



Agenda Briefing

Date of Meeting: January 21, 2020

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: Public Safety

General Information / Subject:

Ratify the City Manager's appointment of G. Zane Saxon to the Civil Service Commission for a term to expire June 2020.

Executive Summary / Background:

Effective December 30, 2019, Civil Service Commission member, Joe Winter, submitted to the city a written resignation from the Civil Service Commission.

Mr. Winter has a term that will expire June 2020, and the following ratification would complete this term.

Funding / Fiscal Information:

Account Number: N/A

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:

REVIEWED BY: (as appropriate)

				
_____ City Manager	_____ Deputy CM	_____ Finance	_____ HR	_____ IT
_____ PD	_____ Emer Svcs	_____ City Sec	_____ EDC	_____ Bldg
_____ PW	_____ Court	_____ Visitor Relations		

**APPROVED BY:
(as appropriate)**

 _____ Preparer or Department Director	1/13/2020 _____ Date
_____ Building Official, if needed	_____ Date
_____ City Secretary, if needed	_____ Date
_____ Community and Visitor Relations Director if needed	_____ Date
_____ Court Administrator, if needed	_____ Date
_____ Deputy City Manager, if needed	_____ Date

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EDC Director, if needed

Date

Emergency Services Director, if needed

Date

Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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