

**City of Gladstone
2017-2019 Biennium
July 1, 2017 – June 30, 2019
Adopted Budget**



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2017-19 City of Gladstone Budget Message

Greetings:

As City Administrator and Budget Officer for the City of Gladstone, it is my pleasure to present the Fiscal Year (FY) 2017-19 proposed biennial budget. As you review the proposed budget you will realize that the city council has recently adopted the biennial budgeting format.

The proposed budget is balanced and submitted to you as required by Chapter 294 of the Oregon Revised Statutes. As an important reminder to citizens reviewing this budget that state law provides for three levels of review and scrutiny of the budget.

1. Gladstone City Administrator (in collaboration with department heads)
2. Gladstone Budget Committee
3. Gladstone City Council.

At any step in the process of review, the reviewing authority can alter the proposed budget. We have proposed a fiscally responsible budget with the goal of maintaining current levels of service delivery.

The 2017-19 proposed budget includes all 10 funds of the city. We have also provided a summary of modifications and highlights for each of the departmental budgets. As our department heads have become more familiar with the operations they manage, modifications have been made to more accurately reflect the direction of the various city operations.

The strategic planning process will continue to provide us the guidance needed to establish priorities in the budgeting process. The plan will also serve as a “report card” to our citizens, allowing us to measure progress against our goals.

Attachment 1, on page 4 is the recently adopted 2017-2021 Strategic Plan along with attachment 2, beginning on page 8, which was completed by the City Department Head Team regarding progress on the previous 2016-2020 Strategic Plan goals on 1-5 rating scale.

Gladstone is a community that has very little opportunity to expand from a development perspective. Therefore, growth in the tax base with increased general fund revenues is limited. With limited general fund operating revenue growth remaining the city is still impacted by increasing PERS, employee health care plans and related personnel costs.

Since the budget committee met last April, the citizens, city council, city staff have been hard at work; attachment 3, beginning on page 12 provides a summary of that activity. We have made great progress but there remains more work to be done.

Because we are a service organization, it is important to recognize who our customers are. Attachment 4, on page 14, is a summary of Gladstone's business and demographic statistics reflecting the economic and social challenges of the community.

On October 18, 2016 the City Council and Department Head Team with the assistance of facilitator LB Day hosted a Town Hall meeting. The format we utilized gave us the opportunity to present important updates regarding the challenges the city is facing. At the same time, we received direct feedback from the over 130 citizens who participated in the Town Hall. We asked the participants to form into several subgroups and identify the top three concerns they had. City Council and the Department Head then responded to those top three concerns concern's at the meeting. In addition, those concerns that did not get addressed were answered and emailed responses to all of the Town Hall participants.

The following link contains a twenty-three page response to all of the questions with additional information about the issues and concerns from the Town Hall participants that attended.

<http://www.ci.gladstone.or.us/Files/temp/Town%20Hall%20Q&A.pdf>

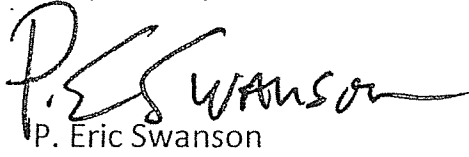
The budget before you attempts to address the input we received from Town Hall participants to increase code enforcement activity, addressing water, sewer and storm water infrastructure, replace civic buildings and improving the condition of our roads.

The department head team and I look forward to presenting the proposed 2017-19 budget to the Budget Committee and community partners.

Many thanks and appreciation for all of the hard work and dedication that went into assembling this document.

If you have any questions, please contact me.

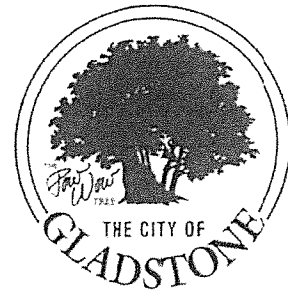
Respectfully Submitted,

A handwritten signature in black ink that reads "P. Eric Swanson". The signature is written in a cursive style with a long horizontal flourish at the end.

P. Eric Swanson
City of Gladstone
City Administrator

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City of Gladstone Strategic Plan Years 2017-2021



The City of Gladstone is an organization in transition. Many of the elected officials and top appointed Department Heads and City Administrator have been recently elected and appointed.

Because of this and in an effort to prioritize for a future with limited financial resources, the City Council prepared a five-year strategic plan in 2016 to chart a direction for the City to better serve its citizens. The City Council and City Staff met in January 2017 to update the strategic plan which continues to identify the City's Vision, Mission, Core Values, Goals, and Objectives.

The updated 2017- 2021 Strategic Plan with objectives is as follows:

Vision

- Gladstone - a vibrant place for people to live, work and play

Mission

- Continually Improving ~ Quality Customer Service

Core Values

- Safe Community
- Healthy Economy
- Quality Services
- Accountable Leadership
- Citizen Engagement

Goals

- Enhance the Livability in Gladstone
- Address Critical Civic Building Needs
- Ensure a Highly Qualified Workforce
- Maintain the Health and Long Term Vibrancy (Stability) of the City of Gladstone
- Ensure Financial Stewardship and Long Term Municipal Financial Stability

Objectives

ENHANCE THE LIVABILITY IN GLADSTONE	
1.1	Develop a tactical Communication Plan that addresses residents, businesses, and City employees and encourages citizen participation.
1.2	1.2a Implement the Water Master Plan. 1.2b Implement the Stormwater Master Plan
1.3	Complete the Downtown Revitalization Planning process
1.4	Move forward on Trolley Trail Feasibility Study through ODOT grant.
1.5	Complete the Parks Master Plan RFP
1.6	1.6a Complete Streets Master Plan 1.6b Complete Sewer Master Plan.
1.7	Complete Technology Plan
1.8	Research the feasibility of a Gladstone Fiber Network.
1.9	Continue to partner and contract through IGAs with Oregon City and other Organizations on key issues: GIS access.
1.10	Proactive Code Enforcement Program with adequate resources.

ADDRESS CRITICAL CIVIC BUILDING NEEDS	
2.1	Work with Oak Lodge residents and Clackamas County Commission to move forward on the City Hall/Library project
2.3	Post pictures or concept of new buildings, facilities
2.4	Move forward with constructing new Library/City Hall/Police Station per citizens' vote.
2.5	In the design phase use existing or new facilities to supply needs for public safety, seniors, administration office, multipurpose use, training, etc.

RECRUIT AND RETAIN A HIGHLY QUALIFIED WORKFORCE	
3.1	Develop organization necessary to efficiently provide services
3.2	Provide competitive salary, training, and work environment to attract and keep top professionals.
3.3	Ensure our workers are motivated and have a great work-life balance
3.4	Manage an employee performance plan for each of our employees including recognition, roles and responsibilities
3.5	Maintain an effective employee retention program
3.6	Continue to improve our communications and working relationships with employee unions

MAINTAIN THE HEALTH AND LONG TERM VIBRANCY AND STABILITY OF GLADSTONE	
4.1	Move forward with Water Master Plan ensuring it has the financial plan implemented considering residents and businesses willingness to pay.
4.2	Move forward with Stormwater Master Plan ensuring it has the financial plan implemented considering residents and businesses willingness to pay
4.3	Examine the Utility Rate Study and include System Development Charges SDC's to ensure we are in the market.
4.4	Build in a capability to maintain our facilities (infrastructure, buildings, etc).

ENSURE FINANCIAL STEWARDSHIP AND LONG TERM MUNICIPAL FINANCIAL STABILITY	
5.1	Identify a cost-recovery model for services we don't currently charge for.
5.2	Renew Fire/EMS Levy and renew Police Levy 2018.
5.3	Investigate user fees to ensure tax exempt entities contribute on an equitable basis for services offered.
5.4	Review enterprise budgets (ex: Water, Sewer, Storm Water Utilities) with the goal of making all financially self-sustainable.
5.5	Explore how to provide greater financial stewardship, research comparisons of peer organizations and what citizens receive and charge versus what Gladstone

	receives and charges.
5.6	Explore three-month budget contingency in all funds.
5.7	Consider the feasibility of an annexation strategy and policy
5.8	Consider the feasibility of a surplus property study

City of Gladstone Strategic Plan Years 2016-2020



2016 REPORT CARD

The City of Gladstone is an organization in transition. Many of the elected officials and top appointed Department Heads and City Administrator have been recently elected and appointed.

Because of this and in an effort to prioritize for a future with limited financial resources, the City Council have initiated strategic planning efforts to chart a direction for the City to better serve its citizens. The City Council and City Staff have adopted a strategic plan to identify the City's Vision, Mission, Core Values, Goals and Objectives.

The following is a report card for the Strategic Plan objectives:

Vision

- Gladstone - a vibrant place for people to live, work and play!

Mission

- Continually Improving ~ Quality Customer Service

Core Values

- Safe Community
- Healthy Economy
- Quality Services
- Accountable Leadership

Goals

- Enhance the Livability in Gladstone
- Address Critical Civic Building Needs
- Ensure a Highly Qualified Workforce
- Maintain the Health and Long Term Vibrancy (Stability) of the City of Gladstone
- Ensure Financial Stewardship and Long Term Municipal Financial Stability

ENHANCE THE LIVABILITY IN GLADSTONE		Score 1 2 3 4 5
1.1	Develop a tactical Communication Plan that addresses residents, businesses, and City employees and encourages citizen participation.	3
1.2	1.2a Implement the Water Master Plan. 1.2b Implement the Stormwater Master Plan	1 1
1.3	Start the Downtown Revitalization Planning process	5
1.4	Move forward on Trolley Trail Feasibility Study through ODOT grant.	2
1.5	Move forward on the Parks Master Plan RFP	5
1.6	1.6a Complete Streets Master Plan 1.6b Complete Sewer Master Plan.	1 1
1.7	Complete Pavement Condition Survey	5
1.8	Implement Technology Plan	5
1.9	Partner and contract through IGAs with Oregon City and other Organizations on key issues: ROW management, GIS access.	5
Final Score Average		3.5

ADDRESS CRITICAL CIVIC BUILDING NEEDS		Score 1 2 3 4 5
2.1	Move forward on land acquisition for future police station	5
2.2	Work with Oak Lodge residents and Clackamas County Commission to move forward on the City Hall/Library project	2
2.3	Post pictures or concept of new buildings, facilities	1
2.4	Move forward with constructing new Library/City Hall/Police Station per citizens' vote.	2
2.5	In the design phase use existing or new facilities to supply needs for public safety, seniors, administration office, multipurpose use, training, etc.	1
Final Score Average		2.2

ENSURE A HIGHLY QUALIFIED WORKFORCE		Score 1 2 3 4 5
3.1	Develop organization necessary to efficiently provide services	3
3.2	Provide competitive salary, training, and work environment to attract and keep top professionals.	2
3.3	Ensure our workers have a great work-life balance	3
3.4	Manage an employee performance plan for each of our employees including recognition, roles and responsibilities	3
3.5	Maintain an effective employee retention program	2.5
3.6	Continue to improve our communications and working relationships with employee unions	3.5
3.7	Ensure we have a motivated and engaged workforce	3.5
Final Score Average		3

MAINTAIN THE HEALTH AND LONG TERM VIBRANCY AND STABILITY OF GLADSTONE		Score 1 2 3 4 5
4.1	Move forward with Water Master Plan ensuring it has the financial plan implemented considering residents and businesses willingness to pay.	1
4.2	Move forward with Stormwater Master Plan ensuring it has the financial plan implemented considering residents and businesses willingness to pay	1
4.3	Examine the Utility Rate Study (including System Development Charges SDC's) to ensure we are in the market.	1
4.4	Build in a capability to maintain our facilities (infrastructure, buildings, etc).	1
Final Score Average		1

ENSURE FINANCIAL STEWARDSHIP AND LONG TERM MUNICIPAL FINANCIAL STABILITY		Score 1 2 3 4 5
5.1	Identify a cost-recovery model for services we don't currently charge for.	1.5
5.2	Renew Fire/EMS Levy and renew Police Levy 2018.	1
5.3	Investigate user fees to ensure tax exempt entities contribute on an equitable basis for services offered.	1
5.4	Review enterprise budgets (ex: Water, Sewer, Storm Water Utilities) with the goal of making all financially self-sustainable.	2
5.5	Explore how to provide greater financial stewardship, research comparisons of peer organizations and what citizens receive and charge versus what Gladstone receives and charges.	3
5.6	Explore Biennial Budget process.	5
5.7	Explore three-month budget contingency in all funds.	2.5
Final Score Average		2.3

CITY OF GLADSTONE MAJOR ACTIVITIES 2016-17

- 1) Downtown Revitalization Plan; community engagement process ongoing
- 2) Gladstone Library/City Hall Project—Capital IGA Dispute with Clackamas County
- 3) Gladstone Police Department Design; consideration of design/construction strategy
- 4) 18505 Portland Ave. Land Acquisition, consideration of Master Plan options
- 5) November 2016 City referrals within the city.
 - MJ 3% Tax-- approved
 - MJ Sales-- approved
 - MJ, Time, Place, and Manner- approved
 - Charter Amendments-- rejected
 - Citizen Initiatives on Parks-- approved
- 6) Urban Renewal Agency Plan Amendments (City Hall and 18505 Portland Ave.)
- 7) Trolley Trail Bridge Feasibility Study; proposed IGA with Clackamas County and ODOT
- 8) Transportation System Plan ; community engagement process ongoing
- 8) Parks Master Plan; community engagement process ongoing
- 9) Water, Sewer, Stormwater Master Plans; consider implementation of financial plan
- 10) CBA's with AFSCME and Gladstone Police Association approved through June 2019
- 11) City Website Enhancements
- 12) ROW Ordinance fee structure and policy adopted for use of revenues
- 13) Rinearson Creek Project
- 14) Planning/Code Enforcement/ Building Inspector Coordination with Clackamas County, Commission and City Council
- 15) Monthly City Council Department Updates in Council Packets
- 16) Board, Committee, and City Council Liaison Roles and Responsibilities Team Mtg.'s
- 17) Technology Implementation Plan—Fiber to City Facilities, GIS mapping, Financial and Accounting Software Implementation
- 18) Communications Plan Outreach (Benton Case)

- 19) Interim Library Director and Permanent Senior Center Director Hires
- 20) Regional Collaboration on Wastewater and Water
- 21) Adoption of 2017-21 Strategic Plan
- 22) Citizen Engagement-- October Town Hall Meeting
- 23) 2017-19 Biannual Budgeting Process
- 24) CERT Implementation in cooperation with Clackamas Fire District
- 25) ESCI Fire Department Organizational Study
- 26) Enhanced Code Enforcement; amendments to city ordinance
- 27) Consideration of the Establishment of a Stormwater Utility

Business and Demographic Fast Facts

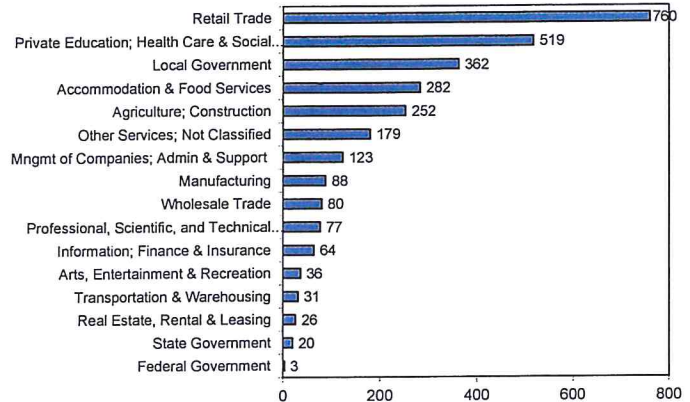
City of Gladstone (March 2017)



Retail trade provided over one in four jobs in Gladstone during 2015.

- ◆ In 2015, the City of Gladstone had 301 employers providing 2,902 jobs.
- ◆ Three of the largest industries made up over half (56%) of covered employment. Retail trade was out front with 760 jobs followed by healthcare and social assistance (519 jobs), and local government (362 jobs).
- ◆ From 2006-2015, the city gained a total of 3 employers and added 146 new jobs. The majority of job gains were in health care and social assistance, support and waste management, accommodation and food services, and other services. The majority of job losses were seen in construction, retail trade, and local government.

Average Covered Employment: 2015
City of Gladstone



Source: Oregon Employment Department, GIS 2015

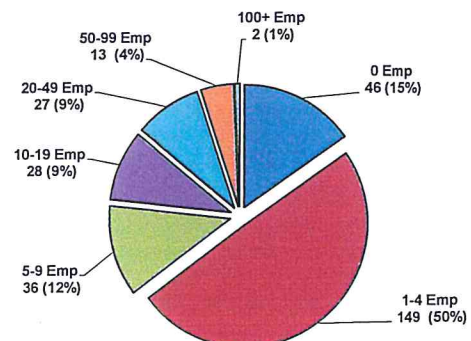
Covered Employment and Payroll, City of Gladstone: 2015

Industry Description	Avg Emp	Firms	Payroll	Avg Wage
Total Employment	2,902	301	109,804,415	\$37,837
Agriculture; Construction	252	41	12,861,401	\$51,037
Manufacturing	88	8	2,287,593	\$25,995
Wholesale Trade	80	20	3,730,464	\$46,631
Retail Trade	760	29	38,709,245	\$50,933
Transportation & Warehousing	31	5	1,151,970	\$37,160
Information; Finance & Insurance	64	22	2,626,181	\$41,034
Real Estate, Rental & Leasing	26	13	822,842	\$31,648
Professional, Scientific, and Technical Services	77	29	3,275,310	\$42,536
Management of Companies; Administrative & Support	123	13	3,788,011	\$30,797
Private Education; Health Care & Social Assistance	519	29	16,440,888	\$31,678
Arts, Entertainment & Recreation	36	6	547,862	\$15,218
Accommodation & Food Services	282	22	4,295,494	\$15,232
Other Services; Not Classified	179	56	5,036,612	\$28,137
Federal Government	3	1	160,932	\$53,644
State Government	20	1	790,213	\$39,511
Local Government	362	6	13,279,397	\$36,683

Majority of businesses in Gladstone have less than 20 employees.

- ◆ Small businesses, with less than 20 employees, numbered 259 in 2015 and made up 86 percent of all employers in the city. These small businesses provided 935 jobs (32% of jobs). Three-fourths (75%) of these small businesses had less than 5 employees.
- ◆ Mid-size businesses, with 20-49 employees, consisted of 27 businesses that provided 821 jobs (28% of jobs).
- ◆ Larger employers, with more than 50 employees, consisted of 15 businesses that provided 1,146 jobs (39% of jobs).

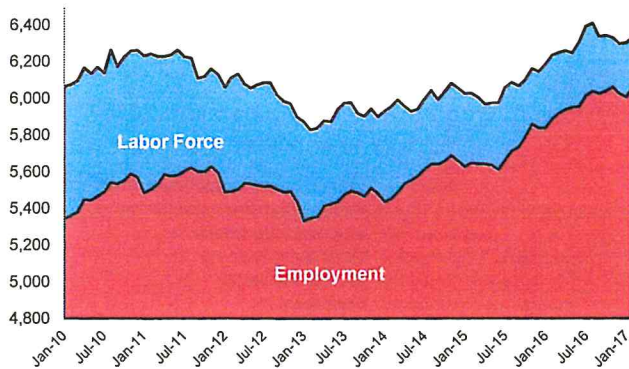
Number of Firms by Class Size, City of Gladstone, 2015



Source: Oregon Employment Department, QCEW, GIS

Labor Force

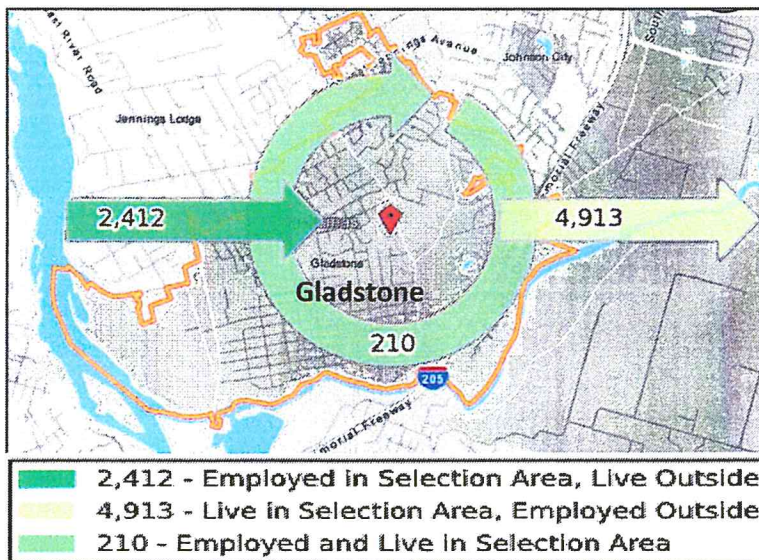
**Labor Force and Employment Level
City of Gladstone: 2010-2017**



Source: Oregon Employment Department, LAUS

Both the resident labor force and the number of people employed in Gladstone has grown since 2013.

- ◆ The labor force residing in Gladstone numbered 6,334 people in February 2017 and has grown by 8.6 percent since the low point in February 2013.
- ◆ The number of employed residents has grown even faster at 13.3 percent with 713 new jobs since February 2013.
- ◆ The city's unemployment rate dropped from a high of 12.0 percent in January 2011 to a low of 4.3 percent in February 2017.



Less than one in ten Gladstone businesses employed workers who lived in Gladstone in 2014.

- ◆ Four out of five workers who were employed in Gladstone came from outside the city to work..
- ◆ Eight percent or 210 workers both lived and worked in Gladstone.
- ◆ Ninety percent (4,913) of workers who lived in Gladstone traveled outside the city to work in 2014.

**Table 1
Where Gladstone's Workforce is Traveling to Work**

	2014	
	Count	Share
Portland	1,813	35.4%
Oregon City	288	5.2%
Milwaukie	243	4.7%
Gladstone	210	4.1%
Tigard	202	3.9%
Gresham	155	3.0%
Tualatin	143	2.8%
Beaverton	134	2.6%
Lake Oswego	109	2.1%
Wilsonville	107	2.1%
Oak Grove CDP	106	2.1%
Hillsboro	89	1.7%
Jennings Lodge CDP	69	1.3%
West Linn	65	1.3%
Salem	62	1.2%
Oatfield CDP	56	1.1%
Vancouver	51	1.0%
Canby	47	0.9%
West Haven-Sylvan CDP	41	0.8%
Happy Valley	30	0.6%
Troutdale	27	0.5%
Sandy city	23	0.4%
Eugene	19	0.4%
Bend	17	0.3%
Sherwood	16	0.3%
All Other Locations	1,021	19.9%

Source: Census, LEHD

**Table 2
Where Workers Employed in Gladstone Live**

	2014	
	Count	Share
Portland	387	14.8%
Gladstone	210	8.0%
Oregon City	192	7.3%
Gresham	112	4.3%
Oak Grove CDP	109	4.2%
Oatfield CDP	95	3.6%
Jennings Lodge CDP	70	2.7%
Milwaukie	68	2.6%
West Linn	68	2.6%
Tigard city	50	1.9%
Canby city	42	1.6%
Happy Valley	37	1.4%
Vancouver	37	1.4%
Hillsboro	35	1.3%
Salem	33	1.3%
Beaverton	31	1.2%
Damascus	31	1.2%
Tualatin	30	1.1%
Molalla	25	1.0%
Aloha CDP	24	0.9%
Lake Oswego	24	0.9%
Beavercreek CDP	22	0.8%
Eugene	16	0.6%
Wilsonville	16	0.6%
Forest Grove	15	0.6%
All Other Locations	843	32.2%

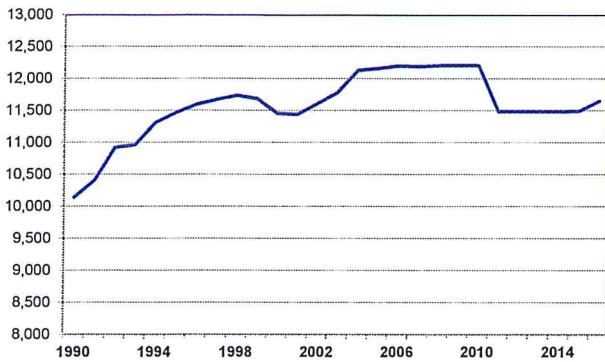
Source: Census, LEHD

Over one-third of Gladstone's workforce travel to Portland to work.

- ◆ One-third of Gladstone's employed labor force travel to Portland to work (Table 1). The next highest portion of workers work in Oregon City (5.2%), Milwaukie (4.7%), Gladstone (4.1%), and Tigard (3.9%).
- ◆ The largest portion of workers employed by Gladstone businesses (Table 2) live in Portland (14.8%), Gladstone (8.0%), Oregon City (7.3%), Gresham (4.3%), Oak Grove (4.2%), and Oatfield CDP (3.6%).

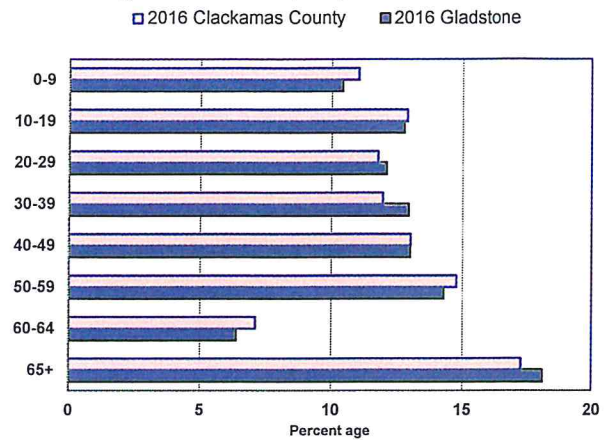
Population and Households

Gladstone's Resident Population: 1990-2016
(Average annual growth rate at 0.6% since 1991)



Source: PSU, Population Research Center

% Age Distribution, City of Gladstone: 2016



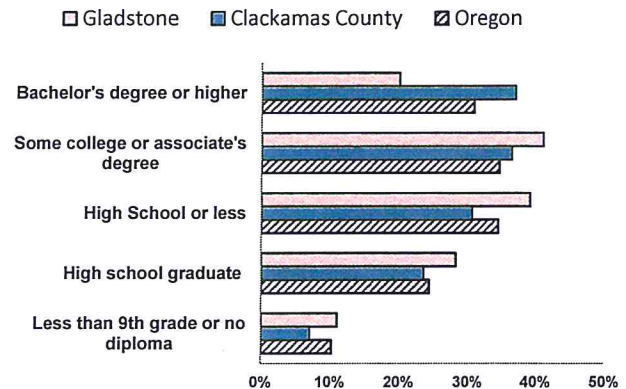
Source: Oregon Prospector.com

Population Growth and Age Distribution

- ◆ Gladstone's current population of 11,660 has grown by 14.9 percent since 1990 adding 1,508 residents. Since 1991, the city's average year-over-year population growth has remained relatively flat at 0.6 percent.
- ◆ Gladstone has both a higher percentage of an older population 65 + years (18.1%), and its middle-range population 20-39 years (25%) compared to Clackamas County.
- ◆ The city has a higher percentage of its population with some college or associate's degree (41%), high school or less (39.1%) than either Clackamas County or Oregon. On the other hand, the city has a much smaller portion of its population with a Bachelor's degree or higher (20%) than either the county or state.

Educational Attainment: 2015

(Population 25 years and over)



Source: Census, 2011-2015 ACS 5-year estimates, Table S1501

Households and Occupations check text

- ◆ Gladstone has a lower percentage of households that are owner occupied (58.2%) and a higher portion of households that are renter occupied (41.8%) than either Clackamas County or Oregon.
- ◆ A lower portion of Gladstone homeowners pay 30% or more of their household income on housing (31%) but a higher portion of renters pay 30% or more household income on housing (57.6%) than either the county or state.
- ◆ Gladstone has a lower portion of occupations in management, business, science, and arts and a higher portion of occupations in sales/office, and production/transportation occupations compared to the county or state.

Households and Occupations in 2015	Clackamas		
	Gladstone	County	Oregon
Occupied Housing Units	4,662	149,522	1,533,430
Owner occupied	58.2%	68.2%	61.3%
Renter occupied	41.8%	31.8%	38.7%
Owner cost (30% or more) as % of household income	31.0%	35.8%	35.9%
Gross rent (30% or more) as % of household income	57.6%	50.3%	53.7%
Median household income	\$55,848	\$65,965	\$51,243
Per capita personal income	\$27,248	\$34,047	\$27,684
Poverty rate	11.6%	9.5%	16.5%
Occupations			
Management, business, science, and arts	25.7%	37.9%	37.0%
Service occupations	18.2%	15.3%	18.7%
Sales and office	32.8%	26.7%	23.4%
Natural resources, construction, and maintenance	9.3%	8.6%	8.9%
Production, transportation, and material moving	14.0%	11.5%	12.0%

Source: Census, 2011-2015 ACS 5-year estimates, Tables DP03-DP04

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CITY OF GLADSTONE, OREGON

2017-19 BIENNIAL BUDGET

Mayor

Tamara Stempel

Budget Committee

Vacant, City Councilor Position 1
Vacant, City Councilor Position 3
Patrick McMahon, City Councilor Position 5

Linda Neace, City Councilor Position 2
Neal Reisner, City Councilor Position 4
Thomas Mersereau, City Councilor Position 6

Malachi deAElfweald
Vacant Position
Johnny Akers
Brenda Schellenberg

David Sanders
Mindy Garlington
John Wohlwend

Administrative Staff

Jacque Betz, Acting City Administrator
Jeff Jolley, Police Chief
Tom O'Connor, Fire Chief
Jim Whynot, Public Works Director
Lauren Gunderson, Interim Library Director
Colin Black, Senior Center Manager
Carolyn Gray, Accounting Manager

CITY OF GLADSTONE, OREGON

2017-19 BIENNIAL BUDGET

ADVISORY COMMISSIONS & BOARDS

Library Board

Margaret Bertalan, Chair
Beverly Chase
Natalie Smith
Deanna Robles
Gary Bokowski
Vacant, Council Representative

Park & Recreation Board

Kelsey Proctor, Chair
Mindy Garlington, Vice Chair
Bruce Hildreth
Steven Dorner
William Preble
John Eichsteadt
Dave Sleight
Les Poole, Planning Commission Representative
Vacant, Council Representative

Planning Commission

Randy Rowlette, Chair
Malachi de AElfweald, Vice Chair
Dennis McCarty
Libby Wentz
Les Poole
Natalie Smith
Patrick J Smith
Vacant, Council Representative

Senior Center Advisory Board

Elaine Hermens
Katherine Ellerby
Colette Umbras
Len Nelson
LaBerta Boots Droz
James Pritchard
Niki Squires
Linda Andrews
Nancy Turner
Patrick McMahon, Council Representative

Traffic Safety Commission

Libby Wentz, Chair
Yvonne McNeil, Vice Chair
Denise Browning
Linda Cosgrove
Kirk Stempel
Kenneth Moore
Susan Liston

Audit Committee

Dennis McCarty
Brian Sutton
Anne Tankersley

CITY OF GLADSTONE, OREGON

BUDGET USER GUIDE

2017-19 BUDGET

Budget: The budget is a comprehensive financial plan for the biennial year ahead. The budget document shows estimated revenues and expenditures at various levels of detail. It includes information about programs and policies, and is a working guide for City Administrators to use in monitoring expenditures, performance and productivity. The City of Gladstone has elected the option of budgeting by a biennial year, beginning July 1, 2017 and ending June 30, 2019.

The budget authorizes the City to spend money and limits how much money can be spent. The document forms the basis and justification for the levy of property taxes. The budget, as required by statute, is a balanced budget with equal resources and requirements.

The document is arranged in a manner that allows the reader to review the budget as a summary or by individual fund or department. Narratives are presented at the beginning of each fund and department to provide the reader with explanations related to current operations as well as changes in the operations expected in the coming budget year. In addition, personal service levels adopted for the budget year and one prior year is presented for comparison purposes.

Budget Basis: The City budgets its governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds) on the modified accrual basis of accounting. Under this basis, revenues are recognized when susceptible to accrual (i.e., when the transaction is both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The accrual basis of accounting is used for budgeting the proprietary fund types (Enterprise Funds and Internal Service Fund). Under this method, revenues are estimated when earned and expenses are budgeted at the time liabilities are incurred. Exceptions from the accrual basis are principal collections on notes receivable as revenue in the year received; payment of debt principal is budgeted as an expenditure when paid; capitalized assets are budgeted when incurred; and depreciation is not budgeted.

BUDGET USER GUIDE, continued

The City does not produce a separate capital budget; rather related capital expenditures are budgeted within the individual departments or funds. Non-Enterprise capital funding is contained primarily in the Special Revenue and Capital Projects Fund categories.

Budget Committee and Committee Functions: The Budget Committee, established by ORS 294.414, is composed of an equal number of qualified electors and members of the City Council. A qualified elector is a person who is qualified to vote in elections of the City. The qualified elector members are appointed by the Mayor and City Council for four-year terms, approximately one-third of which expire each biennium.

Oregon Local Budget Law allows public input and participation throughout the budget process. All Budget Committee meetings are open to the public. A majority (at least eight favorable votes for a Committee of fourteen) of the Budget Committee is required to approve any motion.

At its first meeting, the Budget Committee elects a Presiding Officer and Vice Chair from among the members. The Budget Committee receives the budget document and hears the budget message. At the second meeting, the Budget Committee holds a public hearing on the use of state shared revenues and hears and considers testimony from the public on the budget. If the Budget Committee does not approve the budget at its second meeting, additional meetings are scheduled. The time and place of additional meetings must be announced prior to adjournment of each meeting. If this is not done, any additional meetings must meet the public meetings law requirements.

The Budget Committee reviews, and if necessary, revises the proposed budget submitted by the Budget Officer. The Budget Committee generally studies the budget by using the two previous years' actual data, the current budgeted data and the figures proposed by the Budget Officer for comparisons. Pursuant to ORS 294.428, the Budget Committee may obtain from staff any additional information it requires to make decisions about the budget.

The Budget Committee does not approve new personnel, employee contracts or salary schedules, nor does it negotiate salary contracts. However, the adopted salary schedules, negotiated contracts and other materials having a fiscal impact on the budget document may be requested for review by the Budget Committee.

BUDGET USER GUIDE, continued

The Budget Committee has the power to:

1. Limit the amount of tax which may be levied by the City. The total property tax levy or property tax rate may not exceed the amount shown in the approved budget document or the maximum rate allowed by law.
2. Establish a maximum for total permissible expenditures for each fund for the biennium. The Council, however, may adjust the committee approved spending level upwards of ten percent for each fund.
3. Approve the budget as submitted or as revised. The function of the Budget Committee ends when the budget is approved. However, the Committee may meet from time to time at its discretion.

Budget Process: Local budget law requires that specific actions must occur as a local government prepares its budget. The process can be distinguished by the following phases:

Request Phase: Each year department managers submit preliminary budget information, narrative and other supporting documentation to the City Administrator, the City's Budget Officer, and to the Accounting Manager. This information is prepared based on department staffing and operational needs as discussed in planning sessions with the City Administrator. The Accounting Manager computes salaries and benefits for all departments. Capital expenditure and/or major vehicle acquisition requests originate from the City's Department Directors based on a five year or longer replacement plan. The Enterprise Fund's requests for major equipment or vehicle expenditures are budgeted within the respective funds.

Proposal Phase: The City Administrator and Accounting Manager meet with department managers to review requests. The information is reviewed to determine service level, cost effectiveness and uniformity compared to previous years' budget and actual data. In addition, the City Administrator insures that resources are properly allocated to accomplish implementation of City Council goals and associated work program.

The Accounting Manager balances all funds, and finalizes and prints the proposed budget document.

BUDGET USER GUIDE, continued

After the proposed budget is prepared, the Budget Officer publishes the notice of Budget Committee meeting. The notice must be published two times, five to thirty days before the scheduled budget committee meeting date.

Approval Phase: The Budget Committee convenes to review and discuss the proposed budget. Copies of the proposed budget are distributed and the budget message is delivered. Department managers present financial and budget highlights.

The Budget Committee may propose additions or deletions of items from the budget. The Committee may meet as many times as needed to revise and complete the budget. All meetings are subject to the Oregon Public Meetings Law as outlined in Chapter 192 of the Oregon Revised Statutes.

Adoption Phase: The final phase in the budget process is adoption. After the Budget Committee approves a proposed budget, the City Council must hold a budget hearing. Five to twenty-five days before the scheduled hearing, the City must publish a budget summary and notice of budget hearing. The purpose of the hearing is to allow citizens to comment on the approved budget.

The City Council has the authority to change the approved budget prior to adoption. However, if a change would increase property taxes over the amount published in the budget summary or increase expenditures in any one fund by more than 10%, a new budget summary must be published and another budget hearing must be held.

At a regularly scheduled public meeting, a resolution or ordinance is enacted to adopt the budget, make appropriations and impose taxes. The adopted budget becomes effective July 1 and the budget, along with other documentation, is filed with the County Assessor's office by July 15.

Budget Amendment Phase: Once the City is operating within the adopted budget, it may find it necessary to change appropriated expenditures. The existing appropriations may have to be decreased or increased, but under no conditions is it lawful for the City to levy an additional tax in the current fiscal year.

If a change in appropriations is necessary, ORS 294.463 allows certain transfers when authorized by official resolution or ordinance of the governing body. The resolution or ordinance must state the need for the transfer, the purpose of the authorized expenditure and the amount of the appropriations transferred.

BUDGET USER GUIDE, continued

ORS 294.463 provides for transfers of appropriations within a fund, transfers of general operating contingency and transfers of appropriations from the General Fund to another fund. Transfers of operating contingency in excess of 15% of the total appropriations of a fund, and any transfer from a special fund must be made through the supplemental budget process.

Supplemental Budget: Certain circumstances may arise which require the expenditure of revenues in excess of those appropriated in the adopted fiscal budget. One of the following circumstances would require a supplemental budget:

1. An occurrence, condition or need which had not been ascertained at the time the budget was adopted.
2. Funds were made available by another government agency and were not anticipated at the time the budget was adopted.
3. Proceeds from involuntary conversion require immediate replacement to continue operations.

If the supplemental budget is in excess of 10% of the fund budget, it is published in the same manner and by the same procedures as the annual budget. The Council holds a public hearing, and after the public hearing, makes additional appropriations as provided by the supplemental budget. The supplemental budget may not authorize any levy of additional taxes. If the supplemental budget is not in excess of 10% of the fund budget, it may be adopted at a regular meeting of the City Council.

Budget Message: The Budget Message is a statement by the Budget Officer about the City's proposed budget. The Budget Officer recommends a balanced budget to the Budget Committee, who will evaluate and modify it before approving a version for the City Council to consider. The Budget Message explains the proposed budget and any significant changes in the City's financial position.

Budget Compliance: The City manages its finances according to generally accepted accounting principles. During the year, expenditures and resources are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are distributed to management. An annual audit is performed and filed with the State of Oregon each year by an independent Certified Public Accountant. The City publishes an annual comprehensive financial report that documents the City's budgetary performance and compliance.

2017-19 Budget Calendar

City Council Meeting January 24, 2017

- Consider and Approve Budget Calendar

Publish 1st notice of Budget Committee Meetings March 29, 2017

- 5 to 30 days Before the 1st meeting (Clackamas Review)

Publish 2nd notice of Budget Committee Meetings April 5, 2017

- 5 to 30 days Before the 1st meeting (Clackamas Review)

1st Budget Committee Meeting April 17, 2017

- Appoint Presiding Officer
- Receive the Budget Message
- Review Budget Document and Discuss Relevant Changes
 - Respond to questions from the Budget Committee

2nd Budget Committee Meeting May 1, 2017 (if needed)

- Budget Committee Deliberations
- Respond to questions from first meeting
- Approve budget with or without modifications

Publish Notice of Hearing May 17, 2017

- 5 to 30 days Before the Hearing (Clackamas Review)
 - Publish Financial Summaries

City Council Meeting – Conduct Budget Hearing May 23, 2017

- Conducted by City Council
 - Open to the Public
- Run Budget Hearing Concurrent with City Council Meeting

City Council Meeting – Enact resolutions June 13, 2017

- Adopt Budget
- Make Appropriations
- Impose and Categorize Taxes

Submit Tax Certification Documents July 14, 2017

- To County Assessor by July 14, 2017
 - File Budget document with County Recorder and Designated Agencies
- *2018-19 Biennial Budget Calendar to be considered in January 2018

Budget Process

The biennial budget is one of the most important and informative documents city officials will use. In simple terms, the city's budget is a financial plan for two fiscal years. The budget shows the estimated costs of expenditures (items or services the city wishes to purchase in the coming two fiscal years) and other budget requirements that must be planned for, but won't actually be spent. It also shows the resources that will be available to pay for those expenditures. The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through the county assessor, cities must prepare a budget following Oregon local budget law. The City's fiscal year begins July 1 and ends June 30.

Phase 1: Establish Priorities and Goals for the Next Biennium

The strategic planning process begins anew each biennial year as the City Administrator and Senior Management Team collaborate to identify needs and assumptions for the short and long term and update objectives. Work on the annual budget begins in December, when forecasts for revenues and expenditures are updated. In January the City Council has planning meetings to decide Council goals, priorities, and policies.

Phase 2: Prepare Proposed Budget for Budget Committee

Below is an outline of the steps required by the Oregon Department of Revenue for budget preparation and adoption.

Appoint Budget Officer:

Every local government is required to have a Budget Officer, either appointed by the governing body or designated in its charter.

Prepare a Proposed Budget:

The Budget Officer is responsible for the preparing of the proposed budget presentation to the Budget Committee.

Publish Public Notices:

Upon completion of the budget a "Notice of Budget Committee Meeting" is published in a newspaper and posted prominently on the City's website.

Budget Committee Meets:

The budget message and proposed budget document is presented to the Budget Committee for review.

Committee Approves the Budget:

When the Budget Committee is satisfied that the proposed budget will meet the needs of the citizens of Gladstone they will forward this to the City Council for adoption.

Phase 3: Adopt Budget and Certify Property Taxes

Publish Notice of Public Hearing:

After the budget is approved, a budget hearing must be held. The Budget Officer must publish a "Notice of Budget Hearing" in a newspaper or by mail or hand delivery.

Hold the Budget Hearing:

The budget hearing must be held by the governing body on the date specified on the public notice and must allow for public testimony.

Adopt Budget, Make Appropriations, and Levy Taxes:

The governing body adopts the budget prior to June 30th. The budget and tax levy certification is then filed with the County Assessor.

Phase 4: Budget Changes After Adoption

Oregon budget law requires all City funds to be appropriated. Appropriations, the legal authority to spend, are by department in all funds. Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

An appropriation transfer decreases an existing appropriation and increases another by the same amount. Supplemental budgets typically create new appropriations, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared. Directors and managers may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. Beginning with the 2016-17 fiscal year, the modified accrual basis of accounting, a GAAP approved method, will be used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual. The City of Gladstone will begin using a modified accrual basis of accounting for budgeting purposes for fiscal year 2016-17. This means revenues are recognized when they become measurable

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Fund Structure and Description

The City of Gladstone uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

General

General Fund – Accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks and recreation, and library services.

State Shared Revenue – Funds that are collected at the Federal or State level and proportioned to Cities. Examples include liquor tax, cigarette tax, highway fund (Gas tax), and marijuana tax.

Special Revenue

Road & Street Fund – Accounts for the repair and maintenance of City streets. Principal sources of revenue are street utility fees, gas taxes received from Clackamas County, and vehicle taxes from the Oregon Department of Transportation.

Police & Communications Levy Fund – Accounts for the Operating Levy of 2012 which extended the operating levy Gladstone taxpayers approved through fiscal year 2018-19.

Fire & Emergency Services Levy Fund – Accounts for the Operating Levy of 2012 which extended the operating levy Gladstone voters approves through fiscal year 2019-20.

Court Fund – Accounts for the revenue and expenditures of the Municipal Court

Debt Service

Debt Service Fund – Accounts for the payment of principal and interest on general obligation bonds. The City of Gladstone currently has one Debt Service payment in the Water Fund.

Capital Projects

General Construction Fund – Accounts for the acquisition and construction of capital assets not related to the Enterprise Funds. This includes city buildings, parks and trails, sports fields, and recreational facilities.

Library Capital Fund – Accounts for funds received from a combination of Clackamas County Library Contribution, Library District revenue and debt proceeds restricted to the construction of a new Library.

Civic Buildings Capital Fund – Accounts for funds transferred from other funds, debt proceeds and the sale of surplus city owned property restricted to the construction of a new City Hall and Police Station.

Enterprise

Water Fund - Accounts for the operation and maintenance of water facilities and for major expansions of the water system. Primary source of revenue consist of charges for use of the water system and SDC's charged on new construction.

Sewer Fund – Accounts for the operation and maintenance of the sewer system and for major expansions of the sewer system. Primary sources of revenue consist of charges for sewer services, and SDC's charged on new construction.

Storm Fund - This new fund is created to maintain and operate the city's storm water system.

Fund Structure, Appropriation Level, and Major/Non Major Fund Designation

General Government Funds				
Appropriation Level	General Fund (Major)	State Revenue Sharing (Non-Major)	Special Revenue Funds (Major)	Capital Funds (Major)
Administration City Council Assistant City Administrator City Manager City Attorney Information Technology Human Resources Finance	X			
Municipal Court Court Clerks Judge Attorneys	X			
Police Department	X		X	
Fire Department	X		X	
Parks Department	X			
Recreation	X			
Senior Center	X			
Library	X			
State Revenue Sharing		X		
Public Works				
Road & Street			X	
Capital				X
Transfers Out	X			
Contingency & Reserve	X			X

Enterprise Funds

Appropriation Level	Water (Major)	Sewer (Major)
Operations	X	X
Capital	X	X
Debt Service	X	
Transfers Out	X	X
Contingency & Reserve	X	X

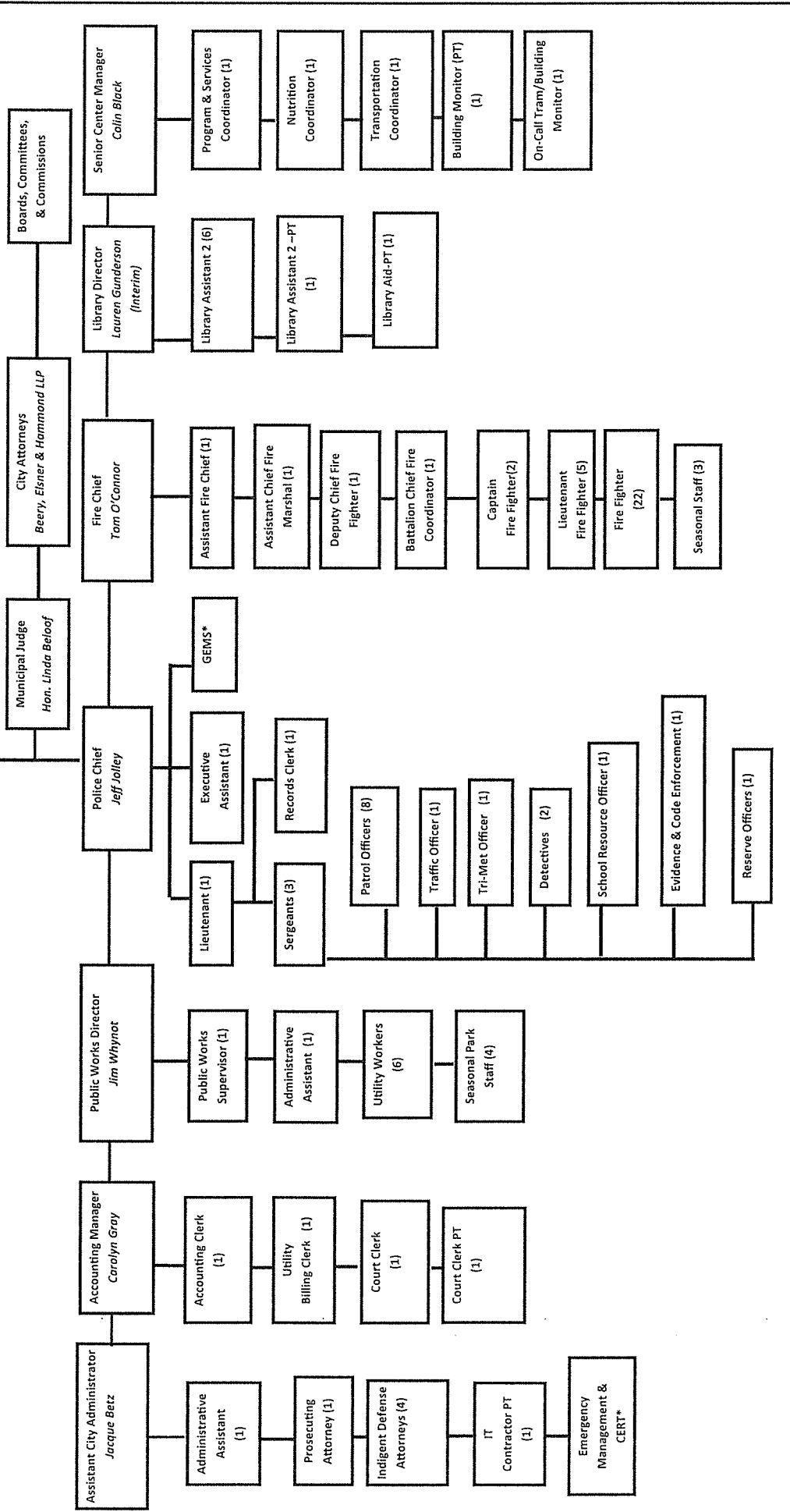
All funds are appropriated at the department level, with debt service, transfers, contingency and reserves appropriated separately from the individual departments.



City of Gladstone
City Council (7)

City Administrator
Eric Swanson

City of Gladstone Organizational Chart Updated 04/04/2017
*Gladstone Emergency Management Support Volunteers
*Community Emergency Response Team



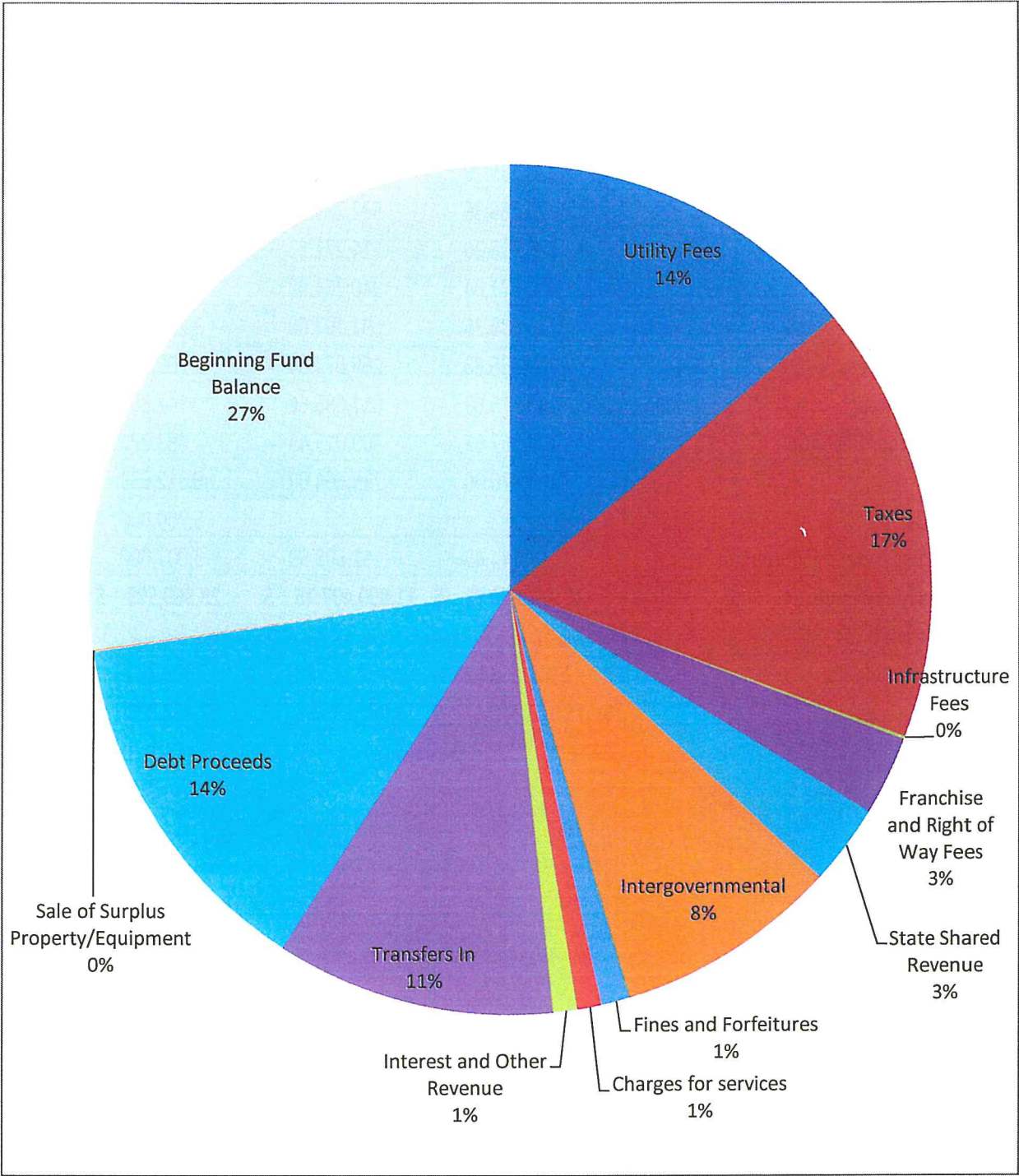
Revenue Summary by Source

City Wide Revenue Summary by Source

Description	2014-15 Actuals	2015-16 Actuals	2016-17 Adopted	2017-19 Adopted
Utility Fees	\$ 3,187,164.69	\$ 3,314,419.76	\$ 3,373,500	\$ 8,090,375
Taxes	4,338,355.70	4,470,401.95	4,465,925	9,679,087
Infrastructure Fees	28,186.36	532,299.31	31,000	68,000
Franchise and Right of Way Fees	506,918.20	514,271.32	450,500	1,747,500
State Shared Revenue	954,671.04	940,264.48	910,000	1,784,000
Intergovernmental	710,639.35	691,197.00	3,288,395	4,980,170
Fines and Forfeitures	213,986.88	269,672.84	200,000	635,400
Charges for services	145,375.63	611,685.66	147,300	528,600
Interest and Other Revenue	177,367.65	309,015.45	483,270	532,165
Transfers In	103,870.00	225,664.00	6,312,633	6,210,665
Debt Proceeds	-		5,700,000	7,900,000
Sale of Surplus Property/Equipment	11,144.45	11,605.99	3,007,000	30,000
Total Current Resources	\$ 10,377,679.95	\$ 11,890,497.76	\$ 28,369,523	\$ 42,185,962
Beginning Fund Balance	7,942,068.52	7,197,177.80	9,093,360	15,819,005
Total Resources	\$ 18,319,748.47	\$ 19,087,675.56	\$ 37,462,883	\$ 58,004,967

Revenue Summary by Source

All Revenue for all Funds



Beginning and Ending Fund Balance

Beginning fund balance is equal to the prior year's ending fund balance.

Ending fund balance is the difference between total estimated sources and total estimated uses. Ending fund balance is budgeted in three categories:

1. *Operating Contingency* is budgeted at 5% of operational revenue in the operating funds. Contingency funds can be spent once authorized by a supplemental budget or transfer appropriation.
2. *Un-appropriated* ending fund balance can only be spent in an emergency created by civil disturbance or natural disaster.
3. *Reserved for future years* are total sources less total expenses, contingency, and unappropriated ending balance. Reserved for future years funds can only be spent if authorized by a supplemental budget.

Utility Fees

The city charges utility fees for the water, and sanitary systems. The fees are charged to customers based on usage of the systems. The rates collected for each fund can only be used to support those individual funds' operational and capital needs. Annual revenue projections are based on historical average increases, while taking into account any planned rate increases.

Property taxes

There are three types of property tax levies in Oregon. The permanent rate levy funds general city operations. The debt service levy is used for principal and interest payments on general obligation bonds approved by the voters. Local option levies are voter-approved, time-limited levies for specified purposes.

The Clackamas County Department of Assessment and Taxation determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

Assessed Value

Each local government's tax rate was determined by the state in 1997. Gladstone's permanent rate is \$4.8174 per \$1,000 of assessed value. No action of the city can increase the permanent tax rate.

Ballot Measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Maximum Assessed Value increases by 3% annually.

There are exceptions to the 3% annual increase. Maximum Assessed Value may increase by more than 3% if:

- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

The total tax on a given piece of property is limited as follows:

- General Govt: \$10 per \$1,000 of RMV
- Schools: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

Effect of the Gladstone Urban Renewal Agency

The Urban Renewal District (URD) is a geographic area within the City of Gladstone, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District borrows money to fund infrastructure and other improvements, receives property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

Infrastructure Development Fees

These are fees for private development plan review and inspection and system development charges (SDC's) on new construction. SDC's are restricted for capital improvement projects that support capacity for growth. Development fee revenue is projected annually based on the known development activity as well as projections of projects that are likely to be submitted.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals plus an inflationary increase.

Fines and Forfeitures

These fines are for traffic infractions, municipal code violations, and library fines. Revenue estimates are based on the prior year actuals.

Intergovernmental Revenue

These include fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees. Revenue estimates are provided by the State.
- County support to the library as part of the Clackamas County Cooperative Library Service. Revenue estimates are provided by the County.
- County distribution of gas tax.
- Federal, State, and Local grants.

Charges for services

- Building, Planning, and Engineering permits, revenue estimates are based on projected development activity.
- Recreation fees, revenue estimates are based on the number of registered leagues.
- Advertising and sponsor fees.
- Business and liquor licenses, revenue estimates are based on prior year actuals plus an inflationary increase.

Transfers and Other Revenue

- Transfers in from other funds.
- Interest earned on bank accounts.
- Sale of fixed assets.
- Proceeds from the issuance of debt.

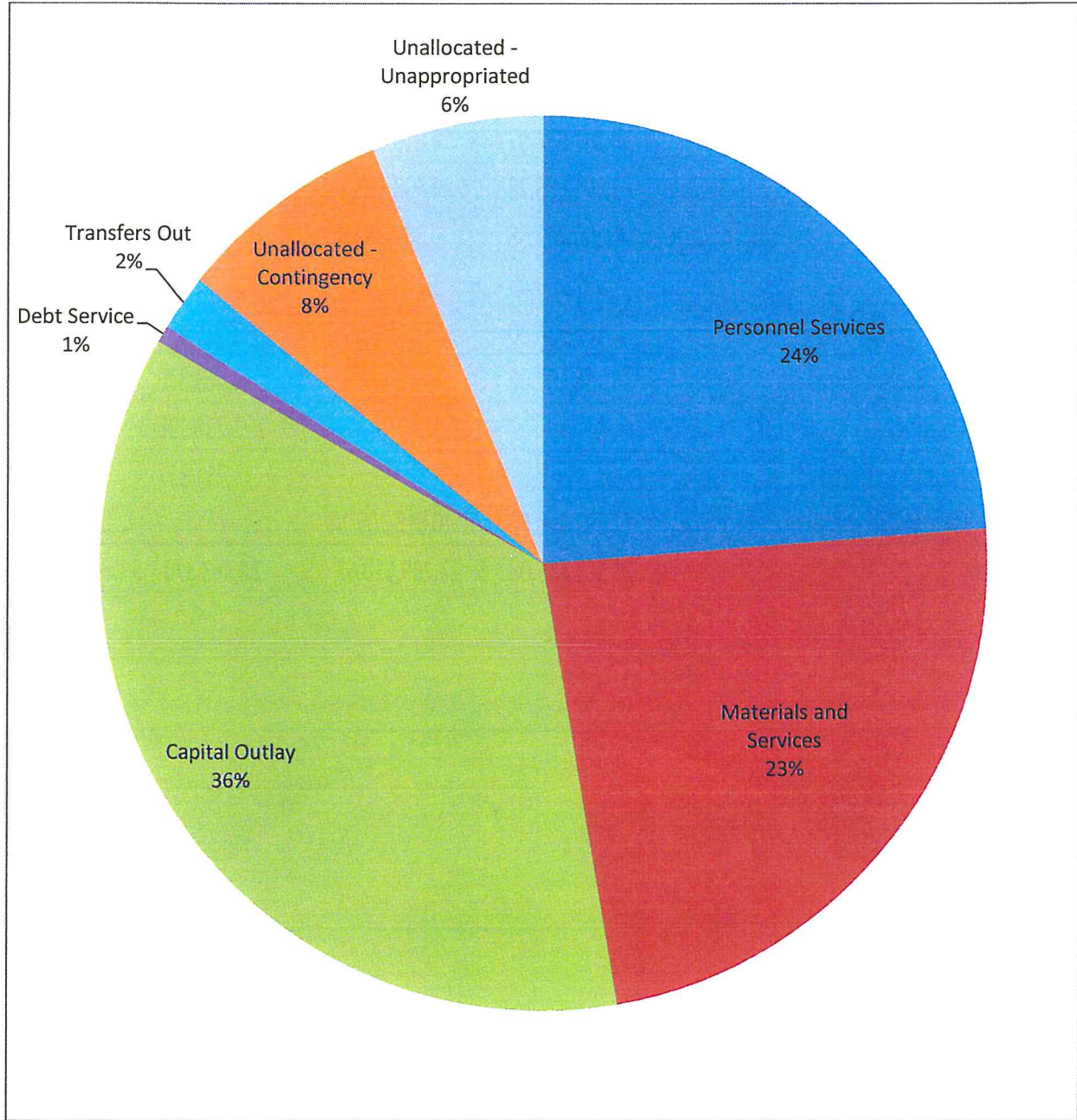
Expenditure Summary by Category

City Wide Expenses by Category

Description	2014-15 Actuals	2015-16 Actuals	2016-17 Adopted	2017-19 Adopted
Personnel Services	\$ 4,841,254.95	\$ 4,816,646.16	\$ 5,645,116	\$ 13,942,143
Materials and Services	3,861,605.78	4,408,494.47	5,064,022	13,795,315
Capital Outlay	1,190,482.58	647,145.81	22,463,233	21,079,362
Debt Service	189,260.45	1,761,355.04	171,562	355,362
Transfers Out	105,534.30	120,664.00	1,119,437	1,210,665
Total Current Expenditures	\$ 10,188,138.06	\$ 11,754,305.48	34,463,370	50,382,847
Unallocated - Contingency	-	-	1,288,196	4,599,791
Unallocated - Unappropriated	-	-	1,711,317	3,672,939
Ending Fund Balance	12,393,278.00	10,515,205.14	-	-
Total Uses	\$ 22,581,416.06	\$ 22,269,510.62	\$ 34,463,370	\$ 50,382,847

Expenditure Summary by Category

All Expenses for all Funds



Expenditure Summary by Department

Budget in Brief				
Expenditures	2016-17 Adopted	2017-19 Adopted	Variance	% change
General Fund				
Administration	\$ 1,344,085	\$ 3,705,380	\$ 2,361,295	275.7%
Facilities	-	401,525	401,525	N/A
Municipal Court	239,000	569,025	330,025	238.1%
Police Services	2,225,166	5,335,145	3,109,979	239.8%
Fire Department	1,707,900	3,153,983	1,446,083	184.7%
Parks	795,178	1,000,100	204,922	125.8%
Recreation	59,661	117,350	57,689	196.7%
Senior Center	443,199	743,134	299,935	167.7%
Library	1,462,787	1,566,865	104,078	107.1%
State Revenue Sharing	1,038,400	-	(1,038,400)	N/A
Subtotal General Fund	\$ 9,315,376	\$ 16,592,507	\$ 7,277,131	178.1%
Special Revenue Funds				
Road & Street Fund	1,364,515	4,050,345	2,685,830	296.8%
911 Excise Tax Fund	-	-	-	N/A
Municipal Court Fund	-	810,000	810,000	N/A
Police & Communications Levy Fund	821,150	2,285,365	1,464,215	278.3%
Fire & Emergency Services Levy Fund	642,865	981,546	338,681	152.7%
Subtotal Special Revenue Funds	\$ 2,828,530	\$ 8,127,256	\$ 5,298,726	287.3%
Enterprise Funds				
Sewer Fund	3,634,000	6,911,375	3,277,375	190.2%
Water Fund	2,834,000	5,317,500	2,483,500	187.6%
Storm Fund	-	1,083,390	1,083,390	N/A
Subtotal Enterprise Funds	\$ 6,468,000	\$ 13,312,265	\$ 6,844,265	205.8%
Capital Funds				
Library Capital Fund	5,768,196	5,300,000	(468,196)	91.9%
Civic Buildings Capital Fund	11,470,000	10,200,000	(1,270,000)	88.9%
Subtotal Capital Funds	\$ 17,238,196	\$ 15,500,000	\$ (1,738,196)	89.9%
Total All Funds	\$ 35,850,102	\$ 53,532,028	\$ 17,681,926	149.3%

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CITY OF GLADSTONE
2017-19 APPROVED BUDGET
GENERAL FUND 100 RESOURCES

GENERAL FUND 100 RESOURCES		2015-16		2016-17		2017-19		2017-18		2018-19		2017-19	
RESOURCES - 000	2014-15	Actuals	Actuals	Account Code	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	Adopted	
\$	3,123,989.99	\$	3,243,626.56	309999	BEGINNING FUND BALANCE	3,750,000	\$	7,600,000	\$	3,900,000	\$	7,600,000	
	3,385,402.41		3,516,852.89	310010	CURRENT YEAR TAXES	3,552,855	7,635,791	7,635,791	3,761,473	3,874,318	7,635,791	7,635,791	
	213,337.06		191,489.76	310050	PRIOR YEAR TAXES	110,000	220,000	220,000	110,000	110,000	220,000	220,000	
	165,590.68		165,295.58	311010	ALCOHOL TAX REVENUE	150,000	406,000	406,000	200,000	206,000	406,000	406,000	
	-		-	311015	MARIJUANA TAX REVENUE	-	-	-	-	-	-	-	
	15,345.23		14,150.72	311020	CIGARETTE TAX REVENUE	15,000	28,000	28,000	14,000	14,000	28,000	28,000	
	662,559.00		672,494.00	311030	LIBRARY DISTRICT REVENUE	693,196	1,457,370	1,457,370	716,592	740,778	1,457,370	1,457,370	
	-		-	312010	GLADSTONE DISPOSAL FRANCHISE FEE	-	175,000	175,000	75,000	100,000	175,000	175,000	
	269,192.77		270,925.23	312025	PGE FRANCHISE FEES	265,000	595,000	595,000	295,000	300,000	595,000	595,000	
	66,742.73		67,136.54	312030	NW NATURAL GAS FRANCHISE FEE	65,000	153,000	153,000	75,000	78,000	153,000	153,000	
	18,322.29		17,374.79	312035	CENTURY LINK FRANCHISE FEE	500	45,000	45,000	20,000	25,000	45,000	45,000	
	152,660.41		158,834.76	312040	COMCAST CABLE TV FRANCHISE FEE	120,000	329,500	329,500	164,500	165,000	329,500	329,500	
	-		-	312050	RIGHT OF WAY FEES	-	450,000	450,000	225,000	225,000	450,000	450,000	
	93,649.19		125,592.53	313010	BUSINESS LICENSE FEES	125,000	250,000	250,000	125,000	125,000	250,000	250,000	
	700.00		1,200.00	313015	LIQUOR LICENSE RENEWALS	800	1,900	1,900	900	1,000	1,900	1,900	
	-		3,375.00	313020	ALARM PERMITS	3,000	6,500	6,500	3,000	3,500	6,500	6,500	
	2,787.76		11,540.62	314010	RECREATION FEES	2,500	5,500	5,500	2,500	3,000	5,500	5,500	
	2,105.00		2,193.50	314015	SENIOR CENTER BUILDING RENTAL FEES	2,500	6,500	6,500	3,000	3,500	6,500	6,500	
	47,516.46		39,859.56	314020	PLANNING APPLICATION FEES	15,000	55,000	55,000	25,000	30,000	55,000	55,000	
	28,568.42		26,385.96	314025	SOCIAL SERVICES CONTRACT	30,000	62,000	62,000	30,000	32,000	62,000	62,000	
	6,365.00		6,292.00	314030	LIEN SEARCH FEES	3,500	8,200	8,200	4,000	4,200	8,200	8,200	
	16,285.31		28,968.39	314040	ALL OTHER LIBRARY RECEIPTS	20,000	50,000	50,000	25,000	25,000	50,000	50,000	
	-		-	314045	TRANSIENT LODGING TAX	2,000	4,000	4,000	2,000	2,000	4,000	4,000	
	-		-	315030	POLICE GRANTS	1,500	-	-	-	-	-	-	

CITY OF GLADSTONE
2017-19 APPROVED BUDGET
GENERAL FUND SUMMARY BY DEPARTMENT

GENERAL FUND SUMMARY	2014-15 Actuals	2015-16 Actuals	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ 1,115,803.45	\$ 1,281,115.93	\$ 1,344,085	\$ 1,344,085	\$ 3,705,380	\$ 3,705,380	\$ 1,907,980	\$ 1,797,400	\$ 3,705,380	5.0000	5.0000	5.7000
				401,525	401,525	195,925	205,600	401,525	-	-	0.6000
210,766.86	222,282.32	239,000	239,000	569,025	569,025	275,280	293,745	569,025	1.5000	1.5000	1.5000
2,054,260.17	1,959,930.24	2,220,666	2,220,666	5,335,145	5,335,145	2,605,615	2,729,530	5,335,145	13.5000	16.5000	16.5000
751,046.00	859,882.04	1,707,900	1,707,900	3,153,983	3,153,983	1,824,567	1,329,416	3,153,983	6.9100	2.0000	4.0000
328,664.38	254,224.46	795,178	795,178	1,000,100	1,000,100	490,120	609,980	1,000,100	1.5000	1.6000	2.2500
46,835.14	48,614.00	59,661	59,661	117,350	117,350	58,100	59,250	117,350	0.2600	-	-
254,853.76	263,109.08	443,199	443,199	743,134	743,134	427,559	315,575	743,134	2.9000	3.5000	3.5000
730,458.95	590,381.48	1,462,787	1,462,787	1,566,865	1,566,865	768,330	798,535	1,566,865	10.3200	8.4400	8.8600
\$ 5,492,688.71	\$ 5,479,539.55	\$ 8,272,476	\$ 8,272,476	\$ 16,592,507	\$ 16,592,507	\$ 8,553,476	\$ 8,139,031	\$ 16,692,507	41.8900	38.5400	42.9100
				800,000	800,000	400,000	400,000	800,000	-	-	-
				800,000	800,000	400,000	400,000	800,000	-	-	-
\$ 5,492,688.71	\$ 5,479,539.55	\$ 8,672,476	\$ 8,672,476	\$ 17,392,507	\$ 17,392,507	\$ 8,953,476	\$ 8,539,031	\$ 17,492,507	41.8900	38.5400	42.9100
				3,672,939	3,672,939	1,558,484	2,114,455	3,672,939	41.8900	38.5400	42.9100
\$ 5,492,688.71	\$ 5,479,539.55	\$ 9,885,257	\$ 9,885,257	\$ 21,065,446	\$ 21,065,446	\$ 10,511,960	\$ 10,653,486	\$ 21,165,446	41.8900	38.5400	42.9100
				21,065,446	21,065,446	10,511,960	10,653,486	21,165,446	41.8900	38.5400	42.9100
				3,672,939	3,672,939	1,558,484	2,114,455	3,672,939	41.8900	38.5400	42.9100
				3,672,939	3,672,939	1,558,484	2,114,455	3,672,939	41.8900	38.5400	42.9100

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CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 121 HIGHLIGHTS

GENERAL FUND 100
GENERAL ADMINISTRATION - 121

2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ 120,890.85	\$ 107,614.72	431010	CITY ADMINISTRATOR	\$ 123,000	\$ 264,750	\$ 264,750	\$ 131,100	\$ 133,650	\$ 264,750	1.0000	1.0000	1.0000
85,927.56	100,544.63	431020	ASSISTANT CITY ADMINISTRATOR	88,550	211,475	211,475	101,975	109,500	211,475	1.0000	1.0000	1.0000
36,319.14	431030	ACCOUNTING MANAGER	58,700	140,530	140,530	68,555	71,975	140,530	140,530	1.0000	1.0000	1.0000
58,485.94	58,622.87	431070	ADMIN ASSISTANT/REC COORDINATOR	60,000	123,575	123,575	61,175	62,400	123,575	1.0000	1.0000	1.0000
56,693.26	56,155.60	431500	ACCOUNTING CLERK	66,450	196,825	196,825	96,725	100,100	196,825	1.0000	1.0000	1.7000
401.37	750.78	450100	OVERTIME	500	2,500	2,500	1,000	1,500	2,500	-	-	-
747.98	539.96	450500	CAREER RECOGNITION PAY	885	4,625	4,625	2,275	2,350	4,625	-	-	-
150,038.05	161,885.72	470000	ASSOCIATED PAYROLL COSTS	185,000	488,500	488,500	242,000	246,500	488,500	0.00	0.00	0.00
\$ 473,185.01	\$ 521,733.42		TOTAL PERSONNEL SERVICES	\$ 583,085	\$ 1,432,780	\$ 1,432,780	\$ 704,805	\$ 727,975	\$ 1,432,780	5.0000	5.0000	5.7000
			MATERIALS AND SERVICES									
\$ 29,193.63	\$ 63,617.78	500110	CONTRACTUAL & PROFESSIONAL SERVICES	\$ 35,000	\$ 40,000	\$ 40,000	\$ 25,000	\$ 15,000	\$ 40,000	-	-	-
17,300.00	38,300.00	500120	MUNICIPAL AUDIT CONTRACT	40,000	80,000	80,000	40,000	40,000	80,000	-	-	-
196,472.13	160,861.57	500130	LEGAL FEES	150,000	400,000	400,000	200,000	200,000	400,000	-	-	-
132,745.05	110,327.58	500210	COMPUTER/TECHNOLOGY SERVICES	200,000	350,000	350,000	250,000	100,000	350,000	-	-	-
5,224.95	4,174.12	500250	JANITORIAL SERVICES	7,000	-	-	-	-	-	-	-	-
-	4,285.48	500490	COUNCIL ACTIVITIES	5,000	20,000	20,000	10,000	10,000	20,000	-	-	-
-	-	500491	OUTSIDE AGENCY REQUESTS	-	2,250	2,250	1,000	1,250	2,250	-	-	-
28,651.52	57,501.30	500492	COUNTY PLANNING SVCS CONTRACT	55,000	125,000	125,000	60,000	65,000	125,000	-	-	-
-	-	510020	COMM PROMOTIONS/BUSINESS DEV	-	235,000	235,000	117,500	117,500	235,000	-	-	-
-	18,403.26	520190	MISCELLANEOUS EQUIPMENT	12,000	-	-	-	-	-	-	-	-
13,671.48	11,992.06	520310	MAINTENANCE, REPAIR, & OPERATION	1,000	-	-	-	-	-	-	-	-
381.86	14.99	520320	FLEET FUEL, MAINTENANCE, & REPAIR	25,000	55,000	55,000	25,000	30,000	55,000	-	-	-
24,140.38	23,575.88	520400	OFFICE SUPPLIES & EQUIPMENT	20,000	60,000	60,000	28,000	32,000	60,000	-	-	-
21,944.61	18,576.61	520450	CITY NEWSLETTER	140,000	310,000	310,000	150,000	160,000	310,000	-	-	-
114,308.80	127,044.44	530000	FIRE & LIABILITY INSURANCE	-	26,000	26,000	12,000	14,000	26,000	-	-	-
-	4,376.68	530200	EMERGENCY MANAGEMENT	2,000	4,000	4,000	2,000	2,000	4,000	-	-	-
1,592.77	589.97	540110	EMPLOYEE APPRECIATION	20,000	20,000	20,000	10,000	10,000	20,000	-	-	-
12,350.51	75,898.78	540120	PERSONNEL RECRUITMENT	11,500	50,000	50,000	25,000	25,000	50,000	-	-	-
10,523.39	7,759.12	540220	PROFESSIONAL CERTIFICATIONS/TRAINING	1,500	3,000	3,000	1,500	1,500	3,000	-	-	-
-	898.12	540230	MILEAGE REIMBURSEMENT	12,000	26,000	26,000	13,000	13,000	26,000	-	-	-
11,433.21	11,349.60	542000	PUBLICATIONS & SUBSCRIPTIONS	13,000	-	-	-	-	-	-	-	-
12,307.93	10,709.74	560100	UTILITIES	11,000	24,000	24,000	12,000	12,000	24,000	-	-	-
10,376.22	9,125.43	560120	TELEPHONES	761,000	1,830,250	1,830,250	982,000	848,250	1,830,250	-	-	-
\$ 642,618.44	\$ 759,382.51		TOTAL MATERIALS AND SERVICES	\$ 761,000	\$ 1,830,250	\$ 1,830,250	\$ 982,000	\$ 848,250	\$ 1,830,250	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 121 HIGHLIGHTS

GENERAL FUND 100
GENERAL ADMINISTRATION
TRANSFERS OUT - 920

2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
-	-	899100	TRANSFERS OUT	-	442,350	442,350	221,175	221,175	442,350	-	-	-
-	-		TRANSFER OUT TO ROAD & STREET FUND 205 (ROW)	-	442,350	442,350	221,175	221,175	442,350	-	-	-
\$	\$		TOTAL TRANSFERS OUT	\$	\$	\$	\$	\$	\$			
\$ 1,115,803.45	\$ 1,281,115.93		TOTAL ADMINISTRATION REQUIREMENTS	\$ 1,344,085	\$ 3,705,380	\$ 3,705,380	\$ 1,907,980	\$ 1,797,400	\$ 3,705,380	5.0000	5.0000	5.7000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 121 HIGHLIGHTS

Personnel Services

431500 Accounting Clerk (Finance)

We are increasing the Accounting Clerk positions to 1.7 FTE. This is to add a .5 Payroll position during the course of the biennium

Material and Services

500130 Legal Fees

We have increased this line item to have our budgeted amount more in line with what is actually being spent.

500210 Computer & Technology Services

In fiscal year 2017-18, we will be in year 3 of a 3 year Technology Plan implementation that includes a fiber backbone to connect all of the City's facilities; updating and redesigning the City's website; and implementation of updated financial software. The Technology plan was approved by City Council March 2016, and will be completed in fiscal year 2017-18.

500250 Janitorial Services

In 2017-18, The Facilities Department will be taking over the responsibility for the oversight and contract for Janitorial Services

500490 Council Activities

This line item as increased to \$10,000 per year to cover council conferences and training, strategic planning sessions, and meals as needed for council meetings.

510020 Community Promotions/Business Development

This line item is tied directly to Business License Revenue (313010).

The City will be allocating 94% of the actual Business License fees to this line item to promote City Businesses and the Community of Gladstone.

520310 Maintenance, Repair & Operation

In 2017-18, The Facilities Department will be taking over the responsibility for the oversight and contract for Maintenance, Repair and Operation of the Administration Building

520320 Vehicle Maintenance

The Administration Budget no longer has responsibility for the City-owned vehicle. The Senior Center has created a line item expenditure for the care and upkeep of the City Vehicle.

520390 Misc Equipment

This is shown for historic purposes only

530200 Emergency Management

The City Emergency Management Plan is now being budgeted and managed in the Administration Budget.

In prior years, Gladstone Fire and Police Departments budgeted for this.

\$13,000 per year which includes funds for maintenance contract and field for generator.

540120 Personnel Recruitment

\$10,000 per year for associated personnel costs and subscribing to Neo.gov to assist in streamlining the on-line application process.

CITY OF GLADSTONE
2017-19 PROPOSED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 121 HIGHLIGHTS

540220 Membership Dues & Conferences

We are budgeting an increase to this line item to more accurately reflect the true cost of the professional organizations. Professional Organizations include: League of Oregon Cities, International City Managers Association, Oregon City Managers Association, Local Government Personnel Institute, N. Clackamas Chamber of Commerce, Clackamas County Business Alliance, Material Safety Data Sheets annual maintenance, Government Finance Officers Association (National Assn), and Oregon Government Finance Officers Association

560100 Utilities

In 2017-18, The Facilities Department will be taking over the responsibility for the oversight and contract for the Utilities at the Administration Building

Transfers

899100 Transfers Out

This is to account for the Right-of-Way transfer the General Fund will be making to fund 205 (Roads & Streets)

CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 FACILITIES - DEPARTMENT 124 REQUIREMENTS

GENERAL FUND 100 FACILITIES - 124	2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
				PERSONNEL SERVICES									
\$	-	\$	437050	PUBLIC WORKS SUPERVISOR	\$	15,300	\$ 15,300	\$ 7,500	\$ 7,800	\$ 15,300	-	-	0.1000
			437070	UTILITY WORKER, JOURNEY		52,025	52,025	25,225	26,800	52,025	-	-	0.5000
			439011	SEASONAL HELP		10,000	10,000	5,000	5,000	10,000	-	-	
			450100	OVERTIME		2,000	2,000	1,000	1,000	2,000	-	-	
			450500	CAREER RECOGNITION PAY		-	-	-	-	-	-	-	
			470000	ASSOCIATED PAYROLL COSTS		11,700	11,700	5,700	6,000	11,700	-	-	
\$	-	\$		TOTAL PERSONNEL SERVICES	\$	91,025	\$ 91,025	\$ 44,425	\$ 46,600	\$ 91,025	-	-	0.6000
				MATERIALS AND SERVICES									
\$	-	\$	500110	CONTRACTUAL & PROFESSIONAL SERVICES	\$	92,500	\$ 92,500	\$ 45,000	\$ 47,500	\$ 92,500	-	-	
			520130	OPERATIONS, MAINTENANCE & REPAIRS		92,500	92,500	45,000	47,500	92,500	-	-	
			520322	GENERATOR FUEL		2,000	2,000	1,000	1,000	2,000	-	-	
			540220	PROFESSIONAL CERTIFICATIONS/TRAINING		1,000	1,000	500	500	1,000	-	-	
			540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPLIES		10,000	10,000	5,000	5,000	10,000	-	-	
			560100	UTILITIES		112,500	112,500	55,000	57,500	112,500	-	-	
\$	-	\$		TOTAL MATERIALS AND SERVICES	\$	310,500	\$ 310,500	\$ 151,500	\$ 159,000	\$ 310,500	-	-	-
\$	-	\$		TOTAL FACILITIES REQUIREMENTS	\$	401,525	\$ 401,525	\$ 195,925	\$ 205,600	\$ 401,525	-	-	0.6000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FACILITIES - DEPARTMENT 124 REQUIREMENTS

Department 124 - Facilities

Historically, utility payments and routine maintenance have been left up to each individual department. The problem has been and continues to be the expertise of the individuals in each department are varied. Over time, most all of the City's maintenance items were left until there was a noticeable problem, and then those were dealt with in a reactive mode.

The goal is to set a standard of maintenance to protect the city's investments. This is a key focus with new buildings (Police, City Hall and Library) on the horizon. These buildings represent an investment in the City of Gladstone, and we want to protect and maintain the City's buildings.

Facilities is a new budget developed in an effort to better maintain the city's facilities. The facilities include, City Hall, Police, Fire Department, Senior Center, Library, and Public Works. With this fund being new there were some assumptions made with respect to what the maintenance needs are and will be.

Personnel Services

437050 Supervisor

This accounts for the oversight and employee supervision of this department.

437070 Utility Worker

This fund will adding a .5 FTE for staff to manage the preventative maintenance of the city's facilities

A few examples are heating and air conditioning, roof maintenance, painting, windows, landscaping, and janitorial services

Material and Services

560100 Utilities

This line item reflects the analysis that is expected by utilizing trends noted in our utility bills. The Facilities department will, be tracking the City's PGE, NWNG and other utilities to track any unexplainable movement of the utility bills. This fund will pay the utility bills such as electricity, gas, water, sewer, and storm utilities.

Capital Outlay

There are no capital improvements in this budget cycle

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
MUNICIPAL COURT- DEPARTMENT 220 REQUIREMENTS

GENERAL FUND 100		MUNICIPAL COURT - 220										
2014-15	2015-16	2016-17	2017-19	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	
Actuals	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE	
Account Code	Description											
	PERSONNEL SERVICES											
\$ 55,407.20	432020	\$ 48,000	\$ 117,495	\$ 117,495	\$ 56,845	\$ 60,650	\$ 117,495	1.0000	1.0000	1.0000	1.0000	
18,606.54	432035	28,000	60,150	60,150	29,750	30,400	60,150	0.5000	0.5000	0.5000	0.5000	
58.05	450100	500	1,000	1,000	500	500	1,000	-	-	-	-	
	450500	-	580	580	285	295	580	-	-	-	-	
36,061.61	470000	40,000	100,700	100,700	49,700	51,000	100,700	-	-	-	-	
\$ 110,133.40		\$ 116,500	\$ 279,925	\$ 279,925	\$ 137,080	\$ 142,845	\$ 279,925	1.5000	1.5000	1.5000	1.5000	
	TOTAL PERSONNEL SERVICES											
	MATERIALS AND SERVICES											
\$ 32,568.27	500132	\$ 36,000	\$ 84,000	\$ 84,000	\$ 40,000	\$ 44,000	\$ 84,000	-	-	-	-	
16,573.00	500134	27,000	67,000	67,000	32,000	35,000	67,000	-	-	-	-	
36,000.00	500136	36,000	84,000	84,000	40,000	44,000	84,000	-	-	-	-	
858.00	500137	1,500	3,000	3,000	1,500	1,500	3,000	-	-	-	-	
	500138	-	400	400	200	200	400	-	-	-	-	
5,480.00	500282	7,500	16,000	16,000	7,500	8,500	16,000	-	-	-	-	
4,922.02	520400	11,000	27,500	27,500	13,500	14,000	27,500	-	-	-	-	
4,232.17	520401	2,500	5,200	5,200	2,500	2,700	5,200	-	-	-	-	
	520420	1,000	2,000	2,000	1,000	1,000	2,000	-	-	-	-	
\$ 100,633.46		\$ 122,500	\$ 289,100	\$ 289,100	\$ 138,200	\$ 150,900	\$ 289,100	-	-	-	-	
\$ 210,766.86		\$ 239,000	\$ 569,025	\$ 569,025	\$ 275,280	\$ 293,745	\$ 569,025	1.5000	1.5000	1.5000	1.5000	
	TOTAL MUNICIPAL COURT REQUIREMENTS											

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
MUNICIPAL COURT- DEPARTMENT 220 HIGHLIGHTS

Material and Services

500136 Municipal Court Judge

During the course of this budget biennium, the contract for this service will expire.

The increase in this line item gives the City negotiating room when going out for a Request for Proposal.

500282 Courtroom Security

During the course of this budget biennium, the contract for this service will expire.

The increase in this line item gives the City negotiating room when going out for a Request for Proposal.

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CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 POLICE - DEPARTMENT 240 REQUIREMENTS

GENERAL FUND 100
 POLICE DEPARTMENT - 240

2014-15	2015-16	Account Code	Description	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals			Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
\$ 134,868.91	\$ 8,338.95	432110	PERSONNEL SERVICES	\$ 94,816	\$ 197,005	\$ 197,005	\$ 95,125	\$ 101,880	\$ 197,005	1.0000	1.0000	1.0000
82,796.97	86,381.52	432130	POLICE CHIEF	92,450	187,605	187,605	91,180	96,425	187,605	1.0000	1.0000	1.0000
141,480.47	107,361.22	432140	POLICE LIEUTENANT	138,100	285,425	285,425	141,300	144,125	285,425	2.0000	2.0000	2.0000
368,824.39	406,541.76	432160	POLICE DETECTIVE	430,050	1,048,850	1,048,850	515,500	533,350	1,048,850	8.0000	8.0000	8.0000
162,190.57	166,739.11	432170	POLICE OFFICER	162,500	472,610	472,610	230,210	242,400	472,610	2.0000	2.0000	3.0000
64,821.61	68,607.29	432175	POLICE SERGEANT	72,300	-	-	-	-	-	1.0000	1.0000	-
25,507.62	22,373.40	432180	ACTING POLICE SERGEANT	25,200	-	-	-	-	-	0.5000	0.5000	-
44,648.90	42,875.04	432182	MUNICIPAL ORDINANCE SPECIALIST	45,650	50,750	50,750	25,000	25,750	50,750	-	-	0.5000
682.91	1,468.05	432185	PROPERTY ROOM TECHNICIAN	4,000	94,700	94,700	47,000	47,700	94,700	1.0000	1.0000	1.0000
138,019.69	106,784.34	432190	POLICE RECORDS CLERK	110,000	8,000	8,000	4,000	4,000	8,000	-	-	-
10,002.77	7,909.63	450100	POLICE RESERVES	18,000	220,000	220,000	110,000	110,000	220,000	-	-	-
40,169.47	38,537.11	450200	OVERTIME	42,500	22,000	22,000	10,000	12,000	22,000	-	-	-
8,478.84	7,800.97	450300	HOLIDAY PAY	8,100	113,600	113,600	55,000	58,600	113,600	-	-	-
558,321.22	549,138.12	450500	PROFICIENCY PAY	600,000	21,000	21,000	10,000	11,000	21,000	-	-	-
		470000	CAREER RECOGNITION PAY	-	1,575,000	1,575,000	775,000	800,000	1,575,000	-	-	-
		470040	ASSOCIATED PAYROLL COSTS	-	-	-	-	-	-	-	-	-
			LIFE & DISABILITY INSURANCE	-	-	-	-	-	-	-	-	-
\$ 1,780,814.34	\$ 1,620,888.09		TOTAL PERSONNEL SERVICES	\$ 1,843,666	\$ 4,296,545	\$ 4,296,545	\$ 2,109,315	\$ 2,187,230	\$ 4,296,545	13.5000	16.5000	16.5000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE - DEPARTMENT 240 REQUIREMENTS

GENERAL FUND 100		POLICE DEPARTMENT - 240 continued										
2014-15	2015-16	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
			MATERIALS AND SERVICES									
\$ 44,581.78	\$ 47,202.74	500110	CONTRACTUAL & PROFESSIONAL SERVICES	\$ 35,000	\$ 80,000	\$ 80,000	\$ 40,000	\$ 40,000	\$ 80,000	-	-	-
5,297.90	4,342.90	500284	PARK PATROL (PRIVATE SECURITY)	6,000	12,600	12,600	6,300	6,300	12,600	-	-	-
2,500.00	2,500.00	510044	JUVENILE DIVERSION PROGRAM	3,000	6,000	6,000	3,000	3,000	6,000	-	-	-
27,230.52	87,051.28	520100	OPERATIONAL SUPPLIES & EXPENSES	100,000	200,000	200,000	100,000	100,000	200,000	-	-	-
	20,489.71	520112	FIREARMS/AMMUNITION	20,000	40,000	40,000	20,000	20,000	40,000	-	-	-
6,040.94	8,603.94	520310	MAINTENANCE, REPAIR & OPERATION	10,000	20,000	20,000	10,000	10,000	20,000	-	-	-
60,035.29	49,655.83	520320	FLEET FUEL, MAINTENANCE & REPAIR	75,000	150,000	150,000	75,000	75,000	150,000	-	-	-
18,508.10	19,320.62	520340	RADIO MAINT/REPLACEMENT	20,000	40,000	40,000	20,000	20,000	40,000	-	-	-
799.25	5,840.87	520345	RADAR MAINTENANCE REPLACEMENT	3,500	7,000	7,000	3,500	3,500	7,000	-	-	-
13,868.32	13,227.39	520400	OFFICE SUPPLIES & EQUIPMENT	13,500	28,000	28,000	14,000	14,000	28,000	-	-	-
1,095.81	-	530200	EMERGENCY MANAGEMENT	-	-	-	-	-	-	-	-	-
-	-	540110	EMPLOYEE APPRECIATION	-	11,000	11,000	5,500	5,500	11,000	-	-	-
21,440.23	26,610.48	540200	MEMBERSHIP DUES & CONFERENCES	30,000	60,000	60,000	30,000	30,000	60,000	-	-	-
8,803.50	13,978.02	540201	REGIIN - CLASS	13,000	30,000	30,000	15,000	15,000	30,000	-	-	-
22,401.38	20,923.47	540301	UNIFORMS & SAFETY EQUIPMENT	23,000	47,000	47,000	23,000	24,000	47,000	-	-	-
8,150.00	7,920.00	542000	PUBLICATIONS & SUBSCRIPTIONS	11,000	22,000	22,000	11,000	11,000	22,000	-	-	-
12,202.10	17,645.06	560110	CELL PHONES, PAGERS,RADIOS	14,000	40,000	40,000	20,000	20,000	40,000	-	-	-
\$ 273,445.83	\$ 339,042.15		TOTAL MATERIALS AND SERVICES	\$ 377,000	\$ 793,600	\$ 793,600	\$ 396,300	\$ 397,300	\$ 793,600	-	-	-
			CAPITAL OUTLAY									
\$ -	\$ -	641025	POLICE STATION IMPROVEMENTS	-	\$ 40,000	\$ 40,000	-	\$ 40,000	\$ 40,000	-	-	-
-	-	651000	VEHICLES & EQUIPMENT RESERVES	-	205,000	205,000	100,000	105,000	205,000	-	-	-
\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ 245,000	\$ 245,000	\$ 100,000	\$ 145,000	\$ 245,000	-	-	-
\$2,054,260.17	\$1,959,930.24		TOTAL POLICE DEPARTMENT REQUIREMENTS	\$ 2,220,666	\$ 5,335,145	\$ 5,335,145	\$ 2,605,615	\$ 2,729,530	\$ 5,335,145	13,5000	16,5000	16,5000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE - DEPARTMENT 024 HIGHLIGHTS

Department 240 – Police Department

In partnership with the community, provide exceptional law enforcement services, promoting quality of life for all citizens.
This is the mission statement of the Gladstone Police Department and the standard we work to uphold in order to show genuine concern and a right attitude about all that we do. In 2016, Gladstone Police Department responded to 15,776 calls for service, a 20% increase from the previous year. Our agency also conducted 4,976 traffic stops for various violations. We are proud of the service we provide to our community and remain committed to conducting ourselves and activities responsibly, always keeping in mind that we are here to serve and protect.

Personnel Services

432180 Municipal Ordinance Specialist

With the updating of Municipal Codes, the city will be reviewing the need to increase this position to a 1.0 FTE, and fully funding this position in the levy fund.

432182 Police Property/Evidence Custodian

This is a new line item that the city may consider when reviewing job descriptions and the need for a 1.0 FTE Municipal Code Officer

Material and Services

520100 Miscellaneous Equipment

This account is used to budget for unforeseen expenses. In the previous two budget cycles, in-car laptop computers were purchased in order to keep pace with and meet the requirements of various software programs. Also, please note that when possible, auxiliary vehicles, such as for code enforcement, are purchased with trade-in vehicles.

540221 Emergency Management

This category is being moved to city administration.

540110 Employee Appreciation

This line item is to fund recognition to employees who perform exceptional service to the citizens of Gladstone.

Capital Outlay

661000 Vehicles & Capital Equipment

Based on current projections, we expect to purchase four fully-equipped & marked police patrol vehicles over the biennial budget cycle, replacing two per year.

641025 Police Station Improvements

This line item is for repairs, and upgrades to existing facility, in order to ensure operational readiness

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CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE - DEPARTMENT 250 REQUIREMENTS

GENERAL FUND 100		FIRE DEPARTMENT - 250										
2014-15	2015-16	Account	Description	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
\$ 13,785.48	\$ 37,453.24	432210	FIRE CHIEF	\$ 93,100	\$ 206,860	\$ 206,860	\$ 99,885	\$ 106,975	\$ 206,860	1.0000	1.0000	1.0000
79,885.44	80,816.81	432220	ASSISTANT CHIEF	82,300	169,995	169,995	84,145	85,850	169,995	1.0000	1.0000	1.0000
		432240	FIRE CAPTAIN	-	234,408	234,408	114,192	120,216	234,408	-	-	2.0000
231,886.70	228,726.64	432290	ON-CALL FIREFIGHTERS	280,000	485,000	485,000	240,000	245,000	485,000	4.9100	-	-
		450100	OVERTIME	-	26,000	26,000	12,000	14,000	26,000	-	-	-
88,747.09	106,243.26	470000	ASSOCIATED PAYROLL COSTS	138,000	466,470	466,470	230,720	235,750	466,470	-	-	-
4,720.03	4,213.58	470040	LIFE & DISABILITY INSURANCE	7,000	10,000	10,000	5,000	5,000	10,000	-	-	-
\$ 419,024.74	\$ 457,453.53		TOTAL PERSONNEL SERVICES	\$ 600,400	\$ 1,598,733	\$ 1,598,733	\$ 785,942	\$ 812,791	\$ 1,598,733	6.9100	2.0000	4.0000
			MATERIALS AND SERVICES									
10,860.00	10,060.00	500150	MEDICAL DIRECTOR CONTRACT	\$ 13,000	\$ 29,000	\$ 29,000	\$ 14,500	\$ 14,500	\$ 29,000	-	-	-
10,206.33	6,187.58	500210	COMPUTER/TECHNOLOGY SERVICES	13,000	15,000	15,000	7,500	7,500	15,000	-	-	-
3,573.83	5,282.42	500250	JANITORIAL SERVICES	6,000	-	-	-	-	-	-	-	-
71,903.30	86,929.00	500498	CCOM DISPATCH SERVICE	90,000	170,000	170,000	85,000	85,000	170,000	-	-	-
		510022	FIRE GRANTS	25,000	50,000	50,000	25,000	25,000	50,000	-	-	-
1,791.24	5,372.84	520122	FIRE PREVENTION & INVESTIGATION	8,500	17,000	17,000	8,500	8,500	17,000	-	-	-
18,517.56	23,259.90	520124	FIRST RESPONDER SUPPLIES	25,000	50,000	50,000	25,000	25,000	50,000	-	-	-
9,423.36	8,887.37	520126	SCBA & TURNOUT MAINTENANCE	12,000	24,000	24,000	12,000	12,000	24,000	-	-	-
14,673.79	26,747.38	520200	BUILDING MAINTENANCE & SUPPLIES	28,000	85,000	85,000	50,000	55,000	85,000	-	-	-
51,814.19	42,480.48	520320	FLEET FUEL, MAINTENANCE & REPAIR	55,000	110,000	110,000	55,000	55,000	110,000	-	-	-
2,877.56	2,714.13	520400	OFFICE SUPPLIES & EQUIPMENT	4,500	9,000	9,000	4,500	4,500	9,000	-	-	-
11,396.35	12,035.29	540130	PHYSICAL EXAMINATIONS	18,000	36,000	36,000	18,000	18,000	36,000	-	-	-
4,195.54	4,569.13	540200	MEMBERSHIP DUES & CONFERENCES	10,000	20,000	20,000	10,000	10,000	20,000	-	-	-
2,483.30	2,436.79	540222	TECH RESCUE TRAINING	3,000	15,250	15,250	7,625	7,625	15,250	-	-	-
4,263.00	4,549.43	540224	EMS TRAINING & RECERTIFICATION	10,000	15,000	15,000	7,500	7,500	15,000	-	-	-
11,234.22	12,744.58	540225	FIREFIGHTER TRAINING	21,500	82,000	82,000	41,000	41,000	82,000	-	-	-
9,098.78	6,626.18	540301	UNIFORMS & SAFETY EQUIPMENT	15,000	30,000	30,000	15,000	15,000	30,000	-	-	-
7,866.04	8,191.48	560100	HEAT & LIGHTS	10,000	-	-	-	-	-	-	-	-
29,031.42	30,711.43	560110	CELL PHONES,PAGERS,RADIOS	40,000	84,000	84,000	42,000	42,000	84,000	-	-	-
\$ 275,209.81	\$ 299,785.41		TOTAL MATERIALS AND SERVICES	\$ 407,500	\$ 841,250	\$ 841,250	\$ 428,125	\$ 413,125	\$ 841,250	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE - DEPARTMENT 250 REQUIREMENTS

GENERAL FUND 100		2015-16		2017-19		2017-19		2017-19		2018-19		2017-19		2015-16		2016-17		2017-19		2017-19		2016-17		2017-19		
FIRE DEPARTMENT - 250		Actuals	Account Code	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	Adopted Year 1	Adopted Year 2	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE
\$	24,688.20	\$	11,504.41	661010	ROUTINE EQUIP REPLACEMENT	60,000	\$	30,000	\$	60,000	\$	30,000	\$	60,000	\$	30,000	\$	60,000	\$	60,000	-	-	-	-	-	-
	10,102.44		23,190.45	661012	TURN-OUTS & SCBA RESERVE	295,000		270,000		295,000		25,000		295,000		25,000		295,000		295,000	-	-	-	-	-	-
	3,878.62		5,798.08	661014	TECH RESCUE EQUIPMENT	27,000		13,500		27,000		13,500		27,000		13,500		27,000		27,000	-	-	-	-	-	-
	-		33,831.83	661016	FIRE APPARATUS & EQUIPMENT RESERVE	232,000		207,000		232,000		25,000		232,000		25,000		232,000		232,000	-	-	-	-	-	-
	18,142.19		28,318.33	661018	RADIO & COMPUTER RESERVE	100,000		90,000		100,000		10,000		100,000		10,000		100,000		100,000	-	-	-	-	-	-
\$	56,811.45	\$	102,643.10		TOTAL CAPITAL OUTLAY	714,000	\$	610,500	\$	714,000	\$	103,500	\$	714,000	\$	103,500	\$	714,000	\$	714,000	-	-	-	-	-	-
\$	751,046.00	\$	859,882.04		TOTAL FIRE DEPARTMENT REQUIREMENTS	3,153,983	\$	1,824,567	\$	3,153,983	\$	1,329,416	\$	3,153,983	\$	1,329,416	\$	3,153,983	\$	3,153,983	2.0000	2.0000	6.9100	6.9100	4.0000	4.0000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE - DEPARTMENT 250 HIGHLIGHTS

- Department 250 -Fire Department**
Beginning 2016-17, Gladstone City Council has made the decision to change the Fire Chief position from part time to full-time.
- Personnel Services**
432240 Fire Captain
Two full time Fire Captain positions have been added to upgrade department response capabilities and ensure appropriate urban area emergency response services.
- 432290 On Call Firefighters**
Gladstone Fire Department members are reimbursed on a per call basis, training sessions, or for shift coverage. In 2011 the City evaluated how volunteers are reimbursed based on compliance with the Fair Labor Standards Act and compliance with IRS regulations.
As a result the members are now considered "part time - on call" employees.
Compensation is by a stepped increase scale, based on certifications and length of service, with most employees reaching the top step in 4 - 5 years.
This amount is reduced from 2016-17 because personnel expenses previously taken out of this line item have been allocated to the "Part Time" line item under the Fire & EMS Levy.
- 450100 Overtime**
Fire Captains will be non-exempt employees and eligible for overtime under BOLI and FLSA laws.
- Material and Services**
500150 Medical Director Contract
Amount increased due to increased liability insurance costs for Gladstone Fire's Medical Director, an area physician that authorizes our medical response protocols.
- 500210 Computer/Technology Services**
Reduced based on past use.
- 500250 Janitorial Services**
Reduced to zero, fire department personnel will provide upkeep for GFD facilities.
- 500498 C-COM Dispatch Service**
Amount reduced due to projected bill amounts for 2017-19 biennium.
- 510022 Fire Grants**
Placeholder amount, will need to be adjusted if actual grant received.
- 520124 EMS Supplies & Service**
This line item includes funds for medications, disposable medical supplies and maintenance of defibrillators.
- 520126 SCBA & Turnout Maintenance**
Includes expenses to maintain SCBA ("airpacks") and firefighter turnouts (previously a separate line item)
Provides for maintenance and repair of current breathing apparatus, formerly in "Capital Outlay".

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE - DEPARTMENT 250 HIGHLIGHTS

Department 250 - Fire Department CONTINUED
520200 Station Maintenance & Supplies

Amount increased to cover costs of station kitchen upgrade and pay for monthly rental of nearby apartment used for firefighter overnight quarters.

540130 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.

540200 Membership Dues & Conferences

Funds management and operations training related to needed upgrades identified by GFD leadership and in organizational survey.

540222 Tech Rescue Training

Previously "Dive Rescue Training", funds added for surface water and rope rescue training to enhance operational capabilities.

540224 EMS Training & Recertification

Amount reduced based on past use, funds for ongoing EMS training and EMT recertification.

540225 Firefighter Training -personnel

Amount increased to continue Blue Card incident command training program and initial EMT training for new personnel. Also pays for training for all to maintain their firefighter and instructor qualifications, and is primary funding source for multiple recruit academies.

560100 Heat & Lights

Reduced to zero, will now be paid out of Facilities department.

560110 Cellular Phones, Pagers and Radios

Annual 800 MHz radio maintenance and licensing cost is increasing from \$350 to approximately \$400/year for each radio. Fire service and FEMA safety standards recommend a minimum of number of radios. This line also covers maintenance and repair of other types of communication and alerting equipment.

Capital Outlay

661010 Routine Equipment Replacement

This line item set at \$30,000 to more accurately represent planned and potential expenditures.

661012 Turn-outs and SCBA Reserve

This line item is intended to accumulate at \$25,000 per year to cover capital costs of replacing SCBA airpaks and turnouts. Amount of SCBA needed has been reduced by selling our rarely used reserve fire engine, an over \$55,000 saving when the time comes in this biennial budget for SCBA replacement.

661014 Tech Rescue Equipment

Funds proposed to replace, repair and purchase equipment needed for department's 6 to 10 certified divers, and fund needed surface water and rope rescue equipment.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE - DEPARTMENT 250 HIGHLIGHTS

Department 250 -Fire Department CONTINUED
661016 Fire Apparatus and Equipment Reserve -

Capital reserve appropriation for future apparatus purchase. Hold funds carried forward in 2017-18, add \$25,000 in 2018-19.

661018 Radio and Computer Reserve -

Funds major radio and computer expenditures. Amount reduced from previous budget due to passage of C800 bond that will cover 50% of radio replacement costs.

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CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 PARK - DEPARTMENT 526 REQUIREMENTS

GENERAL FUND 100		2014-15	2015-16	Account	Description	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals	Code	Code			Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
					PERSONNEL SERVICES									
\$	\$	5,011.98	437049		PUBLIC WORKS DIRECTOR	\$ 9,315	\$ 41,500	\$ 41,500	\$ 20,000	\$ 21,500	\$ 41,500	0.1000	0.1000	0.2000
7,988.39	6,267.02	437050		PUBLIC WORKS SUPERVISOR	33,900	67,770	67,770	32,720	35,050	67,770	67,770	-	0.1000	0.4500
-	444.43	437055		PW ADMIN ASSISTANT	2,250	10,200	10,200	5,000	5,200	10,200	10,200	-	-	0.1000
57,095.02	56,820.63	437070		UTILITY WORKER, JOURNEY	58,100	172,260	172,260	84,600	87,660	172,260	172,260	1.0000	1.0000	1.5000
10,591.15	8,692.93	439011		SEASONAL HELP	30,000	85,000	85,000	40,000	45,000	85,000	85,000	0.4000	0.4000	-
60.88	979.91	450100		OVERTIME	1,500	4,250	4,250	2,000	2,250	4,250	4,250	-	-	-
-	600.24	450210		TRAINING OVERTIME	-	-	-	-	-	-	-	-	-	-
-	524.32	450500		CAREER RECOGNITION PAY	585	3,620	3,620	1,800	1,820	3,620	3,620	-	-	-
42,382.88	47,198.91	470000		ASSOCIATED PAYROLL COSTS	65,000	68,000	68,000	33,000	35,000	68,000	68,000	-	-	-
\$ 118,118.32	\$ 126,540.37			TOTAL PERSONNEL SERVICES	\$ 200,650	\$ 452,600	\$ 452,600	\$ 219,120	\$ 233,480	\$ 452,600	\$ 452,600	1.5000	1.6000	2.2500
				MATERIALS AND SERVICES										
\$	\$	1,234.30	500110		CONTRACTUAL & PROFESSIONAL SERVICES	\$ 51,700	\$ 45,000	\$ 45,000	\$ 20,000	\$ 25,000	\$ 45,000	-	-	-
700.00	2,446.87	510052		MARINE BOARD ASSISTANCE PROGRAM	3,000	-	-	-	-	-	-	-	-	-
11,297.61	29,446.83	520130		OPERATIONS, MAINTENANCE & REPAIRS	35,960	85,000	85,000	40,000	45,000	85,000	85,000	-	-	-
14,347.50	9,269.00	520132		HAZARDOUS TREE REMOVAL	22,000	60,000	60,000	30,000	30,000	60,000	60,000	-	-	-
1,737.85	1,934.18	520134		SPRAY PK OPERATE & MAINTENANCE	2,100	-	-	-	-	-	-	-	-	-
33,131.68	33,405.87	520310		MAINTENANCE, REPAIR & OPERATION	40,000	-	-	-	-	-	-	-	-	-
-	-	520320		FLEET FUEL, MAINTENANCE & REPAIR	-	65,000	65,000	30,000	35,000	65,000	65,000	-	-	-
-	-	520400		OFFICE SUPPLIES & EQUIPMENT	-	4,000	4,000	2,000	2,000	4,000	4,000	-	-	-
14,632.32	11,315.88	530120		PORTABLE RESTROOM RENTALS	13,800	-	-	-	-	-	-	-	-	-
-	-	540220		PROFESSIONAL CERTIFICATIONS/TRAINING	1,500	4,000	4,000	2,000	2,000	4,000	4,000	-	-	-
-	-	540300		SMALL TOOLS, EQUIPMENT & SAFETY SUPPLIES	-	50,000	50,000	25,000	25,000	50,000	50,000	-	-	-
-	-	540400		DUMPING, HAULING, GARBAGE	-	10,000	10,000	5,000	5,000	10,000	10,000	-	-	-
13,929.75	8,345.87	560100		UTILITIES	8,240	34,500	34,500	17,000	17,500	34,500	34,500	-	-	-
\$91,302.71	\$107,398.80			TOTAL MATERIALS AND SERVICES	\$ 178,300	\$ 357,500	\$ 357,500	\$ 171,000	\$ 186,500	\$ 357,500	\$ 357,500	-	-	-
				CAPITAL OUTLAY										
\$	\$	2,455.24	660100		EQUIPMENT REPLACEMENT RESERVES	\$ 164,900	\$ 140,000	\$ 140,000	\$ 25,000	\$ 115,000	\$ 140,000	-	-	-
119,152.45	1,080.00	671200		METRO LOCAL SHARE	165,199	-	-	-	-	-	-	-	-	-
-	16,750.05	676050		SYSTEM IMPROVEMENTS & PROJECTS	86,129	50,000	50,000	75,000	75,000	150,000	150,000	-	-	-
\$ 119,243.35	\$ 20,285.29			TOTAL CAPITAL OUTLAY	\$ 416,228	\$ 190,000	\$ 190,000	\$ 100,000	\$ 190,000	\$ 290,000	\$ 290,000	-	-	-
\$ 328,664.38	\$ 254,224.46			TOTAL PARKS REQUIREMENTS	\$ 795,178	\$ 1,000,100	\$ 1,000,100	\$ 490,120	\$ 609,980	\$ 1,100,100	\$ 1,100,100	1.5000	1.6000	2.2500

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
PARK - DEPARTMENT 526 HIGHLIGHTS

Department 526 --Parks Department

This department funds a total of 2.25 FTE

Public Works Director - .20

Parks & Street Supervisor - .45

Utility Worker, Journey - 1.5

Administrative Assistant - .10

This budget funds the maintenance and operation for the Parks in Gladstone.

Personnel Services

437070 Utility Worker

The Parks Fund has historically been subsidized with labor and utilities by other funds such as Water and Sewer.

During the last year tracking of man hours and other expenses has shown the actual costs of continuing the same level of services our park users has experienced in the past, and to do this requires adding .5 FTE

This budget will allow for the same level of service while staying within our budget

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
RECREATION - DEPARTMENT 527 REQUIREMENTS

GENERAL FUND 100		RECREATION DEPARTMENT - 527		RECREATION - DEPARTMENT 527 REQUIREMENTS									
2014-15	2015-16	Account	Description	2016-17	2017-19	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE
\$ 9,668.42	\$ 10,710.12	435110	FIELD MAINTENANCE CREW	\$ 9,000	\$ 21,500	\$ 21,500	\$ 10,500	\$ 11,000	\$ 21,500	0.1500	-	-	-
8,898.08	10,056.89	435120	PLAYGROUND AIDES	13,000	27,000	27,000	13,500	13,500	27,000	0.1100	-	-	-
2,552.21	2,615.30	470000	ASSOCIATED PAYROLL COSTS	5,361	11,500	11,500	5,500	6,000	11,500	-	-	-	-
\$ 21,118.71	\$ 23,382.31		TOTAL PERSONNEL SERVICES	\$ 27,361	\$ 60,000	\$ 60,000	\$ 29,500	\$ 30,500	\$ 60,000	0.2600	-	-	-
			PERSONNEL SERVICES										
\$ 22,312.00	\$ 22,312.00	500460	COMMUNITY SCHOOL CONTRACT	\$ 23,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 50,000	-	-	-	-
1,374.99	1,367.96	510062	SUMMER PROGRAMS	2,000	4,000	4,000	2,000	2,000	4,000	-	-	-	-
1,049.64	1,243.35	510064	SPECIAL EVENTS	1,300	2,000	2,000	1,000	1,000	2,000	-	-	-	-
979.80	308.38	520136	MAINTENANCE & SUPPLIES	6,000	1,350	1,350	600	750	1,350	-	-	-	-
\$ 25,716.43	\$ 25,231.69		TOTAL MATERIALS AND SERVICES	\$ 32,300	\$ 57,350	\$ 57,350	\$ 28,600	\$ 28,750	\$ 57,350	-	-	-	-
\$ 46,835.14	\$ 48,614.00		TOTAL RECREATION REQUIREMENTS	\$ 59,661	\$ 117,350	\$ 117,350	\$ 58,100	\$ 59,250	\$ 117,350	0.2600	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
RECREATION - DEPARTMENT 527 HIGHLIGHTS

This budget funds summer programs and community special events. The city hires seasonal help to drag and line the softball and baseball fields before games. The City funds materials and supplies for the summer program at Patterson Park, the Easter Egg Hunt, and Gladstone Community Festival. There are no significant changes in this budget

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CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
SENIOR CENTER - DEPARTMENT 528 REQUIREMENTS

GENERAL FUND 100 SENIOR CENTER-528 2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ 70,707.84	\$ 77,995.21	435210	SENIOR CENTER MANAGER	\$ 72,850	\$ 140,075	\$ 140,075	\$ 67,650	\$ 72,425	\$ 140,075	1.0000	1.0000	1.0000
23,852.48	26,871.32	435240	TRAM DRIVER	28,000	62,000	62,000	30,000	32,000	62,000	0.7000	0.7000	0.7000
27,414.81	29,114.11	435250	NUTRITION CATERER	28,000	62,000	62,000	30,000	32,000	62,000	0.7000	0.7000	0.7000
17,509.14	22,464.29	435280	CENTER ASSISTANT	38,750	82,100	82,100	39,700	42,400	82,100	0.5000	1.0000	1.0000
3,160.51	3,007.55	435295	BUILDING MONITOR	3,500	10,000	10,000	4,500	5,500	10,000	-	0.1000	0.1000
1,272.75	1,529.35	450500	CAREER RECOGNITION PAY	1,340	3,100	3,100	1,500	1,600	3,100	-	-	-
70,529.20	72,579.19	470000	ASSOCIATED PAYROLL COSTS	90,000	150,000	150,000	70,000	80,000	150,000	-	-	-
\$ 214,446.73	\$ 233,561.02		TOTAL PERSONNEL SERVICES	\$ 262,440	\$ 509,275	\$ 509,275	\$ 243,350	\$ 265,925	\$ 509,275	2.9000	3.5000	3.5000
			MATERIALS AND SERVICES									
\$ -	\$ 104.90	500210	COMPUTER/TECHNOLOGY SERVICES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 2,000	-	-	-
6,785.00	-	500250	JANITORIAL SERVICES	6,500	-	-	-	-	-	-	-	-
5,976.14	-	510075	NUTRITION PROGRAM SUPPLIES	-	28,000	28,000	13,800	14,200	28,000	-	-	-
3,675.94	2,253.52	520140	TRAM EXPENSES	5,000	11,000	11,000	5,400	5,600	11,000	-	-	-
228.97	5,588.00	520190	MISCELLANEOUS EQUIPMENT	5,000	11,000	11,000	5,250	5,750	11,000	-	-	-
1,541.59	4,883.85	520320	FLEET FUEL, MAINTENANCE & REPAIR	4,500	11,200	11,200	5,500	5,700	11,200	-	-	-
1,111.15	2,772.05	520400	OFFICE SUPPLIES & EQUIPMENT	1,000	11,000	11,000	5,250	5,750	11,000	-	-	-
-	8.95	540200	MEMBERSHIP DUES & CONFERENCES	400	2,600	2,600	1,250	1,350	2,600	-	-	-
9.52	36.18	540230	MILEAGE REIMBURSEMENT	300	100	100	50	50	100	-	-	-
9,904.51	-	560100	UTILITIES	11,000	-	-	-	-	-	-	-	-
1,817.85	1,884.86	560120	TELEPHONES	2,100	7,000	7,000	3,250	3,750	7,000	-	-	-
\$ 31,050.67	\$ 17,532.31		TOTAL MATERIALS AND SERVICES	\$ 37,800	\$ 83,900	\$ 83,900	\$ 40,750	\$ 43,150	\$ 83,900	-	-	-
			CAPITAL OUTLAY									
\$ 3,420.36	\$ 12,015.75	641010	BUILDING REPAIR	\$ 5,000	\$ 12,000	\$ 12,000	\$ 5,500	\$ 6,500	\$ 12,000	-	-	-
5,936.00	-	641090	PLANTON ESTATE	137,959	137,959	137,959	137,959	-	137,959	-	-	-
\$ 9,356.36	\$ 12,015.75		TOTAL CAPITAL OUTLAY	\$ 142,959	\$ 149,959	\$ 149,959	\$ 143,459	\$ 6,500	\$ 149,959	-	-	-
			TOTAL SENIOR CENTER REQUIREMENTS	\$ 443,199	\$ 743,134	\$ 743,134	\$ 427,559	\$ 315,575	\$ 743,134	2.9000	3.5000	3.5000
\$ 254,853.76	\$ 263,109.08			\$ 443,199	\$ 743,134	\$ 743,134	\$ 427,559	\$ 315,575	\$ 743,134	2.9000	3.5000	3.5000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
SENIOR CENTER - DEPARTMENT 528 HIGHLIGHTS

Personnel Services

This budget accurately reflects operational costs of the Senior Center. The variance of this section when compared to past budgets is due to a reconfiguration of staff; however, the change is without a total overall increase in staff.

Material and Services

510075 Nutrition Program Supplies

There has not been a Nutrition Supply budget for 2 fiscal cycles. The amount shown is representative of the actual cost of our nutrition supplies. This line item is for vendors such as Bateman Meal Services; as well as food purchased for Special Functions.

520320 Fleet Maintenance/ Supplies

This line item has been changed from Building Maintenance/ Supplies to Fleet Maintenance/Supplies to address the needs of our newly acquired 2000 Chevy Blazer. This amount will cover insurance, gas, supplies, and regular maintenance of the vehicle.

540200 Membership Dues and Conferences

Increase represented on this line item is to cover cost of training and other related needs to improve upon the services and programs currently offered.

Capital Outlay

641090 Planton Estate

The Gladstone Seniors Foundation has recently reformed with a new Board of Directors. Once a formal financial plan is approved, a formal request will be made to the City to withdraw estate funds from the City. We are anticipating this to be finalized within a year.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY - DEPARTMENT 529 REQUIREMENTS

GENERAL FUND 100
LIBRARY - 529

	2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
	Actuals	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
PERSONNEL SERVICES											
\$ 75,497.84	\$ 57,641.10	\$ 72,900	\$ 146,130	\$ 146,130	\$ -	\$ -	\$ -	\$ 146,130	1.0000	1.0000	-
	435310 LIBRARY DIRECTOR							73,065			
	435315 INTERIM LIBRARY DIRECTOR							146,130			
244,359.53	252,106.46	300,736	722,720	722,720	351,100	73,065	371,620	722,720	6.8400	6.5800	1.0000
	7,920.52	7,123	10,000	10,000	5,000		5,000	10,000	0.3800	0.3800	0.3800
	435330 LIBRARY AIDE							10,000			
32,781.07	44,090.43	40,000	80,000	80,000	40,000	40,000	40,000	80,000	1.1000	0.4800	-
	435392 ON CALL LIB ASSISTANT							80,000			
	2,566.24	2,499.33	2,700	5,650	5,650	2,800	2,850	5,650			
	450500 CAREER RECOGNITION PAY							2,800			
137,135.27	126,446.85	165,000	291,000	291,000	145,000	145,000	146,000	291,000			
	470000 ASSOCIATED PAYROLL COSTS							145,000			
\$ 500,260.47	\$ 490,409.46	\$ 588,459	\$ 1,255,500	\$ 1,255,500	\$ 616,965	\$ 638,535	\$ 1,255,500	\$ 1,255,500	10.3200	8.4400	8.8600
TOTAL PERSONNEL SERVICES											
MATERIALS AND SERVICES											
\$ 21,773.52	\$ 13,755.80	\$ 30,000	\$ 35,000	\$ 35,000	\$ 17,000	\$ 18,000	\$ 18,000	\$ 35,000			
	500210 COMPUTER/TECHNOLOGY SERVICES - LINCC										
11,543.00	-	15,000	-	-	-	-	-	-			
	500250 JANITORIAL SERVICES										
78,789.25	49,573.86	80,000	195,000	195,000	95,000	100,000	100,000	195,000			
	510081 NEW BOOKS/NON PRINT ITEMS							195,000			
2,669.05	3,873.71	4,000	15,500	15,500	7,500	8,000	8,000	15,500			
	510082 ADULT/CHILDREN'S PROGRAMS							15,500			
2,656.75	5,629.20	2,832	6,000	6,000	3,000	3,000	3,000	6,000			
	510084 READY TO READ GRANT							6,000			
7,887.48	6,312.32	9,400	10,665	10,665	5,665	5,000	5,000	10,665			
	510086 LIB FOUNDATION FUNDED PROGRAMS							10,665			
	215.97	500	1,750	1,750	750	1,000	1,000	1,750			
	510100 MARKETING							1,750			
70,386.54	-	10,000	-	-	-	-	-	-			
	520310 MAINTENANCE, REPAIR, & OPERATION										
11,798.41	6,005.33	5,000	13,000	13,000	6,000	7,000	7,000	13,000			
	520400 OFFICE SUPPLIES & EQUIPMENT							6,000			
7,909.09	8,121.48	8,000	18,500	18,500	9,000	9,500	9,500	18,500			
	530100 RENTALS & LEASES							9,500			
1,824.62	2,554.10	2,500	6,500	6,500	3,000	3,500	3,500	6,500			
	540200 MEMBERSHIP DUES & CONFERENCES							6,500			
3,500.71	3,777.75	3,500	8,500	8,500	4,000	4,500	4,500	8,500			
	542000 PUBLICATIONS & SUBSCRIPTIONS							8,500			
9,460.06	-	10,000	-	-	-	-	-	-			
	560100 UTILITIES										
	560120 TELEPHONES										
\$ 230,198.48	\$ 99,972.02	\$ 181,132	\$ 311,365	\$ 311,365	\$ 151,365	\$ 160,000	\$ 160,000	\$ 311,365			
		400	950	950	450	500	500	950			
TOTAL MATERIALS AND SERVICES											

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY - DEPARTMENT 529 REQUIREMENTS

GENERAL FUND 100		2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2015-16	2016-17	2017-19
LIBRARY - 529		Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	FTE	FTE	FTE
2014-15	Account Code									
Actuals										
	641000 LIBRARY BUILDING RESERVE	-	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ -	\$ -			
CAPITAL OUTLAY										
GENERAL FUND 100										
LIBRARY										
TRANSFERS OUT - 920										
	899306 TRANSFER OUT TO LIBRARY CAPITAL FUND	-	693,196	-	-	-	-	-	-	-
	TOTAL TRANSFERS OUT		\$ 693,196	\$ -	\$ -	\$ -	\$ -			
	TOTAL LIBRARY REQUIREMENTS	\$ 730,458.95	\$ 590,381.48	\$ 1,462,787	\$ 1,566,865	\$ 768,330	\$ 798,535	10.3200	8.4400	8.8600

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY - DEPARTMENT 529 HIGHLIGHTS

Personnel Services

This budget accurately reflects operational costs of the Library.

Material and Services

500210 Data Processing/LINCC (Libraries IN Clackamas County)

The decrease in this budget is due to the completion of our Radio Frequency Identification (RFID) project during the 2016-2017 fiscal year.

510081 New Books/Non Print Items

The budget has been increased to support the purchase of new books and nonprint items.

These items are increasing in price, by increasing this budget, means the Library will continue to purchase the same quality and quantity of books and non print media.

510082 Adult & Children's Programs

The budget has been increased to support the our Adult and Children's programs.

We are asking for this increase in support because the funding the library has traditionally had for these programs from the Library Foundation, is decreasing.

510100 Marketing

This budget has been increased slightly for the purpose of purchasing modern marketing software the library will use to increase visibility to the public.

Footnote:

In year one of the biennium, Library District Revenue is budgeted at \$716,592; while the operating expenses are budgeted at \$768,330; a difference of \$51,738. In year two of the biennium, Library District Revenue is budgeted at \$740,778; while the operating expenses are budgeted at \$798,535; a difference of \$57,757. The total for the two years combined is \$109,495. This amount does not represent the amount of the sewer and water charges accrued to the library. The approximate amount per year for these services is an additional \$1,000.

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CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
GENERAL FUND 100 UNALLOCATED

GENERAL FUND 100 UNALLOCATED CONTINGENCY - 990 UNAPPROPRIATED - 991	2014-15	2015-16	Account Actuals	Description Code	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ -	\$ -	\$ -	-	910000 CONTINGENCY FUNDS	\$ 400,000	\$ 800,000	\$ 800,000	\$ 400,000	\$ 400,000	\$ 800,000	-	-	-
\$ -	\$ -	\$ -	-	990000 UNAPPROPRIATED ENDING FUND BALANCE	1,212,781	3,622,939	3,672,939	1,508,484	2,064,455	3,572,939	-	-	-
\$ -	\$ -	\$ -	-	TOTAL UNALLOCATED	\$ 1,612,781	\$ 4,422,939	\$ 4,472,939	\$ 1,908,484	\$ 2,464,455	\$ 4,372,939	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STATE SHARED REVENUE FUND 110 RESOURCES

STATE SHARED REVENUE FUND 110 RESOURCES - 000		2015-16	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2018-19	2017-19	2015-16	2016-17	2017-19	
Actuals	Actuals	Actuals	Code	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	Adopted	Adopted Year 2	FTE	FTE	FTE	FTE	
\$ 832,136.64	\$ 923,266.89	309999	BEGINNING FUND BALANCE	\$ 930,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-
109,862.45	80,472.61	310170	STATE REVENUE SHARE ALLOTMENTS	105,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4,298.51	5,852.24	330100	INTEREST	3,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 946,297.60	\$ 1,009,601.74		TOTAL STATE SHARED REVENUE RESOURCES	\$ 1,038,400	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STATE SHARED REVENUE FUND 110

STATE SHARED REVENUE FUND 110 REQUIREMENTS - 110		2015-16	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2018-19	2017-19	2015-16	2016-17	2017-19	
Actuals	Actuals	Actuals	Code	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	Adopted	Adopted Year 2	FTE	FTE	FTE	FTE	
\$ 23,030.71	\$ -	620000	CONSTRUCTION	\$ 43,400	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-
\$ 23,030.71	\$ -		TOTAL CAPITAL OUTLAY	\$ 43,400	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-

STATE SHARED REVENUE FUND 110 TRANSFERS OUT - 920		2015-16	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2018-19	2017-19	2015-16	2016-17	2017-19	
Actuals	Actuals	Actuals	Code	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	Adopted	Adopted Year 2	FTE	FTE	FTE	FTE	
\$ -	\$ -	899100	TRANSFERS OUT TO GENERAL FUND	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-
\$ -	\$ -	899307	TRANSFER OUT TO CIVIC BUILDINGS CAPITAL FUND	890,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ -	\$ -		TOTAL TRANSFERS OUT	\$ 995,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-
\$ 23,030.71	\$ -		TOTAL STATE SHARED REVENUE REQUIREMENTS	\$ 1,038,400	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	-	-	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STATE SHARED REVENUE FUND 110 HIGHLIGHTS

On April 11, 2017 City Council authorized the closing of this fund.
The data shown is for historic purposes only.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
ROAD & STREET FUND 205 REQUIREMENTS

ROAD & STREET FUND 205 REQUIREMENTS - 305		2015-16	2016-17	2017-19	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19
2014-15	2015-16	Actuals	Actuals	Account Code	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE
					PERSONNEL SERVICES								
					PUBLIC WORKS DIRECTOR								
					PUBLIC WORKS SUPERVISOR								
					PW ADMIN ASSISTANT								
					UTILITY WORKER, JOURNEY								
					SEASONAL HELP								
					OVERTIME								
					CAREER RECOGNITION								
					ASSOCIATED PAYROLL COSTS								
					TOTAL PERSONNEL SERVICES								
					MATERIALS AND SERVICES								
					CONTRACTUAL & PROFESSIONAL SERVICES								
					OPERATIONS, MAINTENANCE & REPAIRS								
					STREET LIGHT MAINTENANCE								
					SHOP SUPPLIES								
					TRAFFIC SIGNAL MAINTENANCE								
					STREET SIGN MAINTENANCE								
					50/50 SIDEWALK REPAIR COST SHARE								
					MAINTENANCE, REPAIR & OPERATION								
					FLEET FUEL, MAINTENANCE & REPAIR								
					VEHICLE FUELING								
					OFFICE SUPPLIES AND EQUIPMENT								
					PROFESSIONAL CERTIFICATIONS/TRAINING								
					SMALL TOOLS, EQUIPMENT & SAFETY SUPPLIES								
					DUMPING, HAULING, GARBAGE								
					UTILITIES								
					TOTAL MATERIALS AND SERVICES								

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
ROAD & STREET FUND 205 REQUIREMENTS

ROAD & STREET FUND 205 REQUIREMENTS - 305		2015-16	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2017-19	2017-19
2014-15	2015-16	Actuals	Code	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE	FTE	FTE
\$ 10,526.80	\$ 12,236.47	600000	CAPITAL OUTLAY	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-	-
2,700.00	131,361.10	660100	EQUIPMENT REPLACEMENT RESERVES	255,000	660,000	660,000	305,000	355,000	660,000	-	-	-	-	-	-
-	-	675054	NEW STREET LIGHTS	10,000	20,000	20,000	10,000	10,000	20,000	-	-	-	-	-	-
-	3,950.00	675056	BIKEWAY & SIDEWALK IMPROVEMENT	27,000	57,000	57,000	27,000	30,000	57,000	-	-	-	-	-	-
404,256.95	87,243.52	676050	SYSTEM IMPROVEMENTS & PROJECTS	265,496	873,698	873,698	600,614	273,084	873,698	-	-	-	-	-	-
\$ 10,526.80	\$ 12,236.47	676060	BUILDING & FACILITIES IMPROVE & RENTAL	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-	-
-	-	678090	RESERVE FROM SDC'S	126,426	327,852	327,852	151,426	176,426	327,852	-	-	-	-	-	-
\$ 428,010.55	\$ 247,027.56		TOTAL CAPITAL OUTLAY	\$ 733,922	\$ 1,938,550	\$ 1,938,550	\$ 1,094,040	\$ 844,510	\$ 1,938,550	-	-	-	-	-	-
\$ 755,679.59	\$ 623,712.92		TOTAL ROAD & STREET FUND REQUIREMENTS	\$ 1,227,207	\$ 3,570,060	\$ 3,570,060	\$ 1,876,715	\$ 1,693,345	\$ 3,570,060	1.5000	1.8750	1.5000	1.8750	2.7500	2.7500

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
ROAD & STREET FUND 205 UNALLOCATED

ROAD & STREET FUND 205 TRANSFERS OUT - 920		2015-16	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2017-19	2017-19
2014-15	2015-16	Actuals	Code	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE	FTE	FTE
\$ 58,731.00	\$ 60,493.00	899100	TRANSFER OUT TO GENERAL FUND	\$ 62,308	\$ 130,285	\$ 130,285	\$ 64,180	\$ 66,105	\$ 130,285	-	-	-	-	-	-
\$ 58,731.00	\$ 60,493.00		TOTAL TRANSFERS OUT	\$ 62,308	\$ 130,285	\$ 130,285	\$ 64,180	\$ 66,105	\$ 130,285	-	-	-	-	-	-
			TRANSFERS OUT												
			CONTINGENCY FUNDS												
		910000	CONTINGENCY FUNDS	100,000	350,000	350,000	150,000	200,000	350,000	-	-	-	-	-	-
			TOTAL CONTINGENCY	\$ 100,000	\$ 350,000	\$ 350,000	\$ 150,000	\$ 200,000	\$ 350,000	-	-	-	-	-	-
\$ 814,410.59	\$ 684,205.92		TOTAL CONTINGENCY AND ROAD & STREET FUND REQUIREMENTS	\$ 1,389,515	\$ 4,050,345	\$ 4,050,345	\$ 2,090,895	\$ 1,959,450	\$ 4,050,345	1.5000	1.8750	1.5000	1.8750	2.7500	2.7500

**CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
ROAD & STREET FUND 205 HIGHLIGHTS**

RESOURCES

310140 State Highway Taxes

The proceeds collected in this are derived from the State of Oregon Highway Revenues Apportionment. The State of Oregon collects fees from Motor Vehicle Registration and Title Fees, Driver License Fees, Motor Vehicle Fuel Taxes, and Weight-Mile tax. Those proceeds are then distributed to Oregon Counties and Cities base on ORS 366.764 and 366.805 https://www.oregon.gov/ODOT/CS/FS/pages/hwy_rev.aspx

The Oregon Constitution states in part that revenue from the state highway tax is to be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets, and roadside rest areas. Proceeds from the Bikeway resource is derived as a percentage of the state highway taxes received - 1%

314075 Transportation SDC's

Proceeds from the Transportation System Development Charges are restricted funds to help pay for road capacity improvements as listed in SDC methodology, which allows for annual adjustment about equal to the consumer price index. Revenue from transportation SDC is spent on eligible projects that cannot be funded with urban renewal funds.

399100, 399730, 399740, 399750 Transfer in from various funds for Right-of-Way to Streets & Road Fund 205

This transfer is to comply with Ordinance 1465 and Resolution 1097 dated December 2016, and effective February 2017 to pay for Right-Of-Way costs totaling 5% of revenue, less Beginning Fund Balance.

REQUIREMENTS

This fund pays for a total of 2.75 FTE

Public Works Director - .2

Supervisor of Utilities - .45

Utility Worker, Journey Maintenance - 2.0

Administrative Assistant - .1000

Personnel Services

437070 Utility Worker

The new position of Utility Worker will be used for street maintenance activities such as, signs, pavement markings, cracked sealing, pot holes, slurry seals dig up and repairs, and other duties as appropriate.

Material and Services

Additionally, this fund pays for:

Equipment Rental, Street Maintenance Supplies, Shop Supplies and Utilities, Traffic Signal Maintenance, Street Sign Maintenance, Engineering Services, Street Maintenance,

Capital Outlay

660100 Equipment Replacement Reserves

A reserve account for Equipment Replacement has been set up to ensure we have the funds appropriated to purchase newer equipment as our city equipment begins to age out of its useful life. This reserve is proposed increase by at least \$50,000 per fiscal year.

Transfers Out

899100 Interfund Transfer to General Fund

This transfer is to pay for related administrative costs.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
911 EXCISE TAX FUND 207 RESOURCES

911 EXCISE TAX FUND 207 RESOURCES - 000											
2014-15	2015-16	Account	Description	2016-17	2017-19	2017-19	2017-19	2015-16	2016-17	2017-19	FTE
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	FTE
\$ 1,663.38	\$ -	309999	BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-	-	-	-
0.92	-	330100	INTEREST	-	-	-	-	-	-	-	-
\$ 1,664.30	\$ -		TOTAL 911 EXCISE TAX RESOURCES	\$ -	\$ -	\$ -	\$ -	-	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
911 EXCISE TAX FUND 207 REQUIREMENTS

911 EXCISE TAX FUND 207 REQUIREMENTS - 007											
2014-15	2015-16	Account	Description	2016-17	2017-19	2017-19	2017-19	2015-16	2016-17	2017-19	FTE
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	FTE
\$ 1,664.30	\$ -	899100	911 FUND CLOSE OUT EXPENSE - TRANSFER	\$ -	\$ -	\$ -	\$ -	-	-	-	-
\$ 1,664.30	\$ -		TOTAL 911 EXCISE TAX REQUIREMENTS	\$ -	\$ -	\$ -	\$ -	-	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
911 EXCISE TAX FUND 207 HIGHLIGHTS

We are showing this fund for historical purposes only

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CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
MUNICIPAL COURT FUND 801

MUNICIPAL COURT FUND 801		MUNICIPAL COURT FUND 801														
RESOURCES - 000		2015-16	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2016-17	2015-16	2016-17	2017-19
2014-15	2015-16	Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2017-19 Adopted	2017-19 Adopted	2016-17 FTE	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ -	\$ -	-	309999	BEGINNING FUND BALANCE	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	-	-	-	8,000
-	-	-	326020	CITY OF GLADSTONE FINES & FEES	-	659,000	659,000	287,000	372,000	659,000	659,000	659,000	-	-	-	659,000
-	-	-	326030	CLACKAMAS COUNTY FINES & FEES	-	27,000	27,000	15,000	12,000	27,000	27,000	27,000	-	-	-	27,000
-	-	-	326040	STATE OF OREGON FINES & FEES	-	70,000	70,000	35,000	35,000	70,000	70,000	70,000	-	-	-	70,000
-	-	-	326050	RESTITUTION	-	6,000	6,000	3,000	3,000	6,000	6,000	6,000	-	-	-	6,000
-	-	-	326060	BOND	-	40,000	40,000	20,000	20,000	40,000	40,000	40,000	-	-	-	40,000
-	-	-	360000	ALL OTHER COURT FEES	-	-	-	-	-	-	-	-	-	-	-	-
\$ -	\$ -	-	-	TOTAL MUNICIPAL COURT FUND RESOURCES	\$ -	\$ 810,000	\$ 810,000	\$ 360,000	\$ 450,000	\$ 810,000	\$ 810,000	\$ 810,000	-	-	-	810,000

MUNICIPAL COURT - 801		MATERIALS AND SERVICES														
REQUIREMENTS - 220		2015-16	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2017-19	2016-17	2015-16	2016-17	2017-19
2014-15	2015-16	Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2017-19 Adopted	2017-19 Adopted	2016-17 FTE	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ -	\$ -	-	500500	CITY OF GLADSTONE FINES & FEES	\$ -	\$ 635,400	\$ 635,400	\$ 279,000	\$ 356,400	\$ 635,400	\$ 635,400	\$ 635,400	-	-	-	-
-	-	-	500510	CLACKAMAS COUNTY FINES & FEES	-	35,600	35,600	15,000	20,600	35,600	35,600	35,600	-	-	-	-
-	-	-	500520	STATE OF OREGON FINES & FEES	-	75,000	75,000	35,000	40,000	75,000	75,000	75,000	-	-	-	-
-	-	-	500530	RESTITUTION	-	6,000	6,000	3,000	3,000	6,000	6,000	6,000	-	-	-	-
-	-	-	500540	BOND - COURT	-	40,000	40,000	20,000	20,000	40,000	40,000	40,000	-	-	-	-
-	-	-	500550	ALL OTHER FEES & FINES	-	-	-	-	-	-	-	-	-	-	-	-
\$ -	\$ -	-	-	TOTAL MATERIALS AND SERVICES	\$ -	\$ 792,000	\$ 792,000	\$ 352,000	\$ 440,000	\$ 792,000	\$ 792,000	\$ 792,000	-	-	-	-
\$ -	\$ -	-	-	TOTAL MUNICIPAL COURT FUND REQUIREMENTS	\$ -	\$ 792,000	\$ 792,000	\$ 352,000	\$ 440,000	\$ 792,000	\$ 792,000	\$ 792,000	-	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
MUNICIPAL COURT FUND 801

MUNICIPAL COURT - 801		CITY OF GLADSTONE 2017-19 ADOPTED BUDGET MUNICIPAL COURT FUND 801										
CONTINGENCY - 990												
2014-15	2015-16	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
Actuals	Actuals			Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
\$ -	\$ -	910000	CONTINGENCY FUNDS	\$ -	\$ 18,000	\$ 18,000	\$ 8,000	\$ 10,000	\$ 18,000	-	-	-
\$ -	\$ -		TOTAL CONTINGENCY FUNDS	\$ -	\$ 18,000	\$ 18,000	\$ 8,000	\$ 10,000	\$ 18,000	-	-	-
\$ -	\$ -		TOTAL MUNICIPAL COURT FUND REQUIREMENTS	\$ -	\$ 810,000	\$ 810,000	\$ 360,000	\$ 450,000	\$ 810,000	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
MUNICIPAL COURT FUND 801

Department 220 -Municipal Court

This is a newly created fund to account for the revenue and expenditures with our Municipal Court. Revenue consists of payments by defendants in the form of fines and fees, and assessments, then coded the appropriate revenue. Monthly, the city issues checks to other Governmental entities such as The State of Oregon, and Clackamas County. We also will issue a check to the City of Gladstone to be deposited to our General Fund revenue coded to Court Fines and Forfeitures.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 228 RESOURCES

POLICE & COMMUNICATION LEVY FUND 228 RESOURCES - 000		2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Account Code	Actuals	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
\$ 360,965.93	309999	\$ 215,305.80	\$ 267,845	\$ 1,013,615	\$ 1,013,615	\$ 563,500	\$ 450,115	\$ 1,013,615	\$ 1,013,615			
477,447.00	310020	496,354.17	535,705	1,204,250	1,204,250	593,225	611,025	1,204,250	1,204,250			
30,473.10	310050	27,032.49	15,000	60,000	60,000	30,000	30,000	60,000	60,000			
2,415.96	330100	3,351.95	2,600	7,500	7,500	3,500	4,000	7,500	7,500			
\$ 871,300.99		\$ 742,043.41	\$ 821,150	\$ 2,285,365	\$ 2,285,365	\$ 1,190,225	\$ 1,095,140	\$ 2,285,365	\$ 2,285,365			
TOTAL POLICE & COMMUNICATION LEVY RESOURCES												

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 228 REQUIREMENTS

POLICE & COMMUNICATION LEVY FUND 228 REQUIREMENTS - 245		2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Account Code	Actuals	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
\$ 112,989.91	432160	\$ 65,511.53	\$ 61,700	\$ 256,350	\$ 256,350	\$ 125,500	\$ 130,850	\$ 256,350	\$ 256,350	1.0000	2.0000	2.0000
67,199.91	432165	67,737.40	68,100	140,550	140,550	69,575	70,975	140,550	140,550	1.0000	1.0000	1.0000
25,466.36	432180	26,628.95	25,200	103,800	103,800	51,400	52,400	103,800	103,800	0.5000	0.5000	0.5000
5,290.00	432192	1,899.45	5,000	10,000	10,000	5,000	5,000	10,000	10,000	-	-	-
52,798.68	432195	53,062.68	54,400	112,425	112,425	55,700	56,725	112,425	112,425	1.0000	1.0000	1.0000
24,391.59	450100	21,968.07	20,000	70,000	70,000	35,000	35,000	70,000	70,000	-	-	-
1,948.72	450200	-	2,000	4,000	4,000	2,000	2,000	4,000	4,000	-	-	-
302.70	450300	8,961.84	2,600	27,000	27,000	13,500	13,500	27,000	27,000	-	-	-
625.00	450500	324.93	650	2,150	2,150	650	1,500	2,150	2,150	-	-	-
154,572.85	450600	375.00	1,000	4,000	4,000	2,000	2,000	4,000	4,000	-	-	-
\$ 445,585.72	470000	\$ 120,081.08	\$ 100,000	\$ 500,000	\$ 500,000	\$ 225,000	\$ 275,000	\$ 500,000	\$ 500,000	3.5000	4.5000	5.0000
TOTAL PERSONNEL SERVICES												

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 228 REQUIREMENTS

POLICE & COMMUNICATION LEVY FUND 228 REQUIREMENTS		2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
REQUIREMENTS - 245		Actuals	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE
Account Code	Description											
MATERIALS AND SERVICES												
\$ 108,838.62	500498 SHARE COST CCOM DISPATCH SVC	\$ 120,254.00	\$ 260,000	\$ 120,000	\$ 260,000	\$ 260,000	\$ 130,000	\$ 130,000	\$ 260,000	-	-	-
1,039.36	510032 SRO EXPENSES	700.00	3,000	1,500	3,000	3,000	1,500	1,500	3,000	-	-	-
-	510040 K-9 EXPENSES	-	24,000	-	24,000	24,000	20,000	4,000	24,000	-	-	-
-	520310 MAINTENANCE, REPAIR & OPERATION	-	4,000	2,000	4,000	4,000	2,000	2,000	4,000	-	-	-
\$ 109,877.98	TOTAL MATERIALS AND SERVICES	\$ 120,954.00	\$ 291,000	\$ 123,500	\$ 291,000	\$ 291,000	\$ 153,500	\$ 137,500	\$ 291,000	-	-	-
CAPITAL OUTLAY												
\$ -	660000 EQUIPMENT & FURNISHINGS	-	10,000	5,000	10,000	10,000	5,000	5,000	10,000	-	-	-
100,532.49	660100 EQUIPMENT REPLACEMENT RESERVE	-	-	-	-	-	-	-	-	-	-	-
\$ 100,532.49	TOTAL CAPITAL OUTLAY	\$ -	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	-	-	-
\$ 655,996.19	TOTAL POLICE & COMMUNICATION LEVY REQUIREMENTS	\$ 487,504.93	\$ 1,531,275	\$ 469,150	\$ 1,531,275	\$ 1,531,275	\$ 743,825	\$ 787,450	\$ 1,531,275	3.5000	4.5000	5.0000
POLICE & COMMUNICATION LEVY FUND 228 TRANSFERS OUT - 920												
\$ -	899100 TRANSFER OUT TO GENERAL FUND	\$ 13,705.00	\$ 29,535	\$ 14,120	\$ 29,535	\$ 29,535	\$ 14,545	\$ 14,990	\$ 29,535	-	-	-
\$ -	TOTAL TRANSFERS OUT	\$ 13,705.00	\$ 29,535	\$ 14,120	\$ 29,535	\$ 29,535	\$ 14,545	\$ 14,990	\$ 29,535	-	-	-
POLICE & COMMUNICATION LEVY FUND 228 CONTINGENCY - 990												
\$ -	910000 CONTINGENCY FUNDS	-	\$ 724,555	\$ -	\$ 724,555	\$ 724,555	\$ 431,855	\$ 292,700	\$ 724,555	-	-	-
\$ -	TOTAL CONTINGENCY FUNDS	\$ -	\$ 724,555	\$ -	\$ 724,555	\$ 724,555	\$ 431,855	\$ 292,700	\$ 724,555	-	-	-
POLICE & COMMUNICATION LEVY FUND 228 UNAPPROPRIATED - 991												
\$ -	990000 UNAPPROPRIATED ENDING FUND BALANCE	-	\$ -	\$ 337,880	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
\$ -	TOTAL POLICE & COMMUNICATION LEVY UNAPPROPRIATED	\$ -	\$ -	\$ 337,880	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
\$ 655,996.19	TOTAL UNAPPROPRIATED AND POLICE & COMM LEVY FUND REQUIREMENTS	\$ 501,209.93	\$ 2,285,365	\$ 821,150	\$ 2,285,365	\$ 2,285,365	\$ 1,190,225	\$ 1,095,140	\$ 2,285,365	3.5000	4.5000	5.0000

**CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 228 HIGHLIGHTS**

RESOURCES

In 2012, voters approved a continuation of the levy at 68 cents per \$1,000 assessed value through 2018-19.

REQUIREMENTS

The proceeds of this fund are used for to maintain existing services for police protections and communication responses such as:

The ability to maintain current staffing levels to be at or above State of Oregon averages

The ability to maintain our Municipal Ordinance Specialist to administer code compliance

School Resource Officer assigned to the four Gladstone School District schools

On call Police Records Clerk

Other services to maintain police staffing and service levels

Personnel Services

432180 Municipal Ordinance Specialist

With the updating of Municipal Codes, the city will be reviewing the need to increase this position to a 1.0 FTE, and fully funding this position in the levy fund.

432160 Traffic Officer Position

Included in the levy fund payroll is a full-time traffic officer position.

This officer's primary duties will focus on traffic enforcement, traffic safety and traffic accidents (including those on Hwy 99).

It is anticipated this position will be revenue neutral to the city due to the increased enforcement activity and resulting increase in fines collected.

432160 Over-Hire / Tri-Met Position

This position is included in the levy fund to ensure the patrol division is fully staffed. Having an over-hire position allows planning for retirements, compensating for injured officers, and allow for new hires to attend the police academy. Should GPD become fully staffed, this position would transition to the Tri-Met allowing for continuing career opportunities/experience and the police, expenses for the position would be fully reimbursed by Tri-Met.

Supplies & Materials

510040 K-9

During the past two budget cycles GPD has not deployed a police K-9, it is anticipated GPD will purchase a new K-9 & related equipment, with on-going dog expenses to be paid via the levy budget line and with community contributions.

Capital Outlay

661018 Share Cost C-COM Dispatch Service

C-COM is the Clackamas County dispatch center that provides police and fire dispatch services for Gladstone. The increase is due to member agency cost adjustments due to a new contract for C-COM personnel.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
COMBINED POLICE GENERAL FUND & POLICE LEVY FUND 240 REQUIREMENTS

COMBINED POLICE GENERAL FUND & POLICE LEVY FUND 240		2015-16 Actuals	2016-17 Adopted	2017-19 Adopted	Description	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$	1,780,814.34	\$ 1,620,888.09	\$ 1,843,666	\$ 4,296,545	PERSONNEL SERVICES General Fund Personnel Services	13.5000	16.5000	16.5000
	445,585.72	366,550.93	340,650	1,230,275	Police Levy Fund Personnel Services	3.5000	4.5000	5.0000
\$	2,226,400.06	\$ 1,987,439.02	\$ 2,184,316	\$ 5,526,820	TOTAL PERSONNEL SERVICES	17.0000	21.0000	21.5000
\$	273,445.83	\$ 339,042.15	\$ 377,000	\$ 793,600	MATERIALS AND SERVICES General Fund Materials & Services			
	1,039.36	700.00	3,500	31,000	Police Levy Fund Materials & Services			
\$	274,485.19	\$ 339,742.15	\$ 380,500	\$ 824,600	TOTAL MATERIALS AND SERVICES			
\$	-	\$ -	\$ -	\$ 245,000	CAPITAL OUTLAY General Fund Capital Outlay			
	209,371.11	120,254.00	125,000	270,000	Police Levy Fund Capital Outlay			
\$	209,371.11	\$ 120,254.00	\$ 125,000	\$ 515,000	TOTAL CAPITAL OUTLAY			
\$	-	\$ -	\$ -	\$ -	TRANSFERS General Fund Transfers			
	-	13,705.00	14,120	29,535	Police Levy Fund Transfers			
\$	-	\$ 13,705.00	\$ 14,120	\$ 29,535	TOTAL TRANSFERS			
	2,710,256.36	2,461,140.17	337,880		Ending Balance (Prior Years)			
				724,555	UNAPPROPRIATED ENDING FUND BALANCE - PD Levy			
					CONTINGENCY - PD LEVY			
\$	2,710,256.36	\$ 2,461,140.17	\$ 3,041,816	\$ 7,620,510	TOTAL POLICE DEPT GENERAL FUND & LEVY FUND REQUIREMENTS	17.0000	21.0000	21.5000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 229 RESOURCES

FIRE & EMERGENCY SERVICES LEVY FUND 229 RESOURCES - 000		2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals	Actuals	Code	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE
\$ 178,471.75	\$ 279,170.08	309999	BEGINNING FUND BALANCE	\$ 390,000	\$ 418,000	\$ 418,000	\$ 378,000	\$ 40,000	\$ 418,000	\$ 418,000		
224,801.71	226,345.27	310020	CURRENT LEVY TAX	243,365	541,046	541,046	266,526	274,520	541,046	541,046		
6,894.42	12,327.37	310050	PRIOR YEAR TAXES	7,000	14,000	14,000	7,000	7,000	14,000	14,000		
1,464.61	3,028.01	330100	INTEREST	2,500	8,500	8,500	4,000	4,500	8,500	8,500		
\$ 411,632.49	\$ 520,870.73		TOTAL FIRE & EMERGENCY SERVICES LEVY RESOURCES	\$ 642,865	\$ 981,546	\$ 981,546	\$ 655,526	\$ 326,020	\$ 981,546	\$ 981,546		

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 229 REQUIREMENTS

FIRE & EMERGENCY SERVICES LEVY FUND 229 REQUIREMENTS - 255		2014-15	2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19
Actuals	Actuals	Actuals	Code	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE
\$ 68,700.18	\$ 66,325.36	432230	TRAINING & SAFETY OFFICER	\$ 73,700	\$ 163,825	\$ 163,825	\$ 79,105	\$ 84,720	\$ 163,825	\$ 163,825	1.0000	1.0000
-	-	439010	PART TIME	-	76,000	76,000	38,000	38,000	76,000	76,000	-	0.8000
11,643.91	10,869.29	439011	SEASONAL HELP	22,000	20,000	20,000	10,000	10,000	20,000	20,000	-	-
38,462.22	40,510.58	470000	ASSOCIATED PAYROLL COSTS	52,000	130,000	130,000	55,000	75,000	130,000	130,000	-	-
\$ 118,806.31	\$ 117,705.23		TOTAL PERSONNEL SERVICES	\$ 147,700	\$ 389,825	\$ 389,825	\$ 182,105	\$ 207,720	\$ 389,825	\$ 389,825	1.0000	1.8000
			MATERIALS AND SERVICES									
\$ -	\$ -	500110	CONTRACTUAL & PROFESSIONAL SERVICES	\$ 20,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 10,000	\$ 50,000	\$ 50,000	-	-
5,233.05	5,417.55	520365	EQUIPMENT TESTING & SERVICE	10,000	20,000	20,000	10,000	10,000	20,000	20,000	-	-
-	-	520400	OFFICE SUPPLIES & EQUIPMENT	10,000	20,000	20,000	10,000	10,000	20,000	20,000	-	-
\$ 5,233.05	\$ 5,417.55		TOTAL MATERIALS AND SERVICES	\$ 40,000	\$ 90,000	\$ 90,000	\$ 60,000	\$ 30,000	\$ 90,000	\$ 90,000	-	-
			CAPITAL OUTLAY									
\$ -	\$ -	641030	TRAINING FACILITY	\$ 120,000	\$ 78,000	\$ 78,000	\$ 68,000	\$ 10,000	\$ 78,000	\$ 78,000	-	-
14,591.00	-	660120	FIRE, EMS & EXTRICATION EQUIPMENT	25,000	77,000	77,000	52,000	25,000	77,000	77,000	-	-
493,660.50	-	661016	FIRE APPARATUS & EQUIPMENT RESERVE	270,000	300,000	300,000	270,000	30,000	300,000	300,000	-	-
\$ 508,251.50	\$ -		TOTAL CAPITAL OUTLAY	\$ 415,000	\$ 455,000	\$ 455,000	\$ 390,000	\$ 65,000	\$ 455,000	\$ 455,000	-	-
\$ 632,290.86	\$ 123,122.78		TOTAL FIRE & EMERGENCY SERVICES LEVY REQUIREMENTS	\$ 602,700	\$ 934,825	\$ 934,825	\$ 632,105	\$ 302,720	\$ 934,825	\$ 934,825	1.0000	1.8000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 229 REQUIREMENTS

FIRE & EMERGENCY SERVICES LEVY FUND 229 TRANSFERS OUT - 920		2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE							
\$	5,592.00	\$	5,760.00	899100	TRANSFER OUT TO GENERAL FUND	\$	5,935	\$	12,415	\$	12,415	\$	6,300	\$	12,415	-	-	-		
\$	5,592.00	\$	5,760.00		TOTAL TRANSFERS OUT	\$	5,935	\$	12,415	\$	12,415	\$	6,300	\$	12,415	-	-	-		
FIRE & EMERGENCY SERVICES LEVY FUND 229 CONTINGENCY - 990																				
\$	-	\$	-	910000	CONTINGENCY FUNDS	\$	-	\$	34,306	\$	34,306	\$	17,306	\$	17,000	\$	34,306	-	-	
\$	-	\$	-		TOTAL CONTINGENCY FUNDS	\$	-	\$	34,306	\$	34,306	\$	17,306	\$	17,000	\$	34,306	-	-	
FIRE & EMERGENCY SERVICES LEVY FUND 229 UNAPPROPRIATED - 991																				
\$	-	\$	-	990000	UNAPPROPRIATED ENDING FUND BALANCE	\$	34,230	\$	-	\$	-	\$	-	\$	-	\$	-	-	-	
\$	-	\$	-		TOTAL FIRE & EMERGENCY SERVICES LEVY UNAPPROPRIATED	\$	34,230	\$	-	\$	-	\$	-	\$	-	\$	-	-	-	
TOTAL UNAPPROPRIATED AND FIRE & EMERGENCY SERVICES LEVY FUND REQUIREMENTS																				
\$	637,882.86	\$	128,882.78			\$	642,865	\$	981,546	\$	981,546	\$	655,526	\$	326,020	\$	981,546	1,000	1,000	1,8000

**CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 229 HIGHLIGHTS**

RESOURCES

In 2012, voters approved a continuation of the levy at 31 cents per \$1,000 assessed value through 2018-19.

REQUIREMENTS

The proceeds of this fund are used for a variety of services to maintain existing services for fire protection and emergency medical response such as:

Personnel Services

432230 Training & Safety Officer

Accounts for step increases (formerly Fire Coordinator)

439010 Part Time

Includes wages for part time administrative, operational, and logistical program personnel that was previously taken from Seasonal and Paid-on-Call (GF line items).

439011 Seasonal Help

Funds are used to pay for two or three temporary employees during summer months.

470000 Associated Payroll Costs

Includes potential vacation payout upon retirement of the Training and Safety Officer in 2018

Supplies & Materials

500110 Surveys & Consultants

Funds to address Fire Department standard of cover, strategic plan, and operational pre-plan consulting needs.

Capital Outlay

660120 FIRE, EMS & EXTRICATION EQUIPMENT

Funds needed to upgrade fire hose for low pressure nozzle compatibility, to purchase rescue air bags, and for new cardiac monitor in 2019

641030 Training Facility

Funds to develop a permanent training area subject to land availability. Dovetailing this training area with other new city facilities would be optimal.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
COMBINED FIRE GENERAL FUND & FIRE LEVY FUND 250 REQUIREMENTS

COMBINED FIRE GENERAL FUND & FIRE LEVY FUND 250		2015-16	2016-17	2017-19	Description			2015-16 FTE	2016-17 FTE	2017-19 FTE
2014-15	2015-16	Actuals	Adopted	Adopted						
\$	419,024.74	\$ 457,453.53	\$ 600,400	\$ 1,598,733	General Fund Personnel Services		6.9100	2.0000	4.0000	
	118,806.31	117,705.23	147,700	389,825	Fire Levy Fund Personnel Services		1.0000	1.0000	1.8000	
\$	537,831.05	\$ 575,158.76	\$ 748,100	\$ 1,988,558	TOTAL PERSONNEL SERVICES		7.9100	3.0000	5.8000	
MATERIALS AND SERVICES										
\$	275,209.81	\$ 299,785.41	\$ 407,500	\$ 841,250	General Fund Materials & Services					
	5,233.05	5,417.55	40,000	90,000	Fire Levy Fund Materials & Services					
\$	280,442.86	\$ 305,202.96	\$ 447,500	\$ 931,250	TOTAL MATERIALS AND SERVICES					
CAPITAL OUTLAY										
\$	56,811.45	\$ 102,643.10	\$ 700,000	\$ 714,000	General Fund Capital Outlay					
	508,251.50	-	415,000	455,000	Fire Levy Fund Capital Outlay					
\$	565,062.95	\$ 102,643.10	\$ 1,115,000	\$ 1,169,000	TOTAL CAPITAL OUTLAY					
TRANSFERS										
\$	-	\$ -	\$ -	\$ -	General Fund Transfers					
	5,592.00	5,760.00	5,935	12,415	Fire Levy Fund Transfers					
\$	5,592.00	\$ 5,760.00	\$ 5,935	\$ 12,415	TOTAL TRANSFERS					
	1,388,928.86	988,764.82	34,230		Ending Balance (Prior Years)					
					UNAPPROPRIATED ENDING FUND BALANCE - FD Levy					
				34,306	CONTINGENCY - FD LEVY					
\$	1,388,928.86	\$ 988,764.82	\$ 2,350,765	\$ 4,135,529	TOTAL FIRE DEPT GENERAL FUND & LEVY FUND REQUIREMENTS		7.9100	3.0000	5.8000	

CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 SEWER FUND 730 RESOURCES

SEWER FUND 730 RESOURCES		2015-16		2016-17		2017-19		2017-19		2017-19		2018-19		2015-16		2016-17		2017-19		
RESOURCES - 000		Actuals	Account	Actuals	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
2014-15	2015-16	Code																		
\$ 1,144,643.75	\$ 1,038,046.92	309999	BEGINNING FUND BALANCE	\$ 1,550,000		\$ 2,484,000	\$ 2,484,000	\$ 2,484,000	\$ 1,342,000	\$ 1,142,000	\$ 2,484,000									
496,453.94	517,454.72	314050	OAK LODGE SANITARY	500,000		1,050,000	1,050,000	1,050,000	512,000	538,000	1,050,000									
1,448,703.04	1,502,049.00	314055	TRI CITY SERVICE DISTRICT	1,572,000		3,309,375	3,309,375	3,309,375	1,614,375	1,695,000	3,309,375									
11,312.00	304,416.00	314080	CONNECTION FEES	10,000		45,000	45,000	45,000	20,000	25,000	45,000									
1,055.24	33,196.66	314110	SEWER SDC'S (13%)	1,000		8,000	8,000	8,000	3,000	5,000	8,000									
722.22	10,901.62	360000	ALL OTHER SEWER RECEIPTS	1,000		15,000	15,000	15,000	5,000	10,000	15,000									
\$ 3,102,890.19	\$ 3,406,064.92		TOTAL SEWER FUND RESOURCES	\$ 3,634,000		\$ 6,911,375	\$ 6,911,375	\$ 6,911,375	\$ 3,496,375	\$ 3,415,000	\$ 6,911,375									

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
SEWER FUND 730 REQUIREMENTS

SEWER FUND 730 REQUIREMENTS
REQUIREMENTS - 703

2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
			PERSONNEL SERVICES									
			PUBLIC WORKS DIRECTOR	\$ 32,575	\$ 41,500	\$ 41,500	\$ 20,000	\$ 21,500	\$ 41,500	0.3500	0.3500	0.2000
			PUBLIC WORKS SUPERVISOR	44,750	49,725	49,725	24,000	25,725	49,725	-	0.3500	0.3300
			PW ADMIN ASSISTANT	7,850	9,955	9,955	4,805	5,150	9,955	-	-	0.1000
			WORKER, JOURNEY	90,050	171,625	171,625	84,575	87,050	171,625	1.5000	1.5000	1.5000
			ACCOUNTING CLERK	21,414.28	28,650	28,650	14,150	14,500	28,650	0.4000	0.4000	0.2000
			SEASONAL HELP	534.11	30,000	30,000	15,000	15,000	30,000	-	-	-
			OVERTIME	1,306.55	2,000	2,000	5,000	5,000	10,000	-	-	-
			CAREER RECOGNITION PAY	2,475.91	9,505	9,505	4,655	4,850	9,505	-	-	-
			ASSOCIATED PAYROLL COSTS	81,274.53	207,950	207,950	100,450	107,500	207,950	-	-	-
			TOTAL PERSONNEL SERVICES	\$ 300,175	\$ 558,910	\$ 558,910	\$ 272,635	\$ 286,275	\$ 558,910	2.2500	2.6000	2.3300
			MATERIALS AND SERVICES									
			CONTRACTUAL & PROFESSIONAL SERVICES	\$ 213,000	\$ 85,000	\$ 85,000	\$ 40,000	\$ 45,000	\$ 85,000	-	-	-
			COMPUTER/TECHNOLOGY SERVICES	42,370	-	-	-	-	-	-	-	-
			SDC PASS THROUGH TO TCSD	10,000	30,000	30,000	15,000	15,000	30,000	-	-	-
			OAK LODGE SANITARY DISTRICT	467,195	1,004,500	1,004,500	490,000	514,500	1,004,500	-	-	-
			TRI-CITY SERVICE DISTRICT	1,081,715	2,329,000	2,329,000	1,136,000	1,193,000	2,329,000	-	-	-
			OPERATIONS, MAINTENANCE & REPAIRS	-	105,000	105,000	50,000	55,000	105,000	-	-	-
			MAINTENANCE, REPAIR & OPERATION	89,700	-	-	-	-	-	-	-	-
			FLEET FUEL, MAINTENANCE & REPAIR	-	105,000	105,000	50,000	55,000	105,000	-	-	-
			PUMP STATION MAINTENANCE	13,860	-	-	-	-	-	-	-	-
			OFFICE SUPPLIES AND EQUIPMENT	-	4,000	4,000	2,000	2,000	4,000	-	-	-
			MEMBERSHIP DUES & CONFERENCES	3,000	-	-	-	-	-	-	-	-
			PROFESSIONAL CERTIFICATIONS/TRAINING	-	7,000	7,000	3,500	3,500	7,000	-	-	-
			SMALL TOOLS, EQUIPMENT & SAFETY SUPPLIES	-	20,500	20,500	10,000	10,500	20,500	-	-	-
			DUMPING, HAULING, GARBAGE	-	20,500	20,500	10,000	10,500	20,500	-	-	-
			UTILITIES	417.30	4,000	4,000	2,000	2,000	4,000	-	-	-
			TOTAL MATERIALS AND SERVICES	\$ 1,922,990	\$ 3,714,500	\$ 3,714,500	\$ 1,808,500	\$ 1,906,000	\$ 3,714,500	-	-	-
			CAPITAL OUTLAY									
			EQUIPMENT REPLACEMENT RESERVE	\$ 1,965.00	\$ 825,000	\$ 825,000	\$ 375,000	\$ 450,000	\$ 825,000	-	-	-
			SYSTEM IMPROVEMENTS & PROJECTS	49,336.00	835,190	835,190	604,735	230,455	835,190	-	-	-
			RIPARIAN RESTORATION	19,864.57	-	-	-	-	-	-	-	-
			RESERVE FROM SDC'S	-	-	-	-	-	-	-	-	-
			TOTAL CAPITAL OUTLAY	\$ 189,568.81	\$ 1,660,190	\$ 1,660,190	\$ 979,735	\$ 680,455	\$ 1,660,190	-	-	-

CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 SEWER FUND 730 REQUIREMENTS

SEWER FUND 730		2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2015-16	2016-17	2017-19	2017-19	2015-16	2016-17	2017-19
2014-15	2015-16	Actuals	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	FTE	FTE	Adopted	Adopted	FTE	FTE	FTE
Actuals	Actuals	Actuals	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	FTE	FTE	Adopted	Adopted	FTE	FTE	FTE
\$ 25,452.00	\$ 26,188.00	26,188.00	26,188.00	56,405 \$	56,405 \$	27,785 \$	28,620 \$	-	-	56,405 \$	56,405 \$	-	-	-
-	-	-	-	221,370	221,370	107,720	113,650	-	-	221,370	221,370	-	-	-
\$ 25,452.00	\$ 26,188.00	26,188.00	26,975 \$	277,775 \$	277,775 \$	135,505 \$	142,270 \$	-	-	277,775 \$	277,775 \$	-	-	-
\$1,930,777.55	\$2,276,030.08	2,276,030.08	3,434,000 \$	6,211,375 \$	6,211,375 \$	3,196,375 \$	3,015,000 \$	2,2500	2,6000	6,211,375 \$	6,211,375 \$	2,2500	2,6000	2,3300
TRANSFERS OUT														
TRANSFER OUT TO GENERAL FUND														
TRANSFER OUT TO ROAD & STREET FUND (ROW)														
TOTAL TRANSFERS OUT														
CONTINGENCY FUNDS														
CONTINGENCY FUNDS														
\$ -	\$ -	-	910000	200,000 \$	700,000 \$	300,000 \$	400,000 \$	-	-	700,000 \$	700,000 \$	-	-	-
\$ -	\$ -	-	-	200,000 \$	700,000 \$	300,000 \$	400,000 \$	-	-	700,000 \$	700,000 \$	-	-	-
TOTAL CONTINGENCY FUNDS														
\$1,930,777.55	\$ 2,276,030.08	2,276,030.08	3,634,000 \$	6,911,375 \$	6,911,375 \$	3,496,375 \$	3,415,000 \$	2,2500	2,6000	6,911,375 \$	6,911,375 \$	2,2500	2,6000	2,3300
TOTAL UNALLOCATED AND SEWER FUND REQUIREMENTS														

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
SEWER FUND 730 HIGHLIGHTS

RESOURCES

Connection Fees - This revenue is collected and passed through to county service districts. We are anticipating a 5% rate increase on January 1, 2018 and January 1, 2019

REQUIREMENTS

This fund pays for a total of 2.33 FTE
Public Works Director - .2
Supervisor of Utilities - .33
Utility Worker, Journey Maintenance - .5
Utility Worker, Journey - 1.0
Account Clerk - .2
Administrative Assistant - .1

Material and Services

500452 SDC Pass through to TCSD

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.

500456 Oak Lodge Sanitary District Contract

There are 809 EDU's in OLSD. OLSD 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.

500458 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.

520150 Sewer System Maintenance & Repair

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

Capital Outlay

660100 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 are approximately \$400,000. Currently Public Works is researching different brands to determine the best equipment. We anticipate making this equipment purchase during this budget cycle.

678090 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. Once Master Plans and the accompanying financials are adopted by City Council, we anticipate changes to this verbiage.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
SEWER FUND 730 HIGHLIGHTS

Transfers Out

899100 Interfund Transfer to General Fund

This transfer is to pay for related administrative costs.

899205 Interfund Transfer to Streets & Road Fund 205

This transfer is to comply with Ordinance 1465 and Resolution 1097 dated December 2016, and effective February 2017 to pay for Right-Of-Way costs totaling 5% of revenue, less Beginning Fund Balance.

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CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 WATER FUND 740 RESOURCES

WATER FUND 740 RESOURCES - 000		2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$	1,125,249.70	\$	309999	BEGINNING FUND BALANCE	\$ 1,496,000	\$ 2,500,000	\$ 2,500,000	\$ 1,300,000	\$ 1,200,000	\$ 2,500,000			
	1,212,925.71		314060	WATER SERVICE REVENUE	1,276,000	2,681,000	2,681,000	1,308,000	1,373,000	2,681,000			
	11,405.00		314080	WATER SERVICE CONNECTIONS	12,000	24,000	24,000	12,000	12,000	24,000			
	17,352.86		314110	WATER SDC'S (87%)	20,000	40,000	40,000	20,000	20,000	40,000			
	-		316000	DEBT SERVICE PROCEEDS - REFUNDING ENTRY	-	-	-	-	-	-			
	10,205.62		360000	ALL OTHER WATER FUND RESOURCES	30,000	72,500	72,500	35,000	37,500	72,500			
\$	2,377,138.89	\$	4,126,951.69	TOTAL WATER FUND RESOURCES	\$ 2,834,000	\$ 5,317,500	\$ 5,317,500	\$ 2,675,000	\$ 2,642,500	\$ 5,317,500			

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
WATER FUND 740 REQUIREMENTS

2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
PERSONNEL SERVICES												
	\$	437049	PUBLIC WORKS DIRECTOR	\$ 27,950	\$ 41,500	\$ 41,500	\$ 20,000	\$ 21,500	\$ 41,500	0.3000	0.3000	0.2000
23,965.68		437050	PUBLIC WORKS SUPERVISOR	23,030	51,250	51,250	24,750	26,500	51,250	0.3400	0.3400	0.3400
		437055	PW ADMIN ASSISTANT	6,715	9,955	9,955	4,805	5,150	9,955	-	0.1500	0.1000
21,409.59		431500	ACCOUNTING CLERK	22,150	34,350	34,350	17,000	17,350	34,350	0.4000	0.4000	0.2000
143,607.10		437070	UTILITY WORKER, JOURNEY	145,250	275,050	275,050	135,025	140,025	275,050	1.0000	2.5000	2.5000
		439011	SEASONAL HELP	15,000	30,000	30,000	15,000	15,000	30,000	-	-	-
4,383.60		450100	OVERTIME	10,000	20,000	20,000	10,000	10,000	20,000	-	-	-
3,275.72		450500	CAREER RECOGNITION PAY	4,150	3,025	3,025	1,500	1,525	3,025	-	-	-
106,666.48		470000	ASSOCIATED PAYROLL COSTS	155,500	320,500	320,500	155,500	165,000	320,500	-	-	-
\$ 303,308.17	\$		TOTAL PERSONNEL SERVICES	\$ 409,745	\$ 785,630	\$ 785,630	\$ 383,580	\$ 402,050	\$ 785,630	2.0000	3.6900	3.3400
MATERIALS AND SERVICES												
	\$	500110	CONTRACTUAL & PROFESSIONAL SERVICES	\$ 30,000	\$ 120,000	\$ 120,000	\$ 60,000	\$ 60,000	\$ 120,000	-	-	-
8,024.97		500210	COMPUTER/TECHNOLOGY SERVICES	52,000	-	-	-	-	-	-	-	-
12,229.20		500240	METER READING CONTRACT	15,000	60,000	60,000	30,000	30,000	60,000	-	-	-
36,749.10		500422	OAK LODGE WATER PURCHASES	45,000	-	-	-	-	-	-	-	-
240,525.27		500424	NCCWC WATER PURCHASES	310,000	-	-	-	-	-	-	-	-
		500425	WHOLESALE WATER	-	973,750	973,750	475,000	498,750	973,750	-	-	-
		520120	BANK CHARGES	-	-	-	-	-	-	-	-	-
79,751.61		520130	OPERATIONS, MAINTENANCE & REPAIRS	140,000	287,000	287,000	140,000	147,000	287,000	-	-	-
17,586.00		520162	LABORATORY WATER TESTS	25,000	31,000	31,000	15,000	16,000	31,000	-	-	-
4,526.87		520165	FIRE HYDRANT MAINTENANCE & REPAIR	15,000	31,000	31,000	15,000	16,000	31,000	-	-	-
6,359.73		520310	MAINTENANCE, REPAIR & OPERATION	40,000	-	-	-	-	-	-	-	-
		520320	FLEET FUEL, MAINTENANCE & REPAIR	-	105,000	105,000	50,000	55,000	105,000	-	-	-
2,364.31		520400	OFFICE SUPPLIES AND EQUIPMENT	7,500	4,000	4,000	2,000	2,000	4,000	-	-	-
160.18		520401	REFUNDS & COLLECTION SERVICES	3,000	-	-	-	-	-	-	-	-
8,475.51		520430	WATER BILLS & POSTAGE	14,000	-	-	-	-	-	-	-	-
21,993.47		530190	ELECTRIC POWER/LEASE LINE	20,000	-	-	-	-	-	-	-	-
9,149.32		540220	PROFESSIONAL CERTIFICATIONS/TRAINING	13,000	10,250	10,250	5,000	5,250	10,250	-	-	-
8,536.96		540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPLIES	10,000	30,500	30,500	15,000	15,500	30,500	-	-	-
		540400	DUMPING, HAULING, GARBAGE	-	31,000	31,000	15,000	16,000	31,000	-	-	-
		560100	UTILITIES	-	41,000	41,000	20,000	21,000	41,000	-	-	-
\$ 511,537.62	\$		TOTAL MATERIALS AND SERVICES	\$ 739,500	\$ 1,724,500	\$ 1,724,500	\$ 842,000	\$ 882,500	\$ 1,724,500	-	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
WATER FUND 740 REQUIREMENTS

WATER FUND 740 REQUIREMENTS - 704		2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE											
\$	8,180.37	\$	660100	EQUIPMENT REPLACEMENT RESERVE	\$ 65,000	\$ 115,000	\$ 115,000	\$ 65,000	\$ 50,000	\$ 115,000	-	-	-											
	22,972.64		660703	METER REPLACEMENTS/BACKFLOW	30,000	-	-	-	-	-	-	-	-											
	98,280.13		676050	SYSTEM IMPROVEMENTS & PROJECTS	1,030,518	1,089,553	1,089,553	647,434	442,119	1,089,553	-	-	-											
	-		678090	RESERVE FROM SDC'S	172,576	375,000	375,000	175,000	200,000	375,000	-	-	-											
\$	129,433.14	\$	98,035.58	TOTAL CAPITAL OUTLAY	\$ 1,298,094	\$ 1,579,553	\$ 1,579,553	\$ 887,434	\$ 692,119	\$ 1,579,553	-	-	-											
DEBT SERVICE																								
\$	120,000.00	\$	720040	2005 BONDED DEBT/PRINCIPAL	\$ 141,000	\$ 303,000	\$ 303,000	\$ 150,000	\$ 153,000	\$ 303,000	-	-	-											
	69,260.45		730040	2005 BONDED DEBT/INTEREST	30,562	52,362	52,362	27,681	24,681	52,362	-	-	-											
\$	189,260.45	\$	1,761,355.04	TOTAL DEBT SERVICE	\$ 171,562	\$ 355,362	\$ 355,362	\$ 177,681	\$ 177,681	\$ 355,362	-	-	-											
\$	1,133,539.38	\$	2,672,155.69	TOTAL WATER FUND REQUIREMENTS	\$ 2,618,901	\$ 4,445,045	\$ 4,445,045	\$ 2,290,695	\$ 2,154,350	\$ 4,445,045	2.0000	3.6900	3.3400											
WATER FUND 740 TRANSFERS OUT - 920																								
2013-14	Actuals	2015-16	Actuals	Account Code	2016-17	Adopted	2017-19	Proposed	2017-19	Approved	2017-18	Adopted Year 1	2018-19	Adopted Year 2	2017-19	Adopted	2015-16	FTE	2016-17	FTE	2017-19	FTE		
\$	14,095.00	\$	14,518.00	899100	TRANSFERS OUT TO GENERAL FUND	\$ 15,099	\$ 31,580	\$ 31,580	\$ 15,555	\$ 31,580	\$ 15,555	\$ 15,555	\$ 16,025	\$ 16,025	\$ 31,580	\$ 31,580	-	-	-	-	-	-	-	
	-		-	899205	TRANSFER OUT TO ROAD & STREET FUND (ROW)	-	140,875	140,875	68,750	140,875	68,750	68,750	72,125	72,125	140,875	140,875	-	-	-	-	-	-	-	
\$	14,095.00	\$	14,518.00	TOTAL TRANSFERS OUT	\$ 15,099	\$ 172,455	\$ 172,455	\$ 84,305	\$ 88,150	\$ 172,455	\$ 84,305	\$ 84,305	\$ 88,150	\$ 88,150	\$ 172,455	\$ 172,455	-	-	-	-	-	-	-	
WATER FUND 740 CONTINGENCY - 990																								
\$	-	\$	-	910000	CONTINGENCY FUNDS	\$ 200,000	\$ 700,000	\$ 700,000	\$ 300,000	\$ 400,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 700,000	\$ 700,000	-	-	-	-	-	-	-	
\$	-	\$	-	TOTAL CONTINGENCY FUNDS	\$ 200,000	\$ 700,000	\$ 700,000	\$ 300,000	\$ 400,000	\$ 700,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 700,000	\$ 700,000	-	-	-	-	-	-	-	-
\$	1,147,634.38	\$	2,686,673.69	TOTAL UNALLOCATED AND WATER FUND REQUIREMENTS	\$ 2,834,000	\$ 5,317,500	\$ 5,317,500	\$ 2,675,000	\$ 2,642,500	\$ 5,317,500	2.0000	3.6900	2.0000	3.6900	\$ 5,317,500	\$ 5,317,500	2.0000	3.6900	2.0000	3.6900	2.0000	3.6900	3.3400	

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
WATER FUND 740 HIGHLIGHTS

RESOURCES

Water SDC's

SDC charges are currently split 87% to the Water Fund (740), and 13% to the Sewer Fund (730).

Once Master Plans and the accompanying financials are adopted by City Council, we anticipate changes to this verbiage.

We are anticipating a 10% rate increase on January 1, 2018 and January 1, 2019

REQUIREMENTS

This fund pays for a total of 3.34 FTE

Public Works Director - .2

Supervisor of Utilities - .34

Utility Worker, Journey - 2.5

Account Clerk - .2

Administrative Assistant - .1

Material and Services

500240 Meter Reading Contract

Cost for monthly reading by a private company. Monthly billing to begin January 1, 2018.

500422 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 depends on this connection in the event of a power fail at our Webster Pump Station. Proposed expenditure for OLWD water purchases plus cost described below equals the city's total water purchase expense.

The Water Department has made some system operational changes that will reduce the amount of water we purchase through these connections.

500425 Wholesale Water

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

This line item also pays for water purchased from Oak Lodge Water Services from 3 separate meters used for emergency purposes.

These meters are located on Valley View Rd., Rinearson Rd., and Oatfield Rd.

520160 Distribution Operation & Maintenance

Gladstone maintains three water reservoirs, two pump stations, and about 40 miles of water pipe within its distribution system.

520162 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 Trihalomethanes (TTHMs), and Haloacetic Acids (Haas) contaminants.

Capital Outlay

660100 Equipment Replacement Reserve

This reserve is proposed to increase by \$50,000 per fiscal year for the next 5 years.

676050 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.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
WATER FUND 740 HIGHLIGHTS

678090 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.

Debt Service

720040 Bonded Debt Service Principal and 730040 Interest

2005 - for the \$2.5 million in water treatment facility equity ownership as described on the previous page.
In 2015, due to favorable market conditions, the Note was refunded. The refunding will saving the City approximately \$120,000 over the life of the note.
The annual debt service payment for 2017-18 will be \$177,681, and for 18-19, the payment will be the same at 177,681.
The current Debt Schedule is on the next page.

Transfers Out

899100 Interfund Transfer to General Fund

This transfer is to pay for related administrative costs.

899205 Interfund Transfer to Streets & Road Fund 205

This transfer is to comply with Ordinance 1465 and Resolution 1097 dated December 2016, and effective February 2017 to pay for Right-Of-Way costs totaling 5% of revenue, less Beginning Fund Balance.

Full Faith & Credit Refunding of 2005 Note
Fund 740 Water Treatment Facility Equity Ownership
Debt Schedule

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
1/1/2016	-	-	5,148.66	5,148.66	-
7/1/2016	141,000	1.980%	15,978.60	156,978.60	162,127.26
1/1/2017	-	-	14,582.70	14,582.70	-
7/1/2017	150,000	1.980%	14,582.70	164,582.70	179,165.40
1/1/2018	-	-	13,097.70	13,097.70	-
7/1/2018	153,000	1.980%	13,097.70	166,097.70	179,195.40
1/1/2019	-	-	11,583.00	11,583.00	-
7/1/2019	155,000	1.980%	11,583.00	166,583.00	178,166.00
1/1/2020	-	-	10,048.50	10,048.50	-
7/1/2020	162,000	1.980%	10,048.50	172,048.50	182,097.00
1/1/2021	-	-	8,444.70	8,444.70	-
7/1/2021	165,000	1.980%	8,444.70	173,444.70	181,889.40
1/1/2022	-	-	6,811.20	6,811.20	-
7/1/2022	166,000	1.980%	6,811.20	172,811.20	179,622.40
1/1/2023	-	-	5,167.80	5,167.80	-
7/1/2023	173,000	1.980%	5,167.80	178,167.80	183,335.60
1/1/2024	-	-	3,455.10	3,455.10	-
7/1/2024	174,000	1.980%	3,455.10	177,455.10	180,910.20
1/1/2025	-	-	1,732.50	1,732.50	-
7/1/2025	175,000	1.980%	1,732.50	176,732.50	178,465.00
	1,614,000.00		170,973.66	1,784,973.66	1,784,973.66

CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 STORM FUND 750 RESOURCES

Account Code	2014-15 Actuals	2015-16 Actuals	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
309999 BEGINNING FUND BALANCE	-	-	\$ 30,390	\$ 30,390	\$ -	\$ 30,390	\$ 30,390			30,390
314060 STORM REVENUE	-	-	1,050,000	1,050,000	350,000	700,000	1,050,000			1,050,000
360000 ALL OTHER STORM FUND RESOURCES	-	-	3,000	3,000	1,500	1,500	3,000			3,000
TOTAL STORM FUND RESOURCES			\$ 1,083,390	\$ 1,083,390	\$ 351,500	\$ 731,890	\$ 1,083,390			\$ 1,083,390

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STORM FUND 750 REQUIREMENTS

STORM FUND 750 REQUIREMENTS - 705		2015-16	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	2017-19	2016-17	2017-19	
2014-15	Account	Actuals	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	Adopted	Adopted	Adopted	FTE	FTE	
Actuals	Code												
			PERSONNEL SERVICES										
\$ -	437049	\$ -	\$ 41,500	\$ 41,500	\$ 20,000	\$ 21,500	\$ 41,500	\$ 41,500	\$ 41,500	\$ 41,500	-	0.2000	
-	437050	-	50,750	50,750	25,000	25,750	50,750	50,750	50,750	50,750	-	0.3300	
-	437055	-	9,955	9,955	4,805	9,955	9,955	9,955	9,955	9,955	-	0.1000	
-	437070	-	103,255	103,255	50,405	52,850	103,255	103,255	103,255	103,255	-	1.0000	
-	431500	-	28,650	28,650	14,150	14,500	28,650	28,650	28,650	28,650	-	0.2000	
-	439011	-	30,000	30,000	15,000	15,000	30,000	30,000	30,000	30,000	-	-	
-	450100	-	10,000	10,000	5,000	5,000	10,000	10,000	10,000	10,000	-	-	
-	450500	-	-	-	-	-	-	-	-	-	-	-	
-	470000	-	157,000	157,000	77,000	80,000	157,000	157,000	157,000	157,000	-	-	
\$ -		\$ -	\$ 431,110	\$ 431,110	\$ 211,360	\$ 219,750	\$ 431,110	\$ 431,110	\$ 431,110	\$ 431,110	-	1.8300	
			TOTAL PERSONNEL SERVICES										
			MATERIALS AND SERVICES										
\$ -	500110	\$ -	\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	-	-	
-	520130	-	70,000	70,000	30,000	40,000	70,000	70,000	70,000	70,000	-	-	
-	520320	-	61,500	61,500	26,500	35,000	61,500	61,500	61,500	61,500	-	-	
-	520400	-	4,000	4,000	2,000	2,000	4,000	4,000	4,000	4,000	-	-	
-	540220	-	3,000	3,000	1,500	1,500	3,000	3,000	3,000	3,000	-	-	
-	540300	-	20,500	20,500	10,000	10,500	20,500	20,500	20,500	20,500	-	-	
-	540400	-	20,500	20,500	10,000	10,500	20,500	20,500	20,500	20,500	-	-	
-	560100	-	-	-	-	-	-	-	-	-	-	-	
\$ -		\$ -	\$ 219,500	\$ 219,500	\$ 100,000	\$ 119,500	\$ 219,500	\$ 219,500	\$ 219,500	\$ 219,500	-	-	
			TOTAL MATERIALS AND SERVICES										

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STORM FUND 750 REQUIREMENTS

STORM FUND 750 REQUIREMENTS - 705		2015-16	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	
2014-15	Account	Actuals	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	
Actuals	Code											
			CAPITAL OUTLAY									
\$ -	651000	-	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	-	-	-	
	676050	-	-	164,000	164,000	-	164,000	164,000	-	-	-	
	678090	-	-	-	-	-	-	-	-	-	-	
\$ -		-	\$ -	\$ 264,000	\$ 264,000	\$ -	\$ 264,000	\$ 264,000	-	-	-	
\$ -		-	\$ -	\$ 914,610	\$ 914,610	\$ 311,360	\$ 603,250	\$ 914,610	-	-	1.8300	
TOTAL STORM FUND REQUIREMENTS												
STORM FUND 750												
TRANSFERS OUT - 920												
\$ -	899100	-	\$ -	\$ 90,100	\$ 90,100	\$ 19,750	\$ 70,350	\$ 90,100	-	-	-	
	899205	-	-	55,750	55,750	18,250	37,500	55,750	-	-	-	
\$ -		-	\$ -	\$ 145,850	\$ 145,850	\$ 38,000	\$ 107,850	\$ 145,850	-	-	-	
TOTAL TRANSFERS OUT												
STORM FUND 750												
CONTINGENCY - 990												
\$ -	910000	-	\$ -	\$ 22,930	\$ 22,930	\$ 2,140	\$ 20,790	\$ 22,930	-	-	-	
\$ -		-	\$ -	\$ 22,930	\$ 22,930	\$ 2,140	\$ 20,790	\$ 22,930	-	-	-	
TOTAL CONTINGENCY FUNDS												
\$ -		-	\$ -	\$ 1,083,390	\$ 1,083,390	\$ 351,500	\$ 731,890	\$ 1,083,390	-	-	1.8300	
TOTAL UNALLOCATED AND STORM FUND REQUIREMENTS												

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STORM FUND 750 HIGHLIGHTS

This new fund is created to maintain and operate the city's storm water system.

RESOURCES

This budget is anticipating a \$5 per month per EDU (Equivalent Dwelling Unit) beginning July 1, 2017 and increasing to \$10 per month July 1, 2018

REQUIREMENTS

This fund pays for a total of 1.83 FTE

Public Works Director - .2

Supervisor of Utilities - .33

Utility Worker, Journey - 1.0

Account Clerk - .2

Administrative Assistant - .1

Personnel Services

437070 Utility Worker

The new position of Utility Worker will be used to operate and maintain the storm water system such as line cleaning and repair, catch basin cleaning and repair, NPDES requirements, and other storm water related tasks.

Material and Services

500110 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.

Capital Outlay

660100 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.

676050 Surface Water System Projects

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.

678090 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.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
STORM FUND 750 HIGHLIGHTS

Transfers Out

895100 Interfund Transfer to General Fund

This transfer is to pay for related administrative costs.

899205 Interfund Transfer to Streets & Road Fund 205

This transfer is to comply with Ordinance 1465 and Resolution 1097 dated December 2016, and effective February 2017 to pay for Right-Of-Way costs totaling 5% of revenue, less Beginning Fund Balance.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
COMBINED PUBLIC WORKS GENERAL FUND & FUNDS 730, 740, 750, 205 REQUIREMENTS

COMBINED PUBLIC WORKS GENERAL FUND &
FUNDS 730, 740, 750

	2014-15 Actuals	2015-16 Actuals	2016-17 Adopted	2017-19 Adopted	Description	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$	-	\$ -	-	-	PERSONNEL SERVICES	-	-	0.6000
	118,118.32	126,540.37	202,150	91,025	General Fund Facilities	1.5000	1.6000	2.2500
	21,118.71	23,382.31	27,361	452,600	General Fund Parks	0.2600	-	-
	201,834.03	241,782.87	300,175	60,000	General Fund Recreation	2.2500	2.6000	2.3300
	303,308.17	330,354.52	409,745	558,910	Sewer Fund 730	2.0000	3.6900	3.3400
	-	-	-	785,630	Water Fund 740	-	-	1.8300
	142,499.54	169,286.70	231,285	431,110	Storm Fund 750	1.5000	1.8750	2.7500
\$	786,878.77	\$ 891,346.77	\$ 1,170,716	\$ 2,949,285	TOTAL PERSONNEL SERVICES	7.5100	9.7650	13.1000
\$	-	\$ -	-	-	MATERIALS AND SERVICES			
	91,302.71	107,398.80	176,800	310,500	General Fund Facilities			
	25,716.43	25,231.69	32,300	357,500	General Fund Parks			
	1,513,922.71	1,948,938.21	1,922,990	57,350	General Fund Recreation			
	511,537.62	482,410.55	739,500	3,714,500	Sewer Fund 730			
	-	-	-	1,724,500	Water Fund 740			
	185,169.50	207,398.66	262,000	219,500	Storm Fund 750			
\$	2,327,648.97	\$ 2,771,377.91	\$ 3,133,590	\$ 7,445,350	TOTAL MATERIALS AND SERVICES			
\$	-	-	-	-	CAPITAL OUTLAY			
	119,243.35	20,285.29	416,228	190,000	General Fund Parks			
	189,568.81	59,121.00	1,183,860	1,660,190	Sewer Fund 730			
	129,433.14	98,035.58	1,298,094	1,579,553	Water Fund 740			
	-	-	-	264,000	Storm Fund 750			
	417,483.75	234,791.09	708,922	1,938,550	Street Fund 205			
\$	855,729.05	\$ 412,232.96	\$ 3,607,104	\$ 5,632,293	TOTAL CAPITAL OUTLAY			
\$	189,260.45	1,761,355.04	171,562	355,362	DEBT SERVICE			
\$	189,260.45	1,761,355.04	171,562	355,362	TOTAL DEBT SERVICE			
\$	25,452.00	26,188.00	26,975	277,775	TRANSFERS			
	14,095.00	14,518.00	15,099	172,455	Water Fund 740			
	-	-	-	145,850	Storm Fund 750			
	58,731.00	60,493.00	62,308	130,285	Street Fund 205			
\$	98,278.00	\$ 101,199.00	\$ 104,382	\$ 726,365	TOTAL TRANSFERS			
\$	-	-	500,000	1,772,930	CONTINGENCY			
\$	-	-	500,000	1,772,930	TOTAL CONTINGENCY			
\$	4,257,795.24	\$ 5,937,511.68	\$ 8,687,354	\$ 18,881,585	TOTAL PW GENERAL FUND AND ENTERPRISE FUND REQUIREMENTS	7.5100	9.7650	13.1000

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY CAPITAL FUND 306 RESOURCES

LIBRARY CAPITAL FUND 306 RESOURCES		2015-16		2016-17		2017-19		2017-19		2017-19		2018-19		2015-16		2016-17		2017-19	
2014-15	Actuals	Actuals	Code	Account	Description	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	
\$ 538,886.20	\$ -	-	309999	BEGINNING FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	
-	-	-	310130	LIB CONTRIBUTION - CLACKAMAS COUNTY		2,375,000	2,600,000	2,600,000	2,600,000	-	2,600,000	-	-	-	2,600,000	-	2,600,000	-	
-	-	-	316000	DEBT SERVICE PROCEEDS		2,700,000	2,700,000	2,700,000	-	2,700,000	-	-	2,700,000	-	2,700,000	-	2,700,000	-	
252.68	-	-	330100	INTEREST		-	-	-	-	-	-	-	-	-	-	-	-	-	
LIBRARY CAPITAL FUND 306 RESOURCES																			
RESOURCES - 910																			
\$ -	-	-	399100	TRANSFER IN FROM GF LIBRARY DIST REVENUE		693,196	-	-	-	-	-	-	-	-	-	-	-	-	
\$ 539,138.88	\$ -	-	TOTAL LIBRARY CAPITAL FUND RESOURCES			\$ 5,768,196	\$ 5,300,000	\$ 5,300,000	\$ 2,600,000	\$ 2,700,000	\$ 2,600,000	\$ 2,700,000	\$ 2,700,000	\$ 2,700,000	\$ 2,600,000	\$ 2,700,000	\$ 2,700,000	\$ 2,700,000	

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY CAPITAL FUND 306 REQUIREMENTS

LIBRARY CAPITAL FUND 306 REQUIREMENTS - 529		2014-15		2016-17		2017-19		2017-19		2017-19		2018-19		2015-16		2016-17		2017-19	
Actuals	Code	Actuals	Code	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE	
\$ -	500140	-	ARCHITECT	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	
-	500160	-	FINANCIAL ADVISOR	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
-	500110	-	CONTRACTED SERVICES - PROJECT MANAGEMENT	-	650,000	650,000	350,000	300,000	650,000	-	650,000	-	300,000	-	650,000	-	650,000	-	
\$ -	TOTAL MATERIALS AND SERVICES			\$ 375,000	\$ 650,000	\$ 650,000	\$ 350,000	\$ 300,000	\$ 650,000	\$ 650,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000		
CAPITAL OUTLAY																			
\$ -	610000	-	LAND ACQUISITION	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	
-	620000	-	CONSTRUCTION	4,000,000	2,400,000	2,400,000	500,000	1,900,000	2,400,000	-	2,400,000	-	1,900,000	-	2,400,000	-	2,400,000	-	
-	660000	-	FURNISHINGS & EQUIPMENT	200,000	500,000	500,000	-	500,000	500,000	-	500,000	-	500,000	-	500,000	-	500,000	-	
-	670000	-	INFRASTRUCTURE	5,000	500,000	500,000	500,000	-	500,000	-	500,000	-	-	-	500,000	-	500,000	-	
\$ -	TOTAL CAPITAL OUTLAY			\$ 5,005,000	\$ 3,400,000	\$ 3,400,000	\$ 1,000,000	\$ 2,400,000	\$ 3,400,000	\$ 3,400,000	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000		

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY CAPITAL FUND 306 UNALLOCATED

LIBRARY CAPITAL FUND 306													
TRANSFERS OUT - 920													
2014-15	2014-15	Account	2016-17	2017-19	2017-19	2017-18	2018-19	2017-19	2015-16	2016-17	2017-19	FTE	FTE
Actuals	Actuals	Code	Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	FTE	FTE	FTE
\$ 539,138.88	\$ -	899390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-
\$ 539,138.88	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-
TRANSFERS OUT													
TOTAL TRANSFERS OUT													
LIBRARY CAPITAL FUND 306													
CONTINGENCY - 990													
\$ -	\$ -	910000	\$ 388,196	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	-	-	\$ 1,250,000	-	-
\$ -	\$ -		\$ 388,196	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	-	-	\$ 1,250,000	-	-
TOTAL CONTINGENCY FUNDS													
TOTAL CONTINGENCY AND LIBRARY CAPITAL FUND REQUIREMENTS													
\$ 539,138.88	\$ -		\$ 5,768,196	\$ 5,300,000	\$ 5,300,000	\$ 2,600,000	\$ 2,700,000	\$ 5,300,000	-	-	\$ 5,300,000	-	-

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
LIBRARY CAPITAL FUND 306 HIGHLIGHTS

This fund is for the construction of the new Library.

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
CIVIC BUILDINGS CAPITAL FUND 307 RESOURCES

CIVIC BUILDINGS CAPITAL FUND 307		2015-16		2016-17		2017-19		2017-19		2017-19		2018-19		2016-17		2017-19	
RESOURCES - 000	Account Code	Actuals		Adopted	Proposed	Approved	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	Adopted Year 1	Adopted Year 2	Adopted	FTE	FTE	
\$	-	\$	-	\$	-	\$	-	\$	-			\$	-	\$	-		
	309999	-	BEGINNING FUND BALANCE	3,000,000	5,200,000	5,200,000	-	5,200,000	5,200,000			-	5,200,000	5,200,000			
	316000	-	DEBT SERVICE PROCEEDS	80,000	-	-	-	-	-			-	-	-			
	330100	-	INTEREST	3,000,000	-	-	-	-	-			-	-	-			
	371000	-	SALE OF SURPLUS EQUIP/PROPERTY	-	-	-	-	-	-			-	-	-			
CIVIC BUILDINGS CAPITAL FUND 307																	
RESOURCES - 910	-	-	399110 TRANSFER IN FUND 110	890,000	-	-	-	-	-			-	-	-			
	-	-	399390 TRANSFER IN URBAN RENEWAL FUND 390	4,500,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000			5,000,000	5,000,000	5,000,000			
\$	-	\$	-	\$	11,470,000	\$	10,200,000	\$	10,200,000	\$	10,200,000	\$	5,000,000	\$	5,200,000	\$	10,200,000
TOTAL CIVIC BUILDINGS CAPITAL PROJECT RESOURCES																	

CITY OF GLADSTONE
2017-19 ADOPTED BUDGET
CIVIC BUILDINGS CAPITAL FUND 307 REQUIREMENTS

CIVIC BUILDINGS CAPITAL FUND 307 REQUIREMENTS - 307												
2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
			MATERIALS AND SERVICES									
\$ -	\$ -	500140	ARCHITECT	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
-	-	500160	FINANCIAL ADVISOR	125,000	-	-	-	-	-	-	-	-
-	-	500110	CONTRACTED SERVICES - PROJECT MANAGEMENT	-	637,500	637,500	425,000	212,500	637,500	-	-	-
\$ -	\$ -		TOTAL MATERIALS AND SERVICES	\$ 425,000	\$ 637,500	\$ 637,500	\$ 425,000	\$ 212,500	\$ 637,500	-	-	-
			CAPITAL OUTLAY									
\$ -	\$ -	610000	LAND ACQUISITION	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
-	-	620000	CONSTRUCTION	7,000,000	-	-	-	-	-	-	-	-
-	-	660000	FURNISHINGS & EQUIPMENT	2,000,000	-	-	-	-	-	-	-	-
-	-	670000	INFRASTRUCTURE	245,000	-	-	-	-	-	-	-	-
\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ 11,045,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
\$ -	\$ -		SUB-TOTAL CIVIC BUILDINGS CAPITAL PROJECT REQUIREMENTS	\$ 11,470,000	\$ 637,500	\$ 637,500	\$ 425,000	\$ 212,500	\$ 637,500	-	-	-

Police Station-240												
2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ -	\$ -	620000	CONSTRUCTION	\$ -	\$ 5,100,000	\$ 5,100,000	\$ 2,500,000	\$ 2,600,000	\$ 5,100,000	-	-	-
-	-	660000	FURNISHINGS & EQUIPMENT	-	1,500,000	1,500,000	-	1,500,000	1,500,000	-	-	-
-	-	670000	INFRASTRUCTURE	-	75,000	75,000	75,000	-	75,000	-	-	-
\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ 6,675,000	\$ 6,675,000	\$ 2,575,000	\$ 4,100,000	\$ 6,675,000	-	-	-
			CAPITAL OUTLAY									
\$ -	\$ -		SUB-TOTAL CIVIC BUILDINGS CAPITAL PROJECT REQUIREMENTS	\$ 11,470,000	\$ 637,500	\$ 637,500	\$ 425,000	\$ 212,500	\$ 637,500	-	-	-

City Hall-121												
2014-15 Actuals	2015-16 Actuals	Account Code	Description	2016-17 Adopted	2017-19 Proposed	2017-19 Approved	2017-18 Adopted Year 1	2018-19 Adopted Year 2	2017-19 Adopted	2015-16 FTE	2016-17 FTE	2017-19 FTE
\$ -	\$ -	620000	CONSTRUCTION	\$ -	\$ 2,450,000	\$ 2,450,000	\$ 1,950,000	\$ 500,000	\$ 2,450,000	-	-	-
-	-	660000	FURNISHINGS & EQUIPMENT	-	350,000	350,000	-	350,000	350,000	-	-	-
-	-	670000	INFRASTRUCTURE	-	87,500	87,500	50,000	37,500	87,500	-	-	-
\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ 2,887,500	\$ 2,887,500	\$ 2,000,000	\$ 887,500	\$ 2,887,500	-	-	-
\$ -	\$ -		TOTAL CIVIC BUILDINGS CAPITAL PROJECT REQUIREMENTS	\$ 11,470,000	\$ 10,200,000	\$ 10,200,000	\$ 5,000,000	\$ 5,200,000	\$ 10,200,000	-	-	-

This fund is for the construction of the Police Station and City Hall.

CITY OF GLADSTONE
 2017-19 ADOPTED BUDGET
 INTERFUND TRANSFERS 2017-19

Fund	Fund Description	Transfers Out	Transfers In
100	GENERAL - Admin	442,350	350,320
205	ROAD & STREET	130,285	860,345
228	POLICE & COMMUNICATION LEVY	29,535	-
229	FIRE & EMERGENCY SERVICES LEVY	12,415	-
306	LIBRARY CAPITAL	-	-
307	CIVIC BUILDINGS	5,000,000	-
390	URBAN RENEWAL	-	5,000,000
730	SEWER	277,775	-
740	WATER	172,455	-
750	STORM	145,850	-
		<u>\$ 6,210,665</u>	<u>\$ 6,210,665</u>

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CITY OF GLADSTONE
 AFSCME & Non Represented Employees
 SCHEDULE OF MONTHLY SALARIES
 2017-18

RANGE/CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	FTE
13-U Library Assistant I Senior Center Assistant	3,144.15	3,298.21	3,455.42	3,624.16	3,802.33	0.3800 1.0000
17-U Library Assistant II	3,455.42	3,624.16	3,802.33	3,986.78	4,182.77	7.4800
18 Assistant Acct Clerk Utility Worker II	3,501.54	3,673.42	3,853.68	4,042.33	4,239.36	
22-U Court Clerk Accounting Clerk	3,894.55	4,085.30	4,284.43	4,496.13	4,716.23	1.5000 2.5000
24 Administrative Secretary Confidential Admin Asst	3,812.92	4,003.46	4,203.53	4,414.17	4,634.36	2.0000
	+5% for Recreational Responsibilities					
	+5% for Personnel Responsibilities					
26-U Utility Worker, Journey Waterworks, Journey	4,005.20	4,200.42	4,406.95	4,623.75	4,847.75	9.0000
	+5% for Utility Worker, Journey					
34 Senior Center Manager	5,109.66	5,364.77	5,635.76	5,915.22	6,206.32	1.0000
36 Accounting Manager	5,441.48	5,712.92	5,997.99	6,298.79	6,613.20	1.0000
39 Police Sergeant Training & Safety Officer	5,692.92	5,980.84	6,281.41	6,591.64	6,921.91	3.0000 1.0000
41 Fire Marshal Public Works Supervisor	5,771.25	6,059.18	6,363.00	6,679.49	7,011.89	1.0000 2.0000
Fire Captain						2.0000
42 Library Director	6,210.56	6,517.55	6,841.46	7,184.42	7,542.22	
48 Police Lieutenant	6,886.97	7,237.36	7,598.32	7,876.73	8,352.02	1.0000
50 Assistant City Administrator	7,339.92	7,707.12	8,092.68	8,497.62	8,920.92	1.0000
51 Chief of Police Public Works Director Fire Chief	7,549.63	7,927.10	8,323.46	8,739.64	9,176.61	1.0000 1.0000 1.0000

CITY OF GLADSTONE
 Gladstone Police Association
 SCHEDULE OF MONTHLY SALARIES
 2017-18

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Records Clerk	3,181	3,341	3,526	3,699	3,885	1.0000
Municipal Ordinance Specialist	3,519	3,694	3,878	4,075	4,279	1.5000
Police Officer	4,532	4,770	5,007	5,255	5,521	9.0000
Police Detective	4,758	5,009	5,257	5,518	5,797	2.0000
School Resource Officer	4,758	5,009	5,257	5,518	5,797	1.0000

CONTRACT EMPLOYEES

City Administrator						1.0000
Interim Library Director						1.0000

PART TIME EMPLOYEES - NON-REPRESENTED

Tram Driver						0.7000
Public Works Administrative Assistants						0.5000
Senior Center Nutrition Specialist						0.7000
Senior Center Building Monitor						0.1000
Part Time Fire Dept Employees						0.8000

Total 2017-18 FTE 59.1600

CITY OF GLADSTONE
 AFSCME & Non Represented Employees
 SCHEDULE OF MONTHLY SALARIES
 2018-19

RANGE/CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	FTE
13-U Library Assistant I Senior Center Assistant	3,207.03	3,364.18	3,524.53	3,696.64	3,878.37	0.3800 1.0000
17-U Library Assistant II	3,524.53	3,696.64	3,878.37	4,066.52	4,266.42	7.4800
18 Assistant Acct Clerk Utility Worker II	3,571.57	3,746.88	3,930.75	4,123.18	4,324.15	
22-U Court Clerk Accounting Clerk	3,972.44	4,167.00	4,370.12	4,586.06	4,810.55	1.5000 2.5000
24 Administrative Secretary Confidential Admin Asst	3,889.18	4,083.53	4,287.60	4,502.45	4,727.05	2.0000
	+5% for Recreational Responsibilities					
	+5% for Personnel Responsibilities					
26-U Utility Worker, Journey Waterworks, Journey	4,167.00	4,370.12	4,584.99	4,810.55	5,043.59	9.0000
	+5% for Utility Worker, Journey					
34 Senior Center Manager	5,211.85	5,472.07	5,748.48	6,033.52	6,330.45	1.0000
36 Accounting Manager	5,550.31	5,827.18	6,117.95	6,424.77	6,745.46	1.0000
39 Police Sergeant Volunteer Fire Coordinator	5,806.78	6,100.46	6,407.04	6,723.47	7,060.35	3.0000 1.0000
41 Fire Marshal Public Works Supervisor	5,886.68	6,180.36	6,490.26	6,813.08	7,152.13	1.0000 2.0000
Fire Captain						2.0000
42 Library Director	6,334.77	6,647.90	6,978.86	7,328.11	7,693.06	
48 Police Lieutenant	7,024.71	7,382.11	7,750.29	8,034.27	8,519.06	1.0000
50 Assistant City Administrator	7,486.72	7,861.26	8,254.53	8,667.57	9,099.39	1.0000
51 Chief of Police Public Works Director Fire Chief	7,700.62	8,085.64	8,489.93	8,914.43	8,360.14	1.0000 1.0000 1.0000

CITY OF GLADSTONE
 Gladstone Police Association
 SCHEDULE OF MONTHLY SALARIES
 2018-19

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
Records Clerk	3,244	3,408	3,596	3,773	3,963	1.0000
Municipal Ordinance Specialist	3,590	3,768	3,955	4,156	4,365	1.5000
Police Officer	4,622	4,865	5,107	5,360	5,632	9.0000
Police Detective	4,853	5,109	5,362	5,628	5,913	2.0000
School Resource Officer	4,853	5,109	5,362	5,628	5,913	1.0000

CONTRACT EMPLOYEES

City Administrator						1.0000
Interim Library Director						1.0000

PART TIME EMPLOYEES - NON-REPRESENTED

Tram Driver						0.7000
Public Works Administrative Assistants						0.5000
Senior Center Nutrition Specialist						0.7000
Senior Center Building Monitor						0.1000
Part Time Fire Dept Employees						0.8000

Total 2018-19 FTE 59.1600

Summary of FTE

Description	2014-15 Actuals	2015-16 Actuals	2016-17 Adopted	2017-19 Adopted
General Fund				
General Administration	4.000	5.000	5.200	5.700
Facilities	0.000	0.000	0.000	0.600
Municipal Court	1.500	1.500	1.500	1.500
Police Department	14.500	13.500	16.500	16.500
Fire Department	6.910	6.910	2.000	4.000
Parks Department	1.500	1.500	1.600	2.250
Recreation Department	0.260	0.260	0.000	0.000
Senior Center	2.900	2.900	3.500	3.500
Library	9.320	10.320	8.440	8.860
Total General Fund FTE	40.890	41.890	38.740	42.310
Sewer Fund	2.250	2.250	2.600	2.330
Water Fund	3.200	2.000	3.690	3.340
Storm Fund	0.000	0.000	0.000	1.830
Road & Street Fund	1.250	1.500	1.875	2.750
Police & Communication Levy Fund	4.500	3.500	4.500	5.000
Fire & Emergency Services Levy Fund	1.000	1.000	1.000	1.000
Total Other Funds FTE	12.200	10.250	13.665	16.250
Total All Funds FTE	53.090	52.140	52.405	58.560

The difference in 2015-16 FTE and 2016-17 FTE, is due to how the City calculates FTE. In years past, the City has included seasonal, temporary and on-call employees in the FTE count. For 2016-17, we have made the decision to exclude those classification from our FTE count, because the nature of when they work is unpredictable. This change affected the FTE in the Fire Department, Recreation Department, and the Library in the General Fund.

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Policy 1 - Funds

1. The City of Gladstone will maintain an orderly and logical fund structure that provides stakeholders with ready access to financial information
2. The City of Gladstone will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Gladstone will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as;
 - a. Inauguration of a new dedicated revenue stream and a concurrent service.
 - b. The need for increased clarity of financial information.
 - c. The establishment of a new enterprise.
 - d. Covenants embodied in financing agreements.
 - e. Changes in state law or financial management/accounting standards
5. Only the Gladstone City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Gladstone budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.

Policy 2 - Budgeting continued

3. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state:
 - a. The budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and
 - b. The total of all resources of the municipality must equal the total of all expenditures and all requirements for the municipality.
4. The Gladstone City Council shall adopt the budget at the fund, department, or program level (as appropriate to each fund) as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
5. Interfund Transfers shall be kept to a minimum. Interfund loans shall be documented in a resolution that cites the terms of the loan.
6. Budget forecasts will be created using an objective, analytical process incorporating applicable projections from the State of Oregon's latest Economic Forecast and conservative assumptions where State developed data is not available. Revenues will be estimated realistically and prudently using best practices as defined by the Government Finance Officers Association
7. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
8. In the City's effort to strive for excellence, beginning for fiscal year 2016-17, the City of Gladstone will make every effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
9. Reports comparing actual to budgeted expenditures will be prepared monthly by the Finance Department and distributed to the City Council, City Administrator and Department Managers.

Policy 3 - Revenue

1. City of Gladstone revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Gladstone will adhere to the restrictions applied to dedicated revenues.
2. The City of Gladstone will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short term fluctuations in any revenue source.
3. The City of Gladstone will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.
5. The City of Gladstone will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts
6. During the budget process, the Gladstone City Council will identify those programs which are to be supported in whole by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Gladstone will charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.

Policy 4 – Expenditures

Controls

1. By resolutions, the City Council will establish a purchasing policy that conforms to state statutory requirements for purchasing and contracting and invests the City Administrator with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Administrator shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Administrator or designee is responsible for the management of employee staffing and compensation. The City Administrator or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Improvement Impacts.** Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long term financial plan.
3. **Capital Outlay.** By resolution the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets.

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

The City of Gladstone will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Administrator. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Stabilization.** The purpose of stabilization arrangements is to provide a revenue source to maintain service delivery during periods of diminished revenues. The City may choose to create stabilization arrangements either by creating new funds or dedicating revenues within existing funds. Stabilization arrangements will be created by the City Council and the authorizing legislation shall include the policies on funding and accessing the arrangement.
2. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, and Unassigned.
3. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
4. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will maintain an Unrestricted fund balance of at least ten percent of fund revenue.

Policy 6 - Continuing Disclosure

Continuing Disclosure In General

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. In December 2008, the Securities and Exchange Commission directed the Municipal Securities Rulemaking Board to establish a continuing disclosure service of the MSRB's Electronic Municipal Market Access (EMMA) system effective July 1, 2009. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the "Continuing Disclosure Certificate" entered into by the City of Gladstone in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Accounting Manager shall be responsible for adhering to the City's Continuing Disclosure Obligations.

Debt The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 20 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. The City will limit bonded debt to 3% or less of total assessed value, as required by ORS 287.004. Repayment sources are identified for every debt prior to issuance.

Policy 6 - Continuing Disclosure (continued)

Rule 15c2-12 Disclosures

Rule 15c2-12 rule requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB's EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available
2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. . Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement.

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Adopted Budget - The final budget appropriations approved by the City Council, which becomes the budget of the City.

AFSCME – This is the acronym for American Federation of State, County and Municipal Employees. This organization is one of the union organizations representing the bargaining employees of the City.

Accrual basis - A method of timing in the recognition of transactions and events. Please see Modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

Approved Budget – The budget recommended by the Budget Committee for adoption by the City Council.

Appropriation - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

Assessed value - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Clackamas County.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City's allocations of the resources to provide services, and to accomplish the City's objectives.

Budget Calendar – Key dates or events which a government follows in the preparation and adoption of the budget.

Budget Committee - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

Budget Message – A written explanation of the budget and the City's financial priorities presented to the Budget Committee by the City Administrator which is required by Oregon Local Budget Law, ORS 294.

Budget Officer - The City Administrator or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

CAFR - The Comprehensive Annual Financial Report, the audited report of the City's finances for the fiscal year.

Capital Lease - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects – Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Contingency – An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

Debt Service - Principal and interest payments on long-term debt.

Department – Units within a division consisting of one or more.

Enterprise Funds - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. The City's enterprise funds are the Water, Storm and Sanitary Sewer funds.

Fiscal Year - The twelve month period to which the operating budget applies. The City's fiscal year is July 1 through June 30.

Franchise Fee – Fees charged to utilities for the use of public right-of-way.

FTE - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a fulltime position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, spendable, financial resources in any given fund at a specified date.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund – The City’s primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

General Obligation Bond (G. O. Bond) – A government pledge of full faith and credit to the repayment of the bonds issued by the government. They are usually issued to pay for general capital improvements.

GFOA – Acronym for Government Finance Officers Association.

Goal – A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

GPA – Gladstone Police Officers’ Association union.

Grant – A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

Infrastructure - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

Interfund Loan - A loan made by one fund to another and authorized by the City Council.

Levy - The amount of property tax certified by the City Council.

Materials and Services – Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission – Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

ORS - Oregon Revised Statutes, laws of the State of Oregon.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS – Acronym for Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personal Services - Expenditures for payroll, payroll taxes, and employee benefits.

Project - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

Property Tax Levy – Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

PSU – Acronym for Portland State University. The University prepares population estimates each July 1 for all Oregon Municipalities.

Reserved for Future Years – An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

Resolution – An action by the governing body which requires less formality and has a lower legal status than an ordinance.

Resources - Financial resources that are or will be available for expenditure during the fiscal year.

Revenue – The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

System Development Charges (SDC) - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sanitary, storm, and streets.

Supplemental Budget – Appropriations established to meet the needs not anticipated at the time the budget was adopted.

Transfers - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

TSP – Acronym for Transportation System Plan. A long-range plan for transportation needs and facilities.

Unappropriated Ending Fund Balance – An amount set aside in the budget to be used as a cash carryover to the next year’s budget; providing the local government with operating cash until tax money is received in November.

Unrestricted Revenue - Revenue that may be used for any legitimate City purpose. Please refer to “restricted revenue”.

URA - The City of Gladstone Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Gladstone City Council serves as the Board of Directors for the URA, and its' budget may be obtained from the City of Gladstone.

URD - The urban renewal district, the geographic area encompassed by the City of Gladstone Urban Renewal Agency.

User Charges - A fee charged for services to a person who directly benefits from the service.

Uses - The ways in which financial resources will be used during the fiscal year.

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6605 SE Lake Road, Portland, OR 97222
 PO Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION
 State of Oregon, County of Clackamas, SS

I, Charlotte Allsop, being the first duly sworn, depose and say that I am Accounting Manager of *Clackamas Review/Oregon City News and Estacada News*, a newspaper of general circulation, published at Clackamas/Oregon City, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Gladstone
Notice of Budget Committee Meeting
CLK15889411

a copy of which is hereto annexed, was published in the entire issues of said newspapers for
 2

Successive and consecutive weeks in the following issues:

March 29, 2017
April 5, 2017

Charlotte Allsop

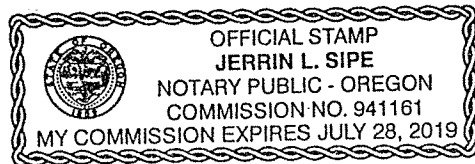
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 April 5, 2017.

Jerrin L. Sipe

NOTARY PUBLIC FOR OREGON

Acct #264939
Attn: Carolyn Gray
 City of Gladstone
 525 Portland Avenue
 Gladstone, OR 97027



Size: 2 x 2.78"
 Amount Due: \$131.54*
 *Please remit to the address above.

NOTICE OF BUDGET COMMITTEE MEETING
CITY OF GLADSTONE

A public meeting of the Budget Committee of the City of Gladstone, Clackamas County, State of Oregon to discuss the budget for the biennium July 1, 2017 to June 30, 2019, will be held at Gladstone City Hall, 525 Portland Avenue, Gladstone, Oregon, 97027. The meeting will take place on **Monday, April 17, 2017 at 6:30 pm.**

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget.

The meeting may be continued to May 1, 2017 unless subsequently noticed. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after 2:00 pm April 10, 2017 at Gladstone City Hall, 525 Portland Avenue. Thereafter between the hours of 8:00 am and 5:00 pm.

A copy of the budget will also be available on the City of Gladstone website at www.ci.gladstone.or.us.
 Publish 03/29, 04/05/2017. CLK15889411



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 PO Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

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State of Oregon, County of Clackamas, SS

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City of Gladstone
Notice of Budget Hearing – for approved use of state revenue sharing funds
CLK97941

a copy of which is hereto annexed, was published in the entire issue of said newspapers for

1

Week in the following issues:
May 17, 2017

Charlotte Allsop

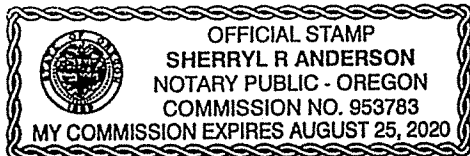
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 May 17, 2017.

Sherryl R Anderson

NOTARY PUBLIC FOR OREGON

Acct #264939
 Attn: Carolyn Gray
 City of Gladstone
 525 Portland Avenue
 Gladstone, OR 97027



Size: 2 x 1.67"

Amount Due: \$39.46*

*Please remit to the address above.

NOTICE OF PUBLIC HEARING
FOR APPROVED USE OF STATE REVENUE SHARING FUNDS
For the 2017-19 Budget

A public hearing for the proposed use of the City of Gladstone's State Revenue Sharing Funds for the 2017-19 biennial Budget Years will be held during the Budget Hearing on June 13, 2017, at 6:30 p.m. at City of Gladstone City Council Chambers on 525 Portland Ave., Gladstone, Oregon 97027. It is estimated that the funds available from State Revenue Sharing will be approximately \$1,784,000 for the 2017-19 biennial year, and has been approved to be used as General Fund and Roads and Streets revenues. The purpose of the hearing is to provide the public with an opportunity to speak about the use of these funds.
 Publish 05/17/2017. CLK15897941



6605 SE Lake Road, Portland, OR 97222
 PO Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION
 State of Oregon, County of Clackamas, SS

I, Charlotte Allsop, being the first duly sworn, depose and say that I am Accounting Manager of *Clackamas Review/Oregon City News and Estacada News*, a newspaper of general circulation, published at Clackamas/Oregon City, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Gladstone
Notice of Budget Hearing
CLK97920

a copy of which is hereto annexed, was published in the entire issue of said newspapers for

1
 Week in the following issues:
 May 17, 2017

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

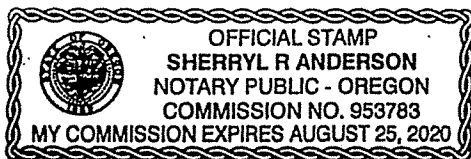
Subscribed and sworn to before me this
 May 17, 2017.

Sherryl R Anderson

NOTARY PUBLIC FOR OREGON

Acct #264939
 Attn: Carolyn Gray
 City of Gladstone
 525 Portland Avenue
 Gladstone, OR 97027

Size: 3 x 7.25"
 Amount Due: \$257.73*
 *Please remit to the address above.



NOTICE OF BUDGET HEARING

A public meeting of the Gladstone City Council will be held on June 13, 2017 at 6:30 pm at 525 Portland Ave, Gladstone, Oregon. The purpose of this meeting is to discuss the budget for the biennial year beginning July 1, 2017 as approved by the City of Gladstone Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 525 Portland Ave, Gladstone, Oregon, between the hours of 8:00am and 5:00pm or online at <http://www.ci.gladstone.or.us/financial-information/>. This budget is for a biennial budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Carolyn Gray Telephone: 503.479.6860 Email: gray@c.gladstone.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Biennial Year 2017-2019
Beginning Fund Balance/Net Working Capital	7,197,178	9,093,360	15,819,005
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	6,024,344	4,444,700	13,655,245
Federal, State and all Other Grants, Gifts, Allocations and Donations	814,013	4,045,365	1,543,465
Revenue from Bonds and Other Debt	1,614,000	5,700,000	7,980,000
Interfund Transfers / Internal Service Reimbursements	225,664	6,312,633	6,210,665
All Other Resources Except Current Year Property Taxes	341,214	3,534,900	3,201,500
Current Year Property Taxes Estimated to be Received	4,470,402	4,331,925	9,675,087
Total Resources	20,686,815	37,462,883	58,004,967

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	4,806,646	5,645,116	13,942,143
Materials and Services	4,408,495	5,064,022	13,795,315
Capital Outlay	647,146	21,770,037	20,428,752
Debt Service	1,761,355	171,562	355,362
Interfund Transfers	120,664	1,812,633	1,210,665
Contingencies	0	1,288,196	4,589,791
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	1,711,317	3,672,939
Total Requirements	11,744,306	37,462,883	58,004,967

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	521,733	583,095	1,432,780
FTE	5,000	5,000	5,700
Municipal Court	106,998	116,500	279,925
FTE	1,500	1,500	1,500
Police	1,987,439	2,184,316	5,526,820
FTE	17,000	21,000	21,500
Fire	575,159	748,100	1,988,558
FTE	7,910	3,000	5,800
Recreation	23,382	27,361	60,000
FTE	0,260	0,000	0,000
Senior Center	233,561	262,440	509,275
FTE	2,900	3,500	3,500
Library	490,409	588,459	1,255,500
FTE	10,320	8,440	8,860
Public Works	867,965	1,143,355	2,889,285
FTE	7,250	9,765	13,100
Total Requirements	4,806,646	5,653,616	13,942,143
Total FTE	52,140	52,205	59,960

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
None			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Biennial Year 2017-2019
Permanent Rate Levy (rate limit \$4.814 per \$1,000)	\$4.814 per \$1,000	\$4.814 per \$1,000	\$4.814 per \$1,000
Local Option Levy	\$0.99 per \$1,000	\$0.99 per \$1,000	\$0.99 per \$1,000
Levy For General Obligation Bonds	N/A	N/A	N/A

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2017	Estimated Debt Authorized, But Not Incurred on July 1, 2017
General Obligation Bonds	\$1,473,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$1,473,000	\$0

RESOLUTION NO. 1111

CITY OF GLADSTONE, OREGON

A Resolution of the City Council of the City of Gladstone, Oregon, declaring the City of Gladstone's election to receive State Revenue Sharing funds (General funds of the State) in the biennial year 2017-19.

WHEREAS, The City of Gladstone desires to receive state revenue sharing funds apportioned and distributed to the cities of the state during the biennial year 2017-2019 as provided in ORS 221.770; and

WHEREAS, ORS 221.770(1)(a) requires that any city electing to receive a distribution must enact an ordinance or resolution expressing that election and file the same with the Oregon Department of Administrative Services no later than June 30th; and

WHEREAS, ORS 221.770(1)(b) requires that any city electing to receive a distribution must hold at least one public hearing at which citizens have the opportunity to provide written or oral comment on the possible uses of the distributions; and

WHEREAS, the City of Gladstone Budget Committee held a public hearing on the use of State Revenue Sharing funds on April 17, 2017 and June 13, 2017; and


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gladstone, that the city hereby elects to receive its proportionate share of the state revenues for the 2017-19 biennial year pursuant to ORS 221.770 and has met the requirements of ORS 221.770(1) as certified in the declaration certificate.

This Resolution is adopted by the Gladstone City Council and approved by the Mayor this 13th day of June, 2017.

ATTEST:



Tamara Stempel, Mayor

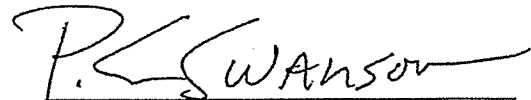


Tami Bannick, Administrative Secretary

CITY OF GLADSTONE, OREGON

CERTIFICATION

I, P. Eric Swanson, City Administrator certify that a public hearing before the Budget Committee was held on April 17, 2017 and a public hearing before the City Council on June 13, 2017, giving citizens the opportunity to comment on the use of state revenue sharing funds.


P. Eric Swanson, City Administrator

RESOLUTION NO. 1112

CITY OF GLADSTONE, OREGON

A Resolution of the City Council of the City of Gladstone, Oregon, certifying the City of Gladstone is eligible in the 2017-19 biennial years to receive state shared revenues (Cigarette, Liquor, 911, Marijuana, and highway gas taxes) as the city provides four or more municipal services.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services; and

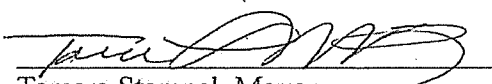
WHEREAS, city officials recognize the desirability of assisting state officers who are responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

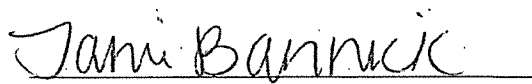
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gladstone hereby certifies that it provides the following four or more municipal services as enumerated in Section 1, ORS 221.760:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control

This Resolution is adopted by the Gladstone City Council and approved by the Mayor this 13th day of June, 2017.

ATTEST:


Tamara Stempel, Mayor


Tami Bannick, Administrative Secretary

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RESOLUTION NO. 1113

**A RESOLUTION ADOPTING THE BUDGET AND SETTING THE TAX RATE FOR
BIENNIAL YEARS 2017-2019**

BE IT RESOLVED the Council of the City of Gladstone hereby adopts the budget for biennial years 2017-19 in the sum of \$54,332,028 and unappropriated fund balances of \$3,672,939 totaling \$58,004,967 now on file at the City Recorder's Office, 525 Portland Avenue, Gladstone.

BE IT RESOLVED the amounts for the fiscal year beginning July 1, 2017 and for the purposes shown below are hereby appropriated:

MAKING APPROPRIATIONS

GENERAL FUND

Personnel	\$9,976,383
Materials & Services	4,874,815
Capital Outlay	1,398,959
Interfund Transfers	442,350
Contingency	<u>800,000</u>
Total General Fund Expenditure Appropriations	\$17,392,507
Unappropriated Fund Balance	<u>3,572,939</u>
Total General Fund	\$21,065,446

SANITARY SEWER FUND

Personnel Services	\$ 558,910
Materials & Services	3,714,500
Capital Outlay	1,660,190
Interfund Transfers	277,775
Contingency	<u>700,000</u>
Total Sewer Fund Appropriations	\$ 6,911,375

WATER FUND

Personnel Services	\$ 785,630
Materials & Services	1,724,500
Capital Outlay	1,579,553
Debt Service	355,362
Interfund Transfers	172,455
Contingency	<u>700,000</u>
Total Water Fund Appropriations	\$5,317,500

STORM WATER FUND

Personnel Services	\$ 431,110
Materials & Services	219,500
Capital Outlay	264,000
Interfund Transfers	145,850
Contingency	<u>22,930</u>
Total Sewer Fund Appropriations	\$ 1,083,390

ROAD AND STREET FUND

Personnel Services	\$ 570,010
Materials & Services	1,061,500
Capital Outlay	1,938,550
Interfund Transfers	130,285

Contingency	<u>350,000</u>
Total Road & Street Fund Appropriations	\$ 4,050,345

POLICE & COMMUNICATION LEVY FUND

Personnel Services	\$1,230,275
Materials & Services	291,000
Capital Outlay	10,000
Interfund Transfers	29,535
Contingency	<u>724,555</u>
Total Police/Communications Levy Fund Appropriations	\$2,285,365

FIRE/EMERGENCY SERVICES LEVY FUND

Personnel Services	\$389,825
Materials & Services	90,000
Capital Outlay	455,000
Interfund Transfers	12,415
Contingency	<u>34,306</u>
Total Fire/Emergency Services Levy Fund Appropriations	\$981,546

LIBRARY CAPITAL FUND

Materials & Services	\$ 650,000
Capital Outlay	3,400,000
Contingency	<u>1,250,000</u>
Total Library Capital Fund Appropriations	\$5,300,000

CIVIC BUILDINGS CAPITAL FUND

Materials & Services	\$ 637,500
Capital Outlay	<u>9,562,500</u>
Total Civic Buildings Fund Appropriations	\$10,200,000

MUNICIPAL COURT FUND

Materials & Services	\$ 792,000
Contingency	<u>18,000</u>
Total Municipal Court Fund Appropriations	\$ 810,000

TOTAL APPROPRIATIONS

ALL FUNDS	\$54,332,028
Total Unappropriated and Reserve Amounts	<u>\$3,672,939</u>
Total Adopted Biennial Budget	\$58,004,967

IMPOSING THE TAX

BE IT RESOLVED, that the following ad valorem taxes are hereby imposed upon the assessed value of all taxable property within the district for tax years 2017-18 and 2018-19:

- 1) At the rate of \$4.8174 per \$1,000 of assessed value for permanent rate tax;
- 2) At the rate of \$0.68 per \$1,000 of assessed value for the Police/Communications local option tax;
- 3) At the rate of \$0.31 per \$1,000 of assessed value for the Fire/Emergency Medical local option tax

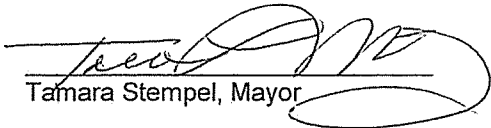
CATAGORIZING THE TAX

BE IT RESOLVED, that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

SUBJECT TO GENERAL GOVERNMENT LIMITATION		EXCLUDED FROM LIMITATION
General Fund	\$4.8174/\$1000	\$00
Police/Communications Levy Fund	\$ 0.68/\$1000	\$00
Fire/Emergency Medical Levy Fund	\$ 0.31/\$1000	\$00

This resolution is effective July 1, 2017, the above resolution approved and the Biennial 2017-19 budget declared adopted on this 13th day of June, 2017.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick, Administrative Secretary

RESOLUTION 1110

***A RESOLUTION TO CREATE A NEW ENTERPRISE FUND AND SET UP REVENUE
AND EXPENDITURE ACCOUNTS FOR STORMWATER FUND***

WHEREAS, City Council desires to create a new enterprise fund to establish the Storm Water Fund.

WHEREAS, State budget law requires City Council adopt a resolution to create new funds.

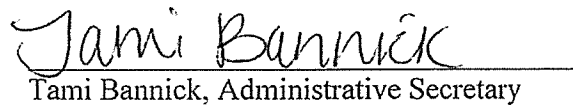
NOW THEREFORE BE IT RESOLVED by the Gladstone City Council:

The City elects to establish a new fund for STORM WATER as well as establish revenue, expenditure, asset, liability, and fund balance accounts as appropriate.

ADOPTED this 13th day of June 2017.

ATTEST:


Tamara Stempel, Mayor


Tami Bannick, Administrative Secretary

RESOLUTION 1109

A RESOLUTION TO CREATE A NEW FUND AND SET UP REVENUE AND EXPENDITURE ACCOUNTS FOR MUNICIPAL COURT FUND

WHEREAS, City Council desires to create a new fund to establish the Municipal Court Fund.

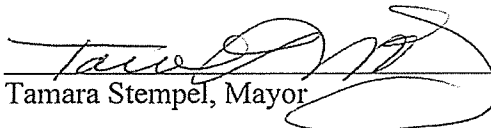
WHEREAS, State budget law requires City Council adopt a resolution to create new funds.

NOW THEREFORE BE IT RESOLVED by the Gladstone City Council:

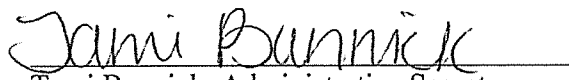
That the City elects to establish a new fund for MUNICIPAL COURT as well as establish revenue, expenditure, asset, liability, and fund balance accounts as appropriate.

ADOPTED this 13th day of June 2017.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick, Administrative Secretary

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