

City of Gresham Finance Committee
Wednesday, March 19, 2025, 7:00 p.m.
Zoom Meeting Minutes

Finance Committee Members Present:

Theresa Tschirky, Chair
Rusty Allen
Jan Baker
Nick McWilliams – joined 8:20pm

Finance Committee Members Absent:

Mike Schultze, Vice-Chair

Council Liaison in Attendance:

Janine Gladfelter

Staff Members in Attendance:

Elizabeth McCann, Director of Budget & Finance
Susan Brown, Finance & Accounting Services Manager
Sharron Monohon, Past Director of Budget & Finance
Chris Strong, Transportation Division Director
Andrew Degner, Wastewater Division Director
Carrie Pak, Watershed Division Director
Mike Whiteley, Water Division Director
Astrid Dragoy, Parks Program Manager

Christina Ott (Recording Secretary)

1. Convene Meeting and Roll Call

The meeting was convened at 7pm by Chair Tschirky.

2. Public Comment

None

3. Capital Improvement Program Update

Ms. McCann and Mr. Strong presented the Capital Improvement Program update covering Wastewater, Water, Transportation, Parks, General Development, Stormwater and Urban Renewal projects.

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

Chair Tschirky then opened it up to the committee for questions and comments.

Ms. McCann asked the committee if there was anything that could be done to improve this agenda item in the future.

Chair Tschirky shared it would be a great resource to be able to see a detailed list of all the projects with preliminary dollar amounts so that they have a good idea of what can be done.

Ms. McCann shared that there is a list that is shared with the Planning Commission that can be shared with this committee in the future.

Ms. Tschirky and Ms. Baker both agreed that information would be useful.

4. Financial Policies Update

Ms. Monohon began by sharing some updates regarding the ongoing Financial Policies update project. The overall project has been structured based on the Government Finance Officers Association (GFOA) suggested categories. After reviewing Gresham's existing policies, gaps and areas needing updating were identified in addition to strengthening current policies. GFOA recommendations and policies from other jurisdictions were used as a starting point for ideas and policy language.

9 of the 15 suggested categories were presented to the committee. Included with each item were notes detailing the source for the suggested policy, such as existing policies with edits noted, or new policies based on other jurisdictions. There was a comparison with the current policy so language could be compared between the existing and proposed policies.

Overall, purpose statements were added to each category and some sections are entirely new since the City did not have existing policies for those categories. Highlights of each section included:

- The Grant section was added since there were no existing policies.
- The Debt section included updates regarding minor leases and debt ratios.
- The Investment section was updated to state that the investment policy is a standalone policy adopted separately by the City Council.
- The Accounting and Financial reporting section included language to recognize the Council's and City Management's fiscal management responsibilities.
- The Long-term financial planning section was added.
- The Capital section was updated to provide clarification about the role of Project Manager.
- The Revenue section was updated to include the need for diversified revenue, and efficient collection systems. Additional updates included information regarding

restricted fees and the establishment of rates and fees.

- The Expenditure category updates acknowledged role of all departments and programs to manage and monitor expenditures. Other updates were included to reflect the current best practices and the organization. It was suggested that some of the older policies related to staffing would provide better context if included in a different document.

Chair Tschirky asked if including that contextual information related to staffing and comparisons would be better in the budget document?

Ms. Monohon responded it would be something Ms. McCann would have to decide what the best timing location would be to share that information.

The committee thanked Ms. Monohon for her dedication to this project and all the time she put into it.

Chair Tschirky then asked what the next steps would look like for this project.

Ms. Monohon stated a complete draft would be finished and sent to Ms. McCann and Ms. Brown. They would be developing a timeline for further review by the committee and ultimately a recommendation from the committee to the Council for formal action.

5. FY 2024/25 Contingency Transfer #1

Ms. McCann began her presentation and shared that a Contingency Transfer was presented to the City Council the previous evening. This item was urgent, otherwise it would have been presented to the Finance Committee first. The contingency transfer included increasing appropriation for the Fire Department in the General Fund and reducing contingency. This was in relation to the expenses incurred during the conflagration in the Los Angeles area several months prior. Ms. McCann stated that the City of Gresham would be reimbursed but it wasn't likely in the current fiscal year, therefore the need for a contingency transfer.

6. Project Updates

Ms. Brown thanked Mr. McWilliams for serving on two Request For Proposal evaluation committees. He read through five proposals for the investment advisory contract and three for the Audit services contract. Investment services will continue to be provided by GPA and Audit services will be provided by Moss Adams.

Ms. McCann shared additional project updates:

- The City Council approved an extended contract with Tyler Technologies for financial software.
- The City Council participated in a session that included overviews of budget and financial structure, and property tax compression.

- A mock-up of a new report that will be included in the narrative section of the budget document this fiscal year.
- The April Finance Committee meeting was cancelled due to Budget Committee meetings. Budget Committee meetings were scheduled for April 17, 2025, at 6pm and April 29, 2025, at 6pm, and May 1, 2025, at 6pm if needed.
- Finance Committee member recruitment activities were still underway.

Council Gladfelter asked about the progress regarding the Levy Oversight Committee

Ms. McCann replied, the names of the interested parties were submitted to the City Manager's office and the Mayor for consideration. The Mayor will be reviewing applicants, and the first meeting would be scheduled in late spring.

7. Committee Business

Chair Tschirky advised the committee that the lunch with the Council President and Ms. McCann has not happened yet, so if there is any information that needs to be conveyed to him, the committee can let Chair Tschirky know.

8. Good of the order

None

9. Meeting Adjournment

The meeting was adjourned at 8:47pm by Chair Tschirky. The budget committee meeting will be held on April 17, 2025, at 6pm.



Theresa Tschirky, Chair



Christina Ott, Recording Secretary