



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

The public is welcome to attend the meeting in person at City Hall (Second 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, Pat Cole (Chair)

Others Present: N/A

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Public Works Direct (PWD) Michael Kosa.

The meeting convened at 4:00 p.m. All committee members and staff onsite. There were no virtual attendees to the Microsoft Teams link.

Committee Business

Ordinance No. 2913 Significant Industrial User and Industrial Discharge Sewer Fees: PWD Kosa reviewed the proposed ordinance, answering questions about the City's pretreatment program and ordinance details. *Do Pass (Regular Business, November 18, 2024)*

Ordinance No. 2914 Hydrant Use and Deletion of Surcharge Area: PWD Kosa reviewed the proposed ordinance, answering questions about the City's hydrant meter program and ordinance details. *Do Pass (Regular Business, November 18, 2024). Note: PWD Kosa left the meeting at the conclusion of this item.*

Ordinance No. 2910 2023/2024 Final Budget Amendment: CFO Raymond reviewed the final budget amendment detail for the 2023/2024 Biennial Budget and answered questions. *Do Pass (Study Session November 18, 2024, Public Hearing December 2, 2024, Regular Business, December 9, 2024)*

FY2023 Audit Report: CFO Raymond reviewed the beginning activities and scope of the FY2023 audit. This will be a regular reporting item through the conclusion of the FY2023 audit (anticipated December 2024.) *No further Committee action required at this time.*

Recruitment and Negotiations Update:

Recruitment: ASD Steffens provided a verbal update:

- Negotiations:
 - Staff is currently in negotiations with the Teamsters Union. The Teamsters contract expires at the end of 2024. Two additional meetings are scheduled before the end of the year. The negotiation process is expected to continue into early 2025.
- Recruitments:
 - Police
 - The City has hired two new police officers.
 - Foster Barragan began on November 12, 2024;
 - Earl Leighton will begin on December 2, 2024;

- We received 145 applications for the vacant Records Specialist I position, and are reviewing the applications.
- We received 65 applications for the vacant Police Support Services Manager position, and are in the review process.
- Public Works
 - We received 158 applications for the vacant Administrative Assistant (PW Shops) position, and interviews are in process.

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

Other Items: Chair Cole inquired about the agenda for the December 12, 2024 Committee meeting. After discussion, the Committee concurred to cancel the December 12, 2024 meeting. The next regular meeting of the Finance & Personnel Committee meeting will be January 9, 2025.

With no further items, the meeting adjourned at 5:07 p.m.

Prepared by Chief Financial Officer Kassandra Raymond