

## EMPLOYEE COUNCIL ACTION AGENDA

SPECIAL SESSION OF THE **EMPLOYEE COUNCIL** MEETING  
WEDNESDAY, NOVEMBER 18, 2025, AT 10:00 AM  
BISBEE COUNCIL CHAMBERS, 118 ARIZONA STREET, BISBEE, ARIZONA

### ROLL CALL: 10:03 AM

Name:	Department:	Position:
<b>E</b> - Nina Williams	City Clerk's Office	Chair
<b>P</b> - Alison Williams	Library	Co-Chair
<b>P</b> - Xavier Rodriguez	Community Development	Department Representative
<b>P</b> - McKenzie Budrow	Fire Dept.	Department Representative
<b>P</b> - Kevin Pacheco	Fire Dept.	Department Representative
<b>A</b> - Ryan Bowie	Police Dept.	Department Representative
<b>P</b> - Sarrah Hugues	Police Dept.	Department Representative
<b>A</b> - Daniel Flores	Public Works	Department Representative
<b>A</b> - Lorena Valdez	Public Works	Department Representative
<b>P</b> - Angelica Coronado	Finance	Department Representative
<b>E</b> - Frank Tapia	Queen Mine Tour	Department Representative
<b>P</b> - Joelle Landers	Personnel Director	Staff Liaison

THE FOLLOWING ITEMS ARE FOR REVIEW AND DISCUSSION:

1. Discussion and possible approval of the Minutes (Action Agenda) of the meeting of the Employee Council meeting held on October 15, 2025.

**MOTION: KEVIN PACHECO MOVED TO APPROVE MINUTES (ACTION AGENDA) FROM OCTOBER 15, 2025, MEETING.**

**SECOND: ALISON WILLIAMS**

**UNANIMOUS**

2. FY25 & FY26 Wellness Funds from Blue Cross/Blue Shield

- a. Target Gift Cards

- i. Benefit Eligible Full Time (40 hrs.) and Part Time (30+ hours) - \$200

- ii. Non-Benefit Eligible Part Time (less than 30 hours) - \$100

- b. Funds reserved for Open Enrollment FY27 in May 2026

**MOTION: ALISON WILLIAMS MOVED TO APPROVE DISTRIBUTION OF BCBS WELLNESS FUNDS.**

**SECOND: MCKENZIE BUDROW**

**UNANIMOUS**

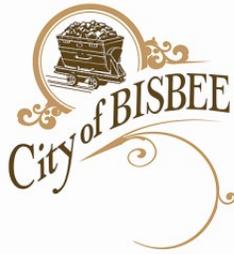
3. Employee Handbook

- a. Definitions

- b. Compensation & Benefit Eligibility

- c. Bereavement Leave

**ROUND TABLE DISCUSSION: EACH DEPARTMENT REPRESENTATIVE PROVIDED FEEDBACK AND PREFERENCES FOR EMPLOYEE HANDBOOK ITEMS LISTED.**



City of Bisbee  
Personnel Department  
118 Arizona Street  
Bisbee, AZ 85603

4. City Charter and City Code Resources
  - a. <https://www.bisbeeaz.gov/2154/Documents-Forms>
    - i. General documents and Forms
      - 2020 City Charter
      - City Code Updated May 2024

**GENERAL OVERVIEW OF THE CITY CHARTER AND CITY CODE DOCUMENTS  
AND WHERE TO LOCATE FOR REFERENCE.**

COMMENTS: Agenda items for next meeting.

**SHARE OML AND MEETING REFERENCES FOR NEW MEMBERS.**

**M. BUDROW – ADD MARITAL STATUS TO EEOC POLICY  
PAID MATERNITY/PATERNAL LEAVE, EXAMPLES PROVIDED.  
STEP PLAN FOR PAY INCREASES**

**K. PACHECO - LIGHT DUTY DEFENITION AND POLICY FOR PUBLIC SAFETY.**

Running List of Personnel Rules & Regulations Suggestions (For reference, not discussion)

- Update Travel Reimbursement
- Update PTO/EIB
- Childcare Services as benefit
- Birthday as paid holiday
- Employee discount for Pool

ADJOURNMENT: **10:38 AM**

**MOTION: KEVIN PACHEC**

**SECOND: ALISON WILLIAMS**

**UNANIMOUS**