## Agenda Item Details

**Meeting**
Nov 13, 2019 - City Commission Meeting

**Category**
13. POLICY FORMATION AND DIRECTION

**Subject**
13.03 Approval of Revisions to City Commission Policy 130, Structure and Management of City Commission Office Staff -- James O. Cooke, IV., City Treasurer-Clerk

**Access**
Public

**Type**
Action, Discussion

**Fiscal Impact**
No

**Recommended Action**
Option 1: Approve revised version of City Commission Policy 130, Structure and Management of City Commission.

## Public Content

For more information, please contact: James O. Cooke, IV., City Treasurer-Clerk at (850) 891-8131.

### Statement of Issue

City Commission Policy 130, Structure and Management of City Commission Staff, has been in place for many years. By its own terms, position changes are automatically incorporated without formal action to change the policy. Nonetheless, it is beneficial to update the policy from time to time. A draft of an updated City Commission Policy 130 is intended to reflect current practice and is presented for approval. In addition to changes to reflect current operations, a sunset review provision is provided to ensure periodic review of this published document in the future.

### Supplemental Material/Issue Analysis

#### History/Facts & Issues

City Commission Policy 130 was adopted 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.” The City Commission has not acted to terminate the policy; therefore, it has been automatically extended. At the same time, Policy 130 contained a provision that it would be “automatically amended” for position changes “without the requirement for formal action to reflect such change.” In subsequent years, changes were made to staff positions. Although policy language provides that changes over time are assumed in the policy, it is appropriate to revise the policy to reflect current operations.

The primary revision is to document the changes approved by the City Commission in April 1997 and March 1999. Those changes were to add two positions to the Mayor’s staff and to provide an Aide for each Commissioner. No new positions have been added since that time. Prior to providing an Aide for each Commissioner, there had been one Aide for every two Commissioners. At that time, the need for Commissioners to work jointly on personnel actions regarding shared Aides also presented a need for significant support from the Office of the City Treasurer-Clerk. Under the current practice of each City Commissioner having an Aide, the responsibility for specific hiring and other personnel actions is appropriately the responsibility of each individual Commissioner. The City Treasurer-Clerk should remain available for support to the City Commission, but should do so generally as needed.
or requested by the Elected Officials. Human Resource and Workforce Development should provide the same
specific administrative support as it does for all other City personnel actions.

Budget responsibilities have been coordinated for some time by the Office of Resource Management, and the
policy should be updated to reflect the same. A final recommended change is to provide 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. Implementing this change will help to ensure that the published policy is
periodically updated.

Options

1. Approve revised version of City Commission Policy 130, Structure and Management of City Commission.
2. Do not approve revised version of City Commission Policy 130, Structure and Management of City
Commission. Provide further direction to staff.

Attachments/References

1. Revised City Commission Policy 130

Attach 1 - Revised City Commission Policy 130.pdf (88 KB)