



The Finance & Personnel Committee meeting is held using a hybrid model.

The public is welcome to attend the meeting in person at City Hall (First Floor Conference Room) or virtually by using the meeting access link and additional information located on the City's website and on the meeting agenda.

Members Present: Barbara Bitetto, Pat Cole, Earle Stuard

Others Present: n/a

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Financial Services Manager (FSM) Dori Franich.

The meeting convened at 5:30 p.m. via Zoom. Councilmembers Cole, Stuard, and Administrative Services Director Steffens attended virtually.

Committee Business

Election of Chair: Councilmember Bitetto opened the meeting and nominated Councilmember Cole to act as committee chair. Councilmember Stuard concurred and Councilmember Cole accepted.

Resolution No. 1641: Terminating Covid-19 Emergency Proclamation: ASD Steffens reviewed the proposed Resolution, the impact on the City's Pandemic Policy, and addressed Committee questions. *Do Pass (Consent Agenda, November 7, 2022).*

Accounts Receivable Policy: CFO Raymond reviewed the proposed Accounts Receivable policy, including background, billing, and write-off procedures. *No further Committee action required at this time.*

Sales Tax Reporting: CFO Raymond reviewed staff's monthly sales tax analysis activities, and discussed results. This is a regular reporting item. *No further Committee action required at this time.*

Recruitment and Negotiations Update:

- 1) Recruitments:
 - a) Open Recruitments
 - i) ASD Steffens shared an overview of current recruitment activity.
- 2) Negotiations:
 - a) Police Guild (Support): This group includes Animal Control, CSO, and Records Clerks. Staff has reached a tentative agreement, pending a vote and ratification.

Other:

- 1) **Acceptance of Donation:** ASD Steffens reviewed a recent monetary donation for Metro Animal Services. The donation of \$2,500.00 was received via our PayPal account from Crystal Haigh. The amount falls within the acceptance authority of the Finance & Personnel Committee. The Committee members concurred with the donation acceptance.

- 2) **Calendar:** The Committee members elected to cancel the December 2022 meeting, and affirmed the day/time for 2023.

With no further items, the meeting adjourned at 6:23 p.m.

Prepared by Chief Financial Officer Kassandra Raymond