

Meeting Agenda | Budget Committee

Tuesday, April 28, 2020
6:00 p.m.
Zoom Webinar

- | | |
|---------------------------------------------------------------|--------|
| 1. Convene meeting | 1 min |
| 2. Agenda Review, Ground Rules and Meeting Protocol | 5 min |
| 3. Election of Budget Committee Officers | 5 min |
| 4. Approval of FY 2019/20 Budget Committee Meeting Minutes | 5 min |
| 5. Budget Message and Overview of FY 2020/21 Proposed Budget | 40 min |
| 6. State Shared Revenue Hearing | 5 min |
| 7. Review of Citizen Comment | 10 min |
| 8. Committee Discussion | 60 min |
| 9. Approval of Fiscal Year 2020/21 Budget and Adjourn Meeting | 10 min |

OR

Recess Until Next Meeting (only if needed – date to be determined)

To view the Proposed Budget online, visit our website at GreshamOregon.gov/Budget

For additional information about this agenda, please contact Sharron Monohon, Budget and Financial Planning Director at Sharron.Monohon@GreshamOregon.gov 503-618-2890.

All meeting locations are ADA accessible. To request special accommodations such as large print documents, sign language and/or oral interpreter, please call at least two working days in advance of the meeting.

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Financial Planning Director
Meeting Date: April 28, 2020
Subject: Agenda Review and Ground Rules

Budget Committee Agenda Topics

Budget Committee Meeting – Tuesday, April 28, 2020

- Review of Agenda, Ground Rules and Meeting Protocol
- Election of Officers
- Presentation of Budget Message
- State Shared Revenue Hearing
- Review of Citizen Comment
- Committee Discussion
- Budget Approval (if concluded)

Budget Committee Ground Rules

Unless changes are made by the Budget Committee, the following ground rules remain in place:

1. End no later than 9 p.m. unless extension is approved by committee.
2. The Proposed Budget will be approved as a whole.
3. If additional meetings are needed, the hearing will be recessed at the end of each meeting.

Budget Committee Meeting Protocols

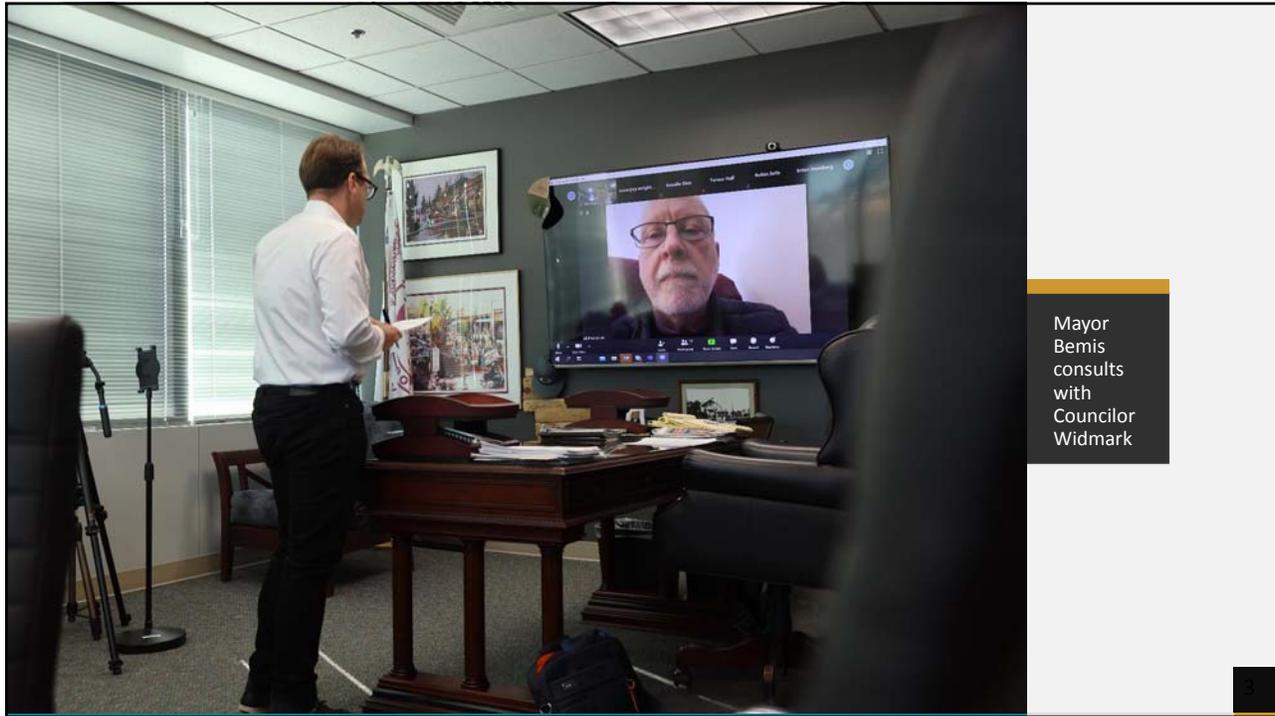
1. Please mute your microphone whenever possible
2. Raise your hand when asking to speak
3. Voting will be done by showing a raised hand
4. Roll call voting will be used if needed
5. Results will be recapped by the Chair or staff since some attendees may not have video options



1



2



Mayor Bemis consults with Councilor Widmark

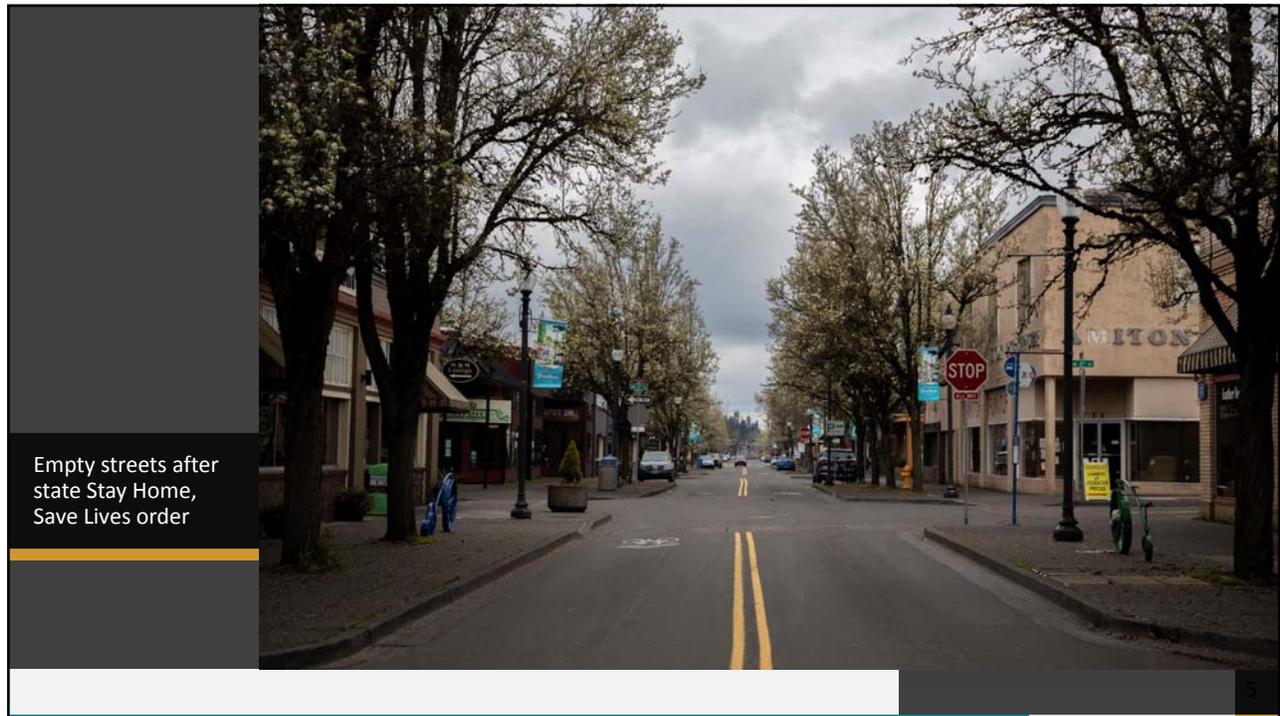
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Small business support

- 270+ businesses awarded grants
- 7 City departments collaborated to launch program
- All eligible applicants received funding



4



5



Operation Gresham Connected

- 3,000+ calls
- 40 City staff

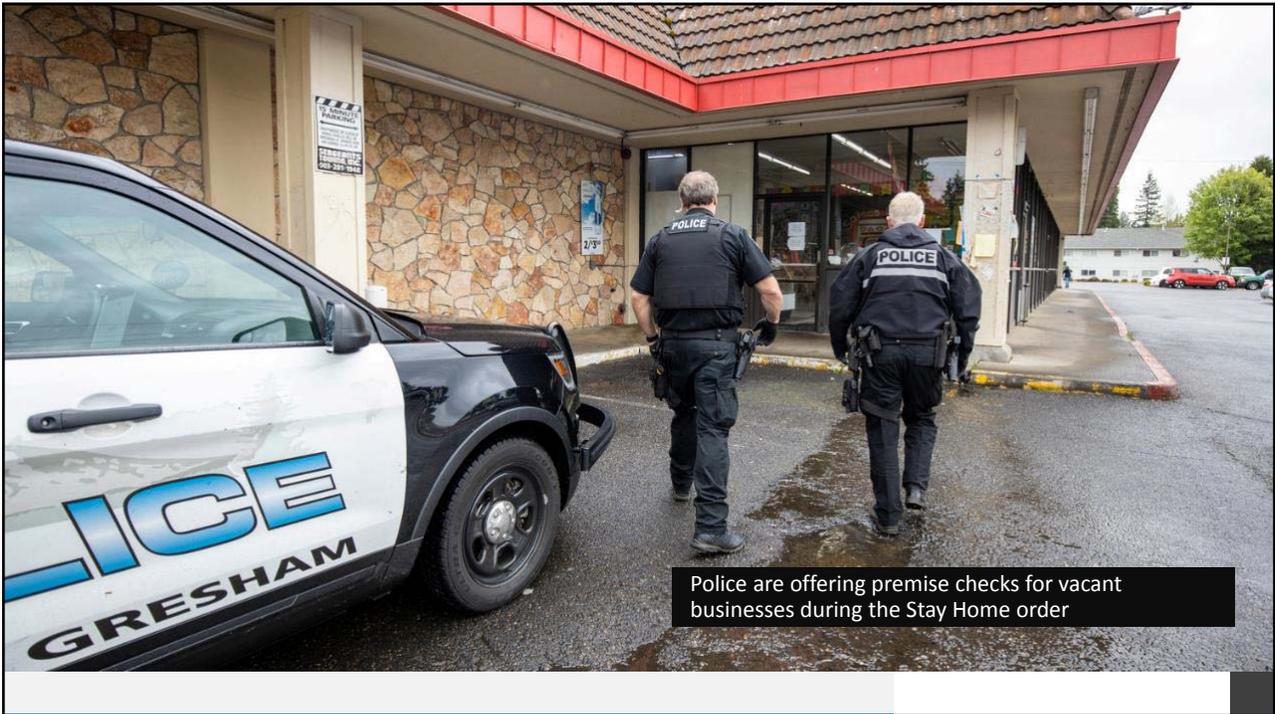
"In this unprecedented time, it's nice to know the City cares."
—Gresham resident

6



City Hall closed to the public since March 17

7



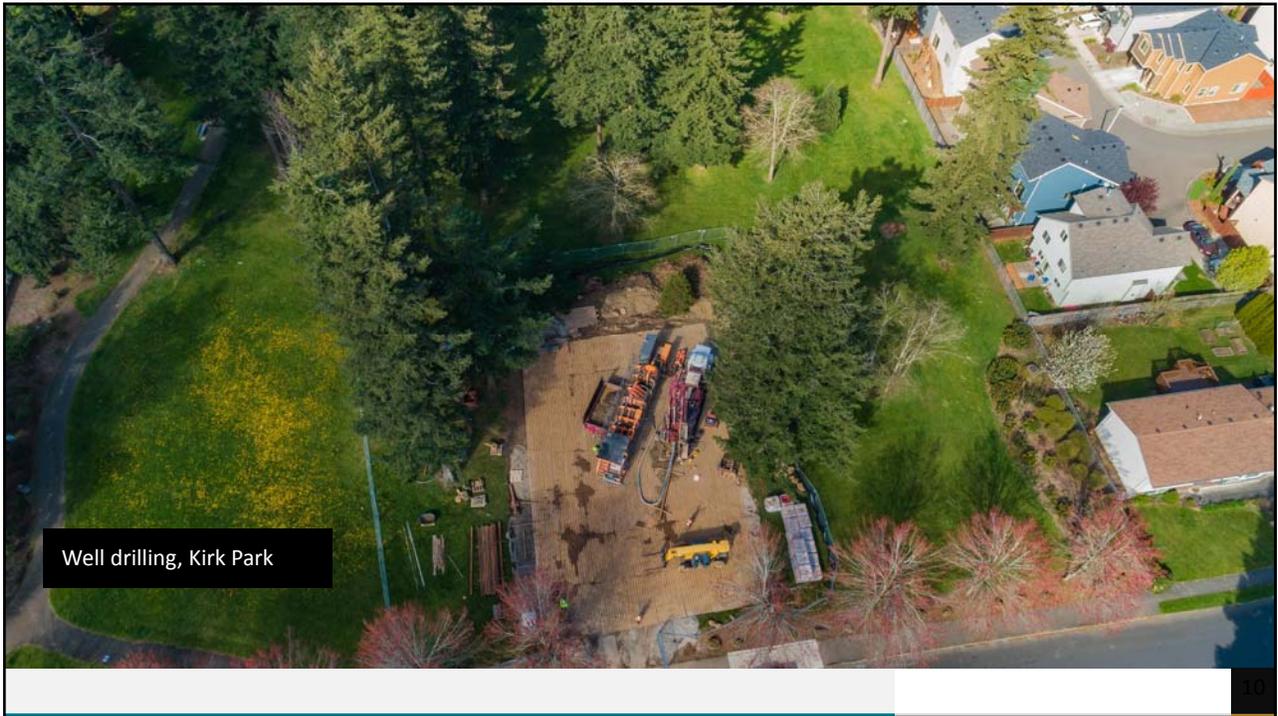
Police are offering premise checks for vacant businesses during the Stay Home order

8



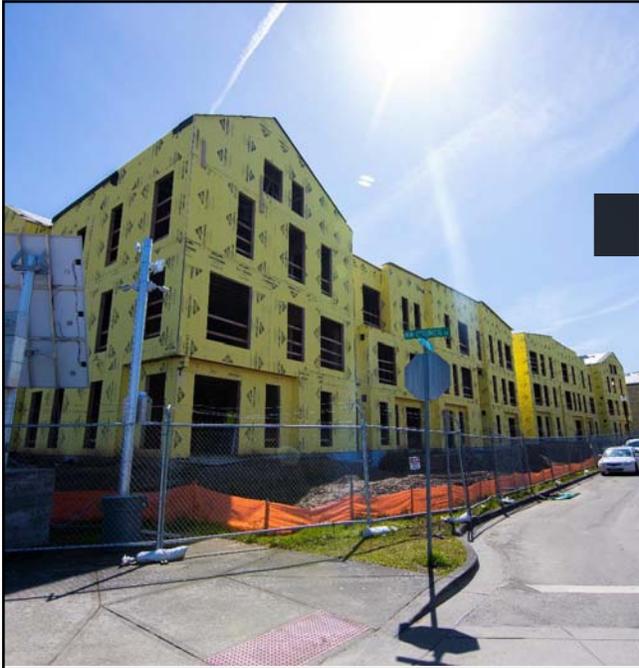
Firefighter Paramedic in protective gear worn during Level 3 pandemic medical calls

9



Well drilling, Kirk Park

10



Alta Civic Station construction

11



Gradin Community Sports Park

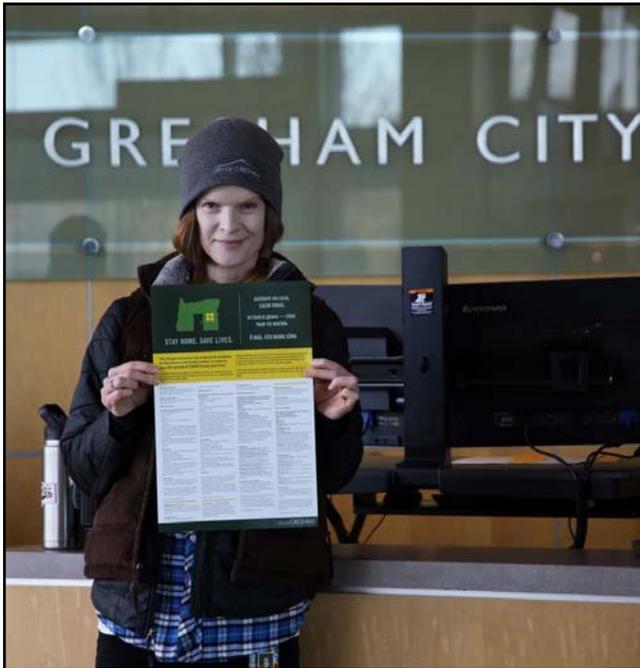
12



Community food distribution site

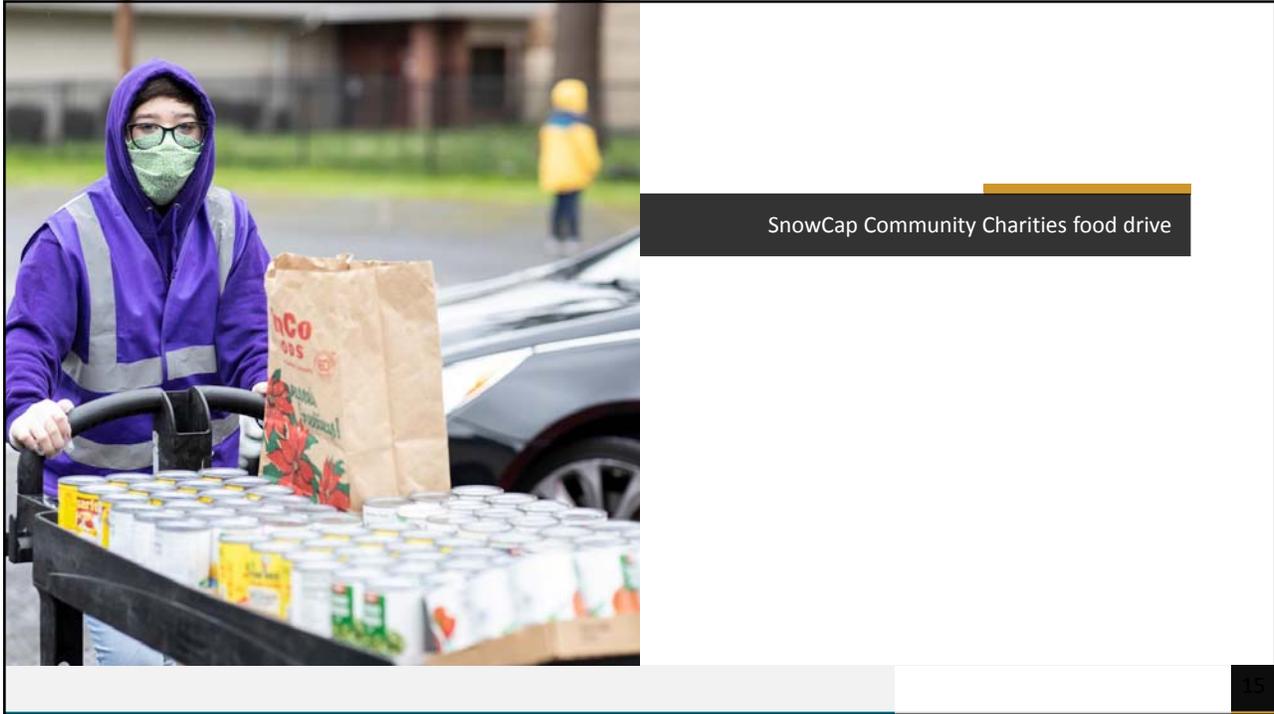


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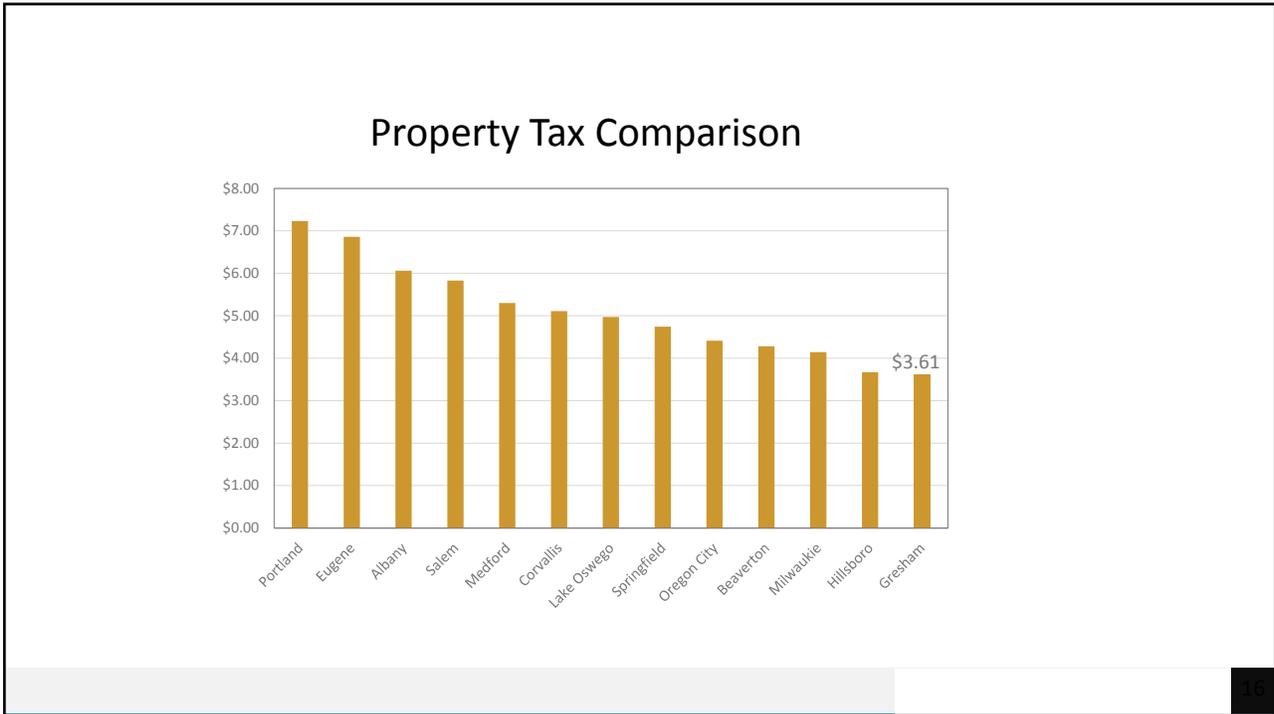


City employees prepare to distribute Stay Home information

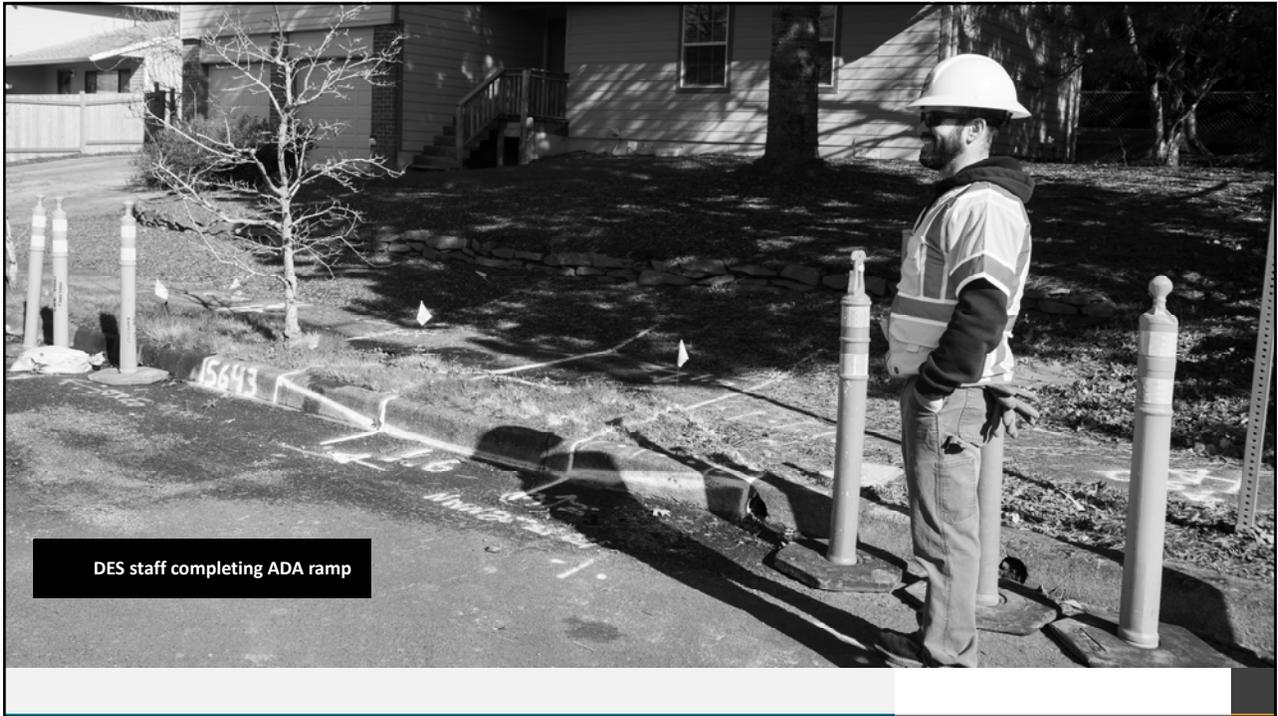
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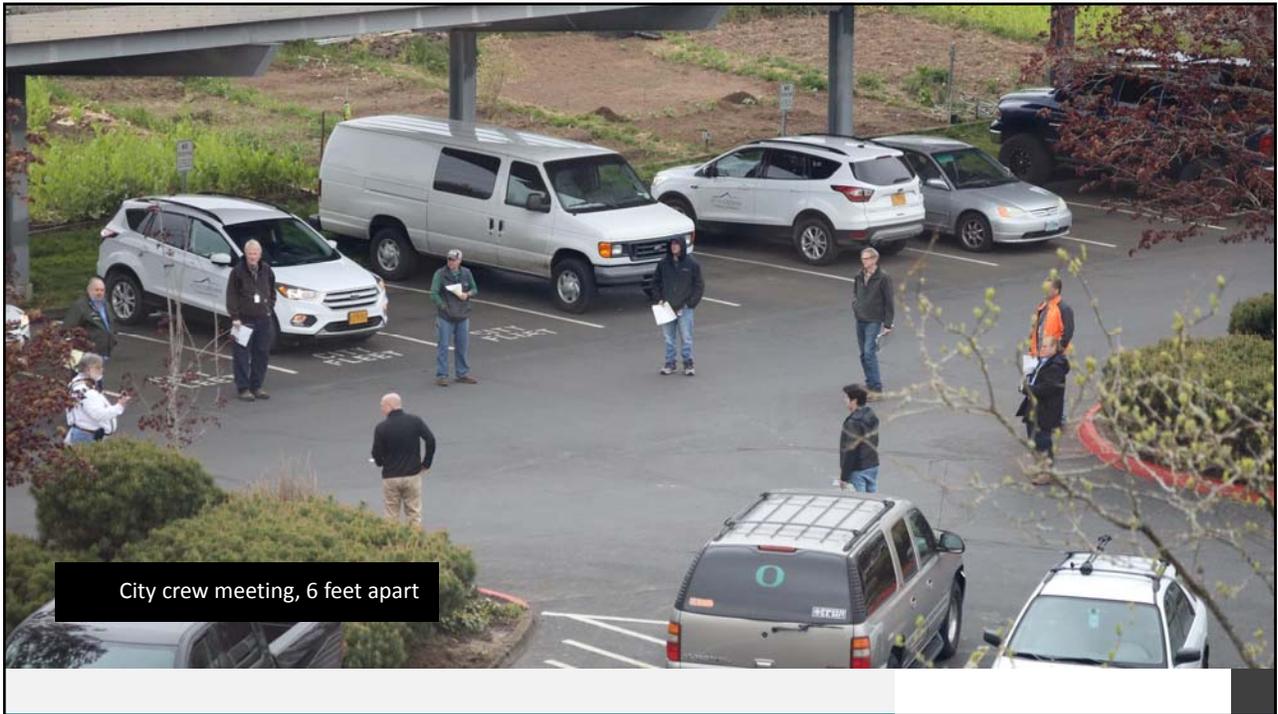
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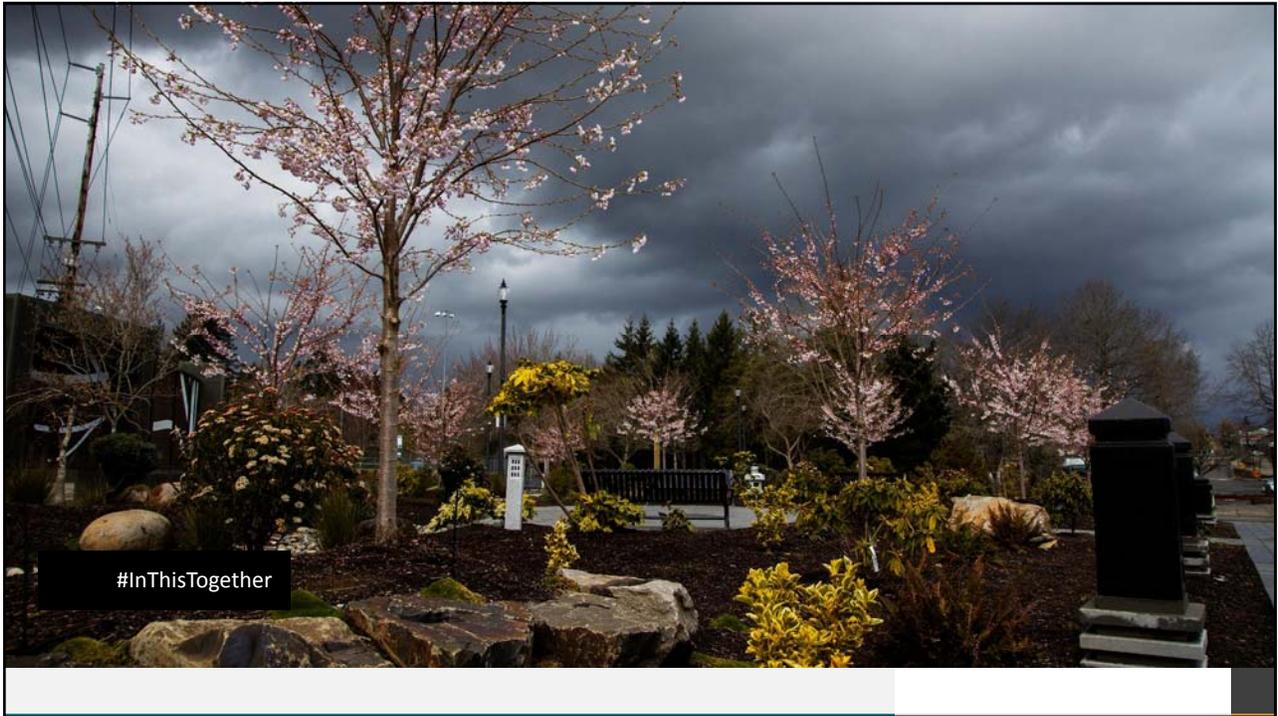
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18



19

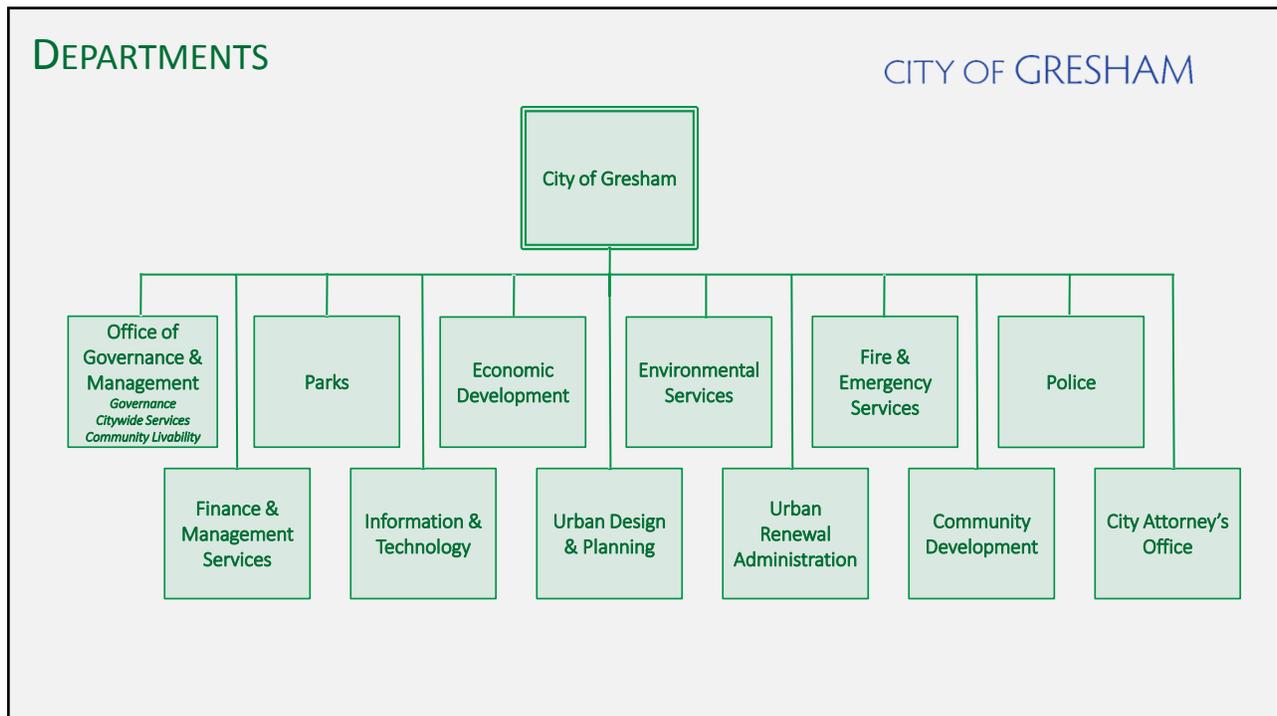


20



CITY OF GRESHAM
PROPOSED BUDGET
OVERVIEW
FISCAL YEAR 2020/21

21



22

BUDGET STRUCTURE

CITY OF GRESHAM

Fund Types

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

Expenditure Categories

- Operating
- Capital
- Debt
- Transfers
- Contingency/Unappropriated

23

FY 2020/21 TOTAL BUDGET

CITY OF GRESHAM

Expenditure Categories	Budget
Operating	\$ 210.2 million
Capital	\$ 156.2 million
Debt	\$ 46.5 million
Transfers	\$ 94.4 million
Contingency / Unappropriated	\$ 145.8 million
	\$ 653.1 million

24

BUDGET OVERVIEW

CITY OF GRESHAM

Metro Regional Affordable Housing Bond

Future Water Supply

Local Street Reconstruction Program

Reflects New Chart of Accounts

25

OPERATING BUDGET OVERVIEW

CITY OF GRESHAM

Category	Highlights
Personnel Services	12.0 FTE decrease 12.3 LTE decrease Public Safety Overtime
Benefits	Benefits/taxes associated with personnel
Professional & Technical Services	Enterprise Zone Community Service fee Wastewater Treatment Plant Grant funded contracted services
Property Services	Infrastructure R&M Utility services Rent/lease payments
Other Services	Grant funded Police expenses Stormwater Water Quality compliance
Materials	Vehicle maintenance Public safety radio access Software subscription, licensing and maintenance Water purchase

26

OPERATING BUDGET OVERVIEW (CONTINUED)

CITY OF GRESHAM

Category	Highlights
City Grants & Contributions	Metro Regional Affordable Housing Bond CDBG & HOME expenditures Urban Renewal Grants
Insurance	Based on actuarial analysis and employee demographics
Internal Payments	Utility license fees paid by Water, Wastewater and Stormwater Support for Metro Regional Affordable Housing Bond
Capital Outlay (Non-CIP)	Scheduled vehicle and equipment replacement

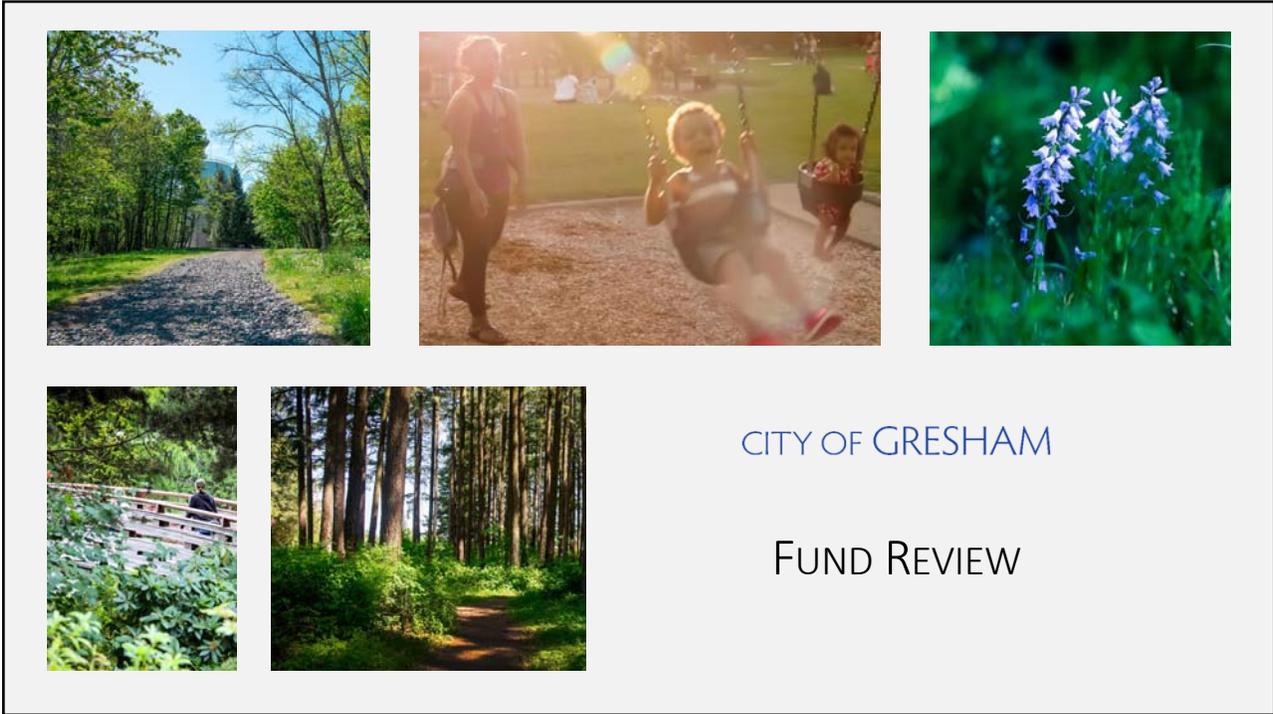
27

NON-OPERATING BUDGET OVERVIEW

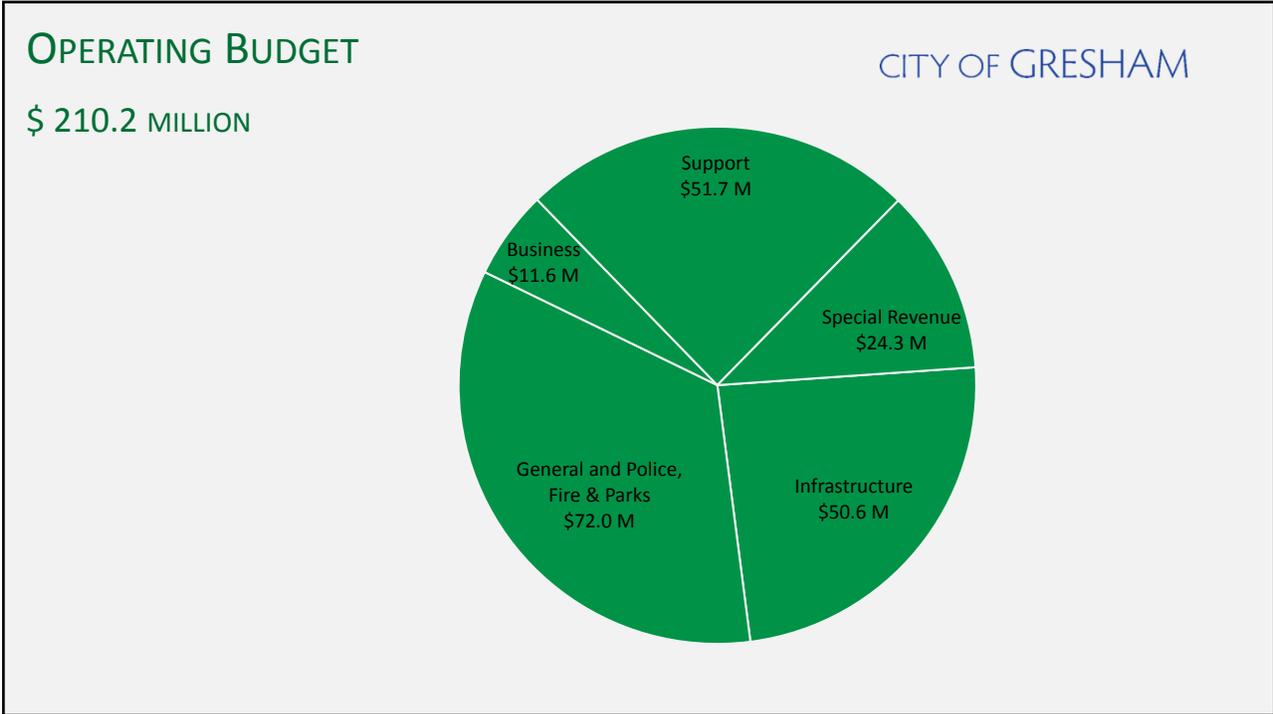
CITY OF GRESHAM

Category	Highlights
Capital Improvement Projects	Local Street Reconstruction program Transportation system improvements Palmquist at Highway 26 Waterline repair & replacement Seismic upgrades Groundwater Supply System
Interfund Transfers	Capital Program Transfers related to debt service
Contingency	Fluctuates with operating budgets
Debt Service	Includes appropriation to convert line of credit balance to alternate arrangement
Unappropriated	Based on financial policies, reserve requirements and anticipated cash balances

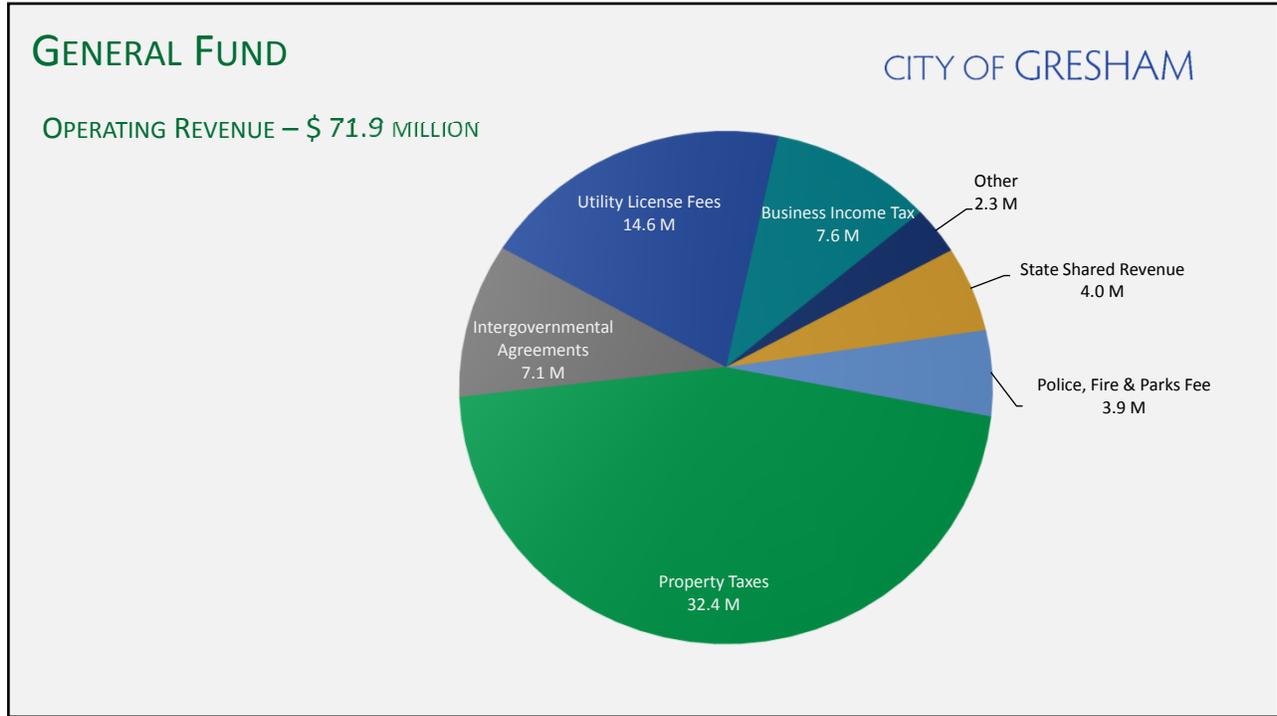
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29



30



31

GENERAL FUND

CITY OF GRESHAM

EXPENDITURES – INCLUDES POLICE, FIRE & PARKS SUB-FUND

Department	Budget	FTE
Police	\$ 39.4 million	155.00
Fire	\$ 27.1 million	110.50
Community Development	\$ 1.0 million	4.20
Economic Development	\$ 0.9 million	3.00
Parks	\$ 3.5 million	10.00

32

BUSINESS FUNDS

CITY OF GRESHAM

EXPENDITURES - \$11.6 MILLION

Fund	Budget	FTE
Rental Inspection	\$ 0.9 million	4.35
Urban Design & Planning	\$ 4.0 million	17.80
Building	\$ 4.8 million	25.45
Urban Renewal Support	\$ 1.9 million	3.00

33

INFRASTRUCTURE FUNDS

CITY OF GRESHAM

EXPENDITURES - \$50.6 MILLION

Fund	Budget	FTE
Transportation	\$ 10.3 million	37.96
Streetlight	\$ 0.5 million	-
Infrastructure Development	\$ 3.3 million	16.00
Water	\$ 12.7 million	27.75
Stormwater	\$ 8.2 million	26.10
Wastewater	\$ 15.6 million	28.78

34

SUPPORT FUNDS

CITY OF GRESHAM

EXPENDITURES - \$51.7 MILLION

Fund	Budget	FTE
Facilities & Fleet	\$ 5.9 million	12.00
Legal Services	\$ 1.2 million	5.50
<u>Administrative Services</u>		
Governance	\$ 2.6 million	7.00
Citywide Services	\$ 6.0 million	28.00
Information & Technology	\$ 4.3 million	14.00
Finance & Management Services	\$ 4.2 million	25.50
Community Livability	\$ 1.8 million	8.00

35

SUPPORT FUNDS (CONTINUED)

CITY OF GRESHAM

EXPENDITURES

Fund	Budget	FTE
Workers' Compensation & Liability Management	\$ 4.6 million	2.50
CoG Health & Dental Insurance	\$ 14.7 million	-
Equipment Replacement	\$ 6.4 million	-

36

SPECIAL REVENUE AND NON-OPERATING FUNDS

CITY OF GRESHAM

SPECIAL REVENUE FUNDS – EXPENDITURES - \$24.2 MILLION

Fund	Budget	FTE
Solid Waste & Recycling	\$ 1.1 million	5.96
CDBG & HOME	\$ 3.0 million	1.00
Designated Purpose	\$ 20.1 million	9.25

NON-OPERATING FUND - EXPENDITURES

Fund	Budget	FTE
System Development Charges	\$ 43.0 million	-

37

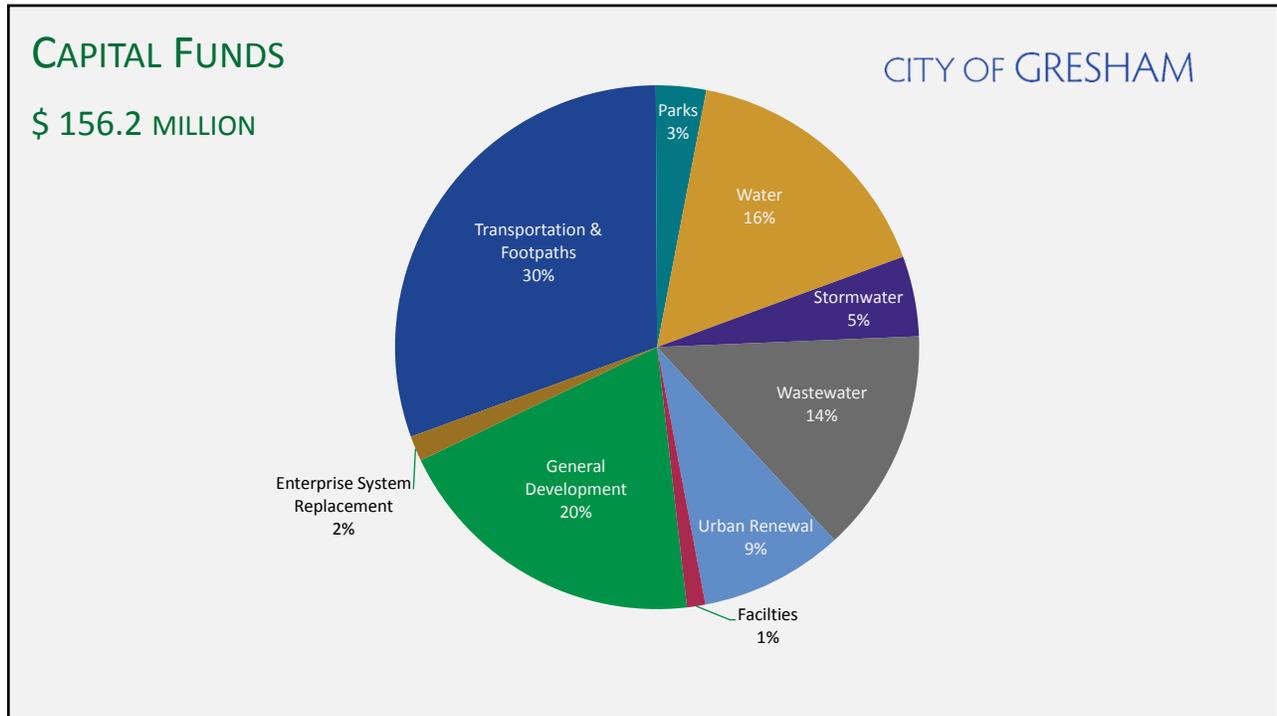
SPECIAL REVENUE AND NON-OPERATING FUNDS

CITY OF GRESHAM

DEBT FUNDS - EXPENDITURES

Fund	Budget
General Government	\$ 37.0 million
Urban Renewal	\$ 1.7 million
Pension Bonds	\$ 2.5 million
Water	\$ 0.7 million
Stormwater	\$ 0.8 million
Wastewater	\$ 2.5 million
Facilities	\$ 0.5 million

38



39

CAPITAL FUNDS

CITY OF GRESHAM

EXPENDITURES

Fund	Budget
Water	\$ 25.6 million
Stormwater	\$ 7.7 million
Wastewater	\$ 21.6 million
Transportation and Footpaths	\$ 47.6 million
Parks	\$ 4.8 million
Urban Renewal	\$ 13.9 million
General Development	\$ 30.8 million
Non-CIP	
Enterprise Systems Replacement	\$ 2.4 million
City Facility	\$ 1.8 million

40



CITY OF GRESHAM
 PUBLIC HEARING
 PROPOSED USE OF STATE SHARED
 REVENUE

41



CITY OF GRESHAM
 CITIZEN COMMENT

42

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Financial Planning Director
Meeting Date: April 28, 2020
Subject: State Shared Revenue Hearing

STATE SHARED REVENUE HEARING
A PUBLIC HEARING BEFORE THE GRESHAM BUDGET COMMITTEE

Tonight's hearing is to give citizens an opportunity to comment on the proposed use of State Shared Revenue in the fiscal year 2020/21.

The City proposes to use \$3,572,000 of State Shared Revenue as part of the General Fund revenues. The General Fund provides services such as Police, Fire & Emergency Services, Parks and Economic Development. State Shared Revenue comes from the State of Oregon's cigarette taxes and liquor taxes, and is distributed to local governments based on population, per capita income, and local tax rate.

State Revenue Sharing Law (ORS 221.770) requires cities to hold a public hearing before the Budget Committee in order to receive State Shared Revenue.

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Financial Planning Director
Memo Date: April 28, 2020
Meeting Date: April 28, 2020
Subject: Citizen Comment

The attached are the three citizen comments that were received for the April 28, 2020 Budget Committee Meeting. Please review the materials prior to tonight's meeting.



Gresham Professional Fire Fighters Association
Local 1062



To: Budget Committee

Date: April 27, 2020

Re: City Budget Process, Fire Department

To the Budget Committee, City Council and Mayor,

I am Kevin Larson, President of Gresham Professional Firefighters Local 1062 and I am speaking to express the concerns of the Fire Department budget allocations. Local 1062 recognizes the difficult job city leaders have budgeting all the needs of the city and we fully the difficult decisions you are forced to make each year.

The Gresham Fire Department proudly provides service to the City of Gresham, Troutdale, Fairview, Wood Village and District 10. We currently provide service levels to the best of their abilities given our limited resources. Our current staffing levels are below what we had in 1990, yet the population has almost doubled and calls for service has tripled in our response area. These factors have created additional challenges ensuring public safety as we continue to operate below national standards on staffing and response times.

We appreciate that public safety is a key priority of the City Council and hope you recognize that a cut to the fire department budget is simply not an option without further affecting service levels. Our ability to rapidly respond is directly linked to health and survival of our citizens we serve; along with our ability to ensure favorable outcomes. As we are approaching the mid-point of a pandemic, the Gresham Fire Department is counting on the Budget Committee and City Council to ensure we have the resources we need to adequately service our citizens.

Thank you,

Kevin Larson, President

IAFF Local 1062
Gresham Professional Fire Fighters



Gresham Professional Fire Fighters Association
Local 1062



To the City of Gresham Budget Committee, Mayor, and City Council,

My name is Julie McAllister and I serve as Vice President for the Gresham Fire Fighters Local 1062 as well as a Fire Lieutenant at Station 75. I want to extend my sincere appreciation to each of you for the work that is being done to establish a practical budget that addresses the needs of the public.

I also wish to advocate for the continued funding of the Fire Department and urge the importance of maintaining our current resources. Budget cuts to the Fire Department at this time could result in Fire Apparatus and Fire Station brown-outs which would be detrimental to the safety and welfare of the citizens of Gresham, Troutdale, Fairview, Wood Village, and unincorporated areas of Multnomah County. The Fire Department currently does not meet national standards in regards to staffing and response times and any further cuts could have a direct negative impact to the community and the fire fighters that serve them.

Gresham fire fighters serve a diverse population in Gresham and surrounding cities. In this pandemic, we know that the COVID-19 virus has disproportionately affected communities of color and the elderly population. Now more than ever these people need our help and cannot afford to see a decrease in their level of service due to Fire Station brown-outs and longer response times. The community relies on Gresham fire fighters to be their first level of care in many circumstances, and I encourage this committee to continue the funding that is necessary to maintain this service.

Thank you for the opportunity to provide written testimony and thank you again for the work that you all do.

Respectfully submitted,

Julie McAllister
Vice President, Gresham Professional Fire Fighters Local 1062

April 27, 2020

TO: Budget Committee and City Manager
FROM: Carol Rulla

RE: Gresham's 2020/21 Budget and Financial Transparency

I respectfully request that the following testimony be read during the 4/28/20 Budget Committee meeting's public comment period:

Thank you for this opportunity to give testimony. I appreciate that the City Manager and staff managed to make almost \$6M in cutbacks in FY19/20 and to find \$3.8M more revenue for the General Fund.

Neighborhood association leaders have generally been aware of the city's budget constraints – and we definitely felt the cutbacks this past year – but we have been frustrated by the lack of discussion about the city's financial situation and the trade-offs being made. The Coalition of Gresham Neighborhood Associations' main Council Work Plan recommendation this year was for a focus on the city's financial sustainability and transparency with the community.

I ask Council and staff to work with neighborhood associations and advisory committees to have a public and on-going discussion about the city's budget revenue and requirements. This will be even more important as we deal with the budget impacts from the COVID-19 emergency.

Some important new questions to answer are: What are the revenue sources for the small business emergency grants? What are the estimated impacts on utility revenue from the utilities shut-off moratorium? Those are important actions that the city rightly took to help our businesses and residents, but without an explanation of how the city is paying for those, the public gets the impression that the city really has more money that could be spent on police, parks, streets, sidewalks, etc.

I very much appreciate all that the city has done in recent years to respond to community concerns. I commend the city for working on concept plans for our undeveloped parks and appreciate that the City Manager has budgeted for a parks feasibility study this year. I appreciate what staff from many different departments does to support our neighborhoods and particularly thank Chief Sells for shifting resources to add a third motorcycle traffic officer this year. I am very sorry to see that GPD will be losing four officers, two support staff positions, a gang outreach position, admin help for the Mental Health Team and the Parks Ambassadors in the proposed budget.

There is still considerable anger in our community – even among those who generally support more taxes – about the city's failure to make clear that the Council would need to make the Police, Fire & Parks fee permanent if the 2014 public safety levy failed. It doesn't matter that the city didn't raise the fee then or

in subsequent years even though fee revenue is flat and hasn't kept up with increasing expenses. Many people feel that the city lied to them about the fee.

We need to do better to help the public understand budget choices and trade-offs. It can be done. Just think of how the terms "compression" and "tax inequity" have come into the public conversation in the last 10 years. We can do more, and we need to do more. I'm willing to help.

Thank you for your consideration.

For the record, I would also like to ask why the city has determined that public testimony cannot be made during any city public meetings or hearings. The suddenness of this decision and lack of transparency is deeply disturbing.

Until the day of the Planning Commission's 4/13/20 Capital Improvements Program hearing, the city had indicated that public testimony could be given during the city's virtual meetings and hearings. Then, when two relatively new neighborhood leaders indicated that they would be giving testimony during the CIP hearing, the city abruptly informed them and other interested parties that only written testimony could be submitted. Despite questions from me and others, the city has given no reasons for this sudden, non-public policy decision.

The city has also not explained why the language in the Governor's Executive Order No. 20-16 (on public meetings during the COVID-19 emergency) Section 3 Local Budget Meetings doesn't require the city to provide an opportunity for **both verbal testimony during** the Budget Committee meeting hearing **and written testimony beforehand**, when it states that, for specific budget hearings, jurisdictions need to provide:

*a method of **appearing or meeting** by telephone, video, or other electronic methods **and**... a means of submitting written communications [emphasis added].*

This is different from the non-budget meeting & hearing requirements of Section 2.a, which requires a way to listen to or virtually attend those meetings, and Section 2.c, which requires a way to submit testimony "by telephone, video, or through some other electronic or virtual means" **or** a way to submit written testimony.

Again, it is the **lack of transparency** that is most troubling. I respectfully ask for the reasons for this policy and consideration of ways to mitigate problems so that verbal testimony during meetings can be given, especially since we are likely to need to practice physical distancing and hold virtual meetings for an extended period into the future. Disallowing public comment during meetings puts members of the public at a disadvantage and hinders hearing bodies if they are unable to ask follow-up questions during hearings. This will be especially unfair during land use hearings if applicants are allowed to speak and answer questions while the public is not.

Thank you for your consideration.

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Financial Planning Director
Memo Date: April 28, 2020
Meeting Date: April 28, 2020
Subject: Responses to Committee Questions

The attached are responses to Committee Members' questions that were received for the April 28, 2020 Budget Committee Meeting. Please review the materials prior to tonight's meeting.

City of Gresham Proposed Budget 2020-2021

2020-21 Proposed Budget questions for City Management from Dave Dyk

Overall Comments

- As always, thanks for the hard work to develop the forecasts and an explainable budget.
- Last year, I was concerned about our inability to fund the 1.5% target for contingency funds in the general fund. I see that the City has really done some internal belt-tightening this past year, resulting in \$6 million in cuts. Thank you for doing that important work. I see that we are proposing to set aside some modest contingency funds in the general fund in this budget.

Public Engagement / Process

1. I appreciate that we'll be meeting virtually to manage pandemic risk. However, I was surprised last week with the last-minute change to the planning commission meeting procedure which did not allow for interactive public testimony (the procedures allowed written testimony in advance only). I believe that change was made to reduce risk of meeting disorder if individuals were to take over the meeting ("zoom bombing"), which is understandable. However, I believe that there are some pretty reasonable controls that the City could put in place to limit that risk (for example, asking for pre-registration for public testimony), and still allow for interactive public comment. Can you confirm that citizens wishing to provide interactive testimony will have that option, and how they can do that?

The COVID-19 pandemic is causing many business processes to change and adapt in real time. The Budget Committee meeting, including opportunities for public comment, is being held consistent with the Governor's Executive Order No. 20-16. The City has provided an avenue for citizens to submit written comments, as well as contact information to request alternate arrangements if written comments were not feasible.

2. Will the City announce the budget hearing(s) and opportunity for public comment using social media such as Nextdoor and Facebook? During last year's budget hearing, myself and several other budget committee members expressed concern that there was inadequate time or process for the public to review and weigh in. This year, the proposed budget was published early enough to allow for review (thanks!). Using the City Communications program to foster public engagement would go a long way towards that goal of public transparency and engagement.

The City follows all public notice requirements as established by Oregon Local Budget Law. The Proposed Budget document was posted on the City's website 10 days in advance of the Budget Committee meeting. Information regarding meeting access has been posted on the City's website and has been provided directly when requested.

Financial Policies, Reserves, and Risk Questions

3. Our financial policies (page 412) have a target for public safety staffing. It specifically calls for 1.30 sworn officers per thousand and a total FTE ratio of 1.79 per thousand population. Has the City calculated where we will be relative to that target, with the proposed budget?

The staffing in the proposed budget allows for a ratio of 1.16 sworn officers and 1.42 total FTE per thousand population. For fiscal year 2019/20, these numbers were 1.21 and 1.48 respectively.

4. The beginning balance for the General Fund (page 123) has been decreasing in recent years. The proposed budget has a beginning balance estimated at \$10.6 Million (which presumably could be at risk, depending on COVID-19 expenses). Will this be sufficient working capital until property taxes are received?

While many of the General Fund revenues are received only on a quarterly or annual basis other revenues are received on a more frequent basis. The Beginning Balance typically provides working capital in the early part of the fiscal year. The City also utilizes a pooled structure of cash management, with any interest earnings attributed based on actual fund balances.

5. I understand that in general, the federal government applies limits on the use of grant funding. For example, I understand CDBG funds typically must be used to benefit low and moderate income communities. Beyond these external limits, does the City have any internal policies that would protect the use of any of the following to ensure they are used for their intended purpose?
 - a. CDBG
 - b. HUD 108 loans
 - c. HOME grant funds

The City maintains strong internal controls to ensure all funds, including those listed above, are used consistent with their intended purposes. The City's chart of accounts provides a solid foundation by establishing a fund structure that ensures designated revenues can be budgeted and tracked separately according to their specific purpose. Management oversight and workflow approval processes within the City's financial management software system provide internal controls throughout the fiscal year. At year end, the City completes an annual audit and produces the Comprehensive Annual Financial Report. In addition, granting agencies also perform periodic audits, site visits and other compliance reviews.

6. In reviewing the Financial policies (page 415), I note that policy #9 calls for both a general fund contingency of 1.5%, and a rainy day reserve of 6% when possible. I see that this budget does include a general fund contingency, though does not include any rainy day reserve. Could the funds currently from the Community Service Fee that are being used for Economic Development requirements (page 309) be allocated for that purpose?

Because the Community Service Fee proceeds have certain limitations in their allowable use, they cannot meet the true definition of a rainy day reserve.

Community Service Fee / Designated Purpose Fund

In the prior year budget committee minutes, there was discussion about the use of community service fee funds. Our meeting minutes noted that they were allocated in the budget to allow Council to have flexibility in using them for a variety of purposes (subject to the fairly broad state requirements – examples given were economic development or development of a community center). In this proposed budget, I see there is an increased appropriation of Community Service Fees from the Enterprise Zone program of \$2,315,000 in Economic Development, from \$3.3 million to \$5.7 million (page 309). The expense details (page 336) show that is appropriated in economic development. I have a few specific questions related to this:

1. As a result of the COVID-19 pandemic, does City management anticipate we will spend some of those 2019-20 allocated funds for the emergency Phase 1 or Phase 2 small business grant programs during the current year?

It is expected that Federal funding will ultimately become available to reimburse expenses associated with the small business grant programs. The ability to rely on the Community Service Fees as a backstop in the unlikely event that reimbursement does not become available allowed the City to confidently move forward with the urgency required by the current situation.

2. Does this anticipated \$2.3 million increase consider only our currently-approved enterprise zone participants, or is there a forecast that anticipates new program approvals?

This budget is based on approved enterprise zone exemptions and community service fees.

3. Do we forecast a consistent rate of resources in community service fee revenue (about \$2.3 million/year) in coming years (or comparable payment of future property taxes)? E.g. could these funds be used safely for ongoing operations? Or should the budget committee think of these funds more like one-time money?

The forecast for this program is based on approved applications. Expected revenue fluctuates over the horizon of the forecast as current exemptions expire and assessed value is returned to the tax rolls. The General Fund forecast accounts for the exemptions as they expire and reflects associated increased in property taxes.

4. During the budget process last year, there was discussion about the legal limitations on the potential uses of those funds. Can the City provide some clarity on what the allowed uses of those funds are?

Community Service payments are to be used for Economic Development related projects within the City of Gresham.

5. Was there a consideration given to either leaving those funds unallocated to allow for future year capital investments (e.g. community center), or allocating them as a “rainy day” fund to clarify their purpose?

If the community service fees were not appropriated and instead included in the unappropriated balance, then these funds would not be available for any use during the year.

By appropriating them annually, Council can consider the use of these funds when the opportunity arises.

6. In the proposed budget, are CSF funds the resource being used for the OGM requirements on page 310 (Art Committee, Centennial, and Metro Mayor's Consortium)?

No – those three programs have independent revenue sources.

Expenditure Questions

7. In the Designated Purpose Fund, Community Livability department requirements (page 340) includes \$535,000 for "Outreach Services". Is that for outreach services to houseless individuals? What is the source of those funds -- does the City have a contract with the Multnomah County Joint Office for Homeless Services to fund that activity?

Outreach Services is a consolidation of several grant-funded programs including Homeless Services, Youth & Gangs Grant, Youth Sports & Recreation as well as passthrough funds for Family of Friends. The Homeless Service outreach program is funded through an intergovernmental agreement with Multnomah County.

8. In the prior year 2019-20 adopted budget, the Economic Development Department was allocated \$52,000 in General Fund dollars under "Other Services" for Visitor Information Services provided by the Chamber of Commerce. In this 2020-21 proposed budget, I don't see that line item explicitly. I do see a proposed decrease in "Contracted Services" from \$180,000 to \$80,000 (page 144). Can you clarify if the proposed budget still proposes funding for the visitor information services currently provided by the Chamber? If yes, are they in that "Contracted Services" category that decreased? And are they estimated to be at the same level (approximately \$52,000)?

Under the redesigned chart of accounts, \$52,000 is budgeted for the Chamber of Commerce Visitor Information Services in "Contributions/City Match" – 3rd line item down on page 145.

9. In the Designated Purpose Fund, OGM department expenses (Page 310) allocates \$53k to fund the Metro Mayor's Consortium. I understand that consortium includes 25 other mayors. Do any of the other cities who participate in that program cover any of the costs associated with the initiative?

All consortium members pay dues based on their population. The City of Gresham acts as the financial agent for the Consortium including collecting dues from each of the other members and paying consortium bills from those funds.

10. The General Fund requirements for Parks (page 147) increases professional and technical services p from 421k to 625k. The budget highlights (page 148) describes that as, in part, "Parks Master Plan/Feasibility study". Can you clarify whether the purpose of that is for master planning of existing undeveloped parks, or for a feasibility study that would meet the state requirements that could lead to a potential voter referral for the establishment of a parks and recreation special district?

This is a placeholder pending further direction from Council.

11. Related to the prior question -- in the Parks Capital Improvement Fund (page 376) there is a CIP item for "Park Master Plan Update and Concept Planning for Undeveloped Parks", funded SDCs (page 393). Is there any relationship between that CIP item, and the General Fund "Parks Master Plan/Feasibility Study" professional and technical services (pages 147-148)?

The CIP item is primarily used to do specific concept/master plans for the 6 undeveloped park sites.

12. In the General Fund Parks Department Requirements (page 147), City Grants & Contributions is reduced from \$12,500 to \$5,000. In the Budget Highlights (page 148), that change is described as "Funds were partially distributed early in Spring of 2020 to better align with the community organization's needs.". Can you clarify what community organization that is referencing? Does this budget include any contracted services or contributions to entities such as the Japanese Garden, Friends of Nadaka, or the North Gresham Neighborhood Association efforts related to Kirk Park?

The City committed \$25,000 for Friends of Nadaka for FY 2020/21 from a mix of sources. To meet the organizations needs, a portion of that funding was distributed in FY 2019/20 and therefore the Parks budget was reduced in FY 2020/21.

Staffing

13. Can you estimate how many FTE the City of Gresham has currently filled? I understand that there are a total of 600.60 FTE authorized for the revised FY19/20, however are there some positions which are not filled, which may limit the employee impact associated with the overall reduction to 588.60 (reference: page 398)?

During the last year, the city has carefully reviewed all positions that became vacant. Many of the positions that are being eliminated in the FY 2020/21 proposed budget are vacant. There are several positions being eliminated that are currently filled.

14. Building on the prior question -- specifically for Police -- are the positions being eliminated (4 Police Officers, 1 Crime Analyst, and 1 Police Records Specialist II) currently unfilled positions?

Five of the six positions are currently unfilled.

15. What is the relationship between the "Staff Resources" table (page 398) and the "Staffing Information" tables (pages 399)? They don't seem to line up. For example, page 398 shows FTE staffing for Police decreasing from 136.00 to 133.00 (decrease of 3.00), but then on page 399, there are actually 6.00 FTE shown as a decrease.

The Staffing Resources table on page 398 is listed by Fund and Department while the Reconciliation of FTE Changes on page 399 is by department only. To compare the two tables all Police lines in the Staffing Resources table must be added together to see the decrease of 6.0 FTE.

Department – Fund	FY 2019/20	FY 2020/21
Police Services - GF	136.00	133.00
Police Services – PFP	22.00	22.00
Police Services – Des. Purpose	8.00	5.00
Police Total	166.00	160.00

Capital Questions

16. The Parks Capital Improvement fund (page 375) and associated CIP has Intergovernmental resources of 3 million. I understand that \$2 million is from the State Lottery grant for Gradin Sports Park, and \$1 million is from Metro for the first year of expected local share of the parks and nature bond. However, I understand that Metro also has other potential grant opportunities that the City may be eligible for -- for example from the Complex Community Projects or the Nature in Neighborhood capital grants. Does the City anticipate applying for any grants from those sources, and should we allocate any funds now in case those efforts are successful?

The City evaluates grant opportunities regularly. If any additional opportunities are identified and the City is successful in its application, a Supplemental Budget could be used to recognize those proceeds and appropriate the funds as needed.

17. For the several CIP investments in groundwater (page 384), which are associated with the evaluation of groundwater as an alternative source to Portland/Bull Run? Will these investments have functional value to the City (for example, expanding our access to groundwater during peak demand like our existing system), even if we ultimately ended up staying with Portland and Bull Run? Or would those be sunk costs?

The current groundwater CIP projects are highly beneficial regardless of the City's decision regarding a new contract with Portland, as reducing the volume of external water needed would allow the City to declare a lesser amount under a new contract with Portland and therefore save significant money. There are also resiliency benefits in the event of an earthquake or forest fire.

18. For the CIP spending in Footpaths & Bike Routes (page 380), the “Americans W/ Disabilities Curb Ramp” project has a proposed increase associated with the local street reconstruction program. Do we have any CIP projects related to ADA compliance other-than the local street reconstruction? Are we making sufficient progress in that area relative to our ADA compliance commitments?

CIP projects typically include ADA components within the project scope and so are not listed as separate projects. The large scale of the local street reconstruction program and the associated ADA work required, warranted the work being identified as a separate project.

COVID-19 Impact

19. If Gresham receives Federal stimulus funds, what will the process be for allocating those? Does the City anticipate developing a supplemental budget for that purpose? Are there sufficient allocations in the right categories in this budget to allow for that flexibility?

If Gresham receives funds, a Supplemental Budget could be used to recognize those proceeds and appropriate the funds to be used if needed.

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Financial Planning Director
Meeting Date: April 28, 2020
Subject: Motion to Approve

When the Budget Committee has completed its review of the proposed budget, a motion to approve the budget requires two specific statements using language that meets the legal requirements of ORS 294.428.

The following wording meets the legal requirements for budget approval:

Motion #1

If no changes:

Move to approve the Proposed Budget for fiscal year 2020/21 as presented by the City Manager.

If changes have been made:

Move to approve the Proposed Budget for fiscal year 2020/21 as amended by the Budget Committee.

and

Motion #2

Move to approve property tax rate for the General Fund of three-point-six-one-two-nine dollars per one thousand dollars (\$3.6129 per \$1,000) of taxable assessed value.

Budget Committee motions require eight affirmative votes per OAR 150-294.336 "To take any action requires the affirmative vote of a majority of the total budget committee membership. Majority is defined as one more than half unless otherwise specified by law."