

# Memo



**To:** Audit, Finance and Legislative Committee  
**Via:** Russ Blackburn, City Manager *RB*  
**From:** Paul Folkers, Assistant City Manager *PF*  
**Date:** Tuesday, May 13, 2014  
**Subject:** Possible Re-institution of the Personnel and Organization Structure Committee

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The Audit, Finance and Legislative Committee has requested a discussion about the purpose of the Personnel and Organization Structure Committee. The last meeting of this Committee was in 2008. Many of the personnel responsibilities the Committee handled were delegated to the Charter Officers. If there is interest in re-instituting this Committee or creating a new Committee that can capture some of the issues the Personnel and Organization Structure Committee used to handle, there are a number of issues areas that could potentially fall within this Committee's purview as identified below. The City Manager's Office could provide staff support for the Committee.

## Examples of referrals (2005 – 2008)

- Reorganizations
- Position Changes (reclassifications, upgrades, add/deletes, etc.)
- Pay Studies/Job Audits
- Professional Certification Incentive
- Employee Reservist Pay
- Leave Consolidation
- Outside Agency Funding
- Purchasing Policies
- Contingency Fund Allocation Policy
- Curb and Gutter Program
- Business Loan Program
- Charter Officer Review Process/Charter Officer Compensation
- Merging of City and GRU Departments
- Policy for Naming Roads
- Organization of Citizen Advisory Boards
- Increasing Citizen Access
- Hiring and Retention of Quality Employees

### Possible Responsibilities of a Re-instituted Committee

- Legislative
- Human Resource/Personnel Policies
- Purchasing Policies
- Public Facility Use and Naming
- Sunshine Act Policies
- Rules of the Commission
- Organization of Citizen Advisory Boards

### Possible Committee Names

- Legislative and Organization Policy Committee
- Legislative, Human Resource and Public Facility Committee
- Legislative, Personnel and Public Facility Committee
- Legislative, Human Resource Policy and Public Facility Committee