

# Meeting Agenda | Finance Committee

Wednesday, November 15, 2023  
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. Meeting Minutes for October 18, 2023          | 5 min  |
| 3. Public comment                                | 5 min  |
| 4. Investment Performance Review                 | 45 min |
| 5. Fiscal Year 2023/24 Supplemental Budget #1    | 20 min |
| 6. Project Updates                               | 10 min |
| 7. Committee Business                            | 5 min  |
| 8. Good of the order                             | 1 min  |

## How to participate

This meeting will be conducted electronically using Zoom, an online meeting platform. The meeting structure complies with ORS 192.610 to 192.690.

**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](mailto: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](mailto: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/86728900897?pwd=SCtlenhLMTJydVUxYTNLenlZMCswdz09>  
Passcode: S4nsMM7bpc

One tap mobile :

+16699006833,,86728900897#,,,,\*8600547373# US (San Jose)  
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Webinar ID: 867 2890 0897  
Passcode: 8600547373



**City of Gresham**  
**Finance Committee**  
**Wednesday, November 15, 2023**  
**Executive Summary**

**4. Investment Performance Review**

***Presented by Susan Brown, Finance & Accounting Services Manager and Terryl Aguon, Treasury Analyst with Garrett Cudahey and Deanne Woodring, Government Portfolio Advisors Investment***

Policy guidelines require staff to submit a portfolio report to the Finance Committee no less than twice a year. This will be the second update for calendar year 2023.

*Requested Action: Information and Committee Discussion*

**5. Fiscal Year 2023/24 Supplemental Budget #1**

***Presented by Elizabeth McCann, Budget Manager***

Ms. McCann will provide an overview of Supplemental Budget #1. Details are included as an attachment to this agenda packet. Following Finance Committee's review, the Supplemental Budget is scheduled to go before Council for consideration at an upcoming meeting.

*Requested Action: Committee Discussion and Recommendation to Council*

**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*

**City of Gresham Finance Committee  
Wednesday, October 18, 2023, 7:00 p.m.  
Zoom Meeting Minutes**

**Finance Committee Members Present:**

Claire Lider  
Nick McWilliams  
Dave Dyk, Chair  
Jan Baker  
Rusty Allen  
Theresa Tschirky, Vice-Chair

**Finance Committee Members Absent:**

Mike Schultze

**Council Liaison in Attendance:**

Janine Gladfelter

**Staff Members in Attendance:**

Sharron Monohon, Director of Budget & Finance  
Elizabeth McCann, Budget Manager

Christina Ott (Recording Secretary)

**1. Convene Meeting**

The meeting was convened at 7pm by Chair Dyk.

**2. Meeting Minutes for August 16, 2023**

There was a motion made by Ms. Tschirky and seconded by Mr. Allen to:

**“Adopt the August 16, 2023 Meeting Minutes as submitted.”**

**Motion passes unanimously.**

### 3. Public Comment

None

### 4. Long-Term Financial Roadmap Update

Before discussing updates concerning the Financial Roadmap, Ms. Monohon began by reviewing the presentation from the most recent Council meeting, so that the committee could give some feedback or commentary, as well as get updated on what discussions occurred during the meeting.

Ms. Monohon began her presentation.

*“Presentation can be seen as a part of Attachment A.”*

Ms. Monohon then opened it up to discussion for the committee.

Ms. Baker commented that lowering the levy proposal below the \$1.35 amount suggested may not be a good idea. From her perspective, it could make it seem as if the City was overstating the previous request and did not really need finding, which in turn may prompt citizens to not vote in favor.

Chair Dyk asked about the recent DHM presentation at Council which outlined reasons why the May 2023 voter turnout was low. He said this was one of the main reasons some people were encouraging Council to hold off until the November 2024 election where there would likely be a much larger turnout.

Ms. McCann reminded the committee that one of the main reasons staff recommended pursuing the levy in May 2024 over November 2024 is that delaying those 6 months would result in an additional 12 month delay before any revenue would be received.

Mr. McWilliams commented that asking for a larger levy amount (as someone asked about during the September Council meeting) would be problematic. He also commented that clarification about the true size of the funding gap was needed, especially given the somewhat confusing discussions regarding the fee. He suggested identifying the least amount we could ask for that would meet basic services, and better describing what outcome we are seeking in terms of service delivery. Messaging will require us to be clear about what problem we are fixing and what revenue is needed to do so.

Ms. Monohon added that staff is developing a service level evaluation, describing what level programs currently are at and what would be the impact of reductions to those service levels. Being able to describe how precarious and thinly staffed some services are is important. That work will be used to support the communication efforts with the voters.

Mr. McWilliams asked about the historical growth in the General Fund and asked about outside metrics to help evaluate appropriate staffing levels.

Ms. Monohon indicated that outside analysis regarding Police and Fire staffing levels has been completed and presented to Council in the last year or so. The levy proposal begins to implement measures recommended in those analyses.

## 5. American Rescue Plan Act Update

Ms. McCann began with her presentation.

*“Presentation can be seen as a part of Attachment A.”*

Ms. McCann opened it up to discussion from the committee.

Ms. Tschirky asked how the Gradin Sports Park upgrade qualifies under the ARPA funding rules.

Ms. McCann replied that one of the criteria for use of the funds was a focus on public health response and having strong healthy communities. One way to achieve this is to enhance facilities that provide the ability to recreate outdoors. Another relevant criterion is that the projects become easier to qualify if they are for areas that are considered qualified census tracts. Gresham has a number of those based on the economic conditions in those areas. There are several cities around the country that are doing very similar types of projects like this.

Ms. McCann added that unfortunately, the fire station upgrades do not fall under this category. They are our fundamental and emergency health response within the city, but they’re not necessarily pandemic related. We have done a lot of research but haven’t found a path yet.

## 6. Review of Financial Policies

Ms. Monohon began her review of the financial policies and discussion on them.

- Went over discussion from previous meeting regarding reserve policies.
- Looking into debt policies, bringing them together and stating the purpose and what we’re looking to accomplish.
- Also looking into the section on Accounting and Financial Reporting, again updating the statement of purpose and desired achievement for the policies.

- Risk Management and Internal Controls is relatively thin, looking to bolster to show they are important statements and important practices to adhere to.
- More work is needed for the Structurally Balanced Budget category, as there are not many policies in place and actually achieving a structurally balance budget is quite challenging. One way to approach this may be instead of having a directive that may not be feasible to achieve, we could have language that states the need to be thoroughly transparent about whether or not recurring revenues and recurring expenses are balanced.

## 7. Project Updates

Ms. Monohon gave kudos to Susan Brown and the Accounting staff as Gresham received the annual Government Finance Officers Association award of excellence for the adopted financial report for the year ending June 30, 2022.

## 8. Committee Business

Ms. McCann shared that there will be a supplemental budget schedules for the next meeting.

## 9. Good of the order

None

## 10. Meeting Adjournment

Chair Dyk adjourned the meeting at 8:22pm. The next meeting will be held on November 15, 2023 at 7pm.

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Dave Dyk, Chair

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Christina Ott, Recording Secretary

Exhibit A  
Recommended  
**SUPPLEMENTAL BUDGET**  
Fiscal Year 2023/24

City of Gresham, Oregon

Presented to Gresham Finance Committee on November 15, 2023  
Presented to Gresham City Council on January 16, 2024

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## Supplemental Budget Overview

The following is an explanation of the amounts and justifications for the recommended changes in appropriations for the fiscal year 2023/24 Budget which requires authorization of the City Council. The supplemental budget overview is organized by category, budget adjustment and fund.

### Grant Items

#### A. International City/County Management Association (ICMA) Grant

The City was awarded a grant by the International City/County Management Association (ICMA) for an economic mobility project in support of the City of Gresham's strategic plan by developing a poverty reduction and prevention plan. This grant requires participation in a cohort led by ICMA. The grant will pay for consultants to assist in drafting the plan and travel required to participate in the cohort.

This item accepts and appropriates the grant revenue for use by this program during the fiscal year.

#### Budgetary Effect

##### *Designated Purpose Fund Impact*

##### Resources:

Miscellaneous Income	\$35,000
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##### Requirements:

Citywide Services – Citywide Grants	\$35,000
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#### B. Fire Prevention & Safety Grant

The Gresham Fire Department received a federal grant award through the 2022 Fire Prevention & Safety Grant. The purpose of the Fire Prevention and Safety Grant Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development. This grant will be used to hire one fire inspector for a period of one year to conduct a Community Risk Assessment.

This item accepts and appropriates the grant revenue and expenditures for use by this program during the fiscal year. This item also transfers funds for the required match.

#### Budgetary Effect

##### *General Fund Impact*

##### Requirements:

Interfund Transfer to Designated Purpose Fund	\$8,000
Contingency	(\$8,000)

*Designated Purpose Fund Impact*

Resources:

Intergovernmental Revenue – Federal Grants	\$150,000
Interfund Transfer from General Fund	\$8,000

Requirements:

Fire – Fire Prevention & Safety Grant	\$158,000
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**C. FEMA Enhance Parks Grant**

The City of Gresham, serving as a co-applicant along with Multnomah County, has been awarded a grant by FEMA and the State Office of Emergency Management. The grant dollars will be used to enhance green infrastructure across the City and comply with State mandates to increase tree canopy. The grant will be used for construction, trees and personnel costs for this project.

This item accepts and appropriates the grant revenue for use by this program during the fiscal year.

**Budgetary Effect**

*Designated Purpose Fund Impact*

Resources:

Intergovernmental Revenue – Federal Grants	\$381,000
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Requirements:

Environmental Services – Stormwater Grants	\$381,000
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**D. FEMA Urban Areas Security Initiative (UASI) Grant**

The Gresham Police Department applied for the fiscal year 2023 FEMA Urban Area Security Initiative (UASI) grant. This grant provides resources required for implementation of the National Preparedness System and working toward the National Preparedness Goal of a secure and resilient nation. The City of Gresham was awarded this grant to purchase a rescue vehicle.

This item accepts and appropriates these funds, to allow Gresham to move forward with purchasing the rescue vehicle.

**Budgetary Effect**

*Designated Purpose Fund Impact*

Resources:

Intergovernmental Revenue – Federal Grants	\$404,000
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Requirements:

Police – State Homeland Security	\$404,000
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**E. DOJ Connect and Protect Grant**

The City of Gresham, in partnership with Cascadia Health and Portland State University, has been awarded a grant to support the Gresham Police Department's Behavioral Health Unit. This grant will fund two clinician positions for response of people experiencing a mental health crisis. This grant will support this program for 3 years with approximately \$535,000 in federal funding.

This item accepts and appropriates the grant revenue and expenditures for use by this program during the fiscal year.

**Budgetary Effect**

*General Fund Impact*

Requirements:

Interfund Transfer to Designated Purpose Fund	\$123,000
Contingency	(\$123,000)

*Designated Purpose Fund Impact*

Resources:

Intergovernmental Revenue – Federal Grants	\$178,000
Interfund Transfer from General Fund	\$123,000

Requirements:

Police - Justice & Mental Health Grant	\$301,000
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**F. DOJ Peer Support Grant**

Gresham Police Department's Behavioral Health Unit has been awarded the Justice and Mental Health grant to hire two full-time contracted Peer Support Specialists for Mental Health related calls for service. The Gresham Police will collaborate with Cascadia Health and Portland State University, to enhance the services response to calls with mental health nexus. This grant awards a total of \$550,000 in federal funding to support the program for three years.

This item accepts and appropriates the grant revenue and expenditures for use by this program during the fiscal year. This item also transfers funds for the required match.

**Budgetary Effect**

*General Fund Impact*

Requirements:

Interfund Transfer to Designated Purpose Fund	\$22,000
Contingency	(\$22,000)

*Designated Purpose Fund Impact*

Resources:

Intergovernmental Revenue – Federal Grants	\$181,000
Interfund Transfer from General Fund	\$22,000

Requirements:

Police - Justice & Mental Health Grant	\$203,000
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### **G. Oregon All-In Outreach Placement Team Grant**

The Oregon All In project is a collaboration operated in partnership with other service providers with leadership from the Multnomah County MAC, a Multi-Agency Coordinating (MAC) Group that oversees Oregon All In and Housing Multnomah Now to establish policy, set strategy, and coordinate resources to address unsheltered homelessness. The purpose of this project is to rapidly resolve homelessness for unsheltered adults within a geographic region defined by the Multnomah County MAC. The City of Gresham has been awarded this grant to house fifteen clients within this fiscal year.

This Item accepts and appropriates grant revenue for use during this fiscal year.

#### **Budgetary Effect**

##### *Designated Purpose Fund Impact*

##### Resources:

Intergovernmental Revenue – Multnomah County Service Agreements	\$467,000
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##### Requirements:

Community Livability – Homeless Services	\$467,000
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### **Recognize Revenue and Appropriate Expense**

### **H. Fire Conflagrations Reimbursement**

The 2023 wildfire season resulted in numerous declarations related to the State of Oregon Conflagrations Act. These declarations allow responding jurisdictions to be reimbursed for the firefighting resources provided. The City of Gresham Fire Department provided staffing and equipment in response to these wildfire declarations.

This item accepts and appropriates the revenue from the State of Oregon. Reimbursements will provide the appropriations needed to offset the additional overtime and other personnel costs incurred in the General Fund and will assist with future large fire equipment purchases in the Equipment Replacement Fund.

#### **Budgetary Effect**

##### *General Fund Impact:*

##### Resources:

Intergovernmental Revenue – Fire Service Agreements	\$108,000
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##### Requirements:

Fire – Emergency Operations	\$84,000
General Fund Unappropriated	\$24,000

*Equipment Replacement Fund Impact:*

Resources:

Intergovernmental Revenue – Fire Service Agreements \$31,000

Requirements:

Unappropriated \$31,000

**I. Concrete Crew – Special Project Support**

The Concrete Crew within the Transportation Division, in the Department of Environmental Services, has been asked to provide concrete repair services for special projects. In certain circumstances, private property owners within the City of Gresham have attempted to address sidewalk or other concrete-related code violations but have been unable to obtain services through the private market. One option to facilitate the resolution of these code violations in a timely manner would be for the City’s concrete crew to provide services in limited situations. In these cases, the private property owners will reimburse the city for the time and materials costs related to the concrete repairs.

This item recognizes revenue and appropriates expenses.

**Budgetary Effect**

*Designated Purpose Fund Impact*

Resources:

Charges for Services – Other Charges for Services \$40,000

Requirements:

Environmental Services – Transportation Operations \$40,000

## General Fund Fiscal Year 2023/24

	Adopted Budget 7/1/23	Transfers/ Resolutions 7/1/23-1/15/24	Recommended Supplemental Budget 1/16/24	Revised Budget 1/16/24
<b>RESOURCES</b>				
Beginning Balance	26,474,000	-	-	26,474,000
Operating Revenues				
Taxes	37,549,000	-	-	37,549,000
Licenses & Permits	451,000	-	-	451,000
Intergovernmental Revenue	21,201,000	-	108,000 <sup>1</sup>	21,309,000
Charges for Services	7,940,000	-	-	7,940,000
Utility License Fees	20,453,000	-	-	20,453,000
Miscellaneous Income	631,000	-	-	631,000
Internal Service Charges	1,209,754	-	-	1,209,754
Subtotal	89,434,754	-	108,000	89,542,754
Interfund Transfers	3,275,000	-	-	3,275,000
<b>TOTAL RESOURCES</b>	<b>119,183,754</b>	<b>-</b>	<b>108,000</b>	<b>119,291,754</b>
<b>REQUIREMENTS</b>				
Operating Expenditures				
Police	50,299,391	-	-	50,299,391
Fire	34,674,479	-	84,000 <sup>1</sup>	34,758,479
Econ, Dev & Housing Services	1,593,427	-	-	1,593,427
Community Livability	1,585,886	-	-	1,585,886
Parks	5,297,515	-	-	5,297,515
Subtotal	93,450,698	-	84,000	93,534,698
Interfund Transfers	4,263,200	-	153,000 <sup>2,3,4</sup>	4,416,200
Contingency	1,280,000	-	(153,000) <sup>2,3,4</sup>	1,127,000
Unappropriated	20,189,856	-	24,000 <sup>1</sup>	20,213,856
Subtotal	25,733,056	-	24,000	25,757,056
<b>TOTAL REQUIREMENTS</b>	<b>119,183,754</b>	<b>-</b>	<b>108,000</b>	<b>119,291,754</b>

**NOTES:**

- <sup>1</sup> Item H: Conflagration - Fire
- <sup>2</sup> Item B: Fire Prevention & Safety Grant
- <sup>3</sup> Item E: DOJ Connect and Protect Grant
- <sup>4</sup> Item F: DOJ Peer Support Grant

## Designated Purpose Fund Fiscal Year 2023/24

	Adopted Budget 7/1/23	Transfers/ Resolutions 7/1/23-1/15/24	Recommended Supplemental Budget 1/16/24	Revised Budget 1/16/24
<b>RESOURCES</b>				
Beginning Balance	30,407,494	-	-	30,407,494
Operating Revenues				
Intergovernmental Revenue	15,279,700	-	1,761,000 <sup>2, 3, 4, 5, 6, 7</sup>	17,040,700
Charges for Services	548,200	-	40,000 <sup>8</sup>	588,200
Miscellaneous Income	1,401,700	-	35,000 <sup>1</sup>	1,436,700
Subtotal	<u>17,229,600</u>	<u>-</u>	<u>1,836,000</u>	<u>19,065,600</u>
Interfund Transfers	1,374,450	-	153,000 <sup>2, 5, 6</sup>	1,527,450
<b>TOTAL RESOURCES</b>	<u><u>49,011,544</u></u>	<u><u>-</u></u>	<u><u>1,989,000</u></u>	<u><u>51,000,544</u></u>
<b>REQUIREMENTS</b>				
Operating Expenditures				
City Manager's Office	7,000	-	-	7,000
Citywide Services	15,936,623	-	35,000 <sup>1</sup>	15,971,623
Police	1,296,600	-	908,000 <sup>4, 5, 6</sup>	2,204,600
Fire	395,100	-	158,000 <sup>2</sup>	553,100
Urban Design & Planning	85,000	-	-	85,000
Econ, Dev, & Housing Services	18,305,500	-	-	18,305,500
Community Livability	2,743,092	-	467,000 <sup>7</sup>	3,210,092
Parks	2,217,000	-	-	2,217,000
Environmental Services	1,580,000	-	421,000 <sup>3</sup>	2,001,000
Subtotal	<u>42,565,915</u>	<u>-</u>	<u>1,989,000</u>	<u>44,554,915</u>
Interfund Transfers	3,836,168	-	-	3,836,168
Unappropriated	2,609,461	-	-	2,609,461
Subtotal	<u>6,445,629</u>	<u>-</u>	<u>-</u>	<u>6,445,629</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>49,011,544</u></u>	<u><u>-</u></u>	<u><u>1,989,000</u></u>	<u><u>51,000,544</u></u>

**NOTES:**

<sup>1</sup> Item A: International City/County Management Association Grant (ICMA)

<sup>2</sup> Item B: Fire Prevention & Safety Grant

<sup>3</sup> Item C: FEMA Enhance Parks Grant

<sup>4</sup> Item D: FEMA Urban Area Security Initiative Grant (UASI)

<sup>5</sup> Item E: DOJ Connect & Protect Grant

<sup>6</sup> Item F: DOJ Peer Support Grant

<sup>7</sup> Item G: Oregon All In Outreach Placement Team

<sup>8</sup> Item I: Concrete Crew

## Equipment Replacement Fund Fiscal Year 2023/24

	Adopted Budget 7/1/23	Transfers/ Resolutions 7/1/23-1/15/24	Recommended Supplemental Budget 1/16/24	Revised Budget 1/16/24
<b>RESOURCES</b>				
Beginning Balance	18,800,000	-	-	18,800,000
Operating Revenues				
Intergovernmental Reven	-	-	31,000 <sup>1</sup>	31,000
Miscellaneous Income	7,671,900	-	-	7,671,900
Internal Service Charges	2,101,492	-	-	2,101,492
Subtotal	9,773,392	-	31,000	9,773,392
Interfund Transfers	239,400	-	-	239,400
<b>TOTAL RESOURCES</b>	<b>28,812,792</b>	<b>-</b>	<b>31,000</b>	<b>28,812,792</b>
<b>REQUIREMENTS</b>				
Operating Expenditures				
Citywide Services	8,207,300	-	-	8,207,300
Subtotal	8,207,300	-	-	8,207,300
Other Requirements	7,389,900	-	-	7,389,900
Unappropriated	13,215,592	-	31,000 <sup>1</sup>	13,246,592
Subtotal	20,605,492	-	31,000	20,636,492
<b>TOTAL REQUIREMENTS</b>	<b>28,812,792</b>	<b>-</b>	<b>31,000</b>	<b>28,843,792</b>

**NOTES:**

<sup>1</sup> Item H: Conflagration - Fire