



Legislation Details (With Text)

**File #:** ORD 2019-036      **Name:** Chapter 21, Code of Ordinances, Amendment

**Type:** Ordinance      **Status:** Passed

**File created:** 10/3/2019      **In control:** City Commission

**On agenda:** 11/14/2019      **Final action:** 11/14/2019

**Title:** AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF COCONUT CREEK BY AMENDING CHAPTER 21, "PERSONNEL ADMINISTRATION," ARTICLE I, "CIVIL SERVICE CODE," SECTIONS 21-3, 21-4, 21-5, 21-6, 21-7, 21-8, 21-9, 21-10, 21-11, 21-13, 21-14, 21-16, AND 21-17, AND ARTICLE II, "AT WILL EMPLOYEE POLICIES AND PROCEDURES MANUAL," SECTIONS 21-22, 21-24, 21-25, AND 21-30, IN ORDER TO UPDATE LANGUAGE, PROVIDE CLARIFICATION, AND CROSS-REFERENCE PERSONNEL POLICIES AND PROCEDURES REGARDING THE TERMS AND CONDITIONS OF CITY EMPLOYMENT. (SECOND READING) (PUBLIC HEARING)

**Sponsors:**

**Indexes:** Amendment, Chapter 21, Code of Ordinances, Human Resources, Ordinance, Personnel Administration

**Code sections:** Chapter 21, - Personnel Administration

**Attachments:** 1. ORDINANCE 2019-036-Chapter 21 Amendment-Personnel Administration, 2. BACKUP-Chapter 21 Change Summary

Date	Ver.	Action By	Action	Result
11/14/2019	1	City Commission		
10/24/2019	1	City Commission		

AGENDA ITEM REPORT

**TITLE:**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF COCONUT CREEK BY AMENDING CHAPTER 21, "PERSONNEL ADMINISTRATION," ARTICLE I, "CIVIL SERVICE CODE," SECTIONS 21-3, 21-4, 21-5, 21-6, 21-7, 21-8, 21-9, 21-10, 21-11, 21-13, 21-14, 21-16, AND 21-17, AND ARTICLE II, "AT WILL EMPLOYEE POLICIES AND PROCEDURES MANUAL," SECTIONS 21-22, 21-24, 21-25, AND 21-30, IN ORDER TO UPDATE LANGUAGE, PROVIDE CLARIFICATION, AND CROSS-REFERENCE PERSONNEL POLICIES AND PROCEDURES REGARDING THE TERMS AND CONDITIONS OF CITY EMPLOYMENT. (SECOND READING)(PUBLIC HEARING)

**BACKGROUND:**

**This item was approved on First Reading at the October 24, 2019, City Commission Meeting.**

The City is committed to providing a competitive compensation and benefits package designed to attract and retain highly-qualified employees, while maintaining fiscal responsibility. Approval of this ordinance will revise employee benefits, terms and conditions of employment, and personnel policies and procedures, as well as provide clarifications and clerical revisions.

**DISCUSSION:**

With the exception of one substantial revision (detailed below and on the attached summary), this ordinance consists primarily of minor and clerical revisions to personnel policies and procedures.

On August 8, 2019, the City Commission approved the Police Lieutenants' collective bargaining agreement (CBA), including the agreement for parity with the Police Officers', Corporals', and Sergeants' long-standing annual sick leave conversion benefit. Since Police Lieutenants are included in the Administrative Officers' classification for leave benefits, changing the Administrative Officers' leave conversion benefit is necessary to comply with this CBA, and a corresponding change to the Civil Service employee benefit is recommended to provide equity across all employee groups.

Details of this program, as well as all of the attendance and leave provisions, are being relocated from the Code of Ordinances to Administrative Orders, with the sick leave conversion program being the only substantial change. Relocating these details is consistent with the past practice of outlining the major components of personnel administration in Chapter 21 of the City's Code of Ordinances and referring to City policies for further details.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

**FISCAL IMPACT:**

**REVENUES:** N/A  
**EXPENDITURES:** Approximately \$14,000  
**BUDGETED:** Yes

**NOTES:** Expenditures are inclusive of the \$5,000 already included in the costs approved for the Police Lieutenants' CBA.