

City Council Annual Planning Conference Day 8 Special Meeting Agenda Tuesday, November 01, 2022, 4:00 PM Council Chambers, 616 NE 4th AVE

#### To Participate Remotely: OPTION 1 – Video & Audio

Use Zoom app and Meeting ID – 966 5333 3849; or click https://zoom.us/j/96653333849

#### **OPTION 2 – Audio-only**

By phone: 877-853-5257, Meeting ID - 966 5333 3849

#### **OPTION 3 – Observe video & audio**

Go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

#### If you have difficulty accessing the meeting, please call 360-817-7900 for assistance.

#### ROLL CALL

#### CALL TO ORDER

#### **WORKSHOP TOPICS**

 Introduction and Review Presenters: Cathy Huber Nickerson, Director of Finance Time Estimate: 10 minutes

#### 2. Budget Discussion

- 2023-2024 Adjusted Budget Decision Packages
 - Utility tax Scenarios with Decision Package Adjustments
 - Property Tax 1% Scenarios with Decision Package Adjustments
 Presenter: Cathy Huber Nickerson, Director of Finance

- 3. Next Steps Presenters: Cathy Huber Nickerson, Director of Finance
  - Time Estimate: 10 minutes

Time Estimate: 160 minutes

#### **CLOSE OF MEETING**

# 2023-2024 PROPOSED OPERATING BUDGET DISCUSSION

City of Camas





## AGENDA

Budget Process and Timeline Review Mayor's Recommended Budget Public Safety Decision Packages Facilities/Infrastructure Decision Packages Funding Next Steps

# INTRODUCTION

Mayor's Recommended Budget was presented a month ago Public Engagement is culminating to an Open House 11/2

Tonight, Council will discuss what is in the 2023-2024 Proposed Operating Budget as well as answer the questions received from City Council



# BUDGET PROCESS AND TIMELINE REVIEW

2023-2024 Budget Preparation



2023-2024 Proposed Operating Budget Discussion

2023-2024 Budget Process



#### CITY OF CAMAS

JULY 5,2022



#### Mayor's focus

- cataloging and focusing on the Needs of the City, no matter the size, no matter the criticality
- an honest and accurate picture for Council to make informed decisions about allocating public resources





Building it together

June-September



#### Budget Goal

Needs Identified and Supported

Public Engaged and Heard

Mayor and Council's Priorities are made Policy

Budget is Transparent and Documented





## 2023-2024 ORIGINAL BUDGET SCHEDULE



**Building the Budget for Consideration** 

DateBudget Process ScheduleJune 6WORKSHOP 2023-2024 Revenue ForecastJune 10Mayor's Message with Budget Calendar and Decision Package Templates sent to LeadershipJune 21WORKSHOP 2023-2024 Budget Process PresentationJune 27Capital Budget Planning Group Meeting to review draft decision packagesJuly 8Capital Decision Packages DueJuly 15Baseline Budgets sent to Department HeadsJuly 22-23PUBLIC OUTREACH Camas Days Booth with Capital PackagesJuly 25Capital Budget Planning Group Meeting – Draft Budget DiscussionJuly 29Operating Decision Packages DueAugust 1WORKSHOP Transportation Benefit District PresentationAugust 15WORKSHOP Long Range Financial ForecastAugust 22-26PUBLIC OUTREACH Balancing Act with Operating Budget OutreachAugust PLANNINGWORKSHOP 2023-2024 Operating Decision Packages – Council and StaffSeptember 6Preliminary Draft 2023-2024 Departing Decision Packages – Council and StaffSeptember 7-16Mayor, City Administrator and Finance Director Meetings with Department HSeptember 19Leadership Meeting to discuss Mayor's Recommended Budget	
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September 19         Leadership Meeting to discuss Mayor's Recommended Budget	
	t Heads
September 19 WORKSHOP 2023 Equipment Rental and Replacement Rates presentation	1
2023 Fee Schedule Presentation	
September 19-30 Mayor's Recommended Budget prepared	
October 3 WORKSHOP 2023-2024 Mayor's Recommended Budget presented	

## 2023-2024 BUDGET TIMELINE TO DATE

#### DOES NOT INCLUDE MONTHLY FINANCE COMMITTEE MEETINGS (WEEKLY OCT-NOV)

July
Workshop 7/5 2023-2024 Budget Process
August
<ul> <li>Workshop 8/1 Capital Budget DP Part 1</li> <li>Special Meeting 8/5 Operating Bud DP</li> <li>Workshop 8/15 Capital Budget DP Part 2</li> <li>Special Meeting 8/19 Operating Bud DP</li> <li>Farmer's Market 8/24 Operating DPs</li> <li>Farmer's Market 8/31 Capital DPs</li> <li>Online Public Engagement 8/23-9/9</li> </ul>
September
<ul> <li>Farmers's Market ARPA</li> <li>Online ARPA</li> <li>Workshop 9/19</li> <li>2023-2024 Prel Rev Projection</li> <li>2023 Property Tax</li> <li>2023 Fee Schedule</li> <li>Transportation Benefit District</li> <li>Utilities Tax</li> <li>2023-2032 General Fund Forecast</li> <li>Special Meeting 9/30 Budget Priorities with Council</li> </ul>
October
<ul> <li>Workshop 10/3</li> <li>ARPA</li> <li>2023-2024 Mayor's Recommended Budget</li> <li>Public Eng 10/3-7 Property Taxes</li> <li>Public Eng 10/10-15</li> <li>Open House mailer</li> <li>Utility Taxes</li> <li>Workshop 10/17</li> <li>2023-2024 Operating Budget</li> <li>2023 Fee Schedule</li> <li>2024 Property Taxes</li> <li>Public Eng 10/17-21 Capital Budget</li> </ul>
•Public Eng 10/24-28 Operating Budget

Jovembe

• Special Meeting 2023-2024 Proposed Operating Budget

# TIMELINE

Nov 2	Nov 7	Nov 20	Nov 21	Nov 30	Dec 5	Dec 31
<ul> <li>Public Open House</li> <li>Utility Bill Insert</li> <li>Utility Taxes</li> <li>2023- 2024 Budget</li> </ul>	<ul> <li>Capital Budget Presentation</li> <li>Revenue Options</li> </ul>	• Budget available to the public	<ul> <li>Public Hearings for Property Tax Levies</li> <li>Ord for Property Taxes</li> <li>Public Hearing for Utility Taxes</li> <li>Ordinance for Utility Taxes</li> </ul>	Property Tax Levies due to Clark County for Certification	<ul> <li>Final Public Hearing</li> <li>Ord for the 2023-2024 Budget</li> </ul>	Budget Adoption Deadline

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# MAYOR'S RECOMMENDED BUDGET

Operating Budget Focus



## **OPERATING AND CAPITAL BUDGETS**



#### GOVERNMENTAL AND PROPRIETARY

Governmental Funds = General Fund, Streets, CWFD, and Cemetery (tax-based) Proprietary = Stormwater, Solid Waste, Water and Sewer (rate-based)



Item 2.

#### MAYOR'S RECOMMENDED BUDGET SUMMARY

#### **City of Camas**

#### 2023-2024 Mayor's Recommended Budget

Projected Projected										
	Beg	inning Fund		2023-2024		2023-2024	E	nding Fund	Cha	ange in Fund
Fund		Balance		Revenues	Ap	propriation		Balance		Balance
General	\$	13,983,314	\$	70,462,732	\$	74,508,024	\$	9,938,022	\$	(4,045,292)
City Street	\$	2,106,931	\$	9,357,027	\$	7,812,074	\$	3,651,884	\$	1,544,953
American Rescue Plan Act (ARPA funding)	\$	6,236,616	\$	75,001	\$	6,311,617	\$	-	\$	(6,236,616)
Tree Fund	\$	15,580	\$	204	\$	-	\$	15,784	\$	204
C/W Fire and EMS	\$	1,888,019	\$	34,070,641	\$	35,101,091	\$	857,569	\$	(1,030,450)
Lodging Tax	\$	59,634	\$	48,028	\$	65,000	\$	42,662	\$	(16,972)
Cemetery	\$	295,904	\$	571,615	\$	590,010	\$	277,509	\$	(18,395)
Limited G.O. Bond Debt Service	\$	-	\$	6,540,138	\$	6,540,138	\$	-	\$	-
Real Estate Excise Tax Capital	\$	15,047,340	\$	10,723,608	\$	14,923,573	\$	10,847,375	\$	(4,199,965)
Park Impact Fee Capital	\$	3,851,009	\$	4,564,291	\$	2,216,008	\$	6,199,292	\$	2,348,283
Fransportation Impact Fee Capital	\$	3,662,476	\$	2,591,120	\$	2,460,214	\$	3,793,382	\$	130,906
Fire Impact Fee	\$	1,249,588	\$	544,452	\$	870,927	\$	923,113	\$	(326,475)
NW 38th Ave Phase 3 Construction	\$	-	\$	6,100,400	\$	6,100,400	\$	-	\$	-
Facilities Capital	\$	1,502,473	\$	8,633,883	\$	8,633,883	\$	1,502,473	\$	-
Legacy Lands Project	\$	5,915,535	\$	21,304	\$	150,000	\$	5,786,839	\$	(128,696)
Storm Water Utility	\$	3,178,724	\$	4,480,882	\$	6,642,413	\$	1,017,193	\$	(2,161,531)
City Solid Waste	\$	4,019,129	\$	6,885,529	\$	6,100,428	\$	4,804,230	\$	785,101
Water-Sewer	\$	14,868,540	\$	32,413,055	\$	38,795,242	\$	8,486,353	\$	(6,382,187)
Water-Sewer Capital Projects	\$	-	\$	9,710,000	\$	9,710,000	\$	-	\$	-
North Shore Sewer Construction Project	\$	245,340	\$	-	\$	-	\$	245,340	\$	-
2019 Water Construction Projects	\$	6,236,979	\$	-	\$	-	\$	6,236,979	\$	-
Water-Sewer Capital Reserve	\$	16,177,490	\$	5,798,056	\$	9,650,000	\$	12,325,546	\$	(3,851,944)
Water-Sewer Bond Reserve	\$	1,724,690	\$	10,747	\$	-	\$	1,735,437	\$	10,747
Equipment Rental	\$	2,587,762	\$	4,624,382	\$	5,358,455	\$	1,853,689	\$	(734,073)
Firefighter's Pension	\$	1,140,609	\$	17,679	\$	188,014	\$	970,275	\$	(170,335)
Retiree Medical	\$	13,371	\$	317,111	\$	318,120	\$	12,362	\$	(1,009)
LEOFF 1 Disablity Board	\$	526,778	\$	355,277	\$	448,241	\$	433,814	\$	(92,964)

Total City Budget 2021-2022

\$ 106,533,832 \$ 218,917,162 \$ 243,493,871 \$ 81,957,123 \$ (24,576,710)

#### MAYOR'S RECOMMENDED BUDGET SUMMARY

Expenditures

# Govt Utilities Taxes Fees Fees Debt Intergovt Misc Fees

Revenues



#### **FTE Counts**

	2022 Funded	2022 Filled	2023 Budget	2024 Budget
Executive/Legislative	4.5	3.5	4.5	4.5
Municipal Court	3	3	3	3
Admin Services	4	4	6	6
Information Technology	6	6	8	8
Finance	14.5	14.5	14.5	14.5
Police	37	37	41	41
Detention & Corrections	2	2	2	2
CWFD	75	73	81	81
Library	18	17	18	18
Community Development	14	13	14	14
Public Works	1	1	1	1
Cemetery	1	1	1	1
Facilities Services	2	2	2	2
Engineering	13	11	15	15
ERR	6	6	6	6
Parks Maintenance	8	8	8	8
Solid Waste	5	5	5	5
Storm Water	6	6	6	6
Water/Sewer	29	26	35	35
Streets	8	8	8	8
Parks & Recreation	4	4	5	5
Total FTE	261	251	284	284

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# **GOVERNMENTAL FUNDS**



## **PROPRIETARY FUNDS**



## PRIORITIZED DECISION PACKAGES

	Personnel	Tools & Equipment	Repairs & Maintenance	Professional Services
Critical needs	\$1,905,006	\$83,000	\$80,000	\$190,000
Compliance	\$5,066,522	\$120,000	\$200,000	\$150,000
Risk Management	\$1,252,000		\$260,000	\$100,000
Discretionary	\$703,052	\$149,000	\$115,000	\$555,030



# PUBLIC SAFETY DECISION PACKAGES

60% of the Decision Packages are Police, Fire/EMS, Water and Sewer



## PUBLIC SAFETY DECISION PACKAGES

#### Police

Fingerprinting Replacement	\$11,000
• 2 Police Overhires	\$515,000
• 2 Police Sergeants	\$605,000
Drone Program	\$20,000
Total	\$1,151,000
2 FTE and 2 replacement FTEs	

#### **CWFD**

• Station 42 Pressure Relief Valve	\$30,000
• Adm Staffing Changes	\$499,768
• 3-Person Engine Staffing	\$3,214,200
• 1929 Fire Truck Repairs	\$15,000
Tota1	\$3,758,968
13 FTEs (to be completed over 3 yr	rs) and 1 reclass

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## PUBLIC SAFETY DECISION PACKAGES

\$200,000

\$20,000

\$100,000

#### Water

•	Maintenance Worker-Locating	\$168,000
•	Operations Project Manager (%)	\$75,020

- Operations Project Manager (%)
- Treatment Oper/Source Control \$168,000
- Cross Connection Control Spec.
- Increase Tools & Equipment
- Hydrant Maintenance Program

#### Sewer

• Sewer Lead	\$232,000
• Operations Project Manager(%)	\$75,020
• Maintenance Worker – STEP	\$168,000
• Maintenance Worker – Locating	\$168,000
• WWTP Lab Technician	\$200,000
• Increase Tools & Equipment	\$20,000
Full System Survey	\$50,000
Total	\$913,020

\$731,020



# FACILITIES/ INFRASTRUCTURE DECISION PACKAGES

32% of the Decision Packages are IT, Engineering, Parks, Planning, Streets, Stormwater



2023-2024 Proposed Operating Budget Discussion

## FACILITIES/INFRASTRUCTURE DECISION PACKAGES

IT		Engineering	
Support Specialist	\$210,000	• Development Engineering Mgr	\$350,000
System Administrator	\$310,500	• Operations Project Manager(%)	\$28,131
• Training	\$20,000		
Total	\$540,500	Total	\$378,131
2 FTEs		1 FTE and 1 shared FTE	



## FACILITIES/INFRASTRUCTURE DECISION PACKAGES

Parks		Planning	
• Project Manager	\$241,738	Downtown Subarea Plan	\$425,000
Open Space Plan	\$100,000		
Noxious Weed Abatement	\$180,000		
• Parks/Trails Surface Treatment	\$60,000		
Total	\$581,738	Total	\$425,000
1 FTE			
(Note there is another 1 FTE in Recreation)			

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## PUBLIC SAFETY DECISION PACKAGES

\$731,020

#### Streets

Maintenance Worker-Locating	\$168,000
• Operations Project Manager (%)	\$75,020
Treatment Oper/Source Control	\$168,000
Cross Connection Control Spec.	\$200,000
Increase Tools & Equipment	\$20,000
Hydrant Maintenance Program	\$100,000

#### Stormwater

• Sewer Lead	\$232,000
• Operations Project Manager(%)	\$75,020
• Maintenance Worker – STEP	\$168,000
• Maintenance Worker – Locating	\$168,000
• WWTP Lab Technician	\$200,000
• Increase Tools & Equipment	\$20,000
• Full System Survey	\$50,000
Total	\$913,020

**Total** 



# COUNCIL REVIEW OF OPERATING DECISION PACKAGES



2023-2024 Proposed Operating Budget Discussion

Council Question: Which packages should be included in the 2023-2024 Proposed Budget?

# FUNDING DISCUSSION

Property Taxes and Utility Taxes



# **REVENUE OPTIONS**

#### Property Tax 1% & Utility Taxes 3% (Mayor's)

- \$1,895,665 generated in revenues
- No decision packages impact
- Average resident impact = \$45.86/yr

#### No Property Tax & Yes Utility Taxes 3%

- \$340,005 reduction in revenues
- Decision packages impact: 2 FTEs would need to be eliminated (ongoing)
- Average resident impact = \$32.86/yr

3(

## **REVENUE OPTIONS**

#### **Property Taxes 1% and No Utility Taxes**

- \$1,556,290 reduction in revenues
- Decision package impact: half of 3-engine company FTEs or half of the FTEs in the General Fund eliminated
- Average resident impact = \$13/yr

#### No tax increases

- \$1,895,665 Reduction in Revenues
- Decision packages impact: two-thirds of 3engine company FTEs or two thirds of the FTEs in General Fund eliminated
- Average resident impact = \$0/yr



#### COUNCIL DECISIONS:

- 1. Property Tax 1% and Utility Taxes 3%
- 2. No Property Tax 1% but Yes Utility Taxes 3%?
- 3. Yes Property Tax 1% but No Utility Taxes 3%?
- 4. No Tax Increases

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Item 2.

# NEXT STEPS

City Calendar and State Requirements(Bold)



2023-2024 Proposed Operating Budget Discussion

# TIMELINE

Nov 2	Nov 7	Nov 20	Nov 21	Nov 30	Dec 5	Dec 31
<ul> <li>Public Open House</li> <li>Utility Bill Insert</li> <li>Utility Taxes</li> <li>2023- 2024 Budget</li> </ul>	<ul> <li>Capital Budget Presentation</li> <li>Revenue Options</li> </ul>	• Budget available to the public	<ul> <li>Public Hearings for Property Tax Levies</li> <li>Ord for Property Taxes</li> <li>Public Hearing for Utility Taxes</li> <li>Ordinance for Utility Taxes</li> </ul>	Property Tax Levies due to Clark County for Certification	<ul> <li>Final Public Hearing</li> <li>Ord for the 2023-2024 Budget</li> </ul>	Budget Adoption Deadline





# **QUESTIONS OR COMMENTS?**

Cathy Huber Nickerson | chuber@cityofcamas.us | https://www.cityofcamas.us/finance/page/city-budget-current-and-past

11/1/2022 35


**Operating Decision Packages** 

Department	Police Department
Decision package title	Drone Program

General fund expenditure	15000
fund expenditure	5000
fund expenditure	
Total expenditure	20000

Revenue sources
Amount

Image: source sourc

Does this package create on-going expenses?	Yes 🗌	No 🗌	Unkno	wn 🖌
If yes, list the on-going expense types and estimated amounts, if known				Amount

**No. of New Positions** 

Position title(s)

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**Operating Decision Packages** 

Department	Police Department
Decision package title	Drone Program

General fund expenditure	15000
fund expenditure	5000
fund expenditure	
Total expenditure	20000

Revenue sources
Amount

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**No. of New Positions** 

Position title(s)

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Total expenditure	20000

Revenue sources	Amount

Does this package create on-going expenses?	Yes 🖌	No 🗌	Unkno	wn 🗌
If yes, list the on-going expense types and estimated amounts, if known				Amount

**No. of New Positions** 

Position title(s)

### **Package description**

This budget request is for the purchase and deployment of a drone program by Camas PD staff. These budget numbers are broad until further research is completed.

\$15,000 for equipment (This expense needs further research and vetting.) \$5,000 for training and certification tests

Further research needs to be done regarding ongoing training requirements.

## How does this item improve performance?

The use of the drones would help support patrol functions in multiple areas. Some of the areas are; suspect apprehension, increased officer safety tactics, documentation of incidents, evidence collection, assist with de-escalation tactics which are required by law, and search and rescue missions. We currently receive drone resources from WPD, VPD and CCSO. Recently, a WPD drone located a carjacking suspect who was armed with a gun. The suspect was located hiding in a back yard of a Camas residence.

## What is the impact if this item is not funded?

We are able to perform the required patrol functions without a drone. However, the drone is a tool that would help support our patrol functions, to include increased officer safety and adding another de-escalation tactic.