



CITY OF TOLLESON

9055 W. Van Buren St., Tolleson, AZ 85353 • (623) 936-7111 • TTY users, dial 711 for Relay • www.tolleson.az.gov

**TOLLESON CITY COUNCIL MEETING AGENDA
TOLLESON CIVIC CENTER
9055 WEST VAN BUREN STREET, TOLLESON, AZ 85353
ZOOM WEBINAR ID: 840 6967 9194
TUESDAY, MAY 13, 2025
6:00 PM**

Doors open to Council Chambers at 5:45 PM for public seating. The public may be asked to temporarily relocate if an executive session occurs. The public will be invited back into Council Chambers when the Council returns from executive session.

Members of the public may also participate in the meeting via [Zoom Webinar](https://us02web.zoom.us/j/84069679194) (<https://us02web.zoom.us/j/84069679194>) with a computer or cell phone.

- A. CALL TO ORDER**
- B. INVOCATION/PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. FINAL CALL TO SUBMIT SPEAKER REQUESTS**

All citizens and interested parties wishing to speak before the Council regarding non-agenda items or during a public hearing shall fully complete a Speaker Request Form and submit the form(s) to the City Clerk prior to the meeting being convened. Citizens must complete one form for each item they want to address. Speaker Request Forms are located at the entrance of the Council Chambers. For Zoom participants, click the chat button, and enter your name and the item you would like to address. Submissions should be made no later than the Mayor announcing the "Final Call to Submit Speaker Requests". All speakers will be limited to 3 minutes unless otherwise noted by the Mayor. Speakers are not required to disclose their identities or personal information. You may also submit an online speaker request form at <https://www.tolleson.az.gov/speakerrequest> at least one hour prior to the meeting.

- E. CALL TO THE PUBLIC (NON-AGENDA ITEMS)**

This is the time for the public to comment on non-agenda items. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01.H, action taken as a result of public comment will be limited to (1) responding to criticism; (2) directing staff to review the matter; or (3) asking that a matter be put on a future agenda.



F. SCHEDULED PUBLIC APPEARANCES AND PROCLAMATIONS – FOR DISCUSSION

1. Proclamation declaring May 18-24, 2025 as Public Works Week in the City of Tolleson with the theme “People, Purpose, Presence” recognizing the dedicated efforts of public works professionals including engineers, managers, and employees who plan, build, operate, and maintain the infrastructure and services essential to the community’s health, safety, sustainability, and quality of life. – Jason Earp, Development Services Director
2. Proclamation declaring May 18-24, 2025 as Emergency Medical Services Week in the City of Tolleson with the theme “We Care. For Everyone” recognizing the dedication of EMS teams including first responders, paramedics, emergency medical technicians, dispatchers, and other out-of-hospital medical care providers who improve survival and recovery through specialized training while providing critical lifesaving care and healthcare support to the community. – Michael Young, Fire Chief
3. Introduction of New Employees:
Development Services Department – Preston Collins, Streets Maintenance Worker
Fire Department – Matthew Weaver, Battalion Chief
Employee Recognition:
Employee Resources Department – Eboni Farmer, Employee Resources Manager:
Society for Human Resource Management Certified Professional (SHRM-CP)
Designation
Human Services Department – Gloria Washburn, Human Services Specialist: Customer Service Recognition
4. Amazon Prime Air Drone Delivery

G. BUSINESS FROM THE FLOOR – PUBLIC HEARINGS AND ACTION ITEMS

1. Public Hearing – Soliciting comments from interested parties in reference to Use Permit Application #25040001 as submitted by Michael Muniz, on behalf of the owner, Paul Mascola/Take 5 Oil Change, for the construction of a new 1,700 sq. ft., 3-bay oil change building with a total of 14 parking spaces, to be located at 425 North 99th Avenue, Tolleson, Arizona. The site, APN 102-53-354, is approximately 26,136 square feet and is zoned General Commercial (C-2). (Take 5 Oil Change)

Council Action: Approve/Deny Use Permit Application #25040001. (Development Services Department)

H. CONSENT AGENDA – ACTION ITEMS

Items on the Consent Agenda are of a routine nature and are intended to be acted upon in one motion. Council Members may pull items from Consent if they would like them considered separately.

1. Approve Regular City Council Meeting Minutes of April 22, 2025. (City Clerk Department)
2. Approve Claims and Bills Report for the period of April 16, 2025 to May 6, 2025. (Finance Department)
3. Approve the First Amendment to the Magistrate Agreement between the City of Tolleson and John Lamb, Presiding Magistrate, to provide cost of living adjustments and sick leave accruals consistent with those provided to all other City employees. The amendment confirms that the Presiding Magistrate will receive cost of living adjustments in alignment with City employees and modifies sick leave accrual to reflect City standards. (Employee Resources Department)
4. Approve amendments to the City of Tolleson Employee Handbook to clarify leave accruals and unpaid status within the Leaves and Absences Policy, and adopt standalone Family and Medical Leave and Military Leave policies outlining eligibility, duration, and job protections. (Employee Resources Department)
5. Adopt Resolution No. 2601 of the Mayor and Council of the City of Tolleson, Arizona, authorizing the submission of a grant proposal to the Tohono O’odham Nation relating to economic development and other priority areas established by the Nation, and authorizing the acceptance of any resulting grant. (Development Services Department)

I. REGULAR AGENDA – ACTION ITEMS

1. Adopt/Deny Ordinance No. 620 N.S. of the Mayor and Council of the City of Tolleson, Arizona, amending the Code of Tolleson, Arizona, Chapter 12 Land Usage, Article 12.1 Building Regulations; Construction, international codes by repealing and replacing Section 12-1-20 Adoption; declaring the “City of Tolleson International Building Codes, May 13, 2025” a public record; adopting the “City of Tolleson International Building Codes, May 13, 2025” by reference; all related to the adoption of updated International Building Codes including the International Building Code, 2024 edition; the International Residential Code, 2024 edition; the International Existing Building Code, 2024 edition; the National Electrical Code, 2023 edition; International Mechanical Code, 2024 edition; the International Plumbing Code, 2024 edition; International Fuel Gas Code, 2024 edition; and the International Energy Conservation Code, 2024 edition; providing for severability; providing for penalties; and setting an effective date of July 1, 2025. (Development Services Department)
2. Adopt/Deny Resolution No. 2600 of the Mayor and Council of the City of Tolleson, Maricopa County, Arizona, adopting the tentative estimates of the amounts required for the public expense for the City of Tolleson for Fiscal Year 2026; adopting a Tentative Budget in the amount of \$233,685,526; setting forth the receipts and amount estimated collectible for the fiscal year; the various purposes; giving notice of

the time for the hearing of taxpayers, for adoption of the budget and for fixing tax levies. (Finance Department)

3. Approve/Deny funding recommendations from the Community Grant Council Subcommittee for the City of Tolleson 2025 Community Grant Program, as follows:
Cornerstone Community Development Corp. (Mercy House Community Center): \$5,000
Dress for Success Phoenix: \$5,000
Helping Families in Need: \$5,000
Homeless Youth Connection, Inc.: \$5,000
Mission of Mercy, Inc.: \$5,000
Sounds of Autism: \$5,000
Teen Lifeline: \$5,000
Valley of the Sun Young Men's Christian Association: \$5,000
The City of Tolleson Community Grant Program provides direct monetary grants to help nonprofit organizations with projects and activities that provide health and human services which improve the quality of life for Tolleson residents. (Community Grant Subcommittee)

J. WORK STUDY AND PRESENTATIONS – FOR DISCUSSION

1. Discussion on Proposed Cooling and Heating Ordinance – Requested by Vice Mayor Jimmy Davis | Presented by Jason Earp, Development Services Director

K. MAYOR AND CITY MANAGER'S REPORT OF CURRENT EVENTS – FOR DISCUSSION

L. ADJOURNMENT

Pursuant to A.R.S. § 38-431.01 and A.R.S. § 38-431.02, notice is hereby given to the members of the Tolleson City Council and to the general public that the Council of the City of Tolleson will hold a meeting open to the public. Council Members of the City of Tolleson will attend by telephone/video conference call.

Note: The City Council of the City of Tolleson, by a duly passed motion, may vote in public session to adjourn to executive session on any agenda item in conformation with A.R.S. § 38.431.03 for legal advice from the City Attorney.

Zoom's live transcription feature can provide automatic captioning by clicking on the Closed Caption (CC) button during the meeting.

THE CITY OF TOLLESON ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES. With at least two business days advance notice, accommodations can be provided at this meeting for individuals with vision, hearing and/or speech disabilities, including a transcriber, large print, an interpreter, an assistive listening device, etc. Please call the City Clerk at (623) 936-7111, or TTY users may dial 711 for Arizona Relay Service (AZRS), to request an accommodation to participate in this public meeting. The

City will try its best to accommodate any last minute requests.

LA CIUDAD DE TOLLESON SE ESFUERZA PARA HACER TODAS LAS REUNIONES PÚBLICAS ACCESIBLE PARA INDIVIDUOS CON DISCAPACIDADES. Con al menos dos días laborables de previo aviso, se pueden proporcionar adaptaciones en esta reunión para personas con discapacidades visuales, auditivas o del habla, incluido un transcriptor, letra grande, un intérprete, un dispositivo de asistencia auditiva, etc. Llame a la Secretaría Municipal al (623) 936-7111, o los usuarios de TTY pueden marcar 711 para el Servicio de Retransmisión de Arizona (AZRS), para solicitar un alojamiento para participar en esta reunión pública. La Ciudad hará todo lo posible para satisfacer cualquier solicitud de último minuto.

Prerequisites for attending Zoom Webinars (one required):

1. Zoom Desktop Client: Navigate to the [Zoom website \(https://zoom.us/\)](https://zoom.us/) in your internet browser. At the top-right of the page, click Resources and then click Download Center. Under Zoom Desktop Client, click the Download button.
 - a. Open the Zoom desktop client and sign in
 - b. Click the Home tab and then Join
 - c. Enter Meeting ID: 840 6967 9194 and enter your full name
 - d. Connect audio and/or video and select Join
2. Zoom Mobile App with Cell Phone or Tablet: Download the Zoom - One Platform to Connect App in either the App Store for iOS or Google Play for Android.
 - a. Select Join Meeting
 - b. Enter Meeting ID: 840 6967 9194
 - c. Enter your full name and select Join
 - d. Enter your screen name and email address and select Continue
 - e. Join Audio with Wi-Fi or Cellular Data
3. Web client/browser: Google Chrome, Internet Explorer, Firefox and Safari on a computer.
 - a. Go to the [Zoom website \(https://zoom.us/\)](https://zoom.us/)
 - b. Enter Meeting ID: 840 6967 9194
 - c. Click Open Zoom Meetings or Join (depending on browser)
 - d. Enter your full name and click Join Audio by Computer
4. Alternate Option via Telephone with Audio Only:
 - a. Dial 253-215-8782
 - b. Enter Meeting ID: 840 6967 9194 and press #
 - c. Enter Participate ID and press #, or press # to continue

For technical support or questions in accessing the meeting, please email the [Information Technology Department \(ITsupport@tolleson.az.gov\)](mailto:ITsupport@tolleson.az.gov) or call Zoom Support at 888-799-9666.

Posted on May 8, 2025.