

Meeting Agenda | Finance Committee

Wednesday, May 20, 2020
7:00 p.m.
Zoom Meeting
[Access Information](#)

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| 1. Convene meeting and roll call of participants | 5 min |
| 2. Review of Public comment | 5 min |
| 3. Minutes of January 15 and February 19, 2020 | 5 min |
| 4. Investment performance report | 40 min |
| 5. Modification of line of credit | 40 min |
| 6. Council work plan updates | 15 min |
| 7. Committee business | 5 min |
| 8. Good of the order | 1 min |

How to participate

In conformance with the governor’s limitations on public gatherings, the meeting will be conducted electronically using Zoom, an online meeting platform. The meeting structure is consistent with the governor’s Executive Order No. 20-16.

Please note: Citizens wishing to testify during this Finance Committee meeting are asked to provide testimony in writing ONLY and send your written testimony to Budget and Finance Director, Sharron Monohon at Sharron.Monohon@GreshamOregon.gov no later than 24 hours before the meeting to allow the testimony to be forwarded to the Finance Committee.

Persons who desire to provide testimony and are unable to provide written comments in advance or are otherwise unable to access the meeting via Zoom are encouraged to notify the City by calling 503-618-2890, 24 hours in advance of the meeting so that the City can provide alternate arrangements.

Meeting log-in or call-in information to access the meeting:

- Click the link to join: <https://greshamoregon.zoom.us/j/95398058769>
- Or dial in options:
 - iPhone one-tap:
 - US: +16699006833,,95398058769# or
 - +12532158782,,95398058769#
 - Telephone:
 - Dial (for higher quality, dial a number based on your current location):
 - US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923
- Webinar ID: 953 9805 8769

City of Gresham
Finance Committee
Wednesday, May 20, 2020
Executive Summary

3. Investment Performance Report

Presented by Mary Donovan, Insight Investment

Investment Policy guidelines require staff to submit a portfolio report to the Finance Committee and the City Council no less than twice a year. Mary Donovan from Insight Investment, the City's investment advisor firm, will give the presentation.

Requested Action: Information only

4. Line of Credit Modifications

Presented by Susan Brown, Finance & Accounting Services Manager and Tanner Warner, Treasury Analyst

The City is pursuing an expansion of the existing line of credit consistent with planned capital improvement project expenditures. Staff will present information regarding the current line as well as the discussions that have occurred with Washington Federal Bank. The Committee's recommendation to Council is requested prior to consideration by Council, which is anticipated in June 2020.

Requested Action: Committee Recommendation to Council

5. Council Workplan Project Updates

Presented by Sharron Monohon, Budget & Finance Director

Ms. Monohon will provide information on the status of Council Workplan projects and other key initiatives that are underway currently.

Requested Action: Information Only

**City of Gresham Finance Committee
Wednesday, January 15, 2020 7:00 p.m.
Conference Room 1A
Minutes**

Finance Committee Members Present:

Rusty Allen
Jan Baker
Mike Ash
Jared Koga, Chair
Sue O'Halloran
Theresa Tschirky

Kris Leibrand (Recording Secretary)

Finance Committee Members Absent:

David Dyk, Vice-Chair

Council Liaisons in Attendance:

None.

Staff Members in Attendance:

Sharron Monohon, Budget & Financial Planning Director
Bernard Seeger, Finance & Management Services Director

1. Convene Meeting

Chair Koga convened the meeting of the Gresham Finance Committee at 7:01 p.m.

2. Public Comment

None.

3. Minutes of December 18, 2019

A motion was made by Ms. Tschirky and seconded by Mr. Ash to:

“Approve the minutes for the December 18, 2019 Finance Committee meeting.”

MOTION CARRIED UNANIMOUSLY

4. Council Compensation – FY 2020/21

Ms. Monohon reviewed the information on the handouts included in the packet and summarized the details. The handouts were:

- Mayor and Council Compensation Background
- Council Compensation Schedule
- Summary Salary and Compensation Information Multnomah County and City of Gresham Mayor
- Summary Salary and Compensation Information Metro Councilor and City of Gresham Councilor.

Ms. Tschirky said that she had done some research on similar sized cities to see what they pay their elected officials. She provided a handout of her findings and reviewed the information on the handout with the Committee. A copy of this handout is attached to these minutes as Attachment A.

Ms. O'Halloran reminded everyone that this Committee spent a fair amount of time discussing the compensation last year, particularly around the health benefits and did a good job of analyzing the compensation. She said her inclination this year is not to make any changes. Chair Koga, Ms. Baker, and Ms. Tschirky agreed.

A motion was made by Ms. O'Halloran and seconded by Ms. Baker to:

“Recognizing budget constraints and prior year actions, keep the mayor and council compensation at the same amounts as the prior year.”

Motion passed unanimously.

Mr. Allen asked if we would change the benefit amounts as well.

Ms. Monohon said there would be a minor dollar change based on the rates as they are set for next year, but it would still be 50% of the total that the City pays for the plan.

Mr. Ash said he isn't sure where we go next year. He said he's in agreement with the motion for this year and suggested we initiate some research to get some comparisons.

The Committee discussed the desire to have information on comparable salaries for elected officials and agreed that they would like to spend time this year looking into the topic.

5. Preliminary 2020 Finance Committee Calendar

Ms. Monohon provided the Committee members with a handout outlining the Finance Committee meeting dates and the preliminary agenda for topics for 2020. A copy of this handout is attached to these minutes as Attachment B.

Ms. Monohon reviewed the calendar with the Committee.

Ms. Baker asked that an item to review the portion of the budget that isn't sustainable for next year is added to the agenda.

Ms. O'Halloran agreed and suggested it would be helpful to know what the critical pieces for the City are in Public Safety. Ms. Monohon said she would work with the City Manager to provide information.

6. Council Workplan Project Updates

Mr. Seeger provided an update on the following:

- ERP implementation continues to be a main focus of FMS. Next phase to go live is Human Capital Management. The first payroll to be paid out of the new system is scheduled for April 15, 2020. We are doing 5 parallel test processes prior to going live.
- The concurrent implementation is EnerGov. They are still configuring, with the go-live planned for October. There will be data crosswalk challenges as some planning and development projects will have started in the old system and then be transitioned over to the new EnerGov.
- The CAFR has been delayed due to unforeseen circumstances so we requested, and have received, an extension from the State. We are close and will have the CAFR completed by January 31.
- Parks is doing a listening session on January 28 at 6:30 p.m. at Mt. Hood Community College. We anticipate there will be a good conversation about funding and planning and some direction on how to move forward.

Ms. Monohon provided an update on the following:

- The group is in the midst of current year budget monitoring and implementation as well as next year's budget development process. She said they are working half in and half out of the new ERP system, which is providing challenges. Work is underway to reconfigure reports for the budget document.
- Budget analysts are working closely with all departments, focusing on continuing current service delivery while seeking significant cost savings.
 - The Budget Leadership Team is reviewing hiring requests from all departments to determine opportunities to realize savings by holding some positions open or reassigning duties.

- The group is also working closely with Police and Fire to look at proposed service delivery currently and in the next fiscal year.
- The new Council Workplan has a project to focus on drinking water supply. The contract with the City of Portland is up for renewal in 2026 and we have an obligation to let them know by 2021 if we are planning to renew. A future debt issuance will be needed if the direction is to develop a new ground water supply.

7. Committee Business

Ms. Monohon mentioned that a significant number of the Finance Committee terms are expiring in June 2020. The City Council has recently implemented some new rules for advisory committees, including:

- Chair and vice chair – no member may serve more than 2 successive terms in one office.
- Membership – if a member is seeking to continue with a committee beyond their second term they are required to go through recruitment process just like any other candidate.

Ms. Monohon noted that Chair Koga's term expires in 2021 and Ms. O'Halloran's term expires in 2022. All of the other members terms expire June 2020.

Ms. Tschirky suggested we investigate an administrative action that would reset the membership term to better alternate expiration dates. Ms. Monohon agreed that would be a good idea.

Ms. Tschirky and Ms. Baker said they would be willing to be flexible with future terms if desired.

8. Public Comment

Because a member of the public arrived at the Finance Committee after the meeting started and the Public Comment item was already passed on the agenda, Chair Koga asked Carol Rulla if she had anything to share with the Committee.

Ms. Rulla suggested that since there was a little time left in the meeting, the Committee might want to have a conversation about what kinds of research might be needed for next year's council compensation decision.

Chair Koga asked if the Committee would like to have more conversation about compensation. Committee members agreed.

The committee members identified issues related to finding and evaluating comparison data, as well as the challenges associated with determining what is or is not a good comparable.

Additional discussion related to determining the expectations associated with positions and understanding the intent of various compensation options. Committee members agreed that

compensation was important. The committee also discussed options for gathering data either individually or through various consulting, education or volunteer avenues.

The committee agreed that their goal was to provide a structure so that their decisions could be more easily explained and so future committees would have better information available.

Ms. Monohon said she will check with the City Attorney's Office to get clarification regarding public meeting laws and the best practices to gather data and brainstorm between committee members. She noted that this is a very sensitive subject and the process needs to be as public and transparent as possible.

Ms. Rulla mentioned that the Charter Review Committee will have its kick-off meeting on January 27, 2020 and it is a good place to raise the issue that it is difficult to set the salary without better defined expectations of the positions.

9. Good of the Order

None.

10. Meeting Adjournment

Chair Koga adjourned the meeting at 8:22 p.m.

The next regular Finance Committee meeting will be February 15, 2020 at 7:00 p.m. in Conference Room 1A.

Jared Koga, Chair

Kris Leibrand, Administrative Assistant

**City of Gresham Finance Committee
Wednesday, February 11, 2020 7:00 p.m.
Conference Room 1A
Minutes**

Finance Committee Members Present:

Jan Baker
Mike Ash
David Dyk, Vice-Chair
Jared Koga, Chair
Theresa Tschirky

Kris Leibrand (Recording Secretary)

Finance Committee Members Absent:

Rusty Allen
Sue O'Halloran

Council Liaisons in Attendance:

Janine Gladfelter, Council President

Staff Members in Attendance:

Bernard Seeger, Finance & Management Services Director
Susan Brown, Finance & Accounting Services Manager

1. Convene Meeting

Chair Koga convened the meeting of the Gresham Finance Committee at 7:00 p.m. Ms. Brown announced a change to the agenda since Ms. Monohon is out ill tonight. The budget update item will be addressed at the next meeting.

2. Public Comment

None.

3. FY 2018/19 Annual Financial Audit Report

Ms. Brown introduced Paul Nielson, managing partner of Isler CPA, the City's outside auditor. Mr. Nielson provided a presentation about the audit of the fiscal year ended June 30, 2019 and reviewed it with the Committee. A copy of this presentation is included with the minutes as Attachment A.

4. Comprehensive Annual Financial Report Review

Ms. Brown gave a presentation about the Comprehensive Annual Financial Report (CAFR), including an explanation of what the CAFR is, why the City produces one, the information contained within and other details. A copy of this presentation is included with these minutes as Attachment B.

5. Budget Update

This topic will come before the Committee at next month's meeting.

6. Council Workplan Project Updates

Mr. Seeger provided an update on the following:

- Very involved in the park assets Work Plan item. For this year, the focus will be on the phase II improvements at Gradin. Mayor Becker Park, a neighborhood park, will open in spring 2020.
- Participating in updating the climate action policy for the City.
- Phase 2 of the ERP implementation is moving along. Human capital management is scheduled to go live on April 15th. The Energov module is scheduled to go live in October.
- Participating the Bureau of Emergency Communications (BEOC) finance committee. One of the topics the committee is looking at reforming the cost distribution for 911 services.

7. Committee Business

Ms. Baker mentioned a thread that is on NextDoor regarding the Police Fire and Parks fee. Mr. Seeger provided some clarity to the Committee about the fee and how it works. Committee members had a conversation about the posts and inaccurate information.

Ms. Tschirky said she drafted a proposed statement of work for a review of the council compensation. Mr. Koga said it is something we need to follow up on and we need to set some time on an agenda for further discussion. He noted that it won't be feasible to have it be on the next couple of agendas.

Mr. Ash said he is interested in seeing the minutes from the January meeting that summarizes the discussion on the mayor and council compensation.

8. Good of the Order

None.

9. Meeting Adjournment

Chair Koga adjourned the meeting at 8:43 p.m.

The next regular Finance Committee meeting will be March 17, 2020 at 7:00 p.m. in Conference Room 1A.

Jared Koga, Chair

Kris Leibrand, Administrative Assistant