



## City Council Finance & Personnel Committee Meeting Minutes of January 11, 2024

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*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, Carla Bowman, Earle Stuard, ~~Pat Cole (alt)~~

**Others Present:** n/a

**Staff Present:** Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond.

The meeting convened at 5:30 p.m. via Microsoft Teams. There were no virtual attendees.

### **Committee Business**

**Selection of Chair:** Councilmember Bowman nominated Councilmember Bitetto as chair. Councilmember Stuard concurred and Councilmember Bitetto accepted. The item will be revisited after the vacant City Council seat is filled and committees are selected for 2024-2025.

**Confirmation of Meeting Days/Times:** After discussion, the Committee agreed to set meeting dates of Thursday, February 15, 2024 at 4:00 PM, and Thursday, March 14, 2024 at 4:00 PM. The item will be revisited after the vacant City Council seat is filled and committees are selected for 2024-2025.

**Motion: Public Defense Contract Approval:** ASD Steffens reviewed the procurement and proposed contract for public defender services. *Do Pass (Consent Agenda, January 16, 2024)*

**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:

- In 2023, the City saw 30 new or reclassified positions;
  - Payroll Specialist reclassified to Payroll Analyst;
  - Associate Planner reclassified to Senior Planner
  - Three PW Operations staff promotions to water quality positions;
  - Mike Dahlem (Public Works Director) has retired. Michael Kosa has been named Public Works Director. Alisa O'Haver-Ayala (Associate City Engineer) has been named Deputy Public Works Director/City Engineer.
  - The new Deputy Public Works Director/Operations will oversee our PW Shop and WWTF; that position has been filled by Ryan Johnstone (January 31, 2024)
- Open recruitments include:
  - Community Service Officer, Police Officer(s) (City focusing on lateral or exceptional candidates) and Public Works Operator 1

Negotiations:

- City Council was recently updated on the status of pending labor negotiations at 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:** ASD Steffens noted that a replacement Ordinance for utility rates will be coming to City Council for action to update the fire flow rate. This item was presented to the Public Works Committee.

With no further items, the meeting adjourned at 6:22 p.m.

Prepared by Chief Financial Officer Kassandra Raymond