

REVIEW OF PAST MEETINGS

City of Madeira Beach
Civil Service Commission
Jerry Cantrell

INTRODUCTION

During the May 30, 2023 CSC meeting a review was tasked regarding past meetings: where are we now and how did we get here. “Review of Meetings” will provide a synopsis of the documentation review:

1. Introduction
2. Charter Review
3. Items of Note

ARTICLE V, SECTION 5.7 (B)

Civil Service Commission; Membership.

There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. ...

ARTICLE V, SECTION 5.7 (C)

Personnel Rules. The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;
3. Methods for determining the merits and fitness of candidates for appointment or promotions;
4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;

ARTICLE V, SECTION 5.7 (C) - CONTINUED

5. The hours of work, attendance regulation and provisions for sick and vacation leave;
6. **Grievance procedures**, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths;
7. Other practices and procedures necessary to the administration of the City personnel system;
8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

ITEMS OF NOTE

1. The BOC decided that it wanted Attorney Eschenfelder's version of the Employee Policy to be used. Will the City Administration agree with moving forward with this version of the Employee Policy?
2. Proposed Ordinance 2023-06, Division 4 – Civil Service Commission structure and proposed reading.
3. HR position.
4. Joint meetings with BOC – requirements and/or decisions.

**“ BUSINESS OPPORTUNITIES ARE
LIKE BUSES. THERE'S ALWAYS
ANOTHER ONE COMING. ”**

Richard Branson



THANK YOU

Jerry Cantrell

jcantrell@madeirabeachfl.gov

v

www.madeirabeachfl.gov