

CITY OF
GRESHAM

Fiscal Year
2024/25



INTERNAL SERVICE CHARGE MANUAL

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Internal Service Charges

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Overview

Internal Service Charges

Internal Service Funds account for the services delivered by the City's support departments to operating departments. These services are funded by Internal Service Charges (ISCs), which are collected from operating funds. Internal Service Charges are collected for the following services:

Department	Fund	Internal Service
City Manager's Office	Administrative Services Fund	City Administration
Citywide Services	Administrative Services Fund	Citywide Services General Support
	Facilities & Fleet Fund	Property Management Vehicle Maintenance Vehicle Fuels
	Equipment Replacement Fund	Vehicle & Equipment Replacement Computer Replacement
Information Technology	Administrative Services Fund	Information Technology
Budget & Finance	Administrative Services Fund	Financial Services Utility Billing
City Attorney's Office	Legal Services Fund	Legal Services
	Liability Management Subfund	Liability Management
Economic & Development Services	General Fund	Economic & Development Services
Community Livability Services	General Fund	Community Livability

NOTE: Please refer to the *Revenue Information* and *Expenditure Information* sections of the FY 2024/25 Proposed Budget document for additional details regarding year-over-year budget comparisons.

Overview

Summary

The intent of this manual is to explain the calculations behind the distribution of ISCs each year. This process requires several steps:

- Evaluate and update the drivers used to allocate the charges. These drivers are designed to approximate actual internal service use when possible.
- Identify other resources to support the internal service departments. These could include grants, interest income, or reimbursements.
- Determine the cost of the internal services to be delivered.
- Calculate the net amount that must be collected from operating departments to maintain the City's support services (other revenue subtracted from service costs).
- Allocate the remaining service costs across operating departments based on the drivers.

Drivers

Driver data is typically based on service data from a period of time: the last completed fiscal year (in this case FY 2022/23), a single point in time (e.g., July 1), or on budgetary information for the current fiscal year (in this case FY 2023/24). For some instances, data may be based on a rolling three-year average to smooth out the impact of special projects or unusual circumstances. The Designated Purpose Fund does not pay ISCs; however, where applicable, the driver data for this fund is combined with data for the primary operating program for collection purposes. The following drivers were used to determine one or more of the ISCs for FY 2024/25:

- Size of operating budget – based on the FY 2023/24 Adopted Budget. Some items are exempt from this calculation as noted in the description of each internal service charge.
- Size of payroll – based on the FY 2023/24 Adopted Budget
- FTE and LTE (full-time employee and limited-term employee equivalent) – based on the FY 2023/24 Adopted Budget
- Square footage of facilities – square footage occupied by a program area on July 1, 2023
- Number of computers – number of computers assigned to a program area on July 1, 2023
- Number of mobile devices – number of mobile devices assigned to a program area on July 1, 2023
- Number, classification, and maintenance costs (three-year average) of vehicles and equipment – assigned vehicles and equipment as of July 2023
- Fuel usage – average usage from the last three completed fiscal years
- Attorney hours – average number of hours in the last three completed fiscal years
- Property values – insured value of city-owned property as of July 2023
- Equipment replacement – number and type of vehicles and equipment and anticipated replacement costs
- Computer replacement – number and type of computers and anticipated replacement costs

Driver Changes

The drivers are updated each year to reflect the most current data available. Such updates may have an impact on the proportion collected from an individual program area for a specific support function. (Note: Since drivers are based on prior year's data, the information in this section primarily reflects changes between FY 2022/23 and FY 2023/24.)

For FY 2024/25 major changes include:

- Size of operating budget – The majority of the department budgets remained proportional, except for Community Livability, which decreased due to organizational changes.
- FTE / LTE – The personnel levels remained relatively consistent with increases in Parks, Rental Inspection, and Urban Renewal in fiscal year 2023/24.
- IT – Proportions for IT drivers stayed mostly consistent with only minor adjustments.
- Number and classification of vehicles – Changes in drivers were primarily the result of classification adjustments and re-purposing of some vehicles between program areas.
- Vehicle insurance – Several areas experienced decreases, significantly, Rental Inspection and Wastewater, due to decreases in vehicle count. While Fire, Parks and Building experienced increases due to vehicle count increases. These netted to an overall slight increase from FY 2022/23. This driver uses a three-year average to smooth changes.
- Square Footage – The City has shifted responsibility for fire station maintenance from the Fire Department to the Facilities Division. As a result, the square footage for fire stations is being incorporated into the facilities driver. This approach replaces the transfer from the General Fund.
- Fuel usage – Fuel usage increased in most areas, except in Building, Infrastructure Development and Water, which saw decreases in usage.
- Attorney hours – Increased attorney hours over the rolling three-year average caused increases for Fire, Urban Design & Planning, Transportation, Community Livability and Economic Development. Decreased usage resulted in a lower three-year average for CDBG/HOME and Wastewater.
- Property values – Property values stayed mostly consistent with years past. Inclusion of insured streetlights and signals drove increases in the proportional share of property values in Streetlight and Transportation.
- Equipment replacement – There were shifts for some programs based on additions, changes in anticipated asset life, replacement cost and other adjustments.

Overview

Revenues

Specific support functions receive additional revenue from grants, interest income, or reimbursements. Changes in these revenues from year to year may influence the amount of ISCs that are collected.

For FY 2024/25 major changes include:

- Facilities & Fleet Fund – The City has shifted responsibility for fire station maintenance from the Fire Department to the Facilities Division. As a result, the fire stations will be included in the internal service charge calculations for fiscal year 2024/25. There will now be an internal service charge included within the Fire Department budget in the General Fund instead of a General Fund transfer that previously funded the fire station maintenance division.
- Administrative Services Fund – Internal Payments increased due to increased anticipated Internal Professional Services related to increased Capital Improvement Project activity.
- Equipment Replacement Fund – This fund includes anticipated transfers for internal service departments to support their portion of vehicle and equipment costs. For fiscal year 2024/25, contributions from the General Fund are being deferred and are expected to be made at year-end assuming General Fund turnback allows. It is not intended that this will impact the long-term replacement of General Fund vehicles and equipment.
- On April 18th, 2023 the Gresham City Council and Gresham Redevelopment Commission agreed to an interagency credit facility to finance Urban Renewal activities and meet the debt requirements. This overnight loan program will utilize Equipment Replacement funds. The repayment of this loan is shown in this fund in Miscellaneous Income. This arrangement has no net impact to the fund.
- Liability Management Subfund: Beginning balance increased due to lower than anticipated claims in FY 2022/23 and the first half of FY 2023/24.

Support Service Budgets

Operating budgets within many support service areas increased in FY 2024/25 due to expected costs to meet the demands of the City's current needs. While more details may be found in the *Central Support Funds* section of the FY 2024/25 Proposed Budget, this section highlights the significant changes.

For FY 2024/25 major changes include:

- Facilities & Fleet Management Fund: Citywide Services – The budget reflects a transfer to the Facilities Capital Fund to cover anticipated project costs. Operating budgets increased to accommodate rising prices of vehicle body repairs and parts. In addition, Facilities will also take over the maintenance of fire stations which was funded previously with a transfer from the General Fund in a separate division. Facilities is adding two positions in fiscal year 2024/25 to improve service delivery and handle the increased scope of added fire stations.
- Legal Services – Reflects additional Training and Contracted Services expenditures based on anticipated need.
- Administrative Services Fund: Citywide Services – Communications and HR budgets each reflect an increase due to a position previously covered by ARPA.
- Equipment Replacement Fund – Reflects anticipated expenditures for the fiscal year, including carryover items from prior years.
- Equipment Replacement Fund – As described on the previous page, the Equipment Replacement Fund will provide an overnight loan to the Gresham Redevelopment Commission. This is budgeted as Other Requirements. This arrangement has no net impact on the fund.
- Liability Management Subfund – The budget for FY 2024/25 anticipates an increase in the premiums and fees associated with liability coverage. The appropriation for claims paid has also been increased to meet the anticipated need, consistent with recent actuarial analysis.

Facilities & Fleet Management Fund

Internal Service Charges by Fund for FY 2024/25

Fund	Property Management	Vehicle Maintenance	Vehicle Fuels	Legal Services	City Administration	Financial Services	Utility Billing
Police	655,845	844,557	272,182	484,587	1,051,238	939,396	-
Fire	654,282	747,788	122,187	350,593	739,677	660,981	-
Econ & Dev	22,806	-	-	9,821	34,323	30,671	-
Community Livability	56,465	30,736	15,161	74,210	28,815	25,749	-
Parks, Rec & Youth Services	301,873	183,657	44,529	45,452	106,709	95,356	-
General Fund Total	1,691,271	1,806,738	454,059	964,663	1,960,762	1,752,153	-
Urban Design & Planning	109,969	-	-	115,958	83,781	74,867	-
Solid Waste & Recycling	33,640	2,742	36	7,555	26,738	23,893	-
Rental Inspection	28,539	8,227	1,372	8,016	22,932	20,492	-
Infrastructure Development	91,567	29,713	29,640	44,845	75,356	67,339	-
Streetlight	-	-	-	3,152	12,809	11,447	-
Transportation	276,282	347,941	99,580	197,851	236,318	211,176	-
CDBG/HOME	5,866	-	-	20,026	8,159	7,291	-
Building	132,620	46,167	14,677	27,936	110,694	98,917	-
Urban Renewal	19,388	-	-	63,578	34,337	187,500	-
Water	253,107	167,665	50,058	108,598	280,229	250,415	695,020
Stormwater	276,504	128,685	65,233	63,404	179,493	160,396	522,497
Wastewater	246,833	179,433	49,137	117,268	320,970	286,821	1,247,093
Total Charges	3,165,586	2,717,311	763,792	1,742,850	3,352,578	3,152,707	2,464,610

Internal Service Charges by Department for FY 2024/25

Department	Property Management	Vehicle Maintenance	Vehicle Fuels	Legal Services	City Administration	Financial Services	Utility Billing
Police	655,845	844,557	272,182	484,587	1,051,238	939,396	-
Fire	654,282	747,788	122,187	350,593	739,677	660,981	-
Urban Renewal	19,388	-	-	63,578	34,337	187,500	-
Urban Design & Planning	109,969	-	-	115,958	83,781	74,867	-
CDBG/HOME	5,866	-	-	20,026	8,159	7,291	-
Urban Design & Planning	115,835	-	-	135,984	91,940	82,158	-
GF: Econ & Dev	22,806	-	-	9,821	34,323	30,671	-
Building	132,620	46,167	14,677	27,936	110,694	98,917	-
Econ & Dev	155,426	46,167	14,677	37,757	145,017	129,588	-
GF: Community Livability	56,465	30,736	15,161	74,210	28,815	25,749	-
Rental Inspection	28,539	8,227	1,372	8,016	22,932	20,492	-
Community Livability	85,004	38,963	16,533	82,226	51,747	46,241	-
Parks, Rec & Youth Services	301,873	183,657	44,529	45,452	106,709	95,356	-
Solid Waste & Recycling	33,640	2,742	36	7,555	26,738	23,893	-
Infrastructure Development	91,567	29,713	29,640	44,845	75,356	67,339	-
Streetlight	-	-	-	3,152	12,809	11,447	-
Transportation	276,282	347,941	99,580	197,851	236,318	211,176	-
Water	253,107	167,665	50,058	108,598	280,229	250,415	695,020
Stormwater	276,504	128,685	65,233	63,404	179,493	160,396	522,497
Wastewater	246,833	179,433	49,137	117,268	320,970	286,821	1,247,093
Environmental Services	1,177,933	856,179	293,684	542,673	1,131,913	1,011,487	2,464,610
Total Charges	3,165,586	2,717,311	763,792	1,742,850	3,352,578	3,152,707	2,464,610

Facilities & Fleet Management Fund

Information Technology	Citywide Services	General Support	Liability Management	Econ & Dev	Community Livability	Equipment Replacement	Computer Replacement	Total
2,672,314	1,417,465	84,914	1,000,225	-	-	-	207,266	9,629,989
1,358,723	997,364	59,748	636,421	-	-	-	36,804	6,364,568
83,883	46,280	2,772	21,219	-	-	-	3,433	255,208
180,157	38,853	2,328	27,410	-	-	-	8,926	488,810
166,108	143,884	8,620	119,919	-	-	-	5,905	1,222,012
4,461,185	2,643,846	158,382	1,805,194	-	-	-	262,334	17,960,587
280,640	112,968	6,767	53,019	36,968	47,075	-	20,737	942,749
81,026	36,053	2,160	17,778	11,798	15,024	3,900	4,120	266,463
96,910	30,921	1,852	18,590	10,119	12,886	-	5,493	266,349
285,853	101,609	6,087	59,287	33,250	42,342	59,600	28,565	955,053
-	17,272	1,035	34,764	5,652	7,198	-	-	93,329
600,239	318,646	19,089	250,005	-	-	542,600	32,478	3,132,205
13,032	11,001	659	5,054	3,600	4,584	-	687	79,959
362,147	149,258	8,941	95,400	48,843	62,199	24,900	15,896	1,198,595
40,238	46,299	2,774	27,107	15,151	19,294	-	2,060	457,726
481,250	377,855	22,636	279,633	123,649	157,460	270,600	29,572	3,547,747
479,070	242,024	14,499	156,762	79,200	100,856	403,000	26,233	2,897,856
514,378	432,789	25,927	545,611	141,626	180,352	402,800	23,125	4,714,163
7,695,968	4,520,541	270,808	3,348,204	509,856	649,270	1,707,400	451,300	36,512,781

Information Technology	Citywide Services	General Support	Liability Management	Econ & Dev	Community Livability	Equipment Replacement	Computer Replacement	Total
2,672,314	1,417,465	84,914	1,000,225	-	-	-	207,266	9,629,989
1,358,723	997,364	59,748	636,421	-	-	-	36,804	6,364,568
40,238	46,299	2,774	27,107	15,151	19,294	-	2,060	457,726
280,640	112,968	6,767	53,019	36,968	47,075	-	20,737	942,749
13,032	11,001	659	5,054	3,600	4,584	-	687	79,959
293,672	123,969	7,426	58,073	40,568	51,659	-	21,424	1,022,708
83,883	46,280	2,772	21,219	-	-	-	3,433	255,208
362,147	149,258	8,941	95,400	48,843	62,199	24,900	15,896	1,198,595
446,030	195,538	11,713	116,619	48,843	62,199	24,900	19,329	1,453,803
180,157	38,853	2,328	27,410	-	-	-	8,926	488,810
96,910	30,921	1,852	18,590	10,119	12,886	-	5,493	266,349
277,067	69,774	4,180	46,000	10,119	12,886	-	14,419	755,159
166,108	143,884	8,620	119,919	-	-	-	5,905	1,222,012
81,026	36,053	2,160	17,778	11,798	15,024	3,900	4,120	266,463
285,853	101,609	6,087	59,287	33,250	42,342	59,600	28,565	955,053
-	17,272	1,035	34,764	5,652	7,198	-	-	93,329
600,239	318,646	19,089	250,005	-	-	542,600	32,478	3,132,205
481,250	377,855	22,636	279,633	123,649	157,460	270,600	29,572	3,547,747
479,070	242,024	14,499	156,762	79,200	100,856	403,000	26,233	2,897,856
514,378	432,789	25,927	545,611	141,626	180,352	402,800	23,125	4,714,163
2,441,816	1,526,248	91,433	1,343,840	395,175	503,232	1,682,500	144,093	15,606,816
7,695,968	4,520,541	270,808	3,348,204	509,856	649,270	1,707,400	451,300	36,512,781

Facilities & Fleet Management Fund

Service Description

Facilities Management oversees the repair and maintenance of City facilities, keeping them functional and safe while minimizing deterioration. The program area also provides City Hall reception, scheduling of building events, and on-call emergency response support for facilities, janitorial services, grounds maintenance, and building security.

Fleet Management provides for repair and maintenance to the City's fleet, including emergency response vehicles for public safety.

Service Outcomes

- Ensure City facilities are well-maintained to provide the public and City staff a safe, clean, and aesthetically pleasing environment for conducting city business.
- Properly service vehicles for a functional and safe fleet to deliver City services.

Drivers

Internal Service Charges based on:

- Square footage & FTE / LTE – Property Management
- Number, classification, and maintenance costs (three-year average) of vehicles – Vehicle Maintenance
- Fuel usage (three-year average) – Fuel

Fund Summary

Resources	
Intergovernmental	75,000
Miscellaneous Income	84,900
Internal Service Charges	6,646,689
Beginning Balance	1,510,000
Total Resources	<u>8,316,589</u>
Requirements	
Facilities & Fleet Mgmt	6,892,589
Interfund Transfers	979,000
Contingency	445,000
Total Requirements	<u>8,316,589</u>

ISC Collections

Property Management

General Fund		
Police	20.7%	655,845
Fire	20.7%	654,282
Econ & Dev	0.7%	22,806
Community Livability	1.8%	56,465
Parks, Rec & Youth Services	9.5%	301,873
Urban Design & Planning	3.5%	109,969
Solid Waste & Recycling	1.1%	33,640
Rental Inspection	0.9%	28,539
Infrastructure Development	2.9%	91,567
Transportation	8.7%	276,282
CDBG/HOME	0.2%	5,866
Building Fund	4.2%	132,620
Urban Renewal	0.6%	19,388
Water	8.0%	253,107
Stormwater	8.7%	276,504
Wastewater	7.8%	246,833
	<u>100.0%</u>	<u>3,165,586</u>

Facilities & Fleet Management Fund

Vehicle Maintenance

General Fund		
Police	31.1%	844,557
Fire	27.5%	747,788
Community Livability	1.1%	30,736
Parks, Rec & Youth Services	6.8%	183,657
Solid Waste & Recycling	0.1%	2,742
Rental Inspection	0.3%	8,227
Infrastructure Development	1.1%	29,713
Transportation	12.8%	347,941
Building Fund	1.7%	46,167
Water	6.2%	167,665
Stormwater	4.7%	128,685
Wastewater	6.6%	179,433
	<u>100.0%</u>	<u>2,717,311</u>

Vehicle Fuel

General Fund		
Police	35.6%	272,182
Fire	16.0%	122,187
Community Livability	2.0%	15,161
Parks, Rec & Youth Services	5.8%	44,529
Solid Waste & Recycling	0.0%	36
Rental Inspection	0.2%	1,372
Infrastructure Development	3.9%	29,640
Transportation	13.0%	99,580
Building Fund	1.9%	14,677
Water	6.6%	50,058
Stormwater	8.5%	65,233
Wastewater	6.4%	49,137
	<u>100.0%</u>	<u>763,792</u>

Legal Services Fund

Service Description

The City Attorney’s Office identifies, anticipates, and responds to the legal needs of the City by providing high quality, timely, and cost-effective legal services. Services are provided to the City Council, City commissions, committees, and task forces, the City Manager, as well as all departments. Services include legal advice and opinions; creation, review, and approval of all written contracts and legal documents; preparation of ordinances, resolutions, and other documents requiring Council action; defense and representation of City officers and employees; prosecution of legal actions as directed by Council; citywide legal training; and supervision of outside counsel.

Service Outcomes

- Practice preventative law in the opinions offered and the projects undertaken.
- Pursue creative solutions to meet the changing needs of the organization and the diverse requirements of Council, staff, and residents.

Drivers

Internal Service Charges are based on:

- Attorney hours
- Size of operating budget – Utility license fees, CDBG/HOME projects, and Urban Renewal Grant Program appropriations are exempt from this calculation.

Fund Summary	
Resources	
Internal Service Charges	1,742,850
Beginning Balance	252,000
Total Resources	<u>1,994,850</u>
Requirements	
City Attorney's Office	1,734,850
Contingency	260,000
Total Requirements	<u>1,994,850</u>

ISC Collections		
Legal Services		
General Fund		
Police	27.8%	484,587
Fire	20.1%	350,593
Econ & Dev	0.6%	9,821
Community Livability	4.3%	74,210
Parks, Rec & Youth Services	2.6%	45,452
Urban Design & Planning	6.7%	115,958
Solid Waste & Recycling	0.4%	7,555
Rental Inspection	0.5%	8,016
Infrastructure Development	2.6%	44,845
Streetlight	0.2%	3,152
Transportation	11.4%	197,851
CDBG/HOME	1.1%	20,026
Building Fund	1.6%	27,936
Urban Renewal	3.6%	63,578
Water	6.2%	108,598
Stormwater	3.6%	63,404
Wastewater	6.7%	117,268
	100.0%	<u>1,742,850</u>

Administrative Services Fund

Service Description

Administrative Service functions provide centralized management, technology-based infrastructure, administrative and financial services to all City departments. The staff of Administrative Services guide governance and policy development, ensure internal compliance, provide technology services, and perform public communication services. These services are provided by:

- City Administration – Consists of governance and policy development, including City Council support and City Management functions
- Citywide Services – Includes Human Resources, Communications and Community Engagement
- Financial Services – Provides accounting, payroll, purchasing, accounts payable, accounts receivable, budget, and financial planning services for all City functions as well as utility billing for water, stormwater, and wastewater
- General Support Services – Includes unemployment insurance and general postage
- Information Technology – Provides user support, network services, core business systems, computing security, telecommunications, website development, and applications support, and Geographic Information Systems

Service Outcomes

- Manage public resources responsibly to earn and maintain the public trust and build better communities for the residents and visitors of the City.
- Administer public policy to promote Council and community goals, fiscal sustainability, and a safe environment.
- Recruit, develop, and retain a diverse and well-trained workforce that is responsive to community needs.
- Provide and maintain reliable technology-based infrastructure and projects essential for the daily operations of the City.

Drivers

Internal Service Charges generally based on:

- Size of operating budget – Utility license fees, CDBG/HOME projects, and Urban Renewal Grant Program appropriations are exempt from this calculation.

Internal Service Charges for Information Technology Services based on:

- Number of computers
- FTE / LTE
- Number of mobile devices

Internal Service Charges for Utility Billing based on agreement with the Department of Environmental Services.

Administrative Services Fund

Fund Summary

Resources	
Charges for Service	65,000
Miscellaneous Income	125,000
Internal Payments	1,700,000
Interfund Transfers	1,129,500
Internal Service Charges	21,457,212
Beginning Balance	2,692,000
Total Resources	<u>27,168,712</u>
Requirements	
Office of Governance & Mgmt	3,450,051
Budget & Finance	8,351,023
Information Technology	8,588,371
Citywide Services	5,162,767
Interfund Transfers	326,500
Contingency	790,000
Unappropriated	500,000
Total Requirements	<u>27,168,712</u>

ISC Collections

City Administration

General Fund		
Police	31.4%	1,051,238
Fire	22.1%	739,677
Econ & Dev	1.0%	34,323
Community Livability	0.9%	28,815
Parks, Rec & Youth Services	3.2%	106,709
Urban Design & Planning	2.5%	83,781
Solid Waste & Recycling	0.8%	26,738
Rental Inspection	0.7%	22,932
Infrastructure Development	2.2%	75,356
Streetlight	0.4%	12,809
Transportation	7.0%	236,318
CDBG/HOME	0.2%	8,159
Building Fund		
Urban Renewal	1.0%	34,337
Water	8.4%	280,229
Stormwater	5.4%	179,493
Wastewater	9.6%	320,970
	100.0%	<u>3,352,578</u>

Financial Services

General Fund		
Police	29.8%	939,396
Fire	21.0%	660,981
Econ & Dev	1.0%	30,671
Community Livability	0.8%	25,749
Parks, Rec & Youth Services	3.0%	95,356
Urban Design & Planning	2.4%	74,867
Solid Waste & Recycling	0.8%	23,893
Rental Inspection	0.6%	20,492
Infrastructure Development	2.1%	67,339
Streetlight	0.4%	11,447
Transportation	6.7%	211,176
CDBG/HOME	0.2%	7,291
Building Fund	3.1%	98,917
Urban Renewal	5.9%	187,500
Water	7.9%	250,415
Stormwater	5.1%	160,396
Wastewater	9.1%	286,821
	100.0%	<u>3,152,707</u>

Utility Billing

Water	28.2%	695,020
Stormwater	21.2%	522,497
Wastewater	50.6%	1,247,093
	100.0%	<u>2,464,610</u>

Administrative Services Fund

Information Technology

General Fund		
Police	34.7%	2,672,314
Fire	17.7%	1,358,723
Econ & Dev	1.1%	83,883
Community Livability	2.3%	180,157
Parks, Rec & Youth Services	2.2%	166,108
Urban Design & Planning	3.6%	280,640
Solid Waste & Recycling	1.1%	81,026
Rental Inspection	1.3%	96,910
Infrastructure Development	3.7%	285,853
Transportation	7.8%	600,239
CDBG/HOME	0.2%	13,032
Building Fund	4.7%	362,147
Urban Renewal	0.5%	40,238
Water	6.3%	481,250
Stormwater	6.2%	479,070
Wastewater	6.7%	514,378
	<u>100.0%</u>	<u>7,695,968</u>

General Support

General Fund		
Police	31.4%	84,914
Fire	22.1%	59,748
Econ & Dev	1.0%	2,772
Community Livability	0.9%	2,328
Parks, Rec & Youth Services	3.2%	8,620
Urban Design & Planning	2.5%	6,767
Solid Waste & Recycling	0.8%	2,160
Rental Inspection	0.7%	1,852
Infrastructure Development	2.2%	6,087
Streetlight	0.4%	1,035
Transportation	7.0%	19,089
CDBG/HOME	0.2%	659
Building Fund	3.3%	8,941
Urban Renewal	1.0%	2,774
Water	8.4%	22,636
Stormwater	5.4%	14,499
Wastewater	9.6%	25,927
	<u>100.0%</u>	<u>270,808</u>

Citywide Services

General Fund		
Police	31.4%	1,417,465
Fire	22.1%	997,364
Econ & Dev	1.0%	46,280
Community Livability	0.9%	38,853
Parks, Rec & Youth Services	3.2%	143,884
Urban Design & Planning	2.5%	112,968
Solid Waste & Recycling	0.8%	36,053
Rental Inspection	0.7%	30,921
Infrastructure Development	2.2%	101,609
Streetlight	0.4%	17,272
Transportation	7.0%	318,646
CDBG/HOME	0.2%	11,001
Building Fund	3.3%	149,258
Urban Renewal	1.0%	46,299
Water	8.4%	377,855
Stormwater	5.4%	242,024
Wastewater	9.6%	432,789
	<u>100.0%</u>	<u>4,520,541</u>

Liability Management Subfund

Service Description

The Liability Management Subfund (part of the Workers’ Compensation and Liability Management Fund) is responsible for managing liability claims and costs, loss control, safety issues, and supervising outside insurance counsel. The City is insured for most property, casualty, and liability losses, therefore the primary costs associated with the fund relate to insurance premiums. Requirements include staffing to administer the program. Unanticipated, underinsured, and unfunded liabilities are funded as liability reserves.

Service Outcomes

- Purchase insurance coverage to meet property, casualty, and liability losses consistent with industry standards and the parameters approved by the City Council.
- Manage liability claims and costs.
- Provide high quality and cost-effective risk management services to the City, Council, and staff.

Drivers

Internal Service Charges are based on three drivers:

- Size of operating budget – Utility license fees, CDBG/HOME projects, and Urban Renewal Grant Program appropriations are exempt from this calculation.
- Rolling three-year average of vehicle insurance costs
- Property values

Program Summary

Resources	
Miscellaneous Income	29,000
Internal Service Charges	3,348,204
Beginning Balance	1,448,400
Total Resources	<u>4,825,604</u>
Requirements	
City Attorney's Office	4,129,504
Contingency	619,400
Unappropriated	76,700
Total Requirements	<u>4,825,604</u>

ISC Collections

Liability Management

General Fund	
Police	29.9% 1,000,225
Fire	19.0% 636,421
Econ & Dev	0.6% 21,219
Community Livability	0.8% 27,410
Parks, Rec & Youth Services	3.6% 119,919
Urban Design & Planning	1.6% 53,019
Solid Waste & Recycling	0.5% 17,778
Rental Inspection	0.6% 18,590
Infrastructure Development	1.8% 59,287
Streetlight	1.0% 34,764
Transportation	7.5% 250,005
CDBG/HOME	0.2% 5,054
Building Fund	2.8% 95,400
Urban Renewal	0.8% 27,107
Water	8.4% 279,633
Stormwater	4.7% 156,762
Wastewater	16.3% 545,611
	<u>100.0% 3,348,204</u>

Note: This table reflects the Liability Management subfund, not the entire Workers’ Compensation & Liability Management Fund.

Economic & Development Services

Service Description

Economic & Development Services provide a coordinated effort for Gresham that will generate community wealth, foster regional links, support quality educational opportunities, and create a balanced and diverse traded sector industry base that provides living wage jobs and a full range of community services. Services include business retention and expansion, business recruitment, business assistance and customer service, development assistance, and grant/incentive management. Economic & Development Services provides direction to manufacturers regarding industry growth and vitality by connecting them with business assistance resources available within the community. This division also arranges meetings for business clients, matching them with key staff to address regulatory issues before construction begins, and finding solutions to help them complete their projects on time and cost-effectively.

Economic & Development Services also encompasses Commercial Business and Development and the Small Business Center. This division helps attract and support new commercial ventures, including small businesses and larger development projects. Providing outreach and assistance to the business community allows more Gresham storefronts to be filled with thriving enterprises.

Service Outcomes

- Grow the economic base by responding to leads from businesses interested in placing roots in Gresham.
- Enhance collaboration with and support of Gresham businesses and attract commercial development.

Community Livability

Service Description

This division provides Code Compliance Services and Homeless Services program administration. The Code Compliance team investigates complaints involving severe and complex violations of the City's Revised Code and Community Development Code. This division maintains enforcement fairness via field investigations, documentation, enforcement process, and final closure with complainants and violators.

Service Outcomes

- Ensure a safe environment in the City of Gresham.

General Fund

Drivers

Internal Service Charges based on:

- Size of operating budget – Utility license fees, CDBG/HOME projects, and Urban Renewal Grant Program appropriations are exempt for this calculation.

General Fund

Program Summary

Resources	
General Fund Support	1,966,917
Internal Service Charges	1,159,126
Total Resources	<u>3,126,043</u>

Requirements	
Econ & Dev	1,375,030
Community Livability	1,751,013
Total Requirements	<u>3,126,043</u>

ISC Collections

Economic & Development Services

Urban Design & Planning	7.3%	36,968
Solid Waste & Recycling	2.3%	11,798
Rental Inspection	2.0%	10,119
Infrastructure Development	6.5%	33,250
Streetlight	1.1%	5,652
CDBG/HOME	0.7%	3,600
Building Fund	9.6%	48,843
Urban Renewal	3.0%	15,151
Water	24.3%	123,649
Stormwater	15.5%	79,200
Wastewater	27.8%	141,626
	<u>100.0%</u>	<u>509,856</u>

Community Services

Urban Design & Planning	7.3%	47,075
Solid Waste & Recycling	2.3%	15,024
Rental Inspection	2.0%	12,886
Infrastructure Development	6.5%	42,342
Streetlight	1.1%	7,198
CDBG/HOME	0.7%	4,584
Building Fund	9.6%	62,199
Urban Renewal	3.0%	19,294
Water	24.3%	157,460
Stormwater	15.5%	100,856
Wastewater	27.8%	180,352
	<u>100.0%</u>	<u>649,270</u>

Equipment Replacement Fund

Service Description

The Equipment Replacement Fund contains funds collected for future replacement of city-owned vehicles and equipment. Purchases that add new equipment to the City’s assets are authorized and funded through the annual budget process. After new purchases are acquired, the vehicles and equipment are added to the replacement schedule. Replacement costs are determined and collected over the life of the asset.

Service Outcomes

- Manage public resources responsibly by replacing vehicles and equipment when required to ensure city services are provided safely and effectively.

Drivers

Internal Service Charges based on:

- Equipment Replacement Schedule – Vehicles and equipment
- Computer Replacement Schedule – Computers and servers

Equipment Replacement

Fund Summary

Resources	
Miscellaneous Income	9,463,500
Interfund Transfers	137,300
Internal Service Charges	2,158,700
Beginning Balance	<u>22,413,900</u>
Total Resources	<u>34,173,400</u>
Requirements	
Citywide Services	10,610,900
Other Requirements	9,127,200
Unappropriated	<u>14,435,300</u>
Total Requirements	<u>34,173,400</u>

ISC Collections

Vehicle & Equipment Replacement

General Fund	
Police *	-
Fire *	-
Community Livability *	-
Parks, Rec & Youth Services *	-
Solid Waste & Recycling	3,900
Rental Inspection	-
Infrastructure Development	59,600
Transportation	542,600
Building Fund	24,900
Water	270,600
Stormwater	403,000
Wastewater	<u>402,800</u>
	<u>1,707,400</u>

* For fiscal year 2024/25, contributions from the General Fund are being deferred and are expected to be made at year-end assuming General Fund turnback allows.

Equipment Replacement Fund

Computer Replacement

General Fund	
Police	207,266
Fire	36,804
Econ & Dev	3,433
Community Livability	8,926
Parks, Rec & Youth Services	5,905
Urban Design & Planning	20,737
Solid Waste & Recycling	4,120
Rental Inspection	5,493
Infrastructure Development	28,565
Transportation	32,478
CDBG/HOME	687
Building Fund	15,896
Urban Renewal	2,060
Water	29,572
Stormwater	26,233
Wastewater	23,125
	<hr/>
	451,300
	<hr/>