



**Parks and Recreation Commission Meeting Agenda
Wednesday, August 28, 2024, 5:00 PM
Hybrid Meeting - Zoom and Council Chambers, 616
NE 4th AVE**

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)

To Participate Remotely:

OPTION 1 -

1. Go to www.zoom.us and download the app or click "Join A Meeting" and use Meeting ID – 839 7941 9106
2. Or, from any device click <https://zoom.us/j/83979419106>

OPTION 2 - Join by phone (audio only):

Dial 877-853-5257 and enter meeting ID# 839 7941 9106

For Public Comment:

Click the raise hand icon in the app or by phone, hit *9 to "raise your hand (or email to parcs@cityofcamas.us)

CALL TO ORDER

Meeting Ground Rules: Listen With an Open Mind, Let Everyone Participate, Close Decisions, Identify Action Items & Follow-up, Show Up on Time & Come Prepared, Stay Mentally & Physically Present.

ROLL CALL

PUBLIC COMMENTS

APPROVAL OF MINUTES

1. [**APPROVE MINUTES OR PARKS & REC COMMISSION MEETING – JULY 31, 2024**](#)
[Presenter: Ellen Burton, Chair](#)
[Time Estimate: 5 minutes](#)

MEETING ITEMS

2. [**FY 2025-26 BUDGET DISCUSSION**](#)
[Presenter: Bryan Rachal, Interim Parks & Recreation Director & Steve Wall, Public Works Director](#)
[Time Estimate: 40 minutes](#)
3. **COMMISSION BUDGET LETTER**
Presenter: Bryan Rachal, Interim Parks & Recreation Director & Steve Wall, Public

Works Director
Time Estimate: 30 minutes

4. PARKS DIRECTOR POSITION UPDATE

Presenter: Bryan Rachal, Interim Parks & Recreation Director
Time Estimate: 5 minutes

PROJECT UPDATES

5. PARKS & RECREATION PROJECT UPDATES

Presenter: Steve Wall, Public Works Director
Time Estimate: 30 minutes

OTHER ITEMS

6. COMMISSIONERS UPDATES

Presenter: Ellen Burton, Chair
Time Estimate: Remainder of Time

CLOSE OF MEETING



Parks and Recreation Commission Meeting - Special Meeting Minutes
Wednesday, July 31, 2024, 5:00 PM
Hybrid Meeting - Council Chambers, 616 NE 4th AVE

CALL TO ORDER

Meeting Ground Rules: Listen With an Open Mind, Let Everyone Participate, Close Decisions, Identify Action Items & Follow-up, Show Up on Time & Come Prepared, Stay Mentally & Physically Present.

ROLL CALL

Present: Alicia Brazington, Ellen Burton, Katy Daane, David Dewey, Bud Henson, Jason Irving, Jenny Wu, Council Liaison John Svilarich, Council Liaison Tim Hein

Staff: Trang Lam, Susan Palmer, and Bryan Rachal

Presenter: Matt Piccone, Greenworks

Press: Kelly Moyer, Post Record

PUBLIC COMMENTS

Public Comments were made by Tim Laidlaw or Washougal, Heinrich Vanderberg of Camas, Gary Sapp of Vancouver.

Ellen Burton stated that a letter was received from a Citizen regarding bikes on Heritage Park Trail.

APPROVAL OF MINUTES

- 1. **APPROVE MINUTES OF PARKS & REC COMMISSION MEETING – MAY 22, 2024**
 Presenter: Ellen Burton, Chair
 Time Estimate: 5 Minutes

A motion was made by Wu, seconded by Henson, and carried to approve the minutes of May 22, 2024, as written.

MEETING ITEMS

- 2. **PARKS & OPEN SPACE MANAGEMENT PLAN**
 Presenters: Trang & Matt
 Time Estimate: 45 minutes

Trang Lam and Matt Piccone of Greenworks, did a presentation on the Parks & Open Space Management Plan. Discussion ensued.

3. FY 2025-26 BUDGET PROCESS – DRAFT BUDGET PACKAGES

Presenter: Trang Lam, Parks & Recreation Director

Time Estimate: 30 minutes

Trang Lam did a presentation on the Parks & Recreation 2025-26 budget cycle, which included the budget timeline, core proposed operations, proposed operating packages and Capital Packages. Discussion ensued.

4. TRANSITION PLAN

Presenter: Trang Lam, Parks & Recreation Director

Time Estimate: 15 minutes

Trang Lam spoke about her transition plan and stated that Bryan Rachal will be the interim Director until the City of Camas hires a new Parks & Recreation Director. The application deadline for the position is August 23. Discussion ensued.

PROJECT UPDATES

5. PUBLIC WORKS STAFF UPDATES

Presenter: Public Works Staff

Time Estimate: 10 minutes

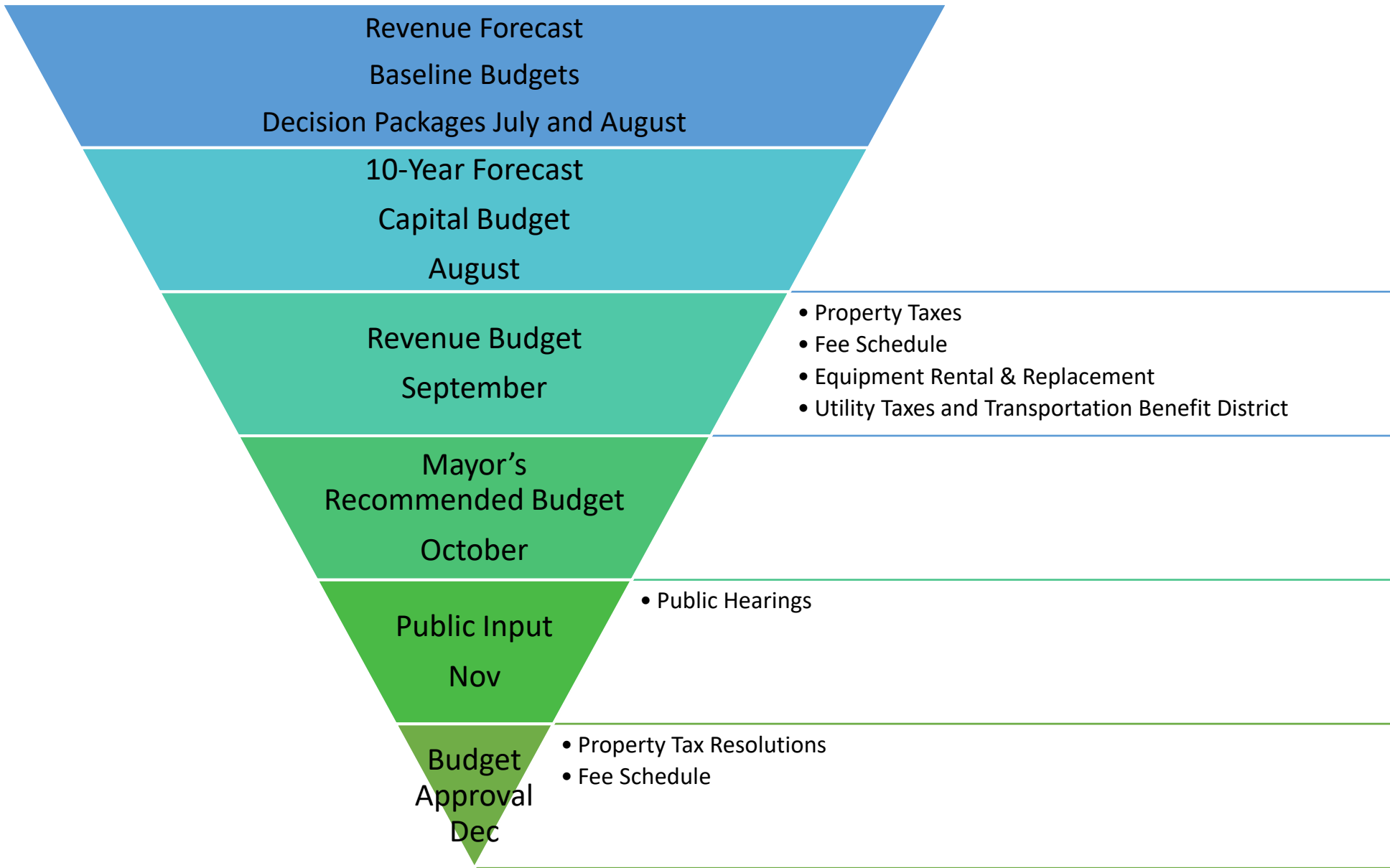
Public Works updates: Heritage Park parking lot project delayed until September; Lacamas Lake treatment in process; Parks Maintenance is seeking more staff; Trail courtesy signage. Rachal stated that the city is going to increase communications on Trail Courtesy.

CLOSE OF MEETING

The meeting closed at 7:01 PM.

2024-2033 10-Year Revenue Forecast

City of Camas



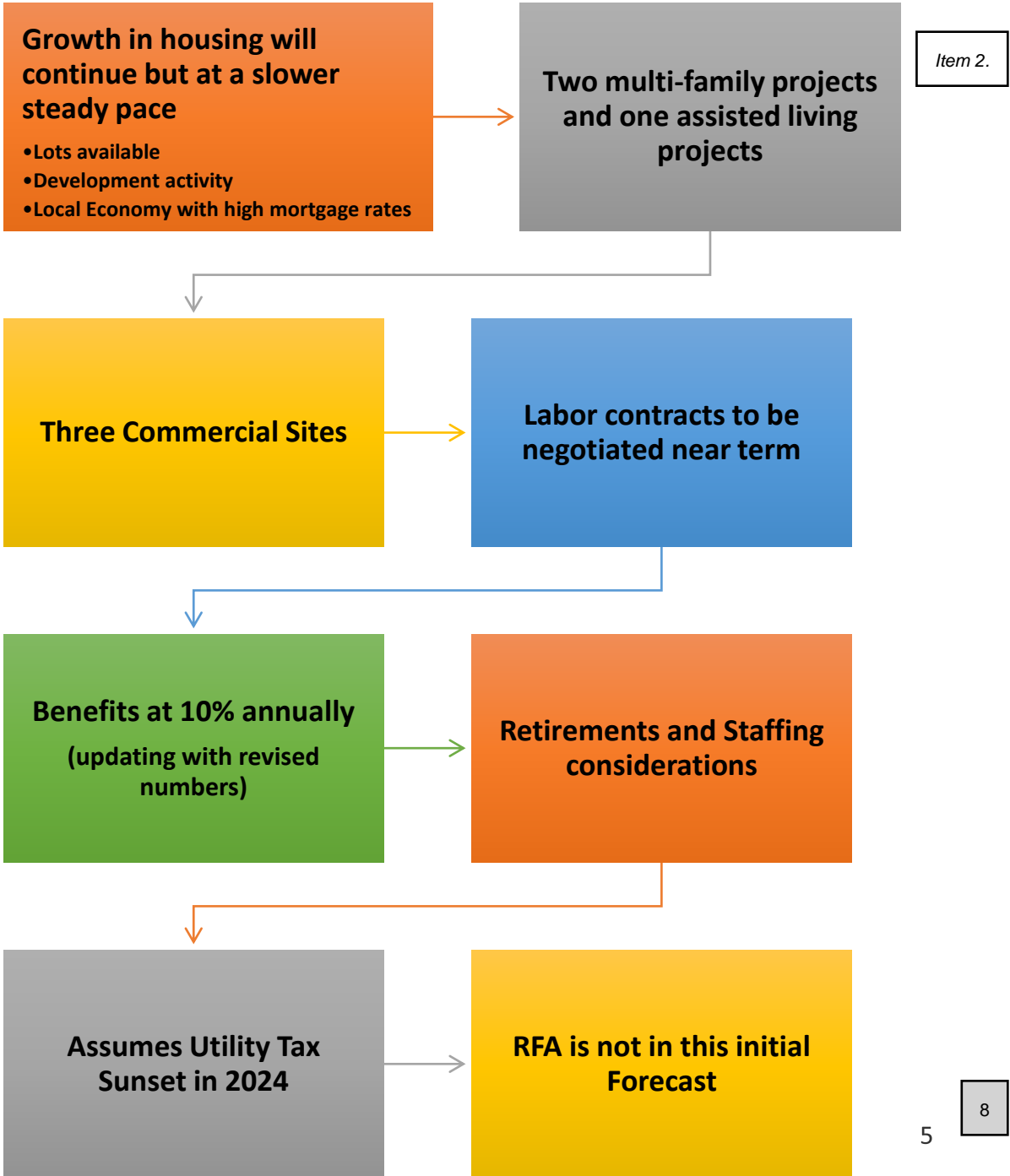
Budget Process



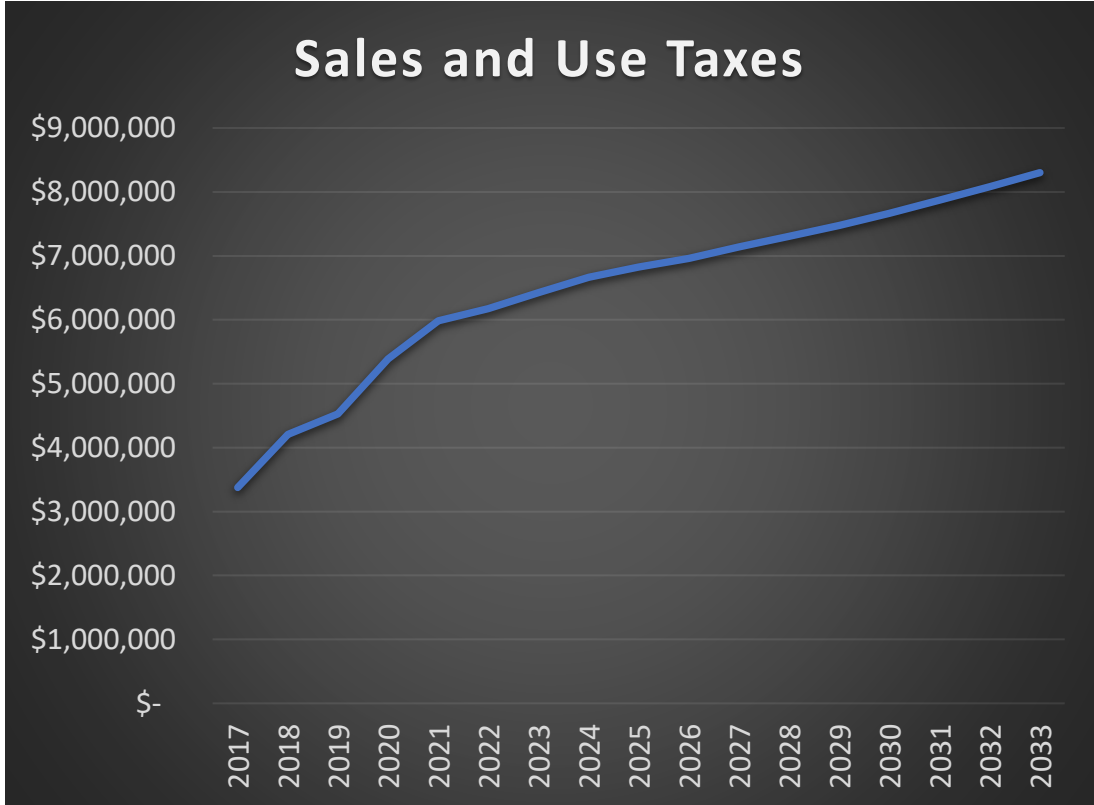
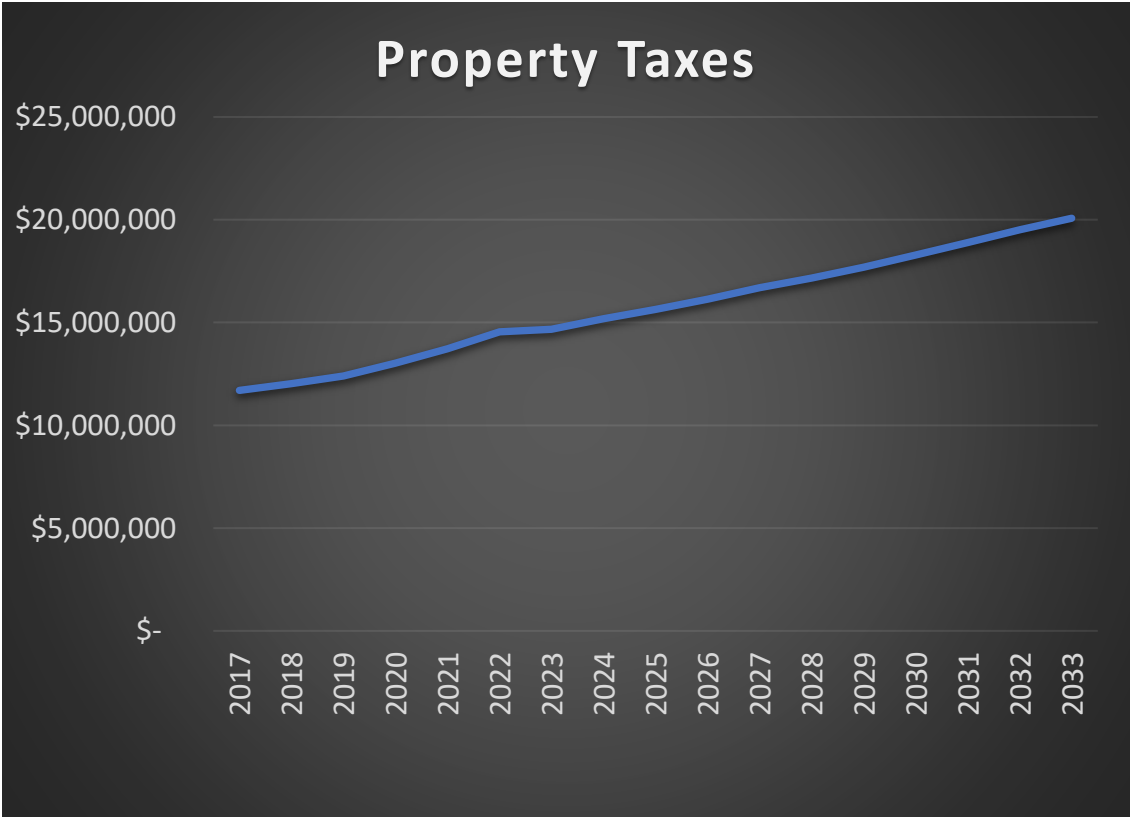
Purpose of 10 Year Forecast

- Provides insights into current trends into the future
- Allows for what-if scenarios for policy development
- Checks to see if decisions are financially sustainable.
- Highlights potential structural deficits
- Determines potential burn rate of fund balance

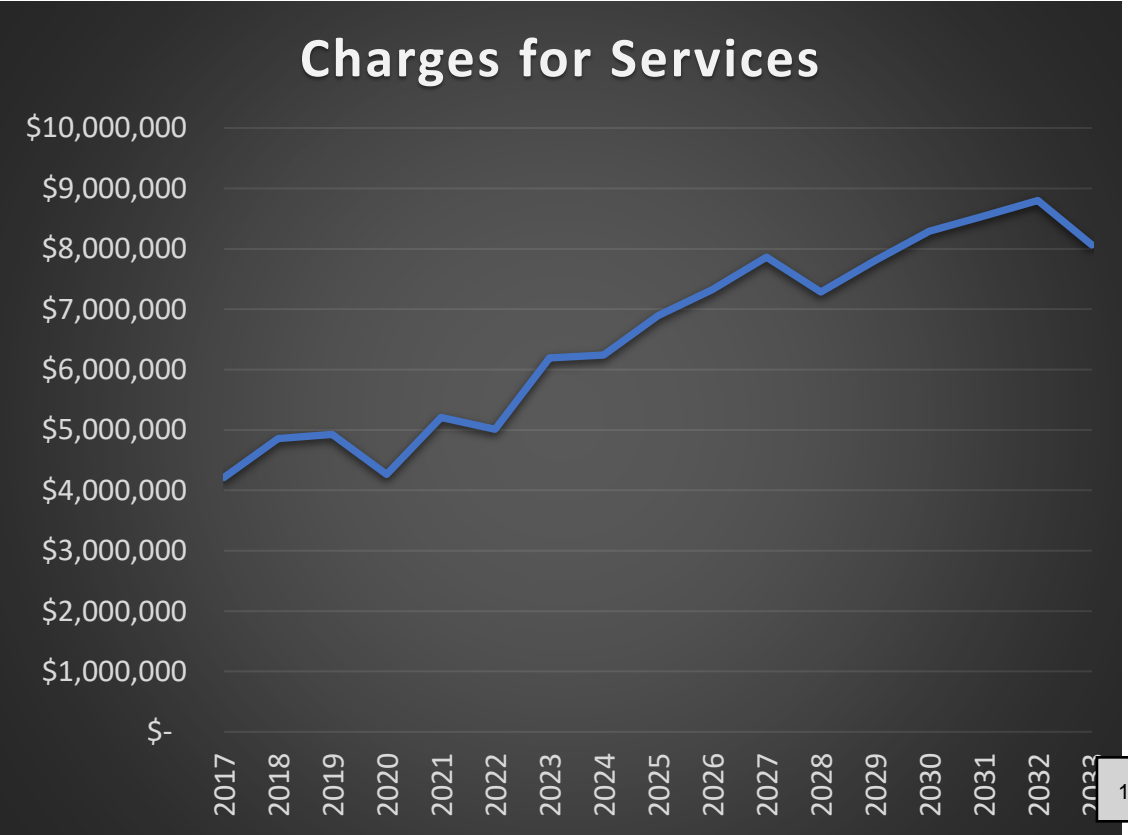
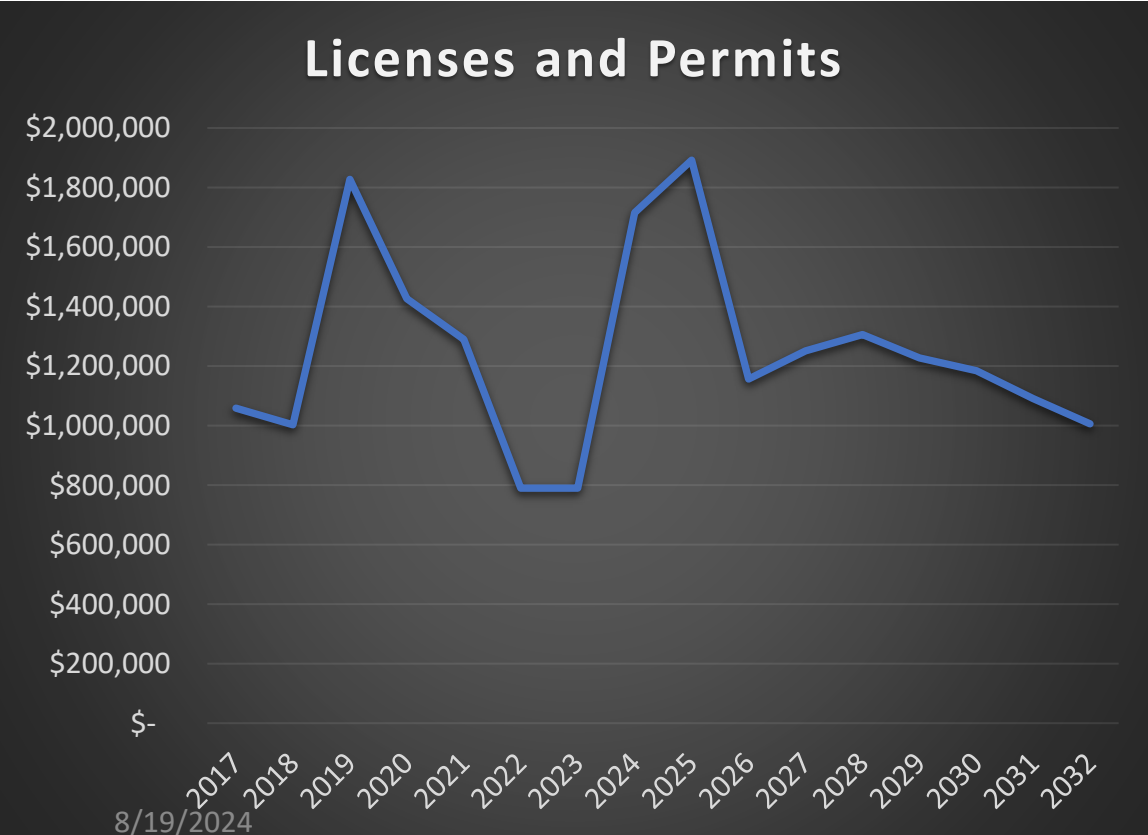
2024-2033 Forecast Assumptions



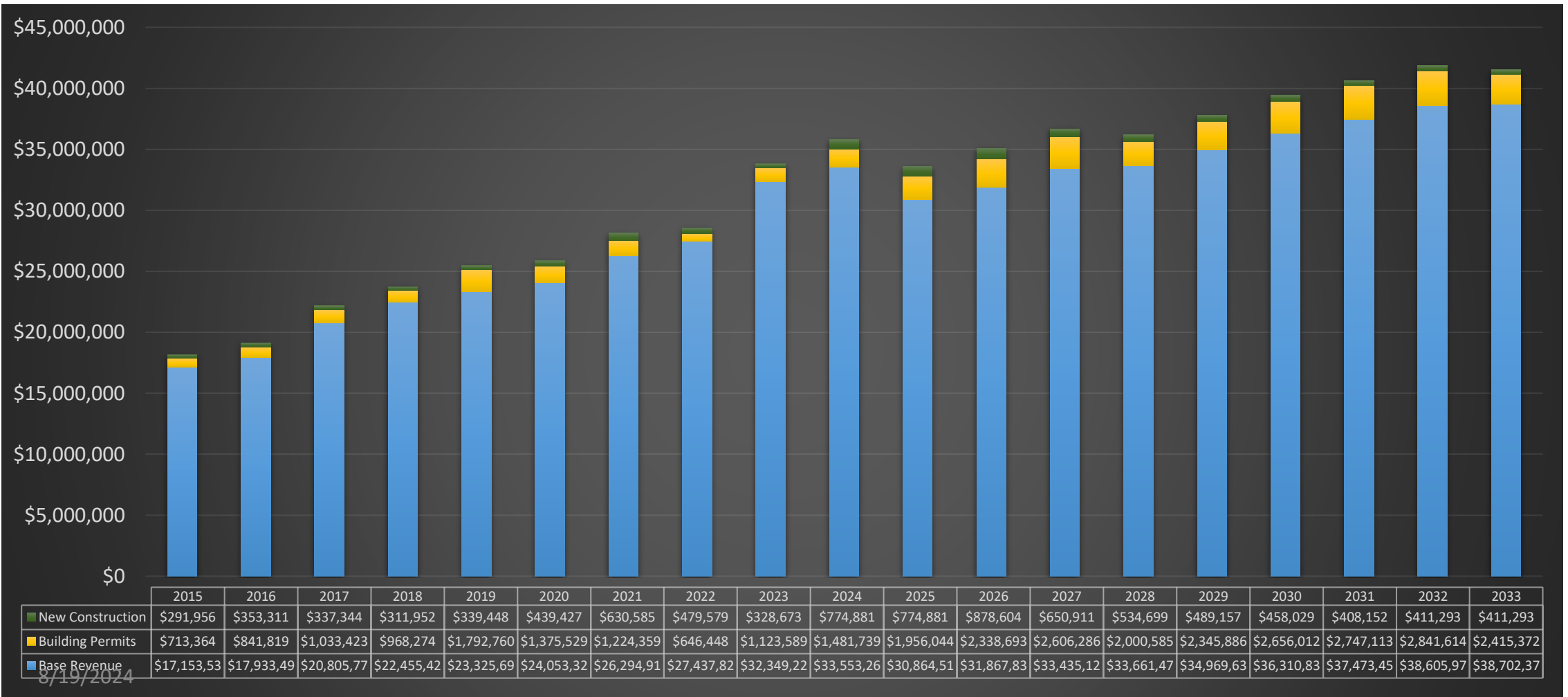
Property Taxes and Sales Tax



Largest Growth Revenues

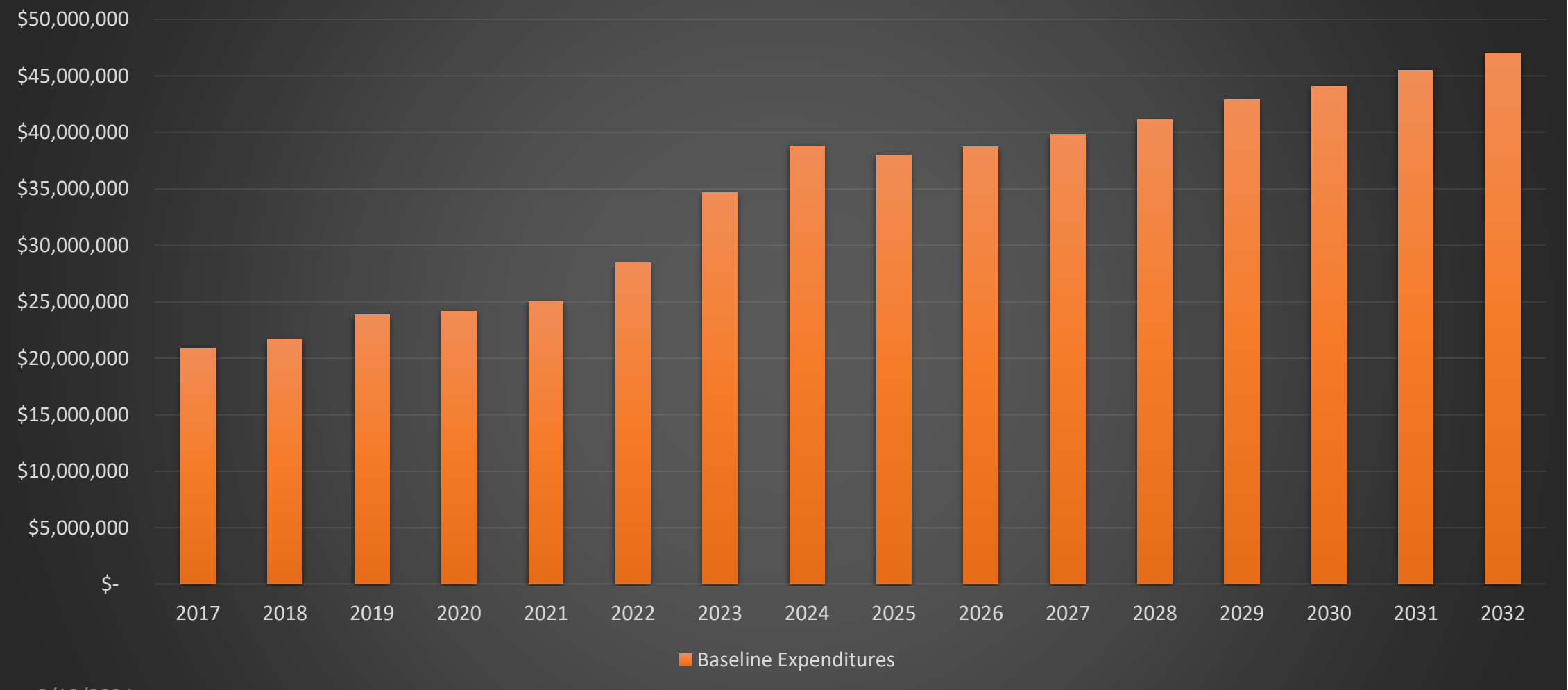


Revenue Mix (Ongoing vs one-time)

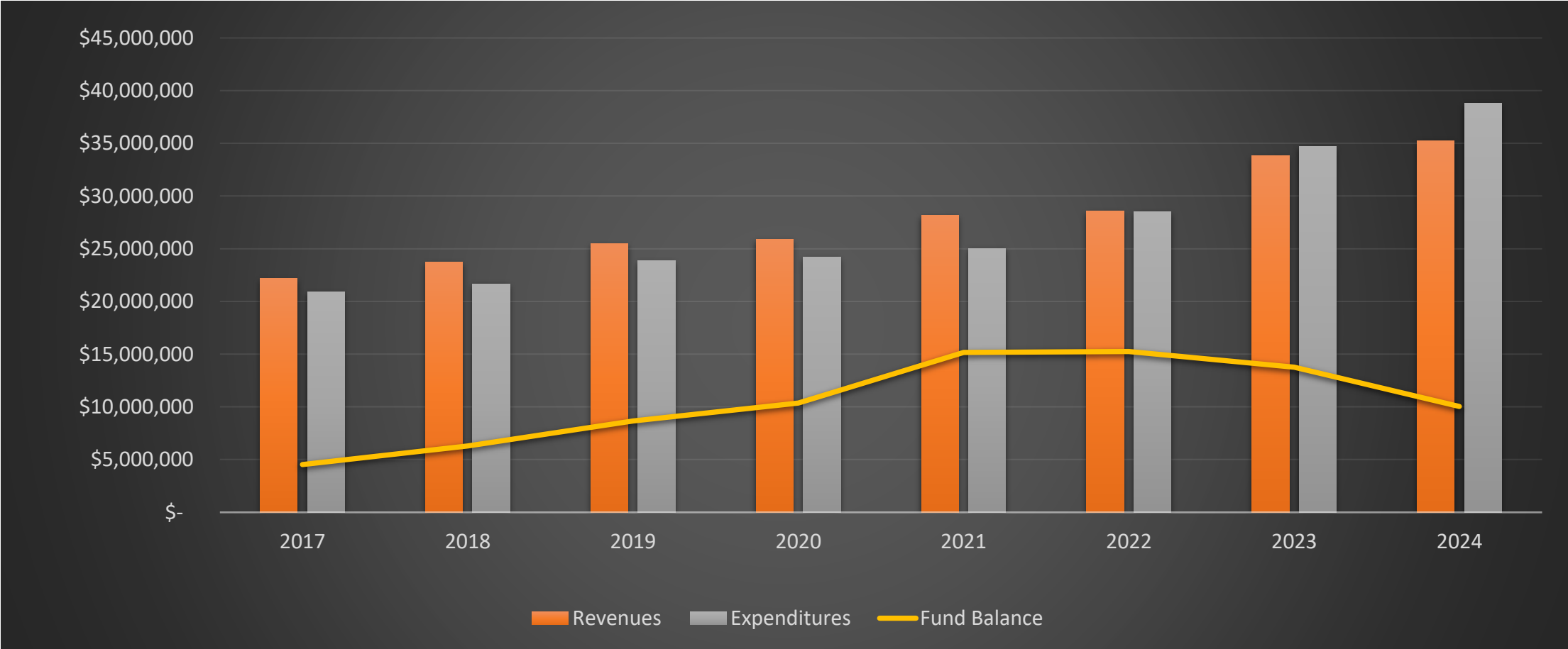


8/19/2024

Forecast Baseline Expenditures



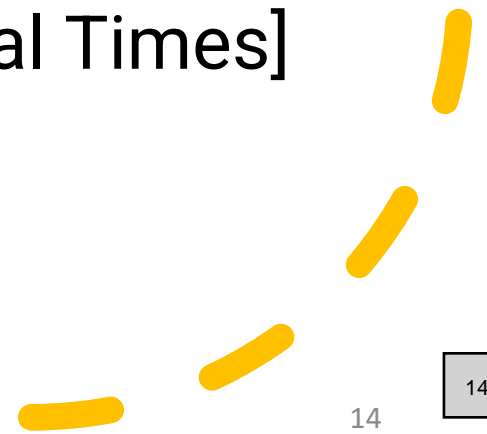
Projected Revenues and Expenditures



Structural Deficit

- Structural Deficit.

A budget deficit that results from a fundamental imbalance in government receipts and expenditures, as opposed to one based on one-off or short-term factors. [Source: Financial Times]



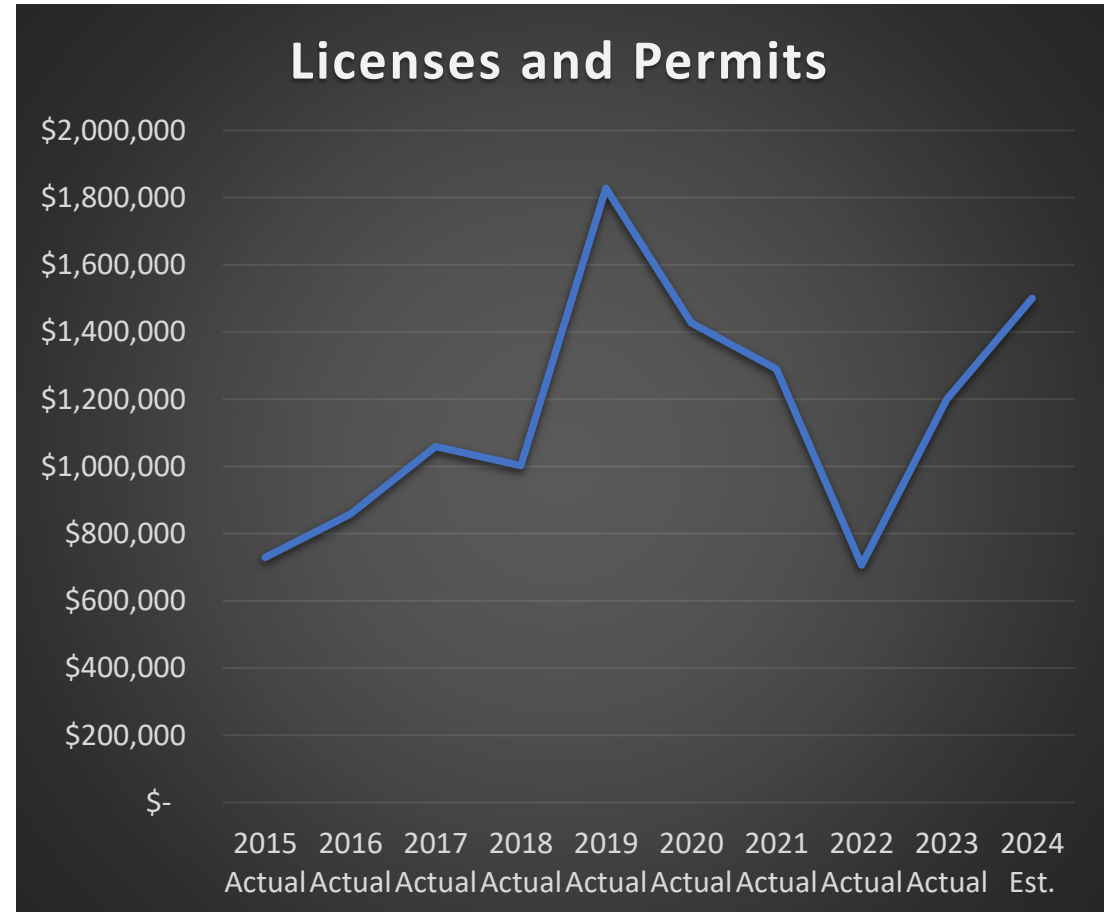


Structural
Budget
Deficit-Glenn
Olsen(2016)

- Baseline inflation often is to blame for structural deficits:
 - When inflation accelerates spending while revenue growth remains the same.
 - *This would be a typical budget deficit.*

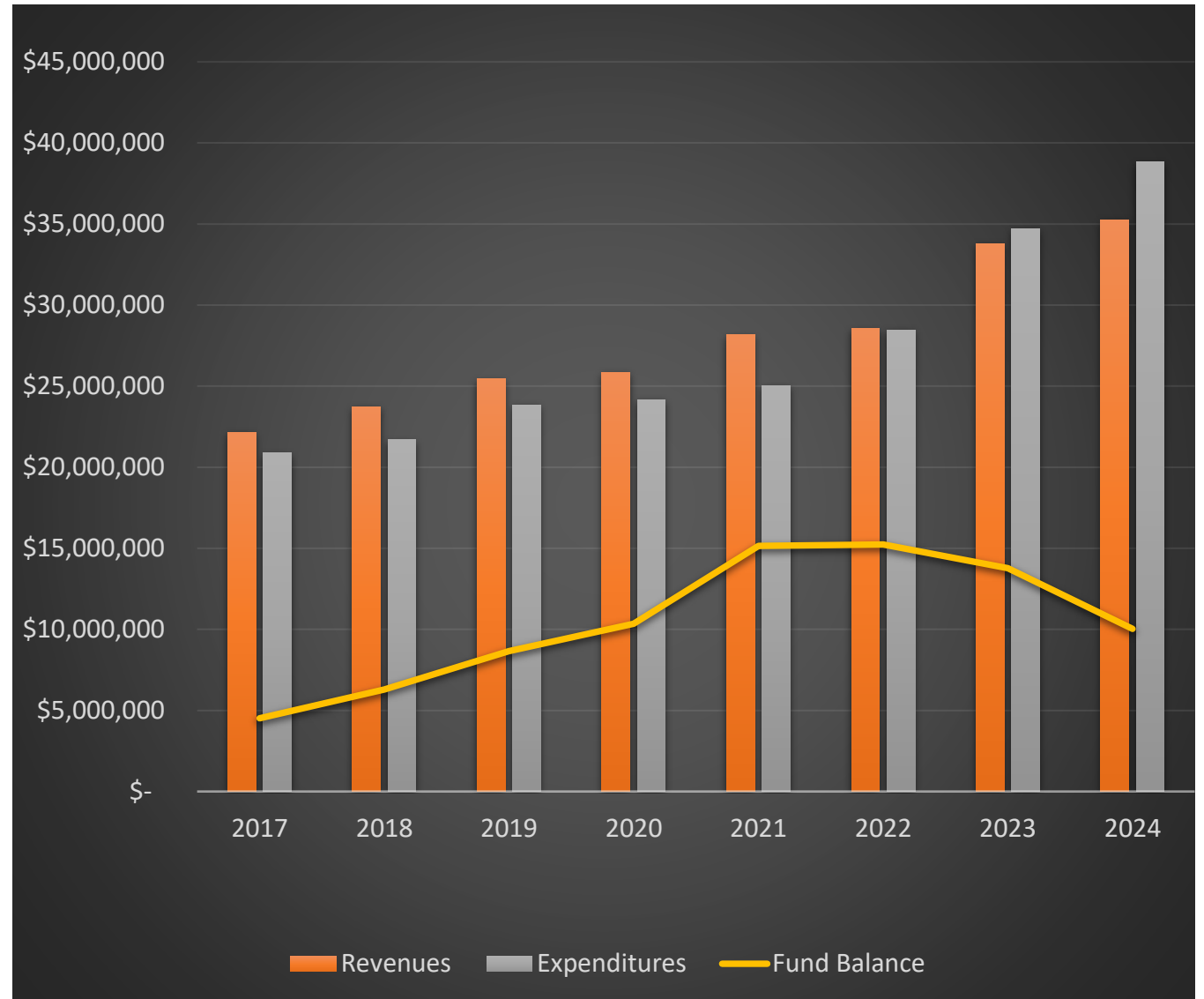
What was happening in 2016-2024?

- Housing growth
- Holland Project
- Fisher Towers
- COVID
- Accelerated growth in housing – working at home
- E-Commerce – working at home
- Supply Chain Issues
- CPI Increases
- Mortgage Rate Increases
- Federal Reserve Decisions
- Growth in Green Mountain and North Shore



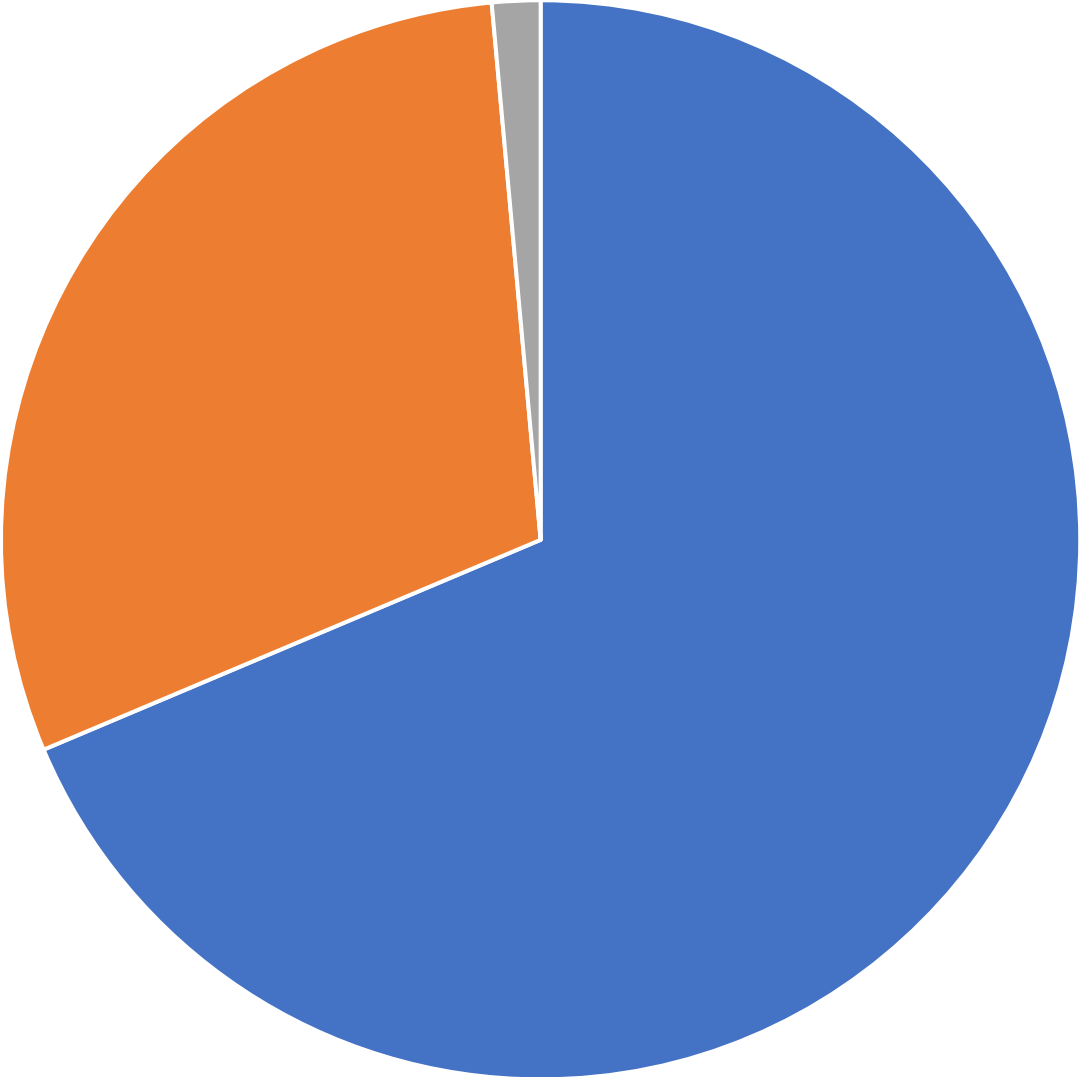
What Did the City Do in 2016-2024?

- Started hiring
- New administrations
- Paused hirings
- Spending freeze
- Started hiring
- New staff with new programming
- CPIs and union negotiations
- Salary Market Adjustments
- Housing slowed



Three-Legged Stool

- Property Tax \$15,189,017
- Sales Tax \$5,769,742
- Utility Tax \$830,278



Utility
Taxes can
be imposed
on these
utilities

Telephone

Natural Gas

Water

Sewer

Stormwater

Solid Waste

Electricity

Cable (not satellite or internet)

This chart assumes a single-family residential usage of 8 ccf per month. Rates and tax data updated as of Jan. 2024. Your bill may vary, depending upon your usage, location and other factors. Please see Vancouver Municipal Code (VMC) 14.04 for rate details.

Agency	Water	Sewer	Storm Water	Total	City Utility Tax Rate	Notes	Rate W/Utility Tax	Rate w/out Utility Tax	Item 2.
Vancouver 2024 (within city limits)	\$35.89	\$55.36	\$15.17	\$106.42	28.90%	a	\$106.42	\$75.66	
CPU/ CRWWD/ ClarkCo (2024)	\$23.80	\$45.00	\$3.92	\$72.72	0.00%	g	\$72.72	\$72.72	
Battle Ground (2024)	\$30.31	\$59.18	\$12.94	\$102.43	12.00%	b	\$114.72	\$102.43	
Bellevue (2024)	\$70.80	\$104.47	\$20.27	\$195.54	Varies	b	\$208.12	\$195.54	
Bellingham (2024)	\$48.23	\$56.43	\$11.85	\$116.51	Varies	a	\$116.51	\$99.86	
Camas (2024)	\$34.34	\$66.60	\$15.38	\$116.32	2.00%	b	\$118.65	\$116.32	
Everett (2024)	\$48.49	\$92.12	\$-	\$140.61	5.03%	a, e	\$140.61	\$133.54	
Kent (2024)	\$53.47	\$85.22	\$15.42	\$154.11	varies	a	\$154.11	\$136.06	
La Center (2024)	\$23.80	\$66.00	\$10.60	\$100.40	varies	b	\$101.83	\$100.40	
Portland (2024)	\$77.24	\$103.68	\$32.45	\$213.37	5.00%	a, i	\$213.37	\$202.70	
Ridgefield (2024)	\$27.11	\$54.50	\$10.50	\$92.11	varies	a, d	\$92.11	\$84.49	
Seattle (2024)	\$67.51	\$146.40	\$31.63	\$245.54	varies	a	\$245.54	\$213.84	
Spokane (2024)	\$22.42	\$68.38	\$4.96	\$95.76	varies	a	\$95.76	\$77.60	
Tacoma (2024)	\$50.19	\$75.29	\$29.26	\$154.74	8.00%	a, f	\$154.74	\$142.36	
Washougal (2024)	\$42.03	\$94.22	\$17.59	\$153.84	varies	a, l	\$153.84	\$140.28	
Yakima (2024)	\$30.62	\$53.34	\$6.60	\$90.56	varies	a	\$90.56	\$72.77	
Federal Way (Lakehaven Water/Sewer)	\$30.91	\$62.58	\$15.17	\$108.66	7.75%	b, j	\$117.08	\$108.66	
Kirkland (2024)	\$57.47	\$103.57	\$20.74	\$181.78	varies	b	\$200.34	\$181.78	
Renton (2024)	\$42.99	\$88.78	\$17.04	\$148.81	varies	a	\$148.81	\$139.40	
City of Spokane Valley (2024)	\$19.78	\$49.41	\$3.33	\$72.52	0.00%	c, g	\$72.52	\$72.52	
Average for all 2024 rates listed above	\$42.93	\$73.91	\$14.98	\$131.83			\$134.36	\$122.42	

Footnotes:

a – Utility tax embedded in rates (applied to gross revenues of utility)

b – Utility tax added to bill

c – City of Spokane Valley – assume Vera Water customer

d – City of Ridgefield sewer utility tax includes operating fees

e – City of Everett sewer rate includes storm drainage rate, with separate surface water rate only charged to non-sewered customers

f – City of Tacoma – 8% Tacoma Gross Earnings Tax embedded in W/S/D rates, along with additional for water – 5.029% State Pub. Utility Tax, for Surface Water – 1.5% B&O, for wastewater – 1.898% B&O and 3.852% State Sewer Collection Tax

g – No utility tax

i – Annual rate change occurs July 1st

j – City of Federal Way water and sewer utility tax includes a 3.8% franchise fee from Lakehaven Water and Sewer District respectively

l – No updated information for 2024



Questions

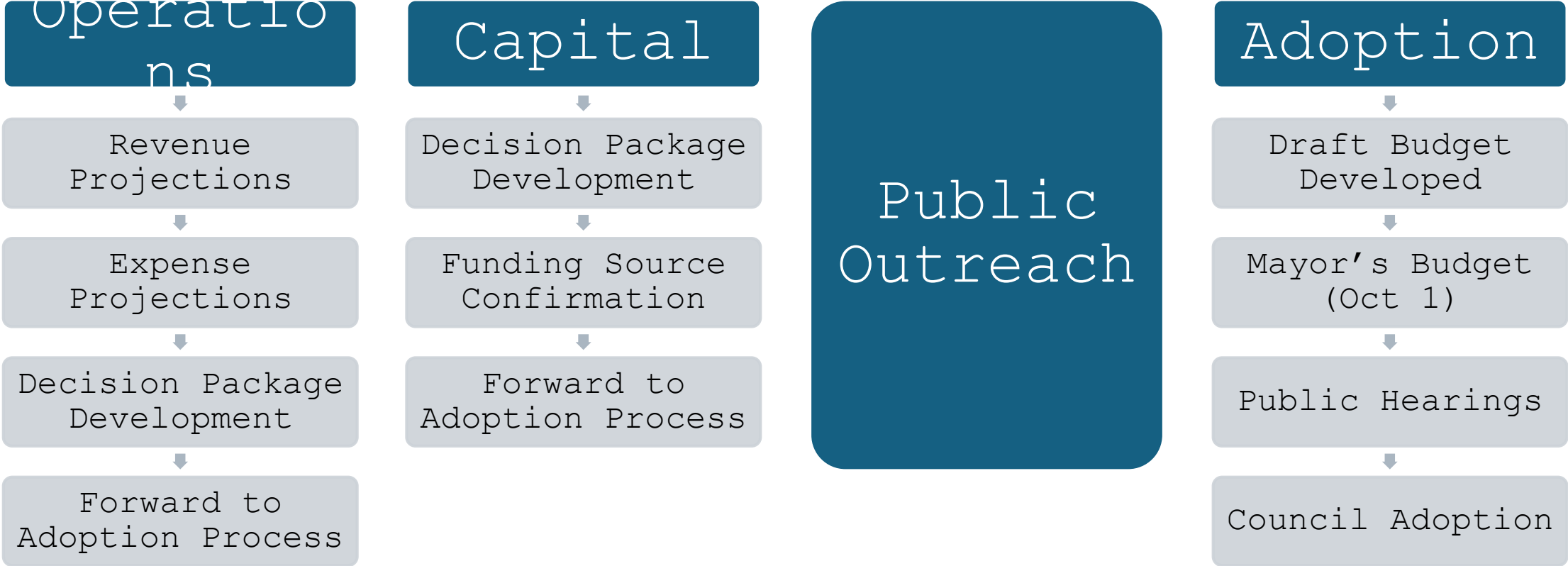
Parks and Recreation Commission

2025-2026 **DRAFT** Budget Presentation

August 28, 2024

Staff Presenters: Bryan
Steve W

Budget 101 – Budget Process



Budget 101 - Parks as Part of General Fund



Operations



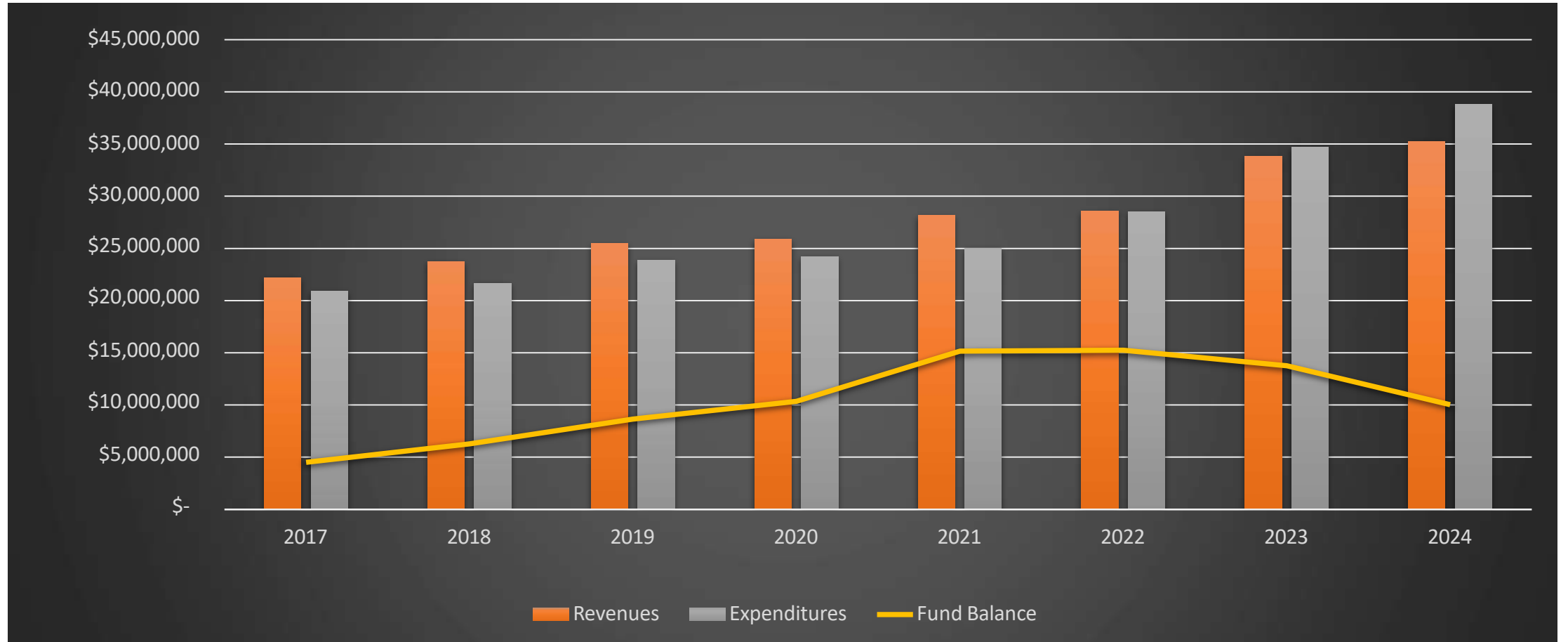
Revenues

- Property Taxes
- Sales Taxes
- Charges for Service (Rec Class/Fac Rent)
- Utility Taxes
- Licenses/Permits
- Franchise Fees
- Etc.

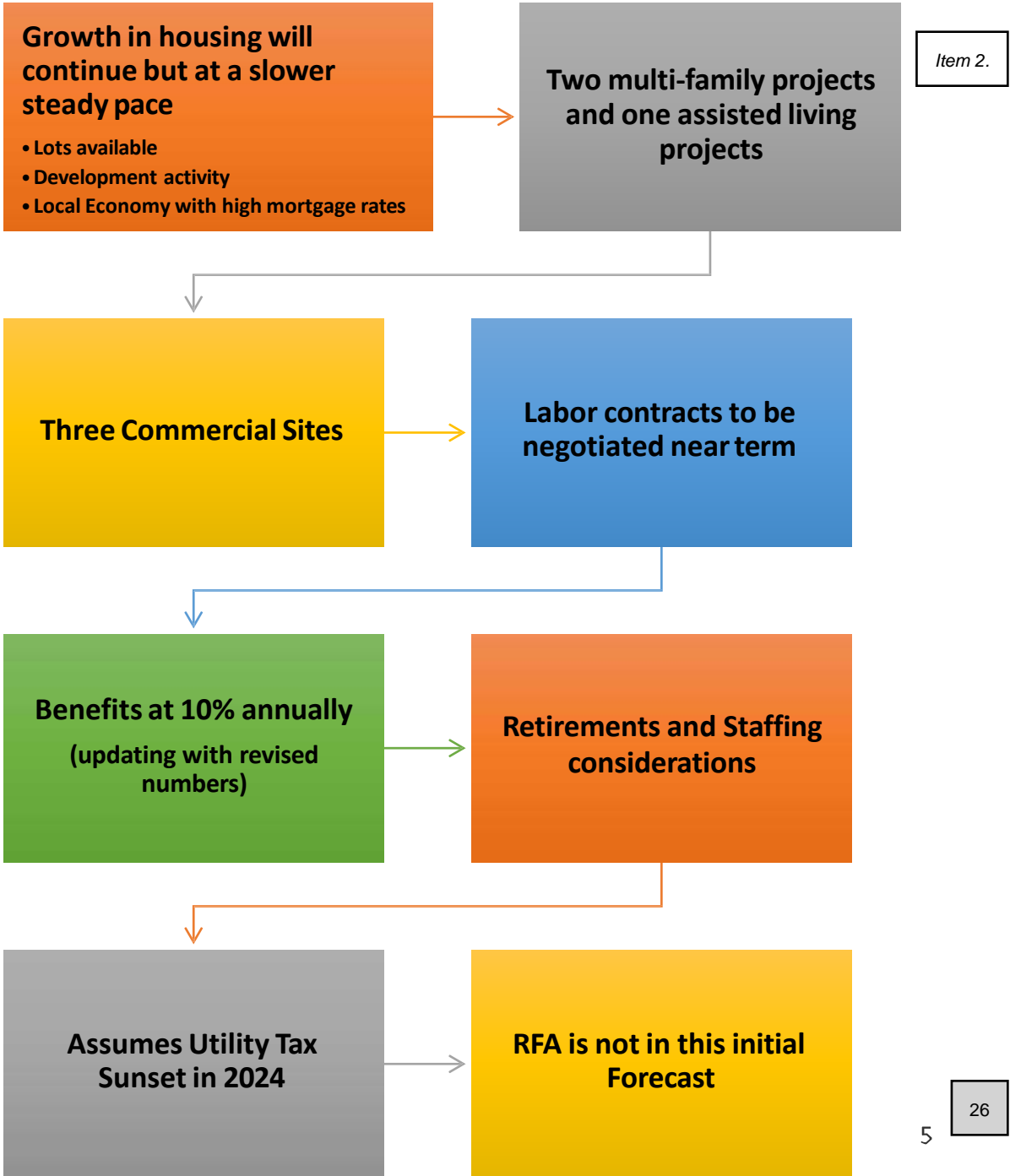
Expenses

- Parks and Rec** - Maint, Rec, Events, Planning
- Police
- Administration
- Engineering
- Finance
- Fire
- Streets
- Etc.

Projected Revenues and Expenditures



2024-2033 Forecast Assumptions



Operational Budget (Snapshot in Time)

Recreation, Events & Facilities

Recreation, Events & Facilities

Item 2.

- **Salaries**

- 2023 - \$332,060
- 2024 Budget - \$344,774
- 2024 Projected - \$304,774 (Director position savings)

- **Supplies**

- 2023 - \$16,466
- 2024 Budget - \$16,113
- 2024 Projected - \$16,113

Summary

2024 Budgeted: \$1.30 mil

- **Services**

- 2023 - \$282,549
- 2024 Budget - \$659,500
- 2024 Projected - \$664,651

2024 Projected: \$1.19 mil**

**Anticipate 2025 Budget being less

- **Facilities**

- 2023 - \$255,714
- 2024 Budget - \$278,196
- 2024 Projected - \$203,078

Operations
1 Budget
(Snapshot in
Time)

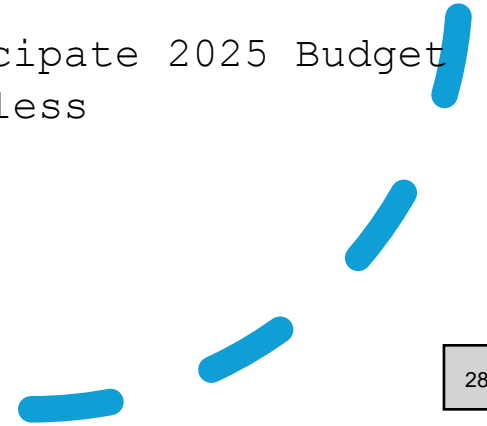
Operations
&
Maintenance

Operations & Maintenance

- **Salaries**
 - 2023 - \$608,352
 - 2024 Budget - \$623,048
 - 2024 Projected - \$590,048 (Main Wkr savings)
- **Supplies**
 - 2023 - \$84,681
 - 2024 Budget - \$98,699
 - 2024 Projected - \$89,033
- **Repairs/Maintenance**
 - 2023 - \$149,665
 - 2024 Budget - \$192,634
 - 2024 Projected - \$227,884
- **Services**
 - 2023 - \$803,488
 - 2024 Budget - \$835,712
 - 2024 Projected - \$770,714

Summary
2024 Budgeted: \$1.75 mil
2024 Projected: \$1.68 mil**

**Anticipate 2025 Budget being less



A close-up photograph of a pencil lying diagonally across a document. The document features a line graph with a grid. The y-axis has labels '100' and '50'. The x-axis has labels '93' and '98'. The pencil is positioned over the graph, and the text 'Capital Projects' is overlaid in white. The background is slightly blurred, showing more of the document and the pencil's texture.

Capital Projects

Budget 101

Capital

Real Estate Excise Tax (REET)

Must be used only on projects listed on capital facilities plan

Does not need to add capacity

No park land acquisitions

Park Impact Fee (PIF)

Must be used only on projects listed on parks capital facilities plan

Must add capacity to the parks system

Grant & Donation

Donations for capital and programs

Grants for capital projects

Grants for recreational and/or educational programming

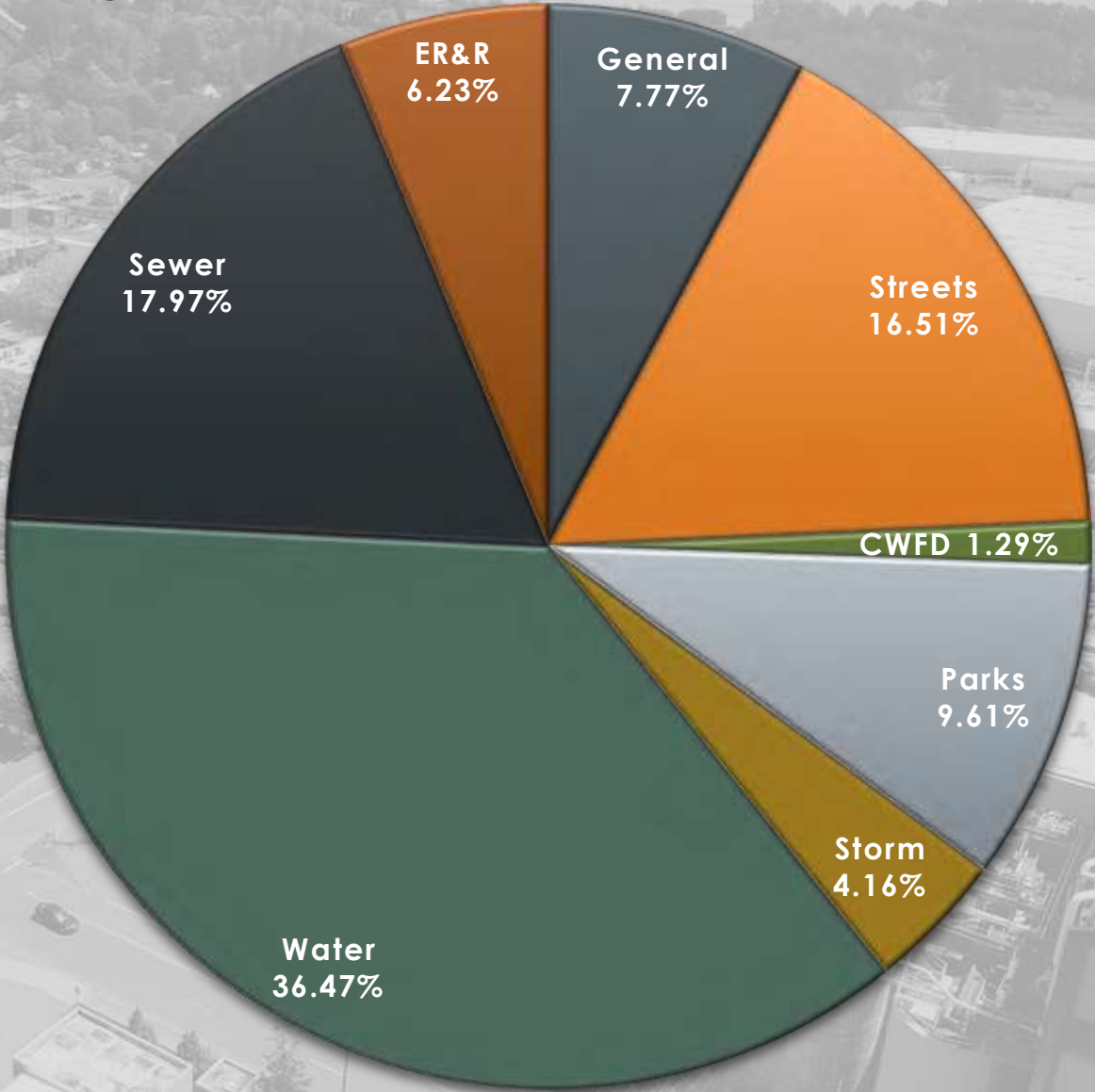
Capital Notes:

- Assuming development activity slows down - REET and PIF will be impacted
- REET/PIF used to pay Debt Service on Park Projects (Ex. Crown Park)
- Grants important, but not traditionally enough to fund

AS A PERCENTAGE OF TOTAL CAPITAL

City-Wide 49 CAPITAL PACKAGES

- General Gov't – 5 projects
- Streets – 6 projects
- Fire/EMS – 1 project
- Parks – 8 projects
- Storm Water – 7 projects
- Water – 14 projects
- Sewer – 4 projects
- Equipm't R&R – 4 projects



GENERAL FUND, STREETS, FIRE, PARKS

Type	Dept/Fund	Project	2025 Budget	2026 Budget	Total Biennium	Funding Source(s)
CF	Gen Govt	IT - Phone System Replacement	\$ 940,000	\$ -	\$ 940,000	Citywide
CF	Gen Govt	Library - Building Improvements	\$ 589,978	\$ -	\$ 589,978	General Fund
Recur	Streets	Pavement Preservation	\$ 996,259	\$ 1,028,048	\$ 2,024,307	Streets
Recur	Streets	ADA Improvements	\$ 75,000	\$ 75,000	\$ 150,000	REET
CF	Streets	Horizontal Curve Improvements	\$ 334,286	\$ -	\$ 334,286	Grants
CF	Streets	NW Lake & Sierra Signal Improvements	\$ 437,750	\$ -	\$ 437,750	TIF
CF	Streets	SR 500/Everett St Improvements	\$ 900,000	\$ -	\$ 900,000	Streets/Grants
CF	Streets	NW 38th Ave Impvmts, Ph. 3 - Construction	\$ 7,775,200	\$ -	\$ 7,775,200	Grants/Debt
Recur	CWFD	Replacement Fire Engine	\$ 905,994	\$ -	\$ 905,994	FIF
Recur	Parks	Open Space/Parks/Trails	\$ 250,000	\$ 250,000	\$ 500,000	REET
CF	Parks	Field Drainage & Restroom/Dugout Rehab	\$ 150,000	\$ -	\$ 150,000	General Fund
CF	Parks	Bike Park Design & Construction	\$ 325,000	\$ -	\$ 325,000	REET
CF	Parks	Crown Park Improvements Phase 1 & 2	\$ 4,522,000	\$ -	\$ 4,522,000	PIF, REET, Grants, Debt
CF	Parks	T-3 (East Lake) Trail	\$ 500,000	\$ -	\$ 500,000	PIF
CF	Parks	South Lacamas Creek (3rd Ave) Trailhead	\$ 337,681	\$ -	\$ 337,681	REET
CF	Parks	Legacy Lands Master Planning	\$ 83,757	\$ -	\$ 83,757	Legacy Lands

NEWLY PROPOSED PROJECTS

Type	Dept/Fund	Project	2025 Budget	2026 Budget	Total Biennium	Funding Source(s)
New	Gen Govt	Police - Radio Replacement	\$ 129,115	\$ -	\$ 129,115	General Fund
New	Gen Govt	IT - Virtual Server Replacement	\$ 50,000	\$ -	\$ 50,000	Citywide
New	Parks	Forest Home Park Improvements	\$ 350,000	\$ -	\$ 350,000	REET
New	PW/Storm	Additional Gate at Lower Lake Dam	\$ 150,000	\$ -	\$ 150,000	Storm Water Rates
New	PW/Storm	Fish Wheel Removal	\$ -	\$ 75,000	\$ 75,000	Storm Water Rates
New	PW/Water	Gregg Reservoir Siting Analysis	\$ 100,000	\$ -	\$ 100,000	Water Rates
New	PW/Water	Operations Center Site	\$ 6,000,000	\$ -	\$ 6,000,000	Utility Debt
New	PW/Sewer	STEP Parallel Transmission Main	\$ 350,000	\$ -	\$ 350,000	Sewer Rates
New	ER&R	10 Yard Dump Truck (PW Shared)	\$ 400,000	\$ -	\$ 400,000	Citywide (PWorks)
New	ER&R	All-Terrain Mower (Parks)	\$ 55,000	\$ -	\$ 55,000	General Fund

Budget Summary

- Staff still dialing in Revenue and Expense projections. More to come through September.
- **General Fund** - as of today, appears that additional Revenue **and** Expense cuts will be needed to balance budget (and/or use of additional Reserves)
- **Operations** - additional resources/projects unlikely
- **Capital** - Combined with debt service payments, anticipated slow-down in development will impact ability to fund new projects with PIF and REET