



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Amending City's Personnel Rules and Regulations - Ethics Training Policy

DATE: April 28, 2026

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#### **GENERAL SUMMARY/BACKGROUND:**

The purpose of this item is to amend the existing Ethics Training Policy within the Personnel Manual to reflect updated procedures and administrative responsibilities.

Key updates include:

- Reassigning coordination and recordkeeping responsibilities
- Clarifying training timelines and requirements
- Updating acknowledgment and filing procedures
- Improving internal coordination

This amendment does not create a new policy but revises the existing policy for clarity, consistency, and compliance.

#### **BUDGET IMPACT:**

There is no budget impact associated with approving this item.

#### **LEGAL NOTE:**

This item has been reviewed for legal sufficiency. Any additional legal guidance will be deferred to the City Attorney as necessary.

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the item.

#### **ATTACHMENTS:**

Resolution 2026-16