CITY OF GLADSTONE

IN CLACKAMAS COUNTY, OREGON

BUDGET ESTIMATES FOR THE YEAR 2015 – 2016

MEETINGS:

Budget Committee – May 5, 2015 - 6:30 p.m

Budget Committee (if needed) – May 11, 2015 – 6:30 p.m.

Public Hearing - June 9, 2015 - 6:30 p.m.

Council/Agency Adoption and
Appropriation of Funds – June 9, 2015 – 6:30 p.m.

CITY OF GLADSTONE

2015-16 BUDGET
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SECTION 1

BUDGET MESSAGE

City of Gladstone
Budget Message
Fiscal Year 2015-16

The purpose of the budget message is to summarize proposed city budgets as required by Oregon budget law. Budgets, when adopted, should represent consensus on the best method to allocate limited resources to help attain goals and fund services including capital improvements. A budget shows past revenues and expenses including inter-fund loans and debt from previous decisions, indicates appropriations for the current fiscal year, and serves as a future financial plan including proposed appropriations in capital reserve funds for next year and beyond. Probably the most important policy issues for the Budget Committee are summarized as follows:

New Library

Following the November 2012 election in which a ballot measure to authorize the construction of a new library failed the Library Capital Fund was closed. Since that time Clackamas County proposed a new timeline to the City regarding a library that could serve both the Gladstone library service area and the Oak Lodge service area. City Council formed a Library Advisory Group who considered different aspects of the proposed project. City Council submitted a ballot measure for voter consideration regarding a new library project at the November 2014 election. Voters passed the ballot measure. The budget will be amended using the public processes outlined in State statute once estimates are finalized regarding property acquisition.

City Hall – Police Department

City Council has appointed an advisory committee to consider replacement of the current police station and city hall. The committee will advise City Council regarding the project and a potential ballot measure for the November 2015 election. The $894,356 capital expenditure appropriation in the State Revenue Sharing fund could be used for this project. Urban Renewal funds could also be used for such a project. Currently the Urban Renewal cash balance is $4,844,703. City Charter amendments would require voter approval if the City were to construct or remodel a new facility that exceeds $1 million.

Parks Appropriation

City Council ordered that funds obtained from the Lake Oswego/Tigard water project (LOTWP) for temporary construction easements be used to supplement the Parks budget. The City received $161,129 from LOTWP. The increased appropriation shows up twice in the Parks budget. $50,000 is allocated for a park master plan and the remaining $111,129 is allocated for park improvements.

Personnel

Expenditure appropriations for three new positions are included in this budget. First, City Council has determined that the part-time Fire Chief position should be full-time to meet the needs of the department. The salary rage for a full-time Fire Chief is proposed to be equal to the Police Chief with a low of $86,441.98 to a high of $105,070.94. The budget appropriation represents the midpoint at $95,302. Salary will depend on the candidates work history. Second, a Public Works Director appropriation has been included. The position is to meet the growing management and technical needs of the department. The range for this position would be $78,854.67 to $95,629.17. The appropriation is equal to the mid-point at $86,998. Third, in order to keep up with City Council goals, project requests and audit comments a second Assistant City Administrator position appropriation is included. This position will take on financial duties and assist with numerous other administrative tasks.

The Fire Chief and Assistant City Administrator position both impact the General Fund. The expense is being absorbed partially by using some of the 3% increase in property tax revenue, diverting building maintenance expense to the State Revenue Sharing Fund and transferring new State Revenue Sharing funds to the General Fund and the increase in revenues derived from the business license increase.

The Public Works Director appropriation is split between the General Fund Parks budget (10%), Stormwater/Sewer Fund (35%), Water Fund (30%) and the Street Fund (25%). Generally the expense is covered by a reduction in funds available for capital projects.

The Portland-Salem CPI-U has been used for determining cost-of-living adjustments (COLA's) after it was first proposed by the Police Association and AFSCME. The average (CPI-U) for 2014 (1st and 2nd half/2) equals 2.450%. Wages for employees represented by AFSCME have been adjusted per contract (approximately 0.6%) and the Gladstone Police Association (GPA) have been adjusted by 0.5%. Wages for non-represented employees have been adjusted by a 0.5% (COLA). Union contracts will be open this fiscal year for renegotiation.

Line Item Budget

The total amount of proposed city budget for fiscal year (FY) 2015-16 is $16,752,662 with unappropriated fund balances of $1,888,793 totaling $18,641,455 compared to FY 2014-15 appropriations of $15,270,355 with unappropriated fund balances of $1,547,818 for totaling $16,818,173 resulting in a $1,823,282 difference. In essence, the major changes to the proposed line item budget are additional staffing and a large appropriation to the parks budget. Also of note the Water Fund has settled all interfund loan payments.

Respectfully submitted

Peter J. Boyce, Budget Officer

SECTION 2

FINANCIAL ANALYSIS

City of Gladstone
Financial Analysis
FY 2015-16

PURPOSE

The primary purpose of a budget process is to ensure the most proper and effective allocation of the city's limited resources. It is through this process that the budget serves as the single most important policy document. The budget is the city's financial plan, similar to the Comprehensive Plan for land use. A clear and concise budget document may allow interested taxpayers to better understand the purposes for which their tax dollars are spent. Meetings of the Budget Committee should provide opportunity for public input on city services and funding as intended by state budget law.

The availability and allocation of money during formulation of the budget process generally determines the extent to which the city can provide services and attain its goals. City Council adopted the following mission, vision and value statements in order to guide the City into the future.

Mission Statement

The city government of Gladstone provides active planning and implementation to support a high quality of life for our community.

We do that by:

- Communicating and working cooperatively with the citizens
- Controlling costs through training, contractual work, careful budgeting and managing administrative expenses
- Supporting and diversifying funding for city services including parks, libraries, public safety, the senior center and utilities
- Using volunteers and citizen committees effectively
- Promoting good customer service
- Building collaborations with federal, state and county organizations

Vision Statement

Gladstone attracts those who enjoy our parks, rivers, recreational trails, local history and culture. Visitors have a diverse, small town shopping experience, special places to dine, and an opportunity to enjoy the local history and culture of this historic community during their stay.

Gladstone is a place where community members are comfortable, safe, raise families, work, and play in a friendly atmosphere. The schools are vibrant with curious students and dedicated teachers. Sidewalks and cross walks are clean, well lit and safe, with beautiful landscaping, and easy access to pedestrian shopping.

Public transit connects local and regional commercial areas to residential areas while providing diversity with a strong tax base. Our citizens know that a balanced prosperous economy results in a balanced healthy environment.

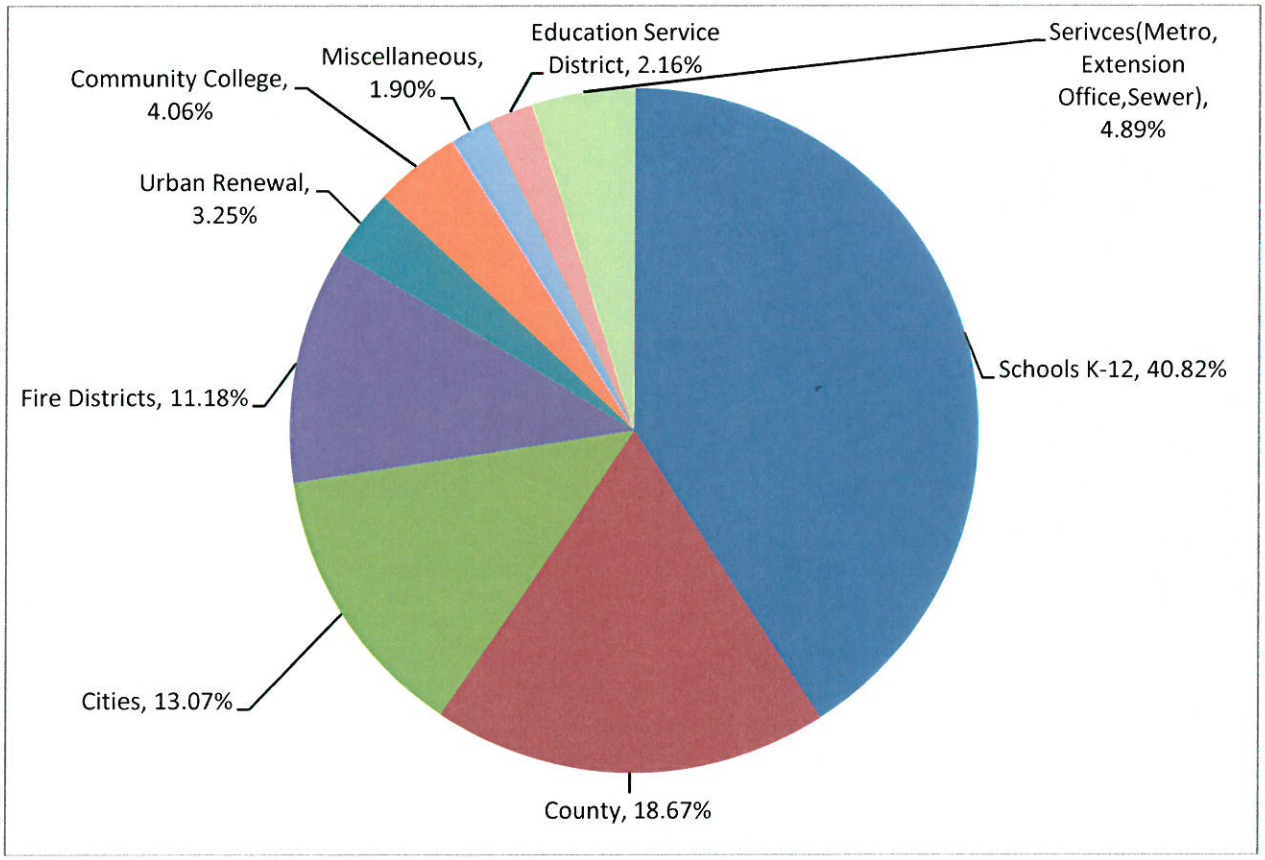
The community has a "small town" feel, with access to diverse local goods and services so people don't have far to drive for convenience items. In the evening, downtown is bustling with diners eating and drinking while overlooking our river vistas. One can join friends and neighbors in a setting surrounded by garden planting demonstrating pride of ownership. Old and new buildings blend to make the downtown interesting and dynamic. The two-rivers setting inspires small business development that is unique and specialized – offering an unusual shopping experience. Gladstone is for everybody!

Values Statement

The council and staff of the City of Gladstone believe our priority is to be transparent in our work and fiscally responsible with public monies. We hold dear our pride in the volunteers that give time and effort into making this community more beautiful and culturally rich. We respect and trust our community organizations and governmental partners that keep us diverse, and we value and cherish the unfiltered debate between citizens, city staff and city government over challenges and opportunities that come our way. We appreciate how citizens advocate to others about this place we call home.

ALLOCATION OF PROPERTY TAX REVENUE COUNTYWIDE

The average tax dollar in Clackamas County was allocated as follows:



As indicated in the previous graph, 13.07% of property taxes currently collected in Clackamas County are allocated to cities. Figures from Clackamas County based on 2014-15 data.

TAXES, FEES AND CHARGES

Service levels in Gladstone most likely compare to those provided in other communities. For many years, Gladstone's taxes per capita for municipal services was one of the lowest of cities surveyed, and the combined expense of taxes and utility fees in Gladstone were less compared to much of the urban portion of unincorporated Clackamas County. Gladstone's local option levies, initially approved by voters in 1998, resulted in somewhat higher taxes, but are still less per capita than average. Gladstone's "garbage bills" are somewhat less than many other communities due in part to the city only imposing an annual $360 solid waste franchise fee. Gladstone not imposing a fee for storm water is unlike most local governments in the urban area that charge between $8.00 to almost $16.00/month/customer. The need for a storm water fee is under consideration due to the addition of unfunded mandates related to the cities storm water discharge permit issued by the Oregon Department of Environmental Quality (DEQ).

Gladstone's water and sewer system development charge (SDC) for a new single family home is among the lowest in the Portland Metropolitan area. Higher SDCs in Gladstone could reduce the value of vacant properties and redevelopment of properties owned by Gladstone taxpayers since SDCs are a development cost. More importantly, state law requires that SDC revenue fund only infrastructure capacity improvements. Gladstone has relatively high need for infrastructure maintenance compared to capacity improvement since most of the water, sewer and transportation infrastructure was constructed years ago.

ANNEXATION AND COUNTY TAXATION

Real estate developers often request property annexation to a city to receive essential water and/or sewer services, and perhaps to pay less in SDCs compared to those imposed in unincorporated areas. Lower SDCs in Gladstone has been a recent incentive for developers of generally vacant land to consider annexation. Owners of already developed land usually have limited incentive to annex in part due to usually higher taxes in cities including Gladstone, and because the County and special districts provide urban services similar to those provided by cities. Clackamas County imposes generally the same tax rates throughout the county even though it provides more services, especially county law enforcement, primarily to urban/unincorporated property owners.

Annexations reported to the Tax Assessor by March 31st of each year are used to determine total maximum assessed value (MAV) and a city's tax revenue for the following year. Discounts for tax payments by the initial due date and successful tax appeals reduce potential revenue to about 93% of the authorized amount of tax levy. Measure 50 (M-50) was approved by voters statewide in 1997. Unlike circumstances before M-50, assessed value from annexation increases revenue for cities and reduces revenue for other taxing jurisdictions. Gladstone's annexation reduces revenue for Fire District #1, the North Clackamas Park and Recreation District and the Enhanced Law Enforcement District. The City does not control annexation; consent of affected property owners is required except "island annexations". Annexation of vacant land with potential for "qualifying improvements" may be a better deal for cities than annexation of already developed property.

EFFECT OF LAND USE ON ASSESSED VALUE (AV)

The mix of land uses within a community directly affects its total AV and the amount individual property owners pay in property tax. This circumstance was generally not affected by M-50. Commercial/industrial land uses generally have higher AV and demand proportionately less service compared to other land uses especially multifamily land use. Gladstone is primarily a "bedroom community" with a below average amount of existing commercial/industrial land use compared to other communities of similar size, shown as AV per capita on page 4. Gladstone's relatively low AV per capita from the value of all land uses in the community results in a circumstance where the city can either employ fewer employees per capita or impose higher taxes and fees compared to most other communities.

Things the city can do to maintain or increase property values and "employee affordability" include:

- ⋆ Abate nuisances and encourage repair or demolition of dilapidated housing;
- ⋆ Maintain the reputation of good schools and low crime;
- ⋆ Annex vacant properties with potential for relatively high assessed value;
- ⋆ Encourage more commercial/industrial development of vacant land within the city;
- ⋆ Encourage private investment by improving the visual appearance of streets including curbs and sidewalks;
- ⋆ Mitigate traffic intrusion into residential neighborhoods, and
- ⋆ Minimize taxes and fees.

TAX COMPRESSION UNDER MEASURE 5

In November 1990 voters statewide approved a tax limitation measure commonly referred to as Ballot Measure 5 (M-5). This amendment to the Oregon Constitution limits the total tax rate for non-school purposes to a maximum $10.00 per $1,000 AV. The limit does not apply to any rates for voter approved bonded debt. Levy amounts derived from non-school tax rates that exceed $10.00/$1,000 AV are reduced through "compression," with the amount of tax revenue for each taxing jurisdiction reduced proportionate to its relative levy authority. M-50 requires that revenue from local option levies be compressed before any compression of revenue derived from permanent tax rates. If there is more than one local option levy in a tax code area, then each levy would be compressed equally before permanent tax rates are reduced. Total non-school tax rates for determining compression under M-5 are based on real market values (RMV) and therefore these tax rates are different than M-50 rates applied to MAV. Clackamas County Department of Taxation and Assessment does not keep record of M-5 rates as they need to be calculated individually based on a property's real market value divided by taxes imposed.

In Gladstone, significant tax compression is unlikely for fiscal year 2016 due to annual increases in AV that occurred prior to M-50 thereby reducing the total non-school tax rate. The probability of compression was further reduced by M-50's roll back in AV and limit on tax rates and property taxes. With that said, the real estate market has recently stopped its decline steadying the gap between market value and AV. Most of the decrease in the total non-school tax rate was due to the city's rate of $6.32 in 1991-92 being reduced to $4.82/$1,000 AV after M-50. Gladstone voters subsequently approved local option levies increasing the city's "adjusted" tax rate to $5.47/$1,000 AV and increasing the total non-school "adjusted" tax rate to $9.26/$1,000 AV.

TAX SYSTEM PRIOR TO MEASURE 50

Prior to M-50, tax rates were determined by a city's total assessed value and the amount of taxes levied. The greater a city's total AV relative to its budget requirements, the lower the city's tax rate. Contrary to common belief, AV from new development did not increase the city's tax base and property tax revenue. Instead, taxes paid by owners of several million dollars in new construction each year before 1997-98 slightly reduced Gladstone's tax rate and the amount of taxes paid by other city taxpayers, subject to "the 6% increase". The Oregon Constitution allowed local governments to increase their tax base a maximum 6% annually without voter approval. This levy based system gave taxing jurisdictions financial stability relative to inflation. The system favored communities such as Gladstone where annual service demands and population were growing slowly. In 1980, Gladstone voters approved a new city tax base. Primarily to compensate for inflation, during the 18 years prior to M-50, the city raised its tax base 6% annually increasing its property tax revenue an average of $95,000 per year.

MEASURE 50 AND ASSESSED VALUES

M-50 changed the Oregon property tax system from a levy based system to a rate based system and virtually eliminated tax bases. The measure rolled back AV's to 90 percent of their 1995-96 levels and established 1997-98 as the "base year" for MAV. M-50 rolled back the city's total AV by $86 million. M-50 gave the largest roll back of AV and therefore tax reduction to property owners whose market value grew the most from 1995-96 to 1997-98. During that time, AV's grew substantially more in Gladstone compared to many other communities due to Gladstone's location in the Portland Metropolitan area and market demand for housing that was relatively affordable.

M-50 allows MAV on <u>individual</u> properties to increase a maximum 3% a year plus the value from qualifying improvements generally consisting of new construction, major remodeling, subdivisions of land, changes in special assessments or exemptions and zone changes when there's a change in land use. Qualifying improvements after 1998 are assessed at the ratio of MAV to net market value. Qualifying improvements must be assessed for tax purposes before January 1st to be listed on the tax rolls for assessment purposes during the following fiscal year. As a result of the provision for qualifying improvements, M-50 favors communities with significant increases in value from new construction compared to mature communities with limited vacant land for development such as Gladstone. Tax revenue from qualifying improvements will be especially important during periods of high inflation.

Excluding qualifying improvements, Gladstone's MAV may increase 3% for 2015-16. This is due to MAV not only including the value of real property, but also including the value of personal property and public utilities. About 98% of Gladstone's MAV is comprised of real property value. Utility value includes, for example, the infrastructure owned by Northwest Natural Gas. Personal property for assessment purposes is based on calculation of centrally assessed tangible and intangible values from business depreciation and replacement of equipment, software, etc. Mobile homes are also personal property that often depreciates in value. Changes in the amount of MAV for utilities and personnel property are different compared to real property.

The estimated 3% increase in MAV allowed by M-50 plus value from qualifying improvements allowed the city's net MAV, excluding "increment value" for urban renewal, to increase about 3%.

MEASURE 50's PERMANENT TAX RATES AND REVENUE

M-50 established "permanent tax rates," which exclude any additional rates for local option levies and bonded debt. The Oregon tax system became relatively simple because permanent tax rates do not change from year to year, and MAV cannot grow more than 3 percent a year beginning in 1998-99, excluding value from qualifying improvements, annexation, etc. as described previously.

The State Department of Revenue used local government's AV and levy authority in 1996-97 to calculate their permanent tax rates including Gladstone's permanent rate of $4.8174/$1,000 MAV. Gladstone's permanent rate and future levy authority were maximized by electing to increase the tax base 6% each year since 1980. However, the City's permanent rate would have been greater if serial levies were in place when M-50 was approved since levy rates were "rolled" into permanent rate calculations. For example, a county wide library levy intended to reduce tax inequity was rolled into Clackamas County's permanent rate. The approximately $5.8 million in "increment" MAV that was captured by Gladstone urban renewal when the City's permanent tax rate was determined caused the rate to be about 6¢ greater than it would have been without urban renewal.

RATE ADJUSTMENTS FOR URBAN RENEWAL

In 2001, the Oregon Supreme Court ruled in Shilo Inn vs. Multnomah County that all urban renewal dollars from "division of tax" that are raised and previously collected in the Education and Bond category of the property tax bill be moved to the General Government category and subject to the M-5 limit of $10.00/$1,000 of RMV. Adjusted rates apply if a county or city such as Gladstone has adopted an urban renewal plan and collects revenue from division of tax; otherwise permanent rates apply. The next table shows permanent tax rates in Gladstone established by M-50 and rates that have been adjusted to accommodate division of tax. Taxes levied for division of tax now appear on all tax statements citywide. Property owners pay the same amount of taxes regardless of whether urban renewal receives revenue from division of tax. Division of tax only affects how property tax revenue is distributed among taxing jurisdictions, except for local school districts that apparently receive money through a State school funding formula equal to that not raised locally.

Gladstone Non-School M-50 Tax Rates/$1000 AV *		
Taxing District	**Permanent Rate**	**Adjusted Rate**
City of Gladstone	4.8174	4.4736
Clackamas County	2.4042	2.2326
Clackamas County Soil Conservation	N/A	0.0456
Vector Control (County)	0.0065	0.0061
County Extension &4-H	N/A	0.0465
County Library	0.3974	0.3692
Port of Portland	.0701	0.0652

* The difference between the total permanent rate and the total adjusted rate is due in part to local option levies and urban renewal not having permanent rates. Taxes for urban renewal reduce rates for all other taxing jurisdictions including rates, not shown above, for schools and bonded debt.

LOCAL OPTION LEVIES

M-50 allowed local option levies in addition to tax revenue from permanent tax rates if the levies are voter approved by double majority or at a General Election. Double majority means that more than one half of the approximately 6,800 registered voters in Gladstone must cast a ballot and a majority of those voting must approve the levy. However, in November 2008, voters statewide approved Measure 56 allowing "simple majority" voter approval in May and November elections beginning in 2009. Taxing authority gained from voter approval of a local option levy for operation and maintenance is limited to five years. A tax rate for a local option levy may be fixed or vary from one year to the next and does not become part of a permanent tax rate. Financial and political risk increases with use of local option levies. This is due in part to competition for diminished resources if levies are not re-authorized.

In 1998, Gladstone voters authorized two local option levies in fixed amounts totaling $398,500/year for five years for the Police, Communications and Fire Departments. These fixed amount levies expired in June 2004. In November 2002, voters approved two fixed tax rate levies that expire in June 2009. In November 2008, voters approved two fixed rate levies totaling 99 cents/$1,000 MAV beginning July 1, 2009. Voters again approved the two local option levies in 2012 for the same 99 cents/$1,000 MAV. Compared to fixed levy amounts, fixed tax rate levies simplify budgeting and reduce financial risk by allowing growth in AV to adjust revenue to offset cost increases due to inflation. The fixed tax rate levies should provided an estimated $739,263 in 2014-15.

REVENUE SOURCES, excluding cash reserve

The following table shows revenue sources in 2013-14. About 47% of the city's $10 million in revenue, excluding beginning available cash on hand, was from property tax. State shared revenues and water and sewer user fees were the next major sources of city revenue. Money from cigarette, alcohol and gas tax, including state revenue sharing, is commonly referred to as state shared revenues.

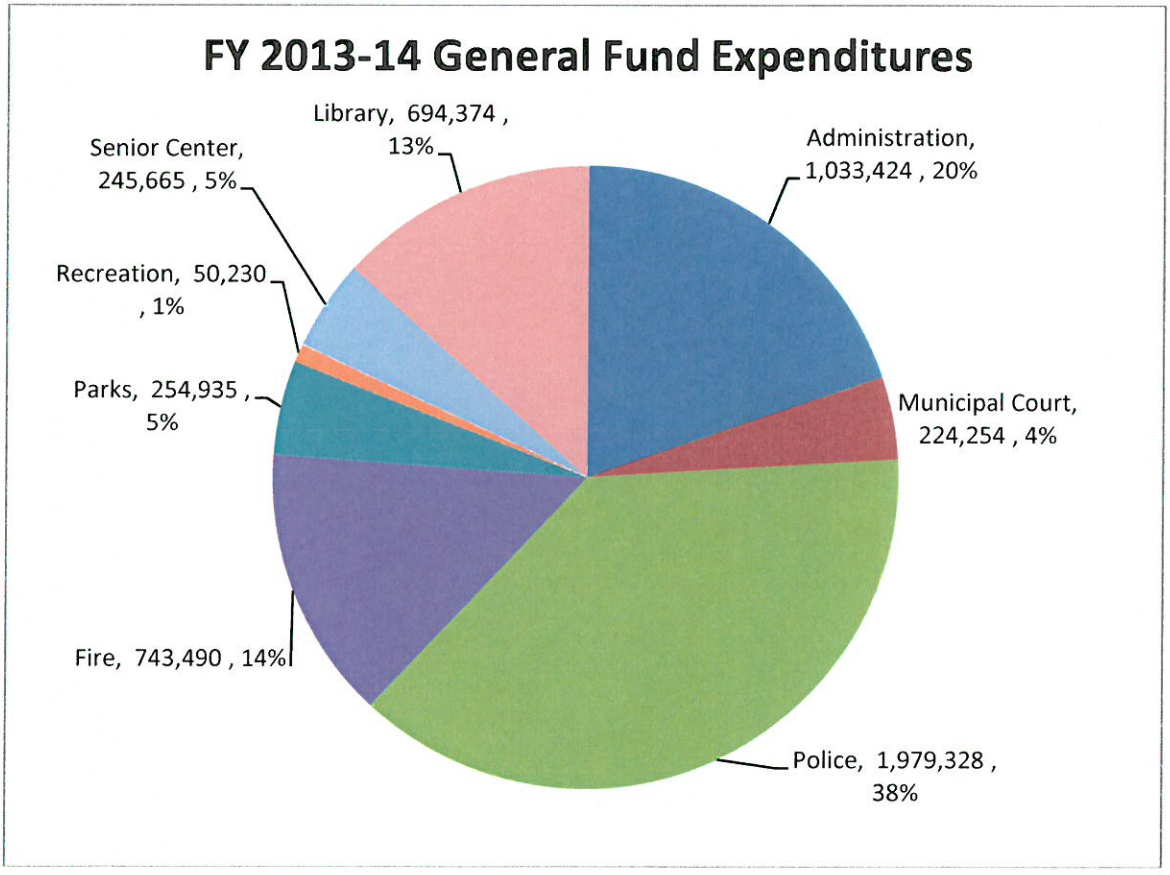
Revenue Source	General Fund	St Rev	Street	Urban Renewal	Police Levy	Fire Levy	Water	Sewer	Totals
Property Taxes	3,442,106	-	-	878,054	517,580	248,270	-	-	5,086,010
Public Service Taxes	795,017	106,196	656,823	-	-	-	-	-	1,558,036
Franchise Taxes	511,915	-	-	-	-	-	-	-	511,915
Grants	14,819	-	-	-	-	-	-	-	14,819
Charges for Services	78,119	-	19,863	-	-	-	1,221,855	1,835,899	3,155,736
Licenses and Permits	22,324	-	-	-	-	-	-	-	22,324
Fines and Forfeitures	238,701	-	-	-	-	-	-	-	238,701
Contributions and Donations	33,448	-	-	-	-	-	-	-	33,448
Interest	30,222	3,941	-	16,874	2,017	1,043	-	-	54,097
Fund Admin.	113,766								113,766

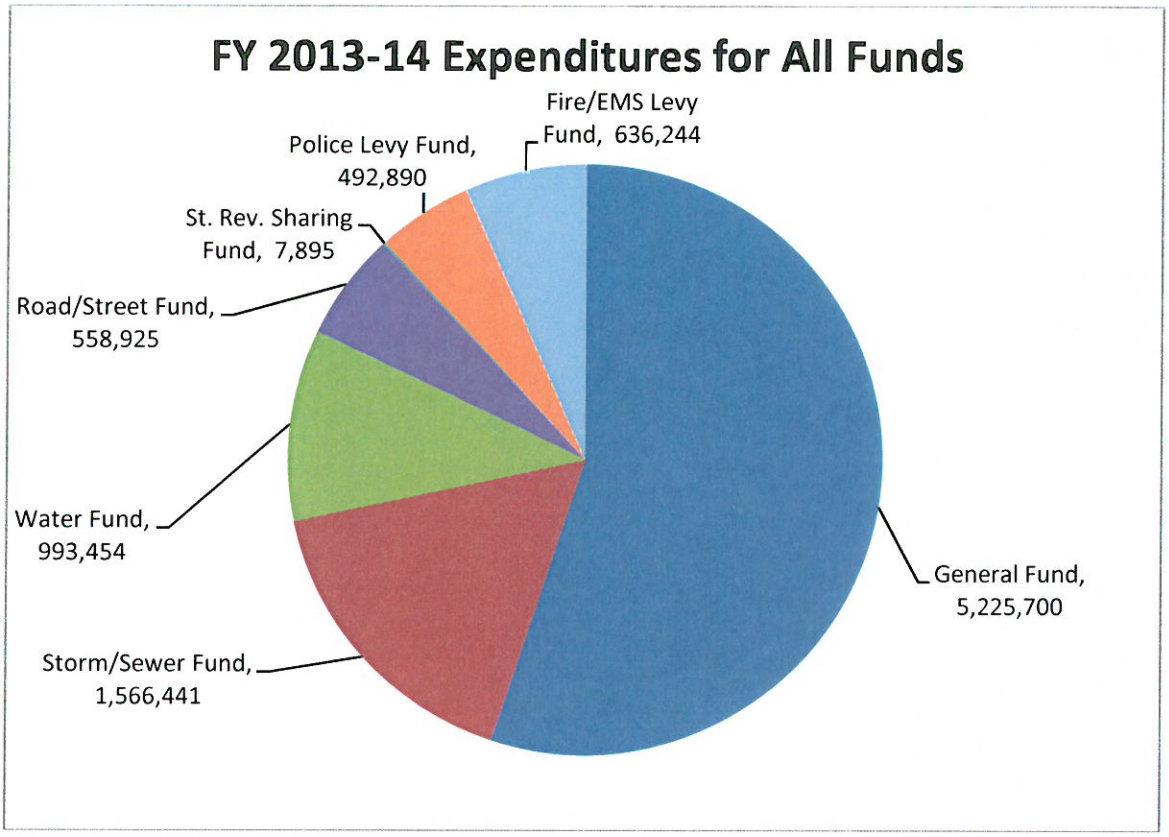
Transfer									
Misc.	263,051	-	3,620	-	-	-	31,897	2,840	301,408
Total	5,543,488	110,137	680,306	894,928	519,597	249,313	1,253,752	1,838,739	11,090,260

The Library is largely funded by the countywide library district levy and about one-third the cost for the Senior Center is funded by federal grants. Water and storm/sewer departments are self-sustaining, entirely supported by user fees. The Street Fund is primarily financed by motorists through the State "gas tax". Most city streets are in average to poor condition. Increases in the cost of asphalt, have substantially reduced the number of streets that can be maintained unless there is an increase in revenue such as a street maintenance fee.

RECENT EXPENDITURES

Virtually everything the city does in providing services, maintaining staffing levels, compensating employees, etc. depends on money. An increase in expenditures for one or more departments in the General Fund generally affects potential expenditures for all other departments in that fund. The following table shows how revenues were expended during 2013-14. Land use planning is provided by General Administration through a contract with Clackamas County. The two pie charts below show actual expenditures in fiscal year (FY) 2013-14 for the General Fund and All City Funds.





EFFICIENCIES INCLUDING PERSONNEL

Gladstone began utilizing intergovernmental agreements to consolidate services, especially services that require major capital investment, i.e. water and sewer treatment facilities. These intergovernmental agreements allow the City to retain some local control, especially control over cost imposed on Gladstone taxpayers, rather than allowing districts to gain overlapping jurisdiction within the City. Overlapping jurisdiction would most likely result in Gladstone, as a mature community, subsidizing more of the urbanization costs in unincorporated Clackamas County. Consolidation through overlapping jurisdiction could also cause fragmentation among City services.

In comparison to capital intensive services, the City has found little reason to consolidate personnel intensive services since other governmental units would incur about the same or greater employee expense to serve Gladstone taxpayers. Also, the City retains "retail" responsibility for water and sewer services since inter-fund transfers help pay for relatively fixed cost for management employees who spend considerable time on water, street and sewer issues. City provision of these retail service funds public works employees who provide "call-out" emergency services such as during wind storms, flooding conditions, etc. Most importantly, local control allows right-sizing the number of employees resulting in lower utility rates as shown previously.

The City contracts for services that require technical expertise not available through the small number of city hall staff, who are generalists and not specialists. Increasing technological and regulatory complexity will eventually require even greater expertise typically available from larger organizations unlike the City. Gladstone is probably more extensively involved in the provision of public services through intergovernmental agreements than any other city in Clackamas County, except Happy Valley. The City has granted a franchise to a private company for recycling and solid waste and yard debris collection and it presently contracts for erosion control, water meter reading, civil engineering,

land use planning, construction of public improvements, police and fire and emergency medical dispatch, public information on water conservation and storm water quality, maintenance of street lights and sewer pump stations, janitorial services, municipal audit, legal assistance, street repair, water treatment and sewage treatment services. To maintain effective and efficient service delivery, the City remains open to further service provision by intergovernmental agreement and by contracting with the private sector for services traditionally considered public functions, when these alternatives are deemed cost-effective.

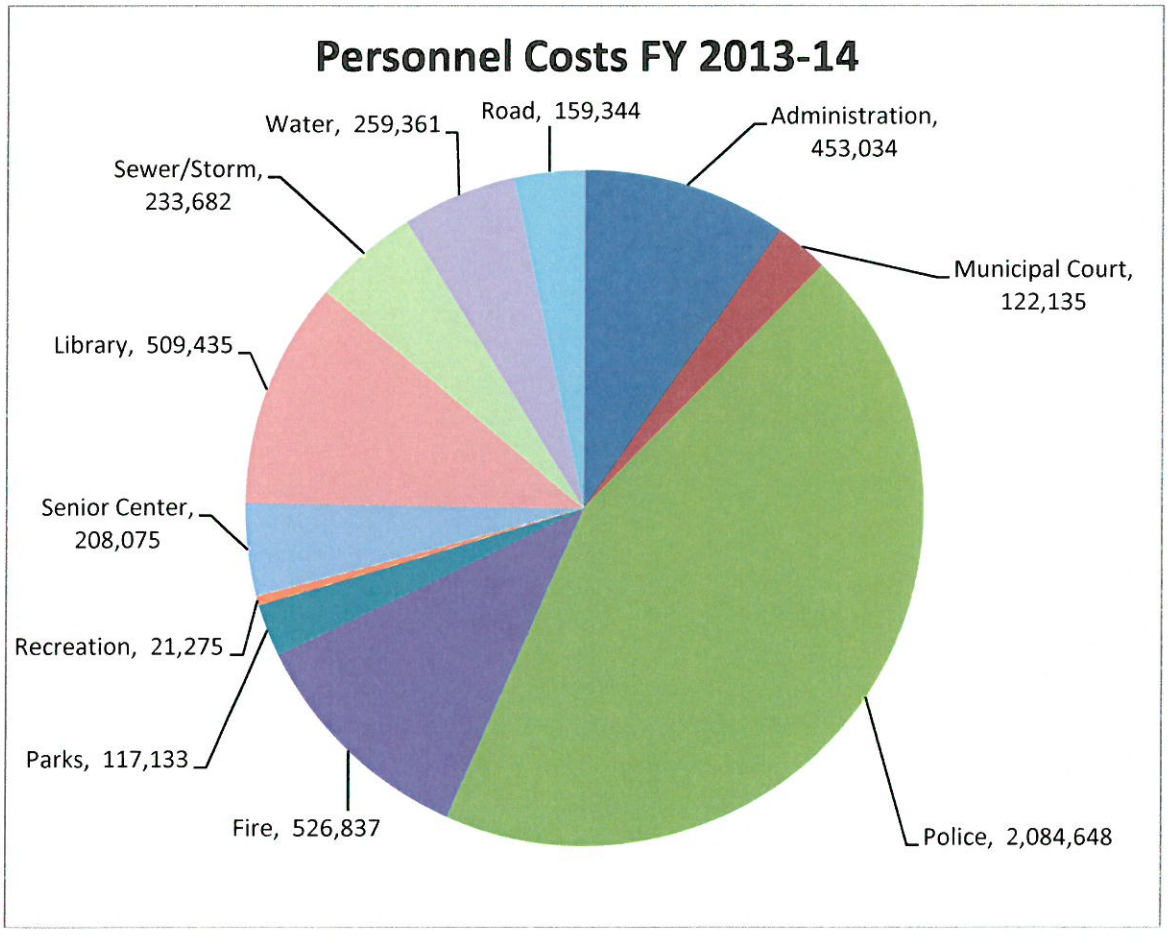
More important than contracting for services, the City began decades ago to achieve effective and efficient service delivery in part by "downsizing" the number of employees. The number of personnel was reduced 26% over the eighteen years prior to 1998-99. The number of employees in the Senior Center and the Public Works Department has been reduced about 50%. During this same period, management staff in general administration has been reduced about 70% to presently two management employees. Personnel reduction allowed re-allocation of funds from personnel to capital improvements including improvement of streets, storm sewers, water distribution and replacement of public works department equipment. In addition, downsizing saved city taxpayers about $7 to $9 million prior to 1998-99, while maintaining, and in some cases, improving the level of services.

ASSESSMENT OF PRESENT STAFFING LEVEL

Further staff reduction in General Administration, Senior Center and the Public Works Department would be difficult without reducing services. Police and Library departments are personnel intensive relative to their other budget requirements, and it should be noted that these departments deliver public services more than the normal forty (40) hours per week. Unlike other departments, staffing in the Police Department is primarily based on the need for officer safety. Over the last twenty years, the City's population has grown about twenty five hundred people, or 20%, increasing demand for many city services. The number of employees for most departments may now be "right-sized," in part because of the hiring of additional employees with funds from the local option levies. Other departments such as Administration and Public Works may be understaffed due to new City Council projects and unfunded mandates from state and federal agencies.

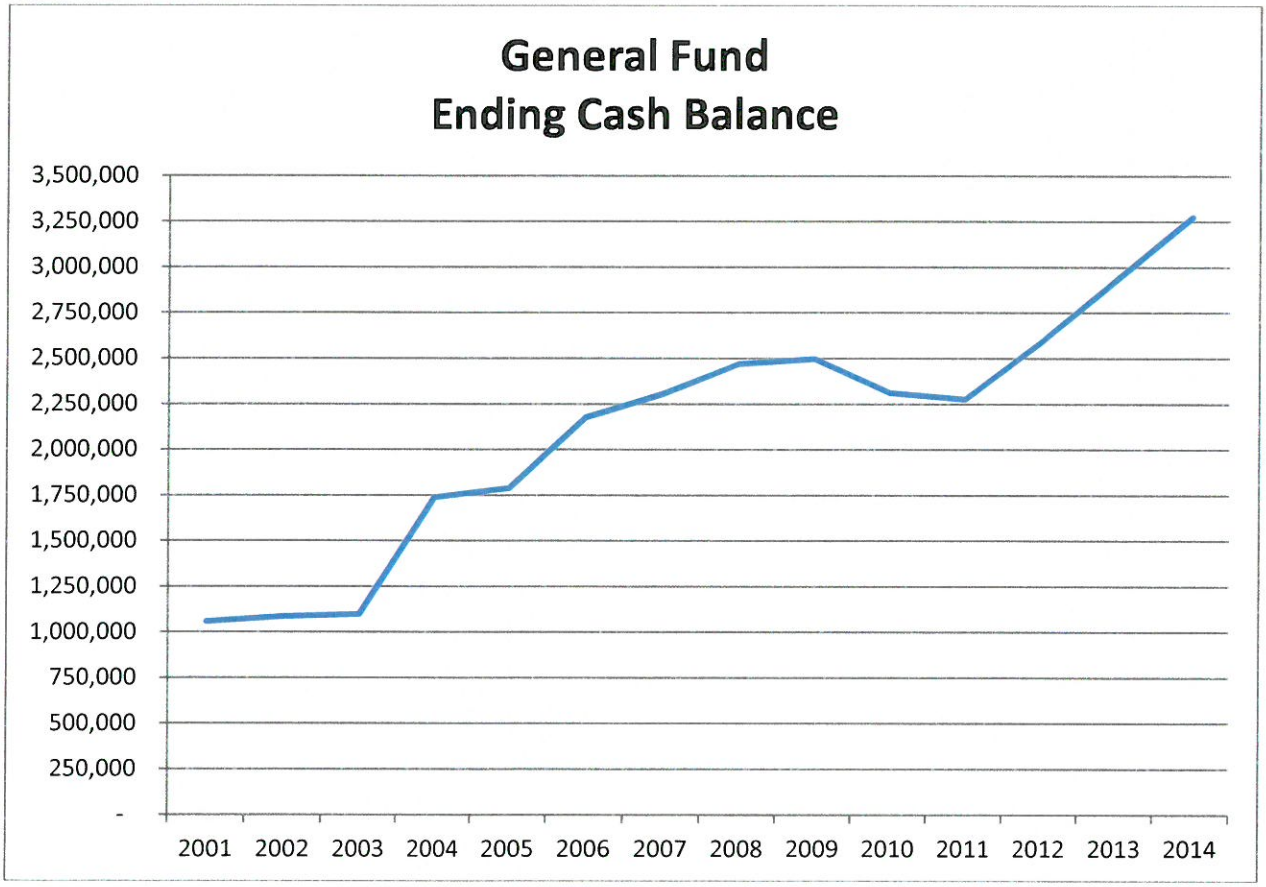
Effective management requires city officials to identify and maintain the optimum number of employees and combination of skills needed to maximize city services while minimizing related expenditures. Too few or too many employees within a department can result in inefficiency. Increases in the level of personnel can be accomplished with relative ease. However, termination of employees is difficult. Personnel reductions should be done by attrition, when possible, to minimize the personal impact on employees and their families. Minor re-organization and re-assignment of work tasks may be necessary when elimination of a vacant position is deemed necessary to maintain positive cash flow and to save money for equipment and infrastructure replacement. Any proposal to increase taxes and/or fees to pay for more employees should not be simply based on a comparison of tax rates or employees per capita, i.e. the "quota system". As mentioned previously, carefully assessing "needs" and determining funding methods should be done each time before hiring more employees.

DEPARTMENT	2013-14 PERSONNEL COSTS
ADMINISTRATION	$453,034
MUNICIPAL COURT	$122,135
POLICE	$2,084,648
FIRE	$526,837
PARKS	$117,133
RECREATION	$21,275
SENIOR CENTER	$208,075
LIBRARY	$509,435
SEWER	$233,682
WATER	$259,361
ROAD	$159,344
ALL DEPARTMENTS	$4,694,959



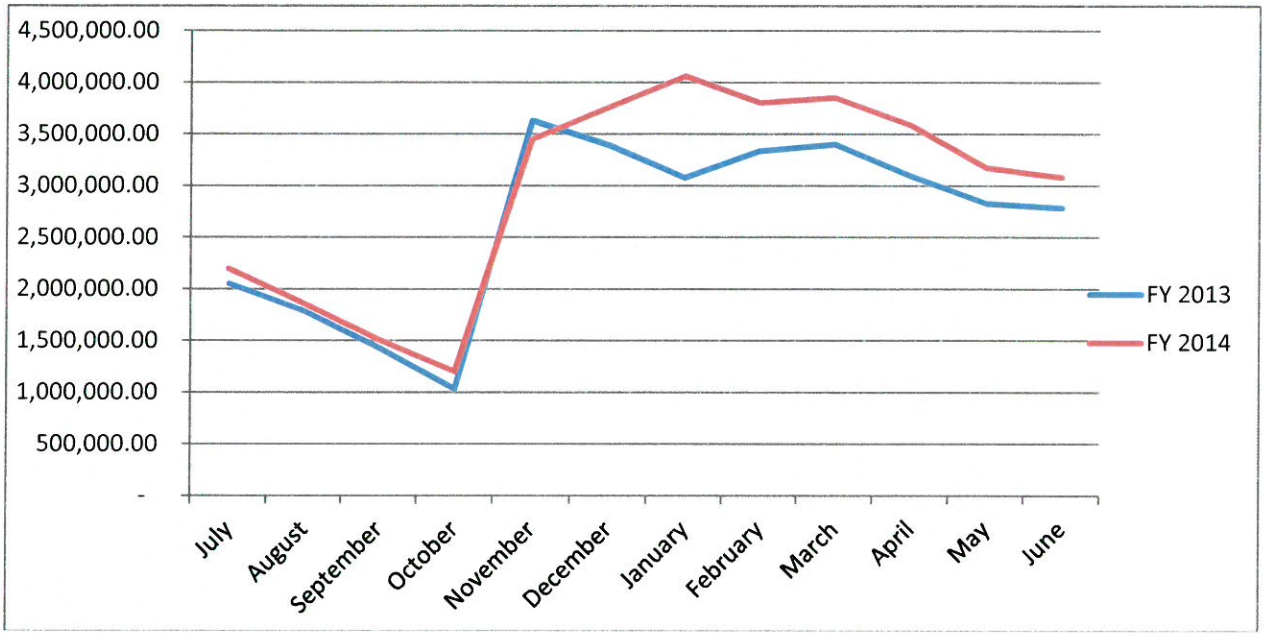
CASH FLOW

Positive cash flow is the amount that total revenue exceeds total expenditure and negative cash flow occurs when expenses exceed revenues. In 1997-98, M-50 deceased property tax revenue $253,015/year compared to the year previous. Over several years, use of property tax revenue was discontinued for yard debris collection and about $140,000 in total collection cost was transferred to "garbage" rates. In 2003, the City Council approved a preliminary financial plan to deal with expenditures exceeding revenues in the General Fund by an average of about $65,000/year the three years from 2000 to 2003, and to avoid depleting cash reserve and laying off employees in a few years. In 2003-04, expenditures were reduced by an estimated $187,000/year by discontinuing purchase of July 4th fireworks, no longer funding a cable television studio and contracting for dispatch of police, fire and medical services. The $198,595 in fiscal year 2009-10 negative cash flow was due to the purchase of a fire rescue vehicle and a 21% increase in health insurance premiums. The following table shows ending cash balance in the General Fund from fiscal year 2000-01 to fiscal year 2013-14.



Fiscal year 2013-14, posted a positive $342,933 cash flow in total for the General Fund. The City changed health insurance providers in FY 2011-12 in order to substantially reduce health insurance expenditures. There was a $127,980 positive cash flow in the Water Fund. The Stormwater/Sewer Fund posted a $262,099 positive cash flow; the Road Fund posted a positive cash flow of $122,580. If necessary, future expenditure reductions and/or revenue increases could include increasing solid waste franchise fees, impose road and storm water maintenance fees, etc.

The following chart shows General Fund cash flow throughout the fiscal year.



CASH RESERVE

Positive cash flow creates cash reserve and negative cash flow reduces cash reserve. The City's financial condition can be determined in part by evaluating cash flow's affect on cash reserve.

Past efficiencies, especially personnel down-sizing, accumulated $5.9 million in cash reserve in 1998, with subsequent declines primarily due to a $3.1 million property purchase in 1998-99 and paying about $600,000 in cash for the new water reservoir in 2002-04.

As of July 2014, total cash reserve was comprised of: $806,338 in State Revenue Sharing; $3,275,194 in the General Fund; $609,323 in the Street Fund; $1,175,844 in the Stormwater/Sewer Fund; $879,837 in the Water Fund; $365,032 in the Police Levy Fund, and $191,112 in the Fire and EMS Levy Fund. Cash reserve in most funds is legally not available for General Fund purposes.

Somewhat contrary to incurring debt, increasing the amount of cash reserve strengthens the city's financial condition and its ability to optimize services at minimum cost. The amount of cash reserve was one reason why the City was able several years ago to meet legal requirements for refunding bonded debt creating another $40,000 efficiency. Interest income from accumulating a greater amount of cash reserve creates greater efficiency. Cash reserve provides "profit" from interest on investments offsetting the need for higher taxes and fees. Cash reserve reduces the need for fiscal year-end budget transfers and the chances for overspending total budgeted amounts available in each fund category, which can result in adverse audit comments. If cash reserve is depleted, then the City would need to incur cost to borrow money until sufficient property tax

revenue is received each December, and most likely employees indirectly funded by interest from investments of the cash reserve would need to be laid off. However, during periods of negative cash flow, availability of reserve funds provides time for employee reductions through attrition, if necessary, rather than layoffs or transfers.

In the past virtually all of the cash reserve is appropriated as potential expenditures. However, expending all budgeted funds within one year would be similar to deficit spending with potential expenditures exceeding revenues. Starting in FY 2011-12 the City began implementation of unappropriated ending fund balances for the General Fund. That policy change will continue in FY 2015-16. Cash reserve is virtually identical to personal savings; it is a finite amount and cannot serve as a long term revenue source for funding long term expense including the hiring of more employees. Most of the cash reserve was created by employee reductions in General Administration and the Public Works Department and much of the cash reserve is earmarked for long term capital improvements as shown in the next table. In future years, the extent of positive cash flow will determine how fast cash reserve is replenished to fund future capital projects. The water and sewer funds do not have sufficient cash reserve nor cash flow to eventually replace water distribution and sewage collection systems at a multi-million dollar expense, as noted in previous City goals. New water and storm water master plans have identified substantial capital projects for these funds. Completion of master plans for other departments including capital project priority lists will be considered by City Council in the future.

INTER-FUND LOANS

In 2001, the City Council authorized inter-fund loans from the Sanitary and Stormwater Fund and from the State Revenue Sharing Fund to the Water Fund to pay for a new water reservoir on Kirkwood Road. The Water Fund owed $150,000 to the Sanitary and Stormwater Fund and $496,984 to the State Revenue Sharing Fund. City Council forgave the debt to the State Revenue Sharing Fund and ordered the Water Fund to repay the Sanitary and Stormwater Fund by June 30, 2014. There are no other inter-fund loans.

CAPITAL FUNDING OPTIONS

Instead of spending cash reserve, some projects could be funded through a local option levy for capital projects, revenue and/or general obligation bonded debt even though the cost for debt issuance and interest on debt decrease efficiency. M-50 allows local option capital levies if their duration is limited to the useful life of the project or ten years, whichever is less. M-5 and M-50 did not affect potential revenue bonds for water and sewer projects and generally did not affect voter approved general obligation bonds that are usually repaid with property tax revenue.

VALUES REFLECTED IN BUDGET DOCUMENT

In summary, the intent of this budget document is to reflect an "open book" financial policy and to help formulate organizational values, which are important since they influence behavior including expenditure decisions. The effectiveness of organizational values depends on the degree that they are known and generally accepted, especially by those who make or influence expenditure decisions.

SECTION 3

LINE ITEM BUDGET

#1211000 - #1211020 Salaries - The Portland-Salem CPI-U has been used for determining cost-of-living adjustments (COLA's) after it was first proposed by the Police Association and AFSCME. The average (CPI-U) for 2014 (1st and 2nd half/2) equals 2.450%. Wages for employees represented by AFSCME have been adjusted per contract (approximately 0.6%) and the Gladstone Police Association (GPA) have been adjusted by 0.5%. Wages for non-represented employees have been adjusted by a 0.5% (COLA).

#1211010 Assistant City Administrator – This is a proposal for a new position. The new position would have a primary focus on finance but would also assist with a range of other administrative matters.

#1211055 City Attorney Hourly – The City of Gladstone has retained Beery, Elsner and Hammond (BEH)for City Attorney services. Services are billed on an hourly rate. This year both the AFSCME and GPA contracts will be open. In the past the City has used Local Government Personnel Institute (LGPI) for legal advice. This year the City will use BEH.

#1211070 County Planning Services Contract - For more than thirty years, the city has contracted with Clackamas County for planning services. The contract cost is offset to a great extent by land use planning fees; the balance of contract expenses are paid from General Fund resources including property tax revenue. Land use cost and revenue (shown in General Fund Resources) vary considerably each year depending on number and types of land use applications.

#1211075 Municipal Audit Contract - for annual audit as required by State law. An additional Certified Public Accountant is used to review and close the city's finances for the fiscal year.

#1211105 Building Maintenance – Building maintenance expenses have been moved to the State Revenue Sharing Fund.

#1211110 League of Oregon Cities Dues - The League's advice and lobbyist services continue to be important to the City.

#1211155 Information technology (IT) services are contracted out and the expense is covered in this line item. Last year the City updated its website.

#1211165 Personnel Recruitment – This appropriation is used to advertise in local newspapers and occasionally employ consultants to help conduct abbreviated assessment centers, a clinical psychologist to conduct personality profiling and, when applicable, management assessments.

#1211193 Continuing Health Care Coverage - Discontinued, retirees now pay their insurance premiums directly to the insurance provider and not to the City.

#1211195 Local Government Personnel Institute Dues - The City joined the Local Government Personnel Institute (LGPI) several years ago for discounted hourly rates for professional labor negotiations. Other advantages of LGPI include assistance with personnel issues. LGPI is affiliated with the League of Oregon Cities and City County Insurance Services.

FORM
LB-31

DETAILED REQUIREMENTS
GENERAL ADMINISTRATION
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	110,651	111,178	111,734	1211000 City Administrator - Boyce	1	Cont.	112,293			2
3	85,080	85,500	85,928	1211005 Assistant City Administrator - Morishita	1	42	86,357			3
4	-	-	-	1211010 Assistant City Administrator	1	42	78,334			4
5	58,335	57,965	58,079	1211015 Admin Secretary/Recreation Coordinator - Bannick	1	24	58,369			5
6	53,064	53,355	53,667	1211020 Account Clerk (Finance) - LeDoux	1	22U	53,667			6
7	-	-	500	1211023 Overtime			500			7
8	1,592	1,601	1,620	1211024 Career Recognition Pay			550			8
9	139,618	143,435	159,275	1211025 Payroll Costs			209,995			9
10	448,340	453,034	470,803	TOTAL PERSONNEL SERVICES			600,065	-	-	10
11										11
12				MATERIALS AND SERVICES						12
13	93,492	137,378	100,000	1211055 City Attorney			150,000			13
14	97,154	87,954	95,000	1211060 Fire and Liability Insurance			120,000			14
15	36,285	44,483	40,000	1211070 County Planning Services Contract			40,000			15
16	23,276	20,950	36,000	1211075 Municipal Audit Contract			30,000			16
17	5,590	4,935	7,000	1211085 Janitor Services			7,000			17
18	11,089	11,064	12,000	1211095 Utilities (Lights and Fuel)			13,000			18
19	16,481	9,316	19,000	1211100 Telephones			11,000			19
20	8,752	5,767	10,000	1211105 Building Maintenance			-			20
21	-	8,293	9,000	1211110 League of Oregon Cities Dues			9,000			21
22	24,757	36,911	35,000	1211130 Office Supplies / Printing / Postage			35,000			22
23	16,070	17,357	17,500	1211135 City Newsletter			20,000			23
24	3,371	3,160	6,000	1211145 Memberships / Conferences / Publications			10,000			24
25	96,083	132,928	120,000	1211155 Data Processing/Maintenance/Licensing			120,000			25
26	30,493	40,685	35,000	1211160 Surveys and Consultants			35,000			26
27	2,936	16,441	10,000	1211165 Personnel Recruitment			15,000			27
28	903	949	2,000	1211170 Employee Appreciation			2,000			28
29	1,832	239	1,600	1211175 Vehicle Maintenance			1,000			29
30	1,549	1,580	10,000	1211195 Local Government Personel Institute Dues			-			30
31										31
32	470,113	580,390	565,100	TOTAL MATERIALS & SERVICES			618,000	-	-	32
33	**918,453**	**1,033,424**	**1,035,903**	**TOTAL ADMINISTRATION REQUIREMENTS**	**5**		**1,218,065**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

15%

1

*Include schedule of pay ranges

#1221205 Municipal Court Clerk – in addition to other duties, the employee in this position maintains a "violation bureau". This bureau metes out fines and forfeitures pursuant to the Judge's orders.

#1221210 Assistant Account Clerk (.50)

#1221225 Municipal Court Judge Contract.

#1221230 Prosecuting Attorney - The Prosecuting Attorney files charging interments/complaints with the court, plea bargains with defendants before court appearances, appears for sentencing, jury trials and meets with other attorneys to settle cases.

#1221235 Attorneys for Indigent Clients – There are currently three defense attorneys under contract to represent indigent clients. Indigent clients are ordered to repay the City if they are working or otherwise able to do so.

#1221255 Pro-Tem Judge & Jury Expenses - This line item pays jury expenses such as meals and cost to occasionally use pro-tem judges when the Municipal Court Judge has a conflict of interest or is otherwise unavailable.

#1221265 Collection Services - Funds in this line item pay to provide the opportunity for court clients to charge fines on their credit cards. Costs incurred by the city are more than offset by an increase in collection of fines compared to circumstances before the use of credit cards.

#1221270 Courtroom Security – This line item will fund contracted court security.

#1221275 Document Imaging – The Court Clerk needs to be able to scan documents quickly while court is in session without leaving the court clerk's office, enabling them to continue to assist the public.

FORM
LB-31

DETAILED REQUIREMENTS
MUNICIPAL COURT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	55,717	56,376	56,023	1221205 Municipal Court Clerk - Vacant	1	22U	44,595			2
3	27,481	28,306	24,445	1221210 Assistant Account Clerk - Hale	0.5	18	26,832			3
4	-	-	500	1221215 Overtime			500			4
5	-	-	-	1221024 Career Recognition Pay			-			5
6	38,698	37,453	45,790	1221025 Payroll Costs			48,956			6
7	121,896	122,135	126,758	TOTAL PERSONNEL SERVICES			120,883	-	-	7
8										8
9										9
10				MATERIALS AND SERVICES						10
11	36,163	36,000	37,406	1221225 Municipal Court Judge			36,000			11
12	39,000	36,000	40,000	1221230 Prosecuting Attorney			36,000			12
13	16,775	14,826	27,000	1221235 Attorneys for Indigent Clients			27,000			13
14	6,995	2,818	8,800	1221245 Court Supplies & Expenses			9,500			14
15	4,233	1,978	6,000	1221250 Printing, Postage & Copies			6,000			15
16	1,284	2,128	2,500	1221255 Pro-Tem Judge & Jury Expenses			2,500			16
17	2,439	2,516	2,500	1221265 Collection Services			2,500			17
18	6,972	5,853	10,000	1221270 Courtroom Security			10,000			18
19	-	-	800	1221275 Document Imaging			800			19
20	113,861	102,119	135,006	TOTAL MATERIALS AND SERVICES			130,300	-	-	20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**235,757**	**224,254**	**261,764**	**TOTAL MUNICIPAL COURT REQUIREMENTS**	**1.5**		**251,183**	**-**	**-**	**33**

% change from previous fiscal year -4%

#1241403 Police Lieutenant – Approved by City Council in fiscal year 2013-2014.

#1241445 – 1241455 Line items have been discontinued.

#1241465 Municipal Ordinance Specialist -- Duties include code enforcement, managing the property & evidence function, and other tasks as assigned. This position is paid 50% through the Police Levy Fund and 50% through the General Fund budget.

#1241500 Records Clerk – Handles records-related duties and provides customer service to citizens during standard business hours.

#1241505 Police Reserves – Cost for the reserve unit reflects its proposed size of 5 reserve officers; we are processing applicants. Currently there is one reserve officer.

#1241525 Overtime – This provides overtime for officers (per the collective bargaining agreement) and the sergeants. The 1241526 Training Overtime has been integrated in this line item.

#1241526 Training Overtime – This has been moved to 1241525.

FORM
LB-31

DETAILED REQUIREMENTS
POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	113,220	104,028	104,548	1241400 Police Chief - Vacant	1	51	94,816			2
3	-	90,812	82,454	1241403 Police Lieutenant - Jolley	1	48	87,000			3
4	80,146	80,515	78,860	1241405 Police Sergeant - Lawrance	1	39	79,255			4
5	87,720	72,218	78,860	1241410 Police Sergeant - Jundt	1	39	79,255			5
6	58,576	31,110	64,858	1241415 Police Acting Sergeant - Hill	1	39	65,183			6
7	67,262	68,228	67,937	1241420 Police Detective - Voss	1	29PA	68,278			7
8	68,051	-	67,937	1241423 Police Detective - Maple	1	29PA	68,278			8
9	65,507	68,770	62,905	1241425 Police Officer - Mixson	1	29PA	63,220			9
10	61,551	42,810	51,629	1241430 Police Officer - Newton	1	29PA	54,602			10
11	-	60,613	51,629	1241435 Police Officer - Herkamp	1	29PA	54,602			11
12	64,184	-	-	1241440 Police Officer - Vacant	0	29PA	51,888			12
13	64,148	66,671	-	1241445 Police Officer	0	29PA	-			13
14	58,751	62,122	-	1241450 Police Officer	0	29PA	-			14
15	-	-	-	1241455 Police Officer	0	29PA	-			15
16	62,680	63,986	62,905	1241460 Police Officer - Okerman	1	29PA	63,220			16
17	-	55,859	54,330	1241462 Police Officer - Gilliam	1	29PA	54,603			17
18	-	57,514	57,032	1241464 Police Officer - Fitch	1	29PA	63,220			18
19	-	24,502	24,380	1241465 Municipal Ordinance Specialist - Boyle	0.5	18PA	24,502			19
20	43,836	44,052	44,272	1241500 Police Records Clerk - Kerrigan	1	17PA	45,349			20
21	1,061	342	4,000	1241505 Police Reserves			4,000			21
22	30,345	38,734	39,540	1241510 Proficiency Pay			32,911			22
23	7,975	11,125	20,000	1241515 Holiday Pay			18,000			23
24	7,640	6,510	67,388	1241520 Career Recognition Pay			7,615			24
25	81,508	79,816	70,000	1241525 Overtime			110,000			25
26	18,641	22,534	10,000	1241526 Training Overtime			-			26
27	475,551	577,748	646,660	1241025 Payroll Costs			658,236			27
28										28
29	1,518,353	1,730,619	1,812,124	TOTAL PERSONNEL SERVICES			1,848,033	-	-	29
30										30
31										31
32										32
33	**1,518,353**	**1,730,619**	**1,812,124**	**SUB-TOTAL POLICE REQUIREMENTS**	**14.50**		**1,848,033**	**-**	**-**	**33**

#1241555 RegJIN – This provides for the primary police database. RegJIN is the newly-implemented Regional Justice Information Network and is now in use by most agencies in the greater Portland metro area.

#1241560 Equipment & Supplies – Used to purchase police tools & safety equipment to ensure officers and staff have adequate means to safely, effectively and efficiently carry out their duties.

#1241580 Radio Maintenance/Replacement – Provides for mobile and portable radio maintenance, repairs & replacement.

#1241582 Radar Maintenance/Replacement – Provides for the repair, replacement and calibration of speed measuring devices used in traffic enforcement.

#1241587 Training – Provides funds for critical core skills training and professional development of all staff.

#1241595 Uniforms & Equipment – Each police officer and the Municipal Ordinance Specialist are issued uniforms & the equipment required for their positions; items are replaced on an as-needed basis; includes ballistic vests for officers.

#1241610 Contractual Services – Is for independent contracting for services of $5,000 or less; includes services such as translation services, personnel research, bargaining, janitorial service, first aid supplies and Hooper Detox.

#1241615 Firearms/Ammunition – Ammunition is provided to meet training and on-duty requirements. Weapons are replaced on a rotating basis as needed. Firearms training is conducted quarterly in accordance with contemporary best-practice standards. Increase due to rising cost of ammunition and increased level of firearms training.

#1241630 Computer/Technology Services – This line item was previously designated as "Data Processing". Expenses in this category are now charged to General Admin # 1211155.

#1241635 Dues and Subscriptions – Provides for memberships and subscriptions to professional associations and their publications that further the professional development of all staff.

#1241640 Cell Phones – Safe and effective operations require solid communication operations.

#1241646 Emergency Management – Supports Gladstone's emergency management training, community education & function in cooperation with Clackamas County Emergency Management. Provides for the emergency satellite telephone.

DETAILED REQUIREMENTS

FORM LB-31

POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,518,353	1,730,619	1,812,124	SUB-TOTAL PERSONAL SERVICES			1,848,033	-	-	1
2				MATERIALS AND SERVICES						2
3	67,215	61,422	71,000	1241550 Auto Maintenance\Fuel			71,000			3
4	4,556	6,342	5,000	1241552 Park Patrol (Private Security)			5,410			4
5	9,576	9,270	12,000	1241555 RegJIN			12,000			5
6	7,800	9,563	10,000	1241560 Equipment & Supplies			10,000			6
7	8,403	8,669	8,000	1241565 Office Supplies/Forms			8,000			7
8	5,153	4,192	5,000	1241570 Printing, Postage, Copies			5,000			8
9	10,804	13,515	18,000	1241580 Radio Maintenance/Replacement			20,000			9
10	719	2,542	3,000	1241582 Radar Maintenance Replacement			3,000			10
11	-	1,776	-	1241585 Document Imaging, Service			-			11
12	22,673	21,093	30,000	1241587 Training			30,000			12
13	-	250	-	1241590 Conferences, Travel			-			13
14	18,013	15,242	20,000	1241595 Uniforms & Equipment			23,000			14
15	15	17	-	1241600 Police Reserve Life Insurance			200			15
16	60,153	54,491	30,000	1241610 Contractual Services			35,000			16
17	11,862	18,174	16,000	1241615 Firearms/Ammunition			20,000			17
18	1,057	94	-	1241630 Computer/Technology Services			-			18
19	1,887	8,700	4,500	1241635 Dues & Subscriptions			4,500			19
20	6,003	7,369	7,500	1241640 Cell Phones			11,000			20
21	1,405	966	1,500	1241646 Emergency Management			1,500			21
22	-	2,500	-	1241648 Share of Cost for C-COM Dispatch Service			-			22
23	2,500	2,500	2,500	1241649 Juvenile Diversion Program			2,500			23
24	239,794	248,687	244,000	TOTAL MATERIALS AND SERVICES			262,110	-	-	24
25										25
26										26
27				CAPITAL OUTLAY						27
28	-	-	5,000	1241655 Miscellaneous Equipment			100,000			28
29	22	22	-	1241660 Police Station Improvements			-	-	-	29
30	22	22	5,000	TOTAL CAPITAL OUTLAY			100,000	-	-	30
31										31
32										32
33	**1,758,169**	**1,979,328**	**2,061,124**	**TOTAL POLICE REQUIREMENTS**			**2,210,143**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year 7%

#1251700 Fire Chief - City Council has decided to change the part-time Fire Chief position to full-time. The line item has been increased accordingly.

#1251710 On Call Firefighters - Gladstone Fire Department members are reimbursed on a per call basis including training sessions. In 2011 the City evaluated how volunteers are reimbursed based on compliance with the Fair Labor Standards Act and compliance with IRS regulations. As a result the members are now considered "part time - on call" employees. Compensation is by a stepped increase scale, based on certifications and length of service, with most employees reaching the top step in 4 - 5 years.

#1251750 Firefighter Training - This line item covers the cost of instructors for required training to maintain national and state certifications for fire suppression, EMS, specialty services and officers. This line also includes the cost for a four month in house fire academy for new recruits.

#1251755 Station Maintenance & Supplies - Proposed funds to allow for painting, electrical repairs and general upkeep of the fire station and general supplies.

#1251770 Life/Disability/Activity Insurance - Similar to police officers, Fire Department employees receive a mandatory $10,000 life insurance policy. The city has chosen to cover the employees on a 24-hour basis. Currently, employees also receive disability insurance that will pay $200 per week if they become disabled while providing emergency services.

#1251778 Cellular Phones, Pagers and Radios – Annual 800 MHz radio maintenance cost is approximately $350/year for each radio. Fire service and FEMA safety standards recommend a minimum of number of radios. This line also covers maintenance and repair of other types of communication and alerting equipment.

#1251785 Physical Examinations - This item covers OSHA and National Fire Protection Agency (NFPA) Testing requirements for blood borne pathogens, required vaccinations, tread mill tests, comprehensive physicals for new recruits, etc.

#1251800 First Responder Supplies – This line item includes funds for medications, disposable medical supplies and maintenance of defibrillators, Presently AMR Ambulance Company reimburses the Fire Department approximately $600 per month for medical supplies. This revenue (see line item #1042640 in General Fund Revenue) is based on a contractual rate set by Clackamas County that is paid to first responders for costs incurred when a person is transported from Gladstone.

#1251805 Supervising Physician Contract - ORS 682.245 Subsection 4. States: "No Emergency Medical Technician shall provide patient care or treatment without written authorization and standing orders from a supervising physician who has been approved by the Board (of Medical Examiners)." This Line item covers the services provided by our Physician Advisor; EMT training, review of treatment and review and issuing of protocols, etc.

#1251814 SCBA Maintenance – Provides for maintenance and repair of current breathing apparatus, formerly in "Capital Outlay".

#1251817 PPE Testing, Repair and Replacement – Provides for maintenance and repair of personal protective equipment (PPE) for firefighters, formerly titled "Turn-Outs and SCBA" in "Capital Outlay"..

#1251819 Cost Share for C-COM Dispatch - Costs are assigned based on the percentage of the agency's population of the total population of contracted agencies. This is both fire and police combined. This costing formula has been adjusted from 30/70 - fire/police split to a 35/65 split to more accurately reflect usage. Due to State of Oregon legislative changes, 911 Funds that previously were received by the City General fund and used to offset these costs are now allocated to the local dispatch center and not the Cities.

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	13,595	13,717	13,786	1251700 Fire Chief - Monte	1		95,302			2
3	79,244	79,488	79,885	1251703 Fire Marshal - Funk	1		80,285			3
4	234,206	237,244	280,000	1251710 On Call Firefighters	4.91		280,000			4
5	80,702	79,059	88,860	1251025 Payroll Costs			98,662			5
6	407,747	409,508	462,531	TOTAL PERSONNEL SERVICES			554,249	-	-	6
7										7
8										8
9				MATERIALS AND SERVICES						9
10	49,056	43,755	50,000	1251730 Engine & Vehicle Maintenance			50,000			10
11	1,562	1,897	4,500	1251735 Office Supplies & Printing			4,500			11
12	1,368	1,592	4,500	1251740 Schools and Conferences			3,000			12
13	3,058	7,624	12,500	1251745 Uniforms			12,500			13
14	13,198	15,104	16,500	1251750 Firefighter Training			16,500			14
15	18,176	20,041	28,000	1251755 Station Maintenance & Supplies			28,000			15
16	3,251	3,405	4,000	1251760 Janitorial Services			4,000			16
17	3,323	2,502	4,000	1251765 Publications & Memberships			4,000			17
18	1,702	4,896	9,000	1251770 Life/Disability/Activity Insurance			7,000			18
19	8,553	8,204	15,000	1251775 Heat & Lights			10,000			19
20	25,849	32,292	34,000	1251778 Cellular Phones, Pagers and Radios			34,000			20
21	2,063	4,727	8,500	1251780 Fire Prevention and Investigation			8,500			21
22	13,206	8,992	18,000	1251785 Physical Examinations			18,000			22
23	3,000	978	3,000	1251790 Dive Rescue Training			3,000			23
24	9,511	3,401	15,000	1251795 Data Processing			13,000			24
25	15,017	19,782	20,000	1251800 First Responder Supplies			20,000			25
26	7,200	8,440	12,000	1251805 Supervising Physician Contract			12,000			26
27	3,093	7,144	10,000	1251810 EMS Training & Recertification			10,000			27
28	8,823	4,373	12,000	1251814 SCBA Maintenance			12,000			28
29	6,512	11,809	12,000	1251817 PPE Testing, Repair and Replacement			12,000			29
30	37,435	80,722	86,300	1251819 Share of Cost for C-COM Dispatch Service			93,000			30
31	234,956	291,680	378,800	TOTAL MATERIALS AND SERVICES			375,000	-	-	31
32										32
33	**642,703**	**701,188**	**841,331**	**SUB - TOTAL FIRE DEPT REQUIREMENTS**	**6.91**		**929,249**	**-**	**-**	**33**

#1251820 Routine Equipment Replacement – This line item was increased to $30,000 to more accurately represent planned expenditures.

#1251825 Turn-outs and SCBA Reserve - This line item is intended to accumulate at a rate similar to the fire engine reserve fund ($35,000). Life expectancy of SCBA breathing equipment is 11 to 16 years at an estimated $7,000/unit cost which equals a $245,000 overall replacement cost. Turn-outs generally consist of pants, coat, helmet, boots, hood and gloves with a life expectancy of 5 to 10 years depending on usage. Regulations require turn-out replacement every 10 years regardless of condition. Turn-outs currently cost about $2,270 each, which equals a $97,000 replacement cost. Routine maintenance and repairs are covered under line items #1251814 & #1251817 in "Materials and Services".

#1251840 Dive Rescue Equipment - Funds proposed to replace, repair and purchase equipment needed for department's 8 to12 certified divers. The rescue team expects to replace two dry suits a year and continue replacement of obsolete/ worn out equipment.

#1251855 Fire Apparatus and Equipment Reserve – For the past several years the City has appropriated an additional $25,000 /year in this line item.

#1251885 Fire Grants –The Fire Department has to applied for $250,000 grant for radio replacement. If awarded the full amount the city's match would be $25,000.

#1251895 Radio and Computer Reserve - Motorola Company no longer supports most of the existing 800 MHz radios, and two thirds of them cannot be upgraded to 700 MHz, which will be the frequency used for public safety in the future The department has implemented a replacement cycle mostly on an as needed basis, i.e. beyond repair or adaptation. The department will continue to apply for grants as they become available but will still continue to budget an additional $12,000 a year to this line item, creating a reserve for replacement in 2- 3 years.

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	642,703	701,188	841,331	SUB-TOTAL BROUGHT FORWARD			928,763	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	21,562	25,923	30,000	1251820 Routine Equipment Replacement			30,000			4
5	25,077	2,161	204,000	1251825 Turn-outs and SCBA Reserve			239,000			5
6	5,970	6,976	6,000	1251840 Dive Rescue Equipment			6,000			6
7	5,390	1,827	104,000	1251855 Fire Apparatus and Equipment Reserve			129,000			7
8	107,080	-	250,000	1251885 Fire Grants			250,000			8
9	-	5,415	118,000	1251895 Radio and Computer Reserve			130,000			9
10	165,079	42,302	712,000	TOTAL CAPITAL OUTLAY			784,000	-	-	10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
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23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**807,782**	**743,490**	**1,553,331**	**TOTAL FIRE REQUIREMENTS**			**1,712,763**	**-**	**-**	**33**

150-504-031 (Rev 12/08)

% change from previous fiscal year 9%

#1261900 Public Works Director (.10) - Proposed new position. Funding for Public Works Supervisor is divided among Park, Sewer, Water and Road funds.

#1261900 Public Works Supervisor (.10) – Funding for Public Works Supervisor is divided among Park, Sewer, Water and Road funds.

#1261930 Park Maintenance Supplies - Expenditures generally consist of bark dusting landscaped areas including street median strips, fertilizing and over seeding, replacing shrubbery where needed and maintaining safe park conditions including fall protection, this year, we are replacing the sand at Nick Shannon Park to woodchips for better fall protection and sanitation reasons.

#1261932 Hazardous Tree Removal –The line item is to maintain public safety by annually inspecting and removing dangerous trees. Once a tree or trees are identified as hazardous they need to be removed. This can mean multiple trees may be removed at one time. An example of this is the removal of twenty-three cotton wood trees at Meldrum Bar park

#1261940 Equipment Operation and Maintenance – Covers maintenance of park equipment citywide including play structures, irrigation pumping and tennis courts.

#1261942 Spray Park Operation and Maintenance – The new spray park requires maintenance and supplies which include chlorine and other chemicals.

#1261955 Portable Restroom Rentals – There are multiple areas in our parks that we supply portable restrooms, Dahl Beach, Meldrum Bar Ball fields, Derricks Field, Nick Shannon Park and High Rocks for river rescue.

#1261965 Park Master Plan – City Council ordered that funds obtained from the Lake Oswego/Tigard water project (LOTWP) for temporary construction easements of property be appropriated in the Parks budget. The City received $161,129 from LOTWP. The remaining balance is appropriated in 1261968.

#1261968 Park Improvements - City Council ordered that funds obtained from the Lake Oswego/Tigard water project (LOTWP) for temporary construction easements of property be appropriated in the Parks budget. The City received $161,129 from LOTWP. The remaining balance is appropriated in 1261965.

#1261970 Vehicles and Equipment – This line item is to accumulate funds in order to replace vehicles and equipment. Accumulation is at $25,000 a year with a cut off at total funds of $150,000.

#1261975 Metro Local Share for Park Improvements – Money derived from "Nature in the Neighborhood" Metro bond measure approved by Portland area voters in November 2006. Decrease in the proposed appropriation due to completion of pathway on the city's property between Webster and Oatfield roads and from Dahl Beach to the McLoughlin bridge. Also funded replacement of a restroom in Cross Park and new restrooms in High Rocks Park.

FORM
LB-31

DETAILED REQUIREMENTS
PARK DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	-	-	-	1261900 Public Works Director	0.1	48	8,700			2
3	7,909	7,949	7,989	1261900 Public Works Supervisor - Tabor	0.1	41	8,029			3
4	55,680	55,971	56,251	1261905 Utility Worker, Journey - McIntire	1	26U	56,617			4
5	34,035	11,090	26,250	1261915 Seasonal Help	0.4		26,250			5
6	1,320	1,703	1,100	1261920 Overtime			1,100			6
7	43,671	40,420	52,615	1261025 Payroll Costs			62,771			7
8	142,615	117,133	144,205	TOTAL PERSONNEL SERVICES			163,467	-	-	8
9										9
10				MATERIALS AND SERVICES						10
11	37,628	13,335	34,912	1261930 Park Maintenance Supplies			35,960			11
12	53,641	16,962	22,000	1261932 Hazardous Tree Removal			22,000			12
13	10,045	9,292	8,000	1261935 Lights & Power			8,240			13
14	37,475	50,082	40,000	1261940 Equipment Operation & Maintenance			40,000			14
15	875	8,677	2,000	1261942 Spray Park Operation & Maintenance			2,100			15
16	-	1,190	1,500	1261945 Training			1,500			16
17	491	1,068	3,000	1261950 Marine Board Assistance Program			3,000			17
18	14,152	14,751	13,800	1261955 Portable Restroom Rentals			13,800			18
19	1,040	415	1,700	1261960 Pow Wow Tree Maintenance Contract			1,700			19
20	-	-	-	1261965 Park Master Plan			50,000			20
21	155,347	115,772	126,912	TOTAL MATERIALS AND SERVICES			178,300	-	-	21
22										22
23										23
24				CAPITAL OUTLAY						24
25	-	-	-	1261970 Park Improvements			111,129			25
26	14,330	514	114,900	1261970 Vehicles and Equipment			139,900			26
27	11,620	21,516	221,935	1261975 Metro Local Share for Park Improvements			221,935			27
28	25,950	22,030	336,835	TOTAL CAPITAL OUTLAY			472,964	-	-	28
29										29
30										30
31										31
32										32
33	**323,912**	**254,935**	**607,952**	**TOTAL PARKS REQUIREMENTS**	**1.6**		**814,731**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year 25%

#1272010 Playground Aides - Four seasonal employees provide summer programs for young children at Patterson Park including special events and supervision of a spray park.

#1272015 Field Maintenance Crew - Two seasonal employees drag and line softball/baseball fields before games. Due to Measure 50 (M-50), softball/baseball associations agreed to pay about $2,000/year in additional fees to continue field preparation. Funds budgeted in General Administration pay for an Administrative Secretary/Recreation Coordinator to schedule field use.

#1272040 - #1272045 Summer Programs and Special Events - Funds materials and supplies for summer program at Patterson Park, Easter Egg Hunt and Chautauqua Festival, including a movie in the park, etc.

#1272048 Recreation Fields Maint. & Supplies - Funds in this line item pay for supplies to maintain softball/baseball fields and some supplies for soccer fields, which probably serve 400 to 700 children each year, with some of the expenses offset by increases in softball/baseball fees as indicated above for Field Maintenance Crew.

#1272058 Community School Contract – Most of the City's community recreation programs were consolidated into the Gladstone School District's Community School Program resulting in about a $30,000 decrease in the Recreation Department's budget compared to twenty five (25) years ago. Several years ago, the school district eliminated its cash support for the community school program due to Measure 5. In 1992 the city and Gladstone School District agreed that the district would bill the city in December for programmers' salaries plus payroll expenses. The contract further states, "*After FY 92-93 the $13,000 will be adjusted annually in an amount equal to the inflation rate as determined by the Annual Average National Consumer Price Index (CPI-U)*

#1272065 Chautauqua Advertising in Gazette – Discontinued.

FORM
LB-31

DETAILED REQUIREMENTS
RECREATION DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	10,634	9,831	13,000	1272010 Playground Aides	0.11		13,000			2
3	2,291	9,044	8,000	1272015 Field Maintenance Crew	0.15		9,000			3
4	1,625	2,400	5,361	1271025 Payroll Costs			5,361			4
5	14,550	21,275	26,361	TOTAL PERSONNEL SERVICES			27,361	-	-	5
6										6
7				MATERIALS AND SERVICES						7
8	1,199	1,467	2,000	1272040 Summer Programs			2,000			8
9	417	445	750	1272045 Special Events			1,300			9
10	-	5,190	6,000	1272048 Recreation Fields Maint. & Supplies			6,000			10
11	41,724	21,853	23,000	1272058 Community School Contract			23,000			11
12	900	-	-	1272065 Chautauqua Advertising in Gazette						12
13	44,240	28,955	31,750	TOTAL MATERIALS AND SERVICES			32,300	-	-	13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**58,790**	**50,230**	**58,111**	**TOTAL RECREATION REQUIREMENTS**	**0.26**		**59,661**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year 3%

#1282140 TRAM Expenses – The van has not needed large repairs. The van lift does need inspection every 600 lifts. Regular oil changes are done and this is reimbursed by the funds from Ride Connection and Social Services. These anticipated revenues are reflected in "General Fund Resources". New tires if needed cost about $1400.00.

#1282165 Building Monitor for Rentals–Two different items are paid out of this fund. The building monitor that opens and closes the center during evening and weekend events. When rentals occur the deposits are returned out of this fund. The city has the monitor reimbursement moved to personnel services after an evaluation of duties. The monitor is now considered an employee.

#1282155 Janitorial Services- The Senior Center is using janitor services that the Police Department uses. Cost saving and customer service is better.

#1282175 Nutrition Program Supplies - These funds will come from donations to the meal program. These supplies are from the Home-bound-meal program. The center is doing addition fundraising to offset these budget items (March for Meals, etc...).

#1282180 Planton Estate - Ms. Planton asked that her bequest be used for the Senior Center. At the time of the gift the City designated the money to be spent on building updates and repairs.

#1282195 Building Repair – One HVAC unit remaining is twenty plus year's old but has been rebuilt. The 13 year old unit has been doing fine. The other units were replaced in the 2012-2013.

#1282198 Miscellaneous Equipment- This line item was used for the new HVAC unit two years ago. Planton Estate monies can be used if needed replacement occurs. The freezer was replaced with grant money 2011-12. Refrigerator was replaced in 2012-2013. Dishwasher was replace in the last 5 years.

FORM
LB-31

DETAILED REQUIREMENTS
SENIOR CENTER
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	70,008	70,356	70,708	1282085 Senior Center Manager - Bremmeyer	1	34	71,062			2
3	24,837	26,312	25,980	1282095 TRAM Driver - Scrivner	0.7		26,136			3
4	11,554	14,011	17,784	1282100 Center Assistant - Southworth	0.5		17,891			4
5	25,536	25,964	26,397	1282105 Nutrition Caterer - Ferren	0.7		26,556			5
6	1,114	1,218	1,330	1282110 Building Monitor	0.1		3,000			6
7	1,114	1,218	1,330	1281025 Career Recognition Pay			1,340			7
8	65,837	68,996	76,902	1281025 Payroll Costs			78,729			8
9	200,000	208,075	220,431	TOTAL PERSONNEL SERVICES			224,714	-	-	9
10										10
11				MATERIALS AND SERVICES						11
12	3,512	4,247	4,000	1282120 Building Maintenance & Supplies			4,000			12
13	1,313	640	1,000	1282125 Office/Miscellaneous Supplies			1,000			13
14	1,573	1,863	2,000	1282130 Telephones			2,000			14
15	9,566	10,602	9,000	1282135 Other Utilities			9,000			15
16	3,863	2,676	4,500	1282140 TRAM Expenses			3,000			16
17	284	281	300	1282145 Mileage Reimbursement			300			17
18	-	150	400	1282150 Conference, Schools & Assn. Dues			400			18
19	9,159	8,545	6,000	1282155 Janitorial Services			6,000			19
20	2,435	3,636	2,500	1282165 Building Monitor for Rentals			1,000			20
21	-	-	2,000	1282170 Data Processing			2,000			21
22	5,169	3,755	6,000	1282175 Nutrition Program Supplies			-			22
23	36,874	36,395	37,700	TOTAL MATERIALS AND SERVICES			28,700	-	-	23
24										24
25				CAPITAL OUTLAY						25
26	22,390	-	143,895	1282180 Planton Estate			143,895			26
27	3,089	1,195	15,000	1282195 Building Repair			5,000			27
28	-	-	10,000	1282198 Miscellaneous Equipment			5,000			28
29	25,479	1,195	168,895	TOTAL CAPITAL OUTLAY			153,895	-	-	29
30										30
31										31
32										32
33	**262,353**	**245,665**	**427,026**	**TOTAL SENIOR CENTER REQUIREMENTS**	**3**		**407,309**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year -5%

1292235 On Call Library Assistant – The new strategic initiative indicates the need to provide additional outreach in the community and extend our presence on social media to promote library services and relay the progress towards a new library. On-calls are needed to staff the reference desk so librarians can dedicate time to marketing, updating programs on the library's website, social media sites, and provide outreach to schools, senior communities, business groups, and other community organizations.

1292245 Utilities – We've upgraded the majority of our lighting to use less energy. After monitoring our utility bills we feel that we can reduce the funds needed for this line item.

1292250 Building Maintenance and Supplies – The anticipated construction of a new building is the justification for the decrease in costs for this line item. Maintenance of the HVAC system, ongoing plumbing and electrical issues, parking lot clean-up, and general handyman services are included in this line item.

1292260 Telephones –The library's phone system is part of the city's phone system. Occasionally, we have run into phone issues related directly to the library's phone lines resulting in the vendor directly billing the library.

1292265 Equipment Lease, Maintenance & Supplies – There is a small increase due to inflation.

1292270 Subscriptions – There is a small increase due to inflation.

1292275 Conference & Travel – The new OLA guidelines require librarians to receive ongoing training. This will cover costs to attend Oregon Library Association's conferences and the American Library Association's annual conference.

1292280 Janitorial – This line item will now cover annual carpet, floor, and window cleaning.

1292281 Marketing – This is a new line item that will cover additional printing costs and new marketing software.

1292285 Adult/Children's Programs – Attendance to the library's programs has increased over the past year. The community is beginning to recognize the library as a community center that serves all ages. The increase in this line item will allow us to provide quality programs for the community.

1292290 Libraries in Clackamas County (LINCC), Technology, and e-Resources – The increase in this line item is due to several reasons. Each library is expected to share in the cost of RFID tagging ($12,000 for tags and $5,000 per check-out station). Costs attached to this line item also include: Gladstone's share for the county's consortium of e-book purchases; databases; cultural passes; software and technology upgrades; and equipment replacement.

1292295 Ready to Read Grant – This grant, provided by the State of Oregon, is used to supplement the summer reading program. It can also be used to purchase materials and furnishing for our children's collection.

#1292296 Library Foundation Funded Programs – The funds from the Gladstone Public Library Foundation support library programs that might not otherwise be available to our community. The Foundation will provide $5,030 towards the summer reading program, $1,000 for giveaways and food for the library's Halloween treats and holiday open house, $400 for volunteer recognition, and $285 for library card scholarships to residents of Johnson City.

FORM
LB-31

DETAILED REQUIREMENTS
LIBRARY
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	41,780	71,455	74,253	1292200 Library Director - Green	1	42	78,334			2
3	47,831	45,636	41,163	1292215 Library Assistant II - Ryder	1	17U	39,561			3
4	47,263	54,054	39,231	1292220 Library Assistant II - McDermott	1	17U	39,561			4
5	48,820	50,495	47,559	1292225 Library Assistant II - Sullivan	1	17U	47,902			5
6	44,865	45,783	47,559	1292228 Library Assistant II - Brunelle	1	17U	47,902			6
7	42,786	46,937	47,559	1292230 Library Assistant II - Robinowitz	1	17U	39,561			7
8	-	4,968	18,304	1292231 Library Assistant II - Gunderson	1		39,561			8
9	-	-	18,386	1292233 Library Assistant II - Circulation Clerk Sunday	0		-			9
10	-	-	21,736	1292234 Reference Librarian - Sunday	0		-			10
11	-	-	21,736	1292236 Reference Librarian - Sunday - Chesney	0.48		21,736			11
12	4,798	5,358	7,123	1292232 Library Aide - Zoesch	0.38		7,123			12
13	72,923	50,576	20,000	1292235 On Call Library Assistant	0.58		30,000			13
14	2,774	2,428	2,400	1291024 Career Recognition Pay			2,396			14
15	131,968	131,745	173,259	1291025 Payroll Costs			144,528			15
16	485,808	509,435	580,268	TOTAL PERSONNEL SERVICES			538,165	-	-	16
17				MATERIALS AND SERVICES						17
18	10,842	9,026	13,500	1292245 Utilities			11,500			18
19	8,235	19,207	68,000	1292250 Building Maintenance & Supplies			18,000			19
20	9,093	12,256	12,000	1292255 Office Supplies & Processing Materials			12,000			20
21	741	-	-	1292260 Telephones			400			21
22	7,262	8,190	8,850	1292265 Equipment Lease, Maintenance & Supplies			9,000			22
23	4,628	4,587	4,000	1292270 Subscriptions			4,500			23
24	639	1,614	2,000	1292275 Conference & Schools			2,500			24
25	14,850	10,400	13,000	1292280 Janitorial Service			14,000			25
26	-	-	-	1292281 Marketing			1,500			26
27	2,527	1,888	3,300	1292285 Adult/Children's Programs			4,300			27
28	13,203	14,036	27,000	1292290 Data Processing and LINCC			30,000			28
29	186	2,651	2,678	1292295 Ready to Read Grant			2,970			29
30	3,431	5,249	7,870	1292296 Library Foundation Funded Programs			6,715			30
31	48,184	47,919	50,000	1292305 Books/Non Print Items			100,000			31
32	123,821	137,023	212,198	TOTAL MATERIALS AND SERVICES			217,385	-	-	32
33	609,629	646,458	792,466	**SUB-TOTAL LIBRARY REQUIREMENTS**	8.44		755,550	-	-	**33**

#1292340 Library Building Reserve – This line item has been eliminated. Building projects will be covered with State Revenue Sharing Funds.

FORM
LB-31

DETAILED REQUIREMENTS
GENERAL ADMINISTRATION
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	123,821	137,023	212,198	SUB-TOTAL MATERIALS AND SERVICES			217,385	-	-	1
2				MATERIALS AND SERVICES(Continued)						2
3	23,997	30,160	40,000	129315 Non-Print Items			-			3
4	147,818	167,183	252,198	TOTAL MATERIALS AND SERVICES			217,385			4
5										5
6				CAPITAL OUTLAY						6
7	4,951	17,756	50,000	1292340 Library Building Reserve			-			7
8	4,951	17,756	50,000	TOTAL CAPITAL OUTLAY			-	-	-	8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**638,577**	**694,374**	**882,466**	**TOTAL LIBRARY REQUIREMENTS**			**755,550**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year -17%

This page summarizes the individual departments that comprise the General Fund.

#1992355 Contingency Funds - Based on advice from the State Department of Revenue and the city's auditors, the Contingency Fund is considered a “Reserve”. After all anticipated expenditures and revenues are budgeted, the contingency serves as the "balancing line item" to ensure that total expenditures and total revenues for the General Fund are equal. Oregon budget law limits the amount in contingency to 15% of the total General Fund.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

GENERAL FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	918,453	1,033,424	1,035,903	General Administration	5		1,218,065	-	-	1
2	235,757	224,254	261,764	Municipal Court	1.5		251,183	-	-	2
3	1,758,169	1,979,328	2,061,124	Police Department	14.50		2,210,143	-	-	3
4	807,782	743,490	1,553,331	Fire Department	6.91		1,713,249	-	-	4
5	323,912	254,935	607,952	Parks Department	1.6		814,731	-	-	5
6	58,790	50,230	58,111	Recreation Department	0.26		59,661	-	-	6
7	262,353	245,665	427,026	Senior Center	3		407,309	-	-	7
8	638,577	694,374	882,466	Library	8.44		755,550	-	-	8
9	5,003,793	5,225,700	6,887,677	TOTAL GENERAL FUND DEPARTMENTS			7,429,891	-	-	9
10										10
11				CONTINGENCY						11
12	-	-	300,000	1992355 Contingency Funds			400,000			12
13	-	-	300,000	TOTAL CONTINGENCY			400,000	-	-	13
14										14
15	5,003,793	5,225,700	7,187,677	TOTAL GENERAL FUND DEPARTMENTS AND CONTINGENCY			7,829,891	-	-	15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	5,003,793	5,225,700		Ending balance (prior years)						31
32			1,266,272	**UNAPPROPRIATED ENDING FUND BALANCE**			1,409,288	-	-	32
33			**8,453,949**	**TOTAL GENERAL FUND REQUIREMENTS**	**41.21**		**9,239,179**	**-**	**-**	**33**

RESOURCES — GENERAL FUND

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

#1042420 to 1042440 – Franchise Fees paid to the city.

#1042455 Library District Revenue - Beginning in fiscal year 2009-10, library revenue from the countywide library district was allocated based on population and the district's assessed value.

#1042480 Senior Center Building Rental Fees - Includes photocopier fees and miscellaneous revenue as described for building monitor in the Senior Center budget. Rental use of building has decreased as a result of insurance requirements.

#1042490 Ready to Read/State Aid to Libraries - The State Library continues to fund a grant for an early literacy program titled "Ready to Read".

#1042520 Social Services Contract - This revenue is derived from a AAA grant from the federal Older Americans Act and federal Medicaid to provide outreach, information and referral and other social services for the elderly.

#1042570 Senior Center Bequests - Received from the Planton Estate are IDS bond proceeds from an IDS annuity of $1,959 in 2008-09 and a TVAP Bond that will mature in the year 2028.

#1042577 Library Foundation Funded Programs – The funds from the Library Foundation support library offered programs that might not otherwise be available to our community. These programs include but are not limited to cultural passes, summer reading programs, oh baby bags & Halloween treats. The expenditure appropriation equals the expenditure appropriation #1292296.

FORM LB-20

RESOURCES
GENERAL FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	2,554,420	2,803,987	2,989,356	Available Cash On Hand	3,199,621			1
2	168,140	129,181	90,000	Previously Levied Taxes Estimated to be Received	110,000			2
3	30,041	30,222	28,000	Interest	30,000			3
4								4
5								5
6				OTHER RESOURCES				6
7	-	-	360	1042420 Gladstone Disposal Franchise Fees	360			7
8	256,798	269,977	265,000	1042425 Portland General Electric Franchise Fees	265,000			8
9	66,442	73,479	65,000	1042430 Northwest Natural Gas Franchise Fees	65,000			9
10	21,921	20,204	20,000	1042435 Qwest Communications Franchise Fees	18,000			10
11	147,582	148,255	120,000	1042440 Comcast Cable TV Franchise Fees	120,000			11
12	154,263	160,432	140,000	1042445 State-Shared Alcohol Tax Revenue	148,000			12
13	14,922	15,649	15,000	1042450 State-Shared Cigarette Tax Revenue	15,000			13
14	629,762	618,546	631,763	1042455 Library District Revenue	667,787			14
15	19,926	21,384	19,000	1042465 Business License Fees	60,000			15
16	848	4,950	1,200	1042475 Recreation Fees	2,500			16
17	2,831	2,625	2,000	1042480 Senior Center Building Rental Fees	2,000			17
18	19,822	12,272	14,000	1042485 Planning Application Fees	12,000			18
19	2,678	2,762	2,600	1042490 Ready to Read/State Aid to Library	2,970			19
20	800	940	800	1042505 Liquor License Renewal Fees	800			20
21	213,862	238,701	190,000	1042510 Court Fines & Forfeitures	200,000			21
22	26,441	28,981	27,000	1042520 Social Services Contract	27,000			22
23	-	9,557	5,000	1042540 Marine Board Maintenance Grant	5,400			23
24	3,725	4,530	3,000	1042565 Lien Search Fees	3,500			24
25	3,223	-	500	1042570 Senior Center Bequests	500			25
26	2,350	6,110	2,500	1042575 Sale of Surplus Equipment & Property	2,500			26
27	4,440	3,575	7,870	1042577 Library Foundation Funded Programs	6,715			27
28								28
29								29
30								30
31								31
32	**4,345,237**	**4,606,319**	**4,639,949**	**SUB-TOTAL GENERAL FUND RESOURCES**	**4,964,653**	**-**	**-**	**32**

#1042580 Urban Renewal Staff Reimbursement – An urban renewal amendment adopted several years ago provides for a $15,000/year reimbursement for city expenses associated with managing urban renewal.

#1042585 Discontinued. Revenue will now be receipted into 1042595 All Other Library Receipts.

#1042595 All Other Library Receipts - Revenue includes library fines and includes photocopier receipts and miscellaneous revenues.

#1042640 First Responders' Supplies Reimbursement - See explanation in Fire Department budget.

#1042655 Meal Donations and Medicaid Assistance - Depends on number of Home Bound meal participants who have meals paid by the state at the rate of $6.59 per meal. Center also pays city the cost of the meal through participant donations for meals.

#1042660 Metro Local Share for Park Improvements - See explanation in Park Department budget.

#1042665 Inter-fund Transfer from Police Levy - State Department of Revenue advises that revenue from an M-50 local option levy shall be appropriated in a separate fund. Inter-fund transfers allow the General Fund to be reimbursed for expenses that are not specifically budgeted in a levy fund.

#1042670 Inter-fund Transfer from Fire Levy - See explanation for "Inter-fund Transfer for Police Levy" above.

#1042673 Inter-fund Transfer from Storm & Sanitary Sewer Fund - This transfer reimburses the General Fund for administrative work for the sewer and Storm Fund.

#1042674 Inter-fund Transfer from the Water Fund – This transfer reimburses the General Fund for administrative work for the Water Fund.

#1042676 Inter-fund Transfer from Street Fund - This transfer reimburses the General Fund for administrative work for the Street Fund.

#1042678 Inter-fund Transfer from the State Revenue Sharing Fund - This transfer will help offset the additional expenditure related to the proposed Assistant City Administrator position.

FORM LB-20

RESOURCES
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	4,345,237	4,606,319	4,639,949	SUB-TOTAL BROUGHT FORWARD	4,964,653	-	-	1
2								2
3				OTHER RESOURCES				3
4	15,000	15,000	15,000	1042580 Urban Renewal Staff Reimbursement	15,000			4
5	2,618	682	1,500	1042585 Lost Book Revenue	-			5
6	18,814	17,956	20,000	1042595 All Other Library Receipts	18,000			6
7	54,828	229,945	36,000	1042600 All Other General Fund Receipts	36,000			7
8	1,420	2,500	1,500	1042635 Police Grants	1,500			8
9	6,716	7,881	6,000	1042640 First Responders Supplies Reimbursement	6,000			9
10	105,990	-	250,000	1042647 Fire Grants	250,000			10
11	1,747	540	500	10426471 Fire Training Reimbursement	500			11
12	4,763	5,493	5,000	1042650 Tram Donations	5,000			12
13	27,914	26,418	25,000	1042655 Meal Donations and Medicaid Assistance	25,000			13
14	-	-	221,935	1042660 Metro Local Share for Park Improvements	221,935			14
15								15
16								16
17								17
18								18
19								19
20				TRANSFERS				20
21	12,543	12,919	13,306	1042665 Transfer from Police Levy	13,705			21
22	5,272	5,430	5,592	1042670 Transfer from Fire Levy	5,760			22
23	23,991	24,711	25,452	1042673 Transfer from Storm & Sanitary Sewer Fun	26,188			23
24	13,286	13,685	14,095	1042674 Transfer from Water Fund	14,518			24
25	55,360	57,021	58,731	1042676 Transfer from Street Fund	60,493			25
26	-	-	-	1042678 Transfer from St. Rev Sharing	105,000			26
27								27
28								28
29	4,695,499	5,026,500	5,339,560	Total resources, except taxes to be levied	5,769,252	-	-	29
30			3,113,059	Taxes estimated to be received	3,469,927			30
31	3,126,284	3,305,954		Taxes collected in year levied				31
32	**7,821,783**	**8,332,454**	**8,452,619**	**TOTAL GENERAL FUND RESOURCES**	**9,239,179**	**-**	**-**	**32**

% change from previous fiscal year 9%

STORM AND SANITARY SEWER FUND

#333003 Public Works Director (.35) - New proposed position. Funding this position is divided among Park, Sewer, Water and Street funds for the Water and Storm & Sanitary Sewer funds especially relative to their potential capital expenses.

#333003 Public Works Supervisor - Funding this position is divided among Park, Sewer, Water and Street funds for the Water and Storm & Sanitary Sewer funds especially relative to their potential capital expenses.

#333012 Account Clerk (.40) - For many years this part-time position, equal to 80% of full-time, was funded entirely by the Water Fund until it was transferred to the Storm & Sanitary Sewer Fund in 1998-99. This position is now split equally between this fund and the Water Fund.

#333030 Sewer System Maintenance & Repair – Public Works is addressing root intrusion and fractured sewer mains with a more pro-active approach to mitigate potential sewer problems. There will be more Sewer Main and Private Sewer Lateral repairs in the coming year due to the new Oregon Underground Utility Laws which require the governing utility to locate and be responsible for even private laterals that are in the Right Of Way.

#333035 Connection Turnovers - About 83% of Gladstone is served by the Tri-City Service District (TCSD) with the 17% balance served by the Oak Lodge Sanitary District (OLSD). This line item reflects estimated revenue from $2,020/equivalent dwelling unit (EDU) connection fees collected and forwarded entirely to TCSD. OLSD collects its connection fees without city involvement.

#333040 Oak Lodge Sanitary District Contract – There are 809 EDU's in OLSD. This district bills the city on the basis of average winter water consumption rather than a "flat rate". City code allows "automatic pass through" to Gladstone customers from wholesale rate increases by sewer districts.

#333050 Tri-City Service District Contract – There are 3,398 EDU's in Tri-City. City code allows "automatic pass through" to Gladstone customers from wholesale rate increases by sewer districts.

#333055 Schools and Training – Employee training for wastewater collection certification.

#333075 Storm Water Consulting Services - As a result of the Federal Clean Water Act the State DEQ requires a National Pollutant Elimination System (NPDES) permit. Most cities have one or more employees designated for storm water management in addition to hiring consultants; unlike Gladstone that does not have an employee specialized in storm water. The Sewer and Water departments are more affected by new environmental regulations compared to any other city departments.

#333077 Storm/Sanitary Master Plan – the renewal of the MS4 storm water permit places new requirements on the city and requires a master plan to be developed. The Stormwater master plan is complete. A sanitary sewer master plan will commence this fiscal year.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

STORM &SANITARY SEWER FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	-	-	-	333003 Public Works Director	0.35	48	30,450			2
3	27,682	27,821	27,960	333003 Public Works Supervisor - Tabor	0.35	41	28,100			3
4	27,079	28,807	28,142	333007 Utility Worker, Journey/Maint. Tech. - Poyser	0.5	26U	28,309			4
5	55,680	55,828	59,096	333010 Utility Worker - Bargender	1	26U	59,448			5
6	41,724	42,853	21,448	333012 Account Clerk - Taylor	0.04	22U	21,600			6
7	177	-	1,500	333015 Overtime			1,500			7
8	4,297	4,302	3,820	331024 Career Rocognition Pay			3,901			8
9	71,820	74,071	86,181	331025 Payroll Costs			105,245			9
10	228,459	233,682	228,147	TOTAL PERSONNEL SERVICES			278,553	-	-	10
11										11
12				MATERIALS AND SERVICES						12
13	367	358	1,212	333025 Electric Power			1,212			13
14	27,166	59,451	56,925	333030 Sewer System Maintenance & Repair			62,617			14
15	6,060	2,255	20,000	333035 Connection Turnovers			10,000			15
16	361,148	423,635	444,137	333040 Oak Lodge Sanitary District Contract			451,396			16
17	745,464	702,711	936,547	333050 Tri-City Service District Contract			1,030,201			17
18	1,913	707	3,000	333055 Schools & Training			3,000			18
19	11,664	11,514	39,600	333060 Engineering Services			-			19
20	3,334	648	9,700	333065 Equipment Repair			9,700			20
21	6,729	6,730	11,550	333070 Pump Station Maintenance Contract			13,860			21
22	25,965	26,602	63,000	333075 Storm Water Consulting Services			63,000			22
23	60,610	54,813	180,000	333077 Storm/Sanitary Master Plan			150,000			23
24	1,250,420	1,289,424	1,765,671	TOTAL MATERIALS AND SERVICES			1,794,986	-	-	24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**1,478,879**	**1,523,106**	**1,993,818**	**SUB-TOTAL STORM & SEWER REQUIREMENTS**	**2.24**		**2,073,539**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

STORM AND SANITARY SEWER FUND

#333080 Storm/ Sanitary Sewer System Improvements - When resources are totaled, the difference between proposed expenditures and estimated resources is the amount appropriated in this balancing line item. Funds in this line item pay for flooding abatement and could eventually fund improvement of the quality of storm water before it is discharged into the Clackamas and Willamette Rivers and sewer replacement projects.

#333082 Equipment Replacement Reserve – The existing 1987 International Sewer Jet Flusher needs replacement. The Public Works Equipment Replacement priority was to replace this vehicle with a Vactor style sewer cleaning truck. The costs of these vehicles range from $200,000 to $320,000. Currently Public Works is researching different brands to determine the best equipment configuration and whether a good quality used truck is available and if staffing is available to run the machine efficiently. This reserve is proposed to increase by $25,000 per fiscal year until a cap of $250,000 is reached assuming that Sewer Fund revenue is sufficient each year.

#333060 Engineering Services – At the direction of auditors this line item is discontinued. Engineering expenditures can be capitalized as part of a project expense. As such any engineering service expenses will be taken from 333080 Storm/Sanitary System Improvements.

#333084 Reserve from System Development Charges - In 1989, the City Council approved system development charges (SDC) split 13% to the Sewer Department and 87% to the Water Department. SDC methodology allows rate adjustments every July 1st about equal to the CPI. This line item helps ensure compliance with state law requiring that SDC revenue be kept separate from other revenues and spent only for capacity improvements as identified in the city's capital improvement plan and as amended.

#333087 Riparian Restoration –This line item addresses methods to mitigate river temperature, bacteria and mercury. Staff recommends appropriation of $7,500 each year for perhaps ten years to help reduce temperature by planting trees to shade waterways including Rinearson Creek.

#333088 Inter-fund Transfer to General Fund - Transfer includes an amount to pay for related administrative costs.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

STORM &SANITARY SEWER FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,478,879	1,523,106	1,993,818	SUB-TOTAL BROUGHT FORWARD			2,073,539	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	119,628	18,624	618,730	333080 Storm/Sanitary System Improvements			919,178			4
5	32,095	-	175,000	333082 Equipment Replacement Reserve			200,000			5
6	-	-	143,922	333084 Reserve from SDC's			144,158			6
7	-	-	7,500	333087 Riparian Restoration			7,500			7
8	151,723	18,624	945,152	TOTAL CAPITAL OUTLAY			1,270,836	-	-	8
9										9
10				TRANSFERS & CONTINGENCY						10
11	23,991	24,711	25,452	333088 Inter-fund Transfer to General Fund			26,188			11
12										12
13	23,991	24,711	25,452	TOTAL TRANSFERS & CONTINGENCY			26,188	-	-	13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	1,654,593	1,566,441		Ending balance (prior years)						31
32			-	**UNAPPROPRIATED ENDING FUND BALANCE**						32
33			**2,964,422**	**TOTAL STORM & SEWER REQUIREMENTS**			**3,370,563**	**-**	**-**	**33**

150-504-031 (Rev 12/09) % change from previous fiscal year 12%

STORM AND SANITARY SEWER FUND RESOURCES

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

#3043220 Connection Fees - This revenue is collected and passed through to county service districts.

FORM
LB-20

RESOURCES
STORM & SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	913,745	1,227,789	1,053,681	Available Cash On Hand	1,351,240			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	6,160	23,284	4,000	3043220 Connection Fees	6,000			6
7	409,445	461,408	511,902	3043225 Receipts - Oak Lodge Sanitary District	478,210			7
8	1,174,695	1,293,619	1,393,739	3043235 Receipts - Tri-City Service District	1,533,113			8
9	1,350	2,555	500	3043245 Sewer SDC's	1,000			9
10	3,100	2,840	600	3043255 Inspection & All Other Receipts	1,000			10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	2,508,495	3,011,495	2,964,422	Total resources, except taxes to be levied	3,370,563	-	-	29
30				Taxes estimated to be received				30
31	-	-		Taxes collected in year levied				31
32	**2,508,495**	**3,011,495**	**2,964,422**	**TOTAL STORM&SEWER RESOURCES**	**3,370,563**	**-**	**-**	**32**

% change from previous fiscal year 12%

WATER FUND

#444003 Public Works Director (.25) - New proposed position. See explanation in Storm/Sewer Fund.

#444003 Public Works Supervisor (.25) - See explanation in Storm/Sewer Fund.

#444050 Oak Lodge Water Purchases - This item funds water purchased through three system interties with Oak Lodge Water District (OLWD) in Valley View Road, Rinearson Road and in Oatfield Road. These interties increase water flow for fire protection, maintain water pressure in the upper and intermediate water pressure zones and may eliminate the need for additional reservoir storage. The City's upper pressure zone "floats" on the Oak Lodge Water District's (OLWD) View Acres reservoirs. Proposed expenditure for OLWD water purchases plus cost described below equals the city's total water purchase expense.

#444055 NCCWC Purchases - The City purchases an average 1.2 million gallons of "wholesale" water/day to serve 3334 city customers. The City purchased 2.5 million gallons of peak day water capacity or 10% equity ownership in the North Clackamas County Water Commission (NCCWC). The Commission consists of the City, Oak Lodge Water District, and the Sunrise Water Authority. A $2.5 million debt was required to purchase the equity ownership requiring a rate component equivalent to about 33 cents/100 cubic feet. NCCWC "trues up" the cost for wholesale water at the end of each fiscal year based on actual NCCWC cost and city water consumption, and the city normally receives a credit.

#444065 Water System Maintenance – Gladstone maintains three water reservoirs and about 40 miles of water pipe within its distribution system.

#444078 Portland Regional Consortium Dues - For water conservation, advertising and emergency planning in the metropolitan area.

#444080 Laboratory Water Tests – With the stage two Disinfection by-product rule from the EPA, the city is now required to test for three times the number of water samples for levels of Total Trihalmethanes (TTHMs), and Haloacetic Acids (Haas) contaminants.

#444085 Uniforms & Safety Equipment – Increase due to some safety equipment being outdated and needing replacement such as gas detector. Shoring and confined space, and uniforms.

#444090 Meter Reading Contract - Cost for bi-monthly reading by a private.

#444095 Engineering Services – At the direction of auditors this line item is discontinued. Engineering expenditures can be capitalized as part of a project expense. As such any engineering service expenses will be taken from 444155 Water System Improvements.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

WATER FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	-	-	-	444003 Public Works Director	0.3	41	26,100			2
3	23,728	23,846	23,966	444003 Public Works Supervisor - Tabor	0.3	41	24,086			3
4	28,749	30,346	28,142	444007 Utility Worker, Journey/Maintenance - Poyser	0.5	26U	28,309			4
5	55,680	55,971	56,284	444010 Utility Worker, Journey - Mott	1	26U	56,617			5
6	55,680	56,384	56,284	444015 Utility Worker, Journey - Shepherd	1	22U	56,284			6
7	-	-	21,448	444012 Account Clerk - Taylor	0.4	22U	21,600			7
8	12,734	6,793	8,000	444025 Overtime			8,000			8
9	557	635	2,506	441024 Career Rocognition Pay			2,930			9
10	84,687	85,386	112,047	441025 Payroll Costs			147,997			10
11	261,815	259,361	308,677	TOTAL PERSONNEL SERVICES			371,923	-	-	11
12										12
13				MATERIALS AND SERVICES						13
14	11,122	10,209	12,000	444030 Water Bills & Postage			12,000			14
15	1,383	17	1,605	444035 Office Supplies, Copies			1,605			15
16	208	-	1,000	444040 Office Equipment Maintenance			1,000			16
17	3,551	3,728	10,000	444042 Data Processing			10,000			17
18	1,603	5,975	5,500	444045 Memberships, Publications & Schools			5,500			18
19	30,078	18,796	30,000	444050 Oak Lodge Water Purchases			40,000			19
20	201,609	280,911	300,000	444055 NCCWC Water Purchases			310,000			20
21	14,378	16,714	20,000	444060 Electric Power & Lease Lines			20,000			21
22	109,037	97,368	126,500	444065 Water System Maintenance			139,150			22
23	9,434	4,257	39,160	444070 Equipment Operation & Maintenance			43,076			23
24	1,605	1,117	3,000	444075 Refunds & Collection Services			3,000			24
25	6,248	6,703	7,000	444078 Portland Regional Consortium Dues			7,000			25
26	16,692	15,548	30,000	444080 Laboratory Water Tests			30,000			26
27	5,182	2,086	9,000	444085 Uniforms & Safety Equipment			9,000			27
28	11,784	12,191	15,000	444090 Meter Reading Contract			15,000			28
29	64,938	23,013	100,000	444095 Engineering Services			-			29
30	488,852	498,633	709,765	TOTAL MATERIALS AND SERVICES			646,331	-	-	30
31										31
32										32
33	**750,667**	**757,994**	**1,018,442**	**SUB-TOTAL WATER REQUIREMENTS**	**3.5**		**1,018,254**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

WATER FUND

#444145 Meter Replacements/Backflow - The water department buys new instead of rebuilt water meters. New meters read water consumption more accurately and need less maintenance. This line item includes funds for purchasing backflow prevention devices for city facilities. This also includes BMI (Backflow Management Inc.) to monitor and implement the City's Backflow prevention program.

#444150 Equipment Replacement Reserve - The Water Fund's equipment schedule calls for purchase of a new Service truck. This reserve is proposed to increase by $25,000 per fiscal year until a cap of $250,000.

#444152 Reserve from System Development Charges - This line item is to help ensure proper accounting by keeping SDC revenue separate from other revenues and spent only for water capacity improvements listed in the city's Capital Improvement Plan.

#444155 Water System Improvements - When resources are totaled, the difference between the proposed expenditures and the expected resources is the amount in this Water System Improvements balancing line item.

#444227 and #444229 Bonded Debt Service Principal and Interest 2005 - for the $2.5 million in water treatment facility equity ownership as described on the previous page. The annual debt service payment for 2015-16 will be $189,579.

#444235 Inter-fund Transfer to General Fund - Proposed amount was initially determined based on actual expenditures in 1998-99, excluding water purchase and debt service expenses, multiplied by 14% to reflect the amount of time and other related costs incurred by General Administration for the Water Department.

#44237-444240Loan Repayment – City Council required the Water Fund to repay its inter-fund loan to the Stormwater/Sewer Fund in fiscal year 2013-14. It's loan from the State Revenue Sharing Fund was written off.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

WATER FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	750,667	757,994	1,018,442	SUB-TOTAL BROUGHT FORWARD			1,018,254	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	3,330	450	15,000	444140 Fire Hydrant Replacements			15,000			4
5	9,730	25,553	19,320	444145 Meter Replacements/Backflow			21,252			5
6	37,648	-	124,000	444150 Equipment Replacement Reserve			149,000			6
7	-	-	138,754	444152 Reserve from SDC's			152,576			7
8	45,221	17,766	434,540	444155 Water System Improvements			1,024,914			8
9	95,929	43,769	731,614	TOTAL CAPITAL OUTLAY			1,362,742	-	-	9
10										10
11				DEBT SERVICE						11
12	120,000	120,000	120,000	444227 2005 Bonded Debt Service Principal			125,000			12
13	76,191	71,691	69,290	444229 2005 Bonded Debt Service Interest			64,579			13
14	196,191	191,691	189,290	TOTAL DEBT SERVICE			189,579	-	-	14
15										15
16				TRANSFERS						16
17	13,286	13,685	14,095	444235 Inter-fund Transfer to General Fund			14,518			17
18	-	150,000	-	444237 Inter-fund Loan Repayment to Sewer Fund			-			18
19	13,286	163,685	14,095	TOTAL TRANSFERS			14,518	-	-	19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	1,056,073	1,157,139		Ending balance (prior years)						31
32			-	**UNAPPROPRIATED ENDING FUND BALANCE**			-			32
33			**1,953,441**	**TOTAL WATER REQUIREMENTS**			**2,585,093**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year 24%

WATER FUND RESOURCES

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

#4044310 Water Service Revenue – This includes a 5% water rate increase.

#4044320 System Development Charges (87%) – In 1989 the City Council adopted Ordinance No. 1120 providing for system development charges (SDC) on development in the city. These charges are currently split 87% to the Water Department and 13% to the Sewer Department as described in the expenditure section for the Sewer Fund.

FORM LB-20

RESOURCES
WATER FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	751,857	966,887	780,921	Available Cash On Hand	1,350,172			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	1,098,137	1,184,410	1,168,020	4044310 Water Service Revenue	1,226,421			6
7	2,520	12,975	2,500	4044315 Water Service Connections	2,500			7
8	9,879	19,626	1,500	4044320 Water SDC's	5,000			8
9	2,753	31,897	500	4044325 All Other Water Fund Resources	1,000			9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	1,865,146	2,215,795	1,953,441	Total resources, except taxes to be levied	2,585,093	-	-	29
30			-	Taxes estimated to be received	-	-	-	30
31	-	-		Taxes collected in year levied				31
32	**1,865,146**	**2,215,795**	**1,953,441**	**TOTAL WATER RESOURCES**	**2,585,093**	**-**	**-**	**32**

% change from previous fiscal year 24%

STREET FUND

#555015 Public Works Director (.25) - New proposed position. See explanation in Storm/Sewer Fund.

#555015 Public Works Supervisor (.25) - See explanation in Sewer Fund.

#555023 Seasonal Help - Cost for hiring temporary employees, largely during the summer, was previously paid through the Park department budget. However, seasonal help also perform duties in the Street Department.

#555050 Equipment Rental - This line item allows the Public Works Department to rent equipment rather than hire a contractor or buy expensive equipment that would be seldom used.

#555055 Street Maintenance Supplies – Even with expected higher costs for asphalt sealing oil and sand, costs for street maintenance should be less due to staff doing minor street paving rather than contracting out.

#555070 Shop Supplies and Utilities –This line item allows staff to purchase new tools and modern equipment such as energy saving lighting and heating units and safer storage compartments.

#555080 Traffic Signal Maintenance - The city maintains through the County and ODOT six traffic signals including three on McLoughlin Blvd. With the conversion to light emitting diodes (LEDs) in 2002-03, power and maintenance cost for traffic signals is somewhat less. There are upgrades that will need to be done this year to control panels and also installation of passive permitted left turn signals (flashing yellow turn lights).

#555085 Street Sign Maintenance – With complaints increasing about traffic speed in neighborhood, and on main arterial streets. I would like to purchase radar activated driver awareness signs with solar power to warn drivers of their speed. This will help reduce speeds in neighborhoods.

#555090 Engineering Services - These funds will be used to pay a consultant to produce a master plan.

#555092 Building/Facilities Improvements – This new line item is to be used for facility improvements to the existing buildings and storage yard due to past neglect. Needed building improvements include insulation, upgrades in telephone system, painting, lighting and shelving. The storage yard needs proper drainage and paving to reduce mud and dust, and to mitigate impact on the surrounding neighborhood. The more money spent on these improvements and through other line items means less money for street maintenance since the Street Fund is almost entirely supported by a fixed amount of gas tax revenue.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

ROAD & STREET FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	-	-	-	555015 Public Works Director	0.25	48	21,750			2
3	19,773	19,872	19,972	555015 Public Works Supervisor - Tabor	0.25	41	20,072			3
4	58,695	61,192	56,283	555020 Utility Worker, Journey - Graves	1	26U	56,617			4
5	26,086	17,952	30,000	555023 Seasonal Help			10,000			5
6	2,885	3,041	5,000	555025 Overtime			5,000			6
7	1,670	1,682	1,688	555024 Career Recognition			1,699			7
8	54,007	55,605	58,138	551025 Payroll Costs			79,494			8
9	163,116	159,344	171,081	TOTAL PERSONNEL SERVICES			194,632	-	-	9
10										10
11				MATERIALS AND SERVICES						11
12	12,488	6,216	24,750	555040 Equipment Operation			24,750			12
13	21,980	22,597	22,000	555045 Equipment Repairs			22,000			13
14	5,092	1,592	7,000	555050 Equipment Rental			7,000			14
15	8,212	24,569	18,000	555055 Street Maintenance Supplies			20,000			15
16	74,845	80,213	75,000	555060 Street Light Power & Maintenance			75,000			16
17	30,005	45,804	28,750	555070 Shop Supplies & Utilities			28,750			17
18	-	699	1,575	555075 Conference & Travel			1,575			18
19	17,013	58,938	19,250	555080 Traffic Signal Maintenance			21,175			19
20	8,836	14,444	11,000	555085 Street Sign Maintenance			11,000			20
21	19,026	46,226	23,000	555090 Engineering Services			100,000			21
22	4,233	14,089	16,000	555092 Building and Facilities Improvements			16,000			22
23	201,730	315,387	246,325	TOTAL MATERIALS AND SERVICES			327,250	-	-	23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**364,846**	**474,731**	**417,406**	**SUB-TOTAL ROAD & STREET REQUIREMENTS**	**1.5**		**521,882**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

STREET FUND

#555135 Bikeway and Sidewalk Improvements - ORS 366.514 requires the state, counties and cities to expend reasonable amounts of funds received from the "gas tax" to construct and maintain pedestrian/bikeways. The City Attorney advised that costs for pedestrian/bikeways can include sidewalks. State law says that the amount *"Shall never in any one fiscal year be less than 1% of the total amount of the funds received from the Highway Fund."* In lieu of spending these funds, each year a city may accumulate funds in reserve for not more than ten years before expenditure. Almost all of this money was spent in 2006-08 to extend curb and/or sidewalk along some streets that are not in the urban renewal boundary such as Valley View Road near Jennings Avenue and short sections of High Street and Harvard Avenue.

#555150 Street Maintenance - This line item serves to balance total expenditures with revenues for the Road Fund. The City maintains about 40 miles of roadway. Funds in this line item are spent for "dig-up and repair", crack sealing, slurry sealing, chip sealing and, most recently, asphalt overlays. Proper street maintenance is critically important since the city's street system represents a very significant investment and total maintenance costs could increase exponentially if preventative maintenance is not done. In addition, deteriorating streets could adversely affect curb appeal and housing values. Recent increases in oil prices has substantially increased asphalt prices and reduced the number of streets that can be overlaid each year. Other cities have adopted a local gas tax or street maintenance fee to enhance road maintenance.

#555170 Equipment Replacement Reserve - Proposed appropriation could be used eventually to purchase a track hoe at an estimated $60,000 cost plus a street sweeper that could cost more than $150,000. Two pickups were purchased in FY 2009-10. This reserve is proposed to increase by $25,000 per fiscal year until a cap of $250,000 is reached. The current sweeper is 17 years old, and will need to be replaced soon. The price of a sweeper is about $225,000.00.

#555189 Reserve from Transportation SDC's - The amount of restricted funds in this line item is based on records kept by the city's auditor as of June 30, 2014.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

ROAD & STREET FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	364,846	474,731	417,406	SUB-TOTAL BROUGHT FORWARD			521,882	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	18,627	2,200	25,913	555135 Bikeway and Sidewalk Improvements			25,913			4
5	-	-	10,000	555145 New Street Lights			10,000			5
6	74,964	22,459	406,662	555150 Street Maintanance			147,005			6
7	32,295	462	129,000	555170 Equipment Replacement Reserve			154,000			7
8	2,260	2,052	14,000	555185 Vehicle Fueling			15,400			8
9	-	-	116,426	555189 Reserve from Transportation SDC's			116,426			9
10	128,146	27,173	702,001	TOTAL CAPITAL OUTLAY			468,744	-	-	10
11										11
12				TRANSFERS						12
13	55,360	57,021	58,731	555193 Interfund Transfer to General Fund			60,493			13
14	55,360	57,021	58,731	TOTAL TRANSFERS			60,493	-	-	14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	548,352	558,925		Ending balance (prior years)						31
32			-	**UNAPPROPRIATED ENDING FUND BALANCE**			-	-	-	32
33			**1,178,138**	**TOTAL ROAD & STREET REQUIREMENTS**			**1,051,119**	**-**	**-**	**33**

% change from previous fiscal year -12%

STREET FUND RESOURCES

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

#5045215	State Highway Taxes - The Oregon Constitution, Section 3a states in part that revenue from state highway tax ". . . shall be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets, and roadside rest areas . . ." (including storm drains and other related improvements in the public right-of-way).
#5045220	Bikeway Funds - 1% of the State Highway Taxes is set aside for bikeway improvements.
#5045227	Transportation System Development Charges - Similar to SDC line items in the Water and Sewer funds, these restricted funds help pay for road capacity improvements as listed in an adopted SDC methodology, which allows annual adjustment about equal to the consumer price index. Revenue from transportation SDC is spent on eligible projects that cannot be funded by urban renewal.

FORM
LB-20

RESOURCES
ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	486,743	599,321	552,638	Available Cash On Hand	425,619			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	627,857	655,168	620,000	5045215 State Highway Taxes	620,000			6
7	-	5,200	-	5045220 Bikeway Funds	-			7
8	8,123	19,863	5,000	5045227 Transportation SDC's	5,000			8
9	9,860	3,620	500	5045230 All Other Street Fund Resources	500			9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	1,132,583	1,283,172	1,178,138	Total resources, except taxes to be levied	1,051,119	-	-	29
30			-	Taxes estimated to be received				30
31				Taxes collected in year levied				31
32	**1,132,583**	**1,283,172**	**1,178,138**	**TOTAL ROAD & STREET RESOURCES**	**1,051,119**	**-**	**-**	**32**

% change from previous fiscal year -12%

9-1-1 EXCISE TAX FUNDS

This fund has been closed due to legislation that transfers the funds directly to C-Com.

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
911 EXCISE TAX FUND

CITY OF GLADSTONE

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
				RESOURCES				
1	1,654	1,663	-	Cash on hand	-	-	-	1
2	200	1	-	Interest	-	-	-	2
3								3
4								4
5				OTHER RESOURCES				5
6	28,051	-	-	7047010 9-1-1 Excise Taxes	-	-	-	6
7								7
8								8
9	29,905	1,664	-	Total Resources, except taxes to be levied	-	-	-	9
10			-	Taxes estimated to be received				10
11				Taxes collected in year levied				11
12	**29,905**	**1,664**	**-**	**TOTAL 911 E. TAX RESOURCES**	**-**	**-**	**-**	12
				REQUIREMENTS				
1				MATERIALS AND SERVICES				1
2	40,000	-	-	777055 C-COM Dispatch Service	-	-	-	2
3	40,000	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15	40,000	-		Ending balance (prior years)				15
16			-	**UNAPPROPRIATED ENDING FUND BALANCE**				16
17	**40,000**	**-**	**-**	**TOTAL 911 E. TAX REQUIREMENTS**	**-**	**-**	**-**	17

STATE REVENUE SHARING FUND

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

#10049915 Inter-fund Loan Repayment from Water Fund – See explanation in Water Fund.

#10109041 Building Improvements Maintenance – City Council is considering using State Revenue Sharing funds for improvements to the City Hall and Police Station or new construction. This line will also be used to cover larger maintenance items that come up in any City facility.

#10109045 Transfer to General Fund – This transfer would provide funds to help offset the hire of a new assistant city administrator.

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
STATE REVENUE SHARING FUND

CITY OF GLADSTONE

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
				RESOURCES				
1	706,103	706,103	795,278	Cash on hand	890,956			1
2	-	-		Previously levied taxes estimated to be received				2
3	3,372	3,941	3,000	Interest	3,400			3
4								4
5				OTHER RESOURCES				5
6	101,300	104,189	95,000	10049910 State Revenue Sharing Allotments	105,000			6
7								7
8								8
9	810,775	814,233	893,278	Total Resources, except taxes to be levied	999,356			9
10			-	Taxes estimated to be received				10
11	-	-		Taxes collected in year levied				11
12	**810,775**	**814,233**	**893,278**	**TOTAL ST. REVENUE RESOURCES**	**999,356**	**-**	**-**	12
				REQUIREMENTS				
1				CAPITAL OUTLAY				1
2	9,798	1,300	50,000	010109040 Capital Outlay	-			2
3	7,499	6,595	843,278	010109041 Building Improvements/Maintenance	894,356			3
4	17,297	7,895	893,278	TOTAL CAPITAL OUTLAY	894,356	-	-	4
5								5
6				TRANSFER OUT				6
7	-	-	-	010109045 Transfer to General Fund	105,000			7
8	-	-	-	TOTAL TRANSFER OUT	105,000	-	-	8
9								9
10								10
11								11
12								12
13								13
14								14
15	17,297	7,895		Ending balance (prior years)				15
16			-	**UNAPPROPRIATED ENDING FUND BALANCE**				16
17			**893,278**	**TOTAL ST. REVENUE REQUIREMENTS**	**999,356**	**-**	**-**	17
				% change from previous fiscal year	89%		25	

POLICE LEVY FUND

In 2012, voters approved continuation of the police levy at 68 cents per $1,000 assessed value through 2019-20.

#888005 School Resource Officer – The SRO is assigned to the Gladstone School District during the school year when staffing allows. When school is not in session, this position supplements patrol staffing.

#888010 Police Officer - Moved to General Fund Police budget.

#888025 Municipal Ordinance Specialist – This position manages code enforcement and the evidence and property function. 50% of position is funded in the Police General Fund budget.

#888027 Executive Assistant – Direct report to the Chief and provides administrative support for the command staff and the entire department.

#888028 On-Call Police Records Clerk – Provides back-up coverage during vacation.

#888057 Transfer to General Fund - For administrative costs that are described in General Fund Resources.

#888059 K-9 Expenses – This program has been discontinued.

#888060 Capital and Equipment Reserve -This line item is intended to accumulate funds for the periodic purchase of capital items such as police vehicles and other equipment; it is also used to balance total expenditures with revenues for the Police Levy Fund. Currently the fund reserve is low equating to no funds being allocated to this line item.

#888065 Vehicles - These funds are dedicated to the purchase of an undercover or command police car.

#888068 Police Station Improvements – Improvements will be charged to State Revenue Sharing Fund.

#8881648 Costs are assigned based on the percentage of the agency's population of the total population of contracted agencies. This is both fire and police combined. This costing formula has been adjusted from 30/70 - fire/police split to a 35/65 split to more accurately reflect usage. Due to State of Oregon legislative changes, 911 Funds that previously were received by the City General fund and used to offset these costs are now allocated to the local dispatch center and not the Cities.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

POLICE LEVY FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees		Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	65,428	74,026	66,050	888005 School Resource Officer - Graves	1	29PA	66,381			2
3	35,861	3,211	51,629	888010 Police Officer - Vacant	0	29PA	-			3
4	57,613	62,429	59,866	888015 Police Officer - Hutchinson	1	29PA	63,220			4
5	12,364	-	-	881435 Police Officer	0	29PA	-			5
6	48,510	24,015	-	888025 Municipal Ordinance Specialist - Boyle	0.5	18PA	24,502			6
7	50,974	52,887	52,799	888027 Executive Assistant - Atkin	1	24	53,063			7
8	-	-	1,000	888028 On Call Police Records Clerk			1,000			8
9	10,781	17,608	20,000	888030 Overtime			20,000			9
10	5,813	-	-	888032 Proficiency Pay			2,529			10
11	271	158	2,000	888035 Holiday Pay			2,000			11
12	2,040	487	597	888052 Career Recognition Pay			-			12
13	135,917	119,208	154,413	881025 Payroll Costs			114,036			13
14	425,572	354,029	408,354	TOTAL PERSONNEL SERVICES			346,731	-	-	14
15				MATERIALS AND SERVICES						15
16	500	750	1,000	888050 Uniform Allowances, Shoes			1,000			16
17	-	-	2,000	888055 Equipment			2,000			17
18	-	711	1,000	888058 SRO Expenses			1,000			18
19	112,525	122,882	119,000	8881648 C-COM Dispatch Service			120,000			19
20	1,278	1,599	-	888059 K-9 Expenses			-			20
21	114,303	125,942	123,000	TOTAL MATERIALS AND SERVICES			124,000	-	-	21
22				CAPITAL OUTLAY						22
23	4,575	-	25,000	888065 Vehicles			-			23
24	4,995	-	5,000	888067 Miscellaneous Equipment			5,000			24
25	7,013	-	-	888068 Police Station Improvements			-			25
26	-	-	100,000	888060 Capital Equipment Reserve			-			26
27	16,583	-	130,000	TOTAL CAPITAL OUTLAY			5,000	-	-	27
28				TRANSFERS						28
29	12,543	12,919	13,306	888057 Transfer to General Fund, Administrative Costs			13,705			29
30	12,543	12,919	13,306	TOTAL TRANSFERS			13,705	-	-	30
31	569,001	492,890		Ending balance (prior years)						31
32			247,340	**UNAPPROPRIATED ENDING FUND BALANCE**			358,178	-	-	32
33	**569,001**	**492,890**	**922,000**	**TOTAL POLICE LEVY REQUIREMENTS**	**3.5**		**847,614**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

% change from previous fiscal year -9%

POLICE LEVY FUND - RESOURCES

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

FORM
LB-20

RESOURCES
POLICE LEVY FUND

CITY OF GLADSTONE

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	336,634	355,138	399,546	Available Cash On Hand	310,511			1
2	25,260	19,163	15,000	Previously Levied Taxes Estimated to be Received	15,000			2
3	2,346	2,017	2,500	Interest	2,000			3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	364,240	376,318	417,046	Total resources, except taxes to be levied	327,511	-	-	29
30			504,954	Taxes estimated to be received	520,103			30
31	473,936	497,367		Taxes collected in year levied				31
32	**838,176**	**873,685**	**922,000**	**TOTAL POLICE LEVY RESOURCES**	**847,614**	**-**	**-**	**32**

% change from previous fiscal year -9%

FIRE/MEDICAL SERVICES LEVY FUND

FIRE/EMERGENCY SERVICES LEVY – In 2012, voters approved a continuation of the levy at 31 cents per $1,000 assessed value through 2018-19.

#999015 Seasonal Help - Funds in this line item are used to pay for two or three temporary employees during summer months.

#999050 Miscellaneous Supplies – Funds in this line item covers updating and replacing outdated equipment.

#999052 Testing Hose, Pumps and Ladders – The Fire Department has a requirement to test hose, pumps and ladders. This testing is contracted out.

#999060 Fire Apparatus – This is the balancing line item for this levy fund, in the past it has included matches for station upgrades and Fire Engine vehicle purchases.

#999080 Defibrillator and Vehicle Extrication units (Jaws of Life) – Funds are being set aside to upgrade and replace these units as they reach the end of their service life.

#999090 Training Facility – This line is to cover the purchase of and maintain existing training and live fire training props. Also planned is the development and fencing of a 100'x 100' area for a permanent training area, subject to land use approval.

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

FIRE/EMS LEVY FUND

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	65,080	65,388	65,715	999005 Fire Coordinator	1	31	66,044			2
3	10,875	14,874	22,000	999015 Seasonal Help			22,000			3
4	34,450	37,067	45,382	999030 Payroll Costs			46,882			4
5	110,405	117,329	133,097	TOTAL PERSONNEL SERVICES			134,926	-	-	5
6										6
7				MATERIALS AND SERVICES						7
8	-	-	10,000	999050 Miscellaneous Supplies			10,000			8
9	5,084	5,233	10,000	999052 Testing-Hose Pump Ladders			10,000			9
10	5,084	5,233	20,000	TOTAL MATERIALS AND SERVICES			20,000	-	-	10
11										11
12										12
13				CAPITAL OUTLAY						13
14	1,500	493,661	113,000	999060 Fire Apparatus			128,000			14
15	-	14,591	14,000	999080 Defibrillator/Holmatro Unit			14,000			15
16	7	-	110,000	999090 Training Facility			110,000			16
17	1,507	508,252	237,000	TOTAL CAPITAL OUTLAY			252,000	-	-	17
18										18
19										19
20				TRANSFERS						20
21	5,272	5,430	5,592	999070 Transfer to General Fund, Administrative Costs			5,760			21
22	5,272	5,430	5,592	TOTAL TRANSFERS			5,760	-	-	22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	122,268	636,244		Ending balance (prior years)						31
32			58,586	**UNAPPROPRIATED ENDING FUND BALANCE**			121,327	-	-	32
33	**122,268**	**636,244**	**454,275**	**TOTAL FIRE/EMS LEVY REQUIREMENTS**	**1**		**534,013**	**-**	**-**	33
				% change from previous fiscal year				15%		

FIRE/MEDICAL SERVICES/RESOURCES

Available Cash on Hand - Ending cash balance as of July 1st of the current fiscal year becomes beginning available cash on hand for next year. Actual and budgeted beginning fund balances for each fund indicate cash flow and cash reserve. Balances for the current and proposed fiscal years are estimated since the budget is prepared several months before the end of the current year.

FORM LB-20

RESOURCES
FIRE/EMS LEVY FUND

CITY OF GLADSTONE

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	563,108	175,676	210,966	Available Cash On Hand	283,675			1
2	12,088	9,317	7,000	Previously Levied Taxes Estimated to be Received	7,000			2
3	3,021	1,043	2,000	Interest	2,000			3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	578,217	186,036	219,966	Total resources, except taxes to be levied	292,675	-	-	29
30			234,309	Taxes estimated to be received	241,338			30
31	223,029	238,449		Taxes collected in year levied				31
32	**801,246**	**424,485**	**454,275**	**TOTAL FIRE/EMS LEVY RESOURCES**	**534,013**	**-**	**-**	**32**

% change from previous fiscal year 15%

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

POLICE GENERAL FUND AND LEVY FUND COMBINED

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	1,518,353	1,730,619	1,812,124	General Fund Personnel Services	14.50		1,848,033	-	-	2
3	425,572	354,029	408,354	Police Levy Fund Personnel Services	3.5		346,731	-	-	3
4	1,943,925	2,084,648	2,220,478	TOTAL PERSONNEL SERVICES			2,194,764	-	-	4
5										5
6				MATERIALS AND SERVICES						6
7	239,794	248,687	244,000	General Fund Police Materials and Services			262,110	-	-	7
8	114,303	125,942	123,000	Police Levy Fund Materials and Services			124,000	-	-	8
9	354,097	374,629	367,000	TOTAL MATERIALS AND SERVICES			386,110	-	-	9
10										10
11				CAPITAL OUTLAY						11
12	22	22	5,000	General Fund Police Capital Outlay			100,000	-	-	12
13	16,583	-	130,000	Police Levy Fund Capital Outlay			5,000	-	-	13
14	16,605	22	135,000	TOTAL CAPITAL OUTLAY			105,000	-	-	14
15										15
16				TRANSFERS						16
17	-	-	-	General Fund Transfers			-	-	-	17
18	12,543	12,919	13,306	Police Levy Fund Transfers			13,705	-	-	18
19	12,543	12,919	13,306	TOTAL TRANSFERS			13,705	-	-	19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28	2,327,170	2,472,218		Ending balance (prior years)						28
29			150,437	**UNAPPROPRIATED ENDING FUND BALANCE- PD Levy**			358,178	-	-	29
30	**2,327,170**	**2,472,218**	**2,886,221**	**TOTAL PD GENERAL/LEVY FUND REQUIREMENT**	**18**		**3,057,757**	**-**	**-**	**30**
31	150-504-031 (Rev 12/09)			% change from previous fiscal year			6%			

DETAILED REQUIREMENTS

FORM LB-31

CITY OF GLADSTONE

FIRE GENERAL FUND AND LEVY FUND COMBINED

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year 2015-16			
	Actual		Adopted Budget							
	Second Preceding 2012-13	First Preceding 2013-14	This Year 2014-15				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	407,747	409,508	462,531	General Fund Fire Personnel Services	6.91		553,763	-	-	2
3	110,405	117,329	133,097	Fire Levy Fund Personnel Services	1		134,926	-	-	3
4	518,152	526,837	595,628	TOTAL PERSONNEL SERVICES			688,689	-	-	4
5										5
6				MATERIALS AND SERVICES						6
7	234,956	291,680	378,800	General Fund Fire Materials and Services			375,000	-	-	7
8	-	-	-	Fire Levy Fund Materials and Services			-	-	-	8
9	234,956	291,680	378,800	TOTAL MATERIALS AND SERVICES			375,000	-	-	9
10										10
11				CAPITAL OUTLAY						11
12	165,079	42,302	712,000	General Fund Fire Capital Outlay			784,000	-	-	12
13	-	-	-	Fire Levy Fund Capital Outlay			-	-	-	13
14	165,079	42,302	712,000	TOTAL CAPITAL OUTLAY			784,000	-	-	14
15										15
16				TRANSFERS						16
17	-	-	-	General Fund Transfers			-	-	-	17
18	5,272	5,430	5,592	Fire Levy Fund Transfers			5,760	-	-	18
19	5,272	5,430	5,592	TOTAL TRANSFERS			5,760	-	-	19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28	923,459	866,249		Ending balance (prior years)						28
29			58,586	**UNAPPROPRIATED ENDING FUND BALANCE- Fire Le**			121,327	-	-	29
30	**923,459**	**866,249**	**1,750,606**	**TOTAL FD GENERAL/LEVY FUND REQUIREME**	**7.91**		**1,974,776**	**-**	**-**	**30**

150-504-031 (Rev 12/09)

% change from previous fiscal year 11%

Fund	Department	Retirement	FICA Medicare	CIS WORKERS COMP	Disability	Unemployment	Life Insurance	Tri-Met Tax	Medical Insurance	Total Benefits	Additional	Total Ben/Add
General	Administration	69,757.96	29,826.44	857.75	1,413.00	1,949.44	136.80	2,821.62	83,231.76	**189,994.77**	20,000.00	**209,994.77**
General	Court	11,386.28	5,476.85	100.23	349.92	357.96	54.72	518.12	25,712.76	**43,956.84**	5,000.00	**48,956.84**
General	Police	167,043.61	87,062.05	35,086.21	4,110.48	5,702.72	410.40	8,254.12	225,566.28	**533,235.88**	125,000.00	**658,235.88**
General	Fire	35,843.16	13,395.22	5,585.72	580.80	875.50	54.72	1,267.21	26,059.44	**83,661.77**	15,000.00	**98,661.77**
General	Parks	14,491.77	5,610.88	3,265.15	853.68	366.72	82.08	530.80	32,569.56	**57,770.65**	5,000.00	**62,770.65**
General	Recreation	-	2,218.50	1,131.73	542.88	203.00	54.72	209.87	-	**4,360.70**	1,000.00	**5,360.70**
General	Senior Center	26,406.29	10,232.47	3,049.68	500.52	659.66	82.08	968.00	31,830.60	**73,729.30**	5,000.00	**78,729.30**
General	Library	45,989.07	33,209.00	955.03	1,534.32	2,170.52	191.52	3,141.61	46,852.56	**134,043.64**	20,000.00	**154,043.64**
Storm/Sewer		33,632.01	14,513.41	9,221.18	1,346.88	948.59	136.80	1,372.99	39,072.84	**100,244.70**	5,000.00	**105,244.70**
Water		43,422.53	18,074.78	8,837.71	1,615.44	1,181.36	164.16	1,709.90	62,991.12	**137,996.99**	10,000.00	**147,996.99**
Street		19,193.01	7,660.40	4,593.22	861.60	500.68	82.08	724.68	35,878.44	**69,494.11**	10,000.00	**79,494.11**
Police Levy		29,764.64	14,167.14	4,331.64	837.24	925.96	82.08	1,340.23	42,586.56	**94,035.49**	20,000.00	**114,035.49**
Fire Levy		13,519.12	5,052.33	2,106.79	290.40	330.22	27.36	477.96	15,077.64	**36,881.81**	10,000.00	**46,881.81**
Totals		**510,449.44**	**246,499.47**	**79,122.04**	**14,837.16**	**16,172.34**	**1,559.52**	**23,337.11**	**667,429.56**	**1,559,406.65**	**251,000.00**	**1,810,406.65**

SECTION 4

APPENDIX

CITY OF GLADSTONE
NON-REPRESENTED AND AFSCME
SCHEDULE OF MONTHLY SALARIES
2015 - 2016

RANGE/CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
13-PT	Library Asst I/Office Asst.	3000.34	3147.67	3296.74	3457.93	3627.8
13-U	Library Assistant I	3000.34	3147.67	3296.74	3457.93	3627.8
17-U	Library Assistant II	3296.74	3457.93	3627.8	3804.59	3991.79
18	Assistant Acct Clerk	3341.8	3504.73	3676.33	3856.59	4045.52
22-U	Court Clerk Account Clerk	3716.2	3898.19	4087.12	4289.92	4499.65
24	Administrative Secretary Confidential Admin Asst	3638.11 +5% for Recreational Resp +5% for Personnel Respon:	3819.91	4010.81	4211.8	4421.89
26-U	Utility Worker, Journey Waterworks, Journey	3898.19 +5% for Utility Worker, Jou	4087.12	4288.18	4499.65	4718.04
31	Volunteer Fire Coordinator	4530.97	4756.21	4994.58	5243.04	5503.63
34	Senior Center Manager	4875.4	5118.81	5377.37	5644.02	5921.78
39	Police Sergeant	5431.91	5706.64	5992.48	6289.43	6604.56
41	Fire Marshal Public Works Supervisor	5506.66	5781.38	6071.27	6373.26	6690.41
42	Assistant City Administrator Library Director	5925.82	6218.73	6527.8	6855.04	7196.43
48	Police Lieutenant	6571.22	6905.55	7249.96	7515.6	7969.1
51	Chief of Police	7203.5	7563.67	7941.85	8338.95	8755.89

GLADSTONE POLICE ASSOCIATION
SCHEDULE OF MONTHLY SALARIES
2014 - 2015

RANGE/CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
17-PA	Records Clerk	3035.13	3187.64	3373.42	3529.03	3707.81
18-PA	Municipal Ordinance Specialist	3357.32	3524.99	3700.73	3888.6	4083.54
29-PA	Police Officer Police Detective School Resource Officer	4323.92 +5% of Police Officer's Sala +5% of Police Officer's Sala	4550.17	4776.41	5013.76	5268.29

July 1, 2015

2015-16 PART-TIME EMPLOYEES

DEPARTMENT	POSITION	14-15 $/HOUR	15-16 $/HOUR
Library	Library Aide	9.64	9.69
Sr. Center	Relief Tram Driver	14.61	14.68
Sr. Center	*Nutrition Caterer	19.43	19.59
Fire	Fire Chief	1148.78/mo	1154.52/mo
Library	Library Assistant	15.77	15.85
Library	Library Assistant II (16 hrs)	18.80	18.89
Administration	*Court/General Office	25.80	25.93
Fire	Fire Dept. Assistant	14.52	14.59
Sr. Center	General Office	14.49	14.56
Sr. Center	*TRAM Driver	19.27	19.43
Sewer	*Account Clerk	25.80	25.96
Sr. Center	Monitor	11.32	11.38
Police	On Call Relief Records Clerk	16.98	17.06

*indicates regular positions

Hourly salaries shown above for regular half or three quarter time employees show cost-of-living adjustments and do not include 5% step increases.

2015-16 TEMPORARY AND PART-TIME POSITIONS

DEPARTMENT	POSITION	14-15 $/HOUR	15-16 $/HOUR
Library	Library Aide	9.64	9.69
Library	On-Call Library Assistant	15.77	15.85
Library	On-Call Library Aide	9.15	9.20
Police	On-Call Records Clerk	16.98	17.06
Sr. Center	Relief Caterer	14.61	14.68
Sr. Center	Relief Janitor	11.32	11.38
Sr. Center	Relief Tram Driver	14.61	14.68
Police Dept	Reserve Police Officers	18.09	18.18

2015-16 SEASONAL POSITIONS

POSITION	14-15 $/HOUR	15-16 $/HOUR
Public Works, 1st Season	9.78	9.83
Public Works, 2nd Season	9.97	10.02
Public Works, 3rd Season	10.71	10.76
*Seasonal Worker – In Charge	11.80	11.86
**Field Maintenance 1st Season	9.97	10.02
**Field Maintenance, 2nd Season	10.71	10.76
**Field Maintenance, 3rd Season	11.45	11.51
Fire Department, 1st Season	9.97	10.02
Fire Department, 2nd Season	10.71	10.76
Fire Department, Lead	11.45	11.51
Park Aides	9.78	9.83
Park Aides, 2nd Season	9.97	10.02
Park Program Coordinator	11.45	11.51

*Supervises other Public Works seasonal employees.

**Often works weekend hours, sometimes unsupervised

Selection Criteria for Part-Time Seasonal Help Includes: Gladstone resident, 18 years of age or older, possess valid driver's license, have high school diploma or GED equivalent, have interview and favorable references, pass drug test prior to employment.