



**CIVIL SERVICE COMMISSION  
MEETING AGENDA**  
Tuesday, November 14, 2023 at 3:30 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 on the agenda. Public comment on agenda items will be allowed when they come up.*

**4. APPROVAL OF MINUTES**

A. 2023-10-11, Civil Service Commission Meeting Minutes

B. 2023-10-25, Joint Meeting with the Board of Commissioners and Civil Service Commission

**5. HR REPORT**

A. HR Report

**6. NEW BUSINESS**

A. Oath of Office - New Member

B. Appointment of Chair

C. Appointment of Vice Chair

D. Set Meeting Schedule for 2024

**7. OLD BUSINESS**

A. "Draft" Personnel Policy 2020

**8. ITEMS TO BE SCHEDULED FOR FUTURE MEETINGS**

- A.** Ordinance 2023-06, Amendment to Civil Service Commission Rules
- B.** RFP – Classification and Compensation Plan Study – To include an analysis of the current staff positions and their responsibilities; increased efficiency and cross training of personnel to develop teamwork within the departments and within the organization as a whole; a new classification and compensation plan with updated positions descriptions, policies and procedures for future classification action and related management/supervisory training
- C.** 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)
- D.** Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2)
- E.** Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3)
- F.** 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)
- G.** 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)
- H.** Department Specific Rules
- I.** Ex Officio Board Member – Robert’s Rules of Order
- J.** Employee Satisfaction Survey
- K.** Employee Termination Survey
- L.** Exit Interview Survey
- M.** HR Director Position
- N.** PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters
- O.** Review of Offer Letter
- P.** Document Control

## **9. NEXT MEETING**

Monday, November 20, 2023 at 3:30 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. Email a written request to [cvanblargan@madeirabeachfl.gov](mailto:cvanblargan@madeirabeachfl.gov).*