

**MAYOR AND COUNCIL PUBLIC MEETING NOTICE  
REGULAR MEETING - FEBRUARY 08, 2023 AT 6:00 PM**



**Minutes**

The City of Douglas Mayor and Council met in a Regular Meeting on Wednesday, February 8, 2023, at 6:00 p.m., at City Hall Council Chamber, 425 10<sup>th</sup> Street. The Honorable Mayor Huish called the meeting to order.

1. **CALL TO ORDER.** 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE.** By Council
3. **INVOCATION.** Council Member Jose Grijalva

Mayor Huish requested a moment of silence for the passing of former police officer Armando Cruz (served September 1985 to June 2006), and former Council Member Hector Salinas (served December 1982 to March 1994).

**4. ROLL CALL.**

	<b>PRESENT</b>	<b>ABSENT</b>
MAYOR, DONALD C. HUISH	X	
MAYOR PRO TEMPORE, MARGARET MORALES	X	
COUNCILMEMBER, MITCH LINDEMANN	X	
COUNCILMEMBER, DANYA ACOSTA	X	
COUNCILMEMBER, RAY SHELTON	X	
COUNCILMEMBER, MICHAEL BALDENEGRO	X	
COUNCILMEMBER, JOSE GRIJALVA	X	
CITY MANAGER, ANA URQUIJO	X	
CITY ATTORNEY, DENIS FITZGIBBONS	X	
CITY TREASURER, LUIS PEDROZA	X	
CITY CLERK, ALMA ANDRADE	X	

**5. READING of BLACK HISTORY month PROCLAMATION.**

Mayor Huish read the Black History Month Proclamation.

**6. PERSONS WISHING TO ADDRESS THE COUNCIL IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA.**

Solomon and Alicia Buchanan of 3612 Camino Del Vara, Sierra Vista, AZ., commented on the following:

- Opening of a grocery store in Douglas.

Dr. Michael Gomez of 2350 12<sup>th</sup> Street, Douglas, AZ., commented on the following:

- Concerned on town, and council taking care of their wards, cars parked on city property, mobile trailers parked on properties lawn, and violations. Time to clean up the town.

Leslie Pollard of 2200 9<sup>th</sup> Street, Douglas, AZ., commented on the following:

- Condolences to Salinas family. Gift to council of everyone's signatures that attended the Korean War Veteran's ceremony. Recognition to Jennifer Smith for all her assistance regarding the Korean War Heroes' Memorial.

David Farley of 1860 Rogers Avenue, Douglas, AZ., commented on the following:

- Dog Ordinance. Harsh wording for dogs. Many people rely on their dogs for comfort and protection.

Ms. Urquijo announced that the city provided frequently asked questions sheet regarding the dog ordinance.

**7. DISCUSSION/DECISION on APPROVAL of CONSENT AGENDA ITEMS:**

- A. **EXPENDITURES** for the month of **JANUARY 2023**, totaling \$1,614,234.78.
- B. **MEETING MINUTES** for **JANUARY 11 & 25, 2023**.
- C. **LIQUOR LICENSE** 006 Bar for **BRIGHT BRAIN HOSPITALITY LLC-GADSDEN HOTEL #06020035**.

**Motion by Council Member Morales, second by Council Member Shelton to approve the consent agenda items as presented.**

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.**

**8. DISCUSSION/DECISION on APPROVALS.**

A. **SECOND READING of ORDINANCE NO. 23-1159**, an Ordinance of the Mayor and Council of the City of Douglas, Cochise County, Arizona, to undertake a **DEPARTMENTAL REORGANIZATION** affecting various departments and **AMENDING** the Ordinances No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-1103, 19-1108, 21-1133 and 22-1142; establishing severability of components of ordinance; and establishing an effective date thereof.

Ms. Urquijo provided background information on an addition to create a Wastewater Laborer classification (range 15). Currently the city has a general laborer classification (range 14) which has been used in different areas like streets, cemetery, and water. Requesting to differentiate by one range the wastewater laborer from the general laborer due to the environment they must work in.

Ms. Urquijo stated that as part of the first reading, staff was requested to add projects across the organizational chart and supplemental material is included in the packet.

**Motion by Council Member Morales, second by Council Member Lindemann to approve the second reading of Ordinance No. 22-1159.**

Council Member Acosta asked on the ratio of supervisor to first line worker, by not counting public safety since Fire and Police are specialized units. Council Member Acosta continued to say that 193 city positions, 80 of those positions are for service, leaving 113, and counted 86 non-supervisory/front-line positions; therefore, of the 86 positions, there are 19 openings, thus 27 supervisors above 65 employees which seems very top heavy.

Council Member Acosta is very appreciative of the list of projects and believes the need for more front-line workers, rather than creating more supervisory positions when there is lack of front line workers to be supervised.

Ms. Urquijo responded that she could not give an industry standard for ratio but there are different types of ratios for different functionalities. Ms. Urquijo added that the city has a long-intended industry ratio and HR is an example, typically has always been one full time employee (FTE) to every 100 employees which changes by function and work loads are very different by functionalities, but because of the different functions it comes to different credentials, different requirements and different set of regulations.

Moreover, Ms. Urquijo stated that leadership is essential and amazing staff that the city has and that the credentials they carry is the foundation to carry the city into the future. Therefore, Ms. Urquijo added that the areas needed of more, especially with staff and council's future vision of annexation and growth and need to plan for more field staff as well.

Ms. Urquijo commented that the city would need to create a structure for regulatory compliance and that is the primary reason more areas that have supervisors is balanced in certain areas, for example certain supervisors or leads that manage part time staff not necessarily full time equivalent in the budget, different than field division that need to provide better streets or code enforcement.

Lastly, Ms. Urquijo stated that there is always a challenge due to the type of requirements or salaries and staff is working on plans full circle to address many issues.

Council Member Acosta expressed being aware of certifications needed, however in the development services year after year during budget deliberations, discussions take place in need of code enforcement, permitting and annexations, the three FTEs seem to have been carrying the city for a long time, and it would be good to see expansion in the area.

Council Member Acosta further asked of the 20 vacancies, one being a supervisor or deputy public works director, but only 7 of the positions are being advertised on the city's website, not including Fire and Police. Further, Council Member Acosta does not understand the reasoning behind the front-line staff before adding more supervision.

In response, Ms. Urquijo stated that staff is taking vacancy savings and using it to the best of benefit to fill in critical areas like development services, working on community service officer and police trainee programs that is helping code enforcement, and entering into partnerships with Cochise County for development service functions, as well as the creation of a small team of annexation staff using vacancy savings to help supplement it.

Ms. Urquijo added that staff is not standing idle to any of the critical issues and absolutely the city would need to fill positions. One of the key positions for deputy public works director was open for various months and went through cycles of screening were never successful because recently being successful with the city engineer, she's taking time to assess functions before deciding how to utilize the FTE.

Mayor Huish added that the proposal in front of council would create one supervisor position in public works, the vision due to too many incumbents and too much to cover on any one person and losing some efficiencies there, and not 100% sure makes it sound that the city is creating more positions, but the city is not.

Ms. Urquijo responded it was accurate if it is referring to administrative supervisory, the position for under supervision and others are reclassification, laborer and grants coordinator, and grants coordinator could be consider as lead as well. Ms. Urquijo commented that pots of money available for non-permanent FTEs to be able to use under programming for the type of positions similar to the library, recreation and special events.

Mayor Huish commented that the word lead is more of an appropriate term, leaders versus supervisors because the need to be able to manage the work employees have the necessary resources they need and be able to lead projects. Mayor Huish added that everyone he sees is part of the project, part of the workforce and somebody needs to rather than have five people do it, the city has one.

Council Member Grijalva apologized on the comment that "everyone could write a press release", but still feel the same way with more administration than administration jobs. Council Member Grijalva stated he had contacted administration on code enforcement on 20<sup>th</sup> Street, 21<sup>st</sup> Street, Pan American, and the city only has one code enforcement officer, the city does not have the laborers to clean places and fine them.

Additionally, Council Member Grijalva inquired on why the city is not contracting people.

Council Member Grijalva further added that when the port opens, the first thing people are going to notice is how does Douglas look, and that a lot of the code enforcement issues are around schools, then the city needs to do something about it and make it a priority. Council Member Grijalva does not have problem using them if it's a one-time expenditure, because by filling positions, then next budget year the city would need to budget for them.

Council Member Baldenegro inquired if the city has an impound lot for code enforcement to take vehicles and trailers that are parked in places like Safeway.

Ms. Urquijo responded that she has not encounter any activity with the impound lot and recollection is that the city has an impound lot and most of the time cost is passed to the citizen that would need to release the car.

Mr. Pedroza added that the city has an impound lot, limited in size by the police department and have space at the public works yard also limited and being utilized to place old vehicles to auction or being used for parts.

Council Member Baldenegro commented on the positions budget and could be something that could be discussed further.

Mayor Huish added that the recommendations are to prepare the city for the future. Council asked administration to set up priorities and this is the response on how to get there and expressed confidence to be able to get to the point and bring tax revenues into the community.

Council Member Shelton commented that that was the reason council hired administration since they know more about it then the council and he is supported of the ordinance.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, and Michael Baldenegro. Voted Against: Council Members Danya Acosta and Jose Grijalva.**

**B. FIRST READING of ORDINANCE NO. 23-1160**, an Ordinance of the Mayor and Council of the City of Douglas, Cochise County, Arizona, **AUTHORIZING** the **SALE** of a **VACANT** parcel of land located on the north side of 11th Street approximately 820 feet west of Pan American Avenue, with Assessor's parcel number 409-06-020T to **COX COMMUNICATIONS ARIZONA LLC**, pursuant to terms entered into by the parties; establishing severability of components of Ordinance; and establishing an effective date thereof.

Ms. Urquijo provided background information and stated this would allow Cox to extend their presence in the community especially in their big investment for fiber to home and fiber to business projects.

**Motion by Council Member Grijalva, second by Council Member Baldenegro to approve the placement of Ordinance No. 23-1160.**

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.**

**Motion by Council Member Morales, second by Council Member Acosta to approve the first reading of Ordinance No. 23-1160.**

Council Member Lindemann expressed that this would be another improvement in the community in which Cox is constructing a fiber conversion to get fiber optics in town and expand.

Mayor Huish added that these were exciting times that this was happening, moving along and it is not taking forever.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.**

**C. RESOLUTION NO. 23-1540**, a Resolution of the Mayor and Council of the City of Douglas, Cochise County, Arizona, **AUTHORIZING** the City of Douglas to enter into a **REIMBURSABLE GRANT AGREEMENT** with the **ARIZONA DEPARTMENT OF TRANSPORTATION** in the amount of \$1,500,000 for **RUNWAY REHABILITATION** of Runway 3-21 at the **DOUGLAS MUNICIPAL AIRPORT** as part of ADOT's Airport Capital Improvement Program.

Ms. Urquijo provided background information and stated that the \$1.5M grant is for rehabilitation of the runway at the Douglas Municipal Airport. Ms. Urquijo added that the project is very close to the amount to move forward and would have an engineering design and updating the Airport Master Plan. Additionally, Ms. Urquijo commented that this is a huge project that would get the city to where it needs to go. Ms. Urquijo clarified and thanked Mayor Pro Tempore Morales for pointing out that in the agenda item there is mention of \$500,000 over a three-year period, but the city every year requests \$500,000 in the capital improvement plan through ADOT aeronautics. Moreover, Ms. Urquijo stated that ADOT Aeronautics decided to give the city three years forward to prevent waiting three years to get and it is a reimbursable grant.

**Motion by Council Member Shelton, second by Council Member Morales to approve Resolution No. 23-1540.**

Council Member Lindemann stated that another domino has fallen and the city is on its way.

Council Member Shelton commented that being on the Airport Board it has been discussed for twelve years and now is coming to fruition.

Council Member Acosta thanked the citizens that spoke in favor of getting the airport restored and this the fruit of the effort.

Ms. Urquijo added that there is no match on the city's part and that is better.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.**

**9. DISCUSSION/DECISION** to call for and conduct an **EXECUTIVE SESSION** under the authority of ARS 38-431.03 (A3), (4), and (7) to consider its position, instruct its representatives and obtain legal advice regarding updates related to the consideration of a real estate purchase.

**AND**

**DISCUSSION/DECISION** to call for and conduct an **EXECUTIVE SESSION** under the authority of ARS 38-431.03 (A3), (4), and (7) to consider its position, instruct its representatives and obtain legal advice regarding real property located at 1300 San Antonio Avenue in Douglas, AZ.

**Motion by Council Member Shelton, second by Council Member Morales to enter into executive session at 6:50 p.m.**

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.**

**Motion by Council Member Morales, second by Council Member Shelton to adjourn the executive session at 7:32 p.m.**

**Motion PASSED unanimously. Voted Against: None.**

**10. UPDATE** regarding Executive Session items.

Mayor Huish provided an update on the second executive session item regarding real property located at 1300 San Antonio Avenue in Douglas, AZ., staff is proceeding with a closing date of February 22, 2023, to transfer the property to the city.

**11. CITY MANAGER REPORTS.**

Ms. Urquijo provided the following reports:

- Will be out of the office Thursday and Friday attending a SEAGO Strategic Planning meeting in Benson.
- CDBG Entitlement for year 2023, sewer infrastructure improvements and pending announcement of funding allocation by HUD and will hold public participation meetings and hearing to get community feedback.
- Placita Park restroom renovations completed and are open for public use. Tile removal, fresh paint, backsplash installation, and water fountains improvements were done.
- Parks working on Skate Park repairs pointed out by Council Member Acosta.
- Have been receiving positive comments regarding new sidewalks installed at Veteran's Memorial Park, thanked Public Works department and the project was funded by CDBG funds.
- Upcoming events:
  - February 9, Meet & Greet Town Hall with Council Member Ray Shelton, and Mayor Pro Tempore Margaret Morales.
  - March 1, Parks, and Rec Master Plan Community Meeting at the Visitor Center at 6:00 p.m.

- April 1, 5K Run/Walk in partnership with the Light the D and the City of Douglas.
- April 29, Dia de los Niños activities.
- May 12 & 13, Douglas Days' celebration.
- Reminder: GSA coming back to town for the Environmental Impact Statement public meeting at the Visitor Center on February 22 from 4:00 to 6:00 p.m.

## **12. INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND FUTURE AGENDA ITEM REQUESTS.**

Council Member Grijalva stated that he was having lunch with the spirit line to congratulate them for winning state. Additionally, Council Member Grijalva thanked the city, the police department and fire department for their presence and tribute to Juan Cisneros Memorial Service, and it was much appreciated.

Council Member Acosta would like to know where the city stands with CIP projects and everything that was budgeted for the budget year to have an idea for next year's budget.

Council Member Morales reminded everyone about the Meet and Greet in hopes that everyone could attend at 6:30 p.m., at City Hall.

## **13. ADJOURNMENT.**

**Motion by Council Member Morales, second by Council Member Shelton to adjourn the meeting at 7:37 p.m.**

Prepared by:

  
Alma Andrade, City Clerk