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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** TIM APPLIN, POLICE CHIEF  
ROBIN PIKAL, FINANCE DIRECTOR  
**CC:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PERSONNEL POLICY HANDBOOK UPDATES  
**DATE:** FEBRUARY 27<sup>TH</sup>, 2024

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Enclosed is a summary of the proposed updates to the Personnel Policy Handbook. The proposed changes are for two areas: “General Employment and Communication Policies” and adding cannabis under the “Alcohol, Drug and Cannabis Policy”.

The proposed update to general employment and communication policies is to better outline the City’s expectations for serving alcohol. The proposed cannabis update was developed with support from Abdo in response to the legalization of cannabis effective August 1, 2023. The Council was presented with a draft of these changes on February 20<sup>th</sup>, 2024.

**RECOMMENDATION**

Staff recommends that Council approve the Personnel Policy Handbook Updates.