

MINUTES
CHARTER REVIEW COMMITTEE
HELD ON MONDAY, DECEMBER 9th, 2019, 5:30 PM
915 S. TOVREAVILLE ROAD, BISBEE, AZ 85603

THE MEETING WAS CALLED TO ORDER BY BOYD NICHOLL AT 5:30 PM

ROLL CALL:

CHARTER REVIEW COMMITTEE

Ward I

Danielle Bouchever

Sean Hicks

Thomas Holz

Boyd Nicholl

Ward II

William Crow- Not present

Lisbeth Hines- Not present

Fred Miller

Catherine Wright

Ward III

Oney Crowley

Duane Earl Doane

Juanetta Hill

Sandra Hummingbird

Original Freeholder: Tom Wheeler

Former Committee Member: Sylvia Anable- Excused

CITY COUNCIL LIAISON

David M. Smith, Mayor

CITY STAFF LIAISON

Theresa Coleman, City Manager

Ashlee Coronado, City Clerk

CITY ATTORNEY

James Ledbetter

1. Approval of the Minutes of the November 4th, 2019 Meeting.

MOTION: Fred Miller motioned to accept Minutes from November 4th, 2019 meeting.

SECOND: Catherine Wright

MOTION PASSED: UNANIMOUSLY

2. Discussion and Consideration of City Attorney Recommendations of Article III, City Manager; Section 3.09 Removal of City Manager.

Theresa Colman stated that City Attorney Recommended removing 3.09 from the City Charter because points are more clearly stated in the City Manager employment contract and personnel rules and regulations. To have it in the charter is redundant and confusing. Mayor Smith said that the language was different in the charter than in the employment contract creating confusing to a city council and community trying to remove a manger. Charter review committee discussed and decided that perhaps keeping 3.09 in the charter still a good idea for future protection and guidance for future city councils. Committee requested the city attorney provide contract language. Ashlee to E-mail the personnel policy and city manager employment contract to the committee. Committee will consider changing the wording in the charter, so it better marries with the employment contract and personal rules and regs. Will discuss again next meeting.

Tabled until more information is available.

MOTION: Oney Crowley

SECOND: Duane Earl Doane

MOTION PASSED: UNANIMOUSLY

Discussion on Articles IV, V and VI

Article IV. Administrative Departments, Offices and Employees.

Section 4.01 Administrative Departments, Offices and Employees

- (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 4.06 Personnel Policy and Procedures

- (a) Civil Service and merit Systems
- (b) Personnel Director
- (c) Civil Service Commission
- (d) Personnel Rules
- (e) Employees Council
- (f) Civil Service Commission Grievance Procedure

Article V. Appointive Boards and Commissions

Section 5.01 Appointive Boards and Commissions

- (a) Creation and Abolition

Section 5.02 Standing Committees

- (a) Establish

Section 5.03 Mayor and Manager Ex-Officio Members

- (a) Boards and Committees

Article VI. Finance and Taxation.

Section 6.01 Fiscal

- (a) Powers of City

Section 6.02 Taxing Powers

- (a) Indebtedness
- (b) Libraries and Public Buildings
- (c) Advertising
- (d) Reserve Fund
- (e) General Expenses
- (f) Public Improvements
- (g) Sales Tax

Section 6.03 Manager's Submission of Budget and reporting Requirements to City Council

- (a) Expenditures and Income

- (b) Reports on Status of Investments
- Section 6.04 Claims or Demands Against the City
 - (a) Ordinance
- Section 6.05 Expenditures Limited to Budgeted Purposes
 - (a) City to Work Within Approved Budget
- Section 6.06 Special revenue Funds
 - (a) Finance Specified Activities
- Section 6.07 Depositories for the City Monies/Investments
 - (a) Council
- Section 6.08 Independent Audit and Review. Financial Transaction of City C.P.A.
 - (a) Certified Public Accountant
 - (b) Audit report
 - (c) Special Audits
 - (d) Post Audits
 - (e) Personal Interest of C.P.A.in City

Next meeting has been scheduled for **January 27th, 2020 5:30** in Council Chambers.

Adjournment: **7:00 PM**

MOTION: Mr. Miller moved to adjourn.

SECOND: Boyd Nicholl second

MOTION PASSED: UNANIMOUSLY