

City of South Daytona

Human Resources

1672 S. Ridgewood Avenue • South Daytona, FL 32119 • (386) 322-3069 • Fax: (386) 322-3068



MEMORANDUM

To: James L. Gillis, Jr., City Manager

From: Trudy A. O'Dell, Human Resources Director

Re: Personnel Policies Manual Revision

Date: November 19, 2025

The City's Personnel Policies Manual had not been updated in several years, and many sections required clarification or revision. To ensure a thorough and accurate update, a committee was formed and spent several weeks reviewing the entire document. It was then presented to you and the City Attorney to prepare for council approval. A revised draft was then delivered to all council members on Friday, October 31st for review and comments.

The final draft is attached. For convenience and ease of review:

- All **additions** have been ***underlined*** and **highlighted in yellow**.
- All deletions have been ~~struck-out~~.

If council approves, the newly adopted Personnel Policies Manual will be effective Tuesday, December 9, 2025.

RESOLUTION NO. 2025-33

**A RESOLUTION OF THE CITY OF SOUTH DAYTONA, FLORIDA,
ADOPTING THE REVISED PERSONNEL POLICY FOR THE CITY;
PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS;
PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the City of South Daytona recognizes the importance of maintaining clear, consistent, and up-to-date personnel policies that support effective governance, fair employment practices, and compliance with applicable laws; and

WHEREAS, the City has reviewed its existing personnel policy and identified the need for revisions to improve clarity, efficiency, and alignment with best practices in municipal human resource management; and

WHEREAS, the City Council has determined that adoption of the revised personnel policy is in the best interest of the City, its employees, and the residents it serves.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA:

Section 1. Adoption. The revised Personnel Policy for the City of South Daytona, attached hereto as **Attachment A** and incorporated herein by reference, is hereby adopted and shall govern the employment practices and procedures of the City.

Section 2. Implementation. The City Manager is authorized and directed to implement the provisions of the revised Personnel Policy and to ensure its application across all City departments.

Section 3. Conflicts. All resolutions or parts thereof in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate,

distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SOUTH DAYTONA, FLORIDA, THIS 9th DAY OF DECEMBER, 2025.

CITY OF SOUTH DAYTONA, FLORIDA

William C. Hall, Mayor

ATTEST: _____
James L. Gillis Jr., City Manager

APPROVED AS TO FORM AND LEGALITY:

Wade C. Vose, City Attorney