



465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025
Holbrookcity@ci.holbrook.az.us
Telephone 928-524-6225
Fax 928-524-2159

**AGENDA
SPECIAL MEETING OF THE
HOLBROOK CITY COUNCIL
DECEMBER 4, 2018
6:00 P.M.**

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public, that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Some of the members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss certain matters in accordance with ARS 38-431.03.

The items on the following agenda are for discussion or consideration and possible action.

NEW BUSINESS:

- A. Swearing in of new Councilmember Mike Nilsson.

ADJOURNMENT:

**CITY COUNCIL WORK SESSION
DECEMBER 4, 2018
IMMEDIATLEY FOLLOWING THE SPECIAL MEETING**

The items on the following agenda are for discussion or consideration and possible action.

- A. City of Holbrook Personnel policy Revisions.

ADJOURNMENT:

Dated this 29th day of November 2018



Lisa Maestas, Administrative Assistant

MINUTES OF THE HOLBROOK CITY COUNCIL WORK SESSION
HELD ON
DECEMBER 4, 2018

CALL TO ORDER:

The meeting was called to order at 6:01 p.m. by Mayor Cobb.

Roll Call: Councilmembers Tim Dixon, Adam Marsh, Mike Nilsson, Francie Payne, Vice-Mayor Richard Peterson and Mayor Phil Cobb. Councilmember Earl Kester was excused.

CITY STAFF:

Interim City Manager Cher Reyes, Director of Administration Pat Nichols and Administrative Assistant Lisa Maestas.

CITY OF HOLBROOK PERSONNEL POLICY REVISIONS:

*In Section 1304, the second paragraph under the title Transportation, Council would like the last paragraph, reading "Employees should purchase tickets through a travel agency that will bill the City or have them charged directly to the City credit card", stricken.

*In Section 1304, under the title Lodging, Council would like the period after gao.state.az.us moved from inside the parenthesis to the outside of the parenthesis.

*In Section 1304, under the title Entertainment expenses, Council would like to have "Mayor, Councilpersons," in the first sentence, stricken.

*In Section 1307, under the title Meals, Council would like to include the words "Reasonable travel time" to this Section.

*In Section 1307, Council would like the first sentence of the 4th paragraph amended to

read, "The City will not allow per diem for meals included in your registration fee or Motel registration".

*In Section 1307, under the title Mileage, Council would like to add the link for the IRS. The link is www.irs.gov.

*In the Section titled USE OF CITY AND PRIVATELY OWNED VEHICLES, in the 6th paragraph, Council would like to amend the first sentence to read "Personal vehicles may be used for official City business with the prior approval of the City Manager".

*In the same section, under the second asterisk from the bottom of the page, Council would like the words "Division Manager" stricken and replaced with "Department Manager".

*In Article XIV, under number 3, Council would like the first letter of the words "commercial", "motor" and "vehicle" to be capitalized.

*In Article XIV, Council would like to have Interim Manager Reyes ask the City Attorney if CMV is a valid term or if it should be CDL instead.

*In Article XIV, number 4, Council would like the word "refuses" changed to "refusing"

*In Article XIV, Council would like the last sentence of the last paragraph, beginning with "Signs of impairment..." stricken.

*In Article XVI, in the paragraph after number 3, in the last sentence, Council would like the word "Manuel" corrected to "Manual".

*In article XVI, under the title Enforcement, after the second asterisk, Council would like to strike the words "and procedures", therefore, the sentence would read "Disciplinary action may be taken in the case of violations of safety standards, per the City's personnel policy".

*In article XVI, under letter F, Council would like the Interim Manager Reyes to ask the City Attorney to re-word this sentence.

*In Article XVI, under letter L, in the seventh line, Council would like to strike the word "Material"

*In Article XVI, under letter P, Council would like to add a sentence at the end. The sentence should read "Employees are protected under the Whistle Blowers Act".

*In Article XVI, under section R, Council would like to re-word the paragraph to the following "Reporting motor vehicle accidents while in City service. Employees involved in vehicle accidents, or incidents involving vehicle damage, shall notify their immediate Supervisor as soon as possible. Except for medical emergencies or hazardous situations, do not leave the scene of an accident until it has been reported to a Supervisor and investigated. The Police Department or the appropriate agency shall investigate vehicle accidents and incidents. Employees shall not conduct the investigation of occurrence in which they are personally involved.

*Council requests that the entire document be reformatted to be consistent in format.

*Interim Manager Reyes informed Council that she will be making a few changes to the "Training" portion of this document and that she and Director of Administration Pat Nichols will be making changes to Section 610. Once these changes are made it will be presented to the Council.

Adjournment:

There being no further business to come before the Council, the Special Meeting was Adjourned at 7:10 p.m.



Phil Cobb, Mayor

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the of the Holbrook City Council held on the 4th day of December 2018. I further certify that the meeting was duly called and held and that a quorum was present.



Cher Reyes, CMC, CPM, City Clerk