

CITY OF PEORIA, ARIZONA
COUNCIL CHAMBER, CITY HALL
August 31, 2009

A meeting of the **Personnel Board**, City of Peoria, Arizona was convened at 8401 W. Monroe Street in open and public session at 5:10 p.m.

Members Present: Mark Hughes, Vernon Jacobs and Dennis Cheney, Alternate Member

Members Absent: Vice Chair Carol Garner

Board Attorney Present: None

Staff Present: Carl Swenson, City Manager; Steve Kemp, City Attorney; Wynette Reed, Human Resources Director; Mary Jo Kief, City Clerk; and Natalie Gilstrap, Executive Assistant

Others Present: None

Audience: Approximately 2 members of the public were present.

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

Consent Agenda

Motion was made by Acting Chairman Cheney, seconded by Board member Jacobs, to approve the Consent Agenda. Upon vote, the motion carried unanimously 2 to 0.

1C DISPOSITION OF ABSENCE

Excused absence of Vice Chair Carol Garner from the June 8, 2009 Personnel Board meeting.

2C MINUTES

Approved the minutes of the June 8, 2009 Personnel Board meeting.

Regular Agenda

New Business:

3R ORGANIZATIONAL CHANGES

City Manager, Carl Swenson, introduced himself and Wynette Reed, Human Resources Director. Mr. Swenson stated that the City recently underwent reorganization in response to the economic downturn. The focus of the reorganization was to reduce the size of the City's organization without reducing services. Mr. Swenson distributed the City's new organizational chart which was approved by the City Council on August 25, 2009.

Clerk's Note: Board Member Hughes arrived at 5:21 p.m.

Mr. Swenson outlined several examples in which organizational changes were accomplished including a voluntary retirement incentive package and combining related services and functions into the same departments in order to streamline functions and services.

Mr. Swenson reviewed the City's new organizational structure and reporting relationships as follows:

- City Manager Direct Reports: Office of Management and Budget, Human Resources and Intergovernmental Affairs
- Deputy City Manager Direct Reports: Finance Department, City Clerk's Office, Information Technology, Fire Department, Police Department, Public Works/Utilities Department
- Deputy City Manager Direct Reports: Engineering, Economic Development, Planning and Community Development, Community Services and the Office of Communications

Mr. Swenson reported on the following organization structural changes:

- Reduction of one Deputy City Manager
- Code Enforcement and Park Rangers moved under the Police Department
- Merging of Public Works and Utilities Departments
- Building, engineering and permitting moved under the Economic Development Department
- Special Events moved under Community Services

Mr. Swenson indicated that changes may continue within the organization. The City has initiated an organizational strategic planning process to include focus and discussion groups to assist the City in its goal to maintain services while reducing costs. The City is also moving toward becoming data driven as it relates to service delivery and performance. Performance measures will allow the City to make better informed decisions on service levels and costs of services provided to the public.

Mr. Swenson noted that a Citizen Survey will be conducted in the fall of this year. It is anticipated that the survey responses will guide the direction of the organization.

Mr. Swenson thanked the Personnel Board members for volunteering their time and talent to the City of Peoria.

4R STANDARDS OF REVIEW

Steve Kemp, City Attorney, provided information regarding Standards of Review for the Personnel Board. Standards of Review for the Hearing Officer and the Personnel Board are not currently in place or defined in City Code for the City of Peoria. Hearing Officers customarily use Arbitrary, Capricious and Good Cause standards when reviewing and making recommendations for personnel appeal matters.

The City of Peoria is in the process of creating a City Ordinance that will address the Standards of Review for personnel appeal matters. It is anticipated that the ordinance will be presented to the City Council for review and possible approval prior to the end of the year. Additional information regarding Standards of Review will be brought back to the Personnel Board after it is presented to City Council.

Adjournment:

Being no further business to come before the Personnel Board, the meeting was duly adjourned 5:43 p.m.

Carol Garner, Vice Chair

Secretary