CITY OF GLADSTONE

IN CLACKAMAS COUNTY, OREGON

BUDGET ESTIMATES FOR THE YEAR 2013 – 2014

MEETINGS:

Budget Committee – May 21, 2013 - 7:30 p.m

Public Hearing - June 11, 2013 - 7:30 p.m.

Council/Agency Adoption and
Appropriation of Funds – June 11, 2013 – 7:30 p.m.

CITY OF GLADSTONE

2013-14 BUDGET
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SECTION 1

BUDGET MESSAGE

City of Gladstone
Budget Message
Fiscal Year 2013-14

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 has been closed.

City Hall – Police Department

City Council is currently working with consultants and city staff in order to plan city hall – police department building improvements or new construction. The $854,924 capital expenditure appropriation in the State Revenue Sharing fund is earmarked for this project. Urban Renewal funds could also be used for such a project. Recent Charter amendments would require voter approval if the City were to construct a new facility. A vote may be required for building improvements if the estimated cost were to exceed $1 million.

Sewer System Upgrade

Currently, the city is working with an engineering firm to formulate an action plan to fix the cross connection between the city sewer and storm line at the intersection of Portland Avenue and Clackamas Boulevard. Last fiscal year the city scoped sewer lines in the affected areas. Appropriations are available in the Storm and Sanitary Sewer Fund for this project. Some aspects of this project could fall under Urban Renewal.

Fire Department

The Fire Department will replace a 1973 fire engine. $550,000 has been allocated in the Fire/EMS Levy Fund for the purchase. The State Revenue Sharing Fund will be contributing $150,000 via an interfund transfer and the Fire/EMS Levy Fund will contribute $400,000.

Personnel

A cost-of-living adjustment (COLA) has not yet been settled. The collective bargaining agreements for employees represented by the American Federation of State, County and Municipal Employees (AFSCME) and the Gladstone Police Association (GPA) are currently being negotiated. In the past COLA's have been calculated using an average of the first and second half Portland CPI-U. That total this year is 2.63%. The City is attempting to negotiate a much lower rate due to the large Public Employees Retirement System (PERS) rate increase that goes into effect July 1, 2013. Non-represented employees would likely receive the same COLA that is agreed to with the bargaining units. Budget figures include a 0.5% COLA and the PERS rate increase.

Line Item Budget

The total amount of proposed city budget for fiscal year (FY) 2013-14 is $16,262,844 compared to $24,430,096 for FY 2012-13. In essence, the proposed line item budget excluding the closure or the 911 Excise Tax Fund and the Library Capital Fund continue the status quo. The Water Fund has again appropriated for interfund loan payments. The comparative amount for FY 2012-13 less the library project and 911 Excise Tax is $14,882,096. The $1,380,748 difference is in large part due to additional resources in the Storm/Sewer, Water and Street Funds along with reducing the cash balance in the Fire/EMS Levy in order to purchase a new fire engine. The General Fund also contributed to the increase in part due to an increase in the unappropriated fund balance from FY 2012-13 of $549,000 to $1,147,923 in FY 2013-14.

Respectfully submitted

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Peter J. Boyce, Budget Officer

SECTION 2

FINANCIAL ANALYSIS

City of Gladstone
Financial Analysis
FY 2013-14

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 recently 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:

Schools K-12	40.28 %
County	18.30 %
Cities	13.05 %
Fire Districts	10.88 %
Urban Renewal	5.00 %
Community College	3.93 %
Miscellaneous (Port, Tri Met, Vector, Cemetery, Water, Parks and Lighting)	1.85 %
Education Services	2.10 %
Services (Metro, Extension Office and Sewer)	4.61 %
TOTAL	100%

As indicated above, 13.05% of property taxes currently collected in Clackamas County are allocated to cities. Figures from Clackamas County based on 2012-13 data.

PROPERTY TAXES LEVIED BY CITIES

Tax rates levied for municipal services in nearby cities are shown on the next page. The column titled "Total City & County Tax Rate" includes rates for urban renewal plus any rates from overlapping jurisdiction by fire districts, park districts, etc. that provide services and levy taxes within cities. The total tax rate excludes any property tax rates for water and sewer services since virtually all cities fund these services through utility rates. The column titled "Taxes Per Capita" does not reflect the amount of taxes derived from commercial and industrial land uses that minimize taxes imposed on residential taxpayers. The amount of taxes derived from commercial/industrial compared to residential varies among cities.

Information on the next page does not specify city tax rates. Some cities have a relatively low tax rate because they are not full-service cities. For example, the City of Happy Valley does not include an additional rate for a fire district that "overlaps" the city. The next page also does not show fees for general fund services such as an $8.80/month for parks in West Linn and a similar $5/month fee in Molalla. There is no apparent correlation between city population and taxes per capita, based on the survey data on the next page.

SURVEY OF ASSESSED VALUES AND TAXES LEVIED IN 2012-13

CITY POPULATION	NET (M-50) ASSESSED VALUE (1)	ASSESSED VALUE PER CAPITA	TOTAL CITY & COUNTY TAX RATE (2)
MILWAUKIE 20,435	1,674,812,335	81,958	10.84
WILSONVILLE 20,515	2,368,094,165	115,432	8.75
TROUTDALE 16,005	1,115,008,909	69,666	11.09
CANBY 15,865	1,246,495,207	78,568	10.22
HAPPY VALLEY 14,965	1,743,206,253	116,485	8.97
CORNELIUS 11,915	563,122,015	47,261	9.54
GLADSTONE 11,495	**757,226,915**	**65,874**	**9.82**
DAMASCUS 10,585	981,125,252	92,690	9.01
FAIRVIEW 8,920	600,120,349	67,780	9.49
SANDY 9,880	709,304,451	71,791	10.50
MOLALLA 8,110	469,045,651	57,835	9.98
AVERAGE 13,517	**N/A (3)**	78,667	9.83
GLADSTONE DEVIATION FROM AVERAGE		**-$12,793**	**-$.01(4)**

Footnotes: 1. includes any AV "captured" by urban renewal. 2. M-50 not M-5 AV and rates. Total tax rate based on tax code area with greatest AV. 3. An average and Gladstone deviation from the average are not provided since net assessed value and total city & county tax are derived from average city population, which, for this survey, are significantly greater than Gladstone. 4. Deviation does not take into account that 90% of the overlapping area in both the Gladstone School District and city has the second highest tax rate in Clackamas County.

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 the survey average shown on the previous page. 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 will need to be reassessed due to 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 2014 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 continued its decline reducing 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 individual 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 2013-14. 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 2.5% 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 * FY 2010-11		
Taxing District	**Permanent Rate**	**Adjusted Rate**
City of Gladstone	4.8174	4.475
Clackamas County	2.4042	2.2334
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	N/A	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. 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 provide an estimated $717,732 in 2013-14.

REVENUE SOURCES, excluding cash reserve

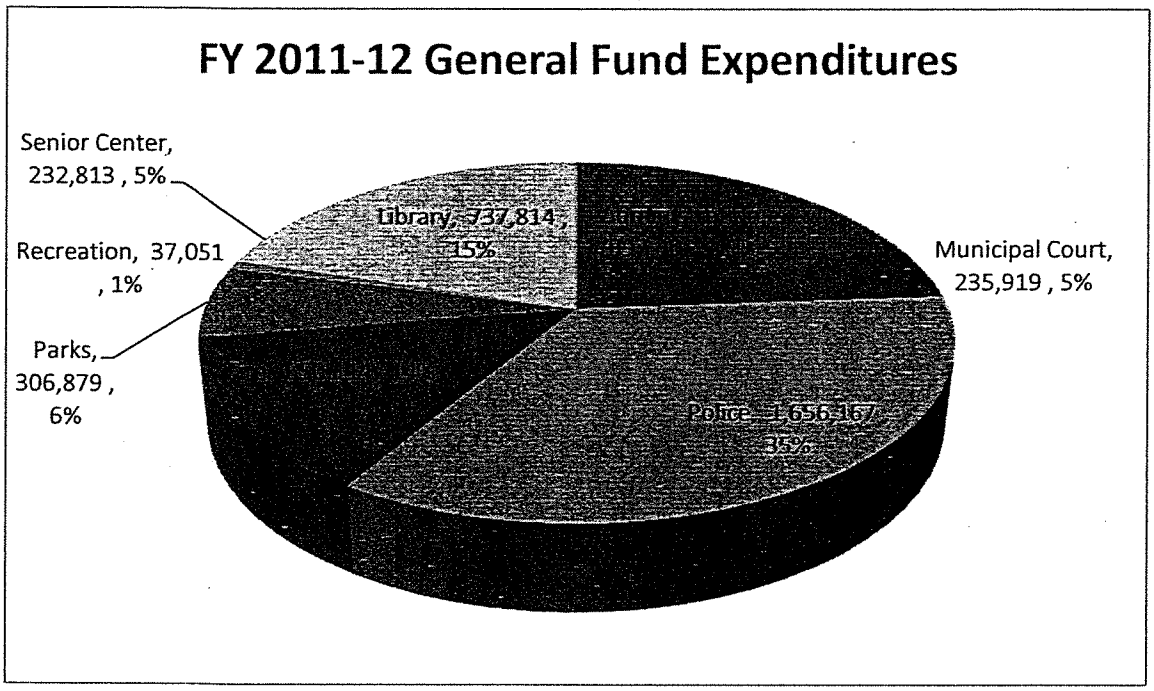
The following table shows revenue sources in 2011-12. About 47% of the city's $10 million in "new" revenue, excluding beginning available cash on hand, was from property tax. State shared revenues and water and sewer user fees were the next major sources of city revenue. Money from cigarette, alcohol and gas tax, including state revenue sharing, is commonly referred to as state shared revenues.

Revenue Source	General Fund	St Rev	Street	Urban Renewal	911 Ex	Library Capital	Police Levy	Fire Levy	Water	Sewer	Totals
Property Taxes	3,253,232	-	-	821,591	-	-	485,621	228,504	-	-	4,788,948
Public Service Taxes	668,667	96,742	626,123	-	55,695	-	-	-	-	-	1,447,227
Franchise Taxes	514,694	-	-	-	-	-	-	-	-	-	514,694
Grants	140,260	-	11,325	-	-	-	-	-	-	-	151,585
Charges for Services	123,286	-	36,154	-	-	-	-	-	1,049,279	1,466,225	2,674,944
Licenses and Permits	22,683	-	-	-	-	-	-	-	-	-	22,683
Fines and Forfeitures	227,272	-	-	-	-	-	-	-	-	-	227,272
Contributions and Donations	34,336	-	-	-	-	550	-	-	-	-	34,886
Interest	23,046	2,885	-	8,482	120	12,183	2,468	2,294	-	-	51,478
Fund Admin. Transfer	94,246										94,246
Misc.	55,086	-	2,668	-	-	-	-	-	-	-	57,754
Total	5,156,808	99,627	676,270	830,073	55,815	12,733	488,089	230,798	1,049,279	1,466,225	10,065,717

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, sewer and street 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, which contains oil, 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 reduces potential expenditures for all other departments in that fund. The following table shows how revenues were expended during 2011-12. Land use planning is provided by General Administration through a contract with Clackamas County.



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 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 relatively 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 perhaps 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 many years 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. Elimination of fourteen vacant positions, which were deemed unnecessary, most likely averted employee layoffs from expenditures exceeding revenues and depletion of cash reserve. 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 with reductions made possible to some extent by a decrease in staff work relating to lack of potential development of "buildable" land. 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 may be understaffed due to unfunded mandates from state and federal agencies.

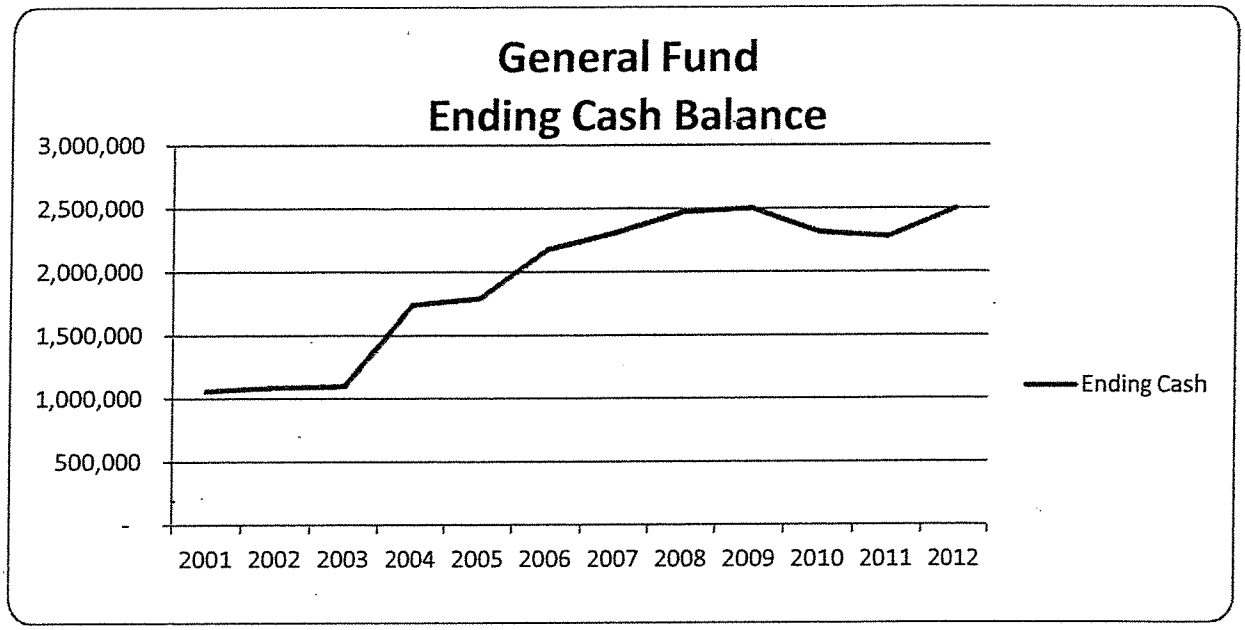
Effective management requires city officials to identify and maintain the optimum number of employees and combination of skills needed to maximize city services while minimizing related expenditures. Too few or too many employees within a department can result in inefficiency. Increases in the level 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	2011-12 PERSONNEL COSTS
ADMINISTRATION	$429,323
MUNICIPAL COURT	$156,247
POLICE	$1,875,521
FIRE	$485,872
PARKS	$115,551
RECREATION	$28,207
SENIOR CENTER	$189,113
LIBRARY	$583,698
SEWER	$223,141
WATER	$239,506
ROAD	$174,616
ALL DEPARTMENTS	$4,500,797

CASH FLOW

Positive cash flow is the amount that total revenue exceeds total expenditure and negative cash flow occurs when expenses exceed revenues. From 1979 to 1986 positive cash flow averaged $200,000 per year, except negative cash flow occurred twice. 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 2010-11.



Fiscal year 2011-12, posted a positive $222,116 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 $187,754 positive cash flow in the Water Fund. The Stormwater/Sewer Fund posted a $57,728 positive cash flow; the Road Fund posted a positive cash flow of $62,986. If necessary, future expenditure reductions and/or revenue increases could include increasing solid waste franchise fees, adjusting amounts of water and sewer inter-fund transfers, further reducing the number of employees, impose road and storm water maintenance fees, etc.

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.

When looking at resource pages for each fund in the line item budget, line items titled "available cash on hand" indicate the amount of cash reserve at the end of the preceding year and beginning of the next year. As of July 2012, total cash reserve was comprised of: $618,728 in State Revenue Sharing; $2,587,837 in the General Fund; $381,011 in the Street Fund; $940,255 in the Stormwater/Sewer Fund; $2,029,338 in the Library Capital Fund; $717,915 in the Water Fund; $13,403 in the 9-1-1 Excise Tax Fund, $400,655 in the Police Levy Fund, $445,050 in the Fire and EMS Levy Fund. Cash reserve in most funds is legally <u>not available</u> 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 2013-14. 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. The water fund also has the additional requirement of repaying interfund loans to the sewer and state revenue sharing funds. New water and storm water master plans will prioritize capital projects for these funds.

ALLOCATION OF CASH RESERVE FOR CAPITAL PROJECTS

The current cash reserve is considerably less than the estimated total cost for capital projects shown at the bottom of the next table.

CURRENTLY IDENTIFIED CAPITAL PROJECTS WITHIN THE NEXT 10 YEARS

Project	Estimated Cost		
Restore river bank at Meldrum Bar Park	250,000	Welter Park to Abernethy Court Pedway/Bikeway	40,000
Fire Department Training Area	100,000	New Sidewalks with Curb Extensions	300,000
Storm Water Quality Facility in Clackamas Blvd.	300,000	Pedways, Dahl to OOE & Meldrum to Rinearson	85,000
Building Upgrades City Hall/PD	600,000	One Ton Dump Truck	40,000
Five Yard Dump Truck	60,000	Replace about 50% of Water System	10,000,000
New Reservoir on Webster Rd	2,600,000		
Total			**14,348,000**

Only capital projects estimated to cost more than $30,000 are listed in the table above and some of these projects may be funded at least partially by state or federal grants. The table does not reflect the degree that some capital projects may be more needed relative to priority for other projects.

INTER-FUND LOANS

In 2001, the City Council authorized inter-fund loans transferring $450,000 from the Sanitary and Stormwater Fund and $240,000 from the State Revenue Sharing Fund to the Water Fund to pay for a new water reservoir on Kirkwood Road. This expenditure of cash reserve could save

water customers about $846,000 compared to incurring 20 year bonded debt. If the Water Fund currently owes $120,000 to the Sanitary and Stormwater Fund and $397,588 to the State Revenue Sharing Fund. About $150,000/year savings from a reduction in wholesale water cost due to equity ownership in a water treatment facility coupled with water rate increases should help fund loan repayment.

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.

The cost of the new library project is $10 million. Clackamas County has contributed $2.5 million to the project in exchange for the City consolidating library service areas to include Oak Lodge. The remaining $7.5 million of project costs will be covered with debt to be backed by Library District, Urban Renewal revenue and grants/contributions if they become available. The consolidated library service area will increase library district operating revenues which will be used (upon City Council approval) to offset debt payments.

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. The City should try to only employ people, especially in management positions, who share our values and who are a "good fit" within this organization.

SECTION 3

LINE ITEM BUDGET

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the Gladstone City Council will be held on June 11, 2013 at 7:30 pm at 525 Portland Avenue, Gladstone, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Gladstone Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 525 Portland Avenue, Gladstone, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. or online at www.ci.gladstone.or.us . This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Peter Boyce, City Administrator Telephone: 503.557.2767 Email: boyce@ci.gladstone.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-2012	Adopted Budget This Year 2012 - 2013	Approved Budget Next Year 2013 - 2014
Beginning Fund Balance/Net Working Capital	8,152,382	7,440,830	6,379,295
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,502,979	3,358,467	3,650,665
Federal, State and All Other Grants, Gifts, Allocations and Donations	1,652,650	2,107,037	1,941,670
Revenue from Bonds and Other Debt	0	7,000,000	0
Interfund Transfers / Internal Service Reimbursements	94,246	209,848	393,162
All Other Resources Except Current Year Property Taxes	148,312	94,700	142,800
Current Year Property Taxes Estimated to be Received	3,648,995	4,219,214	3,830,791
Total Resources	**17,199,564**	**24,430,096**	**16,338,383**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	4,464,795	5,070,103	5,152,754
Materials and Services	3,196,600	4,029,880	4,151,563
Capital Outlay	1,133,971	13,945,594	4,797,066
Debt Service	195,504	193,347	193,941
Interfund Transfers	94,246	239,848	393,162
Contingencies	0	401,471	300,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	549,853	1,349,897
Total Requirements	**9,085,116**	**24,430,096**	**16,338,383**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration			
FTE	4.00	4.00	4.00
Municipal Court			
FTE	1.50	1.50	1.50
Police Department			
FTE	19.00	19.00	19.25
Fire Department			
FTE	7.41	7.41	7.41
Recreation			
FTE	0.26	0.26	0.26
Senior Center			
FTE	2.70	2.70	2.70
Library			
FTE	8.88	7.88	7.88
Public Works			
FTE	7.80	7.80	7.80
Total Requirements	**51.55**	**50.55**	**50.80**
Total FTE	**51.55**	**50.55**	**50.80**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The library construction project was not approved by voters in November of 2012. The library construction project has been eliminated from the budget for fiscal year 2013-2014.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit $4.8174 per $1,000)	$4.8174/$1000	$4.8174/$1000	$4.8174/$1000
Local Option Levy	$0.99/$1000	$0.99/$1000	$0.99/$1000
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$2,050,000	$0
Other Bonds	$0	$0
Other Borrowings	$0	$0
Total	$2,050,000	$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

#1211000 - #1211020 Salaries - The Portland-Salem CPI-U, rather than the National Consumer Price Index (CPI), has been used for determining cost-of-living adjustments (COLA's) after it was first proposed by the Police Association and AFSCME a few years ago within a negotiated range. The average (CPI-U) for 2010 (1st and 2nd half/2) equals 2.63 %. Wages for employees represented by AFSCME and the Gladstone Police Association have been adjusted by 0.5% COLA but negotiations are not complete. Proposed salaries for non-represented employees have also been adjusted by a 0.5% (COLA).

#1211025 Payroll Costs - Percentage of salary used to estimate payroll cost varies by department depending on health care premiums, worker's compensation rates, life insurance premiums, etc. In part due to labor contracts, the city generally pays 90% and the employees pay 10% of health care premiums.

#1211055 City Attorney Hourly (Except Court) – The City of Gladstone has retained Beery, Elsner and Hammond for City Attorney services. Services are billed on an hourly rate.

#1211065 Self Insurance Fund – In prior years expenses in this line item were used for self insurance on most city vehicles. Presently, an insurance policy provides coverage for City vehicles.

#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.

#1211110 League of Oregon Cities Dues - The League's advice and lobbyist services continue to be important, especially during periods when the State Legislature meets.

#1211155 Information technology (IT) services are contracted out and the expense is covered in this line item.

#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.

#1211170 Employee Appreciation – Funds are used to recognize employees for years of city service.

FORM
LB-31

DETAILED REQUIREMENTS
GENERAL ADMINISTRATION
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees					
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	106,600	107,559	110,625	1211000 City Administrator	1	Cont.	111,178	111,178		2
3	77,335	81,925	85,086	1211005 Assistant City Administrator	1	42	85,505	85,505		3
4	55,400	55,902	57,348	1211015 Administrative Secretary/Recreation Coordinator	1	24	57,761	57,761		4
5	50,580	51,588	54,610	1211020 Account Clerk (Finance)	1	22U	53,329	53,329		5
6	-	-	500	1211023 Overtime			500	500		6
7	1,264	1,548	1,600	1211024 Career Recognition Pay			1,592	1,592		7
8	132,735	130,801	164,816	1211025 Payroll Costs			174,226	174,226		8
9	423,914	429,323	474,585	TOTAL PERSONAL SERVICES			484,091	484,091	-	9
10										10
11				MATERIALS AND SERVICES						11
12	75,668	109,474	90,000	1211055 City Attorney			95,000	95,000		12
13	94,616	85,371	95,000	1211060 Fire and Liability Insurance			99,000	99,000		13
14	590	-	-	1211065 Self Insurance Fund			-	-		14
15	27,151	37,571	40,000	1211070 County Planning Services Contract			40,000	40,000		15
16	25,377	15,593	28,000	1211075 Municipal Audit Contract			28,000	28,000		16
17	4,269	5,249	8,000	1211085 Janitor Services			8,000	8,000		17
18	10,513	10,855	13,000	1211095 Utilities (Lights and Fuel)			13,000	13,000		18
19	21,219	10,910	25,000	1211100 Telephones			20,000	20,000		19
20	32,386	19,646	16,000	1211105 Building Maintenance			16,000	16,000		20
21	8,905	8,415	9,000	1211110 League of Oregon Cities Dues			9,000	9,000		21
22	26,376	31,775	30,000	1211130 Office Supplies / Printing / Postage			33,000	33,000		22
23	14,298	17,155	17,000	1211135 City Newsletter			17,500	17,500		23
24	6,185	3,215	6,000	1211145 Memberships / Conferences / Publications			6,000	6,000		24
25	-	19,849	-	1211150 Centennial Expenses			-	-		25
26	49,075	63,447	120,000	1211155 Data Processing/Maintenance/Licensing			100,000	100,000		26
27	18,423	19,215	20,000	1211160 Surveys and Consultants			25,000	25,000		27
28	8,107	1,375	10,000	1211165 Personnel Recruitment			10,000	10,000		28
29	-	890	2,000	1211170 Employee Appreciation			2,000	2,000		29
30										30
31	423,158	460,005	529,000	SUB-TOTAL MATERIALS & SERVICES (Continue to next page)			521,500	521,500	-	31
32										32
33	847,072	889,328	1,003,585	SUB - TOTAL ADMINISTRATION REQUIREMENTS	4		1,005,591	1,005,591	-	33

150-504-031 (Rev 12/09)

*Include schedule of pay ranges

#1211190 Donation to High School/Kraxberger Graduations – Funds assist parents of eighth grade and senior high school students in providing graduation parties in a safe, drug and alcohol-free environment.

#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 Employees	Range*	Budget for Next Year 2013-14			
	Actual		Adopted Budget							
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	423,158	460,005	529,000	SUB-TOTAL MATERIALS AND SERVICES			521,500	521,500	-	1
2				MATERIALS AND SERVICES(Continued)						2
3	1,753	1,808	1,600	1211175 Vehicle Maintenance			1,900	1,900		3
4	-	-	600	1211190 Donation to High School/Kraxburger Graduations			600	600		4
5	33,837	-	30,000	1211193 Continuing Health Care Coverage			-	-		5
6	7,825	6,269	10,000	1211195 Local Government Personel Institute Dues			10,000	10,000		6
7										7
8	466,573	468,082	571,200	TOTAL MATERIALS AND SERVICES			534,000	534,000	-	8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
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25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	890,487	897,405	1,045,785	TOTAL ADMINISTRATION REQUIREMENTS			1,018,091	1,018,091	-	33

150-504-031 (Rev 12/09)

#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						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees					
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	50,905	54,168	55,715	1221205 Municipal Court Clerk	1	22U	55,983	55,983		2
3	27,693	26,036	26,238	1221210 Assistant Account Clerk	0.5	18	24,323	24,323		3
4	1,198	-	-	1221212 Court Bailiff	0		-	-		4
5	91	-	500	1221215 Overtime			500	500		5
6	-	-	-	1221024 Career Recognition Pay			-	-		6
7	48,641	40,043	52,576	1221025 Payroll Costs			55,288	55,288		7
8	128,528	120,247	135,029	TOTAL PERSONAL SERVICES			136,094	136,094	-	8
9										9
10				MATERIALS AND SERVICES						10
11	35,687	36,002	37,034	1221225 Municipal Court Judge			37,219	37,219		11
12	45,575	35,687	40,000	1221230 Prosecuting Attorney			40,000	40,000		12
13	22,787	20,055	27,000	1221235 Attorneys for Indigent Clients			27,000	27,000		13
14	8,604	8,863	8,660	1221245 Court Supplies & Expenses			8,800	8,800		14
15	3,736	4,911	6,000	1221250 Printing, Postage & Copies			6,000	6,000		15
16	1,049	2,975	2,500	1221255 Pro-Tem Judge & Jury Expenses			2,500	2,500		16
17	110	-	-	1221260 Data Processing Expenses			-	-		17
18	2,046	888	1,900	1221265 Collection Services			1,900	1,900		18
19	4,195	6,292	7,000	1221270 Courtroom Security			7,000	7,000		19
20	-	-	800	1221275 Document Imaging			800	800		20
21	123,789	115,673	130,894	TOTAL MATERIALS AND SERVICES			131,219	131,219	-	21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**252,317**	**235,920**	**265,923**	**TOTAL MUNICIPAL COURT REQUIREMENTS**	**1.5**		**267,313**	**267,313**	**-**	33

150-504-031 (Rev 12/09)

#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 current size of two officers; and plans are to increase the number of reserve officers by two for 2013/2014.

#1241525 Overtime – This provides overtime for officers (per the collective bargaining agreement) and the sergeants.

#1241526 Training Overtime – This OT is now tracked internally to ensure officers meet & maintain all training requirements from DPSST; the dollars are allocated in overtime category #1241525.

FORM
LB-31

DETAILED REQUIREMENTS
POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	99,744	100,644	103,510	1241400 Police Chief	1	51	104,030	104,030		2
3	-	-	-	1241403 Police Lieutenant	1		78,072	78,462		3
4	76,401	77,928	70,836	1241405 Police Sergeant	1	39	78,462	78,462		4
5	76,401	78,220	78,459	1241410 Police Sergeant	1	39	71,190	71,190		5
6	74,424	69,220	78,459	1241415 Police Acting Sergeant	1	39	71,190	71,190		6
7	53,725	65,512	56,465	1241420 Police Detective	1	29PA	67,574	67,574		7
8	62,882	15,154	65,610	1241423 Police Officer	0	29PA	-	-		8
9	58,309	59,459	62,582	1241425 Police Detective	1	29PA	65,705	65,705		9
10	28,100	55,844	56,465	1241430 Police Officer	0	29PA	9,200	9,200		10
11	72,943	64,092	-	1241435 Police Officer	0.25	29PA	35,000	35,000		11
12	59,921	62,603	53,799	1241440 Police Officer	0	29PA	-	-		12
13	60,539	62,922	62,278	1241445 Police Officer	1	29PA	64,460	64,460		13
14	50,549	54,252	62,278	1241450 Police Officer	1	29PA	59,564	59,564		14
15	-	-	-	1241455 Police Officer	1	29PA	56,460	56,460		15
16	54,304	58,308	59,266	1241460 Police Officer	1	29PA	62,591	62,591		16
17	-	-	-	1241462 Police Officer	1	29PA	51,376	51,376		17
18	-	-	-	1241464 Police Officer	1	29PA	51,376	51,376		18
19	22,962	-	-	1241465 Municipal Ordinance Specialist	0.5	18PA	24,259	24,259		19
20	41,400	42,414	43,839	1241500 Police Records Clerk	1	17PA	44,055	44,055		20
21	1,729	922	4,000	1241505 Police Reserves			4,000	4,000		21
22	41,565	32,944	32,417	1241510 Proficiency Pay			34,912	34,912		22
23	13,248	6,357	25,000	1241515 Holiday Pay			25,000	25,000		23
24	10,026	8,479	9,616	1241520 Career Recognition Pay			12,688	12,688		24
25	95,289	64,200	70,000	1241525 Overtime			70,000	70,000		25
26	-	10,015	5,000	1241526 Training Overtime			5,000	5,000		26
27	518,415	462,548	696,352	1241025 Payroll Costs			717,106	717,106		27
28										28
29	1,572,876	1,452,037	1,696,231	TOTAL PERSONAL SERVICES			1,863,270	1,863,660	-	29
30										30
31										31
32										32
33	**1,572,876**	**1,452,037**	**1,696,231**	**SUB-TOTAL POLICE REQUIREMENTS**	**14.75**		**1,863,270**	**1,863,660**	**-**	33

Footnote

Footnote

150-504-031 (Rev 12/09)

#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 repairs & replacement, to include radio system maintenance and upgrades.

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

#1241585 (Document Imaging - No longer needed)

#1241587 Training – Provides funds for critical core skills training and professional development of all staff. Police training funds are augmented by a court assessment as provided for in the Gladstone Municipal Code (GMC).

#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; to include ballistic vests for police officers.

#1241610 Contractual Services – Is for independent contracting for services of $5,000 or less; examples include translation services, janitorial service, first aid supplies, Hooper Detox, alarm and security services.

#1241615 Firearms/Ammunition – Ammunition is provided to meet training and on-duty requirements. Weapons are replaced on a rotating basis as needed, including less lethal weapons. Firearms training is conducted quarterly in accordance with contemporary best-practice standards.

#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. This includes the annual membership fee for the Oregon Accreditation Alliance.

#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 phone.

FORM
LB-31

DETAILED REQUIREMENTS
POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13							
	Second Preceding Year 2010-11	First Preceding Year 2011-12					Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,572,876	1,452,037	1,696,231	SUB-TOTAL PERSONAL SERVICES			1,863,270	1,863,660	-	1
2				MATERIALS AND SERVICES						2
3	78,027	69,536	70,000	1241550 Auto Maintenance\Fuel			70,000	70,000		3
4	4,491	2,778	5,000	1241552 Park Patrol (Private Security)			5,000	5,000		4
5	9,185	9,270	11,000	1241555 Class/PPDS			11,000	11,000		5
6	14,558	5,937	10,000	1241560 Equipment & Supplies			10,000	10,000		6
7	8,146	7,964	8,000	1241565 Office Supplies/Forms			8,000	8,000		7
8	5,417	4,286	4,500	1241570 Printing, Postage, Copies			5,000	5,000		8
9	3,616	10,885	8,000	1241580 Radio Maintenance/Replacement			16,000	16,000		9
10	2,255	1,251	3,000	1241582 Radar Maintenance Replacement			3,000	3,000		10
11	1,977	846	-	1241585 Document Imaging, Service			-	-		11
12	19,056	17,400	30,000	1241587 Training			30,000	30,000		12
13	728	27	-	1241590 Conferences, Travel			-	-		13
14	13,985	11,145	22,000	1241595 Uniforms & Equipment			20,000	20,000		14
15	109	19	-	1241600 Police Reserve Life Insurance			-	-		15
16	22,028	37,424	25,000	1241610 Contractual Services			25,000	25,000		16
17	13,562	7,178	14,000	1241615 Firearms/Ammunition			14,000	14,000		17
18	2,810	5,055	-	1241630 Computer/Technology Services			-	-		18
19	3,790	4,593	4,500	1241635 Dues & Subscriptions			4,500	4,500		19
20	8,398	4,801	7,500	1241640 Cell Phones			7,500	7,500		20
21	45,497	-	-	1241642 Police Grants			-	-		21
22	605	1,209	1,000	1241646 Emergency Management			1,500	1,500		22
23	58,179	-	-	1241648 Share of Cost for C-COM Dispatch Service			-	-		23
24	14,344	2,500	2,500	1241649 Juvenile Diversion Program			2,500	2,500		24
25	330,763	204,104	226,000	TOTAL MATERIALS AND SERVICES			233,000	233,000	-	25
26										26
27				CAPITAL OUTLAY						27
28	12,080	-	-	1241655 Miscellaneous Equipment			5,000	5,000		28
29	6,015	22	-	1241660 Police Station Improvements			-	-		29
30	18,095	22	-	TOTAL CAPITAL OUTLAY			5,000	5,000	-	30
31										31
32										32
33	**1,921,734**	**1,656,163**	**1,922,231**	**TOTAL POLICE REQUIREMENTS**			**2,101,270**	**2,101,660**	-	33

150-504-031 (Rev 12/09)

#1251710 On Call Firefighters - Gladstone Fire Department members are reimbursed on a per call basis this includes 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 of the City. 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 necessary for the 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 volunteers on a 24-hour basis. Currently, employees and volunteers 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 radios which the department has been adding over the last few years to meet these requirements. 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.

#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. Total cost this year will be ($80,300) Fire Department General Fund and ($112,900) Police Levy.

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	13,265	13,268	13,800	1251700 Fire Chief	0.5		13,717	13,717		2
3	76,212	76,896	79,088	1251703 Fire Marshal	1		79,487	79,487		3
4	176,632	213,401	250,000	1251710 On Call Firefighters	4.91		260,000	260,000		4
5	59,235	68,033	90,000	1251025 Payroll Costs			90,000	90,000		5
6	325,344	371,598	432,888	TOTAL PERSONAL SERVICES			443,204	443,204	-	6
7										7
8				MATERIALS AND SERVICES						8
9	35,852	43,495	45,000	1251730 Engine & Vehicle Maintenance			50,000	50,000		9
10	1,617	1,608	4,500	1251735 Office Supplies & Printing			4,500	4,500		10
11	764	708	4,500	1251740 Schools and Conferences			4,500	4,500		11
12	3,289	3,861	6,500	1251745 Uniforms			8,500	8,500		12
13	3,729	7,578	12,500	1251750 Firefighter Training			14,500	14,500		13
14	21,032	22,368	28,000	1251755 Station Maintenance & Supplies			28,000	28,000		14
15	2,352	3,418	4,000	1251760 Janitorial Services			4,000	4,000		15
16	2,521	2,129	4,000	1251765 Publications & Memberships			4,000	4,000		16
17	4,615	4,836	9,000	1251770 Life/Disability/Activity Insurance			9,000	9,000		17
18	12,062	10,721	15,000	1251775 Heat & Lights			15,000	15,000		18
19	26,978	28,441	34,000	1251778 Cellular Phones, Pagers and Radios			34,000	34,000		19
20	2,311	2,927	4,500	1251780 Fire Prevention and Investigation			6,500	6,500		20
21	13,863	15,302	18,000	1251785 Physical Examinations			18,000	18,000		21
22	2,745	2,675	3,000	1251790 Dive Rescue Training			3,000	3,000		22
23	3,732	4,842	13,000	1251795 Data Processing			13,000	13,000		23
24	20,366	15,115	20,000	1251800 First Responder Supplies			20,000	20,000		24
25	6,600	7,750	12,000	1251805 Supervising Physician Contract			12,000	12,000		25
26	4,986	5,716	10,000	1251810 EMS Training & Recertification			10,000	10,000		26
27	5,263	11,843	10,000	1251814 SCBA Maintenance			12,000	12,000		27
28	9,825	11,494	10,000	1251817 PPE Testing, Repair and Replacement			12,000	12,000		28
29	15,488	-	-	1251818 Departmental Evaluation			-	-		29
30	32,201	-	55,750	1251819 Share of Cost for C-COM Dispatch Service			80,300	80,300		30
31	232,191	206,827	323,250	TOTAL MATERIALS AND SERVICES			362,800	362,800	-	31
32										32
33	**557,535**	**578,425**	**756,138**	**SUB - TOTAL FIRE DEPT REQUIREMENTS**	**6.41**		**806,004**	**806,004**	**-**	33

150-504-031 (Rev 12/09)

#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 ($25,000). 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 10 to15 certified divers. The rescue team expects to replace two dry suits this 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. In FY 2011 -2012 a new Command / Duty vehicle was purchased and equipped for $44,000 replacing a 19 year old vehicle that was purchased used in 2004.

The Fire Department is requesting to replace a 1973 Fire Engine. Nationally the average life span of a fire engine is 15 – 20 years of service the last 5 years being spent as a reserve engine. Engine 101 has served for 40 years, the last 10 years as a reserve engine; presently it does not meet NFPA nor OSHA standards will not pass a pump test and has become too costly to repair. Maintaining our pumping capacity and equipment reliability is a large part of the City's ISO insurance rating. The intent is to purchase a new engine for front line service and move Engine 102, a 1991 Pierce, to reserve status. Estimate cost is $500,000 - $560,000, the additional funds could be allocated from the Fire Levy Reserve fund line #999060.

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2013-14			
	Actual		Adopted Budget							
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	557,535	578,425	756,138	SUB-TOTAL BROUGHT FORWARD			806,004	806,004	-	1
2										2
3				CAPITAL OUTLAY						3
4	19,143	16,931	25,000	1251820 Routine Equipment Replacement			30,000	30,000		4
5	-	10,271	134,000	1251825 Turn-outs and SCBA Reserve			169,000	169,000		5
6	6,153	5,974	6,000	1251840 Dive Rescue Equipment			6,000	6,000		6
7	13,118	13,439	79,000	1251855 Fire Apparatus and Equipment Reserve			79,000	79,000		7
8	240,047	154	-	1251870 FEMA Grant, Earthquake Improvements			-	-		8
9	47,295	11,370	390,000	1251885 Fire Grants			250,000	250,000		9
10	12,223	13,552	94,000	1251895 Radio and Computer Reserve			106,000	106,000		10
11	337,979	71,691	728,000	TOTAL CAPITAL OUTLAY			640,000	640,000	-	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	895,514	650,116	1,484,138	TOTAL FIRE REQUIREMENTS			1,446,004	1,446,004	-	33

150-504-031 (Rev 12/09)

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

#1261915 Seasonal Help - About 50% of funding for seasonal help is budgeted in the Road and Street Fund to reflect actual work performed.

#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.

#1261932 Hazardous Tree Removal – This new line item is in response to the removal of seven large cottonwood trees at Cross Park and several that were removed in Meldrum Bar Park. The intent is to maintain public safety by annually inspecting and removing dangerous trees.

#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.

#1261945 Schools – This line item covers employee training.

#1261955 Portable Restroom Rentals – A Marine Board Assistance Program pays for two restroom rentals near the Meldrum Bar boat ramp.

#1261960 Pow Wow Tree Maintenance Contract - Funding for maintenance of this historic landmark was discontinued due to M-50 and reinstated a few years later.

#1261962 Marine Board Boating Improvements –The State Marine Board has provided grants in the past for boat ramp improvements.

#1261965 Park Improvements – This line item will cover any park improvements authorized during the fiscal year.

#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 $100,000.

#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. Staff is planning pathway construction under the bridge and to sidewalk on the east side of the McLoughlin Blvd subject to ODOT approval. Remainder of money may be needed for revetment near Dahl Beach due to a major flood a couple years ago.

FORM
LB-31

DETAILED REQUIREMENTS
PARK DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						
2	19,511	7,875	7,909	1261900 Public Works Supervisor	0.1	41	7,949	7,949		1
3	53,076	54,132	55,680	1261905 Utility Worker, Journey	1	26U	55,958	55,958		2
4	22,255	16,079	25,000	1261915 Seasonal Help	0.4		25,000	25,000		3
5	39	672	1,000	1261920 Overtime			1,000	1,000		4
6	51,179	36,794	59,001	1261025 Payroll Costs			60,000	60,000		5
7	146,060	115,552	148,590	TOTAL PERSONAL SERVICES			149,907	149,907	-	6
8										7
9				MATERIALS AND SERVICES						8
10	36,605	54,636	33,250	1261930 Park Maintenance Supplies			34,912	34,912		9
11	13,743	3,498	10,000	1261932 Hazardous Tree Removal			20,000	20,000		10
12	7,125	4,996	8,000	1261935 Lights & Power			8,000	8,000		11
13	30,909	68,819	37,000	1261940 Equipment Operation & Maintenance			40,000	40,000		12
14	1,230	1,026	2,000	1261942 Spray Park Operation & Maintenance			2,000	2,000		13
15	-	-	1,500	1261945 Schools			1,500	1,500		14
16	3,421	5,303	3,000	1261950 Marine Board Assistance Program			3,000	3,000		15
17	14,655	12,134	12,600	1261955 Portable Restroom Rentals			12,600	12,600		16
18	1,683	1,119	1,700	1261960 Pow Wow Tree Maintenance Contract			1,700	1,700		17
19	109,371	151,531	109,050	TOTAL MATERIALS AND SERVICES			123,712	123,712	-	18
20										19
21				CAPITAL OUTLAY						20
22	3,130	-	-	1261962 Marine Board Boating Improvements			-	-		21
23	4,500	372	-	1261965 Park Improvements Inc. Spray Pool			-	-		22
24	6	9,577	89,900	1261970 Vehicles and Equipment			89,900	89,900		23
25	96,121	29,848	221,935	1261975 Metro Local Share for Park Improvements			221,935	221,935		24
26	103,757	39,797	311,835	TOTAL CAPITAL OUTLAY			311,835	311,835	-	25
27										26
28										27
29										28
30										29
31										30
32										31
33	**359,188**	**306,880**	**569,475**	**TOTAL PARKS REQUIREMENTS**	**1.5**		**585,454**	**585,454**	**-**	32
										33

150-504-031 (Rev 12/09)

#1272010 Playground Aides - Three students provide a summer program 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 in an amount not to exceed $13,000. 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).*"

#1272060 Middle School Recreation Program - This program began in 1996-97 to assist parents and the Police Department by giving middle school age kids something to do during the summer, with the Gladstone School District providing in-kind rather than cash support. Community School and Summer Recreation programs are open city wide.

FORM
LB-31

DETAILED REQUIREMENTS
RECREATION DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	11,447	10,706	13,000	1272010 Playground Aides	0.11		13,000	13,000		2
3	2,400	13,094	8,000	1272015 Field Maintenance Crew	0.15		8,000	8,000		3
4	1,899	4,407	6,000	1271025 Payroll Costs			6,000	6,000		4
5	15,746	28,207	27,000	TOTAL PERSONAL SERVICES			27,000	27,000	-	5
6										6
7				MATERIALS AND SERVICES						7
8	1,539	1,369	2,000	1272040 Summer Programs			2,000	2,000		8
9	1,844	416	750	1272045 Special Events			750	750		9
10	3,177	6,159	6,000	1272048 Recreation Fields Maint. & Supplies			6,000	6,000		10
11	21,191	-	22,000	1272058 Community School Contract			22,660	22,660		11
12	3,250	-	3,500	1272060 Middle School Recreation Program			3,500	3,500		12
13	900	900	900	1272065 Chautauqua Advertising in Gazette			-	-		13
14	525	-	-	1272070 Reserve			-	-		14
15	32,426	8,844	35,150	TOTAL MATERIALS AND SERVICES			34,910	34,910	-	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	48,172	37,051	62,150	TOTAL RECREATION REQUIREMENTS	0.26		61,910	61,910	-	33

150-504-031 (Rev 12/09)

#1282140 TRAM Expenses – The new TRAM will hopefully not need repairs. The Center still has the 1999 Ford that is used occasionally. Ride Connection and Social Services reimburse some expenses incurred for fuel and maintenance cost. These anticipated revenues are reflected in "General Fund Resources".

#1282165 Building Monitor for Rentals – The Center uses building monitors to open and close during evening and weekend events. Building monitoring expenses are generally offset by building rental income.

#1282180 Planton Estate - Ms. Planton asked that her bequest be used for the Senior Center. As of July 1, 2013 there is an estimated balance of $157,195 in restricted cash from the Planton estate.

#1282195 Building Repair – Replacement of two of the four heating units will reduce the repair bills needed to keep the twenty year old units going. One unit remaining is close to twenty years old but has been rebuilt in the past. The 12 year old unit has been doing fine.

FORM
LB-31

DETAILED REQUIREMENTS
SENIOR CENTER
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	67,452	68,064	69,999	1282085 Senior Center Manager	1	34	70,358	70,358		2
3	24,283	24,419	28,500	1282095 TRAM Driver	0.5		18,312	25,240		3
4	7,421	8,151	12,000	1282100 Center Assistant	0.5		18,466	18,466		4
5	24,636	25,001	30,622	1282105 Nutrition Caterer	0.7		28,099	28,099		5
6	928	1,052	1,700	1281025 Career Recognition Pay			1,700	1,700		6
7	49,961	62,426	63,240	1281025 Payroll Costs			67,921	67,921		7
8	174,681	189,113	206,061	TOTAL PERSONAL SERVICES			204,856	211,784	-	8
9										9
10				MATERIALS AND SERVICES						10
11	5,080	5,792	7,000	1282120 Building Maintenance & Supplies			6,000	6,000		11
12	1,069	776	1,000	1282125 Office/Miscellaneous Supplies			1,000	1,000		12
13	2,979	1,672	2,500	1282130 Telephones			2,000	2,000		13
14	9,417	11,105	12,000	1282135 Other Utilities			10,000	10,000		14
15	5,869	3,364	5,000	1282140 TRAM Expenses			4,500	4,500		15
16	189	106	300	1282145 Mileage Reimbursement			300	300		16
17	285	160	400	1282150 Conference, Schools & Assn. Dues			400	400		17
18	8,279	9,414	8,500	1282155 Janitorial Services			9,000	9,000		18
19	1,577	2,274	2,500	1282165 Building Monitor for Rentals			2,500	2,500		19
20	725	3,787	2,000	1282170 Data Processing			2,000	2,000		20
21	5,478	4,981	6,000	1282175 Nutrition Program Supplies			6,000	6,000		21
22	40,947	43,431	47,200	TOTAL MATERIALS AND SERVICES			43,700	43,700	-	22
23										23
24				CAPITAL OUTLAY						24
25	44,289	-	163,622	1282180 Planton Estate			157,195	157,195		25
26	2,681	270	25,000	1282195 Building Repair			15,000	15,000		26
27	9,545	-	10,000	1282198 Miscellaneous Equipment			10,000	10,000		27
28	56,515	270	198,622	TOTAL CAPITAL OUTLAY			182,195	182,195	-	28
29										29
30										30
31										31
32										32
33	**272,143**	**232,814**	**451,883**	**TOTAL SENIOR CENTER REQUIREMENTS**	**2.7**		**430,751**	**437,679**	**-**	33

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#1292230 Library Assistant II - The line item of 1292235 Library Assistant Substitutes has been redefined, reduced, and split, into two lines and the overall amount allocated to part-time library staff has been reduced.

#1292235 On Call Library Assistant - On Call Library Assistants will only be called when needed to cover desk time during vacations or illness. This line item was previously funded between $55,000 and $65,000 annually. The current appropriation is $38,000. In addition, we defined one new 16/hr per week Library Assistant position for a total of $13,000. A savings of minimally, $4,000 a year.

#1292250 Building Maintenance and Supplies –. The significant increase in this line items reflects the repair and redesign of the circulation desk, replacing worn countertops, broken cabinets, splintered shelving, carpeting, and other maintenance that was deferred when an new library was expected to be constructed. One of the primary benefits of an improved circulation desk will be improved cash handling and security. This line item also includes cost for annual maintenance of four heating/cooling units, annual cleaning of facility air ducts, and other work such as replacing light fixtures, carpeting in the children's area soiled from prior water leaks, and other worn carpeting throughout the building.

#1292255 Office Supplies and Processing Materials. An increase in this line items reflects a proposal to streamline library workflow. It is now possible for a modest ($1.50/book), to order items from our distributor and have them delivered to the library ready to shelve. It is currently costing us twice this amount to process a book. This will also improve service to our customers by getting the books on the shelf faster and free -up library staff for other duties.

#1292280 Janitorial Services - this includes cleaning of windows, carpets, and upholstery as well as thrice weekly general janitorial services

#1292285 Adult/Children's/Teen Programs - We have reduced this line item due to the prior year's expenditures. This line item includes costs for all library programs and events not associated with the Children and Teen Summer Reading Program. Marketing and promotional materials not related to summer reading are also included in this line item.

#1292290 Data Processing and Libraries in Clackamas County (LINCC) - The increase in this line item is due to a new program in which all LINCC libraries agreed to contribute extra funds to purchased additional e-books for the use of Clackamas County residents. Gladstone's allocated share is of the cost is $3,000. This also includes the purchasing of databases and replacement of PCs, receipt printers, barcode readers, and other equipment.

#1292295 Ready to Read Grant – through the State of Oregon for pre-literacy books and programs

#1292296 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 revenue estimate #1042577.

FORM
LB-31

DETAILED REQUIREMENTS
LIBRARY
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	86,108	82,728	85,092	1292200 Library Director	1	42	73,512	73,512		2
3	-	48,198	-	1292210 Interim Assistant Library Director	0		-	-		3
4	44,804	45,753	48,326	1292215 Library Assistant II	1	17U	47,191	47,191		4
5	45,178	45,801	47,413	1292220 Library Assistant II	1	17U	47,191	47,191		5
6	45,794	48,010	47,413	1292225 Library Assistant II	1	17U	47,191	47,191		6
7	38,845	41,678	43,027	1292228 Library Assistant II	1	17U	42,813	42,813		7
8	41,167	41,656	42,605	1292230 Library Assistant II	1	17U	44,936	44,936		8
9	-	-	-	1292231 Library Assistant I	0.4		13,000	13,000		9
10	6,729	5,827	7,088	1292232 Library Aide	0.38		7,088	7,088		10
11	62,752	58,893	55,000	1292235 On Call Library Assistant	1.1		38,000	38,000		11
12	2,278	2,697	3,000	1291024 Career Recognition Pay			2,774	2,774		12
13	153,744	162,457	189,534	1291025 Payroll Costs			196,489	196,489		13
14	527,399	583,698	568,498	TOTAL PERSONAL SERVICES			560,185	560,185	-	14
15										15
16				MATERIALS AND SERVICES						16
17	10,200	9,430	12,000	1292245 Utilities			13,500	13,500		17
18	3,980	3,011	10,000	1292250 Building Maintenance & Supplies			18,000	18,000		18
19	10,403	16,052	12,000	1292255 Office Supplies & Processing Materials			12,000	12,000		19
20	223	-	2,400	1292260 Telephones			-	-		20
21	5,127	8,990	7,000	1292265 Equipment Lease, Maintenance & Supplies			8,850	8,850		21
22	5,544	5,049	5,000	1292270 Subscriptions			4,000	4,000		22
23	685	1,695	2,000	1292275 Conference & Schools			2,000	2,000		23
24	7,640	8,470	7,500	1292280 Janitorial Service			10,000	10,000		24
25	987	3,121	3,500	1292285 Adult/Children's Programs			2,000	2,000		25
26	9,299	7,989	13,215	1292290 Data Processing and LINCC			15,000	15,000		26
27	3,999	2,120	2,749	1292295 Ready to Read Grant			2,749	2,749		27
28	4,444	3,120	4,990	1292296 Library Foundation Funded Programs			4,700	4,700		28
29	62,531	69,047	82,354	TOTAL MATERIALS AND SERVICES			92,799	92,799	-	29
30										30
31										31
32										32
33	**589,930**	**652,745**	**650,852**	**SUB-TOTAL LIBRARY REQUIREMENTS**	**7.88**		**652,984**	**652,984**	**-**	33

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#1292340 Library Building Reserve – Funds in this line item will be used for maintenance of the current library building for unanticipated repairs/expenses. This line item also includes the hook-up to the Broadband Network (BTOP), and the necessary purchase required for the BTOP, of a one-time capital expenditure of a high-speed router for the amount of $7,500.

FORM
LB-31

DETAILED REQUIREMENTS
GENERAL ADMINISTRATION
GENERAL FUND

CITY OF GLADSTONE

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2013-14			
	Actual		Adopted Budget							
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	589,930	652,745	650,852	SUB-TOTAL BROUGHT FORWARD			652,984	652,984	-	1
2										2
3				CAPITAL OUTLAY						3
4	51,041	42,138	48,000	1292305 Books			50,000	50,000		4
5	1,492	5,081	8,000	1292310 Book Replacement/Rebinding/AV Repairs			-	-		5
6	27,510	28,396	32,000	1292315 Non-Print Items			36,000	36,000		6
7	1,642	9,455	15,000	1292340 Library Building Reserve			25,000	25,000		7
8	81,685	85,070	103,000	TOTAL CAPITAL OUTLAY			111,000	111,000	-	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	671,615	737,815	753,852	TOTAL LIBRARY REQUIREMENTS			763,984	763,984	-	33

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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 and GFOA's "best management" practices recommends a contingency of 5% to 15% of the General Fund. 2013-14 contingency funds represent about 4.5% of the total General Fund.

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	890,487	897,405	1,045,785	General Administration			1,018,091	1,018,091	-	1
2	252,317	235,920	265,923	Municipal Court			267,313	267,313	-	2
3	1,921,734	1,656,163	1,922,231	Police Department			2,101,270	2,101,660	-	3
4	895,514	650,116	1,484,138	Fire Department			1,446,004	1,446,004	-	4
5	359,188	306,880	569,475	Parks Department			585,454	585,454	-	5
6	48,172	37,051	62,150	Recreation Department			61,910	61,910	-	6
7	272,143	232,814	451,883	Senior Center			430,751	437,679	-	7
8	671,615	737,815	753,852	Library			763,984	763,984	-	8
9	5,311,170	4,754,164	6,555,437	TOTAL GENERAL FUND DEPARTMENTS			6,674,777	6,682,095	-	9
10										10
11				CONTINGENCY						11
12	-	-	401,471	1992355 Contingency Funds			300,000	300,000	-	12
13	-	-	401,471	TOTAL CONTINGENCY			300,000	300,000	-	13
14										14
15	5,311,170	4,754,164	6,956,908	TOTAL GENERAL FUND DEPARTMENTS AND CONTINGENCY			6,974,777	6,982,095	-	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	5,311,170	4,754,164		Ending balance (prior years)						31
32			549,853	UNAPPROPRIATED ENDING FUND BALANCE			1,061,298	1,054,240	-	32
33			7,506,761	TOTAL GENERAL FUND REQUIREMENTS			8,036,075	8,036,335	-	33

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BEGINNING FUND BALANCE - 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. For fiscal year 2012-13, the actual beginning available cash on hand was approximately $2.5 million rather than the $2,165,320 estimated last year for budget purposes. Of this amount, the city's auditor determined $166,015 is restricted from the Planton Estate for the Senior Center. Beginning available cash on hand for 2013-14 is estimated to remain at $2.6 million.

#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 City's assessed value plus the assessed value of that portion of unincorporated Clackamas City in the Library's assigned service area.

#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 the current economic environment and insurance requirements.

#1042490 Ready to Read/State Aid to Libraries - In 2003-04, the State eliminated reimbursement for Gladstone being a "net lender" to other Oregon libraries, but the State Library continues to fund a grant for an early literacy program titled "Ready to Read".

#1042510 Court Fines & Forfeitures - Does not include revenue from surcharges attached to fines and paid to the state and county, but includes a $10/court case assessment for police and court training. The amount of revenue varies each year.

#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 with a principal value of $24,670 as of June 2008.

#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 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	2,171,395	2,602,753	2,165,320	Available Cash On Hand	2,648,453	2,648,453		1
2	86,647	83,703	50,000	Previously Levied Taxes Estimated to be Received	90,000	90,000		2
3	18,187	23,046	15,000	Interest	23,000	23,000		3
4								4
5								5
6				OTHER RESOURCES				6
7	360	360	360	1042420 Gladstone Disposal Franchise Fees	360	360		7
8	244,652	264,981	256,165	1042425 Portland General Electric Franchise Fees	255,477	255,477		8
9	78,992	79,500	75,000	1042430 Northwest Natural Gas Franchise Fees	75,000	75,000		9
10	28,104	24,536	25,000	1042435 Qwest Communications Franchise Fees	24,000	24,000		10
11	141,068	145,318	130,000	1042440 Comcast Cable TV Franchise Fees	125,000	125,000		11
12	155,000	142,509	130,000	1042445 State-Shared Alcohol Tax Revenue	140,000	140,000		12
13	17,991	16,969	17,000	1042450 State-Shared Cigarette Tax Revenue	16,000	16,000		13
14	531,230	505,097	534,000	1042455 Library District Revenue	594,735	594,735		14
15	19,918	21,953	19,000	1042465 Business License Fees	19,000	19,000		15
16	1,289	1,235	1,200	1042475 Recreation Fees	1,200	1,200		16
17	2,527	2,571	2,500	1042480 Senior Center Building Rental Fees	2,500	2,500		17
18	-	96,097	5,000	1042485 Planning Application Fees	14,000	14,000		18
19	2,440	2,749	2,500	1042490 Ready to Read/State Aid to Library	2,600	2,600		19
20	560	730	500	1042505 Liquor License Renewal Fees	550	550		20
21	228,940	227,272	170,000	1042510 Court Fines & Forfeitures	185,000	185,000		21
22	32,962	27,743	30,000	1042520 Social Services Contract	-	-		22
23	5,100	-	5,100	1042540 Marine Board Maintenance Grant	-	-		23
24	32,551	-	30,000	1042550 Continuing Health Care Coverage	-	-		24
25	2,535	2,925	1,700	1042565 Lien Search Fees	2,700	2,700		25
26	1,625	813	1,500	1042570 Senior Center Bequests	500	500		26
27	6,511	11,000	4,000	1042575 Sale of Surplus Equipment & Property	2,500	2,500		27
28	3,994	-	4,440	1042577 Library Foundation Funded Programs	4,440	4,700		28
29								29
30								30
31								31
32	3,814,578	4,283,860	3,675,285	SUB-TOTAL GENERAL FUND RESOURCES	4,227,015	4,227,275		32

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

#1042583 Juvenile Diversion Program – The Clackamas County Juvenile Department provides funds to cover salary for a halftime Juvenile Diversion coordinator as described in Police Department budget.

#1042595 All Other Library Receipts - Revenue includes library fines and includes lost book charges and photocopier receipts.

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

#1042645 FEMA, Earthquake Improvements – The city received a FEMA grant in fiscal year 2010-11 for earthquake improvements to the Fire Station.

#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.

#1042663 State Parks Grant for Spray Pool – In FY 2009-10 the city was granted $100,000 by state parks which will provide approximately half the cost of constructing a spray pool at Max Patterson Park.

#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. The amount of transfer is increased by the C.P.I. each year.

#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 on sewer issues. The amount of transfer is adjusted annually by the C.P.I.

#1042674 Inter-fund Transfer from the Water Fund – this inter-fund transfer was suspended several years ago due to a lack of sufficient money in the Water Fund. It has been reinstated.

FORM
LB-20

RESOURCES
GENERAL FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	3,814,578	4,283,860	3,675,285	SUB-TOTAL BROUGHT FORWARD	4,227,015	4,227,275	-	1
2								2
3				OTHER RESOURCES				3
4	-	-	15,000	1042580 Urban Renewal Staff Reimbursement	15,000	15,000		4
5	9,344	-	10,000	1042583 Juvenile Diversion Program	-	-		5
6	1,851	1,275	2,000	1042585 Lost Book Revenue	2,000	2,000		6
7	20,176	22,982	20,000	1042595 All Other Library Receipts	20,000	20,000		7
8	16,262	40,321	15,000	1042600 All Other General Fund Receipts	36,000	36,000		8
9	47,416	5,767	10,000	1042635 Police Grants	1,500	1,500		9
10	4,784	3,765	4,700	1042640 First Responders Supplies Reimbursement	4,800	4,800		10
11	196,557	-	-	1042645 FEMA Grant, Earthquake Improvements	-	-		11
12	250	10,115	370,000	1042647 Fire Grants	250,000	250,000		12
13	-	-	-	10426471 Fire Training Reimbursement	1,000	1,000		13
14	4,621	5,974	5,000	1042650 Tram Donations	5,000	5,000		14
15	27,850	25,156	25,000	1042655 Meal Donations and Medicaid Assistance	25,000	25,000		15
16	-	121,629	221,935	1042660 Metro Local Share for Park Improvements	221,935	221,935		16
17	100,000	-	-	1042663 State Parks Grant for Spray Pool	-	-		17
18								18
19								19
20				TRANSFERS				20
21	12,148	12,166	12,543	1042665 Transfer from Police Levy	12,919	12,919		21
22	5,008	5,114	5,272	1042670 Transfer from Fire Levy	5,430	5,430		22
23	23,235	23,270	23,991	1042673 Transfer from Storm & Sanitary Sewer Fun	24,711	24,711		23
24	-	-	13,286	1042674 Transfer from Water Fund	13,685	13,685		24
25	53,615	53,696	55,360	1042676 Transfer from Street Fund	57,021	57,021		25
26								26
27								27
28								28
29	4,337,695	4,615,090	4,484,372	Total resources, except taxes to be levied	4,923,016	4,923,276		29
30			3,022,387	Taxes estimated to be received	3,113,059	3,113,059	-	30
31	3,085,214	3,175,059		Taxes collected in year levied				31
32	7,422,909	7,790,149	7,506,759	TOTAL GENERAL FUND RESOURCES	8,036,075	8,036,335	-	32

STORM AND SANITARY SEWER FUND

#333003 Public Works Supervisor - Funding this position is now 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 (.80) - For many years this part-time position, equal to 80% of a full-time, was funded entirely by the Water Fund until it was transferred to the Storm & Sanitary Sewer Fund in 1998-99. Eventually funding of the Account Clerk should be equally divided between the Water and Storm & Sanitary Sewer funds.

#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.

#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.

#333055 Schools and Training – Three employees have been asked to attend training to become certified in wastewater collection.

#333075 Storm Water Consulting Services - As a result of the Federal Clean Water Act the State DEQ requires a National Pollutant Elimination System (NPDS) 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 with most new regulations affecting the Storm and Sanitary Sewer Fund.

#333077 Storm/Sanitary Master Plan – In FY 2013-14 the city will be completing its stormwater master plan and will start a sewer master plan.

FORM
LB-31

DETAILED REQUIREMENTS

STORM &SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	19,511	27,560	27,681	333003 Public Works Supervisor	0.35	41	27,821	27,821		2
3	25,933	26,254	27,840	333007 Utility Worker, Journey/Maint. Tech.	0.5	26U	27,979	27,979		3
4	53,076	54,132	55,680	333010 Utility Worker	1	26U	55,958	55,958		4
5	39,233	40,060	39,341	333012 Account Clerk	0.8	22U	36,918	36,918		5
6	561	240	1,000	333015 Overtime			1,500	1,500		6
7	2,794	4,130	3,845	331024 Career Rocognition Pay			3,370	3,370		7
8	65,145	70,765	84,600	331025 Payroll Costs			89,620	89,620		8
9	206,253	223,141	239,987	TOTAL PERSONAL SERVICES			243,166	243,166	-	9
10										10
11				MATERIALS AND SERVICES						11
12	618	414	1,155	333025 Electric Power			1,155	1,155		12
13	50,806	78,607	45,000	333030 Sewer System Maintenance & Repair			51,750	51,750		13
14	-	11,202	20,000	333035 Connection Turnovers			20,000	20,000		14
15	306,031	313,987	288,522	333040 Oak Lodge Sanitary District Contract			323,407	342,764		15
16	596,180	645,610	780,945	333050 Tri-City Service District Contract			819,992	845,914		16
17	1,776	743	3,000	333055 Schools & Training			3,000	3,000		17
18	4,641	27,811	33,000	333060 Engineering Services			36,300	36,300		18
19	3,629	35	8,085	333065 Equipment Repair			8,085	8,085		19
20	10,556	8,860	11,550	333070 Pump Station Maintenance Contract			11,550	11,550		20
21	43,946	14,372	63,000	333075 Storm Water Consulting Services			63,000	63,000		21
22	-	-	180,000	333077 Storm/Sanitary Master Plan			180,000	180,000		22
23	1,018,183	1,101,641	1,434,257	TOTAL MATERIALS AND SERVICES			1,518,239	1,563,518	-	23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**1,224,436**	**1,324,782**	**1,674,244**	**SUB-TOTAL STORM & SEWER REQUIREMENTS**	**2.65**		**1,761,405**	**1,806,684**	**-**	33

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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 –This reserve is proposed to increase by $25,000 per fiscal year until a cap of $150,000 is reached assuming that Sewer Fund revenue is sufficient each year.

#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. The amount proposed is based on records kept by the city's auditor as of June 30, 2008 and adjusted by the actual SDC revenue minus any SDC expenses from June 30, 2008 to January 1, 2010.

#333087 Riparian Restoration – As described on the previous page, the city has submitted a TMDL Implementation Plan to DEQ. The plan 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.

FORM
LB-31

DETAILED REQUIREMENTS

STORM &SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,224,436	1,324,782	1,674,244	SUB-TOTAL BROUGHT FORWARD			1,761,405	1,806,684	-	1
2										2
3				CAPITAL OUTLAY						3
4	11,528	48,038	467,806	333080 Storm/Sanitary System Improvements			512,475	542,475		4
5	15,884	5,965	125,000	333082 Equipment Replacement Reserve			150,000	150,000		5
6	-	-	141,562	333084 Reserve from SDC's			142,572	142,572		6
7	-	-	7,500	333087 Riparian Restoration			7,500	7,500		7
8	27,412	54,003	741,868	TOTAL CAPITAL OUTLAY			812,547	842,547	-	8
9										9
10				TRANSFERS & CONTINGENCY						10
11	23,235	23,270	23,991	333088 Inter-fund Transfer to General Fund			24,711	24,711		11
12										12
13	23,235	23,270	23,991	TOTAL TRANSFERS & CONTINGENCY			24,711	24,711	-	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	1,275,083	1,402,055		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE						32
33			2,440,103	TOTAL STORM & SEWER REQUIREMENTS			2,598,663	2,673,942	-	33

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STORM AND SANITARY SEWER FUND RESOURCES

Available Cash on Hand - was actually $940,255 as of July 1, 2012 rather than the $884,261 estimated last year for budget purposes. Of this $84,261 amount, $143,858 was derived from system development charges restricted for sewer capacity improvements. Beginning fund balance for 2012-13 is estimated at $920,364.

#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 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	877,269	940,255	884,261	Available Cash On Hand	920,364	920,364		1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	5,200	11,202	2,000	3043220 Connection Fees	4,000	4,000		6
7	372,376	390,083	376,280	3043225 Receipts - Oak Lodge Sanitary District	402,620	421,977		7
8	1,018,024	1,061,843	1,176,462	3043235 Receipts - Tri-City Service District	1,270,579	1,296,501		8
9	450	2,296	500	3043245 Sewer SDC's	500	500		9
10	650	2,420	600	3043255 Inspection & All Other Receipts	600	600		10
11								11
12				TRANSFERS				12
13				3043265 Transfer In from Water Fund	-	30,000		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	2,273,969	2,408,099	2,440,103	Total resources, except taxes to be levied	2,598,663	2,673,942	-	29
30				Taxes estimated to be received				30
31	-			Taxes collected in year levied				31
32	2,273,969	2,408,099	2,440,103	TOTAL STORM&SEWER RESOURCES	2,598,663	2,673,942	-	32

WATER 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. In addition, the City's current cost of water from the Commission is about 34 cents/100 cubic feet for wholesale water last year, compared to previous rate of 51 cents/100 cubic feet from the Clackamas River Water (CRW) district, saving about $150,000/year. 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.

#444090 Meter Reading Contract - Cost for bi-monthly reading by a private company at a cost of about 54 cents/meter every other month is currently about 25% less than the cost incurred through city meter reading in the late 1970's and eliminates a work task that was disruptive to performing public works maintenance.

#444095 Engineering Services – This line item provides funds to conduct a state required master plan for the Water Department.

FORM
LB-31

DETAILED REQUIREMENTS

WATER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	19,511	23,623	23,727	444003 Public Works Supervisor	0.3	41	23,846	23,846		2
3	27,260	27,878	27,840	444007 Utility Worker, Journey/Maintenance	0.5	26U	27,979	27,979		3
4	50,379	53,920	58,387	444010 Utility Worker, Journey	1	26U	55,958	55,958		4
5	53,076	54,132	55,675	444015 Utility Worker, Journey	1	22U	55,958	55,958		5
6	309	484	4,000	444025 Overtime			4,000	4,000		6
7	531	541	2,181	441024 Career Rocognition Pay			1,392	1,392		7
8	73,459	78,928	126,280	441025 Payroll Costs			130,068	130,068		8
9	224,525	239,506	298,090	TOTAL PERSONAL SERVICES			299,201	299,201	-	9
10										10
11				MATERIALS AND SERVICES						11
12	10,936	11,265	12,000	444030 Water Bills & Postage			12,000	12,000		12
13	33	138	1,500	444035 Office Supplies, Copies			1,500	1,500		13
14	83	-	1,000	444040 Office Equipment Maintenance			1,000	1,000		14
15	5,468	4,527	10,000	444042 Data Processing			10,000	10,000		15
16	3,135	2,704	5,500	444045 Memberships, Publications & Schools			5,500	5,500		16
17	6,488	11,852	18,000	444050 Oak Lodge Water Purchases			27,000	27,000		17
18	219,203	214,352	260,000	444055 NCCWC Water Purchases			267,800	267,800		18
19	13,260	8,414	20,000	444060 Electric Power & Lease Lines			20,000	20,000		19
20	64,715	51,688	95,000	444065 Water System Maintenance			115,000	115,000		20
21	19,164	18,286	35,600	444070 Equipment Operation & Maintenance			35,600	35,600		21
22	679	1,266	3,000	444075 Refunds & Collection Services			3,000	3,000		22
23	5,172	5,942	6,500	444078 Portland Regional Consortium Dues			7,000	7,000		23
24	7,070	36,401	30,000	444080 Laboratory Water Tests			30,000	30,000		24
25	6,759	8,807	9,000	444085 Uniforms & Safety Equipment			9,000	9,000		25
26	11,546	11,767	15,000	444090 Meter Reading Contract			15,000	15,000		26
27	-	720	150,000	444095 Engineering Services			100,000	100,000		27
28	373,711	388,129	672,100	TOTAL MATERIALS AND SERVICES			659,400	659,400	-	28
29										29
30										30
31										31
32										32
33	**598,236**	**627,635**	**970,190**	**SUB-TOTAL WATER REQUIREMENTS**	**2.8**		**958,601**	**958,601**	**-**	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 small excavator. This reserve is proposed to increase by $25,000 per fiscal year until a cap of $150,000 is reached assuming that sufficient funding is available.

#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. As of July 2012 there was $128,875 in restricted Water funds. Based on advice from the city attorney and auditor, available SDC funds can be applied to debt service. This would reduce the amount of restricted SDC money and increase unrestricted funds primarily budgeted in the line item titled "System Improvement Reserve" thereby reducing the amount of future water rate increases.

#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 - for the $2.5 million in water treatment facility equity ownership as described on the previous page.

#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. Upon the advice of the auditor, this line item is shown below the budget category "Capital Outlay" since it is a transfer rather than an actual expenditure.

#44237-444240 Loan Repayment - The Water Fund still owes $120,000 to the Sewer Fund due to an inter-fund loan to replace the Kirkwood water reservoir in 2001-02. According to a loan repayment schedule authorized in 2006-07, the Water Fund could make $30,000 payments to the Sewer Fund for each of the next four years with 0% interest. The Water Fund owes $397,588 to the State Revenue Sharing Fund due to inter-fund loan to replace the Kirkwood water reservoir and to make painting and safety improvements to the Webster Road reservoir. According to a loan repayment schedule, the Water Fund could make payments of $99,396 in payments for each of the next four years. The Water Fund has been unable to make loan payments due to an inadequate cash reserve. Cash reserve will be evaluated prior to loan payment transfer.

FORM
LB-31

DETAILED REQUIREMENTS

WATER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	598,236	627,635	970,190	SUB-TOTAL BROUGHT FORWARD			958,601	958,601	-	1
2										2
3				CAPITAL OUTLAY						3
4	11,571	5,853	15,000	444140 Fire Hydrant Replacements			15,000	15,000		4
5	14,889	19,910	16,800	444145 Meter Replacements/Backflow			16,800	16,800		5
6	25,580	7,015	74,000	444150 Equipment Replacement Reserve			99,000	99,000		6
7	-	-	112,048	444152 Reserve from SDC's			128,875	128,875		7
8	73,806	8,560	150,596	444155 Water System Improvements			313,331	313,331		8
9	125,846	41,338	368,444	TOTAL CAPITAL OUTLAY			573,006	573,006	-	9
10										10
11				DEBT SERVICE						11
12	100,000	115,000	115,000	444227 2005 Bonded Debt Service Principal			120,000	120,000		12
13	84,254	80,504	78,347	444229 2005 Bonded Debt Service Interest			73,941	73,941		13
14	184,254	195,504	193,347	TOTAL DEBT SERVICE			193,941	193,941	-	14
15										15
16				TRANSFERS						16
17	-	-	13,286	444235 Inter-fund Transfer to General Fund			13,685	13,685		17
18	-	-	30,000	444237 Inter-fund Loan Repayment to Sewer Fund			30,000	30,000		18
19	-	-	99,396	444240 Inter-fund Loan Repayment to State Rev. Share			99,396	99,396		19
20	-	-	142,682	TOTAL TRANSFERS			143,081	143,081	-	20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	908,336	864,477		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			-			32
33			1,674,663	TOTAL WATER REQUIREMENTS			1,868,629	1,868,629	-	33

150-504-031 (Rev 12/09)

WATER FUND RESOURCES

Available Cash on Hand - This balance as of July 1, 2012 was $717,915 rather than the $620,163 estimated last year for budget purposes. The $717,915 includes $128,875 derived from system development fees restricted for water system capacity improvements. The beginning available cash on hand for 2013-14 is estimated at $730,129.

#4044310 Water Service Revenue – Water rates have been increased about 5% last two years, to eventually repay the inter-fund loans and to accumulate at least a one million dollar cash reserve to replace about 50% of the water distribution system when needed. Even though water rates have increased slightly, the City's water consumption is declining since, apparently, fewer people are irrigating to keep their lawns green during the summer. Also the fund is further subsidized due to the Storm and Sanitary Sewer Fund covering the entire cost of the Utility Billing Clerk.

#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. Unlike the SDC expenditure line item, the resource line item only includes an estimate of "new revenue" anticipated in 2012-13.

FORM
LB-20

RESOURCES
WATER FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	530,161	717,915	620,163	Available Cash On Hand	730,129	730,129		1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	1,041,652	1,038,492	1,050,000	4044310 Water Service Revenue	1,134,000	1,134,000		6
7	2,920	5,344	2,500	4044315 Water Service Connections	2,500	2,500		7
8	1,509	16,827	1,500	4044320 Water SDC's	1,500	1,500		8
9	600	2,497	500	4044325 All Other Water Fund Resources	500	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	1,576,842	1,781,075	1,674,663	Total resources, except taxes to be levied	1,868,629	1,868,629	-	29
30			-	Taxes estimated to be received	-	-	-	30
31				Taxes collected in year levied				31
32	**1,576,842**	**1,781,075**	**1,674,663**	**TOTAL WATER RESOURCES**	**1,868,629**	**1,868,629**	**-**	**32**

STREET FUND

#555023 Seasonal Help - Cost for hiring temporary employees, largely during the summer.

#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.

#555070 Shop Supplies and Utilities –purchase 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.

#555090 Engineering Services - Most engineering services are paid, when eligible, by urban renewal funds. Any money not spent from this line item will be part of the cash reserve and beginning cash balance.

#555092 Building/Facilities Improvements – This new line item is to be used for facility improvements to the existing buildings and storage yard. 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.

FORM
LB-31

DETAILED REQUIREMENTS

ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	19,511	19,686	19,772	555015 Public Works Supervisor	0.25	41	19,872	19,872		2
3	55,730	61,247	55,680	555020 Utility Worker, Journey	1	26U	58,742	58,742		3
4	31,955	36,536	29,709	555023 Seasonal Help			30,000	30,000		4
5	1,772	1,444	5,000	555025 Overtime			5,000	5,000		5
6	1,327	1,624	1,923	555024 Career Recognition			1,670	1,670		6
7	57,912	54,079	58,950	551025 Payroll Costs			60,719	60,719		7
8	168,207	174,616	171,034	TOTAL PERSONAL SERVICES			176,003	176,003	-	8
9										9
10				MATERIALS AND SERVICES						10
11	9,111	10,702	22,500	555040 Equipment Operation			22,500	22,500		11
12	20,555	14,472	20,000	555045 Equipment Repairs			20,000	20,000		12
13	2,292	8,189	7,000	555050 Equipment Rental			7,000	7,000		13
14	10,559	17,246	18,000	555055 Street Maintenance Supplies			18,000	18,000		14
15	95,928	87,507	75,000	555060 Street Light Power & Maintenance			75,000	75,000		15
16	28,594	29,280	25,000	555070 Shop Supplies & Utilities			25,000	25,000		16
17	46	1,227	1,575	555075 Conference & Travel			1,575	1,575		17
18	22,962	31,688	17,500	555080 Traffic Signal Maintenance			17,500	17,500		18
19	12,388	3,248	10,000	555085 Street Sign Maintenance			10,000	10,000		19
20	25,915	26,276	15,000	555090 Engineering Services			20,000	20,000		20
21	15,574	-	12,000	555092 Building and Facilities Improvements			16,000	16,000		21
22	243,924	229,835	223,575	TOTAL MATERIALS AND SERVICES			232,575	232,575	-	22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**412,131**	**404,451**	**394,609**	**SUB-TOTAL ROAD & STREET REQUIREMENTS**	**1.25**		**408,578**	**408,578**	**-**	**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 $150,000 is reached.

#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 the end of June 2012 there was $112,591 in restricted Street Funds.

FORM
LB-31

DETAILED REQUIREMENTS

ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	412,131	404,451	394,609	SUB-TOTAL BROUGHT FORWARD			408,578	408,578	-	1
2										2
3				CAPITAL OUTLAY						3
4	9,597	8,175	25,913	555135 Bikeway and Sidewalk Improvements			25,913	25,913		4
5	871	-	10,000	555145 New Street Lights			10,000	10,000		5
6	40,142	80,896	161,624	555150 Street Maintanance			326,055	326,055		6
7	1,778	4,794	79,000	555170 Equipment Replacement Reserve			104,000	104,000		7
8	2,022	1,165	7,000	555185 Fuel Tank Maintenance			14,000	14,000		8
9	-	-	110,246	555189 Reserve from Transportation SDC's			112,591	112,591		9
10	54,410	95,030	393,783	TOTAL CAPITAL OUTLAY			592,559	592,559	-	10
11										11
12				TRANSFERS						12
13	53,615	53,696	55,360	555193 Interfund Transfer to General Fund			57,021	57,021		13
14	53,615	53,696	55,360	TOTAL TRANSFERS			57,021	57,021	-	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	520,156	553,177		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			-	-		32
33			843,752	TOTAL ROAD & STREET REQUIREMENTS			1,058,158	1,058,158	-	33

150-504-031 (Rev 12/09)

STREET FUND RESOURCES

Available Cash on Hand - This balance for the current year was actually $381,011 rather than $253,690 estimated last year for budget purposes. The $381,011 includes $112,591 derived from system development fees restricted for transportation capacity improvements. Beginning available cash on hand for 2013-14 is estimated at $467,458.

#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 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	260,107	381,011	253,690	Available Cash On Hand	467,458	467,458		1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	570,782	620,974	579,362	5045215 State Highway Taxes	580,000	580,000		6
7	5,200	5,200	5,200	5045220 Bikeway Funds	5,200	5,200		7
8	1,162	36,154	5,000	5045227 Transportation SDC's	5,000	5,000		8
9	458	2,668	500	5045230 All Other Street Fund Resources	500	500		9
10	11,325	-	-	5045240 Federal Stimulus Project Grant	-	-		10
11								11
12								12
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23								23
24								24
25								25
26								26
27								27
28								28
29	849,034	1,046,007	843,752	Total resources, except taxes to be levied	1,058,158	1,058,158	-	29
30			-	Taxes estimated to be received				30
31				Taxes collected in year levied				31
32	849,034	1,046,007	843,752	TOTAL ROAD & STREET RESOURCES	1,058,158	1,058,158	-	32

9-1-1 EXCISE TAX FUNDS

This fund has been closed due to recent 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				Budget for Next Year 2013-14			
	Actual							
	Second Preceding Year 2010-11	First Preceding Year 2011-12	Adopted Budget This Year 2012-13	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1	11,014	13,403	10,000	Cash on hand	-	-		1
2	120	141	-	Interest	-	-		2
3								3
4								4
5				OTHER RESOURCES				5
6	60,200	56,580	30,000	7047010 9-1-1 Excise Taxes	-	-		6
7								7
8								8
9	71,334	70,124	40,000	Total Resources, except taxes to be levied	-	-	-	9
10			-	Taxes estimated to be received				10
11				Taxes collected in year levied				11
12	**71,334**	**70,124**	**40,000**	**TOTAL 911 E. TAX RESOURCES**	-	-	-	12
				REQUIREMENTS				
1				MATERIALS AND SERVICES				1
2	90,379	54,332	40,000	777055 C-COM Dispatch Service	-	-		2
3	90,379	54,332	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	90,379	54,332		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE				16
17	**90,379**	**54,332**	**40,000**	**TOTAL 911 E. TAX REQUIREMENTS**	-	-	-	17

STATE REVENUE SHARING FUND

Available Cash on Hand - The July 1, 2012 beginning fund balance was actually $618,728 rather than the $616,122 estimated last year for budget purposes. Beginning available cash on hand for 2013-14 is estimated at $710,728. Revenue sharing funds distributed to cities represent 14% of revenue from liquor tax collected statewide and distributed based on a formula per ORS, unlike revenue from liquor tax budgeted as a resource in the General Fund.

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

#10109041 Capital Outlay – City Council is considering using State Revenue Sharing funds for improvements to the City Hall and Police Station or new construction.

#10109045 Transfer to EMS/Fire Levy – This transfer would provide funds to help purchase a new fire engine.

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
STATE REVENUE SHARING FUND

CITY OF GLADSTONE

	Historical Data			DESCRIPTION	Budget for Next Year 2013-14			
	Actual		Adopted Budget	RESOURCES AND REQUIREMENTS				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1	523,681	618,728	616,122	Cash on hand	710,728	710,728		1
2	-	-	-	Previously levied taxes estimated to be received	-	-		2
3	2,331	2,885	1,700	Interest	2,800	2,800		3
4								4
5				OTHER RESOURCES				5
6	91,919	94,375	92,000	10049910 State Revenue Sharing Allotments	92,000	92,000		6
7				TRANSFERS				7
8	-	-	99,396	10049915 Water Fund Loan Repayment	99,396	99,396		8
9	617,931	715,988	809,218	Total Resources, except taxes to be levied	904,924	904,924	-	9
10			-	Taxes estimated to be received				10
11	-			Taxes collected in year levied				11
12	**617,931**	**715,988**	**809,218**	**TOTAL ST. REVENUE RESOURCES**	**904,924**	**904,924**	**-**	12
				REQUIREMENTS				
1				CAPITAL OUTLAY				1
2	90,379	54,332	100,000	010109040 Capital Outlay	50,000	50,000		2
3	90,379	54,332	709,218	010109041 City Hall PD Building Improvements	704,924	704,924		3
4	180,758	108,664	809,218	TOTAL CAPITAL OUTLAY	754,924	754,924	-	4
5								5
6				TRANSFER OUT				6
7	-	-	-	010109045 Transfer to EMS/Fire Levy	150,000	150,000		7
8	-	-	-	TOTAL TRANSFER OUT	150,000	150,000	-	8
9								9
10								10
11								11
12								12
13								13
14								14
15	90,379	54,332		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE				16
17	**90,379**	**54,332**	**809,218**	**TOTAL ST. REVENUE REQUIREMENTS**	**904,924**	**904,924**	**-**	17

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.

#888025 Municipal Ordinance Specialist – This position manages code enforcement and the evidence and property function.

#888027 Confidential 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 – Provides for the ongoing expenses to support and sustain the K-9 program.

#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.

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

#888068 Police Station Improvements – For department improvements & renovations as needed.

#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. Total cost this year will be ($80,300) Fire Department General Fund and ($112,900) Police Levy.

FORM
LB-31

DETAILED REQUIREMENTS

POLICE LEVY FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	62,198	73,377	65,711	888005 School Resource Officer	1	29PA	62,543	62,543		2
3	49,516	50,485	62,582	888010 Police Officer	1	29PA	53,796	53,796		3
4	51,177	53,172	52,577	888015 Police Officer	1	29PA	56,742	56,742		4
5	-	-	62,582	8881435 Police Officer	0	29PA	-	-		5
6	22,962	47,145	48,515	888025 Municipal Ordinance Specialist	0.5	18PA	24,259	24,259		6
7	11,568	48,409	49,788	888027 Executive Assistant	1	24	24,259	50,037		7
8	-	-	1,000	888028 On Call Police Records Clerk			1,000	1,000		8
9	12,650	9,504	20,000	888030 Overtime			20,000	20,000		9
10	4,741	4,844	7,510	888032 Proficiency Pay			4,982	4,982		10
11	1,519	440	5,500	888035 Holiday Pay			5,500	5,500		11
12	1,482	1,859	1,565	888052 Career Recognition Pay			1,557	1,557		12
13	120,194	134,247	163,940	881025 Payroll Costs			146,879	146,879		13
14	338,007	423,482	541,270	TOTAL PERSONAL SERVICES			401,517	427,295	-	14
15				MATERIALS AND SERVICES						15
16	560	250	1,000	888050 Uniform Allowances, Shoes			1,000	1,000		16
17	794	-	2,000	888055 Equipment			2,000	2,000		17
18	549	-	1,000	888058 SRO Expenses			1,000	1,000		18
19	-	68,000	107,850	8881648 C-COM Dispatch Service			112,930	112,930		19
20	-	16,998	3,000	888059 K-9 Expenses			3,000	3,000		20
21	1,903	85,248	114,850	TOTAL MATERIALS AND SERVICES			119,930	119,930	-	21
22				CAPITAL OUTLAY						22
23	-	25,000	25,000	888065 Vehicles			25,000	25,000		23
24	-	888	5,000	888067 Miscellaneous Equipment			5,000	5,000		24
25	-	246	20,000	888068 Police Station Improvements			-	-		25
26	34,087	108,144	220,134	888060 Capital Equipment Reserve			100,000	100,000		26
27	34,087	134,278	270,134	TOTAL CAPITAL OUTLAY			130,000	130,000	-	27
28				TRANSFERS						28
29	12,148	12,166	12,543	888057 Transfer to General Fund, Administrative Costs			12,919	12,919		29
30	12,148	12,166	12,543	TOTAL TRANSFERS			12,919	12,919	-	30
31	386,145	655,174		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			201,993	176,215		32
33	386,145	655,174	938,797	TOTAL POLICE LEVY REQUIREMENTS	4.5		866,359	866,359	-	33

150-504-031 (Rev 12/09)

POLICE LEVY FUND

FORM
LB-20

RESOURCES
POLICE LEVY FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	568,545	402,838	450,329	Available Cash On Hand	358,612	358,612		1
2	13,271	12,494	10,000	Previously Levied Taxes Estimated to be Received	15,000	15,000		2
3	2,736	2,468	2,500	Interest	2,500	2,500		3
4								4
5								5
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27								27
28								28
29	584,552	417,800	462,829	Total resources, except taxes to be levied	376,112	376,112	-	29
30			475,968	Taxes estimated to be received	490,247	490,247		30
31	460,187	473,936		Taxes collected in year levied				31
32	**1,044,739**	**891,736**	**938,797**	**TOTAL POLICE LEVY RESOURCES**	**866,359**	**866,359**	**-**	**32**

FIRE/MEDICAL SERVICES LEVY FUND

FIRE/EMERGENCY SERVICES LEVY – In 2008, voters approved a continuation of the levy at 31 cents per $1,000 assessed value through 2013-14.

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

#999050 Miscellaneous Supplies – This line item would maintain five defibrillators.

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

#999060 Fire Apparatus – The Fire Department is requesting to replace a 1973 Fire Engine. Nationally the average life span of a fire engine is 15 – 20 years of service the last 5 years being spent as a reserve engine. Engine 101 has served for 40 years, the last 10 years as a reserve engine; presently it does not meet NFPA nor OSHA standards will not pass a pump test and has become too costly to repair. Maintaining our pumping capacity and equipment reliability is a large part of the City's ISO insurance rating. The intent is to purchase a new engine for front line service and move Engine 102, a 1991 Pierce, to reserve status. Estimate cost is $500,000 -$560,000.

#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 facilities, for example are the two metal cargo containers purchased in 2011 and 2012 to be used as live fire training props. Also planned is the development and fencing of a 100'x 100' area on City property at Meldrum Bar for a permanent training area, subject to land use approval.

FORM
LB-31

DETAILED REQUIREMENTS

FIRE/EMS LEVY FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2013-14			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONAL SERVICES						1
2	62,700	63,264	65,067	999005 Fire Coordinator	1	31	65,389	65,389		2
3	25,489	16,204	22,000	999015 Seasonal Help			22,000	22,000		3
4	30,931	34,807	43,775	999030 Payroll Costs			43,775	43,775		4
5	119,120	114,275	130,842	TOTAL PERSONAL SERVICES			131,164	131,164	-	5
6										6
7				MATERIALS AND SERVICES						7
8	3,657	1,661	10,000	999050 Miscellaneous Supplies			10,000	10,000		8
9	9,685	5,049	10,000	999052 Testing-Hose Pump Ladders			10,000	10,000		9
10	-	63,166	-	999054 Share of C-com			-	-		10
11	13,342	69,876	20,000	TOTAL MATERIALS AND SERVICES			20,000	20,000	-	11
12										12
13				CAPITAL OUTLAY						13
14	3,857	29,167	408,690	999060 Fire Apparatus			550,000	550,000		14
15	10,715	-	-	999065 Thermal Imaging Cameras			-	-		15
16	-	-	4,000	999080 Defibrillator/Holmatro Unit			4,000	4,000		16
17	2,928	4,566	100,000	999090 Training Facility			100,000	100,000		17
18	17,500	33,733	512,690	TOTAL CAPITAL OUTLAY			654,000	654,000	-	18
19										19
20				TRANSFERS						20
21	5,008	5,114	5,272	999070 Transfer to General Fund, Administrative Costs			5,430	5,430		21
22	5,008	5,114	5,272	TOTAL TRANSFERS			5,430	5,430	-	22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	165,685	222,998		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			119,442	119,442		32
33	165,685	222,998	668,804	TOTAL FIRE/EMS LEVY REQUIREMENTS			930,036	930,036	-	33

150-504-031 (Rev 12/09)

FIRE/MEDICAL SERVICES/RESOURCES

FORM
LB-20

RESOURCES
FIRE/EMS LEVY FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
1	438,044	446,141	440,945	Available Cash On Hand	543,551	543,551		1
2	6,413	5,880	5,000	Previously Levied Taxes Estimated to be Received	7,000	7,000		2
3	1,876	2,294	2,000	Interest	2,000	2,000		3
4								4
5				999080 Transfer In State Revenue Sharing	150,000	150,000		5
6								6
7								7
8								8
9								9
10								10
11								11
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23								23
24								24
25								25
26								26
27								27
28								28
29	446,333	454,315	447,945	Total resources, except taxes to be levied	702,551	702,551	-	29
30			220,859	Taxes estimated to be received	227,485	227,485		30
31	216,559	223,029		Taxes collected in year levied				31
32	662,892	677,344	668,804	TOTAL FIRE/EMS LEVY RESOURCES	930,036	930,036	-	32

LIBRARY CAPITAL FUND/RESOURCES

This fund has been closed.

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
LIBRARY CAPITAL FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
				RESOURCES				
1	2,656,096	2,029,338	2,000,000	Cash on hand	-	-		1
2	3,384	12,183	8,000	Interest	-	-		2
3				OTHER RESOURCES				3
4	700,000	-	7,000,000	60460150 Proceeds from Urban Renewal Fund	-	-		4
5	2,500,000	-	-	60460175 Clackamas County Library Contribution	-	-		5
6	2,500	550	500,000	60460200 Other Revenue	-	-		6
7								7
8								8
9	5,861,980	2,042,071	9,508,000	Total Resources, except taxes to be levied	-	-	-	9
10			-	Taxes estimated to be received	-	-	-	10
11				Taxes collected in year levied				11
12	**5,861,980**	**2,042,071**	**9,508,000**	**TOTAL LIBRARY CAP. RESOURCES**	-	-	-	12
				REQUIREMENTS				
1				CAPITAL OUTLAY				1
2	601,740	377,818	501,960	6066342 New Library/Architect	-	-		2
3	97,570	85,228	69,398	6066343 New Library/Construction Project Manager	-	-		3
4	-	3,931	46,070	6066344 New Library/Financial Advisor	-	-	-	4
5	-	-	7,912,753	6066345 New Library/Construction	-	-		5
6	-	-	360,000	6066347 New Library/Furniture Fixtures & Equipment	-	-		6
7	19,894	3,098	224,633	6066349 New Library/Miscellaneous	-	-		7
8	-	-	393,186	6066351 Riemburse Urban Renewal Fund	-	-		8
9	719,204	470,075	9,508,000	TOTAL CAPITAL OUTLAY	-	-		9
10								10
11								11
12								12
13								13
14								14
15	97,570	85,228		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE	-	-		16
17	**97,570**	**85,228**	**9,508,000**	**TOTAL LIBRARY CAP. REQUIREMENTS**	-	-	-	17

SECTION 4

APPENDIX

CITY OF GLADSTONE
NON-REPRESENTED AND AFSCME
SCHEDULE OF MONTHLY SALARIES
2012 - 2013

RANGE/CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
13-U	Library Assistant	2922	3069	3219	3380	3550
17-U	Library Assistant II	3219	3380	3550	3726	3913
18	Assistant Acct Clerk	3263	3427	3599	3779	3967
22-U	Court Clerk Account Clerk	3638	3820	4010	4212	4422
24	Administrative Secretary Confidential Admin Asst	3584 +5% for Recreational Respo +5% for Personnel Respon:	3763	3951	4149	4356
26-U	Utility Worker, Journey Waterworks, Journey	3820 +5% for Utility Worker, Jou	4010	4211	4422	4640
31	Volunteer Fire Coordinator	4464	4686	4920	5165	5422
34	Senior Center Manager	4803	5043	5298	5560	5834
39	Police Sergeant	5351	5622	5903	6196	6506
41	Fire Marshal Public Works Supervisor	5425	5696	5981	6279	6591
42	Assistant City Administrator Library Director	5838	6126	6431	6753	7090
51	Chief of Police	7097	7449	7823	7905	8626

GLADSTONE POLICE ASSOCIATION
SCHEDULE OF MONTHLY SALARIES
2012 - 2013

RANGE/CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
17-PA	Records Clerk	2990	3140	3313	3477	3653
18-PA	Municipal Ordinance Specialist	3307	3473	3646	3831	4023
29-PA	Police Officer Police Detective School Resource Officer	4260 +5% of Police Officer's Sala +5% of Police Officer's Sala	4483	4705	4939	5190

July 1, 2012

2012-13 PART-TIME EMPLOYEES

DEPARTMENT	POSITION	11-12 $/HOUR	12-13 $/HOUR
Library	Library Aide	9.28	9.54
Sr. Center	Relief Tram Driver	14.07	14.47
Sr. Center	*Nutrition Caterer	18.61	19.14
Fire	Fire Chief	1105.86/mo	1137.37/mo
Library	Library Assistant	15.18	15.61
Library	Library Assistant	15.18	15.61
Administration	*Court/General Office	22.11	22.74
Library	Library Assistant	15.18	15.61
Library	Library Assistant	15.18	15.61
Library	Interim Assistant Library Director	29.13	29.96
Fire	Fire Dept. Assistant	13.99	14.38
Sr. Center	General Office	13.96	14.35
Mun. Court	Judge	3000.66/mo	3086.17/mo
Sr. Center	*TRAM Driver	18.46	18.98
Sewer	*Account Clerk	24.52	25.21
Sr. Center	Monitor	10.89	11.20
Police	On Call Relief Records Clerk	16.36	16.82

*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.

2012-13 TEMPORARY AND PART-TIME POSITIONS

DEPARTMENT	POSITION	11-12 $/HOUR	12-13 $/HOUR
Library	Library Aide	9.28	9.54
Library	On-Call Library Assistant	15.18	15.61
Police	On-Call Records Clerk	16.36	16.82
Sr. Center	Relief Caterer	14.07	14.47
Sr. Center	Relief Janitor	10.89	11.20
Sr. Center	Relief Tram Driver	13.68	14.06
Police Dept	Reserve Police Officers	17.42	17.91

2012-13 SEASONAL POSITIONS

POSITION	11-12 $/HOUR	12-13 $/HOUR
Public Works, 1st Season	9.42	9.68
Public Works, 2nd Season	9.60	9.87
Public Works, 3rd Season	10.32	10.61
*Seasonal Worker – In Charge	11.36	11.68
**Field Maintenance 1st Season	9.60	9.87
**Field Maintenance, 2nd Season	10.32	10.61
**Field Maintenance, 3rd Season	11.02	11.33
Fire Department, 1st Season	9.60	9.87
Fire Department, 2nd Season	10.32	10.61
Fire Department, Lead	11.02	11.33
Park Aides	9.42	9.68
Park Aides, 2nd Season	9.60	9.87
Park Program Coordinator	11.02	11.33

*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.

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