



**CIVIL SERVICE COMMISSION
MEETING AGENDA**
Wednesday, June 05, 2024 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708

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

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. 2024-04-09, Civil Service Commission Meeting Minutes

5. HR REPORT

A. HR Report- June 5, 2024, Civil Service Commission Meeting

6. DISCUSSION ITEMS

A. Ordinance 2023-06 (Ordinance 2024-07), Amendment to Civil Service Commission Rules

B. "Draft" Madeira Beach Personnel Policy 2024 (edits through May 12, 2024)

7. FUTURE AGENDA ITEMS

A. Ordinance 2024-07 (Ordinance 2023-06), Amendment to Civil Service Commission Rules –
address at the June 5, 2024 meeting after the HR Report

B. RFP – Classification and Compensation Plan Study – *in process*

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) – *in process*

- D. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2) – *in process*
- E. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3) - *address in new personnel policy*
- F. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) - *address in Civil Service Commission rules ordinance*
- G. Department Specific Rules – *address in future meeting*
- H. Employee Satisfaction Surveys – *address after Personnel Policy is adopted*
- I. Separation Survey – *address after Personnel Policy is adopted*
- J. HR Director Position – *address after Personnel Policy is adopted*
- K. Review of Offer Letter - *address after Personnel Policy is adopted*
- L. Training Requirements for Management Employees – *address in new personnel policy*
- M. Alternative Employment Plan – *address in new personnel policy*
- N. Complaints must be addressed in a timely manner – *address in new personnel policy*
- O. Review City’s Appeal Form – *address after new personnel policy adopted*
- P. Review Safety Manual – *address after new personnel policy adopted*
- Q. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters - *item for future meeting after Personnel Policy is adopted*
- R. Robert's Rules of Order Training - *Thursday, June 13, 2024 @ 1:30 p.m. in Commission Chambers (90-minutes presentation)*

8. NEXT MEETING

The next meeting is scheduled for Wednesday, September 4, 2024, from 4:00 p.m. to 6:00 p.m.

9. 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.