



City Council Finance & Personnel Committee Meeting Minutes of April 5, 2023

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

The public is welcome to attend the meeting in person at City Hall (City Council Chambers) 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

The meeting convened at 5:30 p.m. via Zoom. Councilmembers Cole and Stuard attended virtually.

Committee Business

Voucher Approval Process: ASD Steffens reviewed the requirements and procedures of the voucher review process. He provided the Committee with an update on the staff's work with our software vendor to provide timely and accurate voucher review reports and answered questions. *No further Committee action required at this time.*

Sales Tax Reporting: ASD Steffens 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:

Recruitment: ASD Steffens provided a verbal update:

- The city is still struggling to recruit quality police applicants despite the recent increase in signing bonuses but are looking into other alternatives.
- New employees with the city in the past month include a Public Works Operator, Finance Technician and a Code Enforcement Officer.
- Open recruitments include an Engineering Technician, Emergency Management/Safety Coordinator, summer seasonal help at both Parks and Shops and lateral/exceptional candidate Police officers.
- The City has hired two summer Engineering Interns in partnership with Degrees of Change's Seed Internship Program. This program has paid great dividends in providing a quality diverse applicant pool for these positions.

Negotiations: Union approval is required to add summer seasonal labor positions. Staff worked with the Teamsters union to add an additional 3-month Parks seasonal employee for both this year and 2024. This position is necessary to water the additional street trees that were planted downtown. The union was agreeable to the City's request.

Other: None

With no further items, the meeting adjourned at 5:58 p.m.

Prepared by Administrative Services Director, Jeff Steffens