

To: Members of the Budget Committee
From: Sharron Monohon, Budget & Finance Director
Meeting Date: April 20, 2023
Subject: Budget Committee meeting minutes from the fiscal year 2022/23

Attached are the minutes from the fiscal year 2022/23 Budget Committee meetings. Please review them prior to the second Budget Committee meeting on April 27, 2023. Approval of the minutes will be included on the April 27, 2023 agenda.



City of Gresham Budget Committee
Thursday, April 21, 2022
via Zoom MeetingPlatform Minutes

Budget Committee Members Present:

Claire Lider, Vice-Chair
Dave Dyk
Councilor Dina DiNucci
Jan Baker
Councilor Janine Gladfelter
Rusty Allen, Chair
Sue O'Halloran
Theresa Tschirky
Mayor Travis Stovall
Councilor Vincent Jones-Dixon (Joined prior to Item #3)

Budget Committee Members Absent:

Councilor Eddy Morales
Councilor Mario Palmero
Nick McWilliams
Councilor Sue Piazza

Staff Members in Attendance:

Nina Vetter, City Manager
Kevin McConnell, City Attorney
Corey Falls, Deputy City Manager
Eric Schmidt, Assistant City Manager
Steve Fancher, Assistant City Manager
Elizabeth Coffey, Assistant City Manager
Sharron Monohon, Budget & Finance Director
Elizabeth McCann, Budget Manager
Cecille Turley, (Recording Secretary)
Ian Peterson, Staff
Tahni Fagerberg, Staff

1. Convene Budget Committee Meeting and Roll Call

The Budget Committee meeting was convened at 6:02pm by Mr. Dyk. He asked Ms. Monohon to lead the roll call.

2. Agenda Review, Ground Rules, and Meeting Protocols

Ms. Monohon reviewed the agenda, the ground rules, and the meeting protocols.

3. Election of the Budget Committee Officers

Mr. Dyk asked for Nominations for Chair of the Budget Committee.

Ms. O'Halloran nominated Rusty Allen for Budget Committee Chair.

Vote passes unanimously.

Ms. O'Halloran also nominated Claire Lider for Budget Committee Vice Chair.

Vote passes unanimously.

4. Instruction for Public Testimony

Chair Allen went over the Instructions for Public Testimony for any public comments during the meeting.

5. Budget Message and Overview of FY 2022/23 Proposed Budget

Ms. Vetter began with her presentation of the Proposed Budget for FY 2022/23.

"Presentation can be seen as a part of Attachment A"

After the beginning portion was presented, Ms. Vetter then began the second part of the presentation, along with City Attorney McConnell, Mr. Falls, Mr. Schmidt, Mr. Fancher, Ms. Coffey, and Ms. McCann.

6. State Shared Revenue Hearing

Chair Allen began the hearing and opened it to public testimony.

Ms. Monohon shared that there was no public comment or testimony submitted.

Chair Allen then asked the committee if they wished for the hearing to be closed.

Voting was unanimous in favor of closing the hearing.

7. Public Comment

None

8. Committee Discussion

Chair Allen opened up Committee Discussion for the proposed budget.

Councilor DiNucci asked how the possibility of rising inflation could impact the budget process.

Ms. Monohon responded that it is one of the challenges during the process. We forecast

many months in advance, and we try to look at those trends to help us understand how much of an impact it can really have. We question whether we see a small term or a long term trend, so we can incorporate that into the financial forecasting. A lot of items are under consideration right now, such as fuel. We were able to include an increase in that area. We also include a contingency so we can make sure we are not overbudgeting for inflationary items that are key to providing services to the city. .

Councilor DiNucci gave compliments to the presenters, noting the completeness of the presentations and said she was feeling good about the direction the city is moving towards.

Councilor Gladfelter thanked everyone and asked about the amount of the equipment replacement fund that was being held back for one year.

Ms. Monohon added that the changed practice is specific to the General Fund, which likely has a fair amount of turn back due to vacancies. She indicated there are plans in place to evaluate before the transfer is made at the end of the fiscal year. If we were to budget it up front, it would prevent some actions that those departments really need to take, so this was a strategic way to approach the situation.

Ms. McCann replied, the amount for the current year that is scheduled to transfer from the General Fund to the replacement equipment fund is \$2.2 million, so for FY22/23 it would be slightly higher than that due to natural inflation.

Chair Allen asked if there was any additional information staff needed to share with the committee this evening. Ms. Monohon stated all documents should be posted online soon and will be available as a hard copy at the front desk tomorrow by noon. She also reminded the committee that questions should be coordinated through staff so that responses could be provided to all members.

9. Recess Until Next Meeting: Thursday, April 28, 2022 at 6:00 p.m.

There was a motion made by Mayor Stovall and seconded by Councilor Jones-Dixon to:

“Recess the Budget Committee for Fiscal Year 2022/23 until April 28, 2022”

Motion passes unanimously.

The meeting was recessed at 7:40pm.



City of Gresham Budget Committee
Thursday, April 28, 2022
via Zoom Meeting Platform Minutes

Budget Committee Members Present:

Claire Lider, Vice-Chair
Dave Dyk
Jan Baker
Councilor Janine Gladfelter
Rusty Allen, Chair
Sue O'Halloran
Theresa Tschirky
Mayor Travis Stovall
Councilor Vincent Jones-Dixon

Budget Committee Members Absent:

Councilor Dina DiNucci
Councilor Eddy Morales
Councilor Mario Palmero
Nick McWilliams
Councilor Sue Piazza

Staff Members in Attendance:

Nina Vetter, City Manager
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Eric Schmidt, Assistant City Manager
Steve Fancher, Assistant City Manager
Elizabeth Coffey, Assistant City Manager
Sharron Monohon, Budget and Finance Director
Elizabeth McCann, Budget Manager
Cecille Turley (Recording Secretary)
Ian Peterson, Staff
Sagun Pokharel, Staff
Tahni Fagerberg, Staff

1. Reconvene Meeting and Roll Call

The meeting was reconvened at 6:04pm by Chair Allen and roll call was led by Ms. Monohon.

2. Instructions for Public Testimony

Chair Allen gave the instructions for Public Testimony for the meeting.

3. Approval of Minutes for FY 2021/22 Budget Committee Meetings

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

“Approve Meeting Minutes for Fiscal Year 2021/22 Budget Committee Meeting.”

Motion passes unanimously.

4. Public Comment

None

5. Follow-up from Budget Committee Meeting #1

Ms. Monohon gave an overview of topics from the previous Budget Committee meeting.

6. Committee Discussion

Chair Allen opened it up to the committee for discussion.

Ms. Tschirky gave appreciation to all the presenters from the previous meeting for their thoroughness and details and for the prompt response to the detailed questions. She asked if there was a forward look for how to continue things such as Housing, Homeless Support and Youth Violence Prevention after the ARPA funds have been expended.

Ms. Coffey responded that all departments have created three year operational plans and if you were to break those down year by year, you can see year three of the plan has conversion of limited term positions that are funded by ARPA to more permanent positions. Through our long term financial Roadmap the intent is to be able to continue those critical public safety efforts and this will help serve as a bridge until we are able to fully configure the financial plan.

Ms. O'Halloran asked for clarification on what the ARPA funds will be doing, particularly for the mobile crisis response.

Ms. Coffey explained that we used the dollars to be able to expand the team, and be able to use those American Rescue Plan Act dollars towards this team over our 3 year contract with them.

Councilor Gladfelter asked for clarification on the NET team enforcement, and whether we have a plan to bring that back at some point soon.

Ms. Monohon responded that right now with staffing levels, there are going to be some adjustments in different areas and some items are temporarily on hold due to limited staffing. Regarding the NET team specifically, there is a lot of activity happening more on the code enforcement side and in other service areas.

Mr. Falls added that operationally, we will get more staffing in place and will heavily recruit within for all our specialty assignments. We are trying to get those positions in as backfill for the time being while getting our overall staffing up to speed.

Councilor Gladfelter asked about the contracts and agreements that we have for Fire services, and whether there has been any long term review of these.

Ms. McCann noted that the contracts were renewed in 2015 and there are formulas within the contracts that are adjusted annually that controls what the other cities are required to pay every year. Once the expiration date hits, that is when we are able to review and potentially modify the contracts.

Councilor Gladfelter asked about branding and tourism support and what activities are included.

Ms. Coffey explained that there are a variety of things that we work on through the communications team. In terms of branding, it's mainly discussing all of the different types of activities we do that give overall promotion of the community.

Ms. O'Halloran commented that the budget was not really well defined when speaking of the money set aside for community events and to the Chamber.

Mr. Schmidt explained that new information has been added to the document to display the use of tourism dollars.

Ms. O'Halloran commented that it should be more clearly laid out within the document and that there should be more explanation provided so the uses are better understood. Ms. Tschirky agreed with Ms. O'Halloran's suggestion.

Ms. O'Halloran asked whether the Fire Stations were going to be addressed anytime soon, as the condition needs seem to be an important manner.

Mr. Falls reported that we are doing a standard of cover review for our fire department, which will include many aspects, and all that work will help guide us to address what our facilities will need.

Mayor Stovall asked if there were any exercises done within the budgeting process that look specifically at different municipalities and whether that could help fund services such as the fire department. He wondered whether Gresham community members were getting their due from a cost perspective.

Ms. McCann responded that while some of that was included in the last contract renewal process, there is still some disparity in the level of payment. Last time, we did look at their property tax base and started with the comparison there.

7. Approval of Fiscal Year 2022/23 Budget and Tax Rate

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

“Approve the proposed budget for Fiscal Year 2022/23”

Motion passes unanimously.

Another motion was made by Ms. Baker and seconded by Ms. O'Halloran to:

“Approve the Fiscal Year 2022/23 property tax rate for the general fund of \$3.1629 per \$1,000 of taxable assessed value.”

Motion passes unanimously.

8. Adjourn Meeting

The meeting was adjourned at 6:51pm by Chair Allen.

Rusty Allen, Chair

Cecille Turley, Recording Secretary