

## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To:

The Honorable Mayor and Council

From:

Shannon Anderson, Human Resources Director

Date:

November 8, 2011

**Meeting Date:** 

November 22, 2011

TITLE: Consideration of Appointments: Personnel Board

RECO	MMENDED ACTION: Make two appointments as follows:
1.	Two appointments to a regular term expiring October, 2016.
	a
	b

## **ACTION SUMMARY:**

- Policy Decision or Reason for Action:
  - The City's Employee Handbook of Regulations includes policy 1-10-040 Personnel Board. The Personnel Board is appointed by the City Council and two terms have expired.
- Connection to Council Goal:
  - o Effective Governance: The Personnel Board is responsible for determining that the City has followed proper procedures in matters concerning dismissal, demotion, or suspension without pay of ten (10) working days or more.
- Options:

Council could choose any of the following options or create other options:

- Delay the appointments to expand the list of applicants; or
- Appoint a new Comissioner(s).
- Has there been a previous Council decision on this topic? No.

COUNCIL INTERVIEW TEAM:

COUNCILMEMBER EVANS COUNCILMEMBER WHITE'

> Division Director (Acknowledgment that all reviews have been completed and required approvals initialed below.)

## ADDITIONAL INFORMATION:

Background/History: There are two vacancies due to term expirations.

**Key Considerations:** It is important to fill these vacancies as soon as possible for the Commission to meet quorum for a Personnel Board hearing.

**Community Involvement:** The applications and letters of written interest received are current City of Flagstaff residents who wish to volunteer their time to serve on the Personnel Board.

Financial Implications: There are no financial implications since these are volunteer positions.

## Attachments:

- Membership Roster
- Enabling Legislation
- Roster of Applicants
- Applications

RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
BIDS/PURCHASES	-		FINANCE/BUDGET	
LEGAL			IGAS	
	BIDS/PURCHASES GRANTS	BIDS/PURCHASES GRANTS	BIDS/PURCHASES GRANTS	BIDS/PURCHASES FINANCE/BUDGET GRANTS CONTRACTS

