

**Public Safety Sales Tax Oversight Committee Meeting
January 8, 2020**

Committee members in attendance:

E. Carroll, S. Day, L. Gonzalez, S. Holloway, G. Lovin, D. Moore, D. Mullin, L. Rife, R. Tanner, M. Volcheff, A. Woehle

Committee members absent:

None

Others present:

Councilmember D. Knight (City Council), Chief V. Niski (CSPD), Deputy Chief S. Dubay (CSFD), Deputy Chief R. Royal (CSFD), Deputy Chief A. Vasquez (CSPD), Deputy Chief P. Rigdon (CSPD), B. Conklin (CSFD), K. Snow (CSFD), F. Stein (City Attorney), K. Rankin (CSFD)

Call to Order: Chairperson E. Carroll called the meeting to order at 4:36 pm.

Citizen Comment:

None

Administrative:

Approval of Minutes:

MOTION: D. Moore made a motion to approve the October 9, 2019 meeting minutes as written. D. Mullin seconded the motion. Motion passed unanimously.

Training:

F. Stein led the Committee through its annual City Code of Ethics training as required by City Code Chapter 1, Article 3.

Business Updates & Discussion Items:

2. Proposed changes to Rules of Procedure of the Public Safety Sales Tax Oversight Committee:

Chairperson Carroll went out of order for this agenda item due to F. Stein needing to leave. E. Carroll stated that he met with B. Grady to discuss concerns with the document; specifically sections related to election of officers, and number of meetings missed. They would like the document to better align with the City's guidelines for Boards and Commissions. Mr. Stein said he would review the proposed changes, make necessary language revisions and attend the next meeting to discuss with the Committee. He will send the draft document to K. Snow to send to members prior to the meeting to allow them time to review.

1. Updates:

Budget/Sales Tax Updates:

The following documents were distributed to Committee members:

- Department Listing of Obligations vs Budget activity through November 30, 2019
- Project-Grant Listing of Obligations vs Budget activity through November 30, 2019
- Department Number Descriptions – Police Department
- Department Number Descriptions – Fire Department

Police and Fire:

B. Conklin provided an overview of each document that was handed out.

K. Rankin provided an update and timeline on the FDC Fire Station. The RFP for architectural design is currently out and bids are due January 16. We should break ground by summer and construction is expected to take 12 months with completion mid-2021.

R. Tanner asked about support staff and whether they were taken into consideration with adding sworn personnel; specifically dispatch and answering 911 calls.

Chief Niski stated they were working on fixing the issues with dispatch. They have a contractor that is currently doing a study of dispatch services. He also stated there is a high turnover rate in this section and they are looking at ways to address it.

Note: Chairperson Carroll took a moment for staff members to introduce themselves to the new committee members. Chief Collas was unable to attend and sent his regards.

2. Proposed changes to Rules of Procedure of the Public Safety Sales Tax Oversight Committee (cont.):

Additional discussion took place regarding proposed changes to the Rules of Procedure. Questions were asked about vacation of office, if excused absences were allowed or counted against attendance, term limits, filling vacant positions if a member drops. D. Knight stated to the Committee that Council can look at changes to the Ordinance since one size doesn't fit all. He also realizes there can be difficulty in filling vacant slots, which is why a 90-day extension is listed in the Ordinance. K. Snow stated she communicates with the City Council office to post current and upcoming vacancies.

3. Terms expiring on May 14, 2020:

K. Snow asked whether R. Tanner and A. Woehle have expressed a desire to seek another term? They provided a verbal desire to K. Snow and she will send an email to J. Puett in the City Council office. D. Knight stated that with the new Ordinance it will be an automatic renewal, with a vote of City Council on the Consent Calendar. The Committee Chairperson would have to inform Council if they didn't want a committee member's term renewed.

B. Conklin let the Committee know that Jacquelyn Puett from the City Council's office is trying to schedule a meeting between the PSSTOC and the Council Budget Committee. The Committee was informed that the Budget Committee meetings are held the 2nd Tuesday of each month at 8:30 a.m. These meetings are open to the public.

D. Moore reminded the committee to be mindful of funding in future years, whether the PSST budget can cover expenses if there is a change in the economy. This is part of the reason to meet with the Council Budget Committee.

New PSSTOC members were asked to introduce themselves and give some background information: Stephen Day and Sean Holloway. Current PSSTOC members also introduced themselves and gave a brief bio. R. Tanner reminded the new members that no business could be discussed with more than 2 people, whether email or in person.

Adjournment:

MOTION: D. Mullin made a motion to adjourn the meeting. L. Gonzalez seconded the motion. The motion unanimously passed. The meeting was adjourned at 5:38 p.m.

Notes: The minutes of the meeting were taken by B. Conklin. Any omissions or corrections should be brought to the Chairperson's attention at the next PSSTOC meeting.