

**CITY OF AZTEC  
COMMISSION WORKSHOP MEETING MINUTES  
Tuesday August 27, 2024**

**CALL TO ORDER**

Mayor Michael A Padilla Sr called the workshop to order at 5:30 pm at Aztec City Hall 201 W Chaco, Aztec NM 87410

Members Present        Mayor Michael A. Padilla Sr   Mayor Pro Tem Ken George  
                                 Commissioner Colby King   and Commissioner Jim Crowley  
                                 Commissioner Austin Randall

Members Absent        NONE

Others Present         City Manager Jeff Blackburn   City Clerk Karla Saylor

**A Personnel Policy Review**

Mayor Padilla opened the workshop regarding Personnel Policy Review for discussion

Commission addressed some of the changes to the policy regarding

- Promotional probationary employees (Sec 2 13) Mayor Pro-Tem stated that the new policy could deter employees from wanting to take a promotion
- Work Comp (Sec 4 17)
- Sick leave payout (Sec 5 11) Mayor Pro Tem would like to keep this as a benefit to the employees if the budget allows
- Hardship payout (Sec 5.26) Mayor Pro Tem had a question regarding the maximum vacation allowance Karla informed him a max of 320 hours can be requested with a required balance of forty hours left in an employee's vacation leave

City email and technology policy (Sec 7 1) Mayor Pro Tem wanted to make sure there is a policy in place Ed Kotyk said there is one and he is revising it.

- Employee paid meals (Sec 20) Mayor Pro Tem would like the policy to contain wording that the City can buy a meal for employees that have been called out for emergencies
- Volunteer fire (Sec 4.22) Karla Saylor requested adding to policy that time should be recorded by the volunteer firefighters they are allowed 10 hours of calls during worktime and it needs to be recorded on their timecard

**ADJOURNMENT**

Moved by Mayor Padilla to adjourn the meeting at 6:00 p.m.



*Michael Padilla Sr.*  
Michael A. Padilla Sr. Mayor

ATTEST

*Karla Saylor*  
Karla Saylor City Clerk

MINUTES PREPARED BY

*Alisha Jaramillo*  
Alisha Jaramillo