

I. Call to Order

The meeting was called to order at 5:00 p.m. by Committee Chair Kennedy.

II. Roll Call

Present: Darryl Nind, Mary Platt, Josie Hirsch, Lee Kennedy

Absent: Dean Kunicki

Staff: Joe Toney, Administrative Services Director; Carolyn Johnson, Budget Officer; Heidi DiNardo, Management Assistant; Linda Swan, Deputy City Manager

III. Review and Approve Minutes

Committee Member Hirsch identified a typo in the March 27, 2019 minutes in the title of Section V. Committee Member Nind moved to approve the minutes with the proposed correction and Committee Member Platt seconded the motion.

IV. Public Statements

Theresa Jordan distributed memorandum related to the Police Department's Emergency Services budget and read the information into the record. Ms. Jordan requested that staff ensure that the letter addressed to Mr. Kunicki get delivered to him.

David Yoshitomi, Community Services Manager, introduced himself to the Committee.

V. Employee Budget Survey

The Committee reviewed the draft questions of the survey and narrative. A consensus to name the survey "Your Job, Your Voice" was agreed upon by the Committee members. Member Platt requested that staff insert "don't know" or "not sure" as an alternate response. Chair Kennedy requested that all suggestions or edits beyond adding an area for additional comments be sent to Deputy City Manager Swan so that she may begin to create the survey in Survey Monkey.

VI. Future Agenda Items – Topics for Committee Decision

The Committee reviewed the e-mail submitted to staff by Committee Member Hirsch. The Committee agreed that staff should send Committee Member Hirsch a copy of what was provided to auditors if readily available. Deputy City Manager Swan stated that she will work with the Fiscal Services Department and

speak with the Deputy Director who manages the Cultural Arts Center (CAC). Committee Member Nind indicated that he would be more interested in reviewing what actions staff have taken since the audit to ensure that appropriate controls are in place for the CAC. Chair Kennedy indicated that Committee members should be able to clarify unresolved matters when the CAC is agendaized to meet with the Committee.

Chair Kennedy requested that staff provide the Committee with a list of all non-departmental expenses (i.e. cost for 4th of July event, Chamber of Commerce services etc.) for the City. He also indicated that he would like the Waste Water Treatment Plant to provide a presentation to the Committee and that he will provide staff with a list of questions for engineers to discuss during the presentation. Member Platt commented that she would like staff to address any potential grant funding available to the City for water and energy efficiency. Member Nind requested that a list of all departments be sent to Committee Members.

Committee Member Hirsch inquired about salaries and benefits for several employees listed on an external (non-City) generated report. Deputy City Manager Swan requested Committee Member Hirsch to provide a title or name of one sworn and one non-sworn employee, as well as affiliated salaries and benefits referenced on the report in order for staff to determine if reported compensation is accurate.

VII. Defining Criteria for Department Director/Manager Meetings

Chair Kennedy discussed the need to be mindful of staff time. He emphasized that the Committee should focus on pain points for department operations and impacts with not filling vacant positions. Formulating questions and submitting to staff prior to scheduling Departments to present to the Committee will be helpful.

VIII. Calendar June Meeting

Next meeting is scheduled for Thursday, June 13, 2019 at 5:00 p.m.

IX. Adjourn

Meeting adjourned at 6:01 p.m.


Linda Swan, Deputy City Manager