

Charter Review Committee
Tuesday, June 26, 2012
7 pm

Meeting called to order by Ray Rodgers at 6:00 pm.

I. Roll Call

Ms Gonzalez, City Clerk called the roll.

WARD I

David Dame P
Allen Moore P
Adriana Zavala Badal P
John Frazier P

CITY COUNCIL LIAISON

W. J. Porter, Mayor

CITY STAFF LIAISON

Stephen J. Pauken, City Manager
Gloria Gonzalez, City Clerk

WARD 2

Tito Ross P
Larry Phillips P
Raymond Rodgers P
David Smith P

CITY ATTORNEY

John A. MacKinnon

WARD 3

Sylvia Anabel P
Karen Schasteen P
Linda Weiland P

ORIGINAL FREEHOLDER

Shirley Jones P

FORMER COMMITTEE MEMBER

Shirley Doughty P

Chair recognized Mr. Bennie Scott, council member; Mr. Clark Hay, Mr. Tom Klimek, City Engineer

Call to the Public – No one signed up to speak to the committee.

1. Discussion and Possible Recommendations or Decisions regarding Article III,
City Manager of the Bisbee City Charter - Chairperson Rodgers

Article III City Manager
Section 3.01 Appointment of Manager
(a) Council Appoints Manager

Mr. Rodgers inquired if there were comments on this

The staff had the opportunity to review items concerning their departments five years ago and at this time have no recommendations for changes. The committee was very thorough at that time taking article by article and had questions for department heads.

The following Articles and Sections of the City Charter required no changes.

- Article 3** City Manager
- Section 3.01 Appointment of Manager
 - a. Council Appoints Manager
- Section 3.02 Residence
 - a. Manager Residence in City
- Section 3.03 Eligibility
 - A. Persons Eligible
- Section 3.04** Bond Required of Manager
 - This section was omitted from the list of items that required no changes.
 - a. This Section had many questions. Mr. MacKinnon explained the City Manager does not handle money or sign checks. Arizona liability policy covers anyone acting on behalf of the state. Linda Weiland moved to delete. Motion was seconded by Adrianna Zavala Badal. Chair requested a roll call vote. Vote results were 8 ayes; 3 nays. Motion defeated.

No changes were required from the following Articles and Sections.

- Section 3.05 Acting City Manager
 - a. Designated by Manager
- Section 3.06 Compensation
 - a. Manager's Compensation set by Council
- Section 3.07 Powers and Duties
 - a. Administration
 - b. Law Enforcement
 - c. Authority Over Employees
 - d. Power of Appointment and Removal
 - e. Ordinances
 - f. Attendance at Council Meetings
 - g. Financial Matters
 - h. Annual Budget
 - i. Expenditure Control and Purchasing
 - j. Investigations and Complaints

No changes were required for the following Articles and Sections

- Section 3.08 Internal Relations
 - a. Council-Manager Relations
 - b. Attendance at Commission Meetings
- Section 3.09 Removal of City Manager
 - a. Preliminary Resolution
 - b. Public Hearing
 - c. Final Resolution of Removal
 - d. Suspension from Duties
 - e. Salary upon Removal
 - f. Council Discretion to Remove
 - g. Council Action Final
 - h. Removal Following election

2. Discussion and Possible Recommendations or Decisions regarding Article IV Administrative Departments of the Bisbee City Charter - Chairperson Rodgers

Article IV Administrative Departments, Offices and Employees

No changes were required on the following Articles and Sections

Section 4.01 Administrators Departments and Offices

- a. Creation of Departments
- b. Officers and Employees
- c. Assignment of Powers and Duties
- d. Basis for Appointment

Section 4.02 City Clerk

- a. Appointment and Duties

Section 4.03 City Treasurer

- a. Appointment and Duties

Section 4.04 City Attorney

- a. Appointment and Duties
- b. Council Control of Legal Services

Section 4.05 Intentionally left blank

Section 4.06 Personnel Policy and Procedure

- a. Civil Service and Merit System
- b. Personnel Director
- c. Civil Service Commission
- d. Personnel Rules
- e. Employees council
- f. Civil Services Commission Grievance Procedure

4. Discussion of Future Agendas for the Committee – Chairperson Rodgers
Articles V, VI, and VII

5. Next meeting scheduled for July 9, 2012 in Council Chambers – Chairperson Rodgers

MOTION: Allen Moore moved to adjourn the meeting.

SECOND: Karen Schasteen.

MOTION PASSED: UNANIMOUSLY.

Raymond Rodgers, Chairperson