

MINUTES



Joint Meeting of the City of Salem Budget Committee and the Salem Urban Renewal Agency Budget Committee

DATE: Wednesday, January 11, 2023
TIME: 6:00 PM
CHAIRPERSON: Virginia Stapleton
PLACE: Virtual

STAFF LIAISON:
Josh Eggleston, Budget Officer
503-588-6130
jeggleston@cityofsalem.net
Kali Leinenbach, Sr. Fiscal Analyst
503-588-6231
kleinenbach@cityofsalem.net

1. OPENING EXERCISES – Chairperson Stapleton called the meeting to order at 6:01pm

Members present: Cohen, Tigan, Vieyra-Braendle, Nishioka, Phillips, Gwyn, J. Hoy, Nordyke, Varney, C. Hoy, Dixon, Shirack, Vice-chair Brown, Chair Stapleton.

Pledge of Allegiance

Opening remarks from City Manager Stahley

2. PUBLIC TESTIMONY
No one signed up for public comment.

3. MINUTES
 - a. Minutes from May 11, 2022 City of Salem Budget Committee Meeting and Urban Renewal Agency Budget Committee Meeting.

Motion: Move to approve the meeting minutes from the May 11, 2022 City of Salem Budget Committee Meeting and Urban Renewal Agency Budget Committee Meeting.

Motion by: Member C. Hoy
Seconded by: Member Tigan

Action: Motion passes

Vote:

Aye: Unanimous

Nay:

Abstentions:

4. ACTION ITEMS
 - a. Election of Officers- Chairperson

Motion: Move to nominate Virginia Stapleton for Chairperson of the City of Salem Budget Committee and Urban Renewal Agency Budget Committee.

Motion by: Member Tigan
Seconded by: Member Phillips

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

Motion: Motion to nominate Member Brown for Vice-chairperson of the City of Salem Budget Committee and Urban Renewal Agency Budget Committee.

Motion by: Member Nordyke
Seconded by: Member Tigan

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

Motion: Motion to remove the position of Secretary of the City of Salem Budget Committee and Urban Renewal Agency Budget Committee.

Motion by: Member Hoy
Seconded by: Member Phillips

Action: Motion passes
Vote:
Aye: Unanimous
Nay:
Abstentions:

5. INFORMATION ITEMS

- a. FY 2022 Q4 Financial Report for the City of Salem
- b. FY 2022 Q4 Financial Report for the Urban Renewal Agency
- c. FY 2023 Q1 Financial Report for the City of Salem
- d. FY 2023 Q1 Financial Report for the Urban Renewal Agency
- e. General Fund Deferred Staffing Needs and Internal Services Benchmarking
- f. FY 2024 - FY 2028 Five - Year Forecast

Questions or comments by: None

6. PUBLIC HEARINGS

- a. None

7. SPECIAL ORDERS OF BUSINESS

a. Presentation of Five-Year Forecasts – General Fund, Transportation Services Fund, and Utility Fund

- Presentation by Chief Financial Officer Josh Eggleston
- Discussion and review

Questions or comments by: Members Nishioka, C. Hoy, Chair Stapleton, Tigan, Nordyke, Dixon, Shirack, Vice-chair Brown, Cohen, Phillips, Shirack.

Answers & explanations by: Chief Financial Officer Josh Eggleston, Keith Stahley, City Manager, Assistant Public Works Director Alicia Blalock, Interim Public Works Director Brian Martin, P.E., Assistant Public Works Director Mark Bechtel, Police Chief Womack.

b. Presentation on General Fund Deferred Staffing Needs and Internal Services Benchmarking.

- Presentation by Colleen Rozillis and Tommy Conkling, Moss Adams
- Discussion and review

Questions or comments by: Members C. Hoy, Shirack, Chair Stapleton, Tigan, Nordyke, Dixon, Shirack, Vice-chair Brown, Tigan, Nordyke.

Answers & explanations by: Tommy Conkling, Moss Adams; Colleen Rozillis, Moss Adams; Keith Stahley, City Manager; Chief Financial Officer Josh Eggleston

c. Presentation on new Performance Management portal and Balancing Act Budgeting module.

- Presentation by Chief Financial Officer Josh Eggleston
- Discussion and review

Questions or comments by: Chair Stapleton, Members Dixon, Tigan.

Answers & explanations by: Chief Financial Officer Josh Eggleston.

8. PUBLIC TESTIMONY FOR FUTURE BUDGET ISSUES

The Budget Committee has set aside time for public comment to address items not on the agenda. Each individual testifying will be limited to no more than three (3) minutes.

a. None

9. COMMITTEE DISCUSSION ON FUTURE INFORMATION ITEMS

a. None

10. ADJOURNMENT

The meeting was adjourned at 8:06 PM

Respectfully Submitted,

Kelli Blechschmidt
Minutes Recorder

The next Budget Committee meeting will be virtually held Wednesday, April 19, 2023 at 6:00 pm in for presentation of the City Manager’s proposed FY 2024 budget.

Budget staff is available for your convenience to discuss the budget document and process. Please call the staff listed above or 503-588-6040 if you have any questions.

The City of Salem budget information can be accessed on the internet at: www.cityofsalem.net/budget

NOTE: Disability-related accommodations, including auxiliary aids or services, in order to participate in this meeting, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact Kali Leinenbach, (503) 588-6231 or kleinenbach@cityofsalem.net at least 2 business days before this meeting. TTD/TTY telephone (503) 588-6439 is also available 24/7.

The City of Salem values all persons without regard to race, color, religion, national origin, sex, age, marital status, domestic partnership, disability, familial status, sexual orientation, gender identity and source of income.