

ORDINANCE NO. 2020-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, *PERSONNEL SYSTEM*, AND THE FLAGSTAFF EMPLOYEE HANDBOOK OF REGULATIONS, SECTION 1-10-070, *EMPLOYEE ADVISORY COMMITTEE*; PROVIDING FOR PENALTIES; REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, Flagstaff City Code section 1-14-001-006 establishes the City's Employee Advisory Committee (EAC);

WHEREAS, the purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation, and benefits;

WHEREAS, the proposed amendments to the City Code sections pertaining to the EAC will, among other things, reorganize member representation based on recent changes to the City's organizational chart, stagger terms for members, and revise posting requirements;

WHEREAS, the City Code sections pertaining to the EAC are copied into section 1-10-070 of the Flagstaff Employee Handbook of Regulations; thus, any amendments to the EAC sections in the Code will also amend section 1-10-070 of the Handbook (referenced as Addendum 24 to the Handbook);

WHEREAS, the City Council has authority to approve the proposed amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV;

WHEREAS, the proposed amendments have been reviewed by the EAC, and the EAC has recommended approval of these amendments.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14, *Personnel System*, is hereby amended as shown below (additions are underlined and in caps; deletions are stricken). These amendments will also amend Section 1-10-070 of the Flagstaff Employee Handbook of Regulations, which mirrors the amended sections.

1-14-001-0006.5, Structure, Subsections A and D are hereby amended as shown below:

- A. The Employee Advisory Committee shall consist of the following members, by group, excluding ineligible employees except for the Human Resources Director, or

designee, who shall serve as a non-voting member, and shall provide information to the EAC as needed:

1. Administrative Services - (City Manager's Office, INFORMATION TECHNOLOGY, Legal, Human Resources, PUBLIC AFFAIRS, Risk Management, SUSTAINABILITY, and City Clerk's Office) - one (1) member
 2. Management Services - (Finance, Revenue, AND Purchasing ~~and Information Technology~~) – two (2) members
 3. Police - (Commissioned two members and Non-Commissioned one member) - three (3) members
 4. Fire - two (2) members
 5. Public Works - (Public Works Administration, Solid Waste, Streets, Parks and Recreation, Fleet, Facility Maintenance, AND Environmental Management, ~~and Sustainability~~) - three (3) members
 6. Community Development - (Planning & Development, Housing, Engineering, and Real Estate) - two (2) members
 7. Water Services – (WATER SERVICES OPERATIONS, REGULATORY COMPLIANCE, WATER RESOURCES/CONSERVATION, WATER SERVICES ENGINEERING, AND STORMWATER MANAGEMENT) -- two (2) members
 8. City Court - one (1) member
 9. Economic Vitality - (Convention & Visitors Bureau, Airport, Community Investment, and Library) - two (2) members
 10. The Human Resources Director, or designee, is a permanent, non-voting member.
- D. Members and alternate members will serve a two (2) year term. Memberships IN EACH GROUP will be staggered ON EVEN AND ODD YEARS.

1-14-001-0006.6, Elections and Membership, Subsection B is hereby amended as shown below:

- B. Elections for special appointments will be conducted during the second meeting in August.
1. Election of two co-chairs.
 2. Elect an EAC member to take minutes of the meetings, with a back-up and/or rotation as deemed necessary.
 3. Elect an EAC member AND ONE ALTERNATE to attend Budget Committee TEAM meetings. ~~, when the Budget Committee is discussing any benefit and compensation issues and during the add-back and delete portion of the budget, in an ongoing effort to foster better communication and understanding.~~

4. ~~Elect two (2) EAC members to attend the Compensation Committee meetings.~~
54. EAC members may also be elected to serve on special committees or task forces concerning employment-related policies and procedures, safety, compensation, and benefits.

IN THE EVENT THE ELECTED MEMBER OR ALTERNATE ARE UNABLE TO ATTEND ANY COMMITTEE MEETING, THE CHAIR(S) MAY DESIGNATE ANOTHER MEMBER TO ATTEND.

1-14-001-0006.7, Resignation or Removal, Subsection B is hereby amended as shown below:

- B. When a regular member resigns from service FROM THE EAC, an election will be held, and the newly elected member will serve THE REMAINING TIME LEFT OF THE TERM. ~~a two (2) year term from the time of the election.~~

1-14-001-0006.9, Notice and Procedures for Meetings is hereby amended as shown below:

- A. The EAC agenda will be posted ~~on the internal City of Flagstaff EAC website and at locations approved by the EAC~~ at least twenty-four (24) hours prior to the meeting date. ~~and time by EAC members for the group they represent.~~ POSSIBLE POSTING LOCATIONS MAY INCLUDE THE CITY'S INTRANET, WEBSITE, OR ANY OTHER RESOURCE AVAILABLE TO ALL EMPLOYEES.
- B. EAC meeting minutes will be posted ~~on the EAC website and at the approved locations~~ within five (5) calendar days after approval. ~~and emailed to all EAC regular and alternate members.~~ POSSIBLE POSTING LOCATIONS MAY INCLUDE THE CITY'S INTRANET, WEBSITE, OR ANY OTHER RESOURCE AVAILABLE TO ALL EMPLOYEES.
- C. The EAC may adopt procedures for governance of the Committee's meetings.

SECTION 2. Penalties

Any person found in violation of any provision of the Flagstaff Employee Handbook of Regulations may be subject to discipline, as set forth in such Handbook and Flagstaff City Code Section 1-14-001-0001, *Personnel System Adopted*.

SECTION 3. Repeal of Conflicting Ordinances.

All ordinances, parts of ordinances, and any sections of the City Code or the Flagstaff Employee Handbook of Regulations in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability

If any section, subsection, sentence, clause, phrase, or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 15th day of September 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY