

ADOPTED BUDGET

Fiscal Year 2018/19



CITY OF
GRESHAM

CITY OF
GRESHAM
OREGON

CITY OF GRESHAM OREGON

Adopted Budget for Fiscal Year 2018/19

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INVENTIVE

PRACTICAL

NIMBLE

COLLABORATIVE

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BUDGET MESSAGE

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BUDGET MESSAGE

Fiscal Year 2018/19

Pioneer settlers transformed this remote outpost with axes, shovels and plows, until it thrived with rolling fields of rich farmland. Today that sleepy farm town no longer exists and Gresham is Oregon's fourth largest city—but we are still all of us pioneers of this modern life. Revolutionary technology has transformed our economic and cultural reality at an unprecedented breakneck pace, which has left us marveling at the wonders of this age, and at times, bemused. In an era when change is just a way of life and the present is disappearing faster than we can track, how can we modern pioneers forge on to carve out a better life for our community?

To answer, I draw upon lessons I've learned time and time again in my career. While things have changed over the years, my way forward remains unerringly clear. As Gresham's City Manager, I have two jobs. First, we must ensure safe, efficient and effective service delivery. When you get up in the morning, clean and clear water comes out of your faucet. When you call 911, we flip on the sirens and speed to your aid. Roads carry us from one end of Gresham to another.

My second job, which is perhaps more important now than ever before, is to seize the opportunity to reimagine all our services: to examine with a keen eye the way we answer that 911 call; to consider how we might sometimes address an overgrown shrub, not with a fine, but with a helping hand. For as the writer Rasmenia Massoud says, "A city isn't so unlike a person. They both have the marks to show they have many stories to tell. They see many faces. They tear things down and make new again."

Every employee of this organization is charged with going beyond to serve our community. We're challenged to continually embrace inventive ideas that make this place better, practical strategies to get it done, nimble approaches that roll with change and collaborative partnerships that strengthen our work.

This is our anchor, our true north. For as Stephen Covey says, "The key to the ability to change is a changeless sense of who you are, what you are about and what you value."

This adopted budget for fiscal year 2018/19 reflects this changeless sense of who we are at the City of Gresham and touches on the winds of change forever at our backs.

Inventive

- In many ways, Gresham is only as strong as its neighborhoods. This budget reflects a renewed commitment to that street-by-street livability. Through realigned resources, a new Community Livability department houses our Office of Neighborhoods and Livability team, who are partnering to tackle our transformed approach to nuisance code issues. By focusing on practical solutions to compliance and utilizing the power of our volunteer network, we've forged a new solution to keep our neighborhoods livable, save the City time and money, and connect neighbors who need a helping hand with their fellow residents who would be willing to assist.

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- Two years ago in this budget message, I called out the need for a long-term funding solution to repair our local streets. Thanks to the support of our forward-thinking City Council and creative staff, we're "Hitting the Streets" and implementing the City's largest street reconstruction project in our 113-year history. This effort is of such magnitude that we are continually trying new ways to tackle various elements: coordinating all the necessary utility work to ensure efficient construction, a new pilot program where we evaluate the benefits and costs savings of our own crew pouring concrete for sidewalk ramps versus contracting, and an interactive online map that will let you look up the major roadwork going on in your neighborhood.

Practical

- During this adopted budget, we're continuing the multi-year implementation of our enterprise resource planning system, which supports our core business systems like permits, planning, human resources, accounts payable, code compliance and much more. This is more than simply switching out software. We're examining our processes with a ruthlessly practical lens, so that new technology isn't at odds with outdated business practices. If we can streamline a process to save time and money, and especially if we can make it easier for our residents, we are committed to doing so. This project is just one of the 40 projects in our Technology Strategic Plan, which involves every single one of our departments.
- Our award-winning Wastewater Treatment Plant produces more energy than it uses, making it one of the few in the world to have achieved energy net zero. Nationally recognized, the plant saves the City an estimated \$500,000 a year in electricity costs. Now, thanks to a competitive process, we've negotiated a new contract for plant operations that will result in significant cost savings for the next ten years.

Nimble

- The business landscape is constantly evolving and we're adapting our services accordingly. This budget expands programming, technical support and outreach services to our Small Business Center, while exploring a rapid response team and expedited review timelines to continue to recruit mid-to-large commercial projects. Our Council has been clear on their priorities to ensure quality design, develop our three town centers and make Gresham the easiest and most attractive place in the region to start and grow businesses of all sizes.
- Last year we celebrated the opening of Hogan Butte Nature Park, the crown jewel of our parks system. This year, we're continuing to seize opportunities, wherever we can find them, to create and improve on safe spaces for children and families to play. We're continuing to develop strategies for the future design and construction of Gradin Sports Park. We're looking forward to more grand openings in the years to come.

Collaborative

- Increasingly, our police officers and firefighters are being asked to do more than solve crimes and fight fires. They are essentially serving as frontline mental health practitioners, and we're relying on our community partners with expertise in this arena to help us deliver the services that our community now needs. It's thanks to our partnerships that we've

BUDGET MESSAGE

secured grants to expand services to individuals in a mental health crisis. Through Project Respond, behavioral health clinicians will work alongside Police Officers in a new mental health team. Our Quick Response Vehicle, also grant supported, allows us to send the right resource to those emergency calls that don't need a fire truck. And, we've expanded our partnership with the OHSU School of Nursing to meet the needs of chronic 911 callers through our successful CARES program. Coordination and collaboration between our police officers, firefighters, other service providers and key partners will be essential in continuing to develop new approaches in the years to come.

- This budget reflects numerous ways in which the community benefits from our valued partners, whose support is essential to helping us provide the services that make our community better. Thanks to a grant from Multnomah County and a partnership with Central City Concern, we've debuted the Community Volunteer Corps, a new program to help homeless in Gresham by providing volunteer work opportunities. We're also working side-by-side with Metro to plan Gabbert Butte Nature Park—this 150-acre site will be the future site of trails and natural areas. Our relationship with our community partners is helping us implement our Pathways to Employment project. We're spreading the word about public service opportunities and creating entry points to help make our jobs accessible to all our residents. And finally, our partners throughout the community are helping us create a grassroots network of Gresham community branding champions that are spreading the word far and wide throughout the region about what a great place this is to live and work.

As we continue to grapple with long-term funding challenges in this city with one of Oregon's lowest property tax rates, and a world that is evolving faster than ever before, I'm reminded of the poet William Blake's words, "What is now proved was once only imagined."

With the strong and inventive leadership of our City Council, and staff at the City that are dedicated to serving this community, we've already begun implementing these imaginings that began with a simple, "What if?" What if we partnered our Office of Neighborhoods with Code Enforcement? What if nursing students could effectively help some of our chronic 911 callers? What if we send trained mental health clinicians out on calls with our police officers?

As we embark on this new year, and as we persist in our imaginings to meet the changing needs of all our residents, we'll keep our true north in our sights—to go beyond to serve this community in ways that are inventive, practical, nimble and collaborative.

Respectfully submitted,



Erik Kvarsten
Gresham City Manager

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BUDGET HIGHLIGHTS & COMPARISON

Operating Budget – Adjusted Comparison – FY 2018/19 vs FY 2017/18

The City’s budget includes 24 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 net change in the City’s combined operating budget for fiscal year 2018/19 – after adjusting for all of the duplications that result from the overlap of fund accounting requirements and state budget law – is an increase of 5.3%, or approximately \$7.1 million citywide.

Primary drivers for the operating budget increases are described below:

Local Street Reconstruction Program

This program, which started in calendar year 2017, focuses on rebuilding streets that have deteriorated to a condition where they are no longer eligible for pavement preservation treatments. Appropriations related to the program are included in several categories within the budget. While most expenses are reflected in various capital budgets, the debt section also reflects actions needed to allow benefits of the program to be realized before the funding phase-in is complete. Changes to the operating budget for fiscal year 2018/19 are primarily reflected in the Transportation Fund and include the addition of a concrete crew to complete required curb ramp work.

Public Safety Staffing & Grant Funded Projects

Gresham Police and Fire continue to provide exceptional service in an ever-changing environment. Recognizing the community’s need for these public safety services, several grant funded positions were added mid-year during fiscal year 2017/18. The adopted budget for fiscal year 2018/19 reflects the full year costs of these additional positions. Grant funded projects related to body worn cameras and a mental health team are also included. Responding to changing service demands, maintaining minimum shift levels and preparing for transitions and retirements is challenging, especially in light of the long lead time for recruitment and training in both of these fields.

Development Activity

Recent and expected economic growth in the area, combined with school bond funded projects in the Gresham-Barlow and Reynolds School Districts, continues to require a high use of staff resources in several program areas. In addition, programming and support for the Small Business Center and other commercial development activity is proposed to increase to ensure Gresham is able to support local business investment and leverage economic growth. Demand for public works construction inspection services have also increased based on development activity and other infrastructure projects. Expenses related to installation of new water meters are also increasing to meet the demand for service. Many of these functions are largely supported by development fees and charges.

Internal Business Process Improvements

Evaluating and updating business processes is a fundamental aspect of the City’s service delivery. Key efforts reflected in the fiscal year 2018/19 budget include the implementation of the City’s Strategic Technology Plan, which will require staff support from all City departments. Continuation of

BUDGET HIGHLIGHTS & COMPARISON

outsourced services as well as additional project management support in the Information & Technology Fund will contribute to these efforts. Significant work in the upcoming two to three years will be dedicated to the Enterprise Resource Planning (ERP) system replacement project. While most of the expenditures related to this project are reflected in the capital budget for the Enterprise Systems Replacement Fund, existing staff from multiple program areas will be extensively engaged in this project.

The drivers described above impact all expenditure categories to some extent, with the personnel services and employee benefits categories being most effected. Key changes by expenditure category are described below:

Personnel Services

- The fiscal year 2018/19 budget includes a total of 9 additional full-time equivalent positions. A specific listing can be found in the *Additional Information* section in the back of this document.
- Changes across all salary related line items, including the added positions, represent an increase of \$2.7 million, or 5.0% citywide.
- The addition of a concrete crew to address curb ramp work related to the Local Street Reconstruction Program is reflected in the Limited Term Employee and Temporary/Seasonal Employee line items in Transportation.

Employee Benefits

- Benefit related expenses are expected to increase by approximately \$1.4 million. Many expenses related to benefits are based on payroll costs and employee demographics, so many budgeted changes are the result of the staffing levels identified above as well as changes in demographics and rates.
- The budget reflects an assumed increase for the health and dental insurance line-items. Costs are based primarily on actuarial analysis that accounts for usage trends and market costs as well as reserve requirements. 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 2017/18 and 2018/19. The employee demographic continues to transition to the OPSRP program, which utilizes a lower rate than the Tier I/II program.

Professional and Technical Services

- This category of the fiscal year 2018/19 budget shows an increase of approximately \$836,000 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 \$388,000 in Economic Development.

BUDGET HIGHLIGHTS & COMPARISON

- The budgeted amount for public safety dispatch services from Portland's Bureau of Emergency Communications is shown to increase by \$140,500 based on anticipated charges. This expense is shared by Police and Fire.
- Community Development Block Grants included in this category are \$27,000 lower in fiscal year 2018/19 and Urban Renewal grants are \$196,000 lower. Both amounts are based on anticipated usage and funding levels.
- The Wastewater Fund shows a reduction of approximately \$415,000 in Outsourced Services as a result of the transition to a new contract operator at the Wastewater Treatment Plant.
- Budgets for contracted services fluctuate depending on the status of grants and other special funding received. For fiscal year 2018/19, appropriations are increased for Fire related to seismic improvements at Station 75. Police also shows increased appropriations in the Designated Purpose Fund related to the Justice and Mental Health Grant and the Body Worn Camera grant. Other grants related to Transportation Planning show decreased activity in fiscal year 2018/19.
- Community Development and Urban Design and Planning show increases related to predevelopment support, programming for small business and commercial development, and other Council Work Plan priorities.
- Fire and Emergency Services shows an increase in Outsourced Services related to the CARES program, while Stormwater shows a reduction related to stormline inspections. In both cases, these adjustments have offsetting changes in the reliance on limited term staffing.
- One-time projects related to the replacement of mast-arm signage and the installation of redundant network connections are reflected in Transportation and in Information and Technology respectively. Citywide Services, Police and Parks also show modest increases related to Council Work Plan projects and priorities.

Property Services

- The Property Services category shows a change for fiscal year 2018/19 of \$163,000.
- Utility services overall show a decrease of \$20,000. Streetlight Fund utility services are expected to decrease by an additional \$40,000 due to the savings from installing LED light fixtures. Other areas, including Facilities and Water, are also showing small decreases. These are partially offset by increases in Parks, Wastewater and Fire Facilities.
- Water meter installs are budgeted to increase by \$65,000 due to increased development activity.
- Communication System R&M shows an increase of \$25,400 in the Information & Technology Fund to support the project to install a redundant network. This is partially offset by a reduction in Fire.
- Other changes in property services include an increase of \$50,000 in Transportation R&M to support the Local Street Reconstruction Program and of \$34,500 in Telephone/Cellphones related

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to asset management implementation for Operations crews working in the field. The fiscal year 2018/19 budget also includes an additional \$25,000 in Streetlight Maintenance and an increase for the Building Lease for the signal crew. Building Repair and Maintenance shows a reduction of \$38,000 based on expected property needs and a shift of some work to Outsourced Services.

Other Services

- This category is expected to increase by approximately \$765,000 for fiscal year 2018/19.
- Insurance/Fees and Premiums for Workers' Compensation and Liability Management are budgeted to increase by \$65,600. All changes are based on anticipated fees and premiums expected in fiscal year 2018/19.
- Training and associated costs are budgeted to increase approximately \$93,000 on a citywide basis.
- The Solid Waste and Recycling rate stabilization program shows an increased appropriation of \$132,000 in fiscal year 2018/19, based on hauler rate requirements.
- The Facilities and Fleet Fund reflects a \$387,000 appropriation to address the 2017 agreement to with Veteran's Groups related to the 150 W Powell Building. Other changes to the Contribution line item include a one-time expense of \$27,000 in Citywide Services for safety equipment and signage for events, \$10,500 in Community Livability related to neighborhood support and \$13,500 in Stormwater for additional Americorps support.
- Other changes in this category include modest increases related to utility customer assistance, printing, and dues and memberships, and reductions in community outreach and advertising.

Supplies

- The net increase in this category is approximately \$885,000 for fiscal year 2018/19.
- As technology services continue to move to a subscription model, an additional \$125,000 is included to cover maintenance costs for asset management, e-Time, and other software subscription and license costs. The fiscal year 2018/19 budget also includes an additional \$150,000 to allow for replacement of computers as needed.
- 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 \$50,000.
- With fuel costs expected to rise in the future, the fuel appropriation for fiscal year 2018/19 has been increased by \$73,000. Supplies related to vehicle maintenance are also shown to increase by \$69,500 based on actual activity levels.
- Minor equipment and tools for Police shows an increase of \$219,000 primarily to allow for potential purchases in the Designated Purpose Fund contingent upon funding availability.

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Additional increases of \$34,000 related to uniforms and protective equipment and supplies are also included in the Police budget.

- The appropriation for Signs shows an increase of \$70,000 primarily due to Transportation's project to replace mast-arm signage throughout the City.
- Other changes in this category include minor changes to postage and operating/technical supplies.

Other Operating/ISCs

- Workers' compensation and liability claims are budgeted based on actuarial analysis which indicates an increase of \$124,600 for workers' compensation and a reduction of \$14,000 for liability.
- The utility license fees paid by the City's water, wastewater and stormwater utilities are projected to increase by approximately \$605,000 in fiscal year 2018/19.

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 \$400,000 relative to fiscal year 2017/18, which was higher than normal due to the full replacement of Police radios. Scheduled vehicle and equipment replacements in the Equipment Replacement Fund are approximately \$455,000 lower in fiscal year 2018/19. New vehicle acquisitions, totaling \$369,000, are included in Infrastructure Development, Parks and Transportation, and new equipment purchases are shown for Police.

Operating Budget – Non-Adjusted Comparison – FY 2018/19 vs. FY 2017/18

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.

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 Information Technology 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*.

BUDGET HIGHLIGHTS & COMPARISON

- The health and dental insurance costs for the City's self-insured plans are also reflected twice. First when each operating fund pays their share to the City's health or dental fund, and again when the health and dental funds pay claims and associated expenses to the outside providers. The budget for the health and dental funds are based on an actuarial analysis of anticipated claims, demographics and reserve requirements.

Non-Operating Budget Comparison – FY 2018/19 vs. FY 2017/18

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 2018/19 are described below:

Capital Improvement Projects

- The Transportation Construction Fund includes an increased appropriation for the Local Street Reconstruction Program. The increase in fiscal year 2018/19 will allow greater flexibility so work can align with contractor schedules and weather conditions with fewer fiscal year constraints. That flexibility is expected to enhance competitive bid pricing. Increased appropriations for intersection improvements at Stark and 223rd are also reflected.
- The Footpaths and Bike Routes Fund shows a related appropriation increase for work needed to comply with the Americans with Disabilities Act in conjunction with the Local Street Reconstruction Program.
- The Stormwater Construction Fund shows an increased appropriation, partly due to increased pipe repair and replacement work in coordination with the Local Street Reconstruction Program. Construction work for the permanent repairs to Kane Road is also included in fiscal year 2018/19.
- The Water Construction Fund shows an increased appropriation for fiscal year 2018/19. 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.
- The Wastewater Construction Fund shows an increased appropriation for infrastructure refurbishment and process improvements at the Wastewater Treatment Plant.
- The Parks Capital Fund reflects an appropriation for additional improvements at the Gradin Sports Park, contingent upon possible grant approval. A project to complete pre-design work on one or more existing undeveloped park properties within the city 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 2018/19 shows an increase of \$1.7 million based on potential development activity.
- The Urban Renewal Capital budget is approximately \$18.4 million in fiscal year 2018/19. The primary change is an increase in appropriation for the Catalyst Site project.

BUDGET HIGHLIGHTS & COMPARISON

- The Enterprise Systems Replacement Fund includes \$2.5 million to address the first phases of the ERP replacement project. This multi-year project will replace the financial, human resources/payroll, land/parcel and permitting systems used throughout the City.
- 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 grant activity, 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 2018/19 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.

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 is typically set at 1.5% due to the size of the operating budget.

Debt Service

- Two special actions are budgeted in the debt service category for fiscal year 2018/19 in addition to the City's routine debt service payments. These include a replacement of the City's existing line of credit that expires July 2018 and a potential conversion of the new line of credit to a longer-term debt instrument prior to the end of fiscal year 2018/19. Combined, these two actions are responsible for the one-time increase in appropriations of approximately \$47 million in this category for fiscal year 2018/19.

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 & REQUIREMENTS ALL FUNDS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
Taxes	34,054,911	34,334,328	35,045,700	36,702,100	36,702,100	36,702,100
Licenses and Permits	2,876,564	2,767,970	2,833,200	4,510,300	4,510,300	4,510,300
Intergovernmental Revenue	29,540,249	31,219,497	54,582,401	60,308,160	60,308,160	60,308,160
Charges for Services	48,815,781	51,341,956	52,115,580	53,255,000	53,255,000	53,255,000
Utility License Fees	9,324,117	20,309,912	11,764,700	12,724,400	12,724,400	12,724,400
Interest Income	2,428,539	2,561,875	2,750,966	2,469,398	2,469,398	2,469,398
Miscellaneous Income	3,465,547	4,127,038	4,699,970	3,323,579	3,323,579	3,323,579
Contributions and Donatio	100	5,000	0	0	0	0
Interfund Transfers	28,129,179	34,158,256	88,919,869	100,810,443	100,810,443	100,810,443
Internal Service Charges	33,869,774	36,217,301	42,310,483	45,342,178	45,342,178	45,342,178
Other Resources	2,877,528	2,049,753	49,947,875	106,663,055	106,663,055	106,663,055
Beginning Balance	161,847,340	174,652,953	184,409,219	197,474,160	197,474,160	197,474,160
Total Resources	357,229,629	393,745,839	529,379,963	623,582,773	623,582,773	623,582,773
Requirements						
Office Governance & Mgmt	1,742,490	2,098,071	2,702,673	2,384,046	2,384,046	2,384,046
City Attorney's Office	3,039,343	3,276,111	5,230,757	5,368,760	5,368,760	5,368,760
Finance and Mgmt Svcs	8,719,722	11,039,140	14,996,379	15,535,271	15,535,271	15,535,271
Information & Technology	3,570,282	3,832,521	4,808,340	5,255,128	5,255,128	5,255,128
City-wide Services	11,581,660	11,303,563	15,602,094	15,653,381	15,653,381	15,653,381
Police	29,733,633	31,970,052	37,693,905	40,328,270	40,328,270	40,328,270
Fire and Emergency Svcs	20,777,223	21,005,706	25,660,918	26,636,634	26,636,634	26,636,634
Urban Renewal	1,060,154	1,234,921	1,905,383	1,787,827	1,787,827	1,787,827
Urban Design & Planning	2,443,549	3,096,561	5,087,987	5,336,076	5,336,076	5,336,076
Community Development	5,410,803	5,796,832	8,597,927	8,605,235	8,605,235	8,605,235
Economic Development Srvc	1,380,973	1,250,341	2,814,089	3,179,041	3,179,041	3,179,041
Community Livability	0	0	0	1,908,840	1,908,840	1,908,840
Parks	2,488,757	2,560,131	3,207,432	3,483,053	3,483,053	3,483,053
Environmental Services	<u>36,716,788</u>	<u>38,257,808</u>	<u>44,501,625</u>	<u>47,124,224</u>	<u>47,124,224</u>	<u>47,124,224</u>
Total Operations	128,665,377	136,721,758	172,809,509	182,585,786	182,585,786	182,585,786
Capital Improvement Proje	15,693,794	18,113,803	116,330,800	136,653,800	136,653,800	136,653,800
Interfund Transfers	28,129,179	34,158,256	88,919,869	100,810,443	100,810,443	100,810,443
Contingency	0	0	11,511,207	12,943,200	12,943,200	12,943,200
Debt Service	10,088,326	13,027,032	11,314,870	59,129,436	59,129,436	59,129,436
Unappropriated	<u>174,652,953</u>	<u>191,724,990</u>	<u>128,493,708</u>	<u>131,460,108</u>	<u>131,460,108</u>	<u>131,460,108</u>
Total Non-operating	228,564,252	257,024,081	356,570,454	440,996,987	440,996,987	440,996,987
Total Requirements	357,229,629	393,745,839	529,379,963	623,582,773	623,582,773	623,582,773

The "All Funds" display shows a combined view of all budget revenues and expenses. It should be noted however, that most proceeds are dedicated to a specific service, function or project and cannot be used for other purposes. In addition, because of fund accounting requirements, certain revenues and expenses such as interfund transfers are duplicated or triplicated in this summary. The magnitude of that double counting combined with other one-time events limits the usefulness of year-to-year comparisons. Please refer to pages 5-11 of this document for further explanation of this report.

FUND STATUS OVERVIEW

GENERAL FUND & POLICE, FIRE AND PARKS FUND

General Fund

Property tax revenues continue to increase as the strong construction environment and new properties are being added to the tax rolls. This, combined with significant Enterprise Zone abatements expiring, will enhance property tax revenue growth. Revenue growth in the future is expected to follow historic patterns unless significant new development continues to increase the tax base.

Business income taxes are predicted to level off after very strong growth from the last few years, as the economic environment in the Portland Metro area is expected to stabilize and as unemployment rates return to historic lows for the region. A slowing of the growth is already being seen in the year over year trends in Multnomah County. Utility license fee revenues are expected to increase based on anticipated rate increases by utility providers. State shared revenue is expected to continue its upward trend due to strong consumer behavior and the addition of shared revenues related to marijuana sales. As the marijuana industry in Oregon is still relatively new, it is difficult to reliably predict revenue patterns. As the industry matures and stabilizes, forecasting revenue patterns will become easier.

In fiscal year 2016/17, each electric and natural gas utility made lump sum payments from prior years as part of the utility license fee litigation resolution. These payments in 2016/17 and several large one-time revenue sources in 2017/18 have provided a strong fund balance. This fund balance is being used to provide working capital, to enhance service levels in select areas and to maintain service levels in other areas.

The operating budget for fiscal year 2018/19 shows a moderate increase over recent years. Key drivers include the addition of positions in the Fire Department, the conversion of several limited-term staff and the addition of a full-time employee in Parks, and expanded programming related to small business and commercial development consistent with the Council Work Plan. Several positions have been moved out of the Code Enforcement division to the new Community Livability Department as part the transformation of the service delivery of those functions. Investments in livability efforts and innovative service delivery are needed to support economic development and for the Gresham community as a whole.

As presented, this budget meets or exceeds all financial policies related to beginning balance and contingency. Additional fund balance that exceeds minimum requirements at the end of fiscal year 2018/19 is required to help fund services in future years. Consideration of the rainy-day reserve, long-term financial planning for operations, Council Work Plan projects and other forward-looking discussions will continue regarding the fundamental General Fund services and how they are provided in the future.

Police, Fire and Parks Fund

This fund has been collecting revenue since February 2013 for the Police, Fire and Parks fee that was implemented December 2012. Financial forecasts, based on actual billings to date, show that the revenue is expected to slightly exceed the forecast as new construction is completed.

FUND STATUS OVERVIEW

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 be built, and the trend of single-family rental housing dropping off the rolls appears to be continuing. Collection of civil penalty and abatement related revenues are trending at past averages.

An increase in resources or further reconfiguration of service delivery is expected to be necessary within the next two years in order to avoid the possibility of deficit spending in the first years after the turn of the decade. Fiscal year 2017/18 resources are projected to be less than the cost of current service efforts. This spending pattern is expected to continue in fiscal year 2018/19. Fund reserves are being drawn upon to maintain services, which is not sustainable for the long term. A change to the inspection fees is not anticipated in this budget.

Urban Design and Planning

Service revenues for Urban Design and Planning are projected to remain strong. Development related activity continues to occur, and several large projects are on the horizon including activity related to the Reynolds and Gresham-Barlow School Districts bond approvals.

The budget for fiscal year 2018/19 allows for staffing levels based on the anticipated planning workload. Services at this level are sustainable over a three to five-year horizon with the assumption of stable, ongoing General Fund support. For the fiscal year 2018/19 budget, Urban Design and Planning Fund expects to receive approximately 68% of its operating resources from the General Fund.

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 increasing in fiscal year 2018/19. Workloads in the development arena are anticipated to increase in part due to the activity related to the Reynolds and Gresham-Barlow School District bond approvals as well as intergovernmental agreements with Fairview, Troutdale, and Wood Village to provide building services. Increased staffing levels were authorized in fiscal year 2017/18 to meet this anticipated workload.

The forecast assumes an increased level of development activity is underway. The budget includes funding for temporary or outsourced services 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 resources on an ongoing sustainable level.

FUND STATUS OVERVIEW

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. The development market in Gresham's urban renewal area has shown sustained growth in recent years from new construction, reinvestments in plant and equipment, and by market increases.

Assessed value of the area is expected to grow approximately 3.5 – 4% in fiscal year 2018/19. This assessed value escalation is anticipated to result in tax revenue growth of around 9% over the current fiscal year 2017/18 forecast. This increase is in the range of what has become an average pattern of growth for the area shaking off the effects of the great recession.

Following a number of years of slow recovery from the 2008 great recession, the area has collected significant new resources over the last six years. The capital program reflects these additional resources. In the near future, barring the unexpected, customary taxable value should continue to increase around 2.5 percent a year; with irregular spikes in resources as major developments come online.

Resource levels for operations and the grant program reflected in the fiscal year 2018/19 budget are not currently expected to remain sustainable through the life of the Urban Renewal Area. Additional resources or prioritization of projects and programs will be needed in the future. While the fiscal year 2018/19 operational service level can likely be maintained for the next couple of years, it may be necessary to reduce funding for select services in the last years before the area sunsets in 2023. This may affect development support, grants, and the capital programs.

INFRASTRUCTURE FUNDS

Transportation

Transportation services are budgeted in three funds - one Operating and two Construction funds. 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.

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. Changes in economic conditions in the State 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.

FUND STATUS OVERVIEW

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 around the middle of next decade. When that occurs, reserves set aside for this purpose will likely be drawn down to maintain service levels, pending another legislative action to increase state, city and county resources. Consequently, an increase in new services or projects above what is currently anticipated has the possibility of causing operational financial issues in the near future without additional resources to support them.

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

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.

The Local Street Reconstruction Program is funded by a mix of cash and short-term debt this fiscal year. This practice allows the full reconstruction program to hit the ground running rather than waiting as the new resources are phased in over the five-year period. It is projected that the short-term debt will be rolled into long-term financing and repaid with the approved transportation resources in the future. This long-term debt issue is budgeted in fiscal year 2018/19.

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 construction until resources, primarily system development charges, 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.

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. 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 identified in the five-year CIP 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. 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 system development charge credits. The ability to provide additional support for growth related

FUND STATUS OVERVIEW

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.

Streetlight

The replacement of streetlight fixtures was completed in early summer 2016. 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.

Utility license fee revenue, which consists of electric and natural gas license fees, is expected to increase slightly from 2017/18 due to anticipated rate increases by the utility providers. Revenues are expected to be sufficient to fund operating expenses in fiscal year 2018/19 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 to be robust for fiscal year 2018/19, barring any unforeseen economic event. While these resources or service levels are not at pre-recession historic levels, development activity has continued an energetic trend for the last few years.

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 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. Resources are expected to continue the pattern developed since the recovery from the great recession. Built in factors for consumer conservation and a moderate economic climate are expected to dampen the effect of the rate increase on revenue growth in fiscal year 2018/19. The growth percentage of operating revenue should be expected to be lower than any given rate increase due to a continuing trend of declining water use on a per-capita basis.

FUND STATUS OVERVIEW

Current customer service levels for the water utility continue to be sustainable. During fiscal year 2018/19 cost of services are expected to increase moderately and in line with the utility rate structure in place. Water services will be in the second year of an adopted five-year rate adjustment period. Services are expected to be sustainable through the planning horizon, assuming routine rate increases continue to be enacted in the future.

Interest, and 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 continue to be significantly less than pre-recession trends. Interest earnings fund an important portion of asset replacement capital. System development charges are used to pay for capacity increasing capital improvements or debt for this type of improvements.

As mentioned, the operating expenditures for fiscal year 2018/19 demonstrate an increase from fiscal year 2017/18. 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 long-term bonds. A bond sale is anticipated during fiscal year 2018/19.

New this year for the Water Fund is the Local Street Reconstruction Coordination project. This project allows for the repair and replacement of water infrastructure prior to street resurfacing. Additional projects related to the groundwater system and for reservoir seismic resiliency 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 unable to support additional growth-related 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*.

FUND STATUS OVERVIEW

The primary resource of the Stormwater related funds are utility rates paid by customers. 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 rate increases, not system growth. Revenues are expected to be stable and within normal parameters for fiscal year 2018/19. Operational service levels for the Stormwater utility continue to be sustainable. During fiscal year 2018/19 cost of services are expected to increase in line with the utility rate structure in place. Stormwater services will be in the second year of an adopted five-year rate adjustment period. Services are expected to be sustainable though the planning horizon, assuming routine rate increases continue to be enacted in the future.

The operating expenditures show an increase from fiscal year 2017/18. 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 vegetation management and street sweeping will be transferred to the Stormwater Utility, and 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. These changes were incorporated into the adopted five-year rate package.

Increasing interest and system development charge revenues are continuing to show the effects of Gresham's healthy economic activity. While development resources are significantly less than pre-recession trends in the current city limits, demands for new infrastructure are also correspondently less. Interest earnings fund an important portion of the replacement of capital assets.

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 & replacement, and capacity increasing projects. The program is likewise funded by a mix of cash, primarily from rates and repair and replacement reserves, as well as from a grant from the Federal Highway Administration for the permanent repairs to Kane Road.

A number of routine maintenance and replacement capital improvements are identified in fiscal year 2018/19. A substantial increase to the Rehab & Repair of Pipe System Project reflects the coordination with Transportation's Local Street Reconstruction project 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.

FUND STATUS OVERVIEW

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. Resources are expected to continue the pattern of constrained escalation arising after the recovery from the great recession. Increases in operating resources in any given year are derived largely from rate increases, rather than system growth due in part to relatively stable commercial and industrial activities related to wastewater discharge. Revenues are expected to be stable and within normal parameters for fiscal year 2018/19.

Operational service levels for the Wastewater utility continue to be sustainable. Wastewater services will be in the second year of an adopted five-year rate adjustment period. Services are expected to be sustainable through the planning horizon, assuming routine rate increases continue to be enacted in the future.

The operating budget for 2018/19 is virtually the same value as the adopted budget for fiscal year 2017/18. This predominantly reflects a reduction in Wastewater Treatment Plant operating costs resulting from the new contract for the plant operator. The aforementioned increase in license fees in support of the street maintenance and reconstruction program is included in this budget proposal.

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 2018/19. The program is likewise predominately funded by cash, primarily from operating revenues and repair and replacement reserves.

A limited number of growth related system capacity increasing projects are anticipated. 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 2018/19 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. Further details regarding internal service funds can be found in the *Internal Services Charge Manual*.

FUND STATUS OVERVIEW

SPECIAL REVENUE AND NON-OPERATING FUNDS

System Development Charges

The methodologies for calculating System Development Charge fees for all five types of charges (Transportation, Parks, Water, Stormwater, Wastewater) were updated at the beginning of fiscal year 2017/18. The revised methodologies update the city's infrastructure requirements for growth, including 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 revised fees are expected to change SDC resources to better 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. For the Current City district forecasts indicate that these revenues will be more stable under the new methodology and a significant shift in resources is not expected. For the Pleasant Valley and Springwater districts, where infrastructure requirements were revised, anticipated cash flow and credit exchange forecasts have been reduced accordingly.

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.

CDBG and HOME program resources will require close monitoring as these resources depend on Federal budget actions.

Debt

The budget 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 2018/19. A portion of this short-term debt is expected to be rolled into long term installment debt in fiscal year 2018/19. Appropriations in fiscal year 2018/19 allow for the transition to a new line of credit in early July when the existing line expires. The conversion to a long-term issuance is also included and is expected to occur later in the fiscal year.

CAPITAL FUNDS

The fiscal year 2018/19 budget for capital funds reflects the continuation of projects that were started, but not completed, in fiscal year 2017/18, as well as several anticipated new projects.

FUND STATUS OVERVIEW

Many Capital Improvement projects in fiscal year 2018/19 and into the near 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 2018/19 capital budget reflects increased appropriations related to the Local Street Reconstruction Program. This increase better provides for the full utilization of two construction seasons within one fiscal year – late summer and early spring – as weather conditions and contractor schedules allow. The capital budget also provides for coordination with Water, Stormwater and Wastewater to repair and replace underground pipes and infrastructure.

Most growth and capacity expansion related projects for the next few years are concentrated in the Transportation Program, 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 2018/19. 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 since the great recession has, for the most part, pushed off the need for intensive infrastructure expansion. As a result, many growth-related projects continue to be deferred, either due to a decline in the need to expand infrastructure to accommodate development or the limited city funding available for these growth-related 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

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

- 2018 Council Work Plan – The most recent Work Plan adopted in January 2018, outlines 27 projects in three categories.

COUNCIL WORK PLAN

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 thriving and growing community and moves us into the future. In addition to providing clear direction to City staff, the Work Plan provides transparency and accountability to the City's constituency.

The Council's long-term vision leads to successful implementation of strategies that focus on investment in community safety and quality of life, as well as, infrastructure and community appearance. Executing these strategies through the Council Work Plan builds upon this vision and shifts the organizational approach in responding to community, economic, social and operations needs in innovative and creative ways.

The 2018 Work Plan continues some projects from the 2017 Work Plan, and incorporates input from our dedicated Council Citizen Advisory Committees. The complete 2018 Council Work Plan along with project updates and related information can be found on the Mayor and Council page of the City's website.

2017 Strategy / 2018 Implementation Projects

- Mobile Integrated Health
- 21st Century Policing
- Homelessness
- Children and Families
- Commercial Business and Development Support
- Neighborhood Office Revamp
- Community Branding and Marketing
- Neighborhood Nuisance
- Industrial Land Opportunities Study

2018 New Projects

- Parks Facilities Assets and Opportunities & Gradin Sports Park
- Research Study: Mental Health Services – Implications for Public Safety
- Data and Analytics Demonstration Project
- Hogan Butte Historic Home Options
- Housing Opportunities
- Emerging Technologies in Local Government
- Economic Development and Future Growth Strategies
- Community Emergency Preparedness
- Gabbert Butte Nature Park Master Plan
- Sign Code

2018 Multi-Year Projects

- Urban Redevelopment: Rockwood Rising, Civic and Downtown
- Legislative Advocacy
- Commercial Development Fees/Incentives
- Pleasant Valley Transportation System Plan Refinement
- Development Code and Process Updates
- Finance Models and Opportunities

BUDGET DEVELOPMENT PROCESS

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 DEVELOPMENT PROCESS

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.

BUDGET STRUCTURE

Fund Structure

The City's budget for fiscal year 2018/19 is organized into a total of 43 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 43 active funds are grouped into six primary categories, based on their purpose, function and particular characteristics. Each category is displayed as a separate section within this document. The categories included are:

- General Fund and Police, Fire & Parks Fund
- Business Funds
- Infrastructure Funds
- Central Support Funds
- Special Revenue and Non-Operating 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 & Management
 - Governance
 - Citywide Services
 - Community Livability
- City Attorney's Office
- Finance & Management Services
- Information & Technology
- Police
- Fire & Emergency Services

BUDGET STRUCTURE

- Urban Renewal Administration
- Urban Design & Planning
- Community Development
- Economic Development
- Parks
- Environmental Services

Further details regarding each of the City's departments may be found in the *Expenditure Information* section of this document.

Fund/Department Crosswalk

The Budget document displays information both by fund and by department. The following list shows the funds by category and displays which departments operate in each fund.

General Fund and Police, Fire & Parks Fund

Fund	Department
General	<ul style="list-style-type: none">• Police• Fire & Emergency Services• Community Development• Economic Development• Parks
Police, Fire & Parks	<ul style="list-style-type: none">• Police• Fire & Emergency Services• Parks

Business Funds

Fund	Department
Rental Inspection	<ul style="list-style-type: none">• Community Development
Urban Design & Planning	<ul style="list-style-type: none">• Urban Design & Planning
Building	<ul style="list-style-type: none">• Community Development
Urban Renewal Support	<ul style="list-style-type: none">• Urban Renewal

BUDGET STRUCTURE

Infrastructure Funds

Fund	Department
Transportation	<ul style="list-style-type: none">• Environmental Services
Streetlight	<ul style="list-style-type: none">• Environmental Services
Infrastructure Development	<ul style="list-style-type: none">• Environmental Services
Water	<ul style="list-style-type: none">• Environmental Services
Stormwater	<ul style="list-style-type: none">• Environmental Services
Wastewater	<ul style="list-style-type: none">• Environmental Services

Central Support Funds

Fund	Department
Facilities & Fleet Management	<ul style="list-style-type: none">• Finance & Management Services• Fire & Emergency Services
Workers' Compensation	<ul style="list-style-type: none">• City Attorney's Office
Health Insurance Benefits	<ul style="list-style-type: none">• Citywide Services
Information & Technology	<ul style="list-style-type: none">• Information & Technology
Dental Insurance Benefits	<ul style="list-style-type: none">• Citywide Services
Liability Management	<ul style="list-style-type: none">• City Attorney's Office
Equipment Replacement	<ul style="list-style-type: none">• Finance & Management Services
Legal Services	<ul style="list-style-type: none">• City Attorney's Office
Utility Financial Services	<ul style="list-style-type: none">• Finance & Management Services
Administrative Services	<ul style="list-style-type: none">• Office of Governance & Management<ul style="list-style-type: none">○ Governance○ Citywide Services○ Community Livability• Finance & Management Services

BUDGET STRUCTURE

Special Revenue and Non-Operating Funds

Fund	Department
System Development Charge	<ul style="list-style-type: none">• Non-Operating
Grants	<ul style="list-style-type: none">• Non-Operating
Dedicated Revenue	<ul style="list-style-type: none">• Community Development• Environmental Services
Designated Purpose	<ul style="list-style-type: none">• Office of Governance & Management<ul style="list-style-type: none">○ Governance○ Citywide Services○ Community Livability• Police• Fire & Emergency Services• Urban Design & Planning• Community Development• Economic Development• Parks• Environmental Services
General Government Debt	<ul style="list-style-type: none">• Non-Operating - Debt
City Backed Urban Renewal	<ul style="list-style-type: none">• Non-Operating - Debt
Pension Bond Debt Service	<ul style="list-style-type: none">• Non-Operating - Debt
Water Debt Service	<ul style="list-style-type: none">• Non-Operating - Debt
Stormwater Debt Service	<ul style="list-style-type: none">• Non-Operating - Debt
Wastewater Debt Service	<ul style="list-style-type: none">• Non-Operating - Debt
City Facility Debt Service	<ul style="list-style-type: none">• Non-Operating - Debt

Capital Funds

Fund	Department
Footpaths and Bike Routes	<ul style="list-style-type: none">• Non-Operating - Capital

BUDGET STRUCTURE

Parks	• Non-Operating - Capital
General Development	• Non-Operating - Capital
Transportation Construction	• Non-Operating - Capital
City UR Capital Improvement	• Non-Operating - Capital
Water Construction	• Non-Operating - Capital
Stormwater Construction	• Non-Operating - Capital
Wastewater Construction	• Non-Operating - Capital
City Facility Capital Improvement	• Non-Operating - Capital
Enterprise Systems Replacement	• Non-Operating - Capital
Public Facility Improvement – inactive (included for historical purposes)	• Non-Operating - Capital
Local Improvement District – inactive (included for historical purposes)	• Non-Operating - Capital

BUDGET STRUCTURE

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. All information is shown for four years – 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 City Council adopted budget will be completed as action is taken.

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.

BUDGET STRUCTURE

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
110 General Fund						
Taxes			34,021,200			0
Licenses and Permits			338,500			0
Intergovernmental Revenue			9,454,000			0
Charges for Services	267,489	393,260	218,000	238,000	0	0
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
Total General Fund	59,989,645	63,885,351	62,189,490	75,469,878	0	0
Requirements						
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	681,518	658,807	949,026	1,034,089	0	0
Parks					0	0
Total					0	0
Interfund Transfers	5,191,089	4,913,256	5,528,600	6,034,500	0	0
Contingency	0	0	732,074	1,473,000	0	0
Unappropriated					0	0
Total					0	0
Total General Fund	59,989,645	63,885,351	62,189,490	75,469,878	0	0

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

ORGANIZATIONAL CHANGES

Program Structure

Reorganizations that occurred during the last several years are 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 2016/17 first appeared in the fiscal year 2017/18 budget column). In order to help clarify the net results of the changes, some details are described below.

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 & Community Engagement Mediation

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

ORGANIZATIONAL CHANGES

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 & 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 & 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.

City-wide Services

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

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:

ORGANIZATIONAL CHANGES

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

City-wide Services – includes Human Resources, Budget & Financial Planning, Emergency Management and Communications

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

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

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

Fiscal Year 2016/17 Organizational Changes

There were no organizational changes in fiscal year 2016/17.

Fiscal Year 2015/16 Organizational Changes

These changes are first reflected in fiscal year 2016/17.

Transportation Planning

The Transportation Planning function has been relocated from Department of Environmental Services to Urban Design and Planning. This change has an impact on two departments within the three different funds.

Changes by Department

All Personnel and related materials and services expenditures related to transportation planning and transportation planning grants have been moved from the Environmental Services Department to the Urban Design and Planning Department.

Changes by Fund

Personnel and related materials and services expenditures related to the primary Transportation Planning functions have been moved from the Transportation Fund to the Urban Design and Planning Fund.

Personnel and related materials and services expenditure changes for Transportation Planning grants occurred within the Designated Purpose Fund.

REVENUE INFORMATION

CITY OF
GRESHAM
OREGON

REVENUE INFORMATION

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

The Portland Metro area's economy finished 2017 on a strong note. Economic growth has picked up in recent quarters and job gains remain strong enough to pull down the unemployment rate in Gresham to under four percent, putting it on par with the City of Portland. Of note, over the last four years, the workforce in Gresham has increased by approximately 10%, and currently over 50% of Gresham residents are in the workforce. In recent times, approximately 75% of Gresham workers commute outside of the city, consequently the metro region's economic directly affects us. The other 25% of workers both live and work in Gresham. The economic tide could be said to rise from west to east in the metro area. Currently, the entire Portland metro area and, Gresham specifically, are in relatively strong economic positions both within the State and in comparison to other states. More importantly the near-term prospects for continued widespread economic growth are good; assuming the national economic conditions remain strong.

Looking forward, Gresham's near-term prospects for continued economic growth are good. While this business cycle has matured it is not yet waning, and the region wide tight labor market is expected to push wage growth. Since Gresham tends to be on the lower side of regional family median income, this growth should be of benefit to the city's citizens.

The cost of housing is applying pressure to the metro region, and Gresham is not immune. As the tide of rising rents flows east, the city could expect the local home builders to be encouraged by our relatively affordable real estate market, rising rents, and tight vacancy rates to hasten both redevelopment and new development of housing.

Overall, according to a recent Economic and Revenue Forecast from the State of Oregon, the consensus of leading economic indicators is that the probability of a recession is low in the next 12 months.

General Fund

Many General Fund revenues are not directly tied to Gresham's annual economic performance. While revenue sources have elements impacted by changes in economic conditions, such as property taxes, state shared revenue and utility license fees, swings in the economy do not typically drive large swings in these revenues. Instead, these revenues are more apt to experience only moderate dips and rises. This is the case today – the General fund is experiencing moderate growth across the majority of the revenue categories. Property tax growth is continuing to pick up the pace as the result of a number of years of new construction activity adds to assessed values. Intergovernmental revenues for fiscal year 2018/19 are predicted to essentially match the budget for fiscal year 2017/18. The State of Oregon is predicting state shared revenues to be mixed, with revenue

REVENUE INFORMATION

sharing, liquor taxes and marijuana revenue showing solid increases and cigarette taxes lagging. Utility license fees are expected to see moderate increases across the board. The Business Income Tax is the outlier in the General Fund as the most economically driven revenue. The Business Income Tax has shown strong growth over the last few years, but tax collections show signs of volatility. All of these combined, reflect a mixed forecast that shows resources that are in line with historical growth trends for the General Fund.

Transportation

Transportation fund revenues are primarily from vehicle related gas taxes, registration fees, and charges. The city receives tax and fee proceeds both directly from the State, and as pass through resources from Multnomah County.

In normal economic conditions gas tax and fee resources tend to stagnate or increase lethargically. In weak economic times these resources may decline. If the economy remains in a state of sustained upturn, they show a tendency to rise only moderately. During times of more extreme economic volatility, gas taxes and fees may decline abruptly, and then rise sharply during the recovery. In most conditions, increases in population and economic growth are counterbalanced by a general reduction in multiple vehicle ownership, changing driving habits and improved fuel efficiency. However, over the long-run, these revenues typically increase eventually, owing to occasional legislative actions that increase the taxes, fees and charges.

Revenues are expected to be substantially better than originally thought in fiscal year 2017/18 and continuing into the future due to recent legislative actions by the State and City. Late in fiscal year 2016/17, the state legislature enacted the Keep Oregon Moving act. This action increased the gas tax and vehicle title fees, as well as other taxes and fees. Revenues will increase incrementally over a seven-year period starting in 2018. Half of the new state funding will go to cities and counties. These state funds are constitutionally dedicated to transportation activities and can only be used for expenses within the right-of-way. At the city level, Council action in 2017 began a phased in addition of utility license fees to fund the Local Street Reconstruction Program.

Development Services

Development related services are now in a pattern of increasing activity level. This has led to a lasting elevated revenue stream and work load for staff. Revenues driven by construction activity, such as system development charges, building permits, plan review, and building and infrastructure inspection fees have all seen increases in recent years. This trend is expected to continue in 2018/19 with dips and rises in specific revenue streams as the types of construction activity vary. This, in turn, causes variations in the demand for different development services provided by the city. The Urban Design & Planning, Building, and Infrastructure Development Funds resources are expected to remain positive, while fees are expected to show fluctuations as large one-time projects come and go. Large projects may appear on the horizon as we progress through the year that would alter the forecast in an upward trajectory.

Utilities

In the City's three utility programs, Water, Stormwater, and Wastewater, revenues are derived primarily from utility rates which are charged to customers using water, stormwater and wastewater

REVENUE INFORMATION

infrastructure. These rate revenues normally account for between 85 and 90 percent of program resources. The City primarily serves residential customers.

Utility funds by their nature have relatively predictable revenue patterns. Swings in the economy do not typically drive large swings in rate revenue. Rate based resources are more apt to show minor dips during poor economic times, return to normal fairly quickly, but show little tendency to rise as a result of superior economic conditions.

Revenue generated by consumption and customer growth is predicted to continue to be subdued into the foreseeable future. For example, per-capita water sales, both for the City and across the State have steadily declined over the years. Water consumption affects both the Water and Wastewater utilities. The lack of consumption growth is likely naturally occurring conservation due to water saving devices, denser residential housing resulting in less irrigational use, and changing customer behaviors.

The three utilities are currently in the second of a five-year rate package adopted in 2017.

Conclusion

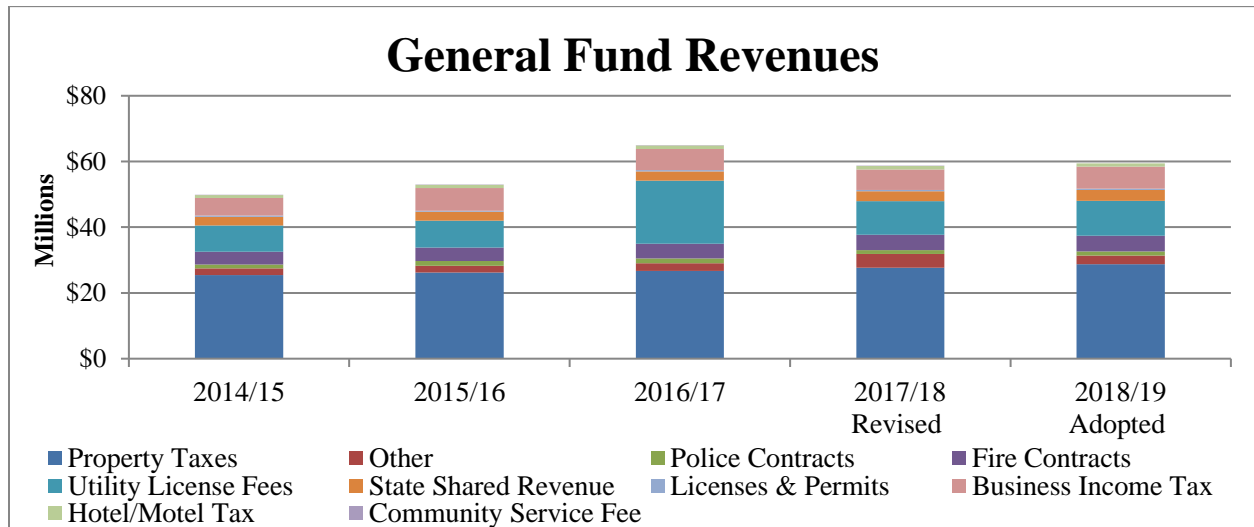
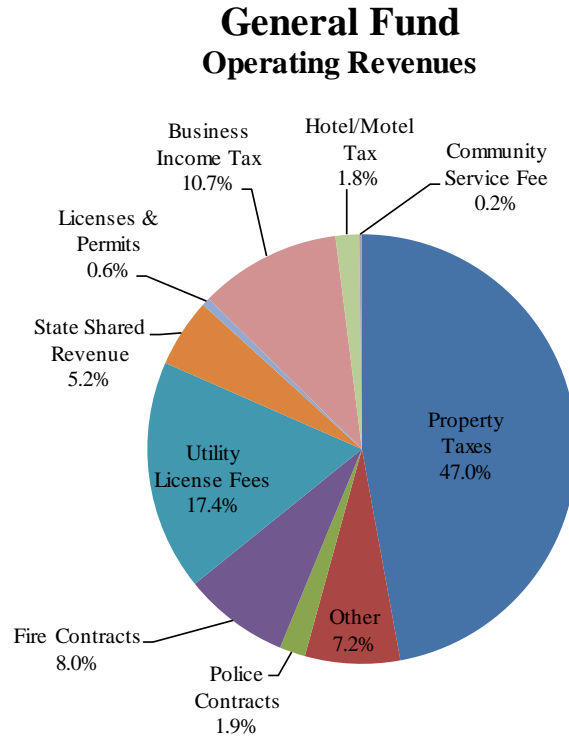
Overall, Gresham's economy continues to be strong.

The majority of the City's revenues are somewhat protected from general economic volatility, so it is expected that there will be continued, moderate revenue growth for city operations. The City's development related revenue forecasts reflect the strength and activity of the economy.

REVENUE INFORMATION – GENERAL FUND

GENERAL FUND REVENUES

- General Fund revenues are expected to total approximately \$59.4 million for fiscal year 2018/19.
- Revenues for the current fiscal year are projected to be approximately 2.5% higher than budgeted primarily due to one-time revenue related to marijuana state shared revenue and increases in property taxes and business income tax.
- The revenue for fiscal year 2018/19 is a 0.9% increase over the projected on-going revenue for fiscal year 2017/18. In particular, this increase appears in revenues from property taxes, state shared revenues, utility license fees and business income tax.



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

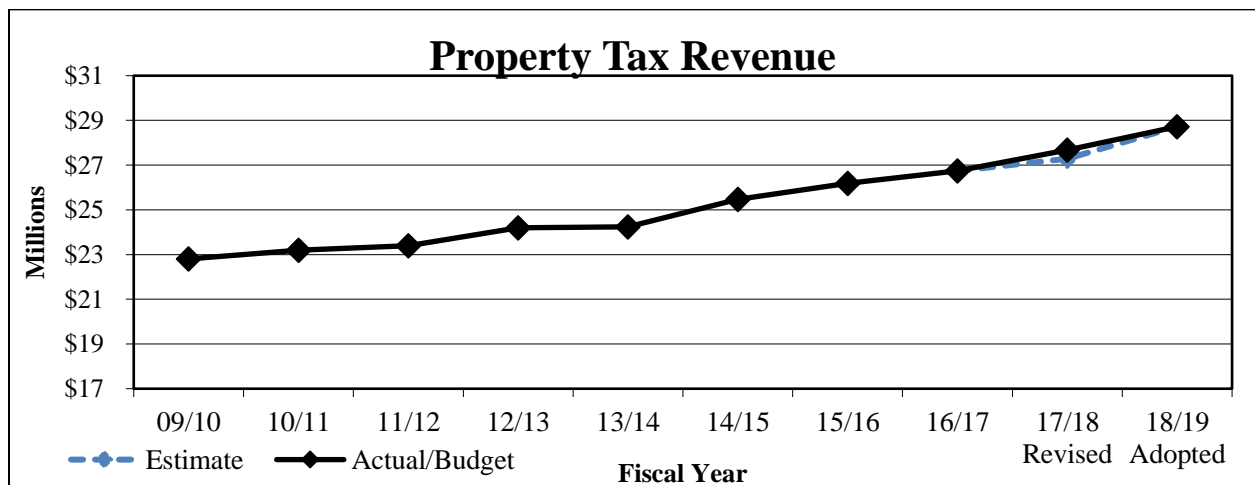
- The property taxes levied are not fully collected due to discounts and delinquencies. The expected property tax revenues are reduced by an uncollected amount of 5.6%, based on historic trends.
- Based on legislative limits, the property tax revenues assume a 3.0% increase in existing taxable assessed 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 & Influences

- Market values in the housing sector are remaining strong and residential and commercial construction has been increasing 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 2018/19 and Gresham will see slightly better than average growth in property tax revenues.

Highlights

- For fiscal year 2018/19, the property tax revenue is budgeted at \$28,721,100 including amounts received from delinquent accounts and interest, and is a 3.1% increase from the fiscal year 2017/18 forecast and includes property taxes anticipated from new construction.



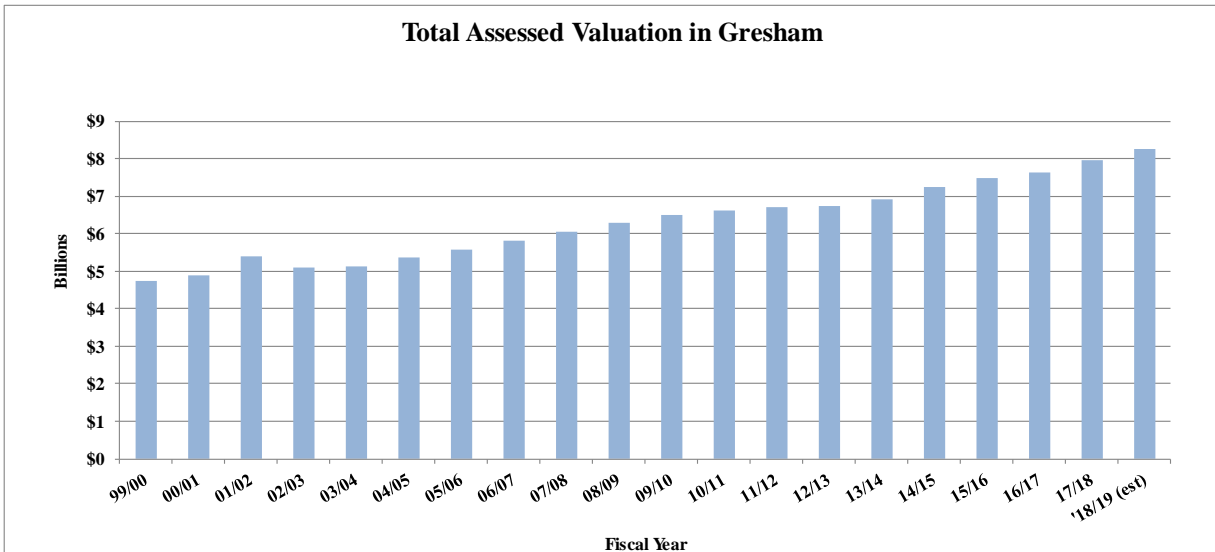
REVENUE INFORMATION – GENERAL FUND

COMPUTATION OF PROPERTY TAXES AND RATES

	2017/18		2018/19	
<u>OPERATING TAX AUTHORITY</u>	<u>ACTUAL</u>		<u>ESTIMATED</u>	
2017 Assessed Value (AV)	\$7,979,212,413 ¹		\$7,979,212,413 ¹	
Permanent Tax Rate	3.6129		3.6129	
Property Tax Authority	28,828,097		29,885,620	
Compression and other Adjustments	4,936 ²		(101,616) ²	
Total Amount to Be Raised	28,833,033		29,784,004	
Less allowance for discounts	2.5% (720,826)		2.5% (744,600)	
Less allowance for delinquencies	3.1% (893,824)		3.1% (923,304)	
AVAILABLE FOR APPROPRIATION	<u>\$ 27,218,383</u>		<u>\$ 28,116,100</u>	

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

HOTEL/MOTEL TAX

Gresham receives a lodging tax of 6% of room rates, calculated on the first thirty days of any stay.

Assumptions

- Over the last several years there has been increase in travel, however this revenue is expected to drop slightly in fiscal year 2017/18.
- It is anticipated that travel levels will remain flat in fiscal year 2018/19.

Economic Factors

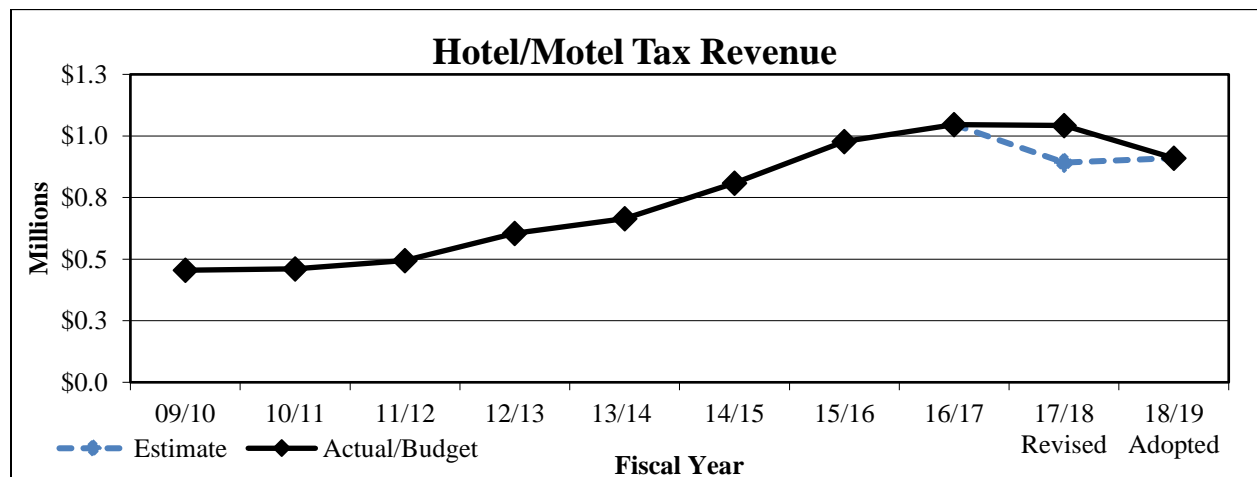
- Tourism is affected by gasoline prices and personal income.
- Business travel improves when the economic environment improves.

Major Influences

- Market saturation and economic climate.

Highlights

- Hotel/Motel 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 2018/19, collections are expected to be \$910,000.



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

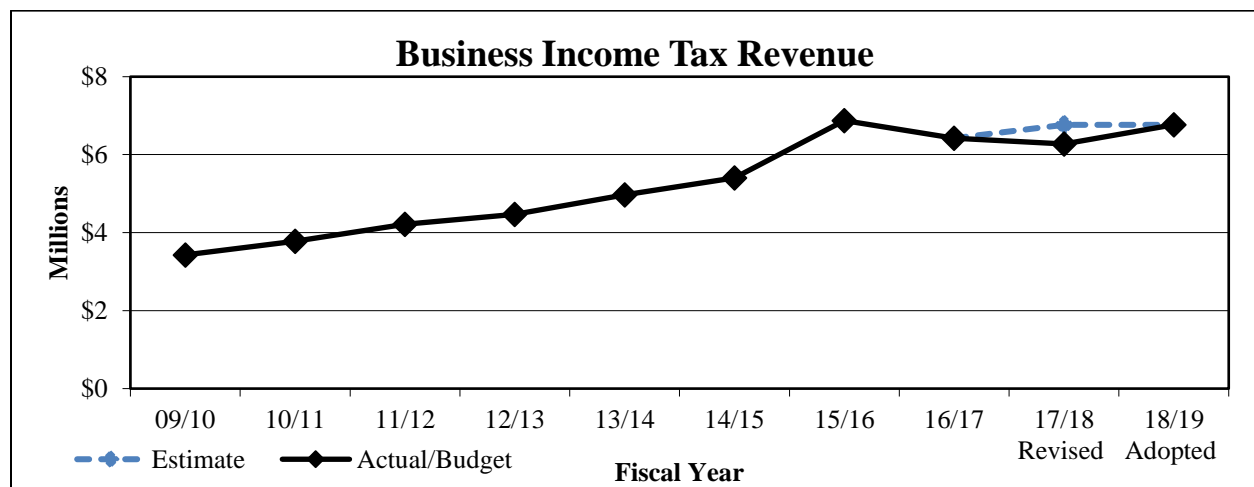
- The volatility of Business Income Tax revenue reflects regional economic fluctuations.
- The tax is determined on the level of federally taxable business income.

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 2017/18, the Business Income Tax revenue is forecasted to be 7.8% higher than the budgeted amount.
- For fiscal year 2018/19, the Business Income Tax revenue is expected to be \$6.8 million.



REVENUE INFORMATION – GENERAL FUND

LICENSES & PERMITS

Gresham receives revenue from the following licenses and permits:

- Business License
- Mobile Home
- Liquor License
- Amusement Machines

Assumptions

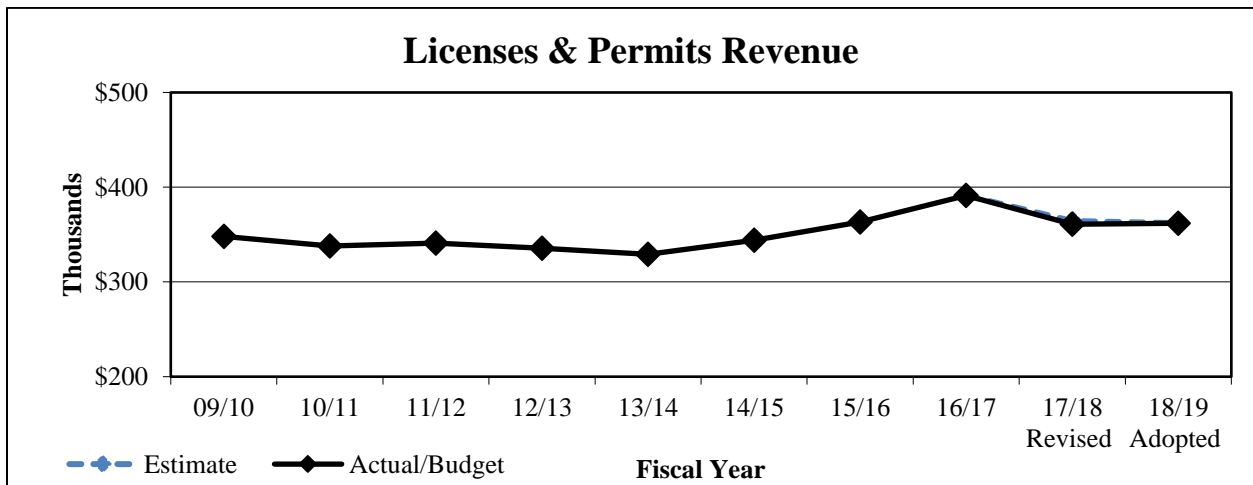
- Licenses and permits revenues are expected to continue in the same pattern as the last several year.

Major Influences

- Internal policy, economic climate and collection rate.

Highlights

- Anticipated revenue from Licenses & Permits in the General Fund is expected to be \$362,000 in fiscal year 2018/19.



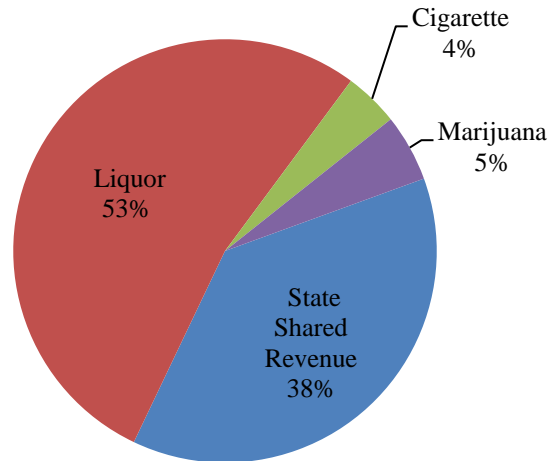
REVENUE INFORMATION – GENERAL FUND

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.

State Shared Revenues



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 – Other Revenue).

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

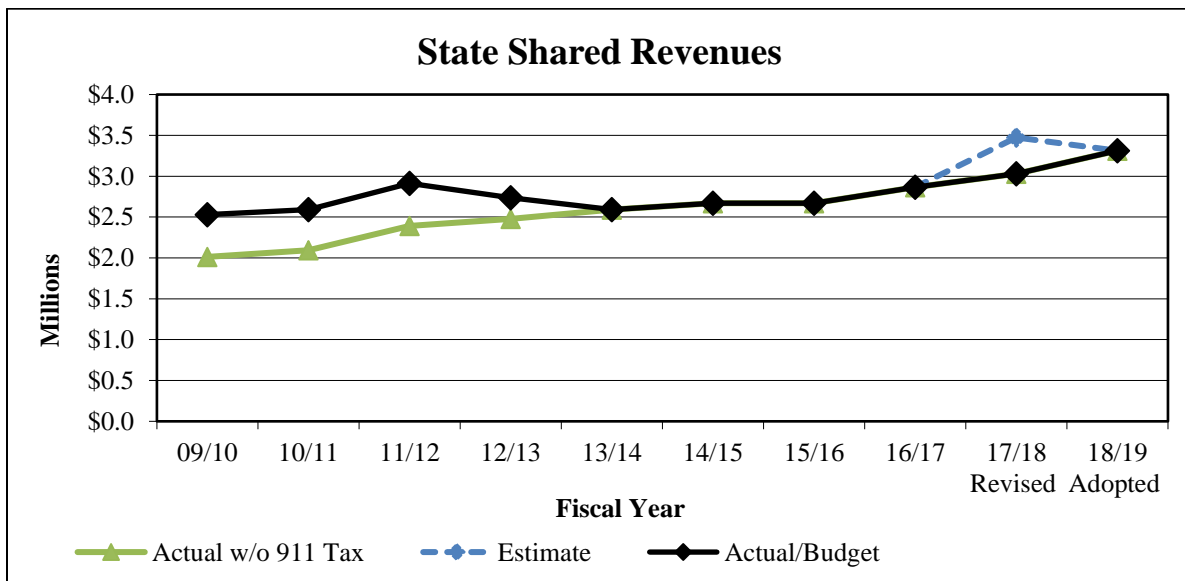
- Liquor sales are affected by household income levels.
- A continuing decrease in cigarette tax revenue is expected due to changes in consumer behavior.

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 the revenues are estimated to be higher than budgeted, 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 2018/19 State Shared Revenue and Liquor Tax are expected to increase from the fiscal year 2017/18 estimates to approximately \$1.2 million and \$1.8 million respectively. Cigarette Tax and Marijuana state shared revenues are expected to be \$138,000 and \$170,000 respectively. Overall, state shared revenues are expected to decrease 4.6%, or \$161,000, from the 2017/18 forecast, due to the one-time lump-sum Marijuana Tax distribution.



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 sunsets 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

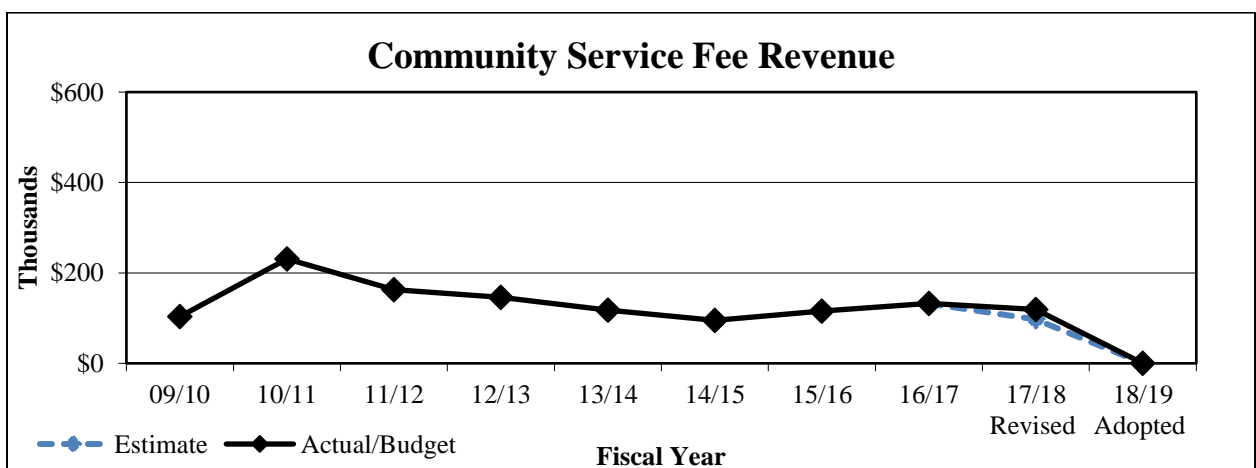
- The property's assessed value fluctuates based on the equipment depreciation and investment.

Major Influences

- Equipment investment schedule, assessed value and economic climate.

Highlights

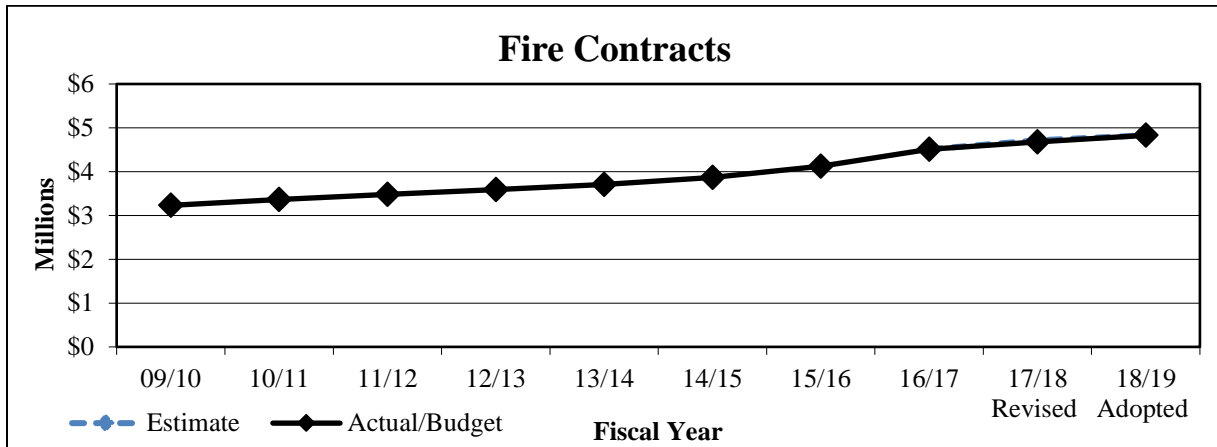
- For fiscal year 2017/18, the Community Service Fee is expected to be \$97,000 which is \$22,000 less than the budgeted amount.
- The agreement sunsets on June 30, 2018, therefore this revenue source will end for fiscal year 2018/19.
- Assessed value abated under this program will return to the property tax rolls in fiscal year 2018/19.



REVENUE INFORMATION – GENERAL FUND

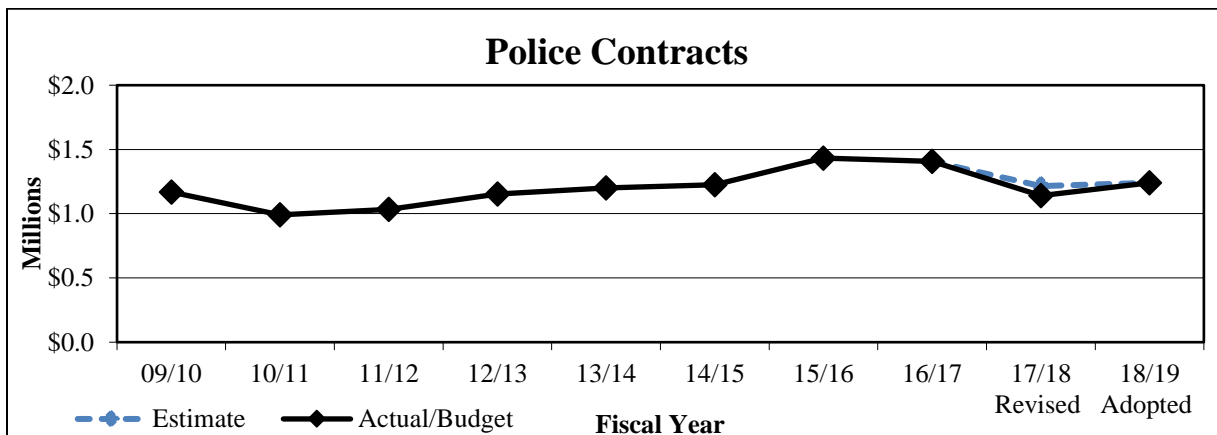
FIRE SERVICE CONTRACTS

- 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 total of the contracts is budgeted at approximately \$4.8 million for fiscal year 2018/19.



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 2018/19 is higher than fiscal year 2017/18 based on expected staffing levels.
- The total of the four contracts is budgeted at approximately \$1.2 million for fiscal year 2018/19.
- The fluctuations over the years are due to changes in the level of services required by each contracting jurisdiction.



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. The total license fee is 7.0%, divided between the General Fund (5.9%) and the Streetlight Fund (1.1%). In fiscal year 2011/12, a 2% increase was passed by Council dedicated to the General Fund. Due to ongoing litigation, the revenue was not received until fiscal year 2016/17.

Natural Gas – Northwest Natural payments are made quarterly based on a percentage of the actual revenues. The license fee is 5.0%, with the revenue distribution divided between the General Fund (3.4%) and the Streetlight Fund (1.6%). In fiscal year 2011/12, a 2% increase was passed by Council dedicated to the General Fund. Due to ongoing litigation, the revenue was not received until fiscal year 2016/17.

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.

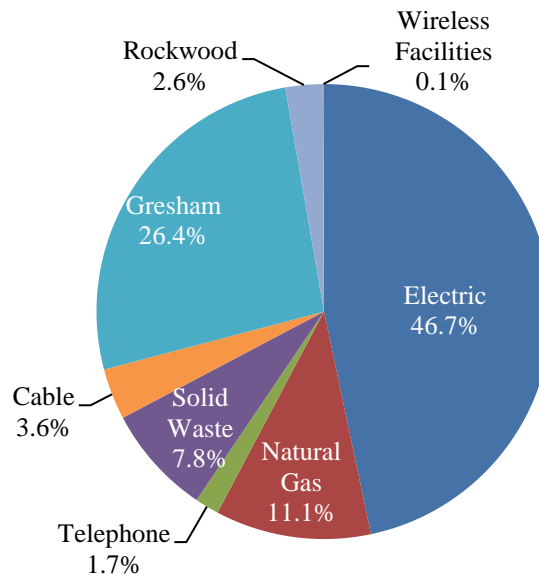
Solid Waste – The solid waste haulers license fee is 5.0%, charged on gross quarterly revenue. Garbage collection and recycling programs are provided by private companies for a defined area within the city limits. The hauler rates are set by Gresham City Council. A separate charge is assessed to the haulers to pay the costs of the Solid Waste and Recycling Program. Those charges are reported in the Dedicated Revenue Fund.

Gresham – For fiscal year 2017/18 an 8% utility license fee is charged to municipally owned utilities within the city limits. It is 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 located 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 on-going 2% fee is included in the fiscal year 2018/19 budget. Electric and natural gas utility license fee revenues are expected to increase slightly due to scheduled rate increases by the utility providers.
- Telephone utility license fee revenues are expected to decrease 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.
- Gresham utility license fee revenues are expected to increase slightly from the fiscal year 2017/18 forecast.
- Solid waste license fee revenues are expected to increase slightly from fiscal year 2017/18.
- Cable license fee revenues are also expected to increase slightly.

Economic Factors

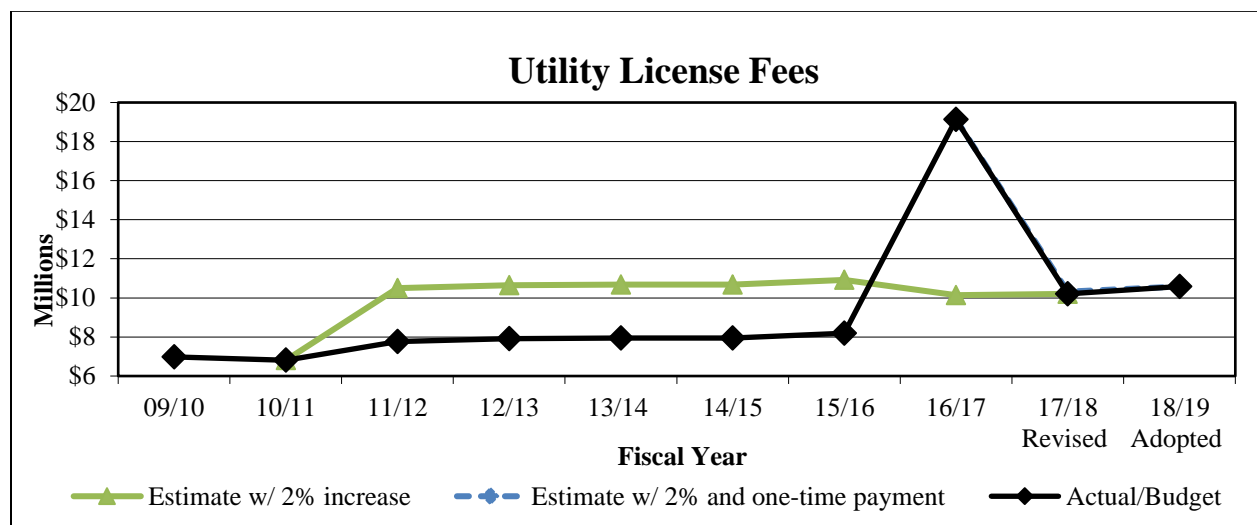
- Fluctuations in housing and population.
- Weather conditions affect consumption and therefore affect the fee revenue.
- Rate changes impacted by the cost of providing services.

Major Influences

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

Highlights

- Fiscal year 2017/18 utility license revenue is expected to be slightly higher than budget.
- Utility license fee revenue is budgeted at \$10.6 million in fiscal year 2018/19.



REVENUE INFORMATION – GENERAL FUND

OTHER REVENUE

- Other intergovernmental agreements, including traffic, parking and alarm fines and hazmat response, is budgeted at approximately \$818,000.
- In November 2016, Gresham voters approved a 3% sales tax on recreational marijuana sales. This revenue is received by the General Fund and is forecasted at \$306,000 in fiscal year 2017/18 as well as 2018/19.
- Other charges for services including fire inspection, passport, and vehicle release fees, generate approximately \$258,000.
- Interest and miscellaneous income are estimated at \$225,000 and \$84,900 respectively.
- Interfund transfers are budgeted at \$168,000. Of this, \$93,000 comes from the Grants Fund. \$75,000 is transferred from the three utility funds to pay for confined space rescue services provided by the Fire Department.
- Internal Service Charge revenue is budgeted at approximately \$799,000.

BEGINNING BALANCE

- Beginning fund balance for the General Fund is estimated to be about \$16.9 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 – POLICE, FIRE & PARKS FUND

POLICE, FIRE & PARKS FUND REVENUES

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.

Assumptions

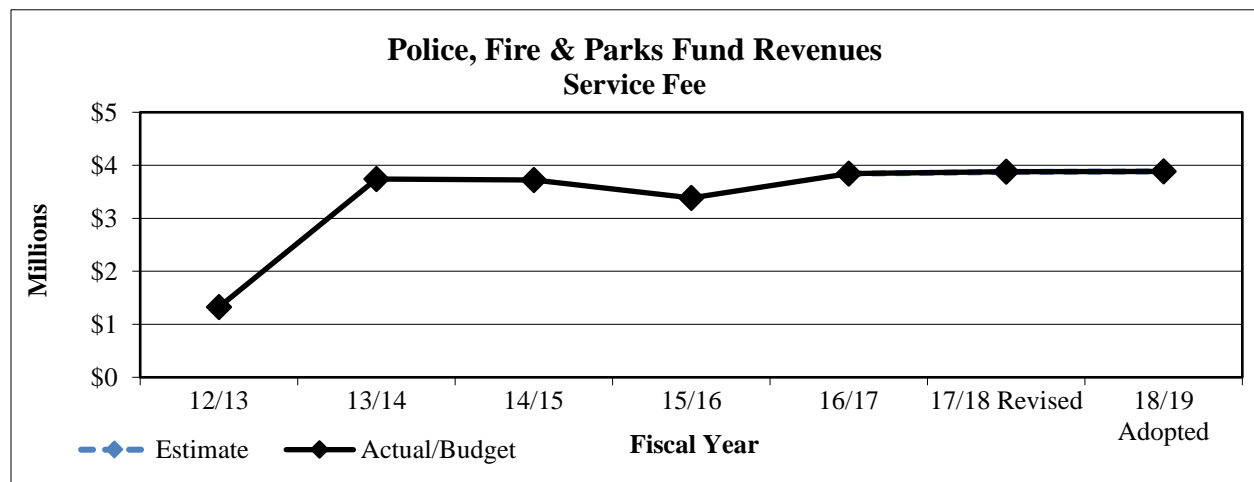
- For fiscal year 2018/19, this fund will recognize revenue of approximately \$3.9 million, remaining relatively flat over the fiscal year 2017/18 forecast.

OTHER REVENUE

- Interfund transfers are budgeted at \$2.2 million from the General Fund for the support of these functions.

BEGINNING BALANCE

- The beginning fund balance for the Police, Fire & Parks Fund is estimated to be about \$409,000. This reflects the unspent remainder carried forward from the prior fiscal year and allows for working capital within normal billing cycles.



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

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 \$713,000 for fiscal year 2018/19. This is a slight decrease compared to the revenue expected in fiscal year 2017/18.
- 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.

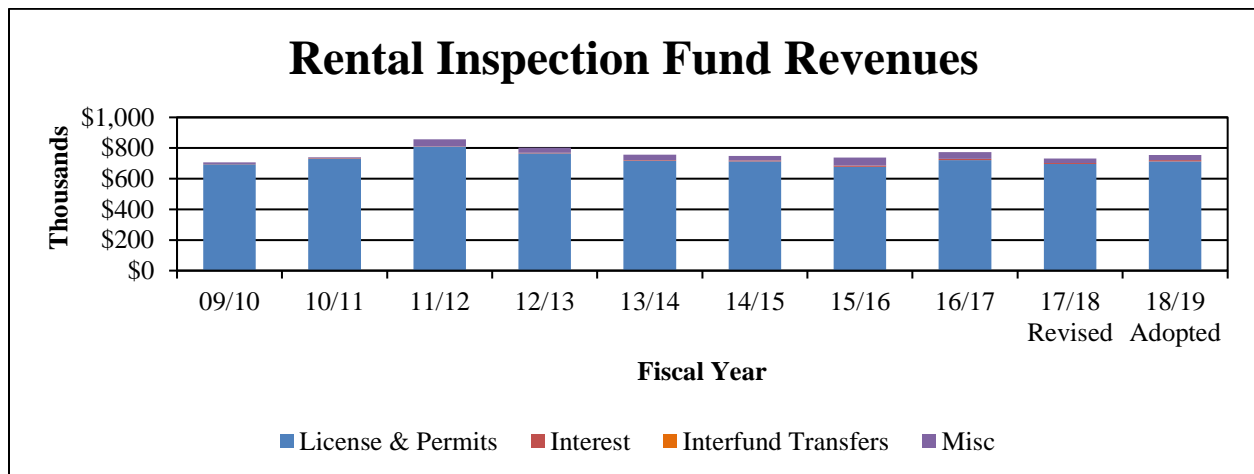
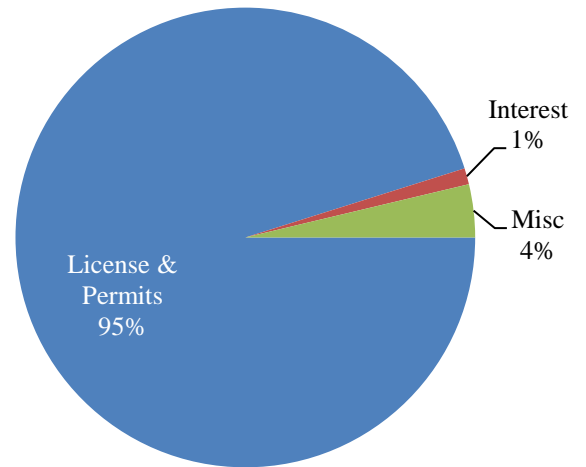
Other Revenue

- Other miscellaneous income is primarily comprised of civil penalty fees and interest budgeted at \$42,000 for fiscal year 2018/19.

Beginning Balance

- Beginning balance is estimated at \$569,000 carryover from the prior fiscal year. These funds are expected to be used to sustain the program over the next few years.

Rental Inspection Operating Revenues



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 \$1.2 million in fiscal year 2018/19. Revenues for plan reviews and checks have increased dramatically over the last 18 months. These revenues have almost fully recovered since the recession, but have been volatile over the last several years.

Interfund Transfers

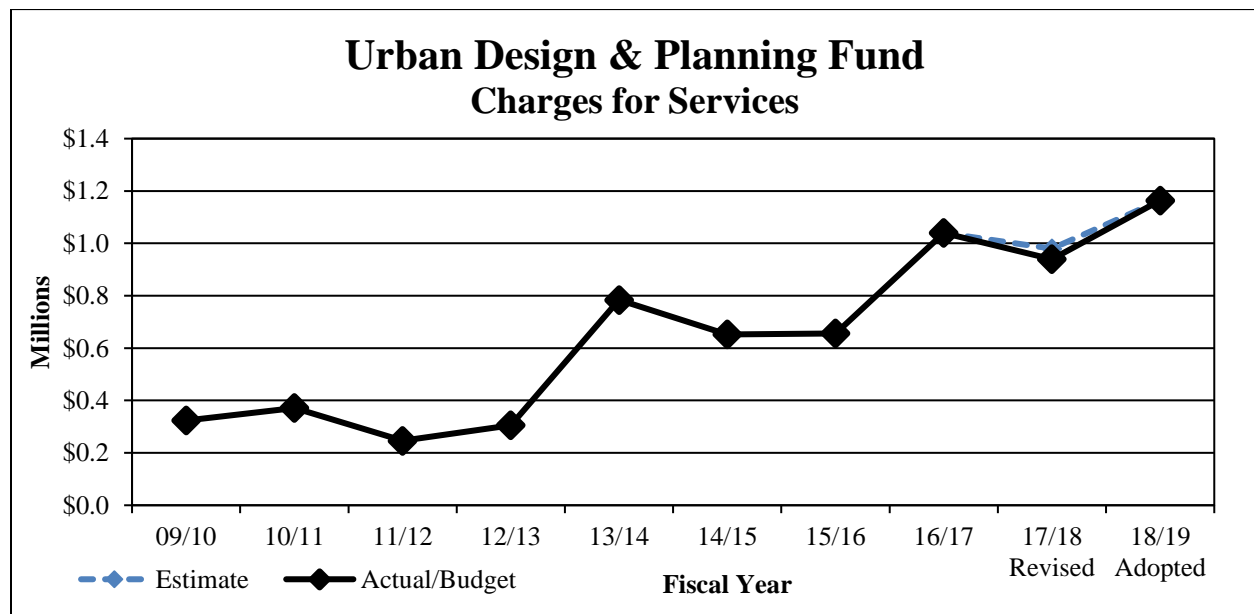
- Interfund transfers are budgeted at \$2.6 million from the General Fund in support of planning activities, including transportation planning.

Other Revenue

- Other miscellaneous and interest income is budgeted at \$27,000 for fiscal year 2018/19.

Beginning Balance

- Beginning balance is estimated at \$1.8 million carryover from the prior fiscal year.



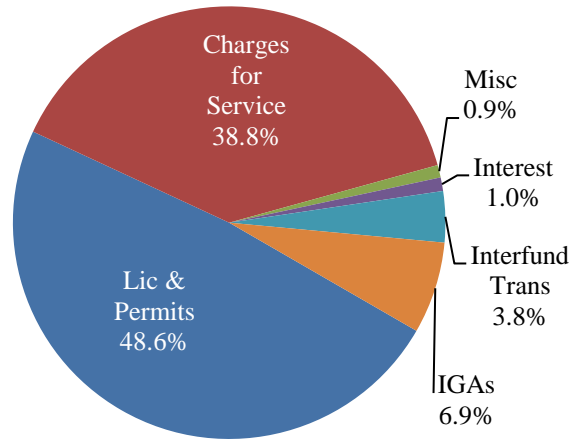
REVENUE INFORMATION – BUSINESS FUNDS

BUILDING FUND REVENUES

Licenses and Permits

- Permits are issued for building development activities, including construction plan review and building inspection.
- For fiscal year 2018/19, revenue from Licenses and Permits is expected to be about \$3.4 million, including \$1.8 million in one-time school district bond permitting. Permits fees and licenses have picked up over the last few years due to increased construction activity, and levels are expected to remain high in fiscal year 2018/19.

Building Operating Revenues

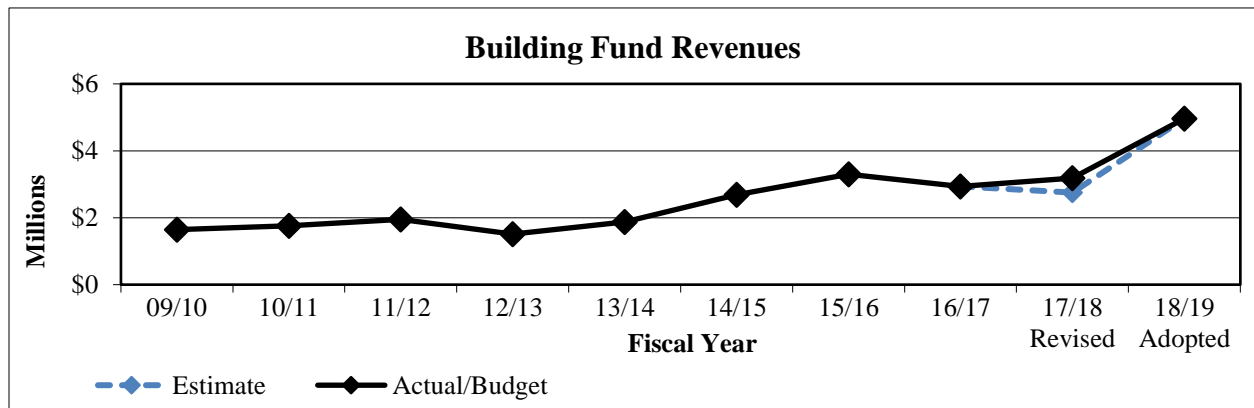


Charges for Services

- Building plan review fees and electrical inspection fees are used to pay for services provided.
- For fiscal year 2018/19, revenue for charges for services is expected to be \$1.5 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 \$250,000 in fiscal year 2018/19.



REVENUE INFORMATION – BUSINESS FUNDS

Other Revenue

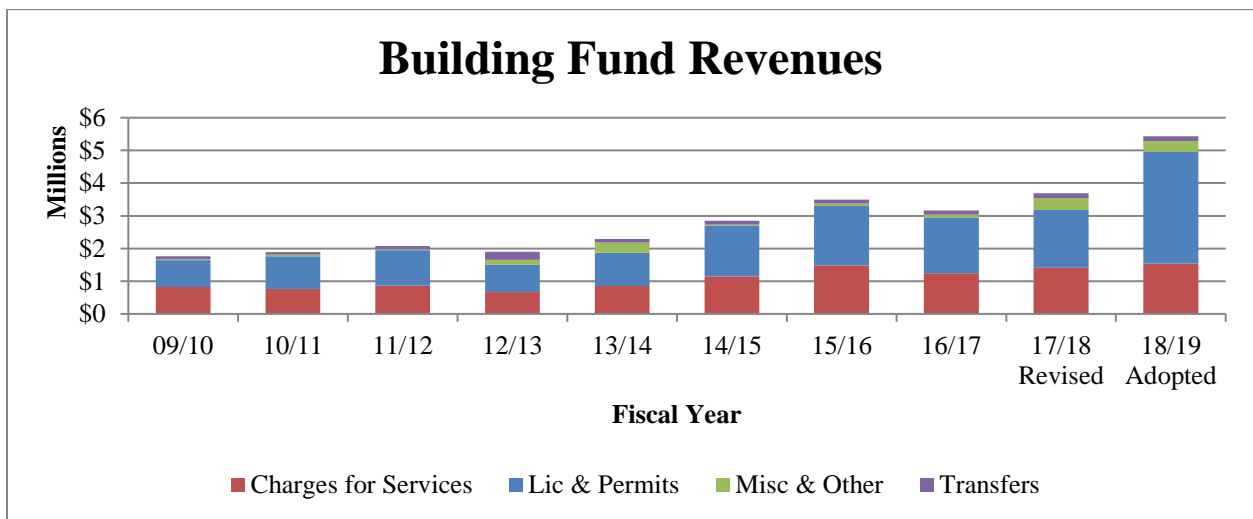
- Other miscellaneous and interest income is budgeted at \$71,000 for fiscal year 2018/19.

Interfund Transfers

- Interfund transfers are \$151,000, transferred from the Urban Design & Planning Fund for Permit Center services.

Beginning Balance

- Beginning balance is estimated at \$2.5 million carryover from the prior fiscal year.



REVENUE INFORMATION – BUSINESS FUNDS

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 \$2.1 million for fiscal year 2018/19.

Debt Proceeds

- The City of Gresham no longer issues debt for the Gresham Redevelopment Commission (GRDC). Therefore, for fiscal year 2018/19 there are no debt proceeds budgeted in the Urban Renewal Support Fund. The GRDC has changed its financing arrangement with the City. The GRDC issues and the City purchases revolving Urban Renewal Tax Increment Revenue Notes which are repaid with URA tax revenues. This agreement is mutually beneficial to both parties.

Beginning Balance

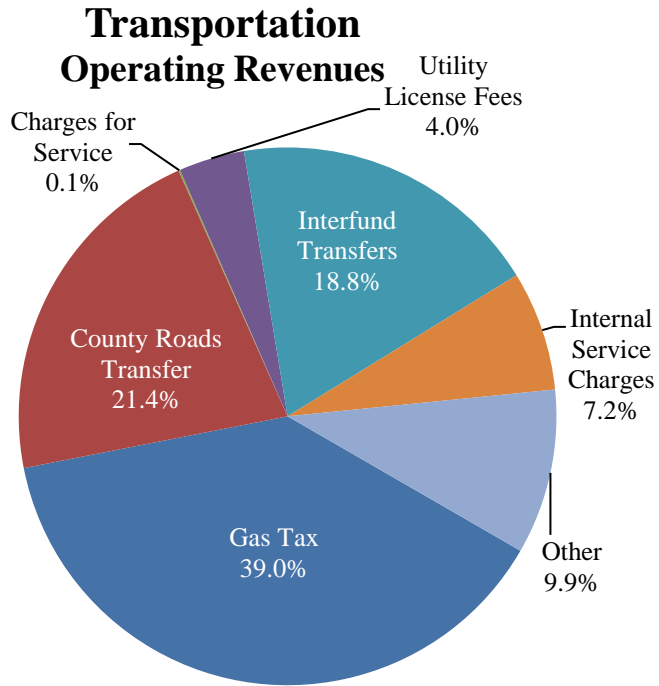
- Beginning balance is estimated at \$63,000 carryover from the prior fiscal year.

REVENUE INFORMATION – INFRASTRUCTURE FUNDS

TRANSPORTATION FUND REVENUES

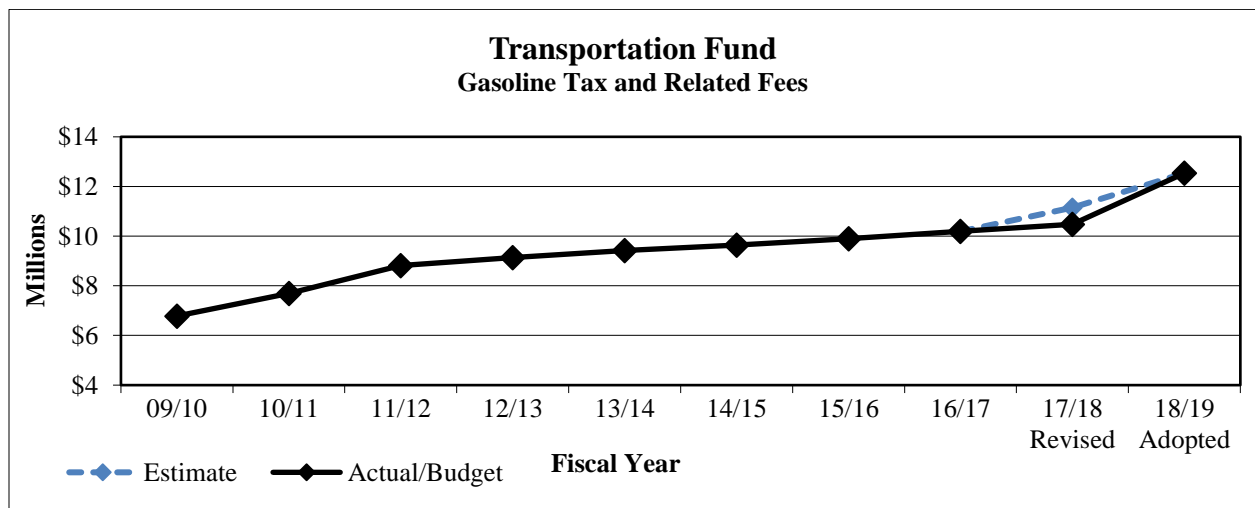
Gasoline Tax and Related Fees

- 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 2018/19, Gresham’s share of the gasoline tax and registration fees is expected to be about \$8.1 million.



County Pass-Through Resources

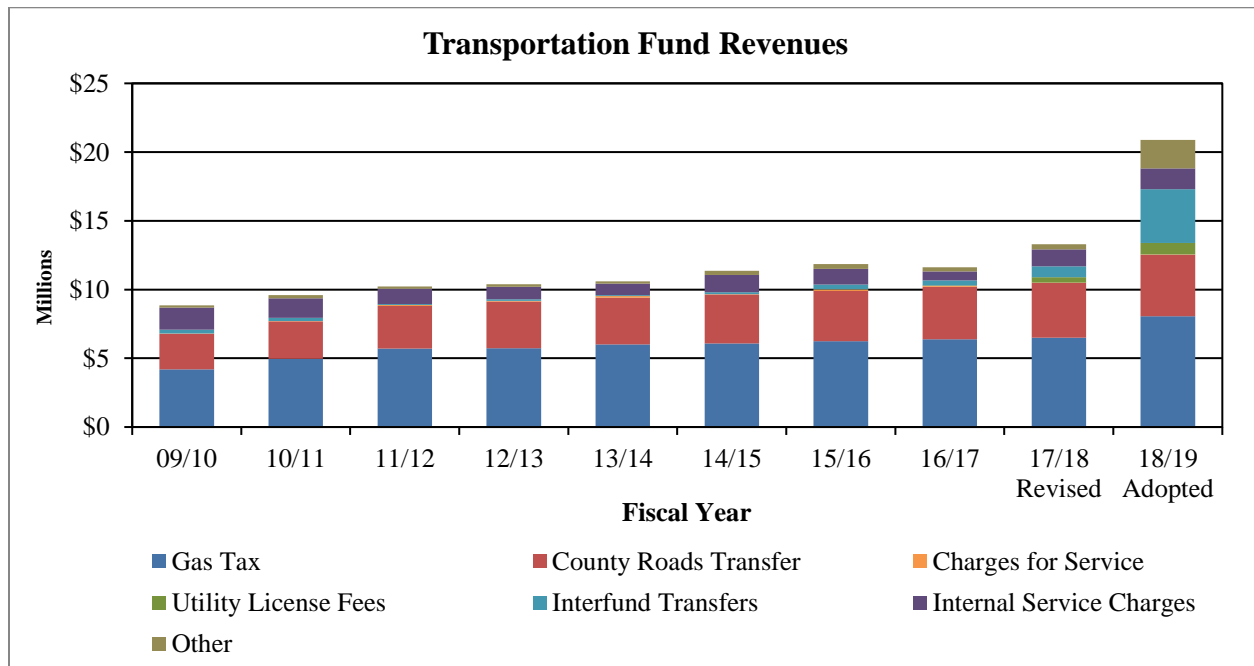
- Gresham anticipates receiving about \$4.5 million from Multnomah County to cover street maintenance expenses as part of the County Roads transfer agreement.



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 will begin receiving a portion of the utility license fee charged on the Gresham municipal utilities. The amount will phase 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 \$826,000 in fiscal year 2018/19.
- Internal Service Charges for this fund are engineering reimbursements for staff charges and overhead for capital improvement projects. For fiscal year 2018/19, the revenue is estimated at \$1.5 million.
- Interest, Miscellaneous and Charges for Service are other revenue sources in the Transportation Fund. These revenues are approximately \$241,000 in fiscal year 2018/19.
- Loan proceeds of \$1.8 million are budgeted for debt issuance costs.
- Interfund transfers into the fund are approximately \$3.9 million in fiscal year 2018/19. This includes approximately \$3.4 million in pass-through funding from the System Development Charge Fund for construction debt principal and interest payments, \$448,000 from the Stormwater Fund to pay for additional street sweeping which facilitates storm water management and vegetation management, and \$120,000 from the Streetlight Fund for reimbursements for administration of the streetlight program.
- Beginning balance will be approximately \$18.6 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 2018/19 through 2022/23.



REVENUE INFORMATION – INFRASTRUCTURE FUNDS

STREETLIGHT FUND REVENUES

Utility License Fees

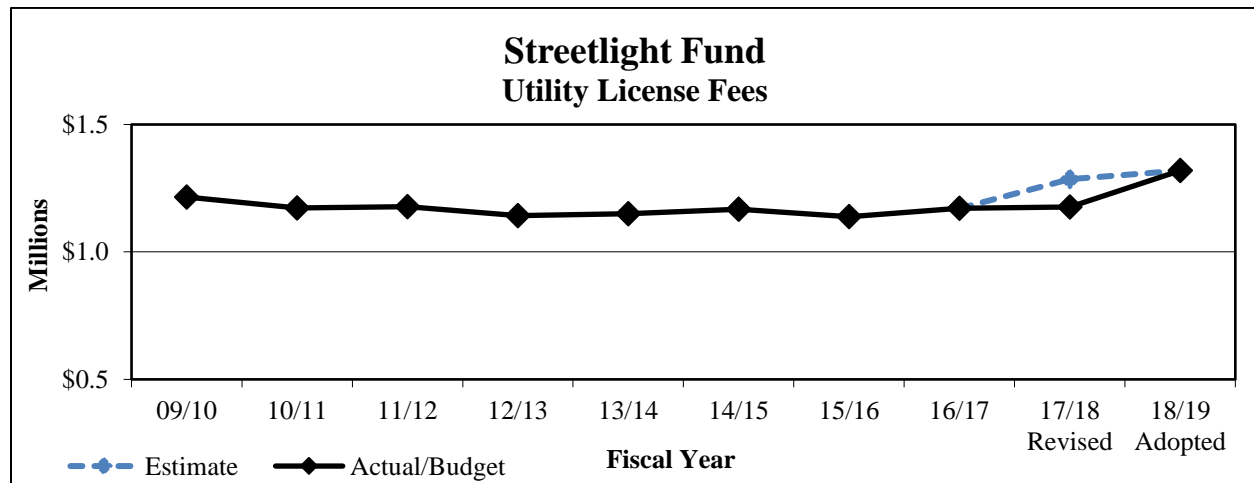
- The electric utility license fee is assessed on prior year electric utility revenues; a rate of 1.1% is designated for the Streetlight Fund.
- The natural gas utility license fee is assessed on quarterly natural gas utility revenues; a rate of 1.6% is designated for the Streetlight Fund.
- Fiscal year 2017/18 utility license revenue is forecasted to be slightly more than the budgeted amount.
- For fiscal year 2018/19, 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 increase over the forecasted amount for fiscal year 2017/18 is expected in fiscal year 2018/19 due to utility rate increases. These resources share the same trends as utility license fees in the General Fund.

Other Revenues

- Interest revenue is budgeted at \$50,000 for fiscal year 2018/19.
- Intergovernmental revenue, budgeted at \$109,000, 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 \$3.3 million, carryover from the prior fiscal year.



REVENUE INFORMATION – INFRASTRUCTURE FUNDS

INFRASTRUCTURE DEVELOPMENT FUND REVENUES

Charges for Services

- Plan checks and site design review fees are anticipated to supply about \$601,000 in revenue for fiscal year 2018/19.

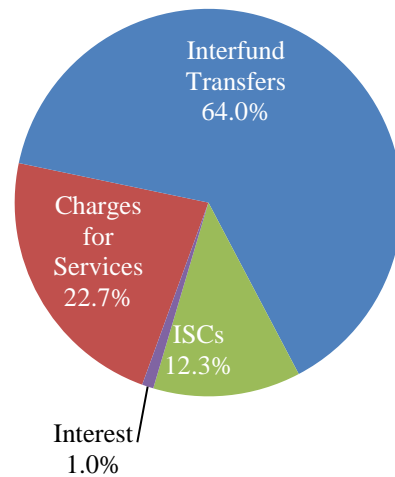
Interfund Transfers

- Interfund transfers total \$1.7 million for services for the Department of Environmental Services for fiscal year 2018/19. \$424,000 will come from each of the Water, Wastewater, Stormwater and Transportation Funds.

Other Revenue

- Interest income is budgeted at \$25,300 for fiscal year 2018/19.
- Internal Service Charges are construction inspection reimbursements for city projects, estimated at \$326,000 from the Capital Improvement Funds.

Infrastructure Development Operating Revenues



Beginning Balance

- Beginning balance is estimated at \$1.7 million, carryover from the prior fiscal year.

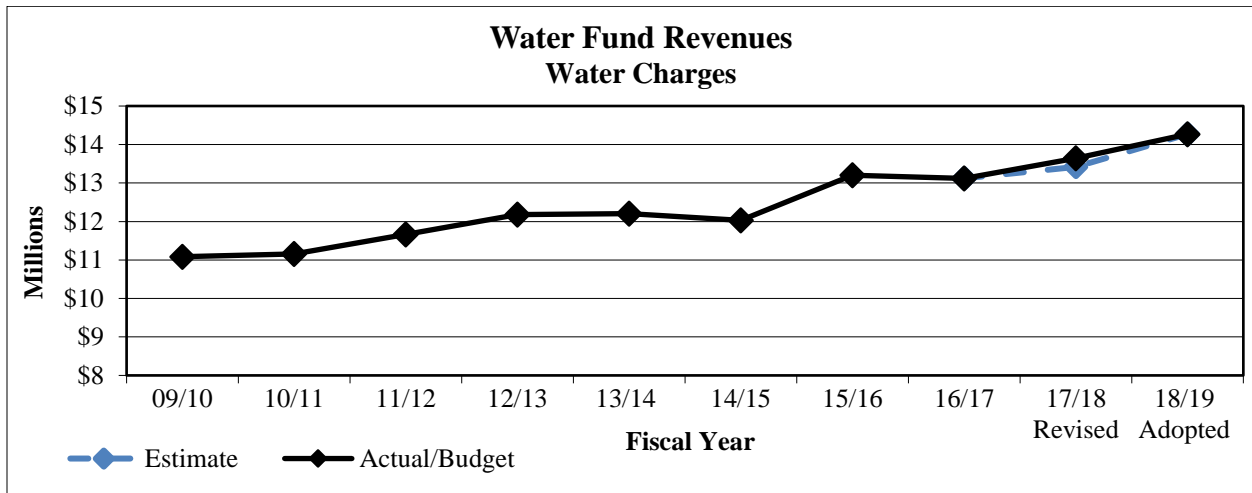
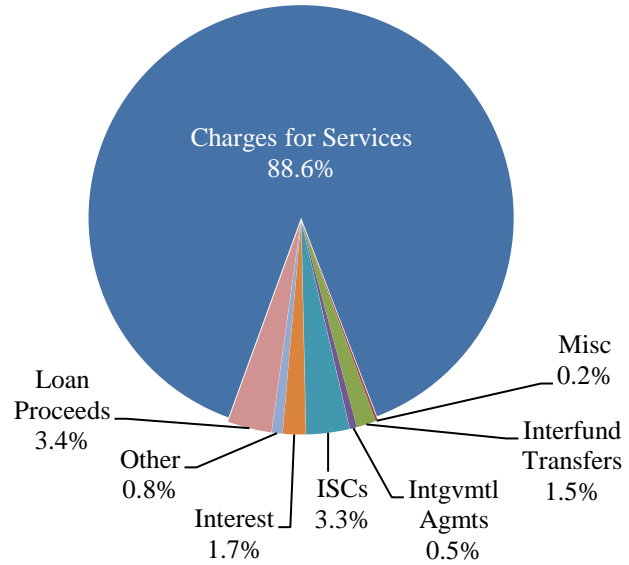
REVENUE INFORMATION – INFRASTRUCTURE FUNDS

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 2018/19 a rate increase of 5.25% has been approved for January 1, 2019.
- Fiscal year 2018/19 water sales revenues are budgeted at \$14.2 million.

Water Operating Revenues



REVENUE INFORMATION – INFRASTRUCTURE FUNDS

Interfund Transfers

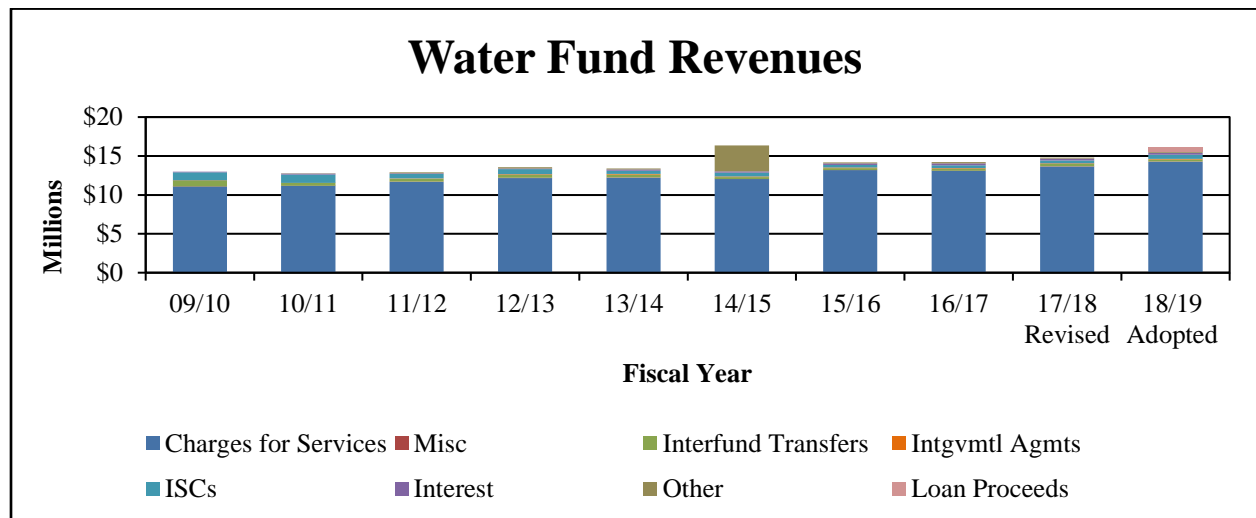
- Interfund transfers total \$236,000. These are transfers from the System Development Charge Fund for debt payments.

Other Water Fund Revenue

- Internal Service Charges are engineering and inspections reimbursements for staff charges and overhead to capital improvement projects, estimated at \$530,000.
- Other charges for services, estimated at \$125,000, are primarily for meter and line installation charges.
- Interest income is budgeted at \$281,000.
- Other income for fiscal year 2018/19 is expected to be approximately \$123,000 from the repayment of an interfund loan to wastewater.
- Loan proceeds of \$541,000 will be for debt issuance costs.

Beginning Balance

- Beginning balance is estimated at \$18.8 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.



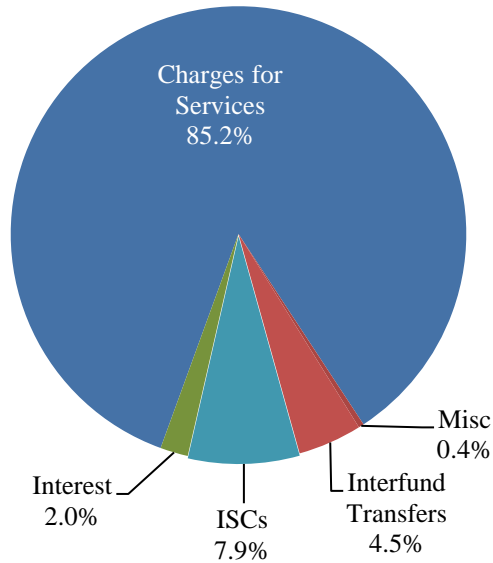
REVENUE INFORMATION – INFRASTRUCTURE FUNDS

STORMWATER FUND REVENUES

Stormwater System User Fees

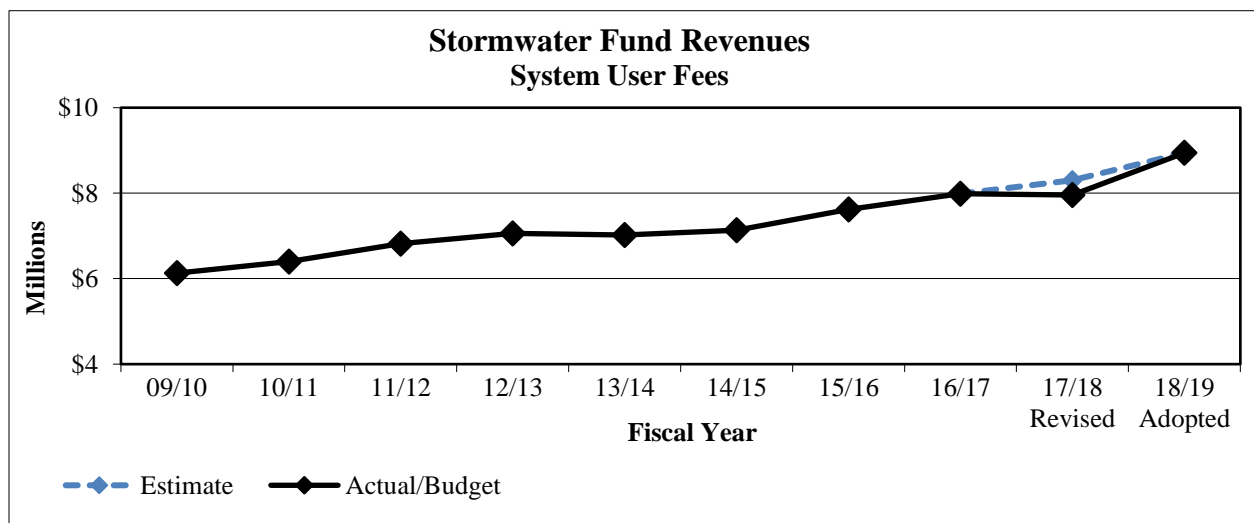
- Revenue received from stormwater customers pays for the City’s storm drain system.
- Rates are reviewed within the context of a long-term financial plan for the utility. Smaller annual increases are typically recommended to avoid large jumps such as those being proposed by several other jurisdictions throughout the state.
- For fiscal year 2018/19 a rate increase of 7.04% has been approved for January 1, 2019.
- Fiscal year 2018/19 stormwater system revenues are budgeted at \$8.9 million.

Stormwater Operating Revenues



Interfund Transfers

Transfers from the Transportation Fund total \$358,000 for management of street runoff and \$119,000 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.



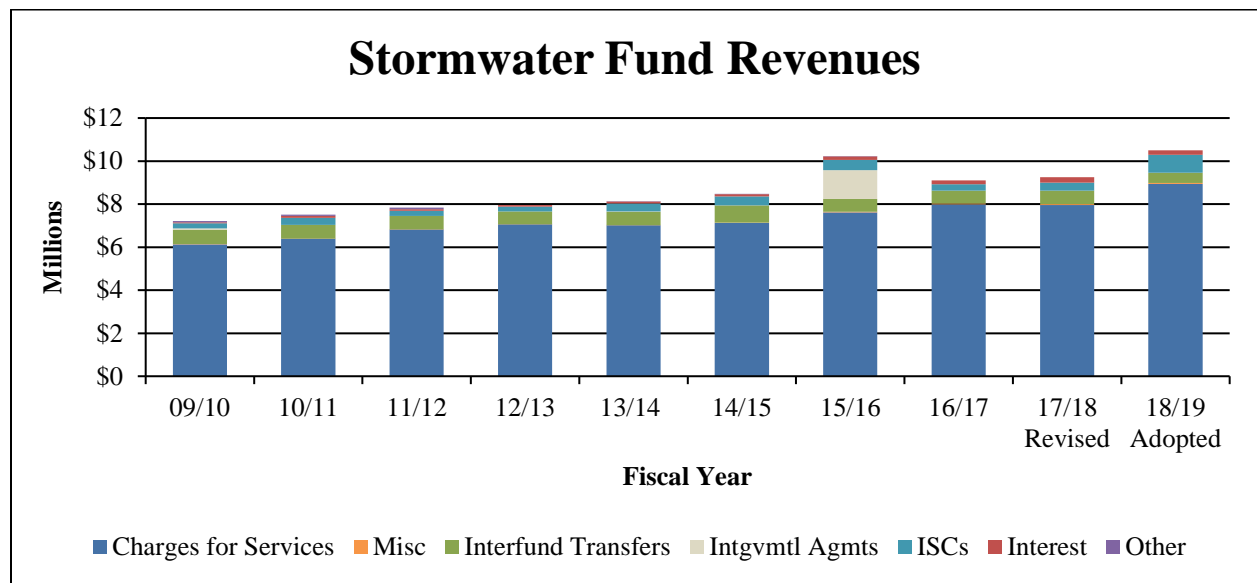
REVENUE INFORMATION – INFRASTRUCTURE FUNDS

Other Revenue

- Internal Service Charges are engineering reimbursements for staff charges and overhead to capital improvement projects, estimated at \$830,000.
- Interest, fees and miscellaneous income comprise the approximate \$247,000 in other income.

Beginning Balance

- Beginning balance is estimated at \$13.8 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.



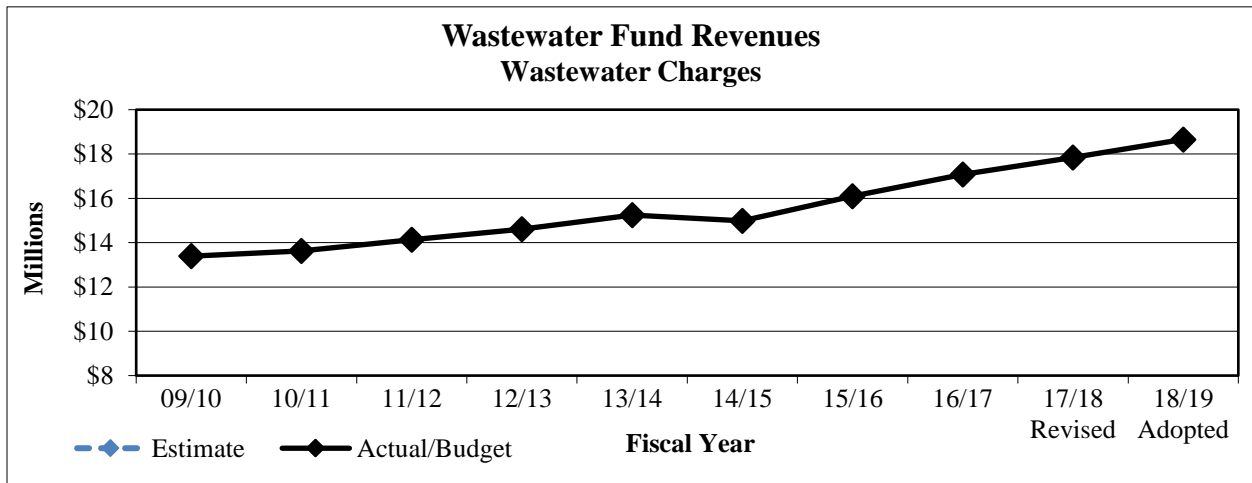
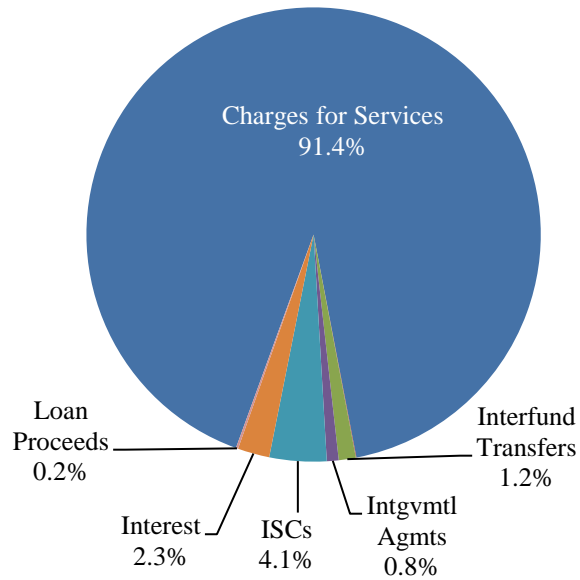
REVENUE INFORMATION – INFRASTRUCTURE FUNDS

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 2018/19 a rate increase of 4.24% has been approved for January 1, 2019.
- Fiscal year 2018/19 revenues are budgeted at \$18.7 million.

Wastewater Operating Revenues



REVENUE INFORMATION – INFRASTRUCTURE FUNDS

Interfund Transfers

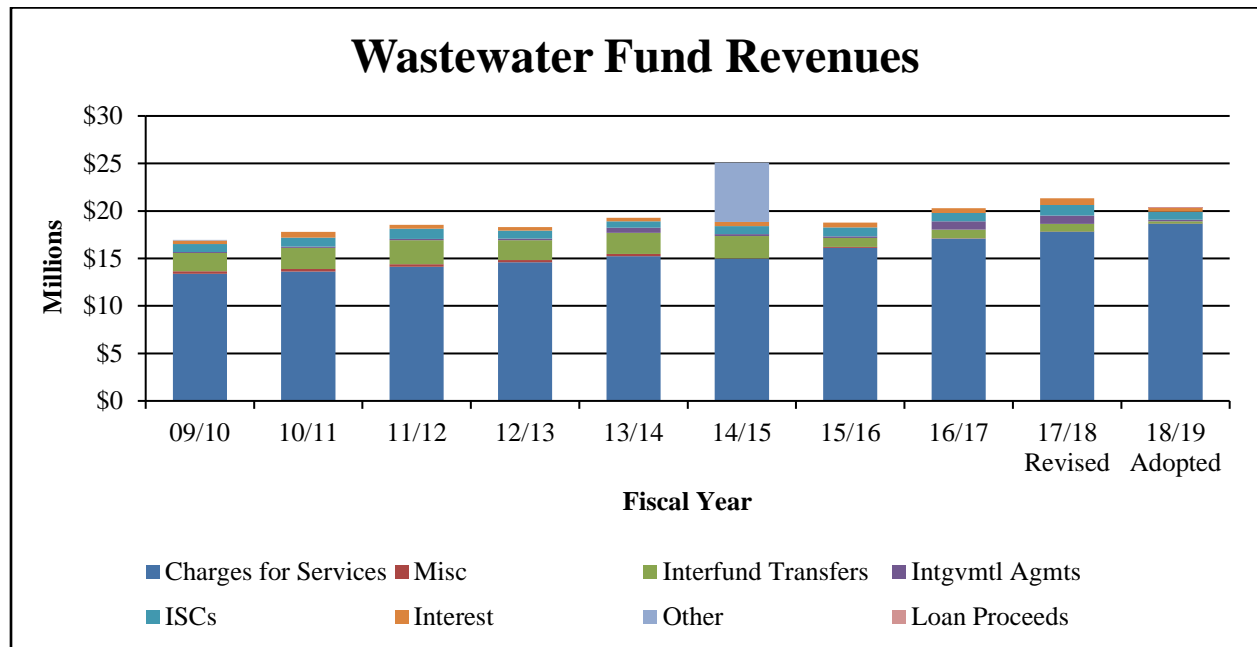
- Interfund Transfers are \$247,000, transferred from the System Development Charges Fund for debt payments.

Other Revenue

- Internal Service Charges are engineering reimbursements for staff charges and overhead to capital improvement projects, estimated at \$829,000.
- Interest, intergovernmental agreements and miscellaneous income will total approximately \$642,000 in fiscal year 2018/19.
- Loan proceeds of approximately \$32,000 will be used for debt issuance costs.

Beginning Balance

- Beginning fund balance is estimated at \$30.8 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

FACILITIES AND FLEET MANAGEMENT FUND REVENUES

Internal Service Charges

- Internal service charges collect \$4.8 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 2018/19 payments from Gresham-Barlow School District of \$93,000.

Other Revenue

- The Headstart Program rents a city-owned building for \$3,700 per year. Rent for office space leased in City Hall is budgeted at \$1,800.
- A lease for \$15,000 for space at the fire training center is anticipated in fiscal year 2018/19.
- \$75,000 is budgeted from insurance reimbursements for accident repairs made to the City's fleet.
- The General Fund transfers \$581,000 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 \$224,000.

REVENUE INFORMATION – SUPPORT FUNDS

WORKERS' COMPENSATION FUND REVENUES

Internal Service Charges

- Internal service charges collect approximately \$1.4 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.
- The City is self-insured for workers' compensation claims. The City purchases excess insurance for any claim that exceeds \$500,000.
- Workers' compensation costs are allocated to operating funds as a unit of personnel costs.

Other Revenue

- Interest earnings and miscellaneous income are expected to be \$78,000 in fiscal year 2018/19.
- Other miscellaneous revenue is expected to be about \$36,000.

Beginning Balance

- The Workers' Compensation Fund has a beginning balance of \$2.3 million in fiscal year 2018/19, which is anticipated to be used for unexpected claim expenses over multiple years.

HEALTH INSURANCE BENEFITS FUND

Internal Service Charges

- Funding for the City's self-insured health program is generated through the internal service charge mechanism. Allocations are based on anticipated costs and employee demographics. These charges are budgeted at \$9.4 million for fiscal year 2018/19.

Other Revenue

- Investment earnings, employee cost sharing, charges for retiree participation in the plan and other reimbursements are budgeted at \$1.4 million.

Beginning Balance

- Beginning balance is budgeted at \$1.9 million for fiscal year 2018/19. These funds are used as a reserve for future claims. The State of Oregon requires self-insured plans to maintain adequate reserve levels.

REVENUE INFORMATION – SUPPORT FUNDS

INFORMATION & TECHNOLOGY FUND REVENUES

Internal Service Charges

- Internal service charges collect approximately \$4.9 million to recover the cost to provide the computing infrastructure used by City staff, maintain business software applications, provide internet access and website maintenance, telephone and email access service, help-desk support to staff and elected officials, and geographic information system services, analytics, data visualization, and business process improvement.

Other Revenue

- Miscellaneous revenue is estimated at approximately \$1,000.

Beginning Balance

- The Information & Technology Fund is estimated to have a beginning balance of \$1,250,000, a portion of which will be used to fund the city-wide Enterprise Resource Planning System Replacement Project.

DENTAL INSURANCE BENEFITS FUND

Internal Service Charges

- Funding for the City's self-insured dental program is generated through the internal service charge mechanism. Allocations are based on anticipated costs and employee demographics. These charges are budgeted at \$873,000 for fiscal year 2018/19.

Other Revenue

- Charges for retiree participation in the plan and other miscellaneous income are budgeted at \$57,000.

Beginning Balance

- Beginning balance is budgeted at \$600,000 for fiscal year 2018/19. These funds are used as a reserve for future claims.

REVENUE INFORMATION – SUPPORT FUNDS

LIABILITY MANAGEMENT FUND REVENUES

Internal Service Charges

- Internal service charges collect \$1.5 million to recover the cost to provide loss control and liability coverage, and to pay for insurance premiums for excess coverage.

Other Revenue

- Interest earnings are expected to bring in about \$33,000. Insurance reimbursements are anticipated to be about \$19,000 in fiscal year 2018/19.

Beginning Balance

- The beginning balance is estimated at \$1.5 million, a reserve that is maintained by the fund for unexpected claims.

EQUIPMENT REPLACEMENT FUND REVENUES

Internal Service Charges

- Internal service charges collect \$3.5 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 \$126,000, primarily related to reimbursements for fire equipment usage at conflagrations.

Other Revenue

- Interest earnings are expected to bring in about \$126,000 in fiscal year 2018/19.

Beginning Balance

- The beginning fund balance of \$14.9 million is the reserve for future equipment purchases.

LEGAL SERVICES FUND REVENUES

Internal Service Charges

- Internal service charges collect approximately \$1.3 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 \$100,000.

REVENUE INFORMATION – SUPPORT FUNDS

UTILITY FINANCIAL SERVICES FUND REVENUES

Internal Service Charges

- Internal service charges collect \$2.4 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.

Other Revenue

- Delinquency penalty fees are expected to bring in about \$325,000. Loan processing fees and lien checks are expected to bring in \$125,000. Interest income is expected to generate about \$11,000.

Beginning Balance

- The beginning balance is estimated at \$168,000.

ADMINISTRATIVE SERVICES FUND REVENUES

Internal Service Charges

- Internal service charges collect \$8.6 million to recover the cost to provide organization-wide services, such as accounting, budgeting, human resources, communications, livability services, city management and governance.

Interfund Transfers

- For fiscal year 2018/19, the fund will collect about \$776,000 from grants and for administrative services provided to self-insured employee benefit plans.

Other Revenue

- Other income received in the Administrative Services Fund includes \$78,000 for the mediation program and other miscellaneous income.

Beginning Balance

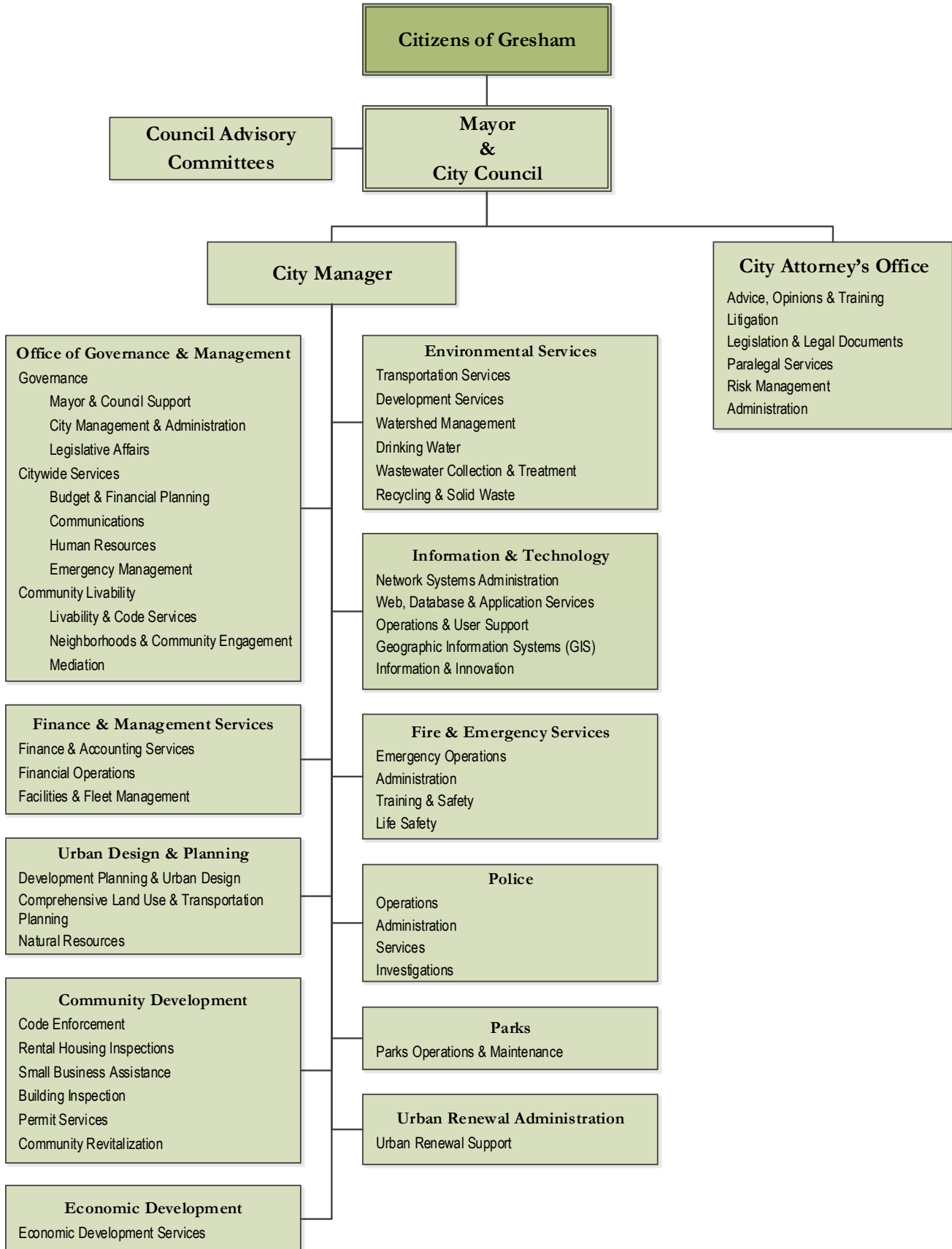
- The beginning fund balance is estimated at \$1.7 million, carryover from the prior fiscal year. A portion of this beginning balance is being used to support the upcoming citywide Enterprise Resource Planning system replacement project.

CITY OF
GRESHAM
OREGON

EXPENDITURE
INFORMATION

CITY OF
GRESHAM
OREGON

CITY OF GRESHAM



OFFICE OF GOVERNANCE & MANAGEMENT

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

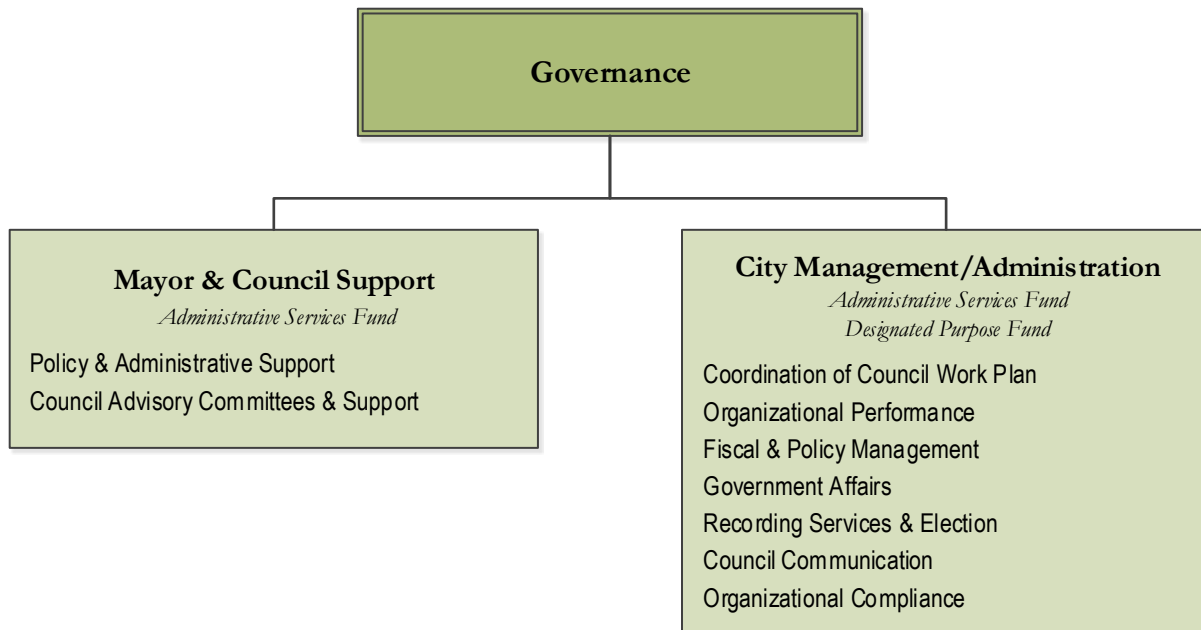
The Office of Governance and Management (OGM) consists of the Mayor and City Council, who are elected by the citizens and supported by the appointed City Manager. The City Manager carries out Council policy by coordinating overall operations of City services and implementing public policy and directing 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



DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

Governance

The City Council is the legislative branch of the City government. 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.

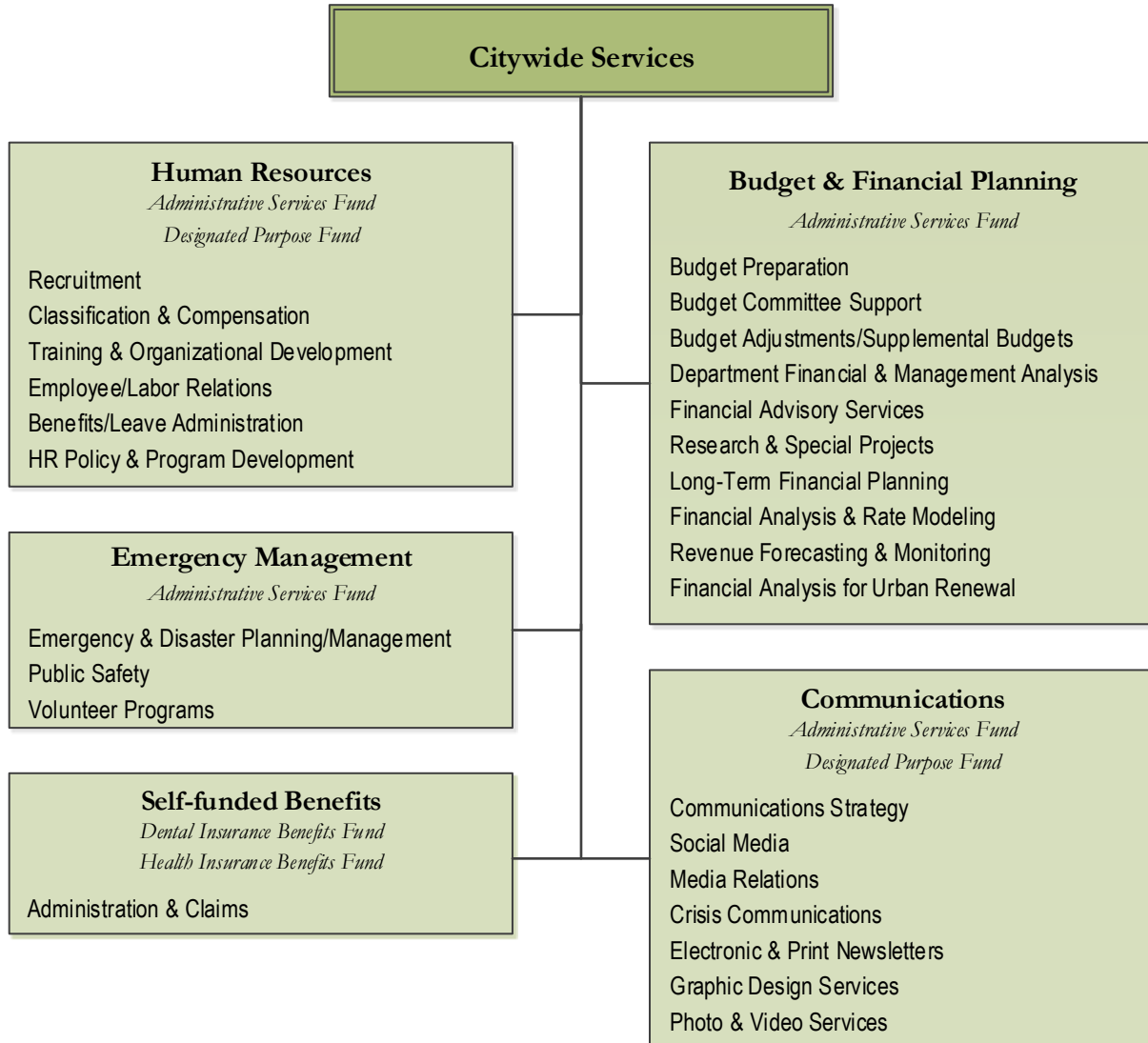
City Management/Administration

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 2018/19 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



DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

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 city-wide training support.

Key issues and work plan for fiscal year 2018/19 include:

- Develop benefit plan strategies including the City’s self-funded medical plans.
- Ensure health care reform compliance in an evolving federal and state legal environment.
- Coordinate new employee organizational orientation and training and development programs centered on public service, supervisory and leadership skills, teamwork and communications.

CITYWIDE SERVICES

- Perform recruitment, outreach and new employee onboarding functions. Enhance the new employee on-line onboarding through development of department onboarding modules.
- Develop and formalize new pathways to employment through outreach to schools and community groups. Develop new outreach materials, attend events to promote City employment, showcase City employment opportunities, and develop new internship and trainee opportunities. Revise City's employment practices and classification structures to find new entry points to employment.
- Complete job family reviews, employee classification reviews and classification market studies.
- Develop and implement city-wide competencies that align with City 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/manager on employee performance issues and manage and resolve grievances with union representatives. Complete contract negotiations with Teamsters and IAFF in Spring/Summer 2018 and prepare for GPOA negotiations in Spring 2019.
- 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.

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 2018/19 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.

CITYWIDE SERVICES

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 2018/19 include:

- Support City departments in development of Continuity of Operations Plans. Continue to assist City departments with responses to disasters and large-scale emergencies.
- Focus on aligning the Emergency Operations Center (EOC) functions with City service areas and create cohesive teams to increase 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.
- Support the Regional Disaster Preparedness Organization in their efforts to increase coordination between public, private and non-profit sectors in preparedness, response and recovery.
- Determine emergency notification protocols utilizing the Everbridge system.

Communications

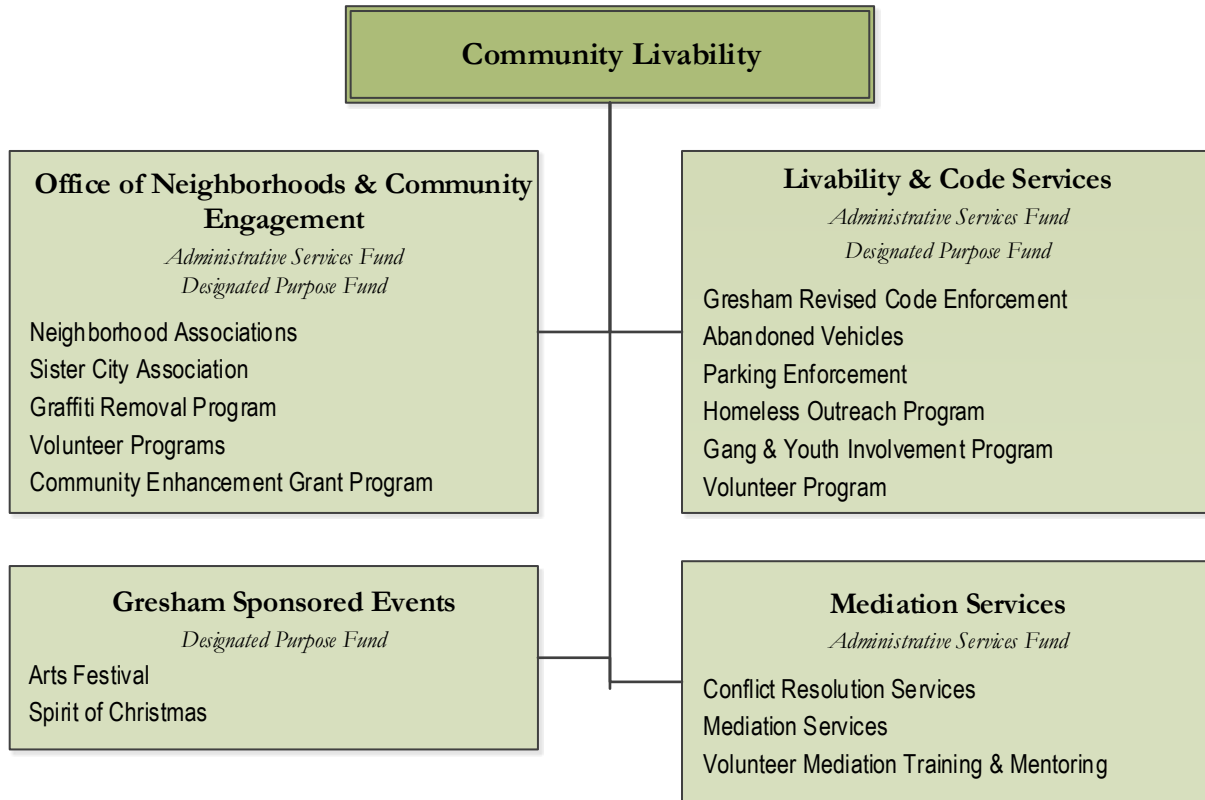
The Communications Division provides comprehensive strategic communications services that include media relations, marketing, crisis communications, public relations, brand management, graphic design publications, video production, photography, web communication strategy and content development, social media strategy, and the Arts Festival and Spirit of Christmas community events.

Communications manages the City's efforts to provide the public with timely information about its goals, initiatives and activities.

Key issues and work plan for fiscal year 2018/19 include:

- Ensure all audiences have easy and timely access to City information via the platform of their choice.
- Implement the new Council Work Plan project, Community Branding and Marketing, which develops key messaging strategies and collateral, in conjunction with community partners, to tell 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.

COMMUNITY LIVABILITY



DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

Office of Neighborhoods and Community Engagement

The Office of Neighborhoods and Community Engagement (ONCE) supports strong neighborhoods, authentic engagement and community problem-solving. ONCE is the coordinator for the City’s Neighborhood Association Program, Title VI Program, volunteer efforts and community engagement initiatives.

Key issues and work plan for fiscal year 2018/19 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.
- Coordinate the City’s Title VI plan in partnership with the City Attorney’s Office.
- Work with City Council and internal service areas to track engagement efforts and improve public outreach.
- Work with Neighborhood Associations and City Council to promote disaster preparedness initiatives in our neighborhoods.

COMMUNITY LIVABILITY

- 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.
- Identify new ways for the City to engage its residents through the use of technology.
- Continue to establish and implement Gresham's Community Enhancement Grant Program to improve livability and prosperity in Gresham's neighborhoods.

Mediation

The Mediation Program provides services to resolve conflicts involving neighbors, businesses, housing issues, families and employee disputes. In addition, the program conducts public and employee workshops on conflict management to increase the skills of the citizenry. The Mediation Program serves East Multnomah County through intergovernmental agreements.

Key issues and work plan for fiscal year 2018/19 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, serving foster family youth.
- Provide truancy mediation services through Wilkes Elementary School and the Reynolds School District.
- Train and mentor volunteer mediators for a variety of conflict solutions.
- Design and deliver a training series for the citizens of Gresham and other cities within East Multnomah County to learn and practice conflict resolution skills.
- 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 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 Livability 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.

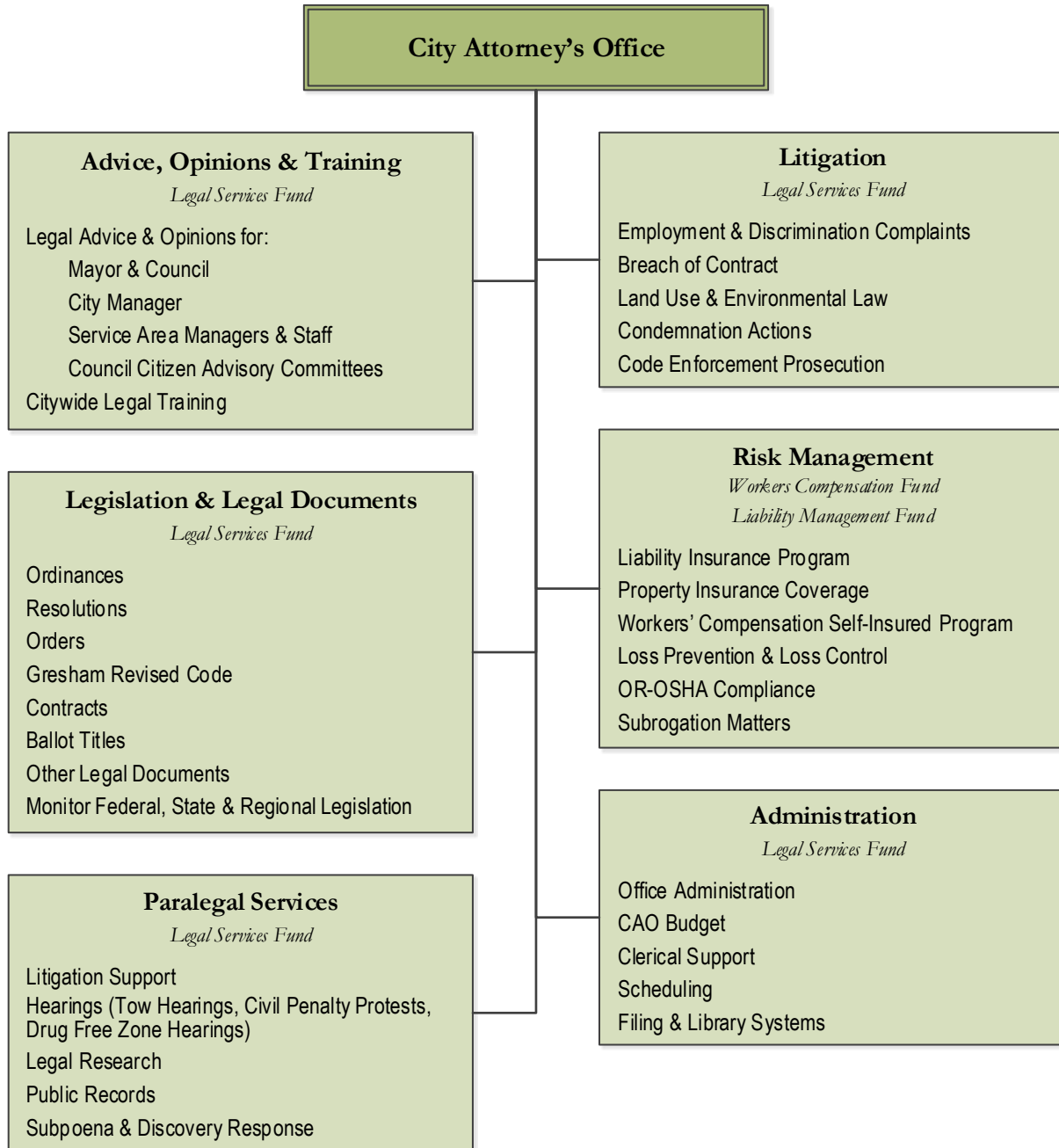
The Livability Division's new alignment with the Office of Neighborhoods and Community Engagement (ONCE) is designed to increase synergy within and among neighborhoods to engage residents in addressing code compliance issues and improving overall community livability.

COMMUNITY LIVABILITY

Key issues and work plan for fiscal year 2018/19 include:

- Coordinate and align the approach to day-to-day code compliance issues through the Neighborhood Office Revamp Council Work Plan Item.
- Refine and maximize efficiency in code compliance processes through targeted process improvement efforts.
- Continue outreach to connect Gresham's homeless population with resources and ease the impacts of homelessness in the community through the Homelessness Council Work Plan Item.
- Create and implement a code compliance neighborhood volunteer program that will connect citizen volunteers with meaningful service opportunities to help neighbors who face barriers to code compliance on their property.

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 Council, City Manager, Service Area Managers and staff, and Council Citizen Advisory Committees. Services include legal advice and

CITY ATTORNEY'S OFFICE

opinions, the creation, review and approval of all written contracts and legal documents, the preparation of ordinances, 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 2018/19

The goal of CAO for fiscal year 2018/19 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 2018/19 include:

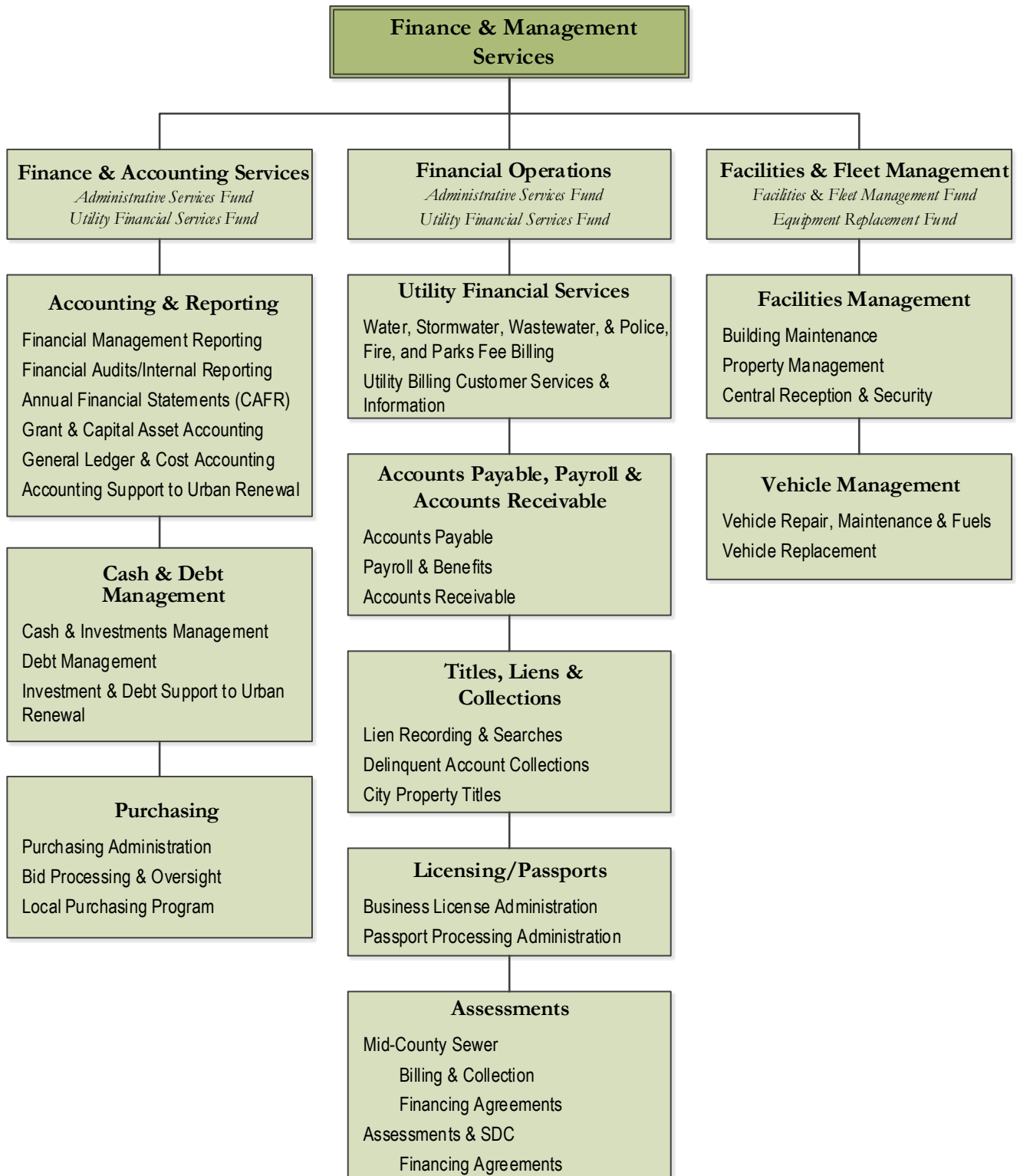
- Provide legal support to Council Work Plan projects and significant operational decisions including urban redevelopment, neighborhood livability and land use planning projects.
- Provide legal support to enforcement efforts throughout the organization.

Risk Management

Key issues and work plan for fiscal year 2018/19 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 & MANAGEMENT SERVICES



FINANCE & MANAGEMENT SERVICES

MISSION STATEMENT

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

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 2018/19

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 2018/19 include:

- Support Enterprise Resource Planning (ERP) system replacement implementation.
- Continue promotion of 'Your Online Utilities (Y.O.U.)', paperless, and electronic payment solutions for the City's 24,000 utility billing customers.
- Implement a new payments kiosk to serve multiple City payment requirements.
- 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.
- Update the City's investment policy.
- Review/update the City's Customer Assistance program for utility billing.

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

FINANCE & MANAGEMENT SERVICES

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.

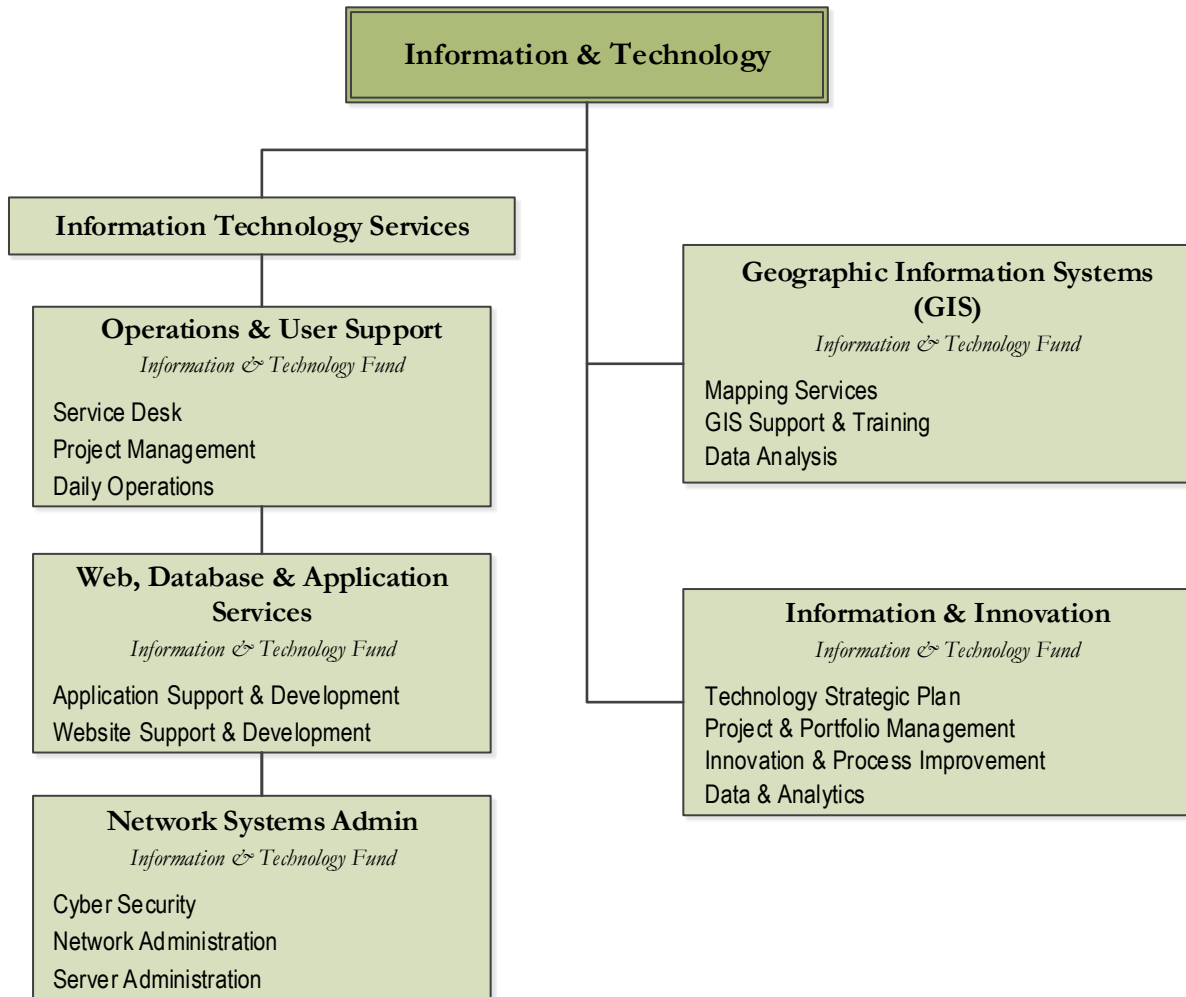
The budget continues to delegate the responsibility for the repair and maintenance support of five of the six fire stations to Fire and Emergency Services. Facilities staff supports Station 71 located in the Public Safety and Schools (PSS) Building.

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.

Key issues and work plan for fiscal year 2018/19 include:

- Continue the Strategic Energy Management partnership (year three of three years) and continue to explore and evaluate energy and fuel efficient technology for use by City facilities and fleet.
- 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 2018/19 facilities capital plan.
- Continue to coordinate with departments on vehicle acquisition efficiencies and deployments.
- Support and oversee final disposition of the 150 W Powell Blvd facility.

INFORMATION & TECHNOLOGY



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 2018/19

Information Technology

Information Technology (IT) provides core enterprise services in the areas of desktop computing, network services, business systems, electronic communications, computing security,

INFORMATION & TECHNOLOGY

telecommunications, website, systems integration, applications/database support, employee coaching and training, information systems and analysis. IT works in cross-division problem solving teams composed of staff members whose skillsets match the project at hand. These agile groups often include members from other departments.

For fiscal year 2018/19, IT 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 2018/19:

- Continue implementation of the Technology Strategic Plan, including the ERP replacement.
- Continue "Cloud First" initiative.
- Deploy new services catalog, support software, and IT Service Management Principals.
- Replace city's telephone system.
- Continue enterprise wide security and continuity of business enhancements.
- Develop and implement improved mobile communications and connectivity.
- Plan and deploy Windows 10 to all City departments.

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 2018/19:

- Be a partner in key Technology Strategic Plan project, such as the ERP Replacement and Data Standards and Governance.
- Upgrade the GIS platform and implement web GIS solutions.
- Provide GIS training and support for all City departments.

Analytics and Innovation

Information and Innovation is primarily 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 40 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 our day-to-day service delivery and policy making. This includes looking at data in a

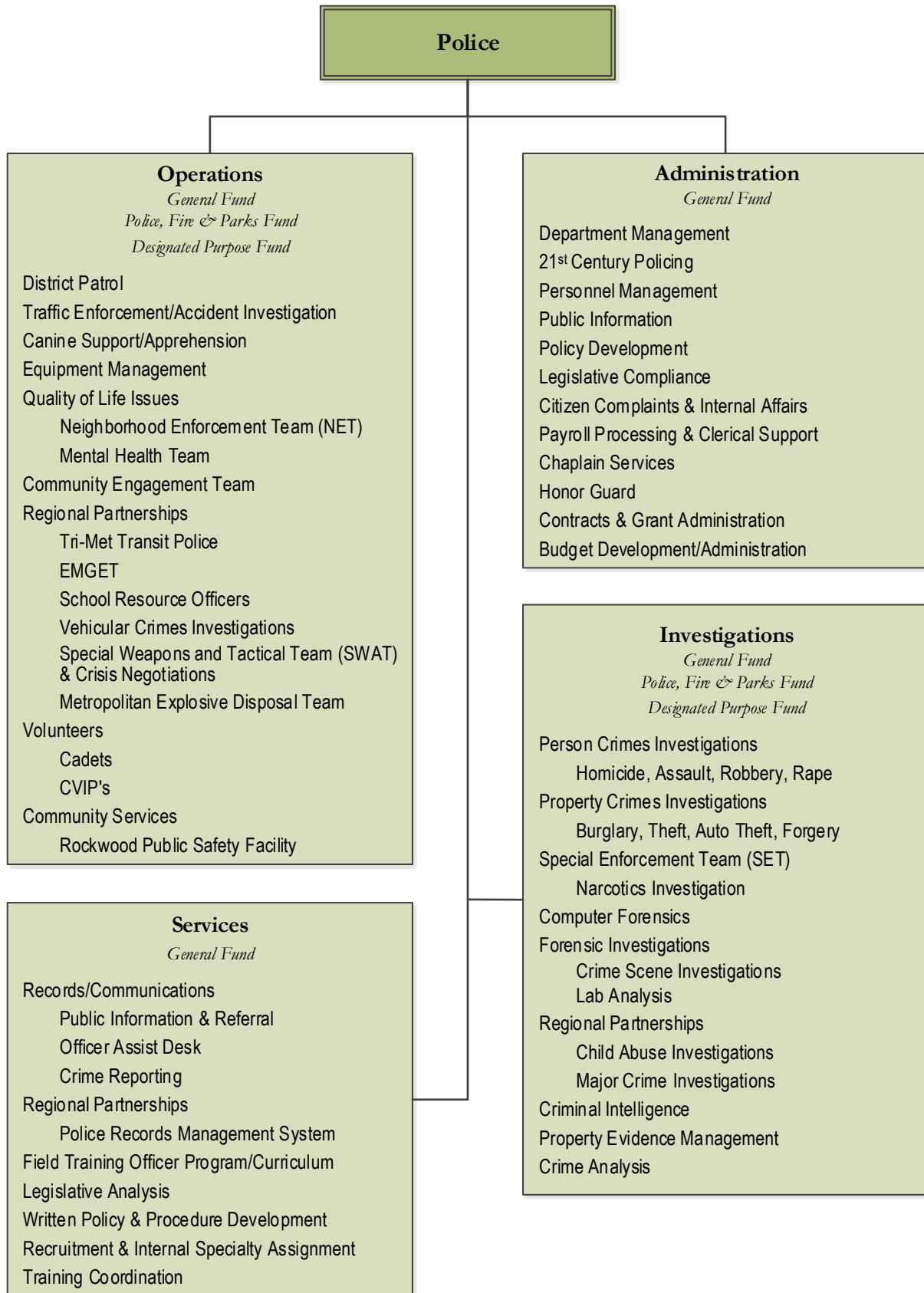
INFORMATION & TECHNOLOGY

comprehensive way to identify trends, patterns and opportunities, as well as, help us better understand the current environment and communicate it with the community.

Key issues and work plan for fiscal year 2018/19:

- Portfolio and project management of the Technology Strategic Plan.
- Support the implementation of key enterprise systems, with the primary focus being the Enterprise Resource Planning (ERP) system replacement.
- Provide project management and support to business process improvement and innovation efforts.
- Elevate and expand the Data and Analytics Program with a focus on providing tools, training and support in the areas of data governance, management and analysis.

POLICE



POLICE

MISSION STATEMENT

Provide police services that involve the community in problem solving aimed at enhancing public safety and the quality of life, and which respect the Constitutional rights of all citizens.

GENERAL DESCRIPTION

Services provided by the Police Department primarily fall into two priorities - enforcement and investigation, followed by proactively addressing neighborhood livability issues through 21st Century Policing. 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

DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

The fiscal year 2018/19 budget increases a half-time, limited-term Administrative Support position to full-time to support our Neighborhood Enforcement Team and our newly established Mental Health Team. This support position will work directly with NET and MHT by helping to triage community issues dealing with persons with mental health illness. These teams will be able to be more proactive in areas of concern for our citizens, specifically quality of life and livability issues, and addressing homelessness, and persons with mental health disabilities as they come in contact with law enforcement officers. These efforts will aid in building community trust and help strengthen our relationship with citizens to realize the Police Department's commitment to the community they serve.

Key issues and work plan for fiscal year 2018/19 include:

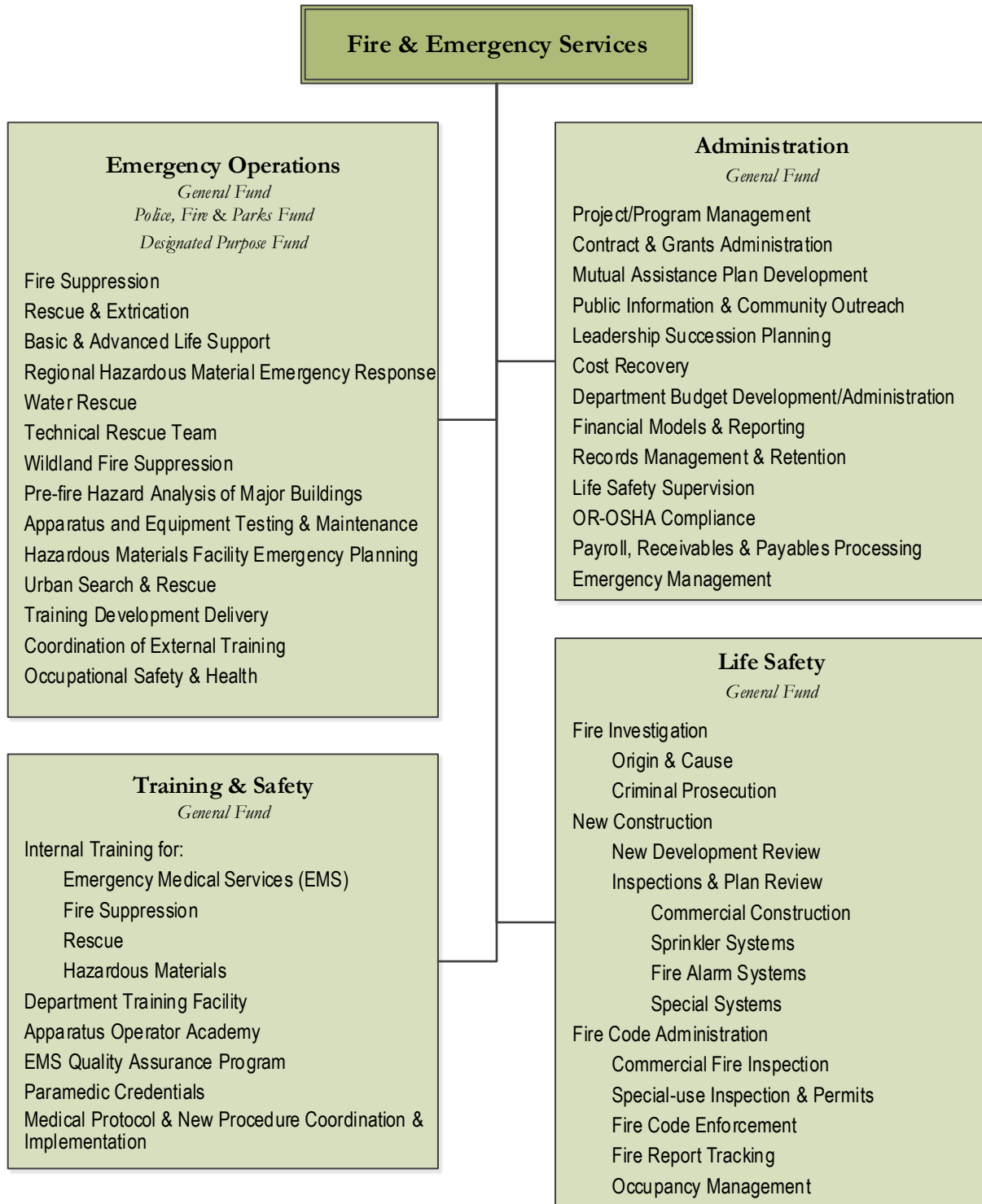
- Continue efforts in addressing neighborhood livability issues.
- Continue to increase the Citizen Volunteers in Policing Program and expand their responsibilities and programs.
- Continue partnering with Portland Opportunities Industrialization Center (POIC) to provide street-level gang outreach services.
- Increase enforcement efforts for criminal street gang activity through coordinated enforcement missions with the East Metro Gang Enforcement Team (EMGET).
- Continue efforts to implement 21st Century Policing by building on recent community engagement efforts.
- Continue partnerships with the local schools and enhance the efforts of the School Resource Officers in the areas of gang prevention and student truancy issues.
- Continue working with local apartment managers and owners through the Landlord Mentoring Program, which partners successful apartment managers with managers who are struggling to clean up their complex.
- Address gang related violence in apartment complexes by continuing to have the Neighborhood Enforcement Team host community structured forums that educate landlords and apartment complex managers on how to manage their properties and hold tenants accountable.
- Continue implementation of the Mental Health Team in support of the Council Work Plan project for Mobile Integrated Health.
- Address Neighborhood Nuisance issues as they relate to abandoned or illegally parked recreational vehicles.
- Investigate criminal activity associated with illegal drug use, which includes robbery, burglary, vehicle theft and identity theft.
- Establish 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.

POLICE

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 safe by using preventive and proactive measures.
- 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.
- Build upon recent community engagement efforts to create a professional policing strategy for the City.
- Respond to opioid use and its effect on Gresham citizens by training all officers in the administration 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, gangs, and crimes against children.
- Provide training to employees so they are able to meet the ever-changing demands of law enforcement.
- Continue to recruit and hire the most qualified individuals.

FIRE & EMERGENCY SERVICES



FIRE & EMERGENCY SERVICES

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.

FIRE & EMERGENCY SERVICES

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 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.

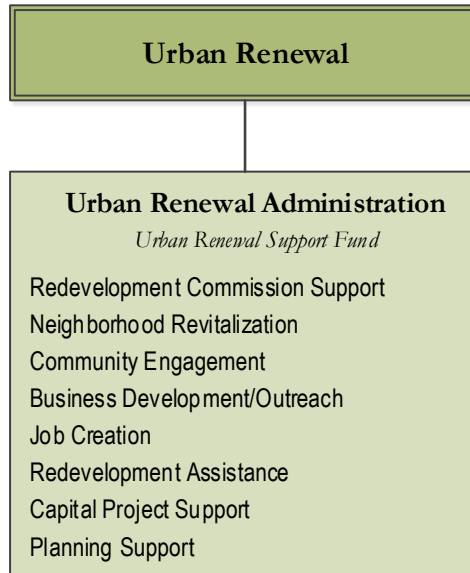
DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

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 2018/19 include:

- Explore opportunities in Integrated Mobile Health Care, partner with public and private health care institutions, and expand the Gresham Cares program to improve the well-being of our community.
- Improve data collection and analysis abilities through software upgrades and enhancements.
- Monitor the impacts of the new Multnomah County ambulance contract with American Medical Response (AMR).
- Evaluate and implement opportunities to reduce calls for service and the demand for non-critical calls.
- Develop and implement Public Education and Public Information resources in the Fire and Life Safety Division.
- Continue exploration and pursuit of grant funding opportunities to meet the increasing demands of emergency service delivery to a growing community.
- Administer the Seismic Rehabilitation Grant for the Fire Station 75.

URBAN RENEWAL ADMINISTRATION



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 2018/19

Key issues and work plan for fiscal year 2018/19 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 co-ordinate with the community and partner organizations throughout construction of the project.

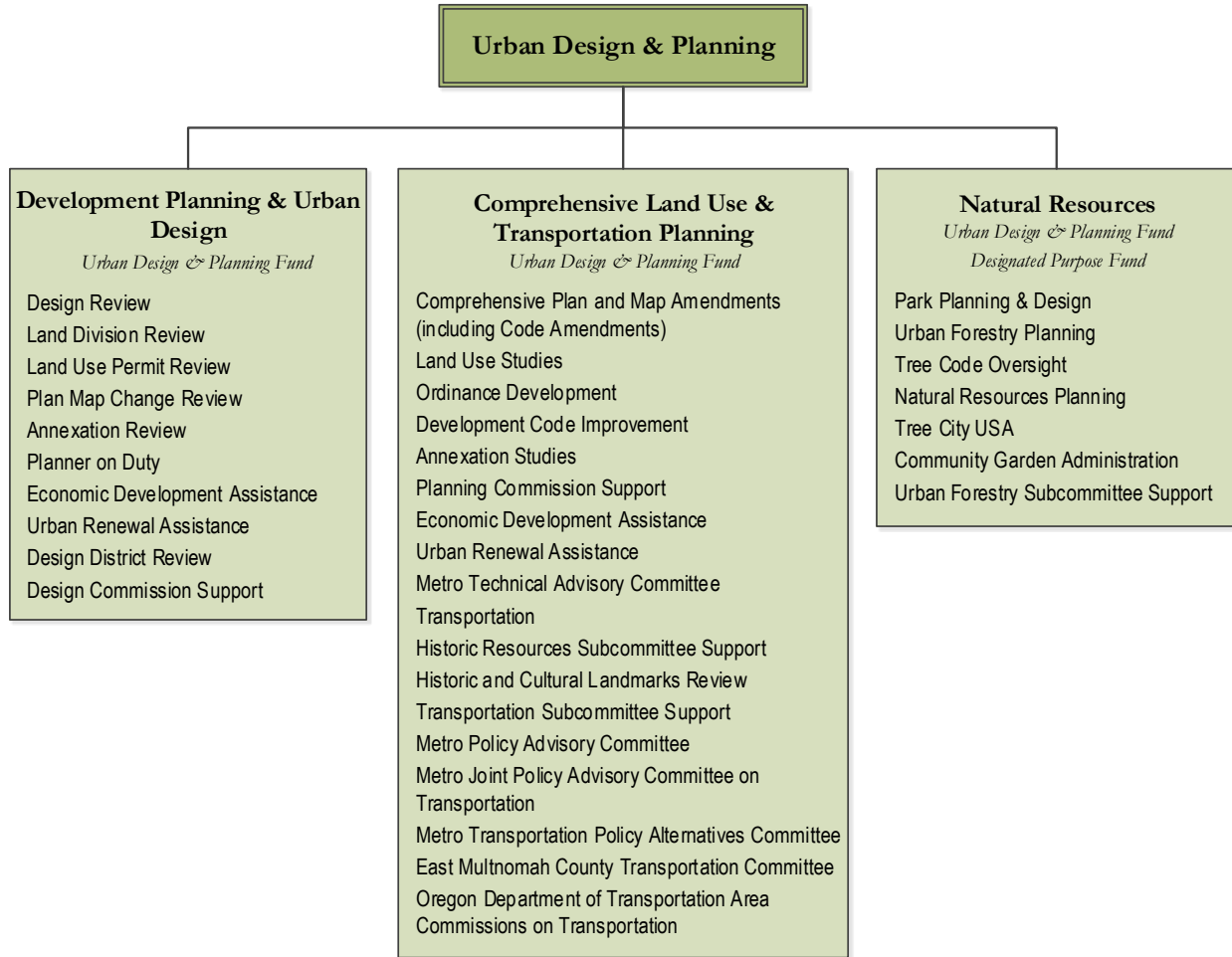
URBAN RENEWAL ADMINISTRATION

- Stark Street Property Redevelopment - This project will help renew and revitalize the Stark Street corridor, enhancing property values and attracting additional private investment.
 - The GRDC purchased the 3.8 acre 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 in Rockwood full time, developing a community center that can house 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.

Latino Network's proposed site use would include:

- Youth gang violence prevention programs (Community Healing Initiative/CHI and CHI Early Intervention).
- Youth mentorship program.
- Arts programs (Studio Latino, Ballet Folkloriko).
- Summer day-camp program (Summer Academia).
- Youth entrepreneurship program (Cambio Café).
- Parent and civic engagement classes.
- Academic support programs.
- Youth sexuality and teen pregnancy prevention program for youth and parents.
- Adult English as a Second Language (ESL) classes.

URBAN DESIGN & PLANNING



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 planning-related services including development planning and urban design, comprehensive planning, and natural resources planning.

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 2018/19

Development Planning and Urban Design

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

URBAN DESIGN & PLANNING

and 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 2018/19 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 that guide and direct new development in Gresham. This work, which is shaped by the community's vision, is undertaken in collaboration with residents, the Planning Commission, elected officials and other community stakeholders.

Major functions include:

- Work with residents, elected officials and other community stakeholders to update the City's Comprehensive Plan (which includes the Community Development Code and Transportation System 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 & PLANNING

- Make public presentations before Council Advisory groups, neighborhood associations, community organizations, and hearing bodies on Comprehensive Plan amendment projects.
- Coordinate with Metro, Multnomah County and other government partners on regional planning and policy.
- Participate in regional 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.
- Support Economic Development and Urban Renewal programs on special projects.
- Provide staff support for the Planning Commission, Transportation Subcommittee and Historic Resources Subcommittee.

Key issues and work plan items for fiscal year 2018/19 include:

- Address obstacles to desired development related to the Downtown, Rockwood and Civic Neighborhood centers through the Urban Redevelopment Council Work Plan items.
- Continue engagement in the Division Transit Project.
- Continue the Pleasant Valley Transportation System Plan Refinement project, from the 2017 Council Work Plan, to address how the transportation network will distribute traffic between Foster Road and Powell Boulevard and provide conceptual engineering of design alternatives for the extension of 172nd Avenue near McKinley Boulevard.
- Review and update the Sign Code.
- Review and revise the Development Code format and organization to ensure ease of use, consistency and clarity.

Urban Design - Natural Resources

The Natural Resources program is responsible for facilitating the quality and enhancement of the community's natural resources. This work is undertaken in collaboration with residents, elected and appointed officials and other community stakeholders to maintain a high quality of life.

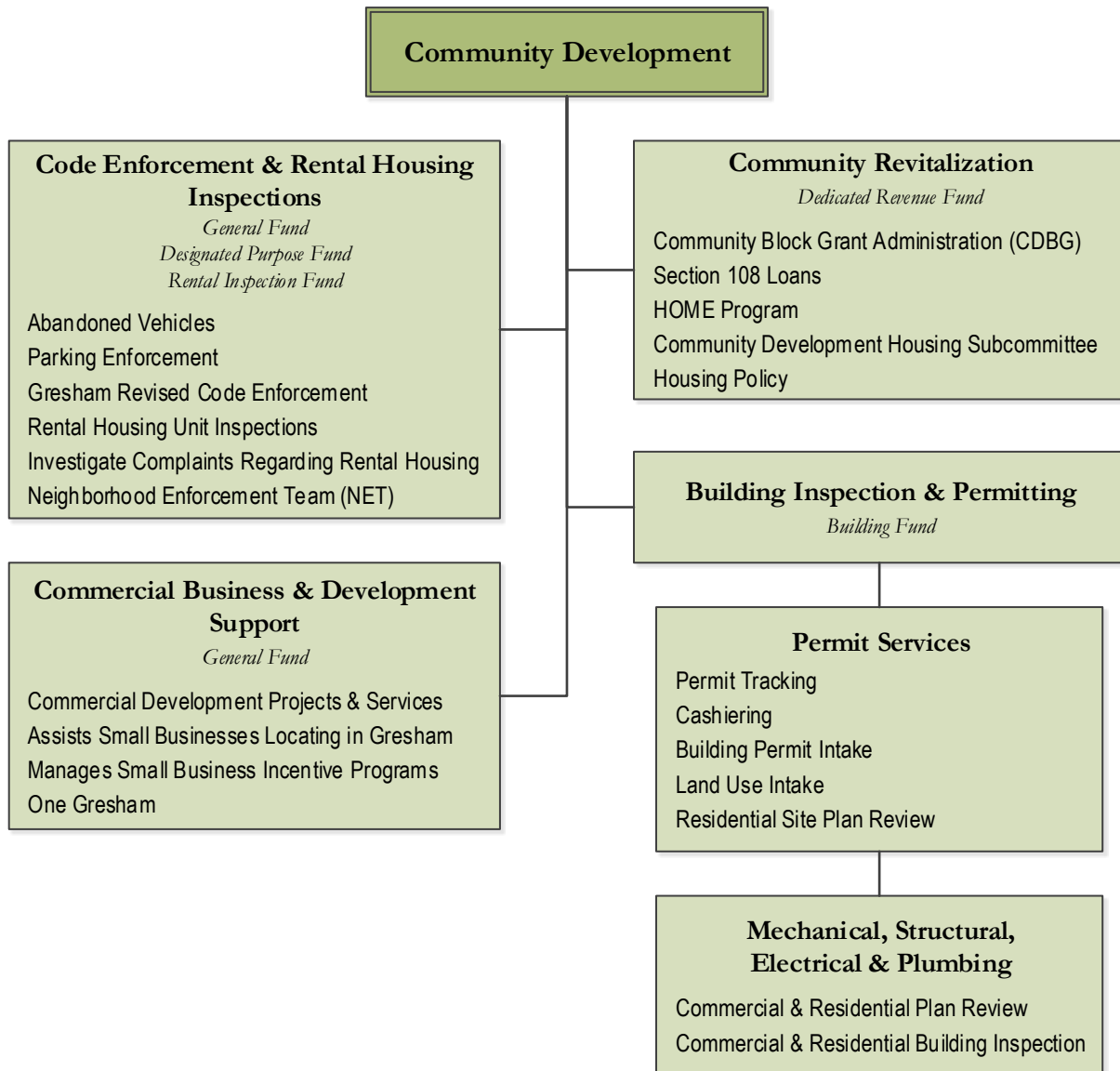
Major functions include:

- Support park planning and design projects.
- Perform natural resource and urban forestry planning.
- Administer the Tree City USA Program and the Community Gardens program.
- Provide staff support for the Urban Forestry Subcommittee.

Key issues and work plan for fiscal year 2018/19 include:

- Coordinate the completion of the Environmental Overlay Project work.
- Continued assistance with Gradin Sports Park, Gabbert Butte and Grant Butte.

COMMUNITY DEVELOPMENT



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

DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

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 2018/19. 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 2018/19:

- 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.
- Promote desired development in corridors and the Downtown, Rockwood and Civic Neighborhood centers through the Urban Redevelopment and Economic Development Council Work Plan Items.
- Evaluate rate structures, fees, incentives and multi department review process to mitigate City barriers to development of commercial projects through the Development Fees/Incentives and Commercial Business and Development Support Council Work Plan Items.

Code Enforcement

Code Enforcement is responsible for responding to citizens' concerns about a wide variety of potential City Code violations, which include land use, nuisances, parking and abandoned vehicles, in order to resolve problems and insure compliance. For fiscal year 2018/19 Code Enforcement will be assisting with transitioning typical neighborhood violations such as abandoned vehicles, vegetation overgrowth, and parking concerns to the newly formed Livability and Code Services division. Within Community Development, Code Enforcement resources for fiscal year 2018/19 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

COMMUNITY DEVELOPMENT

companies and neighborhood associations to combat the most severe and complex enforcement cases within the community.

Key issue and work plan for fiscal year 2018/19:

- 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).

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 annual 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 2018/19 will be approximately the same as in the prior year.

Key issue and work plan for fiscal year 2018/19:

- Continue Rental Housing's involvement and support of the Community Livability Council work plan item and the Neighborhood Enforcement Team (NET).
- 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 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.

The addition of Commercial Business and Development support will be included 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.

COMMUNITY DEVELOPMENT

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 2018/19:

- 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.
- 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.
- Pre-development/pre-leasing services.
- 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.

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 2018/19 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



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 2018/19

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.

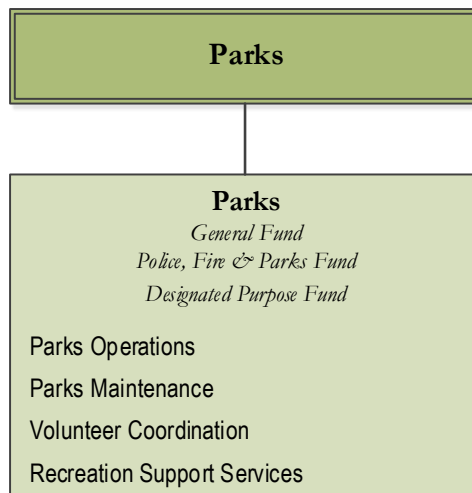
Key issues and work plan for fiscal year 2018/19 include:

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

ECONOMIC DEVELOPMENT

- 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



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 such as the SKIP program 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 Fund. 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 2018/19

The fiscal year 2018/19 budget converts two limited-term positions to full-time equivalents and adds one full-time position to the current staffing level for Parks and continues to focus on maintaining existing and new parks facilities.

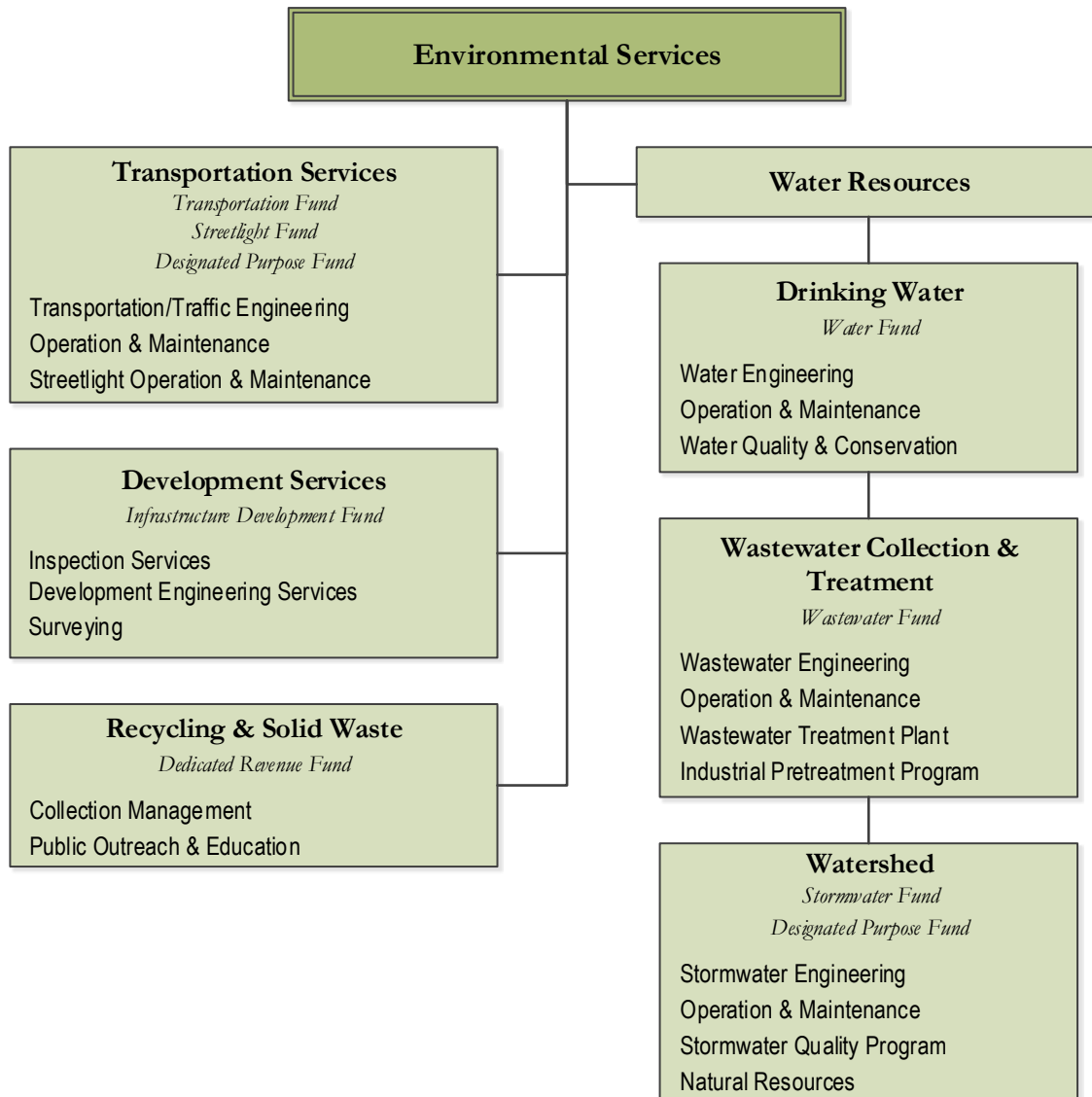
Key issues and work plan for fiscal year 2018/19:

- Focus maintenance activities on safety, code compliance, and asset preservation to provide safe and enjoyable recreation opportunities.
- Incorporate new parks and assets including the recently completed Hogan Butte Nature Park into the City's maintenance and management plan.
- Continue to build relationships with community partners.

PARKS

- Conduct 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.
- 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. 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.

ENVIRONMENTAL SERVICES

DEPARTMENT OPERATING PLAN FOR FISCAL YEAR 2018/19

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 regulates private haulers, sets collection service standards and provides cost and service data to 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 2018/19 include:

- Continue implementation of state and regional mandated education and outreach programs.
- Continue promotion of community event recycling resources within the City.
- Continue expansion of voluntary Commercial Food Waste program and participate in Metro's food waste policy efforts.
- Continue expansion and enhancement of existing GREAT Business program.
- 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, including 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 from 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.

ENVIRONMENTAL SERVICES

- Equity.
- Sustainability.
- Community health and viability.

Key issues and work plan for fiscal year 2018/19 include:

- Invest significant resources in the recently launched local street reconstruction program, which focuses on local streets in poor or failed condition. Street reconstruction will be coordinated with utility work to maximize the longevity of the resulting work.
- The street reconstruction work will be accompanied by aggressive investment in building curb ramps that comply with the Americans with Disabilities Act. To deliver this volume of work cost-effectively, the City will use a combination of contractor resources and a new City concrete crew.
- Continue pavement preservation, including 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 such as reducing travel times, increasing commute options and enhancing community appearance.
- Follow through on action items from the Transportation System Plan (TSP) related to corridor planning, active transportation and funding.
- Continue capital improvement projects 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. The City has converted its streetlights to LED fixtures, which results in significant ongoing cost savings.

Key issues and work plan for fiscal year 2018/19 include:

- Prioritizing and completing select infill streetlight projects to enhance vehicular and pedestrian safety.
- Responding to service requests to repair malfunctioning lights.
- Setting aside funding for future long-term needs.

ENVIRONMENTAL SERVICES

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; and land surveying services which perform surveys 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.

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 all of those sources since they serve both capital and private development projects.

Key issues and work plan for fiscal year 2018/19 include:

- Review and update codes, public works standards and business practices to ensure high quality infrastructure, responsive customer service and development.
- Review development plans with electronic plan (e-Plan) review software, which increases productivity, predictability and precision through database management and visual software tools.
- Work with Environmental Services Divisions to implement the City's SDC methodology changes and updates for ease of implementation by developers and staff.
- 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.

ENVIRONMENTAL SERVICES

Key issues and work plan for fiscal year 2018/19 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.
- Coordinate water infrastructure upgrades and replacement with Transportation's local street reconstruction program.
- 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.
- Retrofit the existing foundation at Hunter's Highland Reservoir to meet current seismic requirements.
- 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.

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, 120 rain gardens and numerous regional and local stormwater treatment and 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 2018/19 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.
- Based on TV inspection results, begin upgrading stormwater infrastructure in coordination with Transportation's local street reconstruction program.
- Design, permit and construct the Kane Drive culvert replacement project.

ENVIRONMENTAL SERVICES

- 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; and 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.
- Other CIP projects include the following: continue work on updating the outdated Stormwater Infrastructure Master Plan and begin implementing the findings of the Burlingame Creek Flood Reduction Study.

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 or not to assess fines for sanitary sewer overflows.

Key issues and work plan for fiscal year 2018/19 include:

- Continue working on the transition plan on the treatment plant operator from Veolia to Operations Management International, Inc.
- 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 November 2012 and a new permit was issued by the DEQ in 2014.
- 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.

ENVIRONMENTAL SERVICES

- 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 catching up on evaluations of pipe condition including smoke testing, TV inspection and pipe repair projects.
- Construction of a Vactor Decant Station at the treatment plant that will allow for the safe and efficient disposal of wet solids from operations vactor trucks and the wastewater treatment plant processes.
- 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 and needing to be replaced were generally built during the 1950's.

General Fund & Police
Fire and Parks Fund

CITY OF
GRESHAM
OREGON

GENERAL FUND & POLICE, FIRE AND PARKS FUNDS OVERVIEW

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 & Parks Fund

The Police, Fire & 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. 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. Through the use of 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 in this fund. The NET's primary goal is to make neighborhoods more livable and safe by addressing long-term issues that impact neighborhoods, including abandoned houses, overgrown lots and, drug and nuisance houses.

Maintaining Police Response Times

- This fund contains fourteen patrol positions needed to maintain Police Department response times.

GENERAL FUND & POLICE, FIRE AND PARKS FUNDS OVERVIEW

Fire

Keeping Fire Stations Open

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

Combined and Fund Specific Views

The first portion of this section displays combined information for both funds. The second portion shows information only for the General Fund. The third portion shows only the Police, Fire and Parks Fund information.

Combined Reports

General Fund

&

Police, Fire and Parks Fund

CITY OF
GRESHAM
OREGON

RESOURCES & REQUIREMENTS

General Fund and Police, Fire & Parks Fund

	2015/16	2016/17	2017/18	2018/19	2018/19	2018/19
	Actual	Actual	Revised Budget	City Manager Proposed	Budget Committee Approved	City Council Adopted
Resources						
Taxes	34,054,860	34,334,328	35,045,700	36,702,100	36,702,100	36,702,100
Licenses and Permits	363,188	391,184	361,000	362,000	362,000	362,000
Intergovernmental Revenue	9,120,395	9,636,026	10,156,500	10,200,000	10,200,000	10,200,000
Charges for Services	4,225,969	4,232,085	4,134,000	4,142,000	4,142,000	4,142,000
Utility License Fees	8,185,900	19,134,086	10,199,500	10,579,000	10,579,000	10,579,000
Interest Income	171,741	209,971	254,500	227,000	227,000	227,000
Miscellaneous Income	150,994	159,268	134,100	134,900	134,900	134,900
Contributions and Donatio	0	0	0	0	0	0
Interfund Transfers	1,925,658	1,911,142	1,985,200	2,367,700	2,367,700	2,367,700
Internal Service Charges	453,658	617,423	944,378	799,070	799,070	799,070
Other Resources	0	0	1,300,000	0	0	0
Beginning Balance	11,508,756	11,947,341	19,030,000	17,310,000	17,310,000	17,310,000
Total Resources	<u>70,161,119</u>	<u>82,572,854</u>	<u>83,544,878</u>	<u>82,823,770</u>	<u>82,823,770</u>	<u>82,823,770</u>
Requirements						
Police	28,835,812	30,744,317	35,440,238	37,636,161	37,636,161	37,636,161
Fire and Emergency Svcs	20,367,228	20,804,819	24,353,769	25,216,412	25,216,412	25,216,412
Community Development	973,129	1,065,226	1,490,318	1,232,529	1,232,529	1,232,529
Economic Development Srvc	658,807	674,417	1,034,089	1,011,041	1,011,041	1,011,041
Parks	<u>2,465,546</u>	<u>2,533,117</u>	<u>3,107,432</u>	<u>3,383,053</u>	<u>3,383,053</u>	<u>3,383,053</u>
Total Operations	53,300,522	55,821,896	65,425,846	68,479,196	68,479,196	68,479,196
Interfund Transfers	4,913,256	5,279,247	7,752,393	8,813,500	8,813,500	8,813,500
Contingency	0	0	1,170,107	923,000	923,000	923,000
Unappropriated	<u>11,947,341</u>	<u>21,471,711</u>	<u>9,196,532</u>	<u>4,608,074</u>	<u>4,608,074</u>	<u>4,608,074</u>
Total Non-operating	16,860,597	26,750,958	18,119,032	14,344,574	14,344,574	14,344,574
Total Requirements	<u>70,161,119</u>	<u>82,572,854</u>	<u>83,544,878</u>	<u>82,823,770</u>	<u>82,823,770</u>	<u>82,823,770</u>

COMBINED VIEW BY DIVISION

	General Fund	Police, Fire & Parks Fund	Total
Police			
Administration	1,205,776	-	1,205,776
Police Investigations	4,057,114	768,051	4,825,165
Police Operations	17,171,797	2,808,651	19,980,448
Police Records	1,969,650	-	1,969,650
Police Services	1,120,133	-	1,120,133
Support Services	8,534,989	-	8,534,989
Department Total	34,059,459	3,576,702	37,636,161
Fire and Emergency Svcs			
Emergency Operations	14,543,646	2,608,398	17,152,044
Fire Administration	865,984	-	865,984
Life Safety Division	946,917	-	946,917
Support Services	4,838,024	-	4,838,024
Training & Safety	1,413,443	-	1,413,443
Department Total	22,608,014	2,608,398	25,216,412
Community Development			
Business & Devel Support	603,668	-	603,668
Code Enforcement	247,398	-	247,398
Support Services	381,463	-	381,463
Department Total	1,232,529	-	1,232,529
Economic Development Srvc			
Economic Development	866,485	-	866,485
Support Services	144,556	-	144,556
Department Total	1,011,041	-	1,011,041
Parks			
Parks Operations	2,125,801	330,476	2,456,277
Support Services	926,776	-	926,776
Department Total	3,052,577	330,476	3,383,053

COMBINED VIEW BY CATEGORY

	General Fund	Police, Fire & Parks Fund	Total
Police			
Personnel Services	21,978,803	3,408,582	25,387,385
Materials & Services	11,780,656	168,120	11,948,776
Capital Outlay	300,000	-	300,000
Department Total	34,059,459	3,576,702	37,636,161
Fire and Emergency Svcs			
Personnel Services	16,362,279	2,588,698	18,950,977
Materials & Services	6,161,235	19,700	6,180,935
Capital Outlay	84,500	-	84,500
Department Total	22,608,014	2,608,398	25,216,412
Community Development			
Personnel Services	634,507	-	634,507
Materials & Services	598,022	-	598,022
Department Total	1,232,529	-	1,232,529
Economic Development Srvc			
Personnel Services	514,904	-	514,904
Materials & Services	496,137	-	496,137
Department Total	1,011,041	-	1,011,041
Parks			
Personnel Services	1,094,814	327,976	1,422,790
Materials & Services	1,887,763	2,500	1,890,263
Capital Outlay	70,000	-	70,000
Department Total	3,052,577	330,476	3,383,053

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: General and Police, Fire & Parks – Combined Funds Display
Dept: Police

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	\$59,449 increase. Reflects the addition of a part-time Police Records Specialist to assist while new staff are in the training phase and makes a part-time Administrative Assistant position full time in support of newly established Mental Health Team.
Temp/Seasonal	\$20,000 increase. Reflects an increase in the number of hours the background officers will be working to fill vacant positions within the department.

Materials and Services

Outsourced Services and Labor	\$66,000 increase. This increase is to address the Council Work Plan for chronic nuisance and enforcement of the recreational vehicle parking ordinance.
Invest Res/Drug Seizure	\$7,000 increase. Aligns budget with actual expense.
Building R and M	\$10,000 increase. Provides for repair and maintenance of buildings being used by the department.
Bldg/Office Rent/Lease	\$3,900 increase. Allows for increase cost of renting training facilities through the City of Portland and Multnomah County.
Promo/Incentive Programs	\$3,000 increase. Increase includes items for community outreach efforts and recruitment job fairs.
Minor Equip and Tools	\$22,000 increase. Increased to allow for maintenance of newly acquired equipment.

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EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Capital Outlay

Equipment	\$300,000 increase. Reflects the purchase of a storage management system for property and evidence storage at the Rockwood Community Office.
Motor Vehicles	(\$254,000) decrease. Allowed for a purchase of additional patrol cars in fiscal year 2017/18.

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LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police Department						
Personnel Services						
10-01 Full-Time Employees	10,761,814	11,282,052	12,203,831	12,648,507	12,648,507	12,648,507
10-03 Overtime	1,278,481	1,494,120	2,187,600	2,238,400	2,238,400	2,238,400
10-04 Limited Term	124,125	110,777	76,429	135,878	135,878	135,878
10-05 Temp/Seasonal	69,205	44,893	87,300	107,300	107,300	107,300
10-10 Shift Differential	13,559	13,576	20,000	20,000	20,000	20,000
10-12 Certificate Pay	520,931	530,827	546,412	589,382	589,382	589,382
10-30 Acting In Capacity	16,434	12,903	18,175	18,500	18,500	18,500
10-32 Working Out of Class Pay	1,033	178	0	0	0	0
10-36 Field Training Officer	0	0	36,400	37,400	37,400	37,400
10-46 Premium Pay	186,119	193,643	216,755	237,054	237,054	237,054
10-61 Accrued Compensated Absen	9,500	80,551	225,000	232,100	232,100	232,100
10-69 Comp Cashed Out	171,784	205,573	0	0	0	0
Total Personnel Services	13,152,985	13,969,093	15,617,902	16,264,521	16,264,521	16,264,521
Employee Benefits						
11-01 FICA	995,974	1,051,181	1,185,322	1,235,883	1,235,883	1,235,883
11-02 Tri-Met Payroll Tax	96,859	104,528	114,604	123,590	123,590	123,590
11-09 PERS - Pension Bond Pymt	479,636	507,114	519,024	541,648	541,648	541,648
11-10 PERS-ER	1,208,882	1,268,427	1,802,734	1,853,067	1,853,067	1,853,067
11-11 PERS-EE	767,636	815,212	931,584	970,554	970,554	970,554
11-20 Health Insurance	2,560,694	2,697,937	3,185,020	3,425,758	3,425,758	3,425,758
11-21 Dental Insurance	272,013	279,825	308,890	319,921	319,921	319,921
11-22 Life Insurance	10,830	9,984	17,397	18,059	18,059	18,059
11-27 Workers' Comp	496,500	510,617	425,248	429,526	429,526	429,526
11-30 Long Term Disability	18,725	17,981	36,844	38,336	38,336	38,336
11-31 FSA-Admin Fee	1,387	1,410	1,429	1,294	1,294	1,294
11-35 HRA/VEBA	226,410	188,697	163,306	165,228	165,228	165,228
Total Employee Benefits	7,135,546	7,452,913	8,691,402	9,122,864	9,122,864	9,122,864
Prof and Tech Services						
20-06 Professional Services	329,784	375,931	435,195	458,180	458,180	458,180
20-08 Med and Psych Costs	1,080	3,490	5,000	5,000	5,000	5,000
20-10 Public Safety Dispatch	1,667,394	1,754,718	1,922,543	2,019,490	2,019,490	2,019,490
20-15 Outsourced Serv & Labor	55,718	32,282	50,000	116,000	116,000	116,000
20-20 Permits and Licenses	250	440	720	720	720	720
20-26 Invest Res/Drug Seiz	11,480	27,369	10,000	17,000	17,000	17,000
Total Prof and Tech Services	2,065,706	2,194,230	2,423,458	2,616,390	2,616,390	2,616,390
Property Services						
21-06 Telephone/Cell Phone	125,908	127,430	176,026	185,726	185,726	185,726
21-20 Building R and M	6,545	24,111	15,000	25,000	25,000	25,000
21-21 Equipment R and M	31,574	12,238	26,550	27,550	27,550	27,550
21-22 Motor Vehicle R and M	5,160	16,572	25,500	25,500	25,500	25,500
21-23 Com Systems R and M	180,599	211,603	230,750	230,750	230,750	230,750

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police Department						
21-30 Towing and Storage	8,441	8,963	16,700	16,700	16,700	16,700
21-40 Equipment Rent/Lease	22,149	30,439	31,350	31,350	31,350	31,350
21-43 Bldg/Office Rent/Lease	3,750	13,298	10,000	13,900	13,900	13,900
Total Property Services	384,126	444,654	531,876	556,476	556,476	556,476
Other Services						
22-02 Photographic/Art	0	186	700	700	700	700
22-04 Printing	11,659	20,009	21,435	21,435	21,435	21,435
22-06 Records Mgt/Microfilming	8,600	14,785	30,000	30,000	30,000	30,000
22-08 Advertising	1,383	839	5,650	5,650	5,650	5,650
22-12 Dues and Memberships	7,320	5,394	8,475	8,475	8,475	8,475
22-14 Training and Education	61,145	61,651	86,077	86,077	86,077	86,077
22-18 Car Allowance	0	3,000	0	0	0	0
22-21 Uniform Cleaning	37,962	35,825	41,750	41,750	41,750	41,750
22-22 Low Income Assistance	3,878	3,637	27,800	27,800	27,800	27,800
22-24 Meals	32,129	34,428	36,518	36,518	36,518	36,518
22-25 Mileage	2,458	2,111	5,500	5,500	5,500	5,500
22-26 Promo/Incentive Programs	17,252	6,861	3,100	6,100	6,100	6,100
22-27 Lodging	34,893	45,859	51,700	51,700	51,700	51,700
22-29 Airfare	12,966	17,157	12,875	12,875	12,875	12,875
22-31 Rental Cars	2,726	5,030	4,615	4,615	4,615	4,615
22-34 Contributions/City Match	3,000	3,000	3,000	3,000	3,000	3,000
Total Other Services	237,371	259,772	339,195	342,195	342,195	342,195
Supplies						
23-01 Office Supplies	14,779	14,468	16,050	16,050	16,050	16,050
23-02 Copier/Printer/Fax Supp	13,549	14,997	19,000	19,000	19,000	19,000
23-11 Tires	0	0	6,000	6,000	6,000	6,000
23-13 Veh Repairs/Minor Equip	8,202	8,811	12,500	12,500	12,500	12,500
23-14 Minor Equip and Tools	159,265	140,958	92,200	114,200	114,200	114,200
23-20 Operating/Tech/Scientific	37,771	23,350	30,700	30,700	30,700	30,700
23-21 Amm/Supplies and Related	126,947	98,663	174,000	189,600	189,600	189,600
23-23 Animal Supp/Related Exp	6,027	8,733	8,000	9,000	9,000	9,000
23-24 First Aid and Safety	25,986	14,363	15,000	16,000	16,000	16,000
23-26 Protective Equip/Uniforms	111,340	143,642	302,410	321,040	321,040	321,040
23-44 R and M Supplies	1,321	29	500	500	500	500
23-60 Books and Publications	952	202	4,560	4,560	4,560	4,560
23-61 Post/Pack/Del/Courier	3,081	1,722	1,150	1,150	1,150	1,150
23-62 Employee Service Awards	11,890	10,603	10,500	10,500	10,500	10,500
23-63 Comp Equip/Software/Maint	42,469	50,253	119,100	119,100	119,100	119,100
Total Supplies	563,579	530,794	811,670	869,900	869,900	869,900
Internal Service Charge						
29-04 Property Management	391,614	421,854	453,246	458,578	458,578	458,578
29-06 Vehicle Maintenance	414,374	500,060	744,401	801,047	801,047	801,047
29-07 Vehicle Fuels	289,060	215,743	234,843	249,634	249,634	249,634

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police Department						
29-08 Equipment Replacement	730,869	842,847	1,009,466	1,360,470	1,360,470	1,360,470
29-11 Computer Replacement Chg	75,075	54,738	35,583	47,592	47,592	47,592
29-12 Information Services	1,225,303	1,315,257	1,574,316	1,752,019	1,752,019	1,752,019
29-21 Liability Mgmnt Charge	301,162	321,579	339,717	339,994	339,994	339,994
29-22 Legal	161,903	212,549	271,973	275,390	275,390	275,390
29-24 City Administration	431,506	536,708	615,762	585,878	585,878	585,878
29-25 Financial Services	344,162	380,378	422,832	484,698	484,698	484,698
29-27 General Support Services	172,296	183,902	179,470	182,666	182,666	182,666
29-29 City-Wide Services	738,015	903,201	889,126	879,107	879,107	879,107
29-38 Community Livability	0	0	0	146,742	146,742	146,742
Total Internal Service Charge	<u>5,275,339</u>	<u>5,888,816</u>	<u>6,770,735</u>	<u>7,563,815</u>	<u>7,563,815</u>	<u>7,563,815</u>
Capital Outlay						
30-08 Equipment	21,160	4,045	0	300,000	300,000	300,000
30-10 Motor Vehicles	0	0	254,000	0	0	0
Total Capital Outlay	<u>21,160</u>	<u>4,045</u>	<u>254,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Total Requirements	<u><u>28,835,812</u></u>	<u><u>30,744,317</u></u>	<u><u>35,440,238</u></u>	<u><u>37,636,161</u></u>	<u><u>37,636,161</u></u>	<u><u>37,636,161</u></u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: General and Police, Fire & Parks – Combined Funds Display
Dept: Fire and Emergency Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	(\$268,225) decrease. Decrease reflects anticipated overtime expenditures at full-staffing.
Working out of Class Pay	(\$10,750) decrease. Use of this pay type is not anticipated.
Field Training Officer	(\$7,000) decrease. Based on forecasted need for field training in fiscal year 2018/19.
Premium Pay	\$16,027 increase. Reflects anticipated need.

Materials and Services

Outsourced Services and Labor	\$75,823 increase. Accommodates the contract with OHSU for the CARES Coordinator. This item was previously budgeted in personal services in fiscal year 2017/18.
Telephone/Cell Phone	(\$16,300) decrease. Aligns budget with actual costs.
Building R and M	\$3,000 increase. Anticipated actual cost for Gresham's share of maintaining shared Fire Station 31 in Rockwood.
Motor Vehicle R and M	\$5,250 increase. Reflects additional costs for repair and maintenance costs of Rescue 31.
Comm. System R and M	(\$17,250) decrease. Actual costs have been lower than anticipated in prior year's budgets.
Training and Education	\$14,000 increase. Training costs are increasing with retirements of veteran staff, and the hiring of new staff needing training for specialty teams and advanced skills.

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EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Materials and Services Continued

Operating/Tech/Scientific	\$16,200 increase. Increased to bring budget in line with level of expenditures for station supplies and training materials.
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Capital Outlay

Motor Vehicles	(\$53,000) decrease. Reduced cost for purchase of new vehicles in the next fiscal year. Budget reflects one vehicle for the CARES program.
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LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fire and Emergency Svcs Department						
Personnel Services						
10-01 Full-Time Employees	7,907,391	8,111,343	8,925,783	9,367,599	9,367,599	9,367,599
10-02 Part-Time Employees	33,506	33,845	40,732	42,442	42,442	42,442
10-03 Overtime	1,692,732	1,467,574	2,154,325	1,886,100	1,886,100	1,886,100
10-04 Limited Term	0	43,527	0	0	0	0
10-12 Certificate Pay	492,336	523,170	548,783	568,324	568,324	568,324
10-16 On Call Pay	13,675	18,602	18,742	19,211	19,211	19,211
10-32 Working Out of Class Pay	0	0	10,750	0	0	0
10-36 Field Training Officer	3,865	5,093	15,000	8,000	8,000	8,000
10-46 Premium Pay	117,502	124,666	128,127	144,154	144,154	144,154
10-61 Accrued Compensated Absen	35,600	6,647	166,000	166,000	166,000	166,000
10-69 Comp Cashed Out	42	0	0	0	0	0
Total Personnel Services	10,296,649	10,334,467	12,008,242	12,201,830	12,201,830	12,201,830
Employee Benefits						
11-01 FICA	757,979	749,246	891,181	927,367	927,367	927,367
11-02 Tri-Met Payroll Tax	74,819	76,591	86,183	92,783	92,783	92,783
11-09 PERS - Pension Bond Pymt	357,998	385,353	393,861	406,858	406,858	406,858
11-10 PERS-ER	1,028,095	1,037,257	1,495,937	1,535,199	1,535,199	1,535,199
11-11 PERS-EE	599,262	617,691	694,654	723,342	723,342	723,342
11-20 Health Insurance	1,705,129	1,798,560	2,137,060	2,283,320	2,283,320	2,283,320
11-21 Dental Insurance	188,927	192,198	211,070	216,019	216,019	216,019
11-22 Life Insurance	7,685	7,767	9,267	9,172	9,172	9,172
11-27 Workers' Comp	304,822	322,147	388,911	405,970	405,970	405,970
11-30 Long Term Disability	13,326	12,002	26,714	28,038	28,038	28,038
11-31 FSA-Admin Fee	1,130	936	937	937	937	937
11-35 HRA/VEBA	98,279	100,543	124,812	120,142	120,142	120,142
Total Employee Benefits	5,137,451	5,300,291	6,460,587	6,749,147	6,749,147	6,749,147
Prof and Tech Services						
20-06 Professional Services	0	0	50	50	50	50
20-08 Med and Psych Costs	0	0	4,400	4,400	4,400	4,400
20-10 Public Safety Dispatch	749,820	788,352	863,482	907,038	907,038	907,038
20-15 Outsourced Serv & Labor	22,798	39,668	27,420	103,243	103,243	103,243
20-20 Permits and Licenses	1,042	11,401	13,500	13,500	13,500	13,500
Total Prof and Tech Services	773,660	839,421	908,852	1,028,231	1,028,231	1,028,231
Property Services						
21-04 Utility Services	349	227	1,000	1,000	1,000	1,000
21-06 Telephone/Cell Phone	91,046	88,978	114,100	97,800	97,800	97,800
21-20 Building R and M	16,692	22,856	20,000	23,000	23,000	23,000
21-21 Equipment R and M	58,967	65,943	86,130	84,900	84,900	84,900
21-22 Motor Vehicle R and M	32,096	32,500	40,000	45,250	45,250	45,250
21-23 Com Systems R and M	123,974	98,355	147,250	130,000	130,000	130,000
21-30 Towing and Storage	0	0	100	100	100	100

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fire and Emergency Svcs Department						
21-40 Equipment Rent/Lease	10,487	8,940	11,000	12,400	12,400	12,400
21-43 Bldg/Office Rent/Lease	193	0	350	350	350	350
Total Property Services	333,804	317,799	419,930	394,800	394,800	394,800
Other Services						
22-02 Photographic/Art	0	0	700	700	700	700
22-04 Printing	2,061	1,805	3,950	3,950	3,950	3,950
22-08 Advertising	0	0	175	175	175	175
22-10 Insurance/Fees & Premiums	0	0	120	120	120	120
22-12 Dues and Memberships	3,944	3,829	5,601	5,601	5,601	5,601
22-14 Training and Education	21,880	39,899	34,900	48,900	48,900	48,900
22-16 Community Outreach	230	1,413	1,700	1,700	1,700	1,700
22-22 Low Income Assistance	2,699	2,533	19,700	19,700	19,700	19,700
22-24 Meals	5,694	3,688	10,650	10,700	10,700	10,700
22-25 Mileage	224	121	850	850	850	850
22-26 Promo/Incentive Programs	2,904	1,949	4,550	4,550	4,550	4,550
22-27 Lodging	6,216	3,296	11,000	11,400	11,400	11,400
22-29 Airfare	2,994	1,524	7,200	7,200	7,200	7,200
22-31 Rental Cars	165	499	300	300	300	300
Total Other Services	49,011	60,556	101,396	115,846	115,846	115,846
Supplies						
23-01 Office Supplies	2,448	1,921	5,200	5,200	5,200	5,200
23-02 Copier/Printer/Fax Supp	3,794	595	5,000	5,000	5,000	5,000
23-03 Paper	123	988	325	325	325	325
23-10 Gas, Oil, Lube	16	0	0	0	0	0
23-12 Veh Supplies and Parts	0	31	1,000	1,000	1,000	1,000
23-13 Veh Repairs/Minor Equip	21,028	2,239	13,250	13,550	13,550	13,550
23-14 Minor Equip and Tools	96,850	129,629	147,000	143,850	143,850	143,850
23-20 Operating/Tech/Scientific	48,652	57,921	49,710	65,910	65,910	65,910
23-24 First Aid and Safety	99,641	83,777	105,400	105,400	105,400	105,400
23-25 Other Operating	0	95	0	0	0	0
23-26 Protective Equip/Uniforms	144,811	131,670	224,802	204,852	204,852	204,852
23-44 R and M Supplies	0	17	1,000	1,000	1,000	1,000
23-60 Books and Publications	5,315	4,972	5,500	5,750	5,750	5,750
23-61 Post/Pack/Del/Courier	476	645	875	875	875	875
23-62 Employee Service Awards	11,274	11,037	11,350	6,350	6,350	6,350
23-63 Comp Equip/Software/Maint	24,979	39,018	57,800	57,800	57,800	57,800
Total Supplies	459,407	464,555	628,212	616,862	616,862	616,862
Internal Service Charge						
29-04 Property Management	182,115	194,344	210,604	212,620	212,620	212,620
29-06 Vehicle Maintenance	269,989	304,609	469,207	577,085	577,085	577,085
29-07 Vehicle Fuels	94,130	75,298	85,729	97,220	97,220	97,220
29-08 Equipment Replacement	782,336	647,855	480,983	536,204	536,204	536,204
29-11 Computer Replacement Chg	22,871	24,213	13,880	19,036	19,036	19,036

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fire and Emergency Svcs Department						
29-12 Information Services	482,902	515,033	575,837	633,717	633,717	633,717
29-21 Liability Mgmt Charge	189,029	216,364	225,826	222,907	222,907	222,907
29-22 Legal	58,392	81,152	110,216	114,599	114,599	114,599
29-24 City Administration	303,401	382,639	443,229	414,267	414,267	414,267
29-25 Financial Services	241,987	271,186	304,357	342,723	342,723	342,723
29-27 General Support Services	121,144	131,111	129,183	129,161	129,161	129,161
29-29 City-Wide Services	518,913	643,926	639,999	621,605	621,605	621,605
29-38 Community Livability	0	0	0	104,052	104,052	104,052
Total Internal Service Charge	<u>3,267,209</u>	<u>3,487,730</u>	<u>3,689,050</u>	<u>4,025,196</u>	<u>4,025,196</u>	<u>4,025,196</u>
Capital Outlay						
30-08 Equipment	4,005	0	33,500	33,500	33,500	33,500
30-10 Motor Vehicles	46,032	0	80,000	27,000	27,000	27,000
30-12 Hardware and Software	0	0	24,000	24,000	24,000	24,000
Total Capital Outlay	<u>50,037</u>	<u>0</u>	<u>137,500</u>	<u>84,500</u>	<u>84,500</u>	<u>84,500</u>
Total Requirements	<u><u>20,367,228</u></u>	<u><u>20,804,819</u></u>	<u><u>24,353,769</u></u>	<u><u>25,216,412</u></u>	<u><u>25,216,412</u></u>	<u><u>25,216,412</u></u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: General
Dept: Community Development

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, multiple line-items show a decrease because a portion of the code functions were moved from the Community Development Department in the General Fund to Community Livability in the Administrative Services Funds.

Personnel Services

Full-Time Employees, Overtime, Limited Term	(\$264,352) decrease. Reflects a decrease related to the transition of a portion of Code Enforcement to Community Livability. This is partially offset by anticipated costs of other personnel remaining in the department.
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Materials and Services

All Materials & Services line items	\$135,953 increase. Reflects a decrease of \$22,836 related to the transition of a portion of Code Enforcement to Community Livability. This is offset by changes in the remaining programs. Significant changes in the remaining programs are described below:
Outsourced Service and Labor	\$140,000 increase. Allows for enhanced predevelopment services for commercial businesses. This is partially offset by moving the real estate market data subscription to Dues and Memberships line item.
Printing	\$3,000 increase. Reflects expanded program for commercial and small business development.
Advertising	\$6,000 increase. Reflects expanded program for commercial and small business development.
Dues and Memberships	\$11,000 increase. Moved subscription costs for real estate market data from Outsourced Services and Labor line item.
Promo/Incentive Programs	\$6,000 increase. Reflects expanded program for commercial and small business development.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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 and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Community Development Department						
Personnel Services						
10-01 Full-Time Employees	369,720	402,022	449,138	288,271	288,271	288,271
10-03 Overtime	1,392	347	7,000	2,000	2,000	2,000
10-04 Limited Term	53,995	80,344	185,304	86,819	86,819	86,819
10-05 Temp/Seasonal	4,528	2,790	0	0	0	0
10-30 Acting In Capacity	192	73	0	0	0	0
10-32 Working Out of Class Pay	255	292	0	0	0	0
10-46 Premium Pay	48	0	0	0	0	0
10-61 Accrued Compensated Absen	1,600	2,208	0	0	0	0
10-69 Comp Cashed Out	494	0	0	0	0	0
Total Personnel Services	432,224	488,076	641,442	377,090	377,090	377,090
Employee Benefits						
11-01 FICA	32,257	36,579	48,550	28,576	28,576	28,576
11-02 Tri-Met Payroll Tax	3,139	3,592	4,708	2,862	2,862	2,862
11-09 PERS - Pension Bond Pymt	14,239	16,210	16,678	22,277	22,277	22,277
11-10 PERS-ER	33,024	35,955	58,331	41,559	41,559	41,559
11-11 PERS-EE	23,241	28,236	38,487	22,150	22,150	22,150
11-20 Health Insurance	107,562	127,273	186,710	98,020	98,020	98,020
11-21 Dental Insurance	12,690	13,691	19,140	9,168	9,168	9,168
11-22 Life Insurance	552	587	791	425	425	425
11-27 Workers' Comp	7,570	8,274	22,753	25,499	25,499	25,499
11-30 Long Term Disability	733	720	1,903	1,101	1,101	1,101
11-31 FSA-Admin Fee	78	76	76	31	31	31
11-35 HRA/VEBA	8,272	8,386	11,385	5,749	5,749	5,749
Total Employee Benefits	243,357	279,579	409,512	257,417	257,417	257,417
Prof and Tech Services						
20-06 Professional Services	11,329	5,027	40,000	25,000	25,000	25,000
20-15 Outsourced Serv & Labor	30,697	9,636	22,000	160,000	160,000	160,000
20-20 Permits and Licenses	0	300	0	0	0	0
Total Prof and Tech Services	42,026	14,963	62,000	185,000	185,000	185,000
Property Services						
21-06 Telephone/Cell Phone	6,296	6,822	8,872	3,575	3,575	3,575
21-21 Equipment R and M	531	0	600	200	200	200
21-22 Motor Vehicle R and M	135	0	0	0	0	0
21-23 Com Systems R and M	0	0	1,500	0	0	0
21-30 Towing and Storage	550	0	1,400	1,400	1,400	1,400
21-40 Equipment Rent/Lease	592	1,691	4,350	6,350	6,350	6,350
21-44 Voice Mail Rent/Lease	81	0	1,200	0	0	0
Total Property Services	8,185	8,513	17,922	11,525	11,525	11,525
Other Services						
22-02 Photographic/Art	12	120	560	1,060	1,060	1,060

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Community Development Department						
22-04 Printing	1,774	3,171	5,500	8,500	8,500	8,500
22-08 Advertising	3,424	510	6,250	12,000	12,000	12,000
22-12 Dues and Memberships	70	145	1,000	11,800	11,800	11,800
22-14 Training and Education	1,525	287	10,500	10,500	10,500	10,500
22-24 Meals	360	197	1,000	600	600	600
22-25 Mileage	71	57	400	200	200	200
22-26 Promo/Incentive Programs	3,761	722	4,200	10,100	10,100	10,100
22-27 Lodging	0	0	400	400	400	400
22-29 Airfare	0	180	0	0	0	0
Total Other Services	10,997	5,389	29,810	55,160	55,160	55,160
Supplies						
23-01 Office Supplies	1,310	1,759	7,500	6,300	6,300	6,300
23-02 Copier/Printer/Fax Supp	148	17	900	300	300	300
23-14 Minor Equip and Tools	3,314	4,857	3,600	2,100	2,100	2,100
23-20 Operating/Tech/Scientific	88	227	925	500	500	500
23-26 Protective Equip/Uniforms	675	548	800	400	400	400
23-44 R and M Supplies	0	233	0	0	0	0
23-60 Books and Publications	184	115	800	100	100	100
23-61 Post/Pack/Del/Courier	75	0	1,800	750	750	750
23-62 Employee Service Awards	93	195	425	300	300	300
23-63 Comp Equip/Software/Maint	2,727	493	1,900	1,900	1,900	1,900
Total Supplies	8,614	8,444	18,650	12,650	12,650	12,650
Internal Service Charge						
29-04 Property Management	16,301	17,144	20,278	21,174	21,174	21,174
29-06 Vehicle Maintenance	8,077	10,380	14,382	15,783	15,783	15,783
29-07 Vehicle Fuels	8,932	6,317	7,155	7,506	7,506	7,506
29-08 Equipment Replacement	13,273	13,627	15,015	10,829	10,829	10,829
29-11 Computer Replacement Chg	3,455	4,177	3,386	1,747	1,747	1,747
29-12 Information Services	52,724	61,726	81,871	78,685	78,685	78,685
29-21 Liability Mgmt Charge	12,194	13,112	13,510	14,561	14,561	14,561
29-22 Legal	61,827	67,992	87,486	89,609	89,609	89,609
29-24 City Administration	13,039	17,617	19,841	24,107	24,107	24,107
29-25 Financial Services	10,400	12,486	13,625	19,943	19,943	19,943
29-27 General Support Services	5,206	6,037	5,783	7,516	7,516	7,516
29-29 City-Wide Services	22,298	29,647	28,650	36,172	36,172	36,172
29-38 Community Livability	0	0	0	6,055	6,055	6,055
Total Internal Service Charge	227,726	260,262	310,982	333,687	333,687	333,687
Total Requirements	973,129	1,065,226	1,490,318	1,232,529	1,232,529	1,232,529

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: General
Dept: Economic Development Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services (\$30,000) decrease. Reflects reduction in anticipated needs.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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 and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Economic Development Srvc Department						
Personnel Services						
10-01 Full-Time Employees	205,403	203,846	238,628	260,152	260,152	260,152
10-02 Part-Time Employees	39,900	25,265	0	0	0	0
10-03 Overtime	0	249	0	0	0	0
10-04 Limited Term	0	0	67,267	68,806	68,806	68,806
10-32 Working Out of Class Pay	879	0	0	0	0	0
10-46 Premium Pay	918	381	0	0	0	0
10-61 Accrued Compensated Absen	1,400	1,947	0	0	0	0
Total Personnel Services	248,500	231,688	305,895	328,958	328,958	328,958
Employee Benefits						
11-01 FICA	18,792	17,408	23,228	25,125	25,125	25,125
11-02 Tri-Met Payroll Tax	1,801	1,698	2,245	2,497	2,497	2,497
11-09 PERS - Pension Bond Pymt	9,136	9,583	10,608	10,623	10,623	10,623
11-10 PERS-ER	12,723	13,196	21,868	23,442	23,442	23,442
11-11 PERS-EE	14,826	13,785	18,354	19,738	19,738	19,738
11-20 Health Insurance	57,625	64,029	84,324	84,651	84,651	84,651
11-21 Dental Insurance	7,131	7,272	9,108	9,108	9,108	9,108
11-22 Life Insurance	279	264	371	381	381	381
11-27 Workers' Comp	4,308	4,410	4,890	4,731	4,731	4,731
11-30 Long Term Disability	422	355	918	987	987	987
11-31 FSA-Admin Fee	38	45	45	45	45	45
11-35 HRA/VEBA	3,787	3,398	4,519	4,618	4,618	4,618
Total Employee Benefits	130,868	135,443	180,478	185,946	185,946	185,946
Prof and Tech Services						
20-06 Professional Services	43,571	67,000	210,000	180,000	180,000	180,000
Total Prof and Tech Services	43,571	67,000	210,000	180,000	180,000	180,000
Property Services						
21-06 Telephone/Cell Phone	144	41	2,000	1,000	1,000	1,000
21-21 Equipment R and M	0	0	100	100	100	100
21-40 Equipment Rent/Lease	129	776	5,400	5,400	5,400	5,400
Total Property Services	273	817	7,500	6,500	6,500	6,500
Other Services						
22-02 Photographic/Art	0	0	2,500	2,500	2,500	2,500
22-04 Printing	43	287	2,500	2,500	2,500	2,500
22-08 Advertising	1,559	1,041	2,000	2,000	2,000	2,000
22-12 Dues and Memberships	35,305	34,195	64,705	64,705	64,705	64,705
22-14 Training and Education	3,102	2,894	7,000	7,000	7,000	7,000
22-24 Meals	1,523	1,829	3,000	3,000	3,000	3,000
22-25 Mileage	323	131	500	500	500	500
22-26 Promo/Incentive Programs	8,105	10,966	28,500	28,500	28,500	28,500
22-27 Lodging	649	1,051	3,400	3,400	3,400	3,400

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Economic Development Srvc Department						
22-29 Airfare	676	288	10,000	10,000	10,000	10,000
22-31 Rental Cars	0	182	0	0	0	0
22-71 Visitor Info Svcs-Chamber	52,000	52,000	52,000	52,000	52,000	52,000
Total Other Services	103,285	104,864	176,105	176,105	176,105	176,105
Supplies						
23-01 Office Supplies	809	304	980	980	980	980
23-02 Copier/Printer/Fax Supp	0	0	500	500	500	500
23-14 Minor Equip and Tools	236	1,015	900	900	900	900
23-60 Books and Publications	100	105	400	400	400	400
23-61 Post/Pack/Del/Courier	247	0	1,000	1,000	1,000	1,000
23-62 Employee Service Awards	50	30	50	50	50	50
23-63 Comp Equip/Software/Maint	0	0	500	500	500	500
Total Supplies	1,442	1,454	4,330	4,330	4,330	4,330
Internal Service Charge						
29-04 Property Management	18,108	18,071	16,419	9,210	9,210	9,210
29-11 Computer Replacement Chg	1,989	2,022	1,598	1,083	1,083	1,083
29-12 Information Services	34,437	30,943	39,035	28,420	28,420	28,420
29-21 Liability Mgmt Charge	8,152	8,137	7,247	5,371	5,371	5,371
29-22 Legal	10,929	10,568	17,180	13,631	13,631	13,631
29-24 City Administration	14,653	16,981	19,959	18,374	18,374	18,374
29-25 Financial Services	11,687	12,035	13,706	15,200	15,200	15,200
29-27 General Support Services	5,851	5,818	5,817	5,729	5,729	5,729
29-29 City-Wide Services	25,062	28,576	28,820	27,569	27,569	27,569
29-38 Community Livability	0	0	0	4,615	4,615	4,615
Total Internal Service Charge	130,868	133,151	149,781	129,202	129,202	129,202
Total Requirements	658,807	674,417	1,034,089	1,011,041	1,011,041	1,011,041

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: General and Police, Fire & Parks – Combined Funds Display
Dept: Parks

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Full-Time Employees	\$170,966 increase. Reflects conversion of two limited term positions to full-time, as well as, addition of Public Works Field Operations Supervisor.
Limited Term	(\$90,819) decrease. Reflects conversion of two limited term positions to full-time. This is partially offset by general cost of living increases.

Materials and Services

Professional Services	\$10,000 increase. Allows for completion of operations facility master plan.
Outsourced Services and Labor	\$33,400 increase. Anticipated minor construction work, concrete, paving, etc.
Building R and M	\$2,500 increase. Based on previous expenditures.
Minor Equipment and Tools	(\$2,500) decrease. Aligns budget with actual expenditures.

Capital Outlay

Motor Vehicles	\$50,000 increase. Reflects one-time costs for Parks vehicle to be purchased in fiscal year 2018/19.
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LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Parks Department						
Personnel Services						
10-01 Full-Time Employees	486,834	500,326	508,015	678,981	678,981	678,981
10-02 Part-Time Employees	17,985	0	3,125	2,250	2,250	2,250
10-03 Overtime	3,783	3,315	3,000	4,000	4,000	4,000
10-04 Limited Term	66,260	91,583	170,092	79,273	79,273	79,273
10-05 Temp/Seasonal	79,633	63,194	100,000	100,000	100,000	100,000
10-12 Certificate Pay	2,500	900	0	1,500	1,500	1,500
10-14 Crew Leader Pay	886	176	500	500	500	500
10-16 On Call Pay	4,808	7,041	7,250	7,500	7,500	7,500
10-30 Acting In Capacity	3,183	2,643	2,500	2,750	2,750	2,750
10-32 Working Out of Class Pay	621	590	100	150	150	150
10-61 Accrued Compensated Absen	7,200	2,628	15,000	15,000	15,000	15,000
10-69 Comp Cashed Out	0	2,708	0	0	0	0
Total Personnel Services	673,693	675,104	809,582	891,904	891,904	891,904
Employee Benefits						
11-01 FICA	50,458	51,817	61,844	67,985	67,985	67,985
11-02 Tri-Met Payroll Tax	4,856	5,026	5,942	6,770	6,770	6,770
11-09 PERS - Pension Bond Pymt	23,077	24,269	27,989	28,116	28,116	28,116
11-10 PERS-ER	50,732	40,694	57,977	47,470	47,470	47,470
11-11 PERS-EE	33,634	35,217	48,574	47,514	47,514	47,514
11-20 Health Insurance	154,767	163,255	221,224	254,559	254,559	254,559
11-21 Dental Insurance	16,270	17,285	22,433	26,388	26,388	26,388
11-22 Life Insurance	819	766	1,057	1,135	1,135	1,135
11-27 Workers' Comp	48,445	36,505	50,666	33,492	33,492	33,492
11-30 Long Term Disability	925	810	2,034	2,275	2,275	2,275
11-31 FSA-Admin Fee	139	9	9	9	9	9
11-35 HRA/VEBA	29,723	25,105	14,104	15,173	15,173	15,173
Total Employee Benefits	413,845	400,758	513,853	530,886	530,886	530,886
Prof and Tech Services						
20-06 Professional Services	22,612	10,642	24,500	34,500	34,500	34,500
20-08 Med and Psych Costs	300	320	750	750	750	750
20-15 Outsourced Serv & Labor	274,056	266,454	319,800	353,200	353,200	353,200
20-20 Permits and Licenses	939	1,314	1,250	3,000	3,000	3,000
20-22 Assessments and Fees	0	0	1,000	1,000	1,000	1,000
Total Prof and Tech Services	297,907	278,730	347,300	392,450	392,450	392,450
Property Services						
21-04 Utility Services	238,969	212,992	243,000	254,500	254,500	254,500
21-06 Telephone/Cell Phone	10,327	9,929	10,365	11,515	11,515	11,515
21-20 Building R and M	5,719	17,648	13,500	16,000	16,000	16,000
21-21 Equipment R and M	10,096	5,491	21,100	21,100	21,100	21,100
21-22 Motor Vehicle R and M	203	0	250	250	250	250
21-23 Com Systems R and M	1,709	2,366	3,000	3,000	3,000	3,000

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Parks Department						
21-25 Park R and M	89,053	112,498	188,000	188,000	188,000	188,000
21-40 Equipment Rent/Lease	4,288	3,971	7,500	7,500	7,500	7,500
21-50 Street Lights	0	2,540	0	0	0	0
21-51 Traffic Signals	0	0	500	500	500	500
Total Property Services	360,364	367,435	487,215	502,365	502,365	502,365
Other Services						
22-02 Photographic/Art	0	0	150	150	150	150
22-04 Printing	248	194	1,000	1,000	1,000	1,000
22-06 Records Mgt/Microfilming	0	16	0	0	0	0
22-08 Advertising	0	150	200	200	200	200
22-12 Dues and Memberships	2,505	1,000	2,280	2,280	2,280	2,280
22-14 Training and Education	4,114	3,002	5,000	5,100	5,100	5,100
22-16 Community Outreach	0	22,963	23,300	23,300	23,300	23,300
22-22 Low Income Assistance	346	325	2,500	2,500	2,500	2,500
22-24 Meals	851	1,330	2,000	2,000	2,000	2,000
22-25 Mileage	5	0	250	250	250	250
22-26 Promo/Incentive Programs	0	0	450	450	450	450
22-34 Contributions/City Match	0	10,000	0	0	0	0
Total Other Services	8,069	38,980	37,130	37,230	37,230	37,230
Supplies						
23-01 Office Supplies	2,099	1,225	3,000	2,500	2,500	2,500
23-02 Copier/Printer/Fax Supp	63	284	750	750	750	750
23-03 Paper	122	41	100	100	100	100
23-10 Gas, Oil, Lube	3,166	3,256	6,000	7,000	7,000	7,000
23-11 Tires	388	1,353	500	500	500	500
23-12 Veh Supplies and Parts	48	207	100	100	100	100
23-13 Veh Repairs/Minor Equip	712	1,012	2,000	1,500	1,500	1,500
23-14 Minor Equip and Tools	15,374	13,904	18,500	16,000	16,000	16,000
23-20 Operating/Tech/Scientific	5,640	294	7,250	7,250	7,250	7,250
23-24 First Aid and Safety	2,932	6,699	4,000	4,000	4,000	4,000
23-25 Other Operating	8	0	0	0	0	0
23-26 Protective Equip/Uniforms	1,044	2,951	1,100	3,250	3,250	3,250
23-41 Signs	2,998	1,356	4,500	4,500	4,500	4,500
23-44 R and M Supplies	16,160	15,694	25,000	25,000	25,000	25,000
23-60 Books and Publications	64	141	300	300	300	300
23-61 Post/Pack/Del/Courier	0	7	500	500	500	500
23-62 Employee Service Awards	0	0	100	100	100	100
23-63 Comp Equip/Software/Maint	2,090	1,068	19,700	19,700	19,700	19,700
Total Supplies	52,908	49,492	93,400	93,050	93,050	93,050
Internal Service Charge						
29-04 Property Management	206,927	226,581	240,159	242,205	242,205	242,205
29-06 Vehicle Maintenance	30,736	39,679	49,087	58,231	58,231	58,231
29-07 Vehicle Fuels	28,142	23,080	28,963	35,649	35,649	35,649

LINE ITEM DETAIL BY DEPARTMENT

General Fund and Police, Fire & Parks Fund Combined

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Parks Department						
29-08 Equipment Replacement	92,909	99,257	105,509	145,435	145,435	145,435
29-11 Computer Replacement Chg	3,535	2,718	2,860	3,297	3,297	3,297
29-12 Information Services	59,218	61,246	82,970	90,472	90,472	90,472
29-16 Internal Prof Svcs	3,371	2,560	0	0	0	0
29-21 Liability Mgmt Charge	74,308	81,115	85,927	82,680	82,680	82,680
29-22 Legal	22,795	28,313	29,603	23,727	23,727	23,727
29-24 City Administration	33,013	42,330	50,809	47,156	47,156	47,156
29-25 Financial Services	26,331	30,000	34,890	39,012	39,012	39,012
29-27 General Support Services	13,182	14,504	14,809	14,702	14,702	14,702
29-29 City-Wide Services	56,463	71,235	73,366	70,758	70,758	70,758
29-38 Community Livability	0	0	0	11,844	11,844	11,844
Total Internal Service Charge	650,930	722,618	798,952	865,168	865,168	865,168
Capital Outlay						
30-08 Equipment	7,830	0	20,000	20,000	20,000	20,000
30-10 Motor Vehicles	0	0	0	50,000	50,000	50,000
Total Capital Outlay	7,830	0	20,000	70,000	70,000	70,000
Total Requirements	2,465,546	2,533,117	3,107,432	3,383,053	3,383,053	3,383,053

CITY OF
GRESHAM
OREGON

General Fund

CITY OF
GRESHAM
OREGON

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
110 General Fund						
Taxes	34,054,860	34,334,328	35,045,700	36,702,100	36,702,100	36,702,100
Licenses and Permits	363,188	391,184	361,000	362,000	362,000	362,000
Intergovernmental Revenue	9,120,395	9,636,026	10,156,500	10,200,000	10,200,000	10,200,000
Charges for Services	393,260	390,925	256,000	258,000	258,000	258,000
Utility License Fees	8,185,900	19,134,086	10,199,500	10,579,000	10,579,000	10,579,000
Interest Income	165,876	207,102	250,000	225,000	225,000	225,000
Miscellaneous Income	100,994	109,268	84,100	84,900	84,900	84,900
Interfund Transfers	175,658	161,142	135,200	167,700	167,700	167,700
Internal Service Charges	453,658	617,423	944,378	799,070	799,070	799,070
Other Resources	0	0	1,300,000	0	0	0
Beginning Balance	10,871,562	11,161,136	18,467,000	16,901,000	16,901,000	16,901,000
Total General Fund	<u>63,885,351</u>	<u>76,142,620</u>	<u>77,199,378</u>	<u>76,278,770</u>	<u>76,278,770</u>	<u>76,278,770</u>
Requirements						
Police	25,854,117	27,601,655	32,089,554	34,059,459	34,059,459	34,059,459
Fire and Emergency Svcs	18,112,494	18,375,029	21,819,373	22,608,014	22,608,014	22,608,014
Community Development	973,129	1,065,226	1,490,318	1,232,529	1,232,529	1,232,529
Economic Development Srvc	658,807	674,417	1,034,089	1,011,041	1,011,041	1,011,041
Parks	<u>2,212,412</u>	<u>2,274,573</u>	<u>2,815,298</u>	<u>3,052,577</u>	<u>3,052,577</u>	<u>3,052,577</u>
Total	47,810,959	49,990,900	59,248,632	61,963,620	61,963,620	61,963,620
Interfund Transfers	4,913,256	5,279,247	7,752,393	8,813,500	8,813,500	8,813,500
Contingency	0	0	1,170,107	923,000	923,000	923,000
Unappropriated	<u>11,161,136</u>	<u>20,872,473</u>	<u>9,028,246</u>	<u>4,578,650</u>	<u>4,578,650</u>	<u>4,578,650</u>
Total	16,074,392	26,151,720	17,950,746	14,315,150	14,315,150	14,315,150
Total General Fund	<u>63,885,351</u>	<u>76,142,620</u>	<u>77,199,378</u>	<u>76,278,770</u>	<u>76,278,770</u>	<u>76,278,770</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 21 Police Department						
Requirements by Division						
Administration Div.	1,064,122	939,299	1,156,297	1,205,776	1,205,776	1,205,776
Support Services Div.	6,251,475	6,906,547	7,715,007	8,534,989	8,534,989	8,534,989
Police Operations Div.	13,037,729	13,961,199	16,549,614	17,171,797	17,171,797	17,171,797
Police Investigations Div.	2,898,127	3,144,708	3,611,177	4,057,114	4,057,114	4,057,114
Police Records Div.	1,617,609	1,667,100	1,881,522	1,969,650	1,969,650	1,969,650
Police Services Div.	985,055	982,802	1,175,937	1,120,133	1,120,133	1,120,133
Police Dept. Total	<u>25,854,117</u>	<u>27,601,655</u>	<u>32,089,554</u>	<u>34,059,459</u>	<u>34,059,459</u>	<u>34,059,459</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 21 Police Department						
Requirements by Category						
Personnel Services	17,375,348	18,380,631	21,121,220	21,978,803	21,978,803	21,978,803
Materials & Services	8,457,609	9,216,979	10,714,334	11,780,656	11,780,656	11,780,656
Capital Outlay	21,160	4,045	254,000	300,000	300,000	300,000
Police Dept. Total	<u>25,854,117</u>	<u>27,601,655</u>	<u>32,089,554</u>	<u>34,059,459</u>	<u>34,059,459</u>	<u>34,059,459</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Police Department						
Personnel Services						
10-01 Full-Time Employees	9,046,144	9,520,415	10,393,643	10,758,210	10,758,210	10,758,210
10-03 Overtime	1,270,147	1,477,741	2,187,600	2,238,400	2,238,400	2,238,400
10-04 Limited Term	89,409	46,753	0	23,842	23,842	23,842
10-05 Temp/Seasonal	69,054	44,893	87,300	107,300	107,300	107,300
10-10 Shift Differential	13,559	13,576	20,000	20,000	20,000	20,000
10-12 Certificate Pay	409,924	424,779	438,849	465,878	465,878	465,878
10-30 Acting In Capacity	13,644	10,417	18,175	18,500	18,500	18,500
10-32 Working Out of Class Pay	1,033	178	0	0	0	0
10-36 Field Training Officer	0	0	36,400	37,400	37,400	37,400
10-46 Premium Pay	151,296	162,659	180,799	193,181	193,181	193,181
10-61 Accrued Compensated Absen	8,000	71,602	225,000	232,100	232,100	232,100
10-69 Comp Cashed Out	144,891	170,289	0	0	0	0
Total Personnel Services	11,217,101	11,943,302	13,587,766	14,094,811	14,094,811	14,094,811
Employee Benefits						
11-01 FICA	849,692	899,237	1,031,542	1,072,074	1,072,074	1,072,074
11-02 Tri-Met Payroll Tax	82,727	89,596	99,676	107,089	107,089	107,089
11-09 PERS - Pension Bond Pymt	479,636	507,114	519,024	541,648	541,648	541,648
11-10 PERS-ER	1,002,751	1,053,459	1,538,609	1,571,216	1,571,216	1,571,216
11-11 PERS-EE	651,724	694,216	809,559	840,113	840,113	840,113
11-20 Health Insurance	2,137,474	2,264,995	2,665,670	2,863,640	2,863,640	2,863,640
11-21 Dental Insurance	227,203	235,073	258,299	269,434	269,434	269,434
11-22 Life Insurance	9,229	8,543	14,679	15,246	15,246	15,246
11-27 Workers' Comp	496,500	510,617	425,248	429,526	429,526	429,526
11-30 Long Term Disability	15,663	15,298	31,184	32,344	32,344	32,344
11-31 FSA-Admin Fee	1,094	1,204	1,250	1,116	1,116	1,116
11-35 HRA/VEBA	204,554	157,977	138,714	140,546	140,546	140,546
Total Employee Benefits	6,158,247	6,437,329	7,533,454	7,883,992	7,883,992	7,883,992
Prof and Tech Services						
20-06 Professional Services	268,584	281,881	303,995	322,180	322,180	322,180
20-08 Med and Psych Costs	1,080	3,490	5,000	5,000	5,000	5,000
20-10 Public Safety Dispatch	1,667,394	1,754,718	1,922,543	2,019,490	2,019,490	2,019,490
20-15 Outsourced Serv & Labor	55,718	32,282	50,000	116,000	116,000	116,000
20-20 Permits and Licenses	250	440	720	720	720	720
20-26 Invest Res/Drug Seiz	11,480	27,369	10,000	17,000	17,000	17,000
Total Prof and Tech Services	2,004,506	2,100,180	2,292,258	2,480,390	2,480,390	2,480,390
Property Services						
21-06 Telephone/Cell Phone	125,908	127,430	176,026	185,726	185,726	185,726
21-20 Building R and M	6,545	24,111	15,000	25,000	25,000	25,000
21-21 Equipment R and M	31,574	12,238	26,550	27,550	27,550	27,550
21-22 Motor Vehicle R and M	5,160	16,572	25,500	25,500	25,500	25,500
21-23 Com Systems R and M	180,599	211,603	230,750	230,750	230,750	230,750
21-30 Towing and Storage	8,441	8,963	16,700	16,700	16,700	16,700
21-40 Equipment Rent/Lease	22,149	30,439	31,350	31,350	31,350	31,350

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Police Department						
21-43 Bldg/Office Rent/Lease	3,750	13,298	10,000	13,900	13,900	13,900
Total Property Services	384,126	444,654	531,876	556,476	556,476	556,476
Other Services						
22-02 Photographic/Art	0	186	700	700	700	700
22-04 Printing	11,659	20,009	21,435	21,435	21,435	21,435
22-06 Records Mgt/Microfilming	8,600	14,785	30,000	30,000	30,000	30,000
22-08 Advertising	1,383	839	5,650	5,650	5,650	5,650
22-12 Dues and Memberships	7,320	5,394	8,475	8,475	8,475	8,475
22-14 Training and Education	61,145	61,651	86,077	86,077	86,077	86,077
22-18 Car Allowance	0	3,000	0	0	0	0
22-21 Uniform Cleaning	37,962	35,825	41,750	41,750	41,750	41,750
22-24 Meals	32,129	34,428	36,518	36,518	36,518	36,518
22-25 Mileage	2,458	2,111	5,500	5,500	5,500	5,500
22-26 Promo/Incentive Programs	17,252	6,861	3,100	6,100	6,100	6,100
22-27 Lodging	34,893	45,859	51,700	51,700	51,700	51,700
22-29 Airfare	12,966	17,157	12,875	12,875	12,875	12,875
22-31 Rental Cars	2,726	5,030	4,615	4,615	4,615	4,615
22-34 Contributions/City Match	3,000	3,000	3,000	3,000	3,000	3,000
Total Other Services	233,493	256,135	311,395	314,395	314,395	314,395
Supplies						
23-01 Office Supplies	14,779	14,468	16,050	16,050	16,050	16,050
23-02 Copier/Printer/Fax Supp	13,549	14,997	19,000	19,000	19,000	19,000
23-11 Tires	0	0	6,000	6,000	6,000	6,000
23-13 Veh Repairs/Minor Equip	8,202	8,811	12,500	12,500	12,500	12,500
23-14 Minor Equip and Tools	159,265	140,958	92,200	114,200	114,200	114,200
23-20 Operating/Tech/Scientific	37,771	23,350	30,700	30,700	30,700	30,700
23-21 Amm/Supplies and Related	126,947	98,663	174,000	189,600	189,600	189,600
23-23 Animal Supp/Related Exp	6,027	8,733	8,000	9,000	9,000	9,000
23-24 First Aid and Safety	25,986	14,363	15,000	16,000	16,000	16,000
23-26 Protective Equip/Uniforms	107,906	140,042	298,810	316,720	316,720	316,720
23-44 R and M Supplies	1,321	29	500	500	500	500
23-60 Books and Publications	952	202	4,560	4,560	4,560	4,560
23-61 Post/Pack/Del/Courier	3,081	1,722	1,150	1,150	1,150	1,150
23-62 Employee Service Awards	11,890	10,603	10,500	10,500	10,500	10,500
23-63 Comp Equip/Software/Maint	42,469	50,253	119,100	119,100	119,100	119,100
Total Supplies	560,145	527,194	808,070	865,580	865,580	865,580
Internal Service Charge						
29-04 Property Management	391,614	421,854	453,246	458,578	458,578	458,578
29-06 Vehicle Maintenance	414,374	500,060	744,401	801,047	801,047	801,047
29-07 Vehicle Fuels	289,060	215,743	234,843	249,634	249,634	249,634
29-08 Equipment Replacement	730,869	842,847	1,009,466	1,360,470	1,360,470	1,360,470
29-11 Computer Replacement Chg	75,075	54,738	35,583	47,592	47,592	47,592
29-12 Information Services	1,225,303	1,315,257	1,574,316	1,752,019	1,752,019	1,752,019
29-21 Liability Mgmt Charge	301,162	321,579	339,717	339,994	339,994	339,994
29-22 Legal	161,903	212,549	271,973	275,390	275,390	275,390

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Police Department						
29-24 City Administration	431,506	536,708	615,762	585,878	585,878	585,878
29-25 Financial Services	344,162	380,378	422,832	484,698	484,698	484,698
29-27 General Support Services	172,296	183,902	179,470	182,666	182,666	182,666
29-29 City-Wide Services	738,015	903,201	889,126	879,107	879,107	879,107
29-38 Community Livability	0	0	0	146,742	146,742	146,742
Total Internal Service Charge	5,275,339	5,888,816	6,770,735	7,563,815	7,563,815	7,563,815
Capital Outlay						
30-08 Equipment	21,160	4,045	0	300,000	300,000	300,000
30-10 Motor Vehicles	0	0	254,000	0	0	0
Total Capital Outlay	21,160	4,045	254,000	300,000	300,000	300,000
Total Requirements	25,854,117	27,601,655	32,089,554	34,059,459	34,059,459	34,059,459

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Division						
Fire Administration Div.	660,124	676,971	768,716	865,984	865,984	865,984
Emergency Operations Div.	12,079,577	11,968,478	14,314,730	14,543,646	14,543,646	14,543,646
Life Safety Division Div.	529,423	559,103	904,990	946,917	946,917	946,917
Support Services Div.	3,930,029	4,195,230	4,471,822	4,838,024	4,838,024	4,838,024
Training & Safety Div.	913,341	975,247	1,359,115	1,413,443	1,413,443	1,413,443
Fire and Emergency Svcs Dept. Total	18,112,494	18,375,029	21,819,373	22,608,014	22,608,014	22,608,014

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Category						
Personnel Services	13,182,065	13,207,501	15,954,133	16,362,279	16,362,279	16,362,279
Materials & Services	4,880,392	5,167,528	5,727,740	6,161,235	6,161,235	6,161,235
Capital Outlay	50,037	0	137,500	84,500	84,500	84,500
Fire and Emergency Svcs Dept. Total	18,112,494	18,375,029	21,819,373	22,608,014	22,608,014	22,608,014

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Fire and Emergency Svcs Department						
Personnel Services						
10-01 Full-Time Employees	6,524,614	6,590,494	7,439,527	7,821,156	7,821,156	7,821,156
10-02 Part-Time Employees	33,506	33,845	40,732	42,442	42,442	42,442
10-03 Overtime	1,675,347	1,467,574	2,154,325	1,886,100	1,886,100	1,886,100
10-04 Limited Term	0	43,527	0	0	0	0
10-12 Certificate Pay	377,945	394,566	412,616	442,266	442,266	442,266
10-16 On Call Pay	13,675	18,602	18,742	19,211	19,211	19,211
10-32 Working Out of Class Pay	0	0	10,750	0	0	0
10-36 Field Training Officer	2,737	4,169	15,000	8,000	8,000	8,000
10-46 Premium Pay	110,528	113,687	102,972	117,945	117,945	117,945
10-61 Accrued Compensated Absen	5,400	6,647	166,000	166,000	166,000	166,000
10-69 Comp Cashed Out	42	0	0	0	0	0
Total Personnel Services	8,743,794	8,673,111	10,360,664	10,503,120	10,503,120	10,503,120
Employee Benefits						
11-01 FICA	644,292	624,944	765,533	797,961	797,961	797,961
11-02 Tri-Met Payroll Tax	63,714	63,815	74,090	79,890	79,890	79,890
11-09 PERS - Pension Bond Pymt	357,998	385,353	393,861	406,858	406,858	406,858
11-10 PERS-ER	860,145	857,427	1,283,865	1,321,361	1,321,361	1,321,361
11-11 PERS-EE	508,100	514,791	595,799	621,419	621,419	621,419
11-20 Health Insurance	1,438,989	1,505,868	1,776,437	1,910,241	1,910,241	1,910,241
11-21 Dental Insurance	158,511	159,751	174,588	179,080	179,080	179,080
11-22 Life Insurance	6,654	6,564	7,863	7,768	7,768	7,768
11-27 Workers' Comp	304,822	322,147	388,911	405,970	405,970	405,970
11-30 Long Term Disability	11,014	9,740	22,256	23,399	23,399	23,399
11-31 FSA-Admin Fee	866	741	803	803	803	803
11-35 HRA/VEBA	83,166	83,249	109,463	104,409	104,409	104,409
Total Employee Benefits	4,438,271	4,534,390	5,593,469	5,859,159	5,859,159	5,859,159
Prof and Tech Services						
20-06 Professional Services	0	0	50	50	50	50
20-08 Med and Psych Costs	0	0	4,400	4,400	4,400	4,400
20-10 Public Safety Dispatch	749,820	788,352	863,482	907,038	907,038	907,038
20-15 Outsourced Serv & Labor	22,798	39,668	27,420	103,243	103,243	103,243
20-20 Permits and Licenses	1,042	11,401	13,500	13,500	13,500	13,500
Total Prof and Tech Services	773,660	839,421	908,852	1,028,231	1,028,231	1,028,231
Property Services						
21-04 Utility Services	349	227	1,000	1,000	1,000	1,000
21-06 Telephone/Cell Phone	91,046	88,978	114,100	97,800	97,800	97,800
21-20 Building R and M	16,692	22,856	20,000	23,000	23,000	23,000
21-21 Equipment R and M	58,967	65,943	86,130	84,900	84,900	84,900
21-22 Motor Vehicle R and M	32,096	32,500	40,000	45,250	45,250	45,250
21-23 Com Systems R and M	123,974	98,355	147,250	130,000	130,000	130,000
21-30 Towing and Storage	0	0	100	100	100	100
21-40 Equipment Rent/Lease	10,487	8,940	11,000	12,400	12,400	12,400

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Fire and Emergency Svcs Department						
21-43 Bldg/Office Rent/Lease	193	0	350	350	350	350
Total Property Services	333,804	317,799	419,930	394,800	394,800	394,800
Other Services						
22-02 Photographic/Art	0	0	700	700	700	700
22-04 Printing	2,061	1,805	3,950	3,950	3,950	3,950
22-08 Advertising	0	0	175	175	175	175
22-10 Insurance/Fees & Premiums	0	0	120	120	120	120
22-12 Dues and Memberships	3,944	3,829	5,601	5,601	5,601	5,601
22-14 Training and Education	21,880	39,899	34,900	48,900	48,900	48,900
22-16 Community Outreach	230	1,413	1,700	1,700	1,700	1,700
22-24 Meals	5,694	3,688	10,650	10,700	10,700	10,700
22-25 Mileage	224	121	850	850	850	850
22-26 Promo/Incentive Programs	2,904	1,949	4,550	4,550	4,550	4,550
22-27 Lodging	6,216	3,296	11,000	11,400	11,400	11,400
22-29 Airfare	2,994	1,524	7,200	7,200	7,200	7,200
22-31 Rental Cars	165	499	300	300	300	300
Total Other Services	46,312	58,023	81,696	96,146	96,146	96,146
Supplies						
23-01 Office Supplies	2,448	1,921	5,200	5,200	5,200	5,200
23-02 Copier/Printer/Fax Supp	3,794	595	5,000	5,000	5,000	5,000
23-03 Paper	123	988	325	325	325	325
23-10 Gas, Oil, Lube	16	0	0	0	0	0
23-12 Veh Supplies and Parts	0	31	1,000	1,000	1,000	1,000
23-13 Veh Repairs/Minor Equip	21,028	2,239	13,250	13,550	13,550	13,550
23-14 Minor Equip and Tools	96,850	129,629	147,000	143,850	143,850	143,850
23-20 Operating/Tech/Scientific	48,652	57,921	49,710	65,910	65,910	65,910
23-24 First Aid and Safety	99,641	83,777	105,400	105,400	105,400	105,400
23-25 Other Operating	0	95	0	0	0	0
23-26 Protective Equip/Uniforms	144,811	131,670	224,802	204,852	204,852	204,852
23-44 R and M Supplies	0	17	1,000	1,000	1,000	1,000
23-60 Books and Publications	5,315	4,972	5,500	5,750	5,750	5,750
23-61 Post/Pack/Del/Courier	476	645	875	875	875	875
23-62 Employee Service Awards	11,274	11,037	11,350	6,350	6,350	6,350
23-63 Comp Equip/Software/Maint	24,979	39,018	57,800	57,800	57,800	57,800
Total Supplies	459,407	464,555	628,212	616,862	616,862	616,862
Internal Service Charge						
29-04 Property Management	182,115	194,344	210,604	212,620	212,620	212,620
29-06 Vehicle Maintenance	269,989	304,609	469,207	577,085	577,085	577,085
29-07 Vehicle Fuels	94,130	75,298	85,729	97,220	97,220	97,220
29-08 Equipment Replacement	782,336	647,855	480,983	536,204	536,204	536,204
29-11 Computer Replacement Chg	22,871	24,213	13,880	19,036	19,036	19,036
29-12 Information Services	482,902	515,033	575,837	633,717	633,717	633,717
29-21 Liability Mgmt Charge	189,029	216,364	225,826	222,907	222,907	222,907
29-22 Legal	58,392	81,152	110,216	114,599	114,599	114,599
29-24 City Administration	303,401	382,639	443,229	414,267	414,267	414,267

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Fire and Emergency Svcs Department						
29-25 Financial Services	241,987	271,186	304,357	342,723	342,723	342,723
29-27 General Support Services	121,144	131,111	129,183	129,161	129,161	129,161
29-29 City-Wide Services	518,913	643,926	639,999	621,605	621,605	621,605
29-38 Community Livability	0	0	0	104,052	104,052	104,052
Total Internal Service Charge	<u>3,267,209</u>	<u>3,487,730</u>	<u>3,689,050</u>	<u>4,025,196</u>	<u>4,025,196</u>	<u>4,025,196</u>
Capital Outlay						
30-08 Equipment	4,005	0	33,500	33,500	33,500	33,500
30-10 Motor Vehicles	46,032	0	80,000	27,000	27,000	27,000
30-12 Hardware and Software	0	0	24,000	24,000	24,000	24,000
Total Capital Outlay	<u>50,037</u>	<u>0</u>	<u>137,500</u>	<u>84,500</u>	<u>84,500</u>	<u>84,500</u>
Total Requirements	<u><u>18,112,494</u></u>	<u><u>18,375,029</u></u>	<u><u>21,819,373</u></u>	<u><u>22,608,014</u></u>	<u><u>22,608,014</u></u>	<u><u>22,608,014</u></u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 34 Community Development Department						
Requirements by Division						
Business & Devel Support Div.	219,254	207,870	445,492	603,668	603,668	603,668
Support Services Div.	249,535	284,746	350,413	381,463	381,463	381,463
Code Enforcement Div.	504,340	572,610	694,413	247,398	247,398	247,398
Community Development Dept. Total	<u>973,129</u>	<u>1,065,226</u>	<u>1,490,318</u>	<u>1,232,529</u>	<u>1,232,529</u>	<u>1,232,529</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 34 Community Development Department						
Requirements by Category						
Personnel Services	675,581	767,655	1,050,954	634,507	634,507	634,507
Materials & Services	297,548	297,571	439,364	598,022	598,022	598,022
Community Development Dept. Total	<u>973,129</u>	<u>1,065,226</u>	<u>1,490,318</u>	<u>1,232,529</u>	<u>1,232,529</u>	<u>1,232,529</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Community Development Department						
Personnel Services						
10-01 Full-Time Employees	369,720	402,022	449,138	288,271	288,271	288,271
10-03 Overtime	1,392	347	7,000	2,000	2,000	2,000
10-04 Limited Term	53,995	80,344	185,304	86,819	86,819	86,819
10-05 Temp/Seasonal	4,528	2,790	0	0	0	0
10-30 Acting In Capacity	192	73	0	0	0	0
10-32 Working Out of Class Pay	255	292	0	0	0	0
10-46 Premium Pay	48	0	0	0	0	0
10-61 Accrued Compensated Absen	1,600	2,208	0	0	0	0
10-69 Comp Cashed Out	494	0	0	0	0	0
Total Personnel Services	432,224	488,076	641,442	377,090	377,090	377,090
Employee Benefits						
11-01 FICA	32,257	36,579	48,550	28,576	28,576	28,576
11-02 Tri-Met Payroll Tax	3,139	3,592	4,708	2,862	2,862	2,862
11-09 PERS - Pension Bond Pymt	14,239	16,210	16,678	22,277	22,277	22,277
11-10 PERS-ER	33,024	35,955	58,331	41,559	41,559	41,559
11-11 PERS-EE	23,241	28,236	38,487	22,150	22,150	22,150
11-20 Health Insurance	107,562	127,273	186,710	98,020	98,020	98,020
11-21 Dental Insurance	12,690	13,691	19,140	9,168	9,168	9,168
11-22 Life Insurance	552	587	791	425	425	425
11-27 Workers' Comp	7,570	8,274	22,753	25,499	25,499	25,499
11-30 Long Term Disability	733	720	1,903	1,101	1,101	1,101
11-31 FSA-Admin Fee	78	76	76	31	31	31
11-35 HRA/VEBA	8,272	8,386	11,385	5,749	5,749	5,749
Total Employee Benefits	243,357	279,579	409,512	257,417	257,417	257,417
Prof and Tech Services						
20-06 Professional Services	11,329	5,027	40,000	25,000	25,000	25,000
20-15 Outsourced Serv & Labor	30,697	9,636	22,000	160,000	160,000	160,000
20-20 Permits and Licenses	0	300	0	0	0	0
Total Prof and Tech Services	42,026	14,963	62,000	185,000	185,000	185,000
Property Services						
21-06 Telephone/Cell Phone	6,296	6,822	8,872	3,575	3,575	3,575
21-21 Equipment R and M	531	0	600	200	200	200
21-22 Motor Vehicle R and M	135	0	0	0	0	0
21-23 Com Systems R and M	0	0	1,500	0	0	0
21-30 Towing and Storage	550	0	1,400	1,400	1,400	1,400
21-40 Equipment Rent/Lease	592	1,691	4,350	6,350	6,350	6,350
21-44 Voice Mail Rent/Lease	81	0	1,200	0	0	0
Total Property Services	8,185	8,513	17,922	11,525	11,525	11,525
Other Services						
22-02 Photographic/Art	12	120	560	1,060	1,060	1,060
22-04 Printing	1,774	3,171	5,500	8,500	8,500	8,500
22-08 Advertising	3,424	510	6,250	12,000	12,000	12,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Community Development Department						
22-12 Dues and Memberships	70	145	1,000	11,800	11,800	11,800
22-14 Training and Education	1,525	287	10,500	10,500	10,500	10,500
22-24 Meals	360	197	1,000	600	600	600
22-25 Mileage	71	57	400	200	200	200
22-26 Promo/Incentive Programs	3,761	722	4,200	10,100	10,100	10,100
22-27 Lodging	0	0	400	400	400	400
22-29 Airfare	0	180	0	0	0	0
Total Other Services	10,997	5,389	29,810	55,160	55,160	55,160
Supplies						
23-01 Office Supplies	1,310	1,759	7,500	6,300	6,300	6,300
23-02 Copier/Printer/Fax Supp	148	17	900	300	300	300
23-14 Minor Equip and Tools	3,314	4,857	3,600	2,100	2,100	2,100
23-20 Operating/Tech/Scientific	88	227	925	500	500	500
23-26 Protective Equip/Uniforms	675	548	800	400	400	400
23-44 R and M Supplies	0	233	0	0	0	0
23-60 Books and Publications	184	115	800	100	100	100
23-61 Post/Pack/Del/Courier	75	0	1,800	750	750	750
23-62 Employee Service Awards	93	195	425	300	300	300
23-63 Comp Equip/Software/Maint	2,727	493	1,900	1,900	1,900	1,900
Total Supplies	8,614	8,444	18,650	12,650	12,650	12,650
Internal Service Charge						
29-04 Property Management	16,301	17,144	20,278	21,174	21,174	21,174
29-06 Vehicle Maintenance	8,077	10,380	14,382	15,783	15,783	15,783
29-07 Vehicle Fuels	8,932	6,317	7,155	7,506	7,506	7,506
29-08 Equipment Replacement	13,273	13,627	15,015	10,829	10,829	10,829
29-11 Computer Replacement Chg	3,455	4,177	3,386	1,747	1,747	1,747
29-12 Information Services	52,724	61,726	81,871	78,685	78,685	78,685
29-21 Liability Mgmt Charge	12,194	13,112	13,510	14,561	14,561	14,561
29-22 Legal	61,827	67,992	87,486	89,609	89,609	89,609
29-24 City Administration	13,039	17,617	19,841	24,107	24,107	24,107
29-25 Financial Services	10,400	12,486	13,625	19,943	19,943	19,943
29-27 General Support Services	5,206	6,037	5,783	7,516	7,516	7,516
29-29 City-Wide Services	22,298	29,647	28,650	36,172	36,172	36,172
29-38 Community Livability	0	0	0	6,055	6,055	6,055
Total Internal Service Charge	227,726	260,262	310,982	333,687	333,687	333,687
Total Requirements	973,129	1,065,226	1,490,318	1,232,529	1,232,529	1,232,529

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 36 Economic Development Srvc Department						
Requirements by Division						
Support Services Div.	144,312	147,144	165,279	144,556	144,556	144,556
Economic Development Div.	514,495	527,273	868,810	866,485	866,485	866,485
Economic Development Srvc Dept. Total	<u>658,807</u>	<u>674,417</u>	<u>1,034,089</u>	<u>1,011,041</u>	<u>1,011,041</u>	<u>1,011,041</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 36 Economic Development Srvc Department						
Requirements by Category						
Personnel Services	379,368	367,131	486,373	514,904	514,904	514,904
Materials & Services	279,439	307,286	547,716	496,137	496,137	496,137
Economic Development Srvc Dept. Total	<u>658,807</u>	<u>674,417</u>	<u>1,034,089</u>	<u>1,011,041</u>	<u>1,011,041</u>	<u>1,011,041</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Economic Development Srvc Department						
Personnel Services						
10-01 Full-Time Employees	205,403	203,846	238,628	260,152	260,152	260,152
10-02 Part-Time Employees	39,900	25,265	0	0	0	0
10-03 Overtime	0	249	0	0	0	0
10-04 Limited Term	0	0	67,267	68,806	68,806	68,806
10-32 Working Out of Class Pay	879	0	0	0	0	0
10-46 Premium Pay	918	381	0	0	0	0
10-61 Accrued Compensated Absen	1,400	1,947	0	0	0	0
Total Personnel Services	248,500	231,688	305,895	328,958	328,958	328,958
Employee Benefits						
11-01 FICA	18,792	17,408	23,228	25,125	25,125	25,125
11-02 Tri-Met Payroll Tax	1,801	1,698	2,245	2,497	2,497	2,497
11-09 PERS - Pension Bond Pymt	9,136	9,583	10,608	10,623	10,623	10,623
11-10 PERS-ER	12,723	13,196	21,868	23,442	23,442	23,442
11-11 PERS-EE	14,826	13,785	18,354	19,738	19,738	19,738
11-20 Health Insurance	57,625	64,029	84,324	84,651	84,651	84,651
11-21 Dental Insurance	7,131	7,272	9,108	9,108	9,108	9,108
11-22 Life Insurance	279	264	371	381	381	381
11-27 Workers' Comp	4,308	4,410	4,890	4,731	4,731	4,731
11-30 Long Term Disability	422	355	918	987	987	987
11-31 FSA-Admin Fee	38	45	45	45	45	45
11-35 HRA/VEBA	3,787	3,398	4,519	4,618	4,618	4,618
Total Employee Benefits	130,868	135,443	180,478	185,946	185,946	185,946
Prof and Tech Services						
20-06 Professional Services	43,571	67,000	210,000	180,000	180,000	180,000
Total Prof and Tech Services	43,571	67,000	210,000	180,000	180,000	180,000
Property Services						
21-06 Telephone/Cell Phone	144	41	2,000	1,000	1,000	1,000
21-21 Equipment R and M	0	0	100	100	100	100
21-40 Equipment Rent/Lease	129	776	5,400	5,400	5,400	5,400
Total Property Services	273	817	7,500	6,500	6,500	6,500
Other Services						
22-02 Photographic/Art	0	0	2,500	2,500	2,500	2,500
22-04 Printing	43	287	2,500	2,500	2,500	2,500
22-08 Advertising	1,559	1,041	2,000	2,000	2,000	2,000
22-12 Dues and Memberships	35,305	34,195	64,705	64,705	64,705	64,705
22-14 Training and Education	3,102	2,894	7,000	7,000	7,000	7,000
22-24 Meals	1,523	1,829	3,000	3,000	3,000	3,000
22-25 Mileage	323	131	500	500	500	500
22-26 Promo/Incentive Programs	8,105	10,966	28,500	28,500	28,500	28,500
22-27 Lodging	649	1,051	3,400	3,400	3,400	3,400
22-29 Airfare	676	288	10,000	10,000	10,000	10,000
22-31 Rental Cars	0	182	0	0	0	0

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Economic Development Srvc Department						
22-71 Visitor Info Svcs-Chamber	52,000	52,000	52,000	52,000	52,000	52,000
Total Other Services	103,285	104,864	176,105	176,105	176,105	176,105
Supplies						
23-01 Office Supplies	809	304	980	980	980	980
23-02 Copier/Printer/Fax Supp	0	0	500	500	500	500
23-14 Minor Equip and Tools	236	1,015	900	900	900	900
23-60 Books and Publications	100	105	400	400	400	400
23-61 Post/Pack/Del/Courier	247	0	1,000	1,000	1,000	1,000
23-62 Employee Service Awards	50	30	50	50	50	50
23-63 Comp Equip/Software/Maint	0	0	500	500	500	500
Total Supplies	1,442	1,454	4,330	4,330	4,330	4,330
Internal Service Charge						
29-04 Property Management	18,108	18,071	16,419	9,210	9,210	9,210
29-11 Computer Replacement Chg	1,989	2,022	1,598	1,083	1,083	1,083
29-12 Information Services	34,437	30,943	39,035	28,420	28,420	28,420
29-21 Liability Mgmnt Charge	8,152	8,137	7,247	5,371	5,371	5,371
29-22 Legal	10,929	10,568	17,180	13,631	13,631	13,631
29-24 City Administration	14,653	16,981	19,959	18,374	18,374	18,374
29-25 Financial Services	11,687	12,035	13,706	15,200	15,200	15,200
29-27 General Support Services	5,851	5,818	5,817	5,729	5,729	5,729
29-29 City-Wide Services	25,062	28,576	28,820	27,569	27,569	27,569
29-38 Community Livability	0	0	0	4,615	4,615	4,615
Total Internal Service Charge	130,868	133,151	149,781	129,202	129,202	129,202
Total Requirements	<u>658,807</u>	<u>674,417</u>	<u>1,034,089</u>	<u>1,011,041</u>	<u>1,011,041</u>	<u>1,011,041</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 41 Parks Department						
Requirements by Division						
Support Services Div.	719,081	780,832	877,607	926,776	926,776	926,776
Parks Operations Div.	1,493,331	1,493,741	1,937,691	2,125,801	2,125,801	2,125,801
Parks Dept. Total	<u>2,212,412</u>	<u>2,274,573</u>	<u>2,815,298</u>	<u>3,052,577</u>	<u>3,052,577</u>	<u>3,052,577</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 110 General Fund						
Dept: 41 Parks Department						
Requirements by Category						
Personnel Services	834,750	817,643	1,033,801	1,094,814	1,094,814	1,094,814
Materials & Services	1,369,832	1,456,930	1,761,497	1,887,763	1,887,763	1,887,763
Capital Outlay	7,830	0	20,000	70,000	70,000	70,000
Parks Dept. Total	<u>2,212,412</u>	<u>2,274,573</u>	<u>2,815,298</u>	<u>3,052,577</u>	<u>3,052,577</u>	<u>3,052,577</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Parks Department						
Personnel Services						
10-01 Full-Time Employees	328,980	339,457	334,658	477,195	477,195	477,195
10-02 Part-Time Employees	17,985	0	3,125	2,250	2,250	2,250
10-03 Overtime	3,326	3,315	3,000	4,000	4,000	4,000
10-04 Limited Term	66,260	91,583	170,092	79,273	79,273	79,273
10-05 Temp/Seasonal	79,633	63,194	100,000	100,000	100,000	100,000
10-12 Certificate Pay	1,500	300	0	1,500	1,500	1,500
10-14 Crew Leader Pay	439	0	500	500	500	500
10-16 On Call Pay	4,808	7,041	7,250	7,500	7,500	7,500
10-30 Acting In Capacity	2,885	2,486	2,500	2,750	2,750	2,750
10-32 Working Out of Class Pay	621	590	100	150	150	150
10-61 Accrued Compensated Absen	6,900	0	15,000	15,000	15,000	15,000
10-69 Comp Cashed Out	0	1,494	0	0	0	0
Total Personnel Services	513,337	509,460	636,225	690,118	690,118	690,118
Employee Benefits						
11-01 FICA	38,335	39,355	48,582	52,736	52,736	52,736
11-02 Tri-Met Payroll Tax	3,689	3,822	4,670	5,238	5,238	5,238
11-09 PERS - Pension Bond Pymt	23,077	24,269	27,989	28,116	28,116	28,116
11-10 PERS-ER	35,552	28,475	42,772	30,556	30,556	30,556
11-11 PERS-EE	24,031	25,436	38,173	35,407	35,407	35,407
11-20 Health Insurance	108,750	114,755	156,057	185,501	185,501	185,501
11-21 Dental Insurance	12,148	12,652	16,040	19,787	19,787	19,787
11-22 Life Insurance	585	546	823	901	901	901
11-27 Workers' Comp	48,445	36,505	50,666	33,492	33,492	33,492
11-30 Long Term Disability	653	596	1,514	1,670	1,670	1,670
11-31 FSA-Admin Fee	99	9	9	9	9	9
11-35 HRA/VEBA	26,049	21,763	10,281	11,283	11,283	11,283
Total Employee Benefits	321,413	308,183	397,576	404,696	404,696	404,696
Prof and Tech Services						
20-06 Professional Services	22,612	10,642	24,500	34,500	34,500	34,500
20-08 Med and Psych Costs	300	320	750	750	750	750
20-15 Outsourced Serv & Labor	274,056	266,454	319,800	353,200	353,200	353,200
20-20 Permits and Licenses	939	1,314	1,250	3,000	3,000	3,000
20-22 Assessments and Fees	0	0	1,000	1,000	1,000	1,000
Total Prof and Tech Services	297,907	278,730	347,300	392,450	392,450	392,450
Property Services						
21-04 Utility Services	238,969	212,992	243,000	254,500	254,500	254,500
21-06 Telephone/Cell Phone	10,327	9,929	10,365	11,515	11,515	11,515
21-20 Building R and M	5,719	17,648	13,500	16,000	16,000	16,000
21-21 Equipment R and M	10,096	5,491	21,100	21,100	21,100	21,100
21-22 Motor Vehicle R and M	203	0	250	250	250	250
21-23 Com Systems R and M	1,709	2,366	3,000	3,000	3,000	3,000
21-25 Park R and M	89,053	112,498	188,000	188,000	188,000	188,000
21-40 Equipment Rent/Lease	4,288	3,971	7,500	7,500	7,500	7,500

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Parks Department						
21-50 Street Lights	0	2,540	0	0	0	0
21-51 Traffic Signals	0	0	500	500	500	500
Total Property Services	360,364	367,435	487,215	502,365	502,365	502,365
Other Services						
22-02 Photographic/Art	0	0	150	150	150	150
22-04 Printing	248	194	1,000	1,000	1,000	1,000
22-06 Records Mgt/Microfilming	0	16	0	0	0	0
22-08 Advertising	0	150	200	200	200	200
22-12 Dues and Memberships	2,505	1,000	2,280	2,280	2,280	2,280
22-14 Training and Education	4,114	3,002	5,000	5,100	5,100	5,100
22-16 Community Outreach	0	22,963	23,300	23,300	23,300	23,300
22-24 Meals	851	1,330	2,000	2,000	2,000	2,000
22-25 Mileage	5	0	250	250	250	250
22-26 Promo/Incentive Programs	0	0	450	450	450	450
22-34 Contributions/City Match	0	10,000	0	0	0	0
Total Other Services	7,723	38,655	34,630	34,730	34,730	34,730
Supplies						
23-01 Office Supplies	2,099	1,225	3,000	2,500	2,500	2,500
23-02 Copier/Printer/Fax Supp	63	284	750	750	750	750
23-03 Paper	122	41	100	100	100	100
23-10 Gas, Oil, Lube	3,166	3,256	6,000	7,000	7,000	7,000
23-11 Tires	388	1,353	500	500	500	500
23-12 Veh Supplies and Parts	48	207	100	100	100	100
23-13 Veh Repairs/Minor Equip	712	1,012	2,000	1,500	1,500	1,500
23-14 Minor Equip and Tools	15,374	13,904	18,500	16,000	16,000	16,000
23-20 Operating/Tech/Scientific	5,640	294	7,250	7,250	7,250	7,250
23-24 First Aid and Safety	2,932	6,699	4,000	4,000	4,000	4,000
23-25 Other Operating	8	0	0	0	0	0
23-26 Protective Equip/Uniforms	1,044	2,951	1,100	3,250	3,250	3,250
23-41 Signs	2,998	1,356	4,500	4,500	4,500	4,500
23-44 R and M Supplies	16,160	15,694	25,000	25,000	25,000	25,000
23-60 Books and Publications	64	141	300	300	300	300
23-61 Post/Pack/Del/Courier	0	7	500	500	500	500
23-62 Employee Service Awards	0	0	100	100	100	100
23-63 Comp Equip/Software/Maint	2,090	1,068	19,700	19,700	19,700	19,700
Total Supplies	52,908	49,492	93,400	93,050	93,050	93,050
Internal Service Charge						
29-04 Property Management	206,927	226,581	240,159	242,205	242,205	242,205
29-06 Vehicle Maintenance	30,736	39,679	49,087	58,231	58,231	58,231
29-07 Vehicle Fuels	28,142	23,080	28,963	35,649	35,649	35,649
29-08 Equipment Replacement	92,909	99,257	105,509	145,435	145,435	145,435
29-11 Computer Replacement Chg	3,535	2,718	2,860	3,297	3,297	3,297
29-12 Information Services	59,218	61,246	82,970	90,472	90,472	90,472
29-16 Internal Prof Svcs	3,371	2,560	0	0	0	0
29-21 Liability Mgmt Charge	74,308	81,115	85,927	82,680	82,680	82,680

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
General Fund						
Parks Department						
29-22 Legal	22,795	28,313	29,603	23,727	23,727	23,727
29-24 City Administration	33,013	42,330	50,809	47,156	47,156	47,156
29-25 Financial Services	26,331	30,000	34,890	39,012	39,012	39,012
29-27 General Support Services	13,182	14,504	14,809	14,702	14,702	14,702
29-29 City-Wide Services	56,463	71,235	73,366	70,758	70,758	70,758
29-38 Community Livability	0	0	0	11,844	11,844	11,844
Total Internal Service Charge	650,930	722,618	798,952	865,168	865,168	865,168
Capital Outlay						
30-08 Equipment	7,830	0	20,000	20,000	20,000	20,000
30-10 Motor Vehicles	0	0	0	50,000	50,000	50,000
Total Capital Outlay	7,830	0	20,000	70,000	70,000	70,000
Total Requirements	<u>2,212,412</u>	<u>2,274,573</u>	<u>2,815,298</u>	<u>3,052,577</u>	<u>3,052,577</u>	<u>3,052,577</u>

CITY OF
GRESHAM
OREGON

Police, Fire and Parks Fund

CITY OF
GRESHAM
OREGON

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
201 Police, Fire & Parks Fund						
Charges for Services	3,832,709	3,841,160	3,878,000	3,884,000	3,884,000	3,884,000
Interest Income	5,865	2,869	4,500	2,000	2,000	2,000
Miscellaneous Income	50,000	50,000	50,000	50,000	50,000	50,000
Interfund Transfers	1,750,000	1,750,000	1,850,000	2,200,000	2,200,000	2,200,000
Beginning Balance	637,194	786,205	563,000	409,000	409,000	409,000
Total Police, Fire & Parks Fund	6,275,768	6,430,234	6,345,500	6,545,000	6,545,000	6,545,000
Requirements						
Police	2,981,695	3,142,662	3,350,684	3,576,702	3,576,702	3,576,702
Fire and Emergency Svcs	2,254,734	2,429,790	2,534,396	2,608,398	2,608,398	2,608,398
Parks	253,134	258,544	292,134	330,476	330,476	330,476
Total	5,489,563	5,830,996	6,177,214	6,515,576	6,515,576	6,515,576
Unappropriated	786,205	599,238	168,286	29,424	29,424	29,424
Total	786,205	599,238	168,286	29,424	29,424	29,424
Total Police, Fire & Parks Fund	6,275,768	6,430,234	6,345,500	6,545,000	6,545,000	6,545,000

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 21 Police Department						
Requirements by Division						
Police Operations- PFP Div.	2,353,137	2,525,836	2,632,938	2,808,651	2,808,651	2,808,651
Police Investigation- PFP Div.	628,558	616,826	717,746	768,051	768,051	768,051
Police Dept. Total	<u>2,981,695</u>	<u>3,142,662</u>	<u>3,350,684</u>	<u>3,576,702</u>	<u>3,576,702</u>	<u>3,576,702</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 21 Police Department						
Requirements by Category						
Personnel Services	2,913,183	3,041,375	3,188,084	3,408,582	3,408,582	3,408,582
Materials & Services	68,512	101,287	162,600	168,120	168,120	168,120
Police Dept. Total	<u>2,981,695</u>	<u>3,142,662</u>	<u>3,350,684</u>	<u>3,576,702</u>	<u>3,576,702</u>	<u>3,576,702</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police, Fire & Parks Fund						
Police Department						
Personnel Services						
10-01 Full-Time Employees	1,715,670	1,761,637	1,810,188	1,890,297	1,890,297	1,890,297
10-03 Overtime	8,334	16,379	0	0	0	0
10-04 Limited Term	34,716	64,024	76,429	112,036	112,036	112,036
10-05 Temp/Seasonal	151	0	0	0	0	0
10-12 Certificate Pay	111,007	106,048	107,563	123,504	123,504	123,504
10-30 Acting In Capacity	2,790	2,486	0	0	0	0
10-46 Premium Pay	34,823	30,984	35,956	43,873	43,873	43,873
10-61 Accrued Compensated Absen	1,500	8,949	0	0	0	0
10-69 Comp Cashed Out	26,893	35,284	0	0	0	0
Total Personnel Services	<u>1,935,884</u>	<u>2,025,791</u>	<u>2,030,136</u>	<u>2,169,710</u>	<u>2,169,710</u>	<u>2,169,710</u>
Employee Benefits						
11-01 FICA	146,282	151,944	153,780	163,809	163,809	163,809
11-02 Tri-Met Payroll Tax	14,132	14,932	14,928	16,501	16,501	16,501
11-10 PERS-ER	206,131	214,968	264,125	281,851	281,851	281,851
11-11 PERS-EE	115,912	120,996	122,025	130,441	130,441	130,441
11-20 Health Insurance	423,220	432,942	519,350	562,118	562,118	562,118
11-21 Dental Insurance	44,810	44,752	50,591	50,487	50,487	50,487
11-22 Life Insurance	1,601	1,441	2,718	2,813	2,813	2,813
11-30 Long Term Disability	3,062	2,683	5,660	5,992	5,992	5,992
11-31 FSA-Admin Fee	293	206	179	178	178	178
11-35 HRA/VEBA	21,856	30,720	24,592	24,682	24,682	24,682
Total Employee Benefits	<u>977,299</u>	<u>1,015,584</u>	<u>1,157,948</u>	<u>1,238,872</u>	<u>1,238,872</u>	<u>1,238,872</u>
Prof and Tech Services						
20-06 Professional Services	<u>61,200</u>	<u>94,050</u>	<u>131,200</u>	<u>136,000</u>	<u>136,000</u>	<u>136,000</u>
Total Prof and Tech Services	<u>61,200</u>	<u>94,050</u>	<u>131,200</u>	<u>136,000</u>	<u>136,000</u>	<u>136,000</u>
Other Services						
22-22 Low Income Assistance	<u>3,878</u>	<u>3,637</u>	<u>27,800</u>	<u>27,800</u>	<u>27,800</u>	<u>27,800</u>
Total Other Services	<u>3,878</u>	<u>3,637</u>	<u>27,800</u>	<u>27,800</u>	<u>27,800</u>	<u>27,800</u>
Supplies						
23-26 Protective Equip/Uniforms	<u>3,434</u>	<u>3,600</u>	<u>3,600</u>	<u>4,320</u>	<u>4,320</u>	<u>4,320</u>
Total Supplies	<u>3,434</u>	<u>3,600</u>	<u>3,600</u>	<u>4,320</u>	<u>4,320</u>	<u>4,320</u>
Total Requirements	<u><u>2,981,695</u></u>	<u><u>3,142,662</u></u>	<u><u>3,350,684</u></u>	<u><u>3,576,702</u></u>	<u><u>3,576,702</u></u>	<u><u>3,576,702</u></u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Division						
Emergency Operations- PFP Div.	2,254,734	2,429,790	2,534,396	2,608,398	2,608,398	2,608,398
Fire and Emergency Svcs Dept. Total	<u>2,254,734</u>	<u>2,429,790</u>	<u>2,534,396</u>	<u>2,608,398</u>	<u>2,608,398</u>	<u>2,608,398</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Category						
Personnel Services	2,252,035	2,427,257	2,514,696	2,588,698	2,588,698	2,588,698
Materials & Services	2,699	2,533	19,700	19,700	19,700	19,700
Fire and Emergency Svcs Dept. Total	<u>2,254,734</u>	<u>2,429,790</u>	<u>2,534,396</u>	<u>2,608,398</u>	<u>2,608,398</u>	<u>2,608,398</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police, Fire & Parks Fund						
Fire and Emergency Svcs Department						
Personnel Services						
10-01 Full-Time Employees	1,382,777	1,520,849	1,486,256	1,546,443	1,546,443	1,546,443
10-03 Overtime	17,385	0	0	0	0	0
10-12 Certificate Pay	114,391	128,604	136,167	126,058	126,058	126,058
10-36 Field Training Officer	1,128	924	0	0	0	0
10-46 Premium Pay	6,974	10,979	25,155	26,209	26,209	26,209
10-61 Accrued Compensated Absen	30,200	0	0	0	0	0
Total Personnel Services	<u>1,552,855</u>	<u>1,661,356</u>	<u>1,647,578</u>	<u>1,698,710</u>	<u>1,698,710</u>	<u>1,698,710</u>
Employee Benefits						
11-01 FICA	113,687	124,302	125,648	129,406	129,406	129,406
11-02 Tri-Met Payroll Tax	11,105	12,776	12,093	12,893	12,893	12,893
11-10 PERS-ER	167,950	179,830	212,072	213,838	213,838	213,838
11-11 PERS-EE	91,162	102,900	98,855	101,923	101,923	101,923
11-20 Health Insurance	266,140	292,692	360,623	373,079	373,079	373,079
11-21 Dental Insurance	30,416	32,447	36,482	36,939	36,939	36,939
11-22 Life Insurance	1,031	1,203	1,404	1,404	1,404	1,404
11-30 Long Term Disability	2,312	2,262	4,458	4,639	4,639	4,639
11-31 FSA-Admin Fee	264	195	134	134	134	134
11-35 HRA/VEBA	15,113	17,294	15,349	15,733	15,733	15,733
Total Employee Benefits	<u>699,180</u>	<u>765,901</u>	<u>867,118</u>	<u>889,988</u>	<u>889,988</u>	<u>889,988</u>
Other Services						
22-22 Low Income Assistance	2,699	2,533	19,700	19,700	19,700	19,700
Total Other Services	<u>2,699</u>	<u>2,533</u>	<u>19,700</u>	<u>19,700</u>	<u>19,700</u>	<u>19,700</u>
Total Requirements	<u><u>2,254,734</u></u>	<u><u>2,429,790</u></u>	<u><u>2,534,396</u></u>	<u><u>2,608,398</u></u>	<u><u>2,608,398</u></u>	<u><u>2,608,398</u></u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 41 Parks Department						
Requirements by Division						
Maintenance & Ops - PFP Div.	253,134	258,544	292,134	330,476	330,476	330,476
Parks Dept. Total	<u>253,134</u>	<u>258,544</u>	<u>292,134</u>	<u>330,476</u>	<u>330,476</u>	<u>330,476</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 201 Police, Fire & Parks Fund						
Dept: 41 Parks Department						
Requirements by Category						
Personnel Services	252,788	258,219	289,634	327,976	327,976	327,976
Materials & Services	346	325	2,500	2,500	2,500	2,500
Parks Dept. Total	<u>253,134</u>	<u>258,544</u>	<u>292,134</u>	<u>330,476</u>	<u>330,476</u>	<u>330,476</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Police, Fire & Parks Fund						
Parks Department						
Personnel Services						
10-01 Full-Time Employees	157,854	160,869	173,357	201,786	201,786	201,786
10-03 Overtime	457	0	0	0	0	0
10-12 Certificate Pay	1,000	600	0	0	0	0
10-14 Crew Leader Pay	447	176	0	0	0	0
10-30 Acting In Capacity	298	157	0	0	0	0
10-61 Accrued Compensated Absen	300	2,628	0	0	0	0
10-69 Comp Cashed Out	0	1,214	0	0	0	0
Total Personnel Services	<u>160,356</u>	<u>165,644</u>	<u>173,357</u>	<u>201,786</u>	<u>201,786</u>	<u>201,786</u>
Employee Benefits						
11-01 FICA	12,123	12,462	13,262	15,249	15,249	15,249
11-02 Tri-Met Payroll Tax	1,167	1,204	1,272	1,532	1,532	1,532
11-10 PERS-ER	15,180	12,219	15,205	16,914	16,914	16,914
11-11 PERS-EE	9,603	9,781	10,401	12,107	12,107	12,107
11-20 Health Insurance	46,017	48,500	65,167	69,058	69,058	69,058
11-21 Dental Insurance	4,122	4,633	6,393	6,601	6,601	6,601
11-22 Life Insurance	234	220	234	234	234	234
11-30 Long Term Disability	272	214	520	605	605	605
11-31 FSA-Admin Fee	40	0	0	0	0	0
11-35 HRA/VEBA	3,674	3,342	3,823	3,890	3,890	3,890
Total Employee Benefits	<u>92,432</u>	<u>92,575</u>	<u>116,277</u>	<u>126,190</u>	<u>126,190</u>	<u>126,190</u>
Other Services						
22-22 Low Income Assistance	346	325	2,500	2,500	2,500	2,500
Total Other Services	<u>346</u>	<u>325</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total Requirements	<u><u>253,134</u></u>	<u><u>258,544</u></u>	<u><u>292,134</u></u>	<u><u>330,476</u></u>	<u><u>330,476</u></u>	<u><u>330,476</u></u>

CITY OF
GRESHAM
OREGON

Business Funds

CITY OF
GRESHAM
OREGON

BUSINESS FUNDS OVERVIEW

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 2018/19, operating expenditures include:

- Rental Inspection Fund.
 - \$0.8 million operating budget.
 - 5.3% decrease compared to last year's budget.
- Urban Design and Planning Fund.
 - \$4.6 million operating budget.
 - 8.8% increase compared to last year's budget.
- Building Fund.
 - \$4.5 million operating budget.
 - 8.6% increase compared to last year's budget.
- Urban Renewal Support Fund.
 - \$1.8 million operating budget.
 - 6.2% decrease compared to last year's budget.

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
225 Rental Inspection Fund						
Licenses and Permits	676,421	720,261	695,000	713,000	713,000	713,000
Interest Income	9,659	9,252	8,300	8,500	8,500	8,500
Miscellaneous Income	52,700	43,476	27,200	33,800	33,800	33,800
Beginning Balance	632,774	618,625	551,300	568,600	568,600	568,600
Total Rental Inspection Fund	<u>1,371,554</u>	<u>1,391,614</u>	<u>1,281,800</u>	<u>1,323,900</u>	<u>1,323,900</u>	<u>1,323,900</u>
Requirements						
Community Development	<u>752,929</u>	<u>714,227</u>	<u>882,255</u>	<u>835,493</u>	<u>835,493</u>	<u>835,493</u>
Total	752,929	714,227	882,255	835,493	835,493	835,493
Contingency	0	0	89,000	84,000	84,000	84,000
Unappropriated	<u>618,625</u>	<u>677,387</u>	<u>310,545</u>	<u>404,407</u>	<u>404,407</u>	<u>404,407</u>
Total	618,625	677,387	399,545	488,407	488,407	488,407
Total Rental Inspection Fund	<u>1,371,554</u>	<u>1,391,614</u>	<u>1,281,800</u>	<u>1,323,900</u>	<u>1,323,900</u>	<u>1,323,900</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 225 Rental Inspection Fund						
Dept: 34 Community Development Department						
Requirements by Division						
Support Services Div.	167,491	189,464	225,552	206,990	206,990	206,990
Rental Inspection Program Div.	585,438	524,763	656,703	628,503	628,503	628,503
Community Development Dept. Total	<u>752,929</u>	<u>714,227</u>	<u>882,255</u>	<u>835,493</u>	<u>835,493</u>	<u>835,493</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 225 Rental Inspection Fund						
Dept: 34 Community Development Department						
Requirements by Category						
Personnel Services	593,479	538,892	631,681	599,340	599,340	599,340
Materials & Services	159,450	175,335	250,574	236,153	236,153	236,153
Community Development Dept. Total	<u>752,929</u>	<u>714,227</u>	<u>882,255</u>	<u>835,493</u>	<u>835,493</u>	<u>835,493</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Rental Inspection
Dept: Community Development

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	\$11,391 increase. Reflects a shift in anticipated staffing needs from administrative support to inspections.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Rental Inspection Fund						
Community Development Department						
Personnel Services						
10-01 Full-Time Employees	308,664	293,539	329,486	297,950	297,950	297,950
10-03 Overtime	569	161	8,000	8,000	8,000	8,000
10-04 Limited Term	57,166	40,071	45,767	57,158	57,158	57,158
10-05 Temp/Seasonal	342	0	0	0	0	0
10-12 Certificate Pay	0	0	2,496	0	0	0
10-32 Working Out of Class Pay	465	43	0	0	0	0
10-46 Premium Pay	1,560	1,500	1,500	1,500	1,500	1,500
10-61 Accrued Compensated Absen	14,000	0	0	0	0	0
Total Personnel Services	382,766	335,314	387,249	364,608	364,608	364,608
Employee Benefits						
11-01 FICA	27,808	25,689	29,430	27,780	27,780	27,780
11-02 Tri-Met Payroll Tax	2,689	2,520	2,842	2,767	2,767	2,767
11-09 PERS - Pension Bond Pymt	13,529	14,767	15,444	13,449	13,449	13,449
11-10 PERS-ER	14,415	14,670	22,770	26,188	26,188	26,188
11-11 PERS-EE	20,102	20,317	23,235	21,876	21,876	21,876
11-20 Health Insurance	106,499	100,754	122,340	117,494	117,494	117,494
11-21 Dental Insurance	11,651	11,633	13,550	12,584	12,584	12,584
11-22 Life Insurance	481	402	504	439	439	439
11-27 Workers' Comp	5,700	6,345	6,539	5,493	5,493	5,493
11-30 Long Term Disability	615	497	1,126	1,050	1,050	1,050
11-31 FSA-Admin Fee	25	33	33	33	33	33
11-35 HRA/VEBA	7,199	5,951	6,619	5,579	5,579	5,579
Total Employee Benefits	210,713	203,578	244,432	234,732	234,732	234,732
Prof and Tech Services						
20-06 Professional Services	1,195	225	10,900	12,000	12,000	12,000
20-15 Outsourced Serv & Labor	3,315	0	0	0	0	0
Total Prof and Tech Services	4,510	225	10,900	12,000	12,000	12,000
Property Services						
21-06 Telephone/Cell Phone	2,691	2,206	3,755	3,755	3,755	3,755
21-21 Equipment R and M	0	0	310	310	310	310
21-22 Motor Vehicle R and M	90	0	0	0	0	0
21-23 Com Systems R and M	0	0	1,000	1,000	1,000	1,000
21-30 Towing and Storage	0	0	500	500	500	500
21-40 Equipment Rent/Lease	138	1,691	7,000	7,000	7,000	7,000
21-44 Voice Mail Rent/Lease	36	0	500	500	500	500
Total Property Services	2,955	3,897	13,065	13,065	13,065	13,065
Other Services						
22-02 Photographic/Art	0	0	100	100	100	100
22-04 Printing	68	540	2,800	2,800	2,800	2,800
22-08 Advertising	0	0	200	200	200	200
22-12 Dues and Memberships	328	345	810	810	810	810
22-14 Training and Education	1,057	1,000	3,500	3,500	3,500	3,500

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Rental Inspection Fund						
Community Development Department						
22-24 Meals	27	66	500	500	500	500
22-25 Mileage	0	0	100	100	100	100
22-26 Promo/Incentive Programs	0	0	1,400	1,400	1,400	1,400
22-27 Lodging	0	0	900	900	900	900
Total Other Services	1,480	1,951	10,310	10,310	10,310	10,310
Supplies						
23-01 Office Supplies	988	384	1,600	1,600	1,600	1,600
23-02 Copier/Printer/Fax Supp	7	0	1,200	1,200	1,200	1,200
23-14 Minor Equip and Tools	48	236	1,500	1,500	1,500	1,500
23-20 Operating/Tech/Scientific	0	0	800	800	800	800
23-26 Protective Equip/Uniforms	866	100	800	800	800	800
23-60 Books and Publications	0	0	1,500	1,500	1,500	1,500
23-61 Post/Pack/Del/Courier	0	138	4,000	4,000	4,000	4,000
23-62 Employee Service Awards	0	52	50	50	50	50
23-63 Comp Equip/Software/Maint	334	0	1,280	1,280	1,280	1,280
Total Supplies	2,243	910	12,730	12,730	12,730	12,730
Internal Service Charge						
29-04 Property Management	9,939	9,796	17,910	15,767	15,767	15,767
29-06 Vehicle Maintenance	7,795	10,074	17,725	18,816	18,816	18,816
29-07 Vehicle Fuels	2,584	1,841	2,251	2,460	2,460	2,460
29-08 Equipment Replacement	11,397	10,509	9,017	8,460	8,460	8,460
29-11 Computer Replacement Chg	2,909	3,208	2,221	1,741	1,741	1,741
29-12 Information Services	39,732	45,066	53,765	48,231	48,231	48,231
29-19 Community Development Chg	4,333	6,464	9,478	5,936	5,936	5,936
29-20 Economic Development Chg	2,222	3,339	6,431	5,769	5,769	5,769
29-21 Liability Mgmt Charge	11,387	12,044	14,869	13,932	13,932	13,932
29-22 Legal	10,149	10,568	11,101	6,815	6,815	6,815
29-24 City Administration	11,726	14,847	17,183	13,888	13,888	13,888
29-25 Financial Services	9,352	10,523	11,799	11,490	11,490	11,490
29-27 General Support Services	4,682	5,087	5,008	4,330	4,330	4,330
29-29 City-Wide Services	20,055	24,986	24,811	20,839	20,839	20,839
29-38 Community Livability	0	0	0	9,574	9,574	9,574
Total Internal Service Charge	148,262	168,352	203,569	188,048	188,048	188,048
Total Requirements	752,929	714,227	882,255	835,493	835,493	835,493

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
269 Urban Design & Planning Fund						
Charges for Services	656,007	1,039,912	940,000	1,164,000	1,164,000	1,164,000
Interest Income	26,953	31,824	31,200	26,400	26,400	26,400
Miscellaneous Income	6,172	235	1,000	1,000	1,000	1,000
Interfund Transfers	1,992,000	2,277,000	2,500,000	2,625,000	2,625,000	2,625,000
Internal Service Charges	8,628	77,120	0	0	0	0
Beginning Balance	1,695,984	1,831,165	2,132,000	1,759,000	1,759,000	1,759,000
Total Urban Design & Planning Fund	4,385,744	5,257,256	5,604,200	5,575,400	5,575,400	5,575,400
 Requirements						
Urban Design & Planning	<u>2,438,079</u>	<u>2,796,448</u>	<u>4,193,706</u>	<u>4,562,561</u>	<u>4,562,561</u>	<u>4,562,561</u>
Total	2,438,079	2,796,448	4,193,706	4,562,561	4,562,561	4,562,561
Interfund Transfers	116,500	127,900	139,200	151,000	151,000	151,000
Contingency	0	0	414,000	456,000	456,000	456,000
Unappropriated	<u>1,831,165</u>	<u>2,332,908</u>	<u>857,294</u>	<u>405,839</u>	<u>405,839</u>	<u>405,839</u>
Total	1,947,665	2,460,808	1,410,494	1,012,839	1,012,839	1,012,839
Total Urban Design & Planning Fund	4,385,744	5,257,256	5,604,200	5,575,400	5,575,400	5,575,400

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 269 Urban Design & Planning Fund						
Dept: 32 Urban Design & Planning Department						
Requirements by Division						
Urban Design & Planning Div.	1,879,734	2,157,969	3,274,195	3,596,061	3,596,061	3,596,061
Support Services Div.	558,345	638,479	919,511	966,500	966,500	966,500
Urban Design & Planning Dept. Total	<u>2,438,079</u>	<u>2,796,448</u>	<u>4,193,706</u>	<u>4,562,561</u>	<u>4,562,561</u>	<u>4,562,561</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 269 Urban Design & Planning Fund						
Dept: 32 Urban Design & Planning Department						
Requirements by Category						
Personnel Services	1,759,134	2,007,445	2,766,593	2,877,631	2,877,631	2,877,631
Materials & Services	678,945	785,703	1,367,113	1,674,930	1,674,930	1,674,930
Capital Outlay	0	3,300	60,000	10,000	10,000	10,000
Urban Design & Planning Dept. Total	<u>2,438,079</u>	<u>2,796,448</u>	<u>4,193,706</u>	<u>4,562,561</u>	<u>4,562,561</u>	<u>4,562,561</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

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

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	\$69,109 increase. Allows for limited term staffing to address current activity levels.
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Materials and Services

Professional Services	\$10,000 increase. Reflects increased need for technical assistance on council work plan items.
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Outsourced Services and Labor	\$252,700 increase. Reflects increased funding for visioning, centers and corridors, sign code, and community standards.
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Capital Outlay

Hardware and Software	(\$50,000) decrease. Reflects a one-time purchase made in fiscal year 2017/18 for 3D modeling.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Urban Design & Planning Fund						
Urban Design & Planning Department						
Personnel Services						
10-01 Full-Time Employees	954,909	996,253	1,465,010	1,479,980	1,479,980	1,479,980
10-02 Part-Time Employees	192	39,089	69,033	73,432	73,432	73,432
10-03 Overtime	18,816	19,976	20,000	20,000	20,000	20,000
10-04 Limited Term	142,436	257,215	195,680	264,789	264,789	264,789
10-05 Temp/Seasonal	2,322	4,488	9,500	9,500	9,500	9,500
10-30 Acting In Capacity	193	605	0	0	0	0
10-32 Working Out of Class Pay	2,723	0	0	0	0	0
10-46 Premium Pay	813	1,500	1,500	1,500	1,500	1,500
10-61 Accrued Compensated Absen	17,800	1,300	0	0	0	0
10-69 Comp Cashed Out	4,492	2,471	0	0	0	0
Total Personnel Services	1,144,696	1,322,897	1,760,723	1,849,201	1,849,201	1,849,201
Employee Benefits						
11-01 FICA	84,257	99,015	132,847	139,747	139,747	139,747
11-02 Tri-Met Payroll Tax	8,198	9,767	12,924	14,036	14,036	14,036
11-09 PERS - Pension Bond Pymt	38,033	39,604	59,122	61,148	61,148	61,148
11-10 PERS-ER	82,924	85,502	158,103	160,004	160,004	160,004
11-11 PERS-EE	63,471	74,469	105,643	107,887	107,887	107,887
11-20 Health Insurance	269,296	302,635	433,590	445,264	445,264	445,264
11-21 Dental Insurance	30,034	34,421	47,179	43,929	43,929	43,929
11-22 Life Insurance	1,157	1,281	1,911	1,987	1,987	1,987
11-27 Workers' Comp	16,388	16,215	23,456	23,302	23,302	23,302
11-30 Long Term Disability	1,846	1,906	5,189	5,270	5,270	5,270
11-31 FSA-Admin Fee	271	275	268	268	268	268
11-35 HRA/VEBA	18,563	19,458	25,638	25,588	25,588	25,588
Total Employee Benefits	614,438	684,548	1,005,870	1,028,430	1,028,430	1,028,430
Prof and Tech Services						
20-03 Consultant Review	398	0	10,000	10,000	10,000	10,000
20-04 Employment Agency Serv	973	0	0	0	0	0
20-06 Professional Services	1,265	38,503	50,000	60,000	60,000	60,000
20-08 Med and Psych Costs	0	0	500	500	500	500
20-15 Outsourced Serv & Labor	120,855	112,478	353,200	605,900	605,900	605,900
Total Prof and Tech Services	123,491	150,981	413,700	676,400	676,400	676,400
Property Services						
21-06 Telephone/Cell Phone	948	797	3,000	3,000	3,000	3,000
21-20 Building R and M	0	0	1,500	1,500	1,500	1,500
21-21 Equipment R and M	0	0	600	600	600	600
21-40 Equipment Rent/Lease	2,122	7,959	16,000	16,000	16,000	16,000
Total Property Services	3,070	8,756	21,100	21,100	21,100	21,100
Other Services						
22-02 Photographic/Art	28	104	1,000	1,000	1,000	1,000
22-04 Printing	1,859	2,910	10,150	10,150	10,150	10,150
22-08 Advertising	2,034	2,577	10,000	10,000	10,000	10,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Urban Design & Planning Fund						
Urban Design & Planning Department						
22-12 Dues and Memberships	4,501	4,911	10,300	10,300	10,300	10,300
22-14 Training and Education	5,201	9,230	14,100	14,100	14,100	14,100
22-16 Community Outreach	464	254	5,000	5,000	5,000	5,000
22-24 Meals	4,363	3,954	3,500	3,500	3,500	3,500
22-25 Mileage	498	708	1,450	1,450	1,450	1,450
22-26 Promo/Incentive Programs	167	1,287	7,000	7,000	7,000	7,000
22-27 Lodging	3,081	939	3,000	3,000	3,000	3,000
22-29 Airfare	1,205	576	2,500	2,500	2,500	2,500
22-31 Rental Cars	740	0	1,300	1,300	1,300	1,300
Total Other Services	24,141	27,450	69,300	69,300	69,300	69,300
Supplies						
23-01 Office Supplies	6,730	2,293	7,000	7,000	7,000	7,000
23-02 Copier/Printer/Fax Supp	76	117	1,800	1,800	1,800	1,800
23-03 Paper	193	0	950	950	950	950
23-14 Minor Equip and Tools	408	3,296	1,300	1,300	1,300	1,300
23-20 Operating/Tech/Scientific	193	27	400	400	400	400
23-26 Protective Equip/Uniforms	0	523	600	600	600	600
23-60 Books and Publications	723	2,604	2,150	2,150	2,150	2,150
23-61 Post/Pack/Del/Courier	13,153	2,687	6,500	6,500	6,500	6,500
23-62 Employee Service Awards	172	95	500	500	500	500
23-63 Comp Equip/Software/Maint	2,601	4,214	4,880	4,880	4,880	4,880
Total Supplies	24,249	15,856	26,080	26,080	26,080	26,080
Internal Service Charge						
29-04 Property Management	66,465	67,173	96,771	100,330	100,330	100,330
29-11 Computer Replacement Chg	8,452	7,446	7,991	8,590	8,590	8,590
29-12 Information Services	90,371	107,570	176,716	193,597	193,597	193,597
29-16 Internal Prof Svcs	70	0	0	0	0	0
29-19 Community Development Chg	13,230	19,958	39,940	29,145	29,145	29,145
29-20 Economic Development Chg	6,786	10,309	27,099	28,322	28,322	28,322
29-21 Liability Mgmnt Charge	18,534	20,175	28,122	28,238	28,238	28,238
29-22 Legal	160,187	178,853	212,504	198,654	198,654	198,654
29-24 City Administration	35,805	45,840	72,409	68,185	68,185	68,185
29-25 Financial Services	28,558	32,488	49,722	56,410	56,410	56,410
29-27 General Support Services	14,297	15,707	21,104	21,259	21,259	21,259
29-29 City-Wide Services	61,239	77,141	104,555	102,312	102,312	102,312
29-38 Community Livability	0	0	0	47,008	47,008	47,008
Total Internal Service Charge	503,994	582,660	836,933	882,050	882,050	882,050
Capital Outlay						
30-12 Hardware and Software	0	3,300	60,000	10,000	10,000	10,000
Total Capital Outlay	0	3,300	60,000	10,000	10,000	10,000
Total Requirements	2,438,079	2,796,448	4,193,706	4,562,561	4,562,561	4,562,561

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
280 Building Fund						
Licenses and Permits	1,828,530	1,650,770	1,771,000	3,429,000	3,429,000	3,429,000
Intergovernmental Revenue	32,707	79,995	250,000	250,000	250,000	250,000
Charges for Services	1,473,834	1,400,905	1,414,000	1,535,000	1,535,000	1,535,000
Interest Income	38,489	49,651	72,000	37,000	37,000	37,000
Miscellaneous Income	1,266	1,534	41,000	34,000	34,000	34,000
Interfund Transfers	116,500	127,900	139,200	151,000	151,000	151,000
Beginning Balance	1,595,021	2,674,505	3,598,000	2,471,000	2,471,000	2,471,000
Total Building Fund	<u>5,086,347</u>	<u>5,985,260</u>	<u>7,285,200</u>	<u>7,907,000</u>	<u>7,907,000</u>	<u>7,907,000</u>
Requirements						
Community Development	<u>2,405,668</u>	<u>2,539,527</u>	<u>4,128,899</u>	<u>4,481,839</u>	<u>4,481,839</u>	<u>4,481,839</u>
Total	2,405,668	2,539,527	4,128,899	4,481,839	4,481,839	4,481,839
Interfund Transfers	6,174	18,774	20,000	30,000	30,000	30,000
Contingency	0	0	413,000	448,000	448,000	448,000
Unappropriated	<u>2,674,505</u>	<u>3,426,959</u>	<u>2,723,301</u>	<u>2,947,161</u>	<u>2,947,161</u>	<u>2,947,161</u>
Total	2,680,679	3,445,733	3,156,301	3,425,161	3,425,161	3,425,161
Total Building Fund	<u>5,086,347</u>	<u>5,985,260</u>	<u>7,285,200</u>	<u>7,907,000</u>	<u>7,907,000</u>	<u>7,907,000</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 280 Building Fund						
Dept: 34 Community Development Department						
Requirements by Division						
Bldg Dev Admin Div.	380,848	435,799	690,644	708,983	708,983	708,983
Support Services Div.	692,816	671,287	826,602	1,025,152	1,025,152	1,025,152
Bldg Dev Permit Center Div.	385,284	435,562	558,850	582,899	582,899	582,899
Bldg Dev Bldg/Structural Div.	549,076	580,843	1,476,377	1,514,621	1,514,621	1,514,621
Bldg Dev Mechanical Div.	183,141	187,570	290,147	324,061	324,061	324,061
Bldg Dev Plumbing Div.	126,471	121,438	145,353	161,663	161,663	161,663
Bldg Dev Electrical Div.	88,032	107,028	140,926	164,460	164,460	164,460
Community Development Dept. Total	<u>2,405,668</u>	<u>2,539,527</u>	<u>4,128,899</u>	<u>4,481,839</u>	<u>4,481,839</u>	<u>4,481,839</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 280 Building Fund						
Dept: 34 Community Development Department						
Requirements by Category						
Personnel Services	1,756,225	1,809,771	2,956,387	3,120,252	3,120,252	3,120,252
Materials & Services	649,443	726,456	977,512	1,166,587	1,166,587	1,166,587
Capital Outlay	0	3,300	195,000	195,000	195,000	195,000
Community Development Dept. Total	<u>2,405,668</u>	<u>2,539,527</u>	<u>4,128,899</u>	<u>4,481,839</u>	<u>4,481,839</u>	<u>4,481,839</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Building
Dept: Community Development

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	\$71,229 increase. Allows for increased staffing levels to accommodate staff transitions related to retirement, turnover and to respond to increased demand for services.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Building Fund						
Community Development Department						
Personnel Services						
10-01 Full-Time Employees	1,040,703	1,112,326	1,822,479	1,865,459	1,865,459	1,865,459
10-02 Part-Time Employees	1,540	0	0	0	0	0
10-03 Overtime	12,343	10,645	18,000	18,000	18,000	18,000
10-04 Limited Term	11,910	27,828	23,494	94,723	94,723	94,723
10-05 Temp/Seasonal	4,000	31,992	0	0	0	0
10-12 Certificate Pay	6,600	7,628	10,352	10,352	10,352	10,352
10-30 Acting In Capacity	1,099	0	0	0	0	0
10-32 Working Out of Class Pay	2,088	497	0	0	0	0
10-46 Premium Pay	133	0	0	0	0	0
10-61 Accrued Compensated Absen	30,300	3,600	0	0	0	0
10-69 Comp Cashed Out	3,831	2,236	0	0	0	0
Total Personnel Services	1,114,547	1,196,752	1,874,325	1,988,534	1,988,534	1,988,534
Employee Benefits						
11-01 FICA	82,665	92,287	142,558	150,999	150,999	150,999
11-02 Tri-Met Payroll Tax	7,945	9,025	13,757	14,507	14,507	14,507
11-09 PERS - Pension Bond Pymt	40,711	39,880	51,401	65,093	65,093	65,093
11-10 PERS-ER	80,439	87,390	168,769	161,472	161,472	161,472
11-11 PERS-EE	62,937	70,264	112,460	113,629	113,629	113,629
11-20 Health Insurance	232,272	251,066	486,245	510,704	510,704	510,704
11-21 Dental Insurance	25,139	25,842	48,871	48,671	48,671	48,671
11-22 Life Insurance	1,166	1,202	2,096	2,185	2,185	2,185
11-27 Workers' Comp	88,267	16,215	20,682	29,072	29,072	29,072
11-30 Long Term Disability	1,801	1,708	5,538	5,880	5,880	5,880
11-31 FSA-Admin Fee	94	172	158	158	158	158
11-35 HRA/VEBA	18,242	17,968	29,527	29,348	29,348	29,348
Total Employee Benefits	641,678	613,019	1,082,062	1,131,718	1,131,718	1,131,718
Prof and Tech Services						
20-04 Employment Agency Serv	0	0	5,300	5,300	5,300	5,300
20-06 Professional Services	193	1,792	3,600	3,600	3,600	3,600
20-15 Outsourced Serv & Labor	29,946	50,503	69,600	74,600	74,600	74,600
20-17 Merchant Card Fees	7,629	8,003	12,000	12,000	12,000	12,000
20-20 Permits and Licenses	0	150	1,350	1,350	1,350	1,350
Total Prof and Tech Services	37,768	60,448	91,850	96,850	96,850	96,850
Property Services						
21-06 Telephone/Cell Phone	10,846	9,576	16,893	16,900	16,900	16,900
21-20 Building R and M	0	0	1,400	1,400	1,400	1,400
21-21 Equipment R and M	353	117	1,900	1,900	1,900	1,900
21-22 Motor Vehicle R and M	1,528	0	1,000	1,000	1,000	1,000
21-23 Com Systems R and M	0	232	600	600	600	600
21-40 Equipment Rent/Lease	2,182	6,732	19,100	19,100	19,100	19,100
21-44 Voice Mail Rent/Lease	0	0	200	200	200	200
Total Property Services	14,909	16,657	41,093	41,100	41,100	41,100

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Building Fund						
Community Development Department						
Other Services						
22-02 Photographic/Art	0	0	300	300	300	300
22-04 Printing	2,584	3,723	4,100	4,100	4,100	4,100
22-06 Records Mgt/Microfilming	1,014	0	7,500	7,500	7,500	7,500
22-12 Dues and Memberships	2,220	2,935	2,700	4,650	4,650	4,650
22-14 Training and Education	9,037	5,453	28,500	28,500	28,500	28,500
22-24 Meals	2,729	3,311	2,200	3,300	3,300	3,300
22-25 Mileage	65	709	750	750	750	750
22-26 Promo/Incentive Programs	0	881	3,800	3,800	3,800	3,800
22-27 Lodging	1,690	4,148	1,900	3,000	3,000	3,000
22-29 Airfare	1,142	1,729	1,000	2,000	2,000	2,000
22-31 Rental Cars	0	71	0	0	0	0
22-52 Committee Expenses	0	0	750	750	750	750
Total Other Services	20,481	22,960	53,500	58,650	58,650	58,650
Supplies						
23-01 Office Supplies	2,002	1,801	4,400	4,400	4,400	4,400
23-02 Copier/Printer/Fax Supp	719	282	2,350	2,350	2,350	2,350
23-03 Paper	1,703	0	2,500	2,500	2,500	2,500
23-12 Veh Supplies and Parts	0	2	500	500	500	500
23-13 Veh Repairs/Minor Equip	0	0	500	500	500	500
23-14 Minor Equip and Tools	4,260	3,191	2,700	4,400	4,400	4,400
23-20 Operating/Tech/Scientific	466	164	600	600	600	600
23-26 Protective Equip/Uniforms	1,710	552	1,500	2,250	2,250	2,250
23-44 R and M Supplies	10	759	0	0	0	0
23-60 Books and Publications	1,293	1,014	9,800	9,800	9,800	9,800
23-61 Post/Pack/Del/Courier	0	0	600	600	600	600
23-62 Employee Service Awards	94	176	1,100	1,100	1,100	1,100
23-63 Comp Equip/Software/Maint	190	3,258	10,000	10,000	10,000	10,000
Total Supplies	12,447	11,199	36,550	39,000	39,000	39,000
Internal Service Charge						
29-04 Property Management	104,892	103,769	98,318	109,741	109,741	109,741
29-06 Vehicle Maintenance	20,053	25,797	39,399	50,383	50,383	50,383
29-07 Vehicle Fuels	9,944	7,818	8,102	9,199	9,199	9,199
29-08 Equipment Replacement	31,110	29,262	38,243	34,873	34,873	34,873
29-11 Computer Replacement Chg	12,529	13,689	8,904	10,002	10,002	10,002
29-12 Information Services	167,202	188,555	225,727	255,184	255,184	255,184
29-19 Community Development Chg	12,711	17,276	31,498	29,851	29,851	29,851
29-20 Economic Development Chg	6,519	8,924	21,370	29,008	29,008	29,008
29-21 Liability Mgmnt Charge	41,368	42,816	44,199	52,463	52,463	52,463
29-22 Legal	23,107	29,111	43,347	47,960	47,960	47,960
29-24 City Administration	34,399	39,680	57,103	69,837	69,837	69,837
29-25 Financial Services	27,436	28,123	39,212	57,776	57,776	57,776
29-27 General Support Services	13,735	13,596	16,643	21,774	21,774	21,774
29-29 City-Wide Services	58,833	66,776	82,454	104,790	104,790	104,790

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Building Fund						
Community Development Department						
29-38 Community Livability	0	0	0	48,146	48,146	48,146
Total Internal Service Charge	563,838	615,192	754,519	930,987	930,987	930,987
Capital Outlay						
30-10 Motor Vehicles	0	0	195,000	195,000	195,000	195,000
30-12 Hardware and Software	0	3,300	0	0	0	0
Total Capital Outlay	0	3,300	195,000	195,000	195,000	195,000
Total Requirements	<u>2,405,668</u>	<u>2,539,527</u>	<u>4,128,899</u>	<u>4,481,839</u>	<u>4,481,839</u>	<u>4,481,839</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
290 Urban Renewal Support Fund						
Intergovernmental Revenue	1,100,000	1,195,300	2,244,900	2,000,300	2,000,300	2,000,300
Beginning Balance	65,513	102,987	103,000	63,400	63,400	63,400
Total Urban Renewal Support Fund	<u>1,165,513</u>	<u>1,298,287</u>	<u>2,347,900</u>	<u>2,063,700</u>	<u>2,063,700</u>	<u>2,063,700</u>
 Requirements						
Urban Renewal	<u>1,060,154</u>	<u>1,234,921</u>	<u>1,905,383</u>	<u>1,787,827</u>	<u>1,787,827</u>	<u>1,787,827</u>
Total	1,060,154	1,234,921	1,905,383	1,787,827	1,787,827	1,787,827
Interfund Transfers	2,372	0	50,000	57,000	57,000	57,000
Contingency	0	0	200,000	217,000	217,000	217,000
Unappropriated	<u>102,987</u>	<u>63,366</u>	<u>192,517</u>	<u>1,873</u>	<u>1,873</u>	<u>1,873</u>
Total	105,359	63,366	442,517	275,873	275,873	275,873
Total Urban Renewal Support Fund	<u>1,165,513</u>	<u>1,298,287</u>	<u>2,347,900</u>	<u>2,063,700</u>	<u>2,063,700</u>	<u>2,063,700</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 290 Urban Renewal Support Fund						
Dept: 31 Urban Renewal Department						
Requirements by Division						
UR Admin Div.	672,563	765,651	1,340,654	1,232,389	1,232,389	1,232,389
Support Services Div.	387,591	469,270	564,729	555,438	555,438	555,438
Urban Renewal Dept. Total	<u>1,060,154</u>	<u>1,234,921</u>	<u>1,905,383</u>	<u>1,787,827</u>	<u>1,787,827</u>	<u>1,787,827</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 290 Urban Renewal Support Fund						
Dept: 31 Urban Renewal Department						
Requirements by Category						
Personnel Services	477,581	496,307	589,049	602,077	602,077	602,077
Materials & Services	582,573	738,614	1,316,334	1,185,750	1,185,750	1,185,750
Urban Renewal Dept. Total	<u>1,060,154</u>	<u>1,234,921</u>	<u>1,905,383</u>	<u>1,787,827</u>	<u>1,787,827</u>	<u>1,787,827</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Urban Renewal Support
Dept: Urban Renewal

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services	\$30,450 increase. Reflects need to support the technical aspects of Rockwood Rising, operating the Rockwood Community Office building and the Sunrise Center.
Urban Renewal Grant Program	(\$196,031) decrease. Reflects prioritization of funding to the primary Catalyst project, and the natural sunseting of this program due to nearing the end of the Urban Renewal.
Building R and M	\$10,000 increase. Reflects the increase in costs associated with operating the Rockwood Community Office and Sunrise Center.
Equipment R and M	\$4,850 increase. Reflects the increase in costs associated with operating the Rockwood Community Office and Sunrise Center.
Community Outreach	\$20,000 increase. Reflects increased focus on ongoing outreach efforts.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Urban Renewal Support Fund						
Urban Renewal Department						
Personnel Services						
10-01 Full-Time Employees	231,863	260,398	262,140	284,363	284,363	284,363
10-03 Overtime	2,372	2,176	0	0	0	0
10-04 Limited Term	83,983	84,940	133,744	132,363	132,363	132,363
10-05 Temp/Seasonal	2,925	0	0	0	0	0
10-46 Premium Pay	3	0	0	0	0	0
10-61 Accrued Compensated Absen	20,400	0	0	0	0	0
Total Personnel Services	341,546	347,514	395,884	416,726	416,726	416,726
Employee Benefits						
11-01 FICA	24,418	26,452	30,150	31,714	31,714	31,714
11-02 Tri-Met Payroll Tax	2,342	2,569	2,906	3,163	3,163	3,163
11-09 PERS - Pension Bond Pymt	9,981	11,583	14,230	13,749	13,749	13,749
11-10 PERS-ER	16,076	16,359	25,921	27,164	27,164	27,164
11-11 PERS-EE	19,093	19,488	23,753	25,003	25,003	25,003
11-20 Health Insurance	49,573	55,734	75,231	65,575	65,575	65,575
11-21 Dental Insurance	5,404	6,136	8,087	6,297	6,297	6,297
11-22 Life Insurance	303	334	470	483	483	483
11-27 Workers' Comp	4,275	4,935	5,646	5,239	5,239	5,239
11-30 Long Term Disability	527	521	1,187	1,229	1,229	1,229
11-31 FSA-Admin Fee	43	86	89	89	89	89
11-35 HRA/VEBA	4,000	4,596	5,495	5,646	5,646	5,646
Total Employee Benefits	136,035	148,793	193,165	185,351	185,351	185,351
Prof and Tech Services						
20-06 Professional Services	21,742	54,103	67,350	97,800	97,800	97,800
20-15 Outsourced Serv & Labor	1,950	29,767	53,500	56,500	56,500	56,500
20-22 Assessments and Fees	7,469	0	0	0	0	0
20-31 Urban Renewal Grant Prog	151,350	158,620	555,531	359,500	359,500	359,500
Total Prof and Tech Services	182,511	242,490	676,381	513,800	513,800	513,800
Property Services						
21-04 Utility Services	7,463	25,230	30,000	30,000	30,000	30,000
21-06 Telephone/Cell Phone	0	11	100	100	100	100
21-20 Building R and M	0	0	20,000	30,000	30,000	30,000
21-21 Equipment R and M	0	0	10,150	15,000	15,000	15,000
21-40 Equipment Rent/Lease	587	793	1,500	1,600	1,600	1,600
Total Property Services	8,050	26,034	61,750	76,700	76,700	76,700
Other Services						
22-02 Photographic/Art	600	0	1,000	1,000	1,000	1,000
22-04 Printing	1,033	4,544	5,000	5,000	5,000	5,000
22-08 Advertising	397	416	1,500	1,500	1,500	1,500
22-12 Dues and Memberships	0	0	300	300	300	300
22-14 Training and Education	1,070	675	3,500	4,500	4,500	4,500
22-16 Community Outreach	0	0	0	20,000	20,000	20,000
22-24 Meals	1,276	997	2,200	2,350	2,350	2,350

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Urban Renewal Support Fund						
Urban Renewal Department						
22-25 Mileage	99	77	200	250	250	250
22-26 Promo/Incentive Programs	760	649	1,500	1,500	1,500	1,500
22-27 Lodging	1,181	831	3,000	3,500	3,500	3,500
22-29 Airfare	440	0	1,000	1,500	1,500	1,500
22-34 Contributions/City Match	5,000	5,000	5,000	5,000	5,000	5,000
22-52 Committee Expenses	1,647	568	2,000	2,000	2,000	2,000
Total Other Services	13,503	13,757	26,200	48,400	48,400	48,400
Supplies						
23-01 Office Supplies	184	300	1,000	1,000	1,000	1,000
23-02 Copier/Printer/Fax Supp	0	0	0	800	800	800
23-03 Paper	15	0	100	150	150	150
23-14 Minor Equip and Tools	237	686	1,000	1,000	1,000	1,000
23-20 Operating/Tech/Scientific	24	18	3,100	3,100	3,100	3,100
23-25 Other Operating	0	274	0	0	0	0
23-44 R and M Supplies	4,664	1,380	0	2,000	2,000	2,000
23-60 Books and Publications	0	0	250	250	250	250
23-61 Post/Pack/Del/Courier	0	0	600	600	600	600
23-62 Employee Service Awards	0	125	0	0	0	0
23-63 Comp Equip/Software/Maint	50	798	1,100	1,500	1,500	1,500
Total Supplies	5,174	3,581	7,150	10,400	10,400	10,400
Internal Service Charge						
29-04 Property Management	10,294	10,223	14,995	16,451	16,451	16,451
29-11 Computer Replacement Chg	1,989	2,120	1,682	1,935	1,935	1,935
29-12 Information Services	21,677	30,078	38,594	40,340	40,340	40,340
29-19 Community Development Chg	62,860	88,500	88,500	88,500	88,500	88,500
29-20 Economic Development Chg	90,727	112,052	155,458	125,458	125,458	125,458
29-21 Liability Mgmt Charge	6,521	9,383	11,142	12,346	12,346	12,346
29-22 Legal	37,315	49,648	77,178	85,570	85,570	85,570
29-24 City Administration	9,113	13,070	18,664	16,604	16,604	16,604
29-25 Financial Services	64,600	66,600	59,940	62,937	62,937	62,937
29-27 General Support Services	3,639	4,478	5,440	5,177	5,177	5,177
29-29 City-Wide Services	64,600	66,600	73,260	76,923	76,923	76,923
29-38 Community Livability	0	0	0	4,209	4,209	4,209
Total Internal Service Charge	373,335	452,752	544,853	536,450	536,450	536,450
Total Requirements	1,060,154	1,234,921	1,905,383	1,787,827	1,787,827	1,787,827

Infrastructure Funds

CITY OF
GRESHAM
OREGON

INFRASTRUCTURE FUNDS OVERVIEW

Infrastructure Funds Revenues

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

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 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 Infrastructure Development Fund's principal revenues come from charges for services and interfund transfers. 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 Transportation Fund provides services for street repairs and maintenance, and traffic engineering. The Streetlight Fund operates the City's streetlights. The Infrastructure Development Fund's operating costs are for the Development Engineering Program, the Public Works Construction Inspections Program, and the Surveying Program. 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 2018/19, operating expenditures include:

- Transportation Fund.
 - \$9.5 million operating budget.
 - 16.2% increase compared to last year's budget.
- Streetlight Fund.
 - \$0.5 million operating budget.
 - 1.9% increase compared to last year's budget.
- Infrastructure Development Fund.
 - \$2.9 million operating budget.
 - 7.6% increase compared to last year's budget.
- Water Fund.
 - \$11.2 million operating budget.
 - 3.8% increase compared to last year's budget.
- Stormwater Fund.
 - \$7.5 million operating budget.
 - 5.9% increase compared to last year's budget.
- Wastewater Fund.
 - \$14.0 million operating budget.
 - 0.5% increase compared to last year's budget.

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
210 Transportation Fund						
Intergovernmental Revenue	10,008,838	10,252,561	10,581,000	12,598,000	12,598,000	12,598,000
Charges for Services	101,129	101,471	22,400	18,900	18,900	18,900
Utility License Fees	0	5,000	389,200	826,400	826,400	826,400
Interest Income	222,174	232,704	252,359	222,000	222,000	222,000
Miscellaneous Income	15,529	1,338	0	0	0	0
Interfund Transfers	354,996	357,548	795,700	3,928,300	3,928,300	3,928,300
Internal Service Charges	1,155,757	674,363	1,252,000	1,504,000	1,504,000	1,504,000
Other Resources	0	0	0	1,790,000	1,790,000	1,790,000
Beginning Balance	12,509,614	13,488,133	15,057,418	18,621,300	18,621,300	18,621,300
Total Transportation Fund	<u>24,368,037</u>	<u>25,113,118</u>	<u>28,350,077</u>	<u>39,508,900</u>	<u>39,508,900</u>	<u>39,508,900</u>
Requirements						
Environmental Services	<u>7,316,102</u>	<u>7,067,535</u>	<u>8,137,315</u>	<u>9,454,094</u>	<u>9,454,094</u>	<u>9,454,094</u>
Total	7,316,102	7,067,535	8,137,315	9,454,094	9,454,094	9,454,094
Interfund Transfers	3,563,802	2,776,035	7,572,200	14,000,800	14,000,800	14,000,800
Contingency	0	0	1,220,000	1,418,000	1,418,000	1,418,000
Debt Service	0	0	0	1,790,000	1,790,000	1,790,000
Unappropriated	<u>13,488,133</u>	<u>15,269,548</u>	<u>11,420,562</u>	<u>12,846,006</u>	<u>12,846,006</u>	<u>12,846,006</u>
Total	17,051,935	18,045,583	20,212,762	30,054,806	30,054,806	30,054,806
Total Transportation Fund	<u>24,368,037</u>	<u>25,113,118</u>	<u>28,350,077</u>	<u>39,508,900</u>	<u>39,508,900</u>	<u>39,508,900</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 210 Transportation Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Administration Div.	464,903	479,850	508,074	498,496	498,496	498,496
Support Services Div.	1,831,664	1,907,529	1,954,043	2,102,862	2,102,862	2,102,862
Transportation Planning Div.	478,691	0	0	0	0	0
Transportation Maintenananc Div.	3,065,508	3,059,884	3,642,640	4,516,980	4,516,980	4,516,980
Trans Engineering Div.	748,143	892,834	1,223,300	1,509,489	1,509,489	1,509,489
Traffic Signals Div.	727,193	727,438	809,258	826,267	826,267	826,267
Environmental Services Dept. Total	<u>7,316,102</u>	<u>7,067,535</u>	<u>8,137,315</u>	<u>9,454,094</u>	<u>9,454,094</u>	<u>9,454,094</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 210 Transportation Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	4,316,488	4,066,391	4,677,382	5,345,533	5,345,533	5,345,533
Materials & Services	2,920,407	2,956,414	3,307,433	3,716,561	3,716,561	3,716,561
Capital Outlay	79,207	44,730	152,500	392,000	392,000	392,000
Environmental Services Dept. Total	<u>7,316,102</u>	<u>7,067,535</u>	<u>8,137,315</u>	<u>9,454,094</u>	<u>9,454,094</u>	<u>9,454,094</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Transportation
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	\$10,000 increase. Reflects increase related to local street reconstruction project.
Limited Term	\$274,060 increase. Reflects increase personnel for the concrete crew.
Temp/Seasonal	\$75,000 increase. Reflects increase personnel for the concrete crew.
Call Back Pay	\$10,000 increase. Based on anticipated usage and contractual requirements.

Materials and Services

Professional Services	\$23,500 increase. Includes an anticipated operations facility master plan and easement contracts not covered by CIP.
Outsourced Services and Labor	\$81,000 increase. Includes on-call services for bridge, structural engineering and signals. Also includes increase for sign replacement.
Telephone/Cell Phone	\$14,600 increase. Anticipates an increased need for smart phone technology, and reflects equipment for the limited term concrete crew.
Equipment R and M	\$10,000 increase. Increase based on history.
Transportation R and M	\$50,000 increase. Based on anticipated usage and additional needs for the concrete crew.
Equipment Rent/Lease	(\$8,000) decrease. Lower usage anticipated based on the purchase of a used mower in fiscal year 2017/18.
Building/Office Rent/Lease	\$27,000 increase. Reflects potential needs related to the concrete crew.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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.

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Materials and Services Continued

Training and Education	\$7,200 increase. Reflects additional training for the new concrete crew.
Tires	(\$3,000) decrease. Anticipated costs are being accounted for in the fleet budget.
Minor Equip and Tools	\$13,800 increase. Reflects additional tools for the concrete crew.
Protective Equip/Uniforms	\$3,800 increase. Reflects additional uniforms for the concrete crew.
Signs	\$60,000 increase. Increased based on mast arm signage project.

Capital Outlay

Equipment	(\$15,500) decrease. Based on the needs for equipment for the year.
Vehicles	\$255,000 increase. Fiscal year 2018/19 anticipates the purchase of a new ten-yard dump truck based on demand. Also includes other equipment needs for the concrete crew.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Transportation Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	2,387,641	2,276,508	2,502,805	2,579,954	2,579,954	2,579,954
10-02 Part-Time Employees	105,556	50,816	66,876	68,407	68,407	68,407
10-03 Overtime	27,463	60,215	51,000	61,000	61,000	61,000
10-04 Limited Term	0	0	67,267	341,327	341,327	341,327
10-05 Temp/Seasonal	177,870	173,782	210,000	285,000	285,000	285,000
10-10 Shift Differential	1,421	8,249	1,500	3,000	3,000	3,000
10-12 Certificate Pay	950	600	1,000	1,000	1,000	1,000
10-14 Crew Leader Pay	3,113	2,729	3,200	3,200	3,200	3,200
10-16 On Call Pay	47,971	58,028	46,000	57,000	57,000	57,000
10-30 Acting In Capacity	2,731	901	3,500	1,500	1,500	1,500
10-32 Working Out of Class Pay	870	650	2,000	2,000	2,000	2,000
10-61 Accrued Compensated Absen	54,800	33,000	0	0	0	0
10-69 Comp Cashed Out	2,159	3,173	0	0	0	0
Total Personnel Services	2,812,545	2,668,651	2,955,148	3,403,388	3,403,388	3,403,388
Employee Benefits						
11-01 FICA	211,517	198,981	223,485	258,168	258,168	258,168
11-02 Tri-Met Payroll Tax	20,377	19,492	21,691	25,832	25,832	25,832
11-09 PERS - Pension Bond Pymt	107,039	107,149	98,648	102,629	102,629	102,629
11-10 PERS-ER	198,394	174,276	263,968	268,385	268,385	268,385
11-11 PERS-EE	151,845	142,093	177,309	187,103	187,103	187,103
11-20 Health Insurance	635,857	596,969	722,469	846,692	846,692	846,692
11-21 Dental Insurance	67,344	61,597	71,725	81,906	81,906	81,906
11-22 Life Insurance	2,971	2,678	3,419	3,830	3,830	3,830
11-27 Workers' Comp	59,135	52,257	87,564	107,372	107,372	107,372
11-30 Long Term Disability	4,232	3,480	7,911	8,969	8,969	8,969
11-31 FSA-Admin Fee	441	439	446	346	346	346
11-35 HRA/VEBA	44,791	38,329	43,599	50,913	50,913	50,913
Total Employee Benefits	1,503,943	1,397,740	1,722,234	1,942,145	1,942,145	1,942,145
Prof and Tech Services						
20-02 Inspection Fees	0	0	1,500	1,500	1,500	1,500
20-06 Professional Services	29,903	24,276	32,600	56,100	56,100	56,100
20-08 Med and Psych Costs	863	1,270	2,000	2,000	2,000	2,000
20-15 Outsourced Serv & Labor	502,951	407,418	652,000	733,000	733,000	733,000
20-20 Permits and Licenses	1,918	1,342	2,900	2,900	2,900	2,900
20-24 Recording and Title Fees	0	190	0	0	0	0
Total Prof and Tech Services	535,635	434,496	691,000	795,500	795,500	795,500
Property Services						
21-04 Utility Services	47,804	48,511	56,500	56,500	56,500	56,500
21-06 Telephone/Cell Phone	17,973	19,494	23,400	38,000	38,000	38,000
21-20 Building R and M	1,588	0	1,200	1,200	1,200	1,200
21-21 Equipment R and M	26,274	38,773	34,400	44,400	44,400	44,400
21-22 Motor Vehicle R and M	5,198	659	2,000	2,000	2,000	2,000
21-23 Com Systems R and M	6,000	7,073	6,500	8,500	8,500	8,500

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Transportation Fund						
Environmental Services Department						
21-24 Transportation R and M	233,658	259,668	250,000	300,000	300,000	300,000
21-30 Towing and Storage	82	0	1,000	1,000	1,000	1,000
21-40 Equipment Rent/Lease	8,642	10,430	23,200	15,200	15,200	15,200
21-41 Motor Vehicle Rent/Lease	0	2,250	0	0	0	0
21-43 Bldg/Office Rent/Lease	25,916	25,446	26,000	53,000	53,000	53,000
21-51 Traffic Signals	84,584	83,383	102,800	100,000	100,000	100,000
Total Property Services	457,719	495,687	527,000	619,800	619,800	619,800
Other Services						
22-02 Photographic/Art	54	100	400	400	400	400
22-04 Printing	617	674	1,900	1,800	1,800	1,800
22-08 Advertising	286	238	1,150	1,050	1,050	1,050
22-12 Dues and Memberships	6,150	3,034	3,700	4,000	4,000	4,000
22-14 Training and Education	10,783	9,724	19,000	26,200	26,200	26,200
22-16 Community Outreach	141	395	100	100	100	100
22-20 City Wide Training	0	22	0	0	0	0
22-24 Meals	4,416	3,101	5,700	6,200	6,200	6,200
22-25 Mileage	618	160	1,300	1,300	1,300	1,300
22-26 Promo/Incentive Programs	2,833	109	800	800	800	800
22-27 Lodging	5,364	4,049	0	0	0	0
22-29 Airfare	995	1,289	0	0	0	0
22-31 Rental Cars	249	413	0	0	0	0
Total Other Services	32,506	23,308	34,050	41,850	41,850	41,850
Supplies						
23-01 Office Supplies	3,475	5,280	5,300	5,300	5,300	5,300
23-02 Copier/Printer/Fax Supp	855	951	2,300	2,300	2,300	2,300
23-03 Paper	403	165	950	850	850	850
23-10 Gas, Oil, Lube	2,870	3,794	3,650	4,650	4,650	4,650
23-11 Tires	8,230	1,063	6,200	3,200	3,200	3,200
23-12 Veh Supplies and Parts	1,577	1,094	700	1,200	1,200	1,200
23-13 Veh Repairs/Minor Equip	2,450	1,038	3,000	3,000	3,000	3,000
23-14 Minor Equip and Tools	35,282	35,539	38,500	52,300	52,300	52,300
23-20 Operating/Tech/Scientific	2,292	3,873	4,500	4,100	4,100	4,100
23-24 First Aid and Safety	4,321	3,551	3,100	4,600	4,600	4,600
23-25 Other Operating	0	16	950	950	950	950
23-26 Protective Equip/Uniforms	6,170	6,296	8,400	12,200	12,200	12,200
23-40 Pavement Marking	59,396	80,081	75,000	80,000	80,000	80,000
23-41 Signs	88,522	97,697	80,000	140,000	140,000	140,000
23-44 R and M Supplies	638	303	3,250	3,250	3,250	3,250
23-60 Books and Publications	586	1,551	1,700	1,600	1,600	1,600
23-61 Post/Pack/Del/Courier	2,133	1,339	2,300	2,300	2,300	2,300
23-62 Employee Service Awards	596	293	1,000	1,000	1,000	1,000
23-63 Comp Equip/Software/Maint	9,261	10,876	46,752	43,750	43,750	43,750
Total Supplies	229,057	254,800	287,552	366,550	366,550	366,550
Internal Service Charge						
29-04 Property Management	196,185	211,102	215,275	218,540	218,540	218,540

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Transportation Fund						
Environmental Services Department						
29-06 Vehicle Maintenance	65,446	72,950	115,094	150,804	150,804	150,804
29-07 Vehicle Fuels	45,331	36,308	39,974	54,006	54,006	54,006
29-08 Equipment Replacement	322,412	303,772	291,487	380,949	380,949	380,949
29-11 Computer Replacement Chg	19,878	19,598	13,852	13,326	13,326	13,326
29-12 Information Services	367,558	403,568	374,535	350,487	350,487	350,487
29-21 Liability Mgmt Charge	88,997	88,898	90,238	97,041	97,041	97,041
29-22 Legal	71,819	97,900	140,876	118,637	118,637	118,637
29-24 City Administration	124,863	137,653	142,165	130,764	130,764	130,764
29-25 Financial Services	99,589	97,558	97,622	108,181	108,181	108,181
29-27 General Support Services	49,856	47,166	41,435	40,770	40,770	40,770
29-29 City-Wide Services	213,556	231,650	205,278	196,210	196,210	196,210
29-38 Community Livability	0	0	0	33,146	33,146	33,146
Total Internal Service Charge	1,665,490	1,748,123	1,767,831	1,892,861	1,892,861	1,892,861
Capital Outlay						
30-08 Equipment	40,399	44,730	152,500	137,000	137,000	137,000
30-10 Motor Vehicles	38,808	0	0	255,000	255,000	255,000
Total Capital Outlay	79,207	44,730	152,500	392,000	392,000	392,000
Total Requirements	7,316,102	7,067,535	8,137,315	9,454,094	9,454,094	9,454,094

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
212 Streetlight Fund						
Intergovernmental Revenue	208,783	156,354	125,000	108,800	108,800	108,800
Utility License Fees	1,138,217	1,170,826	1,176,000	1,319,000	1,319,000	1,319,000
Interest Income	47,768	41,814	60,000	50,000	50,000	50,000
Miscellaneous Income	359,168	34,694	0	0	0	0
Beginning Balance	6,011,427	4,969,156	3,004,000	3,310,000	3,310,000	3,310,000
Total Streetlight Fund	<u>7,765,363</u>	<u>6,372,844</u>	<u>4,365,000</u>	<u>4,787,800</u>	<u>4,787,800</u>	<u>4,787,800</u>
Requirements						
Environmental Services	<u>422,013</u>	<u>453,603</u>	<u>482,857</u>	<u>492,110</u>	<u>492,110</u>	<u>492,110</u>
Total	422,013	453,603	482,857	492,110	492,110	492,110
Interfund Transfers	2,374,194	2,825,720	1,186,200	1,228,800	1,228,800	1,228,800
Contingency	0	0	73,000	74,000	74,000	74,000
Unappropriated	<u>4,969,156</u>	<u>3,093,521</u>	<u>2,622,943</u>	<u>2,992,890</u>	<u>2,992,890</u>	<u>2,992,890</u>
Total	7,343,350	5,919,241	3,882,143	4,295,690	4,295,690	4,295,690
Total Streetlight Fund	<u>7,765,363</u>	<u>6,372,844</u>	<u>4,365,000</u>	<u>4,787,800</u>	<u>4,787,800</u>	<u>4,787,800</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 212 Streetlight Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Support Services Div.	87,355	78,835	65,857	50,110	50,110	50,110
Street Lights Div.	334,658	374,768	417,000	442,000	442,000	442,000
Environmental Services Dept. Total	422,013	453,603	482,857	492,110	492,110	492,110

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 212 Streetlight Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Materials & Services	422,013	453,603	482,857	492,110	492,110	492,110
Environmental Services Dept. Total	422,013	453,603	482,857	492,110	492,110	492,110

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Streetlight
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Outsourced Services and Labor	\$40,000 increase. Reflects labor on streetlight repairs and installs.
Utility Services	(\$40,000) decrease. Reflects lower electricity usage for the LED fixtures.
Street Lights	\$25,000 increase. Reflects materials needed for repair and to cover costs for damaged streetlights.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Streetlight Fund						
Environmental Services Department						
Prof and Tech Services						
20-06 Professional Services	148	8,780	0	0	0	0
20-15 Outsourced Serv & Labor	0	79,676	52,000	92,000	92,000	92,000
Total Prof and Tech Services	148	88,456	52,000	92,000	92,000	92,000
Property Services						
21-04 Utility Services	300,025	223,540	315,000	275,000	275,000	275,000
21-50 Street Lights	34,485	62,060	50,000	75,000	75,000	75,000
Total Property Services	334,510	285,600	365,000	350,000	350,000	350,000
Supplies						
23-14 Minor Equip and Tools	0	712	0	0	0	0
Total Supplies	0	712	0	0	0	0
Internal Service Charge						
29-19 Community Development Chg	6,589	7,129	7,574	3,769	3,769	3,769
29-20 Economic Development Chg	3,379	3,682	5,139	3,663	3,663	3,663
29-21 Liability Mgmt Charge	5,377	4,285	3,245	2,230	2,230	2,230
29-22 Legal	2,342	2,592	2,907	2,272	2,272	2,272
29-24 City Administration	17,831	16,375	13,732	8,819	8,819	8,819
29-25 Financial Services	14,221	11,605	9,430	7,296	7,296	7,296
29-27 General Support Services	7,120	5,611	4,002	2,750	2,750	2,750
29-29 City-Wide Services	30,496	27,556	19,828	13,232	13,232	13,232
29-38 Community Livability	0	0	0	6,079	6,079	6,079
Total Internal Service Charge	87,355	78,835	65,857	50,110	50,110	50,110
Total Requirements	422,013	453,603	482,857	492,110	492,110	492,110

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
240 Infrastructure Dev Fund						
Charges for Services	523,657	654,817	489,080	601,300	601,300	601,300
Interest Income	37,038	40,549	29,700	25,300	25,300	25,300
Miscellaneous Income	3,625	558	0	0	0	0
Interfund Transfers	1,071,200	1,135,600	1,503,600	1,694,000	1,694,000	1,694,000
Internal Service Charges	273,783	325,265	286,000	326,000	326,000	326,000
Beginning Balance	1,702,582	1,857,791	1,485,900	1,685,700	1,685,700	1,685,700
Total Infrastructure Dev Fund	<u>3,611,885</u>	<u>4,014,580</u>	<u>3,794,280</u>	<u>4,332,300</u>	<u>4,332,300</u>	<u>4,332,300</u>
Requirements						
Environmental Services	<u>1,754,094</u>	<u>2,090,362</u>	<u>2,737,446</u>	<u>2,945,441</u>	<u>2,945,441</u>	<u>2,945,441</u>
Total	1,754,094	2,090,362	2,737,446	2,945,441	2,945,441	2,945,441
Contingency	0	0	411,000	442,000	442,000	442,000
Unappropriated	<u>1,857,791</u>	<u>1,924,218</u>	<u>645,834</u>	<u>944,859</u>	<u>944,859</u>	<u>944,859</u>
Total	1,857,791	1,924,218	1,056,834	1,386,859	1,386,859	1,386,859
Total Infrastructure Dev Fund	<u>3,611,885</u>	<u>4,014,580</u>	<u>3,794,280</u>	<u>4,332,300</u>	<u>4,332,300</u>	<u>4,332,300</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 240 Infrastructure Dev Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Support Services Div.	451,757	537,582	673,855	672,896	672,896	672,896
Development Engineering Div.	575,746	828,874	1,020,859	1,118,914	1,118,914	1,118,914
IDF Inspections Div.	486,622	496,206	707,596	873,110	873,110	873,110
IDF Surveying Div.	239,969	227,700	335,136	280,521	280,521	280,521
Environmental Services Dept. Total	<u>1,754,094</u>	<u>2,090,362</u>	<u>2,737,446</u>	<u>2,945,441</u>	<u>2,945,441</u>	<u>2,945,441</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 240 Infrastructure Dev Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	1,270,679	1,538,278	1,986,922	2,133,652	2,133,652	2,133,652
Materials & Services	457,120	548,784	720,524	732,789	732,789	732,789
Capital Outlay	26,295	3,300	30,000	79,000	79,000	79,000
Environmental Services Dept. Total	<u>1,754,094</u>	<u>2,090,362</u>	<u>2,737,446</u>	<u>2,945,441</u>	<u>2,945,441</u>	<u>2,945,441</u>

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Infrastructure Dev Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	647,777	835,939	992,883	1,078,532	1,078,532	1,078,532
10-02 Part-Time Employees	91,437	83,071	115,464	115,474	115,474	115,474
10-03 Overtime	29,810	36,362	49,000	49,000	49,000	49,000
10-04 Limited Term	38,114	7,074	64,168	81,848	81,848	81,848
10-05 Temp/Seasonal	22,771	5,407	15,000	15,000	15,000	15,000
10-30 Acting In Capacity	859	445	2,000	2,000	2,000	2,000
10-61 Accrued Compensated Absen	6,800	7,100	0	0	0	0
10-69 Comp Cashed Out	1,461	1,491	0	0	0	0
Total Personnel Services	839,029	976,889	1,238,515	1,341,854	1,341,854	1,341,854
Employee Benefits						
11-01 FICA	62,815	74,337	93,464	100,953	100,953	100,953
11-02 Tri-Met Payroll Tax	6,148	7,321	9,090	10,184	10,184	10,184
11-09 PERS - Pension Bond Pymt	35,463	36,685	42,914	43,012	43,012	43,012
11-10 PERS-ER	61,709	73,717	119,735	118,437	118,437	118,437
11-11 PERS-EE	42,066	56,595	74,311	79,611	79,611	79,611
11-20 Health Insurance	167,990	244,895	325,984	359,054	359,054	359,054
11-21 Dental Insurance	17,921	24,575	32,273	35,137	35,137	35,137
11-22 Life Insurance	844	1,015	1,302	1,383	1,383	1,383
11-27 Workers' Comp	21,586	25,291	26,167	18,845	18,845	18,845
11-30 Long Term Disability	1,271	1,411	3,518	3,828	3,828	3,828
11-31 FSA-Admin Fee	115	209	179	179	179	179
11-35 HRA/VEBA	13,722	15,338	19,470	21,175	21,175	21,175
Total Employee Benefits	431,650	561,389	748,407	791,798	791,798	791,798
Prof and Tech Services						
20-06 Professional Services	2,039	21,528	15,500	20,500	20,500	20,500
20-15 Outsourced Serv & Labor	45,553	31,458	55,000	55,000	55,000	55,000
20-20 Permits and Licenses	0	0	250	250	250	250
20-24 Recording and Title Fees	0	1,230	3,500	3,500	3,500	3,500
Total Prof and Tech Services	47,592	54,216	74,250	79,250	79,250	79,250
Property Services						
21-06 Telephone/Cell Phone	2,332	2,708	5,000	5,000	5,000	5,000
21-21 Equipment R and M	0	1,701	2,000	2,000	2,000	2,000
21-22 Motor Vehicle R and M	95	104	500	500	500	500
Total Property Services	2,427	4,513	7,500	7,500	7,500	7,500
Other Services						
22-04 Printing	408	165	750	750	750	750
22-08 Advertising	0	69	500	500	500	500
22-12 Dues and Memberships	1,187	1,076	2,500	2,500	2,500	2,500
22-14 Training and Education	1,728	1,945	9,000	9,000	9,000	9,000
22-24 Meals	95	218	0	0	0	0
22-25 Mileage	0	5	0	0	0	0
22-27 Lodging	0	309	0	0	0	0

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Infrastructure Dev Fund						
Environmental Services Department						
22-29 Airfare	0	181	0	0	0	0
Total Other Services	3,418	3,968	12,750	12,750	12,750	12,750
Supplies						
23-01 Office Supplies	885	510	1,800	1,800	1,800	1,800
23-02 Copier/Printer/Fax Supp	1,179	562	1,500	1,500	1,500	1,500
23-12 Veh Supplies and Parts	51	0	850	850	850	850
23-13 Veh Repairs/Minor Equip	1,609	1,970	1,750	1,750	1,750	1,750
23-14 Minor Equip and Tools	2,823	3,876	5,500	6,500	6,500	6,500
23-20 Operating/Tech/Scientific	147	481	1,250	1,250	1,250	1,250
23-24 First Aid and Safety	0	0	450	450	450	450
23-26 Protective Equip/Uniforms	1,395	100	1,250	1,250	1,250	1,250
23-60 Books and Publications	0	0	950	950	950	950
23-61 Post/Pack/Del/Courier	0	0	300	300	300	300
23-62 Employee Service Awards	538	162	250	250	250	250
23-63 Comp Equip/Software/Maint	348	2,820	5,400	5,400	5,400	5,400
Total Supplies	8,975	10,481	21,250	22,250	22,250	22,250
Internal Service Charge						
29-04 Property Management	50,666	52,658	66,986	64,253	64,253	64,253
29-06 Vehicle Maintenance	20,053	25,491	35,652	35,330	35,330	35,330
29-07 Vehicle Fuels	22,094	14,632	14,165	16,662	16,662	16,662
29-08 Equipment Replacement	18,187	35,800	34,716	38,140	38,140	38,140
29-11 Computer Replacement Chg	4,475	6,904	7,276	7,738	7,738	7,738
29-12 Information Services	73,834	92,540	145,214	139,738	139,738	139,738
29-19 Community Development Chg	10,492	15,570	25,856	18,654	18,654	18,654
29-20 Economic Development Chg	5,381	8,043	17,543	18,127	18,127	18,127
29-21 Liability Mgmt Charge	32,054	34,194	36,162	33,750	33,750	33,750
29-22 Legal	46,526	56,228	60,791	49,727	49,727	49,727
29-24 City Administration	28,395	35,763	46,876	43,641	43,641	43,641
29-25 Financial Services	22,648	25,346	32,189	36,104	36,104	36,104
29-27 General Support Services	11,338	12,254	13,662	13,606	13,606	13,606
29-29 City-Wide Services	48,565	60,183	67,686	65,483	65,483	65,483
29-38 Community Livability	0	0	0	30,086	30,086	30,086
Total Internal Service Charge	394,708	475,606	604,774	611,039	611,039	611,039
Capital Outlay						
30-08 Equipment	26,295	0	30,000	15,000	15,000	15,000
30-10 Motor Vehicles	0	0	0	64,000	64,000	64,000
30-12 Hardware and Software	0	3,300	0	0	0	0
Total Capital Outlay	26,295	3,300	30,000	79,000	79,000	79,000
Total Requirements	<u>1,754,094</u>	<u>2,090,362</u>	<u>2,737,446</u>	<u>2,945,441</u>	<u>2,945,441</u>	<u>2,945,441</u>

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
510 Water Fund						
Intergovernmental Revenue	93,364	85,564	80,000	85,000	85,000	85,000
Charges for Services	13,202,698	13,121,597	13,639,500	14,267,900	14,267,900	14,267,900
Interest Income	224,725	257,587	237,000	281,000	281,000	281,000
Miscellaneous Income	135,033	132,597	177,600	157,600	157,600	157,600
Interfund Transfers	232,248	223,416	308,200	236,000	236,000	236,000
Internal Service Charges	302,842	379,851	361,000	530,000	530,000	530,000
Other Resources	0	0	0	541,000	541,000	541,000
Beginning Balance	13,799,421	16,748,582	15,685,100	18,760,300	18,760,300	18,760,300
Total Water Fund	<u>27,990,331</u>	<u>30,949,194</u>	<u>30,488,400</u>	<u>34,858,800</u>	<u>34,858,800</u>	<u>34,858,800</u>
Requirements						
Environmental Services	<u>9,011,762</u>	<u>9,593,994</u>	<u>10,830,653</u>	<u>11,238,838</u>	<u>11,238,838</u>	<u>11,238,838</u>
Total	9,011,762	9,593,994	10,830,653	11,238,838	11,238,838	11,238,838
Interfund Transfers	2,229,987	3,502,007	3,129,450	2,746,583	2,746,583	2,746,583
Contingency	0	0	1,625,000	1,686,000	1,686,000	1,686,000
Debt Service	0	0	0	541,000	541,000	541,000
Unappropriated	<u>16,748,582</u>	<u>17,853,193</u>	<u>14,903,297</u>	<u>18,646,379</u>	<u>18,646,379</u>	<u>18,646,379</u>
Total	18,978,569	21,355,200	19,657,747	23,619,962	23,619,962	23,619,962
Total Water Fund	<u>27,990,331</u>	<u>30,949,194</u>	<u>30,488,400</u>	<u>34,858,800</u>	<u>34,858,800</u>	<u>34,858,800</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 510 Water Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Administration Div.	401,708	421,623	489,671	508,932	508,932	508,932
New Water Meter Installs Div.	115,541	123,984	158,450	223,450	223,450	223,450
Support Services Div.	1,986,827	2,338,115	2,569,051	2,621,648	2,621,648	2,621,648
Water Operation and Maint Div.	5,905,926	6,234,029	7,044,311	7,315,868	7,315,868	7,315,868
Water Engineering Div.	601,760	476,243	569,170	568,940	568,940	568,940
Environmental Services Dept. Total	<u>9,011,762</u>	<u>9,593,994</u>	<u>10,830,653</u>	<u>11,238,838</u>	<u>11,238,838</u>	<u>11,238,838</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 510 Water Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	2,936,981	3,029,960	3,358,086	3,418,050	3,418,050	3,418,050
Materials & Services	6,073,237	6,526,794	7,411,067	7,795,788	7,795,788	7,795,788
Capital Outlay	1,544	37,240	61,500	25,000	25,000	25,000
Environmental Services Dept. Total	<u>9,011,762</u>	<u>9,593,994</u>	<u>10,830,653</u>	<u>11,238,838</u>	<u>11,238,838</u>	<u>11,238,838</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Water
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	(\$7,500) decrease. Reduced based on history.
Temp/Seasonal	\$10,000 increase. Includes an engineering intern.
Call Back Pay	\$10,000 increase. Based on anticipated usage and contractual requirements.

Materials and Services

Professional Services	\$17,000 increase. Includes an anticipated operations facility master plan and easement contracts not covered by CIP.
Outsourced Services and Labor	(\$25,000) decrease. Fiscal year 2017/18 included additional funding for customer assistance.
Water Line R and M	\$65,000 increase. Anticipated increase in new water meter installs for development activity.

Capital Outlay

Equipment	(\$36,500) decrease. Fiscal year 2017/18 included one-time costs for water quality monitoring panels.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Water Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	1,750,185	1,750,238	1,901,319	1,945,065	1,945,065	1,945,065
10-02 Part-Time Employees	52	0	0	0	0	0
10-03 Overtime	11,825	15,531	35,500	28,000	28,000	28,000
10-05 Temp/Seasonal	18,405	32,172	50,000	60,000	60,000	60,000
10-10 Shift Differential	336	0	500	500	500	500
10-12 Certificate Pay	900	300	1,500	1,500	1,500	1,500
10-14 Crew Leader Pay	514	647	1,000	1,000	1,000	1,000
10-16 On Call Pay	46,919	48,736	40,000	50,000	50,000	50,000
10-30 Acting In Capacity	563	12,138	3,500	3,500	3,500	3,500
10-32 Working Out of Class Pay	479	0	1,000	1,000	1,000	1,000
10-61 Accrued Compensated Absen	21,400	18,100	0	0	0	0
10-69 Comp Cashed Out	2,006	111	0	0	0	0
Total Personnel Services	1,853,584	1,877,973	2,034,319	2,090,565	2,090,565	2,090,565
Employee Benefits						
11-01 FICA	138,583	140,244	153,632	157,292	157,292	157,292
11-02 Tri-Met Payroll Tax	13,357	13,768	14,932	15,868	15,868	15,868
11-09 PERS - Pension Bond Pymt	74,618	73,286	73,938	70,650	70,650	70,650
11-10 PERS-ER	169,415	156,598	223,979	215,441	215,441	215,441
11-11 PERS-EE	108,274	107,182	122,058	121,834	121,834	121,834
11-20 Health Insurance	438,193	478,699	547,265	584,222	584,222	584,222
11-21 Dental Insurance	46,039	48,700	52,445	52,677	52,677	52,677
11-22 Life Insurance	2,066	2,062	2,437	2,441	2,441	2,441
11-27 Workers' Comp	56,662	96,758	93,182	66,750	66,750	66,750
11-30 Long Term Disability	2,993	2,609	5,703	5,835	5,835	5,835
11-31 FSA-Admin Fee	167	174	178	167	167	167
11-35 HRA/VEBA	33,030	31,907	34,018	34,308	34,308	34,308
Total Employee Benefits	1,083,397	1,151,987	1,323,767	1,327,485	1,327,485	1,327,485
Prof and Tech Services						
20-06 Professional Services	38,230	27,423	61,100	78,100	78,100	78,100
20-08 Med and Psych Costs	495	700	1,000	1,000	1,000	1,000
20-15 Outsourced Serv & Labor	55,679	60,699	110,450	85,450	85,450	85,450
20-20 Permits and Licenses	66,493	347	2,650	2,650	2,650	2,650
20-22 Assessments and Fees	150	0	1,350	1,350	1,350	1,350
Total Prof and Tech Services	161,047	89,169	176,550	168,550	168,550	168,550
Property Services						
21-04 Utility Services	117,748	112,215	123,200	116,700	116,700	116,700
21-06 Telephone/Cell Phone	56,482	57,123	61,800	65,800	65,800	65,800
21-20 Building R and M	1,679	193	2,500	2,500	2,500	2,500
21-21 Equipment R and M	1,990	11,461	15,700	15,700	15,700	15,700
21-22 Motor Vehicle R and M	471	8	1,000	1,000	1,000	1,000
21-23 Com Systems R and M	2,353	2,970	3,500	3,500	3,500	3,500
21-27 Water Line R and M	214,380	228,154	290,000	355,000	355,000	355,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Water Fund						
Environmental Services Department						
21-40 Equipment Rent/Lease	5,237	5,827	9,200	9,200	9,200	9,200
Total Property Services	400,340	417,951	506,900	569,400	569,400	569,400
Other Services						
22-02 Photographic/Art	34	100	500	500	500	500
22-04 Printing	3,381	923	5,250	5,250	5,250	5,250
22-08 Advertising	471	872	700	700	700	700
22-12 Dues and Memberships	42,025	42,260	49,800	51,800	51,800	51,800
22-14 Training and Education	8,444	13,888	22,000	22,000	22,000	22,000
22-16 Community Outreach	24	0	0	0	0	0
22-24 Meals	3,321	3,735	4,050	4,050	4,050	4,050
22-25 Mileage	291	417	820	820	820	820
22-26 Promo/Incentive Programs	11,296	29,547	70,500	70,500	70,500	70,500
22-27 Lodging	4,905	3,716	2,000	2,000	2,000	2,000
22-29 Airfare	1,731	383	0	0	0	0
Total Other Services	75,923	95,841	155,620	157,620	157,620	157,620
Supplies						
23-01 Office Supplies	3,189	3,460	4,000	4,500	4,500	4,500
23-02 Copier/Printer/Fax Supp	1,322	1,345	2,400	2,400	2,400	2,400
23-03 Paper	133	41	100	100	100	100
23-10 Gas, Oil, Lube	373	994	2,000	2,000	2,000	2,000
23-11 Tires	39	1,067	1,000	1,000	1,000	1,000
23-12 Veh Supplies and Parts	1,195	3,470	3,000	4,000	4,000	4,000
23-13 Veh Repairs/Minor Equip	6,006	5,160	6,000	6,000	6,000	6,000
23-14 Minor Equip and Tools	30,756	23,750	41,500	41,500	41,500	41,500
23-20 Operating/Tech/Scientific	885	1,713	3,500	3,500	3,500	3,500
23-24 First Aid and Safety	3,501	1,557	6,200	6,200	6,200	6,200
23-25 Other Operating	4	6	0	0	0	0
23-26 Protective Equip/Uniforms	2,141	3,729	2,400	4,000	4,000	4,000
23-41 Signs	41	621	500	500	500	500
23-42 Water Purchase from Port	2,386,430	2,565,976	2,703,666	2,754,000	2,754,000	2,754,000
23-44 R and M Supplies	18,735	15,872	20,000	20,000	20,000	20,000
23-45 Water Purchase Other	191,166	192,775	211,500	211,500	211,500	211,500
23-60 Books and Publications	216	489	1,900	1,900	1,900	1,900
23-61 Post/Pack/Del/Courier	2,730	2,325	4,050	4,050	4,050	4,050
23-62 Employee Service Awards	712	712	700	700	700	700
23-63 Comp Equip/Software/Maint	24,714	25,988	72,250	72,250	72,250	72,250
Total Supplies	2,674,288	2,851,050	3,086,666	3,140,100	3,140,100	3,140,100
Internal Service Charge						
29-04 Property Management	176,275	184,561	198,950	197,311	197,311	197,311
29-06 Vehicle Maintenance	63,765	76,884	106,859	108,099	108,099	108,099
29-07 Vehicle Fuels	44,737	32,869	33,286	37,429	37,429	37,429
29-08 Equipment Replacement	111,544	149,985	139,010	153,954	153,954	153,954
29-11 Computer Replacement Chg	15,368	14,904	11,120	11,156	11,156	11,156
29-12 Information Services	319,961	341,898	329,510	326,436	326,436	326,436
29-16 Internal Prof Svcs	0	142	3,000	3,000	3,000	3,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Water Fund						
Environmental Services Department						
29-18 Utility Financial Svcs	348,388	535,216	642,007	663,732	663,732	663,732
29-19 Community Development Chg	46,781	64,886	94,879	64,915	64,915	64,915
29-20 Economic Development Chg	23,995	33,518	64,373	63,081	63,081	63,081
29-21 Liability Mgmt Charge	148,175	150,708	156,303	150,216	150,216	150,216
29-22 Legal	23,888	26,120	37,003	50,484	50,484	50,484
29-24 City Administration	126,605	149,033	172,009	151,868	151,868	151,868
29-25 Financial Services	100,978	105,623	118,116	125,641	125,641	125,641
29-27 General Support Services	50,552	51,066	50,134	47,350	47,350	47,350
29-29 City-Wide Services	254,535	250,800	248,372	227,877	227,877	227,877
29-38 Community Livability	0	0	0	104,699	104,699	104,699
29-60 Utility License Fee	906,092	904,570	1,080,400	1,272,870	1,272,870	1,272,870
Total Internal Service Charge	2,761,639	3,072,783	3,485,331	3,760,118	3,760,118	3,760,118
Capital Outlay						
30-08 Equipment	1,544	37,240	61,500	25,000	25,000	25,000
Total Capital Outlay	1,544	37,240	61,500	25,000	25,000	25,000
Total Requirements	9,011,762	9,593,994	10,830,653	11,238,838	11,238,838	11,238,838

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
540 Stormwater Fund						
Licenses and Permits	1,595	0	0	0	0	0
Intergovernmental Revenue	1,332,838	0	0	0	0	0
Charges for Services	7,619,985	7,988,222	7,956,400	8,941,900	8,941,900	8,941,900
Interest Income	162,809	177,301	258,480	207,270	207,270	207,270
Miscellaneous Income	25,953	38,537	40,000	40,000	40,000	40,000
Interfund Transfers	597,000	597,000	628,000	476,800	476,800	476,800
Internal Service Charges	484,127	296,922	368,000	830,000	830,000	830,000
Beginning Balance	10,322,949	13,530,829	12,924,000	13,818,000	13,818,000	13,818,000
Total Stormwater Fund	<u>20,547,256</u>	<u>22,628,811</u>	<u>22,174,880</u>	<u>24,313,970</u>	<u>24,313,970</u>	<u>24,313,970</u>
Requirements						
Environmental Services	<u>5,571,777</u>	<u>5,702,425</u>	<u>7,090,960</u>	<u>7,511,292</u>	<u>7,511,292</u>	<u>7,511,292</u>
Total	5,571,777	5,702,425	7,090,960	7,511,292	7,511,292	7,511,292
Interfund Transfers	1,444,650	3,563,850	3,060,350	4,456,883	4,456,883	4,456,883
Contingency	0	0	1,019,000	1,127,000	1,127,000	1,127,000
Unappropriated	<u>13,530,829</u>	<u>13,362,536</u>	<u>11,004,570</u>	<u>11,218,795</u>	<u>11,218,795</u>	<u>11,218,795</u>
Total	14,975,479	16,926,386	15,083,920	16,802,678	16,802,678	16,802,678
Total Stormwater Fund	<u>20,547,256</u>	<u>22,628,811</u>	<u>22,174,880</u>	<u>24,313,970</u>	<u>24,313,970</u>	<u>24,313,970</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 540 Stormwater Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Administration Div.	373,230	391,788	465,590	481,163	481,163	481,163
Support Services Div.	1,651,808	1,771,960	1,970,829	2,041,185	2,041,185	2,041,185
Natural Resources Div.	350,615	331,902	414,182	452,525	452,525	452,525
Water Quality Div.	665,554	724,325	1,188,204	1,245,922	1,245,922	1,245,922
Stormwater Sys Maint-Plan Div.	1,885,829	2,069,731	2,579,841	2,786,365	2,786,365	2,786,365
Stormwater Engineering Div.	644,741	412,719	472,314	504,132	504,132	504,132
Environmental Services Dept. Total	<u>5,571,777</u>	<u>5,702,425</u>	<u>7,090,960</u>	<u>7,511,292</u>	<u>7,511,292</u>	<u>7,511,292</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 540 Stormwater Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	2,327,018	2,581,197	2,946,486	3,202,323	3,202,323	3,202,323
Materials & Services	3,224,368	3,087,485	4,105,974	4,293,969	4,293,969	4,293,969
Capital Outlay	20,391	33,743	38,500	15,000	15,000	15,000
Environmental Services Dept. Total	<u>5,571,777</u>	<u>5,702,425</u>	<u>7,090,960</u>	<u>7,511,292</u>	<u>7,511,292</u>	<u>7,511,292</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Stormwater
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	\$96,582 increase. Reflects current usage of limited term employees. The previous budget anticipated use of outsourced labor.
Call Back Pay	\$10,000 increase. Based on anticipated usage and contractual requirements.

Materials and Services

Professional Services	\$43,292 increase. Includes an anticipated operations facility master plan, easement contracts not covered by CIP, and an environmental education center concept plan.
Outsourced Services and Labor	(\$127,500) decrease. Reduced based on the increase of two limited term employees described above.
Telephone/Cell Phone	\$4,300 increase. Anticipates a need for smart phone technology.
Building R and M	\$2,500 increase. Increase based on history.
Equipment R and M	(\$9,000) decrease. Reduced based on anticipated needs.
Printing	\$5,000 increase. Anticipates a need for educational materials.
Advertising	(\$8,000) decrease. Reduced based on the anticipated needs for joint television public announcements.
Community Outreach	\$12,090 increase. Anticipated increase in AmeriCorps volunteers from 2.5 to 3.
Promo/Incentive Programs	(\$5,000) decrease. Reduced downspout program needs.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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.

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Materials and Services Continued

Minor Equip and Tools	\$3,000 increase. Increase based on history.
Operating/Tech/Scientific	\$6,500 increase. Increase based on needs for more plantings for new development.
Other Operating	\$4,900 increase. Increase based on additional Stormwater cartridge filters for private ponds.

Capital Outlay

Equipment	(\$23,500) decrease. Fiscal year 2017/18 included a one-time purchase of a shared trac-hoe.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Stormwater Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	1,380,978	1,561,067	1,741,944	1,793,192	1,793,192	1,793,192
10-02 Part-Time Employees	936	2,345	0	0	0	0
10-03 Overtime	13,903	12,360	19,500	20,000	20,000	20,000
10-04 Limited Term	0	0	0	96,582	96,582	96,582
10-05 Temp/Seasonal	38,846	52,986	80,650	85,650	85,650	85,650
10-12 Certificate Pay	1,300	1,400	1,500	1,500	1,500	1,500
10-14 Crew Leader Pay	505	961	1,000	1,000	1,000	1,000
10-16 On Call Pay	23,047	25,216	20,200	30,200	30,200	30,200
10-30 Acting In Capacity	2,377	2,994	3,000	3,000	3,000	3,000
10-32 Working Out of Class Pay	1,131	4,196	2,000	2,000	2,000	2,000
10-61 Accrued Compensated Absen	53,700	7,000	0	0	0	0
10-69 Comp Cashed Out	66	930	0	0	0	0
Total Personnel Services	1,516,789	1,671,455	1,869,794	2,033,124	2,033,124	2,033,124
Employee Benefits						
11-01 FICA	110,704	126,441	141,785	154,496	154,496	154,496
11-02 Tri-Met Payroll Tax	10,665	12,357	13,725	15,430	15,430	15,430
11-09 PERS - Pension Bond Pymt	66,993	63,530	63,294	64,936	64,936	64,936
11-10 PERS-ER	93,938	103,719	158,857	156,566	156,566	156,566
11-11 PERS-EE	81,093	94,626	112,188	116,848	116,848	116,848
11-20 Health Insurance	347,505	386,235	452,363	519,433	519,433	519,433
11-21 Dental Insurance	36,132	39,581	43,777	50,050	50,050	50,050
11-22 Life Insurance	1,708	1,795	2,191	2,379	2,379	2,379
11-27 Workers' Comp	33,127	52,499	53,735	50,671	50,671	50,671
11-30 Long Term Disability	2,356	2,305	5,225	5,670	5,670	5,670
11-31 FSA-Admin Fee	232	174	180	169	169	169
11-35 HRA/VEBA	25,776	26,480	29,372	32,551	32,551	32,551
Total Employee Benefits	810,229	909,742	1,076,692	1,169,199	1,169,199	1,169,199
Prof and Tech Services						
20-06 Professional Services	96,382	108,635	178,194	221,486	221,486	221,486
20-08 Med and Psych Costs	968	725	1,000	1,000	1,000	1,000
20-15 Outsourced Serv & Labor	303,102	377,847	656,500	529,000	529,000	529,000
20-20 Permits and Licenses	351,028	8,606	9,300	9,300	9,300	9,300
20-22 Assessments and Fees	30	0	0	0	0	0
Total Prof and Tech Services	751,510	495,813	844,994	760,786	760,786	760,786
Property Services						
21-04 Utility Services	2,955	4,660	7,000	7,000	7,000	7,000
21-06 Telephone/Cell Phone	15,947	16,559	20,200	24,500	24,500	24,500
21-20 Building R and M	144	3,799	1,500	4,000	4,000	4,000
21-21 Equipment R and M	8,155	3,163	32,700	23,700	23,700	23,700
21-22 Motor Vehicle R and M	1,605	256	1,000	1,000	1,000	1,000
21-23 Com Systems R and M	1,620	2,290	2,500	2,500	2,500	2,500
21-26 Wastewater R and M	65	26	0	0	0	0
21-28 Storm Drain R and M	35,883	55,684	65,000	65,000	65,000	65,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Stormwater Fund						
Environmental Services Department						
21-40 Equipment Rent/Lease	12,206	10,363	17,700	15,700	15,700	15,700
Total Property Services	78,580	96,800	147,600	143,400	143,400	143,400
Other Services						
22-02 Photographic/Art	0	100	150	150	150	150
22-04 Printing	14,109	8,062	6,100	11,100	11,100	11,100
22-08 Advertising	10,297	16,164	22,200	14,200	14,200	14,200
22-12 Dues and Memberships	2,894	4,121	5,600	5,600	5,600	5,600
22-14 Training and Education	13,077	18,179	21,750	22,750	22,750	22,750
22-16 Community Outreach	63,693	49,501	61,050	73,140	73,140	73,140
22-24 Meals	3,109	3,019	3,850	3,850	3,850	3,850
22-25 Mileage	4,771	4,798	5,550	5,550	5,550	5,550
22-26 Promo/Incentive Programs	30	6,071	6,000	1,000	1,000	1,000
22-27 Lodging	1,673	2,419	1,500	1,500	1,500	1,500
22-34 Contributions/City Match	42,130	46,798	347,000	360,500	360,500	360,500
Total Other Services	155,783	159,232	480,750	499,340	499,340	499,340
Supplies						
23-01 Office Supplies	4,591	4,514	5,100	5,600	5,600	5,600
23-02 Copier/Printer/Fax Supp	1,590	1,042	2,500	2,500	2,500	2,500
23-03 Paper	201	59	100	100	100	100
23-10 Gas, Oil, Lube	1,263	756	2,300	2,300	2,300	2,300
23-11 Tires	200	511	200	200	200	200
23-12 Veh Supplies and Parts	1,352	2,759	2,000	3,000	3,000	3,000
23-13 Veh Repairs/Minor Equip	1,234	2,396	3,000	3,000	3,000	3,000
23-14 Minor Equip and Tools	31,804	29,142	28,250	31,250	31,250	31,250
23-20 Operating/Tech/Scientific	19,925	20,502	20,450	26,950	26,950	26,950
23-24 First Aid and Safety	3,630	2,961	5,000	5,000	5,000	5,000
23-25 Other Operating	21,488	28,942	30,100	35,000	35,000	35,000
23-26 Protective Equip/Uniforms	4,066	5,467	4,500	5,750	5,750	5,750
23-40 Pavement Marking	1,196	942	1,500	1,500	1,500	1,500
23-41 Signs	2,635	5,939	3,500	3,250	3,250	3,250
23-44 R and M Supplies	3,757	1,029	4,000	4,000	4,000	4,000
23-60 Books and Publications	2,216	739	1,700	1,700	1,700	1,700
23-61 Post/Pack/Del/Courier	3,999	3,218	2,900	4,100	4,100	4,100
23-62 Employee Service Awards	520	393	850	850	850	850
23-63 Comp Equip/Software/Maint	1,152	2,143	29,750	28,750	28,750	28,750
Total Supplies	106,819	113,454	147,700	164,800	164,800	164,800
Internal Service Charge						
29-04 Property Management	179,769	191,919	207,448	207,800	207,800	207,800
29-06 Vehicle Maintenance	47,553	55,218	68,150	79,458	79,458	79,458
29-07 Vehicle Fuels	39,360	29,836	35,873	38,075	38,075	38,075
29-08 Equipment Replacement	216,865	158,988	188,687	213,507	213,507	213,507
29-11 Computer Replacement Chg	16,904	16,301	13,911	14,256	14,256	14,256
29-12 Information Services	331,157	334,080	342,709	322,132	322,132	322,132
29-16 Internal Prof Svcs	1,785	0	0	0	0	0
29-18 Utility Financial Svcs	261,909	402,361	482,644	498,975	498,975	498,975

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Stormwater Fund						
Environmental Services Department						
29-19 Community Development Chg	26,960	35,869	50,855	37,867	37,867	37,867
29-20 Economic Development Chg	13,828	18,529	34,504	36,797	36,797	36,797
29-21 Liability Mgmt Charge	56,963	57,132	57,482	58,125	58,125	58,125
29-22 Legal	46,839	48,053	56,033	35,086	35,086	35,086
29-24 City Administration	72,963	82,385	92,196	88,589	88,589	88,589
29-25 Financial Services	58,194	58,389	63,310	73,290	73,290	73,290
29-27 General Support Services	29,133	28,229	26,871	27,620	27,620	27,620
29-29 City-Wide Services	153,291	138,642	133,127	132,927	132,927	132,927
29-31 Water Engineering Service	0	22,610	0	0	0	0
29-33 Wastewater Eng Services	54,886	0	0	0	0	0
29-38 Community Livability	0	0	0	61,074	61,074	61,074
29-60 Utility License Fee	523,317	543,645	631,130	800,065	800,065	800,065
Total Internal Service Charge	2,131,676	2,222,186	2,484,930	2,725,643	2,725,643	2,725,643
Capital Outlay						
30-08 Equipment	20,391	33,743	38,500	15,000	15,000	15,000
Total Capital Outlay	20,391	33,743	38,500	15,000	15,000	15,000
Total Requirements	5,571,777	5,702,425	7,090,960	7,511,292	7,511,292	7,511,292

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
550 Wastewater Fund						
Taxes	51	0	0	0	0	0
Licenses and Permits	6,830	5,755	6,200	6,300	6,300	6,300
Intergovernmental Revenue	190,376	177,447	218,900	171,800	171,800	171,800
Charges for Services	16,101,872	17,083,201	17,837,300	18,658,100	18,658,100	18,658,100
Interest Income	516,454	506,686	723,300	461,900	461,900	461,900
Miscellaneous Income	107,262	742,020	672,700	2,400	2,400	2,400
Interfund Transfers	927,422	911,548	782,500	247,300	247,300	247,300
Internal Service Charges	917,915	871,074	1,095,000	829,000	829,000	829,000
Other Resources	0	0	0	31,936	31,936	31,936
Beginning Balance	35,348,346	35,747,076	36,168,000	30,790,000	30,790,000	30,790,000
Total Wastewater Fund	<u>54,116,528</u>	<u>56,044,807</u>	<u>57,503,900</u>	<u>51,198,736</u>	<u>51,198,736</u>	<u>51,198,736</u>
Requirements						
Environmental Services	<u>11,790,666</u>	<u>12,361,415</u>	<u>13,893,244</u>	<u>13,964,820</u>	<u>13,964,820</u>	<u>13,964,820</u>
Total	11,790,666	12,361,415	13,893,244	13,964,820	13,964,820	13,964,820
Interfund Transfers	6,447,786	7,099,481	12,368,050	9,367,983	9,367,983	9,367,983
Contingency	0	0	2,084,000	2,095,000	2,095,000	2,095,000
Debt Service	131,000	131,044	132,300	161,936	161,936	161,936
Unappropriated	<u>35,747,076</u>	<u>36,452,867</u>	<u>29,026,306</u>	<u>25,608,997</u>	<u>25,608,997</u>	<u>25,608,997</u>
Total	42,325,862	43,683,392	43,610,656	37,233,916	37,233,916	37,233,916
Total Wastewater Fund	<u>54,116,528</u>	<u>56,044,807</u>	<u>57,503,900</u>	<u>51,198,736</u>	<u>51,198,736</u>	<u>51,198,736</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 550 Wastewater Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Administration Div.	387,224	419,377	500,458	521,054	521,054	521,054
Support Services Div.	2,955,256	3,385,667	3,733,220	3,842,038	3,842,038	3,842,038
Wastewater Engineering Div.	668,651	496,110	636,145	693,214	693,214	693,214
Wastewater Maint and Plan Div.	2,826,910	2,916,724	3,415,562	3,658,169	3,658,169	3,658,169
Wastewater Treatmnt Plant Div.	4,952,625	5,143,537	5,607,859	5,250,345	5,250,345	5,250,345
Environmental Services Dept. Total	<u>11,790,666</u>	<u>12,361,415</u>	<u>13,893,244</u>	<u>13,964,820</u>	<u>13,964,820</u>	<u>13,964,820</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 550 Wastewater Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	3,124,171	3,084,678	3,520,659	3,613,089	3,613,089	3,613,089
Materials & Services	8,629,384	9,231,117	10,291,085	10,331,731	10,331,731	10,331,731
Capital Outlay	37,111	45,620	81,500	20,000	20,000	20,000
Environmental Services Dept. Total	<u>11,790,666</u>	<u>12,361,415</u>	<u>13,893,244</u>	<u>13,964,820</u>	<u>13,964,820</u>	<u>13,964,820</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Wastewater
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Temp/Seasonal	\$35,000 increase. Reflects increase for a wastewater treatment plant engineering intern.
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Materials and Services

Professional Services	\$48,000 increase. Includes an anticipated operations facility master plan, easement contracts not covered by CIP, and asset management consulting.
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Outsourced Services	(\$414,726) decrease. Reflects new contract for operations and maintenance of the wastewater treatment plant.
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Utility Services	\$10,200 increase. Increase based on history.
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Telephone/Cell Phone	\$5,000 increase. Anticipates a need for smart phone technology.
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Motor Vehicle R and M	\$4,000 increase. Increase based on history.
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Minor Equip and Tools	\$15,250 increase. Increase based on history.
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Capital Outlay

Equipment	(\$61,500) decrease. Fiscal year 2017/18 included one-time equipment purchases.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Wastewater Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	1,827,926	1,772,625	1,915,182	1,956,135	1,956,135	1,956,135
10-02 Part-Time Employees	0	63,151	170,081	178,222	178,222	178,222
10-03 Overtime	16,528	7,293	9,500	10,000	10,000	10,000
10-05 Temp/Seasonal	32,588	49,778	45,000	80,000	80,000	80,000
10-10 Shift Differential	1,568	0	0	0	0	0
10-12 Certificate Pay	100	600	300	300	300	300
10-14 Crew Leader Pay	421	760	1,000	1,000	1,000	1,000
10-16 On Call Pay	20,947	21,612	24,000	24,000	24,000	24,000
10-30 Acting In Capacity	3,190	2,871	3,000	3,000	3,000	3,000
10-32 Working Out of Class Pay	2,925	0	0	0	0	0
10-61 Accrued Compensated Absen	48,900	11,900	0	0	0	0
10-69 Comp Cashed Out	3,190	1,807	0	0	0	0
Total Personnel Services	1,958,283	1,932,397	2,168,063	2,252,657	2,252,657	2,252,657
Employee Benefits						
11-01 FICA	147,399	146,302	164,617	171,153	171,153	171,153
11-02 Tri-Met Payroll Tax	14,184	14,283	15,914	17,097	17,097	17,097
11-09 PERS - Pension Bond Pymt	77,432	74,433	76,044	75,295	75,295	75,295
11-10 PERS-ER	151,791	150,732	226,506	228,271	228,271	228,271
11-11 PERS-EE	114,211	112,456	130,084	130,361	130,361	130,361
11-20 Health Insurance	479,644	490,341	581,648	592,011	592,011	592,011
11-21 Dental Insurance	52,558	53,126	58,964	58,295	58,295	58,295
11-22 Life Insurance	2,140	2,033	2,795	2,883	2,883	2,883
11-27 Workers' Comp	90,416	74,418	54,581	41,354	41,354	41,354
11-30 Long Term Disability	3,147	2,745	6,254	6,403	6,403	6,403
11-31 FSA-Admin Fee	269	217	223	212	212	212
11-35 HRA/VEBA	32,697	31,195	34,966	37,097	37,097	37,097
Total Employee Benefits	1,165,888	1,152,281	1,352,596	1,360,432	1,360,432	1,360,432
Prof and Tech Services						
20-06 Professional Services	34,773	95,118	28,100	76,100	76,100	76,100
20-08 Med and Psych Costs	1,180	960	1,500	1,500	1,500	1,500
20-15 Outsourced Serv & Labor	4,208,820	4,284,824	4,657,443	4,242,717	4,242,717	4,242,717
20-20 Permits and Licenses	144,377	95,307	67,950	69,950	69,950	69,950
20-22 Assessments and Fees	4,685	8,656	8,000	9,000	9,000	9,000
Total Prof and Tech Services	4,393,835	4,484,865	4,762,993	4,399,267	4,399,267	4,399,267
Property Services						
21-04 Utility Services	29,006	38,587	29,800	40,000	40,000	40,000
21-06 Telephone/Cell Phone	27,888	27,813	37,750	42,750	42,750	42,750
21-20 Building R and M	696	98	1,500	1,500	1,500	1,500
21-21 Equipment R and M	10,938	12,964	26,800	26,800	26,800	26,800
21-22 Motor Vehicle R and M	1,522	7,046	1,000	5,000	5,000	5,000
21-23 Com Systems R and M	2,189	2,588	3,500	3,500	3,500	3,500
21-26 Wastewater R and M	62,390	9,675	75,000	75,000	75,000	75,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Wastewater Fund						
Environmental Services Department						
21-40 Equipment Rent/Lease	7,329	8,155	11,200	11,200	11,200	11,200
Total Property Services	141,958	106,926	186,550	205,750	205,750	205,750
Other Services						
22-02 Photographic/Art	166	100	500	500	500	500
22-04 Printing	868	797	1,700	1,700	1,700	1,700
22-08 Advertising	1,619	1,380	2,250	2,250	2,250	2,250
22-12 Dues and Memberships	30,572	28,148	34,400	34,900	34,900	34,900
22-14 Training and Education	8,479	15,094	28,100	28,100	28,100	28,100
22-16 Community Outreach	11	0	0	0	0	0
22-24 Meals	2,301	3,355	4,700	4,700	4,700	4,700
22-25 Mileage	348	80	1,050	1,050	1,050	1,050
22-26 Promo/Incentive Programs	1,887	29	44,000	42,000	42,000	42,000
22-27 Lodging	2,710	5,676	3,200	3,200	3,200	3,200
22-29 Airfare	3,044	812	3,200	3,200	3,200	3,200
22-31 Rental Cars	108	41	0	0	0	0
Total Other Services	52,113	55,512	123,100	121,600	121,600	121,600
Supplies						
23-01 Office Supplies	3,055	2,368	5,000	5,000	5,000	5,000
23-02 Copier/Printer/Fax Supp	1,591	957	2,750	2,750	2,750	2,750
23-03 Paper	365	41	500	500	500	500
23-10 Gas, Oil, Lube	262	508	1,000	1,000	1,000	1,000
23-11 Tires	57	167	500	500	500	500
23-12 Veh Supplies and Parts	10,472	8,032	10,000	10,000	10,000	10,000
23-13 Veh Repairs/Minor Equip	2,564	879	10,000	10,000	10,000	10,000
23-14 Minor Equip and Tools	38,189	37,470	32,650	47,900	47,900	47,900
23-20 Operating/Tech/Scientific	1,168	1,603	1,350	1,350	1,350	1,350
23-24 First Aid and Safety	7,373	6,426	7,700	7,700	7,700	7,700
23-25 Other Operating	0	21	500	500	500	500
23-26 Protective Equip/Uniforms	1,359	938	1,550	1,550	1,550	1,550
23-40 Pavement Marking	436	1,306	1,200	1,200	1,200	1,200
23-41 Signs	1,152	1,614	2,000	2,000	2,000	2,000
23-44 R and M Supplies	32,056	53,747	37,000	37,000	37,000	37,000
23-60 Books and Publications	109	332	1,500	1,500	1,500	1,500
23-61 Post/Pack/Del/Courier	3,703	5,993	3,200	4,700	4,700	4,700
23-62 Employee Service Awards	692	443	700	700	700	700
23-63 Comp Equip/Software/Maint	55,518	51,980	92,387	95,315	95,315	95,315
Total Supplies	160,121	174,825	211,487	231,165	231,165	231,165
Internal Service Charge						
29-04 Property Management	177,129	186,692	201,148	213,187	213,187	213,187
29-06 Vehicle Maintenance	49,540	54,249	72,735	86,535	86,535	86,535
29-07 Vehicle Fuels	37,009	28,612	34,248	39,541	39,541	39,541
29-08 Equipment Replacement	331,171	361,792	337,816	367,194	367,194	367,194
29-11 Computer Replacement Chg	23,979	22,104	17,398	17,672	17,672	17,672
29-12 Information Services	382,290	417,111	438,292	413,065	413,065	413,065
29-16 Internal Prof Svcs	5,041	0	3,000	3,000	3,000	3,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Wastewater Fund						
Environmental Services Department						
29-18 Utility Financial Svcs	625,122	960,350	1,151,970	1,190,950	1,190,950	1,190,950
29-19 Community Development Chg	59,115	81,572	117,483	79,174	79,174	79,174
29-20 Economic Development Chg	30,321	42,137	79,710	76,939	76,939	76,939
29-21 Liability Mgmt Charge	318,432	321,155	333,325	334,021	334,021	334,021
29-22 Legal	60,110	61,412	89,600	105,259	105,259	105,259
29-24 City Administration	159,984	187,356	212,990	185,228	185,228	185,228
29-25 Financial Services	127,601	132,784	146,256	153,239	153,239	153,239
29-27 General Support Services	63,880	64,197	62,078	57,751	57,751	57,751
29-29 City-Wide Services	341,725	315,293	307,546	277,934	277,934	277,934
29-38 Community Livability	0	0	0	127,700	127,700	127,700
29-60 Utility License Fee	1,088,908	1,172,173	1,401,360	1,645,560	1,645,560	1,645,560
Total Internal Service Charge	3,881,357	4,408,989	5,006,955	5,373,949	5,373,949	5,373,949
Capital Outlay						
30-08 Equipment	37,111	33,620	81,500	20,000	20,000	20,000
30-10 Motor Vehicles	0	12,000	0	0	0	0
Total Capital Outlay	37,111	45,620	81,500	20,000	20,000	20,000
Total Requirements	11,790,666	12,361,415	13,893,244	13,964,820	13,964,820	13,964,820

Central Support Funds

CITY OF
GRESHAM
OREGON

CENTRAL SUPPORT FUNDS OVERVIEW

Central Support Funds Revenues

These funds account for services provided by the support departments to other city departments, and are funded by internal service charges allocated to funds receiving service. These allocations are described in greater detail in the *Internal Service Charge Manual*.

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 2018/19, operating expenditures include:

- Facilities and Fleet Management.
 - \$5.3 million operating budget.
 - 5.2% increase compared to last year's budget.
- Workers' Compensation.
 - \$2.5 million operating budget.
 - 5.2% increase compared to last year's budget.
- Health Insurance Benefits.
 - \$10.9 million operating budget.
 - 7.4% increase compared to last year's budget.
- Information & Technology.
 - \$5.3 million operating budget.
 - 9.3% increase compared to last year's budget.
- Dental Insurance Benefits.
 - \$0.9 million operating budget.
 - 2.5% increase compared to last year's budget.
- Liability Management.
 - \$1.7 million operating budget.
 - 3.0% increase compared to last year's budget.
- Equipment Replacement.
 - \$5.5 million operating budget.
 - 5.2% decrease compared to last year's budget.
- Legal Services.
 - \$1.2 million operating budget.
 - 2.7% decrease compared to last year's budget.

CENTRAL SUPPORT FUNDS OVERVIEW

- Utility Financial Services.
 - \$2.8 million operating budget.
 - 2.4% increase compared to last year's budget.

- Administrative Services.
 - \$9.6 million operating budget.
 - 13.1% increase compared to last year's budget.

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
610 Facilities & Fleet Mgmt Fund						
Intergovernmental Revenue	95,019	92,399	93,000	93,000	93,000	93,000
Interest Income	25,967	27,893	0	0	0	0
Miscellaneous Income	78,041	114,734	118,820	95,779	95,779	95,779
Interfund Transfers	193,500	193,500	193,500	580,500	580,500	580,500
Internal Service Charges	3,502,802	3,642,333	4,432,876	4,778,861	4,778,861	4,778,861
Beginning Balance	1,067,430	695,891	274,000	224,000	224,000	224,000
Total Facilities & Fleet Mgmt Fund	4,962,759	4,766,750	5,112,196	5,772,140	5,772,140	5,772,140
Requirements						
Finance and Mgmt Svcs	3,087,787	3,580,647	4,453,756	5,138,400	5,138,400	5,138,400
Fire and Emergency Svcs	185,913	195,217	258,740	208,740	208,740	208,740
Total	3,273,700	3,775,864	4,712,496	5,347,140	5,347,140	5,347,140
Interfund Transfers	993,168	492,300	170,700	163,000	163,000	163,000
Contingency	0	0	229,000	262,000	262,000	262,000
Unappropriated	695,891	498,586	0	0	0	0
Total	1,689,059	990,886	399,700	425,000	425,000	425,000
Total Facilities & Fleet Mgmt Fund	4,962,759	4,766,750	5,112,196	5,772,140	5,772,140	5,772,140

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 610 Facilities & Fleet Mgmt Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Division						
Support Services Div.	92,908	102,366	67,922	107,851	107,851	107,851
Vehicle Maintenance Div.	1,012,200	1,516,501	1,908,759	2,128,376	2,128,376	2,128,376
Vehicle Fuels Div.	403,954	432,857	500,000	560,000	560,000	560,000
City Facility Services Div.	1,578,725	1,528,923	1,977,075	2,342,173	2,342,173	2,342,173
Finance and Mgmt Svcs Dept. Total	<u>3,087,787</u>	<u>3,580,647</u>	<u>4,453,756</u>	<u>5,138,400</u>	<u>5,138,400</u>	<u>5,138,400</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 610 Facilities & Fleet Mgmt Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Category						
Personnel Services	1,061,595	1,245,525	1,515,161	1,634,925	1,634,925	1,634,925
Materials & Services	2,026,192	2,335,122	2,913,595	3,503,475	3,503,475	3,503,475
Capital Outlay	0	0	25,000	0	0	0
Finance and Mgmt Svcs Dept. Total	<u>3,087,787</u>	<u>3,580,647</u>	<u>4,453,756</u>	<u>5,138,400</u>	<u>5,138,400</u>	<u>5,138,400</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Facilities and Fleet Management
Dept: Finance and Management Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	\$16,000 increase. Reflects anticipated usage based on recent experience.
Limited Term	\$34,545 increase. Reflects position shift from Facilities Technician I to Vehicle Mechanic II, and general cost of living increases.

Materials and Services

Telephone/Cell Phone	\$7,875 increase. Reflects increase for Portland INET charges for Yeon Building.
Building R and M	(\$25,000) decrease. Reducing based on anticipated usage and more reliance on outsourced services.
Equipment Rent/Lease	\$2,500 increase. Based on anticipated usage of miscellaneous equipment rentals.
Contributions/City Match	\$387,000 increase. Reflects reimbursement to Veteran's Groups for their contribution to the 150 Powell Building.
Gas, Oil, Lube	\$71,000 increase. Based on fuel forecast for fiscal year 2018/19.
Tires	\$30,000 increase. Based on actuals; replacing large equipment, trailer and other vehicle tires.
Vehicle Supplies and Parts	\$35,000 increase. Based on actuals and enhanced services of large equipment.
Vehicle Repairs/Minor Equip	\$5,000 increase. Based on actuals—mainly purchase of chains for emergency and city fleet vehicles.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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.

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Materials and Services Continued

Operating/Tech/Scientific	\$2,500 increase. Reflects actual costs.
Comp Equipment/Software/ Maintenance	\$3,000 increase. Based on anticipated costs for entrance controls, Fleet software and online manuals.

Capital Outlay

Equipment	(\$25,000) decrease. Reflects one-time capital costs for Fleet in fiscal year 2017/18.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Facilities & Fleet Mgmt Fund						
Finance and Mgmt Svcs Department						
Personnel Services						
10-01 Full-Time Employees	538,156	604,129	709,383	730,177	730,177	730,177
10-02 Part-Time Employees	26,900	0	3,125	2,250	2,250	2,250
10-03 Overtime	24,768	53,788	31,000	47,000	47,000	47,000
10-04 Limited Term	0	45,714	157,392	191,937	191,937	191,937
10-05 Temp/Seasonal	0	15,135	0	0	0	0
10-12 Certificate Pay	1,500	1,480	1,500	3,000	3,000	3,000
10-16 Call Back Pay	59,412	58,266	57,000	59,000	59,000	59,000
10-30 Acting In Capacity	839	225	1,000	1,000	1,000	1,000
10-32 Working Out of Class Pay	4,018	5,192	1,000	1,500	1,500	1,500
10-46 Premium Pay	3,034	1,527	1,500	1,500	1,500	1,500
10-61 Accrued Compensated Absen	9,800	19,800	0	0	0	0
10-69 Comp Cashed Out	2,163	1,894	0	0	0	0
Total Personnel Services	670,590	807,150	962,900	1,037,364	1,037,364	1,037,364
Employee Benefits						
11-01 FICA	50,310	60,446	73,172	78,997	78,997	78,997
11-02 Tri-Met Payroll Tax	4,815	5,930	7,068	7,874	7,874	7,874
11-09 PERS - Pension Bond Pymt	26,420	26,665	27,279	33,440	33,440	33,440
11-10 PERS-ER	36,107	36,539	62,037	67,274	67,274	67,274
11-11 PERS-EE	37,970	38,370	57,174	62,242	62,242	62,242
11-20 Health Insurance	156,068	181,436	260,991	260,744	260,744	260,744
11-21 Dental Insurance	16,727	18,589	27,204	26,137	26,137	26,137
11-22 Life Insurance	771	881	1,246	1,252	1,252	1,252
11-27 Workers' Comp	49,530	55,551	16,273	39,011	39,011	39,011
11-30 Long Term Disability	959	973	2,570	2,766	2,766	2,766
11-31 FSA-Admin Fee	31	13	13	13	13	13
11-35 HRA/VEBA	11,297	12,982	17,234	17,811	17,811	17,811
Total Employee Benefits	391,005	438,375	552,261	597,561	597,561	597,561
Prof and Tech Services						
20-06 Professional Services	19,200	32,519	0	0	0	0
20-08 Med and Psych Costs	370	95	750	750	750	750
20-15 Outsourced Serv & Labor	434,261	466,916	795,000	843,500	843,500	843,500
20-20 Permits and Licenses	5,630	2,207	4,700	6,200	6,200	6,200
20-22 Assessments and Fees	456	804	500	1,000	1,000	1,000
Total Prof and Tech Services	459,917	502,541	800,950	851,450	851,450	851,450
Property Services						
21-04 Utility Services	403,671	437,901	498,500	492,000	492,000	492,000
21-06 Telephone/Cell Phone	12,712	13,827	20,425	28,300	28,300	28,300
21-20 Building R and M	86,567	11,222	125,000	100,000	100,000	100,000
21-21 Equipment R and M	24,775	604	29,000	30,000	30,000	30,000
21-22 Motor Vehicle R and M	160,131	250,315	195,000	195,000	195,000	195,000
21-23 Com Systems R and M	1,661	1,661	2,000	2,000	2,000	2,000
21-30 Towing and Storage	4,037	5,359	4,000	4,000	4,000	4,000
21-36 Auto Accident Repairs	63,253	117,223	75,000	75,000	75,000	75,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Facilities & Fleet Mgmt Fund						
Finance and Mgmt Svcs Department						
21-40 Equipment Rent/Lease	1,441	3,555	2,000	4,500	4,500	4,500
21-43 Bldg/Office Rent/Lease	0	0	175,000	175,000	175,000	175,000
Total Property Services	758,248	841,667	1,125,925	1,105,800	1,105,800	1,105,800
Other Services						
22-04 Printing	367	335	450	450	450	450
22-12 Dues and Memberships	530	1,436	1,525	2,000	2,000	2,000
22-14 Training and Education	3,889	5,780	21,500	22,000	22,000	22,000
22-24 Meals	55	786	1,500	1,500	1,500	1,500
22-25 Mileage	104	17	225	225	225	225
22-27 Lodging	0	0	1,400	2,500	2,500	2,500
22-29 Airfare	0	0	2,600	3,400	3,400	3,400
22-31 Rental Cars	0	0	100	100	100	100
22-34 Contributions/City Match	0	0	0	387,000	387,000	387,000
Total Other Services	4,945	8,354	29,300	419,175	419,175	419,175
Supplies						
23-01 Office Supplies	1,384	2,211	1,750	2,700	2,700	2,700
23-02 Copier/Printer/Fax Supp	577	635	1,100	2,000	2,000	2,000
23-10 Gas, Oil, Lube	411,638	447,778	515,000	586,000	586,000	586,000
23-11 Tires	88,898	121,853	100,000	130,000	130,000	130,000
23-12 Veh Supplies and Parts	135,467	192,461	140,000	175,000	175,000	175,000
23-13 Veh Repairs/Minor Equip	8,424	15,515	10,000	15,000	15,000	15,000
23-14 Minor Equip and Tools	29,746	67,704	30,000	32,000	32,000	32,000
23-20 Operating/Tech/Scientific	4,456	6,376	5,000	7,500	7,500	7,500
23-25 Other Operating	22,423	19,698	27,750	29,000	29,000	29,000
23-26 Protective Equip/Uniforms	7,432	9,298	9,500	11,000	11,000	11,000
23-41 Signs	752	1,451	1,500	1,500	1,500	1,500
23-44 R and M Supplies	51,505	53,182	63,000	68,000	68,000	68,000
23-60 Books and Publications	0	600	600	600	600	600
23-61 Post/Pack/Del/Courier	2,342	2,564	2,350	2,850	2,850	2,850
23-63 Comp Equip/Software/Maint	20,522	21,084	25,500	28,500	28,500	28,500
Total Supplies	785,566	962,410	933,050	1,091,650	1,091,650	1,091,650
Internal Service Charge						
29-08 Equipment Replacement	8,556	14,043	19,373	29,844	29,844	29,844
29-11 Computer Replacement Chg	8,402	6,107	4,997	5,556	5,556	5,556
29-16 Internal Prof Svcs	558	0	0	0	0	0
Total Internal Service Charge	17,516	20,150	24,370	35,400	35,400	35,400
Capital Outlay						
30-08 Equipment	0	0	25,000	0	0	0
Total Capital Outlay	0	0	25,000	0	0	0
Total Requirements	3,087,787	3,580,647	4,453,756	5,138,400	5,138,400	5,138,400

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 610 Facilities & Fleet Mgmt Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Division						
Fire Stations Div.	185,913	195,217	258,740	208,740	208,740	208,740
Fire and Emergency Svcs Dept. Total	<u>185,913</u>	<u>195,217</u>	<u>258,740</u>	<u>208,740</u>	<u>208,740</u>	<u>208,740</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 610 Facilities & Fleet Mgmt Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Category						
Personnel Services	0	7,466	0	0	0	0
Materials & Services	184,113	187,751	258,740	208,740	208,740	208,740
Capital Outlay	1,800	0	0	0	0	0
Fire and Emergency Svcs Dept. Total	<u>185,913</u>	<u>195,217</u>	<u>258,740</u>	<u>208,740</u>	<u>208,740</u>	<u>208,740</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Facilities and Fleet Management
Dept: Fire and Emergency Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Outsourced Services and Labor	(\$7,600) decrease. Decreased to match projected expenditures for Fire Station facilities projects.
Utility Services	\$11,000 increase. Increased to match prior actual expenditures.
Building R and M	(\$41,000) decrease. Decreased to match projected expenditures for Fire Station facilities projects.
Equipment R and M	(\$6,500) decrease. Decreased to match prior actual expenditures.
R and M Supplies	(\$5,900) decrease. Decreased to match prior actual expenditures.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Facilities & Fleet Mgmt Fund						
Fire and Emergency Svcs Department						
Personnel Services						
10-05 Temp/Seasonal	0	6,888	0	0	0	0
Total Personnel Services	0	6,888	0	0	0	0
Employee Benefits						
11-01 FICA	0	527	0	0	0	0
11-02 Tri-Met Pavroll Tax	0	51	0	0	0	0
Total Employee Benefits	0	578	0	0	0	0
Prof and Tech Services						
20-15 Outsourced Serv & Labor	40,196	77,231	54,500	46,900	46,900	46,900
Total Prof and Tech Services	40,196	77,231	54,500	46,900	46,900	46,900
Property Services						
21-04 Utility Services	90,985	92,863	82,000	93,000	93,000	93,000
21-20 Building R and M	38,513	8,569	95,240	54,240	54,240	54,240
21-21 Equipment R and M	12,937	7,495	19,500	13,000	13,000	13,000
Total Property Services	142,435	108,927	196,740	160,240	160,240	160,240
Supplies						
23-44 R and M Supplies	1,482	1,593	7,500	1,600	1,600	1,600
Total Supplies	1,482	1,593	7,500	1,600	1,600	1,600
Capital Outlay						
30-06 Buildings	1,800	0	0	0	0	0
Total Capital Outlay	1,800	0	0	0	0	0
Total Requirements	185,913	195,217	258,740	208,740	208,740	208,740

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
630 Workers' Compensation Fund						
Interest Income	61,870	65,508	73,000	78,000	78,000	78,000
Miscellaneous Income	18,540	30,940	37,050	36,300	36,300	36,300
Internal Service Charges	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000
Beginning Balance	1,599,826	2,012,360	2,151,280	2,344,160	2,344,160	2,344,160
Total Workers' Compensation Fund	<u>3,090,236</u>	<u>3,518,808</u>	<u>3,671,330</u>	<u>3,868,460</u>	<u>3,868,460</u>	<u>3,868,460</u>
 Requirements						
City Attorney's Office	<u>1,077,876</u>	<u>1,245,670</u>	<u>2,338,494</u>	<u>2,460,051</u>	<u>2,460,051</u>	<u>2,460,051</u>
Total	1,077,876	1,245,670	2,338,494	2,460,051	2,460,051	2,460,051
Contingency	0	0	630,000	550,000	550,000	550,000
Unappropriated	<u>2,012,360</u>	<u>2,273,138</u>	<u>702,836</u>	<u>858,409</u>	<u>858,409</u>	<u>858,409</u>
Total	2,012,360	2,273,138	1,332,836	1,408,409	1,408,409	1,408,409
Total Workers' Compensation Fund	<u>3,090,236</u>	<u>3,518,808</u>	<u>3,671,330</u>	<u>3,868,460</u>	<u>3,868,460</u>	<u>3,868,460</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 630 Workers' Compensation Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Division						
Workers' Comp Management Div.	1,077,876	1,245,670	2,338,494	2,460,051	2,460,051	2,460,051
City Attorney's Office Dept. Total	<u>1,077,876</u>	<u>1,245,670</u>	<u>2,338,494</u>	<u>2,460,051</u>	<u>2,460,051</u>	<u>2,460,051</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 630 Workers' Compensation Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Category						
Personnel Services	268,439	327,621	469,439	463,986	463,986	463,986
Materials & Services	809,437	918,049	1,869,055	1,996,065	1,996,065	1,996,065
City Attorney's Office Dept. Total	<u>1,077,876</u>	<u>1,245,670</u>	<u>2,338,494</u>	<u>2,460,051</u>	<u>2,460,051</u>	<u>2,460,051</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Workers' Compensation
Dept: City Attorney's Office

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Limited Term	(\$11,747) decrease. Anticipates that limited term support is no longer needed.
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Other Operating Objects

Claims Outstanding	\$39,600 increase. Based on actuarial claims cost estimates.
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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Workers' Compensation Fund						
City Attorney's Office Department						
Personnel Services						
10-01 Full-Time Employees	167,414	204,564	351,708	365,731	365,731	365,731
10-04 Limited Term	11,565	9,664	11,747	0	0	0
10-12 Certificate Pay	2,815	4,553	0	0	0	0
10-16 On Call Pay	118	0	0	0	0	0
10-46 Premium Pay	636	1,755	750	375	375	375
10-61 Accrued Compensated Absen	1,300	0	0	0	0	0
Total Personnel Services	183,848	220,536	364,205	366,106	366,106	366,106
Employee Benefits						
11-01 FICA	13,798	16,588	27,770	27,986	27,986	27,986
11-02 Tri-Met Payroll Tax	1,332	1,635	2,673	2,779	2,779	2,779
11-10 PERS-ER	15,588	19,068	22,854	23,253	23,253	23,253
11-11 PERS-EE	10,505	13,275	21,852	21,966	21,966	21,966
11-20 Health Insurance	36,758	48,511	26,122	18,504	18,504	18,504
11-21 Dental Insurance	3,863	4,782	2,168	1,523	1,523	1,523
11-22 Life Insurance	163	191	138	140	140	140
11-30 Long Term Disability	288	312	279	294	294	294
11-31 FSA-Admin Fee	8	14	0	0	0	0
11-35 HRA/VEBA	2,288	2,709	1,378	1,435	1,435	1,435
Total Employee Benefits	84,591	107,085	105,234	97,880	97,880	97,880
Prof and Tech Services						
20-06 Professional Services	44,000	45,760	47,590	50,000	50,000	50,000
20-08 Med and Psych Costs	34,669	21,861	50,000	50,000	50,000	50,000
20-15 Outsourced Serv & Labor	4,975	4,973	20,000	20,000	20,000	20,000
Total Prof and Tech Services	83,644	72,594	117,590	120,000	120,000	120,000
Other Services						
22-10 Insurance/Fees & Premiums	167,670	172,303	206,000	206,000	206,000	206,000
22-14 Training and Education	550	0	5,000	5,000	5,000	5,000
22-24 Meals	0	0	300	300	300	300
22-26 Promo/Incentive Programs	0	386	750	750	750	750
22-27 Lodging	0	0	500	500	500	500
Total Other Services	168,220	172,689	212,550	212,550	212,550	212,550
Supplies						
23-24 First Aid and Safety	520	782	1,500	1,500	1,500	1,500
23-63 Comp Equip/Software/Maint	0	0	1,015	1,015	1,015	1,015
Total Supplies	520	782	2,515	2,515	2,515	2,515
Other Operating Objects						
24-01 Claims Paid	547,182	503,855	1,272,000	1,357,000	1,357,000	1,357,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Workers' Compensation Fund						
City Attorney's Office Department						
24-03 Claims Outstanding	9,871	168,129	264,400	304,000	304,000	304,000
Total Other Operating Objects	557,053	671,984	1,536,400	1,661,000	1,661,000	1,661,000
Total Requirements	<u>1,077,876</u>	<u>1,245,670</u>	<u>2,338,494</u>	<u>2,460,051</u>	<u>2,460,051</u>	<u>2,460,051</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
640 Health Insurance Benefits Fund						
Interest Income	14,839	27,870	25,000	50,000	50,000	50,000
Miscellaneous Income	1,178,040	1,029,907	1,337,000	1,347,000	1,347,000	1,347,000
Internal Service Charges	6,438,581	6,864,216	9,145,000	9,442,000	9,442,000	9,442,000
Beginning Balance	249,816	292,160	423,000	1,912,000	1,912,000	1,912,000
Total Health Insurance Benefits Fund	<u>7,881,276</u>	<u>8,214,153</u>	<u>10,930,000</u>	<u>12,751,000</u>	<u>12,751,000</u>	<u>12,751,000</u>
Requirements						
City-wide Services	<u>7,565,716</u>	<u>7,076,088</u>	<u>10,135,000</u>	<u>10,889,000</u>	<u>10,889,000</u>	<u>10,889,000</u>
Total	7,565,716	7,076,088	10,135,000	10,889,000	10,889,000	10,889,000
Interfund Transfers	23,400	24,000	106,000	112,600	112,600	112,600
Contingency	0	0	689,000	1,650,000	1,650,000	1,650,000
Unappropriated	<u>292,160</u>	<u>1,114,065</u>	<u>0</u>	<u>99,400</u>	<u>99,400</u>	<u>99,400</u>
Total	315,560	1,138,065	795,000	1,862,000	1,862,000	1,862,000
Total Health Insurance Benefits Fund	<u>7,881,276</u>	<u>8,214,153</u>	<u>10,930,000</u>	<u>12,751,000</u>	<u>12,751,000</u>	<u>12,751,000</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 640 Health Insurance Benefits Fund						
Dept: 19 City-wide Services Department						
Requirements by Division						
COG Health Plan Div.	7,565,716	7,076,088	10,135,000	10,889,000	10,889,000	10,889,000
City-wide Services Dept. Total	7,565,716	7,076,088	10,135,000	10,889,000	10,889,000	10,889,000

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 640 Health Insurance Benefits Fund						
Dept: 19 City-wide Services Department						
Requirements by Category						
Personnel Services	56,871	97,268	0	0	0	0
Materials & Services	7,508,845	6,978,820	10,135,000	10,889,000	10,889,000	10,889,000
City-wide Services Dept. Total	7,565,716	7,076,088	10,135,000	10,889,000	10,889,000	10,889,000

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Health Insurance Benefits
Dept: City-wide Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Outsourced Services and Labor	(\$61,000) decrease. Fiscal year 2017/18 included one-time expenditures related to changing third party administrators.
Insurance/Fees and Premiums	(\$86,000) decrease. Reflects reduced health plan fees related to the Affordable Care Act requirements.
Promo/Incentive Programs	\$5,000 increase. Reflects anticipated costs for the consumer driven healthcare cost analysis tool. These expenditures were previously budgeted in outsourced services.
Claims Paid	\$896,000 increase. Reflects anticipated increase for insurance claims paid and prior year claims based on actuarial analysis and budgeted demographics.

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Health Insurance Benefits Fund						
City-wide Services Department						
Personnel Services						
10-01 Full-Time Employees	4,036	11,598	0	0	0	0
10-04 Limited Term	32,210	53,283	0	0	0	0
10-61 Accrued Compensated Absen	1,700	900	0	0	0	0
Total Personnel Services	37,946	65,781	0	0	0	0
Employee Benefits						
11-01 FICA	2,342	4,827	0	0	0	0
11-02 Tri-Met Payroll Tax	265	480	0	0	0	0
11-10 PERS-ER	183	2,303	0	0	0	0
11-11 PERS-EE	309	3,893	0	0	0	0
11-20 Health Insurance	14,004	17,160	0	0	0	0
11-21 Dental Insurance	1,236	1,983	0	0	0	0
11-22 Life Insurance	31	55	0	0	0	0
11-30 Long Term Disability	54	97	0	0	0	0
11-31 FSA-Admin Fee	26	40	0	0	0	0
11-35 HRA/VEBA	475	649	0	0	0	0
Total Employee Benefits	18,925	31,487	0	0	0	0
Prof and Tech Services						
20-06 Professional Services	71,942	1,787	6,000	6,000	6,000	6,000
20-15 Outsourced Serv & Labor	193,026	189,093	366,000	305,000	305,000	305,000
Total Prof and Tech Services	264,968	190,880	372,000	311,000	311,000	311,000
Other Services						
22-10 Insurance/Fees & Premiums	400,758	443,582	672,000	586,000	586,000	586,000
22-14 Training and Education	0	1,195	0	0	0	0
22-26 Promo/Incentive Programs	3,600	3,325	5,000	10,000	10,000	10,000
Total Other Services	404,358	448,102	677,000	596,000	596,000	596,000
Supplies						
23-61 Post/Pack/Del/Courier	0	472	0	0	0	0
Total Supplies	0	472	0	0	0	0
Other Operating Objects						
24-01 Claims Paid	6,839,519	6,339,366	9,086,000	9,982,000	9,982,000	9,982,000
Total Other Operating Objects	6,839,519	6,339,366	9,086,000	9,982,000	9,982,000	9,982,000
Total Requirements	7,565,716	7,076,088	10,135,000	10,889,000	10,889,000	10,889,000

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
650 Information & Technology Fund						
Intergovernmental Revenue	2,022	0	2,325	590	590	590
Charges for Services	20,510	22,505	0	0	0	0
Interest Income	20,268	23,948	0	0	0	0
Miscellaneous Income	7,715	0	0	0	0	0
Internal Service Charges	3,819,187	4,141,451	4,709,015	4,905,538	4,905,538	4,905,538
Beginning Balance	1,049,562	1,348,982	782,000	1,250,000	1,250,000	1,250,000
Total Information & Technology Fund	<u>4,919,264</u>	<u>5,536,886</u>	<u>5,493,340</u>	<u>6,156,128</u>	<u>6,156,128</u>	<u>6,156,128</u>
Requirements						
Information & Technology	<u>3,570,282</u>	<u>3,832,521</u>	<u>4,808,340</u>	<u>5,255,128</u>	<u>5,255,128</u>	<u>5,255,128</u>
Total	3,570,282	3,832,521	4,808,340	5,255,128	5,255,128	5,255,128
Interfund Transfers	0	0	450,000	401,000	401,000	401,000
Contingency	0	0	235,000	500,000	500,000	500,000
Unappropriated	<u>1,348,982</u>	<u>1,704,365</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,348,982	1,704,365	685,000	901,000	901,000	901,000
Total Information & Technology Fund	<u>4,919,264</u>	<u>5,536,886</u>	<u>5,493,340</u>	<u>6,156,128</u>	<u>6,156,128</u>	<u>6,156,128</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 650 Information & Technology Fund						
Dept: 18 Information & Technology Department						
Requirements by Division						
Information Tech Services Div.	2,796,283	3,037,180	3,263,786	3,646,754	3,646,754	3,646,754
Mapping & GIS Services Div.	670,908	681,218	775,365	808,982	808,982	808,982
Information & Innovation Div.	0	0	665,094	668,763	668,763	668,763
Support Services Div.	103,091	114,123	104,095	130,629	130,629	130,629
Information & Technology Dept. Total	<u>3,570,282</u>	<u>3,832,521</u>	<u>4,808,340</u>	<u>5,255,128</u>	<u>5,255,128</u>	<u>5,255,128</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 650 Information & Technology Fund						
Dept: 18 Information & Technology Department						
Requirements by Category						
Personnel Services	2,376,940	2,619,891	3,146,881	3,301,975	3,301,975	3,301,975
Materials & Services	1,181,624	1,212,630	1,651,459	1,953,153	1,953,153	1,953,153
Capital Outlay	11,718	0	10,000	0	0	0
Information & Technology Dept. Total	<u>3,570,282</u>	<u>3,832,521</u>	<u>4,808,340</u>	<u>5,255,128</u>	<u>5,255,128</u>	<u>5,255,128</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Information and Technology
Dept: Information and Technology

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Part-Time Employees	\$77,623 increase. Reflects conversion of Administrative Analyst from LTE status and other anticipated costs.
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Materials and Services

Outsourced Services and Labor	\$100,500 increase. Includes estimated one-time costs to establish a redundant network connection to ensure city operations. Also includes increases for web based mapping consulting and Microsoft support.
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Com Systems R and M	\$25,400 increase. Reflects estimated ongoing costs for redundant network connection.
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Dues and Memberships	\$2,825 increase. Additional anticipated memberships based on staffing levels.
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Training and Education	\$27,000 increase. Additional training needs for city to enhance use of data and analytics.
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Minor Equipment and Tools	\$2,500 increase. Anticipating purchase of a global positioning system equipment for GIS.
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Books and Publications	\$4,250 increase. Aligning budget with actuals.
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Comp Equipment/Software/ Maintenance	\$118,500 increase. Includes analytics and data visualization software, as well as, resources for the Technology Strategic Plan. Also includes increases for intranet licensing and general increases in licensing costs (Office 365, Superior, etc).
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Capital Outlay

Motor Vehicles	(\$10,000) decrease. One-time expense in the previous fiscal year.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Information & Technology Fund						
Information & Technology Department						
Personnel Services						
10-01 Full-Time Employees	1,389,244	1,532,567	1,712,070	1,735,553	1,735,553	1,735,553
10-02 Part-Time Employees	0	32,922	75,455	153,078	153,078	153,078
10-03 Overtime	6,432	2,837	5,500	5,500	5,500	5,500
10-04 Limited Term	114,110	122,162	212,386	206,523	206,523	206,523
10-05 Temp/Seasonal	3,320	5,580	0	0	0	0
10-16 Call Back Pay	40,982	40,643	45,000	46,000	46,000	46,000
10-30 Acting In Capacity	15	0	500	500	500	500
10-32 Working Out of Class Pay	4,642	479	0	500	500	500
10-46 Premium Pay	574	6,063	11,080	11,394	11,394	11,394
10-61 Accrued Compensated Absen	19,300	2,900	0	0	0	0
10-69 Comp Cashed Out	2,285	332	0	0	0	0
Total Personnel Services	1,580,904	1,746,485	2,061,991	2,159,048	2,159,048	2,159,048
Employee Benefits						
11-01 FICA	120,062	131,329	155,902	162,900	162,900	162,900
11-02 Tri-Met Payroll Tax	11,534	12,901	15,132	16,388	16,388	16,388
11-09 PERS - Pension Bond Pymt	56,869	61,473	66,789	71,611	71,611	71,611
11-10 PERS-ER	77,744	99,734	118,016	123,212	123,212	123,212
11-11 PERS-EE	84,806	95,239	123,696	129,543	129,543	129,543
11-20 Health Insurance	350,743	377,661	490,735	520,388	520,388	520,388
11-21 Dental Insurance	39,523	40,686	49,865	50,792	50,792	50,792
11-22 Life Insurance	1,522	1,615	2,180	2,435	2,435	2,435
11-27 Workers' Comp	26,832	25,380	26,497	27,290	27,290	27,290
11-30 Long Term Disability	2,572	2,442	5,967	6,270	6,270	6,270
11-31 FSA-Admin Fee	232	339	358	358	358	358
11-35 HRA/VEBA	23,597	24,607	29,753	31,740	31,740	31,740
Total Employee Benefits	796,036	873,406	1,084,890	1,142,927	1,142,927	1,142,927
Prof and Tech Services						
20-06 Professional Services	25,115	21,220	77,400	71,400	71,400	71,400
20-15 Outsourced Serv & Labor	404,332	282,384	561,000	661,500	661,500	661,500
20-20 Permits and Licenses	125	2,272	3,000	4,000	4,000	4,000
20-22 Assessments and Fees	1	0	0	0	0	0
Total Prof and Tech Services	429,573	305,876	641,400	736,900	736,900	736,900
Property Services						
21-06 Telephone/Cell Phone	109,329	117,160	127,600	129,600	129,600	129,600
21-21 Equipment R and M	705	0	2,000	2,000	2,000	2,000
21-23 Com Systems R and M	21,582	19,990	125,600	151,000	151,000	151,000
21-40 Equipment Rent/Lease	3,162	3,186	5,000	5,000	5,000	5,000
Total Property Services	134,778	140,336	260,200	287,600	287,600	287,600
Other Services						
22-04 Printing	128	324	250	350	350	350
22-12 Dues and Memberships	613	853	1,250	4,075	4,075	4,075
22-14 Training and Education	10,789	8,190	37,200	64,200	64,200	64,200

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Information & Technology Fund						
Information & Technology Department						
22-20 City Wide Training	7,000	12,477	20,000	20,000	20,000	20,000
22-24 Meals	3,916	3,327	2,000	2,500	2,500	2,500
22-25 Mileage	110	1,114	300	1,000	1,000	1,000
22-26 Promo/Incentive Programs	0	284	0	0	0	0
22-27 Lodging	1,874	5,090	3,200	4,200	4,200	4,200
22-29 Airfare	844	1,873	1,600	2,100	2,100	2,100
Total Other Services	25,274	33,532	65,800	98,425	98,425	98,425
Supplies						
23-01 Office Supplies	622	621	2,500	2,500	2,500	2,500
23-02 Copier/Printer/Fax Supp	876	400	500	500	500	500
23-03 Paper	242	34	400	400	400	400
23-14 Minor Equip and Tools	12,796	8,173	20,000	22,500	22,500	22,500
23-20 Operating/Tech/Scientific	1,252	3,812	0	0	0	0
23-25 Other Operating	73	0	1,000	1,000	1,000	1,000
23-44 R and M Supplies	0	1,468	1,000	1,000	1,000	1,000
23-60 Books and Publications	1,843	3,769	950	5,200	5,200	5,200
23-61 Post/Pack/Del/Courier	74	82	250	250	250	250
23-62 Employee Service Awards	183	233	250	250	250	250
23-63 Comp Equip/Software/Maint	554,628	687,024	636,400	754,900	754,900	754,900
23-65 Product Evaluation	20	0	10,000	10,000	10,000	10,000
Total Supplies	572,609	705,616	673,250	798,500	798,500	798,500
Internal Service Charge						
29-11 Computer Replacement Chg	19,390	27,270	10,809	31,728	31,728	31,728
Total Internal Service Charge	19,390	27,270	10,809	31,728	31,728	31,728
Capital Outlay						
30-10 Motor Vehicles	0	0	10,000	0	0	0
30-12 Hardware and Software	11,718	0	0	0	0	0
Total Capital Outlay	11,718	0	10,000	0	0	0
Total Requirements	3,570,282	3,832,521	4,808,340	5,255,128	5,255,128	5,255,128

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
660 Dental Insurance Benefits Fund						
Interest Income	4,532	5,942	5,000	9,000	9,000	9,000
Miscellaneous Income	48,026	51,195	47,000	48,000	48,000	48,000
Internal Service Charges	672,448	684,710	855,000	873,000	873,000	873,000
Beginning Balance	178,780	309,183	399,000	600,000	600,000	600,000
Total Dental Insurance Benefits Fund	<u>903,786</u>	<u>1,051,030</u>	<u>1,306,000</u>	<u>1,530,000</u>	<u>1,530,000</u>	<u>1,530,000</u>
Requirements						
City-wide Services	<u>582,903</u>	<u>604,163</u>	<u>896,000</u>	<u>918,000</u>	<u>918,000</u>	<u>918,000</u>
Total	582,903	604,163	896,000	918,000	918,000	918,000
Interfund Transfers	11,700	12,000	12,000	12,500	12,500	12,500
Contingency	0	0	135,000	140,000	140,000	140,000
Unappropriated	<u>309,183</u>	<u>434,867</u>	<u>263,000</u>	<u>459,500</u>	<u>459,500</u>	<u>459,500</u>
Total	320,883	446,867	410,000	612,000	612,000	612,000
Total Dental Insurance Benefits Fund	<u>903,786</u>	<u>1,051,030</u>	<u>1,306,000</u>	<u>1,530,000</u>	<u>1,530,000</u>	<u>1,530,000</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 660 Dental Insurance Benefits Fund						
Dept: 19 City-wide Services Department						
Requirements by Division						
COG Dental Plan Div.	582,903	604,163	896,000	918,000	918,000	918,000
City-wide Services Dept. Total	582,903	604,163	896,000	918,000	918,000	918,000

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 660 Dental Insurance Benefits Fund						
Dept: 19 City-wide Services Department						
Requirements by Category						
Personnel Services	6,127	11,007	0	0	0	0
Materials & Services	576,776	593,156	896,000	918,000	918,000	918,000
City-wide Services Dept. Total	582,903	604,163	896,000	918,000	918,000	918,000

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Dental Insurance Benefits
Dept: City-wide Services

FY 2018/19 BUDGET HIGHLIGHTS

No significant operating changes occurred in the Dental Insurance Benefits Fund, City-wide Services Department.

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Dental Insurance Benefits Fund						
City-wide Services Department						
Personnel Services						
10-01 Full-Time Employees	448	1,289	0	0	0	0
10-04 Limited Term	3,578	5,920	0	0	0	0
10-61 Accrued Compensated Absen	0	300	0	0	0	0
Total Personnel Services	4,026	7,509	0	0	0	0
Employee Benefits						
11-01 FICA	260	536	0	0	0	0
11-02 Tri-Met Payroll Tax	29	53	0	0	0	0
11-10 PERS-ER	20	256	0	0	0	0
11-11 PERS-EE	34	433	0	0	0	0
11-20 Health Insurance	1,556	1,907	0	0	0	0
11-21 Dental Insurance	137	220	0	0	0	0
11-22 Life Insurance	3	6	0	0	0	0
11-30 Long Term Disability	6	11	0	0	0	0
11-31 FSA-Admin Fee	3	4	0	0	0	0
11-35 HRA/VEBA	53	72	0	0	0	0
Total Employee Benefits	2,101	3,498	0	0	0	0
Prof and Tech Services						
20-06 Professional Services	1,563	1,305	5,000	5,000	5,000	5,000
20-15 Outsourced Serv & Labor	30,837	32,286	39,000	40,000	40,000	40,000
Total Prof and Tech Services	32,400	33,591	44,000	45,000	45,000	45,000
Other Operating Objects						
24-01 Claims Paid	544,376	559,565	852,000	873,000	873,000	873,000
Total Other Operating Objects	544,376	559,565	852,000	873,000	873,000	873,000
Total Requirements	582,903	604,163	896,000	918,000	918,000	918,000

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
670 Liability Management Fund						
Interest Income	18,712	21,582	31,700	32,800	32,800	32,800
Miscellaneous Income	2,943	2,950	19,200	19,200	19,200	19,200
Internal Service Charges	1,340,000	1,410,100	1,480,000	1,480,000	1,480,000	1,480,000
Beginning Balance	650,219	959,959	896,800	1,476,700	1,476,700	1,476,700
Total Liability Management Fund	<u>2,011,874</u>	<u>2,394,591</u>	<u>2,427,700</u>	<u>3,008,700</u>	<u>3,008,700</u>	<u>3,008,700</u>
Requirements						
City Attorney's Office	<u>1,051,915</u>	<u>1,027,837</u>	<u>1,674,475</u>	<u>1,724,183</u>	<u>1,724,183</u>	<u>1,724,183</u>
Total	1,051,915	1,027,837	1,674,475	1,724,183	1,724,183	1,724,183
Contingency	0	0	190,100	184,200	184,200	184,200
Unappropriated	<u>959,959</u>	<u>1,366,754</u>	<u>563,125</u>	<u>1,100,317</u>	<u>1,100,317</u>	<u>1,100,317</u>
Total	959,959	1,366,754	753,225	1,284,517	1,284,517	1,284,517
Total Liability Management Fund	<u>2,011,874</u>	<u>2,394,591</u>	<u>2,427,700</u>	<u>3,008,700</u>	<u>3,008,700</u>	<u>3,008,700</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 670 Liability Management Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Division						
Liability Management Div.	1,051,915	1,027,837	1,674,475	1,724,183	1,724,183	1,724,183
City Attorney's Office Dept. Total	<u>1,051,915</u>	<u>1,027,837</u>	<u>1,674,475</u>	<u>1,724,183</u>	<u>1,724,183</u>	<u>1,724,183</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 670 Liability Management Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Category						
Personnel Services	125,547	128,960	146,434	144,493	144,493	144,493
Materials & Services	926,368	898,877	1,528,041	1,579,690	1,579,690	1,579,690
City Attorney's Office Dept. Total	<u>1,051,915</u>	<u>1,027,837</u>	<u>1,674,475</u>	<u>1,724,183</u>	<u>1,724,183</u>	<u>1,724,183</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Liability Management
Dept: City Attorney's Office

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Full-Time Employees	\$17,023 increase. Reflects current allocation of administrative support within the City Attorney's.
Limited Term	(\$11,747) decrease. Anticipates that limited term support is no longer needed.

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Liability Management Fund						
City Attorney's Office Department						
Personnel Services						
10-01 Full-Time Employees	74,647	78,266	81,058	98,081	98,081	98,081
10-04 Limited Term	11,564	9,662	11,747	0	0	0
10-46 Premium Pay	406	750	750	375	375	375
10-61 Accrued Compensated Absen	1,300	0	0	0	0	0
Total Personnel Services	87,917	88,678	93,555	98,456	98,456	98,456
Employee Benefits						
11-01 FICA	6,555	6,747	7,066	7,511	7,511	7,511
11-02 Tri-Met Payroll Tax	631	661	687	747	747	747
11-10 PERS-ER	6,150	6,670	9,429	9,977	9,977	9,977
11-11 PERS-EE	4,822	5,363	5,613	5,907	5,907	5,907
11-20 Health Insurance	16,545	17,908	26,122	18,504	18,504	18,504
11-21 Dental Insurance	1,535	1,534	2,168	1,522	1,522	1,522
11-22 Life Insurance	85	80	138	140	140	140
11-30 Long Term Disability	145	133	278	294	294	294
11-35 HRA/VEBA	1,162	1,186	1,378	1,435	1,435	1,435
Total Employee Benefits	37,630	40,282	52,879	46,037	46,037	46,037
Prof and Tech Services						
20-15 Outsourced Serv & Labor	4,974	9,225	8,000	8,000	8,000	8,000
Total Prof and Tech Services	4,974	9,225	8,000	8,000	8,000	8,000
Other Services						
22-10 Insurance/Fees & Premiums	786,844	814,803	943,288	1,008,900	1,008,900	1,008,900
22-12 Dues and Memberships	175	170	725	725	725	725
22-14 Training and Education	432	840	6,250	6,250	6,250	6,250
22-27 Lodging	0	249	500	500	500	500
Total Other Services	787,451	816,062	950,763	1,016,375	1,016,375	1,016,375
Supplies						
23-63 Comp Equip/Software/Maint	0	17	1,015	1,015	1,015	1,015
Total Supplies	0	17	1,015	1,015	1,015	1,015
Other Operating Objects						
24-01 Claims Paid	133,943	73,572	428,263	414,300	414,300	414,300
24-02 Provision Future Claims	0	1	100,000	100,000	100,000	100,000
24-10 Insur.Claims/Deductible	0	0	40,000	40,000	40,000	40,000
Total Other Operating Objects	133,943	73,573	568,263	554,300	554,300	554,300
Total Requirements	1,051,915	1,027,837	1,674,475	1,724,183	1,724,183	1,724,183

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
680 Equipment Replacement Fund						
Interest Income	194,752	198,183	136,227	126,128	126,128	126,128
Miscellaneous Income	224,229	129,593	0	0	0	0
Interfund Transfers	0	0	1,415,000	126,000	126,000	126,000
Internal Service Charges	2,964,508	2,963,607	2,888,063	3,537,074	3,537,074	3,537,074
Beginning Balance	13,089,928	14,684,049	14,498,287	14,899,786	14,899,786	14,899,786
Total Equipment Replacement Fund	<u>16,473,417</u>	<u>17,975,432</u>	<u>18,937,577</u>	<u>18,688,988</u>	<u>18,688,988</u>	<u>18,688,988</u>
 Requirements						
Finance and Mgmt Svcs	<u>1,789,368</u>	<u>3,456,623</u>	<u>5,828,172</u>	<u>5,524,039</u>	<u>5,524,039</u>	<u>5,524,039</u>
Total	1,789,368	3,456,623	5,828,172	5,524,039	5,524,039	5,524,039
Interfund Transfers	0	0	0	2,371,000	2,371,000	2,371,000
Unappropriated	<u>14,684,049</u>	<u>14,518,809</u>	<u>13,109,405</u>	<u>10,793,949</u>	<u>10,793,949</u>	<u>10,793,949</u>
Total	14,684,049	14,518,809	13,109,405	13,164,949	13,164,949	13,164,949
Total Equipment Replacement Fund	<u>16,473,417</u>	<u>17,975,432</u>	<u>18,937,577</u>	<u>18,688,988</u>	<u>18,688,988</u>	<u>18,688,988</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 680 Equipment Replacement Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Division						
Equipment Replacement Div.	1,079,564	2,688,622	2,667,851	3,454,828	3,454,828	3,454,828
Technology Replacement Div.	115,818	147,572	250,000	350,000	350,000	350,000
Other Equipment Div.	593,986	620,429	2,910,321	1,719,211	1,719,211	1,719,211
Finance and Mgmt Svcs Dept. Total	<u>1,789,368</u>	<u>3,456,623</u>	<u>5,828,172</u>	<u>5,524,039</u>	<u>5,524,039</u>	<u>5,524,039</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 680 Equipment Replacement Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Category						
Materials & Services	293,759	494,729	50,000	200,000	200,000	200,000
Capital Outlay	1,495,609	2,961,894	5,778,172	5,324,039	5,324,039	5,324,039
Finance and Mgmt Svcs Dept. Total	<u>1,789,368</u>	<u>3,456,623</u>	<u>5,828,172</u>	<u>5,524,039</u>	<u>5,524,039</u>	<u>5,524,039</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Equipment Replacement
Dept: Finance and Management Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Comp Equipment/Software/ Maintenance	\$150,000 increase. Related to one-time costs to replace phone system equipment.
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Capital Outlay

Equipment	(\$1,241,110) decrease. Reflects anticipated purchases shown on the next two pages.
Motor Vehicles	\$786,977 increase. Reflects anticipated purchases shown on the next two pages.

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EQUIPMENT REPLACEMENT

EQUIPMENT REPLACEMENT SCHEDULE FOR FY 2018/19

		Vehicles	Other Equipment	Computer Equipment	Total
Police Dept.	6	Patrol SUVs	324,050		
	3	SUVs	115,100		
	10	Sedans	300,000		
	3	Pickup Trucks	123,055		
	1	Van	36,000		
	1	VCT Van	160,000		
	1	SWAT Van	220,000		
		Vehicles (various)	340,000		
		Police Equipment (various)		161,477	
					1,779,682
Fire Dept.	1	Van	29,679		
	6	Chest Compression Systems		91,255	
	5	Thermal Energy Cameras		48,800	
		Fire Equipment (various)		86,523	
					256,257
Community Livability	1	SUV	26,248		
					26,248
Rental Inspection	1	SUV	26,248		
					26,248
Parks Dept.	1	Brush Chipper		38,353	
					38,353
Environmental Services Dept.	2	Pickup Trucks	67,962		
	1	Container Truck	121,724		
	1	Sign Van	83,772		
	1	SUV	36,452		
	1	Sedan	27,726		
	1	Front End Loader		208,669	
	1	Compressor		25,798	
	1	Generator		41,475	
	1	Telemetry System		21,813	
	1	Hydraulic Tail Trailer		73,792	
	1	Trash Pump		29,974	
	1	Tractor Loader		30,015	
	1	Plotter		15,913	
					785,085
All Departments	3	Sedans	83,178		
		Vehicles (various)	390,000		
		Equipment (various)		110,000	
					583,178
Information Technology		Servers		150,000	
All Departments		Computer Replacement		200,000	
					200,000
Total					3,845,051

EQUIPMENT REPLACEMENT

EQUIPMENT REPLACEMENT SCHEDULE FOR FY 2018/19

			Vehicles	Other Equipment	Computer Equipment	Total
Equipment Replacement Carryover from FY 2017/18						
Police Dept.	1	Small Pickup Truck	41,000			
		Police Equipment (various)		73,114		
						114,114
Fire Dept.	1	Fire Brush Unit	120,629			
	1	Hydraulic Rescue System		69,822		
	7	Defibrillators		171,532		
	4	Thermal Energy Cameras		68,436		
		Fire Equipment (various)		196,826		
						627,245
Environmental Services Dept.	1	Cab & Chassis Truck	41,654			
	1	Sewer Cleaner	397,838			
	1	Dump Truck	175,002			
	1	Heavy Duty Cab & Chassis Truck	120,329			
	1	Lift Truck		38,746		
	1	Backhoe		116,878		
						890,447
Fleet	1	Cab & Chassis Truck	47,182			
						47,182
					Total	1,678,988
Grand Total FY 2018/19			\$ 3,454,828	\$ 1,719,211	\$ 350,000	\$ 5,524,039

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Equipment Replacement Fund						
Finance and Mgmt Svcs Department						
Supplies						
23-14 Minor Equip and Tools	15,586	443,650	0	0	0	0
23-63 Comp Equip/Software/Maint	278,173	51,079	50,000	200,000	200,000	200,000
Total Supplies	293,759	494,729	50,000	200,000	200,000	200,000
Capital Outlay						
30-08 Equipment	416,045	273,272	3,110,321	1,869,211	1,869,211	1,869,211
30-10 Motor Vehicles	1,079,564	2,688,622	2,667,851	3,454,828	3,454,828	3,454,828
Total Capital Outlay	1,495,609	2,961,894	5,778,172	5,324,039	5,324,039	5,324,039
Total Requirements	1,789,368	3,456,623	5,828,172	5,524,039	5,524,039	5,524,039

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
710 Legal Services Fund						
Charges for Services	0	150	0	0	0	0
Interest Income	5,569	3,906	0	0	0	0
Miscellaneous Income	15,386	0	0	0	0	0
Internal Service Charges	837,160	999,542	1,293,788	1,254,526	1,254,526	1,254,526
Beginning Balance	196,581	145,144	100,000	100,000	100,000	100,000
Total Legal Services Fund	<u>1,054,696</u>	<u>1,148,742</u>	<u>1,393,788</u>	<u>1,354,526</u>	<u>1,354,526</u>	<u>1,354,526</u>
Requirements						
City Attorney's Office	<u>909,552</u>	<u>1,002,604</u>	<u>1,217,788</u>	<u>1,184,526</u>	<u>1,184,526</u>	<u>1,184,526</u>
Total	909,552	1,002,604	1,217,788	1,184,526	1,184,526	1,184,526
Contingency	0	0	176,000	170,000	170,000	170,000
Unappropriated	<u>145,144</u>	<u>146,138</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	145,144	146,138	176,000	170,000	170,000	170,000
Total Legal Services Fund	<u>1,054,696</u>	<u>1,148,742</u>	<u>1,393,788</u>	<u>1,354,526</u>	<u>1,354,526</u>	<u>1,354,526</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 710 Legal Services Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Division						
General Legal Services Div.	868,358	958,963	1,174,470	1,136,508	1,136,508	1,136,508
Support Services Div.	41,194	43,641	43,318	48,018	48,018	48,018
City Attorney's Office Dept. Total	<u>909,552</u>	<u>1,002,604</u>	<u>1,217,788</u>	<u>1,184,526</u>	<u>1,184,526</u>	<u>1,184,526</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 710 Legal Services Fund						
Dept: 14 City Attorney's Office Department						
Requirements by Category						
Personnel Services	865,313	911,271	1,127,291	1,094,591	1,094,591	1,094,591
Materials & Services	44,239	91,333	90,497	89,935	89,935	89,935
City Attorney's Office Dept. Total	<u>909,552</u>	<u>1,002,604</u>	<u>1,217,788</u>	<u>1,184,526</u>	<u>1,184,526</u>	<u>1,184,526</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Legal Services
Dept: City Attorney's Office

FY 2018/19 BUDGET HIGHLIGHTS

No significant operating changes in the Legal Services Fund, City Attorney's Office Department.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Legal Services Fund						
City Attorney's Office Department						
Personnel Services						
10-01 Full-Time Employees	502,326	530,568	731,036	712,001	712,001	712,001
10-02 Part-Time Employees	57,390	63,791	0	0	0	0
10-46 Premium Pay	0	0	0	750	750	750
10-61 Accrued Compensated Absen	13,900	6,900	0	0	0	0
Total Personnel Services	573,616	601,259	731,036	712,751	712,751	712,751
Employee Benefits						
11-01 FICA	41,295	43,354	55,161	53,424	53,424	53,424
11-02 Tri-Met Payroll Tax	4,080	4,393	5,365	5,410	5,410	5,410
11-09 PERS - Pension Bond Pymt	25,817	27,824	28,424	31,886	31,886	31,886
11-10 PERS-ER	49,939	52,309	77,860	71,649	71,649	71,649
11-11 PERS-EE	33,583	35,613	43,862	42,765	42,765	42,765
11-20 Health Insurance	105,163	114,622	147,621	139,377	139,377	139,377
11-21 Dental Insurance	11,412	11,412	13,945	13,178	13,178	13,178
11-22 Life Insurance	514	466	1,003	971	971	971
11-27 Workers' Comp	11,400	11,280	11,277	12,727	12,727	12,727
11-30 Long Term Disability	967	888	2,193	2,136	2,136	2,136
11-31 FSA-Admin Fee	130	134	134	134	134	134
11-35 HRA/VEBA	7,397	7,717	9,410	8,183	8,183	8,183
Total Employee Benefits	291,697	310,012	396,255	381,840	381,840	381,840
Prof and Tech Services						
20-06 Professional Services	19,116	68,171	50,000	50,000	50,000	50,000
20-15 Outsourced Serv & Labor	3,109	3,152	4,500	4,500	4,500	4,500
20-22 Assessments and Fees	442	1,038	400	500	500	500
Total Prof and Tech Services	22,667	72,361	54,900	55,000	55,000	55,000
Property Services						
21-06 Telephone/Cell Phone	798	814	800	850	850	850
21-21 Equipment R and M	0	0	500	500	500	500
21-23 Com Systems R and M	0	0	250	250	250	250
21-40 Equipment Rent/Lease	3,440	3,690	5,000	5,000	5,000	5,000
Total Property Services	4,238	4,504	6,550	6,600	6,600	6,600
Other Services						
22-02 Photographic/Art	0	0	250	250	250	250
22-04 Printing	224	95	600	600	600	600
22-12 Dues and Memberships	3,260	3,385	6,600	6,600	6,600	6,600
22-14 Training and Education	1,760	1,365	5,500	5,500	5,500	5,500
22-24 Meals	753	811	850	850	850	850
22-25 Mileage	54	178	500	500	500	500
22-27 Lodging	155	555	1,000	1,000	1,000	1,000
Total Other Services	6,206	6,389	15,300	15,300	15,300	15,300
Supplies						
23-01 Office Supplies	808	497	1,100	1,100	1,100	1,100

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Legal Services Fund						
City Attorney's Office Department						
23-02 Copier/Printer/Fax Supp	442	237	400	400	400	400
23-14 Minor Equip and Tools	2,960	1,105	2,000	2,000	2,000	2,000
23-44 R and M Supplies	0	0	50	50	50	50
23-60 Books and Publications	2,794	1,494	3,200	3,200	3,200	3,200
23-61 Post/Pack/Del/Courier	97	49	250	250	250	250
23-62 Employee Service Awards	50	0	100	100	100	100
23-63 Comp Equip/Software/Maint	0	160	3,030	2,530	2,530	2,530
Total Supplies	<u>7,151</u>	<u>3,542</u>	<u>10,130</u>	<u>9,630</u>	<u>9,630</u>	<u>9,630</u>
Internal Service Charge						
29-11 Computer Replacement Che	<u>3,977</u>	<u>4,537</u>	<u>3,617</u>	<u>3,405</u>	<u>3,405</u>	<u>3,405</u>
Total Internal Service Charge	<u>3,977</u>	<u>4,537</u>	<u>3,617</u>	<u>3,405</u>	<u>3,405</u>	<u>3,405</u>
Total Requirements	<u><u>909,552</u></u>	<u><u>1,002,604</u></u>	<u><u>1,217,788</u></u>	<u><u>1,184,526</u></u>	<u><u>1,184,526</u></u>	<u><u>1,184,526</u></u>

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
730 Utility Financial Svcs Fund						
Charges for Services	117,696	134,818	115,900	124,900	124,900	124,900
Interest Income	16,419	9,869	9,000	11,400	11,400	11,400
Miscellaneous Income	339,561	392,121	351,800	324,500	324,500	324,500
Internal Service Charges	1,235,419	1,897,927	2,276,621	2,356,190	2,356,190	2,356,190
Beginning Balance	753,908	166,467	163,000	168,000	168,000	168,000
Total Utility Financial Svcs Fund	<u>2,463,003</u>	<u>2,601,202</u>	<u>2,916,321</u>	<u>2,984,990</u>	<u>2,984,990</u>	<u>2,984,990</u>
Requirements						
Finance and Mgmt Svcs	<u>2,296,536</u>	<u>2,383,005</u>	<u>2,753,321</u>	<u>2,817,990</u>	<u>2,817,990</u>	<u>2,817,990</u>
Total	2,296,536	2,383,005	2,753,321	2,817,990	2,817,990	2,817,990
Contingency	0	0	163,000	167,000	167,000	167,000
Unappropriated	<u>166,467</u>	<u>218,197</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	166,467	218,197	163,000	167,000	167,000	167,000
Total Utility Financial Svcs Fund	<u>2,463,003</u>	<u>2,601,202</u>	<u>2,916,321</u>	<u>2,984,990</u>	<u>2,984,990</u>	<u>2,984,990</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 730 Utility Financial Svcs Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Division						
City Recvbls-Billing Sys Div.	1,370,677	1,389,984	1,643,213	1,605,880	1,605,880	1,605,880
Titles,Liens and Collect Div.	134,417	136,861	166,482	169,715	169,715	169,715
Utility Accounting Div.	346,642	353,449	365,652	456,616	456,616	456,616
Support Services Div.	444,800	502,711	577,974	585,779	585,779	585,779
Finance and Mgmt Svcs Dept. Total	<u>2,296,536</u>	<u>2,383,005</u>	<u>2,753,321</u>	<u>2,817,990</u>	<u>2,817,990</u>	<u>2,817,990</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 730 Utility Financial Svcs Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Category						
Personnel Services	1,538,703	1,556,129	1,644,706	1,671,649	1,671,649	1,671,649
Materials & Services	757,833	826,876	1,108,615	1,146,341	1,146,341	1,146,341
Finance and Mgmt Svcs Dept. Total	<u>2,296,536</u>	<u>2,383,005</u>	<u>2,753,321</u>	<u>2,817,990</u>	<u>2,817,990</u>	<u>2,817,990</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Utility Financial Services
Dept: Finance and Management Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Equipment R and M	(\$3,500) decrease. This decrease is based on anticipated needs.
Training and Education	\$5,900 increase. Includes customer service training.
Utility Customer Assistance Program	\$10,000 increase. Includes tenant assistance program administered by Human Solutions.
Promo/Incentive Programs	(\$6,000) decrease. Reducing based on historical usage.
Paper	(\$3,050) decrease. Based on anticipated usage and costs.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Utility Financial Svcs Fund						
Finance and Mgmt Svcs Department						
Personnel Services						
10-01 Full-Time Employees	877,926	929,629	979,139	993,507	993,507	993,507
10-02 Part-Time Employees	4,583	14,927	22,490	24,045	24,045	24,045
10-03 Overtime	14,231	10,861	15,250	15,750	15,750	15,750
10-04 Limited Term	70,513	30,563	0	0	0	0
10-05 Temp/Seasonal	1,838	0	0	0	0	0
10-30 Acting In Capacity	275	525	500	600	600	600
10-32 Working Out of Class Pay	46	82	2,500	3,000	3,000	3,000
10-61 Accrued Compensated Absen	26,400	3,500	0	0	0	0
10-69 Comp Cashed Out	0	1,349	0	0	0	0
Total Personnel Services	995,812	991,436	1,019,879	1,036,902	1,036,902	1,036,902
Employee Benefits						
11-01 FICA	73,585	74,950	77,483	78,687	78,687	78,687
11-02 Tri-Met Payroll Tax	7,067	7,297	7,486	7,870	7,870	7,870
11-09 PERS - Pension Bond Pymt	34,580	35,097	35,827	35,419	35,419	35,419
11-10 PERS-ER	76,336	74,519	101,044	93,629	93,629	93,629
11-11 PERS-EE	57,145	59,177	61,192	62,214	62,214	62,214
11-20 Health Insurance	229,032	240,782	266,770	285,839	285,839	285,839
11-21 Dental Insurance	24,659	26,177	26,846	27,751	27,751	27,751
11-22 Life Insurance	1,226	1,225	1,322	1,340	1,340	1,340
11-27 Workers' Comp	18,649	26,005	25,312	20,049	20,049	20,049
11-30 Long Term Disability	1,629	1,459	3,005	3,052	3,052	3,052
11-31 FSA-Admin Fee	253	256	254	187	187	187
11-35 HRA/VEBA	18,730	17,749	18,286	18,710	18,710	18,710
Total Employee Benefits	542,891	564,693	624,827	634,747	634,747	634,747
Prof and Tech Services						
20-06 Professional Services	68,129	97,171	159,940	171,810	171,810	171,810
20-08 Med and Psych Costs	0	70	150	300	300	300
20-15 Outsourced Serv & Labor	2,100	334	36,000	36,000	36,000	36,000
20-19 Meter Reads	45,315	35,924	46,760	47,000	47,000	47,000
20-20 Permits and Licenses	80	0	230	270	270	270
20-24 Recording and Title Fees	3,607	4,209	3,800	4,300	4,300	4,300
Total Prof and Tech Services	119,231	137,708	246,880	259,680	259,680	259,680
Property Services						
21-06 Telephone/Cell Phone	2,458	1,583	1,975	1,750	1,750	1,750
21-21 Equipment R and M	262	6,374	8,100	4,600	4,600	4,600
21-40 Equipment Rent/Lease	18,311	18,734	25,180	22,850	22,850	22,850
Total Property Services	21,031	26,691	35,255	29,200	29,200	29,200
Other Services						
22-04 Printing	7,211	2,175	7,410	8,010	8,010	8,010
22-12 Dues and Memberships	981	762	1,230	1,160	1,160	1,160
22-14 Training and Education	5,410	5,622	13,300	19,200	19,200	19,200
22-19 Utility Cstmr Assist Prgr	63,978	58,208	100,000	110,000	110,000	110,000

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Utility Financial Svcs Fund						
Finance and Mgmt Svcs Department						
22-24 Meals	832	815	700	700	700	700
22-25 Mileage	26	40	225	225	225	225
22-26 Promo/Incentive Programs	327	157	8,000	2,000	2,000	2,000
22-27 Lodging	3,355	4,309	5,300	4,860	4,860	4,860
22-29 Airfare	1,429	1,490	1,030	880	880	880
Total Other Services	<u>83,549</u>	<u>73,578</u>	<u>137,195</u>	<u>147,035</u>	<u>147,035</u>	<u>147,035</u>
Supplies						
23-01 Office Supplies	0	0	200	300	300	300
23-02 Copier/Printer/Fax Supp	3,388	3,553	3,900	4,425	4,425	4,425
23-03 Paper	13,764	10,638	18,350	15,300	15,300	15,300
23-13 Veh Repairs/Minor Equip	0	0	100	200	200	200
23-14 Minor Equip and Tools	8,256	10,054	11,300	11,290	11,290	11,290
23-26 Protective Equip/Uniforms	0	60	400	400	400	400
23-60 Books and Publications	307	110	500	500	500	500
23-61 Post/Pack/Del/Courier	53,764	57,882	70,300	77,300	77,300	77,300
23-62 Employee Service Awards	0	0	100	100	100	100
23-63 Comp Equip/Software/Maint	62,972	64,993	67,300	70,300	70,300	70,300
Total Supplies	<u>142,451</u>	<u>147,290</u>	<u>172,450</u>	<u>180,115</u>	<u>180,115</u>	<u>180,115</u>
Internal Service Charge						
29-04 Property Management	73,948	73,835	84,980	88,666	88,666	88,666
29-06 Vehicle Maintenance	1,949	2,519	3,545	3,763	3,763	3,763
29-07 Vehicle Fuels	468	476	946	1,356	1,356	1,356
29-08 Equipment Replacement	1,218	1,339	1,705	1,807	1,807	1,807
29-11 Computer Replacement Chg	9,123	9,855	6,814	7,584	7,584	7,584
29-12 Information Services	124,746	143,901	168,844	165,975	165,975	165,975
29-19 Community Development Chg	13,158	18,593	28,710	19,664	19,664	19,664
29-20 Economic Development Chg	6,749	9,605	19,479	19,109	19,109	19,109
29-21 Liability Mgmt Charge	21,072	22,015	23,694	23,236	23,236	23,236
29-24 City Administration	35,611	42,705	52,050	46,004	46,004	46,004
29-25 Financial Services	28,403	30,266	35,741	38,059	38,059	38,059
29-27 General Support Services	14,219	14,633	15,170	14,343	14,343	14,343
29-29 City-Wide Services	60,907	71,867	75,157	69,029	69,029	69,029
29-38 Community Livability	0	0	0	31,716	31,716	31,716
Total Internal Service Charge	<u>391,571</u>	<u>441,609</u>	<u>516,835</u>	<u>530,311</u>	<u>530,311</u>	<u>530,311</u>
Total Requirements	<u><u>2,296,536</u></u>	<u><u>2,383,005</u></u>	<u><u>2,753,321</u></u>	<u><u>2,817,990</u></u>	<u><u>2,817,990</u></u>	<u><u>2,817,990</u></u>

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
740 Administrative Services Fund						
Intergovernmental Revenue	10,423	32,899	108,900	63,790	63,790	63,790
Charges for Services	52,000	19,048	16,000	14,000	14,000	14,000
Interest Income	38,293	36,618	0	0	0	0
Miscellaneous Income	17,139	81,392	0	0	0	0
Interfund Transfers	180,991	170,829	287,080	776,450	776,450	776,450
Internal Service Charges	6,418,541	7,260,471	7,736,742	8,636,919	8,636,919	8,636,919
Beginning Balance	1,814,902	1,932,277	1,730,000	1,730,000	1,730,000	1,730,000
Total Administrative Services Fund	<u>8,532,289</u>	<u>9,533,534</u>	<u>9,878,722</u>	<u>11,221,159</u>	<u>11,221,159</u>	<u>11,221,159</u>
Requirements						
Office Governance & Mgmt	1,699,548	2,020,574	2,410,798	2,329,596	2,329,596	2,329,596
Finance and Mgmt Svcs	1,546,031	1,618,865	1,961,130	2,054,842	2,054,842	2,054,842
City-wide Services	3,354,433	3,310,624	4,100,794	3,815,781	3,815,781	3,815,781
Community Livability	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,382,940</u>	<u>1,382,940</u>	<u>1,382,940</u>
Total	6,600,012	6,950,063	8,472,722	9,583,159	9,583,159	9,583,159
Interfund Transfers	0	180,000	200,000	391,000	391,000	391,000
Contingency	0	0	256,000	250,000	250,000	250,000
Unappropriated	<u>1,932,277</u>	<u>2,403,471</u>	<u>950,000</u>	<u>997,000</u>	<u>997,000</u>	<u>997,000</u>
Total	1,932,277	2,583,471	1,406,000	1,638,000	1,638,000	1,638,000
Total Administrative Services Fund	<u>8,532,289</u>	<u>9,533,534</u>	<u>9,878,722</u>	<u>11,221,159</u>	<u>11,221,159</u>	<u>11,221,159</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 10 Office Governance & Mgmt Department						
Requirements by Division						
Council Support Div.	229,563	231,927	239,639	232,377	232,377	232,377
City Management Div.	1,013,723	1,314,041	1,559,509	1,466,784	1,466,784	1,466,784
Mayor & Council Div.	212,398	211,139	328,476	332,305	332,305	332,305
Governmental Relations Div.	191,163	212,734	227,459	240,890	240,890	240,890
Compliance Office Div.	2,598	0	0	0	0	0
Support Services Div.	50,103	50,733	55,715	57,240	57,240	57,240
Office Governance & Mgmt Dept. Total	<u>1,699,548</u>	<u>2,020,574</u>	<u>2,410,798</u>	<u>2,329,596</u>	<u>2,329,596</u>	<u>2,329,596</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 10 Office Governance & Mgmt Department						
Requirements by Category						
Personnel Services	1,389,067	1,610,548	1,850,145	1,769,459	1,769,459	1,769,459
Materials & Services	310,481	410,026	560,653	560,137	560,137	560,137
Office Governance & Mgmt Dept. Total	<u>1,699,548</u>	<u>2,020,574</u>	<u>2,410,798</u>	<u>2,329,596</u>	<u>2,329,596</u>	<u>2,329,596</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Administrative Services
Dept: Office of Governance and Management

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Full-Time Employees	(\$129,872) decrease. Reflects the shift of one employee from the City Management Division to the Community Livability Department.
Part-Time Employees	\$83,678 increase. Reflects the change in status of one employee from full-time to part-time.
Limited Term	(\$15,475) decrease. Reflects the anticipated cost of current personnel.
Working Out of Class Pay	\$3,782 increase. Reflects the anticipated cost of current personnel.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Office Governance & Mgmt Department						
Personnel Services						
10-01 Full-Time Employees	721,279	868,409	974,936	845,064	845,064	845,064
10-02 Part-Time Employees	0	19,301	0	83,678	83,678	83,678
10-03 Overtime	2,960	0	0	0	0	0
10-04 Limited Term	66,693	59,133	75,206	59,731	59,731	59,731
10-05 Temp/Seasonal	0	1,496	0	0	0	0
10-07 Elected Officials	134,883	134,149	181,200	181,200	181,200	181,200
10-32 Working Out of Class Pay	2,374	3,386	0	3,782	3,782	3,782
10-46 Premium Pay	582	4,517	1,500	1,500	1,500	1,500
10-61 Accrued Compensated Absen	38,200	28,600	0	0	0	0
10-69 Comp Cashed Out	605	0	0	0	0	0
Total Personnel Services	967,576	1,118,991	1,232,842	1,174,955	1,174,955	1,174,955
Employee Benefits						
11-01 FICA	68,259	80,438	94,687	90,212	90,212	90,212
11-02 Tri-Met Payroll Tax	6,795	7,388	9,106	8,977	8,977	8,977
11-09 PERS - Pension Bond Pymt	33,980	33,942	38,222	42,815	42,815	42,815
11-10 PERS-ER	51,813	60,520	93,835	87,283	87,283	87,283
11-11 PERS-EE	46,542	56,528	63,563	60,097	60,097	60,097
11-20 Health Insurance	177,135	210,266	267,693	256,860	256,860	256,860
11-21 Dental Insurance	18,840	22,805	26,719	24,579	24,579	24,579
11-22 Life Insurance	722	737	1,458	1,365	1,365	1,365
11-27 Workers' Comp	7,917	7,612	8,255	8,553	8,553	8,553
11-30 Long Term Disability	1,327	1,402	3,150	2,965	2,965	2,965
11-31 FSA-Admin Fee	137	63	45	45	45	45
11-35 HRA/VEBA	8,024	9,856	10,570	10,753	10,753	10,753
Total Employee Benefits	421,491	491,557	617,303	594,504	594,504	594,504
Prof and Tech Services						
20-06 Professional Services	95,179	113,800	220,800	222,700	222,700	222,700
20-13 Stipend/Reimbursement	4,765	0	0	0	0	0
20-15 Outsourced Serv & Labor	1,231	11,743	3,000	3,000	3,000	3,000
20-20 Permits and Licenses	924	80	50	50	50	50
Total Prof and Tech Services	102,099	125,623	223,850	225,750	225,750	225,750
Property Services						
21-06 Telephone/Cell Phone	2,541	3,347	8,173	8,284	8,284	8,284
21-21 Equipment R and M	0	0	300	300	300	300
21-40 Equipment Rent/Lease	8,386	23,718	13,310	13,310	13,310	13,310
21-43 Bldg/Office Rent/Lease	0	13,617	2,000	2,000	2,000	2,000
Total Property Services	10,927	40,682	23,783	23,894	23,894	23,894
Other Services						
22-02 Photographic/Art	253	377	750	750	750	750
22-04 Printing	3,929	5,734	10,500	10,500	10,500	10,500
22-06 Records Mgt/Microfilming	663	3,659	7,500	7,500	7,500	7,500
22-08 Advertising	0	608	2,300	2,300	2,300	2,300

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Office Governance & Mgmt Department						
22-12 Dues and Memberships	100,292	112,271	121,850	122,150	122,150	122,150
22-14 Training and Education	13,228	12,648	18,300	18,300	18,300	18,300
22-16 Community Outreach	548	17,630	30,000	30,000	30,000	30,000
22-18 Car Allowance	7,571	7,649	7,732	7,871	7,871	7,871
22-24 Meals	14,448	12,452	14,700	14,700	14,700	14,700
22-25 Mileage	1,856	2,261	4,025	4,025	4,025	4,025
22-26 Promo/Incentive Programs	2,520	3,670	4,300	4,300	4,300	4,300
22-27 Lodging	10,255	10,842	18,500	18,500	18,500	18,500
22-29 Airfare	5,258	15,636	16,800	16,800	16,800	16,800
22-31 Rental Cars	63	0	600	600	600	600
22-34 Contributions/City Match	12,461	12,800	20,000	20,400	20,400	20,400
22-56 Art Committee Donation	3,000	3,000	3,000	3,000	3,000	3,000
Total Other Services	176,345	221,237	280,857	281,696	281,696	281,696
Supplies						
23-01 Office Supplies	2,918	1,197	2,100	2,100	2,100	2,100
23-02 Copier/Printer/Fax Supp	365	475	850	850	850	850
23-03 Paper	126	0	450	450	450	450
23-14 Minor Equip and Tools	4,986	3,630	2,400	2,400	2,400	2,400
23-20 Operating/Tech/Scientific	795	476	800	800	800	800
23-60 Books and Publications	1,008	3,116	3,700	3,700	3,700	3,700
23-61 Post/Pack/Del/Courier	362	640	1,100	1,100	1,100	1,100
23-62 Employee Service Awards	25	200	125	125	125	125
23-63 Comp Equip/Software/Maint	2,319	3,571	11,400	11,400	11,400	11,400
Total Supplies	12,904	13,305	22,925	22,925	22,925	22,925
Internal Service Charge						
29-08 Equipment Replacement	1,245	352	3,518	0	0	0
29-11 Computer Replacement Chg	6,961	8,827	5,720	5,872	5,872	5,872
Total Internal Service Charge	8,206	9,179	9,238	5,872	5,872	5,872
Total Requirements	1,699,548	2,020,574	2,410,798	2,329,596	2,329,596	2,329,596

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Division						
FMS Administration Div.	80,112	80,517	87,771	92,285	92,285	92,285
General Support Services Div.	164,344	208,831	438,150	438,150	438,150	438,150
Cash-Debt Management Div.	251,662	241,480	279,870	296,059	296,059	296,059
Accounts Payable-Payroll Div.	427,495	459,667	475,517	422,937	422,937	422,937
Central Sup-Purchasing Div.	129,170	127,897	141,105	144,691	144,691	144,691
Accounting Div.	263,432	276,355	299,354	390,473	390,473	390,473
Support Services Div.	68,493	66,863	66,189	44,580	44,580	44,580
Licensing & Passports Div.	161,323	157,255	173,174	225,667	225,667	225,667
Finance and Mgmt Svcs Dept. Total	<u>1,546,031</u>	<u>1,618,865</u>	<u>1,961,130</u>	<u>2,054,842</u>	<u>2,054,842</u>	<u>2,054,842</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 17 Finance and Mgmt Svcs Department						
Requirements by Category						
Personnel Services	1,209,160	1,232,285	1,395,634	1,418,970	1,418,970	1,418,970
Materials & Services	336,871	386,580	565,496	635,872	635,872	635,872
Finance and Mgmt Svcs Dept. Total	<u>1,546,031</u>	<u>1,618,865</u>	<u>1,961,130</u>	<u>2,054,842</u>	<u>2,054,842</u>	<u>2,054,842</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Administrative Services
Dept: Finance and Management Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	\$6,250 increase. Reflects historical usage.
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Materials and Services

Outsourced Services and Labor	\$50,000 increase. Reflects funding to support increased passport activity levels.
Assessments and Fees	(\$4,570) decrease. Reflects relocation of the State of Oregon purchasing membership to dues and memberships.
Dues and Memberships	\$5,360 increase. Includes relocation of the State of Oregon purchasing membership.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Finance and Mgmt Svcs Department						
Personnel Services						
10-01 Full-Time Employees	661,017	640,826	671,485	687,762	687,762	687,762
10-02 Part-Time Employees	54,921	58,961	64,760	66,257	66,257	66,257
10-03 Overtime	3,003	8,386	7,250	13,500	13,500	13,500
10-04 Limited Term	0	39,802	0	0	0	0
10-30 Acting In Capacity	249	335	250	350	350	350
10-32 Working Out of Class Pay	0	10	0	0	0	0
10-61 Accrued Compensated Absen	20,800	8,800	0	0	0	0
10-69 Comp Cashed Out	2,122	681	0	0	0	0
Total Personnel Services	742,112	757,801	743,745	767,869	767,869	767,869
Employee Benefits						
11-01 FICA	54,355	58,521	56,051	57,769	57,769	57,769
11-02 Tri-Met Payroll Tax	5,259	5,738	5,459	5,828	5,828	5,828
11-09 PERS - Pension Bond Pymt	25,294	25,585	26,390	25,829	25,829	25,829
11-10 PERS-ER	60,161	59,414	80,675	86,776	86,776	86,776
11-11 PERS-EE	43,280	43,593	44,625	46,071	46,071	46,071
11-20 Health Insurance	175,684	187,994	206,039	217,936	217,936	217,936
11-21 Dental Insurance	18,978	19,779	20,011	19,591	19,591	19,591
11-22 Life Insurance	876	922	955	963	963	963
11-23 Unemployment Insurance	32,367	22,931	160,000	160,000	160,000	160,000
11-27 Workers' Comp	35,865	34,956	35,963	14,294	14,294	14,294
11-30 Long Term Disability	1,190	1,137	2,207	2,263	2,263	2,263
11-31 FSA-Admin Fee	251	260	259	236	236	236
11-35 HRA/VEBA	13,488	13,654	13,255	13,545	13,545	13,545
Total Employee Benefits	467,048	474,484	651,889	651,101	651,101	651,101
Prof and Tech Services						
20-06 Professional Services	145,495	194,720	243,460	260,960	260,960	260,960
20-15 Outsourced Serv & Labor	24,479	29,006	30,500	80,500	80,500	80,500
20-22 Assessments and Fees	5,198	5,870	5,520	950	950	950
Total Prof and Tech Services	175,172	229,596	279,480	342,410	342,410	342,410
Property Services						
21-02 Language Line	3,197	4,417	11,000	11,000	11,000	11,000
21-06 Telephone/Cell Phone	387	393	400	400	400	400
21-21 Equipment R and M	304	247	1,850	2,600	2,600	2,600
21-40 Equipment Rent/Lease	17,388	18,493	29,100	30,550	30,550	30,550
Total Property Services	21,276	23,550	42,350	44,550	44,550	44,550
Other Services						
22-04 Printing	3,019	3,581	3,400	4,450	4,450	4,450
22-06 Records Mgt/Microfilming	262	188	2,200	1,700	1,700	1,700
22-08 Advertising	1,869	2,040	3,000	3,000	3,000	3,000
22-12 Dues and Memberships	2,525	2,741	3,750	9,110	9,110	9,110
22-14 Training and Education	3,746	5,474	12,425	12,525	12,525	12,525
22-20 City Wide Training	312	0	300	300	300	300

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Finance and Mgmt Svcs Department						
22-24 Meals	1,796	1,703	2,250	2,250	2,250	2,250
22-25 Mileage	135	370	700	700	700	700
22-26 Promo/Incentive Programs	7,645	8,895	14,975	14,975	14,975	14,975
22-27 Lodging	3,869	2,721	4,500	4,540	4,540	4,540
22-29 Airfare	880	408	820	820	820	820
22-31 Rental Cars	9	0	0	0	0	0
Total Other Services	<u>26,067</u>	<u>28,121</u>	<u>48,320</u>	<u>54,370</u>	<u>54,370</u>	<u>54,370</u>
Supplies						
23-01 Office Supplies	3,744	3,468	3,725	3,800	3,800	3,800
23-02 Copier/Printer/Fax Supp	5,604	5,809	14,750	14,950	14,950	14,950
23-03 Paper	12,462	13,043	20,550	19,000	19,000	19,000
23-14 Minor Equip and Tools	4,775	3,275	7,100	6,400	6,400	6,400
23-20 Operating/Tech/Scientific	28	100	150	150	150	150
23-60 Books and Publications	2,605	3,458	3,460	3,560	3,560	3,560
23-61 Post/Pack/Del/Courier	76,648	66,127	95,825	95,525	95,525	95,525
23-62 Employee Service Awards	891	1,159	750	1,000	1,000	1,000
23-63 Comp Equip/Software/Maint	265	2,552	45,200	45,700	45,700	45,700
Total Supplies	<u>107,022</u>	<u>98,991</u>	<u>191,510</u>	<u>190,085</u>	<u>190,085</u>	<u>190,085</u>
Internal Service Charge						
29-11 Computer Replacement Chg	7,334	6,322	3,836	4,457	4,457	4,457
Total Internal Service Charge	<u>7,334</u>	<u>6,322</u>	<u>3,836</u>	<u>4,457</u>	<u>4,457</u>	<u>4,457</u>
Total Requirements	<u><u>1,546,031</u></u>	<u><u>1,618,865</u></u>	<u><u>1,961,130</u></u>	<u><u>2,054,842</u></u>	<u><u>2,054,842</u></u>	<u><u>2,054,842</u></u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 19 City-wide Services Department						
Requirements by Division						
Human Resources Div.	729,958	769,006	946,484	1,014,654	1,014,654	1,014,654
Neighborhoods&Comm Engage Div.	241,107	253,603	303,943	0	0	0
Mediation Services Div.	118,920	134,994	241,968	0	0	0
Emergency Management Div.	200,054	211,404	263,045	254,729	254,729	254,729
Budget & Financial Plan Div.	1,264,651	1,179,706	1,448,328	1,514,845	1,514,845	1,514,845
Communications Div.	695,134	648,632	781,812	949,049	949,049	949,049
Support Services Div.	104,609	113,279	115,214	82,504	82,504	82,504
City-wide Services Dept. Total	<u>3,354,433</u>	<u>3,310,624</u>	<u>4,100,794</u>	<u>3,815,781</u>	<u>3,815,781</u>	<u>3,815,781</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 19 City-wide Services Department						
Requirements by Category						
Personnel Services	2,911,983	2,702,397	3,242,460	3,094,688	3,094,688	3,094,688
Materials & Services	442,450	608,227	858,334	721,093	721,093	721,093
City-wide Services Dept. Total	<u>3,354,433</u>	<u>3,310,624</u>	<u>4,100,794</u>	<u>3,815,781</u>	<u>3,815,781</u>	<u>3,815,781</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Administrative Services
Dept: City-wide Services

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, multiple line-items show a decrease because the functions of the Office of Neighborhoods and Community Engagement and the Mediation Division were moved from the City-wide Services Department to the Community Livability Department.

Personnel Services

Full-Time Employees, Overtime, Limited Term, Working Out of Class, Premium Pay	(\$74,754) decrease. Reflects a decrease of \$231,438 related to organizational changes in ONCE and Mediation moving to Community Livability. This decrease is partially offset by the addition of a Limited-Term position in Communications and anticipated costs of other personnel remaining in the department.
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Materials and Services

All Materials & Services line items	(\$137,241) decrease. Reflects a decrease of \$194,878 due to organizational changes in ONCE and Mediation moving to Community Livability. This decrease is partially offset by changes in the programs remaining in the department. Significant changes in the remaining division are described below:
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Professional Services	\$68,300 increase. Reflects a planned external review of the city's core competencies of each job family and expenditures related to the City's Community Branding efforts. These increases are partially offset by one-time Emergency Management expenses incurred in fiscal year 2017/18.
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Outsourced Services and Labor	(\$19,355) decrease. Moved appropriations to contributions /city match to align budget with actual expenditures. Other minor realignments were related to Human Resources.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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.

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Materials and Services Continued

Equipment Rent/Lease	(\$7,500) decrease. Moved appropriations to contributions /city match to align budget with actual expenditures.
Advertising	(\$7,500) decrease. Moved appropriations to contributions /city match to align budget with actual expenditures.
Community Outreach	(\$15,000) decrease. Moved appropriations to contributions /city match to align budget with actual expenditures.
Contributions/City Match	\$37,600 increase. Moved appropriations from outsourced services and labor, equipment rent/lease, advertising, and community outreach to align budget with actual expenditures. Also includes funding for one-time purchases related to safety equipment and signage for the Gresham Art Festival.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
City-wide Services Department						
Personnel Services						
10-01 Full-Time Employees	1,816,701	1,624,426	1,916,061	1,774,836	1,774,836	1,774,836
10-02 Part-Time Employees	30,924	33,123	0	0	0	0
10-03 Overtime	2,182	2,592	9,000	9,000	9,000	9,000
10-04 Limited Term	80,912	104,055	167,321	226,976	226,976	226,976
10-05 Temp/Seasonal	7,713	27,876	0	0	0	0
10-12 Certificate Pay	91	0	0	0	0	0
10-16 Call Back Pay	0	967	0	0	0	0
10-30 Acting In Capacity	7,836	1,665	0	0	0	0
10-32 Working Out of Class Pay	315	1,561	0	4,095	4,095	4,095
10-46 Premium Pay	1,454	1,494	3,000	5,721	5,721	5,721
10-61 Accrued Compensated Absen	52,800	1,400	0	0	0	0
10-69 Comp Cashed Out	2,074	1,909	0	0	0	0
Total Personnel Services	2,003,002	1,801,068	2,095,382	2,020,628	2,020,628	2,020,628
Employee Benefits						
11-01 FICA	148,533	140,727	159,716	153,206	153,206	153,206
11-02 Tri-Met Payroll Tax	14,267	13,682	15,379	15,338	15,338	15,338
11-09 PERS - Pension Bond Pymt	69,458	71,865	75,517	49,265	49,265	49,265
11-10 PERS-ER	140,934	116,653	173,316	181,990	181,990	181,990
11-11 PERS-EE	110,983	101,892	125,723	120,203	120,203	120,203
11-20 Health Insurance	337,637	342,547	493,832	450,112	450,112	450,112
11-21 Dental Insurance	38,668	36,967	48,756	42,091	42,091	42,091
11-22 Life Insurance	1,877	1,592	2,916	2,690	2,690	2,690
11-27 Workers' Comp	16,193	15,985	16,310	22,784	22,784	22,784
11-30 Long Term Disability	3,187	2,640	6,249	5,938	5,938	5,938
11-31 FSA-Admin Fee	374	251	269	224	224	224
11-35 HRA/VEBA	26,870	56,528	29,095	30,219	30,219	30,219
Total Employee Benefits	908,981	901,329	1,147,078	1,074,060	1,074,060	1,074,060
Prof and Tech Services						
20-06 Professional Services	55,153	139,230	115,700	184,000	184,000	184,000
20-08 Med and Psych Costs	51,077	36,537	51,560	51,665	51,665	51,665
20-15 Outsourced Serv & Labor	22,459	67,552	176,225	67,270	67,270	67,270
20-20 Permits and Licenses	3,938	4,286	4,150	4,150	4,150	4,150
Total Prof and Tech Services	132,627	247,605	347,635	307,085	307,085	307,085
Property Services						
21-06 Telephone/Cell Phone	7,974	5,610	12,842	12,842	12,842	12,842
21-23 Com Systems R and M	2,159	2,313	4,400	4,400	4,400	4,400
21-40 Equipment Rent/Lease	10,841	11,622	16,900	7,600	7,600	7,600
Total Property Services	20,974	19,545	34,142	24,842	24,842	24,842
Other Services						
22-02 Photographic/Art	1,580	1,627	2,500	2,500	2,500	2,500
22-04 Printing	28,516	34,300	50,550	39,500	39,500	39,500
22-06 Records Mgt/Microfilming	24	47	100	100	100	100

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
City-wide Services Department						
22-08 Advertising	12,150	10,860	24,600	17,100	17,100	17,100
22-12 Dues and Memberships	13,482	13,501	18,315	19,711	19,711	19,711
22-14 Training and Education	10,681	11,201	31,630	31,070	31,070	31,070
22-16 Community Outreach	17,304	34,349	65,300	20,000	20,000	20,000
22-20 City Wide Training	33,573	53,798	63,350	68,100	68,100	68,100
22-24 Meals	5,948	6,886	9,850	7,300	7,300	7,300
22-25 Mileage	783	957	1,500	3,700	3,700	3,700
22-26 Promo/Incentive Programs	10,570	6,990	17,340	7,240	7,240	7,240
22-27 Lodging	3,917	4,372	3,150	3,000	3,000	3,000
22-28 Recruitment Expenses	3,340	4,939	7,250	7,250	7,250	7,250
22-29 Airfare	1,420	1,896	2,700	2,700	2,700	2,700
22-31 Rental Cars	518	0	0	0	0	0
22-34 Contributions/City Match	8,582	17,008	11,000	38,100	38,100	38,100
22-52 Committee Expenses	763	0	1,500	0	0	0
Total Other Services	153,151	202,731	310,635	267,371	267,371	267,371
Supplies						
23-01 Office Supplies	4,445	3,433	6,500	6,900	6,900	6,900
23-02 Copier/Printer/Fax Supp	1,508	215	2,000	2,500	2,500	2,500
23-03 Paper	0	34	750	750	750	750
23-14 Minor Equip and Tools	38,146	32,330	23,500	21,500	21,500	21,500
23-20 Operating/Tech/Scientific	130	91	0	0	0	0
23-26 Protective Equip/Uniforms	0	0	500	500	500	500
23-41 Signs	0	696	750	750	750	750
23-60 Books and Publications	3,752	4,556	6,875	6,700	6,700	6,700
23-61 Post/Pack/Del/Courier	54,794	58,714	67,600	38,850	38,850	38,850
23-62 Employee Service Awards	689	327	300	300	300	300
23-63 Comp Equip/Software/Maint	10,469	9,863	30,560	29,390	29,390	29,390
23-64 Employee Recognition Prog	2,807	2,658	3,200	3,200	3,200	3,200
Total Supplies	116,740	112,917	142,535	111,340	111,340	111,340
Internal Service Charge						
29-08 Equipment Replacement	3,545	2,252	10,012	0	0	0
29-11 Computer Replacement Chg	15,413	23,177	13,375	10,455	10,455	10,455
Total Internal Service Charge	18,958	25,429	23,387	10,455	10,455	10,455
Total Requirements	3,354,433	3,310,624	4,100,794	3,815,781	3,815,781	3,815,781

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 38 Community Livability Department						
Requirements by Division						
Neighborhoods&Comm Engage Div.	0	0	0	372,954	372,954	372,954
Mediation Div.	0	0	0	213,628	213,628	213,628
Livability and Code Srvc Div.	0	0	0	742,910	742,910	742,910
Support Services Div.	0	0	0	53,448	53,448	53,448
Community Livability Dept. Total	0	0	0	1,382,940	1,382,940	1,382,940

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 740 Administrative Services Fund						
Dept: 38 Community Livability Department						
Requirements by Category						
Personnel Services	0	0	0	1,157,388	1,157,388	1,157,388
Materials & Services	0	0	0	225,552	225,552	225,552
Community Livability Dept. Total	0	0	0	1,382,940	1,382,940	1,382,940

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Administrative Services
Dept: Community Livability

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, Community Livability is a new department encompassing the Office of Neighborhoods and Community Engagement Division and Mediation Division, moved from City-wide Services, and a restructuring of Livability and Code Services from multiple areas in the city.

Personnel Services

Full-Time Employees, Overtime, Limited Term, Premium Pay	\$721,105 increase. Reflects organizational changes in Office of Neighborhoods and Community Engagement, Mediation, Livability and Code Services. This budget includes the overall addition of two limited-term positions and the conversion of one limited-term position to full-time employee in the Livability and Code Services Division.
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Materials and Services

All Materials & Services line items	\$206,479 increase. Reflects organizational changes in Office of Neighborhoods and Community Engagement, Mediation, Livability and Code Services. Overall, these program areas maintain the same level of services as the current year budget with one exception – the outsourced services and labor line-item in Mediation reflects an anticipated reduction (\$55,000) in funding provided by the State of Oregon for the foster youth mediation program.
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NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Community Livability Department						
Personnel Services						
10-01 Full-Time Employees	0	0	0	540,856	540,856	540,856
10-03 Overtime	0	0	0	5,000	5,000	5,000
10-04 Limited Term	0	0	0	173,749	173,749	173,749
10-46 Premium Pav	0	0	0	1,500	1,500	1,500
Total Personnel Services	0	0	0	721,105	721,105	721,105
Employee Benefits						
11-01 FICA	0	0	0	54,876	54,876	54,876
11-02 Tri-Met Payroll Tax	0	0	0	5,473	5,473	5,473
11-09 PERS - Pension Bond Pymt	0	0	0	23,505	23,505	23,505
11-10 PERS-ER	0	0	0	43,412	43,412	43,412
11-11 PERS-EE	0	0	0	43,266	43,266	43,266
11-20 Health Insurance	0	0	0	216,653	216,653	216,653
11-21 Dental Insurance	0	0	0	22,122	22,122	22,122
11-22 Life Insurance	0	0	0	1,028	1,028	1,028
11-27 Workers' Comp	0	0	0	10,870	10,870	10,870
11-30 Long Term Disability	0	0	0	2,143	2,143	2,143
11-31 FSA-Admin Fee	0	0	0	45	45	45
11-35 HRA/VEBA	0	0	0	12,890	12,890	12,890
Total Employee Benefits	0	0	0	436,283	436,283	436,283
Prof and Tech Services						
20-06 Professional Services	0	0	0	25,000	25,000	25,000
20-15 Outsourced Serv & Labor	0	0	0	41,600	41,600	41,600
Total Prof and Tech Services	0	0	0	66,600	66,600	66,600
Property Services						
21-06 Telephone/Cell Phone	0	0	0	8,574	8,574	8,574
21-21 Equipment R and M	0	0	0	600	600	600
21-30 Towing and Storage	0	0	0	1,500	1,500	1,500
21-40 Equipment Rent/Lease	0	0	0	4,000	4,000	4,000
21-44 Voice Mail Rent/Lease	0	0	0	1,200	1,200	1,200
Total Property Services	0	0	0	15,874	15,874	15,874
Other Services						
22-04 Printing	0	0	0	13,550	13,550	13,550
22-12 Dues and Memberships	0	0	0	2,000	2,000	2,000
22-14 Training and Education	0	0	0	6,410	6,410	6,410
22-16 Community Outreach	0	0	0	30,300	30,300	30,300
22-24 Meals	0	0	0	4,100	4,100	4,100
22-25 Mileage	0	0	0	400	400	400
22-26 Promo/Incentive Programs	0	0	0	10,000	10,000	10,000
22-27 Lodging	0	0	0	950	950	950
22-34 Contributions/City Match	0	0	0	10,500	10,500	10,500
22-52 Committee Expenses	0	0	0	1,500	1,500	1,500
Total Other Services	0	0	0	79,710	79,710	79,710

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Administrative Services Fund						
Community Livability Department						
Supplies						
23-01 Office Supplies	0	0	0	3,600	3,600	3,600
23-14 Minor Equip and Tools	0	0	0	5,000	5,000	5,000
23-26 Protective Equip/Uniforms	0	0	0	1,000	1,000	1,000
23-60 Books and Publications	0	0	0	475	475	475
23-61 Post/Pack/Del/Courier	0	0	0	31,350	31,350	31,350
23-63 Comp Equip/Software/Maint	0	0	0	2,870	2,870	2,870
Total Supplies	0	0	0	44,295	44,295	44,295
Internal Service Charge						
29-08 Equipment Replacement	0	0	0	8,031	8,031	8,031
29-11 Computer Replacement Chg	0	0	0	11,042	11,042	11,042
Total Internal Service Charge	0	0	0	19,073	19,073	19,073
Total Requirements	0	0	0	1,382,940	1,382,940	1,382,940

CITY OF
GRESHAM
OREGON

Special Revenue & Non-operating Funds

CITY OF
GRESHAM
OREGON

SPECIAL REVENUE & NON-OPERATING FUNDS OVERVIEW

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

- *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.
- *Grants Fund* – Accounts for federal, state, and local grants designated for a specific purpose, activity or facility. This fund receives grants funds, which are then transferred on a reimbursement basis to the operating or capital fund for the grant-related expenditure.
- *Dedicated Revenue Fund* – The fund is used for programs that rely on dedicated revenue sources. This fund includes the CDBG and HOME programs and, the Solid Waste/Recycling Program.
- *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 transfers from the Grants Fund, intergovernmental revenue, and donations from businesses and individuals.

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 2016/17 included the repayment of unused debt proceeds related to the streetlight replacement project. In fiscal year 2018/19, this fund reflects the reissuance of a line of credit and the potential conversion of the line of credit to a long-term financing mechanism later in the fiscal year. The projects being financed are primarily related to the Local Street Reconstruction Program.
- *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

SPECIAL REVENUE & NON-OPERATING FUNDS OVERVIEW

Area. The resources are payments from the Rockwood/West Gresham Urban Renewal District. Appropriations in this fund now reflect the Gresham Redevelopment Commission issuing its own debt directly, instead of relying on the City of Gresham to issue debt on behalf of the Commission.

- *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.
- *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. Fiscal year 2016/17 included repayment of the City’s line of credit for temporary work associated with the reopening of Kane Drive.
- *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.
- *City Facility Debt Service Fund* – This fund reflects the debt service payments related to the roof of the Public Safety Building.

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
230 System Development Charge Fund						
Charges for Services	3,802,629	4,805,680	3,416,000	2,777,000	2,777,000	2,777,000
Interest Income	157,541	176,468	208,000	197,000	197,000	197,000
Miscellaneous Income	12,340	88,482	20,000	20,000	20,000	20,000
Other Resources	1,119,496	427,467	27,578,000	28,700,300	28,700,300	28,700,300
Beginning Balance	7,958,069	10,722,743	8,083,000	7,411,000	7,411,000	7,411,000
Total System Development Charge Fund	<u>13,050,075</u>	<u>16,220,840</u>	<u>39,305,000</u>	<u>39,105,300</u>	<u>39,105,300</u>	<u>39,105,300</u>
 Requirements						
Interfund Transfers	2,327,332	3,175,968	34,553,750	36,832,596	36,832,596	36,832,596
Unappropriated	<u>10,722,743</u>	<u>13,044,872</u>	<u>4,751,250</u>	<u>2,272,704</u>	<u>2,272,704</u>	<u>2,272,704</u>
Total	13,050,075	16,220,840	39,305,000	39,105,300	39,105,300	39,105,300
Total System Development Charge Fund	<u>13,050,075</u>	<u>16,220,840</u>	<u>39,305,000</u>	<u>39,105,300</u>	<u>39,105,300</u>	<u>39,105,300</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
250 Grants Fund						
Intergovernmental Revenue	3,653,137	4,630,774	17,856,676	19,476,998	19,476,998	19,476,998
Miscellaneous Income	2,911	13,200	0	0	0	0
Total Grants Fund	<u>3,656,048</u>	<u>4,643,974</u>	<u>17,856,676</u>	<u>19,476,998</u>	<u>19,476,998</u>	<u>19,476,998</u>
Requirements						
Interfund Transfers	<u>3,656,048</u>	<u>4,643,974</u>	<u>17,856,676</u>	<u>19,476,998</u>	<u>19,476,998</u>	<u>19,476,998</u>
Total	3,656,048	4,643,974	17,856,676	19,476,998	19,476,998	19,476,998
Total Grants Fund	<u>3,656,048</u>	<u>4,643,974</u>	<u>17,856,676</u>	<u>19,476,998</u>	<u>19,476,998</u>	<u>19,476,998</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
270 Dedicated Revenue Fund						
Charges for Services	583,606	614,004	645,000	678,000	678,000	678,000
Miscellaneous Income	46	200	0	0	0	0
Interfund Transfers	1,477,633	1,682,295	2,362,732	2,358,846	2,358,846	2,358,846
Beginning Balance	301,150	438,458	418,769	490,061	490,061	490,061
Total Dedicated Revenue Fund	2,362,435	2,734,957	3,426,501	3,526,907	3,526,907	3,526,907
Requirements						
Community Development	1,239,552	1,413,396	1,891,455	1,850,374	1,850,374	1,850,374
Environmental Services	684,425	806,235	897,448	994,519	994,519	994,519
Total	1,923,977	2,219,631	2,788,903	2,844,893	2,844,893	2,844,893
Interfund Transfers	0	0	200,000	193,000	193,000	193,000
Contingency	0	0	90,000	100,000	100,000	100,000
Unappropriated	438,458	515,326	347,598	389,014	389,014	389,014
Total	438,458	515,326	637,598	682,014	682,014	682,014
Total Dedicated Revenue Fund	2,362,435	2,734,957	3,426,501	3,526,907	3,526,907	3,526,907

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 270 Dedicated Revenue Fund						
Dept: 34 Community Development Department						
Requirements by Division						
Support Services Div.	65,373	66,608	72,232	60,311	60,311	60,311
CDBG/HOME Projects Div.	1,022,561	1,212,596	1,659,768	1,632,675	1,632,675	1,632,675
Community Revitalization Div.	151,618	134,192	159,455	157,388	157,388	157,388
Community Development Dept. Total	<u>1,239,552</u>	<u>1,413,396</u>	<u>1,891,455</u>	<u>1,850,374</u>	<u>1,850,374</u>	<u>1,850,374</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 270 Dedicated Revenue Fund						
Dept: 34 Community Development Department						
Requirements by Category						
Personnel Services	129,115	107,904	129,438	131,572	131,572	131,572
Materials & Services	1,110,437	1,305,492	1,762,017	1,718,802	1,718,802	1,718,802
Community Development Dept. Total	<u>1,239,552</u>	<u>1,413,396</u>	<u>1,891,455</u>	<u>1,850,374</u>	<u>1,850,374</u>	<u>1,850,374</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Dedicated Revenue
Dept: Community Development

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services (\$4,840) decrease. Reflects anticipated expenditures. Fiscal year 2017/18 included a one-time expenditure.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Dedicated Revenue Fund						
Community Development Department						
Personnel Services						
10-01 Full-Time Employees	79,958	69,952	83,595	85,509	85,509	85,509
10-03 Overtime	2,393	0	5,000	5,000	5,000	5,000
10-05 Temp/Seasonal	1,911	0	0	0	0	0
10-61 Accrued Compensated Absen	7,800	0	0	0	0	0
10-69 Comp Cashed Out	1,345	2,068	0	0	0	0
Total Personnel Services	93,407	72,020	88,595	90,509	90,509	90,509
Employee Benefits						
11-01 FICA	6,549	6,397	6,778	6,924	6,924	6,924
11-02 Tri-Met Payroll Tax	624	618	650	687	687	687
11-09 PERS - Pension Bond Pymt	2,866	3,096	3,133	3,081	3,081	3,081
11-10 PERS-ER	9,767	9,759	13,113	13,408	13,408	13,408
11-11 PERS-EE	5,022	5,017	5,316	5,430	5,430	5,430
11-20 Health Insurance	7,279	7,510	8,267	8,505	8,505	8,505
11-21 Dental Insurance	722	730	743	743	743	743
11-22 Life Insurance	78	78	78	78	78	78
11-27 Workers' Comp	1,302	1,307	1,240	653	653	653
11-30 Long Term Disability	138	122	251	257	257	257
11-35 HRA/VEBA	1,361	1,250	1,274	1,297	1,297	1,297
Total Employee Benefits	35,708	35,884	40,843	41,063	41,063	41,063
Prof and Tech Services						
20-06 Professional Services	20,000	22,340	17,840	13,000	13,000	13,000
20-30 CDBG Home Expenditures	1,022,561	1,212,596	1,659,768	1,632,675	1,632,675	1,632,675
Total Prof and Tech Services	1,042,561	1,234,936	1,677,608	1,645,675	1,645,675	1,645,675
Property Services						
21-06 Telephone/Cell Phone	197	197	400	400	400	400
21-40 Equipment Rent/Lease	38	353	900	900	900	900
Total Property Services	235	550	1,300	1,300	1,300	1,300
Other Services						
22-04 Printing	11	0	100	100	100	100
22-08 Advertising	350	196	1,000	1,000	1,000	1,000
22-12 Dues and Memberships	100	100	2,600	2,600	2,600	2,600
22-14 Training and Education	175	800	1,000	1,000	1,000	1,000
22-24 Meals	602	797	900	900	900	900
22-25 Mileage	95	62	450	450	450	450
22-26 Promo/Incentive Programs	45	750	900	900	900	900
22-27 Lodging	0	0	1,400	1,400	1,400	1,400
22-29 Airfare	0	0	500	500	500	500
Total Other Services	1,378	2,705	8,850	8,850	8,850	8,850
Supplies						
23-01 Office Supplies	769	186	700	700	700	700
23-02 Copier/Printer/Fax Supp	2	0	0	0	0	0

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Dedicated Revenue Fund						
Community Development Department						
23-14 Minor Equip and Tools	246	410	800	800	800	800
23-60 Books and Publications	0	0	300	300	300	300
23-61 Post/Pack/Del/Courier	26	0	100	100	100	100
23-63 Comp Equip/Software/Maint	4,015	4,500	4,500	4,500	4,500	4,500
Total Supplies	5,058	5,096	6,400	6,400	6,400	6,400
Internal Service Charge						
29-04 Property Management	4,065	3,991	3,429	3,109	3,109	3,109
29-11 Computer Replacement Chg	497	542	421	387	387	387
29-12 Information Services	8,017	8,633	9,412	9,171	9,171	9,171
29-19 Community Development Chg	1,441	1,652	2,373	1,398	1,398	1,398
29-20 Economic Development Chg	1,000	1,315	1,610	1,358	1,358	1,358
29-21 Liability Mgmt Charge	1,261	1,397	1,534	1,253	1,253	1,253
29-22 Legal	34,098	30,507	34,360	25,747	25,747	25,747
29-24 City Administration	2,771	3,794	4,301	3,270	3,270	3,270
29-25 Financial Services	2,210	2,689	2,954	2,705	2,705	2,705
29-27 General Support Services	1,106	1,300	1,254	1,019	1,019	1,019
29-29 City-Wide Services	4,739	6,385	6,211	4,906	4,906	4,906
29-38 Community Livability	0	0	0	2,254	2,254	2,254
Total Internal Service Charge	61,205	62,205	67,859	56,577	56,577	56,577
Total Requirements	<u>1,239,552</u>	<u>1,413,396</u>	<u>1,891,455</u>	<u>1,850,374</u>	<u>1,850,374</u>	<u>1,850,374</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 270 Dedicated Revenue Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Support Services Div.	131,556	162,999	192,447	207,658	207,658	207,658
Dedicated Solid Waste Prg Div.	552,869	643,236	705,001	786,861	786,861	786,861
Environmental Services Dept. Total	684,425	806,235	897,448	994,519	994,519	994,519

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 270 Dedicated Revenue Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Personnel Services	510,945	591,257	628,628	711,230	711,230	711,230
Materials & Services	173,480	214,978	268,820	283,289	283,289	283,289
Environmental Services Dept. Total	684,425	806,235	897,448	994,519	994,519	994,519

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Dedicated Revenue
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Full-Time Employees	\$72,331 increase. Includes a shift in personnel from part-time limited term to full-time.
Limited Term	(\$40,434) decrease. See above.
Temp/Seasonal	\$25,000 increase. Reflects inclusion of a sustainability intern.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Dedicated Revenue Fund						
Environmental Services Department						
Personnel Services						
10-01 Full-Time Employees	159,433	197,449	298,453	370,784	370,784	370,784
10-02 Part-Time Employees	93,741	119,966	53,742	54,974	54,974	54,974
10-03 Overtime	776	50	600	600	600	600
10-04 Limited Term	51,626	56,220	40,434	0	0	0
10-05 Temp/Seasonal	5,333	0	0	25,000	25,000	25,000
10-30 Acting In Capacity	1,070	109	400	400	400	400
10-32 Working Out of Class Pay	2,851	904	0	0	0	0
10-61 Accrued Compensated Absen	11,900	6,300	0	0	0	0
Total Personnel Services	326,730	380,998	393,629	451,758	451,758	451,758
Employee Benefits						
11-01 FICA	23,858	27,882	29,984	34,055	34,055	34,055
11-02 Tri-Met Payroll Tax	2,296	2,764	2,889	3,429	3,429	3,429
11-09 PERS - Pension Bond Pymt	11,250	11,932	12,224	13,666	13,666	13,666
11-10 PERS-ER	21,792	26,067	36,954	39,456	39,456	39,456
11-11 PERS-EE	18,889	22,470	23,618	25,606	25,606	25,606
11-20 Health Insurance	84,332	95,491	104,749	115,922	115,922	115,922
11-21 Dental Insurance	9,562	10,808	11,050	11,842	11,842	11,842
11-22 Life Insurance	425	476	541	549	549	549
11-27 Workers' Comp	5,111	5,038	4,853	6,453	6,453	6,453
11-30 Long Term Disability	499	554	1,178	1,277	1,277	1,277
11-31 FSA-Admin Fee	7	45	45	45	45	45
11-35 HRA/VEBA	6,194	6,732	6,914	7,172	7,172	7,172
Total Employee Benefits	184,215	210,259	234,999	259,472	259,472	259,472
Prof and Tech Services						
20-06 Professional Services	13,293	10,608	15,000	15,000	15,000	15,000
20-15 Outsourced Serv & Labor	5,675	17,976	22,000	22,000	22,000	22,000
Total Prof and Tech Services	18,968	28,584	37,000	37,000	37,000	37,000
Property Services						
21-04 Utility Services	0	76	0	0	0	0
21-06 Telephone/Cell Phone	677	398	1,000	1,000	1,000	1,000
21-40 Equipment Rent/Lease	1,083	1,298	1,500	1,500	1,500	1,500
Total Property Services	1,760	1,772	2,500	2,500	2,500	2,500
Other Services						
22-02 Photographic/Art	20	0	200	200	200	200
22-04 Printing	14,388	11,075	16,000	16,000	16,000	16,000
22-08 Advertising	1,018	117	3,400	3,400	3,400	3,400
22-12 Dues and Memberships	500	460	500	500	500	500
22-14 Training and Education	4,002	3,053	5,200	7,200	7,200	7,200
22-16 Community Outreach	720	686	4,250	4,250	4,250	4,250
22-24 Meals	1,367	2,100	1,500	2,500	2,500	2,500
22-25 Mileage	173	58	900	200	200	200
22-26 Promo/Incentive Programs	0	11	0	0	0	0

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Dedicated Revenue Fund						
Environmental Services Department						
22-27 Lodging	0	1,439	0	0	0	0
22-34 Contributions/City Match	7,630	7,954	8,250	8,250	8,250	8,250
Total Other Services	29,818	26,953	40,200	42,500	42,500	42,500
Supplies						
23-01 Office Supplies	40	0	300	300	300	300
23-12 Veh Supplies and Parts	4,836	0	0	0	0	0
23-14 Minor Equip and Tools	2,686	2,061	3,000	3,000	3,000	3,000
23-20 Operating/Tech/Scientific	85	50	1,500	1,500	1,500	1,500
23-60 Books and Publications	92	68	200	200	200	200
23-61 Post/Pack/Del/Courier	0	0	1,000	1,000	1,000	1,000
23-63 Comp Equip/Software/Maint	0	9,461	7,750	7,750	7,750	7,750
Total Supplies	7,739	11,640	13,750	13,750	13,750	13,750
Internal Service Charge						
29-04 Property Management	16,987	17,880	20,644	22,085	22,085	22,085
29-06 Vehicle Maintenance	0	0	3,545	3,763	3,763	3,763
29-08 Equipment Replacement	0	8,000	9,863	4,931	4,931	4,931
29-11 Computer Replacement Chg	3,366	3,148	2,392	2,789	2,789	2,789
29-12 Information Services	38,058	44,246	51,668	57,869	57,869	57,869
29-19 Community Development Chg	3,531	5,910	8,648	6,373	6,373	6,373
29-20 Economic Development Chg	1,550	2,591	5,868	6,193	6,193	6,193
29-21 Liability Mgmt Charge	5,014	5,591	7,458	7,636	7,636	7,636
29-22 Legal	4,934	7,976	11,630	11,359	11,359	11,359
29-24 City Administration	10,687	13,574	15,679	14,909	14,909	14,909
29-25 Financial Services	8,523	9,620	10,766	12,335	12,335	12,335
29-27 General Support Services	4,267	4,651	4,570	4,648	4,648	4,648
29-29 City-Wide Services	18,278	22,842	22,639	22,371	22,371	22,371
29-38 Community Livability	0	0	0	10,278	10,278	10,278
Total Internal Service Charge	115,195	146,029	175,370	187,539	187,539	187,539
Total Requirements	684,425	806,235	897,448	994,519	994,519	994,519

RESOURCES & REQUIREMENTS BY FUND

Resources	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
810 Designated Purpose Fund						
Intergovernmental Revenue	213,305	353,111	419,300	743,782	743,782	743,782
Charges for Services	38,950	120,771	230,000	332,000	332,000	332,000
Interest Income	9,296	16,200	0	0	0	0
Miscellaneous Income	438,758	1,012,055	1,634,500	1,008,100	1,008,100	1,008,100
Contributions and Donatio	100	5,000	0	0	0	0
Interfund Transfers	1,193,860	1,468,769	4,320,937	4,514,136	4,514,136	4,514,136
Beginning Balance	1,457,008	1,134,397	1,381,958	2,473,353	2,473,353	2,473,353
Total Designated Purpose Fund	3,351,277	4,110,303	7,986,695	9,071,371	9,071,371	9,071,371
Requirements						
Office Governance & Mgmt	42,942	77,497	291,875	54,450	54,450	54,450
City-wide Services	78,608	312,688	470,300	30,600	30,600	30,600
Police	897,821	1,225,735	2,253,667	2,692,109	2,692,109	2,692,109
Fire and Emergency Svcs	224,082	5,670	1,048,409	1,211,482	1,211,482	1,211,482
Urban Design & Planning	5,470	300,113	894,281	773,515	773,515	773,515
Community Development	39,525	64,456	205,000	205,000	205,000	205,000
Economic Development Srvc	722,166	575,924	1,780,000	2,168,000	2,168,000	2,168,000
Community Livability	0	0	0	525,900	525,900	525,900
Parks	23,211	27,014	100,000	100,000	100,000	100,000
Environmental Services	165,949	182,239	431,702	523,110	523,110	523,110
Total	2,199,774	2,771,336	7,475,234	8,284,166	8,284,166	8,284,166
Interfund Transfers	17,106	0	92,900	0	0	0
Unappropriated	1,134,397	1,338,967	418,561	787,205	787,205	787,205
Total	1,151,503	1,338,967	511,461	787,205	787,205	787,205
Total Designated Purpose Fund	3,351,277	4,110,303	7,986,695	9,071,371	9,071,371	9,071,371

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 10 Office Governance & Mgmt Department						
Requirements by Division						
Gresham Art Committee Div.	3,756	2,138	7,000	7,000	7,000	7,000
Gresham's Centennial Div.	3,850	0	2,300	2,450	2,450	2,450
Community Events Div.	35,336	46,994	47,000	0	0	0
Regional Cities Advocacy Div.	0	28,365	45,000	45,000	45,000	45,000
Outreach Grants Div.	0	0	190,575	0	0	0
Office Governance & Mgmt Dept. Total	<u>42,942</u>	<u>77,497</u>	<u>291,875</u>	<u>54,450</u>	<u>54,450</u>	<u>54,450</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 10 Office Governance & Mgmt Department						
Requirements by Category						
Personnel Services	13,493	7,801	26,912	0	0	0
Materials & Services	29,449	69,696	264,963	54,450	54,450	54,450
Office Governance & Mgmt Dept. Total	<u>42,942</u>	<u>77,497</u>	<u>291,875</u>	<u>54,450</u>	<u>54,450</u>	<u>54,450</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Office of Governance and Management

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, many line-items show a decrease because the functions of the Community Events Division were moved from the Office of Governance and Management Department to the Community Livability Department. In addition, the Justice and Mental Health Collaboration Program Grant was moved from the Office of Governance and Management Department to the Police Department.

Personnel Services

Full-Time Employees	(\$18,729) decrease. Reflects the movement of the Justice and Mental Health Collaboration Program Grant to the Police Department.
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Materials and Services

Professional Services	(\$158,136) decrease. Reflects the movement of the Justice and Mental Health Collaboration Program Grant to the Police Department.
Outsourced Services and Labor	(\$38,000) decrease. The Community Events Division moved to the Community Livability Department.
Advertising	(\$5,000) decrease. The Community Events Division moved to the Community Livability Department.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Office Governance & Mgmt Department						
Personnel Services						
10-01 Full-Time Employees	0	0	18,729	0	0	0
10-03 Overtime	0	3,249	0	0	0	0
10-05 Temp/Seasonal	12,450	4,200	0	0	0	0
Total Personnel Services	12,450	7,449	18,729	0	0	0
Employee Benefits						
11-01 FICA	952	321	1,433	0	0	0
11-02 Tri-Met Payroll Tax	91	31	0	0	0	0
11-10 PERS-ER	0	0	1,124	0	0	0
11-11 PERS-EE	0	0	2,435	0	0	0
11-20 Health Insurance	0	0	1,886	0	0	0
11-21 Dental Insurance	0	0	864	0	0	0
11-22 Life Insurance	0	0	22	0	0	0
11-30 Long Term Disability	0	0	56	0	0	0
11-35 HRA/VEBA	0	0	363	0	0	0
Total Employee Benefits	1,043	352	8,183	0	0	0
Prof and Tech Services						
20-06 Professional Services	0	27,000	198,136	40,000	40,000	40,000
20-15 Outsourced Serv & Labor	12,575	27,006	38,000	0	0	0
20-22 Assessments and Fees	0	15	500	0	0	0
Total Prof and Tech Services	12,575	54,021	236,636	40,000	40,000	40,000
Other Services						
22-04 Printing	2,774	2,135	2,100	600	600	600
22-08 Advertising	5,653	9,583	5,000	0	0	0
22-16 Community Outreach	680	417	125	125	125	125
22-24 Meals	2,312	2,735	8,814	7,600	7,600	7,600
22-25 Mileage	0	0	13	0	0	0
22-26 Promo/Incentive Programs	515	161	2,200	2,200	2,200	2,200
22-27 Lodging	0	0	2,400	0	0	0
22-29 Airfare	0	0	2,200	0	0	0
22-31 Rental Cars	0	0	200	0	0	0
22-62 Gresham 100	3,850	0	2,300	2,450	2,450	2,450
Total Other Services	15,784	15,031	25,352	12,975	12,975	12,975
Supplies						
23-01 Office Supplies	573	600	1,200	500	500	500
23-14 Minor Equip and Tools	153	0	300	300	300	300
23-41 Signs	57	44	0	0	0	0
23-61 Post/Pack/Del/Courier	307	0	1,475	675	675	675
Total Supplies	1,090	644	2,975	1,475	1,475	1,475
Total Requirements	42,942	77,497	291,875	54,450	54,450	54,450

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 19 City-wide Services Department						
Requirements by Division						
Human Resources Div.	42,038	20,910	31,000	30,600	30,600	30,600
Community Livability Div.	36,570	291,778	404,100	0	0	0
Community Enhancement Div.	0	0	35,200	0	0	0
City-wide Services Dept. Total	<u>78,608</u>	<u>312,688</u>	<u>470,300</u>	<u>30,600</u>	<u>30,600</u>	<u>30,600</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 19 City-wide Services Department						
Requirements by Category						
Personnel Services	11,961	96,516	86,216	0	0	0
Materials & Services	66,647	216,172	384,084	30,600	30,600	30,600
City-wide Services Dept. Total	<u>78,608</u>	<u>312,688</u>	<u>470,300</u>	<u>30,600</u>	<u>30,600</u>	<u>30,600</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: City-wide Services

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, many line-items show a decrease because personnel and functions of the Community Livability Division and the Community Enhancement Grant Program were moved from the City-wide Services Department to the Community Livability Department.

Personnel Services

Limited Term	(\$51,762) decrease. Community Livability Division moved to Community Livability Department.
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Materials and Services

Outsourced Services & Labor	(\$302,884) decrease. Community Livability Division moved to Community Livability Department.
Community Outreach	(\$50,200) decrease. Community Livability Division and Community Enhancement Grant Program moved to Community Livability Department.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
City-wide Services Department						
Personnel Services						
10-01 Full-Time Employees	260	7,435	0	0	0	0
10-03 Overtime	0	5,277	0	0	0	0
10-04 Limited Term	7,390	53,239	51,762	0	0	0
Total Personnel Services	7,650	65,951	51,762	0	0	0
Employee Benefits						
11-01 FICA	571	4,802	3,981	0	0	0
11-02 Tri-Met Payroll Tax	56	469	380	0	0	0
11-10 PERS-ER	0	192	2,567	0	0	0
11-11 PERS-EE	0	325	3,106	0	0	0
11-20 Health Insurance	3,227	21,220	20,888	0	0	0
11-21 Dental Insurance	256	2,262	2,325	0	0	0
11-22 Life Insurance	13	78	78	0	0	0
11-30 Long Term Disability	14	77	155	0	0	0
11-35 HRA/VEBA	174	1,140	974	0	0	0
Total Employee Benefits	4,311	30,565	34,454	0	0	0
Prof and Tech Services						
20-06 Professional Services	37,450	17,000	21,500	22,500	22,500	22,500
20-15 Outsourced Serv & Labor	19,208	152,769	302,884	0	0	0
20-22 Assessments and Fees	0	17	0	0	0	0
Total Prof and Tech Services	56,658	169,786	324,384	22,500	22,500	22,500
Property Services						
21-22 Motor Vehicle R and M	413	0	0	0	0	0
Total Property Services	413	0	0	0	0	0
Other Services						
22-04 Printing	136	769	0	0	0	0
22-12 Dues and Memberships	600	600	600	600	600	600
22-14 Training and Education	1,735	1,200	5,400	4,000	4,000	4,000
22-16 Community Outreach	84	31,353	50,200	0	0	0
22-24 Meals	174	137	0	100	100	100
22-25 Mileage	70	247	0	100	100	100
22-27 Lodging	866	1,343	2,200	2,000	2,000	2,000
22-29 Airfare	454	627	1,000	1,000	1,000	1,000
Total Other Services	4,119	36,276	59,400	7,800	7,800	7,800
Supplies						
23-01 Office Supplies	621	209	0	0	0	0
23-12 Veh Supplies and Parts	500	0	0	0	0	0
23-14 Minor Equip and Tools	2,151	0	0	0	0	0
23-61 Post/Pack/Del/Courier	689	976	300	300	300	300
23-63 Comp Equip/Software/Maint	1,496	0	0	0	0	0
Total Supplies	5,457	1,185	300	300	300	300

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
City-wide Services Department						
Internal Service Charge						
29-16 Internal Prof Svcs	0	8,925	0	0	0	0
Total Internal Service Charge	0	8,925	0	0	0	0
Total Requirements	<u>78,608</u>	<u>312,688</u>	<u>470,300</u>	<u>30,600</u>	<u>30,600</u>	<u>30,600</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 21 Police Department						
Requirements by Division						
Youth Services Grants Div.	50,000	0	0	0	0	0
Police Foundation Div.	58,733	12,139	48,432	69,673	69,673	69,673
Justice & Mental Health G Div.	0	0	0	200,000	200,000	200,000
Body Worn Cameras Div.	0	0	282,500	330,000	330,000	330,000
K-9 Program Div.	10,317	2,811	10,963	20,963	20,963	20,963
Police Special Invest Div.	0	0	5,000	5,000	5,000	5,000
Education Programs Div.	513	366	3,388	3,022	3,022	3,022
Honor Guard Trust Fund Div.	0	809	0	0	0	0
Fed/State Asset Seizure Div.	59,120	231,233	269,402	442,182	442,182	442,182
State Homeland Security Div.	0	0	50,000	50,000	50,000	50,000
JAG Div.	46,710	146,802	122,000	165,810	165,810	165,810
EMGET Grant Div.	517,245	535,675	721,555	631,463	631,463	631,463
COPS Grant Div.	155,183	295,900	740,427	773,996	773,996	773,996
Police Dept. Total	<u>897,821</u>	<u>1,225,735</u>	<u>2,253,667</u>	<u>2,692,109</u>	<u>2,692,109</u>	<u>2,692,109</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 21 Police Department						
Requirements by Category						
Personnel Services	555,256	734,691	1,359,732	1,430,484	1,430,484	1,430,484
Materials & Services	304,778	297,810	609,137	919,633	919,633	919,633
Capital Outlay	37,787	193,234	284,798	341,992	341,992	341,992
Police Dept. Total	<u>897,821</u>	<u>1,225,735</u>	<u>2,253,667</u>	<u>2,692,109</u>	<u>2,692,109</u>	<u>2,692,109</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Police

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Overtime	\$15,475 increase. Reflects increase in grant reimbursement for overtime.
Certificate Pay	\$7,241 increase. Reflects anticipated costs
Acting in Capacity	\$4,108 increase. Reflects anticipated costs.

Materials and Services

Professional Services	\$86,500 increase. Reflects increase in grants that utilize contracted services.
Training and Education	(\$5,000) decrease. Reflects decrease in registration fees for grant required training.
Lodging	\$11,000 increase. Reflects travel expense for grant required training.
Airfare	\$7,500 increase. Reflects travel expense for grant required training.
Minor Equip and Tools	\$197,262 increase. Based on available grant funding and anticipated types of expenditures.
Animal Supplies/Related Exp	\$10,000 increase. Reflects anticipated expense related to Drug Detection K-9.

Capital Outlay

Equipment	\$57,194 increase. Based on available grant funding and anticipated types of expenditures.
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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Police Department						
Personnel Services						
10-01 Full-Time Employees	347,716	466,324	794,759	847,332	847,332	847,332
10-03 Overtime	23,023	22,929	75,000	90,475	90,475	90,475
10-12 Certificate Pay	17,343	18,926	20,561	27,802	27,802	27,802
10-30 Acting In Capacity	0	72	0	4,108	4,108	4,108
10-46 Premium Pay	4,672	4,786	5,570	5,751	5,751	5,751
10-69 Comp Cashed Out	0	12,491	0	0	0	0
Total Personnel Services	392,754	525,528	895,890	975,468	975,468	975,468
Employee Benefits						
11-01 FICA	30,539	39,976	73,222	71,425	71,425	71,425
11-02 Tri-Met Payroll Tax	1,989	2,198	5,864	7,128	7,128	7,128
11-10 PERS-ER	27,577	38,113	83,722	97,560	97,560	97,560
11-11 PERS-EE	17,407	26,048	47,938	56,352	56,352	56,352
11-20 Health Insurance	62,910	89,304	217,825	188,825	188,825	188,825
11-21 Dental Insurance	7,543	9,916	22,134	18,890	18,890	18,890
11-22 Life Insurance	335	381	1,077	1,214	1,214	1,214
11-30 Long Term Disability	371	366	2,228	2,542	2,542	2,542
11-31 FSA-Admin Fee	43	44	45	45	45	45
11-35 HRA/VEBA	2,142	2,817	9,787	11,035	11,035	11,035
11-88 Comp Earned Acct	11,646	0	0	0	0	0
Total Employee Benefits	162,502	209,163	463,842	455,016	455,016	455,016
Prof and Tech Services						
20-06 Professional Services	159,407	120,075	400,500	487,000	487,000	487,000
20-15 Outsourced Serv & Labor	47,500	4,374	0	0	0	0
20-26 Invest Res/Drug Seiz	0	38,440	8,000	8,000	8,000	8,000
Total Prof and Tech Services	206,907	162,889	408,500	495,000	495,000	495,000
Property Services						
21-20 Building R and M	33,030	1,985	0	0	0	0
21-21 Equipment R and M	0	665	0	0	0	0
21-22 Motor Vehicle R and M	1,076	5,733	0	0	0	0
21-23 Com Systems R and M	0	4,628	0	0	0	0
21-30 Towing and Storage	767	0	0	0	0	0
Total Property Services	34,873	13,011	0	0	0	0
Other Services						
22-04 Printing	10	69	0	0	0	0
22-08 Advertising	1,099	3,427	0	0	0	0
22-14 Training and Education	1,500	45	8,000	3,000	3,000	3,000
22-21 Uniform Cleaning	373	436	0	0	0	0
22-24 Meals	835	804	7,788	9,422	9,422	9,422
22-25 Mileage	0	0	200	900	900	900
22-26 Promo/Incentive Programs	558	5,646	3,753	3,803	3,803	3,803
22-27 Lodging	1,411	327	11,000	22,000	22,000	22,000
22-29 Airfare	1,056	579	7,800	15,300	15,300	15,300

LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Police Department						
22-31 Rental Cars	0	173	800	1,650	1,650	1,650
22-60 Police Rewards	2,289	0	5,000	5,000	5,000	5,000
Total Other Services	9,131	11,506	44,341	61,075	61,075	61,075
Supplies						
23-14 Minor Equip and Tools	22,359	61,824	145,333	342,595	342,595	342,595
23-21 Amm/Supplies and Related	8,381	20,520	0	0	0	0
23-23 Animal Supp/Related Exp	0	5,823	10,963	20,963	20,963	20,963
23-26 Protective Equip/Uniforms	20,828	14,707	0	0	0	0
23-62 Employee Service Awards	0	3,800	0	0	0	0
23-63 Comp Equip/Software/Maint	2,299	3,730	0	0	0	0
Total Supplies	53,867	110,404	156,296	363,558	363,558	363,558
Capital Outlay						
30-08 Equipment	25,971	141,126	284,798	341,992	341,992	341,992
30-10 Motor Vehicles	11,816	52,108	0	0	0	0
Total Capital Outlay	37,787	193,234	284,798	341,992	341,992	341,992
Total Requirements	897,821	1,225,735	2,253,667	2,692,109	2,692,109	2,692,109

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Division						
Fire Dept Donation Fund Div.	29,484	5,670	637,381	666,156	666,156	666,156
SAFER Grant Div.	194,598	0	411,028	545,326	545,326	545,326
Fire and Emergency Svcs Dept. Total	224,082	5,670	1,048,409	1,211,482	1,211,482	1,211,482

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 22 Fire and Emergency Svcs Department						
Requirements by Category						
Personnel Services	194,598	0	411,028	545,326	545,326	545,326
Materials & Services	4,544	5,670	162,353	316,156	316,156	316,156
Capital Outlay	24,940	0	475,028	350,000	350,000	350,000
Fire and Emergency Svcs Dept. Total	224,082	5,670	1,048,409	1,211,482	1,211,482	1,211,482

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Fire and Emergency Services

FY 2018/19 BUDGET HIGHLIGHTS

Personnel Services

Full-Time Employees	\$92,761 increase. Reflects projected personnel costs for SAFER funded firefighters.
Certificate Pay	(\$13,158) decrease. Reflects projected certificate pay costs for SAFER funded firefighters.

Materials and Services

Outsourced Services and Labor	\$150,366 increase. Reflects anticipated expenditures for grant-funded seismic rehabilitation of Fire Station 75.
Operating/Tech/Scientific	\$3,437 increase. Reflects anticipated expenditures for donations-funded activities, including Fire Honor Guard.

Capital Outlay

Equipment	(\$125,028) decrease. Reflects anticipated Assistance to Firefighters award for equipment purchases.
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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Fire and Emergency Svcs Department						
Personnel Services						
10-01 Full-Time Employees	128,895	0	254,152	346,913	346,913	346,913
10-12 Certificate Pay	6,787	0	24,144	10,986	10,986	10,986
10-46 Premium Pav	1,421	0	0	0	0	0
Total Personnel Services	137,103	0	278,296	357,899	357,899	357,899
Employee Benefits						
11-01 FICA	10,936	0	21,290	27,379	27,379	27,379
11-02 Tri-Met Payroll Tax	1,000	0	2,226	2,717	2,717	2,717
11-10 PERS-ER	9,950	0	10,221	34,824	34,824	34,824
11-11 PERS-EE	8,186	0	6,302	21,474	21,474	21,474
11-20 Health Insurance	22,710	0	76,074	85,536	85,536	85,536
11-21 Dental Insurance	2,523	0	7,289	8,745	8,745	8,745
11-22 Life Insurance	153	0	4,446	468	468	468
11-30 Long Term Disability	213	0	835	1,040	1,040	1,040
11-35 HRA/VEBA	1,824	0	4,049	5,244	5,244	5,244
Total Employee Benefits	57,495	0	132,732	187,427	187,427	187,427
Prof and Tech Services						
20-15 Outsourced Serv & Labor	0	0	150,634	301,000	301,000	301,000
Total Prof and Tech Services	0	0	150,634	301,000	301,000	301,000
Other Services						
22-14 Training and Education	134	0	0	0	0	0
Total Other Services	134	0	0	0	0	0
Supplies						
23-14 Minor Equip and Tools	4,410	0	0	0	0	0
23-20 Operating/Tech/Scientific	0	5,670	11,719	15,156	15,156	15,156
Total Supplies	4,410	5,670	11,719	15,156	15,156	15,156
Capital Outlay						
30-08 Equipment	24,940	0	475,028	350,000	350,000	350,000
Total Capital Outlay	24,940	0	475,028	350,000	350,000	350,000
Total Requirements	224,082	5,670	1,048,409	1,211,482	1,211,482	1,211,482

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 32 Urban Design & Planning Department						
Requirements by Division						
Planning Grant Div.	5,470	300,113	871,000	750,000	750,000	750,000
Park Sponsorship/Donation Div.	0	0	23,281	23,515	23,515	23,515
Urban Design & Planning Dept. Total	<u>5,470</u>	<u>300,113</u>	<u>894,281</u>	<u>773,515</u>	<u>773,515</u>	<u>773,515</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 32 Urban Design & Planning Department						
Requirements by Category						
Materials & Services	5,470	300,113	894,281	773,515	773,515	773,515
Urban Design & Planning Dept. Total	<u>5,470</u>	<u>300,113</u>	<u>894,281</u>	<u>773,515</u>	<u>773,515</u>	<u>773,515</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Urban Design and Planning

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services (\$78,000) decrease. Reflects available balance in Bus Rapid Transit (BRT) Grant.

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Urban Design & Planning Department						
Prof and Tech Services						
20-06 Professional Services	0	220,626	778,000	700,000	700,000	700,000
Total Prof and Tech Services	0	220,626	778,000	700,000	700,000	700,000
Other Services						
22-26 Promo/Incentive Programs	0	0	150	150	150	150
Total Other Services	0	0	150	150	150	150
Supplies						
23-14 Minor Equip and Tools	0	0	23,131	23,365	23,365	23,365
Total Supplies	0	0	23,131	23,365	23,365	23,365
Internal Service Charge						
29-16 Internal Prof Svcs	5,470	79,487	93,000	50,000	50,000	50,000
Total Internal Service Charge	5,470	79,487	93,000	50,000	50,000	50,000
Total Requirements	<u>5,470</u>	<u>300,113</u>	<u>894,281</u>	<u>773,515</u>	<u>773,515</u>	<u>773,515</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 34 Community Development Department						
Requirements by Division						
Code Enforcement Div.	30,065	41,704	100,000	100,000	100,000	100,000
Small Busn Incent Program Div.	9,460	22,752	105,000	105,000	105,000	105,000
Community Development Dept. Total	<u>39,525</u>	<u>64,456</u>	<u>205,000</u>	<u>205,000</u>	<u>205,000</u>	<u>205,000</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 34 Community Development Department						
Requirements by Category						
Materials & Services	39,525	64,456	205,000	205,000	205,000	205,000
Community Development Dept. Total	<u>39,525</u>	<u>64,456</u>	<u>205,000</u>	<u>205,000</u>	<u>205,000</u>	<u>205,000</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Community Development

FY 2018/19 BUDGET HIGHLIGHTS

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

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Community Development Department						
Prof and Tech Services						
20-15 Outsourced Serv & Labor	24,711	41,704	100,000	100,000	100,000	100,000
Total Prof and Tech Services	24,711	41,704	100,000	100,000	100,000	100,000
Property Services						
21-20 Building R and M	5,354	0	0	0	0	0
Total Property Services	5,354	0	0	0	0	0
Other Services						
22-76 Downtown - SBIP	7,088	22,575	27,500	27,500	27,500	27,500
22-77 Civic Neighborhood - SBIP	0	177	27,500	27,500	27,500	27,500
22-78 Rockwood UR - SBIP	2,372	0	50,000	50,000	50,000	50,000
Total Other Services	9,460	22,752	105,000	105,000	105,000	105,000
Total Requirements	39,525	64,456	205,000	205,000	205,000	205,000

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 36 Economic Development Srvc Department						
Requirements by Division						
Enterprise Zone CSF Proj Div.	722,166	575,924	1,780,000	2,168,000	2,168,000	2,168,000
Economic Development Srvc Dept. Total	<u>722,166</u>	<u>575,924</u>	<u>1,780,000</u>	<u>2,168,000</u>	<u>2,168,000</u>	<u>2,168,000</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 36 Economic Development Srvc Department						
Requirements by Category						
Materials & Services	722,166	575,924	1,780,000	2,168,000	2,168,000	2,168,000
Economic Development Srvc Dept. Total	<u>722,166</u>	<u>575,924</u>	<u>1,780,000</u>	<u>2,168,000</u>	<u>2,168,000</u>	<u>2,168,000</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Economic Development Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services	\$388,000 increase. Reflects anticipated available funding for the Enterprise Zone Community Service Projects.
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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Economic Development Srvc Department						
Prof and Tech Services						
20-06 Professional Services	139,460	0	1,780,000	2,168,000	2,168,000	2,168,000
Total Prof and Tech Services	139,460	0	1,780,000	2,168,000	2,168,000	2,168,000
Other Services						
22-79 Development Incentives	582,706	575,924	0	0	0	0
Total Other Services	582,706	575,924	0	0	0	0
Total Requirements	<u>722,166</u>	<u>575,924</u>	<u>1,780,000</u>	<u>2,168,000</u>	<u>2,168,000</u>	<u>2,168,000</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 38 Community Livability Department						
Requirements by Division						
Outreach Services Div.	0	0	0	395,000	395,000	395,000
Gresham Sponsored Events Div.	0	0	0	96,000	96,000	96,000
Community Enhance Prog Div.	0	0	0	34,900	34,900	34,900
Community Livability Dept. Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>525,900</u>	<u>525,900</u>	<u>525,900</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 38 Community Livability Department						
Requirements by Category						
Personnel Services	0	0	0	91,789	91,789	91,789
Materials & Services	0	0	0	434,111	434,111	434,111
Community Livability Dept. Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>525,900</u>	<u>525,900</u>	<u>525,900</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Community Livability

FY 2018/19 BUDGET HIGHLIGHTS

For fiscal year 2018/19, Community Livability is a new department encompassing Gresham Sponsored Events, Outreach Services, and the Community Enhancement Program. These were moved from Office of Governance and Management and City-wide Services in the Designated Purpose Fund. Additionally, all of Gresham sponsored event expenditures have been consolidated in one fund for easier management and tracking.

Personnel Services

Limited Term	\$54,995 increase. Reflects organizational changes in the Outreach Services Division.
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Materials and Services

All Materials and Services line items	\$434,111 increase. Reflects organizational changes in Gresham sponsored events, outreach services and the community enhancement program. Significant changes in the budget are described below:
Equipment Rent/Lease	\$12,100 increase. Reflects a one-time expenditure for safety equipment for events.
Community Outreach	(\$22,200) decrease. Reflects anticipated amount and timing of grant awards in the community enhancement program.
Signs	\$10,000 increase. Reflects one-time expenditures for signage related to Gresham sponsored events.

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LINE ITEM DETAIL BY DEPARTMENT

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Community Livability Department						
Personnel Services						
10-04 Limited Term	0	0	0	54,995	54,995	54,995
Total Personnel Services	0	0	0	54,995	54,995	54,995
Employee Benefits						
11-01 FICA	0	0	0	4,207	4,207	4,207
11-02 Tri-Met Payroll Tax	0	0	0	417	417	417
11-10 PERS-ER	0	0	0	2,728	2,728	2,728
11-11 PERS-EE	0	0	0	3,300	3,300	3,300
11-20 Health Insurance	0	0	0	22,455	22,455	22,455
11-21 Dental Insurance	0	0	0	2,447	2,447	2,447
11-22 Life Insurance	0	0	0	78	78	78
11-30 Long Term Disability	0	0	0	165	165	165
11-35 HRA/VEBA	0	0	0	997	997	997
Total Employee Benefits	0	0	0	36,794	36,794	36,794
Prof and Tech Services						
20-15 Outsourced Serv & Labor	0	0	0	365,711	365,711	365,711
20-22 Assessments and Fees	0	0	0	100	100	100
Total Prof and Tech Services	0	0	0	365,811	365,811	365,811
Property Services						
21-40 Equipment Rent/Lease	0	0	0	12,100	12,100	12,100
Total Property Services	0	0	0	12,100	12,100	12,100
Other Services						
22-04 Printing	0	0	0	1,000	1,000	1,000
22-08 Advertising	0	0	0	9,500	9,500	9,500
22-16 Community Outreach	0	0	0	28,000	28,000	28,000
22-24 Meals	0	0	0	900	900	900
22-25 Mileage	0	0	0	100	100	100
Total Other Services	0	0	0	39,500	39,500	39,500
Supplies						
23-01 Office Supplies	0	0	0	1,900	1,900	1,900
23-41 Signs	0	0	0	10,000	10,000	10,000
23-61 Post/Pack/Del/Courier	0	0	0	100	100	100
Total Supplies	0	0	0	12,000	12,000	12,000
Internal Service Charge						
29-16 Internal Prof Svcs	0	0	0	4,700	4,700	4,700
Total Internal Service Charge	0	0	0	4,700	4,700	4,700
Total Requirements	<u>0</u>	<u>0</u>	<u>0</u>	<u>525,900</u>	<u>525,900</u>	<u>525,900</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 41 Parks Department						
Requirements by Division						
Sports Field Fees Div.	23,211	27,014	100,000	100,000	100,000	100,000
Parks Dept. Total	<u>23,211</u>	<u>27,014</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 41 Parks Department						
Requirements by Category						
Materials & Services	23,211	27,014	100,000	100,000	100,000	100,000
Parks Dept. Total	<u>23,211</u>	<u>27,014</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Parks

FY 2018/19 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 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Parks Department						
Prof and Tech Services						
20-15 Outsourced Serv & Labor	8,649	19,260	0	0	0	0
Total Prof and Tech Services	8,649	19,260	0	0	0	0
Property Services						
21-25 Park R and M	14,562	7,754	100,000	100,000	100,000	100,000
Total Property Services	14,562	7,754	100,000	100,000	100,000	100,000
Total Requirements	<u>23,211</u>	<u>27,014</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

DEPARTMENT REQUIREMENTS

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 45 Environmental Services Department						
Requirements by Division						
Trans Planning Grant Div.	165,949	138,348	146,109	105,000	105,000	105,000
Urban Tree Program Div.	0	7,072	31,640	32,010	32,010	32,010
Development Coordination Div.	0	36,819	200,000	200,000	200,000	200,000
Solid Waste Hauler RSF Div.	0	0	53,953	186,100	186,100	186,100
Environmental Services Dept. Total	<u>165,949</u>	<u>182,239</u>	<u>431,702</u>	<u>523,110</u>	<u>523,110</u>	<u>523,110</u>

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Fund: 810 Designated Purpose Fund						
Dept: 45 Environmental Services Department						
Requirements by Category						
Materials & Services	165,949	182,239	431,702	523,110	523,110	523,110
Environmental Services Dept. Total	<u>165,949</u>	<u>182,239</u>	<u>431,702</u>	<u>523,110</u>	<u>523,110</u>	<u>523,110</u>

EXPENDITURE INFORMATION BY FUND & DEPARTMENT

Fund: Designated Purpose
Dept: Environmental Services

FY 2018/19 BUDGET HIGHLIGHTS

Materials and Services

Professional Services	(\$41,109) decrease. Reflects grant funding for the REACH grant.
Contributions/City Match	\$132,147 increase. Reflects a potential amount related to the rate stabilization fund.

NOTE: Commentary on line items of variances of +/- 10% from fiscal year 2017/18 revised to fiscal year 2018/19 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

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Designated Purpose Fund						
Environmental Services Department						
Prof and Tech Services						
20-06 Professional Services	132,968	138,230	116,109	75,000	75,000	75,000
20-15 Outsourced Serv & Labor	0	34,103	231,640	232,010	232,010	232,010
Total Prof and Tech Services	132,968	172,333	347,749	307,010	307,010	307,010
Other Services						
22-04 Printing	202	0	0	0	0	0
22-24 Meals	1,128	118	0	0	0	0
22-34 Contributions/City Match	0	0	53,953	186,100	186,100	186,100
Total Other Services	1,330	118	53,953	186,100	186,100	186,100
Supplies						
23-01 Office Supplies	419	0	0	0	0	0
23-20 Operating/Tech/Scientific	0	9,788	0	0	0	0
Total Supplies	419	9,788	0	0	0	0
Internal Service Charge						
29-16 Internal Prof Svcs	31,232	0	30,000	30,000	30,000	30,000
Total Internal Service Charge	31,232	0	30,000	30,000	30,000	30,000
Total Requirements	165,949	182,239	431,702	523,110	523,110	523,110

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
420 General Government Debt Fund						
Intergovernmental Revenue	8,393	6,731	5,000	3,000	3,000	3,000
Interfund Transfers	1,953,513	4,132,213	2,334,070	7,506,715	7,506,715	7,506,715
Other Resources	0	0	0	41,233,000	41,233,000	41,233,000
Beginning Balance	7,129	4,160	34,000	10,000	10,000	10,000
Total General Government Debt Fund	<u>1,969,035</u>	<u>4,143,104</u>	<u>2,373,070</u>	<u>48,752,715</u>	<u>48,752,715</u>	<u>48,752,715</u>
Requirements						
Debt Service	1,964,875	4,140,756	2,334,070	48,743,800	48,743,800	48,743,800
Unappropriated	<u>4,160</u>	<u>2,348</u>	<u>39,000</u>	<u>8,915</u>	<u>8,915</u>	<u>8,915</u>
Total	1,969,035	4,143,104	2,373,070	48,752,715	48,752,715	48,752,715
Total General Government Debt Fund	<u>1,969,035</u>	<u>4,143,104</u>	<u>2,373,070</u>	<u>48,752,715</u>	<u>48,752,715</u>	<u>48,752,715</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
450 City Backed Urban Renewal Fund						
Intergovernmental Revenue	2,665,613	1,821,169	2,786,000	1,766,200	1,766,200	1,766,200
Beginning Balance	733	869	0	0	0	0
Total City Backed Urban Renewal Fund	<u>2,666,346</u>	<u>1,822,038</u>	<u>2,786,000</u>	<u>1,766,200</u>	<u>1,766,200</u>	<u>1,766,200</u>
Requirements						
Debt Service	2,665,477	1,821,169	2,786,000	1,766,200	1,766,200	1,766,200
Unappropriated	869	869	0	0	0	0
Total	2,666,346	1,822,038	2,786,000	1,766,200	1,766,200	1,766,200
Total City Backed Urban Renewal Fund	<u>2,666,346</u>	<u>1,822,038</u>	<u>2,786,000</u>	<u>1,766,200</u>	<u>1,766,200</u>	<u>1,766,200</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
490 Pension Bond Debt Service Fund						
Internal Service Charges	1,634,418	1,700,926	1,777,000	1,850,000	1,850,000	1,850,000
Beginning Balance	48	48	0	0	0	0
Total Pension Bond Debt Service Fund	<u>1,634,466</u>	<u>1,700,974</u>	<u>1,777,000</u>	<u>1,850,000</u>	<u>1,850,000</u>	<u>1,850,000</u>
Requirements						
Debt Service	1,634,418	1,700,926	1,777,000	1,850,000	1,850,000	1,850,000
Unappropriated	48	48	0	0	0	0
Total	1,634,466	1,700,974	1,777,000	1,850,000	1,850,000	1,850,000
Total Pension Bond Debt Service Fund	<u>1,634,466</u>	<u>1,700,974</u>	<u>1,777,000</u>	<u>1,850,000</u>	<u>1,850,000</u>	<u>1,850,000</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
511 Water Debt Service Fund						
Interfund Transfers	570,437	545,801	800,000	800,000	800,000	800,000
Beginning Balance	218,319	259,465	260,000	250,000	250,000	250,000
Total Water Debt Service Fund	<u>788,756</u>	<u>805,266</u>	<u>1,060,000</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,050,000</u>
Requirements						
Debt Service	529,291	545,327	862,000	798,000	798,000	798,000
Unappropriated	<u>259,465</u>	<u>259,939</u>	<u>198,000</u>	<u>252,000</u>	<u>252,000</u>	<u>252,000</u>
Total	788,756	805,266	1,060,000	1,050,000	1,050,000	1,050,000
Total Water Debt Service Fund	<u>788,756</u>	<u>805,266</u>	<u>1,060,000</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,050,000</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
541 Stormwater Debt Service Fund						
Interfund Transfers	500,000	2,215,923	1,000,000	850,000	850,000	850,000
Beginning Balance	157,193	103,445	110,000	215,000	215,000	215,000
Total Stormwater Debt Service Fund	<u>657,193</u>	<u>2,319,368</u>	<u>1,110,000</u>	<u>1,065,000</u>	<u>1,065,000</u>	<u>1,065,000</u>
Requirements						
Debt Service	553,748	2,085,891	817,500	866,000	866,000	866,000
Unappropriated	<u>103,445</u>	<u>233,477</u>	<u>292,500</u>	<u>199,000</u>	<u>199,000</u>	<u>199,000</u>
Total	657,193	2,319,368	1,110,000	1,065,000	1,065,000	1,065,000
Total Stormwater Debt Service Fund	<u>657,193</u>	<u>2,319,368</u>	<u>1,110,000</u>	<u>1,065,000</u>	<u>1,065,000</u>	<u>1,065,000</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
555 Wastewater Debt Service Fund						
Intergovernmental Revenue	190,418	198,159	195,000	210,000	210,000	210,000
Interest Income	10,317	20,411	20,000	25,000	25,000	25,000
Miscellaneous Income	40,326	26,012	41,000	21,000	21,000	21,000
Interfund Transfers	2,506,587	2,200,000	2,000,000	2,200,000	2,200,000	2,200,000
Beginning Balance	1,214,347	1,437,278	968,000	900,000	900,000	900,000
Total Wastewater Debt Service Fund	<u>3,961,995</u>	<u>3,881,860</u>	<u>3,224,000</u>	<u>3,356,000</u>	<u>3,356,000</u>	<u>3,356,000</u>
Requirements						
Debt Service	2,524,717	2,514,619	2,520,000	2,524,500	2,524,500	2,524,500
Unappropriated	<u>1,437,278</u>	<u>1,367,241</u>	<u>704,000</u>	<u>831,500</u>	<u>831,500</u>	<u>831,500</u>
Total	3,961,995	3,881,860	3,224,000	3,356,000	3,356,000	3,356,000
Total Wastewater Debt Service Fund	<u>3,961,995</u>	<u>3,881,860</u>	<u>3,224,000</u>	<u>3,356,000</u>	<u>3,356,000</u>	<u>3,356,000</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
612 City Facility Debt Serv Fund						
Interfund Transfers	196,368	69,800	72,500	88,000	88,000	88,000
Beginning Balance	0	111,568	94,000	78,000	78,000	78,000
Total City Facility Debt Serv Fund	<u>196,368</u>	<u>181,368</u>	<u>166,500</u>	<u>166,000</u>	<u>166,000</u>	<u>166,000</u>
Requirements						
Debt Service	84,800	87,300	86,000	88,000	88,000	88,000
Unappropriated	<u>111,568</u>	<u>94,068</u>	<u>80,500</u>	<u>78,000</u>	<u>78,000</u>	<u>78,000</u>
Total	196,368	181,368	166,500	166,000	166,000	166,000
Total City Facility Debt Serv Fund	<u>196,368</u>	<u>181,368</u>	<u>166,500</u>	<u>166,000</u>	<u>166,000</u>	<u>166,000</u>

CITY OF
GRESHAM
OREGON

Capital Funds

CITY OF
GRESHAM
OREGON

CAPITAL IMPROVEMENT FUNDS OVERVIEW

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:

- *Footpaths and Bike Routes Fund* – Accounts for projects specific to improving pedestrian and bikeway facilities. One percent of gasoline tax revenue is received in the Footpaths and Bike Routes Fund in compliance with a statewide program dedicated to improving sidewalks, providing bicycle lanes, and increasing pedestrian mobility.
- *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, transfers from the System Development Charges Fund and the Grants Fund, and loan proceeds. Expenditures are for maintenance and enhancements to the City’s streets.
- *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, the Grants Fund, 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 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 from stormwater utility rates, transfers from the System Development Charges Fund and the Grants 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 from wastewater utility rates and loan proceeds. 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. Beginning in fiscal year 2016/17 expenditures are related to the replacement of the City’s Enterprise Resource Planning System (ERP). The City’s current ERP system has been in place since 1998 and supports the City’s core business functions including

CAPITAL IMPROVEMENT FUNDS OVERVIEW

financials, budget, payroll and personnel, grant management, land/parcel management, building, planning, and licensing. Planning and vendor selection began in fiscal year 2016/17. Late in fiscal year 2017/18, work will start on the phased implementation of new software. This process is expected to take several years to transition all system functions. Revenue for this citywide project includes transfers from the Information and Technology Fund, Administrative Services Fund and other cash reserves in the Equipment Replacement Fund.

Two funds that are now closed are included in this section for historical purposes:

- Public Facility Improvement Fund.
- Local Improvement District Fund.

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 9, 2018. A Type IV Hearing is scheduled with the Gresham City Council on May 15, 2018, an enactment reading and final adoption is scheduled for June 19, 2018.

Following are a few significant projects budgeted for fiscal year 2018/19:

Park Fund

- The fiscal year 2018/19 budget includes appropriation for a project that will pre-design a neighborhood park.
- Subject to a grant award, construct improvements at Gradin Community Sports Park including one softball/Little League baseball field, a playground for younger children, 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.

CAPITAL IMPROVEMENT FUNDS OVERVIEW

Footpaths and Bike Routes Fund

- Continue construction of, and modifications to, sidewalk ramps to improve pedestrian safety and transportation facilities to all users.
- Complete the third connector to the multi-use trail along the MAX light rail tracks connecting Rockwood Town Center, Civic Neighborhood, and Gresham Regional Center.
- Installation of pedestrian enhancements, especially related to crossings and sidewalks.

General Development Fund

- The capital budget includes the authority to provide system development charge credits as needed to support potential development activity in the Pleasant Valley and Springwater areas. SDC credits are not cash.
- Begin pre-design of a neighborhood park in Pleasant Valley.

City UR Capital Improvement Fund

- Begin construction of the Rockwood Rising project at the Rockwood Catalyst Site.
- 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 replacement of water pipes that have experienced leaks and breaks over the years to reduce water outages and road damage. Replacement of the pipes will improve customer service and reduce expenses associated with reactive repair work.
- Replacement of aged water pipes susceptible to failure as identified in the first phase of a conditions assessment study will also be done in coordination with the Transportation's local street pavement reconstruction program.
- Continued investments in the City's groundwater supply system.
- Construct a foundation retrofit to the Hunter's Highland reservoir to meet seismic code.

Stormwater Construction Fund

- Design and construct the Kane Drive Culvert to provide a long-term replacement for the temporary improvements that were put in place after the December 7, 2015, storm.
- 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.

CAPITAL IMPROVEMENT FUNDS OVERVIEW

Wastewater Construction Fund

- Continued 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 in order to ensure continued compliance with permit conditions. Significant projects at the treatment plant include construction of a vector decant station that will allow for the safe and efficient disposal of wet solids from vector trucks and the wastewater treatment plant processes, replacement of aging biogas treatment equipment with a biological system that will result in a reduction of operating costs, and the design and refurbishment of the antiquated Primary Clarifiers 1 and 2.
- Construction of a sewer line on McKinley Road to service the Pleasant Valley area. This project will also decommission the existing Hunter's Highland lift station, thus, reducing related operational and maintenance costs.

City Facility Capital Fund

- City Hall HVAC recommissioning.
- Parking lot maintenance at multiple facilities.
- Operations Center security upgrades.
- Projects carried over from fiscal year 2017/18 including:
 - 150 Powell Building future.
 - Public Safety and Schools Building elevator upgrades.
 - Fire Station Bay Doors.

Enterprise Systems Replacement Fund

- Enterprise Resource Planning System Replacement. Following a comprehensive solicitation and evaluation process, a contract was signed with Tyler Technologies for the City's new ERP system and implementation services. The new ERP will include modules for finance, budget, human resources, payroll, permitting, planning, land use, business licensing and code compliance. Implementation of the new ERP began with the finance/budget module in spring of 2018. Specific timing and phasing for subsequent modules is under development. The entire implementation project is expected to last approximately three years. The fiscal year 2018/19 budget includes appropriation for the outsourced implementation services and year one software licensing fees for the financial and HR/payroll modules, and 50% of the community services module costs. The budget also includes funding for internal project staffing for the year and other minor project costs. Appropriations related to modules/phases of the project that do not occur in fiscal year 2018/19 will be carried forward as the project progresses.

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
211 Footpaths and Bike Routes Fund						
Intergovernmental Revenue	100,030	102,949	105,800	111,500	111,500	111,500
Charges for Services	30,754	0	0	0	0	0
Interest Income	7,273	9,595	8,200	7,000	7,000	7,000
Interfund Transfers	506,187	703,122	3,190,500	6,480,341	6,480,341	6,480,341
Other Resources	0	0	370,400	541,100	541,100	541,100
Beginning Balance	731,064	645,110	1,192,800	752,600	752,600	752,600
Total Footpaths and Bike Routes Fund	<u>1,375,308</u>	<u>1,460,776</u>	<u>4,867,700</u>	<u>7,892,541</u>	<u>7,892,541</u>	<u>7,892,541</u>
Requirements						
Capital Improvement Proje	730,198	462,831	4,322,400	7,419,000	7,419,000	7,419,000
Unappropriated	<u>645,110</u>	<u>997,945</u>	<u>545,300</u>	<u>473,541</u>	<u>473,541</u>	<u>473,541</u>
Total	1,375,308	1,460,776	4,867,700	7,892,541	7,892,541	7,892,541
Total Footpaths and Bike Routes Fund	<u>1,375,308</u>	<u>1,460,776</u>	<u>4,867,700</u>	<u>7,892,541</u>	<u>7,892,541</u>	<u>7,892,541</u>

FOOTPATHS & BIKE ROUTES CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
605000 Americans W/ Disabilities Curb Ramp	19,639	239,258	2,236,360	4,866,690
608300 MAX Trail	348,069	90,540	810,846	606,546
610600 Pedestrian Enhancements	339,627	130,125	336,747	1,151,561
610700 Bicycle Projects	5,756	29,425	110,526	94,530
611800 Division Crosswalk Improvements	-	-	535,000	535,000
611900 Sidewalk Abatement	17,106	-	92,894	-
612000 On-Street Paths Development Coordination	-	-	200,000	164,641
Subtotal	730,197	489,348	4,322,373	7,418,968
TOTAL	730,197	489,348	4,322,373	7,418,968

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
310 Parks Fund						
Charges for Services	25	0	1,260,000	0	0	0
Interest Income	11,237	9,943	8,600	13,900	13,900	13,900
Interfund Transfers	178,123	750,565	4,042,150	1,801,700	1,801,700	1,801,700
Beginning Balance	794,309	842,240	567,200	920,800	920,800	920,800
Total Parks Fund	<u>983,694</u>	<u>1,602,748</u>	<u>5,877,950</u>	<u>2,736,400</u>	<u>2,736,400</u>	<u>2,736,400</u>
Requirements						
Capital Improvement Proje	141,454	737,237	5,586,400	1,963,700	1,963,700	1,963,700
Interfund Transfers	0	0	0	4,200	4,200	4,200
Unappropriated	<u>842,240</u>	<u>865,511</u>	<u>291,550</u>	<u>768,500</u>	<u>768,500</u>	<u>768,500</u>
Total	983,694	1,602,748	5,877,950	2,736,400	2,736,400	2,736,400
Total Parks Fund	<u>983,694</u>	<u>1,602,748</u>	<u>5,877,950</u>	<u>2,736,400</u>	<u>2,736,400</u>	<u>2,736,400</u>

PARKS CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Park Development				
724300 Hogan Butte Nature Park Development	138,988	737,237	1,661,392	263,625
724400 Gradin Sports Park Development	-	-	800,000	1,500,000
724600 Vance Neighborhood Park	-	-	550,000	-
725300 Development Coordination Projects	-	-	-	50,000
725400 Park Pre-Design	-	-	-	150,000
Subtotal	<u>138,988</u>	<u>737,237</u>	<u>3,011,392</u>	<u>1,963,625</u>
Other Improvements				
724000 Nadaka Nature Park	2,466	-	-	-
724500 Rockwood Urban Plaza	-	-	1,500,000	-
724700 Civic Neighborhood Station Plaza	-	-	1,075,000	-
Subtotal	<u>2,466</u>	<u>-</u>	<u>2,575,000</u>	<u>-</u>
TOTAL	<u>141,454</u>	<u>737,237</u>	<u>5,586,392</u>	<u>1,963,625</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
330 General Development Fund						
Interfund Transfers	162,069	1,015,244	27,578,000	29,296,100	29,296,100	29,296,100
Total General Development Fund	<u>162,069</u>	<u>1,015,244</u>	<u>27,578,000</u>	<u>29,296,100</u>	<u>29,296,100</u>	<u>29,296,100</u>
Requirements						
Capital Improvement Proje	<u>162,069</u>	<u>1,015,244</u>	<u>27,578,000</u>	<u>29,296,100</u>	<u>29,296,100</u>	<u>29,296,100</u>
Total	162,069	1,015,244	27,578,000	29,296,100	29,296,100	29,296,100
Total General Development Fund	<u>162,069</u>	<u>1,015,244</u>	<u>27,578,000</u>	<u>29,296,100</u>	<u>29,296,100</u>	<u>29,296,100</u>

GENERAL DEVELOPMENT CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
PV3000 Lower Kelley Creek Trunk	-	-	-	4,451,251
PV3002 Wastewater Development Coordination	-	-	5,000,000	1,549,000
PV4002 Water Development Coordination	-	79,603	2,200,000	4,100,000
PV5005 SE 190th @ Giese Rd.	-	-	228,000	227,892
PV5006 SE 172nd Extension Study	-	-	250,000	217,899
PV5016 Transportation Development Coordination	49,200	-	8,000,000	8,000,000
PV7000 Pleasant Valley Neighborhood Park #1	107,369	-	-	150,000
PV7009 Parks Development Coordination	-	-	5,000,000	3,600,000
PV9031 Stormwater Development Coordination	5,500	-	1,700,000	1,700,000
SW3001 Wastewater Development Coordination	-	-	1,500,000	1,500,000
SW4001 Water Development Coordination	-	430,197	1,000,000	1,000,000
SW5004 Hogan Road Widening, Palmquist to Rugg	-	422,736	-	-
SW5005 Springwater Transportation Development Coordination	-	-	1,800,000	1,800,000
SW7005 Springwater Parks Development Coordination	-	65,262	100,000	200,000
SW9002 Springwater Phase I Planning Annex Area 3a	-	17,446	-	-
SW9004 Stormwater Development Coordination	-	-	800,000	800,000
Subtotal	<u>162,069</u>	<u>1,015,244</u>	<u>27,578,000</u>	<u>29,296,042</u>
TOTAL	<u>162,069</u>	<u>1,015,244</u>	<u>27,578,000</u>	<u>29,296,042</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
360 Transportation Constructi Fund						
Intergovernmental Revenue	186,873	13,559	0	0	0	0
Charges for Services	139,460	0	0	0	0	0
Interfund Transfers	4,819,125	2,300,464	8,424,800	8,342,400	8,342,400	8,342,400
Other Resources	0	605,000	8,451,875	22,898,419	22,898,419	22,898,419
Beginning Balance	3,542,002	3,243,497	5,038,137	2,769,300	2,769,300	2,769,300
Total Transportation Constructi Fund	<u>8,687,460</u>	<u>6,162,520</u>	<u>21,914,812</u>	<u>34,010,119</u>	<u>34,010,119</u>	<u>34,010,119</u>
 Requirements						
Capital Improvement Proje	5,443,963	3,018,485	18,670,800	29,929,700	29,929,700	29,929,700
Interfund Transfers	0	375,000	0	0	0	0
Unappropriated	<u>3,243,497</u>	<u>2,769,035</u>	<u>3,244,012</u>	<u>4,080,419</u>	<u>4,080,419</u>	<u>4,080,419</u>
Total	8,687,460	6,162,520	21,914,812	34,010,119	34,010,119	34,010,119
Total Transportation Constructi Fund	<u>8,687,460</u>	<u>6,162,520</u>	<u>21,914,812</u>	<u>34,010,119</u>	<u>34,010,119</u>	<u>34,010,119</u>

TRANSPORTATION CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Street System Maintenance & Enhancement				
502000 Street Surfacing Improvements	2,204,316	1,458,410	1,724,233	2,933,038
503600 Neighborhood Traffic Control	346	8,267	56,715	53,222
511700 NE Cleveland (Powell - Stark)	94,891	790,950	1,097,175	306,651
516000 185th at Sandy Blvd TIF	302,048	-	-	-
523500 190th (Highland to 23rd)	477,062	7,964	129,856	-
524500 Division Street Corridor "Complete Street" Project	28,725	2,597	1,321,594	200,000
524800 NE Cleveland Avenue (Stark to Burnside)	-	-	-	1,000,000
525000 Stark and 223rd TIF	-	-	-	3,498,975
525100 NE Hood Ave Extension	585,626	13,559	-	-
525200 Hogan - Powell to Burnside	-	887	3,500,000	3,493,526
526700 Local Street Reconstruction Program	-	419,446	7,290,400	14,153,787
527500 Transportation System Safety Projects	-	-	-	50,000
Subtotal	3,693,014	2,702,080	15,119,973	25,689,199
Other Improvements				
510300 Development Coordination Projects	1,167	11,571	89,738	305,846
519800 Intersection Improvements	67,442	114,458	2,451,919	2,824,595
523800 Signal Maintenance and Upgrade	39,335	14,600	470,161	467,188
524000 Sandy Blvd. TIF Development Credit	97,547	-	-	-
524300 Citywide Streetlight Projects	923,707	170,643	139,982	-
524400 Pole Replacement	621,681	1,353	-	-
526800 Streetlight Replacement and In-Fill Projects	-	1,608	348,988	528,398
526900 Asset Management Software	-	7,229	50,000	14,322
527400 Bridge Inspection / Monitoring / Maintenance	-	-	-	100,000
Subtotal	1,750,879	321,462	3,550,788	4,240,349
TOTAL	5,443,893	3,023,542	18,670,761	29,929,548

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
390 City UR Capital Improvemt Fund						
Intergovernmental Revenue	327,715	2,384,500	9,354,100	12,425,400	12,425,400	12,425,400
Charges for Services	125,000	885	0	0	0	0
Interfund Transfers	58,284	37,608	3,416,400	4,261,555	4,261,555	4,261,555
Other Resources	0	0	1,746,500	1,682,600	1,682,600	1,682,600
Beginning Balance	674	268	300	11,800	11,800	11,800
Total City UR Capital Improvemt Fund	511,673	2,423,261	14,517,300	18,381,355	18,381,355	18,381,355
 Requirements						
Capital Improvement Proje	511,405	2,411,475	14,516,600	18,369,600	18,369,600	18,369,600
Unappropriated	268	11,786	700	11,755	11,755	11,755
Total	511,673	2,423,261	14,517,300	18,381,355	18,381,355	18,381,355
Total City UR Capital Improvemt Fund	511,673	2,423,261	14,517,300	18,381,355	18,381,355	18,381,355

URBAN RENEWAL CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
UR1004 Property Acquisition	-	2,117,718	-	-
UR1043 Catalyst Site	117,458	160,143	8,401,902	11,554,975
UR1047 Sandy Boulevard Improvements	31,551	34,608	5,902,705	5,878,282
UR1053 Stark Street Property Redevelopment	362,395	35,411	161,909	20,000
UR1054 Sunrise Site	-	-	50,000	50,000
UR1055 Rockwood Urban Plaza	-	-	-	865,755
Subtotal	511,404	2,347,880	14,516,516	18,369,012
TOTAL	511,404	2,347,880	14,516,516	18,369,012

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
519 Water Construction Fund						
Interest Income	110,602	109,870	131,200	114,100	114,100	114,100
Miscellaneous Income	651	0	0	0	0	0
Interfund Transfers	1,350,918	2,634,711	3,143,100	1,758,000	1,758,000	1,758,000
Other Resources	0	800,000	5,574,000	7,223,900	7,223,900	7,223,900
Beginning Balance	8,659,590	8,634,107	11,605,370	11,575,500	11,575,500	11,575,500
Total Water Construction Fund	<u>10,121,761</u>	<u>12,178,688</u>	<u>20,453,670</u>	<u>20,671,500</u>	<u>20,671,500</u>	<u>20,671,500</u>
Requirements						
Capital Improvement Proje	1,487,654	2,276,462	11,707,100	12,954,400	12,954,400	12,954,400
Unappropriated	<u>8,634,107</u>	<u>9,902,226</u>	<u>8,746,570</u>	<u>7,717,100</u>	<u>7,717,100</u>	<u>7,717,100</u>
Total	10,121,761	12,178,688	20,453,670	20,671,500	20,671,500	20,671,500
Total Water Construction Fund	<u>10,121,761</u>	<u>12,178,688</u>	<u>20,453,670</u>	<u>20,671,500</u>	<u>20,671,500</u>	<u>20,671,500</u>

WATER CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Water System Maintenance & Enhancement				
400300 Water System Improvements	45,764	-	363,213	428,071
400600 Waterline Oversizing	-	-	170,185	195,185
422100 SE Orient Waterline	-	-	1,246,300	300,000
425000 Intermediate Service Level Pump Station	46,753	3,221	18,026	-
425600 Minor Capital Maintenance Projects	255,183	35,518	806,820	710,858
425800 NE 8th - Kane to Hacienda	240,370	-	-	-
426400 NE Waterline Replacement Package Phase II	-	45,757	1,185,205	1,123,858
426800 SE Waterline Replacement Package Phase II	-	-	152,856	960,856
427100 NW Division St (Capacity Enhancement)	-	599,400	1,373,942	-
427700 SE Waterline Replacement Package Phase I	-	680,278	76,036	-
427800 NE 38th - Hogan to Rene Ave.	201,131	-	-	-
427900 SW Florence Eastman to Powell	-	1,474	524,224	521,948
428700 Hunters Highland Reservoir Seismic	12,275	18,603	1,173,896	1,343,193
429100 Lusted Site Improvements	2,104	5,037	294,053	278,518
429200 South Hills Seismic	-	2,812	247,188	-
429500 Horizontal Directional Drilling	2,042	-	-	-
429800 Hunters Highland Booster	12,205	99,761	41,392	36,162
430000 Intermediate Transmission Main	-	718,843	1,974,970	-
430100 Kane Road @ Kelly Creek	-	-	125,000	125,000
430700 Local Street Reconstruction Coordination	-	-	-	2,555,000
Subtotal	817,827	2,210,704	9,773,306	8,578,649
Other Improvements				
416000 Water System and Supply Studies	82,475	2,005	52,312	102,312
428800 SCADA Cellular Conversion	-	-	100,000	-
426600 Water System Master Plan	-	-	175,000	225,000
427300 Test Wells	497,947	26,482	826,008	823,518
428900 Gresham's Well #2 (Cascade Well #6)	-	-	200,000	2,510,481
429400 Condition Assessment - Critical Mains - Phase I	-	-	500,000	-
429700 Seismic Resiliency Study	89,624	30,043	30,333	-
430200 Asset Management Software	-	7,229	50,000	14,322
430800 Condition Assessment - Critical Mains - Phase II	-	-	-	600,000
430900 Reservoir Mixing Project	-	-	-	100,000
Subtotal	670,046	65,759	1,933,653	4,375,633
TOTAL	1,487,873	2,276,463	11,706,959	12,954,282

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
549 Stormwater Construction Fund						
Interest Income	102,798	96,076	57,600	92,500	92,500	92,500
Interfund Transfers	646,111	1,267,927	4,963,100	8,039,200	8,039,200	8,039,200
Other Resources	1,758,032	42,286	2,591,100	1,462,400	1,462,400	1,462,400
Beginning Balance	7,276,026	7,389,451	7,518,600	10,794,700	10,794,700	10,794,700
Total Stormwater Construction Fund	<u>9,782,967</u>	<u>8,795,740</u>	<u>15,130,400</u>	<u>20,388,800</u>	<u>20,388,800</u>	<u>20,388,800</u>
Requirements						
Capital Improvement Proje	2,393,516	1,397,771	10,523,000	12,990,800	12,990,800	12,990,800
Unappropriated	<u>7,389,451</u>	<u>7,397,969</u>	<u>4,607,400</u>	<u>7,398,000</u>	<u>7,398,000</u>	<u>7,398,000</u>
Total	9,782,967	8,795,740	15,130,400	20,388,800	20,388,800	20,388,800
Total Stormwater Construction Fund	<u>9,782,967</u>	<u>8,795,740</u>	<u>15,130,400</u>	<u>20,388,800</u>	<u>20,388,800</u>	<u>20,388,800</u>

STORMWATER CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Stormwater System Maintenance & Enhancement				
902400 Localized Drainage Improvements	48,210	91,812	243,763	178,336
908800 Rehab & Repair of Pipe System	451,316	227,090	780,163	2,508,347
908900 UIC Implementation	281,090	57,874	-	-
920800 NE Cleveland (18th - 22nd) Stormwater System	-	64,695	64,700	-
920900 Infrastructure Capacity Improvements	-	-	375,084	615,504
921200 Kane Drive Culvert Repair Improvements	-	311,654	3,369,995	5,221,787
99KANE Kane Drive Culvert - Temporary Repairs	1,447,572	910	-	-
Subtotal	2,228,188	754,035	4,833,705	8,523,974
Other Improvements				
902800 Low Impact Dev Practices Retrofit Program	66,090	335,034	1,048,333	914,180
906101 Stream Stabilization	21,949	33,166	302,647	473,541
910200 Kelly Creek Water Quality Facility	8,470	-	-	-
910300 Columbia Slough Regional Water Quality Facility	4,562	-	-	-
914100 Stormwater Facility Improvements	8,870	57,314	288,475	335,814
915100 Riparian & Wetland Improvement Projects	10,437	60,593	325,441	343,268
919600 Fairview Creek Wetland Mitigation Bank	35,408	11,166	2,590,962	1,462,306
919900 Stormwater Manual & Design Standards	1,520	11,003	154,000	49,923
920700 Burlingame Creek System Improvements	7,807	92,862	185,126	78,078
921000 Stormwater Infrastructure Master Plan	-	35,370	744,270	794,775
921100 Asset Management Software	-	7,229	50,000	14,322
Subtotal	165,113	643,737	5,689,254	4,466,207
TOTAL	2,393,301	1,397,772	10,522,959	12,990,181

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
559 Wastewater Construction Fund						
Charges for Services	0	1,885	0	0	0	0
Interest Income	160,217	144,654	110,600	166,200	166,200	166,200
Miscellaneous Income	183,193	0	0	0	0	0
Interfund Transfers	3,600,000	4,563,831	9,935,400	6,679,400	6,679,400	6,679,400
Other Resources	0	175,000	486,000	558,400	558,400	558,400
Beginning Balance	12,882,319	12,404,978	14,639,500	23,848,500	23,848,500	23,848,500
Total Wastewater Construction Fund	<u>16,825,729</u>	<u>17,290,348</u>	<u>25,171,500</u>	<u>31,252,500</u>	<u>31,252,500</u>	<u>31,252,500</u>
Requirements						
Capital Improvement Proje	4,420,751	6,209,637	19,530,500	20,005,500	20,005,500	20,005,500
Unappropriated	<u>12,404,978</u>	<u>11,080,711</u>	<u>5,641,000</u>	<u>11,247,000</u>	<u>11,247,000</u>	<u>11,247,000</u>
Total	16,825,729	17,290,348	25,171,500	31,252,500	31,252,500	31,252,500
Total Wastewater Construction Fund	<u>16,825,729</u>	<u>17,290,348</u>	<u>25,171,500</u>	<u>31,252,500</u>	<u>31,252,500</u>	<u>31,252,500</u>

WASTEWATER CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Wastewater Treatment Plant				
309700	356,085	337,515	796,725	915,392
316400	290,491	493,601	3,244,383	3,203,002
317400	338,490	95,480	858,644	989,130
318500	122,938	-	-	-
319300	3,258	204,319	1,331,567	730,809
319400	870,054	329,571	30,398	-
319700	231,747	796,372	402,283	-
319800	12,993	112	169,384	139,788
319900	-	190,521	268,341	28,824
320000	-	31,032	928,838	867,670
321000	-	-	1,824,000	1,923,559
321100	-	-	189,400	189,400
321300	-	-	-	182,400
321500	-	-	-	706,800
Subtotal	2,226,056	2,478,523	10,043,963	9,876,774
Sewer System Maintenance & Enhancement				
300200	100,001	48,357	934,075	808,876
315000	522	15,775	801,338	1,602,378
317700	541,978	560,071	1,874,018	2,017,243
318400	230,959	2,653,538	3,826,407	2,842,806
319100	1,092,116	25,693	240,227	-
319200	-	-	904,936	1,808,532
319600	29,939	223,042	232,626	81,979
320700	-	197,411	24,361	252,589
39BELL	199,181	-	-	-
Subtotal	2,194,696	3,723,887	8,837,988	9,414,403
Other Improvements				
320100	-	7,229	50,000	14,037
320800	-	-	370,500	370,300
320900	-	-	228,000	329,812
Subtotal	-	7,229	648,500	714,149
TOTAL	4,420,752	6,209,639	19,530,451	20,005,326

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
611 City Facility Capital Imp Fund						
Interfund Transfers	796,800	484,500	148,200	125,000	125,000	125,000
Beginning Balance	572,352	1,218,209	1,341,500	1,111,600	1,111,600	1,111,600
Total City Facility Capital Imp Fund	<u>1,369,152</u>	<u>1,702,709</u>	<u>1,489,700</u>	<u>1,236,600</u>	<u>1,236,600</u>	<u>1,236,600</u>
Requirements						
Capital Improvement Proje	150,943	434,155	1,396,000	1,225,000	1,225,000	1,225,000
Interfund Transfers	0	62,000	0	0	0	0
Unappropriated	<u>1,218,209</u>	<u>1,206,554</u>	<u>93,700</u>	<u>11,600</u>	<u>11,600</u>	<u>11,600</u>
Total	1,369,152	1,702,709	1,489,700	1,236,600	1,236,600	1,236,600
Total City Facility Capital Imp Fund	<u>1,369,152</u>	<u>1,702,709</u>	<u>1,489,700</u>	<u>1,236,600</u>	<u>1,236,600</u>	<u>1,236,600</u>

CITY FACILITY CAPITAL PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
City Hall Air Handler Motors	-	-	-	10,000
City Hall Air Conditioning Compressors	33,353	-	-	15,000
City Hall HVAC Zone Control System	-	-	10,000	-
City Hall HVAC Recommissioning	-	-	-	340,000
City Hall Carpeting	60,000	23,215	30,000	20,000
City Hall Boiler	-	117,933	-	-
City Hall Exterior Preservation	42,495	-	-	-
City Hall Conference Center Wireless PA System	-	-	-	20,000
City Hall PA System Upgrade	-	-	-	35,000
City Hall Furnishings	-	-	10,000	-
City Hall Front Counter Refurbishment	-	-	13,000	-
City Hall Roof	-	-	15,000	-
Civic Center Security Upgrades	-	56,698	10,000	-
Civic Center Parking Lot Maintenance	-	-	-	100,000
PSS Building Variable Frequency Drives	2,747	-	-	-
PSS Building HVAC Units	-	55,250	10,000	-
PSS Building Comp. HVAC Zone Control Systems	-	-	25,000	-
PSS Building Carpeting	2,074	19,123	15,000	10,000
PSS Building Exterior Preservation	1,345	-	-	-
PSS Building Elevator Upgrades	-	-	80,000	-
Rockwood PSB Sound Control	4,220	3,500	-	-
Rockwood PSB Parking Lot Maintenance	-	-	15,000	-
Council Chamber Refurbishment	4,710	-	-	-
Fleet Shop Modifications	-	600	-	-
Operations Center HVAC Units	-	-	23,000	-
Operations Center HVAC Zone Controls	-	-	-	15,000
Operations Center Building Roofs	-	-	10,000	-
Operations Center Security Upgrades	-	-	-	40,000
Operations Center Parking Lot Maintenance	-	-	-	100,000
Station 71 Bay Doors	-	59,365	50,000	-
Station 71 Bathroom/Dorm Retrofit	-	51,122	-	-
Station 71 Alerting System	-	-	-	20,000
Station 72 Bay Doors	-	-	20,000	-
Station 73 Bay Doors	-	-	20,000	-
Station 74 Bay Doors	-	-	20,000	-
Fire Station HVAC Units	-	-	25,000	-
City Owned Parking Lot Maintenance	-	47,350	5,000	-
City Owned Parking Lot Lighting Upgrades	-	-	20,000	-
Carryover from Prior Fiscal Years	-	-	970,000	500,000
TOTAL	150,944	434,155	1,396,000	1,225,000

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
651 Enterprise System Replace Fund						
Interfund Transfers	21,649	180,000	650,000	2,500,000	2,500,000	2,500,000
Other Resources	0	0	1,850,000	0	0	0
Total Enterprise System Replace Fund	<u>21,649</u>	<u>180,000</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,500,000</u>
Requirements						
Capital Improvement Proje	21,649	150,506	2,500,000	2,500,000	2,500,000	2,500,000
Unappropriated	0	29,494	0	0	0	0
Total	21,649	180,000	2,500,000	2,500,000	2,500,000	2,500,000
Total Enterprise System Replace Fund	<u>21,649</u>	<u>180,000</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>2,500,000</u>

ENTERPRISE SYSTEMS REPLACEMENT PROJECTS

Projects	Actual 2015/16	Actual 2016/17	Revised Budget 2017/18	Adopted Budget 2018/19
Utility Billing System	21,649	-	-	-
Enterprise Resource Planning System Replacement	-	150,506	2,500,000	2,500,000
TOTAL	<u>21,649</u>	<u>150,506</u>	<u>2,500,000</u>	<u>2,500,000</u>

PLANNED USE OF SYSTEM DEVELOPMENT CHARGES FY 2018/19

PLANNED USE OF SYSTEM DEVELOPMENT CHARGES FY 2018/19

SDC Funded Projects					
SDC Type	Projects	Project Name	FY 2017/18 Carryover	FY 2018/19	Total
Transportation	510300	Development Coordination Projects	6,446	5,000	11,446
	PV5005	SE 190th @ Giese Rd.	227,892	-	227,892
	PV5006	SE 172nd Extension Study	217,899	-	217,899
			452,237	5,000	457,237
Parks	724300	Hogan Butte Nature Park Development	263,625	-	263,625
	724400	Gradin Sports Park Development	-	660,750	660,750
	725400	Park Pre-Design	-	62,700	62,700
	PV7000	Pleasant Valley Neighborhood Park #1	-	145,800	145,800
	UR1055	Rockwood Urban Plaza	-	500,000	500,000
			263,625	1,369,250	1,632,875
Stormwater	920900	Infrastructure Capacity Improvements	150,034	96,168	246,202
	921000	Stormwater Infrastructure Master Plan	357,387	-	357,387
	UR1047	Sandy Boulevard Improvements	175,000	-	175,000
			682,421	96,168	778,589
Total Planned Use of System Development Charges:			1,398,283	1,470,418	2,868,701

SDC Related Debt Funded Projects					
(To be repaid in future years with System Development Charges)					
SDC Type	Projects	Project Name	FY 2017/18 Carryover	FY 2018/19	Total
Wastewater	319200	East Basin Trunk Upgrade Phase III	238,033	238,387	476,420
	319600	Kelley Creek Trunk Easements	81,979	-	81,979
			320,012	238,387	558,399
Water	400600	Waterline Oversizing	170,185	25,000	195,185
	427300	Test Wells	199,576	-	199,576
	428900	Gresham's Well #2 (Cascade Well #6)	39,791	484,480	524,271
			409,552	509,480	919,032
Transportation	511700	NE Cleveland (Powell - Stark)	306,651	-	306,651
	519800	Intersection Improvements	870,784	564,408	1,435,192
	524500	Division Street Corridor "Complete Street" Project	-	100,000	100,000
	524800	NE Cleveland Avenue (Stark to Burnside)	-	100,230	100,230
	525000	Stark and 223rd TIF	989,784	2,508,200	3,497,984
	525200	Hogan - Powell to Burnside	494,413	1,499,113	1,993,526
	608300	Max Trail	539,092	-	539,092
	610600	Pedestrian Enhancements	2,000	-	2,000
	UR1047	Sandy Boulevard Improvements	1,682,556	-	1,682,556
			4,885,280	4,771,951	9,657,231
Total SDC Related Debt Funded Projects:			5,614,844	5,519,818	11,134,662

PLANNED USE OF SYSTEM DEVELOPMENT CHARGES FY 2018/19

Projects Funded With SDC Credits

(Credits issued to private developers when they construct qualifying public infrastructure)

SDC Type	Projects	Project Name	FY 2017/18 Carryover	FY 2018/19	Total
Wastewater	PV3000	Lower Kelley Creek Trunk	-	4,451,251	4,451,251
	PV3002	Wastewater Development Coordination	1,549,000	-	1,549,000
	SW3001	Wastewater Development Coordination	1,500,000	-	1,500,000
			3,049,000	4,451,251	7,500,251
Water	422100	SE Orient Waterline	300,000	-	300,000
	PV4002	Water Development Coordination	2,200,000	1,900,000	4,100,000
	SW4001	Water Development Coordination	1,000,000	-	1,000,000
			3,500,000	1,900,000	5,400,000
Transportation	510300	Development Coordination Projects	-	200,000	200,000
	612000	On-Street Paths Development Coordination	164,641	-	164,641
	PV5016	Transportation Development Coordination	8,000,000	-	8,000,000
	SW5005	Springwater Transportation Development Coordination	1,800,000	-	1,800,000
			9,964,641	200,000	10,164,641
Parks	725300	Development Coordination Projects	-	50,000	50,000
	PV7009	Parks Development Coordination	3,600,000	-	3,600,000
	SW7005	Springwater Parks Development Coordination	100,000	100,000	200,000
	UR1055	Rockwood Urban Plaza	-	365,755	365,755
			3,700,000	515,755	4,215,755
Stormwater	PV9031	Stormwater Development Coordination	1,700,000	-	1,700,000
	SW9004	Stormwater Development Coordination	800,000	-	800,000
			2,500,000	-	2,500,000
Total - Projects Funded With SDC Credits:			22,713,641	7,067,006	29,780,647

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
320 Public Facility Improvemt Fund						
Interest Income	225	0	0	0	0	0
Beginning Balance	229,967	0	0	0	0	0
Total Public Facility Improvemt Fund	<u>230,192</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Requirements						
Capital Improvement Proie	<u>230,192</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	230,192	0	0	0	0	0
Total Public Facility Improvemt Fund	<u>230,192</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

RESOURCES & REQUIREMENTS BY FUND

	2015/16 Actual	2016/17 Actual	2017/18 Revised Budget	2018/19 City Manager Proposed	2018/19 Budget Committee Approved	2018/19 City Council Adopted
Resources						
380 Local Improvement Distric Fund						
Interest Income	2	0	0	0	0	0
Beginning Balance	1,702	0	0	0	0	0
Total Local Improvement Distric Fund	<u>1,704</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Requirements						
Interfund Transfers	<u>1,704</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,704	0	0	0	0	0
Total Local Improvement Distric Fund	<u>1,704</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ADDITIONAL
INFORMATION

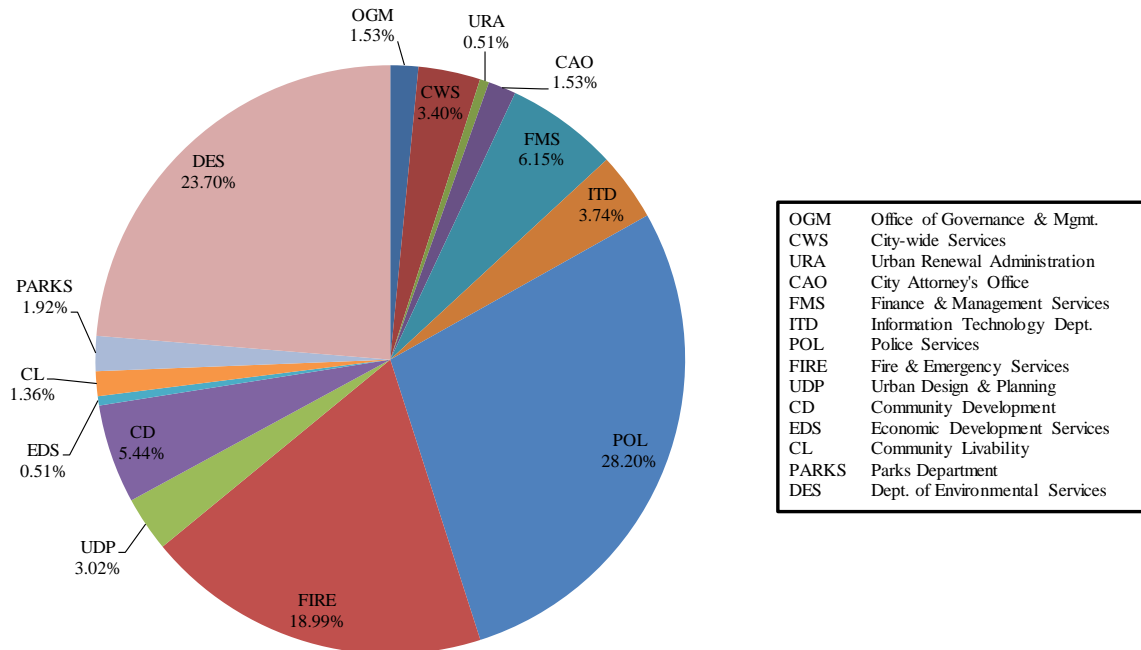
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STAFFING INFORMATION

Personnel Allocation by Fund and Department Fiscal Year 2018/19

	OGM	CAO	FMS	IT	CWS	Police	Fire	URA	UDP	CD	ED	CL	Parks	DES	Adopted FY 2018/19
General Fund						133.00	87.75			3.70	3.00		8.30		235.75
Police, Fire and Parks Fund						22.00	18.00						3.00		43.00
Transportation Fund														36.96	36.96
Rental Inspection Fund										4.10					4.10
Infrastructure Development Fund														15.50	15.50
Urban Design & Planning Fund									17.80						17.80
Dedicated Revenue Fund										1.00				5.96	6.96
Building Fund										23.20					23.20
Urban Renewal Support Fund								3.00							3.00
Water Fund														27.75	27.75
Stormwater Fund														25.10	25.10
Wastewater Fund														28.28	28.28
Facilities & Fleet Mngt Fund			10.70												10.70
Workers' Compensation Fund		1.25													1.25
Information & Technology Fund				22.00											22.00
Liability Management Fund		1.25													1.25
Legal Services Fund		6.50													6.50
Utility Financial Services Fund			15.35												15.35
Administrative Services Fund	9.00		10.15		20.00							8.00			47.15
Designated Purpose Fund						11.00	6.00								17.00
TOTAL	9.00	9.00	36.20	22.00	20.00	166.00	111.75	3.00	17.80	32.00	3.00	8.00	11.30	139.55	588.60

Full-Time Employees by Department FY 2018/19



STAFFING INFORMATION

STAFF RESOURCES

The fiscal year 2018/19 Adopted Budget includes funds for 588.6 Full-Time Equivalent (FTE) permanent positions. The table below illustrates the staff resource allocation.

	Authorized FY 15/16	Authorized FY 16/17	Authorized FY 17/18	Adopted FY 18/19
<i>Police Services</i>	128.80	129.00	133.00	133.00
<i>Fire & Emergency Services</i>	78.41	78.75	85.75	87.75
<i>Community Development</i>	5.20	5.20	6.20	3.70
<i>Economic Development Services</i>	3.75	4.00	3.00	3.00
<i>Parks</i>	5.30	5.30	5.30	8.30
General Fund	221.46	222.25	233.25	235.75
<i>Police Services</i>	22.00	22.00	22.00	22.00
<i>Fire & Emergency Services</i>	16.00	18.00	18.00	18.00
<i>Parks</i>	3.00	3.00	3.00	3.00
Police, Fire and Parks Fund	41.00	43.00	43.00	43.00
Transportation Fund (DES)	38.76	35.96	36.96	36.96
Rental Inspection Fund (CD)	4.60	4.60	4.60	4.10
Infrastructure Development Fund (DES)	11.50	14.50	14.50	15.50
Urban Design & Planning Fund (UDP)	13.00	15.80	17.80	17.80
<i>Community Development</i>	1.00	1.00	1.00	1.00
<i>Dept. of Environmental Services</i>	4.46	4.46	4.96	5.96
Dedicated Revenue Fund	5.46	5.46	5.96	6.96
Building Fund (CD)	18.20	18.20	23.20	23.20
Urban Renewal Support Fund (URA)	3.00	3.00	3.00	3.00
Water Fund (DES)	27.93	27.93	27.75	27.75
Stormwater Fund (DES)	24.77	24.77	25.10	25.10
Wastewater Fund (DES)	28.43	28.43	28.28	28.28
Facilities & Fleet Mngt Fund (FMS)	10.80	10.80	10.80	10.70
Workers' Compensation Fund (CAO)	1.00	1.00	1.00	1.25
Information & Technology Fund (ITD)	19.00	19.00	21.00	22.00
Liability Management Fund (CAO)	1.00	1.00	1.00	1.25
Legal Services Fund (CAO)	6.00	6.00	7.00	6.50
Utility Financial Services Fund (FMS)	14.25	14.25	15.25	15.35
<i>Office of Governance & Mgmt.</i>	9.00	9.00	10.00	9.00
<i>City-wide Services</i>	23.50	24.00	23.00	20.00
<i>Community Livability</i>	-	-	-	8.00
<i>Finance & Management Services</i>	10.15	10.15	10.15	10.15
Administrative Services Fund	42.65	43.15	43.15	47.15
<i>Police Services</i>	8.20	10.00	11.00	11.00
<i>Fire & Emergency Services</i>	2.34	-	6.00	6.00
Designated Purpose Fund	10.54	10.00	17.00	17.00
	543.35	549.10	579.60	588.60

STAFFING INFORMATION

Reconciliation of FTE Changes FY 2017/18 Adopted to FY 2018/19 Adopted Budget

	Additions	Reductions	Total
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total FY 2017/18 FTE - Adopted Budget			572.60
FY 2017/18 Supplemental Budget #1			
Fire Department			
SAFER Grant Firefighters	6.00		
FY 2017/18 Supplemental Budget #2			
Police Department			
COPS Grant Police Officer	1.00		
Total FY 2017/18 FTE - Revised Budget			579.60

FY 2018/19 Adopted Budget

Information & Technology Department			
Administrative Analyst	1.00		
Fire Department			
Logistics Technician	1.00		
Administrative Assistant II	1.00		
Community Livability Department			
Code Compliance Inspector	1.00		
Parks Department			
Public Utility Worker I	2.00		
Public Works Field Operations Supervisor	1.00		
Environmental Services Department			
Public Works Construction Inspector	1.00		
Program Technician	1.00		

Total FY 2018/19 FTE - Adopted Budget **588.60**

STAFFING INFORMATION

TEN-YEAR TRENDS – FTE PER 1,000 POPULATION

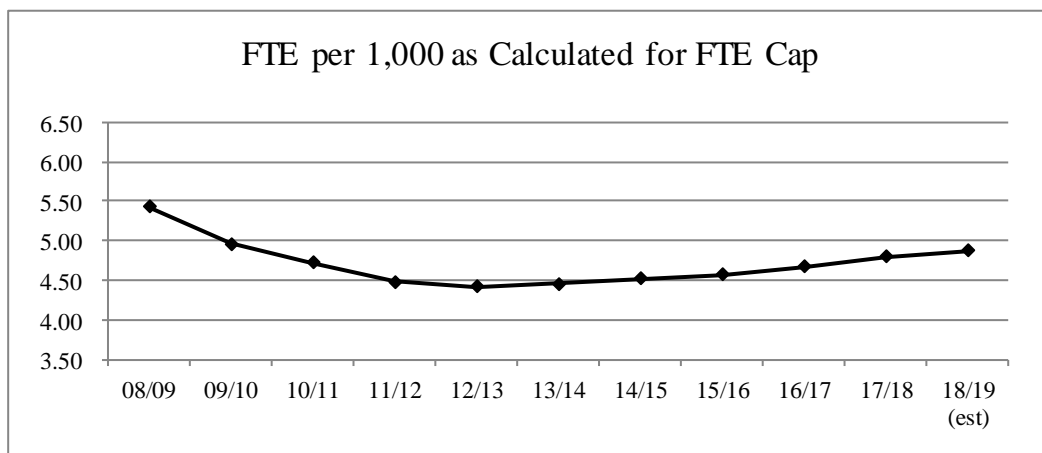
The City Charter contains language that allows the City to employ up to 6.5 Full-Time Equivalent (FTE) persons per 1,000 population, using the following method to calculate the employee cap:

- (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 Count as Calculated for Cap	FTE Per 1,000 as Calculated for FTE Cap
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	110,499 *	588.60	5.33	539.25	4.88

* 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	\$ 5,035 - \$ 6,433	1.00	\$ 73,264
1312	ACCOUNTANT II	5,302 - 6,773	3.50	273,863
1122	ACCOUNTING ASSISTANT III	4,104 - 5,236	2.50	151,289
1107	ADMINISTRATIVE ANALYST - GU	4,831 - 6,109	5.75	400,194
11070	ADMINISTRATIVE ANALYST - MSC	4,848 - 6,304	1.00	75,650
1113	ADMINISTRATIVE ASST II - GU	3,703 - 4,728	19.95	1,060,025
11130	ADMINISTRATIVE ASST II - MSC	3,566 - 4,636	1.00	50,201
11150	ADMINISTRATIVE ASST III - GU	4,104 - 5,236	5.00	294,073
1115	ADMINISTRATIVE ASST III - MSC	3,951 - 5,137	2.00	114,851
2111	ADMINISTRATIVE CHIEF	8,962 - 11,647	1.00	139,755
1105	ADMINISTRATIVE SUPERVISOR	4,606 - 5,991	1.00	71,703
3111	ASSISTANT BUILDING OFFICIAL	7,301 - 9,495	1.00	105,362
1602	ASSISTANT CITY ATTORNEY	6,938 - 9,018	1.00	97,656
1141	ASSISTANT CITY MANAGER	10,447 - 13,581	1.00	139,589
3237	ASSISTANT DEVELOPMENT PLANNER	5,035 - 6,433	2.00	142,970
3238	ASSOCIATE DEVELOPMENT PLANNER	5,581 - 7,126	2.00	165,984
11040	ASSOCIATE MANAGEMENT ANALYST - MSC	5,373 - 6,984	2.00	154,079
3235	ASSOCIATE TRANSPORTATION PLANNER	5,581 - 7,126	1.80	149,308
2118	BATTALION CHIEF	8,772 - 10,965	3.00	394,761
1281	BUDGET & FINANCIAL PLANNING DIRECTOR	8,515 - 11,067	1.00	131,768
13320	BUDGET ANALYST - MSC	5,373 - 6,984	1.00	83,803
3102	BUILDING INSPECTOR II	5,435 - 6,943	8.00	625,620
3104	BUILDING INSPECTOR III	5,872 - 7,502	1.00	84,732
1124	BUSINESS LICENSE SPECIALIST	3,520 - 4,495	1.00	53,934
1420	BUSINESS SYSTEMS ANALYST	5,035 - 6,433	5.00	376,088
1342	CAPITAL IMPROVEMENT PROGRAM ANALYST	5,581 - 7,126	1.00	85,509
1211	CITY ATTORNEY	12,520 - 13,021	1.00	156,250
1000	CITY MANAGER	14,989 - 15,588	1.00	187,054
1132	CITY RECORDER	4,376 - 5,691	1.00	68,286
1404	CITY SURVEYOR	5,872 - 7,502	1.00	90,022
3311	CIVIL ENGINEER I	5,653 - 7,349	5.00	381,068
3312	CIVIL ENGINEER II	6,264 - 8,140	6.00	569,697
2402	CODE COMPLIANCE INSPECTOR	4,831 - 6,109	3.00	210,967
2403	CODE ENFORCEMENT MANAGER	6,264 - 8,140	1.00	97,677
3233	COMMUNICATIONS & ADMINISTRATIVE SPECIALIST	4,549 - 5,807	1.00	69,680
3231	COMMUNICATIONS CONTENT SPECIALIST	5,302 - 6,773	1.00	81,286
3234	COMMUNICATIONS DIGITAL MEDIA SPECIALIST	4,831 - 6,109	1.00	73,299
1209	COMMUNICATIONS GRAPHIC DESIGNER	4,831 - 6,109	1.00	70,082
3227	COMMUNICATIONS MANAGER	7,301 - 9,495	1.00	100,880
3115	COMMUNITY DEVELOPMENT DIRECTOR	8,962 - 11,647	1.00	139,755
1163	COMMUNITY OUTREACH SPECIALIST - PUBLIC WORKS	5,302 - 6,773	1.00	85,080
2214	CRIME ANALYST	5,302 - 6,773	1.00	81,286
2212	CRIMINALIST	5,362 - 6,847	2.00	164,320
1334	DEBT MANAGEMENT ANALYST	5,581 - 7,126	1.00	85,509
3119	DEPUTY DIRECTOR COMMUNITY DEVELOPMENT	7,301 - 9,495	1.00	91,428
2112	DEPUTY FIRE MARSHAL I	5,202 - 8,016	3.00	254,654

STAFFING INFORMATION

FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range	No. of Positions	Budget Salary
2114	DEPUTY FIRE MARSHAL II	\$ 5,719 - \$ 8,772	1.00	\$ 105,269
3320	DEVELOPMENT ENGINEERING MANAGER	6,264 - 8,140	1.00	97,677
3332	DEVELOPMENT ENGINEERING SPECIALIST	5,872 - 7,502	2.00	173,430
2201	DIRECTOR OF POLICE SERVICES & 21ST CENTURY POLICING	10,447 - 13,581	1.00	162,968
3201	ECONOMIC DEVELOPMENT DIRECTOR	7,685 - 9,989	1.00	107,494
3210	ECONOMIC DEVELOPMENT SPECIALIST	5,035 - 6,433	1.00	68,315
3307	ELECTRICIAN	5,581 - 7,126	2.00	171,018
2303	EMERGENCY MANAGEMENT COORDINATOR	5,950 - 7,736	1.00	92,830
3304	ENGINEERING TECHNICIAN II	4,549 - 5,807	2.00	127,088
3305	ENGINEERING TECHNICIAN III	5,035 - 6,433	4.50	347,040
3306	ENGINEERING TECHNICIAN IV	5,581 - 7,126	4.00	337,105
4113	ENVIRONMENTAL PROGRAM COORDINATOR	6,183 - 7,894	2.00	189,446
4115	ENVIRONMENTAL PROGRAM MANAGER	6,590 - 8,568	2.00	202,758
1208	ENVIRONMENTAL SERVICES DIRECTOR	10,447 - 13,581	1.00	155,355
3341	ENVIRONMENTAL SPECIALIST II	4,549 - 5,807	1.00	63,367
3342	ENVIRONMENTAL SPECIALIST III	5,302 - 6,773	5.50	432,581
3343	ENVIRONMENTAL SPECIALIST IV	5,581 - 7,126	1.00	85,308
4204	FACILITIES MAINTENANCE COORDINATOR	5,035 - 6,433	1.00	68,625
4208	FACILITIES MAINTENANCE TECHNICIAN I	3,520 - 4,495	1.00	51,334
4207	FACILITIES MAINTENANCE TECHNICIAN II	4,104 - 5,236	2.00	119,271
3216	FACILITIES, PARKS & FLEET MANAGER	6,938 - 9,018	1.00	100,963
1248	FINANCE & ACCOUNTING MANAGER	6,938 - 9,018	1.00	106,439
1291	FINANCE & MANAGEMENT SERVICES DIRECTOR	9,431 - 12,260	1.00	139,402
1249	FINANCIAL OPERATIONS MANAGER	6,938 - 9,018	1.00	108,222
2105	FIRE CAPTAIN	5,719 - 8,772	8.00	842,135
1251	FIRE CHIEF	10,447 - 13,581	1.00	162,968
2113	FIRE INSPECTOR / INVESTIGATOR	4,257 - 7,283	2.00	119,992
2103	FIRE LIEUTENANT	5,202 - 8,016	24.00	2,308,618
2101	FIREFIGHTER	4,257 - 7,283	62.00	4,683,578
4305	FLEET MAINTENANCE SUPERVISOR	5,950 - 7,736	1.00	77,618
1417	GIS & ANALYTICS MANAGER	7,301 - 9,495	1.00	112,444
1409	GIS ANALYST	5,302 - 6,773	1.00	81,286
1424	GIS ANALYST II	5,872 - 7,502	1.00	89,282
1411	GIS TECHNICIAN	4,549 - 5,807	1.00	69,680
3207	GOVERNMENT RELATIONS DIRECTOR	8,515 - 11,067	1.00	132,808
1261	HUMAN RESOURCES DIRECTOR	8,962 - 11,647	1.00	130,769
1507	HUMAN RESOURCES SPECIALIST	4,606 - 5,991	1.00	60,199
1231	INFORMATION TECHNOLOGY DIRECTOR	8,962 - 11,647	1.00	139,755
1413	IT APPLICATIONS MANAGER	6,938 - 9,018	1.00	108,222
1418	IT SERVICES COORDINATOR	5,302 - 6,773	1.00	77,203
TBD	LOGISTICS TECHNICIAN	4,320 - 5,518	1.00	60,216
3223	MEDIATION SPECIALIST	5,373 - 6,984	1.00	78,179
3214	NATURAL RESOURCE PLANNER	5,581 - 7,126	1.00	85,509
2306	NEIGHBORHOOD COMMUNITY ENGAGEMENT MANAGER	6,264 - 8,140	1.00	78,686
2110	OPERATIONS CHIEF	8,962 - 11,647	1.00	139,755
1108	PARALEGAL	4,606 - 5,991	1.00	71,885

STAFFING INFORMATION

FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range	No. of Positions	Budget Salary
1310	PAYROLL & BENEFITS COORDINATOR	\$ 4,549 - \$ 5,807	1.00	\$ 69,680
3309	PERMIT TECHNICIAN I	3,899 - 4,974	1.00	59,696
3310	PERMIT TECHNICIAN II	4,320 - 5,518	3.00	190,557
3315	PERMIT/STRUCTURAL PLAN REVIEW MANAGER	6,938 - 9,018	1.00	108,222
3117	PLANNING TECHNICIAN II	4,320 - 5,518	3.00	198,396
3113	PLANS EXAMINER II	5,872 - 7,502	3.00	259,888
2209	POLICE CAPTAIN	10,558 - 10,981	2.00	263,536
1271	POLICE CHIEF	10,447 - 13,581	1.00	162,968
2207	POLICE LIEUTENANT	10,056 - 10,458	6.00	753,043
2202	POLICE OFFICER	5,362 - 6,847	108.00	8,641,773
1117	POLICE RECORDS MANAGER	5,653 - 7,349	1.00	88,192
1133	POLICE RECORDS SPECIALIST TRAINEE	3,346 - 4,269	3.00	128,905
1111	POLICE RECORDS SPECIALIST I	3,703 - 4,728	10.00	542,223
1112	POLICE RECORDS SPECIALIST II	4,104 - 5,236	4.00	237,835
2205	POLICE SERGEANT	6,593 - 8,420	17.00	1,654,999
2211	POLICE TECHNICIAN	4,198 - 5,324	1.00	63,877
1319	PRINCIPAL FINANCIAL ANALYST	6,938 - 9,018	1.00	97,656
3206	PRINCIPAL URBAN PLANNER	6,590 - 8,568	1.00	102,814
1128	PROGRAM ANALYST - GU	5,581 - 7,126	1.00	85,509
1116	PROGRAM TECHNICIAN - GU	4,320 - 5,518	9.00	528,083
11160	PROGRAM TECHNICIAN - MSC	4,157 - 5,406	1.00	62,270
4101	PUBLIC UTILITY WORKER I	3,179 - 4,059	4.00	169,950
4102	PUBLIC UTILITY WORKER II	3,703 - 4,728	42.00	2,246,497
4109	PUBLIC WORKS ASSET SPECIALIST	5,035 - 6,433	2.00	143,853
3123	PUBLIC WORKS CONSTRUCTION INSPECTOR	4,831 - 6,109	4.00	280,509
4124	PUBLIC WORKS FIELD OPERATIONS SUPERVISOR	5,035 - 6,433	6.00	437,270
3325	PUBLIC WORKS MANAGER	7,685 - 9,989	3.00	354,453
4105	PUBLIC WORKS SUPERINTENDENT	6,264 - 8,140	4.00	373,142
1118	PURCHASING AGENT	5,035 - 6,433	1.00	77,189
2401	RENTAL HOUSING INSPECTOR	4,831 - 6,109	1.00	73,299
2405	RENTAL HOUSING INSPECTOR TRAINEE	4,104 - 5,236	1.00	60,481
1705	RISK MANAGEMENT SPECIALIST	4,606 - 5,991	1.00	71,885
1703	RISK MANAGER	6,264 - 8,140	1.00	97,677
1313	SENIOR ACCOUNTANT	5,581 - 7,126	1.00	85,509
1102	SENIOR ADMINISTRATIVE SUPERVISOR	5,108 - 6,635	2.00	159,245
1603	SENIOR ASSISTANT CITY ATTORNEY	7,685 - 9,989	3.00	359,611
2404	SENIOR CODE COMPLIANCE INSPECTOR	5,581 - 7,126	1.00	85,509
3243	SENIOR DEVELOPMENT PLANNER	6,507 - 8,306	2.80	262,323
3217	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	5,581 - 7,126	1.00	84,342
3316	SENIOR ENGINEER	6,938 - 9,018	5.00	540,453
1318	SENIOR FINANCIAL ANALYST	6,264 - 8,140	1.00	97,677
1504	SENIOR HUMAN RESOURCES ANALYST	5,950 - 7,736	4.00	326,002
11360	SENIOR MANAGEMENT ANALYST - MSC	5,950 - 7,736	3.00	278,491
1803	SENIOR MANAGER - OGM	7,301 - 9,495	3.00	326,126
2213	SENIOR POLICE TECHNICIAN	4,841 - 6,172	2.00	140,060
1109	SENIOR PROGRAM MANAGER	6,264 - 8,140	1.00	96,595

STAFFING INFORMATION

FULL-TIME EQUIVALENT POSITIONS AND SALARY SCHEDULE

Class	Position Title	Monthly Salary Range	No. of Positions	Budget Salary
4122	SENIOR PUBLIC UTILITY WORKER	\$ 4,320 - \$ 5,518	11.00	\$ 721,474
3122	SENIOR PUBLIC WORKS CONSTRUCTION INSPECTOR	5,302 - 6,773	1.00	81,286
3240	SENIOR URBAN RENEWAL PROJECT COORDINATOR	6,507 - 8,306	1.00	99,674
1101	SPECIAL PROJECTS COORDINATOR	5,373 - 6,984	1.00	83,678
3314	STRUCTURAL ENGINEER	6,264 - 8,140	1.00	89,877
3308	SUPERVISORY ELECTRICIAN	6,183 - 7,894	1.00	94,723
1427	SYSTEM ADMINISTRATOR I	5,435 - 6,943	1.00	70,420
1407	SYSTEM ADMINISTRATOR II	6,507 - 8,306	2.00	192,993
1412	SYSTEMS ANALYST	6,183 - 7,894	3.00	265,156
1410	TECHNICAL SUPPORT SPECIALIST II	4,831 - 6,109	2.00	134,101
1309	TITLES, LIENS, COLLECTIONS SPECIALIST	4,320 - 5,518	1.00	66,206
2104	TRAINING OFFICER	5,719 - 8,772	1.00	105,269
3247	TRANSPORTATION PLANNING MANAGER	6,938 - 9,018	1.00	108,222
1201	URBAN DESIGN & PLANNING DIRECTOR	8,515 - 11,067	1.00	124,467
3246	URBAN DESIGN MANAGER	6,938 - 9,018	2.00	205,878
1807	URBAN RENEWAL DIRECTOR	7,685 - 9,989	1.00	115,419
1120	UTILITY CUSTOMER SERVICE REPRESENTATIVE	3,520 - 4,495	3.50	183,059
4303	VEHICLE MECHANIC II	4,549 - 5,807	3.00	204,024
4121	WATER DISTRIBUTION TECHNCIAN I	4,320 - 5,518	1.00	65,610
4120	WATER DISTRIBUTION TECHNICIAN II	4,831 - 6,109	1.00	73,299
4107	WATER METER TECHNICIAN	3,899 - 4,974	1.00	59,696
4125	WATER OPERATIONS SUPERVISOR	5,035 - 6,433	1.00	77,189
4106	WATER QUALITY SPECIALIST	4,549 - 5,807	1.00	69,680
4103	WATER SERVICE FIELD REPRESENTATIVE	3,703 - 4,728	1.00	56,742
4110	WATER SUPERINTENDENT	6,264 - 8,140	1.00	97,677
1400	WEB CONTENT COORDINATOR	5,302 - 6,773	1.00	81,286
1399	WEB CONTENT SPECIALIST	4,831 - 6,109	0.80	51,748
Total Full-Time Employees and Salary			588.60	\$46,985,526

INTERFUND TRANSFERS - TO

TO Fund Name	FROM Fund Name	Amount	Reason	Total	
General Fund	Grants Fund	\$ 7,500	Pedestrian Safety Grants		
	Grants Fund	45,000	Police - DUII/HVE Grant		
	Grants Fund	15,000	Police - Seatbelt Safety Grant		
	Grants Fund	5,200	Safe Routes to Schools Grant		
	Grants Fund	20,000	Speed Enforcement Grant		
	Water Fund	25,000	Confined Space Rescue		
	Stormwater Fund	25,000	Confined Space Rescue		
	Wastewater Fund	25,000	Confined Space Rescue	\$ 167,700	
	Police, Fire & Parks Fund	General Fund	2,200,000	Police, Fire & Parks Services	2,200,000
	Transportation Fund	Streetlight Fund	120,400	Operation of Streetlight Program	
SDC Fund		3,359,800	Debt Service		
Footpaths & Bike Routes Fund	Stormwater Fund	448,100	Vegetation & Sweeping	3,928,300	
	Transportation Fund	5,087,900	Pedestrian & Bikeway Projects		
Infrastructure Development Fund	SDC Fund	164,641	SDC Credits		
	Grants Fund	1,227,800	Grant Funded Projects	6,480,341	
	Transportation Fund	423,500	Dev. Engineering & Public Works Insps.		
	Water Fund	423,500	Dev. Engineering & Public Works Insps.		
	Stormwater Fund	423,500	Dev. Engineering & Public Works Insps.		
Urban Design & Planning Fund	Wastewater Fund	423,500	Dev. Engineering & Public Works Insps.	1,694,000	
	General Fund	2,625,000	Planning Services	2,625,000	
Dedicated Revenue Fund	General Fund	193,000	CDBG Adjustment		
	General Fund	10,000	CDBG Program Interest		
	Grants Fund	1,005,385	CDBG Program		
	Grants Fund	181,562	Grant Funded Projects		
	Grants Fund	863,650	HOME Program		
	Water Fund	35,083	GREAT Business Program		
	Stormwater Fund	35,083	GREAT Business Program		
	Wastewater Fund	35,083	GREAT Business Program	2,358,846	
	Building Fund	Urban Design & Planning Fund	151,000	Permit Center Services	151,000
	Parks Fund	SDC Fund	50,000	SDC Credits	
SDC Fund		1,001,700	SDC Funded Projects		
General Development Fund	Grants Fund	750,000	Grant Funded Projects	1,801,700	
	SDC Fund	28,700,300	SDC Credits		
	SDC Fund	591,600	SDC Funded Projects		
Transportation Construction Fund	Parks	4,200	Parks Project Match	29,296,100	
	Transportation Fund	3,954,400	Gas Tax Funded Projects		
	Streetlight Fund	528,400	Streetlight Funded Projects		
	SDC Fund	200,000	SDC Credits		
	SDC Fund	11,500	SDC Funded Projects		
City UR Capital Improvement	Grants Fund	3,648,100	Grant Funded Projects	8,342,400	
	Streetlight Fund	50,000	Streetlight Funded Projects		
	SDC Fund	365,755	SDC Credits		
	SDC Fund	675,000	SDC Funded Projects		
General Government Debt Fund	Grants Fund	3,170,800	Grant Funded Projects	4,261,555	
	General Fund	1,547,000	Debt Service		
	Transportation Fund	4,176,800	Debt Service		
	Streetlight Fund	521,000	Debt Service		
	SDC Fund	135,000	Debt Service		
	Grants Fund	270,915	CDBG Section 108 Debt Service		
	Dedicated Revenue Fund	193,000	CDBG Section 108 Debt Service		
Water Fund	Equipment Replacement Fund	663,000	Police Radio Repayment	7,506,715	
	SDC Fund	170,200	Reimbursement SDC's for Debt		
Water Debt Service Fund	SDC Fund	65,800	SDC Funded Debt	236,000	
	Water Fund	800,000	Debt Service	800,000	
Water Construction Fund	SDC Fund	300,000	SDC Credits		
	Water Fund	1,458,000	Rate Funded Projects	1,758,000	
Stormwater Fund	Transportation Fund	358,200	Impervious Surface Charge		
	SDC Fund	118,600	Reimbursement SDC's for Debt	476,800	
Stormwater Debt Service Fund	Stormwater Fund	850,000	Debt Service	850,000	
	SDC Fund	675,400	SDC Funded Projects		
Stormwater Construction Fund	Grants Fund	4,693,600	Federal Highway Administration		
	Stormwater Fund	2,670,200	Rate Funded Projects	8,039,200	
Wastewater Fund	SDC Fund	247,300	SDC Funded Debt	247,300	
	Wastewater Fund	2,200,000	Debt Service	2,200,000	
Wastewater Construction Fund	Wastewater Fund	6,679,400	Rate Funded Projects	6,679,400	
	Facilities & Fleet Mgmt. Fund	193,500	Fire Facilities		
City Facility CIP Fund	General Fund	387,000	Veteran's Reimbursement Agreement	580,500	
	General Fund	50,000	Fire District 10 Maintenance Projects		
City Facility Debt Service Fund	Facilities & Fleet Mgmt. Fund	75,000	City Facility Projects	125,000	
	Facilities & Fleet Mgmt. Fund	88,000	Debt Service	88,000	

INTERFUND TRANSFERS - TO

TO Fund Name	FROM Fund Name	Amount	Reason	Total
Enterprise Systems Replacement Fund	Information & Technology Fund	401,000	Enterprise Systems Replacement	
	Equipment Replacement Fund	1,708,000	Enterprise Systems Replacement	
	Administrative Services Fund	391,000	Enterprise Systems Replacement	2,500,000
Equipment Replacement Fund	General Fund	100,000	Fire and Emergency Services Reimbursements	
	Streetlight Fund	9,000	Enterprise Systems Replacement	
	Urban Renewal Support Fund	17,000	Enterprise Systems Replacement	126,000
Administrative Services Fund	General Fund	478,000	Program Support	
	Grants Fund	123,000	Emergency Management Performance Grant	
	Grants Fund	1,000	Manufactured Dwelling Mediation - Oregon Housing Commission	
	Grants Fund	49,350	Mediation OODCR University of Oregon Grant	
	Health Insurance Benefits	112,600	Program Support	
Designated Purpose Fund	Dental Insurance Benefits	12,500	Program Support	776,450
	General Fund	165,000	Body-worn Camera Grant Match	
	General Fund	530,000	COPS Grant Match	
	General Fund	125,000	EMGET (OYA) Grant Match	
	General Fund	50,000	Justice and Mental Health Collaboration Program Grant Match	
	General Fund	140,000	SAFER Grant Match	
	General Fund	20,000	Small Business Incentive Program	
	Grants Fund	250,000	Assistance to Firefighter Grants	
	Grants Fund	165,000	Body-worn Camera Grant	
	Grants Fund	252,000	COPS Hiring Program Grants	
	Grants Fund	600,000	EMGET (OYA) Grant	
	Grants Fund	250,000	Fire Prevention and Safety Grant	
	Grants Fund	200,000	Justice and Mental Health Collaboration Program Grant	
	Grants Fund	165,810	Justice Assistance Grants	
	Grants Fund	750,000	Metro Community Planning Grant	
	Grants Fund	151,000	OBDD Seismic Rehabilitation Grant	
	Grants Fund	5,000	OCDETF Grant	
	Grants Fund	50,000	Oregon Dept of Education Gang Prevention and Intervention Grant	
	Grants Fund	50,000	Police - State Homeland Security Program Grant	
	Grants Fund	105,000	Racial and Ethnic Approaches to Community Health Grant (REACH)	
Grants Fund	405,326	SAFER Grant		
Building Fund	30,000	Small Business Incentive Program		
Urban Renewal Support Fund	40,000	Small Business Incentive Program		
Water Fund	5,000	Small Business Incentive Program		
Stormwater Fund	5,000	Small Business Incentive Program		
Wastewater Fund	5,000	Small Business Incentive Program	4,514,136	
		<u>\$100,810,443</u>		<u>\$100,810,443</u>

INTERFUND TRANSFERS - FROM

FROM Fund Name	TO Fund Name	Amount	Reason	Total	
General Fund	Police, Fire & Parks Fund	\$ 2,200,000	Police, Fire & Parks Services		
	Urban Design & Planning Fund	2,625,000	Planning Services		
	Dedicated Revenue Fund	193,000	CDBG Adjustment		
	Dedicated Revenue Fund	10,000	CDBG Program Interest		
	General Government Debt Fund	1,547,000	Debt Service		
	Facilities & Fleet Mgmt. Fund	193,500	Fire Facilities		
	Facilities & Fleet Mgmt. Fund	387,000	Veteran's Reimbursement Agreement		
	City Facility CIP Fund	50,000	Fire District 10 Maintenance Projects		
	Equipment Replacement Fund	100,000	Fire and Emergency Services Reimbursements		
	Administrative Services Fund	478,000	Program Support		
	Designated Purpose Fund	165,000	Body-worn Camera Grant Match		
	Designated Purpose Fund	530,000	COPS Grant Match		
	Designated Purpose Fund	125,000	EMGET (OYA) Grant Match		
	Designated Purpose Fund	50,000	Justice and Mental Health Collaboration Program Grant Match		
	Designated Purpose Fund	140,000	SAFER Grant Match		
	Designated Purpose Fund	20,000	Small Business Incentive Program	\$ 8,813,500	
	Transportation Fund	Footpaths & Bike Routes Fund	5,087,900	Pedestrian & Bikeway Projects	
		Infrastructure Development Fund	423,500	Dev. Engineering & Public Works Insps.	
		Transportation Construction Fund	3,954,400	Gas Tax Funded Projects	
		General Government Debt Fund	4,176,800	Debt Service	
	Streetlight Fund	Stormwater Fund	358,200	Impervious Surface Charge	14,000,800
		Transportation Fund	120,400	Operation of Streetlight Program	
Transportation Construction Fund		528,400	Streetlight Funded Projects		
City UR Capital Improvement		50,000	Streetlight Funded Projects		
SDC Fund	General Government Debt Fund	521,000	Debt Service		
	Equipment Replacement Fund	9,000	Enterprise Systems Replacement	1,228,800	
	Transportation Fund	3,359,800	Debt Service		
	Footpaths & Bike Routes Fund	164,641	SDC Credits		
	Parks Fund	50,000	SDC Credits		
	Parks Fund	1,001,700	SDC Funded Projects		
	General Development Fund	28,700,300	SDC Credits		
	General Development Fund	591,600	SDC Funded Projects		
	Transportation Construction Fund	200,000	SDC Credits		
	Transportation Construction Fund	11,500	SDC Funded Projects		
	City UR Capital Improvement	365,755	SDC Credits		
	City UR Capital Improvement	675,000	SDC Funded Projects		
	General Government Debt Fund	135,000	Debt Service		
	Water Fund	170,200	Reimbursement SDC's for Debt		
	Water Fund	65,800	SDC Funded Debt		
	Water Construction Fund	300,000	SDC Credits		
	Stormwater Fund	118,600	Reimbursement SDC's for Debt		
	Stormwater Construction Fund	675,400	SDC Funded Projects		
	Wastewater Fund	247,300	SDC Funded Debt	36,832,596	
	Grants Fund	General Fund	7,500	Pedestrian Safety Grants	
		General Fund	45,000	Police - DUII/HVE Grant	
		General Fund	15,000	Police - Seatbelt Safety Grant	
General Fund		5,200	Safe Routes to Schools Grant		
General Fund		20,000	Speed Enforcement Grant		
Footpaths & Bike Routes Fund		1,227,800	Grant Funded Projects		
Dedicated Revenue Fund		1,005,385	CDBG Program		
Dedicated Revenue Fund		181,562	Grant Funded Projects		
Dedicated Revenue Fund		863,650	HOME Program		
Parks Fund		750,000	Grant Funded Projects		
Transportation Construction Fund		3,648,100	Grant Funded Projects		
City UR Capital Improvement		3,170,800	Grant Funded Projects		
General Government Debt Fund		270,915	CDBG Section 108 Debt Service		
Stormwater Construction Fund		4,693,600	Federal Highway Administration		
Administrative Services Fund		123,000	Emergency Management Performance Grant		
Administrative Services Fund		1,000	Manufactured Dwelling Mediation - Oregon Housing Commission		
Administrative Services Fund		49,350	Mediation OODCR University of Oregon Grant		
Designated Purpose Fund		250,000	Assistance to Firefighter Grants		
Designated Purpose Fund		165,000	Body-worn Camera Grant		
Designated Purpose Fund		252,000	COPS Hiring Program Grants		
Designated Purpose Fund		600,000	EMGET (OYA) Grant		
Designated Purpose Fund		250,000	Fire Prevention and Safety Grant		
Designated Purpose Fund		200,000	Justice and Mental Health Collaboration Program Grant		
Designated Purpose Fund		165,810	Justice Assistance Grants		
Designated Purpose Fund		750,000	Metro Community Planning Grant		
Designated Purpose Fund		151,000	OBDD Seismic Rehabilitation Grant		
Designated Purpose Fund		5,000	OCDEF Grant		
Designated Purpose Fund		50,000	Oregon Dept of Education Gang Prevention and Intervention Grant		
Designated Purpose Fund		50,000	Police - State Homeland Security Program Grant		
Designated Purpose Fund		105,000	Racial and Ethnic Approaches to Community Health Grant (REACH)		
Designated Purpose Fund		405,326	SAFER Grant	19,476,998	

INTERFUND TRANSFERS - FROM

FROM Fund Name	TO Fund Name	Amount	Reason	Total
Urban Design & Planning Fund	Building Fund	151,000	Permit Center Services	151,000
Dedicated Revenue Fund	General Government Debt Fund	193,000	CDBG Section 108 Debt Service	193,000
Building Fund	Designated Purpose Fund	30,000	Small Business Incentive Program	30,000
Urban Renewal Support Fund	Equipment Replacement Fund	17,000	Enterprise Systems Replacement	
	Designated Purpose Fund	40,000	Small Business Incentive Program	57,000
Parks	General Development Fund	4,200	Parks Project Match	4,200
Water Fund	General Fund	25,000	Confined Space Rescue	
	Infrastructure Development Fund	423,500	Dev. Engineering & Public Works Insp.	
	Dedicated Revenue Fund	35,083	GREAT Business Program	
	Water Debt Service Fund	800,000	Debt Service	
	Water Construction Fund	1,458,000	Rate Funded Projects	
	Designated Purpose Fund	5,000	Small Business Incentive Program	2,746,583
Stormwater Fund	General Fund	25,000	Confined Space Rescue	
	Transportation Fund	448,100	Vegetation & Sweeping	
	Infrastructure Development Fund	423,500	Dev. Engineering & Public Works Insp.	
	Dedicated Revenue Fund	35,083	GREAT Business Program	
	Stormwater Debt Service Fund	850,000	Debt Service	
	Stormwater Construction Fund	2,670,200	Rate Funded Projects	
	Designated Purpose Fund	5,000	Small Business Incentive Program	4,456,883
Wastewater Fund	General Fund	25,000	Confined Space Rescue	
	Infrastructure Development Fund	423,500	Dev. Engineering & Public Works Insp.	
	Dedicated Revenue Fund	35,083	GREAT Business Program	
	Wastewater Debt Service Fund	2,200,000	Debt Service	
	Wastewater Construction Fund	6,679,400	Rate Funded Projects	
	Designated Purpose Fund	5,000	Small Business Incentive Program	9,367,983
Facilities & Fleet Mgmt. Fund	City Facility CIP Fund	75,000	City Facility Projects	
	City Facility Debt Service Fund	88,000	Debt Service	163,000
Health Insurance Benefits	Administrative Services Fund	112,600	Program Support	112,600
Information & Technology Fund	Enterprise Systems Replacement Fund	401,000	Enterprise Systems Replacement	401,000
Dental Insurance Benefits	Administrative Services Fund	12,500	Program Support	12,500
Equipment Replacement Fund	General Government Debt Fund	663,000	Police Radio Repayment	
	Enterprise Systems Replacement Fund	1,708,000	Enterprise Systems Replacement	2,371,000
Administrative Services Fund	Enterprise Systems Replacement Fund	391,000	Enterprise Systems Replacement	391,000
		<u>\$ 100,810,443</u>		<u>\$ 100,810,443</u>

SUMMARY OF DEBT

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, 2017

General Obligation Debt (Property Tax Levy Supported)	\$	0
Revenue Bonds		1,990,000
Bonds and Notes		75,191,483
Line of Credit – Short-term Debt		1,656,000
Interfund Loans		490,000
		\$ 79,327,483
Other Borrowings (Pre-loan construction financing)	\$	0

Net direct debt is debt for which the City has pledged its “full faith and credit” less self-supporting (Internal Service and Enterprise) debt and debt of overlapping jurisdictions.

Net direct debt	\$	5,312,440
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Debt Limitations

The legal debt limit for fiscal year 2018/19 cannot be determined until November 2018 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 2016/17, the legal debt limit was \$388,941,568. There was no outstanding general obligation bonded debt in fiscal year 2016/17.

2016/17 Debt Limitations (property-tax supported)

Real Market Value 2016/17	\$12,964,718,943
Debt Limit (3% of Real Market Value)	\$388,941,568
Applicable General Obligation Bonded Debt 2016/17	\$0
Percent of Limit Issued	0%

SUMMARY OF DEBT

	Issued	Maturity	Principal Issued	Principal 6/30/17
Federal and State Loans				
Section 108 Loan (Fountain)	2/1/14	8/1/33	\$ 1,500,000	\$ 1,132,000
Section 108 Loan (Pacific St/Nadaka)	4/19/15	8/1/19	85,000	54,000
Water Meter Replacement Note	9/8/09	12/1/30	2,361,232	1,780,232
Wastewater Secondary Clarifier	8/17/09	8/1/29	407,058	287,061
Total State Loans			\$ 4,353,290	\$ 3,253,293
Interfund Loans and Other				
2015 GRDC Note	6/1/15	6/1/23	\$ 6,700,000	\$ 5,171,532
Wastewater Interfund Loan (SDC)	8/1/10	7/31/20	1,225,000	490,000
Total Interfund Loans and Other			\$ 7,925,000	\$ 5,661,532
Full Faith and Credit Obligations				
Pension Bonds	5/27/04	6/1/28	\$ 19,280,000	\$ 16,195,000
Streetlights QECB Loan	7/30/13	7/1/33	7,610,000	4,540,000
Wastewater Treatment Plant Expansion	9/15/09	5/1/21	19,351,000	7,317,000
US Bank Financing Agreement	6/4/10	6/1/23	23,470,000	
US Bank Fin. Agmt. (COG)				2,832,440
US Bank Fin. Agmt. (URA)				9,636,610
Series 2013B	7/30/13	7/1/33	4,655,000	
Special Public Works Refunding				620,000
Fire Equipment				1,150,000
Equipment Replacement				1,330,000
Public Safety Building Roof				525,000
COG Line of Credit (renewed)	6/25/16	7/15/18	10,000,000	
Transportation Construction				605,000
Water Construction				800,000
Stormwater Construction				76,000
Wastewater Construction				175,000
Series 2015	5/27/15	5/1/35	19,960,000	
Urban Renewal				4,440,000
Transportation				3,134,664
Wastewater				5,130,000
Water				4,980,336
2017 State of Oregon SRF UIC	4/4/17	8/1/37	4,935,608	4,935,608
Total Full Faith and Credit Obligations			\$109,261,608	\$ 68,422,658
Revenue Bonds				
Stormwater Revenue Refunding 2006	12/21/06	5/1/21	\$ 2,850,000	\$ 1,990,000
Total Revenue Bonds			\$ 2,850,000	\$ 1,990,000
Total Obligations				\$ 79,327,483

FINANCIAL MANAGEMENT POLICIES

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,

FINANCIAL MANAGEMENT POLICIES

contingency transfer requests will be presented to Council directly and the Finance Committee will be informed of Council actions.

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,

FINANCIAL MANAGEMENT POLICIES

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.

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"

FINANCIAL MANAGEMENT POLICIES

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.

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

FINANCIAL MANAGEMENT POLICIES

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.
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.

FINANCIAL MANAGEMENT POLICIES

- 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.

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.

FINANCIAL MANAGEMENT POLICIES

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.
- 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.

GLOSSARY

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

ARRA. American Recovery and Reinvestment Act of 2009.

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.

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.

GLOSSARY

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 without compensation.

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.

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;

GLOSSARY

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 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.

GDDA. The Gresham Downtown Development Association.

GLOSSARY

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.

G.R.E.A.T. BUSINESS PROGRAM. Gresham Resource Efficiency Assistance to Businesses Program. A program to support Gresham businesses in their efforts to recycle and conserve resources.

HRA/VEBA. Health Reimbursement Arrangement/ Voluntary Employees' Beneficiary Association.

IAFF. International Association of Firefighter 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 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.

GLOSSARY

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.

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

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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.'

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.

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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 181st 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 Plant.