



**THE CITY OF MADEIRA BEACH, FLORIDA  
PUBLIC NOTICE**

**CHARTER REVIEW COMMITTEE/  
CIVIL SERVICE COMMISSION  
MEETING AGENDA**

The Civil Service Commission of the City of Madeira Beach, Florida will meet in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City Business listed at the time indicated below.

**10:00 a.m.**

**WEDNESDAY, OCTOBER 10, 2018**

**COMMISSION CHAMBERS**

**This is a joint meeting of the Charter Review Committee and the Civil Service Commission**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

- **August 20, 2018, Joint Meeting of the Charter Review Committee and Civil Service Commission**

**4. REVIEW OF CITY CHARTER SEC. 6.6 – PERSONNEL SYSTEMS; CIVIL SERVICE COMMISSION**

**5. PUBLIC COMMENT**

**6. MEETING SCHEDULE**

*Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes.*

**7. 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 City Clerk to transcribe verbatim minutes; 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 in order to participate in this meeting should call 727-391-9951 or fax a written request to 727-399-1131. One or more Board of Commissioners could be in attendance at the meeting.

**Minutes**  
**Joint meeting of the**  
**Charter Review Committee / Civil Service Commission**

August 20, 2018; 1:00 p.m.

City of Madeira Beach Commission Chamber  
300 Municipal Drive Madeira Beach, FL 33708

A joint meeting of the Charter Review Committee and Civil Service Commission was held on Monday, August 20, 2018 at 1:00 p.m. in the Commission Chambers. The meeting was called to order by Chair Doreen Moore at approximately 1:04 p.m.

Staff members present: Clara VanBlargan, City Clerk; Ralf Brookes, City Attorney; Andrea Gamble, Deputy Clerk

**1. Call to Order**

Chair Doreen Moore called the meeting to order 1:04 p.m.

**2. Roll Call**

The Deputy Clerk called the roll and the following members were present:

Charter Review Committee

- Doreen Moore
- Grace Critelli
- Paul Tilka
- June Mohns
- Gerri Clyatt
- John Hendricks

Civil Service Commission

- Pam Rasmussen
- Grace Critelli
- Paul Tilka
- John Hendricks

**3. Approval of the Minutes**

The Board unanimously voted to approve all the meeting minutes listed on the agenda:

- February 21, 2018
- March 14, 2018
- April 26, 2018
- May 31, 2018
- June 20, 2018
- June 27, 2018

- July 10, 2018
- July 27, 2018.

#### **4. Review of Charter for Recommended Changes**

The Charter Review Committee and Civil Service Commission reviewed the Ordinance 2018-09 and the Personnel Policies and Procedures handbook. Both Boards agreed that the Civil Service Board needs to have more power to make decisions especially when it comes to Grievances and Appeals.

City Attorney Ralf Brookes explained the functions of the Civil Service Commission and mentioned that some Cities do not have this Board. Chair Doreen Moore mentioned Arbitration steps needed to be put in place and that all employees should have a due process in the event if the employee was terminated.

#### **5. Public Comment**

Former employee, Doug Andrews asked the City Attorney if Florida was an at-will employment state. The City Attorney responded that private companies are at-will and government entities are not.

#### **6. Meeting Schedule**

The City Clerk was asked to schedule another joint meeting to review the Civil Service section of the City Charter.

There being no further discussion, the meeting was adjourned at 2:19 p.m.

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Doreen Moore, Chair, Charter Review Committee

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Pam Rasmussen, Chair, Civil Service Commission

ATTEST:

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Clara VanBlargan, City Clerk

CITY CHARTER: Section 6.6 - Personnel systems; Civil Service Commission.

- A. *Merit principal.* All appointments and promotions of City employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.
- B. *Civil Service Commission; Membership.* There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. The term of office for each member shall be three years and shall be staggered so that not more than two terms expire within any one year. Three Commissioners shall constitute a quorum. Members of the Civil Service Commission shall hold no remunerative office or employment under the City of Madeira Beach, Florida. The Board of Commissioners of the City of Madeira Beach, Florida, shall have the authority to remove for cause any and/or all Civil Service Commissioners.
- C. *Personnel Rules.* The Civil Service Commission shall prepare personnel rules. When concurred in by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:
  - 1. The 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;
  - 2. A pay plan for all classified City positions;
  - 3. Methods for determining the merits and fitness of candidates for appointment or promotions;
  - 4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;
  - 5. The hours of work, attendance regulation and provisions for sick and vacation leave;
  - 6. Grievance procedures, including procedures for the hearing of grievances by the 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;

7. Other practices and procedures necessary to the administration of the City personnel system;
  8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.
- D. *Duties and powers of the Civil Service Commission.* All duties, powers, reservations on power, and funding for the Civil Service Commission may be provided for by Ordinance duly passed by the Board of Commissioners of the City of Madeira Beach, Florida.
- E. *Powers to collectively bargain recognized.* Nothing contained in this Charter shall limit the power of the Board of Commissioners of the City of Madeira Beach, Florida, acting through its Manager from entering into collective bargaining negotiations with any officers, employees, or group of employees for the purpose of establishing by contract conditions of employment, rules or compensation of said officers, employees, or groups of employees. For the purposes of this Charter, ARTICLE I, Section 6, of the Constitution of the State of Florida is specifically recognized.

(Ord. No. 446, 1-28-1975; Ord. No. 664, 8-14-1984/11-7-1984)

CITY CODE: DIVISION 4. - CIVIL SERVICE COMMISSION

Sec. 2-126. - Intent.

- (a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.
- (b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6.
- (c) The civil service commission members also recommend cost of living increases and employee pay adjustments to the board of commissioners for consideration.

(Code 1983, § 2-502)

Sec. 2-127. - Organization.

- (a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.
- (b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.
- (c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter. The member shall be retained, suspended or be removed by majority vote of the board of commissioners.
- (d)

The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

- (e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.
- (f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.
- (g) Members of the civil service commission shall meet quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.
- (h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

(Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06)

**Charter reference—** Civil service commission membership, § 6.6B.

Sec. 2-128. - Conduct a meeting/hearing.

- (a) *Notification.* When and at such time a meeting is scheduled the city administration shall post a notice of the time and place when the civil service commission shall meet and the topics on their agenda.
- (b) *Meetings/public hearing.* At the hearing of the civil service commission any interested person may be heard upon the subject matter.
- (c) *Recommendations.* The civil service commission, by majority vote, shall conclude recommendations.
- (d) *Written records.* Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. The board of commissioners shall provide clerical and administrative personnel as may be reasonably required by the civil service commission for the proper performance of its duties. The written record shall include the vote of each member of the civil

service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk.

(Code 1983, § 2-504)

Sec. 2-129. - Powers.

The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.

(Code 1983, § 2-505)

Secs. 2-130—2-150. - Reserved.