

GRDC Budget Committee Meeting Agenda

Wednesday, May 7, 2025

6 p.m.

SCRIPT FOR CHAIR - (in yellow)

Elizabeth McCann will be sure that the participants and the recording secretary are in place and ready to begin before starting the meeting.

Instructions for Chairperson: Follow this script precisely. This is especially important in terms of the wording on the motion to approve the budget (Item #9), which requires specific language to be stated in the motion. The language in yellow should be read EXACTLY as written.

Estimated Time
of Completion

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- | | | |
|----|-----------------|--------------------|
| 1. | Convene Meeting | 1 Min
6:01 p.m. |
|----|-----------------|--------------------|
- Call the meeting to order.

The Meeting of the Gresham Redevelopment Commission Budget Committee will now come to order. The time now is _____. Let's begin with a roll call of committee members and staff in attendance. I'd like to call on Sharron Monohon, Budget & Finance Director to lead us through the roll call.

- Elizabeth will call out names – please unmute and respond – this will ensure everyone's audio is working correctly.

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- | | | |
|----|--|--------------------|
| 2. | Agenda Review, Ground Rules and Meeting Protocol | 5 Min
6:06 p.m. |
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Our next item is a review of the agenda, ground rules and meeting protocol. Elizabeth McCann will present the information.

- After Elizabeth speaks

Are there any questions or discussion on the information presented?

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- | | | |
|----|---------------------------------------|--------------------|
| 3. | Election of Budget Committee Officers | 5 Min
6:11 p.m. |
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The next order of business is to elect a chair and vice-chair of the Budget Committee. Please raise your hand if you would like to make a nomination for Budget Committee Chair.

- Once a nomination is made:

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Are there any other nominations?

- Call for a vote on each nomination.

We have a nomination for _____ to be Budget Committee Chair. All those in favor, raise your hand.

Pause and count.

All those opposed, raise your hand.

- State the results of voting
- Announce name of new Chair.

Important: The newly elected Chairperson will now begin leading the meeting. All committee members were provided with a copy of the script in advance.

Are there nominations for vice-chair?

- Once a nomination is made:

Are there any other nominations?

- Call for a vote on each nomination.

We have a nomination for _____ to be Budget Committee Vice-Chair. All those in favor, raise your hand.

Pause and count.

All those opposed, raise your hand.

- State the results of voting.
- Announce name of new Vice-Chair.

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4. Approval of Minutes for FY 2024/25 Budget Committee Meeting

5 min
6:16 p.m.

Our next order of business is to review the minutes from the fiscal year 2024/25 Gresham Redevelopment Commission Budget Committee meeting. Please raise your hand if you wish to provide any corrections or additions to the minutes.

- Call on a committee member as needed.

Do I have a motion to approve the minutes (*with these corrections*)? Is there a second?

We have a motion by _____ that was seconded by _____ to approve the minutes for the fiscal year 24/25 Budget Committee meeting (*as corrected*).

Is there any discussion on the motion?

- Call for a vote on the motion.

All in favor say Aye & raise your hand.

All opposed, say Nay & raise your hand.

- State the results of voting.

Motion passes (as revised).

5. Budget Message and Overview of FY 2025/26 Proposed Budget

15 Min
06:31 p.m.

At this time Justin Douglas, Gresham Redevelopment Commission Executive Director will present the proposed fiscal year 2025/26 budget.

6.	Instructions for Public Comment	1 Min
		6:32 p.m

Community members who wished to speak or provide written comments were invited to sign up 24-hours prior to tonight's meeting with the Recording Secretary.

Any community members who signed up to speak will be called on and you will be brought into the panel to speak. Please state your name for the record and observe the time limit of three minutes.

7.	Public Comment for Proposed Budget	10 Min
		6:42 p.m.

Do we have members of the community who signed up to testify?

- Elizabeth will reply
- If yes, please move to item #7-A
- If no, please move to Item #8

7-A: Elizabeth will now call on individuals who have signed up to testify. Please remember to limit your comments to three minutes and focus your comments specifically on the City's proposed budget for fiscal year 25/26.

- After comments are completed
- Thank you for your testimony.

8.	Committee Discussion	20 Min.
		7:02 p.m.

We will now open the meeting up for Committee discussion.

Are there Budget Committee members who have comments or questions regarding the proposed budget?

- Continue with committee discussion as needed.
- Chair will need to call on people specifically.
- Please try to rotate questions to allow all committee members to speak.

9. Motion to Approve the FY 2025/26 Proposed Budget and Tax Revenue

2 min
7:04 p.m.

The next order of business is to approve the fiscal year 2025/26 proposed budget and tax revenue. Do I have a motion on the proposed budget?

- Budget Committee member reads the following motion verbatim:

Move to approve the proposed budget for fiscal year 2025/26 in the aggregate amount of \$29,257,000 and approve urban renewal property tax revenue at 100 percent of division of tax available.

- **Important:** if the person making the motion does not read the motion verbatim, ask him or her to restate the motion verbatim.

Do I have a second?

We have a motion by _____ that was seconded by _____ to approve the fiscal year 2025/26 proposed budget and tax revenue.

Is there any discussion on the motion?

- Call for a vote on the motion

We will now have a roll call vote.

- Elizabeth will call Committee member names.
- State the results of voting.

The motion passes.

10. Adjourn Meeting

1 min
7:05 p.m.

Is there any other business to come before the Committee?

- Pause for any closing comments (and confirm with Elizabeth)

If there is no other business the Budget Committee is adjourned.

