



*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) (Virtual)

**Others Present:** One virtual attendee.

**Staff Present:** Deputy City Administrator (DCA) Jeff Steffens, Financial Services Manager (FSM) Dori Franich

The meeting convened at 4:01 p.m.

### **Committee Business**

**Motion: Surplus Authorization:** DCA Steffens presented three items for surplus: John Deere 1600 turbo wide area mower, Trimble GPS Module and 3 pair of JB ceiling speakers. All items have estimated values that fall within the Committee's surplus authority. The mower and GPS unit will be sold at auction, and the speakers will be donated to the City of Pacific. *Do Pass*

**Ordinance 2927 Travel Reimbursement Policy:** DCA Steffens reviewed this ordinance which authorizes the mayor to develop and administer a policy for travel related reimbursements to both employees and elected officials. DCA Steffens also discussed the existing Travel policies as well as anticipated updates. *Do Pass (New Business, July 7, 2025)*

**Ordinance 2928 Employee Recognition Program:** DCA Steffens reviewed proposed changes to the City's employee recognition program. The current program including awards was updated in 2017. This Ordinance changes the existing program by increasing the award as well as adding new categories. The goal of these changes is to be more inclusive in our recognition program and to make the awards more financially meaningful without being excessive. *Do Pass (New Business, July 7, 2025)*

### **Recruitment and Negotiations Update:**

Recruitment: ASD Steffens provided a verbal update:

- Current open recruitments.
  - Police Officer x2
  - Finance Technician
  - Animal Control Shelter Assistant
- Recent Hires
  - Operations Superintendent
  - WWTF Superintendent
  - WWTF Operator x2
  - Seasonal Laborers x5
  - Interns x4
  - Parks Groundskeeper
  - Pretreatment Specialist

- Negotiations:
  - Staff is currently in negotiations with the Teamsters Union. The Teamsters contract expired at the end of 2024. The next negotiation session is scheduled for June 30<sup>th</sup>.

*Note: All community members left the meeting prior to the sales tax report.*

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

**Other Items:** None

With no further items, the meeting adjourned at 4:50 p.m.

Prepared by Deputy City Administrator Jeff Steffens