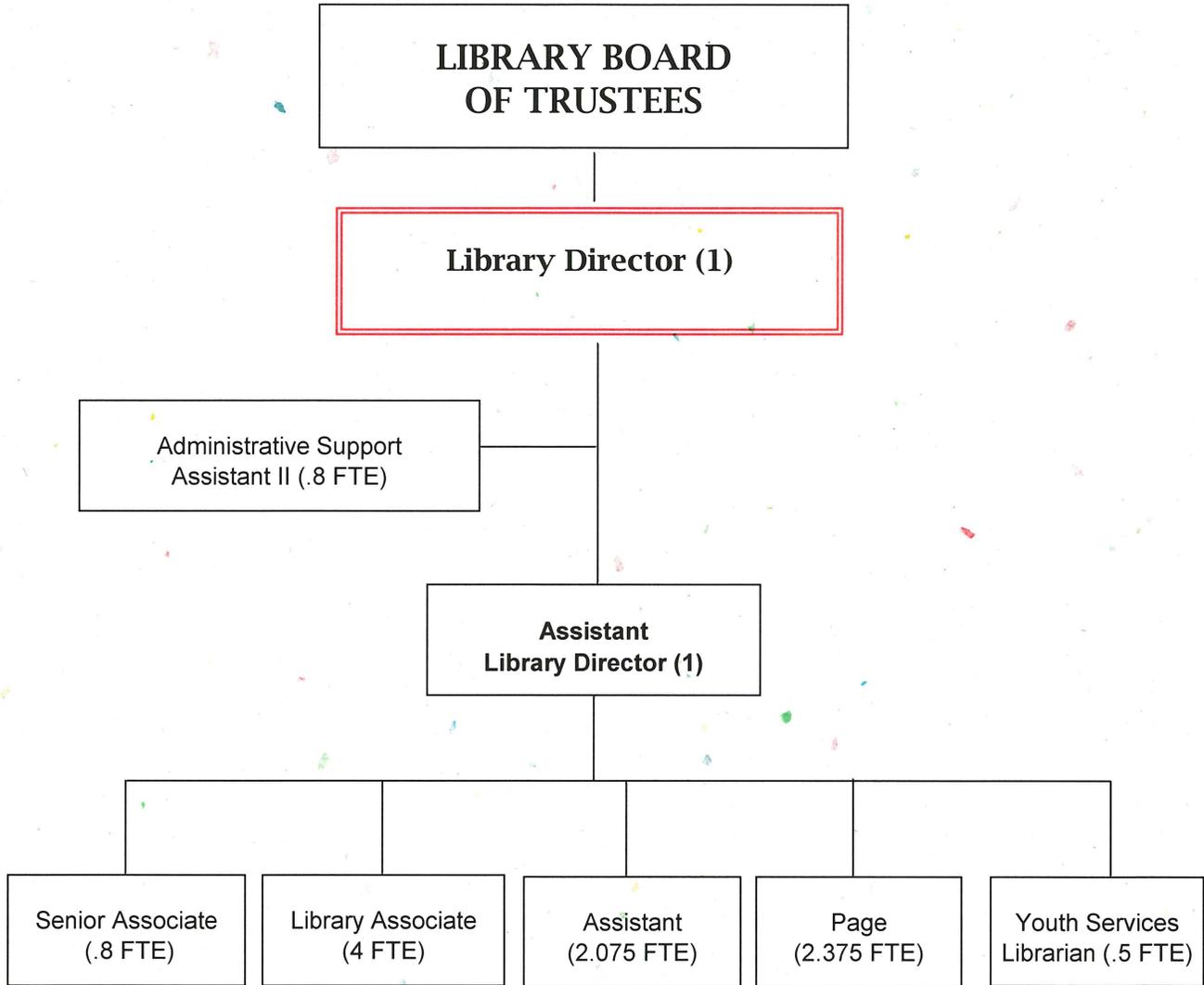
REVENUE DETAIL THREE YEAR COMPARISON

| 118.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ - | \$ - |
| Miscellaneous Revenues: | | | |
| 361 110 Investment Interest | 409 | - | - |
| Total Miscellaneous Revenues | 409 | - | - |
| Total Estimated Revenues | 409 | - | - |
| Total Estimated Resources | \$ 409 | \$ - | \$ - |

EXPENDITURE DETAIL THREE YEAR COMPARISON

| 118.00.597 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| Other Financing Uses: | | | |
| 100 Operating Transfers Out | \$34,330 | \$ - | \$ - |
| Total Fire Equipment Cumulative Reserve Fund | \$34,330 | \$ - | \$ - |

LIBRARY



LIBRARY DEPARTMENT

MISSION STATEMENT

The Camas Public Library exists to enrich the lives, encourage the self-education and promote the enlightened citizenship by providing free access to diverse and expansive collections.

DEPARTMENT GOALS FOR 2004

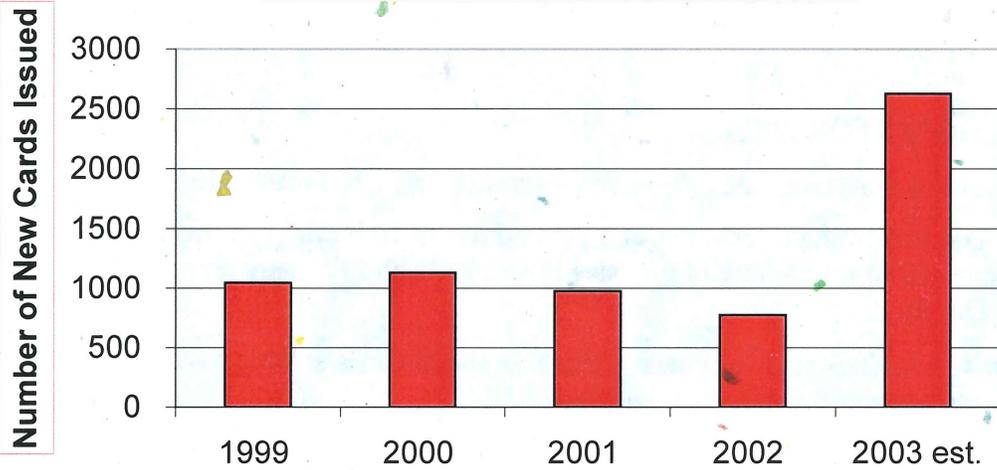
1. Seek ways to maintain quality service levels with static or reduced funding.
2. Seek outside funding to advance and expand use of technology in the library to enable efficient handling of increased workloads and to maintain quality service levels.
3. Complete activities to meet goals outlined in the library's strategic service plan and begin process for new strategic plan.

ACTIVITIES AND SERVICES

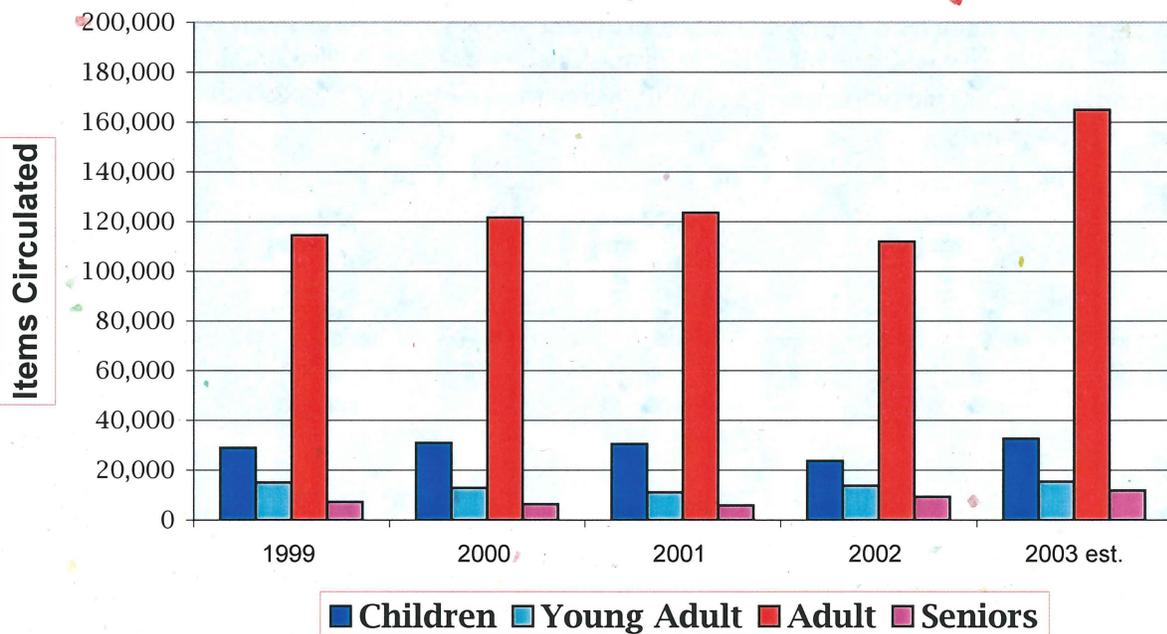
In 2004, the Camas Public Library will circulate almost one-quarter million books, audio-tapes CD's, DVD's, and videos to residents of the greater Camas area. The number of registered Camas residents and the number of people entering the library have also dramatically increased. This major increase in use is a direct result of the new building. In addition, the library answers about 15,000 telephone and in-person information and research questions. Through undertakings such as a summer reading program, weekly story times and regular adult programs, the library will provide other informational, education, recreational, and cultural activities to 6,000 participants. The library's free public meeting spaces will accommodate 300+ events.

STATISTICAL INFORMATION

New Borrowers Registered



Items Loaned by Age Group



**LIBRARY DEPARTMENT EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 001.30 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------------|--|----------------------------|--------------------------|-------------------------------|
| 572 100 ADMINISTRATION | | | | |
| | Salaries and Wages | \$ 72,060 | \$ 74,222 | \$ 76,447 |
| | Personnel Benefits | 15,786 | 22,270 | 18,350 |
| | Other Services and Charges (travel) | 1,432 | - | 990 |
| 200 LIBRARY SERVICES | | | | |
| | Salaries and Wages | 410,185 | 433,275 | 459,693 |
| | Personnel Benefits | 83,596 | 111,420 | 107,180 |
| | Supplies | 87,891 | 19,150 | 17,650 |
| | Other Services and Charges | 31,418 | 44,963 | 28,110 |
| | Professional Services (\$500) | | | |
| | Communication (\$15,300 for postage, pay phone, telephones) | | | |
| | Insurance (\$3,000) | | | |
| | Repairs (\$3,750 for maintenance contracts) | | | |
| | Misc. (\$5,560 for printing, registrations, memberships, interlibrary loans, catalog databases) | | | |
| | Intergovernmental Services and Taxes | 38,140 | 46,710 | 20,500 |
| 400 TRAINING | | | | |
| | Other Services and Charges (travel costs) | 6,131 | 850 | 2,775 |
| 500 FACILITIES | | | | |
| | Salaries and Wages | 2,816 | 2,000 | 5,000 |
| | Personnel Benefits | 695 | 600 | 1,500 |
| | Supplies | 1,344 | 6,500 | 5,250 |
| | Other Services and Charges | 23,888 | 48,900 | 76,650 |
| | Professional Services - \$20,200 for janitorial, window cleaning, lighting maintenance, fire extinguisher testing, carpet/upholstery cleaning) | | | |
| | Communication (\$3,000 for telephone, postage) | | | |
| | Insurance (\$2,550 property) | | | |
| | Public Utility (\$40,000) | | | |
| | Repairs and Maintenance (\$1,000) | | | |
| | Interfund Payments for Services | 4,459 | 1,000 | 1,500 |
| 594 720 CAPITAL OUTLAY | | | | |
| | Library Services | 8,067 | - | - |
| | Books | 127,224 | 104,750 | 118,250 |
| TOTAL LIBRARIES | | \$ 915,132 | \$ 916,610 | \$ 939,845 |
| % Increase (Decrease) Prior Year | | | 0.16% | 2.53% |

| PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Library Director | \$ 74,222 | \$ 76,447 |
| Assistant Library Director | 54,420 | 54,420 |
| Senior Library Associate (.8 FTE) | 36,096 | 38,296 |
| Library Associate [4 FTE] | 170,112 | 180,504 |
| Admin. Support Assistant II (.8 FTE) | 24,264 | 30,228 |
| Library Assistant (5 part-time = 2.83 FTE-2003, 3 part-time = 2.375 FTE-2004) | 51,355 | 69,824 |
| Youth Services Librarian (.5 FTE) | 21,585 | 22,233 |
| Overtime | 400 | 420 |
| Other Salaries and Wages (pages and substitutes) | 75,043 | 63,768 |
| Facilities Salaries and Wages | 2,000 | 5,000 |
| Total Libraries | <u>\$ 509,497</u> | <u>\$ 541,140</u> |
| % Increase (Decrease) Prior Year | | 6.21% |

LIBRARY CONSTRUCTION

PROJECT STATEMENT

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

COMMENTS ON BUDGET APPROPRIATIONS

Design was started in 2000. The library moved to it's temporary location in the Fall of 2001. Construction of both the remodel and expansion began December 2001. The budget remaining as of December 31, 2004, will be carried over to year 2005 and entered into the ledgers by journal entry.

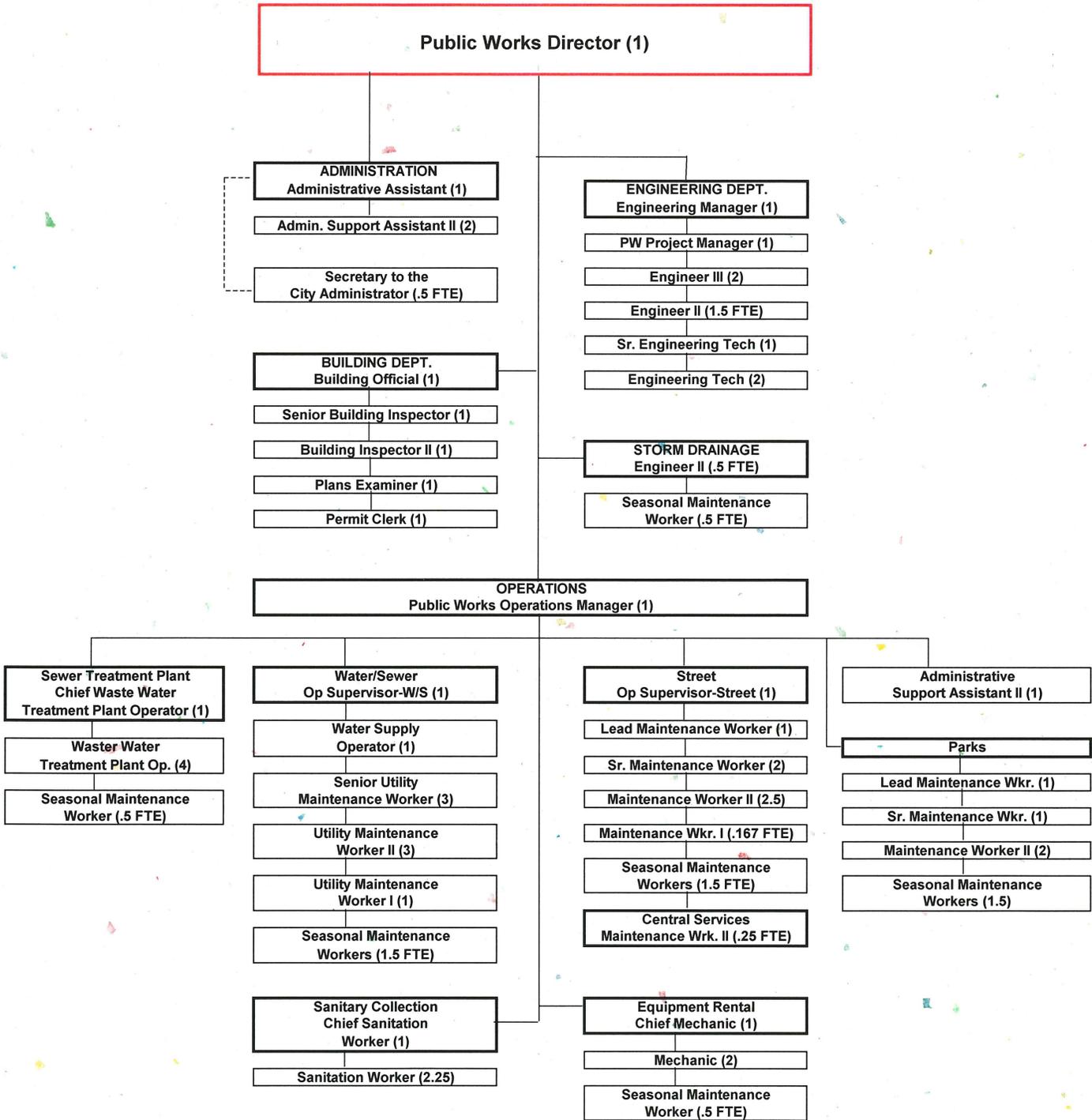
REVENUE DETAIL THREE YEAR COMPARISON

| 320.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|---|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriate Fund Balance | \$ - | \$ - | \$ - |
| Miscellaneous Revenues: | | | |
| 361 110 Investment Interest | 102,060 | - | - |
| 369 900 Other Miscellaneous | 308 | - | - |
| Total Miscellaneous Revenues | 102,368 | - | - |
| Total Estimated Resources | \$ 102,368 | \$ - | \$ - |

EXPENDITURE DETAIL THREE YEAR COMPARISON

| 320.00.594.720 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|----------------------------|----------------------------|--------------------------|-------------------------------|
| Supplies | \$ 459 | \$ - | \$ - |
| Other Services and Charges | 215,713 | - | - |
| Land | 79,860 | - | - |
| Buildings and Structures | 4,139,758 | - | - |
| Total | \$ 4,435,790 | \$ - | \$ - |

PUBLIC WORKS DEPARTMENT



ENGINEERING DEPARTMENT

MISSION STATEMENT

The Administration Department provides administrative, research, secretarial and clerical support for the Engineering, Protective Inspections, and Operations Departments.

The Engineering Department provides 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 2004

Administration:

1. 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 in the development and implementation of information systems and electronic record management.

Engineering:

1. Continue to implement and monitor the Neighborhood Traffic Management Plan, safety improvements, and pedestrian mobility objectives.
2. 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. Continue with planning the implementation of National Pollutant Discharge Elimination System (NPDES) phase II for stormwater.
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**

| 001.13 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--------|--|----------------------------|--------------------------|-------------------------------|
| 531 | 100 ADMINISTRATION | | | |
| | Salaries and Wages | \$ 226,714 | \$ 215,063 | \$ 221,175 |
| | Personnel Benefits | 51,341 | 59,938 | 52,418 |
| | Supplies | 4,332 | 8,010 | 4,000 |
| | Other Services and Charges (cell phones, travel, etc.) | 7,685 | 12,050 | 10,550 |
| | Interfund Payments for Services | 234 | 1,500 | 1,000 |
| | 200 ENGINEERING PLANS AND SERVICES | | | |
| | Salaries and Wages | 475,984 | 479,905 | 498,900 |
| | Personnel Benefits | 127,948 | 132,506 | 159,894 |
| | Supplies | 14,020 | 10,000 | 10,000 |
| | Other Services and Charges | | | |
| | Professional Services | 21,292 | 30,000 | 25,000 |
| | Traffic Counts | - | 13,000 | - |
| | Cell phones, equip. maint., registrations, insurance | 16,200 | 15,153 | 14,675 |
| | Intergovernmental Services | 5,415 | 5,500 | 5,500 |
| | Interfund Payments for Services | 27,409 | 27,000 | 27,000 |
| | 400 TRAINING | | | |
| | Other Services and Charges (travel, registrations) | 6,065 | 12,000 | 9,000 |
| 594 | 320 CAPITAL OUTLAY | | | |
| | Administration | 16,760 | - | - |
| | TOTAL ENGINEERING | <u>\$ 1,001,399</u> | <u>\$ 1,021,625</u> | <u>\$ 1,039,112</u> |
| | % Increase (Decrease) Prior Year | | 2.02% | 1.71% |

| ENGINEERING PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Public Works Director | \$ 91,285 | \$ 86,141 |
| Administrative Assistant | 41,095 | 43,165 |
| Secretary to the City Administrator (.5 FTE) | 21,266 | 22,560 |
| Admin. Support Assistant II (1 FTE - 2003, 2 FTE - 2004) | 33,911 | 68,249 |
| Admin. Support Assistant I (1 FTE - 2003) | 26,505 | - |
| Administrative Overtime | 1,000 | 1,060 |
| Engineering Manager | 78,743 | 70,299 |
| Project Manager | 63,085 | 62,460 |
| Engineer III (2) | 119,089 | 123,673 |
| Engineer II (1.5) | 75,691 | 84,665 |
| Senior Engineering Technician (1) | 50,786 | 53,877 |
| Engineering Technician (2) | 87,511 | 98,621 |
| Overtime | 5,000 | 5,305 |
| Total Engineering | <u>\$ 694,967</u> | <u>\$ 720,075</u> |
| % Increase (Decrease) Prior Year | | 3.61% |

PROTECTIVE INSPECTIONS DEPARTMENT

MISSION STATEMENT

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

GOALS FOR 2004

The residential construction activity for 2004 is estimated to be at the 2003 level of approximately 270 single-family home starts, provided the mortgage rate remains at a low level. Duplex construction is anticipated due to the lack of lots for this use. The remodel activity for the downtown core businesses is expected to continue in 2004. General commercial/industrial construction activity is again expected to be limited to alterations, remodels, and additions. Our specific goals are:

The Building department will:

1. Continue to respond to plan reviews at a four-week turnaround time.
2. Respond to all inspection requests received prior to 6:00 AM each workday.
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 predictable permit issuance
5. Meet with applicants for pre-design and pre-application to facilitate the permit process.
6. Respond to any "fast track" construction projects at a high priority.
7. Attend seminars and classes for the new 2003 International Building Codes (IBC) to be adopted by the state on July 1, 2004. Train staff in the IRC (one and two-family dwelling code), IBC, mechanical code (IMC), plumbing code (UPC), and the new state codes and amendments.
8. Provide a general level of training conforming to the guidelines of the Washington Survey and Rating Bureau
9. Work with the fire department to coordinate residential fire sprinkler requirements and make information available to the permit applicants.
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.
11. Continue the program of professional certification for Building Department employees based on the new International Codes.

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 notified at permit issuance of buildings required to have fire sprinkler systems installed.

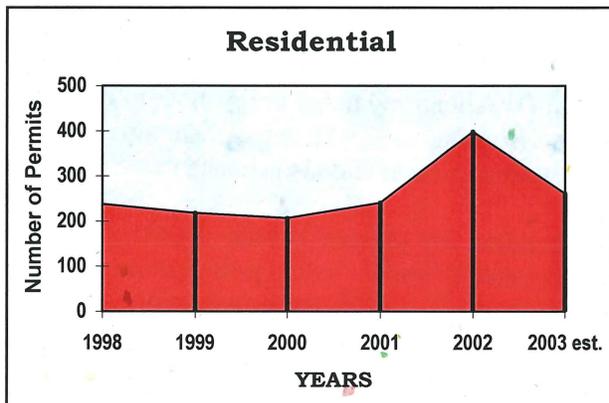
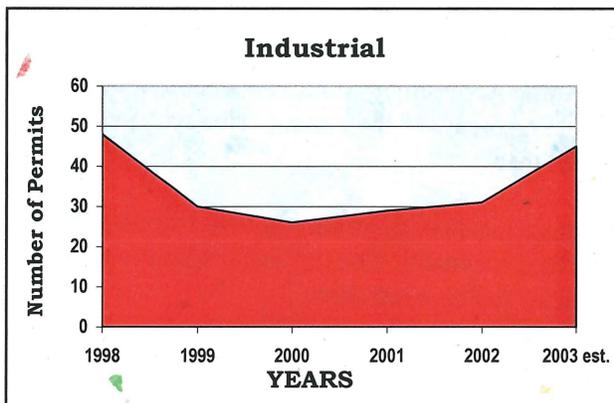
The building department cooperates with other jurisdictions in Southwest Washington and Clark County Home Builders to promote uniformity and training in code enforcement. We have a fast track permit system in cooperation with Northwest Natural for furnace replacements and alterations.

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.



| YEARS | CONSTRUCTION VALUE | | PERMITS ISSUED | |
|-----------|--------------------------------------|---------------|--------------------------------------|-------------|
| | Industrial/ Commercial/ Public | Residential | Industrial/ Commercial/ Public | Residential |
| 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 | 633,230 | 64,069,152 | 31 | 398 |
| 2003 est. | 1,725,000 | 45,086,000 | 45 | 261 |



PUBLIC WORKS

**PROTECTIVE INSPECTION EXPENDITURE DETAIL
THREE YEAR COMPARISON**

| 001.22.524 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 200 INSPECTIONS, PERMITS | | | |
| Salaries and Wages | \$ 272,030 | \$ 270,730 | \$ 286,823 |
| Personnel Benefits | 63,629 | 79,329 | 76,120 |
| Supplies | 4,339 | 4,845 | 4,715 |
| Other Services and Charges (Professional Services) | 1,141 | 1,800 | 4,800 |
| Outsource plan reviews and inspection services | 21,752 | 27,000 | 15,000 |
| Phones, pagers, radio (\$3,900), Equip. Maint. (\$850) | 3,475 | 4,750 | 4,750 |
| Software, publications, travel, miscellaneous (\$1,365) | 3,599 | 2,955 | 1,365 |
| Interfund Payments for Services | 12,914 | 10,742 | 11,064 |
| 400 TRAINING | | | |
| Other Services and Charges (travel, registrations) | 4,544 | 9,000 | 11,000 |
| 500 FACILITIES | | | |
| Supplies | 17 | - | - |
| Other Services and Charges (insurance) | 3,672 | 1,700 | - |
| TOTAL PROTECTIVE INSPECTIONS | <u>\$ 391,112</u> | <u>\$ 412,851</u> | <u>\$ 415,637</u> |
| % Increase (Decrease) Prior Year | | 5.56% | 0.67% |

| PROTECTIVE INSPECTIONS PERSONNEL SCHEDULE | Actual Approp 2002 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Building Official | \$ 67,925 | \$ 70,297 |
| Senior Building Inspector | 53,879 | 58,880 |
| Building Inspector II | 50,786 | 53,877 |
| Plans Examiner | 49,307 | 53,877 |
| Permit Clerk | 42,533 | 45,118 |
| Overtime | 6,300 | 4,774 |
| Total Administration | <u>\$ 270,730</u> | <u>\$ 286,823</u> |
| % Increase (Decrease) Prior Year | | 5.94% |

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.

THREE YEAR COMPARISON

| 001.23 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---|----------------------------|--------------------------|-------------------------------|
| 518 200 PROPERTY MANAGEMENT SERVICES | | | |
| Salaries and Wages | \$ 7,605 | \$ 5,600 | \$ 10,558 |
| Personnel Benefits | 3,899 | 1,750 | 3,107 |
| Supplies | 20,952 | 20,700 | 16,500 |
| Other Services and Charges | 96,239 | 104,500 | 111,200 |
| Interfund Payment for Services | 1,373 | 1,300 | 500 |
| 594 180 CAPITAL OUTLAY | | | |
| Other Improvements | 12,172 | 12,500 | 5,000 |
| TOTAL CENTRAL SERVICES | \$ 142,240 | \$ 146,350 | \$ 146,865 |
| % Increase (Decrease) Prior Year | | 2.89% | 0.35% |

| CENTRAL SERVICES PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Maintenance Worker (.125 FTE - 2003, .5 FTE 2004) | \$ 5,000 | \$ 10,358 |
| Overtime | 600 | 200 |
| Total Central Services | \$ 5,600 | \$ 10,558 |
| % Increase (Decrease) Prior Year | | 88.54% |

CAPITAL OUTLAY DETAILS:

| | |
|-----------------------|----------|
| Heat pump replacement | \$ 5,000 |
| Total | \$ 5,000 |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|--|------------|
| Professional Services (janitorial for City Hall, fire extinguisher/alarm maint.) | \$ 26,500 |
| Communication (telephone, Portland line) | 6,000 |
| Operating Rentals | 500 |
| Insurance (property insurance for City Hall) | 6,700 |
| Public Utility (electric, gas, water, sewer, garbage) | 34,000 |
| Repairs and Maintenance (HVAC, generator, painting, garage doors) | 37,500 |
| Total other services and charges | \$ 111,200 |

PUBLIC WORKS

CITY STREET DEPARTMENT

MISSION STATEMENT

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

DEPARTMENT GOALS FOR 2004

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 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ - | \$ 50,000 |
| Intergovernmental Revenue: | | | |
| 333 140 Community Dev. Block Grant | 277,708 | - | - |
| 333 200 Federal Indirect Grants - ISTEAs | - | 160,000 | - |
| 333 200 Federal Indirect Grants-STP | 288,536 | 225,000 | 216,000 |
| 334 036 State Grants | 42,155 | - | - |
| 336 000 Motor Vehicle Fuel Tax-City Street | 192,170 | 195,247 | 200,646 |
| 336 000 Motor Vehicle Fuel Tax-Street Imp. | 87,317 | 91,260 | 93,862 |
| 338 950 Shared Costs-Road Improvements | 56,980 | 525,000 | 15,000 |
| Total Intergovernmental Revenue | <u>944,866</u> | <u>1,196,507</u> | <u>525,508</u> |
| Charges for Goods and Services: | | | |
| 344 900 Other Fees/Charges Physical Env | 8,507 | - | - |
| Total Charges for Goods and Service | <u>8,507</u> | <u>-</u> | <u>-</u> |
| Miscellaneous Revenues: | | | |
| 361 110 Interest | 5,583 | 500 | - |
| 363 000 Other Miscellaneous | 3,825 | - | - |
| Total Charges for Goods and Service | <u>9,408</u> | <u>500</u> | <u>-</u> |
| Total Estimated Revenues | <u>962,781</u> | <u>1,197,007</u> | <u>575,508</u> |
| Other Financing Sources: | | | |
| 391 800 Intergovernmental Loan Proceeds (PWTF) | - | 2,649,676 | 1,018,000 |
| 397 000 Operating Transfers In | 2,050,047 | 3,545,144 | 2,989,274 |
| Total Other Financing Sources | <u>2,050,047</u> | <u>6,194,820</u> | <u>4,007,274</u> |
| Total Estimated Resources | <u>\$ 3,012,828</u> | <u>\$ 7,391,827</u> | <u>\$ 4,582,782</u> |

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

| 112.00 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 | |
|---|-----|------------------------------------|---------------------------------------|-------------------------------|---------------------|
| Road and Street Maintenance | | | | | |
| 542 | 300 | Roadway | \$ 331,646 | \$ 236,165 | \$ 304,888 |
| | 400 | Storm Drainage | 48,731 | 110,390 | 61,635 |
| | 500 | Structures | 140 | 3,650 | 2,512 |
| | 610 | Sidewalks | 18,454 | 21,550 | 21,269 |
| | 620 | Special Purpose Paths | 638 | 3,630 | 1,130 |
| | 630 | Street Lighting | 202,922 | 169,670 | 178,187 |
| | 650 | Parking Facilities | 673 | 1,540 | 1,523 |
| | 660 | Snow and Ice Control | 13,924 | 25,240 | 25,652 |
| | 670 | Street Cleaning | 91,562 | 91,000 | 97,617 |
| | 700 | Roadside | 76,387 | 66,750 | 71,353 |
| | 710 | Downtown Mall Maintenance | 64,542 | 55,810 | 53,269 |
| | 800 | Ancillary Operations | 19,337 | 15,720 | 16,334 |
| | 810 | Work Crew | 11,009 | - | - |
| | 900 | Maintenance Administration | 126,380 | 101,020 | 108,337 |
| Road and Street General Administration | | | | | |
| 543 | 100 | Management | 1,913 | 36,622 | 2,000 |
| | 200 | Undistributed Engineering | 78,768 | 60,000 | 316,762 |
| | 300 | General Services | 6,933 | 25,500 | 9,000 |
| | 500 | Facilities | 2,702 | 5,170 | 5,057 |
| | 600 | Training | 13,834 | 11,610 | 12,152 |
| | 700 | Undistributed Indirect Labor Costs | - | 130 | 130 |
| Road and Street Facilities | | | | | |
| 544 | 200 | Maintenance of Stations and Bldgs | 68,818 | 49,500 | 49,500 |
| Capital Equipment Outlay | | | | | |
| 594 | 430 | General Services | 19,153 | 25,000 | - |
| Road and Street Construction | | | | | |
| 595 | 300 | Roadway | 1,272,355 | 5,517,500 | 2,578,000 |
| | 400 | Storm Drainage | 60,244 | 5,000 | 30,000 |
| | 500 | Structures | - | 5,000 | - |
| | 610 | Sidewalks | 436,014 | 20,000 | - |
| | 620 | Special Purpose Paths | - | 30,000 | - |
| | 630 | Street Lighting | 130,093 | - | - |
| | 640 | Traffic Control Devices | 9,329 | 470,000 | 503,206 |
| | 700 | Roadside Development | 40,180 | 6,760 | - |
| 597 | 000 | Operating Transfer | 103,577 | - | - |
| Total City Street Fund | | | <u>\$ 3,250,258</u> | <u>\$ 7,169,927</u> | <u>\$ 4,449,513</u> |
| | | | % Increase (Decrease) over prior year | 120.60% | -37.94% |

PUBLIC WORKS

| PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|--------------------------|-------------------------------|
| Transportation/Road & Street Construction | | |
| Public Works Operations Manager (.33 FTE) | \$ 26,247 | \$ 29,160 |
| Operations Supervisor - Streets | 58,592 | 63,962 |
| Lead Maintenance Worker | 54,053 | 57,348 |
| Senior Maintenance Worker (2) | 96,092 | 104,449 |
| Maintenance Worker II (2.5) | 114,792 | 116,467 |
| Maintenance Worker (.125 FTE - 2003, .167 FTE - 2004) | 4,881 | 6,704 |
| Seasonal Maint. Wkrs (3 at .5 FTE) | 27,159 | 28,818 |
| Overtime | 10,000 | 9,500 |
| Total Transportation/Road and Street Const. | <u>\$ 391,816</u> | <u>\$ 416,408</u> |
| % Increase (Decrease) over prior year | | 6.28% |

CAPITAL OUTLAY DETAIL:

| | | |
|---|--|---------------------|
| Roadway Construction Projects | | |
| * Safety Improvements | | \$ 30,000 |
| * NW 18th & Hood Street improvements | | 1,200,000 |
| * 192nd Avenue | | 330,000 |
| * City-wide street reconstruction projects | | 1,018,000 |
| Storm Drainage Construction Project | | |
| * Sweeper/catch basin debris treatment/storage facility | | 30,000 |
| Traffic Control Devices | | |
| * Crown Road/3rd Avenue signal | | 50,000 |
| * 3rd and Lechner | | 277,500 |
| * SR 500 & NW Lake Road | | 175,706 |
| Total City Street Projects and Equipment | | <u>\$ 3,111,206</u> |

SE 1st Street/Lake Road Construction

FUNCTION

This fund was established to account for the construction of the SE 1st Street/Lake Road construction project.

COMMENTS ON BUDGET APPROPRIATIONS

This project is funded by a variety of sources which include federal and state grants, cost sharing with Clark County, the City of Vancouver, and private industry, and Public Works Trust Fund loans.

REVENUE DETAIL

| 113.00 | | Estimated Revenue 2004 |
|---------------|--|---------------------------------------|
| | Intergovernmental Revenue: | |
| 331 100 | Federal Appropriations | \$ 1,963,500 |
| 334 036 | State Grant - Department of Transportation | 3,754,500 |
| 338 950 | Shared Costs | 50,000 |
| | Total Intergovernmental Revenue | 5,768,000 |
| | Miscellaneous Revenue: | |
| 361 110 | Investment Interest | 1,000 |
| 367 110 | Contributions | 231,000 |
| | Total Miscellaneous Revenue | 232,000 |
| | Other Financing Sources: | |
| 391 800 | Intergovernmental Loan Proceeds | 3,000,000 |
| | Total Other Financing Sources | 3,000,000 |
| | Total Estimated Revenues | \$ 9,000,000 |

EXPENDITURE DETAIL

| 113.65 | | Estimated Required 2004 |
|---------------|---|--|
| | Road and Street Construction | |
| 595 300 | Road Construction | \$ 9,000,000 |
| | Total SE 1st Street/Lake Road Construction | \$ 9,000,000 |

PUBLIC WORKS

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 2004

1. Continue with preparations for the implementain of 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.
4. Inspect, report, and follow-up on existing storm detention facilities.

REVENUE DETAIL THREE YEAR COMPARISON

| 119.00 | Actual Revenue 2002 | Actual Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-----------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ 36,536 | \$ 85,023 |
| Charges for Goods and Services: | | | |
| 343 830 Storm Drainage Fees | 2,523 | - | 2,500 |
| Total Charges for Goods and Services | 2,523 | - | 2,500 |
| Miscellaneous Revenues: | | | |
| 361 110 Investment Interest | 37,821 | 45,000 | 45,000 |
| Total Miscellaneous Revenues | 37,821 | 45,000 | 45,000 |
| Total Estimated Revenues | 40,344 | 81,536 | 132,523 |
| Total Estimated Resources | \$ 40,344 | \$ 81,536 | \$ 132,523 |

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

| 119.00.531 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 500 Road and Street Construction | | | |
| Salaries and Wages | \$ 13,465 | \$ 35,797 | \$ 39,046 |
| Personnel Benefits | 3,683 | 10,739 | 8,477 |
| Other Services and Charges | 36,826 | - | - |
| Basin portion of NPDES phase 2 compliance | - | 25,000 | 25,000 |
| Wetlands - ESA Assessment and Coordination | - | 10,000 | 10,000 |
| Total Storm Water Drainage Fund | <u>\$ 53,974</u> | <u>\$ 81,536</u> | <u>\$ 82,523</u> |
| % Increase (Decrease) Prior Year | | | 1.21% |

| STORM WATER DRAINAGE PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| Engineer II (.25 FTE - 2002, .5 FTE - 2003) | \$ 26,744 | \$ 29,440 |
| Seasonal Maint. Wkr. (for 6 months - 2003) | 9,053 | 9,606 |
| Total Storm Water Drainage | <u>\$ 35,797</u> | <u>\$ 39,046</u> |
| % Increase (Decrease) Prior Year | | 9.08% |

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 2004

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. 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 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ 135,479 | \$ - |
| 343 Charges for Goods and Services: | | | |
| Garbage/Solid Waste Fees | 1,360,180 | 1,239,900 | 1,243,806 |
| Total Charges for Goods and Services | <u>1,360,180</u> | <u>1,239,900</u> | <u>1,243,806</u> |
| Miscellaneous Revenues: | | | |
| 361 110 Interest Earnings | 12,285 | 15,000 | 4,000 |
| 362 900 Other Rents & Use Charges | 8,680 | 7,400 | 5,000 |
| 363 000 Other Non Revenues | 35 | - | - |
| Total Miscellaneous Revenues | <u>21,000</u> | <u>22,400</u> | <u>9,000</u> |
| Total Estimated Revenues | <u>1,381,180</u> | <u>1,397,779</u> | <u>1,252,806</u> |
| Total Estimated Resources | <u>\$ 1,381,180</u> | <u>\$ 1,397,779</u> | <u>\$ 1,252,806</u> |

**CITY SANITARY EXPENSE DETAIL
THREE YEAR COMPARISON**

| 422.00.537 | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|---------------------------|-------------------------------|
| 800 & 900 GARBAGE AND SOLID WASTE UTILITY | | | |
| Salaries and Wages | \$ 203,370 | \$ 178,677 | \$ 199,978 |
| Personnel Benefits | 54,322 | 47,602 | 52,494 |
| Supplies | 41,174 | 50,100 | 61,600 |
| Other Services and Charges (insurance, repairs, comm.) | 20,491 | 28,400 | 16,800 |
| Recycling Contractor | 163,070 | 161,000 | 176,000 |
| Disposal Fees | 413,346 | 360,000 | 433,000 |
| Intergovernmental Services and Taxes | 61,964 | 60,000 | 60,000 |
| Capital Outlays | - | 200,000 | - |
| Interfund Payments for Services | 321,260 | 312,000 | 252,934 |
| TOTAL GARBAGE AND SOLID WASTE UTILITY | 1,278,997 | 1,397,779 | 1,252,806 |
| 597 000 ESTIMATED OTHER FINANCING USES: | | | |
| Transfers Out | 10,000 | - | - |
| TOTAL ESTIMATED OTHER FINANCING USES: | 10,000 | 0 | 0 |
| TOTAL GARBAGE AND SOLID WASTE UTILITY | <u>\$1,288,997</u> | <u>\$1,397,779</u> | <u>\$ 1,252,806</u> |
| % Increase (Decrease) Prior Year | | 8.44% | -10.37% |

| CITY SANITARY PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|--|--------------------------|-------------------------------|
| REFUSE COLLECTION | | |
| Public Works Operations Manager (.11 FTE) | \$ 8,751 | \$ 8,892 |
| Chief Sanitation Worker | 52,478 | 55,680 |
| Sanitation Workers (2) | 87,686 | 100,050 |
| Maintenance Worker (.25) | 9,762 | 10,356 |
| Overtime | 20,000 | 25,000 |
| Total Garbage and Solid Waste Utility | <u>\$ 178,677</u> | <u>\$ 199,978</u> |
| % Increase (Decrease) Prior Year | | 11.92% |

WATER-SEWER REVENUE

MISSION STATEMENT

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

DEPARTMENT GOALS FOR 2004

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. In compliance with the Homeland Security Act, perform a vulnerability assessment of the water system.
5. Begin design process for additional Washougal River pipeline crossing.
6. Secure a site for the future West Prune Hill Reservoir.
7. Continue with construction of Well #3 (renumbered Well #10) replacement well and wellfield treatment facility.
8. Enhance water conservation with the installation of a weather station/irrigation system controller interface.
9. Continue with the quest for future water sources and water rights.
10. Improve the delivery capacity and reliability of the Prune Hill water service area.
11. Update the sewer facility plan.
12. Replace the sewer main that serves NW 6th and 7th Avenue customers between NW Logan and Drake Streets.

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 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|--|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ - | \$ 2,013,800 |
| 343 Charges for Goods and Services: | | | |
| Water-Sewer | 4,497,994 | 4,382,300 | 4,756,960 |
| 343 900 Other Physical Environment | 63 | - | - |
| 346 500 Inspection Fees - Step System | 19,100 | 15,000 | 15,000 |
| Total Charges for Goods and Services | <u>4,517,157</u> | <u>4,397,300</u> | <u>4,771,960</u> |
| Miscellaneous Revenues: | | | |
| 361 110 Investment Interest | 131,594 | 200,000 | 175,000 |
| Other Miscellaneous Revenue | 110,602 | 51,900 | 44,950 |
| Total Miscellaneous Revenues | <u>242,196</u> | <u>251,900</u> | <u>219,950</u> |
| Total Estimated Revenues | <u>4,759,353</u> | <u>4,649,200</u> | <u>4,991,910</u> |
| Non Revenues: | | | |
| 343 140 Federal Grant | 67,195 | - | - |
| 343 450 Water Hook-up Fees | 51,100 | 40,000 | 35,000 |
| 343 550 Sewer Hook-up Fees | 2,450 | 1,000 | 1,000 |
| 379 000 Contributed Capital | 287,746 | - | - |
| 397 000 Operating Transfers In | 1,844,088 | 2,000,000 | 1,337,000 |
| 398 900 Long-term Debt Proceeds | - | 1,780,721 | - |
| Total Estimated Non-Revenues | <u>2,252,579</u> | <u>3,821,721</u> | <u>1,373,000</u> |
| Total Estimated Resources | <u>\$ 7,011,932</u> | <u>\$ 8,470,921</u> | <u>\$ 8,378,710</u> |

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

| 424.00 | | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|----------------------|--|---------------------------|-------------------------------|------------------------------|
| 534, 535, and 538 | WATER-SEWER | | | |
| | Salaries and Wages | \$ 716,404 | \$ 720,430 | \$ 840,118 |
| | Personnel Benefits | 181,241 | 208,640 | 238,834 |
| | Supplies | 481,348 | 475,700 | 468,000 |
| | Other Services and Charges | 853,158 | 1,032,800 | 1,211,950 |
| | Intergovernmental Services and Taxes | 191,735 | 166,000 | 166,000 |
| 585 and 592 | Debt Service | 1,536,663 | 1,466,518 | 1,471,620 |
| 594 340/350 | Capital Outlays | 1,803,741 | 3,610,509 | 3,370,500 |
| 534/535/538 | Interfund Payments for Services | 591,357 | 455,500 | 611,688 |
| | Total Water-Sewer Fund | <u>6,355,647</u> | <u>8,136,097</u> | <u>8,378,710</u> |
| | Estimated Other Financing Uses: | | | |
| 597 000 | Operating Transfers Out: | <u>40,000</u> | <u>334,824</u> | <u>-</u> |
| | Total Estimated Other Financing Uses: | <u>40,000</u> | <u>334,824</u> | <u>-</u> |
| | TOTAL WATER-SEWER FUND | <u>\$ 6,395,647</u> | <u>\$ 8,470,921</u> | <u>\$ 8,378,710</u> |
| | % Increase (Decrease) Prior Year | | 32.45% | -1.09% |

OTHER SERVICES AND CHARGES DETAIL:

| | | |
|---|---------------------|---------------------|
| Professional Services | \$ 320,500 | \$ 411,500 |
| (Watershed mgmt, well treatment study, water quality testing, leak study, water right applications and exploration, alarm monitoring, janitorial service, well treatment options study, mapping, pipeline river crossing design, electrical/mechanical preventive maint., landscape design, hydrogen sulfide odor control study, WWTP monitoring and analysis, vulnerability study) | | |
| Communication (telephone, pagers, cell phones) | 35,500 | 18,250 |
| Travel | 3,600 | 1,000 |
| Advertising | 500 | 500 |
| Operating rentals and leases (well site, equipment) | 16,700 | 12,000 |
| Insurance (property and liability) | 100,000 | 230,000 |
| Public Utility (electric, gas) | 288,500 | 289,500 |
| Repairs and maintenance (pumps, reservoirs, equipment) | 206,000 | 184,000 |
| Registrations for classes, water/sewer permits | <u>61,500</u> | <u>65,200</u> |
| Total other services and charges | <u>\$ 1,032,800</u> | <u>\$ 1,211,950</u> |

| WATER-SEWER PERSONNEL SCHEDULE | Actual Approp 2003 | Estimated Required 2004 |
|---|-----------------------------------|--|
| Public Works Operations Manager (.33 FTE) | \$ 26,247 | \$ 29,161 |
| Operations Supervisor - Water/Sewer | 64,025 | 66,264 |
| Water Supply Operator | 54,053 | 57,344 |
| Senior Utility Maintenance Worker (3) | 145,558 | 154,422 |
| Chief Waste Water Treatment Plant Operator | 59,065 | 62,662 |
| Waste Water Treatment Operator (3 FTE - 2003, 4 FTE - 2004) | 157,434 | 215,033 |
| Utility Maintenance Worker II (2 FTE -2003, 3 FTE - 2004) | 82,410 | 140,737 |
| Utility Maintenance Worker I (2 FTE - 2003, 1 FTE - 2004) | 70,430 | 38,480 |
| Seasonal Maint. Worker (4 at .5 FTE) | 36,208 | 32,015 |
| Overtime | 25,000 | 44,000 |
| Total Water-Sewer Utility | \$ 720,430 | \$ 840,118 |
| % Increase (Decrease) Prior Year | | 16.61% |

WATER-SEWER CAPITAL OUTLAY DETAIL:

| | | |
|--|--|---------------------|
| Land: | | |
| * West Prune Hill reservoir site appraisal | | \$ 5,000 |
| * Oak Park/SW Well field expansion | | 700,000 |
| * Water rights property acquisition | | 300,000 |
| Other Improvements: | | |
| * Landscaping | | 10,000 |
| * Screen chamber fabric replacement (ESA) | | 10,000 |
| * Sewer facility plan update | | 150,000 |
| Machinery and Equipment: | | |
| * Hydrant storz adapters | | 5,000 |
| * Shoring equipment | | 5,000 |
| * Used front loader - biosolids handling | | 75,000 |
| * Boom crane | | 16,500 |
| Construction Projects: | | |
| * Booster station meter installations | | 20,000 |
| * Irrigation weather station design | | 210,000 |
| * Gas to liquid chlorine conversions - Wells 5, 7, 8, filter plant | | 20,000 |
| * Large meter replacements | | 10,000 |
| * Filter plant and chlor plant telemetry upgrades | | 50,000 |
| * Water line - PWTF street project | | 196,000 |
| * Upper Prune Hill water delivery improvements | | 200,000 |
| * Well #10 building and well treatment facility | | 450,000 |
| * Water main replacement: NE Ione - Ione Loop and 19th Ave | | 35,000 |
| * Water main replacement: SE 20th Ave., SE 261st to SR-500 | | 40,000 |
| * Water main replacement: NW 8th Ave., D-4, CFP, Elm to Fargo | | 54,000 |
| * Filter plant lab expansion | | 50,000 |
| * Sewer line replacement/design - PWTF street project | | 584,000 |
| * Sewer main line, Joy St. to Main pump station design | | 50,000 |
| * Replace manhole - NE 2nd and Joy | | 7,500 |
| * Pump station landscape improvements | | 7,500 |
| * Crown View Plaza gravity line feasibility | | 5,000 |
| * Sewer main line, NW 6th, Logan to Drake | | 100,000 |
| * Bar screen panel cover | | 5,000 |
| Total | | \$ 3,370,500 |

**WATER-SEWER REVENUE BOND
REDEMPTION DETAIL**

1996 Refunding Revenue Bonds

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 190,000 | \$ 15,358 | \$ 205,358 | |
| 2005 | 55,000 | 9,818 | 64,818 | |
| 2006 | 55,000 | 7,246 | 62,246 | 2008 |

1998 Revenue and Refunding Bonds

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 90,000 | \$ 176,382 | \$ 266,382 | |
| 2005 | 255,000 | 169,553 | 424,553 | |
| 2006 | 265,000 | 159,205 | 424,205 | 2016 |

Community Economic Revitalization Board Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 28,061 | \$ 30,700 | \$ 58,761 | |
| 2005 | 29,703 | 29,058 | 58,761 | |
| 2006 | 31,441 | 27,320 | 58,761 | 2016 |

Department of Ecology Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 50,489 | \$ 38,225 | \$ 88,714 | |
| 2005 | 52,684 | 36,030 | 88,714 | |
| 2006 | 54,973 | 33,741 | 88,714 | 2018 |

Department of Ecology Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 332,553 | \$ 323,705 | \$ 656,258 | |
| 2005 | 346,328 | 309,930 | 656,258 | |
| 2006 | 360,673 | 295,585 | 656,258 | 2021 |

Public Works Trust Fund Loan

| | Principal | Interest | Total | Last Year of Payment |
|------|------------------|-----------------|--------------|-----------------------------|
| 2004 | \$ 169,092 | \$ 27,055 | \$ 196,147 | |
| 2005 | 169,092 | 25,364 | 194,456 | |
| 2006 | 169,092 | 23,673 | 192,765 | 2020 |

PUBLIC WORKS

WATER-SEWER CAPITAL RESERVE

COMMENTS ON BUDGET APPROPRIATIONS

\$1,337,000 will be transferred to the Water-Sewer Fund to finance a number of capital projects.

REVENUE DETAIL THREE YEAR COMPARISON

| 432.00 | Actual Revenue 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|---|---------------------------|-------------------------------|------------------------------|
| 291 740 Beginning Appropriated Fund Balance | \$ - | \$ 1,000,000 | \$ 500,000 |
| Other Increases in Fund Equity: | | | |
| 379 110 Water Development Fees | 471,194 | 400,000 | 331,000 |
| 379 120 Sewer Development Fees | 789,186 | 600,000 | 506,000 |
| 397 000 Operating Transfers In | 42,867 | - | - |
| Total Increases in Fund Equity | <u>1,303,247</u> | <u>1,000,000</u> | <u>837,000</u> |
| Total Estimated Resources | <u>\$ 1,303,247</u> | <u>\$ 2,000,000</u> | <u>\$ 1,337,000</u> |

EXPENSE DETAIL THREE YEAR COMPARISON

| FUND NUMBER | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|--|----------------------------|--------------------------|-------------------------------|
| 432.00.597 | | | |
| 100 Other Financing Uses: | | | |
| Operating Transfers Out | \$ 1,750,511 | \$ 2,000,000 | \$ 1,337,000 |
| Total Water-Sewer Capital Reserve | <u>\$ 1,750,511</u> | <u>\$ 2,000,000</u> | <u>\$ 1,337,000</u> |

EQUIPMENT RENTAL

MISSION STATEMENT

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

DEPARTMENT GOALS FOR 2004

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, two fleet vehicles, one combination sewer cleaner/vacuum truck, one flat bed equipment trailer, and one front deck mower.
4. Improve the shop office area by moving the parts storage area.

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 2002 | Adjusted Estimated 2003 | Estimated Revenue 2004 |
|---------|--|---------------------------|-------------------------------|------------------------------|
| 291 740 | Beginning Appropriated Fund Balance | \$ - | \$ 87,630 | \$ 306,066 |
| | Miscellaneous Revenues: | | | |
| 361 110 | Investment Interest | 11,249 | 12,000 | 6,000 |
| 362 100 | Equipment and Vehicle Rent (Outside) | 20,410 | 20,000 | 12,000 |
| 365 100 | Interfund Equipment/Vehicle Rentals | 784,773 | 780,000 | 670,404 |
| 365 400 | Interfund Space and Facilities Rentals | 184,334 | 184,000 | 161,259 |
| | Other Miscellaneous Revenues | (6,305) | - | - |
| | Total Miscellaneous Revenues | <u>994,461</u> | <u>996,000</u> | <u>849,663</u> |
| | Total Estimated Revenues | <u>994,461</u> | <u>1,083,630</u> | <u>1,155,729</u> |
| | Other Financing Sources: | | | |
| 379 000 | Contributed Capital | 83,710 | - | - |
| 397 000 | Operating Transfers In | 60,000 | - | - |
| | Total Other Financing Sources | <u>143,710</u> | <u>-</u> | <u>-</u> |
| | Total Estimated Resources | <u>\$ 1,138,171</u> | <u>\$ 1,083,630</u> | <u>\$ 1,155,729</u> |

EXPENSE DETAIL THREE YEAR COMPARISON

| 523.00 | | Actual Expended 2002 | Actual Approp 2003 | Estimated Required 2004 |
|---------|---------------------------------|----------------------------|--------------------------|-------------------------------|
| | Equipment Rental | | | |
| 548 | Salaries and Wages | \$ 215,845 | \$ 217,100 | \$ 229,197 |
| 548 | Personnel Benefits | 58,037 | 64,830 | 68,004 |
| 548 | Supplies | 213,674 | 194,100 | 200,000 |
| 548 | Other Services and Charges | 161,148 | 126,500 | 130,500 |
| 594 480 | Capital Outlays | 303,060 | 466,100 | 516,775 |
| 548 | Interfund Payments for Services | 16,330 | 15,000 | 11,253 |
| | Total Equipment Rental | <u>\$ 968,094</u> | <u>\$ 1,083,630</u> | <u>\$ 1,155,729</u> |

EQUIPMENT RENTAL PERSONNEL SCHEDULE

| | Actual Approp 2002 | Estimated Required 2003 |
|---|--------------------------|-------------------------------|
| MUNICIPAL VEHICLE SERVICES | | |
| Public Works Operations Manager (.11 FTE) | \$ 8,750 | \$ 8,892 |
| Chief Mechanic | 57,344 | 60,840 |
| Mechanics (2) | 105,333 | 111,352 |
| Admin. Support Assistant II | 35,620 | 37,789 |
| Overtime | 1,000 | 1,000 |
| Seasonal worker (for 6 months) | 9,053 | 9,324 |
| Total Municipal Vehicle Services | <u>\$ 217,100</u> | <u>\$ 229,197</u> |
| % Increase (Decrease) Prior Year | | 5.57% |

CAPITAL OUTLAY DETAIL:

| | |
|--|-------------------|
| Buildings and Structures | |
| * Office improvements | \$ 30,000 |
| Other Improvements | |
| * Operations Center Paving | 60,000 |
| Machinery and Equipment: | |
| * Replace police vehicles #285, 286, 301 | 86,775 |
| * Replace equipment flatbed trailer #43 | 20,000 |
| * Replace mower #278 | 24,000 |
| * Replace sewer cleaner/vac truck #146 | 240,000 |
| * Replace pickup truck #203 | 28,000 |
| * Replace pickup truck #213 | 28,000 |
| Total Capital Outlays | <u>\$ 516,775</u> |

OTHER SERVICES AND CHARGES DETAIL:

| | |
|---|-------------------|
| Professional Services (janitorial, towing vehicles) | \$ 2,000 |
| Communication (telephone, pagers, cell phone) | 5,500 |
| Public Utility | 20,000 |
| Insurance | 10,500 |
| Repairs and Maintenance of vehicles | 82,000 |
| Registrations for classes, uniform services | 10,500 |
| Total other services and charges | <u>\$ 130,500</u> |