



















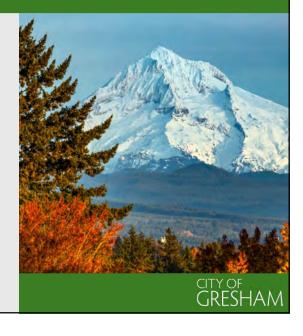






# **Department Overviews**

• City Attorney's Office



### City Attorney's Office

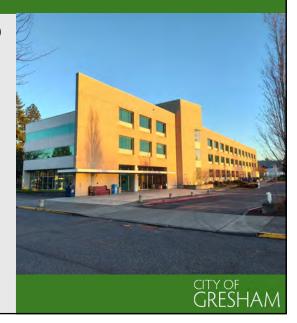
BUDGETED STAFFING: 10.00 FTE/LTE (-1.00 FTE/LTE from FY 2023/24)

#### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Internal Service and Payroll Charges
- Legal Services: \$1,734,850
- Workers' Comp/Liability Management: \$8,478,182

### **MAJOR INITIATIVES:**

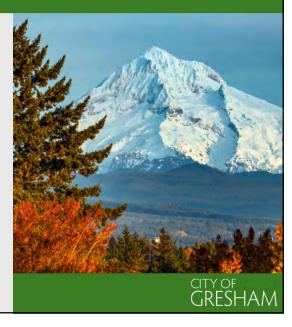
- Ensure Council decisions are implemented; provide legal advice to City departments; enforce City law; staff Coordinating Committee/Planning & Design Commissions
- Seek methods to preserve and safeguard City assets through risk management techniques and the transfer of risk.
- · Fully staff the City Attorney's Office.
- Prepare draft ballot titles, explanatory statements and resolutions for pending charter changes.
- Assist in adopting enhanced technology for Public Records Requests and implement staff training.
- Implement appropriate GRC and GCDC updates.



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## **Department Overviews**

- Budget & Finance
- Information Technology
- Human Resources
- Communications
- Community Engagement
- ARPA



### Budget & Finance

BUDGETED STAFFING: 43.25 FTE/LTE (-0.49 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funded by Internal Service Charges, Premiums and other sources
- Administrative Services Fund: \$8,351,023

### **OTHER FUNDS:**

- Administrative Services Fund (General Support): \$352,000
- Equipment Replacement Fund: \$10,610,900
- COG Health & Dental Plans Fund: \$16,504,000
- Designated Purpose Fund:
  - o Tourism TLT: \$278,400
  - o Settlements: \$482,000



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## **Budget & Finance**

### **MAJOR INITIATIVES:**

- Continue to support the conversion to a more efficient and integrated payroll system.
- In collaboration with the Finance Committee, review and update the City's financial policies.
- Increased focus on managing, reporting and tracking grants.
- Continue implementation of the Financial Road Map, working towards long-term financial stability for the General Fund.



## Information Technology

BUDGETED STAFFING: 27.00 FTE/LTE (-1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- · Funded by Internal Service Charges
- Administrative Services Fund: \$8,588,371
- Enterprise System Replacement Fund (IT Capital): \$630,000

#### **MAJOR INITIATIVES:**

- Protecting the City's data and technology resources from cyberattacks.
- Lay the technology foundation to empower data-driven decision making
- Continue to integrate and implement enterprise systems like payroll and hiring/recruiting tools.
- Explore the potential of AI and automation to leverage efficiencies and better utilize staff time.



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### **Human Resources**

**BUDGETED STAFFING:** 11.00 FTE/LTE

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funded by Internal Service Charges
- Administrative Services Fund: \$2,577,775
- Designated Purpose Fund: \$48,000

### **MAJOR INITIATIVES:**

- Continue to evaluate and assess the recruitment process, infusing best practices, outreach and equitable practices.
- Collaborate with stakeholders on process efficiencies with a focus on payroll and recruitment.
- Respond, monitor, address and close out employee relation/labor relation matters in a timely manner.
- Strengthen business partner model.



### Communications

BUDGETED STAFFING: 6.60 FTE/LTE (-0.40 FTE/LTE from FY 2023/24)

#### **BUDGET & FUNDING FOR FY 2024/25:**

- · Funded by Internal Service Charges
- Administrative Services Fund: \$1,315,406

#### **MAJOR INITIATIVES:**

- Support Strategic Plan projects with communications and marketing needs.
- Ensure all audiences have timely access to City information via the platform of their choice.
- Educating the public on the City's budget, Financial Road Map, etc. to further financial transparency.
- Continued storytelling around City services and the value to the community.



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### **Community Engagement**

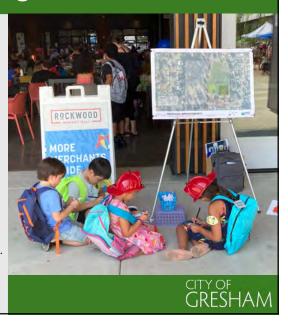
BUDGETED STAFFING: 5.00 FTE/LTE (-1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funded by Internal Service Charges, Sponsorships, and Donations
- Administrative Services Fund: \$917,586
- Designated Purpose Fund: \$243,300

### **MAJOR INITIATIVES:**

- Explore strategies and program enhancements to reach underserved communities, provide translation services and explore new tools and tactics to support staff in their public outreach efforts.
- Provide support to the Neighborhood Association and Volunteer Programs.
- Coordinate community-based organization engagement to help minimize engagement fatigue and foster more sustainable partnerships.
- Collaborate to improve neighborhood livability and social connectivity through volunteer clean-up events and neighborhood connections.



### American Rescue Plan Act (ARPA)

BUDGETED STAFFING: LTE to FTE conversions proposed with permanent funding (-1.00 FTE/LTE from 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- · Funded by Federal Allocations
- Designated Purpose Fund: \$11,378,159
  - o Projects in progress: \$8,721,760 | Unallocated: \$2,656,399

#### **MAJOR INITIATIVES:**

- Transition to final phase by obligating all funds by Dec 2024.
- 80 businesses helped and 34,000+ community members assisted.
- Funds used for public safety, parks and trails, business assistance, community aid, utility assistance, food pantries, attracting jobs and businesses, youth violence prevention, and more.

"[The ARPA funds have] given me peace of mind. I no longer have to fixate on making sure my daughter has enough food/snacks. I definitely feel more present as a parent and am grateful to not have to ration and stress over having enough money for both bills and food."

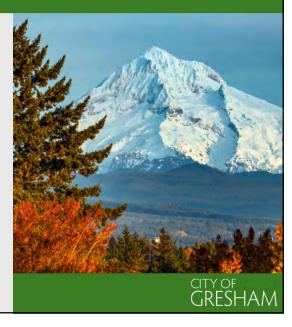
–testimonial sent by a nonprofit ARPA grant recipient



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## **Department Overviews**

- City Manager's Office
- Parks, Recreation & Youth Services
- Urban Design & Planning
- Economic & Development Services
- Community Livability
- Urban Renewal



### City Manager's Office

BUDGETED STAFFING: 10.00 FTE/LTE (-1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Internal Service Charges
- Administrative Services: \$3,450,051

### **MAJOR INITIATIVES:**

- Strategic Plan focuses resources to drive progress on the community's highest priorities
- Targeted legislative advocacy results in critical support for key initiatives that further community safety and a thriving economy
- Measured steps toward financial stability build a foundation for sustaining the services community members count on



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### Parks & Recreation

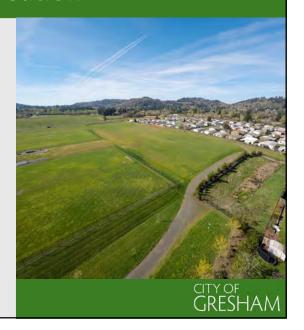
**BUDGETED STAFFING: 21.00 FTE/LTE** 

#### **BUDGET & FUNDING FOR FY 2024/25:**

- Funded by the General Fund, Grants, SDCs
- General Fund: \$5,587,081Parks CIP: \$22,225,200

#### **MAJOR INITIATIVES:**

- Continue progress on parks capital projects including Gradin Community Sports Park, ARPA-funded upgrades, and Metro Local Share-eligible projects
- Update the City's 2009 Parks, Recreation, Trails and Natural Areas Master Plan



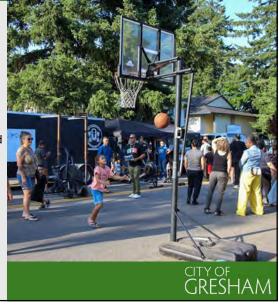
### **Youth Services**

### **BUDGET & FUNDING FOR FY 2024/25:**

- · Funded by the Grants, and IGAs
- Designated Purpose Fund: \$4,655,301

#### **MAJOR INITIATIVES:**

- Continued development/expansion of the City's youth violence prevention services.
- Prevention, intervention and outreach services in concert with community-based organizations, designed to improve safety and livability.
- In conjunction with Parks and Rec, expanded recreational offerings for youth and adults.
- Youth government service through the Youth Advisory Committee.



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## **Urban Design & Planning**

BUDGETED STAFFING: 19.90 FTE/LTE (-0.30 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Permit Fees, IGA's and Grants
- Urban Design & Planning Fund: \$4,329,084
- Designated Purpose Fund: \$8,868,444
- CDBG/Home Fund: \$3,893,453

### **MAJOR INITIATIVES:**

- Contract negotiation and final approval for remaining Metro Affordable Housing Bond projects
- Complete Pleasant Valley Plan Update Project
- Progress with Development Code and Tree Code Update projects
- Continue to provide development planning support to community members and developers
- Begin large-scale update of Volumes I & II of Gresham's Comprehensive plan



### **Building & Permits**

**BUDGETED STAFFING: 24.60 FTE/LTE** 

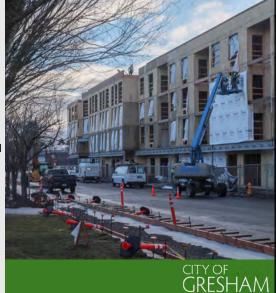
#### **BUDGET & FUNDING FOR FY 2024/25:**

· Funding is generated by Permits and Fees

• Building Fund: \$5,688,724

#### **MAJOR INITIATIVES:**

- Provide building permit and inspection services for Troutdale, Fairview, Wood Village, and East Multnomah County
- Provide plan review and inspection services for major commercial projects including Grainger, the Gresham Library, and the Portland Water Bureau Treatment Facility
- Provide plan review and inspection services for large housing projects: Terracina Vista Apartments, Rockwood Rising Building B, Arts Plaza, and West Powell Apartments
- The City is looking at the Virtual Inspection module for the inspection software from Tyler Technologies to further increase inspection efficiency



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## Economic Development

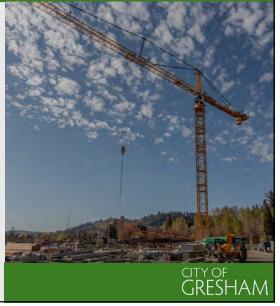
**BUDGETED STAFFING: 4.10 FTE/LTE** 

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by General Fund, Internal Service Charges, and Grants
- General Fund: \$1,375,030
- Designated Purpose: \$9,844,000

### **MAJOR INITIATIVES/STRATEGIES:**

- Traded Sector Recruitment/Retention
   Capital investment support, family wages, education connections, redevelopment opportunities.
- Commercial/Retail
  - Development and commercial retail strategy work, Downtown Master Plan, Downtown/Civic UR, CFEC Parking, incentives.
- Small Business Support Incentives, permit assistance, culturally focused outreach, UR and SBC collaboration with MHCC SBDC.



### **Community Livability**

BUDGETED STAFFING: 16.50 FTE/LTE (-2.48 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated from the General Fund, Internal Service Charges, Grants and Rental Inspection Fees
- General Fund: \$1,751,013
- Designated Purpose Fund: \$1,980,805
- Rental Inspection Fund: \$1,147,342

#### **MAJOR INITIATIVES:**

- Code Compliance will continue leading in cross-departmental team addressing complex livability challenges.
- Homeless Services will explore new strategies, funding, and partnerships while growing the rent assistance program.
- Rental Housing: continue integrating the Housing Resource Coordinator into the work of rental housing inspections.



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### **Urban Renewal**

BUDGETED STAFFING: 4.20 FTE/LTE (-1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is provided by GRDC
- Urban Renewal Support Fund: \$2,349,500
- Urban Renewal CIP: \$7,514,300

### **URBAN RENEWAL BUDGET SCHEDULE:**

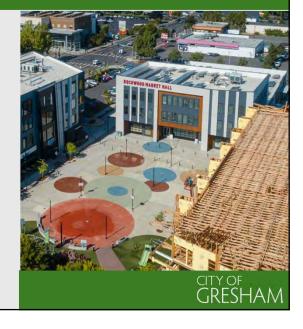
- City of Gresham Budget Hearings
  - Urban Renewal Support
- April 18, 25 and 30 (if needed)
- GRDC Budget Hearing
  - o May 8, 2024 6 PM



### **Urban Renewal**

### **MAJOR INITIATIVES:**

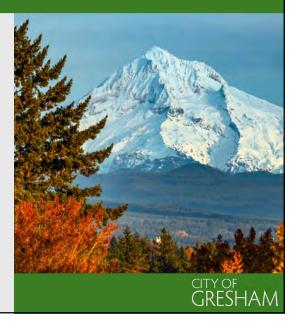
- Community Redevelopment and Vibrancy: Construction completion for La Plaza Esperanza and Downtown Rockwood.
   Proceed with design and engagement for B188 mixed-use development.
- Public Safety: Continue design work for the replacement of Fire Station 74.
- Property Development: Explore strategic acquisition with willing sellers for development within town center.
- Transportation: Proceed with design work for Yamhill.
- Economic Development: Storefront improvement grants



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## **Department Overviews**

- Environmental Services
  - Water
  - Wastewater
  - Stormwater
  - Transportation
  - Solid Waste & Sustainability
  - Infrastructure Development
- Facilities & Fleet



### Water

BUDGETED STAFFING: 32.67 FTE/LTE (+1.00 FTE/LTE from FY 2023/24)

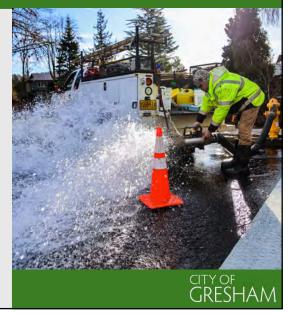
### **BUDGET & FUNDING FOR FY 2024/25:**

· Funding is generated by Utility Rates, SDCs and Grants

Water Fund: \$17,085,433Water CIP Fund: \$99,621,500

#### **MAJOR INITIATIVES:**

- Oversee design and construction of groundwater supply capital projects- wells, transmission mains, reservoirs, and treatment, as part of the Cascade Groundwater Alliance partnership with Rockwood PUD
- Inspect, repair, and replace aging pipes
- Complete seismic upgrades to the water system and participate in regional disaster preparedness exercises
- Manage the Cascade Well Field Protection Program



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### Wastewater

BUDGETED STAFFING: 32.69 FTE/LTE (+1.00 FTE/LTE from FY 2023/24)

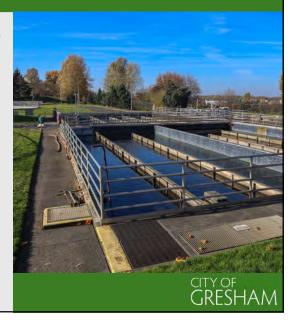
### **BUDGET & FUNDING FOR FY 2024/25:**

• Funding is generated by Utility Rates, SDCs and Grants

Wastewater Fund: \$19,628,166Wastewater CIP Fund: \$57,133,300

### **MAJOR INITIATIVES:**

- · Wastewater Treatment Plant upgrades to remove ammonia
- Wastewater Treatment Plant new secondary clarifier
- Inspection, repair, and replacement of aging pipes



### Stormwater

BUDGETED STAFFING: 34.50 FTE/LTE (+1.00 FTE/LTE from FY 2023/24)

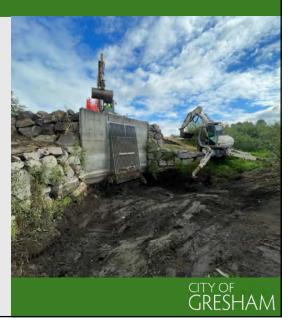
### **BUDGET & FUNDING FOR FY 2024/25:**

· Funding is generated by Utility Rates, SDCs and Grants

Stormwater Fund: \$12,516,854
Stormwater CIP Fund: \$12,115,200
Designated Purpose Fund: \$4,596,000

#### **MAJOR INITIATIVES:**

- · Retrofit streets with stormwater treatment and tree canopy
- · Operate and maintain vegetated stormwater facilities
- · Inspect, repair, and replace aging pipes and culverts
- Comply with new and changing environmental regulatory requirements:
  - o NPDES- surface waters
  - o WPCF- ground water
  - $\circ\;$  TMDL- stream temperature and specific pollutants of concern



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### Transportation

BUDGETED STAFFING: 45.81 FTE/LTE (+1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by State Gas Tax & Vehicle Registration Fees, SDCs, Utility License Fees and Grants
- Transportation Fund: \$13,441,398
- Streetlight Fund: \$608,829
- Designated Purpose Fund: \$80,000
- Transportation/Footpaths CIP Fund: \$50,251,400

### **MAJOR INITIATIVES:**

- Street safety and capacity upgrades
- Enhancement of mobility options
- Operation and maintenance of all streets, traffic lights, streetlights, striping and signage
- · Winter weather response



### Solid Waste & Sustainability

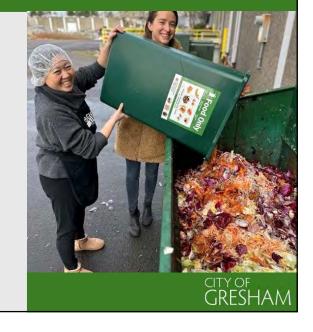
**BUDGETED STAFFING: 6.48 FTE/LTE** 

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated from ECHO fees (Fees on waste haulers), and grants
- Solid Waste & Sustainability Fund: \$1,419,899
- Designated Purpose Fund: \$658,000

### **MAJOR INITIATIVES:**

- · Oversight of the licensed garbage and recycling system
- Implementation of the Community Climate Action Plan
- Implementation of the Recycle Plus Program
- · Working with businesses and schools to reduce waste
- Conducting community recycling events



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### Infrastructure Development

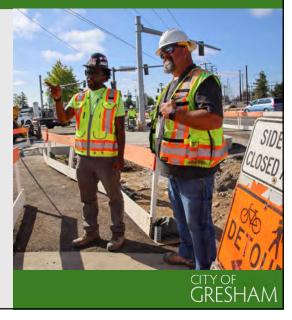
BUDGETED STAFFING: 17.50 FTE/LTE (+1.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Permit Fees & Infrastructure Funds
- Infrastructure Development Fund: \$4,193,599
- Designated Purpose Fund: \$270,000
- General Development CIP Fund: \$10,214,100

### **MAJOR INITIATIVES:**

- Complete infrastructure permitting and inspection services for all public and private development projects
- Perform survey services for all City projects
- Adapt to changing regulations related to Middle Housing and the environment



### Facilities & Fleet

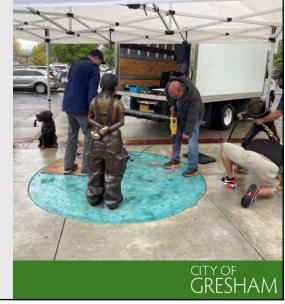
BUDGETED STAFFING: 17.45 FTE/LTE (+1.46 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Internal Service Charges
- Facilities & Fleet Management Fund: \$6,892,589
- Facilities Capital Fund: \$2,433,000

#### **MAJOR INITIATIVES:**

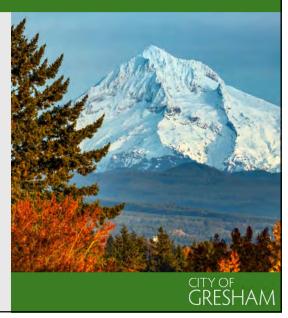
- Oversee fire station occupational health and safety upgrades
- Manage operation and maintenance of all City buildings and parking lots, vehicles, and heavy equipment
- · Procurement of City vehicles and equipment
- Upgrade buildings for energy efficiency and changing uses



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## **Department Overviews**

• Police



### Police

BUDGETED STAFFING: 174.00 FTE/LTE (+5.00 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated from the General Fund, Local Option Levy, Grants and Donations
- General Fund: \$48,601,993
- Local Option Levy Fund: \$6,888,840
- Designated Purpose Fund: \$1,809,700



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## Police

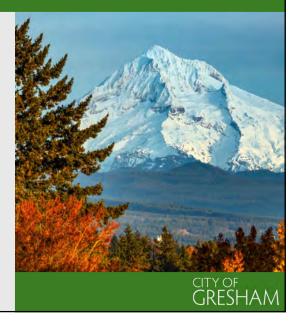
### **MAJOR INITIATIVES:**

- Robust Recruiting and Hiring Initiatives
  - o Increase staffing by 3 Sworn Officers
  - $\circ \ \, \textbf{11 professional support staff}$
- Expand Community Safety Specialists and the Behavioral Health Unit
- Community Engagement and trust building
- Communication and Transparency
- Build on Regional Partnerships



## **Department Overviews**

- Fire
- Emergency Management



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### Fire

BUDGETED STAFFING: 135.00 FTE/LTE (+15.25 FTE/LTE from FY 2023/24)

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated from the General Fund, Local Option Levy, Grants and Donations
- General Fund: \$34,122,919
- Local Option Levy Fund: \$5,291,765
- Designated Purpose Fund: \$1,287,122

### **MAJOR INITIATIVES:**

- Implementation of funded positions. Deputy Fire Marshals and additional response resource, Rescue 72.
- Design, contract and build training tower replacement.
- Develop schematic design and construction estimates for Fire Station 74's eventual replacement.
- Continue to implement safety and health improvements for existing fire facilities.



## **Emergency Management**

**BUDGETED STAFFING: 1.00 FTE/LTE** 

### **BUDGET & FUNDING FOR FY 2024/25:**

- Funding is generated by Internal Service Charges and Grants
- Designated Purpose Fund: \$266,946

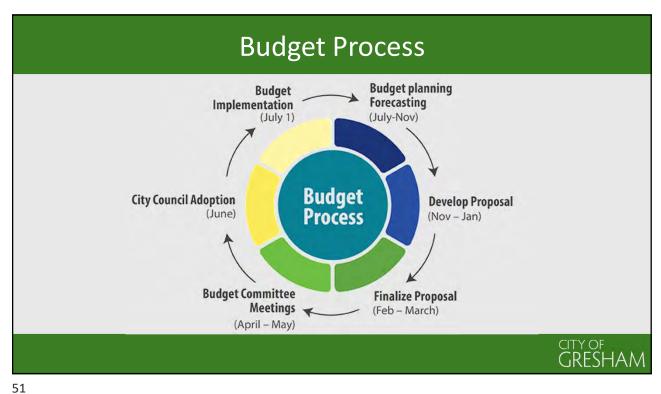
### **MAJOR INITIATIVES:**

- Identify grant funding opportunities for key projects in the City's Natural Hazard Mitigation Plan
- Assist city departments in their planning efforts for disaster and large-scale emergencies
- Develop staffing plan for the City's Emergency Operations Center (EOC)
- Actively participate with county, state, and regional partners to increase inter-agency and inter-disciplinary information sharing



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# Required Budget Process Actions

### **Budget Committee (April)**

- · Hear Budget Message
- Hold State Shared Revenue hearing
- · Take public comment
- Approve the budget
- Approve the tax rate(s)

#### City Council (Must be complete by June 30)

- · Hold State Shared Revenue Hearing
- Take public comment
- Adopt the budget
- Adopt the tax rate(s)
- · Adopted FTE count (charter requirement)

CITY OF GRESHAM

## **Budget Materials**

- FY 2024/25 Proposed Budget
- Internal Service Charge Manual
- Finance Plan Manual for Utilities & Transportation
- Capital Improvement Program Information Handout

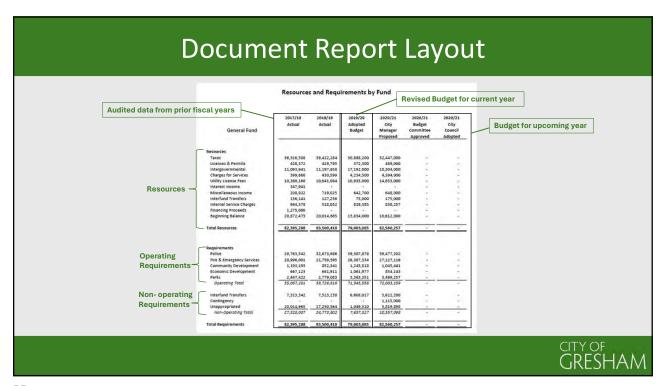


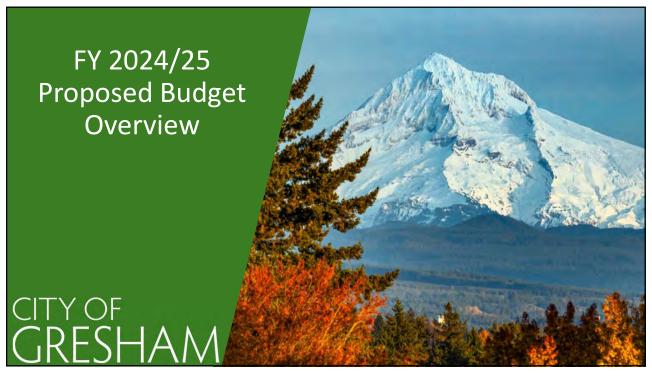
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# Proposed Budget Document Structure

- Budget Message
- Revenue Information
- Expenditure Information
  - General Fund & Local Option Levy Fund
  - Business Funds
  - Infrastructure Funds
  - Central Support Funds
  - Special Revenue & Non-Operating Funds
  - Capital Improvement Funds
- Additional Information





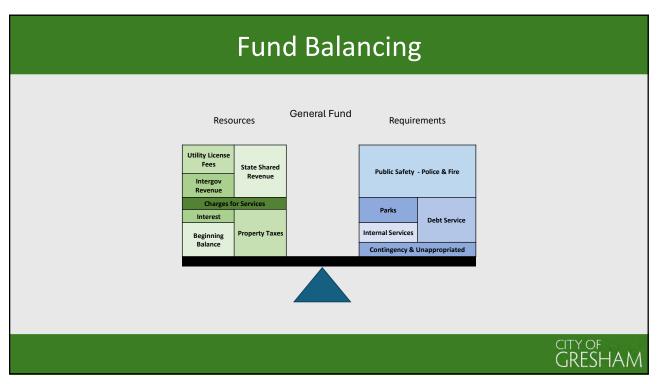


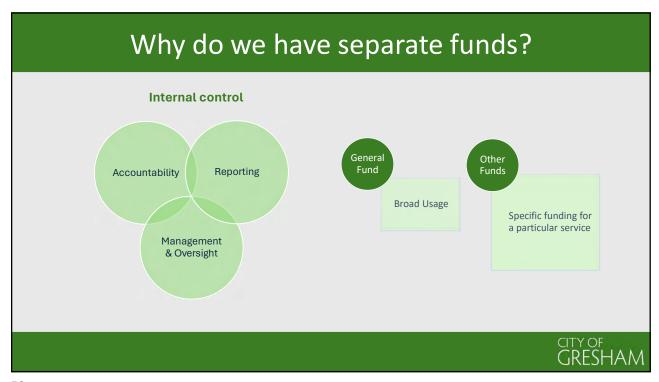
# Structure of the City's Budget

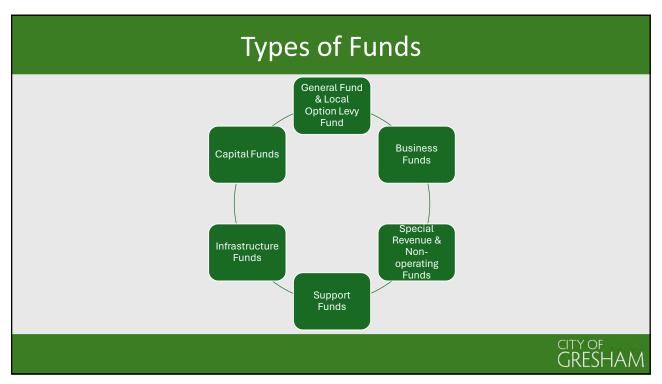
- Funds
  - Resources
  - Requirements
    - Departments
      - Divisions

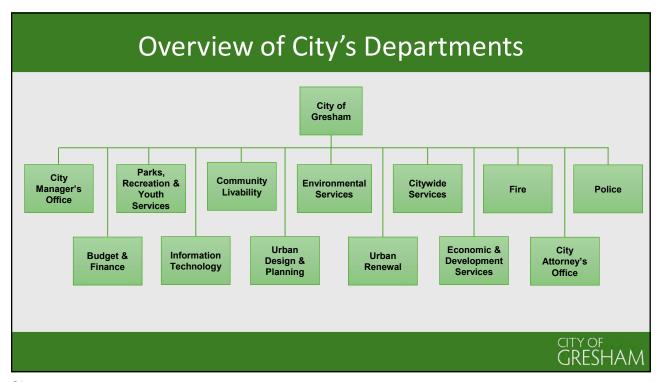
CITY OF GRESHAM

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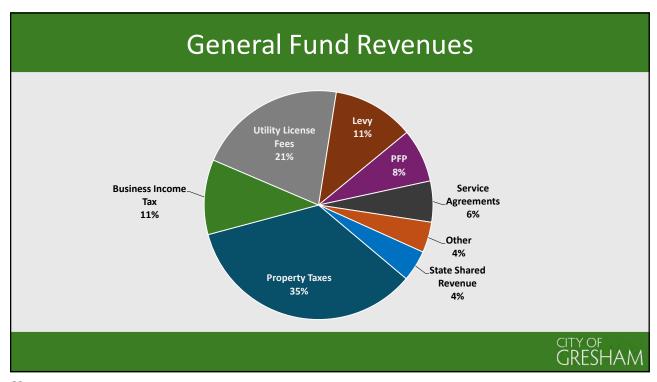


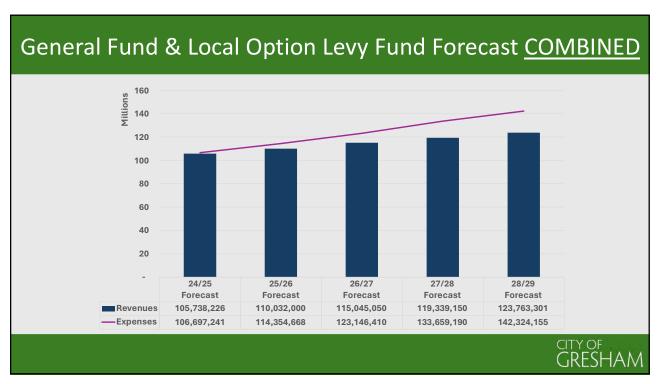


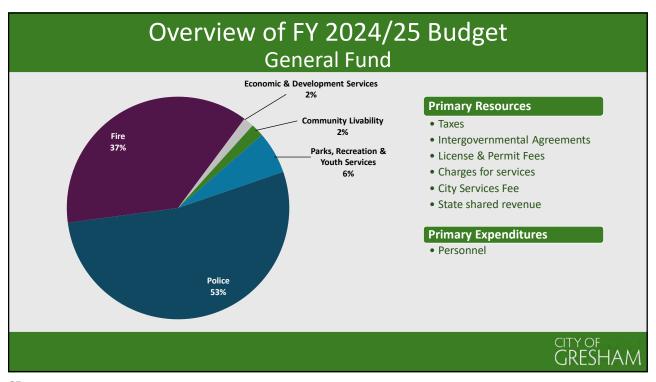




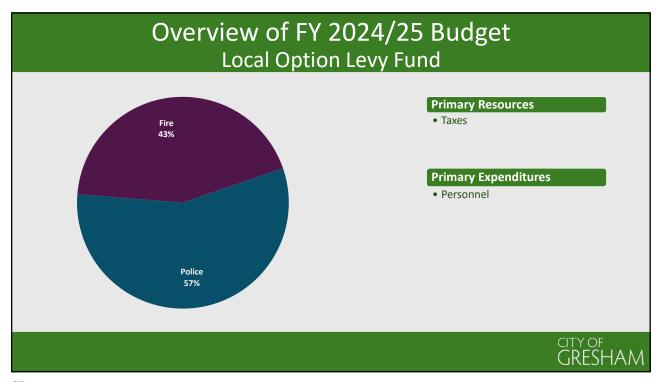
Expenditure Categories  Operating Capital Section  Section  Section  Capital Section  Section					
Operating \$ 306.3 million  Capital \$ 262.1 million  Debt \$ 12.4 million  Transfers \$ 113.4 million  Other Requirements \$ 9.1 million  Contingency / Unappropriated \$ 176.0 million	FY 2024/25 Total Budget				
Operating \$306.3 million  Capital \$262.1 million  Debt \$12.4 million  Transfers \$113.4 million  Other Requirements \$9.1 million  Contingency / Unappropriated \$176.0 million					
Operating \$306.3 million  Capital \$262.1 million  Debt \$12.4 million  Transfers \$113.4 million  Other Requirements \$9.1 million  Contingency / Unappropriated \$176.0 million	Expenditure Categories	Budget			
Debt \$ 12.4 million  Transfers \$ 113.4 million  Other Requirements \$ 9.1 million  Contingency / Unappropriated \$ 176.0 million	<u> </u>				
Transfers \$ 113.4 million  Other Requirements \$9.1 million  Contingency / Unappropriated \$ 176.0 million	Capital	\$ 262.1 million			
Other Requirements \$9.1 million  Contingency / Unappropriated \$176.0 million	Debt	\$ 12.4 million			
Contingency / Unappropriated \$ 176.0 million	Transfers	\$ 113.4 million			
	Other Requirements	\$9.1 million			
\$ 879.3 million	Contingency / Unappropriated	\$ 176.0 million			
		\$ 879.3 million			
			city of GRESH <i>A</i>		







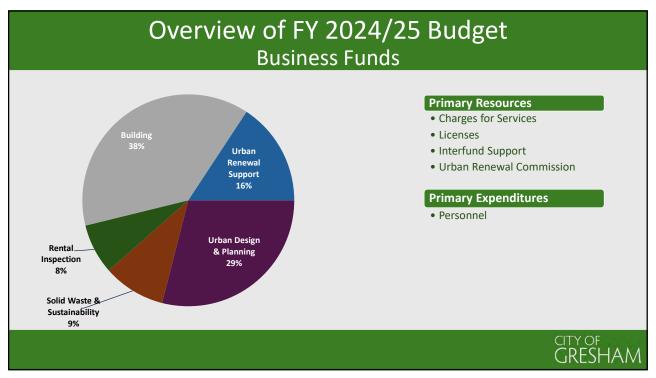


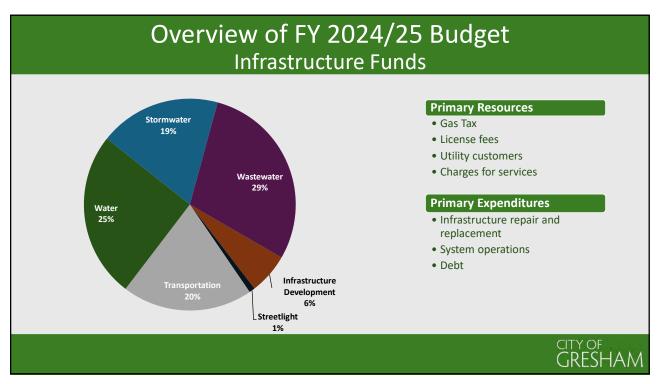


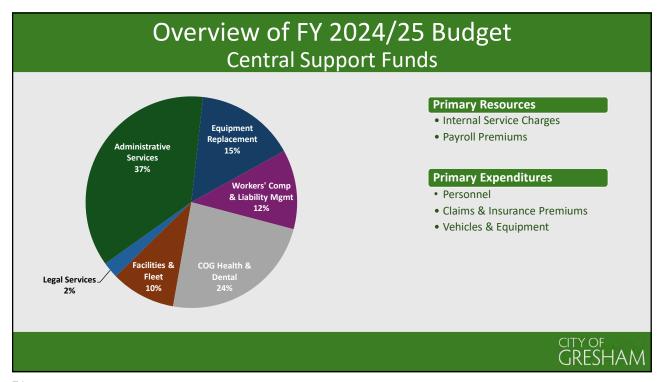
# FY 2024/25 Local Option Levy Fund

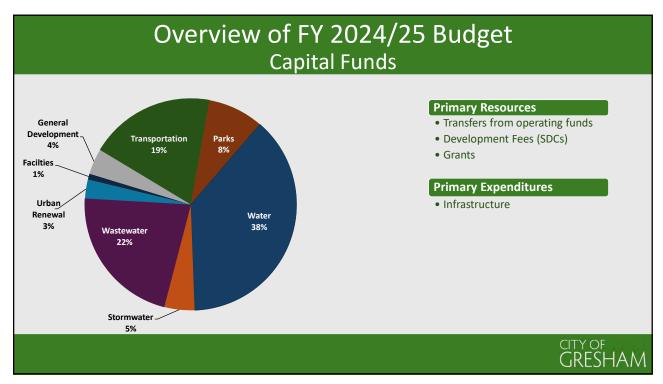
- Police
  - 26 existing positions
  - 5 new positions
  - · 9 positions previously funded by ARPA
  - · Contract for 2 clinicians
- Fire
  - 18 existing positions
  - 11 new Police positions
  - · 4 positions previously funded by ARPA
  - · Fire Academy to train new firefighters

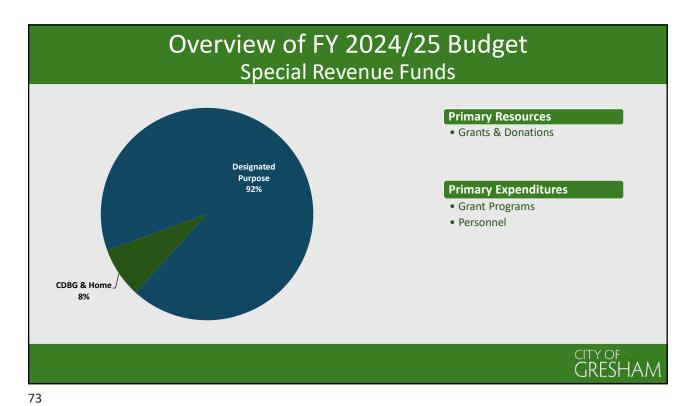
CITY OF GRESHAM











## Transient Lodging Tax Revenue & Use

Date Established	TLT Rate	FY 2024/25 Forecasted Revenue	% to Tourism	Estimated Allocation
Prior to 7/1/03	6%	\$ 975,000	5.22%	\$ 50,895
After 7/1/03	2%	\$ 325,000	70.00%	\$ 227,500
Total		\$ 1,300,000		\$ 278,395

### Planned Use of TLT Revenue for Tourism Related Activities for FY 2024/25

- Gresham Visitor's Center Support
- City Support of Tourism Eligible Events
- Gradin Sports Park Capital Project

CITY OF GRESHAM

