



City Council Finance & Personnel Committee Meeting Minutes of November 16, 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 (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 (Chair), Earle Stuard

Others Present: n/a

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond.

The meeting convened at 5:30 p.m. via Microsoft Teams. Councilmember Cole, CA Wilson, and ASD Steffens attended virtually.

Committee Business

Ordinance No. 2874 2023/2024 Mid-Biennial Budget Amendment: CFO Raymond reviewed the proposed Ordinance, reviewing revenue and expenditure changes in each fund. CA Wilson and ASD Steffens reviewed several items in depth and answered questions. This item is scheduled for Study Session review on November 27, 2023, a public hearing on December 4, 2023, and action on December 11, 2023. *Do Pass (Study Session, November 27, 2023)*

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:

Recruitment: ASD Steffens provided a verbal update:

- Open recruitments include:
 - Internal opportunities for water quality staff in Public Works Operations
 - Open opportunities for Community Service Officer, Police Officer(s), and a Deputy Public Works Director (Operations).
- A candidate is in the background process for the Parks/Groundskeeper opening;
- The City continues to actively recruit Police Officers. We have both entry level and lateral interviews scheduled in the coming weeks.
- On 10/23, we hosted promotional Sergeant Interviews. The three successful candidates will be confirmed on 11/26/2023.
- Alisa O'Haver-Ayala has been named Interim City Engineer (City Engineer Michael Kosa has been named Interim Public Works Director in light of Mike Dahlem's retirement announcement).
- The Environmental Technician position has been filled; Joey Urquhart transferred from the Parks/Cemetery Groundskeeper position.

Negotiations:

- Staff is working to negotiate three bargained contracts due to expire in 2023 (IUOE, Police Guild, and Police Guild Support). An update will be scheduled for a City Council executive session.

Audit Update: CFO Raymond provided a verbal update on the status of the FY2022 state audit. This will be a regular reporting item until the audit is concluded. *No further Committee action required at this time.*

Other: No other items presented.

With no further items, the meeting adjourned at 6:42 p.m.

Prepared by Chief Financial Officer Kassandra Raymond