

MEMORANDUM

TO: Mayor & Council Members
FROM: Debbie Renner, City Clerk
DATE: January 27, 2009
SUBJECT:

PURPOSE

To set a date for a workshop to review proposed revisions to the Personnel Policies and Procedures.

BACKGROUND

As you are all aware, the City's Personnel Policies and Procedures Manual has been undergoing review by a committee of staff members for a number of months. Recently, you were provided with a draft copy of the proposed revisions. At that time, it was your direction that a workshop be scheduled in order to have an opportunity to discuss the changes in detail.

RECOMMENDATION

It is recommended that you schedule a workshop meeting to review the proposed new Personnel Policies and Procedures Manual.