

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 11th DAY OF MARCH 2013**

CALL TO ORDER-Mayor Irvin called the work session meeting to order on Monday, March 11, 2013 at 6:30 p.m. and

ROLL CALL-City Clerk, Virginia A. Mefford, called the roll:

PRESENT

Mayor Robert A. Irvin
~~Vice Mayor Bill Holloway~~
Councilman Gerald W. Lindsey
Councilman Elwood A. Johnson arrived at 6:45 pm
~~Councilwoman Monika Cronberg~~
Councilman Earl Goolsby
Councilman William "Bill" Nigh

STAFF

City Manager Pat McCourt
City Attorney Ann P. Roberts
City Clerk Virginia A. Mefford
Public Services & Works Director Dave Bonner
Chief Jake Weaver
Finance Director Ruth Graham
Development Services Jeff Stoddard
Library Director Tom Miner

ABSENT

Vice Mayor Bill Holloway
Councilwoman Monika Cronberg

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Irvin

DECLARATION ON CONFLICT OF INTEREST

No Conflicts were declared.

ADOPTION OF THE AGENDA

MOTION: Councilmember Lindsey moved to adopt the agenda as presented

SECOND: Councilmember Goolsby seconded the motion - **CARRIED.**

DISCUSSION REGARDING REVIEW GAS BUDGET AND RATES FOR FY214

City Manager Mr. McCourt began the discussion explaining to the Council it is required to review the rates annually as per City Code. We do have several funds and the part of budget we will be talking about tonight is the Gas Fund. We do have to have reasonable amount in this fund. We will be working off three sheets tonight. The first one is revenue/expense sheet; he went over the chart that was in the Council Packet. Second is the chart analyst of income. It comes from the rate charge we charge the user it is a fixed fee, charged to each customer based on the size of the meter, to provide a stable income. Commodity fee is also made of fuel rate and this fluctuates monthly. Usage fee is based on the amount the customer uses. In town and out of town are charged differently. In town is charged 3.28 per Thousand Cubic feet and out of town is charged by 3.92 per Thousand Cubic feet. The operational expenses of the day to day operations are based on the numbers we are running on the planned deficit and this is intentional. The third sheet is the projection sheet and this sheet brings this all together, this is the Gas fund long range projections. We do project some fluctuation as I have mentioned before in other work sessions, we have to budget for it or we can't spend it. Explaining line by line from the Gas Fund Projection Sheet, he explained we do have a good reserve built up and that is a good thing to have. This year I will recommend holding the rates flat, but next year I will recommend the Council to do a cost of living increase. I have built in the 3% because we don't know what the future may hold for example this year the cost of living is at 1.7%. In the Gas Fund Capital we are allowed to carry over and we did have a carry forward and that is intentional. I want to make it clear we are running on a deficit but that is intentional, but next year it will need to be looked at and you have plenty of time to address that before the negative numbers that are projected on this sheet. This is my recommendation to the Council of course we will bring all this back for decision at a later Council meeting.

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DISCUSSION REGARDING CITY MANAGER ADVERTISEMENT, AND TENTATIVE HIRING TIMEFRAME

City Manager stated as you are aware I have submitted my retirement letter and I have asked Human Resource to put together a timeframe and I would like for the Council to consider advertising this nationally. Councilman Lindsey stated I have some concern is with the statement that Spanish speaking is preferred but not required. City Manager McCourt stated we could strike that statement. Councilmember Lindsey suggested something like Multi-lingual. Mayor Irvin concurred as well as the other Council members. City Manager McCourt recommended putting an item on the agenda for the next meeting to go over the City Manager Position. Councilmember Goolsby asked on the timeframes by the time the June the 10th are we going to have a list of questions. City Manager McCourt stated we do have a list of questions from last time so you will get those, and will have the supplemental questions we will send out to the candidates. Mayor Irvin stated Mr. McCourt has offered his services if you want to use him to help us pick or let the Council do this. Councilmember Goolsby asked do we need to narrow it down to about 5 people. Councilmember Johnson stated we do receive a binder of all the candidates and we look through them and narrow it down from there. Councilmember Lindsey stated we do a telephone interview to about eight and then narrow it down to 3 to 5 candidates. City Manager stated my understanding is with minor corrections we will publicize this position.

ADJOURN

Being no further business before the Mayor and Council, Mayor Irvin adjourned the Work Session at 7:16 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the City Council of the City of Willcox held on the 11th day of March 2013. I further certify that the work session was duly called and held, and that a quorum was present.

Dated this 11th day of March 2013

/s/ Virginia A. Mefford
City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 1st day of April 2012

/s/ Robert A. Irvin
MAYOR ROBERT A IRVIN

Signed 04-03-2013

ATTEST:

/s/ Virginia A. Mefford
City Clerk Virginia A. Mefford