



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 17, 2019**  
**FROM: HUMAN RESOURCES BOARD      WARDS: ALL**  
**SUBJECT: HUMAN RESOURCES BOARD REPORT TO CITY COUNCIL**

**ISSUE:**

Receive a report on the activities of the Human Resources Board.

**RECOMMENDATION:**

That the City Council receive a report on the activities of the Human Resources Board for Fiscal Year 2018/19.

**DISCUSSION:**

Chairperson Maureen Mitchell will present the annual Human Resources Board Report to the City Council.

The Chair will discuss items that were brought before them including Departmental Presentations on matters touching and concerning employees in the City. The Chair will also highlight policies and procedures that were reviewed by the Board including:

- Employee Assistance Program (V-15)
- Accommodations for Nursing Mothers (V-18)
- Secondary Employment or Business Activity (I-7)
- Requesting and Recruiting Personnel (I-1)
- Types of Positions, Appointments, and Status Dates (I-3)

The Human Resources Board will continue to carry out its roles and responsibilities by focusing on the following items over the next year:

- Provide support and recommendations to the Human Resources Department on matters concerning personnel administration that are within the Board's purview
- Continue to act as an unbiased body for the public to openly discuss matters relating to personnel administration
- Partner with the Human Resources Department to increase organizational effectiveness

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director  
Certified as to  
Availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments: Presentation