

THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ HELD ON THIS 4th DAY OF FEBRUARY 2013

CALL TO ORDER- Mayor Bob Irvin called the regular session meeting to order on Monday, February 04, 2013, 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

ABSENT

- Councilman Earl Goolsby- Excused
- Councilwoman Monika Cronberg

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Irvin

DECLARATION ON CONFLICT OF INTEREST

None Declared

ADOPTION OF THE AGENDA

MOTION: Councilmember Johnson to adopt the agenda as presented.

SECONDED: Vice Mayor Holloway **CARRIED**

PUBLIC HEARINGS, PETITIONS AND COMMUNICATIONS

1. **Proclamation:** Mayor declares 1st - 3rd February, 2013 as the "Willcox Historical Theater Weekend"

Ms. Rowden accepted the Proclamation on behalf of the Willcox Historical Theater and thanked the Council for all the help they have given the Theater.

PRESENTATION BY JOHN CROPPER FOR THE CITY OF WILLCOX WEBSITE

DISCUSSION: Ms. Graham introduced Mr. Cropper as a volunteer who has helped create the new website from the suggestions of the Directors and what was already established. Mr. Cropper gave a presentation to the Council regarding the new website format and features as a potential design for the City of Willcox. This was created to be a user friendly website for all who may visit it. This website will be able to harvest content from Chamber of Commerce and WREDA to keep readily available information from these sites. Each department will be able to upload and maintain their own pages.

DISCUSSION AND/OR DECISION/DIRECTION REGARDING THE FINANCIAL REPORTS AS OF DECEMBER 31, 2012

DISCUSSION: Ms. Graham presented on the Financial Reports and went over the budget sheet that was handed out in the Council packets. The General fund is in a positive balance after six months. Councilmember Lindsey asked for clarification why in fiscal year 12/13 its projected negative. City Manager McCourt pointed out the staff has been holding down expenditures and that is why we're in the black.

DISCUSSION/DECISION REGARDING THE INVESTMENT REPORTS AS OF DECEMBER 31, 2012

DISCUSSION: Ms. Graham gave a presentation on the investment reports given in the council packets. We lost about \$55,000 with the Lehman Brothers but we have recovered some of that money back. It has consistently run about 1%., and explained that cash basis line basically gives what is coming in and out.

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 4th DAY OF FEBRUARY 2013**

DISCUSSION/DECISION REGARDING APPROVING WAIVER OF REQUIREMENT FOR THE FRIENDS OF MARTY ROBBINS VENDORS TO HAVE INDIVIDUAL BUSINESS PERMITS FOR AN EVENT ON MARCH 2ND AND 3RD, 2013 FROM 7:00 AM- 4:00 PM.

MOTION: Councilmember Johnson moved to approve the waiver of requirement for the Friends of Marty Robbins vendors to have individual Business Permit for an event on March 2nd and 3rd, 2013 from 7:00 am – 4:00 pm.

SECONDED: Councilmember Lindsey **4 AYES-** Mayor Irvin, Councilmember Lindsey, Councilmember Johnson, and Councilmember Nigh to **1 NAY-** Vice Mayor Holloway **CARRIED**

DISCUSSION/DECISION REGARDING APPROVING STREET CLOSURE FOR 22ND ANNUAL TRIBUTE TO MARTY ROBBINS

MOTION: Councilmember Johnson moved to approve street closure for 22nd Annual Tribute to Marty Robbins.

SECONDED: Councilmember Holloway **CARRIED**

DISCUSSION/DECISION REGARDING APPROVING RESOLUTION NO. 2013-07 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

MOTION: Councilmember Johnson moved to approve Resolution NO. 2013-07 as stated above approving the City of Willcox's participation in the Arizona Debt Program administered by the Arizona Department of Revenue

SECONDED: Councilmember Lindsey **DISCUSSION:** Councilmember Johnson asked how this affects our debt. Ms. Graham sated we will be able to collect and charge if we collect on a debt and asses the charges that are incurred. Councilmember Lindsey stated do we have to pass on the \$9.00 fee to the customer. Ms. Roberts asked if the fee\$9.00 was already factored in the debt. City Manager McCourt stated we will have to bring back this item to council with an approval for any additional charges to pass on to the customer. **CARRIED**

DISCUSSION/DECISION REGARDING APPROVING RESOLUTION NO RESOLUTION NO. 2013-08 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.

RESOLUTION **MOTION:** Councilmember Johnson moved to approve Resolution NO. 2013-08 the proposal for additional architectural and engineering services pursuant to the CDBG contract NO. 112-13, to be provided by David E Shambach Architect, Inc. "DESA", Inc., in conjunction with phases IV of the Willcox Community Center improvements

SECONDED: Councilmember Lindsey **DISCUSSION:** Councilmember Johnson asked is this out of the GF. Mr. Bonner stated it will be out of the CDBG Fund. **CARRIED**

CITY MANAGER REPORTS

Consideration, discussion, and/or decision regarding the following topics by the City Manager:

- **Update-** Going out to bid on the demolition property located on S. Haskell.
- **Update-** High School Building is scheduled to open on February 13, 2013
- **Follow-up-** Meeting with Chamber on April 8, 2013 at 6 pm Work Session Re: Economic Development
- **Annual Utilization Report** –Use of the former Border Patrol Building located on 200 W. Downen St. was sent in on January 11, 2013 a copy of the report is on file at the City Clerk's Office if you would like to look at it.

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Holloway stated the Theater did a great job with the Grand Opening events.

Lindsey I appreciate the efforts that went on this weekend they went above and beyond the call of duty.

Nigh stated he did enjoy the 1930's move as it was in my lifetime.

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 4th DAY OF FEBRUARY 2013**

DISCUSSION/DECISION ENTER INTO AN EXECUTIVE SESSION 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

MOTION: Councilmember Lindsey moved to approve to enter into an Executive Session pursuant to ARS §38-431.03A (1) and (3), as stated, relating to consultation for legal advice with the attorney(s) of the public body regarding the purchase, sale, or lease of real property. **SECOND:** Vice Mayor Holloway **CARRIED**

RECESS TO EXECUTIVE SESSION, IF APPROVED

RECONVENE FROM EXECUTIVE SESSION at: 8:25 pm

DISCUSSION/DECISION/DIRECTION TO STAFF REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION
Consideration, discussion, decision and/or direction to staff regarding matters discussed in Executive Session and/or consultation for legal advice from City Attorney.

MOTION: Councilmember Johnson moved to give direction to staff regarding matters discussed in Executive Session and/or consultation for legal advice from City Attorney **SECONDED:** Councilmember Lindsey **CARRIED**

ADJOURN- with no further discussion at 8: 26 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 4th day of February 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 4th day of February 2013

City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 4nd day of March 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 18th DAY OF FEBRUARY 2013**

CALL TO ORDER- Mayor Bob Irvin called the regular session meeting to order on Monday, February 18, 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

ABSENT

Councilman Earl Goolsby- Excused

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 remove items 16-19 and adopt the agenda as presented.

SECONDED: Councilmember Monika Cronberg **CARRIED**

CONSENT AGENDA

MOTION: Councilmember Cronberg moved to adopt consent agenda as presented **SECOND:** Vice Mayor Holloway **CARRIED**

PUBLIC HEARINGS, PETITIONS AND COMMUNICATIONS

1. **Proclamation:** Mayor declares February 16th through 23rd, 2013 as *Willcox FFA Week*

FFA students accepted the Proclamation and thanked the Council for all their support recognizing February 16-23, 2013 as Willcox FFA week.

PRESENTATION/DISCUSSION TO ACCEPT GRANT FROM UNION PACIFIC FOUNDATION FOR THE STAGING AREA IN FRONT OF THE MASCOT & WESTERN CAR

DISCUSSION: City Manager McCourt announced the representative Zoe Richmond from Union Pacific Foundation was ill and could not be here to present the checks but assured me they were in the mail.

DISCUSSION/DECISION REGARDING PARTICIPATION IN THE NCCH 17th ANNUAL GOLF TOURNAMENT

DISCUSSION: City Manager McCourt stated NCCH holds a golf tournament every year and asked the City of Willcox would like to be a sponsor. **MOTION:** Vice Mayor Holloway moved to sponsor the 17th Annual Golf Tournament for \$250.

SECOND: Councilmember Cronberg **CARRIED**

DISCUSSION AND/OR DECISION REGARDING APPROVING RESOLUTION NO. 2013-09 FOR THE PURPOSE OF ACCEPTING FROM MIKE ELLIS, A DONATION OF A MOBILE HOME TO THE WILLCOX DEPARTMENT OF PUBLIC SAFETY; AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION AND DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

MOTION: Mayor Irvin made a motion to approve Resolution NO 2013-09 for the purpose of accepting from Mike Ellis a donation of a mobile home to the Willcox Department of Public Safety.

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 18th DAY OF FEBRUARY 2013**

SECOND: Councilmember Cronberg **DISCUSSION:** Chief Weaver stated there it is a slightly damaged mobile home and Mr. Ellis would like to donate this mobile home to us for training purposes. I recommend accepting this for use in our training. Mayor Irvin asked if the city would be responsible for moving it. Chief Weaver stated Mr. Ellis would move it. Councilmember Lindsey stated we would be setting precedence if we accept this and violating our own city code. Chief Weaver stated we would not be setting precedence as we are only accepting this structure for training purposes only. Councilmember Cronberg asked where this would be located. Chief Weaver stated it would be located out by the transfer station and it would not be an eye sore in town and it will be secured. Councilmember Lindsey stated we would be violating the city code as it states you can not move a mobile home that is more than 15 years old with in the city to another lot in the city. City Attorney Roberts stated she would have to look at the code and see what it says, and explained the issue with HUD and post HUD due to the Manufacture Home Association asked for that to be removed. Councilmember Lindsey stated he was not opposed to what it is being used for but we are violating the current code accepting this, I would like to make a **MOTION:** Councilmember Lindsey moved to table Mike Ellis donation of a mobile home to the Willcox Department of Public Safety and have the Council look at it and maybe we could make an exception **SECOND:** Vice Mayor Holloway **CARRIED**

DISCUSSION/DECISION/DIRECTION REGARDING APPROVING RESOLUTION NO. 2013-10 APPROVING AND ADOPTING A NOTICE OF INTENTION TO MODIFY WATER, WASTEWATER, GAS AND SOLID WASTE RATES, DECLARING RATE INCREASE DATA REPORTS AS PUBLIC RECORDS AND SETTING APRIL 1, 2013, AS THE DATE FOR PUBLIC HEARINGS ON THE PROPOSED RATE MODIFICATIONS.

MOTION: Vice Mayor Holloway moved to approve Resolution No. 2013-10 approving and adopting the Notice of Intention to modify Water, Wastewater Gas, and Solid Waste Rates. Declaring rated increase data reports as public records and setting April 1, 2013 as the date for Public Hearings on the proposed rate modification.

SECONDED: Councilmember Lindsey **DISCUSSION:** Councilmember Lindsey stated I am not clear what we are approving here. City Manager McCourt explained by ordinance we are to announce these rates. City Attorney Roberts stated this Notice of Intent by statute says it has to have a public hearing and be published in the paper to give notice to the public of possible rate changes. Councilmember Cronberg stated this is an adjustment and it could go up or down or stay the same. City Attorney stated the City could adjust the rates lower at anytime and not do a public notice, but it is always better to do all the utilities at the sametime **CARRIED**

DISCUSSION/DECISION REGARDING APPROVING RESOLUTION NO. 2013-11 AUTHORIZING AND APPROVING THE PLEDGEE AGREEMENT FORM WITH THE FEDERAL RESERVE BANK OF BOSTON; AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION; DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION

MOTION: Councilmember Lindsey moved to approved Resolution NO. 2013-11 authorizing and approving the pledgee agreement form with the Federal Reserve Board of Boston.

SECONDED: Councilmember Cronberg **CARRIED**

CITY MANAGER REPORTS

Consideration, discussion, and/or decision regarding the following topics by the City Manager:

- **Council Work Session Meetings-** every Monday in the Month of March re: Rate Hearings at 6:30 pm. on non-council nights and on Council nights at 6:00 pm.
- **Reporting-** USDA on Industrial Park Grant – One of the questions was waiving the requirement and they said no we cannot waive the requirement.

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Mayor Irvin stated that Councilmember Goolsby has surgery today and he is doing fine.

Councilmember Monika thanked the FFA for all they do.

Councilmember Nigh stated I just wanted to remind everyone where our money comes from and waived the newspaper regarding the unpaid taxes.

**THE MINUTES OF THE REGULAR SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 18th DAY OF FEBRUARY 2013**

~~DISCUSSION/DECISION ENTER INTO AN EXECUTIVE SESSION 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~~

~~RECESS TO EXECUTIVE SESSION, IF APPROVED~~

~~RECONVENE FROM EXECUTIVE SESSION~~

~~DISCUSSION/DECISION/DIRECTION TO STAFF REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION~~
Consideration, discussion, decision and/or direction to staff regarding matters discussed in Executive Session and/or consultation for legal advice from City Attorney.

ADJOURN- with no further discussion at 7:33 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 18th day of February 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18th day of February 2013

City Clerk Virginia A. Mefford

PASSED, APPROVED AND ADOPTED this 4th day of March 2013.

MAYOR ROBERT A IRVIN

Signed _____

ATTEST:

City Clerk Virginia A. Mefford

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

13 JAN 23 Ligr. Dept PH 1 245
RECEIVED

2013 FEB -4 P 1: 13

FEB 14 2013

APPLICATION FOR LIQUOR LICENSE
TYPE OR PRINT WITH BLACK INK

OFFICE OF CITY MANAGER

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, 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): 13023030

1. Type of License(s): Series 13
2. Total fees attached: \$ 100 Department Use Only

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. Beres Mark Walter P1067809
(Insert one name ONLY to appear on license) Last First Middle
2. Corp./Partnership/L.L.C.: Flying Leap Vineyards, Inc. 81048777
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: Flying Leap Vineyards 810491601e
(Exactly as it appears on the exterior of premises)
4. Principal Street Location: 100 N. Railroad Ave. Willcox Cochise 85643
(Do not use PO Box Number) City County Zip
5. Business Phone: (520) 954-2935 Daytime Phone: (520) 954-2935 Email: markberes@msn.com
6. Is the business located within the incorporated limits of the above city or town? YES NO
7. Mailing Address: 16500 S. Creosote View Ln. Vail Arizona 85641
City State Zip
8. Price paid for license only bar, beer and wine, or liquor store: Type _____ \$ _____ Type _____ \$ _____

DEPARTMENT USE ONLY

Fees: 100
Application Interim Permit Site Inspection Finger Prints \$ 100
TOTAL OF ALL FEES

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

Accepted by: SG Date: 1/30/13 Lic. # 13023030

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 JAN 23 Lic. Dept. PH 1 46

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.

(Print full name)

State of _____ County of _____

X _____
(Signature)

The foregoing instrument was acknowledged before me this

My commission expires on: _____

_____ day of _____
Day Month Year

(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 T

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.

13 JAN 23 11:47 AM '10

1. Name of Corporation/L.L.C.: Flying Leap Vineyards, Inc.
(Exactly as it appears on Articles of Incorporation or Articles of Organization)
2. Date Incorporated/Organized: 11/15/10 State where Incorporated/Organized: Arizona
3. AZ Corporation Commission File No.: 1640095-9 Date authorized to do business in AZ: 11/17/10
4. AZ L.L.C. File No.: _____ Date authorized to do business in AZ: _____
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
Beres, Mark	Walter		President	16500 S. Creosote View Ln., Vail, AZ	85641
Moeller, Marc	Oliver		VP, Sec, Tr	10475 E. George Tolman Ln., Tucson, AZ	85747

(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
Moeller, Marc	Oliver		54%	10475 E. George Tolman Ln., Tucson, AZ	85747
Kitchens, Thomas	Grant		16%	6908 35th Ave. SW Unit B, Seattle, WA	98126
Beres, Mark	Walter		14%	16500 S. Creosote View Ln., Vail, AZ	85641
No One Else Owns 10% or More			-	-	

(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 9 Probate, Will Assignment or Divorce Decree of an existing Bar or Liquor Store License:

- 1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle
- 2. Assignee's Name: _____
Last First Middle **13 JUN 23 14:54 PM 146**
- 3. License Type: _____ License Number: _____ Date of Last Renewal: _____
- 4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

SECTION 10 Government: (for cities, towns, or counties only)

- 1. Governmental Entity: _____
- 2. Person/designee: _____
Last First Middle Contact Phone Number

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Person to Person Transfer:

Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY-Series 06,07, and 09).

- 1. Current Licensee's Name: _____ Entity: _____
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)
- 2. Corporation/L.L.C. Name: _____
(Exactly as it appears on license)
- 3. Current Business Name: _____
(Exactly as it appears on license)
- 4. Physical Street Location of Business: Street _____
City, State, Zip _____
- 5. License Type: _____ License Number: _____
- 6. If more than one license to be transferred: License Type: _____ License Number: _____
- 7. Current Mailing Address: Street _____
(Other than business) City, State, Zip _____
- 8. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? YES NO
- 9. Does the applicant intend to operate the business while this application is pending? YES NO If yes, complete Section 5 of this application, attach fee, and current license to this application.

10. I, _____, hereby authorize the department to process this application to transfer the
(print full name)
privilege of the license to the applicant, provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, _____, declare that I am the CURRENT OWNER, AGENT, MEMBER, PARTNER
(print full name)
STOCKHOLDER, or LICENSEE of the stated license. I have read the above Section 11 and confirm that all statements are true, correct, and complete.

(Signature of CURRENT LICENSEE) State of _____ County of _____
The foregoing instrument was acknowledged before me th

My commission expires on: _____

Day Month Year

(Signature of NOTARY PUBLIC)

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 _____
(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: 2112 ft. Name of school Willcox Elementary School
Address 501 West Delos St., Willcox AZ 85643
City, State, Zip _____
2. Distance to nearest church: 1056 ft. Name of church Willcox United Methodist Church
Address 124 South Curtis Ave., 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 Raven McReynolds
Address 5575 S. Butterfield Rd., Willcox, AZ 85643
City, State, Zip _____

4a. Monthly rental/lease rate \$ 250.00 What is the remaining length of the lease 2 yrs. 0 mos.

4b. What is the penalty if the lease is not fulfilled? \$ 0.00 or other _____
(give details - attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? \$ 0.00
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip
Pioneer Title (Land Mortgage)			\$171,200	363 W. 4th St., Benson, AZ 85602		
Moeller, Helmut			\$37,600	5393 Belardo Dr., San Diego, CA 92124		
John Deere Credit			\$28,600	P.O. Box 4450, Carol Stream, IL 60197		
Great Western Bank			\$343,900	2955 E. Grant Rd., Tucson, AZ 85716		
Bank of the West			\$11,700	P.O. Box 4024, Alameda, CA 94501		

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? DFW, Internet Sales, Tasting Room & Sales, Wine Festivals

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 JAN 23 Lic. Dept #145
(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 _____
Address _____
City, State, Zip _____
- 4a. Monthly rental/lease rate \$ _____ What is the remaining length of the lease ___ yrs. ___ mos.
- 4b. What is the penalty if the lease is not fulfilled? \$ _____ or other _____
(give details - attach additional sheet if necessary)
5. What is the total **business** indebtedness for this license/location excluding the lease? \$ _____
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip
Mueller, Tim			\$499,000	P. O. Box 345, Sonoita, AZ	85637-0345	

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? _____

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:
 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 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.

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:
 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? 03/01/2013
 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.

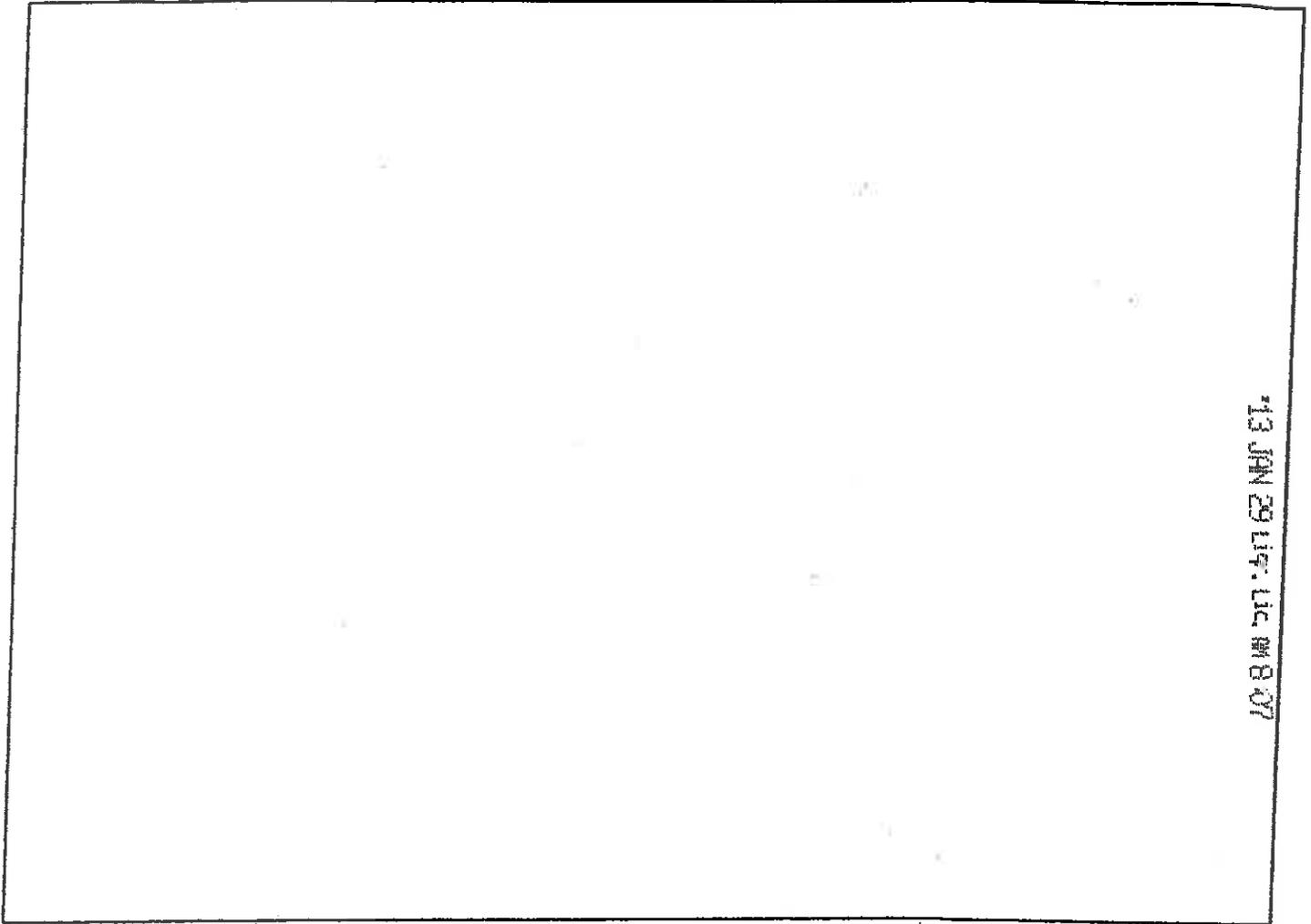
As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this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



SECTION 16 Signature Block

AMENDMENT

I, MARK WALTER BERES, 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 of applicant listed in Section 4, Question 1)

State of _____ County of _____

The foregoing instrument was acknowledged before me this

_____ of _____
Day Month Year

My commission expires on : _____
Day Month Year

signature of NOTARY PUBLIC

SECTION 15 Diagram of Premises

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

SECTION 16 Signature Block

I, MARK W. BERES, 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.

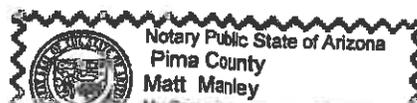
X [Signature]
(signature of applicant listed in Section 4, Question 1)

State of Arizona County of Pima

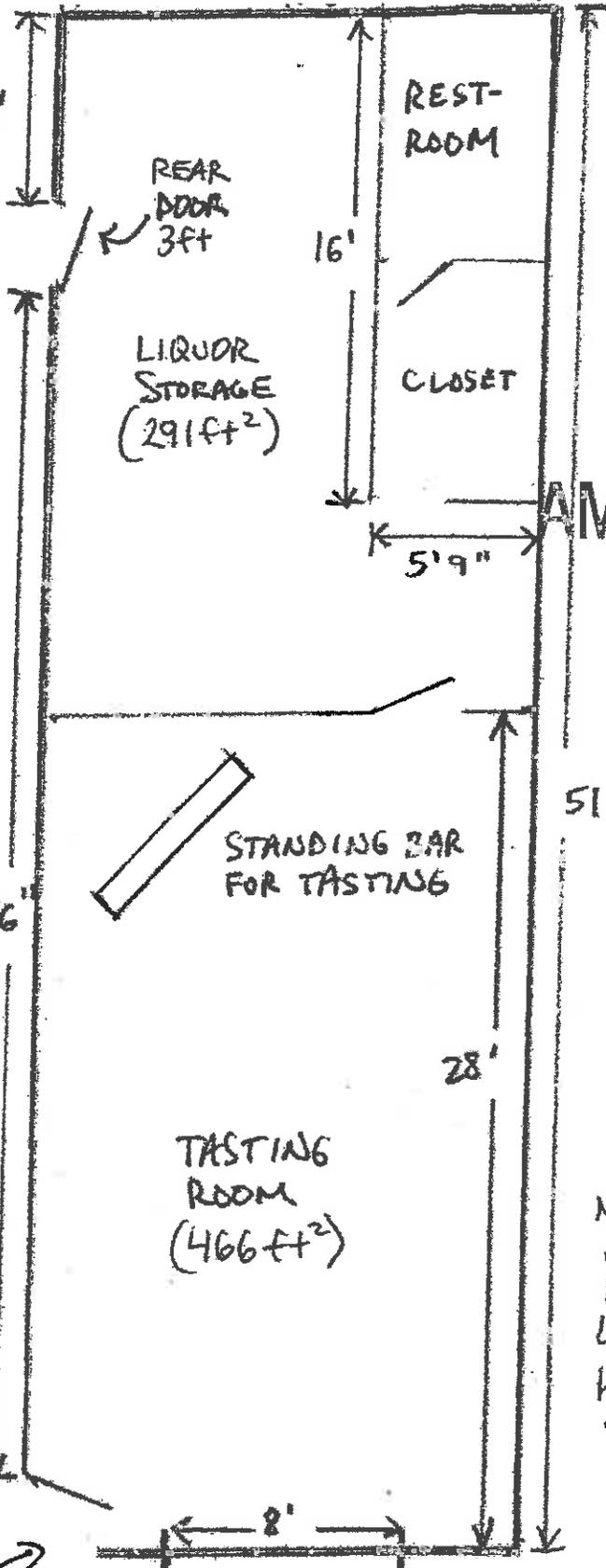
The foregoing instrument was acknowledged before me this 21st of January, 2013
Day Month Year

[Signature]
signature of NOTARY PUBLIC

My commission expires on : 20 July 2013
Day Month Year



'13 JAN 25 Lic. Lic. PM 3 6



AMENDMENT

Flying Leap Vineyards
100 N. Railroad Ave.
Willcox, AZ 85643

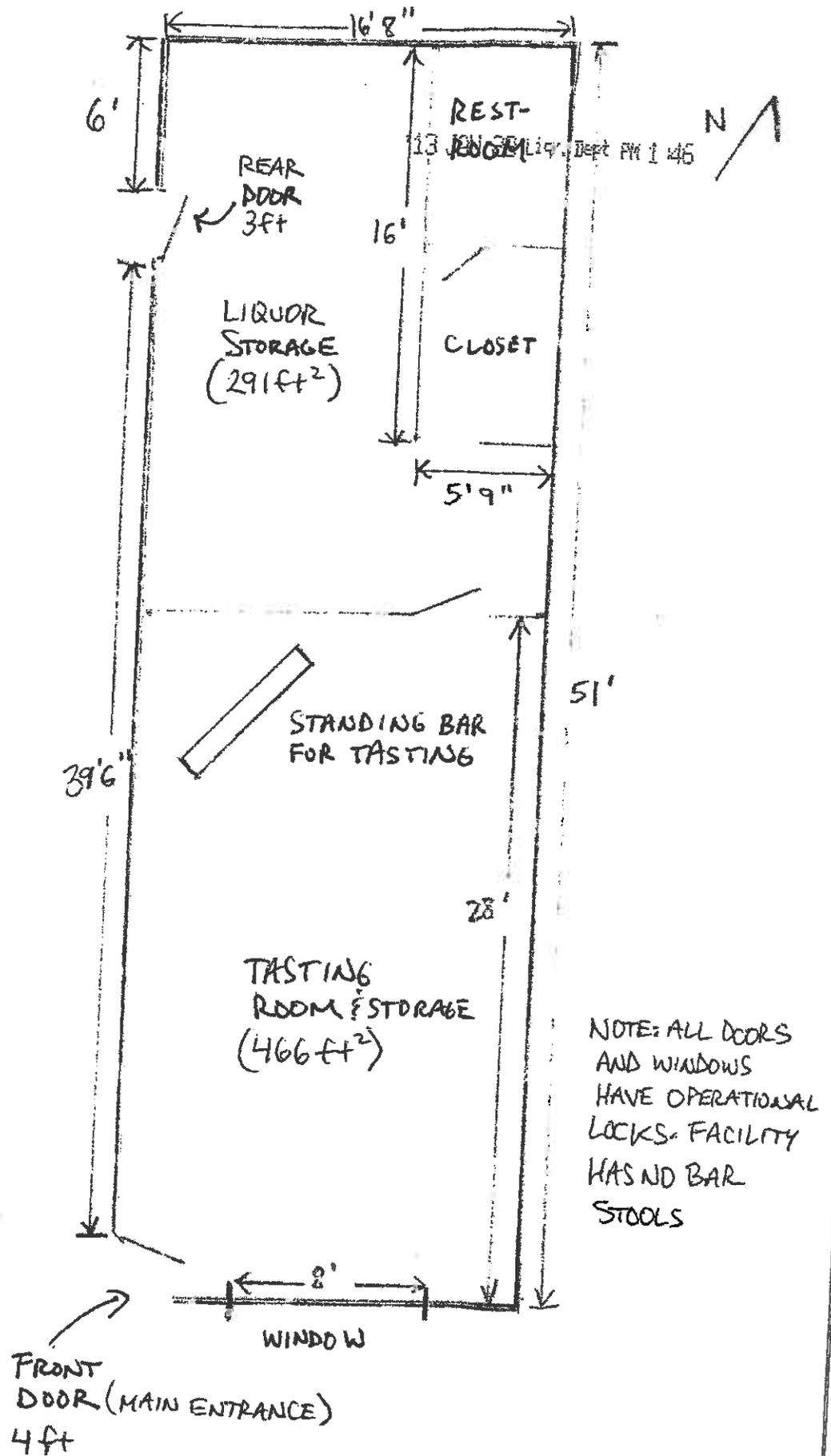
TOTAL
SQUARE FOOTAGE
850 ft²

NOTE: ALL DOORS
AND WINDOWS
HAVE OPERATIONAL
LOCKS. FACILITY
HAS NO BAR
STOOLS

FRONT
DOOR (MAIN ENTRANCE)
4ft

Winery and Tasting Room Floor Plan

Flying Leap Vineyards
100 N. Railroad Ave.
Willcox, AZ 85643



Winery and Tasting Room Floor Plan

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 9
Tab Number: 3
Date: 03/04/2013

Date Submitted:
02-21-2013
Date Requested:
03/04/2013

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Resignation
from Sue Ball from
Willcox Public Library
Advisory Committee**

TO: MAYOR AND COUNCIL

FROM: Human Resources

DISCUSSION: Attached is a resignation letter from Mrs. Ball from the Willcox Public Library Advisory committee effective February 21, 2013.

RECOMMENDATION: Accept the resignation.

FISCAL IMPACT: zero

Prepared by: 
Sherry Van Allen, HR

Approved by: 
City Manager

Feb. 20, 2013

>
>City of Willcox
>101 S Railroad Ave
>Willcox, Az 85643

>Re: PLAC

>
>
>To whom it may concern:

>
>I thank you for the opportunity of serving on the board;
>however I am resigning my position for personal reasons,
>effective immediately.

>
>Respectfully,
>Sue Ball
>225 N. Bowie Ave.
>Willcox, Az. 85643

>
>
>

Received
FEB 21 2013
9/21/13 SA

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 10
Tab Number: 4
Date: 3-4-2013

Date Submitted:
February 28, 2013

Date Requested:
March 4, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Acceptance of
donated mobile home from
Mike Ellis, to be used by police
and fire dept. for training
purposes.**

TO: MAYOR AND COUNCIL

**FROM: Jake Weaver, Willcox Department of Public Safety Director
Jeff Stoddard, Development Services Department**

DISCUSSION: The Willcox Department of Public Safety is requesting approval to accept the donation of a 60 foot long, 1978-1979, single wide mobile home. The trailer was previously damaged in a fire and is uninhabitable. The trailer would be located on city property by the old landfill, and would be used by the fire and police depts. for training purposes. Transportation would be arranged by the owner Mr. Mike Ellis from its existing lot to the city property, at no charge to the city.

The Planning and Zoning Commission voted unanimously on February 27, 2013 to permit an expectation to Ordinances 17.12.290 Provisions- Mobile Homes Prohibited-Exceptions, 17.12.340 Moved Buildings, and 17.40.040 Special Provisions.

The Planning and Zoning Commission will allow the Manufactured home to be moved to the City yard located on Fort Grant rd. The Manufactured Home will only be used for Fire and Police training.

RECOMMENDATION: Accept donation of the single wide mobile home, to be used for training purposes by the Willcox Police and Fire Depts.

FISCAL IMPACT: None at this time.

Prepared by: _____ and _____
Jake Weaver, Director of Public Safety Jeff Stoddard, Development Services

Approved by: _____
Pat McCourt, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-09

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, FOR THE PURPOSE OF ACCEPTING FROM MIKE ELLIS, A DONATION OF A MOBILE HOME TO THE WILLCOX DEPARTMENT OF PUBLIC SAFETY; 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. §9-240, to accept and appropriate monies and assets to carry out the purposes of the corporation; and,

WHEREAS, Mike Ellis wishes to donate to the City of Willcox for the purpose of supporting the Willcox Department of Public Safety, a 1978-79 sixty foot (60') single wide mobile home which was previously damaged in a fire and will be used by the Willcox Department of Public Safety for training purposes; and,

WHEREAS, although the City Code presently states that mobile homes over ten (10) years of age cannot be relocated within the City of Willcox, a variance has been granted by the City of Willcox Planning and Zoning Commission allowing this particular mobile home to be relocated to City property for the sole purpose of being utilized by the Willcox Department of Public Safety for training purposes as said Commission feels that such purpose is in the best interest of the citizens of this City; and,

WHEREAS, the Mayor and City Council have determined that approving the donation of the mobile home 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 March 4, 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 donation of a 1978-79 sixty foot (60') single wide mobile home to be used by the Willcox Department of Public Safety for training purposes; 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 accept the donation.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 4th day of March, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-09

This item was first presented to the Mayor and City Council on February 18, 2013, and said item was tabled to return to on the agenda on March 3, 2013, as amended after approval of the varience by the Planning and Zoning Commission.

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 11
Tab Number: 5
Date: 2-18-2013

Date Submitted:
January 30, 2013

Date Requested:
February 18, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Acceptance of donated mobile home from Mike Ellis, to be used by police and fire dept. for training purposes.

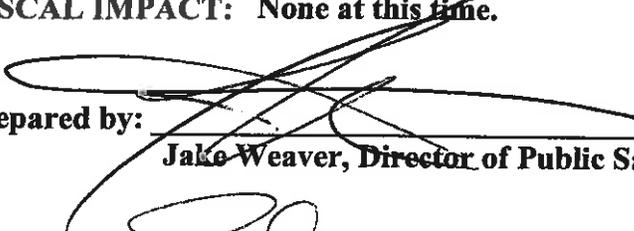
TO: MAYOR AND COUNCIL

FROM: Jake Weaver, Willcox Department of Public Safety Director

DISCUSSION: The Willcox Department of Public Safety is requesting approval to accept the donation of a 60 foot long, 1978-1979, single wide mobile home. The trailer was previously damaged in a fire and is uninhabitable. The trailer would be located on city property by the old landfill, and would be used by the fire and police depts. for training purposes. Transportation would be arranged by the owner Mr. Mike Ellis from its existing lot to the city property, at no charge to the city.

RECOMMENDATION: Accept donation of the single wide mobile home, to be used for training purposes by the Willcox Police and Fire Depts.

FISCAL IMPACT: None at this time.

Prepared by: 
Jake Weaver, Director of Public Safety

Approved by: 
Pat McCourt, City Manager

copy pos

ORDINANCE NS260

AN ORDINANCE OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, AMENDING TITLE 17 "ZONING" OF THE WILLCOX MUNICIPAL CODE BY AMENDING SECTION 17.12.290 "TRAILER HOUSES MOBILE HOMES PROHIBITED - EXCEPTIONS" BY AMENDING SUBPARAGRAPH "E"

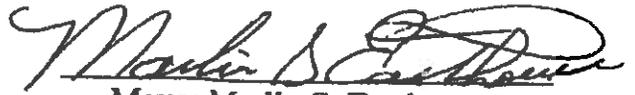
BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, AS FOLLOWS:

Section 1: That Title 17, "ZONING"; Section 17.12.290 "Trailer Houses or Mobile Homes Prohibited - Exceptions" of the Willcox Municipal Code is hereby amended by amending subparagraph "E" which was added by Ordinance NS164:

- E. 1. Manufactured Homes installed within the city limits of Willcox, shall be no more than 15 years old from the date of manufacture at the time the Permit Application is filed with the city of Willcox Building Department.
- 2. A permit to relocate a Manufactured Home that is older than 15 years shall not be issued to allow the Manufactured Home to be moved to another location within the city limits.
- 3. Any Manufactured Home older than 15 years that is located within the City limits at the time that it becomes 15 years old may remain in its current location unless the Building Official deems it out of compliance with the then existing City Codes and requirements and it is not brought into compliance within a timely manner.

Section 2: If any section, subsection, sentence, clause, phrase or portion of this ordinance adopted herein is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

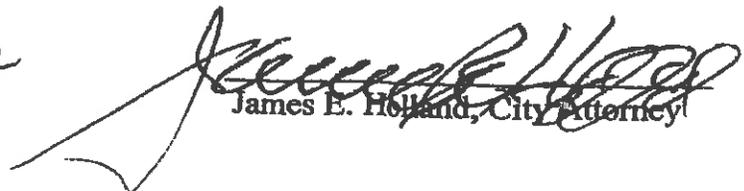
PASSED AND ADOPTED by the Mayor and City Council of Willcox, Cochise County, Arizona this 1st day of August, 2005


Mayor Marlin S. Easthouse

ATTEST:

APPROVED AS TO FORM:


City Clerk Cristina G. Whelen, CMC


James E. Holland, City Attorney

17.12.290 Provisions – Mobile Homes Prohibited – Exceptions

No mobile home shall be placed on any lot or parcel of land within the City except in compliance with Section 17.40.040 and with one or more of the following conditions:

- A. When temporarily located on a lot on which a building is being constructed, but not to exceed one year, provided that bond or a mortgage on the mobile home or other property in the amount of two hundred dollars shall first be posted with the City guaranteeing the removal of the trailer house from the lot within one year from date of permit;
 - B. When placed in an approved mobile home park or travel trailer court;
 - C. When placed in an approved mobile home subdivision;
 - D. When located in the R-3-A and R-3-M zones and all of the regulations of the R-3-A and R-3-M zones are complied with pertaining to area and width of lot, size of yards and height and size of buildings. (Amended by Ordinance No. NS116, dated January 22, 1986)
-

17.12.340 Moved Buildings

- A. No permit shall be issued for the moving of any residential, commercial or industrial building which has prior use, from one site within the City to another site within the City, without first filing an application with the zoning administrator.
- B. The following information shall be filed with the zoning administrator at the time the application is made:
 1. Location and address of the old and new sites;
 2. Plot plan of the new location showing adjacent lots on all sides of the property;
 3. Plans and specifications for the proposed improvements at the new location, including plans for landscape treatment.
- C. The application shall then be submitted to the Board of Adjustment for approval.
- D. Before the Board of Adjustment may approve an application for the moving of a building onto a lot within the City, it must find:
 1. That the building will have no appreciable detrimental effect on the living environment and property values in the area into which the structure is to be moved;
 2. That the building and the lot on which the building is to be located will conform to the requirements of this title and building code;
 3. That all required dedications and improvements for streets and other facilities shall be provided in conformity with City standards.
- E. The building and grounds shall be brought up to the standards required of new buildings before being occupied.
- F. Before a permit to move a building may be granted, the applicant shall post a bond or other assurance as determined by the Board of Adjustment to cover costs of bringing the building and grounds up to standard. In the event of failure to comply with conditions required by the Board of Adjustment, the City Council may declare the bond or other assurance forfeited and use the proceeds therefrom in performing the work.
- G. The bond shall also cover the costs involved in cleaning up the vacated site and restoring it to a safe and slightly condition. (Prior code 17.12.340)

17.40.040 Special Provisions

All mobile homes, except recreational vehicles as defined in the Arizona Rules and Regulations for the Division of Mobile and Manufactured Housing Standards, shall be skirted with materials that will harmonize with the design and materials used in the mobile home, as approved by the zoning administrator. Skirting of the mobile home shall be completed within ninety (90) days from the date the mobile home is parked on the premises. Failure to comply with this provision within 90 days shall result in the City Inspector personally or by certified mail, return receipt requested, presenting written notice to the occupants and/or owner of the premises that the provisions of this code have not been complied with. Failure to comply within thirty (30) days of the Building Inspector's written notice shall be a violation of the code in accordance with Section 1.04.010. Each day that this code is not complied with will constitute a separate offense. The City Magistrate shall punish violators of this code section in accordance with Section 1.04.010. (Amended by Ordinance No. NS116, dated January 22, 1986)

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: 11
Tab Number: 5
Date: 03 Dec 2013

Date Submitted: 2/25/2013
Date Requested: 3/4/2013

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

Subject: Accept an In-kind Donation for use of Public Facilities

TO: MAYOR AND COUNCIL

DISCUSSION: The Willcox Chamber of Commerce & Agriculture is providing \$350 toward the purchase of additional tables at the Community Center. They have specified that the City purchase six foot long tables instead of the typical eight foot tables.

Staff was notified of the request and has obtained 4-six foot tables for the Chamber in addition to 4-six foot tables, 4-eight foot tables and a cart purchased with City funds.

As provided for in the Community Center facility use policy, the Chamber of Commerce and Agriculture would like this to be considered an in-kind donation toward future fees for the use of the City of Willcox facilities.

RECOMMENDATION: Accept in-kind donation to be used on future facility use(s).

FISCAL IMPACT N/A

Prepared by:



Dave Bonner, Public Services & Works Director

Approved by:



Pat McCourt, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-12

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, FOR THE PURPOSE OF ACCEPTING FROM THE WILLCOX CHAMBER OF COMMERCE & AGRICULTURE, A DONATION OF THREE HUNDRED FIFTY DOLLARS TO THE WILLCOX COMMUNITY CENTER; 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. §9-240, to accept and appropriate monies to carry out the purposes of the corporation; and,

WHEREAS, The Willcox Chamber of Commerce & Agriculture wishes to donate to the City of Willcox for the purpose of purchasing additional tables for the Willcox Community Center, cash in the sum of \$350.00; and,

WHEREAS, The Willcox Chamber of Commerce & Agriculture wishes that the Mayor and City Council will accept and approve such donation as an “in kind” donation therefore, the amount of such donation can be used as a setoff for future fees for the use of City of Willcox facilities; and,

WHEREAS, the Mayor and City Council have determined that accepting the donation of cash 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 March 4, 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 Mayor and City Council of the City of Willcox, hereby approve and accept the donation of \$350.00 cash from the Willcox Chamber of Commerce & Agriculture to be appropriated for the benefit of the Willcox Community Center; and,

SECTION 2: The Mayor and City Council approve such donation as an “in kind” donation and the amount of such donation can be used as a setoff for future fees for the use of City of Willcox facilities; and,

SECTION 3: 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 4: That 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 in the name of the corporation.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 4th day of March, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-12



1500 N. Circle I Road
Willcox, AZ 85643
Phone: 1520-384-2272
1-800-200-2272

29 January 2013
Dave Bonner
Public Works Director
City of Willcox
250 N. Railroad, Ave
Willcox, AZ 85643

Dear Mr. Bonner,

Greetings, the Willcox Chamber of Commerce and Agriculture is pleased to give an in-kind donation to the City of Willcox, Arizona in the amount of three hundred and fifty dollars (\$350.00) for the purchase of new tables for the Willcox Community Center.

The Chamber of Commerce and Agriculture has used the Willcox Community Center for two events. It is very exciting to see the improvements that have been made to the Community Center by the City of Willcox Public Works Department. The improvements have enhanced the quality of the events. During the events it has been noticed that many of the tables have been replaced but many are still in need of replacement. Please use the in-kind donation to purchase some six foot tables. These six foot tables are easier to use in the lounge area. If there are sufficient funds left after the purchase of between four and six, six foot tables purchase as many eight foot tables as possible.

The in-kind donation is a reimbursable type of donation. Once the tables have been purchased please submit an invoice to the Willcox Chamber of Commerce and Agriculture. The City of Willcox will then reimburse the City for the costs up to the three hundred and fifty dollar amount.

As mentioned before the Willcox Chamber of Commerce is pleased to support the efforts of the City of Willcox in upgrading the public facilities for the benefit of the citizens. If you have any questions please feel free to contact me at the Chamber. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Baker", with a long horizontal flourish extending to the right.

Alan Baker, Executive Director

PROGRESS, PRIDE & POSSIBILITIES

CITY OF WILLCOX
REQUEST FOR ACTION
or
INFORMATION FOR COUNCIL

Agenda Item 12
Tab Number 6
Date: 2/27/13

Date Requested:
3/1/10

Resolution
 Ordinance
 Formal
 Other

Subject: Council
Approval to
Submit Grant
Proposal

TO: **Honorable Mayor and City Council**

FROM: **Tom Miner, Library Director**

RE: **LSTA Grant Proposal**

DISCUSSION: The AZ State Library, Archives, and Public Records Agency offers libraries the opportunity to apply for 2013 grant funding, made possible by the federally funded Institute of Museum and Library Services (IMLS), through the Library Services and Technology Act (LSTA) state-based program. The Library has successfully received three LSTA grants in recent years, CRAFT in 2005 (Creative Resources and Activities for Teens, \$16,614); CHIRP in 2007 (Cultural Heritage Integrated Resource Project, \$19,112), WTF (Willcox Technology for the Future, \$27,713), and READ (Read Early and Develop (\$8,923). The Library would like to apply for an LSTA Grant in the area of Community Grants, "Willcox Employment Support Training"; the goal of this project is to assist and prepare individuals to enter the workforce by enhancing their knowledge and skills needed for employment. Funds will be used to provide workshops and training programs and to hire facilitators to help the participants learn how to access and make use of the resources the library has to offer. Community members will benefit because the Willcox community will be made aware that the library has resources that they can use to enhance their skills and become employed.

RECOMMENDATION: That the Mayor and Council approve the resolution authorizing the Mayor and the Library Director to submit the application for a Grant from the AZ State Library, Archives & Public Records' LSTA Program, and if awarded, sign the necessary documents to receive, implement and administer said Grant.

FISCAL IMPACT: (If awarded) + \$17,829 for the Library's collection development.

Prepared by:

Sylvia Stewart
Sylvia Stewart, Library Supervisor

Approved by:

Thomas Miner
Thomas Miner, Library Director

Pat McCourt
Pat McCourt, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-13

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, APPROVING THE APPLICATION FOR A GRANT FROM THE ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS AGENCY TO BE USED TO PROVIDE WORKSHOPS AND TRAINING PROGRAMS THROUGH THE PUBLIC LIBRARY; AUTHORIZING THE MAYOR AND LIBRARY DIRECTOR TO EXECUTE THE APPLICATION AND IF AWARDED, DIRECTING AUTHORIZED CITY OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City of Willcox is authorized pursuant to Title 9, A.R.S. §§9-413 and 9-419 to establish a Library fund and to authorize the use of land and structures for a public library; and,

WHEREAS, the City is empowered pursuant to Title 9, A.R.S. §9-240 (A) and (B) to control the finances and property of the corporation; and,

WHEREAS, the City of Willcox Mayor and City Council, on behalf of the Elsie S. Hogan Community Library, desire to authorize the application for a grant from the Arizona State Library, Archives, and Public Records Agency; and,

WHEREAS, Grant funds, if awarded, will be used to provide workshops, training programs and to hire facilitators to help the participants learn how to access and make use of library resources therefore, community members will benefit because they can use library resources to enhance their skills and become employed; and,

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the City and its citizens to approve the application for the grant from the Arizona State Library, Archives, and Public Records Agency; and,

WHEREAS, the Mayor and City Council desire to have this item presented on March 4, 2013 regular Council Meeting.

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

SECTION 1: The Mayor and City Council hereby authorize and approve the application for a grant from the Arizona State Library, Archives, and Public Records Agency, on behalf of the Elsie S. Hogan Community Library, in the amount of \$17,829.00; and,

SECTION 2: That the Mayor and Library Director are authorized and empowered to execute and submit the grant application to the Arizona State Library, Archives, and Public Records Agency, on behalf of the Elsie S. Hogan Community Library; and,

SECTION 3: That the Mayor is authorized and empowered to execute the Resolution as presented; and,

SECTION 4: If awarded, the Mayor and City Administrators are authorized and empowered to take all action required to receive, implement and administer said Grant.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, ARIZONA, this 4th day of March, 2013.

APPROVED/EXECUTED:

ROBERT A. IRVIN, MAYOR

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-13

Budget Form	LSTA Funds	Local Funds	Total Funds
1 Salaries & Benefits			\$21,734
Project Director, Sylvia Stewart (2hr/wk @	NA	\$3,000	
Programming Technician (4hr/wk)	NA	\$3,600	
Financial Administration (2hr/mo)	NA	\$980	
Library Staff Training	NA	\$450	
2 Grant Aides	13,704	\$0	
2 Contractual Services		\$5,200	\$5,200
3 Travel	\$500		\$500
4 Equipment	\$0		\$0
5 Software	\$0		\$0
6 Library Collection Materials	\$1,800	\$1,000	\$2,800
7 Supplies	\$1,075		\$1,075
8 Other (Specify)	\$750	\$250	\$1,000
TOTAL	\$17,829	\$14,480	\$32,309

BUDGET DETAIL

	Amount	Tax	LSTA	Local
1 Salaries & Benefits			\$13,704	\$8,030
Project Director, Sylvia Stewart (2hr/wk @	\$3,000			
Programming Technician (4hr/wk)	\$3,600			
Financial Administration (2hr/mo)	\$980			
Library Staff Training	\$450			
2hrs x 5 staff.				
2 Grant Aides (15 hrs/wk x \$7.80 x 12 mos.)		13704		
2 Contractual Services				\$5,200
mos.)		\$5,200		
3 Travel			\$500	1872
Workshop speakers - out-of-area travel mile	\$150	1872		
Project Director - travel to Phoenix, local	\$350			
4 Equipment			\$0	
5 Software			\$0	
		\$0		
		\$0		
6 Library Collection Materials			\$1,800	\$900
Self-help books, cds, dvds, etc.	\$1,800	900		
		\$0		
		\$0		
		\$0		
		\$0		
		\$0		
7 Supplies			\$1,075	1000
Postage/Paper/Posters/Flyers/Ads	\$375	200	\$0	
Flash drives, comp. peripherals	\$250			
Printing, printer cartridges, printer	\$450	800	\$0	
8 Other (Specify)			\$750	\$250
Misc Supplies & contingencies	\$200		\$0	
Speaker Honoraria (4-6)	\$550	250	\$0	
		\$0		
		\$0		
		\$0		
TOTAL			\$17,829	\$17,252
				\$35,081

Grant Application

Certification of Application

I certify this application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations pertinent to the application and to the use of award funds. Funds will not be used for indirect or administrative costs. The applicant agrees to submit a final report, which will include a narrative, budget and certification by the final report deadline. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Library Name: Elsie S. Hogan Community Library
Applicant's Name: Pat McCourt
Title: City Manager
Mailing Address: Elsie S. Hogan Community Library
100 North Curtis Avenue
Willcox, AZ 85643-2150

APPLICANT SIGNATURE FOR	ELSIE S. HOGAN COMMUNITY LIBRARY	DATE
----------------------------	----------------------------------	------

IMPORTANT
This form **MUST** be postmarked by the due date in order to be eligible for consideration.
Please type or print clearly.

MAIL COMPLETED APPLICATION TO:
Grants Administrator
Library Development Division
1100 West Washington Street
Phoenix, AZ 85007-2935

GladysAnn Wells, Director - Arizona State Library, Archives and Public Records

Date

Certification of Application

I certify this application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of award funds. Funds will not be used for indirect or administrative costs. The applicant agrees to submit a final report, which will include a narrative, budget and certification by the final report deadline. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Library Name: Elsie S. Hogan Community Library
Project Name: Willcox Employment Support Training
Authorizing Official's Name: PatMcCourt
Authorizing Official's Title:

Mailing address:
Elsie S. Hogan Community Library
101 S. Railroad Ave., Ste. B

Willcox, AZ 85643



2/27/13

Authorizing Official Signature for Elsie S. Hogan Community Library

Date

[View Grant Application Report](#)

IMPORTANT

This form **MUST** be postmarked by the due date in order to be eligible for consideration. Please type or print clearly.

MAIL COMPLETED APPLICATION TO:

Grants Administrator
Library Development Division
1700 West Washington Street, Suite 200
Phoenix, AZ 85007-2935

Arizona State Library, Archives and Public Records

Date

Grant Application

WILLCOX EMPLOYMENT SUPPORT TRAINING

General Project Information

Elsie S. Hogan Community Library

100 North Curtis Avenue

Willcox, AZ 85643-2150

Password: *esh207*Does this application meet all the eligibility criteria for a library? **Yes**

If no, what criteria is the applicant missing?

Project Contact Information

Contact Name: Sylvia B. Stewart

E-mail Address: [sstewart@willcoxcity.org](mailto:ssewart@willcoxcity.org)

Mailing Address:

Contact Phone:

Contact Fax:

Legal Administrator Information

Title: City Manager

Administrator Name: Pat McCourt

E-mail Address: pmccourt@willcoxcity.org

Mailing Address: 101 S. Railroad Ave., Ste. B

Willcox, AZ 85643

Phone: 520-766-4201

Fax: 520-384-2590

Award check payable to: City of Willcox, Dept. of Finance

Application Worksheet

Project Name: Willcox Employment Support Training

Project Summary: The goal of this project is to assist and prepare individuals to enter the workforce by enhancing their knowledge and skills needed for employment. Funds will be used to provide workshops and training programs and to hire facilitators to help the participants learn how to access and make use of the resources the library has to offer. Community members will benefit because the Willcox community will be made aware that the library has resources that they can use to enhance their skills and become employed.

Grant Funds Requested: \$17,829.00

People Served: 7200

Calculation method:

Grant Application

The population over age 16, of Willcox including the surrounding areas, comprised a total of approximately 7200 people.

Is Project New/Continuing? **New**

Category: **2013 Collections**

Partners: **Arizona Workforce Connection, Cochise County Library District**

User groups directly served by project:

Grant Application

Rural Populations
 Senior Citizens
 Young adults and teens
 Non/limited English-speaking
 persons
 Adults
 Library staff and Volunteers

Grant Fiscal Report

Type	Vendor	Grant Funds	Local Funds	Cash	Total
Contractual Services	AZ Workforce Connection	\$0.00	\$5,200.00		\$5,200.00
Equipment		\$0.00	\$0.00		\$0.00
Library Collection Materials	Self-help books, cds, dvds, etc.	\$1,800.00	\$900.00		\$2,700.00
Library Collection Materials		\$0.00	\$0.00		\$0.00
Other	Speaker Honoraria (4-6)	\$550.00	\$250.00		\$800.00
Other		\$0.00	\$0.00		\$0.00
Other	Misc. Supplies & contingencies	\$200.00	\$0.00		\$200.00
Salaries & Benefits	Grant Aides (2 @ 15hrs/wk x \$7.80)	\$13,704.00	\$0.00		\$13,704.00
Salaries & Benefits	Fin. Admin., R. Graham (2 hr/mo)	\$0.00	\$980.00		\$980.00
Salaries & Benefits	Proj. Director, S. Stewart (2 hr/wk)	\$0.00	\$3,000.00		\$3,000.00
Salaries & Benefits	Prog. Tech., T. Flanders (4 hrs/wk)	\$0.00	\$3,600.00		\$3,600.00
Salaries & Benefits	Staff training (5)	\$0.00	\$450.00		\$450.00
Software		\$0.00	\$0.00		\$0.00
Supplies	Postage/paper/posters/flyers/ads	\$375.00	\$200.00		\$575.00
Supplies	Printing, printer cartridges and supplies	\$450.00	\$800.00		\$1,250.00
Supplies	Flash drives, comp. peripherals	\$250.00	\$0.00		\$250.00
Supplies		\$0.00	\$0.00		\$0.00
Travel	Proj. Director	\$350.00	\$0.00		\$350.00
Travel	Workshop speakers/training	\$150.00	\$1,872.00		\$2,022.00
TOTALS		\$17,829.00	\$17,252.00		\$35,081.00

1. Project Summary.

The goal of this project is to assist and prepare individuals to enter the workforce by enhancing their knowledge and skills needed for employment. Funds will be used to provide workshops and training programs and to hire facilitators to help the participants learn how to access and make use of the resources the library has to offer. Community members will benefit because the Willcox community will be made aware that the library has resources that they can use to enhance their skills and become employed.

2. Project Description.

a. Program elements include:

1 – Augmenting the library’s collection of “how-to” books on resume writing, job/career fields, internet books and use of electronic/communication devices. Grant funds will be used to enhance the library’s collection of research/resource books, materials and videos.

2 – Training job seekers, special project coordinators and entire library staff in the usage of available resources in the market. Computer-based media and live instruction components will be used to provide information and general tips and advice on career selection, resume preparation, interviewing and job searches. Local and national resume banks, local and state and national job listings, and local services support will be used. Grant funds will be used to hire two part-time Special Project Coordinators (10-15 hrs./wk) to assist/train individuals in the basics of computers, the internet to complete applications, job searches, email set-up, resumes and other essential components of a job application.

3 - Meeting with partners to advertise and promote job assistance, training and computer literacy, and to bring job seekers, individuals interested in furthering their career field, and individuals who are computer illiterate (when possible, provided also to Spanish-speaking and non-English speaking individuals) into the library for these programs.

4 – Conducting a series of programs/web-based workshops for individuals (some perhaps in Spanish) to take advantage of the resources/technologies available at the library and to provide additional experience in their use. These programs/workshops might include employers, “mock” interviews, and career fairs (from both local and outside sources) for potential employment, career change, or to further employment skills.

b. Arizona Workforce Connection and Cochise County Library District will be significant sources of ideas and outreach to first time job seekers, presently employed, dislocated, and career changing job seekers, military and family members, Department of Defense civilians, and populations in the Willcox community and surrounding areas. An Office Manager/Specialist from the Arizona Workforce Connection will use our facility to help train staff and assist individuals to access local, state, regional and national databases with current job openings, including internet access, tutorials and assistance in resume writing. Cochise County Library District will help to share the experience, and training materials with the community and other Cochise County libraries.

c. The general public will have specialized assistance through the hiring and training of two Special Project Coordinators and will have access to training videos, books, cds/dvds, programs/workshops, including wi-fi and internet access. As Willcox is a small rural community, the library is the key community resource available for 3,900 residents, and an additional 8,000 people in the library’s rural service area. The library serves 5,690 people with library cards.

Every local media channel will be used to publicize the separate programs and the enhanced services the library will make available to web-based and training programs. The local newspaper and our local tv station are key elements for publicity. Our partners, Arizona Workforce Connection and Cochise County Library District, will help by disseminating flyers.

3. Justification

a. There is a substantial (14%) population of unemployed, job seekers (including Spanish-speaking and/or non-English speaking individuals) in the area served by the Elsie S Hogan Community Library. In recent months, special interest and references has been made by both English and Spanish-speaking and non-English speaking individuals for assistance in resume writing, computer training, and searches training programs here at the library.

The Willcox area is a rural community, with few resources for enhancing knowledge and skills needed for employment. The Library serves as a natural focal point for such activities. This is especially true because the Willcox area income per capita is 6.9% less than the Arizona average and 20.2% less than the National average. The median household income in Willcox is 16.2% less than the Arizona average and 27.5% less than the National average, and that of the Hispanic/Latino population is barely 50% of the Arizona median income. The poverty level in Willcox is 50.6% greater than the Arizona average and 120% greater than the National average. Individuals living below the poverty line in the community was 963, or 27 percent . There were 1,551 individuals in the labor force in Willcox.

This project will assist and prepare individuals to enter the workforce by enhancing their knowledge and skills needed for employment.

b. This project targets not only unemployed, or job seekers in several of its focus areas, but also the general community. Enhancing the ability of the library to serve a set of people representing over 60 % of the total population is essential. Providing workshops, programs and training, enhancing the library's collection of "self-help" materials and having individualized assistance will do this. The special programs and "mock" interviews will be focused toward individuals who are interested in joining the workforce, and are intended to expand the knowledge of both English and Spanish-speaking and other residents about the extensive resources available today at the library.

c. This project fits into the Elsie S Hogan Community Library's Mission Statement: "... provide Willcox area residents with an enjoyable, comfortable, spacious, modern library where they can access materials, services and programs designed to satisfy their information needs or enhance their leisure experience."

One focal area where the community can access materials, sets a goal of providing and promoting materials and training for services and programs designed to satisfy the community's needs. Staff was recently added to handle and expand overall programming for the library. This staff addition will allow the library to manage enhanced technology, and special programs on computer-based webinars.

The partners for this proposal will continue to be involved after the grant period in similar roles to that during the grant. The Willcox community generously supports the current programming efforts of the library and will continue to do so as these types of programs are added.

4. Outcomes/Activities/Evaluation

a. Outcome I – Enhanced knowledge and skills

Individuals will be better prepared to enter the workforce after participating in workshops/training programs.

b. Workshops, special presentations, “mock” interviews and training in resume writing and job selections will help individuals prepare to enter the workforce.

c. Participants will be surveyed before and after each program to determine the change in their knowledge. Surveys will be tallied and used throughout the program to help focus the contents of subsequent programs.

a. Outcome II – Community will learn about technology/data and web-based resources

Individuals will be able to use the technology/data resources and web-based resources and learn how to use them to do research on-line and/or through the library’s collection materials. This section will focus on the community as a whole.

b. Participants will be trained on basic computer skills, including computer-based media and materials for using the web.

c. Participants in this training will be recorded. An evaluation will be filled out at each session to evaluate the learning of the participants. Statistical data of the number of media/resource checkouts/usage will be tallied to assess their change in using online resources.

a. Outcome III – The use of self-help books and materials will increase

Participants’ use of the library’s collection of books for computer literacy and self-help materials will increase.

b. Enhance collection of books and materials on “self-help” that individuals will find desirable.

c. Statistical data of the number of circulation of self-help books and materials will be collected.

5a. Project Personnel:

<i>Name</i>	<i>Organization/Title</i>	<i>Duties</i>
Sylvia Stewart	ESH Community Library/ Library Supervisor	Responsible for budget, training, scheduling, implementation and Evaluation
Tanya Flanders	ESH Community Library Programming Tech	Assist in operation of all program elements, coordinates training; Incorporates program elements
Vickie Simmons	Program Dir./Arizona Workforce Connection	Program consultation, training and/or hands-on interviews, etc.
Anna Luna	Office Manager/Arizona Workforce Connection	Program consultation and publicity
Lise Gilliland	Cochise County Library District/ Director	IntraCounty library coordination

b. Sylvia Stewart, Library Supervisor, will be the Project Director. Ms. Stewart has direct responsibility for the daily operation of the library, as well as all programming for children, teens, seniors, general population, etc. Her responsibilities as Library Supervisor and as Project Director will seamlessly integrate this Project's activities, programs, and outcomes into the library's operations, ensuring not only its successful completion but also its incorporation into ongoing library functioning after the grant's completion. Of special value to this project, Ms Stewart also has considerable experience in technology, and has conducted several outreach programs in the Willcox community for adults and seniors, including the purchasing of audio/visual materials for the library. Born in Singapore, she is very knowledgeable in other cultures and religions, especially those of southeastern Asian countries: Singapore, India, Malaysia, Thailand, Laos, Cambodia, Vietnam, China, Japan, Indonesia and of Australia and Europe as well.

c. N/A

6a & b. Timeline/Schedule of Activities

All program activities will be conducted at the Elsie S Hogan Library in Willcox, Arizona.

Program Activity	Start Date	Frequency
Outcome I – Enhanced knowledge and skills		
Meeting with partners	June	3
Workshops, special presentations, training for Special Project Coordinators and staff, and “mock” interviews	Aug. 2013-Apr. 2014	1-2 monthly
Special Project Coordinators assist individuals	Sept. 2013 – May 2014	3-5 weekly
Outcome II – Community will learn about technology/data and web-based resources		
Purchase supplies	August/Sept.	-
Training on basic computers skills and the web	Sept. 2013 – Apr. 2014	2-4
Outcome III – The use of self-help books and materials will increase		
Purchase books and materials	Sept. 2013-Apr. 2014	2

Phone (520) 432-8930
Fax (520) 432-8948



Drawer AK
Bisbee, Arizona 85603
<http://cochise.lib.az.us>

Cochise County Library District

"Public programs...personal service"

February 26, 2013

Sylvia Stewart, Library Supervisor

Elsie S. Hogan Library

100 North Curtis

Willcox, AZ 85643

Dear Sylvia:

On behalf of the Cochise County Library District, I am happy to lend our support to your request for LSTA Grant 2013. I am so pleased that a library in Cochise County will be promoting the knowledge and skills needed for employment for its citizens.

The Elsie S. Hogan Library has shown time and again that it knows how to reach out to the community and provide programs that educate, entertain, and promote the library. The library has a highly successful teen program, and I know there have been excellent cultural and literary programs for adults. Reaching out to both English and Spanish speaking participants and providing them with the tools they need to enter the workforce by enhancing their knowledge and skills needed for employment will be yet another example of the great programs at the Elsie S. Hogan Library.

Cochise County Library District will provide behind-the-scenes support. We will help you promote the program by distributing the training and promotional materials to all the libraries in the district, via our courier service.

I hope your project will inspire other libraries in the district to do similar workshops and training programs.

A handwritten signature in black ink, appearing to read "Lisé Gilliland". The signature is fluid and cursive.

Lisé Gilliland, Director



ARIZONA WORKFORCE CONNECTION



February 25, 2013

Cochise One Stop
1843 Paseo San Luis
Sierra Vista, AZ 85835
(520) 458-8308
Fax (520) 458-4786
TTY (520) 452-1667

Cochise One Stop
1706 E 10th Street
Douglas, AZ 85607
(520) 364-8906
Fax (520) 364-8928

Graham One Stop
1910 W. Thatcher Blvd.
Safford, AZ 85546
(928) 432-8932
Fax (928) 432-8936

Greenlee One Stop
PO Box 816
300 N. Coronado Blvd.
Clifton, AZ 85533
(928) 865-4003
Fax (928) 865-4006

Sylvia Stewart
Elsie S. Hogan Community Library
100 N. Curtis Avenue
Willcox, AZ 85643

Re: LSTA Grant Application by Elsie S. Hogan Community Library

Dear Ms. Stewart:

Arizona Workforce Connection – Cochise One Stop supports the application of Elsie S. Hogan Community Library for the LSTA grant.

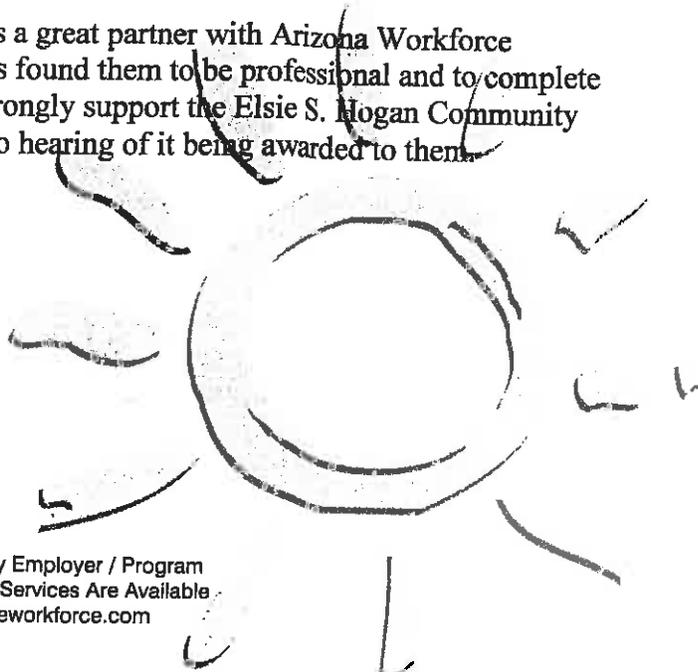
Arizona Workforce Connection-Cochise One Stop is a private non-profit organization that administers the Workforce Investment Act passed by Congress in 1998. We provide: education, training and career planning information, access to local, state, regional and national databases with current job openings, internet access, and resume assistance via our One Stop Career Centers.

Arizona Workforce Connection (AWC) – Cochise One Stop is pleased to be a partner and strong supporter of Elsie S. Hogan Community Library. Currently, on a biweekly basis an AWC office manager/specialist uses the library's facility to meet and assist individuals in the local area with job search, internet access, resume writing and to obtain training in high demand occupations. Our partnership with the library is very successful. If the library is awarded this grant we would be able to leverage both of our resources to offer additional training to more participants in workshop settings to prepare individuals to enter the workforce by enhancing their knowledge and skills needed for employment.

In closing, Elsie S. Hogan Community Library is a great partner with Arizona Workforce Connection-Cochise One Stop. We have always found them to be professional and to complete the projects we have worked together on. We strongly support the Elsie S. Hogan Community Library in this grant proposal and look forward to hearing of it being awarded to them.

Sincerely,

Vickie L. Simmons, CPA
Deputy Director



)

)

)