



## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** James Clinch, City Manager      **E-SIGN:**

**FROM:** Alan Bullock, Director of Human Resources

**DEPARTMENT:** Human Resources

**DATE:** September 12, 2025

**MEETING DATE:** September 23, 2025

**SUBJECT / TOPIC:** Proposed Personnel Procedures and Rules Changes

**BACKGROUND INFORMATION:** The city's Personnel Procedures and Rules govern working conditions for all employees where collective bargaining agreements do not apply. We hereby propose changes to various sections, detailed below:

1. Section 1.31 Employment of Relatives – Add sibling-in-law to definition of relative.
2. Section 2.1 Access to Group Health Insurance, raising salary thresholds by \$5,500 in view of a \$5,500 base pay increase for non-bargaining employees in October, 2025. This will ensure that no employee will move up into the next contribution bracket as a result of the pay increase.
3. Section 3.4 Safety Training – Delete the reference to a safety presentation in the new employee orientation and the Employee Safety Manual as these references are outdated, update the portion dealing access to training resources.

**SUPPORTS STRATEGIC PLAN:** Goal Two: Provide Efficient, Responsive Government with High Quality Services

**COUNCIL ACTION REQUESTED:** For Council Adoption by Motion

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| Yes                                 | N/A                                 |                                                                          |
|-------------------------------------|-------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval                                          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Risk Management Review                                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Finance Department Review/Approval                                       |
|                                     |                                     | Funds Availability (account number):                                     |

CC: