

**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: September 23, 2026

To: Honorable Mayor and City Council

From: Rick J. Rudometkin, City Manager

Subject: Amendment to City's Personnel Policies and Procedures

Background:

The City's Personnel Policies and Procedures provide that revisions or amendments become effective upon recommendation of the City Manager and approval by the City Council. Resolution 26-16 is presented to formally adopt amendments to the Personnel Policies and Procedures and consolidate several previously approved or separately administered personnel and compensation provisions into the Personnel Manual.

The proposed amendments are summarized below:

- Incorporation of applicable provisions of the Police Pay Plan that are intended to continue following its expiration on September 30, 2026;
- Alignment of pay administration and performance evaluation provisions with the City's Compensation Plan and related Compensation Policy;
- Incorporation of previously implemented longevity and bilingual pay provisions;
- Incorporation of the Employee Bonus Policy previously approved by Resolution 21-15, which provided that the policy would be incorporated into the Personnel Manual;
- Incorporation of the previously approved Military Activation Pay and Benefits Policy, which was intended to be included in the City's next Personnel Manual update, together with replacement of the existing military leave provisions with updated language provided by the City's insurance provider;
- Updates to holiday provisions to reflect current City-observed holidays and clarify holiday observance and compensation;
- Updates to the Drug-Free Workplace Policy, including provisions concerning medical marijuana, based on recommendations received from the City's insurance provider;
- Addition of the statutory health insurance benefit applicable to full-time law enforcement officers who suffer a qualifying catastrophic injury;
- Updates to the Family and Medical Leave Act provisions to reflect current federal requirements relating to military qualifying exigency leave;
- Updates to statutory references, personnel terminology, and related administrative provisions for consistency and accuracy;
- Updates to the City's Vision and Mission statements reflected in the Personnel Manual; and

- Formatting, numbering, table of contents, and other administrative cleanup necessary to accurately reflect the amended Personnel Policies and Procedures.

The Personnel Policies and Procedures currently contain a general education reimbursement provision applicable to City employees, while the Police Pay Plan contains separate reimbursement criteria, including different eligibility, grade, and reimbursement provisions. The Police Pay Plan education reimbursement provisions are not being incorporated into the Personnel Policies and Procedures as part of this amendment. Staff will further review the existing education reimbursement provisions and return to Council with any recommended revisions necessary to establish an appropriate and consistent approach for City employees.

Staff Recommendation:

Consider Resolution 26-16 and the proposed amendments to the City's Personnel Policies and Procedures.

Suggested Motion:

If Council elects to adopt the Resolution:

"I move to adopt Resolution No. 26-16, amending the City of Belle Isle Personnel Policies and Procedures and superseding the remaining provisions of the Belle Isle Police Department Salary Adjustment and Agreement."

Fiscal Impact:

The amendments primarily formalize or update existing, previously approved, or legally required compensation and benefit provisions. No additional appropriation is requested as part of Resolution 26-16. Applicable compensation and benefit provisions remain subject to the City's adopted budget and available funding.

Alternative:

Council may adopt the Resolution as presented, adopt it with revisions, or take no action.

Attachments:

Resolution No. 26-16

Exhibit "A" – Personnel Policies and Procedures, Redlined Amendments – September 2026