



## City Council Workshop Agenda Monday, October 18, 2021, 4:30 PM REMOTE MEETING PARTICIPATION

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*NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)*

### **How to join meeting:**

#### **OPTION 1 -**

1. Go to [www.zoom.us](http://www.zoom.us) and download the app or click "Join A Meeting" and paste Meeting ID - 933 5577 0411
2. Or, from any device click <https://zoom.us/j/93355770411>

**OPTION 2 -** Join by phone (audio only) call 877-853-5257 and use meeting ID #933 5577 0411

#### **For Public Comment:**

1. Click the raise hand icon in the app or by phone, hit \*9 to "raise your hand"
2. Or, email to [publiccomments@cityofcamas.us](mailto:publiccomments@cityofcamas.us) (400 word limit)

*Emails received by one hour before the start of the meeting are emailed to Council. During public comment, the clerk will read each email's submitter name, subject, and date/time received. Emails received up to one hour after the meeting are emailed to Council and attached to meeting minutes.*

**To simply observe the meeting,** go to the City's Public Meetings page - [www.cityofcamas.us/meetings](http://www.cityofcamas.us/meetings) and click the "Watch Livestream" on the left of the page.

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### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENTS**

### **WORKSHOP TOPICS**

1. [New Position Descriptions for the Administrative Services Department](#)  
[Presenter: Jennifer Gorsuch, Administrative Services Director](#)  
[Time Estimate: 5 minutes](#)
2. [2021 Fall Omnibus Budget Presentation](#)  
[Presenter: Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 15 min](#)

3. [2021 Limited General Obligation Bond Draft Ordinance](#)  
Presenter: [Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 10 min](#)
4. [2022 Property Tax Options Presentation](#)  
Presenter: [Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 30 min](#)
5. [2022 Fee Schedule Presentation](#)  
Presenter: [Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 10 min](#)
6. [2022 Mayor's Recommended Operating Budget Presentation](#)  
Presenter: [Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 15 min](#)

**COUNCIL COMMENTS AND REPORTS**

**PUBLIC COMMENTS**

**ADJOURNMENT**



# Staff Report

October 18, 2021 Council Workshop Meeting

New Position Descriptions for the Administrative Services Department

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

**BACKGROUND:** On the November 1 Regular Meeting, there will be a resolution for creation of 3 positions; 2 are reclassifications of current staff and 1 is a new position. These positions are part of the Administrative Services department and are vital to City operations. The proposed job descriptions and salary scales are comparable to similar sized entities as well as geographically appropriate.

**SUMMARY:**

Human Resources Analyst

The city currently has one professional HR employee, and another position has been needed for years. It is considered best practice and standard to have a human resource ratio of staff to employees to be 1:75-100. The city is currently at 1:225, with more new hires in process. The ever-increasing workload related to labor relations, compensation, recruitment, workers' compensation, labor laws and policies merits additional staff. This additional position is also imperative to proper succession planning for the department.

City Clerk

Due to changing job duties and the needs of the city, the Deputy City Clerk performs all the functions of a City Clerk and has been doing so for years. The Administrative Services Director acted in this capacity beginning 7 years ago. Over time, the entire role has shifted to the Deputy City Clerk and the reclassification is necessary. This is a reclassification of a current employee and is not adding staff.

Records Management Coordinator

The department has had an Administrative Support Assistant position for many years. A few years ago, the position's duties changed with the needs of the city and became more focused on records management. This includes becoming extremely proficient in the City's Enterprise Content Management (ECM) system, Laserfiche. The position became much less of an administrative support position and more of a coordinator working with all departments on process workflows and efficiencies. This includes proper records creation/retention/disposition and utilization of the ECM. This type of role will be crucial when the city transitions to a new ERP system. This position is a represented position and is being discussed with CPEA concurrently. This is a reclassification of a current employee and is not adding staff.

**EQUITY CONSIDERATIONS:**

**What are the desired results and outcomes for this agenda item?** The desired result is employees to be paid appropriately and comparably for their work duties.

**What's the data? What does the data tell us?** The data from comparable entities shows that both the positions and the proposed salaries are valid. The data shows that additional staffing and changes in classifications is needed for the number of FTEs the city currently employs.

**How have communities been engaged? Are there opportunities to expand engagement?**  
N/A

**Who will benefit from, or be burdened by this agenda item?** Internal city services as well as the citizens will benefit by having additional staff to assist internally and continue to work on records management and transparency by the Clerk's office as well as improve records request response times.

**What are the strategies to mitigate any unintended consequences?** N/A

**Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.** N/A

**Will this agenda item improve ADA accessibilities for people with disabilities?** N/A

**What potential hurdles exists in implementing this proposal (include both operational and political)?** N/A

**How will you ensure accountabilities, communicate, and evaluate results?** N/A

**How does this item support a comprehensive plan goal, policy or other adopted resolution?**  
N/A

**BUDGET IMPACT:** The overall budgetary impact for 2021 is less than \$20k. This is due to reclassification of 2 current employees and a month of HR Analyst salary and benefits if it is filled by December. The overall budgetary impact in 2022 will include the additional cost of reclassification (\$45k) plus the additional position of HR Analyst. That is expected to be approximately \$120k including salary and benefits for a total of \$165k for 2022 and moving forward.

**RECOMMENDATION:** Information only. Resolution will be on the November 1, 2021 Regular Meeting for Council approval.



City of Camas, Washington  
 Non-Represented, FLSA Exempt  
 October 2021

## **HUMAN RESOURCES ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

This position performs a full range of complex administrative, technical and professional human resources functions. Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, and compliance with state and federal laws and regulations. Exercising a substantial amount of independence, judgement and initiative, actions can have a significant effect upon city operations. This position reports to the Administrative Services Director.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:*

Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, safety and monitoring for legal compliance.

Conducts research and performs analysis regarding administration of classification and salary structures; conduct classification/reclassification reviews and salary surveys as assigned; performs job audits and analysis of individual positions; recommends reclassifications; develops new and revised job classifications.

Administers policies, procedures, programs, contracts, collective bargaining agreements, and drug and alcohol testing program assuring compliance with applicable Federal, State and local laws, rules, and regulations.

Participates in the development, implementation, administration, and review of policies, procedures, programs, and practices to ensure compliance with regulations and consistent with City Council directives; monitor for legal compliance with applicable federal, state and local laws and regulations.

Prepares and maintains a variety of records, files, and reports relative to human resource functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW and WAC retention schedules.

Prepares and processes personnel actions and other human resource forms.

Collects, prepares and analyzes a variety of human resource data; prepares statistical, budgetary and narrative graphs and reports as required.

Participates in labor negotiations; provides research, analysis and costing of contracts in support of negotiations; prepares and maintains documentation and files; drafts collective bargaining agreements; participates in labor/management activities as assigned.

Assists with compliance with federal, state and local laws regarding personnel practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, etc.

Processes workers' compensation program incident reports, coordinates return to work and light duty arrangements for city departments, liaison with AWC Retro program staff on workers compensation issues; manage data in RiskConsole.

Works with department managers regarding a variety of matters including staffing and organization, employee development, disability accommodations, investigations and disciplinary matters, recommending discipline, policy and contract interpretation, and employment law.

Educates employees on benefit programs including health, life, and supplemental benefits; and pension programs; administers the city annual open enrollment process.

Performs employee recruitment and selection processes including advertising vacancies; conducts preliminary evaluation of applications; creates, prepares and administers examinations and interview questions; conducts background checks; and reviews recommendations regarding hiring, advancement and promotions.

Work with the Civil Service Chief Examiner/Secretary as needed with recruiting, interviewing and testing processes.

Develops, implements and monitors records and tracking systems related to employee leave benefits; maintains knowledge of applicable local, state and federal laws and regulations; ensures compliance with federal, state and local laws, regulations, policies and procedures.

Conducts employee orientation and exit interviews; educates employees regarding available benefit programs and required documents; audits and completes employment documents, ensuring legal compliance.

Coordinates City Wellness Committee; serves as staff liaison to various committees as assigned.

Updates the City human resources department webpage; posts communication on social media as necessary.

**AUXILIARY FUNCTION STATEMENTS**

Provide responsible staff assistance to the Administrative Services Director.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management and administration.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and techniques of public sector human resource administration including recruitment and staffing, benefits administration, classification and compensation, policy creation, union contracts, budgeting principles and processes, and labor relations

Pertinent federal, state and local laws, rules and regulations related to human resources management, including FLSA, leave laws, ADA(AA), and others

Insurance and benefit program contracts, terminology, and practices

Technical record-keeping techniques and requirements

Research methods, data collection, and statistical analysis

Effective recruitment, testing and selection practices

Job analysis methods and techniques

Knowledge and expertise with MS Office products including Outlook, Word, Excel, and PowerPoint; proficiency to learn new programs as required.

Labor negotiations strategies

Negotiation, conflict resolution and problem-solving strategies

Effective and professional communication techniques for use with difficult individuals

Tactful, patient and courteous interpersonal behavior

**Ability to:**

Work independently with little direction

Contribute to a positive work environment and advise strategies to enhance staff morale and City workplace culture

Read, interpret, apply and explain rules, regulations, contract provisions, policies and procedures

Respond to, advise and resolve a variety of Human Resources or Risk Management issues, inquiries or complaints from managers, supervisors, employees, agencies, or the public

Provide technical information and assistance to others concerning employee benefits, wage and salary administration, employment policies, and personnel transactions

Establish and maintain trust, confidence, cooperative and effective working relationships with co-workers, elected officials, managers, supervisors, employees and the public

Develop and implement programs, policies, and/or procedures to achieve specific goals and objectives; interpret, apply and explain rules, regulations, policies, and procedures

Administer recruitment and selection processes

Communicate effectively both orally and in writing

Maintain regular and reliable attendance

Preserve confidential and sensitive material and information; maintain sensitive internal and public relations situations with a high degree of firmness and professionalism

Facilitate meetings and training

Multitask and work in an environment with frequent interruptions

Embrace change and provide positive solutions regarding change management

Conduct analysis and implementation of wage and salary administration

Analyze personnel situations accurately and adopt an effective course of action

Prepare, maintain and review human resource records, reports and documentation  
Be organized, detail orientated and efficient with daily work  
Prepare and proofread professional correspondence with proper grammar, spelling and tone.  
Use research and analytical methods, practices, and procedures to compile information, define and resolve issues, and recommend solutions; collect, compile, analyze and tabulate statistical data

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree in Business Administration, Public Administration, Human Resources, or related field. Master's degree preferred.

**Experience:**

Five (5) years increasingly responsible professional experience in Human Resources including but not limited to recruitment, classification/compensation, benefits administration, employee relations, labor relations, or related areas. Public Sector experience preferred.

**Licenses, Certificates and Other Requirements:**

NPELRA Certified Labor Relations Professional (CLRP) preferred.

SHRM Professional in Human Resources (PHR) preferred.

Valid Washington State Driver's License

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office Environment; extensive public contact.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard.

**Vision:** Visual activity to review written materials.

**Communication:** Speaking and hearing to exchange information.

**Other Factors:** Incumbents may be required to work extended hours including evening meetings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Human Resources Analyst	7084	7297	7516	7741	7973	8213	8459

City of Camas  
Non-Represented  
October 2021

## **CITY CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVE**

Under executive direction, plans, organizes, controls and directs the City Clerk's Office operations; interprets legal requirements and establishes procedures and priorities; at the direction of the Mayor and City Administrator, ensures the scheduling and coordination of the City Council, and all meeting bodies subject to the Open Public Meetings Act, are administered according to the Act; serves as the City's Public Records Officer, maintaining the City's official meeting notices, materials and minutes, ordinances and resolutions, and Code of Ordinances records; administers business licensing functions, oaths of office, and supervises and evaluates the performance of assigned personnel. This position reports to the Administrative Services Director.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:*

Serves as staff to, and prepares governing, and other public bodies, meeting notices, materials and minutes, per all statutory requirements; maintains the index of ordinances and provides them for public inspection.

Maintains records such as resolutions, contracts, land records, governing board correspondence, oaths of office, legal and other notices, and citizen applications to various boards and commissions; provides certification or signature attestation of documents when required; ensures the City is compliant with the Public Records Act and the City's Public Disclosure Policy.

Ensures that all the City's records, including historical, are centrally managed and retained safely and accessible for use by the public and staff for inspection and copying (except as restricted by law) and are disposed of in accordance with the appropriate schedule or records retention and disposition promulgated by the Washington Secretary of State;

Assists with public meetings location setup and materials preparation. Ensures that the notice, agenda, and accompanying materials for the agenda packet are disseminated to the members, the press and all interested parties as required by law; arranges for the viewing and recording of public meetings, establishes guidelines for public engagement, and provides parliamentary guidance as needed.

Oversees the City's records management program in Laserfiche in coordination with the Records Management Coordinator; develops standard operating procedures of such programs; performs related tasks such as: inventory, storage, electronic conversion, disposition, retention and disposal, ensuring confidentiality where required.

Develops and implements staff and volunteer training materials and programs on City policies and practices regarding public meeting management, records management, and contract management.

Assists, and consults with, the City Attorney for legal procedures with records and statute research for legal application.

Accepts and assists with Request for Proposals/Qualifications bids and bid openings as needed; serves as a Notary Public; receives Claims for Damages and legal actions against the City; coordinates elections, ballot

propositions, or ballot measures with the Clark County Auditor's Office; administers Oaths of Office.

Plans, directs, coordinates, and reviews the work of assigned staff and interns; assigns work activities, coordinates schedules, projects and programs; provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.

Responds to, and redirects as needed, citizen inquiries in a professional manner; always works confidentially and with discretion; and prepares and presents staff reports and other necessary correspondence.

Develops and follows personal work plan to accomplish assignments and objectives within available resources; participates in professional organizations to maintain awareness of trends and developments in the field of a municipal clerk; incorporates new developments and laws within processes, policies, and practices; and ensures City Clerk functions remain operational during emergency situations.

### **AUXILIARY FUNCTION STATEMENTS**

Perform a variety of general clerical and office duties in support of the assigned area; answer phones, operate office equipment, provide backup support in the absence of other clerical staff as needed.

Provide customer service over the phone and in person.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Functions, activities, and responsibilities of the City Clerk's Office.

Structure and organization of federal, state, and municipal laws and regulations regarding public records (Washington Public Records Act), public meetings (Open Public Meetings Act), legal notices and other assigned functions; as well as City organization, operations, policies, and objectives.

Knowledge of public records laws including RCW 42.56 Public Records Act and RCW 40.14 Preservation and Destruction of Public Records.

Records management systems, techniques, and technology, including the procedures and legal requirements necessary to maintain, archive, preserve, and protect municipal records.

Parliamentary procedures.

Structure, organization, and inter-relationships utilizing tact, patience and courtesy, working with city departments, agencies and related governmental agencies and offices affecting assigned functions.

Effective oral and written communication principles and practices to include public relations and public speaking.

Program/project management techniques and principles; research methods and report preparation and presentation.

Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

English usage, spelling, grammar, and punctuation; principles of business letter writing.

Supervisory and training principles, methods and techniques.

**Ability to:**

Plan, organize, control and direct City Clerk's office operations.

Understand, interpret and codify City ordinances.

Interpret legal requirements and independently establish procedures and priorities.

Maintain official City records, administer ordinances and resolutions.

Administer the scheduling and coordinating of City Council weekly agendas.

Research, analyze, interpret, organize, and report on data; apply program/project management techniques and principles; meet required schedules and legal timelines.

Develop and administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.

Utilize personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the public.

Interpret and administer policies and procedures sufficient to administer, discuss, resolve and explain them.

Communicate effectively verbally and in writing, including public relations and public speaking; maintain confidentiality of politically sensitive materials and information, and communicate with discretion, tact, and diplomacy.

Direct the maintenance of a variety of records and preparing comprehensive narratives and statistical reports.

Develop and monitor departmental and program/project operating budgets, costs and schedules.

Supervise, lead, coach and use best management practices to improve staff performance, delegating tasks and workload assignments.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of an Associates degree in public administration, records management, business administration or a related field.

**Experience:**

Five years of increasingly responsible administrative support, records management and progressively responsibility municipal experience including managing or supervising services typically provided by the City Clerk including public meeting body and executive office support.

**Required Licenses or Certifications:**

Certification as a Municipal Clerk (CMC) required. Master Municipal Clerk (MMC) certification preferred.

Certification as a Washington State Public Records Officer.

Washington State Notary License.



Valid State of Washington Driver's License.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment; exposure to computer screens; constant interruptions.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard. Ability to lift/carry or otherwise transport up to 20 lbs.

**Vision:** Visual acuity to read and understand a variety of materials including computer screens.

**Other Factors:** Hearing, speaking or otherwise communicating to exchange information in person or on the phone and in public meetings on audio equipment. Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings. May be in contact with angry and/or dissatisfied citizens.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
City Clerk	6739	6941	7150	7364	7585	7813	8047

City of Camas  
 Union Status: Represented  
 October 2021

## **RECORDS MANAGEMENT COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVE**

Under general direction, coordinates, oversees, and participates in the administration and implementation of the Citywide Records Management Program; performs a wide variety of difficult and specialized duties related to the maintenance of City-wide records, including reference retrieval and disposal activities in the City's Enterprise Content Management system, Laserfiche; acts as liaison between user departments and the City Clerk's office including training other departmental staff on records management; act in the absence of the City Clerk as requested, and performs related duties as assigned. This position reports to the Administrative Services Director.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:*

Assists the City Clerk and Administrative Services Director with the administration, organization, and coordination of the Citywide Records Management Program in accordance with legal requirements and assists in establishing city-wide records management policies and procedures; sets up and attends meetings with staff, departments, partner agencies, and the public.

Uphold records retention schedules promulgated by the Washington Secretary of State and oversee the implementation of policies, procedures, and manuals for records management, and vital records protection and preservation in support of those schedules; facilitates citywide records related meetings.

Provides staff guidance in establishment of file categories; to include cross-reference indexing, in compliance with mandated records retention schedules; develops and maintains records management procedures for use by all City departments.

Coordinates, oversees, and assists with the safekeeping of City records by purging, dispositioning, imaging, transferring to the State Archives for permanent storage (including historical records); ensuring the preparation and retention of permanent destruction logs city-wide.

Conducts staff training about Laserfiche capabilities and workflows; utilizes continuous improvement tools to create forms and processes for City records; builds workflows and forms as needed/requested by City departments.

Serves as a Laserfiche Administrator, and oversees the use of imaging software in coordination with Information Technology staff for its installation; assigns users and setting access rights and access levels; meets with City staff to define retrieval needs and parameters; assists and trains users in the imaging system; prepares documents for scanning and indexing, ensuring the OCR of all essential and permanent departmental documents; provides staff training for all records management software implementation and assists departments on continuous improvement processes to ensure that records management and workflow are efficient.

Assists with content, information/document input, quality control, and hardware/software maintenance.

Engages customers and the public with solving routine to non-routine problems.

Conducts research and prepares reports, and other necessary correspondence.

Ensures records management functions remain operational during emergency situations.

Assists staff to prepare for governing, and other public, meetings – notices, materials and minutes per all statutory requirements.

Supports the public records request process.

### **AUXILIARY FUNCTION STATEMENTS**

Perform a variety of general clerical and office duties in support of the assigned area; answer phones, operate office equipment, provide backup support in the absence of other staff as needed.

Provide customer service over the phone and in person.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Public records laws including RCW 42.56 Public Records Act and RCW 40.14 Preservation and Destruction of Public Records.

Records management systems, techniques and technology, including the procedures and legal requirements necessary to maintain, archive, preserve, and protect municipal records.

Technology applications relevant to records management.

Principles and practices used in the development of department-specific records retention schedules.

Continuous improvement process best practices.

Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

Structure, operation, policies and objectives of municipal governments.

Interpersonal skills using tact, patience and courtesy.

Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.

Effective oral and written communication principles and practices to include public relations and public speaking.

Program/project management techniques and principles; research methods and report preparation and presentation.

English usage, spelling, grammar and punctuation; principles of business letter writing.

#### **Ability to:**

Implement goals, objectives, policies, and procedures for providing citywide records management functions.

Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities, as well as all applicable federal and state codes and regulations.

Learn to correctly interpret and apply general administrative and departmental policies and procedures, while maintaining highly sensitive and confidential information.

Effectively operate office equipment, computers and supporting software applications including word processing, spreadsheet, database applications, and specialized programs related to records management.

Learn and apply new information and skills, while understanding and carrying out oral and written directives professionally.

Enter data at a speed necessary for successful job performance, establish and maintain a variety of files and records in an organized manner in order to meet flued priorities and deadlines.

Prepare routine correspondence and memoranda which clearly and concisely communicates information in a professional and effective manner.

Work under pressure with frequent interruptions and a high degree of public contact by phone and in person, while responding tactfully, clearly, concisely, and appropriately to inquiries from staff, residents and other agencies; maintaining effective working relationship with anyone contacted in the course of work.

Respond and perform assigned duties in the event of a City declared emergency.

### **EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to the completion of an Associates degree in finance, public administration, records management, business administration or a related field.

#### **Experience:**

Four years of increasingly responsible records management or administrative support experience in a government agency.

#### **Required Licenses or Certifications:**

Laserfiche Certification is desirable.

Certification as a Certified Records Manager (CRM) is desirable.

Valid State of Washington Driver's License.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment; exposure to computer screens; constant interruptions.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard. Ability to lift/carry or otherwise transport up to 20 lbs.

**Vision:** Visual acuity to read and understand a variety of materials including computer screens.

**Other Factors:** Hearing, speaking or otherwise communicating to exchange information in person or on the phone and in public meetings on audio equipment. Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings. May be in contact with angry and/or dissatisfied citizens.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Records Management Coordinator	5329	5489	5653	5823	5998	6178	6363



## Staff Report

October 18, 2021 Council Workshop

2021 Fall Omnibus Budget Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 15 min

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This presentation will review the administrative and supplemental budget packages to amend the 2021 Budget.

**SUMMARY:** The 2021 Fall Omnibus are items which require supplemental budget appropriations for unanticipated items during budget development such as a bond issue. The Omnibus Budget also includes items which are technical in nature and/or budget neutral, these are considered administrative packages. Below is a summary of both groups of decision packages:

Package Title	Description	Fund Impacted	Overall Appropriation
A-1	Police Body Cameras	2021 Legislation provided funding and mandates for body cameras	General Fund \$ -
A-2	Facilities Assessment	Move Budget from Executive to Central Services	General Fund \$ -
A-3	Debt Service Adjustments	Correct DS for Rose Property, Lake and Everett and adjustment	DS, REET, PIF, TIF \$ (1,777,776)
S-1	Replacement Plotter	Plotter is used by Building and Engineering - both will share in the cost	General Fund \$ (11,000)
S-2	Risk and Resilience Study	Study of City Water Systems for risk and vulnerabilities	Water/Sewer \$ (136,000)
S-3	Station 43 Painting	Station 43 is in Washougal and requires exterior painting	CWFD \$ (19,000)
S-4	Credit Cards Fees for Remote	Use of remote credit card transactions with Building during COVID	General Fund \$ (120,000)
S-5	General Sewer Plan	Study of Sewer infrastructure and will be basis for updated Sewer SDCs	Water/Sewer \$ (75,000)
S-6	Crown Road Booster Station	Improvements to the Crown Road Booster Station	Water/Sewer \$ (95,000)
S-7	CWFD Additional Labor Costs	Personnel cost with assumed cost of unsettled agreement	CWFD \$ (519,881)
<b>Total</b>			<b>\$ (2,753,657)</b>

### EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? This agenda item is to describe the packages requiring budget adjustments for Council's consideration.

What's the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? A public hearing will be opened at the Regular Council Meeting and be held open for three weeks through the December 7<sup>th</sup> Regular Council Meeting.

Who will benefit from, or be burdened by this agenda item? All City residents will benefit from most of these decision packages.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exist in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution? These items are in line with the City's Strategic Plan.

**BUDGET IMPACT:** The impact to the 2021 Budget is \$2,753,657 which is funded with offsetting revenues or fund balance. The presentation and Attachment A provide more detail.

**RECOMMENDATION:** For City Council information only





# 2021 Fall Omnibus Budget



# What is a Fall Omnibus Budget?

- ▶ Omnibus Budget refers to appropriation including different items.
  - ▶ Carry Forward (typical in the Spring) Budget Items move budget from a prior year to a current year.
  - ▶ Administrative Budget Items are technical in nature and generally are more housekeeping in nature.
  - ▶ Supplemental Budget Items are truly new budget requests typically unforeseen at the time the original budget was adopted.

3 Administrative Packages

(\$1,777,776)

7 Supplemental Packages

(\$975,881)

Total Budget Impact

(\$2,753,657)

# 2022 Fall Omnibus Budget Packages

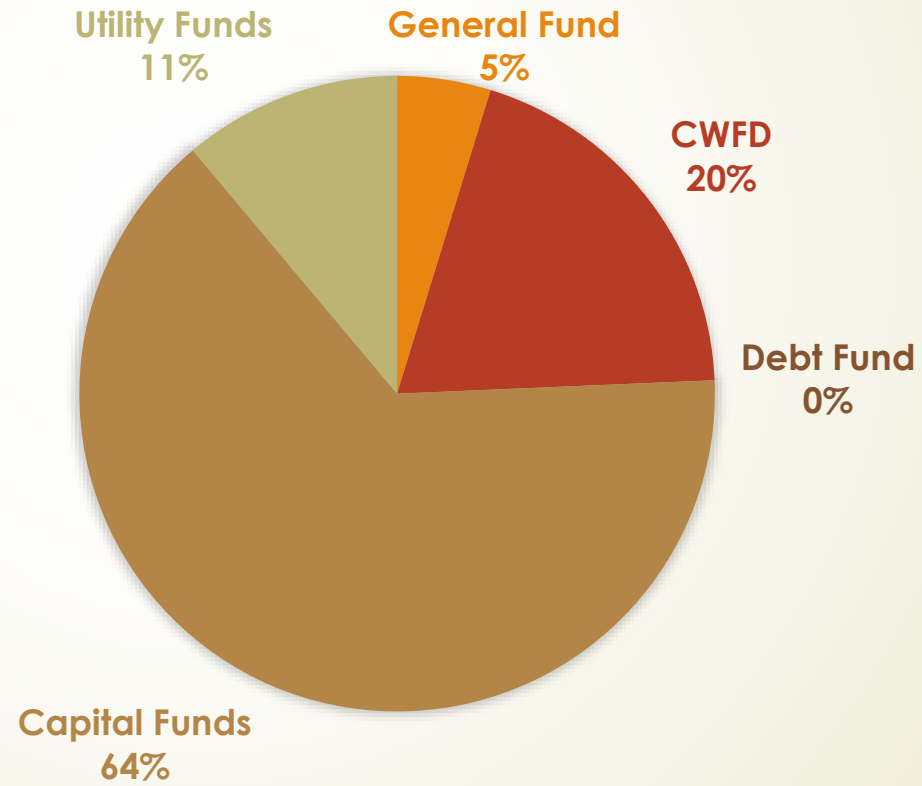
# 2021 City of Camas Budget

## 2021 Budget Amendment - Fund Summary

	Beg Fund Balance	Budget Revenues (1)	Budget Expenses (1)	Estimated End Fund Balance	Budget Amendment Revenues	Budget Amendment Expenses	Amended Fund Balance	Note: Budget Packages	% Impact
<b>Operating Funds</b>									
General	\$ 9,917,694	\$ 26,479,338	\$ (28,860,907)	\$ 7,536,125	\$ 103,471	\$ (234,471)	\$ 7,405,125	A-1,A-2,S-1,S-4	-2%
Streets	\$ 1,229,954	\$ 3,752,557	\$ (3,881,630)	\$ 1,100,881	\$ -		\$ 1,100,881		
Tree Fund	\$ 15,422	\$ 225	\$ -	\$ 15,647			\$ 15,647		
Camas/Washougal Fire & EMS	\$ 2,967,442	\$ 11,193,800	\$ (12,141,102)	\$ 2,020,140		\$ (538,881)	\$ 1,481,259	S-3	-27%
Cemetery	\$ 114,450	\$ 265,010	\$ (245,929)	\$ 133,531			\$ 133,531		
<b>Capital/Enterprise Funds</b>									
Unlimited GO Debt Service	\$ 9,226	\$ -	\$ -	\$ 9,226			\$ 9,226		
Limited GO Debt Service	\$ -	\$ 2,449,298	\$ (2,449,298)	\$ -	\$ 1,777,776	\$ (1,777,776)	\$ -	A-3	0%
REET	\$ 10,162,097	\$ 5,755,365	\$ (6,789,321)	\$ 9,128,141		\$ (818,830)	\$ 8,309,311	A-3	-9%
Park Impact Fee	\$ 5,144,594	\$ 2,095,963	\$ (1,253,331)	\$ 5,987,226		\$ (818,829)	\$ 5,168,397	A-3	-14%
Transportation Impact Fee	\$ 3,153,085	\$ 2,530,072	\$ (1,171,063)	\$ 4,512,094		\$ (140,117)	\$ 4,371,977	A-3	-3%
Fire Impact Fee	\$ 1,080,373	\$ 345,398	\$ -	\$ 1,425,771			\$ 1,425,771		
NW 38th Ave Phase 3	\$ 403,539	\$ 766,000	\$ (766,000)	\$ 403,539			\$ 403,539		
Brady Road Construction	\$ 684,478	\$ 300,000	\$ (300,000)	\$ 684,478	\$ -	\$ -	\$ 684,478		
Larkspur Construction	\$ -	\$ -	\$ -	\$ -			\$ -		
Legacy Lands	\$ 6,235,093	\$ 20,000	\$ (500,000)	\$ 5,755,093			\$ 5,755,093		
Lake and Everett	\$ 222,245	\$ 675,000	\$ (675,000)	\$ 222,245			\$ 222,245		
Facilities Capital Fund	\$ -	\$ 889,874	\$ (889,874)	\$ -			\$ -		
Storm Water	\$ 2,772,413	\$ 2,047,686	\$ (3,226,062)	\$ 1,594,037			\$ 1,594,037		
Solid Waste	\$ 3,027,046	\$ 3,152,552	\$ (3,018,396)	\$ 3,161,202		\$ -	\$ 3,161,202		
Water/Sewer	\$ 6,138,896	\$ 14,505,870	\$ (16,737,691)	\$ 3,907,075		\$ (306,000)	\$ 3,601,075	S-2,S-5,S-6	-8%
W/S Capital Projects	\$ 52,393	\$ 1,040,000	\$ (1,040,000)	\$ 52,393			\$ 52,393		
North Shore Construction Project	\$ 493,499	\$ -	\$ (350,000)	\$ 143,499		\$ -	\$ 143,499		
Water Capital Projects	\$ 8,671,632	\$ 925,000	\$ (5,630,000)	\$ 3,966,632	\$ 95,000	\$ (95,000)	\$ 3,966,632	S-6	0%
WS Capital Reserve	\$ 16,240,620	\$ 8,016,936	\$ (1,365,000)	\$ 22,892,556			\$ 22,892,556		
WS Bond Reserve	\$ 1,715,230	\$ 33,541	\$ -	\$ 1,748,771			\$ 1,748,771		
<b>Reserve Funds</b>				\$ -					
Lodging Tax	\$ 35,716	\$ 13,214	\$ (10,000)	\$ 38,930			\$ 38,930		
Firemen's Pension	\$ 1,292,940	\$ 36,562	\$ (85,126)	\$ 1,244,376			\$ 1,244,376		
Equipment Rental and Replacement	\$ 2,130,517	\$ 1,771,629	\$ (1,891,584)	\$ 2,010,562			\$ 2,010,562		
Retiree Medical	\$ 53,642	\$ 127,583	\$ (127,583)	\$ 53,642			\$ 53,642		
LEOFF 1 Disability Board	\$ 528,735	\$ 157,124	\$ (157,124)	\$ 528,735			\$ 528,735		
				\$ -					
	\$ 84,492,975	\$ 89,345,597	\$ (93,562,021)	\$ 80,276,551	\$ 1,976,247	\$ (4,729,904)	\$ 77,522,894		
				\$ -		\$ (2,753,657)			-3%

(1) Budgeted revenues and expenses reflect the 2021 Adopted Budget

# Budget Adjustment Allocation





# A-1 Police Body Cameras

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This package is funded with one-time state appropriated revenue received in July of \$103,471 which will fund over two years of the camera technology contract. The contract is approximate \$50,000/year and includes \$10,000 for the existing taser contract.

---

General Fund impact \$0 for 2021

---

This package is a technical transfer of budget from the Executive department to Central Services. This move contributes toward a true cost center for Facilities Management. The budget to move is \$50,000 with \$75,000 in the 2022 Budget.

---

General Fund impact \$0 for 2021



A-2 Move  
Facilities  
Assessment  
Study  
funding

---

This package is an update to the 2021 Budget for debt payments from debt issues in 2020-2021. These issues include the Rose Property Land Contract and 2 PWTF Loans for the Lake and Everett Round About. These debt payments will be paid from Park Impact Fees and REET for the Rose Property and Transportation Impact Fees for the Round About.

---

REET Fund impact (\$818,830) for 2021

Park Impact Fee Fund impact (\$818,829)

Transportation Impact Fees impact (\$140,117)



A-3 Update the 2021 Budget with finalized debt service payments





# S-1 Replacement Plotter

- ▶ This package is for update the budgets for Engineering and Building for the unanticipated need to replace the existing plotter. Both departments split the cost of the plotter, (\$5,500) each for a total of (\$11,000).
- ▶ General Fund impact is (\$11,000) for 2021



## S-2 Water Risk and Resilience Study

---

This package is to comply with EPA requirements on the City's water system to ensure the system is safe and secure. The study is estimate to cost \$136,000

---

Water/Sewer impact \$136,000 for 2021

---

This package is to fund the painting of Station 43 prior to seasonal fall and winter weather. The contractor estimated \$19,000.

---

CWFD impact (\$19,000) for 2021 of which the Camas share is (\$11,400)



## S-3 Fire Station 43 Paint Project

## S-4 Building Credit Card Fees

---

This package is to increase the Building Budget to fund the increase cost of credit card transactions in 2021. During the pandemic, the City was not open for in person transactions. The Building Department along with other City departments accepted credit card payments over the phone. The Building department fees were higher than other departments due to the number of building permits purchased at a time by the developers. These transactions will be recouped through the 2022 Fee Schedule and will be recouped as part of Building's fees.

---

General Fund impact in 2021 (\$120,000) and in 2022 \$120,000 for net \$0 impact

---

This package is to fund the General Sewer Plan. This plan is to study the sewer infrastructure and will be the basis for updating the Sewer SDCs. This plan was originally budget in 2019-2020 but was delayed due the pandemic

---

Water/Sewer impact \$75,000 for 2021



# S-5 General Sewer Plan



## S-6 Crown Road Booster Station

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This package is to fund the Crown Road Booster Station. The project will be funded from Water rates.

---

Water/Sewer impact \$95,000 for 2021



# S-7 CWFD Labor Costs

- ▶ This package is to fund CWFD personnel costs with assumed cost of an unsettled agreement.
- ▶ CWFD impact for 2021 \$519,881

**2021 Fall Omnibus Budget - Fund Balance Impacts**

	General Fund	C/W Fire & EMS	Limited GO Debt Service	REET Projects	Park Imp Fee	Transp Imp Fee	Water/Sewer	Water Capital Projects	Total	Dept.	
<b>Beginning Balance</b>	\$ 9,917,694	\$ 2,967,442	\$ -	\$ 10,162,097	\$ 4,567,847	\$ 3,153,085	\$ 6,138,896	\$ 52,393			
Revenues	\$ 26,479,338	\$ 11,193,800	\$ 2,449,298	\$ 5,755,365	\$ 1,093,722	\$ 2,530,072	\$ 14,505,870	\$ 1,040,000			
Expenditures	\$ (28,698,907)	\$ (12,141,102)	\$ (2,449,298)	\$ (6,789,321)	\$ (1,199,193)	\$ (1,171,063)	\$ (16,737,691)	\$ (1,040,000)			
<b>Projected Ending Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27%</b>	<b>\$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 9,128,141</b>	<b>\$ 4,462,376</b>	<b>\$ 4,512,094</b>	<b>\$ 3,907,075</b>	<b>\$ 52,393</b>		
<b>Carry Forward Packages</b>											
Total Carry Forward											
<b>Subtotal Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27%</b>	<b>\$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 9,128,141</b>	<b>\$ 4,462,376</b>	<b>\$ 4,512,094</b>	<b>\$ 3,907,075</b>	<b>\$ 52,393</b>	\$ -	
										\$ -	
<b>Administrative Packages</b>											
A-1	Legislative One Time Cost Allocation	\$ 103,471								\$ 103,471	Police
	Body Cameras and Filing System	\$ (103,471)								\$ (103,471)	Police
A-2	Move budget from Executive	\$ (50,000)								\$ (50,000)	Executive
	Move budget to Central Services	\$ 50,000								\$ 50,000	Central Srv
A-3	Rose Land Contract		\$ (1,637,659)							\$ (1,637,659)	Debt Service
	Transfer to fund from REET & PIF		\$ 1,637,659	\$ (818,830)	\$ (818,829)					\$ -	REET & PIF
	PWTF Loans for Lake and Everett, DS adj		\$ (140,117)							\$ (140,117)	Debt Service
	Transfer to fund from TIF		\$ 140,117			\$ (140,117)				\$ -	TIF
	<b>Total Administrative</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (818,830)</b>	<b>\$ (818,829)</b>	<b>\$ (140,117)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,777,776)</b>	
<b>Subtotal Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27%</b>	<b>\$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 8,309,311</b>	<b>\$ 3,643,547</b>	<b>\$ 4,371,977</b>	<b>\$ 3,907,075</b>			
<b>Supplemental Packages</b>											
S-1	Replacement Plotter	\$ (11,000)								\$ (11,000)	Engineering/Building
S-2	Water Risk and Resilience Study						\$ (136,000)			\$ (136,000)	Water
S-3	Fire Station 43 Painting		\$ (19,000)							\$ (19,000)	CWFD
S-4	Credit Card Fees for Remote Transactions	\$ (120,000)								\$ (120,000)	Building
S-5	General Sewer Plan						\$ (75,000)			\$ (75,000)	Sewer
S-6	Crown Road Booster Station Improvements							\$ (95,000)		\$ (95,000)	Water
	Operating Transfer from Water/Sewer						\$ (95,000)	\$ 95,000		\$ -	Water
S-7	CWFD Additional Labor Costs for 2021		\$ (519,881)							\$ (519,881)	CWFD
	<b>Total Supplemental</b>	<b>\$ (131,000)</b>	<b>\$ (538,881)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (306,000)</b>	<b>\$ -</b>	<b>\$ (975,881)</b>	
	Net Budget Adjustment	\$ (131,000)	\$ (538,881)	\$ -	\$ (818,830)	\$ (818,829)	\$ (140,117)	\$ (306,000)	\$ -	\$ (2,753,657)	
<b>Total Adjusted Fund Balance</b>	<b>\$ 7,567,125</b>	<b>26%</b>	<b>\$ 1,481,259</b>	<b>\$ -</b>	<b>\$ 8,309,311</b>	<b>\$ 3,643,547</b>	<b>\$ 4,371,977</b>	<b>\$ 3,601,075</b>	<b>\$ -</b>	<b>\$ (2,753,657)</b>	





# Questions

**City of Camas**  
**2021 Fall Omnibus Budget - Description of Packages**

Package	Title	Description	Fund Impacted	Overall Appropriation
A-1	Police Body Cameras	2021 Legislation provided funding and mandates for body cameras	General Fund	\$ -
A-2	Facilities Assessment	Move Budget from Executive to Central Services	General Fund	\$ -
A-3	Debt Service Adjustments	Correct DS for Rose Property, Lake and Everett and adjustment	DS, REET, PIF, TIF	\$ (1,777,776)
S-1	Replacement Plotter	Plotter is used by Building and Engineering - both will share in the cost	General Fund	\$ (11,000)
S-2	Risk and Resilience Study	Study of City Water Systems for risk and vulnerabilities	Water/Sewer	\$ (136,000)
S-3	Station 43 Painting	Station 43 is in Washougal and requires exterior painting	CWFD	\$ (19,000)
S-4	Credit Cards Fees for Remote	Use of remote credit card transactions with Building during COVID	General Fund	\$ (120,000)
S-5	General Sewer Plan	Study of Sewer infrastructure and will be basis for updated Sewer SDCs	Water/Sewer	\$ (75,000)
S-6	Crown Road Booster Station	Improvements to the Crown Road Booster Station	Water/Sewer	\$ (95,000)
S-7	CWFD Additional Labor Costs	Personnel cost with assumed cost of unsettled agreement	CWFD	\$ (519,881)
			<b>Total</b>	<b>\$ (2,753,657)</b>

Attachment A

**2021 Budget Amendment - Fund Summary**

	Beg Fund Balance	Budget Revenues (1)	Budget Expenses (1)	Estimated End Fund Balance	Budget Amendment Revenues	Budget Amendment Expenses	Amended Fund Balance	Note: Budget Packages	% Impact
<b>Operating Funds</b>									
General	\$ 9,917,694	\$ 26,479,338	\$ (28,860,907)	\$ 7,536,125	\$ 103,471	\$ (234,471)	\$ 7,405,125	A-1,A-2,S-1,S-4	-2%
Streets	\$ 1,229,954	\$ 3,752,557	\$ (3,881,630)	\$ 1,100,881	\$ -		\$ 1,100,881		
Tree Fund	\$ 15,422	\$ 225	\$ -	\$ 15,647			\$ 15,647		
Camas/Washougal Fire & EMS	\$ 2,967,442	\$ 11,193,800	\$ (12,141,102)	\$ 2,020,140		\$ (538,881)	\$ 1,481,259	S-3	-27%
Cemetery	\$ 114,450	\$ 265,010	\$ (245,929)	\$ 133,531			\$ 133,531		
<b>Capital/Enterprise Funds</b>									
Unlimited GO Debt Service	\$ 9,226	\$ -	\$ -	\$ 9,226			\$ 9,226		
Limited GO Debt Service	\$ -	\$ 2,449,298	\$ (2,449,298)	\$ -	\$ 1,777,776	\$ (1,777,776)	\$ -	A-3	0%
REET	\$ 10,162,097	\$ 5,755,365	\$ (6,789,321)	\$ 9,128,141		\$ (818,830)	\$ 8,309,311	A-3	-9%
Park Impact Fee	\$ 5,144,594	\$ 2,095,963	\$ (1,253,331)	\$ 5,987,226		\$ (818,829)	\$ 5,168,397	A-3	-14%
Transportation Impact Fee	\$ 3,153,085	\$ 2,530,072	\$ (1,171,063)	\$ 4,512,094		\$ (140,117)	\$ 4,371,977	A-3	-3%
Fire Impact Fee	\$ 1,080,373	\$ 345,398	\$ -	\$ 1,425,771			\$ 1,425,771		
NW 38th Ave Phase 3	\$ 403,539	\$ 766,000	\$ (766,000)	\$ 403,539			\$ 403,539		
Brady Road Construction	\$ 684,478	\$ 300,000	\$ (300,000)	\$ 684,478	\$ -	\$ -	\$ 684,478		
Larkspur Construction	\$ -	\$ -	\$ -	\$ -			\$ -		
Legacy Lands	\$ 6,235,093	\$ 20,000	\$ (500,000)	\$ 5,755,093			\$ 5,755,093		
Lake and Everett	\$ 222,245	\$ 675,000	\$ (675,000)	\$ 222,245			\$ 222,245		
Facilities Capital Fund	\$ -	\$ 889,874	\$ (889,874)	\$ -			\$ -		
Storm Water	\$ 2,772,413	\$ 2,047,686	\$ (3,226,062)	\$ 1,594,037			\$ 1,594,037		
Solid Waste	\$ 3,027,046	\$ 3,152,552	\$ (3,018,396)	\$ 3,161,202		\$ -	\$ 3,161,202		
Water/Sewer	\$ 6,138,896	\$ 14,505,870	\$ (16,737,691)	\$ 3,907,075		\$ (306,000)	\$ 3,601,075	S-2,S-5,S-6	-8%
W/S Capital Projects	\$ 52,393	\$ 1,040,000	\$ (1,040,000)	\$ 52,393			\$ 52,393		
North Shore Construction Project	\$ 493,499	\$ -	\$ (350,000)	\$ 143,499		\$ -	\$ 143,499		
Water Capital Projects	\$ 8,671,632	\$ 925,000	\$ (5,630,000)	\$ 3,966,632	\$ 95,000	\$ (95,000)	\$ 3,966,632	S-6	0%
WS Capital Reserve	\$ 16,240,620	\$ 8,016,936	\$ (1,365,000)	\$ 22,892,556			\$ 22,892,556		
WS Bond Reserve	\$ 1,715,230	\$ 33,541	\$ -	\$ 1,748,771			\$ 1,748,771		
<b>Reserve Funds</b>									
Lodging Tax	\$ 35,716	\$ 13,214	\$ (10,000)	\$ 38,930			\$ 38,930		
Firemen's Pension	\$ 1,292,940	\$ 36,562	\$ (85,126)	\$ 1,244,376			\$ 1,244,376		
Equipment Rental and Replacement	\$ 2,130,517	\$ 1,771,629	\$ (1,891,584)	\$ 2,010,562			\$ 2,010,562		
Retiree Medical	\$ 53,642	\$ 127,583	\$ (127,583)	\$ 53,642			\$ 53,642		
LEOFF 1 Disability Board	\$ 528,735	\$ 157,124	\$ (157,124)	\$ 528,735			\$ 528,735		
	\$ -	\$ -	\$ -	\$ -			\$ -		
	\$ 84,492,975	\$ 89,345,597	\$ (93,562,021)	\$ 80,276,551	\$ 1,976,247	\$ (4,729,904)	\$ 77,522,894		-3%
				\$ -		\$ (2,753,657)			

(1) Budgeted revenues and expenses reflect the 2021 Adopted Budget

		Carry Forward			
Ord Budget	\$ 170,586,145	\$ 170,689,983	Administrative	\$ 1,881,247	\$ (3,659,023)
2022 Budget	\$ 82,380,048	\$ 81,569,462			\$ (1,777,776)
2021 Budget	\$ 88,206,097	\$ 89,120,521	Supplemental	\$ 323,000	\$ (1,298,881)
Spring Omnibus	\$ 1,139,500	\$ 4,441,500			\$ (975,881)
Adjusted Budget	\$ 89,345,597	\$ 93,562,021			\$ (2,753,657)
	\$ -	\$ -			\$ -
					\$ -



2021 Fall Omnibus Budget - Fund Balance Impacts

	General Fund	C/W Fire & EMS	Limited GO Debt Service	REET Projects	Park Imp Fee	Transp Imp Fee	Water/Sewer	Water Capital Projects	Total	Dept.
<b>Beginning Balance</b>	\$ 9,917,694	\$ 2,967,442	\$ -	\$ 10,162,097	\$ 4,567,847	\$ 3,153,085	\$ 6,138,896	\$ 52,393		
Revenues	\$ 26,479,338	\$ 11,193,800	\$ 2,449,298	\$ 5,755,365	\$ 1,093,722	\$ 2,530,072	\$ 14,505,870	\$ 1,040,000		
Expenditures	\$ (28,698,907)	\$ (12,141,102)	\$ (2,449,298)	\$ (6,789,321)	\$ (1,199,193)	\$ (1,171,063)	\$ (16,737,691)	\$ (1,040,000)		
<b>Projected Ending Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27% \$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 9,128,141</b>	<b>\$ 4,462,376</b>	<b>\$ 4,512,094</b>	<b>\$ 3,907,075</b>	<b>\$ 52,393</b>		
<b>Carry Forward Packages</b>										
Total Carry Forward										
<b>Subtotal Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27% \$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 9,128,141</b>	<b>\$ 4,462,376</b>	<b>\$ 4,512,094</b>	<b>\$ 3,907,075</b>	<b>\$ 52,393</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administrative Packages</b>										
A-1	Legislative One Time Cost Allocation	\$ 103,471							\$ 103,471	Police
	Body Cameras and Filing System	\$ (103,471)							\$ (103,471)	Police
A-2	Move budget from Executive	\$ (50,000)							\$ (50,000)	Executive
	Move budget to Central Services	\$ 50,000							\$ 50,000	Central Srv
A-3	Rose Land Contract		\$ (1,637,659)						\$ (1,637,659)	Debt Service
	Transfer to fund from REET & PIF		\$ 1,637,659	\$ (818,830)	\$ (818,829)				\$ -	REET & PIF
	PWTF Loans for Lake and Everett, DS adj		\$ (140,117)						\$ (140,117)	Debt Service
	Transfer to fund from TIF		\$ 140,117			\$ (140,117)			\$ -	TIF
	Total Administrative	\$ -	\$ -	\$ (818,830)	\$ (818,829)	\$ (140,117)	\$ -	\$ -	\$ (1,777,776)	
<b>Subtotal Fund Balance</b>	<b>\$ 7,698,125</b>	<b>27% \$ 2,020,140</b>	<b>\$ -</b>	<b>\$ 8,309,311</b>	<b>\$ 3,643,547</b>	<b>\$ 4,371,977</b>	<b>\$ 3,907,075</b>			
<b>Supplemental Packages</b>										
S-1	Replacement Plotter	\$ (11,000)							\$ (11,000)	Engineering/Building
S-2	Water Risk and Resilience Study						\$ (136,000)		\$ (136,000)	Water
S-3	Fire Station 43 Painting		\$ (19,000)						\$ (19,000)	CWFD
S-4	Credit Card Fees for Remote Transactions	\$ (120,000)							\$ (120,000)	Building
S-5	General Sewer Plan						\$ (75,000)		\$ (75,000)	Sewer
S-6	Crown Road Booster Station Improvements							\$ (95,000)	\$ (95,000)	Water
	Operating Transfer from Water/Sewer						\$ (95,000)	\$ 95,000	\$ -	Water
S-7	CWFD Additional Labor Costs for 2021		\$ (519,881)						\$ (519,881)	CWFD
	Total Supplemental	\$ (131,000)	\$ (538,881)	\$ -	\$ -	\$ -	\$ (306,000)	\$ -	\$ (975,881)	
	Net Budget Adjustment	\$ (131,000)	\$ (538,881)	\$ -	\$ (818,830)	\$ (818,829)	\$ (140,117)	\$ (306,000)	\$ -	\$ (2,753,657)
<b>Total Adjusted Fund Balance</b>	<b>\$ 7,567,125</b>	<b>26% \$ 1,481,259</b>	<b>\$ -</b>	<b>\$ 8,309,311</b>	<b>\$ 3,643,547</b>	<b>\$ 4,371,977</b>	<b>\$ 3,601,075</b>	<b>\$ -</b>	<b>\$ (2,753,657)</b>	



Attachment A

Adjustment #	Description	Note	Fund	Current Budget	Proposed Budget	Rev Increase Exp Decrease	Rev Decrease Exp Increase	Impact to Budget
A-1	State Shared Revenue	Leg One-Time Cost Alloc	001	\$ -	\$ 103,471	001-00-335-040-10	\$ 103,471	\$ 103,471
A-1	Small Tools and Equipment	Body Cameras and software	001	\$ 75,780	\$ 179,251	001-08-521-220-35	\$ (103,471)	\$ (103,471)
A-2	Professional Services	Move to Central Services	001	\$ 237,949	\$ 187,949	001-03-513-100-41	\$ 50,000	\$ 50,000
A-2	Professional Services	Move from Exec	001	\$ 55,000	\$ 105,000	001-23-518-300-41	\$ (50,000)	\$ (50,000)
A-3	GO Bonds Principal	Adjust for budget error	240	\$ 814,811	\$ 818,446	240-00-591-210-78	\$ (3,635)	\$ (3,635)
A-3	Princ-Land Contract	Land Contract Debt Srv	240	\$ -	\$ 1,412,659	240-00-591-760-77	\$ (1,412,659)	\$ (1,412,659)
A-3	Princ-PWTF Loans Streets	Adjust for Lake & Everett	240	\$ 371,842	\$ 483,288	240-00-591-760-77	\$ (111,446)	\$ (111,446)
A-3	Int PWTF Loans Streets	Adjust for Lake & Everett	240	\$ 24,563	\$ 49,599	240-00-592-595-83	\$ (25,036)	\$ (25,036)
A-3	Int on Land Contract	Land Contract Debt Srv	240	\$ -	\$ 225,000	240-00-592-760-83	\$ (225,000)	\$ (225,000)
A-3	Transfer in - TIF	Lake and Everett DS & adj	240	\$ 836,063	\$ 976,180	240-00-397-302-00	\$ 140,117	\$ 140,117
A-3	Transfer in - REET	Land Contract Debt Srv	240	\$ 691,199	\$ 1,510,029	240-00-397-300-00	\$ 818,830	\$ 818,830
A-3	Transfer in - PIF	Land Contract Debt Srv	240	\$ 713,580	\$ 1,532,409	240-00-397-301-00	\$ 818,829	\$ 818,829
A-3	Transfer to - DS	TIF transfer for DS	302	\$ 836,063	\$ 976,180	302-00-597-240-00	\$ (140,117)	\$ (140,117)
A-3	Transfer to - DS	REET transfer to DS	300	\$ 691,199	\$ 1,510,029	300-00-597-240-00	\$ (818,830)	\$ (818,830)
A-3	Transfer to - DS	PIF transfer to DS	301	\$ 713,580	\$ 1,532,410	301-00-597-240-00	\$ (818,829)	\$ (818,829)
A-3	Adjust Fund Balance	Transportation Imp Fees	302	\$ 4,512,094	\$ 4,371,977	302-00-308-000-00	\$ 140,117	\$ 140,117
A-3	Adjust Fund Balance	REET	300	\$ 9,128,141	\$ 8,309,311	300-00-308-000-00	\$ 818,830	\$ 818,830
A-3	Adjust Fund Balance	Park Impact Fees	301	\$ 5,987,226	\$ 5,168,396	301-00-308-000-00	\$ 818,829	\$ 818,829
S-1	Small Tools and Equipment	Engineering	001	\$ 1,027	\$ 6,527	001-13-518-910-35	\$ (5,500)	\$ (5,500)
S-1	Small Tools and Equipment	Building	001	\$ -	\$ 5,500	001-22-524-200-35	\$ (5,500)	\$ (5,500)
S-1	Adjust Fund Balance	General Fund	001	\$ 7,536,125	\$ 7,525,125	001-00-308-000-00	\$ 11,000	\$ 11,000
S-2	Risk and Resilience Study	Water	424	\$ 150,000	\$ 286,000	424-00-534-810-41	\$ (136,000)	\$ (136,000)
S-2	Adjust Fund Balance	Water	424	\$ 3,907,075	\$ 3,771,075	424-00-308-000-00	\$ 136,000	\$ 136,000
S-3	Repairs and Maintenance	Station 43 Painting	115	\$ 60,067	\$ 79,067	115-09-522-500-48	\$ (19,000)	\$ (19,000)
S-3	Adjust Fund Balance	CWFD	115	\$ 2,020,140	\$ 2,001,140	115-00-308-000-00	\$ 19,000	\$ 19,000
S-4	Professional Services	Building	001	\$ 4,736	\$ 124,736	001-22-524-200-41	\$ (120,000)	\$ (120,000)
S-4	Adjust Fund Balance	General Fund	001	\$ 7,536,125	\$ 7,416,125	001-00-308-000-00	\$ 120,000	\$ 120,000
S-5	General Sewer Plan	Sewer	424	\$ -	\$ 75,000	424-00-535-812-41	\$ (75,000)	\$ (75,000)
S-5	Adjust Fund Balance	Sewer	424	\$ 3,907,075	\$ 3,832,075	424-00-308-000-00	\$ 75,000	\$ 75,000
S-6	Crown Road Booster Station Construct.	Water/Sewer Capital	426	\$ -	\$ 95,000	426-40-594-346-65	\$ (95,000)	\$ (95,000)
S-6	Operating Transfer In	Water/Sewer Capital	426	\$ 600,000	\$ 695,000	426-00-397-424-00	\$ 95,000	\$ 95,000
S-6	Operating Transfer Out	Water/Sewer Fund	424	\$ 600,000	\$ 695,000	424-00-597-426-00	\$ (95,000)	\$ (95,000)
S-6	Adjust Fund Balance	Water/Sewer Fund	424	\$ 3,907,075	\$ 3,812,075	424-00-308-000-00	\$ 95,000	\$ 95,000
S-7	EMS Salaries	CWFD	115	\$ 1,783,824	\$ 1,892,099	115-00-522-720-11	\$ (108,275)	\$ (108,275)
S-7	EMS Overtime	CWFD	115	\$ 206,000	\$ 217,520	115-00-522-720-12	\$ (11,520)	\$ (11,520)
S-7	EMS Benefits	CWFD	115	\$ 606,348	\$ 642,518	115-00-522-720-21	\$ (36,170)	\$ (36,170)
S-7	Fire Salaries	CWFD	115	\$ 4,153,870	\$ 4,406,511	115-09-522-210-11	\$ (252,641)	\$ (252,641)
S-7	Fire Overtime	CWFD	115	\$ 420,000	\$ 446,880	115-09-522-210-12	\$ (26,880)	\$ (26,880)
S-7	Fire Benefits	CWFD	115	\$ 1,381,975	\$ 1,466,370	115-09-522-210-21	\$ (84,395)	\$ (84,395)
S-7	Adjust Fund Balance	CWFD	115	\$ 2,020,140	\$ 1,500,259	115-00-308-000-00	\$ 519,881	\$ 519,881

Net Total	\$ 4,260,023	\$ (4,260,023)	\$ (1)
	\$ 2,026,247	\$ (4,260,023)	
		\$ (2,233,777)	
		\$ (2,753,657)	
		\$ 519,881	

Carry Forward	\$ -	\$ -	\$ -	\$ -
Administrative	\$ 1,931,247	\$ (3,709,023)	\$ (1,777,776)	\$ (1)
Supplemental	\$ 95,000	\$ (1,070,881)	\$ (975,881)	\$ -
		\$ (975,881)	\$ (975,881)	\$ -
		\$ (2,753,657)		

<b>Budget Summary</b>			
Total	\$ 2,026,247	\$ (4,260,023)	\$ (2,233,777)
		\$ (2,753,657)	\$ 519,881



# Staff Report

October 18, 2021 Council Workshop

2021 Limited General Obligation Bond Draft Ordinance

Presenter: Cathy Huber Nickerson, Finance Director

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This presentation will provide City Council a review of the proposed bond ordinance for the 2021 Limited General Obligation (LTGO) Bond as well as a discussion on a refinancing option.

**SUMMARY:** The City of Camas is acquiring the final parcel related to the Green Mountain donation in 2020. In determining the best option for fund the acquisition, staff examined the cost of issuing limited general obligation bonds. Staff found the cost of issuing limited general obligation bonds to currently at historical lows and are recommending Council consider not only acquiring the Green Mountain parcel for \$3,500,000 with the general obligation bonds but to include refinancing the Rose land contract for \$6,000,000, improve a street for \$1,000,000 and to finance major building improvements for another \$1,000,000. The total the City would borrow would be \$11,500,000 of which approximately \$9,800,000 would be limited general obligation bonds and the rest may be the premium proceeds from the sale of the bonds.

There is also the potential to refinance the Lacamas Lodge LOCAL loan which is a Certificate of Participation. Refinancing analysis will be provided at the Council Workshop.

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item? To provide City Council information regarding market conditions for selling limited general obligation bonds, propose a use of the proceeds and discuss potential savings.

What’s the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? If Council requests to move ahead, City Council would hold a public hearing to consider public testimony.

Who will benefit from, or be burdened by this agenda item? All Camas citizens will benefit from the financial savings to the City from the refinancing as well as benefits from the park land purchases, improvements to a city street and public buildings.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? N/A.

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

**BUDGET IMPACT:** This presentation will review the draft bond ordinance and could provide savings on a refinancing of the Lacamas Lodge LOCAL loan.

**RECOMMENDATION:** Presentation only.

CITY OF CAMAS, WASHINGTON

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Camas, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$12,000,000 aggregate principal amount of limited tax general obligation bonds to provide funds to acquire land and finance capital improvements, and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

Passed October 18, 2021

*This document prepared by:*

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Seattle, Washington 98101  
(206) 447-4400*



**TABLE OF CONTENTS\***

	<u>Page</u>
Section 1. Definitions.....	1
Section 2. Findings and Determinations .....	3
Section 3. Authorization of Bonds.....	4
Section 4. Description of Bonds; Appointment of Designated Representative .....	4
Section 5. Bond Registrar; Registration and Transfer of Bonds.....	5
Section 6. Form and Execution of Bonds .....	6
Section 7. Payment of Bonds .....	7
Section 8. Funds and Accounts; Deposit of Proceeds.....	7
Section 9. Redemption Provisions and Purchase of Bonds .....	7
Section 10. Failure To Pay Bonds.....	8
Section 11. Pledge of Taxes.....	9
Section 12. Tax Covenants .....	9
Section 13. Refunding or Defeasance of the Bonds .....	10
Section 14. Sale and Delivery of the Bonds .....	10
Section 15. Official Statement; Continuing Disclosure.....	11
Section 16. Undertaking to Provide Continuing Disclosure.....	11
Section 17. Supplemental and Amendatory Ordinances.....	13
Section 18. General Authorization and Ratification .....	14
Section 19. Severability .....	14
Section 20. Effective Date of Ordinance .....	14

*\*The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

## CITY OF CAMAS, WASHINGTON

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Camas, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$12,000,000 aggregate principal amount of limited tax general obligation bonds to provide funds to acquire land and finance capital improvements, and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

THE CITY COUNCIL OF THE CITY OF CAMAS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

- (a) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity of a Series.
- (b) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.
- (c) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.
- (d) “*Bond Counsel*” means the firm of Foster Garvey P.C., its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.
- (e) “*Bond Fund*” means the Limited Tax General Obligation Bond Fund, 2021, of the City created for the payment of the principal of and interest on the Bonds.
- (f) “*Bond Purchase Contract*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance.
- (g) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.
- (h) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

- (i) “City” means the City of Camas, Washington, a municipal corporation duly organized and existing under the laws of the State.
- (j) “City Council” means the legislative authority of the City, as duly and regularly constituted from time to time.
- (k) “Code” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.
- (l) “DTC” means The Depository Trust Company, New York, New York, or its nominee.
- (m) “Designated Representative” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).
- (n) “Final Terms” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants.
- (o) “Fiscal Agent” means the fiscal agent of the State, as the same may be designated by the State from time to time.
- (p) “Government Obligations” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.
- (q) “Issue Date” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.
- (r) “Letter of Representations” means the Blanket Issuer Letter of Representations between the City and DTC, dated October 12, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.
- (s) “MSRB” means the Municipal Securities Rulemaking Board.
- (t) “Official Statement” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.
- (u) “Owner” means, without distinction, the Registered Owner and the Beneficial Owner.
- (v) “Project” means the acquisition of land and financing capital purposes, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, may be included as costs of the Project.
- (w) “Project Fund” means the fund or account of the City created or continued for the purpose of carrying out the Project.

- (x) “*Purchaser*” means KeyBanc Capital Markets Inc., of Seattle, Washington, or such other corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement, or underwriter in a negotiated sale.
- (y) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.
- (z) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.
- (aa) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.
- (bb) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.
- (cc) “*SEC*” means the United States Securities and Exchange Commission.
- (dd) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.
- (ee) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.
- (ff) “*State*” means the State of Washington.
- (gg) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Contract.
- (hh) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

- (a) *Authority and Description of Project.* The City is in need of acquiring land and financing capital improvements. The City Council therefore finds that it is in the best interests of the City to carry out the Project.
- (b) *Plan of Financing.* Pursuant to applicable law, including without limitation chapters 35.37, 35.40, 39.36, 39.44, 39.46 and 39.52 RCW, the City is authorized to issue general obligation bonds for the purpose of financing the Project. The total expected cost of the Project is approximately

\$[12,000,000], which is expected to be made up of proceeds of the Bonds, grants, and other available money of the City.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$12,000,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2021 is \$5,293,025,059.
- (2) As of September 30, 2021, the City had limited tax general obligation indebtedness, consisting of bonds, leases and conditional sales contracts outstanding in the principal amount of \$[37,976,111], which is incurred within the limit of up to 1½% of the value of the taxable property within the City permitted for general municipal purposes without a vote.
- (3) As of September 30, 2021, the City had no unlimited tax general obligation indebtedness outstanding.

(d) *The Bonds.* For the purpose of providing the funds necessary to carry out the Project and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation bonds evidencing indebtedness in one or more Series in aggregate principal amount not to exceed \$12,000,000 to provide funds necessary to carry out the Project and to pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds allocated to paying the cost of the Project shall be deposited as set forth in Section 8 of this ordinance and shall be used to carry out the Project, or a portion of the Project, in such order of time as the City determines is advisable and practicable.

Section 4. Description of Bonds; Appointment of Designated Representative. The City's Finance Director, or the City Administrator or Interim City Administrator in her absence, is appointed as the Designated Representative of the City and is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of each Series of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

- (a) The Bonds may be issued in one or more Series, and the aggregate principal amount of the Bonds shall not exceed \$12,000,000;
- (b) One or more rates of interest may be fixed for the Bonds as long as no rate of interest for any maturity of the Bonds exceeds 5.00%;
- (c) The true interest cost to the City for each Series of Bonds does not exceed 4.00%;

- (d) The aggregate purchase price for each Series of Bonds shall not be less than 97% and not more than 135% of the aggregate stated principal amount of the Bonds, excluding any original issue discount;
- (e) The Bonds may be issued subject to optional and mandatory redemption provisions;
- (f) Each Series shall mature no later than December 31, 2046; and
- (g) The Bonds shall be dated as of the date of their delivery, which date and time for the issuance and delivery of the Bonds is not later than December 31, 2022.

In addition, a Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date. The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; and may accept such additional terms, conditions and covenants as he or she may determine are in the best interests of the City, consistent with this ordinance.

In determining the number of series, the series designations, final principal amounts, date of the Bonds, denominations, interest rates, payment dates, redemption provisions, tax status, and maturity dates for the Bonds, the Designated Representative, in consultation with other City officials and staff and advisors, shall take into account those factors that, in her judgment, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bonds.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

- (a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.
- (b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.
- (c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall

be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* DTC is appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

#### Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate of Authentication. This Bond is one of the fully registered City of Camas, Washington, Limited Tax General Obligation Bonds, 2021, described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest on the Bonds. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Fund.* The Project Fund is created or continued as a fund of the City for the purpose of paying the costs of the Project. Proceeds received from the sale and delivery of the Bonds shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Contract, consistent with the parameters set forth in Section 4.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Contract, consistent with the parameters set forth in Section 4 and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Contract. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar



in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Director shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

**Section 10. Failure To Pay Bonds.** If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed

for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants.

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Director is authorized and directed to review and revise the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as "Qualified Tax-Exempt Obligations."* A Series of the Bonds may be designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Series do not constitute "private activity bonds" within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and

- (3) the amount of tax-exempt obligations, including the Series, designated by the City as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Contract for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Contract on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Contract, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 15. Official Statement.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to her or him, approve the preliminary Official Statement prepared in connection with each sale of a Series of the Bonds to the public or through a Purchaser as a placement agent. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

Section 16. Undertaking to Provide Continuing Disclosure. To meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the City makes the following written undertaking (the "Undertaking") for the benefit of holders of the Bonds:

(a) *Undertaking to Provide Annual Financial Information and Notice of Listed Events.* The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(1) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) ("annual financial information");

(2) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (A) principal and interest payment delinquencies; (B) non-payment related defaults, if material; (C) unscheduled draws on debt service reserves reflecting financial difficulties; (D) unscheduled draws on credit enhancements reflecting financial difficulties; (E) substitution of credit or liquidity providers, or their failure to perform; (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds; (G) modifications to rights of holders of the Bonds, if material; (H) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (I) defeasances; (J) release, substitution, or sale of property securing repayment of the Bonds, if material; (K) rating changes; (L) bankruptcy, insolvency, receivership or similar event of the City, as such

“Bankruptcy Events” are defined in Rule 15c2-12; (M) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (N) appointment of a successor or additional trustee or the change of name of a trustee, if material; (O) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

(3) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

(1) Shall consist of (A) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (B) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (C) assessed valuation for that fiscal year; and (D) regular property tax levy rate and regular property tax levy rate limit for the fiscal year;

(2) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City’s fiscal year ending December 31, 2021; and

(3) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial

information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) *Beneficiaries.* This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) *Termination of Undertaking.* The City's obligations under this Undertaking shall terminate upon the redemption, maturity or legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) *Remedy for Failure to Comply with Undertaking.* As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute an event of default. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) *Designation of Official Responsible to Administer Undertaking.* The Finance Director or her designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(1) Preparing and filing the annual financial information undertaken to be provided;

(2) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;

(3) Determining whether any person other than the City is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(4) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and

(5) Effecting any necessary amendment of this undertaking.

**Section 17. Supplemental and Amendatory Ordinances.** The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 18. General Authorization and Ratification. The Mayor (or Acting Mayor), City Administrator, City Clerk, Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 19. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 20. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Camas, Washington, at an open public meeting thereof, this 18<sup>th</sup> day of October, 2021.

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_

Bond Counsel

**CERTIFICATION**

I, the undersigned, City Clerk of the City of Camas, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. \_\_\_\_ (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on October 18, 2021, as that ordinance appears on the minute book of the City.

2. That said meeting was duly convened and held in all respects in accordance with law (including Proclamation 20-28 made by the Governor of the State of Washington on March 24, 2020, as extended, and acts of the legislative leadership of the State of Washington), and to the extent required by law, due and proper notice of such meeting was given.

3. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is October \_\_\_\_, 2021.

4. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: October 18, 2021.

CITY OF CAMAS, WASHINGTON

\_\_\_\_\_  
City Clerk





# Staff Report

October 18, 2021 Council Workshop

2022 Property Tax Options Presentation  
Presenter: Cathy Huber Nickerson, Finance Director  
Time Estimate: 30 min

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This presentation is designed to provide an overview of the 2022 property tax levy options Council has with the Implicit Price Deflator above 1%. Staff will provide the two options and will request direction for the 2021-2022 Biennial Budget.

**SUMMARY:** Property taxes are the primary revenue source for funding of general fund services and emergency medical services for the City of Camas. Property taxes are complicated with different limitations but the one limit which requires City Council’s annual consideration is the Levy Increase Limit. In Washington State, property taxes increases are not based on the increasing value of properties but rather on the amount of property taxes that are assessed from the prior year. Each year’s levy may be increased by no more than 1% or the Implicit Price Deflator (IPD) which ever is less. The IPD is the percentage change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25<sup>th</sup>. The IPD for the 2022 property tax levy is 3.86%. Therefore the lawful highest levy would be 1% increase.

The City always has the option to levy the prior year levy amount as well which would be 0% increase in the levy.

Both of these options impact the taxpayer but generally in Camas, it is usually a nominal amount variance between the options. The presentation will review the options for the General Fund levy as well as the EMS levy. The presentation will also provide the average taxpayer’s impact with both options.

**EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide options to City Council to determine which levy will benefit the whole community while maintain affordable tax rates.

What’s the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? A public hearing will be scheduled for the property tax levies prior to adoption by City Council.

Who will benefit from, or be burdened by this agenda item? All property owners in the City of Camas will be impacted by this agenda item.

What are the strategies to mitigate any unintended consequences? The three legal options will be discussed in the presentation.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. The Clark County Assessor’s Office can provide exemptions for homeowners who are within certain age and income groups as well as homeowners who may be disabled.

Will this agenda item improve ADA accessibilities for people with disabilities? This agenda item can provide funding for ADA accessibility projects such as the street and sidewalk improvements and crossings.

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution? This item contributes to ensuring sufficient revenue to meet the City’s desired level of service.

**BUDGET IMPACT:** The Mayor’s Recommended 2022 Readoption Budget has incorporated the 1% levy increase. Council has maintained the 1% to ensure the compounding impact of the 1% is preserved. To compare the options:

General Fund Levy	Tax Levy	Tax Rate	Impact on Homeowner Of \$641,000 Home
0%	\$13,752,180	\$2.32/\$1,000	\$1,442
1%	\$13,889,702	\$2.34/\$1,000	\$1,456
	\$137,522 more than 0%	\$0.02 more than 0%	\$14 more than 0%

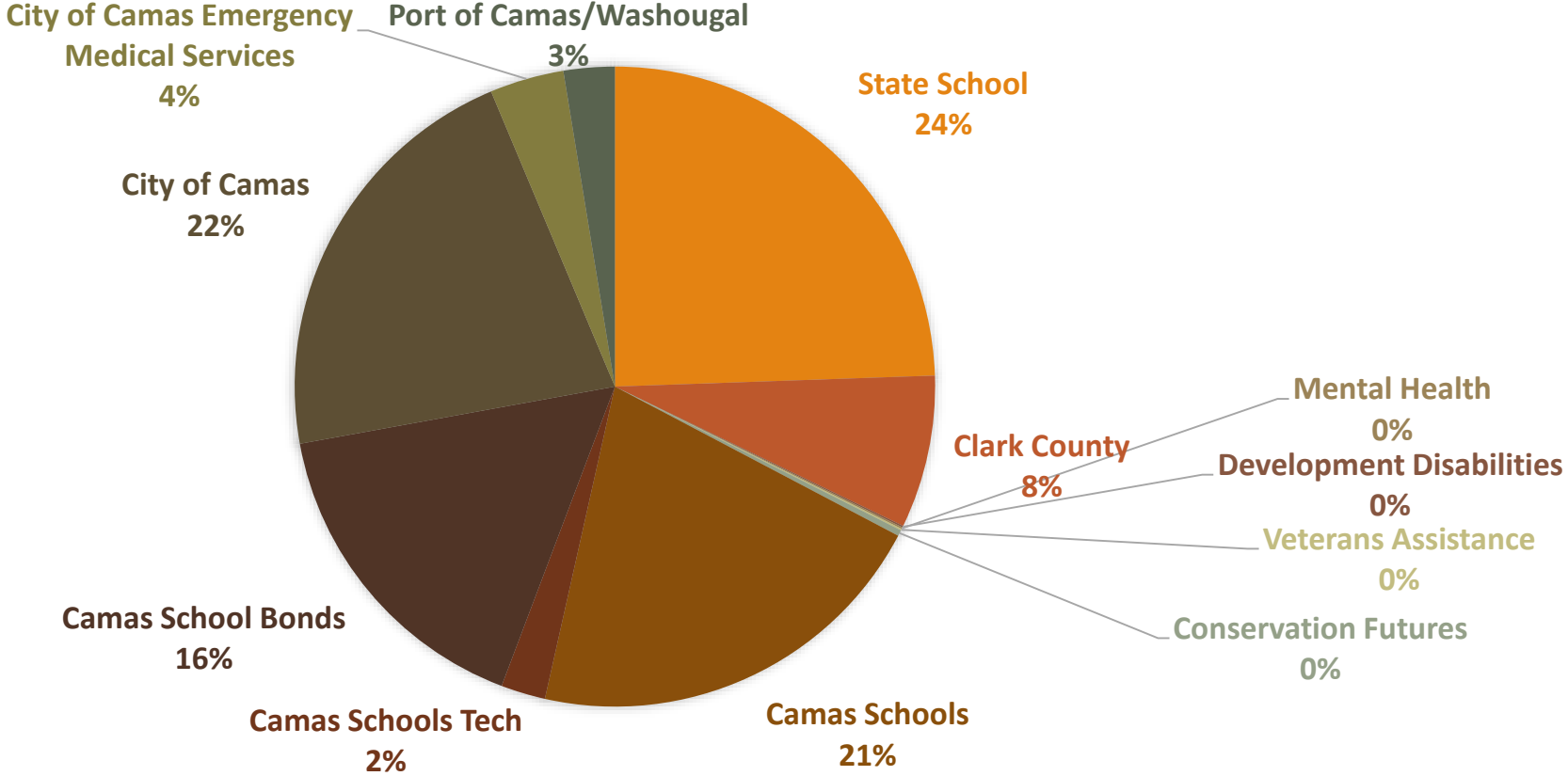
EMS Levy	Tax Levy	Tax Rate	Impact on Homeowner Of \$641,000 Home
<b>0%</b>	\$2,356,923	\$0.410/\$1,000	\$263
<b>1%</b>	\$2,380,491	\$0.414/\$1,000	\$265
	\$23,568 more than 0%	\$0.004 more than 0%	\$2 more than 0%

**RECOMMENDATION:** Staff recommends the 1% property tax increase to preserve the base revenue source of the City’s General Fund and EMS Fund given the low financial impact to average homeowner.

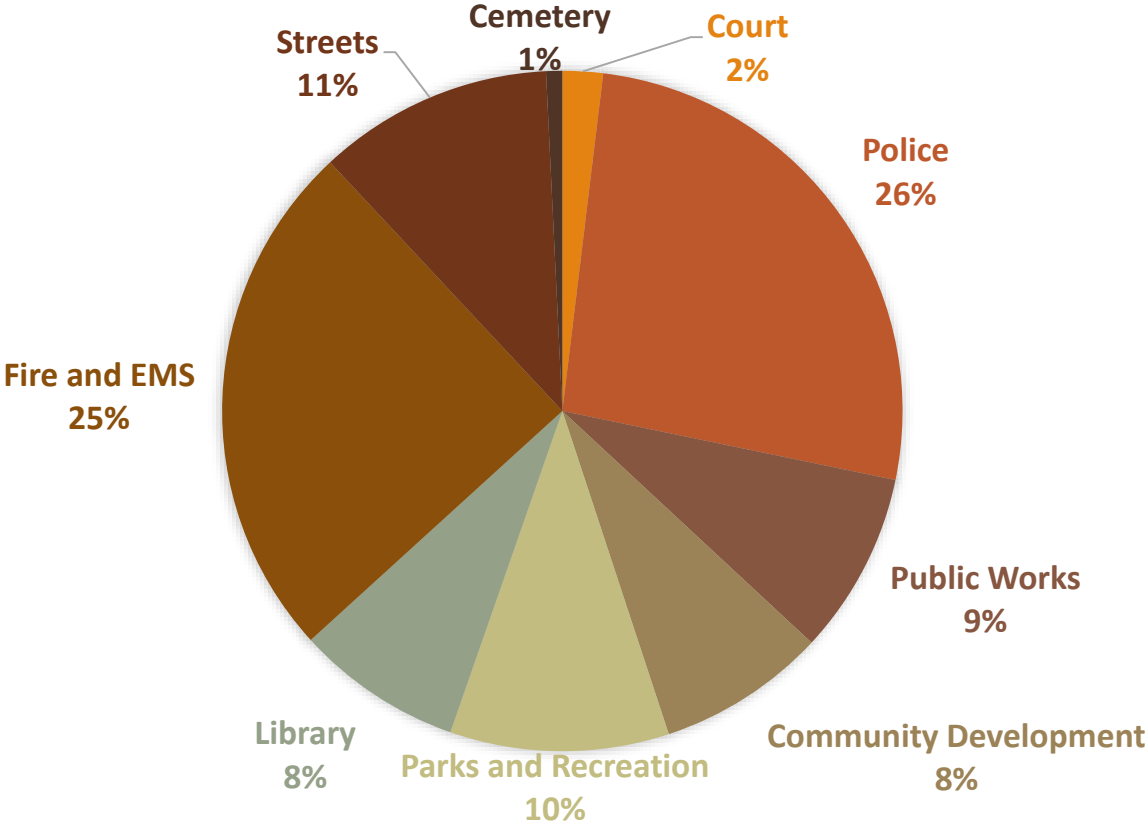
# City of Camas

## PROPERTY TAX PRESENTATION

# Property Tax Bill in Camas

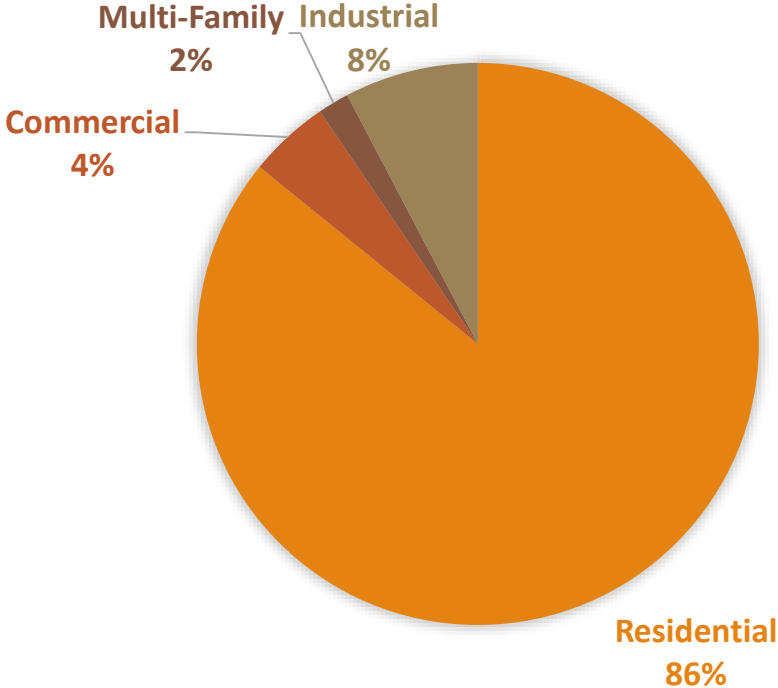


# 22% of the Camas Property Tax Bill supports City Services

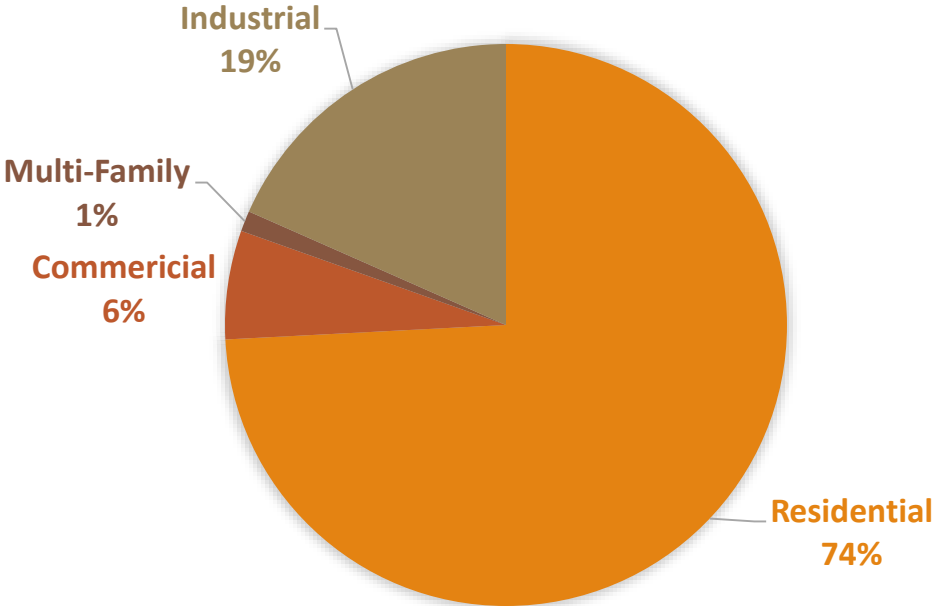


# Who Pays Property Taxes in Camas?

2021



2012



# Property Taxes Per Person





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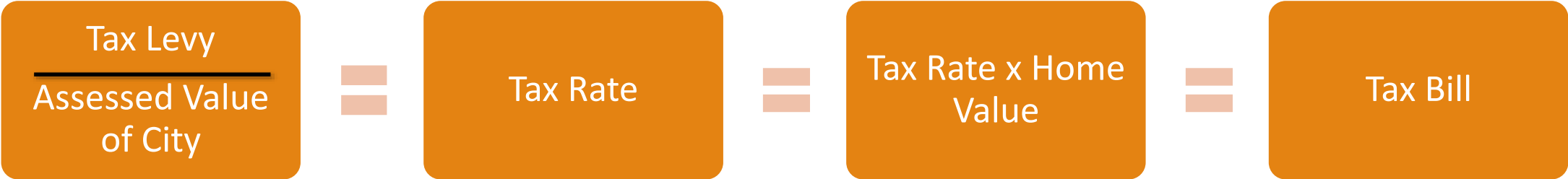
## The levy process is simple:

- The amount of money needed by the City's budget divided by the value of all the taxpayers' properties in the City.
- This equals the tax rate for the City
- This rate is then levied on the taxpayer's property per \$1,000

Calculating a tax  
levy

# City Property Tax Formula

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# Tax Levy - Limit

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In the formula, the amount of money the City wants to levy is limited (I-747) to 1% or the Implicit Price Deflator which ever is less.

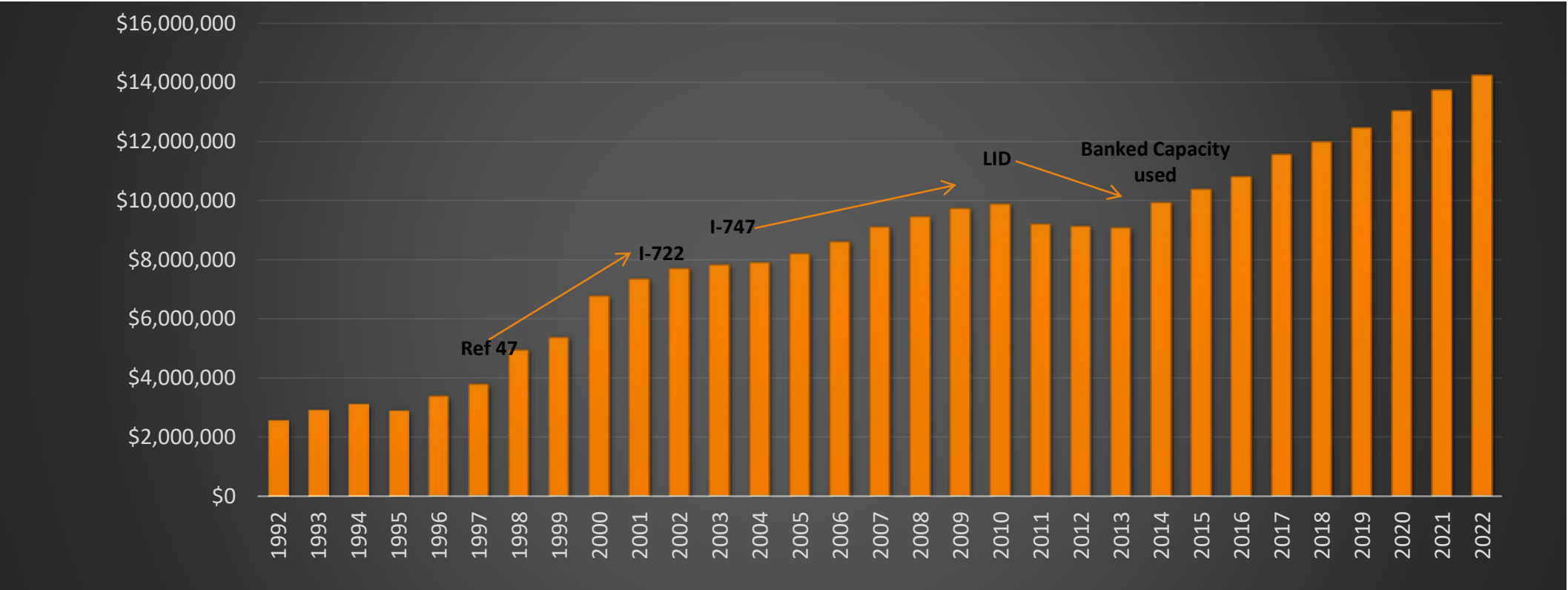
Implicit Price Deflator is approximately 3.86%

For 2022, the City can increase the highest lawful levy which is 2021 by 1%

For 2022, the City can increase \$13,752,180 by 1% or \$137,522 which equals \$13,889,702.

Tax Levy then becomes your base amount for future calculations

# Lawful Tax Levy



Ref 47 limited Property Taxes from 6% to CPI, I-722 limited property taxes to 2%, limits property taxes to 1% or IPD whichever is lower, LID refers the City overall limit of \$3.60 and banked capacity is the unused taxing authority

# Banking Capacity

The 1% limit is an increase adopted by ordinance each year.

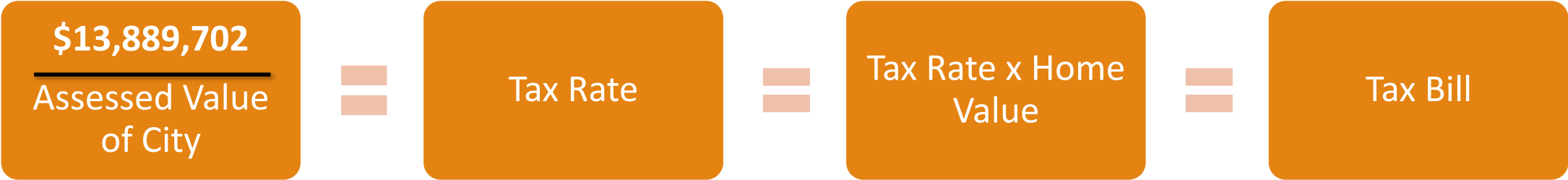
Council has three options:

- Adopt the 1% increase
- Keep prior year levy
- Or bank the 1% which means Council sets it aside to use another year. Essentially “saving” it for another time.

Camas has banked the 1% in 2009 until 2014

# City Property Tax Formula

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# Assessed Value

Clark County Assessor's Office values property for an Assessed Value amount.

Goal is market value, but it is a snapshot in time.

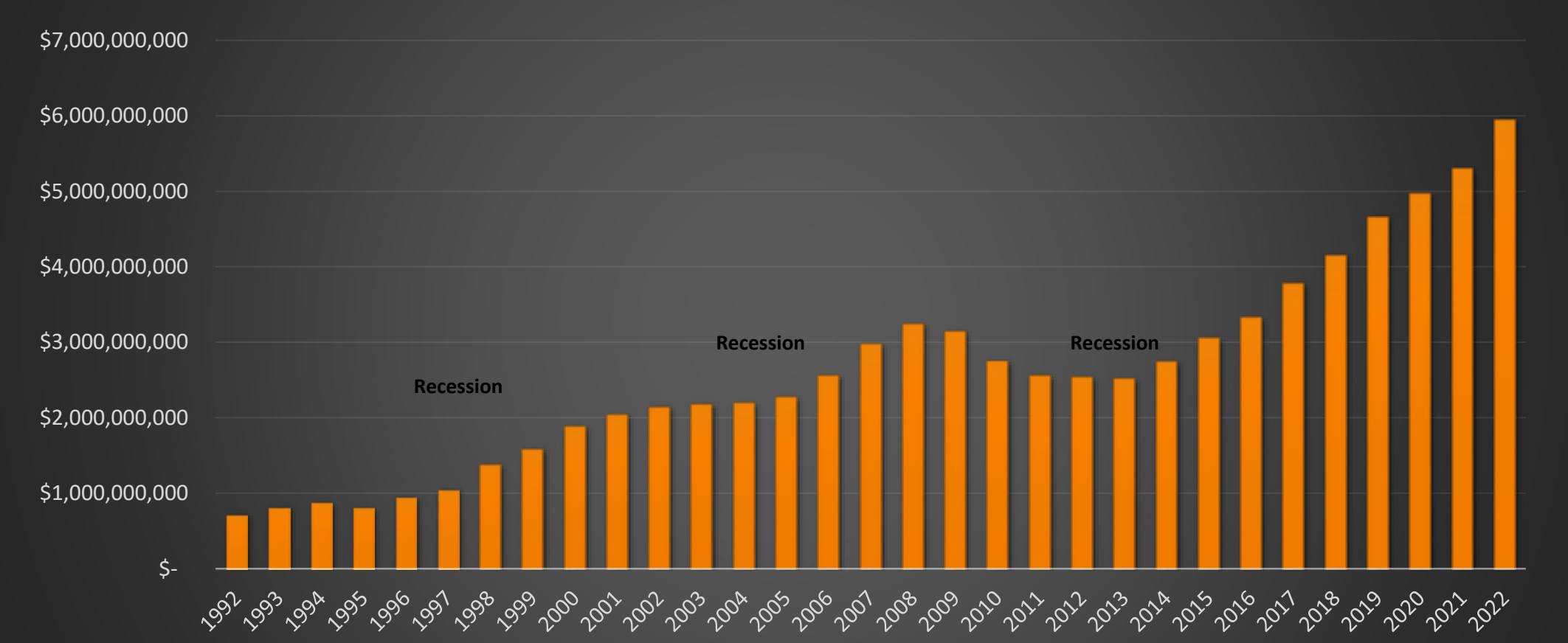
Comparable sales are used.

- Difficult at best in this real estate market.

Annual valuations are done but physical assessments are on a cycle.

Check out

- <http://gis.clark.wa.gov/applications/gishome/property/>



# Assessed Value

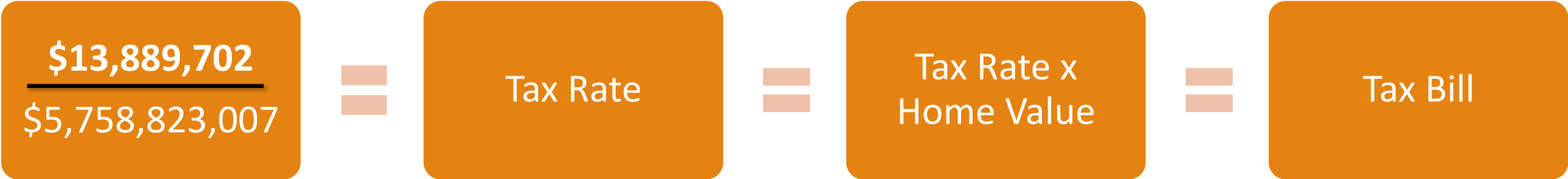




# Assessed Value Growth

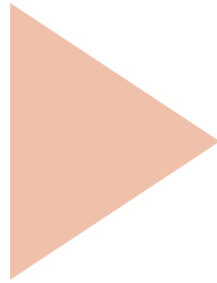
# City Property Tax Formula

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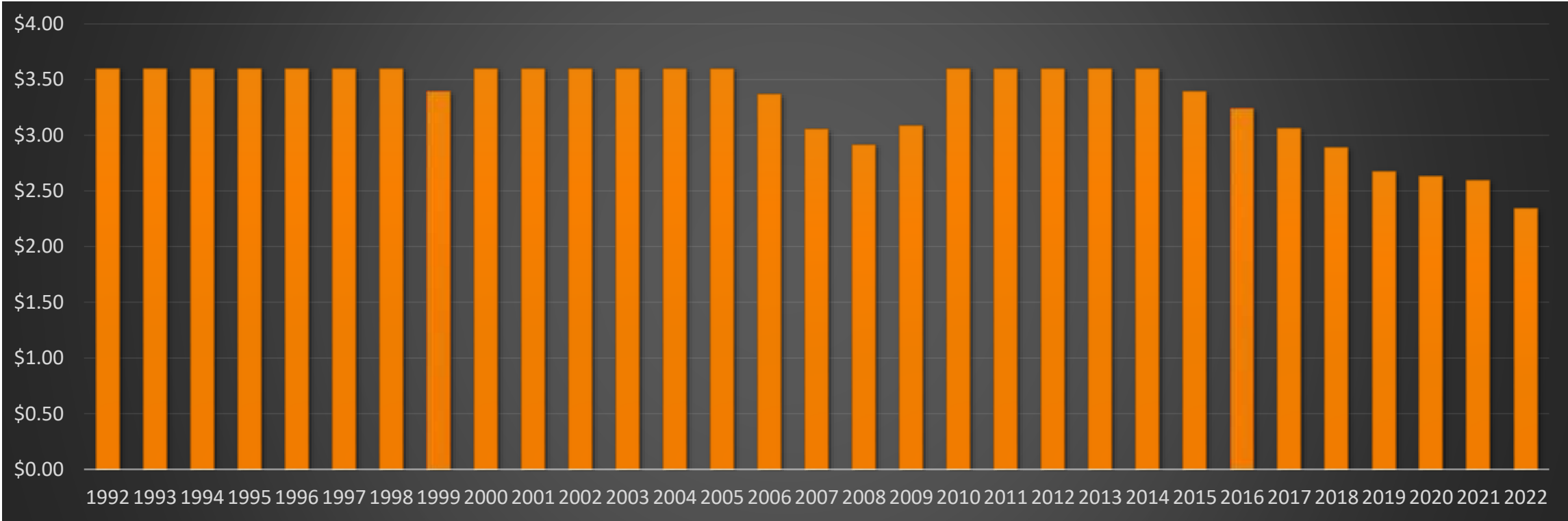
Assessed value is an estimate from the Assessor's Office but the final assessed value should be available soon

Tax Rate is the amount of Tax Levy divided by assessed value multiplied by \$1,000



In 2021 it is \$2.59392 per \$1,000

# Tax Rate



# Tax Rates

City	Tax Levy	Note
Battle Ground	\$1.2943	No Fire/Library
Camas	\$2.5868	
LaCenter	\$1.0024	No Fire/Library
Ridgefield	\$0.7878	No Fire/Library
Vancouver	\$1.9770	No Library
Washougal	\$2.0484	No Library
Woodland	\$2.3643	No Library
Yacolt	\$1.8939	No Fire/Library

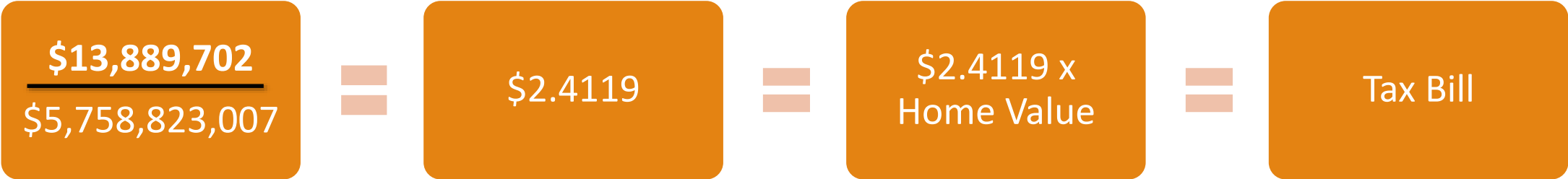
# Comparison Tax Rates by City

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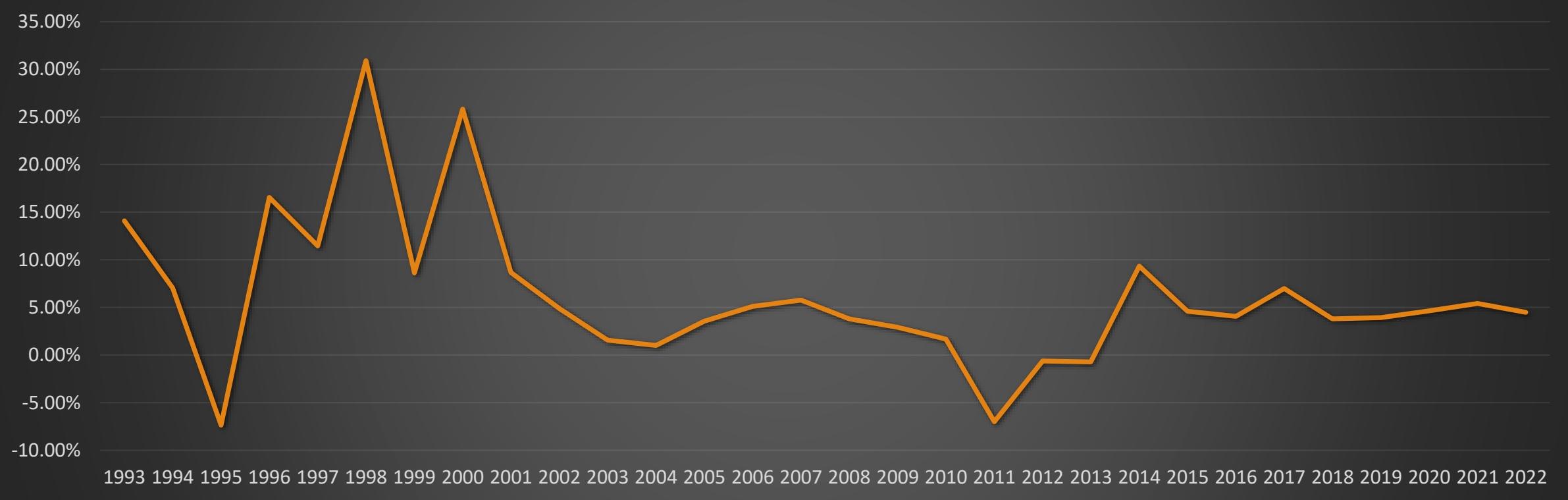
The Fire Levy max is \$1.50 and the Library Levy is \$0.50

# City Property Tax Formula

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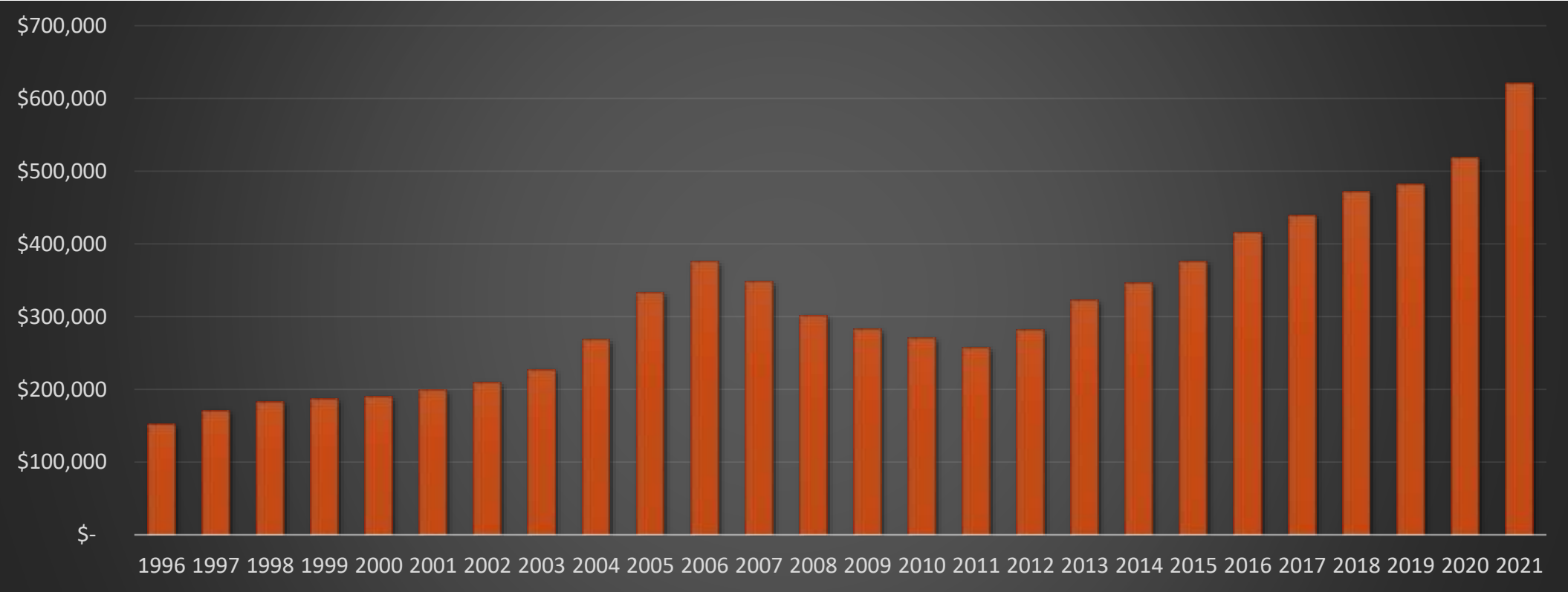


Assessed value is an estimate from the Assessor’s Office but the final assessed value should be available soon



# Tax Levy Growth

# Home Values





# City Property Tax Formula

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$$\frac{\$13,889,702}{\$5,758,823,007} = \$2.4119 = \frac{\$2.4119 \times \$621,000}{\$1,000} = \$1,498$$

Assessed value is an estimate from the Assessor’s Office but the final assessed value should be available soon

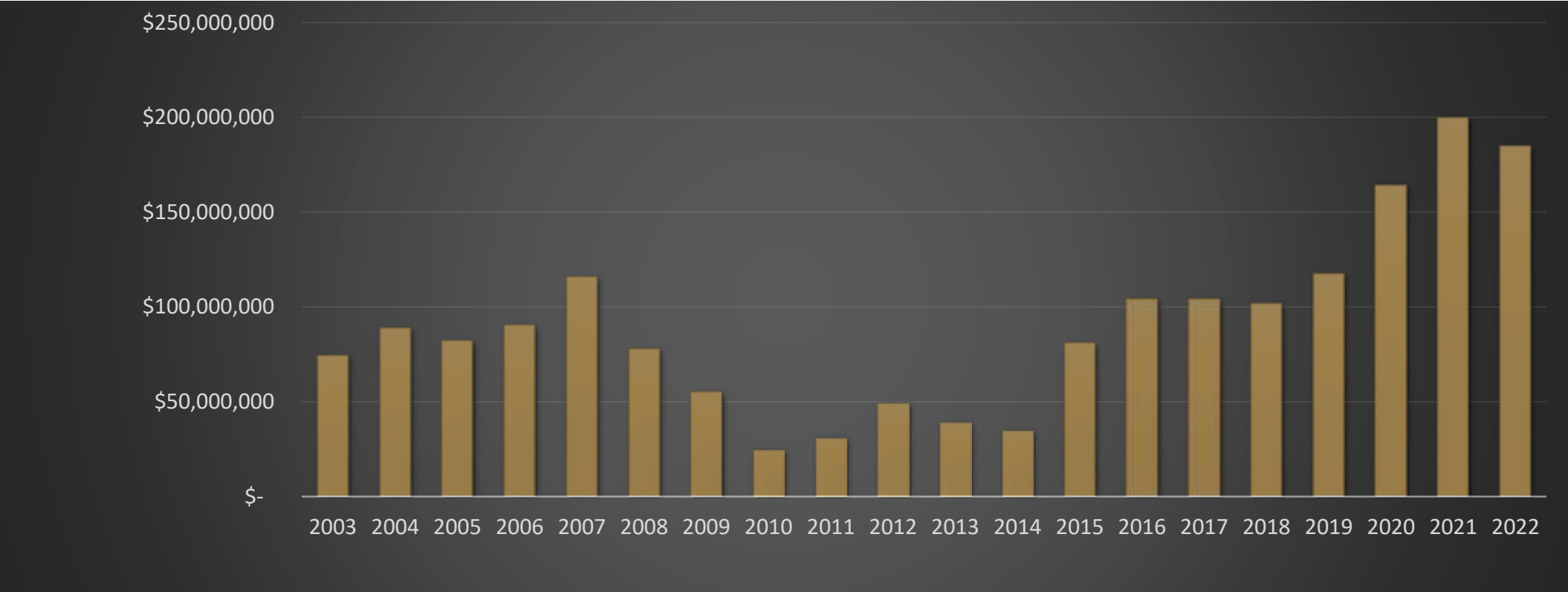
So is Property  
Tax only  
limited to  
1%?

No, new construction can increase to tax collections.

- New construction is added on by the Assessor's Office with a cutoff typically in mid-summer.
- New construction is calculated by:

Construction assessed value X prior year levy

# New Construction Values



# City Property Tax Formula

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$$\begin{aligned} & \$184,885,897 \times \\ & 2.59392 / \$1,000 \\ & = \$479,579 \end{aligned}$$

+

$$\frac{\$13,889,702}{\$5,943,708,904}$$

=

$$\$2.34463 / \$1,000$$

=

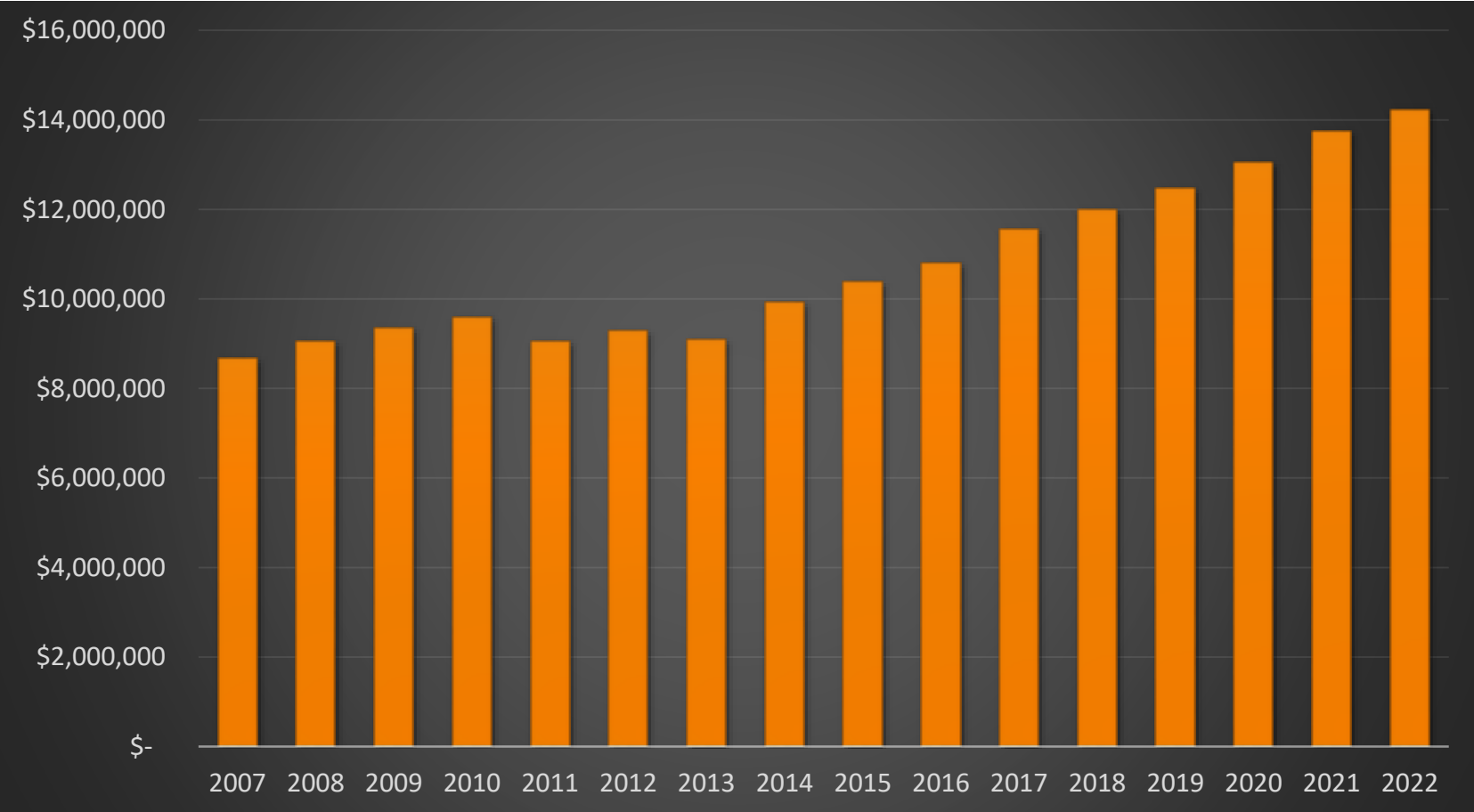
$$\begin{aligned} & \$2.34463 \times \\ & \$621,000 / \$1,000 \end{aligned}$$

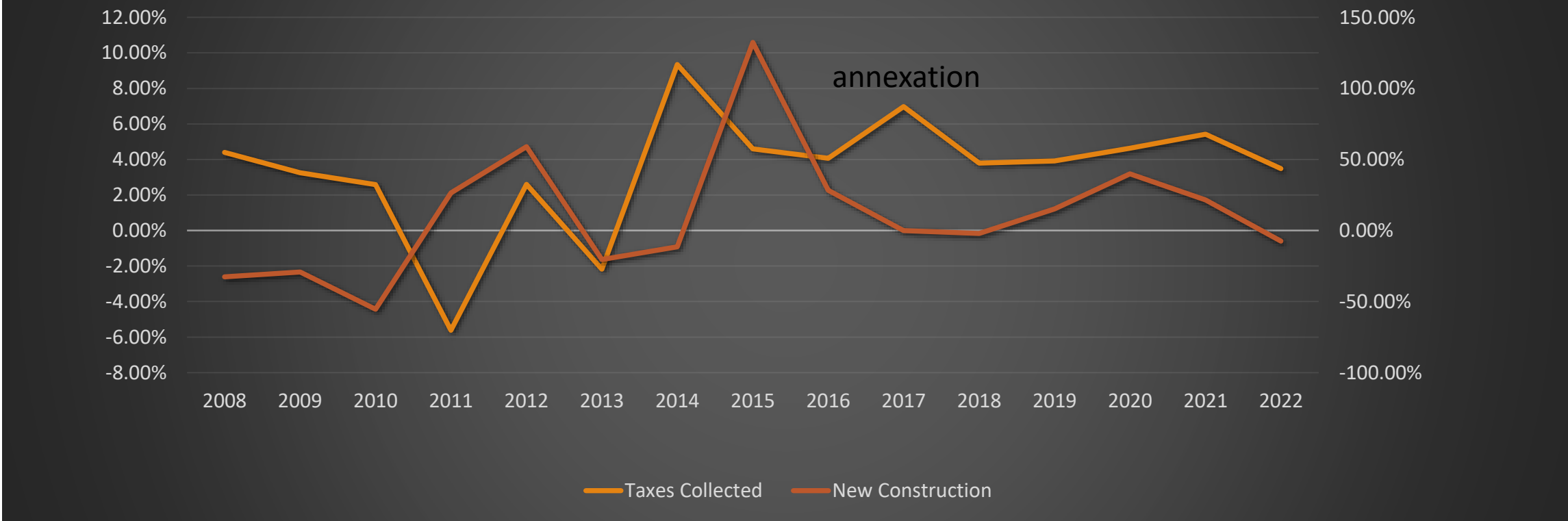
=

$$\$1,456$$

Assessed value is an estimate from the Assessor's Office but the final assessed value should be available soon

# Tax Collections





# Tax Collection Growth compared with New Construction

1. Increase to lawful levy of \$13,889,702

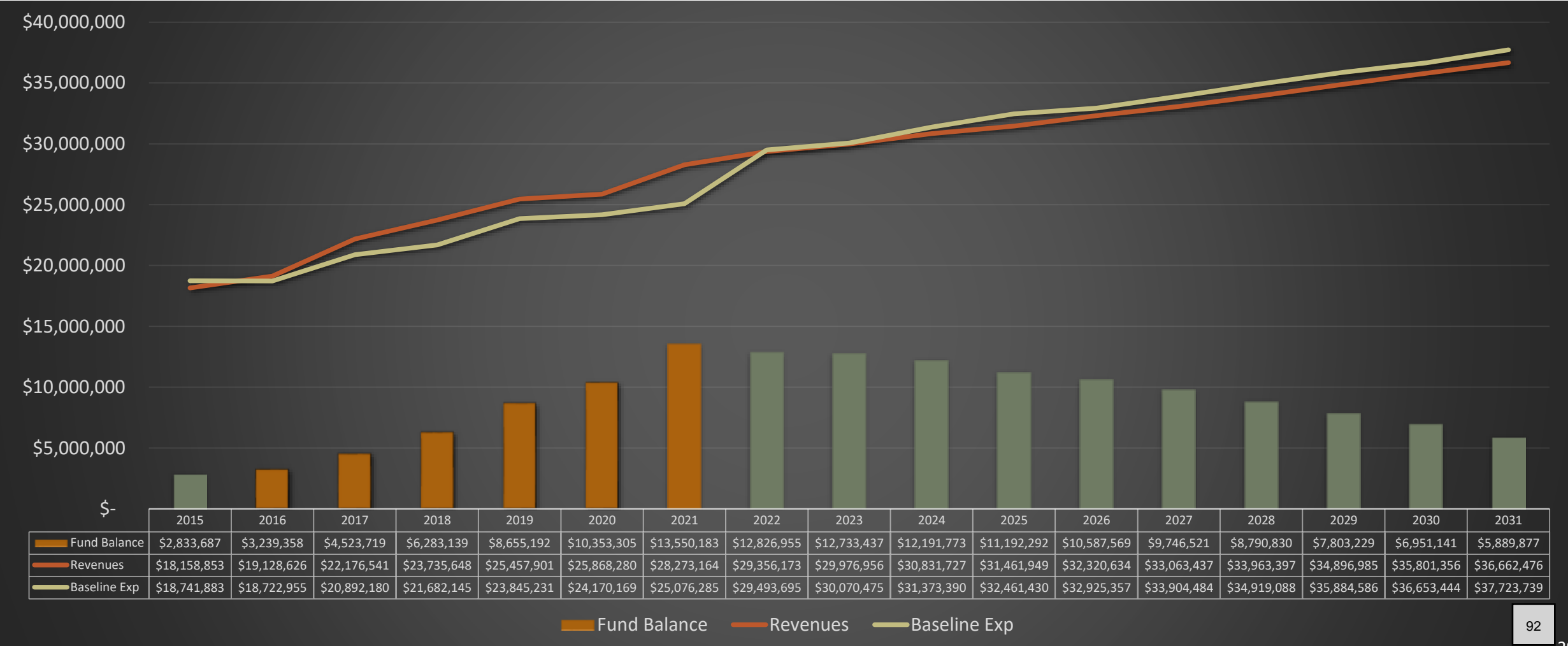
- Annual impact on the average homeowner is the City is estimated to be \$13.94 for a year.

2. Hold levy to 2021 at \$13,752,180

- Options to be presented at City Council Meeting

Council's Consideration

# No 1% Property Tax in 2022



The fund balance has a restricted balance of building revenue to be used by Community Development - currently it is \$4 million





# Staff Report

October 18, 2021 Council Workshop

2022 Fee Schedule Presentation

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 10 min

Phone	Email
360.817.1537	chuber@cityofcamas.us

**BACKGROUND:** This agenda item is to provide the City Council an additional opportunity to review the proposed 2022 Fee Schedule prior to consideration on November 15, 2021.

**SUMMARY:** This presentation will review updates to the City 's Fee Schedule for 2022. Most of the fees did not change with the 5% inflation increase due to impact of the pandemic on the community. A few updates included language changes to fees in Administrative Service to bring into compliance with state recommendations. SDCs and impact fees have not been included on the list but will be on this list including the prescribed annual index increases. In addition, there are two fees deleted from the list, first yard debris which is collected by Waste Management and microwaves in Solid Waste which cannot be collected by the City because they are considered e-waste hazards.

### EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The intent of the presentation is to provide context and an opportunity to ask questions prior to consideration of the 2021 Fee Schedule Resolution scheduled for November 16<sup>th</sup>.

What's the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? The fee schedule did not change for the most part.

Who will benefit from, or be burdened by this agenda item? Some users of City services may be impacted by this agenda item.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A.

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution?  
This item contributes to ensuring sufficient revenue to meet the City's desired level of service.

**BUDGET IMPACT:** The 2022 Fee Schedule is status quo and should not have an impact on the 2022 Budget.

**RECOMMENDATION:** Presentation only.



# City of Camas

2022 PROPOSED FEE SCHEDULE

**Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2017		2018		2019		2020		2021	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.5	2.5	0.5	3.1	0.2	2.7	0.3	2.9	0.2	1.4
February	0.6	3.0	0.5	3.1	0.2	2.4	0.4	3.1	0.5	1.6
March	0.3	3.1	0.4	3.2	0.4	2.4	-0.2	2.5	0.7	2.4
April	0.3	2.9	0.4	3.2	0.8	2.9	-0.4	1.3	1.0	3.9
May	0.2	2.6	0.5	3.5	0.5	2.9	0.1	0.8	0.8	4.7
June	0.0	2.5	0.2	3.6	0.0	2.7	0.4	1.2	0.9	5.1
July	0.1	2.5	0.1	3.6	0.0	2.7	0.5	1.7	0.6	5.2
August	0.2	2.7	0.2	3.6	0.1	2.6	0.3	1.9	0.2	5.0
September	0.5	2.9	0.3	3.4	0.3	2.6	0.0	1.6		
October	0.3	2.9	0.4	3.5	0.5	2.8	0.2	1.2		
November	0.0	3.1	-0.2	3.3	-0.1	2.8	0.0	1.4		
December	0.1	3.1	-0.2	3.1	-0.2	2.8	-0.1	1.5		

# CPI Data

# Fee Schedule changes

Past Policy is to update Fees to CPI and rounding to nearest denomination

Staff is recommending maintaining the 2021 Fee Schedule into 2022 with a few exceptions



# Updates

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## Administrative Fees

- Amend some language to compile with state recommendations

## Added Existing Fees

- Add Sewer SDCs
- Add Water SDCs and increase by the ENR construction cost index for Seattle as required by CMC (9.1%)
- Add Park Impact Fees and increase by the ENR construction cost index for Seattle as required by CMC (9.1%)
- Add Transportation Impact Fees and increase by 3.9% per the TIF Study
- Add Fire Impact Fees



REMOVED YARD DEBRIS – NOT  
CHARGED BY THE CITY



REMOVED MICROWAVES FROM SOLID  
WASTE ITEMS (E-WASTE HAZARD)

# Fees Deleted



# Questions



**2022 City of Camas Fee Schedule**

Fee Description	Notes	Fee
<b>ADMINISTRATIVE FEES</b>		
<b>Public Records</b>		
Photocopies of Public Records, printed copies of electronic when requested by the person requesting records, or for use of agency equipment to photocopy records - Black & White	per page	\$ 0.15
Public Records scanned into an electronic format or for use of agency equipment to scan records	per page	\$ 0.10
Each four electronic files or attachments uploaded to email, cloud-based data storage service or other electronic means	per 4 electronic files	\$ 0.05
Transmission of Public Records in an electronic format or for the use of agency equipment to send the records electronically	per gigabyte	\$ 0.10
Maps Printed		\$ 8.00
Non-Sufficient Funds / Returned Payments Processed		\$ 31.00
Photos	Actual Cost	
Digital storage media/device, mail container, postage/delivery	Actual Cost	
Customized technology expertise to prepare data or provide customized electronic access	Actual Cost	
<b>COMMUNITY DEVELOPMENT, BUILDING, ENGINEERING &amp; PLANNING FEES</b>		
<b>System Development Charges</b>		
<b>Water</b>		
Residential/Commercial 3/4" water meter		\$ 8,071.00
Residential/Commercial 1" water meter		\$ 13,451.00
Residential/Commercial 1.5" water meter		\$ 26,901.00
Residential/Commercial 2" water meter		\$ 43,002.00
Residential/Commercial 3" water meter		\$ 86,084.00
Residential/Commercial 4" water meter		\$ 134,506.00
Residential/Commercial 6" water meter		\$ 269,012.00
Residential/Commercial 8" water meter		\$ 430,419.00
Industrial/Other	calculated by mandatory engineering study	
<b>Sewer - Non-North Urban Growth Boundary</b>		
Residential		\$ 2,493.00
Commercial - 5/8" water meter		\$ 2,493.00
Commercial - 3/4" water meter		\$ 3,740.00
Commercial - 1" water meter		\$ 6,234.00
Commercial - 1.5" water meter		\$ 12,467.00
Commercial - 2" water meter		\$ 19,948.00
Commercial - 3" water meter		\$ 39,896.00
Commercial - 4" water meter		\$ 62,337.00
Commercial - 6" water meter		\$ 124,674.00
Commercial - 8" water meter		\$ 199,478.00
Commercial II / Industrial	calculated by PW Director	
<b>Sewer - North Urban Growth Boundary</b>		
Residential		\$ 4,420.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
School Impact Fee - Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee - Accessory dwelling units (external)	35% of single family rate	
<b>School - Washougal School District</b>		
School Impact Fee - Single Family		\$ 5,600.00
School Impact Fee - Multi-Family		\$ 5,800.00
School Impact Fee - Accessory dwelling units (internal)	25% of single family rate	
School Impact Fee - Accessory dwelling units (external)	35% of single family rate	
<b>Building Permit Fees Total Valuation</b>		
\$1.00 to \$500.00		\$ 28.00
\$501.00 to \$2,000.00	\$28 for the first \$500.00 plus \$4 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.	
\$2,001.00 to \$25,000.00	\$88 for the first \$2,000.00 plus \$17 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.	
\$25,001.00 to \$50,000.00	\$479 for the first \$25,000.00 plus \$12 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	
\$50,001.00 to \$100,000.00	\$779 for the first \$50,000.00 plus \$9 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	
\$100,001.00 to \$500,000.00	\$1,229 for the first \$100,000.00 plus \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	
\$500,001.00 to \$1,000,000.00	\$4,029 for the first \$500,000.00 plus \$6 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	
\$1,000,001.00 and up	\$7,029 for the first \$1,000,000.00 plus \$5 for each additional \$1,000.00, or fraction thereof.	
<b>Inspections &amp; Fees</b>		
Inspections During Non-Business Hours (minimum charge 2 hours)	per hour	\$ 80.00
Re-inspection Fees	per hour	\$ 80.00
Inspections for which No Fee is Specifically Indicated (minimum charge - one half hour)	per hour	\$ 80.00
Additional Plan Review for Changes, Additions or Revisions to Plans (minimum charge - one half hour)	per hour	\$ 80.00
Use of Outside Consultants for Plan Checking and Inspections, or both	Actual Costs (include administrative and overhead costs)	\$ -
Reissue of Lost Permit		\$ 40.00
Reissue of Lost or Damaged Approved Construction Plans & Documents		\$ 80.00
Impact Fee Deferral	\$521 plus pass through lien filing/release fee per dwelling	\$ -
Latecomer Pass-Through Fee		\$ 57.00
<b>Building Valuation Table</b>		
Building Valuation Table	100% of ICC Building Safety Journal Building Valuation Data	
<b>Grading Plan Review Fees</b>		
Additional Plan Review required by Changes, Additions or Revisions to Approved Plans (minimum charge - one half hour)	per hour	\$ 80.00
<b>Other Grading Plan Fees</b>		
Inspections Outside of Normal Business Hours (minimum charge - 2 hours)	per hour	\$ 80.00
Reinspection Fees, per Inspection	per hour	\$ 80.00

## 2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		\$ 20.00
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s)		\$ 35.00
<b>Evaporative Coolers</b>		
For each evaporative cooler, other than a portable type		\$ 19.00
<b>Ventilation &amp; Exhaust</b>		
For each ventilation fan connected to a single duct		\$ 14.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		\$ 20.00
For the installation of each hood which is served by a mechanical exhaust, including ducts for such hood		\$ 20.00
<b>Incinerators</b>		
For the installation or relocation of each domestic-type incinerator		\$ 35.00
For the installation or relocation of each commercial or industrial-type incinerator		\$ 25.00
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table		\$ 18.00
<b>Gas Piping System</b>		
For each gas piping system of one to four outlets		\$ 9.00
For each gas piping exceeding four, each		\$ 3.00
For each hazardous process piping system (HPP) of one to four outlets		\$ 9.00
For each hazardous process piping of five or more outlets, per outlet		\$ 3.00
For each non-hazardous process piping system (NPP) of one to four outlets		\$ 5.00
For each non-hazardous piping system of five or more outlets, per outlet		\$ 3.00
<b>Plumbing Permit Fees</b>		
For issuance of each permit		\$ 41.00
<b>Unit Fee Schedule (in addition to 2 items above)</b>		
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection thereof)		\$ 14.00
For each building sewer and each trailer park sewer		\$ 28.00
Rainwater systems - per drain (inside building)		\$ 14.00
For each water heater and/or vent		\$ 14.00
For each gas-piping system of one to five outlets		\$ 9.00
For each additional gas-piping systems outlet, each outlet		\$ 3.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps		\$ 14.00



## 2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Comprehensive Plan Amendment		\$ 5,826.00
Conditional Use Permit - Residential	plus \$105 per unit	\$ 3,417.00
Conditional Use Permit - Non-Residential		\$ 4,328.00
Continuance of Public Hearing		\$ 524.00
Critical or Sensitive Areas	fee per type (wetlands, steep slopes/ potentially unstable soils, streams & watercourses, vegetation removal, wildlife habitat)	\$ 775.00
Design Review - Minor		\$ 433.00
Design - Review -Committee		\$ 2,375.00
Development Agreement	first hearing	\$ 877.00
Development Agreement Continuance or Additional Hearing		\$ 539.00
Engineering Construction Inspection Overtime	Actual Cost - calculation based on time worked and actual staff overtime rate	\$ -
Engineering Grading Plan Review & Construction Fee	3% of estimated construction costs	\$ -
Franchise Agreement Administrative Fee		\$ 5,207.00
Gates/Barrier on Private Street Review Fee		\$ 1,041.00
Home Occupation - Minor	Notification	\$ -
Home Occupation - Major		\$ 69.00
LI/BP Development	plus \$41 per 1,000 sf of GFA	\$ 4,328.00
Lot Line Adjustment		\$ 102.00
Minor Modifications to Approved Development		\$ 346.00
Modification to Approved Construction Plans		\$ 420.00
Planned Residential Development	Per unit plus subdivision fee	\$ 35.00
Plat, Preliminary - Short Plat	4 lots or less: per lot	\$ 1,936.00
Plat, Preliminary - Short Plat	5 lots or more: plus \$250 per lot	\$ 7,175.00
Plat, Preliminary Subdivision	plus \$250 per lot	\$ 7,175.00
Plat, Final - Short Plat		\$ 200.00
Plat, Final - Subdivision		\$ 2,375.00
Plat Modification/Alteration		\$ 1,196.00
Pre-Application Conference for Type III or IV	General	\$ 354.00
Pre-Application Conference for Type III or IV	Subdivision	\$ 911.00
SEPA		\$ 810.00
Shoreline Permit		\$ 1,196.00
Sign Permit - General Sign	exempt if building permit is required	\$ 41.00
Sign Permit - Master Sign Permit		\$ 126.00
Site Plan Review - Residential	plus \$34 per lot	\$ 1,151.00
Site Plan Review - Non-Residential	plus \$68 per 1,000 sf of GFA	\$ 2,876.00
Site Plan Review - Mixed Use	plus \$34 per residential unit plus \$68 per 1,000 sf of GFA	\$ 4,055.00
Storm Water Review Fee - Single Family Residence		\$ 208.00
Temporary Use Permit		\$ 80.00
Variance - Minor		\$ 695.00
Variance - Major		\$ 1,295.00
Zone Change	single tract	\$ 3,345.00
<b>Sexually Oriented Businesses</b>		
Live Entertainment Application Fee		\$ 888.00

## 2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Niche Wall (Single Bronze Urns)		\$ 165.00
Urn Vault Liner (Wooden Urns)		\$ 270.00
<b>Open &amp; Close Fees</b>		
Disinterment Charges	Includes Inspection / Staking fees and Deed Transfer Fees	\$ 500.00
Cremains - Added with a Full Burial Lot		\$ 385.00
Cremains - 4 x 4 Lot		\$ 385.00
Cremains - Niche Wall	does not include engraving	\$ 350.00
Saturday Services - (in addition to)		\$ 250.00
Sunday/Holiday Services - (in addition to)		\$ 450.00
<b>Locating, Marker &amp; Staking Fees</b>		
Staking & Inspection (cremains & grave lots)		\$ 125.00
Marker Setting Fee		\$ 125.00
<b>Miscellaneous Additional Charges</b>		
Remembrance Wall - Inscription	pass through from vendor	
Engraving of Niche Wall	pass through from vendor	
Deed Transfers/Replacement Deeds		\$ 35.00
Maintenance Fund Lot		\$ 200.00
Maintenance Fund Niche		\$ 250.00
Second Rite of Burial	one full burial & two cremains/three cremains per lot	\$ 350.00
<b>Other License &amp; Permits</b>		
Dog License - life time		\$ 35.00
Dog License - replacement		\$ 6.00
Guard Dog		\$ 62.00
Pawnbroker's/Second Hand Dealer - 2 yr. license		\$ 125.00
Solicitor's License application/back ground check		\$ 52.00
Solicitor's License New or Renewal		\$ 35.00
Special Event Permit		\$ 46.00
Taxicab - annual license	issued after 7/1 - half of fee	\$ 46.00
Taxicab per vehicle		\$ 14.00
Taxi Driver's license		\$ 7.00
Taxi Driver's License Renewal		\$ 7.00
Vehicle Restoration Permit		\$ 28.00
<b>Utilities</b>		
Lien Filing Fee	pass through fees from Clark County	
New Utility Account Set-Up Fee		\$ 26.00
Title Check Fee	plus pass through fee from vendor	\$ 15.00
Utility Late Fee	5% of past due balance minimum \$15	\$ 15.00
Utility Service Call Fee	first call free, additional each	\$ 26.00
<b>Water - Sewer</b>		
Portable Hydrant Meter Rental - Deposit	Refundable - damage dependent	\$ 1,231.00
Portable Hydrant Meter Rental - Placement Fee		\$ 104.00
STEP/STEF Inspection		\$ 177.00
STEP/STEF Reinspection	per inspection	\$ 80.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Commercial Site Plans - Review Fee		\$ 212.00
Commercial Site Plans - Inspection Fee		\$ 212.00
Subdivision or PRD - Review Fee		\$ 177.00
Subdivision or PRD - Inspection Fee		\$ 177.00
Pre-Application Conference - Review Fee		\$ 142.00
Other Land Use Applications - Review Fee		\$ 142.00
Other Land Use Applications - Inspection Fee		\$ 142.00
<b>Building Construction/Change of Use or Occupancy</b>		
A, B, E, F, M, R Occupancies 0-1,000 sq. ft. - Review Fee		\$ 108.00
A, B, E, F, M, R Occupancies 0-1,000 sq. ft. - Inspection Fee		\$ 108.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. ft. - Review Fee		\$ 142.00
A, B, E, F, M, R Occupancies 1,001-5,000 sq. ft. - Inspection Fee		\$ 108.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. - Review Fee		\$ 177.00
A, B, E, F, M, R Occupancies 5,001-10,000 sq. ft. - Inspection Fee		\$ 142.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. - Review Fee		\$ 219.00
A, B, E, F, M, R Occupancies 10,001-20,000 sq. ft. - Inspection Fee		\$ 177.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. - Review Fee		\$ 261.00
A, B, E, F, M, R Occupancies 20,001-40,000 sq. ft. - Inspection Fee		\$ 211.00
Each Additional 20,000 sq. ft. - Review Fee		\$ 43.00
Each Additional 20,000 sq. ft. - Inspection Fee		\$ 35.00
Portable Classroom - Review Fee		\$ 160.00
Portable Classroom - Inspection Fee		\$ 160.00
H1 Occupancy - Review Fee		\$ 422.00
H1 Occupancy - Inspection Fee		\$ 422.00
H2 Occupancy - Review Fee		\$ 422.00
H2 Occupancy - Inspection Fee		\$ 422.00
H3 Occupancy - Review Fee		\$ 468.00
H3 Occupancy - Inspection Fee		\$ 468.00
H4 Occupancy - Review Fee		\$ 329.00
H4 Occupancy - Inspection Fee		\$ 319.00
H5 Occupancy - Review Fee		\$ 581.00
H5 Occupancy - Inspection Fee		\$ 581.00
I Occupancy - Review Fee		\$ 319.00
I Occupancy - Inspection Fee		\$ 212.00
S Occupancy - Review Fee		\$ 212.00
S Occupancy - Inspection Fee		\$ 212.00
Each additional 10,000 sq. ft. - Review Fee		\$ 108.00
Each additional 10,000 sq. ft. - Inspection Fee		\$ 108.00
Building or Structure for Special or Temporary Use - Review Fee		\$ 160.00
Building or Structure for Special or Temporary Use - Inspection Fee		\$ 160.00
<b>Fire Alarm System</b>		
Fire Alarm - Minor Alteration - Review Fee		\$ 108.00
Fire Alarm - Minor Alteration - Inspection Fee		\$ 108.00



2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Dip Tanks, Listed Spray Booths - Inspection Fee		\$ 108.00
Unlisted Spray Booths - Review Fee		\$ 212.00
Unlisted Spray Booths - Inspection Fee		\$ 142.00
Semiconductor Fabrication HPM Tool Installation - Review Fee		\$ 262.00
Semiconductor Fabrication HPM Tool Installation - Inspection Fee		\$ 262.00
Other Hazardous Material Equipment & Systems - Review Fee		\$ 262.00
Other Hazardous Material Equipment & Systems - Inspection Fee		\$ 262.00
Compressed Gas System (greater than exempt amounts) - Review Fee		\$ 319.00
Compressed Gas System (greater than exempt amounts) - Inspection Fee		\$ 319.00
Refrigeration Systems - Review Fee		\$ 262.00
Refrigeration Systems - Inspection Fee		\$ 142.00
LPG Tank Installation (greater than 125 gal.) - Review Fee		\$ 160.00
LPG Tank Installation (greater than 125 gal.) - Inspection Fee		\$ 160.00
Dispensing and use of LPG - Review Fee		\$ 177.00
Dispensing and use of LPG - Inspection Fee		\$ 142.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks - Review Fee		\$ 177.00
Dispensing and use of Combustible/Flammable Liquids Above Ground Tanks - Inspection Fee		\$ 142.00
Dispensing and use of Combustible/Flammable Liquids Underground Tanks - Review Fee		\$ 422.00
Dispensing and use of Combustible/Flammable Liquids Underground Tanks - Inspection Fee		\$ 422.00
Aerosols - Review Fee		\$ 160.00
Aerosols - Inspection Fee		\$ 160.00
CO2 Monitoring Systems - Review Fee		\$ -
CO2 Monitoring Systems - Inspection Fee		\$ 108.00
<b>Hazardous Materials</b>		
Storage, Dispensing & Use of Hazardous Materials - Review Fee		\$ 422.00
Storage, Dispensing & Use of Hazardous Materials - Inspection Fee		\$ 422.00
HMIS - Review Fee		\$ 212.00
HMIS - Inspection Fee		\$ 212.00
HMMP - Review Fee		\$ 319.00
HMMP - Inspection Fee		\$ 319.00
Decommissioning Underground Storage Tank - Review Fee		\$ 160.00
Decommissioning Underground Storage Tank - Inspection Fee		\$ 108.00
<b>Explosive Materials</b>		
Explosive Storage & Use/Blast Permit - Review Fee		\$ 422.00
Explosive Storage & Use/Blast Permit - Inspection Fee		\$ 212.00
Blast Permit Review Fee - if costs exceed standard fee	pass through from vendor	
Blast Permit Inspection Fee - if costs exceed standard fee	pass through from vendor	
Storage of black or smokeless powder, small arms ammunition, precession caps, and primers for consumer consumption - Review Fee		\$ 108.00

2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Emergency Generators - Review Fee		\$ 108.00
Emergency Generators - Inspection Fee		\$ 108.00
Privacy/Security Gates - Review Fee		\$ 108.00
Privacy/Security Gates - Inspection Fee		\$ 108.00
Other plan reviews or permits required by the International Fire Code - Review Fee	per hour	\$ 108.00
Other plan reviews or permits required by the International Fire Code - Inspection Fee	per hour	\$ 108.00
Training Burn	\$.50 per sq. ft. minimum \$1,000, maximum \$2,000	
Hot Works - Inspection		\$ 108.00
<b>Hydrants</b>		
Witness Flow Test - Inspection Fee		\$ 109.00
<b>LIBRARY</b>		
<b>Meeting Rooms</b>		
<b>Room A</b>		
Maintenance Charge:		
Non-Profit	No Charge	\$ -
Private Functions	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
For-Profit	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
<b>Room B</b>		
Maintenance Charge:		
Non-Profit		\$ -
Private Functions	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
For-Profit	per hour	\$ 50.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
<b>Rooms A &amp; B</b>		
Maintenance Charge:		
Non-Profit		\$ -
Private Functions	per hour	\$ 93.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
For-Profit	per hour	\$ 99.00
Cleaning deposit, if serving food (refundable);	cost exceeding deposit will be billed	\$ 60.00
<b>Kitchen Use</b>		
Non-Profit		\$ 17.00
Private Functions		\$ 33.00
For Profit		\$ 33.00
<b>Closed Hours Staffing Fee</b>		
Non-Profit	per hour in addition to hourly charge	\$ 60.00
Private Functions	per hour in addition to hourly charge	\$ 60.00
For Profit	per hour in addition to hourly charge	\$ 60.00



## 2022 City of Camas Fee Schedule

Fee Description	Notes	Fee
Midweek is Monday through Thursday and Friday until 2:00 p.m.		
Weekends are Fridays after 2:00 p.m. through Sunday		
No rental fee will be charged to non-profit groups who are community-based and IRS recognized, City of Camas sponsored events, school sponsored events or governmental agencies that reserve the facility Monday through Thursday, between the hours of 8:00 a.m. and 5:00 p.m. and Friday before 2:00 p.m.		
Camas residents will receive 20% discount		
Long Term Users will be charged per hour	Must pay for 6 months to be long term user	\$ 11.00
<b>Fallen Leaf Lake Park Rental</b>		
Monday through Thursday	per day	\$ 200.00
Fridays, Saturdays, Sundays and Holidays	per day	\$ 350.00
Deposit - refundable		\$ 500.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Camas residents will receive 20% discount		
Non-profit groups renting on weekends will be charged mid-week rates		
<b>Lacamas Lake Lodge Rental</b>		
Main Hall	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 185.00
Main Hall - public agencies	hourly; mid-week excluding Fridays during normal business hours	\$ 60.00
Deposit - refundable	per day	\$ 500.00
Room 1A	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 35.00
Deposit - refundable	per day	\$ 200.00
Room 1B	hourly; Saturday-5 hr. minimum; all other days-2 hrs. minimum	\$ 35.00
Deposit - refundable	per day	\$ 200.00
AV Equipment	per day	\$ 100.00
Alcohol Use Fee		\$ 100.00
Key Call Back Fee		\$ 150.00
Non-profit will receive a 50% discount off the hourly rate		
Cancellation must be received a minimum of 61 days prior to the event to receive a full refund. A 50% refund will be allowed if cancellation notices is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice.		
Camas residents will receive 20% discount		
<b>POLICE DEPARTMENT</b>		
Background/Clearance Letters		\$ 12.00
Fingerprint Cards	per card	\$ 18.00
Lost/Unreturned Community Room Key		\$ 26.00
Police Case Reports (no charge to victim)	per page	\$ 0.15
Record Checks/Non-Criminal Justice Agency inc. Military Services		\$ 12.00
State Accident Reports (no charge to involved party)		\$ 7.00
Work crew Sign-Up Fee		\$ 25.00

Active Rate Summary

Equipment Type	Category	Equipment	2023 Original Active Rate	Avg. Direct Monthly Cost	Indirect Cost (for Admin of ERM)	Total O&M Monthly Rate	Most Average Purchase Price of Vehicle in Related	2022 Estimated Purchase Price for	Life	Monthly Reserves Rate	Monthly Active Rate	Total Annual Cost (Including Reserves)	Total Annual Cost (Excluding Reserves)	Annual Direct Cost for "Active" Vehicles	Annual Indirect Cost for "Active" Vehicles	Annual Replacement Cost for "Active" Vehicles
Sewer Cleaners	A	1	\$ 6,582	\$ 1,150.19	\$ 189.34	\$ 1,348.53	\$ 426,805.69	\$ 545,786.54	10	\$ 4,548.22	\$ 5,897	\$ 70,510.02	\$ 16,182.37	\$ 13,810.07	\$ 2,272.10	\$ 54,578.65
Street Sweepers	B	4	\$ 4,969	\$ 1,438.89	\$ 189.34	\$ 1,628.23	\$ 242,348.12	\$ 278,577.83	7	\$ 3,116.40	\$ 4,945	\$ 93,135.63	\$ 19,538.80	\$ 17,266.70	\$ 2,272.10	\$ 80,796.83
Tractor Backhoe	C	4	\$ 968	\$ 257.49	\$ 189.34	\$ 446.83	\$ 115,600.12	\$ 104,383.92	20	\$ 434.93	\$ 882	\$ 42,334.55	\$ 21,427.77	\$ 12,559.38	\$ 9,088.39	\$ 20,776.78
One Ton Dump Trucks	D	1	\$ 316	\$ 455.64	\$ 189.34	\$ 644.98	\$ 67,600.41	\$ 36,762.02	10	\$ 306.35	\$ 951	\$ 11,415.94	\$ 7,739.74	\$ 5,467.64	\$ 2,272.10	\$ 3,676.20
Two Ton Dump Trucks	E	2	\$ 688	\$ 221.94	\$ 189.34	\$ 411.28	\$ 47,318.35	\$ 52,759.94	10	\$ 439.67	\$ 1,701.90	\$ 20,422.77	\$ 9,470.79	\$ 5,326.59	\$ 4,544.20	\$ 10,551.99
Pump Truck*	F	3	\$ 2,080	\$ 420.55	\$ 189.34	\$ 609.90	\$ 200,549.57	\$ 214,748.36	10	\$ 1,789.57	\$ 2,399	\$ 86,380.74	\$ 21,856.23	\$ 15,139.94	\$ 6,816.29	\$ 64,424.51
Refuse Packers	G	4	\$ 6,577	\$ 2,190.99	\$ 189.34	\$ 2,380.33	\$ 300,148.94	\$ 334,889.88	7	\$ 3,986.78	\$ 6,367	\$ 305,621.70	\$ 114,256.05	\$ 105,167.66	\$ 9,088.39	\$ 191,865.65
Three-Wheel Scooters	H	1	\$ 446	\$ 124.44	\$ 189.34	\$ 313.78	\$ 30,310.90	\$ 34,168.72	10	\$ 284.74	\$ 599	\$ 7,182.20	\$ 3,765.33	\$ 1,493.23	\$ 2,272.10	\$ 3,416.87
Refuse Scooters	I	0	\$ 659	\$ 227.23	\$ 189.34	\$ 415.57	\$ 50,952.38	\$ 47,393.66	10	\$ 394.95	\$ 812	\$ 262,930.52	\$ 134,967.64	\$ 73,621.00	\$ 61,346.64	\$ 127,962.88
Truck/Pick-ups 1 ton and 3/4 ton	J	27	\$ 484	\$ 138.40	\$ 189.34	\$ 323.74	\$ 35,176.20	\$ 30,585.88	6	\$ 247.03	\$ 973	\$ 58,387.96	\$ 19,586.41	\$ 4,865.86	\$ 8,205.92	\$ 11,960.49
Truck/Pick-ups 1/2 ton	K	1	\$ 449	\$ 111.04	\$ 189.34	\$ 306.38	\$ 25,106.20	\$ 20,848.44	10	\$ 187.03	\$ 359	\$ 20,646.52	\$ 11,493.53	\$ 7,739.74	\$ 2,272.10	\$ 3,000.89
Smaller Pickups	L	2	\$ 920	\$ 283.56	\$ 189.34	\$ 472.90	\$ 36,377.99	\$ 46,833.50	10	\$ 388.20	\$ 860	\$ 29,646.52	\$ 13,149.53	\$ 10,900.70	\$ 2,048.88	\$ 19,707.76
Police Vehicles - Patrol	M	0	\$ 2,885	\$ 193.07	\$ 189.34	\$ 382.41	\$ 55,970.97	\$ 65,835.92	3	\$ 1,828.28	\$ 2,211	\$ 238,868.40	\$ 41,000.64	\$ 20,851.26	\$ 20,448.88	\$ 187,507.76
General Use Autos	N	0	\$ 526	\$ 68.99	\$ 189.34	\$ 258.33	\$ 21,545.30	\$ 18,966.58	8	\$ 448.25	\$ 707	\$ 67,812.15	\$ 24,799.96	\$ 6,623.18	\$ 18,176.78	\$ 43,032.19
Large Tractors	O	2	\$ 1,350	\$ 246.19	\$ 189.34	\$ 435.53	\$ 103,040.83	\$ 189,666.59	10	\$ 790.28	\$ 1,246	\$ 29,899.47	\$ 10,932.82	\$ 2,491.62	\$ 6,388.62	\$ 4,544.20
Small tractors	P	2	\$ 525	\$ 365.95	\$ 189.34	\$ 555.29	\$ 37,400.27	\$ 24,420.64	20	\$ 102.27	\$ 364	\$ 13,108.02	\$ 9,426.21	\$ 1,092.34	\$ 8,782.82	\$ 4,544.20
Small Trailers	Q	3	\$ 272	\$ 52.31	\$ 189.34	\$ 261.84	\$ 38,650.75	\$ 24,545.40	20	\$ 86.21	\$ 328	\$ 23,605.91	\$ 17,898.64	\$ 1,967.16	\$ 3,766.05	\$ 13,632.59
Specialty service vehicle	R	0	\$ 1,144	\$ 537.16	\$ 189.34	\$ 724.50	\$ 86,096.20	\$ 101,432.38	15	\$ 563.40	\$ 1,290	\$ 30,957.64	\$ 17,435.99	\$ 2,579.80	\$ 12,891.79	\$ 13,521.65
Police Vehicles - Non Patrol	S	2	\$ 728	\$ 134.95	\$ 189.34	\$ 324.29	\$ 46,143.41	\$ 42,369.94	7	\$ 504.40	\$ 829	\$ 49,721.84	\$ 19,457.60	\$ 4,143.49	\$ 11,960.49	\$ 30,864.24
Small Mowers	T	3	\$ 668	\$ 223.10	\$ 189.34	\$ 412.44	\$ 38,070.16	\$ 28,878.59	2	\$ 343.79	\$ 796	\$ 45,373.91	\$ 24,746.35	\$ 3,781.16	\$ 13,385.86	\$ 20,627.56
Small Mowers	U	3	\$ 668	\$ 223.10	\$ 189.34	\$ 412.44	\$ 38,070.16	\$ 28,878.59	2	\$ 343.79	\$ 796	\$ 45,373.91	\$ 24,746.35	\$ 3,781.16	\$ 13,385.86	\$ 20,627.56
Small Mowers	V	3	\$ 668	\$ 223.10	\$ 189.34	\$ 412.44	\$ 38,070.16	\$ 28,878.59	2	\$ 343.79	\$ 796	\$ 45,373.91	\$ 24,746.35	\$ 3,781.16	\$ 13,385.86	\$ 20,627.56
Small Mowers	W	3	\$ 668	\$ 223.10	\$ 189.34	\$ 412.44	\$ 38,070.16	\$ 28,878.59	2	\$ 343.79	\$ 796	\$ 45,373.91	\$ 24,746.35	\$ 3,781.16	\$ 13,385.86	\$ 20,627.56
10 yard hood truck	X	1	\$ 3,342	\$ 554.45	\$ 189.34	\$ 743.79	\$ 285,631.72	\$ 258,636.27	15	\$ 158.55	\$ 2,890	\$ 34,789.06	\$ 8,925.44	\$ 6,653.34	\$ 6,653.34	\$ 35,652.52
Police SUV 385, 350*	Y	3	\$ 1,137	\$ 149.27	\$ 189.34	\$ 338.61	\$ 55,883.75	\$ 66,544.20	5	\$ 1,109.07	\$ 1,448	\$ 52,116.60	\$ 12,190.08	\$ 5,373.79	\$ 6,816.29	\$ 39,926.52
	Z	0	\$ 38,528.23	\$ 9,782.14	\$ 14,515.68	\$ 2,407,266.58	\$ 2,703,208.84	\$ 40,024	\$ 25,507.86	\$ 40,024	\$ 1,589,674.91	\$ 599,857.05	\$ 132,472.91	\$ 365,830.99	\$ 234,026.06	\$ 989,817.86

\* Changed description and life of F class since there are no active units in this class. It was Five Year Dump Trucks with a life of 3 yrs in 2019.  
 \*\* Changed life of class from 10 to 3 years in 2020.

Reserve Rate Summary by Category

Equipment Type	Category	Equipment	PF Reserve Rate	Avg. Direct Monthly Cost	Indirect Cost (for Admin of ERM)	Total O&M Monthly Rate	Monthly Reserve Rate	Total Annual Cost	Monthly Cost for "Reserve" Vehicles	Annual Direct Cost for "Reserve" Vehicles	Annual Indirect Cost for "Reserve" Vehicles	Annual Replacement Cost for "Reserve" Vehicles
Sewer Cleaners	A	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Sweepers	B	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tractor Backhoe	C	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
One Ton Dump Trucks	D	1	983.11	449.18	189.34	638.52	619	7,662.27	638.52	5,390.17	2,272.10	0.00
Two Ton Dump Trucks	E	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Five Yard Dump Truck/Pump Truck*	F	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refuse Packers	G	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Three-Wheel Scooters	H	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Truck/Pick-ups 1 ton and 3/4 ton	I	0	246.01	167.45	189.34	356.79	357	34,251.55	2,854.30	16,074.77	18,176.78	0.00
Truck/Pick-ups 1/2 ton	J	1	277.15	192.59	189.34	381.93	382	4,883.15	381.93	2,311.05	2,272.10	0.00
Smaller Pickups	K	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Vehicles - Patrol	L	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Use Autos	M	0	137.16	234.15	189.34	423.49	423	45,372.32	3,811.04	25,388.94	20,448.88	0.00
Large Tractors	N	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small tractors	O	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Trailers	P	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Specialty service vehicle	Q	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Vehicles - Non Patrol	R	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Large Mowers	S	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Mowers	T	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Mowers	U	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Mowers	V	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 Yard Hook truck	W	0	1,850.00	977.00	189.34	1,866.50	1,067	12,798.01	1,066.50	10,525.91	2,272.10	0.00
Police SUV 385, 350	X	0	993.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Z	0										

\* Changed description and life of F class since there are no active units in this class. It was Five Year Dump Trucks with a life of 3 yrs.

# 2022 MAYOR'S RECOMMENDED OPERATING BUDGET

City of Camas October 18, 2022

# Changes Made

Item 6.

Cost of Living increased 4.5%

Healthcare Benefits changed  
on average 8%

Staffing needs changed with  
ERP project as well as increase  
in service delivery with  
population growth. More on  
10/18



Legislative changes require  
new equipment and resources  
such as Police body cameras.

COVID costs are still occurring  
such as increase in banking fees  
for remote transactions.

Increase in sales tax and REET  
included – American Rescue  
Plan Act funding will be added  
soon.



# OPERATING BUDGET HIGHLIGHTS

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General Fund

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Street Fund

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Camas/Washougal Fire and EMS

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Lodging Tax

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Cemetery

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Storm Water

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Solid Waste

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Water/Sewer

# GENERAL FUND SUMMARY

	2022 Adopted	2022 Recommended
Beginning Fund Balance	\$7,875,442	\$12,044,236
Revenues	\$27,036,233	\$29,185,398
Expenditures	\$28,151,893	\$31,487,826
Cashflow	(\$1,115,660)	(\$2,302,428)
Ending Fund Balance	\$6,759,752	\$9,741,808

## Primary Changes:

Higher Sales Tax and continued construction growth

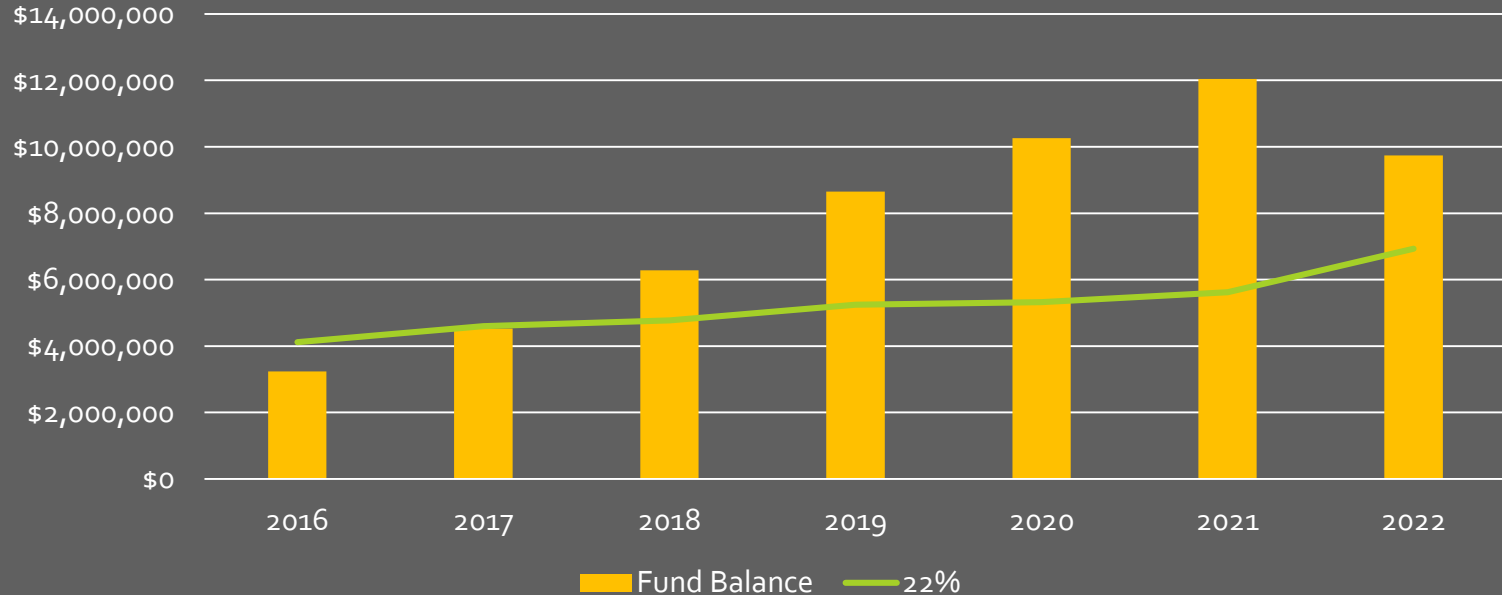
11.5 new FTEs

Increase WCIA costs

COLA and benefit increase

Fund Balance 24% for adopted 2022 and 31% with the recommended \$4 million of the fund balance is restricted community development funds

# GENERAL FUND BALANCE PROJECTIONS



\$4 million of the fund balance is restricted community development funds  
17% is best practices and Rating Agencies encourage 20-30%

	2022		2022		Explanation
	Budget	Recommended	Variance		
Total Taxes	\$ 20,225,534	\$ 21,199,853	\$ 974,319		Sales Tax and Growth Increases
Total Licenses & Permits	\$ 656,361	\$ 1,321,544	\$ 665,183		Building Permit Increases
Total Intergovernmental	\$ 655,037	\$ 703,131	\$ 48,094		Population Increases
Total Charges for Services	\$ 4,988,260	\$ 5,376,923	\$ 388,663		Construction Increases
Total Fines and Forfeitures	\$ 182,359	\$ 214,024	\$ 31,666		Reopening Increases
Total Misc Revenue	\$ 328,683	\$ 369,922	\$ 41,240		Reopening Increases
Total Transfers					
<b>Total General Fund Revenue</b>	<b>\$ 27,036,233</b>	<b>\$ 29,185,398</b>	<b>\$ 2,149,165</b>		

# GENERAL FUND REVENUES



GENERAL FUND	10/18/2021		Variance	Explanation
	2022 Adopted	2022 Recommended		
Salaries	\$ 10,309,057	\$ 11,487,974	\$ 1,178,917	11.5 new FTEs, COLA increase
Benefits	\$ 4,335,457	\$ 4,729,470	\$ 394,013	Benefit cost increases and new employees
Supplies	\$ 478,985	\$ 477,916	\$ (1,069)	Status quo
Services	\$ 4,343,413	\$ 5,626,463	\$ 1,283,050	ERP, WCIA increases
Intergovernmental	\$ 1,165,789	\$ 1,167,063	\$ 1,274	State Auditor increases
Capital	\$ 613,864	\$ 738,864	\$ 125,000	Phone System and vehicle
Transfers	\$ 6,905,327	\$ 7,260,076	\$ 354,749	Increase to CWFD
<b>Total Expenditures</b>	<b>\$ 28,151,892</b>	<b>\$ 31,487,826</b>	<b>\$ 3,335,934</b>	

# GENERAL FUND EXPENDITURES BY CATEGORY

GENERAL FUND	10/18/2021		Variance	Explanation
	2022 Adopted	2022 Recommended		
Legislative	\$ 196,666	\$ 244,916	\$ 48,250	Salary/Benefit Increases, Staffing Reallocation
Municipal Court	\$ 501,653	\$ 518,201	\$ 16,548	Salary/Benefit Increases, Security Contract, .5 Clerk
Executive	\$ 574,546	\$ 712,023	\$ 137,477	Salary/Benefit Increases, Executive Assistant
Finance	\$ 1,988,326	\$ 2,558,841	\$ 570,515	Salary/Benefit Increases, SAO Incr, 3 new positions, ERP
Legal	\$ 172,722	\$ 175,077	\$ 2,355	Contract
Human Resources	\$ 403,689	\$ 492,547	\$ 88,858	Salary/Benefit Increases, HR Analyst
Admin. Services	\$ 432,221	\$ 445,401	\$ 13,180	Salary/Benefit Increases, Staffing Reallocation
Police	\$ 6,283,332	\$ 6,518,243	\$ 234,911	Salary/Benefit Increases, Body Cameras, Sheriff Supp Costs
Detention & Corrections	\$ 456,714	\$ 448,786	\$ (7,928)	Salary/Benefit decrease
Information Technology	\$ 970,135	\$ 1,409,754	\$ 439,619	Salary/Benefit increases, GIS Analyst, Phone System
Engineering	\$ 1,871,647	\$ 2,133,709	\$ 262,062	Salary/Benefit Increases, Eng Tech, Asset Mgmt Coordinator
Community Development	\$ 378,526	\$ 796,657	\$ 418,131	Salary/Benefit Increases, ERP & Local Intel, Econ Dev
Planning	\$ 915,151	\$ 1,056,499	\$ 141,348	Salary and Benefit increases, No Shore, Comp Plan Hear Ex
Animal Control	\$ 132,538	\$ 132,538	\$ -	
Parks & Recreation	\$ 815,801	\$ 1,001,632	\$ 185,831	Salary/Benefit Incr, PROS Plan
Parks Maintenance	\$ 1,900,580	\$ 1,892,940	\$ (7,640)	Salary Incr/Benefit Decr
Building	\$ 798,211	\$ 1,183,088	\$ 384,877	Salary/Benefit increases, Credit Card Adjustment
Central Services	\$ 390,367	\$ 442,296	\$ 51,929	Salary/Benefit increases, new truck carry forward from 2021
Library	\$ 2,063,740	\$ 2,064,604	\$ 864	Salary Incr/Benefit Decr
Fire Support	\$ 3,618,010	\$ 3,966,062	\$ 348,052	Salary/Benefit increases
Street Support	\$ 2,913,887	\$ 2,920,584	\$ 6,697	Preservation
Cemetery Support	\$ 200,000	\$ 200,000	\$ -	
Retiree Medical	\$ 85,635	\$ 85,635	\$ -	
LEOFF	\$ 87,795	\$ 87,795	\$ -	
<b>Total Expenditures</b>	<b>\$ 28,151,892</b>	<b>\$ 31,487,828</b>	<b>\$ 3,335,936</b>	

Cashflow	\$ (1,115,658)	\$ (2,302,431)	\$ (1,186,773)
Est. Beg. Fund Balance	\$ 7,875,442	\$ 12,044,236	\$ 4,168,794
Ending Fund Balance	\$ 6,759,784	\$ 9,741,805	\$ 2,982,021
	24%	31%	

# GENERAL FUND EXPENDITURES

# CAMAS/WASHOUGAL FIRE & EMS BUDGET SUMMARY

	2022 Adopted	2022 Recommended
Beginning Fund Balance	\$2,766,837	\$3,750,883
Revenues	\$12,366,421	\$12,582,632
Expenditures	\$13,249,011	\$13,980,222
Cashflow	(\$882,590)	(\$1,397,590)
Ending Fund Balance	\$1,884,247	\$2,353,293

## Changes:

- Contract and Benefit cost increases
- ERP costs
- Fire Engine purchase (in both adopted and recommended)

# CWFD REVENUES AND EXPEDITURES



CWFD Fund	10/18/2021			Explanation	Item 6.
	2022 Adopted	2022 Recommended	Variance		
Taxes	\$ 2,506,303	\$ 2,484,790	\$ (21,513)	Lower New Construction	
Licenses & Permits	\$ 56,558	\$ 68,640	\$ 12,082	Residential permits	
Intergovernmental	\$ 1,290	\$ 1,290	\$ -	State estimates by MRSC	
Charges for Services	\$ 5,754,390	\$ 5,660,491	\$ (93,899)	Lower ambulance collections No GEMT or Wildland	
Fines and Forfeitures	\$ 17,934	\$ 4,466	\$ (13,468)	Decrease in delinquencies with assistance	
Miscellaneous Revenue	\$ 44,184	\$ 29,141	\$ (15,043)	Lower Interest Income	
Transfers	\$ 3,985,762	\$ 4,333,814	\$ 348,052	Property Tax Adjustment	
<b>Total Revenue</b>	<b>\$ 12,366,421</b>	<b>\$ 12,582,632</b>	<b>\$ 216,211</b>		
Administration	\$ 1,119,161	\$ 1,046,781	\$ (72,380)	Salary/Benefit Increases & Delay in ERP costs	
Fire Suppression	\$ 7,394,384	\$ 7,083,904	\$ (310,480)	Allocation of Staff - offset in EMS	
EMS	\$ 3,184,834	\$ 4,312,629	\$ 1,127,795	Increase in staffing and contract costs, allocation of staff	
Training - Fire	\$ 72,900	\$ 72,900	\$ -		
Training - EMS	\$ 14,091	\$ 14,091	\$ -		
Fire Marshal	\$ 660,880	\$ 647,156	\$ (13,724)	Salary increases/benefit decreases	
Facilities	\$ 161,383	\$ 161,383	\$ -		
Capital	\$ 600,000	\$ 600,000	\$ -		
Transfer for Debt Service	\$ 34,646	\$ 34,646	\$ -		
Transfer for Retiree Medical	\$ 6,732	\$ 6,732	\$ -		
<b>Total Expenditures</b>	<b>\$ 13,249,011</b>	<b>\$ 13,980,222</b>	<b>\$ 731,211</b>		
Cashflow	\$ (882,590)	\$ (1,397,590)	\$ (515,000)		
Est. Beg. Fund Balance	\$ 2,766,837	\$ 3,750,883	\$ 984,046		
Ending Fund Balance	\$ 1,884,247	\$ 2,353,293	\$ 469,046		
	14%	17%			
Salaries	\$ 7,978,109	\$ 8,725,804	\$ 747,695		
Benefits	\$ 2,599,763	\$ 2,619,113	\$ 19,350		
Supplies	\$ 417,032	\$ 417,032	\$ -		
Services	\$ 1,437,721	\$ 1,401,887	\$ (35,834)		
Intergovernmental	\$ 175,007	\$ 175,007	\$ -		
Capital	\$ 600,000	\$ 600,000	\$ -		
Transfers	\$ 41,378	\$ 41,378	\$ -		
<b>Total Expenditures</b>	<b>\$ 13,249,010</b>	<b>\$ 13,980,221</b>	<b>\$ 731,211</b>		

# STREETS FUND BUDGET SUMMARY

	2022 Adopted	2022 Recommended
Beginning Fund Balance	\$1,146,524	\$1,878,089
Revenues	\$3,537,240	\$3,475,028
Expenditures	\$3,152,464	\$3,376,077
Cashflow	\$384,776	\$98,951
Ending Fund Balance	\$1,531,300	\$1,977,040

Revenues drop due to lower gas tax revenues and interest earnings

Expenditures increase due to labor costs, downtown project and ERP

# STREET FUND BUDGET BREAKDOWN

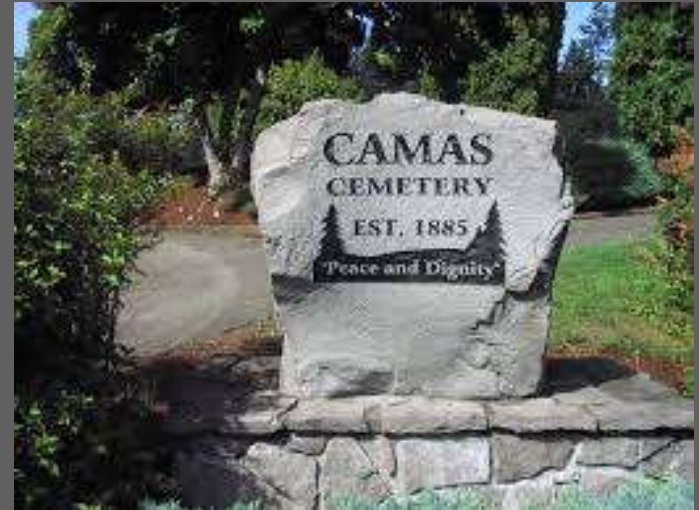
Street Fund	10/18/2021		Variance	Explanation
	2022 Adopted	2022 Recommended		
Intergovernmental	\$ 583,557	\$ 540,506	\$ (43,051)	Decrease in Gas Tax due to pandemic
Miscellaneous Revenue	\$ 39,796	\$ 13,938	\$ (25,858)	Lower interest rates
Transfers	\$ 2,913,887	\$ 2,920,584	\$ 6,697	Property Tax increase for preservation
<b>Total Revenue</b>	<b>\$ 3,537,240</b>	<b>\$ 3,475,028</b>	<b>\$ (68,909)</b>	

Street Fund	10/18/2021		Variance	Explanation
	2022 Adopted	2022 Recommended		
Roadway Maintenance	\$ 1,224,568	\$ 1,256,484	\$ 31,916	Salary and Benefit increases
Street Light Maintenance	\$ 147,338	\$ 147,338	\$ -	
Snow and Ice Maintenance	\$ 40,634	\$ 40,634	\$ -	
Downtown Maintenance	\$ 52,743	\$ 78,304	\$ 25,561	Downtown Project and increase in utilities
Administration	\$ 456,682	\$ 616,121	\$ 159,439	Salary & Benefit increases, ERP
Ops Center & ERR rates	\$ 128,406	\$ 128,406	\$ -	
Preservation	\$ 913,887	\$ 920,584	\$ 6,697	Property Increase
Transfer Retiree Medical	\$ 14,974	\$ 14,974	\$ -	
Transfer for Debt Service	\$ 173,232	\$ 173,232	\$ -	
<b>Total Expenditures</b>	<b>\$ 3,152,464</b>	<b>\$ 3,376,077</b>	<b>\$ 223,613</b>	

Street Fund	10/18/2021		Variance
	2022 Adopted	2022 Recommended	
Salaries	\$ 573,345	\$ 579,792	\$ 6,447
Benefits	\$ 262,061	\$ 245,338	\$ (16,723)
Supplies	\$ 77,778	\$ 77,778	\$ -
Services	\$ 1,097,809	\$ 1,325,001	\$ 227,192
Intergovernmental	\$ 39,378	\$ 39,378	\$ -
Capital	\$ 913,887	\$ 920,584	\$ 6,697
Transfers	\$ 188,206	\$ 188,206	\$ -
<b>Total Expenditures</b>	<b>\$ 3,152,464</b>	<b>\$ 3,376,077</b>	<b>\$ 223,613</b>

# CEMETERY BUDGET SUMMARY

	2022 Adopted	2022 Recommended
Beginning Fund Balance	\$135,492	\$223,482
Revenues	\$256,117	\$256,117
Expenditures	\$248,368	\$255,921
Cashflow	\$7,749	\$196
Ending Fund Balance	\$143,241	\$223,678



Cemetery Fund	10/18/2021				Explanation
	2022 Adopted	2022 Recommended	Variance		
Charges for Services	\$ 55,350	\$ 55,350	\$ -		
Miscellaneous Revenue	\$ 767	\$ 767	\$ -		
Transfers	\$ 200,000	\$ 200,000	\$ -		
<b>Total Revenue</b>	<b>\$ 256,117</b>	<b>\$ 256,117</b>	<b>\$ -</b>		

Salaries	\$ 86,541	\$ 88,556	\$ 2,015	Salary decreases
Benefits	\$ 41,539	\$ 40,001	\$ (1,538)	Benefit decrease
Supplies	\$ 22,194	\$ 22,194	\$ -	
Services	\$ 98,094	\$ 105,170	\$ 7,076	ERR decrease
<b>Total Expenditures</b>	<b>\$ 248,368</b>	<b>\$ 255,921</b>	<b>\$ 7,553</b>	

Cashflow	\$ 7,749	\$ 196	\$ (7,553)	
Est. Beg. Fund Balance	\$ 135,492	\$ 223,482	\$ 87,990	
Ending Fund Balance	\$ 143,241	\$ 223,678	\$ 80,437	

# CEMETERY BUDGET DETAIL



# LODGING TAX BUDGET SUMMARY

	2022 Adopted	2022 Recommended
Beginning Fund Balance	\$30,459	\$31,996
Revenues	\$13,611	\$21,040
Expenditures	\$10,000	\$10,000
Cashflow	\$3,610	\$11,040
Ending Fund Balance	\$34,069	\$61,429



Stormwater Fund	10/18/2021				Explanation
	2022 Adopted	2022 Recommended	Variance		
Charges for Services	\$ 1,964,127	\$ 1,964,127	\$ -		
Miscellaneous Revenue	\$ 75,690	\$ 27,865	\$ (47,825)	Lower interest rates	
<b>Total Revenue</b>	<b>\$ 2,039,817</b>	<b>\$ 1,991,992</b>	<b>\$ (47,825)</b>		

Operations & Maintenance	\$ 1,121,672	\$ 1,231,753	\$ 110,081	Salary and Benefit increases, GIS Coordinator, ERP
Street Cleaning	\$ 452,630	\$ 454,866	\$ 2,236	Salary and Benefit increases
Dams Maintenance	\$ 88,911	\$ 90,031	\$ 1,120	Salary and Benefit increases
NPDES Permit	\$ 373,011	\$ 503,390	\$ 130,379	Stormwater Drainage Plan, Salary and Benefit increases
Debt Service	\$ 59,873	\$ 59,873	\$ -	
Capital	\$ 352,000	\$ 225,000	\$ (127,000)	Wetland Monitoring moved to professional services
<b>Total Expenditures</b>	<b>\$ 2,448,097</b>	<b>\$ 2,564,913</b>	<b>\$ 116,816</b>	

Cashflow	\$ (408,280)	\$ (572,921)	\$ (164,641)	
Est. Beg. Fund Balance	\$ 840,305	\$ 3,051,994	\$ 2,211,689	
Ending Fund Balance	\$ 432,025	\$ 2,479,073	\$ 2,047,048	

Salaries	\$ 514,086	\$ 610,827	\$ 96,741	
Benefits	\$ 269,666	\$ 271,231	\$ 1,565	
Supplies	\$ 30,037	\$ 30,037	\$ -	
Services	\$ 1,153,937	\$ 1,299,447	\$ 145,510	
Intergovernmental	\$ 68,498	\$ 68,498	\$ -	
Capital	\$ 352,000	\$ 225,000	\$ (127,000)	
Transfers	\$ 59,873	\$ 59,873	\$ -	
<b>Total Expenditures</b>	<b>\$ 2,448,097</b>	<b>\$ 2,564,913</b>	<b>\$ 116,816</b>	

# STORM WATER BUDGET SUMMARY

# SOLID WASTE BUDGET SUMMARY

Solid Waste Fund	10/18/2021				Explanation
	2022 Adopted	2022 Recommended	Variance		
Charges for Services	\$ 3,240,680	\$ 3,240,680	\$ -		Residential growth
Miscellaneous Revenue	\$ 78,568	\$ 29,522	\$ (49,046)		Drop in interest rates
<b>Total Revenue</b>	<b>\$ 3,319,248</b>	<b>\$ 3,270,202</b>	<b>\$ (49,046)</b>		
Disposal	\$ 779,343	\$ 779,343	\$ -		
Recycling	\$ 700,992	\$ 700,992	\$ -		
Administration	\$ 683,701	\$ 694,257	\$ 10,556		Salary Increase, Benefit increase
Refuse Collection	\$ 1,474,494	\$ 1,491,320	\$ 16,826		Salary and Benefit increase
<b>Total Expenditures</b>	<b>\$ 3,638,530</b>	<b>\$ 3,665,912</b>	<b>\$ 27,382</b>		
Cashflow	\$ (319,282)	\$ (395,710)	\$ (76,428)		
Est. Beg. Fund Balance	\$ 2,169,044	\$ 3,677,915	\$ 1,508,871		
Ending Fund Balance	\$ 1,849,762	\$ 3,282,205	\$ 1,432,443		
Salaries	\$ 404,924	\$ 413,838	\$ 8,914		
Benefits	\$ 187,585	\$ 196,487	\$ 8,902		
Supplies	\$ 50,189	\$ 50,189	\$ -		
Services	\$ 2,358,977	\$ 2,368,543	\$ 9,566		
Intergovernmental	\$ 136,855	\$ 136,855	\$ -		
Capital	\$ 500,000	\$ 500,000	\$ -		
Transfers			\$ -		
<b>Total Expenditures</b>	<b>\$ 3,638,530</b>	<b>\$ 3,665,912</b>	<b>\$ 27,382</b>		

Water Sewer Fund	10/18/2021			Explanation
	2022 Adopted	2022 Recommended	Variance	
Charges for Services	\$ 14,732,233	\$ 14,732,233	\$ -	Residential growth
Miscellaneous Revenue	\$ 361,285	\$ 271,354	\$ (89,931)	Decrease in fund balance and lower interest rates
<b>Total Revenue</b>	<b>\$ 15,093,518</b>	<b>\$ 15,003,587</b>	<b>\$ (89,931)</b>	

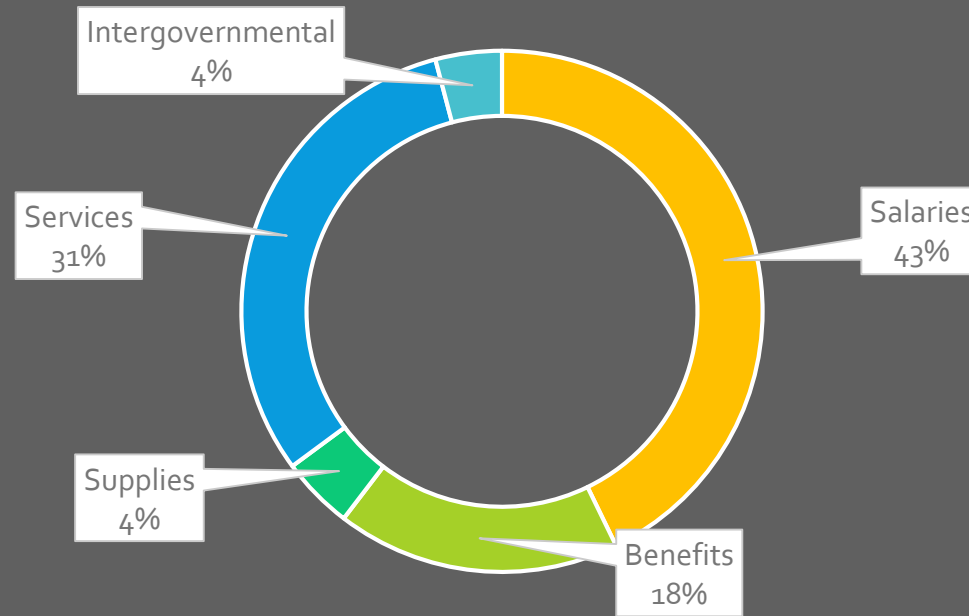
Water Service	\$ 3,410,014	\$ 3,453,551	\$ 43,537	Salary & Benefit increases
Sewer Collection	\$ 214,653	\$ 214,795	\$ 142	
Sewer Pressure Collection	\$ 354,201	\$ 357,217	\$ 3,016	Salary & Benefit increases
Sewer Pumping	\$ 278,541	\$ 283,920	\$ 5,379	Utility increases
Sewer Treatment	\$ 2,345,789	\$ 2,403,889	\$ 58,100	Salary & Benefit increases
Administration	\$ 2,417,464	\$ 2,438,563	\$ 21,099	Salary & Benefit increases
Transfers	\$ 447,794	\$ 447,794	\$ -	
Capital	\$ 1,650,000	\$ 1,650,000		
Excise	\$ 509,360	\$ 509,360		
Debt Service	\$ 5,604,034	\$ 5,604,034	\$ -	
<b>Total Expenditures</b>	<b>\$ 17,231,850</b>	<b>\$ 17,363,123</b>	<b>\$ 131,273</b>	

Cashflow	\$ (2,138,332)	\$ (2,359,536)	\$ (221,204)	
Est. Beg. Fund Balance	\$ 6,535,793	\$ 14,183,980	\$ 7,648,187	
Ending Fund Balance	\$ 4,397,461	\$ 11,824,444	\$ 7,426,983	

Salaries	\$ 2,136,125	\$ 2,173,271	\$ 37,146	
Benefits	\$ 951,024	\$ 1,006,055	\$ 55,031	
Supplies	\$ 930,138	\$ 930,189	\$ 51	
Services	\$ 4,562,387	\$ 4,592,661	\$ 30,274	
Intergovernmental	\$ 550,348	\$ 559,119	\$ 8,771	
Capital	\$ 2,050,000	\$ 2,050,000	\$ -	
Debt Service	\$ 5,604,034	\$ 5,604,034	\$ -	
Transfers	\$ 447,794	\$ 447,794	\$ -	
<b>Total Expenditures</b>	<b>\$ 17,231,850</b>	<b>\$ 17,363,123</b>	<b>\$ 131,273</b>	

# WATER/SEWER BUDGET SUMMARY

# 2022 OPERATING BUDGET EXPENDITURES



# SUMMARY OF NEW POSITIONS

## 2 Administrative Support Assistant II

- 1 split between Administrative Service and Finance
- 1 Community Development

## Engineering Tech Engineering

## 2 GIS Coordinators

- 1 Information Technology
- 1 split between Water/Sewer and Stormwater

## Asset Management Coordinator Engineering

## Executive Assistant Executive

## Procurement Specialist Finance

## Senior Accountant Finance

## Financial Assistant Finance

## Human Resources Analyst Human Resources

## .5 Court Clerk Municipal Court

## Temporary Administrative Assistant Water/Sewer

# NEXT STEPS

- November 1<sup>st</sup>
  - 3<sup>rd</sup> Quarter Financial Review
- November 15<sup>th</sup>
  - 2022 Capital Budget Presentation
  - Public Hearings
  - Council Consideration for Adoption