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## **Staff Report**

**To:** Mayor and City Council

**From:** Danny Roberts, City Manager

**Date:** December 11, 2025

**Subject:** Selection of Appeal Panel for HR Related Appeal

### **RECOMMENDATION:**

It is recommended that the Mayor and City Council draw five names from the 2024–2026 Ethics Committee List to hear an employee appeal. Three members will serve on the panel, with two designated as alternates.

### **BACKGROUND:**

City Personnel Policy, Section 3-907

Resources Director within five (5) calendar days for a hearing before a hearing panel. The City Manager and/or Human Resources Director will determine if the case is properly filed. If properly filed, the City Manager and/or Human Resources Director will notify the appellant in writing within ten (10) calendar days of the date, time and place of the hearing. A three (3) person hearing panel will be appointed by the Mayor and City Council to hear all appeals. Members of the panel will be drawn on a case by case basis from the ethics panel as established by City Ordinance Section 2-8-9 Council approval 01/11/2001 (now 2-198)

### Chapter 2 – Administration, Section 2-198

The board of ethics of the city shall be composed of five residents of the city to be appointed as provided in subsections (a)(2) and (a)(3) of this section.

(2) The mayor shall designate three members and the councilmembers shall each designate one qualified citizen to provide a pool of nine individuals who have consented to serve as a member of such board of ethics and who will be available for a period of two years to be called upon to serve in the event a board of ethics is appointed.

(3) The city clerk shall maintain a listing of these nine qualified citizens. Should the investigating committee determine a complaint warrants a hearing before the board of ethics, the city council, at the first public meeting after such determination, shall draw names randomly from the listing of qualified citizens until the specified five members of the board of ethics have been appointed. Such board will elect one of its members to serve as chairman.