

**2016-17
ADOPTED
BUDGET**

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**Fiscal Year (FY) 2016-17 Budget
City Administrator's Budget Message
April 19, 2015
Members of the Gladstone City Council
Members of the Gladstone Budget Committee**

Greetings:

As City Administrator/Budget Officer for the City of Gladstone, it is my pleasure to present the Fiscal Year (FY) 2016-17 Proposed Budget for the City of Gladstone.

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 proposed budget, state budget law provides for three levels of review and scrutiny of this budget;

1. The Gladstone City Administrator
2. The Gladstone Budget Committee
3. The Gladstone City Council.

At any step in this process, the reviewing individual or body can alter the proposed budget if they believe it is in the best interests of the City of Gladstone. We are excited to be able to propose a fiscally responsible budget, while continuing to provide the quality of public services our citizens have come to enjoy and expect from the City.

The 2016/17 Proposed Budget includes all ten funds of the City. The General Fund is discussed in detail as it represents the largest amount of revenues and expenditures and serves as the location for most City employees. Beginning FY 2016-17, the City of Gladstone will be changing our basis of accounting from a Cash basis to the Modified Accrual Basis of accounting. This change will represent revenues as recognized when they are measurable and available; and expenditures are measurable when incurred.

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 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 initiated a strategic planning process to identify the City's Vision, Mission, Core Values, Goals and Objectives.

The following is a draft of those planning efforts:

Vision

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

Mission

- o Continually Improving ~ Quality Customer Service

Core Values

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

Goals

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

Objectives tied to each of the Goals

<p>1. ENHANCE THE LIVABILITY IN GLADSTONE</p> <p>1.1. Develop a tactical Communication Plan that addresses residents, businesses, and City employees and encourages citizen participation.</p> <p>1.2. Implement the water and storm water initiatives/plans.</p> <p>1.3. Start/initiate Downtown Revitalization Planning process.</p> <p>1.4. Move forward with library/city hall/police station per citizens' vote.</p> <p>1.5. Move forward on the Parks Master Plan and streets and sewer master planning process.</p> <p>1.6. Implement Technology Plan.</p> <p>1.7. Partner plan with Oregon City and other government organizations on key areas like planning, code enforcement, ROW management, GIS access.</p>
<p>2. ADDRESS CRITICAL CIVIC BUILDING NEEDS</p> <p>2.1. Move forward on land acquisition for future police station.</p> <p>2.2. Work with Oak Lodge residents and Clackamas County Commission to move forward on the City Hall and Library projects.</p> <p>2.3. Post pictures or concept of new buildings, facilities.</p> <p>2.4. Move forward on Trolley Trail Feasibility Study through ODOT grant.</p> <p>2.5. In the design phase use existing or new facilities to supply needs for public safety, seniors, administration office, multipurpose use, training, etc.</p>
<p>3. ENSURE A HIGHLY QUALIFIED WORKFORCE</p> <p>3.1. Provide competitive salary, training, and work environment to attract and keep top professionals.</p> <p>3.2. Ensure our workers have a great work-life balance.</p> <p>3.3. Initiate a performance management plan for each of our employees including recognition, roles and responsibilities, and reorganization to efficiently provide services.</p> <p>3.4. Be the employer of choice.</p> <p>3.5. Engage Unions as full partners.</p>
<p>4. MAINTAIN THE HEALTH AND LONG TERM VIBRANCY (STABILITY) OF THE CITY</p>

4.1.	Move forward with Water/Storm Water master plans ensuring these two recently completed master plans have the financial plan implemented considering residents and businesses willingness to pay.
4.2.	Examine the Rate Study to ensure we are in the market.
4.3.	Build in a capability to maintain our facilities (infrastructure, buildings, etc).
4.4.	Ensure we have a motivated and engaged workforce.
5. ENSURE FINANCIAL STEWARDSHIP AND LONG TERM MUNICIPAL FINANCIAL STABILITY	
5.1.	Identify potential services we provide and currently don't charge for with a cost recovery model
5.2.	Consider a public safety fee to pay for additional public safety equipment and capital needs.
5.3.	Explore tax exempt property user fee to ensure entities fair share for services offered.
5.4.	Look at all enterprise funds with the goal of making all self-sustainable.
5.5.	Explore how to provide greater financial stewardship, research comparisons of peer organizations and what citizens receive and charge versus Gladstone.
5.6.	Explore Biennial Budget process.
5.7.	Establish three month budget contingency

Once adopted formally by the City Council in June 2016, the strategic plan will continue to provide us the guidance needed to establish priorities in upcoming budgets. The plan will also serve as a "report card" to our citizens, allowing us to measure progress against our goals.

The City of Gladstone is a community that is "built out"; therefore growth in the tax base and increased property tax revenues is very limited. Even though our operating revenues will remain stagnant, the City will be experiencing increased operating and personnel costs in contributions to the Public Employees Retirement System, health care, and during the collective bargaining process with represented and non-represented employee groups, with current contracts that expire on June 30, 2016.

Even though the financial picture is very limited, the City is still moving forward with projects with shared funding from outside sources in the upcoming months. The City Council is considering partnering with other entities on approving an Intergovernmental Agreement (IGA) with The City of Oregon City to share services with Right-of-Way Mgt., and GIS implementation.

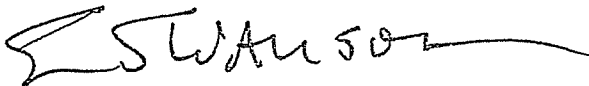
We are also implementing the approved Technology Plan, initiating the Parks Master Plan process, Transportation System Plan with funding from ODOT, citizen Charter Review committee process, Downtown Revitalization and Trolley Bridge Feasibility Studies through two grants with METRO (\$142K) and ODOT (\$50K) and proceeding with the Dahl Beach/ Bulkhead removal projects with a direct \$72K cash contribution and approx. \$500K in improvements by the Port of Portland in the Meldrun Bar Park area.

FY 2016/17 Proposed Budget Message

These are but a few of the projects/initiatives that will be funded in this proposed FY 2016/17 Budget which will be further articulated by the City of Gladstone Department Heads and me during budget presentations.

My thanks to all Department Heads for their hard work throughout this process; which for many of the staff members was their first time.

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 extending to the right.

P. Eric Swanson
City of Gladstone
City Administrator

CITY OF GLADSTONE, OREGON

2016-17 BUDGET

Mayor

Thomas Mersereau

Budget Committee

Kim Sieckmann, City Councilor Position 1
Steve Johnson, City Councilor Position 3
Patrick McMahon, City Councilor Position 5

Linda Neace, City Councilor Position 2
Neal Reisner, City Councilor Position 4
Kevin Johnson, City Councilor Position 6

Malachi deAElfweald
Doreen Utz
David Kruse
Jerry Hermann

David Sanders
Vacant Position
John Wohlwend

Administrative Staff

P. Eric Swanson, City Administrator
Jolene Morishita, Assistant City Administrator
Jeff Jolley, Police Chief
Tom O'Connor, Fire Chief
Jim Whynot, Public Works Director
Linda Lewis, Library Director
Rhonda Bremmeyer, Senior Center Manager
Carolyn Gray, Accounting Manager

CITY OF GLADSTONE, OREGON

2016-17 BUDGET

ADVISORY COMMISSIONS & BOARDS

Library Board

Margaret Bertalan, Chair
Beverly Chase
Natalie Smith
Katie Lewis
Steven Heckert
Steve Johnson, Council Representative

Park & Recreation Board

Lee Wooldridge, Chair
Martha Wooldridge
Stephen Dorn
Michael Villanti
Kelsey Proctor
Pete Tracey
Linda Cosgrove
Les Poole, Planning Commission Representative
Neal Reisner, Council Representative
Steve Johnson, Council Representative

Planning Commission

Tamara Stempel, Chair
Malachi de AElfweald
Kirk Stempel
Kevin Johnson
Les Poole
Linda Neace
Natalie Smith
Kim Sieckmann, Council Representative

Senior Center Advisory Board

Elaine Hermens
Katherine Ellerby
Colette Umbras
Len Nelson
LaBerta Boots Droz
James Pritchard
Niki Squires
Noreda May
Diane Berreth
Patrick McMahon, Council Representative

Traffic Safety Commission

Mary Pace-Wentz, Chair
Linda Cosgrove
Linda Neace
Kirk Stempel
Kenneth Moore
Yvonne McNeil
Michael Villanti
Neal Reisner, Council Representative

CITY OF GLADSTONE, OREGON

BUDGET USER GUIDE

2016-17 BUDGET

Budget: The budget is a comprehensive financial plan for the fiscal 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 fiscal year, beginning July 1 and ending the following June 30.

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 three prior years are 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 three-year terms, approximately one-third of which expire each year.

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 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 year. 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.

2016-17 Budget Calendar

City Council Meeting December 8, 2015

- Consider and Approve Budget Calendar

Publish 1st Notice of Budget Committee Meetings April 6, 2016

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

Publish 2nd Notice of Budget Committee Meetings April 13, 2016

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

1st Budget Committee Meeting April 19, 2016

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

2nd Budget Committee Meeting May 3, 2016

- Budget Committee Deliberations
- Respond to Questions from First Meeting
- Approve Budget With or Without Modifications

Publish Notice of Hearing May 18, 2016

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

City Council Meeting – Conduct Budget Hearing May 24, 2016

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

City Council Meeting – Enact Resolutions June 14, 2016

- Adopt Budget
- Make Appropriations
- Impose and Categorize Taxes

Submit Tax Certification Documents July 15, 2016

- To County Assessor by July 15, 2016
- File Budget Document with County Recorder and Designated Agencies

Budget Process

The annual 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 one fiscal year. The budget shows the estimated costs of expenditures (items or services the city wishes to purchase in the coming fiscal year) 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 Fiscal Year

The strategic planning process begins anew each 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

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.

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.

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.

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

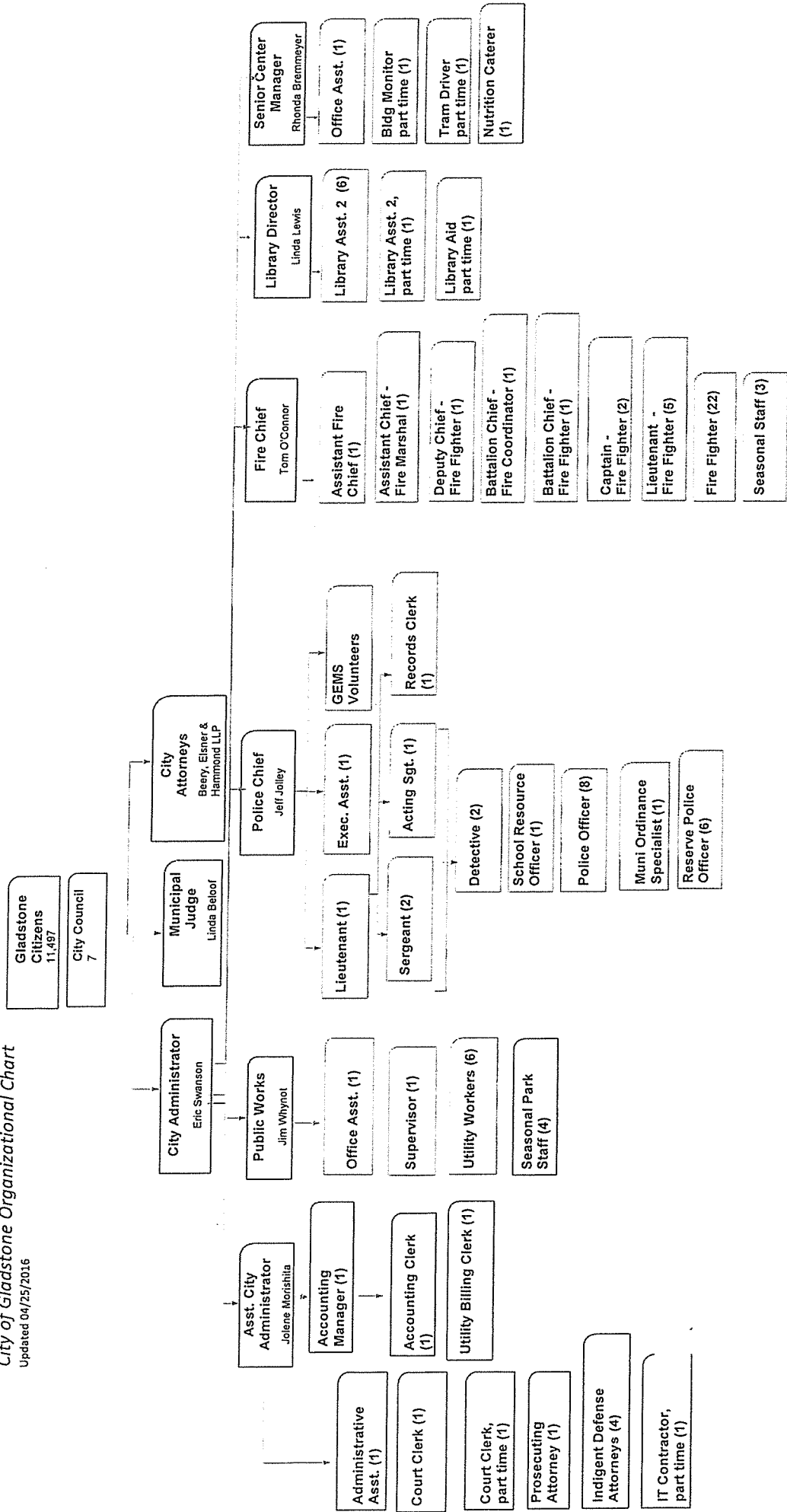
General Government Funds				
Appropriation Level	General Fund (Major)	State Revenue Sharing (Non-Major)	Special Revenue Funds (Major)	Capital Funds (Major)
Administration City Council Assistant City Administrator City Manager City Attorney Information Technology Human Resources Finance	X			
Municipal 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 Organizational Chart
 Updated 04/25/2016



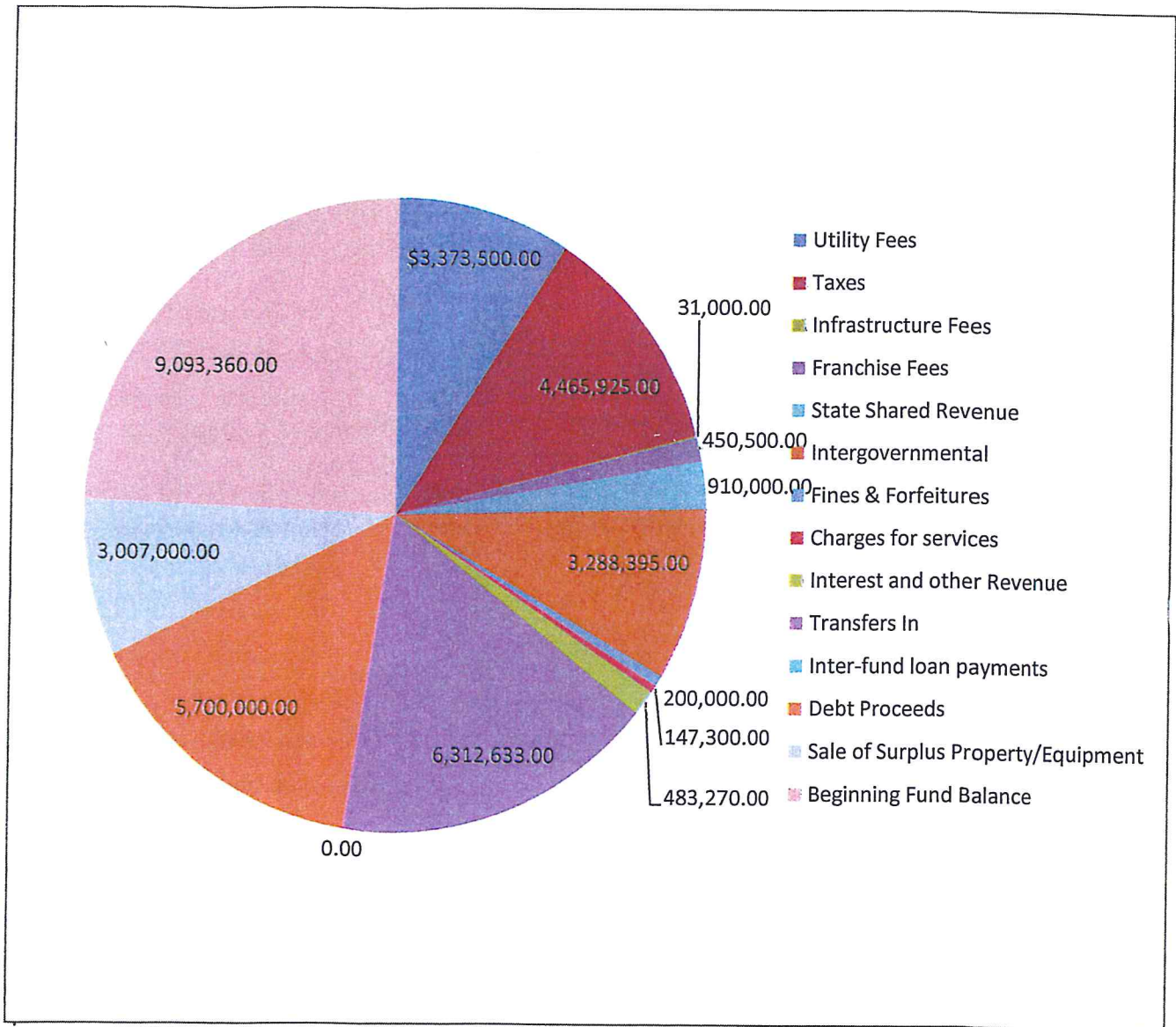
Revenue Summary by Source

City Wide Revenue Summary by Source

Summary of Resources by Source				
Description	2013-14 Actuals	2014-15 Actuals	2015-16 Adopted	2016-17 Approved
Utility Fees	\$ 3,040,102.59	\$ 3,187,164.69	\$ 3,249,744.00	\$3,373,500.00
Taxes	4,207,955.81	4,338,355.70	4,363,368.00	4,465,925.00
Infrastructure Fees	42,044.15	28,186.36	11,000.00	31,000.00
Franchise Fees	511,916.03	506,918.20	468,360.00	450,500.00
State Shared Revenue	939,490.06	954,671.04	888,000.00	910,000.00
Intergovernmental	673,945.25	710,639.35	3,259,986.00	3,288,395.00
Fines & Forfeitures	238,701.08	213,986.88	200,000.00	200,000.00
Charges for services	48,508.59	145,375.63	76,300.00	147,300.00
Interest and other Revenue	380,432.96	177,367.65	373,485.00	483,270.00
Transfers In	263,766.00	103,870.00	225,664.00	6,312,633.00
Inter-fund loan payments	15,000.00	0.00	15,000.00	0.00
Debt Proceeds	0.00	0.00	2,700,000.00	5,700,000.00
Sale of Surplus Property/Equipment	6,110.00	11,144.45	2,500.00	3,007,000.00
Total Current Resources	\$10,367,972.52	\$10,377,679.95	\$15,833,407.00	\$28,369,523.00
Beginning Fund Balance	7,415,353.93	7,942,068.52	7,811,794.00	9,093,360.00
Total Resources	\$17,783,326.45	\$18,319,748.47	\$23,645,201.00	\$37,462,883.00

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.

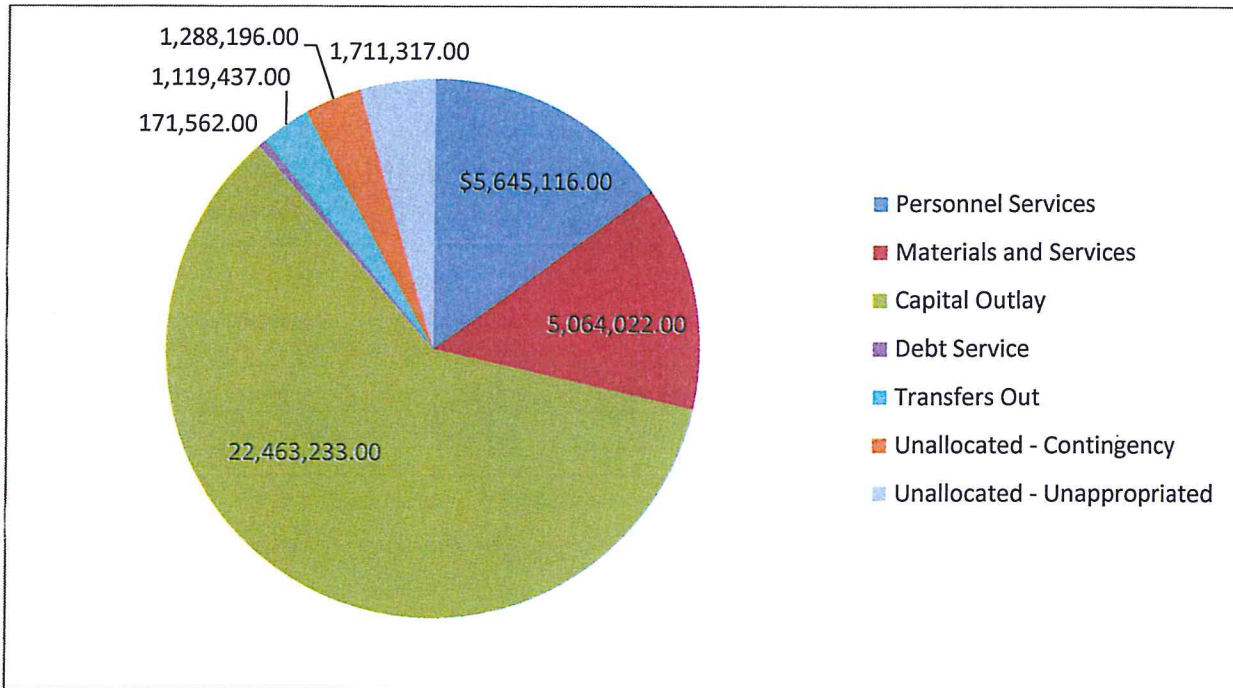
Expenditure Summary Category

City Wide Expenses by Category

Summary of Expenditures by Category				
Description	2013-14 Actuals	2014-15 Actuals	2015-16 Adopted	2016-17 Approved
Personnel Services	\$ 4,809,589.26	\$ 4,841,254.95	\$ 5,374,005.00	5,645,116.00
Materials and Services	3,824,893.07	3,861,605.78	4,733,662.00	5,064,022.00
Capital Outlay	727,773.62	1,190,482.58	10,717,072.00	22,463,233.00
Debt Service	193,941.26	189,260.45	189,579.00	171,562.00
Transfers Out	804,204.88	105,534.30	225,664.00	1,119,437.00
Total Current Expenditures	\$ 10,360,402.09	\$ 10,188,138.06	\$ 21,239,982.00	\$ 34,463,370.00
Unallocated - Contingency	0.00	0.00	400,000.00	1,288,196.00
Unallocated - Unappropriated	0.00	0.00	2,005,219.00	1,711,317.00
Ending Fund Balance	10,994,382.00	12,393,278.00	0.00	0.00
Total Uses	\$ 21,354,784.09	\$ 22,581,416.06	\$ 23,645,201.00	\$ 37,462,883.00

Expenditure Summary by Category

All Expenses for all Funds



Expenditure Summary by Department

Budget in Brief					
Expenditures	2015-16 Budget	2016-17 Adopted	Variance	% change	
General Fund					
Administration	\$ 1,218,065	\$ 1,344,085	\$ 126,020	10.3%	
Municipal Court	251,183	239,000	(12,183)	-4.9%	
Police Services	2,210,143	2,225,166	15,023	0.7%	
Fire Department	1,713,249	1,707,900	(5,349)	-0.3%	
Parks	757,995	795,178	37,183	4.9%	
Recreation	59,661	59,661	0	0.0%	
Senior Center	407,309	443,199	35,890	8.8%	
Library	755,550	1,462,787	707,237	93.6%	
State Revenue Sharing	999,356	1,038,400	39,044	3.9%	
Subtotal General Fund	8,372,511	9,315,376	942,865	11.3%	
Special Revenue Funds					
Road & Street Fund	1,051,119	1,364,515	313,396	29.8%	
911 Excise Tax Fund	-	-	-	0.0%	
Police & Communications Levy Fund	847,614	821,150	(26,464)	-3.1%	
Fire & Emergency Services Levy Fund	534,013	642,865	108,852	20.4%	
Subtotal Special Revenue Funds	2,432,746	2,828,530	395,784	16.3%	
Enterprise Funds					
Sewer Fund	3,370,563	3,634,000	263,437	7.8%	
Water Fund	2,585,093	2,834,000	248,907	9.6%	
Subtotal Enterprise Funds	5,955,656	6,468,000	512,344	8.6%	
Capital Funds					
Library Capital Fund	5,075,000	5,768,196	693,196	13.7%	
Civic Buildings Capital Fund	-	11,470,000	11,470,000	100.0%	
Subtotal Capital Funds	5,075,000	17,238,196	12,163,196	239.7%	
Total All Funds	\$ 21,835,913	\$ 35,850,102	\$ 14,014,189	64.2%	

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
GENERAL FUND 001 RESOURCES

GENERAL FUND 001 RESOURCES - 000		2013-14		2014-15		Account		Description		2015-16		2016-17		2016-17		2016-17		
Actuals		Actuals		Actuals		Code				Adopted		Proposed		Approved		Adopted		
\$ 2,803,986.79	\$	3,123,989.99		3,123,989.99		400000	FUND BALANCE			\$ 3,199,621	\$	\$ 3,750,000	\$	3,750,000	\$	3,750,000	\$	3,750,000
3,312,924.60		3,385,402.41		3,385,402.41		424050	CURRENT YEAR TAXES			3,469,927		3,552,855		3,552,855		3,552,855		3,552,855
129,180.77		213,337.06		213,337.06		424100	PRIOR YEAR TAXES			110,000		110,000		110,000		110,000		110,000
30,222.04		35,646.24		35,646.24		424150	INTEREST			30,000		30,000		30,000		30,000		30,000
-		-		-		424200	GLADST DISPOSAL FRANCHISE FEE			360		-		-		-		-
269,977.18		269,192.77		269,192.77		424250	PGE FRANCHISE FEES			265,000		265,000		265,000		265,000		265,000
73,479.21		66,742.73		66,742.73		424300	NW NATURAL GAS FRANCHISE FEE			65,000		65,000		65,000		65,000		65,000
20,204.44		18,322.29		18,322.29		424350	QWEST COMM FRANCHISE FEE			18,000		500		500		500		500
148,255.20		152,660.41		152,660.41		424400	COMCAST CABLE TV FRANCHISE FEE			120,000		120,000		120,000		120,000		120,000
161,001.75		165,590.68		165,590.68		424450	ALCOHOL TAX REVENUE			148,000		150,000		150,000		150,000		150,000
15,468.74		15,345.23		15,345.23		424500	CIGARETTE TAX REVENUE			15,000		15,000		15,000		15,000		15,000
618,546.00		662,559.00		662,559.00		424550	LIBRARY DISTRICT REVENUE			667,787		693,196		693,196		693,196		693,196
21,384.36		93,649.19		93,649.19		424650	BUSINESS LICENSE FEES			60,000		125,000		125,000		125,000		125,000
-		-		-		424720	ALARM PERMITS			-		3,000		3,000		3,000		3,000
4,949.73		2,787.76		2,787.76		424750	RECREATION FEES			2,500		2,500		2,500		2,500		2,500
2,625.00		2,105.00		2,105.00		424800	SEN CTR BUILDING RENTAL FEES			2,000		2,500		2,500		2,500		2,500
18,394.50		47,516.46		47,516.46		424850	PLANNING APPLICATION FEES			12,000		15,000		15,000		15,000		15,000
2,762.00		2,970.00		2,970.00		424900	READY TO READ/STATE AID LIBRY			2,970		2,970		2,970		2,970		2,970
940.00		700.00		700.00		425050	LIQUOR LICENSE RENEWALS			800		800		800		800		800
238,701.08		213,986.88		213,986.88		425100	COURT FINES & FORFEITURES			200,000		200,000		200,000		200,000		200,000
28,981.06		28,568.42		28,568.42		425200	SOCIAL SERVICES CONTRACT			27,000		30,000		30,000		30,000		30,000
9,556.52		5,400.00		5,400.00		425400	MARINE BOARD MAINTENANCE GRANT			5,400		5,400		5,400		5,400		5,400
4,530.00		6,365.00		6,365.00		425650	LIEN SEARCH FEES			3,500		3,500		3,500		3,500		3,500
-		-		-		424660	HOTEL/LODGING TAX			-		2,000		2,000		2,000		2,000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
GENERAL FUND 001 RESOURCES

GENERAL FUND 001 RESOURCES - 000		2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
\$	1,537.00	\$	2,141.00	425700	SENIOR CENTER REQUESTS	500	500	500	500
	6,110.00		11,144.45	425750	SALE OF SURPLUS EQUIP/PROPERTY	2,500	7,000	7,000	7,000
	3,574.63		-	425770	LIBRARY FOUNDATION FUNDED PROG	6,715	9,400	9,400	9,400
	15,000.00		-	425800	URBAN RENEW REIMB/LOAN REPAY	15,000	-	-	-
	17,955.65		16,285.31	425950	ALL OTHER LIBRARY RECEIPTS	18,000	20,000	20,000	20,000
	250,627.73		42,268.31	426000	ALL OTHER GENERAL FUND RECEIPT	36,000	250,000	250,000	250,000
	2,500.00		0.00	426350	POLICE GRANTS	1,500	1,500	1,500	1,500
	7,881.00		5,883.00	426400	FIRST RESP SUPPLIES REIMBURSE	6,000	6,000	6,000	6,000
	-		15,597.18	426470	FIRE GRANTS	250,000	25,000	25,000	25,000
	540.00		-	426471	FIRE TRAINING REIMBURSEMENT	500	1,000	1,000	1,000
	5,492.63		5,109.27	426500	TRAM DONATIONS	5,000	5,500	5,500	5,500
	26,418.19		19,511.93	426550	MEAL DONATIONS & MEDICAID ASST	25,000	25,000	25,000	25,000
	-		-	426600	METRO LOCAL SHARE PARK IMPROVE	165,199	165,199	165,199	165,199
	12,919.00		-	426650	TRANSFER FROM POLICE LEVY FUND 008	13,705	14,120	14,120	14,120
	-		1,664.30	425501	911 FUND CLOSE OUT RECEIVABLE	-	-	-	-
	5,430.00		5,592.00	426670	INTERFUND TRANSFER FROM FIRE LEVY FUND 009	5,760	5,935	5,935	5,935
	24,711.00		25,452.00	426730	INTERFUND TRANSFER STORM/SANT SEWR FUND 01	26,188	26,975	26,975	26,975
	13,685.00		14,095.00	426740	INTERFUND TRANSFER FROM WATER FUND 004	14,518	15,099	15,099	15,099
	57,021.00		58,731.00	426760	INTERFUND TRANSFER FROM STREET FUND 005	60,493	62,308	62,308	62,308
	-		-	426780	TRANSFER FROM STATE REV SHARE FUND 010	105,000	105,000	105,000	105,000
\$	8,367,473.80	\$	8,736,312.27		TOTAL GENERAL FUND RESOURCES	\$ 9,182,443	\$ 9,889,757	\$ 9,889,757	\$ 9,889,757

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
GENERAL FUND SUMMARY BY DEPARTMENT

GENERAL FUND SUMMARY		2014-15	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17
		Actuals	Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	Adopted	FTE	FTE	FTE
Description		Actuals	Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	Adopted	FTE	FTE	FTE
2013-14		Actuals											
	\$ 1,036,125.50	\$ 1,115,803.45	\$ 1,218,065	\$ 1,344,085	\$ 1,344,085	\$ 1,344,085	4.0000	5.0000	5.0000	1,344,085	4.0000	5.0000	5.2000
	224,254.38	210,766.86	251,183	239,000	239,000	239,000	1.5000	1.5000	1.5000	239,000	1.5000	1.5000	1.5000
	1,975,628.45	2,054,260.17	2,210,143	2,225,166	2,225,166	2,225,166	14.5000	15.5000	15.5000	2,225,166	14.5000	15.5000	15.5000
	743,490.27	751,046.00	1,713,249	1,707,900	1,707,900	1,707,900	6.9100	2.0000	2.0000	1,707,900	6.9100	2.0000	2.0000
	254,935.82	328,664.38	757,995	795,178	795,178	795,178	1.5000	1.6000	1.6000	795,178	1.5000	1.6000	1.6500
	50,230.32	46,835.14	59,661	59,661	59,661	59,661	0.2600	0.2600	0.2600	59,661	0.2600	0.2600	0.0000
	244,446.84	254,853.76	407,309	443,199	443,199	443,199	2.9000	3.0000	3.0000	443,199	2.9000	3.0000	3.5000
	694,373.97	730,458.95	755,550	1,462,787	1,462,787	1,462,787	9.3200	8.4400	8.4400	1,462,787	9.3200	8.4400	7.8600
	\$ 5,223,485.55	\$ 5,492,688.71	\$ 7,373,155	\$ 8,276,976	\$ 8,276,976	\$ 8,276,976	40.8900	37.3000	37.3000	\$ 8,276,976	40.8900	37.3000	37.2100
	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	-	-	-	\$ 400,000	-	-	-
	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	-	-	-	\$ 400,000	-	-	-
	\$ 5,223,485.55	\$ 5,492,688.71	\$ 7,773,155	\$ 8,676,976	\$ 8,676,976	\$ 8,676,976	40.8900	37.3000	37.3000	\$ 8,676,976	40.8900	37.3000	37.2100
	\$ 5,223,485.55	\$ 5,492,688.71	UNAPPROPRIATED ENDING FUND BALANCE										
			\$1,409,288.00	\$1,212,781.00									
	\$5,223,485.55	\$5,492,688.71	\$9,182,443.00	\$9,889,757.00			40.8900	37.3000	37.3000		40.8900	37.3000	37.2100

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 021 HIGHLIGHTS

GENERAL FUND 001		GENERAL ADMINISTRATION - DEPARTMENT 021 HIGHLIGHTS														
GENERAL ADMINISTRATION - 021		GENERAL ADMINISTRATION - DEPARTMENT 021 HIGHLIGHTS														
2013-14	2014-15	Account	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2015-16	2016-17	FTE	2015-16	2016-17	FTE	
Actuals	Actuals	Code	Adopted	Proposed	Approved	Adopted	FTE	FTE	Adopted	FTE	Adopted	FTE	FTE	Adopted	FTE	
PERSONNEL SERVICES																
\$ 111,177.72	\$ 120,890.85	100000	\$ 112,293	\$ 123,000	\$ 123,000	\$ 123,000	1.0000	1.0000	\$ 123,000	1.0000	\$ 123,000	1.0000	1.0000	\$ 123,000	1.0000	
85,500.00	85,927.56	100500	86,357	88,550	88,550	88,550	CITY ADMINISTRATOR	1.0000	88,550	1.0000	88,550	1.0000	1.0000	88,550	1.0000	
-	-	101000	78,334	58,700	58,700	58,700	ACCOUNTING MANAGER	1.0000	58,700	-	58,700	-	1.0000	58,700	1.0000	
57,965.38	58,485.94	101500	58,369	60,000	60,000	60,000	ADMIN SECRETARY/REC COORDINATOR	1.0000	60,000	1.0000	60,000	1.0000	1.0000	60,000	1.0000	
53,355.24	56,693.26	102000	53,667	55,350	55,350	55,350	ACCOUNT CLERK (FINANCE)	1.0000	55,350	1.0000	55,350	1.0000	1.0000	55,350	1.0000	
-	-	102100	-	11,100	11,100	11,100	ACCOUNT CLERK (UTILITY)	0.2000	11,100	-	11,100	-	0.2000	11,100	-	
-	401.37	102300	500	500	500	500	OVERTIME	-	500	-	500	-	-	500	-	
1,600.68	747.98	102400	550	885	885	885	CAREER RECOGNITION PAY	-	885	-	885	-	-	885	-	
143,434.52	150,038.05	102500	209,995	185,000	185,000	185,000	PAYROLL COSTS	-	185,000	-	185,000	-	-	185,000	-	
\$ 453,033.54	\$ 473,185.01		\$ 600,065	\$ 583,085	\$ 583,085	\$ 583,085	TOTAL PERSONNEL SERVICES	4.0000	\$ 583,085	4.0000	\$ 583,085	4.0000	5.0000	\$ 583,085	5.2000	
MATERIALS AND SERVICES																
\$ 140,079.75	\$ 196,472.13	105500	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	CITY ATTORNEY HOURLY	-	150,000	-	150,000	-	-	150,000	-	
87,953.81	114,308.80	106000	120,000	140,000	140,000	140,000	FIRE & LIABILITY INSURANCE	-	140,000	-	140,000	-	-	140,000	-	
44,483.00	28,651.52	107000	40,000	55,000	55,000	55,000	COUNTY PLANNING SVCS CONTRACT	-	55,000	-	55,000	-	-	55,000	-	
20,950.00	17,300.00	107500	30,000	40,000	40,000	40,000	MUNICIPAL AUDIT CONTRACT	-	40,000	-	40,000	-	-	40,000	-	
4,934.82	5,224.95	108500	7,000	7,000	7,000	7,000	JANITOR SERVICES	-	7,000	-	7,000	-	-	7,000	-	
11,064.36	12,307.93	109500	13,000	13,000	13,000	13,000	UTILITIES (LIGHTS & FUEL)	-	13,000	-	13,000	-	-	13,000	-	
9,316.03	10,376.22	110000	11,000	11,000	11,000	11,000	TELEPHONES	-	11,000	-	11,000	-	-	11,000	-	
5,766.82	13,671.48	110500	-	12,000	12,000	12,000	BUILDING MAINTENANCE	-	12,000	-	12,000	-	-	12,000	-	
8,293.39	8,293.39	111000	9,000	10,000	10,000	10,000	LEAGUE OF OREGON CITIES DUES	-	10,000	-	10,000	-	-	10,000	-	
-	-	111500	-	5,000	5,000	5,000	COUNCIL ACTIVITIES	-	5,000	-	5,000	-	-	5,000	-	
36,911.03	24,140.38	113000	35,000	25,000	25,000	25,000	OFFICE SUPPLIES/PRINT/POSTAGE	-	25,000	-	25,000	-	-	25,000	-	
17,357.25	21,944.61	113500	20,000	20,000	20,000	20,000	CITY NEWSLETTER	-	20,000	-	20,000	-	-	20,000	-	
-	-	114200	-	1,500	1,500	1,500	MEETINGS, AND MEALS EXPENSES	-	1,500	-	1,500	-	-	1,500	-	
3,160.05	11,433.21	114500	10,000	12,000	12,000	12,000	MEMBERSHIPS, CONF & PUBLICATION	-	12,000	-	12,000	-	-	12,000	-	
132,927.88	132,745.05	115500	120,000	200,000	200,000	200,000	DATA PROCESSING/MAINT/LIC/TECHNOLOGY	-	200,000	-	200,000	-	-	200,000	-	
40,684.82	29,193.63	116000	35,000	35,000	35,000	35,000	SURVEYS & CONSULTANTS	-	35,000	-	35,000	-	-	35,000	-	
16,440.84	12,350.51	116500	15,000	20,000	20,000	20,000	PERSONNEL RECRUITMENT	-	20,000	-	20,000	-	-	20,000	-	
949.30	1,592.77	117000	2,000	2,000	2,000	2,000	EMPLOYEE APPRECIATION	-	2,000	-	2,000	-	-	2,000	-	
238.81	381.86	117500	1,000	1,000	1,000	1,000	VEHICLE MAINTENANCE	-	1,000	-	1,000	-	-	1,000	-	
1,580.00	2,230.00	119500	-	1,500	1,500	1,500	LOCAL GOVT PERSONNEL INST DUES	-	1,500	-	1,500	-	-	1,500	-	
\$ 583,091.96	\$ 642,618.44		\$ 618,000	\$ 761,000	\$ 761,000	\$ 761,000	TOTAL MATERIALS AND SERVICES	-	\$ 761,000	-	\$ 761,000	-	-	\$ 761,000	-	
\$ 1,036,125.50	\$ 1,115,803.45		\$ 1,218,065	\$ 1,344,085	\$ 1,344,085	\$ 1,344,085	TOTAL ADMINISTRATION REQUIREMENTS	4.0000	\$ 1,344,085	4.0000	\$ 1,344,085	4.0000	5.0000	\$ 1,344,085	5.2000	

CITY OF GLADSTONE

**2016-17 ADOPTED BUDGET
GENERAL ADMINISTRATION - DEPARTMENT 021 HIGHLIGHTS**

Department 021 -General Administration

This budget pays for the salary and associated payroll costs of the Administration of Gladstone City Hall. We are increasing the Utility Finance Clerk position to 1.0 FTE with .4 being paid out of the Water Fund and .4 being paid out of the Sewer fund.

Municipal Audit Contract - We have increased this line item to allow for negotiations with a potentially new audit firm.

Data Processing/Maint/Lic/Technology - In fiscal year 2016-17, we will be in year 2 of a 3 year Technology Plan implementation that will include 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.

Personnel Recruitment - We have added funds to potentially contract with professional recruiters to replace our Assistance City Administrator

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
MUNICIPAL COURT- DEPARTMENT 022 REQUIREMENTS

GENERAL FUND 001		2014-15		2015-16		2016-17		2016-17		2014-15		2015-16		2016-17	
MUNICIPAL COURT - 022		Actuals	Account Code	Actuals	Description	Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	FTE	FTE	FTE
\$ 37,452.66	\$ 36,061.61	102500	PAYROLL COSTS	\$ 48,956	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	-	-	-	-	-	-
56,376.47	55,407.20	120500	MUNICIPAL COURT CLERK	44,595	48,000	48,000	48,000	48,000	48,000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
28,306.17	18,606.54	121000	ASSISTANT COURT CLERK	26,832	28,000	28,000	28,000	28,000	28,000	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000
-	58.05	121500	OVERTIME	500	500	500	500	500	500	-	-	-	-	-	-
\$ 122,135.30	\$ 110,133.40		TOTAL PERSONNEL SERVICES	\$ 120,883	\$ 116,500	\$ 116,500	\$ 116,500	\$ 116,500	\$ 116,500	1.5000	1.5000	1.5000	1.5000	1.5000	1.5000
MATERIALS AND SERVICES															
\$ 36,000.00	\$ 36,000.00	122500	MUNICIPAL COURT JUDGE	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	-	-	-	-	-	-
36,000.00	32,568.27	123000	PROSECUTING ATTY COURT TIME	36,000	36,000	36,000	36,000	36,000	36,000	-	-	-	-	-	-
14,826.30	16,573.00	123500	ATTORNEYS FOR INDIGENT CLIENTS	27,000	27,000	27,000	27,000	27,000	27,000	-	-	-	-	-	-
2,817.78	1,799.22	124500	COURT SUPPLIES & EXPENSES	9,500	5,000	5,000	5,000	5,000	5,000	-	-	-	-	-	-
1,978.10	3,122.80	125000	PRINTING,POSTAGE,COPIES	6,000	6,000	6,000	6,000	6,000	6,000	-	-	-	-	-	-
2,127.85	858.00	125500	PRO-TEM JUDGE/JURY EXPENSES	2,500	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	-
2,515.60	4,232.17	126500	COLLECTION SERVICES	2,500	2,500	2,500	2,500	2,500	2,500	-	-	-	-	-	-
5,853.45	5,480.00	127000	COURTROOM SECURITY	10,000	7,500	7,500	7,500	7,500	7,500	-	-	-	-	-	-
-	-	127500	DOCUMENT IMAGING	800	1,000	1,000	1,000	1,000	1,000	-	-	-	-	-	-
\$ 102,119.08	\$ 100,633.46		TOTAL MATERIALS AND SERVICES	\$ 130,300	\$ 122,500	\$ 122,500	\$ 122,500	\$ 122,500	\$ 122,500	-	-	-	-	-	-
\$ 224,254.38	\$ 210,766.86		TOTAL MUNICIPAL COURT REQUIREMENTS	\$ 251,183	\$ 239,000	\$ 239,000	\$ 239,000	\$ 239,000	\$ 239,000	1.5000	1.5000	1.5000	1.5000	1.5000	1.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
MUNICIPAL COURT- DEPARTMENT 022 HIGHLIGHTS

Department 022 -Municipal Court

Gladstone Municipal Court hears traffic offenses and violations of city ordinances and misdemeanors.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE - DEPARTMENT 024 REQUIREMENTS

GENERAL FUND 001		POLICE DEPARTMENT - 024		PERSONNEL SERVICES						
2013-14	2014-15	Account Code	Description	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17
Actuals	Actuals			Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE
\$ 577,746.84	\$ 558,321.22	102500	PAYROLL COSTS	\$ 658,236	\$ 600,000	\$ 600,000	\$ 600,000	-	-	-
104,028.00	134,868.91	140000	POLICE CHIEF	94,816	94,816	94,816	94,816	1.0000	1.0000	1.0000
90,811.81	82,796.97	140300	POLICE LIEUTENANT	87,000	92,450	92,450	92,450	1.0000	1.0000	1.0000
80,515.38	81,130.49	140500	POLICE SERGEANT	79,255	81,250	81,250	81,250	1.0000	1.0000	1.0000
72,217.88	81,060.08	141000	POLICE SERGEANT	79,255	81,250	81,250	81,250	1.0000	1.0000	1.0000
31,110.07	64,821.61	141500	ACTING POLICE SERGEANT	65,183	72,300	72,300	72,300	1.0000	1.0000	1.0000
67,627.84	68,820.08	142000	POLICE DETECTIVE	68,278	68,100	68,100	68,100	1.0000	1.0000	1.0000
-	72,660.39	142300	POLICE DETECTIVE	68,278	70,000	70,000	70,000	1.0000	1.0000	1.0000
68,169.53	94,497.52	142500	POLICE OFFICER	63,220	64,800	64,800	64,800	1.0000	1.0000	1.0000
42,810.00	54,568.55	143000	POLICE OFFICER	54,602	-	-	-	1.0000	1.0000	1.0000
60,613.14	54,088.98	143500	POLICE OFFICER	54,602	62,000	62,000	62,000	1.0000	1.0000	1.0000
-	-	144000	POLICE OFFICER	51,888	53,200	53,200	53,200	-	1.0000	1.0000
66,671.25	-	144500	POLICE OFFICER	-	61,700	61,700	61,700	-	-	1.0000
62,122.47	-	145000	POLICE OFFICER	-	-	-	-	-	-	-
63,986.11	63,242.13	146000	POLICE OFFICER	63,220	64,800	64,800	64,800	1.0000	1.0000	1.0000
55,859.59	42,311.96	146200	POLICE OFFICER	54,603	58,750	58,750	58,750	1.0000	1.0000	1.0000
57,514.36	60,115.25	146400	POLICE OFFICER	63,220	64,800	64,800	64,800	1.0000	1.0000	1.0000
24,501.50	25,507.62	146500	MUNICIPAL ORDINANCE SPECIALIST	24,502	25,200	25,200	25,200	0.5000	0.5000	0.5000
44,052.00	44,648.90	150000	POLICE RECORDS CLERK	45,349	45,650	45,650	45,650	1.0000	1.0000	1.0000
342.00	682.91	150500	POLICE RESERVES	4,000	4,000	4,000	4,000	-	-	-
38,734.25	40,169.47	151000	PROFICIENCY PAY	32,911	42,500	42,500	42,500	-	-	-
11,125.22	10,002.77	151500	HOLIDAY PAY	18,000	18,000	18,000	18,000	-	-	-
6,509.59	8,478.84	152000	CAREER RECOGNITION PAY	7,615	8,100	8,100	8,100	-	-	-
79,816.20	102,678.06	152500	OVERTIME	110,000	110,000	110,000	110,000	-	-	-
22,534.12	35,341.63	152600	TRAINING OVERTIME	-	-	-	-	-	-	-
\$ 1,729,419.15	\$ 1,780,814.34		TOTAL PERSONNEL SERVICES	\$ 1,848,033	\$ 1,843,666	\$ 1,843,666	\$ 1,843,666	14.5000	15.5000	15.5000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
POLICE - DEPARTMENT 024 REQUIREMENTS

GENERAL FUND 001		POLICE DEPARTMENT - 024 continued										
2013-14	2014-15	Account	Code	Description	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Actuals				Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	FTE
				MATERIALS AND SERVICES								
\$ 61,421.94	\$ 60,035.29	155000		AUTOMOBILE MAINT/FUEL	\$ 71,000	\$ 75,000	\$ 75,000	\$ 75,000	-	-	-	-
6,341.80	5,297.90	155200		PARK PATROL (PRIVATE SECURITY)	5,410	6,000	6,000	6,000	-	-	-	-
9,270.00	8,803.50	155500		REGIIN	12,000	13,000	13,000	13,000	-	-	-	-
9,563.03	6,040.94	156000		EQUIPMENT & SUPPLIES	10,000	10,000	10,000	10,000	-	-	-	-
8,669.35	9,576.60	156500		OFFICE SUPPLIES/FORMS	8,000	8,000	8,000	8,000	-	-	-	-
4,191.88	4,291.72	157000		PRINTING,POSTAGE,COPIES	5,000	5,500	5,500	5,500	-	-	-	-
13,515.00	18,509.10	158000		RADIO MAINT/REPLACEMENT	20,000	20,000	20,000	20,000	-	-	-	-
2,542.37	799.25	158200		RADAR MAINTENANCE REPLACEMENT	3,000	3,500	3,500	3,500	-	-	-	-
1,776.00	-	158500		DOCUMENT IMAGING SERVICE	-	-	-	-	-	-	-	-
21,093.01	21,440.23	158700		TRAINING	30,000	30,000	30,000	30,000	-	-	-	-
250.00	-	159000		CONFERENCES/TRAVEL	-	-	-	-	-	-	-	-
15,242.43	22,401.38	159500		UNIFORM & EQUIPMENT	23,000	23,000	23,000	23,000	-	-	-	-
16.80	-	160000		POLICE RESERVE LIFE INSURANCE	200	-	-	-	-	-	-	-
54,491.03	44,581.78	161000		CONTRACTUAL SERVICES	35,000	35,000	35,000	35,000	-	-	-	-
18,173.55	20,489.71	161500		FIREARMS/AMMUNITION	20,000	20,000	20,000	20,000	-	-	-	-
93.81	-	163000		COMPUTER/TECHNOLOGY SERVICES	-	-	-	-	-	-	-	-
8,700.00	8,150.00	163500		DUES AND SUBSCRIPTIONS	4,500	11,000	11,000	11,000	-	-	-	-
7,368.90	12,202.10	164000		CELL PHONES, PAGERS,RADIOS	11,000	14,000	14,000	14,000	-	-	-	-
966.40	1,095.81	164600		EMERGENCY MANAGEMENT	1,500	4,500	4,500	4,500	-	-	-	-
2,500.00	2,500.00	164900		JUVENILE DIVERSION PROGRAM	2,500	3,000	3,000	3,000	-	-	-	-
-	27,230.52	165500		MISCELLANEOUS EQUIPMENT	100,000	100,000	100,000	100,000	-	-	-	-
\$ 246,187.30	\$ 273,445.83			TOTAL MATERIALS AND SERVICES	\$ 362,110	\$ 381,500	\$ 381,500	\$ 381,500	-	-	-	-
				CAPITAL OUTLAY								
\$ 22.00	-	166000		POLICE STATION IMPROVEMENTS	-	-	-	-	-	-	-	-
\$ 22.00	-			TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	-	-	-	-
\$ 1,975,628.45	\$ 2,054,260.17			TOTAL POLICE DEPARTMENT REQUIREMENTS	\$ 2,210,143	\$ 2,225,166	\$ 2,225,166	\$ 2,225,166	14.5000	15.5000	15.5000	15.5000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
POLICE - DEPARTMENT 024 HIGHLIGHTS

Department 024 -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.

Over the past three years, we have experienced a 19% increase in total calls responded to in the city.
During 2015, a total of 13,031 calls were handled by our officers.
We are proud to respond to these calls and they remind us of the unique service we provide for this community.
We are committed to conducting ourselves and our activities responsibly, always keeping in mind that we are here to serve and protect.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
FIRE - DEPARTMENT 025 REQUIREMENTS

GENERAL FUND 001		2014-15		2015-16		2016-17		2016-17		2014-15		2015-16		2016-17	
FIRE DEPARTMENT - 025		Actuals	Account Code	Adopted	Description	Proposed	Approved	Adopted	FTE	Adopted	FTE	Adopted	FTE	Adopted	FTE
\$ 25,923.31		\$ 24,688.20	182000	\$ 30,000	CAPITAL OUTLAY	\$ 30,000	\$ 30,000	\$ 30,000	-	\$ 30,000	-	\$ 30,000	-	\$ 30,000	-
2,160.72		-	182500	239,000	ROUTINE EQUIP REPLACEMENT	274,000	274,000	274,000	-	274,000	-	274,000	-	274,000	-
6,976.00		3,878.62	184000	6,000	TURN-OUTS & SCBA RESERVE	18,000	18,000	18,000	-	18,000	-	18,000	-	18,000	-
1,826.88		-	185500	129,000	DIVE RESCUE EQUIPMENT	214,000	214,000	224,000	-	214,000	-	224,000	-	224,000	-
-		-	188500	250,000	FIRE APPARATUS & EQUIP RESERVE	25,000	25,000	25,000	-	25,000	-	25,000	-	25,000	-
5,415.13		18,142.19	189500	130,000	FIRE GRANTS	142,000	142,000	142,000	-	142,000	-	142,000	-	142,000	-
\$ 42,302.04		\$ 46,709.01		\$ 784,000	RADIO & COMPUTER RESERVE	\$ 703,000	\$ 703,000	\$ 713,000	-	\$ 703,000	-	\$ 713,000	-	\$ 713,000	-
					TOTAL CAPITAL OUTLAY										
\$ 743,490.27		\$ 751,046.00		\$ 1,713,249	TOTAL FIRE DEPARTMENT REQUIREMENTS	\$ 1,707,900	\$ 1,707,900	\$ 1,707,900	6.9100	\$ 1,707,900	2.0000	\$ 1,707,900	2.0000	\$ 1,707,900	2.0000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
FIRE - DEPARTMENT 025 HIGHLIGHTS

Department 025 -Fire Department

Beginning 2016-17, Gladstone City Council has made the decision to change the Fire Chief position from part time to full-time.

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

Schools & Conferences - Increased to cover cost of management and other training related to needed upgrades identified in strategic plan.

Uniforms - Increased to cover cost of upgraded and additional uniform items to properly outfit all personnel.

Firefighter Training - This line item covers the cost of instructors for required training to maintain national and state certifications for fire suppression, EMS, specialty services and officers. This line also includes the cost for a four month in house fire academy for new recruits. The reflected increase this budget cycle is due to additional training requirements we are experiencing in the industry also our intent to increase our recruitment cycle from one academy each year to three academy's every two years if we can develop the interest for more recruits.

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

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

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.

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.

First Responder Supplies - This line item includes funds for medications, disposable medical supplies and maintenance of defibrillators. Presently AMR Ambulance Company reimburses the Fire Department approximately \$600 per month for medical supplies. This revenue (see line item #1042640 in General Fund Revenue) is based on a contractual rate set by Clackamas County that is paid to first responders for costs incurred when a person is transported from Gladstone. Nationally the EMS field is seeing more shortages of drugs resulting in alternative selections and higher cost. Although partial reimbursement for supplies is coming from AMR we need the slight increase to cover the initial purchases.

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

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

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
FIRE - DEPARTMENT 025 HIGHLIGHTS

Department 025 - Fire Department CONTINUED

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

Cost Share for C-COM Dispatch - Costs are assigned based on the percentage of the agency's population of the total population of contracted agencies. This is both fire and police combined. This costing formula has been adjusted from 30/70 - fire/police split to a 35/65 split to more accurately reflect usage. Due to State of Oregon legislative changes, 911 Funds that previously were received by the City General fund and used to offset these costs are now allocated to the local dispatch center and not the Cities. Actual cost have not been calculated as of yet but we are anticipating a 3-10% increase.

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

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

Dive Rescue Equipment - Funds proposed to replace, repair and purchase equipment needed for department's 6 to 12 certified divers.

Fire Apparatus and Equipment Reserve – For the past several years the City has appropriated an additional \$25,000/year which is less than half of needed cost on a 10 year replacement cycle. The large increase this year is to cover the possible purchase of two new vehicles one a replacement of a 1998 staff vehicle, second purchase would be an additional vehicle for the new full time Chief position.

Fire Grants – This line item is considered a place holder funds will not be spent unless revenue from a grant is received. In the past the department has been awarded grants for seismic upgrades, turn out replacement and other small grants. Though unsuccessful the last few years the Department will continue to apply for grants as they become available.

Radio and Computer Reserve - Motorola Company no longer supports most of the existing 800 MHz radios, and two thirds of them cannot be upgraded to 700 MHz, which will be the frequency used for public safety in the future. The department has implemented a replacement cycle mostly on an as needed basis, i.e. beyond repair or adaptation. The department will continue to apply for grants as they become available but will still continue to budget an additional \$12,000 a year to this line item, creating a reserve for replacement in 1- 2 years. Though the County intends to forward a ballot measure in the next year for a full radio system replacement which will include Gladstone Police and Fire. Portable and mobile radios will only be partially covered by this ballot measure.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
PARK - DEPARTMENT 026 REQUIREMENTS

GENERAL FUND 001		2014-15		2015-16		2016-17		2016-17		2014-15		2015-16		2016-17					
PARK DEPARTMENT - 026		Actuals	Account Code	Actuals	Code	Actuals	Code	Proposed	Approved	Adopted	FTE	Actuals	Code	Proposed	Approved	Adopted	FTE		
\$ 40,420.38		\$ 42,382.88	102500		PAYROLL COSTS	\$ 62,771		\$ 65,000	\$ 65,000	\$ 65,000	-			\$ 65,000	\$ 65,000	\$ 65,000	-	-	
-		-	180500		PUBLIC WORKS DIRECTOR	8,700		9,315	9,315	9,315	0.1000			9,315	9,315	9,315	0.1000	0.1000	
7,948.67		7,988.39	190000		PARKS & STREETS SUPERVISOR	8,029		33,900	33,900	33,900	-			33,900	33,900	33,900	-	0.1000	
55,971.24		57,095.02	190500		UTILITY WORKER, JOURNEY	56,617		58,100	58,100	58,100	1.0000			58,100	58,100	58,100	1.0000	1.0000	
-		-	191400		ADMIN ASSISTANT	-		2,250	2,250	2,250	-			2,250	2,250	2,250	-	0.0500	
11,090.00		10,591.15	191500		SEASONAL HELP	26,250		30,000	30,000	30,000	0.4000			30,000	30,000	30,000	0.4000	-	
-		-	191800		CAREER RECOGNITION PAY	-		585	585	585	-			585	585	585	-	-	
1,702.90		60.88	192000		OVERTIME	1,100		1,500	1,500	1,500	-			1,500	1,500	1,500	-	-	
\$ 117,133.19		\$ 118,118.32			TOTAL PERSONNEL SERVICES	\$ 163,467		\$ 200,650	\$ 200,650	\$ 200,650	1.5000			\$ 200,650	\$ 200,650	\$ 200,650	1.5000	1.6500	
					MATERIALS AND SERVICES														
\$ 13,334.94		\$ 11,297.61	193000		PARK MAINTENANCE SUPPLIES	\$ 35,960		\$ 35,960	\$ 35,960	\$ 35,960	-			\$ 35,960	\$ 35,960	\$ 35,960	-	-	
16,962.00		14,347.50	193200		HAZARDOUS TREE REMOVAL	22,000		22,000	22,000	22,000	-			22,000	22,000	22,000	-	-	
9,292.42		13,929.75	193500		LIGHTS & POWER	8,240		8,240	8,240	8,240	-			8,240	8,240	8,240	-	-	
50,082.23		33,131.68	194000		EQUIPMENT OPERATION/MAINTENANCE	40,000		40,000	40,000	40,000	-			40,000	40,000	40,000	-	-	
8,677.14		1,737.85	194200		SPRAY PK OPERATE & MAINTENANCE	2,100		2,100	2,100	2,100	-			2,100	2,100	2,100	-	-	
1,190.00		-	194500		TRAINING	1,500		1,500	1,500	1,500	-			1,500	1,500	1,500	-	-	
1,068.20		700.00	195000		MARINE BOARD ASSISTANCE PROGRAM	3,000		3,000	3,000	3,000	-			3,000	3,000	3,000	-	-	
14,750.86		14,632.32	195500		PORTABLE RESTROOM RENTALS	13,800		13,800	13,800	13,800	-			13,800	13,800	13,800	-	-	
415.00		1,526.00	196000		POW WOW TREE MAINT CONTRACT	1,700		1,700	1,700	1,700	-			1,700	1,700	1,700	-	-	
-		-	196500		PARK MASTER PLAN	50,000		50,000	50,000	50,000	-			50,000	50,000	50,000	-	-	
\$ 115,772.79		\$ 91,302.71			TOTAL MATERIALS AND SERVICES	\$ 178,300		\$ 178,300	\$ 178,300	\$ 178,300	-			\$ 178,300	\$ 178,300	\$ 178,300	-	-	
					CAPITAL OUTLAY														
\$ -		\$ -	196700		PARK IMPROVEMENTS	\$ 111,129		\$ 86,129	\$ 86,129	\$ 86,129	-			\$ 86,129	\$ 86,129	\$ 86,129	-	-	
514.21		90.90	197000		VEHICLES AND EQUIPMENT	139,900		164,900	164,900	164,900	-			164,900	164,900	164,900	-	-	
21,515.63		119,152.45	197500		METRO LOCAL SHARE	165,199		165,199	165,199	165,199	-			165,199	165,199	165,199	-	-	
\$ 22,029.84		\$ 119,243.35			TOTAL CAPITAL OUTLAY	\$ 416,228		\$ 416,228	\$ 416,228	\$ 416,228	-			\$ 416,228	\$ 416,228	\$ 416,228	-	-	
\$ 254,935.82		\$ 328,664.38			TOTAL PARKS REQUIREMENTS	\$ 757,995		\$ 795,178	\$ 795,178	\$ 795,178	1.5000			\$ 795,178	\$ 795,178	\$ 795,178	1.5000	1.6000	

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
PARK - DEPARTMENT 026 HIGHLIGHTS

Department 026 -Parks Department

This department funds a total of 1.65 FTE

Public Works Director - .10

Parks & Street Supervisor - .50

Utility Worker, Journey - 1.0

Administrative Assistant - .05

The administrative position is in anticipation of need based on Public Works strategic plan yet to be completed.

The increase in the supervisory position is based on a recalculation of staff time based on need.

Additionally, this position will be spending much of their time managing the non profit organizations and the Metro Local Share work. They will also be responsible for finding and acquiring grants to help fund our Parks maintenance and programs.

Additionally this budget funds the maintenance for the Parks of Gladstone for items such as landscaping, fertilizing, as well as maintaining safe park conditions.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
RECREATION - DEPARTMENT 027 REQUIREMENTS

GENERAL FUND 001		RECREATION DEPARTMENT - 027		2013-14		2014-15		2015-16		2016-17		2016-17		2014-15		2015-16		2016-17	
Actuals	2013-14	Actuals	2014-15	Account	Code	Description	2015-16	Adopted	Proposed	Approved	Adopted	FTE	2014-15	FTE	2015-16	FTE	2016-17	FTE	
						PERSONNEL SERVICES													
\$ 2,400.09	\$ 2,552.21	102500	PAYROLL COSTS			\$ 5,361	\$ 5,361	\$ 5,361	\$ 5,361	\$ 5,361	\$ 5,361	-	-	-	-	-	-	-	-
9,831.12	8,898.08	201000	PLAYGROUND AIDES			13,000	13,000	13,000	13,000	13,000	13,000	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100
9,044.07	9,668.42	201500	FIELD MAINTENANCE CREW			9,000	9,000	9,000	9,000	9,000	9,000	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500
\$ 21,275.28	\$ 21,118.71		TOTAL PERSONNEL SERVICES			\$ 27,361	\$ 27,361	\$ 27,361	\$ 27,361	\$ 27,361	\$ 27,361	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600
			MATERIALS AND SERVICES																
\$ 1,467.43	\$ 1,374.99	204000	SUMMER PROGRAMS			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	-	-	-	-	-	-	-
445.16	1,049.64	204500	SPECIAL EVENTS			1,300	1,300	1,300	1,300	1,300	1,300	-	-	-	-	-	-	-	-
5,189.45	979.80	204800	REC FIELDS MAINTENANCE & SUPPLIES			6,000	6,000	6,000	6,000	6,000	6,000	-	-	-	-	-	-	-	-
21,853.00	22,312.00	205800	COMMUNITY SCHOOL CONTRACT			23,000	23,000	23,000	23,000	23,000	23,000	-	-	-	-	-	-	-	-
\$ 28,955.04	\$ 25,716.43		TOTAL MATERIALS AND SERVICES			\$ 32,300	\$ 32,300	\$ 32,300	\$ 32,300	\$ 32,300	\$ 32,300	-	-	-	-	-	-	-	-
\$ 50,230.32	\$ 46,835.14		TOTAL RECREATION REQUIREMENTS			\$ 59,661	\$ 59,661	\$ 59,661	\$ 59,661	\$ 59,661	\$ 59,661	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600	0.2600

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
RECREATION - DEPARTMENT 027 HIGHLIGHTS

Department 027 - Recreation Department

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.

The change in FTE calculation from prior years to the 2016-17 proposed is based on the BOLI interpretation of seasonal workers versus regular employees.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SENIOR CENTER - DEPARTMENT 028 REQUIREMENTS

GENERAL FUND 001
SENIOR CENTER-028

2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	FTE	FTE	Adopted	Adopted	FTE	FTE	FTE
			PERSONNEL SERVICES										
\$ 1,217.94	\$ 1,272.75	102400	CAREER RECOGNITION PAY	\$ 1,340	\$ 1,340	\$ 1,340	-	-	\$ 1,340	\$ 1,340	-	-	-
68,995.71	70,529.20	102500	PAYROLL COSTS	78,729	90,000	90,000	-	-	90,000	90,000	-	-	-
70,356.00	70,707.84	208500	SENIOR CENTER MANAGER	71,062	72,850	72,850	1.0000	1.0000	72,850	72,850	1.0000	1.0000	1.0000
26,312.47	23,852.48	209500	TRAM DRIVER	26,136	28,000	28,000	0.7000	0.7000	28,000	28,000	0.7000	0.7000	0.7000
14,011.39	17,509.14	210000	CENTER ASSISTANT	17,891	38,750	38,750	0.5000	0.5000	38,750	38,750	0.5000	0.5000	0.5000
25,963.91	27,414.81	210500	NUTRITION CATERER	26,556	28,000	28,000	0.7000	0.7000	28,000	28,000	0.7000	0.7000	0.7000
		211000	BUILDING MONITOR	3,000	3,500	3,500	-	-	3,500	3,500	0.1000	0.1000	0.1000
\$ 206,857.42	\$ 211,286.22		TOTAL PERSONNEL SERVICES	\$ 224,714	\$ 262,440	\$ 262,440	2.9000	2.9000	\$ 262,440	\$ 262,440	3.0000	3.0000	3.5000
			MATERIALS AND SERVICES										
\$ 4,246.52	\$ 1,541.59	212000	BUILDING MAINTENANCE/SUPPLIES	\$ 4,000	\$ 4,500	\$ 4,500	-	-	\$ 4,500	\$ 4,500	-	-	-
640.33	1,111.15	212500	OFFICE/MISCELLANEOUS SUPPLIES	1,000	1,000	1,000	-	-	1,000	1,000	-	-	-
1,862.58	1,817.85	213000	TELEPHONES	2,000	2,100	2,100	-	-	2,100	2,100	-	-	-
10,602.64	9,904.51	213500	OTHER UTILITIES	9,000	11,000	11,000	-	-	11,000	11,000	-	-	-
2,675.72	3,675.94	214000	TRAM EXPENSES	3,000	5,000	5,000	-	-	5,000	5,000	-	-	-
280.83	9.52	214500	MILEAGE REIMBURSEMENT	300	300	300	-	-	300	300	-	-	-
150.00	-	215000	CONFERENCE,SCHOOLS,ASSN. DUES	400	400	400	-	-	400	400	-	-	-
8,544.80	6,785.00	215500	JANITORIAL SERVICES	6,000	6,500	6,500	-	-	6,500	6,500	-	-	-
3,636.00	3,160.51	216500	BUILDING MONITOR FOR RENTALS	1,000	-	-	-	-	-	-	-	-	-
		217000	DATA PROCESSING	2,000	2,000	2,000	-	-	2,000	2,000	-	-	-
3,755.00	5,976.14	217500	NUTRITION PROGRAM SUPPLIES	-	-	-	-	-	-	-	-	-	-
\$ 36,394.42	\$ 33,982.21		TOTAL MATERIALS AND SERVICES	\$ 28,700	\$ 32,800	\$ 32,800	-	-	\$ 32,800	\$ 32,800	-	-	-
			CAPITAL OUTLAY										
\$ -	\$ 5,936.00	218000	PLANTON ESTATE	\$ 143,895	\$ 137,959	\$ 137,959	-	-	\$ 137,959	\$ 137,959	-	-	-
1,195.00	3,420.36	219500	BUILDING REPAIR	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
	228.97	219800	MISCELLANEOUS EQUIPMENT	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
\$ 1,195.00	\$ 9,585.33		TOTAL CAPITAL OUTLAY	\$ 153,895	\$ 147,959	\$ 147,959	-	-	\$ 147,959	\$ 147,959	-	-	-
\$ 244,446.84	\$ 254,853.76		TOTAL SENIOR CENTER REQUIREMENTS	\$ 407,309	\$ 443,199	\$ 443,199	2.9000	2.9000	\$ 443,199	\$ 443,199	3.0000	3.0000	3.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SENIOR CENTER - DEPARTMENT 028 HIGHLIGHTS

Department 028 -Senior Center

The Gladstone Senior Center was built with City, fundraising funds, and Community Block Grant money in 1981. The Center currently sees approximately 1,000 patrons each month that come through our doors.

The staff works with Gladstone Community School program to offer a variety of classes. The Center currently offers over 40 different classes. We have increased the Center assistant position to 1.0 FTE to reflect additional duties that have been assigned.

As a department of the City additional funding resources come from various Clackamas County Contracts, donations, fundraising and our community partners. Including a contract to provide Meals to our most vulnerable population, both at the Center or at their home.

In fiscal year 2015-16, the Center served over 14,000 meals. From the Center's dining room we served 4,550 meals. Meals on Wheels clients were served 9,525 meals. Our program offers meals to disabled and those clients under 60 years of age. One part time nutrition staff person organizes volunteer drivers and administers this program.

Our Transportation program offers a variety of options to local area residents. Three days a week, we offer rides into the Center for meals and other activities; or perhaps sign-up to go shopping, or run errands.

Friday is excursion day with outings all over the Portland Metro area and beyond are offered.

In 2014-15 the Center provided 2,500 rides. We are projected to provide over 3,000 rides for 2015-16.

Through the Social Services Contract the Center staff conducts assessment information and referrals, and provides health and wellness information.

Planton Estate- The estate was given to the Center in 1994 with a value of approximately \$300,000. The funds are restricted to Building Improvements, for the benefit of the seniors. Some of the projects have included: Painting the interior, stainless steel installed on kitchen walls, and new carpet was installed 2015 in the lobby and offices of the Center.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY - DEPARTMENT 029 REQUIREMENTS

GENERAL FUND 001
LIBRARY - 029

2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	FTE	Adopted	Proposed	Approved	FTE	Adopted	Approved	FTE
\$ 2,428.02	\$ 2,566.24	102400	PERSONNEL SERVICES	\$ 2,396	\$ 2,700	\$ 2,700	-	\$ 2,396	\$ 2,700	\$ 2,700	-	\$ 2,396	\$ 2,700	-
131,744.79	137,135.27	102500	CAREER RECOGNITION PAY	144,528	165,000	165,000	-	144,528	165,000	165,000	-	144,528	165,000	-
71,455.44	75,497.84	220000	PAYROLL COSTS	78,334	72,900	72,900	1.0000	78,334	72,900	72,900	1.0000	78,334	72,900	1.0000
45,635.62	34,474.73	221500	LIBRARY DIRECTOR	39,561	44,650	44,650	1.0000	39,561	44,650	44,650	1.0000	39,561	44,650	1.0000
54,053.77	32,101.60	222000	LIBRARY ASSISTANT II	39,561	46,800	46,800	1.0000	39,561	46,800	46,800	1.0000	39,561	46,800	1.0000
50,495.28	51,102.40	222500	LIBRARY ASSISTANT II	47,902	49,100	49,100	1.0000	47,902	49,100	49,100	1.0000	47,902	49,100	1.0000
45,782.72	47,553.44	222800	LIBRARY ASSISTANT II	47,902	49,100	49,100	1.0000	47,902	49,100	49,100	1.0000	47,902	49,100	1.0000
46,937.16	29,757.71	223000	LIBRARY ASSISTANT II	39,561	44,650	44,650	1.0000	39,561	44,650	44,650	1.0000	39,561	44,650	1.0000
4,967.52	35,784.09	223100	LIBRARY ASSISTANT II	39,561	44,650	44,650	1.0000	39,561	44,650	44,650	1.0000	39,561	44,650	1.0000
5,357.68	7,920.52	223200	LIBRARY AIDE	7,123	7,123	7,123	0.3800	7,123	7,123	7,123	0.3800	7,123	7,123	0.3800
50,576.08	32,781.07	223500	ON CALL LIB ASSISTANT	30,000	40,000	40,000	0.4800	30,000	40,000	40,000	0.4800	30,000	40,000	0.4800
-	13,585.56	223600	LIBRARY ASSISTANT II	21,736	21,736	21,736	0.5800	21,736	21,736	21,736	0.5800	21,736	21,736	0.5800
\$ 509,434.08	\$ 500,260.47		PERSONNEL SERVICES	\$ 538,165	\$ 588,459	\$ 588,459	8.4400	\$ 538,165	\$ 588,459	\$ 588,459	8.4400	\$ 538,165	\$ 588,459	8.4400

2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	FTE	Adopted	Proposed	Approved	FTE	Adopted	Approved	FTE
\$ 9,026.31	\$ 9,460.06	224500	MATERIALS AND SERVICES	\$ 11,500	\$ 10,000	\$ 10,000	-	\$ 11,500	\$ 10,000	\$ 10,000	-	\$ 11,500	\$ 10,000	-
19,207.44	70,386.54	225000	UTILITIES	18,000	10,000	10,000	-	18,000	10,000	10,000	-	18,000	10,000	-
12,255.56	11,798.41	225500	BUILDING MAINTENANCE/SUPPLIES	12,000	5,000	5,000	-	12,000	5,000	5,000	-	12,000	5,000	-
-	-	226000	OFFICE SUPPLIES & PROCESSING MATERIALS	400	400	400	-	400	400	400	-	400	400	-
8,189.65	7,909.09	226500	TELEPHONES	9,000	8,000	8,000	-	9,000	8,000	8,000	-	9,000	8,000	-
4,587.24	3,500.71	227000	EQUIP LEASE MAINT & SUPPLIES	4,500	3,500	3,500	-	4,500	3,500	3,500	-	4,500	3,500	-
1,613.96	1,824.62	227500	SUBSCRIPTIONS	2,500	2,500	2,500	-	2,500	2,500	2,500	-	2,500	2,500	-
10,399.82	11,543.00	228000	CONFERENCE & SCHOOLS	14,000	15,000	15,000	-	14,000	15,000	15,000	-	14,000	15,000	-
-	-	228100	JANITORIAL SERVICE	1,500	500	500	-	1,500	500	500	-	1,500	500	-
1,888.10	2,669.05	228500	MARKETING	4,300	4,000	4,000	-	4,300	4,000	4,000	-	4,300	4,000	-
14,036.33	21,773.52	229000	ADULT/CHILDREN'S PROGRAMS	30,000	30,000	30,000	-	30,000	30,000	30,000	-	30,000	30,000	-
2,651.27	2,656.75	229500	DATA PROCESSING & LINCC	2,970	2,832	2,832	-	2,970	2,832	2,832	-	2,970	2,832	-
5,249.49	7,887.48	229600	READY TO READ GRANT	6,715	9,400	9,400	-	6,715	9,400	9,400	-	6,715	9,400	-
47,918.76	49,593.07	230500	LIB FOUNDATION FUNDED PROGRAMS	100,000	80,000	80,000	-	100,000	80,000	80,000	-	100,000	80,000	-
\$ 137,023.93	\$ 201,002.30		NEW BOOKS/NON PRINT ITEMS	\$ 217,385	\$ 181,132	\$ 181,132	-	\$ 217,385	\$ 181,132	\$ 181,132	-	\$ 217,385	\$ 181,132	-
			MATERIALS AND SERVICES	\$ 217,385	\$ 181,132	\$ 181,132	-	\$ 217,385	\$ 181,132	\$ 181,132	-	\$ 217,385	\$ 181,132	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY - DEPARTMENT 029 REQUIREMENTS

GENERAL FUND 001
LIBRARY - 029

2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$ 30,159.57	\$ 29,196.18	231500	NON PRINT ITEMS	\$ -	\$ -	\$ -	\$ -	-	-	-
17,756.39	-	234000	LIBRARY BUILDING RESERVE	-	-	-	-	-	-	-
-	-	234100	TRANSFER TO LIBRARY CAPITAL FUND	-	693,196	693,196	693,196	-	-	-
\$ 47,915.96	\$ 29,196.18		TOTAL CAPITAL OUTLAY	\$ -	\$ 693,196	\$ 693,196	\$ 693,196	-	-	-
\$ 694,373.97	\$ 730,458.95		TOTAL LIBRARY REQUIREMENTS	\$ 755,550	\$ 1,462,787	\$ 1,462,787	\$ 1,462,787	9.3200	8.4400	7.8600

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY - DEPARTMENT 029 HIGHLIGHTS

Department 029 - Library Department

The Gladstone Public Library is more than just a resource for information, it is also a physical space to build community and an access point to a wide variety of services and programs. These offerings range from traditional materials, to computers and internet for those who may not have access elsewhere, to programming that fosters community engagement. The Library advocates lifelong learning, privacy and the right to read and consume information with a commitment to helping children and adults develop the skills they need to survive and thrive in a global information society. But whether a patron is looking for DVDs or the latest best-seller; for health, consumer, or business information; for story times, cultural education or other community programming, the Library, as a member of Libraries in Clackamas County (LINCC), meets all of these needs and more. Gladstone Public Library is a center of community for the City of Gladstone, unincorporated County residents, and Clackamas County as a whole.

In November 2014, Gladstone voters approved the construction of a new library. In that measure, we noted that we would take the revenue we receive from the Library District revenue and transfer those funds to the Capital Project. In the General Fund Resources section of the budget, we have budgeted to receive \$693,196, the Transfer Out noted above matches the amount we expect to receive. In the Library Capital Fund 006, there is a corresponding Transfer In, in the Resources section of that budget.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
REVENUE STATE SHARING FUND 010 RESOURCES

REVENUE STATE SHARING FUND 010 RESOURCES - 000		2014-15	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
2013-14 Actuals	\$ 729,894.74	\$ 832,136.64	400000	FUND BALANCE	\$ 890,956	\$ 930,000	\$ 930,000	\$ 930,000	-	-	-
	3,940.68	4,298.51	499050	INTEREST	3,400	3,400	3,400	3,400	-	-	-
	106,196.31	109,862.45	499100	STATE REVENUE SHARE ALLOTMENTS	105,000	105,000	105,000	105,000	-	-	-
	\$ 840,031.73	\$ 946,297.60		TOTAL STATE REVENUE SHARING RESOURCES	\$ 999,356	\$ 1,038,400	\$ 1,038,400	\$ 1,038,400	-	-	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
REVENUE STATE SHARING FUND 010 REQUIREMENTS

REVENUE STATE SHARING FUND 010 REQUIREMENTS - 010		2014-15	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
2013-14 Actuals	\$ 6,595.09	\$ 23,030.71	904100	CITY HALL PD BLDG IMPROVE	\$ 894,356	\$ 43,400	\$ 43,400	\$ 43,400	-	-	-
	\$ 6,595.09	\$ 23,030.71		TOTAL CAPITAL OUTLAY	\$ 894,356	\$ 43,400	\$ 43,400	\$ 43,400	-	-	-
	\$ 1,300.00	\$ -	904600	TRANSFER TO CITY HALL CAPITAL FUND	-	\$ 890,000	\$ 890,000	\$ 890,000	-	-	-
	-	-	904500	TRANSFER TO GENERAL FUND	105,000	105,000	105,000	105,000	-	-	-
	\$ 1,300.00	\$ -		TOTAL TRANSFERS OUT	\$ 105,000	\$ 995,000	\$ 995,000	\$ 995,000	-	-	-
	\$ 7,895.09	\$ 23,030.71		TOTAL STATE REVENUE SHARING REQUIREMENTS	\$ 999,356	\$ 1,038,400	\$ 1,038,400	\$ 1,038,400	-	-	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
REVENUE STATE SHARING FUND 010 HIGHLIGHTS

This fund accounts for the distribution of funds from the State of Oregon to cities on a per capita basis. The funds are collected by the State from Liquor Taxes, Cigarette Taxes and Gasoline Taxes.

The proceeds from this fund will be used to transfer funds to fund 011 City Hall Capital Fund to be used for the purchase of property. Additionally, these funds help offset the cost of the hire of a new Assistant City Administrator, whose position is budgeted in the General Fund.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
ROAD & STREET FUND 005 RESOURCES

ROAD & STREET FUND 005 RESOURCES - 000		2014-15	Account	Description	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17
2013-14	2014-15	Actuals	Code		Adopted	Proposed	Approved	Adopted	FTE	FTE	Adopted	Approved	FTE	FTE
\$ 529,658.75	\$ 637,724.56		400000	FUND BALANCE	\$ 425,619	\$ 709,515	\$ 709,515	\$ 709,515			\$ 709,515	\$ 709,515		709,515
651,623.26	663,872.68		452150	STATE HIGHWAY TAXES	613,800	630,000	630,000	630,000			630,000	630,000		630,000
5,200.00	-		452200	BIKEWAY FUNDS	6,200	10,000	10,000	10,000			10,000	10,000		10,000
19,863.11	9,778.26		452270	TRANSPORTATION SDC'S	5,000	10,000	10,000	10,000			10,000	10,000		10,000
3,620.45	23,660.66		452300	ALL OTHER ROAD/STREET RESOURCE	500	5,000	5,000	5,000			5,000	5,000		5,000
\$ 1,209,965.57	\$ 1,335,036.16			TOTAL ROAD & STREET FUND RESOURCES	\$ 1,051,119	\$ 1,364,515	\$ 1,364,515	\$ 1,364,515			\$ 1,364,515	\$ 1,364,515		\$ 1,364,515

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
ROAD & STREET FUND 005 REQUIREMENTS

ROAD & STREET FUND 005 REQUIREMENTS - 005		2014-15	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
Actuals	Actuals	Actuals	Actuals	Code	Description	Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	FTE
					PERSONNEL SERVICES								
					PAYROLL COSTS								
\$ 55,604.66	\$ 52,713.73	102500			PUBLIC WORKS DIRECTOR	\$ 88,675	\$ 88,675	\$ 88,675	\$ 88,675	-	-	-	-
		501000			PARKS & STREETS SUPERVISOR	23,260	23,260	23,260	23,260	0.2500	0.2500	0.2500	0.2500
19,871.99	19,971.41	501500			UTILITY WORKER, JOURNEY	33,900	33,900	33,900	33,900	-	-	0.2500	0.5000
61,191.80	59,189.04	502000			ADMIN ASSISTANT	58,100	58,100	58,100	58,100	1.0000	1.0000	1.0000	1.0000
		502500			SEASONAL HELP	5,600	5,600	5,600	5,600	-	-	-	0.1250
17,951.81	8,232.04	502300			CAREER RECOGNITION	15,000	15,000	15,000	15,000	-	-	-	-
1,682.19	1,825.07	502400			OVERTIME	1,750	1,750	1,750	1,750	-	-	-	-
3,041.42	568.25	502500			TOTAL PERSONNEL SERVICES	\$ 231,285	\$ 231,285	\$ 231,285	\$ 231,285	1.2500	1.2500	1.5000	1.8750
\$ 159,343.87	\$ 142,499.54												
					MATERIALS AND SERVICES								
					EQUIPMENT OPERATION								
\$ 6,215.69	\$ 336.01	504000			EQUIPMENT REPAIRS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-	-	-	-
22,596.15	15,232.39	504500			EQUIPMENT RENTAL	30,000	30,000	30,000	30,000	-	-	-	-
1,592.49	4,682.90	505000			STREET MAINTENANCE SUPPLIES	10,000	10,000	10,000	10,000	-	-	-	-
24,569.47	351.78	505500			STREET LIGHT POWER/MAINTENANCE	20,000	20,000	20,000	20,000	-	-	-	-
80,213.10	59,888.85	506000			SHOP SUPPLIES & UTILITIES	75,000	75,000	75,000	75,000	-	-	-	-
45,804.09	29,831.89	507000			CONFERENCE & TRAVEL	35,000	35,000	35,000	35,000	-	-	-	-
698.82	325.61	507500			TRAFFIC SIGNAL MAINTENANCE	2,000	2,000	2,000	2,000	-	-	-	-
72,254.14	8,560.39	508000			STREET SIGN MAINTENANCE	25,000	25,000	25,000	25,000	-	-	-	-
14,444.25	2,626.81	508500			ENGINEERING SERVICES	10,000	10,000	10,000	10,000	-	-	-	-
46,225.50	43,471.75	509000			BUILDING & FACILITIES IMPROVE & RENTAL	30,000	30,000	30,000	30,000	-	-	-	-
14,089.00	10,526.80	509200			TOTAL MATERIALS AND SERVICES	\$ 272,000	\$ 272,000	\$ 272,000	\$ 272,000	25,000	25,000	25,000	25,000
\$ 328,702.70	\$ 175,835.18												
					CAPITAL OUTLAY								
					BIKEWAY & SIDEWALK IMPROVEMENT								
\$ 2,200.00	\$ -	513500			NEW STREET LIGHTS	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	-	-	-	-
		514500			STREET MAINTENANCE	10,000	10,000	10,000	10,000	-	-	-	-
22,460.87	404,256.95	515000			EQUIP REPLACEMENT RESERVES	265,496	265,496	265,496	265,496	-	-	-	-
462.00	2,700.00	517000			VEHICLE FUELING	255,000	255,000	255,000	255,000	-	-	-	-
2,051.57	19,861.12	518500			TOTAL CAPITAL OUTLAY	\$ 572,496	\$ 572,496	\$ 572,496	\$ 572,496	15,000	15,000	15,000	15,000
\$ 27,174.44	\$ 426,818.07												

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
ROAD & STREET FUND 005 REQUIREMENTS

ROAD & STREET FUND 005 REQUIREMENTS - 005		2014-15	2015-16	2016-17	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17
2013-14	2014-15	Actuals	Account Code	Description	Adopted	Proposed	Approved	Adopted	FTE	Adopted	FTE	FTE	FTE
\$ 57,021.00	\$ 58,731.00	\$ 58,731.00	519300	INTERFUND TRANSFER TO GENERAL FUND	\$ 60,493	\$ 62,308	\$ 62,308	\$ 62,308	-	\$ 62,308	-	-	-
\$ 57,021.00	\$ 58,731.00	\$ 58,731.00		TOTAL TRANSFERS OUT	\$ 60,493	\$ 62,308	\$ 62,308	\$ 62,308	-	\$ 62,308	-	-	-
\$ 572,242.01	\$ 803,883.79	\$ 803,883.79		TOTAL ROAD & STREET FUND REQUIREMENTS	\$ 934,693	\$ 1,138,089	\$ 1,138,089	\$ 1,138,089	1.2500	\$ 1,138,089	1.2500	1.5000	1.8750

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
ROAD & STREET FUND 005 UNALLOCATED

ROAD & STREET FUND 005 UNALLOCATED - 005		2014-15	2015-16	2016-17	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17
2013-14	2014-15	Actuals	Account Code	Description	Adopted	Proposed	Approved	Adopted	FTE	Adopted	FTE	FTE	FTE
\$ -	\$ -	\$ -	518900	RESV FROM TRANSPORTATION SDC'S	\$ 116,426	\$ 126,426	\$ 126,426	\$ 126,426	-	\$ 126,426	-	-	-
\$ -	\$ -	\$ -	519000	CONTINGENCY FUNDS	-	100,000	100,000	100,000	-	100,000	-	-	-
\$ -	\$ -	\$ -		TOTAL CONTINGENCY & RESERVE ACCOUNTS	\$ 116,426	\$ 226,426	\$ 226,426	\$ 226,426	-	\$ 226,426	-	-	-
\$ 572,242.01	\$ 803,883.79	\$ 803,883.79		TOTAL CONTINGENCY AND ROAD & STREET FUND REQUIREMENTS	\$ 1,051,119	\$ 1,364,515	\$ 1,364,515	\$ 1,364,515	1.2500	\$ 1,364,515	1.2500	1.5000	1.8750

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
ROAD & STREET FUND 005 HIGHLIGHTS

RESOURCES

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% 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.

REQUIREMENTS

- This fund pays for a total of 1.8750 FTE
- Public Works Director - .25
- Supervisor of Utilities - .50
- Utility Worker, Journey Maintenance - 1.0
- Administrative Assistant - .1250

The increase in the supervisory position is a recalculation of staff time based on need. The Supervisor will be spending much of their time managing the non profit organizations and the Metro Local Share work.

Additionally, this fund pays for:
Equipment Rental, Street Maintenance Supplies, Shop Supplies and Utilities, Traffic Signal Maintenance, Street Sign Maintenance, Engineering Services, Street Maintenance, 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 \$25,000 per fiscal year.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
911 EXCISE TAX FUND 007 RESOURCES

911 EXCISE TAX FUND 007 RESOURCES - 000		2014-15		2015-16		2016-17		2016-17		2015-16		2014-15		2015-16		2016-17	
2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	FTE
\$ 1,654.55	\$ 1,663.38	400000	FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
8.83	0.92	470050	INTEREST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	470100	9-1-1 EXCISE TAX	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 1,663.38	\$ 1,664.30		TOTAL 911 EXCISE TAX RESOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
911 EXCISE TAX FUND 007 REQUIREMENTS

911 EXCISE TAX FUND 007 REQUIREMENTS - 007		2014-15		2015-16		2016-17		2016-17		2015-16		2014-15		2015-16		2016-17	
2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	FTE
\$ -	\$ 1,664.30	705600	911 FUND CLOSE OUT EXPENSE - TRANSFER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ 1,664.30		TOTAL 911 EXCISE TAX REQUIREMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
911 EXCISE TAX FUND 007 HIGHLIGHTS

We are showing this fund for historical purposes only

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 008 RESOURCES

POLICE & COMMUNICATION LEVY FUND 008
RESOURCES - 000

2013-14	2014-15	Account	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17
Actuals	Actuals	Code	Adopted	Proposed	Description	Adopted	Adopted	Approved	Adopted	FTE	FTE	FTE
\$ 334,257.12	\$ 360,965.93	400000	\$ 310,511	\$ 267,845	FUND BALANCE	\$ 267,845	\$ 267,845	\$ 267,845	\$ 267,845	-	-	-
2,017.35	2,150.91	480050	2,000	2,600	INTEREST	2,600	2,600	2,600	2,600	-	-	-
498,417.37	477,447.00	480100	520,103	535,705	LEVY TAX	535,705	535,705	535,705	535,705	-	-	-
19,162.60	30,473.10	480125	15,000	15,000	PRIOR YEAR TAXES	15,000	15,000	15,000	15,000	-	-	-
-	265.05	480150	-	-	DARE/SRO CONTRIBUTIONS	-	-	-	-	-	-	-
\$ 853,855.44	\$ 871,300.99		\$ 847,614	\$ 821,150	TOTAL POLICE & COMMUNICATION LEVY RESOURCES	\$ 821,150	\$ 821,150	\$ 821,150	\$ 821,150	4.5000	3.5000	3.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 008 REQUIREMENTS

POLICE & COMMUNICATION LEVY FUND 008
REQUIREMENTS - 008

2013-14	2014-15	Account	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17
Actuals	Actuals	Code	Adopted	Proposed	Description	Adopted	Adopted	Approved	Adopted	FTE	FTE	FTE
\$ 119,208.34	\$ 154,572.85	102500	\$ 114,036	\$ 100,000	PAYROLL COSTS	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	-	-	-
113,739.09	-	164800	-	-	SHARE COST CCOM DISPATCH SVC	-	-	-	-	-	-	-
74,026.37	67,199.91	800500	66,381	68,100	SCHOOL RESOURCE OFFICER	68,100	68,100	68,100	68,100	1.0000	1.0000	1.0000
3,210.75	49,011.93	801000	-	-	POLICE OFFICER	-	-	-	-	1.0000	-	-
62,428.50	63,977.98	801500	63,220	61,700	POLICE OFFICER	61,700	61,700	61,700	61,700	1.0000	1.0000	1.0000
487.27	-	802000	-	-	CAREER RECOGNITION PAY	-	-	-	-	-	-	-
24,014.50	25,466.36	802500	24,502	25,200	MUNICIPAL ORDINANCE SPECIALIST	25,200	25,200	25,200	25,200	0.5000	0.5000	0.5000
52,886.64	52,798.68	802700	53,063	54,400	EXECUTIVE ASSISTANT	54,400	54,400	54,400	54,400	1.0000	1.0000	1.0000
-	5,290.00	802800	1,000	5,000	ON CALL POLICE RECORDS CLERK	5,000	5,000	5,000	5,000	-	-	-
17,608.07	24,391.59	803000	20,000	20,000	OVERTIME	20,000	20,000	20,000	20,000	-	-	-
-	-	803200	2,529	2,600	PROFICIENCY PAY	2,600	2,600	2,600	2,600	-	-	-
157.98	1,948.72	803500	2,000	2,000	HOLIDAY PAY	2,000	2,000	2,000	2,000	-	-	-
-	625.00	805000	1,000	1,000	UNIFORM ALLOWANCES, SHOES	1,000	1,000	1,000	1,000	-	-	-
-	302.70	805200	-	650	CAREER RECOGNITION PAY	650	650	650	650	-	-	-
\$ 467,767.51	\$ 445,585.72		\$ 347,731	\$ 340,650	TOTAL PERSONNEL SERVICES	\$ 340,650	\$ 340,650	\$ 340,650	\$ 340,650	4.5000	3.5000	3.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 008 REQUIREMENTS

POLICE & COMMUNICATION LEVY FUND 008
REQUIREMENTS - 008

2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$ -	\$ -	805500	EQUIPMENT	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	-	-
710.60	1,039.36	805800	SRO EXPENSES	1,000	1,500	1,500	1,500	-	-	-
1,598.58	-	805900	K-9 EXPENSES	-	-	-	-	-	-	-
\$ 2,309.18	\$ 1,039.36		TOTAL MATERIALS AND SERVICES	\$ 3,000	\$ 3,500	\$ 3,500	\$ 3,500	-	-	-
\$ -	\$ -	806700	MISCELLANEOUS EQUIPMENT	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	-	-	-
9,894.38	108,838.62	816480	SHARE COST CCOM DISPATCH SVC	120,000	120,000	120,000	120,000	-	-	-
-	100,532.49	806000	CAPITOL & EQUIP RESERVE	-	-	-	-	-	-	-
\$ 9,894.38	\$ 209,371.11		TOTAL CAPITAL OUTLAY	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	-	-	-
\$ 12,919.00	\$ -	805700	TRANSFER TO GENERAL FUND/ADMIN	\$ 13,705	\$ 14,120	\$ 14,120	\$ 14,120	-	-	-
\$ 12,919.00	\$ -		TOTAL TRANSFERS OUT	\$ 13,705	\$ 14,120	\$ 14,120	\$ 14,120	-	-	-
\$ 492,890.07	\$ 655,996.19		TOTAL POLICE & COMMUNICATION LEVY REQUIREMENTS	\$ 489,436	\$ 483,270	\$ 483,270	\$ 483,270	4.5000	3.5000	3.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 008 UNALLOCATED

POLICE & COMMUNICATION LEVY FUND 008
UNALLOCATED - 000

2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$ -	\$ -	400001	UNALLOCATED ENDING FUND BALANCE	\$ 358,178	\$ 337,880	\$ 337,880	\$ 337,880	-	-	-
\$ -	\$ -		TOTAL POLICE & COMMUNICATION LEVY UNALL	\$ 358,178	\$ 337,880	\$ 337,880	\$ 337,880	-	-	-
\$ 492,890.07	\$ 655,996.19		TOTAL UNALLOCATED AND POLICE & COMM LEVY FUND REQUIREMENTS	\$ 847,614	\$ 821,150	\$ 821,150	\$ 821,150	4.5000	3.5000	3.5000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
POLICE & COMMUNICATION LEVY FUND 008 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 a variety of services to maintain existing services for police protection 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 violations

School Resource Officer

On Call Police Records Clerk

Other services to maintain police levels

CITY OF GLADSTONE

2016-17 ADOPTED BUDGET

COMBINED POLICE GENERAL FUND & POLICE LEVY FUND 008 REQUIREMENTS

COMBINED POLICE GENERAL FUND &
POLICE LEVY FUND 008

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted	2016-17 Approved	Description	2016-17 FTE
\$ 1,729,419.15	\$ 1,780,814.34	\$ 1,848,033	\$ 1,843,666	PERSONNEL SERVICES	15.5000
\$ 354,028.42	\$ 445,585.72	\$ 346,731	\$ 340,650	General Fund Personnel Services	3.5000
\$ 2,083,447.57	\$ 2,175,004.87	\$ 2,194,764	\$ 2,184,316	Police Levy Fund Personnel Services	19.0000
				TOTAL PERSONNEL SERVICES	
\$ 246,187.30	\$ 246,215.31	\$ 262,110	\$ 281,500	MATERIALS AND SERVICES	
\$ 12,203.56	\$ 109,877.98	\$ 124,000	\$ 123,500	General Fund Materials & Services	
\$ 258,390.86	\$ 356,093.29	\$ 386,110	\$ 405,000	Police Levy Fund Materials & Services	
				TOTAL MATERIALS AND SERVICES	
\$ 22.00	\$ 27,230.52	\$ 100,000	\$ 100,000	CAPITAL OUTLAY	
\$ 0.00	\$ 100,532.49	\$ 5,000	\$ 5,000	General Fund Capital Outlay	
\$ 22.00	\$ 127,763.01	\$ 105,000	\$ 105,000	Police Levy Fund Capital Outlay	
				TOTAL CAPITAL OUTLAY	
\$ -	\$ -	\$ -	\$ -	TRANSFERS	
\$ 12,919.00	\$ 0.00	\$ 13,705	\$ 14,120	General Fund Transfers	
\$ 12,919.00	\$ -	\$ 13,705	\$ 14,120	Police Levy Fund Transfers	
				TOTAL TRANSFERS	
2,354,779.43	2,658,861.17	358,178	337,880	Ending Balance (Prior Years)	
				UNAPPROPRIATED ENDING FUND BALANCE - PD Levy	
\$ 2,354,779.43	\$ 2,658,861.17	\$ 3,057,757	\$ 3,046,316	TOTAL POLICE DEPT GENERAL FUND & LEVY FUND REQUIREMENTS	19.0000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 009 RESOURCES

FIRE & EMERGENCY SERVICES LEVY FUND 009
RESOURCES - 000

2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	FTE	FTE	Adopted
\$ 565,399.99	\$ 178,471.75	40000	FUND BALANCE	\$ 283,675	\$ 390,000	\$ 390,000	-	-	\$ 390,000
1,042.76	1,464.61	490050	INTEREST	2,000	2,500	2,500	-	-	2,500
238,953.02	224,801.71	490100	LEVY TAX	241,338	243,365	243,365	-	-	243,365
9,317.45	6,894.42	490125	PRIOR YEAR TAXES	7,000	7,000	7,000	-	-	7,000
\$ 814,713.22	\$ 411,632.49		TOTAL FIRE & EMERGENCY SERVICES LEVY RESOURCES	\$ 534,013	\$ 642,865	\$ 642,865	-	-	\$ 642,865

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 009 REQUIREMENTS

FIRE & EMERGENCY SERVICES LEVY FUND 009
REQUIREMENTS - 009

2013-14	2014-15	Account	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17
Actuals	Actuals	Code		Adopted	Proposed	Approved	FTE	FTE	Adopted
\$ 37,066.57	\$ 38,462.22	102500	PAYROLL COSTS	\$ 46,882	\$ 52,000	\$ 52,000	-	-	\$ 52,000
65,387.00	68,700.18	900500	FIRE COORDINATOR	66,044	73,700	73,700	1.0000	1.0000	73,700
14,874.33	11,643.91	901500	SEASONAL HELP	22,000	22,000	22,000	-	-	22,000
\$ 117,327.90	\$ 118,806.31		TOTAL PERSONNEL SERVICES	\$ 134,926	\$ 147,700	\$ 147,700	1.0000	1.0000	\$ 147,700
			PERSONNEL SERVICES						
\$ -	\$ 975.00	905000	MISCELLANEOUS SUPPLIES	\$ 10,000	\$ 10,000	\$ 10,000	-	-	\$ 10,000
-	-	905100	PROFESSIONAL SERVICES	-	20,000	20,000	-	-	20,000
5,233.05	4,089.12	905200	TESTING-HOSE PUMP LADDERS	10,000	10,000	10,000	-	-	10,000
\$ 5,233.05	\$ 5,064.12		MATERIALS AND SERVICES	\$ 20,000	\$ 40,000	\$ 40,000	-	-	\$ 40,000
			MATERIALS AND SERVICES						
\$ 493,660.50	\$ -	906000	FIRE APPARATUS	\$ 128,000	\$ 270,000	\$ 270,000	-	-	\$ 270,000
14,591.00	-	908000	DEFIBRILLATOR/HOLMATRO UNIT	14,000	25,000	25,000	-	-	25,000
-	3,000.00	909000	TRAINING FACILITY	110,000	120,000	120,000	-	-	120,000
\$ 508,251.50	\$ 3,000.00		TOTAL CAPITAL OUTLAY	\$ 252,000	\$ 415,000	\$ 415,000	-	-	\$ 415,000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 009 REQUIREMENTS

FIRE & EMERGENCY SERVICES LEVY FUND 009
REQUIREMENTS - 009

2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$ 5,430.00	\$ 5,592.00	907000	TRANSFER GENERAL FUND	\$ 5,760	\$ 5,935	\$ 5,935	\$ 5,935	-	-	-
\$ 5,430.00	\$ 5,592.00		TOTAL TRANSFERS OUT	\$ 5,760	\$ 5,935	\$ 5,935	\$ 5,935	-	-	-
\$ 636,242.45	\$ 132,462.43		TOTAL FIRE & EMERGENCY SERVICES LEVY REQUIREMENTS	\$ 412,686	\$ 608,635	\$ 608,635	\$ 608,635	1.0000	1.0000	1.0000

TRANSFERS OUT

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 009 UNALLOCATED

FIRE & EMERGENCY SERVICES LEVY FUND 009
UNALLOCATED - 000

2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$ -	\$ -	400001	UNAPPROPRIATED ENDING FUND BALANCE	\$ 121,327	\$ 34,230	\$ 34,230	\$ 34,230	-	-	-
\$ -	\$ -		TOTAL FIRE & EMERGENCY SERVICES LEVY UNALLOCATED	\$ 121,327	\$ 34,230	\$ 34,230	\$ 34,230	-	-	-
\$ 636,242.45	\$ 132,462.43		TOTAL UNALLOCATED AND FIRE & EMERGENCY SERVICES LEVY FUND REQUIREMENTS	\$ 534,013	\$ 642,865	\$ 642,865	\$ 642,865	1.0000	1.0000	1.0000

CITY OF GLADSTONE
2016-17 APPROVED BUDGET
FIRE & EMERGENCY SERVICES LEVY FUND 009 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:

Payroll Costs - Increased to accommodate potential new salary range for Fire Coordinator position (see next item).

Fire Coordinator - This wage for this position is far below comparables, recommend moving from pay range 31 to 39, move incumbent to Step 3 in new range.

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

Professional Services - To address Fire Department evaluation and strategic planning

Updating and replacing outdated equipment.

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

Station upgrades and Fire Engine vehicle purchases.

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

The purchase of and maintenance of existing training and live fire training props.

The development and fencing of a 100'x 100' area for a permanent training area, subject to land use approval.

Professional Services - Added line item to address funding for department fire evaluation and strategic planning.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
COMBINED FIRE GENERAL FUND & FIRE LEVY FUND 009 REQUIREMENTS

COMBINED FIRE GENERAL FUND & FIRE LEVY FUND 009		2014-15	2015-16	2016-17	Description	2016-17 FTE
2013-14	2014-15	2015-16	2016-17	Approved		
Actuals	Actuals	Adopted				
\$ 409,507.52	\$ 414,304.71	\$ 554,249	\$	575,400	PERSONNEL SERVICES	2.0000
\$ 117,327.90	\$ 118,806.31	\$ 134,926	\$	137,700	General Fund Personnel Services	1.0000
\$ 526,835.42	\$ 528,313.83	\$ 689,175	\$	713,100	Fire Levy Fund Personnel Services	3.0000
					TOTAL PERSONNEL SERVICES	
\$ 291,680.71	\$ 290,032.28	\$ 375,000	\$	406,000	MATERIALS AND SERVICES	
\$ 5,233.05	\$ 5,064.12	\$ 20,000	\$	20,000	General Fund Materials & Services	
\$ 296,913.76	\$ 295,096.40	\$ 395,000	\$	426,000	Fire Levy Fund Materials & Services	
					TOTAL MATERIALS AND SERVICES	
\$ 42,302.04	\$ 46,709.01	\$ 784,000	\$	918,000	CAPITAL OUTLAY	
\$ 508,251.50	\$ 3,000.00	\$ 252,000	\$	445,000	General Fund Capital Outlay	
\$ 550,553.54	\$ 49,709.01	\$ 1,036,000	\$	1,363,000	Fire Levy Fund Capital Outlay	
					TOTAL CAPITAL OUTLAY	
\$ -	\$ -	\$ -	\$	-	TRANSFERS	
\$ 5,430.00	\$ 5,592.00	\$ 5,760	\$	5,935	General Fund Transfers	
\$ 5,430.00	\$ 5,592.00	\$ 5,760	\$	5,935	Fire Levy Fund Transfers	
					TOTAL TRANSFERS	
1,379,732.72	878,711.24	121,327	Ending Balance (Prior Years)	34,230	UNAPPROPRIATED ENDING FUND BALANCE - FD Levy	
\$ 1,379,732.72	\$ 878,711.24	\$ 2,247,262	\$	2,542,265	TOTAL FIRE DEPT GENERAL FUND & LEVY FUND REQUIREMENTS	3.0000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SEWER FUND 003 RESOURCES

SEWER FUND 003 RESOURCES - 000		2013-14	2014-15	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
\$	908,838.24	\$ 1,144,643.75	400000	FUND BALANCE	\$ 1,351,240	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000			
	23,284.40	11,312.00	432200	CONNECTION FEES	6,000	10,000	10,000	10,000	10,000			
	461,408.15	496,453.94	432250	RECEIPT/OAK LODGE SANITARY	478,210	500,000	500,000	500,000	500,000			
	1,348,650.52	1,448,703.04	432350	RECEIPT/TRI CITY SERVICE DIST	1,533,113	1,572,000	1,572,000	1,572,000	1,572,000			
	2,555.18	1,055.24	432450	SEWER SDC'S (13%)	1,000	1,000	1,000	1,000	1,000			
	2,840.00	722.22	432550	INSPECT & ALL OTHER SEWER RECP	1,000	1,000	1,000	1,000	1,000			
	150,000.00	-	432650	TRANSFER IN FROM WATER FUND	-	-	-	-	-			
\$	2,897,576.49	\$ 3,102,890.19		TOTAL SEWER FUND RESOURCES	\$ 3,370,563	\$ 3,634,000	\$ 3,634,000	\$ 3,634,000	\$ 3,634,000			

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SEWER FUND 003 REQUIREMENTS

SEWER FUND 003 REQUIREMENTS - 003		2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Account Code	Actuals	Adopted	Proposed	Approved	Adopted	Adopted	Proposed	Approved	FTE	FTE	FTE	FTE
PERSONNEL SERVICES													
\$ 4,302.20	102400	2,759.87	\$ 3,901	\$ 2,800	\$ 2,800	\$ 3,901	\$ 2,800	\$ 2,800	\$ 2,800	-	-	-	-
74,070.88	102500	62,928.88	95,743	83,000	83,000	95,743	83,000	83,000	83,000	-	-	-	-
27,820.81	300200	27,959.96	30,450	32,575	32,575	30,450	32,575	32,575	32,575	0.3500	0.3500	0.3500	0.3500
30,854.43	300300	27,859.16	28,100	44,750	44,750	28,100	44,750	44,750	44,750	-	-	0.3500	0.6600
57,381.15	300700	58,583.67	28,309	29,050	29,050	28,309	29,050	29,050	29,050	0.5000	0.5000	0.5000	0.5000
44,063.09	301000	21,194.24	59,448	61,000	61,000	59,448	61,000	61,000	61,000	1.0000	1.0000	1.0000	1.0000
-	301200	-	21,600	22,150	22,150	21,600	22,150	22,150	22,150	0.4000	0.4000	0.4000	0.4000
-	301300	-	-	7,850	7,850	-	7,850	7,850	7,850	-	-	-	0.1750
-	301400	-	-	15,000	15,000	-	15,000	15,000	15,000	-	-	-	-
-	301500	568.25	1,500	2,000	2,000	1,500	2,000	2,000	2,000	-	-	-	-
\$ 238,492.56		\$ 201,834.03	\$ 269,051	\$ 300,175	\$ 300,175	\$ 269,051	\$ 300,175	\$ 300,175	\$ 300,175	2.2500	2.2500	2.6000	3.0850
TOTAL PERSONNEL SERVICES													
MATERIALS AND SERVICES													
\$ 358.26	302500	417.30	1,212	2,150	2,150	1,212	2,150	2,150	2,150	-	-	-	-
59,451.20	303000	61,454.70	62,617	80,000	80,000	62,617	80,000	80,000	80,000	-	-	-	-
24,899.20	303500	(22,644.00)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	-	-	-
423,631.94	304000	440,145.19	451,396	467,195	467,195	451,396	467,195	467,195	467,195	-	-	-	-
-	304200	-	-	42,370	42,370	-	42,370	42,370	42,370	-	-	-	-
861,751.40	305000	920,654.06	1,030,201	1,081,715	1,081,715	1,030,201	1,081,715	1,081,715	1,081,715	-	-	-	-
706.75	305500	433.00	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	-	-	-
11,513.75	306000	18,183.04	-	40,000	40,000	-	40,000	40,000	40,000	-	-	-	-
647.96	306500	1,539.54	9,700	9,700	9,700	9,700	9,700	9,700	9,700	-	-	-	-
6,729.67	307000	32,516.18	13,860	13,860	13,860	13,860	13,860	13,860	13,860	-	-	-	-
26,601.52	307500	9,397.57	63,000	63,000	63,000	63,000	63,000	63,000	63,000	-	-	-	-
54,813.13	307700	51,826.13	150,000	110,000	110,000	150,000	110,000	110,000	110,000	-	-	-	-
\$ 1,471,104.78		\$ 1,513,922.71	\$ 1,794,986	\$ 1,922,990	\$ 1,922,990	\$ 1,794,986	\$ 1,922,990	\$ 1,922,990	\$ 1,922,990	-	-	-	-
CAPITAL OUTLAY													
\$ 18,624.40	308000	163,622.24	928,680	731,202	731,202	928,680	731,202	731,202	731,202	-	-	-	-
-	308200	6,082.00	200,000	300,000	300,000	200,000	300,000	300,000	300,000	-	-	-	-
-	308400	-	144,158	145,158	145,158	144,158	145,158	145,158	145,158	-	-	-	-
-	308700	19,864.57	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	-	-	-
\$ 18,624.40		\$ 189,568.81	\$ 1,280,338	\$ 1,183,860	\$ 1,183,860	\$ 1,280,338	\$ 1,183,860	\$ 1,183,860	\$ 1,183,860	-	-	-	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SEWER FUND 003 REQUIREMENTS

SEWER FUND 003 REQUIREMENTS - 003		2014-15	2015-16	2016-17	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
2013-14	Actuals	Actuals	Actuals	Account Code	Description	Adopted	Proposed	Approved	Adopted	FTE	Adopted	FTE	Adopted	FTE
	\$ 24,711.00	\$ 25,452.00	308800	INTERFUND TRANSFER GENERAL FUND		\$ 26,188	\$ 26,975	\$ 26,975	\$ 26,975	-	\$ 26,975	-	\$ 26,975	-
	\$ 24,711.00	\$ 25,452.00		TOTAL TRANSFERS OUT		\$ 26,188	\$ 26,975	\$ 26,975	\$ 26,975	-	\$ 26,975	-	\$ 26,975	-
	\$1,752,932.74	\$1,930,777.55		TOTAL SEWER FUND REQUIREMENTS		\$ 3,370,563	\$ 3,434,000	\$ 3,434,000	\$ 3,434,000	2.2500	\$ 3,434,000	2.2500	\$ 3,434,000	2.6000
														3.0850
SEWER FUND 003 UNALLOCATED - 003														
	\$ -	\$ -	309000	CONTINGENCY FUNDS		\$ -	\$ 200,000	\$ 200,000	\$ 200,000	-	\$ 200,000	-	\$ 200,000	-
	\$ -	\$ -		TOTAL CONTINGENCY FUNDS		\$ -	\$ 200,000	\$ 200,000	\$ 200,000	-	\$ 200,000	-	\$ 200,000	-
	\$ 1,752,932.74	\$ 1,930,777.55		TOTAL CONTINGENCY AND SEWER FUND REQUIREMENTS		\$ 3,370,563	\$ 3,634,000	\$ 3,634,000	\$ 3,634,000	2.2500	\$ 3,634,000	2.2500	\$ 3,634,000	2.6000
														3.0850

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SEWER FUND 003 HIGHLIGHTS

RESOURCES

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

REQUIREMENTS

This fund pays for a total of 3.085 FTE

Public Works Director - .35

Supervisor of Utilities - .66

Utility Worker, Journey Maintenance - .5

Utility Worker, Journey - 1.0

Account Clerk - .4

Administrative Assistant - .1750

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.

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

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

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.

Schools and Training – Employee training for wastewater collection certification.

Engineering Services – We will need engineering services for non capital consulting.

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.

Storm/Sanitary Master Plan – the renewal of the MS4 storm water permit places new requirements on the city and requires a master plan to be developed. A sanitary sewer master plan will be finalized during the course of the 2016-17 fiscal year.

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

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
SEWER FUND 003 HIGHLIGHTS

Department 003 - Sewer Department CONTINUED

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 Vector style sewer cleaning truck. The costs of these vehicles range from \$200,000 to \$320,000. Currently Public Works is researching different brands to determine the best equipment configuration and whether a good quality used truck is available and if staffing is available to run the machine efficiently. This reserve is proposed to increase by \$25,000 per fiscal year until a cap of \$400,000 is reached assuming that Sewer Fund revenue is sufficient each year.

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.

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

Interfund Transfer to General Fund - Transfer includes an amount to pay for related administrative costs.

CITY OF GLADSTONE
 2016-17 ADOPTED BUDGET
 WATER FUND 004 RESOURCES

WATER FUND 004 RESOURCES - 000		2013-14	2014-15	Account Code	Description	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2015-16	2016-17
Actuals	Actuals	Actuals	Actuals			Adopted	Proposed	Approved	FTE	FTE	Adopted	Adopted	FTE	FTE
\$ 1,007,072.68	\$ 1,125,249.70	400000	FUND BALANCE		\$ 1,350,172	\$ 1,496,000	\$ 1,496,000	\$ 1,496,000			\$ 1,496,000	\$ 1,496,000		
1,189,254.52	1,212,925.71	443100	WATER SERVICE REVENUE		1,226,421	1,276,000	1,276,000	1,276,000			1,276,000	1,276,000		
12,975.00	11,405.00	443150	WATER SERVICE CONNECTIONS		2,500	12,000	12,000	12,000			12,000	12,000		
19,625.86	17,352.86	443200	WATER SDC'S (87%)		5,000	20,000	20,000	20,000			20,000	20,000		
31,896.94	10,205.62	443250	ALL OTHER WATER FUND RESOURCES		1,000	30,000	30,000	30,000			30,000	30,000		
\$ 2,260,825.00	\$ 2,377,138.89		TOTAL WATER FUND RESOURCES		\$ 2,585,093	\$ 2,834,000	\$ 2,834,000	\$ 2,834,000			\$ 2,834,000	\$ 2,834,000		

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
WATER FUND 004 REQUIREMENTS

WATER FUND 004 REQUIREMENTS - 004		2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
2013-14	Account	Actuals	Code	Description	Adopted	Proposed	Approved	Adopted	Adopted	FTE	FTE	FTE	FTE
\$ 450.00	414000	4,526.87	414000	FIRE HYDRANT REPLACEMENTS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	-	-	-	-
25,552.50	414500	22,972.64	414500	METER REPLACEMENTS/BACKFLOW	21,252	30,000	30,000	30,000	30,000	-	-	-	-
-	415000	8,180.37	415000	EQUIPMENT REPLACEMENT	149,000	65,000	65,000	65,000	65,000	-	-	-	-
-	415200	-	415200	RESERVE FR SDC CHARGES	152,576	172,576	172,576	172,576	172,576	-	-	-	-
17,766.47	415500	98,280.13	415500	WATER SYST IMPROVEMENTS	1,035,146	1,030,518	1,030,518	1,030,518	1,030,518	-	-	-	-
\$ 43,768.97		\$ 133,960.01		TOTAL CAPITAL OUTLAY	\$ 1,372,974	\$ 1,313,094	\$ 1,313,094	\$ 1,313,094	\$ 1,313,094	-	-	-	-
DEBT SERVICE													
\$ 120,000.00	422700	120,000.00	422700	2005 BONDED DEBT/PRINCIPAL	\$ 125,000	\$ 141,000	\$ 141,000	\$ 141,000	\$ 141,000	-	-	-	-
73,941.26	422900	69,260.45	422900	2005 BONDED DEBT/INTEREST	64,579	30,562	30,562	30,562	30,562	-	-	-	-
\$ 193,941.26		\$ 189,260.45		TOTAL DEBT SERVICE	\$ 189,579	\$ 171,562	\$ 171,562	\$ 171,562	\$ 171,562	-	-	-	-
TRANSFERS OUT													
\$ 13,685.00	423500	14,095.00	423500	INTERFUND TRANSFER GENERAL FUND	\$ 14,518	\$ 15,099	\$ 15,099	\$ 15,099	\$ 15,099	-	-	-	-
150,000.00	423700	-	423700	INTERFUND LOAN REPAY/SEWER	-	-	-	-	-	-	-	-	-
\$ 163,685.00		\$ 14,095.00		TOTAL TRANSFERS OUT	\$ 14,518	\$ 15,099	\$ 15,099	\$ 15,099	\$ 15,099	-	-	-	-
\$ 1,135,575.30		\$ 1,147,634.38		TOTAL WATER FUND REQUIREMENTS	\$ 2,585,093	\$ 2,634,000	\$ 2,634,000	\$ 2,634,000	\$ 2,634,000	3.2000	3.5000	3.5000	3.6900
WATER FUND 004 UNALLOCATED - 004													
2013-14	Account	2014-15	Code	Description	2015-16	2016-17	2016-17	2015-16	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Code	Actuals	Code	Description	Adopted	Proposed	Approved	Adopted	Adopted	FTE	FTE	FTE	FTE
\$ -	423000	-	423000	CONTINGENCY FUNDS	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	-	-	-	-
\$ -		-		TOTAL CONTINGENCY FUNDS	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	-	-	-	-
\$ 1,135,575.30		\$ 1,147,634.38		TOTAL WATER FUND AND CONTINGENCY REQUIREMENTS	\$ 2,585,093	\$ 2,834,000	\$ 2,834,000	\$ 2,834,000	\$ 2,834,000	3.2000	3.5000	3.5000	3.6900

**CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
WATER FUND 004 HIGHLIGHTS**

RESOURCES

SDC charges are currently split 87% to the Water fund (004), and 13% to the Sewer Fund (003). Once Master Plans and the accompanying financials are adopted by City Council, we anticipate changes to this verbiage.

REQUIREMENTS

This fund pays for a total of 3.69 FTE

Public Works Director - .3

Supervisor of Utilities - .34

Utility Worker, Journey Maintenance - .5

Utility Worker, Journey - 1.0

Account Clerk - .4

Administrative Assistant - .15

Utility Worker, Journey - 1.0

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

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

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

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

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.

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

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

Engineering Services – We will need engineering services for non capital consulting.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
WATER FUND 004 HIGHLIGHTS

Department 004 - Water Department CONTINUED

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

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.

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.

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.

Bonded Debt Service Principal and 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 2016-17 will be \$171,562. The current Debt Schedule on the next page.

Full Faith & Credit Refunding of 2005 Note
Fund 004 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
2016-17 ADOPTED BUDGET
COMBINED PUBLIC WORKS GENERAL FUND & FUNDS 003,004, 005 REQUIREMENTS

COMBINED PUBLIC WORKS GENERAL FUND &
FUNDS 003, 004, 005

	2013-14 Actuals	2014-15 Actuals	2015-16 Adopted	2016-17 Approved	Description	2016-17 FTE
\$	117,133.19	\$ 118,118.32	\$ 163,467	\$ 200,650	PERSONNEL SERVICES General Fund Parks	1.6500
	21,275.28	21,118.71	27,361	27,362	General Fund Recreation	0.0000
	238,492.56	201,834.03	269,051	300,175	Storm water/Sewer Fund 003	3.0850
	257,861.94	303,308.17	361,691	409,745	Water Fund 004	3.6900
	159,343.87	142,499.54	183,699	231,285	Street Fund 005	1.8750
\$	794,106.84	\$ 786,878.77	\$ 1,005,269	\$ 1,169,217	TOTAL PERSONNEL SERVICES	10.3000
					MATERIALS AND SERVICES	
\$	115,772.79	\$ 91,302.71	\$ 178,300	\$ 178,300	General Fund Parks	
	28,955.04	25,716.43	32,300	32,300	General Fund Recreation	
	1,471,104.78	1,513,922.71	1,794,986	1,922,990	Storm water/Sewer Fund 003	
	476,318.13	507,010.75	646,331	724,500	Water Fund 004	
	328,702.70	175,835.18	327,250	272,000	Street Fund 005	
\$	2,420,853.44	\$ 2,313,787.78	\$ 2,979,167	\$ 3,130,090	TOTAL MATERIALS AND SERVICES	
					CAPITAL OUTLAY	
\$	22,029.84	\$ 119,243.35	\$ 416,228	\$ 291,029	General Fund Parks	
	18,624.40	189,568.81	1,280,338	1,183,860	Storm water/Sewer Fund 003	
	43,768.97	133,960.01	1,372,974	1,266,335	Water Fund 004	
	27,174.44	426,818.07	479,707	698,922	Street Fund 005	
\$	111,597.65	\$ 869,590.24	\$ 3,549,247	\$ 3,440,146	TOTAL CAPITAL OUTLAY	
					DEBT SERVICE	
\$	193,941.26	\$ 189,260.45	\$ 189,579	\$ 171,562	Water Fund 004	
\$	193,941.26	\$ 189,260.45	\$ 189,579	\$ 171,562	TOTAL DEBT SERVICE	
					TRANSFERS	
\$	24,711.00	\$ 25,452.00	\$ 26,188	\$ 26,975	Storm water/Sewer Fund 003	
	163,685.00	14,095.00	14,518	61,858	Water Fund 004	
	57,021.00	58,731.00	60,493	62,308	Street Fund 005	
\$	245,417.00	\$ 98,278.00	\$ 101,199	\$ 151,141	TOTAL TRANSFERS	
\$	-	\$ -	\$ -	\$ 500,000	CONTINGENCY	
\$	-	\$ -	\$ -	\$ 500,000	TOTAL CONTINGENCY	
\$	3,765,916.19	\$ 4,257,795.24	\$ 7,824,461	\$ 8,562,156	TOTAL PW GENERAL FUND AND ENTERPRISE FUND REQUIREMENTS	10.3000

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY CAPITAL FUND 006 RESOURCES

LIBRARY CAPITAL FUND 006 RESOURCES - 000		2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Account Code	Actuals	Adopted	Proposed	Approved	FTE	Adopted	Proposed	Approved	FTE	FTE	Adopted	FTE
\$ 536,245.62	400000 FUND BALANCE	\$ 538,886.20	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	-	\$ -	-
2,640.58	460050 INTEREST	252.68	-	-	-	-	-	-	-	-	-	-	-
-	460170 DEBT PROCEEDS	-	2,700,000	2,700,000	2,700,000	-	2,700,000	2,700,000	2,700,000	-	-	2,700,000	-
-	426790 TRANSFER IN FROM GF LIBRARY DIST REVENUE	-	-	693,196	693,196	-	-	693,196	693,196	-	-	693,196	-
-	460175 LIB CONTRIBUTION - CLACKAMAS COUNTY	-	2,375,000	2,375,000	2,375,000	-	2,375,000	2,375,000	2,375,000	-	-	2,375,000	-
\$ 538,886.20	TOTAL LIBRARY CAPITAL FUND RESOURCES	\$ 539,138.88	\$ 5,075,000	\$ 5,768,196	\$ 5,768,196	\$	\$ 5,075,000	\$ 5,768,196	\$ 5,768,196	\$	\$	\$ 5,768,196	\$

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY CAPITAL FUND 006 REQUIREMENTS

LIBRARY CAPITAL FUND 006 REQUIREMENTS - 006		2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17
Actuals	Account Code	Actuals	Adopted	Proposed	Approved	FTE	Adopted	Proposed	Approved	FTE	FTE	Adopted	FTE
\$ -	634200 ARCHITECT	-	\$ 300,000	\$ 300,000	\$ 300,000	-	\$ 300,000	\$ 300,000	\$ 300,000	-	-	\$ 300,000	-
-	634400 FINANCIAL ADVISOR	-	75,000	75,000	75,000	-	75,000	75,000	75,000	-	-	75,000	-
-	634500 CONSTRUCTION	-	3,885,000	4,000,000	4,000,000	-	3,885,000	4,000,000	4,000,000	-	-	4,000,000	-
-	634700 FURNITURE & EQUIP	-	10,000	200,000	200,000	-	10,000	200,000	200,000	-	-	200,000	-
-	634900 MISCELLANEOUS	-	5,000	5,000	5,000	-	5,000	5,000	5,000	-	-	5,000	-
-	635000 LAND PURCHASE	-	800,000	800,000	800,000	-	800,000	800,000	800,000	-	-	800,000	-
\$ -	TOTAL CAPITAL OUTLAY	\$ -	\$ 5,075,000	\$ 5,380,000	\$ 5,380,000	\$	\$ 5,075,000	\$ 5,380,000	\$ 5,380,000	\$	\$	\$ 5,380,000	\$
TRANSFERS OUT													
\$ -	635101 LIBRARY CAPITAL - CLOSE FUND TRANSFER	\$ 539,138.88	-	-	-	-	-	-	-	-	-	-	-
\$ -	TOTAL TRANSFERS OUT	\$ 539,138.88	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ -

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY CAPITAL FUND 006 UNALLOCATED

LIBRARY CAPITAL FUND 006 UNALLOCATED-006									
\$ -	\$ -	635500	CONTINGENCY FUNDS	\$ -	\$ 388,196	\$ 388,196	\$ 388,196	\$ 388,196	-
\$ -	\$ -		TOTAL CONTINGENCY FUNDS	\$ -	\$ 388,196	\$ 388,196	\$ 388,196	\$ 388,196	-
\$ -	\$ 539,138.88		TOTAL CONTINGENCY AND LIBRARY CAPITAL FUND REQUIREMENTS	\$ 5,075,000	\$ 5,768,196	\$ 5,768,196	\$ 5,768,196	\$ 5,768,196	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
LIBRARY CAPITAL FUND 006 HIGHLIGHTS

This fund will account for the demolition, and construction of the new Library. Currently scheduled to be housed within the Civic Building. Currently the plans call for the Library to be located on the first floor. Conference or community meeting rooms on the 2nd floor and City Hall located on the third floor.

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
CIVIC BUILDINGS CAPITAL FUND 011 RESOURCES

CIVIC BUILDINGS CAPITAL FUND 011 RESOURCES - 000		2013-14	2014-15	Account Code	Description	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2016-17	2014-15	2015-16	2016-17	2016-17	2016-17		
Actuals	Actuals	Actuals	Actuals			Adopted	Proposed	Approved	Adopted	FTE	FTE	FTE	Adopted	Adopted	FTE	FTE	FTE	Adopted	Adopted	FTE	
\$ -	\$ -	-	-	400000	FUND BALANCE	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	460050	INTEREST	-	80,000	80,000	80,000	-	-	-	80,000	80,000	-	-	-	80,000	80,000	-	-
-	-	-	-	460170	DEBT PROCEEDS	-	3,000,000	3,000,000	3,000,000	-	-	-	3,000,000	3,000,000	-	-	-	3,000,000	3,000,000	-	-
-	-	-	-	460180	TRANSFER FROM URBAN RENEWAL FUND 002	-	4,500,000	4,500,000	4,500,000	-	-	-	4,500,000	4,500,000	-	-	-	4,500,000	4,500,000	-	-
-	-	-	-	426780	TRANSFER FROM FUND 010	-	890,000	890,000	890,000	-	-	-	890,000	890,000	-	-	-	890,000	890,000	-	-
-	-	-	-	425750	SALE OF SURPLUS EQUIP/PROPERTY	-	3,000,000	3,000,000	3,000,000	-	-	-	3,000,000	3,000,000	-	-	-	3,000,000	3,000,000	-	-
\$ -	\$ -	-	-		TOTAL CIVIC BUILDINGS CAPITAL PROJECT RESOURCES	\$ -	\$ 11,470,000	\$ 11,470,000	\$ 11,470,000	-	-	-	\$ 11,470,000	\$ 11,470,000	-	-	-	\$ 11,470,000	\$ 11,470,000	-	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
CIVIC BUILDINGS CAPITAL FUND 011 RESOURCES

CIVIC BUILDINGS CAPITAL FUND 011 REQUIREMENTS - 011		CIVIC BUILDINGS CAPITAL FUND 011 RESOURCES								
2013-14 Actuals	2014-15 Actuals	Account Code	Description	2015-16 Adopted	2016-17 Proposed	2016-17 Approved	2016-17 Adopted	2014-15 FTE	2015-16 FTE	2016-17 FTE
			CAPITAL OUTLAY							
\$ -	\$ -	634200	ARCHITECT	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	-	-	-
-	-	634400	FINANCIAL ADVISOR	-	125,000	125,000	125,000	-	-	-
-	-	634500	CONSTRUCTION	-	7,000,000	7,000,000	7,000,000	-	-	-
-	-	634700	FURNITURE & EQUIP	-	2,000,000	2,000,000	2,000,000	-	-	-
-	-	634900	MISCELLANEOUS	-	245,000	245,000	245,000	-	-	-
-	-	635000	LAND PURCHASE	-	800,000	800,000	800,000	-	-	-
-	-	699500	LAND ACQUISITION	-	1,000,000	1,000,000	1,000,000	-	-	-
\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ 11,470,000	\$ 11,470,000	\$ 11,470,000	-	-	-
\$ -	\$ -		TOTAL CIVIC BUILDINGS CAPITAL PROJECT REQUIREMENTS	\$ -	\$ 11,470,000	\$ 11,470,000	\$ 11,470,000	-	-	-

CITY OF GLADSTONE
2016-17 ADOPTED BUDGET
CIVIC BUILDINGS CAPITAL FUND 011 RESOURCES

This fund will account for the demolition and construction of the new City Hall Building as well as the new Police Station. Currently the plans call for the New City Hall to be located on the third floor of this building, and the library with conference and meeting rooms located on the first and second floors.

CITY OF GLADSTONE
 2016-17 ADOPTED BUDGET
 INTERFUND TRANSFERS 2016-17

Fund	Fund Description	Transfers Out	Transfers In
001	GENERAL - Library	693,196	-
001	GENERAL FUND		229,437
002	URBAN RENEWAL	4,500,000	-
003	SEWER	26,975	-
004	WATER	15,099	-
005	ROAD & STREET	62,308	-
006	LIBRARY CAPITAL	-	693,196
007	9-1-1 EXCISE TAX	-	-
008	POLICE & COMMUNICATION LEVY	14,120	-
009	FIRE & EMERGENCY SERVICES LEVY	5,935	-
010	STATE REVENUE SHARING	995,000	-
011	CIVIC BUILDINGS CAPITAL PROJECT	-	5,390,000
		<u>\$ 6,312,633</u>	<u>\$ 6,312,633</u>

Notice of Measure Election

SEL 802

rev 1/14: ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

City

Notice

Date of Notice August 14, 2015	Name of City or Cities City of Gladstone	Date of Election November 3, 2015
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The following is the final ballot title of the measure to be submitted to the city's voters.

Final Ballot Title Notice of receipt of ballot title has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure

Authorization to construct and incur debt to finance Civic Buildings

Question 20 words which plainly phrases the chief purpose of the measure

Shall Gladstone authorize the construction and incurrence of debt to finance new civic buildings each projected to cost of \$1,000,000?

Summary 175 words which concisely and impartially summarizes the measure and its major effect

SUMMARY: This measure authorizes the Gladstone City Council to incur debt by issuing municipal bonds to finance and construct a new Gladstone City Hall and a new Police Station. The buildings may be constructed on separate parcels.

Funding sources:

- Urban Renewal Agency funds - \$4.8 million (current account balance)
- Sale of certain City properties - \$3.0 million (estimate)
- State Revenue Sharing funds - \$890,000 (current account balance)
- Long-term debt - City will incur \$3,000,000 in debt to be repaid using future Urban Renewal Agency funds.

Estimated budget for the project would be \$4.0 million for the City Hall and \$7.2 million for the Police Station. This includes money to design, construct, finance, and acquire property for both buildings. There are no new taxes associated with this proposal.

Explanatory Statement 500 words that impartially explains the measure and its effect, if required attach to this form


if the county is producing a voters' pamphlet an explanatory statement must be submitted for any measure referred by the city governing body and if required by local ordinance, for any initiative or referendum.

Measure Type	County producing voters' pamphlet		Local ordinance requiring submission		Explanatory statement required	
<input checked="" type="checkbox"/> Referral	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Not applicable		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Initiative	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Referendum	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorized City Official Not required to be notarized

➤ By signing this document, I hereby state that I am authorized by the city to submit this Notice of Measure Election and I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Name olene Morishita	Title Assistant City Administrator	Work Phone 503-557-2766
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Signature

8/14/15

Date Signed

Notice of City Measure Election

City and Notice Information

Notice is hereby given on July 8, 20 14, that a measure election will be held in

Gladstone

Oregon on November 4, 20 14.

Name of City or Cities

Date of Election

The following shall be the ballot title of the measure to be submitted to the city's voters:

Caption 10 words

Authorization to construct and incur debt to finance new library

Question 20 words

Shall Gladstone authorize the construction and incurrence of debt to finance a new library projected to cost over \$1,000,000?

Summary 175 words

This measure authorizes the Gladstone City Council to incur debt by issuing municipal bonds to finance and construct a new Gladstone library.

Funding sources:

- Clackamas County Capital Contribution – One time contribution \$1 million
- Library District Funds – One time contribution \$1.375 million
- Library District Funds - Continuing library support of approximately \$1.2 million annually, increased from \$631,000 the City currently receives. Annual Library District Funds will be used for library operating costs and to pay down library project debt estimated to total \$3.99 million (\$2.7 million principal and \$1.29 million interest)

Estimated budget for the project would be \$6.365 million. This includes \$5.075 million to design, -- construct, finance, and acquire property for the new library plus \$1.29 million in interest. The \$6.365 million budget may increase if additional non-city/urban renewal funds are acquired. The approximately 13,000 to 16,000 square foot library would be constructed in the Portland Avenue area between Gladstone High School and Clackamas River.

There are no new taxes associated with this proposal. No City/urban renewal funds may be used to construct/operate new library.

The following authorized city official hereby certifies the above ballot title is true and complete, which includes publication of notice and the completion of the ballot title challenge process.



07/23/14

Signature of Authorized City Official not required to be notarized

Date Signed mm/dd/yy

Jolene Morishita

ASST. City Admin.

Printed Name of Authorized City Official

Title

**CITY OF GLADSTONE
NON-REPRESENTED AND AFSCME
SCHEDULE OF MONTHLY SALARIES
2015-16**

RANGE/CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	FTE
13-PT Library Asst I/Office Asst	3,000.34	3,147.67	3,296.74	3,457.93	3,627.80	1.4800
13-U Library Assistant I	3,000.34	3,147.67	3,296.74	3,457.93	3,627.80	1.0000
17-U Library Assistant II	3,296.74	3,457.93	3,627.80	3,804.59	3,991.79	6.0000
18 Assistant Acct Clerk	3,341.80	3,504.73	3,676.33	3,856.59	4,045.52	
22-U Court Clerk	3,716.20	3,898.19	4,087.12	4,289.92	4,499.65	1.5000
Accounting Clerk						2.0000
24 Administrative Secretary	3,638.11	3,819.91	4,010.81	4,211.80	4,421.89	2.0000
Confidential Admin Asst	+5% for Recreational Responsibilities +5% for Personnel Responsibilities					
26-U Utility Worker, Journey	3,898.19	4,087.12	4,288.18	4,499.65	4,718.04	5.0000
Waterworks, Journey	+5% for Utility Worker, Journeyman					1.0000
31 Volunteer Fire Coordinator	4,530.97	4,756.21	4,994.58	5,243.04	5,503.63	1.0000
Accounting Manager						1.0000
34 Senior Center Manager	4,875.40	5,118.81	5,377.37	5,644.02	5,921.78	1.0000
39 Police Sergeant	5,431.91	5,706.64	5,992.48	6,289.43	6,604.56	3.0000
41 Fire Marshal	5,506.66	5,781.38	6,071.27	6,373.26	6,690.41	1.0000
Public Works Supervisor						2.0000
42 Assistant City Administrator	5,925.82	6,218.73	6,527.80	6,855.04	7,196.43	1.0000
Library Director						1.0000
48 Police Lieutenant	6,571.22	6,905.55	7,249.96	7,515.60	7,969.10	1.0000
51 Chief of Police	7,203.50	7,563.67	7,941.85	8,338.95	8,755.89	1.0000
Fire Chief						1.0000
Public Works Director						1.0000

**GLADSTONE POLICE ASSOCIATION
SCHEDULE OF MONTHLY SALARIES
2015-16**

RANGE/CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	FTE
17-PA Records Clerk	3,035.13	3,187.64	3,373.42	3,529.03	3,707.81	1.0000
18-PA Municipal Ordinance Spec	3,357.32	3,524.99	3,700.73	3,888.60	4,083.54	1.0000
29-PA Police Officer	4,323.92	4,550.17	4,776.41	5,013.76	5,268.29	8.0000
Police Detective	+5% of Police Officers Salary					2.0000
School Resource Officer	+5% of Police Officers Salary					1.0000

CONTRACT EMPLOYEES

City Administrator 1.0000

PART TIME EMPLOYEES - NOT REPRESENTED

Tram Driver 0.7000
 Public Works Admin Asst 0.4600
 Senior Center Nutrition Services 0.7000
 Senior Center Building Monitor 0.1000

Total FTE 50.9400

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 Finance Director 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.

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.



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
 CLK13575**

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:

April 6, 2016
 April 13, 2016

Charlotte Allsop

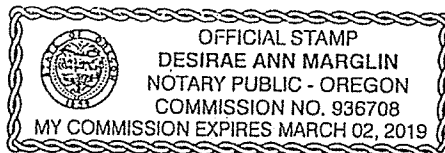
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this April 13, 2016.

Desirae A Marglin

NOTARY PUBLIC FOR OREGON
 My commission expires March 02, 2019

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



Size: 2 x 2.5"
 Amount Due: \$118.50*
 *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 fiscal year July 1, 2016 to June 30, 2017, will be held at Gladstone City Hall 525 Portland Avenue, Gladstone, Oregon, 97027. The meeting will take place on Tuesday, April 19, 2016 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 3, 2016 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 April 12, 2016 at Gladstone City Hall, 525 Portland Avenue, between the hours of 8:00am 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 04/06, 04/13/2016. CLK13575



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 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 Public Hearing – Approved use of State Revenue Sharing Funds 2016-2017
CLK13622

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

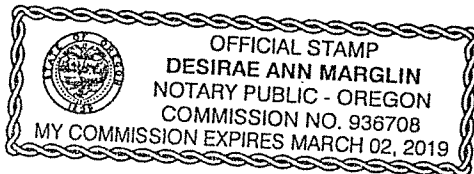
1
 Successive and consecutive weeks in the following issues:
May 18, 2016

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 May 18, 2016.

Desirae A Marglin
 NOTARY PUBLIC FOR OREGON

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



Size: 2 x 1.75"
 Amount Due: \$41.47*
 *Please remit to the address above.

NOTICE OF PUBLIC HEARING
FOR APPROVED USE OF STATE REVENUE SHARING FUNDS
For the 2016-17 Budget

A public hearing for the proposed use of the **City of Gladstone's** State Revenue Sharing Funds for the 2016-17 Budget Year will be held during the Budget Hearing on May 24, 2016, 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 \$220,000 for the 2016-17 fiscal year, and has been approved to be used as General Fund revenues for transfer to City Hall Capital Fund as voted on by the Gladstone voters November 3, 2015. The purpose of the hearing is to provide the public with an opportunity to speak about the use of these funds.
 Publish: Clackamas Review, May 18, 2016.

CLK13622



6605 SE Lake Road, Portland, OR 97214
 PO Box 22109, Portland, OR 97201
 Phone: 503-684-0360 Fax: 503-684-0361
 E-mail: legals@commnewspaper.com

AFFIDAVIT OF PUBLIC INTEREST
 State of Oregon, County of Clackamas

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

**City of Gladstone
 Notice of Budget Hearing – and use of State Revenue Sharing Fund CLK13620**

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

1 successive and consecutive weeks following issues:

May 18, 2016

Charlotte Allsop

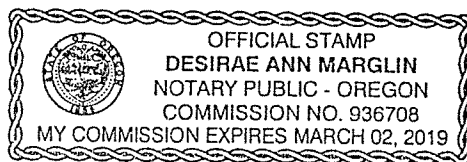
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this May 18, 2016.

Desirae A Marglin
 NOTARY PUBLIC FOR OREGON

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

Size: 3 x 7"
 Amount Due: \$248.85*
 *Please remit to the address above.



FORM LB-1		NOTICE OF BUDGET HEARING		
A public meeting of the Gladstone City Council will be held on May 24, 2016 at 6:30 pm at 525 Portland Ave, Gladstone, Oregon.				
The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the 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 97027, between the hours of 8:00 a. m. and 5:00 p. m. or online at www.ci.gladstone.or.us/financial-information .				
This budget is for annual budget period. This budget was prepared on a basis of accounting that is different than used the preceding year.				
Beginning with the 2016-17 Budget, the City will be using a modified accrual basis of accounting. There is no impact to the budget.				
Contact: Carolyn Gray		Telephone: 503.479.6860		Email: gray@ci.gladstone.or.us
FINANCIAL SUMMARY - RESOURCES				
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget	
	2014-2015	This Year 2015-2016	Next Year 2016-2017	
Beginning Fund Balance/Net Working Capital	7,943,730	7,811,794	9,093,360	
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,758,915	4,879,191	4,444,700	
Federal, State and all Other Grants, Gifts, Allocations and Donations	50,729	3,589,284	4,045,365	
Revenue from Bonds and Other Debt	0	2,700,000	5,700,000	
Interfund Transfers / Internal Service Reimbursements	105,534	225,664	6,312,633	
All Other Resources Except Current Year Property Taxes	2,124,148	207,900	3,534,900	
Current Year Property Taxes Estimated to be Received	4,338,355	4,231,358	4,331,925	
Total Resources	18,321,411	23,645,201	37,462,883	
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION				
Personnel Services	1,211,409	5,132,239	5,645,116	
Materials and Services	2,283,542	5,333,727	5,084,022	
Capital Outlay	905,705	10,717,072	21,770,037	
Debt Service	189,260	189,579	171,562	
Interfund Transfers	644,673	225,664	1,812,633	
Contingencies	0	516,426	1,288,196	
Special Payments	0	0	0	
Unappropriated Ending Balance and Reserved for Future Expenditure	0	1,888,793	1,711,317	
Total Requirements	5,234,589	24,003,500	37,462,883	
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	1,138,834	2,217,421	1,387,485	
FTE	4,0000	5,0000	5,2000	
Municipal Court	210,767	251,183	239,000	
FTE	1,5000	1,5000	1,5000	
Police	2,711,920	2,699,579	2,708,436	
FTE	19,0000	19,0000	19,0000	
Fire	883,508	2,125,935	2,316,535	
FTE	7,9100	3,0000	3,0000	
Recreation	48,835	59,661	59,661	
FTE	0,2600	0,2600	0,0000	
Senior Center	254,854	407,309	443,199	
FTE	2,9000	3,0000	3,5000	
Library	730,459	755,550	1,462,787	
FTE	9,3200	8,4400	8,4400	
Public Works	4,210,958	7,648,344	8,001,267	
FTE	8,2000	7,6000	10,3000	
Total Requirements	10,188,135	16,164,982	16,618,370	
Total FTE	53,0900	47,8000	50,9400	
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *				
None				
PROPERTY TAX LEVIES				
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved	
	2014-2015	This Year 2015-2016	Next Year 2016-2017	
Permanent Rate Levy (rate limit \$4.8174 per \$1,000)	\$4.8147/\$1,000	\$4.8147/\$1,000	\$4.8147/\$1,000	
Local Option Levy	\$0.99/\$1,000	\$0.99/\$1,000	\$0.99/\$1,000	
Levy For General Obligation Bonds				
STATEMENT OF INDEBTEDNESS				
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2016	Estimated Debt Authorized, But Not Incurred on July 1, 2016		
General Obligation Bonds	\$1,614,000	\$0		
Other Bonds	\$0	\$0		
Other Borrowings	\$0	\$0		
Total	\$1,614,000	\$0		

Publish 05/18/2016.

CLK13620

RESOLUTION NO. 1076

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 fiscal year 2016-2017.

WHEREAS, The City of Gladstone desires to receive state revenue sharing funds apportioned and distributed to the cities of the state during The fiscal year 2016-2017 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

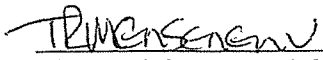
WHEREAS, ORS 221.770(1)(b) requires that any city electing to receive a distribution must hold at least one public hearing at which citizens have the opportunity to provide written or oral comment on the possible uses of the distributions; and

WHEREAS, the City of Gladstone Budget Committee held a public hearing on the use of State Revenue Sharing funds on April 19, 2016; and

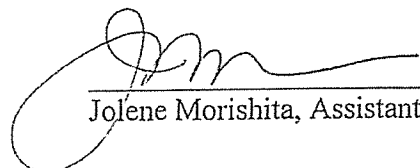
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gladstone, that the city hereby elects to receive its proportionate share of the state revenues for the 2016-2017 fiscal year pursuant to ORS 221.770 and has met the requirements of ORS 221.770(1) as certified in the declaration certificate.

This Resolution is adopted by the Gladstone City Council and approved by the Mayor this 14th day of June, 2016.

Attest:



Thomas Mersereau, Mayor

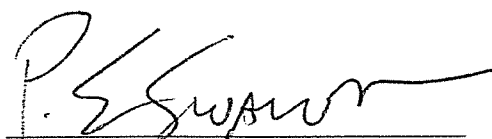


Jolene Morishita, Assistant City Administrator

CITY OF GLADSTONE, OREGON

CERTIFICATION

I, P. Eric Swanson, City Administrator certify that a public hearing before the Budget Committee was held on April 19, 2016 and a public hearing before the City Council on May 24, 2016, giving citizens the opportunity to comment on the use of state revenue sharing funds.

A handwritten signature in black ink, appearing to read "P. Eric Swanson", written over a horizontal line.

P. Eric Swanson, City Administrator

RESOLUTION NO. 1077

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 2016-2017 fiscal year to receive state shared revenues (Cigarette, Liquor, 911, 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

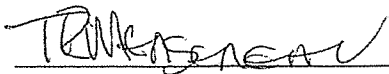
WHEREAS, city officials recognize the desirability of assisting state officers who are responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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:

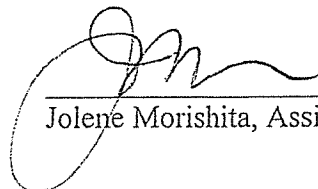
- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

This Resolution is adopted by the Gladstone City Council and approved by the Mayor this 14th day of June, 2016.

Attest:



Thomas Mersereau, Mayor



Jolene Morishita, Assistant City Administrator

RESOLUTION NO. 1078

A RESOLUTION ADOPTING THE BUDGET AND SETTING THE TAX RATE FOR
FISCAL YEAR 2016-2017

BE IT RESOLVED the Council of the City of Gladstone hereby adopts the budget for fiscal year 2016-17 in the sum of \$21,756,408 and unappropriated fund balances of \$1,888,793 totaling \$23,645,201 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, 2016 and for the purposes shown below are hereby appropriated:

MAKING APPROPRIATIONS

GENERAL FUND

General Administration	\$1,344,085
Municipal Court	239,000
Police Department	2,225,166
Fire Department	1,707,900
Park Department	795,178
Recreation Department	59,661
Senior Center	443,199
Library	1,462,787
Contingency	<u>400,000</u>
Total General Fund Expenditure Appropriations	\$8,676,976
Unappropriated Fund Balance	<u>1,212,781</u>
Total General Fund	\$9,889,757

STORM AND SANITARY SEWER FUND

Personnel Services	\$300,175
Materials & Services	1,922,990
Capital Outlay	1,183,860
Interfund Transfer to General Fund	26,975
Contingency	<u>200,000</u>
Total Sewer Fund Appropriations	\$3,634,000

WATER FUND

Personnel Services	\$409,745
Materials & Services	724,500
Capital Outlay	1,313,094
Debt Service	171,562
Interfund Transfer to General Fund	15,099
Contingency	<u>200,000</u>
Total Water Fund Appropriations	\$2,834,000

ROAD AND STREET FUND

Personnel Services	\$231,285
Materials & Services	272,000
Capital Outlay	572,496
Interfund Transfer to General Fund	62,308
Contingency & Reserves	<u>226,426</u>
Total Road & Street Fund Appropriations	\$1,364,515

LIBRARY CAPITAL FUND	
Capital Outlay	\$ 5,380,000
Contingency	<u>388,196</u>
Total Library Capital Fund Appropriations	\$ 5,768,196

POLICE LEVY FUND	
Personnel Services	\$340,650
Materials & Services	3,500
Capital Outlay	125,000
Interfund Transfer to General Fund	<u>14,120</u>
Total Police/Communications Levy Fund Appropriations	\$483,270
Unappropriated Fund Balance	<u>337,880</u>
Total All Police/Communications Levy Fund	\$821,150

FIRE/EMERGENCY SERVICES LEVY FUND	
Personnel Services	\$147,700
Materials & Services	40,000
Capital Outlay	415,000
Interfund Transfer to General Fund	<u>5,935</u>
Total Fire/Emergency Services Levy Fund Appropriations	\$608,635
Unappropriated Fund Balance	<u>34,230</u>
Total All Fire/Emergency Services Levy Fund	\$642,865

STATE REVENUE SHARING FUND	
Capital Outlay	\$ 43,400
Interfund Transfer to General Fund	105,000
Interfund Transfer to Library Capital Fund	<u>890,000</u>
Total State Revenue Sharing Fund Appropriations	\$ 1,038,400

CITY HALL CAPITAL FUND	
Capital Outlay	<u>\$ 11,470,000</u>
Total City Hall Capital Fund Appropriations	\$ 11,470,000

TOTAL APPROPRIATIONS	
ALL FUNDS	\$35,877,992
Total Unappropriated and Reserve Amounts	<u>\$1,584,891</u>
Total Adopted Budget	\$37,462,883

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 year 2016-2017:

- 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:

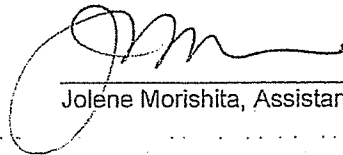
SUBJECT TO GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM LIMITATION
General Fund \$4.8174/\$1000	\$00
Police/Communications Levy Fund \$ 0.68/\$1000	\$00
Fire/Emergency Medical Levy Fund \$ 0.31/\$1000	\$00

This resolution is effective July 1, 2016, the above resolution approved and the FY 2016-17 budget declared adopted on this 14th day of June, 2016.

Attest:



Thomas Mersereau, Mayor



Jolene Morishita, Assistant City Administrator

RESOLUTION 1080

**A RESOLUTION TO CREATE NEW FUNDS AND SET UP REVENUE AND
EXPENDITURE ACCOUNTS FOR LIBRARY CAPITAL FUND AND
CIVIC BUILDINGS CAPITAL FUND**

WHEREAS, City Council desires to create new funds to re-establish the Library Capital Fund and establish Civic Buildings Capital Fund. Voters approved measures in November 2015 which authorizes the City to construct and incur debt to finance a new Library and new Civic buildings.

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

NOW THEREFORE BE IT RESOLVED by the Gladstone City Council:

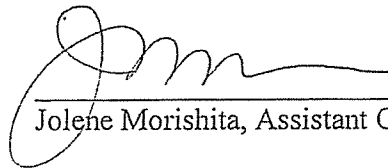
That the City elects to establish a new fund for the LIBRARY CAPITAL FUND (006) AND CIVIC BUILDINGS CAPITAL FUND (Fund 011) as well as revenue, expenditure, asset, liability, and fund balance accounts as appropriate for both funds.

ADOPTED this 14th day of June 2016.

ATTEST:



Thomas Mersereau, Mayor



Jolene Morishita, Assistant City Administrator



