

# PROCLAMATION

*WHEREAS, Historic Preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability, and the Willcox Historic Theater Preservation, Inc. is an important part of Historic Preservation in Willcox; and*

*WHEREAS, Willcox Historic Theater Preservation, Inc. is relevant for our community and other rural communities of all ages, all walks of life and all ethnic backgrounds, and*

*WHEREAS, the Willcox Historic Theater Preservation, Inc. has been an important part of the community since 1937 when it first opened with "The Gorgeous Hussy" starring Joan Crawford and Robert Taylor; and*

*WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and*

*WHEREAS, the Willcox Historic Theater by these means enhances quality of life in the community, contributing to the vitality of the Railroad Avenue Historic District and helping to make Willcox an attractive community,*

*NOW, THEREFORE I, Robert Irwin, Mayor of the City of Willcox, Cochise County, Arizona, do hereby proclaim the first weekend of February each year as Willcox Historic Theater Recognition Weekend in Willcox, commencing in 2013 and each year thereafter. I encourage all citizens to join me in celebrating the revival of this wonderful Art Deco Theater and all that it brings to the community.*

## **Willcox Historic Theater Weekend**

*And call upon the people of Willcox, Arizona to join their fellow citizens across the United States in recognizing and participating in this special observance.*

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

*Robert A. Irwin*  
\_\_\_\_\_  
Mayor Robert A. Irvin

Attest:

*Virginia A. Mefford*  
\_\_\_\_\_  
(City Clerk Virginia A. Mefford)

Dated: February 4, 2013

**"Mine, Yours, Ours!"**



**CITY OF WILLCOX**  
**Request for Council Action**

Agenda Item: 8  
Tab Number: 2  
Date: 2/4/2013

<b>Date Submitted:</b>  1/29/2013	<b>Action:</b> <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input checked="" type="checkbox"/> Other	<b>Subject:</b> City Website Presentation
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**To:** Honorable Mayor and City Council  
**From:** Ruth Graham, Director of Finance

**Discussion:**

Mr. John Cropper has redesigned a website for the City of Willcox. The expanded website has a new look, and information about City services and departments, how the City was established, emergency assistance, business permit applications, calendars for park and City facility reservation information, notices that are required to be posted, and many other features.

Website maintenance will be more efficient as well. As a part of the redesign the City Council and staff had anticipated an expenditure of up to \$2,000 for the purchase of the software required to have the departments have the ability to update their own information directly, Mr. Cropper has written a program that will serve the same purpose at no cost to the City that will allow staff to more efficiently update the website and save the City money.

**Fiscal Impact: Increased traffic to the City website and positive exposure for the City.**

Prepared By:

  
Ruth Graham, Director of Finance

Approved by:

  
Pat McCourt, City Manager





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 Fiscal Year 2012-2013  
Revenues, Expenses and Fund Balances (50% of fiscal year)  
Modified Accrual Basis**

Fund No.	Fund Name	7/1/12 Opening Bal.	Revenues	Inter-fund Transfers In	Inter-fund Transfers Out	Expenses	12/31/12 Ending Balance	FY13 YTD Fund Bal. Change
<b>10-53</b>	<b>Operating Funds:</b>							
10	General Fund	\$ 1,753,527	\$ 1,511,039 \$ 173,075	A \$ 284,594 H	C \$ 10,680 F \$ 24,890 G \$ 3,867	\$ 1,747,918	\$ 1,934,880	\$ 181,353
15	HURF	\$ 327,256	\$ 476,321		B \$ 1,671	\$ 385,939	\$ 415,967	\$ 88,711
16	Grants	\$ -	\$ 210,266	B \$ 1,671		\$ 180,863	\$ 31,074	\$ 31,074
17	Special Rev Grants	\$ 70,422	\$ 1,233	C \$ 10,680	C	\$ 14,029	\$ 68,306	\$ (2,116)
20	Debt Service	\$ 164,611	\$ 79,934	D \$ 2,725		\$ 154,169	\$ 93,101	\$ (71,510)
21	Capital Improv	\$ 38,160	\$ 14	F \$ 24,890		\$ 24,904	\$ 38,160	\$ -
22	Repair & Demolition	\$ -	\$ -	G \$ 3,867		\$ 3,867	\$ -	\$ -
50	Gas - Operating	\$ 1,018,190	\$ 326,676		A \$ 95,366	\$ 227,312	\$ 1,022,188	\$ 3,998
51	Water	\$ 1,533,528	\$ 322,669		A \$ 64,132 E \$ 2,725	\$ 263,278	\$ 1,526,062	\$ (7,466)
52	Sewer	\$ 962,624	\$ 365,192		A \$ 63,680	\$ 234,524	\$ 1,029,612	\$ 66,988
53	Refuse Due to GF \$59,280	\$ 10,855	\$ 334,380		A \$ 61,416	\$ 249,091	\$ 34,728	\$ 23,873
	<b>Total Operating</b>	<b>\$ 5,879,172</b>	<b>\$ 3,800,799</b>	<b>\$ 328,427</b>	<b>\$ 328,427</b>	<b>\$ 3,485,894</b>	<b>\$ 6,194,077</b>	<b>\$ 314,905</b>
<b>61-72</b>	<b>Fiduciary Funds:</b>							
61	Magistrate Court Trust Fund	\$ 1,407	\$ 4,619			\$ 2,768	\$ 3,258	\$ 1,851
72	Firemen's Pension Trust Fund	\$ 224,009	\$ 1,685			\$ 1,400	\$ 224,294	\$ 285
	<b>Total All Funds</b>	<b>\$ 6,104,589</b>	<b>\$ 3,807,103</b>	<b>\$ 328,427</b>	<b>\$ 328,427</b>	<b>\$ 3,490,062</b>	<b>\$ 6,421,629</b>	<b>\$ 317,041</b>

See attached for explanations.

City of Willcox Fiscal Year 2012-2013  
Revenues, Expenses and Fund Balances (50% of fiscal year)  
Modified Accrual Basis

Exhibit A  
Explanation of Inter-fund Transfers

		Fund	
		From	To
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	Gen Fund
B	Work on the Fort Grant Beautification project is nearly complete. This transfer of \$1.671 represents a portion of costs incurred that were not covered by grant revenues. This report includes the cost of accrued debt obligations at 12/31/12.	Streets	Grants
C	The Willcox Historic Theater raised funds totaling \$10,680 after the November 5, 2012 Council decision to match funds raised after that date of up to \$15,000. The payment was made on December 5, 2012.	Gen Fund Dept 403	Special Revenue Grants
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.		
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	Debt Serv
F	The Capital Improvements Fund has incurred expenses for the Library Facility and the Food Pantry that have been allocated as a General Fund expense. Reimbursement of \$14,207.97 from the USDA Library Grant has been requested.	Gen Fund	Cap Impr
G	The Repair & Demolition Fund has incurred expenses for fencing at the South Haskell fire site. The General Fund has been charged for the expense.	Gen Fund	Rep/Demo
H	General Fund Revenues include a one-time item in the amount of \$173,075.35 for the sale of the 1510 N Circle I Rd property.	\$173,075.35 to General Fund	

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)	\$ -
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
		\$ 6,104,589	\$ 20,958,598	\$ 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:

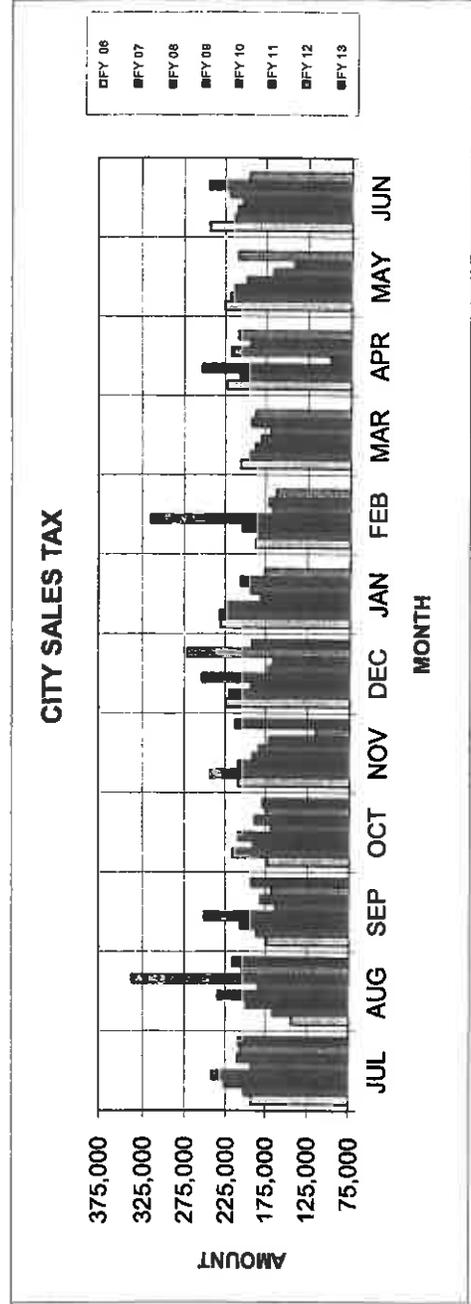
- A Utilities transfers to General Fund
- B Budgeted Refuse loan repayment to General Fund
- C Ft. Grant Beautification Project
- D General Obligation Bond for Water paid by Water Utility
- E Skatpark/Fireworks Transfers from General Fund
- F Repair & Demolition Fund - loan from General Fund
- G General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

**FY 2012-2013 REVENUE ANALYSIS, 8 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	188,013	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	209,169	216,378	192,991	178,413	212,379	191,505	0	50%	50%	50%	50%	50%	\$ 1,200,835
% BUDGET	9%	18%	26%	33%	42%	50%	0	50%	50%	50%	50%	50%	\$ 2,422,104
AVG % RECYD	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	\$ 777,829
Bed Tax	
10-31-50000	
\$ 160,000	\$ 34,092
Fund 15: Streets	
15-39-71100	
\$ 745,259	\$ 388,914
\$ 2,422,104	\$ 1,200,835
Over(Under)	\$ (1,221,269)
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 10  
Tab Number 4  
Date: 2/4/2013

Date Submitted:

January 30, 2013

Action:

Resolution  
 Ordinance  
 Formal  
 Other

Subject:

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

TO: MAYOR AND COUNCIL  
FROM: Finance Director Ruth Graham

Discussion:

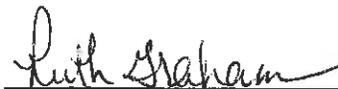
An Investment Report as of December 31, 2012 is presented for the Council's information. This report is prepared on a cash basis; it reflects the actual cash transactions and cash balances, and does not include adjustments for accrued revenues and expenses, including bond payments.

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 9/30/2012**

**Cash Basis**

Investment Account	Opening Cash Balance 7/1/2012	Cash In thru 9/30/12	Accrued	Cash Out @ 12/31/12	Ending Balance 9/30/2012	Change in Ending Balance	
<b>Governmental &amp; Enterprise Funds</b>							
Combined Savings	\$ 441,840	\$ 2,714,677	\$ -	\$ 2,317,712	\$ 838,804	\$ 396,964	
Local Govt Investment Pool (LGIP)	\$ 4,873,270	\$ 281,556	\$ -	\$ 254,168	\$ 4,900,659	\$ 27,389	
CDARS	\$ 509,851	\$ 26,275	\$ -	\$ 25,531	\$ 510,595	\$ 744	
Petty cash & other	\$ 1,370	\$ 323	\$ -	\$ 292	\$ 1,400	\$ 30	
Savings-Golf Course	\$ 10,391	\$ 4	\$ -	\$ -	\$ 10,394	\$ 4	
Police Bond Fund Checking	\$ 42,450	\$ 14	\$ -	\$ -	\$ 42,465	\$ 14	
<b>Total Governmental &amp; Enterprise</b>	<b>\$ 5,879,172</b>	<b>\$ 3,022,848</b>	<b>\$ -</b>	<b>\$ 2,597,703</b>	<b>\$ 6,304,317</b>	<b>\$ 425,145</b>	
<b>Agency Fund - Magistrate Court</b>							
Combined Savings	\$ (1,866)	\$ 1,950	\$ -	\$ 1,307	\$ (1,223)	\$ 643	
Checking-Magistrate	\$ 3,273	\$ 4,619	\$ -	\$ 4,718	\$ 3,174	\$ (99)	
<b>Total Agency-Magistrate Court</b>	<b>\$ 1,407</b>	<b>\$ 6,569</b>	<b>\$ -</b>	<b>\$ 6,025</b>	<b>\$ 1,951</b>	<b>\$ 544</b>	
<b>Agency Fund - Fireman's Fund</b>							
Combined Savings	\$ (230)	\$ 3,632	\$ -	\$ 1,000	\$ 2,402	\$ 2,632	
Local Govt Investment Pool (LGIP)	\$ 218,896	\$ 1,588	\$ -	\$ 358	\$ 220,127	\$ 1,230	
Firemen's Fund Savings	\$ 5,343	\$ 455	\$ -	\$ -	\$ 5,797	\$ 455	
<b>Total Agency-Fireman's Fund</b>	<b>\$ 224,009</b>	<b>\$ 5,675</b>	<b>\$ -</b>	<b>\$ 1,358</b>	<b>\$ 228,326</b>	<b>\$ 4,317</b>	
<b>Total Cash</b>	<b>\$ 6,104,589</b>	<b>\$ 3,035,092</b>	<b>\$ -</b>	<b>\$ 2,605,087</b>	<b>\$ 6,534,594</b>	<b>\$ 430,005</b>	
			Allocations=====>		FY2012 %	FY2013 %	Change
A	Allocations (shown to right) for FY13		GF		36%	32%	-4%
	changes in relative fund balances.		HURF		5%	6%	1%
B	Firefighters contributions		Gas		19%	18%	-1%
	and City match		Water		26%	27%	1%
			Sewer		14%	17%	3%
					100%	100%	0%

City of Willcox

Fiscal Year 2012-2013

Investment Report by Fund as of 9/30/2012

Cash Basis

Fund Number	Fund Investment Account	Opening Cash Balance		Cash In		Cash Out thru 9/30/12	Ending Balance 9/30/2012	Change in Ending Balance
		7/1/2012	9/30/12	thru 9/30/12	Accrued			
10	<b>General Fund</b>							
	Combined Savings	\$ (176,581)	\$ 947,417			589,835	\$ 181,002	\$ 357,582
	Local Govt Investment Pool (LGIP)	\$ 1,745,179	\$ 12,625			200,086	\$ 1,557,718	\$ (187,461)
	CDARS	\$ 183,558	\$ 262			20,430	\$ 163,390	\$ (20,168)
	Petty cash & other	\$ 1,370	\$ 323			292	\$ 1,400	\$ 30
	Sub-Total: General Fund	\$ 1,753,527	\$ 960,627	\$ -		810,644	\$ 1,903,511	\$ 149,983
15	<b>HURF</b>							
	Combined Savings	\$ 57,714	\$ 322,760			150,141	\$ 230,332	\$ 172,619
	Local Govt Investment Pool (LGIP)	\$ 244,051	\$ 50,547			399	\$ 294,199	\$ 50,148
	CDARS	\$ 25,492	\$ 5,144			-	\$ 30,636	\$ 5,144
	Sub-Total: HURF	\$ 327,256	\$ 378,451	\$ -		150,540	\$ 555,167	\$ 227,911
16 & 17	<b>Grants Special Revenue</b>							
	Combined Savings	\$ 60,031	\$ 260,584			172,939	\$ 147,676	\$ 87,645
	Savings-Golf Course	\$ 10,391	\$ 4			-	\$ 10,394	\$ 4
	Sub-Total: Grants Special Revenue	\$ 70,422	\$ 260,587	\$ -		172,939	\$ 158,070	\$ 87,648
20 & 21	<b>Debt Service &amp; Capital Improvements</b>							
	Combined Savings	\$ 160,320	\$ 82,414			173,222	\$ 69,512	\$ (90,808)
	Police Bond Fund Checking	\$ 42,450	\$ 14			-	\$ 42,465	\$ 14
	Sub-Total: Debt Svc & Capital Impr	\$ 202,770	\$ 82,428	\$ -		173,222	\$ 111,977	\$ (90,794)
50	<b>Gas-Utility</b>							
	Combined Savings	\$ (4,439)	\$ 265,325			258,264	\$ 2,622	\$ 7,061
	Local Govt Investment Pool (LGIP)	\$ 925,760	\$ 6,692			50,494	\$ 881,959	\$ (43,801)
	CDARS	\$ 96,868	\$ 140			5,101	\$ 91,907	\$ (4,961)
	Sub-Total: Gas Utility	\$ 1,018,190	\$ 272,157	\$ -		313,859	\$ 976,489	\$ (41,701)

**City of Willcox**

**Fiscal Year 2012-2013**

**Investment Report by Fund as of 9/30/2012**

**Cash Basis**

Fund Number	Fund Investment Account	Opening Cash Balance		Cash In		Cash Out thru 9/30/12	Ending Balance 9/30/2012	Change in Ending Balance
		7/1/2012	7/1/2012	thru 9/30/12	Accrued			
51	<b>Water-Utility</b>							
	Combined Savings	\$ 134,300	\$ 256,876	\$ 335,764	\$ 55,412	\$ (78,888)		
	Local Govt Investment Pool (LGIP)	\$ 1,266,671	\$ 58,739	2,073	1,323,337	56,666		
	CDARS	\$ 132,556	\$ 5,304	-	137,861	5,304		
	Sub-Total: Water Utility	\$ 1,533,528	\$ 320,919	337,837	1,516,610	(16,918)		
52	<b>Sewer-Utility</b>							
	Combined Savings	\$ 209,493	\$ 292,287	372,974	128,807	(80,687)		
	Local Govt Investment Pool (LGIP)	\$ 681,754	\$ 152,953	1,116	833,590	151,836		
	CDARS	\$ 71,377	\$ 15,425	-	86,801	15,425		
	Sub-Total: Sewer Utility	\$ 962,624	\$ 460,664	374,090	1,049,198	86,574		
53	<b>Refuse/Solid Waste</b>							
	Combined Savings	\$ 1,000	\$ 287,015	264,574	23,441	22,441		
	Local Govt Investment Pool (LGIP)	\$ 9,855	\$ -	-	9,855	-		
	Sub-Total: Refuse/Solid Waste	\$ 10,855	\$ 287,015	264,574	33,296	22,441		
	<b>Total Investments</b>	\$ 5,879,172	\$ 3,022,848	2,597,703	6,304,317	425,145		
61	<b>Magistrate Court</b>							
	Combined Savings	\$ (1,866)	\$ 1,950	1,307	(1,223)	643		
	Checking-Magistrate	\$ 3,273	\$ 4,619	4,718	3,174	(99)		
	<b>Total Agency Fund - Magistrate Court</b>	\$ 1,407	\$ 6,569	6,025	1,951	544		
72	<b>Agency Fund - Fireman's Fund</b>							
	Combined Savings	\$ (230)	\$ 3,632	1,000	2,402	2,632		
	Local Govt Investment Pool (LGIP)	\$ 218,896	\$ 1,588	358	220,127	1,230		
	Firemen's Fund Savings	\$ 5,343	\$ 455	-	5,797	455		
	<b>Total Agency - Fireman's Fund</b>	\$ 224,009	\$ 5,675	1,358	228,326	4,317		

**CITY OF WILLCOX**  
**Request for Council Action**

Agenda Item: 11  
Tab Number: 5  
Date: 2-04-2013

<b>Date Submitted:</b> 01/16/2013 <b>Date Requested:</b> 02/04/2013	<b>Action:</b> <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Other	<b>Subject: Waiver of permits</b>
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**To:** Honorable Mayor and City Council

**From:** Dave Bonner, Director Public Services & Works

**Discussion:** Juanita Buckley with The Friends of Marty Robbins is requesting to waive the requirements for all vendors to have individual permits for an event on March 2<sup>nd</sup> and 3<sup>rd</sup>, 2013 from 7:00 am to 4:00 pm. The location that the vendors will use is on Railroad Ave from Stewart to Maley.

**Recommendation:** Staff recommends that the Mayor and Council require vendors to have business permits to insure all vendors pay appropriate takes.

**Fiscal Impact:** \$0.00

Prepared By: Kate Schwartz  
Kate Schwartz, Public Services and Works

Approved By: Dave Bonner  
Dave Bonner, Public Services and Works Director

Approved By: Pat McCourt  
Pat McCourt, City Manager



CITY OF WILLCOX, COCHISE COUNTY, ARIZONA  
Facilities Use Agreement

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
between The Friends of Marty Robbins ("PARTICIPANT") and  
the City of Willcox through the City Public Works Department ("CITY") for the use of the  
City owned facilities by a private organization.

**ARTICLE I -- TERM OF AGREEMENT:**

The term of this agreement shall be Saturday March 23rd, 2013, through  
March 3, 2013, unless earlier terminated by either party.

Please note starting time and ending time TO INCLUDE set up and tear down.

7:00AM to 4:00PM  
start time

7:00AM to 12:00 NOON  
end time

Notice of termination shall be provided at least ninety (90) days prior to the effective  
termination date.

**ARTICLE II -- CITY OWNED FACILITIES:**

This agreement shall be for the use of The Friends of Marty Robbins  
(facility and area/s)

R.R. Park

to be used for 22 ANNUAL Tribute Event  
(type of event)

to be used by Vendors - Public - Entertainment  
(example: public, family, friends)

PARTICIPANT wishes to use certain City owned facilities and the CITY is willing to permit  
the PARTICIPANT the primary use of the facilities under the conditions indicated in this  
Agreement and any Exhibit attached hereto during the term of this Agreement.

CITY agrees that it will perform the duties as outlined in Attachment "A".

PARTICIPANT agrees it will perform the duties as outlined in Attachment(s) "B".

PARTICIPANT agrees to pay the fees as are listed on Attachment "C".

**ARTICLE III -- INDEMNIFICATION AND INSURANCE**

PARTICIPANT agrees to secure liability Insurance ten (10) days prior to the event to  
cover the term of this agreement in not less than the amount of one million dollars  
(\$1,000,000.00) which names the City as additionally insured and including required  
endorsement.



**Attachment "A"**  
**Railroad Park**

The City of Willcox Facilities & Maintenance section of Public Services & Works will perform the following:

<input checked="" type="checkbox"/> <input type="checkbox"/> Discontinue Irrigation on <u>3/2 / 3/3 / 2013</u>
<input type="checkbox"/> <input type="checkbox"/> Provide Electrical Key, Master 0873
<input type="checkbox"/> <input type="checkbox"/> Provide Electrical Key, Ace CH ELEC M1
<input type="checkbox"/> <input type="checkbox"/> Provide Electrical Key, Ace C0266

Unless otherwise specified trash cans are emptied, restrooms are cleaned and restocked on a daily basis during weekdays.

Arrangements for additional tasks may be requested by speaking with the Facilities and Maintenance Supervisor or the Public Services & Works Director.

**Special Arrangements:**

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The "Participant" is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.



**SEVERABILITY**

Each provision of this Agreement stands alone and, if any provision of this Agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of the provision and of the entire Agreement will be severable and remains in effect.

**ENTIRE AGREEMENT**

This document constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement may be modified, amended or extended only by a written amendment approved by the parties.

**GOVERNING LAW**

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate, by reference, all laws governing mandatory contract provisions required by statute or executive order.

**IN WITNESS WHEREOF**, the Parties hereby enter into this Agreement as of the day and year written above.

**CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**

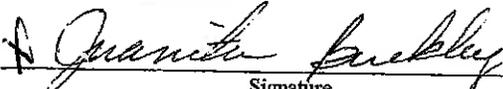
  
Signature

1-17-13  
Date

Oscar Hudson  
Printed Name

Facilities & Parks Supervisor  
Title

**PARTICIPANT**

  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title







FRIENDS OF MARTY ROBBINS 01-08

1536

PAY TO THE ORDER OF

City of Willcox

DATE Jan 16, 2013

91-2 17  
1221

Fifty

\$ 50.00/100



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Phoenix, Arizona 85073  
www.Chase.com

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*[Signature]*

*[Signature]*

CITY OF WILLCOX

92840

101 S. RAILROAD AVE., SUITE B  
WILLCOX AZ 85643-2136  
(520) 384-4271

RECEIPT

DATE 1/16/2013

RECEIVED FROM

Friends of Marty Robbins

\$ 50.-

Fifty & 00/100

DOLLARS

DESCRIPTION

10-2140900

BY

*[Signature]*

BOOKKEEPING COPY



**CITY OF WILLCOX**  
**Request for Council Action**

Agenda Item: 12  
Tab Number: 6  
Date: 2-07-2013

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**Date Submitted:**  
01/16/2013  
**Date Requested:**  
~~01/22/2013~~  
02/04/2013

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**Action:**  
 Resolution  
 Ordinance  
 Formal  
 Other

---

**Subject: Street  
Closure for 22<sup>nd</sup>  
annual tribute to  
Marty Robbins**

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**To:** Honorable Mayor and City Council

**From:** Dave Bonner, Director Public Services & Works

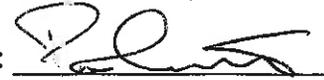
**Discussion:** Juanita Buckley with The Friends of Marty Robbins is requesting a street closure from Stewart Ave. to Maley Ave. on March 2<sup>nd</sup> and 3<sup>rd</sup>, 2013 from 7:00 am to 4:00 pm. The Friends of Marty Robbins would like the street closed so vendors can set up

**Recommendation:** Staff recommends that the Mayor and Council authorize the street closure for this event.

**Fiscal Impact:** \$0.00

Prepared By:   
Kate Schwartz, Public Services and Works

Approved By:   
Dave Bonner, Public Services and Works Director

Approved By:   
Pat McCourt, City Manager

### Street Closure Request Form

Name of Applicant

JUANITA BUCKLEY

Date of Request

1-14-13

Address

FRIENDS OF MARTY ROBERTS

Phone Number

156 N. Railroad Ave, Wilcox

520-766-1400

Event or Event Sponsor for Street Closure

22nd Annual Tribute - Juanita Buckley

Date(s) Requested for Street Closure

MARCH 27-31 - 2013

Times for Street Closure

7:00 AM TO 4:00 PM

Street(s) to be closed Beginning and ending points.

STEWART TO MALEY

The applicant understands that a certificate of liability insurance for \$1,000,000 naming the City of Wilcox as additionally insured must be supplied with this application in order for the request to be fully executed and processed. Additionally, the City of Wilcox requests that all adjacent property owners be notified of the intent to close the street and offered an opportunity to make comments to the Mayor and City Council. Comments may be submitted to the City Clerk prior to the council meeting or may be stated in the public meeting.

Juanita Buckley  
Applicant Signature

1-14-2013  
Date

Kate Schmitt  
Received By

1/14/2013  
Date

Dave Bonner  
Dave Bonner Director Public Works

1/17/2013  
Date

Gary Adams  
Gary Adams Streets Supervisor

1-17-13  
Date

Jake Weaver  
Chief of Police

1-17-13  
Date

### Street Closure Request Form

Name of Applicant

JUANITA BUCKLEY

Date of Request

1-14-13

Address FRIENDS OF MARTY ROBBINS

Phone Number

156 N. Railroad Ave, Wilcox

520-766-1400

Event or Event Sponsor for Street Closure

22nd Annual Tribute - Juanita Buckley

Date(s) Requested for Street Closure

MARCH 27-31-2013

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Juanita Buckley  
Applicant Signature

1-14-2013  
Date

Kate Schuster  
Received By

1/14/2013  
Date

Dave Bonner  
Dave Bonner Director Public Works

1/17/2013  
Date

Gary Adams  
Gary Adams Streets Supervisor

1-17-13  
Date

Jake Weaver  
Chief of Police

1-17-13  
Date

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA  
Facilities Use Agreement

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
between The Friends of Marty Robbins ("PARTICIPANT") and  
the City of Willcox through the City Public Works Department ("CITY") for the use of the  
City owned facilities by a private organization.

**ARTICLE I --- TERM OF AGREEMENT:**

The term of this agreement shall be Saturday March 2nd, 2013, through  
March 3, 2013, unless earlier terminated by either party.

Please note starting time and ending time TO INCLUDE set up and tear down.

7:00AM to 4:00PM  
start time

7:00AM-TO 12:00 NOON  
end time

Notice of termination shall be provided at least ninety (90) days prior to the effective  
termination date.

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(facility and area/s)

R.R. Park

to be used for 22 ANNUAL Tribute Event  
(type of event)

to be used by Vendors - Public - Entertainment  
(example: public, family, friends)

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PARTICIPANT agrees to secure liability Insurance ten (10) days prior to the event to  
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Attachment "A"  
**Railroad Park**

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<input checked="" type="checkbox"/> <input type="checkbox"/> Discontinue Irrigation on <u>3/2/ 3/3/ 2013</u>
<input type="checkbox"/> <input type="checkbox"/> Provide Electrical Key, Master 0873
<input type="checkbox"/> <input type="checkbox"/> Provide Electrical Key, Ace CH ELEC M1
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Unless otherwise specified trash cans are emptied, restrooms are cleaned and restocked on a daily basis during weekdays.

Arrangements for additional tasks may be requested by speaking with the Facilities and Maintenance Supervisor or the Public Services & Works Director.

**Special Arrangements:**

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The "Participant" is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

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**ENTIRE AGREEMENT**

This document constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement may be modified, amended or extended only by a written amendment approved by the parties.

**GOVERNING LAW**

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate, by reference, all laws governing mandatory contract provisions required by statute or executive order.

**IN WITNESS WHEREOF**, the Parties hereby enter into this Agreement as of the day and year written above.

**CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**

  
\_\_\_\_\_  
Signature

1-17-13  
\_\_\_\_\_  
Date

Oscar Hudson  
\_\_\_\_\_  
Printed Name

Facilities & Parks Supervisor  
\_\_\_\_\_  
Title

**PARTICIPANT**

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



FRIENDS OF MARTY ROBBINS 01-03

1536

PAY TO THE ORDER OF

City of Willcox

DATE Jan. 16. 2013

91-2  
1221 17

Fifty

\$ 50.00/100



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www.Chase.com

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MP

CITY OF WILLCOX

92840

101 S. RAILROAD AVE., SUITE B  
WILLCOX AZ 85643-2136  
(520) 384-4271

RECEIPT

DATE 1/16/2013

RECEIVED FROM

Friends of Marty Robbins

\$ 50.00

Fifty & 00/100

DOLLARS

DESCRIPTION

10-214090D

BY

Yvonne Schuman

BOOKKEEPING COPY

**CITY OF WILLCOX**  
**Request for Council Action**

Agenda Item: 13  
Tab Number: 7  
Date: 2/4/2013

<b>Date Submitted:</b>  1/29/2013	<b>Action:</b> <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input type="checkbox"/> Other	<b>Subject:</b> Arizona Debt Setoff Program
---	---	---

**To:** Honorable Mayor and City Council  
**From:** Ruth Graham, Director of Finance

**Discussion:**

A.R.S. §42-1122 establishes a liability setoff program by which refunds under A.R.S. §42-1118 and §43-1072 may be used to satisfy debts that the taxpayer owes to the state, a political subdivision or a court. Upon notification to the Arizona Department of Revenue (ADOR), the City of Willcox may participate in this program as an agency of the State. If the City becomes a participant in the program, by November 1 of each year, the City will notify ADOR of taxpayers with past due utility or transaction privilege tax account balances, providing names, other available identification, and the amount of the debt (over \$50). ADOR will match the information submitted with taxpayers who qualify for refunds and remit the funds to the City. A fee of \$9 for each offset is billed by ADOR to the agency but may be passed through to the taxpayer so that there would be no additional cost to the City. The Resolution No. 2013-\_\_ before the Council is the approval for the City of Willcox to participate as an agency of the Arizona Debt Setoff Program.

**Fiscal Impact:** Potential increased collection of bad debt.

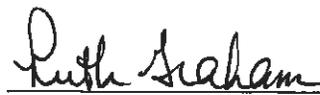
**Recommendation:** Approval to participate as an agency of the Arizona Debt Setoff Program.

**Recommended Motion:**

Motion to approve that the City of Willcox submits notification of agency participation to the Arizona Department of Revenue to participate in the Arizona Debt Setoff Program.

**Fiscal Impact:** Potential increased collection of bad debt.

Prepared By:

  
Ruth Graham, Director of Finance

Approved by:

  
Pat McCourt, City Manager



**CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**  
**RESOLUTION 2013-07**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, APPROVING THE CITY OF WILLCOX'S PARTICIPATION IN THE ARIZONA DEBT SETOFF PROGRAM ADMINISTERED BY THE ARIZONA DEPARTMENT OF REVENUE; 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 Arizona Department of Revenue has established pursuant to Title 42, A.R.S. §42-1122, a liability setoff program by which taxpayer refunds under §§42-1118 and 43-1072 may be used to satisfy debts which the taxpayer owes to this state or a court; and,

**WHEREAS**, the City of Willcox, as an agency of the State, as defined pursuant to Title 42, A.R.S. §42-1122, has the ability to participate in the Arizona Debt Setoff Program; and,

**WHEREAS**, the Mayor and City Council have determined that approving participation in the Arizona Debt Setoff Program by the City of Willcox is in the best interest of the City, its employees and the citizens of this City; and,

**WHEREAS**, the Mayor and City Council desire to have this Resolution presented at its February 4, 2013, regular Council Meeting for consideration.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, AS FOLLOWS:**

**SECTION 1:** The Mayor and City Council hereby authorize and approve the participation of the City of Willcox, pursuant to Title 42, A.R.S. §42-1122, in the Arizona Debt Setoff Program; and,

**SECTION 2:** CITY Officials and Administrators are authorized and directed to take all action required to participate in the Arizona Debt Setoff Program; and,

**SECTION 3:** That the Mayor is authorized and empowered to execute this Resolution as presented.

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 4<sup>th</sup> day of February, 2013.**

**APPROVED/EXECUTED**

\_\_\_\_\_  
**ROBERT A. IRVIN, MAYOR**

**Dated:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**VIRGINIA A. MEFFORD, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**ANN P. ROBERTS, City Attorney**

**RESOLUTION NO. 2013-07**

**ARIZONA DEBT SETOFF PROGRAM**  
**NOTIFICATION OF AGENCY PARTICIPATION**  
**Claims Submission Form 2013**

1. State Agency or Court: City of Willcox Agency Code: \_\_\_\_\_
2. Section, Program, or Agent Name: City of Willcox-TPT Tax, Utilities Accounts
3. Participation (please indicate): This agency does / **does not** wish to participate.
4. Claims submitted by way of: Hard Copy Listing () or SFTP (Electronic) () or Web Internet ()
5. Street Address: 101 S Railroad Ave, Ste B  
Willcox, AZ 85643
6. Mailing Address (if different than above):  
same
7. Debt SetOff Coordinator:  
Ruth Graham, Finance Director Tel: 520-766-4202  
FAX: 520-384-2590
8. Contact person for matters regarding cartridge/magnetic tape (if different than coordinator):  
same Tel: \_\_\_\_\_
9. Agency Information to be supplied to Debtor/Taxpayer.  
Contact (area or person):  
Ruth Graham, Finance Director Tel: 520-766-4202

**Vender Information Purchase Order. Needs to be sent in also this will be needed at the beginning of the Fiscal Year.**

Claims hereby submitted constitute debts owed to the State of Arizona. By this submission this agency or court and/or the participating division, section, representative, or agent acknowledges and agrees to abide by the requirements set forth under ARS 42-1122

\_\_\_\_\_  
Agency Debt Setoff Coordinator

\_\_\_\_\_  
Date

*Return this form together with the list or cartridge/magnetic tape containing your claims to:*

MaryAnn Garcia/John Reherman Debt Setoff Program  
Arizona Department of Revenue  
1600 W. Monroe Room 710  
Phoenix, Arizona 85007



**Refund Offsets**

If a taxpayer and/or their spouse owe money to the Arizona Department of Revenue or another agency, the amount owed may be deducted from their expected refund. The Arizona Department of Revenue offsets as much of the refund as is needed to pay off overdue taxes owed by taxpayers and notifies them when this occurs. The Debt Set-Off Office also offsets taxpayers' refunds to pay off past-due child support or Federal agency debts, such as student loans. Offsets to non-tax debts occur after the Arizona Department of Revenue has certified the refunds and before making the Direct Deposits or issuing the paper checks.

Refund offsets reduce the amount of the expected Direct Deposit or paper check and will delay the issuance of the remaining refund (if any) after offset. If taxpayers owe non-tax debts, they may contact the agency they owe, prior to filing their returns, to determine if their debts were submitted for refund offset. The Arizona Department of Revenue cannot determine prior to the filing of a return whether refunds will be offset for non-tax debts. The Arizona Department of Revenue sends taxpayers offset notices if any part of their refund is applied to non-tax debts. Taxpayers should contact the agencies identified in the offset notice when offsets occur if they dispute the non-tax debts or have questions about the offsets.



**CITY OF WILLCOX  
REQUEST FOR COUNCIL ACTION**

Agenda Item: 14  
Tab Number: 8  
Date: 2-04-13

<b>Date Submitted:</b> 1/28/2013
<b>Date Requested:</b> 02/04/2013

<b>Action:</b>
<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance
<input type="checkbox"/> Formal
<input type="checkbox"/> Other

<b>Subject: Discussion / Decision on Services proposed by DESA Architecture for Phase IV of Community Center Renovation</b>

**TO:           MAYOR AND COUNCIL**

**DISCUSSION:**       Working with SEAGO, the City of Willcox has received a CDBG grant for Energy Efficiency Improvement on the Community Center. The ADOH contract number is 112-13.

DESA Architecture was originally selected through an RFQ process as defined by the City of Willcox Procurement Policy 3-1-3 S. DESA has provided architect and project management services for the previous three phases of the Community Center Renovations. DESA Architecture has submitted a proposal for professional services for the fourth and final phase of renovations. The attached proposal covers the scope of work and fees for the project.

**RECOMMENDATION:** Approve resolution to authorize the Mayor to execute the approval of the contract with DESA

**FISCAL IMPACT:** \$14,000 to be funded by CDBG funds allocated for the Community Center Phase IV project.

**Prepared by:**

  
\_\_\_\_\_  
**Dave Bonner, Public Services & Works Director**

**Approved by:**

  
\_\_\_\_\_  
**Pat McCourt, City Manager**



**CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**

**RESOLUTION 2013-08**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, "CITY", APPROVING THE PROPOSAL FOR ADDITIONAL ARCHITECTURAL AND ENGINEERING SERVICES PURSUANT TO CDBG CONTRACT NO. 112-13, TO BE PROVIDED BY DAVID E. SHAMBACH ARCHITECT, INC. "DESA", INC., IN CONJUNCTION WITH PHASE IV OF THE WILLCOX COMMUNITY CENTER IMPROVEMENTS; AUTHORIZING CITY STAFF TO PROCEED WITH THE PROPOSED PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION AND DECLARING AN EMERGENCY TO EXIST.**

**WHEREAS**, the CITY is authorized pursuant to A.R.S. §§ 9-240 and 9-276, to receive and distribute state and local monies which can be used for local planning and technical assistance as provided by **SEAGO**; and,

**WHEREAS**, the CITY was awarded Community Development Block Grant funds under Contract No. 112-13, which is to be utilized for energy efficiency improvements during phase IV of the renovations on the City of Willcox Community Center; and,

**WHEREAS**, the CITY is requesting direction and authorization for the expenditure of fourteen thousand dollars (\$14,000.00), funded by CITY's Community Development Block Grant, to provide for architectural and engineering services during the fourth and final phase of the Community Center renovations, said services to be provided by David E. Shambach Architect, Inc. (DESA); and,

**WHEREAS**, the CITY is authorized and empowered pursuant to the CITY Procurement Ordinance, Section 3-1-3.L, entitled "Special Procurement" to procure architectural and engineering services from David E. Shambach Architect, Inc., and the Mayor and City Council feel that such procurement is in the best interest of the City of Willcox, due to the fact that Mr. Shambach is the architect that has provided the architectural and engineering services to the City of Willcox during each of the previous phases of the Community Center renovations; and,

**WHEREAS**, the City Staff desires to propose project components for Phase IV of the Community Center renovations as set forth on the Proposal for Additional Architectural Services, dated December 12, 2012; and,

**WHEREAS**, the Mayor and Council desire to have this Resolution presented at the February 4, 2013, regular City Council Meeting for consideration; and,

**WHEREAS**, it is necessary for the preservation of the peace, health, and safety of the City of Willcox, Cochise County, Arizona, that an emergency be declared to exist to assure timely action, and that this Resolution shall be effective immediately upon its passage and adoption.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, AS FOLLOWS:**

**SECTION 1:** The Mayor and City Council formally approve and authorize using \$14,000.00 in Community Development Block Grant Funds to carry out the proposed project components for Phase IV of the Community Center renovations as described in the Proposal for Additional Architectural Services, dated December 12, 2012; and,

**SECTION 2:** That the Mayor and City Council formally direct and authorize city staff to proceed with the Community Center renovation project as presented; and,

**SECTION 3:** That the immediate operation of the provisions 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; and,

**SECTION 4:** That the Mayor is authorized and empowered to execute this Resolution and city staff are authorized and directed to take appropriate action to carry out the intent of this Resolution as presented.

**PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**, this 4<sup>th</sup> day of February, 2013.

**APPROVED/EXECUTED**

\_\_\_\_\_  
**ROBERT A. IRVIN, MAYOR**

**Dated:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**VIRGINIA A. MEFFORD, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**ANN P. ROBERTS, City Attorney**

**RESOLUTION NO. 2013-08**



December 12, 2012

To: City of Willcox  
101 S. Railroad Ave., Ste. B  
Willcox, AZ 85643

ATTN: Pat McCourt, City Manager

Re: Proposal for Additional Architectural Services, City of Willcox Community Center Improvements, Phase 4, CDBG contract No.112-13

Dear Pat,

It is my pleasure to present this proposal for additional professional architectural and engineering services; extending services under the City of Willcox Agreement for Architectural Services, CDBG contract No. 119-07, dated May 23, 2007. These additional services are based on the Scope of Work under the City's Funding Agreement with the Arizona Department of Housing, dated \_\_\_\_\_. I understand the project scope to be as follows:

**Phase 4 - Design by DESA, Construction provided by contractor bid**

1. Replace all existing window units with new windows
2. Repair exterior adobe, stucco and paint per phase 4 documents and CDBG budget

**Professional Services for Phase 4 include**

1. Evaluation of existing conditions (architects and engineers).
2. Meetings as required with the City of Willcox to maintain progress and understanding
3. Implementation of Design for phase 4
4. Verify existing architectural design and professional engineering as required for phase 4
5. Verify estimate of construction costs for phase 4
6. Construction Documents suitable for permits, bidding and construction
7. Obtain approval from SHPPO representative
8. Provide organization and support through bidding process
9. Answer contractor and owner questions throughout bidding and construction process
10. Provide construction administration support throughout construction process. CA including submittal review, monthly site visits, processing of change order request, pay application review, respond to owner and contractors questions.
11. Provide up to 10 sets of construction documents for bidding and construction
12. Provide for up to 8 total trips to Willcox
13. Issue "Certificate of Substantial Completion" when required
14. Provide "before" and "after" photos of the project.

The professional services as identified above for Phase 4 items will be provided at a fixed fee amount of **\$14,000.00**. The owner will be invoiced monthly for the percentage of architectural services completed each month. Invoices are due within fourteen days.

Additional services beyond those delineated above will be provided at rates and fees associated with the attached fee schedule.

No additional services will be provided without prior approval from the owner/ client.

We anticipate that we will start the project within 5 days of receiving a written notice to proceed. We will adjust our schedule and confirm it with you, Dave and Bonnie.

We are pleased to continue our work with you on this project and look forward to a successful endeavor for all involved. Please call if you have any questions concerning this proposal.

Sincerely,

  
\_\_\_\_\_  
David Shambach, Architect, AIA

December 12, 2012  
\_\_\_\_\_  
Date

**ACCEPTED BY THE CITY OF WILLCOX:**

\_\_\_\_\_  
City of Willcox Mayor

\_\_\_\_\_  
Date