

# BUDGET 2013

City of Camas, Washington



Lacamas Lake Lodge Project 2013

**CITY OF CAMAS, WASHINGTON  
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## 2013 BUDGET MESSAGE

From  
Mayor Scott Higgins  
To  
Council and Citizens

This presents a fifth consecutive recession budget, and the team perseveres in public service. This message is to accompany the full 2013 budget document. The message provides highlights. The 2013 budget for the City of Camas retains adequate service for the citizens of Camas in another year of budget stress and caution. Staffing is stable and service levels experience some marginal decline. However, citizens will continue to benefit from a balanced array of municipal services at adequate levels. We see signs of gradual local economic growth; and continue to invest in the City's infrastructure and our community future. Since City revenues typically "trail" the economy generally, the budget again cautiously does not yet project major recovery. The actual evidence bears continued attention. Our duties will require us to observe local conditions carefully, monitor our budgets, actively promote economic growth, competently embrace opportunities and be flexible as we meet the future. The Lacamas Lake Lodge initiative, the series of infrastructure investments, and the stabilization of the Emergency Medical Services finances are the three large highlights of the 2013 proposed budget.

### **The proposed budget meets several continuing goals, including:**

- 1) Provide an adequate, austere, balanced array of services.
- 2) Use existing revenue streams.
- 3) Preserve a base level of General Fund reserves (above 17%), consistent with adopted financial policies and acceptable to the City Council.
- 4) Invest in the City's future, consistent with adopted plans, with especially using grant and other favorable "outside" funding sources.
- 5) Achieve efficiencies, and capture opportunities.

**In the proposed budget an austere approach to ongoing expenses is taken.** The operating budgets are "flat". This especially applies to staffing levels. Staffing levels are essentially unchanged. Three Fire/EMS line positions which are funded by the SAFER grant are included in the '13 budget. There are reductions of about three non-grant funded positions; achieved through attrition, continuing re-organization, and consolidation of duties. In contrast with staffing and operational levels, the City's capital investment program continues its robust course. A variety of capital projects are favorably financed, and including, construction of the 38<sup>th</sup> Avenue Extension Project, building the Lacamas Lake Lodge and Conference Center, work on Phase II B of the Wastewater Treatment Plant Project; important initial work on the Jones & Boulder Creek Waterline Project, Friberg Road construction, and other important physical projects. The major street program—the arterial/collector street rehabilitation effort is again funded with Real Estate Excise Tax (REET) revenues. Although the street projects do not fully meet our estimated street reconstruction needs, the program and other arterial improvements are addressing a major portion of the need.

**The budget is constructed within a framework which balances needs with community expectations and revenues.** The General Fund depends largely on property tax revenues, which declined very sharply in the recession. This was "driven" by virtually unprecedented and serious declines in assessed value (AV). The declines were \$91 million (or 2.8%) for the 2009 tax year, \$401 million (12.7%) for 2010, \$193 million (7%) for 2011 and \$56

million (2.2%) for 2012. For the 2013 tax (and calendar year) the Assessor's office provided estimates on October 10<sup>th</sup>, as the budget was well along in its process. The Assessors' estimates showed a \$56 million (2.2%) A.V. decline, which was mostly offset by an addition of \$39 million in new construction value in Camas. Thus the net change in the 2013 assessed value was \$16 million or a net loss of about one half of one percent. Based on the past two years' evidence, the AV decline in the value of existing property in Camas has moderated. It is important to note that the annual official assessed value calculation by the Assessor's Office is a "snapshot" in time. The AV "snapshot" is as of January 1st of each year. The "snapshot" for calculating 2013 property taxes was a "still photo" of value as of January 1, 2012.

As we have weathered this long recession winter, two major, positive revenue facts have benefited the General Fund. First, the police station bonded debt was fully repaid. The building was constructed with "councilmanic" bonded debt, requiring about \$300,000 per year, debt payments for a 15-year period. This "revenue stream" became available to support the array of General Fund purposes in the 2012 budget, and this stream continues. Second, the "REET Flexibility Legislation" (HB 1953) passed in the 2011 Legislative Session and became law. Camas sought this legislative change, and acknowledges State Senator Rivers for her active support of this change. The 2012 budget used \$250,000 in REET (Real Estate Excise Tax) funding to support the operation and maintenance of City facilities. The REET transfer helps us maintain our parks, and protect those investments, as the legislation intended. For the 2013 budget, a REET transfer of \$380,000 is proposed. This level may not be sustainable beyond this year. The flexibility legislation has a cap and a sunset. The cap indicates that no more than 35% of REET total balances in any one year may be transferred. The legislative authority is scheduled to "sunset" in 2016, unless extended by future legislative action. Although the General Fund has been assisted by the police station bond completion and the REET flexibility, there remains a troubling structural imbalance in the General Fund. This imbalance, under low inflation circumstances, is estimated in the three to five percent range.

**Looking to the future there are grounds for both optimism and for caution.** The local economy gives evidence of economic strengthening. As 2012 closes, one notes that building is diverse in the community. This is across a spectrum of development, including residential, commercial, industrial and public construction. Activities of the Camas-Washougal Economic Development Association (CWEDA) are bringing results. As a major, current example, announcement of a Camas location decision of a bio-medical firm is imminent. The CWEDA three party collaboration between Camas, Washougal and the Port has great potential, and will require sustained partnership. There is also stable funding for the Downtown Camas Association (DCA), supporting DCA's role in economic vitality and downtown health. The Farmers' Market enlivened the downtown again this season, and is expected to continue. In the residential arena, we now expect that about 120 permits will be issued in 2013. This contrasts with 74 and 70 in "low" prior years. Major subdivisions on the northeast and west sides of Camas will see new home construction. The commercial, office, and industrial sectors have significant 2013 potentials. The Fisher Development five story office building was occupied in 2011. Upwards of 450 employees are in the first phase building. Two smaller structures were added on the Fisher Campus. More development of this complex may happen in the new year. IMT Bodycote is expanding its operation and building on Pacific Rim Blvd. Peacehealth is ahead of its schedule on occupying their new headquarters near Camas, and many of the Peacehealth workforce will surely choose to live in Camas. Other existing firms appear to be considering investments in Camas, and we are encouraged by this.

All of these are reasons for "guarded local optimism".

**Paradoxically, the wider scene is unclear, uncertain and indicates caution.** It is remarked that government is a “trailing indicator” of the economy, and there are numerous reminders of this. As an example, the State budget is still in difficult shape. Cities, including Camas will see lessened liquor revenues as a result of state decisions. For Camas, the 2013 reduction of liquor revenues are estimated at \$23,000. The effects of the State Supreme Court decision on school financing loom, and may affect the future prospects for state support of local governments and infrastructure funding. In the federal arena, the potential of “sequestration” and the possible effects of the “fiscal cliff” are subjects of concern and speculation. The prognosis for the state and national economy is also a speculation, often colored by varied political “lenses”. Predicting any direct or indirect effects of this on local City budgets is a foolish errand. We do know of several favorable capital project steps taken by state, regional and federal agencies which affect Camas projects. The City has contracts or other binding commitments for these projects, and we have budgeted for these and other similarly secure projects. Here are four important illustrations of this phenomenon:

- 1) Camas’ 38<sup>th</sup> Street Project has been approved by the Southwest Washington Regional Transportation Council (RTC) for \$1,400,000 in Surface Transportation Program (STP) grant funding, and \$1,750,000 in Transportation Improvement Board (TIB) funds.
- 2) The Crown Road Reservoir Project has been approved by the Washington State Public Works Board for \$2,040,000 in favored loan (one-half percent interest, 20-year term) funding. This project was approved by the 2012 legislature as part of a statewide “package” of public works projects, and is secure. We anticipate design of the reservoir in 2013, and construction in 2014.
- 3) The Sewer Main Replacement project has also been approved by the Public Works Board and the legislature. This project is for \$3,740,000 in favored loan (one-half percent interest, 20-year term) funding. This project will need extensive permitting and design work in 2013, leading to construction in 2014.
- 4) The Watershed Line and Filter Plant Project was approved and funded in the amount of \$8 million, of which \$819,190 is “forgiven principal”. The loan terms are 24 years, at one percent interest. Initial elements of this large and important project will be accomplished in 2013, with completion scheduled for 2014. The project will continue to benefit Camas with highest quality, very low cost water. The project will conserve energy, and significantly lower the utility’s electric bill.

These capital investments and other ones are in the budget, and represent investment in our future. They are secure. How the “outside funding” prospects of future Camas projects will be influenced by events in the region, state, and nation is unpredictable. We are confident in our strategic approach which is to insure that we have solid, needed, properly planned local projects, a good reputation with the funding sources, and a practice which is nimble, reliable, and competent. Camas looks to the future with vision, and invests capital for the next decades of prosperity. A “mega-challenge” and opportunity for the next two decades is to provide suitable infrastructure for the annexed undeveloped area north of Lacamas Lake. Camas will meet the challenges.

**Staffing.** Another highlight is the staffing element of the budget. As noted, staffing is stable. Overall, the staffing pattern is flat - a projected 175.9 (FTEs). Three Fire/EMS line staff has been added with funding from the SAFER grant, and attrition accounts for reduction of other employment. The staffing ratio (FTEs per thousand inhabitants) declines under this budget to under nine (FTEs) per thousand (174 FTEs divided by 20,020 official 2012 population) for all funds. With stable staffing and population growth, the ratio of General Fund (FTEs) to

population declines from 5.7 per thousand (2012) to about 5.6 per thousand. Camas General Fund staffing levels are like the levels of 2003-2005, which were reached in the wake of the last major recession. Meanwhile, the community has grown from about 15,000 people to over 20,000 in population. Since staff costs are a huge driver of overall costs—especially in the General Fund, the “difficult times, difficult budget” restrains staffing.

The Budget includes salary and benefit costs for all proposed employees. The City and its contract groups are currently in good faith talks aimed at reaching labor agreements for the future. All current contracts expire December 31, 2012. The proposed budgets reflect current salary schedules and benefit provisions for all employees since contract talks have not come to conclusion at this writing. The medical insurance premium increases are continuing, although they have again this year moderated from the 2011 rates of increase. For the Regence plan, the increase for 2013 is 6%, offset partially by a 2% Wellness Program credit. For the Kaiser plan, the 2013 increase is 6%. Public Employee Retirement Plan employer contributions for PERS employees are scheduled to increase again in 2013. The 2013 increase is two percent for PERS. Fortunately, there is not an LEOFF pension employer contribution increase scheduled for 2013. Pension rates are legislated, and the PERS cost increases have been structured into the proposed budget. Overall, personnel costs constitute the bulk of the General Fund’s costs. Salaries and fringe benefits for the entire General Fund constitute fully **72%** 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.

**Reserves.** Estimating reserves is a complex and uncertain task. Caution guides our foresight. Staff estimates fall into a broad band for the General Fund (GF) December 31, 2012, ending fund balance. The Administration/Finance estimates are between \$3.6 and \$3.8 million. The financial goals and Council goal of preserving 17% of GF in reserve are met across this forecasted band. Using the mid-point of the range, and the proposed 2012 General Fund’s proposed revenues and expenditures, the ending 2013 GF balance would be about \$2.9 million. Despite the vagaries of estimating, the important point is that adequate reserves are set aside and protected in this budget. The Council’s 17% goal is “structured into” the budget.

The proposed budget estimates that \$824,005 in GF reserves will be programmed to balance the 2013 GF. This is from a conservatively estimated balance of \$3.7 million. The total amount of reserves is substantial. Expenditures and revenues will continue to be closely monitored, with a recommended major spring budget review.

**Capital.** Many scheduled elements of the Capital Facilities Plan (CFP) are in the budget. The City is able to continue a street rehabilitation project, funded with \$350,000 in REET revenues. Several other capital projects are funded with “outside” grants, and favored loans. The largest of these is the NW 38<sup>th</sup> Avenue Street Construction Project. Here is a list of top capital projects for 2013, with budgeted amounts for that year:

#### **2013 Top Ten Capital Projects**

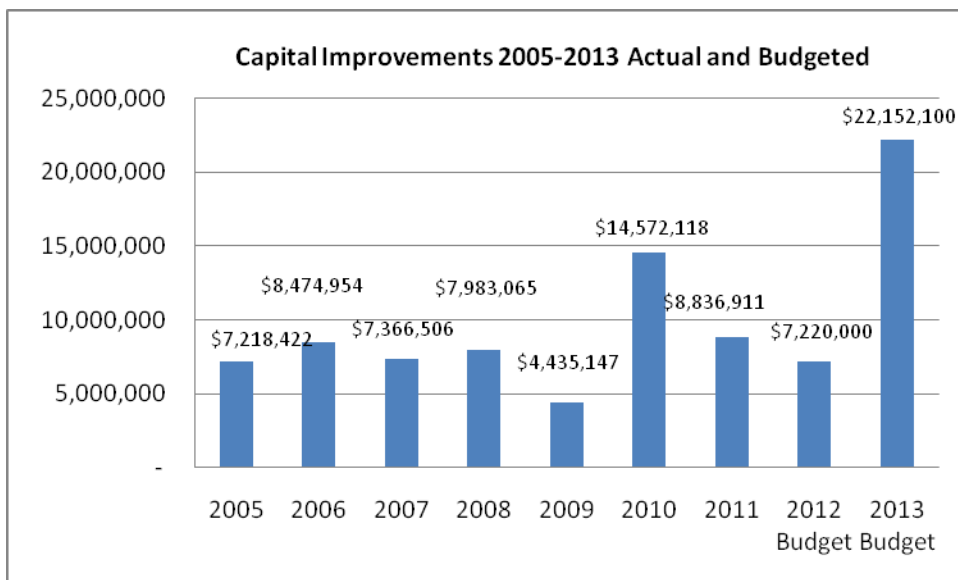
NW 38 <sup>th</sup> Ave Street Construction	\$	5,300,000
WasteWater Treatment Plant Phase 11B		3,300,000
Jones & Boulder Creek Waterline		3,000,000
Friberg Road Construction		2,955,000
Community Center Construction		1,900,000

Crown Road Waterline	656,100
Heritage Boat Launch	550,000
Roadway Preservation	350,000
Water Reservoir Design	300,000
Sewer Pump Station Rehabilitation	250,000

As a budgeting practice, generally items which are dependent of grant funding for which grants are not yet assured are excluded from the budget. As grant or other outside funding is secured and/or necessary agreements with cooperating agencies are prepared, project budget appropriations will come forward for Council action.

**Capital Investment:**

The following chart depicts historic levels of capital investment.



Over \$22 million in capital investments are reflected in the 2013 budget. This represents a strong and important level of capital investment in community infrastructure. Solid infrastructure investment has proven a fundamental of a strong local economy and a very livable community.

**Other Highlights:**

**Lacamas Lake Lodge and Conference Center.** The Lacamas Lake Lodge and Conference Center is a “flagship” project for 2013. On the south bank of Lacamas Lake, in the center of the “Lacamas Corridor” of public park, recreation, trail and openspaces, the center will be constructed. In this beautiful setting, a modern, yet compatible structure will be built. It will host a wide variety of community events and activities. It is foreseen as the first and vital step in a longer range vision of community center/facilities in the Lacamas Corridor. Financing of the project will be provided by the Friends of the Camas Community Center (\$350,000), and from the State of Washington LOCAL loan program. The favored loan of \$1,550,000 is expected to provide the balance of the development/construction costs of the center, estimated at \$1,900,000 in total. The repayment of the loan – made while the community enjoys the center –



is intended to be from the Growth Management Capital Facilities Fund, using Park/Openspace Impact Fees and/or Real Estate Excise Tax revenues.

Expect to see this beautiful City facility – at the lakeside – under construction in 2013.

**Emergency Medical Service/Fire Department.** “Righting this ship” was Chief Swinhart’s description of his EMS assignment, and great progress has been made. The proposed 2013 budget shows a stabilized Emergency Medical function, delivering high quality professional service to our area’s citizens.

**Austerity measures.** To construct the five “recession budgets” of 2008-2013, a long and continuing series of austerity measures, curtailments and cuts were implemented. There is great reliance on the departments and the department directors in the internal prioritization and balancing of expenditures to be included (and excluded) from the budgets. There are many, many examples of the reductions and deferrals which were made to construct these budgets. The sharpest reductions were implemented in 2011, and those have helped to focus our services and expenses. 2011 became the baseline of the 2012 and 2013 proposed budgets. 2012 was steadier than 2011 and 2013 also appears likely to be stable. Perhaps we have unknowingly witnessed “the turn”. In the coming months, we may see more clearly what we now only sense. The “new eyes” of the next City Administrator will also give analysis and perspective to the budget. A special spring budget session is recommended for an updated review.

**REVIEW of the Proposed 2013 General Fund Budget:**

The recommended appropriation for the General Fund in 2013 is approximately \$16.3 million.

**General Fund**

	<b>ADOPTED 2012</b>	<b>PROPOSED 2013</b>	<b>INCREASE (DECREASE)</b>
Operating Programs	\$15,985,957	\$16,161,552	\$ 175,595
Capital	<u>120,000</u>	<u>180,500</u>	<u>60,500</u>
Total	\$16,105,957	\$16,342,052	\$ 236,095

**OVERVIEW of the Proposed 2012 Budget for All Funds:**

The proposed 2013 budget for all funds is \$58 million; \$17 million more than budgeted for 2012. The “all funds” appropriations are reflective of capital project appropriations, including water/sewer and street capital projects (estimated at \$19 million) as well as the utility functions (i.e. refuse collection, water, sewer, etc.) and the General Fund.

**CITY WORK FORCE:**

Thirty-one percent (31%) of the entire “all funds” 2013 budget is allocated to personnel salaries and benefits. City employment in 2012 was 174.14 FTEs, and is estimated at 175.9 in 2013. This is a stable staff to serve a growing population. The budget, as prepared, reflects the known costs of personnel under existing collective bargaining agreements. Staffing flexibility within related classifications, as detailed in prior budget messages, continues.

**Training.** Training is important. Limited training, especially related to keeping required certifications and current professional skills and knowledge is included in this budget. The training provisions are not robust or substantial, however are included in modest amounts.

Professional updates increase competency and efficiency, help our ability to attract large “outside funding”, and bolster the professionalism of Camas’ team.

**Retirements and Recruitments.** Our City workforce is aging. With few new hires in the past several years, and low turn-over rates (about 4% per year over the past decade), the average age of the staff is increasing. Although only one senior staff has declared retirement plans for 2013, other possibilities exist. This is especially true for long term staff who are fully vested in Washington Public Retirement programs. Budget provisions are made for “declared” retirements, and include related costs such as accrued leave and sick leave cash-outs, consistent with adopted city policies. Provision for the retirement “cash-out” of the estimated vacation and partial sick leave balances for one declared 2013 retirement are prudently carried in the Executive Department budget. The HR budget includes minimal funding for assisted recruitments. Reduced levels of other personnel activities (recruitments, transfers, summer hires, etc.) are foreseen and budgeted.

**SUPPLIES, SERVICES AND CHARGES:**

Twelve percent (12%) of the “all funds” 2013 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>\$1,280,825</b>
<i>Intergovernmental Services</i>	<b>\$1,223,280*</b>
<i>Public Utilities</i>	<b>\$1,566,507**</b>
<i>Supplies (includes chemicals)</i>	<b>\$1,256,100</b>
<i>Vehicle Maintenance/Fuel</i>	<b>\$ 290,975</b>
<i>Repairs and Maintenance</i>	<b>\$ 630,943</b>
<i>Insurance</i>	<b>\$ 395,409</b>
<i>Small Tools</i>	<b>\$ 290,975</b>

\* Includes jail, corrections, and court expenses.

\*\*Includes solid waste tipping fees.

**DEBT OBLIGATIONS:**

Eight percent (8%) of the “all funds” budget goes toward debt repayment for the current year. General obligation debt repayment totals \$1,253,345 for 2013 and revenue obligation debt for 2013 totals \$2,965,191.

## **SUMMARY:**

As this budget message comes to a close, it is important for me to point out something else that is coming to an end. Lloyd Halverson is retiring soon. After 22 years of shepherding the City through this process, this budget marks his last. So much has changed during those 22 years. The City has more than tripled in population, the needs of the community have grown and there have been four Mayors during his tenure. There were good economic years and there were bad economic years. The one constant has been the quiet leadership and influence of Lloyd Halverson. We will miss Lloyd's insights, wisdom and knowledge as we move into the future, but his legacy will march on. We will have a new administrator to build on the standard of excellence that this community has come to expect and we will continue to grow. I am confident in our future, but wanted to make sure we acknowledged Lloyd for his faithful service to Camas. Let me just end by saying on behalf of Camas and all its citizens, "Thank you Lloyd Halverson!"

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Higgins".

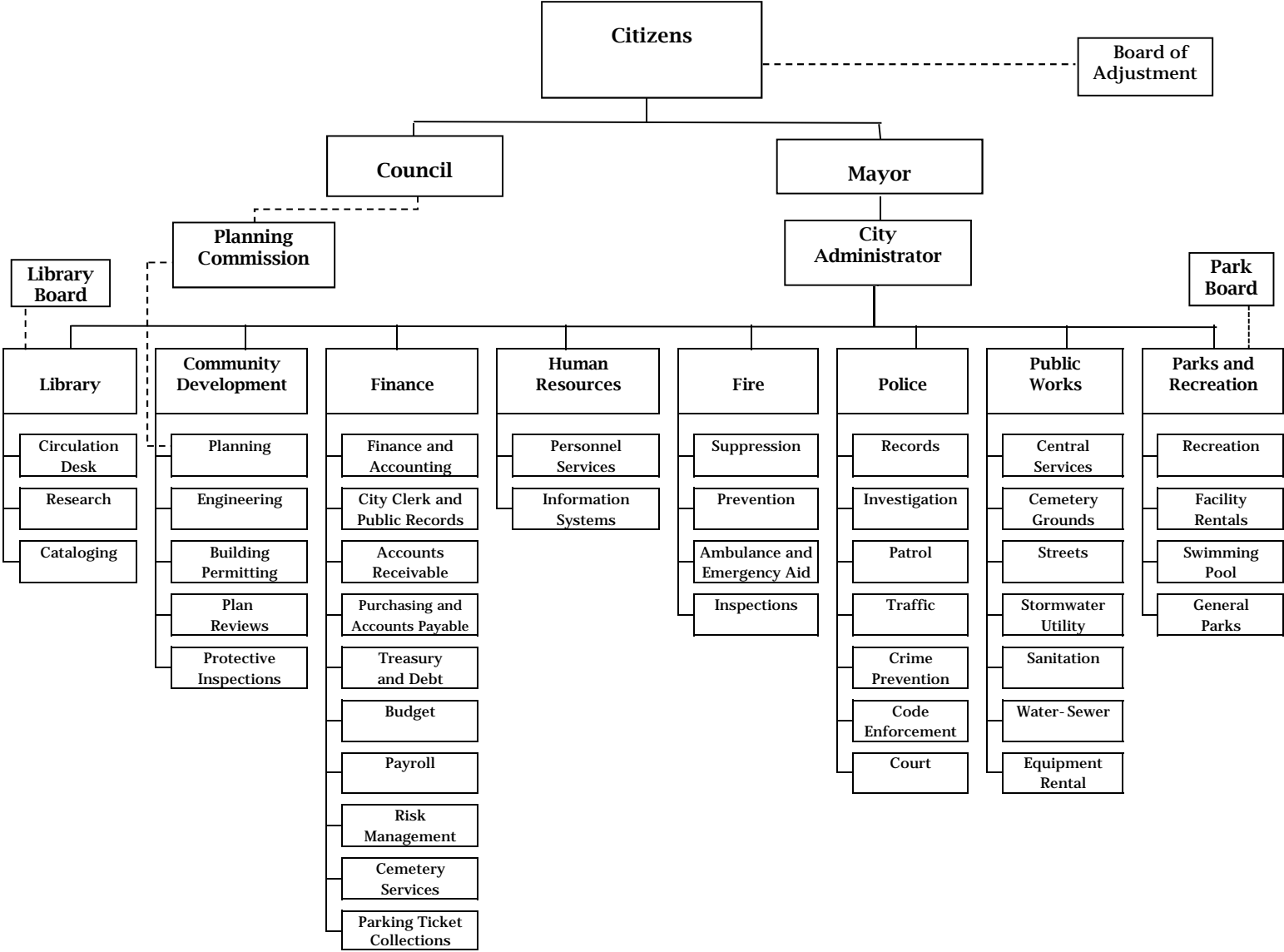
Scott Higgins  
Mayor

# City of Camas, Washington

## Calendar for the 2013 Budget

<b>Date</b>	<b>Steps in Budget Procedure</b>
July 30, 2012	Finance Director distributes instructions and forms to departments for 2013 budget preparation.
September 4 , 2012	Departments file 2 copies of their budget, one to City Administrator and one to Finance Director.
Sept 7, 2012	Finance Department projects revenues and compiles first draft of preliminary budget.
Sept 7 – Sept 21, 2012	City Administrator and Finance Director conduct departmental hearings to draft budget to be presented by the Mayor to the City Council.
September 26, 2012	Proposed preliminary budget distributed to the City Council.
October 1, 2012	Council reviews proposed 2013 budget at workshop.
Sept 21 – Oct 17, 2012	Mayor and City Administrator prepare budget message.
October 24, 2012	Finance Department compiles proposed budget document and distributes to the City Council for their review.
November 5, 2012	Council holds workshop to further review and discuss proposed 2013 budget.
Nov 6 and Nov 13, 2012	Publish notice of tax levy hearing and statement of availability of proposed budget by November 16, 2012.
November 16, 2012	Post proposed budget on website.
November 19, 2012	Council option of additional workshop review and discuss proposed 2013 budget.
November 19, 2012	Council holds public hearing and passes ordinance fixing 2013 tax levy. Tax levy is certified and submitted to Clark County Commissioners and Assessor.
Nov 20 and Nov 27, 2012	Publish notice of budget hearing.
December 3, 2012	Council holds budget hearing; can be continued to subsequent council meetings in December.
December 2012	Council passes 2013 budget and budget ordinance is published.

# CITY OF CAMAS

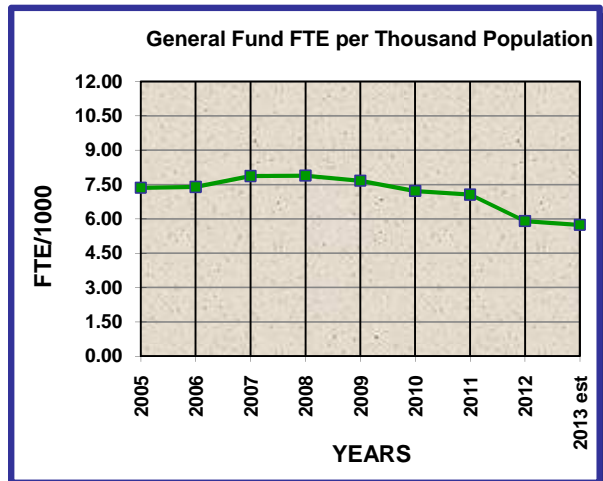
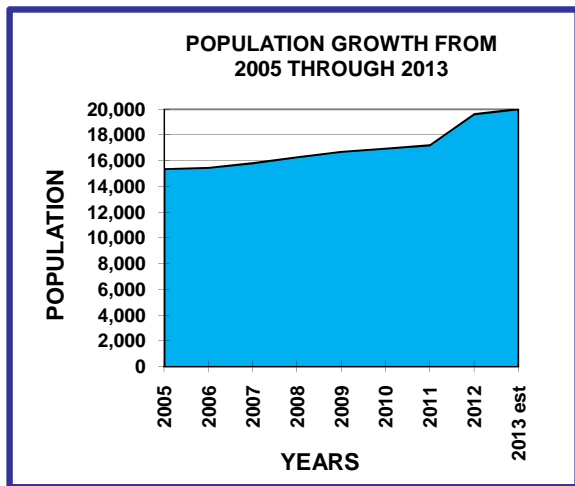


**CITY OF CAMAS, WASHINGTON**  
**Employees (Full Time Equivalents)**  
**Nine Years 2005-2013**

DEPARTMENT	2005	2006	2007	2008	2009	2010	2011	2012	2013
Executive	1.50	1.50	1.50	1.50	1.45	1.45	1.45	1.45	1.60
Finance	7.25	8.00	8.00	8.00	7.88	8.00	7.75	7.75	7.75
Personnel	1.00	1.00	1.00	1.10	1.15	1.15	1.15	1.15	1.15
Law Enforcement	27.70	31.00	32.00	32.00	30.67	29.70	29.70	29.70	29.70
Fire Control	22.90	22.40	21.50	22.08	22.20	22.20	20.90	21.10	22.90
Detention & Correction	1.48	1.48	1.48	1.53	1.68	1.68	1.68	1.75	1.75
Protective Inspections	5.50	6.50	6.00	6.00	4.00	4.00	4.10	4.10	4.10
Information Systems	2.50	2.50	3.00	3.00	3.00	4.00	4.00	3.00	3.00
Engineering & Administration	13.00	14.75	15.17	14.73	13.40	12.40	12.80	12.80	12.28
Central Services	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Planning	3.92	4.38	4.88	4.88	4.88	4.88	3.30	3.30	3.30
Parks	14.51	15.99	17.28	16.86	16.14	16.14	13.59	13.62	12.71
Downtown Vision Coalition	0.20	0.13	0.13	0.13	0.13	0.13	-	-	-
Library	12.55	14.53	16.16	15.91	15.41	15.41	15.10	14.77	14.78
<b>Total General Fund</b>	<b>114.25</b>	<b>124.39</b>	<b>128.33</b>	<b>127.95</b>	<b>122.22</b>	<b>121.38</b>	<b>115.77</b>	<b>114.74</b>	<b>115.27</b>
Street	7.88	8.38	8.38	8.53	7.74	7.44	6.55	6.50	6.50
Cemetery	0.00	0.00	1.33	1.50	1.25	1.25	1.05	1.30	1.05
Emergency Rescue	15.10	15.60	17.25	17.68	23.76	23.30	20.10	19.90	21.10
Fisher Basin Storm Water	-	-	-	-	-	-	-	-	-
Sanitary	3.86	4.11	4.11	4.11	4.11	4.11	4.10	4.10	4.10
Water-Sewer	16.53	17.34	17.84	17.84	19.00	19.00	19.25	19.00	19.00
Storm Drainage Utility	2.33	2.20	2.70	2.80	3.05	4.35	4.50	4.50	4.75
Equipment Rental	4.53	4.11	4.11	4.11	4.05	4.05	4.10	4.10	4.10
<b>TOTALS</b>	<b>164.48</b>	<b>176.13</b>	<b>184.05</b>	<b>184.52</b>	<b>185.18</b>	<b>184.88</b>	<b>175.42</b>	<b>174.14</b>	<b>175.87</b>

POPULATION	2005	2006	2007	2008	2009	2010	2011	2012	2013
	15,460	15,880	16,280	16,700	16,950	17,210	19,620	20,020	20,400

Estimate

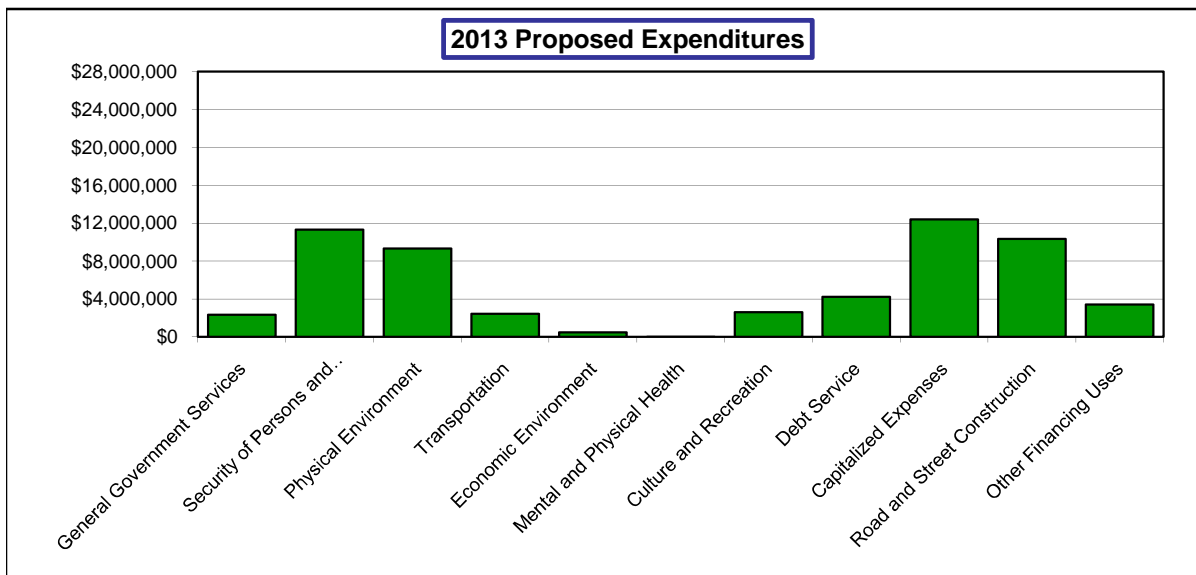


**City of Camas, Washington  
2013 Budget Summary  
Revenues Classified by Source**

	<b>2011 Adopted Budget</b>	<b>2012 Adopted Budget</b>	<b>2013 Proposed Budget</b>
Taxes	\$ 14,025,602	14,026,011	\$ 14,191,761
Licenses and Permits	636,530	524,800	404,500
Intergovernmental Revenues	4,504,879	3,720,150	8,812,753
Charges for Services	14,728,667	14,731,437	15,178,207
Fines and Forfeits	248,700	266,800	258,133
Miscellaneous Revenues	1,595,049	1,631,650	1,533,582
Other Income	550,000	250,000	350,000
Other Financing Sources	11,229,514	5,037,692	12,764,430
Budgeted Fund Balance	1,670,264	1,053,484	5,380,057
<b>Total Revenues</b>	<b>\$ 49,189,205</b>	<b>\$ 41,242,024</b>	<b>\$ 58,873,423</b>

**Expenditures by Function**

	<b>2011 Adopted Budget</b>	<b>2012 Amended Budget</b>	<b>2013 Proposed Budget</b>
General Government Services	\$ 2,335,587	\$ 2,268,084	\$ 2,343,526
Security of Persons and Property	10,687,677	10,822,726	11,305,522
Physical Environment	9,227,172	9,285,477	9,322,236
Transportation	2,355,180	2,391,215	2,440,959
Economic Environment	452,459	467,689	464,574
Mental and Physical Health	3,750	5,100	5,000
Culture and Recreation	2,513,086	2,601,283	2,591,026
Debt Service	3,634,680	3,727,758	4,229,036
Capitalized Expenses	13,424,600	2,375,000	12,397,100
Road and Street Construction	1,451,500	4,860,000	10,355,000
Other Financing Uses	3,103,514	2,437,692	3,419,444
<b>Total Expenditures/Expenses</b>	<b>\$ 49,189,205</b>	<b>\$ 41,242,024</b>	<b>\$ 58,873,423</b>



**City of Camas, Washington  
2013 Annual Budget**

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

	General Fund	SPECIAL REVENUE FUNDS				Debt Service Funds
		City Streets	Emergency Rescue	Hotel-Motel Lodging Tax	Cemetery	
Appropriated Fund Balance	\$ 834,505	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES:						
310 Taxes	11,642,200	-	1,160,700	5,000	-	633,861
320 Licenses & Permits	404,500	-	-	-	-	-
330 Intgovt. Revenues	666,365	413,213	865,300	-	-	-
340 Chgs. for Services	1,948,250	-	1,003,300	-	65,000	-
350 Fines & Forfeits	244,600	-	13,533	-	-	-
360 Misc. Revenues	121,632	200	2,000	-	1,050	-
Total Est. Revenues	15,027,547	413,413	3,044,833	5,000	66,050	633,861
370 Other Income	-	-	-	-	-	-
380 Other Non-Revenues	-	-	-	-	-	-
390 Other Est. Fin.Source	-	-	150,000	-	-	-
Loan Proceeds	300,000	1,750,000	-	-	-	-
Sale of Capital Assets	-	-	-	-	-	-
Transfers In	480,000	1,450,546	-	-	73,901	629,984
Total Est. Resources	\$ 16,642,052	\$ 3,613,959	\$ 3,194,833	\$ 5,000	\$ 139,951	\$ 1,263,845
APPROPRIATIONS:						
510 General Govt. Services	\$ 2,318,525	\$ -	\$ -	\$ -	\$ -	\$ -
520 Sec. of Person & Prop	8,260,689	-	3,044,833	-	-	-
530 Physical Environ.	1,352,291	-	-	-	139,951	-
540 Transportation	-	1,513,959	-	-	-	-
550 Economic Environ.	459,574	-	-	5,000	-	-
560 Mental & Phy. Health	5,000	-	-	-	-	-
570 Culture & Recreation	2,591,026	-	-	-	-	-
591 Debt Service	-	-	-	-	-	1,263,845
594 Capitalized Exp.	480,500	-	150,000	-	-	-
595 Road & Street Const.	-	2,100,000	-	-	-	-
Total Appropriations	15,467,605	3,613,959	3,194,833	5,000	139,951	1,263,845
Est. Other Financing Uses:						
Transfers Out	1,174,447	-	-	-	-	-
Total Estimated Uses	\$ 16,642,052	\$ 3,613,959	\$ 3,194,833	\$ 5,000	\$ 139,951	\$ 1,263,845



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

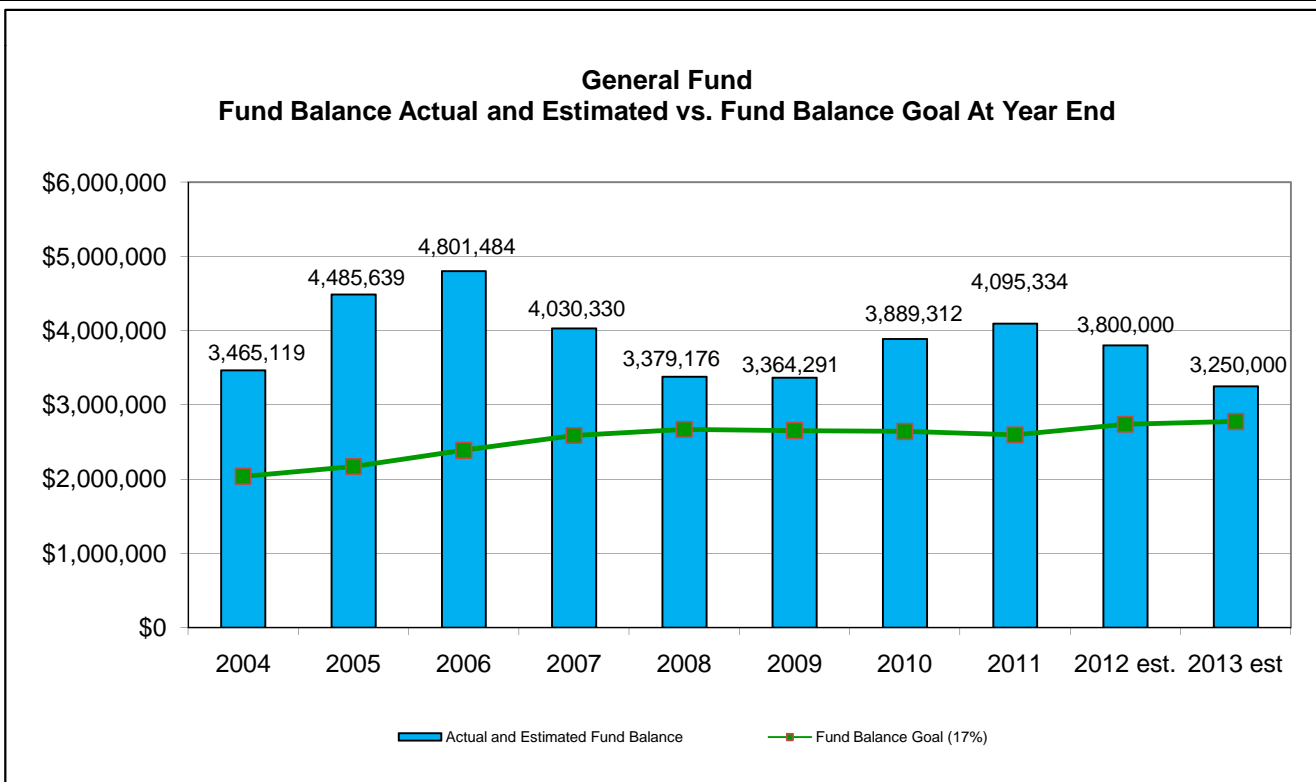
CAPITAL PROJECT FUNDS				PROPRIETARY FUNDS				Firemen's Pension Fund	Total All Funds
Growth Mgmt.	NW 38th Ave Construction	Friberg Street Construction	Community Center	Storm Drainage Utility	City Sanitary	Water - Sewer	Equipment Rental		
\$ 510,997	\$ -	\$ -	\$ 355,000	\$ -	\$ -	\$ 3,679,555	\$ -	\$ -	\$ 5,380,057
750,000	-	-	-	-	-	-	-	-	14,191,761
-	-	-	-	-	-	-	-	-	404,500
562,500	3,200,000	2,955,000	-	150,375	-	-	-	-	8,812,753
559,000	-	-	-	887,520	1,941,835	8,773,300	-	-	15,178,205
-	-	-	-	-	-	-	-	-	258,133
27,500	-	-	-	2,000	1,200	131,000	1,222,000	25,000	1,533,582
1,899,000	3,200,000	2,955,000	-	1,039,895	1,943,035	8,904,300	1,222,000	25,000	40,378,934
-	-	-	-	-	-	350,000	-	-	350,000
-	2,100,000	-	-	-	-	-	-	-	-
-	-	-	1,545,000	-	-	3,500,000	-	-	2,250,000
-	-	-	-	-	-	-	-	-	7,095,000
-	-	-	-	-	-	785,000	-	-	-
\$ 2,409,997	\$ 5,300,000	\$ 2,955,000	\$ 1,900,000	\$ 1,039,895	\$ 1,943,035	\$ 17,218,855	\$ 1,222,000	\$ 25,000	\$ 58,873,423
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 2,343,526
-	-	-	-	-	-	-	-	-	11,305,522
-	-	-	-	769,395	1,943,035	5,117,564	-	-	9,322,236
-	-	-	-	-	-	-	927,000	-	2,440,959
-	-	-	-	-	-	-	-	-	464,574
-	-	-	-	-	-	-	-	-	5,000
-	-	-	-	-	-	-	-	-	2,591,026
-	-	-	-	-	-	2,965,191	-	-	4,229,036
950,000	5,300,000	2,955,000	1,900,000	270,500	-	8,351,100	295,000	-	12,397,100
-	-	-	-	-	-	-	-	-	10,355,000
950,000	5,300,000	2,955,000	1,900,000	1,039,895	1,943,035	16,433,855	1,222,000	25,000	55,453,979
1,459,997	-	-	-	-	-	785,000	-	-	3,419,444
\$ 2,409,997	\$ 5,300,000	\$ 2,955,000	\$ 1,900,000	\$ 1,039,895	\$ 1,943,035	\$ 17,218,855	\$ 1,222,000	\$ 25,000	\$ 58,873,423

**Summary of Estimated Appropriations By Fund  
Actual for 2011 and Appropriations for 2012 and 2013**

	Actual Expenditures 2011	Actual Appropriations 2012	Estimated Required 2013
GENERAL FUND	<u>\$ 15,816,713</u>	<u>\$ 16,105,957</u>	<u>\$ 16,642,052</u>
SPECIAL REVENUES:			
City Street	2,926,349	1,976,739	3,613,959
Emergency Rescue	2,895,166	2,841,447	3,194,833
Hotel-Motel Lodging Tax	5,500	5,000	5,000
Cemetery	160,117	188,344	139,951
TOTAL SPECIAL REVENUE FUNDS	<u>5,987,132</u>	<u>5,011,530</u>	<u>6,953,743</u>
DEBT SERVICE FUNDS:			
Unlimited Tax G.O. Bond Redemption	624,069	624,011	623,361
Limited Tax G.O. Bond Redemption	870,213	563,520	640,484
TOTAL DEBT SERVICE FUNDS	<u>1,494,282</u>	<u>1,187,531</u>	<u>1,263,845</u>
CAPITAL PROJECT FUNDS:			
Growth Management Capital Project	3,604,680	1,613,520	2,409,997
NW 38th St. Capital Project	-	4,400,000	5,300,000
Friberg Road Construction	-	-	2,955,000
Community Center Capital Project	-	-	1,900,000
TOTAL CAPITAL PROJECT FUNDS	<u>3,604,680</u>	<u>6,013,520</u>	<u>12,564,997</u>
ENTERPRISE FUNDS:			
Storm Drainage Utility	1,231,946	985,214	1,039,895
City Sanitary	1,896,734	1,948,910	1,943,035
Water-Sewer	8,679,299	8,585,886	13,133,855
WWTP - PWTF Construction	8,500,000	-	3,300,000
Water-Sewer Capital Reserve	552,000	-	785,000
TOTAL ENTERPRISE FUNDS	<u>20,859,979</u>	<u>11,520,010</u>	<u>20,201,785</u>
INTERNAL SERVICE FUNDS:			
Equipment Rental	<u>1,513,048</u>	<u>1,378,476</u>	<u>1,222,000</u>
FIDUCIARY FUNDS:			
Firemen's Pension	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
TOTAL	<u><u>\$ 49,300,834</u></u>	<u><u>\$ 41,242,024</u></u>	<u><u>\$ 58,873,423</u></u>

**2013 Schedule of  
Transfers Out/ Transfers in**

TRANSFERS FROM	TRANSFERS TO	AMOUNT	PURPOSE FOR TRANSFER
General Fund	Street Fund	\$ 1,100,546	Street operations and construction
General Fund	Cemetery Fund	73,901	Cemetery operations
Growth Management Fund	General Fund	60,000	Fencing parameter of Police Facility
Growth Management Fund	General Fund	40,000	Technology projects: Exchange software, server
Growth Management Fund	General Fund	380,000	Parks Operations and Maintenance
Growth Management Fund	Street Fund	350,000	Roadway Preservation
Growth Management Fund	LTGO Bond Redemption	629,984	Debt service payments for: SE 1st Street Road Improvements, Fire Engine, Parker Street, 38th Ave and 2002 street reconstruction
Water-Sewer Capital Reserve Fund	Water Sewer Fund	785,000	For WWTP Phase 2B construction, Sewer extension on Friberg Road, Water/ Sewer improvements on NW 38th Ave.
Total Transfers:		<u>\$ 3,419,431</u>	



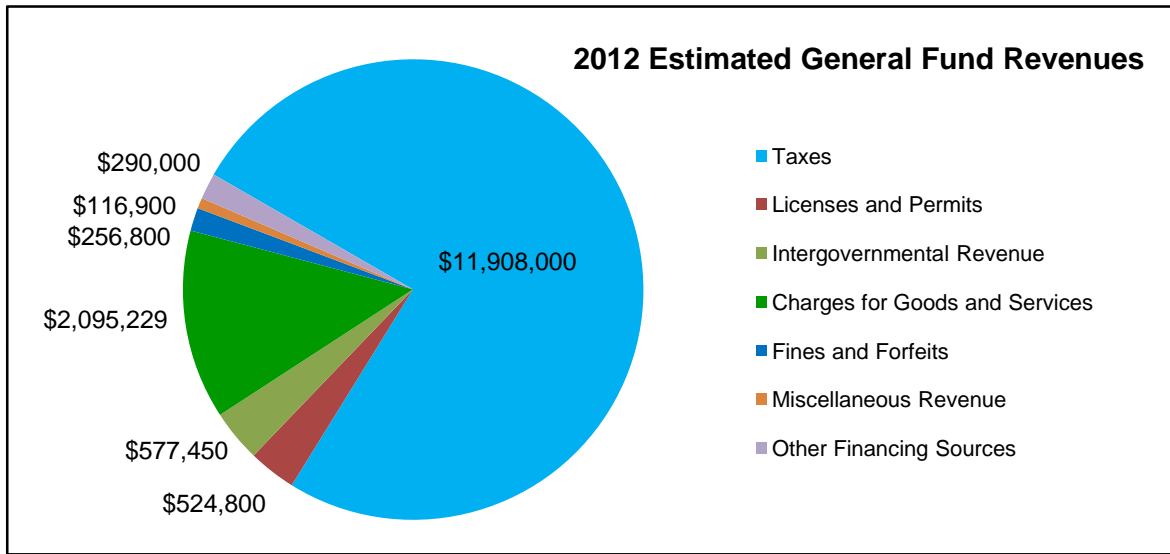
# GENERAL FUND SUMMARY

**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, human resources, 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, storm water and equipment rental functions.



## GENERAL FUND REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
001			
291 740 00 Beginning Appropriated Fund Balance	\$ -	\$ 336,778	\$ 834,505
Taxes:			
311 100 00 Real and Personal Property	9,052,009	9,144,000	9,073,200
313 110 00 Local Retail Sales and Use Taxes	2,273,785	2,100,000	1,900,000
313 710 00 Local Criminal Justice	193,354	178,000	200,000
316 430 00 Natural Gas Franchise	179,715	190,000	185,000
316 450 00 Sanitary Franchise	5,546	6,000	8,000
316 460 00 Television Cable	263,671	270,000	265,000

# GENERAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

FUND NUMBER 001	Actual Revenue 2011	Estimated Revenue 2012	Estimated Revenue 2013
316 810 00 Gambling Taxes	15,418	20,000	11,000
Total Taxes	<u>11,983,498</u>	<u>11,908,000</u>	<u>11,642,200</u>
Licenses and Permits:			
321 300 00 Police and Protective	975	800	500
321 990 00 Other Business Licenses	330	500	500
321 910 00 Telecommunication Franchise	1,000	1,000	1,000
322 100 00 Buildings, Structures and Equipment	466,094	500,000	383,000
322 110 00 Buildings, Structures and Equip - Fire	9,940	10,000	8,000
322 300 00 Animal Licenses	6,840	5,000	5,000
322 400 00 Street and Curb Permits	3,584	5,000	4,000
322 900 00 Other Non-Bus Licenses and Permits	2,181	2,500	2,500
Total Licenses and Permits	<u>490,944</u>	<u>524,800</u>	<u>404,500</u>
Intergovernmental Revenue:			
331 166 00 Direct Federal Grant - Ballistic Vest Grant	937	750	-
331 970 00 Direct Federal Grant - Homeland Security	-	10,000	120,000
333 206 02 Indirect Federal Grant - Traffic Safety	2,498	1,500	1,500
333 453 11 Indirect Federal Grant LSTA State Library	-	-	3,950
333 970 00 Indirect Federal Grant - Homeland Security	-	21,000	-
334 017 00 State Grant - WA Assoc of Sheriffs/Police	9,835	5,000	5,000
334 030 50 State Grant - Traffic Safety	597	-	-
335 000 91 P.U.D. Privilege Tax	157,352	165,000	180,000
336 060 21 Criminal Justice - Population	4,176	4,900	5,200
336 060 26 Criminal Justice - Special Programs	15,767	16,600	17,818
336 060 51 DUI - Cities	3,986	4,000	4,000
336 060 91 Fire Insurance Premium Tax	34,521	34,500	34,500
336 060 94 Liquor Excise Tax	92,353	98,300	16,817
336 060 95 Liquor Board Profits	134,915	121,400	179,580
Total Intergovernmental Revenue	<u>456,937</u>	<u>482,950</u>	<u>568,365</u>
Charges for Goods and Services:			
341 230 00 Civil Probation Filing	13	-	-
341 320 00 Clerks Record Services	152	250	300
341 330 00 Court Fees	4,843	5,000	6,000
341 350 00 Other Statutory Cert Copies	1	100	-
341 430 00 Budgeting, Acctng & Audit Services	518,564	493,272	450,000
341 490 00 Shared Costs - Court	30,571	38,800	44,000
341 500 00 Sale of Maps and Publications	46	3,000	1,000
341 810 00 Printing and Duplicating Services	6,730	7,200	7,100
341 700 00 Sales of Merchandise	131	200	150
341 820 00 Engineering Services	499,733	524,312	520,000
341 930 00 Central Services-Building Rental	41,604	41,533	42,000
341 950 00 Legal Services	11,152	12,209	12,000
341 960 00 Human Resources	54,408	55,996	58,000
341 961 00 Administration Services	74,295	75,839	75,000
341 962 00 Information Technology/GIS	153,727	121,268	120,000
341 990 00 Other General Government	200	200	200
342 100 00 Law Enforcement Services	58,605	55,250	59,000
342 210 00 County Law Protection	50,000	50,000	50,000
342 210 10 Drug Enforcement	8,217	9,500	8,000

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

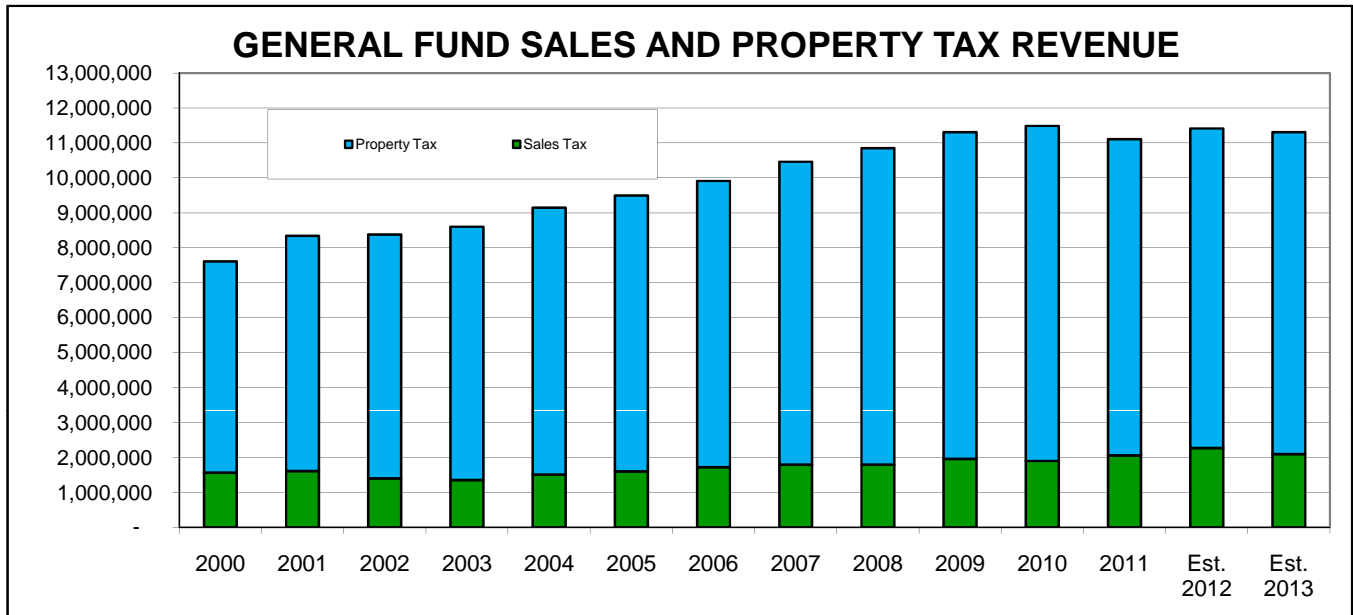
FUND NUMBER	Actual Revenue 2011	Estimated Revenue 2012	Estimated Revenue 2013
001			
342 220 00 Shared Costs - Fire Services (ECFR)	727	-	-
342 330 00 Adult Probation Services	-	-	-
342 360 00 Monitoring of Prisoners	2,000	3,000	4,500
342 400 00 Protective Inspection Fees	3,082	5,800	1,000
342 400 20 Inspection Fees - Construction	106,054	50,000	70,000
342 500 00 Emergency Services Fees	10,250	13,000	23,000
345 810 00 Zoning and Subdivision Fees	95,662	75,000	60,000
345 830 00 Plan Check Fees	229,589	325,000	240,000
345 830 10 Plan Check Fees - Fire	8,098	7,000	7,000
345 830 20 Plan Review-Engineering & Planning	55,954	30,000	35,000
345 890 00 Other Planning Fees	5,985	10,000	6,000
347 310 00 Swimming Pool Admissions	14,921	25,000	18,000
347 610 00 Swim Lessons	35,726	43,000	38,000
347 620 00 Recreation Programs	88,493	109,000	91,000
Total Charges for Goods and Services	2,169,533	2,189,729	2,046,250
Fines and Forfeits:			
352 300 00 Mandatory Insurance Costs	4,124	5,000	2,000
353 100 00 Traffic Infraction Nonparking	98,038	115,000	100,000
353 700 00 Non-Traffic Infraction Penalties	516	700	-
354 000 00 Parking Violations	17,818	18,000	18,000
354 100 00 Parking Violation Penalties	5,165	5,000	5,000
355 200 00 Driving Under the Influence Fines	9,538	12,000	9,000
355 800 00 Other Criminal Traffic Misdemeanor	14,428	15,000	20,000
356 900 00 Other Non-Traffic Misdemeanors	16,906	18,000	18,000
357 390 00 Other Criminal Costs	47,504	50,000	53,000
357 330 00 Public Defense Costs	12,280	12,500	14,000
359 700 00 Library Fines	5,320	5,600	5,600
359 900 00 Miscellaneous Fines	1,000	-	-
Total Fines and Forfeits	232,637	256,800	244,600
Miscellaneous Revenues:			
361 110 00 Investment Interest	12,267	8,000	7,000
361 400 00 Interest on Sales Tax, Court Fees	20,462	19,500	14,000
362 400 00 Space /Facilities Rents - Short-term	458	100	500
362 401 00 Space/Facilities Rentals-Community	10,618	10,000	15,000
362 402 00 Space/Facilities Rentals-Lacamas Lake Lodge	-	-	13,332
362 500 00 Space and Facilities Leases	14,744	7,000	-
362 501 00 Community Center Space Rentals	450	500	500
362 600 00 Housing Rentals and Leases	15,415	15,000	12,000
362 900 00 Other Rents and Use Charges	19,233	18,000	22,000
363 000 00 Ins. Premiums and Recovery	1,631	-	-
367 000 00 Contrib and Donations Pvt Sources	11,481	15,000	15,000
367 110 00 Private Grants	-	2,500	2,500
369 100 00 Obsolete Equipment	1,538	200	300
369 200 00 Unclaimed/Proceeds-Sales Unclaimed	-	100	-
369 300 00 Forfeited/Confiscated Evidence	3,761	1,000	1,500
369 810 00 Cashier Over and Short	210	-	-
369 900 00 Other Miscellaneous Revenue	35,532	20,000	18,000
Total Miscellaneous Revenues	147,800	116,900	121,632
Total Estimated Revenues	15,481,349	15,815,957	15,862,052

# GENERAL FUND

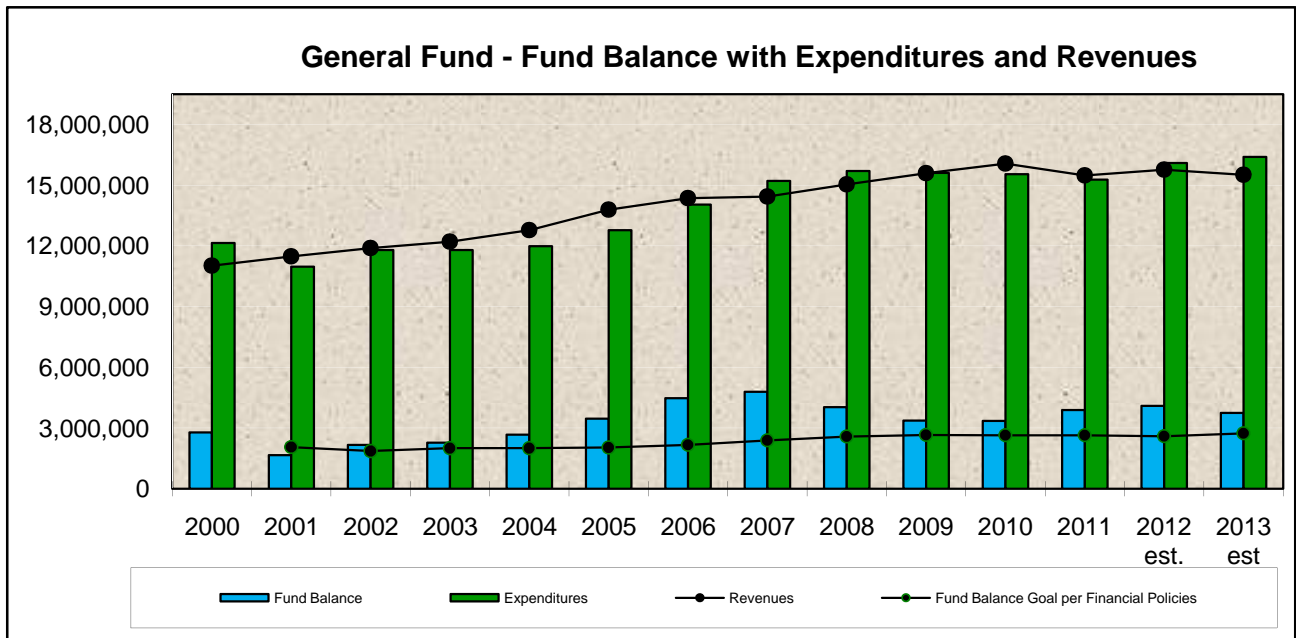
## REVENUE DETAIL

### THREE YEAR COMPARISON

FUND NUMBER	Actual Revenue 2011	Estimated Revenue 2012	Estimated Revenue 2013
001			
Other Financing Sources:			
391 900 00 Intergovernmental Loan Proceeds	-	-	300,000
397 000 00 Transfers-In	-	290,000	480,000
Total Other Financing Sources	-	290,000	780,000
Total Estimated Resources	<u>\$ 15,481,349</u>	<u>\$ 16,105,957</u>	<u>\$ 16,642,052</u>



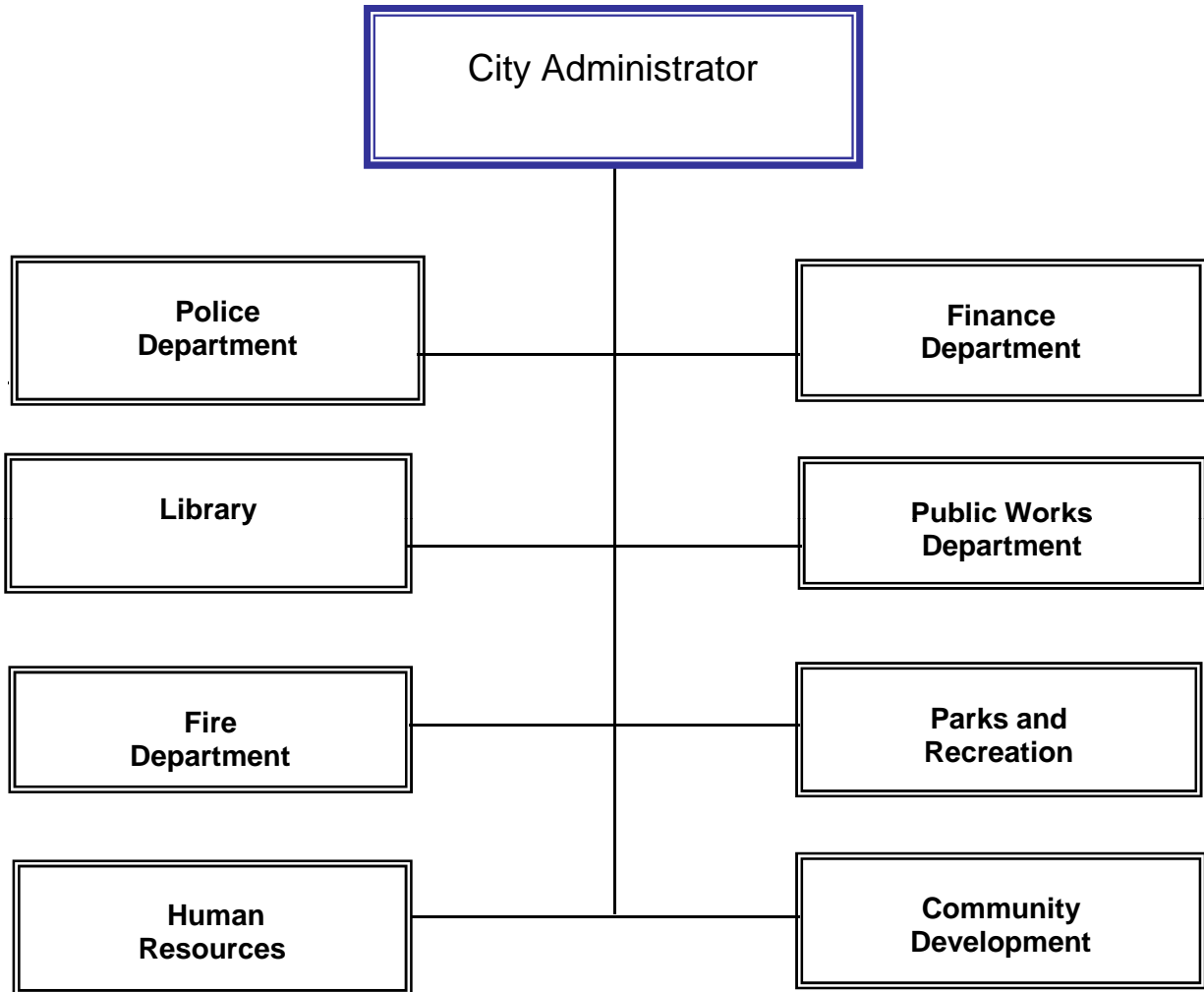
The above chart represents an eleven year history and current projections of the two primary tax revenues for the city.



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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 2013**

1. Provide legislative policy direction for the city.
2. Continue long-range planning on needed infrastructure, community growth and economic development.
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.
7. Continue fiduciary oversight of the City's assets and resources and budget.

## **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 attend 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, were included in this section prior to 2013, now shown in Financial and Records Services.

**LEGISLATIVE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.01.511</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>300 OFFICIAL PUBLICATION SERVICES</b>			
Other Services and Charges	\$ 3,174	\$ 3,500	\$ 3,500
<b>400 TRAINING</b>			
Supplies	-	-	-
Other Services and Charges (Travel and registration)	1,898	3,000	-
<b>600 LEGISLATIVE SERVICES</b>			
Salaries and Wages	41,097	42,000	42,900
Personnel Benefits	3,491	4,000	3,800
Supplies	555	2,000	2,500
Other Services and Charges	2,060	7,600	29,200
<b>TOTAL LEGISLATIVE</b>	<u>\$ 52,274</u>	<u>\$ 62,100</u>	<u>\$ 81,900</u>
% Increase (Decrease) Prior Year		18.80%	31.88%
<b>LEGISLATIVE PERSONNEL SCHEDULE</b>		Actual Approp 2012	Estimated Required 2013
Council Members (7)		\$ 42,000	\$ 42,900
% Increase (Decrease) Prior Year			2.14%

# 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 2013**

1. Inform, acquaint and support the new city administrator.
2. Support the Lacamas Lodge Center project.
3. Supporting an effective management team.
4. Administer the daily operations effectively and efficiently meeting City Council fiscal expectations.
5. Pursue favored external funding for city projects and investments.
6. Continue to work to diversify and strengthen the local economy, tax base, and revenue streams.
7. Represent the City in contacts with other organizations.
8. Lead efforts to manage quality growth.
9. Foster and build partnerships with other organizations.
10. Continue implementation of technology investments.

## **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 lawful 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 2011	Actual Approp 2012	Estimated Required 2013
<b>100 ADMINISTRATION</b>			
Salaries and Wages	\$ 167,212	\$ 168,923	\$ 219,607
Personnel Benefits	43,908	47,121	54,714
Supplies	897	800	800
Other Services and Charges	8,028	7,700	12,230
Total Administration	<u>220,045</u>	<u>224,544</u>	<u>287,351</u>
<b>400 TRAINING</b>			
Other Services and Charges	1,568	1,600	-
Total Training	<u>1,568</u>	<u>1,600</u>	<u>-</u>
<b>TOTAL EXECUTIVE</b>	<u>\$ 221,613</u>	<u>\$ 226,144</u>	<u>\$ 287,351</u>
% Increase (Decrease) Prior Year		2.04%	27.07%

<b>EXECUTIVE PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Mayor	\$ 15,600	\$ 16,500
City Administrator (current Administrator Jan-Mar @ 60% plus payout, new Administrator Jan-Dec)	127,625	175,451
Executive Assistant to the City Administrator (.45 FTE)	25,698	27,656
Total Executive	<u>\$ 168,923</u>	<u>\$ 219,607</u>
% Increase (Decrease) Prior Year		30.00%

**OTHER SERVICES AND CHARGES DETAIL:**

Communication (cell phones, internet, telephone)	\$ 1,800
Insurance	3,030
Travel, registration, memberships, monthly mileage	<u>7,400</u>
Total	<u>\$ 12,230</u>

## LEGAL SERVICES

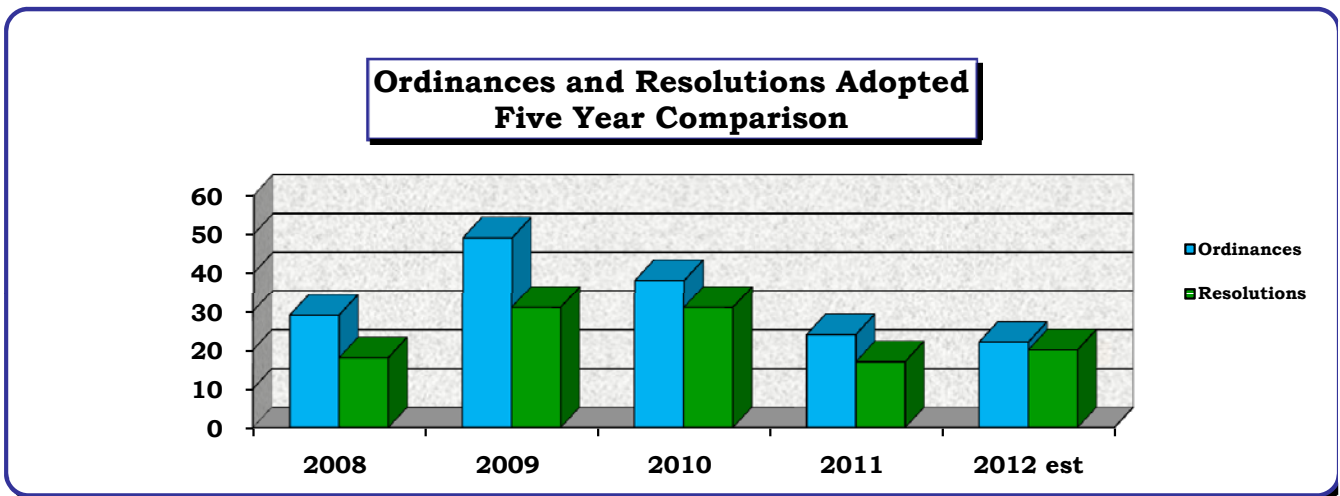
### FUNCTION

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 2011	Actual Approp 2012	Estimated Required 2013
<b>300 LEGAL SERVICES</b>			
Supplies	\$ -	\$ -	\$ -
Other Services and Charges	96,601	102,600	104,600
<b>400 TRAINING</b>			
Other Services and Charges	-	1,000	-
<b>TOTAL LEGAL</b>	\$ 96,601	\$ 103,600	\$ 104,600
% Increase (Decrease) Prior Year		7.25%	0.97%

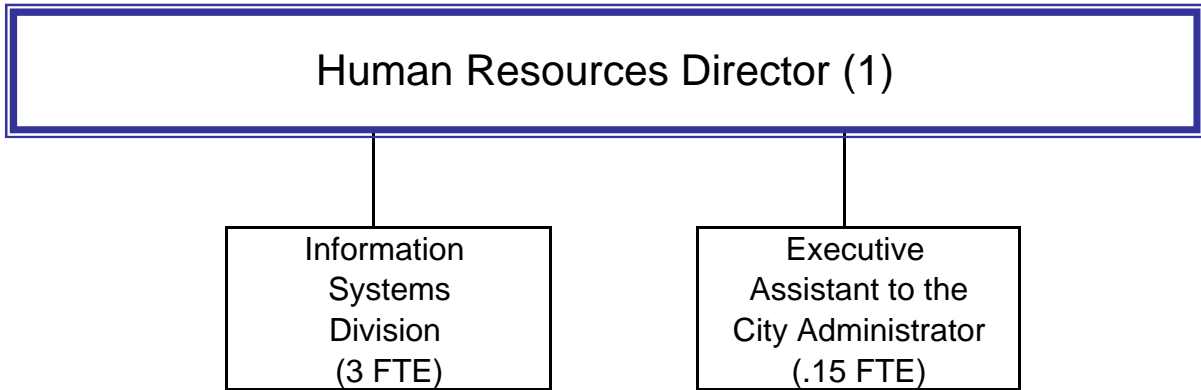
#### **OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (City Attorney, Assistant City Attorney and Prosecutor)	\$ 102,000
Communication (one telephone line)	400
Registrations, dues, publications	1,200
Training	1,000
	\$ 104,600

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# HUMAN RESOURCES

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# HUMAN RESOURCES DEPARTMENT

## OVERVIEW

The Human Resources Department provides employment and personnel services to the City's managers and employees as well as providing information and assistance to job applicants and other external citizens. The department is responsible for a full range of comprehensive human resources services and programs which enhance the effectiveness and efficiency of the organization and is the primary contact and resource for all staff members and departments with employment related questions and concerns.

Among the Department's responsibilities are classification, recruiting and selection, benefits administration, policies and procedures, workers' compensation, employee and labor 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. The City of Camas has received the AWC WellCity Award for 2012 which will decrease the 2013 Regence premiums by a 2% reduction. This is a direct result of the expenses spent on City wellness activities/promotions.

## COMMENTS ON BUDGET APPROPRIATIONS

All bargaining agreements expire at the end of 2012. Negotiations are underway and it is expected that they will continue into 2013. There may be expenses for professional assistance from outside sources for the continued negotiations. The professional services budget does not provide for outside assistance for recruitments.

### HUMAN RESOURCES EXPENDITURE DETAIL THREE YEAR COMPARISON

001.06.	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>518 100 PERSONNEL SERVICES</b>			
Salaries and Wages	\$ 93,781	\$ 96,431	\$ 97,767
Personnel Benefits	31,784	35,130	35,752
Supplies	685	2,000	2,000
Other Services and Charges	30,535	29,100	29,600
Intergovernmental Services	-	-	
<b>516 400 TRAINING</b>			
Other Services and Charges	566	500	-
<b>517 900 WELLNESS PROGRAM</b>			
Supplies	994	1,500	2,000
Other Services and Charges	691	1,550	1,300
<b>TOTAL HUMAN RESOURCES</b>	<b>\$ 159,036</b>	<b>\$ 166,211</b>	<b>\$ 168,419</b>
% Increase (Decrease) Prior Year		4.51%	1.33%

<b>PERSONNEL SCHEDULE</b>	Actual	Estimated
	Approp 2012	Required 2013
Human Resources Director	\$ 87,943	\$ 88,548
Executive Assistant to the City Administrator (.15 FTE)	8,488	9,219
Total personnel	<u>\$ 96,431</u>	<u>\$ 97,767</u>
% Increase (Decrease) Prior Year		0.69%

**OTHER SERVICES AND CHARGES DETAIL:**

**Personnel:**

Professional Services (labor negotiator, workers' compensation claims mgmt. contractor)	\$ 25,000
Communications	1,500
Travel	500
Insurance	1,100
Registrations, membership dues, publications	1,500
Total other services and charges - personnel	<u>\$ 29,600</u>

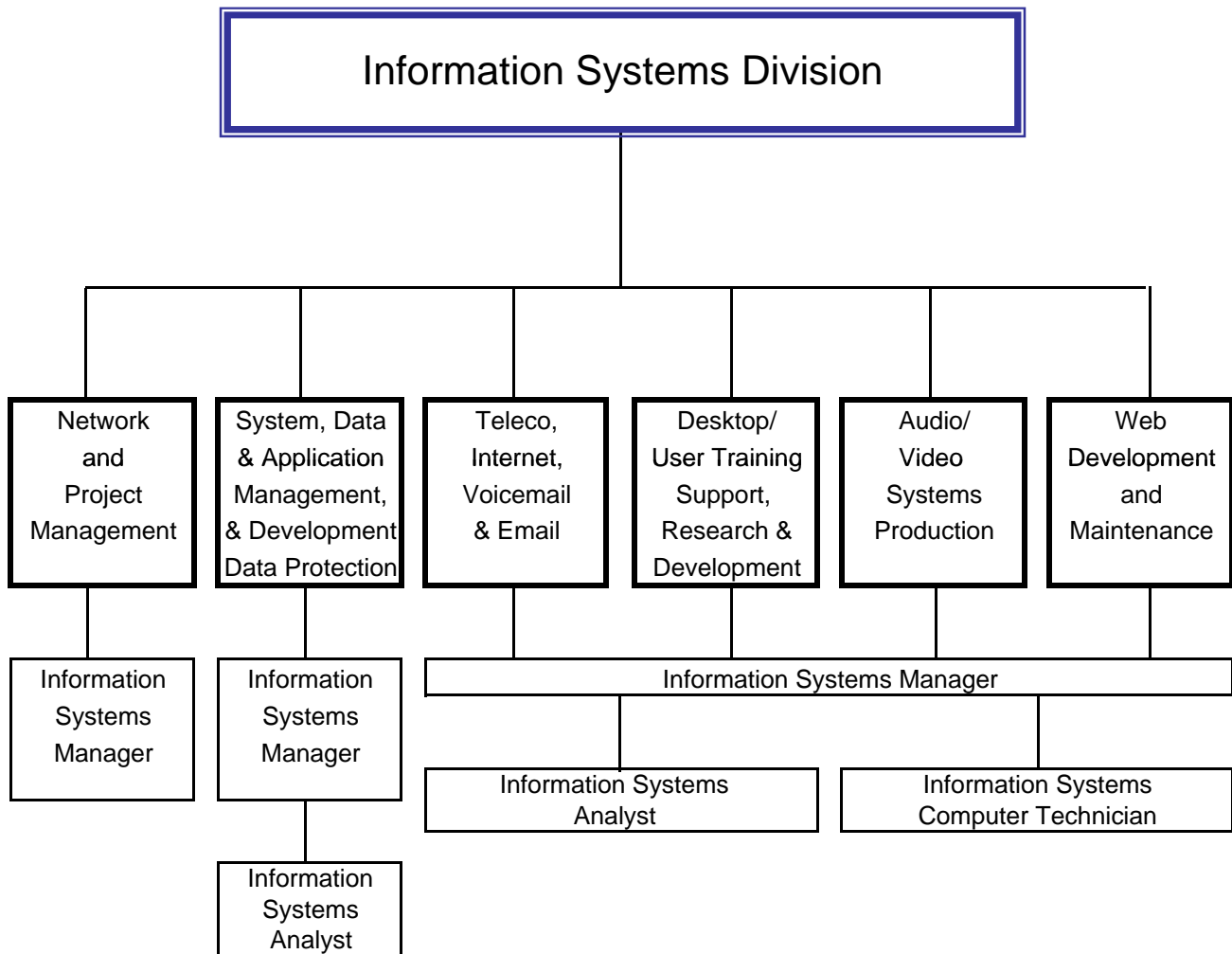
**OTHER SERVICES AND CHARGES DETAIL:**

**Wellness:**

Repairs and Maintenance (exercise equipment)	\$ 500
Registration and travel for Wellness conferences	800
Total other services and charges - wellness	<u>\$ 1,300</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 2013

### **1. Citywide/Exchange Mail Project:**

Migration of the City's Groupwise e-mail system to Exchange Server, moving all desktops to Outlook, and migrating archived e-mails to exchange archiving format. This will require technical and administrative training for the IT staff as well as desktop installation, training and support for users. It also will affect mobile and remote access for users who currently access mail via phones, Blackberries, iPads, etc.

### **2. Citywide/Website:** Yearly review of website. Continue research and development of web-based products and enhancements to online services including "mobile" applications and website accessibility.

### **3. Citywide/Springbrook Upgrade:**

Moving the Financial, Accounting & Utility System onto the newest version of Springbrook Software. This includes replacing aged hardware, moving to SQL platform, testing the conversion, training employees, writing reports, working on data integration and the wireless/mobile environment for utility maintenance and field work. Version 7 fully supports Windows 7 and 8 and includes newly developed and enhanced online/web services.

### **4. Library:**

Desktop management software upgrade or replacement for public environment (still in review from 2012).

Aggressive strategies will be needed to keep up the maintenance on the older computers while working to offer the public the best available technologies.

## 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, printers and other hardware devices. 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 infrastructure. Providing network administration and system engineering.
- 4. Telecommunications.** Providing system and database administration and user support for the city's VOIP phone 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, programming and maintenance.
- 8. Audio/Video.** Providing technical support for the City's audio and video systems and the production of the City's internet video feeds.

## COMMENTS ON BUDGET APPROPRIATIONS

It is the mission of the division to continue to cautiously pursue technology projects where innovations are expected to improve service delivery or provide new or enhanced public services more efficiently - especially in today's economy where funding options continue to be very restrictive.

With budget approval, the City will begin the process to plan for a migration to Exchange Mail. Mail is a vital part of the daily operations of all city departments and will require careful planning, implementation and an engineered data migration plan. The current mail archiving system will also need to be configured to migrate all Groupwise archived email merging those archives with the new Exchange mail system.

The Springbrook upgrade is a completely re-written program which takes advantage of emerging technologies. All of Springbrook's development and programming resources are dedicated to this new version. It will significantly improve efficiencies and services for the City and its citizens. The new product will run significantly faster during data processing and report writing and offers many enhanced features especially for online and mobile users. One immediate benefit will be the improved work order system which is used by all of the departments including the recent developments for the Public Works/Operations Departments. Moving to the new version opens up opportunities for many new uses and efficiencies for maintenance/field crews. It also integrates with 3rd party solutions such as Microsoft Office, Exchange mail and Document Imaging resources, improving the workflow amongst departments.

**Removed 2013 budget submittal:**

In order to sustain a zero-change budget submittal, \$18,000 has been reduced in the areas of computer replacements and Microsoft Office 2010 licensing from ISD's original 2013 submittal.

Understanding these are very difficult fiscal years, ISD takes its share of budget impacts. The lack of funding for new computers puts extra burdens on the technology staff to repair and maintain older devices. There is also limited amounts of overtime authorized as this places not only a burden on the budget, but also a huge burden on staffing when comp-time is earned and then subsequently taken when staff is already at an absolute minimum to maintain the current systems, databases, computers, mobiles and other resources throughout the city. Service levels and expectations of employees, managers and department heads are obviously impacted by our limited resources.

**2012 HIGHLIGHTS**

Some of the large projects completed in 2012 include:

1. The City's new website was successfully launched in January 2012 and ISD has continued to build forms and add features and content throughout the year.
2. The City is nearing completion of the "Granicus Project". The project began with the installation of a new video system in the Council Chambers, with a touch screen video board for switching cameras and views. Work simultaneously began on the process and procedures for submitting agenda items to the City Administration, agenda and minute taking training and configuration with the Granicus products, the web interface for the public viewing of meetings, and the iLegislate setup allowing Council and staff to view agendas and documents online in a "paperless" environment. The audio system which was aged and providing feedback issues in the council was also re-wired and upgraded to accommodate both the in-room audio as well as to improve the online meeting audio.
3. The City's new website domain name [www.cityofcamas.us](http://www.cityofcamas.us) was registered and brought online which also required the upgrade to the email system and email addresses.
4. The Police Smeadsoft upgrade to TAB system was completed for police reporting data.
5. Replacement of Police booking video system and training was completed.
6. Data integration processes with Water/Sewer -- STEP/STEF systems, development of processes in Springbrook utilizing the work order system and online maintenance reporting also progressed.

**INFORMATION SYSTEMS EXPENDITURE DETAIL**

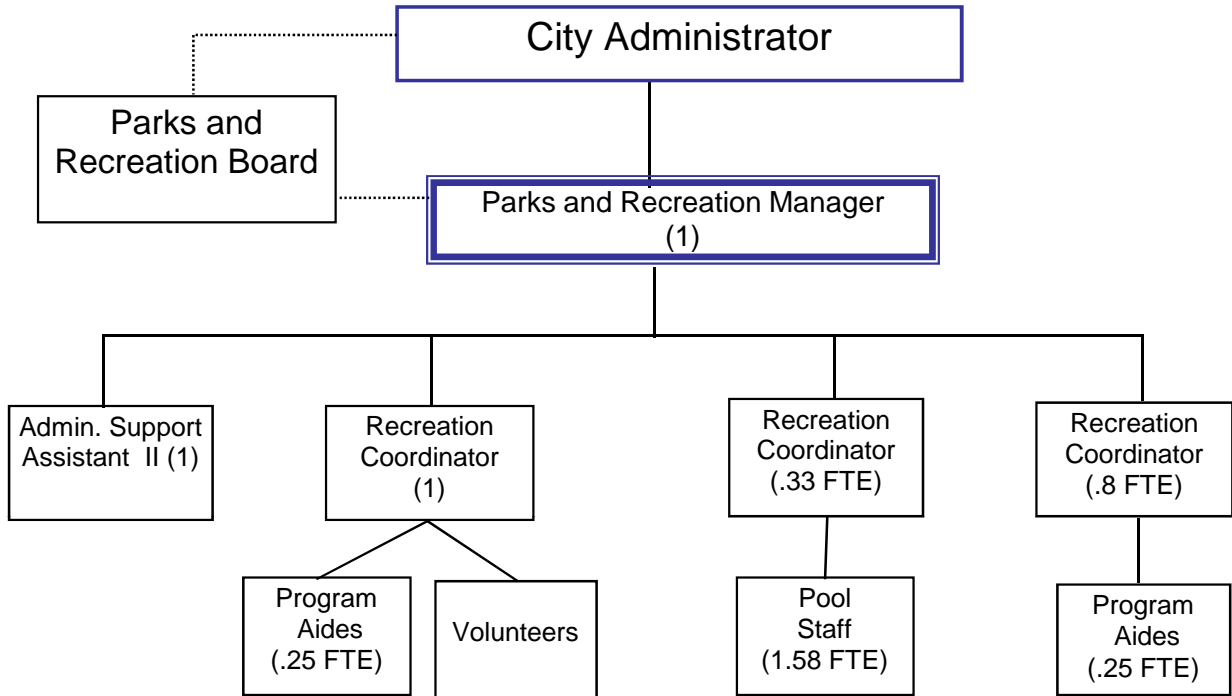
<b>001.12</b>		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>518</b>	<b>800 INFORMATION SYSTEMS</b>			
	Salaries and Wages	\$ 214,639	\$ 219,127	\$ 222,264
	Personnel Benefits	89,276	100,738	101,106
	Supplies and Small Tools (computer replacements)	34,161	40,100	44,750
	Other Services and Charges (licensing)	41,202	46,950	38,407
	Intergovernmental Services	-	-	10,000
<b>532</b>	<b>200 GIS SERVICES</b>			
	Salaries and Wages	43,488	-	-
	Personnel Benefits	12,818	25,000	-
<b>594</b>	<b>180 CAPITAL OUTLAY</b>			
	Capital Outlay (machinery & equipment)	9,874	40,000	40,000
	<b>TOTAL INFORMATION SYSTEMS</b>	<u>\$ 445,458</u>	<u>\$ 471,915</u>	<u>\$ 456,527</u>
	% Increase (Decrease) Prior Year		5.94%	-3.26%

<b>INFORMATION SYSTEMS PERSONNEL SCHEDULE</b>		Actual Approp 2012	Estimated Required 2013
	Manager of Information Systems	\$ 87,944	\$ 87,948
	Information Systems Analyst	70,641	72,768
	Information Systems Technician	60,042	60,048
	GIS Coordinator	-	-
	Overtime	500	1,500
	Total Personnel	<u>\$ 219,127</u>	<u>\$ 222,264</u>
	% Increase (Decrease) Prior Year		1.43%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (Network, email, anti-virus, desktop licensing, system develop.)	\$ 24,000
Communication (telephone charges, internet access)	3,000
Travel	250
Insurance (liability)	3,157
Repairs and Maintenance of small office equipment	2,000
Registrations for classes, subscriptions	6,000
Total other services and charges	<u>\$ 38,407</u>

# PARKS AND RECREATION



\* Parks maintenance is shown in the Public Works Department

# PARKS AND RECREATION

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## RECREATION

### MISSION STATEMENT

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

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

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

### DEPARTMENT GOALS FOR 2013

1. Provide a quality park, recreation, natural open space, and trail system that is efficient to administer and cost effective to maintain.
2. Encourage and actively pursue cooperation between governmental agencies, nonprofit organizations, and private business in providing park and recreation services.
3. Provide a diverse range of recreation programs, facilities, and services to serve multiple ages, populations, and interests.

### 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.

## MAINTENANCE

### MISSION STATEMENT

In response to budget reductions, maintain the parks, trails and open space at the highest level of service possible within budget constraints.

### ACTIVITIES AND SERVICES

As part of the impacts of reduced budget authority, parks will be limiting irrigation and fertilization to reduce mowing requirements.

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

001.18.		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>571</b>	<b>200 PARTICIPANT RECREATION</b>			
	Salaries and Wages	\$ 159,825	\$ 160,376	\$ 118,088
	Personnel Benefits	43,084	49,937	32,789
	Supplies	17,599	11,775	9,125
	Other Services and Charges	58,338	53,016	61,166
	Prof. Services (\$47,330 for instructors, concerts, referees/umpires), Rentals (\$10,336), Misc (\$3500)			
<b>575</b>	<b>400 TRAINING</b>			
	Other Services and Charges	530	400	400
<b>575</b>	<b>500 COMMUNITY CENTERS</b>			
	Salaries and Wages	44,028	42,164	44,718
	Personnel Benefits	15,069	15,215	16,232
	Supplies	2,014	2,550	2,700
	Other Services and Charges	53,138	44,900	52,850
	Prof. Services (\$19,500 for janitorial)			
	Phones, utilities (\$19,500)			
	Insurance (\$3,350), Rentals (\$5,000)			
	Repairs and Maint. (\$2,500)			
	Miscellaneous (\$3,000)			
	Interfund Payments for Services	2,688	2,640	2,500
<b>575</b>	<b>501 LACAMAS LODGE</b>			
	Supplies	-	-	900
	Other Services and Charges	-	-	16,667
	Prof. Services (\$6,500 for janitorial)			
	Phones, utilities (\$4,834), Advertising (\$2,333)			
	Rentals (\$1,667), Repairs and Maintenance (\$333), Miscellaneous (\$1,000)			
<b>571</b>	<b>200 ADMINISTRATION</b>			
	Salaries and Wages	73,757	73,871	76,389
	Personnel Benefits	26,951	33,570	27,003
<b>576</b>	<b>200 SWIMMING POOLS</b>			
	Salaries and Wages	47,504	44,340	52,713
	Personnel Benefits	9,324	9,674	9,416
	Supplies	5,715	6,000	6,000
	Other Services and Charges	25,727	26,900	28,742
	Professional Services (\$3,500), Insurance (\$8,442), Utilities (\$14,000), Repairs and Maint. (\$800), Miscellaneous (\$2,000)			
	Intergovernmental Services and Taxes	1,259	2,000	2,000

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

<b>001.18.</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>576 600 GENERAL PARKS MAINTENANCE</b>			
Salaries and Wages	\$ 278,742	\$ 307,003	\$ 309,168
Personnel Benefits	113,605	134,698	134,124
Supplies	21,017	33,000	35,000
Other Services and Charges	89,162	83,700	80,000
Insurance (\$11,000)			
Professional Services (\$8,000), Rentals (\$6,000), Utilities (\$53,000)			
Repairs & Maint. (\$8,000)			
Interfund Payments for Services	115,767	138,450	139,000
<b>576 910 TRAIL MAINTENANCE</b>			
Salaries and Wages	28,597	30,508	30,712
Personnel Benefits	11,550	14,330	13,686
Supplies	1,803	5,000	1,000
Other Services and Charges	8,745	500	5,000
Repairs & Maint. (\$5000)			
<b>576 920 OPEN SPACE MAINTENANCE</b>			
Salaries and Wages	28,597	30,508	30,712
Personnel Benefits	11,549	14,330	13,593
Supplies	-	-	-
Other Services and Charges	1,618	2,000	2,000
Repairs & Maint. (\$1,000), Prof. Services (\$1000)			
<b>TOTAL PARKS AND RECREATION</b>	<u>\$ 1,297,301</u>	<u>\$ 1,373,355</u>	<u>\$ 1,354,393</u>
% Increase (Decrease) Prior Year		5.86%	-1.38%

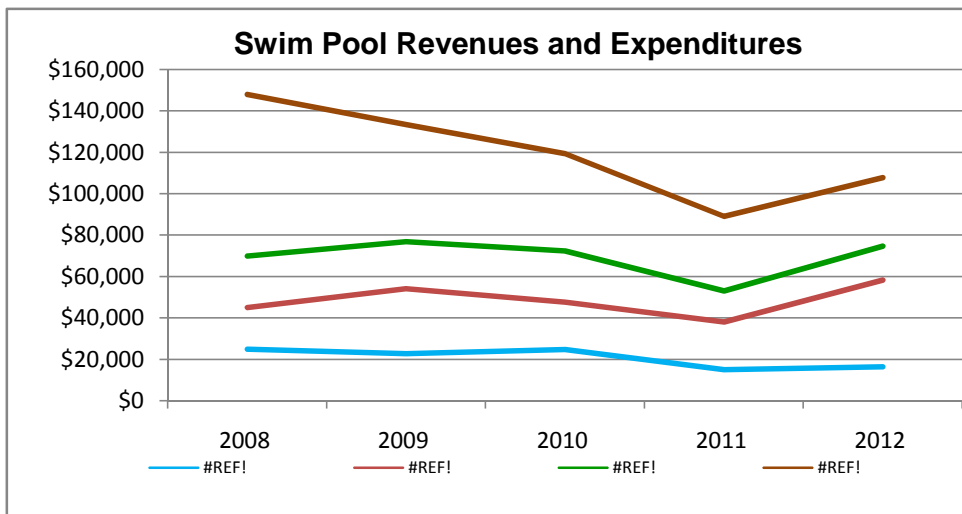
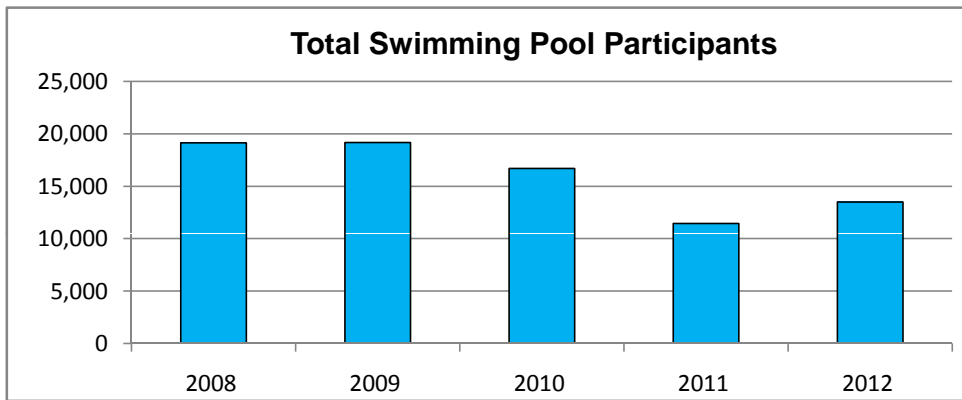
**PARKS AND RECREATION  
PERSONNEL SCHEDULE**

	Actual Approp 2012	Estimated Required 2013
Parks and Recreation Manager	\$ 73,871	\$ 76,389
Recreation Coordinator (2.275 FTE - 2012, 2.13 FTE 2013)	129,393	120,353
Program Aides (1.64 FTE- 2012, .5 FTE - 2013)	30,483	13,035
Recreation Overtime	500	500
Admin. Support Assistant II (.98 FTE - 2012, 1 - 2013)	42,014	44,568
Overtime	150	150



**PARKS AND RECREATION  
PERSONNEL SCHEDULE (CONTINUED)**

	Actual Approp 2012	Estimated Required 2013
Swimming Pool Employees	\$ 36,113	\$ 36,113
Swimming Pool Overtime	800	800
Public Works Director (.05 FTE)	5,430	5,497
Public Works Operation Supervisor (.20 FTE)	15,595	16,064
Lead Maintenance Worker	71,653	71,652
Senior Maintenance Worker (1.25 FTE)	79,553	79,560
Maintenance Worker II (2 FTE)	116,497	116,497
Maintenance Worker I (1 FTE)	53,291	55,322
Seasonal Maintenance Worker (1 @ 6 mo & 2 @ 3 mo. = 1 FTE)	24,000	24,000
Parks Maintenance Overtime	2,000	2,000
<b>Total Parks and Recreation</b>	<b>\$ 681,343</b>	<b>\$ 662,500</b>
% Increase (Decrease) Prior Year		-2.77%



Swim pool revenues include swimming lessons and other classes and activities. In 2009 and 2010, the pool season was ten weeks long. It was reduced by two weeks in 2011 to eight weeks and increased again to ten weeks in 2012. In 2013, the pool is budgeted to operate for 10 weeks.

# INFORMATION AND OUTREACH

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## 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

\$3,000 is budgeted for the East County Family Service Center operated by the Children's Home Society of Washington. \$2,200 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 2011	Actual Approp 2012	Estimated Required 2013
<b>557 200 COMMUNITY INFORMATION SERVICES</b>			
Community Information Services	\$ 4,500	\$ 4,000	\$ 3,000
<b>557 210 NEIGHBORHOOD ASSOCIATION</b>			
Supplies	-	100	-
Other Services and Charges	1,975	2,300	2,200
<b>TOTAL INFORMATION AND OUTREACH</b>	<b>\$ 6,475</b>	<b>\$ 6,400</b>	<b>\$ 5,200</b>
% Increase (Decrease) Prior Year		-1.15%	-18.75%

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

Miscellaneous (Spring Clean-up)	\$2,200
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# SENIOR PROGRAMS

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## ACTIVITIES AND SERVICES

The activities of the Camas seniors organization are supported again this year. The group offers group lunches and organized activities providing socialization for seniors.

### SENIOR PROGRAMS EXPENDITURE DETAIL THREE YEAR DETAIL

001.25.571	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>290 Senior Programs</b>			
Supplies	\$ -	\$ 300	\$ 300
Other Services and Charges	<u>2,115</u>	<u>2,700</u>	<u>5,000</u>
<b>TOTAL SENIOR PROGRAMS</b>	<u><u>\$ 2,115</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 5,300</u></u>
% Increase (Decrease) Prior Year		41.87%	76.67%
<b>OTHER SERVICES AND CHARGES DETAIL:</b>			
Communication			\$ 100
Travel			4,500
Insurance			300
Miscellaneous			<u>100</u>
Total			<u><u>\$ 5,000</u></u>

# **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 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 2013**

1. Construct the Lacamas Lake Lodge and Conference Center. The project is budgeted at \$1,900,000. Devote the fund (\$350,000) held in trust for the Friends of the Community Center to this purpose. Fund the balance with a favored state loan from the LOCAL program.
2. Support the General Fund operation and maintenance of City Facilities with a major transfer (\$380,000) from the Real Estate Excise Tax (REET) source to the General Fund, as permitted by the "REET Flexibility" legislation.
3. Continue the street reconstruction program with \$350,000 of REET funding.
4. Contingent upon State grant funding, build the Heritage Park Boat Launch project.
5. Provide for further technology capital investments (\$40,000), security improvements at the police station (\$60,000), a required parks plan update (\$60,000), approved park, openspace and trail projects (\$180,000), and required debt service (\$629,997), primarily on street projects.

## **COMMENTS ON BUDGET APPROPRIATIONS**

Transportation impact fees will also be transferred to the debt service fund for debt service payments to repay a portion of the Public Works Trust Fund (PWTF) favored loans for the SE 1st Street and Parker Street projects.

Park Impact Fees will be used for a number of parks and openspace projects, including the Lacamas Lodge, Heritage Park improvements and the RCO required Comprehensive Plan Update.

Real Estate Excise Tax (REET) revenues will be used for several eligible projects. The projects include: the annual roadway preservation program, technology upgrades and fencing of the police station. The 2013 transfer of REET to the General Fund to help fund parks operation and maintenance is substantial.

Additionally, Fire Impact Fees and REET will be used to make the scheduled debt payment for a fire engine.

# GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

## REVENUE DETAIL THREE YEAR COMPARISON

300.00		Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291</b>	<b>740 Beginning Appropriated Fund Balance</b>	\$ 339,680	\$ 494,520	\$ 510,997
<b>318</b>	<b>Taxes:</b>			
	Local Real Estate Excise Tax	666,997	600,000	750,000
	<b>Total Taxes</b>	666,997	600,000	750,000
	<b>Intergovernmental Revenue:</b>			
<b>333</b>	<b>100</b> Federal Grant Indirect - IAC	486,923	-	-
<b>333</b>	<b>140</b> Federal Grant Indirect - CDBG	-	-	150,000
<b>334</b>	<b>027</b> State Grant IAC	988,602	-	-
<b>334</b>	<b>027</b> State Grant - WWRP	-	-	412,500
<b>337</b>	<b>010</b> Conservation Futures-County	380,000	-	-
	<b>Total Intergovernmental Revenue</b>	1,855,525	-	562,500
<b>345</b>	<b>Charges for Goods and Services:</b>			
	<b>850 00</b> Impact Fees-Parks & Open Space	164,929	200,000	225,000
	<b>850 10</b> Impact Fees-Transportation	236,503	275,000	304,000
	<b>850 20</b> Impact Fees-Fire	49,455	40,000	30,000
	<b>Total Charges for Goods and Services</b>	450,887	515,000	559,000
	<b>Miscellaneous Revenue:</b>			
<b>361</b>	<b>110</b> Investment Interest	4,111	4,000	2,500
<b>369</b>	<b>900</b> Miscellaneous	-	-	25,000
	<b>Total Miscellaneous Revenue</b>	4,111	4,000	27,500
	<b>Other Financing Sources</b>			
<b>397</b>	<b>000</b> Transfers In	25,519	-	-
	<b>Total Other Financing Sources</b>	25,519	-	-
	<b>Total Estimated Revenues</b>	3,003,039	1,613,520	2,409,997
	<b>Total Estimated Resources</b>	<u>\$ 3,003,039</u>	<u>\$ 1,613,520</u>	<u>\$ 2,409,997</u>

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

<b>300.00</b>		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>Capital Outlay:</b>				
<b>594</b>	<b>760</b>			
	Park Facilities	\$ 119,779	\$ 185,000	\$ 810,000
	<b>760</b>			
	Other Open Space	2,152,872	150,000	110,000
	<b>950</b>			
	Pedestrian Paths/Trails	-	100,000	30,000
	<b>Total Capital Outlay</b>	<u>2,272,651</u>	<u>435,000</u>	<u>950,000</u>
<b>Other Financing Uses:</b>				
<b>597</b>	<b>000</b>			
	Transfers Out	<u>837,874</u>	<u>1,178,520</u>	<u>1,459,997</u>
	<b>Total Growth Management Capital Project Fund</b>	<u>\$ 3,110,524</u>	<u>\$ 1,613,520</u>	<u>\$ 2,409,997</u>

## GROWTH MANAGEMENT ACT CAPITAL PROJECTS FUND

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### Capital Outlay Detail:

Boat Launch/General Parks	\$ 600,000
Louis Bloch Park	\$ 150,000
Acquisitions, settlement	110,000
Trails	30,000
Park Study	60,000
Total Capital	<u>\$ 950,000</u>

### Transfers Out Detail:

Fire Impact Fees:	
Debt payments - 2008 fire engine loan	\$ 30,000
Transportation Impact Fees:	
Debt payments - Parker Street	174,536
Debt payments - Lake Road	186,655
Debt payments - 38th Avenue	143,000
Parks/Open Space	
Debt payments - Lacamas Lodge (new community center)	58,400
Real Estate Excise Tax I:	
Parks Operations and Maintenance	190,000
Police Facility fencing	60,000
Debt payments - 2008 fire engine loan	37,406
Technology projects	40,000
Real Estate Excise Tax II:	
Parks Operations and Maintenance	190,000
Roadway Preservation	350,000
Total Transfers Out	<u>\$ 1,459,997</u>

## Projected GMA Activities and Fund Balances

	Transportation Impact Fee	Park & Openspace Impact Fee	Fire Impact Fee	Reet 1	Reet 2	Totals
<b>Anticipated Balance Dec. 31, 2012</b>	\$ 456,293	\$ 179,482	\$ -	\$ 321,303	\$ 404,321	\$ 1,361,399
<b>2013 Projections</b>						
<b>Revenues:</b>	304,000	225,000	30,000	375,000	375,000	1,309,000
Boat launch grant		412,500				412,500
Louis Bloch Park grant		150,000				
Insurance reimbursement - settlement		25,000				25,000
Investment interest	750			1,000	750	2,500
<b>Total Revenues</b>	304,750	812,500	30,000	376,000	375,750	1,749,000
<b>Total Resources</b>	\$ 761,043	\$ 991,982	\$ 30,000	\$ 697,303	\$ 780,071	\$ 3,110,399

	Transportation Impact Fee	Park & Openspace Impact Fee	Fire Impact Fee	Reet 1	Reet 2	Totals
<b>2013 Budgeted</b>						
<b>Expenses:</b>						
<b>Fire</b>						
Fire Engine - debt payment	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
<b>Transportation</b>						
1996 PWTF Loan Payment	108,000	-	-	-	-	108,000
1997 PWTF Loan Payment	66,536	-	-	-	-	66,536
2001 PWTF Loan Payment	34,748	-	-	-	-	34,748
2003 PWTF Loan Payment	151,907	-	-	-	-	151,907
2012 PWTF Loan Payment	143,000	-	-	-	-	143,000
<b>Parks/Open Space</b>						
Transfer to Debt Service for Lodge debt		58,400				58,400
Park plan update		60,000				60,000
Parks/Open space purchases		110,000				110,000
Trails		30,000				30,000
Boat launch project		550,000				550,000
<b>Reet 1</b>						
Transfer to General Fund for parks O&M	-	-	-	190,000	-	190,000
Transfer to General Fund for Police Facility fencing				60,000		60,000
Transfer to General Fund for technology projects				40,000		40,000
Fire Engine - remaining debt payment				37,406		37,406
<b>Reet 2</b>						
Transfer to General Fund for parks O&M	-		-		190,000	190,000
Roadway preservation					350,000	350,000
General Parks improvements					50,000	50,000
<b>Total Expenses</b>	504,191	808,400	30,000	327,406	590,000	2,259,997
<b>Anticipated Balance Dec. 31, 2013</b>	<b>\$ 256,852</b>	<b>\$ 183,582</b>	<b>\$ -</b>	<b>\$ 369,897</b>	<b>\$ 190,071</b>	<b>\$ 1,000,402</b>



# COMMUNITY CENTER CAPITAL PROJECTS FUND

## FUNCTION STATEMENT

This capital project fund was established in 2010 when the Friends of the Community Center deposited \$350,000 with the city treasury. The construction of the Community Center is planned for 2013 and will be funded with these monies, accumulated investment earnings and a \$1,545,000 loan from the State of Washington Treasurer's Local Option Capital Asset Lending (LOCAL) program.

## REVENUE DETAIL

<b>350.00</b>		Estimated Revenue 2013
291	740 <b>Beginning Appropriated Fund Balance</b>	\$ 355,000
	<b>Other Financing Sources</b>	
391	800 Intergovernmental Loan Proceeds	1,545,000
	<b>Total Estimated Resources</b>	\$ 1,900,000

## EXPENDITURE DETAIL

<b>350.00</b>		Estimated Required 2013
	<b>Capital Outlay:</b>	
594	760 Park Facilities	\$ 1,900,000
	<b>Total Community Center Capital Project Fund</b>	\$ 1,900,000

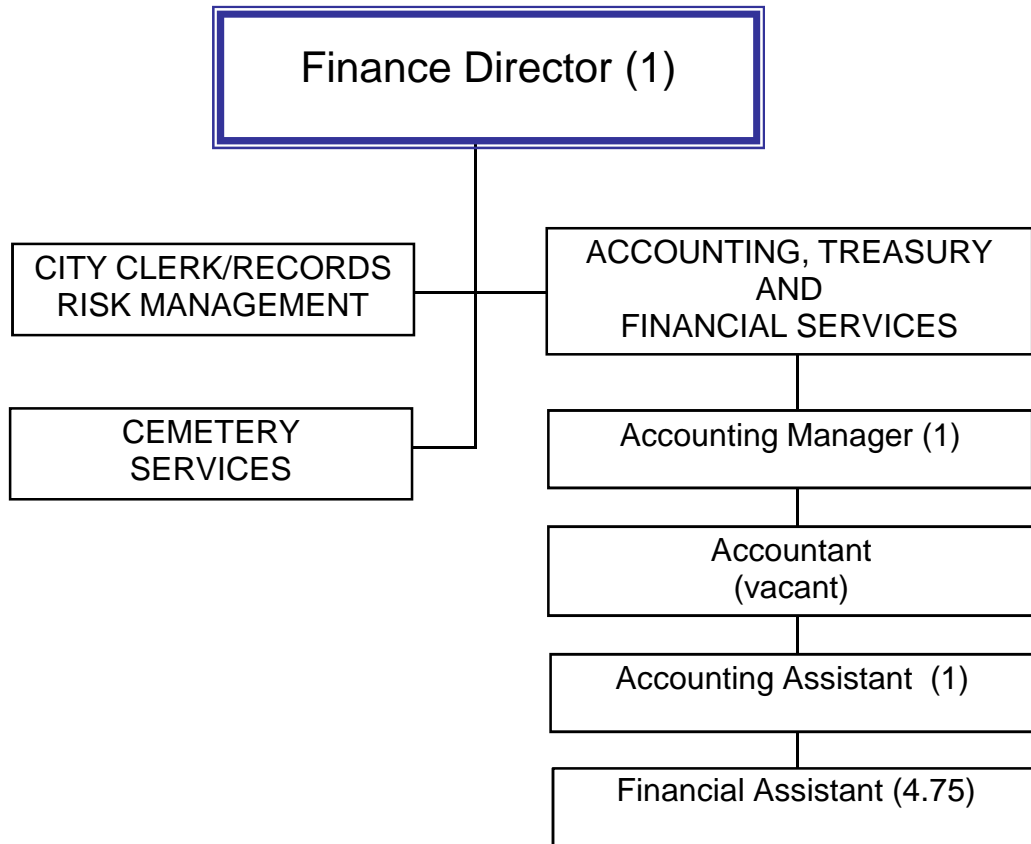
### Capital Outlay Detail:

Lacamas Lake Lodge	\$ 1,900,000
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# FINANCE DEPARTMENT

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# 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 city departments it serves using the most advanced, available and affordable technology.

## **DEPARTMENTAL GOALS FOR 2013**

1. Continue verifying and updating the cemetery records database.
2. Implement new cost allocation process for overhead costs that are generated in the General Fund.
3. Upgrade Springbrook Accounting Software system to Version 7, by converting data, training employees, creating new reports and testing the data for accuracy. The IT Department will replace the server for Springbrook data simultaneously.
4. Coordinate with financial consultant on utility rate study.

## **ACTIVITIES AND SERVICES**

The Finance Department consists primarily of the following service areas:

<b>Accounting/Financial Services</b>	<b>Records/Risk Management</b>
Budgeting and Accounting	City Clerk duties
Financial Reporting	Information archival
Utility Billing and Receipting	Records Searches
Payroll and Benefits Reporting	Municipal Code
Ambulance Billing & Receipting	Claims & Risk Management
Accounts Payable	Cemetery financial and historical records
Accounts Receivable	Parking ticket collections
Cash and Investment Management	
Equipment Rental Accounting	

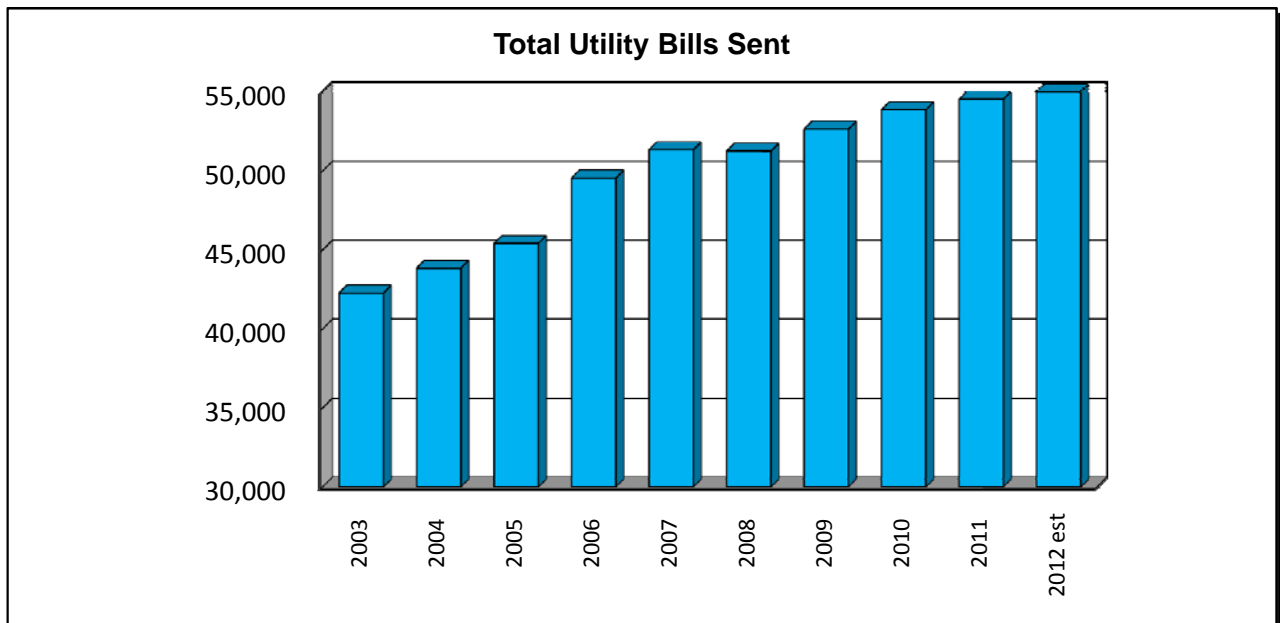
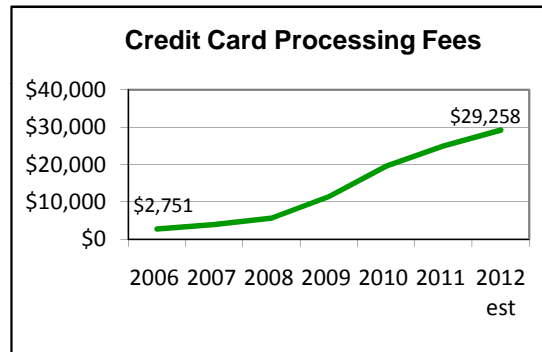
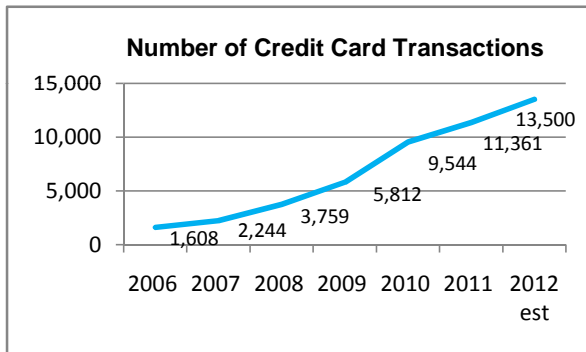
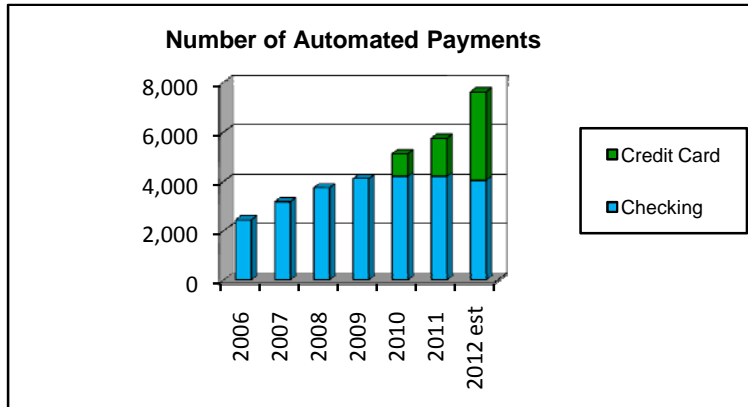
## **COMMENTS ON BUDGET APPROPRIATIONS**

The state accounting manual has made some changes in the accounting of certain costs beginning in 2013. Election costs that were in the Legislative Department are now moved to the Finance Department and budgeted at \$29,000. Potential costs of a primary election in 2013 are not budgeted. Finance administration personnel costs are all combined now with other costs in the financial services section of our department.

The city's financial and accounting software system is outdated, experiencing on-going issues on a daily basis, is slow processing large applications and having significant conflicts with hardware and will benefit from an upgrade to a newer version, plus there will be an advantage of new features and on-line capabilities.

## STATISTICAL INFORMATION

The Finance Department is the core of many central services for the City. Superior customer service and improved processes are constant goals. The following charts reflect growth trends that influence change in processes and procedures to offer prompt customer service with limited staff. Many customers pay their utility bills on-line, telephone our office to use a credit card, or use the city's automatic recurring web pay service, reducing the number of daily receipts in the office. The significant increase in the number of credit card transactions between 2006 and 2012 reflects the addition of the web payment process. With the addition of credit card payments; however, has come an increase in the fees the city pays for credit card processing.



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

001.04.514	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>100 ADMINISTRATION</b>			
Salaries and Wages	\$ 175,215	\$ 179,317	\$ -
Personnel Benefits	49,638	57,117	-
Other Services and Charges	2,245	3,300	-
<b>230 FINANCIAL SERVICES</b>			
Salaries and Wages	294,961	307,444	495,581
Personnel Benefits	103,333	107,110	165,988
Supplies	1,941	2,750	2,800
Other Services and Charges	32,194	40,600	51,585
<b>400 RECORDS &amp; ELECTIONS ACTIVITIES</b>			
Other Governmental Services (Election costs)	-	-	29,000
<b>TOTAL FINANCIAL AND RECORDS SERVICES</b>	<u>\$ 659,527</u>	<u>\$ 697,638</u>	<u>\$ 744,954</u>
% Increase (Decrease) Prior Year		5.78%	6.78%

<b>FINANCE PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Finance Director	\$ 104,971	\$ 104,971
Accounting Manager	74,346	76,371
Accountant	-	-
Accounting Assistant	58,285	58,285
Financial Assistant II (4.75 FTE)	248,159	254,954
Overtime	1,000	1,000
Total Salaries	<u>\$ 486,761</u>	<u>\$ 495,581</u>
% Increase (Decrease) Prior Year		1.81%

**OTHER SERVICES AND CHARGES DETAIL:**

**Financial Services:**

Professional Services - (Bank fees, software licensing)	\$ 24,000
Springbrook software upgrade	14,000
Communication (telephone charges)	2,800
Travel	1,000
Insurance (liability)	7,985
Repairs and maintenance of small office equipment	300
Registrations for classes, subscriptions, membership dues	1,500
Total other services and charges	<u>\$ 51,585</u>

# OTHER GENERAL GOVERNMENTAL SERVICES

**FUNCTION**

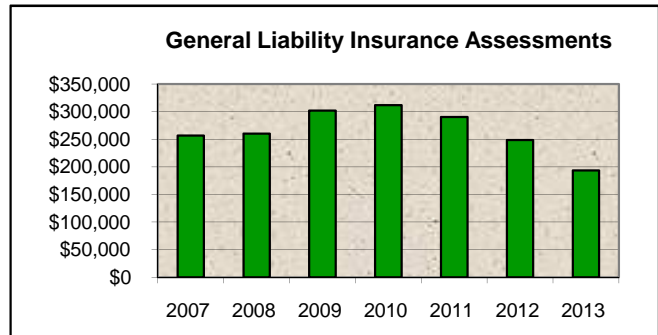
The other general governmental services section of the budget provides for all expenses of general operations of the city not provided under a specific fund and department.

**ACTIVITIES AND SERVICES**

Other general government includes miscellaneous government expenses such as duplication, printing, postage, 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 use to be included in the budget of this department. Now the assessment is allocated to each department based on number of worker hours. The city-wide assessment for 2013 is \$193,758.



## OTHER GENERAL GOVERNMENT SERVICES DETAIL THREE YEAR COMPARISON

001.07	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>518 900 MISCELLANEOUS</b>			
Supplies	\$ 8,139	\$ 6,500	\$ 6,000
Other Services and Charges	117,429	53,900	57,275
Intergovernmental Services and Taxes	12,552	30,500	30,600
Interfund Payments for Services	39,016	12,000	12,000
<b>539 200 AIR POLLUTION CONTROL</b>			
Intergovernmental Services and Taxes (\$.33 per capita)	5,594	5,679	6,600
<b>564 000 MENTAL AND PHYSICAL HEALTH</b>			
Intergovernmental Services and Taxes	3,496	5,100	5,000
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>	<b>\$ 186,226</b>	<b>\$ 113,679</b>	<b>\$ 117,475</b>
		-38.96%	3.34%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (AWC membership - \$13,000, website fee, software license)	\$ 29,000
Communication (postage, telephone charges)	8,000
Operating rentals and leases (postage meter, post office box)	1,600
Insurance (fidelity)	1,675
Repairs and Maintenance (copy machines, phone maint.)	4,000
Code book updates, Chamber of Commerce membership, state purchasing fee	13,000
Total other services and charges	<b>\$ 57,275</b>

# UNLIMITED TAX GENERAL OBLIGATION BOND REDEMPTION

## MISSION STATEMENT

This fund accounts for the payment of principal and interest on the bonds issued in 2000 to expand and remodel the city library and the 2005 refunding bonds which refinanced the last ten years of the original library bond issue at a lower interest rate. The original bond issue of 2000 is paid off, only the refunding bonds remain outstanding.

## REVENUE DETAIL THREE YEAR COMPARISON

239.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>Taxes:</b>			
311 100 Real and Personal Property	\$ 634,145	\$ 624,011	\$ 623,361
<b>Total Estimated Resources</b>	<u>\$ 634,145</u>	<u>\$ 624,011</u>	<u>\$ 623,361</u>

## EXPENDITURE DETAIL THREE YEAR COMPARISON

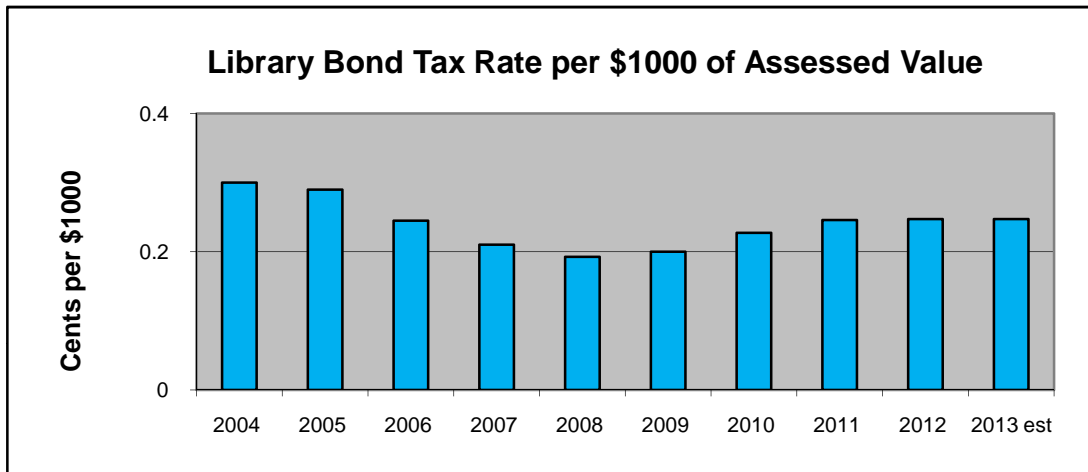
239.00	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>Redemption of General Long Term Debt</b>			
591 720 Principal on Library Bonds	\$ 434,000	\$ 450,000	\$ 466,000
<b>Interest and Other Debt Service</b>			
592 720 Interest on Library Bonds	<u>190,069</u>	<u>174,011</u>	<u>157,361</u>
<b>Total Unlimited Tax General Obligation Bond Redemption Fund</b>	<u>\$ 624,069</u>	<u>\$ 624,011</u>	<u>\$ 623,361</u> -0.10%

**UNLIMITED TAX GENERAL OBLIGATION  
BOND REDEMPTION SCHEDULES**

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**2005 Refunding Library Bonds**

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Last Year of Payment</u>
2013	\$ 466,000	\$ 157,361	\$ 623,361	
2014	486,000	140,119	626,119	
2015	<u>500,000</u>	<u>122,137</u>	<u>622,137</u>	
	<u><u>\$ 1,452,000</u></u>	<u><u>\$ 419,617</u></u>	<u><u>\$ 1,871,617</u></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. As of 2011, the police facility bond is paid off and property taxes are no longer dedicated to debt service. This fund also accounts for the principal and interest for two Public Works Trust Fund (PWTF) loan for Parker Street, SE 1st Street road improvements, the 2002 street reconstruction project, a 2008 loan obtained for a fire engine, a PWTF loan for some construction costs of NW 38th Ave, and two anticipated loans to replace the HVAC at the Police Facility and to construct the Lacamas Lake Lodge.

## REVENUE DETAIL THREE YEAR COMPARISON

240.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>Taxes:</b>			
311 100 Real and Personal Property	\$ 301,909	\$ -	\$ 10,500
<b>Total Taxes</b>	<u>301,909</u>	<u>-</u>	<u>10,500</u>
<b>Other Financing Sources:</b>			
397 000 Operating Transfers In:	<u>569,679</u>	<u>563,520</u>	<u>629,984</u>
<b>Total Other Financing Sources</b>	<u>569,679</u>	<u>563,520</u>	<u>629,984</u>
<b>Total Estimated Resources</b>	<u><u>\$ 871,588</u></u>	<u><u>\$ 563,520</u></u>	<u><u>\$ 640,484</u></u>

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

240.00			Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
591	210	Police Facility/Principal	\$ 285,000	\$ -	\$ 7,500
	220	Fire Pumper/Engine Loan/Principal	54,723	56,940	59,247
	950	SE 1st Street Road Improvements/Principal	33,252	33,252	33,252
	950	Parker Street 1996/Principal	96,429	96,429	96,429
	950	Parker Street 1997/Principal	57,857	57,857	57,857
	950	SE 1st Street Construction/Principal	143,988	143,988	143,988
	950	Street Reconstruction/Principal	128,765	128,765	-
	950	NW 38th Ave/Principal	-	-	130,000
	750	Community Center LOCAL/Principal	-	-	26,547
592	210	Police Facility/Interest	15,533	-	3,000
	220	Fire Pumper Truck Interest	12,682	10,465	8,159
	950	SE 1st Street Road Improvements/Interest	1,829	1,663	1,496
	950	Parker Street 1996/Interest	17,357	14,464	11,571
	950	Parker Street 1997/Interest	12,150	10,414	8,679
	950	SE 1st Street Construction/Interest	9,359	8,639	7,919
	950	Street Reconstruction/Interest	1,288	644	-
	950	NW 38th Ave/Interest	-	-	13,000
	750	Community Center LOCAL/Interest	-	-	31,840
<b>Total Limited Tax General</b>			<u>\$ 870,211</u>	<u>\$ 563,520</u>	<u>\$ 640,484</u>
<b>Obligation Bond Redemption Fund</b>					13.66%

**Parker Street - 1996 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment	Funding Source
2013	\$ 96,429	\$ 11,571	\$ 108,000		
2014	96,429	8,679	105,108		
2015	96,428	5,785	102,213	2016	TIF

**Parker Street - 1997 PWTF Loan**

	Principal	Interest	Total	Last Year of Payment	Funding Source
2013	\$ 57,857	\$ 8,679	\$ 66,536		
2014	57,857	6,943	64,800		
2015	57,857	5,207	63,064	2017	TIF

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

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 33,252	\$ 1,496	\$ 34,748		
<b>2014</b>	33,252	1,330	34,582		
<b>2015</b>	33,252	1,164	34,416	<b>2021</b>	TIF

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

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 143,988	\$ 7,919	\$ 151,907		
<b>2014</b>	143,988	7,199	151,187		
<b>2015</b>	143,988	6,479	150,467	<b>2023</b>	TIF

**Fire Engine - 2008 Loan**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 59,247	\$ 8,159	\$ 67,406		FIF &
<b>2014</b>	61,647	5,759	67,406		REET 1
<b>2015</b>	64,144	3,262	67,406	<b>2016</b>	

**NW 38th Ave Street Improvements - 2012 PWTF**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 130,000	\$ 13,000	\$ 143,000		
<b>2014</b>	130,000	12,350	142,350		
<b>2015</b>	130,000	11,700	141,700	<b>2031</b>	TIF

**Community Center - 2013 Local \***

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 26,547	\$ 31,840	\$ 58,387		
<b>2014</b>	54,687	62,085	116,772		
<b>2015</b>	56,886	59,886	116,772	<b>2033</b>	PIF

**HVAC Police Facility - 2013 Local \***

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>	
<b>2013</b>	\$ 7,500	\$ 3,000	\$ 10,500		
<b>2014</b>	15,000	6,000	21,000		
<b>2015</b>	15,000	6,000	21,000	<b>2033</b>	Taxes

\* These are estimated. No loan has been taken out yet.

# 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 marshal and two firefighters receiving subsidy payments to their state pension.

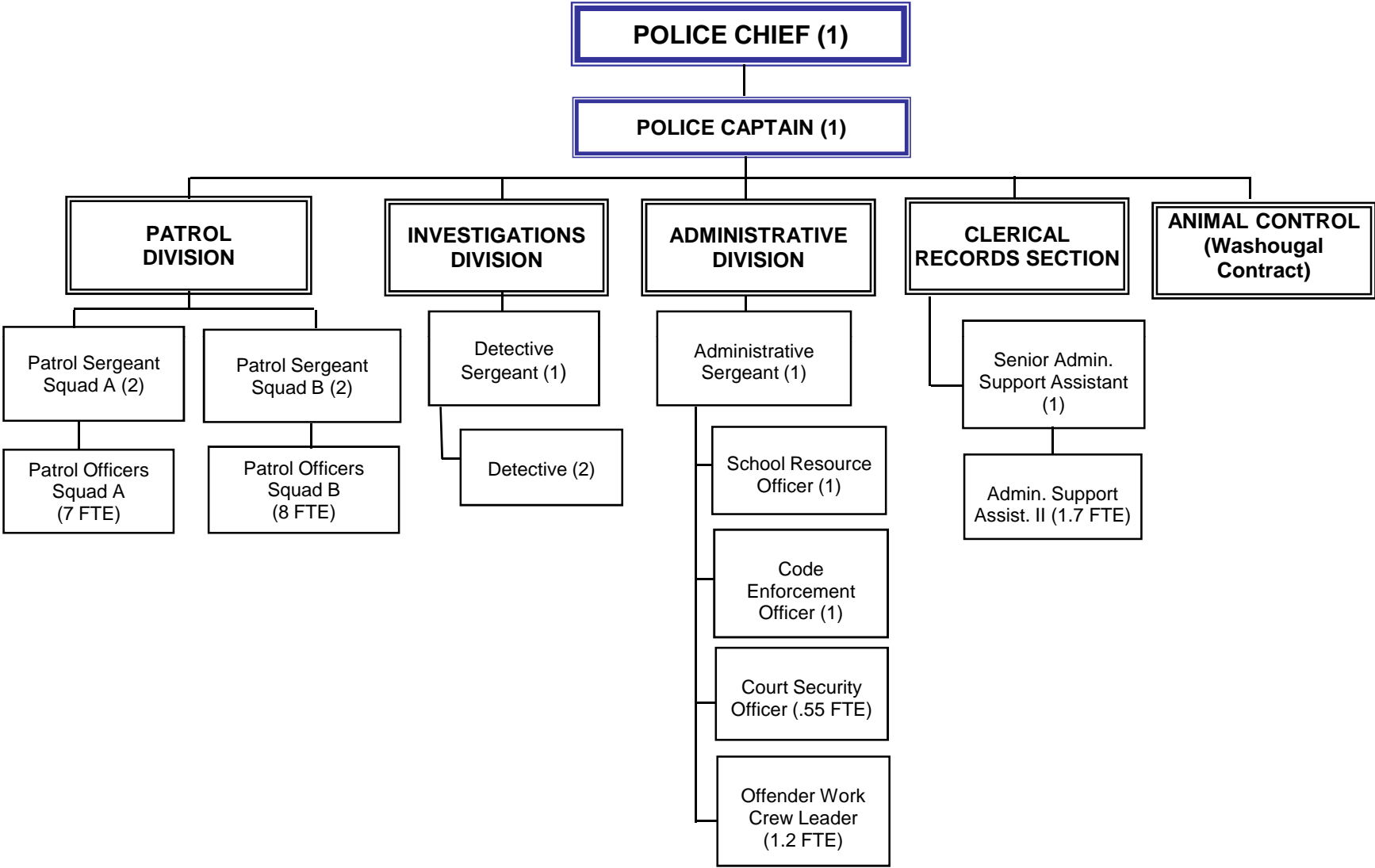
### REVENUE DETAIL THREE YEAR COMPARISON

		Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>611.00</b>				
	<b>Miscellaneous Revenues:</b>			
361	110 Investment Interest	\$ 23,022	\$ -	\$ -
369	000 Employer Contribution	34,521	25,000	25,000
	<b>Total Miscellaneous Revenues</b>	57,543	25,000	25,000
	<b>Total Estimated Revenues</b>	\$ 57,543	\$ 25,000	\$ 25,000

### EXPENDITURE DETAIL THREE YEAR COMPARISON

		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>611.00.517</b>				
	<b>Disability and Retirement:</b>			
200	Pension and Disability	\$ 17,361	\$ 25,000	\$ 25,000
	<b>Total Firemen's Pension</b>	\$ 17,361	\$ 25,000	\$ 25,000

# POLICE DEPARTMENT



# JUDICIAL

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## **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**

In 2011 the City of Camas took over managing certain cost centers of the Camas/Washougal Municipal Court when Clark County found they could no longer afford to support the satellite operation. Although the County had desired to transfer court operations to downtown Vancouver, the two cities took steps to maintain the court function in East County. The partial transition of the court function back to the City has resulted in reduced expenditures, but also resulted in reduced service levels to the community. The Camas/Washougal Municipal Court is currently closed to the public on Mondays, Wednesdays and Fridays.

While the City took over managing the infrastructure expenses for the facility, it kept that part of the contract for all of the Clark County employees, including the judges and clerks. We spent many staff hours in 2012 investigating the possibility of forming our own Municipal Court and breaking away from contracting with Clark County for those services. This project will carry over into 2013 as the two cities attempt to determine which methodology is most efficient and in the best interest of the community.

**JUDICIAL EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.02.</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>512 500 MUNICIPAL COURT</b>			
Salaries and Wages	\$ -	\$ -	\$ 5,000
Personnel Benefits	-	-	1,600
Supplies	8,000	3,914	4,000
Other Services and Charges	84,500	50,825	85,000
Professional services (\$21,000 for janitorial, courier services)			
Communication (\$1,000)			
Operating Rents (\$38,000)			
Insurance (\$1,000)			
Public Utility (\$14,000)			
Repairs (\$4,000)			
Misc. (\$6,000)			
Intergovernmental Services and Taxes	124,500	123,772	129,000
<b>515 500 INDIGENT DEFENSE</b>			
Other Services and Charges	<u>48,000</u>	<u>45,500</u>	<u>51,000</u>
<b>TOTAL JUDICIAL</b>	<u>\$ 265,000</u>	<u>\$ 224,011</u>	<u>\$ 275,600</u>
% Increase (Decrease) Prior Year		-15.47%	23.03%

<b>JUDICIAL PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Court Coordinator (0 - 2012, 1 (Dec) - 2013)	\$ -	\$ 5,000
Total Personnel	<u>\$ -</u>	<u>\$ 5,000</u>

# LAW ENFORCEMENT DEPARTMENT

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## **MISSION STATEMENT**

The mission of the Camas Police Department is to protect lives and property in our community and to maintain public order.

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## **DEPARTMENTAL GOALS FOR 2013**

Training of new enforcement staff and transitions into new positions will be a main goal for 2013. During the last half of 2012, the department experienced a large volume of transition of staff. Four new police officers were hired during this period, all of whom were assigned to uniformed patrol. At the same time, the department has promoted an existing officer to the position of sergeant, and has changed assignments for three other members who will be working as detectives or the School Resource Officer.

The agency will also be undergoing a transition of equipment in the area of less lethal - long distance weapons. We were notified in 2012 that TASER International would no longer be manufacturing or supporting the TASER rifle. The TASER rifle was the Camas P.D. platform for long distance - less lethal tactical situations. In 2013 the department will be confirming a new less lethal platform, will acquire the tools, and will train and certify staff.

Also in 2013 will be our formal Accreditation audit from the Washington Association of Sheriffs and Police Chiefs. The police department was last awarded the status as an accredited police department in May of 2009.

## **ACTIVITIES AND SERVICES**

The activities of the Police Department are varied and encompass a wide degree of services not normally associated with the standard police function. Of course, they include enforcing criminal violations, traffic enforcement, investigating a variety of non-criminal complaints and providing safety for persons and property. We also perform downtown parking enforcement and nuisance abatement through the work of a Code Enforcement Officer. The Camas School District and the City of Camas co-fund one full-time police officer position to provide safety and protection to our schools. The offender work crew program continues to provide services back to the community while reducing costs in prisoner incarceration fees paid to Clark County.

We operate a detective unit that is planned to be staffed by three sworn officers this coming year. This unit conducts investigations into serious crime, including person crimes, narcotics and vice crimes. The detective unit will handle investigations of sexual assaults and child abuse.

Through a cooperative effort with the City of Washougal, we receive animal control services on a contract basis. The City of Washougal is also a partner in the operation of the local municipal court. Unique to this cooperative approach, both cities share the costs of both of these programs without any charges for administrative overhead. Through this true "actual cost" approach both communities are able to enjoy these services at the lowest possible cost to the taxpayer.



**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.08.		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>521 100 ADMINISTRATION</b>				
	Salaries and Wages	\$ 330,702	\$ 356,307	\$ 363,618
	Personnel Benefits	108,799	131,500	125,394
	Supplies	6,551	4,700	6,000
	Other Services and Charges			
	Professional Services	10,551	6,000	4,400
	Communications (\$980), Travel (\$2,400)	9,126	8,400	10,780
	Repairs/Maint. (\$3,000), Registrations and laundry (\$4,400)			
	Interfund Payments for Services	15,156	26,359	23,983
<b>521 POLICE OPERATIONS</b>				
<b>220 PATROL AND INVESTIGATIONS</b>				
	Salaries and Wages	1,762,955	1,885,699	1,943,573
	Overtime	95,099	55,000	60,000
	Personnel Benefits	683,241	725,900	791,586
	Supplies	41,461	32,700	23,550
	Other Services and Charges	27,131	54,050	80,990
	Professional Service (\$5,000),			
	Uniform Cleaning (\$8,500), Communication (\$30,990)			
	Insurance (\$31,000 liability), Travel (\$1,500),			
	Advertising (\$500),Repairs and Maint. (\$3,500)			
	Intergovernmental Services	11,343	18,000	256,735
	Interfund Payments for Services	189,157	182,070	196,760
<b>300 COMMUNITY SERVICES</b>				
	Interfund Payments for Services	3,552	-	-
<b>400 TRAINING</b>				
	Supplies	4,256	9,000	13,250
	Other Services and Charges	11,476	14,725	21,175
	Travel (\$12,200)			
	Registrations, publications (\$8,975)			
	Intergovernmental Services	800	9,000	2,000
<b>500 FACILITIES</b>				
	Salaries and Wages	6,018	8,000	8,000
	Personnel Services	1,866	2,700	2,700
	Supplies	6,903	8,500	8,500
	Other Services and Charges	82,656	86,300	93,600
	Insurance (\$8,400 property insurance),			
	Public Utilities (\$47,000)			
	Repairs and Maintenance (\$19,000)			
	Janitorial and mat cleaning services (\$19,200)			

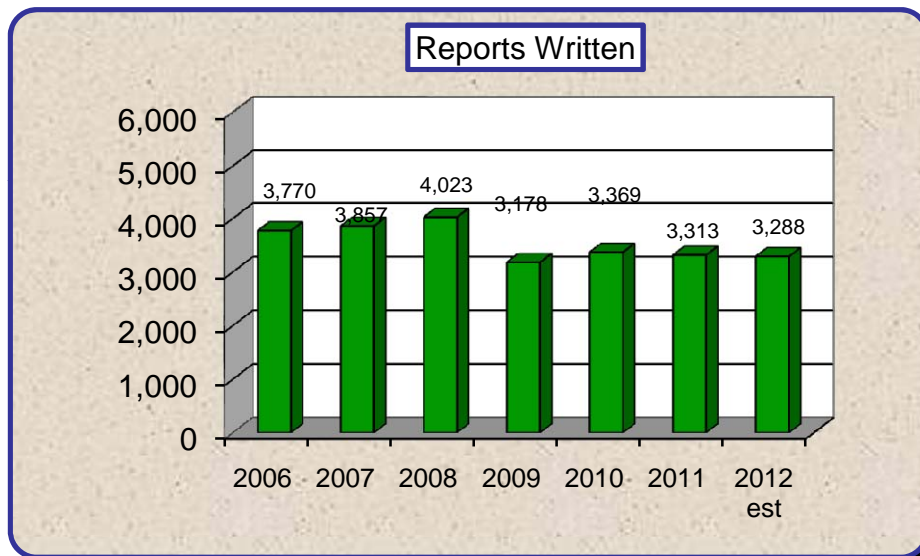
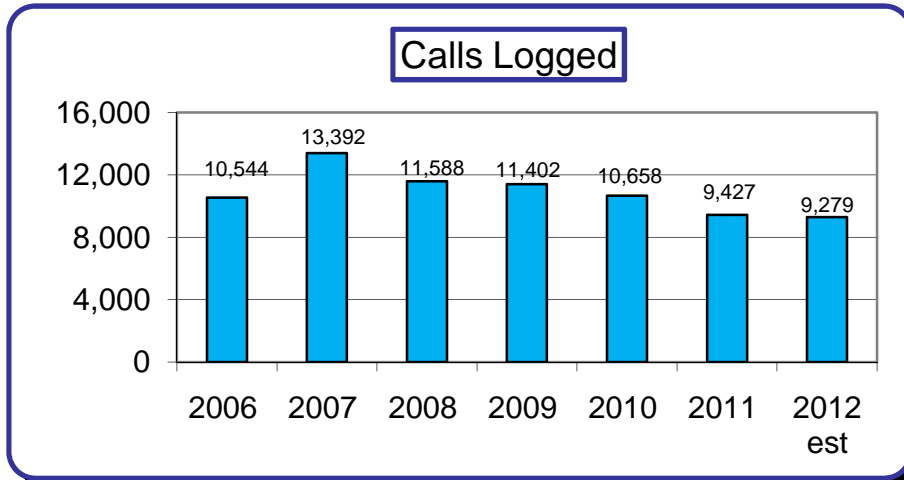
**LAW ENFORCEMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

**(Continued)**

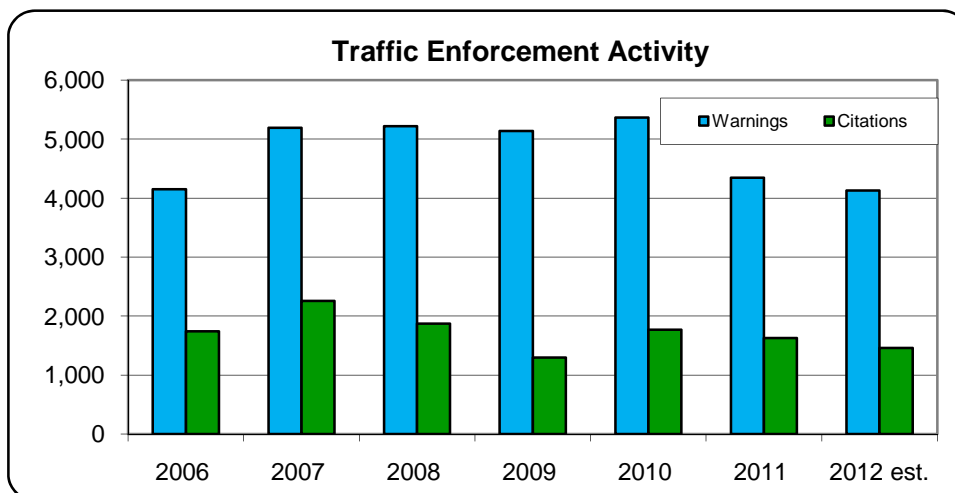
001.08		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
	<b>700 CODE ENFORCEMENT</b>			
	Salaries and Wages	53,666	56,105	56,105
	Personnel Benefits	27,601	30,088	31,009
	Supplies	1,229	900	900
	Other Services and Charges	1,958	1,400	1,200
	Miscellaneous (\$700), Travel (\$500)			
	Interfund Payments for Services	1,800	5,486	5,569
	<b>920 OTHER MUNICIPAL SERVICES - SOCIAL SERVICES</b>			
	Salaries and Wages	67,845	42,524	-
	Personnel Benefits	18,875	8,000	-
	Other Services and Charges	498	-	-
	<b>930 FINGERPRINTING/OTHER AGENCY</b>			
	Intergovernmental Professional Services	1,949	6,500	-
<b>517</b>	<b>200 DISABILITY AND RETIREMENT LEOFF-1</b>			
	Personnel Benefits	117,739	126,000	121,500
<b>528</b>	<b>600 COMMUNICATION, OPERATIONS, CONTRACTED SERVICES</b>			
	Intergovernmental Services	207,907	224,500	-
<b>528</b>	<b>800 COMMUNICATIONS, GENERAL</b>			
	Supplies	346	350	-
	Other Services and Charges	25,796	26,500	-
	Communication (\$30,690 cell phones, pagers, telephone, \$1,500 Smead software contract)			
	Repairs and Maintenance (\$1,500 repair phones and radios)			
<b>591</b>	<b>210 CAPITAL OUTLAY</b>			
	Land Improvements			60,000
	Chain Link Fencing (\$60,000)			
	Machinery and Equipment - HVAC system	6,325	-	300,000
	<b>TOTAL LAW ENFORCEMENT AND COMMUNICATIONS</b>	<b>\$ 3,942,333</b>	<b>\$ 4,153,263</b>	<b>\$ 4,612,877</b>
	% Increase (Decrease) Prior Year		5.35%	11.07%

## Statistics

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

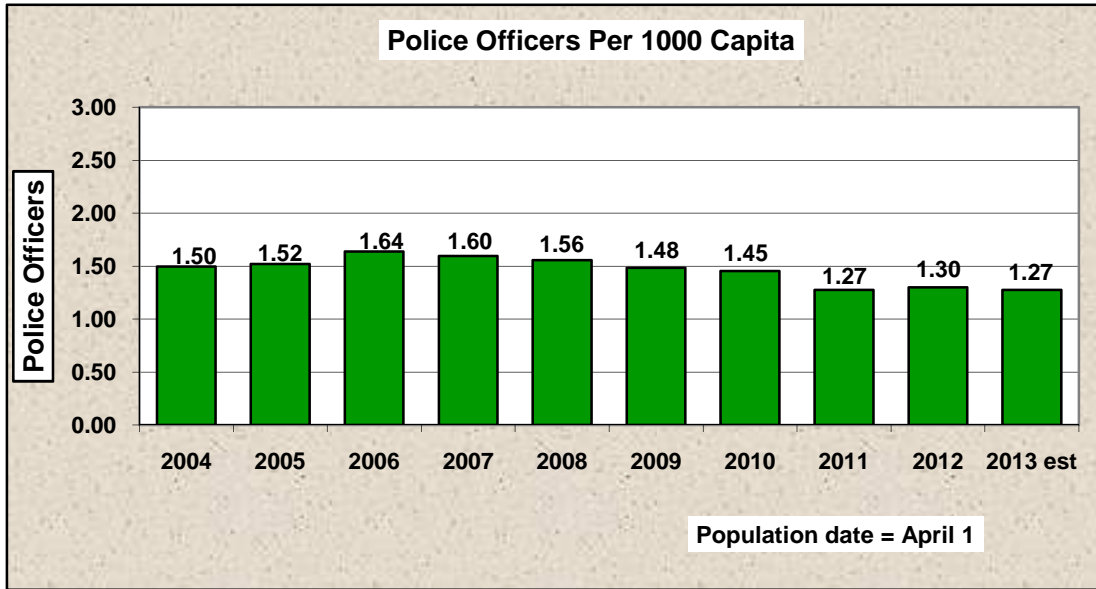


The chart below reflects the traffic enforcement activity for a five year time period.



**LAW ENFORCEMENT PERSONNEL SCHEDULE**

	Actual Approp 2012	Estimated Required 2013
Police Chief	\$ 124,718	\$ 125,395
Police Captain	100,529	105,146
Senior Admin Support Assistant	60,288	60,645
Admin Support Assistant II (1.7 FTE)	70,322	71,982
Administrative Overtime	450	450
Police Sergeant (6 FTE)	545,176	540,052
Police Officers (17 FTE - 2012, 18 - 2013)	1,261,825	1,317,527
Police Operations Overtime	55,000	60,000
Holiday Pay	78,698	85,994
Code Enforcement Officer	55,905	55,905
Code Enforcement Overtime	200	200
Social Services Specialist	42,324	-
Social Services Specialist Overtime	200	-
<b>TOTAL LAW ENFORCEMENT</b>	<b>\$ 2,395,635</b>	<b>\$ 2,423,296</b>
% Increase (Decrease) Prior Year		1.15%



# 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 either in the Clark County Sheriff's Office or Skamania County jail. The city reimburses the county for board of prisoners and probation services.

## DETENTION AND CORRECTION EXPENDITURE DETAIL THREE YEAR COMPARISON

001.10.523	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>300 PROBATION AND PAROLE SERVICES</b>			
Salaries and Wages	\$ 61,306	\$ 64,625	\$ 64,625
Personnel Services	10,373	12,500	11,127
Supplies	4,340	5,200	5,200
Other Services and Charges	3,329	5,450	5,700
Intergovernmental Services	78,351	82,471	85,285
Interfund Payments	6,588	7,749	6,854
<b>600 CARE AND CUSTODY OF PRISONERS</b>			
Salaries and Wages	29,015	32,134	32,517
Personnel Services	10,804	13,974	14,700
Supplies	56	200	-
Other Services and Charges	614	600	400
Intergovernmental Services	166,838	270,150	242,190
<b>TOTAL DETENTION AND CORRECTION</b>	<b>\$ 371,615</b>	<b>\$ 495,053</b>	<b>\$ 468,598</b>
% Increase (Decrease) Prior Year		33.22%	-5.34%

<b>DETENTION AND CORRECTION PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Offender Crew Leader (2 at .6 FTE)	\$ 64,625	\$ 64,625
Court Security Officer (.55 FTE)	32,134	32,517
Total Personnel	<b>\$ 96,759</b>	<b>\$ 97,142</b>
% Increase (Decrease) Prior Year		0.40%

# 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.

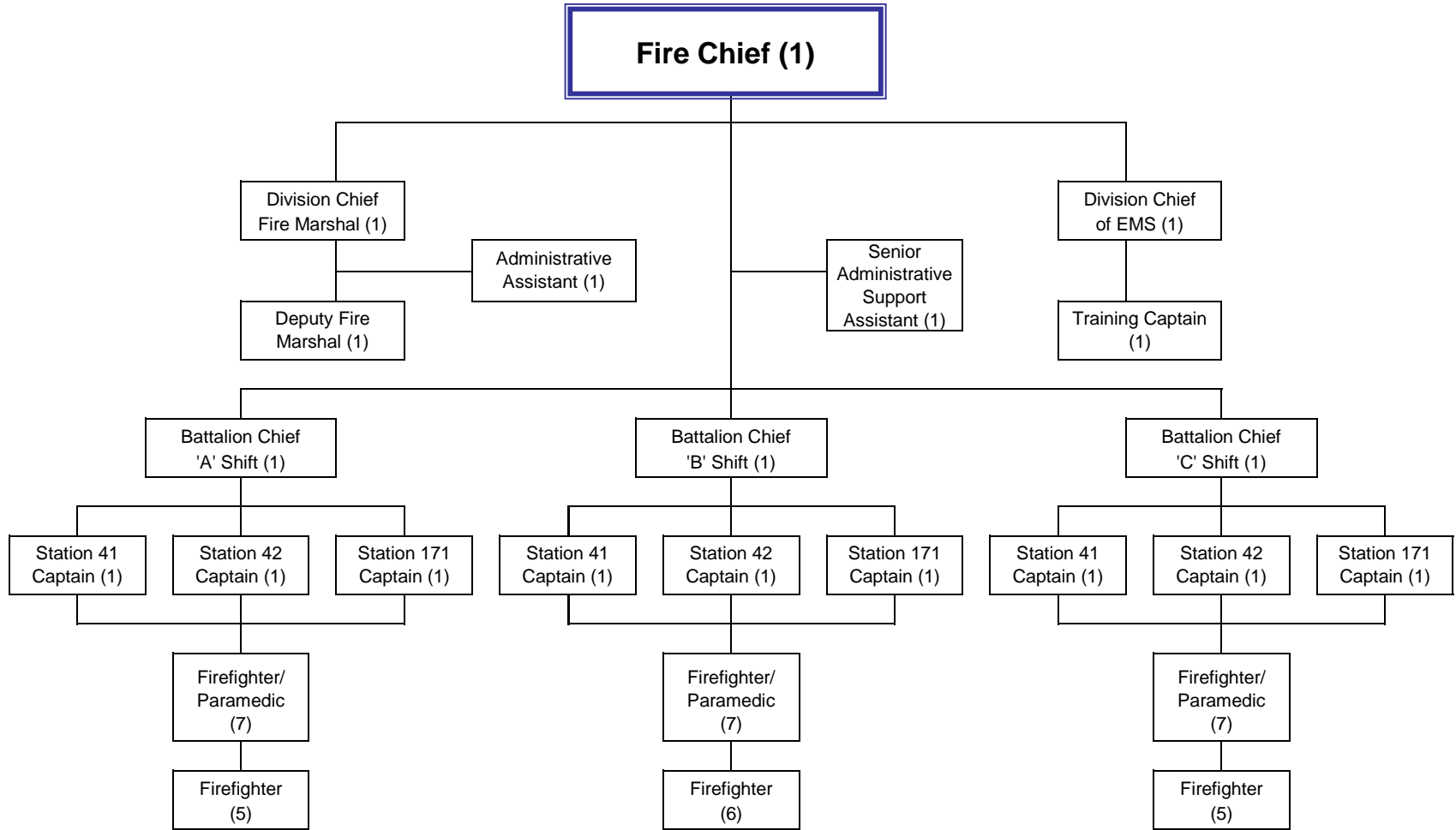
### OTHER PHYSICAL ENVIRONMENT EXPENDITURE DETAIL THREE YEAR COMPARISON

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<b>001.16</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>554 300 ANIMAL CONTROL</b>			
Supplies	\$ 1,226	\$ 500	\$ 500
Intergovernmental Services	<u>91,592</u>	<u>93,500</u>	<u>95,370</u>
<b>Total Other Physical Environment</b>	<u>\$ 92,817</u>	<u>\$ 94,000</u>	<u>\$ 95,870</u>
	% Increase (Decrease) Prior Year	1.27%	1.99%

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# CAMAS-WASHOUGAL FIRE DEPARTMENT



# FIRE DEPARTMENT

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## **MISSION STATEMENT**

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

## **DEPARTMENTAL GOALS FOR 2013**

1. Continue to develop plans for a permanent consolidation of resources with Washougal to eliminate duplication of efforts, improve services, and reduce costs.
2. Improve budget funding where possible and feasible to improve services available to the community.
3. Provide proper training programs to keep employees safe from harm and injury.
4. Continue to aggressively monitor the use of discretionary overtime and other expenditures.
5. Pursue new grant opportunities to lessen the financial impact on the city's general fund. A top grant priority for 2013 would be to secure a grant that would allow replacement of one of our oldest fire apparatuses.
6. Create a fire apparatus replacement plan.

## **ACTIVITIES AND SERVICES**

Your Camas Fire Department normally has a staff of 44 personnel serving the community from two fire stations. However, due to the current long-term merger with Washougal the total staffing of the Camas-Washougal Fire Department features 56 career, administrative, and support personnel, and over 30 volunteer firefighters. A total of 26 of our personnel are cross-trained as firefighter/paramedics. All other staff are trained to a minimum of firefighter/IV tech. We provide these services and operational deployment from four fire stations located throughout Camas and Washougal. The administrative offices include the fire chief and one administrative assistant whose duties are to manage day-to-day emergency and non-emergency operations of the fire department.

The fire prevention office is staffed by the division chief-fire marshal and the deputy fire marshal, who are responsible for plan review, fire investigations, permit review, fire and life safety inspections, fire safety education, code review, school inspections, and the reviewing of new construction plans and follow up on fire prevention complaints.

The training division is supervised by a training captain, who is responsible for coordinating and scheduling the training requirements for all of the department's members. The training captain reports to the division chief of emergency medical services.

Your department is an all hazards department that has the same capabilities as most urban fire departments. The department responds to nearly 5,000 fire and medical incidents per year. Over 70% of emergencies are medical in nature.



**FIRE DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.09		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>522 100 ADMINISTRATION</b>				
	Salaries and Wages	\$ 108,655	\$ 80,842	\$ 83,892
	Personnel Benefits	29,890	42,644	27,050
	Other Services and Charges	9,237	3,200	3,750
	Interfund Payments for Services	1,520	3,300	2,907
<b>522 210 FIRE SUPPRESSION</b>				
	Salaries and Wages	1,658,326	1,625,662	1,734,532
	Overtime	130,057	120,000	130,000
	Personnel Benefits	526,856	565,129	623,490
	Supplies	21,934	61,298	29,500
	Grant awards (\$31,197)			
	Other Services and Charges	60,512	75,800	96,837
	Professional Services (\$2,100 for equipment testing)			
	Communication (\$21,000), Insurance (\$38,237 liability)			
	Repairs and Maintenance (\$29,5000 on equip. & vehicles)			
	Laundry, turnout cleaning, fire codes (\$6,000)			
	Interfund Payments for Services	9,482	10,560	80,149
<b>230 WATER SERVICE</b>				
	Supplies	997	-	-
	Other Services and Charges (public utility-hydrant rental)	9,000	11,500	11,500
<b>300 FIRE PREVENTION AND INVESTIGATION</b>				
	Salaries and Wages	86,145	86,426	89,763
	Overtime	4,775	5,000	4,000
	Personnel Benefits	16,001	18,540	17,229
	Supplies	1,550	3,500	3,500
	Other Services and Charges	1,244	2,750	2,000
	Interfund Payments for Services	6,348	6,585	6,585
<b>450 TRAINING</b>				
	Supplies	115	500	1,000
	Other Services and Charges	3,428	7,000	8,000
	Training (\$1,500)			
	Travel (\$1,500)			
	Registration, publications (\$5,000)			
<b>500 FACILITIES</b>				
	Salaries and Wages	3,904	5,000	5,000
	Personnel Benefits	1,740	2,000	2,000
	Supplies	3,247	5,250	5,500
	Other Services and Charges	35,043	40,000	34,585
	Professional Services (\$2,000 pest control, Sonitrol)			
	Insurance (\$4,585 property insurance)			
	Public Utility (\$20,000)			
	Repairs and Maintenance (\$8,000 on bldg., HVAC, maintenance of station 42 and drill tower)			

**FIRE DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

(Continued)

001.09		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>517 200</b>	<b>DISABILITY AND RETIREMENT-LEOFF 1</b>			
	Personnel Benefits	\$ 53,520	\$ 53,500	\$ 68,000
	Pension & Disability	34,521	34,500	34,500
<b>528</b>	<b>COMMUNICATIONS</b>			
<b>600</b>	<b>OPERATIONS, CONTRACTED SERVICES</b>			
	Intergovernmental Services	66,749	62,900	-
<b>800</b>	<b>COMMUNICATIONS, GENERAL</b>			
	Supplies	963	1,000	-
	Other Services and Charges	24,520	24,600	-
	Professional Services (\$100)			
	Communication (\$21,000 for phones, internet)			
	Repairs and Maintenance (\$2,500 for radio repairs)			
	<b>TOTAL FIRE CONTROL AND COMMUNICATIONS</b>	<u>\$ 2,910,279</u>	<u>\$ 2,958,986</u>	<u>\$ 3,105,269</u>
	% Increase (Decrease) Prior Year		1.67%	4.94%

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**FIRE DEPARTMENT PERSONNEL SCHEDULE**

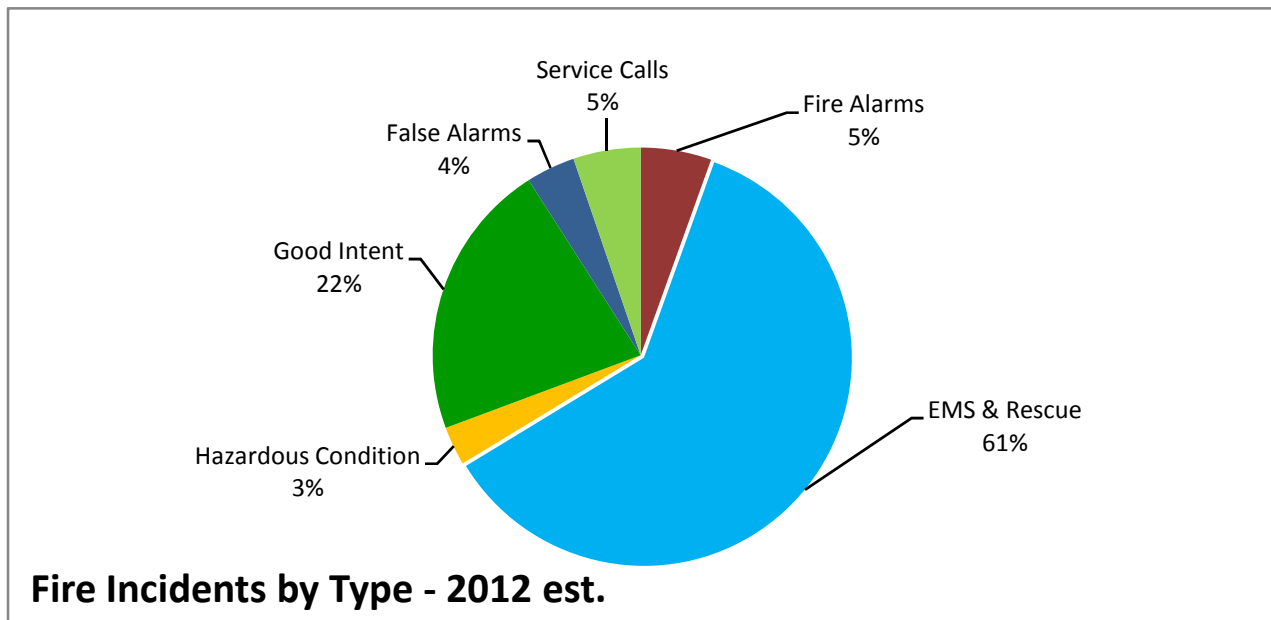
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	Actual Approp 2012	Estimated Required 2013
Fire Chief (.5 FTE)	\$ 54,855	\$ 57,150
Sr. Admin Support Assistant (.5 FTE)	25,987	26,742
Division Chief (.2 FTE)	18,641	19,511
Battalion Chiefs (2.4 FTE)	239,271	242,542
Fire Captain (7)	619,464	635,344
Engineers (3 - 2012, 0 - 2013)	224,316	-
Firefighter/Paramedic (4.5 FTE - 2012, 2.8 FTE - 2013)	348,810	221,710
Firefighter (2 FTE - 2012, 8.5 FTE - 2013)	142,416	580,462
Holiday Pay	33,730	34,963
Fire Suppression Overtime	120,000	130,000
Deputy Fire Marshal (1)	85,440	89,763
Fire Prevention Overtime	<u>5,000</u>	<u>4,000</u>
Total Fire Control	<u>\$ 1,917,930</u>	<u>\$ 2,042,187</u>
% Increase (Decrease) Prior Year		6.48%

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## Statistics

	2008	2009	2010	2011	2012 (Est.)
<b>Fire Alarms</b>					
Residential Structure Fires	19	18	22	20	24
Structure Fires - Other than Residential	8	10	3	8	10
Structures Other than a Building	1	4	0	4	4
Cooking Fires	8	9	6	4	10
Chimney Fires	1	2	0	5	2
Trash or Rubbish Fires	13	12	9	11	14
Passenger Vehicle Fires	6	5	8	10	6
Brush or Grass Fires	17	21	16	18	2
Other	12	9	11	11	12
<b>Total</b>	<b>85</b>	<b>90</b>	<b>75</b>	<b>91</b>	<b>84</b>
<b>EMS &amp; Rescue</b>					
Assist EMS Crew	913	792	913	995	928
<b>Hazardous Condition</b>					
Flammable Liquid Spill	4	5	5	3	8
Gas Leak	2	3	4	11	8
Electrical Wiring/Equipment Problem	7	11	10	6	14
Power Line Down	0	0	0	1	8
Other	16	6	5	1	8
<b>Total</b>	<b>29</b>	<b>25</b>	<b>24</b>	<b>22</b>	<b>46</b>
<b>Good Intent</b>					
Dispatched & Canceled	168	187	147	237	272
Wrong Location	0	0	1	0	0
No Incident Found	26	25	24	33	20
Smoke-Odor or Smoke-Steam	14	15	17	17	14
Other	25	20	30	44	24
<b>Total</b>	<b>233</b>	<b>247</b>	<b>219</b>	<b>331</b>	<b>330</b>
<b>False Alarms</b>					
False Alarms	15	11	10	23	8
Malicious	3	2	7	2	6
System Malfunction	28	20	20	20	24
Smoke Detector Malfunction	3	10	4	8	8
Other	25	24	24	17	12
<b>Total</b>	<b>74</b>	<b>67</b>	<b>65</b>	<b>70</b>	<b>58</b>
<b>Service Calls</b>					
Public or Invalid Assist-General Service	61	49	67	80	80
<b>Severe Weather</b>					
Severe Weather	1	0	0	1	0
<b>TOTALS</b>	<b>1,396</b>	<b>1,270</b>	<b>1,363</b>	<b>1,590</b>	<b>1,526</b>



# EMERGENCY SERVICES

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**FUNCTION**

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

**ACTIVITIES AND SERVICES**

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

## EMERGENCY SERVICES EXPENDITURE DETAIL THREE YEAR COMPARISON

001.11.525	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>100 ADMINISTRATION</b>			
Intergovernmental Services	\$ 15,413	\$ 17,000	\$ 19,000
<b>TOTAL EMERGENCY SERVICES</b>	<b>\$ 15,413</b>	<b>\$ 17,000</b>	<b>\$ 19,000</b>
% Increase (Decrease) Prior Year		10.30%	11.76%

# 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.

## **SERVICES PROVIDED**

The Camas Fire Department provides paramedic service and ambulance transports to the communities of Camas, Washougal, and East County Fire and Rescue. This service is provided by Camas firefighter/paramedics and firefighter/EMTs from Washougal and East County Fire and Rescue, and the dedicated volunteers of all agencies.

This service is the result of an over thirty year EMS levy that the communities have regularly supported. Camas is the only fire department in Clark County that provides paramedic response and transport services. This provides for faster and better medical care without interruption of treatment.

Demand for service continues to increase steadily while the cost of service continues to rise and federal reimbursements decline. Every effort is made to maintain or reduce costs. In July of 2011, the Camas and Washougal Fire Departments entered in to a unique trial merger to explore if the partnership could save money for the EMS fund and improve services to the community. This merger will remain in place until at least December 31, 2013. The partnership has already shown noticeable savings as well as providing for higher staffing levels at Washougal Station 171 and decreased response times in that area. It is hoped that this combined service will continue well beyond 2013 as a way to continue to provide elevated services in a fiscally responsible manner during difficult economic times.

**EMERGENCY RESCUE  
REVENUE DETAIL  
THREE YEAR COMPARISON**

115.00		Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291</b>	<b>740</b>	<b>Beginning Appropriated Fund Balance</b>		
		\$ -	\$ 150,000	
<b>311</b>	<b>100</b>	<b>Taxes:</b>		
		Real and Personal Property		
		911,956	889,000	1,160,700
		<b>Total Taxes</b>		
		911,956	889,000	1,160,700
		<b>Intergovernmental Revenue:</b>		
<b>331</b>	<b>970</b>	Fed Grant - Homeland Security		
		-	-	120,000
<b>334</b>	<b>040</b>	State Grants		
		1,738	1,700	-
<b>342</b>	<b>260</b>	Shared Costs-Ambulance, Rescue, Emergency Aid		
		922,642	761,000	745,300
		<b>Total Intergovernmental Revenue</b>		
		924,380	762,700	865,300
		<b>Charges for Goods and Services</b>		
<b>341</b>	<b>810</b>	Printing and Duplicating		
		50	-	-
<b>342</b>	<b>600</b>	Ambulance and Emergency Aid Fees		
		949,824	940,000	999,800
<b>347</b>	<b>900</b>	Culture and Recreation (First-aid/CPR classes)		
		1,460	3,208	3,500
		<b>Total Charges for Goods and Services</b>		
		951,334	943,208	1,003,300
		<b>Fines and Penalties</b>		
<b>359</b>	<b>900</b>	Late Fees		
		11,759	10,000	13,033
		<b>Total Fines and Penalties</b>		
		11,759	10,000	13,033
		<b>Miscellaneous Revenues:</b>		
<b>361</b>	<b>110</b>	Investment Interest		
		688	100	500
<b>367</b>	<b>000</b>	Contributions and Donations-Private Sources		
		180	500	500
<b>369</b>	<b>900</b>	Other Miscellaneous Revenue		
		6,832	1,000	1,000
		<b>Total Miscellaneous Revenues</b>		
		7,701	1,600	2,000
		<b>Total Other Financing Sources:</b>		
<b>391</b>	<b>800</b>	Intergovernmental Loan Proceeds		
		-	-	150,000
<b>397</b>	<b>000</b>	Operating Transfers In		
		-	84,939	-
		<b>Total Other Financing Sources</b>		
		-	84,939	150,000
		<b>Total Estimated Revenues</b>		
		2,807,130	2,691,447	3,194,333
		<b>Total Estimated Resources</b>		
		\$ 2,807,130	\$ 2,841,447	\$ 3,194,333

**EMERGENCY RESCUE EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

115.00		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>522 710</b>	<b>ADMINISTRATION</b>			
	Salaries and Wages	\$ 108,655	\$ 80,842	\$ 83,892
	Overtime	-	500	500
	Personnel Benefits	34,077	47,198	31,395
	Supplies	543	350	-
	Other Services and Charges	3,572	-	250
	Principal on Ambulance Loan	-	-	15,000
	Interest	3,097	4,000	8,500
	Interfund Payments	135,842	136,724	136,331
<b>720</b>	<b>AMBULANCE SERVICES</b>			
	Salaries and Wages	1,544,727	1,517,394	1,619,310
	Overtime	173,324	173,000	184,000
	Personnel Benefits	501,278	523,299	609,274
	Supplies	115,425	128,000	134,500
	Other Services and Charges	88,009	73,800	82,368
	Professional services (\$7,000 for medical oversight)			
	Operating rentals (\$3,200 for oxygen cylinders)			
	Insurance (\$25,968 liability & property insurance)			
	Repairs and Maintenance (\$22,500 for equipment & ambulances)			
	Communication, advertising, medical waste disposal, laundry (\$23,700)			
	Interfund Payments for Services	4,681	2,640	131,513
<b>700</b>	<b>TRAINING</b>			
	Supplies	1,100	2,000	2,000
	Other Services and Charges	3,440	7,500	6,000
	Travel (\$1,000), Training, Registrations, Misc. (\$5,000)			
<b>528 600</b>	<b>COMMUNICATIONS, ALARMS AND DISPATCH OPERATIONS, CONTRACTED SERVICES</b>			
	Intergovernmental Services and Taxes	123,525	122,000	-
<b>800</b>	<b>COMMUNICATIONS, GENERAL</b>			
	Supplies	1,321	2,500	-
	Other Services and Charges	19,499	19,700	-
	Communication (\$17,200 for phones, internet, etc.)			
	Repairs and Maintenance (\$2,500 for radio repairs)			
<b>594 260</b>	<b>CAPITAL OUTLAY</b>			
	Ambulance			150,000
	<b>TOTAL EMERGENCY RESCUE FUND</b>	<b>\$ 2,862,114</b>	<b>\$ 2,841,447</b>	<b>\$ 3,194,833</b>
	% Increase (Decrease) Prior Year		-0.72%	12.44%



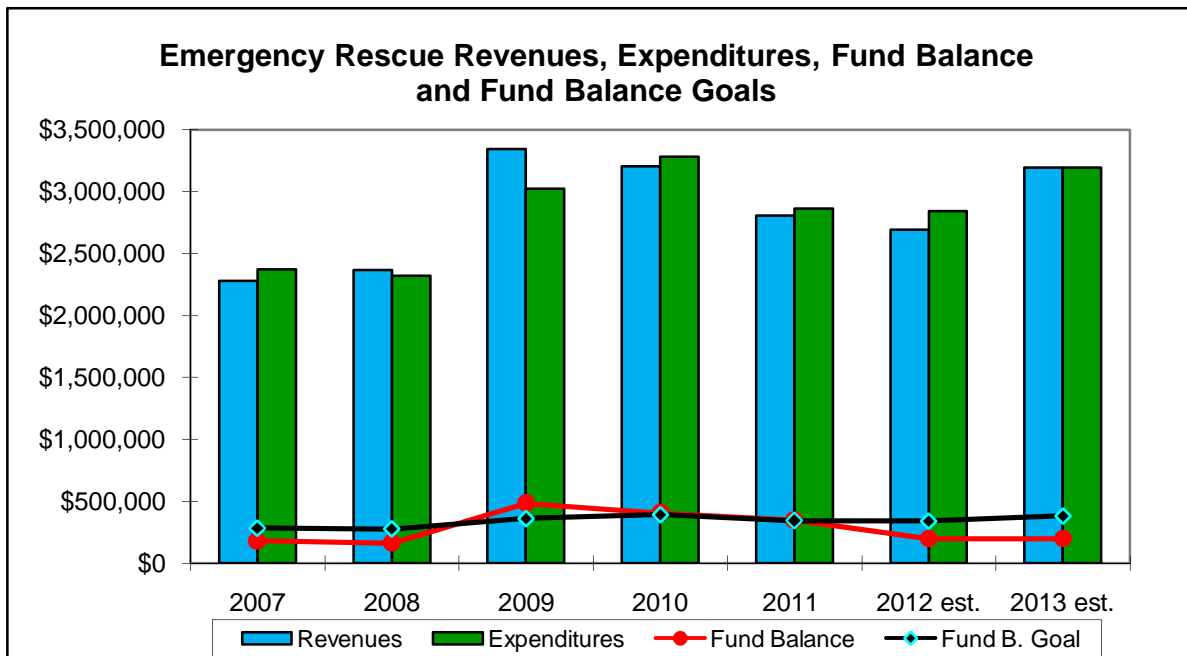
**EMERGENCY RESCUE PERSONNEL SCHEDULE**

Actual  
Approp  
2012

Estimated  
Required  
2013

AMBULANCE, RESCUE AND EMERGENCY AID

Fire Chief (.5 FTE)	\$ 54,855	\$ 57,150
Sr. Admin. Support Specialist (.5 FTE)	25,987	26,742
Administrative Overtime	500	500
Division Chief (.8 FTE)	74,563	78,046
Battalion Chiefs (.6 FTE)	59,817	60,635
Engineers (3 - 2012, 0 - 2013)	245,664	-
Firefighter/Paramedic (14.5 FTE - 2012, 18.7 FTE - 2013)	1,107,951	1,447,118
Holiday Compensation	29,399	33,511
Ambulance Overtime	173,000	184,000
<b>TOTAL AMBULANCE, RESCUE AND EMERGENCY AID</b>	<b>\$ 1,771,736</b>	<b>\$ 1,887,702</b>
% Increase (Decrease) over prior year		6.55%



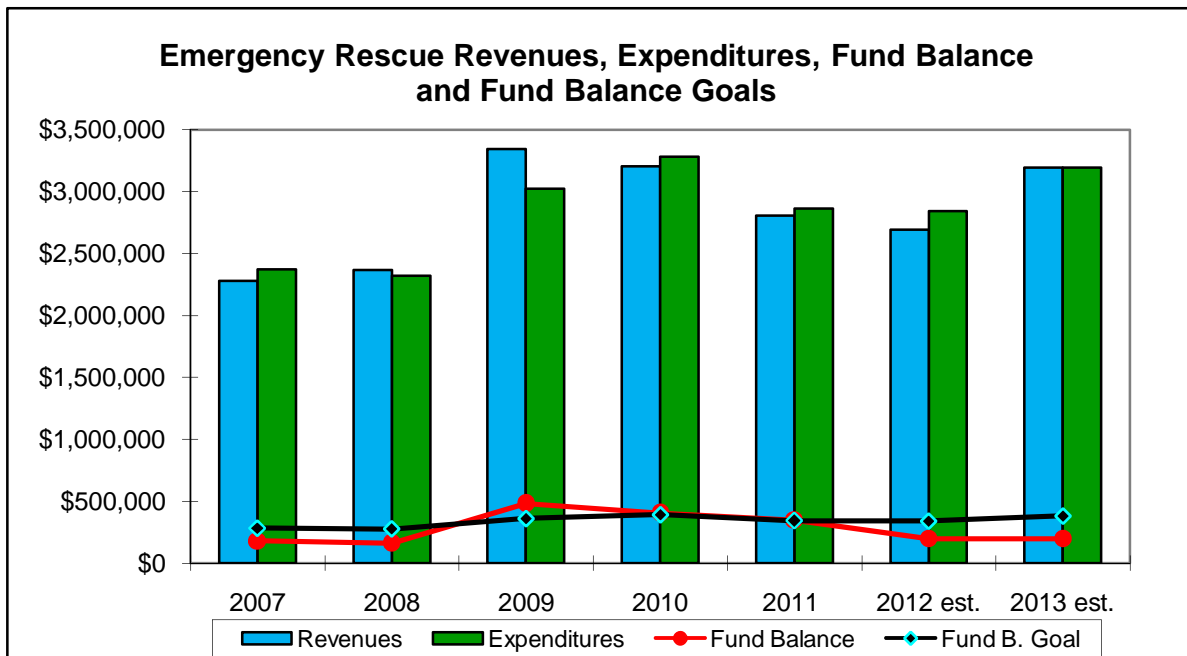
**EMERGENCY RESCUE PERSONNEL SCHEDULE**

Actual  
Approp  
2012

Estimated  
Required  
2013

**AMBULANCE, RESCUE AND EMERGENCY AID**

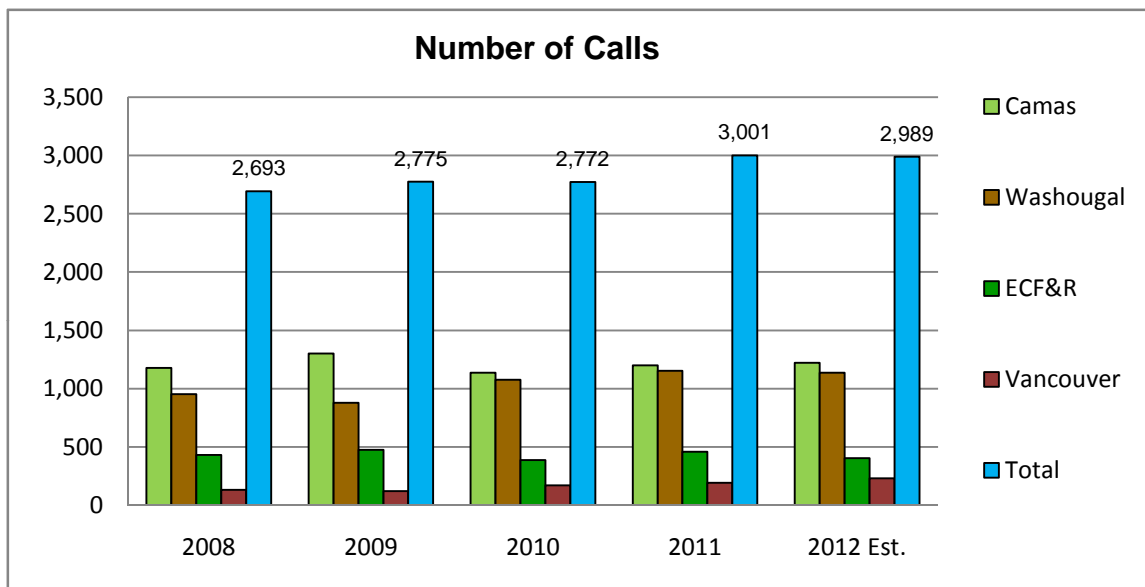
Fire Chief (.5 FTE)	\$ 54,855	\$ 57,150
Sr. Admin. Support Specialist (.5 FTE)	25,987	26,742
Administrative Overtime	500	500
Division Chief (.8 FTE)	74,563	78,046
Battalion Chiefs (.6 FTE)	59,817	60,635
Engineers (3 - 2012, 0 - 2013)	245,664	-
Firefighter/Paramedic (14.5 FTE - 2012, 18.7 FTE - 2013)	1,107,951	1,447,118
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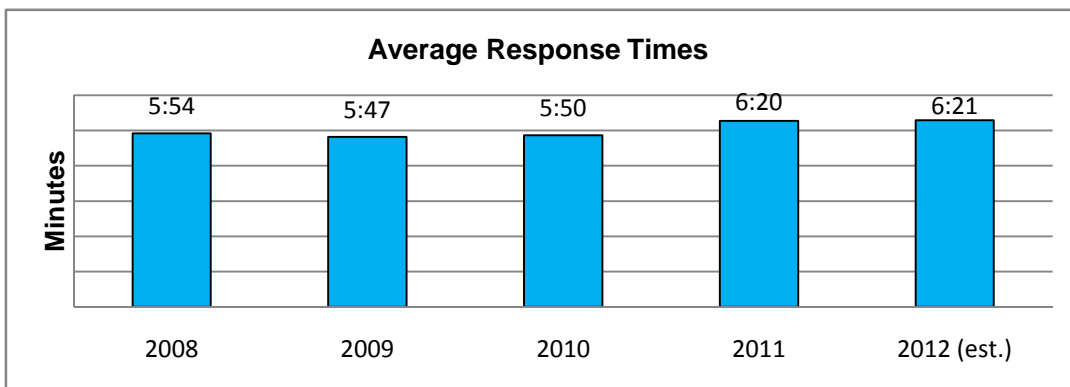
## Statistics

Through the EMS levy and mutual aid agreements, the Camas Fire Department provides paramedic services to many areas in Eastern Clark County. The information below details the number of calls for service to the different geographic areas. On average, just under sixty percent of calls for service involve a patient transport to a hospital.

	Camas	Washougal	ECF&R	Vancouver	Total	Transported
2008	1,177	952	432	132	2,693	1,533 57%
2009	1,300	879	476	120	2,775	1,529 55%
2010	1,137	1,077	388	170	2,772	1,697 61%
2011	1,199	1,153	458	191	3,001	1,788 60%
2012 Est.	1,220	1,136	403	230	2,989	1,681 56%



The county's response system is designed around American Heart Association recommendations for the most critical cardiac arrest patient. That recommendation is that ALS services be at the patient's side within 8 minutes of initial arrest. The average response times for Camas Fire Department are well within those guidelines.



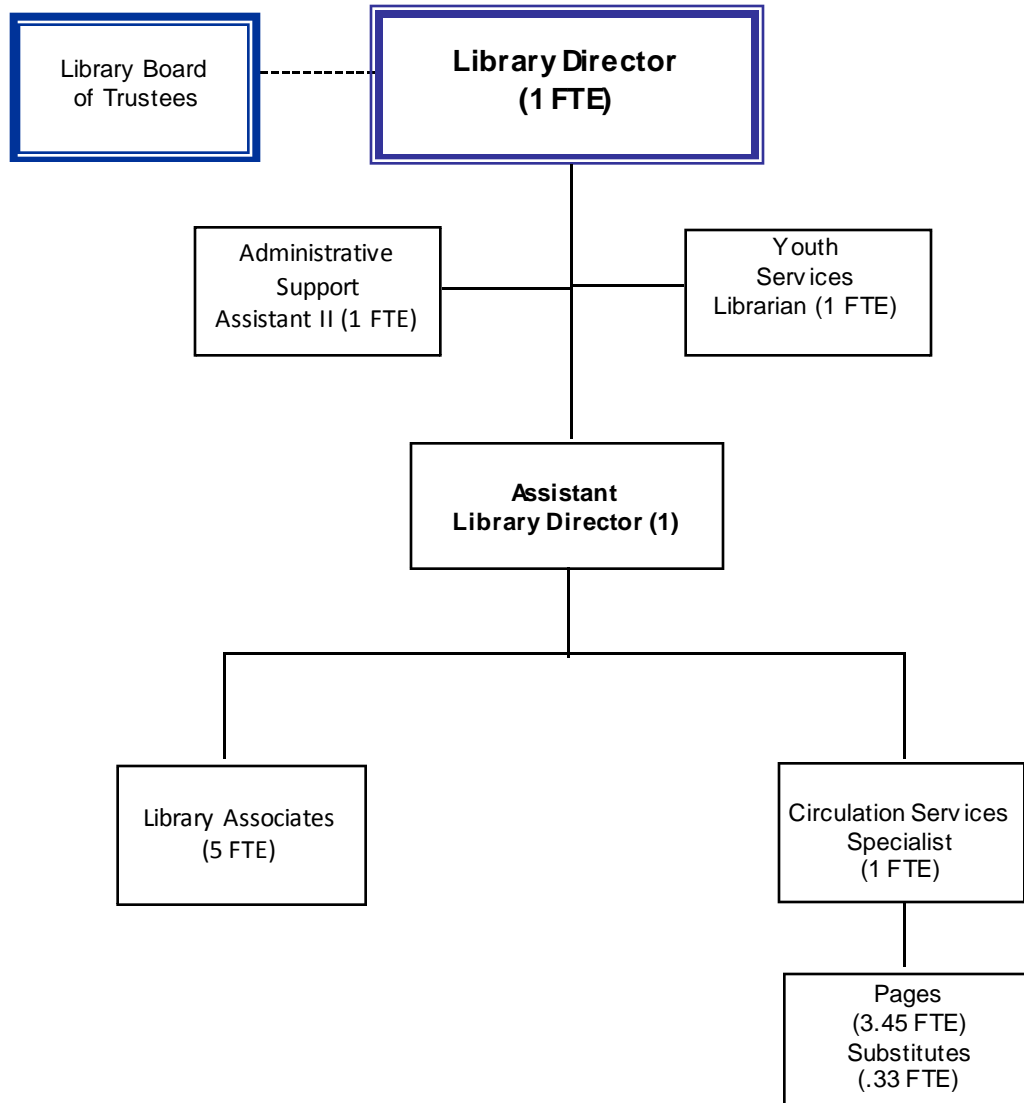
## Fire & EMS Department Personnel Schedule

	FTE		Actual Approp. 2012	Estimated Required 2013
	2012	2013		
<b><u>Fire Staff</u></b>				
Fire Chief	0.5	0.5	\$ 54,855	\$ 57,150
Sr. Admin Support Asst.	0.5	0.5	25,987	26,742
Division Chief	0.2	0.2	18,641	19,511
Battalion Chief	2.4	2.4	239,271	242,542
Fire Captain/Paramedic	3.0	4.0	277,704	375,468
Fire Captain	4.0	3.0	341,760	259,876
Fire Engineer	3.0	0.0	224,316	-
Firefighter/Paramedic	4.5	2.8	348,810	221,710
Firefighter	2.0	8.5	142,416	580,462
Holiday Pay			33,730	34,963
Overtime			120,000	130,000
Deputy Fire Marshal	1.0	1.0	85,440	89,763
Overtime			5,000	4,000
Fire FTE	<u>21.10</u>	<u>22.90</u>	<u>\$ 1,917,930</u>	<u>\$ 2,042,187</u>
<b><u>EMS Staff</u></b>				
Fire Chief	0.5	0.5	\$ 54,855	\$ 57,150
Sr. Admin Support Asst.	0.5	0.5	25,987	26,742
Overtime			500	500
Division Chief	0.80	0.80	74,563	78,046
Battalion Chief	0.60	0.60	59,818	60,635
Paramedic Engineer	3.00	0.00	245,664	-
Firefighter/Paramedic	14.50	18.70	1,107,950	1,447,118
Holiday Pay			29,399	33,511
Overtime			173,000	184,000
EMS FTE	<u>19.90</u>	<u>21.10</u>	<u>1,771,736</u>	<u>1,887,702</u>
Total Fire/EMS FTE	<u>41.00</u>	<u>44.00</u>	<u>\$ 3,689,666</u>	<u>\$ 3,929,889</u>

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# LIBRARY

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# LIBRARY DEPARTMENT

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## **MISSION STATEMENT**

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

## **DEPARTMENT GOALS FOR 2013**

1. Continue to provide a wide array of quality contemporary library services, materials, programs, and facilities for customers of all ages.
2. Provide superior customer service.
3. Successful celebrations of 90 years of public libraries in Camas and the 10th anniversary of the "new" library building.

## **ACTIVITIES AND SERVICES**

The strategic plan calls for expanding and improving collections, strengthening early childhood as well as adult learning opportunities, increasing library sponsored events, refining library marketing, and exploring and deploying new systems for service delivery. These will continue to drive the library's efforts.

In 2013, the Camas Public Library will continue to adapt to new circumstances and a changing environment. Over 260,000 people will enter the building to utilize services and will borrow over 300,000 items, including e-books.

Through activities such as a summer reading program for all ages (preschool to senior citizens), weekly story times, after school programs, and regularly scheduled - and special - adult events, the library provides informational, educational, recreational, and cultural activities to over 1,500 participants each month.

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

The library remains a robust, vibrant city function at the heart of downtown Camas for the entire community, not just the 60% of residents with active library cards.

The staff and trustees, along with the Friends & Foundation, look for ways to economically and efficiently provide a diverse selection of services and activities. This will continue in 2013.

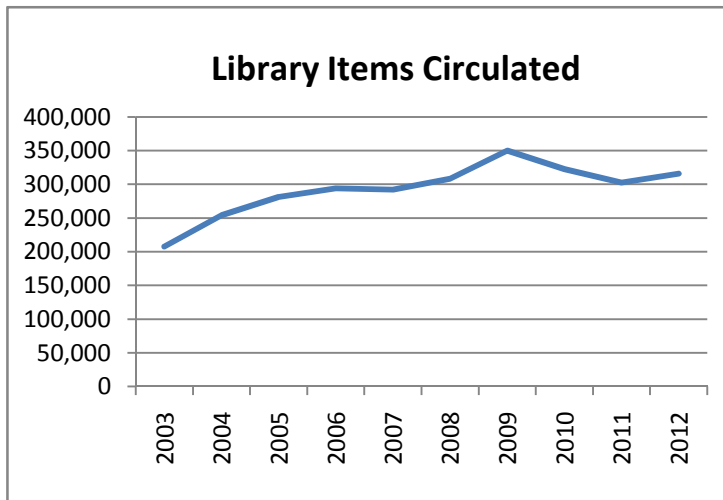
## **COMMENTS ON BUDGET APPROPRIATIONS**

The library continues to experience accelerated changes as it evolves from a small town book lender to a thriving, mid-sized 21st Century free-choice learning venue meeting the digital and social needs of a changing community as well as a demand for books.

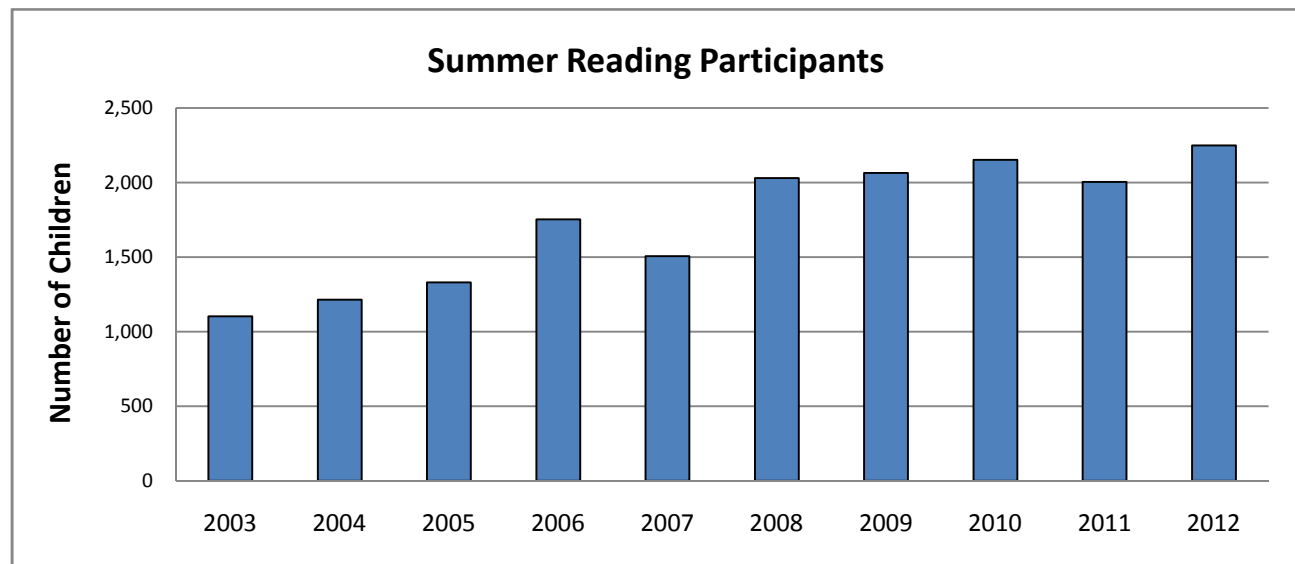
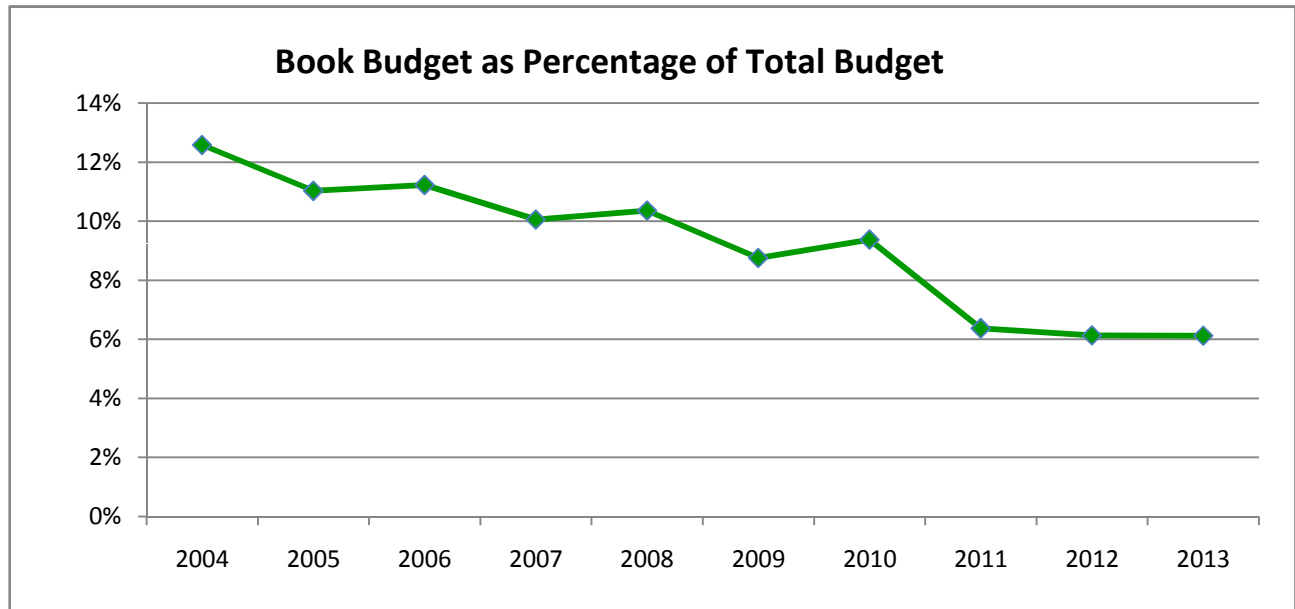
This budget is a bare bones budget that will challenge the staff to meet the service expectations of both established and new library members. Open hours will be reduced.

The continued low investment in library acquisitions will have an impact that will be felt for years.

## STATISTICAL INFORMATION



<b>2011 Camas Library in Numbers</b>	
Items Loaned	302,660
Card Holders	12,014
Circulation per Capita	15.55
Items in Collections	105,434
Magazine Subscriptions	180
Subscription Databases	42
Children's Programs	459
Teen Programs	52
Adult Programs	82
Program Attendance	17,247
Public Computers	26
Public Computer Logons	27,448
Holdings Placed	24,115
Reference Transactions	17,366



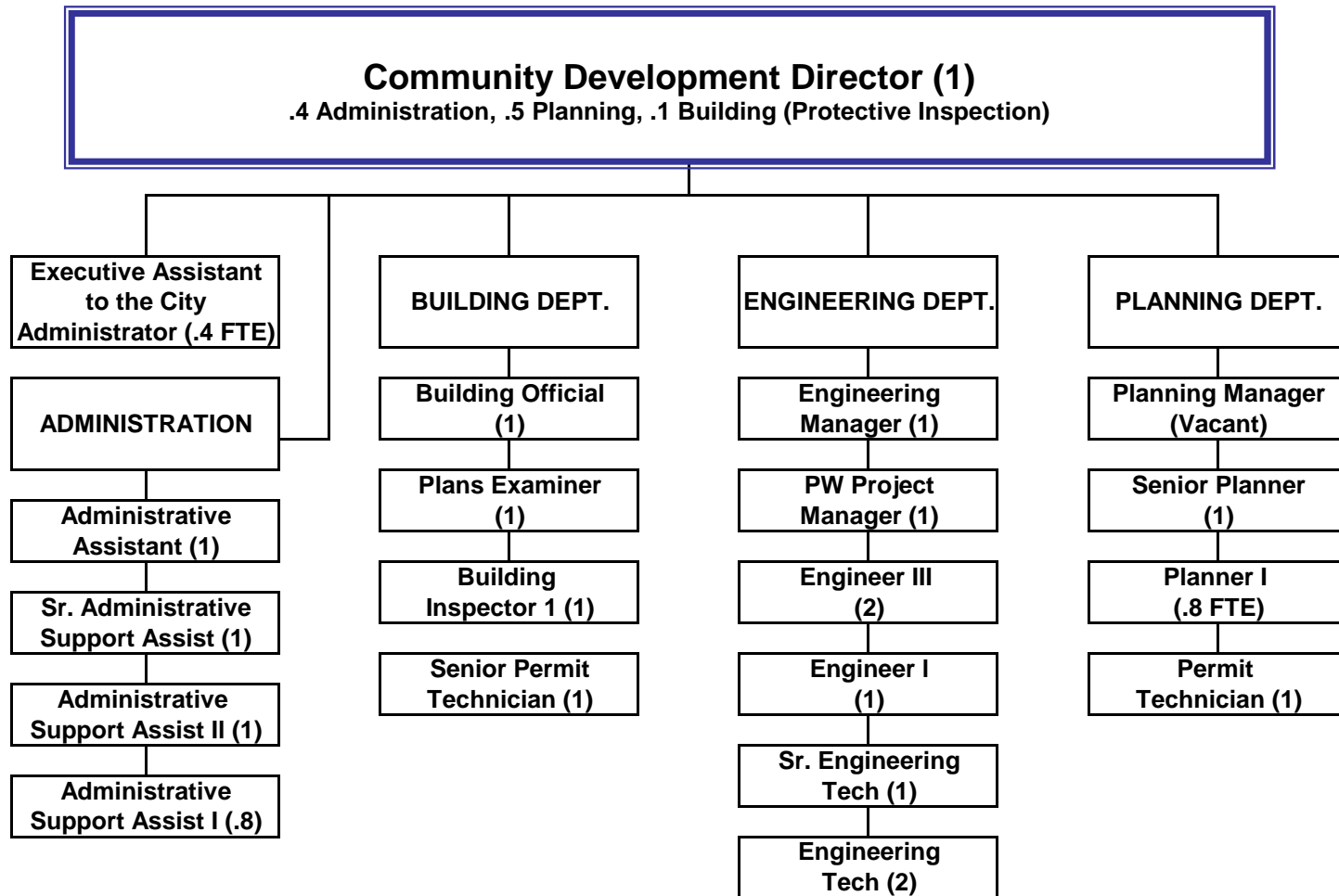
**LIBRARY DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.30</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>572 100 ADMINISTRATION</b>			
Salaries and Wages	\$ 92,368	\$ 93,205	\$ 159,192
Personnel Benefits	29,637	36,355	55,787
Other Services and Charges (travel)	280	-	800
<b>200 LIBRARY SERVICES</b>			
Salaries and Wages	642,260	633,952	563,286
Personnel Benefits	230,787	249,865	232,508
Supplies	9,722	11,400	13,000
Other Services and Charges	30,873	47,375	39,325
Professional Services (\$3,450), Communication (\$10,080 for postage, phone) Insurance (\$15,400), Repairs (\$7,995 for maintenance contracts) Misc. (\$2,400 for printing, registrations, memberships, inter-library loans, catalog databases)			
Intergovernmental Services and Taxes	2,257	1,500	6,000
<b>400 TRAINING</b>			
Other Services and Charges (travel costs, registration)	-	100	300
<b>500 FACILITIES</b>			
Salaries and Wages	4,573	6,830	6,820
Personnel Benefits	1,891	2,650	2,865
Supplies	3,987	4,925	5,500
Other Services and Charges	129,080	134,271	145,950
Professional Services (\$36,865 for janitorial, alarm monitoring, landscaping) Communication (\$3,180 for telephone, postage) Insurance (\$11,400 property) Public Utility (\$64,740) Repairs and Maintenance (\$29,765)			
<b>594 720 CAPITAL OUTLAY</b>			
Books	<u>77,713</u>	<u>80,000</u>	<u>80,500</u>
<b>TOTAL LIBRARIES</b>	<u>\$1,255,426</u>	<u>\$ 1,302,428</u>	<u>\$ 1,311,833</u>
% Increase (Decrease) Prior Year		3.74%	0.72%



<b>PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Library Director	\$ 93,205	\$ 95,724
Assistant Library Director	73,581	63,468
Senior Library Associate (.8 - FTE 2012, 0 - 2013)	46,454	-
Library Circulation Services Specialist (0 - 2012, 1 - 2013)	-	49,600
Library Associate (3 - FTE - 2012, 6 - FTE 2013)	164,202	293,575
Admin. Support Assistant II (.8 - FTE 2012, 1 - 2013)	36,670	48,348
Library Assistant (3)	125,844	-
Youth Services Librarian	60,111	61,608
Pages (3.5 FTE)	96,366	94,727
Substitutes (.67 - FTE 2012, .33 - 2013)	30,724	15,428
Total Libraries	<u>\$ 727,157</u>	<u>\$ 722,478</u>
% Increase (Decrease) Prior Year		-0.64%

# COMMUNITY DEVELOPMENT DEPARTMENT



# COMMUNITY DEVELOPMENT DEPARTMENT

## Administration

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### **MISSION STATEMENT**

The Community Development Administration Department provides administrative direction, research, secretarial and clerical support for Engineering, Protective Inspections, and Planning Departments as well as for multiple commissions and Council.

### **DEPARTMENT GOALS FOR 2013**

1. Direct and support all divisions of the Community Development Department.
2. Guide and strengthen a result oriented department through cross training, communication, and development of process improvements.
3. Manage and maintain department records.

### **ACTIVITIES AND SERVICES**

The Administration Department includes direction and support staff to the Engineering, Protective Inspections and Planning Departments in support of their program activities and services. With numerous capital projects being funded, management of records continues to be an essential function of the Community Development Department.

### **COMMENTS ON BUDGET APPROPRIATIONS**

The emphasis of the administrative department in 2013 will continue to include providing support to conduct daily administrative responsibilities. In 2012, the FTE's were reduced through reduction of work hours for the ASAI position.

**ADMINISTRATION DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

001.13	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>518 900 ADMINISTRATION</b>			
Salaries and Wages	\$ 260,367	\$ 268,280	\$ 236,806
Personnel Benefits	103,508	117,380	104,775
Supplies	204	1,600	1,300
Other Services and Charges (phone, registrations, subscriptions)	5,774	5,400	5,200
<b>TOTAL ADMINISTRATION</b>	<u>\$ 369,854</u>	<u>\$ 392,660</u>	<u>\$ 348,081</u>
% Increase (Decrease) Prior Year		6.17%	-11.35%

<b>ADMINISTRATION PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Community Development Director (.4 FTE)	\$ 43,971	\$ 43,973
Administrative Assistant	56,588	56,592
Executive Assistant to the City Administrator (.4 FTE)	22,635	24,583
Senior Admin. Support Assistant	54,940	54,936
Admin. Support Assistant II (2 - 2012, 1- 2013)	90,046	46,020
Admin. Support Assistant I (0 - 2012, .475 - 2013)		10,602
Overtime	<u>100</u>	<u>100</u>
Total Engineering	<u>\$ 268,280</u>	<u>\$ 236,806</u>
% Increase (Decrease) Prior Year		-11.73%

# COMMUNITY DEVELOPMENT DEPARTMENT

## Engineering

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### **MISSION STATEMENT**

The Engineering Department provides general administration and supervision including planning and developing of capital improvement programs and projects for city operations, long range utility and transportation planning, and review of private development submittals and construction for compliance with codes, regulations and policies.

### **DEPARTMENT GOALS FOR 2013**

1. Responsibly manage a variety of funded capital projects.
2. Review plans, inspect, and monitor residential and commercial developments.
3. Provide engineering and administrative support for Community Development and other City departments as necessary.

### **ACTIVITIES AND SERVICES**

The Engineering Department implements many capital improvement programs for the City. These services may include project management for streets, water, sewer, parks, equipment, library, fire and police facilities. Engineering functions include infrastructure design, plans and specifications and inspection for all construction projects in the City. Some projects may require contracting with an outside consulting firm with expertise in a particular discipline. The Engineering Department also provides plan review and inspection services on residential, commercial and industrial developments in coordination with the planning and building departments.

### **2013 BUDGETARY CONSTRAINTS**

Eight FTE's are proposed under this budget. Staffing levels remain the same levels as the past two years and reduced from 2004 - 2009 levels. With multiple funded capital projects, the Engineering Department is witnessing symptoms associated with an increased workload in the specific area of capital projects. Concern exists for workload stresses particularly in the area of project management and stormwater management. These stresses may manifest themselves in 2013 through decreased efficiency and effectiveness and employee burnout.

**ENGINEERING DEPARTMENT EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.13</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>518 910 ENGINEERING PLANS AND SERVICES</b>			
Salaries and Wages	\$ 503,541	\$ 595,243	\$ 583,140
Personnel Benefits	206,757	252,090	245,350
Supplies	4,416	4,500	3,500
Other Services and Charges			
Professional Services	1,818	18,000	15,000
Cell phones, travel, registrations, insurance, etc.	26,050	21,450	23,050
Intergovernmental Services	8,599	10,000	11,000
Interfund Payments for Services	8,844	12,728	10,700
<b>400 TRAINING</b>			
Other Services and Charges (travel, registrations)	<u>1,281</u>	<u>2,000</u>	<u>-</u>
<b>TOTAL ENGINEERING</b>	<u><u>\$ 761,305</u></u>	<u><u>\$ 916,011</u></u>	<u><u>\$ 891,740</u></u>
		20.32%	-2.65%

<b>ENGINEERING PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Engineering Manager	\$ 98,475	\$ 98,472
Project Manager	85,604	85,608
Engineer III (2)	156,712	156,720
Engineer I	65,142	50,640
Senior Engineering Technician	65,618	65,616
Engineering Technician (2)	122,492	123,084
Overtime	<u>1,200</u>	<u>3,000</u>
Total Engineering	<u><u>\$ 595,243</u></u>	<u><u>\$ 583,140</u></u>
		-2.03%

# COMMUNITY DEVELOPMENT DEPARTMENT

## Planning

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### **MISSION STATEMENT**

The Community Development Department includes current and long-range planning, environmental review, and economic development services. The Planning Department implements the laws of the city and state 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 2013**

The following are the major goals for year 2013:

1. Administer and process land use and development and environmental applications.
2. Continue efforts to update long range planning documents including the North Dwyer Creek Master Plan and City of Camas Comprehensive Plan.

### **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.

### **2013 BUDGETARY CONSTRAINTS**

The Planning Department will continue with a reduced workforce in 2013 and the Planning Department counter will continue to be closed on Fridays.

**PLANNING  
EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.15</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>558 400 TRAINING</b>			
Other Services and Charges	\$ 135	\$ 2,400	\$ -
<b>600 PLANNING</b>			
Salaries and Wages	220,499	230,103	234,911
Personnel Benefits	82,770	94,111	94,213
Supplies	1,466	1,900	1,900
Other Services and Charges:			
Communications, travel, repairs, advertising	3,588	4,075	6,600
Hearings Examiner	-	3,500	3,500
Environmental Review Services	-	3,500	3,500
Shoreline Management Plan	9,386	10,000	
Other Professional Services	11,715	2,000	5,500
Dues, fees, registrations, subscriptions	1,011	1,200	1,250
Insurance	7,640	7,000	6,500
<b>600 ECONOMIC DEVELOPMENT</b>			
Other Services and Charges			
Camas Downtown Association	-	15,000	15,000
C-W Economic Development Association	15,285	50,000	50,000
Sister City Association	2,000	2,000	2,000
RTC	3,500	3,500	3,500
Columbia River Economic Development Council	25,150	26,000	26,000
<b>TOTAL PLANNING AND COMMUNITY DEVELOPMENT</b>	<b>\$ 384,144</b>	<b>\$ 456,289</b>	<b>\$ 454,374</b>
% Increase (Decrease) Prior Year		18.78%	-0.42%

<b>PLANNING PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Community Development Director (.5 FTE)	\$ 54,964	\$ 54,966
Senior Planner	71,702	76,056
Planner I (.8 FTE)	52,236	52,493
Permit Technician	50,401	50,396
Overtime	800	1,000
Total Planning	<b>\$ 230,103</b>	<b>\$ 234,911</b>
% Increase (Decrease) Prior Year		2.09%



# COMMUNITY DEVELOPMENT DEPARTMENT

## Protective Inspections (Building)

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### **MISSION STATEMENT**

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

### **DEPARTMENT GOALS FOR 2013**

The following are major goals for 2013:

1. Maintain a plan review timeframe of approximately four weeks.
2. Respond to all inspection requests received prior to 6:00 AM each workday on the same day.
3. Commercial and industrial construction project remain as a high priority.

### **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.

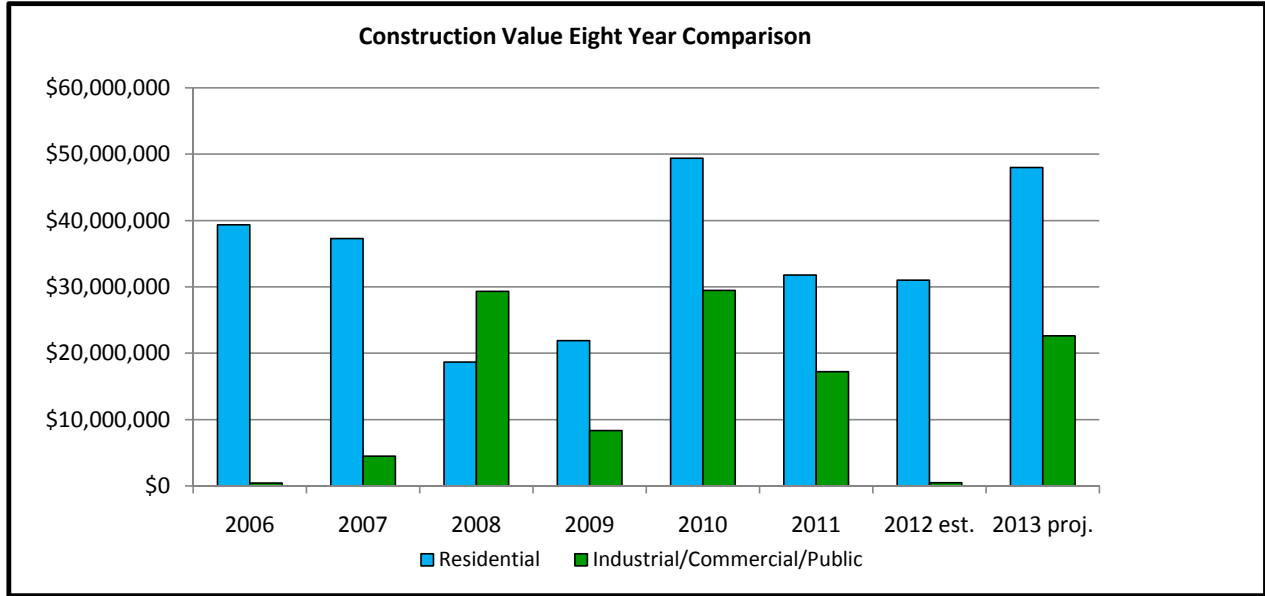
The building department collects water and sewer development charges and all impact fees. Computation of fire impact fees is made.

### **2013 BUDGETARY CONSTRAINTS**

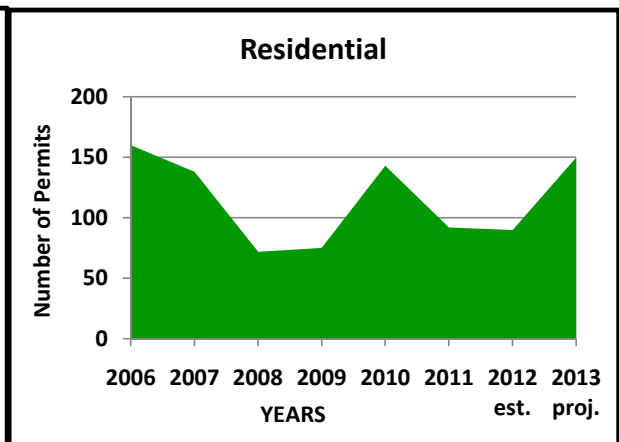
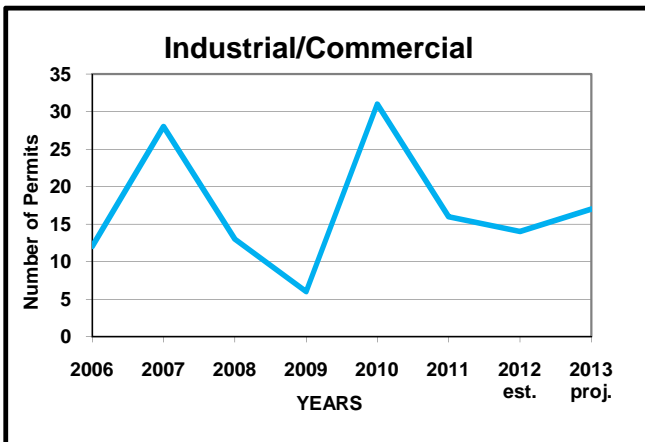
The level of service is anticipated to remain at acceptable levels. While the population and housing count within the City has increased by more than 60% since the late 1990's, the 2013 Protective Inspection Budget has been reduced by 2 FTE's since 2008 and reflects staffing levels equivalent to those of the late 1990's.

The current ratio of FTE's to population has placed the City in a position of potentially seeing its (ISO Rating) Washington State Rating Bureau/Insurance Service Office rating being downgraded from a 2 to a 3. The impact of a downgrade would be reflected in higher homeowner insurance rates. For 2013, 1% of the department budget is appropriated to public outreach and education as one of several measures being implemented to avoid a downgrade.

With reduced staff, it is anticipated some delays in responding to the public may occur.



YEARS	CONSTRUCTION VALUE		PERMITS ISSUED	
	Industrial/ Commercial/ Public	Residential	Industrial/ Commercial/ Public	Residential
2006	\$ 419,803	\$ 39,339,159	12	160
2007	4,475,574	37,303,267	28	138
2008	29,336,886	18,678,276	13	72
2009	8,362,670	21,877,923	6	75
2010	29,450,732	49,401,030	31	143
2011	17,208,215	31,763,025	16	92
2012 est.	500,000	31,000,000	14	90
2013 proj.	22,600,000	48,000,000	17	150



**PROTECTIVE INSPECTION EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>001.22.524</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>200 INSPECTIONS, PERMITS</b>			
Salaries and Wages	\$ 256,711	\$ 267,697	\$ 273,916
Personnel Benefits	103,274	116,420	122,479
Supplies	2,486	3,150	3,850
Other Services and Charges (Professional Services)	161	-	-
Outside plans review/examination	-	1,500	1,500
Hearings and Appeals	-	-	-
Software Support and Maintenance	-	-	-
Phones, pagers, etc. (\$1,400)	2,574	2,650	1,400
Travel (\$800)	-	-	800
Codes books, dues (\$5,700)	630	1,560	5,700
Insurance (liability)	6,245	5,500	5,300
Interfund Payments for Services	7,028	4,500	-
<b>400 TRAINING</b>			
Other Services and Charges (travel, registrations)	460	400	-
<b>TOTAL PROTECTIVE INSPECTIONS</b>	<u><u>\$ 379,570</u></u>	<u><u>\$ 403,377</u></u>	<u><u>\$ 414,945</u></u>
% Increase (Decrease) Prior Year		6.27%	2.87%

<b>PROTECTIVE INSPECTIONS PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Community Development Director (.1 FTE)	\$ 10,994	\$ 10,993
Building Official	81,717	84,176
Plans Examiner	58,002	59,754
Building Inspector I	59,896	59,901
Senior Permit Technician	56,588	56,592
Overtime	500	2,500
Total Administration	<u><u>\$ 267,697</u></u>	<u><u>\$ 273,916</u></u>
% Increase (Decrease) Prior Year		2.32%

## HOTEL MOTEL LODGING TAX FUND

### FUNCTION

This fund was established in 2010 to account for the collection and accumulation of hotel motel lodging tax.

### ACTIVITIES AND SERVICES

The funds will be used to market and support economic development activities within the City of Camas.

### REVENUE DETAIL TWO YEAR COMPARISON

120.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Intergovernmental Revenue:</b>			
<b>313 300 Hotel Motel Tax</b>	5,328	5,000	5,000
<b>Miscellaneous Revenue:</b>			
<b>361 110 Investment Interest</b>	6	-	-
<b>Total Miscellaneous Revenue</b>	6	-	-
<b>Total Estimated Revenues</b>	<u>\$ 5,334</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

### HOTEL MOTEL LODGING TAX

### EXPENDITURE DETAIL TWO YEAR COMPARISON

120.00	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>Operations and Maintenance</b>			
<b>557 300 Supplies</b>	\$ -	\$ -	\$ -
Other Services and Charges	1,700	5,000	5,000
<b>Total Operations and Maintenance</b>	1,700	5,000	5,000
<b>Total Hotel Motel Lodging Tax</b>	<u>\$ 1,700</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
% Increase (Decrease) Prior Year		66.00%	0.00%

## NW 38TH AVE Construction Fund

### FUNCTION

This fund is to be established to account for the construction project to extend NW 38th Ave 2/3 of a mile. Included in the construction project is the purchase of right-of-way, the street construction, storm water drainage system, street lights and related controller, and installation of a water main. The budget appropriation for the water main construction of \$105,000 is in the Water-Sewer Fund.

### REVENUE DETAIL

		Actual Approp 2012	Estimated Required 2013
<b>313.00</b>			
	<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -
	<b>Intergovernmental Revenue:</b>		
<b>333</b>	Federal Indirect Grant - FWHA	\$ 1,450,000	\$ -
<b>333</b>	Federal Indirect Grant - STP	350,000	1,450,000
<b>334</b>	State Grant - TIB	-	1,750,000
	<b>Total Intergovernmental Revenue</b>	1,800,000	2,700,000
	<b>Other Financing Sources</b>		
<b>391</b>	Intergovernmental Loan Proceeds - PWTF	2,600,000	2,160,000
	<b>Total Other Financing Sources</b>	2,600,000	2,600,000
	<b>Total Estimated Resources</b>	\$ 4,400,000	\$ 5,300,000

### EXPENDITURE DETAIL

		Actual Estimated 2012	Estimated Required 2013
<b>313.00</b>			
	<b>Capital Outlays</b>		
<b>595 300</b>	Construction	\$ 4,400,000	\$ 5,300,000
	<b>Total NW 38th Ave Construction Fund</b>	\$ 4,400,000	\$ 5,300,000

### CAPITAL OUTLAY DETAIL:

<b>313-00-595-300</b>	* NW 38th Ave/SE 20th Street Phase 1	\$ 3,600,000
<b>313-20-595-300</b>	* NW 38th Ave/SE 20th Street Phase 2	1,700,000
	Total NW 38th Ave/SE 20th Street Projects	\$ 5,300,000

## Friberg Street Construction Fund

### FUNCTION

The proposed improvement widens both NW Friberg Street and NE Goodwin Road and includes a 3-lane, 46' wide curb to curb paved street, two bike lanes, two travel lanes with a center turn lane with curbs and sidewalks on both sides, street lights, and intersection and traffic signals improvements to the Friberg Street and Goodwin Road intersection. The improvements will also include sanitary sewer improvements, storm drainage collection, conveyance, and runoff quality/quantity control facilities. \$380,000 for an updated sewer extension line is budgeted in the water-sewer fund.

### REVENUE DETAIL

<b>314.00</b>	Actual Estimated 2012	Estimated Required 2013
<b>Intergovernmental Revenue:</b>		
<b>333 205-00</b> Federal Indirect Grant - Transportation Improvement	\$ 450,000	\$ -
<b>333 042-00</b> State Grant - Dept. of Commerce	<u>70,000</u>	<u>2,955,000</u>
<b>Total Intergovernmental Revenue</b>	<u>520,000</u>	<u>2,955,000</u>
<b>Total Estimated Resources</b>	<u>\$ 520,000</u>	<u>\$ 2,955,000</u>

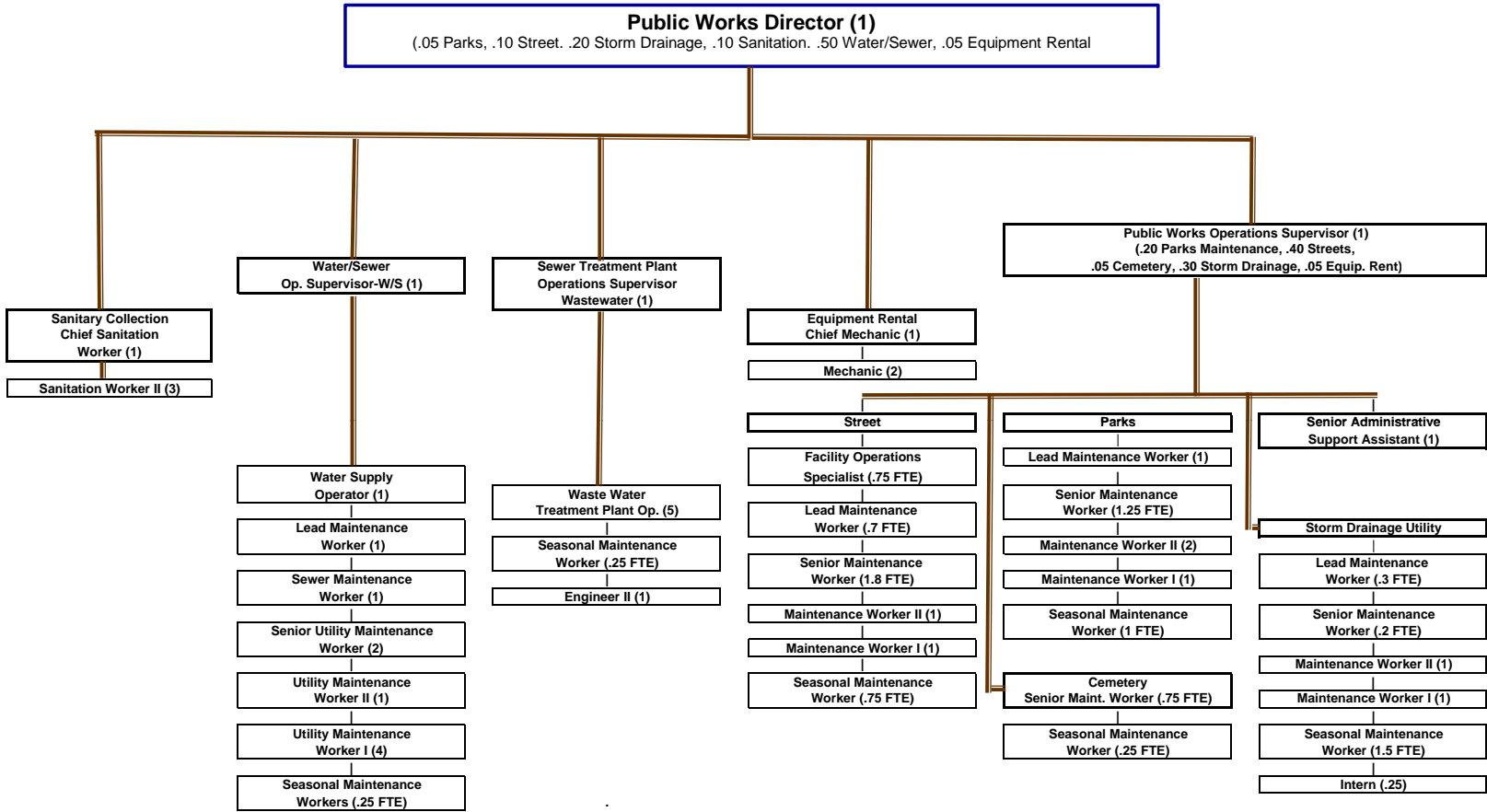
### EXPENDITURE DETAIL

<b>314.00</b>	Actual Approp 2012	Estimated Required 2013
<b>Capital Outlays</b>		
<b>595 300</b> Construction	\$ 520,000	\$ 2,955,000
<b>Total Friberg Street Construction Fund</b>	<u>\$ 520,000</u>	<u>\$ 2,955,000</u>

### CAPITAL OUTLAY DETAIL:

314-00-594-760	Friberg Street Construction	\$ 2,955,000
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# PUBLIC WORKS DEPARTMENT



# 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 2011	Actual Approp 2012	Estimated Required 2013
<b>518 300 PROPERTY MANAGEMENT SERVICES</b>			
Salaries and Wages	\$ 23,249	\$ 17,380	\$ 17,381
Personnel Benefits	8,612	6,991	7,139
Supplies	5,961	14,800	11,000
Other Services and Charges	89,810	105,405	107,780
<b>594 180 CAPITAL OUTLAY</b>			
Other Improvements	-	-	-
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 127,632</b>	<b>\$ 144,576</b>	<b>\$ 143,300</b>
% Increase (Decrease) Prior Year		13.28%	-0.88%

<b>CENTRAL SERVICES PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Facility Operations Specialist (.25 FTE)	\$ 16,880	\$ 16,881
Overtime	500	500
Total Central Services	<b>\$ 17,380</b>	<b>\$ 17,381</b>
% Increase (Decrease) Prior Year		0.01%

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

Professional Services (janitorial for City Hall, fire system monitor, alarm maintenance, mat/linen service)	\$ 24,000
Communication (telephone, Portland line)	1,280
Insurance (property insurance for City Hall)	8,500
Public Utility (electric, gas, water, sewer, garbage)	38,500
Repairs and Maintenance (HVAC, generator, garage doors, roof repair, fire extinguisher maint., lighting, unscheduled maintenance/repair, heat pump replacement, ceiling tiles and window coverings)	35,000
Miscellaneous	500
Total other services and charges	<b>\$ 107,780</b>



# CITY STREET DEPARTMENT

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## **MISSION STATEMENT**

Provide for the maintenance, safety and mobility of City streets within the existing budget authority.

## **DEPARTMENT GOALS FOR 2013**

1. Provide for the safe movement of drivers, cyclists and pedestrians.
2. Evaluate each program for cost savings.
3. Meet statutory requirements.
4. Maintain levels of service within budget limitations.
5. Work to reinstitute pavement management system.

## **ACTIVITIES AND SERVICES**

The street fund maintains public streets and sidewalks, roadside vegetation, street lighting, traffic control devices, snow and ice removal, and provides support for activities within the rights of way.

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

112.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 50,000	\$ -
<b>Intergovernmental Revenue:</b>			
<b>333 140</b> Community Dev. Block Grant	11,295	160,000	-
<b>334 036</b> State Grants - Urban Vitality (PWTF)	2,143	-	-
<b>334 039</b> State Grants - Dept. of Comm. (PWTF)	8,810	-	-
<b>336 000</b> Motor Vehicle Fuel Tax-City Street	398,767	400,000	413,213
<b>339 280</b> Federal Indirect Grant - ARRA (Street Lighting)	67,573	-	-
<b>Total Intergovernmental Revenue</b>	<u>488,588</u>	<u>560,000</u>	<u>413,213</u>
<b>Charges for Goods and Services:</b>			
<b>344 900</b> Street Vacation Fees	-	5,000	-
<b>344 910</b> Charges for Services	2,392	-	-
<b>Total Charges for Goods and Service</b>	<u>2,392</u>	<u>5,000</u>	<u>-</u>
<b>Miscellaneous Revenues:</b>			
<b>361 110</b> Interest	316	200	200
<b>363 000</b> Recoveries	60,184	-	-
<b>367 110</b> Contributions	20,000	-	-
<b>369 100</b> Sale of Junk or Salvage	1,964	-	-
<b>369 900</b> Miscellaneous	657	500	-
<b>379 101</b> Contributed Capital - Dwyer Creek Mitigation	883	-	-
<b>388 800</b> Prior Years Correction	(482,342)	-	-
<b>Total Charges for Goods and Service</b>	<u>(398,337)</u>	<u>700</u>	<u>200</u>
<b>Total Estimated Revenues</b>	<u>92,644</u>	<u>615,700</u>	<u>413,413</u>
<b>Other Financing Sources:</b>			
<b>391 800</b> Intergovernmental Loan Proceeds (PWTF)	-	-	1,750,000
<b>397 000</b> Operating Transfers In	1,410,062	1,361,039	1,450,546
<b>Total Other Financing Sources</b>	<u>1,410,062</u>	<u>1,361,039</u>	<u>3,200,546</u>
<b>Total Estimated Resources</b>	<u>\$ 1,502,705</u>	<u>\$ 1,976,739</u>	<u>\$ 3,613,959</u>

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

112.00		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
	<b>Roadway Preservation</b>			
541 300	Roadway	\$ 120,306	\$ 57,261	\$ 71,782
	<b>Road and Street Maintenance</b>			
542 300	Roadway	367,101	236,441	263,979
500	Structures	1,952	10,000	3,500
610	Sidewalks	37,949	22,977	21,642
620	Special Purpose Paths	680	-	-
630	Street Lighting	262,374	259,929	247,276
640	Traffic Control Devices	76,003	104,895	87,179
660	Snow and Ice Control	50,857	65,360	65,992
670	Street Cleaning	2,314	-	-
700	Roadside	61,522	48,207	46,235
710	Downtown Mall Maintenance	21,704	31,955	27,378
800	Ancillary Operations	18,682	26,180	26,978
900	Maintenance Administration	94,499	342,613	259,668
	<b>Road and Street General Administration</b>			
543 300	General Services	321,764	306,921	285,000
600	Training	2,123	4,000	-
	<b>Road and Street Facilities</b>			
544 200	Maintenance of Stations and Bldgs	76,657	-	107,350
	<b>Total Preservation and Maint.</b>	<u>1,516,488</u>	<u>1,516,739</u>	<u>1,513,959</u>
	<b>Road and Street Construction</b>			
595 300	Roadway	317,210	300,000	350,000
430	Construction Projects			1,750,000
610	Sidewalks	40,402	160,000	-
630	Street Lighting	76,534	-	-
640	Traffic Control	13,143		
	<b>Total Construction/Equipment</b>	<u>447,289</u>	<u>460,000</u>	<u>2,100,000</u>
	<b>Transfers</b>			
597 000	Operating Transfer Out	-	-	-
	<b>Total City Street Fund</b>	<u>\$ 1,963,777</u>	<u>\$ 1,976,739</u>	<u>\$ 3,613,959</u>
	% Increase (Decrease) over prior year		0.66%	82.82%

<b>PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Transportation/Road & Street Construction		
Public Works Director (.10 FTE )	\$ 10,969	\$ 11,103
Public Works Operations Supervisor ( .40 FTE)	31,190	32,128
Facility Operations Specialist (.75 FTE)	50,640	50,643
Lead Maintenance Worker (.70 FTE )	48,681	48,678
Senior Maintenance Worker (1.8 FTE)	114,556	114,566
Maintenance Worker II (1 FTE)	58,248	58,248
Maintenance Worker I (1 FTE)	51,615	53,163
Seasonal Maintenance Workers (1 - 3 months and 1 - 6 months)	18,000	18,000
Overtime	8,500	8,500
Total Transportation/Road and Street Const.	<u>\$ 392,399</u>	<u>\$ 395,029</u>
% Increase (Decrease) over prior year		0.67%

**CAPITAL OUTLAY DETAIL:**

Roadway Construction Projects		
<b>112-76-595-300-65</b> *	Roadway preservation	\$ 350,000
<b>112-77-595-430-65</b> *	NW 6th Street improvements	<u>1,750,000</u>
Total City Street Projects		<u>\$ 2,100,000</u>

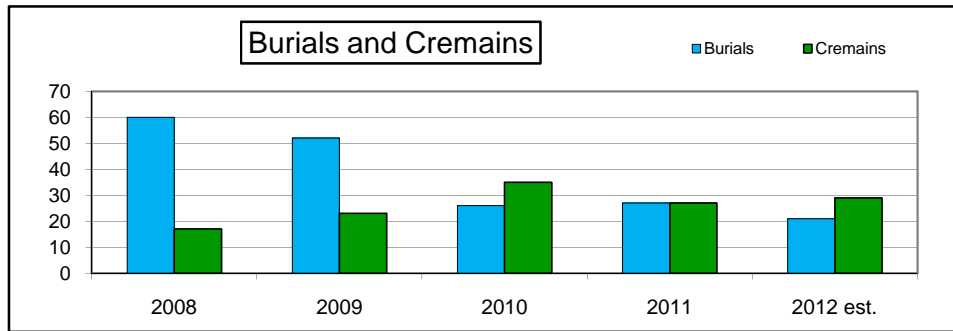
# CEMETERY FUND

## FUNCTION

This fund was established in 2007 to account for the operation and maintenance of the Camas Cemetery.

## ACTIVITIES AND SERVICES

Staff at the cemetery maintain the facilities and grounds, coordinate burials and internments, and assist visitors.



## REVENUE DETAIL THREE YEAR COMPARISON

125.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Charges for Goods and Services</b>			
<b>341 750 Sale of Merchandise</b>	195	10,000	1,000
<b>343 600 Cemetery Lot Sales</b>	21,720	23,000	40,000
<b>343 610 Cemetery Services</b>	12,080	11,000	18,000
<b>343 620 Endowment Fund</b>	975	5,000	6,000
<b>343 610-01 Liners/Headstone installations</b>	-	-	-
<b>Total Intergovernmental Revenue</b>	<u>34,970</u>	<u>49,000</u>	<u>65,000</u>
<b>Miscellaneous Revenue:</b>			
<b>361 110 Investment Interest</b>	849	100	500
<b>367 110 Contributions</b>	1,150	50	50
<b>369 900 Miscellaneous</b>	-	1,000	500
<b>Total Miscellaneous Revenue</b>	<u>1,999</u>	<u>1,150</u>	<u>1,050</u>
<b>Other Financing Sources:</b>			
<b>397 000 Transfers - from General Fund</b>	114,967	113,194	73,901
<b>Total Other Financing Sources</b>	<u>114,967</u>	<u>138,194</u>	<u>73,901</u>
<b>Total Estimated Revenues</b>	<u>\$ 151,936</u>	<u>\$ 188,344</u>	<u>\$ 139,951</u>

**CEMETERY FUND EXPENDITURE DETAIL**

**EXPENDITURE DETAIL  
THREE YEAR COMPARISON**

<b>125.00</b>		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
	<b>Operations and Maintenance</b>			
<b>536 500</b>	Salaries and Wages	\$ 53,862	\$ 64,630	\$ 58,752
	Personnel Benefits	26,339	27,984	27,449
	Supplies	1,909	10,000	5,500
	Other Services and Charges (professional services \$2,000, phones \$2,000, rentals \$250, insurance \$150, utilities \$4,200, miscellaneous \$500)	24,420	19,430	9,100
	Interfund payments for service	<u>40,651</u>	<u>41,300</u>	<u>39,150</u>
	<b>Total Operations and Maintenance</b>	<u>147,182</u>	<u>163,344</u>	<u>139,951</u>
	<b>Capital</b>			
<b>594 360</b>	Machinery and Equipment	-	15,000	-
	Other Improvements	<u>-</u>	<u>10,000</u>	<u>-</u>
	<b>Total Capital</b>	<u>-</u>	<u>25,000</u>	<u>-</u>
	<b>Total Cemetery</b>	<u>\$ 147,182</u>	<u>\$ 188,344</u>	<u>\$ 139,951</u>
	% Increase (Decrease) Prior Year			-25.69%

<b>CEMETERY PERSONNEL SCHEDULE</b>		Actual Approp 2012	Estimated Required 2013
	Public Works Operations Supervisor (.05 FTE)	\$ 3,899	\$ 4,016
	Senior Maintenance Worker 1 (.75 FTE)	47,731	47,736
	Overtime	1,000	1,000
	Seasonal Maint. Wkr. (.50 FTE - 2012, .25 FTE - 2013)	12,000	6,000
	Total Cemetery	<u>\$ 64,630</u>	<u>\$ 58,752</u>
	% Increase (Decrease) Prior Year		-9.09%

# STORM WATER DRAINAGE UTILITY

## MISSION STATEMENT

The storm water drainage function provides for maintenance, operation, planning, and construction of the City's storm water system in compliance with the National Pollutant Discharge Elimination System Phase II Permit (NPDES).

## DEPARTMENT GOALS FOR 2013

1. Promote water quality and minimize runoff of pollutants into waterways.
2. Comply with National Pollutant Discharge Elimination System (NPDES) phase 2 permit.
3. Monitor and maintain City owned wetland mitigation sites.
4. Rate study.
5. Prepare for new NPDES Permit implementation.

## ACTIVITIES AND SERVICES

The storm utility provides for the maintenance and capital improvements required to meet regulatory requirements and provide safe and reliable transmission of storm runoff. Maintenance items include street sweeping, ditch cleaning, treatment and detention facility upkeep, catch basin cleaning, and storm line cleaning and repair. The fund also supports public outreach, illicit discharge hotlines and capital improvements.

## REVENUE DETAIL THREE YEAR COMPARISON

419.00	Actual Revenue 2011	Actual Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Intergovernmental Revenues:</b>			
<b>334 030 State Grant - Dept. of Ecology</b>	89,759	20,000	150,375
<b>Total Intergovernmental Revenues</b>	89,759	20,000	150,375
<b>Charges for Goods and Services:</b>			
<b>343 100 Storm Drainage Revenues - O &amp; M</b>	872,285	963,214	887,520
<b>Total Charges for Goods and Services</b>	872,285	963,214	887,520
<b>Miscellaneous Revenues:</b>			
<b>361 110 Investment Interest</b>	1,111	2,000	2,000
<b>Total Miscellaneous Revenues</b>	1,111	2,000	2,000
<b>Other Income:</b>			
<b>379 001 Contributed Capital - Infrastructure</b>	-	-	-
<b>Total Other Income</b>	-	-	-
<b>Total Estimated Revenues</b>	963,155	985,214	1,039,895
<b>Total Estimated Resources</b>	\$ 963,155	\$ 985,214	\$ 1,039,895

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

<b>419.00.553</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>500 Operations and Maintenance</b>			
Salaries and Wages	\$ 120,675	\$ 105,780	\$ 101,340
Personnel Benefits	37,898	28,333	37,818
Supplies	6,511	4,000	12,000
Other Services and Charges	135,245	68,400	38,950
Intergovernmental Services and Taxes	15,701	20,000	39,000
Interfund Payments for Services	60,333	17,742	43,550
<b>Total Operations and Maintenance</b>	<b>376,362</b>	<b>244,255</b>	<b>272,658</b>
<b>531 515 Street Cleaning</b>			
Salaries and Wages	55,862	55,010	57,056
Personnel Benefits	25,462	19,003	19,941
Supplies	2,499	1,000	1,000
Other Services and Charges (debris disposal)	-	6,500	4,500
Interfund Payments for Services	61,920	63,150	63,150
<b>Total Street Cleaning</b>	<b>145,743</b>	<b>144,663</b>	<b>145,647</b>
<b>531 516 Administration</b>			
Salaries and Wages	47,881	65,976	66,944
Personnel Benefits	14,592	22,796	24,146
Other Services and Charges (GIS mapping service \$15,000, misc \$2,500)	96	11,000	17,500
Interfund Payments for Services	203,024	235,524	242,500
<b>Total Street Cleaning</b>	<b>265,592</b>	<b>335,296</b>	<b>351,090</b>
<b>Capital</b>			
<b>594 530</b> Capital Outlays - Non-Fisher Basin	17,904	100,000	200,500
<b>594 531</b> Capital Outlays - Fisher Basin	45,876	161,000	70,000
<b>Total Capital</b>	<b>63,780</b>	<b>261,000</b>	<b>270,500</b>
<b>Total Storm Water Drainage Utility Fund</b>	<b>\$ 851,477</b>	<b>\$ 985,214</b>	<b>\$ 1,039,895</b>
% Increase (Decrease) Prior Year		15.71%	5.55%



**STORM WATER DRAINAGE UTILITY EXPENDITURE DETAIL**

<b>419.00.538</b>	Actual Approp 2012	Estimated Required 2013
<b>OTHER SERVICES AND CHARGES DETAIL:</b>		
Operating Rentals	\$ 3,000	\$ 5,000
Repairs and Maintenance		
TV inspection, cleaning, & repair of mains and culverts	35,000	10,000
Stencil program	5,000	-
Ditch and pond cleaning	10,000	10,000
Insurance	7,400	4,550
Utilities	-	400
Repairs and Maintenance		
Miscellaneous: NPDES Permit Fee	-	-
General Miscellaneous	8,000	9,000
Total Other Services and Charges:	<u>\$ 68,400</u>	<u>\$ 38,950</u>

**STORM DRAINAGE UTILITY CAPITAL DETAIL:**

Non-Fisher Basin		
Vactor waste facility retrofit		\$ 200,500
Fisher Basin		
Wetland mitigation		70,000
Total Storm Drainage Utility Capital		<u>\$ 270,500</u>

<b>STORM WATER DRAINAGE PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Public Works Director (.20 FTE)	\$ 21,720	\$ 21,986
Public Works Operations Supervisor (.30 FTE)	23,392	24,096
Lead Maintenance Worker (.3 FTE)	20,863	20,862
Senior Maintenance Worker (.2 FTE)	12,728	12,730
Maintenance Worker II (1 FTE)	56,553	56,556
Maintenance Worker I (1 FTE)	54,510	46,110
Overtime	1,000	1,000
Engineering Intern (2 @ .125 FTE)	-	6,000
Seasonal Maint. Worker (1.5 FTE)	36,000	36,000
Total Storm Water Drainage	<u>\$ 226,766</u>	<u>\$ 225,340</u>
% Increase (Decrease) Prior Year		-0.63%

# CITY SANITARY

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## 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 2013

1. Modify routes as needed to reduce overtime.
2. Begin Lacamas Heights area responsibility starting January 1, 2013.
3. Rate Study

## ACTIVITIES AND SERVICES

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

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### REVENUE DETAIL THREE YEAR COMPARISON

422.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 2,210	\$ -
<b>343 Charges for Goods and Services:</b>			
Garbage/Solid Waste Fees	1,906,515	1,945,400	1,941,835
<b>Total Charges for Goods and Services</b>	<u>1,906,515</u>	<u>1,945,400</u>	<u>1,941,835</u>
<b>Miscellaneous Revenues:</b>			
<b>361 110</b> Interest Earnings	1,100	1,300	1,200
<b>362 900</b> Other Rents & Use Charges	-	-	-
<b>Total Miscellaneous Revenues</b>	<u>1,100</u>	<u>1,300</u>	<u>1,200</u>
<b>Total Estimated Revenues</b>	<u>1,907,615</u>	<u>1,946,700</u>	<u>1,943,035</u>
<b>Total Estimated Resources</b>	<u>\$ 1,907,615</u>	<u>\$ 1,948,910</u>	<u>\$ 1,943,035</u>

**CITY SANITARY EXPENSE DETAIL  
THREE YEAR COMPARISON**

<b>422.00.537</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>800 &amp; 900 GARBAGE AND SOLID WASTE UTILITY</b>			
Salaries and Wages	\$ 269,548	\$ 268,128	\$ 268,261
Personnel Benefits	144,066	139,277	143,824
Supplies	43,045	52,000	50,000
Other Services and Charges			
Insurance, repairs, communication, bill processing, software maintenance	35,728	27,150	38,950
Recycling Contractor	273,665	328,190	304,980
Disposal Fees	521,989	538,005	548,000
Intergovernmental Services and Taxes	90,320	92,000	93,000
Interfund Payments for Services	<u>477,288</u>	<u>504,160</u>	<u>496,020</u>
<b>TOTAL GARBAGE AND SOLID WASTE UTILITY</b>	<b><u>\$ 1,855,649</u></b>	<b><u>\$ 1,948,910</u></b>	<b><u>\$ 1,943,035</u></b>
% Increase (Decrease) Prior Year		5.03%	-0.30%

<b>CITY SANITARY PERSONNEL SCHEDULE</b>	Actual Approp 2011	Estimated Required 2012
<b>REFUSE COLLECTION</b>		
Public Works Director (.10 FTE)	\$ 10,860	\$ 10,993
Chief Sanitation Worker	67,521	67,524
Sanitation Worker II (3)	174,747	174,744
Overtime	<u>15,000</u>	<u>15,000</u>
Total Garbage and Solid Waste Utility	<b><u>\$ 268,128</u></b>	<b><u>\$ 268,261</u></b>
% Increase (Decrease) Prior Year		0.05%

# 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 2013**

1. Provide safe and reliable water service to our customers for domestic, commercial, industrial, and fire protection uses.
2. Implement Jones/Boulder surface water source.
3. Provide collection and treatment of residential, commercial and industrial wastewater. the systematic reconstruction and maintenance of aged and leaking pipes.
4. Construction of wastewater treatment plant phase 2B.
5. Continue with upgrading of wastewater pumping stations.
6. Rate study.
7. Start design of new 2.0 mgd reservoir.
8. Start design of step sewer bypass transmission main.

## **ACTIVITIES AND SERVICES**

The water/sewer 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 2011	Adjusted Estimated 2012	Estimated Revenue 2013
291 740	<b>Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ 244,555
343	<b>Charges for Goods and Services:</b>			
	Water-Sewer	\$ 8,775,373	\$ 8,134,886	\$ 8,765,300
346 500	Inspection Fees - Step System	9,750	80,000	8,000
	<b>Total Charges for Goods and Services</b>	<u>8,785,123</u>	<u>8,214,886</u>	<u>8,773,300</u>
	<b>Miscellaneous Revenues:</b>			
361 110	Investment Interest	3,731	5,000	18,000
	Other Miscellaneous Revenue	121,680	116,000	113,000
	<b>Total Miscellaneous Revenues</b>	<u>125,411</u>	<u>121,000</u>	<u>131,000</u>
	<b>Total Estimated Revenues</b>	<u>8,910,534</u>	<u>8,335,886</u>	<u>8,904,300</u>
	<b>Non Revenues:</b>			
334 031	State Grant - Dept. of Ecology	-	-	-
343 450	Water Hook-up Fees	44,911	-	-
343 550	Sewer Hook-up Fees	-	-	-
379 000	Contributed Capital	688,556	-	-
382 800	Intergovernmental Loan Proceeds	56,595	-	-
388 100	Contributed Capital - Local Sources	-	250,000	-
397 000	Transfers in	-	-	485,000
388 800	Prior Years Correction	-	-	-
398 900	Long-term Debt Proceeds	-	-	3,500,000
	<b>Total Estimated Non-Revenues</b>	<u>790,062</u>	<u>250,000</u>	<u>3,985,000</u>
	<b>Total Estimated Resources</b>	<u>\$ 9,700,596</u>	<u>\$ 8,585,886</u>	<u>\$ 13,133,855</u>

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

424.00		Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>534, 535, and 538</b>	<b>WATER-SEWER</b>			
	Salaries and Wages	\$ 1,271,509	\$ 1,251,793	\$ 1,250,605
	Personnel Benefits	535,163	561,786	556,709
	Supplies	838,588	853,000	880,000
	Other Services and Charges	1,442,286	1,311,850	1,383,050
	Intergovernmental Services and Taxes	319,321	290,000	322,000
<b>591 and 592</b>	Debt Service	2,564,891	2,540,227	2,965,191
<b>594 340/350</b>	Capital Outlays	520,008	1,030,000	5,051,100
<b>534/535/538</b>	Interfund Payments for Services	689,833	747,230	725,200
	<b>Total Water-Sewer Fund</b>	<u>8,181,598</u>	<u>8,585,886</u>	<u>13,133,855</u>
	<b>Other Expenses:</b>			
<b>588 800</b>	Prior Years Correction	212,354	-	-
	<b>Total Estimated Other Expenses:</b>	<u>212,354</u>	<u>-</u>	<u>-</u>
	<b>TOTAL WATER-SEWER FUND</b>	<u>\$ 8,393,952</u>	<u>\$ 8,585,886</u>	<u>\$ 13,133,855</u>
	% Increase (Decrease) Prior Year		2.29%	52.97%

**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services	\$ 332,000	\$ 296,000
(Water quality testing, chemical equipment upgrades, system modeling and third party review, utility billing payment software, answering service, janitorial service, water right evaluation, industrial testing, headworks evaluation, mapping, sonitrol monitoring, one call services, rate study update, lab analysis, biosolids land application program, infrared heat source testing, rate review, NPDES permit review, commercial/industrial/residential water audit programs,		
Communication (telephone, pagers, cell phones)	20,800	20,800
Travel	1,500	1,500
Operating rentals and leases (well site, equipment)	11,750	11,750
Insurance (property and liability)	123,000	123,200
Public Utility (electric, gas)	512,800	547,800
Repairs and maintenance (pumps, pump house, reservoirs, watershed, telemetry/control systems, generator, HVAC, linen services, SCADA computer maintenance, water lines, pressure reducers, sewer lines, step tanks)	248,500	320,500
Registrations for classes, water/sewer permits	<u>61,500</u>	<u>61,500</u>
Total other services and charges	<u>\$ 1,311,850</u>	<u>\$ 1,383,050</u>

<b>WATER-SEWER PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
Public Works Director (.5 FTE)	\$ 54,300	\$ 54,966
Operations Supervisor - Water/Sewer	80,016	80,016
Water Supply Operator	69,545	69,541
Lead Maintenance Worker	69,544	69,540
Sewer Maintenance Worker	66,220	63,648
Senior Utility Maintenance Worker (2)	124,994	125,031
Operations Supervisor - Wastewater	78,078	78,072
Waste Water Treatment Operator (5)	329,064	321,273
Engineer I	65,618	-
Engineer II	-	68,574
Utility Maintenance Worker II (1 FTE)	58,248	58,248
Utility Maintenance Worker I (4 FTE)	204,166	209,696
Seasonal Maint. Worker (3 @ 3 mos .75 FTE - 2010, 2 @ 3 mos .50 FTE - 2011)	12,000	12,000
Overtime	<u>40,000</u>	<u>40,000</u>
Total Water-Sewer Utility	<u>\$ 1,251,793</u>	<u>\$ 1,250,605</u>
% Increase (Decrease) Prior Year		-0.09%

#### **WATER-SEWER CAPITAL OUTLAY DETAIL:**

##### Construction Projects:

* Jones/Boulder Creek waterline	\$ 3,000,000
* Hills at Round Lake upsize agreement	100,000
* New 2 MGD water reservoir design	300,000
* Crown Road water line	656,100
* STEP bypass pre-engineering & right of way	200,000
* Sewer Pump Station rehabilitation	250,000
* NW 38th St. Water/Sewer improvements	105,000
* NW Friberg Road - Sewer extension	380,000
* Forklift	10,000
* Centrifuge control panel & software	<u>50,000</u>
Total	<u>\$ 5,051,100</u>

**WATER-SEWER REVENUE BOND  
REDEMPTION DETAIL**

**1998 Revenue and Refunding Bonds (Sewer Projects)  
\$4,370,000 issue; interest rate 3.4% to 4.45%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 395,000	\$ 65,293	\$ 460,293	
<b>2014</b>	415,000	47,971	462,971	
<b>2015</b>	430,000	29,485	459,485	<b>2016</b>
	-			

**Community Economic Revitalization Board Loan  
\$600,000 loan; interest rate 5.85% - Fisher Basin water line**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 46,809	\$ 11,952	\$ 58,761	
<b>2014</b>	49,547	9,214	58,761	
<b>2015</b>	52,446	6,315	58,761	<b>2016</b>

**1996 Department of Ecology Loan - STP Clarifier  
\$1,185,920 loan; interest rate 4.3%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 74,044	\$ 14,670	\$ 88,714	
<b>2014</b>	77,262	11,452	88,714	
<b>2015</b>	80,620	8,094	88,714	<b>2017</b>

**1998 Department of Ecology Loan - Sewer Treatment Plant Expansion  
\$8,826,516 loan; interest rate 4.1%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 479,176	\$ 177,082	\$ 656,258	
<b>2014</b>	499,024	157,234	656,258	
<b>2015</b>	519,693	136,565	656,258	<b>2020</b>

**Public Works Trust Fund Loan - Wastewater Treatment Plant Upgrade  
\$3,195,000 loan; interest rate 1%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 169,092	\$ 11,836	\$ 180,928	
<b>2014</b>	169,092	10,146	179,238	
<b>2015</b>	169,092	8,455	177,547	<b>2019</b>



**Public Works Trust Fund Loan - WWTP Pre-Construction**  
**\$1,000,000 loan; interest rate .5%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 45,139	\$ 3,385	\$ 48,524	
<b>2014</b>	45,139	3,160	48,299	
<b>2015</b>	45,139	2,934	48,073	<b>2027</b>

**2007 Revenue Bonds - Water Projects 76%, Sewer Projects 24%**  
**\$5,520,000 issue; interest rate 4.25% to 5.00%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 230,000	\$ 205,210	\$ 435,210	
<b>2014</b>	240,000	193,710	433,710	
<b>2015</b>	255,000	181,710	436,710	<b>2026</b>

**Public Works Trust Fund Loan - NW 38th Avenue Utilities Design**  
**\$160,000 loan; interest rate .5%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 14,537	\$ 73	\$ 14,610	<b>2013</b>

**Public Works Trust Fund Loan - WWTP Construction**  
**\$10,000,000 loan; interest rate .5%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 521,930	\$ 41,754	\$ 563,684	
<b>2014</b>	521,930	39,145	561,075	
<b>2015</b>	521,930	36,535	558,465	<b>2028</b>

**Public Works Trust Fund Loan - Well #14 Construction**  
**\$1,313,000 loan; interest rate 1%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 60,985	\$ 12,197	\$ 73,182	
<b>2014</b>	60,985	11,587	72,572	
<b>2015</b>	60,985	10,977	71,962	<b>2032</b>

**State Revolving Fund (SRF) Water Quality Funding**  
**\$5,168,026 loan; interest rate 2.8%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ 150,474	\$ 199,373	\$ 349,847	
<b>2014</b>	210,002	139,845	349,847	
<b>2015</b>	215,958	133,889	349,847	<b>2032</b>

**DWSFR Loan Pressure Zone Surface Water Supply**

**\$7,101,602 loan; interest rate 1%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ -	\$ 35,180	\$ 35,180	
<b>2014</b>	295,900	71,016	366,916	
<b>2015</b>	295,900	68,057	363,957	<b>2037</b>

**Public Works Trust Fund Loan - 2.0 MG Gregg Reservoir**

**\$2,040,000 loan; interest rate .5%**

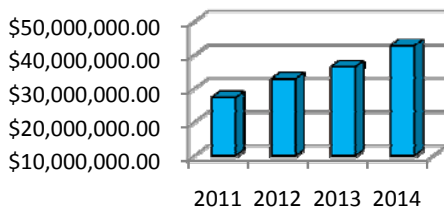
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ -	\$ -	\$ -	
<b>2014</b>	102,000	10,200	112,200	
<b>2015</b>	102,000	9,690	111,690	<b>2032</b>

**Public Works Trust Fund Loan - Sanitary Sewer Transmission Main**

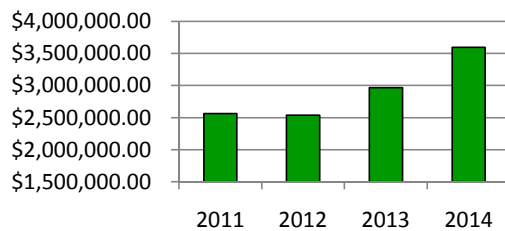
**\$3,740,000 loan; interest rate .5%**

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Last Year of Payment</b>
<b>2013</b>	\$ -	\$ -	\$ -	
<b>2014</b>	187,000	18,700	205,700	
<b>2015</b>	187,000	17,765	204,765	<b>2032</b>

**Water-Sewer  
Outstanding Debt**



**Annual Debt Service  
Payments**



## WWTP - PWTF Construction Fund

### FUNCTION

This fund was established to account for the construction of improvements at the Wastewater Treatment Plant. The 2013 budget is for Phase 2B construction costs.

### REVENUE DETAIL THREE YEAR COMPARISON

425.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ -	\$ -
<b>Intergovernmental Revenue:</b>			
<b>333 31 Federal Indirect DOE Grant</b>	1,771,650	-	-
<b>Total Intergovernmental Revenue</b>	<u>1,771,650</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous Revenue:</b>			
<b>361 110 Investment Interest</b>	3,699	2,369	-
<b>Total Miscellaneous Revenue</b>	<u>3,699</u>	<u>2,369</u>	<u>-</u>
<b>Other Financing Sources:</b>			
<b>391 800 Intergovernmental Loan Proceeds</b>	5,349,214	8,126,000	3,000,000
<b>397 000 Transfer In</b>	983	371,631	300,000
<b>Total Other Financing Sources</b>	<u>5,350,197</u>	<u>8,497,631</u>	<u>3,300,000</u>
<b>Total Estimated Revenues</b>	<u>\$ 7,125,545</u>	<u>\$ 8,500,000</u>	<u>\$ 3,300,000</u>

### EXPENDITURE DETAIL THREE YEAR COMPARISON

425.00	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>Capital Outlays</b>			
<b>594 350 Salaries and Wages</b>	\$ 64,554	\$ -	\$ -
Personnel Benefits	28,773	-	-
Construction	5,052,775	3,351,017	3,300,000
Interfund Operating Rentals	2,881	-	-
<b>Total WWTP - PWTF Construction</b>	<u>\$ 5,148,983</u>	<u>\$ 3,351,017</u>	<u>\$ 3,300,000</u>

-1.52%

# WATER-SEWER CAPITAL RESERVE

## COMMENTS ON BUDGET APPROPRIATIONS

Resources in this Water-Sewer Capital Reserve Fund are used to help finance construction projects such as water lines, booster stations, sewer lift stations, etc. Funds are also used for matching on loans and grants the city has received on large construction projects. For the 2013 budget, funds will be transferred to the wastewater construction project fund.

### REVENUE DETAIL THREE YEAR COMPARISON

<b>432.00</b>	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>Miscellaneous Revenues:</b>			
<b>361 110</b> Interest Earnings	\$ 662	-	\$ 435,000
<b>Total Miscellaneous Revenues</b>	662	-	435,000
<b>Other Increases in Fund Equity:</b>			
<b>379 110</b> Water Development Fees	398,047	-	200,000
<b>379 120</b> Sewer Development Fees	267,717	-	150,000
<b>Total Increases in Fund Equity</b>	665,764	-	350,000
<b>Total Estimated Resources</b>	\$ 666,426	-	\$ 785,000

### EXPENSE DETAIL THREE YEAR COMPARISON

<b>FUND NUMBER</b> <b>432.00.597</b>	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>100 Other Financing Uses:</b>			
Operating Transfers Out	\$ 983	-	\$ 785,000
<b>Total Water-Sewer Capital Reserve</b>	\$ 983	-	\$ 785,000

# 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 2013**

1. Manage the City's fleet in a manner which minimizes rates while preserving the quality of the equipment and vehicles to meet departmental requirements.
2. Replace a number of vehicles and pieces of equipment to maintain a safe and efficient fleet.
3. Work toward reducing the number of fleet vehicles and increase fuel efficiency.
4. Conduct a cost of service analysis.

## **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, police, fire, community development, engineering, and information technology departments.

# EQUIPMENT RENTAL FUND

## REVENUE DETAIL THREE YEAR COMPARISON

523.00	Actual Revenue 2011	Adjusted Estimated 2012	Estimated Revenue 2013
<b>291 740 Beginning Appropriated Fund Balance</b>	\$ -	\$ 19,976	\$ -
<b>Miscellaneous Revenues:</b>			
339 281 ARRA - Dept. of Energy Grant	-		
348 100 Interfund Equipment/Vehicle Rentals	1,025,879	1,100,000	1,000,000
348 300 Charges for Services	530	500	-
348 400 Interfund Space and Facilities Rentals	225,531	250,000	219,000
361 110 Investment Interest	2,036	3,000	1,500
362 100 Equipment/Vehicle Rentals	-		
363 000 Insurance Premiums/Recoveries	5,930	2,000	-
369 900 Other Miscellaneous Revenues	1,300	3,000	1,500
<b>Total Miscellaneous Revenues</b>	<u>1,261,206</u>	<u>1,358,500</u>	<u>1,222,000</u>
<b>Total Estimated Revenues</b>	<u>1,261,206</u>	<u>1,378,476</u>	<u>1,222,000</u>
<b>Other Financing Sources:</b>			
388 800 Prior Years Correction	-		
395 100 Proceeds From Sales of Assets	51,854		
395 400 Gain/Loss Sale of Assets	<u>(35,300)</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources</b>	<u>16,554</u>	<u>-</u>	<u>-</u>
<b>Total Estimated Resources</b>	<u>\$ 1,277,761</u>	<u>\$ 1,378,476</u>	<u>\$ 1,222,000</u>

## EXPENSE DETAIL THREE YEAR COMPARISON

523.00	Actual Expended 2011	Actual Approp 2012	Estimated Required 2013
<b>Equipment Rental</b>			
548 Salaries and Wages	\$ 253,508	\$ 269,738	\$ 276,296
548 Personnel Benefits	105,760	114,377	120,314
548 Supplies	359,820	339,000	371,000
548 Other Services and Charges	106,987	125,700	133,680
582 and 592 Debt Service	61,024	-	-
594 480 Capital Outlays	295,801	504,000	295,000
548 Interfund Payments for Services	<u>29,994</u>	<u>25,661</u>	<u>25,710</u>
<b>Total Equipment Rental</b>	<u>\$ 1,212,894</u>	<u>\$ 1,378,476</u>	<u>\$ 1,222,000</u>
% Increase (Decrease) Prior Year		13.65%	-11.35%

<b>EQUIPMENT RENTAL PERSONNEL SCHEDULE</b>	Actual Approp 2012	Estimated Required 2013
<b>MUNICIPAL VEHICLE SERVICES</b>		
Public Works Director (.05 FTE)	\$ 5,430	\$ 5,497
Public Works Operations Manager (.05 FTE)	-	-
Public Works Operations Supervisor (.05 FTE)	3,899	4,016
Chief Mechanic	73,799	73,800
Mechanics (2)	132,126	135,047
Senior Admin. Support Assistant	53,484	54,936
Overtime	1,000	1,000
<b>Total Municipal Vehicle Services</b>	<b><u>\$ 269,738</u></b>	<b><u>\$ 274,296</u></b>
% Increase (Decrease) Prior Year		1.69%

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**CAPITAL OUTLAY DETAIL:**

Machinery and Equipment:		
* Replace code enforcement vehicle #300		\$ 35,000
* Replace mower #325		25,000
* Replace patrol car #377- police		40,000
* Replace patrol car #380 - police		40,000
* Replace detective car #332 - police		40,000
* Replace self leveling mower #345		55,000
* Replace pickup - vehicle # to be determined		25,000
Buildings and Structures:		
* Purchase Ops Center modular office		35,000
<b>Total Capital Outlays</b>		<b><u>\$ 295,000</u></b>

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**OTHER SERVICES AND CHARGES DETAIL:**

Professional Services (janitorial, fire extinguisher service, hazmat removal, linen service)		\$ 15,000
Communication (telephone, pagers, cell phone)		4,800
Operating Rentals		6,000
Public Utility		28,000
Insurance		21,380
Repair and Maintenance (vehicles, HVAC, lights, lift maintenance, fire extinguisher, copier maintenance)		54,000
Registrations for classes		4,500
<b>Total other services and charges</b>		<b><u>\$ 133,680</u></b>

Appendix A:

