



Policy Number	Policy Title	Issued Date
General Employment Information		
02-001	Employee Travel and Reimbursement Policy	10/18/2019
02-002	Electronic Device	3/24/2022
02-003	Temporary Telecommuting Policy	4/28/2022
02-004	Employee Conduct and Discipline	9/14/2022
02-005	Disciplinary Appeals	9/14/2022
02-006	Exit Interview Policy	10/27/2022
Payroll & Compensation		
Employee Benefits		
04-001	City Employee of the Quarter	2/23/2022
04-003	Boot Allowance	10/22/2021
04-004	COVID-19 Leave Work Procedures	2/23/2022
04-005	Lactation Policy	9/14/2022
04-006	Meal Periods & Breaks Policy	9/14/2022
Employee Accountability & Conduct		
05-001	Discretionary Spending Policy	11/18/2019
05-002	Contracting Authority Policy	1/24/2020
Risk Management, Workers Compensation, & Safety		
06-001	Contractor's Insurance Requirements Policy	7/26/2022
06-002	Vehicle and Drivable Equipment Policy	Comm. Adopted 6/7/2023
06-003	Notification of Public Safety Significant Incidents	Comm. Adopted 11/29/2022
Revenue Billing & Collection		
07-002	Utility Billing – Meter Read Estimating and Manual Adjustments Policy	9/2/2021
Expense/Expenditures		
08-001	Fixed Asset Policy	1/22/2020
08-002	Fund Balance Policy	Comm. Adopted 12/18/2020
08-003	Investment Policy	Comm. Adopted 12/18/2018
08-005	Surplus Property Policy	9/2/2020
08-006	Allowance & Write-Off Policy	7/1/2021
08-007	Purchasing Card Policies and Procedures	Comm. Adopted 4/15/2020
08-008	Accounting Petty Cash Policy	4/21/2022
08-009	EMS Receivable and Allowance Policy	Comm. Adopted 8/20/19
General City Policies		
09-001	Use of City Seal and City Logo	6/31/2020
09-002	Citywide Internship Program	2/25/2021
09-003	Social Media Policy	3/2/2021
09-004	Community Partner Policy (Administration/Recreation)	4/23/2021
09-005	Agenda Process Policy	8/31/2002
09-006	Public Records Request Policy	9/8/2002
Facilities Policies (Public Works)		
10-001	RV Storage Lots	

	Draft Policies (removed from PPM and some others)	
	Travel for Meetings & Conferences Policy	
	Promotion, Demotion, Reclassification & Transfer Policy	
	Employment of Relatives (Nepotism) Policy	
	Employment Process Policy	
	Probation Policy	
	Personnel Records	
	Dress Code, Uniforms, & Appearance Policy	
	Subpoenas & Threats of Litigation	
	Payroll Policy	
	Employee Service Awards Policy	
	Workplace Violence Policy	
	Criminal Charges Policy	
	Policy against Harassment, Discrimination, Retaliation & Bullying	
	City Property & Tool Allowance Policy	
	Weapons at Work	
	Advisory Boards	
	Time Records	
	Length of Service	
	Anniversary Date/Reclassification Date	
	Compensation Policy	
	Performance Review	
	Appeals	
	Staff Search and Security Policy	
	Outside Employment	
	Smoking	
	Email/Internet Policy	
	Safeguarding Social Security Numbers	
	Accidents	
	Driver License Policy	
	Driving Safety Policy	
	Subpoenas	
	Threats of Litigation	
	Discretionary Leave Issues	
	Employee Service Awards	
	Jury / Witness Duty	
	Military Service	
	Employee Suggestions	