

**MINUTES
SIERRA VISTA EMPLOYEE COUNCIL
REGULAR MEETING**

January 20, 2015

2:00 PM

City Manager's Conference Room

CALL TO ORDER & ROLL CALL

Chair Loucks called the Regular Meeting of the Sierra Vista Employee Council to order at 2:09 p.m. and conducted the roll call.

The following members were present:

Chair Angela Loucks, Finance
Vice Chair Marty Jones, Public Works – Streets
Acting Secretary Helen Lee, City Clerk's Office
Debra Chatham, Library
Jaime Cordova, Public Works – Facilities (arrived at 2:35 p.m.)
Debbie Felix, Procurement
Zelida Hernandez, I.T.
Tina Moore, Community Development
David Scott, Public Work - Parks
Sgt. Brian Sebastian, Police Department
Nate Weisensel, Public Affairs Office

Also Present:

Mary Jacobs, Assistant City Manager
Barbara Fleming, Human Resources Manager

ACCEPTANCE OF THE AGENDA

Chair Loucks asked for a motion to accept the agenda as written. Sgt. Sebastian so moved and Vice Chair Jones seconded. The motion passed unanimously, 10/0, with Mr. Cordova absent.

ACCEPTANCE OF THE MINUTES:

Chair Loucks asked for a motion to accept the Minutes for the October 2, 2014 Meeting of the Employee Council. Mr. Scott so moved and Mr. Jones seconded. The motion passed unanimously, 10/0, with Mr. Cordova absent.

OLD BUSINESS

1. Christmas Party Update

Ms. Lee stated that last year's Christmas Party held at the Elks Lodge was very successful; 136 people attended, which is the highest recorded, they came in over \$2,000 under budget. Ms. Jacobs has reserved the Knights of Columbus for the next party to be held sometime in December.

2. Vacation buy back to coincide with "Black Friday" Update

Ms. Lee stated they she will be making a Survey Monkey to have forwarded to all employees and asked if there would be a better way of reaching out to field employees. Ms. Jacobs stated that paper surveys could be handed out and hand inputted into the Survey Monkey to calculate results but questioned whether the survey was necessary. She stated that since the Employee Council already discussed the item and came to a consensus that all she needed was a vote. Ms. Fleming clarified that since the Employee Council that the portion of the Personnel Rules and Regulations could be reworded in such a way that it simply states the payday prior to Thanksgiving instead of naming which exact payroll as written.

Mr. Parks moved to move the Vacation Buyback payout to coincide with the payday prior to the Thanksgiving Holiday; Ms. Moore seconded. The motion passed, 9/1, Sgt. Sebastian casting the dissenting vote, Mr. Cordova was absent.

Ms. Fleming explained that any changes to the Personnel Rules & Regulations cannot be changed with a Resolution because the Personnel Rules and regulations are an Ordinance. She further explained that she is currently looking at making other recommended changes within the Personnel Rules and Regulations and would like the opportunity to review other areas of the Employee Council Section to make additional recommendations, including the possibility of taking portions out of ordinance so changes could more easily be made.

3. Change reoccurrence for meetings Update

Ms. Lee stated that the recommendation had been forward to Ms. Fleming and was under review by the City Manager. Ms. Fleming stated that it would be included with the other recommended changes she's looking to make to the Personnel Rules and Regulations.

NEW BUSINESS

1. Review of Department Representatives

Ms. Loucks reviewed the roll call sheet and noted the vacancies in representation from the Fire Department and Public Works.

Ms. Jacobs mentioned that there seemed to be better representation from some departments than others. Ms. Lee stated that departmental representation was discussed by the Employee Council last year but that the consensus was not to change anything because of the perceived likelihood of non-compliance at that time. Ms. Jacobs stated that it could be re-evaluated and she could present the Employee Council with departmental statistics so that each department could have representation based on their size relative to the organization.

2. Election of Officers for 2015

Ms. Loucks stated that the position of Secretary was the only opening in the Employee Council and asked for volunteers.

Helen Lee moved to assume the position of Secretary; Ms. Moore seconded. The motion passed unanimously, 11/0.

3. Review of the SVConnect Academy Training Program – Mary Jacobs

Ms. Jacobs discussed SV Connect Academy training and asked what topics employees would benefit from. She stated one topic that they will present in future trainings will be taught by the I.T. Department on how to operate the new phone system. Another will be catered to how to handle people with a mental disability. She is looking for feedback for potential trainings and would like suggestions forwarded to either her or Ms. Fleming.

Mr. Jones suggested having a general information class geared towards explaining what each department handles and how to properly forward individuals to the right person. Ms. Jacobs agreed that a City 101 / City Ambassador class would be beneficial.

Ms. Fleming added that the training would be on a more routine schedule going forward. Harassment training is required every 2-3 years per the EEO. They were looking at having Spring / Summer and Fall / Winter sessions.

Ms. Loucks suggested Disability Sensitivity training. In response to Ms. Hernandez's suggestion, Ms. Fleming stated that Social media training was being planned.

4. Employee Picnic

Ms. Loucks stated that new a committee needed to be formed for the purpose of planning the Employee picnic. Ms. Fleming added that there was great feedback about having the picnic in October like last year. Ms. Lee suggested

letting new people take a turn instead of making the same people plan since the organization is large enough. Ms. Loucks asked each member to go out and recruit people for the Picnic committee and for the Holiday Party.

5. Topics for the upcoming meetings
 - a. Department Statistics - Mary Jacobs
 - b. Personnel Rules and Regulations Recommendations - Barbara Fleming
 - c. Random Drug Testing Procedure - Human Resources
 - d. Employee Health Self-Insured Trust Presentation

Ms. Loucks added that she would like to move future meeting to 1:30 p.m. to coincide with shift ends going forward.

DEPARTMENT UPDATES

Public Affairs - Mr. Weisensel stated that his department is working on a Rebranding Campaign for the City with Focus Groups. Ms. Jacobs added that it would give the community a new identity geared at visitor attraction.

Community Development - Ms. Moore stated that permits have been issued for the Native Bar & Grille to be located by Lowe's. Culver's is expected to open in March. The new hospital and the Sierra Health Mart are both expected to open in April.

Don Brush and possibly Pat Lawless will be retiring this year.

Parks - Mr. Scott talked about the new microturf located outside City Hall. His department is preparing for the summer months.

Streets - Mr. Jones said that that his department is working on cracks sealing the City streets. They are also working on a large sign project through 2016, replacing City signs for smaller arterials with larger 9" sign for better visibility. Streets are also working on a total revamp of lights and signs in the 7th Street and Fry Boulevard area. They will also be replacing a light pole at Lenzner Avenue and Fry Boulevard that was damaged in an accident.

I.T. - Ms. Hernandez reported that she just started working in the department. She replaced Jana Jones who recently left the City.

Police - Sgt. Sebastian reported that the Police Department is expecting 3-4 people to leave the department in the near future due to retirement and joining other organizations. The K.C. Southard homicide case is now in court. The department recently found over 2,000 lbs of marijuana in a truck.

Library - Ms. Chatham stated that they currently have an opening for a Librarian. Ms. Jacobs stated that it will be filled since the Library has demands to meet

especially with their Fort Huachuca contract. She announced that there would be an Open House at the PDS Clubhouse for the Buffalo Soldier Trail Expansion Project.

City Clerk's - Ms. Lee stated that they'd been short-staffed and handling utility bills that went out. Ms. Jacobs added that the phone systems had just been converted to help direct calls. The City Council will be using tablets for their council meetings and using a paperless agenda.

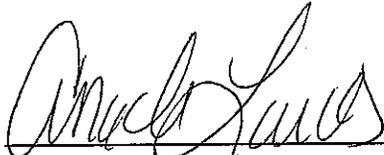
Procurement - Ms. Felix shared that Mike Clawson will be retiring in March. Ms. Jacobs stated that his position will be filled.

Finance - Ms. Loucks shared that her department has been short-staffed due to illness.

Fire - Ms. Jacobs shared that Chief Redmond would soon be retiring.

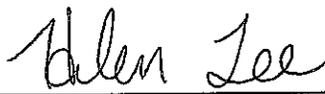
ADJOURNMENT

Ms. Loucks asked for a motion to adjourn. Ms. Moore so moved and Sgt. Sebastian seconded. The motion passed unanimously, 11/0, at 3:25 p.m.



Angela Loucks, Chair

Minutes Prepared by:



Helen Lee, Acting Secretary