



CITY OF SALEM

Revisions to the Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, April 9, 2018

6:00 PM

Council Chambers

5.a. [18-175](#) Appointment to the Citizen Budget Committee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Add - Report Added.



Staff Report

File #: 18-175

Version: 1

Date: 4/9/2018

Item #: 5.a.

TO: Mayor and City Council

THROUGH: Steve Powers, City Manager

FROM: Board and Commission Appointments Committee

SUBJECT:

Appointment to the Citizen Budget Committee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

ISSUE:

Shall the City Council appoint a new member representing Ward 2 to the Citizen Budget Committee?

RECOMMENDATION:

Appoint applicant listed in the Facts and Findings section to Citizen Budget Committee upon recommendation of the Council Board and Commission Appointments Committee.

SUMMARY AND BACKGROUND:

Citizen Budget Committee

The State of Oregon requires that all local governments establish a budget committee made up of citizen members and elected officials. The purpose of the budget committee in Oregon is to promote transparency, efficiency and economy in the expenditure of public funds. Pursuant to Oregon Revised Statutes (ORS) 294.341, the budget committee shall consist of "the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body."

There is currently one vacancy for the Ward 2 position. Given that the Citizen Budget Committee begins convening on April 25 to consider the FY 2018-19 budget, the intention is to allow the appointed applicant to undergo orientation prior to the onset of these meetings.

The Council Board and Commission Appointments Committee is scheduled to meet on April 9, 2018,

prior to tonight's City Council meeting, to consider recommending Kendra Mingo's application for the Ward 2 position with a term expiring on June 30, 2020.

FACTS AND FINDINGS:

The Council Board and Commission Appointments Committee is scheduled to meet on April 9, 2018, to consider Ms. Mingo's application, and a recommendation that Council appoint Ms. Mingo to the Ward 2 position of the Budget Committee for a term expiring June 30, 2020. No interview is recommended, because there is only a single candidate.

Citizen Budget Committee

If recommended by the Council Board and Commission Appointments Committee, appoint **Kendra Mingo** to a partial term Ward 2 position, expiring on June 30, 2020.

Attachments:

1. Application - Kendra Mingo (redacted)

Application Form

Profile

Kendra

First Name

A

Middle Initial

Mingo

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

What Ward do you live in? *

☒ Ward 2

Primary Phone

Alternate Phone

Willamette University

Employer

Director of Faculty Research and
Resources

Job Title

Sponsored Research
Administrator

Occupation

Which Boards would you like to apply for?

Citizen Budget Committee: Submitted

Which of the following City of Salem Board or Commission meetings have you attended? *

☒ Salem Public Library Advisory Board

Interests & Experiences

What do you feel you can contribute as a board or commission member?

As a university research administrator at Willamette University, I have twelve years of experience overseeing budgets from federal sources, as well as eighteen years translating complex technical topics for the general public, first as a community outreach and education specialist and most recently as a grant writer. I think both of these skills will be useful to the City of Salem's Citizen Budget Committee.

Upload a Resume

What prompted your interest in applying to serve as a board or commission member?

I'm interested in gaining experience with larger organizational and city budgets.

Please explain how your education, professional, personal, or volunteer experience and knowledge qualify you to serve on the board(s) or commission(s) for which you are applying.

As an university research administrator, my job responsibilities include monitoring grant expenditures, ensuring that grant expenditures are within budget, monies are charged correctly, and that the general ledger accurately reflects grant projects and budget justifications. I liaise with my financial operations and accounting offices on grant related accounting issues on my campus and I assist faculty to prepare and submit grant financial reports. I also assist our Vice President for Financial Operations to summarize Willamette's research and development expenditures for the National Science Foundation's Higher Education R&D Survey. Although I'm responsible for far smaller budgets than the City of Salem's \$500 million budget, through my work and experience at Willamette University, I'm familiar with fiscal and accounting structures and reports.

List any experience you have with volunteering for the City of Salem or other organizations.

Volunteer Experience: From 2012-2016 I served as an appointed member of the Salem Public Library Advisory Board, where I assisted the Salem Public Library Administrator in her efforts to engage the City of Salem, the Salem City Council, and Salem Mayor in Public Library services. I have also previously served as board member and grant writer to the Straub Environmental Center in Salem, OR (2009-2011).

Briefly explain any experience you have working with your neighborhood association or other public bodies or committees.

My home is within the Salem South Central Association of Neighbors (SCAN) and part of the Gaiety Hill Historic Neighborhood. I mainly contribute to SCAN and the Gaiety Hill Historic District by engaging, commenting, and testifying on historic design review cases in my neighborhood.

Can you commit to attending a minimum of 75 percent of scheduled meetings? (Please refer to the City's website for the meeting schedule. Failure to meet the attendance requirement may result in removal from office.)

☒ Yes ☐ No

Please list up to three (3) references whom we could contact to learn more about your qualifications (name/email address or phone number/relationship).

(1) Carol Long, Senior Vice President for Academic & Student Affairs, Willamette University Email: clong@willamette.edu; Phone: 503-370-6623 Relationship: Supervisor (2) Dan Valles, Vice President for Finance and Treasurer, Willamette University Email: dvalles@willamette.edu; Phone: 503-370-6451 Relationship: Professional colleague (3) Jennifer Chambers, Vice President of Finance & Administration, Marylhurst University Email: jchambers@marylhurst.edu; Phone: 503-534-7027 Relationship: Former supervisor

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☐ Caucasian/Non-Hispanic

Gender

☐ Female

