

Proclamation

National Library Week 2013 Proclamation

WHEREAS, libraries are the heart of their communities, campuses and schools;

WHEREAS; librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls;

WHEREAS, libraries and librarians bring together community members to enrich and shape the community and address local issues;

WHEREAS, librarians are trained, tech-savvy professionals, providing technology training and access to downloadable content like e-books;

WHEREAS, libraries offer programs to meet community needs, providing residents with job information and resume writing classes, homework help and financial planning services to teens applying for student loans, to older adults planning their retirement;

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that I, Robert A. Irvin, Mayor of the City of Willcox, proclaim National Library Week, April 14-20, 2013. I encourage all residents to visit the library this week to take advantage of the wonderful library resources available @ your library. Communities matter @ your library.



*In witness whereof, I have hereunto set my hand
and caused the Seal of the City of Willcox to be
affixed this 15th day of April 2013*

Robert A. Irvin

Mayor Robert A. Irvin

Attest:

Virginia A. Mefford

Virginia A. Mefford
City Clerk

"Mine, Yours, Ours"

Proclamation

Whereas; Willcox's volunteers demonstrate that the strength of our City lies in the hearts and souls of our citizens; and

Whereas; during National Volunteer Week, we recognize all those who have touched the lives of others with their kindness and who have made our City a better place by helping their fellow citizens; and

Whereas; the entire community can inspire, equip and mobilize people to take action that changes the world; and

Whereas; during this week, as others are all over the nation and throughout the great State of Arizona, volunteers are recognized for their commitment to service; and

Whereas; the giving of oneself in one service to another empowers the giver and the recipient; and

Whereas; our city's volunteer force is a great treasure; and

Whereas; volunteers are vital to our future as a caring and productive nation;

NOW, THEREFORE, I, Robert A. Irvin, Mayor of the City of Willcox, do hereby proclaim April 21-27, 2013 as

NATIONAL VOLUNTEER WEEK

And

"Willcox Volunteer Week"

urging all citizens to join me in recognizing all of the volunteers that help others in this community, and strive to make Willcox a better place in which to live, work and play.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Willcox to be affixed this 15th day of April 2013

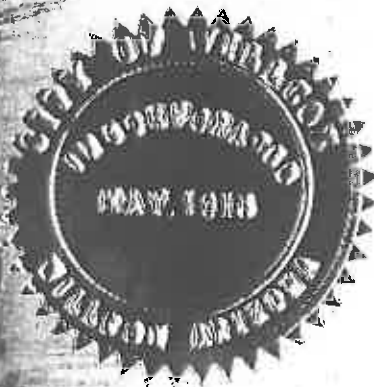
Robert A. Irvin

Mayor Robert A. Irvin

Attest:

Virginia A. Mefford

Virginia A. Mefford
City Clerk



"Mine, Yours, Ours"

THE MINUTES OF THE WORK SESSION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ HELD ON THIS 25th DAY OF MARCH 2013

CALL TO ORDER-Mayor Irvin called the work session meeting to order on Monday, March 25, 2013 at 6:45 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
- 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

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.**

1. DISCUSSION REGARDING REVIEW WATER BUDGET AND RATES FOR FY2014

City Manager McCourt began with changing the order of tonight's work session by explaining what is happening out in the field he introduced Mr. Bowen, Utilities Supervisor who will be giving the consolidated utility update. Mr. Bowen gave an update on the

Gas

- New lines – steel to PE 2,200 ft. form all on Haskell/Railroad Ave. to Maley to Jesse
- Large Roots meters at schools replaced- Old meter because with age they lose accuracy
- New Iron Electronic Reader- Now have capability to add/program 100 w gas ERT's
- Installed 136 new gas meters (1075 total meters replaced since 2007). 1426 total in system
- Current Project- install 5 blocks 2" PE gas main; 2300 ft. in the alley between Bisbee/Cochise form Maley to one block north of Fremont. Update water services (residential).
- Kinder Morgan installed improved bypass/metering equipment at the El Paso gate to insure better gas delivery.
- Installing gas line markers on all manifold meters in system per ACC audit.
- Working with Southwest Gas to install a gas meter at well #3 for emergency right angel drive combo motor.

Sewer

- WWTP we are working with ADEQ, BECC on clean clearance on Lagoon #1- sludge removal/disposition- looking to go out to bid in April 2, 2014, and in April of 2015 we will be making quality water.
- We will go out to bid to rebuild three manholes in system- concrete spalling repair, epoxy coat. The manholes identified are by Sierra Lumber, down Grant St., toward WWP.
- Complete title 13 sewer ordinance revamp to include part to include pretreatment/FOG codes. Awaiting attorney's review, this is part of the ADEQ Consent Order.
- Installing manhole rings to raise low manholes ahead of streets chip seal projects

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 25th DAY OF MARCH 2013**

The sewer Capital budget is the same as the Gas budget with the exception with \$15,000 camera system so we can look inside of the pipes to see what the problem might be instead of digging up the whole road.

Water

- Enviabl water system- 3 ground water wells. We have excellent water
- Install 174 water meters with ERT's installed in calendar year (808 total meters replaced/upgraded since 2005)
- GPS- with the purchase of GPS equipment, we are and I am hoping this will work as we have installed signals on our gas and water meters to do a better mapping of all our meters. We are required to do MAP testing to comply with water standards and this has been done. We are reviewing some of our wells as they are down 31 feet from 2006. We have lots of wells in town but they are high chloride and we can't use them. We are hoping to use some of those wells to water the parks and fields to save the good water.

Capital Purchases Overview

• ¾ Ton Service Truck(replace unit 57-	\$11,667
• Plate Tamper	\$667
• Metal locator-	\$333
• GPS/Mapping capabilities	\$4,000
• Sewer Camera System	<u>\$15,000</u>
Subtotal	\$31,667

Mr. McCourt stated by City Code we are required to review all of the rates. He went through the handouts in the Council packets. The revenue/expense is very close. On the Analysis chart he explained the fix fees and the variable fee and this is adjusted by the amount of water is used. This is required by state statue to try and conserve water. \$767,000 is the estimated amount that it will cost., and the estimated income is 653,000 we currently have in reserve of 1, 351,204 we are spending this down to do keep the rates constant with no change. He pointed out the cost to the customers and he is pointing this out is due to the bulk water he is going ready to discuss tonight. We do have two bonds and one get paid in FY 14 and the other bond gets paid off in FY 35. Staff is doing a great job on keeping the spending down.

Mr. McCourt went on to discuss Bulk Water it is costing us per 1000 \$14.14 to and we are charging \$4.00 we are proposing option #3 for the Bulk Water rates Thanks to the eagle eye of Councilman Lindsey we had a incorrect number we were using and this changed the number a bit lower to \$8.52and we will charge a minimum of \$5.00 and we will suggest with hydrometers we would charge the \$8.52 the same as the option #3 we are recommending. We will change this to reflect the lower rate. He explained the cost of living is1.7% and I have recommended a 5% increase to the sewer. We get these rates based on December, January, and February and it is lower than the COL to 1.5% we have tried to do a mix of meters to get the best rates possible. If we do this we will stay below the COL increase. We feel the plan is a great plan. Councilmember Lindsey stated we really need to do something about the Bulk Water rates. Mr. McCourt stated the Bulk Water does need a fairness system. Mr. Nigh asked if there was a reservoir for Bulk Water. Mr. McCourt stated no there is not, we use our water. Mayor Irvin asked about the Solid Waste increase. Mr. McCourt stated there are two factors the ones we contract with and the tipping fees you take to the transfer station. I am hoping once we pay off our loan next year we won't have to increase the rates because of this. Councilwoman stated also the tonnage won't be as much. Mr. McCourt stated yes that is a very good point. Councilmember Cronberg stated my concern in the 5% increase, I know for the ones making minimum wage it will be difficult. Mr. McCourt stated yes that is true, I used a very conservative estimate based on the percentage of the loan and the building of the plant and that is why we have the 5% increase we hope it will be below the \$10 million it is estimated for the cost of build it.

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 25th DAY OF MARCH 2013**

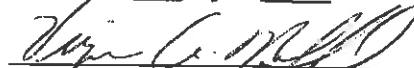
ADJOURN

Being no further business before the Mayor and Council, Mayor Irvin adjourned the Work Session at 7:40 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 25th day of March 2013. I further certify that the work session was duly called and held, and that a quorum was present.

Dated this 25th day of March 2013


City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 15th day of April 2012

MAYOR ROBERT A IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford

**THE MINUTES OF THE SPECIAL MEETING SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 25th DAY OF MARCH 2013**

CALL TO ORDER- Mayor Bob Irvin called the special meeting session meeting to order on Monday, March 25, 2013 at 6:30 p.m. and welcomed everyone in attendance

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
Councilwoman Monika Cronberg
Councilman Earl Goolsby
Councilman William "Bill" Nigh

STAFF

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

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Irvin

DECLARATION ON CONFLICT OF INTEREST

None Declared

ADOPTION OF THE AGENDA

MOTION: Councilmember Cronberg moved to adopt the agenda as presented.

SECONDED: Councilmember Johnson **CARRIED**

1. APPROVAL LETTER FOR 51 MW WIND ENERGY POWER PLANT PROJECT LOCATED IN COCHISE COUNTY

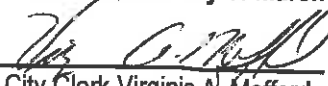
MOTION: Councilmember Johnson moved to approve letter for 51 MW Wind Energy Power Plant Project Located in Cochise County **SECONDED:** Councilmember Lindsey **DISCUSSION:** Councilmember Nigh stated he had concern for the birds but they assured him that they have worked with the animal people and this is not a path migrating birds come through. Mr. Stoddard stated he did check how far this would put the windmills and it is about 15 miles out and the viewing stations would not be seen from them. Councilmember Lindsey stated he called a friend of his and even she said she didn't care for windmills but liked those rather than use of coal. **CARRIED**

ADJOURN- with no further discussion at 6:36 pm.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 25th day of March 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this, 25th day of March 2013



City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 18th day of April, 2013.

MAYOR ROBERT A IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF APRIL 2013**

CALL TO ORDER- Mayor Bob Irvin called the regular session meeting to order on Monday April 1, 2013, at 7:00 p.m. and welcomed everyone in attendance

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
Councilwoman Monika Cronberg
Councilman Earl Goolsby
Councilman William "Bill" Nigh

STAFF

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

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Irvin

PROCLAMATION - Mayor Irvin read the Proclamation and proclaimed May as the "Unleash the Power of Age",

CALL TO THE PUBLIC – None

DECLARATION ON CONFLICT OF INTEREST

None Declared

ADOPTION OF THE AGENDA

MOTION: Councilmember Cronberg moved to adopt the agenda as presented.

SECONDED: Councilmember Lindsey **CARRIED**

PUBLIC HEARINGS

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. FY 2013-2014 Utility rates; Adopt rates by Resolution **OPEN: 7:05 DISCUSSION:** City Manager McCourt gave an overview of all of the funds as stated in city codes, the enterprise funds he overview tonight was the Gas, Sewer, Water, and Solid Waste (Garbage). On the Sewer rates two rates determine this fund a fixed rate set by size of water Meter the average is used in the months of December, January, and February. We then estimate this for the average customer. Each of these is charged a rate charge the next is the variable rate. I am recommending a 5% rate increase between the fixed and variable the next rate would be \$35.10 the impact for the next ten years would be, and at this time I would like to explain the process of how the 5% comes into play over that next 10 years. We are taking sewer water and have to clean it up. Our lagoon will not be able to handle this anymore. We have been dealing with this for the last 4 years. We have been working through that process. FY12 is accrual numbers and the other years on the charts are estimates. Two sources to pay for this are by MEECA of 5,000,000 and the other source is BECC/USDA. Is \$500,000. This is why we are suggesting the 5% increase so it won't be such a shock to the consumer. Councilmember Cronberg asked will be able to be reviewed to see if we have to increase this by 5%. City Manager McCourt stated that is exactly what you will need to do every year. Solid Waste (Garbage) Fund this is an easy fund to operate. We have a loan in this particular fund from 2011 and this fund has been repaying the GF, and it will be paid in full in 2014. We bid out this contract and we awarded it to the lowest bidder and it increases by the COL of 1.7% and we have tipping fees and we take it to the county transfer saturation E Maley and we get charged by the tonnage and this is transferred to Wet Stone landfill. We do need to have a contingency fund in here as this fund does go up and down \$50,000 and we have \$8,000 for recycling program. I am recommending a 1.7% rate increase. What we are

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF APRIL 2013**

striving for in all of these enterprise funds is to break even. What this increase does is it increases the rate by .40 cents a month, only on the Solid Waste. Water fund we have the similar rate as the sewer of the fixed rate on the meter size. This one is a bit more difficult to estimate the variable charge. City Manager went over the various charges in the Council packet, as Mr. Bowen had stated in the Work Session of using the wells in the city to help conserve the water supply. What I am suggesting to the Council tonight is no rate charge to the customer, this should last for quite sometime but not forever. In the Bulk water I am suggesting a rate increase; we do sell this by Keller Park by hydrometers it is a manual station the current cost per thousand is \$4.00. We put in a charge account so they could swipe their card so we don't have to be there. We brought to the Council 4 different options our recommendation is using option 3 the minimum charge of \$5.00 this is more of a fairness system. Only the bulk water rate will be adjusted. Gas fund we do have a base charge and variable fee which has two parts. The cost of the gas in the delivery and then we have a fee per thousand per cubic ft. We do have to look at the volume we use an average year projection. We have a deficit that is a plan deficit we have a substantial amount in this so we are suggesting no rate increase. He used the month of July, September, and December the percent change is 1.5% a little less than the cost of living (COL). He went over the various rate changes using different variables. Councilmember stated percentages are \$2.00 increase for residential I think this means more to the average customer to know how much it will increase. **CLOSED: 7:45 pm**
b. First reading, Liquor License Series #9 for KT's Market **OPEN:7:25 pm CLOSED: 7:26 pm**
c. First reading, Liquor License Series #12 for Tortilleria La Unica **OPEN: 7:27 pm CLOSED:7:28 pm**

REGARDING CITY MANAGER ADVERTISEMENTS AND TENTATIVE HIRING TIMEFRAME

DISCUSSION: Mayor Irvin asked if any discussion was need on this item. With no discussion moved to next item on the agenda.

REGARDING WILLCOX WINE COUNTRY FESTIVAL REQUEST FOR LIQUOR LICENSE APPLICATION APPROVAL FOR WINE VENDORS AT WINE FESTIVAL MAY 18-19, 2013

MOTION: Councilmember Cronberg moved to approve Willcox Wine Country Festival request for Liquor License Application approval for wine vendors at Wine Festival in Railroad Park on May 08-19, 2013 **SECONDED:** Vice Mayor Holloway **CARRIED**

REGARDING WILLCOX WINE COUNTRY WINE FESTIVAL REQUEST FOR A WAIVER FOR GLASS CONTAINERS IN RAILROAD PARK

MOTION: Councilmember Cronberg moved to approve Willcox Wine Country Wine Festival request for a Waiver for Glass Containers in Railroad Park **SECONDED:** Vice Mayor Holloway **CARRIED**

REGARDING EMPLOYEE COMPENSATION OPTIONS FOR FY 2014 BUDGET

DISCUSSION: City Manager McCourt stated last year you asked for options but we recently received from EMOD an increase and explained the different options. The options were 1.7% the COL adjustment of \$39,538 and we did a 50 cent an hour \$70,374 and a \$1.00 an hour increase would be \$136,523 and these are the increases would be. He went over each of the funds and pointed out the increase to each of the funds streets, utility and magistrate. Councilmember Nigh suggested the 1.7%. City Manager stated you can make a motion if you would like. Councilmember Cronberg stated as we just received this information I'm not ready to make a decision. Vice Mayor Holloway would like this item on the next meeting to make a decision.

RESOLUTION NO. 2013-17 REGARDING APPROVING THE REQUEST FOR A TWO YEAR EXTENSION OF THE LOAN AGREEMENT WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA (WIFA); DIRECTING THE EXECUTION AND DELIVERY OF SUCH REQUEST TO THE WIFA BOARD AND ANY OTHER SUPPORTING DOCUMENTATION IN CONNECTION THEREWITH; DIRECTING THE MAYOR TO EXECUTE THIS RESOLUTION AS PRESENTED AND FURTHER DIRECTING CITY STAFF TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION

MOTION: Councilmember Lindsey moved to approve Resolution No. 2013-17 approving the request for a two year extension of the loan agreement with the water infrastructure Finance authority of Arizona (WIFA); directing the execution and delivery of such request to the WIFA Board and any other supporting documentation in connection therewith **SECONDED:** Councilmember Cronberg **DISCUSSION:** Councilmember Lindsey stated if we can approve the extension it will help the City of Willcox. **CARRIED**

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF APRIL 2013**

RESOLUTION NO. 2013-18 REGARDING APPROVING AND ADOPTING RATES AND CHARGES WASTEWATER UTILITY SERVICES PROVIDED BY THE CITY OF WILLCOX, SETTING AN EFFECTIVE DATE AND DIRECTING AUTHORIZED CITY OFFICERS AND ADMINISTRATORS TO CARRY OUT THE PURPOSE AND INTENT OF THIS RESOLUTION

MOTION: Vice Mayor Holloway moved to approve regarding Resolution No. 2013-18 approving and adopting rates and charges for Wastewater Utility services provided by the City of Willcox, setting an effective date and directing authorized city officers and administrators to carry out the purpose and intent of this resolution. **SECONDED:** Councilmember Lindsey **CARRIED**

RESOLUTION NO.. 2013-19 REGARDING APPROVING AND ADOPTING RATES AND CHARGES FOR SOLID WASTE UTILITY SERVICES PROVIDED BY THE CITY OF WILLCOX, SETTING AN EFFECTIVE DATE AND DIRECTING AUTHORIZED CITY OFFICERS AND ADMINISTRATORS TO CARRY OUT THE PURPOSE AND INTENT OF THIS RESOLUTION

MOTION: Councilmember Cronberg moved to approve Resolution No. 2013-19 approving and adopting rates and charges for Solid Waste Utility services provided by the City of Willcox, setting an effective date and directing authorized city officers and administrators to carry out the purpose and intent of this resolution **SECONDED:** councilmember Lindsey **CARRIED**

RESOLUTION NO. 2013-20 REGARDING APPROVING AND ADOPTING RATES AND CHARGES FOR WATER UTILITY SERVICES PROVIDED BY THE CITY OF WILLCOX, SETTING AN EFFECTIVE DATE AND DIRECTING AUTHORIZED CITY OFFICERS AND ADMINISTRATORS TO CARRY OUT THE PURPOSE AND INTENT OF THIS RESOLUTION

MOTION: Councilmember Lindsey moved to approve Resolution No. 2013-20 approving and adopting rates and charges for Water Utility services provided by the City of Willcox, setting an effective date and directing authorized city officers and administrators to carry out the purpose and intent of this resolution.

SECONDED: Councilmember Cronberg **CARRIED**

RESOLUTION NO. 2013-21 REGARDING APPROVING AND ADOPTING RATES AND CHARGES FOR GAS UTILITY SERVICES PROVIDED BY THE CITY OF WILLCOX, SETTING AN EFFECTIVE DATE AND DIRECTING AUTHORIZED CITY OFFICERS AND ADMINISTRATORS TO CARRY OUT THE PURPOSE AND INTENT OF THIS RESOLUTION

MOTION: Councilmember Lindsey moved to approve Resolution No. 2013-21 approving and adopting rates and charges for Gas Utility services provided by the City of Willcox, setting an effective date and directing authorized city officers and administrators to carry out the purpose and intent of this resolution.

SECONDED: Councilmember Cronberg **CARRIED**

CITY MANAGER REPORTS

- **Council Work Session Meetings-** every Monday in the Month of April
Work Session Monday, April 8, 2013 at 6:30 pm., for Debt Service, Capital Project. Court, VFF, Economic Development, General Fund Review Service
Work Session Monday, April 15 2013 at 6:00 pm for Grants and Special Revenue Funds (16 & 17)
Work Session Monday, April 22, 2013 at 6:30 pm for Streets/HURF
Work Session Monday, April, 29, 2013 for General Fund Revenue
- **Report-** Sale of Willcox Rural Fire the City of Willcox was contacted to see if the City of Willcox would be interested in purchasing this, and discussion with Chief Weaver and it was decided it would not be of the best interests to the City of Willcox to purchase this.
- **Follow-up-** on question from Councilman Johnson regarding Inde Motorsports it was expressed there were no concern with this.
- **City Clean-up-** Saturday, April 27, 2013 I would like to take this time to Wish Dave in all his future endeavors and appreciate all he has done for the city.

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COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCILMEMBERS

Councilman Goolsby stated he wanted to echo on Mr. McCourt it has been a pleasure working with you.

Councilwoman stated I can't say anything more but Thank you for your service.

Vice Mayor stated Thank you and that there have been using the race track

Mayor Irving thanked Mr. Bonner for his service.

Councilman Lindsey Thanked Mr. Bonner for his service.

Councilman Nigh stated I have concern the hiring of Dave's position and would like to be involve

EXECUTIVE SESSION FOR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OF THE PUBLIC BODY

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

MOTION: Councilmember Lindsey moved to approve 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

SECONDED: Vice Mayor Holloway **CARRIED**

RECESS TO EXECUTIVE SESSION, IF APPROVED at 8:05 pm.

RECONVENE FROM EXECUTIVE SESSION at 8:42 pm.

UPDATE ON DESERT INN MOTEL

DISCUSSION: Mr. Stoddard gave the rate quotes to the Council received 4 bids and 3 bids were rejected and one was the only one that turned in the correctly at a cost of \$309,000. Staff recommends rejecting all bids. Councilmember Cronberg stated with the bid being too high for the City of Willcox I recommend to reject all bids. Mr. Stoddard stated even if we did all this we still have a \$45,000 back taxes to pay if we wanted to acquire this property. Councilmember Cronberg stated this is way above our level to pay. Vice Mayor Holloway stated to subject the Tax payer of \$1000 each to pay for this clean-up, I think we should go after the parties responsible. City Attorney Roberts stated the best way to move forward is to do a mandatory injection to have this resolved.

RESOLUTION NO. 2013-22 REGARDING REJECTING ALL DEMOLITION BIDS RECEIVED IN RESPONSE TO THE INVITATION TO BIDDERS FOR DEMOLITION OF 704 S. HASKELL AVENUE, WILLCOX, ARIZONA, AND DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

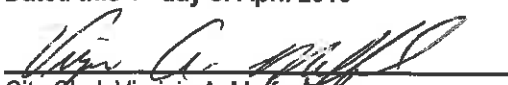
MOTION: Councilmember Lindsey moved to approve Resolution No. 2013-22 rejecting all Demolition bids received in response to the invitation to bidders for demolition of 704 S. Haskell Avenue, Willcox Arizona and directing and authorized city officers and agents to carry out the purposes and intent of this resolution **SECONDED:** Councilmember Cronberg **CARRIED**

ADJOURN- With no further discussion adjourned at 8:49pm.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 1st day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 1st day of April 2013


City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 15th day of April 2013.

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1st DAY OF APRIL 2013**

MAYOR ROBERT A IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 8th DAY OF APRIL 2013**

CALL TO ORDER- Mayor Irvin called the work session to order on Monday April 08, 2013, at 6:33 p.m. and welcomed everyone in attendance

ROLL CALL-Recording Secretary Sherry Van Allen, called the roll:

PRESENT

Mayor Robert A. Irvin
Councilman Gerald W. Lindsey
Councilman Elwood A. Johnson
Councilman William "Bill" Nigh

STAFF

City Manager Pat McCourt
Recording Secretary Sherry Van Allen
Finance Director Ruth Graham
Interim Public Works Director John Bowen

ABSENT

Vice Mayor Bill Holloway
Councilwoman Cronberg
Councilman Goolsby

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Irvin

DECLARATION ON CONFLICT OF INTEREST

None Declared

ADOPTION OF THE AGENDA

MOTION: Councilmember Lindsey moved to adopt the agenda as presented.

SECONDED: Councilmember Johnson seconded the motion. **CARRIED**

DISCUSSION REGARDING DEBT SERVICE, COURT AND FIREFIGHTER'S PENSION PLAN

DEBIT SERVICE: City Manager McCourt presented a summary of the budget . The presentation detailed the anticipated income as well as estimated ending funds.

McCourt explained the debt service fund. Using the details available in the council packet. The debit service fund is paid with property taxes. Each property tax is designated to repay a certain debit. Some of the debit will be paid in 2014.

COURT: The City has an agreement with Cochise County for the Magistrate Court. This is included in our budget however, the city has no control over the income received to the fund but must include it in our operating budget.

FIRE FIGHTERS PENSION: This fund is governed by a board and not the Council. It Is Funded By The Fire Fighters and receives revenue for other areas. This is another item that the City does not have control over.

GENERAL FUND OVERVIEW

The spreadsheet included in the packet presented Revenue that is generated and applied to the General Fund. The information presented included Historical Data as well as Current, and Future Projections. McCourt highlighted the transfers out of the general fund used for other obligations.

McCourt detailed the opening balance in the general fund. He stated there is no minimum requirement required to be held in the general fund. His recommendation is to keep the balance at a 6 month projection of \$1,799,181. He emphasized that it is a recommendation and that the Council does not have to approve the suggestion.

ECONOMIC DEVELOPMENT

This line in the general fund is used to fund several different items. This line funds utilities at the Community Center, Willcox Chamber of Commerce, Cochise County Tourism, WASA and Economic Development. Mr. McCourt highlighted the amounts that have been transferred out of this fund to pay obligations during this year.

McCourt went into detail about the new legislation regarding Economic Development. The rule states the City must be able to demonstrate that money designated for Economic Development is actually used for that purpose and that the City is receiving a tangible benefit from this investment.

Alan Baker presented an update on what the Chamber is currently doing and how the Chamber is assisting the City with Economic Development. Mr. Baker demonstrated in his presentation that the City has stayed consistent with its visitor count as

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 8th DAY OF APRIL 2013**

well as maintaining consistent lodging tax. The Chamber is holding its own and is basically breaking even each year. Mr. Baker highlighted the numerous ads and promotions the Chamber has been doing.

ADJOURN

Mayor Irvin adjourned the Work Session with no further discussion at 7:11 pm.

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 8th day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9th day of April 2013


Recording Secretary Sherry Van Allen

PASSED, APPROVED AND ADOPTED this 15th day of April 2013.

MAYOR ROBERT A. IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford



PUBLIC HEARING NOTICE

CITY COUNCIL

In accordance with Resolution No. 370 of the City of Willcox, and Section 18-431.01 of the Arizona Revised Statutes **NOTICE IS HEREBY GIVEN** the **MAYOR AND COUNCIL** of the City of Willcox, County of Cochise, Arizona, will hold a **PUBLIC HEARING NOTICE** during the **REGULAR MEETING ON MONDAY** the **15th** day of **APRIL 2013**, at **7:00 P.M.**, at the **CITY COUNCIL CHAMBERS, 300 W. REX ALLEN DRIVE, WILLCOX, AZ.**

Items for consideration, discussion and/or decision relating to Special Meeting:

- Please see the posted Special Meeting Agenda for all items or visit www.cityofwillcox.org website.
- Public Hearings: (1) Application for liquor License Series #9 KT's Market, New License
- Public Hearings: (1) Application for liquor License Series #12 for Tortilleria La Unica, New License

* Public Hearings: For those persons unable to attend, written comments will be accepted until 4 p.m. the day of the public hearing in the Office of the City Clerk, 101 S. Railroad Avenue, Suite B, Willcox, AZ 85643.

All members of the public are invited to attend such meeting.

DATED AND POSTED this 11TH day of April 2013, at 3:00 P.M.

CITY OF WILLCOX, ARIZONA

/s/Virginia A. Mefford

City Clerk Virginia A. Mefford

Arizona Department of Liquor Licenses and Control
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

APPLICATION FOR LIQUOR LICENSE
TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- MORE THAN ONE LICENSE
- INTERIM PERMIT *Complete Section 5*
- NEW LICENSE *Complete Sections 2, 3, 4, 13, 14, 15, 16*
- PERSON TRANSFER (Bars & Liquor Stores ONLY)
Complete Sections 2, 3, 4, 11, 13, 15, 16
- LOCATION TRANSFER (Bars and Liquor Stores ONLY)
Complete Sections 2, 3, 4, 12, 13, 15, 16
- PROBATE/WILL ASSIGNMENT/DIVORCE DECREE
Complete Sections 2, 3, 4, 9, 13, 16 (fee not required)
- GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 15, 16*

SECTION 2 Type of ownership:

- J.T.W.R.O.S. *Complete Section 6*
- INDIVIDUAL *Complete Section 6*
- PARTNERSHIP *Complete Section 6*
- CORPORATION *Complete Section 7*
- LIMITED LIABILITY CO. *Complete Section 7*
- CLUB *Complete Section 8*
- GOVERNMENT *Complete Section 10*
- TRUST *Complete Section 6*
- OTHER (Explain)

SECTION 3 Type of license and fees LICENSE #(s):

1. Type of License(s): # 9 Liquor

09020030

2. Total fees attached: \$

Department of Liquor Licenses and Control

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.
The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

- 1. Owner/Agent's Name: Mr. Dunlap Theodore P 1022376 Joseph
(Insert one name ONLY to appear on license) Last First Middle
- 2. Corp./Partnership/L.L.C.: EASTBREAK MANAGEMENT LLC B 1049283
(Exactly as it appears on Articles of Inc. or Articles of Org.)
- 3. Business Name: KTS MARKET B 1005730
(Exactly as it appears on the exterior of premises)
- 4. Principal Street Location: 900 W. REX ALLEN DR. WILLCOY COCHISE 85643
(Do not use PO Box Number) City County Zip
- 5. Business Phone: (520) 384-2502 Daytime Phone: (520) 384-2502 Email: tdunlap@cdslkpaorl.com
- 6. Is the business located within the incorporated limits of the above city or town? YES NO
- 7. Mailing Address: 900 W. REX ALLEN DR. WILLCOY AZ 85643
City State Zip
- 8. Price paid for license only bar, beer and wine, or liquor store: Type SERIES 9 \$ 50,000. Type _____ \$ _____

DEPARTMENT USE ONLY

Fees:	<u>100</u>	<u>100</u>	<u>44.00</u>	
	Application	Interim Permit	Site Inspection	Finger Prints
				\$ <u>244.00</u>
				TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? YES NO

Accepted by: M.C Date: 2/6/2013 Lic. # 09020030

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. 09020030
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, ~~Thomas Joseph Doshko~~ (Print full name) declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

State of AZ County of Cochise

The foregoing instrument was acknowledged before me this

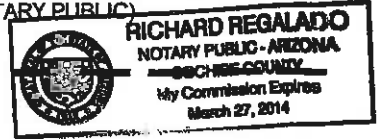
5th day of MARCH, 2013
Day Month Year

X [Signature] (Signature)

My commission expires on: 3-27-2014

[Signature]
(Signature of NOTARY PUBLIC)

See Bill of sale



SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

) Y R A S S E C E N F I I 7

2. Is any person, other than the above, going to share in the profits/losses of the business? YES NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

BILL OF SALE

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, HILL ARIZONA GROCERY, INC., a Colorado corporation ("Seller") hereby sells, grants and transfers to FASTBREAK MANAGEMENT, LLC, an Arizona limited liability company ("Buyer") all right, title and interest in and to Arizona Liquor License No. 09020030 ("the License").

Seller warrants that it is the lawful owner of the License, that the License is free and clear of all claims, liens, or encumbrances except Seller's first-priority security interest, and that the undersigned is authorized to execute all documents necessary to effect transfer of the License.

This Bill of Sale shall be binding on Seller, its successor and assigns, and shall inure to the benefit of Buyer, its successors and assigns.

HILL ARIZONA GROCERY, INC.,
a Colorado corporation

2-27-13
Date

By: [Signature]
Its President

STATE OF COCHISE)
County of ARIZONA) ss.

13 MAR 6 11:49 AM '13

[Signature] /ml. SUBSCRIBED AND SWORN to before me this 27th day of February, 2013 by DARIN HILL, on behalf of Hill Arizona Grocery, Inc., a Colorado corporation.

Notary Seal:



[Signature]
Notary Public

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED FORM "LIC0101", AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$29 FEE FOR EACH CARD.

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, 8.
- L.L.C. Complete questions 1, 2, 4, 5, 6, 7 and attach copy of Articles of Org. and Operation Agreement.

1. Name of Corporation/L.L.C.: _____
(Exactly as it appears on Articles of Inc. or Articles of Org.)
2. Date Incorporated/Organized: _____ State where Incorporated/Organized: _____
3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____
4. AZ L.L.C. File No: _____ Date authorized to do business in AZ: _____
5. Is Corp./L.L.C. non-profit? YES NO If yes, give IRS tax exempt number: _____
6. List all directors, / officers, controlling stockholders or members in Corporation/L.L.C.:

Last	First	Middle	Title	Residence Address	City State Zip
The Kennedy and Carol			Reverable Trust Member		
Douglas	Theodore	Joseph	member		
Douglas	Christina	Doreen	member		

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders or controlling members owning 10% or more:

Last	First	Middle	% Owned	Residence Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach an ownership, and director/officer/members disclosure for the parent entity. Attach additional sheets as necessary in order to disclose real people.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED FORM "LIC0101", AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$29 FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)
2. Is club non-profit? YES NO If tax exempt, give IRS tax exempt number: _____
3. List officer and directors:

Last	First	Middle	Title	Residence Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, and 8.
 L.L.C. Complete 1, 2, 4, 5, 6, 7, and 8.

1. Name of Corporation/L.L.C.: FASTBREAK MANAGEMENT LLC
 (Exactly as it appears on Articles of Incorporation or Articles of Organization)

2. Date Incorporated/Organized: 2-19-13 State where Incorporated/Organized: ARIZONA

3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____

4. AZ L.L.C. File No: L-1823721-4 Date authorized to do business in AZ: 2-19-13

5. Is Corp./L.L.C. Non-profit? YES NO

6. List all directors, officers and members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City State Zip
DUNLAP	THEODORE	Joseph	MGR	32166 W. Cox Rd	Willcox AZ 85643
DUNLAP	KENNETH T + CAROL A		MGR	194 TAYLOR RD	Willcox AZ 85643
DUNLAP REVOCABLE TRUST BENEFICIARIES TO THE TRUST ARE KENNETH T, CAROL A AND THEIR HEIRS					

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip
DUNLAP	THEODORE	Joseph	50%	32166 W. Cox Rd	Willcox AZ 85643
DUNLAP REVOCABLE TRUST			50%	194 TAYLOR RD	Willcox AZ 85643
The Kenneth and Carol Dunlap Revocable Trust					

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
 (Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)

2. Is club non-profit? YES NO

3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

The Kenneth and
^{DUNLAP}
Carol Revocable
Trust

B1049784



CAROL ANN DUNLAP
Trustee

P1049229

BILL OF SALE

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, HILL ARIZONA GROCERY, INC., a Colorado corporation ("Seller") hereby sells, grants and transfers to FASTBREAK MANAGEMENT, LLC, an Arizona limited liability company ("Buyer") all right, title and interest in and to Arizona Liquor License No. 09020030 ("the License").

Seller warrants that it is the lawful owner of the License, that the License is free and clear of all claims, liens, or encumbrances except Seller's first-priority security interest, and that the undersigned is authorized to execute all documents necessary to effect transfer of the License.

This Bill of Sale shall be binding on Seller, its successor and assigns, and shall inure to the benefit of Buyer, its successors and assigns.

HILL ARIZONA GROCERY, INC.,
a Colorado corporation

By: [Signature]
Its [Signature]

2-27-13
Date

STATE OF COCHISE)
County of ARIZONA) ss.

[Signature] / mt. SUBSCRIBED AND SWORN to before me this 27th day of February, 2013 by DARIN HILL, on behalf of Hill Arizona Grocery, Inc., a Colorado corporation.

Notary Seal:



[Signature]
Notary Public

13 MAR 6 10:41 AM '13

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

1. Current Business: (Exactly as it appears on license) Name Hill ARIZONA Grocery Company Inc
Address 900 W Rex Allen DR Willcox AZ 85645
2. New Business: (Physical Street Location) Name Fastbreak Management LLC DBA KTS Market
Address 9
3. License Type: _____ License Number: _____
4. If more than one license to be transferred: License Type: _____ License Number: _____
5. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02) c) Government license (§ 4-205.03)
b) Hotel/motel license (§ 4-205.01) d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: 3196 ft. Name of school Willcox Middle School
Address 480 N. Bisbee Ave Willcox AZ 85643
City, State, Zip
2. Distance to nearest church: 2112 ft. Name of church KINGDOM HALL OF JEHOVAHS WITNESSES
Address 403 W REX ALLEN DR. Willcox AZ 85643
City, State, Zip
3. I am the: Lessee Sublessee Owner Purchaser (of premises)
4. If the premises is leased give lessors: Name BOBS IGA WEST INC
Address PO Box 1058 Willcox AZ 85640
City, State, Zip
- 4a. Monthly rental/lease rate \$ 8741.25 What is the remaining length of the lease 6 yrs. 6 mos.
- 4b. What is the penalty if the lease is not fulfilled? \$ 120 DAY TERM or other _____
IN WRITING (give details - attach additional sheet if necessary)
5. What is the total business indebtedness for this license/location excluding the lease? \$ 286,000.00
Please list lenders you owe money to.

15 APR 2015 9:54

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip
Hill	ARIZONA	GROcery Co INC	262,000.00	P.O. Box 187	Bridgeport Co	81432
BOBS	IGA	WEST INC	24,000.00	PO Box 1058	Willcox AZ	85640

(ATTACH ADDITIONAL SHEET IF NECESSARY)

3. What type of business will this license be used for (be specific)? GROCERY

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?
 YES NO If yes, attach explanation.
8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? YES NO
9. Is the premises currently licensed with a liquor license? YES NO If yes, give license number and licensee's name: **TP**
 License # 09020030 (exactly as it appears on license) Name Suzanna Rebecca Smyek
Hill Arizona Grocery Company Inc

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? YES NO
 If yes, give the name of licensee, Agent or a company name: _____ and license #: _____
2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.
4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this hotel/motel restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

applicants initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

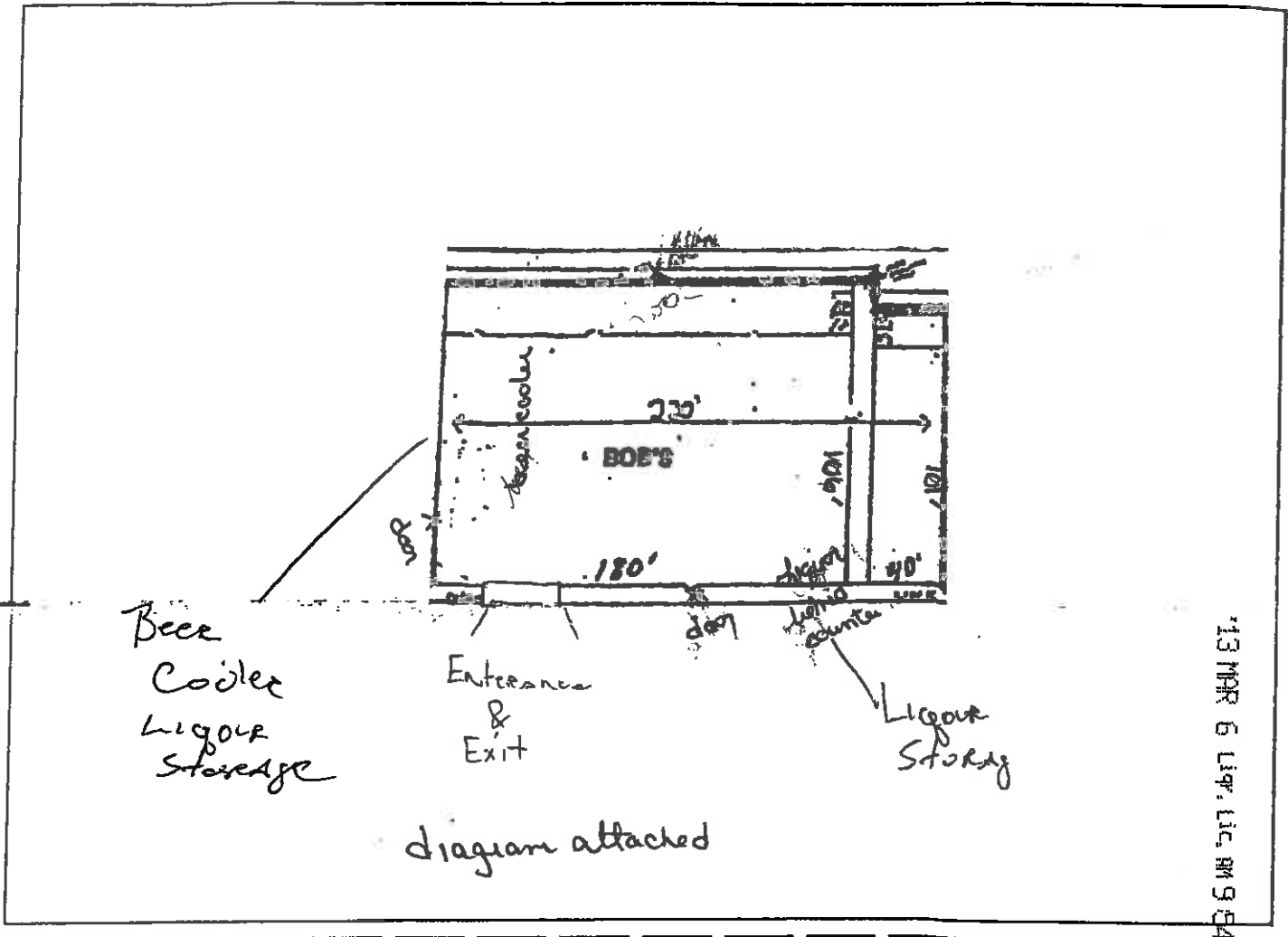
1. Check ALL boxes that apply to your business:
 Entrances/Exits Liquor storage areas Patio: Contiguous
 Service windows Drive-in windows Non Contiguous
2. Is your licensed premises currently closed due to construction, renovation, or redesign? YES NO
 If yes, what is your estimated opening date? _____
 month/day/year
3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.
4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).
5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this initial drawing.

TP
applicants initials

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumer dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.



SECTION 16 Signature Block

I, Theodore Joseph Dunlap, hereby declare that I am the OWNER/AGENT filing this application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X [Signature]
(signature of applicant listed in Section 4, Question 1)

State of ARIZONA County of COCHISE

The foregoing instrument was acknowledged before me this 5th of MARCH, 2013
Day Month Year

[Signature]
signature of NOTARY PUBLIC

My commission expires on: 3-27-2014
Day Month Year



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Arizona Department of Liquor Licenses and Control FEB 8 11:32 AM
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

APPLICATION FOR LIQUOR LICENSE
TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- MORE THAN ONE LICENSE
- INTERIM PERMIT *Complete Section 5*
- NEW LICENSE *Complete Sections 2, 3, 4, 13, 14, 15, 16*
- PERSON TRANSFER (Bars & Liquor Stores ONLY)
Complete Sections 2, 3, 4, 11, 13, 15, 16
- LOCATION TRANSFER (Bars and Liquor Stores ONLY)
Complete Sections 2, 3, 4, 12, 13, 15, 16
- PROBATE/WILL ASSIGNMENT/DIVORCE DECREE
Complete Sections 2, 3, 4, 9, 13, 16 (fee not required)
- GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 15, 16*

SECTION 2 Type of ownership:

- J.T.W.R.O.S. *Complete Section 6*
- INDIVIDUAL *Complete Section 6*
- PARTNERSHIP *Complete Section 6*
- CORPORATION *Complete Section 7*
- LIMITED LIABILITY CO. *Complete Section 7*
- CLUB *Complete Section 8*
- GOVERNMENT *Complete Section 10*
- TRUST *Complete Section 6*
- OTHER (Explain)

SECTION 3 Type of license and fees LICENSE #(s): 12023173

1. Type of License(s): SERIES12, RESTAURANT

2. Total fees attached:

Department Use Only
\$ 194.00

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.
The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

1. Owner/Agent's Name: Mr. SALAS GRACIELA
(Insert one name ONLY to appear on license) Last First Middle

2. Corp./Partnership/L.L.C.: ZAC LLC B1049810
(Exactly as it appears on Articles of Inc. or Articles of Org.)

3. Business Name: TORTILLERIA LA UNICA B1049809
(Exactly as it appears on the exterior of premises)

4. Principal Street Location 142 N HASKELL AVE WILLCOX COCHISE 85643
(Do not use PO Box Number) City County Zip

5. Business Phone: 520 384-0010 Daytime Phone: 520-507-3688 Email: NA

6. Is the business located within the incorporated limits of the above city or town? YES NO

7. Mailing Address: 142 N HASKELL AVE WILLCOX ARIZONA 85643
City State Zip

8. Price paid for license only bar, beer and wine, or liquor store: Type _____ \$ _____ Type _____ \$ _____

DEPARTMENT USE ONLY

Fees: <u>100.00</u>	<u>50.00</u>	<u>44.00</u>	<u>194.00</u>
Application	Interim Permit	Site Inspection	Finger Prints \$
			TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? YES NO

Accepted by: EV Date: 3.7.13 Lic. # 12023173

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01. *13 FEB 8 Lic. Dept PM12:02
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. _____
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

State of _____ County of _____

X _____
(Signature)

The foregoing instrument was acknowledged before me this

_____ day of _____
Day Month Year

My commission expires on: _____

(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City	State	Zip

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City	State	Zip
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								

) Y R A S S E C E N F I

2. Is any person, other than the above, going to share in the profits/losses of the business? YES NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

- CORPORATION **Complete questions 1, 2, 3, 5, 6, 7, and 8.**
- L.L.C. **Complete 1, 2, 4, 5, 6, 7, and 8.**

- 1. Name of Corporation/L.L.C.: ZAC LLC
(Exactly as it appears on Articles of Incorporation or Articles of Organization)
- 2. Date Incorporated/Organized: 23 NOV 2012 State where Incorporated/Organized: ARIZONA
- 3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____
- 4. AZ L.L.C. File No: L-18052831 Date authorized to do business in AZ: 3 DEC 2012
- 5. Is Corp./L.L.C. Non-profit? YES NO
- 6. List all directors, officers and members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City State Zip
SALAS GONZALEZ	VICTOR		MEMBER	142 N HASKELL AVE	WILLCOX AZ 85643

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip
SALAS GONZALEZ	VICTOR		100%	142 N HASKELL AVE	WILLCOX AZ 85643

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

- 1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)
- 2. Is club non-profit? YES NO
- 3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

1. Current Business: Name _____ *13 FEB 8 Liq. Dept PW1232
(Exactly as it appears on license) Address _____
2. New Business: Name _____
(Physical Street Location) Address _____
3. License Type: _____ License Number: _____
4. If more than one license to be transferred: License Type: _____ License Number: _____
5. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: _____ ft. Name of school _____
Address _____
City, State, Zip _____
2. Distance to nearest church: _____ ft. Name of church _____
Address _____
City, State, Zip _____
3. I am the: Lessee Sublessee Owner Purchaser (of premises)
4. If the premises is leased give lessors: Name SANDRA ROBLES
Address _____
City, State, Zip _____
- 4a. Monthly rental/lease rate \$ ¹⁰⁰⁰ _____ What is the remaining length of the lease ___ yrs. ___ mos.
- 4b. What is the penalty if the lease is not fulfilled? \$ ¹⁰⁰⁰ _____ or other DEFAULT MOVE-OUT
(give details - attach additional sheet if necessary)
5. What is the total **business** indebtedness for this license/location excluding the lease? \$ ⁰ _____
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? MEXICAN RESTAURANT & TORTILLERIA

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?
 YES NO If yes, attach explanation. 13 FEB 8 Lic. Dept #1232

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? YES NO

9. Is the premises currently licensed with a liquor license? YES NO If yes, give license number and licensee's name:

License # _____ (exactly as it appears on license) Name _____

SECTION 14 Restaurant or hotel/motel license applicants:

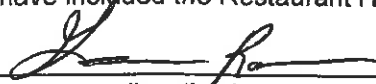
1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? YES NO
If yes, give the name of licensee, Agent or a company name:

_____ and license #: _____
Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this hotel/motel restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.


applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for you inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.


applicant's initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check ALL boxes that apply to your business:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas | Patio: <input checked="" type="checkbox"/> Contiguous |
| <input type="checkbox"/> Service windows | <input type="checkbox"/> Drive-in windows | <input type="checkbox"/> Non Contiguous |

2. Is your licensed premises currently closed due to construction, renovation, or redesign? YES NO
If yes, what is your estimated opening date? _____

month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this initial drawing.


applicant's initials

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.

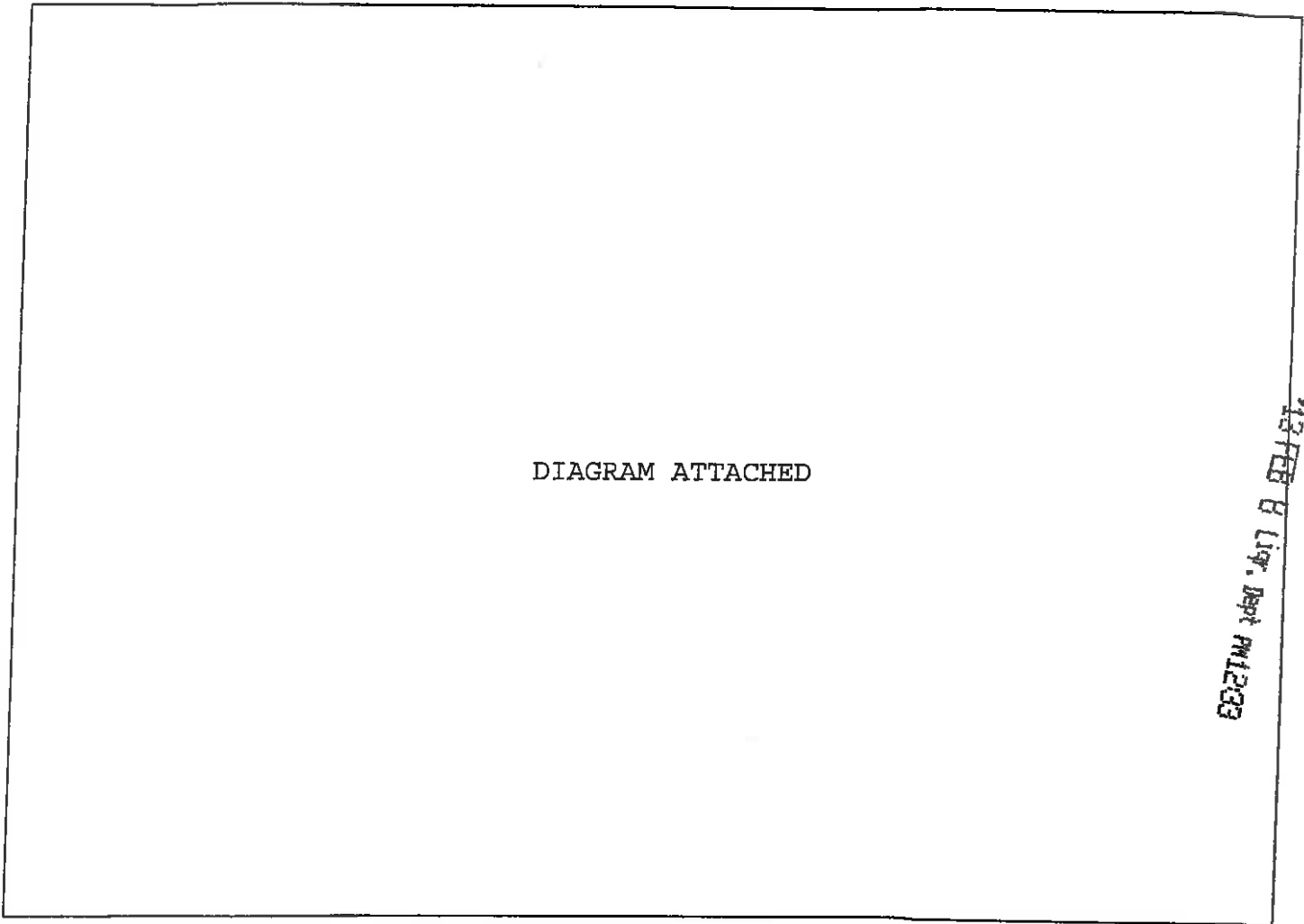


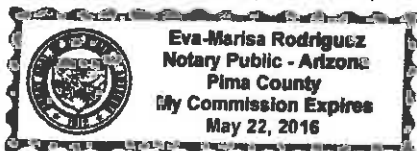
DIAGRAM ATTACHED

13 FEB 8 11 AM Dept. PML233

SECTION 16 Signature Block

I, GRACIELA SALAS, hereby declare that I am the OWNER/AGENT filing this application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X [Signature]
(signature of applicant listed in Section 4, Question 1)



State of ARTIZONA County of PIMA

The foregoing instrument was acknowledged before me this

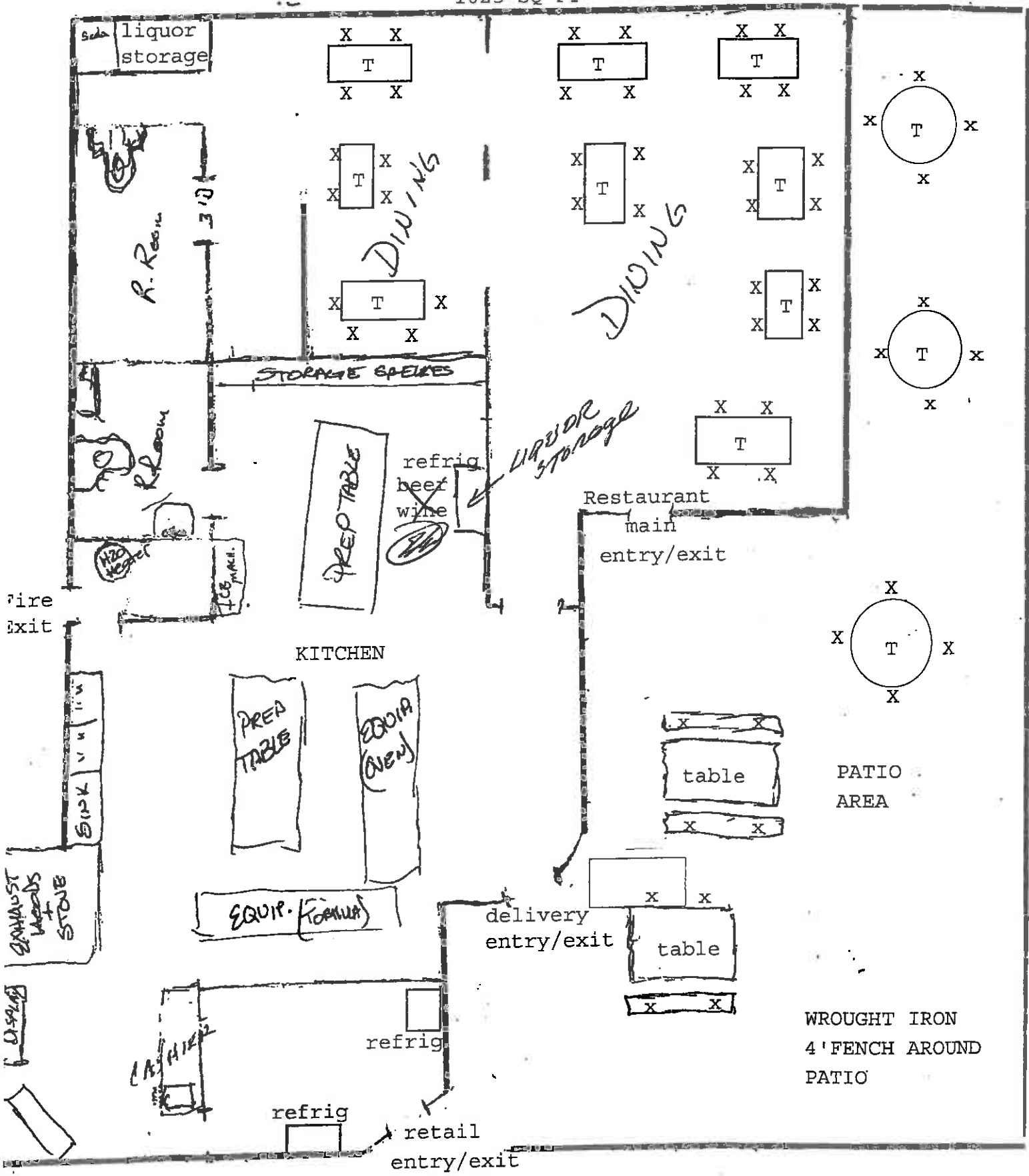
17 of JANUARY, 2013
Day Month Year

[Signature]
signature of NOTARY PUBLIC

My commission expires on : 22 MAY 2016
Day Month Year

13 FEB 8 Licq. Dept PM1233

1025 SQ FT



**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 12
Tab Number: 6
Date: 04-15-2013

Date Submitted:
3-25-2013

Date Requested:
04-15-2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject:
Rex Allen Days Special
Events
Liquor License

TO: MAYOR AND COUNCIL

FROM: Virginia Mefford

DISCUSSION:

The Rex Allen Days (RAD) will be holding a Charity Dance on Saturday, May 18, 2013 at the Willcox Community Center.

RAD is requesting the Mayor and Council to approve Applications for a Special Events Liquor License that will be submitted to the Arizona Department of Liquor Licenses and Control for the State's approval. The application are on file with the City Clerk and available for public inspection at City Hall.

The permits will allow for alcoholic beverages to be served from 6:00 p.m. to 11:00 p.m. on Thursday July 4 2013.

RECOMMENDATION:

To approve the RAD Application for a Special Events License for the Charity Dance to be held on Saturday, May 18, 2013 at the Willcox Community Center.

FISCAL IMPACT: None

Prepared by: 
Virginia Mefford, City Clerk

Approved by: 
Pat McCourt, City Manager

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, Arizona 85007-2934
(602) 542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

**Application must be approved by local government before submission to
Department of Liquor Licenses and Control. (Section #20)

DLIC USE ONLY
LICENSE #

1. Name of Organization: REX ALLEN DAYS INC.

2. Non-Profit/I.R.S. Tax Exempt Number: 51-0166786

3. The organization is a: (check one box only)

- [x] Charitable [] Fraternal (must have regular membership and in existence for over 5 years)
[] Civic [] Religious [] Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event? [x] on-site consumption [] off-site consumption (auction) [] both

5. Location of the event: 312 W STEWART STREET WILLCOX COCHISE 85644
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of
the Organization named in Question #1. (Signature required in section #18)

6. Applicant: LUCKE MARK W 11/14/1962
Last First Middle Date of Birth

7. Applicant's Mailing Address: PO BOX 429 WILLCOX AZ 85644
Street City State Zip

8. Phone Numbers: (520) 384-4624 (520) 384-4624 (520) 384-4624
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

Table with 4 columns: Date, Day of Week, Hours from A.M./P.M., To A.M./P.M. Row 1: Day 1, 05/18/2013, SATURDAY, 6:00 PM, 11:00 PM

*Disabled individuals requiring special accommodations, please call (602) 542-9027

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for _____ days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL
EVENT LIQUOR SALES.**

Name REX ALLEN DAYS INC 100
Percentage

Address PO BOX 429, WILLCOX, AZ

Name _____ Percentage

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

**NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."**

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

_____ # Police Fencing
_____ # Security personnel Barriers

ENCLOSED AREA, WITHIN A BUILDING.

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

(ATTACH COPY OF AGREEMENT)

Name of Business () _____
Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

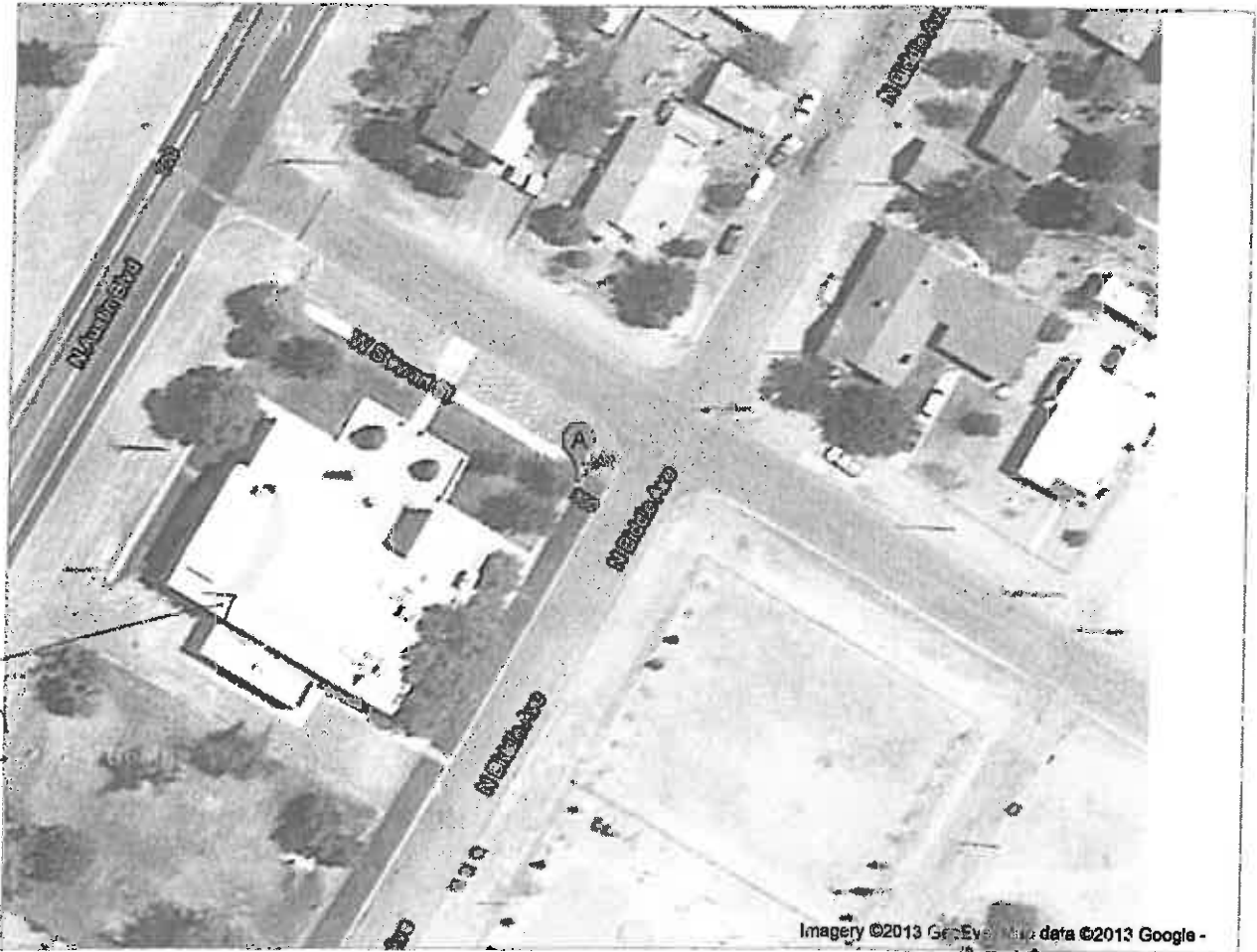
N↑

See Attached
map.

Consumption will be restricted to
inside the building.

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



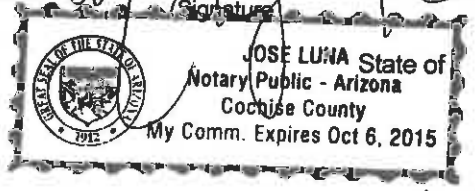
Community center

312 W Stewart St
Willcox AZ

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. MARK W. LUCKE declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] (Signature) _____ 3-22-13 (Date) _____ (Phone #)



(Title/Position) _____ Arizona County of Cochise
 The foregoing instrument was acknowledged before me this
22 Day March Month 2013 Year

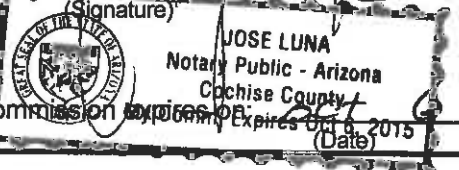
My Commission expires on: Oct 6 2015 (Date)

[Signature] (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. MARK W. LUCKE declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] (Signature) _____ State of Arizona County of Cochise
 The foregoing instrument was acknowledged before me this



22 Day March Month 2013 Year

My Commission Expires on: Oct 6 2015 (Date)

[Signature] (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ (Government Official) _____ (Title) hereby recommend this special event application on behalf of _____ (City, Town or County) _____ (Signature of OFFICIAL) _____ (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____

 (Title) _____ (Date)

1349

REX ALLEN DAYS INC
PO BOX 429
WILCOX, AZ 85644

DATE March 26, 2013 91-674/1221
41304

PAY TO THE ORDER OF Arizona Dept. of Liquor License
5000 Dollars and No/100 \$ 50.00 DOLLARS



Compass Bank
Wilcox, Arizona

FOR Liquor license for summer -
Mark Camp - Rep
Joey D. Clement - Secy

Security
Feature on
Back.

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 13
Tab Number: 7
Date: 04-15-2013

Date Submitted:
3-25-2013

Date Requested:
04-15-2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject:
Rex Allen Days Special
Events
Liquor License

TO: MAYOR AND COUNCIL

FROM: Virginia Mefford

DISCUSSION:

The Rex Allen Days (RAD) will be holding a Charity Dance on Thursday, July 4 2013 at the Willcox Community Center.

RAD is requesting the Mayor and Council to approve Applications for a Special Events Liquor License that will be submitted to the Arizona Department of Liquor Licenses and Control for the State's approval. The application are on file with the City Clerk and available for public inspection at City Hall.

The permits will allow for alcoholic beverages to be served from 6:00 p.m. to 11:00 p.m. on Thursday July 4 2013.

RECOMMENDATION:

To approve the RAD Application for a Special Events License for the Charity Dance to be held on Thursday, July 4, 2013 at the Willcox Community Center.

FISCAL IMPACT: None

Prepared by: 
Virginia Mefford, City Clerk

Approved by: 
Pat McCourt, City Manager

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, Arizona 85007-2934
(602) 542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

**Application must be approved by local government before submission to
Department of Liquor Licenses and Control. (Section #20)

DLLC USE ONLY
LICENSE #

1. Name of Organization: REX ALLEN DAYS INC.

2. Non-Profit/I.R.S. Tax Exempt Number: 51-0166786

3. The organization is a: (check one box only)

- [X] Charitable [] Fraternal (must have regular membership and in existence for over 5 years)
[] Civic [] Religious [] Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event? [X] on-site consumption [] off-site consumption (auction) [] both
DANCE

5. Location of the event: 312 W STEWART STREET WILLCOX COCHISE 85643
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of
the Organization named in Question #1. (Signature required in section #18)

6. Applicant: LUCKE MARK 11/14/1962
Last First Middle Date of Birth

7. Applicant's Mailing Address: PO BOX 429 WILLCOX AZ 85644
Street City State Zip

8. Phone Numbers: (520) 384-4626 (520) 384-4626 (520) 384-4626
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

Table with 4 columns: Date, Day of Week, Hours from A.M./P.M., To A.M./P.M. Row 1: 07/04/2013, THURSDAY, 6:00 PM, 11:00 PM

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 2 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL
EVENT LIQUOR SALES.**

Name REX ALLEN DAYS INC 100
Percentage

Address _____

Name _____ Percentage

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

____ # Police Fencing
____ # Security personnel Barriers

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

(ATTACH COPY OF AGREEMENT)

Name of Business ()
Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

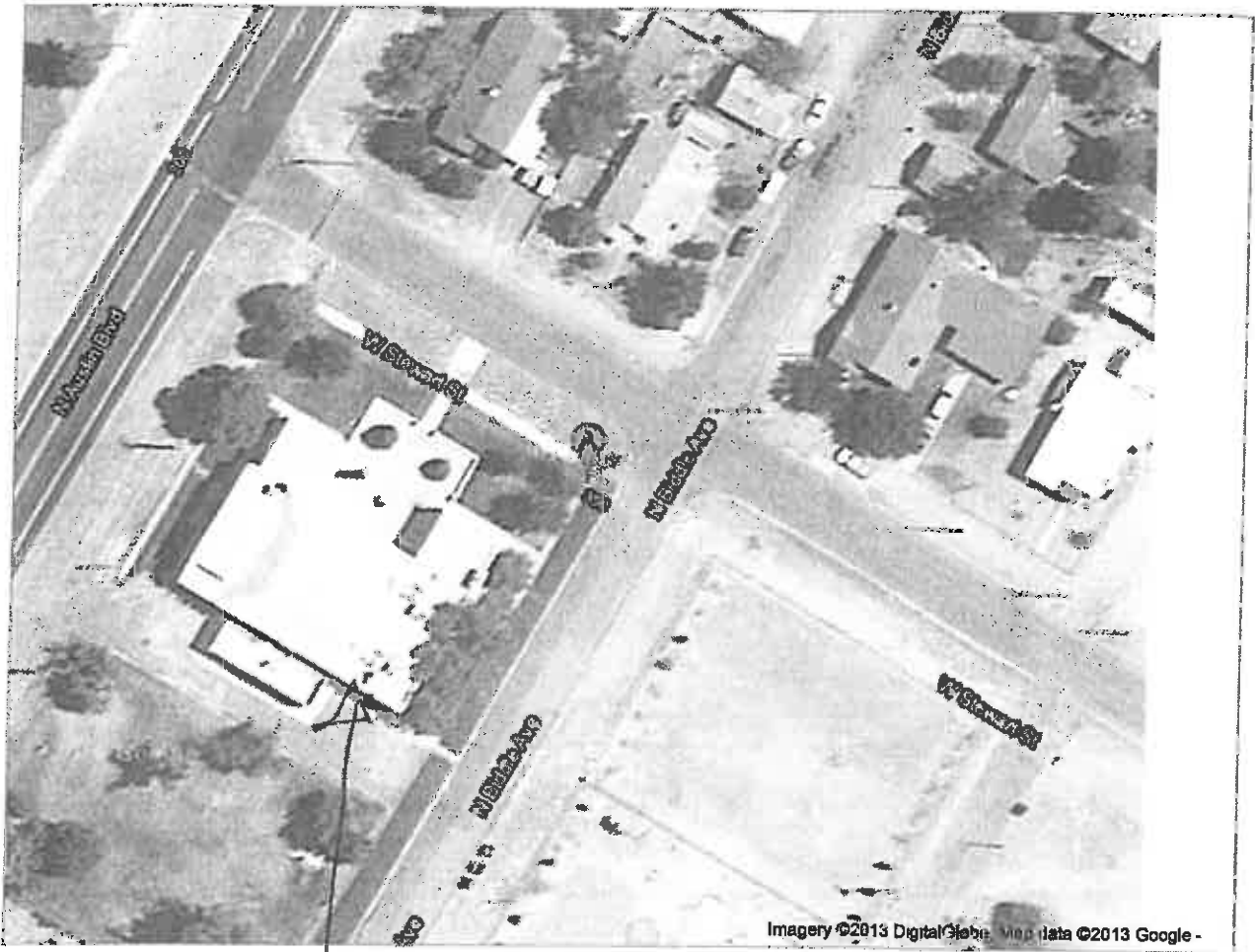
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

N↑

See Attached

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.

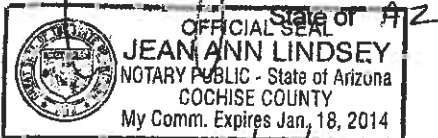


Community Center

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, MARK W. LUCKE declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] (Signature) vice President (Title/Position) 3-27-2013 (Date) (520)3944626 (Phone #)



ARIZONA County of Cochise
The foregoing instrument was acknowledged before me this
27 3 2013
Day Month Year

My Commission expires on: 1/18/2014 (Date)

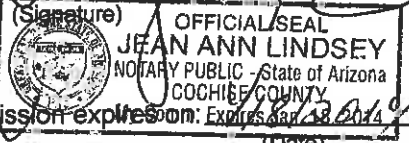
Jean Ann Lindsey
(Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, MARK W. LUCKE declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] (Signature)

State of ARIZONA County of Cochise
The foregoing instrument was acknowledged before me this
27 3 2013
Day Month Year



My commission expires on: Expires Jan 18, 2014 (Date)

Jean Ann Lindsey
(Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ (Government Official) _____ (Title) hereby recommend this special event application on behalf of _____ (City, Town or County) _____ (Signature of OFFICIAL) _____ (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

(Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____

(Title) _____ (Date)

Memo

To: Mayor and Council
From: Sherry Lynn Van Allen – Human Resources
Date: 04/10/2013
Re: Update City Manager Ads

Please find an update on the status of the City Manager advertising process.

The position is still being advertised on the City Website as well as on the League.

To date we have received 12 resumes for the position. I have received several calls of interest and anticipate additional applicants before the closing date.

The final day for submitting applications, resumes and letters of intent is Friday, April 19th at 4:00pm. On Monday April 22, 2013 The Council will receive a copy of all qualified applications for personal review. The Council can elect to hold an Executive Session to discuss the applicants as a group. From this session Applicants for follow-up questions can be contacted and scheduling of telephone interviews can begin.

If you have any questions please give me a call.
520-766-4204 – Direct Line

svanallen@willcoxcity.org

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 15
Tab Number: 9
Date: 4-15-2013

Date Submitted:
4-5-13
Date Requested:
4-15-13

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Contract for rental of City Equipment by private individual

TO: MAYOR AND COUNCIL

FROM: City Manager

DISCUSSION: Current City policy does not allow the private use or rental of City equipment by private individuals. (The exception is when the City Council has adopted a policy and fees such as the Community Center and other Public Facilities.) This is in accord with the anti-donation clause of the State Constitution; protects the City equipment from use by individuals who may not know how to properly utilize the equipment, and reduces liability of the City if there were to be any accidents while the City Equipment was in use.

The City owns a piece of specialty equipment, "Arena Master" which cost the City, as a used piece of equipment, approximately \$2600.00. This piece of equipment is used to prepare the Rodeo grounds arena at Quail Park for events: it attaches to a tractor and is used to plow/tine up the ground and level the surface. The City uses this to prep the arena prior to every event.

During the events the ground becomes disturbed and needs to be reworked (plowed and leveled). Most of the users of the Rodeo Ground provide their own equipment for this purpose.

One frequent user of the Rodeo Grounds is Ms. Penny Bell, who does a significant number of "Barrel Racing" events at the Rodeo Grounds during the course of the year. Ms. Bell does not own an equivalent piece of equipment. During the events it is necessary to rework the rodeo arena. Some time back Ms. Bell asked if she could have a "trial period" on the City's Arena master to see if she wished to purchase one: she did "pay rent" of \$50.00 for each event she used the Arena Master.

Upon recognition that this was a violation of City Policy, Ms. Bell was informed that the City could not continue allowing her to use the equipment.

Ms. Bell is requesting an exception to the Policy. I explained to Ms. Bell that any exception would have to be approved by the City Council. The exception would have to be placed in writing (by contract), and would have to be very narrow in scope.

There are at least three alternate methods of accomplishing the reworking of the Arena. First, Ms. Bell could purchase equivalent equipment for use at the arena. Second, Ms.

Bell could work with other private individuals who own equivalent pieces of equipment to rent/borrow them for the events. Third, the City could arrange for a City operator to perform the rework during the events (there are logistic problems with this since the call out time would not be easy to predict and costs for manpower and equipment would be much larger).

I have talked with Mr. Ed Bantel, administrator for the Arizona Municipal Risk Retention Pool (City's insurance), who stated he would prefer any of the three alternative methods over contracting for the use of the equipment, however all four are covered under the City insurance.

Staff has concerns that the adoption of a contract could "Open the Door" to other requests to rent city equipment which would ultimately be detrimental to the City's ability to use, and control, its own equipment. Further, the City should not be in the equipment rental business since there are private entities which perform this service.

During the "trial period" mentioned above there have not been any problems, and the "rent" paid has covered the cost for replacement of the "tines" on the equipment. (Which need to be replaced periodically due to use by the City and Ms. Bell).

Ms. Bell has pointed out that the Barrel Racing events are well used by locals and other individuals from the Southeast part of Arizona.

Ms. Bell does separately pay for use of the Rodeo Arena (\$50.00 per event) as any user would/does pay.

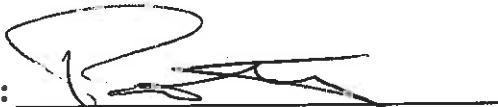
RECOMMENDATION: This request appears to be fairly straight forward; however there are some major policy implications. While the City is and should be interested in promoting use of the Rodeo Arena (customer friendly); this has to be weighed against the costs to the City of Willcox, which are much are much harder to define.

If the Council wishes to grant this request: then a contract needs to be drawn up which clearly defines the term, liability, rent, responsibility for damages to equipment, who is approved to operate the equipment, where and when the equipment may be used, responsibility for protecting the equipment during use (theft), and other misc items.

FISCAL IMPACT: The money would be deposited in the General Fund, the amount (depending on the rate established) is likely to be small (a few hundred dollars per year).

Prepared by: Pat McCourt

Approved by: _____



City Manager

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 14
Tab Number: 10
Date: 4-15-2013

Date Submitted:
March 27, 2013

Date Requested:
April 15, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Purchase of 2007
patrol car from Arizona
Emergency Products.**

TO: MAYOR AND COUNCIL

FROM: Jake Weaver, Willcox Department of Public Safety Director

DISCUSSION: The Department of Public Safety is requesting council approval to purchase a 2007, Ford Crown Vic. Police vehicle from Arizona Emergency Products, to replace a 2003 Dodge Intrepid Police vehicle which has outlived its service life, and is no longer cost efficient to operate due to increasing repair/maintenance costs.

The vehicle that we are requesting to purchase is a 2007 Ford Crown Victoria, Police Pursuit Vehicle, with 40,000 miles, which was used as a demo model only by Arizona Emergency Products. Included with the vehicle are all necessary emergency lights, radio console, wiring, harness, spotlights, and other equipment at no additional cost. The price for the vehicle and the included additional accessories is \$20,000. Cost to purchase a new 2013 patrol vehicle under state contract, with no additional equipment (emergency lights, harness, console, spotlights, etc) is approximately \$30,000+

Public Safety budgeted \$47,000 for the current fiscal year for the purchase of a new patrol vehicle and equipment, purchase of this vehicle would save the City of Willcox approximately \$27,000.

RECOMMENDATION: Mayor and Council approve request to purchase 2007 ford Crown Vic. Police Pursuit Vehicle for patrol, from Arizona Emergency Products.

FISCAL IMPACT: \$20,000

Prepared by: 
Jake Weaver, Director of Public Safety

Approved by: 
Pat McCourt, City Manager

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 17
Tab Number: 11
Date: 4-15-2013

Date Submitted:
4-2-13
Date Requested:
4-15-13

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Act as Fiscal Agent for Willcox Little League on grant from Cochise Community Foundation

TO: MAYOR AND COUNCIL

FROM: City Manager

DISCUSSION: The Willcox Little League Inc. has an opportunity to receive a grant from the Cochise Community Foundation/Arizona Community Foundation to construct batting cages at Keiller Park. Unfortunately the tax exempt status of the Little League has expired. The Little League is asking if the City will agree to be the fiscal agent for this grant. The Little League will provide any necessary labor and material not covered by the grant. The Batting cages will become the property of the City after completion. Please see attached letter for additional information.

Jeff Stoddard is on the Board of Directors of the Willcox Little League, while this does not bear on the request to be a fiscal agent we felt it was important to have full disclosure to the public and the Council.

RECOMMENDATION: Agree to be the Fiscal agent for the grant to construct Batting Cages in Keiller Park

FISCAL IMPACT: There will be some staff time involved; it is anticipated this can be absorbed in the existing staff levels.

Prepared by: Pat McCourt

Approved by:



City Manager

Willcox Little League, Inc.
C/O Andrew Terry, PC
136 S. Haskell Ave.
Willcox, AZ 85643

April 1, 2013

City of Willcox
101 S. Railroad
Willcox, AZ 85643

To the Willcox City council:

Willcox Little league is requesting that the City of Willcox serve as the fiscal agent to receive a grant from the Cochise Community Foundation/Arizona Community Foundation. We have a special opportunity to receive a \$2,000 grant for the construction of a Batting Cage. The league's 501c(3) status was automatically revoked by the IRS for not filing form 990-N and we are ineligible to receive this grant unless we have a fiscal agent. Currently the League is in the process of obtaining 501c(3) status from Little League International's group exemption.

We thought the City could serve as the fiscal agent and receive the grant because the proposed project would be constructed on City property and would require City approval anyway.

The League will provide the labor and any funds necessary to complete the project. Should we receive approval from the council and the grant funds, we could have the facility completed very soon. The plan is to build a chain link enclosure 12 or 14 feet by 70 feet, then hang a net inside. Eventually we'd like to install lighting (and a timer) for night use. Final construction plans will be provided to the city for approval prior to starting any construction.

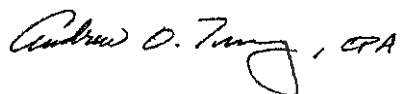
Should you have any questions or concerns, you may contact any of the following board members:

Dean Harguess, President 507-2086

Andrew Terry, Treasurer 384-6280

Jeff Stoddard , Information Officer 507-0188

Sincerely,

A handwritten signature in black ink that reads "Andrew O. Terry, CPA". The signature is written in a cursive style with a large, stylized 'T' at the end.

Andrew O. Terry, CPA

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 18
Tab Number: 12
Date: 4-15-2013

Date Submitted:
0-4-8-13
Date Requested:
04-15-13

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Volunteer
work at Keiller Park by
the Little League**

TO: MAYOR AND COUNCIL

FROM: City Manager

DISCUSSION: I have been approached by Trevor Ward of the Little League concerning the Little League performing some renovations at Keiller Park. Attached you will find an e-mail which lists the proposed actions. Prior to any construction the City would wish to understand the nature of the construction and what the final product would look like (since the City will retain liability and maintenance); this can be coordinated with the existing Park Staff (Oscar Hudson).

The District All-Stars will be playing here this summer and this would be an effort to "spruce up" the Park.

Staff is comfortable with the proposal as long as Staff is kept informed of what and when the improvements will be made.

RECOMMENDATION: Approve the donation of time, labor, and material from the Little League, to be coordinated with the City Staff.

FISCAL IMPACT: There will be a dollar value of this donation, there is very little City cost; only Staff time.

Prepared by: Pat McCourt

Approved by:



City Manager

Pat McCourt

From: Ward, Trevor <TWard@courts.az.gov>
Sent: Monday, April 08, 2013 8:38 AM
To: Pat McCourt
Subject: Willcox Little League

Good day Pat as you know Willcox will be hosting the 11-12 Year old district all stars this year. Willcox little league would like to make some improvements to the fields with the permission of the City and City council. We would like to replace the Dugouts on field #2 which are in very bad condition. We would also like to paint the concession stand and dugouts at field # 1. Last year we placed red dirt on the infield and as you know the wind does like to blow in Willcox, the dirt has blown away and we need to replace it. We also need to do some work on the outfield in field number #1, the grass needs to be edged to match the infield dimensions which is required by little league.

Thank you in advance for your time any help in this matter would be greatly appreciated. If you have any question give me a call at 520-507-1046

Trevor

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item 19
Tab Number 13
Date: 04/15/2013

Date Submitted:

April 02, 2013

Action:

Resolution
 Ordinance
 Formal
 Other

Subject:

Employee Compensation
selection for FY14 Budget
Purposes.

TO: MAYOR AND COUNCIL
FROM: Sherry Lynn Van Allen, HR Generalist

DISCUSSION:

In budget FY13 the Mayor and Council approved the budget with a 3% cost of living allowance increase. The Council requested some additional compensation options for consideration. We are presenting those requests with the fiscal impact for the entire budget. Please review the attached charts so better understand how these proposals affect each individual fund.

Option #1 - Present our City employees with an increase of 1.7% across the board. This is the percentage amount determined by the Federal government for cost of living allowances. The fiscal impact for FY14 for this increase would be \$52,132 to the overall budget. Please see the enclosed chart to view how each increase will affect each fund.

Option #2 - Present each of our employees with a .50¢ per hour increase. This would impact the overall budget by \$97,758

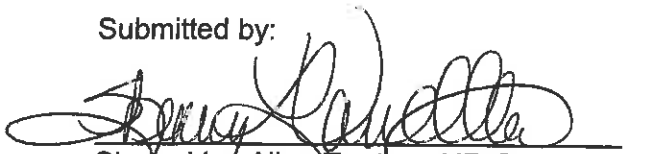
Option #3 - Present our employees with a \$1.00 per hour increase. This option would impact the FY14 budget by \$188,964.

Option #4 - Leave the budget the same as it was in FY13 which would not allow for any increase in salary compensation for the City employees.

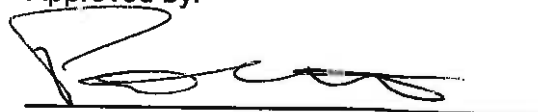
RECOMMENDATION: Motion to approve Option #1 allowing the employees of the City of Willcox to receive a 1.7% cost of living allowance increase beginning July 01, 2013 for the FY 14 Budget.

FISCAL IMPACT: \$52,132

Submitted by:


Sherry Van Allen-Teeters, HR Gen.

Approved by:


Pat McCourt, City Manager

FY14 Proposed Compensation Schedule for Council

Direction

DEPARTMENT/POSITION	# Pos	Increase		Increase		Increase	
		TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
		0.0%	1.7%	.50¢	\$1.00		

DEPARTMENT/POSITION	# Pos	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
GENERAL FUND					
MAYOR AND COUNCIL (10-402)	7.0	21,708	21,708	21,708	21,708
ADMINISTRATION (10-401)	3.0	229,504	231,192	231,991	234,479
DEVELOPMENT SERV/BLDG INSP (10-460)	3.0	131,845	133,778	134,136	137,921
PUBLIC SAFETY ADMIN (10-421)	3.0	246,531	250,254	250,980	255,398
COMMUNICATIONS (10-422)	6.0	264,961	268,792	274,412	282,274
HUMAN DIVISION (10-424)	1.5	66,275	67,140	68,652	70,938
PATROL (10-425)	8.0	618,453	627,788	633,121	645,442
INVESTIGATIONS (10-426)	2.0	183,524	186,327	187,234	190,697
K-9 (10-428)	1.0	18,109	18,730	18,741	18,741
FIRE DEPARTMENT (10-427)	18.0	35,946	36,513	36,070	36,194
FINANCE (10-442)	4.5	209,103	212,168	214,100	219,096
LIBRARY (10-444)	5.0	210,145	213,281	217,535	224,982
SWIMMING POOL (10-445)	12.0	53,117	54,018	56,156	59,196
PUBLIC WORKS ADMIN (10-451)	3.0	157,762	160,073	161,354	164,903
GEMETERY (10-455)	1.0	36,163	36,621	37,536	38,865
VEHICLE MAINTENANCE (10-456)	2.0	101,965	103,437	104,631	107,205
BUILDINGS AND GROUNDS (10-457)	1.0	45,653	46,257	47,029	48,312
PARKS AND RECREATION (10-462)	4.0	165,139	167,364	170,891	176,075
TOTAL GENERAL FUND WAGES/BENEFITS	85.0	2,795,903	2,835,441	2,866,277	2,932,426

DEPARTMENT/POSITION	# Pos	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
STREETS					
STREETS DEPARTMENT (15-451)	8.0	338,687	343,615	351,497	362,771
TOTAL STREETS WAGES/BENEFITS	8.0	338,687	343,615	351,497	362,771

DEPARTMENT/POSITION	# Pos	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
UTILITIES					
GAS FUND (50-451)	3.0	148,326	150,422	152,524	156,485
WATER FUND (51-451)	4.0	200,775	203,598	206,348	211,626
SEWER FUND (52-451)	3.0	157,740	159,998	161,984	165,966
TOTAL UTILITIES WAGES/BENEFITS	10.0	506,841	514,018	520,856	534,077

DEPARTMENT/POSITION	# Pos	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
MAGISTRATE					
MAGISTRATE JUDGE (Fund 16)	1.0	28,899	29,388	29,458	30,020
TOTAL UTILITIES WAGES/BENEFITS	1.0	28,899	29,388	29,458	30,020

DEPARTMENT/POSITION	# Pos	TOTAL COMP	TOTAL COMP	TOTAL COMP	TOTAL COMP
GRANT FUNDED POSITIONS					
WILDLAND FIRE--ESTIMATE17-439-6000		12,040	12,040	12,040	12,040
STATE FARM GRANT		0	0	0	0
TOTAL GRANT-FUNDED WAGES/BENEFITS		12,040	12,040	12,040	12,040

FY14 TOTAL WAGES/BENEFITS	Total Overall Budget Increases
104.0	0
3,682,370	52,132
3,734,502	97,758
3,780,128	188,964
3,871,334	

Increase to General Funds
 Option #1 - 1.7% 39,538
 Option #2 - .50¢ 70,374
 Option #3 - \$1.00 136,523

Increase to Street Funds
 Option #1 - 1.7% 4,928
 Option #2 - .50¢ 12,810
 Option #3 - \$1.00 24,084

Increase to Utility Funds
 Option #1 - 1.7% 7,177
 Option #2 - .50¢ 14,015
 Option #3 - \$1.00 27,236

Increase to Magistrate
 Option #1 - 1.7% 489
 Option #2 - .50¢ 559
 Option #3 - \$1.00 1,121

No Increases to Grant Funds

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item 20
Tab Number 17
Date: 4/15/2013

<u>Date Submitted:</u>	<u>Action:</u>	<u>Subject:</u>
April 11, 2013	<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input checked="" type="checkbox"/> Other	Mid-Year Financial Statements Fiscal Year 2012-2013 (July 2012-March 2013)

TO: MAYOR AND COUNCIL
FROM: Finance Director Ruth Graham

Discussion:

As of March 31, 2013, 9 months or 75% of Fiscal Year 2012-2013 has elapsed. The City realized a one-time revenue source with the sale of a parcel of property at 1510 Circle I Road for \$173,075. With that revenue included, the General Fund balance has increased by \$130,420 over the last 9 months.

The following FY13 mid-year financial reports reflect the revenues and expenses of the funds managed by the City, including the General Fund, HURF (the Streets Fund), Grants, Special Revenue Grants, Debt Service, Capital Improvements, Repair and Demolition, Gas, Water, Sewer and Refuse (Solid Waste), as well as the Fiduciary (or trust) funds managed by the City for the Magistrate Court and the Firemen's Pension Fund.

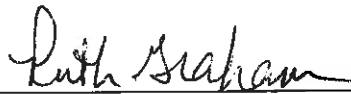
The reports include:

- A) The Revenues, Expenses and Fund Balances report is on a modified-accrual basis that includes adjustments for accrued year-end revenues and expenses. The report is arranged in columns showing:
 - 1) Fund Number,
 - 2) Fund Name,
 - 3) 7/1/12 Opening Balance,
 - 4) Revenues (YTD net of transfers),
 - 5) Interfund Transfers in and out,
 - 6) Expenses (YTD net of transfers),
 - 7) 12/31/12 fund balance, and
 - 8) Change in Fund Balance (YTD) with reductions shown in parentheses,
 - 9) A summary of the General Fund revenues and expenditures,

- B) City Sales Tax (FY13 Adjusted). This chart shows gross sales tax revenues by month for the years 2005-2013 to date. The reference in the title (FY13 Adjusted) reflects a smoothing of revenues


received in August 2011 when the City received a one-time payment of \$150,000 from a single taxpayer. The Total column on the right includes the year to date revenues as well as the budgeted revenues for the year. The % Budget line for FY13 represents actual revenues divided by budgeted revenues. The Average % Received line analyzes where we would expect to be at this time of year based on past years' receipts. The Budgeted Distribution block shows the distribution of the City Sales Tax Revenues. Bed tax revenues are included in the gross transaction privilege tax receipts; after allocation of the bed tax, 2% of the revenues are allocated to General Fund, and 1% to Streets.

Submitted by:



Ruth Graham, Finance Director

Approved:


Pat McCourt, City Manager

City of Willcox

Budget for Fiscal Year 2012-2013

Fund Number	Fund Name	7/1/12 Projected Opening Balance	FY13 Budgeted Revenues	Inter-fund Transfers		FY13 Budgeted Expenses	6/30/13 Projected Ending Balance	FY 12-13 Projected Change in Ending Balance
				In	Out			
10	General Fund	\$ 1,753,527	3,080,701	A/B \$ 604,988	E \$ 6,500 F \$ 100,000 G \$ 121,900	\$ 4,394,809	\$ 816,007	\$ (937,520)
15	HURF	\$ 327,256	\$ 985,350		C \$ 10,321	\$ 1,038,357	\$ 263,928	\$ (63,328)
16	Grants	\$ -	\$ 1,162,023	C \$ 10,321		\$ 1,172,344	\$ -	\$ -
17	Special Rev Grants	\$ 70,422	\$ 59,570	E \$ 6,500		\$ 170,730	\$ (34,238)	\$ (104,660)
20	Debt Service	\$ 160,320	\$ 157,300	D \$ 5,700		\$ 163,000	\$ 160,320	\$ -
21	Capital Improv	\$ 42,450		G \$ 121,900		\$ 164,900	\$ (550)	\$ (43,000)
22	Repair & Demolition	\$ -	\$ -	F \$ 100,000		\$ 100,000	\$ -	\$ -
50	Gas - Operating Regulator Station	\$ 1,018,190	\$ 1,294,173		A \$ 190,731	\$ 1,193,953	\$ 927,679	\$ (90,511)
51	Water	\$ 1,533,528	\$ 778,089		A \$ 128,264 D \$ 5,700	\$ 660,210	\$ 1,517,443	\$ (16,085)
52	Sewer Plant Construction	\$ 962,624	\$ 755,491		A \$ 127,361	\$ 705,737	\$ 885,017	\$ (77,607)
53	Refuse Due to GF \$59,280	\$ 10,855	\$ 669,481		A \$ 122,833 B \$ 35,799	\$ 510,849	\$ (24,944) \$ 35,799	\$ -
61	Magistrate Court Trust Fund	\$ 1,407	\$ 9,370			\$ 9,370	\$ 1,407	\$ -
72	Firemen's Pension Trust Fund	\$ 224,009	\$ 7,050			\$ 2,400	\$ 228,659	\$ 4,650
				\$ 849,409	\$ 849,409	\$ 22,286,659	\$ 4,776,527	\$ (1,328,061)
Fiscal Year 12-13 Tentative Operating Budget Total (net of transfers)						\$ 22,286,659	PRINTED @ 7/16/12	

Legend:

- A Utilities transfers to General Fund
- B Budgeted Refuse loan repayment to General Fund
- C Ft. Grant Beautification Project
- D General Obligation Bond for Water paid by Water Utility
- E Skatepark/Fireworks Transfers from General Fund
- F Repair & Demolition Fund - loan from General Fund
- G General Fund Capital Improvement Projects

City of Willcox Fiscal Year 2012-2013
Revenues, Expenses and Fund Balances at March 31, 2013 (75% of fiscal year has elapsed)
Modified Accrual Basis

Fund No.	Fund Name	7/1/12 Opening Bal.	Revenues	Inter-fund Transfers In	Inter-fund Transfers Out	Expenses	3/31/13 Ending Balance	FY13 YTD Fund Bal. Change
10-53	Operating Funds:							
10	General Fund	\$ 1,753,527	\$ 2,291,951 \$ 173,075	A \$ 426,892 H	C \$ 15,000 F \$ 9,802 H \$ 5,398	\$ 2,731,298	\$ 1,883,947	\$ 130,420
15	HURF	\$ 327,256	\$ 720,754		B \$ 1,671	\$ 602,611	\$ 443,728	\$ 116,472
16	Grants	\$ -	\$ 241,367	B \$ 1,671		\$ 220,092	\$ 22,946	\$ 22,946
17	Special Rev Grants	\$ 70,422	\$ 6,756	C \$ 15,000	C	\$ 22,609	\$ 69,569	\$ (853)
20	Debt Service	\$ 164,611	\$ 97,108	D \$ 4,088 E	E	\$ 154,529 \$ 4,088	\$ 107,190	\$ (57,421)
21	Capital Improv	\$ 38,160	\$ (731)	F \$ 9,802 G \$ 14,967	G	\$ 9,678	\$ 37,553	\$ (607)
22	Repair & Demolition	\$ -	\$ -	H \$ 5,398		\$ 5,398	\$ -	\$ -
50	Gas - Operating	\$ 1,018,190	\$ 685,106		A \$ 143,048	\$ 468,904	\$ 1,091,344	\$ 73,154
51	Water	\$ 1,533,528	\$ 455,301		A \$ 96,198 E \$ 4,088	\$ 397,169	\$ 1,491,374	\$ (42,154)
52	Sewer Capital Capital	\$ 962,624	\$ 658,554		A \$ 95,521 I J	\$ 337,927 \$ 43,953 \$ 108,830	\$ 1,143,777	\$ 181,153
53	Refuse Due to GF \$59,280	\$ 10,855	\$ 506,477		A \$ 92,125	\$ 370,395	\$ 54,812	\$ 43,957
	Total Operating	\$ 5,879,172	\$ 5,944,548	\$ 477,818	\$ 477,818	\$ 5,477,481	\$ 6,346,239	\$ 467,067
61-72	Fiduciary Funds:							
61	Magistrate Court Trust Fund	\$ 1,407	\$ 8,358			\$ 4,584	\$ 5,181	\$ 3,774
72	Firemen's Pension Trust Fund	\$ 224,009	\$ 2,678			\$ 1,600	\$ 225,087	\$ 1,078
	Total All Funds	\$ 6,104,589	\$ 5,955,584	\$ 477,818	\$ 477,818	\$ 5,483,665	\$ 6,576,508	\$ 471,919

See attached Exhibit A for explanations.

City of Willcox Fiscal Year 2012-2013
 Revenues, Expenses and Fund Balances at March 31, 2013 (75% of fiscal year has elapsed)
 Modified Accrual Basis

Exhibit A
 Explanation of Inter-fund Transfers

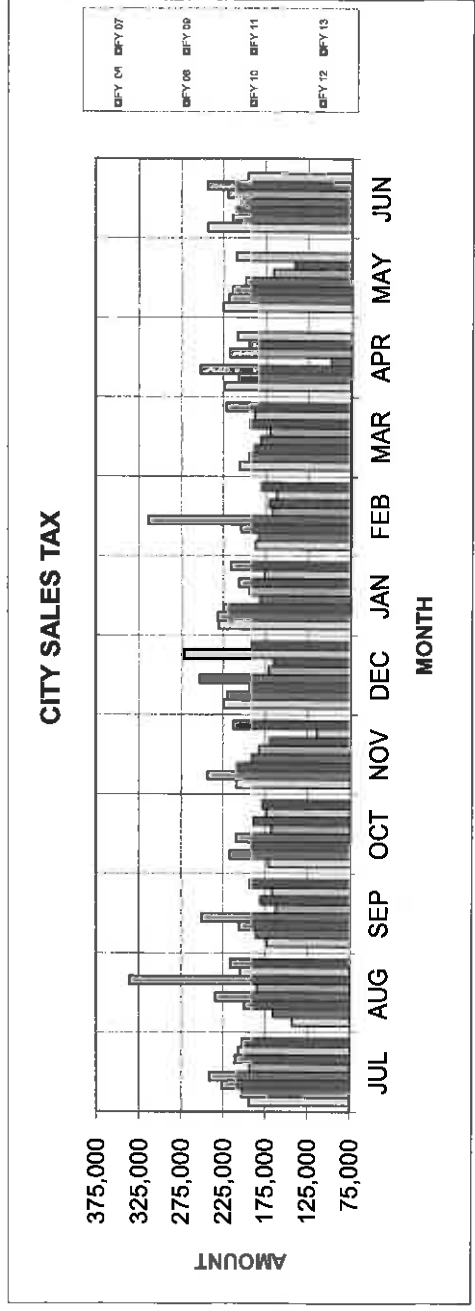
	From	To/About
General Fund revenues include one-time revenue of \$173,075.35 as proceeds from the sale of the 1510 N Circle I Rd property.	\$ 173,075	
A The Utilities transfer funds to the General Fund to pay the costs of administration, billing, customer service and support. The transfers are budgeted and payments are made monthly.	Utilities	General Fund
	Gas \$ 143,048	
	Water \$ 96,198	
	Sewer \$ 95,521	
	Refuse (Trash) \$ 92,125	
	General Fund	\$ 426,892
B Work on the Fort Grant Beautification project is nearly complete. This transfer represents a portion of costs incurred not covered by grant revenues.	Streets \$ 1,671	Grants \$ 1,671
C On 11/5/12, the City Council authorized funding in the form of a grant match for funds raised by the Willcox Historic Theater of up to \$15,000. The WHT group has raised \$15,000 and the funds have been matched.	General Fund \$ 15,000	Fund 17 Sp. Rev. \$ 15,000
D Debt Service Fund expense reflects that principal payments are due on the Greater Arizona Development Authority (GADA) 2004 and 2007 voter-approved bonds used to build the Public Safety Complex and to fund Library improvements are due on July 1st of each year, together with a bi-annual interest payment. The debt service is funded by Secondary Property Taxes that are received throughout the year.	Debt Serv Informational Note.	Fund 20 Note.
E The Water Fund carries a 1974 Bond that is a General Obligation Debt of the City under Fund 20. The Water Fund reimburses the Debt Service fund.	Water \$ 4,088	Debt Serv \$ 4,088
F Funds transferred to Capital Projects for the Food Pantry building renovation.	General Fund \$ 9,802	Capital Imprvmts \$ 9,802
G The Capital Improvements Fund has incurred expenses for the Library Facility Reimbursement of \$14,967 from the USDA Library Grant has been received.	\$14,967 Informational Note.	
H The Repair & Demolition Fund has incurred expenses for fencing at the South Haskell fire site. The General Fund has been charged for the expense.	General Fund \$ 5,398	Repair & Demo \$ 5,398
I Capital expenses have been incurred for Railroad Avenue Sewer lift station improvements.	Capital Imprvmts \$ 43,953	Fund 21 Informational Note.
J Sewer engineering fees of \$108,830 paid; accrual is included with this report for reimbursement received from the WIFA line of credit presented to Council.	Sewer \$ 108,830	Fund 52 Informational Note.

**FY 2012-2013 REVENUE ANALYSIS, 9 YEAR COMPARISON
CITY SALES TAX**

	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	TOTAL
FY 05	168,013	183,504	154,754	154,469	160,110	141,338	154,907	152,582	110,850	178,844	150,068	161,654	\$ 1,871,093
% ACTUAL	9%	19%	27%	35%	44%	51%	60%	68%	74%	83%	91%	100%	
FY 06	193,896	143,339	173,142	171,901	208,794	224,179	230,275	186,889	205,698	222,916	225,015	243,549	\$ 2,429,593
% ACTUAL	8%	14%	21%	28%	37%	46%	55%	63%	72%	81%	90%	100%	
FY 07	202,743	165,765	186,262	216,547	242,925	219,633	231,558	183,483	194,169	206,918	218,263	213,479	\$ 2,481,745
% ACTUAL	8%	15%	22%	31%	41%	50%	59%	66%	74%	83%	91%	100%	
FY 08	226,135	199,426	206,086	190,555	209,137	193,394	224,737	203,483	188,181	252,298	213,351	209,987	\$ 2,516,769
% ACTUAL	9%	17%	25%	33%	41%	49%	58%	66%	73%	83%	92%	100%	
FY 09	241,222	233,929	249,889	209,366	191,160	252,520	181,257	313,856	180,737	98,680	198,186	203,912	\$ 2,554,713
% ACTUAL	9%	19%	28%	37%	44%	54%	61%	73%	80%	84%	92%	100%	
FY 10	193,688	184,506	162,446	168,042	182,805	171,565	193,292	166,484	169,312	217,453	166,070	219,163	\$ 2,194,826
% ACTUAL	9%	17%	25%	32%	41%	48%	57%	65%	73%	82%	90%	100%	
FY 11	210,485	336,293	180,741	188,681	170,387	165,299	205,760	170,540	192,588	193,598	140,665	243,983	\$ 2,399,019
% ACTUAL	9%	23%	30%	38%	45%	52%	61%	68%	76%	84%	90%	100%	See note below
FY 12	206,815	204,379	167,071	173,708	114,454	271,942	175,746	161,979	187,513	208,225	209,202	195,304	\$ 2,276,339
% BUDGET	9%	18%	33%	33%	38%	50%	58%	65%	73%	82%	91%	100%	
FY 13	202,173	216,378	192,991	178,413	212,379	191,505	215,912	179,662	221,333	75%	75%	75%	\$ 1,810,746
% BUDGET	8%	17%	25%	33%	41%	49%	58%	66%	75%	75%	75%	75%	\$ 2,422,104
AVG % RECVD	9%	18%	26%	33%	41%	50%	59%	67%	75%	83%	91%	100%	

Budgeted		YTD
Distribution:		Rec'd:
Fund 10: General		
City Sales 2%		
10-31-10000	\$ 1,516,845	\$ 1,133,476
Bed Tax		
10-31-50000	\$ 160,000	\$ 107,050
Fund 15: Streets		
15-39-71100	\$ 745,259	\$ 570,220
	\$ 2,422,104	\$ 1,810,746
Over(Under)		\$ (611,358)
Budget		

NOTE: August 2010 includes collection of prior year taxes in the amount of \$146,093



CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION

Agenda Item 20
Tab Number 74
Date: 4/15/2013

Date Submitted:

April 11, 2013

Action:

Resolution
 Ordinance
 Formal
 Other

Subject:

Mid-Year
Investment Report
Fiscal Year 2012-2013
(July 2012-March 2013)

TO: MAYOR AND COUNCIL
FROM: Finance Director Ruth Graham

Discussion:

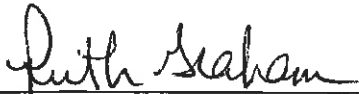
An Investment Report as of March 31, 2013 is presented for the Council's information. This report is prepared on a cash basis; it reflects the actual cash transactions and cash balances, and does not include adjustments for accrued revenues and expenses, including bond payments.

The City has accumulated Fund Balances, or cash on hand, that is invested. The City follows the terms of the Investment Policy adopted January 20, 2009 which recites the following primary investment objectives of the City in order of priority:

- Safety
- Liquidity
- Optimal yield
- Collateralization

The City continues to participate in the Local Government Investment Pool (LGIP) Pool 700, a conservative long-term pool in which Willcox has participated since the fund's inception, and the Certificate of Deposit Registry (CDARS) program.

Submitted by:



Ruth Graham, Finance Director

Approved:

Pat McCourt, City Manager

City of Willcox

Fiscal Year 2012-2013

Investment Report as of March 31, 2013

Cash Basis

Investment Account	Opening Cash Balance 7/1/2012	Cash In		Accrued	Cash Out @ 12/31/12	Ending Balance 9/30/2012	Change in Ending Balance
		thru 9/30/12					
Governmental & Enterprise Funds							
Combined Savings	\$ 441,840	\$ 3,881,214	\$ -		\$ 3,856,631	\$ 466,422	\$ 24,582
Local Govt Investment Pool (LGIP)	\$ 4,873,270	\$ 794,699	\$ -		\$ 270,433	\$ 5,397,536	\$ 524,266
CDARS	\$ 509,851	\$ 26,793	\$ -		\$ 25,531	\$ 511,113	\$ 1,262
Petty cash & other	\$ 1,370	\$ 323	\$ -		\$ 292	\$ 1,401	\$ 30
Savings-Golf Course	\$ 10,391	\$ 7	\$ -		\$ 2,145	\$ 8,253	\$ (2,138)
Police Bond Fund Checking	\$ 42,450	\$ 28	\$ -		\$ -	\$ 42,479	\$ 28
Total Governmental & Enterprise	\$ 5,879,172	\$ 4,703,064	\$ -		\$ 4,155,033	\$ 6,427,203	\$ 548,031
Agency Fund - Magistrate Court							
Combined Savings	\$ (1,866)	\$ 2,057	\$ -		\$ 1,307	\$ (1,116)	\$ 750
Checking-Magistrate	\$ 3,273	\$ 8,358	\$ -		\$ 6,641	\$ 4,990	\$ 1,717
Total Agency-Magistrate Court	\$ 1,407	\$ 10,415	\$ -		\$ 7,948	\$ 3,874	\$ 2,467
Agency Fund - Fireman's Fund							
Combined Savings	\$ (230)	\$ 3,632	\$ -	B	\$ 1,200	\$ 2,202	\$ 2,432
Local Govt Investment Pool (LGIP)	\$ 218,896	\$ 1,674	\$ -		\$ 358	\$ 220,212	\$ 1,315
Firemen's Fund Savings	\$ 5,343	\$ 1,362	\$ -		\$ -	\$ 6,705	\$ 1,362
Total Agency-Fireman's Fund	\$ 224,009	\$ 6,668	\$ -		\$ 1,558	\$ 229,119	\$ 5,110
Total Cash	\$ 6,104,589	\$ 4,720,146	\$ -		\$ 4,164,539	\$ 6,660,196	\$ 555,607
				Allocations====>			
A	Allocations (shown to right) for FY13 changes in relative fund balances.			GF	FY2012 %	FY2013 %	Change
				HURF	36%	32%	-4%
B	Firefighters contributions and City match			Gas	5%	6%	1%
				Water	19%	18%	-1%
				Sewer	26%	27%	1%
					14%	17%	3%
					100%	100%	0%

City of Willcox

Fiscal Year 2012-2013

Investment Report as of March 31, 2013

Cash Basis

Fund Number	Fund Investment Account	Opening		Cash In		Cash Out thru 9/30/12	Ending Balance 9/30/2012	Change in Ending Balance
		Cash Balance 7/1/2012	thru 9/30/12	Accrued	thru 9/30/12			
10	General Fund							
	Combined Savings	\$ (176,581)	\$ 1,258,772			1,025,231	\$ 56,961	\$ 233,542
	Local Govt Investment Pool (LGIP)	\$ 1,745,179	\$ 177,305			205,291	\$ 1,717,193	\$ (27,987)
	CDARS	\$ 183,558	\$ 428			20,430	\$ 163,556	\$ (20,002)
	Petty cash & other	\$ 1,370	\$ 323			292	\$ 1,401	\$ 30
	Sub-Total: General Fund	\$ 1,753,527	\$ 1,436,828	\$ -		1,251,245	\$ 1,939,110	\$ 185,583
15	HURF							
	Combined Savings	\$ 57,714	\$ 480,166			249,941	\$ 287,939	\$ 230,225
	Local Govt Investment Pool (LGIP)	\$ 244,051	\$ 81,543			1,375	\$ 324,219	\$ 80,169
	CDARS	\$ 25,492	\$ 5,175			-	\$ 30,667	\$ 5,175
	Sub-Total: HURF	\$ 327,256	\$ 566,884	\$ -		251,315	\$ 642,825	\$ 315,569
16 & 17	Grants Special Revenue							
	Combined Savings	\$ 60,031	\$ 321,528			227,926	\$ 153,633	\$ 93,602
	Savings-Golf Course	\$ 10,391	\$ 7			2,145	\$ 8,253	\$ (2,138)
	Sub-Total: Grants Special Revenue	\$ 70,422	\$ 321,535	\$ -		230,071	\$ 161,886	\$ 91,463
20 & 21	Debt Service & Capital Improvements							
	Combined Savings	\$ 160,320	\$ 121,131			173,582	\$ 107,869	\$ (52,451)
	Police Bond Fund Checking	\$ 42,450	\$ 28			-	\$ 42,479	\$ 28
	Sub-Total: Debt Svc & Capital Impr	\$ 202,770	\$ 121,160	\$ -		173,582	\$ 150,348	\$ (52,422)
50	Gas-Utility							
	Combined Savings	\$ (4,439)	\$ 530,273			543,616	\$ (17,782)	\$ (13,343)
	Local Govt Investment Pool (LGIP)	\$ 925,760	\$ 98,984			53,421	\$ 971,323	\$ 45,563
	CDARS	\$ 96,868	\$ 233			5,101	\$ 92,000	\$ (4,868)
	Sub-Total: Gas Utility	\$ 1,018,190	\$ 629,491	\$ -		602,138	\$ 1,045,542	\$ 27,352

City of Willcox

Fiscal Year 2012-2013

Investment Report as of March 31, 2013

Cash Basis

Fund Number	Fund Investment Account	Opening Cash Balance		Cash In		Cash Out thru 9/30/12	Ending Balance		Change in Ending Balance
		7/1/2012	9/30/12	thru 9/30/12	9/30/2012				
51	Water-Utility								
	Combined Savings	\$ 134,300	\$ 337,665			579,322	\$ (107,357)	\$ (241,657)	
	Local Govt Investment Pool (LGIP)	\$ 1,266,671	\$ 197,042			6,465	\$ 1,457,249	\$ 190,578	
	CDARS	\$ 132,556	\$ 5,444			-	\$ 138,001	\$ 5,444	
	Sub-Total: Water Utility	\$ 1,533,528	\$ 540,152	\$ -		585,787	\$ 1,487,893	\$ (45,635)	
52	Sewer-Utility								
	Combined Savings	\$ 209,493	\$ 424,388			692,624	\$ (58,743)	\$ (268,236)	
	Local Govt Investment Pool (LGIP)	\$ 681,754	\$ 239,825			3,881	\$ 917,698	\$ 235,944	
	CDARS	\$ 71,377	\$ 15,513			-	\$ 86,889	\$ 15,513	
	Sub-Total: Sewer Utility	\$ 962,624	\$ 679,726	\$ -		696,506	\$ 945,844	\$ (16,780)	
53	Refuse/Solid Waste								
	Combined Savings	\$ 1,000	\$ 407,290			364,389	\$ 43,901	\$ 42,901	
	Local Govt Investment Pool (LGIP)	\$ 9,855	\$ -			-	\$ 9,855	\$ -	
	Sub-Total: Refuse/Solid Waster	\$ 10,855	\$ 407,290	\$ -		364,389	\$ 53,755	\$ 42,901	
	Total Investments	\$ 5,879,172	\$ 4,703,064	\$ -		4,155,033	\$ 6,427,203	\$ 548,031	
61	Magistrate Court								
	Combined Savings	\$ (1,866)	\$ 2,057			1,307	\$ (1,116)	\$ 750	
	Checking-Magistrate	\$ 3,273	\$ 8,358			6,641	\$ 4,990	\$ 1,717	
	Total Agency Fund - Magistrate Court	\$ 1,407	\$ 10,415	\$ -		7,948	\$ 3,874	\$ 2,467	
72	Agency Fund - Fireman's Fund								
	Combined Savings	\$ (230)	\$ 3,632			1,200	\$ 2,202	\$ 2,432	
	Local Govt Investment Pool (LGIP)	\$ 218,896	\$ 1,674			358	\$ 220,212	\$ 1,315	
	Firemen's Fund Savings	\$ 5,343	\$ 1,362			-	\$ 6,705	\$ 1,362	
	Total Agency - Fireman's Fund	\$ 224,009	\$ 6,668	\$ -		1,558	\$ 229,119	\$ 5,110	

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 21

Tab Number: 15

Date: 4-15-2013

Date Submitted:

4-2-13

Date Requested:

4-15-13

Action:

Resolution

Ordinance

Formal

Other

Subject: City Attorney

Position and contract

TO: MAYOR AND COUNCIL

FROM: City Manager

DISCUSSION: The City Attorney Position is provided by a contract between the City of Willcox and the City Attorney, the City Attorney reports directly to the City Council. This provides the City Council with direct unimpeded information and is a check on the City Manager's position (and visa versa). Under the City Code all employees of the City are selected by the City Manager and report to the City Manager. The current City Attorney contract is due to expire June 30, 2013. The Mayor and Vice Mayor have had one (1) preliminary meeting with the existing City Attorney to discuss the subject. The results of that meeting are that a couple of Policy questions need to be answered.

Does the City Council wish to go out on a Request For Proposals (RFP) for Legal Services? If so then it would be appropriate to direct staff to begin the process for soliciting professional services under the City's procurement process.

If the City Council is comfortable with the existing representation, then the Council could extend a contract to the existing City Attorney. There is no requirement that the City Council do an RFP.

If the Council wishes to retain the existing City Attorney; then the existing Attorney is asking if the City would consider entering an employment contract (The City Attorney would be a part time employee of the City instead of a contractor. This option would require some slight adjustments of the City Code).

If the Council wishes to retain the City Attorney as a Contractor; then the existing contract should be reviewed to see if there are areas that need improvement.

RECOMMENDATION: Provide direction to the Staff.

FISCAL IMPACT: Unknown at this time.

Prepared by: Pat McCourt

Approved by: 

City Manager

**CITY OF WILLCOX
Request for Council Action**

Agenda Item: 22
Tab Number: 16
Date: 4-15-2013

Date Submitted:
April 3, 2013
Date Requested:
April 30 and May 1, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Public
Services and Works 14
block chip seal
project-Oil Purchase

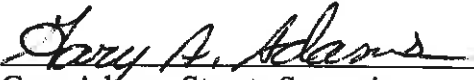
To: Honorable Mayor and City Council

From: Public Services and Works, Streets Section

Discussion: As part of improving street infrastructure in the City of Willcox we are planning to chip seal the following streets: Curtis Ave. from Jessie St. to Wasson St. 6 blocks, Wilson St from Bowie Ave to Cochise Ave. 1 block, Cochise Ave from Wilson St to Parker St. 1 block, Lippse Lane from Airport Rd. to Hoch St 1 block, Biddle Ave from Jessie St. to Maley St. 4 blocks, 100 block of S. Biddle. We are chip sealing these streets after using the Asphalt Zipper to improve and preserve the quality of the streets.

Recommendation: Approve Resolution to accept the bid from Western Emulsions for the oil and use of boot truck as they were the low bid.

Fiscal Impact: \$43,245.74.

Prepared By: 
Gary Adams, Streets Supervisor

Approved By: 
Dave Bonner, Public Services & Works Director

Approved By: 
Pat McCourt, City Manager

INVITATION TO BID

Publish Dates: March 13, 2013
March 20, 2013

The City of Willcox will receive sealed bids on a general contract for: City of Willcox, Chip Seal Project.

Bids will be received until 10:00 am April 2, 2013, by the City of Willcox, 250 N Railroad Ave., Willcox, AZ 85643. Sealed bids are to be submitted to the City of Willcox, Attention: Gary Adams; Chip Seal Project. Bids received after that time will not be accepted and will be returned unopened. Bids will be opened and read aloud at 11:00 am on April 2, 2013, at the Willcox Public Works Department 250 N Railroad Ave., Willcox, AZ 85643.

Prospective bidders are encouraged to attend, attendance is not mandatory.

Location and general description of construction for this project:

Supply 77 tons of CRS-2 oil, provide applicator truck and driver This will be a 13 block project covering 44,821 square yards. CRS-2 application rate will be .40-.45. The project will be conducted in 2 days. The project will be from April 30 and May 1, 2013, starting at 8:00 am each day.

Day 1: Curtis Ave. from Jessie St. to Wasson St. 6 blocks.

Day 2: Wilson St. from Bowie Ave to Cochise Ave., 1 block
Cochise Ave. from Wilson St. to Parker St., 1 block.
Lipsse Lane from Airport Rd. to Hock St., 1 block.
Biddle Ave. from Jessie St. to Maley St., 4 blocks.

Bids will be for CRS-2 oil, driver, applicator truck, taxes, and mobilization.

Upon receipt of "notice award" the successful bidder will deliver all required documents stated within the award notice.

Bidder shall clearly mark on the outside of the sealed bid envelope: City of Willcox, Chip Seal Project, and give the name, address, date and Arizona contractors and/or business license number.

The City of Willcox reserves the right to reject any and all bids.



City of Wilcox Chip Seal Project 2013

Bid Opening 11am on 02 April 2013

Wilcox Public Works Dept.
250 N Railroad Ave
Wilcox, AZ 85643
Attn: Gary Adams, Chip Seal Project

Supply 77 tons CRS-2 oil, provide applicator truck and driver. Scheduled for 30 April and 01 May.

Total for CRS-2 oil, driver, applicator truck, taxes, and mobilization is \$43,245.74.

Regards


Joe LaRusso
Regional Sales Director AZ
Western Emulsions Inc.
3900 E. Broadway Blvd
Tucson AZ 85711
Cell 520-334-0142

LaRusso@WesternEmulsions.com

www.WesternEmulsions.com

AZ #093522

NM: #351372 CA: #672104 AZ: #093522

ARIZONA

3900 E. Broadway Blvd, 4th
Tucson, Arizona 85711
phone: (520) 622-7203
tollfree: (800) 513-4297
fax: (520) 748-8023
sales@westernemulsions.com

CALIFORNIA

Three Monarch Bay Plaza, Suite 210
Davis Point California 92329
phone: (949) 248-8020
tollfree: (888) 709-4137
fax: (949) 248-8023
sales@westernemulsions.com

PLANT LOCATIONS

Rowell, New Mexico
phone: (575) 347-9727
Winters, California
phone: (520) 358-8059

Tucson, Arizona
phone: (520) 624-1100
Bilbo, Montana
phone: (406) 628-1001

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 23
Tab Number: 17
Date: 04-15-2013

Date Submitted:
03/29/2013

Date Requested:
04-15-2013

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Resolution to
modify the Job
description of Code
Enforcement Specialist.**

TO: MAYOR AND COUNCIL

FROM: Human Resources

DISCUSSION: The Employee Handbook Section 208 "Job Descriptions" provides as follows: "All new job descriptions and modifications to existing job descriptions must be approved by resolution of the Mayor and City Council before becoming effective."

There is currently no reporting location requirement on the approved job description of Code Enforcement Specialist. This position is listed within the budget under Development Services and has been assigned to that department since 2007. Attached is the modified Job Description of the Code Enforcement Specialist detailing that they report to the Administrator of Development Services. This does not involve any change in Pay scale or grade. It is a request to clarify reporting requirements only.

RECOMMENDATION: Approve the Resolution for the Job Description for the Code Enforcement Specialist approving the reporting location modification.

FISCAL IMPACT: Zero.

Prepared by: 
Sherry Lynn Van Allen, Human Resources

Approved by: 
Pat McCourt, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-23

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, FOR THE PURPOSE OF 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.

WHEREAS, the City of Willcox, is authorized and empowered pursuant to Title 9, A.R.S. §§ 9-101 and 9-499.01 et seq., with all the powers of an incorporated city and all other provisions of law relating to cities and towns, which includes the regulation of City employees; and,

WHEREAS, the City adopted the Job Description Manual as the official statement describing employment positions within the City by Resolution 2000-11; and,

WHEREAS, the position of Code Enforcement Specialist, is included in said manual;

WHEREAS, the Mayor and City Council approve and adopt revisions to the employee job descriptions pursuant to Resolutions and have done so since its adoption of the Job Description Manual through Resolution 2000-11; and,

WHEREAS, the Mayor and City Council have determined that amending and adopting the job description for the position of Code Enforcement Specialist is in the best interest of the City, its employees and the citizens of this City, and they desire to have this Resolution presented at its April 15, 2013, Council Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, as follows:

SECTION 1: The job description entitled "Code Enforcement Specialist", as attached hereto and presented to the Mayor and City Council, as Exhibit "A", is hereby approved and adopted; and,

SECTION 2: The Job Description Manual shall be updated to reflect the amended job description of the Code Enforcement Specialist, as attached hereto and presented to the Mayor and City Council, as Exhibit "A"; and,

SECTION 3: That the Mayor is authorized and empowered to execute this Resolution approving the Code Enforcement Specialist job description as presented.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 15th day of April, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-23

City of Willcox Job Description

Job Title: Code Enforcement Specialist
Department: Development Services
Reports To: Administrator of Development Services
FLSA Status: Non-Exempt
Grade/Step: 12 - \$12.02 - \$16.93 per hour DOE
Prepared By: Sherry Lynn Van Allen
Prepared Date: March 29, 2013
Approved Date: _____ **Resolution: #** _____

Summary: This position monitors and enforces City and other related codes, ordinances and regulations on behalf of the City of Willcox.

Essential Duties and Responsibilities include the following.

- Patrols the City and monitors for code violations and/or deviations in relation to land use, building safety, noise, sanitation, and other public nuisances.
- Provides information and responds to inquiries regarding code enforcement related matters.
- Responds to and investigates public complaints regarding municipal code violations.
- Conducts inspections of properties to identify and determine instances of code violation.
- Collects evidence including photographs; documents and prepares case files/reports.
- Locates and/or contacts property owners to issue warnings of violation.
- Prepares violation notices/citations and serves them to premise owners.
- Maintains all documentation, records, and evidence in relation to code violation cases and complaints.
- Liaises with other City departments, community groups, and outside organizations regarding code enforcement related matters.
- Supervises community service workers in support of code enforcement efforts; reports worker hours to Magistrate Court.
- Conducts research on City codes and State statutes to assist in enhancing and accomplishing Code Enforcement objectives.
- Performs other duties as assigned or required.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; and equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

A valid Arizona Driver's License

Code Enforcement Officer Certification and Fire Inspector Certification I & II is desired.

Other Skills and Abilities

- Knowledge of principles and practices of municipal code enforcement.

- Knowledge of City of Willcox codes and State regulations.
- Knowledge of methods and standards for responding to public complaints.
- Knowledge of procedures for conducting code violation investigations
- Knowledge of processes and protocol for issuing warnings of violation.
- Knowledge of code enforcement documentation and records.

Other Qualifications

- Skill in coordinating and conducting municipal code enforcement activities.
- Skill in monitoring and enforcing the City of Willcox municipal codes.
- Skill in responding to public complaints and investigating reported code violations.
- Skill in gathering code violation evidence and maintaining accurate case files.
- Skill in liaising with City departments, community groups, and other relevant parties regarding code enforcement related matters.
- Skill in establishing and maintaining effective working relationships with other staff, City officials, outside agencies, and members of the public

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Work may involve interacting with, working with, or supervising State of Arizona Department of Corrections inmates.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions, uneven surfaces and debris. The noise level in the work environment is usually moderate.

This description is intended to indicate the kinds of duties and responsibilities which will be required of employees in this position. It is not intended to be inclusive of all possible duties and responsibilities, and is not intended to limit in any way the right of any supervisor to assign, direct and control the work of employees under their supervision

CITY OF WILLCOX
Request for Council Action

Agenda Item: 24
Tab Number: 18
Date: 4-15-2013

Date Submitted:
April 10, 2013
Date Requested:
May 6, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Adopt
amendments to Title
13

To: Honorable Mayor and City Council

From: Public Services and Works, Streets Section

Discussion:

Pursuant to the Consent order, Willcox shall develop and submit to ADEQ for approval a Pretreatment Toxic Control Plan that will ensure compliance with pretreatment methods for control of toxic pollutants discharged to the WWTP. The PTCP shall include but is not limited:

- a. An industrial waste survey to identify all commercial and industrial dischargers likely to discharge pollutants which may adversely impact the collection system or treatment works.
- b. Identification of operating problems known or suspected to have been caused by commercial or industrial discharges.
- c. Identification of Best Management Practices for commercial and industrial discharges including septage haulers and restaurants with potential fats, oils and grease discharges which are harmful to the treatment system.
- d. Standard operating procedures that will be implemented to ensure compliance with the PTCP and;
- e. An updated Sewer Use Ordinance to reflect the necessary authorities to implement and enforce the PTCP,

Recommendation: Adopt the amended Title 13 with pretreatment requirements for commercial users of the waste water treatment plant.

Fiscal Impact: There will be some staff time involved; it is anticipated this can be absorbed in the existing staff levels.

Prepared By: 
John Bowen, Interim Director Public Works

Approved By: 
Pat McCourt, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-24

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, ARIZONA, 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.

WHEREAS, the City of Willcox, is authorized pursuant to Title 9, A.R.S. §§ 9-101 and 9-240, with all the powers of an incorporated city to adopt ordinances for the government of the corporation, its officers and persons within its corporate limits needful for good government and order of the municipality, and to provide the manner of prosecution and define the punishment for the violation of such ordinances; and,

WHEREAS, the Mayor and City Council, wish to adopt this Notice of Intention as public notification that they are considering a modification to the City Code by adding Chapter 14 regarding the regulation of sewer pretreatment to Title 13, "Public Services".

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL, as follows:

1. This Resolution shall serve as written notification to the public that the City of Willcox intends to modify the City Code; and,
2. The final text of Chapter 14, entitled "Sewer Pretreatment", shall hereby be declared a public document and three (3) copies of such shall be filed in the Office of City Clerk located at 101 S. Railroad Avenue, Suite B, Willcox, Arizona, on **April 22, 2013**, and shall be available to the public for inspection; and,
3. A public hearing on the proposed City Code modification shall be held during the regular **City Council meeting at 7:00 p.m. on May 6, 2013**, at the City Council Chambers located at 300 W. Rex Allen Drive, Willcox, Arizona; and,
4. As it is necessary for the preservation of the peace, health and safety of the City, an emergency is declared to exist and this Resolution shall be effective immediately upon its passage and adoption.

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF WILLCOX, ARIZONA, this 15th day of April, 2013.**

APPROVED/EXECUTED:

ROBERT A. IRVIN, MAYOR

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-24

**Published in the Range News on the 17th and 24th of April, 2013.
Clerk's Initials _____**



Pretreatment Requirements for Commercial Users of the POTW

Chapter 13-14 of the Willcox City Code sets forth requirements for users of the Publicly Owned Treatment Works (POTW) for the city (hereinafter referred to as "the city") and enables the city to comply with all applicable state and federal laws, including the Clean Water Act (33 United States Code § 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403).

To protect the POTW the Public Works Department administers a pretreatment program. Willcox City Code and the policies of the Public Works Department prohibit all users from discharging wastewater containing pollutants into, and/or that will interfere with the operation and efficient functioning of, the POTW.

All non-domestic users of the POTW engaged in the preparation of any type of food, drink, maintenance/repair of motorized vehicles, wet manufacturing process which generates settable solids, etc., shall install and maintain, at their expense, pretreatment devices designed to prevent the pass through of pollutants and/or the introduction of wastewater of the quality which may cause interference and/or cause nuisances. These requirements apply to all new installations and to facilities which do not meet the current standards. *Except for domestic sources, users shall not convert solid waste into liquefied waste and introduce such waste into the POTW by means of a garbage grinder/disposal.*

Installation of Grease Traps

Interior grease traps shall be allowed only when minimal fixtures are being used for food preparation. In all cases the minimum size trap shall be rated at 50-gallon-per-minute flow with a 100-pound grease capacity (50/100). A flow restriction valve shall be installed per manufacturer's specifications. Traps may be installed above ground or below floor grade. If installed below finish floor grade, the valve shall be installed so it is accessible for service, is properly vented, and remains in place at all times.

Installation of Grease Interceptors

Facilities shall be required to install a grease interceptor when a grease trap is not sufficient to pre-treat wastewater being discharged from fixtures and equipment with grease-laden waste located in food preparation areas, such as in restaurants, hotel kitchens, hospitals, school kitchens, bars, factory cafeterias and clubs. Fixtures and equipment shall include pot sinks, pre-rinse sinks, soup kettles or similar devices, wok stations; floor drains or sinks into which kettles are drained, automatic hood wash units and dishwashers without pre-rinse sinks. Grease interceptors shall receive waste only from fixtures and equipment that allow fats, oils and grease to be discharged.

A grease interceptor shall be provided for uses intended for the serving and/or preparation of food, but not limited to:

- Coffee shops
- Cafés
- Donut shops
- Delis
- Ice cream parlors
- Meat shops/markets
- Satellite food shops
- Restaurants
- Sandwich shops
- Bars / Night Clubs

The minimum size interceptor acceptable shall be rated at 500 gallons. The sizing of the grease interceptor shall be completed using a fixture unit count method. The city does not use the UPC to size interceptors. The formula used is as follows: total fixture unit value x 3 gpm x 12 (retention time) = size (next nominal size); i.e., $23 \times 3 = 69 \times 12 = 828$. A 1050-gallon interceptor would be required.

Installation of Oil/Sand Interceptors

An oil/sand interceptor shall be provided for uses intended for, but not limited to:

Repair garages
Gasoline stations
Grease pits/work racks
Car washing facilities with engine or undercarriage cleaning
Facilities that produce oily liquids
Facilities that produce flammable liquids

Oil/Sand interceptors shall:

- 1) Be designed for size in accordance with the Arizona Administrative Code, but shall be a minimum capacity of 1,500 gallons.
- 2) Be 3-compartment and provided with a minimum of a 24" x 24" effluent sampling box with an approved metal manhole lid immediately downstream.
- 3) Have a backwater valve with one-way cleanout installed after the sample box.

Written approval from the Public Works Department for the installation of any type of pretreatment device shall be obtained prior to installation.

Specific Inspection and Testing Standards

- 1 The City of Willcox's limit for fats, oils, and grease (FOG) is 100mg/l.
- 2 Manufacturer's Certificate of Conformance Document shall be provided for each interceptor prior to installation.
- 3 The tops of all interceptors and sample boxes shall have an approved concrete base securing manhole lids.
- 4 All interceptors that are to be installed in an area with vehicular traffic shall be provided with a traffic rated concrete cover designed by an engineer. Rated concrete covers shall extend a minimum of 12 inches beyond the interceptor on all sides and ends. Minimum thickness 6 inches with #4 bar centered.
- 5 Inspect interceptor prior to installing riser sections or backfilling.
- 6 Inspect baffle walls for cracks, holes and make sure walls are sealed (water tight).
- 7 Inspect invert in and invert out ensuring weep ring and seal are installed with non-shrink grout or hydraulic cement.
- 8 Inspect outlet pipes in each compartment ensuring distance from the floor is correct.
- 9 Test tanks by completely filling with clean water. Tanks shall hold for a minimum of 24 hours. Tanks 2,000 gallons or larger may use the 3 step water leak test method.
- 10 Any visible flowing leak is considered a failure. A damp or wet spot that is not flowing is not considered a failure.

- 11 If the tank fails the test, repair or replace tank. Any repairs proposed to leaking tanks shall first be authorized by the inspector prior to commencing with repairs.
- 12 Inspector shall approve and sign off on each water leak test before proceeding.

Note: All above inspections shall be performed and approved by a City of Willcox inspector. See also the **2006 International Plumbing Code** for additional requirements.

**CITY OF WILLCOX
NON-DOMESTIC WASTEWATER DISCHARGE APPLICATION FORM**



Check any That apply:	<input type="checkbox"/> New Business	<input type="checkbox"/> New Owner of Existing Business	<input type="checkbox"/> Name Change Only
	<input type="checkbox"/> Former Owner (if applicable)		Date of Change:

SECTION I. BUSINESS INFORMATION

Business Name (Individual, Company, or "DBA", first name first)

Street No.	(N,E,S,W)	Street Name	Type (Ave, St, Lane)	Ste/Apt#
City		State	ZipCode+4	Telephone Number
Start Date	Email address		Cochise County Food Permit(s)#	

SECTION II. MAILING ADDRESS & PHONE NUMBERS

Enter Name if Different from Section I (above) or Enter "In-Care-Of" Name

Enter Name if Different from Section I (above) or Enter "In-Care-Of" Name			Telephone Number	
Street No.	(N,E,S,W)	Street Name	Type (Ave, St, Lane)	Ste/Apt#
City		State	Zip Code+4	Fax Number

SECTION III. BUSINESS OWNERSHIP

<input type="checkbox"/> Individual	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation – State Inc.	<input type="checkbox"/> Gen. Partnership	<input type="checkbox"/> Ltd. Partnership	<input type="checkbox"/> Other
Owners, Partners, LLC Members, or Officer (For additional Names please attach list)	1) Name:				Title:
	2) Name:				Title:
	3) Name:				Title:

SECTION IV. BUSINESS TYPE

Check One:	<input type="checkbox"/> Commercial office	<input type="checkbox"/> Commercial Retail	<input type="checkbox"/> Commercial food sales	<input type="checkbox"/> Light industrial
	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> School/Government		
	<input type="checkbox"/> Other (Describe):			

SECTION V. BUSINESS PREMISE STATUS

Check One:	Do you own business location?	Yes	No	If no, provide Owner/Management info.
Owner/Management Company Name			Telephone Number	
Management Company Address		City	State	Zip Code+4

SECTION VI. APPLICATION SIGNATURES AND CERTIFICATION

I certify under penalty of law that this document and all the attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations

Print Name	Signature	Title	Date
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INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

General Information

There is no fee associated with this application.

Section I: Business Information

This section is to be completed with the name, address, phone number and other information of the business operating within the City of Willcox.

Business Name

List the business or company name and the "DBA" if it is applicable for your Willcox business operation. If you do not have a separate business name, list the owner of the business.

Address

Enter your Willcox business location address, including suite, or unit. Each commercial property with a connection (tap) to the Publicly Owned Treatment Works (POTW) must have a discharge permit for each connection.

Business Phone

The phone number listed in this section needs to correspond with the Willcox business location.

Start Date

Provide the date (month/day/year) of the first date sales are to begin. If you are requesting a permit transfer due to an ownership change or change to a new location, the start date (month/day/year) is the date of change.

E-mail address

Provide the E-mail address for the person who should receive general City of Willcox Public Works information updates.

Cochise County Food Permit Number(s)

Provide the Cochise County Food permit numbers issued to your business.

Section II: Mailing Address, Phone & Fax Numbers

This section is used for the name, address, phone, and fax numbers of the person or business that will be responsible for receiving and maintaining records of cleaning and maintenance of pretreatment devices as required by §13-14-9 of the Willcox City Code. Note: The business Discharge Permit and other correspondence will be sent to this address; be sure to include suite or unit number.

Section III: Business Ownership and Record Location

This section is used for the type of ownership of business and to list the owners, partners, or another office of the business.

Ownership

Indicate the ownership type. Corporations need to indicate the state in which they were incorporated.

Owners/Partners/LLP/LLC Members or Officers

All corporations must provide a list of officers as well as statutory agent information. General Partnerships and LLPs must provide a list of all partners. LLCs must provide a list of all members.

Section IV: Business Type

Check the most appropriate type of food sales/delivery method being conducted. The City of Willcox uses a fixture unit count to determine what type of pretreatment device (grease interceptor or grease trap) is required. In addition, the type of food prepared/sold and method of delivery is taken into consideration to determine the adequate sizing.

Section V: Business Premise Status

Indicate whether or not you own your business location. If you answer "no," provide the name of the legal owner or property manager, their mailing address and phone number.

Section VI: Application Signature and Certification

Sign and date the application form

**CITY OF WILLCOX
FATS, OILS AND GREASE (FOG) INSPECTION FORM**



Business Name:	Phone: ()
Address:	SIC Code:
Contact Name:	Quarter Section:
Title:	Manhole #:

Type of Business		Device Type	Device Size		
Restaurant	Bakery	Grease Trap	50/100	1050	
Auto Shop	Deli/Market	Grease Interceptor	350	1200	
Car Wash	School	Sand/Oil Interceptor	500	1500	
Grocery Store	Salon	Lint Trap	750	2500	
Laundry Mat	Pet Grooming	Hair Trap	Other		
Nursing Home	Other	Rendering Bin	Flow Control	Yes	No

Interceptor Condition				
	First Chamber	Second Chamber	Third Chamber	Comments
Grease Mat Thickness				
Solid Depth				
Water Level				
Over All Condition	Good	Adequate	Poor	Needs Cleaning
Device Location	Inside Facility		Outside Facility	Shard Device
GPS Location				

Maintenance Records				
Pumping Company:	Records Available	Yes	No	
Pumping Frequency:	Self Serviced	Yes	No	
Last Serviced / /	New Installation	Yes	No	

Fixture Count			
3 Comp Sink	Garbage Disposal	Mop Sink	
Prep Sink	Floor Sink	Hand Sink	
2 Comp Sink	Floor Drain	Wok	
Dish Washer	Trench Drain	Other	

Actions and Enforcements					
Was a correction notice issued	Yes	No	Requested invoices to be faxed	Yes	No
Notice of Violation issued	Yes	No	Requested device to be replaced	Yes	No
Follow up Required	Yes	No	Discharge Permit on file	Yes	No

Additional Comments:	
Inspector:	Date:

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item 25
Tab Number 19
Date: 4/15/2013

<u>Date Submitted:</u>	<u>Action:</u>	<u>Subject:</u>
April 4, 2013	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input type="checkbox"/> Other	Approve Bid Award for Fiscal Years 2013-2015 Audit Contract(s)

TO: MAYOR AND COUNCIL
FROM: Finance Director Ruth Graham

DISCUSSION:

On March 5, 2013, the City of Willcox sent out proposals for audit services for the fiscal years 2013-2015. The City is required to have an independent annual audit each year. In addition, a Single Audit is required for each year in which the City receives federal funds totaling \$500,000 or more. The need for a Single Audit is determined on a year by year basis. The City had a Single Audit for FY12, but does not anticipate that a Single Audit will be required for FY13. Copies of the Proposal Package and a rubric with the results of the proposals are included for your information. ARS 9-482 states that "contracts for the performance of such audits required by this article may be entered into without competitive bidding."

Hinton Burdick Hall & Spilker, PPLC, submitted the proposal that staff recommends the City accept at a cost of \$18,750 for the annual audit and \$2,500 for the Single Audit, for a total cost of \$21,250 for FY13. The bid for FY14 totals \$19,250 and \$2,500, for a total of \$21,750; and the bid for FY15 totals \$19,800 and \$2,500 for a total of \$22,300.

Hinton Burdick has provided the City's audit services each year since FY04 and the City staff has a good working relationship with the firm. With this bid award request, staff is asking the Mayor and Council approve the continuation of Hinton Burdick as our auditors for the years FY13-FY15, with the option to renew the contract for two additional one-year terms. Audit contract(s) for each year will be presented to the Mayor and Council for approval.

RECOMMENDATION:

Motion to approve to approve Resolution No. 2013-26 to accept the bid from Hinton Burdick Hall & Spilker for annual audit services and Single Audit services, if required, at a cost of \$21,250 for FY13; \$21,750 for FY14; and \$22,300 for FY15, with the option to renew the contract for two additional one-year terms.

FISCAL IMPACT: \$21,250 for FY13, \$21,750 for FY14, and \$22,300 for FY15.

Submitted by:



Ruth Graham, Finance Director

Approved by:



Pat McCourt, City Manager

City of Willcox
 FY 2013-2015 Audit Bid Comparison

Audit Company	Date Rec'd	Qualifications & Experience	Municipal auditing ?	Fee Schedule				Quality of Proposal			
				Year	Audit Fee	Single Audit Fee	Total Fees	Comments	References	Rating	Comments
Hinton Burdick Hall & Spilker, PLLC PO Box 38 St. George, UT 84771	3/27/2013	Current auditors for COW Meets requirements	Yes	2013	\$ 18,750	\$ 2,500	\$ 21,250	Estimate 196 total hours: 74 hours staff, 95 hours supervisory staff, 27 hours partner	City of Eloy City of Page City of Safford City of Pinetop-Lakeside City of Somerton City of Chino Valley	Best # 1	Prior auditors, know the City. No inexperienced staff assigned to job. Consistent staffing.
				2014	\$ 19,250	\$ 2,500	\$ 21,750				
				2015	\$ 19,800	\$ 2,500	\$ 22,300				
				2016							
				2017							
Henry & Horne, LLP 1115 E Cottonwood Ln, Ste 100 Casa Grande, AZ 85122	3/26/2013	Meets requirements	Yes	2013	\$ 19,570	\$ 2,900	\$ 22,470	Estimate 150 total hours: 59 hours staff, 59 hours supervisory staff, 32 hours partner	City of Goodyear Town of Florence City of Casa Grande City of Avondale Town of Dewey Humbolt	Good # 2	No inexperienced staff assigned to job Consistent staffing. Audits of small towns & cities
				2014	\$ 19,975	\$ 2,950	\$ 22,925				
				2015	\$ 20,375	\$ 3,000	\$ 23,375				
				2016							
				2017							
Colby & Powell, PLC 1535 W Harvard Ave, Ste 101 Gilbert, AZ 85233	3/22/2013	Meets requirements	Yes	2013	\$ 22,820	\$ 3,000	\$ 25,820	Estimate 216 total hours: 74 hours staff, 72 hours supervisory staff, 72 hours partner Partner & Manager in field	City of Holbrook City of Benson Town of Guadalupe Town of Camp Verde	Good # 3	Small firm (16 people) Audits of small towns & cities Price is \$6,820 higher than Benson's audit
				2014	\$ 22,820	\$ 3,000	\$ 25,820				
				2015	\$ 23,350	\$ 3,000	\$ 26,350				
				2016	\$ 23,850	\$ 3,000	\$ 26,850				
				2017	\$ 24,350	\$ 3,000	\$ 27,350				
Heinfield, Meach & Co., P.C. 10120 N Oracle Rd Tucson, AZ 85704	3/27/2013	Meets requirements	Yes	2013			\$ 25,875	Estimate 250 total hours: 64 hours staff, 155 hours supervisory staff, 31 hours partner 2 weeks in the field	City of Sierra Vista City of Safford Town of Gilbert WUSD City of Maricopa	Good # 4	Only serves govt and non-profit clients According to Safford staffing is not consistent Hours are high
				2014			\$ 26,950				
				2015			\$ 28,000				
				2016			\$ 29,100				
				2017			\$ 30,300				
Moss Adams LLP 8800 E Raintree Dr, Ste 210 Scottsdale, AZ 85260	4/1/2013	Meets requirements	Yes	2013	\$ 25,000	\$ 4,000	\$ 29,000	Estimate 250 hours 170 staff hours, 60 manager hours, 20 partner hours	City of Las Cruces City of Albuquerque City of Farmington AZ Higher Ed Loan Authority Mohave County Community College	Good # 5	Price is to high. Hours are high
				2014							
				2015							
				2016							
				2017							
CliftonLarsonAllen 17550 N Perimeter Dr, Ste 160 Scottsdale, AZ 85255	4/1/2013	Meets requirements	Yes	2013	\$ 28,750	\$ 4,200	\$ 32,950	Estimate 250-300 hours	City of Tucson City of Scottsdale City of Mesa City of Surprise City of Douglas	Good # 6	Performed more Single Audits than any other firm in the US Price is to high. Hours are high
				2014	\$ 28,750	\$ 4,200	\$ 32,950				
				2015	\$ 29,750	\$ 4,400	\$ 34,150				
				2016							
				2017							
Walker & Armstrong LLP 4000 N Central Ave, Ste 1100 Phoenix, AZ 85012	3/29/2013	No mention of Single Audit experience or price for Single Audit	Yes - minimal compared to others	2013	\$ 19,900	no bid		Estimate 140 hours 50 Supervisory hours, 60 staff hours, 10 manager hours, 20 partner hours Estimate 155 hours for 1st year	City of Flagstaff City of Litchfield Park La Paz County Pinal County Inde Motorsports Ranch	Low # 7	No mention of Single Audit, does not meet requirements
				2014	\$ 18,150	no bid					
				2015	\$ 18,900	no bid					
				2016							
				2017							
Lumbard & Associates, P.L.L.C. 4143 N 12th St, Ste 100 Phoenix, AZ 85014		Did not bid		2013						n/a	did not propose
				2014							
				2015							

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-26

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, "CITY" 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.

WHEREAS, the CITY is authorized and empowered pursuant to A.R.S. Title 9, Section 9-240, to have control of the finances and the property of the corporation and to carry out the purposes of the corporation; and,

WHEREAS, the CITY is required pursuant to A.R.S. Title 9, Section 9-481, to cause an annual audit to be made by a certified public accountant, who is currently licensed by the Arizona State Board of Accountancy and who is not an employee of the city; and,

WHEREAS, the CITY is authorized pursuant to A.R.S. Title 9, Section 9-482, to enter into contracts for the performance of such audit without competitive bidding; and,

WHEREAS, Hinton, Burdick, Hall & Spilker, PPLC., has provided audit services for the CITY since FY2004 and has proposed the cost of \$18,750.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$21,250.00 for the FY2013, proposed the cost of \$19,250.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$21,750.00 for the FY2014 and proposed the cost of \$19,800.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$22,300.00 for the FY2015, with the option to renew the contract for two additional one year terms; and,

WHEREAS, for the protection of the assets of the corporation, the Mayor and City Council have determined that authorizing and approving the utilization of audit services from Hinton, Burdick, Hall & Spilker, PPLC., is fiscally responsible and is in the best interest of the CITY, its employees and the citizens of this CITY, and they desire to have this Resolution presented for consideration at the regular City Council Meeting on April 15, 2013.

...
...
...

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, as follows:

SECTION 1: The Mayor and City Council of the City of Willcox, hereby authorize and approve the utilization of audit services from Hinton, Burdick, Hall & Spilker, PLLC., as proposed in the amount of \$18,750.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$21,250.00 for the FY2013, the amount of \$19,250.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$21,750.00 for the FY2014 and the amount of \$19,800.00 for the Annual Audit and \$2,500.00 for the Single Audit, for a total cost of \$22,300.00 for the FY2015, with the option to renew the contract for two additional one year terms ; and,

SECTION 2: The appropriate officers and officials of the CITY are hereby authorized and directed to take all actions necessary or reasonably required to carry out the intent of this Resolution; and,

SECTION 3: That the Mayor is authorized and empowered to execute this Resolution and all other documents necessary to obtain audit services from Hinton, Burdick, Hall & Spilker, PLLC.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 15th day of April, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-26

4 CERTIFICATION OF PROPOSAL (vendor to complete and return with proposal)

Explanation. This certification attests to the vendor's awareness and agreement to the content of this proposal and all accompanying provisions contained herein.

Action. Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the Request for Financial Auditing Services, issued by the City of Willcox. The undersigned, as a duly authorized officer, hereby certifies that

_____ (Vendor's Name), located
at _____ (address),

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced proposal in the event of an award. Exceptions are to be noted as stated in the proposal. The proposal shall remain in effect for a period of thirty- (30) calendar days as of the Due Date for responses to the proposal.

The undersigned certifies that to the best of his/her knowledge: **(please check one)**

There is no officer or employee of the City of Willcox who has, or whose relative has, a substantial interest in any Contract award subsequent to this proposal.

The names of any and all public officers or employees of the City of Willcox who have, or whose relative has, a substantial interest in any Contract award subsequent to this proposal are identified by name as part of this submittal.

The undersigned further certifies that as a duly authorized officer, is authorized to negotiate in good faith on behalf of this firm for purposes of this proposal.

Name: _____ Title: _____

Signature: _____ Date: _____ E-Mail: _____

Telephone #: _____ Facsimile #: _____ F.E.I.N: _____

- A statement explaining location of office where audit will be conducted, its address, number of employees, and general level and qualifications of employees that will be working on the audit.
- The name of the partner who will have continuing responsibility for the City audit.
- Resumes of the partner in charge of the audit and the employees committed to this audit.
- A statement concerning the qualifications or expertise the firm has in the area of municipal accounting procedures, evaluations and audits.
- A list of recent audit engagements for Arizona municipalities and/or other similar sized governmental clients.
- A statement concerning whether the vendor is an equal opportunity employer as determined by Arizona law.
- A statement that the vendor is in compliance with peer review and has met the CPE requirements to perform an audit under the Single Audit Act.

3.2.2 A section shall be included in the proposal that sets forth the vendor's approach to the audit. This section shall include an explanation of the tasks to be performed during the course of the audit and the reports to be issued at its conclusion.

3.2.3 A section shall be included indicating the estimated timetable for completion of the audit services. The vendor is expected to begin preliminary work in September with a draft copy of the audit to be presented to the City by November 1. The final comprehensive financial report shall be delivered on or before December 1. The partner in charge of the audit shall be available to attend at least one regularly scheduled City Council meeting at which the audit report may be discussed.

3.3 PRICING. Provide a fee schedule for the services as described herein. The vendor must provide a firm fixed fee for all services, including a listing and fee schedule for the various team members. The fee schedule must reflect direct labor hours, wages, overhead and profit amounts that are summed into a total proposed annual cost for each contract year. It is understood that the fee schedule can be amended during the course of the contract period if federal or state laws or regulations should require an increase or decrease in auditing services. The City reserves the absolute right to cancel its' agreement with the vendor, without cause. A thirty (30) day notice shall be given if cancellation occurs.

3.4 TERM OF AGREEMENT The term of the award resulting from this proposal will be from the date of the execution of the Agreement through the completion of services as described herein for the 2014-15 fiscal year, with options to renew for two additional one (1) year terms.

3 SCOPE OF WORK, REQUIREMENTS, PRICING, TERM OF AGREEMENT

Vendors responding to this Proposal request shall base their offer on the following requirements, and at a minimum, propose how each of the following requirements shall be accomplished. Vendors may provide other services not specified in this document. These added services will be considered when determining which proposal is selected.

3.1 SCOPE OF WORK. The City is seeking responses to this document for vendor-provided financial auditing services for a three (3) year period for fiscal years 2012-13, 2013-14, and 2014-15 with the City's option to renew the contract for two (2) additional one year periods. The following services shall be performed by the vendor:

- Audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the City's basic financial statements.
- Prepare a draft of the City's financial statements and related notes.
- Prepare all compliance reports necessary under Federal or State guidelines including the Single Audit Reports.
- Review internal controls and prepare a report in the form of a management letter covering the internal control systems, general computer utilization, account system, procedures and other matters which come to the vendor's attention during the course of the audit.
- Audit and prepare the Annual Expenditure Limitation Report.
- Provide all reports to the City in printed bound format (number to be requested by the City each year) and in PDF format.

These services must be performed in compliance with the following:

- The *Government Auditing Standards* issued by the Comptroller General of the United States.
- Generally Accepted Auditing Standards in the United State of America
- Generally Accepted Accounting Principles in the United States of America
- U.S. Office of Management and Budget (OMB) *Circular A-133*
- *Uniform Expenditure Reporting System* as required by Arizona Revised Statutes 41-1279.07

3.2 REQUIREMENTS. This section identifies specific requirements to be met by vendors in their proposal. Unless you indicate that you cannot meet a requirement, you are accepting the requirement and will meet it. If you cannot meet a requirement, indicate in the proposal that you cannot meet this requirement. Where the vendor's specific capabilities may differ from stated preferences, please identify those differences and areas, which exceed the requested capabilities. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Agreement; Request for Proposal; Proposal.

3.2.1 An overview of the vendor that includes the following information shall be included in the proposal:

2.6.5 Determination of and Information Concerning Vendor's Qualifications. The City reserves the right to determine whether a vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this proposal. The City may request from vendors information it deems necessary to evaluate such vendors' qualifications and capacities to deliver the products and/or services sought hereunder.

2.6.6 Method of Award. The evaluation of each response to this proposal document will be based on its overall competence, compliance, format, and organization. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the City of Willcox, taking into consideration the following evaluation criteria listed in the relative descending order of importance. The City is under no obligation whatsoever to select, as most responsive the proposal that demonstrates the lowest pricing, but not necessarily the one receiving the highest overall score.

Evaluation Criteria

- Qualifications and experience of the firm and project team
- Municipal auditing experience
- Fee schedule
- Understanding of project requirements
- References
- Overall quality of proposal

Vendors whose proposals are not accepted will be notified after a contractual agreement exists between the City and the selected proposer or when the City rejects all proposals.

2.6.7 Pre-Award Presentations. The City reserves the right to require presentations from the highest ranked vendors, in which they may be asked to provide information in addition to that provided in their proposals.

2.6.8 Pre-Award Negotiations. The City reserves the right to negotiate prior to award with the highest ranked vendors for purposes of addressing the matters set forth in the following list, which may not be exhaustive.

- Resolving minor differences and errors
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from vendors
- Obtaining the lowest and best pricing

2.6.9 Public Record. After the award and execution of a contract resulting from this proposal process, vendors' proposals become public record and are available for review during the City's regular business hours.

The City shall accept all proposals that are otherwise in order. The City will make no immediate decision at such time, and **there will be no disclosure of any information contained in any proposal until after formal notice of award and execution of any contract resulting from this proposal document.**

- 2.5.1 Proposal Costs.** The City of Willcox is not liable in any manner or to any extent for any cost or expense incurred by any vendor in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this proposal document.
- 2.5.2 Number of Proposal Copies to be Furnished.** Vendors are to submit **one (1) original**, in hardcopy or if emailed, in PDF form.
- 2.5.3 Marking of Envelopes and Email.** Vendors shall ensure that the submittal envelope(s) or the email subject clearly and conspicuously display the following identifying information.
- Financial Auditing Services Proposal**
Due by April 1, 2013; 1:00pm MST
Attention: Ruth Graham

2.6 EVALUATION PROCESS AND AWARD

- 2.6.1 Contractual Intent/Right to Terminate and Recommence The Proposal Process.** The City intends to contract with one vendor whose proposal is considered to be in the best interests of the City. However, the City may terminate this proposal process at any time up to notice of award, without prior notice, and without liability of any kind or amount. Further, the City reserves the right to commence one or more subsequent proposal processes seeking the same or similar products or services covered hereunder.
- 2.6.2 Effective Period of Proposals.** Under this proposal process, the City shall hold that vendors' responses to this proposal shall remain in effect for a period of thirty (30) days following the due date, in order to allow time for evaluation, approval, and award of the contract. No proposal received may be withdrawn for a period of thirty (30) days from the due date. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the City, along with any proposed alternatives. The City may accept or reject such proposed alternatives without further notification or explanation.
- 2.6.3 Proposal Acceptance/Rejection.** The City reserves the right to reject any or all proposals. Such rejection may be without prior notice and shall be without any liability of any kind or amount to the City. The City shall not accept any proposal that the City deems not to be in its best interests. The City shall reject proposals submitted after the due date and time.
- 2.6.4 Errors and Omissions in Vendors Proposals.** The City may accept or reject any vendor's proposal, in part or in its entirety, if such proposal contains errors, omissions, or other problematic information. The City may decide upon the materiality of such errors, omissions, or other problematic information.

clarification within three (3) business days. Other vendors will be notified of any changes/clarification resulting from these communications.

The City will not respond to any questions / requests for clarification, if received by the City after March 25, 2013; 1:00 p.m. MST

- 2.4.6 Pricing.** Vendors shall indicate pricing as directed in section 3.3. Vendor's pricing may not be modified after the proposal closing date and time unless the City of Willcox, at its sole discretion, decides that future negotiations will only enhance the Vendor's offer to the City. Should the City decide that such negotiations would not be in the City's best interests, pricing by Vendor at closing date and time may be considered by City as the Vendor's best and final offer.
- 2.4.7 Attention to Requirements.** Vendors are cautioned to thoroughly understand and comply with all matters covered under the Requirements section of this proposal document.
- 2.4.8 Required Signatures.** The City may reject any vendor's response if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this proposal document.
- 2.4.9 Proposal Organization.** Vendors shall ensure that their proposals include all requirements listed in Section #3, page numbers, and are organized in a manner that will facilitate the City's evaluation of them. **The City reserves the right to reject without prior notice and without liability of any kind or amount any proposal that it deems overly complex, disorganized, or difficult to evaluate.**
- 2.4.10 Collusion Prohibited.** In connection with this proposal, vendor collusion with other vendors or employees thereof, or with any employee of the City, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the City.

2.5 PROPOSAL SUBMISSION

Proposals must be: **delivered to the City of Willcox, City Hall reception desk, which is located at 101 S Railroad Ave Suite B, Willcox, Arizona 85643, no later than, April 1, 2013; 1:00pm MST.**

For U.S. Mail:

The City of Willcox
101 S Railroad Ave, Suite B
Willcox, AZ 85643

For Email: rgraham@willcoxcity.org

the document in its entirety, and in detail, including making any inquiries to the City as necessary to gain such understanding. The City reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the City reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. Related to this, the City's right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the City.

2.4.2 City Provides Information in Good Faith without Liability. All information provided by the City in this process is offered in good faith. Individual items are subject to change at any time. The City is not responsible or liable for any use of the information, or for any claims attempted to be asserted there from.

2.4.3 Verbal versus Written Communication. Verbal communication shall not be effective unless formally confirmed in writing by the specified City official in charge of managing this proposal process. In no case shall verbal communication override written communication.

2.4.4 Questions, Communications and Inquiries. All Vendor inquiries, questions and requests for clarification related to this proposal process are to be directed, in writing (e-mail and facsimile are also acceptable), ONLY to Ruth Graham. Once this proposal document has been sent out, Vendors are not to contact any other city employees/officials, concerning this proposal process, or risk disqualification (see 2.4.1 above):

For U.S. Mail:

The City of Willcox
101 S Railroad Ave, Suite B
Willcox, AZ 85643
Attn: Ruth Graham

Telephone No. 520-766-4202
Facsimile No. 520-384-2590
E-Mail Address: rgraham@willcoxcity.org

➤ Questions concerning this document must be submitted in writing (e-mail and facsimile are also acceptable), and be received **no later than March 25, 2013; 1:00 p.m. MST**

➤ Errors and omissions in this document. Vendors shall bring to the City's attention any discrepancies, errors, or omissions that may exist within this proposal document. Vendors shall recommend to the City any enhancements in respect to this proposal document, which might be in the City's best interests. These must be submitted in writing (e-mail and facsimile are also acceptable), and be received **no later than March 25, 2013; 1:00 p.m. MST**

2.4.5 Response to Communications from Vendor. The City will make a good-faith effort to provide a written response to each question or request for

The City of Willcox

Request for Proposals

For Financial Auditing Services

1 STATEMENT OF WORK

- 1.1 **SUMMARY.** The City of Willcox is soliciting proposals from interested vendors to furnish financial auditing services per the requirements in section 3.
- 1.2 **COVERAGE AND PARTICIPATION.** The intended coverage of this proposal document and any Agreement resulting from this solicitation shall be for the use of financial auditing services for the City.

The City of Willcox reserves the right to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability of any kind or amount.

2 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

- 2.1 **ORIGINAL PROPOSAL DOCUMENT.** The City Clerk will keep all documents, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.
- 2.2 **CITY DEMOGRAPHICS & OTHER.** Willcox is located directly on Interstate 10, 80 miles east of Tucson, Arizona. Willcox, at an elevation of 4,167 feet, has mild year-around climate, relatively inexpensive land and housing, and pleasant rural lifestyles. The city's population is approximately 3,733 residents.

The City operates on a fiscal year basis, which starts on July 1 and ends on June 30. The budget for the 2012-13 fiscal year is \$23,136,068. The books of the City are maintained on a local area network utilizing Caselle financial software. The Finance Department consists of a Finance Director, Accounts Clerk II, Accounts Clerk 1, Administrative Assistant and a part time Accountant. The City has approximately 63 employees with an annual payroll of approximately \$2,382,000.

- 2.3 **SCHEDULE OF EVENTS.** The following is the tentative schedule that will apply to this proposal process.

3-5-13	Issuance of proposal request
3-25-13	Questions/Inquiries due by 1:00 p.m. MST
4-1-13	Due date for all Proposals to be received by 1:00 p.m. MST

2.4 PROPOSAL PREPARATION INSTRUCTIONS

- 2.4.1 **Vendor's Understanding of the Proposal Process.** In responding to this proposal document, the vendor accepts the responsibility fully to understand

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City of Willcox



Request for Proposals For Financial Auditing Services

INVITATION

The City of Willcox has recognized you as a potentially interested vendor for a contracted service that we are currently requesting proposals. This packet was sent to you in order to provide you with the essential information, requirements, and important dates for this particular request. The City of Willcox will receive proposals on a general contract for Financial Auditing Services, until April 1, 2013; 1:00 p.m. MST. Any proposals received after that time will not be accepted. All proposals must be presented as described within this document.

Please review the documents included in this packet. We hope that you will take the opportunity to offer a proposal for this service.

Thank you for your time.

**CITY OF WILLCOX
Request for Council Action**

Agenda Item: 26
Tab Number: 29
Date: 4-15-201

Date Submitted:
April 8, 2013

Date Requested:
April 15, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject:
Discussion/ Decision to
accept bid for City
Industrial Park property

To: Honorable Mayor and City Council

From: Development Services

Discussion/ Decision /Direction:

On December 17, 2012, City Council approved going forward with the bid package for the sale of City of Willcox Industrial Park. The bid opening was on April 5, 2013 at 3:00 p.m. The City received two (2) bids from following bidders:

Paul, Paula, and Denise White

Parcels: 1, 2, and 3
Total Bid: \$45,450.00
Bid price per Acre: \$15,150.00
Minus 83.93% to FHA= \$38,146.19
City would receive= \$7,303.81

Arizona Grain

Parcels: 1 through 9
Total Bid: \$110,001.00
Bid price per Acre: \$9,941.00
Minus 83.93% to FHA= \$92,323.84
City would receive= \$17,677.16

All documents were filled out properly by both bidders as requested per the approved Bid package.

Development Services Department contacted Arizona Grain after the bids were received to see if Arizona Grain would like their bid to stand for their bid price per Acre for parcels 4 through 9, say if Council were to accept the Whites bid proposal for parcels 1 through 3. The department did receive confirmation from Mr. Barney Barnes of Arizona Grain that it was all of the property or nothing.

On June 2, 1981 the City of Willcox received a Grant (attachment 3) from Farmers Home Administration (FHA) for the amount of seventy thousand five hundred (\$70,500.00)

dollars or 83.93% towards the purchase of parcel 203-37-009A and B (Industrial Park) with an agreement to have an in-kind of thirteen thousand five hundred (\$13,500.00) dollars or 16.07% to install infrastructure.

Per the Grant agreement with the FHA and the Council were to proceed with the sale of the City Industrial Park properties, staff would need to contact FHA to see if the City can be released from Grant, or if we have to reimburse a percentage of the FHA monies toward the grant once the properties were sold. If the FHA does not reply within one hundred and twenty (120) days the City would have to pay the FHA 83.93% of selling price after selling and handling expenses are taken out.

Staff did receive confirmation from FHA that the City would have to payback 83.93% of selling price.

Recommendation: To accept bid from Arizona Grain, it is this department's belief that the sale of parcels 4 through 9 will be more difficult without the railroad spur. It also believes that more time will be spent on the selling of parcels 4 through 9 at a cost to the City and tax payers. If bid is accepted from Arizona Grain then all parcels will be on the City tax roll.

Fiscal Impact: Seventeen thousand and six hundred and seventy-seven dollars and sixteen cents (\$17,677.16) dollars to the City of Willcox General Fund.

Prepared By: _____
Jeff Stoddard, Development Services Department

Approved By:  _____
Pat McCourt, City Manager



CITY OF WILLCOX

Virginia A. Mefford

City Clerk

101 S. Railroad Avenue Suite B

Willcox, AZ 85643

M

TO: Mayor and Council

E

DATE: April 11, 2013

M

SUBJECT: Presentation of Sale of land at Industrial Park

O

Mayor and Council,

R

The parties interested in purchasing the land at Industrial Park will be giving a presentation the night of the Council Meeting.

A

Thank you,

N

Virgie

D

U

M

CITY VOLUNTEER CLEAN UP DAY

Help make Willcox a cleaner, more attractive place to visit, and to live.

The City of Willcox is currently responsible for cleaning and maintaining two (2) Zones within the City limits. Our City Manager is enlisting the assistance of employees who would like to spend the morning of Friday, April 26, 2013 cleaning our zones. The cleaning of these areas will be during normal working hours and subject to your Supervisor and Director's approval.

Cleaning crews will be assigned to each zone and will begin cleaning at 8:00 a.m. Participation is not mandatory.

If you would like to assist the City in this endeavor, please contact Sherry at extension 4204 by Tuesday, April 23, 2013 at 4:00 p.m.



CLEAN UP DAY

Keep Willcox Beautiful 2013

The City of Willcox and the Willcox Chamber of Commerce and Agriculture are proud to announce that the Spring Clean up day will be on Saturday April 27th beginning at 7:30 AM. The day will start in Railroad Park with a rousing welcome speech by Chamber Director, Alan Baker, followed by an all out assault on the trash and litter accumulated since last September's Fall Clean up!

Bags for the clean up will be available at Railroad Park from 7:30 AM until 9:00 AM and a dumpster will be located on the lot at the corner of Stewart Street & Railroad Avenue.

We encourage everyone to participate and assist us in making Willcox a cleaner, more attractive place to visit, and to live.



***For Additional Information, Contact the Willcox Chamber of Commerce
at 520-384-2272***



NOTICE OF EXECUTIVE SESSION

CITY COUNCIL

In accordance with Resolution No. 370 of the City of Willcox, and Section 38-431.01 of the Arizona Revised Statutes **NOTICE IS HEREBY GIVEN** that the **MAYOR AND COUNCIL** of the City of Willcox, County of Cochise, Arizona, will hold an **EXECUTIVE SESSION**, if approved, during the **REGULAR** meeting on **MONDAY**, the **15th** day of **APRIL 2013** at **7:00 p.m.**, in the **CITY COUNCIL CHAMBERS, 300 W. REX ALLEN DRIVE, Willcox, AZ**

Item for Consideration and Discussion are:

A.R.S. §38.431.03A(3) DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OR ATTORNEYS OF THE PUBLIC BODY REGARDING THE PURCHASE, SALE, OR LEASE OF REAL PROPERTY.

Consideration and/or discussion regarding consultation for legal advice with the Attorney or Attorney's of the public body regarding the purchase, sale, or lease of real property.

DATED AND POSTED this 11th day of April 2013, at 3:00 P.M.

CITY OF WILLCOX, ARIZONA

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

**CITY OF WILLCOX
EXECUTIVE SESSION**

AGENDA

MONDAY, APRIL 15, 2013

7:00 p.m.

300 W. REX ALLEN DRIVE

Willcox, Arizona

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSIDERATION PURSUANT TO ARIZONA REVISED STATUTES §38-431.03A (3) DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OR ATTORNEYS OF THE PUBLIC BODY REGARDING THE PURCHASE, SALE, OR LEASE OF REAL PROPERTY.**
Consideration and/or discussion pursuant to Arizona Revised Statutes §38-431.03(A)(3), as stated relating to consultation for legal advice with the attorney(s) of the public regarding the purchase, sale, or lease of real property.
- 4. ADJOURN**

"Mine, Yours, Ours"

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-25

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, 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.

WHEREAS, the City of Willcox is authorized and empowered pursuant to Title 9, A.R.S. §9-241, to purchase, receive, hold, lease and convey property, real and personal, necessary or proper to carry out the purposes of the corporation, within or without its limits; and,

WHEREAS, pursuant to Title 9, A.R.S. §9-402, on December 17, 2012, the Mayor and City Council approved the proposed sale of the Willcox Industrial Park real property located at South First Avenue, Willcox, Arizona, subject to invitation to bid which was published in accordance with A.R.S. §39-204, and was posted in three or more public places within the CITY;

WHEREAS, the deadline for bid submission was April 5, 2013, at 3:00 pm, and at that time, the CITY opened the two (2) bids which were received: one (1) bid from Paul White, Paula White and Denise White, in the amount of \$45,450.00, for parcel numbers 1, 2 and 3, and one (1) bid from Arizona Grain, in the amount of \$110,001.00 for parcel numbers 1 through 9; and,

WHEREAS, the Mayor and City Council have determined that approving the sale of parcel numbers 1 though 9, of the Willcox Industrial Park real property located at South First Avenue, Willcox, Arizona, to Arizona Grain in the amount of \$110,001.00, is in the best interest of the City, its employees and the citizens of this City, and they desire to have this Resolution presented at its April 15, 2013, regular Council Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, as follows:

SECTION 1: The Mayor and City Council of the City of Willcox, hereby approve and accept the bid for sale of the Willcox Industrial Park real property located at South First Avenue, Willcox, Arizona, submitted by Arizona Grain for parcel numbers 1 through 9, in the amount of \$110,001.00; and,

SECTION 2: The appropriate officers and officials of the City are hereby authorized and directed to take all actions necessary or reasonably required to carry out

the intent of this Resolution; and,

SECTION 3: The Mayor is authorized and empowered to execute this Resolution and all other documents necessary to close the transaction to reflect that the real property is conveyed from the name of the corporation; and,

SECTION 4: The immediate operation of this Resolution is necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, and this Resolution shall be in full force and effect from and after its passage by the City of Willcox, Cochise County, Arizona.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 15th day of April, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-25