

**RICHMOND CITY COMMISSION
MINUTES
SPECIAL CALLED MEETING
MAY 21, 2014
CITY HALL
CONFERENCE ROOM
10:00 AM**

Mayor Barnes called the meeting order 10:00 a.m.

**PRESENT: Commissioner Baird, Blythe, Newby and Mayor Barnes
ALSO PRESENT: Jimmy Howard; City Manager, Lisa Cassity; City Clerk, Sharon Cain; Finance Director, Erin Moore; Parks & Recreation Director, Police Chief Larry Brock, Fire Chief Buzzy Campbell, Scott Althausen; Richmond Utilities**

PURPOSE:

- 1. Review Tabled Order 14-34 (An Order of the City of Richmond Accepting an Updated Policy & Procedure Manual for the Parks and Recreation Department.)**

Commissioner King entered meeting 10:01 a.m.

Erin Moore described the proposed changes.

Mayor Barnes requested that operational procedures should be taken out from the portion that the legislative body would be adopting.

Erin Moore suggested that she has drafted a Youth League Sports Agreement which is being reviewed by the City Attorney and Parks Board before its presented to the Commission.

Smoking Policy was discussed and reviewed the signs that will be placed around the Park, "Young Lungs at Play."

Operational Procedures for taking in cash for Adventure Falls Tokens was discussed. Mr. Howard suggested that the city look into purchasing a machine that will automatically count and dispense tokens.

Erin Moore announced that the Parks Department has purchased a new software system this year.

Closing- Erin Moore plans to take the current manual and separate into operational vs legislative policies that will need to be adopted.

2. Sick Time/ Donation Policy

10:40a.m.

Mayor announced that Jessica Masters, Human Resource Director could not be present for meeting however recommended that the only policy change would be:

Section 6.05 Sick Leave

(b) (i) (ii) to raise from 75 hours to 80 hours must be in the employees sick leave hours before they can donate.

Commission referenced Order 10-18 where that policy was adopted. Mayor encouraged the commission to not change the policy just depending on 1-2 situations but to focus on having personnel working, not out on leave for long periods of time. Mayor announced that KLC would be assisting the city soon to update the entire Personnel Policy & Procedure Manual.

Commissioner Baird questioned if the city offered short term disability to the employees that would prevent from others having to ask for donated time.

Commissioner King suggested that the employees should be able to do what they want with the time that they've earned.

Police Chief Larry Brock thanked the commission for reviewing the policy since he brought it to a Commission meeting several weeks ago; however he disagreed with the Human Resource Departments assessment. Chief Brock suggested that a panel review the current policies and then make recommendations.

Mr. Howard reviewed how the current policy works and with his approval employees may be granted up to 10 days without pay with still holding the position. Mr. Howard explained what if it's a position that only has 1 person about to perform. The Commission discussed cross training employees as an option to hold positions for those on leave.

Mayor suggested that Jessica Masters needs to be present for these types of discussions and agreed that changing a policy is very complicated should be given some time to review.

Commissioner Blythe and King suggested that a Focus Group be formed to review these policies and make recommendations. Commissioner Blythe requested that they have a work session with HR Department present. Commissioner King questioned if a focus group was being formed or another work session with HR Department. Mayor Barnes responded that the Works Session will have the entire panel that is needed such as; Board of Commissioners, HR Department, Finance Director, Police and Fire Chief and Scott Althausen from Richmond Utilities.

~~3. Discuss future Work Sessions Was not discussed~~

Adjournment: 11:39 a.m.

Motion: Commissioner Newby
Seconded: Commissioner Baird

VOTING:	YES	NO
Commissioner Blythe	x	
Commissioner King	x	
Commissioner Newby	x	
Commissioner Baird	x	
Mayor Barnes	x	

MAYOR

ATTEST:

City Clerk