



City of Salem
CITY OF SALEM AND SALEM URA
FINANCE COMMITTEE
MEETING AGENDA
Jul 15, 2024 4:00 PM

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PARTICIPANTS

Board Members

Councilor Jose Gonzalez, Chair
Councilor Deanna Gwyn
Councilor Vanessa Nordyke
Councilor Micki Varney
Alternate-Councilor Linda Nishioka

Staff

Keith Stahley, City Manager
Josh Eggleston, Chief Financial Officer
Dan Atchison, City Attorney
Kali Leinenbach, Budget Manager
Jenny Mattechek, Chief Accountant
Jeremy Morgan, Accounting Supervisor
Anja Hill, Treasury Supervisor
Kelli Blechschmidt, Management Analyst II
Shengnan Thomas, Administrative Analyst I

Guests

AGENDA

1. Welcome and call to order
2. Approval of Minutes
 - a. Jun 17, 2024 (Package page 3)
3. Public Comment - Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda
4. Action Items

- a. none

- 5. Management Update/Information Items
 - a. none

- 6. Continued Business
 - a. Quarterly Financial Reports Update

- 7. New Business

- 8. Adjourn

Next Meeting: August 19, 2024

This meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](#). To sign up to testify via Zoom or to submit public comment, contact the Finance Department via email at finance@cityofsalem.net or telephone at 503-588-6040 the day of the meeting by 1PM.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-540-2371 (TTD/TTY 503-588-6439) at least two business days in advance.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

CITY OF SALEM AND SALEM URA FINANCE COMMITTEE

Minutes

DATE: June 17, 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 – virtual
Councilor Deanna Gwyn – virtual
Councilor Micki Varney – virtual
Alternate-Councilor Linda Nishioka

Members Absent:

Councilor Vanessa Nordyke

Staff Present:

Keith Stahley, City Manager
Krishna Namburi, Deputy City Manager
Josh Eggleston, Chief Financial Officer
Dan Atchison, City Attorney
Jim Schmidt, Enterprise Services Assistant Director (joined at 4:05 PM)
Tiffany Corbett, Enterprise Services Assistant Director– virtual
Kali Leinenbach, Budget Manager
James Wharton-Hess, Senior Fiscal Analyst
Kelli Blechschmidt, Management Analyst II
Shengnan Thomas, Administrative Analyst I

Guest Present:

None

1. CALL TO ORDER: 4:03 PM / Quorum

2. APPROVAL OF COMMITTEE MINUTES

a. April 15, 2024

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

Aye: Unanimous
Nay: None
Abstentions: None

3. PUBLIC COMMENT

- a. None

4. ACTION ITEMS

- a. Fleet Services Fund Balance Policy, Document Services Fund Balance Policy to be forwarded to City Council for adoption.

Questions or comments by: Chair Gonzalez; Member Nishioka; Keith Stahley, City Manager

Responses by: Josh Eggleston, Chief Financial Officer; Jim Schmidt, Enterprise Services Assistant Director

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

Aye: Unanimous
Nay: None
Abstentions: None

5. MANAGEMENT UPDATE / INFORMATION ITEMS

- a. Quarterly Investment Report (FY 2023-24 3rd quarter)

Questions or comments by: Chair Gonzalez; Keith Stahley, City Manager

Responses by: Josh Eggleston, Chief Financial Officer

6. CONTINUED BUSINESS

- a. None

7. New Business

- a. Quarterly financial reports will be provided to Finance Committee

8. ADJOURNMENT: 4:20 PM

The next meeting is scheduled for Monday, July 15, 2024 at 4:00 PM.