



# **Commission Meeting Agenda Item Memorandum**

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**ITEM TYPE**

Action Item

**MEETING DATE:**

April 5, 2022

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**PRESENTER:**

Erika McComis, City Manager

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**ITEM DESCRIPTION:**

Discuss and consider approval of Resolution 2022-11 approving the 2022 Employee Personnel and Administrative Regulations Manual (PARM).

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**BACKGROUND INFORMATION:**

The City Manager has worked with Staff over the past several months to establish an updated employee personnel manual. The PARM is established to provide employees with a detailed overview of the cities policies specific to our key procedures, guidelines, and employee benefits. The policies set clear expectations for employees along with stating the legal obligations of the entity and defining employee rights.

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**FISCAL IMPACT:**

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required:           No
- Financial Review Completed by:

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**LEGAL REVIEW:**

The City Manager reviewed this item.

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**ATTACHMENTS:**

Resolution  
PARM

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**RECOMMENDED MOTION AND/OR ACTION:**

Move to approve Resolution 2022-11 as presented.