



Legislation Text

File #: 20-254, Version: 1

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Douglas Allen, CPA

DATE: June 11, 2020

DEPARTMENT: Finance

AGENDA TITLE:

Approve Resolution 2020-20 Adopting Amendments to Personnel and Financial Management Policies.

RECOMMENDATION:

Approve Resolution 2020-20 Adopting Amendments to Personnel and Financial Management Policies

SUMMARY STATEMENT:

At the Town Council meeting on May 28th, the Mayor and Town Council reviewed three policies with staff. The goal was to amend these policies to meet three objectives: Promote health and safety for staff and residents they interact with, flexibility when establishing emergency reserves and provide clarity for funding the Capital Improvement Plan.

A summary is provided below, and further details are in the presentation document as presented at the Town Council meeting May 28th, 2020.

Exhibit A: Three Financial Management Policies

Operating Budget Policies

This policy is redundant and also is in the Capital Budget Policies. Recommendation is to strike this policy from the Operating Budget Policies and amend the version in the Capital Budget Policies.

Capital Budget Policies

Recommendation is to clarify this policy by defining CIP as "Capital Improvement Plan" that includes "Projects" and financing those projects.

Contingency and Reserve Policies

Recommendation is to allow for Mayor and Town Council flexibility when establishing appropriate emergency reserves amounts with changing economic climates by removing the ceiling.

Exhibit B: One Personnel Policy

Recommendation is to encourage sick employees to stay home by temporarily suspending a policy to cap and pay unused sick time annually.

ATTACHMENT(S):

01 Presentation for Resolution 2020-20

02 Resolution 2020-20 with Exhibits A and B “Red-lined”