

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item: _____

Tab Number: _____

Date: 3-11-2013

Date Submitted:
2-13-13
Date Requested:
3-11-13 & 4-1-13

Action:
 Resolution
 Ordinance
 Formal
 Other

**Subject: Review of Gas
Enterprise Fund Budgets
and Rates for FY14**

TO: MAYOR AND COUNCIL

FROM: City Manager

DISCUSSION: The Rates for the utilities are required to be reviewed by the Council annually as per City Code.

The four (4) Enterprise Funds (Gas, Sewer, Solid Waste, and Water) are designed to be supported by the rates charged to the users of the service (much like a private business operation).

In order to measure whether the City Operation of the Enterprise Fund is offering an equitable service for the price paid, the Enterprise Funds make the same payments to the General Fund as a private Organization would be required to make if a franchise were granted.

The goal in setting of the rates is to assure the users will have safe and dependable service at a reasonable cost. This means that the rates should include sufficient monies to allow the necessary operational and capital expenses be paid for in a timely manner. There should be sufficient cash reserves to address normal fluctuations in the income and expense stream; address unexpected emergencies; allow some capital accumulation; provide for major capital expense through long term debt issuance (to match the expense with the rates charged); and provide for stable rates (rather than widely fluctuating rates from year to year). While each Enterprise Fund is to be self-supporting, the cumulative impact of changes in all four Funds will be considered since the rate payers see one bill not four separate bills and the goal is to have small incremental changes rather than widely fluctuation changes.

In order to accomplish these goals a reasonable cash reserve equal to three months of annual operating expenses is established by City Ordinance.

The indirect costs, and costs incurred in other Funds (usually the General Fund), are charged back to each Enterprise Fund.

A Capital Fund is set up for each Enterprise Fund to separate Capital expenses from daily Operating expenses: this also allows for accumulating capital and paying for large capital items over two or more fiscal years. This also allows for the accounting for long term capital assets and recording them properly on the fiscal records of the Enterprise Fund. Long range projections are made on each of the Enterprise Funds to allow the long term impacts on the rate structure and implement proper planning for significant changes in the fiscal condition of the Enterprise Fund.

Attached are three (3) documents: the first attached sheet is a chart showing the comparison of the monthly income to the monthly expenses. The chart shows a fluctuation during the year with higher expenses and income in the winter months, this is to be expected with a Utility Enterprise such as Gas which is used primarily for cooking and heating. While there is a fluctuation in the income and expense the fluctuation for each tracks the other i.e. when there is more expense there is also more income. This Enterprise Fund has the potential for receiving damage in a major disaster (such as an earthquake). While earthquakes and fissures do occur in this area they are normally mild and do not create large unexpected problems. A more real concern should be the type and age of piping in the system. The piping may corrode in our soils and allow leakage. This requires an aggressive "leak detection program" and a "Capital replacement program"; both which should be built into the long term rate structure. The City Code current requires three (3) months of Operating reserve. The Gas Fund has more than three (3) months of Operating reserve at this time. Therefore there is no need to increase rates to develop more Operating reserve.

The second attached sheet is a page showing the "Analysis of Income to the Gas Fund". This sheet discusses the composition of the Rates in the Gas Enterprise Fund a Fixed Fee and Commodity Fee (which is made up of two [2] parts; the Fuel Rate and the Usage Rate). The sheet also shows the changes in volume of gas sold over several years (a function of temperature/weather). The bottom box shows the "Structural Deficit" that current exists in the Gas Enterprise Fund. The deficit has been revealed due to the falling interest rates and the loss of income from the "Munigas Discount". When interest rates increase the Munigas discount income will also increase; this should not be relied upon to cover normal operating costs. When the Fund is stabilized the Council may wish to designate the Munigas Discount as additional income into the Gas Capital Fund. Currently with the excess Operating Reserve the Gas Enterprise Fund does not need to make an adjustment to rates. It is very likely that in FY15 there will need to be an adjustment in the Fixed Fee and the Usage Fee (which is part of the Commodity fee).

The third attached sheet shows the Gas Fund Long Range Projections. This sheet is intended to demonstrate the Fiscal health of the Gas Enterprise Fund over an extended period of time. The Sheet has two (2) parts; the upper portion which displays the "Operating activities"; and the lower portion which displays the "Capital Activities". The Gas Enterprise Fund currently has adequate reserves to address the needs of the system. In the future based upon the projections the Fund does have a problem in FY20 in that the Opening Balance Operations falls below the three months operating reserve required in

City code. The reason this is not an immediate concern is that the estimated expenses in FY 14 and beyond are probably higher than will be actually realized. Staff has typically underspent the budget; if this remains true then the OBO deficit will be pushed forward for many years. A major factor which can affect the Projections is the Capital Budget for the Gas Fund (lower portion of the attachment). Not included in these projections is the replacement of the feed line from the El Paso main. This is likely to be a major expense (in the amount of few million dollars). The method of funding this (Bonds, Bank borrowing, Grants, Capital accumulation) will have an effect on the amounts that must be planned as "Debt Service" or "Capital Operating costs". As these are developed (both amounts and timing) the long term projections will change.

Furthermore there is and will continue to be a "Structural deficit" between the "Service Fees Total" and the "Total Operating Costs". The other incomes, (Connect Fee, Interest, Misc., Penalty, and Munigas), should not be relied upon to cover the Operational costs. Since one of the goals of the Enterprise Fund is to avoid "Rate Shock", it is wise to look at smaller incremental changes over an extended period of time. This is why I suggest that a COL on Fixed Fees and Usage Rate should be strongly looked at in FY 15.

RECOMMENDATION: For FY 14 it is recommended that the Rates within the Gas Fund be held at the same levels as FY13.

FISCAL IMPACT: Estimated income into the Gas Fund of \$1,312,628. Estimated expenses to the Gas fund(s) of \$1,543,025

Prepared by: Pat McCourt

Approved by:



City Manager

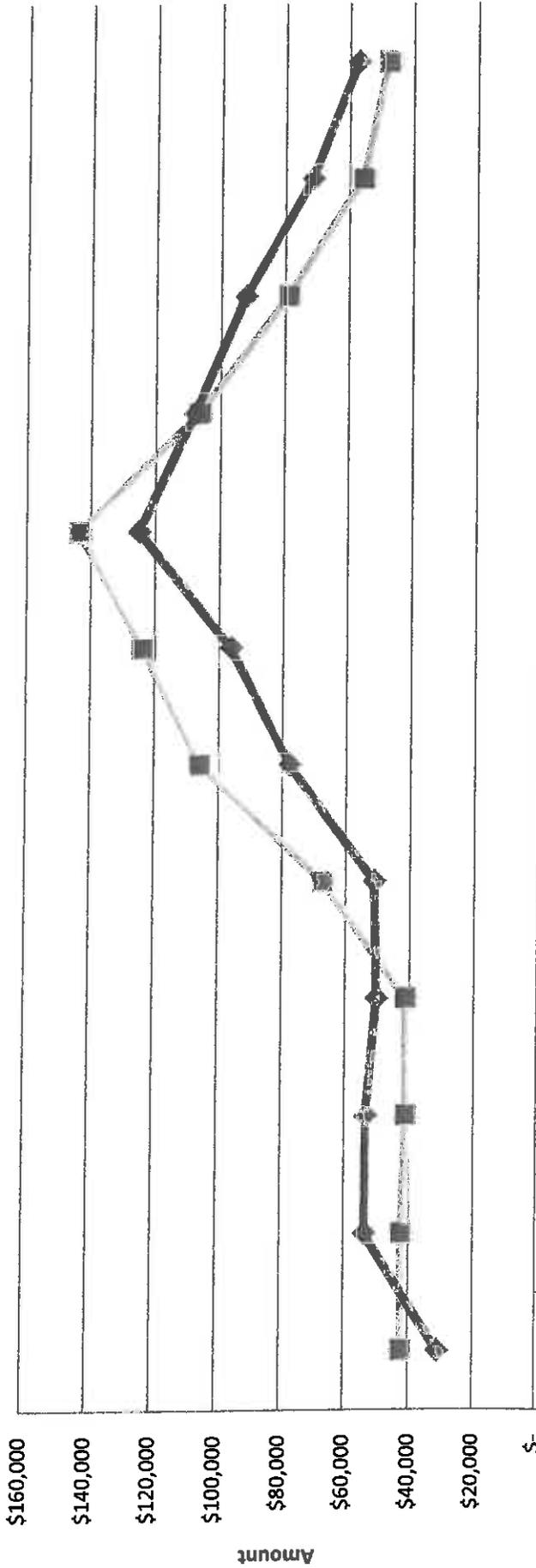
CITY OF WILLCOX
GAS UTILITY

Attachment 1

CASH FLOW 4-YEAR MONTHLY AVERAGE, FEB 2009-JAN 2013
REVENUES AND EXPENSES BY MONTH

Attached Sheet 1

GAS UTILITY 4 YEAR AVERAGE REVENUE/EXPENSE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenues	\$42,098	\$42,195	\$40,928	\$41,278	\$67,003	\$105,771	\$123,600	\$143,515	\$106,567	\$78,824	\$55,395	\$47,728
Expenses	\$31,240	\$53,630	\$53,504	\$50,239	\$51,070	\$77,879	\$96,444	\$124,957	\$108,087	\$92,365	\$71,503	\$57,190

Analysis of Income to Gas Fund
Date of Report 2-13-13
Attachment 2

The basic income into the Gas fund comes from charges to the users of service. The charges is made up of two (2) parts a Fixed Fee and a Commodity Fee. The Fixed Fee is a monthly charge on each meter in the system based upon size of meter. The Rate is adjusted by the Cost of Living (COL) or as directed by Council. Same intown or out of town. The concept is to cover the cost of meters and stabilize the Fund Operating Balance. The Commodity Fee is also made up of two (2) parts; a Fuel Rate which is adjusted monthly and a Usage Rate which is adjusted annually/or as the Council directs. The Fuel Rate is based upon the cost of purchase and transport of Gas to the City. Since it adjusts automatically every month the cost of Gas is always covered in the monthly bill regardless of the volume used. Same intown or out of town. The Usage Rate is set and adjusts only with the Cost of Living Adjustment or as directed by Council. The current Usage Rate is \$3.28 per per Thousand Cubic Feet (Mcf) in town and \$3.924 per Mcf out of town (Additional \$0.644/ Mcf).

Total annual Gas sales varies considerably based upon the weather .
Total purchase of Gas is the previous calendar year is as follows:

Year	Volume
2007	94,536
2008	78,202
2009	93,578
2010	83,718
2011	90,313
2012	85,835
2013	
2014	
2015	
Average Volume	526,182
	87,697

Class	Gas Meter number & Monthly Rates by size		yrly income
	Number of customers	Fixed Fees per month	
101 Res in town	1125	\$12.01	\$162,135.00
102 Res out of town	79	\$12.01	\$11,385.48
110 Com 175/200/250/275	135	\$12.01	\$19,456.20
111 Com 315/325/415/425	26	\$21.01	\$6,555.12
112 Com 750/800	2	\$31.01	\$744.24
113 Com 1000/1500/2000	48	\$51.01	\$29,381.76
114 Com 3000/4000	6	\$101.01	\$6,552.72
115 Com 5000/6000	2	\$101.01	\$2,424.24
118 Com 7000/8000	3	\$126.01	\$4,536.36
	1426		\$243,171.12

Below is the current "Structural Problem" in the current rate structure. The Average Volume of Gas Usage, the Commodity Fee combined with the Fixed Fee is not sufficient to cover Operational costs. While this is a long term problem, in the short term the deficit is covered by Fund Balance. A gradual increase in the Commodity fee should correct the deficit over a number of years. Some of the Structural Deficit was addressed in FY13 with the adjustment of base fees.

Estimated income from Fixed Fee annually	\$243,171	
Other income	\$40,000	
Estimated income from Commodity Fee	\$281,539	
Estimated income to cover Operations FY13	\$564,710	Average Volume is a little better
FY 14 estimated operational Expenses	\$1,340,133	
FY 14 est cost of Gas	\$700,000	
FY 14 cost of Operations less Gas cost	\$640,133	

There is some income (est \$40,000/yr) from other Funding: Interest, Munigas Discount, etc, to help cover the deficit. This deficit in the rate structure has not been obvious because the Gas fund has been receiving income from "Munigas Discount". The Munigas Discount was running about \$70,000/year; it has now dropped to approximately \$20,000/year and looks as though it will continue to decline (This is a function of interest rates). The Munigas income may recover in future years as the interest rates rise. While there is a "Structural Deficit" unless the Council develops new Capital costs and increases transfers to the COC the OBO is greater than needed in FY 14. There will likely need to be a rate adjustmet to the "Usage Rate" and/or the "Fixed Fee" in FY15. Based upon the accompanying spreadsheet and the desire to maintain a 3 month operating reserve the following recommendation is made:

Maintain the current rate structure, this will most likely result in a reduction in OBO during FY14.

Gas Fund Long Range Projections
Date of Sheet 2-13-13

Attachment 3

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Opening Balance Operations (OBO)	987,139	994,174	954,319	849,331	740,098	626,481	508,337	385,520	257,877	125,252	-12,514	-155,589	-304,143	-458,352	-618,399
Operating Income	772,800	1,232,741	1,264,710	1,281,651	1,299,101	1,317,074	1,335,586	1,354,654	1,374,293	1,394,522	1,415,358	1,436,818	1,458,923	1,481,691	1,526,141
Service Fees Total	331,301	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000
Gas Purchase Fees	475,263	532,741	564,710	581,651	599,101	617,074	635,586	654,654	674,293	694,522	715,358	736,818	758,923	781,691	805,141
Other Service Fees 3%	7,605	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Connect fee	14,736	11,400	9,543	8,493	7,401	6,265	5,083	3,855	2,579	1,263	-125	-1,556	-3,041	-4,584	-6,184
Interest 1% of OBO	2,656	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Misc	6,637	6,500	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481	8,735	8,998	9,267	9,545
Penalty fees	861,899	1,270,041	1,307,948	1,324,040	1,340,605	1,357,654	1,375,205	1,393,270	1,411,866	1,431,009	1,450,714	1,470,998	1,491,879	1,513,375	1,535,503
Munigas discount	120,610	124,228	154,975	159,624	164,413	169,345	174,426	179,658	185,048	190,600	196,318	202,207	208,273	214,522	220,957
Total Income	96,718	107,000	149,641	153,100	157,693	162,424	167,297	172,316	177,485	182,810	188,294	193,943	199,761	205,754	211,927
Personnel 3%	190,735	190,731	215,995	222,475	229,149	236,024	243,104	250,397	257,909	265,647	273,616	281,824	290,279	298,988	307,957
Overhead 3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service	115,500	126,300	130,089	133,992	138,011	142,152	146,416	150,809	155,333	159,993	164,793	169,737	174,829	180,074	185,476
Capital Operating costs (COC) 3%	License fees 5% of Service Fees	61,637	63,236	64,083	64,955	65,854	66,779	67,733	68,715	69,726	70,768	71,841	72,946	74,085	75,257
Gas Purchases	331,301	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000
Total Operating Costs	854,863	1,309,896	1,412,936	1,433,274	1,454,222	1,475,798	1,498,022	1,520,913	1,544,490	1,568,775	1,593,788	1,619,552	1,646,089	1,673,421	1,701,574
OBO next year	994,174	954,319	849,331	740,098	626,481	508,337	385,520	257,877	125,252	-12,514	-155,589	-304,143	-458,352	-618,399	-784,470
Target OBO 1/4 of Operating costs	327,474	353,234	358,318	363,555	368,950	374,506	380,228	386,123	392,194	398,447	404,888	411,522	418,355	425,393	

Gas Fund Capital

Operating Balance (OBCCOC)	0	31,802	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402
COC income 3%	115,500	126,300	130,089	133,992	138,011	142,152	146,416	150,809	155,333	159,993	164,793	169,737	174,829	180,074	185,476
Total COC money available	115,500	158,102	159,491	163,394	167,414	171,554	175,819	180,211	184,735	189,395	194,195	199,139	204,231	209,476	214,878
Equipment Repl	83,698	128,700	130,089	133,992	138,011	142,152	146,416	150,809	155,333	159,993	164,793	169,737	174,829	180,074	185,476
Other Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total COC costs	83,698	128,700	130,089	133,992	138,011	142,152	146,416	150,809	155,333	159,993	164,793	169,737	174,829	180,074	185,476
OBCCOC next year	31,802	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402	29,402

Assumes constant gas sales volume. Since volume varies by weather any one year may be greater or less, the assumption is usage evens out over time. The projection numbers in the current FY being set are established "high" to comply with State Budget laws - If it is not budgeted cannot be spent. Staff has typically underspent. The "Gas Purchase Fees" = "Gas Purchase" due to the rate structure, which allows adjustment monthly in the price charged to the customer based upon actual cost of Gas and delivery. Cost of Gas Purchases is passed through to the Customer shown as "Gas Purchase Fees". May be more or less than inflation in any year. Please note that in FY20 the OBO is projected to be below the required Target OBO.

CITY OF WILLCOX
Request for Council Action

Agenda Item: _____
Tab Number: _____
Date: 03/11/2013

Date Submitted:

3/07/13

Action:

- Resolution
 Ordinance
 Formal
 Other

Subject:

**City Manager
advertisements and
tentative hiring
timeframe.**

To: Honorable Mayor and City Council
From: Sherry Lynn Van Allen, Human Resources

Discussion:

I have received the notification letter of retirement from City Manager McCourt. In order to assist the Mayor and Council with task of replacing our City Manager, I have created a tentative timeline for advertising the position as well as a tentative schedule for completing the hiring process.

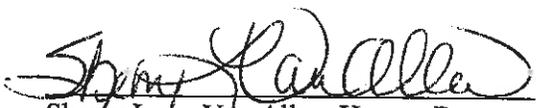
The ads will be placed on the International City Managers Association (ICMA) website, the League of Arizona Cities and Towns website, a national website devoted to Public Sector Jobs (www.jobsavailable.net), the Arizona Range News, and the City website. Ads will be placed on all Public City Bulletin boards as well. The cost of the advertising will be approximately \$875.00.

Upon approval the ads will begin to go live on March 12, 2013 and the application process will close on Friday, April 19, 2013. This will allow over 30 days of advertising and should provide interested parties sufficient time to complete all of the required paperwork for completing the application process. The tentative schedule for review and candidate selection is based on the steps that were used for the 2008 hiring process.

Please keep in mind the schedule for review and interviews is subject to change due to applicants, candidate locations and council direction. I will be available to assist you in making this process as smooth as possible.

Fiscal Impact: \$875.00 Advertising Expenses - Candidates travel expenses currently unknown.

Prepared By:


Sherry Lynn Van Allen, Human Resources

Approved by:


Pat McCourt, City Manager

CITY OF WILLCOX
City Manager



101 S Railroad Ave Ste B
Willcox, Arizona 85643-2198
(520) 384-4271 Fax: (520) 384-2590
pmccourt@willcoxcity.org

March 6, 2013

City Council
101 S. Railroad Ave. Suite B
Willcox AZ 85643

Ref: Resignation form position of City Manager City of Willcox

I want to thank you for the opportunity of servicing the people of Willcox for the last four and one half years. I have enjoyed the challenge and I hope I have fulfilled the expectations of the community.

I feel it is time for me to pursue a new path in life and therefore I am submitting my notice of resignation from the City of Willcox position as City Manager.

While my last day in the office will be June 26, 2013, for the purposes of using up leave time the last official day will be July 6, 2013.

I look forward to continuing to provide services to the Mayor and Council, and the community up to that time.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat McCourt", written over a horizontal line.

Pat McCourt,
City Manager

City Manager Selection Process:

- Applications Close - April 19, 2013
- Applications to Council - Monday April 22, 2013
- Application Review - Monday April 29th
- Supplemental Questions Requested – Friday, May 3rd
- Supplemental Question deadline – Thursday, May 9th
- Supplemental Questions Sent to Council – Monday, May 13th
- Phone Interviews Scheduled – Week of May 20th
- Phone Interviews Held – Tuesday, May 28th 4:30 -9:00
- Final Candidates Selected – Monday, June 3rd
- Final Candidates Scheduled – Week of June 3rd
- Interview Final Candidates – Monday, June 10rd
- Decide and negotiate contract by Monday June 24th
- Start Date – Aug 01, 2013

Final Interview Process:

- Candidates arrive – Sunday, June 9th
- Interview Day – Monday, June 10th
 - Tour of Community 9:00 – 10:30 am
 - Lunch with Council – Noon -1:30 pm
 - Community and staff meet and greet 2:00 – 4:00 pm
 - Council Interviews 5:00 – 10:00 pm

All times are tentative depending on applications received and candidate locations.

ICMA / Career Network / Job Seekers / Browse Jobs / City Manager

City Manager City of Willcox, AZ

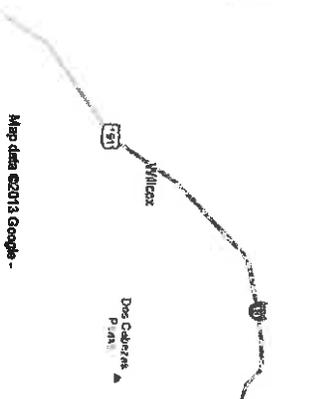
You have not completed checked out for this job ad yet so it is not live. [Click here to finish this job ad now.](#)

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[Browse job ads](#)

POSTED In progress
 DEADLINE Apr 19 2013
 SALARY \$75,000 - \$95,000 (Excellent Benefits)
 REFERENCE # 031213
 CREDENTIAL ICMA, credential strongly preferred What's this?
 JOB FUNCTION Chief Administrative Officer, Executive Director
 TYPE Contract
 RELATED TOPICS Management



JOB LOCATION 101 S Railroad Ave Ste B, Willcox, AZ
 POPULATION 3,733
 WEBSITE www.willcoxcity.org
 TYPE City
 ADDRESS 101 S Railroad Ave Ste B
 Willcox, AZ 85643-2135
 FORM OF GOVT Council-Manager (City)
 RECOGNITION Chief appointed official position was recognized
 by ICMA in 1959 as a Council-Manager position.

The City of Willcox is seeking a talented energetic person to replace our existing manager who is retiring. Willcox is a rural stand-alone community located in Cochise County Arizona at 4200 feet above sea level. We are located on Interstate 10 approximately 80 miles southeast of Tucson. Our summers are much cooler than Phoenix and Tucson and our winters are very mild.

Duties will include, but are not limited to management and direction of the administration of city government in accordance with policies set by the city council. Appoints department heads, and supervises activities of all city departments. Prepares annual budget, and plans for future development. Keeps supervisory personnel informed of changes of laws, codes, programs, policies or procedures. Serves as a board member of various community civic organizations, governmental groups and quasi-governmental groups.

Requires a Masters in Public Administration or equivalent or 4 to 10 years related experience and/or training. Spanish speaker preferred but not required.

Interested parties should visit the city website at <http://www.cityofwillcox.org> to view a complete job description.

HOW TO APPLY

Closing deadline for applications Friday April 19, 2013 at 4:00 p.m. Mail to Human Resources - 101 S. Railroad Ave Willcox, AZ 85643. Complete application, resume and letter of intent are required. Information please call 520-384-4271. Also, the existing manager is available to respond to questions.

Back to Search Results
 Show/Hide 0

International City/County Management Association
 777 North Capitol Street NE, Suite 500
 Washington, DC 20002-4201
 800-745-8790/202-962-3660 | fax 202-932-3500



Publish 3/12/13

3472045



CITY MANAGER

City of Willcox, Arizona

Salary: \$75,000 to \$95,000 DOE with Excellent Benefit Package. The City of Willcox is located in Southeastern Arizona on Interstate 10 approximately 80 miles southeast of Tucson. The City is seeking a talented energetic person to replace existing manager who is retiring.

Duties will include, but not limited to management and direction of the administration of city government in accordance with policies set by city council. Appoints department heads, and supervises activities of all city departments. Prepares annual budget, and plans for future development. Keeps supervisory personnel informed of changes of laws, codes, programs, policies or procedures. Serves as ex-officio board member of various civic organizations

Master's degree (M.P.A. or M.B.A.) in Public Administration or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Spanish speaker preferred but not required.

Interested parties should visit our website at: <http://www.cityofwillcox.org> Closing deadline for applications is Friday, April 19, 2013 at 4:00 p.m. Mail to: Human Resources 101 S. Railroad Ave. Willcox, AZ 85643. Complete application, resume and letter of intent is required. 520-384-4271x 4204

*www.jobsavailable.net
publish 3/26/2013*



The City of Willcox
Notice of
Career Opportunity

The City of Willcox
101 S. Railroad Ave Ste. B
Willcox, AZ 85643
www.cityofwillcox.org
520-384-4271x 4204

Position/Title: City Manager
Pay Scale: \$75,000-\$95,000 DOE
Salary Negotiable
Reports To: Mayor and City Council
Department: Administration
Location: 101 S. Railroad Ave, Ste. B
Willcox, AZ 85643
Exempt: Yes

At the City of Willcox, we preserve the foundation of our family oriented, friendly, small town environment. We support a positive, diverse growth setting that maintains and enriches the quality of life for everyone.

POSITION SUMMARY:

Manages and directs the administration of city government in accordance with policies determined by city council, by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Appoints department heads and staffs as provided by city code.
2. Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment
3. Prepares annual budget and submits to city council for approval.
4. Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
5. May recommend zoning regulation controlling location and development of residential and commercial areas.
6. Reviews official directives and correspondence to ascertain such data as changes prescribed in agency programs, policies and procedures and new assignments or responsibilities delegated to office.
7. Confers with department heads and reads staff reports and records to obtain data, such as status on ongoing work or projects, cases and investigations pending, indications of probable conclusions, and projected completion dates.
8. Serves as a board member of various community civic organizations, governmental groups and quasi-governmental groups.
9. Informs supervisory personnel of changes of interpretations of laws, codes, programs, policies or procedures.
10. Conducts staff meetings for dissemination of pertinent information.
11. Trains and evaluates performance of department heads and staff and reviews performance reports prepared by staff.
12. Prepares reports on city activity for mayor and city council

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

Master's degree (M.P.A. or M.B.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret very complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or board of directors. Proficiency in the English language. Spanish preferred but not required.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS:

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

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

Review Date: Monday April 22, 2013

Position Start Date: Aug 01, 2013

How to Apply:

Applications may be downloaded from the city website at www.cityofwillcox.org, by e-mail request to svanallen@willcoxcity.org or by mail: 101 S. Railroad Ave Ste. B, Willcox, AZ 85643. Completed original applications must be received along with resume and letter of intent by 4:00 p.m. on Friday, **April 19, 2013**. No facsimiles will be accepted.

About Willcox:

Willcox is located directly on Interstate 10, 80 miles east of Tucson, Arizona. Willcox, at an elevation of 4,167 feet, has mild year-around climate, relatively inexpensive land and housing, and pleasant rural lifestyles. The city's population is approximately 3,885 residents.

Willcox has an abundance of outdoor recreation such as hiking, biking, camping, golfing; bird watching to beautiful sunsets. Historic downtown Willcox is home to the Rex Allen Museum, along with antique shops, a theater, unique restaurants, specialty shops, wine tasting rooms, and great people. City Hall is located inside a restored Union Pacific Railroad Depot.

Cochise County is unparalleled in historical, cultural, scenic and recreational features. From the rugged Dos Cabezas Peaks and the Chiricahua Mountains to Cochise Stronghold in the Dragoon Mountains (part of the Coronado National Forest), the dramatic changes in scenery and wildlife will both delight and amaze all. These awe-inspiring mountains and mystifying deserts were once the homeland of the Chiricahua Apache Indians and it is from the Indian Chief Cochise that the county gets its name. Tombstone history is also connected to Willcox through the Earp family.

**CITY OF WILLCOX
JOB OPENING
NOTICE**

CITY MANAGER

The City of Willcox is seeking qualified candidates for the position of City Manager. Duties will include, but not limited to management and direction of the administration of city government in accordance with policies set by city council. Appoints department heads, and supervises activities of all city departments. Prepares annual budget, and plans for future development. Keeps supervisory personnel informed of changes of laws, codes, programs, policies or procedures. Serves as a board member of various civic and governmental organizations. Requires a Masters or equivalent or 4 to 10 years related experience and/or training.

Salary \$75,000 to \$95,000 negotiable
DOE.

For detailed job description and application see our website www.cityofwillcox.org or contact Human Resources at 520-384-4271 ext 4204

Submit original City application, resume and letter of intent by Friday April 19, 2013, 4:00PM.

ADA/AA/EEO

Publish: Arizona Range News
March 27 & April 03, 2013
Classifieds

Estimated Advertising Costs - City Manager Position 2013

ICMA website	450	<u>60</u> days online (if needed)
jobs website	265	Publication 3/26/13
ARN	160	2 weeks local
Az League	<u>0</u>	30 days online
	875	Total Ads

Office of Human Resources



City Hall

101 S. Railroad Avenue

Willcox, AZ 85643

(520) 384-4271

City Manager

The City of Willcox, is currently accepting applications for **City Manager**. This position is an exempt position that reports to the Mayor and City Council.

This position manages and directs the administration of city government in accordance with policies determined by city council, by performing the following duties personally or through subordinate managers.

APPLICATIONS: Available at City Hall, 101 S. Railroad Avenue, Suite B or online at :
www.cityofwillcox.org

INQUIRIES: Phone 384-4271 ext. 4204

ESSENTIAL DUTIES AND RESPONSIBILITIES – *See Job Description for Additional Requirements*

1. Appoints department heads and staffs as provided by city code.
2. Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment
3. Prepares annual budget and submits to city council for approval.
4. Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
5. May recommend zoning regulation controlling location and development of residential and commercial areas.
6. Reviews official directives and correspondence to ascertain such data as changes prescribed in agency programs, policies and procedures and new assignments or responsibilities delegated to office.
7. Confers with department heads and reads staff reports and records to obtain data, such as status on ongoing work or projects, cases and investigations pending, indications of probable conclusions, and projected completion dates.
8. Serves as a board member of various community civic organizations, governmental groups and quasi-governmental groups.
9. Informs supervisory personnel of changes of interpretations of laws, codes, programs, policies or procedures.
10. Conducts staff meetings for dissemination of pertinent information.
11. Trains and evaluates performance of department heads and staff and reviews performance reports prepared by staff.
12. Prepares reports on city activity for mayor and city council

EDUCATION: Master's degree (M.P.A. or M.B.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

SALARY: \$75,000-\$95,000 DOE

POSTING DATE: March 12, 2013

CLOSING DATE: Friday, April 19, 2013 p.m.

City Application, Resume and Letter of Intent Required

AN EEO/AA/ADA EMPLOYER

Mike Boeds

JOB DESCRIPTION

CITY OF WILLCOX GENERAL GOVERNMENT CITY MANAGER'S OFFICE

ISSUED:
SUPERSEDES:

FLSA: E
CODE:
GRADE:

JOB TITLE: CITY MANAGER

SUMMARY:

Manages and directs the administration of city government in accordance with policies determined by city council, by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

-  Appoints department heads and staffs as provided by city code.
-  Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment.
-  Prepares annual budget and submits to city council for approval.
-  Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
-  May recommend zoning regulation controlling location and development of residential and commercial areas.
-  Reviews official directives and correspondence to ascertain such data as changes prescribed in agency programs, policies and procedures and new assignments or responsibilities delegated to office.
-  Confers with department heads and reads staff reports and records to obtain data, such as status on ongoing work or projects, cases and investigations pending, indications of probable conclusions, and projected completion dates.
-  Serves as ex-officio board member of Willcox Economic Development Group and Willcox Chamber of Commerce and Agriculture.
-  Informs supervisory personnel of changes of interpretations of laws, codes, programs, policies or procedures.

- ✍ Conducts staff meetings for dissemination of pertinent information.
- ✍ Trains and evaluates performance of department heads and staff and reviews performance reports prepared by staff.
- ✍ Prepares reports on city activity for mayor and city council.

SUPERVISORY RESPONSIBILITIES:

Manages 5 to 7 subordinate supervisors who supervise a total of 50 to 56 employees in the Public Safety Department, Public Works and Services Department, Administrative, Information, and Community Services Department and City Clerk. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 5 to 6 non-supervisory employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

Master's degree (M.P.A. or M.B.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or board of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

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

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

This description is intended to indicate the kinds of duties and responsibilities which will be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of any supervisor to assign, direct and control the work of employees under their supervision.

10-01-99

