

SUBMITTED BY: Rocio Garcia-Pedroza, HR Manager and Ana Urquijo, City Manager

MANAGEMENT TEAM REVIEW: Ana Urquijo, City Manager

FOCUS AREA: Organization Improvements

**ORGANIZATIONAL
IMPROVEMENTS:**

SUBJECT: **SECOND READING OF ORDINANCE NO. 22-1155**, an Ordinance of the Mayor and Council of the City of Douglas, Cochise County, Arizona, **AMENDING the CITY PERSONNEL RULES AND REGULATIONS** adopted pursuant to ordinance 684, and amended by ordinances 97-712, 99-749, 00-786, 03-846, 07-909, 08-944, 14-1045, 17-1079 and 19-1365; establishing severability of components of Ordinance; and establishing an effective date thereof.

EXECUTIVE SUMMARY:

For Mayor & Council's consideration, the City Manager is recommending changes to the City's Personnel Rules & Regulations.

BACKGROUND:

The last revision to the Personnel Rules & Regulations was on December 13, 2019.

DISCUSSION:

Since the last revision, it has been necessary to modify or add language to various Rules in an effort to keep up with current developments, as well as make City operations more efficient. The revisions are brought to Council through Ordinance No. 22-1155 for approval.

During the last council meeting, we received feedback to place a bigger emphasis on employee compensation efforts first before enhancing other benefits, like holidays, especially since the number of holidays received are not deficient compared to averages researched. Removing the additional holiday is the only change we have made from the first reading; everything else remained the same.

Review Process:

Employee Participation: Employees were notified of the recommended changes and provided an opportunity to review and comment on any of them.

Merit System Board: Members of the Board reviewed the modifications to the Rules. The Board recommends that these rule revisions be approved by Mayor & Council.

Format of Revisions:

The attached document contains a description of the recommended changes to the rules. Text that is red and underlined is being added. Text that is red and stricken is being deleted. The explanation for each change is under each section in parenthesis and in blue.

FISCAL IMPACT: N/A

“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE SECOND READING OF ORDINANCE NO. 22-1155 BY NUMBER AND TITLE ONLY.”