

ORDINANCE NO. 2500

AN ORDINANCE adopting the budget for the City of Camas, Washington, for the fiscal year beginning January 1, 2008

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 beginning January 1, 2008, and a notice was published that the Council of said City would meet on the 3rd day of December, 2007 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 in the General Fund and needs for the operation of government of the City of Camas, for the fiscal year beginning January 1, 2008, 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	\$ 107,600
	Judicial	173,000
	Executive	214,993
	Financial & Record Services	658,546
	Legal	95,500
	Human Resources	184,823
	Central Services	179,267
	Other General Government Services	184,450
	Law Enforcement	3,982,495
	Fire Control	2,860,212
	Detention and/or Correction	319,512
	Protective Inspections	582,190
	Emergency Services	16,500
	Information Systems	631,077
	Engineering	1,365,808
	Animal Control	86,500
	Information and Outreach	16,700
	Planning and Community Development	475,684
	Community Education and Seniors	8,100
	Downtown Vision Coalition	90,433
Library	1,322,250	
Parks and Recreation	1,417,642	
Interfund Transfer to Street Dept.	1,409,287	
Interfund Transfer to Equipment Rental	5,000	
Total General Fund		\$ 16,387,569

	<u>AMOUNT</u>
City Street Fund	\$ 2,828,752
Emergency Rescue Fund	2,447,554
Fire Equipment Cumulative Reserve Fund	412,000
Cemetery Fund	166,247
Unlimited Tax General Obligation Bond Redemption Fund	745,743
Limited Tax General Obligation Bond Redemption Fund	971,517
Growth Management Act Capital Project Fund	5,380,014
Library Construction Fund	153,000
Storm Water Drainage Utility Fund	977,447
City Sanitary Fund	1,878,259
Water-Sewer Fund	10,831,756
Waste Water Treatment Plant Construction Fund	10,750,000
2007 Bond Construction Fund	3,650,000
Water-Sewer Capital Reserve Fund	795,000
Equipment Rental Fund	1,783,117
Firemen's Pension Fund	<u>25,000</u>
TOTAL ALL FUNDS	<u>\$ 60,182,975</u>

#### SECTION II

That certain document entitled "City of Camas Budget 2008" for the year beginning January 1, 2008, two (2) copies of which are on file in the office of the City Clerk, and the same is hereby adopted as the budget for the City of Camas for the fiscal year beginning January 1, 2008.

#### SECTION III

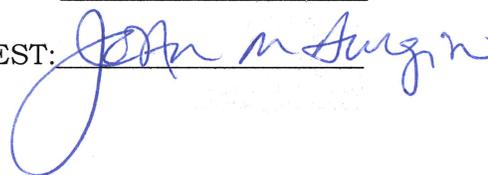
The City Clerk is directed to transmit a copy of the budget hereby adopted to the State Auditor's Office and to Municipal Research and Services Center.

#### SECTION IV

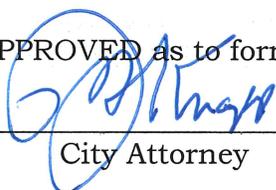
This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 3rd day of December 2007.

SIGNED: 

ATTEST: 

APPROVED as to form:

  
City Attorney

**CITY OF CAMAS**

*Budget*  
**2008**

**Money Magazine: Top 100 Best Places to Live**



**CITY OF CAMAS, WASHINGTON  
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# 2008 Budget Message

from  
Mayor Paul Dennis  
to  
Council and Citizens

The 2008 budget for the City of Camas maintains a stable, restored, high level of service to the citizens of the community. It sustains prior restorations of services and it provides for important investments in the community's future. The 2008 budget continues the significant prior year's initiative of City operation of the Camas Cemetery. The proposed budget meets several goals. Those goals include:

- 1) Provide a stable level of service and programs.
- 2) Utilize existing revenue streams to fund city services and programs.
- 3) Preserve a substantial level of General Fund reserves, consistent with adopted financial policies.
- 4) Invest in City's future, consistent with adopted plans.

In the proposed budget, a cautious approach to funding ongoing expenses is taken again. Staffing levels and vacancies continue to be reviewed for long-term need. Staffing additions implemented in the course of 2006--07 are continued in the 2008 year. This includes added police officers, the Fire Department Training officer, utilities staff, and reorganized staffing of the Community Development Department. The proposed budget includes carefully analyzed staffing additions to meet the needs of a growing community and adequately support restored service levels. A variety of capital projects are favorably financed, including the Wastewater Treatment Plant, Phase II project, and the purchase of a new fire engine. Also, the major street program—the roadway preservation program—is continued for the fourth year, at a \$260,000 level. It is bolstered by a \$300,000 arterial/collector street rehabilitation effort.

The budget is constructed within a framework that balances internal needs with community expectations and economic conditions. The local context is one characterized by a generally strong economy. Employment levels have risen by approximately 100 jobs to an estimated total of 6,343, despite a major reduction of jobs at the paper mill. Development activity has abated from the boom levels of recent years. In Camas, building activity continues this year at about the same pace as in 2006. Planning related activities and fees have dropped sharply in 2007 due to a decline in the current housing market. There are early indicators (pre-applications) that such activities may rebound. The property tax base has broadened, again. Real estate excise tax revenues have declined from peak 2006 levels. City actions to encourage and allow industrial, mixed use and residential development have continued to strengthen our local economy. Adoption of the 2004 Comprehensive Plan Update and the fall 2007 expansion of the Camas Urban Growth Boundary are all important milestones for the City's development and future. The budget was constructed with these varied current conditions and trends in mind.

Related to a generally strong economy and restoration of services is a continuing second element of the budget. Staffing levels are at more normal, adequate levels. The City's three "recession budgets" (2002, 2003, & 2004) were very austere, especially in staffing. As an example, *staffing authorization levels were initially at the same levels in 2005 as they were in the 2002 adopted budget (164 FTE-full time equivalents)*. This occurred while the City's population increased from 13,540 to 15,460 (a 14.2% population growth). The FTE per thousand population ratio fell from 12.2 to 10.6. In 2005, conditions allowed for some mid-year additions to staff, 2006 allowed further restoration, and the 2007

budget provided for restrained staffing increases to meet the City's business and service delivery needs. The overall staffing ratio proposed in the 2008 budget is an adequate 11.12 per 1,000 population. This is a decline from the 11.31 ratio of employees per 1,000 population in 2007. The modest staffing additions of the past three years leave the City below its historic staffing ratio, and below the average of the comparable cities. As the Level of Service (LOS) study forecasted, there is some "pent-up demand" for staffing as the population continues to grow in the face of constrained revenues. This trend is especially marked in the functions supported by the General Fund.

A third part of the context is continued city emphasis on efficiencies, partnerships, and strong financial policies. The baseline for the 2008 budget builds from established council policies in 2002, such as the City's adopted financial policies. Projected revenues and average commitment level of reserves sustain the proposed budget.

According to the latest estimates from our finance director, the City should enter 2008 with approximately \$4.3 million in General Fund reserves, an estimated \$441,278 less than at the start of 2007. This level of reserves significantly exceeds the goals in the adopted financial policies, and provides assurance the service levels can be met in this budget. The proposed budget foresees a General Fund spending increase of \$859,766 or 5.5% above 2007 authorization levels. This is before adjustment for non-recurring grant events. After such adjustment for non-recurring events, the increase is approximately \$830,657 or about 5.3%.

The budget includes salary and benefit costs for all proposed employees, consistent with the signed labor agreements for 2008. The City and all of its bargaining units have signed 2008 agreements. All the current agreements expire as of the end of December, 2008, except the Camas Police Officers Association Agreement, which will expire as of the end of December, 2009. Significant benefit increases in the areas of pension and medical insurance are mandated by statute, or contract. These major costs are included in the 2008 budget. As an example of this type of "uncontrollable cost" the employer contribution rate for the PERS II retirement system (the most common for Camas' employees) has risen from 3.69% in 2006, to 6.13% in 2007, and is scheduled to rise to 8.33% effective July 1, 2008. These rates are set by state legislation, and are for all employers in the PERS II system. In those ways, they represent costs which are not in the City's direct "control", and *these are significant costs*. Similar increases have been mandated in the other major retirement system which affects the City—the Law Enforcement Officers and Firefighters (LEOFF) plan. Overall, personnel costs are the bulk of the General Fund's costs. Salaries and fringe benefits for the entire General Fund constitute fully 67% of the expenditures. In the Fire and Police Departments, the trend is especially striking. In the Fire department, personnel costs are 88% of the budget. In the Police Department, personnel costs constitute 81% of the budget.

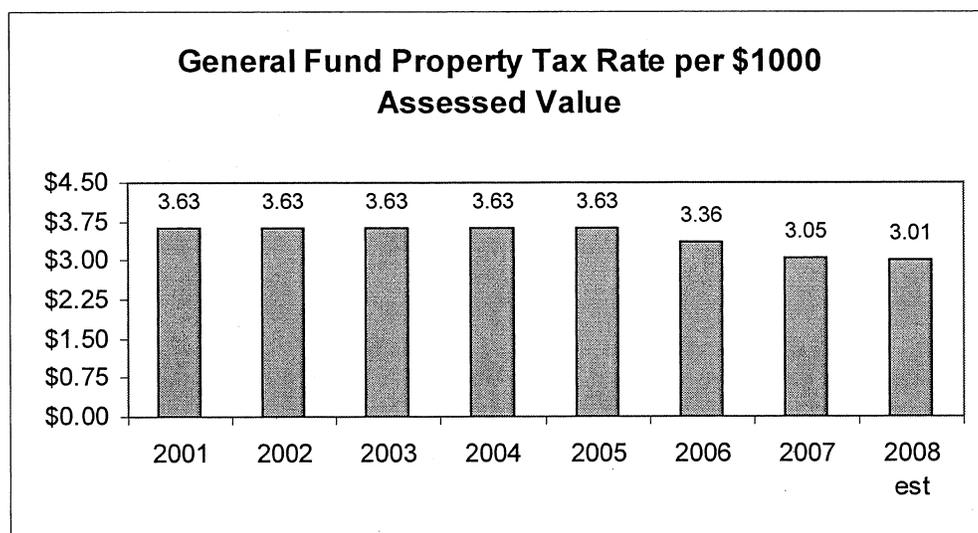
Scheduled elements of the Capital Facilities Plan (CFP) are in the budget. The significance of the roadway preservation program is continued, and increased to the level of \$260,000. This is greatly supplemented by a \$300,000 Street Rehabilitation project, funded with REET revenues. Steady, year after year funding of street preservation and rehabilitation pays long term dividends. Overall, the proposed budget is designed to meet the service needs of a growing community, *and* make major capital investments. This can be seen as a form of balancing current and future needs.

This budget package has been constructed to meet the voter approved property tax levy cap of Referendum 47 and Initiative 747. This index, in accordance with Referendum 47, limits property tax increases for cities over ten thousand in population to the implicit price deflator (IPD); the IPD refers to the United States Department of Commerce, Bureau of Economic Analysis' estimate of the average price increases related to personal consumption expenditures. A one percent property tax increase is fully allowed under the terms of Initiative 747 (whose fate is being reviewed in the courts). Such a one percent increase for the Camas City General Fund would amount to roughly **\$91,000** in 2008. This

proposed budget includes **NO General Fund property tax increase: zero in percent and zero in added money from existing property tax payers.**

Largely as a result of Initiative 747, **the City's tax rate has fallen sharply over the past three years.** From the statutory limit of \$3.60 per \$1,000 of assessed valuation (AV) imposed until 2005, the rate has fallen markedly. The rate for 2006 was \$3.36 per \$1,000 AV and it was \$3.05 for 2007. The *estimated* rate for 2008 taxes is \$3.01 per \$1,000 AV.

This decline was predicted by the consultants Paul Lewis and Tracey Dunlap in the LOS analysis; and **the rate of decline has occurred faster than anticipated.** The three year decline in rates is a full 59 cents per thousand, or approximately a **20% rate decrease.** For comparison, fifty-nine cents of taxation is much greater than the total rate for the Port of Camas-Washougal; and more than the total rate for the Fort Vancouver Library District. The City of Camas tax rate decline is illustrated in this chart:



This budget includes tax contributions from new private investment made in 2007 in the form of non-recurring development and building fees and recurring, limited property taxes. A mix of industrial, commercial, and residential additions has helped the City's tax base.

We currently estimate that \$825,144 in General Fund reserves will be used to balance the 2008 General Fund. The City's Finance Director is currently projecting the General Fund will end 2007 with \$4.3 million of reserves or \$441,278 less than 2006. The total reserve amount is reassuring. The record of year-to-year increases in reserves shows that for each of the past six years, City General Fund reserves have grown. That record is solid. The projection is that 2007 will break this positive trend due to the decrease of planning and development activities. The trend line should be monitored during the coming year. **Expenditure and revenues will be closely monitored, with a recommended mid-year Council special budget review for the summer of 2008.**

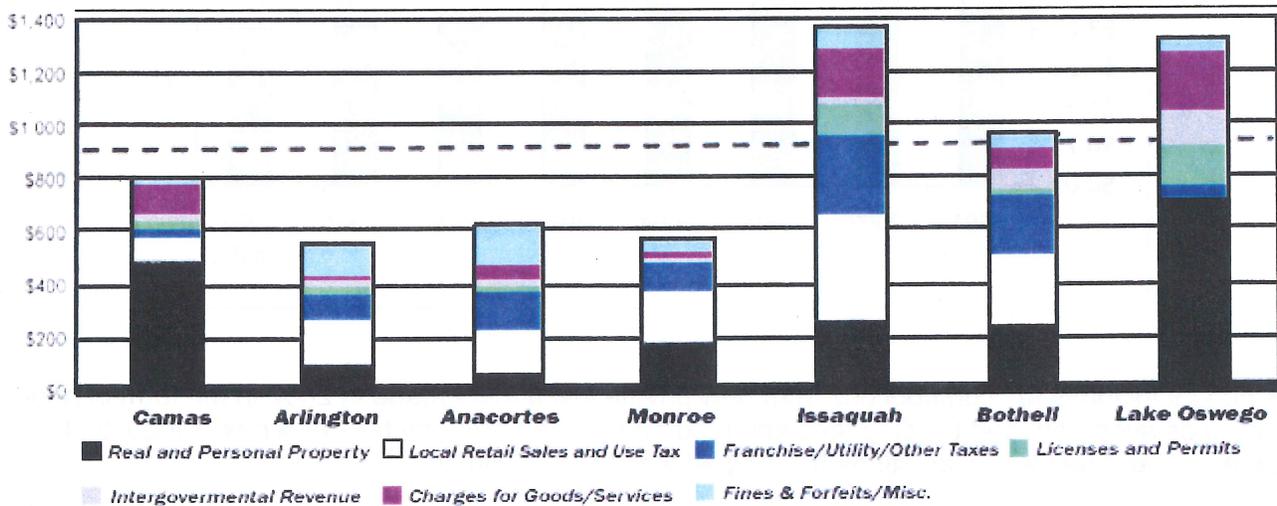
In 2005, the City engaged the firm FCS Group for a professional review of the levels of service, and the City's long term financial and strategic approach. This work was completed in the winter of 2005-06 and fully reported to the Council and community. The study had great depth and analytical rigor. The LOS study, data, and conclusions, including survey data from our citizens, have helped "inform" and drive the 2008 budget proposal.

**Here are summary observations from the LOS Study:**

- “There is a high level of satisfaction with the City’s Services”.* (p. 3, Executive Summary)
- Regarding Revenues: *“Overall, Camas falls slightly below the average (of comparator Cities).”* p. 5
- Regarding Expenditures: *“Camas falls at the average of the (comparator Cities) group in expenditures per capita”* p. 6
- Regarding staffing levels (FTE): *“Camas falls below the average for the (comparator Cities) group.”* (p. 6). Note: with the minor 2006 and 2007 additions to staff and the continued population growth, it is very likely that Camas’ position among the comparator Cities remains “below the average”.

One of the conclusions of the LOS study shows a long-term, limited structural imbalance in the City’s finances. The imbalance was estimated in the range of two or three percent, over the long term. The LOS study pointed to Camas’ over-reliance on the property tax, and suggested strategic diversification of the tax base. Modest diversification is occurring. A variety of policy choices can influence this long term structural difference, and the diversification of the tax base. The following chart with dated 2005 data, from the LOS study (p.5), shows Camas versus Comparator Cities General Fund Revenues and illustrates Camas’ reliance on property tax revenues:

**General Fund Revenues Per Capita**



In June of this year, Money Magazine recognized Camas as one of the Top 100 “Best Places to Live”. This is a shared accomplishment for the entire community. Our commitment to excellence in creating a special place has been recognized by others as well. When one reviews Camas’ benchmarks versus the other 99 places, it is very apparent why Camas is such a wonderful place. For example, Camas’ air quality index is 98.5% versus an average of 77% for the other 100 best places; personal and property crimes are also nearly non-existent as compared to the group’s overall average. Furthermore, Camas property tax payers appear to retain significant value for the services they receive, as the average property tax per household in Camas is \$1,000 less than the average for the other Top 100 “Best Places to Live”.

Three events may broaden the sales tax portion of the City’s General Fund picture:

- Sales Tax Rate:** Due to a virtually unique series of circumstances, in 2007, the sales tax rate in Camas was increased, and the City’s percentage was increased from the 0.8%, which had been in

place since 1988, to the current one percent. This became effective July 1, 2007. The effects of this change are not yet known. At this writing (mid October), only a fragment of sales tax data including the change are available. This matter bears monitoring and analysis. It may well make a contribution to diversifying Camas' General Fund revenues.

--**"Streamlined Sales Tax"**: The 2006 Legislature passed the Streamlined Sales Tax legislation (SST), and it is scheduled to take effect as of July 1, 2008. The change will effect how sales tax revenues are distributed, and anticipates that certain remote ("internet") purchases will also produce sales tax revenues. The legislation is complex, and provides assurances that cities sales tax revenues will not be harmed. The State Department of Revenue (DOR) provided in early 2007 a series of estimates of the effects of implementation of SST. Such estimates indicate modest increases for Camas (in the range of two percent); however, the dated estimates should be regarded with great caution. The actual results should be watched carefully. The SST implementation may result in some marginal diversification of Camas' tax base.

--**New Commercial Development**: The local economy has several signs of an expanding commercial base including the new Sixth Avenue Commercial Center, as well as new and expanding businesses into the downtown core.

In overall terms, the LOS study provided discussion of local choices to diversify the City's tax base for the long run. We expect a lively and complex discussion of the policy choices as we face the challenges and opportunities which lie ahead. Since the City has high service levels, quality expectations and ambitious goals, the discussion will likely revolve around how to support those levels, expectations and goals. It is of special note that the extensive LOS survey showed that over 80% of our citizens noted service levels in all departments have either maintained or improved since they have lived in Camas. The survey revealed a very positive citizen view of city services. The September, 2006 EMS levy result provided additional evidence. The people spoke on a critical question. The voters provided a 62% yes vote on the increased EMS levy. The vote was an important citizen measure of satisfaction *and willingness to pay for a vital local service*.

For now, the local economy, revenues and balances are adequate. The city benefited from \$116 million in new construction value added to the property tax base for 2007 and a further estimated \$65 million for 2008. Industrial and employment growth resulted from investments at Linear Technology, WaferTech, Underwriters Laboratories, Plexus, Reality Engineering, Light Fleet and others. Valuable residential, commercial and mixed use investments are underway.

The capital investments of the 2008 budget are derived from the updated CFP. Several projects—such as the waterline/bridge crossing of the Washougal River at \$1.9 million are "carry-over projects" with amounts reappropriated again in 2008. Important acquisitions such as major open space purchases in the Lacamas Lake area are funded with grant monies, and are reappropriated again in the 2008 budget.

Many capital items identified in the CFP are included in the budget. 2008 will be another major year for capital investment. Water projects (well rehabilitation and well site purchases, and line replacements total \$5.6 million), sewer projects (\$13 million) and significant park/open space acquisitions/projects (\$1.94 million) are major elements of the capital list of the New Year.

The expansion and upgrade of the Wastewater Treatment Plant is scheduled to begin in earnest in 2008. Ten million dollars are programmed for this. The funding is provided by a favored loan from the Public Works Trust Fund. This money has a one-half of one percent interest rate, and a 20 year term, which is quite favorable. In contrast, revenue bond interest rates would be approximately 4.5%. Below is a listing of the top 10 capital project authorizations included in the 2008 budget:

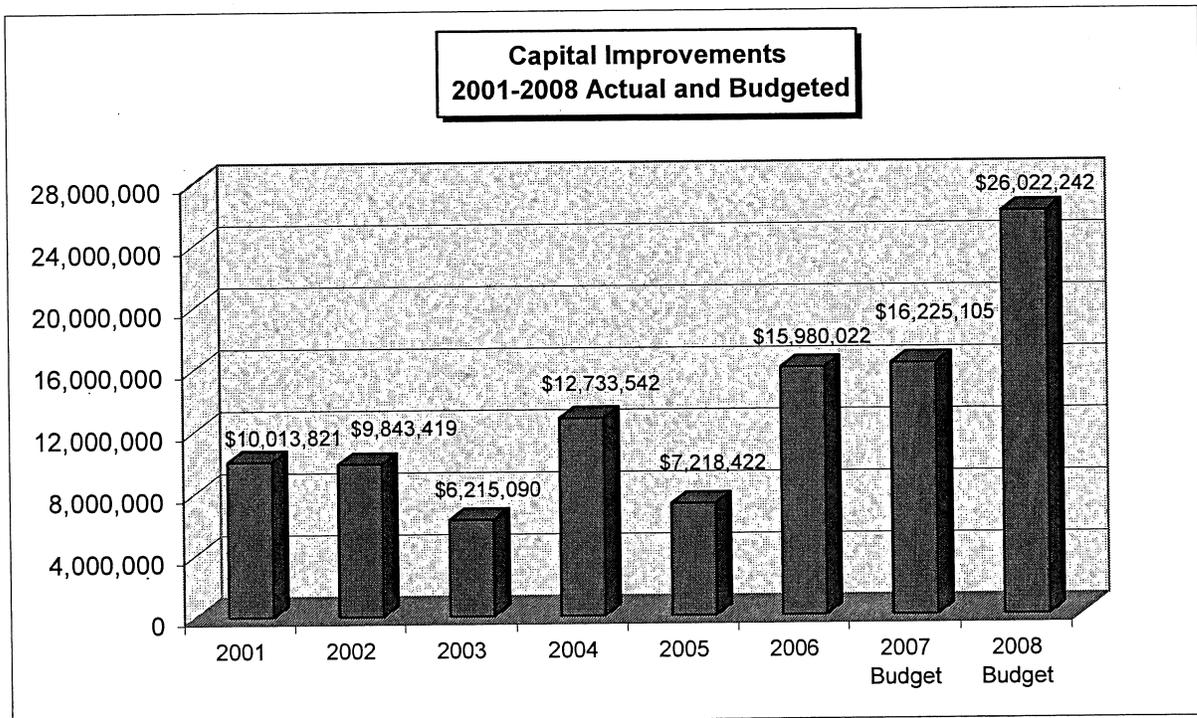
### 2008 Top Ten Capital Projects

Wastewater treatment plant improvements	\$10,000,000
Washougal River crossing water main	1,900,000
Sewer main replacements	1,400,000
# 13 well rehabilitation	1,000,000
Open space acquisition	960,000
Wastewater treatment plant design	750,000
West Prune Hill reservoir site purchase	500,000
Anderson well	500,000
Ostenson Canyon water line	450,000
Water main replacements	400,000

As a budgeting practice, 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 secured, and/or necessary agreements with cooperating agencies are prepared, project budget appropriations will come forward. As the future of such grant-funded projects becomes clearer, the matters will return to Council for further review and action.

### CAPITAL INVESTMENT

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



Over \$26 million in capital investments are reflected in the 2008 budget. This represents a strong and important level of capital investment in community infrastructure. Construction of these future facilities will be quite visible.

**Here are some summary departmental highlights of the 2008 budget:**

**Emergency Medical Services/Fire Dept:**

One of the most important decisions of 2006 was the choice by the voters to approve a six year EMS levy. The levy passed in Camas and a parallel measure passed in Washougal. A companion levy in the less populous East County Fire District failed twice, most recently in the spring of 2007. The levy from Camas and Washougal provide stable, essential funding for this vital service. Rate increases for the areas outside of Camas/Washougal were implemented in 2007, partially to respond to the lack of tax support from the non-urban East County. EMS customer fee collections have increased in dollar terms, and fluctuate in percentage terms. The levy—together with other EMS fee revenues—should allow for adequate staffing, and equipment for the service. This includes provision for periodic replacement of ambulances.

Adequate EMS funding will continue the Administrative Cost charge by the City to the EMS fund. This charge accounts for the wide variety of on-going administrative services provided to the EMS function. Examples of the services include: accounting, auditing, legal, personnel and labor relations. The charge for 2008 is budgeted at \$108,150. The second of three annual repayments of previously deferred administrative costs is also programmed in the 2008 budget.

The Fire Department budget accommodates further recommendations made in the 2004 Oldani Study. As an example, the training officer position which was implemented in mid-2007 is continued, and one additional firefighter position is included in the proposed budget. As noted, purchase of a new fire engine is programmed for 2008, with the innovative use of favored term borrowing. The State Treasurer Local Option Capital Asset Lending Program will be used, with debt service pledged from the Fire Impact Fee source. Just as the City has used this favorable state program to finance a garbage truck and use it as we pay for it, the state program can help with a fire engine. Implementation of this will take specific action by City Council in addition to approval of the budget.

**Parks Open Space and Recreation:**

The year 2008 should be a big year for parks. Funded from non-General Fund sources, a series of park and open space improvements as well as purchases are included in the 2008 budget. The necessary permitting for the footbridge over the Washougal River and related trails should be completed. This project will benefit from the roughly \$900,000 in state grant funds which were approved for this project by the legislature during the past session. Several open space acquisitions are budgeted, consistent with the Parks Plan and CFP. The newly updated Parks, Open Space and Recreation Comprehensive Plan has been reviewed and approved by the Parks Commission and City Council. It should be fully, finally approved as part of the 2007 Comp Plan amendments which will likely be adopted in a matter of a couple of months. All park and open space acquisitions and park developments will be consistent with the Parks Comprehensive Plan, and will have site by site City Council review and authorization.

The Community/Recreation Center project is a major partnership and a major question calling for resolution. Hopefully, in 2008, conclusions will be reached, with the support of the partners and the community. The long sought Community/Recreation Center has been studied and discussed. Private and public funding ideas have been floated. Intense work and the voters' judgment lie ahead on this initiative.

## Other Highlights:

Another busy year is in store for all City operations. As the new developments are occupied, the impacts will be realized by the operating departments. In the case of new residential projects, new residents will use a range of public services such as police, library, parks, fire/emergency medical, water/sewer, refuse collections and street sweeping. The impacts are apparent, and the 2008 budget is designed to adequately accommodate population/service demand increases and maintain steady, quality services.

## OVERVIEW OF THE PROPOSED 2008 GENERAL FUND BUDGET

Recommended appropriation for the General Fund in 2008 is approximately \$16.4 million. This represents a \$859,761 increase from the 2007 amended General Fund budget or an increase of 5.5%.

### *General Fund*

	ADOPTED 2007	PROPOSED 2008	INCREASE (DECREASE)
Operating Programs	\$14,934,303	\$15,963,069	\$1,028,766
Capital	\$593,500	\$424,500	\$(169,000)
Total	\$15,527,803	\$16,387,569	\$ 859,766

## OVERVIEW OF THE 2008 PROPOSED BUDGET FOR ALL FUNDS

The proposed 2008 budget for all funds is \$60.18 million; \$11.8 million higher than budgeted for 2007. The "all funds" appropriations are reflective of capital project appropriations, **including water/sewer capital projects** (estimated at \$13 million), as well as the utility functions (i.e. refuse collection, water, sewer, etc.).

## CITY WORK FORCE:

Twenty-six and three-tenths percent (26.3%) of the entire "all funds" 2008 budget is allocated to personnel salaries and benefits. City employment in 2007 was 184.05 FTE, and is estimated at 185.77 in 2008. As previously noted, there are staff additions in police, fire, and water-sewer. The budget foresees these additions at differing times in 2008 ("staggered"), and thus the additions are counted as less than full "FTEs". As an example, the Wastewater Treatment Plant Operator position slated for July 1<sup>st</sup> hiring is counted as .5 FTE in 2008. There are minor reductions in seasonal staffing. Approximately \$64,000 is allocated for uniform and clothing allowances. The budget, as prepared, reflects the known costs of personnel under existing collective bargaining agreements.

**Staffing flexibility:** The following position classifications represent a series of experience and skill levels that include entry level, journey level and advanced journey level.

- Administrative Support Specialist I and II
- Building Inspector I and II
- Engineer I, II and III
- Financial Assistant I and II
- Planner I, II and III
- Maintenance Worker I and II
- Utility Maintenance Worker I and II

Department Directors budget for the position that the current assigned employee is classified, and budget for scheduled advancement to the next level, as known. If an employee leaves one of these series of positions, replacement hiring could be at another level within the series. Some unscheduled advancement or digression not specifically budgeted, but within authorized funding levels, may be authorized with the approval of the City Administrator and Mayor.

**Training:** Also in the human resources arena, emphasis on the training and preparation of our staff is anticipated. Within the constraints of the departmental training budgets, department heads may propose limited, pre-approved employee cost-shared tuition reimbursements for work-related university courses. This is especially aimed at strengthening the management, leadership and technical skills of the City's "next generation of leadership". This support of selected staff training will require the employees "self help" commitment, the department head's recommendation and the case by case approval of the Mayor or City Administrator. Simply put: Training is an investment in our future.

**Retirements and Recruitments:** Two long time employees have declared their retirement plans for 2008, and budget provisions are made for these retirements and related recruitment. Other eligible, veteran employees may also elect to retire next year, and the City will need to respond to those circumstances. Limited funding in the HR budget is provided to allow for the option of contract assistance with selected management recruitment(s). Normal levels of other personnel activities (recruitments, transfers, summer hires, etc) are foreseen and budgeted. Labor talks are due in the fall/winter.

**SUPPLIES, SERVICES AND CHARGES:**

Eleven and eight-tenths percent (11.8%) of the "all funds" 2008 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>	<b>\$1,447,685</b>
<i>Intergovernmental Services</i>	<b>\$ 993,125*</b>
<i>Public Utilities</i>	<b>\$1,473,100**</b>
<i>Supplies (includes chemicals)</i>	<b>\$1,306,125</b>
<i>Vehicle Maintenance/Fuel</i>	<b>\$ 208,050</b>
<i>Repairs and Maintenance</i>	<b>\$1,132,400</b>
<i>Insurance</i>	<b>\$ 433,585</b>
<i>Small Tools</i>	<b>\$ 504,250</b>

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

\*\* - Includes solid waste tipping fees.

**DEBT OBLIGATIONS:**

Five and eight-tenths percent (5.8%) of the "all funds" budget goes toward debt repayment. General obligation debt totals \$3,551,272 for 2008, including the new Wastewater Treatment Plant debt service (\$1,834,012).

**UNCERTAINTIES:**

Cities—including Camas—face uncertainties and unpredictable events. Initiatives, economic events, housing trends, unexpected recognition, state legislation, and indeed world events can affect our city

and its budget. Last year had surprises, such as the effects of an obscure provision of state law on Camas' sales tax rate, and the community's recognition by the national publication Money Magazine as one of the nations 100 "best places to live". This year also has uncertainties. The economy is foremost. National trends generally and in the national housing sector specifically give pause. The Washington State economy remains very robust, Portland Metro job market appears strong, and the Camas specific rate of home-building seems stable. So, it is a mixed picture, suggesting caution. Perhaps a "yellow light" signaling caution is a good way to visualize the year ahead.

Contrasting the anxieties and uncertainties, the picture for the long term remains very positive. Camas is acknowledged as a great place to live. It has attractive neighborhoods, good public facilities and infrastructure, a tradition of conscientious visionary leadership, a strong, prospering and diversifying job base, supportive community, resourceful people and an ideal setting. All of these give confidence that we will be successful in meeting the opportunities and challenges of the next years.

**SUMMARY:**

The proposed budget provides stable, important public services in Camas. The budget sustains the current course, and invests in the future. The water/sewer/solid waste/ and storm water utilities are in good condition. The 2008 budget allows for stability, while preparing and evaluating initiatives for the next several years. I look forward to working with City Council, partners, staff and community in shaping our preferred community future. With the advantages of an exceptional environment, good infrastructure and quality public services, the City of Camas will continue to flourish. Let us go forward to become one of the top ten best places to live in America.

Sincerely,

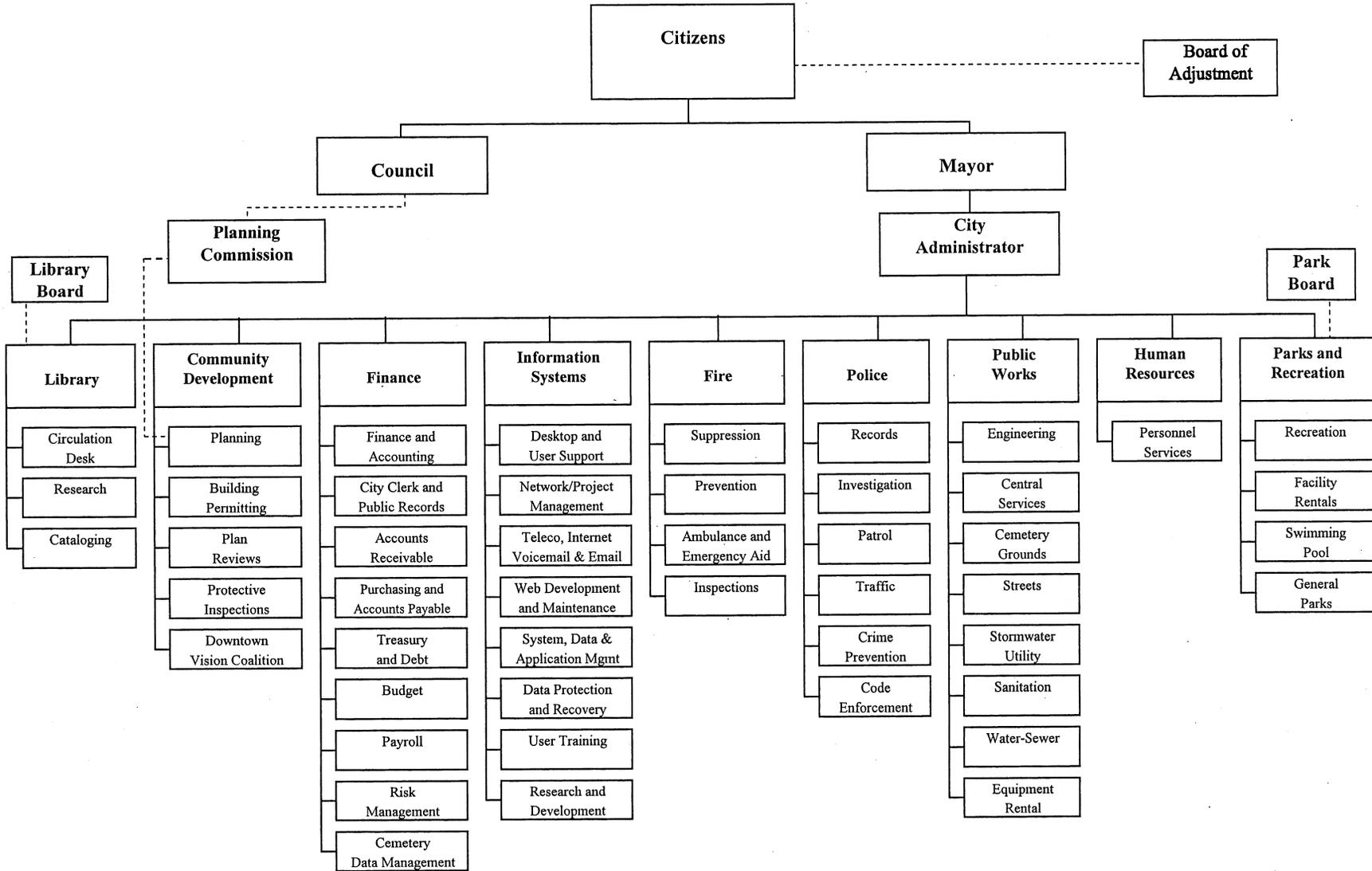
Paul Dennis  
Mayor

# City of Camas, Washington

## Calendar for the 2008 Budget

Date	Steps in Budget Procedure
July 20, 2007	Finance Director distributes instructions and forms to departments for 2008 budget preparation.
September 7, 2007	Departments file 2 copies of their budget, one to City Administrator and one to Finance Director.
Sept. 10, 2007	Finance Dept. projects revenues and compiles first draft of preliminary budget.
Sept. 10 - Sept. 21, 2007	City Administrator and Finance Director conduct departmental hearings to determine budget to be presented by the Mayor to the City Council.
Oct. 1, 2007	Proposed preliminary budget distributed to the City Council. Council reviews proposed 2008 budget at workshop.
Oct. 1 – Oct. 22, 2007	Mayor and City Administrator prepare budget message.
Oct. 26, 2007	Finance Dept. compiles proposed budget document and distributes to the City Council for their review.
Nov. 5, 2007	Council holds workshop to review and discuss proposed 2008 budget.
Nov. 6 and Nov. 13, 2007	Publish notice of tax levy hearing and statement of availability of proposed budget by Nov. 19, 2007
Nov. 19, 2007	Council holds optional additional workshop to review and discuss proposed 2008 budget. Proposed budget document is available to the public.
Nov. 19, 2007	Council holds public hearing and passes ordinance fixing 2008 tax levy. Finance Director notifies Clark County Assessor and County Commissioners of tax levy.
Nov. 20 and Nov. 27, 2007	Publish notice of budget hearing.
Dec. 3, 2007	Council holds budget hearing; can be continued to subsequent council meetings in December.
December, 2007	Council passes 2008 budget and budget ordinance is published.

# CITY OF CAMAS

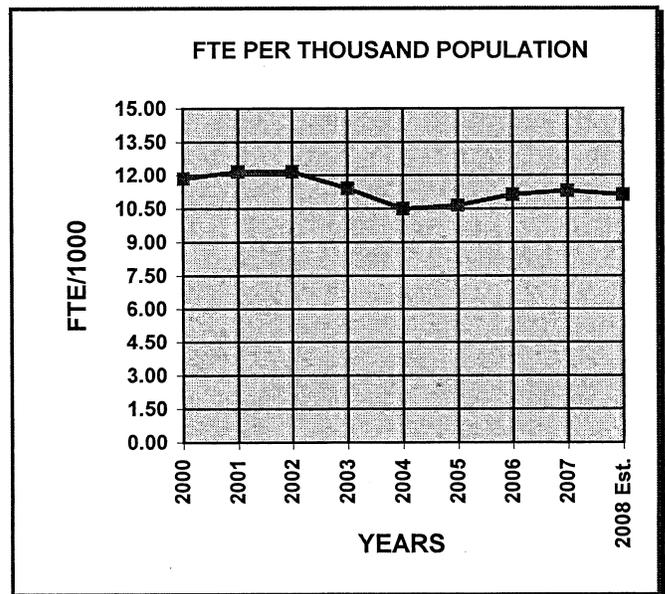
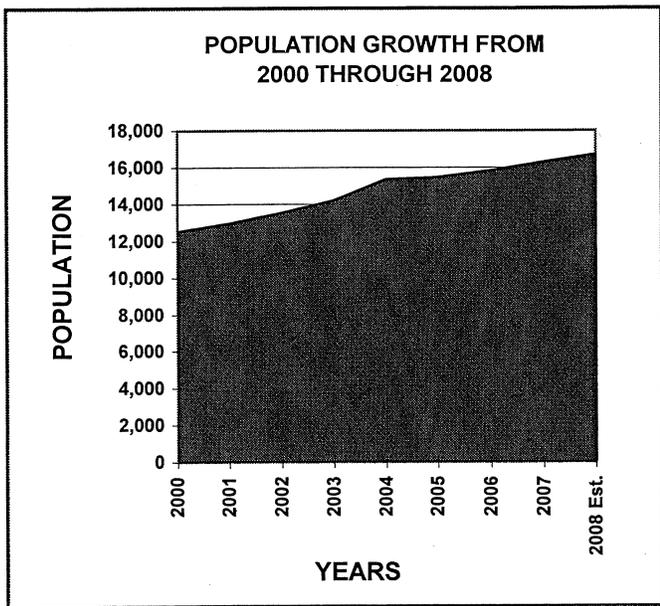


**CITY OF CAMAS, WASHINGTON**  
**Employees (Full Time Equivalents)**  
**Nine Years 2000-2008**

DEPARTMENT	2000	2001	2002	2003	2004	2005	2006	2007	2008
Executive	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Finance	7.50	7.50	7.50	7.00	7.00	7.25	8.00	8.00	8.00
Personnel	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.10
Law Enforcement	26.50	27.50	27.50	27.48	27.48	27.70	31.00	32.00	32.75
Fire Control	19.00	21.33	23.40	23.40	23.40	22.90	22.40	21.50	22.08
Detention & Correction	1.00	1.00	1.50	1.48	1.48	1.48	1.48	1.48	1.53
Protective Inspections	5.00	5.50	5.25	5.00	5.00	5.50	6.50	6.00	6.00
Information Systems	1.50	1.50	2.00	2.50	2.50	2.50	2.50	3.00	3.00
Engineering	13.25	13.50	14.50	13.00	13.00	13.00	14.75	15.17	14.73
Central Services	-	0.25	0.25	0.13	0.25	0.25	0.25	0.25	0.25
Planning	3.50	4.00	4.00	4.00	3.50	3.92	4.38	4.88	4.88
Parks	13.20	14.90	14.60	14.05	14.05	14.51	15.99	17.28	16.86
Downtown Vision Coalition	-	-	0.55	0.30	0.30	0.20	0.13	0.13	0.13
Library	9.30	10.85	12.35	12.55	12.55	12.55	14.53	16.16	16.41
<b>Total General Fund</b>	<b>102.25</b>	<b>110.33</b>	<b>115.90</b>	<b>113.38</b>	<b>113.00</b>	<b>114.25</b>	<b>124.39</b>	<b>128.33</b>	<b>129.20</b>
Street	9.50	9.00	10.00	8.63	8.17	7.88	8.38	8.38	8.53
Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.33	1.50
Emergency Rescue	15.00	15.00	15.10	15.10	15.10	15.10	15.60	17.25	17.68
Fisher Basin Storm Water	0.25	0.25	0.25	1.00	1.00	-	-	-	-
Sanitary	3.00	3.25	3.25	3.25	3.25	3.86	4.11	4.11	4.11
Water-Sewer	14.50	16.00	16.00	16.00	16.00	16.53	17.34	17.84	17.84 *
Storm Drainage Utility	-	-	-	-	-	2.33	2.20	2.70	2.80
Equipment Rental	4.00	4.00	4.25	4.50	4.50	4.53	4.11	4.11	4.11
<b>TOTALS</b>	<b>148.50</b>	<b>157.83</b>	<b>164.75</b>	<b>161.85</b>	<b>161.01</b>	<b>164.48</b>	<b>176.13</b>	<b>184.05</b>	<b>185.77</b>

POPULATION	12,534	12,970	13,540	14,200	15,360	15,460	15,880	16,280	16,700
									Estd.

\* Includes addition of wastewater treatment plant operator to start in July, offset by reduction in seasonal employees.

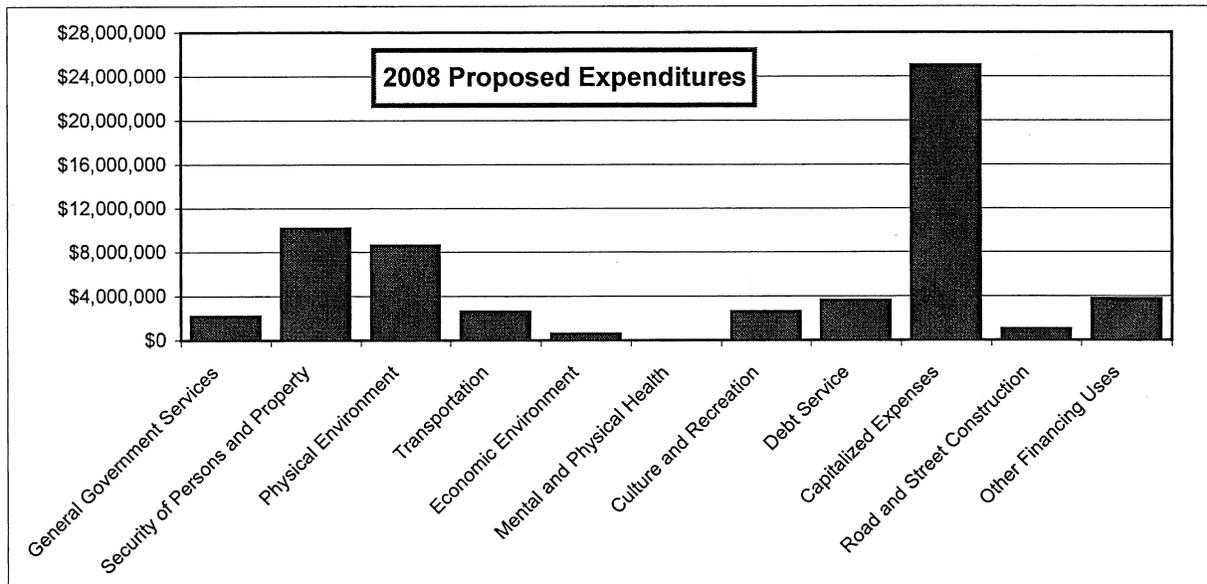


**City of Camas, Washington  
2008 Budget Summary  
Revenues Classified by Source**

	<u>2006 Adopted Budget</u>	<u>2007 Amended Budget</u>	<u>2008 Proposed Budget</u>
Taxes	\$ 13,062,356	\$ 14,003,057	\$ 14,776,546
Licenses and Permits	601,800	499,300	521,950
Intergovernmental Revenues	3,796,118	3,430,625	3,758,610
Charges for Services	11,400,356	12,231,780	12,644,125
Fines and Forfeits	171,650	174,900	243,700
Miscellaneous Revenues	1,403,718	1,762,788	2,256,232
Other Income	1,075,000	760,000	750,000
Other Financing Sources	7,791,073	11,157,745	18,417,757
Budgeted Fund Balance	2,418,726	4,353,840	6,814,055
<b>Total Revenues</b>	<u><u>\$ 41,720,797</u></u>	<u><u>\$ 48,374,035</u></u>	<u><u>\$ 60,182,975</u></u>

**Expenditures by Function**

	<u>2006 Adopted Budget</u>	<u>2007 Amended Budget</u>	<u>2008 Proposed Budget</u>
General Government Services	\$ 1,905,801	\$ 2,024,048	\$ 2,167,456
Security of Persons and Property	8,295,302	9,271,144	10,188,463
Physical Environment	7,221,342	7,857,193	8,607,005
Transportation	2,236,727	2,463,053	2,608,277
Economic Environment	503,276	576,695	582,817
Mental and Physical Health	3,600	3,600	4,300
Culture and Recreation	2,233,279	2,465,285	2,605,992
Debt Service	3,035,396	3,070,167	3,617,122
Capitalized Expenses	9,421,001	12,877,105	25,017,242
Road and Street Construction	2,774,000	3,348,000	1,005,000
Other Financing Uses	4,091,073	4,417,745	3,779,301
<b>Total Expenditures/Expenses</b>	<u><u>\$ 41,720,797</u></u>	<u><u>\$ 48,374,035</u></u>	<u><u>\$ 60,182,975</u></u>



**City of Camas, Washington  
2008 Annual Budget**

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

	General Fund	SPECIAL REVENUE FUNDS				Debt Service Funds	CAPITAL PROJECT FUNDS	
		City Streets	Emergency Rescue	Fire Equip. Cumulative	Cemetery		Growth Mgmt.	Library Construction
Appropriated Fund Balance	\$ 825,144	\$ -	\$ 89,454	\$ 50,000	\$ 66,104	\$ -	\$ 1,366,230	\$ 133,000
REVENUES:								
310 Taxes	11,457,300	-	1,072,000	-	-	1,047,246	1,200,000	-
320 Licenses & Permits	521,950	-	-	-	-	-	-	-
330 Intgovt. Revenues	473,818	658,465	426,500	-	16,043	-	1,858,784	-
340 Chgs. for Services	2,260,025	9,000	843,600	-	82,000	-	755,000	-
350 Fines & Forfeits	230,700	-	13,000	-	-	-	-	-
360 Misc. Revenues	356,132	7,000	3,000	-	2,100	-	200,000	20,000
<b>Total Est. Revenues</b>	<b>15,299,925</b>	<b>674,465</b>	<b>2,358,100</b>	<b>-</b>	<b>100,143</b>	<b>1,047,246</b>	<b>4,013,784</b>	<b>20,000</b>
370 Other Income	-	-	-	-	-	-	-	-
380 Other Non-Revenues	-	-	-	-	-	-	-	-
390 Other-Est. Fin.Source	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	362,000	-	-	-	-
Sale of Capital Assets	242,500	-	-	-	-	-	-	-
Transfers In	20,000	2,154,287	-	-	-	670,014	-	-
<b>Total Est. Resources</b>	<b>\$ 16,387,569</b>	<b>\$ 2,828,752</b>	<b>\$ 2,447,554</b>	<b>\$ 412,000</b>	<b>\$ 166,247</b>	<b>\$ 1,717,260</b>	<b>\$ 5,380,014</b>	<b>\$ 153,000</b>
APPROPRIATIONS:								
510 General Govt. Services	\$ 2,167,456	-	-	-	-	-	-	-
520 Sec. of Person & Prop	7,730,909	-	2,432,554	-	-	-	-	-
530 Physical Environ.	1,457,308	-	-	-	166,247	-	-	-
540 Transportation	-	1,793,752	-	-	-	-	-	-
550 Economic Environ.	582,817	-	-	-	-	-	-	-
560 Mental & Phy. Health	4,300	-	-	-	-	-	-	-
570 Culture & Recreation	2,605,992	-	-	-	-	-	-	-
590-598 Other Type Exp.	-	-	-	-	-	-	-	-
591 Debt Service	-	-	-	-	-	1,717,260	-	-
594 Capitalized Exp.	424,500	-	-	412,000	-	-	3,965,000	153,000
595 Road & Street Const.	-	1,005,000	-	-	-	-	-	-
<b>Total Appropriations</b>	<b>14,973,282</b>	<b>2,798,752</b>	<b>2,432,554</b>	<b>412,000</b>	<b>166,247</b>	<b>1,717,260</b>	<b>3,965,000</b>	<b>153,000</b>
Est. Other Financing Uses:								
Transfers Out	1,414,287	30,000	15,000	-	-	-	1,415,014	-
<b>Total Estimated Uses</b>	<b>\$ 16,387,569</b>	<b>\$ 2,828,752</b>	<b>\$ 2,447,554</b>	<b>\$ 412,000</b>	<b>\$ 166,247</b>	<b>\$ 1,717,260</b>	<b>\$ 5,380,014</b>	<b>\$ 153,000</b>

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

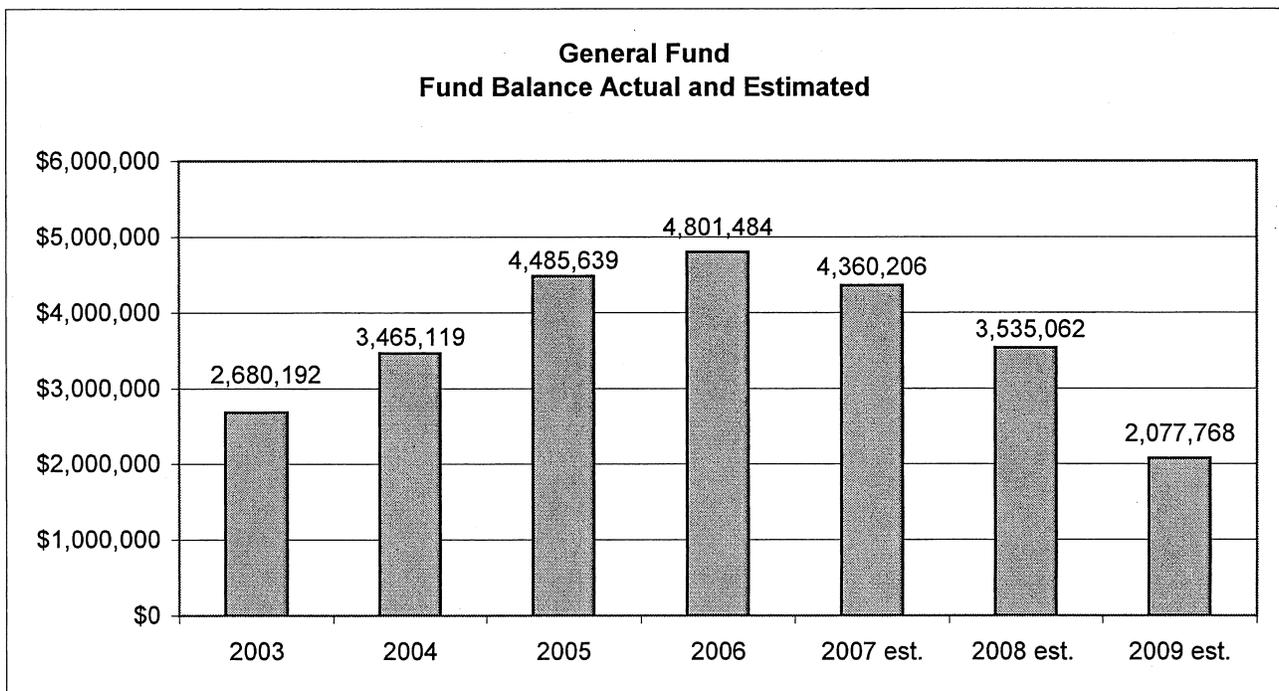
PROPRIETARY FUNDS							Firemen's Pension Fund	Total All Funds
Storm Drainage Utility	City Sanitary	Water - Sewer	WWTP Construction	2007 Bond Construction	Capital Reserve	Equipment Rental		
\$ 382,447	\$ 7,759	\$ -	\$ -	\$ 3,650,000	\$ -	\$ 243,917	\$ -	\$ 6,814,055
-	-	-	-	-	-	-	-	14,776,546
-	-	-	-	-	-	-	-	521,950
75,000	-	250,000	-	-	-	-	-	3,758,610
485,000	1,820,500	6,387,800	-	-	-	1,200	-	12,644,125
-	-	-	-	-	-	-	-	243,700
35,000	50,000	345,000	-	-	45,000	1,168,000	25,000	2,256,232
595,000	1,870,500	6,982,800	-	-	45,000	1,169,200	25,000	34,201,163
-	-	-	-	-	750,000	-	-	750,000
-	-	-	-	-	-	-	-	-
-	-	3,053,956	1,500,000	-	-	-	-	4,553,956
-	-	-	9,250,000	-	-	230,000	-	9,842,000
-	-	-	-	-	-	-	-	242,500
-	-	795,000	-	-	-	140,000	-	3,779,301
<b>\$ 977,447</b>	<b>\$ 1,878,259</b>	<b>\$ 10,831,756</b>	<b>\$ 10,750,000</b>	<b>\$ 3,650,000</b>	<b>\$ 795,000</b>	<b>\$ 1,783,117</b>	<b>\$ 25,000</b>	<b>\$ 60,182,975</b>
-	-	-	-	-	-	-	-	\$ 2,167,456
-	-	-	-	-	-	-	25,000	10,188,463
512,447	1,823,259	4,647,744	-	-	-	-	-	8,607,005
-	-	-	-	-	-	814,525	-	2,608,277
-	-	-	-	-	-	-	-	582,817
-	-	-	-	-	-	-	-	4,300
-	-	-	-	-	-	-	-	2,605,992
-	-	1,834,012	-	-	-	65,850	-	3,617,122
465,000	-	4,295,000	10,750,000	3,650,000	-	902,742	-	25,017,242
-	-	-	-	-	-	-	-	1,005,000
977,447	1,823,259	10,776,756	10,750,000	3,650,000	-	1,783,117	25,000	56,403,674
-	55,000	55,000	-	-	795,000	-	-	3,779,301
<b>\$ 977,447</b>	<b>\$ 1,878,259</b>	<b>\$ 10,831,756</b>	<b>\$ 10,750,000</b>	<b>\$ 3,650,000</b>	<b>\$ 795,000</b>	<b>\$ 1,783,117</b>	<b>\$ 25,000</b>	<b>\$ 60,182,975</b>

**Summary of Estimated Appropriations By Fund  
Actual for 2006 and Appropriations for 2007 and 2008**

	Actual Expenditures 2006	Actual Appropriations 2007	Estimated Required 2008
<b>GENERAL FUND</b>	<u>\$ 14,047,280</u>	<u>\$ 15,527,803</u>	<u>\$ 16,387,569</u>
<b>SPECIAL REVENUES:</b>			
City Street	2,733,455	3,585,095	2,828,752
SE 1st Street/Lake Road	256,027	1,500,000	-
Emergency Rescue	1,727,625	2,382,006	2,447,554
Fire Equipment Cumulative Reserve	-	50,000	412,000
Cemetery	-	135,518	166,247
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<u>4,717,107</u>	<u>7,652,619</u>	<u>5,854,553</u>
<b>DEBT SERVICE FUNDS:</b>			
Unlimited Tax G.O. Bond Redemption	753,406	758,269	745,743
Limited Tax G.O. Bond Redemption	808,530	818,102	971,517
Local Improvement Debt Service	10,000	8,000	-
<b>TOTAL DEBT SERVICE FUNDS</b>	<u>1,571,936</u>	<u>1,584,371</u>	<u>1,717,260</u>
<b>CAPITAL PROJECT FUNDS:</b>			
Growth Management Capital Project	4,045,432	4,737,879	5,380,014
Library Construction Fund	650	45,000	153,000
Klickitat Park Construction	176,527	-	-
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<u>4,222,609</u>	<u>4,782,879</u>	<u>5,533,014</u>
<b>ENTERPRISE FUNDS:</b>			
Storm Drainage Utility	1,214,173	1,056,048	977,447
City Sanitary	1,887,132	1,803,840	1,878,259
Water-Sewer	10,531,818	13,311,357	10,831,756
WWTP - PWTF Construction	-	-	10,750,000
2007 Bond Construction	-	-	3,650,000
Water-Sewer Capital Reserve	1,239,160	1,176,160	795,000
<b>TOTAL ENTERPRISE FUNDS</b>	<u>14,872,283</u>	<u>17,347,405</u>	<u>28,882,462</u>
<b>INTERNAL SERVICE FUNDS:</b>			
Equipment Rental	1,604,136	1,463,958	1,783,117
<b>FIDUCIARY FUNDS:</b>			
Firemen's Pension	11,811	15,000	25,000
<b>TOTAL</b>	<u><u>\$ 41,047,162</u></u>	<u><u>\$ 48,374,035</u></u>	<u><u>\$ 60,182,975</u></u>

**2008 Schedule of  
Transfers Out/ Transfers in**

<b>TRANSFERS FROM</b>	<b>TRANSFERS TO</b>	<b>AMOUNT</b>	<b>PURPOSE FOR TRANSFER</b>
General Fund	Street Fund	\$ 1,409,287	Street operations and construction
General Fund	Equipment Rental	5,000	Aerial Ladder Truck
Street Fund	Equipment Rental	30,000	Aerial Ladder Truck
Emergency Rescue	General Fund	15,000	Station 41 dorm upgrades
Growth Management Fund	Street Fund	745,000	Street improvements: NW Leadbetter Drive extension design, Arterial Rehabilitation, NW Maryland Street Lake Road Bike Lane, CDBG Mobility Grant Match - NE 3rd
Growth Management Fund	LTGO Bond Redemption	670,014	Debt payments for: SE 1st Street Road Improvements, Fire Pumper Truck, Parker Street, 2004 street reconstruction, phone and voice mail system improvements, Fire Engine Truck
Sanitation Fund	Equipment Rental	55,000	Sanitation Truck
Water Sewer Fund	General Fund	5,000	GIS data storage/server
Water Sewer Fund	Equipment Rental	50,000	Service Vehicle
Water/Sewer Capital Reserve	Water/Sewer	<u>795,000</u>	Water/Sewer construction projects
Total Transfers:		<u>\$ 3,779,301</u>	



# GENERAL FUND

## THREE YEAR PROJECTIONS

	Projected Revenue 2008	Projected Revenue 2009	Projected Revenue 2010
Beginning Appropriated Fund Balance	\$ 825,144	\$ 1,457,294	\$ 1,888,529
<b>Revenues</b>			
Taxes:			
Real & Personal Property	9,065,000	9,320,000	9,575,000
Private Harvest Tax	300	300	300
Local Retail Sales & Use Taxes	1,725,000	1,800,000	1,900,000
Local Criminal Justice	220,000	235,000	250,000
Natural Gas Franchise	215,000	230,000	245,000
Franchise-Sanitary	10,000	10,500	11,000
Television Cable	180,000	190,000	200,000
Gambling-Punch/Pull Tabs	40,000	42,000	45,000
Penlts & Int. Oth. Taxes	2,000	2,000	2,000
Total Taxes	11,457,300	11,829,800	12,228,300
Licenses and Permits:			
Police & Protective	250	275	275
Other Business Licenses	200	200	200
Buildings, Structures, Equip.	500,000	525,000	525,000
Building & Structures - Fire	10,000	15,000	15,000
Animal Licenses	4,500	4,700	4,900
Street & Curb Permits	5,000	6,000	6,500
Other Nonbusiness Lic. & Permits	2,000	2,200	2,400
Total Licenses and Permits	521,950	553,375	554,275
Intergovernmental Revenue:			
Federal Grant - COPS Secure Our Schools	46,830	-	-
Federal Indirect Grant - Library	7,000	-	-
Federal Indirect Grant - Traffic Safety	1,000	-	-
Pud Privilege Tax	157,000	165,000	175,000
Crim. Just. - Population	3,744	3,800	3,900
Crim Justice - Special Programs	12,536	13,000	13,500
DUI - Cities	2,600	2,700	2,800
Fire Ins. Premium Tax	25,330	26,500	27,000
Liq Excise Tax	76,516	80,000	85,000
Liq Board Profits	115,262	120,000	125,000
Shared Costs - Court	19,000	19,200	19,500
Drug Enforcement	7,000	7,500	8,000
Shared Costs - Community Event	-	500	500
Total Intergovernmental Revenue	473,818	438,200	460,200
Charges for Goods and Services:			
Clerks Record Services	1,300	1,500	1,500
Court Fees	1,200	1,300	1,400
Sales Of Maps & Publications	2,100	2,100	2,100
Duplicating Of Public Records	2,500	2,500	2,500
Copies-Taxable	4,600	4,600	4,600
Sales Of Merchandise	500	500	500
Other General Government	200	200	200

# GENERAL FUND

## THREE YEAR PROJECTIONS

	Projected Revenue 2008	Projected Revenue 2009	Projected Revenue 2010
Law Enforcement Services	4,500	4,500	4,500
Law Enforcement - SRO	45,000	46,350	47,741
Protective Inspection Fees	6,000	6,000	6,000
Construction Inspection Fees	100,000	100,000	100,000
Emergency Service Fees	1,000	1,000	1,000
Work Crew Services	2,000	2,000	2,000
Controlled Burn Fees	2,000	1,000	1,000
Zoning & Subdivision Fees	200,000	200,000	200,000
Plan Checking Fees	240,000	275,000	275,000
Plan Check Fees - Fire	10,000	11,000	13,000
Plan Review/Eng.& Planning	100,000	100,000	100,000
Other Planning Fees	14,000	15,000	15,000
Swimming Pool Admissions	25,000	26,000	26,000
Swim Lessons	30,000	31,000	32,000
Recreation - Camps	20,000	21,000	22,000
Recreation - Youth Sports	35,000	36,000	37,000
Recreation - Adult Sports	40,000	41,000	42,000
Recreation - Senior Citizens	200	300	300
Recreation - Youth Programs	10,000	11,000	12,000
Adult Programs	8,000	8,500	9,000
Recreation - Miscellaneous	2,000	2,000	2,000
Administration Services	21,324	22,177	23,064
Budget Acctng Auditing Services	433,372	450,707	468,735
Legal Services	12,260	12,750	13,260
Personnel	36,088	37,532	39,033
Information Technology	53,688	55,836	58,069
Central Services-Bldg Rental	63,780	66,331	68,984
Emergency Rescue	175,000	182,000	121,780
Engineering Services	557,413	579,710	602,898
Total Charge for Goods and Services	2,260,025	2,358,393	2,356,164
Fines and Forfeits:			
Mandatory Insur. Costs	5,000	5,200	5,200
Traffic Infract.-Nonparking	120,000	122,000	124,000
Parking Violation	20,000	22,000	22,000
Driving While Intox.	16,000	17,000	17,000
Other Criminal Traffic	13,000	15,500	15,500
Other Nontraffic Misdemeanors	13,000	14,500	15,000
Criminal Costs	35,000	39,000	39,000
Criminal Costs - Jury Duty	200	200	200
Public Defense Costs Recovery	5,000	5,000	5,000
Library Fines	3,500	3,500	3,500
Total Fines and Forfeits	230,700	243,900	246,400
Miscellaneous Revenues:			
Investment Interest	250,000	225,000	200,000
Int On Contracts, Notes, Receivable	8,000	9,000	10,000

# GENERAL FUND

## THREE YEAR PROJECTIONS

	Projected Revenue 2008	Projected Revenue 2009	Projected Revenue 2010
Space & Fac Rents Short-term	2,000	2,200	2,200
Space\Fac Rents-Com Ctr Sht/tm	8,000	8,500	8,500
Space & Facilities Leases L/T	10,632	-	-
Comm. Ctr-Fac. & Space Rnt L/T	1,500	1,600	1,600
Housing Rentals & Leases	15,000	10,000	11,000
Contrib From Private Sources	8,000	5,000	5,000
Private Grants	2,000	-	-
Sale Of Junk Or Salvage	1,000	1,500	1,500
Forfeited/Confiscated Evidence	40,000	-	-
Other Misc. Revenue	10,000	10,000	10,000
Total Miscellaneous Revenues:	356,132	272,800	249,800
Other Financing Sources:			
Intergovernmental Loan Proceeds	242,500		
Transfers In	20,000	-	-
Total Other Financing Sources	262,500	-	-
<b>Total Estimated Revenues</b>	15,562,425	15,696,468	16,095,139
<b>Total Estimated Resources</b>	\$16,387,569	\$17,153,762	\$17,983,668
<b>Expenditures</b>			
Transfer Out to Street Fund	\$1,409,287	\$1,451,566	\$1,495,113
Transfer Out to Fire Equip. Cumulative Reserve	-	50,000	50,000
Legislative	107,600	112,980	118,629
Judicial	173,000	181,650	190,733
Executive	214,993	225,743	237,030
Finance Department	658,546	691,473	726,047
Legal Services	95,500	100,275	105,289
Personnel	184,823	194,064	203,767
Other General Governmental Services	184,450	193,673	203,356
Law Enforcement	3,982,495	4,181,620	4,390,701
Fire	2,860,212	3,003,223	3,153,384
Detention and/or Correction	319,512	335,488	352,262
Emergency Services	16,500	17,325	18,191
Information Systems	631,077	662,631	695,762
Engineering	1,370,808	1,439,348	1,511,316
Planning	475,684	499,468	524,442
Other Physical Environment	86,500	90,825	95,366
Parks & Recreation	1,417,642	1,488,524	1,562,950
Protective Inspection	582,190	611,300	641,864
Central Services	179,267	188,230	197,642
Information and Outreach	16,700	17,535	18,412
Community Ed. & Senior Programs	8,100	8,505	8,930
Downtown Visioning Coalition	90,433	94,955	99,702
Library	1,185,250	1,244,513	1,306,738
Library Books and Other Materials	137,000	143,850	151,043
<b>Total Expenditures</b>	\$16,387,569	\$17,153,762	\$17,983,668

# STREET FUND

## THREE YEAR PROJECTIONS

	Projected Revenue 2008	Projected Revenue 2009	Projected Revenue 2010
Appropriated Fund Balance	\$ -	\$ -	\$ -
<b>Revenues:</b>			
Fed. Indirect Grant - CDBG	200,000	-	-
Fed. Indirect Grant - STP	50,000	-	-
Fed. Indirect Grant - Emergency Relief	-	-	-
State Grant Dept Of Transp - TIB	-	-	-
Motor Vehicle Fuel Tax	408,465	450,000	500,000
Street Vacation Fees	8,000	1,000	1,000
Charges for Services	1,000	-	-
Investment Interest	7,000	-	-
Transfers In From TIF's and Reet	745,000	400,000	200,000
General Fund Transfer In	1,409,287	1,451,566	1,495,113
<b>Total Revenues</b>	<u>\$ 2,828,752</u>	<u>\$ 2,302,566</u>	<u>\$ 2,196,113</u>
<b>Expenditures</b>			
Roadway preservation	\$ 346,430	\$ 363,752	\$ 381,939
Roadway maintenance	291,839	306,431	321,752
Structures Maintenance	1,000	1,050	1,103
Sidewalk Maintenance	42,641	44,773	47,012
Street Lighting Maintenance	247,961	260,359	273,377
Traffic Control Device Maint.	120,299	126,314	132,630
Snow/Ice Control Maintenance	61,911	65,007	68,257
Roadside Maintenance	56,973	59,822	62,813
Downtown Mall Maintenance	45,365	47,633	50,015
Ancillary Operations Maint.	20,673	21,707	22,792
Maintenance Administration	116,752	122,590	128,719
Gen Services - Road Gen Admin	344,765	362,003	380,103
Facilities - Road Gen Admin	47,895	50,290	52,804
Training - Road Gen Admin	3,500	3,675	3,859
Maintenance of Stations & Bldgs	45,748	48,035	50,437
Total operations and maintenance	<u>1,793,752</u>	<u>1,883,440</u>	<u>1,977,612</u>
Construction projects	1,005,000	419,126	218,501
Transfers Out	30,000	-	-
<b>Total Expenditures</b>	<u>\$ 2,828,752</u>	<u>\$ 2,302,566</u>	<u>\$ 2,196,113</u>

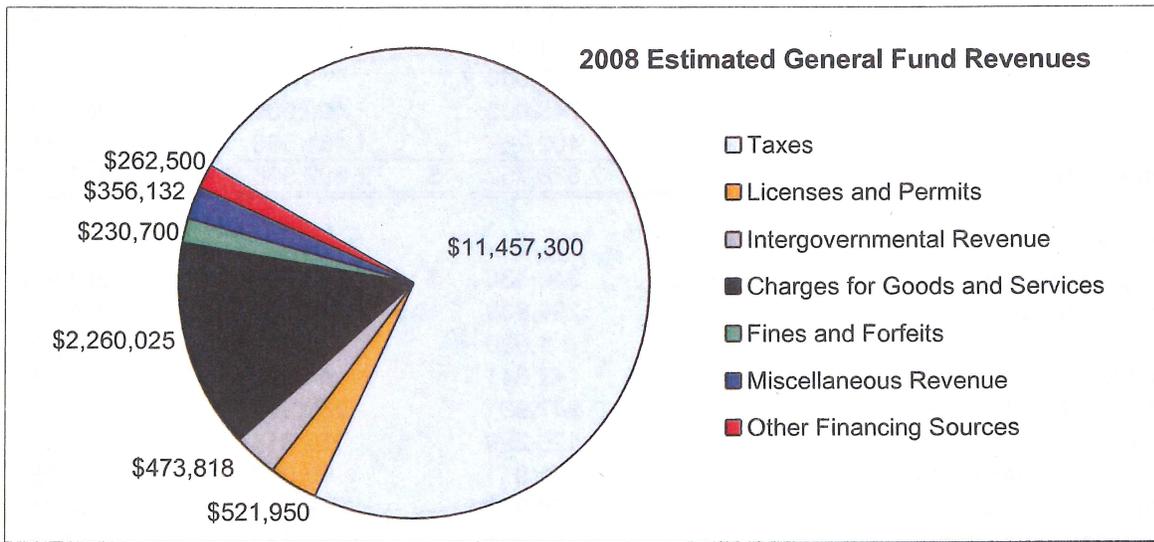
# GENERAL FUND SUMMARY

## 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 SERVICES

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 to the water-sewer, sanitary, streets, emergency rescue and equipment rental functions.



## GENERAL FUND REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
001			
291 740 00 Beginning Appropriated Fund Balance	\$ -	\$ 857,010	\$ 825,144
Taxes:			
311 100 00 Real and Personal Property	8,195,601	8,420,000	9,065,000
312 100 00 Private Harvest Tax	321	300	300
313 100 00 Local Retail Sales and Use Taxes	1,592,485	1,600,000	1,725,000
313 710 00 Local Criminal Justice	201,258	210,000	220,000
316 430 00 Natural Gas Franchise	179,593	200,000	215,000
316 450 00 Sanitary Franchise	8,100	9,000	10,000

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER 001	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
316 460 00 Television Cable	159,153	160,000	180,000
317 510 00 Gambling Taxes	38,702	45,000	40,000
319 800 00 Penalties and Interest - Gambling Taxes	775	2,000	2,000
Total Taxes	10,375,988	10,646,300	11,457,300
Licenses and Permits:			
321 300 00 Police and Protective	190	200	250
321 900 00 Other Business Licenses	580	100	200
321 910 00 Telecommunication Franchise	1,100	-	-
322 100 00 Buildings, Structures and Equipment	435,094	475,000	500,000
322 110 00 Buildings, Structures and Equip - Fire	14,966	15,000	10,000
322 300 00 Animal Licenses	3,495	4,000	4,500
322 400 00 Street and Curb Permits	3,355	4,000	5,000
322 900 00 Other Non-Bus Licenses and Permits	1,711	1,000	2,000
Total Licenses and Permits	460,491	499,300	521,950
Intergovernmental Revenue:			
331 165 00 Direct Federal Grants - Secure Our Schools	45,415	-	46,830
331 166 00 Direct Federal Grant - Ballistic Vest Grant	5,705	-	-
333 206 00 Indirect Federal Grant - Traffic Safety Emphasis	534	-	-
333 206 02 Indirect Federal Grant - Traffic Safety	1,299	-	1,000
333 453 10 Indirect Federal Grant - Library Grant	-	-	7,000
333 970 74 Indirect Federal Grant - LETTP	5,771	-	-
333 970 00 Indirect Federal Grant - Homeland Security	23,173	-	-
334 003 00 State Grant - Archives Local	11,488	7,659	-
334 030 10 State Grant - DOE Litter Pick Up	(18,824)	2,000	-
334 030 50 State Grant - Traffic Safety	-	500	-
335 000 91 P.U.D. Privilege Tax	141,705	160,000	157,000
335 020 32 DNR Land Use/Non-timber	227	-	-
336 060 21 Criminal Justice - Population	2,947	3,494	3,744
336 060 26 Criminal Justice - Special Programs	11,633	12,069	12,536
336 060 51 DUI - Cities	2,570	2,600	2,600
336 060 91 Fire Insurance Premium Tax	26,681	25,524	25,330
336 060 94 Liquor Excise Tax	66,316	67,808	76,516
336 060 95 Liquor Board Profits	100,338	118,147	115,262
338 120 00 Shared Costs - Court	18,844	19,000	19,000
338 210 00 County Law Protection	50,000	-	-
338 211 00 Drug Enforcement	7,322	7,700	7,000
338 280 00 Shared Costs - Communications	-	8,000	-
Total Intergovernmental Revenue	503,144	434,501	473,818
Charges for Goods and Services:			
341 230 00 Civil Probation Filing	108	-	-
341 320 00 Clerks Record Services	517	500	1,300
341 330 00 Court Fees	987	1,750	1,200
341 500 00 Sale of Maps and Publications	796	1,500	2,100
341 600 00 Printing and Duplicating Services	8,810	8,000	7,100
341 700 00 Sales of Merchandise	(317)	500	500
341 990 00 Other General Government	200	-	200
342 100 00 Law Enforcement Services	48,915	3,000	49,500
342 400 00 Protective Inspection Fees	6,480	5,000	6,000
342 400 20 Inspection Fees - Construction	457,666	400,000	100,000
342 500 00 Emergency Services Fees	5,851	8,000	1,000
342 900 00 Work Crew Services	2,452	2,000	2,000
342 990 00 Charge for Controlled Burn	1,486	2,000	2,000

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

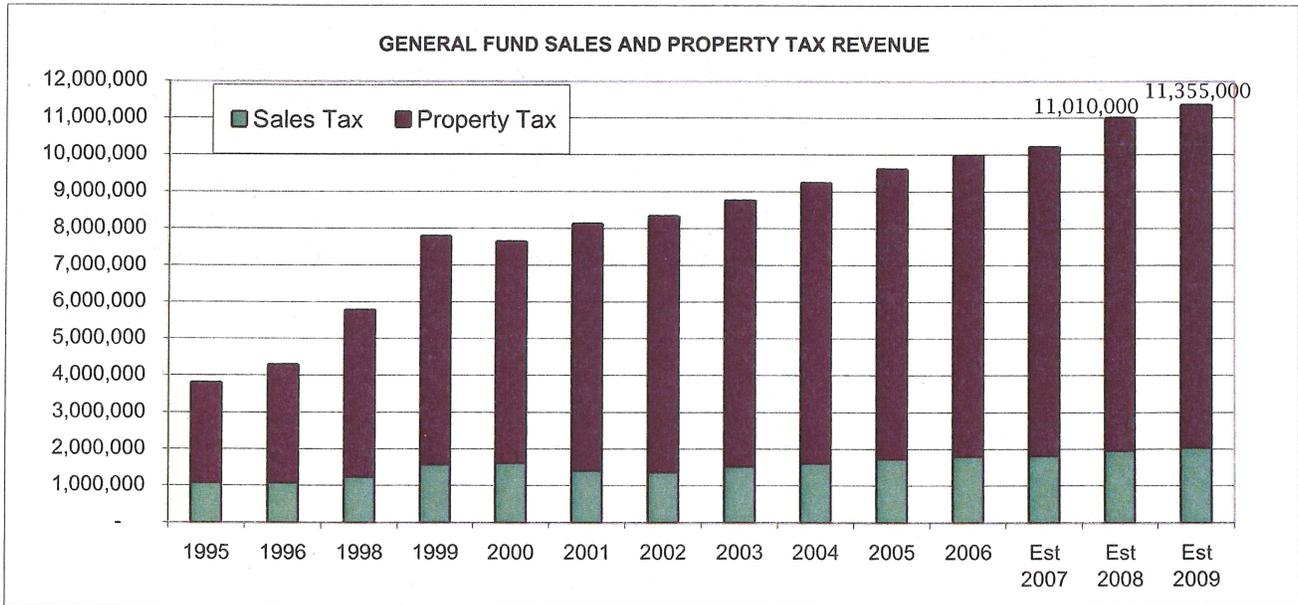
FUND NUMBER	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
001			
345 810 00 Zoning and Subdivision Fees	290,631	250,000	200,000
345 830 00 Plan Check Fees	237,344	260,000	240,000
345 830 10 Plan Check Fees - Fire	8,238	8,000	10,000
345 830 20 Plan Review-Engineering & Planning	228,060	200,000	100,000
345 890 00 Other Planning Fees	15,075	20,000	14,000
347 310 00 Swimming Pool Admissions	23,147	24,000	25,000
347 610 00 Swim Lessons	29,674	28,000	30,000
347 620 00 Recreation Programs	92,216	97,100	115,200
349 130 00 Administration Services	21,472	20,554	21,324
349 140 00 Budgeting, Acctng & Audit Services	360,111	327,697	433,372
349 150 00 Legal Services	11,540	11,771	12,260
349 160 00 Personnel	33,438	32,041	36,088
349 170 00 Information Technology	-	59,745	53,688
349 180 00 Central Services-Building Rental	35,950	58,118	63,780
349 190 00 Emergency Services	-	175,000	175,000
349 320 00 Engineering Services	516,354	584,516	557,413
Total Charges for Goods and Services	2,437,201	2,588,792	2,260,025
Fines and Forfeits:			
352 300 00 Mandatory Insurance Costs	2,614	1,600	5,000
353 100 00 Traffic Infraction Penalties	86,429	70,000	120,000
353 100 30 J.I.S. - Trauma Care	1,435	-	-
353 700 00 Non-Traffic Infraction Penalties	447	-	-
354 000 00 Parking Violations	17,488	23,000	20,000
355 200 00 Driving Under the Influence Fines	17,056	13,000	16,000
355 800 00 Other Criminal Traffic Misdemeanor	12,068	13,000	13,000
356 500 00 Investigative Fund Assessments	-	-	-
356 900 00 Other Non-Traffic Misdemeanors	13,451	13,000	13,000
357 300 00 Other Criminal Costs	35,019	35,000	35,000
357 310 00 Criminal Costs - Jury Duty	184	300	200
357 330 00 Public Defense Costs	4,298	4,000	5,000
359 700 00 Library Fines	2,983	2,000	3,500
359 900 00 Miscellaneous Fines	-	-	-
Total Fines and Forfeits	193,472	174,900	230,700
Miscellaneous Revenues:			
361 110 00 Investment Interest	207,029	175,000	250,000
361 400 00 Interest on Sales Tax, Court Fees	11,155	8,000	8,000
362 400 00 Space /Facilities Rents - Short-term	1,403	2,000	2,000
362 401 00 Space/Facilities Rentals-Community	8,740	7,500	8,000
362 500 00 Space and Facilities Leases	15,514	6,000	10,632
362 501 00 Community Center Space Rentals	1,665	1,500	1,500
362 600 00 Housing Rentals and Leases	19,138	15,000	15,000
362 900 00 Other Rents and Use Charges	217	-	-
363 000 00 Ins. Premiums and Recovery	23,423	-	-
367 000 00 Contrib and Donations Pvt Sources	37,800	8,000	8,000
367 110 00 Private Grants	3,000	2,000	2,000
369 100 00 Obsolete Equipment	2,385	1,000	1,000
369 200 00 Unclaimed/Proceeds-Sales Unclaimed	27	-	-
369 300 00 Forfeited/Confiscated Evidence	-	-	40,000
369 810 00 Cashier Over and Short	151	-	-
369 900 00 Other Miscellaneous Revenue	14,182	10,000	10,000
Total Miscellaneous Revenues	345,829	236,000	356,132
Total Estimated Revenues	14,316,125	15,436,803	16,125,069

# GENERAL FUND

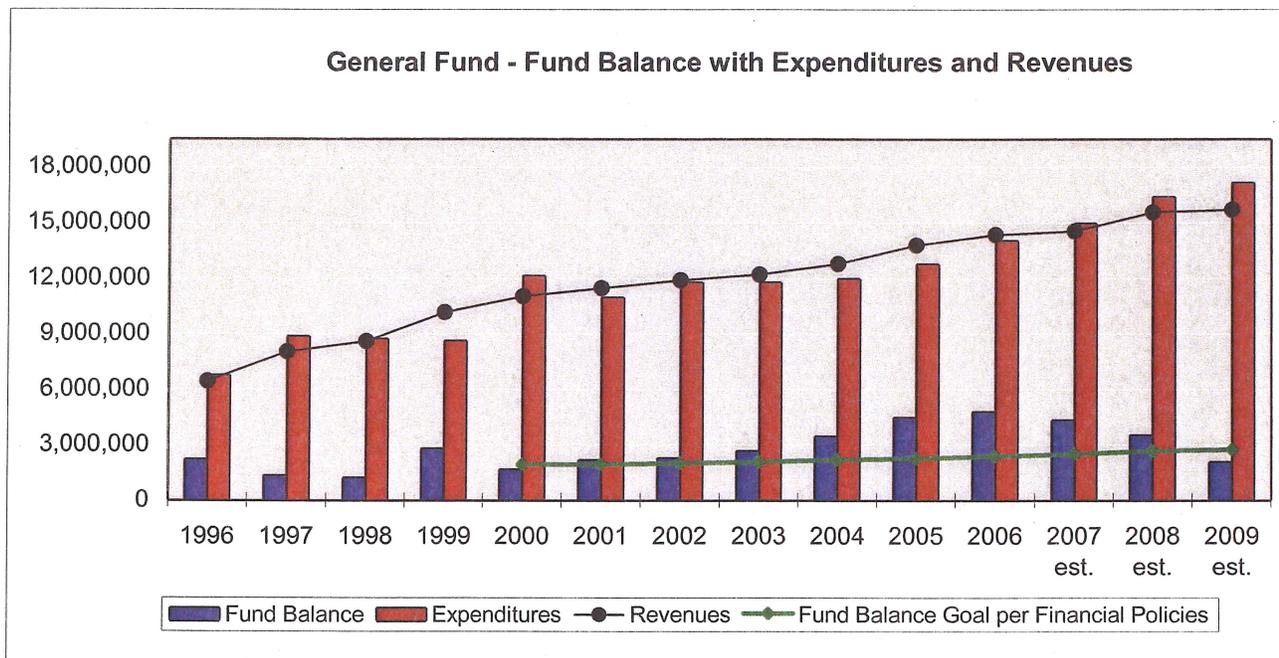
## REVENUE DETAIL

### THREE YEAR COMPARISON

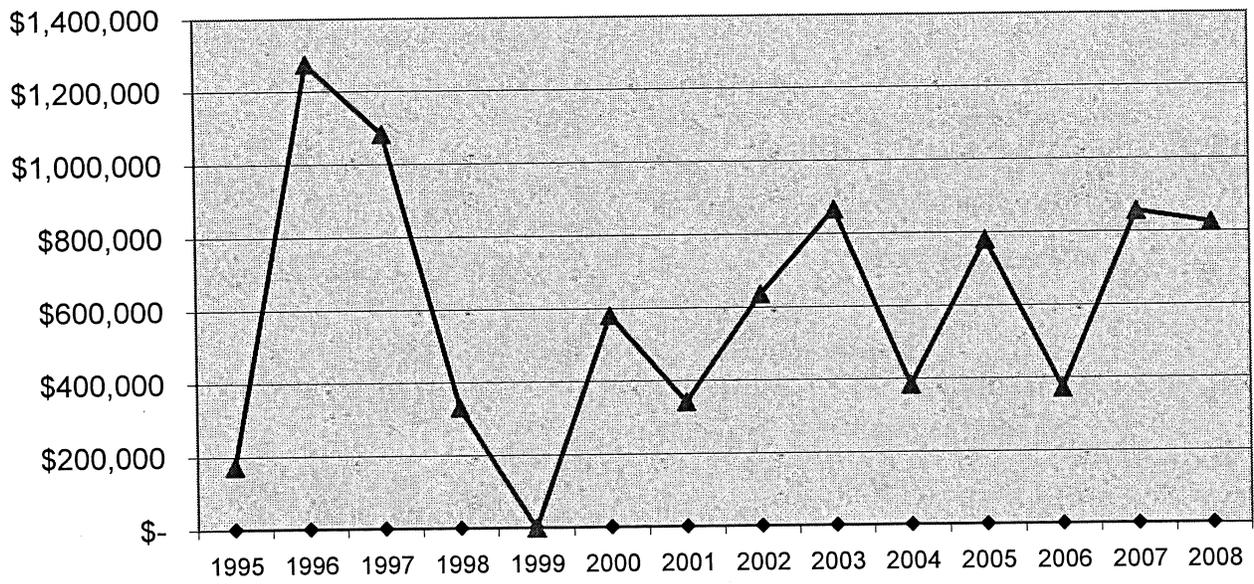
FUND NUMBER	Actual Revenue	Adjusted Estimated	Estimated
001	2006	2007	2008
Other Financing Sources:			
391 800 00 Intergovernmental Loan Proceeds	-	-	242,500
397 000 00 Transfers-In	47,000	91,000	20,000
Total Other Financing Sources	47,000	91,000	262,500
Total Estimated Resources	\$ 14,363,125	\$ 15,527,803	\$ 16,387,569



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



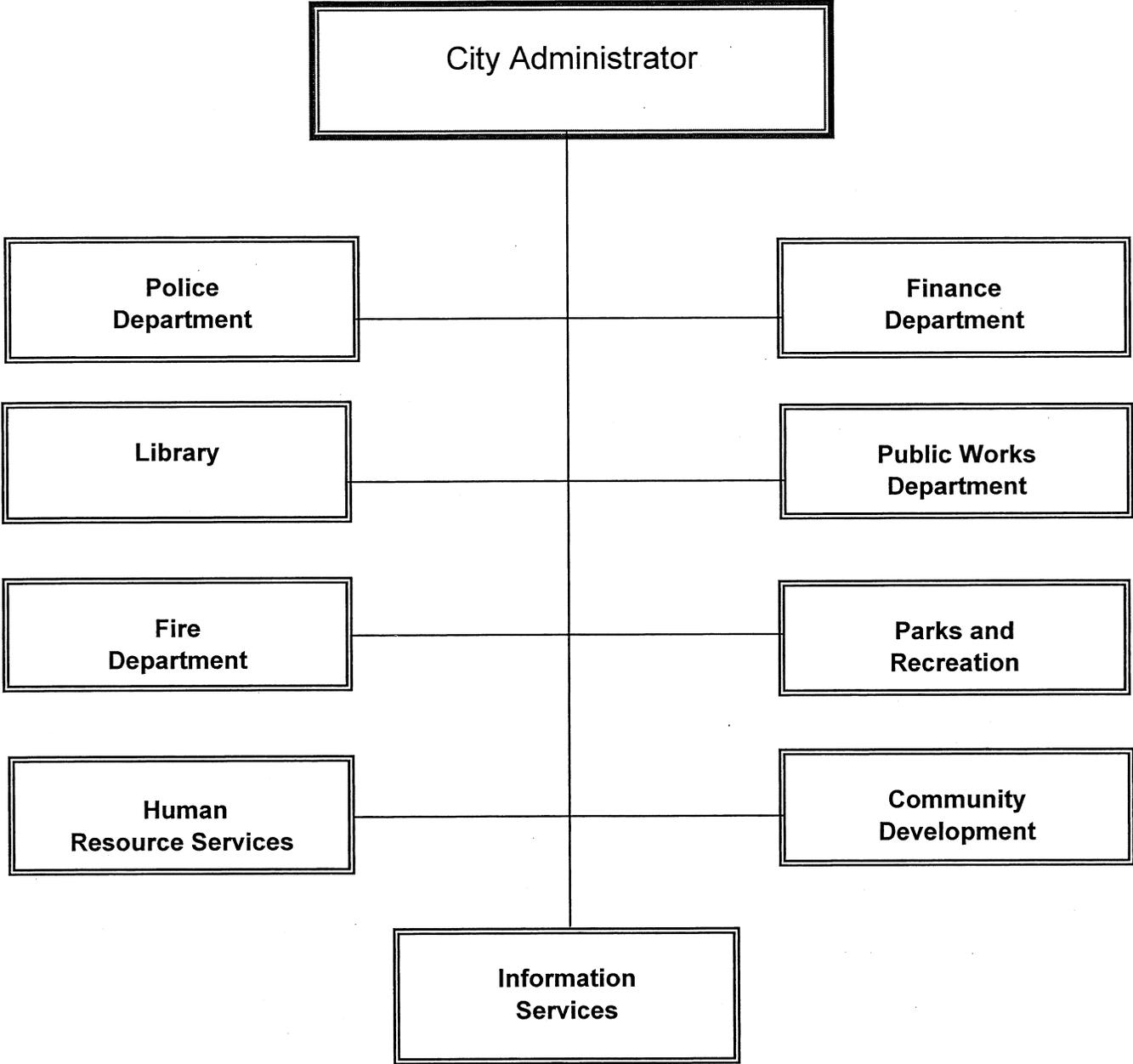
### Appropriated General Fund Balance



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# ADMINISTRATION

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# LEGISLATIVE

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## **MISSION STATEMENT**

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

## **GOALS FOR 2008**

1. Provide policy direction for the city.
2. Continue long-range planning on needed infrastructure and community growth.
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 are included in this section of the budget. City share of election costs, determined by the county, are included in this section also.

**LEGISLATIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.01.511	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>300 OFFICIAL PUBLICATION SERVICES</b>			
Other Services and Charges (Newsletter)	\$ 11,347	\$ 8,500	\$ 11,600
<b>400 TRAINING</b>			
Supplies	1,068	1,200	1,200
Other Services and Charges (Travel and registration, includes Planning Conference)	5,418	11,000	9,000
<b>600 LEGISLATIVE SERVICES</b>			
Salaries and Wages	42,000	42,000	42,000
Personnel Benefits	3,538	3,700	3,700
Supplies	24,484	3,000	3,000
Other Services and Charges	21,308	2,500	2,500
<b>700 ELECTION COSTS</b>			
Intergovernmental Professional Services	20,331	27,650	34,600
<b>TOTAL LEGISLATIVE</b>	<u>\$ 129,494</u>	<u>\$ 99,550</u>	<u>\$ 107,600</u>
		-23.12%	8.09%
		-23.12%	8.09%
<b>LEGISLATIVE PERSONNEL SCHEDULE</b>		Actual Approp 2007	Estimated Required 2008
		\$ 42,000	\$ 42,000
			0.00%
			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

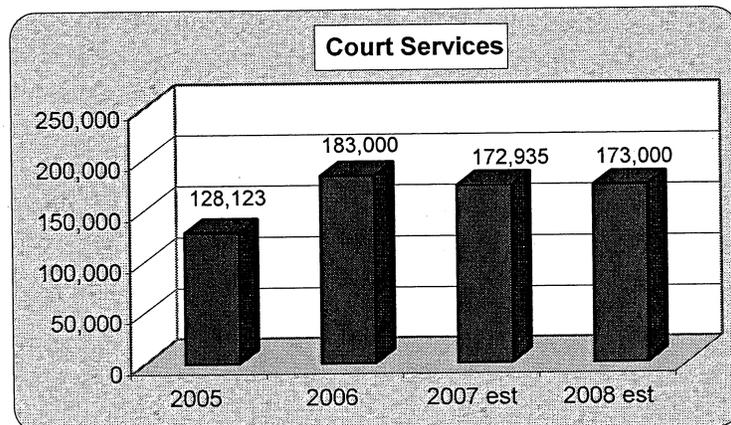
The Police Judge hears all cases and has exclusive jurisdiction over offenses defined by ordinances of the city. He has full power and authority to determine all cases, civil or criminal, arising under such ordinances and may pronounce judgment on these cases.

## COMMENTS ON BUDGET APPROPRIATIONS

The city's contractual costs of court services have stabilized after several years of increases.

### JUDICIAL EXPENDITURE DETAIL THREE YEAR COMPARISON

001.02.		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>512</b>	<b>500 MUNICIPAL COURT</b>			
	Intergovernmental Services and Taxes	\$ 150,000	\$ 132,935	\$ 130,000
<b>512</b>	<b>810 INDIGENT DEFENSE</b>			
	Other Services and Charges	33,000	40,000	43,000
	<b>TOTAL JUDICIAL</b>	<b>\$ 183,000</b>	<b>\$ 172,935</b>	<b>\$ 173,000</b>
	% Increase (Decrease) Prior Year		-5.50%	0.04%



# EXECUTIVE

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## **MISSION STATEMENT**

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

## **GOALS FOR 2008**

1. Supporting an effective management 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 streams.
5. Represent the City in contacts with other organizations.
6. Lead efforts to manage quality growth.
7. Foster and build partnerships with other organizations for beneficial purposes such as a safer SR-14 Highway and a recreation/community center.

## **ACTIVITIES AND SERVICES**

The Mayor is responsible for directing and coordinating the activities of the city departments through the City Administrator, such as carrying out the policies of the council and directing 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 shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the council members, with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.

**EXECUTIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.03.513</b>	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>100 ADMINISTRATION</b>			
Salaries and Wages	\$ 152,544	\$ 157,210	\$ 160,484
Personnel Benefits	37,090	36,990	37,109
Supplies	1,194	1,500	1,500
Other Services and Charges	7,648	8,700	11,800
Total Administration	<u>198,476</u>	<u>204,400</u>	<u>210,893</u>
<b>400 TRAINING</b>			
Supplies	1,381	200	200
Other Services and Charges	4,226	3,500	3,900
Interfund Payments for Services	-	-	-
Total Training	<u>5,607</u>	<u>3,700</u>	<u>4,100</u>
<b>TOTAL EXECUTIVE</b>	<u>\$ 204,083</u>	<u>\$ 208,100</u>	<u>\$ 214,993</u>
% Increase (Decrease) Prior Year		1.97%	3.31%

<b>EXECUTIVE PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Mayor	\$ 15,600	\$ 15,600
City Administrator	116,523	120,482
Executive Assistant to the City Manager (.5)	24,586	23,902
Overtime	500	500
Total Executive	<u>\$ 157,210</u>	<u>\$ 160,484</u>
% Increase (Decrease) Prior Year		2.08%

**OTHER SERVICES AND CHARGES DETAIL:**

Communication (cell phones, internet, telephone)	2,800
Travel, registration, memberships, monthly mileage, Insurance	9,000
Total	<u>\$ 11,800</u>

## LEGAL SERVICES

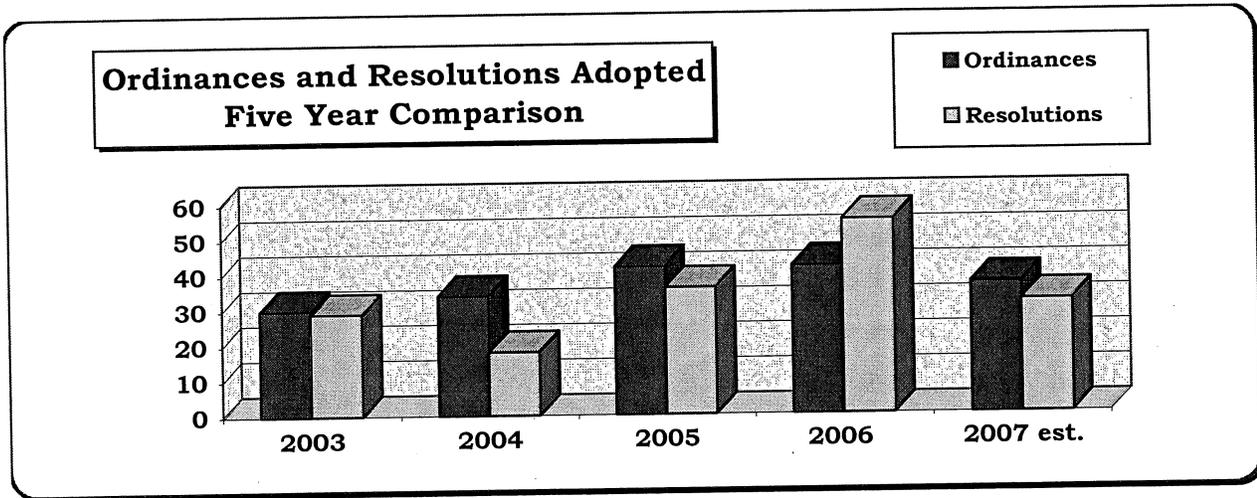
### FUNCTION

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 2006	Actual Approp 2007	Estimated Required 2008
<b>LEGAL SERVICES</b>			
Supplies	\$ 2,224	\$ 600	\$ 600
Other Services and Charges	87,452	84,800	93,400
<b>400 TRAINING</b>			
Other Services and Charges	-	500	1,500
<b>TOTAL LEGAL</b>	\$ 89,676	\$ 85,900	\$ 95,500
% Increase (Decrease) Prior Year		-4.21%	11.18%

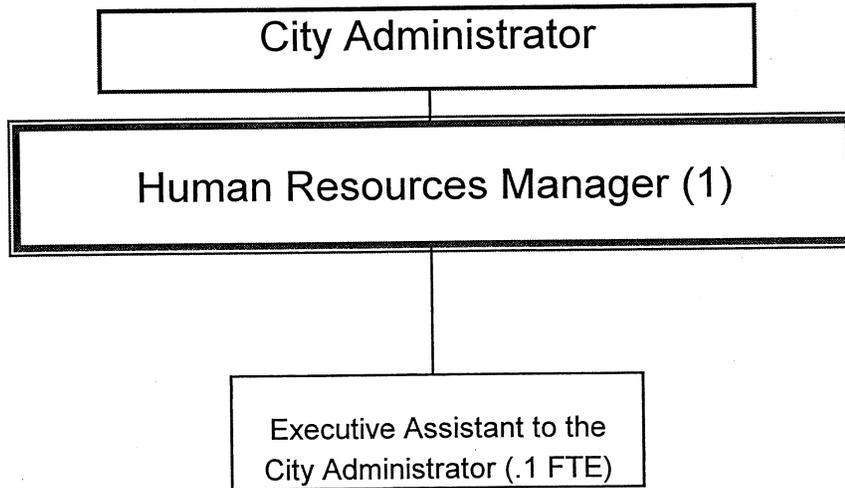
#### OTHER SERVICES AND CHARGES DETAIL:

Professional Services (City Attorney and Assistant City Attorney)	\$ 91,500
Communication (one telephone line)	500
Registrations, dues, publications	1,400
	\$ 93,400

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# HUMAN RESOURCES

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# HUMAN RESOURCES DEPARTMENT

## FUNCTION

The personnel function provides for the cost of personnel and related services for the city including the classification, recruiting and placement of positions, employee benefits administration, employee relations, and overall compliance with federal, state and local laws and regulations.

## ACTIVITIES AND SERVICES

Expenses for the City's Employee Recognition and Wellness Programs are included in this budget section. Anticipation of department head retirements caused increased professional/contract assistance for recruitments.

## COMMENTS ON BUDGET APPROPRIATIONS

Four city labor contracts expire at the end of 2008 and it is anticipated that we will begin negotiations toward the end of the year.

### HUMAN RESOURCES EXPENDITURE DETAIL THREE YEAR COMPARISON

001.06.	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>516 200 PERSONNEL SERVICES</b>			
Salaries and Wages	\$ 66,535	\$ 73,995	\$ 83,579
Personnel Benefits	17,758	22,199	25,074
Supplies	2,689	2,800	2,800
Other Services and Charges	21,524	60,200	59,500
Intergovernmental Services	-	100	100
<b>516 400 TRAINING</b>			
Other Services and Charges	2,144	3,000	3,000
<b>517 900 WELLNESS PROGRAM</b>			
Supplies	6,393	6,770	7,120
Other Services and Charges	2,161	3,635	3,650
<b>594 160 CAPITAL OUTLAY</b>			
Human Resources (software)	15,645	-	-
<b>TOTAL HUMAN RESOURCES</b>	<b>\$ 134,849</b>	<b>\$ 172,699</b>	<b>\$ 184,823</b>
% Increase (Decrease) Prior Year		28.07%	7.02%

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Human Resources Manager	\$ 73,995	\$ 78,799
Executive Assistant (.1 FTE - 2008)	-	4,780
Total personnel	<u>\$ 73,995</u>	<u>\$ 83,579</u>
% Increase (Decrease) Prior Year		6.49%

**OTHER SERVICES AND CHARGES DETAIL:**

**Personnel:**

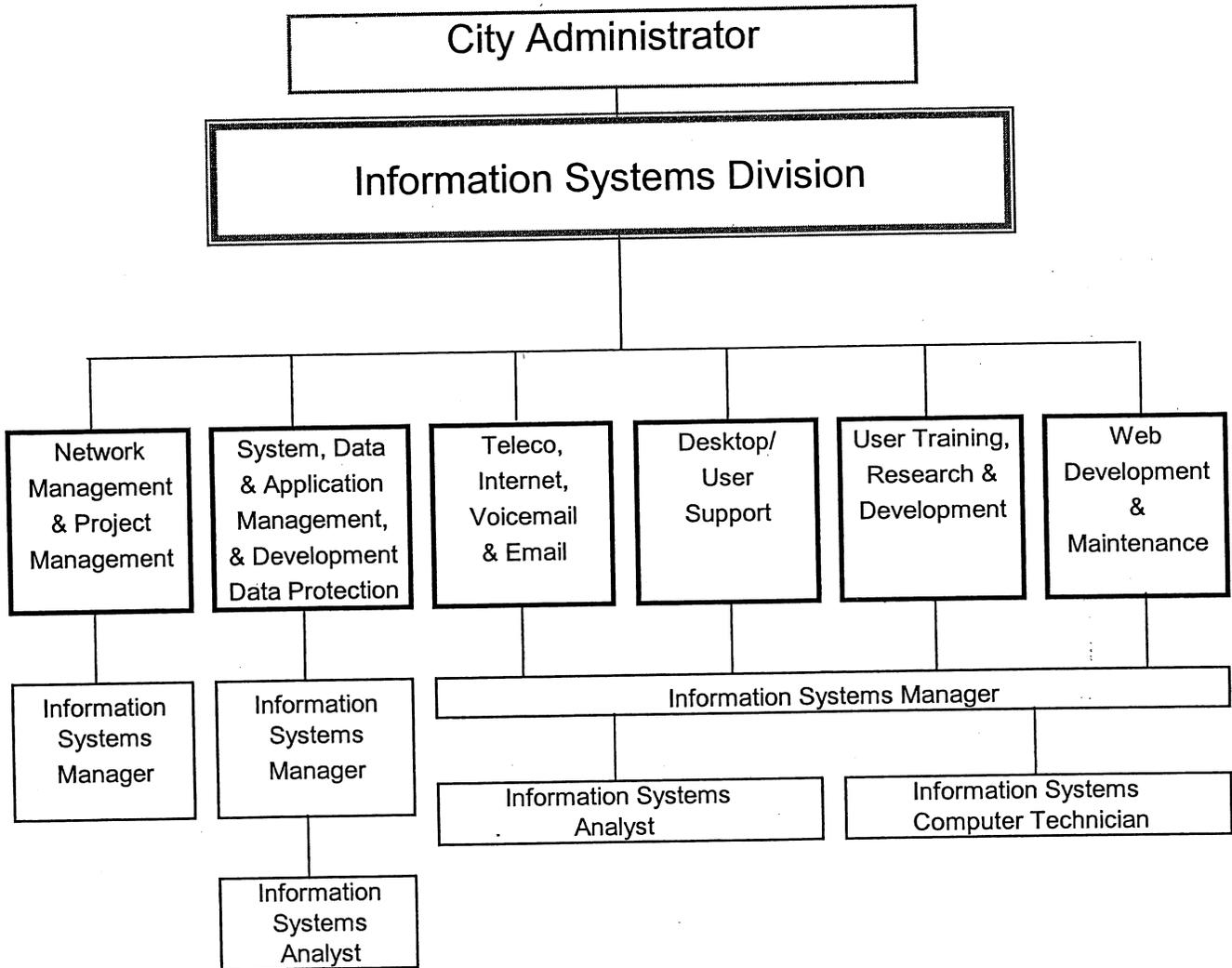
Professional Services (Labor negotiator, unemployment contractor)	\$ 55,000
Communication, insurance, repairs and maintenance, software maintenance	4,400
Registrations, membership dues, publications	<u>3,000</u>
Total other services and charges - personnel	<u>\$ 62,400</u>

**OTHER SERVICES AND CHARGES DETAIL:**

**Wellness:**

Professional Services (speakers, hearing and cholesterol screening, flu shots)	\$ 1,000
Repairs and Maintenance (exercise equipment)	750
Subscriptions	1,200
Registration and travel for Wellness conferences	<u>700</u>
Total other services and charges - wellness	<u>\$ 3,650</u>

# INFORMATION SYSTEMS



# INFORMATION SYSTEMS

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## MISSION STATEMENT

City organizational and public needs drive technology development and the Information Systems Division (ISD) priorities. ISD develops the knowledge and resources to help city departments solve their business problems, serve their customers and move the city's mission and vision forward.

## DEPARTMENTAL PROJECTS AND GOALS FOR 2008

1. Data and system securities are an ongoing city priority. Hardware, software and network infrastructure upgrades are analyzed, maintained and upgraded continuously.
2. Establish the City's Phone Review Committee to analyze the current phone, voicemail, and call accounting systems, the city's needs, new technologies and a plan forward for future hardware/software procurements.
3. Install Engineering server for CAD/GIS document storage and retrieval.
4. Maintain the Five Year Technology Replacement Plan.
5. Update Departmental Technology Work Plans and City's global priorities for long range planning and investment considerations for the city's technology replacement funding plan.
6. Inventory Review - City Standards Plan - and continued replacements or upgrades as per city standards.
7. Implement the "high" priority recommendations of the 2007 Lewis Information Systems Division Review.

## ACTIVITIES AND SERVICES

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

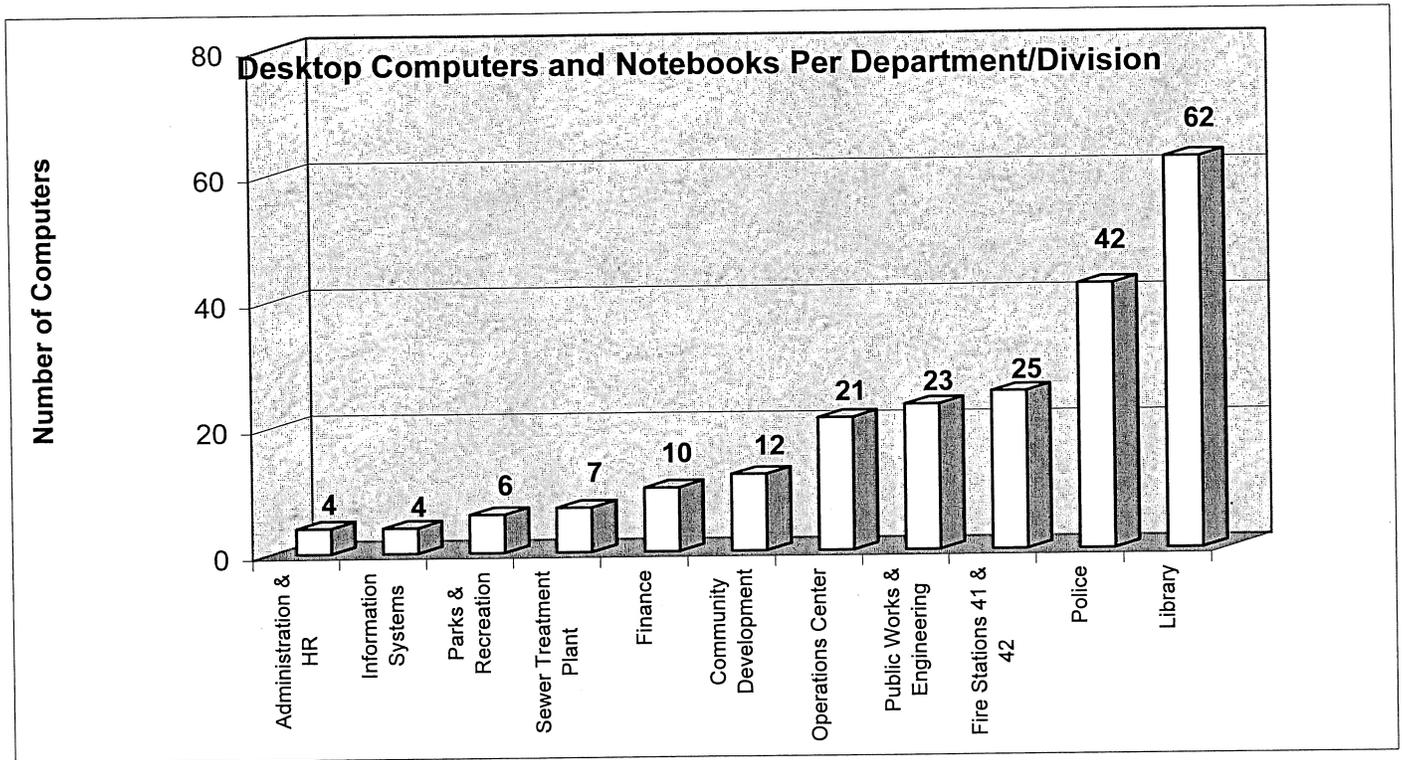
1. **Project management.** Providing project management for all networking projects (voice and data).
2. **Desktop and user support.** Providing technical support to users and maintenance on the city's inventory of desktop computers. Maintain an inventory of hardware and software licensing requirements.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

## COMMENTS ON BUDGET APPROPRIATIONS

The division participated in a technology review in year 2007. This review identified the need for additional capital investment and a technology funding plan. The additional capital expenses identified in this budget reflect this review, as well as incorporate the needs of the city, age of equipment and its existing replacement planning strategies. The budget provides funding sources for several large technology projects:

1. A review and recommendation for the replacement of the city's phone, voicemail and call accounting systems with the funding planned to potentially replace them in 2008.
2. Replacement of mission-critical infrastructure hardware throughout several facilities.
3. Added document storage capacity and backup for the Engineering Department and the City's CAD/GIS documents.
4. And a modest increase in professional services to increase technology support for some of the 2008 special projects as identified and prioritized in the city's Technology Priority Report, which tracks departmental workplans and ongoing city wide technology priorities.

### 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, e-mail, voicemail system and internet services for all departments.

**INFORMATION SYSTEMS EXPENDITURE DETAIL**

001.12		Actual	Actual	Estimated
		Expended	Approp	Required
		2006	2007	2008
<b>518 900 INFORMATION SYSTEMS</b>				
	Salaries and Wages	\$ 151,606	\$ 173,261	\$ 195,657
	Personnel Benefits	41,623	48,233	68,220
	Supplies and Small Tools (computer replacements)	39,890	54,400	52,700
	Other Services and Charges (licensing)	34,851	37,500	57,000
	Interfund Payments for Services	37	1,000	-
<b>594 180 CAPITAL OUTLAY</b>				
	Capital Outlay (machinery & equipment)	5,365	7,500	257,500
	<b>TOTAL INFORMATION SYSTEMS</b>	<u>\$ 273,372</u>	<u>\$ 321,894</u>	<u>\$ 631,077</u>
	% Increase (Decrease) Prior Year		17.75%	96.05%

INFORMATION SYSTEMS PERSONNEL SCHEDULE		Actual	Estimated
		Approp 2007	Required 2008
	Manager of Information Systems	\$ 74,178	\$ 76,706
	Information Systems Analyst (new position)	-	62,400
	Information Systems Technician (2 FTE - 2007, 1 FTE - 2008)	98,083	55,551
	Overtime	1,000	1,000
	Total Personnel	<u>\$ 173,261</u>	<u>\$ 195,657</u>
	% Increase (Decrease) Prior Year		12.93%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (Network, email, anti-virus, desktop licensing, system develop.)	\$ 43,500
Communication (telephone charges, internet access)	1,000
Travel	1,000
Insurance (liability)	4,000
Repairs and Maintenance of small office equipment	2,500
Registrations for classes, subscriptions	5,000
Total other services and charges	<u>\$ 57,000</u>

The Information Systems Division makes investment recommendations based on the objectives in the City's long term Strategic Technology Plan, the Five Year Capital Technology Funding Model and the Technology Priority Report (detailing departmental and global priorities) which is updated quarterly by the City's Management Team. The plans identify the City's ongoing network system, hardware, and software replacement and investment needs, and establish priorities for the procurements of new technologies to enhance services. These priorities are then proposed during the budget process for funding considerations.

## INFORMATION SYSTEMS FUNDING PLAN

### FIVE YEAR CAPITAL TECHNOLOGY FUNDING PLAN

**Hardware/Software:** The City maintains five primary, mission-critical services hosting Financial and Accounting information, Fire Reporting, Police Reporting, Voicemail, Web, Internet and Mail services; secondary servers as well as maintaining other backup and throughout its networked facilities.

**Facilities/Infrastructure:** The database applications and network resources serve six primary locations - City Hall and Fire Station 41, Public Library, Fire Station 42, Police Station, Operations Center and the Community Center/Parks and Recreation which are all networked via fiber or T1, along T1 connections to Fort Vancouver Regional Library, Clark County and CRESA services.

**Phone and Voicemail System:** The phone and voicemail system also serves all facilities and is currently under review for replacement as it was originally purchased over 18 years ago.

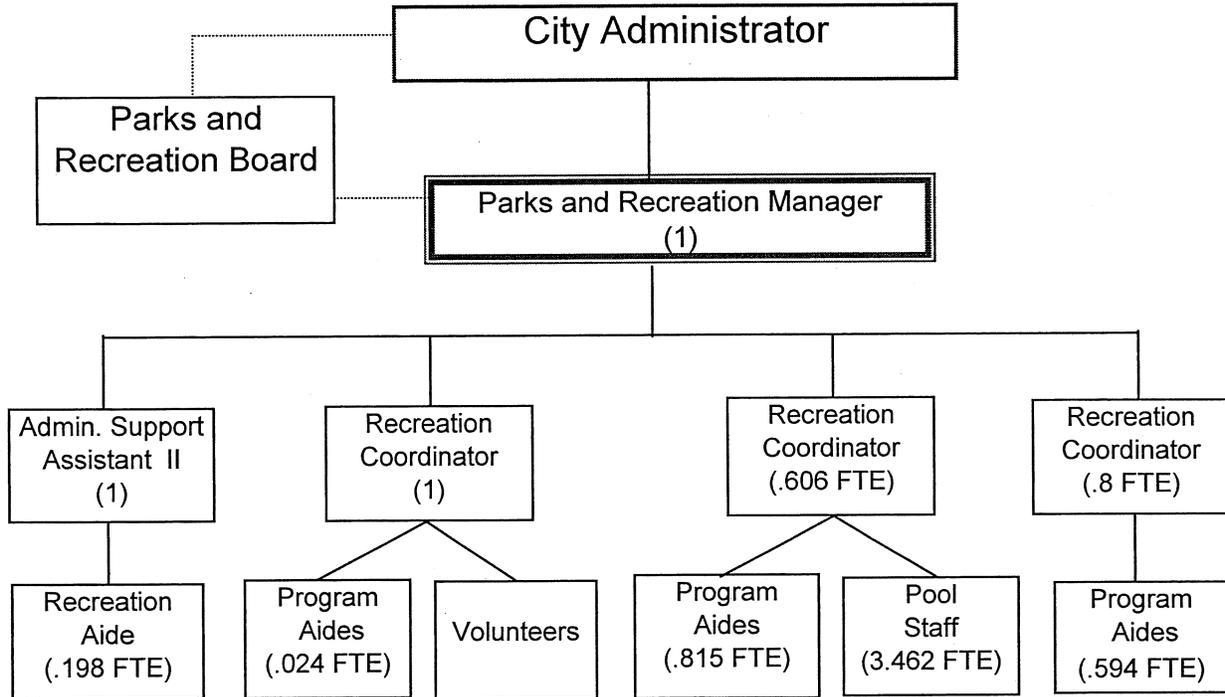
**Funding:** The City has funded from a general replacement program hardware such as servers, computers, printers, hubs and network devices. It also routinely upgrades its desktop applications to current versions. However, there are growing needs for planned funding for replacements, upgrades and technology enhancements to the infrastructure such as the phone and voicemail systems, routers, migrations to new applications, services and technologies, and the need for ongoing security audits and testing to protect the City's systems and data integrity.

Each year the Replacement Plan will be reviewed and modified and projects with the highest "global" priorities taken from the technology Priority Report will be considered as part of the funding model. Each year projects from this plan will be presented to City Council for consideration and final approval before spending takes place.

**Funding Sources:**  
General Fund, Reet, Water-Sewer Utilities, EMS Fund.

<b>GENERAL REPLACEMENT PLAN:</b>		<b>ESTIMATED FUNDING REQUIREMENTS:</b>	
2008	Phone System Replacement (6 facilities) & Voicemail	\$ 210,000	
	Call Accounting Software	7,500	
	Engineering Server/data storage/GIS	10,000	
	Infrastructure investments, security, hardware	20,000	
	Total:		<u>\$ 247,500.00</u>
2009	Consideration of City Migration to Exchange from Groupwise	\$ 25,000	
	Consideration of City Migration off of Novell to Windows 100%	25,000	
	Fire Server Replacement	10,000	
	Mail Archiving and Document Retention System	15,000	
	Internet/Telecommunications infrastructure	10,000	
	Wireless Development/Mobile Technologies	10,000	
	Web Enhancements/E-Government/Online Registrations	15,000	
	Total:		<u>\$ 110,000</u>
2010	Network Securities/Routers/Infrastructure Work	\$ 10,000	
	Telecommunications/wireless development/mobile technologies	7,500	
	Web Development/enhancements	7,500	
	Details from updated Technology Priority Report	15,000	
	Total:		<u>\$ 40,000</u>
2011	Server Replacements – Finance/Mail/Web/Engineering/Police	\$ 20,000	
	Details from updated Technology Priority Report	20,000	
Total:		<u>\$ 40,000</u>	
2012	Details from updated Technology Priority Report	\$ 40,000	
	Total:		<u>\$ 40,000</u>

# PARKS AND RECREATION



# PARKS AND RECREATION

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## MISSION STATEMENT

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

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

- 1 **helps individuals reach their potential** - ensuring healthy, active and balanced lifestyles, a fit foundation for productive lives - stimulating holistic growth and development.
- 2 **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

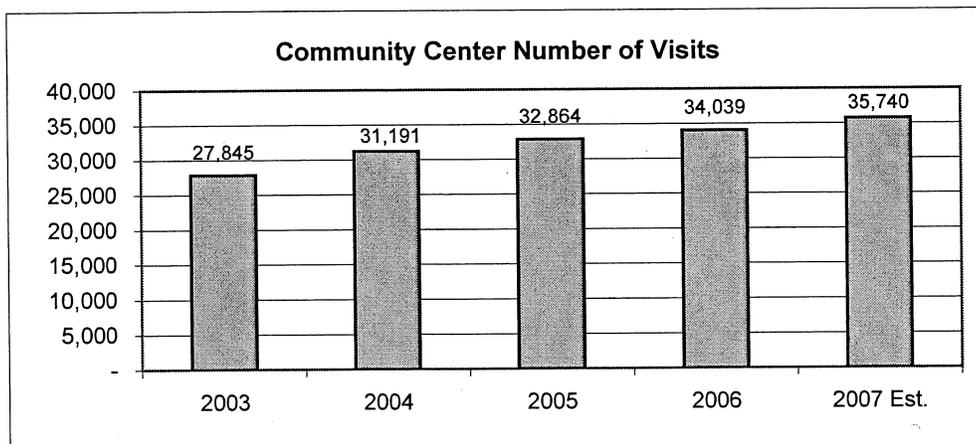
The Park and Recreation function provides for the operation of general recreation facilities for the residents of the city and surrounding area. The city maintains and operates playgrounds and parks, swimming and wading pools, a community center, a lighted baseball park, a little league park, trails,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

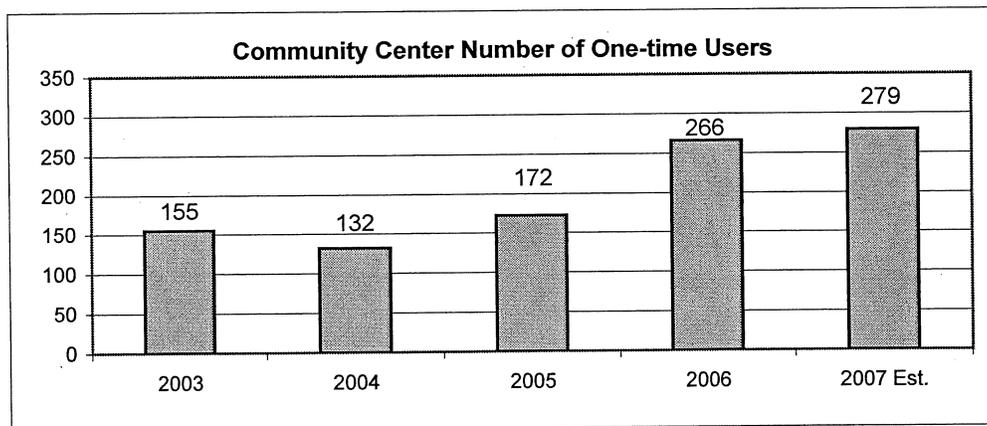
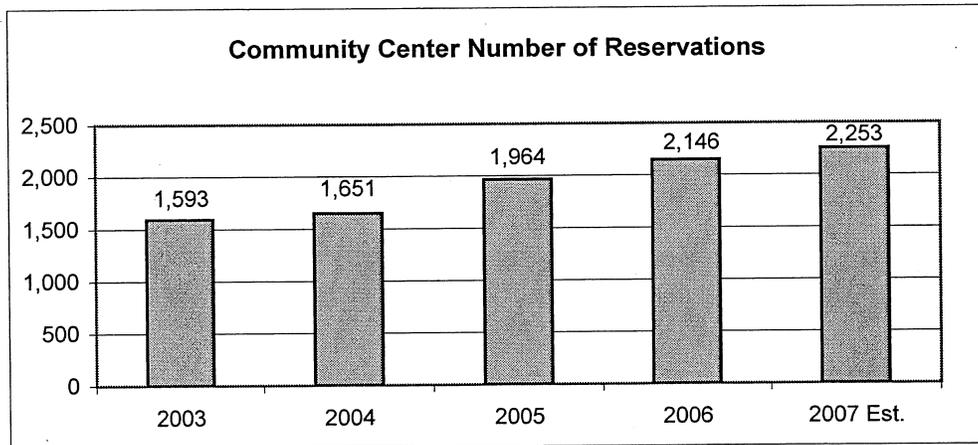
**PARKS AND RECREATION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.18.		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>574</b>	<b>200 PARTICIPANT RECREATION</b>			
	Salaries and Wages	105,584	141,804	146,698
	Personnel Benefits	27,453	37,729	34,000
	Supplies	18,010	20,455	21,250
	Other Services and Charges	60,100	62,585	70,067
	Prof. Services (\$45,500 for instructors, concerts, referees/umpires), Advertising (\$3,550), Misc (\$5,300), Rentals (\$15,717)			
	Interfund Payments for Services	1,200	-	600
<b>575</b>	<b>400 TRAINING</b>			
	Other Services and Charges	660	1,000	1,000
<b>575</b>	<b>500 COMMUNITY CENTERS</b>			
	Salaries and Wages	40,078	41,931	35,045
	Personnel Benefits	15,810	11,946	9,860
	Supplies	5,362	6,200	7,500
	Other Services and Charges	52,938	51,200	57,500
	Prof. Services (\$10,000 for janitorial) Phones, utilities (\$19,000) Insurance (\$6,000) Repairs and Maint. (\$8,500) Newsletter (\$14,000)			
	Interfund Payments for Services	2,756	4,200	3,000
<b>576</b>	<b>100 ADMINISTRATION</b>			
	Salaries and Wages	64,144	66,094	68,343
	Personnel Benefits	19,643	19,828	20,503
<b>576</b>	<b>200 SWIMMING POOLS</b>			
	Salaries and Wages	101,778	82,208	92,800
	Personnel Benefits	18,151	13,196	13,258
	Supplies	9,863	10,930	18,700
	Other Services and Charges	24,047	47,500	32,100
	Professional Services (\$1200), Insurance (\$10,000), Utilities (\$15,000), Repairs and Maint. (\$5,000), Misc. (\$800), Rentals (\$100)			
	Intergovernmental Services and Taxes	1,944	2,500	2,000
	Interfund Payments for Services	175	-	150

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

001.18.		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>576</b>	<b>800 GENERAL PARKS MAINTENANCE</b>			
	Salaries and Wages	\$ 283,892	\$ 254,557	\$ 269,863
	Personnel Benefits	85,560	69,733	79,534
	Supplies	59,324	62,100	77,000
	Other Services and Charges	128,649	99,200	115,400
	Communication (\$1,200), Insurance (\$14,500)			
	Professional Services (\$1,000), Misc. (\$3,000)			
	Rentals (\$8,000), Utilities (\$55,000)			
	Repairs & Maint. (\$32,500), Travel (\$200)			
	Interfund Payments for Services	111,081	93,600	87,179
<b>576</b>	<b>810 TRAIL MAINTENANCE</b>			
	Salaries and Wages	-	39,029	33,995
	Personnel Benefits	-	10,661	9,941
	Supplies	-	4,250	4,250
	Other Services and Charges	-	16,000	21,000
	Rentals (\$1,000), Utilities (\$500)			
	Repairs & Maint. (\$14,500), Trail maps (\$5,000)			
	Interfund Payments for Services	-	14,400	11,660
<b>576</b>	<b>820 OPEN SPACE MAINTENANCE</b>			
	Salaries and Wages	-	39,029	33,995
	Personnel Benefits	-	10,661	9,941
	Supplies	-	3,750	3,750
	Other Services and Charges	-	14,100	14,100
	Professional Services (\$5,000), Rentals (\$1,100)			
	Repairs & Maint. (\$8,000)			
	Interfund Payments for Services	-	14,400	11,660
<b>594</b>	<b>CAPITAL OUTLAY</b>			
<b>790</b>	Swimming Pools	-	20,000	-
	<b>TOTAL PARKS AND RECREATION</b>	<b>\$ 1,238,202</b>	<b>\$ 1,386,776</b>	<b>\$ 1,417,642</b>
	% Increase (Decrease) Prior Year		12.00%	2.23%





**PARKS AND RECREATION  
PERSONNEL SCHEDULE**

	Actual Approp 2007	Estimated Required 2008
Parks and Recreation Manager	\$ 66,094	\$ 68,343
Recreation Coordinator (2.275 - 2007, 2.275 - 2008)	109,920	114,814
Program Aides	31,384	31,384
Recreation Overtime	500	500
Admin. Support Assistant II (1 FTE)	37,769	30,747
Recreation Aide	4,012	4,148
Facilities Maintenance	-	-
Overtime	150	150
Recreation Coordinator (.13 FTE)	6,084	6,291
Swimming Pool Employees	75,324	85,709
Swimming Pool Overtime	800	800
Public Works Operation Manager (.11 FTE)	9,691	10,021
Lead Maintenance Worker	62,236	66,284
Senior Maintenance Worker	56,949	58,888
Maintenance Worker II (2 FTE)	104,236	107,775
Maintenance Worker I (1 FTE)	41,535	44,044
Seasonal Maintenance Worker	57,248	49,941
(5 at 6 mo. and 1 at 2 mo. = 2.67 FTE - 2007, 3 at 6 mo. and 3 at 3 mo. = 2.25 FTE - 2008)		
Parks Maintenance Overtime	900	900
<b>Total Parks and Recreation</b>	<b>\$ 664,832</b>	<b>\$ 680,739</b>
% Increase (Decrease) Prior Year		2.39%

# 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.

### INFORMATION AND OUTREACH EXPENDITURE DETAIL THREE YEAR COMPARISON

001.24	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>557 200 COMMUNITY INFORMATION SERVICES</b>			
Community Information Services	\$ 9,000	\$ 9,000	\$ 9,000
<b>557 210 NEIGHBORHOOD ASSOCIATION</b>			
Supplies	800	2,500	2,000
Other Services and Charges	4,564	5,700	5,700
<b>TOTAL INFORMATION AND OUTREACH</b>	<u>\$ 14,364</u>	<u>\$ 17,200</u>	<u>\$ 16,700</u>
% Increase (Decrease) Prior Year		19.74%	-2.91%

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

Communication	\$ 200
Public utility (Spring Clean-up)	3,500
Registrations for conferences	2,000
Total other services and charges	<u>\$ 5,700</u>

# COMMUNITY EDUCATION and SENIOR PROGRAMS

## MISSION STATEMENT

The Camas Community Education Program is dedicated to offering reasonably priced, high quality, life-long 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. Camas Community Education is in a transition year, with renewed efforts expected in the second half of 2007.

The proposed funding of \$3,000 represents the net cost of the summer program.

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

## COMMUNITY EDUCATION EXPENDITURE DETAIL THREE YEAR DETAIL

001.25.571	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>200 Community Education</b>			
Intergovernmental Services	\$ 11,000	\$ 11,000	\$ 3,000
<b>290 Senior Programs</b>			
Supplies	342	400	400
Other Services and Charges	4,679	4,700	4,700
<b>TOTAL COMMUNITY EDUCATION</b>	<b>\$ 16,021</b>	<b>\$ 16,100</b>	<b>\$ 8,100</b>
% Increase (Decrease) Prior Year		0.49%	-49.69%

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

Communication	\$ 100
Travel	3,000
Insurance	300
Miscellaneous	1,300
Total	<b>\$ 4,700</b>

# **GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND**

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## **MISSION STATEMENT**

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

## **GOALS FOR 2008**

1. Park and open space acquisitions consistent with the park, open space comprehensive plan and council direction.
2. The Washougal River trail and utility crossing project
3. The street reconstruction project continues with \$300,000 in REET funding.
4. Various street improvements.

## **COMMENTS ON BUDGET APPROPRIATIONS**

Transportation Impact Fees (TIF) are transferred to the City Street Fund to support TIF eligible projects: \$300,000 for Arterial Rehabilitation and \$120,000 for NW Leadbetter. TIF's will also be transferred to the debt service fund for debt service payments: \$197,679 to repay a portion of the loans for Parker Street and \$179,450 to repay a portion of the public works trust fund loans for SE 1st Street and Lake Road.

Real estate excise tax revenues will be used for arterial rehabilitation, open space acquisition, Goot Park restroom replacement, match for the NE 3rd CDBG mobility project, Prune Hill Sports Park phase 3, NW Maryland Street, NW Lake Road bike lane, Washougal River pedestrian bridge, Ash Creek detailed design, Klickitat Park phase II, Ash Creek 1/2 street frontage, a portion of the public works trust fund loan for the 2004 street reconstruction program and debt service payments for the phone, voice mail and server upgrades.

Fire impact fees will be used to make the final debt payment on a fire pumper truck and the first debt payment for a new fire engine to be purchased in 2008, if there is enough fire impact fees collected. Otherwise real estate excise tax revenues will be used.

Parks impact fees will be used for the full design of the Ostenson neighborhood park, Grass Valley Park expansion, phase II, and trails and open space purchases.

# GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

## REVENUE DETAIL THREE YEAR COMPARISON

300.00		Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>291</b>	<b>740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 1,610,879	\$ 1,366,230
<b>317</b>	<b>Taxes:</b>			
	Local Real Estate Excise Tax	1,596,214	1,250,000	1,200,000
	<b>Total Taxes</b>	<u>1,596,214</u>	<u>1,250,000</u>	<u>1,200,000</u>
	<b>Intergovernmental Revenue:</b>			
<b>334</b>	<b>027</b> State Grant - IAC	1,709	-	898,784
<b>337</b>	<b>010</b> Conservation Futures-County	510,000	1,090,000	960,000
<b>338</b>	<b>750</b> Shared Costs - Community Center	460,303	-	-
	<b>Total Intergovernmental Revenue</b>	<u>972,012</u>	<u>1,090,000</u>	<u>1,858,784</u>
<b>345</b>	<b>Charges for Goods and Services:</b>			
	<b>850 00</b> Impact Fees-Parks & Open Space	269,030	275,000	250,000
	<b>850 10</b> Impact Fees-Transportation	352,445	420,000	450,000
	<b>850 20</b> Impact Fees-Fire	28,358	12,000	55,000
	<b>Total Charges for Goods and Services</b>	<u>649,833</u>	<u>707,000</u>	<u>755,000</u>
	<b>Miscellaneous Revenue:</b>			
<b>361</b>	<b>110</b> Investment Interest	179,705	-	120,000
<b>367</b>	<b>110</b> Donations	100,000	80,000	80,000
<b>369</b>	<b>900</b> Miscellaneous	30,071	-	-
	<b>Total Miscellaneous Revenue</b>	<u>309,776</u>	<u>80,000</u>	<u>200,000</u>
	<b>Other Financing Sources</b>			
<b>397</b>	<b>000</b> Transfers In	173,278	-	-
	<b>Total Other Financing Sources</b>	<u>173,278</u>	<u>-</u>	<u>-</u>
	<b>Total Estimated Revenues</b>	<u>3,701,113</u>	<u>4,737,879</u>	<u>5,380,014</u>
	<b>Total Estimated Resources</b>	<u>\$ 3,701,113</u>	<u>\$ 4,737,879</u>	<u>\$ 5,380,014</u>

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

300.00		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
	<b>Debt Service</b>			
592	100 Interest on Interfund Loan	\$ 14,160	\$ 6,160	\$ -
	<b>Total Debt Service</b>	<u>14,160</u>	<u>6,160</u>	<u>-</u>
	<b>Other Services and Charges</b>			
594	XXX Professional Services	-	121,105	-
	Miscellaneous	-	25,000	-
	<b>Total Capital Outlay</b>	<u>-</u>	<u>146,105</u>	<u>-</u>
	<b>Capital Outlay:</b>			
594	760 Park Facilities	2,645,623	1,039,000	885,000
	790 Other Open Space	422,514	1,290,000	1,160,000
	950 Pedestrian Paths/Trails	115,439	600,000	1,920,000
	<b>Total Capital Outlay</b>	<u>3,183,576</u>	<u>2,929,000</u>	<u>3,965,000</u>
	<b>Other Financing Uses:</b>			
597	000 Transfers Out	847,696	1,656,614	1,415,014
	<b>Total Growth Management Capital Project Fund</b>	<u>\$ 4,045,432</u>	<u>\$ 4,737,879</u>	<u>\$ 5,380,014</u>

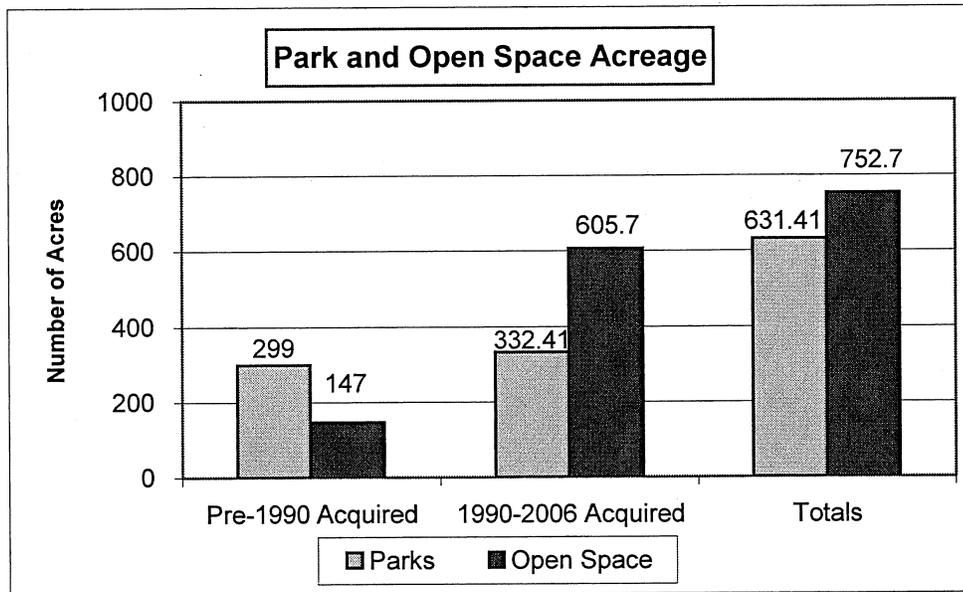
**CAPITAL OUTLAY DETAIL:**

Ostenson Canyon Park	\$ 45,000
Grass Valley Park Expansion Phase I	60,000
Prune Hill Sports Park Phase 3	350,000
Ash Creek design	200,000
Klickitat Phase 2/Ash Creek	15,000
Ash Creek 1/2 street frontage	125,000
Goot Park restroom new/replacement	90,000
Openspace Acquisition - Upper Lacamas	960,000
Openspace Acquisition	200,000
Trails	20,000
Washougal River trail/utility crossing project	<u>1,900,000</u>
<b>Total Capital</b>	<u>\$ 3,965,000</u>

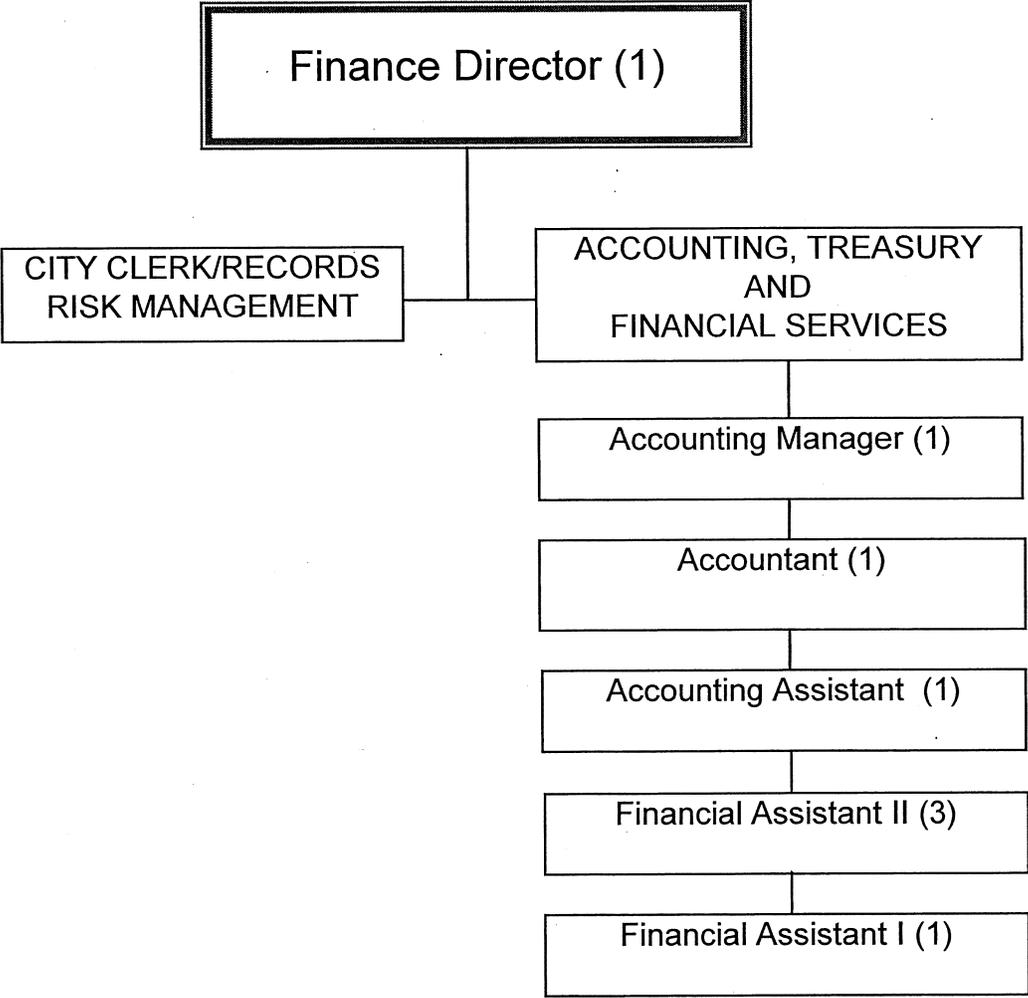
## GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

### Transfers Out Detail

Fire Impact Fees		
Debt payments - pumper truck	\$	34,801
Debt payments - 2008 fire engine		68,100
Transportation Impact Fees:		
NW Leadbetter		120,000
Arterial rehabilitation		300,000
Debt payments - Parker Street		197,679
Debt payments - Lake Road		179,450
Real Estate Excise Tax II:		
NW Maryland Street		125,000
NW Lake Road bike lane		150,000
NE 3rd CDBG mobility match		50,000
Debt payments - phone, voice mail, server upgrades		58,000
Debt payments - Street Reconstruction		131,984
Total Transfers Out		\$ 1,415,014



# FINANCE DEPARTMENT



# FINANCIAL AND RECORDS SERVICES DEPARTMENT

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## 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 2008

1. Microfilm historical records of the Camas Cemetery, creating digital records and depositing with the State Archives Office.
2. Post interlocal agreements on city web pages in compliance with new legislation.
3. Implement actuarial study results for post employment benefits in compliance with new accounting standard, GASB 45.
4. Collect and analyze utility billing data and work with consultant on Water-Sewer rate study.
5. Structure financing for a number of capital purchases and projects: fire engine, sanitation truck, water-sewer capital projects, phone and voicemail system, and wastewater treatment plant construction.

## ACTIVITIES AND SERVICES

The Finance Department consists primarily of the following service areas:

### **Accounting/Financial Services**

Budgeting and Accounting  
Financial Reporting  
Utility Billing and Receipting  
Payroll and Benefits  
LID Billing and Receipting  
Accounts Payable  
Accounts Receivable  
Cash and Investment Mgmt.  
Equipment Rental Accounting

### **Records/Risk Management**

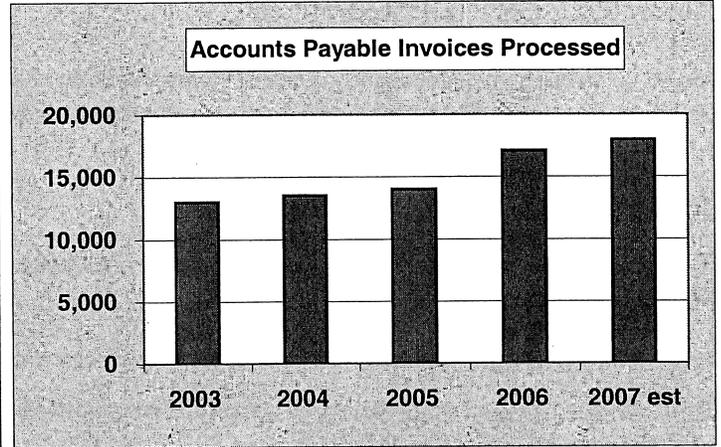
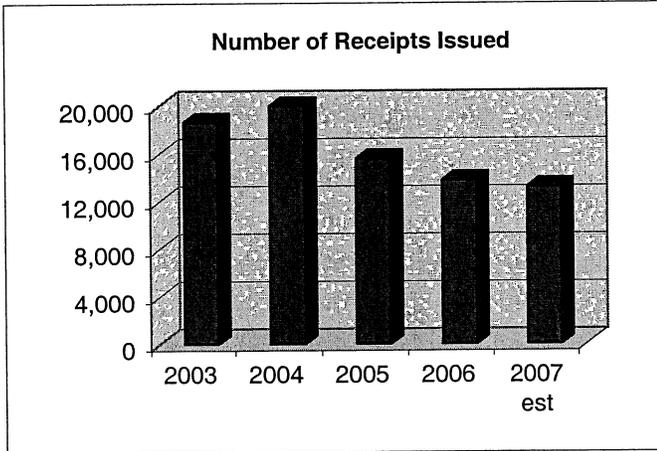
City Clerk duties  
Information archival  
Records Searches  
Insurance Management  
Municipal Code  
Claims Management  
Cemetery financial and  
historical records

## COMMENTS ON BUDGET APPROPRIATIONS

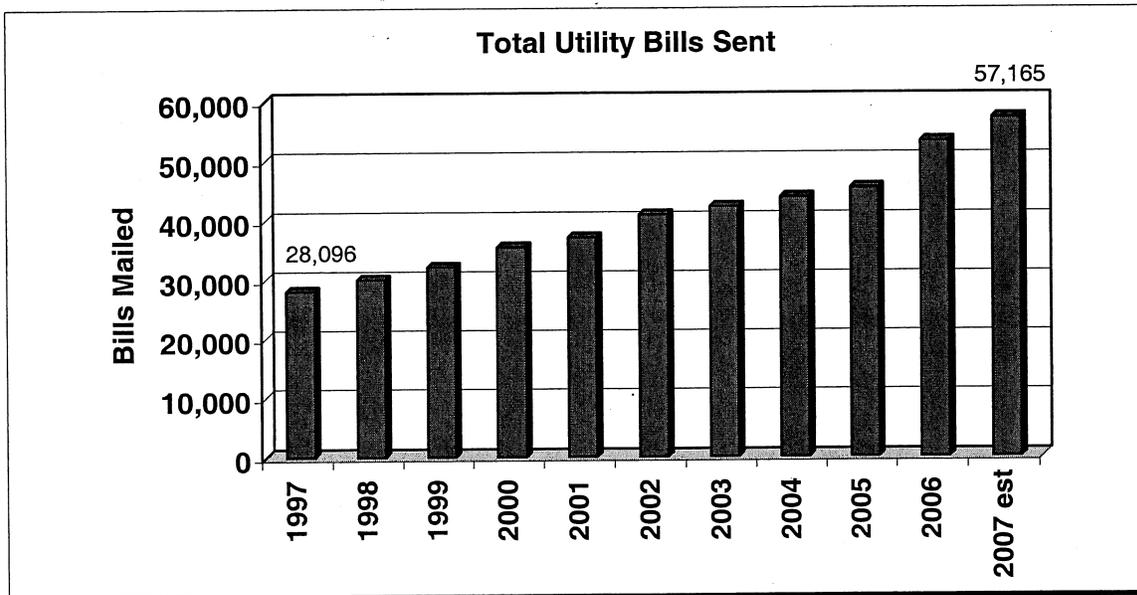
The Finance Department continues to enhance efficiency and streamline its processes primarily using technology. The ultimate goal is to provide better services to our citizens and employees in other departments in the city. The city's five utilities and the EMS Fund reimburse the General Fund for its share of accounting, billing and collections, treasury, receipting and customer service.

## 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. Many customers pay their utility bills on-line, use the city's direct debit process or through the city's drop box service, reducing the number of daily receipts in the office.



Total bills have doubled in the past ten years. In 2006, the number of utility bills sent increased drastically with the implementation of a second set of past due notices mailed to customers. This was implemented in May 2006. This will reflect in future statistics as well.



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

001.04.514	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>100 ADMINISTRATION</b>			
Salaries and Wages	\$ 132,055	\$ 148,204	\$ 160,650
Personnel Benefits	33,704	42,000	50,605
Other Services and Charges	1,666	14,000	4,500
<b>230 FINANCIAL SERVICES</b>			
Salaries and Wages	259,972	279,171	295,855
Personnel Benefits	84,007	92,039	112,286
Supplies	5,347	6,750	7,000
Other Services and Charges	21,713	23,000	23,900
<b>400 TRAINING</b>			
Other Services and Charges	2,684	4,250	3,750
Interfund Payments for Services	-	1,200	-
<b>TOTAL FINANCIAL AND RECORDS SERVICES</b>	<b><u>\$ 541,148</u></b>	<b><u>\$ 610,614</u></b>	<b><u>\$ 658,546</u></b>
% Increase (Decrease) Prior Year		12.84%	7.85%

<b>FINANCE PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Finance Director	\$ 88,523	\$ 91,534
Accounting Manager	59,681	69,117
Accountant	64,146	66,333
Accounting Assistant (1)	-	52,885
Financial Assistant II (5 FTE in 2007, 3 FTE in 2008)	214,025	135,798
Financial Assistant (1)	-	39,838
Overtime	1,000	1,000
Total Salaries	<b><u>\$ 427,375</u></b>	<b><u>\$ 456,505</u></b>
% Increase (Decrease) Prior Year		6.82%

**OTHER SERVICES AND CHARGES DETAIL:**

**Administration:**

Professional Services	\$ 1,000
Travel	1,500
Subscriptions, membership dues	2,000
	<b><u>\$ 4,500</u></b>

**Financial Services:**

Professional Services - (Bank fees, software licensing)	\$ 10,000
Communication (telephone charges)	4,000
Travel	500
Insurance (liability)	6,400
Repairs and Maintenance of small office equipment	500
Registrations for classes, subscriptions, membership dues	2,500
Total other services and charges	<b><u>\$ 23,900</u></b>

# OTHER GENERAL GOVERNMENTAL SERVICES

## FUNCTION

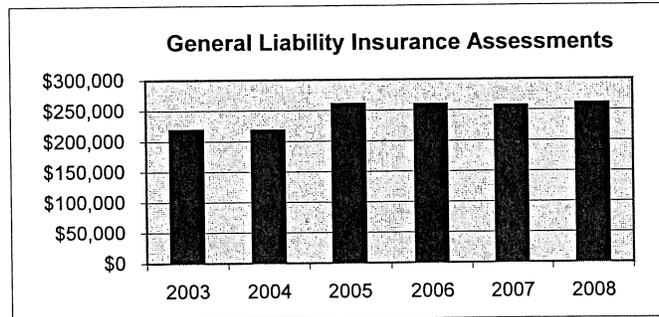
The other general governmental services section of the budget provides for all expenses of general operations of the city not provided under a specific fund and department.

## 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 annual audit fees.

## COMMENTS ON BUDGET APPROPRIATIONS

A significant portion of the general liability insurance assessment to Washington Cities Insurance Authority is included in the budget of this department with a city-wide assessment in 2008 of \$260,365. The annual assessment has remained constant the last few years due to consistent level of losses.



## OTHER GENERAL GOVERNMENT SERVICES DETAIL THREE YEAR COMPARISON

001.07	Actual Expended 2006	Actual Aprop 2007	Estimated Required 2008
<b>519 900 MISCELLANEOUS</b>			
Supplies	\$ 14,619	\$ 20,000	\$ 20,250
Other Services and Charges	96,010	104,000	113,160
Intergovernmental Services and Taxes	25,001	27,000	28,500
Interfund Payments for Services	8,783	-	13,000
<b>531 700 AIR POLLUTION CONTROL</b>			
Intergovernmental Services and Taxes (\$.30 per capita)	4,762	5,000	5,240
<b>567 000 MENTAL AND PHYSICAL HEALTH</b>			
Intergovernmental Services and Taxes	802	3,600	4,300
<b>594 180 Machinery and Equipment</b>	7,484	24,500	-
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>	<b>\$ 157,461</b>	<b>\$ 184,100</b>	<b>\$ 184,450</b>
% Increase (Decrease) Prior Year		16.92%	0.19%

### OTHER SERVICES AND CHARGES DETAIL:

Professional Services (AWC membership - \$8,909, software license)	\$ 16,000
Communication (postage, telephone charges)	12,000
Operating rentals and leases (postage meter, post office box)	660
Insurance (General Fund's portion of liability, property, and fidelity)	67,500
Repairs and Maintenance (Two copy machines, phone maint.)	7,000
Code book updates, Code On-line, annual fee with WA General Admin., city pins	10,000
Total other services and charges	<b>\$ 113,160</b>

# UNLIMITED TAX GENERAL OBLIGATION BOND REDEMPTION

## MISSION STATEMENT

This fund accounts for the payment of principal and interest on the 1996 unlimited general obligation refunding bonds, often referenced as the "park bonds", the bonds issued in 2000 to expand and remodel the city library, and the 2005 refunding bonds which replaces the last ten years of the original library bond issue.

## REVENUE DETAIL THREE YEAR COMPARISON

239.00	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>Taxes:</b>			
361 111 Real and Personal Property	\$ 753,406	\$ 758,269	\$ 745,743
<b>Total Estimated Resources</b>	<u>\$ 753,406</u>	<u>\$ 758,269</u>	<u>\$ 745,743</u>

## EXPENDITURE DETAIL THREE YEAR COMPARISON

239.00	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>Redemption of General Long Term Debt</b>			
591 720 Principal on Library Bonds	\$ 341,000	\$ 358,000	\$ 374,000
591 760 Principal on Park Bonds	110,000	120,000	115,000
<b>Total Redemption of General Long Term Debt</b>	<u>451,000</u>	<u>478,000</u>	<u>489,000</u>
<b>Interest and Other Debt Service</b>			
592 720 Interest on Library Bonds	\$ 281,571	\$ 264,989	\$ 53,000
592 760 Interest on Park Bonds	20,835	15,280	203,743
<b>Total Interest and Other Debt Service</b>	<u>302,406</u>	<u>280,269</u>	<u>256,743</u>
<b>Total Unlimited Tax General Obligation Bond Redemption Fund</b>	<u>\$ 753,406</u>	<u>\$ 758,269</u>	<u>\$ 745,743</u>

**UNLIMITED TAX GENERAL OBLIGATION  
BOND REDEMPTION SCHEDULES**

**1996 Refunding Bonds**

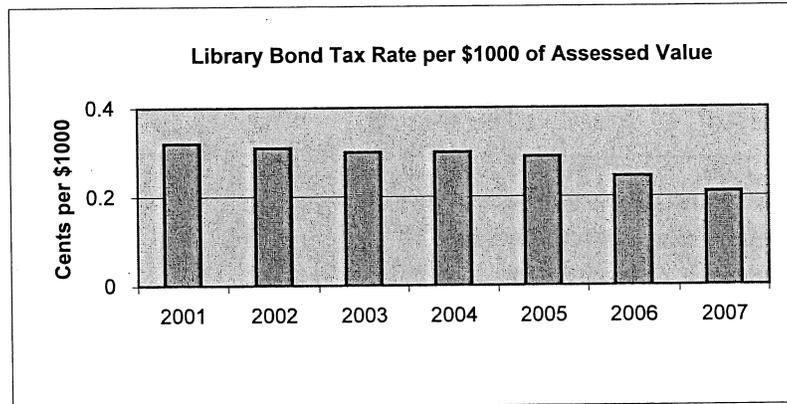
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Last Year of Payment</u>
2008	\$ 115,000	\$ 9,160	\$ 124,160	
2009	60,000	1,590	61,590	
	<u>\$ 175,000</u>	<u>\$ 10,750</u>	<u>\$ 185,750</u>	2009

**2000 Library Bonds**

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Last Year of Payment</u>
2008	\$ 335,000	\$ 53,000	\$ 388,000	
2009	355,000	36,250	391,250	
2010	370,000	18,500	388,500	
	<u>\$ 1,060,000</u>	<u>\$ 107,750</u>	<u>\$ 1,167,750</u>	2010

**2005 Refunding Library Bonds**

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Last Year of Payment</u>
2008	\$ 39,000	\$ 194,583	\$ 233,583	
2009	41,000	193,140	234,140	
2010	42,000	191,623	233,623	
	<u>\$ 122,000</u>	<u>\$ 579,346</u>	<u>\$ 701,346</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 the 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, SE 1st Street road improvements and the 2004 street reconstruction project.

The loan for the fire pumper truck purchased in 2003 is accounted for here also. Loans to be obtained in 2008 for a fire engine and phone, voice mail, and server upgrades are included in this fund.

## REVENUE DETAIL THREE YEAR COMPARISON

<b>240.00</b>	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>Taxes:</b>			
<b>311 100</b> Real and Personal Property	\$ 306,469	\$ 303,488	\$ 301,503
<b>Total Taxes</b>	<u>306,469</u>	<u>303,488</u>	<u>301,503</u>
<b>Other Financing Sources:</b>			
<b>397 000</b> Operating Transfers In:	<u>503,680</u>	<u>514,614</u>	<u>670,014</u>
<b>Total Other Financing Sources</b>	<u>503,680</u>	<u>514,614</u>	<u>670,014</u>
<b>Total Estimated Resources</b>	<u>\$ 810,149</u>	<u>\$ 818,102</u>	<u>\$ 971,517</u>

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

240.00			Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
591	190	IT Equipment/Principal	\$ -	\$ -	\$ 48,000
	210	Police Facility/Principal	180,000	190,000	200,000
	210	Pacific Rim Blvd/Principal	45,000	45,000	45,000
	220	Fire Pumper/Engine Loan/Principal	65,351	67,208	84,317
	595	SE 1st Street Road Improvements/Principal	33,252	33,252	33,252
	595	Parker Street 1996/Principal	96,429	96,429	96,429
	595	Parker Street 1997/Principal	57,857	57,857	57,857
	595	SE 1st Street Construction/Principal	53,801	68,507	133,213
	595	Street Reconstruction/Principal	128,765	128,765	128,765
592	192	IT Equipment/Interest	-	-	10,000
	210	Police Facility/Interest	67,618	58,528	48,838
	210	Pacific Rim Blvd/Interest	12,232	9,960	7,665
	220	Fire Pumper Truck Interest	4,251	2,394	18,584
	595	SE 1st Street Road Improvements/Interest	2,660	2,494	2,328
	595	Parker Street 1996/Interest	31,821	28,929	26,036
	595	Parker Street 1997/Interest	20,829	19,093	17,357
	595	SE 1st Street Construction/Principal	4,270	5,823	10,657
	595	Street Reconstruction/Principal	4,394	3,863	3,219
<b>Total Limited Tax General Obligation Bond Redemption Fund</b>			<u>\$ 808,530</u>	<u>\$ 818,102</u>	<u>\$ 971,517</u>

**1996 Limited Tax Bonds (Police Facility)**

	Principal	Interest	Total	Last Year of Payment
2008	\$ 245,000	\$ 56,503	\$ 301,503	
2009	260,000	43,763	303,763	
2010	270,000	30,113	300,113	2011

**Parker Street - 1996 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment
2008	\$ 96,429	\$ 26,036	\$ 122,465	
2009	96,429	23,143	119,572	
2010	96,429	20,250	116,679	2016

**Parker Street - 1997 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment
2008	\$ 57,857	\$ 17,357	\$ 75,214	
2009	57,857	15,621	73,478	
2010	57,857	13,886	71,743	2017

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

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 33,252	\$ 2,328	\$ 35,580	
<b>2009</b>	33,252	2,161	35,413	
<b>2010</b>	33,252	1,995	35,247	<b>2021</b>

**Fire Pumper Truck - 2003 Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 34,317	\$ 484	\$ 34,801	<b>2008</b>

**SE 1st Construction - 2003 PWTF Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 133,213	\$ 10,657	\$ 143,870	
<b>2009</b>	133,213	9,991	143,204	
<b>2010</b>	133,213	9,325	142,538	<b>2023</b>

**Street Reconstruction - 2002 PWTF Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 128,765	\$ 3,219	\$ 131,984	
<b>2009</b>	128,765	2,575	131,340	
<b>2010</b>	128,765	1,931	130,696	<b>2012</b>

**Fire Engine - 2008 Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 50,000	\$ 18,100	\$ 68,100	
<b>2009</b>	50,000	18,100	68,100	
<b>2010</b>	50,000	18,100	68,100	<b>2015</b>

**Phone, Voice Mail, Server Upgrades - 2008 Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 48,000	\$ 10,000	\$ 58,000	
<b>2009</b>	48,000	10,000	58,000	
<b>2010</b>	48,000	10,000	58,000	<b>2013</b>

# FIREMEN'S PENSION

## FUNCTION

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

## COMMENTS ON BUDGET APPROPRIATIONS

Retired firefighter pensions are increased by an amount equal to the change in the Seattle consumer price index January to January each year. There is currently one retired fire marshall and two firefighters receiving subsidy payments to their state pension.

### REVENUE DETAIL THREE YEAR COMPARISON

611.00	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>Miscellaneous Revenues:</b>			
361 110 Investment Interest	\$ 77,421	\$ -	\$ -
369 000 Employer Contribution	26,681	15,000	25,000
<b>Total Miscellaneous Revenues</b>	<u>104,102</u>	<u>15,000</u>	<u>25,000</u>
<b>Total Estimated Revenues</b>	<u>\$ 104,102</u>	<u>\$ 15,000</u>	<u>\$ 25,000</u>

### EXPENDITURE DETAIL THREE YEAR COMPARISON

611.00.522	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>Disability and Retirement:</b>			
200 Pension and Disability	\$ 11,811	\$ 15,000	\$ 25,000
<b>Total Firemen's Pension</b>	<u>\$ 11,811</u>	<u>\$ 15,000</u>	<u>\$ 25,000</u>

# POLICE DEPARTMENT

POLICE CHIEF (1)

POLICE CAPTAIN (1)

PATROL  
DIVISION

INVESTIGATIONS  
DIVISION

ADMINISTRATIVE  
DIVISION

CLERICAL  
RECORDS SECTION

ANIMAL CONTROL  
(Washougal  
Contract)

Patrol Sergeant  
Squad A (2)

Patrol Sergeant  
Squad B (2)

Detective  
Sergeant (1)

Administrative  
Sergeant (1)

Senior Admin.  
Support Assistant  
(1)

Patrol Officers  
Squad A  
(8.38 FTE)

Patrol Officers  
Squad B  
(8.38 FTE)

Detective (1)

School Resource  
Officer (1)

Admin. Support  
Assistant II (2)

Social Services  
Specialist (1)

Community  
Services  
Officer (1)

Court Security  
Officer (.475 FTE)

Code  
Enforcement  
Officer (1)

Offender Work  
Crew Leader  
(1.05 FTE)

# **LAW ENFORCEMENT DEPARTMENT**

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## **MISSION STATEMENT**

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

## **DEPARTMENTAL GOALS FOR 2008**

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

- \* Sustain the Camas community's confidence in their police department by providing caring, competent, efficient, timely services
- \* Fully deploy the new Police data management software which replaces a 20 year old database.
- \* Work to develop effective strategies to enhance traffic enforcement with focus on speeding violations.
- \* Review Camas PD staff deployment strategies to optimize acceptable service and maintain appropriate levels of safety for both staff and the community.

## **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. Our staff will continue to apply for grants and seek ways to improve efficiencies to reduce impact on the city general fund.

## **MAINTAIN RESPONSE TIMES (PERFORMANCE OBJECTIVE)**

As the City continues to grow both geographically and in population, the police department is challenged with maintaining rapid response times to '911' calls for service. Our goal in 2008 is to maintain the average response times as follows:

- A. Respond to Priority 1, 2, and 3 calls (most critical) within 6 minutes or less.
- B. Respond to Priority 4 and 5 calls in under 10 minutes.

## **COMMENTS ON BUDGET APPROPRIATIONS**

As in past years, we encourage staff to contain operational costs. We strive to grow in our professionalism and in turn work to gain the respect of our community. In 1999 we adopted the motto "No Call Too Small". The Camas community has become accustomed to this level of service. Living up to this motto could not be achieved without the ongoing funding support of the city council.

As our population grows, demands for police service increases. We project a 21% increase in reports written and a 43% increase in traffic citations for 2007. It takes at least 12 months to hire and train an entry level police officer. In anticipation of continued growth and increasing service demand, we are recommending one additional police officer for 2008. This budget authorizes hiring one officer in April.

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 constantly look for ways or opportunities to reduce necessary and important costs of these services.

In March of 2008, Clark County voters will be asked to support an additional .1% sales tax dedicated to emergency '911' communication services county-wide. If the levy is approved, we should see a stabilization in the rising operational costs for CRESA services. If the measure fails, we should expect significant increases in our share of capital and operation expenses soon. Much of the technology infrastructure used at the dispatch center is old and obsolete.

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.

**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.08.		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>521 100 ADMINISTRATION</b>				
	Salaries and Wages	\$ 303,569	\$ 316,456	\$ 329,583
	Personnel Benefits	84,135	99,032	103,604
	Supplies	7,901	6,000	6,000
	Other Services and Charges			
	Professional Services	1,320	3,000	5,000
	Communications (\$100), Travel (\$2,000)	8,992	7,500	9,900
	Repairs/Maint. (\$2,800), Registrations and laundry (\$5,000)			
	Interfund Payments for Services	4,636	9,300	17,040
<b>521 POLICE OPERATIONS</b>				
<b>220 PATROL AND INVESTIGATIONS</b>				
	Salaries and Wages	1,531,343	1,714,079	1,855,737
	Personnel Benefits	482,722	547,417	599,258
	Supplies	45,204	29,100	46,520
	Other Services and Charges	22,922	27,900	34,600
	Professional Service (\$7,200)			
	Uniform cleaning (\$10,000), Communication (\$400)			
	Insurance (\$12,000 liability), Advertising (\$1,500)			
	Repairs and Maint. (\$2,000), Travel (\$1,500)			
	Intergovernmental Services	9,375	10,875	12,000
	Interfund Payments for Services	114,316	115,086	169,120
<b>300 COMMUNITY SERVICES (Previously Crime Prevention)</b>				
	Salaries and Wages	40,292	43,758	46,572
	Personnel Benefits	19,098	18,053	23,075
	Supplies	2,370	3,500	4,000
	Other Services and Charges	932	2,700	2,280
	Communication (\$480), Rentals (\$400)			
	Repairs (\$200), Registrations (\$700), Profess. Service (\$500)			
	Intergovernmental Services	45,415	-	46,830
	Interfund Payments for Services	3,060	2,516	3,300
<b>400 TRAINING</b>				
	Supplies	4,041	7,600	12,600
	Other Services and Charges	10,094	25,100	25,000
	Professional Services (\$4,000 - AIS shooting trailer)			
	Travel (\$12,000 - training required for new officers),			
	Registrations, publications (\$9,000)			
	Intergovernmental Services	-	1,500	2,100
<b>500 FACILITIES</b>				
	Salaries and Wages	6,063	6,000	8,000
	Personnel Services	1,900	1,800	1,800
	Supplies	6,416	9,000	8,000
	Other Services and Charges	83,787	85,000	95,800
	Insurance (\$8,500 property insurance),			
	Public Utilities (\$51,000), Rentals (\$300)			
	Repairs and Maintenance (\$20,000)			
	Janitorial and mat cleaning services (\$16,000)			
	Interfund Payments for Services	500	600	-

**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

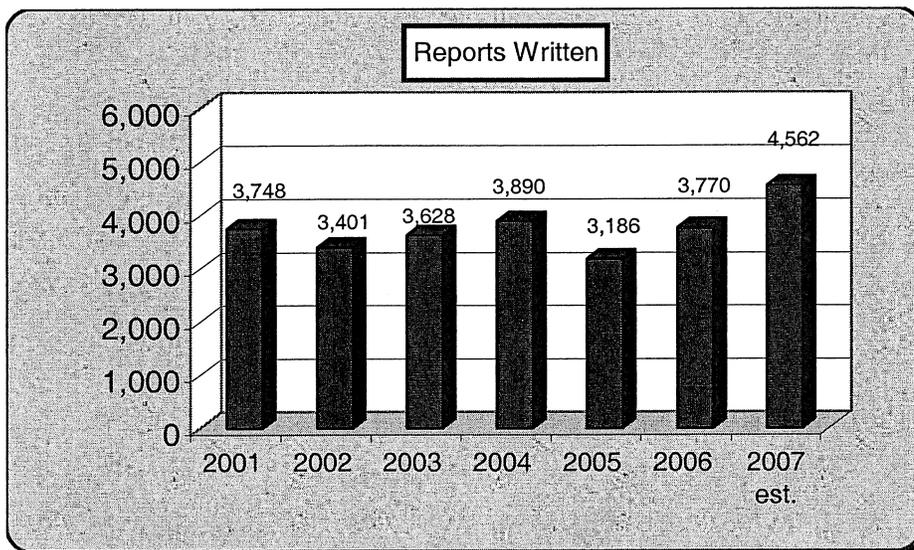
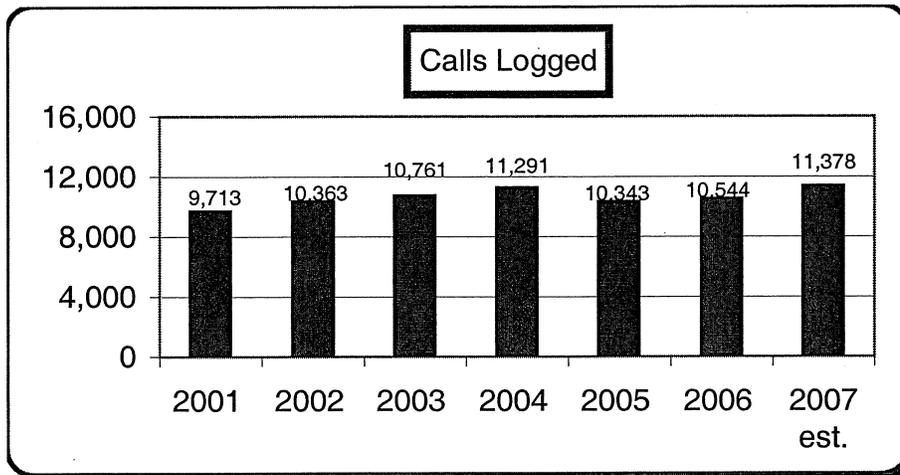
001.08	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>900 CODE ENFORCEMENT</b>			
Salaries and Wages	5,598	42,770	45,535
Personnel Benefits	1,586	17,383	13,098
Supplies	3,256	500	500
Other Services and Charges	519	2,200	1,780
Professional Services (\$300), Communications (\$480)			
Miscellaneous (\$1,000)			
Interfund Payments for Services	750	1,920	1,800
<b>910 OTHER MUNICIPAL SERVICES - SOCIAL SERVICES</b>			
Salaries and Wages	59,387	60,299	61,919
Personnel Benefits	13,500	18,440	18,494
Supplies	-	200	200
Other Services and Charges	418	900	1,500
Travel (\$100), Misc. (\$900), Professional Services (\$500)			
<b>930 FINGERPRINTING/OTHER AGENCY</b>			
Intgovernment Professional Services	1,023	1,000	1,200
<b>950 DISABILITY AND RETIREMENT LEOFF-1</b>			
Personnel Benefits	73,773	60,000	90,000
<b>528 600 COMMUNICATION, OPERATIONS, CONTRACTED SERVICES</b>			
Supplies	115	-	-
Intergovernmental Services	176,124	182,073	222,600
<b>528 800 COMMUNICATIONS, GENERAL</b>			
Supplies	-	1,500	650
Other Services and Charges	24,637	26,500	25,500
Communication (\$22,500 cell phones, pagers, telephone)			
Repairs and Maintenance (\$3,000 repair phones and radios)			
<b>CAPITAL OUTLAY</b>			
Machinery and Equipment	44,701	70,000	30,000
Building Improvements	-	300,000	-
<b>TOTAL LAW ENFORCEMENT AND COMMUNICATIONS</b>	<u>\$ 3,245,790</u>	<u>\$ 3,878,557</u>	<u>\$ 3,982,495</u>
% Increase (Decrease) Prior Year		19.50%	2.68%

**CAPITAL OUTLAY DETAIL:**

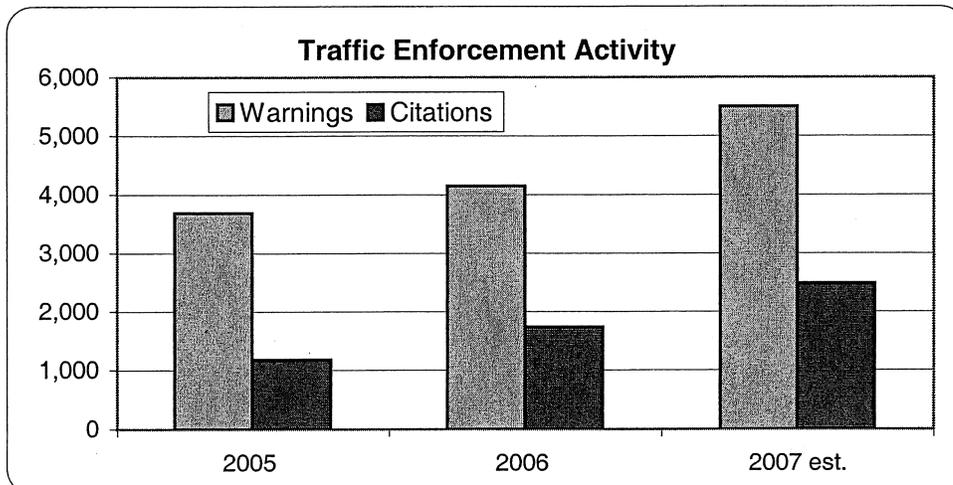
Police vehicle (In addition to Equipment Rental purchases of Police vehicles)	\$ 30,000
Total	<u>\$ 30,000</u>

# Statistics

The charts below reflect the calls logged and reports written by the Police department for a seven year time period.



The chart below reflects the traffic enforcement activity for a three year time period.

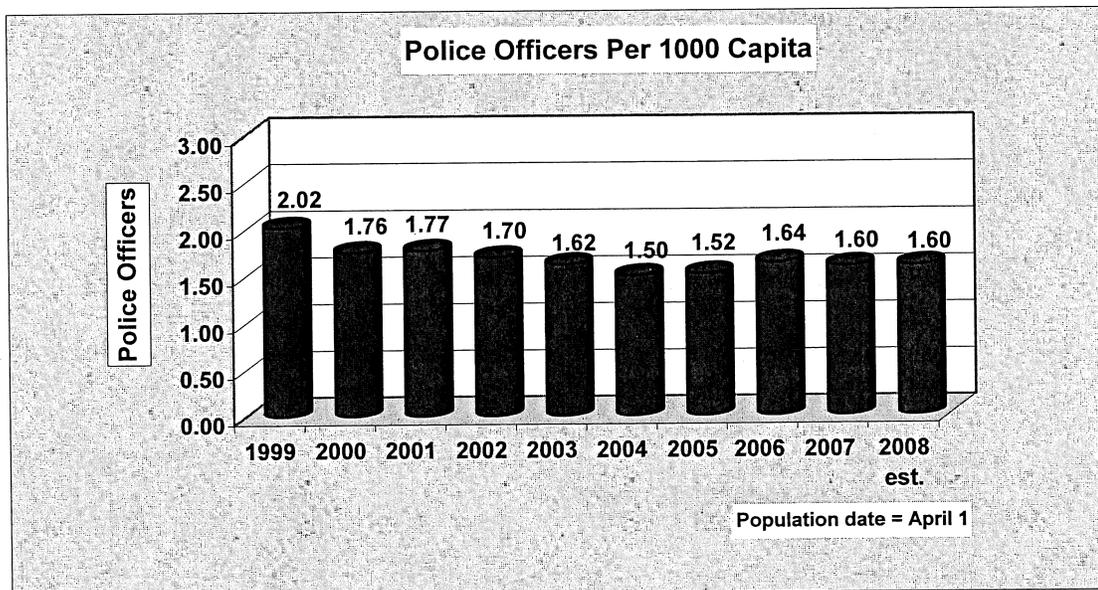


## LAW ENFORCEMENT PERSONNEL SCHEDULE

	Actual Approp 2007	Estimated Required 2008
Police Chief	\$ 110,040	\$ 110,618
Police Captain	89,928	95,775
Senior Admin Support Assistant	44,113	46,983
Admin Support Assistant II (2 FTE)	71,924	75,757
Administrative Overtime	450	450
Police Sergeant (6 FTE)	470,736	492,548
Police Officers (18 FTE - 2007, 18.75 FTE - 2008)	1,121,705	1,238,227
Police Operations Overtime	42,500	50,000
Holiday Pay	79,139	74,962
Community Services Officer	43,258	46,072
Community Services Overtime	500	500
Code Enforcement Officer	42,520	45,285
Code Enforcement Overtime	250	250
Social Services Specialist	59,299	61,319
Social Services Specialist Overtime	1,000	600
<b>TOTAL LAW ENFORCEMENT</b>	<b>\$ 2,177,362</b>	<b>\$ 2,339,346</b>

% Increase (Decrease) Prior Year

7.44%



# DETENTION AND CORRECTION

## FUNCTION

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

## ACTIVITIES AND SERVICES

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

## COMMENTS ON BUDGET APPROPRIATIONS

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

Noteworthy is \$219,000 was paid in 2006 to Skamania County and 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 2006	Actual Approp 2007	Estimated Required 2008
<b>300 PROBATION AND PAROLE SERVICES</b>			
Salaries and Wages	\$ 45,620	\$ 44,247	\$ 48,675
Personnel Services	6,596	8,022	9,261
Supplies	6,058	8,000	6,500
Other Services and Charges	878	2,400	2,350
Intergovernmental Services	63,918	104,466	85,000
Interfund Payments	6,180	6,648	7,128
<b>600 CARE AND CUSTODY OF PRISONERS</b>			
Salaries and Wages	25,193	24,294	21,354
Personnel Services	3,045	3,600	3,844
Supplies	8,357	600	700
Other Services and Charges	832	300	100
Intergovernmental Services	118,987	166,372	134,600
<b>TOTAL DETENTION AND CORRECTION</b>	<b>\$ 285,664</b>	<b>\$ 368,949</b>	<b>\$ 319,512</b>
% Increase (Decrease) Prior Year		29.15%	-13.40%

DETENTION AND CORRECTION PERSONNEL SCHEDULE	Actual Approp 2007	Estimated Required 2008
Offender Crew Leader (1 at .475 FTE and 1 at .525 FTE - 2007, 2 at .525 FTE - 2008)	\$ 44,247	\$ 48,675
Court Security Officer (.475 FTE)	24,294	21,354
Total Personnel	<b>\$ 68,541</b>	<b>\$ 70,029</b>
% Increase (Decrease) Prior Year		2.17%

# ANIMAL CONTROL

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## MISSION STATEMENT

The Animal Control Department provides for animal control expenses.

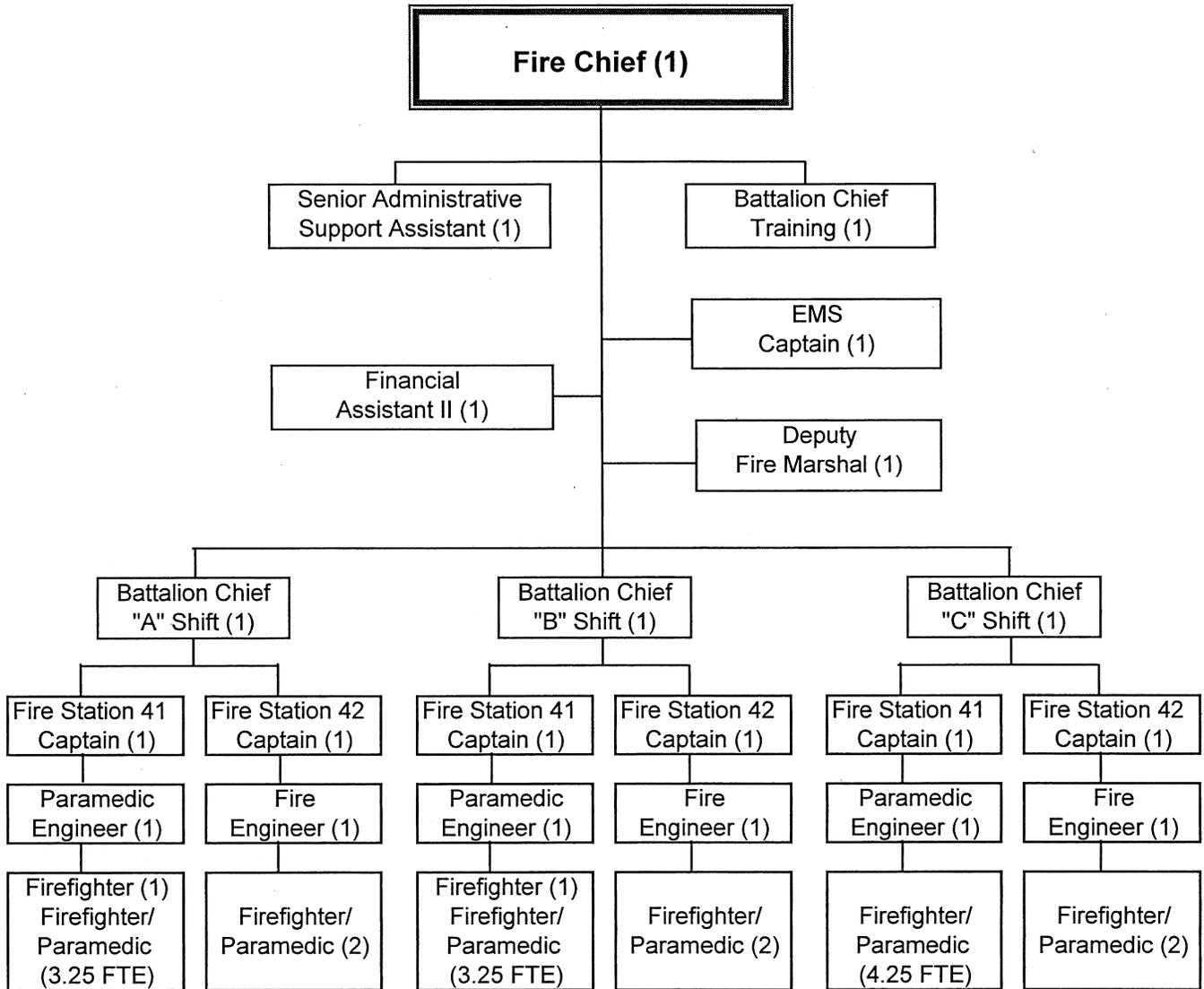
## ACTIVITIES AND SERVICES

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 2006	Actual Approp 2007	Estimated Required 2008
<b>539 300 ANIMAL CONTROL</b>			
Supplies	\$ 348	\$ 500	\$ 500
Other Services and Charges	-	1,000	1,000
Intergovernmental Services	<u>61,642</u>	<u>80,880</u>	<u>85,000</u>
<b>Total Other Physical Environment</b>	<u><u>\$ 61,990</u></u>	<u><u>\$ 82,380</u></u>	<u><u>\$ 86,500</u></u>
% Increase (Decrease) Prior Year		32.89%	5.00%

# FIRE DEPARTMENT



# FIRE DEPARTMENT

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## **MISSION STATEMENT**

To provide quality and cost effective fire suppression, prevention, emergency medical services and educational programs to the community.

## **DEPARTMENTAL GOALS FOR 2008**

1. Develop a long range master plan/strategic plan (continuation of 2006-07 goals).
2. Complete additional goals identified in the Oldani Report of 2004.
3. Increase staffing to seven 7 per day (continuation of 2007 goals).
4. Develop plan for firefighter intern program (continuation of 2007 goals).
5. Secure site for future fire station site.
6. Improve physical fitness and wellness program.
7. Create one firefighter position to offset overtime costs and assist in fire prevention.
8. Continue to monitor and lower sick leave usage and preventable injuries.
9. Standardize training programs for all shifts.
10. Develop succession plan and career guidance programs.

## **ACTIVITIES AND SERVICES**

Medical and suppression services are provided by 34 professional firefighter/medics located at the City Hall and Grass Valley fire stations. All services including medical transport are provided 24/7 to the citizens of Camas and through inter-local agreements to the City of Washougal the East County Fire District.

Administrative Support, Ambulance Billing and Fire Prevention services are provided by 5 department personnel located at City Hall and the Grass valley Fire Station.

The Fire Prevention Unit consisting of 1 Deputy Fire Marshal reviews plans for new construction, fire and life safety inspections of commercials, schools and public occupancies. The Fire Inspector assigned to this position also responds to critical incidents as part of the command staff and arson investigator. Fire safety education programs and the permitting process are also part of their duties.

**FIRE DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.09		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>522 100 ADMINISTRATION</b>				
	Salaries and Wages	\$ 74,415	\$ 77,450	\$ 82,057
	Overtime	200	2,000	2,000
	Personnel Benefits	15,913	19,185	19,249
	Supplies	2,666	-	-
	Other Services and Charges	10,116	8,400	8,530
	Interfund Payments for Services	2,550	2,808	2,920
<b>522</b>	<b>FIRE SUPPRESSION</b>			
<b>210</b>	<b>REGULAR FORCE</b>			
	Salaries and Wages	1,390,385	1,455,389	1,579,395
	Overtime	105,234	125,000	125,000
	Personnel Benefits	411,695	408,914	501,314
	Supplies	38,416	39,600	35,000
	Other Services and Charges	74,014	68,315	84,750
	Professional Services (\$8,000 for equipment testing, medicals)			
	Insurance (\$22,650 liability insurance)			
	Repairs and Maintenance (\$50,000 on equipment and vehicles)			
	Registration, publications, laundry, operating rentals (\$10,100)			
	Interfund Payments for Services	7,080	7,988	9,864
<b>220</b>	<b>VOLUNTEER FORCE</b>			
	Salaries and Wages	-	5,000	5,000
	Personnel Benefits	105	5,300	5,300
	Supplies	-	500	500
	Other Services and Charges	-	700	700
<b>230</b>	<b>WATER SERVICE</b>			
	Other Services and Charges (public utility-hydrant rental)	10,800	11,500	11,500
<b>300</b>	<b>FIRE PREVENTION AND INVESTIGATION</b>			
	Salaries and Wages	73,300	76,764	80,528
	Overtime	7,797	7,500	10,000
	Personnel Benefits	12,370	16,795	24,253
	Supplies	6,798	8,000	10,760
	Other Services and Charges	5,347	10,750	8,250
	Professional Services - third party inspections (\$5,000)			
	Laundry, Handbooks and repairs (\$3,250)			
	Interfund Payments for Services	5,400	5,616	5,841
<b>400</b>	<b>TRAINING</b>			
	Supplies	3,607	5,400	4,200
	Other Services and Charges	14,545	16,050	19,730
	Professional Services (\$7,500)			
	Travel (\$4,230)			
	Registration, publications (\$8,000)			

**FIRE DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

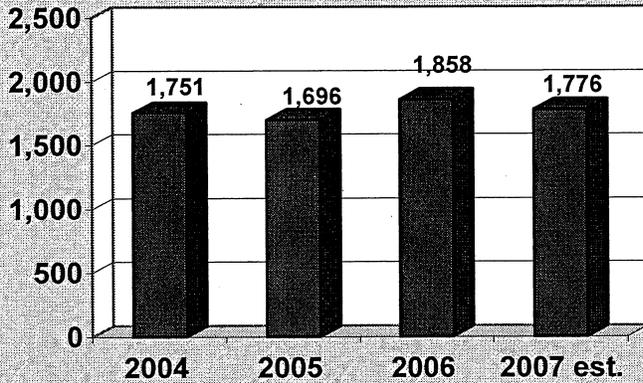
001.09	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>500 FACILITIES</b>			
Salaries and Wages	6,524	7,800	8,000
Personnel Benefits	2,421	2,200	3,000
Supplies	2,951	2,500	5,500
Other Services and Charges	44,008	38,510	42,180
Professional Services (\$6,500 janitorial, floor mats)			
Insurance (\$4,980 property insurance)			
Public Utility (\$23,000)			
Repairs and Maintenance (\$7,700 on bldg., HVAC, maintenance of auxiliary station and drill tower)			
Interfund Payments for Services	400	-	-
<b>950 DISABILITY AND RETIREMENT-LEOFF 1</b>			
Personnel Benefits	57,769	51,924	40,559
Pension & Disability			28,375
<b>528 COMMUNICATIONS</b>			
<b>600 OPERATIONS, CONTRACTED SERVICES</b>			
Intergovernmental Services	65,470	63,078	66,057
<b>800 COMMUNICATIONS, GENERAL</b>			
Supplies	1,376	6,800	6,800
Other Services and Charges	20,352	21,500	23,100
Professional Services (\$100)			
Communication (\$20,000 for cell phones, pagers, phones)			
Repairs and Maintenance (\$3,000 for radio repairs)			
<b>TOTAL FIRE CONTROL AND COMMUNICATIONS</b>	<u>\$ 2,474,024</u>	<u>\$ 2,579,236</u>	<u>\$ 2,860,212</u>
% Increase (Decrease) Prior Year		4.25%	10.89%

**FIRE DEPARTMENT PERSONNEL SCHEDULE**

	Actual Approp 2007	Estimated Required 2008
Fire Chief (.5 FTE)	\$ 52,870	\$ 56,640
Sr. Admin Support Assistant (.5 FTE)	24,580	25,417
Overtime	2,000	2,000
Battalion Chiefs (3 FTE - 2007, 3.2 FTE - 2008)	267,604	302,173
Fire Captain (6)	463,397	487,980
Engineers (2 FTE - 2007, 3 FTE - 2008)	147,144	211,386
Firefighter (6 FTE - 2007, 2FTE - 2008)	383,832	134,214
Firefighter/Paramedic (2.5 FTE - 2007, 5.875 FTE - 2008 )	163,757	411,462
Holiday Pay	29,655	32,180
Fire Suppression Overtime	125,000	125,000
Volunteer Force (Intern program)	5,000	5,000
Deputy Fire Marshal (1)	76,764	80,528
Fire Prevention Overtime	7,500	10,000
<b>Total Fire Control</b>	<b><u>\$ 1,749,103</u></b>	<b><u>\$ 1,883,980</u></b>
 % Increase (Decrease) Prior Year		 7.71%

## Statistics

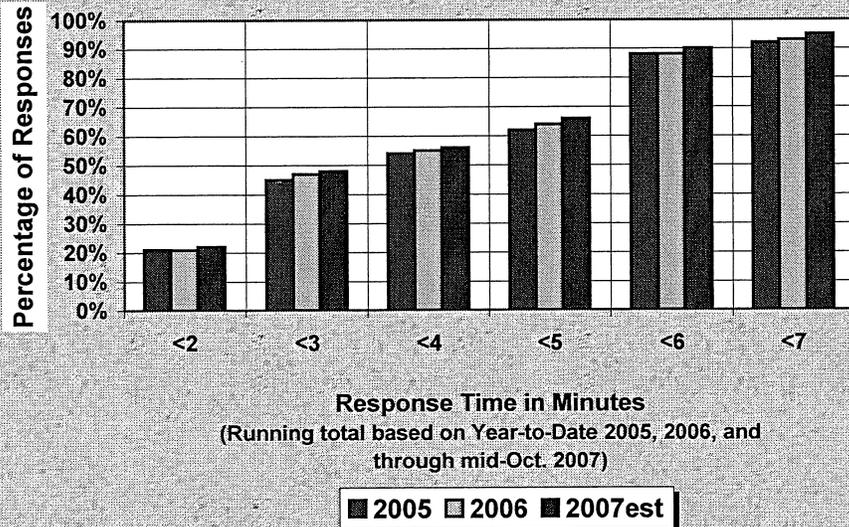
**Fire Responses  
Four Year Comparison**



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

A department goal is to arrive on emergency scenes within 7 minutes of dispatch 90% of the time throughout the City.

**Fire Responses  
Time Comparisons**



# EMERGENCY SERVICES

## 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 2006	Actual Approp 2007	Estimated Required 2008
<b>100 ADMINISTRATION</b>			
Intergovernmental Services	\$ 13,246	\$ 15,500	\$ 16,500
<b>TOTAL EMERGENCY SERVICES</b>	\$ 13,246	\$ 15,500	\$ 16,500
% Increase (Decrease) Prior Year		17.02%	6.45%

# EMERGENCY RESCUE

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## **MISSION STATEMENT**

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

## **GOALS FOR 2008**

1. Meet ambulance response time standards established by Clark County Ordinance.
2. Provide all Basic Life Support pre-hospital care providers in the Camas/Washougal area with essential training in the treatment of a variety of medical emergencies.
3. Provide the Paramedics of Camas Fire Department with essential training in advanced cardiac, trauma and pediatric care.
4. Increase public awareness of the services provided by the Emergency Rescue function.
5. Continue to show gains in recovery of financial health throughout 2008.
6. Develop a plan for replacement of aging diagnostic equipment.
7. Continue to reduce sick leave and on-duty injuries with the new and on-going Wellness/Fitness program and the introduction of more ergonomic equipment.

## **ACTIVITIES AND SERVICES**

The Fire Department provides emergency medical care and ambulance transport to East Clark County. Efforts are being made to improve public awareness and expand educational opportunities 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 2008 budget reflects a continuing successful effort in gaining financial health. This has been done through the implementation of more efficient billing and an increase in the EMS levy. The increased budget reflects adding of personnel, a program of replacement of aging equipment and increased educational opportunities for department personnel.

**EMERGENCY RESCUE  
REVENUE DETAIL  
THREE YEAR COMPARISON**

115.00		Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
291	740	<b>Beginning Appropriated Fund Balance</b>		
		\$ -	\$ 96,006	\$ 89,454
311	100	<b>Taxes:</b>		
		Real and Personal Property		
		580,312	1,045,000	1,072,000
		<b>Total Taxes</b>		
		580,312	1,045,000	1,072,000
		<b>Intergovernmental Revenue:</b>		
334	040	State Grants		
		1,463	-	1,500
338	260	Shared Costs-Ambulance, Rescue, Emergency Aid		
		479,613	475,000	425,000
		<b>Total Intergovernmental Revenue</b>		
		481,076	475,000	426,500
		<b>Charges for Goods and Services</b>		
341	600	Printing and Duplicating		
		145	-	100
342	600	Ambulance and Emergency Aid Fees		
		762,649	692,000	840,000
342	601	Ambulance/Emergency Aid Fees - Out of District		
		-	69,000	-
347	900	Culture and Recreation (First-aid/CPR classes)		
		3,775	3,500	3,500
		<b>Total Charges for Goods and Services</b>		
		766,569	764,500	843,600
		<b>Fines and Penalties</b>		
359	900	Late Fees		
		1,949	-	13,000
		<b>Total Fines and Penalties</b>		
		1,949	-	13,000
		<b>Miscellaneous Revenues:</b>		
361	110	Investment Interest		
		9,231	1,000	2,000
367	000	Contributions and Donations-Private Sources		
		340	500	1,000
369	900	Other Miscellaneous Revenue		
		124	-	-
		<b>Total Miscellaneous Revenues</b>		
		9,695	1,500	3,000
		<b>Total Estimated Revenues</b>		
		1,839,601	2,286,000	2,358,100
		<b>Total Estimated Resources</b>		
		\$ 1,839,601	\$ 2,382,006	\$ 2,447,554

**EMERGENCY RESCUE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

115.00		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>526 100</b>	<b>ADMINISTRATION</b>			
	Salaries and Wages	\$ 120,897	\$ 125,181	\$ 131,417
	Overtime	344	2,000	\$ 2,000
	Personnel Benefits	29,139	33,505	35,983
	Supplies	2,126	-	-
	Other Services and Charges	9,247	4,800	5,680
	Interest	6,900	2,500	7,200
	Interfund Payments	3,928	177,808	177,972
<b>200</b>	<b>AMBULANCE SERVICES</b>			
	Salaries and Wages	862,801	1,102,584	1,185,186
	Overtime	90,225	133,920	140,000
	Personnel Benefits	247,427	327,354	373,944
	Supplies	127,846	108,940	135,431
	Other Services and Charges	65,655	68,850	70,270
	Professional Services (\$6,500 for medical advice)			
	Operating rentals (\$8,000 for oxygen cylinders)			
	Insurance (\$27,470 liability and property insurance)			
	Repairs and Maintenance (\$20,000 for equipment and ambulances)			
	Communication, Travel, Advertising, Medical waste disposal, laundry (\$8,300)			
	Intergovernmental Services and Taxes	-	-	4,543
	Interfund Payments for Services	6,858	7,214	100
<b>400</b>	<b>TRAINING</b>			
	Supplies	1,931	4,625	4,000
	Other Services and Charges	8,795	14,975	9,100
	Professional Services (classes \$5,000)			
	Travel (\$1,500), Operating rentals & leases, misc. (\$2,600)			
<b>528 600</b>	<b>COMMUNICATIONS, ALARMS AND DISPATCH OPERATIONS, CONTRACTED SERVICES</b>			
	Intergovernmental Services and Taxes	114,885	115,000	122,228
<b>800</b>	<b>COMMUNICATIONS, GENERAL</b>			
	Supplies	11,539	12,250	13,500
	Other Services and Charges	11,696	14,000	14,000
	Communication (\$8,000 for cell phones, pagers, telephones)			
	Repairs and Maintenance (\$6,000 for radio, GPS, VRMS repair)			
<b>594 260</b>	<b>CAPITAL OUTLAY</b>			
	Ambu/Rescue/Emer Aid	5,385	101,500	-
<b>597 000</b>	<b>OTHER FINANCING USES</b>			
	Operating Transfers	-	25,000	15,000
	<b>TOTAL EMERGENCY RESCUE FUND</b>	<b>\$ 1,727,625</b>	<b>\$ 2,382,006</b>	<b>\$ 2,447,554</b>
	% Increase (Decrease) Prior Year		37.88%	2.75%

**EMERGENCY RESCUE PERSONNEL SCHEDULE**

Actual  
Approp  
2007

Estimated  
Required  
2008

**AMBULANCE, RESCUE AND EMERGENCY AID**

**ADMINISTRATION**

Fire Chief (.5 FTE)	\$ 52,870	\$ 56,640
Sr. Admin. Support Specialist (.5 FTE)	24,580	25,418
Financial Assistant II	47,731	49,359
Overtime	2,000	2,000

<b>TOTAL ADMINISTRATION</b>	<u>127,181</u>	<u>133,417</u>
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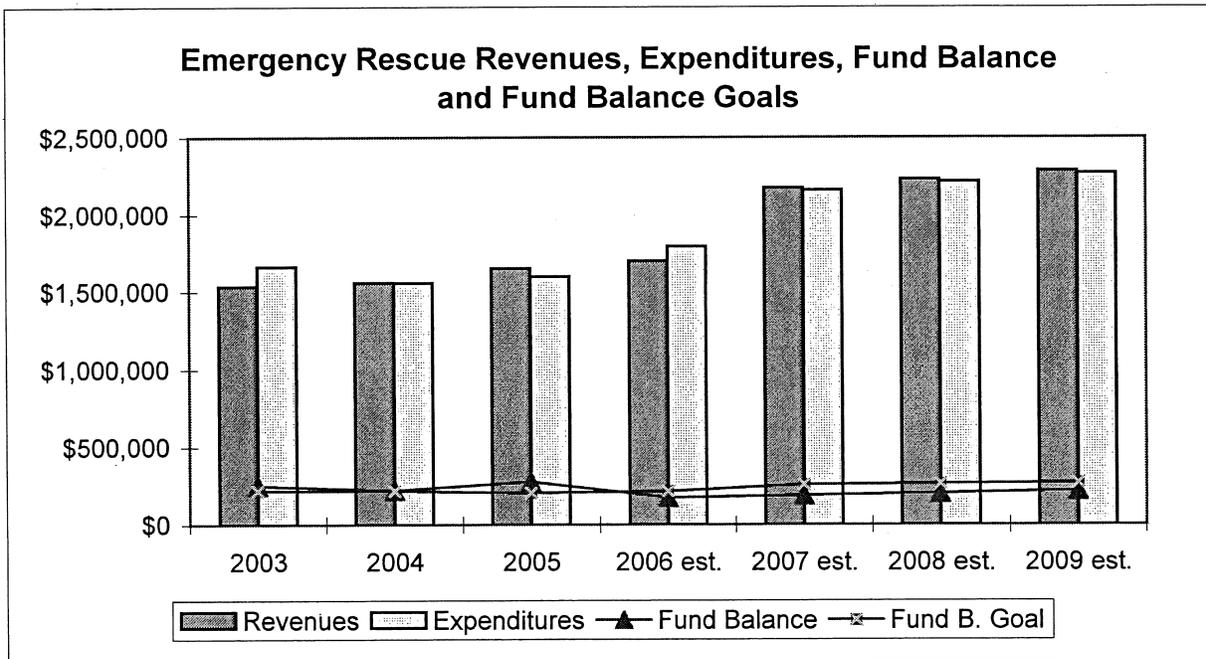
**AMBULANCE**

Battalion Chiefs (.75 FTE - 2007, .80 FTE - 2008)	66,902	75,794
Paramedic Captain	83,160	87,239
Engineers (4 FTE - 2007, 3 FTE - 2008)	294,288	228,530
Firefighter/Paramedic (9.5 FTE - 2007, 10.875 FTE - 2008)	637,463	771,251
Holiday Compensation	20,771	22,372
Overtime	135,000	140,000

<b>TOTAL AMBULANCE</b>	<u>1,237,584</u>	<u>1,325,186</u>
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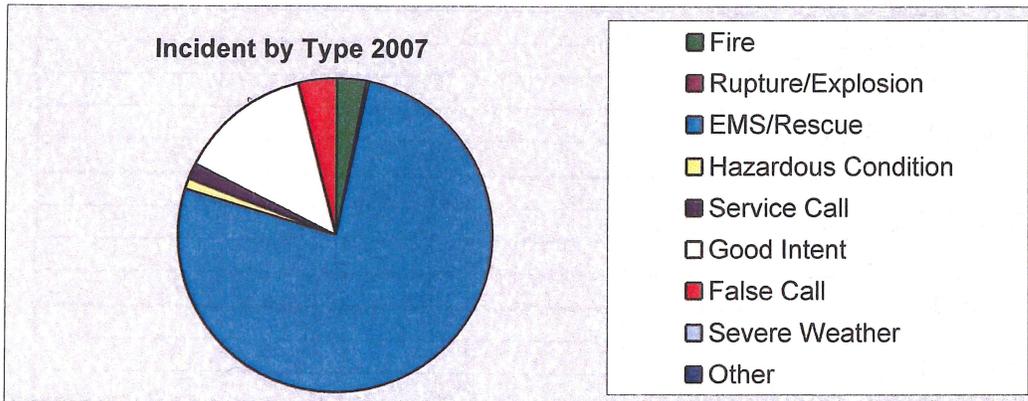
<b>TOTAL AMBULANCE, RESCUE AND EMERGENCY AID</b>	<u>\$ 1,364,765</u>	<u>\$ 1,458,603</u>
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% Increase (Decrease) over prior year 6.88%

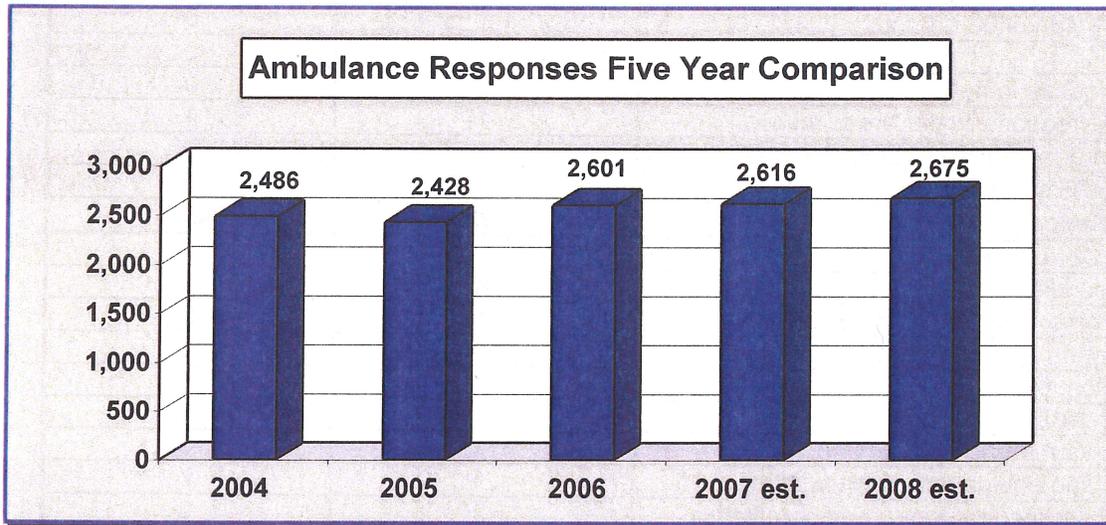


In 2006, we began tracking data with a new records management system. The information below shows March 1, 2006 through December 31, 2006 and January 1, 2007 through November 8, 2007.

<u>Incident Types</u>	<u>03/01-12/31/06</u>	<u>01/01 - 11/08/07</u>
Fire	72	78
Rupture/Explosion	-	2
EMS/Rescue	1,938	1,869
Hazardous Condition	28	28
Service Call	51	42
Good Intent	330	338
False Call	58	89
Severe Weather	1	-
Other	3	3
<b>Total</b>	<b>2,481</b>	<b>2,449</b>



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



### Exhibit A

Incident by Incident Type With Detail	3/1/2006 to 12/31/2006	1/1/2007 to 11/7/2007
<b>Fire</b>		
Fire, other	3	1
Building fire	3	5
Building fire Residential	8	21
Fires in structures other than in a building	1	5
Cooking fire, confined to container	5	4
Chimney or flue fire, confined to chimney or flue	4	4
Incinerator overload or malfunction, fire confined	0	1
Trash or rubbish fire, contained	6	4
Passenger vehicle fire	5	7
Off-road vehicle or heavy equipment fire	1	1
Natural vegetation fire, other	10	5
Forest, woods or wildland fire	1	0
Brush, or brush and grass mixture fire	7	2
Grass fire	4	2
Outside rubbish fire, other	1	3
Outside rubbish, trash or waste fire	8	9
Construction or demolition landfill fire	2	0
Dumpster or other outside trash receptacle fire	1	0
Outside storage fire	1	1
Cultivated trees or nursery stock fire	1	1
<b>Total Fire:</b>	<b>72</b>	<b>78</b>
<b>Rupture/Explosion</b>		
Overpressure rupture, explosion, overheat other	0	1
Explosion (no fire), other	0	1
<b>Total Rupture/Explosion</b>	<b>0</b>	<b>2</b>
<b>EMS/Rescue</b>		
Medical assist, assist EMS crew	6	8
EMS call, excluding vehicle accident with injury	1,773	1732
Vehicle accident with injuries	108	90
Motor vehicle/pedestrian accident (MV Ped)	3	1
Motor vehicle accident with no injuries	35	36
Lock-in (if lock out , use 511 )	1	0
Search for person underground	1	0
Other	3	0
Extrication, rescue, other	2	0
Swimming/recreational water areas rescue	1	1
Electrocution or potential electrocution	1	0
Rescue or EMS standby	4	1
<b>Total EMS/Rescue:</b>	<b>1,938</b>	<b>1869</b>
<b>Hazardous Condition</b>		
Hazardous condition, other	4	1
Gasoline or other flammable liquid spill	4	5
Gas leak (natural gas or LPG)	3	3
Toxic condition, other	1	0
Chemical hazard (no spill or leak)	1	0
Chemical spill or leak	1	3
Electrical wiring/equipment problem, other	1	7
Heat from short circuit (wiring), defective/worn	2	0

Overheated motor	3	2
Power line down	4	0
Arcing, shorted electrical equipment	2	3
Accident, potential accident, other	1	2
Vehicle accident, general cleanup	1	2
<b>Total Hazardous Condition:</b>	<b>28</b>	<b>28</b>
<b>Service Call</b>		
Service Call, other	1	1
Person in distress, other	2	2
Lock-out	1	0
Water problem, other	1	1
Water evacuation	1	0
Water or steam leak	4	2
Animal problem	1	0
Public service assistance, other	9	23
Assist police or other governmental agency	3	0
Police matter	2	0
Public service	7	0
Assist invalid	13	11
Unauthorized burning	1	1
Cover assignment, standby, moveup	5	1
<b>Total Service Call:</b>	<b>51</b>	<b>42</b>
<b>Good Intent</b>		
Good intent call, other	15	8
Dispatched & cancelled en route	183	97
Dispatched & cancelled-EMS	95	195
No incident found on arrival at dispatch address	17	16
Authorized controlled burning	1	3
Vicinity alarm (incident in other location)	1	0
EMS call, party transported by non-fire agency	0	1
Steam, other gas mistaken for smoke, other	1	2
Smoke scare, odor of smoke	16	11
Barbeque, tar kettle	0	3
Steam, vapor, fog or dust thought to be smoke	1	2
<b>Total Good Intent:</b>	<b>330</b>	<b>338</b>
<b>False Call</b>		
False alarm or false call, other	8	8
Malicious, mischievous false call, other	0	1
Municipal alarm system, malicious false alarm	0	1
Local alarm system, malicious false alarm	0	1
System malfunction, other	2	2
Sprinkler malfunction, other	0	1
Smoke detector activation due to malfunction	6	3
Alarm system sounded due to malfunction	17	14
CO detector activation due to malfunction	2	0
Unintentional transmission of alarm, other	2	2
Sprinkler activation, no fire - unintentional	0	1
Smoke detector activation, no fire - unintentional	9	9
Detector activation, no fire - unintentional	1	5
Alarm system sounded, no fire - unintentional	11	8
<b>Total False Call:</b>	<b>58</b>	<b>56</b>
<b>Severe Weather</b>		

Flood assessment	1	0
<b>Total Severe Weather:</b>	<b>1</b>	<b>0</b>
<b>Other</b>		
Special type of incident, other	1	2
Citizen complaint	2	1
<b>Total Other:</b>	<b>3</b>	<b>3</b>
<b>Total Incident Count:</b>	<b>2,481</b>	<b>2,416</b>

Fire Department Personnel Schedule

Fire		FTE		Actual	Estimated	Notes:
	2007	2008	Approp.	Required		
Fire Chief (50%)	0.50	0.50	\$2,007	\$2,007		
Sr. Admin. Support Asst. (50%)	0.50	0.50	\$52,870	\$56,640		
Overtime			\$24,580	\$25,417		
			\$2,000	\$2,000		
Battalion Chiefs (80%)	3.00	3.20	\$267,604	\$302,173		2007 New BC started April, 2008 .80 FTE w/balance EMS
Fire Captains w/Paramedic Cert.	2.00	2.00	\$159,467	\$167,280		
Fire Captains	4.00	4.00	\$303,930	\$320,700		2007 estimated 2 of 6 engineers would be fire engineers, actually 3 of 6 promoted
Fire Engineers	2.00	3.00	\$147,144	\$211,386		2007 assumed 2 of 4.5 fflpm would be promoted to engineer, prom of ff (Cooper) to Capt. created another fflpm; new hire 2008 50% fire - hire April (.375)
Firefighter/Paramedic	2.50	5.88	\$163,757	\$411,462		From 6 in 2007 to 2 in 2008 due to promotion to Fire Engineer and promotion to Capt.
Firefighters	6.00	2.00	\$383,632	\$134,214		
Holiday Pay			\$29,655	\$32,180		
Overtime			\$125,000	\$125,000		
Fire Marshal	1.00	1.00	\$76,764	\$80,528		
Overtime			\$7,500	\$10,000		
Volunteer Force/Intern Program			\$5,000	\$5,000		
Fire FTE	21.50	22.08	\$1,749,103	\$1,883,980		
<b>EMS</b>						
	FTE		Actual	Estimated		
	2007	2008	Approp.	Required		
Fire Chief (50%)	0.50	0.50	\$2,007	\$2,007		
Sr. Admin. Support Asst. (50%)	0.50	0.50	\$52,870	\$56,640		
Financial Asst. II	1.00	1.00	\$24,580	\$25,418		
			\$47,731	\$49,359		
Overtime			\$2,000	\$2,000		
Battalion Chiefs (20%)	0.75	0.80	\$66,902	\$75,794		2007 New BC started April, 2008 .20 FTE w/balance Fire
EMS Captain	1.00	1.00	\$83,160	\$87,239		
Paramedic Engineers	4.00	3.00	\$294,288	\$228,530		2007 Estimated 4 of 8 engineers would be fflpm, actually 3
Firefighter/Paramedics	9.50	10.88	\$637,463	\$771,251		2007 assumed 4 fflpm would promote to engineer, only 3 actually did; 2008 new hire 50% ems - hire April (.375)
Holiday Pay			\$20,771	\$22,372		
Overtime			\$135,000	\$140,000		
EMS FTE	17.25	17.68	\$1,364,765	\$1,458,603		
Total Fire/EMS FTE	38.75	39.75				

Exhibit C

	2007	Fire	Ems	Total
Chief		0.5	0.5	1
Battalion Chiefs		3	-	3
B.C. - Training		-	0.75	0.75
EMS Captain		-	1	1
Deputy Fire Marshal		1	-	1
Senior Admin Assist		0.5	0.5	1
Financial Assist		-	1	1
Captains		6	-	6
Engineers		2	4	6
Firefighter/Paramedic		2.5	9.5	12
Firefighter		6	-	6
		<u>21.5</u>	<u>17.25</u>	<u>38.75</u>

	2008	Fire	Ems	Total
Chief		0.5	0.5	1
Battalion Chiefs		2.4	1	3
B.C. - Training		0.8	0.2	1 budgeted as .75 in 2007, now 1 FTE for 2008
EMS Captain		-	1	1
Deputy Fire Marshal		1	-	1
Senior Admin Assist		0.5	0.5	1
Financial Assist		-	1	1
Captains		6	-	6
Engineers		3	3	6
Firefighter/Paramedic		5.875	10.88	16.75 new position to start April = .75 FTE for 2008
Firefighter		2	-	2
		<u>22.08</u>	<u>17.68</u>	<u>39.75</u>

# 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.

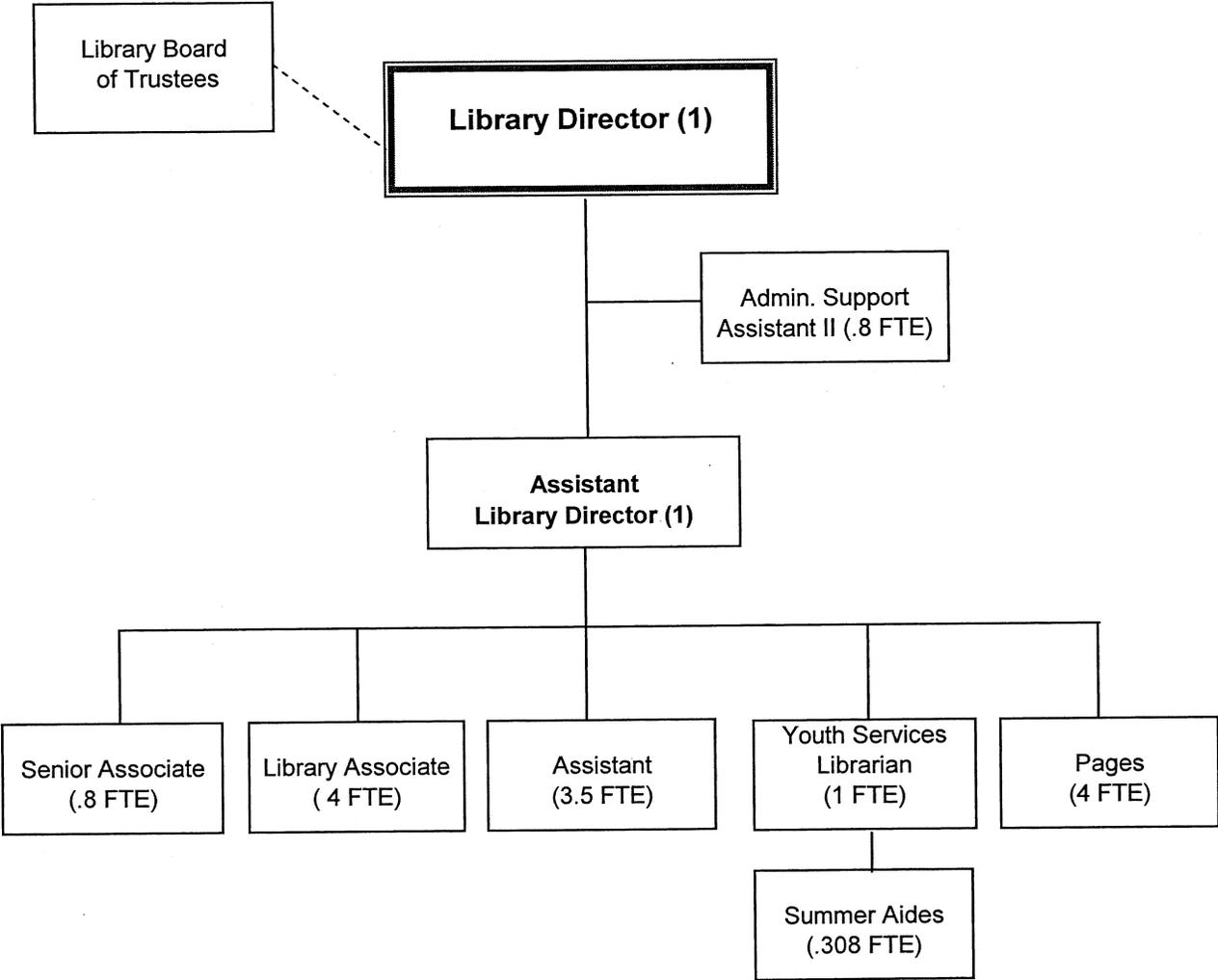
## REVENUE DETAIL THREE YEAR COMPARISON

118.00	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>Other Financing Sources:</b>			
291 740 Reserves	\$ -	\$ -	\$ 50,000
391 800 Intergovernmental Loan Proceeds	-	-	362,000
397 100 Operating Transfers in	-	25,000	-
<b>Total Other Financing Sources</b>	-	25,000	412,000
<b>Total Estimated Resources</b>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 412,000</u>

## EXPENDITURE DETAIL THREE YEAR COMPARISON

118.00.597	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>CAPITAL OUTLAY</b>			
594 220 Equipment	\$ -	-	\$ 412,000
<b>Total Fire Equipment Cumulative Reserve Fund</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 412,000</u>

# LIBRARY



# LIBRARY DEPARTMENT

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## **MISSION STATEMENT**

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

## **DEPARTMENT GOALS FOR 2008**

1. Increase number of events offered during the year, including Camas Reads One Book, more children's programs and the 5th birthday celebration.
2. Continue to provide a wide variety of quality, contemporary library services and facilities for customers.
3. Explore use of technology to provide value-added services.

## **ACTIVITIES AND SERVICES**

The new Camas Public Library will be five years old in May 2008. This will be a year when the library adds new events which will bring more foot traffic to the library and downtown Camas. Through undertakings such as a summer reading program, weekly story times, after school homework help, and regularly scheduled adult events, the library provides informational, educational, recreational, and cultural activities to well over 10,000 participants annually.

With services such as reference, readers' advisory, free public computers, public meeting spaces and an art gallery, the library is a community commons that currently touches almost 80 percent of Camas residents.

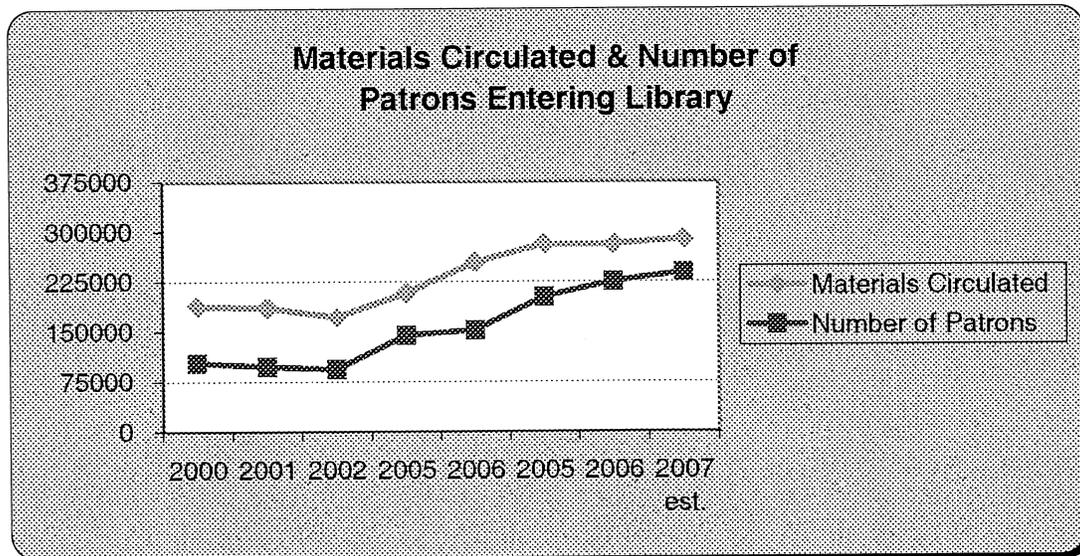
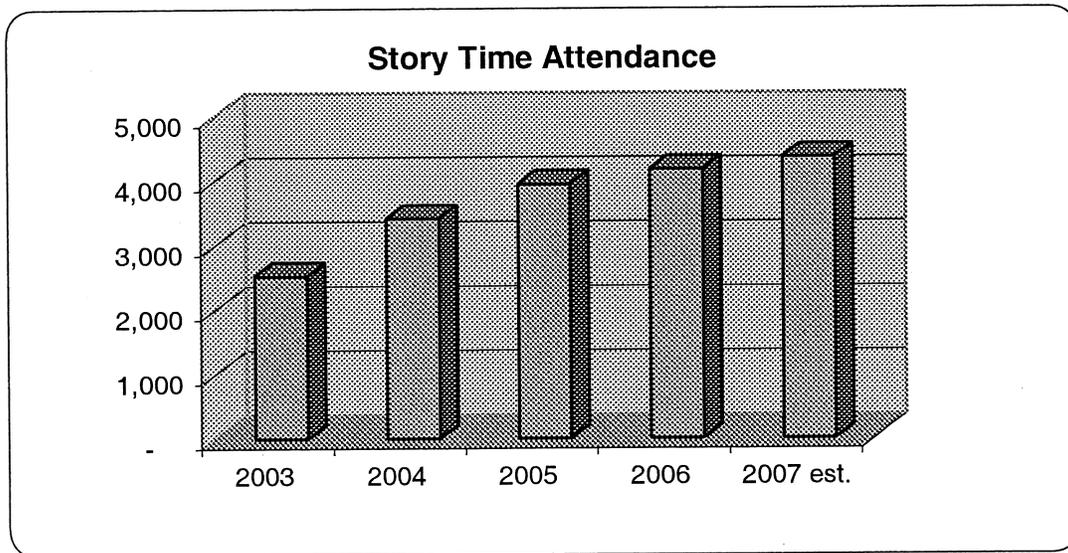
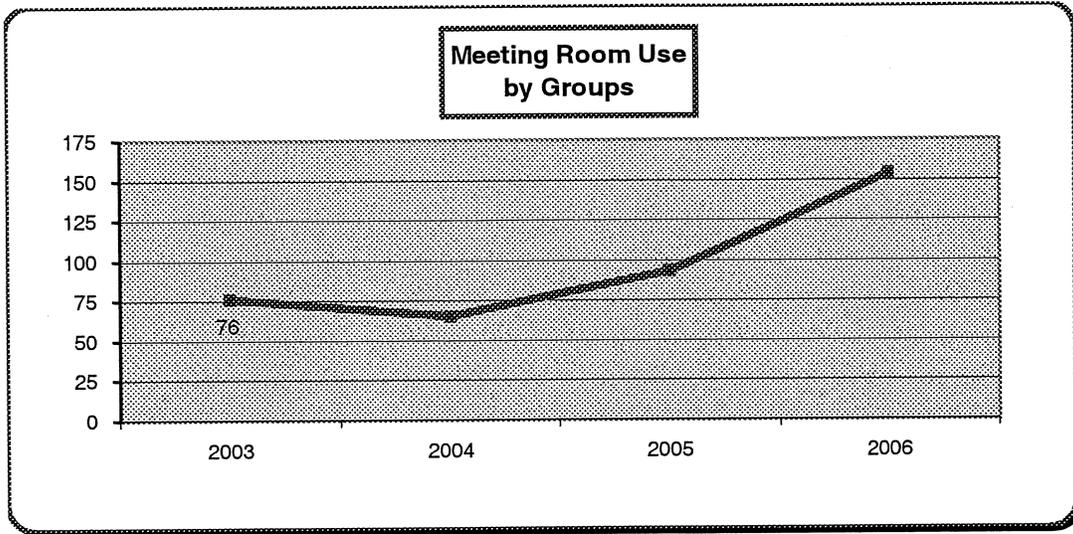
## **COMMENTS ON BUDGET APPROPRIATIONS**

The department continues to experience growth pangs as it moves from a sleepy small town book lender to a contemporary, thriving, mid-sized city library, as it moves from the print world into the digital world, and as new demands - and opportunities - for services reveal themselves.

Our strategic plan adopted in 2005 calls for increasing and improving collections, increasing library sponsored events and exploring new avenues for service delivery.

This budget represents what it will take to maintain the current level of services and programs at the library for 60 hours per week, to make progress toward the goals of the strategic plan, and to maintain the library facility.

## STATISTICAL INFORMATION



**LIBRARY DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.30		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>572 100 ADMINISTRATION</b>				
	Salaries and Wages	\$ 81,044	\$ 83,400	\$ 86,236
	Personnel Benefits	21,710	20,850	25,871
	Other Services and Charges (travel)	2,674	1,875	3,000
<b>200 LIBRARY SERVICES</b>				
	Salaries and Wages	528,980	620,269	647,667
	Personnel Benefits	127,500	150,085	179,474
	Supplies	19,612	17,480	16,555
	Other Services and Charges	35,076	40,980	60,660
	Professional Services (\$17,050)			
	Communication (\$16,250 for postage, phone)			
	Advertising (\$2,500)			
	Insurance (\$12,850)			
	Repairs (\$3,250 for maintenance contracts)			
	Misc. (\$8,760 for printing, registrations, memberships, interlibrary loans, catalog databases)			
	Intergovernmental Services and Taxes	5,244	20,600	17,600
<b>400 TRAINING</b>				
	Other Services and Charges (travel costs, registration)	5,481	2,750	5,390
<b>500 FACILITIES</b>				
	Salaries and Wages	7,194	8,000	9,500
	Personnel Benefits	2,350	2,400	2,895
	Supplies	2,121	3,600	3,500
	Other Services and Charges	94,458	109,870	126,902
	Professional Services (\$36,792 for janitorial, window cleaning, alarm monitoring, landscaping)			
	Communication (\$4,000 for telephone, postage)			
	Insurance (\$11,660 property)			
	Public Utility (\$49,850)			
	Repairs and Maintenance (\$24,600)			
	Interfund Payments for Services	-	250	-
<b>594 720 CAPITAL OUTLAY</b>				
	Books	109,706	128,000	137,000
	<b>TOTAL LIBRARIES</b>	<u>\$ 1,043,150</u>	<u>\$ 1,210,409</u>	<u>\$ 1,322,250</u>
	% Increase (Decrease) Prior Year		16.03%	9.24%

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Library Director	\$ 83,400	\$ 86,236
Assistant Library Director	60,542	64,482
Senior Library Associate (.8 FTE)	41,566	42,981
Library Associate (4 FTE)	195,902	202,548
Admin. Support Assistant II (.8 FTE)	32,811	33,928
Library Assistant (3.25 FTE - 2007, 3.5 FTE - 2008)	115,666	130,267
Youth Services Librarian	55,113	49,407
Overtime	1,370	3,000
Pages (4 FTE)	96,366	100,121
Summer Aides (.308 FTE)	6,317	6,317
Substitutes	14,616	14,616
Total Libraries	<u>\$ 703,669</u>	<u>\$ 733,903</u>
% Increase (Decrease) Prior Year		4.30%

# LIBRARY CONSTRUCTION

## PROJECT STATEMENT

This fund accounts for the construction of the expansion and remodel of the Library building, and \$800,000 designated to be used to expand parking. \$123,199 has been spent on parking to date.

## 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 grand opening was May 2003. Total construction costs are \$7,982,791.

### REVENUE DETAIL THREE YEAR COMPARISON

<b>320.00</b>	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 25,000	\$ 133,000
<b>Miscellaneous Revenues:</b>			
<b>361 110 Investment Interest</b>	26,026	20,000	20,000
<b>Total Miscellaneous Revenues</b>	26,026	20,000	20,000
<b>Total Estimated Resources</b>	\$ 26,026	\$ 45,000	\$ 153,000

### EXPENDITURE DETAIL THREE YEAR COMPARISON

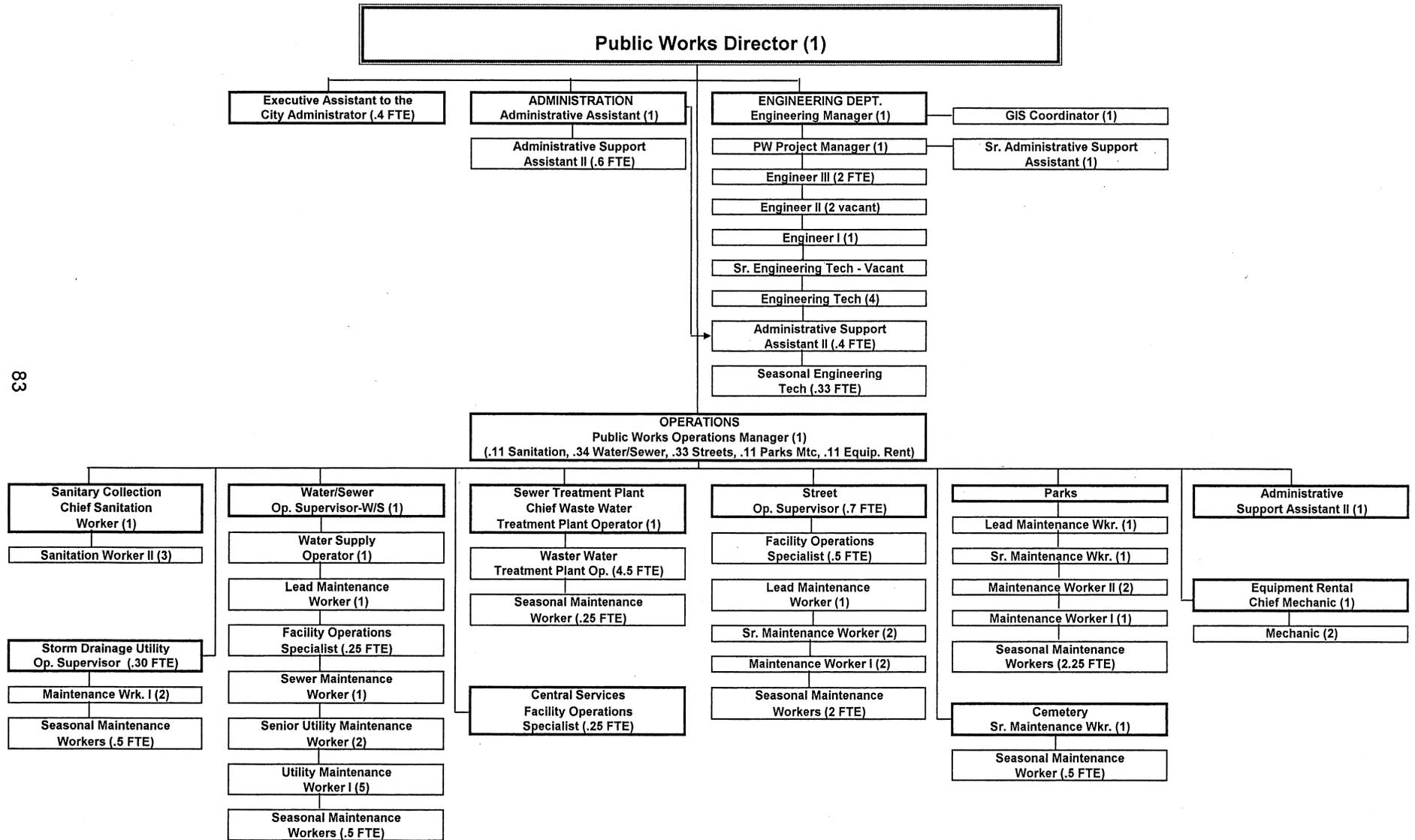
<b>320.00.594.720</b>	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
Supplies (furniture & book drop)	\$ -	\$ 8,000	\$ 18,000
Other Services and Charges	650	-	-
Capital Outlay	-	37,000	135,000
<b>Total</b>	\$ 650	\$ 45,000	\$ 153,000

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

Lighting	\$ 30,000
Book conveyor	90,000
Building sign	15,000
<b>Total</b>	<b>\$ 135,000</b>

# PUBLIC WORKS DEPARTMENT

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# ENGINEERING DEPARTMENT

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## **MISSION STATEMENT**

The Administration Department provides administrative, research, secretarial and clerical support for the Engineering 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 2008**

### **Administration:**

1. Support the revitalization and development of the business districts of the community.
2. Guide and strengthen an effective team.
3. Continue in the development and implementation of information systems and electronic record management.

### **Engineering:**

1. Continue the conversion of as-built drawings to digital format. Distribute to desk top for staff.
2. Maintain the GIS mapping system.
3. Review plans, inspect, and monitor numerous residential and commercial developments.
4. Provide engineering and administrative services for all water/sewer capital projects.
5. Provide engineering and administrative services for all street and park capital projects.

## **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, Storm Water, 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 2006	Actual Approp 2007	Estimated Required 2008
<b>532</b>	<b>100 ADMINISTRATION</b>			
	Salaries and Wages	\$ 193,411	\$ 195,890	\$ 199,017
	Personnel Benefits	48,465	58,544	59,482
	Supplies	2,806	2,850	2,850
	Other Services and Charges (cell phones, travel, etc.)	9,218	7,150	7,450
	Interfund Payments for Services	3,659	2,500	-
	<b>200 ENGINEERING PLANS AND SERVICES</b>			
	Salaries and Wages	632,811	730,914	726,445
	Personnel Benefits	201,310	215,538	255,379
	Supplies	17,567	16,400	17,900
	Other Services and Charges			
	Professional Services	137,161	25,000	40,000
	Traffic Counts	-	15,000	5,000
	Cell phones, travel, registrations, insurance, etc.	30,493	23,400	30,185
	Intergovernmental Services	9,214	8,000	10,000
	Interfund Payments for Services	12,313	15,000	15,600
	<b>400 TRAINING</b>			
	Other Services and Charges (travel, registrations)	1,619	6,500	6,500
	<b>TOTAL ENGINEERING</b>	<u>\$ 1,300,047</u>	<u>\$ 1,322,686</u>	<u>\$ 1,375,808</u>
	% Increase (Decrease) Prior Year		1.74%	4.02%

<b>ENGINEERING PERSONNEL SCHEDULE</b>		Actual Approp 2007	Estimated Required 2008
	Public Works Director	\$ 101,316	\$ 104,761
	Administrative Assistant	50,639	52,362
	Executive Assistant to the City Administrator (.5 FTE-2007, .4 FTE -2008)	24,586	19,122
	Admin. Support Assistant II (.5 FTE - 2007, 1 FTE - 2008)	18,289	36,188
	Administrative Overtime	1,060	1,060
	Engineering Manager	83,674	89,108
	Project Manager	76,594	79,200
	GIS Coordinator	-	66,333
	Engineer III (2.5 FTE - 2007, 2 FTE - 2008)	169,554	144,976
	Engineer II (2 FTE - 2007, 2 vacant - 2008)	118,943	-
	Engineer I	52,546	55,966
	Engineering Technician (3 - 2007, 4 - 2008)	152,822	209,383
	Senior Admin. Support Assistant	44,874	47,814
	Seasonal Engineering Tech. (2 at 4 mths - 2007, 1 at 4 mths - .33 FTE)	24,407	14,189
	Overtime	7,500	5,000
	<b>Total Engineering</b>	<u>\$ 926,804</u>	<u>\$ 925,462</u>
	% Increase (Decrease) Prior Year		-0.14%

# 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 2006	Actual Approp 2007	Estimated Required 2008
<b>518 200 PROPERTY MANAGEMENT SERVICES</b>			
Salaries and Wages	\$ 13,194	\$ 15,306	\$ 15,819
Personnel Benefits	4,110	6,550	5,328
Supplies	25,081	16,200	19,000
Other Services and Charges	162,753	156,300	139,120
Interfund Payment for Services	-	14,500	-
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 205,138</b>	<b>\$ 208,856</b>	<b>\$ 179,267</b>
% Increase (Decrease) Prior Year		1.81%	-14.17%

### CENTRAL SERVICES PERSONNEL SCHEDULE

	Actual Approp 2007	Estimated Required 2008
Facility Operations Specialist (.25 FTE)	\$ 15,106	\$ 15,619
Lead Maintenance Worker (.25 FTE)	-	-
Overtime	200	200
Total Central Services	<b>\$ 15,306</b>	<b>\$ 15,819</b>
% Increase (Decrease) Prior Year		3.35%

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

Professional Services (janitorial for City Hall, fire system monitor, alarm maintenance, mat/linen service)	\$ 19,400
Communication (telephone, Portland line)	1,000
Insurance (property insurance for City Hall)	8,470
Public Utility (electric, gas, water, sewer, garbage)	38,150
Repairs and Maintenance (HVAC, generator, garage doors, HVAC water treatment controls, fire extinguisher maint., lighting heat pump replacement, fire dept.dorm upgrade, HVAC bladder tank, computer room electrical move)	72,100
Total other services and charges	<b>\$ 139,120</b>

# CITY STREET DEPARTMENT

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## MISSION STATEMENT

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

## DEPARTMENT GOALS FOR 2008

1. Provide for the safe movement of drivers, cyclists and pedestrians within our community.
2. Maintain the roadways, bike paths 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, sweeping of streets, maintaining traffic control devices and providing snow and ice control for emergency vehicle access on priority routes designated on the "Snow Plow Map" are activities and services provided from the street budget activity.

**CITY STREET FUND**  
**REVENUE DETAIL**  
**THREE YEAR COMPARISON**

112.00	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 155,000	\$ -
<b>Intergovernmental Revenue:</b>			
<b>333 140</b> Community Dev. Block Grant	93,295	107,043	200,000
<b>333 200</b> Federal Indirect Grants-STP	7,605	190,000	50,000
<b>333 200</b> Federal Indirect Grant - Emergency Relief	448,137	216,250	-
<b>334 036</b> State Grants	-	21,625	-
<b>336 000</b> Motor Vehicle Fuel Tax-City Street	332,923	396,206	408,465
<b>336 000</b> Motor Vehicle Fuel Tax-Street Imp.	26,490	-	-
<b>Total Intergovernmental Revenue</b>	<u>908,450</u>	<u>931,124</u>	<u>658,465</u>
<b>Charges for Goods and Services:</b>			
<b>344 900</b> Street Vacation Fees	8,795	1,000	8,000
<b>344 910</b> Charges for Services	357	-	1,000
<b>Total Charges for Goods and Service</b>	<u>9,152</u>	<u>1,000</u>	<u>9,000</u>
<b>Miscellaneous Revenues:</b>			
<b>361 110</b> Interest	10,370	-	7,000
<b>363 000</b> Recoveries	92,203	-	-
<b>367 110</b> Contributions	13,440	-	-
<b>369 900</b> Miscellaneous	60	-	-
<b>Total Charges for Goods and Service</b>	<u>116,073</u>	<u>-</u>	<u>7,000</u>
<b>Total Estimated Revenues</b>	<u>1,033,675</u>	<u>1,087,124</u>	<u>674,465</u>
<b>Other Financing Sources:</b>			
<b>391 800</b> Intergovernmental Loan Proceeds (PWTF)	-	-	-
<b>395 100</b> Proceeds from Sale of Capital Assets	590	-	-
<b>397 000</b> Operating Transfers In	1,772,898	2,497,971	2,154,287
<b>Total Other Financing Sources</b>	<u>1,773,488</u>	<u>2,497,971</u>	<u>2,154,287</u>
<b>Total Estimated Resources</b>	<u>\$ 2,807,163</u>	<u>\$ 3,585,095</u>	<u>\$ 2,828,752</u>

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

112.00		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
	<b>Roadway Preservation</b>			
541	300 Roadway	\$ 265,363	\$ 322,715	\$ 346,430
	<b>Road and Street Maintenance</b>			
542	300 Roadway	354,547	247,259	291,839
	500 Structures	101,570	42,527	1,000
	610 Sidewalks	13,165	32,124	42,641
	620 Special Purpose Paths	1,019	1,027	-
	630 Street Lighting	209,279	242,814	247,961
	640 Traffic Control Devices	103,660	155,993	120,299
	650 Parking Facilities	53	1,554	-
	660 Snow and Ice Control	10,766	34,304	61,911
	670 Street Cleaning	5,904	-	-
	700 Roadside	51,969	86,715	56,973
	710 Downtown Mall Maintenance	63,897	42,124	45,365
	800 Ancillary Operations	14,880	20,170	20,673
	900 Maintenance Administration	125,662	97,148	116,752
	<b>Road and Street General Administration</b>			
543	100 Management	-	1,500	-
	300 General Services	313,428	347,714	344,765
	500 Facilities	445	-	47,895
	600 Training	6,647	11,907	3,500
	<b>Road and Street Facilities</b>			
544	200 Maintenance of Stations and Bldgs	56,546	49,500	45,748
	<b>Total Preservation and Maintenance</b>	<u>1,698,800</u>	<u>1,737,095</u>	<u>1,793,752</u>
	<b>Road and Street Construction</b>			
595	200 Right of Way	-	50,000	-
	300 Roadway	1,022,820	1,434,000	745,000
	500 Structures	-	80,000	-
	600 Traffic & Pedestrian	-	25,000	-
	610 Sidewalks	10,853	190,000	260,000
	620 Special Purpose Paths	-	50,000	-
	640 Traffic Control Devices	982	-	-
	660 Snow and Ice Control	-	19,000	-
	<b>Transfers</b>			
597	000 Operating Transfer Out	-	-	30,000
	<b>Total City Street Fund</b>	<u>\$ 2,733,455</u>	<u>\$ 3,585,095</u>	<u>\$ 2,828,752</u>
	% Increase (Decrease) over prior year		31.16%	-21.10%

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Transportation/Road & Street Construction		
Public Works Operations Manager (.33 FTE)	\$ 29,074	\$ 30,063
Operations Supervisor - Streets (.8 FTE - 2007, .7 FTE - 2008)	57,272	51,818
Facility Operations Specialist (.25 FTE - 2007, .5 FTE - 2008)	15,106	31,237
Lead Maintenance Worker (1)	62,236	62,660
Senior Maintenance Worker (2)	111,170	116,635
Maintenance Worker II (0 - 2007, 2 - 2008)	-	89,951
Maintenance Worker (2 - 2007, 0 - 2008)	87,704	-
Seasonal Maintenance Workers (6 - 3 months and 1 - 6 months - 2007, 4 - 3 months and 2 - 6 months - 2008)	42,937	44,391
Overtime	10,029	9,576
Total Transportation/Road and Street Const.	<u>\$ 415,528</u>	<u>\$ 436,331</u>
% Increase (Decrease) over prior year		5.01%

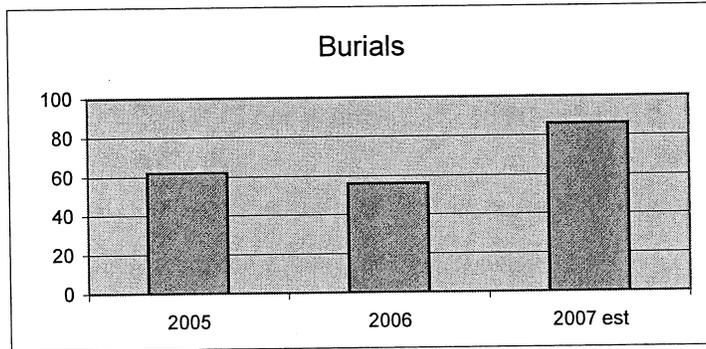
#### CAPITAL OUTLAY DETAIL:

Roadway Construction Projects		
112-52-595-610-65 *	CDBG Mobility - NE 3rd Avenue	\$ 250,000
112-55-595-300-65 *	Arterial/Collector rehabilitation	300,000
112-70-595-300-65 *	Leadbetter design	170,000
112-72-595-300-65 *	NW Maryland Street - 19th to 24th	125,000
Sidewalk Construction Projects		
112-00-595-610-65 *	Pedestrian safety, sidewalks, curb ramps, ADA compliance	10,000
Special Purpose Paths		
112-54-595-620-65 *	Bike Lane, NW Lake Road	150,000
Total City Street Projects and Equipment		<u>\$ 1,005,000</u>

# CEMETERY FUND

## FUNCTION

This fund was established to account for the operation and maintenance of the cemetery. 2007 was the first year of operation for the city.



## REVENUE DETAIL TWO YEAR COMPARISON

	Adjusted Revenue 2007	Estimated Revenue 2008
<b>125.00</b>		
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 66,104
<b>Intergovernment Revenue:</b>		
<b>334 003 State Grant - Local Archives</b>	-	16,043
<b>Charges for Goods and Services</b>		
<b>343 600 Cemetery Lot Sales</b>	20,000	45,000
<b>343 610 Cemetery Services</b>	5,000	36,000
<b>343 610-01 Liners/Headstone installations</b>	-	1,000
<b>Total Intergovernmental Revenue</b>	25,000	82,000
<b>Miscellaneous Revenue:</b>		
<b>361 110 Investment Interest</b>	-	2,000
<b>367 100 Cemetery Endowment</b>	110,518	-
<b>369 900 Miscellaneous</b>	-	100
<b>Total Miscellaneous Revenue</b>	110,518	2,100
<b>Total Estimated Revenues</b>	\$ 135,518	\$ 166,247

**CEMETERY FUND EXPENDITURE DETAIL**

**EXPENDITURE DETAIL**

<b>125.00</b>		Actual Approp 2007	Estimated Required 2008
<b>Operations and Maintenance</b>			
<b>536 500</b>	Salaries and Wages	\$ 56,071	\$ 70,986
	Personnel Benefits	15,597	25,899
	Supplies	6,250	11,250
	Other Services and Charges (professional services - archive files \$16,043, communication \$600, insurance \$2,800, utilities \$7,000, repairs and maintenance \$2,500, miscellaneous \$500)	14,100	29,443
	Interfund payments for service	<u>18,500</u>	<u>28,669</u>
<b>Total Operations and Maintenance</b>		<u>110,518</u>	<u>166,247</u>
<b>Capital</b>			
<b>594 360</b>	Machinery and Equipment - lawn mower	<u>25,000</u>	-
<b>Total Capital</b>		<u>25,000</u>	-
<b>Total Cemetery</b>		<u>\$ 135,518</u>	<u>\$ 166,247</u>
% Increase (Decrease) Prior Year			22.68%

<b>CEMETERY PERSONNEL SCHEDULE</b>		Actual Approp 2007	Estimated Required 2008
	Senior Maintenance Worker 1 (1 FTE)	48,415	58,888
	Overtime	500	1,000
	Seasonal Maint. Wkr. (1 at 4 months - 2007, 1 at 6 months = .5 FTE - 2008)	7,156	11,098
<b>Total Cemetery</b>		<u>\$ 56,071</u>	<u>\$ 70,986</u>
% Increase (Decrease) Prior Year			26.60%

# STORM WATER DRAINAGE UTILITY

## MISSION STATEMENT

The storm water drainage function provides for planning and construction of storm sewer capital facilities in the Fisher Basin drainage area in west Camas. And with the expansion of this utility, maintenance, operations and construction for storm water city-wide.

## DEPARTMENT GOALS FOR 2008

1. Continue with the implementation 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.
3. Inspect, report, and follow-up on existing storm detention facilities.

## REVENUE DETAIL THREE YEAR COMPARISON

419.00	Actual Revenue 2006	Actual Estimated 2007	Estimated Revenue 2008
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 501,048	\$ 382,447
<b>Intergovernment Revenue</b>			
<b>334 031 State Grant - Dept. of Ecology</b>	-	-	75,000
<b>Charges for Goods and Services:</b>			
<b>343 800 Storm Drainage - O &amp; M Fisher Basin</b>	115,449	115,000	120,000
<b>343 831 Storm Drainage Revenues - Capital</b>	70,814	70,000	75,000
<b>343 830 Storm Drainage Revenues - O &amp; M Non FB</b>	280,292	280,000	290,000
<b>Total Charges for Goods and Services</b>	<u>466,555</u>	<u>465,000</u>	<u>485,000</u>
<b>Miscellaneous Revenues:</b>			
<b>361 110 Investment Interest</b>	53,584	40,000	35,000
<b>Total Miscellaneous Revenues</b>	<u>53,584</u>	<u>40,000</u>	<u>35,000</u>
<b>Other Income</b>			
<b>333 140 Federal Grant - CDBG</b>	29,424	-	-
<b>379 000 Contributed Capital - Infrastructure</b>	990,899	-	-
<b>379 100 Fisher Basin Capital Contributions</b>	83,237	50,000	-
<b>Total Other Income</b>	<u>1,103,560</u>	<u>50,000</u>	<u>-</u>
<b>Total Estimated Revenues</b>	<u>1,623,699</u>	<u>1,056,048</u>	<u>977,447</u>
<b>Total Estimated Resources</b>	<u>\$1,623,699</u>	<u>\$ 1,056,048</u>	<u>\$ 977,447</u>

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

<b>419.00.538</b>	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>300 Operations and Maintenance</b>			
Salaries and Wages	\$ 70,735	\$ 56,257	\$ 53,662
Personnel Benefits	21,967	13,552	17,971
Supplies	12,735	3,000	4,500
Other Services and Charges	111,996	149,700	115,596
Intergovernmental Services and Taxes	4,439	17,097	13,097
Interfund Payments for Services	155,162	103,545	124,997
<b>Total Operations and Maintenance</b>	<u>377,034</u>	<u>343,151</u>	<u>329,823</u>
<b>315 Street Cleaning</b>			
Salaries and Wages	15,466	42,382	49,073
Personnel Benefits	5,062	12,715	16,548
Supplies	672	100	100
Other Services and Charges (catch basin cleaning)	216	6,700	6,700
Interfund Payments for Services	62,349	38,000	60,000
<b>Total Street Cleaning</b>	<u>83,765</u>	<u>99,897</u>	<u>132,421</u>
<b>318 Administration</b>			
Salaries and Wages	-	-	22,208
Personnel Benefits	-	-	7,995
Other Services and Charges (rate study and license for storm tracking software)	-	-	20,000
<b>Total Street Cleaning</b>	<u>-</u>	<u>-</u>	<u>50,203</u>
<b>Capital</b>			
<b>594 380</b> Capital Outlays - Non-Fisher Basin	213,096	30,000	95,000
<b>594 381</b> Capital Outlays - Fisher Basin	269,907	550,000	370,000
<b>Total Capital</b>	<u>483,003</u>	<u>580,000</u>	<u>465,000</u>
<b>Estimated Other Financing Uses:</b>			
<b>597 000</b> Transfers Out	-	33,000	-
<b>Total Estimated Other Financing Uses</b>	<u>-</u>	<u>33,000</u>	<u>-</u>
<b>Total Storm Water Drainage Utility Fund</b>	<u>\$ 943,802</u>	<u>\$ 1,056,048</u>	<u>\$ 977,447</u>
% Increase (Decrease) Prior Year		11.89%	-7.44%

419.00.538	Actual Approp 2007	Estimated Required 2008
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**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services		
NPDES Phase II appeal	\$ -	\$ 5,000
Wetland mitigation monitoring - NW Lake Rd	-	15,000
Parker Street Monitoring and Planting	-	15,000
Grass Valley Park wetland mitigation and monitoring	-	5,000
Operating Rentals	1,000	1,000
Repairs and Maintenance		
Storm Repairs	1,500	-
Pond Maintenance	15,000	15,000
Wetland monitoring and planting	42,000	-
10th and Drake Retaining System	25,000	-
Ditch Cleaning	15,000	15,000
Miscellaneous Detention Facility	50,000	35,000
Insurance	-	3,396
Miscellaneous: NPDES Permit Fee	-	6,000
General Miscellaneous	200	200
Total Other Services and Charges:	<u>\$ 149,700</u>	<u>\$ 115,596</u>

**STORM DRAINAGE UTILITY CAPITAL DETAIL:**

Non-Fisher Basin		
NPDES City Code Compliance, storm system mapping		\$ 75,000
Forest Home Storm Line re-route		20,000
Fisher Basin		
Fisher Basin storm improvements		50,000
Lacamas Meadows Pond upsize		120,000
Wetland bank design		200,000
Total Storm Drainage Utility Capital		<u>\$ 465,000</u>

STORM WATER DRAINAGE PERSONNEL SCHEDULE	Actual Approp 2007	Estimated Required 2008
Operations Supervisor (.3 FTE)	\$ 14,318	\$ 22,208
Maintenance Worker I (1.5 FTE - 2007, 2 FTE - 2008)	62,353	91,137
Overtime	500	500
Seasonal Maint. Wkr. (2 at 6 months = 1 FTE - 2007, 1 at 6 months = .5 FTE 2008)	21,468	11,098
Total Storm Water Drainage	<u>\$ 98,639</u>	<u>\$ 124,943</u>
% Increase (Decrease) Prior Year		26.67%

# 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 2008

1. Continue to improve the efficiency and productivity of the automated collection system.
2. Absorb new customers into existing routes without adding employees.
3. Monitor the results and progress of the "co-mingled recycling" pilot project.

## 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 yard size. 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 2006	Adjusted Estimated 2007	Estimated Revenue 2008
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 7,759
<b>343 Charges for Goods and Services:</b>			
Garbage/Solid Waste Fees	1,730,310	1,743,840	1,820,500
<b>Total Charges for Goods and Services</b>	<u>1,730,310</u>	<u>1,743,840</u>	<u>1,820,500</u>
<b>Miscellaneous Revenues:</b>			
<b>361 110</b> Interest Earnings	35,590	45,000	35,000
<b>362 900</b> Other Rents & Use Charges	13,559	15,000	15,000
<b>363 000</b> Other Non-Revenues - Recoveries	13,902	-	-
<b>Total Miscellaneous Revenues</b>	<u>63,051</u>	<u>60,000</u>	<u>50,000</u>
<b>Total Estimated Revenues</b>	<u>1,793,361</u>	<u>1,803,840</u>	<u>1,870,500</u>
<b>Total Estimated Resources</b>	<u>\$ 1,793,361</u>	<u>\$ 1,803,840</u>	<u>\$ 1,878,259</u>

**CITY SANITARY EXPENSE DETAIL  
THREE YEAR COMPARISON**

422.00.537	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>800 &amp; 900 GARBAGE AND SOLID WASTE UTILITY</b>			
Salaries and Wages	\$ 253,409	\$ 244,221	\$ 263,377
Personnel Benefits	105,354	71,066	95,799
Supplies	62,463	90,000	93,500
Other Services and Charges			
Insurance, repairs, communication, bill processing, rate study	41,259	35,800	27,542
Recycling Contractor	207,982	215,000	220,000
Disposal Fees	533,644	560,000	560,000
Intergovernmental Services and Taxes	77,266	78,000	81,000
Interfund Payments for Services	445,756	449,753	482,041
<b>TOTAL GARBAGE AND SOLID WASTE UTILITY</b>	<b>1,727,133</b>	<b>1,743,840</b>	<b>1,823,259</b>
<b>597 000 ESTIMATED OTHER FINANCING USES:</b>			
Transfers Out	160,000	60,000	55,000
<b>TOTAL ESTIMATED OTHER FINANCING USES:</b>	<b>160,000</b>	<b>60,000</b>	<b>55,000</b>
<b>TOTAL GARBAGE AND SOLID WASTE UTILITY</b>	<b>\$ 1,887,133</b>	<b>\$ 1,803,840</b>	<b>\$ 1,878,259</b>
% Increase (Decrease) Prior Year		-4.41%	4.13%

CITY SANITARY PERSONNEL SCHEDULE	Actual Approp 2006	#	Estimated Required 2007
<b>REFUSE COLLECTION</b>			
Public Works Operations Manager (.11 FTE )	\$ 9,343		\$ 10,021
Chief Sanitation Worker	57,344		62,474
Sanitation Worker II (3)	148,400		160,882
Overtime	10,000		30,000
<b>Total Garbage and Solid Waste Utility</b>	<b>\$ 225,087</b>		<b>\$ 263,377</b>
% Increase (Decrease) Prior Year			17.01%

# WATER-SEWER

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## **MISSION STATEMENT**

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

## **DEPARTMENT GOALS FOR 2008**

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. Complete the design phase of wastewater treatment plant solids handling upgrade and begin construction.
4. Complete the construction of the Washougal River pipeline (bridge) crossing.
5. Secure a site for the future West Prune Hill Reservoir.
6. Continue with the quest for future water sources and water rights.
7. Complete Upper Prune Hill area water delivery improvements (piping and pumping).
8. Secure property for the upgrade of Lacamas creek pump.
9. Continue with the upgrading of wastewater pumping stations.
10. Perform a water-sewer rate study.
11. Begin the general water facility plan update.
12. Implement required reporting as required by the recently implemented "Municipal Water Law".

## **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 2006	Adjusted Estimated 2007	Estimated Revenue 2008
291 740	<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 518,897	\$ -
343	<b>Charges for Goods and Services:</b>			
	Water-Sewer	5,983,687	5,841,300	6,297,800
346 500	Inspection Fees - Step System	8,250	10,000	10,000
	<b>Total Charges for Goods and Services</b>	<u>5,991,937</u>	<u>5,851,300</u>	<u>6,307,800</u>
	<b>Miscellaneous Revenues:</b>			
361 110	Investment Interest	87,895	85,000	250,000
	Other Miscellaneous Revenue	103,255	95,000	95,000
	<b>Total Miscellaneous Revenues</b>	<u>191,150</u>	<u>180,000</u>	<u>345,000</u>
	<b>Total Estimated Revenues</b>	<u>6,183,087</u>	<u>6,031,300</u>	<u>6,652,800</u>
	<b>Non Revenues:</b>			
334 031	State Grant - Dept. of Ecology	-	-	250,000
338 950	Shared Costs - City of Washougal	65,000	-	-
343 450	Water Hook-up Fees	61,557	75,000	70,000
343 550	Sewer Hook-up Fees	9,406	10,000	10,000
379 000	Contributed Capital	6,813,671	-	-
395 400	Loss on Disposal of Assets	(17,941)	-	-
397 000	Operating Transfers In	1,239,160	1,176,160	795,000
398 900	Long-term Debt Proceeds	-	4,750,000	3,053,956
	<b>Total Estimated Non-Revenues</b>	<u>8,170,853</u>	<u>6,011,160</u>	<u>4,178,956</u>
	<b>Total Estimated Resources</b>	<u>\$ 14,353,940</u>	<u>\$ 12,561,357</u>	<u>\$ 10,831,756</u>

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

424.00		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>534, 535, and 538</b>	<b>WATER-SEWER</b>			
	Salaries and Wages	\$ 899,761	\$ 999,922	\$ 1,046,631
	Personnel Benefits	307,625	293,501	358,472
	Supplies	791,576	798,300	860,900
	Other Services and Charges	1,725,010	1,209,750	1,436,450
	Intergovernmental Services and Taxes	219,846	182,000	182,000
<b>585 and 592</b>	Debt Service	1,473,293	1,487,636	1,834,012
<b>594 340/350</b>	Capital Outlays	2,875,150	6,919,000	4,295,000
<b>534/535/538</b>	Interfund Payments for Services	575,845	666,248	763,291
	<b>Total Water-Sewer Fund</b>	<u>8,868,106</u>	<u>12,556,357</u>	<u>10,776,756</u>
	<b>Other Expenses:</b>			
<b>597 000</b>	Operating Transfers Out:	-	5,000	55,000
	<b>Total Estimated Other Expenses:</b>	-	5,000	55,000
	<b>TOTAL WATER-SEWER FUND</b>	<u>\$ 8,868,106</u>	<u>\$ 12,561,357</u>	<u>\$ 10,831,756</u>
	% Increase (Decrease) Prior Year		41.65%	-13.77%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services	\$ 308,000	\$ 458,000
(Watershed mgmt, water quality testing, water right applications, system modeling and third party review, answering service, telemetry upgrades, infrared heat source testing, janitorial service, facilities landscape design, mapping, sonitrol monitoring, one call services, lab analysis, biosolids land application program, capital facilities plan, water-sewer rate study, industrial testing commercial/industrial/residential water audit programs, water leak survey/water audit.		
Communication (telephone, pagers, cell phones)	19,250	19,250
Travel	1,700	1,500
Advertising	500	
Operating rentals and leases (well site, equipment)	18,300	23,200
Insurance (property and liability)	165,000	122,000
Public Utility (electric, gas)	357,700	430,200
Repairs and maintenance (pumps, reservoirs, equipment)	263,100	316,600
Registrations for classes, water/sewer permits	76,200	65,700
<b>Total other services and charges</b>	<u>\$ 1,209,750</u>	<u>\$ 1,436,450</u>

<b>WATER-SEWER PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Public Works Operations Manager (.34 FTE)	\$ 29,955	\$ 30,974
Operations Supervisor - Water/Sewer	71,590	74,026
Water Supply Operator	62,236	62,475
Lead Maintenance Worker	61,028	64,192
Sewer Maintenance Worker	51,108	53,757
Senior Utility Maintenance Worker (2)	111,951	109,039
Chief Waste Water Treatment Plant Operator	69,864	72,239
Waste Water Treatment Operator (4 FTE - 2007, 4.5 FTE - 2008)	241,696	276,058
Facility Operations Specialist (.5 FTE - 2007, .25 FTE - 2008)	30,212	15,618
Utility Maintenance Worker I (4.5 FTE - 2007, 5 FTE - 2008)	190,580	223,606
Seasonal Maint. Worker (1.5 FTE) (3 at 6 mo. each = 1.5 FTE - 2007, 3 at 3 mo. each = .75 FTE - 2008)	32,202	16,647
Overtime	<u>47,500</u>	<u>48,000</u>
Total Water-Sewer Utility	<u>\$ 999,922</u>	<u>\$ 1,046,631</u>
% Increase (Decrease) Prior Year		4.67%

#### WATER-SEWER CAPITAL OUTLAY DETAIL:

Land:		
* West Prune Hill reservoir site		\$ 500,000
* Water rights property acquisition		165,000
* Lacamas Creek pump station property acquisition		250,000
Other Improvements:		
* Boulder Screen chamber fabric replacement (ESA)		50,000
Construction Projects:		
* Water Conservation		50,000
* Water main replacements		400,000
* Lower Prune Hill pump station addition		250,000
* Crown Road pump station and mainline upsize		100,000
* Development upsize		50,000
* Anderson well		500,000
* Sewer main line, Joy St. to Main pump station design		150,000
* Major upgrade to pump stations system wide		200,000
* Bar screen replacement at STP		100,000
* Sewer main replacement		1,400,000
* Gregg area sewer upsize		<u>130,000</u>
Total		<u>\$ 4,295,000</u>

**WATER-SEWER REVENUE BOND  
REDEMPTION DETAIL**

<b>1998 Revenue and Refunding Bonds</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 265,000	\$ 137,513	\$ 402,513	
<b>2009</b>	335,000	125,456	460,456	
<b>2010</b>	350,000	108,497	458,497	<b>2016</b>

<b>Community Economic Revitalization Board Loan</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 35,227	\$ 23,534	\$ 58,761	
<b>2009</b>	37,287	21,474	58,761	
<b>2010</b>	39,469	19,292	58,761	<b>2016</b>

<b>Department of Ecology Loan</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 59,856	\$ 28,858	\$ 88,714	
<b>2009</b>	62,457	26,257	88,714	
<b>2010</b>	65,172	23,542	88,714	<b>2017</b>

<b>Department of Ecology Loan</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 391,170	\$ 265,088	\$ 656,258	
<b>2009</b>	407,372	248,886	656,258	
<b>2010</b>	424,245	232,012	656,257	<b>2020</b>

<b>Public Works Trust Fund Loan</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 169,092	\$ 20,291	\$ 189,383	
<b>2009</b>	169,092	18,600	187,692	
<b>2010</b>	169,092	16,909	186,001	<b>2019</b>

<b>Public Works Trust Fund Loan - WWTP</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ -	\$ 3,385	\$ 3,385	
<b>2009</b>	187,500	3,750	191,250	
<b>2010</b>	187,500	2,813	190,313	<b>2012</b>

<b>2007 Revenue Bonds</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2008</b>	\$ 185,000	\$ 249,998	\$ 434,998	
<b>2009</b>	195,000	242,135	437,135	
<b>2010</b>	205,000	233,848	438,848	<b>2026</b>

## WWTP - PWTF Construction Fund

### FUNCTION

This fund was established to account for the construction of improvements at the Wastewater Treatment Plant.

### REVENUE DETAIL TWO YEAR COMPARISON

		Adjusted Estimated 2007	Estimated Revenue 2008
<b>425.00</b>			
	<b>Other Financing Sources:</b>		
<b>391 800</b>	Intergovernmental Loan Proceeds	\$ 750,000	\$ 9,250,000
<b>398 900</b>	Other Long-term Debt Proceeds	-	1,500,000
	<b>Total Other Financing Sources</b>	750,000	10,750,000
	<b>Total Estimated Revenues</b>	\$ 750,000	\$ 10,750,000

### EXPENDITURE DETAIL TWO YEAR COMPARISON

		Actual Approp 2007	Estimated Required 2008
<b>425.00</b>			
	<b>Capital Outlays</b>		
<b>594 350</b>	Construction	\$ 750,000	\$ 10,750,000
	<b>Total WWTP - PWTF Construction</b>	\$ 750,000	\$ 10,750,000
			1333.33%

## 2007 Bond Construction Fund

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### FUNCTION

This fund was established to account for the construction projects financed with the 2007 Revenue Bond issue.

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### REVENUE DETAIL

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426.00		Estimated Revenue 2008
291 740	Beginning Appropriated Fund Balance	\$ 3,650,000
	<b>Total Estimated Revenues</b>	<b>\$ 3,650,000</b>

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### EXPENDITURE DETAIL

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426.00		Estimated Required 2008
	<b>Capital Outlays</b>	
594 340	Washougal River water main and bridge crossing	\$ 1,900,000
594 340	# 13 Well Rehab	1,000,000
594 340	Ostenson canyon water line	450,000
594 350	Ostenson canyon sewer line	300,000
	<b>Total Bond Construction Fund</b>	<b>\$ 3,650,000</b>

# WATER-SEWER CAPITAL RESERVE

## COMMENTS ON BUDGET APPROPRIATIONS

\$795,000 will be transferred to the Water-Sewer Fund to finance a number of capital projects.

### REVENUE DETAIL THREE YEAR COMPARISON

432.00	Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
291 740 Beginning Appropriated Fund Balance	\$ -	\$ 420,000	\$ -
<b>Miscellaneous Revenues:</b>			
361 110 Interest Earnings	30,650	40,000	45,000
361 400 Interest Earning on Interfund Loan Receivable	14,160	6,160	-
<b>Total Miscellaneous Revenues</b>	<u>44,810</u>	<u>46,160</u>	<u>45,000</u>
<b>Other Increases in Fund Equity:</b>			
379 110 Water Development Fees	299,334	340,000	400,000
379 120 Sewer Development Fees	339,174	370,000	350,000
<b>Total Increases in Fund Equity</b>	<u>638,508</u>	<u>710,000</u>	<u>750,000</u>
<b>Total Estimated Resources</b>	<u>\$ 683,318</u>	<u>\$ 1,176,160</u>	<u>\$ 795,000</u>

### EXPENSE DETAIL THREE YEAR COMPARISON

FUND NUMBER 432.00.597	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
100 Other Financing Uses:			
Operating Transfers Out	\$ 1,239,160	\$ 1,176,160	\$ 795,000
<b>Total Water-Sewer Capital Reserve</b>	<u>\$ 1,239,160</u>	<u>\$ 1,176,160</u>	<u>\$ 795,000</u>

# EQUIPMENT RENTAL

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## MISSION STATEMENT

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

## DEPARTMENT GOALS FOR 2008

1. Manage the City's fleet in a manner which minimizes rates while preserving the quality of the equipment and vehicles.
2. Maintain proper accounting and usage records of equipment.
3. Replace a number of vehicles and pieces of equipment to maintain a safe and efficient fleet.

## 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.

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2007 Sanitation Truck Loan				
	Principal	Interest	Total	Last Year of Payment
2008	\$56,250	\$9,600	\$65,850	
2009	56,250	9,600	65,850	
2010	56,250	9,600	65,850	<b>2011</b>

# EQUIPMENT RENTAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

523.00		Actual Revenue 2006	Adjusted Estimated 2007	Estimated Revenue 2008
291 740	<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ 162,000	\$ 243,917
	<b>Miscellaneous Revenues:</b>			
334 030	State Grant - DOE	35,000	-	-
348 300	Charges for Services	1,791	348	1,200
361 110	Investment Interest	15,368	14,000	10,000
363 000	Insurance Premiums/Recoveries	6,541	-	-
365 100	Interfund Equipment/Vehicle Rentals	843,407	810,000	950,000
365 400	Interfund Space and Facilities Rentals	149,609	149,610	208,000
	Other Miscellaneous Revenues	307	-	-
	<b>Total Miscellaneous Revenues</b>	<u>1,052,023</u>	<u>973,958</u>	<u>1,169,200</u>
	<b>Total Estimated Revenues</b>	<u>1,052,023</u>	<u>1,135,958</u>	<u>1,413,117</u>
	<b>Other Financing Sources:</b>			
379 000	Contributed Capital	165,910	-	-
382 900	Loan Proceeds	-	240,000	230,000
395 100	Proceeds From Sales of Assets	44,406	-	-
395 400	Gain/Loss Sale of Assets	(44,963)	-	-
397 000	Operating Transfers In	160,000	88,000	140,000
	<b>Total Other Financing Sources</b>	<u>325,353</u>	<u>328,000</u>	<u>370,000</u>
	<b>Total Estimated Resources</b>	<u>\$ 1,377,376</u>	<u>\$ 1,463,958</u>	<u>\$ 1,783,117</u>

## EXPENSE DETAIL THREE YEAR COMPARISON

523.00		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
	<b>Equipment Rental</b>			
548	Salaries and Wages	\$ 219,303	\$ 231,488	\$ 239,123
548	Personnel Benefits	83,955	69,738	76,227
548	Supplies	302,650	232,200	290,900
548	Other Services and Charges	194,397	166,650	178,450
582 and 592	Debt Service	-	-	65,850
594 480	Capital Outlays	441,828	738,000	902,742
548	Interfund Payments for Services	26,095	25,882	29,825
	<b>Total Equipment Rental</b>	<u>\$ 1,268,228</u>	<u>\$ 1,463,958</u>	<u>\$ 1,783,117</u>
	% Increase (Decrease) Prior Year		15.43%	21.80%

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**EQUIPMENT RENTAL PERSONNEL SCHEDULE**

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Actual  
Approp  
2007

Estimated  
Required  
2008

**MUNICIPAL VEHICLE SERVICES**

Public Works Operations Manager (.11 FTE)	\$ 9,691	\$ 10,021
Chief Mechanic	62,180	67,781
Mechanics (2)	120,848	116,362
Admin. Support Assistant II	37,769	43,959
Overtime	1,000	1,000
Total Municipal Vehicle Services	<u>\$ 231,488</u>	<u>\$ 239,123</u>

% Increase (Decrease) Prior Year

3.30%

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**CAPITAL OUTLAY DETAIL:**

## Other Improvements

* Security Upgrades	\$ 5,000
* Storm water/paving improvemetns	35,000

## Machinery and Equipment:

* Replace pickup truck #210 - engineering	22,000
* Replace patrol cars #299 - police	26,000
* Replace sanitation truck #305 - sanitation	230,000
* Replace patrol cars #329 - police	35,000
* Replace van #398 - building	20,000
* Replace aerial ladder truck #156 - streets, parks	85,000
* Replace pickup truck #231 - engineering	25,000
* Replace pickup truck #256 - parks	25,000
* Replace pickup truck #259 - water/sewer	28,000
* Replace vehicle #267 - general government	20,000
* Replace pickup truck #276 (with crane) - STP	85,000
* Replace mower #280 - parks	25,000
* Replace sanitation truck #260 - sanitation	236,742

Total Capital Outlays

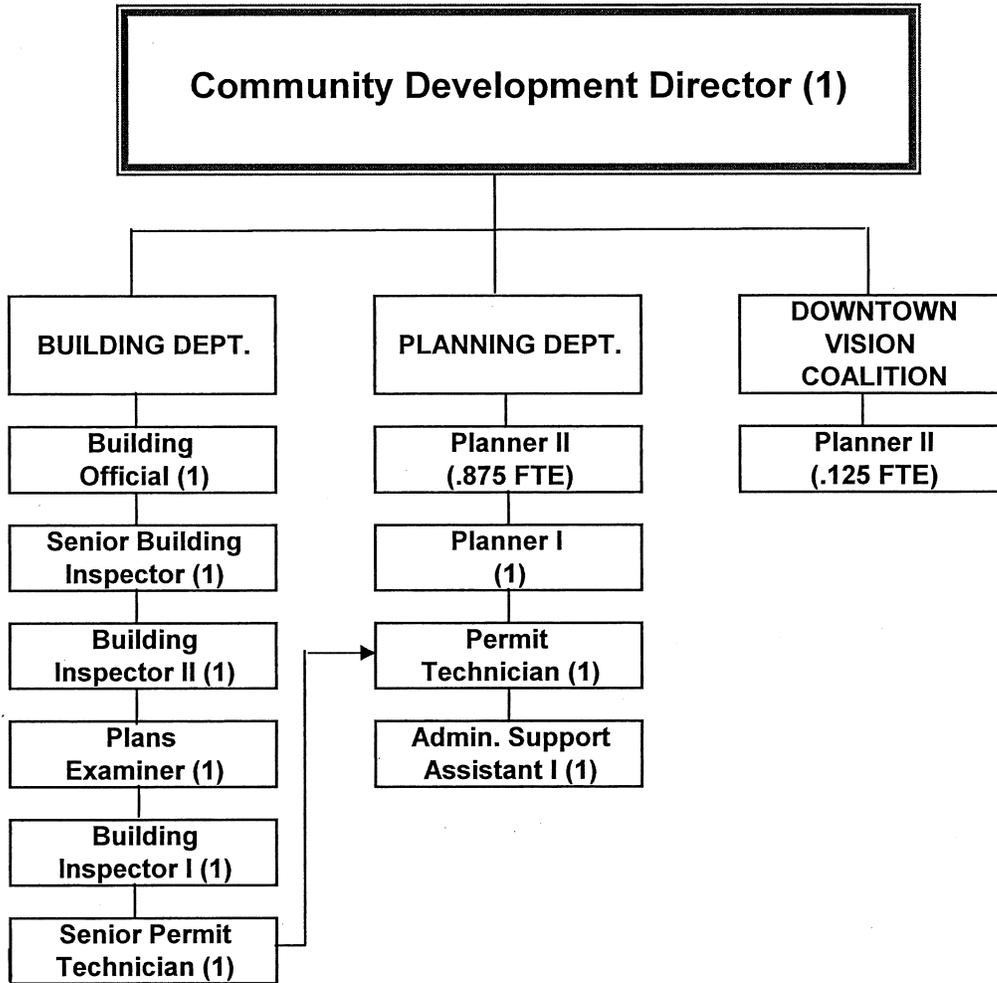
\$ 902,742

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**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (janitorial, fire extinguisher service, hazmat removal, linen service)	\$ 13,500
Communication (telephone, pagers, cell phone)	7,700
Operating Rentals	5,600
Public Utility	27,900
Insurance	19,300
Repair/Mtc. of vehicles, HVAC, lights, lift maintenance, copier maintenance	99,400
Registrations for classes, uniform services	5,050
Total other services and charges	<u>\$ 178,450</u>

# COMMUNITY DEVELOPMENT DEPARTMENT



# COMMUNITY DEVELOPMENT DEPARTMENT

## Planning

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### MISSION STATEMENT

The Community Development Department includes building (protective inspections), current and long-range planning, environmental and economic development services. The planning department 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. Planning provides for the orderly management and accommodation of growth in a manner that maintains and enhances the quality of life for the City.

### DEPARTMENT GOALS FOR 2008

The following are the major goals for year 2008:

1. Administer and process land use and development and environmental applications;
2. Emphasize continued process improvement;
3. Continue to "fast track" commercial and industrial development review applications
4. Continue to staff the Downtown Vision Coalition and assist in the visioning process.
5. Amend North Dwyer Creek Master with emphasis on promoting employment.

### ACTIVITIES AND SERVICES

**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, Land Development Code, Shoreline Management 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 jurisdiction 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 code development, annexations, and participation in regional and state issues.

**PLANNING  
EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.15	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>558 400 TRAINING</b>			
Other Services and Charges	\$ 925	\$ 4,000	\$ 5,400
<b>600 PLANNING</b>			
Salaries and Wages	170,435	256,609	271,986
Personnel Benefits	56,863	76,410	81,023
Supplies	20,270	1,700	2,250
Other Services and Charges (phones, travel, registrations)	11,469	9,050	6,425
Comp. Plan Update	-	10,000	
Hearings Examiner	11,778	60,000	65,000
Development Review Services	37,455	-	-
Environmental Review Services	-	-	7,200
Insurance	13,203	13,500	7,100
Intergovernmental Services	-	2,000	
Interfund Payments for Services	1,013	800	800
<b>910 ECONOMIC DEVELOPMENT</b>			
Other Services and Charges	-	2,500	-
Sister City Association	-	-	2,500
Columbia River Economic Development Council	24,150	21,000	26,000
<b>TOTAL PLANNING AND COMMUNITY DEVELOPMENT</b>	<u>\$ 347,561</u>	<u>\$ 457,569</u>	<u>\$ 475,684</u>
% Increase (Decrease) Prior Year		31.65%	3.96%

<b>PLANNING PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Community Development Director	\$ 80,231	\$ 85,458
Planner II (.875 FTE)	48,065	51,329
Planner I	50,393	53,665
Permit Technician	39,677	40,228
Administration Support Assistant II	35,518	38,581
Overtime	2,725	2,725
Total Planning	<u>\$ 256,609</u>	<u>\$ 271,986</u>
% Increase (Decrease) Prior Year		5.99%

# COMMUNITY DEVELOPMENT DEPARTMENT

## Protective Inspections

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### **MISSION STATEMENT**

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

### **DEPARTMENT GOALS FOR 2008**

The residential construction activity for 2008 is expected to continue at the current level. With the development of several large subdivisions and planned developments, building permit activity will likely remain steady and consistent.

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 holders to maintain clean, safe and sanitary work sites. Help mitigate soil erosion problems in cooperation with the Engineering Department and Code Enforcement.
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. Work with the fire department to coordinate residential fire sprinkler requirements and make information available to the permit applicants.
8. Continue the cooperation with other jurisdictions in Southwest Washington to promote code enforcement uniformity. The work to develop regional graphical code and construction details will continue as well as development of uniform residential and commercial plan review checklists.
9. Work cooperatively with code enforcement on the abatement of dangerous buildings.

### **ACTIVITIES AND SERVICES**

The building department enforces the International 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 density elements of the zoning ordinance pertaining to new construction and also change in use of existing buildings.

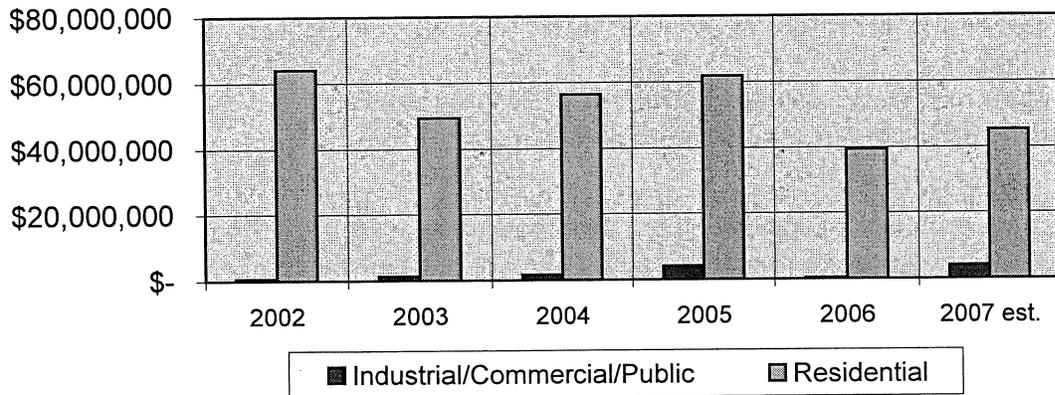
The building department, at time of issuance of building permits, collects water and sewer development charges and all impact fees. Computations of fire impact fees are made. The fire department is notified at permit issuance of buildings required to have fire sprinkler systems installed.

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.

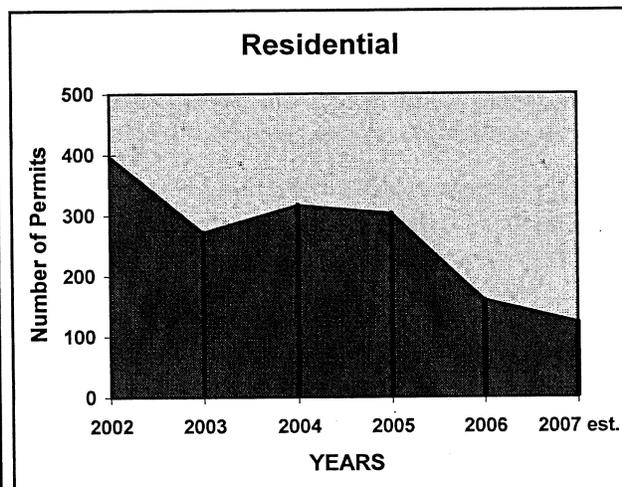
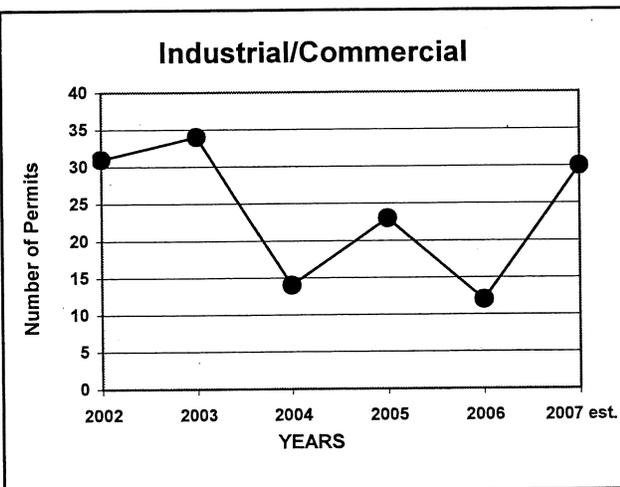
### **COMMENTS ON BUDGET APPROPRIATIONS**

The building department is budgeting outside plan review services to respond to anticipated commercial construction. Allowance has been made for enhancement of the permit program module in the Springbrook software program.

### Construction Value Six Year Comparison



YEARS	CONSTRUCTION VALUE		PERMITS ISSUED	
	Industrial/ Commercial/ Public	Residential	Industrial/ Commercial/ Public	Residential
2002	633,230	64,069,152	31	398
2003	1,339,167	49,430,376	34	272
2004	1,621,061	56,440,125	14	317
2005	4,171,400	61,774,421	23	303
2006	419,803	39,339,159	12	160
2007 est.	4,100,000	45,313,216	30	123



**PROTECTIVE INSPECTION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.22.524</b>	Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>200 INSPECTIONS, PERMITS</b>			
Salaries and Wages	\$ 344,342	\$ 353,370	\$ 368,204
Personnel Benefits	109,532	105,366	157,201
Supplies	3,267	7,500	6,215
Other Services and Charges (Professional Services)	1,192	3,450	4,800
Springbrook Software Tech Implement, Support, Maint.	11,881	20,000	7,500
Phones, pagers, radio (\$3,500), Equip. Maint. (\$600)	3,461	3,500	4,100
Software, publications, travel, miscellaneous (\$1,900)	3,946	5,350	1,900
Interfund Payments for Services	11,400	17,500	18,200
<b>400 TRAINING</b>			
Other Services and Charges (travel, registrations)	2,676	7,560	5,580
<b>500 FACILITIES</b>			
Other Services and Charges (insurance)	4,606	4,800	8,490
<b>594 240 CAPITAL OUTLAY</b>			
Machinery and Equipment	17,780	-	-
<b>TOTAL PROTECTIVE INSPECTIONS</b>	<u>\$ 514,083</u>	<u>\$ 528,396</u>	<u>\$ 582,190</u>
% Increase (Decrease) Prior Year		2.78%	10.18%

<b>PROTECTIVE INSPECTIONS PERSONNEL SCHEDULE</b>	Actual Approp 2007	Estimated Required 2008
Building Official	\$ 76,816	\$ 79,225
Senior Building Inspector	64,146	66,333
Building Inspector II	58,712	60,712
Plans Examiner	51,018	54,332
Building Inspector I	46,238	52,362
Senior Permit Technician	50,640	49,240
Overtime	6,000	6,000
Total Administration	<u>\$ 353,570</u>	<u>\$ 368,204</u>
% Increase (Decrease) Prior Year		4.14%

# DOWNTOWN VISION COALITION

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## 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, attractive street scape and a broad array of shopping opportunities, the goal is to make the downtown a "first choice" destination for business owners and patrons alike.

## DEPARTMENT GOALS FOR 2008

1. Focus on streetscape elements of downtown.
2. Compliment the first Friday with the introduction of a Farmers market next spring.
3. Promoting certain downtown events.

## ACTIVITIES AND SERVICES

The DVC is established as a nine member 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 and recent improvements on 4th Ave. between Cedar and Dallas. 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. City support for the effort is again reflected in the budget.

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

001.26		Actual Expended 2006	Actual Approp 2007	Estimated Required 2008
<b>558 900</b>	<b>PLANNING AND COMMUNITY DEVELOPMENT</b>			
	Salaries and Wages	\$ 6,454	\$ 6,866	\$ 7,333
	Personnel Benefits	2,547	2,060	2,200
	Supplies (trees, lights, monthly event support)	10,506	21,000	14,500
	Other Services and Charges			
	Professional Services	10,506	48,500	28,500
	Communications	4,210	-	18,000
	Advertising	2,000	6,500	5,000
	Miscellaneous (Advertising Downtown Events)	3,221	12,500	14,900
<b>594 950</b>	<b>CAPITAL OUTLAY</b>			
	Other Infrastructure	62,646	48,000	-
	<b>TOTAL DOWNTOWN VISION COALITION</b>	<u>\$ 102,090</u>	<u>\$ 145,426</u>	<u>\$ 90,433</u>
	% Increase (Decrease) Prior Year			-37.82%

<b>DOWNTOWN VISION COALITION PERSONNEL SCHEDULE</b>		Actual Approp 2007	Estimated Required 2008
Planner II (.125 FTE)		\$ 6,866	\$ 7,333
% Increase (Decrease) Prior Year			6.80%

**PROFESSIONAL SERVICES DETAIL**

Website maintenance and redesign	\$ 16,500
Consultant services	
Infrastructure Design Standards for Downtown.	12,000
Total	<u>\$ 28,500</u>

## GLOSSARY

### **ACCOUNTING SYSTEM:**

The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.

### **ACCOUNTS PAYABLE:**

A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

### **ACCOUNTS RECEIVABLE:**

An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government (but not including amounts due from other funds or other governments).

### **ACCRUAL BASIS OF ACCOUNTING:**

Under this accounting method, revenues and expenditures are recorded in the periods in which these transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid. Enterprise and Internal Services Funds use the accrual basis of accounting.

### **ACCUMULATED DEPRECIATION:**

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed accounts.

### **AD VALOREM TAXES:**

A tax levied on the assessed value of real property. An example of is also known as property tax.

### **ALLOCATION:**

To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

### **AMORTIZATION:**

(1) The portion of the cost of a limited life or intangible asset charged as an expense during a particular period. (2) The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

### **ANNUAL DEBT SERVICE:**

The amount required to be paid in a calendar year for (1) interest on all parity bonds then outstanding; (2) principal of all Parity Bonds then outstanding, but excluding any outstanding term bonds, and (3) payments into any Sinking Fund Account for the amortization of outstanding parity bonds divided by the number of calendar years to the last maturity or mandatory redemption date thereof.

### **APPROPRIATION:**

An authorization made by the City Council, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

### **APPROPRIATIONS**

#### **ORDINANCE:**

The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

#### **ASSESSED VALUATION**

##### **(AV):**

The estimated value placed upon real and personal property by the Clark County Assessor as the basis for levying property taxes.

##### **ASSETS:**

Property owned or held by a government, which has monetary value. Assets are long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Assets can include equipment, furniture, land, buildings, and improvements other than buildings, plant and vehicles.

##### **AUDIT:**

A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- ascertain whether financial statements fairly present financial position and result of operations;
- test whether transactions have been legally performed;
- identify areas for possible improvements in accounting practices and procedures;
- ascertain whether transactions have been

- recorded accurately and consistently and
- ascertain the stewardship of officials responsible for governmental resources.

**AUDITOR'S REPORT:**

In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices or some other comprehensive basis system of accounting.

**BALANCED BUDGET:**

A budget is balanced when the sum of estimated revenues and appropriated fund balance is equal to appropriations.

**BALANCE SHEET:**

A statement presenting the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

**BARS:**

An acronym meaning the *Budgeting, Accounting, Reporting System* manual which is proscribed by the State Auditor's Office for all city and county governmental entities in the state of Washington.

**BASIS OF ACCOUNTING:**

A term used to refer to when revenues, expenditures, expenses and transfers - and the related assets and

liabilities - are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

**BEGINNING FUND**

**BALANCE:**

A revenue account used to record resources available from the previous fiscal year.

**BOND:**

(Debt Instrument) A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**BOND REGISTRAR:**

The fiscal agency of the State of Washington in New York, New York, for the purposes of registering and authenticating the bonds, maintaining the bond register, effecting transfer of ownership of the bonds and paying interest on a principal of (and any premium pursuant to call ) the bonds.

**BUDGET:**

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also

sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

**BUDGET CALENDAR:**

The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT:**

The official written statement prepared by the Finance Department which represents the financial plan and programs proposed for the next fiscal year.

**BUDGET MESSAGE:**

The general discussion or summary of the budget as presented in writing by the mayor to the City Council and the public.

**CAPITAL BUDGET:**

A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on the Capital Facilities Plan (CFP).

**CAPITAL FACILITIES PLAN (CFP):**

A plan of proposed capital expenditures to be incurred each year over a period of six future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in

each year, and the method of financing those expenditures.

**CAPITAL PROGRAM:**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected public facilities.

**CAPITAL OUTLAY:**

Expenditures, which result in the acquisition of or additions to assets. Examples include land, buildings, machinery and equipment, and construction projects, all of which must meet the capitalization threshold of \$5,000 and have a life expectancy that exceeds two years.

**CAPITAL PROJECTS:**

Projects, which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land or construction of a building or facility, with a life expectancy of more than 10 years.

**CASH BASIS:**

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CASH FLOW BUDGET:**

A projection of the cash receipts and disbursements anticipated during a given time period.

**CDBG:**

Community Development Block Grants - grant funds administered through Clark County. Grant funds are from the Department of Housing and Urban Development.

**COLA:**

Cost of Living Allowance.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT:**

(CAFR) The official annual financial report of a government. It includes the five combined financial statements in the combined statements - overview and their related notes and combined statements by fund type and individual fund statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-regulated legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

**CONTINGENCY:**

A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

**COST ACCOUNTING:**

Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

**COUNCILMANIC BONDS:**

Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed 1.50 percent of the assessed valuation, and voted bonds 2.50 percent.

**CPI:**

Consumer Price Index is a measure of the change in prices over time for a fixed market basket of goods and services as provided by the U.S. Department of Labor.

**DCD:**

The Department of Community Development a state agency which administers the Public Works Trust Fund Loan Program.

**DEBT:**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds and notes.

**DEBT LIMITS:**

The maximum amount of gross or net debt, which is legally permitted.

**DEBT SERVICE:**

Payment of interest and repayment of principal to holders of the City's debt instruments.

**DEBT SERVICE FUND:**

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**DEFICIT:**

(1) The excess of an entity's liabilities over its assets (See Fund Balances). (2) The excess of expenditures or expenses over revenues during a single accounting period.

**DELINQUENT TAXES:**

Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**DEPRECIATION:**

(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset, which is charged as an expense during a particular period.

**DOUBLE BUDGETING:**

The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: once in each fund's budget. The revenue side of both funds is similarly inflated.

**DEPARTMENT:**

The basic organizational unit of City government responsible for carrying out specific functions assigned.

**ENCUMBRANCES:**

Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**ENDING FUND BALANCE:**

The estimated amount of cash and investments that have not been appropriated, or the actual amount that has not been spent at the end of a budget, and or the amount held in reserve for future years.

**ENTERPRISE FUND:**

Separate financial accounting used for government operations that are financed and operate in a manner similar to business enterprises, and for which preparation of an income statement is desirable.

**EQUIPMENT RENTAL:**

A fund that maintains and replaces all mobile equipment for the City other than fire apparatus and emergency rescue ambulance equipment. Departments pay for the fleet used through charges billed monthly. These charges include depreciation and maintenance costs which are accumulated as a replacement fund for future asset replacement.

**EXPENDITURES:**

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**FINES & FORFEITURES:**

This revenue category includes court, traffic and parking fines and forfeitures.

**FISCAL YEAR:**

A twelve (12) month period designated as the operating year by an entity. For Camas, the fiscal year is the same as the calendar year.

**FRANCHISE:**

A special privilege granted by the City which permits the long-term continuing use of public property. A franchise usually involves a monopoly and is regulated by the City. An example of a franchise is the cable television industry.

**FUDICIARY FUND:**

Generally accepted accounting principles prescribe the use of fiduciary funds to report assets held in an agency capacity for others and therefore cannot be used to support the government's own programs. The City holds assets in the firemen's pension fund for pension plan participants and beneficiaries.

**FULL FAITH AND CREDIT:**

A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**FULL-TIME EQUIVALENT EMPLOYEE (FTE):**

A term that expresses the amount of time a position has been budgeted for in relations to the amount of time a regular, full-time employee normally works in a year. For budget and planning purposes, a year of full-time employment is defined as 2,080 hours. A position that has been budgeted to work half-time for a full year, or full-time for only six (6) months, is .50 FTE. Firefighters have a different level of hours worked, but are displayed using the same basic method.

**FUND:**

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE:**

The excess of an entity's assets over its liabilities. Also referred to as reserves. A negative fund balance is sometimes called a deficit.

**GAAFR:**

"Governmental Accounting, Auditing and Financial Reporting." The "blue book" published by the Government Finance Officers Association to provide guidance for the application of accounting principles for governments.

**GAAP:**

Generally Accepted Accounting Principles are standards used for accounting and reporting used for both private industry and governments.

**GASB:**

Government Accounting Standards Board, established in 1985, to regulate the rules and standards for all governmental units.

**GENERAL FUND:**

The fund supported by taxes, fees and other revenues that

may be used for any lawful purpose.

**GENERAL OBLIGATION****BONDS:**

Bonds for which the full faith and credit of the insuring government are pledged for payment.

**GOALS:**

The objective of specific tasks and endeavors.

**GRANT:**

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are made for specified purposes.

**IMPACT FEES:**

A fee assessed on new development that creates additional demand and need for public facilities.

**INFRASTRUCTURE:**

The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

**INTERFUND PAYMENTS:**

Expenditures made to other funds for services rendered. This category primarily includes the charges to operate the Equipment Rental Fund.

**INTERGOVERNMENTAL COSTS:**

Costs or expenses paid from one government to another government for services. These costs include but are not limited to such things as: jail services, animal control audit fees and voter costs.

**INTERGOVERNMENTAL LOAN PROCEEDS:**

Cash received from issuing long term debt through another governmental agency, usually the State Treasurer's Office.

**INTERGOVERNMENTAL REVENUE:**

Are funds received (revenues) from the federal, state, or any other government source in the form of grants, shared revenues and payments in lieu of taxes.

**INTERGOVERNMENTAL SERVICES:**

Intergovernmental purchases of those specialized services typically performed by local governments.

**INTERLOCAL AGREEMENT:**

A contract between two government entities whereby one government assumes the lead responsibility of a project that overlaps both jurisdictions.

**INTERNAL CONTROL:**

A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provides that:

- The duties of employees are subdivided so that no single employee handles financial action from beginning to end.
- Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed.
- Records and procedures are arranged appropriately to facilitate effective control.

**INTERNAL SERVICE FUND:**

Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis. An example of an Internal Service Fund in the City is the Equipment Rental Fund.

**INVESTMENT:**

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals and base payments.

**IPD:**

Implicit Price Deflator.

**LAPSING APPROPRIATION:**

An appropriation made for a certain period of time, generally for the fiscal or budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law

**LATECOMER FEES:**

Fees paid by developers or future service users for their share of past improvements financed by others.

**LEOFF:**

Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

**LEVY:**

(1) To impose taxes, special assessments or service charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

**LEVY LID:**

A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

**LIABILITY:**

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

**LID:**

Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**LIMITED TAX GENERAL OBLIGATION BONDS (LTGO):**

Are non-voted bonds which are secured by the full faith and credit of the City and subject to an annual tax levy.

**MANAGEMENT TEAM:**

The City's administrative body consisting of the City Administrator and all Department Directors.

**MATURITIES:**

The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**MITIGATION FEES:**

Contributions made by developers toward future improvements of city facilities resulting from the additional demand on the City's facilities generated from the development.

**MODIFIED ACCRUAL BASIS:**

The basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

**NET REVENUE:**

The revenue of the system less the cost of maintenance and operation of the system.

**OBJECT:**

As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures).

**OPERATING FUNDS:**

Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

**ORDINANCE:**

A formal legislative act by the City Council which has the full force and effect of law within the city limits.

**OTHER SERVICES AND CHARGES:**

A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, training, dues and subscriptions, printing, equipment rental, insurance, public utility services, repairs and maintenance.

**PARITY BOND:**

Any and all water and sewer revenue bonds of the City the payment of which, both principal and interest, constitutes a lien and charge upon the revenue of the system and upon assessments equal in rank with the lien and charge on such revenue of the system and assessments for payments required to pay and

secure the payment of the bonds.

**PERS:**

Public Employees Retirement System provided for, other than Police and Fire, by the State of Washington.

**PRELIMINARY BUDGET:**

The recommended, unapproved, budget for the ensuing fiscal year submitted by the Finance Department for the Mayor to the City Council and the public.

**PROCLAMATION:**

An official act by the Mayor or Executive Officer made through a public forum.

**PROGRAM:**

A specific and distinguishable unit of work or service performed.

**PROGRAM REVENUE:**

These are revenues, which are produced as a result of an activity of a program and are subject to quantity of services provided to the public or governmental units (i.e. permits, charges for fire services, recreational activities), or revenues dedicated to a specific use (i.e. grants taxes or debt funds).

**PROPERTY TAX LEVY – REGULAR:**

The amount of property tax allowable under law which the city may levy without approval by the voters.

**PROPERTY TAX LEVY – EXCESS:**

The amount of property tax in excess of the “regular levy” and which must be voted upon by the voters.

**PROPRIETARY FUND TYPES:**

Sometimes referred to as business type funds, the classification used to account for a government’s ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

**PUBLIC FACILITIES:**

The capital owned or operated by the City or other governmental entities.

**PUBLIC HEARING:**

A public hearing is a specifically designated time, place and opportunity for citizens, community groups, businesses, and other stakeholders to address the City Council on a particular issue. It allows interested parties to express their opinions and the City Council and/or staff to hear their concerns and advice.

**PUBLIC WORKS TRUST FUND: (PWTF)**

Is a low-interest revolving loan fund which helps local governments finance critical

public works needs. To be eligible for trust fund financing, the applicant must be a local government entity, with a long-term plan for financing public works needs. If the applicant is a city or county, it must be imposing the optional one-quarter percent real estate excise tax for capital purposes. Eligible projects include streets and roads, bridges, storm sewers, sanitary sewers, and water systems. Loans will only be made for the purpose of repair, replacement, reconstruction, or improvement of existing eligible public works systems to meet current standards and to adequately serve the needs of the existing populations. New capital improvement projects are not eligible. The maximum loan amount has been one million with a minimum local match of ten percent. Interest rates vary from one to three percent, depending on the match.

**RCW:**

Revised Code of Washington. Laws of the State of Washington enacted by the State Legislature.

**RECREATION AND CONSERVATION OFFICE (FORMERLY IAC):**

A granting agency of the State of Washington, primarily granting monies for recreational properties (parks) and trail systems.

**REET:**

(Real Estate Excise Tax) A tax upon the sale of real property from one person or company to another.

**RESERVE:**

An account used to indicate that a portion of fund equity is legally restricted for a specific purpose. Often referred in the budget as fund balance.

**RESOLUTION:**

A special or temporary order of the legislative body (City Council) requiring less legal formality than an ordinance or statute and may include statements of decisions or opinions.

**RESOURCES:**

Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**RETAINED EARNINGS:**

An equity account reflecting the accumulated earnings of the City.

**REVENUE:**

Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

**REVENUE BONDS:**

Bond issued pledging future revenues, usually water, sewer or drainage charges, to

cover debt payments in addition to operating costs.

**REVENUE ESTIMATE:**

A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**STP:**

Surface Transportation Program.

**SALARIES AND WAGES:**

Costs that include all salaries, wages, and benefits for all part-time, full-time, seasonal and temporary employees. These costs can be terms and conditions required by law or bargaining unit contracts.

**SINGLE AUDIT:**

An audit performed in accordance with the Single Audit Act of 1984 and office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

**SPECIAL ASSESSMENT:**

A compulsory levy made against certain properties from earnings of enterprise funds. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

**SPECIAL REVENUE FUND:**

A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure or specified purposes.

**SUPPLEMENTAL APPROPRIATION:**

An appropriation approved by the Council after the initial budget appropriation.

**SUPPLIES:**

A basic classification of expenditures for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, ammunitions, inventory or resale items, and small tools and equipment.

**TAX:**

Charge levied by a government to finance services performed for the common benefit.

**TAX LEVY ORDINANCE:**

An ordinance through which ad valorem taxes are levied.

**TAX RATE LIMIT:**

The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

**TERM BONDS:**

Any parity bonds designated by the Council as "term bonds" pursuant to an ordinance which authorizes the issuance of parity bonds and provides

for mandatory payments into a sinking fund account established for the term bonds so designated and provides for mandatory redemption of such term bonds from such sinking fund account.

**TRANSFER:**

Routine and/or recurring transfers of assets between funds.

**TRANSPORTATION IMPROVEMENT BOARD: (TIB)**

The purpose of the TIB is to administer funding for local governments for transportation projects. This is accomplished through the Transportation Improvement Account Program and the Urban Arterial Trust Account Program. Revenues are from the state fuel tax, local matching funds, and private sector contributions.

**TRUST FUND:**

Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, and/or other funds.

**WAC:**

Washington Administrative Code.

**WCIA:**

Washington cities Insurance Authority is a group of cities across the state that provides pooled and self-insurance services for liability, auto, property, and all other insurance coverage's.