



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: January 24, 2024

SUBJECT: Discussion related to the draft Personnel Manual and Administrative Policy Manual - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager requests a discussion for clarification.

BACKGROUND OF ITEM:

The current personnel policy manual was approved in 2015. On October 21, 2023 Commissioners were provided a draft copy of the document as a part of collective bargaining and each Commissioner was asked to provide individual feedback to the City Manager so that feedback could be incorporated into the document. All such feedback has been included in the document at this time. A final draft of the document was sent out on December 22, 2023 for one final call of feedback ahead of the document being placed on the January 23, 2024 City Commission Meeting agenda. Attached please find a second document (two pages – APM list) which the City Clerk has prepared and been provided previously to the City Commission on October 21, 2023, which shows on page one our currently approved policies (some administrative, some by City Commission) and page two shows a list of policies that will be placed into the yet to be finalized Administrative Policy Manual (APM), the large majority of which (on page two) have been removed from our 2015 personnel manual and will be incorporated into the new APM. Items in this APM fall under the purview of the City Manager in day to day administration matters. The APM, unlike the PPM, will not require City Commission approval at adoption, or in the future as policies are added, revised, or deleted. At our January 9, 2023 Commission Meeting, a policy was introduced and approved, and discussion ensued related to the future adoption of policies and procedures and what that format could or should look like. Staff is requesting a discussion, but no action, to gain clarity on next steps as it relates to the PPM and APM.

FISCAL IMPACT:

Varies related to policies in the document.

ALTERNATIVES:

N/A

ATTACHMENTS:

1. List of Policies to be removed from PPM and placed in an Administrative Policy Manual