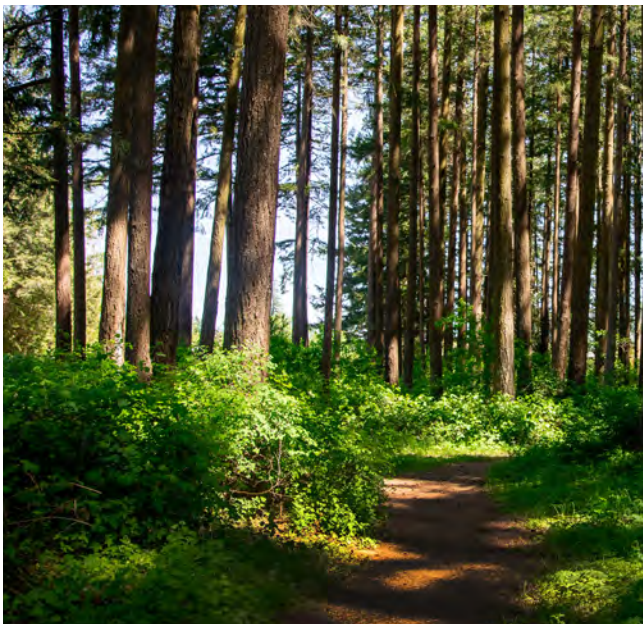


**ADOPTED  
BUDGET**  
Fiscal Year 2020/21



CITY OF GRESHAM

CITY OF  
GRESHAM  
OREGON

# CITY OF GRESHAM OREGON

## Adopted Budget for Fiscal Year 2020/21

### **BUDGET COMMITTEE**

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Theresa Tschirky

*INVENTIVE*

*PRACTICAL*

*NIMBLE*

*COLLABORATIVE*

*EQUITABLE*

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CITY OF  
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## Budget Message

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### Fiscal Year 2020/21

In my three decades as a city manager, I've served communities during crises local, national and global. I oversaw a city that faced a crisis surrounding the safety of its drinking water supply. I managed a city during the stock market crash of 1987, and I served here in Gresham during the financial crisis of 2008/2009. Like so many Americans, I bore witness to the bravery of the first responders in New York on September 11, 2001, and, in recent decades I braced for the effects of climate change. Yet with the COVID-19 pandemic of 2020, we face a challenge unlike any I've seen in my career.

COVID-19 has created a crisis of wellbeing. Its impacts are far-reaching and insidious: imperiling not only the health of those in the Gresham community, but their livelihoods as well. The pandemic has forced businesses to close and workers to lose their jobs. It has threatened our connection and sense of community – obliging us to close City Hall, move Council meetings online, and cancel events like the popular Earth Day. However, if I've learned anything in my career in local government, it is that even in the most adverse circumstances, our elected leaders and our workforce will do everything possible to embody the core virtues of public service to meet the needs of our residents.

The COVID-19 crisis has demonstrated the criticality of local government. As state and federal government responses lagged, the City of Gresham was able to take a number of swift and meaningful actions to safeguard the wellbeing of our community, often leading the way in the state through our response. For example, as the threat of mass layoffs loomed, the Mayor and Council worked to immediately enact residential and commercial lease protections to provide stability to residents and businesses, making Gresham one of the first in the state of Oregon to act to protect tenants. The City enacted a moratorium on water and wastewater utility shut-offs for the duration of the emergency. Additionally, the City swiftly created a small business grant program that redeployed funds to more than a hundred Gresham businesses impacted by statewide business closure orders. Under "Operation Gresham Connected," a team of more than 40 City staff made personal outreach calls to thousands of Gresham's older and more vulnerable residents to ensure they were receiving accurate, current information on COVID-19 and to inquire about their needs. As a result of the calls, staff were able to help immune-deficient residents access hand sanitizer and cleaning wipes, for example, and deliver much-needed toilet paper, food and medication to elderly and disabled residents. Gresham's police officers, firefighters, emergency medical responders, public utility workers, inspectors and other essential workers continue to diligently serve the public in spite of the difficult circumstances.

The coronavirus pandemic has created a haze of uncertainty around this year's budget process. Although the economy has weakened, demands for City services are likely to stay steady or even increase. We know that residents might be struggling to stay housed, businesses need technical support to navigate the complex maze of recovery packages, and critical projects like our water supply study must continue. In effect, the City of Gresham is likely to see reduced revenue paired with increased operational expenses. Such constraints are compounded with the City's usual revenue limitation: a property tax system that caps revenues at an arbitrary and inequitable permanent rate as mandated by

## Budget Message

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a statewide proposition over two decades ago. Year after year, a smaller portion of Gresham's operations are funded by property taxes. In 1990, while property tax revenue completely funded Gresham's public safety departments, today, not even half of those costs are covered. Due to these and other constraints, in FY 19/20, the City met its cash-flow needs but failed to produce a budget that provided adequate reserves.

Determined to right the ship, over the past year, staff doubled down to cut expenses and find new sources of revenue. Thanks to their efforts and a series of tough choices, the City has managed to trim nearly \$6 million in expenditures, achieved primarily through a series of retirements and departures, and choosing not to fill vacant positions. While there's no doubt the impact of such belt tightening has been felt across every department of an organization that is already lean, Gresham staff have once again risen to the challenge to creatively re-align resources and to prioritize what services matter the most to our residents. New or enhanced sources of funding are forecasted to bring approximately \$3.8 million of additional revenue to the general fund. As a result of this tremendous work, this FY 20/21 budget will meet financial policy and provide a solid foundation as we face the new fiscal challenges that the coronavirus outbreak is likely to pose.

When the 2020 Council Work Plan was adopted in January, Council and staff did not anticipate its implementation in the midst of a pandemic. Nevertheless, Gresham has a proven track record of deploying excellent public service in times of challenge and scarcity. This adopted FY 20/21 budget continues to support the Council Work Plan's vision of building a vibrant community for children and families. Projects of note include:

### **FUTURE WATER SUPPLY STUDY**

#### **Ensuring safe and cost-effective drinking water for Gresham**

Gresham's drinking water supply is heavily reliant on the City of Portland's Bull Run water supply. To comply with federal rules, Portland is proceeding to build an estimated \$1.2 billion surface water filtration facility by 2027, which is projected to bring significant rate increases to Portland and Gresham customers alike. As such, the City of Gresham is studying the feasibility of providing alternative sources of water to its residents, primarily via groundwater, which is a clean, reliable and consistent source of drinking water. To kick off this work in 2020, staff are evaluating the location of possible wells and how much water they could supply over a 20-year period. The City already operates one well and is currently running a pilot program by drilling two new groundwater wells to test supply. Additionally, the City is exploring a greater partnership with Rockwood PUD to increase water supply. Through this project, the City is exploring all means available to mitigate the future rate impacts over time to our residents.

### **HOUSING BOND IMPLEMENTATION**

#### **Creating affordable, high-quality, and safe housing in Gresham**

The availability of quality affordable housing is critical to the prosperity of Gresham's residents and the livability of our community. Like every city in Oregon, challenges related to housing affordability and

## Budget Message

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availability in Gresham are significant. Housing costs have been rising faster than incomes, and construction of new housing units has not kept pace with demand. Such challenges are particularly impactful to households with lower incomes. In 2018, voters approved the \$652.8 million Metro Regional Affordable Housing Bond measure to create affordable homes for seniors, working families, veterans, and others who need them across Multnomah, Washington and Clackamas counties. Gresham's local share of those funds is \$26.7 million. In 2018 and 2019, the Gresham Task Force on Housing – a resident stakeholder group – recommended actions the City could take to improve housing in Gresham. In 2019 and 2020, the City incorporated those recommended actions into a local implementation strategy, which is a roadmap for how the City will invest its local share to promote safe and affordable housing in Gresham. Presently, the City has opened its solicitation for the use of Metro Bond funds, and proposals are due this June. Gresham's local implementation is estimated to result in approximately 187 housing units including 77 deeply affordable units and 93 family-sized units across approximately 2-4 housing sites.

### **PARKS ASSETS AND OPPORTUNITIES**

#### **Expanding and maintaining a robust park system**

Gresham's park system includes more than 1,103 acres of park land, natural areas and trails. Key 2020 priorities for Gresham's parks system include:

##### *Parks Concept Planning*

Gresham has six undeveloped parks that include open space or natural areas without recreational amenities. Two of the six parks are classified as community parks that serve the entire city and offer recreation for all age groups, from walking and picnicking to sports and play areas. In 2019, staff and a design consultant team worked extensively with the community on each undeveloped park site to note its distinctive characteristics and create a vision. The community expressed desires to keep parks safe and green, protect open space and natural areas, and implement context-sensitive improvements. Concept planning work is anticipated continue in 2020 with physical-distancing appropriate stakeholder engagement and consideration by the City Council.

##### *Gradin Community Sports Park Phase II Development*

The 32.3-acre Gradin Community Sports Park boasts four sports fields (2 soccer and 2 youth softball/baseball), and a one-mile paved path featuring views of Gresham's buttes. The park has hosted thousands of soccer, baseball and softball games. In the 2019 state legislative session, the City was able to secure \$2 million for Phase II of Gradin Community Sports Park development. If the funding is not affected by the drop in state Lottery revenues due to COVID-19 and cancelation of sporting events, it will help initiate capital construction of other amenities included in the adopted master plan. Staff will develop options for Council consideration to fit a project within available funding, which could include

## Budget Message

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two additional soccer fields, two softball fields, basketball court, restroom/concession buildings, a playground for young children, and additional improved parking.

### *Gresham's share of Metro's Parks and Nature Bond*

In 2019, regional voters passed a Parks and Nature bond measure advanced by Metro. Determining how to strategically utilize Gresham's share of the bond is a key 2020 priority for the City of Gresham. In addition to the \$5.4 million local share set aside for Gresham, the City can pursue additional funding across three program areas: "Nature in Neighborhood" capital grants toward the purchase of land, fish and wildlife habitat restoration, or facilitating access to nature; Trails Program Grants for trail funding; and "Complex Community Projects" that leverage large scale regional investments to address issues like jobs, housing and transportation.

The impacts of COVID-19 on the City of Gresham's sources of revenue may only become fully evident over the course of months or even years. City staff and our elected leaders will make every effort to advocate for more resources from the state and federal government, and will continue to ensure that we make strategic use of any funding opportunities presented in the state and federal stimulus packages. And, we'll once again seek out creative ways to deliver services to the community. Our past successes—one of the first energy net-zero wastewater treatment plants in the world, a Homelessness Services Team that's housed more than 170 homeless in the last year, and our Hitting the Streets project that's rebuilding neighborhood streets—show that Gresham rises to the challenge when asked to deliver quality services in an environment of scarce resources.

With this FY 20/21 budget as a foundation, the City will persevere through today's crisis to deliver essential services to the residents and businesses of Gresham. In this time when so much seems uncertain, one thing I know for sure is that Gresham is privileged to have a Mayor and Council whose strong leadership paves the way for a team of tremendously dedicated public servants to maintain a safe, livable and prosperous community. Through generosity, empathy and mutual support, we will work together as an organization and a community to move through this challenge.

Respectfully Submitted,



Erik Kvarsten  
Gresham City Manager

## Budget Highlights & Comparison

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### Operating Budget – Adjusted Comparison – FY 2020/21 vs FY 2019/20

The City's budget includes 20 different operating funds. These funds are primarily used to separately track and account for revenues and expenditures that are dedicated to a specific service, function or program. The highlights described below are based on the total of all operating funds combined in order to provide a summary level view, however, it is important to remember that most revenues cannot be used for other purposes or comingled with other programs.

The overlap of fund accounting requirements and state budget law results in numerous duplications within the City's combined operating budget. The comparison provided in this section has been adjusted to remove those duplications.

Compliance with accounting requirements and budget law also requires the operating budget to include appropriations for several pass-through items. Examples of pass-through items include the City's share of the Metro Regional Affordable Housing Bond measure, Community Development Block Grant and HOME allocations and any grants implemented on behalf of the Gresham Redevelopment Commission. Other items, such as the Community Service Fees within the Designated Purpose Fund, are appropriated as placeholders in order to allow ready access within the fiscal year should Council choose to utilize them. Appropriation for these types of items are noticeably larger in fiscal year 2020/21, artificially increasing the combined operating budget.

The net change in the City's combined operating budget across all funds for fiscal year 2020/21 – after adjusting for all of the duplications and pass-through and placeholder items mentioned above – is a decrease of \$1.2 million citywide.

Key changes by expenditure category are described below. Note that categories shown below reflect the current chart of accounts, so some category labels are different those shown in documents from prior years.

#### Personnel

- The fiscal year 2020/21 budget reflects staffing reductions in many program areas throughout the City. A total of 12 full-time equivalent positions, mostly in internal service areas, are no longer included in the budget for fiscal year 2020/21. Also, a net reduction of approximately 10 limited-term positions, again mostly in internal service areas, has been reflected. In addition to internal service areas, the Police Department also shows reduced staffing numbers. A specific listing can be found in the *Additional Information* section in the back of this document.
- The net change across all salary related line items shows a decrease of \$100,000 for fiscal year 2020/21. This is a result of savings from the eliminated positions, as described above, offset by contractual and other changes in salary costs.

#### Benefits

- Benefit related expenses citywide are expected to increase by approximately \$230,000. Many expenses related to benefits are based on payroll costs and employee demographics, so many budgeted changes

## Budget Highlights & Comparison

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are the result of the reduced staffing levels identified above as well as changes in demographics and rates.

- The budget reflects an increase of approximately \$320,000 for the health insurance line-item. Costs are based primarily on actuarial analysis that accounts for usage trends and market costs as well as reserve requirements. A continued transition of employees toward a lower-cost plan has contained overall costs. Changes in recent years to establish self-funded health and dental plans continue to show lower costs than what would likely have been experienced without the change to the current self-funded structure.
- The budget reflects the Public Employee Retirement System (PERS) rates that are in place for fiscal years 2019/20 and 2020/21. The employee demographic continues to transition to the OPSRP program, which utilizes a lower rate than the Tier I/II program. Since rates are set for the two-year period, the cost of PERS for fiscal year 2020/21 shows little change relative to the prior year.

### Professional and Technical Services

- This category of the fiscal year 2020/21 budget shows an increase of approximately \$1,600,000 on a citywide basis. These increases are from several sources and are described below.
- The Designated Purpose Fund shows an increased appropriation of Community Service Fees from the Enterprise Zone program of \$2,315,000 in Economic Development. This reflects the balance anticipated to be on hand during fiscal year 2020/21. Actual usage of the Community Service Fees, if any, is dependent upon Council direction.
- The Urban Design & Planning Fund shows a reduction in Contracted Services of \$507,000. General Fund areas showing reductions include \$100,000 in Economic Development, \$40,000 in Community Development, and approximately \$100,000 in Police. Fire also shows a reduction of \$98,000 since the CARES program is now being funded by OHSU.
- The Wastewater Fund shows an increase of approximately \$267,000 in Contracted Services for operation of the Wastewater Treatment Plant. Other Contracted Services increases are shown in the Administrative Services Fund and in Stormwater.
- Budgets for contracted services fluctuate depending on the status of grants and other special funding received. In the Designated Purpose Fund, fiscal year 2020/21 shows reduced appropriations for Police of approximately \$482,000 and for Fire of approximately \$196,000. This is partially offset by increases in Citywide Services, Urban Design & Planning and Environmental Services.

### Property Services

- The Property Services category shows a change for fiscal year 2020/21 of \$213,800.
- Utility services overall show an increase of \$55,500. Increases in Parks, Water, and Facilities and Fleet are partially offset by a reduction in Urban Renewal.

## Budget Highlights & Comparison

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- Rent and lease related expenses are shown to increase for range usage in Police, for logistics storage in Fire and for vactor truck rental in Stormwater.
- Infrastructure R&M shows a net increase of approximately \$155,000. Wastewater, Water, Stormwater, Parks and Urban Renewal increases are partially offset by decreases in Facilities and Transportation.

### Other Services

- This category is expected to change by only \$10,000 for fiscal year 2020/21.
- Training and associated costs are budgeted to decrease approximately \$45,000 within Police. This is offset by other areas showing an increase of approximately \$10,000, primarily focused on commercial driver's license training for utilities and transportation workers.
- Promotional activities related to Stormwater Water Quality compliance show an increase of \$18,000. Grant funding for Police also allows for an increased expense of \$49,100 in this category.

### Materials

- The net increase in this category is approximately \$292,000 for fiscal year 2020/21.
- Supplies related to vehicle maintenance are shown to increase by \$123,500 as certain maintenance activities are no longer being outsourced. The fuel appropriation is shown to increase by \$20,000 for fiscal year 2020/21.
- Public safety services anticipate increased charges for vehicle supplies including 800 MHz radio access charges. These changes are approximately \$100,000 for Fire and \$50,000 for Police.
- Personal protective equipment is shown to decrease for Police by approximately \$145,000 in fiscal year 2020/21, since the prior year included one-time expenditures. Fire's budget for this line item shows an increase of \$24,000 in the new fiscal year.
- While the Water Fund continues to benefit significantly from utilizing the groundwater system to manage peak water demands, it is anticipated that the cost of the water purchase from the City of Portland will increase by \$80,000.
- Fiscal year 2019/20 included one-time expenditures related to the phone system replacement project, however, other increases in computer and Information Technology related expenditures result in a net increase of approximately \$78,000 due to increased costs for licenses and managed services.
- The Designated Purpose Fund shows increased appropriation for Police and Environmental Services, while the Wastewater Fund shows reductions.

## Budget Highlights & Comparison

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### City Grants & Contributions

- Changes within this category show a total increase of approximately \$11,090,000.
- Fiscal year 2020/21 includes a \$10 million appropriation which is a portion of the City's \$26.7 million share of the Metro Regional Affordable Housing Bond. This amount is expected to allow implementation to begin during the upcoming fiscal year.
- Community Development Block Grants and HOME expenditures included in this category are \$653,000 higher in fiscal year 2020/21 based on anticipated usage and funding levels.
- Urban Renewal grants are \$275,500 higher to allow for additional grant awards pending funding availability and approval by the Gresham Redevelopment Commission.

### Insurance

- Workers' compensation and liability claims are budgeted based on actuarial analysis. Overall this category shows a reduction of \$10,000 for fiscal year 2020/21.

### Internal Payments

- The utility license fees paid by the City's water, wastewater and stormwater utilities are projected to increase by approximately \$234,000 in fiscal year 2020/21. This category also includes \$141,000 for support related to the Metro Regional Affordable Housing Bond.

### Capital Outlay (Non-CIP)

- The budget for capital outlay varies greatly from year to year depending on vehicle and equipment replacements planned, as well as the availability of grant funding that may be used for new vehicle or equipment purchases.
- This category shows a decrease overall of approximately \$1,700,000 relative to fiscal year 2019/20, primarily due to scheduled vehicle and equipment replacements in the Equipment Replacement Fund. A one-time purchase of specialized equipment within the Wastewater Fund is also no longer included in the fiscal year 2020/21 budget.

### **Operating Budget – Non-Adjusted Comparison – FY 2020/21 vs. FY 2019/20**

Because of the interactions between fund accounting requirements and state budget laws, certain expenditures are reflected twice in the City's operating budget. On one hand this duplication of budgeted expenditures adds transparency from an auditing and internal control standpoint – money cannot move between funds without being budgeted, tracked and clearly tied to its intended purpose. On the other hand, it serves to make the City's budget appear larger than it really is, and may be, misleading when looking from an outside perspective.



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## Budget Highlights & Comparison

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Two key areas are double counted in the City's Operating Budget.

- Internal service charges are used to allocate the costs of shared support functions such as human resources, accounting, fleet maintenance, payroll, and information technology services. These costs are reflected twice – once in the fund providing the service such as the Facilities and Fleet Fund, and again when costs are allocated to the fund receiving the service such as the Water or Building Fund. More information on internal service charge allocations can be found in the City's *Internal Service Charge Manual*.
- Shared costs that are collected through payroll rather than through internal service charges also may be reflected twice. This includes costs for health and dental insurance costs for the City's self-insured plans as well as the costs for workers' compensation. These costs are included when each operating fund pays their share to the insurance funds, and again when the insurance funds pay claims and associated expenses to the outside providers. The budgets for the funds are based on an actuarial analysis of anticipated claims, demographics and reserve requirements. Similarly, the costs of pension bonds are also reflected twice in the total City budget as each operating fund pays their proportionate share to the debt service fund, which then makes the debt service payment.

### Non-Operating Budget Comparison – FY 2020/21 vs. FY 2019/20

The non-operating portion of the budget can show wide variations from year to year, depending on the timing of one-time actions such as capital improvement projects, availability of grant funding, issuance and/or repayment of debt, and interactions between the City and the Gresham Redevelopment Commission. Key items of note for fiscal year 2020/21 are described below:

#### Capital Improvement Projects

- The Transportation Capital Improvement Fund includes an increased appropriation consistent with the schedule for several projects including Street Surfacing Improvements, the Local Street Reconstruction Program, NE Cleveland – Stark to Burnside, Hogan – Powell to Burnside, Palmquist/Highway 26 and the Division Street Corridor project.
- The Footpaths and Bike Routes Subfund, within the Transportation Capital Improvement Fund, shows a related appropriation for work needed to comply with the Americans with Disabilities Act in conjunction with the Local Street Reconstruction Program. Other pedestrian enhancement work is also included.
- The Stormwater Capital Improvement Fund shows a reduced appropriation relative to fiscal year 2019/20. The capital plan continues to include increased pipe repair and replacement work in coordination with the Local Street Reconstruction Program. A project related to the Johnson Creek Stormwater Outfall is also included, pending funding availability.
- The Water Capital Improvement Fund shows a noticeably increased appropriation for fiscal year 2020/21. Key projects include expanding the City's groundwater well system, improving seismic resiliency of reservoirs, and completing waterline repair and replacement in coordination with the street work.

## Budget Highlights & Comparison

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- The Wastewater Capital Improvement Fund shows a similar appropriation for fiscal year 2020/21. Focus continues to be on infrastructure refurbishment and process improvements at the Wastewater Treatment Plant and for continued pipe maintenance and replacement for the collection system.
- The Parks Capital Improvement Fund reflects an appropriation for additional improvements at the Gradin Sports Park. This work is primarily funded through an Oregon State Lottery grant. A project related to Gresham's local share of the Metro Parks and Nature Bond is also included.
- The General Development Fund allows for system development charge credits to be issued for developer funded qualifying infrastructure improvements in Pleasant Valley and Springwater. Fiscal year 2020/21 also includes appropriation related to wetland, stream and floodplain mitigation needs.
- The Urban Renewal Capital budget provides appropriation for the Catalyst Site project and improvements to Sandy Boulevard as well as initial work related to the Sunrise Site pending funding availability and GRDC approval.
- The Enterprise Systems Replacement Fund includes \$2.23 million to address the remaining work on the ERP replacement project. This multi-year project will replace the financial, human resources/payroll, land/parcel and permitting systems used throughout the City. Implementation work is expected to be completed during fiscal year 2020/21. This fund also includes \$209,000 for an upcoming upgrade to the City's utility billing software.
- More information on capital project budgets can be found in the *Capital Funds* section of this document, or in the City's *5-Year Capital Improvement Program* document.

### Interfund Transfers

- This category varies widely from year to year depending on the amount of capital construction, system development charge expenditure, debt issuance or repayment, and other actions that require sending money from one fund to another. Many changes in Interfund Transfers for fiscal year 2020/21 are driven by changes in various capital programs described in the Capital section above. Additional changes in Interfund Transfers are associated with debt actions referenced in the Debt Service paragraph below. For more information regarding interfund transfers, see the *Additional Information* section of this document.
- To facilitate the transition to the new Chart of Accounts in fiscal year 2019/20, several one-time transfers were included in order to move any fund balances currently associated with funds that were being closed. These transfers are no longer needed in fiscal year 2020/21.

### Contingency

- A separate contingency is appropriated in individual funds based on that fund's operating budget. For infrastructure related funds this is typically set at 15% of the operating budget. For other funds the contingency is typically set at or near 5% of the operating budget. The General Fund typically includes a contingency set at 1.5% of the operating budget. While not included in the fiscal year 2019/20 budget, the General Fund does include a contingency of 1.5% for fiscal year 2020/21.

## Budget Highlights & Comparison

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### Debt Service

- The debt service category continues to allow for a potential conversion of the current line of credit to a longer-term debt instrument during the upcoming fiscal year. The City's routine debt service payments are also included. For more information may be found in the *Additional Information* section of this document.

### Unappropriated

- Funds shown as unappropriated represent an ending fund balance, or future reserve, and cannot be accessed or utilized during the fiscal year. The amount includes funds identified for future uses such as equipment or infrastructure replacement.

## Resources and Requirements by Fund

All Funds	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Taxes	36,316,588	39,422,284	30,898,200	32,447,000	32,447,000	32,447,000
Licenses & Permits	3,355,692	4,094,748	4,027,300	3,483,000	3,483,000	3,483,000
Intergovernmental	31,743,676	42,523,209	71,990,020	76,850,532	76,850,532	76,850,532
Charges for Services	55,554,760	57,927,799	87,587,200	90,011,000	90,011,000	90,011,000
Utility License Fees	11,889,588	12,563,827	13,318,500	17,307,400	17,307,400	17,307,400
Interest Income	3,405,538	4,718,553	-	-	-	-
Miscellaneous Income	3,960,388	4,547,760	7,098,204	9,323,280	9,323,280	9,323,280
Internal Payments	-	-	18,079,661	19,088,939	19,088,939	19,088,939
Interfund Transfers	38,589,579	44,033,115	91,965,978	94,362,636	94,362,636	94,362,636
Internal Service Charges	39,749,058	42,950,606	28,160,021	28,333,522	28,333,522	28,333,522
Financing Proceeds	6,909,321	13,073,194	71,743,127	72,289,000	72,289,000	72,289,000
Beginning Balance	191,724,990	210,138,470	202,138,373	209,554,191	209,554,191	209,554,191
<b>Total Resources</b>	<b>423,199,178</b>	<b>475,993,565</b>	<b>627,006,584</b>	<b>653,050,500</b>	<b>653,050,500</b>	<b>653,050,500</b>
<b>Requirements</b>						
Office of Governance & Mgmt	2,251,189	2,356,433	2,544,538	2,644,202	2,644,202	2,644,202
City Attorney's Office	4,015,863	4,394,475	5,835,763	5,714,892	5,714,892	5,714,892
Finance & Management Svc	11,462,525	12,220,917	9,521,618	9,956,662	9,956,662	9,956,662
Information Technology	4,386,703	4,946,060	4,175,422	4,273,835	4,273,835	4,273,835
Citywide Services	10,075,208	12,568,053	27,420,877	27,292,048	27,292,048	27,292,048
Police	34,349,743	36,940,878	41,684,130	41,301,311	41,301,311	41,301,311
Fire & Emergency Services	24,410,993	24,924,505	27,533,262	27,969,122	27,969,122	27,969,122
Urban Renewal	1,258,026	1,280,229	1,820,034	1,899,374	1,899,374	1,899,374
Urban Design & Planning	3,752,808	3,465,489	4,984,483	4,255,017	4,255,017	4,255,017
Community Development	6,619,542	6,335,733	9,381,437	20,257,214	20,257,214	20,257,214
Economic Development	753,474	663,911	4,446,977	6,554,143	6,554,143	6,554,143
Community Livability	-	1,944,635	2,306,371	2,525,892	2,525,892	2,525,892
Parks	2,768,604	3,122,014	3,463,351	3,599,257	3,599,257	3,599,257
Environmental Services	40,931,721	42,469,494	49,996,101	51,914,934	51,914,934	51,914,934
<i>Operating Total</i>	<i>147,036,399</i>	<i>157,632,826</i>	<i>195,114,364</i>	<i>210,157,903</i>	<i>210,157,903</i>	<i>210,157,903</i>
Capital Improvement	17,658,329	37,256,014	155,665,700	156,162,400	156,162,400	156,162,400
Debt Service	9,776,401	17,051,634	44,783,900	46,511,900	46,511,900	46,511,900
Interfund Transfers	38,589,579	44,033,115	91,965,978	94,362,636	94,362,636	94,362,636
Contingency	-	-	12,247,417	13,759,126	13,759,126	13,759,126
Unappropriated	210,138,470	220,019,976	127,229,225	132,096,535	132,096,535	132,096,535
<i>Non-Operating Total</i>	<i>276,162,779</i>	<i>318,360,739</i>	<i>431,892,220</i>	<i>442,892,597</i>	<i>442,892,597</i>	<i>442,892,597</i>
<b>Total Requirements</b>	<b>423,199,178</b>	<b>475,993,565</b>	<b>627,006,584</b>	<b>653,050,500</b>	<b>653,050,500</b>	<b>653,050,500</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Fund Status Overview

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The financial forecasting that provides the basis for the fund status information contained in this section was completed prior to the onset of the COVID-19 pandemic. Stay-at-home orders and the associated economic impacts will negatively impact most, probably all, of the funds described below to some degree. The information contained in this section thus serves as a baseline from which to evaluate those impacts in the coming months and to assess and evaluate future service delivery considerations.

### **GENERAL FUND & POLICE, FIRE AND PARKS FUND**

#### **General Fund**

Collectively, on-going General Fund revenues typically increase around 3% per year, with some areas performing above trend, and other areas lagging, depending on specific economic conditions, intergovernmental agreements and state shared revenues. Several larger one-time payments received in recent years temporarily bolstered revenue collections and provided for an increased fund balance for a short period of time. No additional payments of this type are currently anticipated.

General Fund expenses such as staffing costs, public safety dispatch, technology, vehicles and specialized equipment necessary to respond and provide public safety services continue to increase faster than the associated revenue. In addition, as the City's population grows, the service demand increases as well.

In light of this disparity between revenue growth and the increasing cost of service delivery, the fiscal year 2019/20 budget relied on existing fund balance and other one-time revenues. Those revenues, however, did not allow for financial polices regarding ending fund balance, cash reserves and contingency to be met.

Through significant efforts over the past twelve months to contain costs, redesign service delivery methods, and enhance certain revenues, financial polices are once again shown to be met for the fiscal year 2020/21 budget.

Continued work is needed, however, to determine the desired approach to balancing on-going revenues and service level expectations, since the cost of service delivery still outpaces ongoing revenues and maintaining services is requiring additional drawdown of the existing fund balance.

#### **Police, Fire and Parks Subfund**

This fund has been collecting revenue since February 2013 for the Police, Fire and Parks fee that was implemented December 2012. While revenues increase slightly as new housing and other units are added within the City, fee revenue is forecast to grow at a rate well below one percent in the upcoming year.

The specific services budgeted within the Police, Fire and Parks Fund have remained consistent since the inception of the fund. Because the expenses rise as the cost of personnel increases, a larger amount of General Fund revenue is needed to fully fund these services.

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## Fund Status Overview

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### **BUSINESS FUNDS**

#### **Rental Inspection**

Revenues for rental inspections are projected to remain roughly the same as has been seen for the past few years. Gresham is expected to continue to experience an evolving rental market. New multi-family housing is expected to continue to be built. The trend of single-family rental housing dropping out of the rental market appears to be ongoing. Collection of civil penalty and abatement related revenues continue to be strong.

Actual results for fiscal years 2017/18 and 2018/19 showed ongoing resources slightly exceeding expenses. Budgets for fiscal years 2019/20 and 2020/21, however, reflect service level expenses that exceed annual resources. If operational costs are ramped up to this level an increase in resources or a reduction of service delivery is expected to be necessary within the next two years, since this will not be sustainable for the long term. A change to the inspection fees is not anticipated in this adopted budget.

#### **Urban Design and Planning**

Service revenues for Urban Design and Planning are projected to remain stable. Development related activity continues to occur, and several large projects are on the horizon.

The budget for fiscal year 2020/21 allows for staffing levels based on the anticipated planning workload, however, services at this level may not be sustainable into the future. Changes in economic conditions and/or the type and timing of development activity can have a significant impact on this fund. In addition, the Urban Design and Planning Fund receives a large percentage of its operating resources from the General Fund. The amount provided by the General Fund is shown to decrease in fiscal year 2020/21.

In fiscal year 2016/17 the Transportation Planning function was moved to this fund from the Transportation Fund, funded by a combination of grants, General Fund support, and Urban Design and Planning revenues.

#### **Building**

The Building program is designed to be self-supporting with development related fees and charges. Revenues are projected to continue to be strong for fiscal year 2020/21. Workload demands in the development arena are anticipated to remain high, however, activity related to the Reynolds and Gresham-Barlow School District bond approvals is wrapping up. Intergovernmental agreements with Fairview, Troutdale, and Wood Village to provide building services continue to be included. Increased staffing levels, authorized beginning in fiscal year 2017/18, are planned to be used only as needed meet the anticipated workload.

The forecast assumes an increased level of development activity is underway. The budget includes funding to address any specialized or peak work load demands that may occur. Services at this level are sustainable over a three to five-year horizon but will require monitoring to ensure expense levels remain within

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## Fund Status Overview

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resources on an ongoing sustainable level. Changes in economic conditions and/or the type and timing of development activity can have a significant impact on this fund.

### Urban Renewal

Urban Renewal resources are derived from the incremental increase in property taxes within the Urban Renewal area. Significant increases to these resources are, primarily, the result of industrial and commercial property redevelopment which brings assessed value escalation. Specific sources of growth include new construction, reinvestments in plant and equipment, and market increases.

The development market in Gresham's urban renewal area has shown a mixed growth pattern in recent years. Following the great recession economic growth reflected by assessed value advances in the area has been sluggish compared to original expectations.

Assessed value of the area is only expected to grow approximately 1.0% in fiscal year 2020/21. This lowering curve of growth in assessed value reflects the current regional trend. This restrained growth pattern may persist into the future, perhaps becoming a normal pattern of growth for the area.

Sharing the region's economic growth, the urban renewal area has collected significant new resources over the last six years. The capital program reflects these additional resources. The adopted capital program demonstrates the full utilization of these resources.

Resource levels for operations and the grant program reflected in the fiscal year 2020/21 budget are not currently expected to remain sustainable through the life of the Urban Renewal Area. Prioritization of projects and programs will need to be monitored in the future, especially as less time remains for the urban renewal area's revenues to be positively impacted by the programs and projects.

The fiscal year 2020/21 budget allows for partial utilization of a pending \$2 million reimbursement of lottery bond revenue from the State of Oregon. Actual usage should not occur until after reimbursement is received and until the next annual revenue update becomes available.

## INFRASTRUCTURE FUNDS

### Transportation

Transportation services are budgeted in two funds - one for operating activity and one for capital improvement projects that combines street and footpath projects. Transportation debt repayment is addressed in the General Government Debt Fund. Funding decisions are guided by long-term financial plans, and the annually adopted Five-Year Capital Improvement Program.

The primary resources of Transportation Program consist of vehicle related gas taxes and registration fees and charges. These revenues come either directly from the State of Oregon or through Multnomah County as pass-through funding.

## Fund Status Overview

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Left unchanged, transportation related tax and fee resources tend to increase sluggishly or stagnate over time as increases in population and economic growth are counterbalanced by a general reduction in multiple vehicle ownership, changing driving habits and gains in fuel efficiency. State wide changes in economic conditions generally have a noticeable effect on Transportation resources.

In the spring of 2017, the state legislature raised state gas taxes and vehicle title and registration fees to increase transportation funding throughout the state. Their previous action of this kind was in 2009. The increased funding will be phased in, incrementally, between 2018 and 2024, and will help support future operational and capital expenses.

Another increase in state funding to cities and counties is not expected to happen until sometime after 2024 when the recent legislative action has been fully phased in. Operational services at the level anticipated in the budget are expected to be sustainable for this time horizon. Projected inflationary and increasing population pressures are likely to cause predicted operating expenses to outpace expected resources sometime in the first half of next decade. When that occurs, reserves set aside for this purpose are expected to be drawn down to maintain service levels, awaiting another legislative action to increase state, city and county resources. Consequently, an increase in new services or projects above what is currently adopted has the possibility of causing operational financial issues in the near future without additional resources to support them.

The Local Street Reconstruction Program is well underway. The Local Street Reconstruction Program has thus far been funded by a mix of cash and short-term debt. This practice allows the full reconstruction program to hit the ground running rather than waiting until the new resources become available.

Funding for the Local Street Reconstruction Program is being phased in over several years, beginning in fiscal year 2017/18. Utility license fees on water, wastewater and stormwater were being increased one percent a year over a three-year period. These license fees are dedicated to fund the street maintenance and reconstruction program.

Also beginning in fiscal year 2017/18 and phasing over a five-year period, the cost of vegetation management and street sweeping will be transferred to the Stormwater Utility. In addition, Stormwater impervious service fees charged to the Transportation Program are being eliminated. These resources have also been dedicated to fund the residential street maintenance and reconstruction program.

It is projected that the short-term debt mentioned above will be rolled into mid- to long-term financing and repaid with the approved transportation resources in the future. This debt issue is budgeted in fiscal year 2020/21.

Increased System Development Charge (SDC) revenues reflect the positive change in development activity since the recovery from the great recession. Transportation SDC revenues have increased in the all three of Transportation's SDC districts (Current City, Pleasant Valley, Springwater). Although resources are up for the Current City SDC District, numerous capital project demands are putting pressure on available SDC resources.



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## Fund Status Overview

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In addition to funding a portion of the reconstruction capital projects, the continued use of financing for growth related capital improvements within the current city limits is anticipated. The alternative is to defer capacity expansion types of construction until resources, primarily SDCs, have been collected. Use of short-term financing through the City's line of credit brings greater predictability to project timing. The line is also expected to ease cash flow volatility and allow more capacity increasing projects to be built in advance of development. Due in part to a slowing economy there is a potential that system development charge resources will be insufficient to fully repay capacity related debt. It is possible that a mix of operating and SDC resources will be required to repay the debt to be taken out for the growth-related projects adopted in the five-year CIP plan. This possibility has been factored into the financial plan.

The majority of Transportation's identified capacity-increasing public improvement construction projects are chiefly located in the Pleasant Valley and Springwater areas of the City. Details of these projects can be found in the General Development section of the *Five-Year Capital Improvement Program*. Adopted projects outside the current city limits enable development within the plan areas. Most of these public improvements are expected to be developer-built, for which the developers are reimbursed with SDC credits. Due to payment by SDC credits cash receipt of Pleasant Valley and Springwater SDC revenues are relatively low and therefore unavailable to support additional projects or growth-related debt. The ability to provide additional support for growth related activities in these areas will continue to be quite limited.

### Streetlight

The replacement of streetlight fixtures, which was completed in early summer 2016 has provided long-term sustainability to the financial condition of the Streetlight program. Previously, the program was under pressure due to rising costs. The project stabilized the program's financial status through significant savings in electricity costs. The positive results of this project continue to show every year in the fund's financial status.

Revenues are expected to be sufficient to fund operating expenses in fiscal year 2020/21 and into the future.

### Infrastructure Development

The Infrastructure Development program supplies engineering, survey, and inspection services of public infrastructure related to private and City construction projects. It is partially self-supporting with development related fees and charges. The remaining costs of these services are supported by Transportation and Utilities.

Development related activity and the related service revenues for this fund are expected to continue in fiscal year 2020/21. The regional economy is slowing, and it should be expected this trend will show up as declining resources sometime in the future.

As development activity levels have increased over the last several years, workloads necessitated the need for increased staffing levels. Development activity generates resources to support these services; therefore, staffing levels reflect current demand for service. The present level of development activity will be closely

## Fund Status Overview

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monitored to ensure inspection services and staffing is appropriate for the level of construction activity in Gresham.

A cost of service adjustment to development fees is not anticipated in the budget. Increasing development fees to more closely reflect the cost of these services would reduce the need for subsidies from the Transportation and Utility funds.

### Water

Drinking water services are budgeted in three funds; an operating, a construction, and a debt fund. Funding decisions are guided by long-term rate and financial plans and the annually adopted *Five-Year Capital Improvement Program*.

The primary resource of the Water related funds are utility rates paid by water customers. Current customer service levels for the water utility are sustainable into the future. During fiscal year 2020/21 cost of services are expected to increase in line with the utility rate structure adopted and in place. In fiscal year 2020/21 the water fund will be in the fourth year of an adopted five-year rate package. The package consists of a series of moderate annual rate increases.

Resources are expected to continue the pattern developed since the recovery from the great recession. Structural factors such as the trend of declining water use on per-capita basis, deliberate consumer conservation, and a moderate economic climate are expected to limit revenue growth. The escalation of operating revenue should be expected to be close to the percentage of the rate increase adopted for the year.

Development related resources such as system development charge revenues, now reflect a healthy economy and are expected to continue to bring in greater resources than what has been experienced during the years of, and the aftermath of the Great Recession. These resources are expected to moderate and reflect the slowing of the regional economy. System development charges are used to pay for capacity increasing capital improvements or debt for this type of improvements.

As mentioned, the adopted operating expenditures for fiscal year 2020/21 demonstrate an increase from fiscal year 2019/20. This increase reflects a combination of normal population and inflationary pressures, as well as the aforementioned increase, in the utility license fee, in support of the local street reconstruction program.

Details concerning Water capital plans can be found in the *Five-Year Capital Improvement Program*. The Water capital program consists of a standard mix of maintenance and capacity increasing projects. The program is likewise traditionally funded by a mix of cash, primarily from repair and replacement reserves, and bonded debt. The use of short-term debt will continue to fund a number of growth and operating capital projects into the next decade. This line of credit will be periodically rolled into standard utility long-term bonds. A long-term issuance is adopted during fiscal year 2020/21.

Significant efforts in the Water Fund are focused on projects related to the groundwater system. Activities in support of the Local Street Reconstruction Coordination project are also included to provide for the repair

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## Fund Status Overview

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and replacement of water infrastructure as needed prior to street resurfacing. Additional projects related to the seismic resiliency of water infrastructure are also included.

A limited number of growth-related system capacity increasing projects are planned. These projects support the continued development of our own water sources and, also are intended to open the door so private development can occur. Capacity increasing public improvement construction occurs chiefly in the Pleasant Valley and Springwater areas of the City.

Details of Water projects in the Pleasant Valley and Springwater areas can be found in the General Development section of the *Five-Year Capital Improvement Program*. Most of these public improvements are expected to be developer-built, for which the developers are reimbursed with system development charge credits. The ability to provide additional support for growth related activities will continue to be quite limited. Cash receipt of Pleasant Valley and Springwater system development charge revenues are relatively low and therefore are unable to support additional growth-related projects or debt.

### Stormwater

Stormwater services are budgeted in three funds – an operating, a construction, and a debt fund. Funding decisions are guided by long-term rate and financial plans and the annually adopted *Five-Year Capital Improvement Program*.

The primary resource of the Stormwater related funds are utility rates paid by customers. Current customer service levels for the utility are sustainable. During fiscal year 2020/21 cost of services are expected to be in line with the utility rate structure adopted and in place. In fiscal year 2020/21 Stormwater services will be in the fourth year of an adopted five-year rate package. The package consists of a series of moderate annual rate increases.

Resources are expected to continue the pattern of limited escalation since the recovery from the great recession. Increases in operating resources in any given year come effectively from adopted rate increases, not system growth. Revenues are expected to be stable and within normal parameters for fiscal year 2020/21.

Operational service levels for the Stormwater utility are sustainable into the near future. Services are expected to be sustainable though the long-term planning horizon, assuming a continued pattern of routine rate packages continues to be enacted in the future.

The adopted operating expenditures show a moderate increase from fiscal year 2019/20. This increase reflects a combination of normal population and inflationary pressures, as well as the aforementioned increase in license fees, in support of the street maintenance and reconstruction program.

Between 2018 and 2022 the cost of right of way catch basins, vegetation management, and street sweeping previously paid from Transportation resources will be transferred to the Stormwater Utility. During the same time period the impervious service charges that the transportation program pays to the Stormwater Utility will be incrementally eliminated. These adjustments will be evident in changing interfund transfers.

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## Fund Status Overview

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These changes were incorporated into Stormwater's financial plan and are reflected in the adopted five-year rate package.

Increasing system development charge revenues are continuing to show the effects of Gresham's healthy economic activity. These resources are expected to moderate and reflect the slowing of the regional economy. Demand for new Stormwater infrastructure is expected to be correspondently less.

Details concerning Stormwater capital plans can be found in the *Five-Year Capital Improvement Program*. The capital program consists of a mix of maintenance, repair and replacement, and minor capacity increasing projects. The program is likewise funded by a mix of cash, primarily from rates and repair and replacement reserves.

A number of routine maintenance and replacement capital improvements are adopted in fiscal year 2020/21. Coordination with Transportation's Local Street Reconstruction project continues and allows for the repair and replacement of Stormwater infrastructure prior to street resurfacing.

The growth-related system capacity increasing projects are primarily related to private development. Capacity increasing public improvement construction occurs chiefly in the Pleasant Valley and Springwater areas of the City. Details of these projects can be found in the General Development section of the *Five-Year Capital Improvement Program*. Most of these public improvements are expected to be developer-built, for which the developers are reimbursed with system development charge credits. The ability to provide additional support for growth related activities will continue to be quite limited. Cash receipt of Pleasant Valley and Springwater system development charge revenues are relatively low and therefore unable to support additional growth-related debt.

### **Wastewater**

Wastewater services are budgeted in three funds – an operating, a construction, and a debt fund. Funding decisions are guided by long-term rate and financial plans, and the annually adopted *Five-Year Capital Improvement Program*.

The primary resource of the Wastewater related funds are utility rates paid by customers. Current customer service levels for the utility are sustainable. During fiscal year 2020/21 cost of services are expected to be in line with the utility rate structure adopted and in place. In fiscal year 2020/21 Wastewater services will be in the fourth year of an adopted five-year rate package. The package consists of a series of moderate annual rate increases.

Ongoing resources are expected to continue the pattern of limited escalation since the recovery from the great recession. Increases in ongoing operating resources in any given year come effectively from adopted rate increases, not system growth. Wastewater revenues are more apt to vary than Gresham's other utilities, since wastewater has a closer tie to changes in the economy that impact commercial and industrial customers. Resources are expected to be within normal parameters for fiscal year 2020/21.

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## Fund Status Overview

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Operational service levels for the Wastewater utility are sustainable into the near future. Services are expected to be sustainable through the long-term planning horizon, assuming a continued pattern of routine rate packages continues to be enacted in the future.

The adopted operating expenditures show an anticipated increase from fiscal year 2019/20. This increase reflects a combination of normal population and inflationary pressures, as well as the aforementioned increase in license fees, in support of the street maintenance and reconstruction program.

Details concerning Wastewater capital plans can be found in the *Five-Year Capital Improvement Program*. Capital expenses related to maintenance and replacement of aging infrastructure are again the primary construction projects for fiscal year 2020/21. The cost of maintaining aging plant, equipment, and the collection system is beginning to stress ongoing resources. At the present capital funding is marginally adequate. However, it is likely that additional resources will be necessary as we begin to move through the upcoming decade. The program is predominately funded by cash, primarily from operating revenues and repair and replacement reserves.

Growth related system capacity increasing projects are a minor part of the Wastewater regular capital plan. These projects are intended to open the door so private development can occur. Capacity increasing public improvement construction occurs chiefly in the Pleasant Valley and Springwater areas of the City. Details of these projects can be found in the General Development section of the *Five-Year Capital Improvement Program*. Most of these public improvements are expected to be developer-built, for which the developers are reimbursed with system development charge credits. The ability to provide additional support for growth related activities will continue to be quite limited. Cash receipt of Pleasant Valley and Springwater system development charge revenues are relatively low and therefore unable to support additional growth-related debt.

### SUPPORT FUNDS

The budget for Support Funds for fiscal year 2020/21 reflects the continuing trend of focused strategies for business process improvements including the strategic implementation of technology resources to contain costs and enhance service delivery. Many support funds reflect staffing reductions in fiscal year 2020/21 due to funding constraints in the General Fund. Further details regarding internal service funds can be found in the *Internal Services Charge Manual*.

### SPECIAL REVENUE AND NON-OPERATING FUNDS

#### System Development Charges

System Development Charge fees for five types of city infrastructure (Transportation, Parks, Water, Stormwater, Wastewater) are charged to new development. The fees, which are based on an adopted methodology, are based on the city's infrastructure requirements for growth, and includes who and how much to charge for the use of the infrastructure. Certain fees are established citywide, while others are specific to one of Gresham's three SDC districts (Current City, Pleasant Valley, and Springwater). The fee

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## Fund Status Overview

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amounts and the list on projects that the fees pay for are updated regularly to match infrastructure funding requirements in the future.

There is budgetary authority included in the System Development Charge Fund to allow for potential SDC credits associated with developer-built infrastructure in Pleasant Valley and Springwater. It is expected that in the near term the majority of system development revenues coming from these greenfield developments will be in the form of the redemption of credits for infrastructure donations, rather than cash payments.

SDC revenues are quite variable on a year to year basis. In any given year, collections reflect the pace and type of development occurring in various parts of the city.

### Grants

For the long-term, it is assumed that grants will become more limited based on expected funding constraints at the State and Federal levels. In particular, Transportation grants are likely to decline over previous levels with the ongoing Federal and State funding issues.

While the fiscal year 2020/21 allocation of HOME resources was larger than has been received in recent years, CDBG and HOME program resources will still require close monitoring as these resources depend on Federal budget actions.

It should be noted that the Grants Fund has been discontinued in the new Chart of Accounts. Beginning in fiscal year 2019/20, grant revenues are recognized directly in the funds carrying out the grant projects and programs, rather than coming into the Grants Fund and then transferring to other funds for usage.

### Debt

The capital plan reflects the continued use of short-term debt through a line of credit. This short-term financing is primarily used for Transportation and Water capital projects in fiscal year 2020/21. This short-term debt is expected to be rolled into long term installment debt in fiscal year 2020/21. Appropriations in fiscal year 2020/21 allow for the payoff of the line of credit. The appropriation for the conversion to a long-term issuance is also included in the budget, which is expected to occur later in the fiscal year.

### CAPITAL FUNDS

The fiscal year 2020/21 budget for capital funds reflects the continuation of projects that were started, but not completed, in fiscal year 2019/20, as well as several adopted new projects.

Many Capital Improvement projects in fiscal year 2020/21 and into the future are focused on repair, replacement, and maintenance of existing facilities and compliance with regulatory requirements to help ensure reliable and efficient services can be provided now and into the future.

The fiscal year 2020/21 capital budgets for the three utility program areas continues to reflect increased appropriations related to the Local Street Reconstruction Program. The appropriations provide for the coordination of this Transportation initiative to repair and replace underground pipes and infrastructure before street reconstruction.

## Fund Status Overview

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Most growth and capacity expansion related projects for the next few years are concentrated in the Transportation Program area, and the General Development Fund which accounts for Pleasant Valley and Springwater infrastructure.

Sizable appropriations are budgeted for the General Development Fund for fiscal year 2020/21. This action allows system development charge credits to be issued as private developers construct qualifying public infrastructure needed to serve the current City, Pleasant Valley and Springwater districts. City-initiated capital projects in the Pleasant Valley and Springwater areas are generally minor and focused as City resources are not available to fund projects with either cash or debt.

The moderate pace of the economy over the past few years, and its recent slowing has, for the most part, pushed off the need for intensive infrastructure expansion. As a result, growth-related projects are only a modest part of the city's capital plan. City funding available for capacity increasing infrastructure projects, which is always limited, has been largely allocated in the adopted capital plan. There is little funding available for additional capital projects.

The usage of short-term debt, through a line of credit, is assumed within the budget in select capital funds. This allows needed operating projects to begin, and particular growth and capacity related projects to not be delayed by the uncertain cash flows from volatile development related revenues.

## **Budget Principles & Strategies**

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### **Protect and preserve essential services that impact daily lives and property values**

- Provide the best possible service delivery.
- Preserve community investment for future generations.
- Protect and sustain community livability.
- Capitalize community capacity – engage and involve citizens and collaborate with regional partners.

### **Enhance fiscal sustainability through multi-year financial planning and decision-making**

- Evaluate the impact of current revenue and expenditure actions within a long-term context.
- Continue to pursue and implement cost containment measures and business process improvements.
- Invest in and leverage opportunities to reduce future capital needs and ongoing operating costs.
- Pursue revenues necessary to maintain essential services while longer-term options are considered through the Finance Models and Opportunities Council Work Plan project.

### **Support aggressive pursuit of investment and employment for community prosperity and fiscal health**

- Economic Development – business retention and outreach.
- State and Federal legislative efforts.
- Small Business Assistance and Incentive Programs.
- Support of Rockwood-West Gresham Urban Renewal Area plan.

### **Position the organization for the future**

- Continue to adapt the organization to expand leadership opportunities and leverage resources.
- Support advocacy for fiscal reform and access to resources, including state legislative tax reform.
- Pursuit of federal, state, county and metro grant funds and low interest loans.

### **Support adopted Council Work Plan and governance process**

- 2020 Council Work Plan – The most recent Work Plan adopted in January 2020.

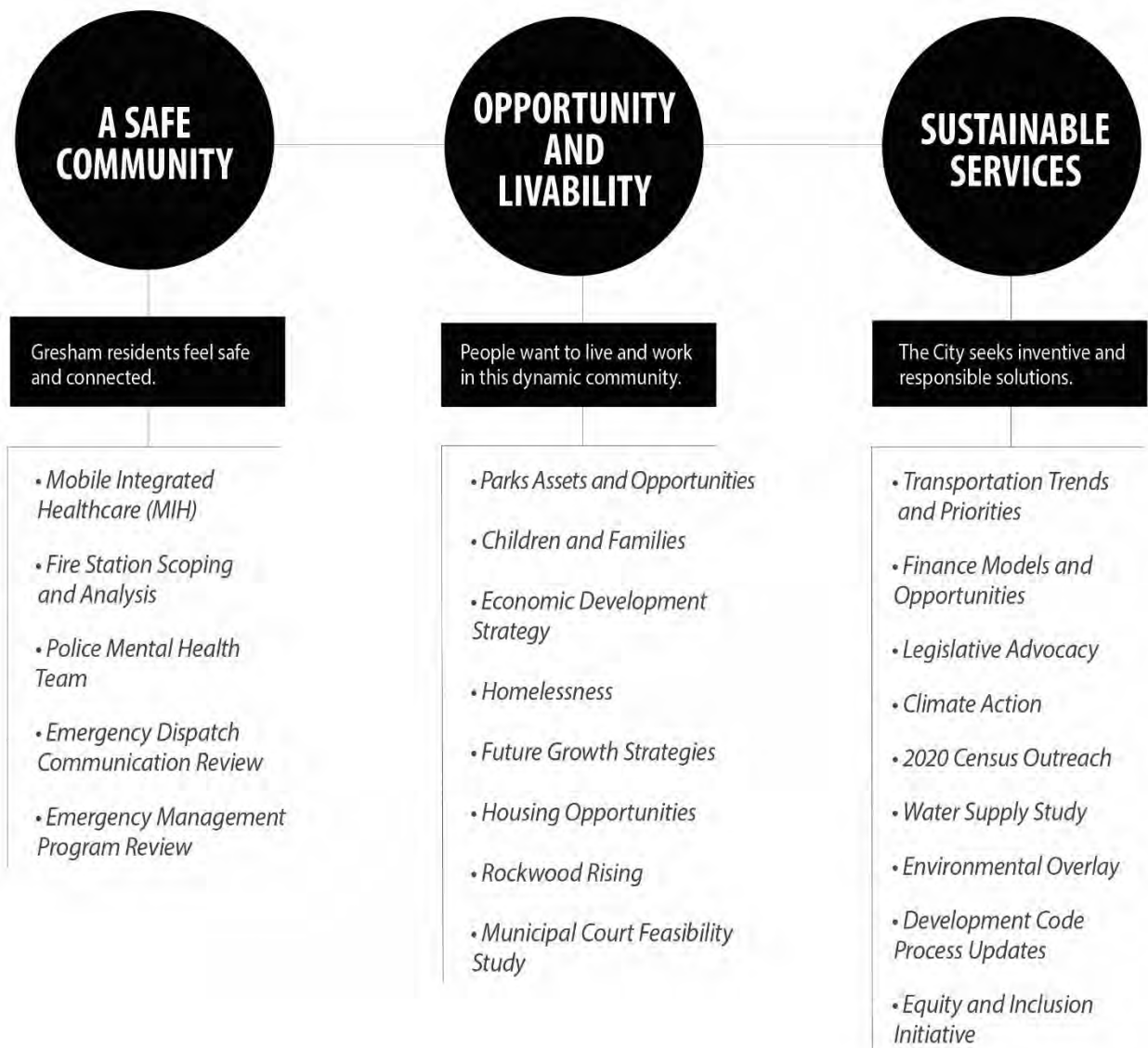


## Council Work Plan

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The Gresham City Council adopts an annual Work Plan to guide and showcase the City's portfolio of public improvement efforts. This work results in significant changes in how the City delivers services to support a safe community, opportunity and livability, and sustainable services. In addition to providing clear direction to City staff, the Work Plan provides transparency and accountability to the City's constituency.

The 2020 Work Plan continues some projects from the 2019 Work Plan and incorporates input from our dedicated Council Citizen Advisory Committees. The complete 2020 Council Work Plan and related information can be found on the Mayor and Council page of the City's website.



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## Budget Development Process

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### Budget Process

Key steps related to the budget development process are described below.

#### Process Design – July/August

- Review and evaluate prior year’s process.
- Establish outline of process for the upcoming year.

#### Fund Evaluation and Financial Forecasting – September/October/November

- Review year-end close information.
- Evaluate financial status of each fund.
- Develop preliminary revenue forecasts for all funds.

#### Develop Budget Proposals – December/January/February

- Departments complete their estimates of next year’s operating costs.
- Department proposals are adjusted based on finalized revenue forecasts and other funding constraints.
- Capital projects are developed.

#### Balance Funds and Finalize Proposed Budget – March/April

- Five-Year Capital Improvement Program (CIP) is reviewed by Planning Commission.
- Proposed budget is prepared.
- First year of CIP is incorporated into annual budget.

#### Proposed Budget – April/May

- Budget Committee reviews and deliberates Proposed Budget in public meetings.
- Budget Committee reviews the first year of the CIP.
- Budget Committee makes revisions and approves budget, property tax rate, and the use of State Shared Revenue.

#### Budget and Five-Year CIP Adoption – June

- Public hearing for citizen comments prior to adopting budget.
- Public hearing and an enactment reading for final adoption of the Five-Year CIP.
- Council adopts budget.

#### Budget Implementation – July

- All local governments in Oregon begin their fiscal year on July 1.
- Budget is implemented as adopted.
- If needed, amendments may be authorized by action of the City Council.

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## Budget Structure Overview

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### Fund Structure

The City's budget for fiscal year 2020/21 is organized into a total of 37 separate funds. A fund is a means to separately track and account for financial information and to demonstrate that revenues and expenditures are balanced. Each fund records the receipt of specific revenues and tracks related expenditures. The use of separate funds allows for greater management, tracking and oversight of specific funding sources related to programs, projects, and activities. This allows for timely access to information needed for decision-making and helps ensure accountability and appropriate use of specific revenues.

The 37 active funds are grouped into six primary categories, based on their purpose, function, and characteristics. Each category is displayed as a separate section within this document.

The categories included are:

- General / Police, Fire and Parks Fund
- Infrastructure Funds
- Special Revenue & Non-Operating Funds
- Business Funds
- Central Support Funds
- Capital Funds

### Department Structure

City operations are organized into separate departments. A department is an organizational unit that is responsible for a major operational function. There are 14 departments reflected in the City's budget. The Office of Governance and Management is displayed as three separate departmental units to provide clarity in functions.

The departments included in the budget are:

- Office of Governance and Management
- Community Livability
- Finance and Management Services
- Police
- Urban Renewal Administration
- Community Development
- Parks
- Citywide Services
- City Attorney's Office
- Information and Technology
- Fire and Emergency Services
- Urban Design and Planning
- Economic Development
- Environmental Services

### Summary Fund Information

Each fund must be balanced. That is, total requirements must match total resources. Information is displayed in a consistent manner for each fund. Information that is shown for four years consists of audited data from the two most recently completed fiscal years (labeled Actual), the revised budget for the current fiscal year, and the proposed budget for the upcoming fiscal year. The approved budget and the adopted budget will be completed as each action is taken. Information that is shown for two years consists of the revised budget for the current fiscal year, and the proposed budget for the upcoming fiscal year. The approved budget and the adopted budget will be completed as action is taken.

## Budget Structure Overview

The top section of the Resources and Requirements by Fund reports shows “Resources.” These are grouped into categories based on the type and/or source of revenue. Next the report shows “Requirements.” These are grouped into two main categories. The first section shows requirements or expenditures allocated to individual departments, these are often collectively referred to as Operating Expenses. The second section shows non-departmental items including capital projects, transfers between funds, debt service, contingencies and unappropriated amounts.

### Standardized Budget Reports

Oregon Budget Law determines the information that is required to be presented in a budget and prescribes the format for data presentation. The example below explains the information presented in the standardized budget reports.

### Budget Report Format

NOTE: All tables in the budget present the same four-year columns in format prescribed by Oregon Budget Law.

Resources	Actual	Actual	Revised Budget	City Manager Proposed	Budget Committee Approved	City Council Adopted
<b>110 General Fund</b>						
Taxes	31,697,311	34,054,860	34,021,200	3		
Licenses and Permits			338,500			
Intergovernmental Revenue			9,454,000			
Charges for Services	267,489	395,280	218,000			
Utility License Fees	7,950,355	8,185,900	8,087,200	10,199,500	0	0
Interest Income	116,507	165,876	150,000	250,000	0	0
Miscellaneous Income	128,600	100,994	73,400	84,100	0	0
Interfund Transfers	166,754	175,658	232,267	135,200	0	0
Internal Service Charges	554,236	453,658	754,923	944,378	0	0
Beginning Balance	10,156,802	10,871,562	8,860,000	18,467,000	0	0
<b>Total General Fund</b>	<b>59,989,645</b>	<b>63,885,351</b>	<b>62,189,490</b>	<b>75,469,878</b>	<b>0</b>	<b>0</b>
<b>Requirements</b>						
Police	23,836,188	25,854,117	28,529,562	32,068,054	0	0
Fire and Emergency Svcs	16,399,896	18,112,494	19,529,739	21,526,373	0	0
Community Development	903,620	973,129	1,081,885	1,490,318	0	0
Economic Development Srvc					0	0
Parks					0	0
<b>Total</b>					<b>0</b>	<b>0</b>
Interfund Transfers	5,191,080	4,912,256	5,528,600	6,024,500	0	0
Contingency					0	0
Unappropriated	10,871,562	11,101,130	9,288,000	7,028,240	0	0
<b>Total</b>	<b>16,062,651</b>	<b>16,074,392</b>	<b>9,548,679</b>	<b>16,535,746</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>59,989,645</b>	<b>63,885,351</b>	<b>62,189,490</b>	<b>75,469,878</b>	<b>0</b>	<b>0</b>

**Actual:** Audited data from prior fiscal year

**Revised Budget:** Includes budget adjustments through supplemental budgets or council resolution

**Requirements:** Includes salaries, supplies, and support charges

**Contingency:** Budgeted amount to cover unforeseen events; must be authorized by Council

**Unappropriated:** The fund balance: resources minus requirements

**Interfund Transfers:** Transfers from one fund to another; purposes described in separate report “Description of Interfund Transfers”

Actual Resources and Requirements

Budgeted Estimates

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## Budget Structure Changes

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### Chart of Accounts Restructuring

In 2016, Gresham began the process of replacing the City’s Enterprise Resource Planning System (ERP). The previous software was more than 20 years old and is being phased out by the software company. The first phase of the replacement project, which covered budget and financial modules, went live July 1, 2019. As part of the replacement, staff took the opportunity to look at every element of our enterprise resource planning system to ensure it was implemented to be efficient and effective. This included reviewing the Chart of Accounts.

The Chart of Accounts is the basis of financial software and helps to organize and report on financial activity. In the governmental realm, the Chart of Accounts is a series of numbers that separates items into meaningful segments such as revenue and expenses or funds and departments. The Chart of Accounts is used in almost every module and process that occurs in financial software, including budgeting, receipting revenue, paying invoices, and timekeeping and payroll.

While the core of the City’s previous Chart of Accounts was still relevant and sound, over time the structure and the City had changed. Staff used the opportunity to realign the Chart of Accounts with the current City structure, best practices related to local government finance, and enhanced functionality available in the new Enterprise Resource Planning System. The restructured Chart of Accounts first became effective with the fiscal year 2019/20 budget.

As described on the previous page, Oregon Budget Law requires the publication of two years of historical data, the current year budget and the Proposed Budget. With the changes to the Chart of Accounts some comparisons will require additional explanation and assistance. Where possible, additional information has been provided to assist in comparisons and to differentiate substantive changes in the budget content from changes due to the new Chart of Accounts structure.

Reports contained in this document are presented as a hybrid of the two chart of accounts structures. For each year of data, the data is presented in the structure that existed for that year. The new structure starts with 2019/20 data.

<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Budget</b>	<b>2020/21 Proposed, Approved &amp; Adopted Budget</b>
Old Structure	Old Structure	New Structure	New Structure

Additional details related to the restructuring of the Chart of Accounts are provided below.

### Fund Structure

During the restructuring process several changes were made to the fund structure. These changes fall into three categories:

- Merging Funds – Funds were combined for appropriation purposes in the new Chart of Accounts. The new ERP offers sub-fund functionality which allows for budgeting and reporting on a combined level,

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## Budget Structure Changes

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while still maintaining a lower level of detail that can be used when needed. For these funds, the merged fund will appear larger in fiscal years 2019/20 and 2020/21 since the history for fiscal years 2017/18 and 2018/19 for the closing fund(s) will be shown separately in the original fund. The closing fund will only show data for fiscal years 2017/18 and 2018/19 and potentially 2019/20. If the fund being closed has a fiscal year 2019/20 beginning balance, it was recognized in the closing fund and transferred to the combined fund. In order to ensure adequate transfer authority, the beginning balance was likely somewhat overstated to ensure that the fund could be closed without additional budget adjustments. Funds that have been merged include the following:

- General Fund and Police, Fire and Parks Fund.
  - Workers' Compensation Fund and Liability Management Fund.
  - City of Gresham Health Plan Fund and City of Gresham Dental Plan Fund.
  - Administrative Services Fund, Utility Financial Services Fund and Information and Technology Fund.
  - Transportation Construction Fund and Footpath and Bike Routes Fund.
- Separating Funds – The Dedicated Revenue Fund was split into two funds – one for CDBG/HOME and one for Solid Waste and Recycling. Since the two programs have been and will remain in separate departments, comparison of the programs will still be feasible although the information is on separate pages. The beginning balance for Solid Waste and Recycling was recognized in the prior fund and then transferred to the new fund.
  - Closing Funds – The Grants Fund was closed consistent with current recommended accounting practices. Grant revenue will now be shown as an Intergovernmental revenue in the fund where the work is performed, instead of as a transfer in.

### Department Structure

While no changes were made to the department structure itself, certain functions did move to a different department to better align workflow or match the current organizational structure. Because appropriations are adopted at this level, these changes are apparent and include the following:

- Equipment Replacement Fund – all functions moved from Finance and Management Services to Citywide Services beginning with fiscal year 2019/20.
- Administrative Services Fund
  - Two divisions (Mapping & GIS and Information & Innovation) moved from Information Technology to Citywide Services. This makes these two departments appear to have significant changes between fiscal years 2018/19 and 2019/20.
  - One division (General Support) moved from Finance and Management Services to Citywide Services. This makes these two departments appear to have significant changes between fiscal years 2018/19 and 2019/20.

Further narrative and budget details regarding each of the City's departments may be found in the *Expenditure Information* section of this document. These sections will detail the substantive budget changes in each area.

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## Budget Structure Changes

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### Division Structure

Certain divisions within departments were combined. The previous structure may have been outdated or have proved to be challenging when recording financial transactions. Where needed, the data previously obtained through different divisions is now accessible through different mechanisms in the new ERP. The division consolidations include:

- Building Fund – Building/Structural, Mechanical, Plumbing, and Electrical divisions were consolidated into Building Inspections.
- Water Fund – New Water Meter Installations was consolidated with Water Operations.
- Facilities and Fleet Management Fund – Vehicle Fuels was consolidated with Vehicle Maintenance.
- Equipment Replacement Fund – Equipment Replacement, Technology Replacement and Other Equipment were consolidated into Equipment Replacement.
- Administrative Services Fund
  - Office of Governance and Management – Governmental Relations was consolidated with City Management.
  - Finance and Management Services – Accounts Payable/Payroll, Titles, Liens and Collections, Licensing and Passports were consolidated into Financial Operations. A portion of City Receivables/Billing Systems was split into Financial Operations and the balance into Utility Billing based on functions provided. Accounting, Utility Accounting, Cash/Debt Management and Central Support/Purchasing were combined into Accounting.
- Support Services Divisions – Under the previous structure, central support funds were allocated a share of Internal Services Charges, then passed them through to the operating departments as a part of that Internal Service Charge. This methodology created a circularity and double-counted these items in the budget. Under the new structure, central support funds do not pay Internal Service Charges, instead they will be passed through to the operating department directly. This does not significantly impact the operating departments, just allows for a simplification of the internal service charge process.

### Line Item Structure

Much of the Chart of Accounts restructuring took place at the lowest level of detail, line items. This level of detail is not required by Oregon Budget Law. While this information is important to the budget process, due to the number of changes at this level it is not practical to provide the four-year presentation of information. Instead, this information is presented in the Department Requirements reports and is in a two-year layout, 2019/20 Budget and 2020/21 Budget, in the new chart of accounts structure. This presentation allows for a consistent comparison between the two budgets. To supplement the two-year layout of this report, a new report has been added to this document, Department Requirements by Type. This supplemental report is presented in a four-year layout and presents requirements information that is one level up from the line item level.

- Expenditure line-item restructuring is apparent on many of the Requirements reports. These differences are noted on the individual pages.
- Revenue line-item restructuring only appears on the Resources and Requirements by Fund reports. These differences are noted on the individual pages.

## Budget Structure Crosswalk

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### Fund/Department Crosswalk

The Budget document displays information both by fund and by department. Due to the chart of accounts restructuring in fiscal year 2019/20, the following crosswalk is being provided to allow for year-over-year comparisons. The following list shows the funds by category and displays which departments operate in each fund.

The left side of the tables displays the fund and department structure for fiscal years 2017/18 and 2018/19. The right side of the tables displays the fund and department structure for fiscal years 2019/20 and 2020/21.

#### General Fund and Police, Fire and Parks Fund

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
<p>General</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire and Emergency Services</li> <li>• Community Development</li> <li>• Economic Development</li> <li>• Parks</li> </ul> <p>Police, Fire and Parks</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire and Emergency Services</li> <li>• Parks</li> </ul>	<p>General *</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire and Emergency Services</li> <li>• Community Development</li> <li>• Economic Development</li> <li>• Parks</li> </ul>

\* The General and Police, Fire and Parks Funds will utilize sub-fund functionality to maintain comparable management tools and reporting as in prior years.

#### Business Funds

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
<p>Rental Inspection</p> <ul style="list-style-type: none"> <li>• Community Development</li> </ul> <p>Urban Design and Planning</p> <ul style="list-style-type: none"> <li>• Urban Design and Planning</li> </ul> <p>Building</p> <ul style="list-style-type: none"> <li>• Community Development</li> </ul> <p>Urban Renewal Support</p> <ul style="list-style-type: none"> <li>• Urban Renewal</li> </ul>	<p>No Changes - Business Funds</p>



## Budget Structure Crosswalk

### Infrastructure Funds

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
Transportation <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	No Changes - Infrastructure Funds
Streetlight <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	
Infrastructure Development <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	
Water <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	
Stormwater <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	
Wastewater <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>	

### Central Support Funds

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
Facilities and Fleet Management <ul style="list-style-type: none"> <li>• Finance and Management Services</li> <li>• Fire and Emergency Services</li> </ul>	No Changes - Facilities and Fleet Management
Workers' Compensation <ul style="list-style-type: none"> <li>• City Attorney's Office</li> </ul>	Workers' Compensation and Liability Mgmt * <ul style="list-style-type: none"> <li>• City Attorney's Office</li> </ul>
Liability Management <ul style="list-style-type: none"> <li>• City Attorney's Office</li> </ul>	
Health Insurance Benefits <ul style="list-style-type: none"> <li>• Citywide Services</li> </ul>	COG Health and Dental Plans ** <ul style="list-style-type: none"> <li>• Citywide Services</li> </ul>
Dental Insurance Benefits <ul style="list-style-type: none"> <li>• Citywide Services</li> </ul>	
Equipment Replacement <ul style="list-style-type: none"> <li>• Finance and Management Services</li> </ul>	Equipment Replacement <ul style="list-style-type: none"> <li>• Citywide Services</li> </ul>

\* The Workers' Compensation and Liability Management Fund will utilize sub-fund functionality to maintain comparable management tools and reporting as in prior years.

\*\* The City of Gresham Health and Dental Plans Fund will utilize sub-fund functionality to maintain comparable management tools and reporting as in prior years.

## Budget Structure Crosswalk

### Central Support Funds (Continued)

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
Legal Services <ul style="list-style-type: none"> <li>• City Attorney's Office</li> </ul>	No Changes - Legal Services
Administrative Services <ul style="list-style-type: none"> <li>• Office of Governance and Management</li> <li>• Finance and Management Services</li> <li>• Citywide Services</li> <li>• Community Livability</li> </ul>	Administrative Services <ul style="list-style-type: none"> <li>• Office of Governance and Management</li> <li>• Finance and Management Services</li> <li>• Information Technology</li> <li>• Citywide Services</li> <li>• Community Livability</li> </ul>
Information Technology <ul style="list-style-type: none"> <li>• Information Technology</li> </ul>	
Utility Financial Services <ul style="list-style-type: none"> <li>• Finance and Management Services</li> </ul>	

### Special Revenue and Non-Operating Funds

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
System Development Charges <ul style="list-style-type: none"> <li>• Non-operating</li> </ul>	No Changes - System Development Charges
Grants <ul style="list-style-type: none"> <li>• Non-operating</li> </ul>	Closed Grants Fund
Dedicated Revenue <ul style="list-style-type: none"> <li>• Community Services</li> <li>• Environmental Services</li> </ul>	CDBG/HOME <ul style="list-style-type: none"> <li>• Community Services</li> </ul>
	Solid Waste and Recycling <ul style="list-style-type: none"> <li>• Environmental Services</li> </ul>
Designated Purpose <ul style="list-style-type: none"> <li>• Office of Governance and Management</li> <li>• Citywide Services</li> <li>• Police</li> <li>• Fire and Emergency Services</li> <li>• Urban Design and Planning</li> <li>• Community Development</li> <li>• Economic Development</li> <li>• Community Livability</li> <li>• Parks</li> <li>• Environmental Services</li> </ul>	No Changes - Designated Purpose

## Budget Structure Crosswalk

### Special Revenue and Non-Operating Funds (Continued)

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
General Government Debt <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	No Changes - Debt Funds
City Backed Urban Renewal <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	
Pension Bond Debt Service <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	
Water Debt Service <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	
Stormwater Debt Service <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	
Wastewater Debt Service <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	
City Facility Debt Service <ul style="list-style-type: none"> <li>• Non-operating – Debt</li> </ul>	

### Capital Funds

FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
Parks <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	Name Change - Parks Capital Improvement
General Development <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	Name Change - General Devel. Capital Imprvmt
Transportation Construction <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	Name Change - Transportation Capital Imprvmt *
Footpaths and Bike Routes <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	
City UR Capital Improvement <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	Name Change - Urban Renewal Capital Imprvmt
Water Construction <ul style="list-style-type: none"> <li>• Non-operating – Capital</li> </ul>	Name Change - Water Capital Improvement

\* The Transportation Capital Improvement Fund and Footpaths and Bike Routes Fund will utilize sub-fund functionality to maintain comparable management tools and reporting as in prior years.

## Budget Structure Crosswalk

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### Capital Funds (Continued)

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FY 2017/18 and 2018/19	FY 2019/20 and 2020/21
Stormwater Construction <ul style="list-style-type: none"><li data-bbox="298 331 630 365">• Non-operating – Capital</li></ul>	Name Change - Stormwater Capital Improvement
Wastewater Construction <ul style="list-style-type: none"><li data-bbox="298 424 630 457">• Non-operating – Capital</li></ul>	Name Change - Wastewater Capital Improvement
City Facility Capital Improvement <ul style="list-style-type: none"><li data-bbox="298 516 630 550">• Non-operating – Capital</li></ul>	No Changes - City Facility Capital Improvement
Enterprise Systems Replacement <ul style="list-style-type: none"><li data-bbox="298 609 630 642">• Non-operating – Capital</li></ul>	No Changes - Enterprise Systems Replacement

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## Organizational Changes

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### **Program Structure**

Functional reorganizations that occurred during the last several years are also contained in this document. These changes may limit the ability to readily make comparisons between specific areas within the four years of data displayed in this document. Resulting organizational changes that occurred will first appear in the budget document in the following fiscal year (i.e. changes that occurred in fiscal year 2017/18 first appeared in the fiscal year 2018/19 budget column). In order to help clarify the net results of the changes, some details are described below.

### **Fiscal Year 2019/20 Organizational Changes**

There were no significant organizational changes in fiscal year 2019/20. Changes related to the restructuring of the chart of accounts are first reflected in fiscal year 2019/20 and are described in the previous section.

### **Fiscal Year 2018/19 Organizational Changes**

There were no significant organizational changes in fiscal year 2018/19. Changes related to the restructuring of the chart of accounts are first reflected in fiscal year 2019/20 and are described in the previous section.

### **Fiscal Year 2017/18 Organizational Changes**

These changes are first reflected in fiscal year 2018/19.

### ***Livability and Code Services***

A portion of the Code Compliance Division transitioned from the Community Development Department to the newly created Community Livability Department. This change has an impact on two departments within the two different funds.

#### Changes by Department

Personnel and related materials and services expenditures have been moved from the Community Development Department to the Community Livability Department.

#### Changes by Fund

Personnel and related materials and services expenditures related to the impacted portion of the Code Compliance function have been moved from the General Fund to the Administrative Services Fund.

### ***Office of Neighborhoods and Community Engagement Mediation***

The Office of Neighborhoods and Community Engagement and Mediation Divisions transitioned from the Citywide Services Department to the newly created Community Livability Department. For

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## Organizational Changes

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budgeting purposes, this function will remain in the Administrative Services Fund. This change has an impact on two departments within the same fund.

### Changes by Department

Personnel and related materials and services expenditures have been moved from the Citywide Services Department to the Community Livability Department.

### Changes by Fund

All changes occurred within the Administrative Services Fund.

### ***Outreach Services***

#### ***Gresham Sponsored Events***

#### ***Community Enhancement Program***

These three divisions transitioned from the Citywide Services Department to the newly created Community Livability Department. For budgeting purposes, this function will remain in the Designated Purpose Fund. This change has an impact on three departments within the same fund.

### Changes by Department

Personnel and related materials and services expenditures have been moved from the Citywide Services Department or Office of Governance and Management to the Community Livability Department.

### Changes by Fund

All changes occurred within the Designated Purpose Fund.

### **Department Structure**

In order to better display the various functions now included within the Office of Governance and Management, the department is now being shown as three separate groups within this document.

The three groups are:

#### *Governance*

This group is focused on the governance and management of city services including, Mayor and Council, City Administration, and Governmental Relations.

#### *Citywide Services*

These functions are primarily focused on serving internal customers. Services provided include: Human Resources, Budget and Financial Planning, Communications, and Emergency Management.

## Organizational Changes

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### *Community Livability*

This group is the consolidation of our Office of Neighborhoods and Community Livability efforts. The budget of this group also includes mediation, Gresham sponsored community events, outreach services and grants.

### **Line-Item Structure**

For consistency with the department structure described above, the internal service charges for the Administrative Services Fund now include a Community Livability category. These line-items are:

*City Administration* – includes Mayor and Council, City Administration, Governmental Relations, and Council Support.

*Citywide Services* – includes Human Resources, Budget and Financial Planning, Emergency Management and Communications.

*Financial Services* – includes Finance and Management Services functions such as accounting, payroll, accounts payable and receivables.

*Community Livability* – includes Office of Neighborhoods and Community Engagement, Livability and Code Services, and Mediation.

*General Support Services* – includes purchasing, bid processes, and general support for unemployment insurance and postage.

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CITY OF  
GRESHAM  
OREGON



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## Revenue Information

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The City of Gresham uses ongoing financial forecasting and modeling to estimate revenues for all operating funds. A variety of industry and economic indicators, historical analysis and forecasts from other jurisdictions such as the State of Oregon and Multnomah County are used to develop these financial models. The General Fund and the City's business funds are modeled for a minimum of five years, while infrastructure focused funds such as the utilities and transportation utilize a 20-year minimum forecast period. These financial forecasts help form the basis on which the annual budget is built.

### **CITY OF GRESHAM ECONOMIC TRENDS**

Over the past year, Gresham and the Portland Metro area's economy continued to be strong in 2019. The region has experienced above average fiscal activity the past few years, but this superior economic growth has been slowing over the last few years. The modeling and budget building for fiscal year 2020/21 were built with these economic conditions as the framework.

As the budget was finalized and balanced, the COVID-19 pandemic arrived in Oregon. It became apparent that the pandemic would significantly impact the local and state economy. Due to the unknown impact of the pandemic, the budget was not adjusted to reflect those impacts. Instead, staff are closely monitoring revenues and expenses to determine the magnitude of the impact and adjustments will be made to City operations as the situation unfolds.

While it is unknown what the magnitude of the COVID-19 pandemic will be on the City's revenue streams, there will be negative impacts. Some of these impacts will include decreased revenue, while others translate into delayed revenues, but all play into the City's financial position. Revenues that are anticipated to have significant impacts include:

- Property Taxes (General and Urban Renewal Funds)
- Business Income Tax (General Fund)
- Transient Lodging Tax (General Fund)
- Passport Fees (General Fund)
- Business License Fees (General Fund)
- Gasoline Tax (Transportation Fund)
- Utility License Fees (General, Transportation, and Streetlight Funds)
- Police, Fire and Parks Fee (General Fund)
- Development Related Fees (Urban Design & Planning, Building, Infrastructure Development, and SDC Funds)
- Rental Inspection Fees (Rental Inspection Fund)
- Water, Stormwater, Wastewater user fees (Water, Stormwater and Wastewater Funds)

This list of impacted revenue spans the breadth of City services. Due to the rapid contraction of the economy, it is widely agreed upon that the country is in a recession, even though there is not yet reportable data to meet the technical definition. Much of the conversation in the financial circles of the private and governmental circles is focused on what the shape of this recession will be. A "V" shape, with a recovery after a very short period of time that is as quick as the decline; a "U" shape with a steep recovery after a longer period, or other alternatives. Right now in Oregon government financial sectors there are conversations occurring around a recovery that will more likely take the shape of a square root

## Revenue Information

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symbol or the “Nike swoosh” with an economy that has a partial rebound as jobs return but then tapers off to a recovery that is slower and not as steep as the decline.

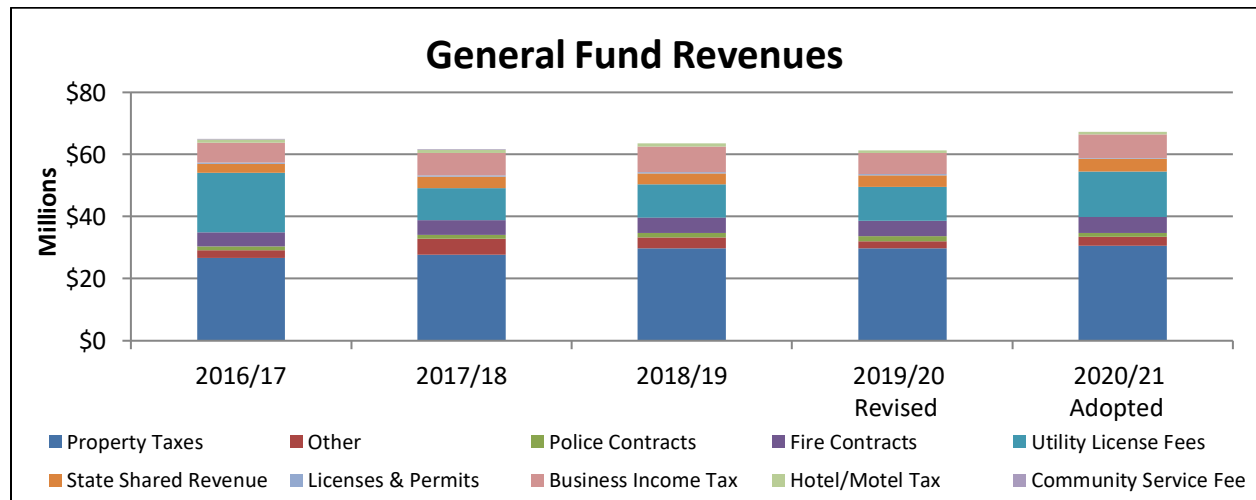
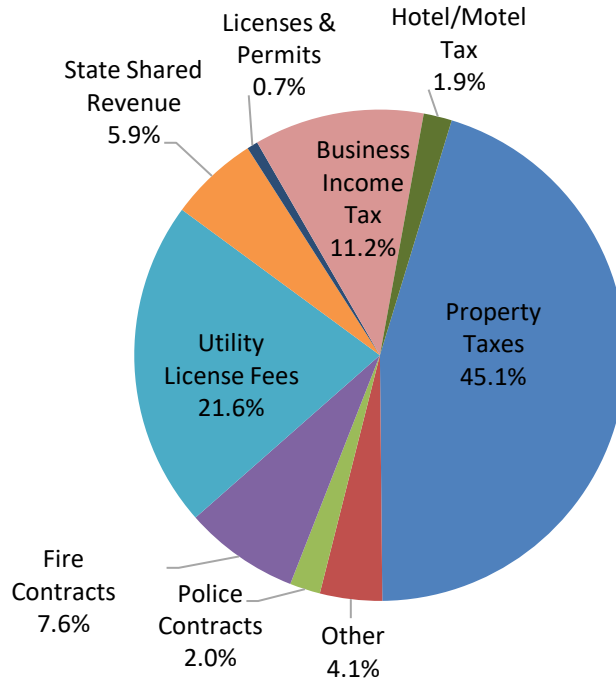
As this recession and recovery unfolds, staff will continue to monitor the national, state, and local economic conditions and how to incorporate that information into financial modeling and forecasting so that these impacts can be taken into consideration when making decisions for City operations.

## Revenue Information – General Fund

### GENERAL FUND REVENUES

- General Fund revenues are expected to total approximately \$71.9 million for fiscal year 2020/21.
- Revenues for the current fiscal year are projected to be approximately 10% higher than budgeted primarily due to approved rate increases for utility license fees and transit lodging taxes. Slight increases in state shared revenue from marijuana and liquor taxes, as well as expected increases in business income taxes contribute to the increase also.
- Budgeted revenue for fiscal year 2020/21 is a 7% increase over the projected ongoing revenue for fiscal year 2019/20.

### General Fund Operating Revenues



## Revenue Information – General Fund

### PROPERTY TAXES

#### Property Tax Limitation

Prior to fiscal year 1997/98, property taxes were based on an annual amount to be collected (a tax base). The tax rate was determined by dividing the tax base by the market value of real property in Gresham. Starting in fiscal year 1997/98, the tax base was replaced with a permanent property tax rate. Gresham’s permanent property tax rate is \$3.6129 per thousand dollars of assessed valuation. A residential property’s assessed valuation is limited to an increase of no more than 3% per year on existing structures. Assessors give new construction the same relative assessed value to market value discount as existing properties by calculating a city-wide Changed Property Ratio.

#### Assumptions

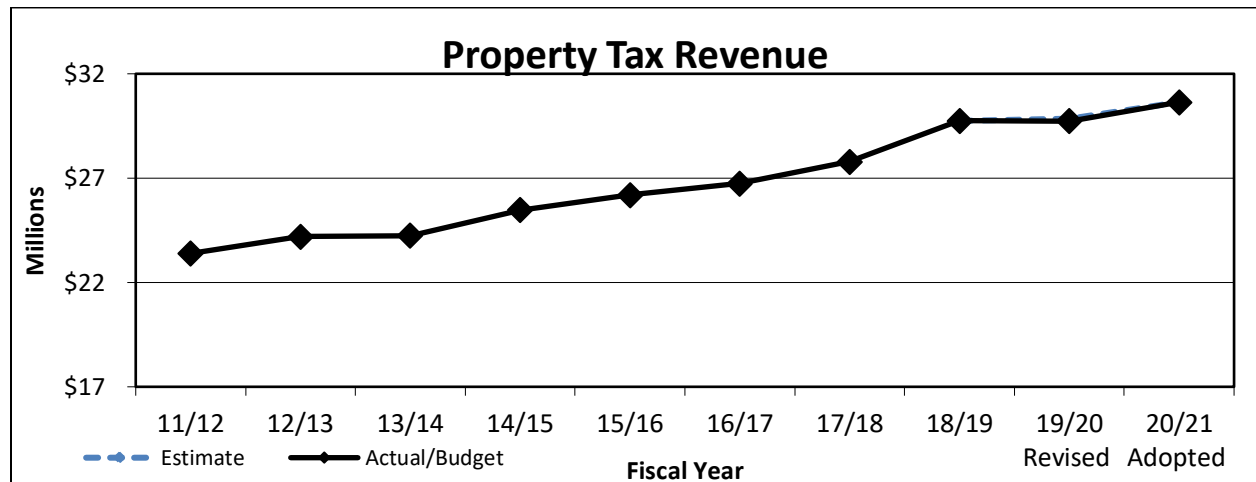
- The property taxes levied are not fully collected due to discounts and delinquencies. The expected property tax revenues are reduced by an uncollected amount of 5.6%, based on historic trends.
- Based on legislative limits, the property tax revenues assume a 3% increase in existing taxable assessed value (TAV). It is expected that residential real market values will continue to increase, therefore the TAV of those properties is increasing at the maximum of 3%. This forecast also accounts for the fact that Urban Renewal in Gresham has frozen the growth of TAV and taxes for city use on approximately one tenth of the tax base in the City.

#### Economic Factors and Influences

- Market values in the housing sector are still increasing while residential and commercial construction are continuing in the region. Practical implications are that development of residential and commercial properties, along with the assessed value abated previously under the ended Strategic Investment program, will bolster the tax rolls in fiscal year 2020/21 and Gresham will see slightly better than average growth in property tax revenues.

#### Highlights

- For fiscal year 2020/21, the property tax revenue is budgeted at \$30,640,000 including amounts received from delinquent accounts and interest. Anticipated property taxes from new construction are included. This is a 2.7% increase from the 2019/20 forecast and a 3.0% increase over 2019/20 budget.



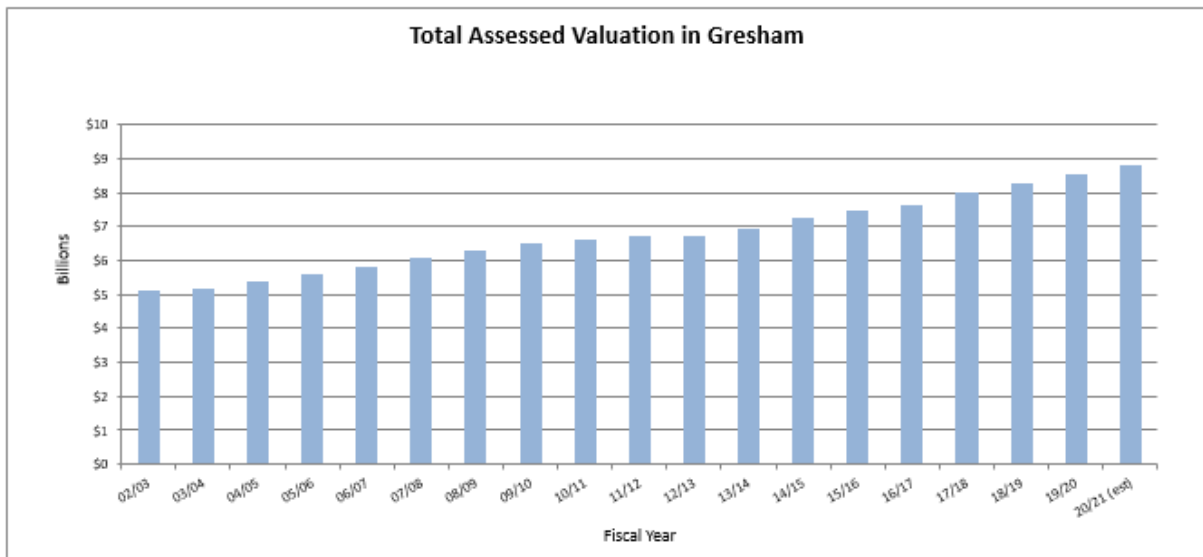
# Revenue Information – General Fund

## COMPUTATION OF PROPERTY TAXES AND RATES

	<b>2019/20</b>		<b>2020/21</b>
<b>OPERATING TAX AUTHORITY</b>	<i>ACTUAL</i>		<i>ESTIMATED</i>
2019 Assessed Value (AV)	\$8,537,243,674 <sup>1</sup>		\$8,537,243,674 <sup>1</sup>
Permanent Tax Rate	<u>3.6129</u>		<u>3.6129</u>
Property Tax Authority	30,844,208		31,820,337
Compression and other Adjustments	34,500 <sup>2</sup>		(3,600) <sup>2</sup>
Total Amount to Be Raised	30,878,708		31,816,737
Less allowance for discounts	2.5% (771,968)		2.5% (795,418)
Less allowance for delinquencies	3.1% <u>(957,240)</u>		3.1% <u>(986,319)</u>
<b>AVAILABLE FOR APPROPRIATION</b>	<b><u>\$ 29,149,500</u></b>		<b><u>\$ 30,035,000</u></b>

**Notes:**

1. Net assessed value after adjustments for urban renewal excess value.
2. Other adjustments include appeals, loss due to Measure 5 compression and other adjustments.



## Revenue Information – General Fund

### TRANSIENT LODGING TAX

Effective July 1, 2020, Gresham receives a transient lodging tax of 8% of room rates, calculated on the first thirty days of any stay. Lodging operators will retain 5% of the tax due as an administrative fee. Per OR 320.350, 70% of net taxes generated by a rate increase effective after July 1, 2003 will be dedicated to tourism promotion or tourism related facilities.

#### Assumptions

- Over the last several years there has been an increase in travel, however this revenue leveled off in fiscal year 2018/19.

#### Economic Factors

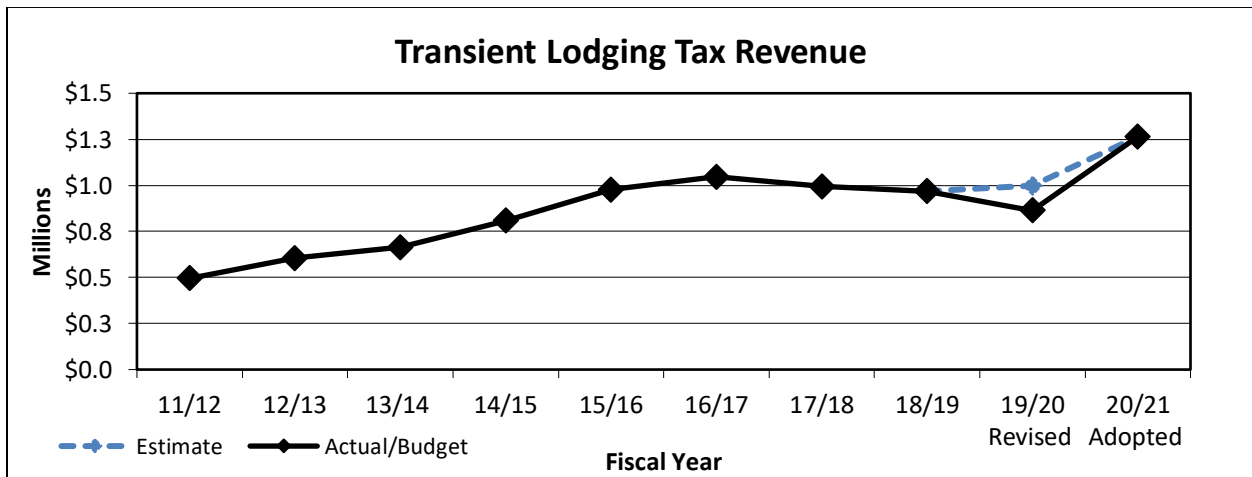
- Tourism is affected by gasoline prices and personal income.
- Business travel improves when the economic environment improves.

#### Major Influences

- Market saturation and economic climate.

#### Highlights

- Transient Lodging Tax revenue is expected to level out after a period of steady growth due to online resellers making tax payments and a strong economic environment.
- For fiscal year 2020/21, collections are expected to be \$1,264,000 based on rates effective July 1, 2020.



## Revenue Information – General Fund

### CITY MARIJUANA SALES TAX

In November 2016, Gresham voters approved a 3% tax on the sale of marijuana by recreational sellers.

#### Assumptions

- Over the last several years, this revenue stream has continued to increase as the industry matures.

#### Economic Factors

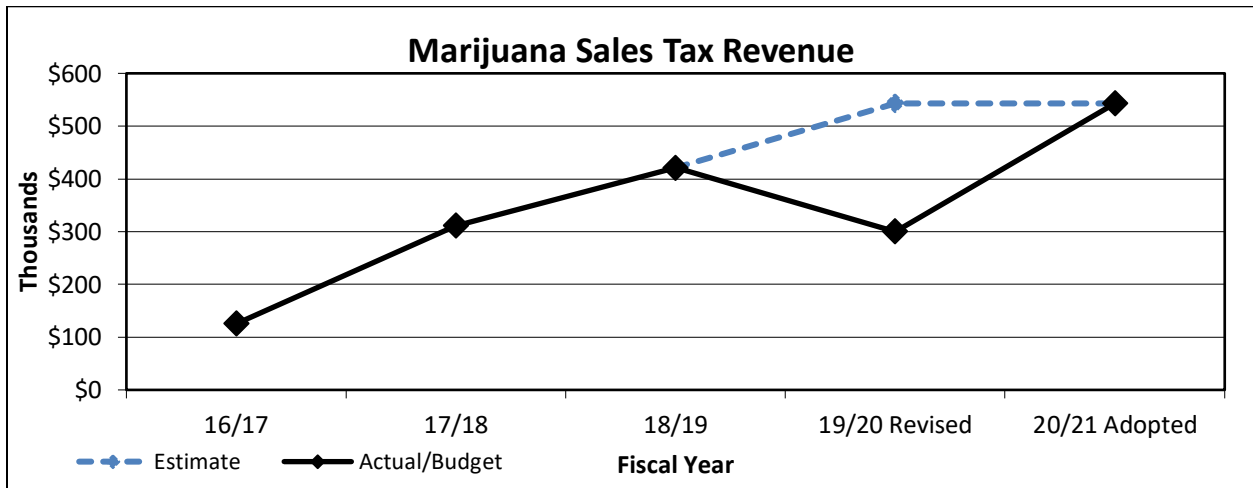
- Household income levels
- Market saturation
- Supply

#### Major Influences

- Regulatory Environment

#### Highlights

- Marijuana sales tax revenue is expected to level out after a period of steady growth due to the industry and demand maturing.
- For fiscal year 2020/21, collections are expected to be \$543,000.



## Revenue Information – General Fund

### LICENSES AND PERMITS

Gresham receives revenue from the following licenses and permits:

- Business License.
- Mobile Home.
- Liquor License.
- Amusement Machines.
- Marijuana Business Registration.
- Building Permits (for services provided specifically by Fire & Emergency Services).

### Assumptions

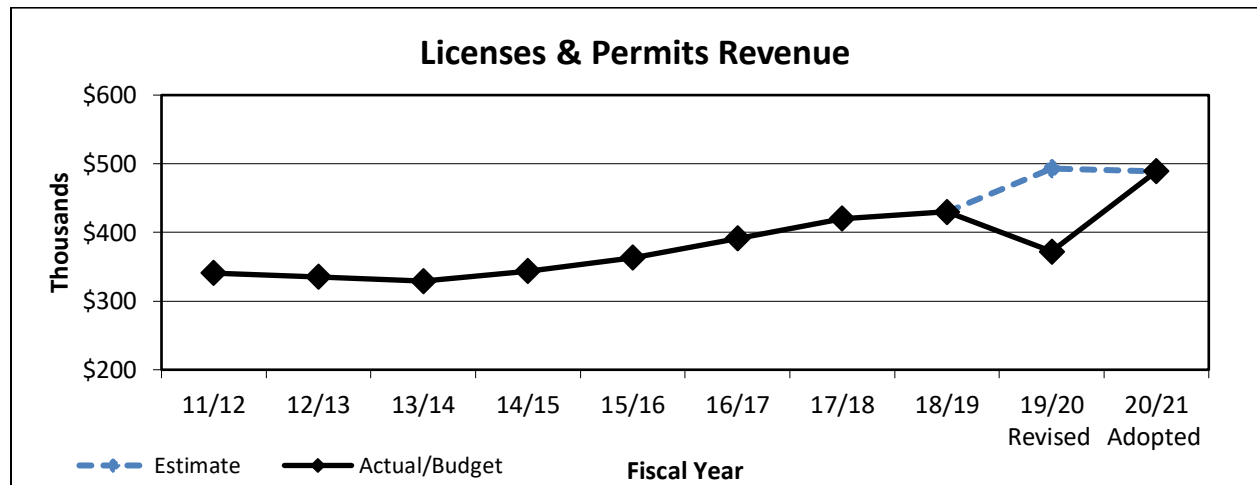
- Licenses and permits revenues are expected to continue in the same pattern as the last several years.

### Major Influences

- Internal policy, economic climate and collection rate.

### Highlights

- Anticipated revenue from Licenses and Permits in the General Fund is expected to be \$489,000 in fiscal year 2020/21. Starting in fiscal year 2019/20 includes permit revenue for services provided by Fire & Emergency Services.



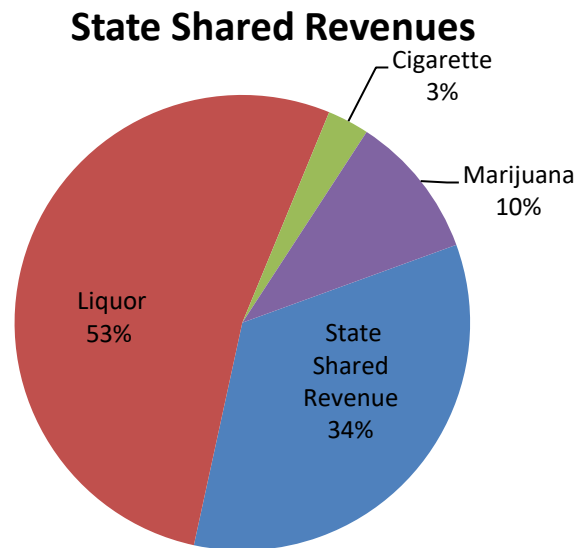


## Revenue Information – General Fund

### STATE SHARED REVENUES

Gresham receives the following State Shared Revenues:

**State Shared Revenue** – A distribution from the State of Oregon for statewide collections of Liquor Tax. State Shared Revenue is one of two means by which liquor taxes collected by the State are shared with local governments. State Shared Revenue is 14% of liquor tax distributed to cities based on a formula defined in the Oregon Revised Statutes. The formula for state revenue sharing compares the recipient city’s consolidated property tax rate, per capita income and population against the statewide average.



**Liquor Tax** – One of two separate distributions to cities from taxes collected by the state-run Liquor Control Commission. The distributions are 20% of the State's liquor receipts given as revenues to cities on a per capita basis, the “Liquor Tax,” and 14% of the State’s liquor receipts given to cities on a formula basis (see State Shared Revenue).

**Cigarette Tax** – Cities receive two cents of the state-imposed \$1.33 per pack cigarette tax. The cities’ first distribution of one cent per package was adopted in 1967; a second cent for cities was added in 1986. The State distribution to localities is on a per capita basis.

**Marijuana Tax** – In November 2015, Oregon voters approved the legalization of recreational marijuana and an associated statewide sales tax of 17%. Ten percent of the state sales tax is being distributed to counties and cities on a formula basis. This distribution is separate from the 3% tax imposed by Gresham voters (see General Fund – City Marijuana Sales Tax).

**911 Tax** – During the 2012 Oregon Legislative Session SB 1550 was passed, requiring 911 Tax distributions be paid directly to the service provider starting on January 1, 2013. Gresham contracts with the City of Portland’s Bureau of Emergency Communications (BOEC) for 911 and dispatch services. Gresham now receives a credit on its billings from BOEC in the amount of its 911 Tax distribution and no longer receives the revenue directly.

### Assumptions

- Forecasts from the State of Oregon and the League of Oregon Cities are evaluated as well as historical trends for these revenues.
- Assumes that the State’s financial policies do not change the revenue distribution to local governments.

## Revenue Information – General Fund

### Economic Factors

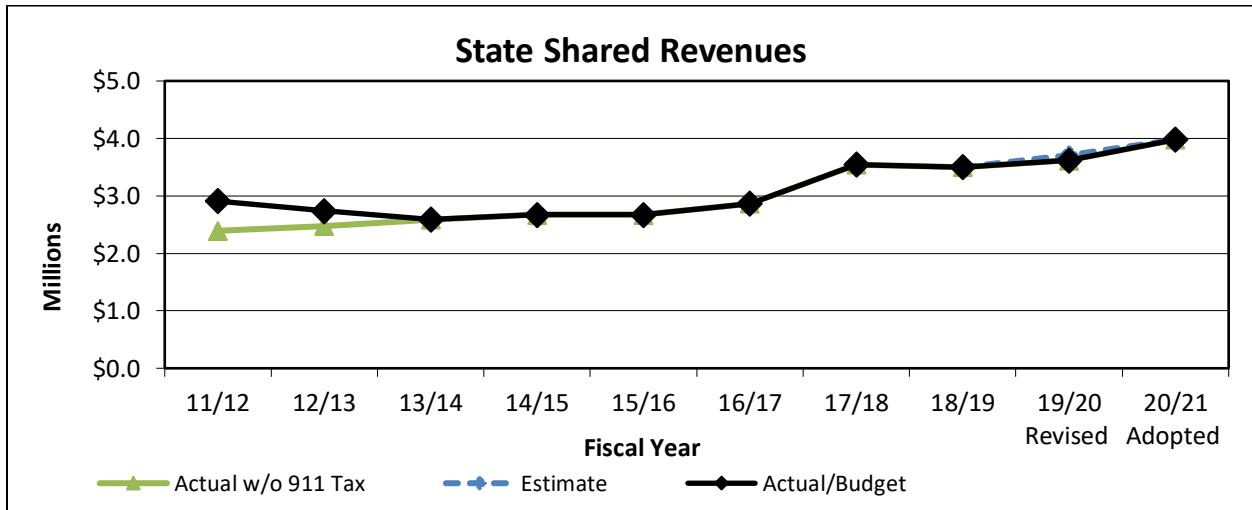
- Liquor sales are affected by household income levels.
- A continuing decrease in cigarette tax revenue is expected due to changes in consumer behavior.

### Major Influences

- Liquor and cigarette prices, consolidated property tax rate, per capita income and population (relative to State), economic climate and state policy.

### Highlights

- In fiscal year 2017/18 revenues were higher, mainly due to the delayed receipt of a payment of Shared Marijuana Tax Revenue for the period from January 2016 through June 2017. This was received in October 2017 and ongoing revenue will be received on a quarterly basis.
- In fiscal year 2020/21 State Shared Revenue and Liquor Tax are expected to increase from the fiscal year 2019/20 estimates to approximately \$1.35 million and \$2.1 million respectively. Cigarette Tax and Marijuana state shared revenues are expected to be \$118,000 and \$408,000 respectively. Overall, state shared revenues are expected to increase 7%, or \$264,000, from the 2019/20 estimate.



## Revenue Information – General Fund

### BUSINESS INCOME TAX

Multnomah County Business Income Tax is 1.45% of business net income. A tax rate of 0.6% is shared among all jurisdictions and 0.85% belongs solely to Multnomah County. In total, about 11% of the tax is distributed to cities in east Multnomah County based on population and assessed value. Currently Gresham receives approximately 78% of the east county portion.

#### Assumptions

- Recent forecasts made by the State of Oregon and Multnomah County indicate that the business income revenue will level off compared to the strong increases seen over the last several years.

#### Economic Factors

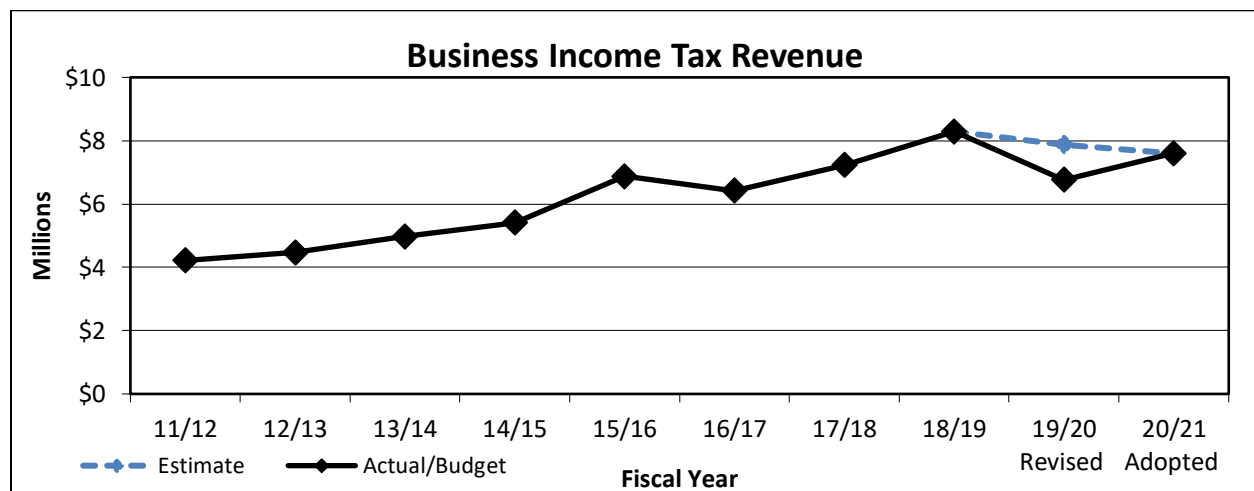
- The volatility of Business Income Tax revenue reflects regional economic fluctuations.
- The tax is determined on the level of federally taxable business income.

#### Major Influences

- Population and assessed valuation (relative to rest of East County), county policy and economic climate.

#### Highlights

- For fiscal year 2015/16, revenue was higher due to county Business Income Tax reserve levels being lowered as the economy improved and increased distributions of revenue. Overall, revenue has been increasing annually.
- For fiscal year 2019/20, the Business Income Tax revenue is forecasted to exceed the budgeted amount of 6.8 million by \$1.1 million due to one-time accounting adjustments made by Multnomah County.
- For fiscal year 2020/21, the Business Income Tax revenue is expected to be \$7.6 million.



## Revenue Information – General Fund

### COMMUNITY SERVICE FEE

The Strategic Investment Program Agreement entered into by Multnomah County, the City of Gresham, and Microchip Technology Inc. provided for the payment of a Community Service Fee equal to 25% of the property taxes abated, not to exceed \$2 million in any tax year. This agreement concluded June 30, 2018.

Note: Community Service Fee revenue associated with Enterprise Zones is accounted for in the Designated Purpose Fund and used for economic development and job creation activities in the City, in consultation with other taxing jurisdictions and service providers.

### Assumptions

- \$100 million cap on taxable assessed value for Microchip Technology, with 3% growth each year.

### Economic Factors

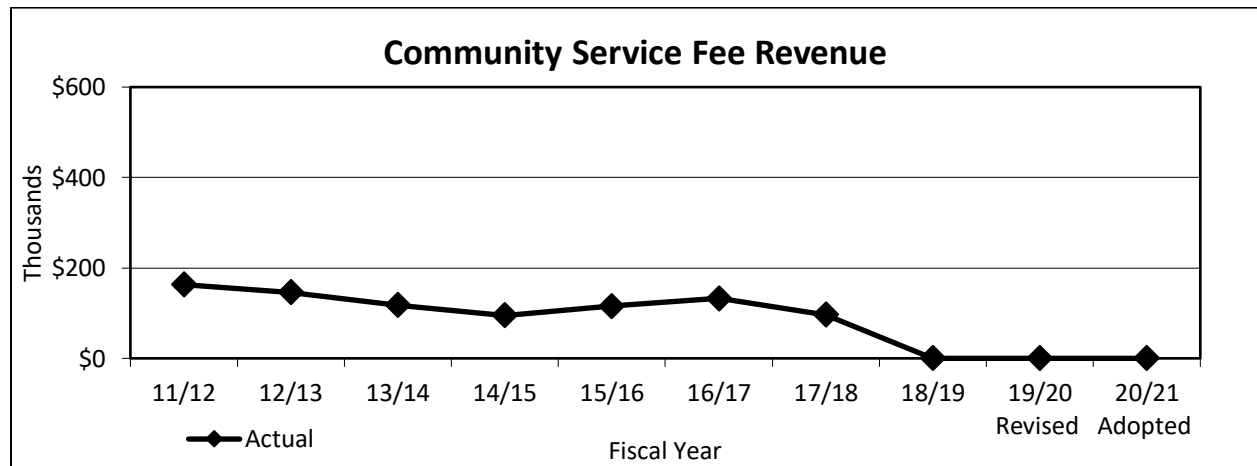
- The property's assessed value fluctuates based on the equipment depreciation and investment.

### Major Influences

- Equipment investment schedule, assessed value and economic climate.

### Highlights

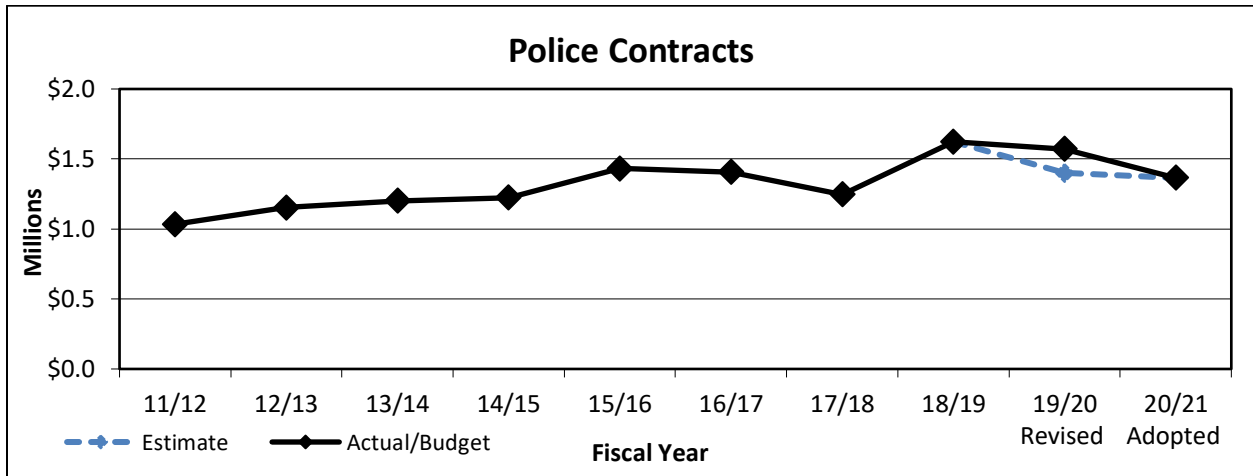
- The agreement concluded on June 30, 2018, therefore this revenue source ended as of fiscal year 2018/19. Assessed value abated under this program returned to the property tax rolls in fiscal year 2018/19.



## Revenue Information – General Fund

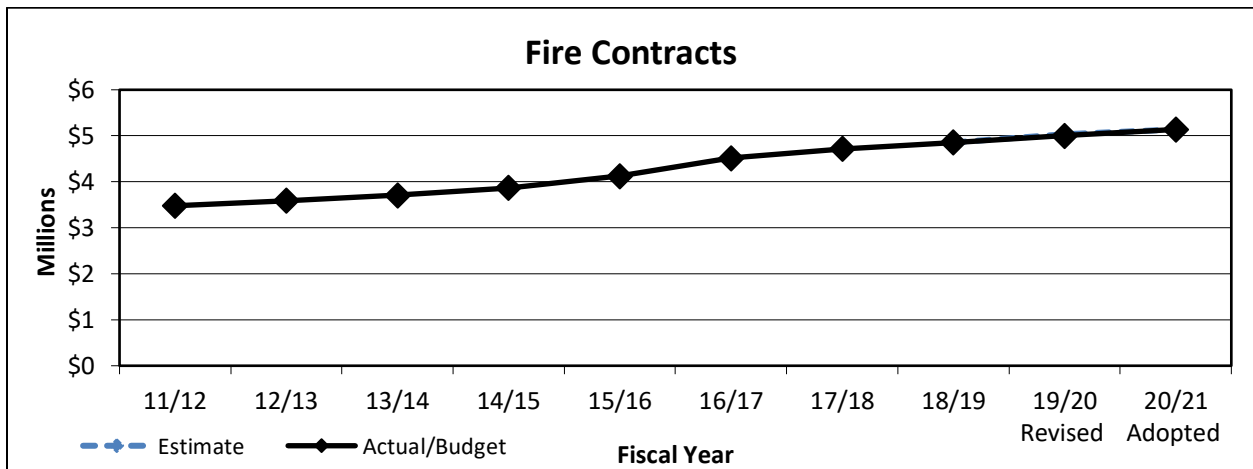
### POLICE SERVICE CONTRACTS

- Each of the school districts in Gresham, Gresham-Barlow, Centennial, and Reynolds, have an intergovernmental agreement with the City for School Resource Officers.
- Tri Met has an intergovernmental agreement with Gresham to receive transit police services. Funding for fiscal year 2019/20 is lower than budgeted based on actual staffing levels.
- The total of the four contracts is budgeted at approximately \$1.4 million for fiscal year 2020/21.
- The fluctuations over the years are due to changes in the level of services required by each contracting jurisdiction.



### FIRE SERVICE CONTRACTS

- The cities of Wood Village, Troutdale, and Fairview each have an intergovernmental agreement with Gresham to receive fire and emergency services. These agreements were renewed in fiscal year 2015/16.
- Fire District 10 has an intergovernmental agreement with Gresham to receive fire and emergency services that was renewed in fiscal year 2015/16.
- The budgeted contracts total to approximately \$5.1 million for fiscal year 2020/21.



## Revenue Information – General Fund

### UTILITY LICENSE FEES

Gresham currently receives the following utility license fees:

**Electric** – Portland General Electric payments are made annually based on a percentage of the total electric utility revenue received in the prior calendar year from Gresham PGE Customers. In fiscal year 2011/12, a 2% increase was passed by Council dedicated to the General Fund. Due to litigation, the revenue was not received until fiscal year 2016/17. Effective fiscal year 2020/21 the fee will increase by 3% and the rate cap on usage greater than 1200 MWh will be removed. At that time, total license fee will be 10.0%, divided between the General Fund (9.0%) and the Streetlight Fund (1.0%).

**Natural Gas** – Northwest Natural payments are made quarterly based on a percentage of actual revenues. In fiscal year 2011/12, a 2% increase was passed by Council dedicated to the General Fund. Due to litigation, the revenue was not received until fiscal year 2016/17. Effective fiscal year 2020/21 the fee will increase by 3%. At that time, the license fee will be 10.0%, with revenue distribution divided between the General Fund (8.4%) and the Streetlight Fund (1.6%).

**Telephone** – The telephone license fee is 7.0% of actual telecommunications revenue received from Gresham customers. Telecommunication providers make fee payments quarterly.

**Cable** – The licenses are administered by Mt. Hood Cable Regulatory Commission (MHCRC). The cable utility license fee is 5.0%, charged on gross revenue. The revenue Gresham receives is the license fee net of MHCRC administrative costs.

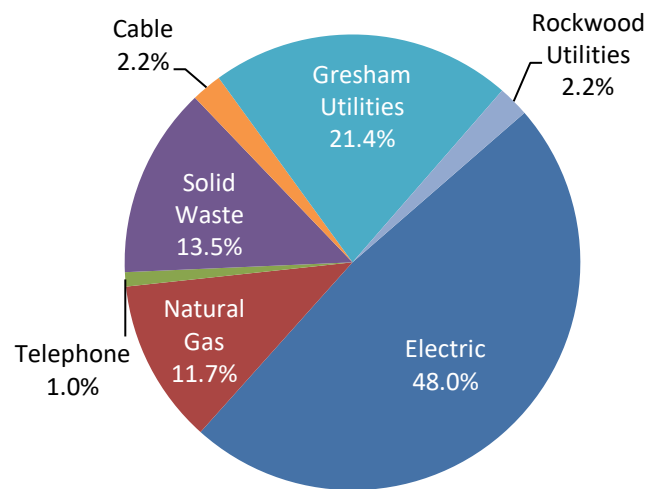
**Solid Waste** – The solid waste haulers license fee is charged on gross quarterly revenue. Garbage collection and recycling programs are provided by private companies for a defined area within the city limits. The hauler rates are set by Gresham City Council. A separate charge is assessed to the haulers to pay the costs of the Solid Waste and Recycling Program. Effective July 1, 2020 the fee increased to 10%, consistent with other utilities.

**Gresham** – Utility license fees are charged to municipally owned utilities within the city limits and are applied to Gresham’s water, wastewater and stormwater utilities. The license fee was changed from 5% to 7% in June 2011. In 2017, the fee was increased to 10%, with the additional 3% being dedicated to the Transportation System and phased in over a three-year period.

**Rockwood** – A 5% utility license fee is charged to the Rockwood Water Public Utility District for water utilities.

**Wireless Facilities** – A utility license fee is charged to wireless facilities sited in the right-of-way.

### Utility License Fees



## Revenue Information – General Fund

### Assumptions

- In fiscal year 2016/17 one-time revenue was received from electric and natural gas providers for the 2% utility license fee increase in 2011 to April 2018.
- The fiscal year 2020/21 budget is based on rates effective July 1, 2020.
- Electric utility license fee revenues are expected to increase to \$7.0 million due to fee increases and scheduled rate increases by the utility providers. Natural gas utility license fees are expected to increase to \$1.7 million.
- Telephone and cable utility license fee revenues are expected to decline slightly. These revenues have been decreasing over the last few years as the number of land lines has decreased. Cell phones are not charged a license fee. Alternative options to cable are available.
- Gresham utility, water district license fee revenues are expected to increase slightly.
- Solid waste license fee revenues are expected to increase to \$2.0 million.

### Economic Factors

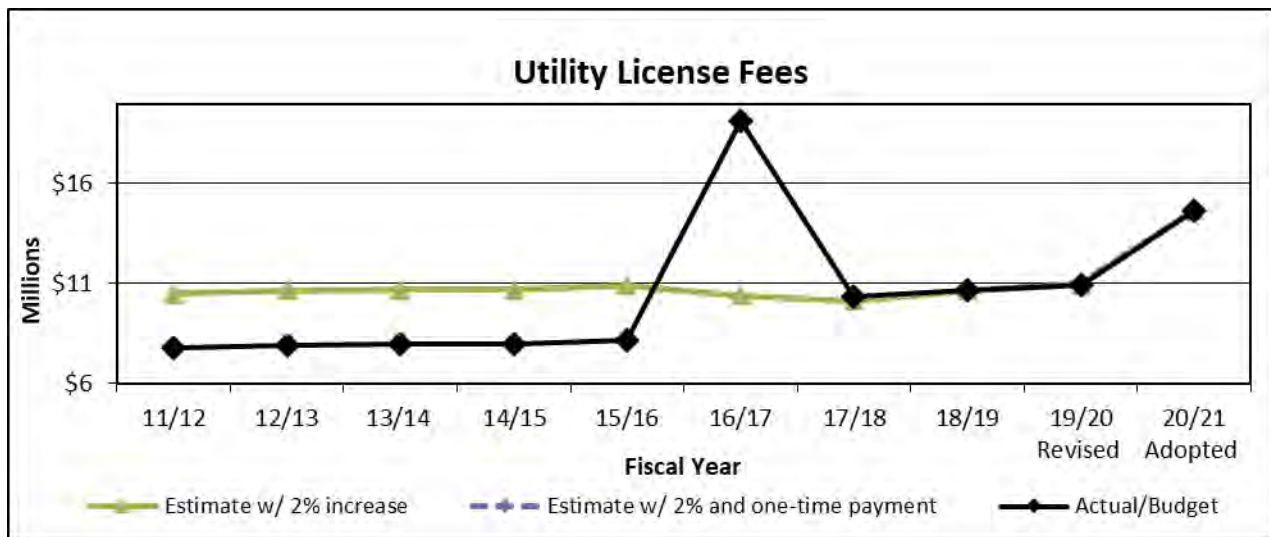
- Fluctuations in housing and population.
- Weather conditions affect consumption and therefore affect fee revenue.
- Rate changes impacted by the cost of providing services.

### Major Influences

- Wholesale costs, consumer behavior, weather conditions, rate changes, federal and state legislation.

### Highlights

- Fiscal year 2019/20 utility license revenue is expected to be slightly higher than budgeted.
- Utility license fee revenue is budgeted at \$14.6 million in fiscal year 2020/21.



## Revenue Information – General Fund

### POLICE, FIRE AND PARKS FEE

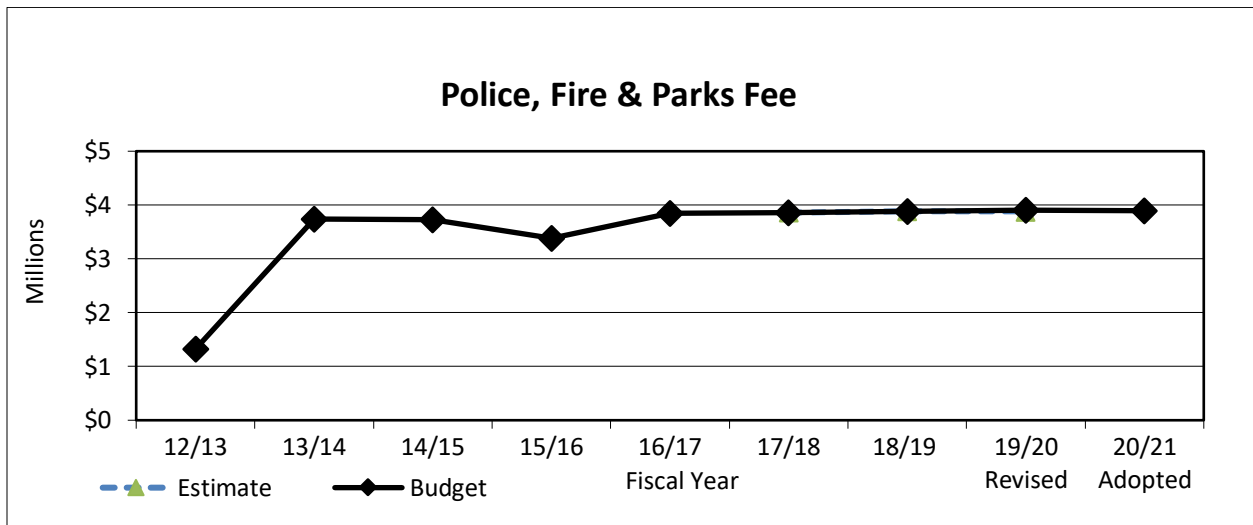
On December 4, 2012, the City Council passed a 17-month temporary fee supporting Public Safety and Parks. Council voted to extend the fee on June 5, 2014. This fee is charged to residences and businesses through the Utility Billing System. The revenue is split between the Police, Fire and Parks departments, with 95% going to public safety and 5% to parks.

#### Fund Structure Change

- In fiscal year 2019/20, the Police, Fire and Parks Fund was combined with the General Fund.

#### Assumptions

- For fiscal year 2020/21, this fund will recognize revenue of approximately \$3.9 million, remaining relatively flat over the fiscal year 2019/20 forecast.



Note: The Police, Fire and Parks Fee was implemented mid-year in fiscal year 2012/13.



## Revenue Information – General Fund

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### OTHER REVENUE

- Other intergovernmental agreements, including grants, alarm fines, hazmat response reimbursement and other miscellaneous service agreements, is budgeted at approximately \$255,000.
- Other charges for services including fire inspections, passport processing, and vehicle release fees, generate approximately \$505,000.
- Miscellaneous income, including interest, traffic and parking fines, is estimated at \$648,000.
- Interfund transfers are budgeted at \$175,000. \$75,000 is transferred from the three utility funds to pay for confined space rescue services provided by the Fire Department. \$100,000 is transferred from Enterprise Zone Community Service Fees in the Designated Purpose Fund to support economic development activities.
- Internal Service Charge revenue is budgeted at approximately \$838,000.

### BEGINNING BALANCE

- Beginning fund balance for the General Fund is estimated to be about \$10.6 million. It is the unspent balance carried forward from the prior fiscal year to be used as working capital for the fiscal year until revenues are received. For the General Fund, no significant revenue is received until October of each year.

## Revenue Information – Business Funds

### URBAN DESIGN AND PLANNING FUND REVENUES

This fund accounts for all activity related to planning activity including comprehensive and development related planning.

#### Charges for Services

- Development planning fees supply revenue for this fund, categorized as Charges for Services. These fees are anticipated at \$1.0 million in fiscal year 2020/21. Revenues for plan reviews and checks have been leveling off over the last few years. These revenues have almost fully recovered since the recession and have returned to more historic patterns.

#### Interfund Transfers

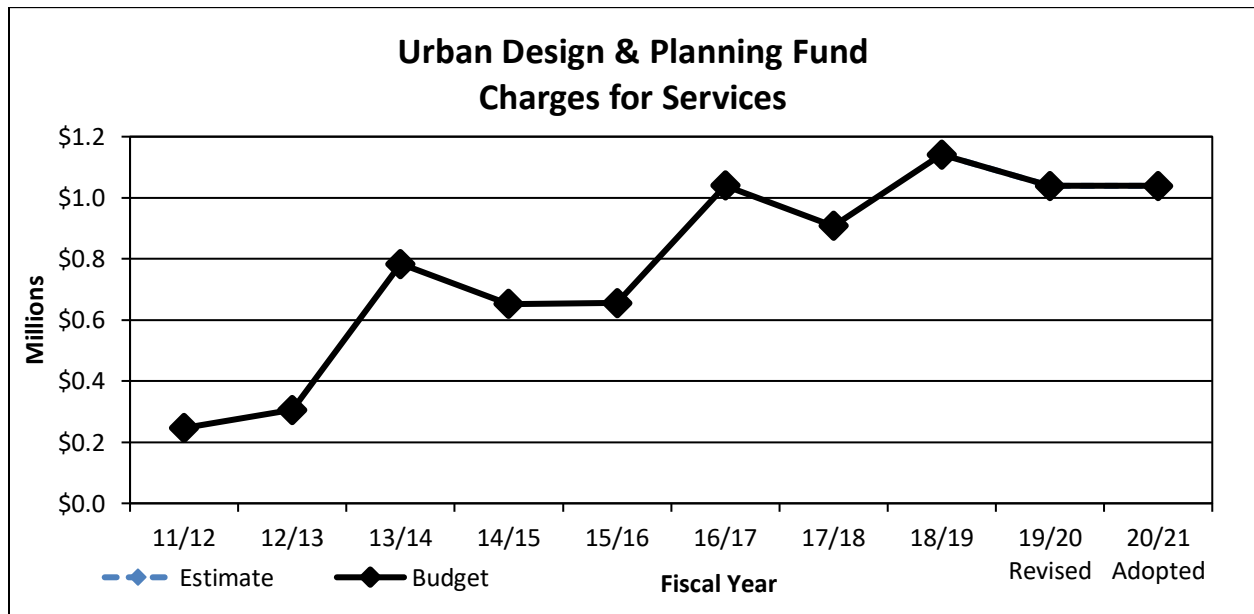
- Interfund transfers are budgeted at \$2.3 million from the General Fund in support of planning activities, including transportation planning.

#### Other Revenue

- Other miscellaneous and interest income is budgeted at \$21,000 for fiscal year 2020/21.

#### Beginning Balance

- Beginning balance is estimated at \$1.3 million carryover from the prior fiscal year.



## Revenue Information – Business Funds

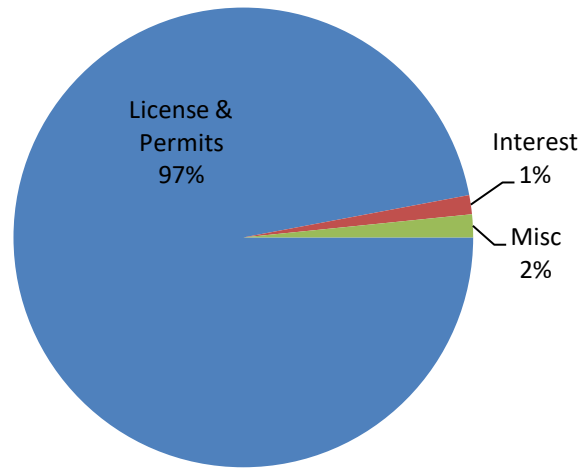
### RENTAL INSPECTION FUND REVENUES

The fund accounts for the Rental Housing Inspection Program, which carries out mandatory inspections of rental units in Gresham to address concerns about substandard housing.

#### Licenses and Permits

- Revenue from rental licenses is anticipated to be \$700,000 for fiscal year 2020/21. This is a slight increase compared to the revenue expected in fiscal year 2019/20.
- The decreases in revenues since fiscal year 2012/13 are due to the enactment of a fee reduction in that year. Revenue has recovered slightly over the last several years due to an expanding rental market.

#### Rental Inspection Operating Revenues

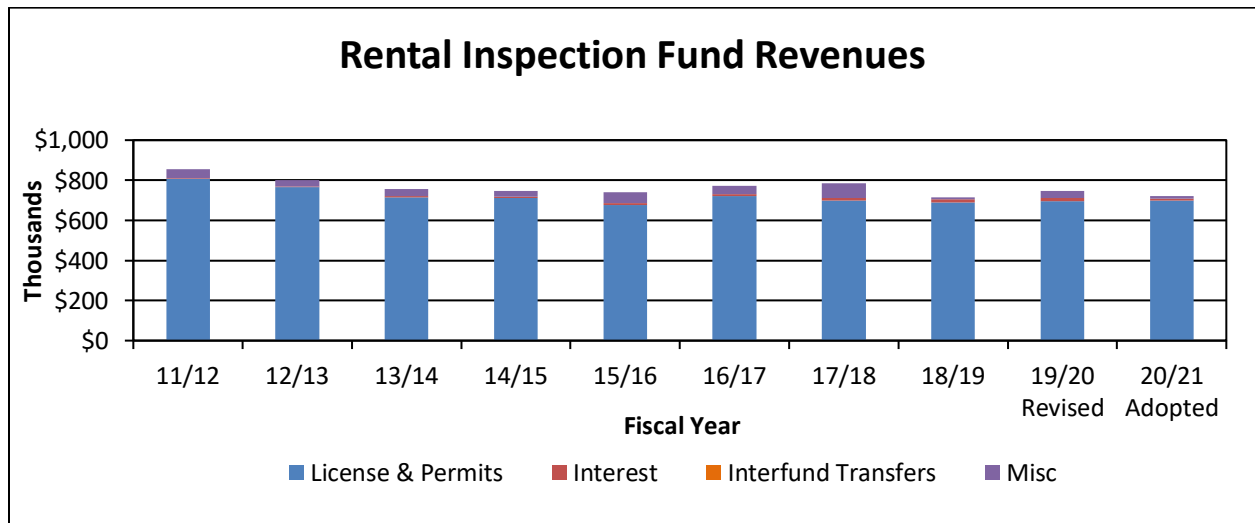


#### Other Revenue

- Other miscellaneous income is primarily comprised of civil penalty fees and interest budgeted at \$21,300 for fiscal year 2020/21.

#### Beginning Balance

- Beginning balance is estimated at \$648,700 and is carryover from the prior fiscal year. These funds are expected to be used to sustain the program over the next few years.



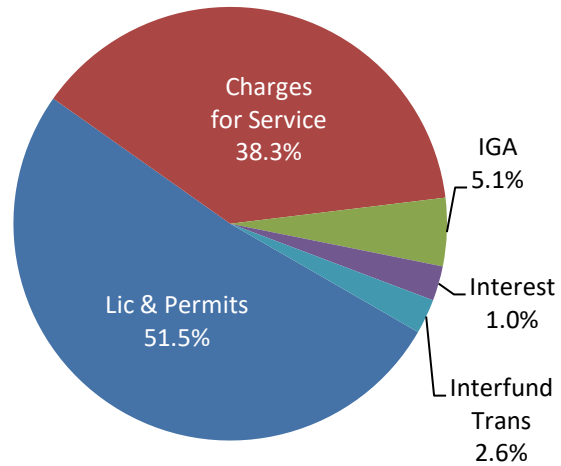
## Revenue Information – Business Funds

### BUILDING FUND REVENUES

#### Licenses and Permits

- Permits are issued for building development activities, including construction plan review and building inspection.
- For fiscal year 2020/21, revenue from Licenses and Permits is expected to be about \$2.3 million. Permits fees and licenses have picked up over the last few years due to increased construction activity, and levels are expected to decrease in fiscal year 2020/21 as large projects from school district bonds are wrapping up.

#### Building Operating Revenues

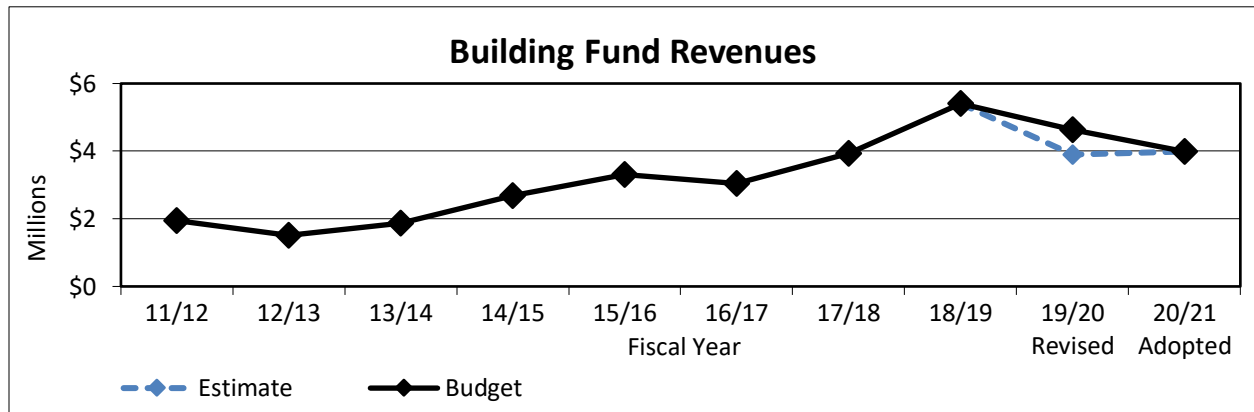


#### Charges for Services

- Building plan review fees and electrical inspection fees are used to pay for services provided.
- For fiscal year 2020/21, revenue from charges for services is expected to be \$1.7 million.

#### Intergovernmental Revenue

- The City of Gresham has an intergovernmental agreement with Fairview, Troutdale, and Wood Village to provide building inspection services. Revenue from this agreement is expected to be \$226,000 in fiscal year 2020/21.



## Revenue Information – Business Funds

### Other Revenue

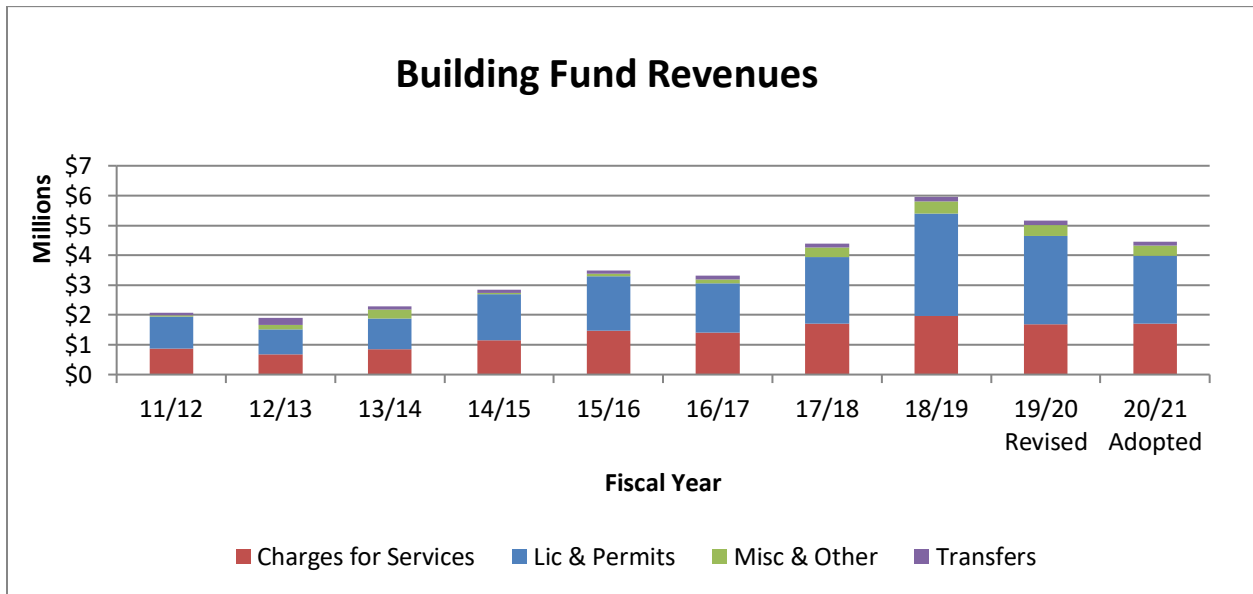
- Other miscellaneous and interest income is budgeted at \$115,000 for fiscal year 2020/21.

### Interfund Transfers

- Interfund transfers are \$115,000, transferred from the Urban Design and Planning Fund for Permit Center services.

### Beginning Balance

- Beginning balance is estimated at \$8.3 million carryover from the prior fiscal year.



## Revenue Information – Business Funds

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### URBAN RENEWAL SUPPORT FUND REVENUES

The Urban Renewal (UR) Support Fund accounts for services that the City of Gresham provides to the Rockwood/West Gresham Urban Renewal Area, which was authorized by voters in November 2003.

#### Intergovernmental Revenue

- The UR Support Fund is funded by an intergovernmental agreement between the City of Gresham and the Rockwood/West Gresham Urban Renewal Area. Reimbursements from the Urban Renewal Area are used for operating the agency and are budgeted at approximately \$1.9 million for fiscal year 2020/21.

#### Beginning Balance

- Beginning balance is estimated at \$103,600 carryover from the prior fiscal year.

## Revenue Information – Infrastructure Funds

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### INFRASTRUCTURE DEVELOPMENT FUND REVENUES

#### Charges for Services

- Plan checks and site design review fees are anticipated to supply about \$851,000 in revenue for fiscal year 2020/21.

#### Interfund Transfers

- Interfund transfers total \$1.9 million for services from the Department of Environmental Services for fiscal year 2020/21. \$480,300 will come from each of the Water, Wastewater, Stormwater and Transportation Funds.

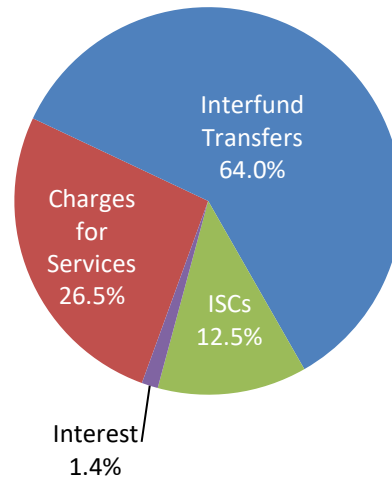
#### Other Revenue

- Interest income is budgeted at \$43,700 for fiscal year 2020/21.
- Internal Service Charges are construction inspection reimbursements for city projects, estimated at \$401,000 from the Capital Improvement Funds.

#### Beginning Balance

- Beginning balance is estimated at \$2.9 million, carryover from the prior fiscal year.

### Infrastructure Development Operating Revenues



## Revenue Information – Infrastructure Funds

### STREETLIGHT FUND REVENUES

#### Utility License Fees

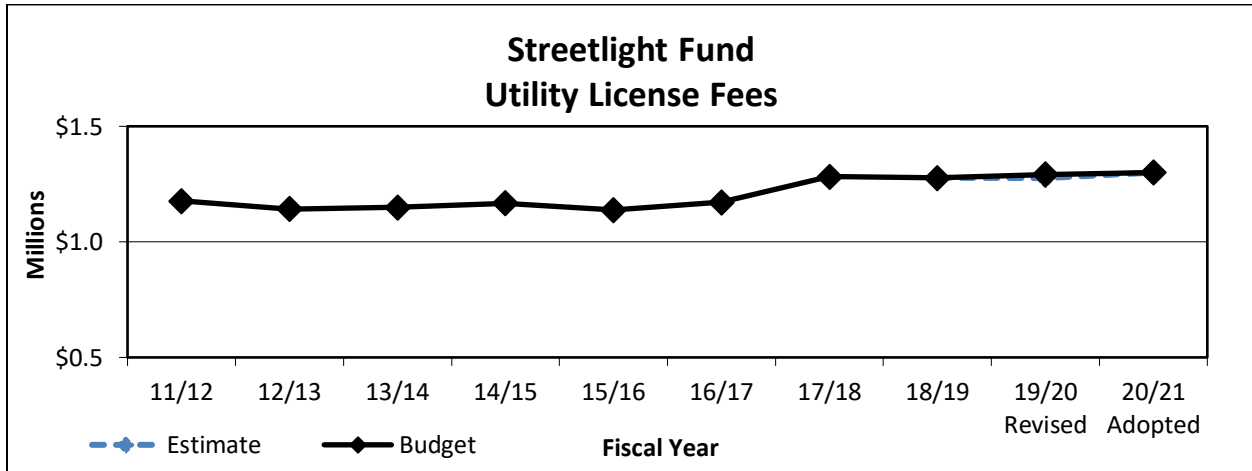
- The electric utility license fee is assessed on prior year electric utility revenues; a rate of 1.0% is designated for the Streetlight Fund.
- The natural gas utility license fee is assessed on quarterly natural gas utility revenues; a rate of 1.6% is designated for the Streetlight Fund.
- Fiscal year 2019/20 utility license revenue is forecasted to be slightly lower than the budgeted.
- For fiscal year 2020/21, Gresham’s utility license fee revenue for this fund is expected to be \$1.3 million. These revenues have shown a flat trend over previous years. A slight decrease from the forecasted amount for fiscal year 2019/20 is expected in fiscal year 2020/21. These revenues share the same trends as utility license fees in the General Fund.

#### Other Revenues

- Interest revenue is budgeted at \$56,000 for fiscal year 2020/21.
- Intergovernmental revenue, budgeted at \$77,800, is an interest subsidy from the Federal government associated with the bonds issued to replace streetlight fixtures in the City.

#### Beginning Balance

- Beginning balance is estimated at \$3.7 million, carryover from the prior fiscal year.





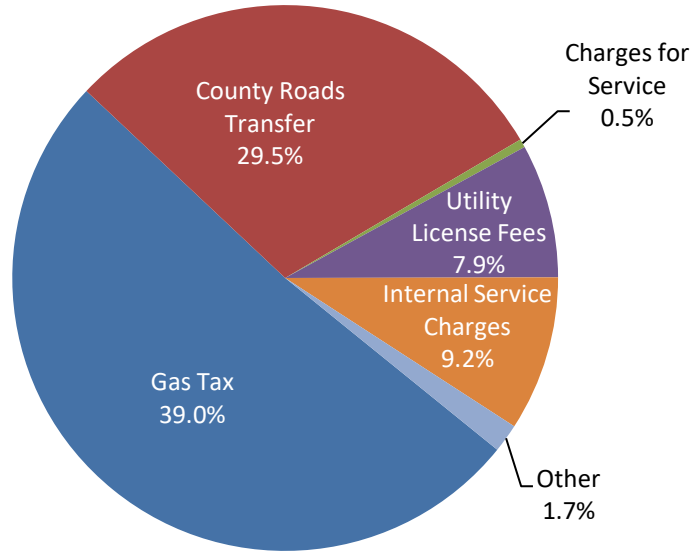
## Revenue Information – Infrastructure Funds

### TRANSPORTATION FUND REVENUES

#### Gasoline Tax and Related Fees

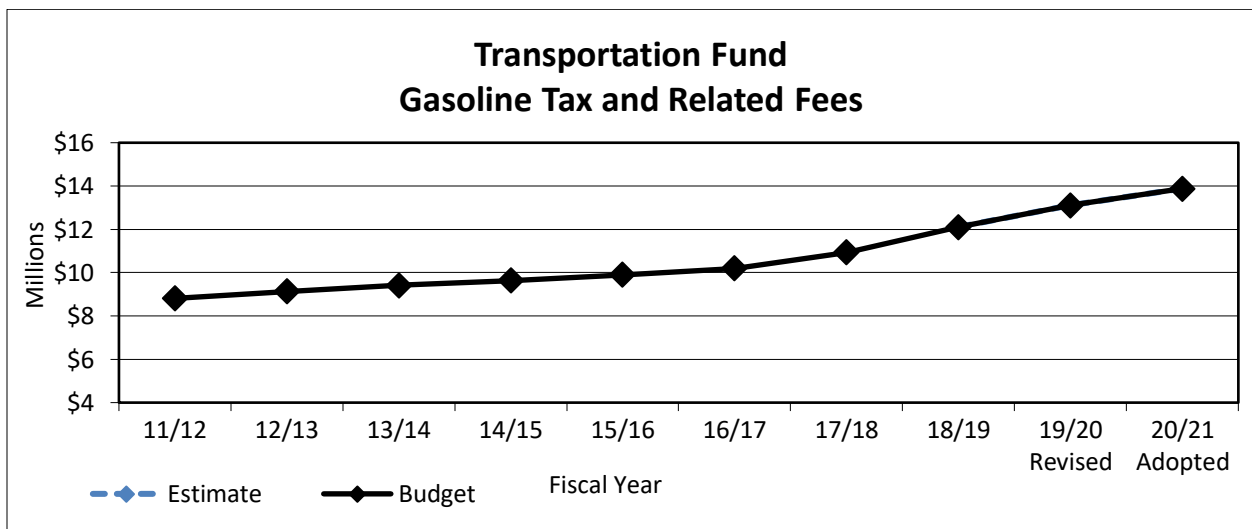
- The principal source of intergovernmental revenue is an apportionment of road related taxes from the State of Oregon. The State passes on to the City a portion of the weight mile, motor fuels (gas), vehicle registration, and other related fees it collects. These taxes may be used only for road operations and maintenance.
- The Keep Oregon Moving Act, which was passed during the 2017 Legislative Session, accounts for the projected higher motor fuels usage taxes as shown in the following graphs. Those additional resources will be phased in and year to year resources are now expected to increase incrementally over the next seven years.
- For fiscal year 2020/21, Gresham’s share of the gasoline tax and registration fees is expected to be about \$8.8 million.

#### Transportation Operating Revenues



#### County Pass-Through Resources

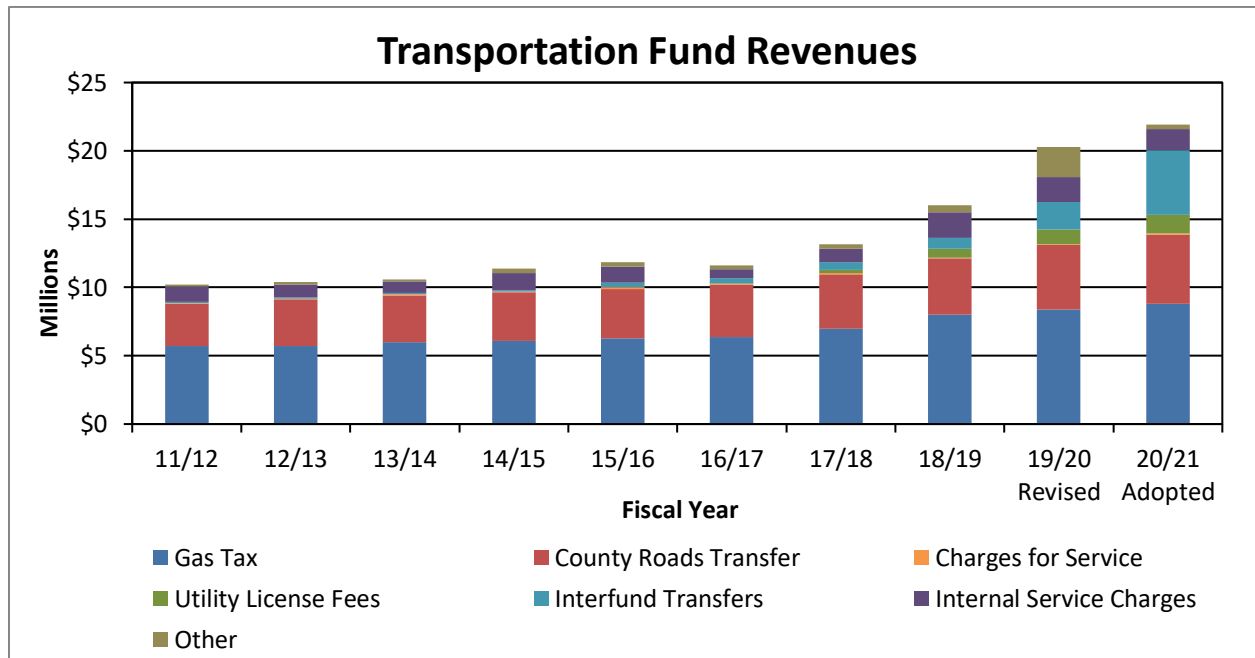
- Gresham anticipates receiving about \$5.1 million from Multnomah County to cover street maintenance expenses as part of the County Roads transfer agreement.



## Revenue Information – Infrastructure Funds

### Utility License Fees, Internal Service Charges, Interfund Transfers, Beginning Balance and Other Revenues

- Starting in fiscal year 2017/18, the Transportation Fund began receiving a portion of the utility license fee charged on the Gresham municipal utilities. The amount phased in over a three-year period, reaching a total of 3%. The revenue is being used to fund the Local Street Reconstruction program and is expected to be \$1.36 million in fiscal year 2020/21.
- Internal Payments for this fund are engineering reimbursements for staff charges and overhead for capital improvement projects. For fiscal year 2020/21, the revenue is estimated at \$1.6 million.
- Miscellaneous revenue and Charges for Service are other revenue sources in the Transportation Fund. These revenues will be approximately \$325,000 in fiscal year 2020/21.
- Interfund transfers into the fund are approximately \$4.7 million in fiscal year 2019/20. This includes approximately \$3.7 million in pass-through funding from the System Development Charge Fund for construction debt principal and interest payments, \$854,000 from the Stormwater Fund to pay for additional street sweeping which facilitates storm water management and vegetation management, and \$93,000 from the Streetlight Fund for reimbursements for administration of the streetlight program.
- Beginning balance will be approximately \$24.4 million, estimated as carryover from the prior fiscal year. These funds are earmarked for capital construction projects over the next five-year capital improvement program period, fiscal years 2020/21 through 2024/25.



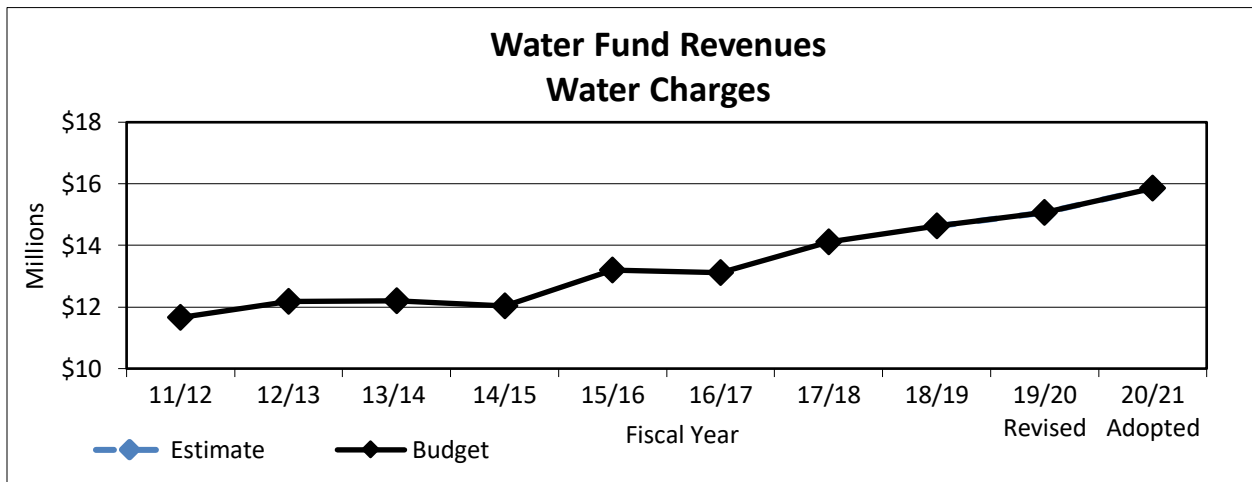
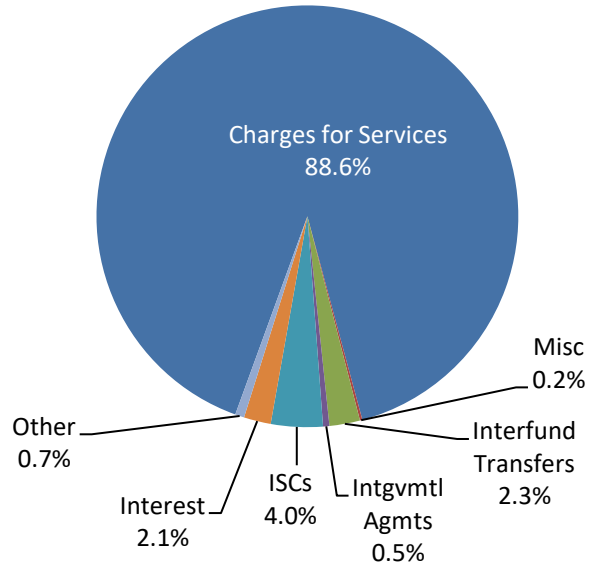
## Revenue Information – Infrastructure Funds

### WATER FUND REVENUES

#### Water Sales

- Revenue received from water utility customers pays for the City’s water collection and distribution system.
- Rates are reviewed within the context of a long-term financial plan for the utility. Smaller annual increases are typically recommended to avoid large jumps such as those being proposed by several other jurisdictions throughout the State.
- For fiscal year 2020/21 a rate increase of 5.31% has been approved for January 1, 2021.
- Fiscal year 2020/21 water sales revenues are budgeted at \$15.9 million.

#### Water Operating Revenues



## Revenue Information – Infrastructure Funds

### Interfund Transfers

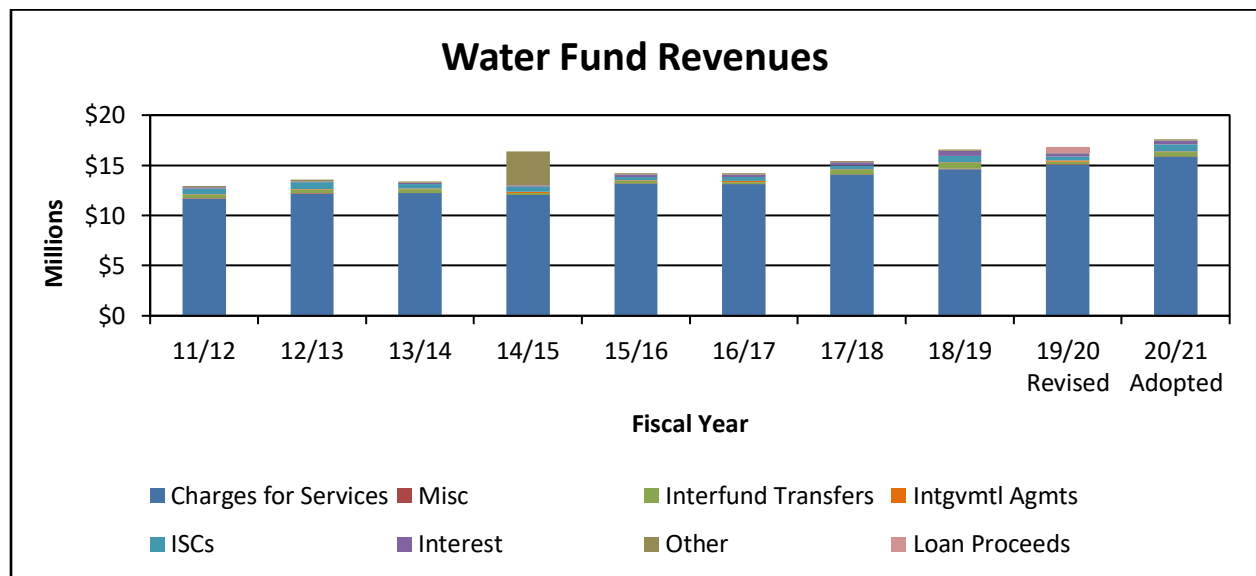
- Interfund transfers total \$411,700. These are transfers from the System Development Charge Fund for debt payments.

### Other Water Fund Revenue

- Intergovernmental revenue is budgeted at \$85,000.
- Internal Payments are engineering and inspections reimbursements for staff charges and overhead to capital improvement projects, estimated at \$698,000.
- Other charges for services, estimated at \$150,000, are primarily for meter and line installation charges.
- Miscellaneous Income, including interest, is budgeted at approximately \$396,000.
- Other income for fiscal year 2020/21 is expected to be approximately \$123,000 from the repayment of an interfund loan to wastewater.

### Beginning Balance

- Beginning balance is estimated at \$24.0 million, carryover from the prior fiscal year. The beginning balance includes funds identified for future uses, such as infrastructure repair and replacement, construction of capital projects, and other operational requirements for system reliability, regulatory compliance and long-term utility operations.



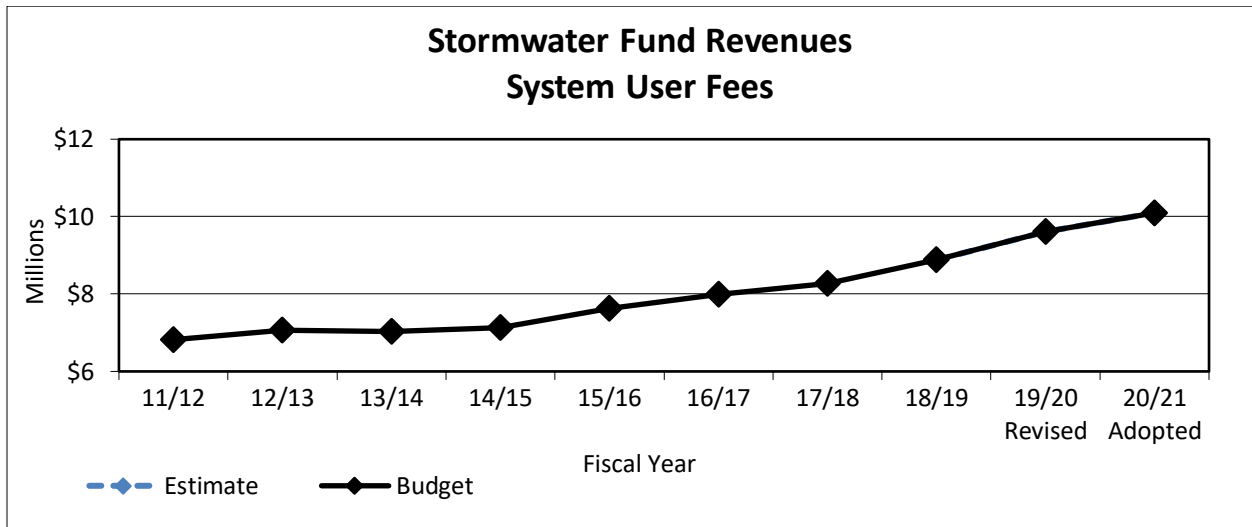
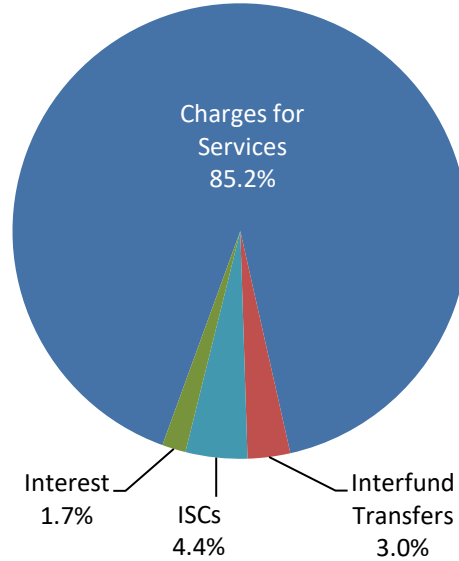
## Revenue Information – Infrastructure Funds

### STORMWATER FUND REVENUES

#### Stormwater System User Fees

- Revenue received from stormwater customers pays for the City’s storm drain system.
- Rates are reviewed within the context of a long-term financial plan for the utility. Smaller annual increases are typically recommended to avoid large jumps such as those being proposed by several other jurisdictions throughout the state.
- For fiscal year 2020/21 a rate increase of 7.02% has been approved for January 1, 2021.
- Fiscal year 2020/21 stormwater system revenues are budgeted at \$10.1 million.

#### Stormwater Operating Revenues



## Revenue Information – Infrastructure Funds

### Interfund Transfers

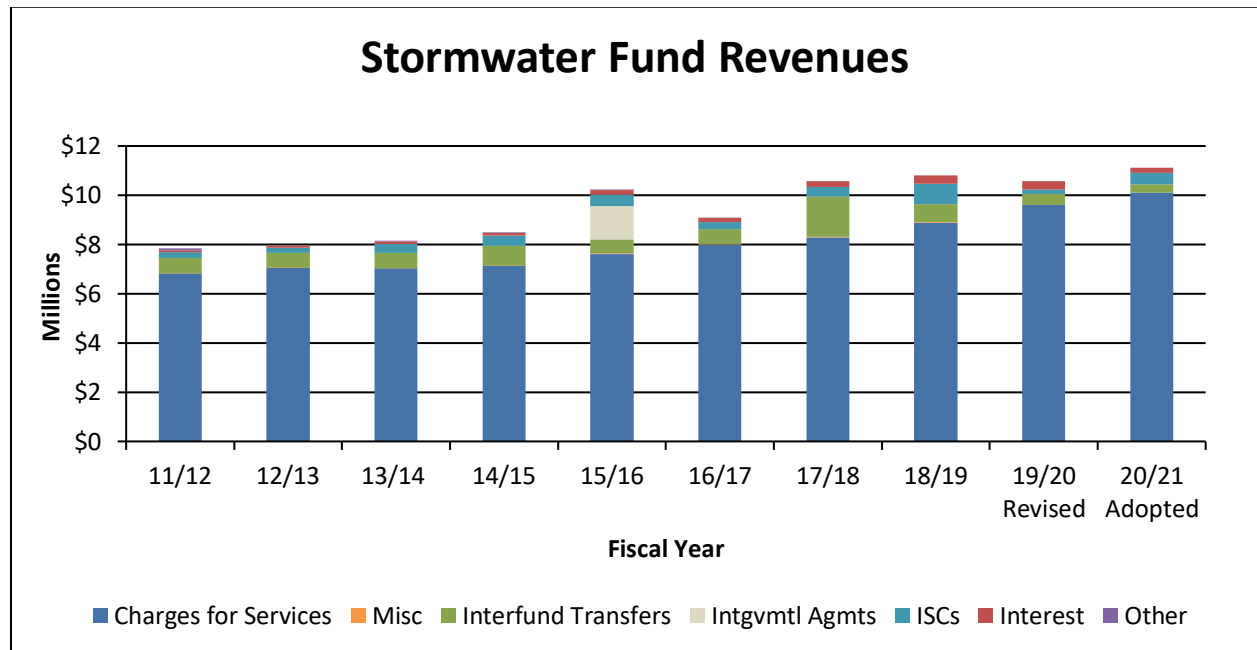
Transfers from the Transportation Fund total \$119,400 for management of street runoff and \$216,500 from the System Development Charge Fund for debt repayment. The transfer from the Transportation Fund is being phased out over a five-year period, ending in fiscal year 2020/21.

### Other Revenue

- Internal Payments are engineering reimbursements for staff charges and overhead to capital improvement projects, estimated at \$487,000.
- Interest, fees and miscellaneous income comprise the approximate \$186,000 in other income.

### Beginning Balance

- Beginning balance is estimated at \$12.4 million, carryover from the prior fiscal year. The beginning balance includes funds identified for future uses, such as infrastructure repair and replacement, construction of capital projects, and other operational requirements needed for system reliability, regulatory compliance and long-term utility operations.



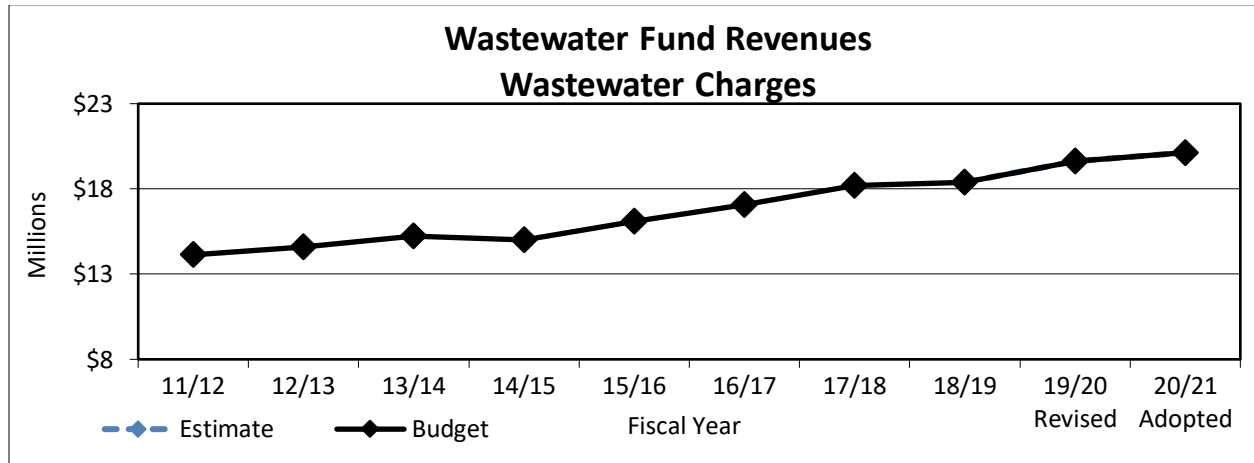
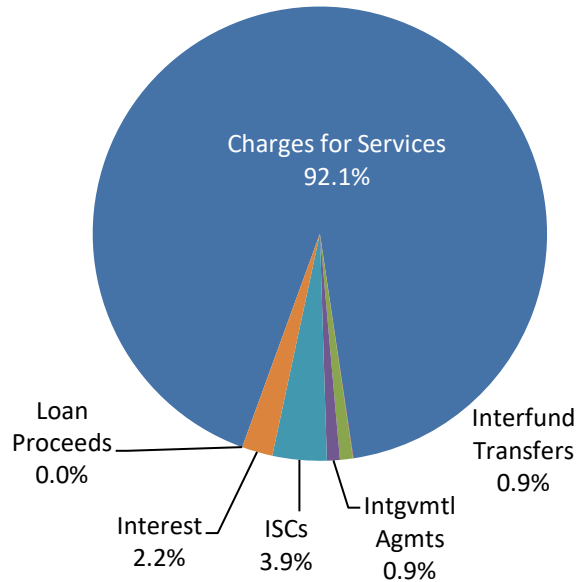
## Revenue Information – Infrastructure Funds

### WASTEWATER FUND REVENUES

#### Wastewater Charges

- Revenue received from wastewater utility customers pays for the City’s wastewater collection and treatment system.
- Rates are reviewed within the context of a long-term financial plan for the utility. Smaller annual increases are typically recommended to avoid large jumps such as those being proposed by several other jurisdictions throughout the State.
- For fiscal year 2020/21 a rate increase of 3.99% has been approved for January 1, 2021.
- Fiscal year 2020/21 revenues are budgeted at \$20.1 million.

### Wastewater Operating Revenues



## Revenue Information – Infrastructure Funds

### Interfund Transfers

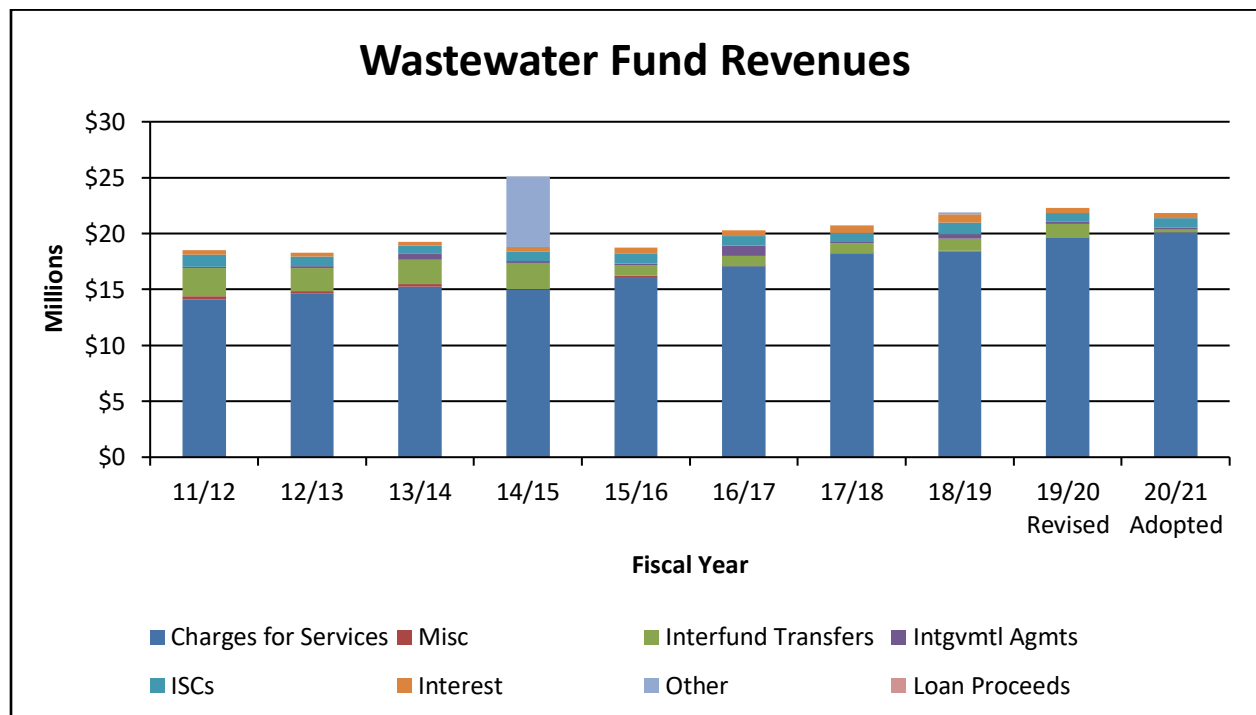
- Interfund Transfers are approximately \$201,500, transferred from the System Development Charges Fund for debt payments.

### Other Revenue

- Internal Payments are engineering reimbursements for staff charges and overhead to capital improvement projects, estimated at \$843,000.
- Intergovernmental agreements and miscellaneous income including interest income will total approximately \$488,000 in fiscal year 2020/21.

### Beginning Balance

- Beginning fund balance is estimated at \$32.0 million, carryover from the prior fiscal year. The amount includes funds identified for future uses, such as debt payment, infrastructure repair and replacement, construction of capital projects, and other modifications needed for system reliability, regulatory compliance and long-term utility operations.





## Revenue Information – Support Funds

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### FACILITIES AND FLEET MANAGEMENT FUND REVENUES

#### Internal Service Charges

- Internal service charges collect \$5.3 million to pay for the operation and maintenance of all city-owned buildings and the City Hall reception area, and maintenance and fuel costs of city-owned vehicles.

#### Intergovernmental Revenue

- Gresham-Barlow School District owns and occupies a portion of the Public Safety and Schools building maintained by the City of Gresham. An intergovernmental agreement for maintenance and utilities is the basis for the budgeted fiscal year 2020/21 payments from Gresham-Barlow School District of \$93,000.

#### Other Revenue

- The Headstart Program rents a city-owned building for \$4,000 per year.
- A lease for \$15,000 for space at the fire training center is anticipated in fiscal year 2020/21.
- \$110,000 is budgeted from insurance reimbursements for accident repairs made to the City's fleet.
- The General Fund transfers \$194,000 into the fund to pay for maintenance and utilities at the five fire stations that are not included in the internal service charge calculation.

#### Beginning Balance

Beginning balance is estimated at \$650,000.

### LEGAL SERVICES FUND REVENUES

#### Internal Service Charges

- Internal service charges collect approximately \$1.1 million to recover the cost to provide legal services to the organization by the City Attorney's Office.

#### Beginning Balance

- The beginning fund balance is estimated at \$192,000.

## Revenue Information – Support Funds

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### ADMINISTRATIVE SERVICES FUNDS REVENUES

Beginning in fiscal year 2019/20, the Utility Financial Services Fund and the Information and Technology Fund combined with the Administrative Services Fund.

#### Administrative Services

##### Internal Service Charges

- Internal service charges collect \$14.0 million to recover the cost to provide organization-wide services, such as city administration, financial and budgeting, information technology, communications, community livability services.
- Internal service charges collect \$2.0 million from the three utility funds to recover the cost to provide financial accounting and analysis, billing, collection, customer services and sewer assessment administration for the utility system.

##### Interfund Transfers

- For fiscal year 2020/21, the fund will collect about \$1.2 million for support of the Community Livability department, geographic information services and administrative services provided to self-insured employee benefit plans.

##### Other Revenue

- Intergovernmental revenue received in the Administrative Services Fund includes \$363,000 for the Emergency Management program, for the mediation program, and other grants.
- Miscellaneous Income includes delinquency penalty fees and is expected to bring in about \$150,000 related to the utility system.
- Charges for services including loan processing fees, lien checks, and mediation revenues are expected to bring in \$118,000.
- Internal Payments are budgeted at \$675,000 and are related to costs for the capital improvement program.

##### Beginning Balance

- The beginning fund balance is estimated at \$2.0 million, carryover from the prior fiscal year.

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## Revenue Information – Support Funds

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### EQUIPMENT REPLACEMENT FUND REVENUES

#### Internal Service Charges

- Internal service charges collect \$3.4 million to reserve for the replacement of City vehicles and other capital equipment. Not all City vehicles and equipment have been covered by this fund in past years, most notably certain fire apparatus.

#### Transfers

- Transfers are expected to be about \$73,000, primarily related to vehicles owned by internal service funds.

#### Other Revenue

- Interest earnings are expected to bring in about \$139,000 in fiscal year 2020/21.

#### Beginning Balance

- The beginning fund balance of \$14.7 million is the reserve for future equipment purchases.

### WORKERS' COMPENSATION & LIABILITY MANAGEMENT FUND REVENUES

In fiscal year 2019/20, the Worker's Compensation Fund combined with the Liability Management Fund.

#### Workers' Compensation

##### Internal Payments

- Payroll charges collect approximately \$1.6 million to pay for the City's self-insured Workers' Compensation Program. Requirements are for operating costs and maintenance of a reserve to pay for on-the-job injury claims.
- Workers' compensation costs are allocated to operating funds as a unit of personnel costs.

##### Internal Service Charges

- Internal service charges collect \$1.6 million to recover the cost to provide loss control and liability coverage, and to pay for insurance premiums for excess coverage related to Liability Management.

##### Other Revenue

- Interest earnings and miscellaneous income are expected to be \$161,000 in fiscal year 2020/21.

##### Beginning Balance

- The Workers' Compensation is expected to have a beginning balance of \$1.7 million in fiscal year 2020/21, which is anticipated to be used for future unexpected claim expenses.
- The beginning balance for Liability Management is estimated at \$1.3 million, a reserve that is maintained by the fund for unexpected claims.

## Revenue Information – Support Funds

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### CITY OF GRESHAM HEALTH AND DENTAL PLANS FUND REVENUES

In fiscal year 2019/20, the Health Insurance Benefits Fund combined with the Dental Insurance Benefits Fund.

#### Internal Payments

- Allocations are based on anticipated costs and employee demographics. These charges are budgeted at \$9.9 million for the health plans and \$0.9 million for the dental for fiscal year 2020/21.

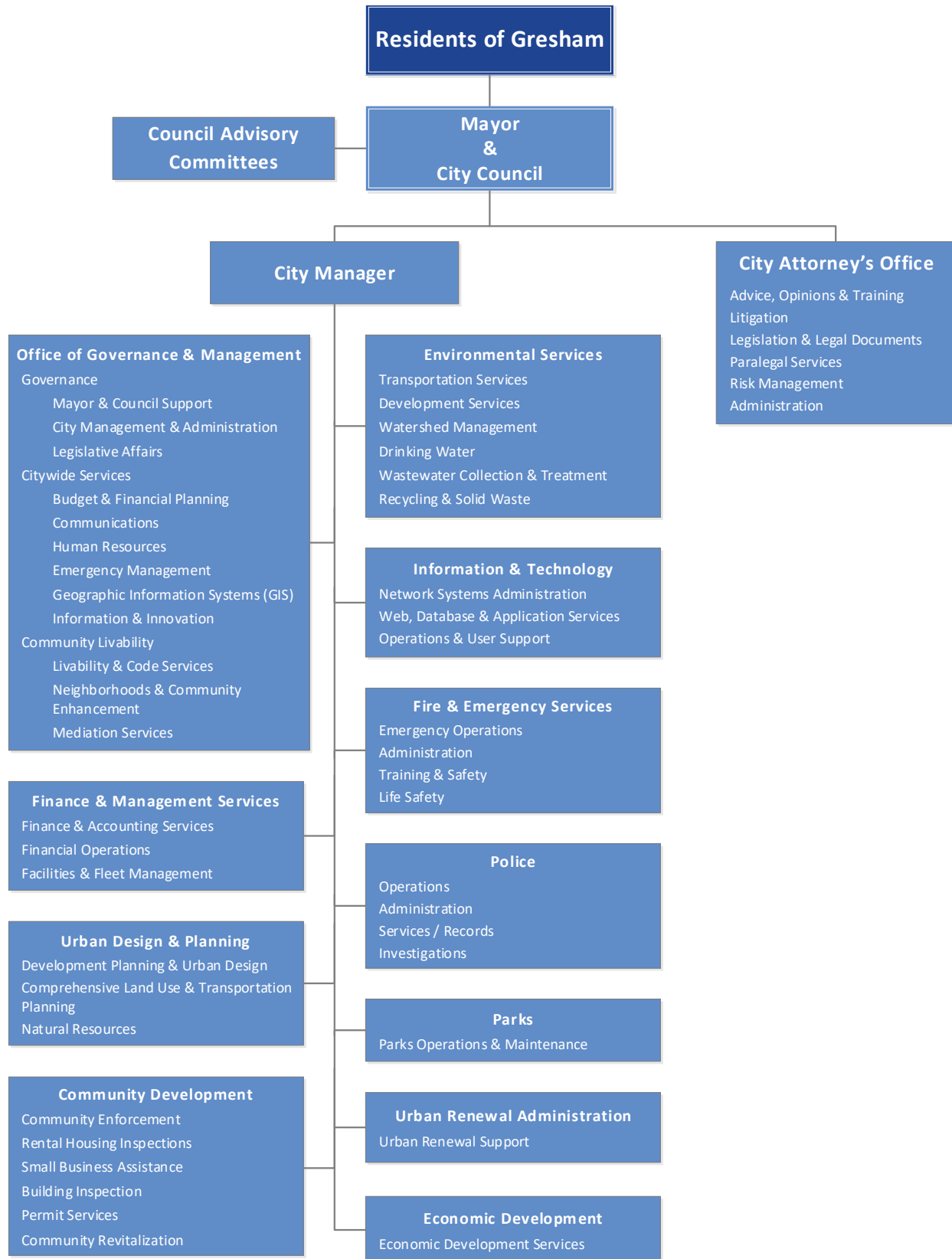
#### Other Revenue

- Investment earnings, employee cost sharing, charges for retiree participation in the plans and other reimbursements are budgeted at \$3.3 million.

#### Beginning Balance

- Beginning balance is budgeted at \$4.6 million for fiscal year 2020/21 for the health plans. These funds are used as a reserve for future claims. The State of Oregon requires self-insured plans to maintain adequate reserve levels.
- The beginning balance for the dental plan is budgeted at \$870,000 for fiscal year 2020/21. These funds are used as a reserve for future claims. This balance was transferred to the combined fund for fiscal year 2019/20.

# City of Gresham



## Office of Governance and Management

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### MISSION STATEMENT

Strategically guide the organization by providing leadership and facilitating community participation in government. Proactively partner with customers, deliver quality service, create innovative solutions, and promote mutual respect and diversity.

### GENERAL DESCRIPTION

The Office of Governance and Management (OGM) consists of the Mayor and City Council, who are elected by the citizens and supported by the appointed City Manager. The City Manager carries out Council policy by coordinating overall operations of City services and implementing public policy and directing the affairs of the City in support of the City Council's goals and objectives. OGM supports the Mayor and City Council by assisting elected officials in policy development and external governmental matters, providing citywide coordination of major new development initiatives and directing effective legislative strategies to advance and protect the interests of the City of Gresham. In addition, OGM also provides citywide services in the areas of organizational planning and improvement, organizational compliance, community outreach, recording services, public information, internal communications, human resources, budget preparation, financial planning, mediation services, emergency management and preparedness, and neighborhood and volunteer programs.

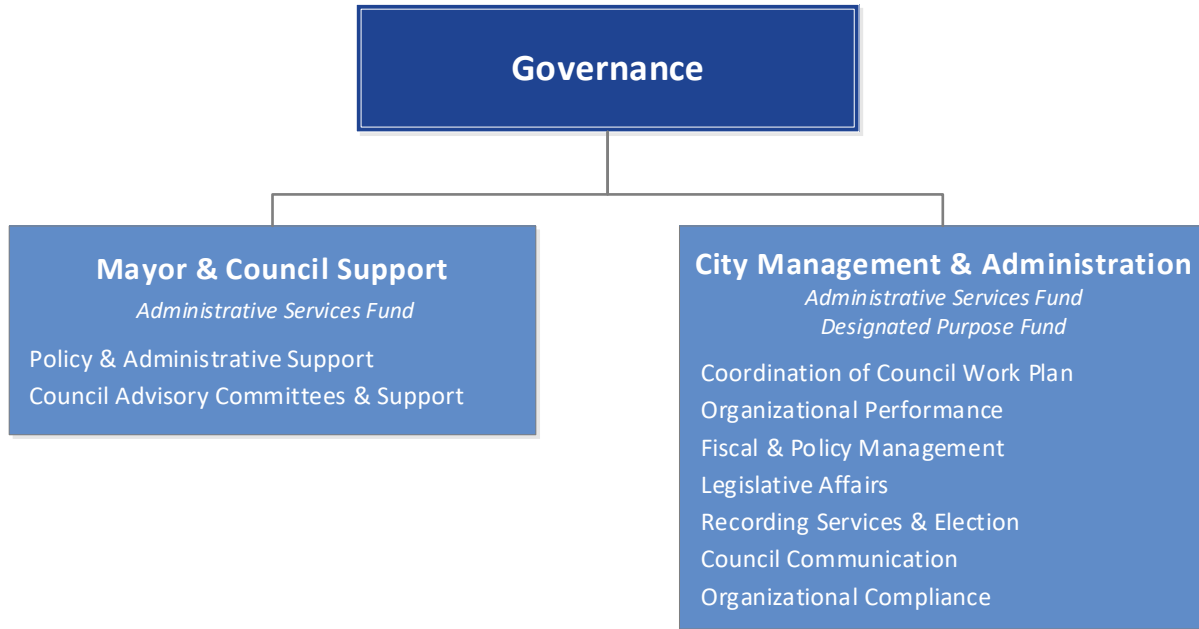
For budgeting purposes, OGM is displayed as three separate departments. This is intended to better illustrate the different functions and types of services provided by this department.

The three areas are:

- Governance and Administration
- Citywide Services
- Community Livability

## Governance and Administration

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### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

#### Governance

The City Council is the legislative branch of the City. The Mayor, who is elected to a four-year term, serves as the chief official and presides over City Council meetings. There are six councilors, who serve at large and are elected to staggered four-year terms.

The seven-member City Council is the official policy-making body of the City. They represent the interests of citizens and are responsible for the broad direction of City operations. The City Council appoints the City Manager and City Attorney, sets goals, adopts ordinances and resolutions, authorizes contracts, and adopts the annual budget. The City Council also functions as the Gresham Redevelopment Commission that oversees activities within the Urban Renewal Area.

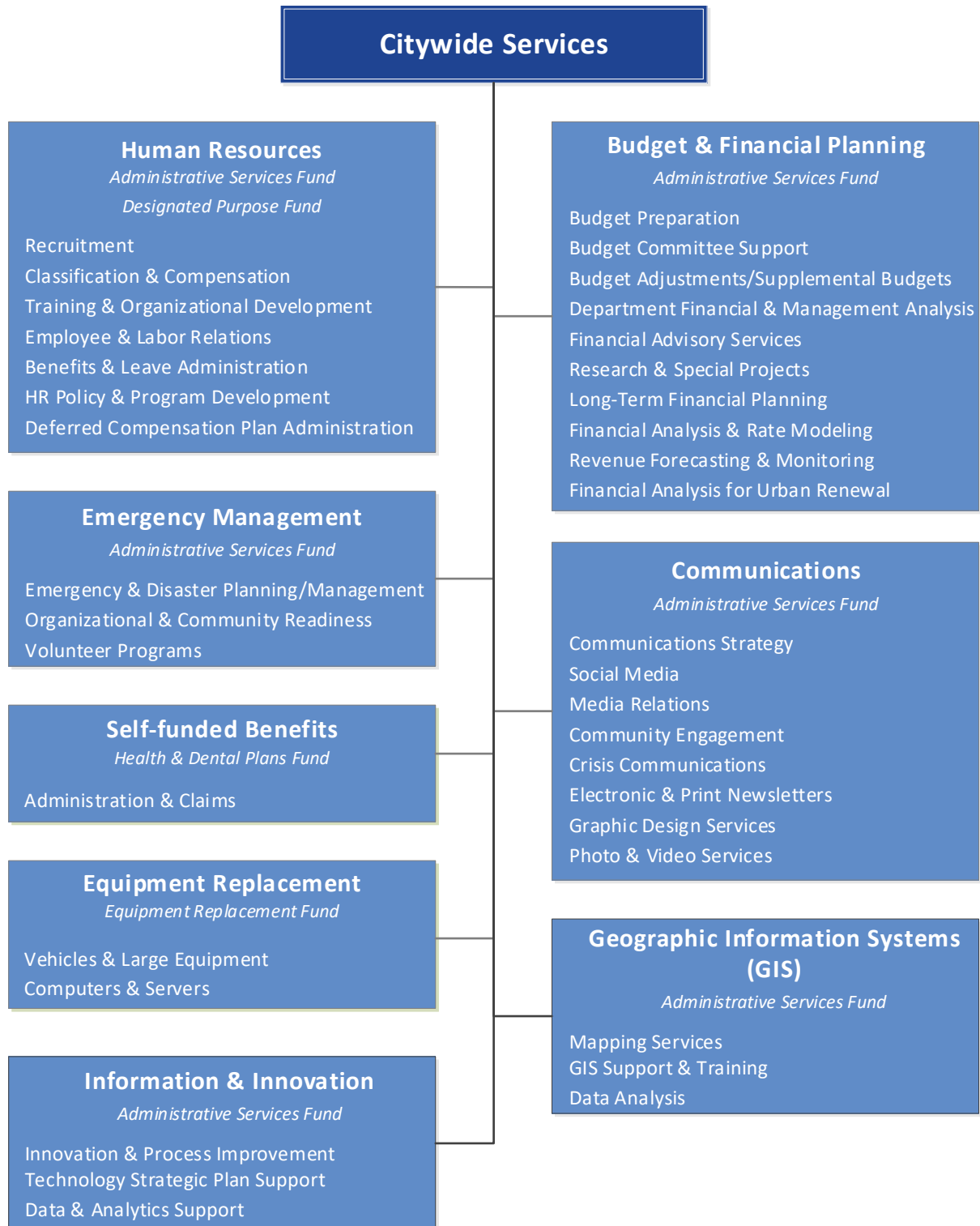
#### City Management & Administration

The City Manager and staff focus on the implementation of the City Council's officially adopted Work Plan and policy by coordinating and directing efforts of appropriate citywide resources.

Key issues and work plan for fiscal year 2020/21 include:

- Facilitate the Council Work Plan.
- Oversee efficient delivery of City services.
- Report citywide organizational performance.
- Advocate for federal, state, and local support of City services, especially transportation, public safety, and economic development.
- Oversee multi-year financial planning and decision making.

# Citywide Services





## Citywide Services

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### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

#### Human Resources

Human Resources develops, administers and provides a wide range of programs and services in the areas of recruitment and selection, classification and compensation, benefit and leave administration, employee and labor relations, and citywide training support.

Key issues and work plan for fiscal year 2020/21 include:

- Develop benefit plan strategies including the City's self-funded medical plans.
- Offer Employee Wellness Programs to improve healthcare outcomes and positively impact healthcare utilization.
- Ensure health care reform compliance in an evolving federal and state legal environment.
- Coordinate new employee organizational orientation, training, and development programs centered on public service, supervisory and leadership skills, teamwork, and communications.
- Facilitate Manager and Supervisor (MAS) Network and Network for Leads (NFL) to strengthen leadership skills.
- Perform recruitment and selection procedures to attract and select quality employees to the City. Conduct outreach and new employee onboarding functions.
- Develop and formalize new pathways to employment through outreach to schools and community groups. Develop outreach materials, attend events to promote City employment, showcase City employment opportunities, and develop internship and trainee opportunities. Revise the City's employment practices and classification structures to find new entry points to employment.
- Address compliance with the new Oregon Equal Pay Act through updating classification specifications, identifying work of comparable character, and developing standardized processes for starting salaries. Complete job family reviews, employee classification reviews, and classification market studies.
- Develop and implement citywide competencies that align with the City's values. Behavioral competencies will establish a foundation for better recruitment and selection, performance management, and employee development practices.
- Respond to employee relations and labor relations issues, assist supervisors or managers on employee performance issues, and manage and resolve grievances with union representatives. Complete contract negotiations with Teamsters Local 223 in Spring 2021 for a new contract in July 2021.
- Perform Human Resource policy and program development, including Gresham Employee Manual revisions as needed.

#### Budget and Financial Planning

The Budget and Financial Planning Division incorporates financial planning, analysis, and budget development into one functional area. This allows for a closer partnership between departments to provide City management with a higher level of expertise for complex financial analyses and increased monitoring of resources. The division also prepares the City budget and supplemental budgets in compliance with state laws and works with the Finance Committee throughout the year to provide a foundation for the budget process.

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## Citywide Services

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The Budget and Financial Planning Division is responsible for updating, analyzing, and monitoring financial plans utilized by programs throughout the City. In addition, the division provides financial and management analysis to all departments. Analytical and budget support is also provided to the Rockwood-West Gresham Urban Renewal Area.

Key issues and work plan for fiscal year 2020/21 include:

- Continued development, refinement, monitoring, and reporting of financial plans to ensure sustainability.
- Prepare and monitor the annual budget and related functions.
- Continue collaborative evaluation and implementation of cost-saving measures and operational improvement opportunities throughout the organization.
- Support Enterprise Resource Planning system replacement implementation.
- Provide analytical support for all City departments.
- Provide analytical support for Council Work Plan projects.
- Provide staff support to the Finance Committee.

### **Emergency Management**

The Office of Emergency Management provides the City with training, exercises, planning efforts, and regional collaboration to help the City mitigate, prepare for, respond to, and recover from disasters and large-scale emergencies. The Office of Emergency Management also facilitates access to federal grant funds, assists City departments with emergency response planning, emergency management volunteers, and provides public education and outreach.

Key issues and work plan for fiscal year 2020/21 include:

- Assist City departments in their planning efforts for disaster and large-scale emergencies to enable continuity of operation for all essential City services.
- Ensure Emergency Operations Center (EOC) readiness to support citywide disaster response and recovery.
- Continue to build cohesive staff teams to increase the operational capacity within the EOC.
- Provide relevant training opportunities for EOC Teams.
- Actively participate with county, state, and regional partners to increase inter-agency and interdisciplinary information sharing to maximize our planning, training and exercising efforts.
- Develop a crisis communication annex in the City's Emergency Operations Plan.

### **Communications**

The Communications Division provides comprehensive strategic communications services that include community engagement oversight, media relations, marketing, crisis communications, public relations, brand management, graphic design publications, video production, photography, web communication strategy and content development, and social media strategy. Communications manages the City's efforts to provide the public with timely information about its goals, initiatives, and activities. In addition,

## Citywide Services

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Communications manages the Gresham Arts Festival, Spirit of Christmas, CityFest, and Gresham Lilac Run community events.

Key issues and work plan for fiscal year 2020/21 include:

- Ensure all audiences have easy and timely access to City information via the platform of their choice.
- Oversight of the City's community engagement efforts including new tools, resources, and support to enhance efforts to reach the community.
- Continue to promote community branding and marketing by telling the positive story of Gresham to recruit and retain businesses and residents.
- Support other Council Work Plan projects with communications and marketing needs.
- Advise and consult with departments regarding initiatives, programs, and services.
- Advance the City's use of digital communication tools and multimedia production.

### **Geographic Information Systems (GIS)**

The GIS program acts as the steward of the City's enterprise GIS data, ensuring its integrity through quality control and governance. In addition, GIS develops and maintains internal and external GIS mapping tools to support internal operations as well as provide the public with information about the Gresham community.

Key issues and work plan for fiscal year 2020/21:

- Be a partner in key Technology Strategic Plan projects, such as the ERP Replacement.
- Expand web GIS solutions.
- Provide GIS training and support for all City departments.

### **Information and Innovation**

Information and Innovation has historically focused on two items, the Technology Strategic Plan and Data and Analytics program.

The Technology Strategic Plan is a portfolio of business process improvement projects that have a technology component as well as the IT operations and infrastructure projects that support them. The Plan has projects outlined for the next two years that fall into four primary focus areas, enterprise business systems and programs, data and analytics, tools and business systems to support process improvements, and IT operations and infrastructure.

The Data and Analytics program is aimed at creating a culture of curiosity and elevating the use of data and evidence in day-to-day service delivery and policy making. This includes looking at data in a comprehensive way to identify trends, patterns and opportunities, as well as help understand the current environment and communicate it with the community.

Key issues and work plan for fiscal year 2020/21:

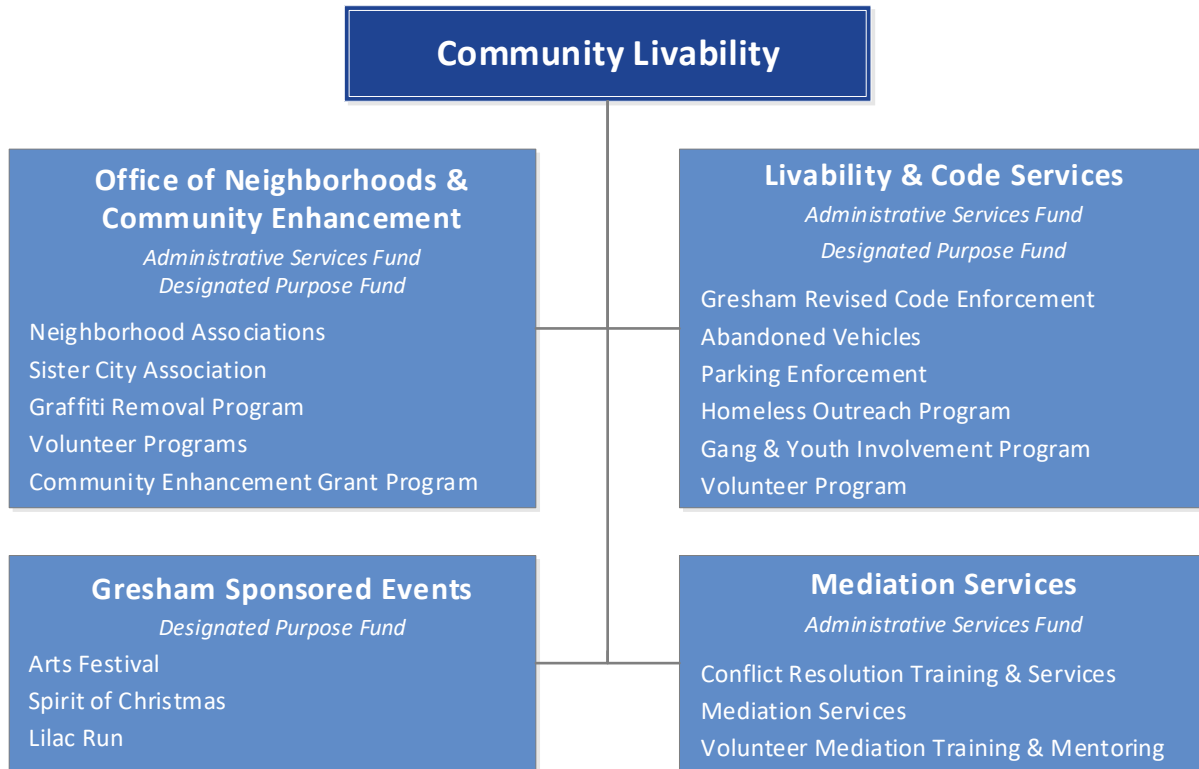
- Provide training and support to business process improvement and innovation efforts.

## Citywide Services

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- Support the implementation of key enterprise systems, with the primary focus being the Enterprise Resource Planning (ERP) system replacement.
- Support of the Technology Strategic Plan.
- Continue supporting the Data and Analytics Program.

## Community Livability



### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

#### Office of Neighborhoods and Community Enhancement

The Office of Neighborhoods and Community Enhancement (ONCE) supports strong neighborhoods, authentic engagement and community problem-solving. ONCE is the coordinator for the City's Neighborhood Association Program and other volunteer programs.

Key issues and work plan for fiscal year 2020/21 include:

- Continue to grow and support existing Neighborhood Associations, offer leadership training and re-activate inactive associations.
- Work with staff and community partners to implement a plan for engaging diverse communities and improve public outreach.
- Work with Neighborhood Associations and City Council to promote disaster preparedness initiatives in our neighborhoods.
- Partner with regional volunteer coordination programs such as Volunteer Match and Hands-On Greater Portland to build a network of volunteer opportunities in Gresham.
- Continue to coordinate the Green and Clean citywide day of service dedicated to improving our community.
- Provide community outreach and training for Census 2020.
- Identify new ways for the City to engage its residents using technology.

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## Community Livability

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- Continue implementing Gresham's Community Enhancement Grant Program to improve livability and prosperity in our neighborhoods.

### Mediation Services

The Mediation Services Division provides services to resolve conflicts involving neighbors, businesses, housing issues, families, and employee disputes to help strengthen and create resilient communities. In addition, the program conducts public and employee workshops on conflict management to increase the skills of the citizenry. Mediation Services serves East Multnomah County through intergovernmental agreements with the cities of Troutdale, Fairview, and Wood Village.

Key issues and work plan for fiscal year 2020/21 include:

- Continue to provide foreclosure mediation locally for Oregon's Foreclosure Avoidance Mediation Program.
- Provide mediation locally for the Second Home Program, serving homeless youth in the Gresham-Barlow School District.
- Provide mediation services for the local division of the Department of Human Services, Child Welfare, serving families and youth.
- Train and mentor contracted facilitators to provide both high-quality facilitation in the Child Welfare Program and volunteer mediation services.
- Provide mediation services for disputes involving manufactured and marina homes.
- Train and mentor volunteer mediators for a variety of conflict solutions including landlord-tenant issues, neighborhood conflicts, code-related issues, police referrals, and employment issues.
- Continue to improve and deliver the conflict management training series for citizens within East Multnomah County to learn and practice conflict resolution skills.
- Continue to promote the Mediation Program to a wider audience through media and marketing efforts.
- Provide support and training in the principles of mediation to Gresham Neighborhood Associations.

### Livability and Code Services

The Livability and Code Services Division is responsible for improving and maintaining the livability of the Gresham community by addressing city code violations, including land use, nuisances, parking and abandoned vehicles, and the impacts of homelessness. The division responds to citizens' concerns to resolve problems, ensure compliance with city codes, connect those in need to resources and generally protect the investments that citizens and businesses have made in the Gresham community.

The division's alignment with the Office of Neighborhoods and Community Enhancement is designed to increase synergy within and among neighborhoods to engage residents in addressing code compliance issues and improving overall community livability.

Key issues and work plan for fiscal year 2020/21 include:

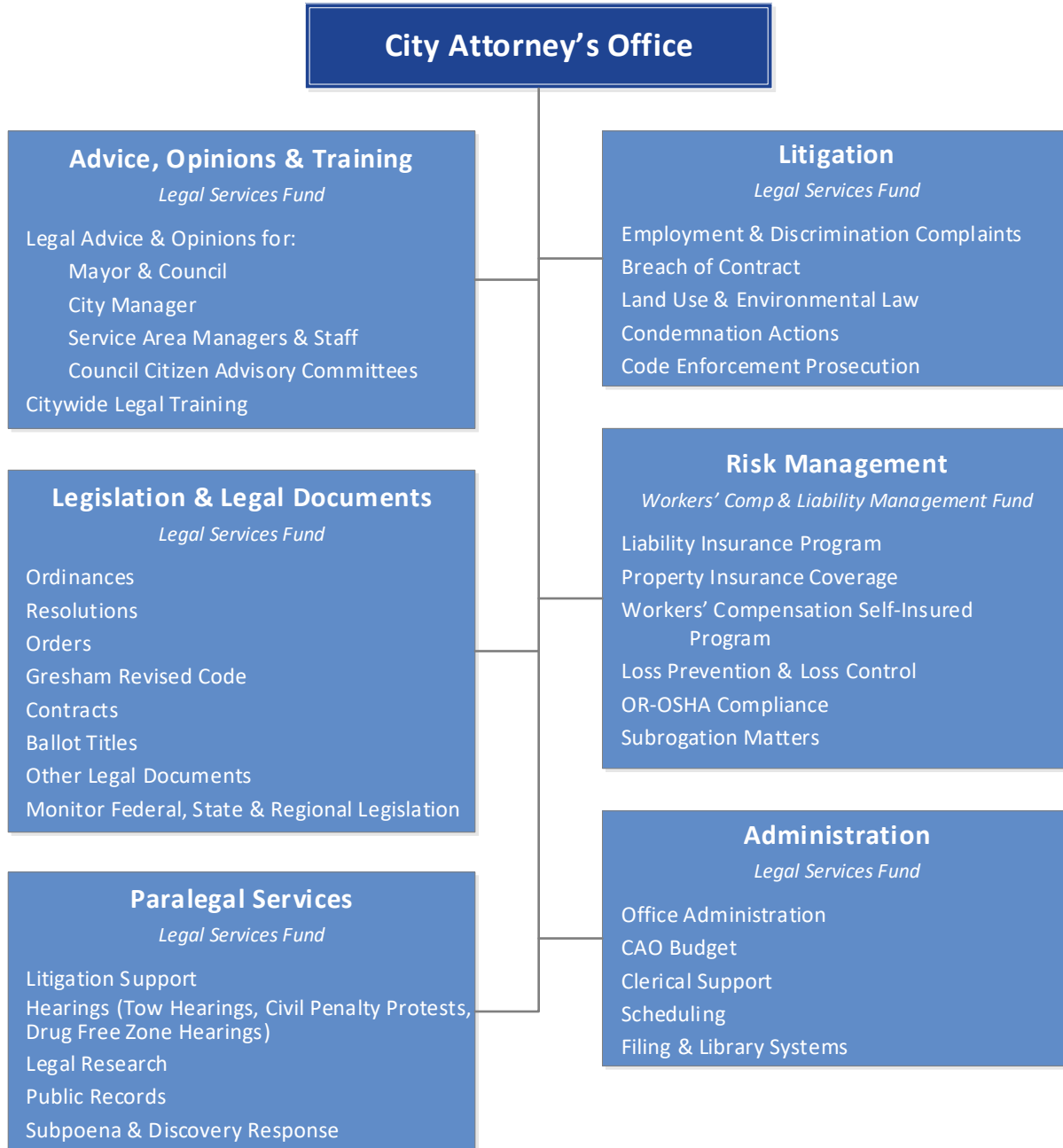
- Continue to refine and maximize efficiency in code compliance processes through targeted process improvement efforts.

## Community Livability

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- Grow Neighbors Helping Neighbors volunteer program to engage residents in meaningful service opportunities to help neighbors who face barriers to code compliance on their property.
- Continue outreach to connect Gresham's homeless population with resources and ease the impacts of homelessness in the community.

# City Attorney's Office



## MISSION STATEMENT

Identify, anticipate, and respond to the legal needs of the City of Gresham by providing high-quality, timely, and cost-effective legal and risk management services.

## GENERAL DESCRIPTION

The City Attorney's Office (CAO) provides services to the City Council, City Manager, Service Area Managers and staff, and Council Citizen Advisory Committees. Services include legal advice and opinions, the creation, review and approval of all written contracts and legal documents, the preparation of ordinances,



## City Attorney's Office

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resolutions and other documents, the defense and representation of city officers and employees, the initiation of legal actions as directed by Council, citywide legal training and supervision of outside legal counsel.

Risk Management is responsible for the liability insurance program, self-insured workers' compensation program, property insurance, loss control, OR-OSHA compliance and citywide safety issues. Risk Management will continue their efforts to make safety and loss control a priority in the day to day operations of the organization. The City Manager and City Attorney are committed to raising staff awareness of risk, safety and liability issues and implementing operational changes where warranted.

### **DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21**

The goal of CAO for fiscal year 2020/21 continues to be providing high-quality, timely and cost effective legal and risk management services. The office strives to practice preventive law by anticipating potential legal issues and identifying solutions before problems arise.

#### **Legal Services**

Key issues and work plan for fiscal year 2020/21 include:

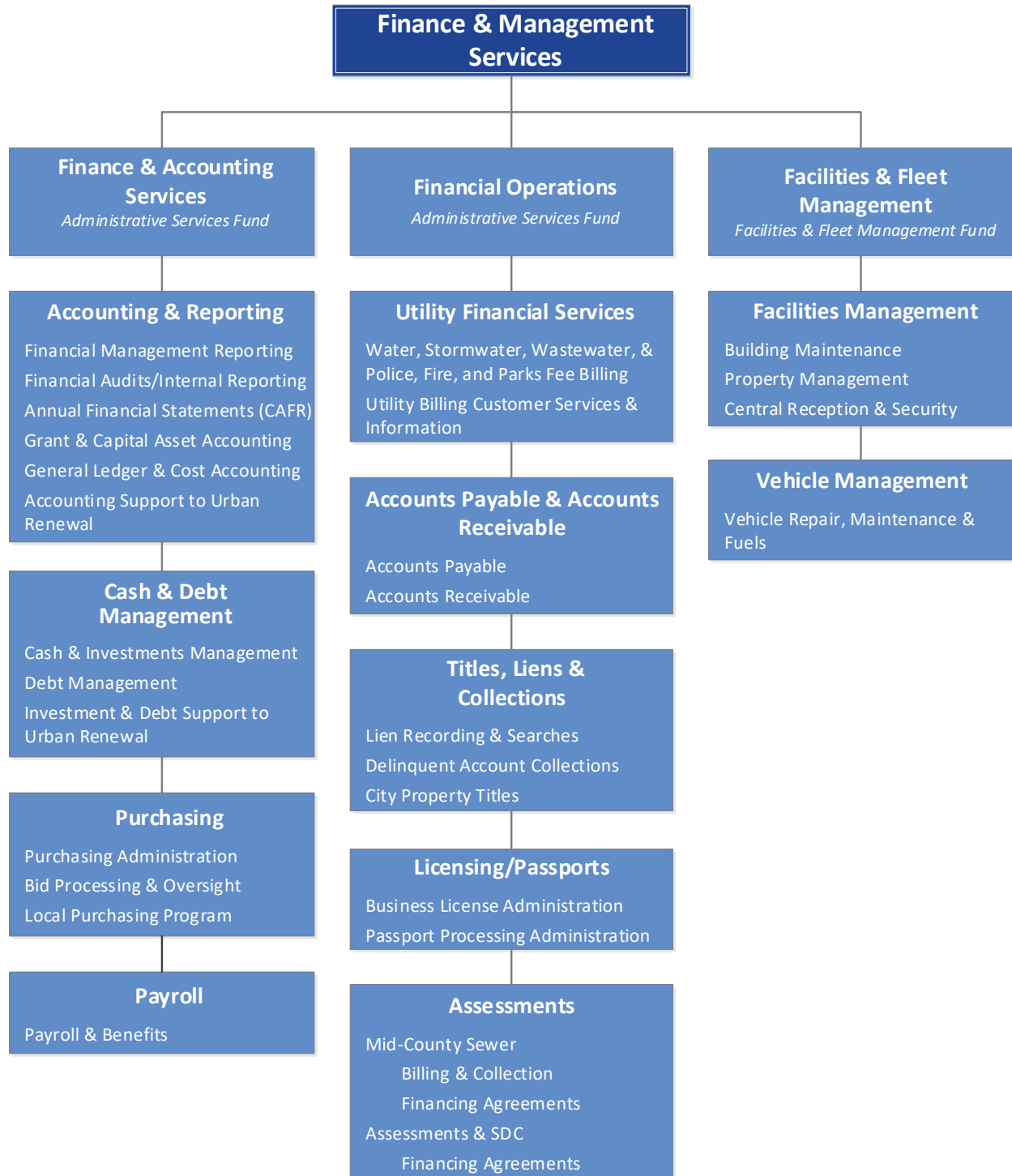
- Provide legal support to Council Work Plan projects and significant operational decisions including urban redevelopment, neighborhood livability and land use planning projects.
- Provide legal support to enforcement efforts throughout the organization.

#### **Risk Management**

Key issues and work plan for fiscal year 2020/21 include:

- Maintain sufficient financial reserves for liability and workers' compensation claims.
- Maintain cost-effective property and liability insurance coverage.
- Support risk management efforts throughout the organization.

## Finance and Management Services



### MISSION STATEMENT

Deliver excellent stewardship of public funds and City assets by providing quality, efficient financial and asset management services.

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## Finance and Management Services

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### GENERAL DESCRIPTION

Finance and Management Services (FMS) oversees the City's financial, facilities, and fleet infrastructures. Finance and Management Services has the primary responsibility to provide business services to all City departments. Of equal importance, the department acts in a fiduciary capacity as the steward of public funds.

### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

#### Financial Management, Accounting Services and Financial Operations

Financial Management and Accounting Services provides financial advisory services as requested, administers the City's and Urban Renewal Area's investment and debt portfolios, manages daily financial operations, publishes interim and annual financial reports, oversees the annual external audit, provides grant and capital asset accounting, develops cost accounting plans and provides accounting services to the Rockwood/West Gresham Urban Renewal Area.

Financial Operations ensures the timely collections of City revenues and payment of City obligations, including payroll. It also administers bad debt collection, title and lien searches, business licensing and passport application services. Key facets of the City's revenue collection include billing and collections for City utilities, assessments, financing agreements, and miscellaneous accounts receivable requirements.

Key issues and work plan for fiscal year 2020/21 include:

- Support Enterprise Resource Planning (ERP) system replacement implementation.
- Support the Council Work Plan and the Rockwood-West Gresham Urban Renewal Area by providing accounting, auditing and financial advisory services.
- Support the Department of Environmental Services and Budget and Financial Planning with a long-term debt issuance.

#### Facilities and Fleet Management

The Facilities Division serves to keep City properties open, accessible, secure, and operational for use by City employees and the public of all physical abilities. The goal is to provide a manageable level of repair and maintenance, within budgetary constraints, that will keep facilities functional, clean, comfortable, efficient and safe while minimizing deterioration over the life of the asset. Facilities staff provides on-call emergency response on a 24/7 basis and are integral emergency response for natural and man-made disasters. The division is also responsible for staffing City Hall front-lobby reception and security, providing directions to the public and answering the City's main phone line.

The budget continues to delegate the responsibility for the repair and maintenance support of five of the six fire stations to Fire and Emergency Services. Facilities staff supports Station 71 located in the Public Safety and Schools (PSS) Building.

The Fleet Division provides for repair, preventative maintenance, and replacement services to the majority of the City's fleet of vehicles and fire apparatus. In addition, it provides funding and management for fueling operations as well as 24/7 on-call emergency response. As a long-term strategy, management will continue to pursue opportunities for the purchase of fuel-efficient vehicles, including hybrids and all electric vehicles, and review maintenance procedures to extend the life of existing vehicles.

## Finance and Management Services

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Key issues and work plan for fiscal year 2020/21 include:

- Service City facilities and fleet for optimal functionality and safety, while minimizing deterioration.
- Continue the implementation of the Fleet Services Study recommendations, while ensuring continuous functionality of service delivery.
- Complete major capital improvements in accordance with fiscal year 2020/21 facilities capital plan.
- Continue to coordinate with departments on vehicle acquisition efficiencies and deployments.

# Information and Technology

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## MISSION STATEMENT

As the stewards of the City's information and technology, our mission is to provide comprehensive technology services, analytics and business solutions that support the delivery of City services.

## GENERAL DESCRIPTION

Information and Technology delivers service in a variety of areas including network systems, user services, applications services, unified communications, collaborative tool sets, geographical information systems, analytics, data visualization, project management and business process improvement. These programs allow the City of Gresham to provide efficient and effective services to the community.

## DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

### Technology Services

Technology Services provides core enterprise services in the areas of desktop computing, network services, business systems, electronic communications, computing security, telecommunications, website, systems integration, applications/database support, employee coaching and training, information systems and analysis. Technology Services works in cross-division problem solving teams composed of staff members

## Information and Technology

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whose skill sets match the project at hand. These agile groups often include members from other departments.

For fiscal year 2020/21, Technology Services will continue to focus resources on updating the City's technology infrastructure, as well as providing operational support across all levels and departments in the City.

Key project and work plan for fiscal year 2020/21:

- Continue implementation of the Technology Strategic Plan, including the ERP replacement.
- Continue "Cloud First" initiative.
- Continue enterprise wide security and continuity of business enhancements.
- Develop and implement improved mobile communications and connectivity.

# Police



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## Police

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### **MISSION STATEMENT**

The Gresham Police Department is committed to providing high-level service through continued community engagement that seeks to improve the quality of life and maintain the safety of our residents. Recognizing that our employees are a critical resource in this commitment to our community, we will strive to ensure that our officers are highly trained, ethically-sound professionals who are focused on enhancing the needs of the community.

### **GENERAL DESCRIPTION**

Services provided by the Police Department primarily fall into two priorities - enforcement and investigation, followed by proactively addressing neighborhood livability issues. Programs that enable the department to address these priorities are Administration, Operations, Investigations, and Services.

#### **Administration**

Police Administration provides overall management, administration, policy and direction, and audits the appropriate and effective use of police resources. Although the Command Staff of the department is one of the leanest in the Portland Metropolitan area, they continue to provide excellent oversight and management. Primary activities of Police Administration, which support the line functions of the department, include personnel management, investigation and resolution of citizen complaints and issues regarding the department and its members, establishment of community and regional partnerships, assurance that all legislative requirements are met, dissemination of information concerning crimes in the community, volunteer assistance in death notifications/crisis counseling, clerical support to the operational units of the department, coordination of officers' schedules for court and grand jury appearances and departmental payroll. Grant management and administration are also included in this program area.

#### **Operations**

The Operations Division is primarily responsible for the initial response to calls for police services. Services provided by full-time officers include routine and directed patrol, traffic enforcement and investigation, education programs, canine support in high risk situations and area searches, restraint of criminal street gang activities, proactive approach to problems on school grounds and adjoining properties through the use of school resource officers, special emergency response to high risk incidents, cadets, Tri-Met transit police, neighborhood livability issues and the acquisition, inventory, and repair of equipment.

#### **Investigations**

The Investigation Division provides support to the Operations Division through follow-up investigation of crimes against persons and property, investigation of neighborhood crimes and suspicious activity, forensic investigations, control over property and evidence, participation in multi-agency investigative teams and analysis of data to assist in solving crimes and identifying crime trends.

#### **Services**

The Services Division supports the entire department in the areas of police records and communications, fiscal services including budget development and purchasing, recruitment and internal special duty selections, coordination of training and maintenance of training records to meet State requirements, assurance that the State's training standards are met, planning, research and analysis, development of written policies and procedures, as well as, other management related support services.



## Police

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### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

The Police Department's focus will be on maintaining a patrol unit that can continue to respond to the more than 70,000 calls for service received annually. However, the fiscal year 2020/21 budget reduces staffing levels by six full-time positions including four Police Officer positions, the Crime Analyst position and a Records Specialist position as well as reducing overtime funding.

Additionally, the contracted services for a gang outreach worker provided through Portland Opportunities Industrialization Center (POIC) is eliminated and administrative support to the Mental Health Team is also not included in fiscal year 2020/21.

While service levels and livability issues are likely to be impacted, service levels and activities will continue to be evaluated to ensure that the department is meeting the highest priorities within the available funding.

Key issues and work plan for fiscal year 2020/21 include:

- Continue enforcement efforts for criminal street gang activity through coordinated enforcement missions with the East Metro Gang Enforcement Team (EMGET).
- Continue partnerships with the local schools and maintain the efforts of the School Resource Officers.
- Continue developing the Mental Health Team in support of the Council Work Plan project for Mobile Integrated Health.
- Implementation of programs related to officer wellness.
- Investigate criminal activity associated with illegal drug use, which includes robbery, burglary, vehicle theft and identity theft.
- Continue to provide required training for officers in all areas of the department.
- Continue implementation of a Bait Car program to reduce the number of stolen vehicles.
- Address traffic problems, which continue to be a community concern.
- Continue to meet increasing demand for service, including timely response to calls for service, investigation and successful prosecution of crimes.

In order to address these issues, the department plans to:

- Continue the Special Enforcement Team to quickly respond to tips from citizens of on-going illegal drug issues and other criminal activity in order to enhance neighborhood livability and the neighborhoods quality of life.
- Use directed enforcement to address areas in the City that have a higher than average number of calls for service and demand a greater number of police resources.
- Continue the work of the Gang Enforcement Team to directly address one of the community's top issues – gang related crime.
- Continue the Neighborhood Enforcement Team (NET) efforts to help make neighborhoods more livable and safer by using preventive and proactive measures.

## Police

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- Respond to neighborhood traffic problems and complaints, as well as provide directed enforcement to reduce the problems caused from driving under the influence (DUII) and other driving offenses that endanger citizens and motorists.
- Respond to opioid use and its effect on Gresham citizens by continued use of Narcan and equipping all police vehicles with this medication.
- Continue participating in regional partnerships that deal directly with many of the growing issues facing the community including major crimes, and gangs.
- Provide training to employees so they can meet the ever-changing demands of law enforcement.
- Continue to recruit and hire the most qualified individuals.

# Fire and Emergency Services



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## Fire and Emergency Services

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### MISSION STATEMENT

The mission of Gresham Fire and Emergency Services is to protect lives, property, and the environment.

### GENERAL DESCRIPTION

Fire and Emergency Services (FES) provides fire prevention, fire suppression and emergency medical services to the cities of Gresham, Fairview, Wood Village, Troutdale and the area encompassed by Fire District 10. The service area covers sixty square miles, serving approximately 140,000 people.

Fire and Emergency Services operates six fire stations within its service area and provides staffing for one of the three shifts at Portland Fire Station 31, a joint operation with Portland Fire and Rescue. Each engine company provides Advanced Life Support and has a trained firefighter/paramedic assigned to the crew.

In addition, FES provides the following specialty rescue and response services:

- Technical Rescue Team (including confined space for industrial users and high-angle rope rescue).
- Water Rescue.
- Regional Hazardous Materials Team to respond to chemical spills and biological incidents at fixed sites, such as manufacturing facilities, and transportation accidents, including interstate and rail.
- Urban Search and Rescue (USAR) for structural collapse as a component of a regional response team.
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) response including Mass Casualty.

### Administration

Fire Administration maintains the department's day-to-day operations by providing overall management, leadership succession planning, mutual assistance plan development, public information, community outreach, contract and grant administration, cost recovery, financial models and project management.

Primary activities of Fire Administration support the front-line functions of the department and include personnel management, development of policies and procedures, assurance that all legislative requirements are met, information concerning emergency events, administrative support and departmental payroll and accounts payable.

Supervision of the Life Safety Division and maintaining Oregon OSHA compliance are the responsibility of Fire Administration. Fire Administration also interacts with other City departments and provides coordination with other state and local government agencies.

### Emergency Operations

The Emergency Operations Division is responsible for the initial response to calls for emergency medical or fire suppression services. Approximately 75% of all incidents that FES responds to are calls for emergency medical services (EMS). Because medical emergencies are often time-critical, it is important that EMS arrive as quickly as possible. All firefighters in the department are trained at the minimum level of Emergency Medical Technician (EMT), with many certified as paramedics, to provide patient care in the field. All Gresham engine companies are an Advanced Life Support (ALS) unit, which means that each has a firefighter/paramedic on board. The Emergency Operations Division provides fire suppression, emergency

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## Fire and Emergency Services

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medical services, and the following specialized responses: technical rescue (confined space, high and low angle rope rescue, and structural collapse), water rescue, hazardous materials response, and wildland fire.

### Training and Safety

Training is provided to maintain response readiness and proficiency at all levels. Emergency medical technician and paramedic training is provided to maintain State certification.

### Life Safety

The Life Safety Division applies the fire codes to new construction to ensure appropriate fire suppression access and that the water supply and safety features, such as alarms and sprinkler systems, are code compliant. Fire investigation and determining causes is conducted for known arson fires, those involving a significant fire loss and fire fatalities.

### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

Fire and Emergency Services will continue to strive to deliver excellent customer service and emergency services. Service delivery methods will be continually evaluated to determine operational and administrative efficiencies.

Key issues and work plan for fiscal year 2020/21 include:

- Explore opportunities in Mobile Integrated Health Care (MIH)
- Begin a multiyear process to study the condition and location of the City's fire stations, commencing with a complete analysis and documentation of the current state.
- Emergency Management Program Review, this project will examine the current structure of the City's Emergency Management Program and recommend strategies to enhance the City's ability to advance mitigation, preparedness, response and recovery capabilities.
- Develop a Strategic Plan for Gresham Fire & Emergency Services, this will be a rolling (ever green) seven-year plan, used to guide the Department moving forward.
- Continue exploration and pursuit of grant funding opportunities to meet the increasing demands of emergency service delivery to a growing community.
- Develop and institutionalize an organizational Mission Statement, Vision Statement, and Values.
- Implement further cancer prevention methodologies for firefighting and life safety personnel, and a mental health and wellness program for all personnel.
- Explore improvements to Regional Mutual Assistance Contracts

## Urban Renewal Administration

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### GENERAL DESCRIPTION

Urban renewal is a public funding mechanism aimed at partnering with private development to promote job creation and community revitalization. Rockwood-West Gresham is the City's first Urban Renewal Area (URA), established through a citywide vote in November 2003. The URA is approximately 1,200 acres, spanning from Yamhill Street in the south to Marine Drive to the north, centered along the 181st Street corridor. The Rockwood-West Gresham Renewal Plan (Plan) serves as the guiding document. The City Council, in its role as Gresham Redevelopment Commission (GRDC), oversees implementation of the Plan. An advisory committee makes policy and project recommendations to the GRDC. The GRDC contracts with the City of Gresham for services to administer the Urban Renewal program, with the URA reimbursing the City for the costs incurred by staff and program administration.

### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

Key issues and work plan for fiscal year 2020/21 include:

- Rockwood Rising/Catalyst Site Development - This project will build on previous GRDC infrastructure investments to create economic opportunities for families in the community:
  - Work with RKM Development to continue community engagement efforts and tenant recruitment.
  - Assist RKM Development in finalizing project financing and continue to seek grant funding for the project's programmatic elements.
  - Monitor construction activities on the site.
  - Communicate and coordinate with the community and partner organizations throughout construction of the project.
- Stark Street Property Redevelopment - This project will help renew and revitalize the Stark Street corridor, enhancing property values and attracting additional private investment.

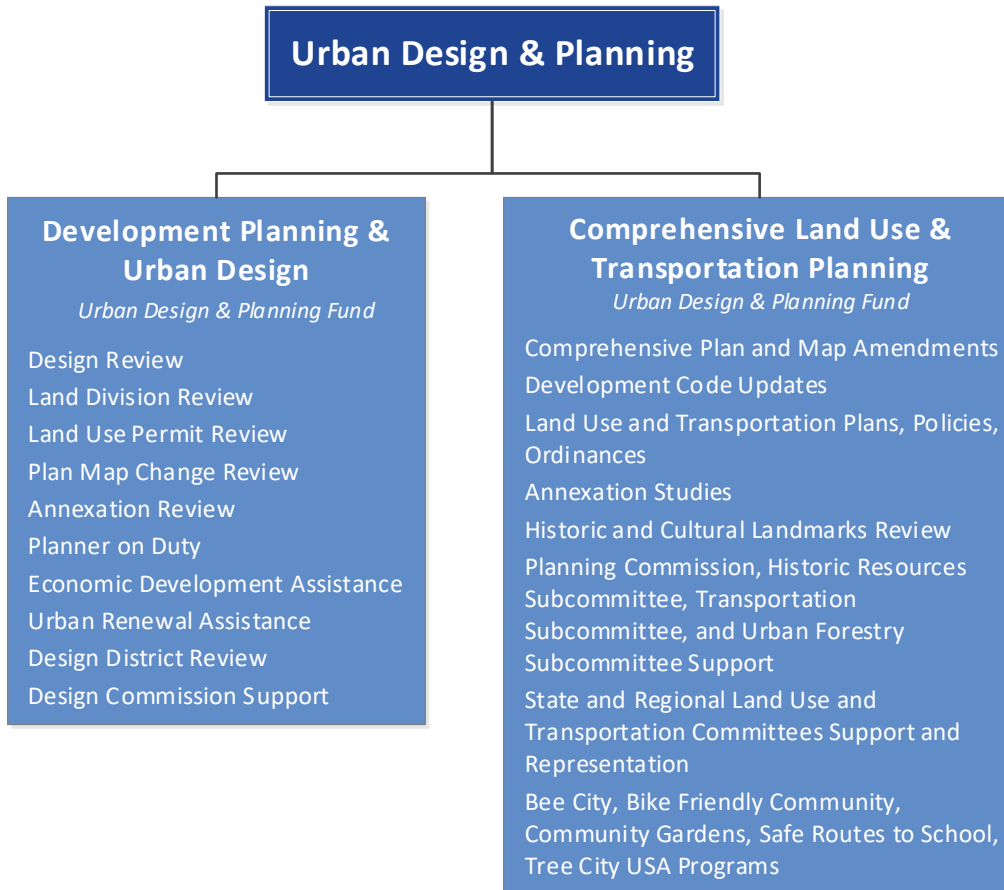
## Urban Renewal Administration

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- The GRDC purchased the 3.8 acres, Drake's 7 Dees property at 16519 SE Stark Street and 312 SE 165th Avenue and sold a portion of the site to Boys & Girls Clubs of Portland Metropolitan Area, who developed a new facility for youth services in Rockwood. The GRDC also sold another portion of the site to Open Meadow Alternative Schools Inc. which completed construction on their new facility and began serving area students in fall 2016. This project has allowed Boys & Girls Clubs of Portland Metropolitan Area and Open School to bring expanded youth services to Rockwood.
- The GRDC approved a Purchase and Sale Agreement for the final portion of this property to Latino Network. Latino Network will lease the property until they have completed a capital campaign and obtained entitlements to construct their project. Latino Network will locate staff on the site full time, developing a community center that will offer social and cultural programs and be a center of influence and cultural life for the Latino Community. GRDC will help support Latino Network's efforts to develop the site.
- Sandy Boulevard Improvements – Improve Sandy Boulevard to current street standards, from 181st to east City limits. Goals of the project are to accelerate industrial development and improve pedestrian safety with strategic investments. The project includes funding from Transportation and other sources to leverage grant resources for the improvements.

# Urban Design and Planning

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## MISSION STATEMENT

Your partners in creating a greater Gresham.

## GENERAL DESCRIPTION

Urban Design and Planning (UDP) collaborates with residents, elected officials and other community stakeholders to help create and implement a land use and transportation planning program that addresses the needs, wants and visions of the Gresham community. The department provides a wide variety of design and planning-related services including comprehensive land use and transportation planning, development planning, natural resources planning, and urban design.

As a result of an on-going increase in development activity and preparations for additional development-related opportunities, Urban Design and Planning is continuing to experience increasing demands for service.

## DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

### Development Planning

Development Planning is responsible for processing all land development permits within the City. Development Planning works with residents, City officials, regulatory agencies, advisory committees and



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## Urban Design and Planning

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developers to ensure that the City's land use and transportation goals and policies are implemented through the regulations designed to guide and direct development within Gresham.

Major functions include:

- Review and process all land development permit applications in accordance with the Gresham Community Development Code and render land use and transportation decisions for applications allowing administrative decisions after reviewing all agency and public comments.
- Respond to inquiries from residents, applicants and developers regarding land use and transportation regulations within the City.
- Make presentations before hearing bodies on land use applications requiring a public hearing.
- Participate in Development Code amendment projects.
- Assist with business license review, small business assistance, building permit review, sign permit review and Code compliance actions.
- Provide staff support for the Design Commission.
- Implement the regulations of the City's Design Districts.
- Provide predevelopment support to Economic Development and Urban Renewal.

Key issues and work plan for fiscal year 2020/21 include:

- Continue to focus on streamlining the land development application process and providing excellent customer services.
- Continue to focus on increasing the skills and knowledge needed to implement new Design District regulations.

### **Comprehensive Land Use and Transportation Planning**

Comprehensive Planning is responsible for facilitating land use and transportation policy, plans, design standards and changes to the Gresham Comprehensive Plan. This work, which is shaped by the community's vision, is undertaken in collaboration with residents, the Planning Commission and its subcommittees, elected officials, other city departments, state and regional agencies, and community stakeholders.

Major functions include:

- Work with residents, elected officials and other community stakeholders to update the City's Comprehensive Plan.
- Develop land use and transportation studies and plans and new Development Code to ensure clarity and consistency with provisions that:
  - Foster economic development by retaining existing jobs and attracting new ones.
  - Encourage high quality buildings and public spaces.
  - Enhance public safety.
  - Provide for adequate, safe, and efficient multimodal transportation networks.
  - Protect the natural environment.

## Urban Design and Planning

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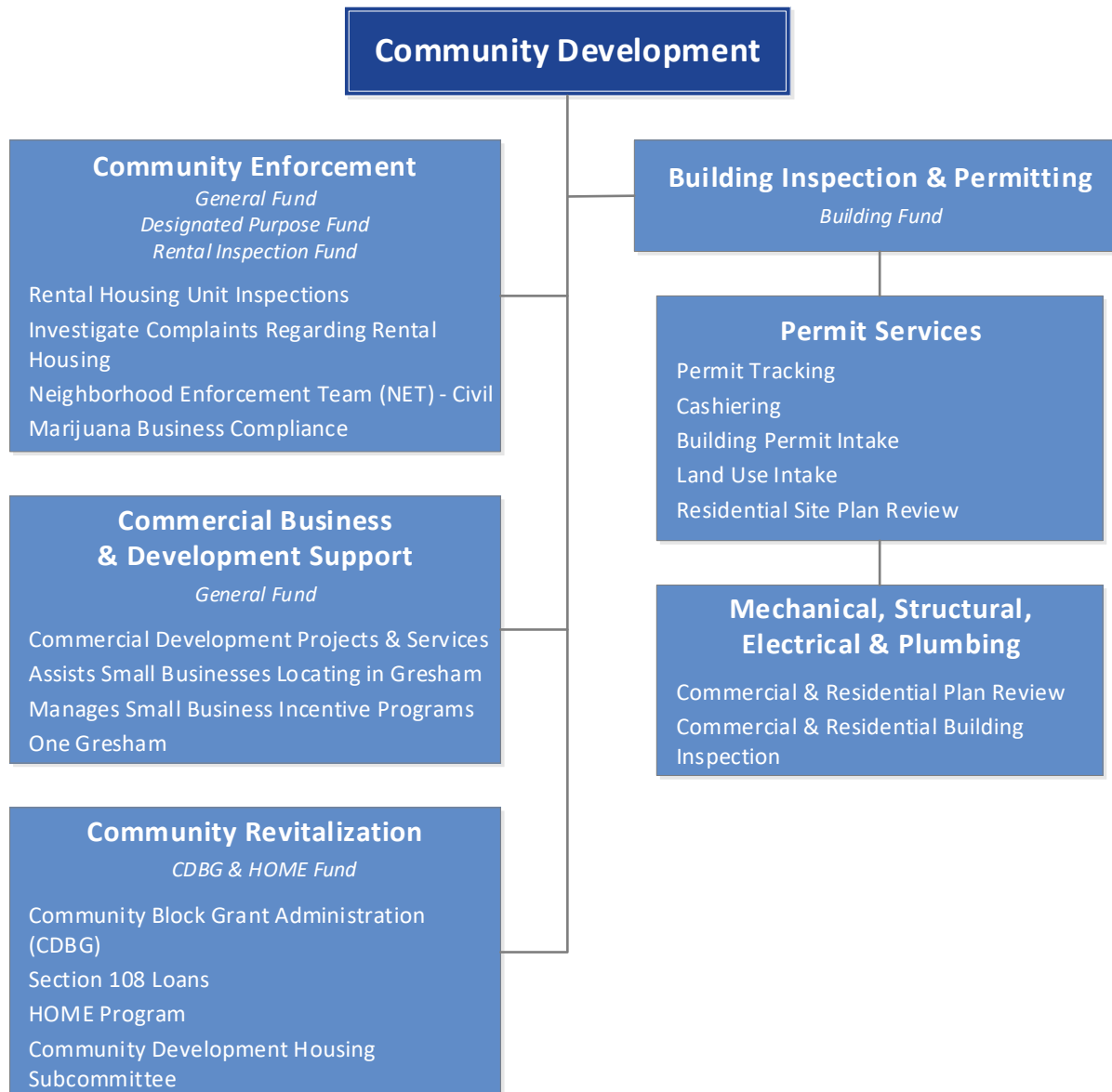
- Develop urban design options and strategies for public and private land, transportation systems, parks, and open spaces.
- Administer Bee City, Bike Friendly City, Community Gardens, Safe Routes to Schools, and Tree City USA programs.
- Research and develop policy options to integrate emerging technologies.
- Make public presentations before Council Advisory groups, neighborhood associations, community organizations, and hearing bodies on Comprehensive Plan amendment projects.
- Coordinate with Metro, Multnomah County, TriMet, ODOT, and other government partners on regional planning and policy.
- Represent the City at meetings such as the Metro Policy Advisory Committee, Metro Joint Policy Advisory Committee on Transportation, East Multnomah County Transportation Committee and Oregon Department of Transportation Area Commissions on Transportation as well as regional legislative efforts for land use and transportation.
- Provide staff support for the Planning Commission, Transportation Subcommittee, Urban Forestry, and Historic Resources Subcommittees.

Key issues and work plan items for fiscal year 2020/2021 include:

- Update the organization and format of the Development Code to ensure ease of use, consistency, and clarity.
- Review and update sections of the Development Code that address Corridor Design Districts, “middle” housing, Trees, and natural resources and hillside overlay areas.
- Develop Concept Plans for the City’s six undeveloped parks.
- Research emerging transportation trends and develop policy and program alternatives to integrate new technologies.
- Develop strategies for development in the Pleasant Valley and Spring Water Plan Areas.
- Develop a Climate Action Plan.
- Continue engagement in the Division Transit Project.
- Work with Clackamas and Multnomah Counties and the City of Happy Valley to prioritize projects and seek funds to enhance the 172<sup>nd</sup>/181<sup>st</sup>/182<sup>nd</sup>/190<sup>th</sup> (“Clackamas to Columbia”) corridor.
- Continue to foster an economic, urban redevelopment, and social strategy that strengthens and links the City’s three iconic commercial centers – Rockwood, Civic, and Downtown.

# Community Development

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## MISSION STATEMENT

Your partners in creating solutions for quality development and a healthy business climate.

## GENERAL DESCRIPTION

Community Development is responsible for the orderly growth of Gresham through code compliance, inspection and plan review. The department provides a wide variety of development services including development plan review through final inspection, issuing building permits and performing building inspections, maintaining compliance with City Code through code enforcement, small business assistance and performing rental housing inspections.

# Community Development

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## DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

### Building Development

The Building Development Division includes the City's permit center and building inspections. The division administers State and City building codes and related ordinances to safeguard life and property values by regulating building construction. These efforts are key in making Gresham an enjoyable and aesthetically pleasing place in which to work, live and play. Staff issues construction-related permits and provides plan review and inspection services with regard to building, plumbing, mechanical and electrical construction in Gresham and the majority of unincorporated East Multnomah County.

The construction segment of the economy continues to experience a high demand for service. The demand for service is impacting plan reviews, building inspections and permit processing functions. This is expected to continue into fiscal year 2020/21. In addition, there will continue to be significant work related to the school bond. The Building Development Division is anticipated to continue providing building services for Troutdale, Fairview, and Wood Village.

Key issues and work plan for fiscal year 2020/21:

- Continue to provide consistent, thorough and complete plan review/inspections in a timely manner.
- Continue expansion of public outreach and education efforts on plan review and inspections.
- Continue implementation/refinement related to electronic plan review (ePlans) for commercial, residential and industrial projects as well as implementation of electronic plan review (ePlans) for land use permits.
- Maintain the ability to respond promptly to increased workload and major projects.
- Evaluate rate structures, fees, incentives and multi-department review process to mitigate City barriers to development of commercial projects in support of Commercial Business and Development efforts through the Development Fees/Incentives and, and Urban Redevelopment Council Work Plan Items.

### Code Enforcement

Within Community Development, Code Enforcement resources for fiscal year 2020/21 will be focused on Neighborhood Nuisance Council Work Plan Item, addressing vacant homes, derelict structures and addressing enforcement issues related to hotels/motels. The Code Enforcement resources within Community Development will also continue supporting the cross-departmental Neighborhood Enforcement Team (NET) which serves as a proactive unit that works closely with property owners, property management companies and neighborhood associations to combat the most severe and complex enforcement cases within the community. Code Enforcement efforts also include the compliance of marijuana businesses in the city through permitting, registration, inspection and enforcement.

Key issue and work plan for fiscal year 2020/21:

- Explore and implement methods to address ongoing nuisance and crime issues regarding vacant and abandoned homes through Neighborhood Nuisance Council Work Plan Item.
- Continued participation as part of the Neighborhood Enforcement Team (NET).

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## Community Development

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- Continue active registration, inspections and enforcement of marijuana businesses.

### Rental Housing Inspections

The Rental Housing Inspection Program was instituted by Council in December 2007 to address substandard rental housing and provide assurance that basic habitability standards are met. This program ensures that all residential rental properties in Gresham are maintained to minimum standards of fire, health and life safety. The program allows for mandatory inspection of rental housing units selected by a random statistical sampling. It also includes a complaint-driven component with the highest possible protections for those reporting violations. Inspections focus primarily on fire safety and egress, structural, electrical, mechanical and plumbing, health and sanitation issues, including the presence of interior dampness and mold, insect and rodent infestation and accumulation of trash.

It is anticipated that the service level in fiscal year 2020/21 will be approximately the same as the prior year.

Key issue and work plan for fiscal year 2020/21:

- Continue to revisit and refine process and approach to effectively address the goals of City Council and evaluate the effectiveness of program elements designed to positively impact well-performing rental properties.
- Continue Rental Housing's involvement and support of the Neighborhood Nuisance Council Work Plan item and the Neighborhood Enforcement Team (NET).
- Continue to improve identification and collection of rental properties operating without a license.

### Commercial Business Assistance

The Small Business Center helps fill vacant storefronts and attracts new commercial small business designated city centers and creates a vibrant, dynamic business environment. The establishment and expansion of small businesses within these core commercial centers bring new customers and activities that benefit existing businesses.

Commercial Business and Development support will continue to assist with the revitalization and attraction of new commercial development of mid-to-large office, retail, mixed-use tenants and development projects. This work will be in support of the Commercial Business and Development, Urban Redevelopment Strategy (One Gresham Initiative), and Development Fees and Incentives Council Work Plan items and other City economic development related projects, programs and initiatives.

Additional resources are adopted to fulfill the full-service business and development goals of City Council through the Council Work Plan.

Key issue and work plan for fiscal year 2020/21:

- Increasing services for local small businesses through implementing additional programming including education, new partnerships, outreach/community engagement, online information, and networking.
- Enhance outreach to the small business community that results in additional vacant Gresham storefronts being filled with thriving enterprises and support of existing businesses.
- Pre-development/pre-leasing services.

## Community Development

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- Administration of incentive programs as available, additional programming or services.
- Creation of additional marketing material and campaigns to promote City programs to small and mid-to-large commercial projects.
- Rapid Response/navigation and support services for mid-to-large retail, office and mixed-use commercial development projects that align with the City's urban redevelopment efforts.
- Promote desired development in corridors and the Downtown, Rockwood and Civic Neighborhood centers through the Urban Redevelopment and Economic Development Council Work Plan Items.

### Community Revitalization

The Community Revitalization Program coordinates delivery of Federal assistance through Community Development Block Grant (CDBG) and HOME grant funding. The program invests approximately \$1.5 million annually in community services, public infrastructure, economic development, and affordable housing for Gresham residents.

Key issues and work plan for fiscal year 2020/21 include:

- Administer CDBG and HOME grant programs in accordance with Federal regulations.
- Provide staff support to the Community Development and Housing Subcommittee.
- Administer the Section 108 Program and support Section 108 policy development and provide loan program assistance.
- Provide annual Fair Housing training for landlords.

# Economic Development

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## MISSION STATEMENT

Creating solutions for quality development and a healthy business climate.

## GENERAL DESCRIPTION

Economic Development Services (EDS) is responsible for business recruitment, retention and relationships with the local business community, with a focus on traded sector industrial companies.

## DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

The Economic Development team coordinates the efforts for Gresham to generate community wealth, protect property values and foster regional links to create a balanced and diverse industry base that provides family wage jobs.

The team has four major areas of focus:

- Business Retention and Expansion.
- Business Recruitment.
- Business Assistance.
- Development Assistance.

Key issues and work plan for fiscal year 2020/21 include:

- Ensure Gresham is the most competitive jurisdiction in the region for industrial development by continuing work on economic development strategies.

## Economic Development

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- Aggressive marketing of the advantages for both large and small industrial and commercial companies to locate in the City of Gresham.
- Economic Development Strategy Council Work Plan Item. Recruitment efforts to include major office employers and targeted retail anchor tenants, in addition to traded sector businesses.
- Aggressively market Gresham industrial sites to advanced manufacturers and professional service companies, consistent with City's Traded Sector Strategy.
- Management of Traded Sector investment incentive programs.



## Parks Services

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### MISSION STATEMENT

Maintain and operate public park infrastructure, open space properties, trails and support for recreational programs for the safe enjoyment of our citizens and the general public.

### GENERAL DESCRIPTION

The Parks Department maintains over 314 acres of active parks, eight miles of trails, and is the community steward for over 800 acres of natural areas. The department coordinates with community volunteers, when available, on maintenance and operation related activities. Parks supports the administration of recreational programs and a field and shelter reservation system. The department also supports a variety of special events each year including the Community Spirit of Christmas, the Hood to Coast Relay Race and Gresham Arts Festival to name a few.

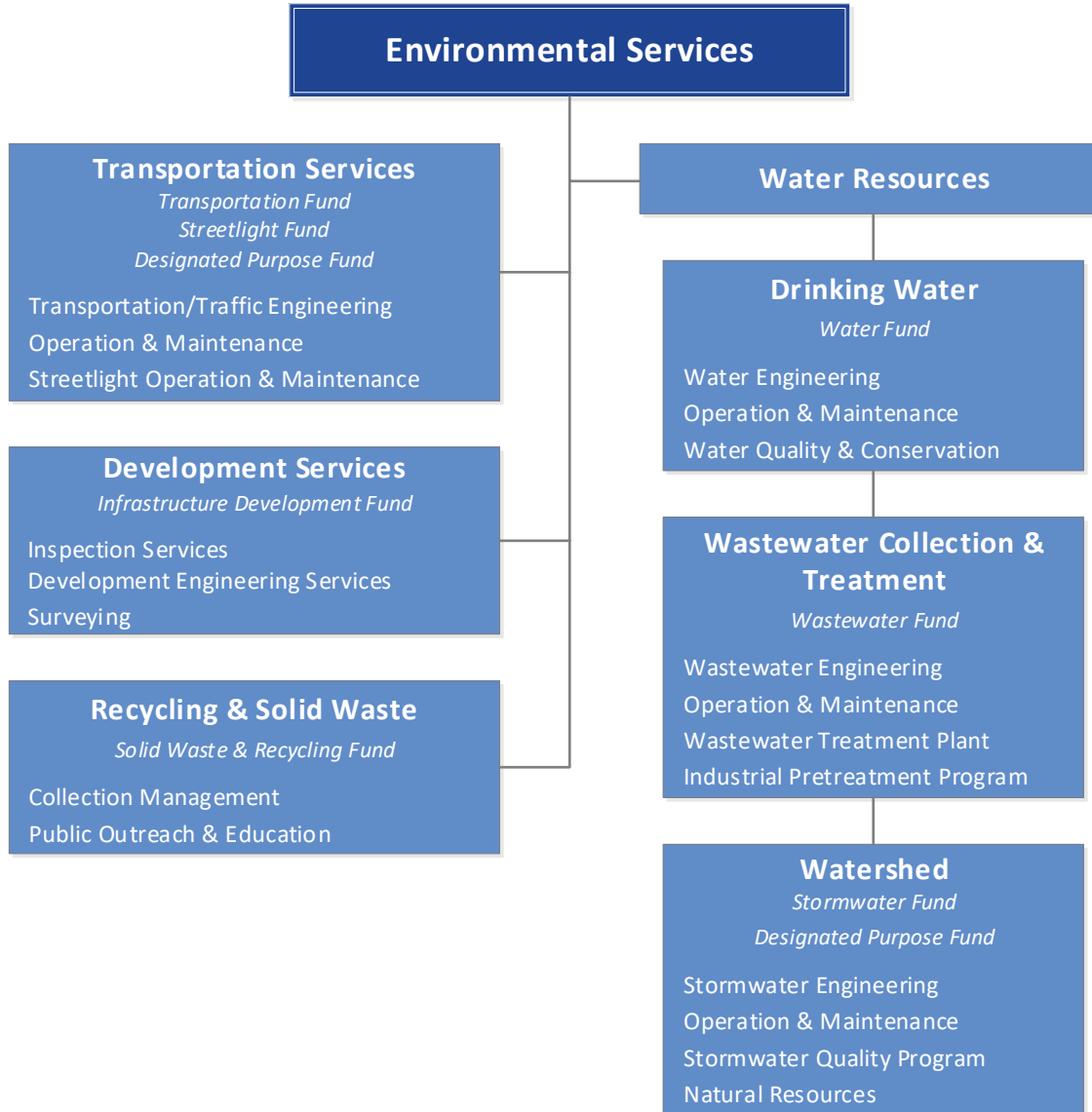
Operating expenditures for Parks are budgeted in the General Fund and in the Police, Fire and Parks Subfund. Parks related capital improvement projects are budgeted in the Park CIP Fund with resources from system development charges, grants, loans and private donations.

### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

Key issues and work plan for fiscal year 2020/21:

- Focus maintenance activities on safety, code compliance, and asset preservation to provide safe and enjoyable recreation opportunities.
- Continue to build relationships with community partners.
- Continue condition assessment of all amenitized parks in the system to provide a baseline understanding of parks levels of service and deferred maintenance.
- Heighten attention on reducing unlawful presence and behavior in Parks system by completing projects that utilize Crime Prevention Through Environmental Design (CPTED) concepts.
- Continue transition to an automated work order tracking system that will acquire data, enhance the department's level of service, increase scheduled maintenance and decrease unscheduled work.

# Environmental Services



**MISSION STATEMENT**

Meet the essential needs of the community by efficiently providing clean water, safe transportation, waste disposal and other core public services while protecting the environment.

**GENERAL DESCRIPTION**

The Department of Environmental Services (DES) provides services in the areas of transportation, storm and surface water, drinking water, wastewater collection and treatment, park design and construction, and recycling and solid waste management. DES operates and maintains existing infrastructure systems as well as plans, designs, and manages the construction or implementation of new or upgraded facilities required to meet the needs of our customers. The service areas within DES are supported by shared administration, public works construction inspection, and development review and permitting. Together, these core services provide a better quality of life for our customers and the public.

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## Environmental Services

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### DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2020/21

#### Recycling and Solid Waste

The Recycling and Solid Waste Program manages the City's solid waste collection system and provides waste reduction and recycling information and assistance to Gresham residents, businesses, and schools in Gresham and Wood Village. The program develops and implements programs and policies that prevent waste, conserve resources, and promote energy efficiency, renewable energy, sustainable food, greenhouse gas reduction, and pollution prevention. The program regulates private haulers, sets collection service standards, and provides cost and service data to City Council for use in setting rates.

The Recycling and Solid Waste Program is funded by collection rates that are passed through by payments from the haulers and Metro cost-sharing grants.

Key issues and work plan for fiscal year 2020/21 include:

- Continue implementation of state and regional mandated education and outreach programs.
- Continue promotion of community event recycling resources within the City.
- Continue expansion and enhancement of our existing Gresham Green Business and Green School programs.
- Expand multifamily recycling education and outreach to property managers and tenants.
- Support internal sustainability planning and projects.
- Continue supporting the development of a Disaster Debris Management Plan.

#### Transportation

The Transportation Program plans, constructs, operates, and maintains Gresham's transportation system that includes over 900 lane miles of streets, 143 electronic traffic control devices, median landscaping, and over 20,000 signs. Operating expenditures for the program are budgeted in the Transportation Fund and are primarily funded by State gasoline taxes and vehicle registration fees. Transportation-related capital improvement projects—budgeted in the Transportation Construction Fund—are funded through system development charges, grants, City utility license fees, and gasoline taxes.

This budget was developed using priorities gathered by input from City Council, Council advisory committees, the City's pavement inspection and assessment program, and interdepartmental coordination with the water utilities, along with the 2013 Transportation System Plan. The capital portion has been reviewed by the City of Gresham Planning Commission for approval.

The budget is shaped by the following goals:

- Safety
- Improvement of pavement conditions
- Economic development
- Effective, efficient system operation and minimization of traffic congestion
- Equity
- Sustainability

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## Environmental Services

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- Community health and livability

Key issues and work plan for fiscal year 2020/21 include:

- Aggressively continue the “Hitting the Streets” local street reconstruction program—now entering its third year—with a focus on streets in poor or failed condition. Street reconstruction will be coordinated with utility work to maximize the longevity of the resulting work.
- Deploy the City’s concrete crew to enhance accessibility with the construction of ADA curb ramps in coordination with the “Hitting the Streets” program.
- Continue pavement preservation, to include asphalt inlays, crack seals, slurry seals, patching, and pothole repair of streets. Preparation work for contracted street surfacing improvements is scheduled to be completed by City crews for this fiscal year.
- Continue emphasis on core operational maintenance needs related to safety, including signal and sign repairs, striping, sweeping, installation of rectangular rapid flashing beacons (RRFBs) at certain mid-block crosswalks, and medians maintenance. These projects are consistent with sustainable practices that reduce travel times, increase commute options, and enhance community livability.
- Follow through on action items from the Transportation System Plan (TSP) and the 2018 Active Transportation Plan related to planning and funding for corridors and projects.
- Continue capital improvement projects (CIP) that increase operational efficiency, traffic capacity, and safety with a significant portion being funded by grants.

State transportation legislation passed in 2017 provides additional funding that will help to sustain current service levels.

### Streetlights

The Streetlight Program operates, maintains, constructs, and replaces Gresham’s 8,000+ streetlight poles and light fixtures.

Key issues and work plan for fiscal year 2020/21 include:

- Commence large-scale replacement of LED lights that are still under warranty in order to extend the longevity of the lights.
- Prioritize and complete select infill streetlight projects to enhance vehicular and pedestrian safety.
- Respond to service requests to repair malfunctioning lights.
- Support near- and long-range development projects.

### Infrastructure Development Services

The Infrastructure Development Program includes construction inspection services which inspect all public and private infrastructure construction within the public right-of-way; development engineering services which provide for the review and approval of the design and construction of privately constructed public facilities including streets, wastewater, water, and storm drainage systems; land surveying services for CIP project design, construction staking for CIP project construction, and Record of Survey filings as well as metes and bounds descriptions to meet legal requirement.

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## Environmental Services

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Development engineering related services are funded primarily through developer fees with support coming from utility rates and gasoline taxes. Surveying services are funded primarily through charges to capital projects, utility rates, and gasoline taxes. Public Works Inspections services are funded through developer fees, utility rates, and gasoline tax sources as they serve both capital and private development projects.

Key issues and work plan for fiscal year 2020/21 include:

- Increase core business services provided by Public Works Inspection and Surveyors to meet additional capital construction demands associated with the “Hitting the Streets” local street reconstruction program.
- Review and update right-of-way permitting processes and associated business practices to ensure good customer service, high-level of efficacy, and resultant quality infrastructure.
- Continue to review development plans with electronic plan (e-Plan) review software, which now includes the planning module, to increase productivity, predictability, and precision through database management and visual software tools.
- Work with other DES divisions to incorporate cost indexing into the City’s System Development Charges.
- Continue to work on process improvements throughout development services.

### Drinking Water

The Drinking Water Program plans for and provides safe, reliable water to the community through construction, operation, maintenance, capital improvement, protection, and conservation of the public drinking water system.

The program provides water services to approximately 70,300 Gresham residents and businesses. The distribution and storage system includes eight water reservoirs (seven active) that can store 27 million gallons of water, eight pump stations, and over 230 miles of waterlines.

Most of the City’s drinking water supply is Bull Run Watershed surface water, purchased from the Portland Water Bureau. This supply is supplemented with Cascade groundwater from three wells and a treatment facility that are jointly owned by Gresham and the Rockwood Water People’s Utility District (PUD).

Operating expenses in the Drinking Water Program are budgeted in the Water Fund and are primarily funded with utility rates. Water-related capital improvement projects are budgeted in the Water Construction Fund and are funded through utility rates and system development charges.

Key issues and work plan for fiscal year 2020/21 include:

- Continue discussions with Rockwood Water PUD on future development and cost sharing opportunities for drinking water well design and construction at the Rockwood owned location at SE 223rd and Stark.
- Explore groundwater sources through test and production well design and construction.
- Coordinate water infrastructure upgrades and replacement with Transportation’s local street reconstruction program.

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## Environmental Services

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- Continue Well Field Protection Program activities with the cities of Portland and Fairview to help ensure the safety of groundwater supplies for east county citizens.
- Complete prioritized projects from the Capital Maintenance Plan.
- Continue system maintenance activities related to hydrants, valves, meters and service connections. Continue to utilize leak detection technology to find and repair leaks and support conservation efforts to further reduce unaccounted for water loss.
- Continue participation in local and regional emergency preparedness and response programs and community activities.
- Initiate scheduled Grant Butte seismic piping and reservoir retrofits.

### Stormwater and Natural Resources

The Watershed Program provides flood protection through continual improvement and maintenance of the City's stormwater system and works to monitor and improve the water quality and habitat of 75 miles of streams and 674 acres of riparian corridors to meet state and federal water quality and Endangered Species Act regulations. Gresham's stormwater system handles 4.3 billion gallons of runoff each year and protects water quality under the Clean Water Act and Safe Drinking Water Act regulations. The stormwater system includes approximately 9,000 catch basins, 225 miles of drainage pipes, 1,100 drywells, 575 rain gardens, and 58 publicly maintained regional and local stormwater treatment/flood-control facilities.

Operating expenditures for the Watershed Program are budgeted in the Stormwater Fund and are primarily funded through stormwater rates. Stormwater-related capital improvement projects are budgeted in the Stormwater Construction Fund and are funded through stormwater utility rates, system development charges, and grants or similar partnerships with external stakeholders.

Key issues and work plan for fiscal year 2020/21 include:

- Continue implementation of a program to maintain private stormwater ponds and underground filters that are currently owned by multiple property owners.
- Continue development of a condition assessment program to determine storm pipe rehabilitation and repair needs, including a detailed TV inspection program of high priority pipe areas.
- Continue upgrading stormwater infrastructure in coordination with Transportation's local street reconstruction program.
- Design and permit the Palmquist culvert replacement project.
- Comply with the City's National Pollution Discharge Elimination System (NPDES) permit for discharge of stormwater to surface waters. This includes ongoing efforts to: implement erosion control and business inspections to prevent pollutant releases; conduct stream, storm and wildlife monitoring; conduct tree planting for stream shade benefits; conduct residential and business education efforts to reduce the use of toxic products and to incorporate native plant and onsite stormwater management techniques that benefit biodiversity and stream health.
- Implement programs to promote pollution prevention with businesses and proper maintenance of private stormwater facilities. The permit also requires additional emphasis on "green infrastructure" for new development and retrofitting the existing streets and other impervious surfaces and a new focus on improving stream bank stability to reduce sediment levels in the City's creeks.

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## Environmental Services

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- Other CIP projects include the following: continue work on updating the outdated Stormwater Infrastructure Master Plan.

### **Wastewater Collection and Treatment**

The Wastewater Program provides planning, design, operation, maintenance, management, and capital improvement of the City's wastewater collection and treatment facilities. The treatment plant serves over 119,000 customers within the cities of Gresham, Wood Village, Fairview, and portions of Portland. The plant treats approximately 13 million gallons of wastewater daily. The collection portion of the program maintains approximately 310 miles of mains, trunks and interceptors, 128 miles of service laterals, seven lift stations, and approximately 6,700 sewer manholes within Gresham.

Operating expenses in the Wastewater Program are budgeted in the Wastewater Fund and are primarily funded by utility rates. Wastewater-related capital improvement projects, budgeted in the Wastewater Construction Fund, are funded through utility rates and system development charges. The condition of wastewater infrastructure is assessed by in-house staff as part of the Program's asset management system, which is a determining factor the Oregon State Department of Environmental Quality uses when evaluating whether to assess fines for sanitary sewer overflows.

Key issues and work plan for fiscal year 2020/21 include:

- Continue implementation of comprehensive and sustainable asset management practices for the wastewater collection, conveyance, and treatment systems.
- Coordinate wastewater infrastructure upgrades and replacement with Transportation's local street reconstruction program.
- Continue compliance with NPDES permit requirements. A permit renewal application was submitted to the DEQ in February 2019 and a new permit is expected to be issued by the DEQ in 2020. The current NPDES permit that expired in July 2019 will remain in effect until the new permit is issued.
- Continue implementation of the City's Industrial Pretreatment Program, which involves working with existing and potential new permitted industries, to ensure ongoing protection of the wastewater collection system and plant.
- Continue work on collection system projects for McKinley Sewer Extension and East Basin Trunk Upgrade Phase III which will provide for capacity and growth in the Pleasant Valley and Springwater areas.
- Continue repair and replacement of aging infrastructure and catch up on evaluations of pipe condition including smoke testing, TV inspection, and pipe repair projects.
- Continue prioritization and replacement of sewer lines with the worst asset condition score and highest consequence of failure score. (Sewer lines with the worst scores were generally built during the 1950's.)
- Continue treatment plant upgrades in keeping with federal standards to include seismic evaluation.

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CITY OF  
GRESHAM  
OREGON



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## General Fund & Police, Fire and Parks Funds Overview

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### General Fund

The General Fund is the principal operating fund of the City. Major revenues include property taxes, intergovernmental agreements, utility license fees, state shared revenues, and business income taxes. Other revenues include charges for services and licenses/permits. The *Revenue Information* section of this document presents detailed information about General Fund revenues.

The money received by the General Fund is used for public services such as police and fire protection, emergency response, parks maintenance, economic development, code compliance and community planning.

### Police, Fire and Parks Subfund

The Police, Fire and Parks Fund was established during fiscal year 2012/13 to clearly track and account for usage of the Police, Fire and Parks fee that was adopted in December 2012. Beginning in fiscal year 2019/20, the Police, Fire and Parks Fund will function as a subfund within the General Fund.

Ninety-five percent of the revenues are used to maintain public safety services, while the remaining five percent supports parks maintenance. The revenue is split between Police and Fire services in an amount proportionate to their respective operating budgets.

The adopted budget reflects the following expenditures within this fund:

#### Police

##### Targeting Gang Activity

- Three positions related to the enforcement and prevention of gang activity are included in this fund. The positions focus on gang prevention through coordination with other regional partners, investigation of gang related activity and providing support at the Rockwood Public Safety Facility. A contract with the Portland Opportunities Industrialization Center (POIC) is also included to provide street-level gang outreach services. These expenditures complement other gang enforcement activities that are funded through grants.

##### Addressing Crimes that Impact Neighborhood Livability

- This budget includes the four personnel for the Special Enforcement Team (SET). The SET consists of a Sergeant and three Detectives whose overall mission is to address and resolve on-going neighborhood livability issues and improve the quality of life in the city. Using short- and long-term strategies, they investigate and initiate prosecution of street to mid-level drug dealers and manufacturers directly impacting the City of Gresham. They also conduct investigations on problem residences, apartment complexes and businesses that are continually requiring Gresham Police response and resources.
- Two Neighborhood Enforcement Team (NET) members are included. The NET's primary goal is to make neighborhoods more livable and safer by addressing long-term issues that impact neighborhoods, including abandoned houses, overgrown lots and, drug and nuisance houses.

##### Maintaining Police Response Times

- Fourteen patrol positions needed to maintain Police Department response times.

## General Fund & Police, Fire and Parks Funds Overview

### Fire

#### Keeping Fire Stations Open

- This subfund contains eighteen positions that staff two Gresham Fire Stations. These positions are needed to keep these fire stations open, operating, and responding to citizens in a timely manner.

### Parks

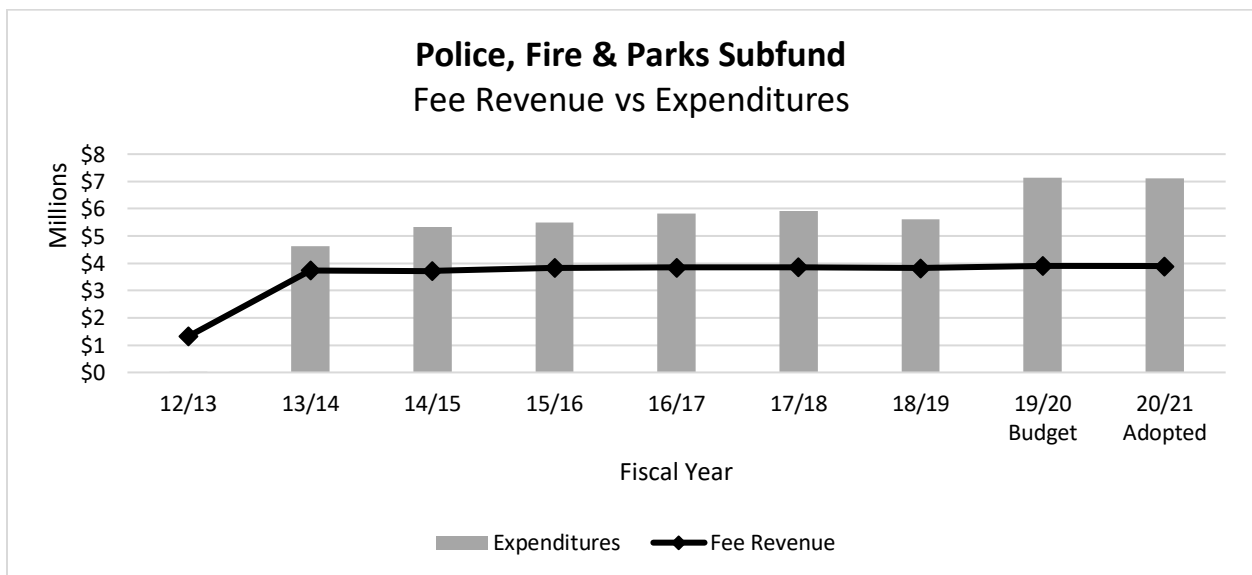
#### Keeping Parks Clean, Safe, and Accessible

- This subfund contains three positions that are critical to maintaining the operations and functionality of Gresham's Parks and maintaining neighborhood livability.

### Fund Structure and Display

Since the establishment of the Police, Fire and Parks Fund, information for the General Fund and the Police, Fire and Parks Fund has been presented in both combined and fund specific views. The implementation of the new Enterprise Resource Planning system provides sub-fund capability, which allows the funds to be combined while still retaining the ability to separately report and track revenues and expenses. This feature eliminates the need to formally adopt an appropriation to transfer General Fund resources between the funds to support the functions described within the Police, Fire and Parks Fund. As a result, the combined resources and requirements shown for fiscal year 2019/20 are no longer overstated by the transfer between the two funds.

The specific services budgeted within the Police, Fire and Parks Fund have been consistent since the inception of the fund. While General Fund resources have always been relied on to partially fund the specific services, the difference between the cost of those services and the revenue provided by the Police, Fire and Parks fee has grown during that time. The chart below shows the General Fund support over the history of the fee.



## Resources and Requirements by Fund

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Taxes	36,316,588	39,422,284	30,898,200	32,447,000	32,447,000	32,447,000
Licenses & Permits	420,372	429,795	372,300	489,000	489,000	489,000
Intergovernmental	11,093,641	11,197,658	17,192,000	18,304,000	18,304,000	18,304,000
Charges for Services	399,666	430,599	4,234,500	4,394,000	4,394,000	4,394,000
Utility License Fees	10,380,166	10,641,084	10,935,000	14,653,000	14,653,000	14,653,000
Interest Income	347,941	-	-	-	-	-
Miscellaneous Income	208,922	719,025	642,700	648,000	648,000	648,000
Interfund Transfers	136,141	127,256	75,000	175,000	175,000	175,000
Internal Service Charges	944,378	518,052	819,385	838,257	838,257	838,257
Financing Proceeds	1,275,000	-	-	-	-	-
Beginning Balance	20,872,473	20,014,665	13,834,000	10,612,000	10,612,000	10,612,000
<b>Total Resources</b>	<b>82,395,288</b>	<b>83,500,418</b>	<b>79,003,085</b>	<b>82,560,257</b>	<b>82,560,257</b>	<b>82,560,257</b>
<b>Requirements</b>						
Police	29,763,542	32,673,686	39,307,078	39,477,202	39,477,202	39,477,202
Fire & Emergency Services	20,996,001	21,759,595	26,367,334	27,127,116	27,127,116	27,127,116
Community Development	1,193,193	852,341	1,245,818	1,045,441	1,045,441	1,045,441
Economic Development	667,123	661,911	1,061,977	854,143	854,143	854,143
Parks	2,447,422	2,779,083	3,363,351	3,499,257	3,499,257	3,499,257
<i>Operating Total</i>	<u>55,067,281</u>	<u>58,726,616</u>	<u>71,345,558</u>	<u>72,003,159</u>	<u>72,003,159</u>	<u>72,003,159</u>
Interfund Transfers	7,313,342	7,523,238	6,608,017	5,622,200	5,622,200	5,622,200
Contingency	-	-	-	1,115,000	1,115,000	1,115,000
Unappropriated	20,014,665	17,250,564	1,049,510	3,819,898	3,819,898	3,819,898
<i>Non-Operating Total</i>	<u>27,328,007</u>	<u>24,773,802</u>	<u>7,657,527</u>	<u>10,557,098</u>	<u>10,557,098</u>	<u>10,557,098</u>
<b>Total Requirements</b>	<b>82,395,288</b>	<b>83,500,418</b>	<b>79,003,085</b>	<b>82,560,257</b>	<b>82,560,257</b>	<b>82,560,257</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, activity previously shown in the Police, Fire and Parks Fund is included. Additionally, Interest Income is included within Miscellaneous Income rather than shown separately and several other revenue items have been recategorized.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, activity previously shown in the Police, Fire and Parks Fund is included.

## Department Requirements

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Division</b>						
Police Administration	1,150,417	1,290,051	971,703	1,010,476	1,010,476	1,010,476
Police Operations	14,647,302	16,005,774	21,920,441	21,878,363	21,878,363	21,878,363
Police Investigations	3,578,704	4,151,014	5,196,414	5,320,481	5,320,481	5,320,481
Police Records	1,730,474	1,798,593	2,039,771	1,998,571	1,998,571	1,998,571
Police Services	941,982	976,042	1,305,216	1,175,849	1,175,849	1,175,849
PD Support Services	7,714,663	8,452,212	7,873,533	8,093,462	8,093,462	8,093,462
<b>Police Total</b>	<b><u>29,763,542</u></b>	<b><u>32,673,686</u></b>	<b><u>39,307,078</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>
<b>Requirements by Category</b>						
Personnel Services	19,078,515	20,932,887	26,700,548	26,912,402	26,912,402	26,912,402
Materials & Services	10,456,273	11,443,890	12,574,530	12,529,800	12,529,800	12,529,800
Capital Outlay	228,754	296,909	32,000	35,000	35,000	35,000
<b>Police Total</b>	<b><u>29,763,542</u></b>	<b><u>32,673,686</u></b>	<b><u>39,307,078</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the Police, Fire and Parks Fund. Additionally, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Type</b>						
Personnel	12,091,118	13,422,955	16,948,961	17,061,519	17,061,519	17,061,519
Benefits	6,987,397	7,509,932	9,751,587	9,850,883	9,850,883	9,850,883
Professional & Technical Services	2,243,307	2,517,066	2,797,300	2,684,227	2,684,227	2,684,227
Property Services	364,130	489,247	262,976	292,792	292,792	292,792
Other Services	358,781	332,984	361,451	298,979	298,979	298,979
Materials	719,320	623,203	1,241,970	1,123,040	1,123,040	1,123,040
City Grants & Contributions	-	-	37,300	37,300	37,300	37,300
Internal Service Charges	6,770,735	7,481,390	7,873,533	8,093,462	8,093,462	8,093,462
Capital Outlay	228,754	296,909	32,000	35,000	35,000	35,000
<b>Police Total</b>	<b><u>29,763,542</u></b>	<b><u>32,673,686</u></b>	<b><u>39,307,078</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>	<b><u>39,477,202</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: General and Police, Fire and Parks  
Dept: Police

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	(\$182,944) decrease. Moves two limited-term employees to Community Livability department, eliminates administrative support for the Mental Health Team.
Temporary and Seasonal	(\$18,000) decrease. Eliminates Park Ambassador program and reduces hours for Background Investigations.
Overtime	(\$159,819) decrease. Reflects a reduction in overtime expense.
Premium Pay	\$115,594 increase. Reflects anticipated changes per union contract. Contract anticipated to be finalized in spring 2020.

#### Materials and Services

Contracted Services	(\$98,800) decrease. Includes various contractual decreases; offset by the Body Worn Camera program.
Promotion	(\$8,500) decrease. Camera and supplies replacements.
Training and Education	(\$19,972) decrease. Reduced training and travel program.
Travel Expenses	(\$18,400) decrease. Reduced training and travel program.
Meals	(\$15,600) decrease. Reduced training and travel program.
Vehicle Supplies, Parts, Maintenance	\$49,550 increase. Increased 800 MHz radio access charges.
Other Supplies	(\$39,900) decrease. Rental cost of range moved to Rent/Lease line item and reduces training supplies.
Rent/Lease	\$27,400 increase. Rental cost of range moved from Other Supplies line item.
PPE and Uniforms	(\$144,730) decrease. Removed one-time expense of vest rifle plates; reduces clothing purchases for eliminated positions.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>				
<b>Personnel</b>				
501001 Wages/Salaries	13,124,250	13,472,977	13,472,977	13,472,977
501004 Limited Term	248,272	65,328	65,328	65,328
501006 Temporary & Seasonal	111,100	93,100	93,100	93,100
501010 Overtime	2,311,300	2,151,481	2,151,481	2,151,481
501030 Premium Pay	903,839	1,019,433	1,019,433	1,019,433
501070 Accrued Comp Absence	250,200	259,200	259,200	259,200
<b>Total Personnel</b>	<b>16,948,961</b>	<b>17,061,519</b>	<b>17,061,519</b>	<b>17,061,519</b>
<b>Benefits</b>				
501101 FICA	1,286,866	1,295,701	1,295,701	1,295,701
501102 Tri-Met Tax	130,481	133,065	133,065	133,065
501110 PERS - Employer	2,418,920	2,420,555	2,420,555	2,420,555
501111 PERS - IAP Pickup	1,011,441	1,019,311	1,019,311	1,019,311
501112 PERS - Bond	551,230	624,890	624,890	624,890
501120 Health Insurance	3,377,317	3,327,427	3,327,427	3,327,427
501121 Dental Insurance	327,692	311,768	311,768	311,768
501122 Workers' Compensation	410,576	482,347	482,347	482,347
501130 Other Benefits	237,064	235,819	235,819	235,819
<b>Total Benefits</b>	<b>9,751,587</b>	<b>9,850,883</b>	<b>9,850,883</b>	<b>9,850,883</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	667,600	568,800	568,800	568,800
502008 Med & Psych	5,500	5,600	5,600	5,600
502010 Dispatch Services	2,106,480	2,092,107	2,092,107	2,092,107
502020 Permits & Licenses	720	720	720	720
502026 Invest Res/Drug Seizure	17,000	17,000	17,000	17,000
<b>Total Prof &amp; Tech Services</b>	<b>2,797,300</b>	<b>2,684,227</b>	<b>2,684,227</b>	<b>2,684,227</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	198,726	200,142	200,142	200,142
502124 Infrastructure R & M	19,000	20,000	20,000	20,000
502140 Rent/Lease	45,250	72,650	72,650	72,650
<b>Total Property Services</b>	<b>262,976</b>	<b>292,792</b>	<b>292,792</b>	<b>292,792</b>
<b>Other Services</b>				
502204 Printing	17,935	17,935	17,935	17,935
502208 Promotion	11,350	2,850	2,850	2,850
502212 Dues & Memberships	9,595	9,595	9,595	9,595
502214 Training & Education	117,173	97,201	97,201	97,201
502215 Travel Expenses	111,210	92,810	92,810	92,810

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>				
502216 Meals	52,438	36,838	36,838	36,838
502221 Uniform Cleaning	41,750	41,750	41,750	41,750
<b>Total Other Services</b>	<b>361,451</b>	<b>298,979</b>	<b>298,979</b>	<b>298,979</b>
<b>Materials</b>				
502301 Office Supplies	35,050	35,050	35,050	35,050
502312 Vehicle Supplies, Parts, Maint	44,000	93,550	93,550	93,550
502314 Minor Equipment & Tools	181,000	189,000	189,000	189,000
502316 Equip Supplies, Parts, Maint	298,150	305,300	305,300	305,300
502324 First Aid & Safety	29,000	30,000	30,000	30,000
502325 Other Supplies	203,600	163,700	163,700	163,700
502326 PPE & Uniforms	319,860	175,130	175,130	175,130
502360 Books & Publications	4,560	4,560	4,560	4,560
502361 Postage & Delivery	1,150	1,150	1,150	1,150
502363 Computer/Software/Maintenance	115,100	115,100	115,100	115,100
502364 Employee Recognition	10,500	10,500	10,500	10,500
<b>Total Materials</b>	<b>1,241,970</b>	<b>1,123,040</b>	<b>1,123,040</b>	<b>1,123,040</b>
<b>City Grant &amp; Contrib</b>				
502406 Customer Assistance	27,800	27,800	27,800	27,800
502408 Incentive Programs	6,500	6,500	6,500	6,500
502410 Contributions/City Match	3,000	3,000	3,000	3,000
<b>Total City Grant &amp; Contrib</b>	<b>37,300</b>	<b>37,300</b>	<b>37,300</b>	<b>37,300</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	530,753	561,788	561,788	561,788
502906 ISC - Vehicle Maint & Fuel	1,108,551	1,053,628	1,053,628	1,053,628
502910 ISC - Legal	290,927	276,789	276,789	276,789
502916 ISC - City Administration	570,004	649,730	649,730	649,730
502918 ISC - Financial Services	684,424	620,604	620,604	620,604
502922 ISC - Information Services	2,125,553	2,013,672	2,013,672	2,013,672
502924 ISC - Citywide Services	877,781	824,544	824,544	824,544
502926 ISC - General Support Services	118,626	112,727	112,727	112,727
502928 ISC - Community Livability	168,036	113,129	113,129	113,129
502930 ISC - Liability Management	430,860	460,982	460,982	460,982
502950 ISC - Equipment Replacement	888,481	1,319,387	1,319,387	1,319,387
502952 ISC - Computer Replacement	79,537	86,482	86,482	86,482
<b>Total Internal Svc Chrg</b>	<b>7,873,533</b>	<b>8,093,462</b>	<b>8,093,462</b>	<b>8,093,462</b>



## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Police				
<b>Capital Outlay</b>				
503008 Equipment	32,000	35,000	35,000	35,000
<b>Total Capital Outlay</b>	<u>32,000</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<b>Total Requirements</b>	<u><u>39,307,078</u></u>	<u><u>39,477,202</u></u>	<u><u>39,477,202</u></u>	<u><u>39,477,202</u></u>

## Department Requirements

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b>Requirements by Division</b>						
Fire Administration	755,421	800,663	935,913	1,082,361	1,082,361	1,082,361
Fire Emergency Operations	13,953,971	14,264,436	18,572,788	19,600,239	19,600,239	19,600,239
Life Safety	845,851	840,614	1,075,446	1,300,493	1,300,493	1,300,493
Training & Safety	969,197	1,050,422	1,490,564	923,411	923,411	923,411
FES Support Services	4,471,561	4,803,460	4,292,623	4,220,612	4,220,612	4,220,612
<b>Fire &amp; Emergency Services Total</b>	<b><u>20,996,001</u></b>	<b><u>21,759,595</u></b>	<b><u>26,367,334</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>
<b>Requirements by Category</b>						
Personnel Services	15,011,166	15,659,811	19,740,790	20,534,242	20,534,242	20,534,242
Materials & Services	5,772,950	6,046,896	6,593,044	6,559,374	6,559,374	6,559,374
Capital Outlay	211,885	52,888	33,500	33,500	33,500	33,500
<b>Fire &amp; Emergency Services Total</b>	<b><u>20,996,001</u></b>	<b><u>21,759,595</u></b>	<b><u>26,367,334</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the Police, Fire and Parks Fund. Additionally, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b>Requirements by Type</b>						
Personnel	9,605,420	10,210,146	12,657,143	12,920,707	12,920,707	12,920,707
Benefits	5,405,746	5,449,665	7,083,647	7,613,535	7,613,535	7,613,535
Professional & Technical Services	898,386	1,037,738	1,104,463	999,988	999,988	999,988
Property Services	314,124	339,382	134,550	153,962	153,962	153,962
Other Services	58,339	76,153	92,676	92,676	92,676	92,676
Materials	813,051	602,633	944,362	1,067,766	1,067,766	1,067,766
City Grants & Contributions	-	-	24,250	24,250	24,250	24,250
Insurance	-	-	120	120	120	120
Internal Service Charges	3,689,050	3,990,990	4,292,623	4,220,612	4,220,612	4,220,612
Capital Outlay	211,885	52,888	33,500	33,500	33,500	33,500
<b>Fire &amp; Emergency Services Total</b>	<b><u>20,996,001</u></b>	<b><u>21,759,595</u></b>	<b><u>26,367,334</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>	<b><u>27,127,116</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: General and Police, Fire and Parks  
Dept: Fire and Emergency Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$186,399 increase. Allows for retention of training academy participants in anticipation of retirement vacancies.
Overtime	(\$634,559) decrease. Reduced operations overtime offset by increased staffing and increased on-duty training.
Other Leave	\$84,500 increase. Wellness leave negotiated in fiscal year 2020 - 2022 IAFF Collective Bargaining Agreement.
Comp Used	\$15,475 increase. Based on anticipated usage.

#### Materials and Services

Contracted Services	(\$97,973) decrease. Cost of OHSU for CARES Coordinator now covered by OHSU.
Rent/Lease	\$17,150 increase. Lease for logistics warehouse for supplies and equipment inventory.
Vehicle Supplies, Parts, Maint	\$99,304 increase. Increased 800 MHz radio access charges and share of Engine 31 and Rescue 31 repairs and maintenance.
Minor Equipment and Tools	(\$65,910) decrease. Moved a portion of budget to Other Supplies line item.
Other Supplies	\$50,500 increase. Moved from Minor Equipment and Tools line item.
PPE and Uniforms	\$24,100 increase. Cost increases for PPE and Uniforms based on anticipated staffing levels.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	9,792,487	10,342,806	10,342,806	10,342,806
501004 Limited Term	-	186,399	186,399	186,399
501010 Overtime	1,931,984	1,297,425	1,297,425	1,297,425
501030 Premium Pay	735,672	795,702	795,702	795,702
501064 Holiday	22,000	23,400	23,400	23,400
501066 Other Leave	-	84,500	84,500	84,500
501068 Comp Used	-	15,475	15,475	15,475
501070 Accrued Comp Absence	175,000	175,000	175,000	175,000
<b>Total Personnel</b>	<b>12,657,143</b>	<b>12,920,707</b>	<b>12,920,707</b>	<b>12,920,707</b>
<b>Benefits</b>				
501101 FICA	963,818	986,737	986,737	986,737
501102 Tri-Met Tax	97,504	100,857	100,857	100,857
501110 PERS - Employer	1,958,942	1,953,485	1,953,485	1,953,485
501111 PERS - IAP Pickup	750,263	771,987	771,987	771,987
501112 PERS - Bond	414,610	476,460	476,460	476,460
501120 Health Insurance	2,082,534	2,367,465	2,367,465	2,367,465
501121 Dental Insurance	217,282	238,564	238,564	238,564
501122 Workers' Compensation	413,029	490,847	490,847	490,847
501130 Other Benefits	185,665	227,133	227,133	227,133
<b>Total Benefits</b>	<b>7,083,647</b>	<b>7,613,535</b>	<b>7,613,535</b>	<b>7,613,535</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	140,443	42,470	42,470	42,470
502008 Med & Psych	4,400	4,400	4,400	4,400
502010 Dispatch Services	946,120	939,618	939,618	939,618
502020 Permits & Licenses	13,500	13,500	13,500	13,500
<b>Total Prof &amp; Tech Services</b>	<b>1,104,463</b>	<b>999,988</b>	<b>999,988</b>	<b>999,988</b>
<b>Property Services</b>				
502104 Utility Services	1,000	1,000	1,000	1,000
502106 Cell Phone/Wireless Services	97,800	97,800	97,800	97,800
502124 Infrastructure R & M	23,000	25,262	25,262	25,262
502140 Rent/Lease	12,750	29,900	29,900	29,900
<b>Total Property Services</b>	<b>134,550</b>	<b>153,962</b>	<b>153,962</b>	<b>153,962</b>
<b>Other Services</b>				
502204 Printing	3,950	3,950	3,950	3,950
502208 Promotion	2,575	2,575	2,575	2,575
502212 Dues & Memberships	5,601	5,601	5,601	5,601
502214 Training & Education	48,900	48,900	48,900	48,900

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>				
502215 Travel Expenses	20,950	20,950	20,950	20,950
502216 Meals	10,700	10,700	10,700	10,700
<b>Total Other Services</b>	<b>92,676</b>	<b>92,676</b>	<b>92,676</b>	<b>92,676</b>
<b>Materials</b>				
502301 Office Supplies	10,725	10,725	10,725	10,725
502312 Vehicle Supplies, Parts, Maint	59,800	159,104	159,104	159,104
502314 Minor Equipment & Tools	237,660	171,750	171,750	171,750
502316 Equip Supplies, Parts, Maint	214,900	230,310	230,310	230,310
502324 First Aid & Safety	115,400	115,400	115,400	115,400
502325 Other Supplies	1,000	51,500	51,500	51,500
502326 PPE & Uniforms	234,102	258,202	258,202	258,202
502360 Books & Publications	5,750	5,750	5,750	5,750
502361 Postage & Delivery	875	875	875	875
502363 Computer/Software/Maintenance	57,800	57,800	57,800	57,800
502364 Employee Recognition	6,350	6,350	6,350	6,350
<b>Total Materials</b>	<b>944,362</b>	<b>1,067,766</b>	<b>1,067,766</b>	<b>1,067,766</b>
<b>City Grant &amp; Contrib</b>				
502406 Customer Assistance	19,700	19,700	19,700	19,700
502408 Incentive Programs	4,550	4,550	4,550	4,550
<b>Total City Grant &amp; Contrib</b>	<b>24,250</b>	<b>24,250</b>	<b>24,250</b>	<b>24,250</b>
<b>Insurance</b>				
502520 Fees & Premiums	120	120	120	120
<b>Total Insurance</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	244,347	257,172	257,172	257,172
502906 ISC - Vehicle Maint & Fuel	647,896	764,774	764,774	764,774
502910 ISC - Legal	109,877	118,091	118,091	118,091
502916 ISC - City Administration	399,151	456,283	456,283	456,283
502918 ISC - Financial Services	479,275	435,829	435,829	435,829
502922 ISC - Information Services	853,838	819,166	819,166	819,166
502924 ISC - Citywide Services	614,675	579,049	579,049	579,049
502926 ISC - General Support Services	83,069	79,164	79,164	79,164
502928 ISC - Community Livability	117,668	79,446	79,446	79,446
502930 ISC - Liability Management	305,147	321,463	321,463	321,463
502950 ISC - Equipment Replacement	400,570	269,825	269,825	269,825
502952 ISC - Computer Replacement	37,110	40,350	40,350	40,350
<b>Total Internal Svc Chrg</b>	<b>4,292,623</b>	<b>4,220,612</b>	<b>4,220,612</b>	<b>4,220,612</b>

## Line Item Detail by Department

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General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Fire & Emergency Services				
<b>Capital Outlay</b>				
503008 Equipment	33,500	33,500	33,500	33,500
<b>Total Capital Outlay</b>	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
<b>Total Requirements</b>	<u>26,367,334</u>	<u>27,127,116</u>	<u>27,127,116</u>	<u>27,127,116</u>

## Department Requirements

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Division</b>						
Business & Development Support	236,501	318,373	629,524	467,707	467,707	467,707
Code Enforcement	350,402	354,629	336,039	341,167	341,167	341,167
CDS Support Services	606,290	179,339	280,255	236,567	236,567	236,567
<b>Community Development</b>	<b><u>1,193,193</u></b>	<b><u>852,341</u></b>	<b><u>1,245,818</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>
<b>Requirements by Category</b>						
Personnel Services	804,699	372,567	702,628	594,639	594,639	594,639
Materials & Services	388,494	479,774	543,190	450,802	450,802	450,802
<b>Community Development</b>	<b><u>1,193,193</u></b>	<b><u>852,341</u></b>	<b><u>1,245,818</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other divisions.



## Department Requirements by Type

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Type</b>						
Personnel	486,845	214,281	443,442	375,434	375,434	375,434
Benefits	317,854	158,286	259,186	219,205	219,205	219,205
Professional & Technical Services	44,275	138,124	186,400	146,400	146,400	146,400
Property Services	10,320	5,664	10,125	10,125	10,125	10,125
Other Services	5,694	27,112	44,060	41,360	41,360	41,360
Materials	12,519	2,007	12,250	9,250	9,250	9,250
City Grants & Contributions	-	-	10,100	7,100	7,100	7,100
Internal Service Charges	315,686	306,867	280,255	236,567	236,567	236,567
<b>Community Development Total</b>	<b><u>1,193,193</u></b>	<b><u>852,341</u></b>	<b><u>1,245,818</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>	<b><u>1,045,441</u></b>

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## Expenditure Information by Fund & Department

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Fund: General  
Dept: Community Development

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	(\$78,915) decrease. Elimination of unfilled Sr. Economic Development Specialist.
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#### Materials and Services

Contracted Services	(\$40,000) decrease. Reduced external commercial business support services.
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Training and Education	(\$4,000) decrease. Reduced to align budget with actual expenditures.
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Office Supplies	(\$3,000) decrease. Reduced to align budget with actual expenditures.
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Incentive Programs	(\$3,000) decrease. Reduced to align budget with actual expenditures.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
<b>Personnel</b>				
501001 Wages/Salaries	354,602	365,509	365,509	365,509
501004 Limited Term	86,840	7,925	7,925	7,925
501010 Overtime	2,000	2,000	2,000	2,000
<b>Total Personnel</b>	<b>443,442</b>	<b>375,434</b>	<b>375,434</b>	<b>375,434</b>
<b>Benefits</b>				
501101 FICA	33,688	28,614	28,614	28,614
501102 Tri-Met Tax	3,410	2,925	2,925	2,925
501110 PERS - Employer	60,547	47,655	47,655	47,655
501111 PERS - IAP Pickup	26,131	22,051	22,051	22,051
501112 PERS - Bond	14,501	13,816	13,816	13,816
501120 Health Insurance	97,157	83,109	83,109	83,109
501121 Dental Insurance	9,883	8,099	8,099	8,099
501122 Workers' Compensation	5,267	5,589	5,589	5,589
501130 Other Benefits	8,602	7,347	7,347	7,347
<b>Total Benefits</b>	<b>259,186</b>	<b>219,205</b>	<b>219,205</b>	<b>219,205</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	186,400	146,400	146,400	146,400
<b>Total Prof &amp; Tech Services</b>	<b>186,400</b>	<b>146,400</b>	<b>146,400</b>	<b>146,400</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	3,775	3,775	3,775	3,775
502140 Rent/Lease	6,350	6,350	6,350	6,350
<b>Total Property Services</b>	<b>10,125</b>	<b>10,125</b>	<b>10,125</b>	<b>10,125</b>
<b>Other Services</b>				
502204 Printing	7,500	7,500	7,500	7,500
502208 Promotion	13,060	13,060	13,060	13,060
502212 Dues & Memberships	11,800	11,800	11,800	11,800
502214 Training & Education	10,500	6,500	6,500	6,500
502215 Travel Expenses	600	1,900	1,900	1,900
502216 Meals	600	600	600	600
<b>Total Other Services</b>	<b>44,060</b>	<b>41,360</b>	<b>41,360</b>	<b>41,360</b>
<b>Materials</b>				
502301 Office Supplies	6,600	3,600	3,600	3,600
502314 Minor Equipment & Tools	2,600	2,600	2,600	2,600
502326 PPE & Uniforms	400	400	400	400
502360 Books & Publications	1,100	1,100	1,100	1,100
502361 Postage & Delivery	250	250	250	250

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
502363 Computer/Software/Maintenance	1,000	1,000	1,000	1,000
502364 Employee Recognition	300	300	300	300
<b>Total Materials</b>	<b>12,250</b>	<b>9,250</b>	<b>9,250</b>	<b>9,250</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	10,100	7,100	7,100	7,100
<b>Total City Grant &amp; Contrib</b>	<b>10,100</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	17,691	19,760	19,760	19,760
502906 ISC - Vehicle Maint & Fuel	21,950	14,095	14,095	14,095
502910 ISC - Legal	97,539	72,162	72,162	72,162
502916 ISC - City Administration	16,670	19,958	19,958	19,958
502918 ISC - Financial Services	20,016	19,063	19,063	19,063
502922 ISC - Information Services	56,042	44,972	44,972	44,972
502924 ISC - Citywide Services	25,671	25,328	25,328	25,328
502926 ISC - General Support Services	3,469	3,463	3,463	3,463
502928 ISC - Community Livability	4,914	3,475	3,475	3,475
502930 ISC - Liability Management	10,774	11,439	11,439	11,439
502950 ISC - Equipment Replacement	3,539	699	699	699
502952 ISC - Computer Replacement	1,980	2,153	2,153	2,153
<b>Total Internal Svc Chrg</b>	<b>280,255</b>	<b>236,567</b>	<b>236,567</b>	<b>236,567</b>
<b>Total Requirements</b>	<b>1,245,818</b>	<b>1,045,441</b>	<b>1,045,441</b>	<b>1,045,441</b>

## Department Requirements

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>						
<b><u>Requirements by Division</u></b>						
Economic Development	501,851	521,442	917,676	721,703	721,703	721,703
EDS Support Services	165,272	140,469	144,301	132,440	132,440	132,440
<b>Economic Development Total</b>	<b><u>667,123</u></b>	<b><u>661,911</u></b>	<b><u>1,061,977</u></b>	<b><u>854,143</u></b>	<b><u>854,143</u></b>	<b><u>854,143</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	362,966	379,282	550,741	454,618	454,618	454,618
Materials & Services	304,157	282,629	511,236	399,525	399,525	399,525
<b>Economic Development Total</b>	<b><u>667,123</u></b>	<b><u>661,911</u></b>	<b><u>1,061,977</u></b>	<b><u>854,143</u></b>	<b><u>854,143</u></b>	<b><u>854,143</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other division.

## Department Requirements by Type

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>						
<b>Requirements by Type</b>						
Personnel	226,747	240,939	348,367	290,464	290,464	290,464
Benefits	136,219	138,343	202,374	164,154	164,154	164,154
Professional & Technical Services	49,955	60,250	180,000	80,000	80,000	80,000
Property Services	975	788	6,400	6,400	6,400	6,400
Other Services	102,990	95,453	95,605	95,605	95,605	95,605
Materials	456	1,016	4,430	4,580	4,580	4,580
City Grants & Contributions	-	-	80,500	80,500	80,500	80,500
Internal Service Charges	149,781	125,122	144,301	132,440	132,440	132,440
<b>Economic Development Total</b>	<b>667,123</b>	<b>661,911</b>	<b>1,061,977</b>	<b>854,143</b>	<b>854,143</b>	<b>854,143</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: General  
Dept: Economic Development Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term (\$71,219) decrease. Elimination of unfilled Economic Development Specialist.

#### Materials and Services

Contracted Services (\$100,000) decrease. Reduced external corporate and retail recruitment services.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>				
<b>Personnel</b>				
501001 Wages/Salaries	277,148	290,464	290,464	290,464
501004 Limited Term	71,219	-	-	-
<b>Total Personnel</b>	<b>348,367</b>	<b>290,464</b>	<b>290,464</b>	<b>290,464</b>
<b>Benefits</b>				
501101 FICA	26,226	22,274	22,274	22,274
501102 Tri-Met Tax	2,679	2,263	2,263	2,263
501110 PERS - Employer	36,506	32,169	32,169	32,169
501111 PERS - IAP Pickup	20,902	17,428	17,428	17,428
501112 PERS - Bond	11,392	10,689	10,689	10,689
501120 Health Insurance	85,365	64,034	64,034	64,034
501121 Dental Insurance	9,134	6,601	6,601	6,601
501122 Workers' Compensation	3,658	3,863	3,863	3,863
501130 Other Benefits	6,512	4,833	4,833	4,833
<b>Total Benefits</b>	<b>202,374</b>	<b>164,154</b>	<b>164,154</b>	<b>164,154</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	180,000	80,000	80,000	80,000
<b>Total Prof &amp; Tech Services</b>	<b>180,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	1,000	1,000	1,000	1,000
502140 Rent/Lease	5,400	5,400	5,400	5,400
<b>Total Property Services</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>
<b>Other Services</b>				
502204 Printing	2,500	2,500	2,500	2,500
502208 Promotion	4,500	4,500	4,500	4,500
502212 Dues & Memberships	64,705	64,705	64,705	64,705
502214 Training & Education	7,000	7,000	7,000	7,000
502215 Travel Expenses	13,900	13,900	13,900	13,900
502216 Meals	3,000	3,000	3,000	3,000
<b>Total Other Services</b>	<b>95,605</b>	<b>95,605</b>	<b>95,605</b>	<b>95,605</b>
<b>Materials</b>				
502301 Office Supplies	1,480	1,480	1,480	1,480
502314 Minor Equipment & Tools	900	900	900	900
502316 Equip Supplies, Parts, Maint	100	100	100	100
502360 Books & Publications	400	400	400	400
502361 Postage & Delivery	1,000	1,000	1,000	1,000
502363 Computer/Software/Maintenance	500	500	500	500



## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>				
502364 Employee Recognition	50	200	200	200
<b>Total Materials</b>	<b>4,430</b>	<b>4,580</b>	<b>4,580</b>	<b>4,580</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	28,500	28,500	28,500	28,500
502410 Contributions/City Match	52,000	52,000	52,000	52,000
<b>Total City Grant &amp; Contrib</b>	<b>80,500</b>	<b>80,500</b>	<b>80,500</b>	<b>80,500</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	14,145	14,305	14,305	14,305
502910 ISC - Legal	10,727	6,207	6,207	6,207
502916 ISC - City Administration	16,972	18,968	18,968	18,968
502918 ISC - Financial Services	20,379	18,118	18,118	18,118
502922 ISC - Information Services	37,227	33,540	33,540	33,540
502924 ISC - Citywide Services	26,136	24,072	24,072	24,072
502926 ISC - General Support Services	3,532	3,291	3,291	3,291
502928 ISC - Community Livability	5,003	3,303	3,303	3,303
502930 ISC - Liability Management	8,596	8,914	8,914	8,914
502952 ISC - Computer Replacement	1,584	1,722	1,722	1,722
<b>Total Internal Svc Chrg</b>	<b>144,301</b>	<b>132,440</b>	<b>132,440</b>	<b>132,440</b>
<b>Total Requirements</b>	<b>1,061,977</b>	<b>854,143</b>	<b>854,143</b>	<b>854,143</b>

## Department Requirements

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>						
<b>Requirements by Division</b>						
Parks Operations	1,569,834	1,859,427	2,549,917	2,583,970	2,583,970	2,583,970
Parks Support Services	877,588	919,656	813,434	915,287	915,287	915,287
<b>Parks Total</b>	<b><u>2,447,422</u></b>	<b><u>2,779,083</u></b>	<b><u>3,363,351</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>
<b>Requirements by Category</b>						
Personnel Services	887,939	970,375	1,477,602	1,321,565	1,321,565	1,321,565
Materials & Services	1,559,483	1,754,449	1,850,749	2,177,692	2,177,692	2,177,692
Capital Outlay	-	54,259	35,000	-	-	-
<b>Parks Total</b>	<b><u>2,447,422</u></b>	<b><u>2,779,083</u></b>	<b><u>3,363,351</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the Police, Fire and Parks Fund. Additionally, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

General Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>						
<b><u>Requirements by Type</u></b>						
Personnel	536,251	630,105	934,587	825,237	825,237	825,237
Benefits	351,688	340,270	543,015	496,328	496,328	496,328
Professional & Technical Services	292,277	341,289	421,950	625,020	625,020	625,020
Property Services	362,189	435,157	467,915	492,585	492,585	492,585
Other Services	28,496	44,668	30,000	33,250	33,250	33,250
Materials	77,221	72,681	104,950	106,550	106,550	106,550
City Grants & Contributions	-	-	12,500	5,000	5,000	5,000
Internal Service Charges	799,300	860,654	813,434	915,287	915,287	915,287
Capital Outlay	-	54,259	35,000	-	-	-
<b>Parks Total</b>	<b><u>2,447,422</u></b>	<b><u>2,779,083</u></b>	<b><u>3,363,351</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>	<b><u>3,499,257</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: General and Police, Fire and Parks

Dept: Parks

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$70,249) decrease. Reflects reorganization of support and management positions previously split between Parks, Facilities, Fleet, and Finance. Also reflects the Parks portion of Finance Director position which was eliminated from the budget.
Limited Term	(\$18,101) decrease. Reflects the reduction of a Parks Intern and Public Utility Worker I, offset by the addition of part-time administrative support previously in the wages/salaries line item.
Temporary and Seasonal	(\$25,000) decrease. Reduction to budget for seasonal Parks workers.
Premium Pay	\$4,000 increase. Reflects anticipated actual expenditures.

#### Materials and Services

Contracted Services	\$204,040 increase. Includes funds for Parks Master Plan/Feasibility study, increased contract costs, and anticipated maintenance projects.
Contributions/City Match	(\$7,500) decrease. Funds were partially distributed early in Spring of 2020 to better align with the community organization's needs. Budget reflects remaining allocation.

#### Capital Outlay

Motor Vehicles	(\$35,000) decrease. Fiscal Year 2019/20 included a one-time expense for the purchase of a new truck.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>				
<b>Personnel</b>				
501001 Wages/Salaries	703,324	633,075	633,075	633,075
501004 Limited Term	85,613	67,512	67,512	67,512
501006 Temporary & Seasonal	125,000	100,000	100,000	100,000
501010 Overtime	6,750	6,750	6,750	6,750
501030 Premium Pay	13,900	17,900	17,900	17,900
<b>Total Personnel</b>	<b>934,587</b>	<b>825,237</b>	<b>825,237</b>	<b>825,237</b>
<b>Benefits</b>				
501101 FICA	71,190	63,167	63,167	63,167
501102 Tri-Met Tax	7,186	6,429	6,429	6,429
501110 PERS - Employer	76,318	68,488	68,488	68,488
501111 PERS - IAP Pickup	48,575	43,514	43,514	43,514
501112 PERS - Bond	27,290	26,689	26,689	26,689
501120 Health Insurance	230,119	207,751	207,751	207,751
501121 Dental Insurance	24,232	20,466	20,466	20,466
501122 Workers' Compensation	38,054	41,020	41,020	41,020
501130 Other Benefits	20,051	18,804	18,804	18,804
<b>Total Benefits</b>	<b>543,015</b>	<b>496,328</b>	<b>496,328</b>	<b>496,328</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	417,200	621,240	621,240	621,240
502008 Med & Psych	750	750	750	750
502020 Permits & Licenses	4,000	3,030	3,030	3,030
<b>Total Prof &amp; Tech Services</b>	<b>421,950</b>	<b>625,020</b>	<b>625,020</b>	<b>625,020</b>
<b>Property Services</b>				
502104 Utility Services	293,400	308,070	308,070	308,070
502106 Cell Phone/Wireless Services	11,515	11,515	11,515	11,515
502124 Infrastructure R & M	158,000	168,000	168,000	168,000
502140 Rent/Lease	5,000	5,000	5,000	5,000
<b>Total Property Services</b>	<b>467,915</b>	<b>492,585</b>	<b>492,585</b>	<b>492,585</b>
<b>Other Services</b>				
502204 Printing	300	300	300	300
502208 Promotion	23,450	24,450	24,450	24,450
502212 Dues & Memberships	1,500	1,500	1,500	1,500
502214 Training & Education	3,750	5,000	5,000	5,000
502215 Travel Expenses	-	2,000	2,000	2,000
502216 Meals	1,000	-	-	-
<b>Total Other Services</b>	<b>30,000</b>	<b>33,250</b>	<b>33,250</b>	<b>33,250</b>

## Line Item Detail by Department

General Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>				
<b>Materials</b>				
502301 Office Supplies	2,100	2,100	2,100	2,100
502310 Gas, Oil, Lube	6,500	6,500	6,500	6,500
502312 Vehicle Supplies, Parts, Maint	2,350	2,850	2,850	2,850
502314 Minor Equipment & Tools	27,500	27,500	27,500	27,500
502316 Equip Supplies, Parts, Maint	11,900	13,000	13,000	13,000
502324 First Aid & Safety	6,000	6,000	6,000	6,000
502325 Other Supplies	15,000	15,000	15,000	15,000
502326 PPE & Uniforms	4,000	4,000	4,000	4,000
502341 Signs	4,500	4,500	4,500	4,500
502360 Books & Publications	300	300	300	300
502361 Postage & Delivery	500	500	500	500
502363 Computer/Software/Maintenance	24,200	24,200	24,200	24,200
502364 Employee Recognition	100	100	100	100
<b>Total Materials</b>	<b>104,950</b>	<b>106,550</b>	<b>106,550</b>	<b>106,550</b>
<b>City Grant &amp; Contrib</b>				
502406 Customer Assistance	2,500	2,500	2,500	2,500
502410 Contributions/City Match	10,000	2,500	2,500	2,500
<b>Total City Grant &amp; Contrib</b>	<b>12,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	209,081	222,973	222,973	222,973
502906 ISC - Vehicle Maint & Fuel	96,406	135,592	135,592	135,592
502910 ISC - Legal	22,532	21,640	21,640	21,640
502916 ISC - City Administration	48,111	52,707	52,707	52,707
502918 ISC - Financial Services	57,769	50,344	50,344	50,344
502922 ISC - Information Services	134,812	131,269	131,269	131,269
502924 ISC - Citywide Services	74,089	66,888	66,888	66,888
502926 ISC - General Support Services	10,013	9,144	9,144	9,144
502928 ISC - Community Livability	14,183	9,177	9,177	9,177
502930 ISC - Liability Management	55,507	57,149	57,149	57,149
502950 ISC - Equipment Replacement	85,206	152,179	152,179	152,179
502952 ISC - Computer Replacement	5,725	6,225	6,225	6,225
<b>Total Internal Svc Chrg</b>	<b>813,434</b>	<b>915,287</b>	<b>915,287</b>	<b>915,287</b>
<b>Capital Outlay</b>				
503010 Motor Vehicles	35,000	-	-	-
<b>Total Capital Outlay</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>3,363,351</b>	<b>3,499,257</b>	<b>3,499,257</b>	<b>3,499,257</b>

## Resources and Requirements by Fund

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	3,858,539	3,827,895	-	-	-	-
Interest Income	1,734	-	-	-	-	-
Miscellaneous Income	50,000	54,454	-	-	-	-
Interfund Transfers	1,850,000	1,286,024	-	-	-	-
Internal Service Charges	1,492	289	-	-	-	-
Beginning Balance	599,238	438,682	-	-	-	-
<b>Total Resources</b>	<b>6,361,003</b>	<b>5,607,344</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Police	3,196,302	2,960,671	-	-	-	-
Fire & Emergency Services	2,434,859	2,332,836	-	-	-	-
Parks	291,160	313,837	-	-	-	-
<i>Operating Total</i>	<i>5,922,321</i>	<i>5,607,344</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Unappropriated	438,682	-	-	-	-	-
<i>Non-Operating Total</i>	<i>438,682</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Requirements</b>	<b>6,361,003</b>	<b>5,607,344</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the General Fund.

## Department Requirements

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Division</b>						
Police Operations - PFP	2,518,502	2,393,829	-	-	-	-
Police Investigations - PFP	677,800	566,842	-	-	-	-
<b>Police Total</b>	<b>3,196,302</b>	<b>2,960,671</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements by Category</b>						
Personnel Services	3,059,123	2,819,162	-	-	-	-
Materials & Services	137,179	141,509	-	-	-	-
<b>Police Total</b>	<b>3,196,302</b>	<b>2,960,671</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the General Fund.



## Department Requirements by Type

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Type</b>						
Personnel	2,018,340	1,854,602	-	-	-	-
Benefits	1,040,783	964,560	-	-	-	-
Professional & Technical Services	130,000	136,000	-	-	-	-
Other Services	3,497	3,169	-	-	-	-
Materials	3,682	2,340	-	-	-	-
<b>Police Total</b>	<b>3,196,302</b>	<b>2,960,671</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Department Requirements

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b><u>Requirements by Division</u></b>						
Fire Emergency Operations - PFP	2,434,859	2,332,836	-	-	-	-
<b>Fire &amp; Emergency Services Total</b>	<b><u>2,434,859</u></b>	<b><u>2,332,836</u></b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements by Category</u></b>						
Personnel Services	2,432,424	2,330,629	-	-	-	-
Materials & Services	2,435	2,207	-	-	-	-
<b>Fire &amp; Emergency Services Total</b>	<b><u>2,434,859</u></b>	<b><u>2,332,836</u></b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the General Fund.

## Department Requirements by Type

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b>Requirements by Type</b>						
Personnel	1,619,216	1,591,402	-	-	-	-
Benefits	813,208	739,227	-	-	-	-
Other Services	2,435	2,207	-	-	-	-
<b>Fire &amp; Emergency Services Total</b>	<b><u>2,434,859</u></b>	<b><u>2,332,836</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

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## Department Requirements

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>						
<b><u>Requirements by Division</u></b>						
Parks Maintenance & Ops	291,160	313,837	-	-	-	-
<b>Parks Total</b>	<b>291,160</b>	<b>313,837</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Requirements by Category</u></b>						
Personnel Services	290,847	313,554	-	-	-	-
Materials & Services	313	283	-	-	-	-
<b>Parks Total</b>	<b>291,160</b>	<b>313,837</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the General Fund.

## Department Requirements by Type

Police, Fire & Parks Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Parks						
<b>Requirements by Type</b>						
Personnel	176,342	194,307	-	-	-	-
Benefits	114,505	119,247	-	-	-	-
Other Services	313	283	-	-	-	-
<b>Parks Total</b>	<b>291,160</b>	<b>313,837</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

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CITY OF  
GRESHAM  
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## Business Funds Overview

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### Business Funds Revenues

Four funds are grouped under the heading of Business Funds: Rental Inspection Fund, Urban Design and Planning Fund, Building Fund, and Urban Renewal Support Fund. These funds account for community and development services, as well as services provided to the Gresham Redevelopment Commission. The Rental Inspection Fund's revenue is from licenses and permit fees generated by the program. Revenues for the Urban Design & Planning Fund include interfund transfers from the General Fund for planning services and revenues from charges for private development services. The Building Fund's primary revenue is from licenses and permits and charges for services. The Urban Renewal Support Fund's primary revenue is from an intergovernmental agreement with the Gresham Redevelopment Commission. All of these revenues are described in greater detail in the *Revenue Information* section of this document.

### Business Funds Expenditures

The Rental Inspection Fund provides annual mandatory inspections of rental units that are selected by statistical sampling to address substandard housing concerns. The Urban Design & Planning Fund provides planning and land use services to private developers and general community and transportation planning. The Building Fund conducts construction plan review, permit issuance and building inspections. The Urban Renewal Support Fund carries out the Rockwood/West Gresham Urban Renewal Plan, with the City's costs being reimbursed by the Urban Renewal Area.

For fiscal year 2020/21, operating expenditures include:

- Urban Design and Planning Fund.
  - \$4.0 million operating budget.
  - 16.5% decrease compared to last year's budget.
- Rental Inspection Fund.
  - \$0.9 million operating budget.
  - 4.7% increase compared to last year's budget.
- Building Fund.
  - \$4.8 million operating budget.
  - 3.0% increase compared to last year's budget.
- Urban Renewal Support Fund.
  - \$1.9 million operating budget.
  - 4.4% increase compared to last year's budget.

## Resources and Requirements by Fund

Urban Design & Planning Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	908,149	1,141,509	1,039,000	1,039,000	1,039,000	1,039,000
Interest Income	41,983	-	-	-	-	-
Miscellaneous Income	234	45,859	26,300	21,000	21,000	21,000
Interfund Transfers	2,370,470	2,625,000	2,704,000	2,335,000	2,335,000	2,335,000
Beginning Balance	2,332,908	1,778,684	1,683,000	1,336,000	1,336,000	1,336,000
<b>Total Resources</b>	<b>5,653,744</b>	<b>5,591,052</b>	<b>5,452,300</b>	<b>4,731,000</b>	<b>4,731,000</b>	<b>4,731,000</b>
<b>Requirements</b>						
Urban Design & Planning	3,735,860	3,465,489	4,800,533	4,009,867	4,009,867	4,009,867
<i>Operating Total</i>	<i>3,735,860</i>	<i>3,465,489</i>	<i>4,800,533</i>	<i>4,009,867</i>	<i>4,009,867</i>	<i>4,009,867</i>
Interfund Transfers	139,200	151,000	210,050	165,600	165,600	165,600
Contingency	-	-	441,717	401,000	401,000	401,000
Unappropriated	1,778,684	1,974,563	-	154,533	154,533	154,533
<i>Non-Operating Total</i>	<i>1,917,884</i>	<i>2,125,563</i>	<i>651,767</i>	<i>721,133</i>	<i>721,133</i>	<i>721,133</i>
<b>Total Requirements</b>	<b>5,653,744</b>	<b>5,591,052</b>	<b>5,452,300</b>	<b>4,731,000</b>	<b>4,731,000</b>	<b>4,731,000</b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.



## Department Requirements

Urban Design & Planning Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>						
<b><u>Requirements by Division</u></b>						
Urban Design & Planning	2,816,388	2,578,990	3,796,580	3,062,837	3,062,837	3,062,837
UDP Support Services	919,472	886,499	1,003,953	947,030	947,030	947,030
<b>Urban Design &amp; Planning Total</b>	<b><u>3,735,860</u></b>	<b><u>3,465,489</u></b>	<b><u>4,800,533</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	2,480,157	2,516,011	2,968,350	2,742,007	2,742,007	2,742,007
Materials & Services	1,195,760	949,478	1,822,183	1,257,860	1,257,860	1,257,860
Capital Outlay	59,943	-	10,000	10,000	10,000	10,000
<b>Urban Design &amp; Planning Total</b>	<b><u>3,735,860</u></b>	<b><u>3,465,489</u></b>	<b><u>4,800,533</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the Police, Fire and Parks Fund. Additionally, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Urban Design & Planning Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>						
<b><u>Requirements by Type</u></b>						
Personnel	1,612,752	1,653,399	1,902,231	1,760,199	1,760,199	1,760,199
Benefits	867,405	862,612	1,066,119	981,808	981,808	981,808
Professional & Technical Services	300,568	93,968	701,400	194,000	194,000	194,000
Property Services	16,979	10,625	20,500	20,500	20,500	20,500
Other Services	31,276	32,505	62,650	62,650	62,650	62,650
Materials	10,004	10,291	26,680	26,680	26,680	26,680
City Grants & Contributions	-	-	7,000	7,000	7,000	7,000
Internal Service Charges	836,933	802,089	1,003,953	947,030	947,030	947,030
Capital Outlay	59,943	-	10,000	10,000	10,000	10,000
<b>Urban Design &amp; Planning Total</b>	<b><u>3,735,860</u></b>	<b><u>3,465,489</u></b>	<b><u>4,800,533</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>	<b><u>4,009,867</u></b>

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## Expenditure Information by Fund & Department

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Fund: Urban Design and Planning  
Dept: Urban Design and Planning

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term (\$151,223) decrease. Reflects elimination of unfilled limited-term positions.

Temporary and Seasonal (\$9,500) decrease. Reflects elimination of an intern position.

#### Materials and Services

Contracted Services (\$507,400) decrease. Reductions to accommodate budgetary constraints and align budget with actual expenditures.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Urban Design & Planning Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>				
<b>Personnel</b>				
501001 Wages/Salaries	1,582,714	1,601,405	1,601,405	1,601,405
501004 Limited Term	285,217	133,994	133,994	133,994
501006 Temporary & Seasonal	9,500	-	-	-
501010 Overtime	20,000	20,000	20,000	20,000
501030 Premium Pay	4,800	4,800	4,800	4,800
<b>Total Personnel</b>	<b>1,902,231</b>	<b>1,760,199</b>	<b>1,760,199</b>	<b>1,760,199</b>
<b>Benefits</b>				
501101 FICA	143,577	133,678	133,678	133,678
501102 Tri-Met Tax	14,628	13,712	13,712	13,712
501110 PERS - Employer	215,294	192,452	192,452	192,452
501111 PERS - IAP Pickup	111,068	105,612	105,612	105,612
501112 PERS - Bond	61,892	64,776	64,776	64,776
501120 Health Insurance	420,398	378,274	378,274	378,274
501121 Dental Insurance	44,617	36,779	36,779	36,779
501122 Workers' Compensation	19,406	22,663	22,663	22,663
501130 Other Benefits	35,239	33,862	33,862	33,862
<b>Total Benefits</b>	<b>1,066,119</b>	<b>981,808</b>	<b>981,808</b>	<b>981,808</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	700,900	193,500	193,500	193,500
502008 Med & Psych	500	500	500	500
<b>Total Prof &amp; Tech Services</b>	<b>701,400</b>	<b>194,000</b>	<b>194,000</b>	<b>194,000</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	3,000	3,000	3,000	3,000
502124 Infrastructure R & M	1,500	1,500	1,500	1,500
502140 Rent/Lease	16,000	16,000	16,000	16,000
<b>Total Property Services</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>
<b>Other Services</b>				
502204 Printing	10,150	10,150	10,150	10,150
502208 Promotion	16,350	16,350	16,350	16,350
502212 Dues & Memberships	10,300	10,300	10,300	10,300
502214 Training & Education	14,100	14,100	14,100	14,100
502215 Travel Expenses	8,250	8,250	8,250	8,250
502216 Meals	3,500	3,500	3,500	3,500
<b>Total Other Services</b>	<b>62,650</b>	<b>62,650</b>	<b>62,650</b>	<b>62,650</b>
<b>Materials</b>				
502301 Office Supplies	9,750	9,750	9,750	9,750

## Line Item Detail by Department

Urban Design & Planning Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>				
502314 Minor Equipment & Tools	1,700	1,700	1,700	1,700
502316 Equip Supplies, Parts, Maint	600	600	600	600
502326 PPE & Uniforms	600	600	600	600
502360 Books & Publications	2,150	2,150	2,150	2,150
502361 Postage & Delivery	6,500	6,500	6,500	6,500
502363 Computer/Software/Maintenance	4,880	4,880	4,880	4,880
502364 Employee Recognition	500	500	500	500
<b>Total Materials</b>	<b>26,680</b>	<b>26,680</b>	<b>26,680</b>	<b>26,680</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	7,000	7,000	7,000	7,000
<b>Total City Grant &amp; Contrib</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	105,437	111,945	111,945	111,945
502910 ISC - Legal	194,115	146,191	146,191	146,191
502916 ISC - City Administration	70,436	82,605	82,605	82,605
502918 ISC - Financial Services	84,575	78,902	78,902	78,902
502922 ISC - Information Services	252,152	217,723	217,723	217,723
502924 ISC - Citywide Services	108,468	104,831	104,831	104,831
502926 ISC - General Support Services	14,659	14,332	14,332	14,332
502928 ISC - Community Livability	52,802	62,181	62,181	62,181
502930 ISC - Liability Management	36,541	39,806	39,806	39,806
502932 ISC - Community Development	37,186	41,509	41,509	41,509
502934 ISC - Economic Development	34,118	32,366	32,366	32,366
502952 ISC - Computer Replacement	13,464	14,639	14,639	14,639
<b>Total Internal Svc Chrg</b>	<b>1,003,953</b>	<b>947,030</b>	<b>947,030</b>	<b>947,030</b>
<b>Capital Outlay</b>				
503012 Hardware and Software	10,000	10,000	10,000	10,000
<b>Total Capital Outlay</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Requirements</b>	<b>4,800,533</b>	<b>4,009,867</b>	<b>4,009,867</b>	<b>4,009,867</b>

## Resources and Requirements by Fund

Rental Inspection Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Licenses & Permits	700,179	689,283	694,000	700,000	700,000	700,000
Interest Income	11,971	-	-	-	-	-
Miscellaneous Income	73,904	25,460	51,900	21,300	21,300	21,300
Beginning Balance	677,387	725,316	671,800	648,700	648,700	648,700
<b>Total Resources</b>	<b>1,463,441</b>	<b>1,440,059</b>	<b>1,417,700</b>	<b>1,370,000</b>	<b>1,370,000</b>	<b>1,370,000</b>
<b>Requirements</b>						
Community Development	738,125	614,016	897,760	939,937	939,937	939,937
<i>Operating Total</i>	<i>738,125</i>	<i>614,016</i>	<i>897,760</i>	<i>939,937</i>	<i>939,937</i>	<i>939,937</i>
Interfund Transfers	-	-	10,799	8,800	8,800	8,800
Contingency	-	-	90,000	94,000	94,000	94,000
Unappropriated	725,316	826,043	419,141	327,263	327,263	327,263
<i>Non-Operating Total</i>	<i>725,316</i>	<i>826,043</i>	<i>519,940</i>	<i>430,063</i>	<i>430,063</i>	<i>430,063</i>
<b>Total Requirements</b>	<b>1,463,441</b>	<b>1,440,059</b>	<b>1,417,700</b>	<b>1,370,000</b>	<b>1,370,000</b>	<b>1,370,000</b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Rental Inspection Fund</b>						
<b>Community Development</b>						
<b>Requirements by Division</b>						
Rental Inspection Program	512,583	413,251	708,011	743,766	743,766	743,766
Rental Insp Support Services	225,542	200,765	189,749	196,171	196,171	196,171
<b>Community Development Total</b>	<b><u>738,125</u></b>	<b><u>614,016</u></b>	<b><u>897,760</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>
<b>Requirements by Category</b>						
Personnel Services	528,384	422,135	659,906	695,661	695,661	695,661
Materials & Services	209,741	191,881	237,854	244,276	244,276	244,276
<b>Community Development Total</b>	<b><u>738,125</u></b>	<b><u>614,016</u></b>	<b><u>897,760</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other division.

## Department Requirements by Type

Rental Inspection Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Type</b>						
Personnel	320,575	265,008	397,622	409,917	409,917	409,917
Benefits	207,809	157,127	262,284	285,744	285,744	285,744
Professional & Technical Services	693	811	12,500	12,500	12,500	12,500
Property Services	3,791	3,018	11,255	11,255	11,255	11,255
Other Services	392	4,360	8,910	8,910	8,910	8,910
Materials	1,296	1,860	14,040	14,040	14,040	14,040
City Grants & Contributions	-	-	1,400	1,400	1,400	1,400
Internal Service Charges	203,569	181,832	189,749	196,171	196,171	196,171
<b>Community Development Total</b>	<b><u>738,125</u></b>	<b><u>614,016</u></b>	<b><u>897,760</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>	<b><u>939,937</u></b>

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## Expenditure Information by Fund & Department

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Fund: Rental Inspection  
Dept: Community Development

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$26,564 increase. Reflects changes between full-time and limited-term positions.
Premium Pay	(\$3,794) decrease. Reflects anticipated expenditures.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Rental Inspection Fund</b>				
<b>Community Development</b>				
<b>Personnel</b>				
501001 Wages/Salaries	326,017	315,542	315,542	315,542
501004 Limited Term	58,011	84,575	84,575	84,575
501010 Overtime	8,000	8,000	8,000	8,000
501030 Premium Pay	5,594	1,800	1,800	1,800
<b>Total Personnel</b>	<b>397,622</b>	<b>409,917</b>	<b>409,917</b>	<b>409,917</b>
<b>Benefits</b>				
501101 FICA	30,417	31,317	31,317	31,317
501102 Tri-Met Tax	3,058	3,193	3,193	3,193
501110 PERS - Employer	49,243	42,590	42,590	42,590
501111 PERS - IAP Pickup	23,857	24,595	24,595	24,595
501112 PERS - Bond	13,002	15,085	15,085	15,085
501120 Health Insurance	116,376	135,730	135,730	135,730
501121 Dental Insurance	12,704	14,570	14,570	14,570
501122 Workers' Compensation	5,583	8,920	8,920	8,920
501130 Other Benefits	8,044	9,744	9,744	9,744
<b>Total Benefits</b>	<b>262,284</b>	<b>285,744</b>	<b>285,744</b>	<b>285,744</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	12,500	12,500	12,500	12,500
<b>Total Prof &amp; Tech Services</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	3,755	3,755	3,755	3,755
502140 Rent/Lease	7,500	7,500	7,500	7,500
<b>Total Property Services</b>	<b>11,255</b>	<b>11,255</b>	<b>11,255</b>	<b>11,255</b>
<b>Other Services</b>				
502204 Printing	2,800	2,800	2,800	2,800
502208 Promotion	300	300	300	300
502212 Dues & Memberships	810	810	810	810
502214 Training & Education	3,500	3,500	3,500	3,500
502215 Travel Expenses	1,000	1,000	1,000	1,000
502216 Meals	500	500	500	500
<b>Total Other Services</b>	<b>8,910</b>	<b>8,910</b>	<b>8,910</b>	<b>8,910</b>
<b>Materials</b>				
502301 Office Supplies	2,800	2,800	2,800	2,800
502314 Minor Equipment & Tools	2,300	2,300	2,300	2,300
502316 Equip Supplies, Parts, Maint	1,310	1,310	1,310	1,310
502326 PPE & Uniforms	800	800	800	800

## Line Item Detail by Department

	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Rental Inspection Fund</b>				
<b>Community Development</b>				
502360 Books & Publications	1,500	1,500	1,500	1,500
502361 Postage & Delivery	4,000	4,000	4,000	4,000
502363 Computer/Software/Maintenance	1,280	1,280	1,280	1,280
502364 Employee Recognition	50	50	50	50
<b>Total Materials</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	1,400	1,400	1,400	1,400
<b>Total City Grant &amp; Contrib</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	19,197	20,330	20,330	20,330
502906 ISC - Vehicle Maint & Fuel	17,229	14,395	14,395	14,395
502910 ISC - Legal	9,064	11,726	11,726	11,726
502916 ISC - City Administration	12,310	15,405	15,405	15,405
502918 ISC - Financial Services	14,782	14,714	14,714	14,714
502922 ISC - Information Services	56,641	50,967	50,967	50,967
502924 ISC - Citywide Services	18,958	19,550	19,550	19,550
502926 ISC - General Support Services	2,562	2,673	2,673	2,673
502928 ISC - Community Livability	9,228	11,596	11,596	11,596
502930 ISC - Liability Management	9,639	10,013	10,013	10,013
502932 ISC - Community Development	6,499	7,741	7,741	7,741
502934 ISC - Economic Development	5,963	6,036	6,036	6,036
502950 ISC - Equipment Replacement	5,075	8,196	8,196	8,196
502952 ISC - Computer Replacement	2,602	2,829	2,829	2,829
<b>Total Internal Svc Chrg</b>	<b>189,749</b>	<b>196,171</b>	<b>196,171</b>	<b>196,171</b>
<b>Total Requirements</b>	<b>897,760</b>	<b>939,937</b>	<b>939,937</b>	<b>939,937</b>

## Resources and Requirements by Fund

Building Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Licenses & Permits	2,230,461	2,969,476	2,959,000	2,288,000	2,288,000	2,288,000
Intergovernmental	226,116	191,743	226,000	226,000	226,000	226,000
Charges for Services	1,705,708	2,448,641	1,679,000	1,702,000	1,702,000	1,702,000
Interest Income	70,418	-	-	-	-	-
Miscellaneous Income	25,253	205,632	140,000	115,000	115,000	115,000
Interfund Transfers	139,200	151,000	149,800	115,000	115,000	115,000
Beginning Balance	3,426,959	4,387,339	5,834,800	8,275,000	8,275,000	8,275,000
<b>Total Resources</b>	<b>7,824,115</b>	<b>10,353,831</b>	<b>10,988,600</b>	<b>12,721,000</b>	<b>12,721,000</b>	<b>12,721,000</b>
<b>Requirements</b>						
Community Development	3,428,337	3,605,171	4,648,948	4,787,270	4,787,270	4,787,270
<i>Operating Total</i>	<i>3,428,337</i>	<i>3,605,171</i>	<i>4,648,948</i>	<i>4,787,270</i>	<i>4,787,270</i>	<i>4,787,270</i>
Interfund Transfers	8,439	8,708	97,005	88,300	88,300	88,300
Contingency	-	-	465,000	477,000	477,000	477,000
Unappropriated	4,387,339	6,739,952	5,777,647	7,368,430	7,368,430	7,368,430
<i>Non-Operating Total</i>	<i>4,395,778</i>	<i>6,748,660</i>	<i>6,339,652</i>	<i>7,933,730</i>	<i>7,933,730</i>	<i>7,933,730</i>
<b>Total Requirements</b>	<b>7,824,115</b>	<b>10,353,831</b>	<b>10,988,600</b>	<b>12,721,000</b>	<b>12,721,000</b>	<b>12,721,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes occur at the fund level.

## Department Requirements

Building Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Division</b>						
Building Administration	404,084	350,169	528,830	560,896	560,896	560,896
Building Inspections	1,292,772	1,342,370	2,487,533	2,562,649	2,562,649	2,562,649
Bldg Dev Mechanical	260,789	358,206	-	-	-	-
Bldg Dev Plumbing	119,584	136,361	-	-	-	-
Bldg Dev Electrical	65,067	52,787	-	-	-	-
Permit Center	459,473	375,522	589,647	633,994	633,994	633,994
Building Support Services	826,568	989,756	1,042,938	1,029,731	1,029,731	1,029,731
<b>Community Development Total</b>	<b><u>3,428,337</u></b>	<b><u>3,605,171</u></b>	<b><u>4,648,948</u></b>	<b><u>4,787,270</u></b>	<b><u>4,787,270</u></b>	<b><u>4,787,270</u></b>
<b>Requirements by Category</b>						
Personnel Services	2,538,901	2,636,502	3,334,560	3,483,089	3,483,089	3,483,089
Materials & Services	839,884	968,669	1,284,388	1,274,181	1,274,181	1,274,181
Capital Outlay	49,552	-	30,000	30,000	30,000	30,000
<b>Community Development Total</b>	<b><u>3,428,337</u></b>	<b><u>3,605,171</u></b>	<b><u>4,648,948</u></b>	<b><u>4,787,270</u></b>	<b><u>4,787,270</u></b>	<b><u>4,787,270</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, several divisions within this fund have been consolidated and certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Building Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Type</b>						
Personnel	1,697,130	1,750,850	2,130,518	2,205,143	2,205,143	2,205,143
Benefits	841,771	885,652	1,204,042	1,277,946	1,277,946	1,277,946
Professional & Technical Services	17,832	9,710	104,350	104,350	104,350	104,350
Property Services	22,553	23,349	41,200	41,200	41,200	41,200
Other Services	31,981	29,845	49,350	52,350	52,350	52,350
Materials	12,999	10,132	42,750	42,750	42,750	42,750
City Grants & Contributions	-	-	3,800	3,800	3,800	3,800
Internal Service Charges	754,519	895,633	1,042,938	1,029,731	1,029,731	1,029,731
Capital Outlay	49,552	-	30,000	30,000	30,000	30,000
<b>Community Development Total</b>	<b>3,428,337</b>	<b>3,605,171</b>	<b>4,648,948</b>	<b>4,787,270</b>	<b>4,787,270</b>	<b>4,787,270</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Building  
Dept: Community Development

### FY 2020/21 BUDGET HIGHLIGHTS

No significant operating changes in the Building Fund, Community Development Department.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Building Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
<b>Personnel</b>				
501001 Wages/Salaries	2,096,166	2,169,959	2,169,959	2,169,959
501010 Overtime	24,000	24,000	24,000	24,000
501030 Premium Pay	10,352	11,184	11,184	11,184
<b>Total Personnel</b>	<b>2,130,518</b>	<b>2,205,143</b>	<b>2,205,143</b>	<b>2,205,143</b>
<b>Benefits</b>				
501101 FICA	162,249	168,892	168,892	168,892
501102 Tri-Met Tax	15,769	16,477	16,477	16,477
501110 PERS - Employer	221,301	240,297	240,297	240,297
501111 PERS - IAP Pickup	127,831	132,309	132,309	132,309
501112 PERS - Bond	69,668	81,150	81,150	81,150
501120 Health Insurance	487,429	511,115	511,115	511,115
501121 Dental Insurance	50,248	51,322	51,322	51,322
501122 Workers' Compensation	27,512	33,655	33,655	33,655
501130 Other Benefits	42,035	42,729	42,729	42,729
<b>Total Benefits</b>	<b>1,204,042</b>	<b>1,277,946</b>	<b>1,277,946</b>	<b>1,277,946</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	103,000	103,000	103,000	103,000
502020 Permits & Licenses	1,350	1,350	1,350	1,350
<b>Total Prof &amp; Tech Services</b>	<b>104,350</b>	<b>104,350</b>	<b>104,350</b>	<b>104,350</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	20,500	20,500	20,500	20,500
502124 Infrastructure R & M	1,400	1,400	1,400	1,400
502140 Rent/Lease	19,300	19,300	19,300	19,300
<b>Total Property Services</b>	<b>41,200</b>	<b>41,200</b>	<b>41,200</b>	<b>41,200</b>
<b>Other Services</b>				
502204 Printing	4,100	4,100	4,100	4,100
502208 Promotion	300	300	300	300
502212 Dues & Memberships	4,650	4,650	4,650	4,650
502214 Training & Education	30,500	33,500	33,500	33,500
502215 Travel Expenses	5,750	5,750	5,750	5,750
502216 Meals	4,050	4,050	4,050	4,050
<b>Total Other Services</b>	<b>49,350</b>	<b>52,350</b>	<b>52,350</b>	<b>52,350</b>
<b>Materials</b>				
502301 Office Supplies	9,250	9,250	9,250	9,250
502312 Vehicle Supplies, Parts, Maint	2,000	2,000	2,000	2,000
502314 Minor Equipment & Tools	5,000	5,000	5,000	5,000



## Line Item Detail by Department

Building Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
502316 Equip Supplies, Parts, Maint	2,500	2,500	2,500	2,500
502326 PPE & Uniforms	2,500	2,500	2,500	2,500
502360 Books & Publications	9,800	9,800	9,800	9,800
502361 Postage & Delivery	600	600	600	600
502363 Computer/Software/Maintenance	10,000	10,000	10,000	10,000
502364 Employee Recognition	1,100	1,100	1,100	1,100
<b>Total Materials</b>	<b>42,750</b>	<b>42,750</b>	<b>42,750</b>	<b>42,750</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	3,800	3,800	3,800	3,800
<b>Total City Grant &amp; Contrib</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	117,354	128,040	128,040	128,040
502906 ISC - Vehicle Maint & Fuel	63,071	62,983	62,983	62,983
502910 ISC - Legal	34,488	34,051	34,051	34,051
502916 ISC - City Administration	67,706	78,459	78,459	78,459
502918 ISC - Financial Services	81,297	74,942	74,942	74,942
502922 ISC - Information Services	326,746	288,504	288,504	288,504
502924 ISC - Citywide Services	104,264	99,569	99,569	99,569
502926 ISC - General Support Services	14,091	13,612	13,612	13,612
502928 ISC - Community Livability	50,755	59,060	59,060	59,060
502930 ISC - Liability Management	45,488	51,835	51,835	51,835
502932 ISC - Community Development	35,745	39,425	39,425	39,425
502934 ISC - Economic Development	32,795	30,741	30,741	30,741
502950 ISC - Equipment Replacement	53,242	51,226	51,226	51,226
502952 ISC - Computer Replacement	15,896	17,284	17,284	17,284
<b>Total Internal Svc Chrg</b>	<b>1,042,938</b>	<b>1,029,731</b>	<b>1,029,731</b>	<b>1,029,731</b>
<b>Capital Outlay</b>				
503010 Motor Vehicles	30,000	30,000	30,000	30,000
<b>Total Capital Outlay</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Total Requirements</b>	<b>4,648,948</b>	<b>4,787,270</b>	<b>4,787,270</b>	<b>4,787,270</b>

## Resources and Requirements by Fund

Urban Renewal Support Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	1,195,500	1,400,000	2,109,400	1,914,900	1,914,900	1,914,900
Beginning Balance	63,366	840	900	103,600	103,600	103,600
<b>Total Resources</b>	<b>1,258,866</b>	<b>1,400,840</b>	<b>2,110,300</b>	<b>2,018,500</b>	<b>2,018,500</b>	<b>2,018,500</b>
<b>Requirements</b>						
Urban Renewal	1,258,026	1,280,229	1,820,034	1,899,374	1,899,374	1,899,374
<i>Operating Total</i>	<i>1,258,026</i>	<i>1,280,229</i>	<i>1,820,034</i>	<i>1,899,374</i>	<i>1,899,374</i>	<i>1,899,374</i>
Interfund Transfers	-	17,075	53,208	51,000	51,000	51,000
Contingency	-	-	236,000	68,126	68,126	68,126
Unappropriated	840	103,536	1,058	-	-	-
<i>Non-Operating Total</i>	<i>840</i>	<i>120,611</i>	<i>290,266</i>	<i>119,126</i>	<i>119,126</i>	<i>119,126</i>
<b>Total Requirements</b>	<b>1,258,866</b>	<b>1,400,840</b>	<b>2,110,300</b>	<b>2,018,500</b>	<b>2,018,500</b>	<b>2,018,500</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes.

## Department Requirements

Urban Renewal Support Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Renewal</b>						
<b>Requirements by Division</b>						
Urban Renewal Support	693,306	825,768	1,249,332	1,339,894	1,339,894	1,339,894
UR Support Support Services	564,720	454,461	570,702	559,480	559,480	559,480
<b>Urban Renewal Total</b>	<b><u>1,258,026</u></b>	<b><u>1,280,229</u></b>	<b><u>1,820,034</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>
<b>Requirements by Category</b>						
Personnel Services	552,664	585,872	646,532	417,719	417,719	417,719
Materials & Services	705,362	694,357	1,173,502	1,481,655	1,481,655	1,481,655
<b>Urban Renewal Total</b>	<b><u>1,258,026</u></b>	<b><u>1,280,229</u></b>	<b><u>1,820,034</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other division.

## Department Requirements by Type

Urban Renewal Support Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Renewal</b>						
<b>Requirements by Type</b>						
Personnel	379,647	406,590	442,260	262,267	262,267	262,267
Benefits	173,017	179,282	204,272	155,452	155,452	155,452
Professional & Technical Services	117,722	177,720	176,800	185,825	185,825	185,825
Property Services	28,088	34,094	46,700	81,200	81,200	81,200
Other Services	14,190	45,068	41,900	42,250	42,250	42,250
Materials	509	1,993	26,400	26,400	26,400	26,400
City Grants & Contributions	-	-	311,000	586,500	586,500	586,500
Internal Service Charges	544,853	435,482	570,702	559,480	559,480	559,480
<b>Urban Renewal Total</b>	<b><u>1,258,026</u></b>	<b><u>1,280,229</u></b>	<b><u>1,820,034</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>	<b><u>1,899,374</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Urban Renewal Support  
Dept: Urban Renewal

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$31,158) decrease. Reflects changes in staffing as the program nears its sunset.
Limited Term	(\$148,835) decrease. Reflects elimination of two unfilled positions as the program nears its sunset.

#### Materials and Services

Utility Services	(\$7,000) decrease. Reflects the Rockwood Community Office building utilities transitioning to the developer.
Infrastructure R and M	\$41,000 increase. Includes budget for any repairs needed for Sunrise Center.
UR Grant Program	\$275,500 increase. Appropriation for potential new grant program pending funding availability.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Urban Renewal Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Renewal</b>				
<b>Personnel</b>				
501001 Wages/Salaries	293,425	262,267	262,267	262,267
501004 Limited Term	148,835	-	-	-
<b>Total Personnel</b>	<b>442,260</b>	<b>262,267</b>	<b>262,267</b>	<b>262,267</b>
<b>Benefits</b>				
501101 FICA	33,677	20,075	20,075	20,075
501102 Tri-Met Tax	3,401	2,043	2,043	2,043
501110 PERS - Employer	43,591	28,810	28,810	28,810
501111 PERS - IAP Pickup	26,535	15,736	15,736	15,736
501112 PERS - Bond	14,462	9,651	9,651	9,651
501120 Health Insurance	63,749	64,034	64,034	64,034
501121 Dental Insurance	6,297	6,601	6,601	6,601
501122 Workers' Compensation	4,644	3,777	3,777	3,777
501130 Other Benefits	7,916	4,725	4,725	4,725
<b>Total Benefits</b>	<b>204,272</b>	<b>155,452</b>	<b>155,452</b>	<b>155,452</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	146,800	155,825	155,825	155,825
502020 Permits & Licenses	30,000	30,000	30,000	30,000
<b>Total Prof &amp; Tech Services</b>	<b>176,800</b>	<b>185,825</b>	<b>185,825</b>	<b>185,825</b>
<b>Property Services</b>				
502104 Utility Services	15,000	8,000	8,000	8,000
502106 Cell Phone/Wireless Services	100	600	600	600
502124 Infrastructure R & M	30,000	71,000	71,000	71,000
502140 Rent/Lease	1,600	1,600	1,600	1,600
<b>Total Property Services</b>	<b>46,700</b>	<b>81,200</b>	<b>81,200</b>	<b>81,200</b>
<b>Other Services</b>				
502204 Printing	5,000	5,000	5,000	5,000
502208 Promotion	22,500	22,500	22,500	22,500
502212 Dues & Memberships	300	1,000	1,000	1,000
502214 Training & Education	4,500	4,500	4,500	4,500
502215 Travel Expenses	5,250	5,250	5,250	5,250
502216 Meals	4,350	4,000	4,000	4,000
<b>Total Other Services</b>	<b>41,900</b>	<b>42,250</b>	<b>42,250</b>	<b>42,250</b>
<b>Materials</b>				
502301 Office Supplies	1,950	1,950	1,950	1,950
502314 Minor Equipment & Tools	4,100	4,100	4,100	4,100
502316 Equip Supplies, Parts, Maint	15,000	15,000	15,000	15,000
502325 Other Supplies	2,000	2,000	2,000	2,000

## Line Item Detail by Department

Urban Renewal Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Renewal</b>				
502360 Books & Publications	250	250	250	250
502361 Postage & Delivery	600	600	600	600
502363 Computer/Software/Maintenance	2,000	2,000	2,000	2,000
502364 Employee Recognition	500	500	500	500
<b>Total Materials</b>	<b>26,400</b>	<b>26,400</b>	<b>26,400</b>	<b>26,400</b>
<b>City Grant &amp; Contrib</b>				
502404 UR Grant Program	299,500	575,000	575,000	575,000
502408 Incentive Programs	1,500	1,500	1,500	1,500
502410 Contributions/City Match	10,000	10,000	10,000	10,000
<b>Total City Grant &amp; Contrib</b>	<b>311,000</b>	<b>586,500</b>	<b>586,500</b>	<b>586,500</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	23,210	23,307	23,307	23,307
502910 ISC - Legal	92,006	74,730	74,730	74,730
502916 ISC - City Administration	17,097	20,666	20,666	20,666
502918 ISC - Financial Services	105,000	108,500	108,500	108,500
502922 ISC - Information Services	53,367	47,633	47,633	47,633
502924 ISC - Citywide Services	105,000	108,500	108,500	108,500
502926 ISC - General Support Services	3,558	3,586	3,586	3,586
502928 ISC - Community Livability	12,817	15,557	15,557	15,557
502930 ISC - Liability Management	12,426	10,583	10,583	10,583
502932 ISC - Community Development	58,500	58,500	58,500	58,500
502934 ISC - Economic Development	85,458	85,458	85,458	85,458
502952 ISC - Computer Replacement	2,263	2,460	2,460	2,460
<b>Total Internal Svc Chrg</b>	<b>570,702</b>	<b>559,480</b>	<b>559,480</b>	<b>559,480</b>
<b>Total Requirements</b>	<b>1,820,034</b>	<b>1,899,374</b>	<b>1,899,374</b>	<b>1,899,374</b>

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CITY OF  
GRESHAM  
OREGON



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## Infrastructure Funds Overview

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### Infrastructure Funds Revenues

Six funds are grouped under the heading of Infrastructure Funds. They include Infrastructure Development, Streetlight, Transportation, Water, Stormwater, and Wastewater. These funds account for services related to the City's infrastructure.

The Infrastructure Development Fund's principal revenues come from charges for services and interfund transfers. The Streetlight Fund's revenues come from a portion of the City's utility license fees which are paid by private electric and natural gas utilities operating within Gresham's city limits. The Transportation Fund's principal sources of revenue are the gasoline tax and maintenance payments from Multnomah County for roads that were transferred to the City's jurisdiction. The Water Fund's revenue comes from water utility customers. The Stormwater Fund revenues come from stormwater fees and related revenues. The Wastewater Fund's revenues are from sewer utility customers and other sources.

### Infrastructure Funds Expenditures

The Infrastructure Development Fund's operating costs are for the Development Engineering Program, the Public Works Construction Inspections Program, and the Surveying Program. The Streetlight Fund operates the City's streetlights. The Transportation Fund provides services for street repairs and maintenance, and traffic engineering. The Water Fund operates and maintains the City water collection and distribution system. The Stormwater Fund maintains the storm water drainage system, detention ponds and the restoration of stream banks. The Wastewater Fund manages the City's sanitary sewer collection system and wastewater treatment plant.

For fiscal year 2020/21, operating expenditures include:

- Infrastructure Development Fund.
  - \$3.3 million operating budget.
  - 3.5% increase compared to last year's budget.
- Streetlight Fund.
  - \$0.5 million operating budget.
  - 0.1% increase compared to last year's budget.
- Transportation Fund.
  - \$10.3 million operating budget.
  - 2.0% increase compared to last year's budget.
- Water Fund.
  - \$12.7 million operating budget.
  - 5.2% increase compared to last year's budget.
- Stormwater Fund.
  - \$8.2 million operating budget.
  - 4.5% increase compared to last year's budget.
- Wastewater Fund.
  - \$15.6 million operating budget.
  - 3.7% increase compared to last year's budget.

## Resources and Requirements by Fund

Infrastructure Development Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	832,778	957,432	785,900	851,100	851,100	851,100
Interest Income	56,934	-	-	-	-	-
Miscellaneous Income	180	89,829	41,700	43,700	43,700	43,700
Internal Payments	-	-	404,000	401,000	401,000	401,000
Interfund Transfers	1,503,600	1,694,000	1,821,200	1,921,200	1,921,200	1,921,200
Internal Service Charges	263,443	449,362	-	-	-	-
Beginning Balance	1,924,218	2,164,303	2,086,400	2,915,500	2,915,500	2,915,500
<b>Total Resources</b>	<b>4,581,153</b>	<b>5,354,926</b>	<b>5,139,200</b>	<b>6,132,500</b>	<b>6,132,500</b>	<b>6,132,500</b>
<b>Requirements</b>						
Environmental Services	2,416,850	2,503,858	3,177,731	3,289,234	3,289,234	3,289,234
<i>Operating Total</i>	<i>2,416,850</i>	<i>2,503,858</i>	<i>3,177,731</i>	<i>3,289,234</i>	<i>3,289,234</i>	<i>3,289,234</i>
Interfund Transfers	-	-	44,505	38,500	38,500	38,500
Contingency	-	-	477,000	493,000	493,000	493,000
Unappropriated	2,164,303	2,851,068	1,439,964	2,311,766	2,311,766	2,311,766
<i>Non-Operating Total</i>	<i>2,164,303</i>	<i>2,851,068</i>	<i>1,961,469</i>	<i>2,843,266</i>	<i>2,843,266</i>	<i>2,843,266</i>
<b>Total Requirements</b>	<b>4,581,153</b>	<b>5,354,926</b>	<b>5,139,200</b>	<b>6,132,500</b>	<b>6,132,500</b>	<b>6,132,500</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

Infrastructure Development Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Development Engineering	886,602	981,726	1,259,181	1,309,992	1,309,992	1,309,992
IDF Inspections	615,727	625,461	951,390	971,364	971,364	971,364
IDF Surveying	240,694	251,810	285,674	292,779	292,779	292,779
Infra Dev Support Services	673,827	644,861	681,486	715,099	715,099	715,099
<b>Environmental Services Total</b>	<b><u>2,416,850</u></b>	<b><u>2,503,858</u></b>	<b><u>3,177,731</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>
<b>Requirements by Category</b>						
Personnel Services	1,693,432	1,826,525	2,290,495	2,367,385	2,367,385	2,367,385
Materials & Services	710,681	645,817	855,236	888,849	888,849	888,849
Capital Outlay	12,737	31,516	32,000	33,000	33,000	33,000
<b>Environmental Services Total</b>	<b><u>2,416,850</u></b>	<b><u>2,503,858</u></b>	<b><u>3,177,731</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Infrastructure Development Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	1,058,327	1,184,687	1,450,239	1,501,236	1,501,236	1,501,236
Benefits	635,105	641,838	840,256	866,149	866,149	866,149
Professional & Technical Services	79,929	40,369	128,750	128,750	128,750	128,750
Property Services	6,041	7,405	7,000	7,000	7,000	7,000
Other Services	4,424	2,078	13,250	13,250	13,250	13,250
Materials	15,513	12,933	24,750	24,750	24,750	24,750
Internal Service Charges	604,774	583,032	681,486	715,099	715,099	715,099
Capital Outlay	12,737	31,516	32,000	33,000	33,000	33,000
<b>Environmental Services Total</b>	<b><u>2,416,850</u></b>	<b><u>2,503,858</u></b>	<b><u>3,177,731</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>	<b><u>3,289,234</u></b>

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## Expenditure Information by Fund & Department

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Fund: Infrastructure Development  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

No significant operating changes in the Infrastructure Development Fund, Environmental Services Department.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Infrastructure Development Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	1,262,492	1,308,122	1,308,122	1,308,122
501004 Limited Term	118,747	124,114	124,114	124,114
501006 Temporary & Seasonal	15,000	15,000	15,000	15,000
501010 Overtime	52,000	52,000	52,000	52,000
501030 Premium Pay	2,000	2,000	2,000	2,000
<b>Total Personnel</b>	<b>1,450,239</b>	<b>1,501,236</b>	<b>1,501,236</b>	<b>1,501,236</b>
<b>Benefits</b>				
501101 FICA	110,254	114,401	114,401	114,401
501102 Tri-Met Tax	10,846	11,354	11,354	11,354
501110 PERS - Employer	161,455	169,034	169,034	169,034
501111 PERS - IAP Pickup	86,115	89,174	89,174	89,174
501112 PERS - Bond	46,932	54,693	54,693	54,693
501120 Health Insurance	339,930	341,399	341,399	341,399
501121 Dental Insurance	36,465	33,526	33,526	33,526
501122 Workers' Compensation	18,096	21,930	21,930	21,930
501130 Other Benefits	30,163	30,638	30,638	30,638
<b>Total Benefits</b>	<b>840,256</b>	<b>866,149</b>	<b>866,149</b>	<b>866,149</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	125,000	125,000	125,000	125,000
502020 Permits & Licenses	3,750	3,750	3,750	3,750
<b>Total Prof &amp; Tech Services</b>	<b>128,750</b>	<b>128,750</b>	<b>128,750</b>	<b>128,750</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	5,500	5,500	5,500	5,500
502140 Rent/Lease	1,500	1,500	1,500	1,500
<b>Total Property Services</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Other Services</b>				
502204 Printing	750	750	750	750
502208 Promotion	500	500	500	500
502212 Dues & Memberships	3,000	3,000	3,000	3,000
502214 Training & Education	9,000	9,000	9,000	9,000
<b>Total Other Services</b>	<b>13,250</b>	<b>13,250</b>	<b>13,250</b>	<b>13,250</b>
<b>Materials</b>				
502301 Office Supplies	3,300	3,300	3,300	3,300
502312 Vehicle Supplies, Parts, Maint	3,100	3,100	3,100	3,100
502314 Minor Equipment & Tools	7,750	7,750	7,750	7,750
502316 Equip Supplies, Parts, Maint	2,000	2,000	2,000	2,000

## Line Item Detail by Department

Infrastructure Development Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
502324 First Aid & Safety	450	450	450	450
502326 PPE & Uniforms	1,250	1,250	1,250	1,250
502360 Books & Publications	950	950	950	950
502361 Postage & Delivery	300	300	300	300
502363 Computer/Software/Maintenance	5,400	5,400	5,400	5,400
502364 Employee Recognition	250	250	250	250
<b>Total Materials</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>	<b>24,750</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	78,131	86,380	86,380	86,380
502906 ISC - Vehicle Maint & Fuel	49,063	46,804	46,804	46,804
502910 ISC - Legal	46,782	49,684	49,684	49,684
502916 ISC - City Administration	44,512	54,313	54,313	54,313
502918 ISC - Financial Services	53,448	51,878	51,878	51,878
502922 ISC - Information Services	174,550	159,865	159,865	159,865
502924 ISC - Citywide Services	68,547	68,926	68,926	68,926
502926 ISC - General Support Services	9,264	9,423	9,423	9,423
502928 ISC - Community Livability	33,368	40,884	40,884	40,884
502930 ISC - Liability Management	30,069	33,552	33,552	33,552
502932 ISC - Community Development	23,500	27,292	27,292	27,292
502934 ISC - Economic Development	21,561	21,280	21,280	21,280
502950 ISC - Equipment Replacement	35,680	50,671	50,671	50,671
502952 ISC - Computer Replacement	13,011	14,147	14,147	14,147
<b>Total Internal Svc Chrg</b>	<b>681,486</b>	<b>715,099</b>	<b>715,099</b>	<b>715,099</b>
<b>Capital Outlay</b>				
503010 Motor Vehicles	32,000	33,000	33,000	33,000
<b>Total Capital Outlay</b>	<b>32,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
<b>Total Requirements</b>	<b>3,177,731</b>	<b>3,289,234</b>	<b>3,289,234</b>	<b>3,289,234</b>

## Resources and Requirements by Fund

Streetlight Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	130,078	61,360	84,400	77,800	77,800	77,800
Charges for Services	5,419	36,130	-	-	-	-
Utility License Fees	1,281,762	1,276,193	1,292,000	1,290,000	1,290,000	1,290,000
Interest Income	45,776	-	-	-	-	-
Miscellaneous Income	29,394	64,570	67,000	56,000	56,000	56,000
Beginning Balance	3,093,521	3,418,542	3,272,000	3,736,000	3,736,000	3,736,000
<b>Total Resources</b>	<b>4,585,950</b>	<b>4,856,795</b>	<b>4,715,400</b>	<b>5,159,800</b>	<b>5,159,800</b>	<b>5,159,800</b>
<b>Requirements</b>						
Environmental Services	418,304	425,439	517,942	518,631	518,631	518,631
<i>Operating Total</i>	<i>418,304</i>	<i>425,439</i>	<i>517,942</i>	<i>518,631</i>	<i>518,631</i>	<i>518,631</i>
Interfund Transfers	749,104	716,452	1,264,900	1,468,650	1,468,650	1,468,650
Contingency	-	-	78,000	78,000	78,000	78,000
Unappropriated	3,418,542	3,714,904	2,854,558	3,094,519	3,094,519	3,094,519
<i>Non-Operating Total</i>	<i>4,167,646</i>	<i>4,431,356</i>	<i>4,197,458</i>	<i>4,641,169</i>	<i>4,641,169</i>	<i>4,641,169</i>
<b>Total Requirements</b>	<b>4,585,950</b>	<b>4,856,795</b>	<b>4,715,400</b>	<b>5,159,800</b>	<b>5,159,800</b>	<b>5,159,800</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.



## Department Requirements

Streetlight Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b><u>Requirements by Division</u></b>						
Streetlight Operations	352,447	378,661	462,000	462,000	462,000	462,000
Streetlight Support Services	65,857	46,778	55,942	56,631	56,631	56,631
<b>Environmental Services Total</b>	<b><u>418,304</u></b>	<b><u>425,439</u></b>	<b><u>517,942</u></b>	<b><u>518,631</u></b>	<b><u>518,631</u></b>	<b><u>518,631</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	418,304	425,439	517,942	518,631	518,631	518,631
<b>Environmental Services Total</b>	<b><u>418,304</u></b>	<b><u>425,439</u></b>	<b><u>517,942</u></b>	<b><u>518,631</u></b>	<b><u>518,631</u></b>	<b><u>518,631</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Streetlight Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	80,111	76,785	112,000	112,000	112,000	112,000
Property Services	272,265	301,339	350,000	350,000	350,000	350,000
Other Services	-	498	-	-	-	-
Materials	71	39	-	-	-	-
Internal Service Charges	65,857	46,778	55,942	56,631	56,631	56,631
<b>Environmental Services Total</b>	<b>418,304</b>	<b>425,439</b>	<b>517,942</b>	<b>518,631</b>	<b>518,631</b>	<b>518,631</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Streetlight  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

No significant operating changes in the Streetlight Fund, Environmental Services Department.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Streetlight Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	112,000	112,000	112,000	112,000
<b>Total Prof &amp; Tech Services</b>	<b>112,000</b>	<b>112,000</b>	<b>112,000</b>	<b>112,000</b>
<b>Property Services</b>				
502104 Utility Services	275,000	275,000	275,000	275,000
502124 Infrastructure R & M	75,000	75,000	75,000	75,000
<b>Total Property Services</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
<b>Internal Svc Chrg</b>				
502910 ISC - Legal	2,245	1,341	1,341	1,341
502916 ISC - City Administration	8,657	10,052	10,052	10,052
502918 ISC - Financial Services	10,395	9,601	9,601	9,601
502924 ISC - Citywide Services	13,332	12,757	12,757	12,757
502926 ISC - General Support Services	1,802	1,744	1,744	1,744
502928 ISC - Community Livability	6,490	7,567	7,567	7,567
502930 ISC - Liability Management	4,257	4,580	4,580	4,580
502932 ISC - Community Development	4,571	5,051	5,051	5,051
502934 ISC - Economic Development	4,193	3,938	3,938	3,938
<b>Total Internal Svc Chrg</b>	<b>55,942</b>	<b>56,631</b>	<b>56,631</b>	<b>56,631</b>
<b>Total Requirements</b>	<b>517,942</b>	<b>518,631</b>	<b>518,631</b>	<b>518,631</b>

## Resources and Requirements by Fund

Transportation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	10,880,760	12,159,733	13,168,000	13,933,000	13,933,000	13,933,000
Charges for Services	125,692	63,284	51,300	86,800	86,800	86,800
Utility License Fees	227,660	646,550	1,091,500	1,364,400	1,364,400	1,364,400
Interest Income	311,951	-	-	-	-	-
Miscellaneous Income	19,033	462,913	348,000	238,000	238,000	238,000
Internal Payments	-	-	1,843,661	1,579,939	1,579,939	1,579,939
Interfund Transfers	572,608	813,649	1,991,200	4,701,750	4,701,750	4,701,750
Internal Service Charges	962,580	1,883,103	-	-	-	-
Financing Proceeds	-	-	1,793,000	-	-	-
Beginning Balance	15,269,548	17,219,246	20,488,800	24,357,900	24,357,900	24,357,900
<b>Total Resources</b>	<b><u>28,369,832</u></b>	<b><u>33,248,478</u></b>	<b><u>40,775,461</u></b>	<b><u>46,261,789</u></b>	<b><u>46,261,789</u></b>	<b><u>46,261,789</u></b>
<b>Requirements</b>						
Environmental Services	7,630,122	8,590,376	10,131,186	10,331,033	10,331,033	10,331,033
<i>Operating Total</i>	<u>7,630,122</u>	<u>8,590,376</u>	<u>10,131,186</u>	<u>10,331,033</u>	<u>10,331,033</u>	<u>10,331,033</u>
Debt Service	-	-	1,793,000	-	-	-
Interfund Transfers	3,520,464	3,876,440	15,004,143	24,426,200	24,426,200	24,426,200
Contingency	-	-	1,520,000	1,550,000	1,550,000	1,550,000
Unappropriated	17,219,246	20,781,662	12,327,132	9,954,556	9,954,556	9,954,556
<i>Non-Operating Total</i>	<u>20,739,710</u>	<u>24,658,102</u>	<u>30,644,275</u>	<u>35,930,756</u>	<u>35,930,756</u>	<u>35,930,756</u>
<b>Total Requirements</b>	<b><u>28,369,832</u></b>	<b><u>33,248,478</u></b>	<b><u>40,775,461</u></b>	<b><u>46,261,789</u></b>	<b><u>46,261,789</u></b>	<b><u>46,261,789</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

Transportation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Trans Administration	494,158	502,202	552,905	574,653	574,653	574,653
Transportation Operations	3,361,379	3,922,563	4,869,514	4,887,381	4,887,381	4,887,381
Transportation Engineering	1,043,142	1,356,366	1,628,684	1,611,850	1,611,850	1,611,850
Traffic Signals	777,465	741,959	927,624	967,683	967,683	967,683
Trans Support Services	1,953,978	2,067,286	2,152,459	2,289,466	2,289,466	2,289,466
<b>Environmental Services Total</b>	<b><u>7,630,122</u></b>	<b><u>8,590,376</u></b>	<b><u>10,131,186</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>
<b>Requirements by Category</b>						
Personnel Services	4,434,147	5,128,642	6,032,877	6,109,417	6,109,417	6,109,417
Materials & Services	3,034,119	3,165,896	4,036,309	4,136,616	4,136,616	4,136,616
Capital Outlay	161,856	295,838	62,000	85,000	85,000	85,000
<b>Environmental Services Total</b>	<b><u>7,630,122</u></b>	<b><u>8,590,376</u></b>	<b><u>10,131,186</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Transportation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	2,850,661	3,339,458	3,816,101	3,859,504	3,859,504	3,859,504
Benefits	1,583,486	1,789,184	2,216,776	2,249,913	2,249,913	2,249,913
Professional & Technical Services	551,953	468,064	784,900	745,400	745,400	745,400
Property Services	468,658	513,299	638,700	639,700	639,700	639,700
Other Services	26,862	31,159	40,950	51,250	51,250	51,250
Materials	218,815	296,022	418,500	410,200	410,200	410,200
City Grants & Contributions	-	-	800	600	600	600
Internal Service Charges	1,767,831	1,857,352	2,152,459	2,289,466	2,289,466	2,289,466
Capital Outlay	161,856	295,838	62,000	85,000	85,000	85,000
<b>Environmental Services Total</b>	<b><u>7,630,122</u></b>	<b><u>8,590,376</u></b>	<b><u>10,131,186</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>	<b><u>10,331,033</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

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## Expenditure Information by Fund & Department

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Fund: Transportation  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Premium Pay	\$10,263 increase. Reflects anticipated expenditures.
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#### Materials and Services

Training and Education	\$10,000 increase. Based on anticipated need for Commercial Driver's License (CDL) training.
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Vehicle Supplies, Parts, Maint	(\$4,400) decrease. Reduced to align budget with actual expenditures.
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First Aid and Safety	(\$3,700) decrease. Moved to PPE/Uniforms line item.
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#### Capital Outlay

Equipment	\$23,000 increase. Allows for one-time purchases of a sander and new plows to support winter operations.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.



## Line Item Detail by Department

Transportation Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	2,842,662	2,895,628	2,895,628	2,895,628
501004 Limited Term	469,939	450,113	450,113	450,113
501006 Temporary & Seasonal	370,000	370,000	370,000	370,000
501010 Overtime	61,000	61,000	61,000	61,000
501030 Premium Pay	72,500	82,763	82,763	82,763
<b>Total Personnel</b>	<b>3,816,101</b>	<b>3,859,504</b>	<b>3,859,504</b>	<b>3,859,504</b>
<b>Benefits</b>				
501101 FICA	289,611	294,699	294,699	294,699
501102 Tri-Met Tax	29,344	30,064	30,064	30,064
501110 PERS - Employer	395,543	389,142	389,142	389,142
501111 PERS - IAP Pickup	206,765	209,371	209,371	209,371
501112 PERS - Bond	112,685	128,413	128,413	128,413
501120 Health Insurance	887,246	895,431	895,431	895,431
501121 Dental Insurance	91,908	88,617	88,617	88,617
501122 Workers' Compensation	129,870	139,127	139,127	139,127
501130 Other Benefits	73,804	75,049	75,049	75,049
<b>Total Benefits</b>	<b>2,216,776</b>	<b>2,249,913</b>	<b>2,249,913</b>	<b>2,249,913</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	780,000	740,500	740,500	740,500
502008 Med & Psych	2,000	2,000	2,000	2,000
502020 Permits & Licenses	2,900	2,900	2,900	2,900
<b>Total Prof &amp; Tech Services</b>	<b>784,900</b>	<b>745,400</b>	<b>745,400</b>	<b>745,400</b>
<b>Property Services</b>				
502104 Utility Services	59,500	61,500	61,500	61,500
502106 Cell Phone/Wireless Services	42,800	44,800	44,800	44,800
502124 Infrastructure R & M	476,200	471,200	471,200	471,200
502140 Rent/Lease	60,200	62,200	62,200	62,200
<b>Total Property Services</b>	<b>638,700</b>	<b>639,700</b>	<b>639,700</b>	<b>639,700</b>
<b>Other Services</b>				
502204 Printing	1,600	1,600	1,600	1,600
502208 Promotion	1,750	1,850	1,850	1,850
502212 Dues & Memberships	5,100	5,300	5,300	5,300
502214 Training & Education	25,000	35,000	35,000	35,000
502215 Travel Expenses	1,300	1,300	1,300	1,300
502216 Meals	6,200	6,200	6,200	6,200
<b>Total Other Services</b>	<b>40,950</b>	<b>51,250</b>	<b>51,250</b>	<b>51,250</b>

## Line Item Detail by Department

Transportation Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Materials</b>				
502301 Office Supplies	8,450	9,200	9,200	9,200
502310 Gas, Oil, Lube	4,650	4,650	4,650	4,650
502312 Vehicle Supplies, Parts, Maint	10,400	6,000	6,000	6,000
502314 Minor Equipment & Tools	51,400	51,300	51,300	51,300
502316 Equip Supplies, Parts, Maint	52,700	55,200	55,200	55,200
502324 First Aid & Safety	4,600	900	900	900
502325 Other Supplies	4,200	2,950	2,950	2,950
502326 PPE & Uniforms	12,200	12,400	12,400	12,400
502340 Pavement Marking	80,500	80,500	80,500	80,500
502341 Signs	140,000	140,000	140,000	140,000
502360 Books & Publications	1,600	1,600	1,600	1,600
502361 Postage & Delivery	2,300	2,000	2,000	2,000
502363 Computer/Software/Maintenance	44,500	42,500	42,500	42,500
502364 Employee Recognition	1,000	1,000	1,000	1,000
<b>Total Materials</b>	<b>418,500</b>	<b>410,200</b>	<b>410,200</b>	<b>410,200</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	800	600	600	600
<b>Total City Grant &amp; Contrib</b>	<b>800</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	222,649	239,085	239,085	239,085
502906 ISC - Vehicle Maint & Fuel	222,425	318,469	318,469	318,469
502910 ISC - Legal	100,359	98,093	98,093	98,093
502916 ISC - City Administration	143,988	173,600	173,600	173,600
502918 ISC - Financial Services	172,892	165,817	165,817	165,817
502922 ISC - Information Services	421,493	373,785	373,785	373,785
502924 ISC - Citywide Services	221,735	220,308	220,308	220,308
502926 ISC - General Support Services	29,966	30,119	30,119	30,119
502928 ISC - Community Livability	71,240	86,247	86,247	86,247
502930 ISC - Liability Management	105,329	115,337	115,337	115,337
502950 ISC - Equipment Replacement	411,065	436,727	436,727	436,727
502952 ISC - Computer Replacement	29,318	31,879	31,879	31,879
<b>Total Internal Svc Chrg</b>	<b>2,152,459</b>	<b>2,289,466</b>	<b>2,289,466</b>	<b>2,289,466</b>
<b>Capital Outlay</b>				
503008 Equipment	62,000	85,000	85,000	85,000
<b>Total Capital Outlay</b>	<b>62,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Total Requirements</b>	<b>10,131,186</b>	<b>10,331,033</b>	<b>10,331,033</b>	<b>10,331,033</b>

## Resources and Requirements by Fund

Water Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	86,615	85,671	85,000	85,000	85,000	85,000
Charges for Services	14,102,999	14,677,572	15,067,800	15,852,300	15,852,300	15,852,300
Interest Income	339,779	-	-	-	-	-
Miscellaneous Income	140,382	657,352	490,400	518,700	518,700	518,700
Internal Payments	-	-	433,000	698,000	698,000	698,000
Interfund Transfers	389,970	549,217	271,200	411,700	411,700	411,700
Internal Service Charges	374,015	628,679	-	-	-	-
Financing Proceeds	-	-	502,000	1,004,000	1,004,000	1,004,000
Beginning Balance	17,853,193	19,937,621	21,898,900	24,005,000	24,005,000	24,005,000
<b>Total Resources</b>	<b><u>33,286,953</u></b>	<b><u>36,536,112</u></b>	<b><u>38,748,300</u></b>	<b><u>42,574,700</u></b>	<b><u>42,574,700</u></b>	<b><u>42,574,700</u></b>
<b>Requirements</b>						
Environmental Services	10,442,299	10,554,563	12,046,656	12,677,354	12,677,354	12,677,354
<i>Operating Total</i>	<u>10,442,299</u>	<u>10,554,563</u>	<u>12,046,656</u>	<u>12,677,354</u>	<u>12,677,354</u>	<u>12,677,354</u>
Debt Service	-	-	502,000	1,004,000	1,004,000	1,004,000
Interfund Transfers	2,907,033	2,578,632	2,305,394	2,319,083	2,319,083	2,319,083
Contingency	-	-	1,807,000	1,902,000	1,902,000	1,902,000
Unappropriated	19,937,621	23,402,917	22,087,250	24,672,263	24,672,263	24,672,263
<i>Non-Operating Total</i>	<u>22,844,654</u>	<u>25,981,549</u>	<u>26,701,644</u>	<u>29,897,346</u>	<u>29,897,346</u>	<u>29,897,346</u>
<b>Total Requirements</b>	<b><u>33,286,953</u></b>	<b><u>36,536,112</u></b>	<b><u>38,748,300</u></b>	<b><u>42,574,700</u></b>	<b><u>42,574,700</u></b>	<b><u>42,574,700</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes occur at the fund level.

## Department Requirements

Water Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Water Administration	489,989	495,599	552,974	575,807	575,807	575,807
Water Operations	6,643,835	6,848,329	8,296,598	8,738,076	8,738,076	8,738,076
Water Engineering	523,113	540,817	663,704	695,891	695,891	695,891
New Water Meter Installs	216,360	241,641	-	-	-	-
Water Support Services	2,569,002	2,428,177	2,533,380	2,667,580	2,667,580	2,667,580
<b>Environmental Services Total</b>	<b><u>10,442,299</u></b>	<b><u>10,554,563</u></b>	<b><u>12,046,656</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>
<b>Requirements by Category</b>						
Personnel Services	3,263,890	3,249,526	3,507,856	3,696,974	3,696,974	3,696,974
Materials & Services	7,157,159	7,305,037	8,513,800	8,955,380	8,955,380	8,955,380
Capital Outlay	21,250	-	25,000	25,000	25,000	25,000
<b>Environmental Services Total</b>	<b><u>10,442,299</u></b>	<b><u>10,554,563</u></b>	<b><u>12,046,656</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, some divisions were consolidated, and certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Water Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	1,984,436	2,027,156	2,187,130	2,268,585	2,268,585	2,268,585
Benefits	1,279,454	1,222,370	1,320,726	1,428,389	1,428,389	1,428,389
Professional & Technical Services	92,447	89,994	224,700	231,950	231,950	231,950
Property Services	591,030	631,674	633,900	737,400	737,400	737,400
Other Services	91,014	76,827	94,570	102,050	102,050	102,050
Materials	2,936,503	2,987,055	3,452,250	3,534,400	3,534,400	3,534,400
City Grants & Contributions	-	-	79,000	79,000	79,000	79,000
Internal Payments	-	-	1,496,000	1,603,000	1,603,000	1,603,000
Internal Service Charges	3,446,165	3,519,487	2,533,380	2,667,580	2,667,580	2,667,580
Capital Outlay	21,250	-	25,000	25,000	25,000	25,000
<b>Environmental Services Total</b>	<b><u>10,442,299</u></b>	<b><u>10,554,563</u></b>	<b><u>12,046,656</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>	<b><u>12,677,354</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Water  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Permits and Licenses	\$8,950 increase. Based on anticipated permitting costs.
Utility Services	\$42,500 increase. Reflects anticipated actual expenditures and increased rates.
Cell Phone/Wireless Services	\$11,000 increase. Aligns budget with actual expenditures.
Promotion	\$2,500 increase. Moved from Contracted Services line item.
Training and Education	\$5,000 increase. Allows for additional supervisory training.
Infrastructure R and M	\$50,000 increase. Reflects actual expenditures and increasing construction materials costs.
First Aid and Safety	(\$5,700) decrease. Moved to PPE/Uniforms line item.
PPE and Uniforms	\$7,000 increase. Moved from First Aid and Safety line item.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Water Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	2,024,005	2,103,141	2,103,141	2,103,141
501004 Limited Term	17,805	20,124	20,124	20,124
501006 Temporary & Seasonal	60,000	60,000	60,000	60,000
501010 Overtime	28,000	28,000	28,000	28,000
501030 Premium Pay	57,320	57,320	57,320	57,320
<b>Total Personnel</b>	<b>2,187,130</b>	<b>2,268,585</b>	<b>2,268,585</b>	<b>2,268,585</b>
<b>Benefits</b>				
501101 FICA	165,143	172,983	172,983	172,983
501102 Tri-Met Tax	16,817	17,670	17,670	17,670
501110 PERS - Employer	276,213	286,191	286,191	286,191
501111 PERS - IAP Pickup	127,627	132,515	132,515	132,515
501112 PERS - Bond	69,556	81,275	81,275	81,275
501120 Health Insurance	502,870	559,665	559,665	559,665
501121 Dental Insurance	52,024	55,255	55,255	55,255
501122 Workers' Compensation	64,333	76,160	76,160	76,160
501130 Other Benefits	46,143	46,675	46,675	46,675
<b>Total Benefits</b>	<b>1,320,726</b>	<b>1,428,389</b>	<b>1,428,389</b>	<b>1,428,389</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	218,700	216,000	216,000	216,000
502008 Med & Psych	1,000	2,000	2,000	2,000
502020 Permits & Licenses	5,000	13,950	13,950	13,950
<b>Total Prof &amp; Tech Services</b>	<b>224,700</b>	<b>231,950</b>	<b>231,950</b>	<b>231,950</b>
<b>Property Services</b>				
502104 Utility Services	126,500	169,000	169,000	169,000
502106 Cell Phone/Wireless Services	66,700	77,700	77,700	77,700
502124 Infrastructure R & M	432,500	482,500	482,500	482,500
502140 Rent/Lease	8,200	8,200	8,200	8,200
<b>Total Property Services</b>	<b>633,900</b>	<b>737,400</b>	<b>737,400</b>	<b>737,400</b>
<b>Other Services</b>				
502204 Printing	5,500	5,500	5,500	5,500
502208 Promotion	2,400	4,900	4,900	4,900
502212 Dues & Memberships	54,800	53,800	53,800	53,800
502214 Training & Education	24,500	29,500	29,500	29,500
502215 Travel Expenses	2,820	2,850	2,850	2,850
502216 Meals	4,550	5,500	5,500	5,500
<b>Total Other Services</b>	<b>94,570</b>	<b>102,050</b>	<b>102,050</b>	<b>102,050</b>

## Line Item Detail by Department

Water Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Materials</b>				
502301 Office Supplies	7,500	7,650	7,650	7,650
502310 Gas, Oil, Lube	2,000	2,000	2,000	2,000
502312 Vehicle Supplies, Parts, Maint	12,000	12,000	12,000	12,000
502314 Minor Equipment & Tools	46,000	46,000	46,000	46,000
502316 Equip Supplies, Parts, Maint	20,200	20,200	20,200	20,200
502324 First Aid & Safety	6,200	500	500	500
502325 Other Supplies	20,000	20,000	20,000	20,000
502326 PPE & Uniforms	4,000	11,000	11,000	11,000
502341 Signs	500	500	500	500
502342 Water Purchase	3,255,500	3,335,500	3,335,500	3,335,500
502360 Books & Publications	2,000	2,000	2,000	2,000
502361 Postage & Delivery	4,250	4,250	4,250	4,250
502363 Computer/Software/Maintenance	70,900	71,600	71,600	71,600
502364 Employee Recognition	1,200	1,200	1,200	1,200
<b>Total Materials</b>	<b>3,452,250</b>	<b>3,534,400</b>	<b>3,534,400</b>	<b>3,534,400</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	79,000	79,000	79,000	79,000
<b>Total City Grant &amp; Contrib</b>	<b>79,000</b>	<b>79,000</b>	<b>79,000</b>	<b>79,000</b>
<b>Internal Payments</b>				
502810 Internal Professional Services	3,000	3,000	3,000	3,000
502820 Utility License	1,493,000	1,600,000	1,600,000	1,600,000
<b>Total Internal Payments</b>	<b>1,496,000</b>	<b>1,603,000</b>	<b>1,603,000</b>	<b>1,603,000</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	201,346	218,132	218,132	218,132
502906 ISC - Vehicle Maint & Fuel	158,989	146,286	146,286	146,286
502910 ISC - Legal	53,592	47,123	47,123	47,123
502916 ISC - City Administration	156,183	187,692	187,692	187,692
502918 ISC - Financial Services	187,534	179,278	179,278	179,278
502920 ISC - Utility Billing	552,767	647,307	647,307	647,307
502922 ISC - Information Services	339,226	301,103	301,103	301,103
502924 ISC - Citywide Services	240,514	238,192	238,192	238,192
502926 ISC - General Support Services	32,504	32,564	32,564	32,564
502928 ISC - Community Livability	117,081	141,285	141,285	141,285
502930 ISC - Liability Management	138,272	147,202	147,202	147,202
502932 ISC - Community Development	82,455	94,315	94,315	94,315
502934 ISC - Economic Development	75,652	73,539	73,539	73,539
502950 ISC - Equipment Replacement	178,148	192,776	192,776	192,776



## Line Item Detail by Department

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Water Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
502952 ISC - Computer Replacement	19,117	20,786	20,786	20,786
<b>Total Internal Svc Chrg</b>	<b>2,533,380</b>	<b>2,667,580</b>	<b>2,667,580</b>	<b>2,667,580</b>
<b>Capital Outlay</b>				
503008 Equipment	25,000	25,000	25,000	25,000
<b>Total Capital Outlay</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Requirements</b>	<b>12,046,656</b>	<b>12,677,354</b>	<b>12,677,354</b>	<b>12,677,354</b>

## Resources and Requirements by Fund

Stormwater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	8,273,632	8,881,364	9,611,000	10,096,200	10,096,200	10,096,200
Interest Income	232,049	-	-	-	-	-
Miscellaneous Income	15,926	351,368	348,325	186,360	186,360	186,360
Internal Payments	-	-	187,000	487,000	487,000	487,000
Interfund Transfers	1,634,367	737,188	426,400	335,900	335,900	335,900
Internal Service Charges	388,728	834,508	-	-	-	-
Beginning Balance	13,362,536	15,485,967	13,933,000	12,424,000	12,424,000	12,424,000
<b>Total Resources</b>	<b><u>23,907,238</u></b>	<b><u>26,290,395</u></b>	<b><u>24,505,725</u></b>	<b><u>23,529,460</u></b>	<b><u>23,529,460</u></b>	<b><u>23,529,460</u></b>
<b>Requirements</b>						
Environmental Services	6,292,334	6,623,837	7,798,961	8,153,774	8,153,774	8,153,774
<i>Operating Total</i>	<u>6,292,334</u>	<u>6,623,837</u>	<u>7,798,961</u>	<u>8,153,774</u>	<u>8,153,774</u>	<u>8,153,774</u>
Interfund Transfers	2,128,937	4,336,635	5,380,156	4,261,283	4,261,283	4,261,283
Contingency	-	-	1,170,000	1,223,000	1,223,000	1,223,000
Unappropriated	15,485,967	15,329,923	10,156,608	9,891,403	9,891,403	9,891,403
<i>Non-Operating Total</i>	<u>17,614,904</u>	<u>19,666,558</u>	<u>16,706,764</u>	<u>15,375,686</u>	<u>15,375,686</u>	<u>15,375,686</u>
<b>Total Requirements</b>	<b><u>23,907,238</u></b>	<b><u>26,290,395</u></b>	<b><u>24,505,725</u></b>	<b><u>23,529,460</u></b>	<b><u>23,529,460</u></b>	<b><u>23,529,460</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

Stormwater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Stormwater Administration	462,143	477,169	529,863	549,790	549,790	549,790
Stormwater Operations	2,199,718	2,410,651	3,089,002	3,316,500	3,316,500	3,316,500
Stormwater Engineering	420,574	460,801	544,197	561,448	561,448	561,448
Natural Resources	370,396	349,195	563,924	622,137	622,137	622,137
Water Quality	868,716	1,020,908	1,103,632	1,039,987	1,039,987	1,039,987
Stormwater Support Services	1,970,787	1,905,113	1,968,343	2,063,912	2,063,912	2,063,912
<b>Environmental Services Total</b>	<b><u>6,292,334</u></b>	<b><u>6,623,837</u></b>	<b><u>7,798,961</u></b>	<b><u>8,153,774</u></b>	<b><u>8,153,774</u></b>	<b><u>8,153,774</u></b>
<b>Requirements by Category</b>						
Personnel Services	2,784,611	2,929,729	3,502,944	3,518,512	3,518,512	3,518,512
Materials & Services	3,471,031	3,694,108	4,281,017	4,575,262	4,575,262	4,575,262
Capital Outlay	36,692	-	15,000	60,000	60,000	60,000
<b>Environmental Services Total</b>	<b><u>6,292,334</u></b>	<b><u>6,623,837</u></b>	<b><u>7,798,961</u></b>	<b><u>8,153,774</u></b>	<b><u>8,153,774</u></b>	<b><u>8,153,774</u></b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Stormwater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	1,796,393	1,948,310	2,237,191	2,232,371	2,232,371	2,232,371
Benefits	988,218	981,419	1,265,753	1,286,141	1,286,141	1,286,141
Professional & Technical Services	527,943	594,200	805,466	840,000	840,000	840,000
Property Services	85,553	97,641	115,400	150,650	150,650	150,650
Other Services	244,061	318,566	64,550	89,300	89,300	89,300
Materials	135,872	145,217	204,150	196,400	196,400	196,400
City Grants & Contributions	-	-	168,500	235,000	235,000	235,000
Internal Payments	-	-	954,608	1,000,000	1,000,000	1,000,000
Internal Service Charges	2,477,602	2,538,484	1,968,343	2,063,912	2,063,912	2,063,912
Capital Outlay	36,692	-	15,000	60,000	60,000	60,000
<b>Environmental Services Total</b>	<b>6,292,334</b>	<b>6,623,837</b>	<b>7,798,961</b>	<b>8,153,774</b>	<b>8,153,774</b>	<b>8,153,774</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Stormwater  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Infrastructure R and M	\$24,500 increase. Reflects actual expenditures and increasing construction materials costs.
Rent/Lease	\$10,000 increase. Allows for emergency rentals, including Vactor trucks.
Promotion	\$18,000 increase. Based on anticipated expenditures for Water Quality Programs.
Minor Equipment and Tools	(\$8,750) decrease. Aligns budget with actual expenditures.
First Aid and Safety	(\$4,500) decrease. Moved to PPE/Uniforms line item.
PPE and Uniforms	\$5,000 increase. Moved from First Aid and Safety line item.
Contributions/City Match	\$68,500 increase. Allows for three Americorps positions to support the Natural Resources program.

#### Capital Outlay

Motor Vehicles	\$45,000 increase. Allows for a one-time purchase of a used dump truck.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Stormwater Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	1,998,395	1,993,991	1,993,991	1,993,991
501004 Limited Term	94,286	93,870	93,870	93,870
501006 Temporary & Seasonal	85,650	85,650	85,650	85,650
501010 Overtime	20,000	20,000	20,000	20,000
501030 Premium Pay	38,860	38,860	38,860	38,860
<b>Total Personnel</b>	<b>2,237,191</b>	<b>2,232,371</b>	<b>2,232,371</b>	<b>2,232,371</b>
<b>Benefits</b>				
501101 FICA	169,970	170,735	170,735	170,735
501102 Tri-Met Tax	17,203	17,390	17,390	17,390
501110 PERS - Employer	234,989	236,629	236,629	236,629
501111 PERS - IAP Pickup	129,093	128,803	128,803	128,803
501112 PERS - Bond	70,355	78,998	78,998	78,998
501120 Health Insurance	486,851	489,267	489,267	489,267
501121 Dental Insurance	50,175	48,397	48,397	48,397
501122 Workers' Compensation	61,136	70,866	70,866	70,866
501130 Other Benefits	45,981	45,056	45,056	45,056
<b>Total Benefits</b>	<b>1,265,753</b>	<b>1,286,141</b>	<b>1,286,141</b>	<b>1,286,141</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	785,716	819,200	819,200	819,200
502008 Med & Psych	1,200	1,200	1,200	1,200
502020 Permits & Licenses	18,550	19,600	19,600	19,600
<b>Total Prof &amp; Tech Services</b>	<b>805,466</b>	<b>840,000</b>	<b>840,000</b>	<b>840,000</b>
<b>Property Services</b>				
502104 Utility Services	7,000	7,500	7,500	7,500
502106 Cell Phone/Wireless Services	26,200	26,450	26,450	26,450
502124 Infrastructure R & M	69,000	93,500	93,500	93,500
502140 Rent/Lease	13,200	23,200	23,200	23,200
<b>Total Property Services</b>	<b>115,400</b>	<b>150,650</b>	<b>150,650</b>	<b>150,650</b>
<b>Other Services</b>				
502204 Printing	4,100	5,600	5,600	5,600
502208 Promotion	19,200	37,200	37,200	37,200
502212 Dues & Memberships	5,600	6,600	6,600	6,600
502214 Training & Education	24,750	26,750	26,750	26,750
502215 Travel Expenses	7,050	8,800	8,800	8,800
502216 Meals	3,850	4,350	4,350	4,350
<b>Total Other Services</b>	<b>64,550</b>	<b>89,300</b>	<b>89,300</b>	<b>89,300</b>

## Line Item Detail by Department

Stormwater Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Materials</b>				
502301 Office Supplies	8,200	8,600	8,600	8,600
502310 Gas, Oil, Lube	2,300	2,300	2,300	2,300
502312 Vehicle Supplies, Parts, Maint	8,200	10,000	10,000	10,000
502314 Minor Equipment & Tools	61,200	52,450	52,450	52,450
502316 Equip Supplies, Parts, Maint	26,200	26,200	26,200	26,200
502324 First Aid & Safety	5,000	500	500	500
502325 Other Supplies	44,000	40,000	40,000	40,000
502326 PPE & Uniforms	6,250	11,250	11,250	11,250
502340 Pavement Marking	2,000	2,000	2,000	2,000
502341 Signs	3,250	3,600	3,600	3,600
502360 Books & Publications	1,700	1,500	1,500	1,500
502361 Postage & Delivery	4,500	4,650	4,650	4,650
502363 Computer/Software/Maintenance	30,500	32,500	32,500	32,500
502364 Employee Recognition	850	850	850	850
<b>Total Materials</b>	<b>204,150</b>	<b>196,400</b>	<b>196,400</b>	<b>196,400</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	5,000	3,000	3,000	3,000
502410 Contributions/City Match	163,500	232,000	232,000	232,000
<b>Total City Grant &amp; Contrib</b>	<b>168,500</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>
<b>Internal Payments</b>				
502820 Utility License	954,608	1,000,000	1,000,000	1,000,000
<b>Total Internal Payments</b>	<b>954,608</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	206,428	227,437	227,437	227,437
502906 ISC - Vehicle Maint & Fuel	133,884	126,939	126,939	126,939
502910 ISC - Legal	33,425	30,139	30,139	30,139
502916 ISC - City Administration	100,741	116,006	116,006	116,006
502918 ISC - Financial Services	120,964	110,805	110,805	110,805
502920 ISC - Utility Billing	415,555	486,628	486,628	486,628
502922 ISC - Information Services	329,941	295,916	295,916	295,916
502924 ISC - Citywide Services	155,137	147,218	147,218	147,218
502926 ISC - General Support Services	20,966	20,127	20,127	20,127
502928 ISC - Community Livability	75,520	87,324	87,324	87,324
502930 ISC - Liability Management	72,402	76,765	76,765	76,765
502932 ISC - Community Development	53,185	58,293	58,293	58,293
502934 ISC - Economic Development	48,797	45,452	45,452	45,452
502950 ISC - Equipment Replacement	178,895	210,396	210,396	210,396

## Line Item Detail by Department

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Stormwater Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
502952 ISC - Computer Replacement	22,503	24,467	24,467	24,467
<b>Total Internal Svc Chrg</b>	<b>1,968,343</b>	<b>2,063,912</b>	<b>2,063,912</b>	<b>2,063,912</b>
<b>Capital Outlay</b>				
503008 Equipment	15,000	15,000	15,000	15,000
503010 Motor Vehicles	-	45,000	45,000	45,000
<b>Total Capital Outlay</b>	<b>15,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Total Requirements</b>	<b>7,798,961</b>	<b>8,153,774</b>	<b>8,153,774</b>	<b>8,153,774</b>



## Resources and Requirements by Fund

Wastewater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Licenses & Permits	4,680	6,194	2,000	6,000	6,000	6,000
Intergovernmental	194,372	447,056	221,400	200,300	200,300	200,300
Charges for Services	18,205,479	18,395,517	19,623,400	20,129,400	20,129,400	20,129,400
Interest Income	628,320	-	-	-	-	-
Miscellaneous Income	70,994	972,945	447,500	481,600	481,600	481,600
Internal Payments	-	-	769,000	843,000	843,000	843,000
Interfund Transfers	918,263	1,091,675	1,241,918	201,468	201,468	201,468
Internal Service Charges	723,222	976,760	-	-	-	-
Beginning Balance	36,452,867	32,429,822	29,672,000	31,950,000	31,950,000	31,950,000
<b>Total Resources</b>	<b><u>57,198,197</u></b>	<b><u>54,319,969</u></b>	<b><u>51,977,218</u></b>	<b><u>53,811,768</u></b>	<b><u>53,811,768</u></b>	<b><u>53,811,768</u></b>
<b>Requirements</b>						
Environmental Services	12,710,443	12,652,612	15,017,166	15,570,244	15,570,244	15,570,244
<i>Operating Total</i>	<u>12,710,443</u>	<u>12,652,612</u>	<u>15,017,166</u>	<u>15,570,244</u>	<u>15,570,244</u>	<u>15,570,244</u>
Debt Service	129,899	128,784	128,500	126,500	126,500	126,500
Interfund Transfers	11,928,033	9,369,124	10,256,229	11,698,583	11,698,583	11,698,583
Contingency	-	-	2,253,000	2,336,000	2,336,000	2,336,000
Unappropriated	32,429,822	32,169,449	24,322,323	24,080,441	24,080,441	24,080,441
<i>Non-Operating Total</i>	<u>44,487,754</u>	<u>41,667,357</u>	<u>36,960,052</u>	<u>38,241,524</u>	<u>38,241,524</u>	<u>38,241,524</u>
<b>Total Requirements</b>	<b><u>57,198,197</u></b>	<b><u>54,319,969</u></b>	<b><u>51,977,218</u></b>	<b><u>53,811,768</u></b>	<b><u>53,811,768</u></b>	<b><u>53,811,768</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income. Other minor recategorizations also occurred.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

Wastewater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Wastewater Administration	481,356	496,462	561,984	575,186	575,186	575,186
Wastewater Operations	3,103,515	3,519,608	4,152,973	4,358,936	4,358,936	4,358,936
Wastewater Engineering	469,557	509,310	720,260	731,112	731,112	731,112
Wastewater Treatment Plant	4,922,845	4,708,383	5,881,532	5,969,244	5,969,244	5,969,244
Wastewater Support Services	3,733,170	3,418,849	3,700,417	3,935,766	3,935,766	3,935,766
<b>Environmental Services Total</b>	<b><u>12,710,443</u></b>	<b><u>12,652,612</u></b>	<b><u>15,017,166</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>
<b>Requirements by Category</b>						
Personnel Services	3,185,857	3,329,557	3,845,741	4,057,902	4,057,902	4,057,902
Materials & Services	9,468,956	9,323,055	10,791,425	11,432,342	11,432,342	11,432,342
Capital Outlay	55,630	-	380,000	80,000	80,000	80,000
<b>Environmental Services Total</b>	<b><u>12,710,443</u></b>	<b><u>12,652,612</u></b>	<b><u>15,017,166</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to the other divisions.

## Department Requirements by Type

Wastewater Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	1,978,216	2,103,891	2,387,528	2,481,175	2,481,175	2,481,175
Benefits	1,207,641	1,225,666	1,458,213	1,576,727	1,576,727	1,576,727
Professional & Technical Services	4,239,633	3,983,455	4,598,143	4,916,311	4,916,311	4,916,311
Property Services	110,419	170,822	171,450	221,450	221,450	221,450
Other Services	54,378	59,129	84,450	89,950	89,950	89,950
Materials	150,196	175,939	284,065	233,865	233,865	233,865
City Grants & Contributions	-	-	32,000	32,000	32,000	32,000
Internal Payments	-	-	1,920,900	2,003,000	2,003,000	2,003,000
Internal Service Charges	4,914,330	4,933,710	3,700,417	3,935,766	3,935,766	3,935,766
Capital Outlay	55,630	-	380,000	80,000	80,000	80,000
<b>Environmental Services Total</b>	<b><u>12,710,443</u></b>	<b><u>12,652,612</u></b>	<b><u>15,017,166</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>	<b><u>15,570,244</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Wastewater  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	(\$13,496) decrease. Decreased to reflect actual personnel expenses.
Premium Pay	(\$3,365) decrease. Based on anticipated expenditures.

#### Materials and Services

Infrastructure R and M	\$50,000 increase. Reflects a shift from the Other Supplies line item as well as increasing construction materials costs.
Training and Education	\$5,000 increase. Based on anticipated need for Commercial Driver's License (CDL) training.
Vehicle Supplies, Parts, Maint	(\$10,000) decrease. Reflects a shift to Equipment Supplies, Parts, Maint line item.
First Aid and Safety	(\$6,950) decrease. Moved to PPE/Uniforms line item.
Other Supplies	(\$20,500) decrease. Reflects a shift to Infrastructure R and M line item.
PPE and Uniforms	\$7,750 increase. Moved from First Aid and Safety line item.
Computer/Software/Maint	(\$23,000) decrease. Reduced due to the elimination of a software subscription.

#### Capital Outlay

Motor Vehicles	(\$300,000) decrease. Reflects a one-time purchase of a biosolids hauler in fiscal year 2019/20.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

<b>Wastewater Fund</b>	<b>2019/20 Adopted Budget</b>	<b>2020/21 City Manager Proposed</b>	<b>2020/21 Budget Committee Approved</b>	<b>2020/21 City Council Adopted</b>
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	2,183,025	2,293,533	2,293,533	2,293,533
501004 Limited Term	82,118	68,622	68,622	68,622
501006 Temporary & Seasonal	80,000	80,000	80,000	80,000
501010 Overtime	10,000	10,000	10,000	10,000
501030 Premium Pay	32,385	29,020	29,020	29,020
<b>Total Personnel</b>	<b>2,387,528</b>	<b>2,481,175</b>	<b>2,481,175</b>	<b>2,481,175</b>
<b>Benefits</b>				
501101 FICA	181,007	189,022	189,022	189,022
501102 Tri-Met Tax	18,359	19,327	19,327	19,327
501110 PERS - Employer	315,146	304,972	304,972	304,972
501111 PERS - IAP Pickup	138,452	144,070	144,070	144,070
501112 PERS - Bond	75,454	88,362	88,362	88,362
501120 Health Insurance	558,700	638,664	638,664	638,664
501121 Dental Insurance	57,987	63,459	63,459	63,459
501122 Workers' Compensation	64,882	76,701	76,701	76,701
501130 Other Benefits	48,226	52,150	52,150	52,150
<b>Total Benefits</b>	<b>1,458,213</b>	<b>1,576,727</b>	<b>1,576,727</b>	<b>1,576,727</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	4,517,693	4,835,861	4,835,861	4,835,861
502008 Med & Psych	1,500	1,500	1,500	1,500
502020 Permits & Licenses	78,950	78,950	78,950	78,950
<b>Total Prof &amp; Tech Services</b>	<b>4,598,143</b>	<b>4,916,311</b>	<b>4,916,311</b>	<b>4,916,311</b>
<b>Property Services</b>				
502104 Utility Services	41,000	38,000	38,000	38,000
502106 Cell Phone/Wireless Services	42,750	45,750	45,750	45,750
502124 Infrastructure R & M	76,500	126,500	126,500	126,500
502140 Rent/Lease	11,200	11,200	11,200	11,200
<b>Total Property Services</b>	<b>171,450</b>	<b>221,450</b>	<b>221,450</b>	<b>221,450</b>
<b>Other Services</b>				
502204 Printing	2,450	2,450	2,450	2,450
502208 Promotion	2,750	2,750	2,750	2,750
502212 Dues & Memberships	36,900	37,400	37,400	37,400
502214 Training & Education	29,700	34,700	34,700	34,700
502215 Travel Expenses	7,450	7,450	7,450	7,450
502216 Meals	5,200	5,200	5,200	5,200
<b>Total Other Services</b>	<b>84,450</b>	<b>89,950</b>	<b>89,950</b>	<b>89,950</b>

## Line Item Detail by Department

<b>Wastewater Fund</b>	<b>2019/20 Adopted Budget</b>	<b>2020/21 City Manager Proposed</b>	<b>2020/21 Budget Committee Approved</b>	<b>2020/21 City Council Adopted</b>
<b>Environmental Services</b>				
<b>Materials</b>				
502301 Office Supplies	8,250	8,250	8,250	8,250
502310 Gas, Oil, Lube	1,000	1,000	1,000	1,000
502312 Vehicle Supplies, Parts, Maint	25,500	15,500	15,500	15,500
502314 Minor Equipment & Tools	49,250	49,250	49,250	49,250
502316 Equip Supplies, Parts, Maint	30,300	32,300	32,300	32,300
502324 First Aid & Safety	7,700	750	750	750
502325 Other Supplies	37,500	17,000	17,000	17,000
502326 PPE & Uniforms	4,500	12,250	12,250	12,250
502340 Pavement Marking	1,200	1,000	1,000	1,000
502341 Signs	2,000	2,000	2,000	2,000
502360 Books & Publications	1,500	1,500	1,500	1,500
502361 Postage & Delivery	5,200	5,900	5,900	5,900
502363 Computer/Software/Maintenance	109,465	86,465	86,465	86,465
502364 Employee Recognition	700	700	700	700
<b>Total Materials</b>	<b>284,065</b>	<b>233,865</b>	<b>233,865</b>	<b>233,865</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	32,000	32,000	32,000	32,000
<b>Total City Grant &amp; Contrib</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>Internal Payments</b>				
502810 Internal Professional Services	3,000	3,000	3,000	3,000
502820 Utility License	1,917,900	2,000,000	2,000,000	2,000,000
<b>Total Internal Payments</b>	<b>1,920,900</b>	<b>2,003,000</b>	<b>2,003,000</b>	<b>2,003,000</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	226,374	236,897	236,897	236,897
502906 ISC - Vehicle Maint & Fuel	146,868	207,991	207,991	207,991
502910 ISC - Legal	176,837	126,422	126,422	126,422
502916 ISC - City Administration	188,166	209,900	209,900	209,900
502918 ISC - Financial Services	225,939	200,490	200,490	200,490
502920 ISC - Utility Billing	991,843	1,161,480	1,161,480	1,161,480
502922 ISC - Information Services	467,007	397,769	397,769	397,769
502924 ISC - Citywide Services	289,768	266,375	266,375	266,375
502926 ISC - General Support Services	39,161	36,418	36,418	36,418
502928 ISC - Community Livability	141,057	158,003	158,003	158,003
502930 ISC - Liability Management	264,586	274,693	274,693	274,693
502932 ISC - Community Development	99,340	105,474	105,474	105,474
502934 ISC - Economic Development	91,144	82,240	82,240	82,240
502950 ISC - Equipment Replacement	321,408	437,996	437,996	437,996

## Line Item Detail by Department

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	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Wastewater Fund</b>				
<b>Environmental Services</b>				
502952 ISC - Computer Replacement	30,919	33,618	33,618	33,618
<b>Total Internal Svc Chrg</b>	<b>3,700,417</b>	<b>3,935,766</b>	<b>3,935,766</b>	<b>3,935,766</b>
<b>Capital Outlay</b>				
503008 Equipment	80,000	80,000	80,000	80,000
503010 Motor Vehicles	300,000	-	-	-
<b>Total Capital Outlay</b>	<b>380,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Total Requirements</b>	<b>15,017,166</b>	<b>15,570,244</b>	<b>15,570,244</b>	<b>15,570,244</b>

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CITY OF  
GRESHAM  
OREGON



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## Central Support Funds Overview

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### Central Support Funds Revenues

These funds account for services provided by the support departments to other City departments. Most are funded by internal service charges allocated to funds receiving service, as is described in greater detail in the *Internal Service Charge Manual*. Health Insurance and Dental Insurance are funded through payroll charges. Beginning in fiscal year 2019/20, Workers' Compensation is also collected through payroll charges rather than as an internal service charge.

### Central Support Funds Expenditures

The money received by the central support funds is used for facilities and fleet management, workers' compensation coverage, information and technology, liability management, medical and dental claims for self-funded plans, equipment replacement, legal services, utility financial services and, financial, and administrative services.

For fiscal year 2020/21, operating expenditures include:

- Facilities and Fleet Management.
  - *Finance & Management Services.*
    - \$5.7 million operating budget.
    - 6.6% increase compared to last year's budget.
  - *Fire & Emergency Services.*
    - \$0.2 million operating budget.
    - 1.8% decrease compared to last year's budget.
- Legal Services.
  - \$1.2 million operating budget.
  - 9.6% decrease compared to last year's budget.
- Administrative Services.
  - *Office of Governance & Management.*
    - \$2.6 million operating budget.
    - 3.9% increase compared to last year's budget.
  - *Finance & Management Services.*
    - \$4.2 million operating budget.
    - 1.9% increase compared to last year's budget.
  - *Information and Technology.*
    - \$4.3 million operating budget.
    - 2.4% increase compared to last year's budget.
  - *Citywide Services.*
    - \$6.0 million operating budget.
    - 7.5% decrease compared to last year's budget.
  - *Community Livability.*
    - \$1.8 million operating budget.
    - 12.5% increase compared to last year's budget.

## Central Support Funds Overview

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- Equipment Replacement.
  - \$6.4 million operating budget.
  - 18.3% decrease compared to last year's budget.
  
- Workers' Compensation and Liability Management.
  - \$4.6 million operating budget.
  - 0.0% increase compared to last year's budget.
  
- Health Insurance and Dental Insurance Benefits.
  - \$14.7 million operating budget.
  - 13.5% increase compared to last year's budget.
  
- Information and Technology – As of fiscal year 2019/20 this fund was merged with Administrative Services Fund and is included here for historical purposes.
  
- Dental Insurance Benefits – As of fiscal year 2019/20 this fund was merged with Health Insurance Benefits Fund and is included here for historical purposes.
  
- Utility Financial Services – As of fiscal year 2019/20 this fund was merged with Administrative Services Fund and is included here for historical purposes.

## Resources and Requirements by Fund

Facilities & Fleet Management Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	90,182	84,682	93,000	93,000	93,000	93,000
Interest Income	31,986	-	-	-	-	-
Miscellaneous Income	120,329	191,208	110,895	129,211	129,211	129,211
Interfund Transfers	193,500	580,500	193,500	193,500	193,500	193,500
Internal Service Charges	4,437,592	4,782,402	4,918,759	5,296,370	5,296,370	5,296,370
Beginning Balance	498,586	744,646	671,054	649,636	649,636	649,636
<b>Total Resources</b>	<b><u>5,372,175</u></b>	<b><u>6,383,438</u></b>	<b><u>5,987,208</u></b>	<b><u>6,361,717</u></b>	<b><u>6,361,717</u></b>	<b><u>6,361,717</u></b>
<b>Requirements</b>						
Finance & Management Svc	4,211,537	4,522,383	5,378,410	5,735,029	5,735,029	5,735,029
Fire & Emergency Services	245,292	198,077	222,424	218,380	218,380	218,380
<i>Operating Total</i>	<u>4,456,829</u>	<u>4,720,460</u>	<u>5,600,834</u>	<u>5,953,409</u>	<u>5,953,409</u>	<u>5,953,409</u>
Interfund Transfers	170,700	363,000	106,374	110,308	110,308	110,308
Contingency	-	-	280,000	298,000	298,000	298,000
Unappropriated	744,646	1,299,978	-	-	-	-
<i>Non-Operating Total</i>	<u>915,346</u>	<u>1,662,978</u>	<u>386,374</u>	<u>408,308</u>	<u>408,308</u>	<u>408,308</u>
<b>Total Requirements</b>	<b><u>5,372,175</u></b>	<b><u>6,383,438</u></b>	<b><u>5,987,208</u></b>	<b><u>6,361,717</u></b>	<b><u>6,361,717</u></b>	<b><u>6,361,717</u></b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes occur at the fund level.

## Department Requirements

Facilities & Fleet Management Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>						
<b>Requirements by Division</b>						
Fleet Operations	1,944,551	2,060,738	2,873,059	3,106,107	3,106,107	3,106,107
Vehicle Fuels	540,029	547,605	-	-	-	-
Facilities Operations	1,659,053	1,806,211	2,505,351	2,628,922	2,628,922	2,628,922
Facilities & Fleet Support Services	67,904	107,829	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>4,211,537</u></b>	<b><u>4,522,383</u></b>	<b><u>5,378,410</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>
<b>Requirements by Category</b>						
Personnel Services	1,533,688	1,641,056	1,742,835	2,055,754	2,055,754	2,055,754
Materials & Services	2,639,914	2,857,754	3,635,575	3,679,275	3,679,275	3,679,275
Capital Outlay	37,935	23,573	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>4,211,537</u></b>	<b><u>4,522,383</u></b>	<b><u>5,378,410</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some divisions were consolidated, and certain expenses previously included in the Support Division have been moved to other divisions.

## Department Requirements by Type

Facilities & Fleet Management Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Finance &amp; Management Svc</b>						
<b>Requirements by Type</b>						
Personnel	1,017,317	1,059,720	1,089,656	1,260,157	1,260,157	1,260,157
Benefits	516,371	581,336	653,179	795,597	795,597	795,597
Professional & Technical Services	730,744	886,798	964,950	929,150	929,150	929,150
Property Services	841,460	836,047	832,200	762,200	762,200	762,200
Other Services	7,334	49,411	32,975	30,475	30,475	30,475
Materials	1,035,738	1,050,098	1,445,450	1,597,450	1,597,450	1,597,450
City Grants & Contributions	-	-	360,000	360,000	360,000	360,000
Internal Service Charges	24,638	35,400	-	-	-	-
Capital Outlay	37,935	23,573	-	-	-	-
<b>Finance &amp; Management Svc Total</b>	<b><u>4,211,537</u></b>	<b><u>4,522,383</u></b>	<b><u>5,378,410</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>	<b><u>5,735,029</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Facilities and Fleet Management  
Dept: Finance and Management Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$104,918 increase. Reflects restricting of administrative support for Fleet and Facilities and includes an LTE Mechanic II position to address fleet maintenance work previously outsourced by the Department of Environmental Services.
Temporary and Seasonal	\$16,796 increase. Reflects a part-time Public Service Apprentice in Facilities.

#### Materials and Services

Infrastructure R and M	(\$75,000) decrease. Reflects a shift to the Contracted Services line item.
Vehicle Supplies, Parts, Maint	\$115,000 increase. Reflects anticipated needs to maintain the City's fleet.
Other Supplies	\$12,000 increase. Reflects anticipated needs to maintain the City's fleet.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Facilities & Fleet Management Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>				
<b>Personnel</b>				
501001 Wages/Salaries	845,095	891,982	891,982	891,982
501004 Limited Term	128,311	233,229	233,229	233,229
501006 Temporary & Seasonal	-	16,796	16,796	16,796
501010 Overtime	47,000	47,000	47,000	47,000
501030 Premium Pay	69,250	71,150	71,150	71,150
<b>Total Personnel</b>	<b>1,089,656</b>	<b>1,260,157</b>	<b>1,260,157</b>	<b>1,260,157</b>
<b>Benefits</b>				
501101 FICA	82,927	96,489	96,489	96,489
501102 Tri-Met Tax	8,379	9,815	9,815	9,815
501110 PERS - Employer	106,819	117,951	117,951	117,951
501111 PERS - IAP Pickup	65,379	74,601	74,601	74,601
501112 PERS - Bond	35,630	45,757	45,757	45,757
501120 Health Insurance	262,119	335,957	335,957	335,957
501121 Dental Insurance	27,679	34,178	34,178	34,178
501122 Workers' Compensation	41,012	53,312	53,312	53,312
501130 Other Benefits	23,235	27,537	27,537	27,537
<b>Total Benefits</b>	<b>653,179</b>	<b>795,597</b>	<b>795,597</b>	<b>795,597</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	953,200	917,400	917,400	917,400
502008 Med & Psych	750	750	750	750
502020 Permits & Licenses	11,000	11,000	11,000	11,000
<b>Total Prof &amp; Tech Services</b>	<b>964,950</b>	<b>929,150</b>	<b>929,150</b>	<b>929,150</b>
<b>Property Services</b>				
502104 Utility Services	524,200	529,200	529,200	529,200
502106 Cell Phone/Wireless Services	28,500	28,500	28,500	28,500
502124 Infrastructure R & M	100,000	25,000	25,000	25,000
502140 Rent/Lease	179,500	179,500	179,500	179,500
<b>Total Property Services</b>	<b>832,200</b>	<b>762,200</b>	<b>762,200</b>	<b>762,200</b>
<b>Other Services</b>				
502204 Printing	650	650	650	650
502212 Dues & Memberships	2,100	2,100	2,100	2,100
502214 Training & Education	22,000	20,000	20,000	20,000
502215 Travel Expenses	6,725	7,725	7,725	7,725
502216 Meals	1,500	-	-	-
<b>Total Other Services</b>	<b>32,975</b>	<b>30,475</b>	<b>30,475</b>	<b>30,475</b>

## Line Item Detail by Department

Facilities & Fleet Management Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>				
<b>Materials</b>				
502301 Office Supplies	5,000	5,000	5,000	5,000
502310 Gas, Oil, Lube	611,000	631,000	631,000	631,000
502312 Vehicle Supplies, Parts, Maint	605,000	720,000	720,000	720,000
502314 Minor Equipment & Tools	57,500	62,500	62,500	62,500
502316 Equip Supplies, Parts, Maint	17,000	17,000	17,000	17,000
502324 First Aid & Safety	500	500	500	500
502325 Other Supplies	109,500	121,500	121,500	121,500
502326 PPE & Uniforms	11,500	11,500	11,500	11,500
502341 Signs	1,500	1,500	1,500	1,500
502360 Books & Publications	600	600	600	600
502361 Postage & Delivery	1,850	1,850	1,850	1,850
502363 Computer/Software/Maintenance	24,500	24,500	24,500	24,500
<b>Total Materials</b>	<b>1,445,450</b>	<b>1,597,450</b>	<b>1,597,450</b>	<b>1,597,450</b>
<b>City Grant &amp; Contrib</b>				
502410 Contributions/City Match	360,000	360,000	360,000	360,000
<b>Total City Grant &amp; Contrib</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>
<b>Total Requirements</b>	<b>5,378,410</b>	<b>5,735,029</b>	<b>5,735,029</b>	<b>5,735,029</b>



## Department Requirements

Facilities & Fleet Management Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b><u>Requirements by Division</u></b>						
Fire Stations	245,292	198,077	222,424	218,380	218,380	218,380
<b>Fire &amp; Emergency Services Total</b>	<b><u>245,292</u></b>	<b><u>198,077</u></b>	<b><u>222,424</u></b>	<b><u>218,380</u></b>	<b><u>218,380</u></b>	<b><u>218,380</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	245,292	198,077	222,424	218,380	218,380	218,380
<b>Fire &amp; Emergency Services Total</b>	<b><u>245,292</u></b>	<b><u>198,077</u></b>	<b><u>222,424</u></b>	<b><u>218,380</u></b>	<b><u>218,380</u></b>	<b><u>218,380</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Facilities & Fleet Management Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	131,464	88,380	60,584	69,584	69,584	69,584
Property Services	112,588	106,408	147,240	134,196	134,196	134,196
Materials	1,240	3,289	14,600	14,600	14,600	14,600
<b>Fire &amp; Emergency Services Total</b>	<b>245,292</b>	<b>198,077</b>	<b>222,424</b>	<b>218,380</b>	<b>218,380</b>	<b>218,380</b>

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## Expenditure Information by Fund & Department

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Fund: Facilities and Fleet Management

Dept: Fire and Emergency Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Permits and Licenses	\$9,000 increase. Reflects anticipated permits for Fire Station facilities projects.
Infrastructure R and M	(\$13,044) decrease. Reflects anticipated expenditures.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Facilities & Fleet Management Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	60,584	60,584	60,584	60,584
502020 Permits & Licenses	-	9,000	9,000	9,000
<b>Total Prof &amp; Tech Services</b>	<b>60,584</b>	<b>69,584</b>	<b>69,584</b>	<b>69,584</b>
<b>Property Services</b>				
502104 Utility Services	93,000	93,000	93,000	93,000
502124 Infrastructure R & M	54,240	41,196	41,196	41,196
<b>Total Property Services</b>	<b>147,240</b>	<b>134,196</b>	<b>134,196</b>	<b>134,196</b>
<b>Materials</b>				
502316 Equip Supplies, Parts, Maint	13,000	13,000	13,000	13,000
502325 Other Supplies	1,600	1,600	1,600	1,600
<b>Total Materials</b>	<b>14,600</b>	<b>14,600</b>	<b>14,600</b>	<b>14,600</b>
<b>Total Requirements</b>	<b>222,424</b>	<b>218,380</b>	<b>218,380</b>	<b>218,380</b>

## Resources and Requirements by Fund

Legal Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	150	-	-	-	-	-
Interest Income	6,587	13,186	-	-	-	-
Internal Service Charges	1,293,522	879,041	1,304,918	1,142,222	1,142,222	1,142,222
Beginning Balance	146,138	419,462	170,000	192,000	192,000	192,000
<b>Total Resources</b>	<b>1,446,397</b>	<b>1,311,689</b>	<b>1,474,918</b>	<b>1,334,222</b>	<b>1,334,222</b>	<b>1,334,222</b>
<b>Requirements</b>						
City Attorney's Office	1,026,935	1,119,689	1,282,918	1,160,222	1,160,222	1,160,222
<i>Operating Total</i>	<i>1,026,935</i>	<i>1,119,689</i>	<i>1,282,918</i>	<i>1,160,222</i>	<i>1,160,222</i>	<i>1,160,222</i>
Contingency	-	-	192,000	174,000	174,000	174,000
Unappropriated	419,462	192,000	-	-	-	-
<i>Non-Operating Total</i>	<i>419,462</i>	<i>192,000</i>	<i>192,000</i>	<i>174,000</i>	<i>174,000</i>	<i>174,000</i>
<b>Total Requirements</b>	<b>1,446,397</b>	<b>1,311,689</b>	<b>1,474,918</b>	<b>1,334,222</b>	<b>1,334,222</b>	<b>1,334,222</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes occur at the fund level.

## Department Requirements

Legal Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b><u>Requirements by Division</u></b>						
Legal Services	983,636	1,071,689	1,282,918	1,160,222	1,160,222	1,160,222
Legal Support Services	43,299	48,000	-	-	-	-
<b>City Attorney's Office Total</b>	<b><u>1,026,935</u></b>	<b><u>1,119,689</u></b>	<b><u>1,282,918</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	957,349	1,055,731	1,196,963	1,072,197	1,072,197	1,072,197
Materials & Services	69,586	63,958	85,955	88,025	88,025	88,025
<b>City Attorney's Office Total</b>	<b><u>1,026,935</u></b>	<b><u>1,119,689</u></b>	<b><u>1,282,918</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to other divisions.

## Department Requirements by Type

Legal Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b><u>Requirements by Type</u></b>						
Personnel	633,243	689,306	794,867	693,071	693,071	693,071
Benefits	324,106	366,425	402,096	379,126	379,126	379,126
Professional & Technical Services	48,432	34,876	55,000	55,000	55,000	55,000
Property Services	4,686	4,728	5,850	5,000	5,000	5,000
Other Services	5,928	12,549	15,300	18,200	18,200	18,200
Materials	6,923	8,397	9,805	9,825	9,825	9,825
Internal Service Charges	3,617	3,408	-	-	-	-
<b>City Attorney's Office Total</b>	<b><u>1,026,935</u></b>	<b><u>1,119,689</u></b>	<b><u>1,282,918</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>	<b><u>1,160,222</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Legal Services  
Dept: City Attorney's Office

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$75,797) decrease. Reflects the elimination of an unfilled attorney position.
Limited Term	(\$25,849) decrease. Reflects the elimination of an unfilled part-time Administrative Assistant.

#### Materials and Services

Travel Expenses	\$2,500 increase. Aligns budget with actual expenditures.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.



## Line Item Detail by Department

Legal Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>				
<b>Personnel</b>				
501001 Wages/Salaries	768,118	692,321	692,321	692,321
501004 Limited Term	25,849	-	-	-
501030 Premium Pay	900	750	750	750
<b>Total Personnel</b>	<b>794,867</b>	<b>693,071</b>	<b>693,071</b>	<b>693,071</b>
<b>Benefits</b>				
501101 FICA	60,252	52,734	52,734	52,734
501102 Tri-Met Tax	6,113	5,399	5,399	5,399
501110 PERS - Employer	104,662	90,612	90,612	90,612
501111 PERS - IAP Pickup	47,692	41,585	41,585	41,585
501112 PERS - Bond	25,992	25,505	25,505	25,505
501120 Health Insurance	123,082	129,683	129,683	129,683
501121 Dental Insurance	12,655	13,434	13,434	13,434
501122 Workers' Compensation	8,346	9,980	9,980	9,980
501130 Other Benefits	13,302	10,194	10,194	10,194
<b>Total Benefits</b>	<b>402,096</b>	<b>379,126</b>	<b>379,126</b>	<b>379,126</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	54,500	54,500	54,500	54,500
502020 Permits & Licenses	500	500	500	500
<b>Total Prof &amp; Tech Services</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	850	-	-	-
502140 Rent/Lease	5,000	5,000	5,000	5,000
<b>Total Property Services</b>	<b>5,850</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Other Services</b>				
502204 Printing	600	600	600	600
502208 Promotion	250	250	250	250
502212 Dues & Memberships	6,600	7,100	7,100	7,100
502214 Training & Education	5,500	6,250	6,250	6,250
502215 Travel Expenses	1,500	4,000	4,000	4,000
502216 Meals	850	-	-	-
<b>Total Other Services</b>	<b>15,300</b>	<b>18,200</b>	<b>18,200</b>	<b>18,200</b>
<b>Materials</b>				
502301 Office Supplies	1,500	1,500	1,500	1,500
502314 Minor Equipment & Tools	2,000	2,000	2,000	2,000
502316 Equip Supplies, Parts, Maint	750	750	750	750
502325 Other Supplies	50	50	50	50

## Line Item Detail by Department

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Legal Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>				
502360 Books & Publications	3,155	3,175	3,175	3,175
502361 Postage & Delivery	250	250	250	250
502363 Computer/Software/Maintenance	2,000	2,000	2,000	2,000
502364 Employee Recognition	100	100	100	100
<b>Total Materials</b>	<b>9,805</b>	<b>9,825</b>	<b>9,825</b>	<b>9,825</b>
<b>Total Requirements</b>	<b>1,282,918</b>	<b>1,160,222</b>	<b>1,160,222</b>	<b>1,160,222</b>

## Resources and Requirements by Fund

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	101,112	203,985	328,040	362,540	362,540	362,540
Charges for Services	6,665	35,854	115,000	118,000	118,000	118,000
Interest Income	52,557	-	-	-	-	-
Miscellaneous Income	66,567	169,784	303,200	150,000	150,000	150,000
Internal Payments	-	-	675,000	675,000	675,000	675,000
Interfund Transfers	259,796	752,040	2,417,200	1,239,800	1,239,800	1,239,800
Internal Service Charges	7,674,247	8,904,190	16,146,476	15,986,536	15,986,536	15,986,536
Beginning Balance	2,403,471	2,819,625	2,392,000	2,000,000	2,000,000	2,000,000
<b>Total Resources</b>	<b>10,564,415</b>	<b>12,885,478</b>	<b>22,376,916</b>	<b>20,531,876</b>	<b>20,531,876</b>	<b>20,531,876</b>
<b>Requirements</b>						
Office of Governance & Mgmt	2,154,383	2,314,451	2,484,088	2,581,402	2,581,402	2,581,402
Finance & Management Svc	1,735,454	1,725,667	4,143,208	4,221,633	4,221,633	4,221,633
Information Technology	-	-	4,175,422	4,273,835	4,273,835	4,273,835
Citywide Services	3,654,953	3,499,973	6,528,664	6,039,690	6,039,690	6,039,690
Community Livability	-	1,365,431	1,561,571	1,756,492	1,756,492	1,756,492
<i>Operating Total</i>	<i>7,544,790</i>	<i>8,905,522</i>	<i>18,892,953</i>	<i>18,873,052</i>	<i>18,873,052</i>	<i>18,873,052</i>
Interfund Transfers	200,000	391,000	1,279,114	573,824	573,824	573,824
Contingency	-	-	582,000	585,000	585,000	585,000
Unappropriated	2,819,625	3,588,956	1,622,849	500,000	500,000	500,000
<i>Non-Operating Total</i>	<i>3,019,625</i>	<i>3,979,956</i>	<i>3,483,963</i>	<i>1,658,824</i>	<i>1,658,824</i>	<i>1,658,824</i>
<b>Total Requirements</b>	<b>10,564,415</b>	<b>12,885,478</b>	<b>22,376,916</b>	<b>20,531,876</b>	<b>20,531,876</b>	<b>20,531,876</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income. Other minor recategorizations also occurred.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this fund includes activities previously shown in the Utility Financial Services Fund and the Information and Technology Fund. Additionally, some functions moved between the Finance and Management Services and Citywide Services Departments.

## Department Requirements

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>						
<b>Requirements by Division</b>						
City Management	1,355,965	1,500,422	1,840,064	1,949,871	1,949,871	1,949,871
Mayor & Council	277,947	282,258	385,448	391,292	391,292	391,292
Council Support	237,014	236,956	258,576	240,239	240,239	240,239
Governmental Relations	227,767	237,603	-	-	-	-
OGM Support Services	55,690	57,212	-	-	-	-
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>2,154,383</u></b>	<b><u>2,314,451</u></b>	<b><u>2,484,088</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>
<b>Requirements by Category</b>						
Personnel Services	1,710,859	1,684,660	1,964,928	1,950,932	1,950,932	1,950,932
Materials & Services	443,524	629,791	519,160	630,470	630,470	630,470
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>2,154,383</u></b>	<b><u>2,314,451</u></b>	<b><u>2,484,088</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, some divisions were consolidated, and certain expenses previously included in the Support Division have been moved to other divisions.

## Department Requirements by Type

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>						
<b><u>Requirements by Type</u></b>						
Personnel	1,181,266	1,178,333	1,318,773	1,325,603	1,325,603	1,325,603
Benefits	529,593	506,327	646,155	625,329	625,329	625,329
Professional & Technical Services	142,879	355,766	218,350	320,550	320,550	320,550
Property Services	17,552	9,193	20,735	20,945	20,945	20,945
Other Services	264,521	229,033	232,875	241,750	241,750	241,750
Materials	9,334	29,927	18,500	17,725	17,725	17,725
Internal Service Charges	9,238	5,872	-	-	-	-
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>2,154,383</u></b>	<b><u>2,314,451</u></b>	<b><u>2,484,088</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>	<b><u>2,581,402</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Administrative Services  
Dept: Office of Governance and Management

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	(\$33,213) decrease. Reflects the elimination of an unfilled position.
Premium Pay	\$12,717 increase. Reflects anticipated expenditures.

#### Materials and Services

Contracted Services	\$102,200 increase. Reflects planned consultant costs for programming and citywide training on diversity, equity, and inclusion.
Travel Expenses	\$14,175 increase. Reflects a shift from Meals line item and aligns budget with actual expenditures.
Meals	(\$6,000) decrease. Reflects a shift to Travel Expenses line item.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>				
<b>Personnel</b>				
501001 Wages/Salaries	856,931	884,257	884,257	884,257
501004 Limited Term	238,412	205,199	205,199	205,199
501008 Elected Officials	213,600	213,600	213,600	213,600
501030 Premium Pay	9,830	22,547	22,547	22,547
<b>Total Personnel</b>	<b>1,318,773</b>	<b>1,325,603</b>	<b>1,325,603</b>	<b>1,325,603</b>
<b>Benefits</b>				
501101 FICA	100,774	100,201	100,201	100,201
501102 Tri-Met Tax	10,141	10,325	10,325	10,325
501110 PERS - Employer	148,784	141,938	141,938	141,938
501111 PERS - IAP Pickup	66,311	66,720	66,720	66,720
501112 PERS - Bond	43,123	48,782	48,782	48,782
501120 Health Insurance	224,413	203,930	203,930	203,930
501121 Dental Insurance	23,251	19,719	19,719	19,719
501122 Workers' Compensation	13,847	19,089	19,089	19,089
501130 Other Benefits	15,511	14,625	14,625	14,625
<b>Total Benefits</b>	<b>646,155</b>	<b>625,329</b>	<b>625,329</b>	<b>625,329</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	218,300	320,500	320,500	320,500
502020 Permits & Licenses	50	50	50	50
<b>Total Prof &amp; Tech Services</b>	<b>218,350</b>	<b>320,550</b>	<b>320,550</b>	<b>320,550</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	5,425	5,445	5,445	5,445
502140 Rent/Lease	15,310	15,500	15,500	15,500
<b>Total Property Services</b>	<b>20,735</b>	<b>20,945</b>	<b>20,945</b>	<b>20,945</b>
<b>Other Services</b>				
502204 Printing	8,500	8,500	8,500	8,500
502208 Promotion	32,300	32,300	32,300	32,300
502212 Dues & Memberships	120,750	121,500	121,500	121,500
502214 Training & Education	14,350	14,300	14,300	14,300
502215 Travel Expenses	41,825	56,000	56,000	56,000
502216 Meals	15,150	9,150	9,150	9,150
<b>Total Other Services</b>	<b>232,875</b>	<b>241,750</b>	<b>241,750</b>	<b>241,750</b>
<b>Materials</b>				
502301 Office Supplies	4,075	4,050	4,050	4,050
502314 Minor Equipment & Tools	3,100	3,100	3,100	3,100
502316 Equip Supplies, Parts, Maint	300	-	-	-

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>				
502360 Books & Publications	3,100	3,100	3,100	3,100
502361 Postage & Delivery	950	600	600	600
502363 Computer/Software/Maintenance	6,850	6,750	6,750	6,750
502364 Employee Recognition	125	125	125	125
<b>Total Materials</b>	<b>18,500</b>	<b>17,725</b>	<b>17,725</b>	<b>17,725</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	7,600	7,600	7,600	7,600
502410 Contributions/City Match	21,100	21,900	21,900	21,900
<b>Total City Grant &amp; Contrib</b>	<b>28,700</b>	<b>29,500</b>	<b>29,500</b>	<b>29,500</b>
<b>Total Requirements</b>	<b>2,484,088</b>	<b>2,581,402</b>	<b>2,581,402</b>	<b>2,581,402</b>



## Department Requirements

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Finance &amp; Management Svc</b>						
<b>Requirements by Division</b>						
Finance Administration	84,294	83,823	97,658	103,378	103,378	103,378
Accounting	291,374	376,530	1,401,083	1,664,155	1,664,155	1,664,155
Financial Operations	-	-	1,147,606	901,567	901,567	901,567
Utility Billing	-	-	1,496,861	1,552,533	1,552,533	1,552,533
General Support Services	248,629	222,347	-	-	-	-
Cash-Debt Management	273,645	275,699	-	-	-	-
Accounts Payable-Payroll	475,602	392,074	-	-	-	-
Central Support-Purchasing	130,792	146,036	-	-	-	-
Licensing & Passports	164,946	184,600	-	-	-	-
Support Services	66,172	44,558	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>1,735,454</u></b>	<b><u>1,725,667</u></b>	<b><u>4,143,208</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>
<b>Requirements by Category</b>						
Personnel Services	1,293,778	1,280,470	3,139,003	3,262,296	3,262,296	3,262,296
Materials & Services	441,676	445,197	1,004,205	959,337	959,337	959,337
<b>Financial &amp; Management Svc Total</b>	<b><u>1,735,454</u></b>	<b><u>1,725,667</u></b>	<b><u>4,143,208</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, some divisions were consolidated, and certain expenses previously included in the Support Division have been moved to other divisions. Additionally, appropriations for General Support Services were moved to Citywide Services.

## Department Requirements by Type

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Finance &amp; Management Svc</b>						
<b>Requirements by Type</b>						
Personnel	757,559	820,166	1,931,299	1,999,194	1,999,194	1,999,194
Benefits	536,219	460,304	1,207,704	1,263,102	1,263,102	1,263,102
Professional & Technical Services	239,034	238,712	543,490	532,972	532,972	532,972
Property Services	23,474	24,028	25,450	25,900	25,900	25,900
Other Services	32,283	29,648	78,080	79,105	79,105	79,105
Materials	143,049	148,357	245,960	210,185	210,185	210,185
City Grants & Contributions	-	-	111,225	111,175	111,175	111,175
Internal Service Charges	3,836	4,452	-	-	-	-
<b>Finance &amp; Management Svc Total</b>	<b><u>1,735,454</u></b>	<b><u>1,725,667</u></b>	<b><u>4,143,208</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>	<b><u>4,221,633</u></b>

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## Expenditure Information by Fund & Department

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Fund: Administrative Services  
Dept: Finance and Management Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$22,765 increase. Reflects shift from Contracted Services line item.
Overtime	\$34,000 increase. Reflects anticipated expenditures.

#### Materials and Services

Meter Reads	\$7,182 increase. Reflects expected increase.
Travel Expenses	\$2,875 increase. Reflects expected training requirements for staffing.
Computer/Software/Maint	(\$35,000) decrease. Timekeeping software annual cost moved to Information and Technology budget to reflect centralized budgeting for organization wide software.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>				
<b>Personnel</b>				
501001 Wages/Salaries	1,844,274	1,855,404	1,855,404	1,855,404
501004 Limited Term	50,825	73,590	73,590	73,590
501010 Overtime	33,250	67,250	67,250	67,250
501030 Premium Pay	2,950	2,950	2,950	2,950
<b>Total Personnel</b>	<b>1,931,299</b>	<b>1,999,194</b>	<b>1,999,194</b>	<b>1,999,194</b>
<b>Benefits</b>				
501101 FICA	146,452	153,021	153,021	153,021
501102 Tri-Met Tax	14,851	15,572	15,572	15,572
501110 PERS - Employer	242,506	248,121	248,121	248,121
501111 PERS - IAP Pickup	115,878	119,950	119,950	119,950
501112 PERS - Bond	63,153	73,571	73,571	73,571
501120 Health Insurance	503,189	526,131	526,131	526,131
501121 Dental Insurance	52,105	51,268	51,268	51,268
501122 Workers' Compensation	23,203	28,824	28,824	28,824
501130 Other Benefits	46,367	46,644	46,644	46,644
<b>Total Benefits</b>	<b>1,207,704</b>	<b>1,263,102</b>	<b>1,263,102</b>	<b>1,263,102</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	476,970	458,770	458,770	458,770
502008 Med & Psych	300	300	300	300
502019 Meter Reads	59,850	67,032	67,032	67,032
502020 Permits & Licenses	6,370	6,870	6,870	6,870
<b>Total Prof &amp; Tech Services</b>	<b>543,490</b>	<b>532,972</b>	<b>532,972</b>	<b>532,972</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	2,750	1,700	1,700	1,700
502140 Rent/Lease	22,700	24,200	24,200	24,200
<b>Total Property Services</b>	<b>25,450</b>	<b>25,900</b>	<b>25,900</b>	<b>25,900</b>
<b>Other Services</b>				
502204 Printing	13,460	13,460	13,460	13,460
502208 Promotion	3,000	3,000	3,000	3,000
502212 Dues & Memberships	10,620	11,270	11,270	11,270
502214 Training & Education	35,075	34,175	34,175	34,175
502215 Travel Expenses	12,975	15,850	15,850	15,850
502216 Meals	2,950	1,350	1,350	1,350
<b>Total Other Services</b>	<b>78,080</b>	<b>79,105</b>	<b>79,105</b>	<b>79,105</b>
<b>Materials</b>				
502301 Office Supplies	39,600	39,600	39,600	39,600

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>				
502312 Vehicle Supplies, Parts, Maint	500	500	500	500
502314 Minor Equipment & Tools	12,550	11,400	11,400	11,400
502316 Equip Supplies, Parts, Maint	3,700	3,700	3,700	3,700
502326 PPE & Uniforms	400	400	400	400
502360 Books & Publications	4,285	4,460	4,460	4,460
502361 Postage & Delivery	71,275	71,275	71,275	71,275
502363 Computer/Software/Maintenance	112,900	77,900	77,900	77,900
502364 Employee Recognition	750	950	950	950
<b>Total Materials</b>	<b>245,960</b>	<b>210,185</b>	<b>210,185</b>	<b>210,185</b>
<b>City Grant &amp; Contrib</b>				
502406 Customer Assistance	110,000	110,000	110,000	110,000
502408 Incentive Programs	1,225	1,175	1,175	1,175
<b>Total City Grant &amp; Contrib</b>	<b>111,225</b>	<b>111,175</b>	<b>111,175</b>	<b>111,175</b>
<b>Total Requirements</b>	<b>4,143,208</b>	<b>4,221,633</b>	<b>4,221,633</b>	<b>4,221,633</b>

## Department Requirements

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Information Technology</b>						
<b><u>Requirements by Division</u></b>						
Information Tech Services	-	-	4,175,422	4,273,835	4,273,835	4,273,835
<b>Information Technology Total</b>	<b>-</b>	<b>-</b>	<b>4,175,422</b>	<b>4,273,835</b>	<b>4,273,835</b>	<b>4,273,835</b>
<b><u>Requirements by Category</u></b>						
Personnel Services	-	-	2,241,536	2,315,764	2,315,764	2,315,764
Materials & Services	-	-	1,933,886	1,958,071	1,958,071	1,958,071
<b>Information Technology Total</b>	<b>-</b>	<b>-</b>	<b>4,175,422</b>	<b>4,273,835</b>	<b>4,273,835</b>	<b>4,273,835</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Administrative Services Fund.

## Department Requirements by Type

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Information Technology</b>						
<b>Requirements by Type</b>						
Personnel	-	-	1,441,559	1,492,025	1,492,025	1,492,025
Benefits	-	-	799,977	823,739	823,739	823,739
Professional & Technical Services	-	-	435,850	446,175	446,175	446,175
Property Services	-	-	159,000	156,000	156,000	156,000
Other Services	-	-	67,950	67,950	67,950	67,950
Materials	-	-	1,271,086	1,287,946	1,287,946	1,287,946
<b>Information Technology Total</b>	<b>-</b>	<b>-</b>	<b>4,175,422</b>	<b>4,273,835</b>	<b>4,273,835</b>	<b>4,273,835</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Administrative Services  
Dept: Information and Technology

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$52,482 increase. Transferred Administrative Assistant position from Information & Innovation division to better align with workload.
Premium Pay	\$12,594 increase. Aligns budget with actual expenditures.

#### Materials and Services

Equip Supplies, Parts, Maint	(\$171,000) decrease. Reflects the completion of the citywide phone replacement project.
Books and Publications	(\$3,500) decrease. Aligns budget with actual expenditures.
Computer/Software/Maint	\$191,360 increase. Reflects increasing license and managed services costs for cloud-based software, increasing hardware replacement costs, and transfer of budget for citywide software from other funds.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.



## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Information Technology</b>				
<b>Personnel</b>				
501001 Wages/Salaries	1,323,764	1,308,154	1,308,154	1,308,154
501004 Limited Term	69,295	121,777	121,777	121,777
501010 Overtime	3,000	4,000	4,000	4,000
501030 Premium Pay	45,500	58,094	58,094	58,094
<b>Total Personnel</b>	<b>1,441,559</b>	<b>1,492,025</b>	<b>1,492,025</b>	<b>1,492,025</b>
<b>Benefits</b>				
501101 FICA	109,236	113,748	113,748	113,748
501102 Tri-Met Tax	11,085	11,623	11,623	11,623
501110 PERS - Employer	136,096	140,613	140,613	140,613
501111 PERS - IAP Pickup	86,494	89,522	89,522	89,522
501112 PERS - Bond	47,138	54,907	54,907	54,907
501120 Health Insurance	333,665	333,985	333,985	333,985
501121 Dental Insurance	35,530	33,806	33,806	33,806
501122 Workers' Compensation	14,606	18,624	18,624	18,624
501130 Other Benefits	26,127	26,911	26,911	26,911
<b>Total Benefits</b>	<b>799,977</b>	<b>823,739</b>	<b>823,739</b>	<b>823,739</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	431,850	441,425	441,425	441,425
502020 Permits & Licenses	4,000	4,750	4,750	4,750
<b>Total Prof &amp; Tech Services</b>	<b>435,850</b>	<b>446,175</b>	<b>446,175</b>	<b>446,175</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	154,000	151,000	151,000	151,000
502140 Rent/Lease	5,000	5,000	5,000	5,000
<b>Total Property Services</b>	<b>159,000</b>	<b>156,000</b>	<b>156,000</b>	<b>156,000</b>
<b>Other Services</b>				
502204 Printing	350	350	350	350
502212 Dues & Memberships	3,600	3,600	3,600	3,600
502214 Training & Education	50,000	50,000	50,000	50,000
502215 Travel Expenses	9,000	9,000	9,000	9,000
502216 Meals	5,000	5,000	5,000	5,000
<b>Total Other Services</b>	<b>67,950</b>	<b>67,950</b>	<b>67,950</b>	<b>67,950</b>
<b>Materials</b>				
502301 Office Supplies	2,000	2,000	2,000	2,000
502314 Minor Equipment & Tools	15,000	15,000	15,000	15,000
502316 Equip Supplies, Parts, Maint	202,000	31,000	31,000	31,000
502360 Books & Publications	4,000	500	500	500

## Line Item Detail by Department

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Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Information Technology				
502361 Postage & Delivery	200	200	200	200
502363 Computer/Software/Maintenance	1,047,636	1,238,996	1,238,996	1,238,996
502364 Employee Recognition	250	250	250	250
<b>Total Materials</b>	<b><u>1,271,086</u></b>	<b><u>1,287,946</u></b>	<b><u>1,287,946</u></b>	<b><u>1,287,946</u></b>
<b>Total Requirements</b>	<b><u>4,175,422</u></b>	<b><u>4,273,835</u></b>	<b><u>4,273,835</u></b>	<b><u>4,273,835</u></b>

## Department Requirements

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Division</b>						
General Support	-	-	438,150	423,600	423,600	423,600
Human Resources	878,169	985,981	1,160,057	1,175,963	1,175,963	1,175,963
Neighborhoods & Comm Engage	272,015	-	-	-	-	-
Mediation	185,788	-	-	-	-	-
Emergency Management	188,984	200,507	257,981	272,204	272,204	272,204
Budget & Financial Planning	1,233,468	1,339,850	1,678,157	1,690,162	1,690,162	1,690,162
Communications	779,615	891,163	1,063,683	1,111,163	1,111,163	1,111,163
Mapping & GIS Services	-	-	881,289	856,271	856,271	856,271
Information & Innovation	-	-	1,049,347	510,327	510,327	510,327
Support Services	116,914	82,472	-	-	-	-
<b>Citywide Services Total</b>	<b><u>3,654,953</u></b>	<b><u>3,499,973</u></b>	<b><u>6,528,664</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>
<b>Requirements by Category</b>						
Personnel Services	3,056,524	2,967,850	5,063,614	4,625,120	4,625,120	4,625,120
Materials & Services	591,813	532,123	1,465,050	1,414,570	1,414,570	1,414,570
Capital Outlay	6,616	-	-	-	-	-
<b>Citywide Services Total</b>	<b><u>3,654,953</u></b>	<b><u>3,499,973</u></b>	<b><u>6,528,664</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to other divisions. Additionally, appropriations for General Support Services were moved from Finance and Management Services, and appropriations for Mapping and GIS Services and Information and Innovation were moved from the Information and Technology Department.

## Department Requirements by Type

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Type</b>						
Personnel	2,038,302	2,014,510	3,322,638	2,999,950	2,999,950	2,999,950
Benefits	1,018,222	953,340	1,740,976	1,625,170	1,625,170	1,625,170
Professional & Technical Services	263,505	249,715	552,306	576,025	576,025	576,025
Property Services	16,414	14,650	37,191	38,530	38,530	38,530
Other Services	182,806	191,033	286,873	273,885	273,885	273,885
Materials	96,362	66,270	406,140	342,390	342,390	342,390
Internal Service Charges	32,726	10,455	-	-	-	-
Capital Outlay	6,616	-	-	-	-	-
<b>Citywide Services Total</b>	<b><u>3,654,953</u></b>	<b><u>3,499,973</u></b>	<b><u>6,528,664</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>	<b><u>6,039,690</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Administrative Services  
Dept: Citywide Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$289,285) decrease. Reflects elimination of three unfilled positions in the Information & Innovation Division.
Temporary and Seasonal	(\$16,796) decrease. Reflects elimination of the Public Service Apprentice in the Communications Division.
Overtime	\$4,000 increase. Reflects anticipated expenditures.

#### Materials and Services

Cell Phone/Wireless Services	\$6,239 increase. Reflects shift from Equip Supplies, Parts, Maintenance line item and increase in cell phones.
Rent/Lease	(\$4,900) decrease. Reduction to align budget with actual expenditures.
Travel Expenses	\$3,300 increase. Reflects shift from Meals line item
Meals	(\$3,550) decrease. Reflects shift to Travel Expenses line item.
Office Supplies	(\$4,450) decrease. Reduction to align budget with actual expenditures.
Equip Supplies, Parts, Maint	(\$4,600) decrease. Reflects shift to Cell Phone / Wireless Services line item
Computer/Software/Maint	(\$52,900) decrease. Reflects a shift in specialized software to individual department and reflects reductions to align budget with actual expenditures.

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## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	2,899,840	2,610,555	2,610,555	2,610,555
501004 Limited Term	370,895	351,731	351,731	351,731
501006 Temporary & Seasonal	16,796	-	-	-
501010 Overtime	18,700	22,700	22,700	22,700
501030 Premium Pay	16,407	14,964	14,964	14,964
<b>Total Personnel</b>	<b>3,322,638</b>	<b>2,999,950</b>	<b>2,999,950</b>	<b>2,999,950</b>
<b>Benefits</b>				
501101 FICA	251,019	228,403	228,403	228,403
501102 Tri-Met Tax	25,551	23,368	23,368	23,368
501110 PERS - Employer	348,941	316,361	316,361	316,361
501111 PERS - IAP Pickup	198,349	179,997	179,997	179,997
501112 PERS - Bond	108,649	110,398	110,398	110,398
501120 Health Insurance	645,172	609,799	609,799	609,799
501121 Dental Insurance	64,429	59,290	59,290	59,290
501122 Workers' Compensation	34,497	41,248	41,248	41,248
501130 Other Benefits	64,369	56,306	56,306	56,306
<b>Total Benefits</b>	<b>1,740,976</b>	<b>1,625,170</b>	<b>1,625,170</b>	<b>1,625,170</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	487,185	512,485	512,485	512,485
502008 Med & Psych	60,521	58,940	58,940	58,940
502020 Permits & Licenses	4,600	4,600	4,600	4,600
<b>Total Prof &amp; Tech Services</b>	<b>552,306</b>	<b>576,025</b>	<b>576,025</b>	<b>576,025</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	11,891	18,130	18,130	18,130
502140 Rent/Lease	25,300	20,400	20,400	20,400
<b>Total Property Services</b>	<b>37,191</b>	<b>38,530</b>	<b>38,530</b>	<b>38,530</b>
<b>Other Services</b>				
502204 Printing	39,300	39,700	39,700	39,700
502208 Promotion	52,800	55,000	55,000	55,000
502212 Dues & Memberships	24,998	22,535	22,535	22,535
502214 Training & Education	140,325	127,450	127,450	127,450
502215 Travel Expenses	21,400	24,700	24,700	24,700
502216 Meals	8,050	4,500	4,500	4,500
<b>Total Other Services</b>	<b>286,873</b>	<b>273,885</b>	<b>273,885</b>	<b>273,885</b>
<b>Materials</b>				
502301 Office Supplies	34,850	30,400	30,400	30,400

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>				
502314 Minor Equipment & Tools	33,000	31,000	31,000	31,000
502316 Equip Supplies, Parts, Maint	6,100	1,500	1,500	1,500
502326 PPE & Uniforms	500	500	500	500
502341 Signs	500	500	500	500
502360 Books & Publications	7,650	7,850	7,850	7,850
502361 Postage & Delivery	134,650	134,650	134,650	134,650
502363 Computer/Software/Maintenance	185,390	132,490	132,490	132,490
502364 Employee Recognition	3,500	3,500	3,500	3,500
<b>Total Materials</b>	<b>406,140</b>	<b>342,390</b>	<b>342,390</b>	<b>342,390</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	22,040	23,240	23,240	23,240
502410 Contributions/City Match	500	500	500	500
<b>Total City Grant &amp; Contrib</b>	<b>22,540</b>	<b>23,740</b>	<b>23,740</b>	<b>23,740</b>
<b>Insurance</b>				
502525 Unemployment	160,000	160,000	160,000	160,000
<b>Total Insurance</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Total Requirements</b>	<b>6,528,664</b>	<b>6,039,690</b>	<b>6,039,690</b>	<b>6,039,690</b>

## Department Requirements

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>						
<b>Requirements by Division</b>						
Neighborhoods & Comm Engage	-	347,277	415,749	489,964	489,964	489,964
Livability & Code Services	-	721,981	823,937	893,662	893,662	893,662
Mediation Services	-	242,740	321,885	372,866	372,866	372,866
Support Services	-	53,433	-	-	-	-
<b>Community Livability Total</b>	<b>-</b>	<b>1,365,431</b>	<b>1,561,571</b>	<b>1,756,492</b>	<b>1,756,492</b>	<b>1,756,492</b>
<b>Requirements by Category</b>						
Personnel Services	-	1,160,393	1,278,752	1,428,132	1,428,132	1,428,132
Materials & Services	-	205,038	282,819	328,360	328,360	328,360
<b>Community Livability Total</b>	<b>-</b>	<b>1,365,431</b>	<b>1,561,571</b>	<b>1,756,492</b>	<b>1,756,492</b>	<b>1,756,492</b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, certain expenses previously included in the Support Division have been moved to other divisions.



## Department Requirements by Type

Administrative Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>						
<b>Requirements by Type</b>						
Personnel	-	764,542	800,756	921,520	921,520	921,520
Benefits	-	395,851	477,996	506,612	506,612	506,612
Professional & Technical Services	-	96,293	131,100	171,100	171,100	171,100
Property Services	-	9,125	13,774	13,365	13,365	13,365
Other Services	-	50,257	61,550	53,450	53,450	53,450
Materials	-	30,290	45,595	47,145	47,145	47,145
City Grants & Contributions	-	-	30,800	43,300	43,300	43,300
Internal Service Charges	-	19,073	-	-	-	-
<b>Community Livability Total</b>	<b>-</b>	<b>1,365,431</b>	<b>1,561,571</b>	<b>1,756,492</b>	<b>1,756,492</b>	<b>1,756,492</b>

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## Expenditure Information by Fund & Department

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Fund: Administrative Services  
Dept: Community Livability

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Limited Term	\$79,892 increase. Reflects the shift of two limited-term employees from the Police Department to better reflect service delivery and organizational structure. Increase is offset by the reduction of a public utility worker and part-time administrative support.
Overtime	\$10,000 increase. Reflects anticipated usage based on the shift of limited-term employees from the Police Department.

#### Materials and Services

Contracted Services	\$40,000 increase. Reflects anticipated usage based on mediation caseload. Expenses are reimbursed through the mediation program.
Promotion	(\$10,300) decrease. Reflects a shift to Contributions / City Match line item.
Contributions/City Match	\$12,500 increase. Reflects a shift from Promotion line item.

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## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>				
<b>Personnel</b>				
501001 Wages/Salaries	598,871	628,490	628,490	628,490
501004 Limited Term	172,018	251,910	251,910	251,910
501006 Temporary & Seasonal	15,067	14,820	14,820	14,820
501010 Overtime	13,000	23,000	23,000	23,000
501030 Premium Pay	1,800	3,300	3,300	3,300
<b>Total Personnel</b>	<b>800,756</b>	<b>921,520</b>	<b>921,520</b>	<b>921,520</b>
<b>Benefits</b>				
501101 FICA	60,502	70,087	70,087	70,087
501102 Tri-Met Tax	6,157	7,178	7,178	7,178
501110 PERS - Employer	73,001	83,192	83,192	83,192
501111 PERS - IAP Pickup	47,142	54,402	54,402	54,402
501112 PERS - Bond	26,184	33,366	33,366	33,366
501120 Health Insurance	212,760	205,045	205,045	205,045
501121 Dental Insurance	22,081	20,513	20,513	20,513
501122 Workers' Compensation	11,676	14,145	14,145	14,145
501130 Other Benefits	18,493	18,684	18,684	18,684
<b>Total Benefits</b>	<b>477,996</b>	<b>506,612</b>	<b>506,612</b>	<b>506,612</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	131,100	171,100	171,100	171,100
<b>Total Prof &amp; Tech Services</b>	<b>131,100</b>	<b>171,100</b>	<b>171,100</b>	<b>171,100</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	8,574	8,165	8,165	8,165
502140 Rent/Lease	5,200	5,200	5,200	5,200
<b>Total Property Services</b>	<b>13,774</b>	<b>13,365</b>	<b>13,365</b>	<b>13,365</b>
<b>Other Services</b>				
502204 Printing	14,100	16,300	16,300	16,300
502208 Promotion	30,300	20,000	20,000	20,000
502212 Dues & Memberships	2,000	2,000	2,000	2,000
502214 Training & Education	7,700	7,700	7,700	7,700
502215 Travel Expenses	1,350	2,550	2,550	2,550
502216 Meals	6,100	4,900	4,900	4,900
<b>Total Other Services</b>	<b>61,550</b>	<b>53,450</b>	<b>53,450</b>	<b>53,450</b>
<b>Materials</b>				
502301 Office Supplies	3,800	3,000	3,000	3,000
502314 Minor Equipment & Tools	7,000	8,300	8,300	8,300
502316 Equip Supplies, Parts, Maint	600	600	600	600

## Line Item Detail by Department

Administrative Services Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>				
502326 PPE & Uniforms	1,000	1,000	1,000	1,000
502360 Books & Publications	475	475	475	475
502361 Postage & Delivery	28,350	28,350	28,350	28,350
502363 Computer/Software/Maintenance	4,370	5,420	5,420	5,420
<b>Total Materials</b>	<b>45,595</b>	<b>47,145</b>	<b>47,145</b>	<b>47,145</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	10,000	10,000	10,000	10,000
502410 Contributions/City Match	20,800	33,300	33,300	33,300
<b>Total City Grant &amp; Contrib</b>	<b>30,800</b>	<b>43,300</b>	<b>43,300</b>	<b>43,300</b>
<b>Total Requirements</b>	<b>1,561,571</b>	<b>1,756,492</b>	<b>1,756,492</b>	<b>1,756,492</b>

## Resources and Requirements by Fund

Equipment Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interest Income	254,274	-	-	-	-	-
Miscellaneous Income	63,922	325,965	142,459	138,909	138,909	138,909
Interfund Transfers	1,467,898	140,545	61,488	73,132	73,132	73,132
Internal Service Charges	2,889,813	3,537,074	3,430,483	3,434,502	3,434,502	3,434,502
Beginning Balance	14,518,809	16,276,603	14,726,174	14,716,337	14,716,337	14,716,337
<b>Total Resources</b>	<b>19,194,716</b>	<b>20,280,187</b>	<b>18,360,604</b>	<b>18,362,880</b>	<b>18,362,880</b>	<b>18,362,880</b>
<b>Requirements</b>						
Finance & Management Svc	2,918,113	3,360,336	-	-	-	-
Citywide Services	-	-	7,868,113	6,425,058	6,425,058	6,425,058
<i>Operating Total</i>	<i>2,918,113</i>	<i>3,360,336</i>	<i>7,868,113</i>	<i>6,425,058</i>	<i>6,425,058</i>	<i>6,425,058</i>
Interfund Transfers	-	2,371,000	930,000	-	-	-
Unappropriated	16,276,603	14,548,851	9,562,491	11,937,822	11,937,822	11,937,822
<i>Non-Operating Total</i>	<i>16,276,603</i>	<i>16,919,851</i>	<i>10,492,491</i>	<i>11,937,822</i>	<i>11,937,822</i>	<i>11,937,822</i>
<b>Total Requirements</b>	<b>19,194,716</b>	<b>20,280,187</b>	<b>18,360,604</b>	<b>18,362,880</b>	<b>18,362,880</b>	<b>18,362,880</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved from Finance and Management Services to Citywide Services.

## Department Requirements

Equipment Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Division</b>						
Equipment Replacement	-	-	7,868,113	6,425,058	6,425,058	6,425,058
<b>Citywide Services Total</b>	<b>-</b>	<b>-</b>	<b>7,868,113</b>	<b>6,425,058</b>	<b>6,425,058</b>	<b>6,425,058</b>
<b>Requirements by Category</b>						
Materials & Services	-	-	600,000	750,000	750,000	750,000
Capital Outlay	-	-	7,268,113	5,675,058	5,675,058	5,675,058
<b>Citywide Services Total</b>	<b>-</b>	<b>-</b>	<b>7,868,113</b>	<b>6,425,058</b>	<b>6,425,058</b>	<b>6,425,058</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity previously shown in Finance and Management Services.

## Department Requirements by Type

Equipment Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Type</b>						
Materials	-	-	600,000	750,000	750,000	750,000
Capital Outlay	-	-	7,268,113	5,675,058	5,675,058	5,675,058
<b>Citywide Services Total</b>	<b>-</b>	<b>-</b>	<b>7,868,113</b>	<b>6,425,058</b>	<b>6,425,058</b>	<b>6,425,058</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Equipment Replacement  
Dept: Citywide Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Computer/Software/Maint	\$150,000 increase. Includes additional funding for anticipated Computer Replacement project and upcoming server replacement needs.
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#### Capital Outlay

Motor Vehicles	(\$1,639,405) decrease. Reflects anticipated purchases for the fiscal year.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.



## Line Item Detail by Department

Equipment Replacement Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>				
<b>Materials</b>				
502363 Computer/Software/Maintenance	600,000	750,000	750,000	750,000
<b>Total Materials</b>	<b>600,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>
<b>Capital Outlay</b>				
503008 Equipment	2,706,192	2,752,542	2,752,542	2,752,542
503010 Motor Vehicles	4,561,921	2,922,516	2,922,516	2,922,516
<b>Total Capital Outlay</b>	<b>7,268,113</b>	<b>5,675,058</b>	<b>5,675,058</b>	<b>5,675,058</b>
<b>Total Requirements</b>	<b>7,868,113</b>	<b>6,425,058</b>	<b>6,425,058</b>	<b>6,425,058</b>

# Equipment Replacement

## EQUIPMENT REPLACEMENT SCHEDULE FOR FY 2020/21

			Vehicles	Other Equipment	Computer Equipment	Total
Police Dept.	9	Patrol SUVs	481,790			
	2	SUV	88,854			
	1	ATV	20,158			
	3	Motorcycles	116,089			
		Police Equipment (various)			169,598	
	1	K-9 Police Dog			13,497	
		Mobile Data Computers			172,173	
						1,062,159
Fire Dept.		Mobile Data Computers			138,120	
		Fire Equipment (various)			42,441	
						180,561
Infrastructure Development		GPS Equipment			77,690	
						77,690
Parks Dept.	2	Pickup Truck	57,896			
		Security Camera			15,463	
	1	Trailer			9,000	
						82,359
Environmental Services Dept.	7	Pickup Trucks	281,785			
	1	Sedan	28,528			
	1	SUV	26,975			
	1	Bucket Truck	109,764			
	2	Dump Trucks	240,628			
	4	Van	181,082			
	1	Asphalt Roller			152,012	
		Environmental Services Equipment (various)			84,367	
						1,105,141
Fleet/Facilities	1	Compressor			8,700	
						8,700
Community Livability	1	Van	10,300			
						10,300
All Departments	1	Sedan	28,528			
						28,528
Information Technology		Servers			150,000	
						150,000
All Departments		Computer Replacement			600,000	
						600,000
						Total
						3,305,438

# Equipment Replacement

## EQUIPMENT REPLACEMENT SCHEDULE FOR FY 2020/21

		Vehicles	Other Equipment	Computer Equipment	Total
<b>Equipment Replacement Carryover from FY 2019-2020</b>					
Police Dept.	6	Patrol SUVs	339,787		
	1	Van	39,244		
	4	Sedans	145,101		
	4	SUV	276,198		
		Mobile Data Computers		293,757	
		Police Equipment (various)		36,230	
					1,130,317
Fire Dept.	1	Pickup Truck	36,690		
	1	Van	31,486		
	1	Air Compressor		43,472	
	10	Defibrillators		275,199	
	8	Chest Compression Systems		134,934	
	1	Hydraulic Rescue Tool		74,074	
	1	Air Storage System		34,462	
		Fire Equipment (various)		90,680	
					720,997
Building Dev.		Microfiche Workstation		17,110	
					17,110
Environmental Services Dept.	1	Pickup Truck	49,597		
	2	Sedan	66,014		
	1	Van	76,006		
	1	Front End Loader		221,377	
	1	Generator		132,168	
	2	Trailers		105,597	
	2	Backhoe		253,732	
	1	Dump Truck	190,016		
	1	Mower		5,969	
	1	Lift Truck		41,105	
		Environmental Services Equipment (various)		109,615	
					1,251,196
				<b>Total</b>	<b>3,119,620</b>
<b>Grand Total FY 2020-2021</b>		<b>\$ 2,922,516</b>	<b>\$ 2,752,542</b>	<b>\$ 750,000</b>	<b>\$ 6,425,058</b>

## Department Requirements

Equipment Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>						
<b><u>Requirements by Division</u></b>						
Equipment Replacement	1,242,408	2,914,706	-	-	-	-
Technology Replacement	163,226	207,775	-	-	-	-
Other Equipment	1,512,479	237,855	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>2,918,113</u></b>	<b><u>3,360,336</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	1,324,308	185,945	-	-	-	-
Capital Outlay	1,593,805	3,174,391	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>2,918,113</u></b>	<b><u>3,360,336</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Citywide Services Department.

## Department Requirements by Type

Equipment Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Finance &amp; Management Svc</b>						
<b>Requirements by Type</b>						
Materials	1,324,308	185,945	-	-	-	-
Capital Outlay	1,593,805	3,174,391	-	-	-	-
<b>Finance &amp; Management Svc Total</b>	<b>2,918,113</b>	<b>3,360,336</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Resources and Requirements by Fund

Workers' Comp & Liability Mgmt Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interest Income	31,933	-	-	-	-	-
Miscellaneous Income	2,890	48,125	224,400	161,000	161,000	161,000
Internal Payments	-	-	1,480,000	1,610,000	1,610,000	1,610,000
Interfund Transfers	-	-	2,600,000	-	-	-
Internal Service Charges	1,480,000	1,480,000	1,540,000	1,635,635	1,635,635	1,635,635
Beginning Balance	1,366,754	1,474,479	1,203,600	3,032,000	3,032,000	3,032,000
<b>Total Resources</b>	<b>2,881,577</b>	<b>3,002,604</b>	<b>7,048,000</b>	<b>6,438,635</b>	<b>6,438,635</b>	<b>6,438,635</b>
<b>Requirements</b>						
City Attorney's Office	1,407,098	1,375,979	4,552,845	4,554,670	4,554,670	4,554,670
<i>Operating Total</i>	<i>1,407,098</i>	<i>1,375,979</i>	<i>4,552,845</i>	<i>4,554,670</i>	<i>4,554,670</i>	<i>4,554,670</i>
Contingency	-	-	579,700	600,000	600,000	600,000
Unappropriated	1,474,479	1,626,625	1,915,455	1,283,965	1,283,965	1,283,965
<i>Non-Operating Total</i>	<i>1,474,479</i>	<i>1,626,625</i>	<i>2,495,155</i>	<i>1,883,965</i>	<i>1,883,965</i>	<i>1,883,965</i>
<b>Total Requirements</b>	<b>2,881,577</b>	<b>3,002,604</b>	<b>7,048,000</b>	<b>6,438,635</b>	<b>6,438,635</b>	<b>6,438,635</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is included in Internal Payments rather than Internal Service Charges and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, activity previously shown in the Liability Management Fund is included.

## Department Requirements

Workers' Comp & Liability Mgmt Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b>Requirements by Division</b>						
Workers' Compensation	-	-	2,737,749	2,548,735	2,548,735	2,548,735
Liability Management	1,407,098	1,375,979	1,815,096	2,005,935	2,005,935	2,005,935
<b>City Attorney's Office Total</b>	<b><u>1,407,098</u></b>	<b><u>1,375,979</u></b>	<b><u>4,552,845</u></b>	<b><u>4,554,670</u></b>	<b><u>4,554,670</u></b>	<b><u>4,554,670</u></b>
<b>Requirements by Category</b>						
Personnel Services	136,333	144,770	739,530	748,645	748,645	748,645
Materials & Services	1,270,765	1,231,209	3,813,315	3,806,025	3,806,025	3,806,025
<b>City Attorney's Office Total</b>	<b><u>1,407,098</u></b>	<b><u>1,375,979</u></b>	<b><u>4,552,845</u></b>	<b><u>4,554,670</u></b>	<b><u>4,554,670</u></b>	<b><u>4,554,670</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the Liability Management Fund.

## Department Requirements by Type

Workers' Comp & Liability Mgmt Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b>Requirements by Type</b>						
Personnel	93,506	101,815	554,304	559,378	559,378	559,378
Benefits	42,827	42,955	185,226	189,267	189,267	189,267
Professional & Technical Services	6,724	6,725	150,500	153,200	153,200	153,200
Other Services	854,965	905,124	13,275	13,575	13,575	13,575
Materials	-	-	5,000	5,000	5,000	5,000
City Grants & Contributions	-	-	750	750	750	750
Insurance	-	-	3,643,790	3,633,500	3,633,500	3,633,500
Other Operating	409,076	319,360	-	-	-	-
<b>City Attorney's Office Total</b>	<b>1,407,098</b>	<b>1,375,979</b>	<b>4,552,845</b>	<b>4,554,670</b>	<b>4,554,670</b>	<b>4,554,670</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.



## Expenditure Information by Fund & Department

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Fund: Workers' Compensation and Liability Management  
Dept: City Attorney's Office

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Claims Paid (\$174,800) decrease. Reflects actuarial claims cost estimates.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

<b>Workers' Comp &amp; Liability Mgmt Fund City Attorney's Office</b>	<b>2019/20 Adopted Budget</b>	<b>2020/21 City Manager Proposed</b>	<b>2020/21 Budget Committee Approved</b>	<b>2020/21 City Council Adopted</b>
<b>Personnel</b>				
501001 Wages/Salaries	203,154	208,378	208,378	208,378
501030 Premium Pay	900	750	750	750
501066 Other Leave	350,250	350,250	350,250	350,250
<b>Total Personnel</b>	<b>554,304</b>	<b>559,378</b>	<b>559,378</b>	<b>559,378</b>
<b>Benefits</b>				
501101 FICA	42,434	42,828	42,828	42,828
501102 Tri-Met Tax	4,263	4,357	4,357	4,357
501110 PERS - Employer	56,385	57,016	57,016	57,016
501111 PERS - IAP Pickup	33,259	33,563	33,563	33,563
501112 PERS - Bond	6,672	7,696	7,696	7,696
501120 Health Insurance	33,180	33,828	33,828	33,828
501121 Dental Insurance	3,045	3,045	3,045	3,045
501122 Workers' Compensation	2,142	3,012	3,012	3,012
501130 Other Benefits	3,846	3,922	3,922	3,922
<b>Total Benefits</b>	<b>185,226</b>	<b>189,267</b>	<b>189,267</b>	<b>189,267</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	100,500	103,200	103,200	103,200
502008 Med & Psych	50,000	50,000	50,000	50,000
<b>Total Prof &amp; Tech Services</b>	<b>150,500</b>	<b>153,200</b>	<b>153,200</b>	<b>153,200</b>
<b>Other Services</b>				
502212 Dues & Memberships	725	725	725	725
502214 Training & Education	11,250	11,250	11,250	11,250
502215 Travel Expenses	1,000	1,600	1,600	1,600
502216 Meals	300	-	-	-
<b>Total Other Services</b>	<b>13,275</b>	<b>13,575</b>	<b>13,575</b>	<b>13,575</b>
<b>Materials</b>				
502324 First Aid & Safety	1,500	1,500	1,500	1,500
502326 PPE & Uniforms	2,000	2,000	2,000	2,000
502363 Computer/Software/Maintenance	1,500	1,500	1,500	1,500
<b>Total Materials</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	750	750	750	750
<b>Total City Grant &amp; Contrib</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>

## Line Item Detail by Department

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Workers' Comp & Liability Mgmt Fund City Attorney's Office	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Insurance</b>				
502510 Claims Paid	1,840,800	1,666,000	1,666,000	1,666,000
502515 Claims Outstanding	526,000	526,000	526,000	526,000
502520 Fees & Premiums	1,276,990	1,441,500	1,441,500	1,441,500
<b>Total Insurance</b>	<u>3,643,790</u>	<u>3,633,500</u>	<u>3,633,500</u>	<u>3,633,500</u>
<b>Total Requirements</b>	<u>4,552,845</u>	<u>4,554,670</u>	<u>4,554,670</u>	<u>4,554,670</u>

## Resources and Requirements by Fund

COG Health & Dental Plans Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interest Income	57,556	-	-	-	-	-
Miscellaneous Income	970,090	1,627,658	1,469,000	3,287,800	3,287,800	3,287,800
Internal Payments	-	-	10,359,000	10,784,000	10,784,000	10,784,000
Interfund Transfers	-	-	900,000	-	-	-
Internal Service Charges	6,921,443	7,298,168	-	-	-	-
Beginning Balance	1,114,065	3,558,647	4,400,000	5,470,000	5,470,000	5,470,000
<b>Total Resources</b>	<b><u>9,063,154</u></b>	<b><u>12,484,473</u></b>	<b><u>17,128,000</u></b>	<b><u>19,541,800</u></b>	<b><u>19,541,800</u></b>	<b><u>19,541,800</u></b>
<b>Requirements</b>						
Citywide Services	5,398,507	8,467,723	12,991,000	14,749,000	14,749,000	14,749,000
<i>Operating Total</i>	<u>5,398,507</u>	<u>8,467,723</u>	<u>12,991,000</u>	<u>14,749,000</u>	<u>14,749,000</u>	<u>14,749,000</u>
Interfund Transfers	106,000	112,600	139,200	146,800	146,800	146,800
Contingency	-	-	1,970,000	2,235,000	2,235,000	2,235,000
Unappropriated	3,558,647	3,904,150	2,027,800	2,411,000	2,411,000	2,411,000
<i>Non-Operating Total</i>	<u>3,664,647</u>	<u>4,016,750</u>	<u>4,137,000</u>	<u>4,792,800</u>	<u>4,792,800</u>	<u>4,792,800</u>
<b>Total Requirements</b>	<b><u>9,063,154</u></b>	<b><u>12,484,473</u></b>	<b><u>17,128,000</u></b>	<b><u>19,541,800</u></b>	<b><u>19,541,800</u></b>	<b><u>19,541,800</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, some revenue is shown as Internal Payments rather than Internal Service Charges, and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** Prior to fiscal year 2019/20, some activity was included separately in the COG Dental Plan Fund.

## Department Requirements

COG Health & Dental Plans Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Division</b>						
COG Health Plans	5,398,507	8,467,723	12,006,000	13,713,000	13,713,000	13,713,000
COG Dental Plan	-	-	985,000	1,036,000	1,036,000	1,036,000
<b>Citywide Services Total</b>	<b><u>5,398,507</u></b>	<b><u>8,467,723</u></b>	<b><u>12,991,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>
<b>Requirements by Category</b>						
Materials & Services	5,398,507	8,467,723	12,991,000	14,749,000	14,749,000	14,749,000
<b>Citywide Services Total</b>	<b><u>5,398,507</u></b>	<b><u>8,467,723</u></b>	<b><u>12,991,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, information includes activity that was previously shown separately in the COG Dental Plan Fund.

## Department Requirements by Type

COG Health & Dental Plans Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	258,259	225,598	474,000	431,000	431,000	431,000
Other Services	431,041	462,941	-	-	-	-
Insurance	-	-	12,517,000	14,318,000	14,318,000	14,318,000
Other Operating	4,709,207	7,779,184	-	-	-	-
<b>Citywide Services Total</b>	<b><u>5,398,507</u></b>	<b><u>8,467,723</u></b>	<b><u>12,991,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>	<b><u>14,749,000</u></b>

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## Expenditure Information by Fund & Department

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Fund: COG Health and Dental Plans  
Dept: Citywide Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Contracted Services	(\$43,000) decrease. Reflects decreases based on plan requirements, demographics, and anticipated administrator costs.
Claims Paid	\$1,427,000 increase. Reflects anticipated increase for health and dental insurance claims paid and prior year claims based on actuarial analysis and budgeted demographics.
Fees and Premiums	\$374,000 increase. Reflects anticipated increase for health and dental insurance premiums based on actuarial analysis and budgeted demographics.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

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COG Health & Dental Plans Fund Citywide Services	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	474,000	431,000	431,000	431,000
<b>Total Prof &amp; Tech Services</b>	<b>474,000</b>	<b>431,000</b>	<b>431,000</b>	<b>431,000</b>
<b>Insurance</b>				
502510 Claims Paid	11,862,000	13,289,000	13,289,000	13,289,000
502520 Fees & Premiums	655,000	1,029,000	1,029,000	1,029,000
<b>Total Insurance</b>	<b>12,517,000</b>	<b>14,318,000</b>	<b>14,318,000</b>	<b>14,318,000</b>
<b>Total Requirements</b>	<b>12,991,000</b>	<b>14,749,000</b>	<b>14,749,000</b>	<b>14,749,000</b>



## Resources and Requirements by Fund

Workers' Compensation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interest Income	86,350	-	-	-	-	-
Miscellaneous Income	75,353	192,299	-	-	-	-
Internal Service Charges	1,410,000	1,410,000	-	-	-	-
Beginning Balance	2,273,138	2,263,011	2,600,000	-	-	-
<b>Total Resources</b>	<b>3,844,841</b>	<b>3,865,310</b>	<b>2,600,000</b>	-	-	-
<b>Requirements</b>						
City Attorney's Office	1,581,830	1,898,807	-	-	-	-
<i>Operating Total</i>	<i>1,581,830</i>	<i>1,898,807</i>	-	-	-	-
Interfund Transfers	-	-	2,600,000	-	-	-
Unappropriated	2,263,011	1,966,503	-	-	-	-
<i>Non-Operating Total</i>	<i>2,263,011</i>	<i>1,966,503</i>	<i>2,600,000</i>	-	-	-
<b>Total Requirements</b>	<b>3,844,841</b>	<b>3,865,310</b>	<b>2,600,000</b>	-	-	-

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Workers' Comp and Liability Management Fund.

## Department Requirements

Workers' Compensation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b><u>Requirements by Division</u></b>						
Workers' Comp Management	1,581,830	1,898,807	-	-	-	-
<b>City Attorney's Office Total</b>	<b><u>1,581,830</u></b>	<b><u>1,898,807</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	380,417	509,787	-	-	-	-
Materials & Services	1,191,392	1,389,020	-	-	-	-
Capital Outlay	10,021	-	-	-	-	-
<b>City Attorney's Office Total</b>	<b><u>1,581,830</u></b>	<b><u>1,898,807</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Workers' Comp and Liability Management Fund.

## Department Requirements by Type

Workers' Compensation Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>City Attorney's Office</b>						
<b>Requirements by Type</b>						
Personnel	249,348	348,022	-	-	-	-
Benefits	131,069	161,765	-	-	-	-
Professional & Technical Services	95,055	83,885	-	-	-	-
Other Services	204,984	167,853	-	-	-	-
Materials	3,348	5,505	-	-	-	-
Other Operating	888,005	1,131,777	-	-	-	-
Capital Outlay	10,021	-	-	-	-	-
<b>City Attorney's Office Total</b>	<b>1,581,830</b>	<b>1,898,807</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Resources and Requirements by Fund

Information & Technology Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	2,078	-	-	-	-
Charges for Services	19,222	22,141	-	-	-	-
Interest Income	28,977	-	-	-	-	-
Miscellaneous Income	9,733	33,342	-	-	-	-
Internal Service Charges	4,709,015	4,905,538	-	-	-	-
Beginning Balance	1,704,365	1,634,609	900,000	-	-	-
<b>Total Resources</b>	<b>6,471,312</b>	<b>6,597,708</b>	<b>900,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Information Technology	4,386,703	4,946,060	-	-	-	-
<i>Operating Total</i>	<i>4,386,703</i>	<i>4,946,060</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Interfund Transfers	450,000	401,000	900,000	-	-	-
Unappropriated	1,634,609	1,250,648	-	-	-	-
<i>Non-Operating Total</i>	<i>2,084,609</i>	<i>1,651,648</i>	<i>900,000</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Requirements</b>	<b>6,471,312</b>	<b>6,597,708</b>	<b>900,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Administrative Services Fund. An appropriation to transfer any fund balance is included so the fund can be closed.

## Department Requirements

Information & Technology Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Information Technology</b>						
<b>Requirements by Division</b>						
Information Tech Services	3,136,153	3,493,919	-	-	-	-
Mapping & GIS Services	754,232	761,143	-	-	-	-
Information & Innovation	392,267	560,416	-	-	-	-
Information Tech Support Services	104,051	130,582	-	-	-	-
<b>Information Technology Total</b>	<b>4,386,703</b>	<b>4,946,060</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements by Category</b>						
Personnel Services	2,975,514	3,168,197	-	-	-	-
Materials & Services	1,375,907	1,777,863	-	-	-	-
Capital Outlay	35,282	-	-	-	-	-
<b>Information Technology Total</b>	<b>4,386,703</b>	<b>4,946,060</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Administrative Services Fund.

## Department Requirements by Type

Information Technology Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Information Technology</b>						
<b>Requirements by Type</b>						
Personnel	1,976,834	2,117,137	-	-	-	-
Benefits	998,680	1,051,060	-	-	-	-
Professional & Technical Services	262,443	353,897	-	-	-	-
Property Services	145,734	188,081	-	-	-	-
Other Services	49,300	74,859	-	-	-	-
Materials	907,621	1,129,298	-	-	-	-
Internal Service Charges	10,809	31,728	-	-	-	-
Capital Outlay	35,282	-	-	-	-	-
<b>Information Technology Total</b>	<b>4,386,703</b>	<b>4,946,060</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Resources and Requirements by Fund

Dental Insurance Benefits Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interest Income	9,658	-	-	-	-	-
Miscellaneous Income	50,604	67,936	-	-	-	-
Internal Service Charges	722,442	713,873	-	-	-	-
Beginning Balance	434,867	575,096	1,600,000	-	-	-
<b>Total Resources</b>	<b>1,217,571</b>	<b>1,356,905</b>	<b>1,600,000</b>	-	-	-
<b>Requirements</b>						
Citywide Services	630,475	578,021	-	-	-	-
<i>Operating Total</i>	<i>630,475</i>	<i>578,021</i>	-	-	-	-
Interfund Transfers	12,000	12,500	1,600,000	-	-	-
Unappropriated	575,096	766,384	-	-	-	-
<i>Non-Operating Total</i>	<i>587,096</i>	<i>778,884</i>	<i>1,600,000</i>	-	-	-
<b>Total Requirements</b>	<b>1,217,571</b>	<b>1,356,905</b>	<b>1,600,000</b>	-	-	-

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the COG Health and Dental Plans Fund.

## Department Requirements

Dental Insurance Benefits Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Division</b>						
COG Dental Plan	630,475	578,021	-	-	-	-
<b>Citywide Services Total</b>	<b>630,475</b>	<b>578,021</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements by Category</b>						
Materials & Services	630,475	578,021	-	-	-	-
<b>Citywide Services Total</b>	<b>630,475</b>	<b>578,021</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the COG Health and Dental Plans Fund.



## Department Requirements by Type

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Dental Insurance Benefits Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	35,834	36,356	-	-	-	-
Other Operating	594,641	541,665	-	-	-	-
<b>Citywide Services Total</b>	<b>630,475</b>	<b>578,021</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Resources and Requirements by Fund

Utility Financial Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	108,804	126,589	-	-	-	-
Interest Income	8,590	15,765	-	-	-	-
Miscellaneous Income	288,223	266,394	-	-	-	-
Internal Service Charges	2,276,621	1,900,769	-	-	-	-
Beginning Balance	218,197	303,014	-	-	-	-
<b>Total Resources</b>	<b>2,900,435</b>	<b>2,612,531</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Finance & Management Svc	2,597,421	2,612,531	-	-	-	-
<i>Operating Total</i>	<i>2,597,421</i>	<i>2,612,531</i>	-	-	-	-
Unappropriated	303,014	-	-	-	-	-
<i>Non-Operating Total</i>	<i>303,014</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Requirements</b>	<b>2,900,435</b>	<b>2,612,531</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Administrative Services Fund.

## Department Requirements

Utility Financial Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Financial &amp; Management Svc</b>						
<b><u>Requirements by Division</u></b>						
City RecvbIs-Billing Sys	1,504,865	1,417,665	-	-	-	-
Titles, Liens and Collect	166,134	169,422	-	-	-	-
Utility Accounting	348,472	439,688	-	-	-	-
Support Services	577,950	585,756	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>2,597,421</u></b>	<b><u>2,612,531</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	1,616,269	1,640,916	-	-	-	-
Materials & Services	981,152	971,615	-	-	-	-
<b>Financial &amp; Management Svc Total</b>	<b><u>2,597,421</u></b>	<b><u>2,612,531</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

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**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Administrative Services Fund.

## Department Requirements by Type

Utility Financial Services Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Finance &amp; Management Svc</b>						
<b>Requirements by Type</b>						
Personnel	1,005,716	1,040,030	-	-	-	-
Benefits	610,553	600,886	-	-	-	-
Professional & Technical Services	231,549	218,676	-	-	-	-
Property Services	10,194	12,064	-	-	-	-
Other Services	73,067	70,009	-	-	-	-
Materials	149,507	140,555	-	-	-	-
Internal Service Charges	516,835	530,311	-	-	-	-
<b>Finance &amp; Management Svc Total</b>	<b><u>2,597,421</u></b>	<b><u>2,612,531</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

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## Special Revenue & Non-Operating Funds Overview

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### Special Revenue Funds & Non-Operating Funds - Revenues and Expenditures

Special revenue funds account for revenues that are legally restricted to expenditures for specific purposes. Non-operating funds account for the proceeds of a specific revenue source, but do not appropriate expenditures for operating costs. The debt service funds are non-operating funds.

### Special Revenue Funds

- *Solid Waste/Recycling Fund* – Beginning in fiscal year 2019/20, the Solid Waste/Recycling Program will be tracked in a separate fund. This program is funded by dedicated revenue including charges for services, transfers and intergovernmental revenue.
- *Designated Purpose Fund* – Accounts for monies donated to the City to support specific activities. Some grant funded expenditures are budgeted in this fund. Resources include intergovernmental revenue, and donations from businesses and individuals.
- *System Development Charges Fund* – Accounts for revenue from system development charges earmarked for specific capital expansion projects. System development charges (SDCs) are charged to new land developments for capacity impacts that will be addressed by the Water Construction Fund, Stormwater Construction Fund, Wastewater Construction Fund, Parks Capital Fund and Transportation Construction Fund. Each type of activity has a specific SDC charge. They can also include authority to provide SDC Credits to support development. The revenue remains in separate accounts in the System Development Charges Fund until appropriate expenditures are made. SDC funded projects are identified in advance.
- *Dedicated Revenue Fund* – The fund is used for programs that rely on dedicated revenue sources. Prior to fiscal year 2019/20, this fund included the CDBG and HOME programs and the Solid Waste/Recycling Program. As of fiscal year 2019/20, this fund has been renamed to the CDBG and HOME fund, and Solid Waste and Recycling has been moved to a new fund.
- *Grants Fund* – Prior to fiscal year 2019/20, this fund was used to account for federal, state and local grants. As of fiscal year 2019/20, this fund will be closed and is included here for historical purposes.

### Debt Service Funds

The debt service funds account for the revenues applied to payment of principal and interest on long-term debt, accounted for in the following debt service funds:

- *General Government Debt Fund* – This fund accounts for debt service payments on obligations of governmental funds. Requirements consist of debt service payments. Fiscal year 2018/19 included the reissuance of a line of credit. A potential conversion of the line of credit to a long-term financing mechanism is likely to take place in fiscal year 2020/21. The projects currently being financed are primarily related to the Local Street Reconstruction Program. A repayment of this line of credit will take place in fiscal year 2020/21 and future years.
- *Pension Bond Debt Service Fund* – This fund accounts for debt service on Pension Bonds issued as a means of reducing the unfunded actuarial liability with the Oregon Public Employees Retirement System.

## Special Revenue & Non-Operating Funds Overview

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- *City Backed Urban Renewal Debt Service Fund* – This fund was created to account for debt service on interim funding loaned to the Rockwood/West Gresham Urban Renewal Area. The resources are payments from the Rockwood/West Gresham Urban Renewal District. The Gresham Redevelopment Commission is now issuing its own debt directly, instead of relying on the City of Gresham to issue debt on behalf of the Commission.
- *Water Debt Service Fund* – This fund accounts for reserves and the payment of principal and interest. Transfers from the Water Fund provide revenue for this fund. Requirements consist of debt service payments.
- *Stormwater Debt Service Fund* – This fund accounts for reserves and the payment of principal and interest. Transfers from the Stormwater Fund provide revenue for this fund. Requirements consist of debt service payments.
- *Wastewater Debt Service Fund* – This fund accounts for reserves and the payment of principal and interest. Transfers from the Wastewater Fund provide revenue for this fund. Requirements consist of debt service payments. Fiscal year 2019/20 includes repayment of the City's line of credit for work associated with the East Basin Trunk upgrade.
- *City Facility Debt Service Fund* – This fund reflects the debt service payments related to the roof of the Public Safety Building and a fiscal year 2018/19 property acquisition.

## Resources and Requirements by Fund

Solid Waste & Recycling Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	-	196,700	200,225	200,225	200,225
Charges for Services	-	-	712,000	748,000	748,000	748,000
Miscellaneous Income	-	-	-	10,000	10,000	10,000
Interfund Transfers	-	-	655,249	105,249	105,249	105,249
Beginning Balance	-	-	-	505,711	505,711	505,711
<b>Total Resources</b>	<b>-</b>	<b>-</b>	<b>1,563,949</b>	<b>1,569,185</b>	<b>1,569,185</b>	<b>1,569,185</b>
<b>Requirements</b>						
Environmental Services	-	-	1,056,459	1,084,664	1,084,664	1,084,664
<i>Operating Total</i>	-	-	1,056,459	1,084,664	1,084,664	1,084,664
Interfund Transfers	-	-	16,076	13,200	13,200	13,200
Contingency	-	-	106,000	130,000	130,000	130,000
Unappropriated	-	-	385,414	341,321	341,321	341,321
<i>Non-Operating Total</i>	-	-	507,490	484,521	484,521	484,521
<b>Total Requirements</b>	<b>-</b>	<b>-</b>	<b>1,563,949</b>	<b>1,569,185</b>	<b>1,569,185</b>	<b>1,569,185</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Prior to fiscal year 2019/20, this function was shown in the Dedicated Revenue Fund, which has since been renamed the CDBG/HOME Fund.

## Department Requirements

Solid Waste & Recycling Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Solid Waste	-	-	839,343	864,836	864,836	864,836
Solid Waste Support Services	-	-	217,116	219,828	219,828	219,828
<b>Environmental Services Total</b>	<b>-</b>	<b>-</b>	<b>1,056,459</b>	<b>1,084,664</b>	<b>1,084,664</b>	<b>1,084,664</b>
<b>Requirements by Category</b>						
Personnel Services	-	-	743,593	769,086	769,086	769,086
Materials & Services	-	-	312,866	315,578	315,578	315,578
<b>Environmental Services Total</b>	<b>-</b>	<b>-</b>	<b>1,056,459</b>	<b>1,084,664</b>	<b>1,084,664</b>	<b>1,084,664</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function was shown in the Dedicated Revenue Fund, which has since been renamed the CDBG/HOME Fund.



## Department Requirements by Type

Solid Waste & Recycling Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Personnel	-	-	473,787	487,821	487,821	487,821
Benefits	-	-	269,806	281,265	281,265	281,265
Professional & Technical Services	-	-	37,000	37,000	37,000	37,000
Property Services	-	-	2,500	2,500	2,500	2,500
Other Services	-	-	34,250	40,250	40,250	40,250
Materials	-	-	13,750	7,750	7,750	7,750
City Grants & Contributions	-	-	8,250	8,250	8,250	8,250
Internal Service Charges	-	-	217,116	219,828	219,828	219,828
<b>Environmental Services Total</b>	<b>-</b>	<b>-</b>	<b>1,056,459</b>	<b>1,084,664</b>	<b>1,084,664</b>	<b>1,084,664</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Solid Waste & Recycling  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Promotion	\$5,750 increase. Additional public education and outreach.
Minor Equipment and Tools	(\$2,800) decrease. Reduced need for event collection equipment.
Computer/Software/Maint	(\$3,000) decrease. Reduced due to the elimination of a software subscription.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Solid Waste & Recycling Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	447,587	461,621	461,621	461,621
501006 Temporary & Seasonal	25,000	25,000	25,000	25,000
501010 Overtime	800	800	800	800
501030 Premium Pay	400	400	400	400
<b>Total Personnel</b>	<b>473,787</b>	<b>487,821</b>	<b>487,821</b>	<b>487,821</b>
<b>Benefits</b>				
501101 FICA	35,690	36,588	36,588	36,588
501102 Tri-Met Tax	3,643	3,800	3,800	3,800
501110 PERS - Employer	56,108	57,666	57,666	57,666
501111 PERS - IAP Pickup	26,927	27,769	27,769	27,769
501112 PERS - Bond	14,675	17,032	17,032	17,032
501120 Health Insurance	107,460	111,588	111,588	111,588
501121 Dental Insurance	10,786	10,786	10,786	10,786
501122 Workers' Compensation	4,749	6,045	6,045	6,045
501130 Other Benefits	9,768	9,991	9,991	9,991
<b>Total Benefits</b>	<b>269,806</b>	<b>281,265</b>	<b>281,265</b>	<b>281,265</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	37,000	37,000	37,000	37,000
<b>Total Prof &amp; Tech Services</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	1,000	1,000	1,000	1,000
502140 Rent/Lease	1,500	1,500	1,500	1,500
<b>Total Property Services</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Other Services</b>				
502204 Printing	16,000	16,250	16,250	16,250
502208 Promotion	7,850	13,600	13,600	13,600
502212 Dues & Memberships	500	500	500	500
502214 Training & Education	7,200	8,700	8,700	8,700
502215 Travel Expenses	200	200	200	200
502216 Meals	2,500	1,000	1,000	1,000
<b>Total Other Services</b>	<b>34,250</b>	<b>40,250</b>	<b>40,250</b>	<b>40,250</b>
<b>Materials</b>				
502301 Office Supplies	300	300	300	300
502314 Minor Equipment & Tools	4,500	1,700	1,700	1,700
502360 Books & Publications	200	-	-	-
502361 Postage & Delivery	1,000	1,000	1,000	1,000

## Line Item Detail by Department

	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Solid Waste &amp; Recycling Fund</b>				
<b>Environmental Services</b>				
502363 Computer/Software/Maintenance	7,750	4,750	4,750	4,750
<b>Total Materials</b>	<b>13,750</b>	<b>7,750</b>	<b>7,750</b>	<b>7,750</b>
<b>City Grant &amp; Contrib</b>				
502410 Contributions/City Match	8,250	8,250	8,250	8,250
<b>Total City Grant &amp; Contrib</b>	<b>8,250</b>	<b>8,250</b>	<b>8,250</b>	<b>8,250</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	28,222	29,418	29,418	29,418
502906 ISC - Vehicle Maint & Fuel	4,298	3,645	3,645	3,645
502910 ISC - Legal	9,815	7,528	7,528	7,528
502916 ISC - City Administration	15,412	18,262	18,262	18,262
502918 ISC - Financial Services	18,506	17,444	17,444	17,444
502922 ISC - Information Services	69,662	72,759	72,759	72,759
502924 ISC - Citywide Services	23,734	23,176	23,176	23,176
502926 ISC - General Support Services	3,208	3,168	3,168	3,168
502928 ISC - Community Livability	11,554	13,747	13,747	13,747
502930 ISC - Liability Management	8,524	9,581	9,581	9,581
502932 ISC - Community Development	8,137	9,177	9,177	9,177
502934 ISC - Economic Development	7,465	7,155	7,155	7,155
502950 ISC - Equipment Replacement	4,931	802	802	802
502952 ISC - Computer Replacement	3,648	3,966	3,966	3,966
<b>Total Internal Svc Chrg</b>	<b>217,116</b>	<b>219,828</b>	<b>219,828</b>	<b>219,828</b>
<b>Total Requirements</b>	<b>1,056,459</b>	<b>1,084,664</b>	<b>1,084,664</b>	<b>1,084,664</b>

## Resources and Requirements by Fund

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	624,702	497,473	2,454,180	12,151,474	12,151,474	12,151,474
Charges for Services	121,812	57,709	276,000	321,100	321,100	321,100
Interest Income	25,684	-	-	-	-	-
Miscellaneous Income	1,522,394	1,297,571	1,428,025	2,440,000	2,440,000	2,440,000
Interfund Transfers	1,979,467	2,079,302	1,298,000	848,000	848,000	848,000
Beginning Balance	1,338,967	2,729,532	3,161,845	4,863,807	4,863,807	4,863,807
<b>Total Resources</b>	<b>5,613,026</b>	<b>6,661,587</b>	<b>8,618,050</b>	<b>20,624,381</b>	<b>20,624,381</b>	<b>20,624,381</b>
<b>Requirements</b>						
Office of Governance & Mgmt	96,806	41,982	60,450	62,800	62,800	62,800
Citywide Services	391,273	22,336	33,100	78,300	78,300	78,300
Police	1,389,899	1,306,521	2,377,052	1,824,109	1,824,109	1,824,109
Fire & Emergency Services	734,841	633,997	943,504	623,626	623,626	623,626
Urban Design & Planning	16,948	-	183,950	245,150	245,150	245,150
Community Development	13,348	27,678	205,000	10,446,000	10,446,000	10,446,000
Economic Development	86,351	2,000	3,385,000	5,700,000	5,700,000	5,700,000
Community Livability	-	579,204	744,800	769,400	769,400	769,400
Parks	30,022	29,094	100,000	100,000	100,000	100,000
Environmental Services	124,006	189,266	250,000	290,000	290,000	290,000
<i>Operating Total</i>	<i>2,883,494</i>	<i>2,832,078</i>	<i>8,282,856</i>	<i>20,139,385</i>	<i>20,139,385</i>	<i>20,139,385</i>
Interfund Transfers	-	-	-	100,000	100,000	100,000
Unappropriated	2,729,532	3,829,509	335,194	384,996	384,996	384,996
<i>Non-Operating Total</i>	<i>2,729,532</i>	<i>3,829,509</i>	<i>335,194</i>	<i>484,996</i>	<i>484,996</i>	<i>484,996</i>
<b>Total Requirements</b>	<b>5,613,026</b>	<b>6,661,587</b>	<b>8,618,050</b>	<b>20,624,381</b>	<b>20,624,381</b>	<b>20,624,381</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income. Other minor recategorizations also occurred.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>						
<b><u>Requirements by Division</u></b>						
Gresham Art Committee	1,304	1,671	7,000	7,000	7,000	7,000
Gresham's Centennial	-	-	2,450	2,600	2,600	2,600
Community Events	55,638	-	-	-	-	-
Metro Mayor's Consortium	39,864	40,311	51,000	53,200	53,200	53,200
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>96,806</u></b>	<b><u>41,982</u></b>	<b><u>60,450</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	96,806	41,982	60,450	62,800	62,800	62,800
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>96,806</u></b>	<b><u>41,982</u></b>	<b><u>60,450</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>						
<b><u>Requirements by Type</u></b>						
Professional & Technical Services	82,929	37,371	43,000	45,000	45,000	45,000
Property Services	1,185	-	-	-	-	-
Other Services	12,574	4,296	11,725	11,925	11,925	11,925
Materials	118	315	875	875	875	875
City Grants & Contributions	-	-	4,850	5,000	5,000	5,000
<b>Office of Governance &amp; Mgmt Total</b>	<b><u>96,806</u></b>	<b><u>41,982</u></b>	<b><u>60,450</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>	<b><u>62,800</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Office of Governance and Management

### FY 2020/21 BUDGET HIGHLIGHTS

No significant operating changes in the Designated Purpose Fund, Office of Governance and Management Department.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.



## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Office of Governance &amp; Mgmt</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	43,000	45,000	45,000	45,000
<b>Total Prof &amp; Tech Services</b>	<b>43,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Other Services</b>				
502204 Printing	600	600	600	600
502208 Promotion	125	125	125	125
502216 Meals	11,000	11,200	11,200	11,200
<b>Total Other Services</b>	<b>11,725</b>	<b>11,925</b>	<b>11,925</b>	<b>11,925</b>
<b>Materials</b>				
502301 Office Supplies	500	500	500	500
502314 Minor Equipment & Tools	300	300	300	300
502361 Postage & Delivery	75	75	75	75
<b>Total Materials</b>	<b>875</b>	<b>875</b>	<b>875</b>	<b>875</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	2,400	2,400	2,400	2,400
502410 Contributions/City Match	2,450	2,600	2,600	2,600
<b>Total City Grant &amp; Contrib</b>	<b>4,850</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Requirements</b>	<b>60,450</b>	<b>62,800</b>	<b>62,800</b>	<b>62,800</b>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b><u>Requirements by Division</u></b>						
Deferred Compensation Admin	21,672	22,336	33,100	78,300	78,300	78,300
Community Livability	369,492	-	-	-	-	-
Community Enhancement	109	-	-	-	-	-
<b>Citywide Services Total</b>	<b><u>391,273</u></b>	<b><u>22,336</u></b>	<b><u>33,100</u></b>	<b><u>78,300</u></b>	<b><u>78,300</u></b>	<b><u>78,300</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	98,077	-	-	-	-	-
Materials & Services	293,196	22,336	33,100	78,300	78,300	78,300
<b>Citywide Services Total</b>	<b><u>391,273</u></b>	<b><u>22,336</u></b>	<b><u>33,100</u></b>	<b><u>78,300</u></b>	<b><u>78,300</u></b>	<b><u>78,300</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>						
<b>Requirements by Type</b>						
Personnel	62,184	-	-	-	-	-
Benefits	35,893	-	-	-	-	-
Professional & Technical Services	257,358	19,500	22,500	67,500	67,500	67,500
Property Services	-	-	-	-	-	-
Other Services	16,515	2,836	10,300	10,500	10,500	10,500
Materials	3,922	-	300	300	300	300
Internal Service Charges	15,401	-	-	-	-	-
<b>Citywide Services Total</b>	<b>391,273</b>	<b>22,336</b>	<b>33,100</b>	<b>78,300</b>	<b>78,300</b>	<b>78,300</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Citywide Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Contracted Services	\$45,000 increase. Reflects one-time Request for Proposal costs for Deferred Compensation record keeper; costs are reimbursed by the plan.
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**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Citywide Services</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	22,500	67,500	67,500	67,500
<b>Total Prof &amp; Tech Services</b>	<b>22,500</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>
<b>Other Services</b>				
502212 Dues & Memberships	600	600	600	600
502214 Training & Education	6,000	6,100	6,100	6,100
502215 Travel Expenses	3,600	3,800	3,800	3,800
502216 Meals	100	-	-	-
<b>Total Other Services</b>	<b>10,300</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>Materials</b>				
502361 Postage & Delivery	300	300	300	300
<b>Total Materials</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total Requirements</b>	<b>33,100</b>	<b>78,300</b>	<b>78,300</b>	<b>78,300</b>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Division</b>						
Police Foundation	38,712	7,714	60,600	59,500	59,500	59,500
Justice & Mental Health Grant	-	132,135	190,000	60,000	60,000	60,000
Body Worn Cameras Grant	-	-	330,000	-	-	-
K-9 Program	2,000	-	54,100	57,600	57,600	57,600
Police Special investigations	-	-	1,000	10,972	10,972	10,972
Education Programs	175	344	3,900	4,500	4,500	4,500
Fed/State Asset Seizure	267,442	41,192	300,670	474,000	474,000	474,000
State Homeland Security	-	-	50,000	75,000	75,000	75,000
JAG Grants	9,670	27,638	206,950	250,000	250,000	250,000
EMGET Grants	502,536	537,642	681,030	713,582	713,582	713,582
COPS Grants	569,364	559,856	498,802	118,955	118,955	118,955
<b>Police Total</b>	<b><u>1,389,899</u></b>	<b><u>1,306,521</u></b>	<b><u>2,377,052</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>
<b>Requirements by Category</b>						
Personnel Services	1,063,634	1,093,809	1,201,702	826,709	826,709	826,709
Materials & Services	200,091	201,724	933,118	537,400	537,400	537,400
Capital Outlay	126,174	10,988	242,232	460,000	460,000	460,000
<b>Police Total</b>	<b><u>1,389,899</u></b>	<b><u>1,306,521</u></b>	<b><u>2,377,052</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>

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**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>						
<b>Requirements by Type</b>						
Personnel	721,967	747,570	762,775	543,256	543,256	543,256
Benefits	341,667	346,239	438,927	283,453	283,453	283,453
Professional & Technical Services	80,967	156,491	568,200	95,800	95,800	95,800
Property Services	985	1,543	-	-	-	-
Other Services	5,398	10,885	31,150	62,000	62,000	62,000
Materials	112,741	32,805	318,768	374,600	374,600	374,600
City Grants & Contributions	-	-	15,000	5,000	5,000	5,000
Capital Outlay	126,174	10,988	242,232	460,000	460,000	460,000
<b>Police Total</b>	<b><u>1,389,899</u></b>	<b><u>1,306,521</u></b>	<b><u>2,377,052</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>	<b><u>1,824,109</u></b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose

Dept: Police

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$210,152) decrease. Reflects closure of 2015 and 2016 COPS Grants.
Overtime	(\$14,829) decrease. Reflects closure of 2015 and 2016 Justice Assistance Grants.
Premium Pay	\$5,462 increase. Based on anticipated expenditures.

#### Materials and Services

Contracted Services	(\$482,200) decrease. Reflects closure of the 2017 Justice and Mental Health Collaboration Program Grant.
Invest Res/Drug Seizure	\$9,800 increase. Allows for special investigations under grant programs through federal agencies.
Promotion	\$49,100 increase. Appropriation is used for potential community event participation and department donations, such as Shop With a Cop and Susan G. Komen.
Travel Expenses	(\$15,550) decrease. Reduced training and travel program.
Meals	(\$2,700) decrease. Reduced training and travel program.
Minor Equipment and Tools	\$61,382 increase. Reflects potential minor equipment from grant and asset forfeiture funding.
PPE & Uniforms	(\$6,550) decrease. Reflects closure of 2015 and 2016 Justice Assistance Grants.
Computer/Software/Maint	(\$2,500) decrease. Reflects closure of 2015 and 2016 Justice Assistance Grants.
Incentive Programs	(\$10,000) decrease. Reflects shift to Promotion line item.

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## Expenditure Information by Fund & Department

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Capital Outlay

Equipment	\$217,768 increase. Reflects potential equipment from grant and asset forfeiture funding.
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## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Police</b>				
<b>Personnel</b>				
501001 Wages/Salaries	646,614	436,462	436,462	436,462
501010 Overtime	92,000	77,171	77,171	77,171
501030 Premium Pay	24,161	29,623	29,623	29,623
<b>Total Personnel</b>	<b>762,775</b>	<b>543,256</b>	<b>543,256</b>	<b>543,256</b>
<b>Benefits</b>				
501101 FICA	54,974	41,128	41,128	41,128
501102 Tri-Met Tax	5,589	4,223	4,223	4,223
501110 PERS - Employer	100,161	76,651	76,651	76,651
501111 PERS - IAP Pickup	43,607	32,530	32,530	32,530
501112 PERS - Bond	23,765	19,943	19,943	19,943
501120 Health Insurance	165,395	78,851	78,851	78,851
501121 Dental Insurance	13,835	6,148	6,148	6,148
501122 Workers' Compensation	20,415	16,782	16,782	16,782
501130 Other Benefits	11,186	7,197	7,197	7,197
<b>Total Benefits</b>	<b>438,927</b>	<b>283,453</b>	<b>283,453</b>	<b>283,453</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	542,200	60,000	60,000	60,000
502026 Invest Res/Drug Seizure	26,000	35,800	35,800	35,800
<b>Total Prof &amp; Tech Services</b>	<b>568,200</b>	<b>95,800</b>	<b>95,800</b>	<b>95,800</b>
<b>Other Services</b>				
502208 Promotion	1,400	50,500	50,500	50,500
502214 Training & Education	3,000	3,000	3,000	3,000
502215 Travel Expenses	19,550	4,000	4,000	4,000
502216 Meals	7,200	4,500	4,500	4,500
<b>Total Other Services</b>	<b>31,150</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>Materials</b>				
502314 Minor Equipment & Tools	255,618	317,000	317,000	317,000
502325 Other Supplies	54,100	57,600	57,600	57,600
502326 PPE & Uniforms	6,550	-	-	-
502363 Computer/Software/Maintenance	2,500	-	-	-
<b>Total Materials</b>	<b>318,768</b>	<b>374,600</b>	<b>374,600</b>	<b>374,600</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	10,000	-	-	-
502412 Police Rewards	5,000	5,000	5,000	5,000
<b>Total City Grant &amp; Contrib</b>	<b>15,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

## Line Item Detail by Department

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Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Police				
<b>Capital Outlay</b>				
503008 Equipment	242,232	460,000	460,000	460,000
<b>Total Capital Outlay</b>	<u>242,232</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
<b>Total Requirements</b>	<u>2,377,052</u>	<u>1,824,109</u>	<u>1,824,109</u>	<u>1,824,109</u>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b><u>Requirements by Division</u></b>						
Fire Dept Donations	357,881	85,265	280,700	132,012	132,012	132,012
SAFER Grants	376,960	548,732	662,804	491,614	491,614	491,614
<b>Fire &amp; Emergency Services Total</b>	<b><u>734,841</u></b>	<b><u>633,997</u></b>	<b><u>943,504</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>
<b><u>Requirements by Category</u></b>						
Personnel Services	376,960	548,732	662,804	605,069	605,069	605,069
Materials & Services	11,517	85,265	216,700	18,557	18,557	18,557
Capital Outlay	346,364	-	64,000	-	-	-
<b>Fire &amp; Emergency Services Total</b>	<b><u>734,841</u></b>	<b><u>633,997</u></b>	<b><u>943,504</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>

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**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>						
<b><u>Requirements by Type</u></b>						
Personnel	261,097	375,437	416,754	349,690	349,690	349,690
Benefits	115,863	173,295	246,050	255,379	255,379	255,379
Professional & Technical Services	10,708	83,372	198,000	1,700	1,700	1,700
Property Services	-	324	-	-	-	-
Materials	809	1,569	18,700	16,857	16,857	16,857
Capital Outlay	346,364	-	64,000	-	-	-
<b>Fire &amp; Emergency Services Total</b>	<b><u>734,841</u></b>	<b><u>633,997</u></b>	<b><u>943,504</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>	<b><u>623,626</u></b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Fire and Emergency Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Wages/Salaries	(\$121,663) decrease. Reflects the expiration of the 2016 SAFER grant mid-fiscal year 2020/21.
Limited Term	\$66,426 increase. Reflects six-months of staffing for alternative response for non-emergent medical calls pending funding availability.
Premium Pay	(\$11,827) decrease. Reflects the expiration of the 2016 SAFER grant mid-fiscal year 2020/21.

#### Materials and Services

Contracted Services	(\$196,300) decrease. Reflects anticipated expenditures for current grants.
Minor Equipment and Tools	(\$2,683) decrease. Reflects anticipated expenditures from Fire Donations.

#### Capital Outlay

Equipment	(\$64,000) decrease. Reflects anticipated expenditures for current grants.
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## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Fire &amp; Emergency Services</b>				
<b>Personnel</b>				
501001 Wages/Salaries	397,856	276,193	276,193	276,193
501004 Limited Term	-	66,426	66,426	66,426
501030 Premium Pay	18,898	7,071	7,071	7,071
<b>Total Personnel</b>	<b>416,754</b>	<b>349,690</b>	<b>349,690</b>	<b>349,690</b>
<b>Benefits</b>				
501101 FICA	31,870	26,747	26,747	26,747
501102 Tri-Met Tax	3,205	2,724	2,724	2,724
501110 PERS - Employer	53,845	42,104	42,104	42,104
501111 PERS - IAP Pickup	25,005	20,982	20,982	20,982
501112 PERS - Bond	13,628	12,868	12,868	12,868
501120 Health Insurance	86,738	116,679	116,679	116,679
501121 Dental Insurance	8,831	11,917	11,917	11,917
501122 Workers' Compensation	14,420	12,527	12,527	12,527
501130 Other Benefits	8,508	8,831	8,831	8,831
<b>Total Benefits</b>	<b>246,050</b>	<b>255,379</b>	<b>255,379</b>	<b>255,379</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	198,000	1,700	1,700	1,700
<b>Total Prof &amp; Tech Services</b>	<b>198,000</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
<b>Materials</b>				
502314 Minor Equipment & Tools	12,850	10,167	10,167	10,167
502326 PPE & Uniforms	5,850	6,690	6,690	6,690
<b>Total Materials</b>	<b>18,700</b>	<b>16,857</b>	<b>16,857</b>	<b>16,857</b>
<b>Capital Outlay</b>				
503008 Equipment	64,000	-	-	-
<b>Total Capital Outlay</b>	<b>64,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>943,504</b>	<b>623,626</b>	<b>623,626</b>	<b>623,626</b>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>						
<b><u>Requirements by Division</u></b>						
Planning Grants	16,948	-	160,000	220,000	220,000	220,000
Sports Park Sponsorships	-	-	23,950	25,150	25,150	25,150
<b>Urban Design &amp; Planning Total</b>	<b><u>16,948</u></b>	<b><u>-</u></b>	<b><u>183,950</u></b>	<b><u>245,150</u></b>	<b><u>245,150</u></b>	<b><u>245,150</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	16,948	-	183,950	245,150	245,150	245,150
<b>Urban Design &amp; Planning Total</b>	<b><u>16,948</u></b>	<b><u>-</u></b>	<b><u>183,950</u></b>	<b><u>245,150</u></b>	<b><u>245,150</u></b>	<b><u>245,150</u></b>

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**REQUIREMENTS NOTE:** No significant structural changes.



## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	16,948	-	160,000	220,000	220,000	220,000
Materials	-	-	23,800	25,000	25,000	25,000
City Grants & Contributions	-	-	150	150	150	150
<b>Urban Design &amp; Planning Total</b>	<b>16,948</b>	<b>-</b>	<b>183,950</b>	<b>245,150</b>	<b>245,150</b>	<b>245,150</b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Urban Design and Planning

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Contracted Services	\$60,000 increase. Accommodates additional grant funds to support Equity work.
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## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Urban Design &amp; Planning</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	160,000	220,000	220,000	220,000
<b>Total Prof &amp; Tech Services</b>	<b>160,000</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>
<b>Materials</b>				
502314 Minor Equipment & Tools	23,800	25,000	25,000	25,000
<b>Total Materials</b>	<b>23,800</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	150	150	150	150
<b>Total City Grant &amp; Contrib</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>Total Requirements</b>	<b>183,950</b>	<b>245,150</b>	<b>245,150</b>	<b>245,150</b>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Division</b>						
Code Abatement	2,926	5,302	100,000	100,000	100,000	100,000
Metro Housing Bond	-	-	-	10,141,000	10,141,000	10,141,000
Small Business Incentive Pgm	10,422	22,376	105,000	205,000	205,000	205,000
<b>Community Development Total</b>	<b>13,348</b>	<b>27,678</b>	<b>205,000</b>	<b>10,446,000</b>	<b>10,446,000</b>	<b>10,446,000</b>
<b>Requirements by Category</b>						
Materials & Services	13,348	27,678	205,000	10,446,000	10,446,000	10,446,000
<b>Community Development Total</b>	<b>13,348</b>	<b>27,678</b>	<b>205,000</b>	<b>10,446,000</b>	<b>10,446,000</b>	<b>10,446,000</b>

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**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	2,926	5,302	100,000	100,000	100,000	100,000
Other Services	10,422	22,376	-	-	-	-
City Grants & Contributions	-	-	105,000	10,205,000	10,205,000	10,205,000
Internal Payments	-	-	-	141,000	141,000	141,000
<b>Community Development Total</b>	<b>13,348</b>	<b>27,678</b>	<b>205,000</b>	<b>10,446,000</b>	<b>10,446,000</b>	<b>10,446,000</b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Community Development

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Incentive Programs	\$100,000 increase. Reflects appropriation for potential grant programs to be considered by Council.
Passthrough Payment	\$10,000,000 increase. Reflects appropriation for passing through funds from the Metro Housing Bond.
Internal Professional Services	\$141,000 increase. Reflects allocation for administering Gresham's share of the Metro Housing Bond.

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## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	100,000	100,000	100,000	100,000
<b>Total Prof &amp; Tech Services</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>City Grant &amp; Contrib</b>				
502408 Incentive Programs	-	100,000	100,000	100,000
502414 Downtown - SBIP	27,500	27,500	27,500	27,500
502416 Civic Neighborhood - SBIP	27,500	27,500	27,500	27,500
502418 Rockwood UR - SBIP	50,000	50,000	50,000	50,000
502420 Passthrough Payment	-	10,000,000	10,000,000	10,000,000
<b>Total City Grant &amp; Contrib</b>	<b>105,000</b>	<b>10,205,000</b>	<b>10,205,000</b>	<b>10,205,000</b>
<b>Internal Payments</b>				
502810 Internal Professional Services	-	141,000	141,000	141,000
<b>Total Internal Payments</b>	<b>-</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
<b>Total Requirements</b>	<b>205,000</b>	<b>10,446,000</b>	<b>10,446,000</b>	<b>10,446,000</b>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>						
<b><u>Requirements by Division</u></b>						
Enterprise Zone CSF Projects	86,351	2,000	3,385,000	5,700,000	5,700,000	5,700,000
<b>Economic Development Total</b>	<b><u>86,351</u></b>	<b><u>2,000</u></b>	<b><u>3,385,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	86,351	2,000	3,385,000	5,700,000	5,700,000	5,700,000
<b>Economic Development Total</b>	<b><u>86,351</u></b>	<b><u>2,000</u></b>	<b><u>3,385,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.



## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Economic Development</b>						
<b><u>Requirements by Type</u></b>						
Professional & Technical Services	86,351	2,000	3,385,000	5,700,000	5,700,000	5,700,000
<b>Economic Development Total</b>	<b><u>86,351</u></b>	<b><u>2,000</u></b>	<b><u>3,385,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>	<b><u>5,700,000</u></b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Economic Development Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Contracted Services	\$2,315,000 increase. Reflects anticipated available funding for the Enterprise Zone community service projects.
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## Line Item Detail by Department

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Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Economic Development				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	3,385,000	5,700,000	5,700,000	5,700,000
<b>Total Prof &amp; Tech Services</b>	<u>3,385,000</u>	<u>5,700,000</u>	<u>5,700,000</u>	<u>5,700,000</u>
<b>Total Requirements</b>	<u>3,385,000</u>	<u>5,700,000</u>	<u>5,700,000</u>	<u>5,700,000</u>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>						
<b><u>Requirements by Division</u></b>						
Outreach Services	-	449,862	510,000	535,000	535,000	535,000
Gresham Sponsored Events	-	107,137	181,400	174,400	174,400	174,400
Community Enhancement Program	-	22,205	53,400	60,000	60,000	60,000
<b>Community Livability Total</b>	<b>-</b>	<b>579,204</b>	<b>744,800</b>	<b>769,400</b>	<b>769,400</b>	<b>769,400</b>
<b><u>Requirements by Category</u></b>						
Personnel Services	-	104,704	117,213	130,074	130,074	130,074
Materials & Services	-	474,500	627,587	639,326	639,326	639,326
<b>Community Livability Total</b>	<b>-</b>	<b>579,204</b>	<b>744,800</b>	<b>769,400</b>	<b>769,400</b>	<b>769,400</b>

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**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>						
<b>Requirements by Type</b>						
Personnel	-	68,218	71,218	81,909	81,909	81,909
Benefits	-	36,486	45,995	48,165	48,165	48,165
Professional & Technical Services	-	378,733	460,887	469,726	469,726	469,726
Property Services	-	8,076	17,000	18,000	18,000	18,000
Other Services	-	50,335	123,050	116,950	116,950	116,950
Materials	-	12,235	7,350	10,650	10,650	10,650
Internal Payments	-	-	19,300	24,000	24,000	24,000
Internal Service Charges	-	25,121	-	-	-	-
<b>Community Livability Total</b>	<b>-</b>	<b>579,204</b>	<b>744,800</b>	<b>769,400</b>	<b>769,400</b>	<b>769,400</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Community Livability

### FY 2020/21 BUDGET HIGHLIGHTS

#### Personnel Services

Temporary and Seasonal                      \$8,320 increase. Reflects anticipated staffing costs to manage sports programming for Youth & Gangs Grant.

#### Materials and Services

Signs    \$3,500 increase. Reflects shift from Contracted Services line item.

Internal Professional Services              \$4,700 increase. Reflects anticipated overtime for Lilac Run and Arts Festival community events.

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## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Livability</b>				
<b>Personnel</b>				
501004 Limited Term	59,218	61,589	61,589	61,589
501006 Temporary & Seasonal	-	8,320	8,320	8,320
501010 Overtime	12,000	12,000	12,000	12,000
<b>Total Personnel</b>	<b>71,218</b>	<b>81,909</b>	<b>81,909</b>	<b>81,909</b>
<b>Benefits</b>				
501101 FICA	5,448	6,280	6,280	6,280
501102 Tri-Met Tax	548	638	638	638
501110 PERS - Employer	5,904	6,101	6,101	6,101
501111 PERS - IAP Pickup	4,273	4,415	4,415	4,415
501112 PERS - Bond	2,329	2,708	2,708	2,708
501120 Health Insurance	22,455	22,653	22,653	22,653
501121 Dental Insurance	2,533	2,533	2,533	2,533
501122 Workers' Compensation	1,139	1,444	1,444	1,444
501130 Other Benefits	1,366	1,393	1,393	1,393
<b>Total Benefits</b>	<b>45,995</b>	<b>48,165</b>	<b>48,165</b>	<b>48,165</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	460,787	469,426	469,426	469,426
502020 Permits & Licenses	100	300	300	300
<b>Total Prof &amp; Tech Services</b>	<b>460,887</b>	<b>469,726</b>	<b>469,726</b>	<b>469,726</b>
<b>Property Services</b>				
502140 Rent/Lease	17,000	18,000	18,000	18,000
<b>Total Property Services</b>	<b>17,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>Other Services</b>				
502204 Printing	2,000	1,250	1,250	1,250
502208 Promotion	116,600	110,000	110,000	110,000
502215 Travel Expenses	50	50	50	50
502216 Meals	4,400	5,650	5,650	5,650
<b>Total Other Services</b>	<b>123,050</b>	<b>116,950</b>	<b>116,950</b>	<b>116,950</b>
<b>Materials</b>				
502301 Office Supplies	7,050	7,050	7,050	7,050
502341 Signs	-	3,500	3,500	3,500
502361 Postage & Delivery	300	100	100	100
<b>Total Materials</b>	<b>7,350</b>	<b>10,650</b>	<b>10,650</b>	<b>10,650</b>

## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Community Livability				
<b>Internal Payments</b>				
502810 Internal Professional Services	19,300	24,000	24,000	24,000
<b>Total Internal Payments</b>	<b>19,300</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Total Requirements</b>	<b>744,800</b>	<b>769,400</b>	<b>769,400</b>	<b>769,400</b>



## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>						
<b><u>Requirements by Division</u></b>						
Sports Field Fees	30,022	29,094	100,000	100,000	100,000	100,000
<b>Parks Total</b>	<b><u>30,022</u></b>	<b><u>29,094</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>
<b><u>Requirements by Category</u></b>						
Materials & Services	30,022	29,094	100,000	100,000	100,000	100,000
<b>Parks Total</b>	<b><u>30,022</u></b>	<b><u>29,094</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Parks</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	22,547	29,094	-	-	-	-
Property Services	7,475	-	100,000	100,000	100,000	100,000
<b>Parks Total</b>	<b>30,022</b>	<b>29,094</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose

Dept: Parks

### FY 2020/21 BUDGET HIGHLIGHTS

No significant operating changes in the Designated Purpose Fund, Parks Department.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Parks				
<b>Property Services</b>				
502124 Infrastructure R & M	100,000	100,000	100,000	100,000
<b>Total Property Services</b>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<b>Total Requirements</b>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

## Department Requirements

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Division</b>						
Skateboard Park	-	213	-	-	-	-
Trans Planning Grants	62,832	75,773	-	-	-	-
Urban Tree Program	3,509	730	50,000	90,000	90,000	90,000
Development Coordination	3,712	26,450	200,000	200,000	200,000	200,000
Solid Waste Hauler RSF	53,953	86,100	-	-	-	-
<b>Environmental Services Total</b>	<b>124,006</b>	<b>189,266</b>	<b>250,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>
<b>Requirements by Category</b>						
Materials & Services	124,006	189,266	250,000	290,000	290,000	290,000
<b>Environmental Services Total</b>	<b>124,006</b>	<b>189,266</b>	<b>250,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

Designated Purpose Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Environmental Services</b>						
<b>Requirements by Type</b>						
Professional & Technical Services	46,005	79,102	250,000	290,000	290,000	290,000
Other Services	66,953	96,100	-	-	-	-
Materials	1,210	4,538	-	-	-	-
Internal Service Charges	9,838	9,526	-	-	-	-
<b>Environmental Services Total</b>	<b>124,006</b>	<b>189,266</b>	<b>250,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>

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## Expenditure Information by Fund & Department

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Fund: Designated Purpose  
Dept: Environmental Services

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

Contracted Services	\$40,000 increase. Allows for potential usage of the Tree account.
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## Line Item Detail by Department

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Designated Purpose Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
Environmental Services				
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	250,000	290,000	290,000	290,000
<b>Total Prof &amp; Tech Services</b>	<u>250,000</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>
<b>Total Requirements</b>	<u>250,000</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>



## Resources and Requirements by Fund

System Development Charges Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Charges for Services	5,953,407	7,286,384	34,292,300	34,423,100	34,423,100	34,423,100
Interest Income	260,600	-	-	-	-	-
Miscellaneous Income	6,627	403,800	331,000	287,000	287,000	287,000
Financing Proceeds	817,121	-	-	-	-	-
Beginning Balance	13,044,872	15,735,083	8,466,000	9,568,900	9,568,900	9,568,900
<b>Total Resources</b>	<b><u>20,082,627</u></b>	<b><u>23,425,267</u></b>	<b><u>43,089,300</u></b>	<b><u>44,279,000</u></b>	<b><u>44,279,000</u></b>	<b><u>44,279,000</u></b>
<b>Requirements</b>						
Interfund Transfers	4,347,544	4,538,427	41,454,391	43,040,705	43,040,705	43,040,705
Unappropriated	<u>15,735,083</u>	<u>18,886,840</u>	<u>1,634,909</u>	<u>1,238,295</u>	<u>1,238,295</u>	<u>1,238,295</u>
<i>Non-Operating Total</i>	<u>20,082,627</u>	<u>23,425,267</u>	<u>43,089,300</u>	<u>44,279,000</u>	<u>44,279,000</u>	<u>44,279,000</u>
<b>Total Requirements</b>	<b><u>20,082,627</u></b>	<b><u>23,425,267</u></b>	<b><u>43,089,300</u></b>	<b><u>44,279,000</u></b>	<b><u>44,279,000</u></b>	<b><u>44,279,000</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, System Development Charge Credits are included in Charges for Services rather than Other Resources and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## Resources and Requirements by Fund

CDBG/HOME Fund (Previously Dedicated Revenue Fund)	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	-	2,806,125	3,353,893	3,353,893	3,353,893
Charges for Services	750,325	698,474	-	-	-	-
Miscellaneous Income	4,312	400	-	-	-	-
Interfund Transfers	1,563,219	1,680,148	20,000	20,000	20,000	20,000
Beginning Balance	515,326	689,280	550,000	-	-	-
<b>Total Resources</b>	<b>2,833,182</b>	<b>3,068,302</b>	<b>3,376,125</b>	<b>3,373,893</b>	<b>3,373,893</b>	<b>3,373,893</b>
<b>Requirements</b>						
Community Development	1,246,539	1,236,527	2,383,911	3,038,566	3,038,566	3,038,566
Environmental Services	897,363	929,543	-	-	-	-
<i>Operating Total</i>	<i>2,143,902</i>	<i>2,166,070</i>	<i>2,383,911</i>	<i>3,038,566</i>	<i>3,038,566</i>	<i>3,038,566</i>
Interfund Transfers	-	192,689	907,017	229,600	229,600	229,600
Unappropriated	689,280	709,543	85,197	105,727	105,727	105,727
<i>Non-Operating Total</i>	<i>689,280</i>	<i>902,232</i>	<i>992,214</i>	<i>335,327</i>	<i>335,327</i>	<i>335,327</i>
<b>Total Requirements</b>	<b>2,833,182</b>	<b>3,068,302</b>	<b>3,376,125</b>	<b>3,373,893</b>	<b>3,373,893</b>	<b>3,373,893</b>

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**FUND NOTE:** Beginning in fiscal year 2019/20, this fund has been separated into the CDBG/HOME Fund and the Solid Waste and Recycling Fund. Appropriations are included to transfer the relevant fund balance to the new Solid Waste and Recycling Fund.

## Department Requirements

CDBG/HOME Fund (Previously Dedicated Revenue Fund) Community Development	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Requirements by Division</b>						
CDBG/HOME Administration	138,056	146,932	168,289	169,698	169,698	169,698
CDBG/HOME Projects	1,036,253	1,037,975	2,161,232	2,814,408	2,814,408	2,814,408
CDBG/HOME Support Services	72,230	51,620	54,390	54,460	54,460	54,460
<b>Community Development Total</b>	<b><u>1,246,539</u></b>	<b><u>1,236,527</u></b>	<b><u>2,383,911</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>
<b>Requirements by Category</b>						
Personnel Services	123,103	128,892	138,739	140,148	140,148	140,148
Materials & Services	1,123,436	1,107,635	2,245,172	2,898,418	2,898,418	2,898,418
<b>Community Development Total</b>	<b><u>1,246,539</u></b>	<b><u>1,236,527</u></b>	<b><u>2,383,911</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** No significant structural changes.

## Department Requirements by Type

CDBG/HOME Fund (Previously Dedicated Revenue Fund) Community Development	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Requirements by Type</b>						
Personnel	83,176	89,529	93,504	87,108	87,108	87,108
Benefits	39,927	39,363	45,235	53,040	53,040	53,040
Professional & Technical Services	1,048,258	1,050,123	13,000	13,000	13,000	13,000
Property Services	712	692	1,300	1,300	1,300	1,300
Other Services	1,962	4,142	7,950	7,950	7,950	7,950
Materials	4,645	4,790	6,400	6,400	6,400	6,400
City Grants & Contributions	-	-	2,162,132	2,815,308	2,815,308	2,815,308
Internal Service Charges	67,859	47,888	54,390	54,460	54,460	54,460
<b>Community Development Total</b>	<b><u>1,246,539</u></b>	<b><u>1,236,527</u></b>	<b><u>2,383,911</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>	<b><u>3,038,566</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

## Expenditure Information by Fund & Department

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Fund: CDBG & HOME

Dept: Community Development

### FY 2020/21 BUDGET HIGHLIGHTS

#### Materials and Services

CDBG/HOME Expense

\$653,176 increase. Reflects anticipated allocation from the CDBG and Home programs.

**NOTE:** Commentary on line items of variances of +/- 10% from fiscal year 2019/20 revised to fiscal year 2020/21 adopted. This does not include the 2900 series of material and services. These line items are internal service charges allocated to each fund/division from the City's internal service providers. For a complete explanation, see the Internal Service Charge Manual.

## Line Item Detail by Department

CDBG & HOME Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
<b>Personnel</b>				
501001 Wages/Salaries	88,504	82,108	82,108	82,108
501010 Overtime	5,000	5,000	5,000	5,000
<b>Total Personnel</b>	<b>93,504</b>	<b>87,108</b>	<b>87,108</b>	<b>87,108</b>
<b>Benefits</b>				
501101 FICA	7,151	6,664	6,664	6,664
501102 Tri-Met Tax	719	678	678	678
501110 PERS - Employer	16,929	7,221	7,221	7,221
501111 PERS - IAP Pickup	5,610	5,226	5,226	5,226
501112 PERS - Bond	3,058	3,206	3,206	3,206
501120 Health Insurance	8,290	24,669	24,669	24,669
501121 Dental Insurance	743	2,533	2,533	2,533
501122 Workers' Compensation	982	1,089	1,089	1,089
501130 Other Benefits	1,753	1,754	1,754	1,754
<b>Total Benefits</b>	<b>45,235</b>	<b>53,040</b>	<b>53,040</b>	<b>53,040</b>
<b>Prof &amp; Tech Services</b>				
502006 Contracted Services	13,000	13,000	13,000	13,000
<b>Total Prof &amp; Tech Services</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Property Services</b>				
502106 Cell Phone/Wireless Services	400	400	400	400
502140 Rent/Lease	900	900	900	900
<b>Total Property Services</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
<b>Other Services</b>				
502204 Printing	100	100	100	100
502208 Promotion	1,000	1,000	1,000	1,000
502212 Dues & Memberships	2,600	2,600	2,600	2,600
502214 Training & Education	1,000	1,000	1,000	1,000
502215 Travel Expenses	2,350	2,350	2,350	2,350
502216 Meals	900	900	900	900
<b>Total Other Services</b>	<b>7,950</b>	<b>7,950</b>	<b>7,950</b>	<b>7,950</b>
<b>Materials</b>				
502301 Office Supplies	700	700	700	700
502314 Minor Equipment & Tools	800	800	800	800
502360 Books & Publications	300	300	300	300
502361 Postage & Delivery	100	100	100	100
502363 Computer/Software/Maintenance	4,500	4,500	4,500	4,500
<b>Total Materials</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>

## Line Item Detail by Department

CDBG & HOME Fund	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Community Development</b>				
<b>City Grant &amp; Contrib</b>				
502402 CDBG/HOME Expense	2,161,232	2,814,408	2,814,408	2,814,408
502408 Incentive Programs	900	900	900	900
<b>Total City Grant &amp; Contrib</b>	<b>2,162,132</b>	<b>2,815,308</b>	<b>2,815,308</b>	<b>2,815,308</b>
<b>Internal Svc Chrg</b>				
502904 ISC - Property Management	3,764	3,800	3,800	3,800
502910 ISC - Legal	20,588	20,305	20,305	20,305
502916 ISC - City Administration	3,083	3,662	3,662	3,662
502918 ISC - Financial Services	3,702	3,497	3,497	3,497
502922 ISC - Information Services	10,283	9,527	9,527	9,527
502924 ISC - Citywide Services	4,747	4,647	4,647	4,647
502926 ISC - General Support Services	642	635	635	635
502928 ISC - Community Livability	2,311	2,756	2,756	2,756
502930 ISC - Liability Management	1,583	1,741	1,741	1,741
502932 ISC - Community Development	1,628	1,840	1,840	1,840
502934 ISC - Economic Development	1,493	1,435	1,435	1,435
502952 ISC - Computer Replacement	566	615	615	615
<b>Total Internal Svc Chrg</b>	<b>54,390</b>	<b>54,460</b>	<b>54,460</b>	<b>54,460</b>
<b>Total Requirements</b>	<b>2,383,911</b>	<b>3,038,566</b>	<b>3,038,566</b>	<b>3,038,566</b>

## Department Requirements

CDBG/HOME Fund (Previously Dedicated Revenue Fund) Environmental Services	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Requirements by Division</b>						
Solid Waste	704,924	729,777	-	-	-	-
Solid Waste Support Services	192,439	199,766	-	-	-	-
<b>Environmental Services Total</b>	<b>897,363</b>	<b>929,543</b>	-	-	-	-
<b>Requirements by Category</b>						
Personnel Services	648,010	675,975	-	-	-	-
Materials & Services	249,353	253,568	-	-	-	-
<b>Environmental Services Total</b>	<b>897,363</b>	<b>929,543</b>	-	-	-	-

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Solid Waste and Recycling Fund.



## Department Requirements by Type

CDBG/HOME Fund (Previously Dedicated Revenue Fund) Environmental Services	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Requirements by Type</b>						
Personnel	409,258	431,974	-	-	-	-
Benefits	238,752	244,001	-	-	-	-
Professional & Technical Services	34,015	32,160	-	-	-	-
Property Services	2,020	2,375	-	-	-	-
Other Services	28,795	28,920	-	-	-	-
Materials	9,153	10,457	-	-	-	-
Internal Service Charges	175,370	179,656	-	-	-	-
<b>Environmental Services Total</b>	<b>897,363</b>	<b>929,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Resources and Requirements by Fund

Grants Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	4,515,337	7,060,057	-	-	-	-
Miscellaneous Income	93,446	11,277	-	-	-	-
<b>Total Resources</b>	<b>4,608,783</b>	<b>7,071,334</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Interfund Transfers	4,608,783	7,071,334	-	-	-	-
<i>Non-Operating Total</i>	4,608,783	7,071,334	-	-	-	-
<b>Total Requirements</b>	<b>4,608,783</b>	<b>7,071,334</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this fund has been discontinued. All grants will be received directly into the fund where the work is being performed.

## Resources and Requirements by Fund

General Government Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	5,215	3,268	1,400	-	-	-
Interfund Transfers	2,132,416	3,891,538	4,064,400	11,610,400	11,610,400	11,610,400
Financing Proceeds	-	5,650,000	29,250,000	25,084,000	25,084,000	25,084,000
Beginning Balance	2,348	2,698	13,000	3,000	3,000	3,000
<b>Total Resources</b>	<b>2,139,979</b>	<b>9,547,504</b>	<b>33,328,800</b>	<b>36,697,400</b>	<b>36,697,400</b>	<b>36,697,400</b>
<b>Requirements</b>						
Debt Service	2,137,281	9,286,650	33,314,400	36,690,000	36,690,000	36,690,000
Unappropriated	2,698	260,854	14,400	7,400	7,400	7,400
<i>Non-Operating Total</i>	<i>2,139,979</i>	<i>9,547,504</i>	<i>33,328,800</i>	<i>36,697,400</i>	<i>36,697,400</i>	<i>36,697,400</i>
<b>Total Requirements</b>	<b>2,139,979</b>	<b>9,547,504</b>	<b>33,328,800</b>	<b>36,697,400</b>	<b>36,697,400</b>	<b>36,697,400</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes.

## Resources and Requirements by Fund

Pension Bond Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Internal Payments	-	-	1,929,000	2,011,000	2,011,000	2,011,000
Internal Service Charges	2,276,506	1,848,798	-	-	-	-
Beginning Balance	48	500,730	501,000	501,000	501,000	501,000
<b>Total Resources</b>	<b>2,276,554</b>	<b>2,349,528</b>	<b>2,430,000</b>	<b>2,512,000</b>	<b>2,512,000</b>	<b>2,512,000</b>
<b>Requirements</b>						
Debt Service	1,775,824	1,848,469	1,929,000	2,511,000	2,511,000	2,511,000
Unappropriated	500,730	501,059	501,000	1,000	1,000	1,000
<i>Non-Operating Total</i>	<i>2,276,554</i>	<i>2,349,528</i>	<i>2,430,000</i>	<i>2,512,000</i>	<i>2,512,000</i>	<i>2,512,000</i>
<b>Total Requirements</b>	<b>2,276,554</b>	<b>2,349,528</b>	<b>2,430,000</b>	<b>2,512,000</b>	<b>2,512,000</b>	<b>2,512,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, activity previously shown in the Police, Fire and Parks Fund is included. Additionally, Interest Income is included within Miscellaneous Income rather than shown separately and several other revenue items have been recategorized.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, activity previously shown in the Police, Fire and Parks Fund is included.

## Resources and Requirements by Fund

Urban Renewal Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	1,776,543	1,783,921	1,694,000	1,715,000	1,715,000	1,715,000
Beginning Balance	869	701	3,000	71,000	71,000	71,000
<b>Total Resources</b>	<b>1,777,412</b>	<b>1,784,622</b>	<b>1,697,000</b>	<b>1,786,000</b>	<b>1,786,000</b>	<b>1,786,000</b>
<b>Requirements</b>						
Debt Service	1,776,711	1,756,348	1,694,000	1,715,000	1,715,000	1,715,000
Unappropriated	701	28,274	3,000	71,000	71,000	71,000
<i>Non-Operating Total</i>	<i>1,777,412</i>	<i>1,784,622</i>	<i>1,697,000</i>	<i>1,786,000</i>	<i>1,786,000</i>	<i>1,786,000</i>
<b>Total Requirements</b>	<b>1,777,412</b>	<b>1,784,622</b>	<b>1,697,000</b>	<b>1,786,000</b>	<b>1,786,000</b>	<b>1,786,000</b>

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**FUND NOTE:** No significant structural changes.

## Resources and Requirements by Fund

Water Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interfund Transfers	600,000	636,834	750,000	750,000	750,000	750,000
Beginning Balance	259,939	261,058	257,000	221,000	221,000	221,000
<b>Total Resources</b>	<b>859,939</b>	<b>897,892</b>	<b>1,007,000</b>	<b>971,000</b>	<b>971,000</b>	<b>971,000</b>
<b>Requirements</b>						
Debt Service	598,881	615,049	786,000	704,000	704,000	704,000
Unappropriated	261,058	282,843	221,000	267,000	267,000	267,000
<i>Non-Operating Total</i>	<i>859,939</i>	<i>897,892</i>	<i>1,007,000</i>	<i>971,000</i>	<i>971,000</i>	<i>971,000</i>
<b>Total Requirements</b>	<b>859,939</b>	<b>897,892</b>	<b>1,007,000</b>	<b>971,000</b>	<b>971,000</b>	<b>971,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes.

## Resources and Requirements by Fund

Stormwater Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interfund Transfers	725,000	824,291	800,000	800,000	800,000	800,000
Beginning Balance	233,477	198,158	174,000	171,000	171,000	171,000
<b>Total Resources</b>	<b>958,477</b>	<b>1,022,449</b>	<b>974,000</b>	<b>971,000</b>	<b>971,000</b>	<b>971,000</b>
<b>Requirements</b>						
Debt Service	760,319	824,291	826,000	826,000	826,000	826,000
Unappropriated	198,158	198,158	148,000	145,000	145,000	145,000
<i>Non-Operating Total</i>	<i>958,477</i>	<i>1,022,449</i>	<i>974,000</i>	<i>971,000</i>	<i>971,000</i>	<i>971,000</i>
<b>Total Requirements</b>	<b>958,477</b>	<b>1,022,449</b>	<b>974,000</b>	<b>971,000</b>	<b>971,000</b>	<b>971,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes.

## Resources and Requirements by Fund

Wastewater Debt Service	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	204,138	211,863	212,000	223,000	223,000	223,000
Interest Income	13,998	-	-	-	-	-
Miscellaneous Income	28,276	34,725	52,000	25,000	25,000	25,000
Interfund Transfers	1,565,000	2,200,000	3,129,000	2,235,000	2,235,000	2,235,000
Beginning Balance	1,367,241	665,867	608,000	646,000	646,000	646,000
<b>Total Resources</b>	<b>3,178,653</b>	<b>3,112,455</b>	<b>4,001,000</b>	<b>3,129,000</b>	<b>3,129,000</b>	<b>3,129,000</b>
<b>Requirements</b>						
Debt Service	2,512,786	2,504,550	3,355,000	2,478,400	2,478,400	2,478,400
Unappropriated	665,867	607,905	646,000	650,600	650,600	650,600
<i>Non-Operating Total</i>	<i>3,178,653</i>	<i>3,112,455</i>	<i>4,001,000</i>	<i>3,129,000</i>	<i>3,129,000</i>	<i>3,129,000</i>
<b>Total Requirements</b>	<b>3,178,653</b>	<b>3,112,455</b>	<b>4,001,000</b>	<b>3,129,000</b>	<b>3,129,000</b>	<b>3,129,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.



## Resources and Requirements by Fund

City Facility Debt Service Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interfund Transfers	72,500	88,000	441,000	442,000	442,000	442,000
Beginning Balance	94,068	81,868	69,000	247,000	247,000	247,000
<b>Total Resources</b>	<b>166,568</b>	<b>169,868</b>	<b>510,000</b>	<b>689,000</b>	<b>689,000</b>	<b>689,000</b>
<b>Requirements</b>						
Debt Service	84,700	87,493	456,000	457,000	457,000	457,000
Unappropriated	81,868	82,375	54,000	232,000	232,000	232,000
<i>Non-Operating Total</i>	<i>166,568</i>	<i>169,868</i>	<i>510,000</i>	<i>689,000</i>	<i>689,000</i>	<i>689,000</i>
<b>Total Requirements</b>	<b>166,568</b>	<b>169,868</b>	<b>510,000</b>	<b>689,000</b>	<b>689,000</b>	<b>689,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** No significant structural changes.

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CITY OF  
GRESHAM  
OREGON

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## Capital Improvement Funds Overview

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### Capital Improvement Funds Revenues and Expenditures

Capital project funds account for the resources used to improve the public infrastructure, purchase land, or buildings. The City budgets the following capital project funds:

- *Parks Fund* – Accounts for projects to expand or improve Gresham’s public parks funded with revenues from system development charges, grants, loan proceeds and regional bond measures. Additional Parks projects are included in the General Development and the City UR Capital Improvement Funds.
- *General Development Fund* – This fund was established to address the infrastructure needs in the Pleasant Valley and Springwater areas. The revenue comes primarily from the System Development Charges Fund to reimburse private developers with SDC credits for the construction of SDC eligible infrastructure and to fund projects constructed by the City.
- *Transportation Construction Fund* – This fund accounts for transportation related capital projects. Revenues come from gasoline taxes, grants, loan proceeds, and transfers from the System Development Charges Fund. Expenditures are for maintenance and enhancements to the City’s streets. Beginning in fiscal year 2019/20, activity previously shown in the Footpaths and Bike Routes Fund has been incorporated.
  - *Footpaths and Bike Routes Subfund* – Accounts for projects specific to improving pedestrian and bikeway facilities. One percent of gasoline tax revenue is received in the Footpaths and Bike Routes subfund in compliance with a statewide program dedicated to improving sidewalks, providing bicycle lanes, and increasing pedestrian mobility.
- *City UR Capital Improvement Fund* – This fund accounts for capital expenditures made on behalf of the Gresham Redevelopment Commission (GRDC), under an intergovernmental agreement to carry out the urban renewal plan. The funding is received from the GRDC, transfers from the System Development Charges Fund, grants, the Streetlight Fund, the Transportation Fund, and loan proceeds on behalf of Transportation.
- *Water Construction Fund* – This fund accounts for water-related capital projects. Revenues typically come from water utility rates, transfers from the System Development Charges Fund and loan proceeds. Expenditures are for maintenance and enhancements to the City’s water system.
- *Stormwater Construction Fund* – This fund accounts for stormwater related capital projects. Revenues come primarily from stormwater utility rates, transfers from the System Development Charges Fund, and loan proceeds. Expenditures are for maintenance and enhancements to the City’s stormwater system.
- *Wastewater Construction Fund* – This fund accounts for wastewater related capital projects. Revenues come primarily from wastewater utility rates, loan proceeds, and transfers from the System Development Charges Fund. Expenditures are for maintenance and enhancements to the City’s wastewater system.
- *City Facility Capital Fund* – This fund accounts for capital expenditures related to City-owned facilities such as City Hall, the Public Safety and Schools building, and fire stations.
- *Enterprise Systems Replacement Fund* – This fund accounts for capital expenditures related to enterprise business systems such as the utility billing and enterprise resource planning replacements.

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## Capital Improvement Funds Overview

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- *Footpaths & Bike Routes Fund* – As of fiscal year 2019/20 this fund will be merged with the Transportation Construction Fund as a subfund. This fund is included here for historical purposes.

### Capital Improvement Funds Issues and Changes

The City of Gresham adopts the Five-Year Capital Improvement Program as a separate document from the budget; however, the two documents are closely linked. The projects scheduled during the first year of the CIP are adopted as part of the City's annual budget.

The Capital Improvement Program is updated on an annual basis. This process includes a Type IV Hearing with the Gresham Planning Commission, which was held on April 13, 2020. A Type IV Hearing is scheduled with the Gresham City Council on May 19, 2020; an enactment reading and final adoption was scheduled for June 16, 2020.

Following are a few significant projects budgeted for fiscal year 2020/21:

### Park Fund

- Plan, design, and construct park or trail improvements and amenities.
- Design and construct improvements at Gradin Community Sports Park including an additional softball/Little League baseball or soccer field, a concession/restroom building, and other related amenities.

### Transportation Construction Fund

- Street surfacing improvements for citywide pavement preservation projects meant to extend the life of the transportation network.
- Local street pavement reconstruction so that streets may continue to serve their purpose in the transportation system.
- Construct both the NE Cleveland Street improvements from Stark to Burnside and the Hogan Drive improvements from Powell to Burnside to improve bicycle and pedestrian facilities.
- Construct intersection improvements at 223<sup>rd</sup> and Stark, 181<sup>st</sup> and Glisan, and the western approach at Palmquist and Highway 26 to enhance intersection performance.

### Footpaths and Bike Routes Fund

- Continue construction of, and modifications to, sidewalk ramps to improve pedestrian safety and transportation facilities to all users.
- Install pedestrian enhancements, especially related to crossings and sidewalks.

### General Development Fund

- The capital budget includes the authority to provide system development charge credits, as well as construct wetland, stream, and floodplain mitigation projects, as needed to support potential development activity in the Pleasant Valley and Springwater areas. SDC credits are not cash.

### City UR Capital Improvement Fund

- Continue construction of the Rockwood Rising project at the Rockwood Catalyst Site.

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## Capital Improvement Funds Overview

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- Construct improvements to Sandy Boulevard, a major arterial, which will improve functionality of the street network and update the road to current arterial standards.

### Water Construction Fund

- Continue rehabilitation and upgrades to the water system infrastructure to reduce water outages and road damage, improve customer service, and reduce expenses associated with reactive repair work.
- Replacement of aged water pipes susceptible to failure as identified in the conditions assessment studies will also be done in coordination with the Transportation's local street pavement reconstruction program.
- Continued investments in the City's groundwater supply system.
- Seismic upgrades to the Grant Butte reservoir and waterline.

### Stormwater Construction Fund

- Increased replacement of stormwater pipes that may experience leaks and breaks over the years to prevent sink holes and road damage.
- Integrate Low Impact Development practices such as rain gardens, stormwater planters, swales, porous pavement, and pavers for water quality and flood control.
- Assessment of riparian corridors to improve water quality and prevent erosion, preventing loss of land and damage to adjacent infrastructure or homes.
- In coordination with Transportation intersection improvements, construct culvert improvements at Palmquist and Highway 26 to enhance drainage.

### Wastewater Construction Fund

- Continue implementation of the Pipe Rehabilitation/Replacement Project, which replaces 1950's era pipelines that have reached the end of their useful life.
- Repair and replacement of unit processes and equipment at the Wastewater Treatment Plant to ensure continued compliance with permit conditions. Significant projects at the treatment plant include replacement of upper plant bar screens and refurbishment of the gravity belt thickener which have reached the end of their useful lives; improvements in the removal of trash and debris at the fats, oils, and grease receiving station; improvements in the treatment plant's control system; the aeration basins at the upper plant; the outfall diffuser, and the secondary digester.
- Upgrades to the East Basin Trunk and the Lower Kelly Creek Trunk lines will increase capacity and accommodate future growth in the Springwater area.
- Pending successful award of a FEMA grant, construction of seismic upgrades to sewer lines crossing over Johnson Creek.

### City Facility Capital Fund

- Continue project to replace City Hall rooftop units.
- Repave various City-owned parking lots at City Hall, downtown Gresham, and other City facilities.
- City Hall elevator upgrades and other assorted repair and maintenance projects at City facilities.

## Capital Improvement Funds Overview

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### Enterprise Systems Replacement Fund

- Enterprise Resource Planning System Replacement. The City's previous ERP system has been in place since 1998 and supports the City's core business functions including financials, budget, payroll and personnel, grant management, land/parcel management, building, planning, and licensing. The financials and budgeting components of the replacement went live July 1, 2019. The HR/payroll modules will go-live between late fiscal year 2019/20 and early fiscal year 2020/21 in a staggered roll-out. The Community Services modules will also go-live in fiscal year 2020/21. The fiscal year 2020/21 budget includes appropriation for the outsourced implementation services and software licensing fees HR/payroll modules, and the community services module costs. The budget also includes funding for internal project staffing for the year and other minor project costs. Unspent appropriation from fiscal year 2019/20 is being carried over to finalize the project. The annual licensing fees for the live modules have been transitioned to the IT operating budget.
- Utility Billing Software Upgrade. The City's utility billing software is the central platform for calculating and collecting payments and maintaining customer data for utility accounts. The software is in need of an upgrade to better integrate with new technology. This project will evaluate and implement the upgrade, improving security, reporting and integration with other technologies.

## Resources and Requirements by Fund

Parks Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	-	1,000,000	3,000,000	3,000,000	3,000,000
Charges for Services	-	-	100,000	-	-	-
Interest Income	11,080	-	-	-	-	-
Miscellaneous Income	-	20,644	23,400	25,100	25,100	25,100
Interfund Transfers	934,755	98,462	193,300	1,770,900	1,770,900	1,770,900
Beginning Balance	865,511	923,770	1,020,000	1,088,000	1,088,000	1,088,000
<b>Total Resources</b>	<b>1,811,346</b>	<b>1,042,876</b>	<b>2,336,700</b>	<b>5,884,000</b>	<b>5,884,000</b>	<b>5,884,000</b>
<b>Requirements</b>						
Capital Improvement	887,576	6,535	1,350,000	4,829,700	4,829,700	4,829,700
Interfund Transfers	-	2,261	49,400	-	-	-
Unappropriated	923,770	1,034,080	937,300	1,054,300	1,054,300	1,054,300
<i>Non-Operating Total</i>	<i>1,811,346</i>	<i>1,042,876</i>	<i>2,336,700</i>	<i>5,884,000</i>	<i>5,884,000</i>	<i>5,884,000</i>
<b>Total Requirements</b>	<b>1,811,346</b>	<b>1,042,876</b>	<b>2,336,700</b>	<b>5,884,000</b>	<b>5,884,000</b>	<b>5,884,000</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

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## PARKS CAPITAL PROJECTS

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Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
<b>Park Development</b>				
724300 Hogan Butte Nature Park Development	887,575	6,534	-	-
CIPPK00001 Gradin Sports Park Development	-	-	-	3,574,620
CIPPK00003 Development Coordination Projects	-	-	50,000	50,000
CIPPK00004 Park Master Plan Update and Concept Planning for Undeveloped Parks	-	-	150,000	200,000
CIPPK00006 Metro Local Share Park Improvements	-	-	-	1,005,000
Subtotal	<u>887,575</u>	<u>6,534</u>	<u>200,000</u>	<u>4,829,620</u>
<b>TOTAL</b>	<u>887,575</u>	<u>6,534</u>	<u>200,000</u>	<u>4,829,620</u>



## Resources and Requirements by Fund

General Development Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interfund Transfers	610,452	1,003,088	31,356,400	30,559,000	30,559,000	30,559,000
Financing Proceeds	-	-	1,721,300	200,000	200,000	200,000
<b>Total Resources</b>	<b>610,452</b>	<b>1,003,088</b>	<b>33,077,700</b>	<b>30,759,000</b>	<b>30,759,000</b>	<b>30,759,000</b>
<b>Requirements</b>						
Capital Improvement	610,452	1,003,088	33,077,700	30,759,000	30,759,000	30,759,000
Non-Operating Total	610,452	1,003,088	33,077,700	30,759,000	30,759,000	30,759,000
<b>Total Requirements</b>	<b>610,452</b>	<b>1,003,088</b>	<b>33,077,700</b>	<b>30,759,000</b>	<b>30,759,000</b>	<b>30,759,000</b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Other Resources has been relabeled Financing Proceeds.

**REQUIREMENTS NOTE:** No significant structural changes.

## GENERAL DEVELOPMENT CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
CIPPVW001 Lower Kelley Creek Trunk	-	-	6,993,264	8,993,264
CIPPVW002 Wastewater Development Coordination	236,463	-	1,465,631	1,465,631
CIPPVW003 Advanced Wetland, Stream and Floodplain I	-	-	-	200,000
CIPPVW001 Water Development Coordination	-	-	3,600,000	3,525,229
CIPPVW003 Advanced Wetland, Stream and Floodplain I	-	-	-	200,000
PV5005 SE 190th @ Giese Rd.	7,256	83,218	-	-
PV5006 SE 172nd Extension Study	147,669	60,209	42,122	-
CIPPVTR002 Transportation Development Coordination	18,876	-	4,731,124	4,608,428
CIPPVTR017 Advanced Wetland, Stream and Floodplain I	-	-	-	200,000
CIPPVPK001 Pleasant Valley Neighborhood Park #1	-	80,760	1,694,934	-
CIPPVPK002 Parks Development Coordination	112,902	-	2,737,098	2,737,098
CIPPVSW001 Stormwater Development Coordination	-	-	950,000	950,000
CIPPVSW011 Advanced Wetland, Stream and Floodplain I	-	-	-	445,000
CIPSPWW001 Wastewater Development Coordination	-	-	1,500,000	2,250,000
CIPSPWT001 Water Development Coordination	-	-	1,000,000	2,500,000
CIPSPTR001 Springwater Transportation Development Co	-	621,406	1,178,594	1,928,594
CIPSPPK001 Springwater Parks Development Coordinati	-	-	200,000	200,000
CIPSPSW001 Stormwater Development Coordination	87,286	157,496	555,218	555,218
Subtotal	610,452	1,003,089	26,647,985	30,758,462
<b>TOTAL</b>	<b>610,452</b>	<b>1,003,089</b>	<b>26,647,985</b>	<b>30,758,462</b>

## Resources and Requirements by Fund

Transportation Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	7,638	6,241,000	8,093,500	8,093,500	8,093,500
Charges for Services	130,336	-	-	-	-	-
Miscellaneous Income	-	-	10,300	5,600	5,600	5,600
Interfund Transfers	821,187	1,952,204	16,930,473	17,330,900	17,330,900	17,330,900
Financing Proceeds	3,369,000	4,282,800	25,015,037	21,693,000	21,693,000	21,693,000
Beginning Balance	2,769,035	2,602,228	2,607,000	2,587,400	2,587,400	2,587,400
<b>Total Resources</b>	<b><u>7,089,558</u></b>	<b><u>8,844,870</u></b>	<b><u>50,803,810</u></b>	<b><u>49,710,400</u></b>	<b><u>49,710,400</u></b>	<b><u>49,710,400</u></b>
<b>Requirements</b>						
Capital Improvement	4,487,330	7,067,662	45,971,200	47,584,200	47,584,200	47,584,200
Unappropriated	2,602,228	1,777,208	4,832,610	2,126,200	2,126,200	2,126,200
<i>Non-Operating Total</i>	<i>7,089,558</i>	<i>8,844,870</i>	<i>50,803,810</i>	<i>49,710,400</i>	<i>49,710,400</i>	<i>49,710,400</i>
<b>Total Requirements</b>	<b><u>7,089,558</u></b>	<b><u>8,844,870</u></b>	<b><u>50,803,810</u></b>	<b><u>49,710,400</u></b>	<b><u>49,710,400</u></b>	<b><u>49,710,400</u></b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Other Resources has been relabeled Financing Proceeds and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** Beginning in fiscal year 2019/20, this fund includes activity that was previously shown in the Footpaths Capital Improvement Fund.

## TRANSPORTATION CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
<b>Street System Maintenance &amp; Enhancement</b>				
511700 NE Cleveland (Powell - Stark)	44,964	-	-	-
CIPTR00001 Street Surfacing Improvements	543,707	770,898	3,894,899	4,420,512
CIPTR00002 Neighborhood Traffic Control	25,294	520	52,649	68,590
CIPTR00007 Division Street Corridor "Complete Street" Proje	-	23,870	533,630	1,250,275
CIPTR00008 NE Cleveland Avenue (Stark to Burnside)	-	206	2,027,911	4,430,365
CIPTR00009 Stark and 223rd TIF	46,288	109,932	4,456,066	941,246
CIPTR00010 Hogan - Powell to Burnside	56,221	364,359	4,150,533	4,362,101
CIPTR00012 Local Street Reconstruction Program	3,255,549	4,133,260	14,691,745	15,770,735
CIPTR00016 Transportation System Safety Projects	-	-	100,000	299,200
CIPTR00017 Palmquist / HWY 26	-	-	1,220,000	1,822,301
Subtotal	3,972,023	5,403,045	31,127,433	33,365,325
<b>Other Improvements</b>				
524300 Citywide Streetlight Projects	(638)	-	-	-
526900 Asset Management Software	34,233	6,400	2,138	-
CIPTR00003 Development Coordination Projects	13,962	35,343	956,369	877,610
CIPTR00004 Civic Neighborhood T.O.D. TIF	-	-	213,239	213,239
CIPTR00005 Intersection Improvements	360,567	1,122,807	2,283,184	2,239,771
CIPTR00006 Signal Maintenance and Upgrade	193	428,619	38,569	109,885
CIPTR00011 Glisan and 202nd TIF	-	-	365,000	364,251
CIPTR00013 Streetlight Replacement and In-Fill Projects	101,930	65,570	580,892	769,319
CIPTR00015 Bridge Inspection / Monitoring / Maintenance	-	6,297	193,703	590,294
CIPTR00018 TIF Study Update	-	-	100,000	173,869
Subtotal	510,247	1,665,036	4,733,094	5,338,238
<b>TOTAL</b>	4,482,270	7,068,081	35,860,527	38,703,563

## FOOTPATHS & BIKE ROUTES CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
608300 MAX Trail	184,225	-	-	-
CIPFP00001 Americans W/ Disabilities Curb Ramp	1,678,847	1,529,927	3,992,329	5,663,252
CIPFP00002 Pedestrian Enhancements	1,337	93,437	2,100,124	2,214,244
CIPFP00003 Bicycle Projects	23,895	3,592	67,692	167,692
CIPFP00004 Division Crosswalk Improvements	-	-	535,000	535,000
CIPFP00005 On-Street Paths Development Coordination	53,027	-	146,973	300,000
Subtotal	1,941,331	1,626,956	6,842,118	8,880,188
<b>TOTAL</b>	1,941,331	1,626,956	6,842,118	8,880,188

## Resources and Requirements by Fund

Urban Renewal Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	510,099	6,914,000	15,864,100	10,200,300	10,200,300	10,200,300
Charges for Services	800	-	-	-	-	-
Interfund Transfers	19,440	91,561	1,380,800	1,436,900	1,436,900	1,436,900
Financing Proceeds	-	-	2,348,109	2,220,800	2,220,800	2,220,800
Beginning Balance	11,786	354	400	104,700	104,700	104,700
<b>Total Resources</b>	<b>542,125</b>	<b>7,005,915</b>	<b>19,593,409</b>	<b>13,962,700</b>	<b>13,962,700</b>	<b>13,962,700</b>
<b>Requirements</b>						
Capital Improvement	541,771	6,951,254	19,515,900	13,857,900	13,857,900	13,857,900
Unappropriated	354	54,661	77,509	104,800	104,800	104,800
<i>Non-Operating Total</i>	<i>542,125</i>	<i>7,005,915</i>	<i>19,593,409</i>	<i>13,962,700</i>	<i>13,962,700</i>	<i>13,962,700</i>
<b>Total Requirements</b>	<b>542,125</b>	<b>7,005,915</b>	<b>19,593,409</b>	<b>13,962,700</b>	<b>13,962,700</b>	<b>13,962,700</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Other Resources has been relabeled Financing Proceeds.

**REQUIREMENTS NOTE:** No significant structural changes.

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## URBAN RENEWAL CAPITAL PROJECTS

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Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
CIPUR00001 Catalyst Site	465,552	6,800,870	5,104,196	5,891,921
CIPUR00002 Sandy Boulevard Improvements	76,219	149,597	6,597,998	6,239,213
CIPUR00003 Stark Street Property Redevelopment	-	-	20,000	20,000
CIPUR00004 Sunrise Site	-	787	49,213	796,165
CIPUR00005 Rockwood Urban Plaza	-	-	894,325	910,423
Subtotal	541,771	6,951,254	12,665,732	13,857,722
<b>TOTAL</b>	541,771	6,951,254	12,665,732	13,857,722

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## Resources and Requirements by Fund

Water Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	88,708	1,350,000	2,079,900	2,079,900	2,079,900
Interest Income	157,307	-	-	-	-	-
Miscellaneous Income	-	202,638	115,900	159,700	159,700	159,700
Interfund Transfers	2,024,403	1,490,614	867,300	812,237	812,237	812,237
Financing Proceeds	1,373,000	1,981,100	10,535,581	20,317,900	20,317,900	20,317,900
Beginning Balance	9,902,226	11,048,621	10,517,200	12,848,300	12,848,300	12,848,300
<b>Total Resources</b>	<b><u>13,456,936</u></b>	<b><u>14,811,681</u></b>	<b><u>23,385,981</u></b>	<b><u>36,218,037</u></b>	<b><u>36,218,037</u></b>	<b><u>36,218,037</u></b>
<b>Requirements</b>						
Capital Improvement	2,408,315	4,170,651	13,861,000	25,576,900	25,576,900	25,576,900
Unappropriated	<u>11,048,621</u>	<u>10,641,030</u>	<u>9,524,981</u>	<u>10,641,137</u>	<u>10,641,137</u>	<u>10,641,137</u>
<i>Non-Operating Total</i>	<i>13,456,936</i>	<i>14,811,681</i>	<i>23,385,981</i>	<i>36,218,037</i>	<i>36,218,037</i>	<i>36,218,037</i>
<b>Total Requirements</b>	<b><u>13,456,936</u></b>	<b><u>14,811,681</u></b>	<b><u>23,385,981</u></b>	<b><u>36,218,037</u></b>	<b><u>36,218,037</u></b>	<b><u>36,218,037</u></b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Other Resources has been relabeled Financing Proceeds and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## WATER CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
<b>Water System Maintenance &amp; Enhancement</b>				
422100 SE Orient Waterline	131,751	-	-	-
427100 NW Division St (Capacity Enhancement)	270,047	-	-	-
427900 SW Florence Eastman to Powell	261,995	21,022	-	-
428700 Hunters Highland Reservoir Seismic	537,701	675,164	-	-
429200 South Hills Seismic	61,000	-	-	-
429800 Hunters Highland Booster	16,372	908	-	-
430000 Intermediate Transmission Main	85,592	-	-	-
430100 Kane Road @ Kelly Creek	-	65,224	-	-
CIPWT00001 Water System Improvements	21,345	331,315	135,553	133,495
CIPWT00002 Waterline Oversizing	-	-	220,185	245,185
CIPWT00004 Hunter's Highland Reservoir #2	-	-	100,000	100,000
CIPWT00005 Minor Capital Maintenance Projects	508,622	248,746	442,406	642,339
CIPWT00006 NE Waterline Replacement Package Phase II	23,865	645,754	478,104	371,103
CIPWT00008 SE Waterline Replacement Package Phase II	-	21,162	939,694	678,538
CIPWT00011 Lusted Site Improvements	15,709	1,623	275,527	266,349
CIPWT00014 Grant Butte Seismic Piping & Reservoir Retrofit	-	158,839	1,641,161	3,510,851
CIPWT00015 Local Street Reconstruction Coordination	-	1,458,032	3,096,968	4,875,033
CIPWT00019 NW Waterline Replacement Package Phase II	-	-	-	187,000
CIPWT00025 Cascade Reservoir #1 Rehabilitation	-	-	-	1,416,250
CIPWT00026 Cascade Pump Station Improvements	-	-	-	193,125
CIPWT00027 Cascade Reservoir #2	-	-	-	965,625
CIPWT00028 Cascade Groundwater Filtration System	-	-	-	3,218,750
Subtotal	1,933,999	3,627,789	7,329,598	16,803,643
<b>Other Improvements</b>				
429400 Condition Assessment - Critical Mains - Phase I	424,893	-	-	-
430200 Asset Management Software	34,233	6,400	2,138	-
430800 Condition Assessment - Critical Mains - Phase II	-	498,087	-	-
430900 Reservoir Mixing Project	-	1,674	98,326	-
CIPWT00003 Water System and Supply Studies	-	24,382	347,930	467,930
CIPWT00007 Water System Master Plan	-	-	250,000	249,865
CIPWT00009 Test Wells	-	12,231	1,036,287	1,555,196
CIPWT00010 Gresham's Well #2	15,189	6,566	2,499,245	5,000,000
CIPWT00017 Water Main Condition Assessment	-	-	200,000	212,633
CIPWT00021 Gresham's Well #3	-	-	-	1,287,500
Subtotal	474,315	549,340	4,433,926	8,773,124
<b>TOTAL</b>	2,408,314	4,177,129	11,763,524	25,576,767



## Resources and Requirements by Fund

Stormwater Capital Improvement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	-	-	6,047,000	-	-	-
Interest Income	108,926	-	-	-	-	-
Miscellaneous Income	-	108,934	56,300	91,500	91,500	91,500
Interfund Transfers	1,677,141	6,105,566	4,378,500	2,771,200	2,771,200	2,771,200
Financing Proceeds	-	-	-	1,091,000	1,091,000	1,091,000
Beginning Balance	7,397,969	7,424,436	8,951,300	11,104,700	11,104,700	11,104,700
<b>Total Resources</b>	<b><u>9,184,036</u></b>	<b><u>13,638,936</u></b>	<b><u>19,433,100</u></b>	<b><u>15,058,400</u></b>	<b><u>15,058,400</u></b>	<b><u>15,058,400</u></b>
<b>Requirements</b>						
Capital Improvement	1,759,600	5,673,444	14,930,900	7,739,300	7,739,300	7,739,300
Unappropriated	<u>7,424,436</u>	<u>7,965,492</u>	<u>4,502,200</u>	<u>7,319,100</u>	<u>7,319,100</u>	<u>7,319,100</u>
<i>Non-Operating Total</i>	<i>9,184,036</i>	<i>13,638,936</i>	<i>19,433,100</i>	<i>15,058,400</i>	<i>15,058,400</i>	<i>15,058,400</i>
<b>Total Requirements</b>	<b><u>9,184,036</u></b>	<b><u>13,638,936</u></b>	<b><u>19,433,100</u></b>	<b><u>15,058,400</u></b>	<b><u>15,058,400</u></b>	<b><u>15,058,400</u></b>

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**REQUIREMENTS NOTE:** No significant structural changes.

## STORMWATER CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
<b>Stormwater System Maintenance &amp; Enhancement</b>				
908900 UIC Implementation	(11,302)	-	-	-
921200 Kane Drive Culvert Repair Improvements	782,512	3,546,377	50,000	-
CIPSW00001 Localized Drainage Improvements	77,176	7,288	263,356	345,071
CIPSW00004 Rehab & Repair of Pipe System	279,998	1,001,680	1,200,000	1,957,991
CIPSW00008 Segment 2, Fairview Creek Basin Central Core Trunl	-	-	399,709	406,904
CIPSW00009 Infrastructure Capacity Improvements	-	329,623	860,881	1,046,922
Subtotal	1,128,384	4,884,968	2,773,946	3,756,888
<b>Other Improvements</b>				
919900 Stormwater Manual & Design Standards	77	-	-	-
920700 Burlingame Creek System Improvements	80,792	-	-	-
921100 Asset Mangement Software	34,233	6,400	2,138	-
921300 Advanced Wetland/Stream Mitigation	-	-	50,000	-
CIPSW00002 Low Impact Dev Practices Retrofit Program	158,818	373,721	932,091	1,087,028
CIPSW00003 Stream Stabilization	62,611	40,789	501,600	560,069
CIPSW00005 Stormwater Facility Improvements	6,022	52,728	329,725	376,915
CIPSW00006 Riparian & Wetland Improvement Projects	62,977	43,239	357,847	427,547
CIPSW00007 Fairview Creek Wetland Mitigation Bank	428	-	-	-
CIPSW00010 Stormwater Infrastructure Master Plan	225,260	271,597	327,182	200,744
CIPSW00014 Johnson Creek Stormwater Outfall Biofiltration Ret	-	-	-	1,091,000
CIPSW00015 West Gresham Water Quality and Infiltration Faci	-	-	-	239,000
Subtotal	631,218	788,474	2,500,583	3,982,303
<b>TOTAL</b>	<b>1,759,602</b>	<b>5,673,442</b>	<b>5,274,529</b>	<b>7,739,191</b>

## Resources and Requirements by Fund

<b>Wastewater Capital Improvement Fund</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>City</b>	<b>Budget</b>	<b>City</b>
			<b>Budget</b>	<b>Manager</b>	<b>Committee</b>	<b>Council</b>
				<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>Resources</b>						
Intergovernmental	-	-	616,275	636,700	636,700	636,700
Charges for Services	-	-	-	250,000	250,000	250,000
Interest Income	159,953	-	-	-	-	-
Miscellaneous Income	-	279,139	111,700	82,800	82,800	82,800
Interfund Transfers	9,935,383	7,316,238	7,181,100	9,338,400	9,338,400	9,338,400
Financing Proceeds	75,200	-	578,100	678,300	678,300	678,300
Beginning Balance	11,080,711	17,225,077	21,389,000	16,139,000	16,139,000	16,139,000
<b>Total Resources</b>	<b><u>21,251,247</u></b>	<b><u>24,820,454</u></b>	<b><u>29,876,175</u></b>	<b><u>27,125,200</u></b>	<b><u>27,125,200</u></b>	<b><u>27,125,200</u></b>
<b>Requirements</b>						
Capital Improvement	4,026,170	8,361,724	22,429,000	21,606,400	21,606,400	21,606,400
Unappropriated	17,225,077	16,458,730	7,447,175	5,518,800	5,518,800	5,518,800
<i>Non-Operating Total</i>	<i>21,251,247</i>	<i>24,820,454</i>	<i>29,876,175</i>	<i>27,125,200</i>	<i>27,125,200</i>	<i>27,125,200</i>
<b>Total Requirements</b>	<b><u>21,251,247</u></b>	<b><u>24,820,454</u></b>	<b><u>29,876,175</u></b>	<b><u>27,125,200</u></b>	<b><u>27,125,200</u></b>	<b><u>27,125,200</u></b>

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**RESOURCES NOTE:** Beginning in fiscal year 2019/20, Other Resources has been relabeled Financing Proceeds and Interest Income is included within Miscellaneous Income.

**REQUIREMENTS NOTE:** No significant structural changes.

## WASTEWATER CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
<b>Wastewater Treatment Plant</b>				
319300 Vactor Decant Station	1,071,190	55,846	159,487	-
319400 WWTP Lower Blower Building Refurbishment	(53,088)	-	-	-
319800 WWTP Operations and Maintenance Evaluatic	107,404	-	-	-
319900 WWTP Master Plan Update	65,655	-	-	-
321000 WWTP Primary Clarifier 1 and 2 Refurbishmen	263,722	893,186	849,492	-
321100 WWTP Asset Management Implementation	17,800	118,274	173,326	-
321300 WWTP Outfall Mixing Zone Study	-	100,026	-	-
CIPWW00002 WWTP Maintenance Project	381,362	366,433	737,287	1,063,228
CIPWW00004 WWTP Solids Process Improvements	476,309	2,020,593	973,194	444,021
CIPWW00005 WWTP Asset Replacement & Refurbishment	568,689	151,301	1,613,422	1,591,277
CIPWW00011 Biological Biogas Treatment System	102,747	253,804	546,417	357,730
CIPWW00018 WWTP Upper Plant Nitrification Improvements	-	-	-	355,680
CIPWW00020 WWTP FOG Screening Improvements	-	38,625	928,175	1,363,360
CIPWW00021 WWTP Upper Barscreens Replacement	-	-	920,000	1,129,344
CIPWW00022 WWTP Control System Improvements	-	-	360,000	672,774
CIPWW00024 WWTP Organics Digestion Capacity Evaluatior	-	-	240,000	239,735
CIPWW00025 WWTP Outfall Diffuser Improvements	-	-	-	391,248
CIPWW00028 WWTP Gravity Belt Thickener Refurbishment	-	-	-	820,800
CIPWW00030 WWTP Earthquake Resiliency Projects	-	-	-	120,000
CIPWW00031 WWTP Secondary Digester Improvements	-	-	-	228,000
Subtotal	3,001,790	3,998,088	7,500,800	8,777,197
<b>Sewer System Maintenance &amp; Enhancement</b>				
315000 McKinley Sewer Extension	89,548	1,657,948	277,178	-
CIPWW00001 I & I Control Program	330,289	269,934	729,568	1,075,332
CIPWW00006 Collection System Asset Refurb/Replacement	85,541	1,424,889	867,953	1,275,135
CIPWW00007 1950's Pipe Rehabilitation/Maint. Program	298,904	676,067	3,195,392	4,241,566
CIPWW00008 East Basin Trunk Upgrade Phase III	1,340	-	1,838,401	1,933,251
CIPWW00010 Kelley Creek Trunk Easements	26,778	-	71,717	145,801
CIPWW00013 Wastewater Mainline Extension	-	495	502,094	1,003,266
CIPWW00023 Overhead Johnson Creek Crossing Seismic	-	-	-	848,816
CIPWW00026 Lower Kelly Creek Trunk Upgrade	-	-	-	2,185,239
Subtotal	832,400	4,029,333	7,482,303	12,708,406
<b>Other Improvements</b>				
320100 Asset Management Software	34,247	6,376	2,148	-
320900 Wastewater System Seismic Resilience Plan	146,983	195,363	-	-
CIPWW00014 Wastewater Collections System Master Plan	12,233	131,082	227,185	120,712
Subtotal	193,463	332,821	229,333	120,712
<b>TOTAL</b>	<b>4,027,653</b>	<b>8,360,242</b>	<b>15,212,436</b>	<b>21,606,315</b>

## Resources and Requirements by Fund

City Facility Capital Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Miscellaneous Income	23,400	286,417	115,800	-	-	-
Interfund Transfers	98,200	302,512	1,537,550	1,150,000	1,150,000	1,150,000
Beginning Balance	1,206,554	855,289	12,200	700,000	700,000	700,000
<b>Total Resources</b>	<b>1,328,154</b>	<b>1,444,218</b>	<b>1,665,550</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,850,000</b>
<b>Requirements</b>						
Capital Improvement	472,865	1,148,724	1,350,000	1,770,000	1,770,000	1,770,000
Unappropriated	855,289	295,494	315,550	80,000	80,000	80,000
<i>Non-Operating Total</i>	<i>1,328,154</i>	<i>1,444,218</i>	<i>1,665,550</i>	<i>1,850,000</i>	<i>1,850,000</i>	<i>1,850,000</i>
<b>Total Requirements</b>	<b>1,328,154</b>	<b>1,444,218</b>	<b>1,665,550</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,850,000</b>

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**FUND NOTE:** No significant structural changes.

## CITY FACILITY CAPITAL PROJECTS

Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
FACACCCHAL City Hall Air Conditioning Compressors	21,301		-	30,000
City Hall HVAC Recommissioning	-	363,069	-	
FACCARPESL City Hall Carpeting	13,150	34,742	-	10,000
City Hall Boiler	5,250		-	
City Hall Conference Center Wireless PA System	16,740		-	
FACRTUCHAL City Hall Rooftop Units Replacement	-		500,000	1,000,000
FACELECHAL City Hall Elevator Upgrades	17,131	87,815	120,000	205,000
City Hall Workspace Units	9,462		20,000	
City Hall Roof	-	11,185	10,000	
FACCUSCHAL City Hall Customer Service Center	-		100,000	100,000
City Hall Security Upgrades	-		30,000	
FACPSSNPAV & Civic Center Parking Lot Maintenance	-		90,000	200,000
Civic Center Solar Panel Repair	-		-	
PSS Building Air Conditioning Compressors	12,935		-	
FACCARPESL PSS Building Carpeting	5,961		60,000	10,000
PSS Building Boiler	-		175,000	
FACPSSWIND PSS Building Windows				20,000
Fleet Shop Modifications	272,984	7,227	-	
Operations Center Air Conditioning Compressors	1,480		-	
Operations Center HVAC Units	29,810		-	
Operations Center HVAC Zone Controls	-	3,746	-	
Operations Center Building Roofs	-		10,000	
Operations Center Security Upgrades	-	63,378	-	
Operations Center Parking Lot Maintenance	-	40,125	-	
Station 71 Bay Doors	34,941		-	
Station 72 Bay Doors	13,580		-	
FACDOOST73 Station 73 Bay Doors	-		-	20,000
Station 74 Bay Doors	-	24,950	-	
FACEMGST74 Station 74 Emergency Generator	-		-	25,000
Station 74 Bathroom	18,141		-	
Fire Station HVAC Units	-		-	
FACFIRED10 Fire District 10 Capital Maintenance	-	27,512	-	50,000
FACBRIHOUR Brite House Roof				8,000
FACBRIHREN Brite House Renovations				50,000
FACHOODPAV City Owned Parking Lot Maintenance	-		30,000	42,000
150 Powell Building	-	297,424	-	
Weston Property Acquisition		187,550		
Carryover from Prior Fiscal Years	-		205,000	
<b>TOTAL</b>	<b>472,864</b>	<b>1,148,724</b>	<b>1,350,000</b>	<b>1,770,000</b>

## Resources and Requirements by Fund

Enterprise System Replacement Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Interfund Transfers	650,000	2,500,000	2,130,000	679,000	679,000	679,000
Beginning Balance	29,494	183,595	1,050,000	1,760,000	1,760,000	1,760,000
<b>Total Resources</b>	<b>679,494</b>	<b>2,683,595</b>	<b>3,180,000</b>	<b>2,439,000</b>	<b>2,439,000</b>	<b>2,439,000</b>
<b>Requirements</b>						
Capital Improvement	495,899	1,245,975	3,180,000	2,439,000	2,439,000	2,439,000
Unappropriated	183,595	1,437,620	-	-	-	-
<i>Non-Operating Total</i>	<i>679,494</i>	<i>2,683,595</i>	<i>3,180,000</i>	<i>2,439,000</i>	<i>2,439,000</i>	<i>2,439,000</i>
<b>Total Requirements</b>	<b>679,494</b>	<b>2,683,595</b>	<b>3,180,000</b>	<b>2,439,000</b>	<b>2,439,000</b>	<b>2,439,000</b>

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**FUND NOTE:** No significant structural changes.

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## ENTERPRISE SYSTEMS REPLACEMENT PROJECTS

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Projects	Actual 2017/18	Actual 2018/19	Revised Budget 2019/20	Adopted Budget 2020/21
Enterprise Resource Planning System Replacement	495,899	1,245,975	3,180,000	2,230,000
Utility Billing Software Upgrade (Cayenta)	-	-	-	209,000
<b>TOTAL</b>	<b>495,899</b>	<b>1,245,975</b>	<b>3,180,000</b>	<b>2,439,000</b>

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## Planned Use of System Development Charges

### SDC Funded Projects

SDC Type	Project No.	Project Name	Total
<b>Wastewater</b>	CIPWW00026	Lower Kelly Creek Trunk Upgrade	\$ 721,130
	CIPPVW0003	Advanced Wetland, Stream and Floodplain Mitiga	200,000
			921,130
<b>Transportation</b>	CIPTR00003	Development Coordination Projects	7,462
	CIPTR00017	Palmquist / HWY 26	1,317,394
	CIPTR00011	Glisan and 202nd TIF	225,000
			1,549,856
<b>Parks</b>	CIPPK00001	Gradin Sports Park Development	1,574,620
	CIPPK00004	Park Master Plan Update and Concept Planning fo	83,600
	CIPPK00006	Metro Local Share Park Improvements	5,000
	CIPUR00005	Rockwood Urban Plaza	525,797
			2,189,017
<b>Stormwater</b>	CIPSW00009	Infrastructure Capacity Improvements	418,768
	CIPSW00010	Stormwater Infrastructure Master Plan	91,200
	CIPPVSW011	Advanced Wetland, Stream and Floodplain Mitiga	400,000
	CIPUR00002	Sandy Boulevard Improvements	361,900
			1,271,868
<b>Total - SDC Funded Projects:</b>			<b>\$ 5,931,871</b>

### SDC Related Debt Funded Projects

(To be repaid in future years with System Development Charges)

SDC Type	Project No.	Project Name	Total
<b>Wastewater</b>	CIPWW00008	East Basin Trunk Upgrade Phase III	\$ 532,411
	CIPWW00010	Kelley Creek Trunk Easements	145,801
			678,212
<b>Water</b>	CIPWT00002	Waterline Oversizing	245,185
	CIPWT00004	Hunter's Highland Reservoir #2	80,664
	CIPWT00009	Test Wells	352,468
	CIPWT00010	Gresham's Well #2	1,022,062
	CIPWT00021	Gresham's Well #3	257,500
	CIPPVWT003	Advanced Wetland, Stream and Floodplain Mitiga	200,000
			2,157,879
<b>Transportation</b>	CIPTR00004	Civic Neighborhood T.O.D. TIF	213,239
	CIPTR00005	Intersection Improvements	1,340,516
	CIPTR00007	Division Street Corridor "Complete Street" Projec	455,942
	CIPTR00008	NE Cleveland Avenue (Stark to Burnside)	1,259,451
	CIPTR00009	Stark and 223rd TIF	839,779
	CIPTR00010	Hogan - Powell to Burnside	1,752,376
	CIPTR00018	TIF Study Update	173,869
	CIPFP00002	Pedestrian Enhancements	2,000
	CIPUR00002	Sandy Boulevard Improvements	2,220,764
			8,257,936
<b>Total - SDC Related Debt Funded Projects:</b>			<b>\$ 11,094,027</b>

## Planned Use of System Development Charges

### Projects Funded With SDC Credits

(Credits issued to private developers when they construct qualifying public infrastructure)

SDC Type	Project No.	Project Name	Total
<b>Wastewater</b>	CIPPVWW001	Lower Kelley Creek Trunk	\$ 8,993,264
	CIPPVWW002	Wastewater Development Coordination	1,465,631
	CIPSPWW001	Wastewater Development Coordination	2,250,000
			12,708,895
<b>Water</b>	CIPPVWT001	Water Development Coordination	3,525,229
	CIPSPWT001	Water Development Coordination	2,500,000
			6,025,229
<b>Transportation</b>	CIPTR00003	Development Coordination Projects	800,000
	CIPTR00011	Glisan and 202nd TIF	135,000
	CIPFP00005	On-Street Paths Development Coordination	300,000
	CIPPVTR002	Transportation Development Coordination	4,608,428
	CIPSPTR001	Springwater Transportation Development Coordi	1,928,594
			7,772,022
<b>Parks</b>	CIPPK00003	Development Coordination Projects	50,000
	CIPPVPK002	Parks Development Coordination	2,737,098
	CIPSPPK001	Springwater Parks Development Coordination	200,000
	CIPUR00005	Rockwood Urban Plaza	384,626
			3,371,724
<b>Stormwater</b>	CIPSW00008	Segment 2, Fairview Creek Basin Central Core Tru	406,904
	CIPVSW001	Stormwater Development Coordination	950,000
	CIPSPSW001	Stormwater Development Coordination	555,218
			1,912,122
<b>Total - Projects Funded With SDC Credits:</b>			<b>\$ 31,789,992</b>

## Resources and Requirements by Fund

Footpaths & Bike Routes Fund	2017/18 Actual	2018/19 Actual	2019/20 Adopted Budget	2020/21 City Manager Proposed	2020/21 Budget Committee Approved	2020/21 City Council Adopted
<b>Resources</b>						
Intergovernmental	109,266	122,315	-	-	-	-
Charges for Services	45,178	-	-	-	-	-
Interest Income	10,666	19,698	-	-	-	-
Interfund Transfers	1,745,202	1,224,663	-	-	-	-
Beginning Balance	997,945	939,906	750,000	-	-	-
<b>Total Resources</b>	<b>2,908,257</b>	<b>2,306,582</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
Capital Improvement	1,968,351	1,626,957	-	-	-	-
Interfund Transfers	-	-	750,000	-	-	-
Unappropriated	939,906	679,625	-	-	-	-
<i>Non-Operating Total</i>	<i>2,908,257</i>	<i>2,306,582</i>	<i>750,000</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Requirements</b>	<b>2,908,257</b>	<b>2,306,582</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GENERAL NOTE:** The City began using a new Chart of Accounts structure in fiscal year 2019/20. Several funds, departments, and divisions were restructured, and certain revenue and expense items were recategorized. As a result, comparisons with prior years may be difficult. Please refer to the *Budget Message* section of this document for further details regarding account structure changes, and to the *Revenue Information* and *Expenditure Information* sections for additional details regarding year over year budget comparisons.

**FUND NOTE:** Beginning in fiscal year 2019/20, this function has been moved to the Transportation Capital Improvement Fund. An appropriation to transfer any fund balance is included so the fund can be closed.

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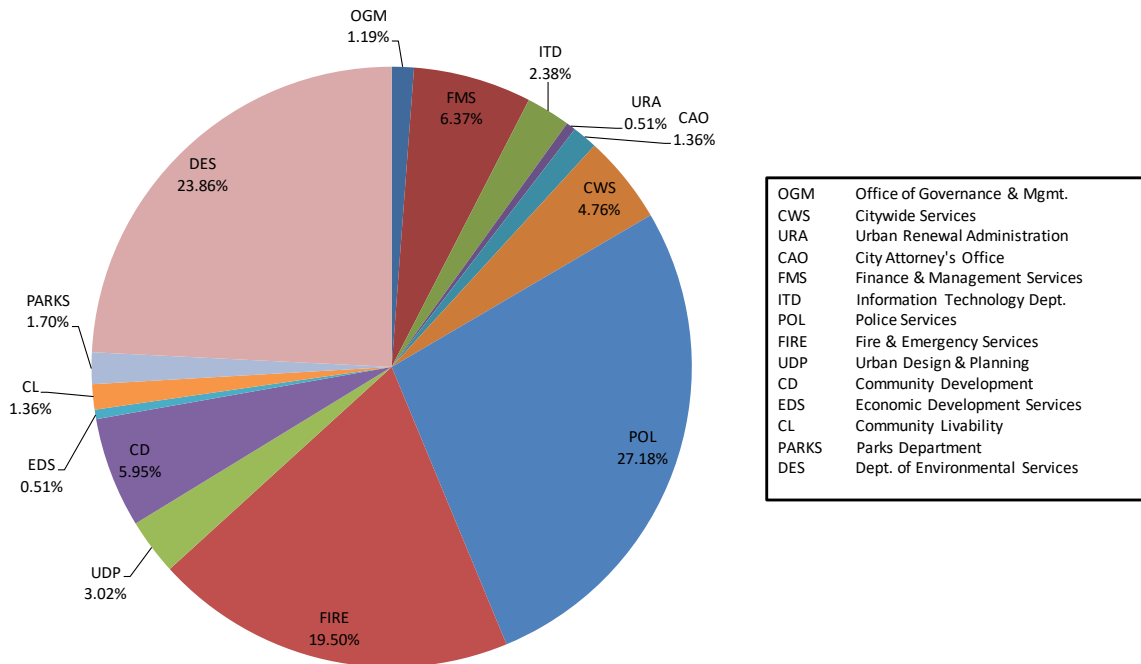
CITY OF  
GRESHAM  
OREGON

# Staffing Information

## Personnel Allocation by Fund and Department Fiscal Year 2020/21

	OGM	CAO	FMS	IT	CWS	Police	Fire	URA	UDP	CD	ED	CL	Parks	DES	Adopted FY 2020/21
General Fund						155.00	110.50			4.20	3.00		10.00		282.70
Urban Design & Planning Fund									17.80						17.80
Solid Waste & Recycling Fund														5.96	5.96
Rental Inspection Fund										4.35					4.35
Infrastructure Development Fund														16.00	16.00
Transportation Fund														37.96	37.96
CDBG & HOME Fund										1.00					1.00
Building Fund										25.45					25.45
Urban Renewal Support Fund								3.00							3.00
Water Fund														27.75	27.75
Stormwater Fund														26.10	26.10
Wastewater Fund														28.78	28.78
Facilities & Fleet Mngt Fund			12.00												12.00
Legal Services Fund		5.50													5.50
Administrative Services Fund	7.00		25.50	14.00	28.00							8.00			82.50
Workers' Comp & Liability Mgmt Fund		2.50													2.50
Designated Purpose Fund						5.00	4.25								9.25
<b>TOTAL</b>	<b>7.00</b>	<b>8.00</b>	<b>37.50</b>	<b>14.00</b>	<b>28.00</b>	<b>160.00</b>	<b>114.75</b>	<b>3.00</b>	<b>17.80</b>	<b>35.00</b>	<b>3.00</b>	<b>8.00</b>	<b>10.00</b>	<b>142.55</b>	<b>588.60</b>

## Full-Time Equivalent Employees by Department FY 2020/21



## Staffing Information

### STAFF RESOURCES

The fiscal year 2020/21 Adopted Budget includes funds for 588.60 Full-Time Equivalent (FTE) permanent positions. The table below illustrates the staff resource allocation.

	Authorized FY 17/18	Authorized FY 18/19	Authorized FY 19/20	Adopted FY 20/21
<i>Police Services</i>	133.00	133.00	136.00	133.00
<i>Police Services - PFP Fund</i>	22.00	22.00	22.00	22.00
<i>Fire &amp; Emergency Services</i>	85.75	87.75	87.75	92.50
<i>Fire &amp; Emergency Services - PFP Fund</i>	18.00	18.00	18.00	18.00
<i>Community Development</i>	6.20	3.70	4.20	4.20
<i>Economic Development Services</i>	3.00	3.00	3.00	3.00
<i>Parks</i>	5.30	8.30	8.30	7.00
<i>Parks - PFP Fund</i>	3.00	3.00	3.00	3.00
<b>General Fund</b>	276.25	278.75	282.25	282.70
<b>Urban Design &amp; Planning Fund (UDP)</b>	17.80	17.80	17.80	17.80
<b>Solid Waste &amp; Recycling Fund (DES)</b>	4.96	5.96	5.96	5.96
<b>Rental Inspection Fund (CD)</b>	4.60	4.10	4.35	4.35
<b>Infrastructure Development Fund (DES)</b>	14.50	15.50	16.00	16.00
<b>Transportation Fund (DES)</b>	36.96	36.96	37.96	37.96
<b>CDBG &amp; HOME Fund (CD)</b>	1.00	1.00	1.00	1.00
<b>Building Fund (CD)</b>	23.20	23.20	25.45	25.45
<b>Urban Renewal Support Fund (URA)</b>	3.00	3.00	3.00	3.00
<b>Water Fund (DES)</b>	27.75	27.75	27.75	27.75
<b>Stormwater Fund (DES)</b>	25.10	25.10	27.10	26.10
<b>Wastewater Fund (DES)</b>	28.28	28.28	27.78	28.78
<b>Facilities &amp; Fleet Mngt Fund (FMS)</b>	10.80	10.70	11.70	12.00
<b>Workers' Comp &amp; Liability Mgmt Fund (CAO)</b>	2.00	2.50	2.50	2.50
<b>Legal Services Fund (CAO)</b>	7.00	6.50	6.50	5.50
<i>Office of Governance &amp; Mgmt.</i>	10.00	9.00	7.00	7.00
<i>Finance &amp; Management Services</i>	10.15	10.15	12.40	12.35
<i>Utility Billing</i>	15.25	15.35	13.10	13.15
<i>Information Technology</i>	21.00	22.00	15.00	14.00
<i>Citywide Services</i>	23.00	20.00	31.00	28.00
<i>Community Livability</i>	-	8.00	8.00	8.00
<b>Administrative Services Fund</b>	79.40	84.50	86.50	82.50
<i>Police Services</i>	11.00	11.00	8.00	5.00
<i>Fire &amp; Emergency Services</i>	6.00	6.00	9.00	4.25
<b>Designated Purpose Fund</b>	17.00	17.00	17.00	9.25
	<u>579.60</u>	<u>588.60</u>	<u>600.60</u>	<u>588.60</u>

## Staffing Information

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### Reconciliation of FTE Changes FY 2019/20 Adopted to FY 2020/21 Adopted Budget

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	Additions	Reductions	Total
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<b>Total FY 2019/20 FTE - Adopted Budget</b>			<b>597.60</b>
Fire Department			
Firefighter (SAFER Grant)	3.00		
<b>Total FY 2019/20 FTE - Revised Budget</b>			<b>600.60</b>
<hr style="border-top: 1px dotted black;"/>			
<b>FY 2020/21 Adopted Budget</b>			
City Attorney's Office			
Assistant City Attorney		(1.00)	
Finance & Management Services Department			
Finance & Management Services Director		(0.80)	
Information & Technology Department			
IT Services Coordinator		(1.00)	
Citywide Services			
Administrative Analyst		(1.00)	
Chief Information & Innovation Officer		(1.00)	
Project Manager II		(1.00)	
Police Department			
Crime Analyst		(1.00)	
Police Officer		(4.00)	
Police Records Specialist II		(1.00)	
Parks Department			
Finance & Management Services Director		(0.20)	
<b>Total FY 2020/21 FTE - Adopted Budget</b>			<b>588.60</b>

## Staffing Information

### Limited Term (LTE) Changes FY 2020/21 Adopted Budget

	Additions LTE	Reductions LTE
Office of Governance & Management		
Assistant to the Mayor		(1.00)
City Attorney's Office		
Administrative Assistant II		(0.50)
Police Department		
Administrative Assistant II		(1.00)
Fire Department		
Emergency Medical Technician	0.50	
Nurse	0.50	
Urban Renewal		
Senior UR Project Coordinator		(2.00)
Urban Design & Planning		
Associate Development Planner		(1.00)
College Intern		(1.00)
Community Development Department		
Senior Economic Development Specialist		(1.00)
Economic Development Department		
Economic Development Specialist		(1.00)
Community Livability Department		
Administrative Assistant I		(0.60)
Public Utility Worker I		(1.00)
Parks Department		
Administrative Assistant II	0.50	
College Intern (Temp)		(1.00)
Public Utility Worker I		(1.00)
Department of Environmental Services		
Environmental Specialist II		(0.20)
Enterprise System Replacement Project		
Business Systems Analyst	1.00	
Payroll Administrator		(0.50)
Planning Technician		(0.50)
Senior Accountant		(0.50)
Utility Customer Service Representative		(1.00)



## Staffing Information

### TRENDS – FTE PER 1,000 POPULATION

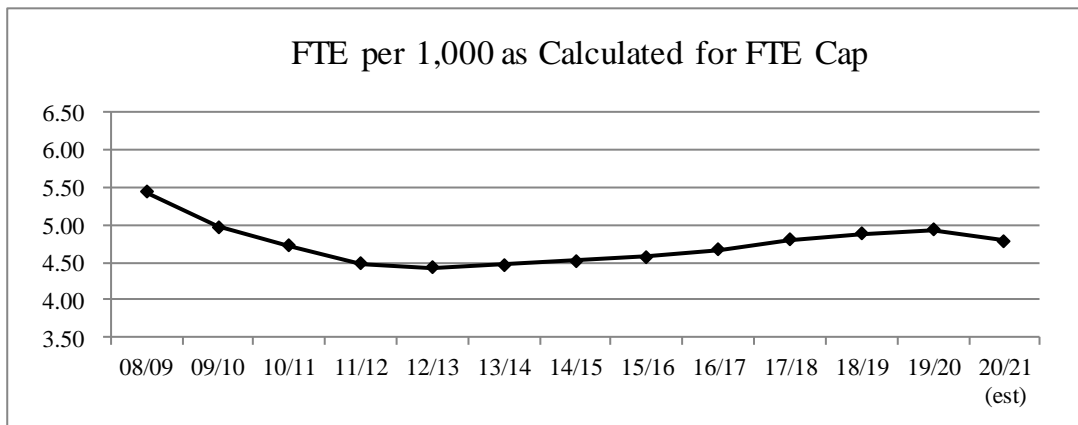
The City Charter contains language that allows the City to employ up to 6.5 Full-Time Equivalent (FTE) persons per 1,000 population, using the following method to calculate the employee cap:

- (1) Determine the current year’s population by averaging the growth rate of the previous three years.
- (2) Calculate the FTE cap by dividing the projected population by 1,000 (“per thousand” population). Multiply this number by 6.5 to arrive at the employee cap. The City’s total FTE count is adjusted downward to account for those City employees who provide services primarily outside Gresham’s boundaries or who are funded through revenue sources not contributed to or subsidized by Gresham citizens. An example is Fire & Emergency Services staff working on the contract for Fire District #10.
- (3) The FTE to population ratio is then calculated by dividing the number of allowable FTEs by the per thousand population.

The following table and chart provide a history of the City’s staff resources as compared to Gresham’s population:

Fiscal Year	Gresham Population	FTE Count	FTE Per 1,000 Population	FTE Calculated for Cap	FTE Cap per 1,000
2008/09	100,655	590.70	5.87	546.98	5.43
2009/10	101,015	556.20	5.51	501.64	4.97
2010/11	105,595	547.10	5.18	498.81	4.72
2011/12	105,795	523.55	4.95	473.89	4.48
2012/13	105,970	518.55	4.89	468.72	4.42
2013/14	106,180	525.55	4.95	473.79	4.46
2014/15	106,455	534.55	5.02	480.89	4.52
2015/16	107,065	543.35	5.07	490.10	4.58
2016/17	108,150	549.10	5.08	504.69	4.67
2017/18	109,820	579.60	5.28	527.69	4.81
2018/19	110,505	588.60	5.33	539.25	4.88
2019/20	111,810	600.60	5.37	551.04	4.93
2020/21	113,071 *	588.60	5.21	541.32	4.79

\* Projected based on previous three-year average



## Staffing Information

### FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range		No. of Positions	Budget Salary
1311	ACCOUNTANT I	\$ 5,315	- \$ 6,791	1.00	\$ 81,408
1312	ACCOUNTANT II	5,598	- 7,150	3.50	291,166
1122	ACCOUNTING ASSISTANT III	4,332	- 5,527	2.50	156,163
1107	ADMINISTRATIVE ANALYST - GU	5,100	- 6,450	6.75	497,415
1113	ADMINISTRATIVE ASSISTANT II - GU	3,909	- 4,991	14.95	866,672
11150	ADMINISTRATIVE ASSISTANT III - GU	4,332	- 5,527	4.00	255,616
1115	ADMINISTRATIVE ASSISTANT III - MSC	4,151	- 5,397	2.00	125,223
2111	ADMINISTRATIVE CHIEF	9,415	- 12,236	1.00	146,827
1105	ADMINISTRATIVE SUPERVISOR	4,839	- 6,294	1.00	75,525
1428	AMI SYSTEM OPERATIONS ANALYST	5,892	- 7,523	1.00	90,272
3111	ASSISTANT BUILDING OFFICIAL	7,670	- 9,976	1.00	119,704
1137	ASSISTANT CITY RECORDER	4,367	- 5,679	1.00	59,080
3237	ASSISTANT DEVELOPMENT PLANNER	5,315	- 6,791	1.00	80,122
3241	ASSISTANT TRANSPORTATION PLANNER	5,315	- 6,791	1.00	72,316
3238	ASSOCIATE DEVELOPMENT PLANNER	5,892	- 7,523	4.00	351,357
11040	ASSOCIATE MANAGEMENT ANALYST - MSC	6,251	- 8,128	2.00	176,120
3235	ASSOCIATE TRANSPORTATION PLANNER	5,892	- 7,523	1.80	161,849
2118	BATTALION CHIEF	7,724	- 11,800	3.00	424,829
1281	BUDGET & FINANCIAL PLANNING DIRECTOR	8,946	- 11,627	1.00	139,526
1350	BUDGET ANALYST TRAINEE	4,839	- 6,294	1.00	61,187
3101	BUILDING INSPECTOR I	5,315	- 6,791	2.00	140,074
3102	BUILDING INSPECTOR II	5,892	- 7,523	8.00	688,271
3104	BUILDING INSPECTOR III	6,200	- 7,921	1.00	95,056
1124	BUSINESS LICENSE SPECIALIST	3,716	- 4,745	1.00	56,950
1420	BUSINESS SYSTEMS ANALYST	5,892	- 7,523	3.00	254,783
1342	CAPITAL IMPROVEMENT PROGRAM ANALYST	5,892	- 7,523	1.00	90,272
1211	CITY ATTORNEY	11,551	- 15,017	1.00	180,211
1000	CITY MANAGER	16,592	- 17,256	1.00	207,064
1132	CITY RECORDER	5,093	- 6,623	1.00	79,477
1404	CITY SURVEYOR	6,200	- 7,921	1.00	95,056
3311	CIVIL ENGINEER I	5,939	- 7,721	5.00	426,667
3312	CIVIL ENGINEER II	6,581	- 8,552	7.00	671,268
2402	CODE COMPLIANCE INSPECTOR	5,100	- 6,450	3.00	218,849
2403	CODE ENFORCEMENT MANAGER	6,581	- 8,552	1.00	92,612
3233	COMMS ADMINISTRATIVE SPECIALIST	4,802	- 6,131	1.00	73,570
3228	COMMUNICATIONS BRANDING SPECIALIST	5,100	- 6,450	1.00	67,286
3231	COMMUNICATIONS CONTENT SPECIALIST	5,598	- 7,150	1.00	85,800
1209	COMMUNICATIONS GRAPHIC DESIGNER	5,100	- 6,450	1.00	77,397
3227	COMMUNICATIONS MANAGER	7,670	- 9,976	1.00	114,639
3234	COMMUNICATIONS DIGITAL MEDIA SPECIALIST	5,100	- 6,450	1.00	77,397
3115	COMMUNITY DEVELOPMENT DIRECTOR	9,415	- 12,236	1.00	146,827
1163	COMMUNITY OUTREACH SPECIALIST - PUBLIC WORKS	5,598	- 7,150	1.00	85,800
1126	COUNCIL AND EXECUTIVE ANALYST	6,251	- 8,128	1.00	93,891
2212	CRIMINALIST	5,362	- 6,847	2.00	164,328
1005	DEPUTY CITY MANAGER	8,176	- 15,459	1.00	185,515
3119	DEPUTY COMMUNITY DEVELOPMENT DIRECTOR	7,670	- 9,976	1.00	99,880
2112	DEPUTY FIRE MARSHAL I	5,572	- 8,582	3.00	308,942

## Staffing Information

### FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range		No. of Positions	Budget Salary
3320	DEVELOPMENT ENGINEERING MANAGER	\$ 6,581	- \$ 8,552	1.00	\$ 102,627
3332	DEVELOPMENT ENGINEERING SPECIALIST	6,200	- 7,921	3.00	256,415
3201	ECONOMIC DEVELOPMENT DIRECTOR	8,074	- 10,495	1.00	122,179
3210	ECONOMIC DEVELOPMENT SPECIALIST	5,315	- 6,791	1.00	78,013
3307	ELECTRICIAN	5,892	- 7,523	2.00	180,544
2303	EMERGENCY MANAGEMENT COORDINATOR	6,251	- 8,128	1.00	97,531
3305	ENGINEERING TECHNICIAN III	5,315	- 6,791	5.00	377,149
3306	ENGINEERING TECHNICIAN IV	5,892	- 7,523	4.00	361,088
4113	ENVIRONMENTAL PROGRAM COORDINATOR	6,527	- 8,334	2.00	200,013
4115	ENVIRONMENTAL PROGRAM MANAGER	6,924	- 9,001	2.00	205,483
1208	ENVIRONMENTAL SERVICES & CITY OPERATIONS DIRECTOR	10,976	- 14,269	1.00	171,226
3341	ENVIRONMENTAL SPECIALIST II	4,802	- 6,131	1.00	66,914
3342	ENVIRONMENTAL SPECIALIST III	5,598	- 7,150	4.00	342,534
3343	ENVIRONMENTAL SPECIALIST IV	5,892	- 7,523	2.00	180,544
4204	FACILITIES MAINTENANCE COORDINATOR	5,315	- 6,791	1.00	79,150
4208	FACILITIES MAINTENANCE TECHNICIAN I	3,909	- 4,991	1.00	58,642
4207	FACILITIES MAINTENANCE TECHNICIAN II	4,332	- 5,527	1.00	64,996
3216	FACILITIES, PARKS & FLEET MANAGER	7,289	- 9,474	1.00	113,048
1248	FINANCE & ACCOUNTING SERVICES MANAGER	7,289	- 9,474	1.00	113,693
1249	FINANCIAL OPERATIONS MANAGER	7,289	- 9,474	1.00	113,693
2105	FIRE CAPTAIN	6,126	- 9,440	8.00	906,310
1251	FIRE CHIEF	11,551	- 15,017	1.00	179,338
2113	FIRE INSPECTOR	4,559	- 7,802	2.00	169,084
2103	FIRE LIEUTENANT	5,572	- 8,582	21.00	2,156,613
2106	FIRE LOGISTICS TECHNICIAN	4,332	- 5,527	1.00	55,536
2119	FIRE MARSHAL	7,724	- 11,800	1.00	141,606
2101	FIREFIGHTER	4,559	- 7,802	68.00	5,559,152
4305	FLEET MAINTENANCE SUPERVISOR	6,251	- 8,128	1.00	88,174
1417	GIS & ANALYTICS MANAGER	7,670	- 9,976	1.00	119,704
1409	GIS ANALYST I	5,598	- 7,150	2.00	161,911
1424	GIS ANALYST II	6,200	- 7,921	1.00	86,414
3207	GOVERNMENT RELATIONS DIRECTOR	8,946	- 11,627	1.00	139,526
1503	HUMAN RESOURCES ANALYST	5,366	- 6,971	1.00	71,819
1261	HUMAN RESOURCES DIRECTOR	9,415	- 12,236	1.00	146,827
1231	INFORMATION TECHNOLOGY DIRECTOR	9,415	- 12,236	1.00	146,827
1413	IT APPLICATIONS MANAGER	8,074	- 10,495	1.00	125,944
3223	MEDIATION SPECIALIST	5,644	- 7,338	1.00	87,560
3214	NATURAL RESOURCE PLANNER	5,892	- 7,523	1.00	90,272
2306	NEIGHBORHOOD & COMMUNITY ENGAGEMENT MANAGER	6,581	- 8,552	1.00	89,429
2110	OPERATIONS CHIEF	9,415	- 12,236	1.00	146,827
1108	PARALEGAL	4,839	- 6,294	1.00	70,169
1310	PAYROLL ADMINISTRATOR	5,100	- 6,450	1.00	77,397
3309	PERMIT TECHNICIAN I	4,116	- 5,252	1.00	53,614
3310	PERMIT TECHNICIAN II	4,561	- 5,825	2.00	133,453
3301	PERMIT TECHNICIAN III	5,100	- 6,450	1.00	67,810
3315	PERMIT/STRUCTURAL PLAN REVIEW MANAGER	7,289	- 9,474	1.00	102,596
3117	PLANNING TECHNICIAN II	4,561	- 5,825	3.00	193,107

## Staffing Information

### FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range		No. of Positions	Budget Salary
3113	PLANS EXAMINER II	\$ 6,200	- \$ 7,921	3.00	\$ 272,654
3118	PLANS EXAMINER III	6,527	- 8,334	1.00	100,006
2209	POLICE CAPTAIN	10,559	- 10,981	2.00	263,544
1271	POLICE CHIEF	11,551	- 15,017	1.00	180,211
2207	POLICE LIEUTENANT	10,056	- 10,458	6.00	750,625
2202	POLICE OFFICER	5,362	- 6,847	105.00	8,433,857
1117	POLICE RECORDS MANAGER	6,251	- 8,128	1.00	97,531
1111	POLICE RECORDS SPECIALIST I	3,909	- 4,991	13.00	724,177
1112	POLICE RECORDS SPECIALIST II	4,332	- 5,527	2.00	132,662
1133	POLICE RECORDS SPECIALIST TRAINEE	3,532	- 4,507	1.00	44,517
2205	POLICE SERGEANT	6,593	- 8,420	17.00	1,698,063
2211	POLICE TECHNICIAN	4,198	- 5,324	1.00	63,888
1128	PROGRAM ANALYST - GU	5,892	- 7,523	2.00	172,380
1116	PROGRAM TECHNICIAN - GU	4,561	- 5,825	12.00	779,126
11160	PROGRAM TECHNICIAN - MSC	4,367	- 5,679	3.00	202,009
4102	PUBLIC UTILITY WORKER II	3,909	- 4,991	47.00	2,659,257
4109	PUBLIC WORKS ASSET SPECIALIST	5,315	- 6,791	2.00	157,591
3123	PUBLIC WORKS CONSTRUCTION INSPECTOR	5,100	- 6,450	4.00	292,718
4124	PUBLIC WORKS FIELD OPERATIONS SUPERVISOR	5,315	- 6,791	6.00	480,745
3325	PUBLIC WORKS MANAGER	8,074	- 10,495	3.00	377,832
4105	PUBLIC WORKS SUPERINTENDENT	6,581	- 8,552	4.00	406,362
1118	PURCHASING AGENT	5,892	- 7,523	1.00	90,272
2401	RENTAL HOUSING INSPECTOR	5,100	- 6,450	2.00	149,878
2405	RENTAL HOUSING INSPECTOR TRAINEE	4,332	- 5,527	1.00	54,059
1705	RISK MANAGEMENT SPECIALIST	4,839	- 6,294	1.00	75,525
1703	RISK MANAGER	6,581	- 8,552	1.00	102,627
1313	SENIOR ACCOUNTANT	5,892	- 7,523	1.00	90,272
1102	SENIOR ADMINISTRATIVE SUPERVISOR	5,366	- 6,971	2.00	167,315
1603	SENIOR ASSISTANT CITY ATTORNEY	8,946	- 11,627	3.00	411,715
2404	SENIOR CODE COMPLIANCE INSPECTOR	5,892	- 7,523	1.00	90,074
3242	SENIOR COMPREHENSIVE PLANNER	6,869	- 8,768	0.80	83,497
3243	SENIOR DEVELOPMENT PLANNER	6,869	- 8,768	2.00	207,112
3217	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	5,892	- 7,523	1.00	90,272
3316	SENIOR ENGINEER	7,289	- 9,474	5.00	568,464
4209	SENIOR FACILITIES MAINTENANCE TECHNICIAN	4,802	- 6,131	1.00	73,570
1318	SENIOR FINANCIAL ANALYST	6,581	- 8,552	2.00	199,782
1504	SENIOR HUMAN RESOURCES ANALYST	6,251	- 8,128	4.00	370,182
11360	SENIOR MANAGEMENT ANALYST	6,251	- 8,128	3.00	283,067
1803	SENIOR MANAGER - OGM	7,670	- 9,976	2.00	232,623
2213	SENIOR POLICE TECHNICIAN	4,841	- 6,172	2.00	140,423
1109	SENIOR PROGRAM MANAGER	6,581	- 8,552	1.00	102,627
4122	SENIOR PUBLIC UTILITY WORKER	4,561	- 5,825	11.00	759,789
3122	SENIOR PUBLIC WORKS CONSTRUCTION INSPECTOR	5,598	- 7,150	1.00	85,800
1101	SPECIAL PROJECTS COORDINATOR	6,251	- 8,128	1.00	94,903
3314	STRUCTURAL ENGINEER	6,581	- 8,552	1.00	101,985
3308	SUPERVISORY ELECTRICIAN	6,527	- 8,334	1.00	99,854
1407	SYSTEM ADMINISTRATOR II	6,869	- 8,768	2.00	210,439
1427	SYSTEMS ADMINISTRATOR I	6,200	- 7,921	1.00	84,417

## Staffing Information

### FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range	No. of Positions	Budget Salary
1412	SYSTEMS ANALYST	\$ 6,527 - \$ 8,334	3.00	\$ 295,124
1410	TECHNICIAN SUPPORT SPECIALIST II	5,100 - 6,450	3.00	215,987
1309	TITLES, LIENS & COLLECTIONS SPECIALIST	4,561 - 5,825	1.00	69,888
2104	TRAINING OFFICER	6,126 - 9,440	1.00	113,277
3247	TRANSPORTATION PLANNING MANAGER	7,289 - 9,474	1.00	113,693
1334	TREASURY ANALYST	5,892 - 7,523	1.00	81,110
1201	URBAN DESIGN & PLANNING DIRECTOR	8,946 - 11,627	1.00	139,526
3246	URBAN DESIGN MANAGER	7,289 - 9,474	1.00	113,693
1807	URBAN RENEWAL DIRECTOR	8,074 - 10,495	1.00	125,944
1120	UTILITY CUSTOMER SERVICE REPRESENTATIVE	3,716 - 4,745	3.50	183,087
4303	VEHICLE MECHANIC II	4,802 - 6,131	4.00	287,622
4121	WATER DISTRIBUTION TECHNICIAN I	4,561 - 5,825	1.00	69,888
4120	WATER DISTRIBUTION TECHNICIAN II	5,100 - 6,450	1.00	77,397
4107	WATER METER TECHNICIAN	4,561 - 5,825	1.00	67,163
4125	WATER OPERATIONS SUPERVISOR	5,598 - 7,150	1.00	85,800
4106	WATER QUALITY SPECIALIST	5,100 - 6,450	1.00	76,972
4103	WATER SERVICE FIELD REPRESENTATIVE	3,909 - 4,991	1.00	59,904
4110	WATER SUPERINTENDENT	6,581 - 8,552	1.00	102,627
1400	WEB CONTENT COORDINATOR	5,598 - 7,150	1.00	85,800
1399	WEB CONTENT SPECIALIST	5,100 - 6,450	0.80	59,053
<b>Total Full-Time Employees and Salary</b>			<b>588.60</b>	<b>\$ 49,496,613</b>

## Interfund Transfers – To

TO Fund Name	FROM Fund Name	Amount	Reason	Total	
General	Designated Purpose	\$ 100,000	Economic Development Support		
	Water	25,000	Confined Space Rescue		
	Stormwater	25,000	Confined Space Rescue		
	Wastewater	25,000	Confined Space Rescue	\$ 175,000	
Urban Design & Planning	General	2,335,000	Planning Services	2,335,000	
Solid Waste & Recycling	Water	35,083	Green Business Program		
	Stormwater	35,083	Green Business Program		
	Wastewater	35,083	Green Business Program	105,249	
Designated Purpose	General	-	Body-worn Camera Grant Match	70,166	
Designated Purpose	General	75,000	COPS Grant Match		
	General	275,000	EMGET (OYA) Grant Match		
	General	120,000	Incentive Program		
	General	10,000	Justice and Mental Health Collab Grant Match		
	General	245,000	SAFER Grant Match		
	Building	30,000	Small Business Incentive Program		
	Urban Renewal Support	40,000	Small Business Incentive Program		
	Water	5,000	Small Business Incentive Program		
	Stormwater	5,000	Small Business Incentive Program		
	Wastewater	5,000	Small Business Incentive Program		
	Administrative Services	3,000	Art Committee Donation		
	Administrative Services	35,000	Gresham Sponsored Events	848,000	
	Infrastructure Development	Transportation	480,300	Dev. Engineering & Public Works Insp.	
		Water	480,300	Dev. Engineering & Public Works Insp.	
		Stormwater	480,300	Dev. Engineering & Public Works Insp.	
Wastewater		480,300	Dev. Engineering & Public Works Insp.	1,921,200	
Transportation	SDC Fund	3,737,000	Debt Service		
	SDC Fund	17,900	Reimbursement SDC's for Debt		
	Streetlight	92,750	Operation of Streetlight Program		
	Stormwater	854,100	Vegetation & Sweeping	4,701,750	
CDBG & HOME	General	20,000	Working Cash for CDBG/HOME	20,000	
Building	Urban Design & Planning	115,000	Permit Center Services	115,000	
Parks Capital Improvement	SDC Fund	50,000	SDC Credits		
	SDC Fund	1,720,900	SDC Funded Projects	1,770,900	
General Development Cap Impr	SDC Fund	12,709,000	SDC Credits		
	SDC Fund	6,025,500	SDC Credits		
	SDC Fund	1,505,300	SDC Credits		
	SDC Fund	400,000	SDC Funded Projects		
	SDC Fund	6,537,100	SDC Credits		
	SDC Fund	200,000	SDC Funded Projects		
	SDC Fund	2,937,100	SDC Credits		
	Transportation	200,000	Gas Tax Funded Projects		
	Parks Capital Improvement	-	Parks Project Match		
	Stormwater	45,000	Rate Funded Projects	30,559,000	
Transportation Capital Impr	SDC Fund	935,000	SDC Credits		
	SDC Fund	1,550,000	SDC Funded Projects		
	Streetlight	769,400	Streetlight Funded Projects		
	Transportation	7,872,000	Gas Tax Funded Projects	11,126,400	
Footpaths & Bikeways Capital Impr	SDC - Transportation	300,000	SDC Credits		
	Transportation	5,904,500	Pedestrian & Bikeway Projects	6,204,500	
	CDBG & HOME	-	CDBG Pedestrian Enhancements	5,904,500	
Urban Renewal Capital Impr	SDC Fund	361,900	SDC Funded Projects		
	SDC Fund	384,700	SDC Credits		
	SDC Fund	525,800	SDC Funded Projects		
	Streetlight	105,500	Streetlight Funded Projects		
	Transportation	59,000	Transportation Funded Projects	1,436,900	
General Government Debt Svc	General	745,000	Debt Service		
	SDC Fund	556,000	Debt Service		
	Streetlight	501,000	Debt Service		
	Transportation	9,581,000	Debt Service		
	CDBG & HOME	227,400	CDBG Section 108 Debt Service	11,610,400	

## Interfund Transfers – To

TO	FROM	Amount	Reason	Total
Fund Name	Fund Name			
Water	SDC Fund	\$ 176,500	Reimbursement SDC's for Debt	
	SDC Fund	235,200	SDC Funded Debt	\$ 411,700
Water Capital Improvement	SDC Fund	39,737	SDC Interest	
	Water	772,500	Rate Funded Projects	812,237
Water Debt Service	Water	750,000	Debt Service	750,000
Stormwater	SDC Fund	216,500	Reimbursement SDC's for Debt	
	Transportation	119,400	Impervious Surface Charge	335,900
Stormwater Capital Improvement	SDC Fund	407,000	SDC Credit Reimbursement for Projects	
	SDC Fund	589,900	SDC Funded Projects	
	Stormwater	1,774,300	Rate Funded Projects	2,771,200
Stormwater Debt Service	Stormwater	800,000	Debt Service	800,000
Wastewater	Stormwater	-	SDC Funded Debt - Improvements	-
Wastewater	Stormwater	201,468	SDC Funded Debt - Reimbursement	201,468
Wastewater Capital Improvement	SDC Fund	721,200	SDC Funded Projects	
	Wastewater	8,617,200	Rate Funded Projects	9,338,400
Wastewater Debt Service	Wastewater	2,235,000	Debt Service	2,235,000
Facilities & Fleet Management	General	193,500	Fire Facilities	193,500
City Facility Capital	General	491,700	City Facility Projects	
	General	50,000	Fire District 10 Maintenance Projects	
	Urban Design & Planning	50,600	City Facility Projects	
	Solid Waste & Recycling	13,200	City Facility Projects	
	Rental Inspection	8,800	City Facility Projects	
	Infrastructure Development	38,500	City Facility Projects	
	Transportation	110,000	City Facility Projects	
	CDBG & HOME	2,200	City Facility Projects	
	Building	58,300	City Facility Projects	
	Urban Renewal Support	11,000	City Facility Projects	
	Water	101,200	City Facility Projects	
	Stormwater	104,500	City Facility Projects	
	Wastewater	110,000	City Facility Projects	1,150,000
City Facility Debt Service	General	369,000	Debt Service	
	Facilities & Fleet Management	73,000	Debt Service	442,000
Administrative Services	General	592,000	Program Support	
	Police, Fire & Parks Fund	101,000	Program Support	
	Transportation	100,000	DES Support of GIS/Asset Management	
	Water	100,000	DES Support of GIS/Asset Management	
	Stormwater	100,000	DES Support of GIS/Asset Management	
	Wastewater	100,000	DES Support of GIS/Asset Management	
	Health	132,200	Program Support	
	Dental	14,600	Program Support	1,239,800
Enterprise System Replacement	Water	50,000	Cayenta Upgrade	
	Stormwater	38,000	Cayenta Upgrade	
	Wastewater	91,000	Cayenta Upgrade	
	Administrative Services	500,000	Enterprise Systems Replacement	679,000
Equipment Replacement	Facilities & Fleet Management	37,308	Equipment Replacement Fund for Internal Services	
	Administrative Services	35,824	Equipment Replacement Fund for Internal Services	73,132
		<u>\$94,362,636</u>		<u>\$94,362,636</u>

## Interfund Transfers – From

FROM	TO	Amount	Reason	Total
Fund Name	Fund Name			
General	Urban Design & Planning	\$ 2,335,000	Planning Services	
	Designated Purpose	0	Body-worn Camera Grant Match	
	Designated Purpose	75,000	COPS Grant Match	
	Designated Purpose	275,000	EMGET (OYA) Grant Match	
	Designated Purpose	120,000	Incentive Program	
	Designated Purpose	10,000	Justice and Mental Health Collab Grant Match	
	Designated Purpose	245,000	SAFER Grant Match	
	CDBG & HOME	20,000	Working Cash for CDBG/HOME	
	General Government Debt Svc	745,000	Debt Service	
	Facilities & Fleet Management	193,500	Fire Facilities	
	City Facility Capital	491,700	City Facility Projects	
	City Facility Capital	50,000	Fire District 10 Maintenance Projects	
	City Facility Debt Service	369,000	Debt Service	
	Administrative Services	592,000	Program Support	\$ 5,521,200
Police, Fire & Parks Fund	Administrative Services	101,000	Program Support	101,000
Urban Design & Planning	Building	115,000	Permit Center Services	
	City Facility Capital	50,600	City Facility Projects	165,600
Solid Waste & Recycling	City Facility Capital	13,200	City Facility Projects	13,200
Designated Purpose	General	100,000	Economic Development Support	100,000
Rental Inspection	City Facility Capital	8,800	City Facility Projects	8,800
SDC Fund	General Development Cap Impr	12,709,000	SDC Credits	
	Wastewater	-	SDC Funded Debt - Improvements	
	Wastewater	201,468	SDC Funded Debt - Reimbursement	
	Wastewater Capital Improvement	721,200	SDC Funded Projects	13,631,668
SDC Fund	General Development Cap Impr	6,025,500	SDC Credits	
	Water	176,500	Reimbursment SDC's for Debt	
	Water	235,200	SDC Funded Debt	
	Water Capital Improvement	39,737	SDC Interest	6,476,937
SDC Fund	General Development Cap Impr	1,505,300	SDC Credits	
	General Development Cap Impr	400,000	SDC Funded Projects	
	Urban Renewal Capital Impr	361,900	SDC Funded Projects	
	Stormwater	216,500	Reimbursement SDC's for Debt	
	Stormwater Capital Improvement	407,000	SDC Credit Reimbursement for Projects	
	Stormwater Capital Improvement	589,900	SDC Funded Projects	3,480,600
SDC Fund	Transportation	3,737,000	Debt Service	
	Transportation	17,900	Reimbursment SDC's for Debt	
	General Development Cap Impr	6,537,100	SDC Credits	
	General Development Cap Impr	200,000	SDC Funded Projects	
	Transportation Capital Impr	935,000	SDC Credits	
	Transportation Capital Impr	1,550,000	SDC Funded Projects	
	Footpaths & Bikeways Capital Impr	300,000	SDC Credits	13,277,000
SDC Fund	Parks Capital Improvement	50,000	SDC Credits	
	Parks Capital Improvement	1,720,900	SDC Funded Projects	
	General Development Cap Impr	2,937,100	SDC Credits	
	Urban Renewal Capital Impr	384,700	SDC Credits	
	Urban Renewal Capital Impr	525,800	SDC Funded Projects	
	General Government Debt Svc	556,000	Debt Service	6,174,500
Infrastructure Development	City Facility Capital	38,500	City Facility Projects	38,500
Streetlight	Transportation	92,750	Operation of Streetlight Program	
	Transportation Capital Impr	769,400	Streetlight Funded Projects	
	Urban Renewal Capital Impr	105,500	Streetlight Funded Projects	
	General Government Debt Svc	501,000	Debt Service	1,468,650
Transportation	Infrastructure Development	480,300	Dev. Engineering & Public Works Insp.	
	General Development Cap Impr	200,000	Gas Tax Funded Projects	
	Transportation Capital Impr	7,872,000	Gas Tax Funded Projects	
	Footpaths & Bikeways Capital Impr	5,904,500	Pedestrian & Bikeway Projects	
	Urban Renewal Capital Impr	59,000	Transportation Funded Projects	
	General Government Debt Svc	9,581,000	Debt Service	
	Stormwater	119,400	Impervious Surface Charge	
	City Facility Capital	110,000	City Facility Projects	
	Administrative Services	100,000	DES Support of GIS/Asset Management	24,426,200



## Interfund Transfers – From

FROM	TO	Amount	Reason	Total
Fund Name	Fund Name			
CDBG & HOME	Footpaths & Bikeways Capital Impr	-	CDBG Pedestrian Enhancements	\$23,945,900
CDBG & HOME	General Government Debt Svc	\$ 227,400	CDBG Section 108 Debt Service	
	City Facility Capital	2,200	City Facility Projects	229,600
Building	Designated Purpose	30,000	Small Business Incentive Program	
	City Facility Capital	58,300	City Facility Projects	88,300
Urban Renewal Support	Designated Purpose	40,000	Small Business Incentive Program	
	City Facility Capital	11,000	City Facility Projects	51,000
Parks Capital Improvement	General Development Cap Impr	-	Parks Project Match	11,000
Water	General	25,000	Confined Space Rescue	
	Solid Waste & Recycling	35,083	Green Business Program	
	Designated Purpose	5,000	Small Business Incentive Program	
	Infrastructure Development	480,300	Dev. Engineering & Public Works Insp.	
	Water Capital Improvement	772,500	Rate Funded Projects	
	Water Debt Service	750,000	Debt Service	
	City Facility Capital	101,200	City Facility Projects	
	Administrative Services	100,000	DES Support of GIS/Asset Management	
	Enterprise System Replacement	50,000	Cayenta Upgrade	2,319,083
Stormwater	General	25,000	Confined Space Rescue	
	Solid Waste & Recycling	35,083	Green Business Program	
	Designated Purpose	5,000	Small Business Incentive Program	
	Infrastructure Development	480,300	Dev. Engineering & Public Works Insp.	
	Transportation	854,100	Vegetation & Sweeping	
	General Development Cap Impr	45,000	Rate Funded Projects	
	Stormwater Capital Improvement	1,774,300	Rate Funded Projects	
	Stormwater Debt Service	800,000	Debt Service	
	City Facility Capital	104,500	City Facility Projects	
	Administrative Services	100,000	DES Support of GIS/Asset Management	
	Enterprise System Replacement	38,000	Cayenta Upgrade	4,261,283
Wastewater	General	25,000	Confined Space Rescue	
	Solid Waste & Recycling	35,083	Green Business Program	
	Designated Purpose	5,000	Small Business Incentive Program	
	Infrastructure Development	480,300	Dev. Engineering & Public Works Insp.	
	Wastewater Capital Improvement	8,617,200	Rate Funded Projects	
	Wastewater Debt Service	2,235,000	Debt Service	
	City Facility Capital	110,000	City Facility Projects	
	Administrative Services	100,000	DES Support of GIS/Asset Management	
	Enterprise System Replacement	91,000	Cayenta Upgrade	11,698,583
Facilities & Fleet Management	City Facility Debt Service	73,000	Debt Service	
	Equipment Replacement	37,308	Equipment Replacement Fund for Internal Services	110,308
Administrative Services	Designated Purpose	3,000	Art Committee Donation	
	Designated Purpose	35,000	Gresham Sponsored Events	
	Enterprise System Replacement	500,000	Enterprise Systems Replacement	
	Equipment Replacement	35,824	Equipment Replacement Fund for Internal Services	573,824
Health	Administrative Services	132,200	Program Support	132,200
Dental	Administrative Services	14,600	Program Support	14,600
		<u>\$94,362,636</u>		<u>\$94,362,636</u>

## Summary of Debt

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### Debt Administration

The City will seek to maintain and, if possible, improve the current bond rating in order to minimize borrowing costs and preserve access to credit markets. City obligations currently carry the following ratings:

Type	Moody's Investors Service	Standard and Poor's
Full Faith and Credit Obligations	Aa2	n/a
Stormwater Revenue Bonds	Aa2	AA

### Debt and Other Obligations Summary

#### Outstanding Debt as of June 30, 2019

General Obligation Debt (Property Tax Levy Supported)	\$	0
Revenue Bonds		1,040,000
Bonds and Notes		67,365,391
Line of Credit – Short-term Debt		12,661,100
Interfund Loans		<u>245,000</u>
 Total Bonds, Notes, and Loans		 \$ 81,311,491
 Other Borrowings (Pre-loan construction financing)		 \$ 0

A listing of the City's debt obligations is on the next page. Most of the issuances, including those where the City has pledged its "full faith and credit" are supported by revenues specific to Infrastructure Funds and Urban Renewal. Obligations of the City's General Fund include fire equipment, equipment replacement, a portion of the US Bank Financing Agreement (COG) and the General Fund's proportionate share of pension bonds and the public schools-safety building roof.

### Debt Limitations

The legal debt limit for fiscal year 2020/21 cannot be determined until November 2020 when the tax assessor distributes property tax information. Total general obligation (property-tax supported) debt may not exceed three percent of real market value of all taxable properties in the City. For fiscal year 2019/20, the legal debt limit was \$488,053,798. There was no outstanding general obligation bonded debt in fiscal year 2019/20.

#### 2018/19 Debt Limitations (property-tax supported)

Real Market Value 2018/19	\$16,268,459,937
Debt Limit (3% of Real Market Value)	\$488,053,798
Applicable General Obligation Bonded Debt 2018/19	\$0
Percent of Limit Issued	0%

## Summary of Debt

	Issued	Maturity	Principal Issued	Principal 6/30/19
<b>Federal and State Loans</b>				
Section 108 Loan (Fountain)	2/1/2014	8/1/2033	\$ 1,500,000	\$ 579,000
Section 108 Loan (Pacific St/Nadaka)	4/19/2015	8/1/2019	85,000	19,000
Water Meter Replacement Note	9/8/2009	12/1/2030	2,361,232	1,566,463
Wastewater Secondary Clarifier	8/17/2009	8/1/2029	407,058	247,958
Total State Loans			\$ 4,353,290	\$ 2,412,421
<b>Interfund Loans and Other</b>				
2015 GRDC Standalone Note	6/1/2015	6/1/2023	\$ 6,700,000	\$ 3,548,226
2017 GRDC Revolving Note	2/22/2017	6/1/2023	15,000,000	6,700,000
Wastewater Interfund Loan (SDC)	8/1/2010	7/31/2020	1,225,000	245,000
Total Interfund Loans and Other			\$ 22,925,000	\$ 10,493,226
<b>Full Faith and Credit Obligations</b>				
Pension Bonds	5/27/2004	6/1/2028	\$ 19,280,000	\$ 14,485,000
Streetlights QECB Loan	7/30/2013	7/1/2033	7,610,000	3,790,000
Wastewater Treatment Plant Expans.	9/15/2009	5/1/2021	19,351,000	3,768,000
US Bank Financing Agreement	6/4/2010	6/1/2023	23,470,000	
US Bank Fin. Agmt. (COG)				1,843,846
US Bank Fin. Agmt. (URA)				6,699,460
Series 2013B	7/30/2013	7/1/2033	4,655,000	
Special Public Works Refunding				620,000
Fire Equipment				855,000
Equipment Replacement				985,000
Public Safety-Schools Building Roof				390,000
COG Line of Credit (renewed)	5/10/2018	5/10/2022	30,000,000	
Transportation Construction				8,256,800
Water Construction				4,154,100
Wastewater Construction				250,200
Series 2015	5/27/2015	5/1/2035	19,960,000	
Urban Renewal				3,055,000
Transportation				2,885,000
Wastewater				4,570,000
Water				4,600,000
2017 State of Oregon SRF UIC	4/4/2017	8/1/2037	4,935,608	4,565,438
Total Full Faith and Credit Obligations			\$ 129,261,608	\$ 65,772,844
<b>Revenue Bonds</b>				
Stormwater Revenue Refunding 2006	12/21/2006	5/1/2021	\$ 2,850,000	\$ 1,040,000
Total Revenue Bonds			\$ 2,850,000	\$ 1,040,000
<b>Other Long Term Loans</b>				
Property Acquisition	7/31/2018	7/31/2023	\$ 1,593,000	\$ 1,593,000
Total Other Long Term Loans			\$ 1,593,000	\$ 1,593,000
<b>Total Obligations</b>				<b>\$ 81,311,491</b>

## Financial Management Policies

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Revised January 4, 2011, Resolution No. 3036

### **A. GENERAL POLICIES**

1. The City organization will carry out the Council's goals and policies through a service delivery system financed through the Operating and Capital Budgets.
2. The relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated into the budget process. Funding for the Operating and Capital Budgets shall be sufficient to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.
3. The City will take positive steps to improve the productivity of its programs and employees, and will seek ways to eliminate duplicative functions within the city government and between the City of Gresham and other public agencies in the community. Specifically, intensive reviews of the efficiency and effectiveness of certain City services will be periodically undertaken. A reporting mechanism highlighting the service efforts and accomplishments of the City's major services will also be developed.
4. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by a user fee or charge.
5. New development should pay for the entire cost of the permit process and, if feasible, any other related city service costs.
6. Adequate reserves will be maintained for all known liabilities, including employee leave balances. The amount in the reserves will follow generally accepted accounting principles.
7. The City will reimburse directly for elected or appointed officials' and employees' expenses and will not reimburse expenses indirectly through any vendor working for the City. Proposals for services should not include expenses for elected or appointed officials or for employees.
8. Investment and Portfolio Policies are adopted by the City Council and are contained in a separate document.
9. Development fees, including Land Use, Building, and Engineering, shall not be waived. Fees may be paid by the City with express formal consent of the City Council.
10. Public Safety is one of several important functions provided by the City. Staffing levels are a measurement of the ability to provide adequate public safety services. It is recognized that sworn officers require related support personnel, and the City desires to maintain support staff proportionately. The goal staffing level for the Gresham Police Department is a total FTE ratio of 1.30 sworn officers per thousand and a total FTE ratio of 1.79 per thousand population, to be achieved by fiscal year 2000/01.
11. Transfers from contingency are authorized by City Council for expenditures that were not anticipated in the budget. The Gresham Finance Committee will review contingency transfer requests and provide Council with a recommendation regarding the transfer unless insufficient time is available for the review process due to the urgent nature of the request. In the event that the Finance Committee is not scheduled to meet for a period of more than one month, contingency transfer requests will be presented to Council directly and the Finance Committee will be informed of Council actions.

## Financial Management Policies

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12. The City's water utility, wastewater utility, and stormwater utility are enterprise funds that are considered to be closed funds. The revenue sources of utility funds are dedicated to pay for costs associated with providing the utility's purpose and may not be used in a way that does not qualify as an expense in support of the utility's function.

### **B. DEBT POLICIES**

1. Total general obligation debt will not exceed 3% of the market value of the City.
2. Long-term debt issued to finance capital projects will be structured to match the useful life of the project. Current operations will not be financed with long-term debt.
3. General obligation debt will not be issued for enterprise activity.
4. Bond anticipation debt will be retired within 12 months after project completion. In no event will bond anticipation notes be outstanding more than three years.
5. City direct debt sold by public sale will have demonstrated feasibility prior to sale by receiving a rating from either Moody's or Standard & Poor's, or if unrated, by a comprehensive feasibility report. The City will seek to maintain and improve its current bond rating so its borrowing costs are minimized and its access to credit is preserved.
6. All conduit bonds sold by public sale must be credit enhanced and have demonstrated feasibility prior to sale by receiving a rating of "A" or better from either Moody's or Standard & Poor's. Conduit financing is a mechanism which allows a non-municipal entity to issue tax exempt debt through a municipal corporation such as the City of Gresham. The City is the "conduit" issuer which "passes through" tax-exempt debt that is the obligation of another entity. The security for these transactions is always that of the borrower and not the issuer.
7. All capital leases as reported in the City's annual financial report under Long-Term Debt will be limited as follows:
  - a. Annual lease payments recorded in the respective funds will be limited to 10% of the current revenues of the fund supporting the lease payment.
  - b. All leases will be limited to the economic life of the equipment or facilities to be purchased, and in no case shall be extended beyond 25 years.
  - c. Lease purchases of equipment and facilities will be limited to fit within the City's stated mission, goal or governmental role. Any exceptions must show an economic gain and be approved by City Council.
  - d. All annual lease-purchase payments must be included in the originating department's approved budget.

### **C. REVENUE POLICIES**

1. The City Council has determined that Public Safety is critical to the community. For many years, tax base property tax revenues have not been sufficient to fund Police and Fire services. Therefore, the City will continue to use all tax base property taxes and other General Fund revenue sources, as necessary, to fund the total costs of Police and Fire operations. The total costs include overhead, administrative, and support costs.

## Financial Management Policies

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2. The City will maintain a diversified revenue system to protect it from short-term fluctuations in any one revenue source.
3. Distinction will be made between revenues generated through operating activities (activity generated), and those not related to specific operations (general support). Activity-generated revenues will be linked with the operating activities responsible for their generation.
4. The City will establish internal and external charges for service that reflect the full cost of service delivery and fully support both direct and indirect charges. Distinction is made between those operating programs that serve limited interest and those that provide a general community benefit. The following programs will strive to become/stay self-sufficient: (1) Development, (2) Solid Waste, (3) Transportation, (4) Water, (5) Wastewater, and (6) Stormwater. In addition, the remaining operating programs (Police, Fire and Emergency Services, Parks, and City Council), though not self-supporting, will strive to recover all of a specific service's cost if it benefits limited interests.
5. The City will pursue an aggressive policy of collecting delinquent accounts. Administrative procedures for the collection of these accounts will be maintained. When necessary, collection processes will include termination of service, foreclosure, and any other available legal action.

### **D. BUDGET POLICIES**

1. The City will integrate performance measurement and productivity indicators within the budget.
2. Personal Services budget projections will incorporate market salary adjustments to maintain labor market competitiveness for non-represented employees. Market adjustments are adjustments to the salary ranges and do not necessarily imply increases to employees' actual pay. These adjustments will be either higher or lower based on market survey data as determined by the Portland Area Cross Industry Compensation Survey (PACS) or comparable survey source. Personal Services assumptions will also include all union and other contract obligations, as well as anticipated merit and pay-for-performance salary adjustments.
3. The annual budget for the General Fund will include a beginning fund balance. This resource is the funding for contingency and ending fund balance and will be consistent with Financial Management Policies for General Fund contingency and ending balance as a percent of operating expenditures. When the annual beginning fund balance is not adequate to fund both contingency and ending fund balance, the deficiency may be funded with available on-going resources.

When the General Fund's beginning fund balance exceeds the amount needed for contingency and ending fund balance, the remainder may be used for

- one-time items such as capital purchases
- prioritized ongoing expenditures such as operating expenses
- added to the ending fund balance and designated as a "rainy day" reserve for use when there is an unexpected loss of revenue. The "rainy day" portion of the ending fund balance will be the portion that exceeds 5% of the operating budget. The "rainy day" target amount should be not less than an additional 6% of the operating expenditure budget, and could be more. The total ending fund balance could potentially be 11% or more of the operating expenditure budget.

Use of beginning fund balance in funds other than the General Fund is determined on an individual basis related to the purpose of the fund and circumstances that are specific to that fund.

## Financial Management Policies

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4. Funding sources for each capital project will be identified and all operating costs associated with a capital project will be quantified.
5. Each operating fund will maintain a contingency account sufficient to meet unanticipated requirements during the budget year. A maximum contingency of 15% and minimum amount of 5% will be budgeted. There is a separate policy for General Fund contingency.
6. The City will plan for capital improvements over a multi-year period of time. The Capital Improvements Program (CIP) will directly relate to Council's goals, departmental operation plans, other long-range plans such as the Comprehensive Plan, and the policies of the City.
7. The City will maintain its infrastructure at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
8. The City will plan for vehicle replacement, equipment replacement, and maintenance of City facilities, to ensure that resources are available at the appropriate time. The replacement needs will be identified in appropriate replacement schedules.
9. The City's goal for the General Fund is to provide resources for:
  - A. Contingency: The annual budget for the General Fund will include a contingency reserve of not less than 1.5% of operating expenditures, to offset unexpected increases to operating requirements. Contingency may be utilized upon council approval.
    - A higher level of contingency should be reserved annually when uncertainties or economic conditions warrant such actions.
  - B. Ending Fund Balance: The annual budget for the General Fund will include an ending fund balance of not less than 5 % of operating expenditures. The ending fund balance is a resource that mitigates cash flow shortages early in the ensuing fiscal year and helps to modify annual fluctuations in revenues and expenditures.
    - A higher level of ending fund balance should be reserved annually when future uncertainties or economic conditions warrant such actions be taken.
  - C. Rainy Day Reserve:
    - i. The General Fund Rainy Day Reserve balance should be in an amount that is not less than 6% of annual budgeted operating expenditures when economic conditions make this financially achievable. Annually, city management will consider appropriating funds in the proposed budget to meet or increase the minimum reserve balance in anticipation of a prolonged economic downturn.
    - ii. When all or a portion of the reserve has been used as a revenue subsidy for severe adverse changes to revenues or economic recessions, planning for the restoration of the reserve will begin in the year following its use and be part of the budget development process. Annually, city management will determine whether to appropriate an amount towards the restoration of the reserve in the proposed budget based on current economic conditions, fiscal forecasts, and city service requirements.

### **E. ACCOUNTING POLICIES**

1. Adequate reserves and/or insurance coverage will be maintained for general and workers' compensation liabilities.

## Financial Management Polices

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2. The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Local Budget Law.
3. The City will provide full financial disclosure in all bond representations.
4. The City will publish an audited Comprehensive Annual Financial Report (CAFR) each year.
5. The City will maintain an accounting system necessary to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
6. The City will provide bond coverage for the Manager and City employees in an amount and with surety determined by the Risk Manager.

### **F. SYSTEMS DEVELOPMENT CHARGE POLICIES (SDCs)**

1. The City will sustain Systems Development Charges (SDCs) for the cost of demand-created facilities or infrastructure for the following systems:
  - WASTEWATER: Wastewater collection, transmission, treatment and disposal systems.
  - WATER: Water supply, treatment and distribution systems.
  - STORMWATER: Drainage and flood control systems.
  - TRANSPORTATION IMPACT: Transportation systems.
  - PARKS: Parks and Recreation systems.
2. SDCs shall be a reimbursement fee, an improvement fee, or a combination of the two.
  - a. *Reimbursement fees* shall reimburse the current users for the costs they have incurred to provide capacity in the system to serve future users.
  - b. *Improvement fees* will be spent on capital improvements that increase capacity after the adoption date of the fee. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities, or provides new facilities.
3. Systems Development Charges shall be proportionate to the cost of facilities or infrastructure created by development.
  - a. *Reimbursement fees* shall be set so that future systems users shall contribute no more than an equitable share of the cost of the present facilities they use. Upon complete reimbursement for the capacity of the City's existing infrastructure, this fee will end.
  - b. *Improvement fees* shall consider the cost of projected capital improvements needed to increase the capacity of the City's facilities or systems. Upon full receipt of fees required to increase the facility to planned capacity, this fee will end.

The City uses its facility master plans, such as water or wastewater, to calculate the amount of SDC revenue required. These master plans show capital improvements needed to provide for an adequate infrastructure for growth, typically over a 20-year period. The projects listed in the master plan are regional and would therefore not typically include the facilities in or adjacent to a development.



## Financial Management Polices

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Conversely, a reduction in projected required infrastructure would result in Improvement Fee SDC rates declining.

4. The City may choose not to impose the full cost of capital improvements upon those developments that increase the demands on the City's facilities or infrastructure. When the City adopts an SDC that does not fully recover the cost of capital improvements, alternative funding sources shall be identified to fully finance them.
5. The Public Facility Master Plan lists the Improvement Fee-funded capital improvements; the estimated cost and timing for each improvement; and the proportion of the improvement funded with Improvement Fees. Projects are completed as listed in the five-year Capital Improvement Plan.
6. SDCs shall be deposited in a separate fund apart from other City resources. Each type of SDC (see Item 1) shall have its own separate account. Interest earnings shall be credited accordingly.
7. SDC revenues shall first be applied to expenses in the following order:
  - a. Debt-service requirements.
  - b. The direct cost of complying with State Statutes regarding SDCs.
  - c. Infrastructure master plans, facility studies (CIP-related.)
  - d. Capital improvement expenses.
8. The City shall provide an annual accounting for SDCs showing the total amount collected, the projects funded, any remaining balance, and growth projection for the balance of the planning period for City Council to adjust SDC amounts accordingly.

### **G. CITY MANAGER AND CITY ATTORNEY COMPENSATION POLICIES**

1. Council desires a market-based approach to both City Manager and City Attorney compensation. Evaluation and compensation policies and procedures should be similar to those for Department Directors and Division Managers.
2. Total compensation including base salary and benefits should be competitive with market rate average of labor market survey agencies. An annual market adjustment mechanism based on "indexing and meeting Council expectations" should allow the City Manager and City Attorney to have a market adjustment similar to that received by other managers within the City.
3. When recruiting, primary focus of compensation should ensure that base salary is competitive with the labor market.

#### **Goals of Compensation Policy:**

- a. To attract and retain quality employees, the base salary and total compensation will be at least at the market rate average of public agencies that are geographically proximate and of similar size and complexity within the more urbanized regions of the Pacific Northwest. An annual survey of these agencies in addition to participation in a regional public/private survey will be done by August of each year to provide information to the Council as the basis for the evaluations to be performed in September.

## Financial Management Policies

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- b. Salary ranges for each of the respective positions will be established with the mid-point of the salary range being at the market average with a total range spread of 20% to account for job growth and performance expectations. The range will be indexed annually based on public/private sector market survey results.

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**ACCRUED COMPENSATED ABSENCES.** Paid leave hours, such as vacation, that have been earned by an employee and are an obligation of the employer. Proprietary funds accrue compensated absences when they are incurred and become a liability. In the governmental funds, compensable absences are paid with current resources and reported as an expenditure, and the unused balance is treated as a liability which is not shown budgetarily until the liability must be paid.

**ADOPTED BUDGET.** The financial plan adopted by the City Council, which forms the basis for appropriations.

**APPROPRIATION.** Authorization from the City Council to spend money within a specified dollar limit for an approved purpose.

**APPROVED BUDGET.** The budget recommended by the Budget Committee for adoption by the City Council.

**BALANCED BUDGET.** Oregon Revised Statute (ORS) 294.388, "The...total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period."

**BEGINNING FUND BALANCE.** As shown in the budget, an amount representing the balance remaining at the end of the previous fiscal year; the total of resources received less the amount spent.

**BOEC.** Bureau of Emergency Communications. This City of Portland Bureau provides police, fire and ambulance dispatch services in Portland, Gresham and other cities. Gresham pays a share of the BOEC operating costs, allocated on a population basis.

**BUDGET.** The City's financial plan for a period of one year. By statute, the budget must be balanced and include a statement of actual revenues

and expenditures for each of the last two years. Also required are estimated revenues and expenditures for the current and forthcoming year.

**BUDGET COMMITTEE.** Gresham's budget reviewing board, consisting of the Mayor, six Council members, and seven citizens appointed by the City Council, which has legal authority to change any portion of the proposed budget and is responsible to pass the City's Approved Budget after a series of public budget deliberation meetings.

**BUDGET MESSAGE.** A message prepared by the City Manager explaining the annual proposed budget, articulating the strategies and budget allocations to achieve the City's goals, and identifying budget impacts and changes.

**BUDGET PROCESS.** The process of translating planning and programming decisions into specific financial plans.

**CAO.** City Attorney's Office, a department within the City of Gresham.

**CAPITAL ASSET.** Assets having an initial, individual cost in excess of \$5,000 and an estimated useful life greater than one year.

**CAPITAL FUNDS.** The capital funds account for the resources used to improve the public infrastructure, purchase land or buildings, and large technology information systems.

**CAPITAL IMPROVEMENT PROJECT.** A project requiring the non-recurring expenditure for the acquisition of property; construction, renovation, or replacement of physical assets and related surveys or studies; and fixed equipment to make the project functional such as pumping equipment for a lift station, or fixtures for a new building. Differs from capital outlay which is part of the operating budget.

## Glossary

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**CAPITAL IMPROVEMENT PROGRAM (CIP).** A plan for capital expenditures estimated for each year for a period of several years, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the source of financing for those expenditures.

**CAPITAL OUTLAY.** Operating expenditures of \$5,000 or more and having a useful economic life in excess of one year, used to acquire fixed assets which will benefit both current and future budget years, and are of a tangible nature.

**CARRYOVERS.** As used in this document, carryover refers to capital project budgets that include an amount which was anticipated to be spent but which has been rescheduled for the next fiscal year. Carryovers generally result from capital projects being completed after the end of the fiscal year.

**CDS.** Community Development Services, a department within the City of Gresham.

**CHARGES FOR SERVICES.** Revenues received as compensation for a service provided, or cost recovery for mandated compliance, such as fire inspection fees.

**CIP.** Capital improvement program.

**CITY COUNCIL.** The legislative branch of the City composed of seven elected officials each of whom serves a four-year term.

**CL.** Community Livability, a department within the City of Gresham.

**COLA.** Cost of living adjustment. An adjustment to the existing pay ranges related to the effect of inflation or other contractual definition.

**COMMUNITY SERVICE FEE.** A fee paid as part of the terms outlined in the Strategic Investment Program or Enterprise Zone Program Agreements between the City of Gresham,

Multnomah County, and/or participating businesses.

**COMPRESSION.** A reduction in taxes required by Measure 5 (1990) property tax limits.

Compression is computed on a property by property basis, and is first applied towards local option tax levies, then permanent rate levies.

**CONTINGENCY.** An appropriation within an operating fund to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations, transferred from contingency to an operating budget.

**COUNCIL CITIZEN ADVISORY COMMITTEES (CCACs).** The City Council appoints residents to committees and boards to advise the Council on certain decisions and policy matters. Citizen advisory committee work stems from the Council Work Plan.

**CPI.** Consumer Price Index, a measure of inflation.

**CURRENT SERVICE LEVEL.** As used in this document, a general description of services offered to the public within the baseline budget, and used in a broad sense to distinguish additions or deletions to operating programs. Not applicable to daily operations which will vary due to availability of resources, increasing demands for service, etc.

**CVIP.** Citizen Volunteers in Policing Program.

**CWS.** Citywide Services, a department within the City of Gresham

**DEBT SERVICE.** The annual payment of principal and interest on the City's indebtedness.

**DEBT SERVICE FUND.** A fund to account for payment of principal and interest on City issued debt.

## Glossary

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**DEFICIT.** The excess of the liabilities of a fund over its assets. Municipalities in Oregon may not legally operate at a deficit.

**DEPARTMENT.** A major administrative division of responsibilities within the City organization. Gresham's 14 departments are: Office of Governance & Management; City Attorney's Office; Finance & Management Services; Information & Technology; Citywide Services; Police; Fire & Emergency Services; Urban Renewal Administration; Urban Design & Planning Services; Community Development Services; Economic Development Services; Community Livability; Parks and Environmental Services.

**DES.** Department of Environmental Services, a department within the City of Gresham.

**DIVISION.** A group of related activities to accomplish a major service or core business function. A division is typically a unit within a department.

**EDS.** Economic Development Services, a department within the City of Gresham.

**EMS.** Emergency Medical Services.

**ENDING FUND BALANCE.** As shown in the budget, an amount representing the difference between the resources received by the fund compared to the amount spent in the fund. Becomes the subsequent year's beginning balance.

**ERP.** Enterprise resource planning is a system that delivers an integrated suite of business applications such as finance, human resources, payroll, land/parcel, and permits.

**EXPENDITURE.** A term used in a governmental fund to describe an outlay which occurs within a fiscal year.

**FES.** Fire and Emergency Services Department, a department within the City of Gresham.

**FINANCE COMMITTEE.** A Council Advisory Committee consisting of the seven citizen members of the state-mandated Budget Committee.

**FINANCIAL MANAGEMENT POLICIES.** The City's policies with respect to revenue, debt, budget, and organization management as these relate to the City's ongoing ability to provide services, programs, and capital investment.

**FISCAL YEAR.** A 12-month period to which the annual operating budget applies. At the end of the period, the City determines its financial position and the results of its operations. The fiscal year for local governments in Oregon is July 1 through June 30.

**FMS.** Finance and Management Services Department, a department within the City of Gresham.

**FTE.** Full-Time Equivalent. The ratio of a position in comparison to the amount of time a regular, full-time employee normally works in a year. A full-time employee (1.00 FTE) is paid for 2,080 hours a year. Positions budgeted to work less than full time are expressed as a percent of full time. For example, a .5 FTE budgeted position will work 1,040 hours.

**FULL FAITH AND CREDIT.** A pledge of the general taxing power for the repayment of the debt obligation (typically used in reference to bonds).

**FUND.** An independent accounting entity whose revenues and expenditures are balanced and segregated to record a specific set of activities.

**FUND BALANCE.** The excess of the assets of a fund over its liabilities and reserves. In the case of budgetary accounting it represents the excess

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of the fund's assets and estimated revenues over its liabilities, reserves and appropriations for the budgetary period.

**FY.** See 'Fiscal Year.'

**GENERAL FUND.** This fund accounts for the financial operations of the City not accounted for in any other fund. Principal sources of revenue are property taxes, utility license fees, state shared revenues, licenses, permits, and charges for services. Primary expenditures are for police and fire protection, community planning, and parks.

**GENERAL OBLIGATION (GO) BONDS.** Bonds that are to be repaid from taxes and other general revenues. Bonds backed by the full faith and credit of government.

**GENERAL UNIT (GU).** Members of the Teamsters Union Local 223. Job classifications covered by the General Unit include Accountant, Public Utility Worker, and Administrative Assistant.

**GIS.** Geographical Information System.

**GPD.** Gresham Police Department, a department within the City of Gresham.

**GPOA.** Gresham Police Officers Association. The bargaining unit covering job classifications including Police Officer, Police Sergeant, Police Technician, and Criminalist.

**GRANT.** A cash award given for a specified purpose. Block grants are awarded primarily to general purpose governments and can be used for any locally determined activities that fall within the functional purpose of the grant. Discretionary or categorical grants can be used only for a specific purpose and usually are limited to narrowly defined projects or activities.

**GRDC.** Gresham Redevelopment Commission, overseeing the Rockwood-West Gresham Urban Renewal Area.

**HRA/VEBA.** Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association.

**IAFF.** International Association of Firefighters Local 1062. Covers job classifications including Firefighter, Fire Lieutenant, Fire Captain, and Deputy Fire Marshal.

**INFRASTRUCTURE FUNDS.** These funds account for services related to the City's infrastructure including Transportation, Water, Stormwater, and Wastewater.

**INTERFUND TRANSFER.** The movement of money between funds of the same government entity. The transfer will be a resource in the receiving fund and an operating requirement in the transmitting fund.

**INTERGOVERNMENTAL REVENUE.** Revenue received from another public agency or government.

**INTERNAL SERVICE CHARGE (ISC).** A charge from support funds or the administrative service fund to an operating fund to recover the cost of service or overhead.

**INTERNAL SERVICE FUNDS.** Also known as Support Service Funds. These funds account for services provided by the support departments to other City departments, to which expenses are allocated.

**IT.** Information & Technology, a department in the city of Gresham.

**LICENSES & PERMITS.** A revenue category that includes business licenses and building permits.

**LID.** See 'Local Improvement District.'

**LINE ITEM.** An expenditure description at the most detailed level. Also called Object of Expenditure. Operating expenditures are tracked through the use of line items. Line items itemize expenditures into specifics, such as

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overtime or printing. Line items usually are further aggregated into spending categories.

**LOCAL BUDGET LAW.** Oregon Revised Statute (ORS) 294.305 to 294.565. Local Budget Law has several purposes: 1) Establish standard procedures for presenting a local government budget; 2) Outline programs and services provided; 3) Provide a standard method for estimating revenues, expenditures, and proposed tax levies; and 4) Encourage citizen involvement in the preparation of the budget before formal adoption.

**LOCAL IMPROVEMENT DISTRICT.** A local improvement district (LID) is formed at the request of property owners and is composed of properties benefiting from a specific capital improvement project, such as a sewer line extension. The cost of improvements is paid by the property owners within the LID.

**LTE.** Limited Term Employee. An employee whose position will expire at a predetermined date.

**MATERIALS AND SERVICES.** A budget category which includes expenditures such as operating supplies, contracted services, and equipment maintenance.

**MAXIMUM ASSESSED VALUE.** The maximum taxable value limitation placed on real or personal property. It can increase a maximum of 3% each year. The 3% limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**MEASURE 5.** A constitutional tax rate limitation passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of “real market value”. All other general

government taxes are limited to \$10 per \$1,000 of “real market value”.

**MEASURE 50.** This measure was passed by voters in 1997. Measure 50 reduced every property’s 1995-96 assessed value by 10%, and limited the amount of annual growth of the assessed value to 3%. Measure 50 also established permanent rate limitations for each taxing district in the state based on the current year tax in 1997, and then reduced 13% for most districts.

**MSC.** See “Non-represented.”

**NEIGHBORHOOD ASSOCIATION.** A group of people organized and recognized by the Council within a geographical area for the purpose of acting on issues affecting neighborhood and community livability.

**NON-OPERATING FUND.** A fund used to account for the proceeds of a specific revenue source but which does not appropriate expenditures for operating costs. The debt service funds are non-operating funds.

**NON-REPRESENTED.** Employees of the city that are not covered by a labor agreement. Also known as ‘MSC’ (Management, Supervisory, Confidential). Non-Represented job classifications include department directors, supervisory, and other specified positions.

**NPDES.** National Pollutant Discharge Elimination System.

**OGM.** Office of Governance & Management, a department within the City of Gresham.

**OPERATING BUDGET.** Current authorized expenditures and the proposed means of financing them. The operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled.

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## Glossary

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**OPERATING FUND.** An operating fund is one that accounts for revenues and expenditures used to provide direct service to citizens. Excluded would be debt service and capital construction funds.

**OTHER REQUIREMENTS.** A group of fund expenditures that constitute a use of a fund's resources other than operating requirements or capital expenditures. Includes contingency, debt service, transfers out, and ending balance.

**PERMANENT RATE.** A property tax rate per thousand dollars of assessed value, for local government operations. In Oregon, the permanent rate cannot be increased or decreased by the voters. A Local Option Levy may be passed by voters to augment the permanent rate. Gresham's permanent rate is \$3.6129 per thousand dollars of assessed value.

**PERS.** The Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employee and employer contribute.

**PERSONNEL SERVICES.** An object of expenditure which includes salaries, overtime pay, part-time pay, and fringe benefits.

**POLICE, FIRE AND PARK FEE.** In the fall of 2012, the Gresham City Council approved a Police, Fire and Parks Fee as a temporary measure to prevent immediate service reductions and maintain service levels. In June of 2014 the fee was reestablished on an ongoing basis.

**PROPERTY TAX.** A tax that uses property value as the tool by which the cost burden of local services is allocated. Property taxes are limited by the Oregon Constitution to \$10 per thousand dollars of market value for general government operations (cities, counties and special districts) and \$5 per thousand for education operations (grade schools, high schools, community

colleges). Property taxes are also limited by each local jurisdiction's permanent operating tax rate. Gresham's permanent tax rate is \$3.6129 per thousand dollars of assessed valuation. Debt service levies for voter approved General Obligation debt are not limited.

**PROPOSED BUDGET.** The annual budget for the upcoming fiscal year, as proposed by the City Manager to the Budget Committee for their review and approval.

**REAL MARKET VALUE (RMV).** The value of real property in terms of what it would be worth on the open market.

**REQUIREMENT.** The total of all expenditures within a fund, including operating expenditures, transfers to other funds, contingency, and unappropriated fund balance.

**RESERVE.** A portion of a fund that is restricted for a specific purpose.

**RESOURCES.** The total amount available for appropriation within a fund. Resources generally include anticipated revenues, interfund transfers, and beginning fund balance.

**REVENUE.** Income received by the City in support of services to the community. Revenues include taxes, licenses, fees, and other sources, but exclude beginning balance, transfers, and debt proceeds.

**REVENUE BONDS.** Bonds issued on the basis of ability to repay through revenue earned in an enterprise fund. Revenue bonds require that enterprise funds set rates sufficient to ensure adequate resources to repay on a timely basis the principal and interest on the obligations, typically mandating that the issuer maintain net income at a predetermined multiple of debt service (known as "coverage").

**SDC.** See 'System Development Charge.'



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**SELF-INSURED.** The retention of a risk of loss arising out of the ownership of property or some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is accompanied by the setting aside of assets to fund related losses.

**SPECIAL REVENUE FUNDS.** These funds account for revenue derived from specific tax or other earmarked revenue sources which are legally restricted to finance particular functions or activities.

**SUPPLEMENTAL BUDGET.** A budget prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to authorize a tax levy nor can it be used to access funds designated as unappropriated.

**SUPPORT SERVICE FUNDS.** See 'Internal Service Funds.'

**SYSTEM DEVELOPMENT CHARGE (SDC).** A charge levied on new construction to help pay for additional expenses created by growth. SDCs are for construction and expansion, and may not be used for maintenance of infrastructure.

**TAX.** Compulsory charge levied by a government to finance services performed for the common benefit.

**TAX ASSESSED VALUE (TAV).** The value given to real and personal property to establish a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

**TAX LEVY.** Total amount of ad valorem tax certified by the City.

**TAX RATE.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property. The General Fund operating tax rate for the City of Gresham is permanently

set at \$3.6129 per thousand dollars of assessed valuation.

**TAX ROLL.** The official list of the Multnomah County Tax Assessor showing the amount of taxes imposed against each taxable property.

**UDP.** Urban Design & Planning, a department within the City of Gresham.

**UIC.** Underground Injection Control.

**UNAPPROPRIATED ENDING FUND BALANCE.** Also referred to as Fund Balance. An amount set aside in the budget to be used as a cash carryover to the next year's budget to provide needed cash flow until other money is received. Because no appropriation has been adopted, no expenditures may be made from the Unappropriated Ending Fund Balance during the fiscal year in which it is budgeted.

**URA.** Urban Renewal Area. Rockwood-West Gresham is the city's first urban renewal area, established through a citywide vote in 2003. It encompasses approximately 1,200 acres from Marine Drive on the north to Yamhill Street on the south, centered along the 181<sup>st</sup> Street corridor.

**URBAN RENEWAL ADMINISTRATION.** A department within the City of Gresham.

**UTILITY LICENSE FEES.** Utility and license fees are paid to use the public right-of-way to operate a utility within the City limits. Most utility and license fees are received into the General Fund and help pay for General Fund operations, such as Police, Fire and Parks, Community Development Services, and Economic Development Services.

**WWTP.** Wastewater Treatment Plan

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CITY OF  
GRESHAM  
OREGON