AGENDA
Finance Committee Meeting
3:30 PM - Monday, February 24, 2020
Council Conference Room, 7th Floor, City Hall – 1055 S. Grady Way

1. **VEBA Insurance Resolution**
   a) **AB - 2559** Human Resources / Risk Management Department recommends adopting a resolution which grants the administration to 1) Establish and adopt the Health Reimbursement Arrangement (HRA) Plans offered and administered by the VEBA (Voluntary Employees' Beneficiary Association) Trust for Public Employees in the Northwest; and 2) Make City contributions to the Plans for the benefit of employees who belong to represented or unrepresented defined employee groups that have agreed to have benefits contributed in lieu of amounts employees would otherwise receive in another form of compensation.

2. **Vouchers**
   a) Accounts Payable
   b) Benefits' Deductions
   c) Payroll (located in Dropbox)

3. **Emerging Issues in Finance**

4. **Conversion of a Mechanic Position in PW Department**
   a) **AB - 2586** Public Works Administration requests authority to convert an existing Maintenance Services Division Lead Vehicle and Equipment Mechanic position (salary grade a19) to a Vehicle and Equipment Mechanic position (salary grade a15).
SUBJECT/TITLE: Resolution authorizing HRA VEBA Plans (Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association)

RECOMMENDED ACTION: Refer to Finance Committee

DEPARTMENT: Human Resources / Risk Management Department

STAFF CONTACT: Ellen Bradley-Mak, Administrator

EXT.: 7657

FISCAL IMPACT SUMMARY: No fiscal impact

SUMMARY OF ACTION: Authorize the contribution of funds to a healthcare reimbursement plan in lieu of payments to certain employees under the annual sick leave cash out.

EXHIBITS: A. Resolution

STAFF RECOMMENDATION: Adopt the attached Resolution, which grants the mayor or designee the authority to: 1) Establish and adopt the HRA (health reimbursement arrangement) Plans offered and administered by the VEBA Trust for Public Employees in the Northwest; and 2) make City contributions to the Plans for the benefit of employees who belong to represented or unrepresented defined employee groups that have agreed to have benefits contributed in lieu of amounts employees would otherwise receive in another form of compensation.
CITY OF RENTON, WASHINGTON

RESOLUTION NO. _______

A RESOLUTION OF THE CITY OF RENTON, WASHINGTON, AUTHORIZING ADOPTION OF AND CONTRIBUTIONS TO THE HEALTH REIMBURSEMENT ARRANGEMENT/ VOLUNTARY EMPLOYEES’ BENEFICIARY ASSOCIATION (“HRA VEBA”) PLANS.

WHEREAS, RCW 35A.11.020 vests the City Council with the power to fix compensation and working conditions and establish retirement and pension systems, of City employees; and

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees’ beneficiary association (VEBA) which is a tax-exempt health and welfare trust; and

WHEREAS, pursuant to Internal Revenue Code Section 501(c)(9), a VEBA shall consist of employees who have an employment-related common bond, including coverage under a collective bargaining agreement or membership in a labor union (“defined employee group”); and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Trust”) offers and will administer two HRA VEBA plans (collectively the “Plans”) as amended and restated: the Standard HRA Plan, which shall be integrated with the City’s or another qualified group health plan and which shall accept Employer contributions on
behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the Post-separation HRA Plan, which shall accept contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires; and

WHEREAS, the City desires to use the services of the Trust to administer such Plans; and

WHEREAS, the City has determined that it is in the best interest of the City and its employees to establish the Plans, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

WHEREAS, the City has established the Plans for members of the defined employee group of the Renton Police Officers’ Guild as of January 2020, based on its collective bargaining agreement with the City; and

WHEREAS, the City desires to extend access to the Plans for additional contributions and participation by other defined employee groups;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RENTON, WASHINGTON, DO RESOLVE AS FOLLOWS:

SECTION I. The City Council grants authority to the Mayor, or designee, to approve all necessary agreements and take other appropriate actions to adopt the HRA Plans offered and administered by the Trust.
SECTION II. The Mayor, or designee, is authorized to make City contributions to the Plans for the benefit of employees who belong to represented or unrepresented defined employee groups which have agreed to have benefits contributed in lieu of amounts employees would otherwise receive in another form of compensation.

PASSED BY THE CITY COUNCIL this _____ day of ______________________, 2020.

______________________________
Jason A. Seth, City Clerk

APPROVED BY THE MAYOR this _____ day of ______________________, 2020.

______________________________
Armondo Pavone, Mayor

Approved as to form:

______________________________
Shane Moloney, City Attorney

RES.1831:12/9/19
SUBJECT/TITLE: Request to Convert a Maintenance Services Division Lead Vehicle and Equipment Mechanic Position (Pay Grade a19) to a Vehicle and Equipment Mechanic Position (Pay Grade a15)

RECOMMENDED ACTION: Refer to Finance Committee
DEPARTMENT: Public Works Administration
STAFF CONTACT: Mike Stenhouse, Maintenance Services Division Director
EXT.: 2260

FISCAL IMPACT SUMMARY:
Conversion of the Maintenance Services Division Lead Vehicle and Equipment Mechanic position (Pay Grade a19) to a Vehicle and Equipment Mechanic position (Pay Grade a15) results in an estimated fiscal savings of $8,656 in 2020 and an annual savings of approximately $10,387.

SUMMARY OF ACTION:
The Maintenance Services Division is requesting to convert a Lead Vehicle and Equipment Mechanic position (Pay Grade a19) to a Vehicle and Equipment Mechanic position (Pay Grade a15). Converting this position to a lower level will better meet the needs and performance of the Fleet Section. In addition to the Fleet Manager, the Fleet Section is currently staffed by 2.0 FTEs Lead Vehicle and Equipment Mechanics and 5.0 FTEs Vehicle and Equipment Mechanics, plus a 1.0 FTE Fleet Management Technician (Pay Grade a11), who is responsible for scheduling, purchasing parts and supplies and other record-keeping duties. With the upcoming retirement of one of the existing Lead Vehicle and Equipment Mechanics on March 10, the completed transition of fire fleet to the Renton Regional Fire Authority and the low number of existing Vehicle and Equipment Mechanics, filling the vacancy created by the Lead’s retirement as another Lead position is not justified. However, due to the increase in overall city staff resulting in the need to purchase and maintain more vehicles, plus the implementation of the Police Take Home Vehicle Program over the past two years, the Fleet Section desires to maintain this 1.0 FTE, but reduce the position to a regular Vehicle and Equipment Mechanic (Pay Grade a15). The conversion will increase overall efficiency in the Fleet Section and strengthen the Section’s internal and external customer service. The request for this conversion has been reviewed and is supported by the Human Resources/Risk Management Department per Policy and Procedure 300-11 New Positions, which also outlines the process for position conversions and reductions. The request also meets Policy 300-11 criteria of being a reduction in expenditures, generating efficiencies and savings in long-term expenditures, as well as positive impacts to the General Fund and Internal Service Fund.

EXHIBITS:
A. Job Description - Lead Vehicle and Equipment Mechanic
B. Job Description - Vehicle and Equipment Mechanic
C. Proposed Organizational Chart

STAFF RECOMMENDATION:
Authorize the conversion of an existing Maintenance Services Division Lead Vehicle and Equipment Mechanic position (Pay Grade a19) to a Vehicle and Equipment Mechanic position (Pay Grade a15) with an estimated fiscal savings of $8,656 in 2020 and an annual savings of approximately $10,387.
Lead Vehicle and Equipment Mechanic

Bargaining Unit: AFSCME - Local 2170

Class Code: 7172

CITY OF RENTON
Established Date: Aug 1, 1995

SALARY RANGE

$5,795.00 - $7,064.00 Monthly
$69,540.00 - $84,768.00 Annually

JOB DESCRIPTION:

JOB SUMMARY:
Considered a working lead, assign and prioritize work of assigned team members or a specific individual employee. Perform technical and manual duties in the area of vehicle and equipment repair and maintenance. Provide input into staffs’ evaluations and correct and guide assigned staff in conjunction with a superior. Policy interpretation and administration.

SUPERVISION:
Reports To: Fleet Services Manager
Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Plan and organize the Vehicle and Equipment Maintenance and Repair function for the City.
- Assist with recruiting, recognizing, and evaluating the performance of assigned staff under the direction of a superior.
- Train, delegate/assign, prioritize, review, and ensure timely completion of duties of assigned staff.
- Implement the goals of the work group as directed by a superior.
- Assist with the resolution of work-related complaints and issues that cannot be addressed by staff.
- Repair and maintain heavy vehicles, trucks, equipment and other large and small diesel, battery, and gasoline-powered equipment.
- Service and repair steering, hydraulic, electrical, heating and cooling systems; repair drive trains and axles, including multi-axles, and controls.
- Conduct a preventative maintenance program for City equipment and vehicles; inspect trucks, autos and other mechanical equipment.
- Maintain records of servicing and work performed, parts used, and time required.
- Perform major overhauls of single-engine and multi-engine systems, including gasoline, compressed natural gas and diesel engines.
- Perform safety checks and inspections on City trucks, passenger vehicles and other mechanical equipment; adjust, repair, and replace parts as necessary.
- Assure vehicles meet State and local standards for public transportation and safety compliance.
- Read and interpret schematics and diagrams.
- Diagnose and repair mechanical defects in a variety of vehicles; inspect and diagnose mechanical malfunctions in a wide variety of power equipment, power tools and mechanical equipment.
- Repair and adjust engines, transmissions, high-pressure pumps and compressors, valves, differentials, clutch systems, rear ends and power take-offs.
- Tune engines and carburetors; service and repair fuel injection systems; repair and adjust valves; fit and adjust pistons, rings and bearings.
- Clean, repair and replace carburetors, fuel pumps, fuel lines, gauges, and electrical wiring systems.
- Repair and replace alternators, voltage regulators, batteries, and electrical wiring.
- Adjust and line brakes; maintain, rebuild and replace air and hydraulic brake systems components; perform front end alignment and repair; change and balance tires; lube, change oil and filters, and...
refuel vehicles.
- Maintain shop area, equipment and tools in a safe, clean and orderly condition.
- Perform electrical and acetylene welding, brazing, soldering and regular routine service on City-owned tractors, machinery and equipment; fabricate special equipment, tools, parts, and structures as needed.
- Diagnose a variety of vehicle computers and computerized sensors; replace faulty components and parts as needed.
- Test and evaluate new equipment for operation, repair, and maintenance.
- Operate a variety of equipment and machinery including pressure and system testers, welders, computerized diagnostic equipment, scopes, digital meters, gauges, lathe, grinders, tire changing and balancing machines, hoists and jacks, emission control test equipment and a variety of power and hand tools.
- Determine the need for outside assistance in major repairs involving City-owned vehicles and equipment; coordinate outside repairs, seeking approval as necessary.
- Coordinate with Vehicle and Equipment Technician for parts and supplies.
- Schedule the repair of all City vehicles and equipment.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:
- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:
- High school diploma or equivalent and 2 year's vocational automotive technical training.
- 2 years of maintenance, repair, and overhaul of heavy and light gasoline, diesel, and battery-powered equipment and electrical systems experience.
- Or 4 years of relevant education and experience.
- Demonstrated leadership experience (guiding, influencing, role modeling).
- Lead experience preferred.
- Valid drivers' license.
- Class A driver's license.
- Public sector repair and maintenance experience preferred.
- Successful passing of a required background check and national based fingerprint background check.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:
- Oral communication skills.
- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Technical writing skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Accurate mathematical skills.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Research and analytical skills.
- Problem-solving skills.
- Decision-making and conflict-resolution skills.
- Detail-oriented and organization skills.
- Ability to:
  - Compose, proofread, and edit correspondence.
  - Work independently.
  - Negotiate viable solutions under a variety of circumstances.
  - Generate complex reports.
  - Estimate materials and supply needs.
  - Observe legal and defensive driving practices.
- Knowledge of:
  - Operation theory and principles of gasoline, diesel, propane, and electrical engines and related apparatus.
  - Shop math applicable to vehicle maintenance.
  - Health and safety regulations.
State motor vehicle and smog regulations.
Input and extraction of data with EMS.
Basic equipment management process.
Proper use of tools and equipment.
Basic leadership skills.
Various types of diagnostic procedures for vehicles and equipment.
Methods, materials, and tools used in vehicle and equipment repair and maintenance work.
Proper use of tools and equipment.
Microsoft Word, Excel, Outlook, and Access software.

WORK ENVIRONMENT/PHYSICAL DEMANDS:
The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 100% of work is performed in shop and outdoors in all weather conditions, and involves moving throughout the facility and community.
- Driving and field work required.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 100 pounds regularly.
- Lift heavy objects in awkward and confined spaces, using proper lifting and rigging techniques.
- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

CLASSIFICATION DETAILS:
Established Date: August 1995
Revised:
Original Title:
Vehicle and Equipment Mechanic

Bargaining Unit: AFSCME - Local 2170

CITY OF RENTON

SALARY RANGE

$5,250.00 - $6,402.00 Monthly
$63,000.00 - $76,824.00 Annually

JOB DESCRIPTION:

JOB SUMMARY:
Perform technical and manual tasks associated with vehicle and equipment maintenance. Complete tasks according to established policies and procedures, work independently with limited supervision, and contribute through knowledge, skills, and good work habits.

SUPERVISION:

Reports To: Fleet Services Manager
Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Diagnose, repair and maintain heavy vehicles, trucks, and other large and small diesel, battery, and gasoline-powered equipment, as follows:
  - Service and repair steering, hydraulic, electrical, heating and cooling systems.
  - Repair drive trains and axles, including multi-axles and controls.
  - Perform major overhauls of single-engine and multi-engine systems, including propane and diesel engines.
  - Repair and adjust transmissions, high-pressure pumps and compressors, valves, differentials, clutches, rear ends, and power take-offs.
  - Service, repair, replace, and adjust engines, carburetors, fuel injection systems, and valves.
  - Replace, fit and adjust pistons, rings and bearings.
  - Clean, repair and replace fuel pumps, fuel lines, gauges and electrical wiring systems.
  - Repair and replace alternators, voltage regulators, batteries, and electrical wiring.
  - Adjust and reline brakes and maintain, rebuild and replace air and hydraulic brake system components.
  - Perform front end alignment and repair, and change and balance tires.
  - Diagnose a variety of vehicle computers and computerized sensors, and replace faulty components and parts as needed.

- Perform electrical and acetylene welding, brazing, soldering and regular routine service on City-owned tractors, machinery and equipment, and fabricate special equipment, tools, parts, and structures as needed.
- Test drive and evaluate new equipment for operation, repair and maintenance.
- Determine salvage of vehicles and equipment.
- Operate a variety of equipment and machinery including pressure and system testers, ARC and oxy-acetylene welders, computerized diagnostic equipment, scopes, digital meters, gauges, lathe, grinders, tire changing and balancing machines, hoists and jacks, emission control test equipment and a variety of power and hand tools.
- Respond to emergency requests, and drive to City sites to perform repairs to City vehicles as needed.
• Lubricate parts and change oil and filters on City-owned equipment.
• Inspect and repair tire punctures and damage as appropriate.
• Recharge and install new batteries, and replace headlights, taillights, and turn signals.
• Enter into the maintenance tracking system safety, preventive maintenance, and general work performed on each vehicle and City equipment.
• Remain current with relevant technological advancements as it relates to field.
• Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as required (overtime eligibility pursuant to collective bargaining agreement), and travel as required.

Standard Functions:

• Assist with developing and implementing a preventive maintenance program, to include how worked performed, parts used, time requirements, safety records, etc. will be maintained.
• Determine necessary parts for the shop function, order parts through requisition for vehicles and equipment, and maintain vendor lists.
• Perform safety checks and inspections on City trucks, passenger vehicles and other mechanical equipment.
• Ensure vehicles meet State and local standards for public transportation and safety compliance.
• Maintain shop area, equipment and tools in a safe, clean and orderly condition.
• Determine the need for outside assistance in major repairs involving City-owned vehicles and equipment, and coordinate outside repairs, seeking approval as necessary.
• Train, demonstrate and instruct Fire Department personnel in the proper use, operation and general maintenance of Fire vehicles and equipment.
• Perform other duties as assigned.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

• Two years vocational automotive technical training.
• Two years' experience in the maintenance, repair and overhaul of heavy and light gasoline, diesel and battery-powered equipment and electrical systems.
• Or 4 years of relevant education and experience.
• Valid Class A Commercial Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

• Oral communication skills.
• Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
• Interpersonal skills using tact, patience, and courtesy.
• Understand and follow direction given.
• Meet schedules and deadlines.
• Shop-related mathematical skills.
• Recordkeeping skills.
• Decision-making and conflict-resolution skills.
• Detail-oriented and organization skills.
• Ability to:
  • Work independently.
  • Observe legal and defensive driving practices.
  • Plan and organize work.
  • Analyze situations accurately and adopt an effective course of action.
• Knowledge of:
  • Health and safety regulations.
  • State motor vehicle and smog regulations.
  • Technical aspects of field of specialty.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

• 90% of work is performed in a mechanical shop environment and the remaining 10% is performed outdoors in all weather conditions.
• Driving and field work required.
• Lift or move items weighing up to 50 pounds regularly and up to 100 pounds occasionally.
• Lift heavy objects in awkward and confined spaces, using proper lifting and rigging techniques.
• Climb into and out of large trucks, bending, stretching, and standing for extended periods.
- Exposure to wet and/or humid conditions, fumes, toxic or caustic chemicals, and moderately loud noise from the vehicles and equipment.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

CLASSIFICATION DETAILS:

Established Date: September 1993
Revised: June 2009, May 2015
Original Title: Vehicle and Equipment Mechanic I