

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 6th DAY OF MAY 2013**

CALL TO ORDER-Mayor Irvin called the work session meeting to order on Monday, May 6, 2013 at 6:00 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 6:15 pm
Councilwoman Monika Cronberg
~~Councilman Earl Goolsby~~
~~Councilman William "Bill" Nigh~~

STAFF

City Manager Pat McCourt
City Clerk Virginia A. Mefford
Public Services & Works Director John Bowen
Finance Director Ruth Graham
Development Services Jeff Stoddard

ABSENT

~~Councilman Earl Goolsby~~
~~Councilman William "Bill" Nigh~~

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 Cronberg moved to adopt the agenda as presented

SECONDED: Councilmember Lindsey **CARRIED.**

DISCUSSION REGARDING COUNCIL

City Manager McCourt discussed the chart on the City Council fund on the General Fund Expenses; it shows the FY 2014 budget they are the same as the FY 13. He broke down the different line items and indicated the fees have gone up in the RC&D and has increased the miscellaneous fund to accommodate for the purchase of City pins. If this is okay with the Council I will implement this into the budget.

DISCUSSION REGARDING ADMINISTRATION

City Manager McCourt discussed the fund and explained what each department role is. The City Manager is under the City Council. The City Clerk is a role I would like to explain more in depth, the Clerk does all the public notice, responsible for all public records, all proposed ordinance and resolutions, all the elections are properly administered, she is also serves as the City Treasurer, and as administrative assistant to the City Manager. Human Resources is responsible for the opportunity of any open employment, takes care of ongoing disputes, acts as a check and balance in the finance department, all the posting of the agendas, ordinance, resolutions, minutes and posting of property for sale.

DISCUSSION REGARDING DEVELOPMENT SERVICES

DISCUSSION: City Manager McCourt introduced Jeff Stoddard to present on the Development Services budget.

Mr. Stoddard explained all the projects this department has done. The new High School building, in the department we have Sandi Thomas and me. The Romney house permit has been issued as has permits for New Custom House. We have issued 560 business permits in 2012/2013. We have issued a new permit to Nakai's B&B and Isabel's South of the Boarder restaurant. We have done 132 FEMA Elevation Certificates. We maintain a WREDA Facebook page. We developed a Safety Committee and we have completed training on different areas. City Manager McCourt stated our building codes were too old to be in compliance with the ISO standards. Mr. Stoddard stated we have completed training and tested the city employees to ensure they drive city vehicles responsibly. We also received a call for the engineers and they will be building soon at the AZ Grains property that was sold lately. Mr. McCourt stated we did receive a call from Farmers Home

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and we will receive more than we thought about \$30,000. Complete remodel are MacDonalds, Family dollar just to name a few. On the budget worksheet is staying the same and the only thing I am going to purchase is a new computer. Mayor Irvin asked about the old KFC building what is happening with that. Mr. Stoddard stated that will be a Carl's Jr. we are the last on the list but they are coming. Councilmember Johnson asked if all the permits included special events. Mr. Stoddard stated yes it include everything.

DISCUSSION REGARDING FINANCE

Ms. Ruth Graham gave a presentation on the finance department. To keep the cost down we put the part-time employee to full time and opened up a 20 hr a week job. We have accounts payable; Connie Bonner will be leaving us September 15th so we moved up the audit to September 9th so she could help us with this. The Legislature has put mandates in the finance department we have to post every expense and revenue on the Openbooks website and you can see all information we do in our finances, and this is an unfunded mandate. She explained the expense in the Gas. Telecom-is not what we need but they do as a curtsy to the city we did speak with Sierra Vista to see if they could support us in this, but they decided they didn't have enough support to take us on. Ms. Graham stated what has been budget is the same amount for the Valley Telecom, 10% allowances for contract services. Salary and employee cost is \$293,992. Employee event has been allotted for \$3000 this is for employee bonuses or employee appreciation. Bank charges are about \$600 for fees and other bank charges.

ADJOURN

Being no further business before the Mayor and Council, Mayor Irvin adjourned the Work Session at 6:46 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 6th day of May 2013. I further certify that the work session was duly called and held, and that a quorum was present.

Dated this 6th day of May 2013

City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 3rd day of June 2013

MAYOR ROBERT A IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford