

Jan Baker,
Vice-Chair

Curt Hugo,
Chair

Sue O'Halloran

Janine Ross

Paul Warr-King

Don West

Jerry Hinton,
Council Liaison

Karylinn Echols,
Council Liaison

Sharron Monohon,
Budget & Financial
Planning Director,
Staff Liaison

Kris Leibrand,
Recording Secretary

**CITY OF GRESHAM
FINANCE COMMITTEE**

WEDNESDAY, FEBRUARY 17, 2016 7:00 P.M.

ROOM 3A

**GRESHAM CITY HALL, 1333 NW EASTMAN PKWY
GRESHAM, OREGON**

- | | |
|---|--------|
| 1. CONVENE MEETING | 1 MIN |
| 2. COMMITTEE BUSINESS | 10 MIN |
| 3. MINUTES OF JANUARY 20, 2016 | 1 MIN |
| 4. PUBLIC COMMENT | 5 MIN |
| 5. FY 2014/15 ANNUAL FINANCIAL AUDIT REPORT | 20 MIN |
| 6. COMPREHENSIVE ANNUAL FINANCIAL REPORT REVIEW | 30 MIN |
| 7. 2016 COUNCIL WORK PLAN & PROJECT UPDATES | 15 MIN |
| 8. GOOD OF THE ORDER | 5 MIN |

MEETING ADJOURNMENT

**Upcoming
Meetings**

March 16, 2016

City of Gresham
Finance Committee
Wednesday, February 17, 2016
Executive Summary

4. Fiscal Year 2014/15 Annual Financial Audit Report

Presented by Paul Nielson, Partner, Isler CPAs

The City of Gresham contracted with Isler CPA, LLC to perform an independent audit of the City's financial statements for the prior fiscal year which ended on June 30, 2015. As is done each year, the audit firm has an opportunity for one of their representatives to address the Finance Committee. Copies of the Comprehensive Annual Financial Report (CAFR) will be available at the meeting and can also be accessed on the City's website.

Requested Action: Information only

5. Comprehensive Annual Financial Report Review

Presented by Susan Brown, Finance & Accounting Manager

Ms. Brown will give a primer on the City's annual financial report and provide information about it. Copies of the Comprehensive Annual Financial Report (CAFR) will be available at the meeting and can also be accessed on the City's website.

Requested Action: Information only

6. 2016 Council Workplan & Project Updates

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

The 2016 Council Workplan was adopted on February 2, 2016. Ms. Monohon will briefly review the project list for 2016, and she and Mr. Seeger will provide information on the status of projects and other key initiatives that are underway currently.

Requested Action: Information Only

Minutes
City of Gresham Finance Committee
Wednesday, January 20, 2016 7:00 p.m.
HR Training Room

Finance Committee Members Present:

Curt Hugo, Chair
Jan Baker, Vice Chair
Sue O'Halloran
Janine Ross
Don West

Kris Leibrand (Recording Secretary)

Finance Committee Members Absent:

Paul Warr-King

Council Members in Attendance:

None

Staff Members in Attendance:

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

1. Convene Meeting

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

2. Minutes of November 18, 2015

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

“Approve the minutes for the November 18, 2016 Finance Committee meeting as submitted.”

MOTION CARRIED UNANIMOUSLY

3. Public Comment

Carol Rulla spoke in support of the Council compensation. She feels it is reasonable to keep the rate as it currently is for this year.

4. Council Compensation – FY 2016/17

Ms. Monohon provided a handout that summarizes the Council compensation schedule established in October, and reviewed the changes that have occurred since that time to the compensation of the comparison positions of Multnomah County Chair and Metro Councilor. A copy of this handout is attached to these minutes as Attachment A. The Committee members discussed whether or not the Mayor and Councilor compensation should be changed for FY 2016/17.

A motion was made by Mr. West and seconded by Ms. Ross to:

“Retain the schedule for the Mayor and City Council members for the 2016/17 fiscal year with no change from the 2015/16 fiscal year.”

MOTION CARRIED UNANIMOUSLY

5. December Storm Update

Ms. Monohon gave a PowerPoint presentation that highlighted the damages in the City resulting from the December 7, 2015 storm. The presentation showed some of the key impacts, reviewed the work being done to repair infrastructure, and outlined what is being done to pursue potential reimbursement from state or federal sources. Committee members had the opportunity to comment and ask questions. The Committee commended staff for the work done to reopen Kane Drive in such a short amount of time.

6. FY 2016/17 Budget Calendar

Ms. Monohon provided a handout of the draft budget calendar and reviewed it with the Committee. A copy of this handout is attached to these minutes as Attachment B.

7. Council Work Plan Project Update

Mr. Seeger provided an update on the following Council work plan projects:

- The third marketing campaign for Y.O.U. was just launched and will run for the next 8 weeks.
- Credit card fees are being waived for Y.O.U. customers as of December 4, 2015.
- There has been recent staff turnover in the Finance & Management Services Department which is temporarily impacting capacity.

Ms. Monohon had no additional updates.

8. Committee Business

Chair Hugo shared that interviews are being scheduled now to fill the open Finance Committee position. Hopefully, the new member will be on board by the February meeting.

Ms. O'Halloran suggested that the Committee be given an update on activities in Pleasant Valley. Ms. Monohon agreed that she would bring something to a meeting later this year.

9. Good of the Order

None.

10. Meeting Adjournment

Chair Hugo adjourned the meeting at 8:24 p.m.

The next regular Finance Committee meeting will be February 17, 2016 at 7:00 p.m. in Conference Room 3A.

Curt Hugo, Chair

Kris Leibrand, Administrative Assistant

Compensation - As Established for FY2015/16

ITEM	MAYOR	COUNCIL PRESIDENT	COUNCILOR
SALARY	\$ 50,000	\$ 15,200	\$ 14,000
HEALTH, DENTAL & VISION	\$ 4,180	\$ 4,180	\$ 4,180
PENSION (CITY SHARE - 3.55%)	\$ 1,775	\$ 540	\$ 497
REQUIRED TAXES (8.352%)	\$ 4,176	\$ 1,270	\$ 1,169
ANNUAL TOTAL	\$ 60,131	\$ 21,189	\$ 19,846

Comparison Positions as of July 1, 2015

Multnomah County Chair		45% Cap
Salary	\$ 150,704	\$ 67,817
Pension	\$ 9,042	
Health Related	\$ 24,456	
Other/Misc (est.)	\$ 800	
Compensation	\$ 185,002	\$ 83,251

Metro Councilors		45% Cap
Salary	\$ 41,489	\$ 18,670
Pension	\$ 2,489	
Health Related	\$ 24,409	
Other/Misc (est.)	\$ 800	
Compensation	\$ 69,187	\$ 31,134

Comparison Positions as of January 1, 2016

Multnomah County Chair		45% Cap
Salary - current through June 30, 2016		
Health Related - increased by	\$ 597	
Net change to cap:		\$ 269

Metro Councilors		45% Cap
Salary - increased by 2.25%	\$ 934	
Health Related - no change until after July 1, 2016		
Net change to cap:		\$ 420

CPI-W - change over last 12 months 0.40%

Not Seasonally Adjusted, Urban Wage Earners & Clerical Workers, All Cities

**City of Gresham
Draft Budget Calendar
FY 2016/17**

March 14, 2016	Monday	Planning Commission Work Session on CIP
March 16, 2016	Wednesday	Finance Committee Update on CIP
April 11, 2016	Monday	Planning Commission Hearing on CIP (most likely option)
April 15, 2016	Friday	Proposed Budget Document Available (Tentative)
April 19, 2016	Tuesday	Budget Committee Meeting #1
April 25, 2016	Monday	Planning Commission Hearing on CIP (less likely option)
April 26, 2016	Tuesday	GRDC Budget Committee Meeting
April 26, 2016	Tuesday	Budget Committee Meeting #2
April 28, 2016	Thursday	Budget Committee Meeting #3 (only if needed)
May 17, 2016	Tuesday	Council Hearing on CIP
May 17, 2016	Tuesday	GRDC Recommendation on CIP
June 21, 2016	Tuesday	Council Meeting – Adopt FY16/17 – FY20/21 CIP
June 21, 2016	Tuesday	Council Meeting – Adopt FY16/17 Budget
June 21, 2016	Tuesday	GRDC Meeting – Adopt FY16/17 Budget