

CITY OF SALEM AND SALEM URA FINANCE COMMITTEE

Minutes

DATE: February 20, 2024

PLACE: ZOOM / Finance Conference Room

CHAIRPERSON: Jose Gonzalez

STAFF LIAISON: Josh Eggleston, CFO 503-588-6130 JEggleston@cityofsalem.net

Members Present:

Councilor Jose Gonzalez, Chair
Councilor Micki Varney
Councilor Deanna Gwyn
Councilor Vanessa Nordyke (joined at 4:04 PM)
Alternate-Councilor Linda Nishioka

Members Absent:

Staff Present:

Keith Stahley, City Manager
Dan Atchison, City Attorney
Josh Eggleston, Chief Financial Officer
Alicia Blalock, Assistant Director
Allen Dannen, P.E., City Engineer
Kali Leinenbach, Budget Manager
Jenny Mattecheck, CPA, Chief Accountant
Anja Hill, Treasury Supervisor
Jeremy Morgan, Accounting Supervisor (joined at 4:04 PM)
James Wharton-Hess, Senior Fiscal Analyst
Kelli Blechschmidt, Management Analyst II
Shengnan Thomas, Administrative Analyst I

Guest Present:

1. CALL TO ORDER: 4:02 PM / Quorum

2. APPROVAL OF COMMITTEE MINUTES

a. January 19, 2024

Motion was moved by Member Varney, seconded by Member Gwyn, and carried by the following vote:

Aye: Unanimous
Nay: None
Abstentions: None

3. PUBLIC COMMENT

a. None

4. ACTION ITEMS

a. Capital Improvement Program Policy Update

Proposed updates to the City's CIP policy to be forwarded to City Council for adoption.

Questions or comments by: Members Gwyn and Varney

Responses by: Josh Eggleston, Chief Financial Officer; Allen Dannen, P.E., City Engineer

Motion was moved by Member Gwyn, seconded by Member Varney, and carried by the following vote:

Aye: Unanimous
Nay: None
Abstentions: None

b. Utility Fund, Transportation Fund, and Streetlight Fund Policy

Update of the Utility Fund Balance policy and the creation of new Transportation Services Fund and Streetlight Fund policies to be forwarded to City Council.

Questions or comments by: Members Varney, Nordyke, and Nishioka

Responses by: Josh Eggleston, Chief Financial Officer; Alicia Blalock, Assistant Director of Public Works.

Motion was moved by Member Varney, seconded by Member Gwyn, and carried by the following vote:

Aye: Unanimous
Nay: None
Abstentions: None

5. MANAGEMENT UPDATE / INFORMATION ITEMS

a. Quarterly Investment Report (FY 2023-24 2nd quarter)

Questions or comments by: Chair Gonzalez

Responses by: Josh Eggleston, Chief Financial Officer

6. CONTINUED BUSINESS

- a. None

7. New Business

- a. Willamette Valley Communication Center (WVCC) and Airport Fund Policies next month

8. ADJOURNMENT: 4:32 PM

The next meeting is scheduled for Monday, March 18, 2024 at 4:00 PM.