

Meeting Agenda | Finance Committee

Wednesday, May 18, 2022

7:00 p.m.

Zoom Meeting

See Below for Access Information

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| 1. Convene meeting and roll call of participants | 5 min |
| 2. Public comment | 5 min |
| 3. Gresham Area Chamber & Visitors Center Update | 15 min |
| 4. Fiscal Year 2021/22 Budget – Contingency Transfer | 10 min |
| 5. Financial Policies – Review and Update | 50 min |
| 6. Project Updates | 10 min |
| 7. Committee Business | 10 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: Instructions for citizens wishing to testify during this Finance Committee meeting are as follows:

- Written testimony: Please 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.
- Oral testimony: Please register your name, email address, phone number and subject matter to Budget and Finance Director, Sharron Monohon at Sharron.Monohon@GreshamOregon.gov no later than 24 hours before the meeting.
- Persons who are 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/88345322075?pwd=SUVTb1AwRitwT29nSkVWMUtvZkZsZz09>

Passcode: BxJu4i

Or dial in options:

iPhone one-tap:

US: +13462487799,,88345322075#,,,,*880321#

Telephone: +1 346 248 7799 or +1 253 215 8782

Webinar ID: 883 4532 2075

Passcode: 880321

City of Gresham
Finance Committee
Wednesday, May 18, 2022
Executive Summary

3. Gresham Area Chamber & Visitors Center Update

Presented by Lynn Snodgrass, CEO Gresham Chamber of Commerce & Visitors Center

Ms. Snodgrass will provide an update regarding the activities and accomplishments of the Gresham Area Chamber and Visitors Center over the past year.

Requested Action: Information and Committee Discussion

4. Fiscal Year 2021/22 Budget – Contingency Transfer

Presented by Sharron Monohon, Budget & Finance Director

During Fiscal Year 2021/22, the Fire Department has experienced a higher than anticipated number of retirements and/or resignations. This has resulted in spending on Accrued Compensated Absences (payout of earned but unused vacation time consistent with contract terms) that is higher than budgeted. Additionally, higher than anticipated overtime usage has also resulted from those vacancies, as minimum staffing levels must be maintained on all shifts. While an academy is underway currently, there is not adequate time remaining in the year to offset the previously incurred expenses. As a result, a Contingency Transfer is being requested to transfer a portion of the General Fund Contingency to the Fire Department budget to ensure the department remains within their budgeted appropriation. Finance Committee's review and approval is requested prior to Council's consideration, which is scheduled for June 7, 2022.

Requested Action: Committee Recommendation

5. Financial Policies – Review and Update

Presented by Sharron Monohon, Budget & Finance Director

The City's current Financial Management Policies were last adopted by Council on January 4, 2011 through Resolution 3036. Several of the specific elements in the document are out of date and are due to be updated or removed. Additionally, as the last revision was over ten years ago, review of the entire document is warranted. This meeting will review information and recommendations from the Government Finance Officers Association regarding financial policies and will lay the groundwork for moving forward with the project to update the City's policies.

Requested Action: Information and Committee Discussion

6. Project Updates

Committee members and staff will provide updates on the status of various projects and other key initiatives that are underway currently. This may include reporting on the activity of other committees or workgroups where relevant as well as special Finance Committee projects.

Requested Action: Information and Committee Discussion