



**CIVIL SERVICE COMMISSION  
MEETING AGENDA**  
Wednesday, January 03, 2024 at 4:00 PM  
Commission Chambers, 300 Municipal Drive,  
Madeira Beach, FL 33708

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Meetings will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

*Public participation is encouraged. If you are addressing the Civil Service Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes and do not include any topic that is on the agenda. Public comment on agenda items will be allowed when they come up.*

**4. APPROVAL OF MINUTES**

A. 2023-11-20, Civil Service Commission Meeting Minutes

**5. HR REPORT**

A. HR Report - 12/13/2023

**6. OLD BUSINESS**

A. "Draft" Personnel Policy (2020)

**7. NEW BUSINESS**

A. RFP – Classification and Compensation Plan Study

**8. FUTURE AGENDA ITEMS**

A. Ordinance 2023-06, Amendment to Civil Service Commission Rules

B. 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 (City Charter, Sec. 5.7, C, 1)

- C. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2)
- D. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3)
- E. Grievance procedures, including procedures for hearing grievances by 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 (City Charter, Section 5.7, C, 6)
- F. Implementation Process for making sure that all Rules, Regulations and Procedures of the Employee Personnel Policy are working and is followed by everyone (City Charter, 5.7, C, 8)
- G. Department Specific Rules
- H. Ex Officio Board Member – Robert’s Rules of Order
- I. Employee Satisfaction Survey
- J. Employee Termination Survey
- K. Exit Interview Survey
- L. HR Director Position
- M. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters
- N. Review of Offer Letter
- O. Document Control

**9. NEXT MEETING:** March 7, 2024, 4:00 p.m.

**10. ADJOURNMENT**

**One or more Elected or Appointed Officials may be in attendance.**

*Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability*

*Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to [cvanblargan@madeirabeachfl.gov](mailto:cvanblargan@madeirabeachfl.gov).*