

**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF NOVEMBER 2018**

CALL TO ORDER - Mayor Michael Laws called the meeting to order at 5:30 p.m.

ROLL CALL - City Clerk Crystal Hadfield called the roll.

PRESENT

Mayor Michael J. Laws
Vice Mayor Terry Rowden
Councilman Elwood "Woody" A. Johnson
Councilman Gerald "Sam" Lindsey
Councilman Robert A. Irvin
Councilman Timothy A. Bowlby
Councilwoman Rachel D. Garza

STAFF

City Manager Caleb Blaschke
City Attorney Ann Roberts
Finance Director/City Clerk Crystal Hadfield
Interim Public Safety Director Dale Hadfield
Public Works Director Galo Galovale
Administrative Services Director Jeff Stoddard

PLEDGE OF ALLEGIANCE TO THE FLAG - Led by Mayor Laws.

ADOPTION OF THE AGENDA

MOTION: Vice Mayor Rowden made a motion to adopt the agenda as presented.

SECONDED: Councilmember Garza seconded the motion.

MOTION CARRIED

EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03(A)(4) FOR DISCUSSION AND CONSULTATION WITH THE ATTORNEY OF THE PUBLIC BODY IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS ATTORNEY REGARDING THE PUBLIC BODY'S POSITION REGARDING CONTRACTS THAT ARE THE SUBJECT OF NEGOTIATIONS, IN PENDING OR CONTEMPLATED LITIGATION OR IN SETTLEMENT DISCUSSIONS CONDUCTED TO AVOID OR RESOLVE LITIGATION REGARDING THE CONSTRUCTION OF CITY OF WILLCOX WASTEWATER TREATMENT PLANT.

MOTION: Councilmember Lindsey made a motion to go into Executive Session at 5:32 p.m.

SECONDED: Councilmember Bowlby seconded the motion.

MOTION CARRIED

RECONVENED AT: 6:02 p.m.

ADJOURN

MOTION: Councilmember Bowlby made a motion to adjourn the meeting with no further business at 6:03 p.m.

SECONDED: Vice Mayor Rowden seconded the motion.

MOTION CARRIED

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 1st day of November 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 1st day of November 2018

City Clerk Crystal L. Hadfield

PASSED, APPROVED AND ADOPTED this 15th day of November 2018.

Mayor Michael J. Laws

ATTEST:

City Clerk Crystal L. Hadfield

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF NOVEMBER 2018**

CALL TO ORDER - Mayor Michael Laws called the meeting to order at 6:04 p.m.

ROLL CALL - City Clerk Crystal Hadfield called the roll.

PRESENT

Mayor Michael J. Laws
Vice Mayor Terry Rowden
Councilman Elwood "Woody" A. Johnson
Councilman Gerald "Sam" Lindsey
Councilman Robert A. Irvin
Councilman Timothy A. Bowlby
Councilwoman Rachel D. Garza

STAFF

City Manager Caleb Blaschke
City Attorney Ann Roberts
Finance Director/City Clerk Crystal Hadfield
Interim Public Safety Director Dale Hadfield
Administrative Services Director Jeff Stoddard

DISCUSSION OF TITLE 5, CODE ENFORCEMENT OVERVIEW

City Manager Caleb Blaschke gave a brief explanation of Title 5 and code enforcement and then turned the floor over to Administrative Services Director Jeff Stoddard who gave a PowerPoint presentation. Stoddard explained the code enforcement process. Stoddard explained Title 5 and what it contains and why it is important. City Attorney Ann Roberts explained the difference between Title 5 and Title 17 to alleviate confusion of the two titles. Stoddard explained that he is going through the code and he is looking at codes from other cities to compare. He discussed the prosecuting process and how he is in the process of working on this with the City Attorney. Stoddard and Roberts answered questions from Council during and after the presentation. Lastly, Blaschke spoke about best practices and next steps in the process of revising the code.

ADJOURN

The meeting adjourned at 6:45 pm.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the City Council of the City of Willcox held on the 1st day of November 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 1st day of November 2018

City Clerk Crystal L. Hadfield

PASSED, APPROVED AND ADOPTED this 15th day of November 2018.

Mayor Michael J. Laws

ATTEST:

City Clerk Crystal L. Hadfield

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 1ST DAY OF NOVEMBER 2018**

CALL TO ORDER - Mayor Michael Laws called the meeting to order at 6:46 p.m.

ROLL CALL - City Clerk Crystal Hadfield called the roll.

PRESENT

Mayor Michael J. Laws
Vice Mayor Terry Rowden
Councilman Elwood "Woody" A. Johnson
Councilman Gerald "Sam" Lindsey
~~Councilman Robert A. Irvin~~
Councilman Timothy A. Bowlby
Councilwoman Rachel D. Garza

STAFF

City Manager Caleb Blaschke
City Attorney Ann Roberts
Finance Director/City Clerk Crystal Hadfield
Interim Public Safety Director Dale Hadfield
Administrative Services Director Jeff Stoddard

ABSENT

Councilman Robert A. Irvin

PLEDGE OF ALLEGIANCE TO THE FLAG - Led by Mayor Laws.

CALL TO THE PUBLIC - None

DECLARATION ON CONFLICT OF INTEREST – Vice Mayor Rowden said she had a conflict with the Veteran's Day Parade street closure since she is a member of the committee; however, she rescinded when Council advised that since she is not personally benefiting financially from the event and that she doesn't have to recuse herself.

ADOPTION OF THE AGENDA

MOTION: Councilmember Garza made a motion to adopt the agenda as presented.

SECONDED: Councilmember Bowlby seconded the motion.

MOTION CARRIED

APPROVE THE OCTOBER 18, 2018 WORK SESSION MEETING MINUTES

MOTION: Councilmember Bowlby made a motion to approve the October 18, 2018 Work Session meeting minutes as presented.

SECONDED: Vice Mayor Rowden seconded the motion.

MOTION CARRIED

APPROVE THE OCTOBER 18, 2018 REGULAR COUNCIL MEETING MINUTES

MOTION: Councilmember Bowlby made a motion to approve the October 18, 2018 Regular Council meeting minutes as presented.

SECONDED: Councilmember Garza seconded the motion.

MOTION CARRIED

PUBLIC HEARING: APPLICATION SERIES 12 LIQUOR LICENSE FOR DOUBLE S STEAKHOUSE

PUBLIC HEARING OPENED AT: 6:49 p.m.

PUBLIC HEARING CLOSED AT: 6:49 p.m. with no comments.

APPROVAL FOR AN APPLICATION SERIES 12 LIQUOR LICENSE FOR DOUBLE S STEAKHOUSE

MOTION: Councilmember Bowlby made a motion to approve the Series 12 Liquor License Application for Double S Steakhouse.

SECONDED: Councilmember Garza seconded the motion.

MOTION CARRIED

APPROVE A STREET CLOSURE FOR THE VETERANS DAY PARADE TO BE HELD ON NOVEMBER 10TH FROM 8:00 A.M. TO 1:00 P.M.

MOTION: Councilmember Garza made a motion to approve the street closure for the Veteran's Day Parade.

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
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SECONDED: Councilmember Bowlby seconded the motion.

DISCUSSION: Councilmember Garza said Fremont only has one "e" in it. Vice Mayor Rowden said it is written as ending at 12:00 on one spot and 1:00 on the other which written by the Chamber and not the Veteran's group. The parade should be done by noon but activities in the park may take longer. It is going to be a longer parade, but it should be done at noon; however, ending at 1:00 would probably be safe. Councilmember Lindsey asked about the closure of Haskell. Vice Mayor Rowden said the route has changed: it is starting at Austin, going down Fremont, crossing Haskell and coming down Railroad Avenue by the feed store. Lindsey asked if we are closing the State highway. Interim Public Safety Director Dale Hadfield said ADOT has already approved the closure for Haskell and Fremont and we will have road guards out there. Garza asked if there will be a detour. Hadfield replied that it won't be closed long enough to be necessary. Lindsey asked if it will be about fifteen minutes. Hadfield replied that is generally how long it lasts. Vice Mayor Rowden said that there are more entries than usual, and it may take longer.

MOTION CARRIED

DEVELOPMENT SERVICES YEAR-IN-REVIEW PRESENTATION: JEFF STODDARD

Jeff Stoddard gave Council an update on what he has done in fiscal year 17-18. He completed 92 elevation certificates. He issued 242 building permits and completed 953 building inspections and 181 re-inspections. He has completed 232 gas pressure checks and had 74 fail. He has written 156 code enforcement letters and 113 repeat letters. Stoddard discussed the safety roll he has with the City and the training he requires of the employees. Stoddard discussed his Historical Preservation Committee and the Planning and Zoning Committee duties. Stoddard discussed Title 18 regarding flood control and how it needs updating. Stoddard discussed other duties he has provided within the year. Vice Mayor Rowden said it was a pleasure to work with Stoddard on the Arizona League of Cities and Towns display for Willcox. City Manager Blaschke reiterated that the elevation certificates take quite a long time to accomplish and it is a nice perk but it is almost 20% of Jeff's workload and in the future we will look at cost recovery for some of those things.

CITY MANAGER REPORT

City Manager Blaschke turned the floor over to Interim Public Safety Director Hadfield to discuss the GOHS grant approval. Hadfield didn't have exact figures, but it is between \$55,000 - \$60,000. The Police Department received about \$7,000 in overtime for DUI deployments, mouth pieces for the portable breath tester, blood kits, and \$8,700 for three new radar units. Hadfield thanked the Council because there may have been outside influences that helped. Hadfield thanked Julie Zozaya for having the paperwork correct. Hadfield also thanked Governor Doug Ducey and Alberto Gutierrez for providing funding. Blaschke thanked the Police Department for the grant. Blaschke discussed the secondary property tax and that the County is correcting the problem and taxpayers will receive a new bill. Next Thursday the Regional Dispatch Center tour will be leaving at 5:00. Cochise County and Sierra Vista partnered to save money on dispatch services by dispatching the entire County. Our cost share would be in the \$120,000 range so there will be some substantial savings, but we have to look at it and have questions answered. Please send questions to Blaschke so that he can have them prepared in advance. If we go with the Regional Dispatch Center, we will look at moving current employees throughout the City. Councilmember Garza asked for clarification on the tour date. Blaschke replied it is Wednesday the 7th at 5:00 p.m.

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Councilmember Garza said she has received emails from Peggy Judd regarding the Census. We should have our contact person come and speak and that we work to get what we deserve by counting the people that do reside in this area.

Councilmember Bowlby said it was a good event last night at the park for Trunk or Treat. It was good to see everyone out and about and the police keeping us safe. It was a fun event for the kids.

Vice Mayor Rowden said she is glad the county is stepping up to address the secondary property tax error. Rowden has been attending the Library's Five-Year Planning Committee meetings and she is gathering good information from people and there may be some people who are willing to step up and volunteer. Rowden encourages people to work on planning committees. The Mayor and Rowden had a conversation discussing the new businesses and businesses that have expanded. Willcox is rebounding from the recession and she wishes she could let everyone know what is coming up. Rowden is glad we are addressing Title 5. Rowden encourages everyone to come out for the Veteran's Day Parade. You don't have to be a veteran to attend. There will be a nice ceremony and music after the parade. Rowden is hoping for a fly over again as it has been requested.

Mayor Laws and Caleb have attended a lot of meetings recently. They were told by County Supervisor Ann English that they are going to take care of the tax issue. We don't know if it is going to be disbursed or be credited. They have

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ninety days to take care of it. Laws had a meeting with Economic Development out of Benson. Laws wants the council to know that we are listening to the citizens of Willcox. Big Tex had some questions and Caleb had some suggestions on the alleyway. Laws hears from the citizens all the time and how this council is on the ball. On the police car, Laws was told by a state representative that it had been signed for and we had a 1 in 92 chances for it and we got it. Laws said it was reiterated that the paperwork was filled out correctly and 75% had been eliminated due to incorrect paperwork.

ADJOURN

MOTION: Councilmember Bowlby made a motion to adjourn the meeting with no further business at 7:19 p.m.

SECONDED: Vice Mayor Rowden seconded the motion.

MOTION CARRIED

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 1st day of November 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 1st day of November 2018

City Clerk Crystal L. Hadfield

PASSED, APPROVED AND ADOPTED this 15th day of November 2018.

Mayor Michael J. Laws

ATTEST:

City Clerk Crystal L. Hadfield

CITY OF WILLCOX
Council Action Form

Agenda Item: 10
Tab Number: 4

Meeting Date:

November 15, 2018

Action:

Resolution
 Ordinance
 Other

Subject: Street Closure for
Christmas Light Parade

To: Mayor and City Council

From: Galovale Galovale, P.E., Public Works Director

Discussion: The Willcox Chamber of Commerce is requesting Railroad Ave, from Haskell Ave. south to Maley St, be closed on December 8, 2018 from 4:00 p.m. to 8:00 p.m. for the Christmas Light parade. City crews will place and remove signage and barricades.

Recommendation: Approve street closure request for the Christmas Light parade.

Fiscal Impact: \$0

Submitted by:


Galovale Galovale P.E., Public Works Director

Approved by:

Caleb Blaschke, City Manager

Street Closure Request Form

Michelle Mullins
Name of Applicant

9-19-18
Date

150 N Railroad Ave
Address

520 507 2468
Phone

Chamber of Rex Allen Museum
Event - Event Sponsor

Dec 8th 2018 4pm
Start Date - Time

Dec 8th 8pm
End Date - Time

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

Railroad Ave - from Maley to Haskell

Barricades needed for all streets connected to railroad

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


Applicant Signature

9-19-18
Date

Received By

Date

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA
Facilities Use Agreement

This Agreement made this 04 day of November, 2018, between Willcox Chamber of Commerce ("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 Dec. 8, 2018, through Dec. 8, 2018.

List start time and end time including set up and tear down: _____
(Start time day) to (End time day)

Notice of termination shall be provided at least thirty (30) days prior to the effective termination date.

ARTICLE II -- CITY-OWNED FACILITIES

This agreement shall be for the use of Railroad Park, to be used for
(Facility and area/s)
Christmas Candyland Parade to be used by Public
(Type of event) (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 listed on Attachment "C".

ARTICLE III -- INDEMNIFICATION AND INSURANCE

PARTICIPANT agrees to secure liability insurance at least sixty (60) 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) 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.

PARTICIPANT agrees to indemnify and 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 the PARTICIPANT'S 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.

NON ASSIGNABILITY

Neither party may assign a duty or responsibility under this Agreement without 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 Works Department
250 N. Railroad Avenue
Willcox, Arizona 85643

If to the PARTICIPANT:

Name: Alan Becker
Organization: Willcox Chapter of Farmers & Agriculturals
Mailing Address: 1500 N. Circle St (City) AZ (State) 85643 (Zip Code)
E-Mail: abecker@willcoxaz.com
Phone Number(s): (520) 384 2272 ()

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. 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:

(Signature)

(Date)

(Printed Name)

(Title)

PARTICIPANT:

Alan Becker
(Signature)

30 NOV 2018
(Date)

Alan Becker
(Printed Name)

Executive Director
(Title)

**Railroad Park
Attachment "A"**

It is requested that the City of Willcox perform the following checked tasks:

<input checked="" type="checkbox"/> <input type="checkbox"/>	Discontinue irrigation:	_____
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Provide extra public safety:	_____
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Provide extra trash cans	_____
<input type="checkbox"/> <input type="checkbox"/>	Provide PA system	_____
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Close street(s):	_____
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Turn-on power:	_____
<input type="checkbox"/> <input type="checkbox"/>	Other:	_____

Unless other arrangements are made, trash cans are emptied on a daily basis only on weekdays. Additional tasks may be requested.

Special Arrangements:

Comments/Suggestions:

Railroad Park Attachment "B"

The Participant agrees to perform the following checked tasks:

<p>General</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Learn how to use electrical.</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain keys by 3:30 p.m. one (1) business day prior event.</p> <p><input type="checkbox"/> <input type="checkbox"/> Return keys within one (1) business day.</p> <p>Bathroom Facilities</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent porta potties.</p> <p>Dumpster</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent a dumpster.</p> <p>Street Closure</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Complete paperwork and submit.</p> <p>Cleaning</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Cleaning consists of removing all litter and placing garbage bags in dumpster. All areas should be left in the same or better condition as received.</p>
--

<p>If Serving Alcohol</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide \$1,000,000 in Liquor Liability Insurance naming the City of Willcox as additionally insured.</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Security approved by Willcox Police Department.</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain Special Event Liquor License. (Arizona Department of Liquor Licenses and Control - www.azliquor.gov)</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain City Council approval.</p>
--

<p>If Selling Products</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain City Business License(s).</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain Sales Tax License(s).</p>

- Participant is responsible for notifying the Public Works Department about items that need special attention or repair.
- All equipment or personal items belonging to the Participant shall be removed by 12:00 a.m. the day following the event.
- Premises shall be left clean and in good repair or deposit will be surrendered. Other charges may be assessed if significant damage occurs.
- The City of Willcox reserves the right to enter and inspect the property during the event.
- 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 Works Department ----- - 520-384-6447

Public Works Department (After hours) - 520-507-1989

**Railroad Park
Attachment "C"**

Rental Fees and Deposit

	Description	Amount	Number of Days	Total	Paid	Date
Total Fees						
X	Reservation Deposit	\$50.00		\$50.00		
X	Cleaning and Damage Deposit	\$125.00		\$125.00		
Total Deposit				\$175.00		
Total Fees and Deposit						

- The City of Willcox reserves the right to refuse reservations.
- Participant must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Fees and certificate of insurance must be remitted sixty (60) days prior to the scheduled use.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

Condition Verification

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

I recommend that _____ All _____ None _____ Other _____ of the deposit be returned.

_____ Damage has occurred directly related to this event.

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

Notes: _____

 City of Willcox Representative Signature

 Date

CITY OF WILLCOX
Council Action Form

Agenda Item: 11
Tab Number: 5

Meeting Date:
Work Session
11/15/2018

Action:
 Resolution
 Ordinance
 Other

Subject:
2020 Census

To: Mayor and City Council

From: Caleb Blaschke, City Manager

Discussion: Census 2020 Coordination and Outreach for the City of Willcox

Executive Summary:

The decennial Census is important to local governments throughout the United States because it helps our community get its fair share of the more than \$675 billion per year in federal funds spent on schools, hospitals, roads, public works and other vital programs. Federal funds, grants, and support to states, counties, and communities are based on population totals and breakdowns by sex, age, race and other factors. The community benefits the most when the census counts everyone. Businesses use census data to decide where to build factories, offices, and stores, and this creates jobs. Developers use the census to build new homes and revitalize old neighborhoods. Local governments use the census for public safety and emergency preparedness. Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy (Source Census 2020 website). Detailed operational plans for the Census can be viewed on their webpage:

<http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/op-plans.html>

Background:

In Arizona, funding allocations from the federal government are based on the Census and are approximately \$1,979 per capita. These funds are transferred to the State for transportation, to the State and local school districts to fund education and nutrition programs, and to senior and low-income households to support families. There is not a straight linear relationship between federal funding and the population but the relative population of each State is used to determine the representation in the House and is used by many federal programs for determining the State level allocation of the total money available nationwide (Attachment 1).

Local jurisdictions throughout Arizona are preparing to support Census 2020 operations. The City of Willcox is working with Cochise County on forming a Complete Count Committee (Community Census Team). The Community Census Team (Complete Count Committee) is established by county and local governments, community leaders and volunteers to increase awareness about the 2020 Census and

to motivate residents in their communities to fill in and return their Census forms. They provide high-level oversight for Census 2020 participation, provide "trusted voices" to counter misinformation and mistrust, serve as knowledgeable contact points, develop messaging specific to targeted populations, canvass areas with concentrations of targeted populations, organize and incorporate Census promotion into community events, such as parades, carnivals, booths at the fair, etc. and provide "boots on the ground" to support outreach and promotion of self-reporting to the Census (Attachment 2).

To accomplish these tasks across a broad portion of the targeted population, the Census Bureau recommends that the Community Census Team be made of the following organizations:

- Government
- Education
- Faith-based
- Media Relations
- Community-based
- Businesses

Attachments

- Attachment 1: Counting for Dollars (GWU)
- Attachment 2: Complete Count Committee handout
- Attachment 3: Summary of differences between 2010 and 2020 Census
- Attachment 4: Census Timeline

Recommendation:

Council Discussion

Fiscal Impact: Unknown

Submitted by: _____

Approved by: _____

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Counting for Dollars 2020

16 Large Federal Assistance Programs that Distribute Funds on Basis of Decennial
Census-derived Statistics (Fiscal Year 2015)

Arizona

Total Program Obligations: \$13,513,326,539

Per Capita: \$1,979 (see note for proper use)

<u>CFDA #</u>	<u>Program Name</u>	<u>Dept.</u>	<u>Type</u>	<u>Recipients</u>	<u>Obligations</u>
93.778	Medical Assistance Program (Medicaid)	HHS	Grants	States	\$8,130,525,593
10.551	Supplemental Nutrition Assistance Program (SNAP)	USDA	Direct Pay	Households	\$1,459,584,642
93.774	Medicare Part B (Supplemental Medical Insurance) – Physicians Fee Schedule Services	HHS	Direct Pay	Providers	\$1,375,195,883
20.205	Highway Planning and Construction	DOT	Grants	States	\$825,800,857
84.010	Title I Grants to Local Education Agencies	ED	Grants	LEAs	\$332,102,583
10.555	National School Lunch Program	USDA	Grants	States	\$270,341,686
93.600	Head Start/Early Head Start	HHS	Grants	Providers	\$190,460,250
84.027	Special Education Grants (IDEA)	ED	Grants	States	\$188,817,764
14.871	Section 8 Housing Choice Vouchers	HUD	Direct Pay	Owners	\$174,235,000
93.658	Foster Care (Title IV-E)	HHS	Grants	States	\$145,861,000
10.557	Supplemental Nutrition Program for Women, Infants, and Children (WIC)	USDA	Grants	States	\$130,901,450
93.767	State Children's Health Insurance Program (S-CHIP)	HHS	Grants	States	\$80,667,000
93.527/ 93.224	Health Center Programs (Community, Migrant, Homeless, Public Housing)	HHS	Grants	Providers	\$73,592,792
93.596	Child Care and Development Fund-Entitlement	HHS	Grants	States	\$57,074,000
14.195	Section 8 Housing Assistance Payments Program (Project-based)	HUD	Direct Pay	Owners	\$55,722,792
93.568	Low Income Home Energy Assistance (LIHEAP)	HHS	Grants	States	\$22,443,247

Notes and Findings:

- The Counting for Dollars Project will identify all federal financial assistance programs relying Decennial Census-derived data to guide the geographic distribution of funds.
- As an initial product, the project is publishing tables on the distribution, by state, of FY2015 funds from 16 large Census-guided programs.
- For every program but the National School Lunch Program, the equitable distribution of funds to a state depends on the accurate measurement of its population count and characteristics.
- There is not a straight linear relationship between state population count and federal funds flow. The per capita figure allows cross-state comparisons of fiscal reliance on census-guided programs. *It does not indicate the amount by which federal funding increases for each additional person counted.* (See The Leadership Conference Education Fund, "Counting for Dollars: Why It Matters.")

Definitions:

- Census-derived statistics – federal datasets that are extensions of or otherwise rely on the Decennial Census (list available on project website)
- Census-guided financial assistance programs – programs that rely on Census-derived statistics to determine program eligibility and/or allocate funds to states and localities
- Per capita – total FY2015 obligations for the 16 programs divided by population as of July 1, 2015 (per the Census Bureau)

Abbreviations:

- CFDA – Catalog of Federal Domestic Assistance
- USDA – U.S. Department of Agriculture
- ED – U.S. Department of Education
- HHS – U.S. Department of Health and Human Services
- HUD – U.S. Department of Housing and Urban Development
- DOT – U.S. Department of Transportation

Sources:

- USAspending.gov (20.050, 84.010, 84.027, 93.224/93.527, 93.568, 93.600, 93.778)
- President's Budget Request for FY2017 or program agency (10.511, 10.555, 10.557, 14.871, 93.596, 93.658, 93.767)
- Center on Budget and Policy Priorities (14.195)
- Centers for Medicare & Medicaid, HHS (Physicians Fee Schedule Services of 93.774)

Prepared by Andrew Reamer, Research Professor, GWIPP, with data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight (POGO)

August 18, 2017



COMPLETE COUNT COMMITTEES

*Count every person in Arizona just once,
and in the right place*

What are Complete Count Committees?

Complete Count Committees are established by county and local governments, community leaders and volunteers to increase awareness about the 2020 Census and to motivate residents in their communities to fill in and return their Census forms.

They are formed at the local and community levels.

What kind of work will they do?

Local/Regional Level

Local elected officials and community leaders plan and execute an outreach plan, especially in areas that pose a challenge to 2020 Census participation.

CCC Members will also perform a direct contact role with members of their organizations, or in the communities they serve; recruit volunteers to assist in their efforts; and help recruit trusted voices to apply for Census jobs.

Who should be involved?

- Tribal, county & municipal leaders
- School Districts
- Regional Commissions
- Extension services
- Local Media
- Tenants organizations
- Condo associations
- Police/Fire/EMS
- Youth organizations
- Ad hoc volunteer efforts
- Community organizations
- Civic groups
- Service organizations
- Employers
- Retailers
- Faith communities
- Ethnic/cultural organizations
- Local schools and colleges
- Multi-unit building owners/managers
- Others that can help extend your committee's reach

How much time will this require?

Your commitment to your community's 2020 Decennial CCC starts today until August of 2020. The Committee usually sets the timeline and frequency of the meetings. With the development of the outreach plan, you will have a better understanding of which events and activities you will want to participate.

A Quick Guide to Complete Count Committees

A **Complete Count Committee (CCC)** is a volunteer committee focused on raising awareness about the 2020 Census and on motivating residents in their communities to fill in and return their Census forms.

Complete Count Committees can come in different shapes and sizes, depending on how they are organized and where they are located. County government CCCs may include members from multiple cities and townships. Community-sponsored CCCs may be organized by a community group or a coalition of community groups. A CCC may also be assumed by an existing committee or group such as a city planning board, a regional planning commission, or a local community committee.

Your local government has decided to form a Complete Count Committee, will you help?

The 2020 Census is important to your community.

Your community's census count will:

- Determine how Congressional and state legislative districts are drawn.
- Guide the distribution of federal and state money to your community.
- Provide important data that local leaders use to make decisions

A CCC may choose to form subcommittees or working groups to distribute tasks:

- A media working group may be formed, producing material for social media, local television and radio;
- An education subcommittee, targeting schools, colleges, and universities;
- A business subcommittee, engaging the local business community to post census materials and sponsor local events;
- Faith communities;
- Multi-unit housing subcommittees working with building owners, managers and tenants;
- Services to parents & children, such as Head Start, day care centers, and preschools;
- Or any other working group that the local CCC sees value in.

OTHER TOOLS



<https://www.census.gov/partners/toolkit.pdf>



<https://www.census.gov/partners/toolkit.pdf>



A CAMPAIGN OF **NALEO**
Educational Fund

Invest Now in a Cost-Effective and Modern 2020 Census

If the Census Bureau is adequately funded, it will carry out a modern 2020 Census that is different than any other Census in our nation's history. Innovative approaches using new technology and streamlined operations may save more than \$5 billion on what the full cost of the decennial Census would otherwise be. However, the Census will not be able to implement these approaches unless it has the necessary resources to test and fine-tune the innovations in Fiscal Year 2018.

THE PROPOSED DIFFERENCES BETWEEN DECENNIAL CENSUSES INCLUDE:

2010

Information gathered on paper forms, and through phone and face-to-face contact.

Staff walked every Census geographic block to update addresses for the master list used for mailings and by canvassers.

Census staff called households that did not return paper forms, and may have visited them multiple times.

Field operations consisted of 12 regional offices, 494 area offices, and more than 515,000 Census takers.

Respondents were asked about race and Hispanic origin in separate questions; Census Bureau research indicates that this format results in lower response rates to the questions, and incomplete data.

2020

Information gathered primarily through self-response on the Internet.

Census **staff** will use tools including imagery review and new mapping programs to improve the master address list; only a small number of addresses will be visited and confirmed in-person.

Census staff may import information from administrative records maintained by other government agencies and third-party sources to update the master list, and to minimize the follow-up with non-responders.

Smaller temporary workforce and fewer offices needed because canvassing and non-response follow-up will be replaced by more centralized computerized procedures.

Census Bureau envisioned revising the Hispanic origin and race questions to obtain better quality data; Office of Management and Budget decision has prevented Bureau from doing so. Bureau will retain separate question format and need to expend greater resources in follow up to obtain complete information.

2020 Census Key Dates

Community Involvement - Offices - Data Collection Operations

January 2018 through September 2019	Engage & Educate Local Leaders, Partners & Communities			
April 2019 through January 2020	Promote Participation in the Census Locally			
January 2019 & February 2019	Early Area Census Offices Open (these offices run the Address Canvass Operation)			
June 2019 through August 2019	Area Census Offices Open (ACOs)			
August 2019 through October 2019	Address Canvass Operation in Select areas (~30% of country, high growth & change areas and not part of hand delivery, see below)			
March 2020 through June 2020	Call To Action for Residents to Respond (starting March 23)			
February 2020 through June 2020	Group Quarters Operations (Count of Residents in Shelters, Dorms, Nursing Homes, Transitory Locations, Prisons, Military Bases, RV Parks, etc. Local governments & Census identify & plan these operations)			
Mid-March 2020	Residents Invited to Respond			
<p style="margin-left: 40px;">Individual Housing Units (HUs) Invited by either:</p> <p style="margin-left: 80px;"><u>Mail</u> (to USPS Mailable Addresses) or <u>Hand Delivery</u> (to Rural/PO Box, non-USPS HU delivery)</p> <table border="0" style="margin-left: 80px;"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Letter Mailed 2. Reminder Postcard 3. Then Paper Questionnaire </td> <td style="vertical-align: top; padding-left: 20px;"> <ol style="list-style-type: none"> 1. List Housing Units (operation is called Update Leave) 2. Leave Questionnaire (Spanish in certain areas) & Letter w/other Response Options (internet & phone) </td> </tr> </table>	<ol style="list-style-type: none"> 1. Letter Mailed 2. Reminder Postcard 3. Then Paper Questionnaire 	<ol style="list-style-type: none"> 1. List Housing Units (operation is called Update Leave) 2. Leave Questionnaire (Spanish in certain areas) & Letter w/other Response Options (internet & phone) 		
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<p>Options to Self-Respond (all residents will have these 3 options & decide what is best for them)</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Internet</td> <td style="width: 33%;">Telephone</td> <td style="width: 33%;">Paper</td> </tr> </table>		Internet	Telephone	Paper
Internet	Telephone	Paper		
March 23, 2020				
APRIL 1, 2020	Self-Response Begins & Continues through July 2020 Census Day – Reference Date = where you live on April 1			
Mid-April 2020	Early Non-Response Follow-up (primarily areas around Colleges/Universities where the population leaves before early May)			
May 2020 through July 2020	Non Response Follow-up (NRFU) to HUs that do not self-respond (HUs can continue to self-respond during this time)			
Late August 2020 through September 2020	Area Census Offices Close			
August 2020 through December 2020	Quality Evaluation (re-contact of select HUs)			
December 31, 2020	Deliver Counts to the President			

