

Revenue Bureau All Staff Meeting

Date/Time: 09/24/2013, 9:00AM

Location: Rivers Conference Room, Columbia Square

Attendance: [See attached attendance list](#)

Ergonomics Presentation

Jimmy Gibbons, Risk Specialist 503-823-5480

Jennifer Thomason, Risk Specialist 503-823-5289

- First line of communication is your Bureau Ergonomics Coordinator – Meghann
 - Meghann does base-line assessment
 - Risk Management would do further assessment if discomfort persists; assessments typically take a half-hour
- Baseline assessments looks at the following:
 - What are your typical daily functions?
 - Ex. Data entry, physical labor, phone work
 - What is your desk look like?
 - Ex. Two monitors, phone or headset, keyboard tray
 - What about you?
 - Ex. Handedness, shoe height, chronic conditions
- First line of defense is self-correction – set your chair
 - Set the chair as high as you can with your feet still on the floor
 - Adjust your seat pan so that your hips are higher than your knees
 - The edge of your seat should not be touching the back of your leg
 - Adjust your seat back so that the lumbar support (curve of your chair) is equal to the curve of your back
 - Arm rests should be equal to a comfortable 90° angle
 - Your elbows should not be lifting or lowering
- Assess your desk height / keyboard tray
 - This should be equal to a comfortable 90° angle, not letting your wrists tilt upwards or downwards
- Next, your monitor
 - The top of your monitor should be the same height of your eyebrows
 - If you have glasses, lower the screen and tip the screen towards you
- As the day progresses – stretch! Recommended every 30 minutes
 - Hands, neck, shoulders, back
 - See attached handout for [stretches](#)

New Staff Introductions

- Marlene Holiday – Regulatory Program Specialist
- Christy Keller – Regulatory Program Specialist
- Craig Plasse – Revenue Taxation Specialist II, Arts Tax
- Yeni Nguyen – Revenue Taxation Specialist II, Arts Tax
- Kimberly Young – Revenue Taxation Specialist II, Front Counter
- Timothy Townsend-Gant, Jr., - Community Service Aide, Mailroom

Revenue Bureau Diversity Committee Update

- RBDC held the “Getting to Know You” series throughout the summer, requesting participation on maps and at lunch events
 - A big thank you from the committee to all who participated in the events
 - An assessment will be available soon on the RBDC website
- The School Supply Drive to benefit Impact NW will continue until September 27
 - Donations bins are located outside of the lunchroom and in the lobby
- Upcoming events include the annual Diversity Potluck in October and the Toy Drive in December.

Arts Tax Update

- Thomas gave a presentation at the City Council Work Session on July 24
 - At the time, there was no consensus from City Council
 - Currently, City Council believes that the ballot vote is a social contract between the citizens and the Council, the Arts Tax will remain as is
- Since the Arts Tax will remain as is, with only the few tweaks that occurred (i.e. setting minimum of \$1,000 and social security information), the following remains true:
 - Revenue will be lower than initial projections
 - The administrative costs are close to the 5% cap
 - City Council will be looking at the General Fund for subsidy
 - Convenience fee may be eradicated for the 2013 year
 - There will be use of a collection agency
 - There needs to be a continuance of collection efforts
 - The agency will only be used if there are two outstanding years and a balance of over \$100
- Current Arts Tax staffers are processing refunds and getting ready for non-filer letters and assessments to be sent out.

Safety Committee

- Movie shown: [Run, Hide, Fight – Surviving an Active Shooter Event](#) by [Ready Houston](#), a program funded by the [US Department of Homeland Security](#)
- Recap and review done with attached [PowerPoint presentation](#)
 - Visit the Revenue Bureau intranet for the current [Evacuation Map](#)

Tax Division Supervisor Retreat

- Retreat comprised of Terri Williams, Scott Ellertson, Scott Karter, Allen Buller, Barbra Rice, and Carrie Lathers.
 - Goal: to look forward over a two year projection timeframe
- The supervisors want to clearly communicate purpose and expectations to staff through motivating, coaching, and mentoring
- Due to re-organization that occurred July 1, 2013, it is important to focus on teamwork
 - One division with common goals
 - Shown with division vision: Positive, Professional, Productive and Proud of it.
- Training to come in November for Tax Division

STAR Program

- An informal recognition program for all staff to send their “Special Thanks and Recognition” to other (and all) members of the staff.
 - Please see the attached flyer for information regarding the program
- A drawing will occur at each quarterly All Staff Meeting, three winners will be drawn from the STAR cards submitted for a prize of \$20 each
- This quarter’s winners:
 - Joe Williams
 - Veronica Avila-Serna
 - Carrie Lathers