

**THE WORK SESSION MEETING OF THE MAYOR AND CITY
COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 21ST DAY OF MAY 2007**

CALL TO ORDER-Mayor Elwood A. Johnson called the work session meeting to order on Monday, May 21, 2007 at 6:00 p.m.

ROLL CALL-Mayor Johnson announced for the Clerk to note that Councilmen Stratton and Rodriguez are not here tonight.

PRESENT

Mayor Elwood A. Johnson
Councilman Norris
Councilwoman Cronberg
Councilman Sherwood
Councilman Schultz

STAFF

City Clerk Cristina G. Whelan
Public Safety Director Jake Weaver
Library Director Thomas Miner
Public Services & Works Director Dave Bonner
HR Generalist Sherry Lynn Van Allen

ABSENT

Vice Mayor Phillip Rodriguez
Councilman Phil Stratton

OTHERS PRESENT

Sylvia Stewart Jeff Palmer Hector Figueroa
Chris Donahue Arizona Range News-Carol Broeder

PLEDGE OF ALLEGIANCE-Mayor Johnson

DECLARATION ON CONFLICT OF INTEREST-There was no response from the council members or staff.

ADOPTION OF THE AGENDA

MOTION: Councilman Norris moved to adopt the agenda as presented.

SECONDED: Councilwoman Cronberg and Councilman Sherwood seconded the motion. **CARRIED.**

DISCUSSION REGARDING THE CITY OF WILLCOX PERSONNEL POLICIES & PROCEDURES MANUAL

Mayor Johnson began the discussion by introducing Ms. Sherry Van Allen, HR Generalist, for the City of Willcox. She along with then City Attorney James Holland and Lewis & Roca attorneys have been working on the Personnel Policies & Procedures Manual since 2006. The Mayor and Council on April 12, 2007 made changes and returned to again to the Mayor and Council on May 8, 2007. After it was reviewed page by page, explanations made and changes suggested were noted by staff.

Items discussed were:

- relative of council members may be hired for seasonal position;
- Veteran's Day was added to Holidays along with Anniversary or Birthday;
- Staff is working on Safety Manual;
- During introductory period employees are At-Will and can be terminated with or without cause;
- An additional day was added to bereavement due to employees needing to travel out of town/state for immediate family funerals, if more time needed employee may use vacation or comp time;;
- Current employees can accumulate more than 300 hours in sick leave and future limited to 10% or 500 hours capped;
- Outside employment must be approved by City Manager;
- Per diem for breakfast, lunch and dinner or \$37/day and must bring receipts for reimbursement;
- Suggested to contact NCCH regarding employee badges costs;
- Tuition Agreement once a City Attorney is on board will help draft that.

Mr. Hector Figueroa addressed Councilwoman Cronberg question if something could be adopted pending changes. He explained it can if they are minor changes and made motion and include in the motion to include typographical or minor as noted in public meeting. Because there are enough corrections tonight he suggested they might want to adopt it at the next meeting.

**THE WORK SESSION MEETING OF THE MAYOR AND CITY
COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 21ST DAY OF MAY 2007**

ADJOURN

There being no further business before the Mayor and Council, Mayor Johnson adjourned the meeting at 6:58 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session meeting of the City Council of the City of Willcox held on the 21st day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 29th day of May, 2007

/s/ Cristina G. Whelan, CMC
City Clerk Cristina G. Whelan, CMC

PASSED, APPROVED AND ADOPTED this *20th* day of *AUGUST* 2007.

/S/ ELWOOD A. JOHNSON
MAYOR ELWOOD A. JOHNSON

ATTEST:

/s/ Cristina G. Whelan, CMC
City Clerk Cristina G. Whelan, CMC