

CITY OF WILLCOX

MAYOR AND CITY COUNCIL AGENDA

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA
WILL BE HELD ON APRIL 15, 2013, AT 7:00 P.M.
AT THE CITY COUNCIL CHAMBERS,
300 W. REX ALLEN DRIVE, WILLCOX, ARIZONA.

Resolution No. 2013-26
Ordinance NS 313

NOTICE TO PARENTS: Valley Telecom Group records all Willcox City Council meetings. These recordings may be played and replayed on Valley Telecom Cable Channel 1. If you permit your child to participate in the Council Meeting, a recording will be made of your child's participation. If your child is seated in the audience, he or she may be recorded. If you desire, you may request that your child be seated in a designated area to avoid recording. To do so, please submit your request to the City Clerk prior to the meeting. **Arizona Revised Statutes §1-602(A)(9)**

AGENDA

The council may discuss, consider and take possible action pertaining to the following:

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE TO THE FLAG**

4. **PROCLAMATIONS**

Tab 1

Mayor Irvin proclaims (2) **proclamations** one week in April 2013 as National Library Week and one week in April 2013 as National Volunteer Week.

5. **CALL TO THE PUBLIC**

Call to the Public agenda items are provided as a courtesy to allow citizens an opportunity to voice any concerns or opinions they may have regarding the City of Willcox or other matters properly addressed to the Mayor and City Council. Those wishing to address the Council are required to register by completing an individual speaker's form and filing it with the Clerk before the meeting. The speaker must be recognized by the Mayor before speaking. Time permitting; each presentation will be given approximately three (3) minutes. Organizations may be limited to one (1) speaker. In accordance with Arizona law, citizens need to understand that the City Council is not permitted to respond directly to the citizen speaking on any issues of concern during these agenda items and as a result, action on such matters will be limited to directing staff or rescheduling the matter for further consideration at a later date.

6. **DECLARATION ON CONFLICT OF INTEREST**

Council members and staff have a right to declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which Council members or staff member determine they have a conflict of interest.

7. **ADOPTION OF THE AGENDA**

The Council will at this time either adopt the agenda as presented or may remove or table any of the listed agenda items. Tabled items, unless otherwise directed, will appear on the next regular agenda. Council may not add any items to the agenda at this time. Should staff have any recommendations concerning the exclusion or tabling of agenda items they will voice these recommendations at this time.

8. CONSENT AGENDA

Tab 2

All items listed under this item are considered to be routine, have been previously reviewed by the City Council, and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests; in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda. Public viewing of documentation related to the consent agenda is available on the City's web site or 24 hours prior to the meeting at the City Clerk's Office, 101 S. Railroad Avenue, Suite B, Willcox, Az., from 8:30 a.m. to 4:30 p.m. or at the Elsie S. Hogan Library, 100 N. Curtis Avenue, Willcox, Az., during normal working hours Monday-Saturday.

- 8a. Approval of Special Meeting Minutes of March 25, 2013
- 8b. Approval of Work Session Minutes of March 25, 2013
- 8c. Approval of Regular Minutes April 1, 2013
- 8d. Approval of Work Session Minutes April 08, 2013

9. PUBLIC HEARINGS

Tab 3

The Mayor and Council will receive comments from the public on those items scheduled for public hearing. For those persons unable to attend, written comments will be accepted until 4 p.m. on the day of the hearing in the Office of the City Clerk, 101 S. Railroad Avenue, Suite B, Willcox, Az. and will be duplicated and distributed to the Mayor and Council members prior to said hearing.

- a. Second reading, Liquor License Series #9 for KT's Market
- b. Second reading, Liquor License Series #12 for Tortilleria La Unica

10. REGARDING THE APPLICATION FOR LIQUOR LICENSE SERIES #9 KT'S MARKET NEW LICENSE

Tab 4

Consideration, regarding the application for Liquor License Series #9 KT's Market new license

11. REGARDING THE APPLICATION FOR LIQUOR LICENSE SERIES #12 TORTILLERIA LA UNICA NEW LICENSE

Tab 5

Consideration, regarding the application for Liquor License Series #12 Tortilleria La Unica new license

12. REGARDING REX ALLEN DAYS REQUEST FOR APPROVAL LIQUOR LICENSE APPLICATION FOR A CHARITY DANCE ON SATURDAY, MAY 18, 2013

Tab 6

Consideration, regarding Rex Allen Days request for Liquor License application approval for a charity dance on Saturday, May 18, 2013

13. REGARDING REX ALLEN DAYS REQUEST FOR APPROVAL LIQUOR LICENSE APPLICATION FOR A CHARITY DANCE ON THURSDAY, JULY 4, 2013

Tab 7

Consideration, regarding Rex Allen Days request for Liquor License application approval for a charity dance on Thursday, July 4, 2013

14. REGARDING CITY MANAGER ADVERTISEMENTS AND TENTATIVE HIRING TIMEFRAME

Tab 8

Consideration, regarding City Manager Advertisements, and tentative hiring timeframe

15. REGARDING CONTRACT FOR RENTAL OF CITY EQUIPMENT BY PRIVATE INDIVIDUAL

Tab 9

Consideration, regarding contract for rental of city equipment by private individual

16. REGARDING PURCHASE OF 2007 PATROL CAR FROM ARIZONA EMERGENCY PRODUCTS

Tab 10

Consideration, regarding purchase of 2007 Patrol Car from Arizona Emergency Products.

17. REGARDING TO ACT AS FISCAL AGENT FOR WILLCOX LITTLE LEAGUE ON GRANT FROM COCHISE COMMUNITY FOUNDATION

Tab 11

Consideration, regarding Act as Fiscal Agent for Willcox Little League on grant from Cochise Community Foundation

18. REGARDING VOLUNTEER WORK AT KEILLER PARK BY THE LITTLE LEAGUE

Tab 12

Consideration, regarding volunteer work at Keiller Park by the Little League

- 19. REGARDING EMPLOYEE COMPENSATION OPTIONS FOR FY 2014 BUDGET** **Tab 13**
 Consideration, regarding employee compensation options for budget.
- 20. PRESENTATION/DISCUSSION REGARDING JULY 1 – MARCH 31, 2013 FINANCIAL STATEMENT AND INVESTMENT REPORT FROM RUTH GRAHAM.** **Tab 14**
 Consideration, regarding July 1- March 31, 2013 Financial Statement and Investment Report from Ruth Graham
- 21. REGARDING CITY ATTORNEY POSITION AND CONTRACT** **Tab 15**
 Consideration, regarding City Attorney Position and Contract
- 22. REGARDING PUBLIC SERVICES AND WORKS 14 BLOCK CHIP SEAL PROJECT-OIL PURCHASE** **Tab 16**
 Consideration, regarding Public Services and Works 14 Block Chip Seal Project-Oil Purchase
- 23 RESOLUTION NO. 2013-23 REGARDING APPROVING AND ADOPTING THE AMENDED JOB DESCRIPTION FOR THE POSITION OF CODE ENFORCEMENT SPECIALIST TO BE PLACED WITHIN THE JOB DESCRIPTION MANUAL FOR THE CITY AND AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION** **Tab 17**
 Consideration, regarding resolution No. 2013-23 approving and adopting the amended job description for the position of Code Enforcement Specialist to be placed within the job description manual
- 24. RESOLUTION NO. 2013-24 ADOPTING A NOTICE OF INTENTION TO MODIFY THE CITY CODE, TITLE 13, "PUBLIC SERVICES", CHAPTER 14, "SEWER PRETREATMENT", DECLARING APRIL 22, 2013, AS THE DATE FOR THE FINAL TEXT OF SUCH ADDED CHAPTER TO BE FILED IN THE OFFICE OF THE CITY CLERK AS A PUBLIC RECORD AND SETTING MAY 6, 2013, AS THE DATE FOR PUBLIC HEARING ON THE PROPOSED CODE MODIFICATION AND ORDINANCE ADOPTION.** **Tab 18**
 Consideration, regarding Resolution No. 2013-24 adopting a Notice of Intention to modify the city code, title 13, "Public Services", Chapter 14, "Sewer Pretreatment", declaring April 22, 2013, as the date for the final text of such added chapter to be filed in the office of the City Clerk as Public Record and setting May 6, 2013, as the date for Public Hearing on the proposed Code Modification and Ordinance Adoption.
- 25 RESOLUTION NO. 2013-26 FOR THE PURPOSE OF AUTHORIZING AND APPROVING AUDIT SERVICES TO BE PROVIDED BY HINTON, BURDICK, HALL & SPILKER, PPLC; AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION; DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.** **Tab 19**
 Consideration, regarding Resolution No. 2013-26 for the purpose of authorizing and approving Audit Services to be provided by Hinton, Burdick, Hall, & Spilker, PPLC
- 26. PRESENTATION OF SALE OF LOTS AT INDUSTRIAL PARK** **Tab 20**
 Consideration, regarding presentation of sale of lots at Industrial Park
- 27. CITY MANAGER REPORTS** **Tab 21**
- **Council Work Session Meetings-** every Monday in the Month of **April**
 Work Session Monday, April 22, 2013 at 6:30 pm for Streets/HURF
 Work Session Monday, April, 29, 2013at 6:30pm for General Fund Revenue and General Fund Capital Improvements
 - **City Clean-up-** Saturday, April 27, 2013
 - **Council Work Session Meetings-** in the Month of **May**
 Work Session Monday, May 6, 2013 at 6:00 pm Admin, Council, Comm Program, Legal/Courts, Dev Serv., Finance, Library
 Work Session Monday, May 13, 2013 at 6:30 pm Admin PW including admin, Swimming Pool, Cemetery, Vehicle Maintenance., Buildings & Grounds, Parks, and GF Capital Improvement
 - Work Session Monday, May 20, 2013 6:00 pm Patrol, Investigations, K-9 & Fire Department
 - **General-** City Manager to take vacation from June 3-5, 2013. Chief Weaver will step in while away.

28. COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCILMEMBERS

29. EXECUTIVE SESSION FOR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OF THE PUBLIC BODY REGARDING THE PURCHASE, SALE, OR LEASE OF REAL PROPERTY Tab 22

Consideration, regarding entering into an Executive Session pursuant to A.R.S. §38-431.03(A)(3), for the purpose of consultation for legal advice with the attorney(s) of the public body regarding the purchase, sale, or lease of real property.

30. RECESS TO EXECUTIVE SESSION, IF APPROVED

31. RECONVENE FROM EXECUTIVE SESSION

32. DISCUSSION/DECISION/DIRECTION TO STAFF REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION Tab 23
RESOLUTION NO. 2013-25 FOR THE PURPOSE OF ACCEPTING THE BID FOR PURCHASE OF REAL PROPERTY FROM ARIZONA GRAIN IN THE AMOUNT OF \$110,001.00, FOR THE SALE OF CITY OF WILLCOX INDUSTRIAL PARK PROPERTY LOCATED AT SOUTH FIRST AVENUE, WILLCOX, ARIZONA; AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION AND DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION

Consideration, to staff regarding matters discussed in Executive Session

33. ADJOURN

Posted this 11th day of April, 2013

Virginia A. Mefford, City Clerk

NOTE: Documentation, if any, for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Council Meeting and at any time during regular business hours, in the Office of the City Clerk, 101 S. Railroad Avenue, Suite B, Willcox, Az., at the Elsie S. Hogan Community Library during regular business hours Monday-Saturday, and on the City's website www.cityofwillcox.org.

NOTE: The City Council Chambers are handicapped accessible. People with special accessibility needs may request reasonable accommodations. Requests must be made 48 hours prior to the meeting by contacting City Hall at 384-4271 during regular business hours 8:00 a.m. to 4:30 p.m., Monday through Friday.