CITY OF GLADSTONE

IN CLACKAMAS COUNTY, OREGON

BUDGET ESTIMATES FOR THE YEAR 2014 – 2015

MEETINGS:

Budget Committee – June 3, 2014 - 7:30 p.m

Public Hearing - June 24, 2014 - 7:30 p.m.

Council/Agency Adoption and
Appropriation of Funds – June 24, 2014 – 7:30 p.m.

CITY OF GLADSTONE

2014-15 BUDGET
TABLE OF CONTENTS

SECTION 1 BUDGET MESSAGE 1-2

SECTION 2 FINANCIAL ANALYSIS 1-13

SECTION 3 LINE ITEM BUDGET

Line Item Details 1-33

SECTION 1

BUDGET MESSAGE

City of Gladstone
Budget Message
Fiscal Year 2014-15

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

New Library

Following the November 2012 election in which a ballot measure to authorize the construction of a new library failed the Library Capital Fund was closed. Since that time Clackamas County proposed a new timeline to the City regarding a library that could serve both the Gladstone library service area and the Oak Lodge service area. City Council formed a Library Advisory Group who considered different aspects of the proposed project. City Council will need to decide if it would like to submit a ballot measure to voters by the end of June 2014. If so, all paperwork associated with the ballot measure would need to be submitted to the County Elections office by August 2014 for consideration on the November 2014 ballot. At this time there are no provisions in the budget for the proposed facility. If voters approve a ballot measure the budget would be amended using the public processes outlined in State statute.

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 $893,278 capital expenditure appropriation in the State Revenue Sharing fund could be used for this project. Urban Renewal funds could also be used for such a project. City Charter amendments would require voter approval if the City were to construct or remodel a new facility that exceeds $1 million. City Council is waiting for information related to the water and stormwater master plans as they will identify projects that could compete for the same funds that could be used for a new or upgraded City Hall-Police Department.

Sewer System Upgrade

The City is working with Sisul Engineering regarding the sewer/stromwater cross connection at the intersection of Portland Avenue and Clackamas Boulevard. Ground water infiltration into sewer lines during storm events is an issue that needs to be addressed to help alleviate the issue. The city scoped sewer lines in the affected areas. Appropriations are available in the Storm and Sanitary Sewer Fund for this project. Last fiscal year some sewer lines were replaced. Some aspects of this project could fall under Urban Renewal. Public Works staff also cleared some sewer lines near the cross connection which may have helped flow resulting in no sewer overflows for the year. A request for qualifications will be advertised to complete a sewer master plan and rate study to begin this year.

Fire Department

The Fire Department is replacing a 1971 fire engine. The purchase of a new fire engine in the amount of $487,273 has been taken from the Fire/EMS Levy Fund. Last fiscal year there was consideration that the State Revenue Sharing Fund may need to contribute to the purchase. However this was not necessary.

Personnel

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 American Federation of State, County and Municipal Employees (AFSCME). The average (CPI-U) for 2013 (1st and 2nd half/2) equals 2.50%. Wages for employees represented by AFSCME have been adjusted per contract (approximately 0.6%) and the Gladstone Police Association have been adjusted by 0.5%. Proposed salaries for non-represented employees have also been adjusted by a 0.5% (COLA).

Line Item Budget

The total amount of proposed city budget for fiscal year (FY) 2014-15 is $15,571,876 with unappropriated fund balances of $1,446,993 totaling $16,737,323 compared to FY 2013-14 appropriations of $14,838,486 with unappropriated fund balances of $1,324,119 for totaling $16,162,605 resulting in a $574,718 difference. In essence, the proposed line item budget continues the status quo with some additional staffing proposed in the library. Also of note the Water Fund will have settled all interfund loan payments by June 30, 2014.

Respectfully submitted

Peter J. Boyce, Budget Officer

SECTION 2

FINANCIAL ANALYSIS

City of Gladstone
Financial Analysis
FY 2014-15

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	40.60 %
County	18.77 %
Cities	13.27 %
Fire Districts	11.15 %
Urban Renewal	3.16 %
Community College	4.03 %
Miscellaneous (Port, Tri Met, Vector, Cemetery, Water, Parks and Lighting)	1.91 %
Education Services	2.13 %
Services (Metro, Extension Office and Sewer)	4.98 %
TOTAL	100%

As indicated above, 13.27% of property taxes currently collected in Clackamas County are allocated to cities. Figures from Clackamas County based on 2013-14 data.

TAXES, FEES AND CHARGES

Service levels in Gladstone most likely compare to those provided in other communities. For many years, Gladstone's taxes per capita for municipal services was one of the lowest of cities surveyed, and the combined expense of taxes and utility fees in Gladstone were less compared to much of

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

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

ANNEXATION AND COUNTY TAXATION

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

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

EFFECT OF LAND USE ON ASSESSED VALUE (AV)

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

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

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

TAX COMPRESSION UNDER MEASURE 5

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

In Gladstone, significant tax compression is unlikely for fiscal year 2015 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 2014-15. This is due to MAV not only including the value of real property, but also including the value of personal property and public utilities. About 98% of Gladstone's MAV is comprised of real property value. Utility value includes, for example, the infrastructure owned by Northwest Natural Gas. Personal property for assessment purposes is based on calculation of centrally assessed tangible and intangible values from business depreciation and replacement of equipment, software, etc. Mobile homes are also personal property that often depreciates in value. Changes in the amount of MAV for utilities and personnel property are different compared to real property.

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

MEASURE 50's PERMANENT TAX RATES AND REVENUE

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

The State Department of Revenue used local government's AV and levy authority in 1996-97 to calculate their permanent tax rates including Gladstone's permanent rate of $4.8174/$1,000 MAV. Gladstone's permanent rate and future levy authority were maximized by electing to increase the tax base 6% each year since 1980. However, the City's permanent rate would have been greater if serial levies were in place when M-50 was approved since levy rates were "rolled" into permanent rate calculations. For example, a county wide library levy intended to reduce tax inequity was rolled into Clackamas County's permanent rate. The approximately $5.8 million in

"increment" MAV that was captured by Gladstone urban renewal when the City's permanent tax rate was determined caused the rate to be about 6¢ greater than it would have been without urban renewal.

RATE ADJUSTMENTS FOR URBAN RENEWAL

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

Gladstone Non-School M-50 Tax Rates/$1000 AV * FY 2010-11		
Taxing District	**Permanent Rate**	**Adjusted Rate**
City of Gladstone	4.8174	4.4736
Clackamas County	2.4042	2.2326
Clackamas County Soil Conservation	N/A	0.0456
Vector Control (County)	0.0065	0.0061
County Extension &4-H	N/A	0.0465
County Library	0.3974	0.3692
Port of Portland	.0701	0.0652

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

LOCAL OPTION LEVIES

M-50 allowed local option levies in addition to tax revenue from permanent tax rates if the levies are voter approved by double majority or at a General Election. Double majority means that more than one half of the approximately 6,800 registered voters in Gladstone must cast a ballot and a majority of those voting must approve the levy. However, in November 2008, voters statewide approved Measure 56 allowing "simple majority" voter approval in May and November elections

beginning in 2009. Taxing authority gained from voter approval of a local option levy for operation and maintenance is limited to five years. A tax rate for a local option levy may be fixed or vary from one year to the next and does not become part of a permanent tax rate. Financial and political risk increases with use of local option levies. This is due in part to competition for diminished resources if levies are not re-authorized.

In 1998, Gladstone voters authorized two local option levies in fixed amounts totaling $398,500/year for five years for the Police, Communications and Fire Departments. These fixed amount levies expired in June 2004. In November 2002, voters approved two fixed tax rate levies that expire in June 2009. In November 2008, voters approved two fixed rate levies totaling 99 cents/$1,000 MAV beginning July 1, 2009. Voters again approved the two local option levies in 2012 for the same 99 cents/$1,000 MAV. Compared to fixed levy amounts, fixed tax rate levies simplify budgeting and reduce financial risk by allowing growth in AV to adjust revenue to offset cost increases due to inflation. The fixed tax rate levies should provided an estimated $717,732 in 2013-14.

REVENUE SOURCES, excluding cash reserve

The following table shows revenue sources in 2012-13. About 47% of the city's $10 million in revenue, excluding beginning available cash on hand, was from property tax. State shared revenues and water and sewer user fees were the next major sources of city revenue. Money from cigarette, alcohol and gas tax, including state revenue sharing, is commonly referred to as state shared revenues.

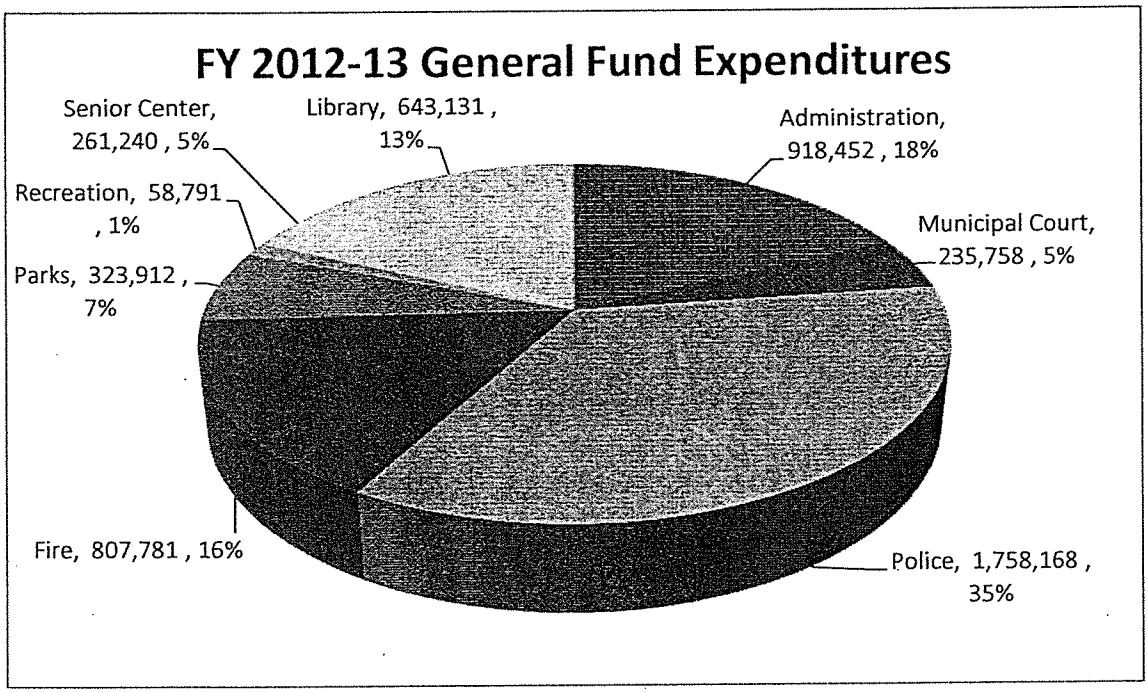
Revenue Source	General Fund	St Rev	Street	Urban Renewal	911 Ex	Library Capital	Police Levy	Fire Levy	Water	Sewer	Totals
Property Taxes	3,295,049	-	-	839,549	-	-	495,530	237,526	-	-	4,867,654
Public Service Taxes	797,831	101,182	628,655	-	13,936	-	-	-	-	-	1,541,604
Franchise Taxes	492,743	-	-	-	-	-	-	-	-	-	492,743
Grants	110,088	-	-	-	-	-	-	-	-	-	110,088
Charges for Services	64,756	-	8,123	-	-	-	-	-	1,119,897	1,624,635	2,817,411
Licenses and Permits	20,726	-	-	-	-	-	-	-	-	-	20,726
Fines and Forfeitures	213,862	-	-	-	-	-	-	-	-	-	213,862
Contributions and Donations	36,170	-	-	-	-	-	160	-	-	-	36,330
Interest	30,041	3,372	-	13,553	200	10,277	2,346	3,021	-	-	62,810
Fund Admin. Transfer	110,452										110,452
Misc.	85,080	-	9,860	-	-	-	-	-	2,753	3,100	100,793
Total	5,256,798	104,554	646,638	853,102	14,136	10,277	498,036	240,547	1,122,650	1,627,735	10,374,473

The Library is largely funded by the countywide library district levy and about one-third the cost for the Senior Center is funded by federal grants. Water and storm/sewer departments are self-sustaining, entirely supported by user fees. The Street Fund is primarily financed by motorists through the State "gas tax". Most city streets are in average to poor condition. Increases in

the cost of asphalt, 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 affects potential expenditures for all other departments in that fund. The following table shows how revenues were expended during 2012-13. 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 decades ago to achieve effective and efficient service delivery in part by "downsizing" the number of employees. The number of personnel was reduced 26% over the eighteen years prior to 1998-99. 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. Personnel reduction allowed re-allocation of funds from personnel to capital improvements including improvement of streets, storm sewers, water distribution and replacement of public works department equipment. In addition, downsizing saved city taxpayers about $7 to $9 million prior to 1998-99, while maintaining, and in some cases, improving the level of services.

ASSESSMENT OF PRESENT STAFFING LEVEL

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

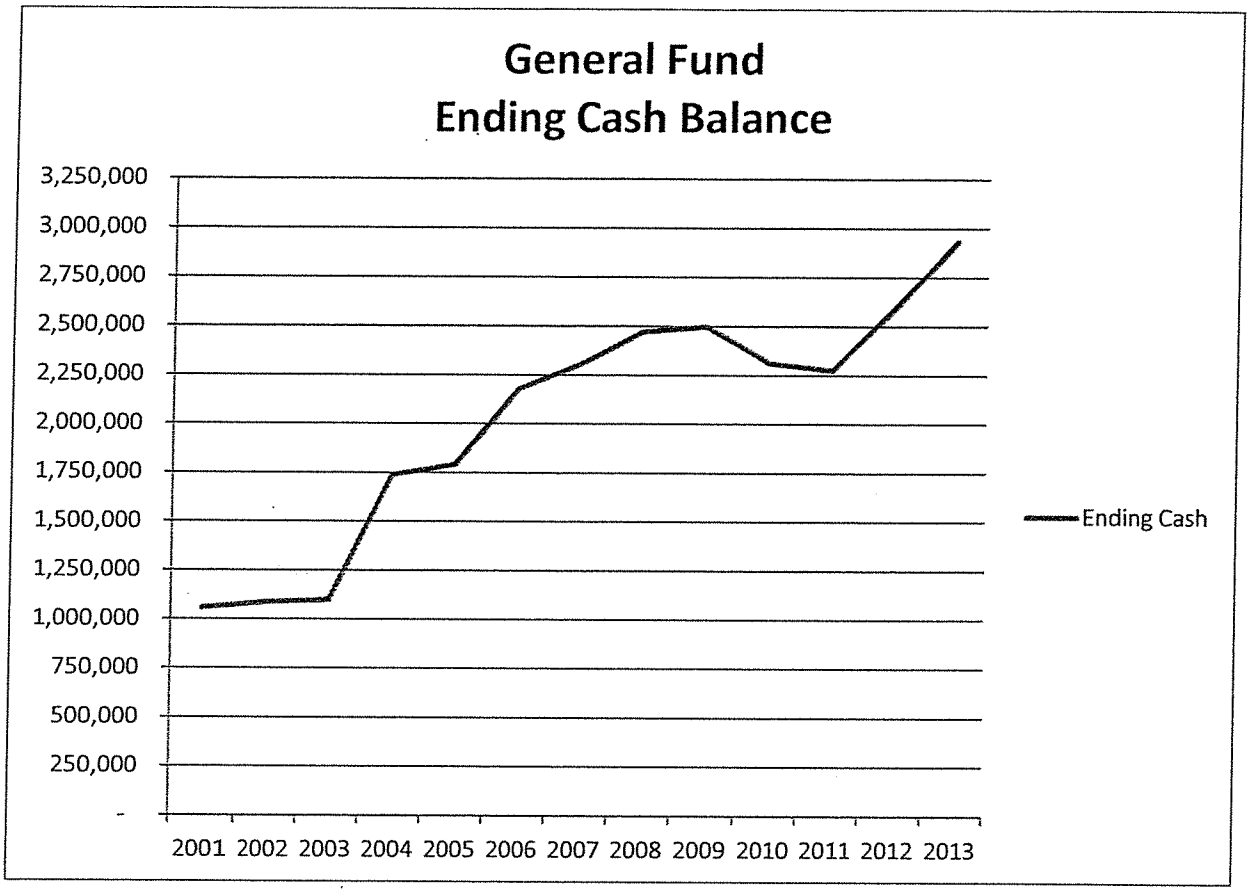
Effective management requires city officials to identify and maintain the optimum number of employees and combination of skills needed to maximize city services while minimizing related expenditures. Too few or too many employees within a department can result in inefficiency. Increases in the level 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	2012-13 PERSONNEL COSTS
ADMINISTRATION	$448,341
MUNICIPAL COURT	$158,059
POLICE	$1,758,168
FIRE	$518,150
PARKS	$142,615
RECREATION	$14,551
SENIOR CENTER	$198,886
LIBRARY	$485,806
SEWER	$228,458
WATER	$261,815
ROAD	$163,117
ALL DEPARTMENTS	$4,377,939

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 2012-13.



Fiscal year 2012-13, posted a positive $344,424 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. Some police department related expenditures were transferred to the Police Levy Fund in FY 2011-12 and 2012-13 adding to the cash flow in the General Fund. There was a $43,821 positive cash flow in the Water Fund. The Stormwater/Sewer Fund posted a $25,160 negative cash flow; the Road Fund posted a positive cash flow of $105,732. If necessary, future expenditure reductions and/or revenue increases could include increasing solid waste franchise fees, 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.

As of July 2013, total cash reserve was comprised of: $706,103 in State Revenue Sharing; $2,932,261 in the General Fund; $486,743 in the Street Fund; $1,158,953 in the Stormwater/Sewer Fund; $890,611 in the Water Fund; $336,634 in the Police Levy Fund, and $563,108 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 2014-15. 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	Increase Maint. & Replacement of Sewer Lines	4,000,000
Replace AC pipe of Water System	4,000,000		
New Reservoir on Webster Rd	2,600,000		
Total			**12,275,000**

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 and is not meant to be all inclusive. Completion of master plans including capital project priority lists will replace the majority of the above list in coming years.

INTER-FUND LOANS

In 2001, the City Council authorized inter-fund loans from the Sanitary and Stormwater Fund and from the State Revenue Sharing Fund to the Water Fund to pay for a new water reservoir on Kirkwood Road. The Water Fund owed $150,000 to the Sanitary and Stormwater Fund and $496,984 to the State Revenue Sharing Fund. City Council forgave the debt to the State Revenue Sharing Fund and ordered the Water Fund to repay the Sanitary and Stormwater Fund by June 30, 2014.

CAPITAL FUNDING OPTIONS

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

VALUES REFLECTED IN BUDGET DOCUMENT

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

SECTION 3

LINE ITEM BUDGET

#1211000 - #1211020 Salaries - The Portland-Salem CPI-U, 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. The average (CPI-U) for 2013 (1st and 2nd half/2) equals 2.50%. Wages for employees represented by AFSCME have been adjusted per contract (approximately 0.6%) and the Gladstone Police Association have been adjusted by 0.5%. 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. An additional Certified Public Accountant is used to review and close the city's finances for the fiscal year.

#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 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	107,559	110,651	111,178	1211000 City Administrator	1	Cont.	111,734			1
3	81,925	85,080	85,505	1211005 Assistant City Administrator	1	42	85,928			2
4	55,902	58,335	57,761	1211015 Administrative Secretary/Recreation Coordinator	1	24	58,079			3
5	51,588	53,064	53,329	1211020 Account Clerk (Finance)	1	22U	53,667			4
6	-	-	500	1211023 Overtime			500			5
7	1,548	1,592	1,592	1211024 Career Recognition Pay			1,620			6
8	130,801	139,618	174,226	1211025 Payroll Costs			159,275			7
9	429,323	448,340	484,091	TOTAL PERSONAL SERVICES			470,803	-	-	8
10										9
11				MATERIALS AND SERVICES						10
12	109,474	93,492	95,000	1211055 City Attorney			100,000			11
13	85,371	97,154	99,000	1211060 Fire and Liability Insurance			95,000			12
14	37,571	36,285	40,000	1211070 County Planning Services Contract			40,000			13
15	15,593	23,276	28,000	1211075 Municipal Audit Contract			36,000			14
16	5,249	5,590	8,000	1211085 Janitor Services			7,000			15
17	10,855	11,089	13,000	1211095 Utilities (Lights and Fuel)			12,000			16
18	10,910	16,481	20,000	1211100 Telephones			19,000			17
19	19,646	8,752	16,000	1211105 Building Maintenance			10,000			18
20	8,415	-	9,000	1211110 League of Oregon Cities Dues			9,000			19
21	31,775	24,757	33,000	1211130 Office Supplies / Printing / Postage			35,000			20
22	17,155	16,070	17,500	1211135 City Newsletter			17,500			21
23	3,215	3,371	6,000	1211145 Memberships / Conferences / Publications			6,000			22
24	19,849	-	-	1211150 Centennial Expenses			-			23
25	63,447	96,083	100,000	1211155 Data Processing/Maintenance/Licensing			120,000			24
26	19,215	30,493	25,000	1211160 Surveys and Consultants			35,000			25
27	1,375	2,936	10,000	1211165 Personnel Recruitment			10,000			26
28	890	903	2,000	1211170 Employee Appreciation			2,000			27
29										28
30										29
31	460,005	466,732	521,500	SUB-TOTAL MATERIALS & SERVICES (Continue to next page)			553,500	-	-	30
32										31
33	**889,328**	**915,072**	**1,005,591**	**SUB - TOTAL ADMINISTRATION REQUIREMENTS**	**4**		**1,024,303**	**-**	**-**	32
										33

150-504-031 (Rev 12/09)

*Include schedule of pay ranges

#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 2014-15			
	Actual		Adopted Budget							
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	460,005	466,732	521,500	SUB-TOTAL MATERIALS AND SERVICES			553,500	-	-	1
2				MATERIALS AND SERVICES(Continued)						2
3	1,808	1,832	1,900	1211175 Vehicle Maintenance			1,600			3
4	-	-	600	1211190 Donation to High School/Kraxburger Graduations			-			4
5	6,269	1,549	10,000	1211195 Local Government Personel Institute Dues			10,000			5
6										6
7	468,082	470,113	534,000	TOTAL MATERIALS AND SERVICES			565,100	-	-	7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	897,405	918,453	1,018,091	TOTAL ADMINISTRATION REQUIREMENTS			1,035,903	-	-	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 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	54,168	55,717	55,983	1221205 Municipal Court Clerk	1	22U	56,023			2
3	26,036	27,481	24,323	1221210 Assistant Account Clerk	0.5	18	24,445			3
4	-	-	500	1221215 Overtime			500			4
5	-	-	-	1221024 Career Recognition Pay			-			5
6	40,043	38,698	55,288	1221025 Payroll Costs			45,790			6
7	120,247	121,896	136,094	TOTAL PERSONAL SERVICES			126,758	-	-	7
8										8
9										9
10				MATERIALS AND SERVICES						10
11	36,002	36,163	37,219	1221225 Municipal Court Judge			37,406			11
12	35,687	39,000	40,000	1221230 Prosecuting Attorney			40,000			12
13	20,055	16,775	27,000	1221235 Attorneys for Indigent Clients			27,000			13
14	8,863	6,995	8,800	1221245 Court Supplies & Expenses			8,800			14
15	4,911	4,233	6,000	1221250 Printing, Postage & Copies			6,000			15
16	2,975	1,284	2,500	1221255 Pro-Tem Judge & Jury Expenses			2,500			16
17	888	2,439	1,900	1221265 Collection Services			2,500			17
18	6,292	6,972	7,000	1221270 Courtroom Security			10,000			18
19	-	-	800	1221275 Document Imaging			800			19
20	115,673	113,861	131,219	TOTAL MATERIALS AND SERVICES			135,006	-	-	20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	**235,920**	**235,757**	**267,313**	**TOTAL MUNICIPAL COURT REQUIREMENTS**	**1.5**		**261,764**	-	-	33

150-504-031 (Rev 12/09)

#1241403 Police Lieutenant – Approved by City Council. New position within the command staff. Sergeant Jolley was selected to fill this position.

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

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

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

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

#1241526 Training Overtime – This OT is tracked internally to ensure officers meet & maintain all training requirements from DPSST. Increase reflects past actual and anticipated future expenditures in this line item.

FORM
LB-31

DETAILED REQUIREMENTS
POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	100,644	113,220	104,030	1241400 Police Chief - Pryde	1	51	104,548			1
3	-	-	78,462	1241403 Police Lieutenant - Jolley	1		82,454			2
4	77,928	80,146	78,462	1241405 Police Sergeant - Lawrance	1	39	78,860			3
5	78,220	87,720	71,190	1241410 Police Sergeant - Jundt	1	39	78,860			4
6	69,220	58,576	71,190	1241415 Police Acting Sergeant - Fitch	1	39	64,858			5
7	65,512	67,262	67,574	1241420 Police Detective - Voss	1	29PA	67,937			6
8	15,154	68,051	-	1241423 Police Detective - Maple	1	29PA	67,937			7
9	59,459	65,507	65,705	1241425 Police Officer - Mixson	1	29PA	62,905			8
10	55,844	61,551	9,200	1241430 Police Officer - Newton	1	29PA	51,629			9
11	64,092	-	35,000	1241435 Police Officer - Herkamp	1	29PA	51,629			10
12	62,603	64,184	-	1241440 Police Officer	0	29PA	-			11
13	62,922	64,148	64,460	1241445 Police Officer	0	29PA	-			12
14	54,252	58,751	59,564	1241450 Police Officer	0	29PA	-			13
15	-	-	56,460	1241455 Police Officer	0	29PA	-			14
16	58,308	62,680	62,591	1241460 Police Officer - Okerman	1	29PA	62,905			15
17	-	-	51,376	1241462 Police Officer - Macfarlen	1	29PA	54,330			16
18	-	-	51,376	1241464 Police Officer - Hill	1	29PA	57,032			17
19	-	-	24,259	1241465 Municipal Ordinance Specialist - Boyle	0.5	18PA	24,380			18
20	42,414	43,836	44,055	1241500 Police Records Clerk - Hentges	1	17PA	44,272			19
21	922	1,061	4,000	1241505 Police Reserves			4,000			20
22	32,944	30,345	34,912	1241510 Proficiency Pay			39,540			21
23	6,357	7,975	25,000	1241515 Holiday Pay			20,000			22
24	8,479	7,640	12,688	1241520 Career Recognition Pay			67,388			23
25	64,200	81,508	70,000	1241525 Overtime			70,000			24
26	10,015	18,641	5,000	1241526 Training Overtime			10,000			25
27	462,548	475,551	717,106	1241025 Payroll Costs			646,660			26
28										27
29	1,452,037	1,518,353	1,863,660	TOTAL PERSONAL SERVICES			1,812,124	-	-	28
30										29
31										30
32										31
33	**1,452,037**	**1,518,353**	**1,863,660**	**SUB-TOTAL POLICE REQUIREMENTS**	**14.50**		**1,812,124**	**-**	**-**	32
										33

150-504-031 (Rev 12/09)

#1241550 Auto Maintenance/Fuel – Provides for fuel and maintenance of department fleet.

#1241555 PPDS/RegJIN – This provides for the primary police database that supports our criminal investigations, report writing and records system. PPDS (Portland Police Data Systen) is transitioning to the new RegJIN (Regional Justice Information Network). RegJIN is expected to go live later this year and includes 42 law enforcement agencies. Cost increase reflects anticipated user usage fees.

#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. Increased costs reflect the C-800 billing to maintain the radio system infrastructure.

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

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

#1241610 Contractual Services – Is for independent contracting for services of $5,000 or less; examples include translation services, personnel research, bargaining, janitorial service, first aid supplies, Hooper Detox, and Lexipol policy, a new policy model for GPD – which is the primary reason for the increase in this line item.

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

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

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

FORM
LB-31

DETAILED REQUIREMENTS
POLICE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,452,037	1,518,353	1,863,660	SUB-TOTAL PERSONAL SERVICES			1,812,124	-	-	1
2				MATERIALS AND SERVICES						2
3	69,536	67,215	70,000	1241550 Auto Maintenance\Fuel			71,000			3
4	2,778	4,556	5,000	1241552 Park Patrol (Private Security)			5,000			4
5	9,270	9,576	11,000	1241555 Class/PPDS			12,000			5
6	5,937	7,800	10,000	1241560 Equipment & Supplies			10,000			6
7	7,964	8,403	8,000	1241565 Office Supplies/Forms			8,000			7
8	4,286	5,153	5,000	1241570 Printing, Postage, Copies			5,000			8
9	10,885	10,804	16,000	1241580 Radio Maintenance/Replacement			18,000			9
10	1,251	719	3,000	1241582 Radar Maintenance Replacement			3,000			10
11	846	-	-	1241585 Document Imaging, Service			-			11
12	17,400	22,673	30,000	1241587 Training			30,000			12
13	27	-	-	1241590 Conferences, Travel			-			13
14	11,145	18,013	20,000	1241595 Uniforms & Equipment			20,000			14
15	19	15	-	1241600 Police Reserve Life Insurance			-			15
16	37,424	60,153	25,000	1241610 Contractual Services			30,000			16
17	7,178	11,862	14,000	1241615 Firearms/Ammunition			16,000			17
18	5,055	1,057	-	1241630 Computer/Technology Services			-			18
19	4,593	1,887	4,500	1241635 Dues & Subscriptions			4,500			19
20	4,801	6,003	7,500	1241640 Cell Phones			7,500			20
21	-	-	-	1241642 Police Grants			-			21
22	1,209	1,405	1,500	1241646 Emergency Management			1,500			22
23	-	-	-	1241648 Share of Cost for C-COM Dispatch Service			-			23
24	2,500	2,500	2,500	1241649 Juvenile Diversion Program			2,500			24
25	204,104	239,794	233,000	TOTAL MATERIALS AND SERVICES			244,000	-	-	25
26										26
27				CAPITAL OUTLAY						27
28	-	-	5,000	1241655 Miscellaneous Equipment			5,000			28
29	22	22	-	1241660 Police Station Improvements			-	-	-	29
30	22	22	5,000	TOTAL CAPITAL OUTLAY			5,000	-	-	30
31										31
32										32
33	**1,656,163**	**1,758,169**	**2,101,660**	**TOTAL POLICE REQUIREMENTS**			**2,061,124**	-	-	**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 both inside and outside 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. In the past the majority of this line item was transferred to #1251710 as this is the proper line item to cover in-house training.

#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 to 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.

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

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

#1251819 Cost Share for C-COM Dispatch - Costs are assigned based on the percentage of the agency's population of the total population of contracted agencies. This is both fire and police combined. This costing formula has been adjusted from 30/70 - fire/police split to a 35/65 split to more accurately reflect usage. Due to State of Oregon legislative changes, 911 Funds that previously were received by the City General fund and used to offset these costs are now allocated to the local dispatch center and not the Cities. Total cost this year will be ($86,300) Fire Department General Fund and ($118,800) Police Levy.

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	13,268	13,595	13,717	1251700 Fire Chief	0.5		13,786			2
3	76,896	79,244	79,487	1251703 Fire Marshal	1		79,885			3
4	213,401	234,206	260,000	1251710 On Call Firefighters	4.91		280,000			4
5	68,033	80,702	90,000	1251025 Payroll Costs			88,860			5
6	371,598	407,747	443,204	TOTAL PERSONAL SERVICES			462,531			6
7										7
8				MATERIALS AND SERVICES						8
9	43,495	49,056	50,000	1251730 Engine & Vehicle Maintenance			50,000			9
10	1,608	1,562	4,500	1251735 Office Supplies & Printing			4,500			10
11	708	1,368	4,500	1251740 Schools and Conferences			4,500			11
12	3,861	3,058	8,500	1251745 Uniforms			12,500			12
13	7,578	13,198	14,500	1251750 Firefighter Training			16,500			13
14	22,368	18,176	28,000	1251755 Station Maintenance & Supplies			28,000			14
15	3,418	3,251	4,000	1251760 Janitorial Services			4,000			15
16	2,129	3,323	4,000	1251765 Publications & Memberships			4,000			16
17	4,836	1,702	9,000	1251770 Life/Disability/Activity Insurance			9,000			17
18	10,721	8,553	15,000	1251775 Heat & Lights			15,000			18
19	28,441	25,849	34,000	1251778 Cellular Phones, Pagers and Radios			34,000			19
20	2,927	2,063	6,500	1251780 Fire Prevention and Investigation			8,500			20
21	15,302	13,206	18,000	1251785 Physical Examinations			18,000			21
22	2,675	3,000	3,000	1251790 Dive Rescue Training			3,000			22
23	4,842	9,511	13,000	1251795 Data Processing			15,000			23
24	15,115	15,017	20,000	1251800 First Responder Supplies			20,000			24
25	7,750	7,200	12,000	1251805 Supervising Physician Contract			12,000			25
26	5,716	3,093	10,000	1251810 EMS Training & Recertification			10,000			26
27	11,843	8,823	12,000	1251814 SCBA Maintenance			12,000			27
28	11,494	6,512	12,000	1251817 PPE Testing, Repair and Replacement			12,000			28
29	-	-	-	1251818 Departmental Evaluation			-			29
30	-	37,435	80,300	1251819 Share of Cost for C-COM Dispatch Service			86,300			30
31	206,827	234,956	362,800	TOTAL MATERIALS AND SERVICES			378,800	-	-	31
32										32
33	**578,425**	**642,703**	**806,004**	**SUB - TOTAL FIRE DEPT REQUIREMENTS**	**6.41**		**841,331**	**-**	**-**	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 ($35,000). Life expectancy of SCBA breathing equipment is 11 to 16 years at an estimated $7,000/unit cost which equals a $245,000 overall replacement cost. Turn-outs generally consist of pants, coat, helmet, boots, hood and gloves with a life expectancy of 5 to 10 years depending on usage. Regulations require turn-out replacement every 10 years regardless of condition. Turn-outs currently cost about $2,270 each, which equals a $97,000 replacement cost. Routine maintenance and repairs are covered under line items #1251814 & #1251817 in "Materials and Services".

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

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

In the 2013 -14 budget the Fire Department requested replacement of 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 purchase of the new engine was approved for $487,000 and Engine 101 will be replaced in July of 2014. Engine 102, a 1991 Pierce, will be moved to reserve status. Additional funds were allocated from the Fire Levy Reserve fund line for this purchase. #999060.

#1251870 FEMA Grants, Earthquake Improvements – The seismic upgrade was completed in FY 2010-11.

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

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

FORM
LB-31

DETAILED REQUIREMENTS
FIRE DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	578,425	642,703	806,004	SUB-TOTAL BROUGHT FORWARD			841,331	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	16,931	21,562	30,000	1251820 Routine Equipment Replacement			30,000			4
5	10,271	25,077	169,000	1251825 Turn-outs and SCBA Reserve			204,000			5
6	5,974	5,970	6,000	1251840 Dive Rescue Equipment			6,000			6
7	13,439	5,390	79,000	1251855 Fire Apparatus and Equipment Reserve			104,000			7
8	154	-	-	1251870 FEMA Grant, Earthquake Improvements			-			8
9	11,370	107,080	250,000	1251885 Fire Grants			250,000			9
10	13,552	-	106,000	1251895 Radio and Computer Reserve			118,000			10
11	71,691	165,079	640,000	TOTAL CAPITAL OUTLAY			712,000	-	-	11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
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28										28
29										29
30										30
31										31
32										32
33	650,116	807,782	1,446,004	TOTAL FIRE REQUIREMENTS			1,553,331	-	-	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, this year, we are replacing the sand at Nick Shannon Park to woodchips for better fall protection and sanitation reasons.

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

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

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

#1261945 Schools – This line item covers employee training.

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

#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.

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

#1261975 Metro Local Share for Park Improvements – Money derived from "Nature in the Neighborhood" Metro bond measure approved by Portland area voters in November 2006. Decrease in the proposed appropriation due to completion of pathway on the city's property between Webster and Oatfield roads and from Dahl Beach to the McLoughlin bridge. Also funded replacement of a restroom in Cross Park and new restrooms in High Rocks Park. 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 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	7,875	7,909	7,949	1261900 Public Works Supervisor	0.1	41	7,989			2
3	54,132	55,680	55,958	1261905 Utility Worker, Journey	1	26U	56,251			3
4	16,079	34,035	25,000	1261915 Seasonal Help	0.4		26,250			4
5	672	1,320	1,000	1261920 Overtime			1,100			5
6	36,794	43,671	60,000	1261025 Payroll Costs			52,615			6
7	115,552	142,615	149,907	TOTAL PERSONAL SERVICES			144,205			7
8										8
9				MATERIALS AND SERVICES						9
10	54,636	37,628	34,912	1261930 Park Maintenance Supplies			34,912			10
11	3,498	53,641	20,000	1261932 Hazardous Tree Removal			22,000			11
12	4,996	10,045	8,000	1261935 Lights & Power			8,000			12
13	68,819	37,475	40,000	1261940 Equipment Operation & Maintenance			40,000			13
14	1,026	875	2,000	1261942 Spray Park Operation & Maintenance			2,000			14
15	-	-	1,500	1261945 Schools			1,500			15
16	5,303	491	3,000	1261950 Marine Board Assistance Program			3,000			16
17	12,134	14,152	12,600	1261955 Portable Restroom Rentals			13,800			17
18	1,119	1,040	1,700	1261960 Pow Wow Tree Maintenance Contract			1,700			18
19	151,531	155,347	123,712	TOTAL MATERIALS AND SERVICES			126,912			19
20										20
21				CAPITAL OUTLAY						21
22										22
23	372	-	-	1261965 Park Improvements inc. Spray Pool						23
24	9,577	14,330	89,900	1261970 Vehicles and Equipment			114,900			24
25	29,848	11,620	221,935	1261975 Metro Local Share for Park Improvements			221,935			25
26	39,797	25,950	311,835	TOTAL CAPITAL OUTLAY			336,835			26
27										27
28										28
29										29
30										30
31										31
32										32
33	**306,880**	**323,912**	**585,454**	**TOTAL PARKS REQUIREMENTS**	**1.5**		**607,952**	**-**	**-**	33

150-504-031 (Rev 12/09)

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

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

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

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

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

#1272065 Chautauqua Advertising in Gazette – Discontinued.

FORM
LB-31

DETAILED REQUIREMENTS
RECREATION DEPARTMENT
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	10,706	10,634	13,000	1272010 Playground Aides	0.11		13,000			2
3	13,094	2,291	8,000	1272015 Field Maintenance Crew	0.15		8,000			3
4	4,407	1,625	6,000	1271025 Payroll Costs			5,361			4
5	28,207	14,550	27,000	TOTAL PERSONAL SERVICES			26,361			5
6										6
7				MATERIALS AND SERVICES						7
8	1,369	1,199	2,000	1272040 Summer Programs			2,000			8
9	416	417	750	1272045 Special Events			750			9
10	6,159	-	6,000	1272048 Recreation Fields Maint. & Supplies			6,000			10
11	-	41,724	22,660	1272058 Community School Contract			23,000			11
12	-	-	3,500	1272060 Middle School Recreation Program			-			12
13	900	900	-	1272065 Chautauqua Advertising in Gazette			-			13
14	-	-	-	1272070 Reserve			-			14
15	8,844	44,240	34,910	TOTAL MATERIALS AND SERVICES			31,750			15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
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26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	37,051	58,790	61,910	TOTAL RECREATION REQUIREMENTS	0.26		58,111	-	-	33

150-504-031 (Rev 12/09)

#1282140 TRAM Expenses – Ride Connection and Social Services reimburse some expenses incurred for 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.

#1282155 Janitorial Services- The Senior Center has changed janitor services to the same company that the Police Department uses. Cost saving and customer service.

#1282195 Building Repair – One unit remaining is twenty years old but has been rebuilt in the past. The 12 year old unit has been doing fine. Lobby carpet is showing wear and needs replaced.

FORM
LB-31

DETAILED REQUIREMENTS
SENIOR CENTER
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	68,064	70,008	70,358	1282085 Senior Center Manager	1	34	70,708			2
3	24,419	24,837	25,240	1282095 TRAM Driver	0.7		25,980			3
4	8,151	11,554	18,466	1282100 Center Assistant	0.5		17,784			4
5	25,001	25,536	28,099	1282105 Nutrition Caterer	0.7		26,397			5
6	1,052	1,114	1,700	1281025 Career Recognition Pay			1,330			6
7	62,426	65,837	67,921	1281025 Payroll Costs			76,902			7
8	189,113	198,886	211,784	TOTAL PERSONAL SERVICES			219,101			8
9										9
10				MATERIALS AND SERVICES						10
11	5,792	3,512	6,000	1282120 Building Maintenance & Supplies			4,000			11
12	776	1,313	1,000	1282125 Office/Miscellaneous Supplies			1,000			12
13	1,672	1,573	2,000	1282130 Telephones			2,000			13
14	11,105	9,566	10,000	1282135 Other Utilities			9,000			14
15	3,364	3,863	4,500	1282140 TRAM Expenses			4,500			15
16	106	284	300	1282145 Mileage Reimbursement			300			16
17	160	-	400	1282150 Conference, Schools & Assn. Dues			400			17
18	9,414	9,159	9,000	1282155 Janitorial Services			6,000			18
19	2,274	2,435	2,500	1282165 Building Monitor for Rentals			2,500			19
20	3,787	-	2,000	1282170 Data Processing			2,000			20
21	4,981	5,169	6,000	1282175 Nutrition Program Supplies			6,000			21
22	43,431	36,874	43,700	TOTAL MATERIALS AND SERVICES			37,700			22
23										23
24				CAPITAL OUTLAY						24
25	-	22,390	157,195	1282180 Planton Estate			143,895			25
26	270	3,089	15,000	1282195 Building Repair			15,000			26
27	-	-	10,000	1282198 Miscellaneous Equipment			10,000			27
28	270	25,479	182,195	TOTAL CAPITAL OUTLAY			168,895			28
29										29
30										30
31										31
32										32
33	**232,814**	**261,239**	**437,679**	**TOTAL SENIOR CENTER REQUIREMENTS**	**2.9**		**425,696**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

#1292210 Interim Assistant Library Director – discontinued.

Reference Librarians – The new OLA Standards addresses the importance employing qualified librarians possessing Master of Library Science degrees from American Library Association accredited institutions or have equivalent training and education. In order to maintain the "Essential" standard, the library must provide sufficient trained staff to facilitate an advanced, professional level of public services to all ages in four of these areas: reference services, readers' advisory, community outreach, event programming, services on languages other than English, and technology support during all library service hours. Current staff employed prior to January of 2013 do not meet these qualifications.

#1292250 Building Maintenance and Supplies –. This increase reflects the needed repair to a neglected and aging building. Exterior lighting needs to be replaced and upgraded; exterior paneling needs to be replaced and painted; moldy carpet in the staff area, large print room, children's area, and non-fiction areas need replacement. Several of the carpeted areas are glued to asbestos tiles requiring asbestos abatement. Exposed asbestos tiles are cracked in the staff, circulation and public floor areas and need to be replaced, or covered, to adhere to the safety code. Flooring in the public area needs to be repaired, stripped, waxed and cleaned. Ceiling tiles in the children's area, non-fiction area and circulation area are soiled, sagging and also need to be replaced. This line item also includes cost for replacing worn furniture in the public areas. Shelving units in the staff work area, demolished when efflorescence and possible water leaks were discovered need to be replaced as storage space is at a minimum. Also included is the annual maintenance of four heating/cooling units.

#1292280 Janitorial – A professional cleaning company replaced a home cleaning company in November of 2013 due numerous complaints on the condition of the restrooms and the public floor areas. There has been a noticeable improvement in the appearance and cleanliness of the library using a professional cleaning company.

#1292285 Programming/Outreach – As libraries are becoming community centers in addition to providing free and easy access to books, electronic resources, and entertainment materials, library programming and outreach has played a vital role in building strong communities. Over the past six months with new MLS librarians, we have increased monthly programs from one weekly story hour to over fifteen programs per month that engage families, children, teens and adults. Program attendance had increased almost 500%. In addition, we have established partnerships with local area schools providing books talks to John Wetten, Kraxberger Middle and Gladstone High School.

#1292290 Data Processing and Shared resources with Libraries in Clackamas County (LINCC) - The increase in this line item is due several reasons. Each library is expected to share in the cost of a high-speed router. Gladstone's share is expected to be $5,000. The additional increase is to provide additional computers (laptops and tablets) for the public. Currently there are not enough computers to match the need. People are limited to 30 minutes when other are waiting. For those working on taxes or filling out job applications, this time limit has become very frustrating. This cost also includes the purchasing of databases, cultural passes, replacing older 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 programs that might not otherwise be available to our community. The Gladstone Public Library Foundation recognizes the importance of programming for the community and has increased their contribution to the library to support this cause.

FORM
LB-31

DETAILED REQUIREMENTS
LIBRARY
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	82,728	41,780	73,512	1292200 Library Director	1	42	74,253			1
3	48,198	-	-	1292210 Interim Assistant Library Director	0		-			2
4	45,753	47,831	47,191	1292215 Library Assistant II	1	17U	41,163			3
5	45,801	47,263	47,191	1292220 Library Assistant II	1	17U	39,231			4
6	48,010	48,820	47,191	1292225 Library Assistant II	1	17U	47,559			5
7	41,678	44,865	42,813	1292228 Library Assistant II	1	17U	47,559			6
8	41,656	42,786	44,936	1292230 Library Assistant II	1	17U	47,559			7
9	-	-	13,000	1292231 Library Assistant II	0.4		18,304			8
10	-	-	-	1292233 Library Assistant II - Circulation Clerk Sunday	0.48		18,386			9
11	-	-	-	1292234 Reference Librarian - Sunday	0.48		21,736			10
12	-	-	-	1292236 Reference Librarian - Sunday	0.48		21,736			11
13	5,827	4,798	7,088	1292232 Library Aide	0.38		7,123			12
14	58,893	72,923	38,000	1292235 On Call Library Assistant	1.1		20,000			13
15	2,697	2,774	2,774	1291024 Career Recognition Pay			2,400			14
16	162,457	131,968	196,489	1291025 Payroll Costs			173,259			15
17	583,698	485,808	560,185	TOTAL PERSONAL SERVICES			580,268			16
18										17
19				MATERIALS AND SERVICES						18
20	9,430	10,842	13,500	1292245 Utilities			13,500			19
21	3,011	8,235	18,000	1292250 Building Maintenance & Supplies			68,000			20
22	16,052	9,093	12,000	1292255 Office Supplies & Processing Materials			12,000			21
23	-	741	-	1292260 Telephones						22
24	8,990	7,262	8,850	1292265 Equipment Lease, Maintenance & Supplies			8,850			23
25	5,049	4,628	4,000	1292270 Subscriptions			4,000			24
26	1,695	639	2,000	1292275 Conference & Schools			2,000			25
27	8,470	14,850	10,000	1292280 Janitorial Service			13,000			26
28	3,121	2,527	2,000	1292285 Adult/Children's Programs			3,300			27
29	7,989	13,203	15,000	1292290 Data Processing and LINCC			27,000			28
30	2,120	186	2,749	1292295 Ready to Read Grant			2,678			29
31	3,120	3,431	4,700	1292296 Library Foundation Funded Programs			7,870			30
32	69,047	75,637	92,799	TOTAL MATERIALS AND SERVICES			162,198			31
33	652,745	561,445	652,984	**SUB-TOTAL LIBRARY REQUIREMENTS**	9.32		742,466	-		32

150-504-031 (Rev 12/09)

#1292340 Library Building Reserve – Funds in this line item will be used for higher cost maintenance repairs. Replacing the sidewalk in front of the library is an example of a repair using this fund. The sidewalk is a tripping hazard and does not allow easy access for the handicapped. The elevation of the parking lot is higher than the sidewalk causing water to drain towards the building and leak inside. To repair the parking lot and redo the sidewalks would entail and has an estimated cost of $50,000. Downspouts are also impacted by this repair as they tie into the sidewalks.

FORM
LB-31

DETAILED REQUIREMENTS
GENERAL ADMINISTRATION
GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	652,745	561,445	652,984	SUB-TOTAL BROUGHT FORWARD			742,466	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	42,138	48,184	50,000	1292305 Books			50,000			4
5	5,081	4,558	-	1292310 Book Replacement/Rebinding/AV Repairs			-			5
6	28,396	23,997	36,000	1292315 Non-Print Items			40,000			6
7	9,455	4,951	25,000	1292340 Library Building Reserve			50,000			7
8	85,070	81,690	111,000	TOTAL CAPITAL OUTLAY			140,000			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	737,815	643,135	763,984	TOTAL LIBRARY REQUIREMENTS			882,466	-	-	33

150-504-031 (Rev 12/09)

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.

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	897,405	918,453	1,018,091	General Administration			1,035,903	-	-	1
2	235,920	235,757	267,313	Municipal Court			261,764	-	-	2
3	1,656,163	1,758,169	2,101,660	Police Department			2,061,124	-	-	3
4	650,116	807,782	1,446,004	Fire Department			1,553,331	-	-	4
5	306,880	323,912	585,454	Parks Department			607,952	-	-	5
6	37,051	58,790	61,910	Recreation Department			58,111	-	-	6
7	232,814	261,239	437,679	Senior Center			425,696	-	-	7
8	737,815	643,135	763,984	Library			882,466	-	-	8
9	4,754,164	5,007,237	6,682,095	TOTAL GENERAL FUND DEPARTMENTS			6,886,347	-	-	9
10										10
11				CONTINGENCY						11
12	-	-	300,000	1992355 Contingency Funds			300,000			12
13	-	-	300,000	TOTAL CONTINGENCY			300,000	-	-	13
14										14
15	4,754,164	5,007,237	6,982,095	TOTAL GENERAL FUND DEPARTMENTS AND CONTINGENCY			7,186,347	-	-	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	4,754,164	5,007,237		Ending balance (prior years)						31
32			1,054,240	UNAPPROPRIATED ENDING FUND BALANCE			1,262,802	-	-	32
33			8,036,335	TOTAL GENERAL FUND REQUIREMENTS			8,449,149	-	-	33

150-504-031 (Rev 12/09)

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

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

#1042455 Library District Revenue - Beginning in fiscal year 2009-10, library revenue from the countywide library district was allocated based on population and the 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 2014-15			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	2,602,753	2,932,261	2,648,453	Available Cash On Hand	2,989,356			1
2	83,703	168,140	90,000	Previously Levied Taxes Estimated to be Received	90,000			2
3	23,046	30,041	23,000	Interest	28,000			3
4								4
5								5
6				OTHER RESOURCES				6
7	360	-	360	1042420 Gladstone Disposal Franchise Fees	360			7
8	264,981	256,798	255,477	1042425 Portland General Electric Franchise Fees	265,000			8
9	79,500	66,442	75,000	1042430 Northwest Natural Gas Franchise Fees	65,000			9
10	24,536	21,921	24,000	1042435 Qwest Communications Franchise Fees	20,000			10
11	145,318	147,582	125,000	1042440 Comcast Cable TV Franchise Fees	120,000			11
12	142,509	154,263	140,000	1042445 State-Shared Alcohol Tax Revenue	140,000			12
13	16,969	14,922	16,000	1042450 State-Shared Cigarette Tax Revenue	15,000			13
14	505,097	629,762	594,735	1042455 Library District Revenue	631,763			14
15	21,953	19,926	19,000	1042465 Business License Fees	19,000			15
16	1,235	848	1,200	1042475 Recreation Fees	1,200			16
17	2,571	2,831	2,500	1042480 Senior Center Building Rental Fees	2,000			17
18	96,097	19,822	14,000	1042485 Planning Application Fees	14,000			18
19	2,749	2,678	2,600	1042490 Ready to Read/State Aid to Library	2,600			19
20	730	800	550	1042505 Liquor License Renewal Fees	800			20
21	227,272	213,862	185,000	1042510 Court Fines & Forfeitures	190,000			21
22	27,743	26,441	-	1042520 Social Services Contract	27,000			22
23	-	-	-	1042540 Marine Board Maintenance Grant	5,000			23
24	2,925	3,725	2,700	1042565 Lien Search Fees	3,000			24
25	813	3,223	500	1042570 Senior Center Bequests	500			25
26	11,000	2,350	2,500	1042575 Sale of Surplus Equipment & Property	2,500			26
27	-	4,440	4,700	1042577 Library Foundation Funded Programs	~~4,400~~ 7870			27
28								28
29								29
30								30
31								31
32	4,283,860	4,723,078	4,227,275	SUB-TOTAL GENERAL FUND RESOURCES	4,636,479	-	-	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.

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

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

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

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

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

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

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

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

FORM
LB-20

RESOURCES
GENERAL FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	4,283,860	4,723,078	4,227,275	SUB-TOTAL BROUGHT FORWARD	4,636,479	-	-	1
2								2
3				OTHER RESOURCES				3
4	-	15,000	15,000	1042580 Urban Renewal Staff Reimbursement	15,000			4
5	1,275	2,618	2,000	1042585 Lost Book Revenue	1,500			5
6	22,982	18,814	20,000	1042595 All Other Library Receipts	20,000			6
7	40,321	54,828	36,000	1042600 All Other General Fund Receipts	36,000			7
8	5,767	1,420	1,500	1042635 Police Grants	1,500			8
9	3,765	6,716	4,800	1042640 First Responders Supplies Reimbursement	6,000			9
10	10,115	105,990	250,000	1042647 Fire Grants	250,000			10
11	-	1,747	1,000	10426471 Fire Training Reimbursement	500			11
12	5,974	4,763	5,000	1042650 Tram Donations	5,000			12
13	25,156	27,914	25,000	1042655 Meal Donations and Medicaid Assistance	25,000			13
14	121,629	-	221,935	1042660 Metro Local Share for Park Improvements	221,935			14
15								15
16								16
17								17
18								18
19								19
20				TRANSFERS				20
21	12,166	12,543	12,919	1042665 Transfer from Police Levy	13,306			21
22	5,114	5,272	5,430	1042670 Transfer from Fire Levy	5,592			22
23	23,270	23,991	24,711	1042673 Transfer from Storm & Sanitary Sewer Fun	25,452			23
24	-	13,286	13,685	1042674 Transfer from Water Fund	14,095			24
25	53,696	55,360	57,021	1042676 Transfer from Street Fund	58,731			25
26								26
27								27
28								28
29	4,615,090	5,073,340	4,923,276	Total resources, except taxes to be levied	5,336,090			29
30			3,113,059	Taxes estimated to be received	3,113,059			30
31	3,175,059	3,126,284		Taxes collected in year levied				31
32	7,790,149	8,199,624	8,036,335	TOTAL GENERAL FUND RESOURCES	8,449,149	-	-	32

STORM AND SANITARY SEWER FUND

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

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

#333030 Sewer System Maintenance & Repair – Public Works is addressing root intrusion and fractured sewer mains with a more pro-active approach to mitigate potential sewer problems. City staff is repairing more sewer and storm mains on an ongoing basis. The last two years there have been major improvement that have been completed in house.

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

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

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

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

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

#333077 Storm/Sanitary Master Plan – the renewal of the MS4 storm water permit places new requirements on the city and requires a master plan to be developed. The Stormwater master plan is expected to be complete in August of 2014. A sanitary sewer master plan will commence this fiscal year.

FORM
LB-31

DETAILED REQUIREMENTS

STORM &SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	27,560	27,682	27,821	333003 Public Works Supervisor	0.35	41	27,960			1
3	26,254	27,079	27,979	333007 Utility Worker, Journey/Maint. Tech.	0.5	26U	28,142			2
4	54,132	55,680	55,958	333010 Utility Worker	1	26U	59,096			3
5	40,060	41,724	36,918	333012 Account Clerk	0.~~61~~ 4	22U	21,448			4
6	240	177	1,500	333015 Overtime			1,500			5
7	4,130	4,297	3,370	331024 Career Rocognition Pay			3,820			6
8	70,765	71,820	89,620	331025 Payroll Costs			86,181			7
9	223,141	228,459	243,166	TOTAL PERSONAL SERVICES			228,147			8
10										9
11				MATERIALS AND SERVICES						10
12	414	367	1,155	333025 Electric Power			1,212			11
13	78,607	27,166	51,750	333030 Sewer System Maintenance & Repair			56,925			12
14	11,202	6,060	20,000	333035 Connection Turnovers			20,000			13
15	313,987	361,148	342,764	333040 Oak Lodge Sanitary District Contract			~~366,757~~ 444137			14
16	645,610	745,464	845,914	333050 Tri-City Service District Contract			936,547			15
17	743	1,913	3,000	333055 Schools & Training			3,000			16
18	27,811	11,664	36,300	333060 Engineering Services			39,600			17
19	35	3,334	8,085	333065 Equipment Repair			9,700			18
20	8,860	6,729	11,550	333070 Pump Station Maintenance Contract			11,550			19
21	14,372	25,965	63,000	333075 Storm Water Consulting Services			63,000			20
22	-	60,610	180,000	333077 Storm/Sanitary Master Plan			180,000			21
23	1,101,641	1,250,420	1,563,518	TOTAL MATERIALS AND SERVICES			1,688,291			22
24										23
25										24
26										25
27										26
28										27
29										28
30										29
31										30
32										31
33	1,324,782	1,478,879	1,806,684	SUB-TOTAL STORM & SEWER REQUIREMENTS	1.89		1,916,438	-	-	32
										33

150-504-031 (Rev 12/09)

STORM AND SANITARY SEWER FUND

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

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

#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, 2013.

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

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

FORM
LB-31

DETAILED REQUIREMENTS

STORM &SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	1,324,782	1,478,879	1,806,684	SUB-TOTAL BROUGHT FORWARD			1,916,438	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	48,038	119,628	542,475	333080 Storm/Sanitary System Improvements			618,730			4
5	5,965	32,095	150,000	333082 Equipment Replacement Reserve			175,000			5
6	-	-	142,572	333084 Reserve from SDC's			143,922			6
7	-	-	7,500	333087 Riparian Restoration			7,500			7
8	54,003	151,723	842,547	TOTAL CAPITAL OUTLAY			945,152			8
9										9
10				TRANSFERS & CONTINGENCY						10
11	23,270	23,991	24,711	333088 Inter-fund Transfer to General Fund			25,452			11
12										12
13	23,270	23,991	24,711	TOTAL TRANSFERS & CONTINGENCY			25,452	-	-	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	1,402,055	1,654,593		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE						32
33			2,673,942	TOTAL STORM & SEWER REQUIREMENTS			2,887,042	-	-	33

150-504-031 (Rev 12/09)

STORM AND SANITARY SEWER FUND RESOURCES

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

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

FORM
LB-20

RESOURCES
STORM & SANITARY SEWER FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	940,255	913,745	920,364	Available Cash On Hand	1,053,681			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	11,202	6,160	4,000	3043220 Connection Fees	4,000			6
7	390,083	409,445	421,977	3043225 Receipts - Oak Lodge Sanitary District	434,522			7
8	1,061,843	1,174,695	1,296,501	3043235 Receipts - Tri-City Service District	1,393,739			8
9	2,296	1,350	500	3043245 Sewer SDC's	500			9
10	2,420	3,100	600	3043255 Inspection & All Other Receipts	600			10
11								11
12				TRANSFERS				12
13	-	-	30,000	3043265 Transfer In from Water Fund	-			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	2,408,099	2,508,495	2,673,942	Total resources, except taxes to be levied	2,887,042	-	-	29
30				Taxes estimated to be received				30
31	-	-		Taxes collected in year levied				31
32	2,408,099	2,508,495	2,673,942	TOTAL STORM&SEWER RESOURCES	2,887,042	-	-	32

WATER FUND

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

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

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

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

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

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

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

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

#444095 Engineering Services – This line item provides funds to conduct a state required master plan for the Water Department. Completion expected in August of 2014. Engineering for water projects will also be covered.

FORM
LB-31

DETAILED REQUIREMENTS

WATER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	23,623	23,728	23,846	444003 Public Works Supervisor	0.3	41	23,966			2
3	27,878	28,749	27,979	444007 Utility Worker, Journey/Maintenance	0.5	26U	28,142			3
4	53,920	55,680	55,958	444010 Utility Worker, Journey	1	26U	56,284			4
5	54,132	55,680	55,958	444015 Utility Worker, Journey	1	22U	56,284			5
6	-	-	-	444012 Account Clerk	0.4	22U	21,448			6
7	484	12,734	4,000	444025 Overtime			8,000			7
8	541	557	1,392	441024 Career Rocognition Pay			2,506			8
9	78,928	84,687	130,068	441025 Payroll Costs			112,047			9
10	239,506	261,815	299,201	TOTAL PERSONAL SERVICES			308,677			10
11										11
12				MATERIALS AND SERVICES						12
13	11,265	11,122	12,000	444030 Water Bills & Postage			12,000			13
14	138	1,383	1,500	444035 Office Supplies, Copies			1,605			14
15	-	208	1,000	444040 Office Equipment Maintenance			1,000			15
16	4,527	3,551	10,000	444042 Data Processing			10,000			16
17	2,704	1,603	5,500	444045 Memberships, Publications & Schools			5,500			17
18	11,852	30,078	27,000	444050 Oak Lodge Water Purchases			30,000			18
19	214,352	201,609	267,800	444055 NCCWC Water Purchases			300,000			19
20	8,414	14,378	20,000	444060 Electric Power & Lease Lines			20,000			20
21	51,688	109,037	115,000	444065 Water System Maintenance			126,500			21
22	18,286	9,434	35,600	444070 Equipment Operation & Maintenance			39,160			22
23	1,266	1,605	3,000	444075 Refunds & Collection Services			3,000			23
24	5,942	6,248	7,000	444078 Portland Regional Consortium Dues			7,000			24
25	36,401	16,692	30,000	444080 Laboratory Water Tests			30,000			25
26	8,807	5,182	9,000	444085 Uniforms & Safety Equipment			9,000			26
27	11,767	11,784	15,000	444090 Meter Reading Contract			15,000			27
28	720	64,938	100,000	444095 Engineering Services			100,000			28
29	388,129	488,852	659,400	TOTAL MATERIALS AND SERVICES			709,765			29
30										30
31										31
32										32
33	627,635	750,667	958,601	SUB-TOTAL WATER REQUIREMENTS	3.2		1,018,442	-	-	33

150-504-031 (Rev 12/09)

WATER FUND

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

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

#444152 Reserve from System Development Charges - This line item is to help ensure proper accounting by keeping SDC revenue separate from other revenues and spent only for water capacity improvements listed in the city's Capital Improvement Plan. The amount proposed is based on records kept by the city's auditor as of June 30, 2013. 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. The amount is currently inadequate to achieve the Budget Committee's recent goal of eventually replacing about one-half the water distribution piping which is about forty years old and beginning to fail.

#444227 and #444229 Bonded Debt Service Principal and Interest 2005 - for the $2.5 million in water treatment facility equity ownership as described on the previous page. The annual debt service payment for 2014-15 will be $189,290.

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

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

FORM
LB-31

DETAILED REQUIREMENTS

WATER FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	627,635	750,667	958,601	SUB-TOTAL BROUGHT FORWARD			1,018,442	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	5,853	3,330	15,000	444140 Fire Hydrant Replacements			15,000			4
5	19,910	9,730	16,800	444145 Meter Replacements/Backflow			19,320			5
6	7,015	37,648	99,000	444150 Equipment Replacement Reserve			124,000			6
7	-	-	128,875	444152 Reserve from SDC's			138,754			7
8	8,560	45,221	313,331	444155 Water System Improvements			434,540			8
9	41,338	95,929	573,006	TOTAL CAPITAL OUTLAY			731,614			9
10										10
11				DEBT SERVICE						11
12	115,000	120,000	120,000	444227 2005 Bonded Debt Service Principal			120,000			12
13	80,504	76,191	73,941	444229 2005 Bonded Debt Service Interest			69,290			13
14	195,504	196,191	193,941	TOTAL DEBT SERVICE			189,290			14
15										15
16				TRANSFERS						16
17	-	13,286	13,685	444235 Inter-fund Transfer to General Fund			14,095			17
18	-	-	30,000	444237 Inter-fund Loan Repayment to Sewer Fund			-			18
19	-	-	99,396	444240 Inter-fund Loan Repayment to State Rev. Share			-			19
20	-	13,286	143,081	TOTAL TRANSFERS			14,095			20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	864,477	1,056,073		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			-			32
33			1,868,629	TOTAL WATER REQUIREMENTS			1,953,441	-	-	33

150-504-031 (Rev 12/09)

WATER FUND RESOURCES

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

#4044310 Water Service Revenue – 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 2014-15			
	Actual							
	Second Preceding Year 2011-12	First Preceding Year 2012-13	Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	717,915	751,857	730,129	Available Cash On Hand	780,921			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	1,038,492	1,098,137	1,134,000	4044310 Water Service Revenue	1,168,020			6
7	5,344	2,520	2,500	4044315 Water Service Connections	2,500			7
8	16,827	9,879	1,500	4044320 Water SDC's	1,500			8
9	2,497	2,753	500	4044325 All Other Water Fund Resources	500			9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	1,781,075	1,865,146	1,868,629	Total resources, except taxes to be levied	1,953,441	-	-	29
30			-	Taxes estimated to be received	-	-	-	30
31	-	-		Taxes collected in year levied				31
32	1,781,075	1,865,146	1,868,629	TOTAL WATER RESOURCES	1,953,441	-	-	32

STREET FUND

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

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

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

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

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

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

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

#555090 Engineering Services - 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 due to past neglect. Needed building improvements include insulation, upgrades in telephone system, painting, lighting and shelving. The storage yard needs proper drainage and paving to reduce mud and dust, and to mitigate impact on the surrounding neighborhood. The more money spent on these improvements and through other line items means less money for street maintenance since the Street Fund is almost entirely supported by a fixed amount of gas tax revenue.

#555185 Fuel Tank Maintenance- change to 555185 Vehicle Fueling – The City removed the underground fuel tanks located at the public works shop. This line item would be used to purchase fuel for the fleet at public works. Right now we are averaging $1,000.00 to $1,200.00 per month with vehicle fueling with pacific Pride.

FORM
LB-31

DETAILED REQUIREMENTS

ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	19,686	19,773	19,872	555015 Public Works Supervisor	0.25	41	19,972			1
3	61,247	58,695	58,742	555020 Utility Worker, Journey	1	26U	56,283			2
4	36,536	26,086	30,000	555023 Seasonal Help			30,000			3
5	1,444	2,885	5,000	555025 Overtime			5,000			4
6	1,624	1,670	1,670	555024 Career Recognition			1,688			5
7	54,079	54,007	60,719	551025 Payroll Costs			58,138			6
8	174,616	163,116	176,003	TOTAL PERSONAL SERVICES			171,081			7
9										8
10				MATERIALS AND SERVICES						9
11	10,702	12,488	22,500	555040 Equipment Operation			24,750			10
12	14,472	21,980	20,000	555045 Equipment Repairs			22,000			11
13	8,189	5,092	7,000	555050 Equipment Rental			7,000			12
14	17,246	8,212	18,000	555055 Street Maintenance Supplies			18,000			13
15	87,507	74,845	75,000	555060 Street Light Power & Maintenance			75,000			14
16	29,280	30,005	25,000	555070 Shop Supplies & Utilities			28,750			15
17	1,227	-	1,575	555075 Conference & Travel			1,575			16
18	31,688	17,013	17,500	555080 Traffic Signal Maintenance			19,250			17
19	3,248	8,836	10,000	555085 Street Sign Maintenance			11,000			18
20	26,276	19,026	20,000	555090 Engineering Services			23,000			19
21	-	4,233	16,000	555092 Building and Facilities Improvements			16,000			20
22	229,835	201,730	232,575	TOTAL MATERIALS AND SERVICES			246,325			21
23										22
24										23
25										24
26										25
27										26
28										27
29										28
30										29
31										30
32										31
										32
33	**404,451**	**364,846**	**408,578**	**SUB-TOTAL ROAD & STREET REQUIREMENTS**	**1.25**		**417,406**	**-**	**-**	33

150-504-031 (Rev 12/09)

STREET FUND

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

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

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

#555189 Reserve from Transportation SDC's - The amount of restricted funds in this line item is based on records kept by the city's auditor as of June 30, 2013.

FORM
LB-31

DETAILED REQUIREMENTS

ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*				
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	404,451	364,846	408,578	SUB-TOTAL BROUGHT FORWARD			417,406	-	-	1
2										2
3				CAPITAL OUTLAY						3
4	8,175	18,627	25,913	555135 Bikeway and Sidewalk Improvements			25,913			4
5	-	-	10,000	555145 New Street Lights			10,000			5
6	80,896	74,964	326,055	555150 Street Maintanance			406,662			6
7	4,794	32,295	104,000	555170 Equipment Replacement Reserve			129,000			7
8	1,165	2,260	14,000	555185 Vehicle Fueling			14,000			8
9	-	-	112,591	555189 Reserve from Transportation SDC's			116,426			9
10	95,030	128,146	592,559	TOTAL CAPITAL OUTLAY			702,001			10
11										11
12				TRANSFERS						12
13	53,696	55,360	57,021	555193 Interfund Transfer to General Fund			58,731			13
14	53,696	55,360	57,021	TOTAL TRANSFERS			58,731			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	553,177	548,352		Ending balance (prior years)						31
32			-	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-	32
33			1,058,158	TOTAL ROAD & STREET REQUIREMENTS			1,178,138	-	-	33

150-504-031 (Rev 12/09)

STREET FUND RESOURCES

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

#5045215 State Highway Taxes - The Oregon Constitution, Section 3a states in part that revenue from state highway tax ". . . shall be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets, and roadside rest areas . . ." (including storm drains and other related improvements in the public right-of-way).

#5045220 Bikeway Funds - 1% of the State Highway Taxes is set aside for bikeway improvements.

#5045227 Transportation System Development Charges - Similar to SDC line items in the Water and Sewer funds, these restricted funds help pay for road capacity improvements as listed in an adopted SDC methodology, which allows annual adjustment about equal to the consumer price index. Revenue from transportation SDC is spent on eligible projects that cannot be funded by urban renewal.

FORM
LB-20

RESOURCES
ROAD & STREET FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	381,011	486,743	467,458	Available Cash On Hand	552,638			1
2								2
3								3
4								4
5				OTHER RESOURCES				5
6	620,974	627,857	580,000	5045215 State Highway Taxes	620,000			6
7	5,200	-	5,200	5045220 Bikeway Funds	-			7
8	36,154	8,123	5,000	5045227 Transportation SDC's	5,000			8
9	2,668	9,860	500	5045230 All Other Street Fund Resources	500			9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	1,046,007	1,132,583	1,058,158	Total resources, except taxes to be levied	1,178,138	-	-	29
30			-	Taxes estimated to be received				30
31				Taxes collected in year levied				31
32	1,046,007	1,132,583	1,058,158	TOTAL ROAD & STREET RESOURCES	1,178,138	-	-	32

9-1-1 EXCISE TAX FUNDS

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

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
911 EXCISE TAX FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2013-14	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
				RESOURCES				
1	13,403	1,654	-	Cash on hand	-	-	-	1
2	141	200	-	Interest	-	-	-	2
3								3
4								4
5				OTHER RESOURCES				5
6	56,580	28,051	-	7047010 9-1-1 Excise Taxes	-	-	-	6
7								7
8								8
9	70,124	29,905	-	Total Resources, except taxes to be levied	-	-	-	9
10			-	Taxes estimated to be received				10
11				Taxes collected in year levied				11
12	**70,124**	**29,905**	**-**	**TOTAL 911 E. TAX RESOURCES**	**-**	**-**	**-**	12
				REQUIREMENTS				
1				MATERIALS AND SERVICES				1
2	54,332	40,000	-	777055 C-COM Dispatch Service	-	-	-	2
3	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	54,332	40,000		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE				16
17	**54,332**	**40,000**	**-**	**TOTAL 911 E. TAX REQUIREMENTS**	**-**	**-**	**-**	17

STATE REVENUE SHARING FUND

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

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

#10109041 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				Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
				RESOURCES				
1	618,728	706,103	710,728	Cash on hand	795,278			1
2	-	-	-	Previously levied taxes estimated to be received				2
3	2,885	3,372	2,800	Interest	3,000			3
4								4
5				OTHER RESOURCES				5
6	94,375	101,300	92,000	10049910 State Revenue Sharing Allotments	95,000			6
7				TRANSFERS				7
8	-	-	99,396	10049915 Water Fund Loan Repayment	-			8
9	715,988	810,775	904,924	Total Resources, except taxes to be levied	893,278			9
10			-	Taxes estimated to be received				10
11	-	-		Taxes collected in year levied				11
12	**715,988**	**810,775**	**904,924**	**TOTAL ST. REVENUE RESOURCES**	**893,278**	-	-	12
				REQUIREMENTS				
1				CAPITAL OUTLAY				1
2	-	9,798	50,000	010109040 Capital Outlay	50,000			2
3	2,213	7,499	704,924	010109041 City Hall PD Building Improvements	843,278			3
4	2,213	17,297	754,924	TOTAL CAPITAL OUTLAY	893,278			4
5								5
6				TRANSFER OUT				6
7	-	-	150,000	010109045 Transfer to EMS/Fire Levy	-			7
8	-	-	-	TOTAL TRANSFER OUT	-			8
9								9
10								10
11								11
12								12
13								13
14								14
15	2,213	17,297		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE				16
17			**754,924**	**TOTAL ST. REVENUE REQUIREMENTS**	**893,278**	-	-	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 – This program has been dismantled.

#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 ($86,300) Fire Department General Fund and ($119,000) Police Levy.

FORM
LB-31

DETAILED REQUIREMENTS

POLICE LEVY FUND

CITY OF GLADSTONE

	Historical Data						Budget for Next Year 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						
2	73,377	65,428	62,543	888005 School Resource Officer - Graves	1	29PA	66,050			1
3	50,485	35,861	53,796	888010 Police Officer - Vacant	1	29PA	51,629			2
4	53,172	57,613	56,742	888015 Police Officer - Hutchinson	1	29PA	59,866			3
5	-	12,364	-	881435 Police Officer	0	29PA	-			4
6	47,145	48,510	24,259	888025 Municipal Ordinance Specialist - Boyle	0.5	18PA	24,380			5
7	48,409	50,974	50,037	888027 Executive Assistant - Atkin	1	24	52,799			6
8	-	-	1,000	888028 On Call Police Records Clerk			1,000			7
9	9,504	10,781	20,000	888030 Overtime			20,000			8
10	4,844	5,813	4,982	888032 Proficiency Pay			-			9
11	440	271	5,500	888035 Holiday Pay			2,000			10
12	1,859	2,040	1,557	888052 Career Recognition Pay			597			11
13	134,247	135,917	146,879	881025 Payroll Costs			154,413			12
14	423,482	425,572	427,295	TOTAL PERSONAL SERVICES			432,734			13
15				MATERIALS AND SERVICES						14
16	250	500	1,000	888050 Uniform Allowances, Shoes			1,000			15
17	-	-	2,000	888055 Equipment			2,000			16
18	-	-	1,000	888058 SRO Expenses			1,000			17
19	68,000	112,525	112,930	8881648 C-COM Dispatch Service			119,000			18
20	16,998	1,278	3,000	888059 K-9 Expenses			-			19
21	85,248	114,303	119,930	TOTAL MATERIALS AND SERVICES			123,000			20
22				CAPITAL OUTLAY						21
23	25,000	4,575	25,000	888065 Vehicles			25,000			22
24	888	4,995	5,000	888067 Miscellaneous Equipment			5,000			23
25	246	7,013	-	888068 Police Station Improvements			-			24
26	108,144	-	100,000	888060 Capital Equipment Reserve			100,000			25
27	134,278	16,583	130,000	TOTAL CAPITAL OUTLAY			130,000			26
28				TRANSFERS						27
29	12,166	12,543	12,919	888057 Transfer to General Fund, Administrative Costs			13,306			28
30	12,166	12,543	12,919	TOTAL TRANSFERS			13,306			29
31	655,174	569,001		Ending balance (prior years)						30
32			150,437	UNAPPROPRIATED ENDING FUND BALANCE			222,960			31
33	655,174	569,001	840,581	TOTAL POLICE LEVY REQUIREMENTS	4.5		922,000	-	-	32
										33

150-504-031 (Rev 12/09)

POLICE LEVY FUND - RESOURCES

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

FORM
LB-20

RESOURCES
POLICE LEVY FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	402,838	336,634	358,612	Available Cash On Hand	399,546			1
2	12,494	25,260	15,000	Previously Levied Taxes Estimated to be Received	15,000			2
3	2,468	2,346	2,500	Interest	2,500			3
4								4
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26								26
27								27
28								28
29	417,800	364,240	376,112	Total resources, except taxes to be levied	417,046	-	-	29
30			490,247	Taxes estimated to be received	504,954			30
31	473,936	470,052		Taxes collected in year levied				31
32	891,736	834,292	866,359	TOTAL POLICE LEVY RESOURCES	922,000	-	-	32

FIRE/MEDICAL SERVICES LEVY FUND

FIRE/EMERGENCY SERVICES LEVY – In 2012, voters approved a continuation of the levy at 31 cents per $1,000 assessed value through 2018-19. The Fire/Medical Services Levy is expected to have an actual cash balance of $194,000 on July 1, 2014.

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

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

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

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

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

#999090 Training Facility – This line is to cover the purchase of and maintain existing training and live fire training props. Also planned is the development and fencing of a 100'x 100' area 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 2014-15			
	Actual		Adopted Budget	REQUIREMENTS DESCRIPTION	Number of Employees					
	Second Preceding Year 2011-12	First Preceding 2012-13	This Year 2013-14			Range*	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				PERSONNEL SERVICES						1
2	63,264	65,080	65,389	999005 Fire Coordinator	1	31	65,715			2
3	16,204	10,875	22,000	999015 Seasonal Help			22,000			3
4	34,807	34,450	43,775	999030 Payroll Costs			45,382			4
5	114,275	110,405	131,164	TOTAL PERSONAL SERVICES			133,097			5
6										6
7				MATERIALS AND SERVICES						7
8	1,661	-	10,000	999050 Miscellaneous Supplies			10,000			8
9	5,049	5,084	10,000	999052 Testing-Hose Pump Ladders			10,000			9
10	63,166	-	-	999054 Share of C-com			-			10
11	69,876	5,084	20,000	TOTAL MATERIALS AND SERVICES			20,000			11
12										12
13				CAPITAL OUTLAY						13
14	29,167	1,500	550,000	999060 Fire Apparatus			113,000			14
15	-	-	-	999065 Thermal Imaging Cameras			-			15
16	-	-	4,000	999080 Defibrillator/Holmatro Unit			14,000			16
17	4,566	7	100,000	999090 Training Facility			110,000			17
18	33,733	1,507	654,000	TOTAL CAPITAL OUTLAY			237,000			18
19										19
20				TRANSFERS						20
21	5,114	5,272	5,430	999070 Transfer to General Fund, Administrative Costs			5,592			21
22	5,114	5,272	5,430	TOTAL TRANSFERS			5,592			22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31	222,998	122,268		Ending balance (prior years)						31
32			119,442	UNAPPROPRIATED ENDING FUND BALANCE			58,586			32
33	**222,998**	**122,268**	**930,036**	**TOTAL FIRE/EMS LEVY REQUIREMENTS**			**454,275**	**-**	**-**	**33**

150-504-031 (Rev 12/09)

FIRE/MEDICAL SERVICES/RESOURCES

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

FORM
LB-20

RESOURCES
FIRE/EMS LEVY FUND

CITY OF GLADSTONE

	Historical Data				Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-14	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
1	446,141	563,108	543,551	Available Cash On Hand	210,966			1
2	5,880	12,088	7,000	Previously Levied Taxes Estimated to be Received	7,000			2
3	2,294	3,021	2,000	Interest	2,000			3
4								4
5	-	-	150,000	999080 Transfer In State Revenue Sharing	-			5
6								6
7								7
8								8
9								9
10								10
11								11
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20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	454,315	578,217	702,551	Total resources, except taxes to be levied	219,966	-	-	29
30			227,485	Taxes estimated to be received	234,309			30
31	223,029	225,426		Taxes collected in year levied				31
32	**677,344**	**803,643**	**930,036**	**TOTAL FIRE/EMS LEVY RESOURCES**	**454,275**	**-**	**-**	**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			DESCRIPTION	Budget for Next Year 2014-15			
	Actual		Adopted Budget	RESOURCES AND REQUIREMENTS				
	Second Preceding Year 2011-12	First Preceding Year 2012-13	This Year 2013-14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1	2,029,338	536,245	-	Cash on hand	-	-	-	1
2	12,183	10,277	-	Interest	-	-	-	2
3				OTHER RESOURCES				3
4	-	-	-	60460150 Proceeds from Urban Renewal Fund	-	-	-	4
5	-	-	-	60460175 Clackamas County Library Contribution	-	-	-	5
6	550	-	-	60460200 Other Revenue	-	-	-	6
7								7
8								8
9	2,042,071	546,522	-	Total Resources, except taxes to be levied	-	-	-	9
10			-	Taxes estimated to be received	-	-	-	10
11				Taxes collected in year levied				11
12	**2,042,071**	**546,522**	-	TOTAL LIBRARY CAP. RESOURCES	-	-	-	12
				REQUIREMENTS				
1				CAPITAL OUTLAY				1
2	377,818	3,370	-	6066342 New Library/Architect	-	-	-	2
3	85,228	1,500,000	-	6066343 New Library/Construction Project Manager	-	-	-	3
4	3,931	-	-	6066344 New Library/Financial Advisor	-	-	-	4
5	-	-	-	6066345 New Library/Construction	-	-	-	5
6	-	-	-	6066347 New Library/Furniture Fixtures & Equipment	-	-	-	6
7	3,098	-	-	6066349 New Library/Miscellaneous	-	-	-	7
8	-	-	-	6066351 Riemburse Urban Renewal Fund	-	-	-	8
9	470,075	1,503,370	-	TOTAL CAPITAL OUTLAY	-	-	-	9
10								10
11								11
12								12
13								13
14								14
15	470,075	1,503,370		Ending balance (prior years)				15
16			-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	16
17			-	TOTAL LIBRARY CAP. REQUIREMENTS	-	-	-	17

General Fund	8,449,149	7,506,759	942,390
Storm/Sewer	2,887,042	2,440,103	446,939
Water	1,953,441	1,674,663	278,778
Street	1,178,138	843,752	334,386
911	-	40,000	(40,000)
St Rev	893,278	809,218	84,060
PD Levy	922,000	938,797	(16,797)
Fire Levy	454,275	668,804	(214,529)
Library Cap	-	9,508,000	(9,508,000)
total	16,737,323	24,430,095	(7,692,772)
			-
			-
Total 911 lib	16,737,323	14,882,095	1,855,228

Payroll Benefits
2014-15

Fund	Department	Retirement	FICA Medicare	CIS WORKERS COMP	Disability	Unemployment	Life Insurance	Tri-Met Tax	Medical Insurance	Total Benefits	Additional	Total Ben/Add
General	Administration	51,479.59	23,792.69	783.14	1,127.40	2,177.11	109.44	2,250.82	57,555.60	139,275.79	20,000.00	159,275.79
General	Court	15,330.28	6,301.81	103.71	403.32	576.64	54.72	596.16	12,423.12	35,789.76	10,000.00	45,789.76
General	Police	172,182.66	75,429.03	32,854.52	4,160.04	6,921.14	410.40	7,155.47	247,628.88	546,742.14	100,000.00	646,742.14
General	Fire	14,866.68	28,585.81	12,028.83	580.80	2,615.70	54.72	2,704.26	12,423.12	73,859.92	15,000.00	88,859.92
General	Parks	11,854.34	6,922.46	3,814.38	833.28	633.43	82.08	654.87	17,819.53	42,614.37	10,000.00	52,614.37
General	Recreation	-	2,218.50	1,131.73	542.88	203.00	54.72	209.87	-	4,360.70	1,000.00	5,360.70
General	Senior Center	24,307.55	12,192.67	3,554.20	603.48	1,103.11	109.44	1,153.44	28,878.24	71,902.13	5,000.00	76,902.13
General	Library	50,845.24	30,852.46	1,015.51	1,978.92	2,823.10	218.88	2,918.66	62,606.28	153,259.07	20,000.00	173,259.07
Storm/Sewer		27,333.24	12,109.97	7,467.07	1,053.96	1,108.10	109.44	1,145.62	25,853.88	76,181.28	10,000.00	86,181.28
Water		36,643.66	15,916.51	7,396.27	1,315.68	1,456.41	136.80	1,505.72	37,676.38	102,047.43	10,000.00	112,047.43
Street		14,253.40	6,091.67	3,257.39	1,150.56	557.41	109.44	576.28	22,142.49	48,138.64	10,000.00	58,138.64
Police Levy		60,561.63	14,925.21	4,173.06	1,046.28	1,365.71	109.44	1,411.94	60,820.20	144,413.47	10,000.00	154,413.47
Fire Levy		12,229.55	5,027.19	2,115.43	580.80	460.00	54.72	475.58	14,439.12	35,382.39	10,000.00	45,382.39
Totals		491,887.82	240,365.98	79,695.24	15,377.40	22,000.86	1,614.24	22,758.71	600,266.84	1,473,967.09	231,000.00	1,704,967.09