

**Minutes**  
**City of Gresham Finance Committee**  
**Wednesday, May 18, 2016, 7:00 p.m.**  
**Conference Room 3A**

**Finance Committee Members Present:**

Curt Hugo, Chair  
Jan Baker, Vice Chair  
Jared Koga  
Sue O'Halloran  
Janine Ross  
Paul Warr-King

Kris Leibrand (Recording Secretary)

**Finance Committee Members Absent:**

Don West

**Council Members in Attendance:**

Karylinn Echols

**Staff Members in Attendance:**

Sharron Monohon, Budget & Financial Planning Director  
Bernard Seeger, Finance & Management Services Director  
Susan Brown, Finance & Accounting Services Manager

**1. Convene Meeting**

Chair Hugo convened the meeting of the Gresham Finance Committee at 7:00 p.m.

**2. Minutes of March 16, 2016**

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

**“Approve the minutes for the March 16, 2016 Finance Committee meeting as submitted.”**

**MOTION CARRIED UNANIMOUSLY**

**3. Public Comment**

None.

**4. Line of Credit Renewal/Extension**

Ms. Brown provided information regarding the line of credit renewal. The tax-exempt line of credit expires July 15, 2106. This is on the Council agenda to approve the extension of the line of credit on July 5, 2016. This would be to extend the \$10 million tax-exempt line for an additional 2 years. Ms. Brown said we recently drew on the line of credit for the Kane Road

repairs. She said there is not a list of specific things we will use the line of credit for at this time, but there is a list of potential uses.

Ms. Monohon explained that we have used the line of credit for water, stormwater and transportation SDC eligible projects. She said it is a good way to let a project move forward and then repay it when the revenues come in.

Ms. Brown explained this extension will be for two years, and that without the extension we would need to go out for a request for proposals prior to the expiration date. She indicated that the terms that would likely be available through an RFP are not expected to be better than what we have available through the extension.

Ms. Brown said the action we are asking for is an official recommendation from the Finance Committee to send the request to Council for approval.

A motion was made by Mr. Koga and seconded by Ms. Baker to:

**“Recommend to Council adoption of the extension of the tax-exempt line of credit.”**

**MOTION CARRIED UNANIMOUSLY**

## **5. Utility Billing Update**

Mr. Seeger provided an update to the Committee about the online account management (YOU), the upcoming implementation of wastewater consumption based rates, robo-calling, credit card usage, and the customer assistance program. Samples of the utility bill changes are included with these minutes as Attachment A. A sample of the most recent campaign for YOU is included with these minutes as Attachment B.

Mr. Seeger discussed the implementation of consumption based sewer billing. He explained how the winter rate average is calculated.

Mr. Seeger talked about the customer assistance program and answered questions from the Committee. He said he would like to meet with interested Committee members to discuss this topic further.

## **6. Council Work Plan Project Update**

Ms. Monohon provided an update on the PGE & NW Natural lawsuit. The Oregon Supreme Court approved the utility license fee increase by 2% for PGE & NW Natural. Because Rockwood Water is another government entity, the court ruled that the utility license fee charged to RWPUD cannot exceed 5%. She said it is a significant ruling on our behalf as there is no other court to go to for further appeals. Ms. Monohon said there is still a court process that we have to wait through before a determination is made as to what kind of interest will be applied to anything from the prior date. She explained that NW Natural signed a stipulation to agree that they wouldn't make a payment during the litigation process and agreed to pay the LGIP rate

should a payment be necessary following the litigation. They have been collecting the license fee since the very beginning. PGE, however, did not establish an interest rate in advance and it is unknown what interest rate the court may establish. PGE charged the increased license fee early on, but then after the first court ruling, stopped collecting it. She said had we been receiving the payments from when the license fee increase was first enacted the estimated revenue would be in the \$10 million range.

Ms. Monohon said there are many discussions happening on what the usage of the funds, but nothing has been determined at this time.

## **7. Committee Business**

Ms. Brown updated the Committee on the implementation of paying vendors via ACH. She said we have completed a few payments this way so far and will be sending flyers to all our vendors to get more to sign up.

Ms. Brown said three years ago we issued Qualified Energy Conservation Bonds (QECCB) to do the LED Streetlight replacement. We took out \$7.6 million initially and we have about \$2 million left unspent. July 30 is the final date to use it. Our bond counsel is initiating a process to call the bonds and we will use the proceeds that we still have to pay those off. She said we are getting IRS subsidy on the funds, so bond counsel will also calculate that portion.

Ms. Monohon noted that the QECCB program has strict rules for what it can be used for and what made it a qualifying project. She said it either had to be already on an approved list that they had or go through an engineering study to prove the energy savings. We did try to find other places we could spend the remainder of the funds, but nothing met the criteria.

Ms. Brown said on July 30<sup>th</sup> we will finalize the numbers and bond counsel will initiate the process shortly after.

## **8. Good of the Order**

None.

## **9. Meeting Adjournment**

Chair Hugo adjourned the meeting at 8:03 p.m.

The next regular Finance Committee meeting will be July 20, 2016 at 7:00 p.m. in Conference Room 3A.

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Curt Hugo, Chair

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Kris Leibrand, Administrative Assistant

CITY OF  
**GRESHAM**

1333 N.W. Eastman Parkway | Gresham, OR 97030  
UtilityBilling@GreshamOregon.gov | GreshamOregon.gov

# Attachment A

Service Period: Jul-1-2016 to Aug-25-2016  
Service Address: 5510 SE WELCH RD  
**Due Date: Apr-27-2016**  
**Amount Due: \$1,250.04**  
**Questions? 503-618-2373**

H 81300024

5510 SE WELCH RD  
GRESHAM, OR 97080-0000

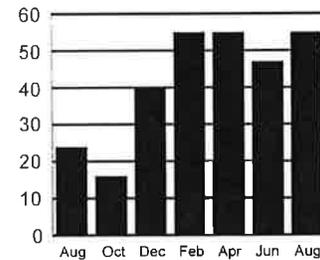
## UTILITY BILL

Previous Balance: \$909.81  
Beginning Balance: \$909.81

Meter # 69440171  
Prev. Read 634  
Current Read 689  
Current Usage 55

Residential Services	Billing Units	Amount
Water Base		\$42.64
All units @ \$2.33	55	\$128.15
Wastewater Base		\$86.08
Winter Water Average units @ \$0.50	24.000	\$12.00
Stormwater		\$41.36
Police Fire Parks Fee	2	\$30.00
<b>Current Charges</b>		<b>\$340.23</b>
<b>Amount Due</b>		<b>\$1,250.04</b>

Water Use History



1 unit = 100 Cubic Feet or 748 gallons

Para ayuda con su cuenta, llame al: 503-618-2373  
За помощью с оплатой ваших платежей за коммунальные услуги звоните 503-618-2373

Pay online at [greshamoregon.gov/billpay](http://greshamoregon.gov/billpay) or detach and return this remittance - Please make check payable to CITY of GRESHAM - Allow 5 days for mailing.

**Account Number**  
H 81300024

**Service Address**  
5510 SE WELCH RD

**Due Date**  
Apr-27-2016

**Amount Due**  
\$1,250.04

**Please pay by Apr-27-2016 to avoid a \$5.00 late fee and service interruption**

5510 SE WELCH RD  
GRESHAM, OR 97080-0000

City of Gresham  
P.O. Box 2260  
Portland, OR 97208-2260

New address, phone number or e-mail? Print on back.

0181300024000125004813000240001250047

**City of Gresham Utilities**

**Customer Service**  
503-618-2373

[UtilityBilling@GreshamOregon.gov](mailto:UtilityBilling@GreshamOregon.gov)  
FAX: 503-618-2268

[GreshamOregon.gov/Utilities](http://GreshamOregon.gov/Utilities)  
Office Hours and Location  
Monday-Friday 8 a.m. - 5 p.m.  
1333 N.W. Eastman Parkway  
Gresham, OR 97030-3813

**After Hours Emergency**  
503-661-3906

**Billing Schedule**

- Day 0 Bill date
- Day 20 Due date
- Day 27 Delinquent
- Day 40 Water turn off pending
- Day 46 Water subject to turn off

**Late Charges**

This bill becomes late if payment is not *received* by the **due date** indicated on the front of this bill. Delinquency occurs and a late fee will be added if payment is not received by the City within 6 days after the due date.

There will be a charge for any returned payment.

**Your Online Utilities (Y.O.U.)**

The City offers customers the option to manage your utility account online through Y.O.U. View your account history, make a payment, log a service request, and much more. Enrollment is easy.

- Visit [GreshamOregon.gov/YOU](http://GreshamOregon.gov/YOU)
- Select New User Registration and follow the instructions.
- Have your most recent utility bill with account number and last amount due.
- Follow the verification steps and create a password.

**Billing - Call Us for:**

- Questions about opening or closing the account and/or changing the property tenant or ownership.
- To discuss your balance.
- E-bill or Y.O.U. enrollment.

**Payment Options**

- Auto Pay will automatically deduct the amount owed from your checking or savings account on the due date of the regular bill at **no charge**. Enroll, after signing in, at [GreshamOregon.gov/YOU](http://GreshamOregon.gov/YOU)
- Online using a debit card, credit card or electronic check.\* Use Y.O.U. at [GreshamOregon.gov/YOU](http://GreshamOregon.gov/YOU) for **no charge**.
- By mail. Mail the enclosed envelope with payment stub to City of Gresham Utilities, P.O. Box 2260, Portland, OR 97208-2260.
- By phone 1-855-362-0843.\*
- In person. Either use the 24 hour drive-up drop box at 1333 N.W. Eastman Parkway or visit our front counter, same address.

**Explanation of Utility Charges**

Utility bill charges are based on rates set by Council resolution. All of these charges pay to:

- Operate and maintain the wastewater (sewer), stormwater and drinking water systems.
- Plan, design and build the capital improvement program (CIP) projects to rehabilitate and replace the City's aging infrastructure for these systems.
- Manage related programs that protect the public's health and the environment.

**Stormwater**

- The charge is based on the impervious area of each property.

**Water**

- The base charge is determined by the water meter size. Larger meters have higher monthly charges due to their increased use of the water system.
- The usage charge is the amount of water you use based on the meter reads multiplied by the rate for your customer type. 1 unit of water equals 100 cubic feet or 748 gallons.

**Wastewater (Sewer)**

- The base charge is a fixed fee based on customer class (such as residential or commercial).
- The Winter Water Average units are based on the average water use during the preceding October – April. Where no account average is available, the City will apply a default amount.

**Explanation of Police Fire Parks (PFP) Fee Charges.** The PFP Fee was enacted to prevent significant reductions in police, fire and parks services.

Learn more at [GreshamOregon.gov/Utilities](http://GreshamOregon.gov/Utilities)

\* A service fee will apply. Fee schedule is available for review online.

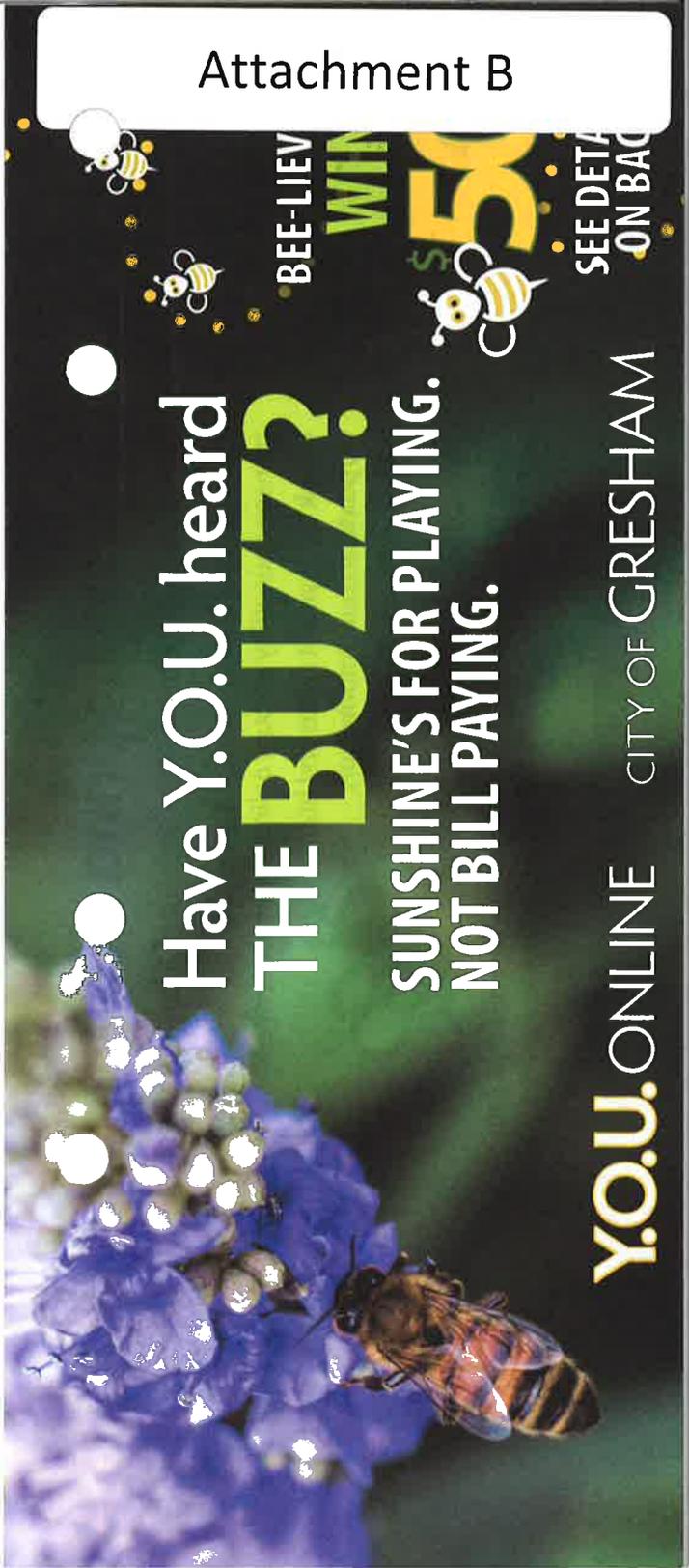
**Please print new contact information here or update using Y.O.U.:**

Name correction: \_\_\_\_\_

Mailing address change: \_\_\_\_\_  
\_\_\_\_\_

Phone or email change: \_\_\_\_\_

Send all other correspondence directly to our street address



Have Y.O.U. heard

**THE BUZZ?**

SUNSHINE'S FOR PLAYING.  
NOT BILL PAYING.

BEE-LIEV

WIN

\$50

SEE DETAILS  
ON BACK

**Y.O.U.** ONLINE

CITY OF GRESHAM

Attachment B



# Psszzzz: Spring 'eaining.

Eliminate paper clutter with the push of a button. Sweet.

Enroll today at [GreshamOregon.gov/YOU](http://GreshamOregon.gov/YOU) and manage your utility account online anytime, anywhere.

- **Look** up payment status and history.
- **Update** account information.
- **View** water use.



**Sign up and win! A honey of a deal.**

Open a **YO.U.** account for one of 16 chances to win a one-time **\$50** credit off your active utility bill. Eight drawings will take place this spring.

**YOUR NEW  
FAVORITE  
BUZZWORDS**

Select **eBill** for fast, paperless bill notification and free **AutoPay** to pay your bill – and never write or mail a check again.

No purchase is necessary to participate in the drawing. For complete entry rules and to enroll, go to [GreshamOregon.gov/YOU](http://GreshamOregon.gov/YOU) or call 503-618-2373.