



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 25, 2026
FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL
SUBJECT: BACKGROUND CHECK POLICY, I-14

ISSUE:

The Background Check Policy, I-14 has been updated and needs to be approved by the City Council.

RECOMMENDATION:

That the City Council approves revisions to Background Check Policy, I-14.

BACKGROUND:

The Background Check Policy was last revised in 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and updated.

DISCUSSION:

Human Resources, in coordination with the City Attorney's Office, have revised the Background Check Policy, I-14, to reflect broader alignment with federal/state law, pre-employment compliance, individualized assessment requirements and ensuring public safety. Specifically, there are two major changes; the first is to acknowledge that a background check only occurs after a conditional job offer has been extended and accepted, the second is the removal of automatic categorical offense-based disqualifications being replaced with an individualized assessment. Language was also added to reflect that the policy applies to current employees who are promoting within the City.

FISCAL IMPACT:

There is no fiscal impact associated with the receipt and filing of this report.

Prepared by:	Maggie Tanner, Principal Human Resources Analyst
Approved by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Julie Nemes, Finance Director
Approved by: Treasurer	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City
Approved as to:	James Johnson, City Attorney