
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Approve Amendment to Section 9.16 of the Personnel Manual**
DATE: December 7, 2021

Background:

Section 9.16 of the Personnel Manual address the dress code and uniform allowance. The dress code for the office staff at City Hall is outdated and leaves little for personal expression. Only one staff person complies with the language as it currently written and also utilizes the entire uniform allowance.

Analysis:

In order to make a more equitable use of the uniform allowance budget, staff is proposing to strike the current language and modify the dress standard to "business casual" with an option for jeans on Friday provided they are accompanied by a logo'd top. In lieu of a single uniform allowance, staff is proposing that the city provide two logo'd articles of clothing from a limited selection annually.

Recommendation:

Staff recommends the City Council approve the attached amendment to Section 9.16 of the Personnel Manual as it relates to the dress code for City Hall office staff.