

Mike Ash

Jan Baker,  
Vice-Chair

David Dyk

Jared Koga,  
Chair

Sue O'Halloran

Janine Gladfelter,  
Council Liaison

Jerry Hinton,  
Council Liaison  
(Alternate)

Sharron Monohon,  
Budget & Financial  
Planning Director,  
Staff Liaison

Kris Leibrand,  
Recording Secretary

**CITY OF GRESHAM  
FINANCE COMMITTEE  
WEDNESDAY, SEPTEMBER 20, 2017 7:00 P.M.  
CONFERENCE ROOM 3A  
GRESHAM CITY HALL, 1333 NW EASTMAN PKWY  
GRESHAM, OREGON**

- |                                      |        |
|--------------------------------------|--------|
| 1. CONVENE MEETING                   | 1 MIN  |
| 2. PUBLIC COMMENT                    | 5 MIN  |
| 3. MINUTES OF JUNE 21, 2017          | 1 MIN  |
| 4. ELECTION OF VICE-CHAIR            | 5 MIN  |
| 5. INVESTMENT PERFORMANCE REPORT     | 45 MIN |
| 6. COUNCIL WORK PLAN PROJECT UPDATES | 25 MIN |
| 7. COMMITTEE BUSINESS                | 10 MIN |
| 8. GOOD OF THE ORDER                 | 5 MIN  |

MEETING ADJOURNMENT

**Upcoming  
Monthly Meeting  
October 18, 2017**

**City of Gresham**  
**Finance Committee**  
**Wednesday, September 20, 2017**  
**Executive Summary**

**4. Elect New Vice-Chair**

The Vice-Chair position is elected in July of odd-numbered calendar years. The position is currently held by Jan Baker.

*Requested Action: Election of Vice Chair*

**5. 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*

**6. Council Workplan Project Updates**

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

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

*Requested Action: Information Only*

**7. Committee Business**

The Finance Committee's annual report to Council is scheduled for October 3, 2017.

*Requested Action: Committee Discussion*

**Minutes**  
**City of Gresham Finance Committee**  
**Wednesday, June 21, 2017, 7:00 p.m.**  
**Conference Room 3A**

**Finance Committee Members Present:**

Mike Ash  
Jan Baker, Vice Chair  
David Dyk  
Jared Koga, Chair  
Sue O'Halloran  
Paul Warr-King

Kris Leibrand (Recording Secretary)

**Finance Committee Members Absent:**

Don West

**Councilors in Attendance:**

Janine Gladfelter

**Staff Members in Attendance:**

Sharron Monohon, Budget & Financial Planning Director  
Bernard Seeger, Finance & Management Services Director  
Susan Brown, Finance & Accounting Manager  
Stephanie Betteridge, Senior Manager, Information and Innovation

**1. Convene Meeting**

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

**2. Minutes of April 19, 2017**

A motion was made by Mr. Dyk and seconded by Mr. Ash.

**“Approve the minutes for the April 19, 2017 Finance Committee meeting.”**

**MOTION CARRIED UNANIMOUSLY**

**3. Public Comment**

None.

**4. Investment Policy Review**

Ms. Brown explained that there are no substantive changes proposed to the investment policy this year. Even if we make no changes to the policy, Oregon Statute requires that the investment policy be reviewed and approved by our council, which will happen in September 2017. Ms. Brown answered general questions about the policy.

She then asked the Committee for an official recommendation from the Finance Committee to Council.

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

**“Approve the 2017 Investment Policy by the Finance Committee as presented by staff and recommend adoption by Council.”**

**MOTION CARRIED UNANIMOUSLY**

##### **5. Technology Strategic Plan Overview**

Ms. Betteridge gave a report explaining the Technology Strategic Plan. A copy of her PowerPoint presentation is attached to these minutes as Attachment A. She also provided an infographic that summarizes the strategic plan, a copy of which is included as Attachment B.

Mr. Ash asked about certain software updates that may not be as good as hoped.

Ms. Betteridge assured him that the City thoroughly evaluates software prior to installation to ensure it will serve us well.

Mr. Koga asked what information will be available from the data analytics work and how it will be used.

Ms. Betteridge said that there are two aspects to the data analytics. One is how we leverage data and evidence to inform our day-to-day operations and policy making. The other is how we provide information to our community members. She said we will start with the data from internal operations, look at what we have and explore the best way to access and utilize the information. We need to be able to look at our financial data and asset data together for example to make sound decisions. We do that now, but sometimes in ways that may be cumbersome. This plan will look at how we can leverage new technology to take a more comprehensive view.

Ms. O'Halloran asked if the city plans on purchasing any of the demographic data that is currently available, and how specific the city is planning on going into demographic data.

Ms. Betteridge said we currently have access to a lot of demographic data, and we are trying to determine how we are currently using that data internally for service delivery and examine where there may be gaps in the data. She said this will be on-going work over the next few months.

Ms. O'Halloran noted that citizens may be concerned about what information the government has about them. She suggested that there be more citizen involvement in discussions about data measurements, collection and use.

Ms. Betteridge agreed that she raised a good point.

Mr. Ash also agreed. He asked what the City is doing to make sure we are taking advantage of opportunities provided by new technologies, such as drones.

Ms. Betteridge said that is one of the reasons we update our plan annually. For example, as a pilot project, we will be using drones to survey roads and intersections, to evaluate how we can use new technology to improve our service delivery. At the same time, we need to be sure we use the technology in ways that the community doesn't feel like we are infringing on their privacy. We want to make sure that as we launch these projects that we have policies in place that determine how they will and won't be used.

Mr. Dyk asked if there is a standardized reporting for status of projects.

Ms. Betteridge confirmed that yes, the City of Gresham has adopted a project management system for citywide projects. She explained the key components of the system, including having a full project plan for all technology projects with a clearly defined scope, identification of risks and opportunities, resource allocation and a retrospective at project completion.

Mr. Dyk asked if the consultant that we have used during the ERP system selection process will be utilized during the implementation.

Ms. Betteridge said that we are close to the point where we need to make that decision. How we approach and assess the risks is part of the recommendation that will go to Council. She said she will be happy to come to another meeting and share an overview of the project and go into further details once a vendor selection decision has been made by Council.

Mr. Ash referred back to the discussion on data collection and said he wanted to make sure that everyone was aware of the Freedom of Information Act and the information that can be requested. Ms. Betteridge said they will keep it in mind.

Ms. O'Halloran said this technology plan, especially the ERP project, is an important step for the City moving forward. She said we've all seen other places in the news where system implementations failed to deliver successfully. Given that, she thought that the Finance Committee would be the best group to receive reports and more in depth information to ensure there is an outside view. She said this process is positioning the City for the future. She suggests to the Committee that this is a topic we would like to be more informed on and involved in. She wondered if it should be suggested to Council that the Finance Committee receive more in depth information on the Technology Strategic Plan in the future and specifically on the ERP project.

Mr. Ash suggested that there are some big-ticket items and the Finance Committee should offer some oversight.

Ms. Monohon said she would raise the topic with the City Manager and then come back to the Committee for more discussion. She said she thinks having a review committee of some kind would be valuable to the Council if it has the right scope and structure.

Ms. Betteridge finished by saying our number one priority is public trust and we want to have a process that supports that. She encouraged Committee members to reach out to her with questions or comments.

6.

## 7. Council Work Plan Project Update

Mr. Seeger provided an update on the following items:

- FMS is finalizing plans to move the fleet operations to the Multnomah County Yeon building on 190<sup>th</sup>. The lease will be reviewed and approved by the County soon. The planned move in date is the end of August. Some improvements need to be done to the space in order to accommodate our staff before the move can be completed.
- FMS is a key stakeholder in the ERP project, specifically with the payroll, accounts payable, business licenses, and general ledger modules.
- We are in the process of replacing electronic payment vendor. It turns out that some of these vendors have a customer reminder module as well. We chose Invoice Cloud for the electronic payment vendor, and they offer a customer reminder option for no additional charge.
- We are still looking into a company that can help with the leak detection services.
- The Behavior Insights Team is still helping us approve adoption of auto pay and eBill numbers. We have done a couple of campaigns already and a new campaign will launch on July 7.

Ms. Monohon provided an update on the following items:

- Council adopted FY 2017-18 budget on June 20<sup>th</sup>.
- The system development charges have gone through a significant update process and revision over the past year. Council has adopted new methodologies for water, wastewater, stormwater, transportation and parks which will take effect on July 1, 2017.

## 8. Committee Business

Ms. Monohon noted that Council has approved the re appointment of Mr. Dyk, Ms. Baker, and Mr. Ash to the Finance Committee for the next 3 years. Mr. West and Mr. Warr-King will be leaving the committee. Ms. Monohon thanked Mr. Warr-King for his service to the City.

### Good of the Order

Ms. Monohon invited everyone to the volunteer picnic held at Main City Park on July 11, 2017 at 5:00.

Ms. O'Halloran reminded everyone that Music Mondays are starting their 9<sup>th</sup> year on July 3<sup>rd</sup> and will run through July and August. There is also a beach party event starting at 4:30 pm on August 14<sup>th</sup>. Admission is free.

### Meeting Adjournment

Chair Koga adjourned the meeting at 8:25 p.m.

The next regular Finance Committee meeting will be September 20, 2017 at 7:00 p.m. in Conference Room 3A.

---

Jared Koga, Chair

---

Kris Leibrand, Administrative Assistant