

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

CALL TO ORDER - Mayor Bob Irvin called the meeting to order at 7:00 p.m.

ROLL CALL – Development Services, Jeff Stoddard called the roll.

PRESENT

Mayor Robert A. Irvin
Vice Mayor Bill Holloway
Councilman Elwood A. Johnson
Councilman Gerald W. Lindsey
Councilwoman Monika Cronberg-
Councilman Earl Goolsby
Councilman William "Bill" Nigh

STAFF

City Manager Ted Soltis
~~City Clerk Virginia Mefford~~
City Attorney Ann P. Roberts
Finance Director Ruth Graham
Interim Police Chief Glenn Childers
Public Services & Works Director John Bowen
~~Library Director Tom Miner~~
Development Services Jeff Stoddard

PLEDGE OF ALLEGIANCE TO THE FLAG - Led by Mayor Irvin

CALL TO THE PUBLIC - Rob Jones made several comments. He noticed the "Thank you for visiting Willcox" sign. He passed out an article from the Arizona Daily Star relating to building a better community. He encouraged Council to open meetings with a prayer.

DECLARATION ON CONFLICT OF INTEREST - None

ADOPTION OF THE AGENDA

MOTION: Councilman Johnson made a motion to adopt the agenda.
SECONDED: Councilwoman Cronberg
MOTION CARRIED.

APPROVAL OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 4, 2013.

MOTION: Councilman Johnson made a motion to approve the minutes.
SECONDED: Councilman Lindsey
MOTION CARRIED.

WILLCOX HISTORIC THEATER PRESERVATION INC. UPDATE GIVEN BY GAYLE BERRY.

Gayle Berry provided an update on the theater.

WILLCOX CARES MOTEL DEMOLITION DONATION REQUEST.

MOTION: Councilman Johnson made a motion to approve Willcox Cares' \$45,000 request.
SECONDED: Councilwoman Cronberg
DISCUSSION: Mike Kauffman introduced himself and Willcox Cares. Willcox Cares began in 2005, as part of the Chamber of Commerce, working to improve Willcox one project at a time. Their first large undertaking is to raise funds to remove the remains of the burned down Desert Inn. Mr. Kauffman requested matching funds for the \$91,000 project.
MOTION CARRIED.

CITY MANAGER REPORTS

He noted that the Veterans Day events went well. He thanked everyone who helped make the day special. He attended a SEAGO (South Eastern Arizona Governments Organization) Administrative Council meeting. He met with A'kos Kovach who is the Economic Development Planner with SEAGO. He also attended a meeting with a group working on building a shooting range within fifteen minutes of Willcox.

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

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Councilman Lindsey thanked those who assisted with Veterans Day.

Councilman Johnson thanked the Dunhams for assisting with Veterans Day and watering plants. He also mentioned two upcoming events: Toys for Tots Golf Tournament and Toys for Tots Cruise for Kids.

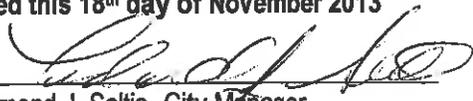
Mayor Irvin expressed his disappointment with a school board decision to remove the Pledge of Allegiance. He hoped Council would never get to this point.

ADJOURN - Being no further business before the Mayor and Council, the meeting was adjourned at 7:45 p.m. by Mayor Irvin.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 18th day of November, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18th day of November 2013



Tedmond J. Soltis, City Manager

PASSED, APPROVED AND ADOPTED this 16th day of December, 2013.

ATTEST:

MAYOR ROBERT A IRVIN

Date signed: _____

City Clerk Virginia A. Mefford

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item 8
Tab Number 2
Date: 8-5-2013

<u>Date Submitted:</u>	<u>Action:</u>	<u>Subject:</u>
December 11, 2013	<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal	FY 2012-2013 ANNUAL AUDIT AND AELR REPORTS

TO: MAYOR AND COUNCIL
FROM: Ruth Graham – Finance Director

DISCUSSION:

The City's independent auditors, Hinton Burdick Hall & Spilker, PLLC, have completed two financial reviews for the Fiscal Year Ended June 30, 2013, as follows:

City of Willcox, Arizona Financial Statements Fiscal Year Ended June 30, 2013 with Report of Certified Public Accountants; and
City of Willcox, Arizona Annual Expenditure Limitation Report June 30, 2012 With Report of Certified Public Accountants. (Commonly referred to as the "AELR.")

The City was not required to have a Single Audit for FY 2012-2013.

The reports are lengthy and have not been reproduced for this Council packet. The complete reports are available in a searchable format on the City's website at www.cityofwillcox.org.

Presented here please find the Auditor's slide presentation for the annual audited financial reports to the Mayor and Council. Robyn Sibley, C.P.A., from Hinton Burdick Hall & Spilker, PLLC will make the presentation to the Council.

Also presented are the auditor's Findings and Recommendations for the Year Ended June 30, 2013. No Findings and Recommendations were listed by the auditors and no response from the City is required. Also presented is the letter of Other Items Communicated to Management for the Year Ended June 30, 2013 and the City's response for review and discussion by the Mayor and Council. The concerns raised by the auditors are being addressed, and staff actively continues to make every effort to improve the City's financial records and financial statements.

RECOMMENDATION:

The Council is asked to review the auditor's presentation of the audited Financial Statements for the City of Willcox for the Year Ended June 30, 2013; the auditor's letters of Findings and Recommendations and Other Matters Communicated to Management for the Year Ended June 30, 2013; and the City's response to the auditor's letter of Other Matters Communicated to Management for the Year Ended June 30, 2013.

FINANCIAL IMPACT:

Not applicable.

Submitted by:

A handwritten signature in cursive script, reading "Ruth Graham", written over a horizontal line.

Ruth Graham, Finance Director

Approved by:

A handwritten signature in cursive script, reading "Ted Soltis", written over a horizontal line.

Ted Soltis, City Manager

City of Willcox, AZ Fiscal Year 2013 Audit Presentation

Presented December 16, 2013

By HintonBurdick CPAs & Advisors

Audit Reports

- **Independent Auditors Report (Pg 1-2)**
 - Unmodified or “clean opinion”
- **Report on Compliance and on Internal Control over Financial Reporting (Pg 63-64)**
 - No material weaknesses noted.
 - No significant deficiencies noted.

Audit Reports

- **State Compliance Report (Pg 65)**
 - Unmodified or “clean opinion”
 - No compliance related findings were issued.

Findings & Recommendations

See separate letter.

– No findings for fiscal year 2013!

Government Wide Financial Highlights

- Total net position (equity) was \$16,133,129 at June 30, 2013 (pg 14).
- Over time, increases or decreases in net position are an indicator of whether the financial health of the City is improving or deteriorating.

Government Wide Financial Highlights

- Total net position increased by \$320,571 during fiscal year 2013 and by \$1,060,904 during fiscal year 2012 (pg 15).
 - Net governmental activities reported a decrease of \$249,283, excluding transfers.
 - Business-type activities reported an increase of \$569,854, excluding transfers.
 - Governmental activities received \$574,689 in transfers from business-type activities.

Government Wide Financial Highlights

- Governmental capital assets decreased by \$207,230 net of disposals of \$22,570 and depreciation of \$562,282 (pg 37).
- Significant additions are as follows:
 - Ft. Grant Beautification - \$34,311
 - Community Center - \$143,158
 - Asphalt Zipper - \$124,106

Government Wide Financial Highlights

- Business-type capital assets increased by \$124,681 net of depreciation of \$305,566 and disposals of \$0 (pg 38).
- Significant additions are as follows:
 - Water meter upgrade project - \$58,667
 - Gas main replacement - \$52,285
 - Sewer railroad lift station - \$43,953
 - Sewer project - \$225,192

Government Wide Financial Highlights

- Governmental long-term debt decreased by \$248,582 (pg 39).
 - There was a new capital lease issued for \$124,506. The net decrease was the result of regularly scheduled annual debt service payments.
- Business-type long-term debt increased by \$45,564 (pg 39).
 - \$108,814 was drawn down on the WIFA Series 2010 loan and regularly scheduled principal payments were \$66,233

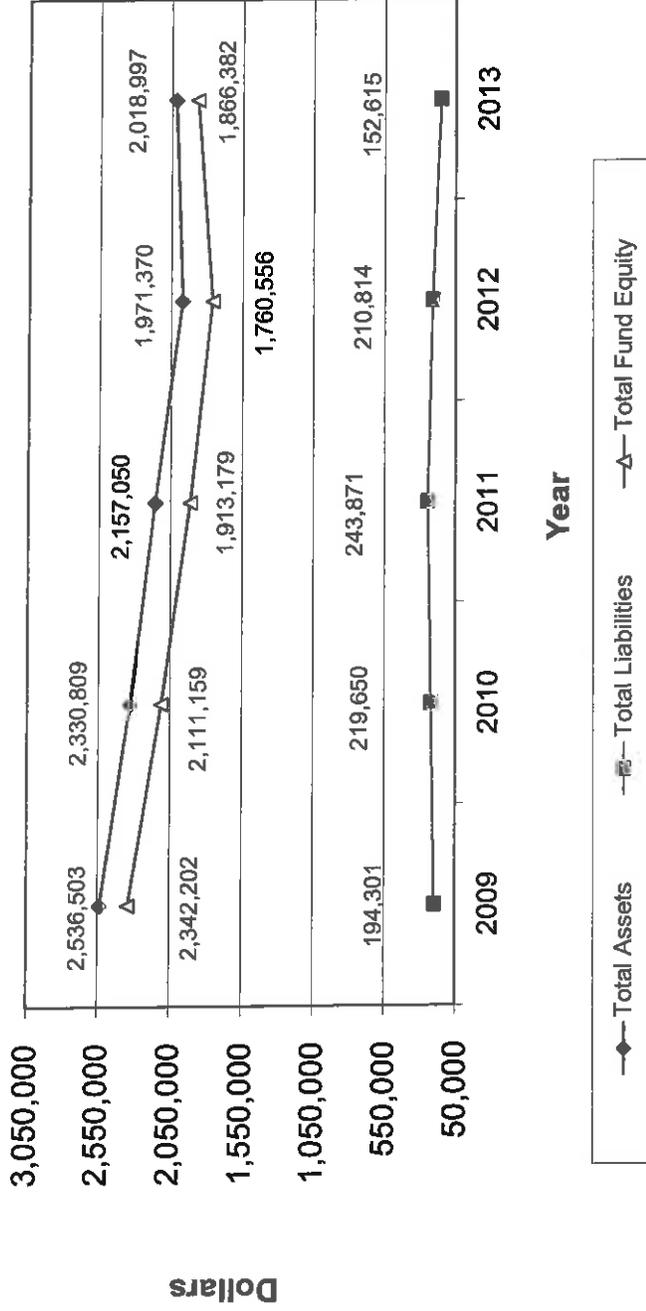
Fund Financial Highlights

- The General Fund reported expenditures in excess of revenues (before transfers and sales of assets) of \$627,491 (pg 51-52). Net transfers to/from other funds were \$723,401 resulting in a net increase to fund balance of \$95,910.
- Actual resources received in the General Fund were less than the budget by \$1,546 while actual expenditures were \$673,163 less than the budget.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$1,853,325 or 50% of total General Fund expenditures, excluding transfers (Pg 16).

Fund Financial Highlights

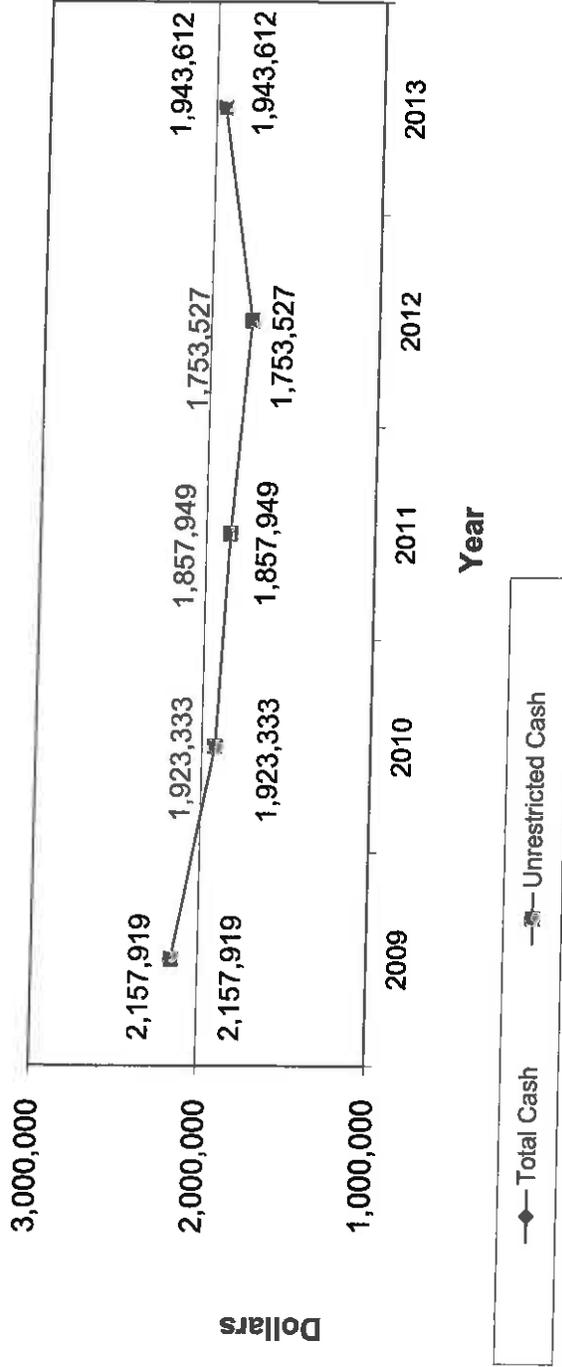
- Total restricted fund balance in the Highway User fund at the close of the year was \$478,121 (Pg 16).
- Total restricted and non-spendable fund balance was \$14,722 for the Grants fund, \$91,378 for the Special Revenue fund, \$43,588 for the Capital Projects fund, and \$165,093 for the Debt Service fund (Pg 55).

**CITY OF WILLCOX, AZ
GENERAL FUND BALANCE SHEET TREND**



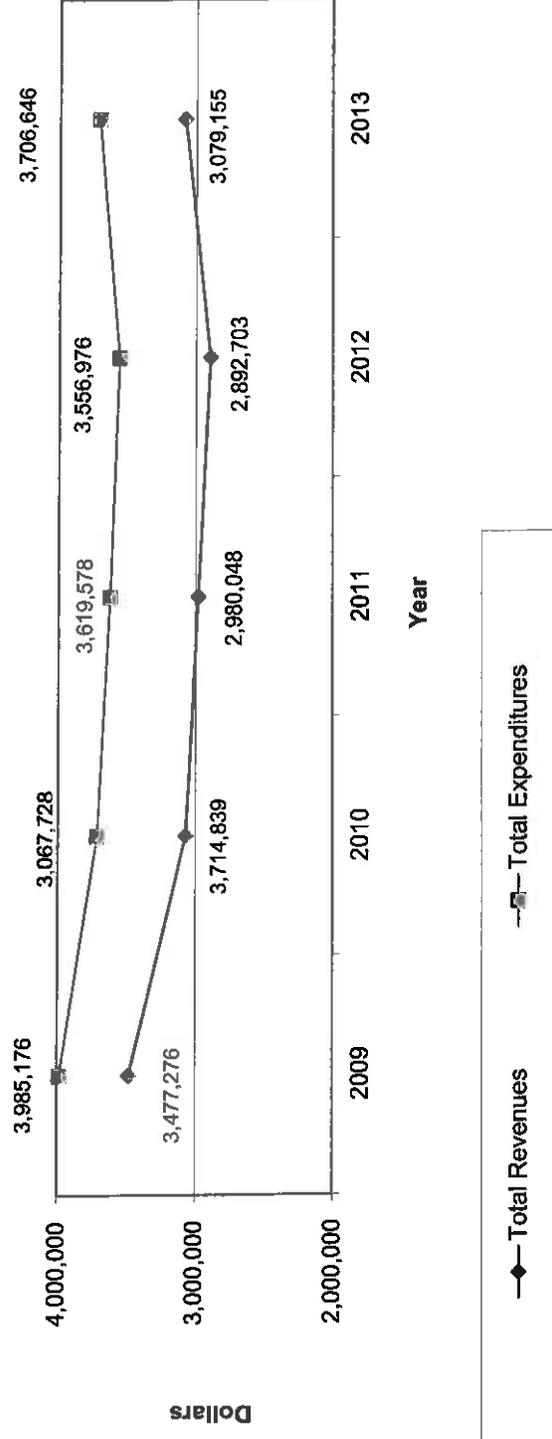
The General Fund continues to show a healthy fund balance. From 2009-2012 the fund balance steadily decreased. However fund balance increased in 2013. (Keep in mind that fund balance represents equity based on a current measurement focus, i.e., capital assets and long-term debt are not considered)

**CITY OF WILLCOX, AZ
GENERAL FUND CASH TREND**



The General Fund shows a healthy cash balance. Just as with the General Fund's fund balance, the balance decreased from 2009-2012, but began increasing in 2013. Over the past five years, the General Fund's cash balance has reported a net decrease of \$214,307.

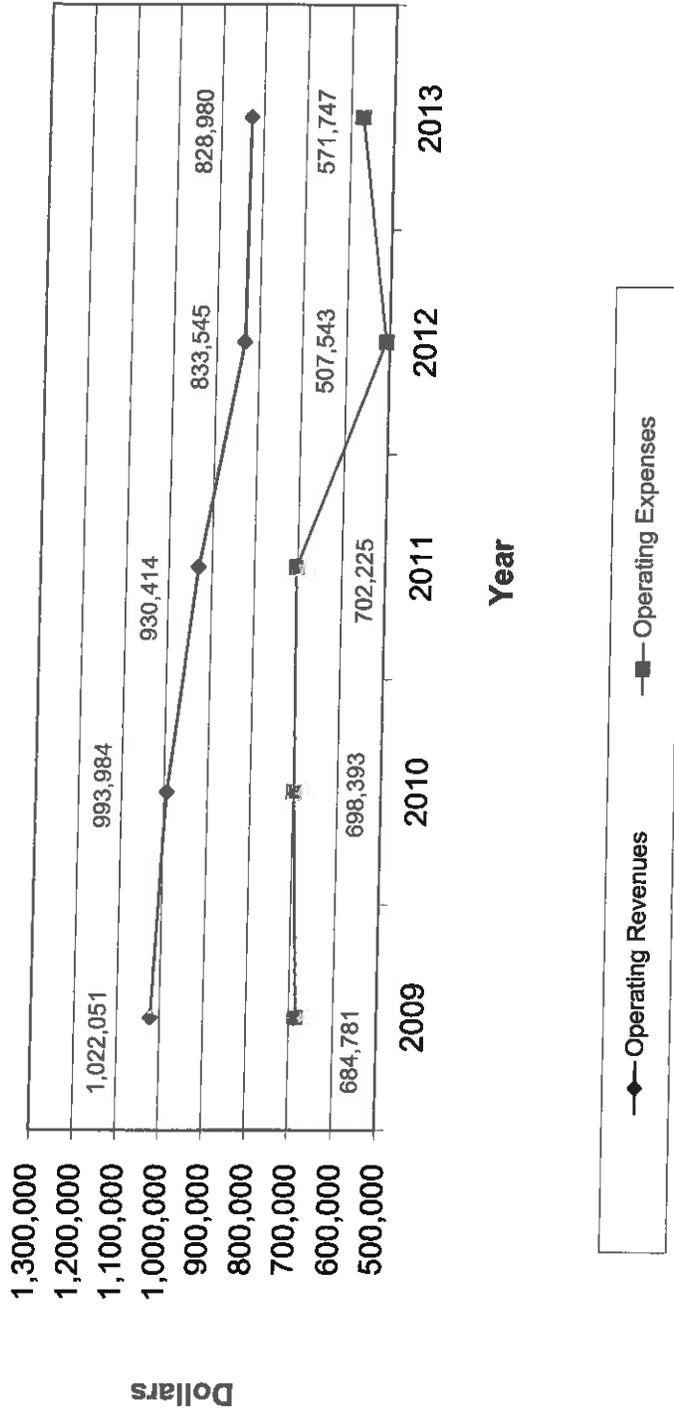
**CITY OF WILLCOX, AZ
GENERAL FUND
Revenue and Expenditure Trend**



The General Fund revenues and expenditures are normally expected to break even over time. Each of the past five years show expenditures in excess of revenues.

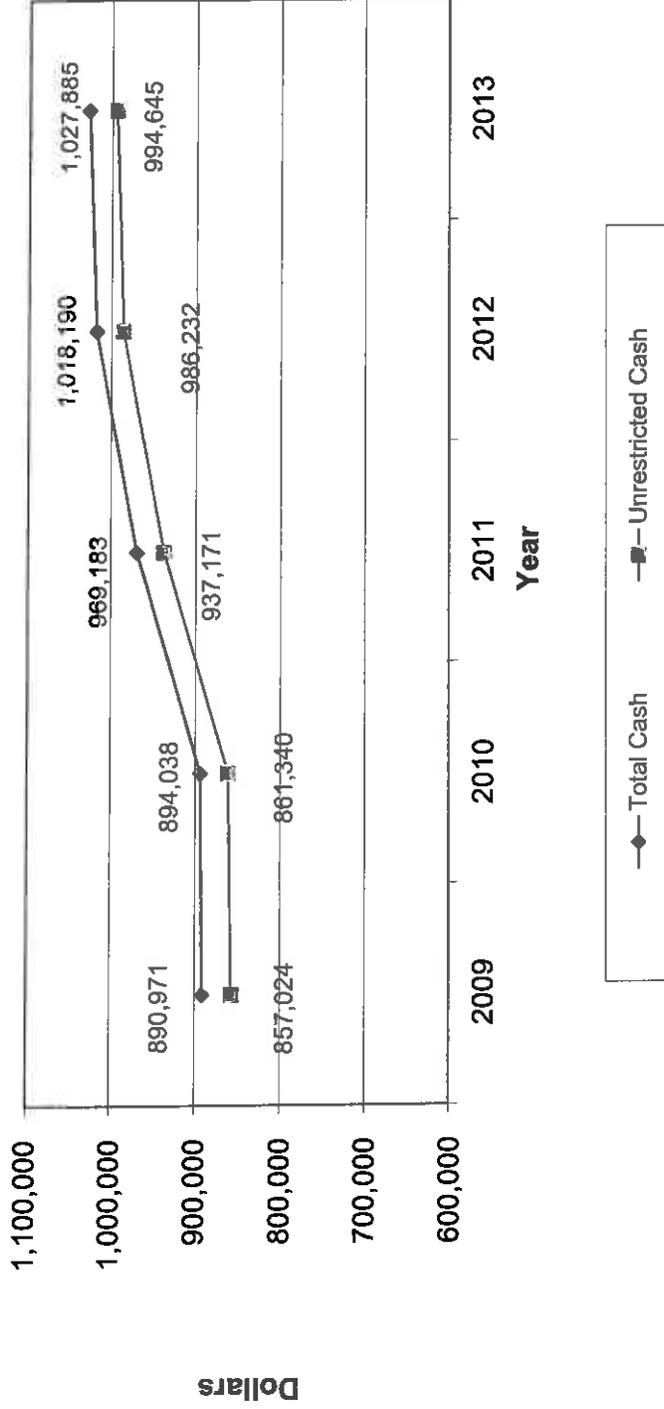
CITY OF WILLCOX, AZ GAS FUND

Operating Revenues and Operating Expenses



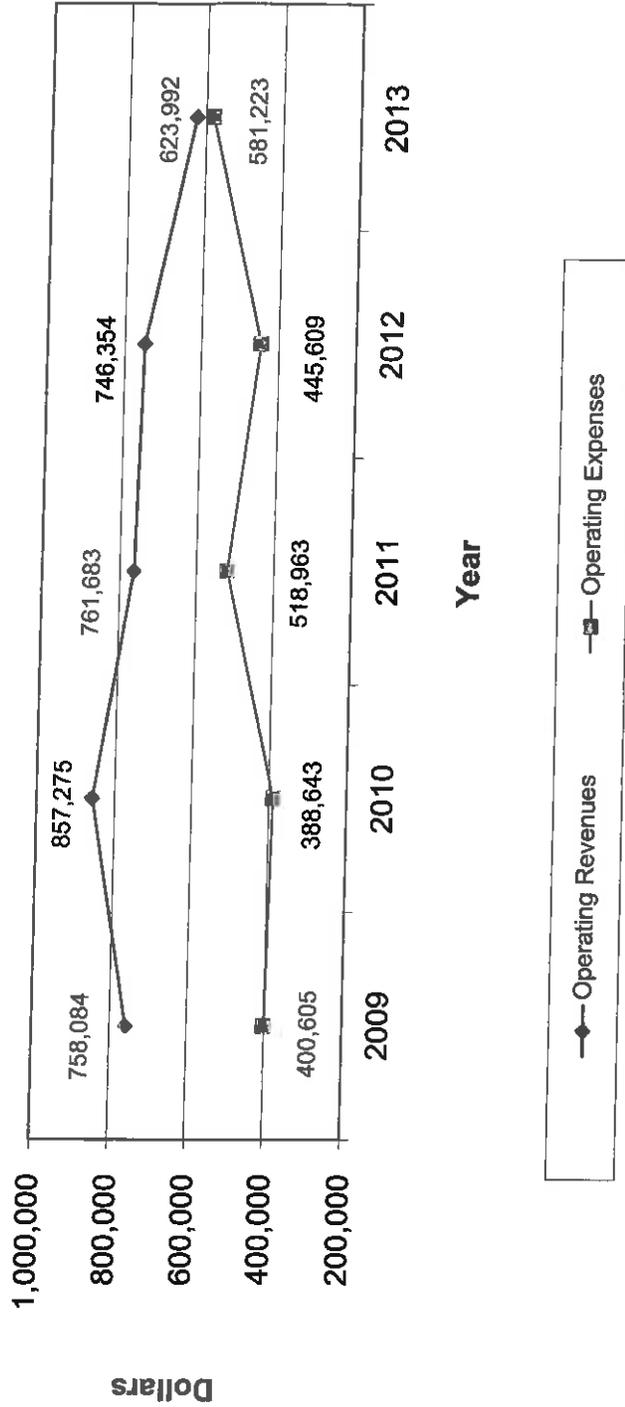
The Gas fund reported a significant decline in fiscal year 2012 due to reductions in gas prices. This improved during fiscal year 2013. Operating margins between revenues and expenses have been good during fiscal years 2009 - 2013.

**CITY OF WILLCOX, AZ
GAS FUND - Cash Trend**



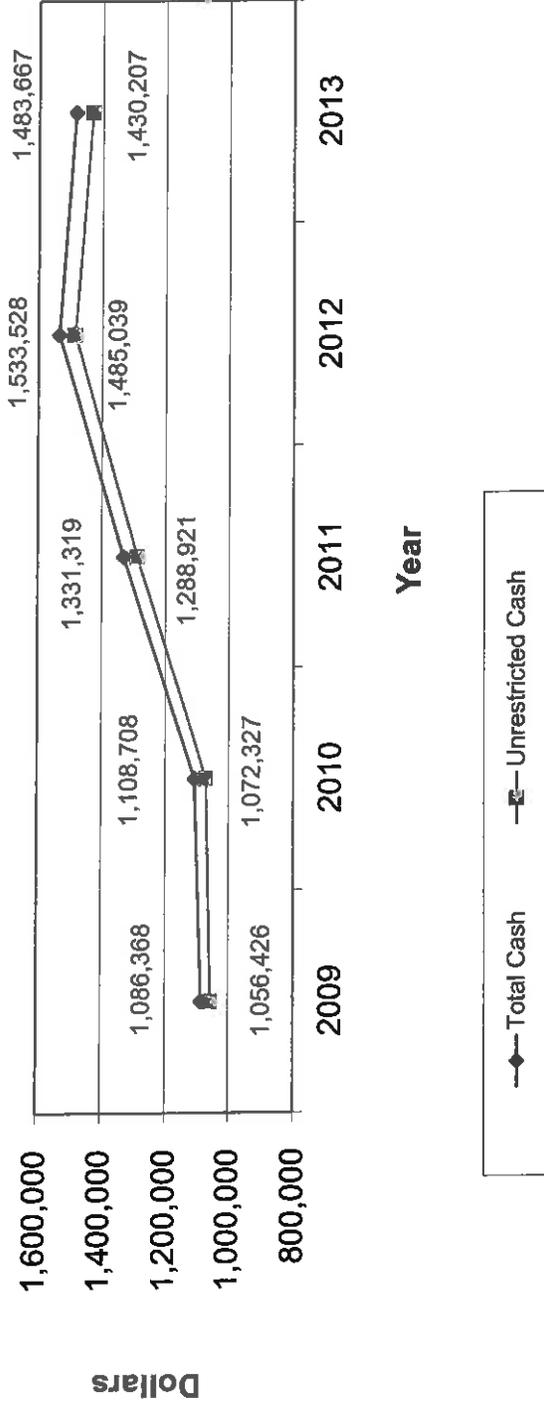
The Gas fund shows steady increases in cash over the past five years.

**CITY OF WILLCOX, AZ
WATER FUND
Operating Revenues and Operating Expenses**



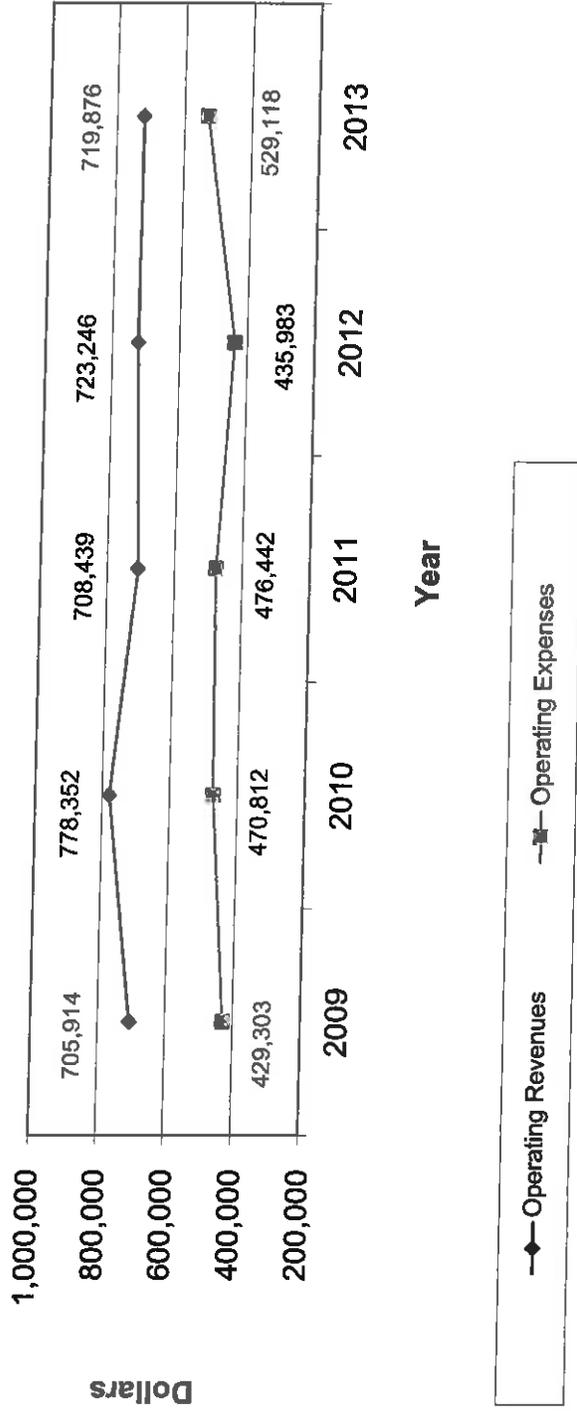
The Water fund showed a steady trend from 2009-2012 with a good margin between revenues and expenses. However, the margin decreased greatly in 2013 due to the decrease in in the monthly base fee which took effect in July, 2012.

**CITY OF WILLCOX, AZ
WATER FUND - Cash Trend**



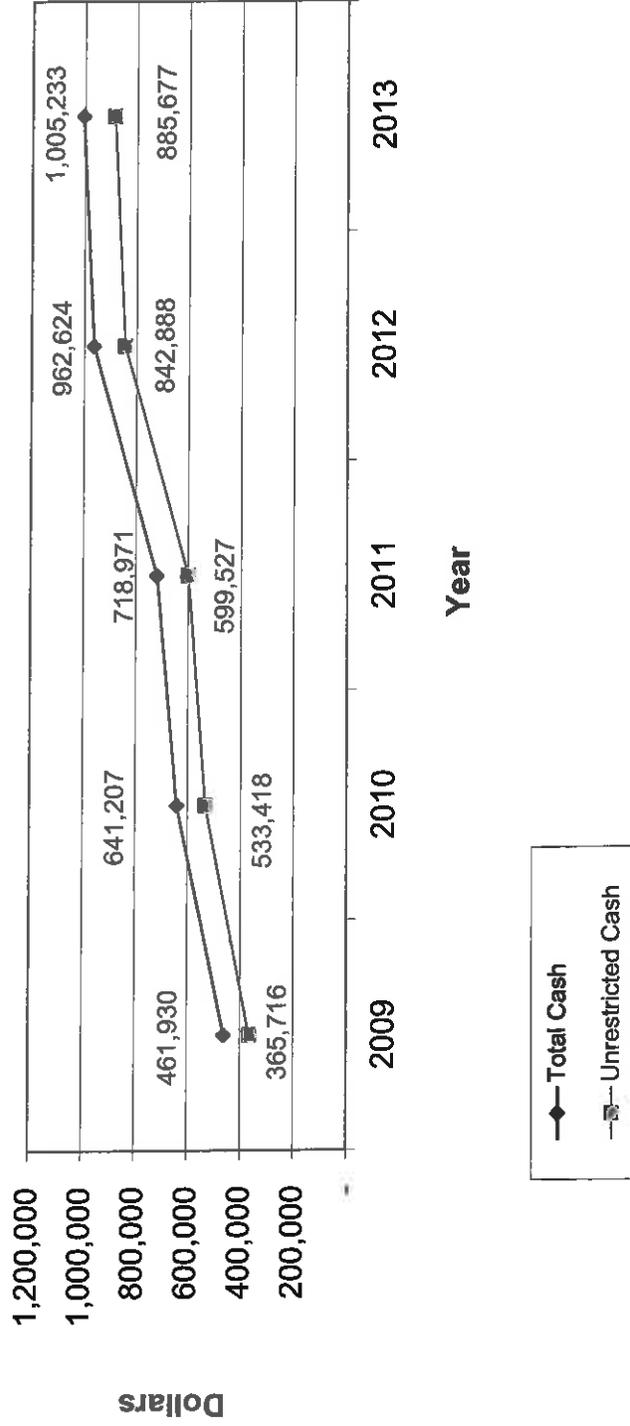
The Water fund showed steady increases in cash from 2009-2012. However, cash decreased in 2013.

**CITY OF WILLCOX, AZ
SEWER FUND
Operating Revenues and Operating Expenses**



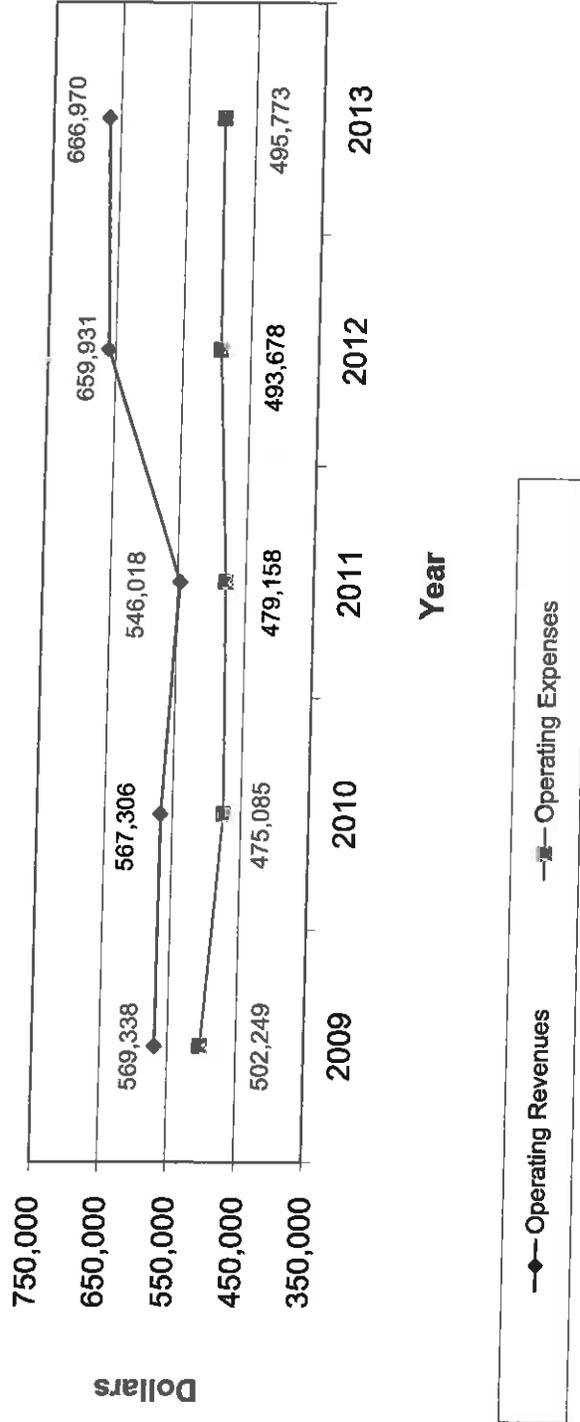
The Sewer fund shows steady revenues over the past five years and a good margin between revenues and expenses.

**CITY OF WILLCOX, AZ
SEWER FUND - Cash Trend**



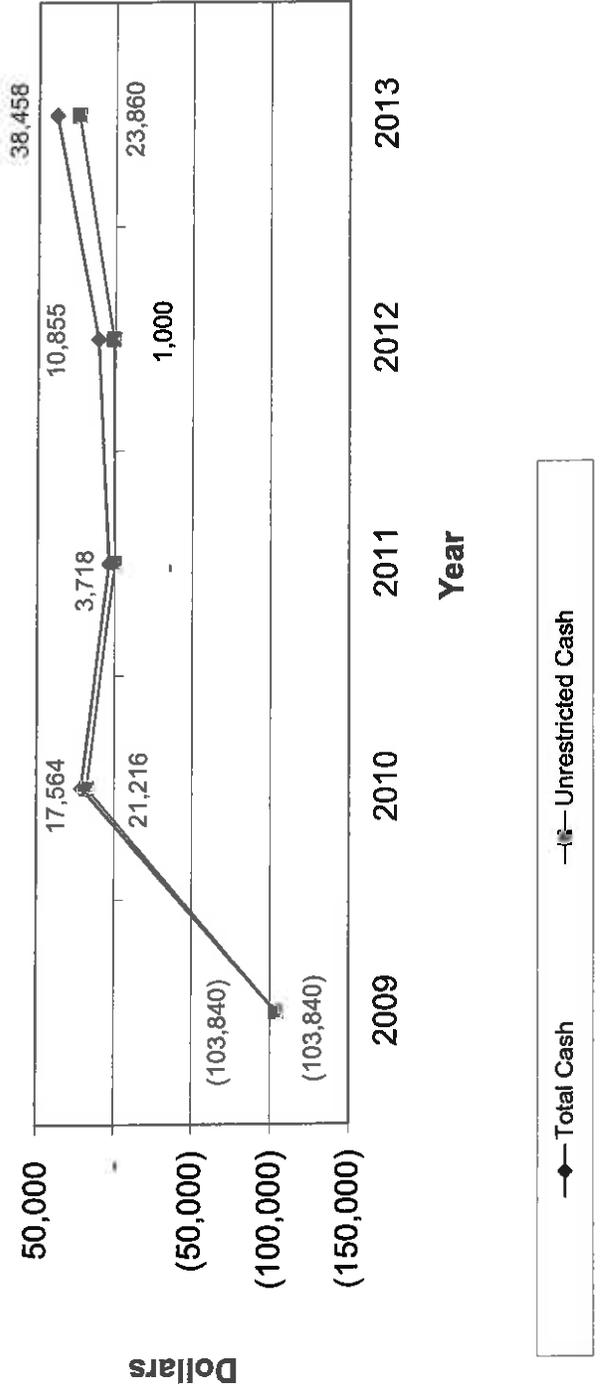
The Sewer fund shows steady increases in cash over the past five years.

**CITY OF WILLCOX, AZ
REFUSE FUND
Operating Revenues and Operating Expenses**



The Refuse fund shows a significant increase in revenues due to the increased rates which took affect during fiscal year 2012. This rate increase permitted the fund to repay the General Fund for amounts borrowed in prior years.

**CITY OF WILLCOX, AZ
REFUSE FUND - Cash Trend**



The Refuse fund has improved from having consistent cash deficits to having a small cash surplus. All amounts due to the General Fund have been repaid (as of June 30, 2013) so the Fund should begin to accumulate needed cash reserves.

Questions?

Feel free to contact:

Mike Spilker:

Phone: 435-628-3663 ext 224

Email: mike@hintonburdick.com

Thank You!

- Thank you for the opportunity to work with the City.
- Thanks to Ruth Graham and Connie Bonner and all those who assisted us with this years audit.



HINTONBURDICK

CPAs & ADVISORS

MEMBERS:

CHAD B. ATKINSON, CPA
KRIS J. BRAUNBERGER, CPA
DEAN R. BURDICK, CPA
ROBERT S. COX, CPA
TODD B. FELTNER, CPA
K. MARK FROST, CPA

KENNETH A. HINTON, CPA
MORRIS J. PEACOCK, CPA
PHILLIP S. PEINE, CPA
MICHAEL K. SPILKER, CPA
KEVIN L. STEPHENS, CPA
MARK E. TICHENOR, CPA

Findings and Recommendations For the Year Ended June 30, 2013

The Honorable Mayor and
City Council
City of Willcox, Arizona

Professional standards require that we communicate, in writing, deficiencies in internal control over financial reporting that are considered significant deficiencies or material weaknesses that are identified during the audit of the financial statements. We wish to commend the City for their improvements and oversight of the City's accounting and budgeting system for the fiscal year 2013. During our audit of the City of Willcox for the year ended June 30, 2013, we noted a few circumstances that, if improved, would further strengthen the City's accounting system and control over its assets. These items are discussed below for your consideration:

INTERNAL CONTROL OVER FINANCIAL REPORTING:

Significant Deficiencies:

None Noted

COMPLIANCE AND OTHER MATTERS:

Compliance:

None Noted

Other Matters:

None Noted

Responses

This letter is intended solely for the information and use of the Mayor, City Council, management, and various federal and state agencies and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

It has been a pleasure to be of service to the City this past year. We would like to express special thanks to each of you who assisted us so efficiently in this year's audit. We invite you to ask questions of us throughout the year as you feel it necessary and we look forward to a continued pleasant professional relationship.

Sincerely,

HintonBurdick, PLLC
September 25, 2013



MEMBERS:

CHAD B. ATKINSON, CPA
KRIS J. BRAUNBERGER, CPA
DEAN R. BURDICK, CPA
ROBERT S. COX, CPA
TODD B. FELTNER, CPA
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PHILLIP S. PEINE, CPA
MICHAEL K. SPILKER, CPA
KEVIN L. STEPHENS, CPA
MARK E. TICHENOR, CPA

**Other Items Communicated to Management
For the Year Ended June 30, 2013**

Ruth Graham
Finance Director
City of Willcox, Arizona

During our audit of the funds of the City of Willcox for the fiscal year ended June 30, 2013, we noted an item that we wish to communicate to management. This item has not been included in our formal management letter since it only relates to suggestions for improvements to accounting functions or it may be deemed to be less significant and/or management is aware of the finding and is working on resolutions.

Control Deficiencies:

None Noted

Compliance and other:

13.1 Budgeted Deficit Fund Balance

We noted that in Special Revenue Fund (Fund 17), expenditures were budgeted in excess of revenues to the extent that a deficit fund balance would have resulted if actual results had been consistent with the budgeted amounts.

Recommendation

We recommend that during the budgeting process management should confirm that revenues and expenditures for each fund are carefully evaluated to ensure that a deficit fund balance is not budgeted.

13.2 Interfund Reimbursements

We noted the Utility Funds are reimbursing the General Fund for administrative services provided by the General Fund for the benefit of the Utility Funds. GASB 34 states that interfund reimbursements should be recorded as expenditures in the fund ultimately responsible for the expenditures and a reduction of expenditures in the fund being reimbursed. Currently the City is recording these reimbursements as interfund transfers.

Recommendation

We recommend that the City begin recording these reimbursements as operating expenses in the Utility Funds and as reductions to expenditures in the General Fund as outlined in GASB 34.

Sincerely,

A handwritten signature in cursive script that reads "Hinton Burdick, PLLC".

HintonBurdick, PLLC
September 25, 2013



December 10, 2012

Hinton, Burdick, Hall & Spilker, PLLC
Attention: Michael Spilker
63 South 300 East, Ste 100
St. George, UT 84770-2948

Re: Response from the City of Willcox to the
Findings and Recommendations for the Year Ended June 30, 2013, and
Other Items Communicated to Management for the Year Ended June 30, 2013

Dear Mr. Spilker:

As a part of its annual audit of the records of the City of Willcox, Hinton Burdick noted no concerns over Internal Control Over Financial Reporting, or Compliance and Other Matters.

In the Other Items Communicated to Managements For the Year Ended June 30, 2013, the auditors noted two items:

13.1 Budgeted Deficit Fund Balance

We noted that in Special Revenue Fund (Fund 17), expenditures were budgeted in excess of revenues to the extent that a deficit fund balance would have resulted if actual results had been consistent with the budgeted amounts.

Recommendation

We recommend that during the budgeting process management should confirm that revenues and expenditures for each fund are carefully evaluated to ensure that a deficit fund balance is not budgeted.

The City's response is as follows:

13.1 The auditor's concern is noted. The City's FY12 budget included a forecast of anticipated revenues to be received over the course of the fiscal year; future budgets will be carefully evaluated to ensure that a deficit fund balance is not budgeted.

and,

13.2 Interfund Reimbursements

We noted the Utility funds are reimbursing the General Fund for administrative services provided by the General Fund for the benefit of the Utility Funds. GASB 34 states that interfund reimbursements should be recorded as expenditures in the fund ultimately responsible for the expenditures and a reduction of expenditures in the fund being reimbursed. Currently the City is recording these reimbursements as interfund transfers.

Recommendation

We recommend that the City begin recording these reimbursements as operating expenses in the Utility Funds and as reductions to expenditures in the General Fund as outlined in GASB 34.

The City's response is as follows:

- 13.2 The City's FY15 budget for Interfund transfers will budget Utility Transfers as expense in the Utility Funds and as a reduction of expenditures in the fund being reimbursed pursuant to GASB 34.

Thank you for your courtesy and consideration in this matter.

Yours very truly,

A handwritten signature in cursive script that reads "Ruth E. Graham".

Ruth E. Graham
Finance Director

cc: Mayor and Council

CITY OF WILLCOX
Request for Council Action

Agenda Item: 9
Tab Number: 3
Date: 12-16-2013

Date Submitted:
December 10, 2013
Date Requested:
December 16, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject:
Annual Liaison
Presentation

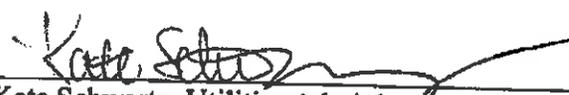
To: Honorable Mayor and City Council

From: John Bowen, Director of Public Services and Works

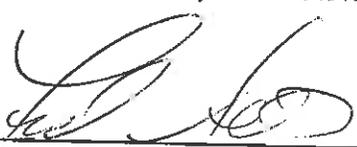
Discussion: Per Department of Transportation, Federal Pipeline Safety Rule 192.615(c), "Once each calendar year, not to exceed 15 months, the City of Willcox will hold a liaison meeting with the City of Willcox officials . . . "to discuss capabilities and procedures concerning natural gas pipeline emergencies." Utilities staff will present a Power Point in regards to basic natural gas emergency procedures and chain of command during a natural gas emergency.

Recommendation: none

Fiscal Impact: none

Prepared By: 
Kate Schwartz, Utilities Administrative Assistant

Approved By: 
John Bowen, Director, Public Services and Works

Approved By: 
Ted Soltis, City Manager



CITY OF WILLCOX

Virginia A. Mefford

City Clerk

101 S. Railroad Avenue Suite B

Willcox, AZ 85643

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TO: Mayor and Council

DATE: December 16, 2013

SUBJECT: Northern Cochise Fund Presentation

Mayor and Council,

The Northern Cochise Fund will be giving a presentation by Andy Terry.

Thank you,

Virgie Mefford
City Clerk

CITY OF WILLCOX
Request for Council Action

Agenda Item: 11
Tab Number: 5
Date: 12-16-2013

Date Submitted:
December 6, 2013
Date Requested:
December 16, 2013

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject: Willcox High School seniors are requesting to have fees waived for their Winter Formal.

To: Honorable Mayor and City Council

From: John Bowen, Director of Public Works

Discussion: Willcox High School is requesting to have all fees waived for their high school winter formal. This event will be held at the Community Center on February 1, 2014 from 8:00 am until 12:30 am.

Recommendation: Mayor and Council grant permission to waive fees for the high school formal.

Fiscal Impact: \$200.00

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

Approved By: John Bowen
John Bowen, Public Works Director Public Services and Works

Approved By: Ted Soltis
Ted Soltis, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA
Facilities Use Agreement

This Agreement made this 3 day of December, 2013
between Willcox High School ("PARTICIPANT") and
the City of Willcox through the City Public Works Department ("CITY") for the use of the
City owned facilities by a private organization.

ARTICLE I -- TERM OF AGREEMENT:

The term of this agreement shall be February. 1, 2014, through
February. 1 2014, unless earlier terminated by either party.

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

8:00 am
start time

12:30 am
end time

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

ARTICLE II -- CITY OWNED FACILITIES:

This agreement shall be for the use of Community Center Main Hall, Fireplay
(facility and area/s) Room
to be used for Willcox High School Winter Formal
(type of event)
to be used by Willcox High School
(example: public, family, friends)

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

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

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

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

ARTICLE III -- INDEMNIFICATION AND INSURANCE

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

Each party agrees to be responsible for the conduct of its operations and performance of contract obligations and for any accidents or injuries to persons or property arising out of acts or omissions by its officers, agents or employees acting in the course or scope of their participation while performing duties undertaken pursuant to this Agreement.

The PARTICIPANT agrees to hold harmless the City, its officers, employees and agents from all losses, suits, damages or costs of any kind, including reasonable attorney's fees, defense costs and expenses arising from PARTICIPANT performance pursuant to this Agreement. The PARTICIPANT shall provide the CITY with current insurance certificates or the evidence of coverage as appropriate.

The CITY agrees to hold harmless the PARTICIPANT, its officers, employees and agents from all losses, suits, damages or costs of any kind, including reasonable attorney's fees, defense costs and expense arising from the CITY performance pursuant to this Agreement.

ARTICLE IV -- MISC. PROVISIONS:

CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

NONASSIGNABILITY

Neither party may assign a duty or responsibility under this Agreement without the prior written consent of the other party.

RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

NOTICE REQUIREMENTS

All notices, requests for payment, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective party as follows:

If to the CITY:

City of Willcox, Public Services and Works
250 N. Railroad Avenue
Willcox, Arizona 85643

If to the PARTICIPANT:

Name: Amy Sanborn

E-Mail Address: Amy.Sanborn@wusd13.org

Organization: Willcox High School Seniors

Contact Phone Number(s): (520) 384-8601

Mailing Address: 480 N Bisbee Willcox AZ 85643

City

State

Zip Code

SEVERABILITY

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

ENTIRE AGREEMENT

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

GOVERNING LAW

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

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

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

OHC
Signature

12-3-13
Date

Oscar Hudson
Printed Name

Facilities & Parks Supervisor
Title

PARTICIPANT

Amy Sanborn
Signature

12/3/13
Date

Amy Sanborn
Printed Name

Teacher/Sponsor
Title

Attachment "A"
Community Center Checklist

The City of Willcox Facilities Maintenance Department of Public Services and Works will perform the following:

<p>General</p> <p><input checked="" type="checkbox"/> Issue <u>all</u> tables (34-4x8, 11- 4x4, 10-4x6 available)</p> <p><input checked="" type="checkbox"/> Issue <u>all</u> chairs (400- Folding, 32- padded available)</p> <p><input checked="" type="checkbox"/> Review Restroom Cleaning</p> <p><input checked="" type="checkbox"/> Review Operation of Lighting</p> <p><input checked="" type="checkbox"/> Review Operation of Heating/AC</p> <p><input checked="" type="checkbox"/> Review Cleaning Requirements</p> <p>Ballroom</p> <p><input checked="" type="checkbox"/> Provide Key</p> <p>Dining Room</p> <p><input checked="" type="checkbox"/> Provide Key</p> <p>Lounge</p> <p><input checked="" type="checkbox"/> Provide Key</p>	<p>Kitchen</p> <p><input type="checkbox"/> Provide Key</p> <p><input type="checkbox"/> Review Operation of Lighting</p> <p><input type="checkbox"/> Review Operation of Range</p> <p><input type="checkbox"/> Review Operation of Range Hood</p> <p><input type="checkbox"/> Review Operation of Ansul System</p> <p><input type="checkbox"/> Review Operation of Dishwasher</p> <p><input type="checkbox"/> Review Operation of Refrigerator</p> <p><input type="checkbox"/> Review Operation of Freezer</p> <p><input type="checkbox"/> Review Operation of Warmer</p> <p><input type="checkbox"/> Review Operation of Ice Maker</p> <p><input type="checkbox"/> Review Cleaning Requirements</p> <p>Sound System</p> <p><input type="checkbox"/> Provide Key</p> <p><input type="checkbox"/> Review Operation of System</p>
---	--

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

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

Special Arrangements:

The "Participant" is responsible for establishing control of the area(s) requested for use.

The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Attachment "B"
Community Center Checklist

The Participant agrees to perform the following tasks:

<p>General</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Verify Count of Tables Issued.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Verify Count of Chairs Issued.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Obtain appropriate keys one business day prior to the event by 3:30 P.M.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Return keys within two (2) business days of event conclusion.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Fold Tables and Place along N Wall of Ballroom.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Fold Chairs and Place along N wall of Ballroom.</p> <p><input type="checkbox"/> <input type="checkbox"/> Fold Tables and Place on W Wall of Lounge.</p> <p><input type="checkbox"/> <input type="checkbox"/> Fold Chairs and Place on W Wall of Lounge.</p> <p><input type="checkbox"/> <input type="checkbox"/> Fold Tables and Place on N Wall of Dining Room.</p> <p><input type="checkbox"/> <input type="checkbox"/> Fold Chairs and Place on N Wall of Dining Room.</p> <p>Vendor(s)</p> <p><input type="checkbox"/> <input type="checkbox"/> Request to waive requirement for all vendors to have individual permits.</p>	<p>Cleaning</p> <p>Cleaning consists of removing decorations, sweeping and mopping and tying up garbage bags and place in dumpster. All areas should be left in the same or better condition as received.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Clean Restrooms</p> <p><input type="checkbox"/> <input type="checkbox"/> Clean Kitchen</p> <p><input type="checkbox"/> <input type="checkbox"/> Clean Ballroom</p> <p><input type="checkbox"/> <input type="checkbox"/> Clean Dining Room</p> <p><input type="checkbox"/> <input type="checkbox"/> Clean Lounge</p> <p><input type="checkbox"/> <input type="checkbox"/> Clean Stage Area</p> <p>If Serving Alcohol</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain Special Event Liquor License with the Arizona Department of Liquor.</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Liquor Liability Insurance in the amount of \$1,000,000 naming the City of Willcox as additionally insured.</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Security approved by Willcox Public Safety Department.</p>
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- If your event includes decoration the facility please keep in mind that any damage from placing or removal may result in surrendering deposits.
- It is the responsibility of the Participant to verify that all furnishings included in the reservation agreement are in place and in good repair at the conclusion of the event. Replacement cost for missing or damaged items will be based on current replacement cost. Restitution must be made within five (5) business days of the event.
- All equipment or personal items belonging to the "Participant" shall be removed by 8:00 a.m. on the day following the event or additional rental fees may be charged.
- Premises shall be left clean and in good repair or deposit will be surrendered. Others charges may be assessed if significant damage occurs.
- City of Willcox officials reserve the right to enter / inspect the premises during the event.
- The "Participant" is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Contact information:
 Public Services & Works ----- 766-4213
 Facilities & Park Maintenance ----- 507-0442
 On-call ----- 766-2201

Attachment "C"
Community Center Fee Schedule

Deposit and Rental Fees

All Deposits, Fees, Proof of Insurance must be tendered 10 days prior to event date in order to finalize scheduling details.

	Fee Description	Fee Amount	Number of Days	Subtotal	Cash Rec'd.	Check#	Rept. #
X	Reservation Fee	\$50.00		\$50.00			
X	Cleaning and Damage Deposit	\$150.00		\$150.00			
	Main Hall	\$150.00					
	Fireplace Room	\$40.00					
	Dining Room	\$40.00					
	Kitchen	\$80.00					
	Main Hall & Fireplace Room	\$170.00					
	Main Hall & Dining Room	\$170.00					
	Main Hall & Kitchen	\$190.00					
	Main Hall, Fireplace Room & Kitchen	\$210.00					
	Main Hall, Dining Room & Kitchen	\$210.00					
	Main Hall, Fireplace Room & Dining Room	\$190.00					
	Main Hall, Fireplace Room, Dining Room & Kitchen	\$230.00					
	Fireplace Room & Dining Room	\$60.00					
	Fireplace Room & Kitchen	\$60.00					
	Fireplace Room, Dining Room & Kitchen	\$120.00					
	Dining Room & Kitchen	\$100.00					
*	Public Event Fees are waived						
*	Community Event		Divide by 2				
Total Fees Due							

- Request to waive fees through City Council. ✓
- The City of Willcox reserves the right to refuse reservations.
- Must be at least 21 years of age to reserve the facilities.
- Participant may reserve one (1) day prior to the event to set up for the event without an additional charge for the day providing another event is not already scheduled.
- Under normal circumstances; fees and certificate of insurance must be remitted ten (10) days prior to the scheduled use.
- All fees must be paid prior to the issuance of keys.
- Cancellation of reservation within five (5) days of the activity will result in surrender of 1/2 of rental fees.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.
- *Unless these are profit making events.

Condition Verification

I have inspected the condition of the facilities specified under this agreement and have found them to be in _____ Satisfactory/Unsatisfactory condition.

The estimated cost _____ All _____ None _____ Other _____ of the damage is _____

Significant damage has occurred directly related to this event.

Damages are estimated to cost _____ which must be repaid within five (5) days.

**CITY OF WILLCOX
CITY ATTORNEY'S OFFICE
COUNCIL COMMUNICATION MEMORANDUM**

DATE: December 9, 2013
TO: Mayor and City Council
FROM: Ann P. Roberts, Esq.
CC: Ted Soltis, City Manager
SUBJECT: Compliance with Consolidated Elections Cycle

In 2012, the Arizona State Legislature amended Arizona Revised Statutes (A.R.S.) §16-204 to consolidate all regular candidate elections in the State of Arizona. As a result of this law, the regular candidate election cycle for the City of Willcox will be moved from the spring to the fall of even numbered years. This change requires that the terms of all presently elected council members must be extended to comply with the new law that becomes effective January 1, 2014.

This matter has been addressed by two separate items included on the December 16, 2013, City Council Agenda. In your packet you will find Resolution No. 2013-72. This Resolution addresses the extension of Council terms. For those of you whose terms would have ended with the spring elections cycle in 2014, your term will be extended through the fall election cycle of 2014 and for those of you whose terms would have ended with the spring elections cycle in 2016, your term will be extended through the fall election cycle of 2016.

Further, as a result of this new law, the City Code needs to be amended for conformity. This is addressed by Ordinance NS316. This Ordinance amends the text of the City Code under Title 1, Chapter 6 to provide that newly elected council members terms will begin at the first regularly scheduled meeting in December. The first meeting in December has been selected because it will comply with A.R.S. §9-821.01, which determines that all candidates shall be declared to be elected to office after the canvass of the vote of the general election which must be held within 20 days of the election pursuant to A.R.S. §16-642 and pursuant to §9-232(c) which requires that the common council shall assemble within twenty days after election.

If you have any questions, please feel free to contact me at my office (520) 586-2292.

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA
ORDINANCE NS316

(City Code Amendment – Title 1, Chapter 6, Common Council)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF WILLCOX, ARIZONA, AMENDING THE CITY CODE, TITLE 1, CHAPTER 6, "COMMON COUNCIL", SECTION 1-6-1, "ELECTED OFFICERS: TERMS AND VACANCIES".

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

SECTION 1: The Willcox City Code, Title 1, Chapter 6, "Common Council", Section 1-6-1, "Elected Officers: Terms and Vacancies", shall hereby be amended to read as follows:

1-6-1: ELECTED OFFICERS: TERMS AND VACANCIES:

The elected officers of the City shall be seven (7) council members, one of whom shall be designated as mayor and one of whom shall be vice mayor in accordance with Chapter 5 of this Title. The mayor and council members shall constitute the Council and shall continue in office until assumption of duties of office by their duly elected successors. Council members shall serve four (4) year overlapping terms in the manner provided by state statutes. ~~The Council shall fill by appointment the un-expired term of a council vacancy.~~ Members of the council shall assume the duties of office at the first regularly scheduled council meeting in ~~June~~ DECEMBER. THE COUNCIL SHALL FILL BY APPOINTMENT THE UN-EXPIRED TERM OF A COUNCIL VACANCY.

SECTION 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance or any part of the City Code adopted herein by reference are hereby repealed.

SECTION 3: If any section, subsection, sentence, clause, phrase or portion of the ordinance 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.

SECTION 4: The effective date of this ordinance shall be thirty (30) days after adoption.

SECTION 5: Pursuant to A.R.S. §9-812, the City Clerk is directed to publish the text of this Ordinance for two (2) consecutive weeks in a newspaper of general circulation, and further, to post a copy of this Ordinance in three (3) or more public places within the City.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, ARIZONA, this 16th day of December, 2013.

APPROVED/EXECUTED:

ROBERT A. IRVIN, MAYOR

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

ORDINANCE NS316

Published in the Range News on the _____ and _____.

Passed and Adopted by ___ of 7 Council Votes.

Posted on December _____, 2013.

Clerk's Initials _____

**CITY OF WILLCOX
CITY ATTORNEY'S OFFICE
COUNCIL COMMUNICATION MEMORANDUM**

DATE: December 9, 2013
TO: Mayor and City Council
FROM: Ann P. Roberts, Esq.
CC: Ted Soltis, City Manager
SUBJECT: Compliance with Consolidated Elections Cycle

In 2012, the Arizona State Legislature amended Arizona Revised Statutes (A.R.S.) §16-204 to consolidate all regular candidate elections in the State of Arizona. As a result of this law, the regular candidate election cycle for the City of Willcox will be moved from the spring to the fall of even numbered years. This change requires that the terms of all presently elected council members must be extended to comply with the new law that becomes effective January 1, 2014.

This matter has been addressed by two separate items included on the December 16, 2013, City Council Agenda. In your packet you will find Resolution No. 2013-72. This Resolution addresses the extension of Council terms. For those of you whose terms would have ended with the spring elections cycle in 2014, your term will be extended through the fall election cycle of 2014 and for those of you whose terms would have ended with the spring elections cycle in 2016, your term will be extended through the fall election cycle of 2016.

Further, as a result of this new law, the City Code needs to be amended for conformity. This is addressed by Ordinance NS316. This Ordinance amends the text of the City Code under Title 1, Chapter 6 to provide that newly elected council members terms will begin at the first regularly scheduled meeting in December. The first meeting in December has been selected because it will comply with A.R.S. §9-821.01, which determines that all candidates shall be declared to be elected to office after the canvass of the vote of the general election which must be held within 20 days of the election pursuant to A.R.S. §16-642 and pursuant to §9-232(c) which requires that the common council shall assemble within twenty days after election.

If you have any questions, please feel free to contact me at my office (520) 586-2292.

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA**RESOLUTION 2013-72****A RESOLUTION OF THE MAYOR AND CITY COUNCIL
OF WILLCOX, ARIZONA PROVIDING FOR
COMPLIANCE WITH ARIZONA REVISED STATUTES
§16-204 AS AMENDED BY THE ARIZONA STATE
LEGISLATURE IN 2012.**

WHEREAS, the Arizona State Legislature in 2012 amended Arizona Revised Statutes (A.R.S.) §16-204 to consolidate all regular candidate elections, including those of the City of Willcox, Arizona to the Fall primary and general election dates of even numbered years; and,

WHEREAS, this new law requires conformity as of the 2014 Fall election cycle, therefore preventing the City of Willcox from holding its regularly scheduled Spring municipal elections which would have been held in the Spring of 2014 and 2016; and,

WHEREAS, this new law becomes effective January 1, 2014; and,

WHEREAS, this new law requires adjusting the terms of the members of the City Council currently serving in office so that their presently elected terms will expire at a time allowing for conformity with Fall election cycle in even numbered years, which requires further compliance with A.R.S. §16-642 providing for the canvass of the vote and 9-232 providing for the assembly of council after election;

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

SECTION 1: The term of any City Council member with two or fewer years left in their presently elected term shall expire at the beginning of the first regularly schedule council meeting scheduled in December of 2014 and their successors shall be chosen according to law for four (4) year terms during the Fall consolidated election dates in 2014; and,

SECTION 2: The term of any City Council member with two or more years left in their presently elected term shall expire at the beginning of the first regularly schedule council meeting scheduled in December of 2016 and their successors shall be chosen according to law for four (4) year terms during the Fall consolidated election dates in 2016; and,

SECTION 3: All successive City Council members shall be elected to council for four (4) years terms during the Fall election cycle of even numbered years that shall expire at the beginning of the first regularly schedule council meeting in December following such election; and,

SECTION 4: That the Mayor is authorized and empowered to execute this Resolution as presented; and,

SECTION 5: The appropriate 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.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, this 16th day of December, 2013.

APPROVED/EXECUTED

ROBERT A. IRVIN, MAYOR

Dated: _____

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

CITY OF WILLCOX
Request for Council Action

Agenda Item: 14
Tab Number: 8
Date: 12/16/13

Date Submitted: December 11, 2013	Action: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input type="checkbox"/> Other	Subject: Approval of a FEMA Funding application for a Class A Pumper for the WFD
---	---	---

To: Honorable Mayor and City Council

From: Sgt. Glenn Childers, Interim Chief

Discussion: The Willcox Department of Public Safety had previously requested and received Council support to submit a proposal for Gaming Distribution funds through the Tohono O'odham Nation for a Class A Pumper for the Fire Department. The proposal was unsuccessful.

We are now requesting approval of an application for Federal Emergency Management Agency (FEMA) funding. If approved, this new fire engine would replace one of the current pumpers, both of which are about thirty years old.

Recommendation: Approve and authorize application submittal.

Fiscal Impact: \$25,000 City grant match. Note: \$2,505 is budgeted for fund drives.

Approved By Sgt. Glenn Childers #936
Glenn Childers, Sgt. / Interim Chief

Approved By: Ted Soltis
Ted Soltis, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2013-73

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, APPROVING AND AUTHORIZING AN APPLICATION TO FEMA FOR THE PURPOSE OF OBTAINING GRANT FUNDS FOR A FIRE TRUCK.

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, the Willcox Department of Public Safety desires to submit an application to the Federal Emergency Management Agency, hereinafter "FEMA", requesting grant funding in the amount of \$550,000.00 for the purpose of purchasing a Class A Pumper Fire Truck; and,

WHEREAS, the Mayor and City Council support the submission of an application to FEMA requesting grant funds for the purpose of purchasing a fire truck for the Willcox Department of Public Safety; and,

WHEREAS, the Mayor and Council of the City of Willcox have determined that it is in the best interest of the City, the Willcox Department of Public Safety and its citizens to apply for said funds as presented herewith as Exhibit "A".

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 of the City of Willcox, Cochise County, Arizona, hereby gives formal approval and authorization for City Staff to submit an application to FEMA for the amount of \$550,000.00 for the purchase of a Class A Pumper Fire Truck for the Willcox Department of Public Safety; and,

SECTION 2: City Officials and Administrators are authorized and directed to take all necessary action to submit the grant application as presented herewith as Exhibit "A", to the FEMA; and,

SECTION 3: In the event that the City's grant application is approved by FEMA, City Officials and Administrators are authorized to accept said grant funds; and,

SECTION 4: That the Mayor is authorized and empowered to execute this Resolution as presented.

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF WILLCOX, ARIZONA, this 16th day of December, 2013.**

APPROVED/EXECUTED:

ROBERT A. IRVIN, Mayor

ATTEST:

VIRGINIA A. MEFFORD, City Clerk

APPROVED AS TO FORM:

ANN P. ROBERTS, City Attorney

RESOLUTION 2013-73

Entire Application

Overview

<p>Did you attend one of the workshops conducted by DHS's regional fire program specialist?</p> <p>No, I have not attended workshop</p> <p>Was a workshop within two hours' drive?</p> <p>No</p> <p>Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization or a State Fire Training Academy applying for this grant with this application?</p> <p>Yes, I am a member/officer of this applicant</p>
--

If you answered No, please complete the information below. If you answered Yes, please skip the Preparer Information section. Fields marked with an * are required.

Preparer Information

- * Preparer's Name
- * Address 1
- Address 2
- * City
- * State
- Zip

[Need help for ZIF+4?](#)

In the space below please list the person your organization has selected to be the primary point of contact for this grant. This should be a Chief Officer or long time member of the organization who will see this grant through completion. Reminder: if this person changes at any time during the period of performance please update this information. Please list only phone numbers where we can get in direct contact with the POC.

Primary Point of Contact

- | | |
|--|---------------------------|
| * Title | Chief |
| Prefix (check one) | |
| * First Name | Glenn |
| Middle Initial | |
| * Last Name | Childers |
| * Business Phone (e.g. 123-456-7890) | 520-766-4230 Ext. |
| * Home Phone (e.g. 123-456-7890) | 520-384-4271 Ext. |
| Mobile Phone/Pager (e.g. 123-456-7890) | |
| Fax (e.g. 123-456-7890) | 5203842587 |
| * Email (e.g. user@xyz.org) | gchilders@willcoxcity.org |

Contact Information

Alternate Contact Information Number 1

- | | |
|------------------|-----------------|
| * Title | Assistant Chief |
| Prefix | N/A |
| * First Name | Patti |
| Middle Initial | |
| * Last Name | Ackerson |
| * Business Phone | 5207664235 Ext. |

Home Phone 5203844673 Ext. 001
Mobile Phone/Pager
Fax 5203842587
Email par@willcoxcity.org

Alternate Contact Information Number 2

Title Captain
Prefix N/A
First Name jerry
Middle Initial
Last Name Guidice
Business Phone 5207664240 Ext.
Home Phone 5203844673 Ext. 002
Mobile Phone/Pager
Fax 5203842587
Email firemanjerry@yahoo.com

Applicant Information

EMW-2013-FV-01350

Originally submitted on 12/05/2013 by Jerry Giudice (Userid: firemanjerry)

Contact Information:

Address: 320 W. Rex Allen Dr.

City: Willcox

State: Arizona

Zip: 85643

Day Phone: 5203844673

Evening Phone: 5203844533

Cell Phone: 5205075111

Email: firemanjerry@yahoo.com

Application number is EMW-2013-FV-01350

* Organization Name

Willcox Fire Dept.

* Type of Applicant

Fire Department/Fire District

Type of Jurisdiction Served

City

If other, please enter the type of Jurisdiction

Legal name of your jurisdiction

Note: This information must match your SAM.GOV profile if your organization is using the DUNS number of your Jurisdiction.

City of Willcox

Employer Identification Number(e.g. 12-3456789)

Note: This information must match your SAM.GOV profile.

86-6000270

What is your organization's 9 digit DUNS Number? If you were issued a 4 digit number (DUNS plus 4) in addition to your 9 digit number please enter it in the second box. If not, please leave the second box blank.

056049265

(call 1-866-705-5711 to get a DUNS number)

is your DUNS Number registered in SAM gov (System for Award Management previously CCR.gov)?

Yes

I certify that my organization/entity is actively registered at www.SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record.

Headquarters or Main Station Physical Address

* Physical Address 1

320 W. Rex Allen Dr.

Physical Address 2

* City

Willcox

* State

Arizona

Zip

85643 - 1118

Need help for ZIP+4?

Mailing Address

* Mailing Address 1

320 W. Rex Allen Dr.

Mailing Address 2

* City

Willcox

* State

Arizona

Zip

85643 - 1118

Need help for ZIP+4?

Please describe all grants that you have received from DHS. for example, 2008 AFG grant for a vehicle or 2010 HSGP grant for exercises (Enter N/A if Not Applicable).

EMW-2002-FG-10324 \$27,649.06 2002 AFG grant for PPE, and training computer and IFSTA Essentials Curriculum.

EMW-2004-FG-17397 \$72,157.00 2004 AFG grant for PPE, 14 SCBA's, SCBA cascade & fill station.

Account Information

Note: This information must match your SAM.GOV profile.

* Type of bank account **Checking**
Bank routing number - 9 digit number on the bottom left hand corner of your check **122100024**
* Your account number **90135987**

Additional Information

- For this fiscal year (Federal) is your organization receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? **No**
- If awarded the AFG grant, will your organization expend more than \$500,000 in Federal funds during your organization's fiscal year? **Yes**
- Is the applicant delinquent on any Federal debt? **No**

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

The cost of the proposed fire apparatus will slightly exceed \$500,000.00.

Fire Department/Fire District Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property? **No**
* What kind of organization do you represent? **All volunteer**
If you answered combination, above, what is the percentage of career members in your organization? **%**
If you answered volunteer or combination or paid on-call, how many of your volunteer firefighters are paid members from another career department? **0**
- What type of community does your organization serve? **Rural**
- Is your Organization considered a Metro Department? **No**
* What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges. **6**
- What percentage of your response area is protected by hydrants? **100 %**
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located? **cochise**
* Does your organization protect critical infrastructure of the state? **No**
- How much of your jurisdiction's land use is for agriculture, wildland, open space, or undeveloped properties? **40 %**
- What percentage of your jurisdiction's land use is for commercial and industrial purposes? **20 %**
- What percentage of your jurisdiction's land is used for residential purposes? **40 %**
- How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than three stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc. **0**
* What is the permanent resident population of your Primary/First-

<u>Due Response Area or jurisdiction served?</u>	3757
-Do you have a seasonal increase in population?	Yes
If "Yes" what is your seasonal increase in population?	1500
How many active firefighters does your department have who perform firefighting duties?	18
-How many members in your department/organization are trained to the level of EMT-I or higher?	6
Do you have <u>Community Paramedics</u> ?	No
* How many stations are operated by your organization?	2
- Is your department compliant to your local Emergency Management standard for the National Incident Management System (NIMS)?	Yes
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes
Note: You will be required to report to NFIRS for the entire period of the grant.	
If you answered yes above, please enter your <u>FDIN/FDID</u>	02252
-What percent of your active firefighters are trained to the level of Firefighter I?	0 %
-What percent of your active firefighters are trained to the level of Firefighter II?	15 %
If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	No

If you indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds to bring everyone to the FF II level in this application! Please describe in the box to the right your training program and your plans to bring your membership up to Firefighter II.

Willcox is a relatively poor small rural community. We are fortunate in that some residents have prior career professional firefighter training and they continue to provide those skill to the community as volunteers.

Of the remaining volunteers, few have the luxury to be able to take the time to go to training to qualify as Firefighter II. The pressures of multiple jobs and family commitments limit training availability to a few hours per month and the occasional intensive weekend course.

If becoming Arizona State certified (via formal college classes) at the Firefighter II level were made a requirement for volunteers, it is anticipated that the current roster of eighteen would dwindle drastically. HOWEVER, we received an AFG grant in 2002 (EMW-2002-FG-10324) that included training material (IFSTA Essentials Curriculum) complying with NFPA 1001 standards and these materials are the basis of out in-house training sessions. The relatively high turnover in volunteers however has resulted in few completely finishing the course before moving on.

At this time the residents of Willcox as very fortunate in that the City allows volunteers firefighters who are employees, 95%, to respond to work hour fire calls when possible.

The fire department strongly encourages volunteers to take any training classes of any sort and does have adequate funds available for this.

- What services does your organization provide?

Structural Fire Suppression
Wildland Fire Suppression

Haz-Mat Operational Level

Occasional Fire Prevention Program

Rescue Operational Level

Please describe your organization and/or community that you serve. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

The City of Willcox, Arizona has a population of about 3,800 and has approximately 1,400 residential buildings and various commercial structures in a 6-square-mile City limits. Due to its rural and isolated location, the Fire Department is a primary responder to all calls within a 12.5-mile radius (500-square-mile area).

The fire department services a fairly high risk area being dissected by Interstate 10, a 2-track Union Pacific railroad (which is the main US southern route), multiple high pressure El Paso natural gas lines, plus the presence of a regional airport, oil storage facility (Dunlap Oil), two bulk propane distribution businesses and a chemical storage facility (Fertizona). A US Border Patrol Station with Helipad and refueling

facilities, a county hospital with Helipad plus a County refuse transfer station, add to the complexity of our community.

The City is surrounded by thousands of acres of grassland. As families relocate to subdivided acreage outside the City limits they are creating a growing urban interface with no fire hydrant infrastructure. The next nearest professional fire department (other than the very small subscriber-based Willcox Rural) is located over 25 road miles away at Sunsites, AZ. Willcox Volunteer Fire Department responds to all calls, both inside and outside the City limits, that it receives regardless of location or nature, whether it be structural, vehicular or wildland.

In order to fulfill our firefighting mission the Willcox Volunteer Fire Department utilizes its twelve (12) active volunteers and a roster of 18. Mutual aid agreements with surrounding districts are essential parts of our firefighting and lifesaving goals.

Each year the Willcox Volunteer Fire Department is called upon on a regular basis to respond to a variety of situations. Some recent (2011/2012) major incidents included the burning down of a large portion of the Willcox High School the destruction of an abandoned 2-story motel and a mobile home fire with fatality outside the City limits. In addition to the structure fires there is an ever present danger and occurrence of grass fires, especially starting along the Interstate, that can rapidly escalate due to the urban interface to endanger the whole City.

Fire Department Characteristics (Part II)

	2012	2011	2010
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	1	0	0
What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	0	0	0
What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three years?	1	0	0
Over the last three years, what was your organization's average operating budget?		75000	
What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?		40 %	
What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	97 %		
EMS Billing?	0 %		
Grants?	0 %		
Donations?	0 %		
Fund drives?	3 %		
Fee for Service?	0 %		
Other?	0 %		

If you entered a value into Other field (other than 0), please explain

Does your organization intend to provide a financial match greater than the required amount? No

If yes, how much additional funds is your department/agency willing to contribute? \$
Please fill in the amount in the box to the right.

Please describe your organization's need for Federal financial assistance. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

The Willcox Volunteer Fire Department is funded from the General Fund of the City. The current budget (FY13) has a small surplus, which is an improvement over the previous three years when the City was pulling from its meager reserve fund to the tune of over \$200,000 per year on a General Fund budget of \$3.5M. The long term projections for the City general fund shows deficit conditions for at least the next 10 years (2024).

The annual budget for the Fire Department, both past and future, is approximately \$75,000. Of this amount over 50% (\$38,000) is designated for insurance, FICA and training stipends. Most of the remaining monies going to supplies (fuel, firefighting foam) and vehicle repairs.

Community Paramedic Response Calls

Vehicle Accidents w/o Extrication	0	0	0
Vehicle Extrications	8	15	8
Other Rescue	0	0	0
Hazardous Condition/Materials Calls	7	8	3
Service Calls	0	6	6
Other Calls and Incidents	17	20	19
Total	78	118	82

How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)

What is the total acreage of all vegetation fires?	50	50	10
--	----	----	----

How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)

In a particular year, how many times does your organization receive mutual aid?	10	9	10
---	----	---	----

In a particular year, how many times does your organization receive automatic aid?	1	2	1
--	---	---	---

In a particular year, how many times does your organization provide mutual aid?	20	17	18
---	----	----	----

In a particular year, how many times does your organization provide automatic aid?	1	1	1
--	---	---	---

Total Mutual / Automatic Aid (please total the responses from the previous two blocks)	32	29	30
--	----	----	----

Out of the mutual/automatic aid responses, how many were structure fires?	5	7	6
---	---	---	---

Request Information

1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application you will need to submit separate applications.

Program Name

Vehicle Acquisition

2. Will this grant benefit more than one organization?

Yes

If you answered yes, please explain in your narrative statement and list the organization(s) in the form below.

Organization Name	First Name	Last Name	Ext	Action
San Simon Fire Dept	Richard	Fitcher	520-845-2439 Ext:	View
Saint David Fire Dept.	Loyal	Gephart	520-720-4045 Ext:	View
Mescal-J6 Fire District	Chris	Bernal	520-586-7007 Ext:	View
Cascabel Fire Dept.	Max	Madsen	520-212-4773 Ext:	View
Bowie Fire District	Rayleen	Bright	520-847-2553 Ext:	View
Benson Fire Dept.	Keith	Spangler	520-585-9832 Ext:	View

3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

From the requested activities, what is the total dollar amount requested for EMS equipment, supplies, training, etc in the Request Details of this application? If none of the items requested are for fire-based EMS, then enter \$0.	\$ 0
4. If you are filing for a micro grant (\$25,000 federal share) or less please click the radio button and answer "YES". Please remember that your total request will be limited to \$25,000 or less in Federal funds in the Operations and Safety portion only.	N/A
5. By answering yes to question #4 you are giving up the option to apply under Operations & Safety (Equipment, Modifications to Facilities, Personal Protective Equipment, Training and Wellness & fitness) for more than \$25,000 of Federal funding. Do you agree to this? Do you fully understand this option?	

Request Details

The activities for program Vehicle Acquisition are listed in the table below.

Item	Total Cost	Additional Funding	Action
Pumper/Engine (750 gpm or more and holds a minimum of 300 gallons or more)	\$ 507,000	\$ 43,100	View Details Additional Funding Narrative

Vehicle Inventory

[View Vehicle Inventory](#)

* Total Funding for all EMS requested in this application

\$0

Grant-writing fee associated with the preparation of this request.

\$0

Vehicle Inventory

*** If you have 15 emergency response vehicles or less, list all of your Engines/Pumpers, Tankers, Aerials, Brush and Rescue Vehicles. List all vehicles providing the type, the age, the pump capacity (GPM) if applicable, the carrying capacity (gallons) if applicable.**

Vehicle Type (possible terms: Engine (or Pumper) Age GPM Gallons Ambulance, Tanker, Aerial Apparatus, Brush/Quick Attack, Rescue Vehicles Additional Vehicles)				
1	Engine (or Pumper)	27	1000	1000
2	Engine (or Pumper)	29	1250	100
3	Tanker	29	250	1000
4	Rescue Vehicles	24	0	0
5	Brush/Quick attack	36	150	250
6	Brush/Quick attack	3	140	264
7	Additional Vehicles	21	0	0
8	Tanker	29	350	4000
9				
10				
11				
12				
13				
14				
15				

View Firefighter Vehicle Program

Vehicle Details

1. What type or class of vehicle will you use the grant funds to purchase?	Pumper/Engine (750 gpm or more and holds a minimum of 300 gallons or more)
*Please provide further description of the item selected above.	a new NFPA compliant Class A Pumper 1,000+ gallon tank, 1,000 gpm 5-person enclosed cab
*2. Cost: (whole dollar amounts only)	\$ 507000
*3. Is the vehicle you propose to buy:	Replacement of an existing apparatus
*4. What is the age of the vehicle being replaced?	27 years
5. What is the newest (age) vehicle you currently own in the class you are purchasing?	27 years
*6 What is the average age of all vehicles in your fleet?	25 years
*7. Do you have a driver-training program equivalent to national or NFPA standards?	No
If you answered no, will you develop one prior to receipt of the vehicle per the program guidance?	Yes
Are you requesting funding for training specific to the vehicle acquisition?	No
If you are not requesting funding, will you obtain the appropriate training through other sources?	Yes
9. Is the vehicle you are replacing a converted vehicle not originally designed for its current use?	No

10. Does the vehicle you are replacing have an open cab configuration **Yes**

11. If awarded, will you permanently remove this substandard vehicle from service? **No**

If you are removing a vehicle from service, describe the vehicle you plan to remove in the space provided. Please enter the type, year and model.

Please enter the VIN (Vehicle Identification Number) for the vehicle you are requesting to replace: **1FDYD84N0EVA09900**

*12. How long have you owned the vehicle you are replacing? **27** Years (whole number only)

*13. If you are removing a vehicle from service, what is the number of calls that vehicle responded to during 2012(documented through vehicle or dispatch logs)? **50** (whole number only)

14. If awarded, will you develop and/or enforce standard operating policies/procedures that require: 1) all occupants to use seatbelts, 2) all drivers of the grantee's apparatus must adhere to all traffic signs, signals and state traffic regulations. **Yes**

*15. Will this vehicle be used for automatic and/or mutual aid? **Both**

16. What percentage of your annual budget goes to vehicle replacement? **0** (0-100%)

17. Is this vehicle going to be used as a regional asset? **Yes**

If you answered "Yes" please explain

The next nearest structural engine is 25 road miles away. This vehicle will be used both within the City limits but also as mutual aid in the surrounding large response area

Firefighting Vehicle - Additional Funding

Budget Object Class Definitions

Additional Funding

a. Personnel	Help	\$ 0
b. Fringe Benefits	Help	\$ 0
c. Travel	Help	\$ 0
d. Equipment	Help	\$ 0
e. Supplies	Help	\$ 0
f. Contractual	Help	\$ 0
g. Construction	Help	\$ 0
h. Other	Help	\$ 0
i. Indirect Charges	Help	\$ 0
j. State Taxes	Help	\$ 43100

Explanation

to cover the AZZ state 8.1% sales tax for the purchase of the vehicle

Firefighting Vehicle - Narrative

* Section # 1 Project Description: In the space provided below include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc.

Fires devastate communities. Reliable, state of the art fire suppression apparatus is critical for the safety of communities.

The proposal is to use the grant funds (\$520,000), if awarded, to purchase a new NFPA compliant Class-A Pumper capable of safely delivering manpower, equipment and fire suppression capabilities to our fire service area of responsibility.

The Willcox Volunteer Fire Department currently has 29+/-year old pumpers.
1983 FMC Structure 1,000 gallon 1,000 gpm
1984 HAHN Structure 1,000 gallon 1,000 gpm

These units are increasingly difficult to maintain and keep in a ready condition to serve our population base with fire suppression services and are plagued with frequent breakdowns. Recently both units have suffered several failures, two during actual structure fires which had the potential to endanger volunteer firefighters involved in fire suppression activities. Additionally, replacement repair parts are becoming extremely hard to obtain in order to make necessary repairs. With our response area growing to cover the area surrounding the corporate city limits, it is vital that we obtain adequate, dependable, apparatus to effectively protect life and property.

Willcox Volunteer Fire Department Call volume:
Year Structure Wildland Other
2006 9 19 58
2007 23 15 38
2008 23 16 57
2009 23 21 41
2010 9 24 30
2011 21 27 62
2012 36 19 19

Our call load for pumpers has been steadily rising over the past 5 years. With the risk for continued equipment failures becoming more commonplace, the possibility of a pumper failure during a fire attack not only endangers the property owner and residents, but our volunteer firefighters as well, and can allow the fire to continue to destroy the property with the risk of the fire extending to adjacent properties if the fire cannot be brought under control with existing assets.

The Class A Pumper we propose to purchase with this grant will be able to arrive on scene, and reliably provide us with the capability to effectively attack the fire without fear of the numerous problems we have been encountering with our current units. This will immensely improve our ability to save lives and property in the area in and around Willcox and greatly increase the confidence level of the volunteer firefighters charged with protecting life and property.

The pumper we propose to purchase will benefit all of our surrounding mutual aid departments, as well as most of the residents and departments in northern Cochise County with a state-of-the-art, dependable, sustainable, attack capability with a delivery rate of at least 1,000 GPM. Such a pumper would greatly increase the effectiveness of our collective mutual aid fire suppression capabilities as well as increasing the safety factor when fighting structural fires, and lastly, enabling us to be more effective in conserving life and property.

* Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. *3000 characters

Our structural engines are close to 30-years old, they have all the expected issues of vehicles of that age such as availability of parts and dependability. These older engines are complex and temperamental and a challenge for all but highly qualified trained firefighters to operate..

The benefits of a new(er) structural engine are numerous. All of the benefits results in an increase of firefighter safety in some way. A modern dependable engine with enclosed crew quarters, simplified driver operation and modern electronic pump control system would allow our less qualified volunteers to get to a fire scene and dependably pump water thus increasing the safety of the hose man. While this ability is not a replacement for a fully qualified crew response it is often all that we are able to muster.

Given our minimum response time of more than 10-minutes we invariably are fighting defensive exterior fires. As our qualified firefighters reach retirement age it is becoming more imperative for the safety of the residents of Willcox for the fire department to have equipment that can be operated by the personnel available. If we cannot invest in dependable simplified equipment now, then a scenario not being able protect Willcox residents is more probable.

The class-A pumper as designed would have all of the modern capabilities expected in a first response pumper unit. Roll-up doors, deep enough cabinets to hold SCBA units, organized tool storage for easy access, easy access ladder storage, appropriate storage for

generators and fans and all the things necessary on a first response unit.

A hoped for side-benefit of acquiring new equipment would be that of a higher profile in the community and increased volunteerism, perhaps even from qualified firefighters.

(NOTE: in the application we stated that we would not be removing our current first out structural engine from service. Even in its current condition it is more dependable than most other vehicles in our fleet and would be 're-purposed' most likely as a tanker to replace our current 29-year old unit that has failing pumps and thus can pump only 250gpm from its 1000 gallon tank). The second tanker listed in our inventory actually belongs to the Street division of the City and is only available when not in use by them.))

* Section # 3 Statement of Effect: How would this award affect the daily operations of your department (i.e., describe how frequently the equipment will be used or what the benefits will provide the personnel in your department)? How would this award affect your department's ability to protect lives and property in your community? *3000 characters

If awarded, this Class-A pumper would be the first-out vehicle for almost all fire calls.

The current equipment, especially the pumpers used for structural fires, are old and getting harder to maintain (e.g. split rim wheels). Tool storage is limited in dimensions and capacity making it difficult to transport new items such as back-boards and extraction equipment. With no funding for a full-time mechanic the possibility of all structure trucks being out-of-service at the same time is likely to occur in the near future. The need for both existing pumper trucks plus tenders to be in-service for a single call (structure protection during wildland fire season) is high. Limited volunteer response, especially those qualified as drivers and engineers, creates issues with getting sufficient water and pumping power to a scene.

The hazards inherent in our environment are not proportional to the diminutive size of our community. The same hazardous train cargo passes through Willcox as go through larger and better equipped neighboring metropolitan communities such as Tucson, similarly for material traveling by motor transport on Interstate-10. The proposed new pumper tender would significantly enhance fireground operations as a single unit responding with as few as two volunteers can be on-scene in any part of the response area with sufficient capacity to tackle a call. The dependability of new equipment will relieve the worry of whether there will be performance issues with pumps and hoses.

While there are likely to be additional costs associated with a new pumper-tender there will also be savings in fuel and maintenance and as such these are expected to balance each other out. It is anticipated that a newer pumper-tender will be less complicated to operate than existing equipment and while there will be a learning curve during familiarization this should be a temporary situation.

The presence of new firefighting equipment will be immediately noticed within the City (public parade events, newspaper reports, fire responses and civic displays) and it is quite likely that this will have a significant morale boost to current volunteers and create enthusiasm for others to become involved.

Over the last 10-years we have received two AFG awards - these were for PPE and SCBA equipment and all of these items are still in use and need to be replaced soon. More recently (2010) we received an award from the Tohono O'odam nation for a brush truck. The 2010 vehicle award has resulted in a significant morale boost and greater interest and enthusiasm for responding to grassland fires, in some part due to the dependability of the vehicle and the relative ease of use of the equipment. We anticipate that a new class-A engine would have a similar effect on responses to structural fires.

Budget

Budget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 507,000
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0

j. State Taxes	\$ 43,100
Federal and Applicant Share	
Federal Share	\$ 522,595
Applicant Share	\$ 27,505
Federal Rate Sharing (%)	95/5
* <u>Non-Federal Resources</u> <i>(The combined Non-Federal Resources must equal the Applicant Share of \$ 27,505)</i>	
a. Applicant	\$ 27,505
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0
<p>If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.</p>	
Total Budget	\$ 550,100

Narrative Statement

For 2011 and on, the Narrative section of the AFG application has been modified. You will enter individual narratives for the Project Description, Cost-Benefit, Statement of Effect, and Additional Information in the Request Details section for each Activity for which you are requesting funds. Please return to the Request Details section for further Instructions. You will address the Financial Need in Applicant Characteristics II section of the application. We recommend that you type each response in a Word Document outside of the grant application and then copy and paste it into the spaces provided within the application.

I, Glenn Childers, am hereby providing my signature for this application as of 05-Dec-2013.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 12, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantees policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a

copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street

City

State

Zip

Action

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by Glenn Childers on 11/25/2013

FEMA Standard Form LLL

Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

Submit Application

Application 100% complete, Submitted

Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Overview	Complete
Contact Information	Complete
Applicant Information	Complete
Applicant Characteristics (I)	Complete
Applicant Characteristics (II)	Complete
Department Call Volume	Complete
Request Information	Complete
Request Details	Complete
Budget	Complete
Assurances and Certifications	Complete

PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- **YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED.** If you are not yet ready to submit this application, save it, and log out until you feel that you have no more changes.
- **When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:**

To the best of my knowledge and belief, all data submitted in this application are true and correct.

This application has been duly authorized by the governing body of the applicant and the applicant will comply to the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application to FEMA.

Note: The primary contact will be responsible for signing and submitting the application. Fields marked with an * are required.

Assurances and Certifications

FEMA Form SF 424B

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

Note: Fields marked with an * are required.

O.M.B Control Number 4040-0007

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signed by Glenn Childers on 11/25/2013

Form 20-16C

You must read and sign these assurances.

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

Note: Fields marked with an * are required.

O.M.B Control Number 1660-0025

**CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION**

Agenda Item 15
Tab Number 9
Date: 12/16/13

Date Requested:
12/10/13

Resolution
 Ordinance
 Formal
 Other

Subject:
Approval of 5-Yr Plan
for the Elsie S. Hogan
Community Library

TO: MAYOR AND COUNCIL

FROM: Tom Miner, Library Director

DISCUSSION: In August 2002, 25 librarians in the state participated in the *New Planning For Results* strategic planning training sponsored by the Arizona State Library. Libraries in Arizona could then ask one of those trainers from another library who had been initially trained, to facilitate development of a strategic plan in their own library. That resulted in development of our initial and subsequent 5-Year Strategic Plans, covering FYs 2003-2008 and CYs 2009-2013 respectively.

Subsequently, in FY 2012-2013, our Public Library Advisory Committee (PLAC) and the Director and City Manager recognized the need to develop a new 5-Year plan, and we secured the services of an experienced Library Strategic Plan facilitator in Tucson, Arizona, Ms. Bonny Bruce, from Pima County Public Library Administration. The PLAC then appointed a 16-member planning committee to assist in this development effort. Bonny briefed the PLAC and the City Manager, and then guided the library staff and planning committee through the strategic planning process, in a series of three planned meetings, totaling approximately 12 man-hours.

The first meeting was very intense, and consisted of a "visioning" process which resulted in 15 separate vision statements; identifying "community needs", of which 71 separate ones were identified; identifying community strengths, weaknesses, opportunities and threats (SWOT), and analyzing them in detail; and finally, the committee reviewed all 18 acknowledged possible Library Service Responses, and selected seven preliminary responses that they felt were appropriate for the Willcox library. Staff then conducted a SWOT analysis of those seven service responses.

The second meeting consisted of the planning committee and library staff paring down the seven choices to just the top three service responses they felt would be of most benefit to the community, and prioritizing them in order. Staff then provided input based on their SWOT analysis and a mutual consensus was reached to address those three new priorities, which are as follows: (1) **Make Career Choices**, (2) **Make Informed Decisions**, and (3) **Understand How To Find, Evaluate, and Use Information**. Following that meeting, staff met with the facilitator and developed specific, achievable goals, with measureable objectives, designed to satisfy those service responses. After that, staff began working on specific tasks and activities designed to achieve the stated objectives. Although technically not part of the plan, they will be followed and serve as a roadmap to ensure the Library stays on track during the next five years, contingent on budgetary funding, and achieves our goals and

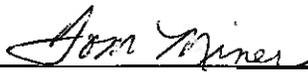
objectives, following the timelines set forth.

The third meeting consisted of the planning committee reviewing, analyzing, discussing and ultimately approving the goals and objectives when a consensus was reached and presented. Several good suggestions were made to improve the overall quality and level of service, all of which were incorporated into the document you see before you today.

RECOMMENDATION: The City Council approve the new 5-Yr Strategic Plan for the Elsie S. Hogan Community Library.

FISCAL IMPACTS: TBD through normal Budget process.

Submitted by:



Tom Miner, Library Director

Approved by:



Ted Soltis, City Manager

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION NO: 2013-74

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, APPROVING AND ADOPTING THE FIVE-YEAR STRATEGIC PLAN PROPOSED BY THE PUBLIC LIBRARY ADVISORY COMMITTEE FOR THE ELSIE S. HOGAN COMMUNITY LIBRARY.

WHEREAS, the City of Willcox created a Public Library Advisory Committee, "PLAC", and appointed Committee Members; and,

WHEREAS, it is the duty of the PLAC to provide advisory assistance to the City Council by establishing library goals, objectives, policy information and review, public relations, evaluation and development of local library resources for long range planning; and,

WHEREAS, the City of Willcox and the PLAC, on behalf of the Elsie S. Hogan Community Library have developed a new Five-Year Strategic Plan; and,

WHEREAS, the PLAC secured the services of a Library Strategic Plan facilitator and appointed a sixteen (16) member planning committee to assist in the development; and,

WHEREAS, three (3) planning committee meetings were held to identify community needs in various service areas and to develop goals, objectives and strategies for meeting those needs; and,

WHEREAS, the PLAC desires to bring the Five-Year Strategic Plan before Mayor and Council for approval and adoption as presented herewith as Exhibit "A"; and,

WHEREAS, the Mayor and Council of the City of Willcox have determined that it is in the best interest of the City, the Library and its citizens to approve and adopt the Five-Year Strategic Plan as presented to Mayor and Council; and,

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 hereby formally approve and adopt the PLAC Five-Year Strategic Plan as presented; and,

SECTION 2: City Officials and Administrators are authorized and directed to take all necessary action to administer the Five-Year Strategic Plan as presented herewith as Exhibit "A"; and,

SECTION 3: The Mayor is authorized and empowered to execute this Resolution as presented.

PASSED AND ADOPTED by the Mayor and Council of the City of Willcox, Cochise County, Arizona this 16th day of December, 2013.

APPROVED/EXECUTED:

ROBERT A. IRVIN, MAYOR

ATTEST:

APPROVED AS TO FORM:

Virginia A. Mefford, City Clerk

Ann P. Roberts, City Attorney

RESOLUTION NO: 2013-74

CITY OF WILLCOX
ELSIE S. HOGAN COMMUNITY LIBRARY
Phone: 520/766-4250 Fax: 520/384-0126



100 North Curtis Avenue
Willcox, Arizona 85643-2150
Email: tminer@willcoxcity.org

"Yours, Mine and Ours"

Terri DeWindt, Chairperson
Kay M. Boughton, Member

Michael Honickman, Vice-Chair
Christopher D. Donahue, Member & Ex-Officio

Heidi Nuzzo, Secretary

PUBLIC LIBRARY ADVISORY COMMITTEE

December 10, 2013

To: Honorable Mayor and Members of the Willcox City Council

Re: Recommendation for Approval and Adoption of the 5-Year Strategic Plan for the Elsie S. Hogan Community Library

Lady and Gentlemen,

In unanimous agreement as per our Special Meeting on December 10, 2013, it is the recommendation of this Committee that the City Council approve and adopt the Library 5-Year Strategic Plan for CYs 2014-2018, as written and presented to you this date.

There has been much time and effort put forth in the overall strategic planning process these past five months by both us, the Committee members, and by Library Director Tom Miner and his staff, for example: obtaining one of the best qualified and more experienced library strategic planning facilitators in Arizona; forming a citizen planning committee made up of 16 representatives from all the various elements of our community – including two of our members as well as the City Manager; contacting those individuals; briefing senior management officials; conducting a series of three planning meetings that totaled 12 man-hours per individual, and arranging lunches and snacks for 20 people; writing and coordinating various components of the plan, etc., and the end result of this group effort has all come together quite well with this final document.

We feel the Library Director has truly listened to our concerns, and those of the citizen planning committee members, as well as his own staff, and has incorporated all of those into this 5-Year Plan. He assures us that all of the goals and objectives are "Do-able" and can be accomplished within the allotted time frames as set forth, so therefore, we urge the City Council to support this fine effort by approving and adopting the Library 5-Year Strategic Plan for Calendar Years 2014-2018, as written and presented.

Respectfully submitted,

Terri DeWindt
Chairperson
Public Library Advisory Committee

Planning For the Future

Strategic Planning For Results

A Five-Year Strategic Plan
for the
Elsie S. Hogan Community Library
Willcox, Arizona



2014 - 2018

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
Strategic Planning Goals and Objectives	2-4
Committee Members	5
Executive Summary of Planning Process	6
Governing Bodies and Support Staff	7
Library History	Appendix 1
Planning Committee Meetings	Appendix 2
1 st Planning Meeting 9-20-2013	
• Community Vision and Needs Statements	
• SWOT Analysis	
• Library Service Responses Preliminary Vote	
2 nd Planning Meeting 10-18-2013	
• Library Service Responses Final Vote	

Introduction

Recently, the Public Library Advisory Committee selected a planning committee of sixteen community residents to help prepare a new five-year strategic plan for the library to address future service needs. Under the guidance of a professional strategic planning facilitator, the community committee held three planning sessions and selected the following service responses as the three key roles of the library:

Make Career Choices

Make Informed Decisions

Understand How to Find, Evaluate and Use Information

Goals and Objectives for each service response are outlined on the following pages. City Council and grant-funded support are critical to meeting these goals.

Vision Statement

The vision of the Elsie S. Hogan Community Library is to provide literary, reference and artistic materials in a variety of formats for free use by the public and to promote the use of these materials for enrichment and enlightenment.

Mission Statement

Our purpose is to provide free library service to all citizens. We attempt to fill the informational, cultural, recreational, and educational needs of our users, and to encourage non-users to use our services. We continually try to provide new ways to expand our services and provide materials, old and new, in many media.

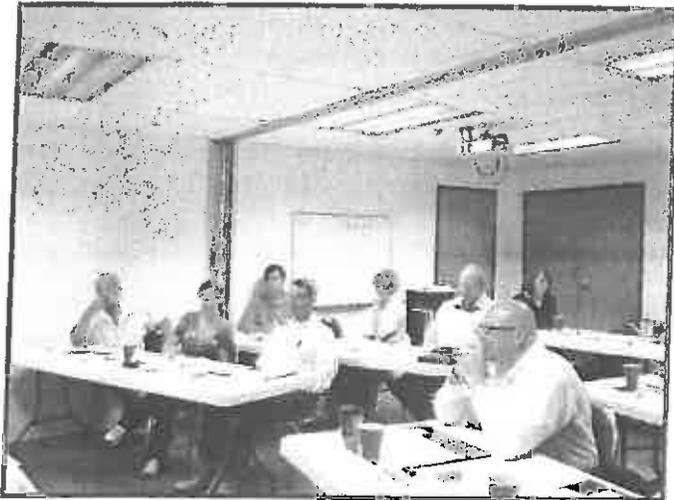
**Elsie S. Hogan Community Library
Strategic Plan Goals and Objectives
2014-2018**

1. MAKE CAREER CHOICES: Job and Career Development

Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.

Target Audience: Teens, Adults, Seniors, Special Needs

Goal # 1: The library will provide assistance to community members in obtaining employment so they can continue to live in Willcox.



Objective 1: Pursue 1-2 additional funding resources for grant opportunities.

Objective 2: Host a workshop, class, or presentation at least once a year to provide information on jobs and build job seeking skills.

Objective 3: Increase access to public computers with job help resources at the library by 50%.

Objective 4: Increase usage of at least one dedicated job help computer by 10%.

Goal # 2: The library will develop new partnerships and maintain current partnerships to provide career information and job opportunities.

Objective 1: Partner with Arizona Workforce Connection, DES, and other community businesses or organizations to host a job fair.

Objective 2: Partner with community college and schools to hold workshops on financial aid assistance and scholarship opportunities at least once a year.

Goal #3: The Library will assist community members by providing appropriate information to support their employment and career needs.

Objective 1: 75% of patrons surveyed will say the library fulfilled their needs for employment and career information and materials

Objective 2: The library will add current, up-to-date, information and materials on careers and employment as it becomes available.

2. MAKE INFORMED DECISIONS: Health, Wealth and Other Life Choices

Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.

Target Audience: All residents

Goal #1: The Library will provide residents with print resources and access to online information needed to make informed decisions on life choices.

Objective 1: Create quarterly displays of information and resources that can be used to make life decisions.

Objective 2: Offer 2 workshops per year on financial planning, healthy living, and other life choices.



Goal #2: The Library will assist seniors with technology to help them make informed decisions.

Objective 1: Provide computer skills education at Senior Center by appointment two times per month.

Objective 2: Provide training and assistance to 50% of seniors using technology in the library to find resources and information on life choices.

3. UNDERSTAND HOW TO FIND, EVALUATE AND USE INFORMATION: Information Fluency

Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

Target Audience: All residents

Goal #1: The library will assist residents in developing the skills needed to locate and effectively evaluate information.

Objective 1: Promote information services, library activities and resources monthly to the community through various media outlets.

Objective 2: Offer annual classes for each of the following groups: middle school, high school, adults, and seniors on subjects concerning Internet use, databases, and new technology.

Goal #2: The library will facilitate and/or form working partnerships with individuals, groups, and local community college to increase information fluency.

Objective 1: Enhance partnership with community college to increase knowledge of resources available to students by making two presentations per year to students.

Objective 2: Provide one-on-one assistance for up to 50% of the people using library computers to help them understand criteria for evaluating the accuracy, currency, and credibility of information.

Objective 3: Provide at least 2 annual presentations to various groups in the city concerning availability of resources at the Library.



All pictures include committee members and facilitator Bonny Bruce.

Strategic Planning Committee Members

City Manager Ted Soltis, City of Willcox
Lisé Gilliland, Director, Cochise County Library District
Christopher Donahue, Public Library Advisory Committee
Alan Baker, Director, Chamber of Commerce & Agriculture
Stephany Mooney, Owner/Operator, Orlando's Barber Shop
Wayne Crane, Sulfur Springs Valley Elec Co-op Mktg Mgr
Jared Wilhelm, Northern Cochise Community Hospital
Michael Honickman, President, Friends of the Library
Laura Castellanos, Teacher, Chicanos Por La Causa
Gene Gomez, Rose C. Allan Senior Learning Center
Tanya Flanders, ESH Library Programs Techn
Kay Haas, Gerontologist, Farming Cmnty
Debra Ellis, Ctr Director, Cochise College
Sylvia Stewart, ESH Library Supervisor
Dr. Douglas Miller, Teacher, WUSD
Walter Wien, Ranching Cmnty

Plus

Your Hosts

Ms. Bonny Bruce, MLS
AZ State-Certified Strategic Planning Facilitator
Pima County Public Library Administration

and

Tom Miner, Library Director
Elsie S. Hogan Community Library

Executive Summary

In Fiscal Year 2012-2013, the Elsie S. Hogan Community Library began a five-year strategic planning process with support of the Public Library Advisory Committee (PLAC), and the Willcox City Manager. The PLAC appointed a planning committee of community stakeholders to assist in this development effort. A certified library strategic planning facilitator guided the library staff and community committee through the process using the Public Library Association's *Strategic Planning for Results* model. Three community committee meetings were held in September, October, and November to complete the process.

The committee meetings included community visioning, identifying community needs, and a SWOT exercise to determine strengths, weaknesses, opportunities and threats of the community. The committee reviewed eighteen Library Service Responses created by the Public Library Association, and selected seven preliminary responses that they felt were appropriate for the library to meet community needs and interests. The committee and staff prioritized three service responses that were most beneficial to the community. The 2014-2019 strategic plan will address these three priorities: 1. Make Career Choices, 2. Make Informed Decisions, 3. Understand How To Find, Evaluate, and Use Information.

The library director and staff met with the facilitator to develop goals and measureable objectives for each of the three priorities. The goals and objectives will serve as a roadmap to ensure the Library stays on track during the next five years. The planning committee reviewed and approved the goals and objectives. Suggestions made by committee members to improve the overall quality and level of service were incorporated into the final strategic plan document.

Accomplishing the goals and objectives for the three service response priorities is contingent on budgetary funding and grant opportunities. City Council support is critical to meeting these goals.

WILLCOX CITY COUNCIL

Robert (Bob) Irvin, Mayor
William (Bill) Holloway, Vice Mayor
Monika Cronberg, Member
Elwood (Woody) Johnson, Member
Gerald (Sam) Lindsey, Member
Earl Goolsby, Member
William (Bill) Nigh, Member

Ted Soltis, City Manager
Ann Roberts, City Attorney
Virginia Mefford, City Clerk



PUBLIC LIBRARY ADVISORY COMMITTEE

Terri DeWindt, Chairperson
Michael (Mike) Honickman, Vice Chair & Friends of the Library Liaison
Heidi Nuzzo, Secretary
Kay Boughton, Member
Christopher (Chris) Donahue, Member & Citizen Liaison Council Representative

FRIENDS OF THE LIBRARY

Michael (Mike) Honickman, President
Terry Rowden, Vice President
Nancy Sober, Secretary
Kathy Klump, Treasurer
Kathy Klump, Membership Chair
Lucy Baca, Historian



Special Thanks:

Sandra Nelson, Author of *Strategic Planning For Results*
The Staff of the Arizona State Library, Archives & Public Records

Appendix 1

Elsie S. Hogan Community Library History

The Willcox Public Library was opened for business on November 1, 1923 by our local Women's Club, and was originally housed in one room on the second floor, as part of the High School library. In early 1930 it was housed in City Hall, which was then part of the Masonic building. In 1936, the Women's Club house, better known today as the Willcox Community Center, dedicated one wing to the library, where it remained until 1969, when it was moved to a new facility at 450 W. Maley St. For 44 years Women's Club volunteers was run by the library.

On March 1, 1970, the library was dedicated to Mrs. Elsie S. Hogan for her many years of service. Elsie was one of the founding members of the Women's Club in 1911. She operated the library from 1961 to 1967 for the Club, and then became the *first paid* librarian for the City of Willcox from 1967 until 1975, having served as head librarian for 14 years, and retiring at age 85!



On February 12, 1996, the remodeled Willcox Market building located at 207 West Maley became the new Elsie S. Hogan Community Library. With that move, the library has experienced significant growth in customer use, circulation and technology needs. To address those needs, we maintain a collection of approximately 32,000 items, and offer the public free access to 21 laptop and desktop computers, plus WI-FI access for their own laptops, a streamlined process to self-reserve a library PC, and a self-checkout workstation to make their library experience even more convenient, thanks to a Library Services & Technology Act grant in FY 08-09 from the AZ State Library, Archives & Public Records. In March 2010, as part of our library renovation project, the entrance was moved, changing the library's address to 100 North Curtis Ave. We are connected to 12 other libraries as part of the Cochise County Library District, sharing one huge collection database, so we can offer our patrons immediate access to over 370,000 active items in various media formats. Beyond that, the State Library provides access to over 30 information data bases, so the world is right here at your fingertips. Books are our "brand", but today, public libraries are offering SO much more!

Appendix 2

Elsie S. Hogan Community Library Strategic Planning

1st Committee Meeting

VISION STATEMENTS

↳ **Vision:** All residents will benefit from enhanced community pride and clean-up of condemned facilities.

Needs:

- Change the attitude and educate people
- Enforce City Codes
- Spruce up the neighborhoods
- Set an example by cleaning up City property
- Convince the county to have a free dump day
- Raise taxes

↳ **Vision:** Students, families and the community will benefit from a new school complex, beautiful town, bringing in more professionals, and a sustainable community.

Needs:

- More money (taxes, bonds)
- Getting community to understand what the issues are
- More communication and collaboration
- Education
- Skilled job force, employment pool, volunteer database
- Incentives for businesses to come to or stay in Willcox
- Housing

Vision: Working class residents will benefit from developing industries and sustaining families economically. Youth will benefit from finding jobs.

Needs:

- Education
- Incentives for businesses
- Skilled job force, employment pool, volunteer database

- Housing
- More communication and collaboration
- Grow your own programs - Commitment to stay in the community and give back to the community once the training is received. If they need to leave the area for the skill, still have the idea that there is a job waiting for you
- Scholarships - Collaboration and sharing information about what scholarship opportunities are available. Students and the parents having an opportunity to learn more about scholarships
- Mentoring/teaching programs with mentors that already have the experience

⬇ **Vision:** Community will benefit from more forward thinking, bring in more industry or businesses into the community.

Needs:

- Incentives for businesses to come to or stay in Willcox
- Skilled job force
- Community members more open minded about types of businesses

⬇ **Vision:** Students will have enrichment classes, through the schools and library, to allow us to tap in their expertise throughout the world and share the community's expertise.

Needs:

- Arizona Education and Technology Consortium (all counties involved) function to bring curriculum into areas K through 12. Virtual field trips, e.g., Australia doing the coral reef, class can have interaction with a marine biologist using head web-cams; many of these classes are free
- Providing CNA classes through Cochise College. Part of the expansion "after-hours" adult education.
- Free enrichment program

↓ **Vision:** Teens and Hispanic teens will benefit from more opportunity and guidance to develop their mindset so that they can achieve higher educational opportunities.

Needs:

- Hispanic community - Educate ourselves about their culture and needs so that we can go to them on their comfort level.
- Collaborate, communicate make sure they are aware that there are options out there
- Offer Hispanic high profile presenter/speaker as role model

↓ **Vision:** The Community will benefit from a variety of housing.

Needs:

- Investment in the community
- Local builder limitation, promote housing developments
- Funding to get rid of some condemned buildings in the area
- Do something with current structures
- Market rate rentals

↓ **Vision:** The community will benefit from a sense of pride in living in Willcox and the opportunities and lifestyle here.

Needs:

- Mindset change, residents have pride in living space, workspace, neighborhoods and themselves, examples that are evident helps the situation
- Need people to help and materials to do cleanup one building at a time

↓ **Vision:** All residents will benefit from a greater sense of community involvement to gain a lot of different perspectives.

Needs:

- Find ways to get them involved

- How to get more and diverse people in boards, committees, etc.
- Database to promote meetings and events
- Joint meetings, joint committees
- Volunteer fair, recruitment
- Face-to-face connections
- Collaboration between the school, city, 4-H groups, church, scouts, community college, FFA to do community service
- Outreach programs. Go to where they are, e.g. meetings, get-togethers

✚ **Vision:** All residents will benefit from maintaining the smaller community character and feel of Willcox and still have progress and some growth with a purpose.

Needs:

- Some way for meeting place to get some input from the community on what industry should come here
- A branding for the community - Knowing who we are as changes get made, we can understand it
- Zoning
- All residents approach – Bring a cohesive vision to all the residents so that the community works together

✚ **Vision:** All residents will have an awareness of the community and responsive leadership.

Needs:

- Education on community needs and issues
- Start at an early age to teach civic responsibility
- Leadership training for people in the workforce who might serve on community boards and councils
- Mentoring program - Senior citizens who might be able to mentor young and old
- Development of productive and safe activities for youth.
- Housing and medical care for seniors

↓ **Vision:** All residents will benefit because of the rural location by maintaining an up-to-date technology infrastructure.

Needs:

- As people age, they need to be able to keep up with new technology and understand what the latest technologies are, e.g., e-readers
- Facebook page
- Making community aware about what infrastructure exists; communicate to the masses
- Classes from different sources on the latest new technology.
- Equal access to all the new technologies

↓ **Vision:** Newcomers and current residents of the community will have access to a centralized information hub for community services, events, and business information.

Needs:

- Database or central clearinghouse for community information (Library)
- More communication throughout the community
- Web-page to access all services and community events
- Face-to-face connections with community members

↓ **Vision:** All residents will have access to archived/historical selections/research.

Needs:

- Volunteers to archive materials
- Find grant money to get historical materials digitized (State Library)

↓ **Vision:** Hispanic and newcomers will feel more welcomed and become involved.

Needs:

- Find ways to get them involved
- How to get more and diverse people in boards, committees, etc.
- Database to promote meetings and events
- Joint meetings, joint committees
- Face-to-face connections
- Outreach programs. Go to where they are, e.g. meetings, get-togethers

SWOT Exercise – Strengths, Weaknesses, Opportunities and Threats**STRENGTHS**

Climate – moderate, mild

Natural beauty

History

History and character

Location

Community comes together in times of crisis

Community cares

Charitable, very caring community

Businesses are very generous

Family values

Lower crime

Tourist attraction

Education – Public schools, Cochise College, Library

Proximity to other things, transportation, railroad highway, I-10

Youth activities – sports, movies, and organizations (TAG), Willcox Against Substance Abuse (WASA)

WEAKNESSES

Lack of access to services – distance (some people have to travel to get medical care) e.g., Bonita area have to travel for more than just medical care

Not enough involvement in the community

Lack of community pride

Not a welcoming community

Lack of long-term community plan

Segmented, divided populations

Lack of opportunity – economic, educational

Schools need to improve

Same businesses always hit-up for donations

Lack of workforce

Lack of support for economic development (divided views)

Limited resources - not only funding but all the way around

Lack of resources for families

Tax based limited

Fear of change (take away the small town rural feel, culture)

OPPORTUNITIES

Room for growth

Promote proximity to Tucson

Wine industry, wind and agriculture

Cattle auction barn

Agricultural infrastructure

Transportation infrastructure

Apple Annie's

Greenhouses

Spend a weekend in Willcox (reciprocate with nearby communities)

Inclusion, strength from community

Cheap land!! (relatively speaking)

Land availability

Moderate climate

Increased tax bases

Technology (Internet) as a resource

We are at rock bottom, everything is up!

THREATS

Lack of water; water table

Drugs – I-10 and close to border

Illegal issues

Violence and drugs

Immigration policy

Lack of housing and investment

Lack of industry and out-migration

External sources (regulations – we cannot control, but threaten our well-being, e.g, power plant, wolf introduction, other policies that are brought out by outside sources, EPA regulations)

Fear of difference

Public policy

Legislative changes negatively impact full community

Downward spiral (noticeable in small community – attitude change, perceptions, emphasized when it happens)

Rusty Hamster Wheel – what is wrong with the community, can't build houses without having jobs, can't bring jobs without having skilled workers, can't bring skilled workers unless you have housing.

Fear of change (take away the small town rural feel, culture)

Retail Leakage – people leaving town to buy something (no. 1 reason, is to get an out of town experience)

Preliminary Service Responses – Voting

# of Votes	Service Response
12	Know Your Community
10	Connect to the Online World
9	Understand How to Find, Evaluate, and Use Information
7	Succeed in School
7	Be an Informed Citizen
6	Make Career Choices
6	Make Informed Decisions

Since the top two Preliminary Service Responses above are part of the Library's inherent mission, they are already absorbed into our daily operations, and will be accomplished in conjunction with those below.

2nd Committee Meeting

Final Service Responses – Voting Results in Priority Order

1. Make Career Choices
2. Make Informed Decisions
3. Understand How to Find, Evaluate, and Use Information