

**1. Resolution No. 3657: Declaring the City's Anticipated Full-time Equivalent (FTE) Ratio for Fiscal Year 2025/26**

Move to approve Resolution No. 3657 declaring the City's anticipated full-time equivalent (FTE) ratio for fiscal year 2025/26.  
minutes

**RESOLUTION NO. 3657**

**A RESOLUTION DECLARING THE CITY’S ANTICIPATED FULL-TIME EQUIVALENT (FTE) RATIO FOR FISCAL YEAR 2025/26**

**The City of Gresham Finds:**

A. On November 8, 1994, voters amended Section 10 of the City Charter to add the following provision, effective July 1, 1995:

“The total number of city employee positions measured as full-time equivalents shall not exceed the ratio of 6.5 employees for each 1,000 of the city population.”

B. The State and other governmental agencies use Portland State University (PSU) Center for Population and Census population estimates for comparative purposes. The City’s population as of July 1, 2025, was calculated by adjusting PSU’s July 1, 2024, estimate by 0.35%, the City’s average growth rate for the last three years, as follows:

Population (A)	Projected Growth (A*0.35%=B)	Adjusted Population (A+B)	Per Thousand Population (A+B/1000=C)	Employee Cap (6.5 per thousand) (C * 6.5)
115,233	403	115,636	115.64	751.66

C. The City’s 2025/26 budget includes 691.75 full-time equivalent city employees (FTE). However, 25.00 FTE positions are not funded directly by Gresham and have been subtracted from the total. As of July 1, 2025, the number of FTEs funded directly by Gresham is calculated to be 666.75.

**THE CITY OF GRESHAM RESOLVES:**

1. The total number of full-time equivalent City employees funded directly by Gresham for fiscal year 2025/26 is 666.75.
2. As of July 1, 2025, the City’s population is estimated as 115,636.
3. The ratio of total number of City employee positions measured as full-time equivalents for each 1,000 of the City population as of July 1, 2025, is 5.77 FTE and complies with Section 10 of the City Charter.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Passed by the Gresham City Council and effective on \_\_\_\_\_.

\_\_\_\_\_  
Eric Schmidt  
City Manager

\_\_\_\_\_  
Travis Stovall  
Mayor

Approved as to Form:

\_\_\_\_\_  
Ellen Van Riper  
City Attorney

## Calculations for Fiscal Year 2025/26 Anticipated Full-Time Equivalent Ratio

### Background

In November 1994, voters passed an initiative to correlate the number of staff employed by the City to Gresham's population and growth. As a result, the Charter contains language which allows the City to employ up to 6.5 Full-Time Equivalent (FTE) persons per 1,000 population.

During the budget process for fiscal year 1995/96, the City Council adopted the following methodology to calculate the employee cap and the anticipated ratio:

1. Start with data regarding the population of the City of Gresham as reported by Portland State University (PSU) Center for Population and Census. Because estimates for any given year are not issued until approximately halfway through the subsequent fiscal year, an adjustment is needed to calculate the FTE cap for an upcoming fiscal year.

The adjustment to the current year's population figure will be a percentage determined by averaging the growth rate of the prior three years. This method allows for growth trends, yet balances the effect of any single year against a more historical perspective.

2. The City's FTE cap is calculated by dividing the projected population by 1,000 to determine the "per thousand" population. This number is then multiplied by 6.5 to arrive at the employee cap.
3. The City's Anticipated FTE ratio is calculated by adjusting the total budgeted FTE count downward in order to account for City employees who either provide services primarily outside of Gresham's boundaries or are funded primarily through other revenue sources. The adjustment accounts for employees such as Fire & Emergency Services staff working on contract for Fire District 10 or for the Cities of Troutdale, Fairview and Wood Village to provide suppression and emergency services outside the City's boundaries. The adjustment also reflects employees funded through external grants.

The anticipated FTE ratio is then calculated by dividing the adjusted number of FTEs by the per thousand population.

### Projected Population

A. 2024 Population (PSU/Census)	115,233
B. Projected Growth (0.35% times A)	403
C. Projected July 1, 2025 Population (A plus B)	115,636

### Employee Cap

D. Per Thousand Population (C divided by 1,000)	115.64
E. Employee Cap (D times 6.5)	751.66

### Anticipated FTE Ratio

F. Total Budgeted FTE	691.75
G. Outside Funded FTEs (see Attachment C)	25.00
H. Adjusted 2025/26 FTE Count (F minus G)	666.75
I. FTE below Cap (E minus H)	84.91
J. Anticipated FTE Ratio (H divided by D)	5.77

**ATTACHMENT C**

**FY 2025/26**

**POSITIONS FUNDED THROUGH OUTSIDE SOURCES**

<b>FTEs</b>	<b>Position</b>	<b>Department</b>	<b>Funding Source</b>
0.50	0.50 Sr. Police Technician	Police	Multnomah County Sheriff's Office
1.00	1.00 Program Technician	UDP	Community Development Block Grant (CDBG)
3.00	0.50 Urban Renewal Director	UR	Urban Renewal District
	1.00 Program Technician	UR	
	0.50 Economic Specialist	UR	
	1.00 Program Coordinator	UR	
1.00	1.00 Building Inspections	EDS	Tri-cities IGA
18.50	1.00 Fire Captain	FES	Cities of Troutdale, Wood Village and Fairview
	2.00 Lieutenants	FES	
	6.00 Firefighters	FES	
	0.50 Deputy Fire Marshal	FES	Fire District 10 Contract
	1.00 Fire Captain	FES	
	2.00 Lieutenants	FES	
	6.00 Firefighters	FES	
1.00	1.00 Program Technician	DES	Metro
<u>25.00</u>			