



Agenda Item Details

Meeting	Apr 07, 2021 - City Commission Meeting & Summary
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.07 City Commission Policy 130, Structure and Management of City Commission Staff -- James O. Cooke, IV, City Treasurer-Clerk
Access	Public
Type	Discussion

Public Content

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Statement of Issue

On March 24, 2021, the City Commission voted to bring back City Commission Policy 130, Structure and Management of City Commission Staff, at a future meeting for further discussion. CCP 130 was established on July 14, 1994 and revised on November 13, 2019

Recommended Action

Provide direction to staff.

Fiscal Impact

Dependent upon changes in staffing levels

Supplemental Material/Issue Analysis

History/Facts & Issues

City Commission Policy 130 was established on July 14, 1994. As originally approved, the policy would be “automatically extended for an additional five years unless terminated or modified by the City Commission.” At the same time, it contained a provision that it would be “automatically amended” for position changes “without the requirement for formal action to reflect such change.” The City Commission voted in March of 1999 to hire additional aides such that each commissioner individually would have an aide. Under terms of the policy, that action automatically amended CCP130; however, the policy was not specifically edited at that time.

The only specific update to CCP 130 was made on November 13, 2019. This 2019 action incorporated into policy the 1999 change to provide an Aide for each commissioner. Given the practice of each City Commissioner having an aide, the responsibility for specific hiring and other personnel actions related to the Aides is appropriately the responsibility of each individual Commissioner as outlined in the updated policy. The 2019 changes also codified each of the positions in the City Commission Office. For temporary positions beyond those then-existing positions, the policy states, “The City Commission may employ additional temporary staff as needed to meet the workload demands of the City Commission Office, and as directed by the Mayor.” The policy also states that “future additional staff resources will be requested through the annual budget process.”

CCP 130 is titled “Structure and Management of City Commission Office Staff.” As such, it focuses on positions. The policy does not speak specifically to budget; however, budget responsibilities have been coordinated for some time by the Office of Resource Management,

The policy includes a requirement for a sunset review every four years. Most City Commission policies provide for a five-year review, but the four-year provision better fits the terms of service of elected officials.

Department(s) Review

City Attorney's Office

Attachments/References

Commission Policy 130

130 as approved 111319.pdf (35 KB)