

CITY OF WILLIAMS CITY COUNCIL

**REGULAR MEETING
JULY 13, 2023
7:00 P.M.**

**CITY COUNCIL CHAMBERS
113 S. FIRST STREET
WILLIAMS, ARIZONA**

AGENDA

PURSUANT TO A.R.S. #38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE CITY COUNCIL AND THE GENERAL PUBLIC THAT THE CITY COUNCIL WILL HOLD A MEETING OPEN TO THE PUBLIC **THURSDAY, JULY 13, 2023, AT 7:00 P.M.** IN THE CITY COUNCIL CHAMBERS, 113 S. FIRST STREET, WILLIAMS, ARIZONA. THE COUNCIL MAY, BY MOTION, RECESS INTO EXECUTIVE SESSION FOR (A) LEGAL ADVICE IN ACCORDANCE WITH A.R.S. §38-431.03(A)(3), OR (B) DISCUSSION OR CONSIDERATION OF RECORDS EXEMPT BY LAW FROM PUBLIC INSPECTION IN ACCORDANCE WITH A.R.S. §38-431.03(A)(2), TO DISCUSS AND CONSIDER ANY ITEM CONTAINED IN THIS AGENDA. THE COUNCIL WILL DISCUSS AND MAY TAKE ACTION ON THE FOLLOWING MATTERS:

I. PROCEDURES

- A. Call to Order
- B. Pledge of Allegiance and Invocation
- C. Roll Call
 - _____ Mayor Dent
 - _____ Vice Mayor McNelly
 - _____ Councilmember Cowen
 - _____ Councilmember Fritsinger
 - _____ Councilmember Campbell
 - _____ Councilmember Edes
 - _____ Councilmember Payne
- D. Approval of Minutes for June 22, Budget Work Session, and Regular meeting, and July 6, 2023, Budget Work Session.
- E. Adopt Agenda

II. PRESENTATIONS –

III. PUBLIC PARTICIPATION

The Council cannot act upon items presented during the public participation portion of the agenda. Individual Council members may ask the public questions or respond to any criticisms. Still, the open meeting law prohibits the members from discussing or considering the items among themselves until the matter is officially placed on the agenda. However, the open meeting law allows the City Council to ask staff to review a case or place it on a future Council agenda. A person has a five-minute time period to speak. If a person has a written presentation that requires more than five minutes to present verbally, they should indicate the estimated time required on the sign-up sheet. The presiding officer may grant additional time if the agenda for the meeting is not too full. A registered spokesperson for a recognized community organization shall be afforded ten minutes provided other members of the same organization agree beforehand to withhold their comments on the same subject.

Certification of Posting

The undersigned hereby certifies that a copy of this notice was duly posted at Williams City Hall interior board and exterior board in accordance with the statement filed by the City Council with the City Clerk.

Date: _____ Time: Before 5 p.m. By: _____
City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**REGULAR MEETING
JULY 13, 2023
7:00 P.M.**

**CITY COUNCIL CHAMBERS
113 S. FIRST STREET
WILLIAMS, ARIZONA**

AGENDA

IV. CONSENT AGENDA ITEMS –

- A. Approval of check register for the month ending June 30, 2023.
- B. Approval of purchase orders.

V. NON-CONSENT AGENDA ITEMS

- C. Consideration and action regarding the written findings of the Wastewater Treatment Plant moratorium.
- D. Consideration and action regarding adjustment to cemetery fees.
- E. Consideration and action regarding the renewal of the Fire's VFIS insurance.

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

Staff

VII. ADJOURN

WORK SESSION

I. PROCEDURES**A. Call to Order 2:00 PM**

Mayor Dent called the meeting to order.

B. Roll Call

Present: Mayor Don Dent, Vice-Mayor Frank McNelly, Councilmember Michelle Campbell, Councilmember Mike Cowen, and Councilmember Ken Edes.

Absent were Councilmembers Craig Fritsinger and Lee Payne.

Present City Staff: City Manager Tim Pettit, Finance Director Barbara Bell, Public Works Director Aaron Anderson, and City Clerk Pamela Galvan.

C. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Cowen, Seconded by Councilmember Campbell.*
The motion passed unanimously.

II. Council will review the Tentative Budget for the Fiscal Year Budget for 2023/2024.

From the last meeting review, Barbara noted that she removed the trash compactor, added fireworks for the fire department, and added \$5,000.00 for Monument Park.

Those are the changes made creating a new total of \$42,571,069.

She also updated the state's shared revenue, the vehicle license tax, and the regular state TPT tax. She increased the unappropriated dollars because we already had the expenses in the budget. This may allow us to put money aside next year if it is true what they send us.

Other than that, it is the same as was presented to you before.

Mayor asked if there were any questions.

This budget will be the cap set by the council at this time. If you wish to increase it, you must take it from somewhere else within the budget.

WORK SESSION

There was a discussion about possible grants in the pipeline and possibly increasing the spending limit; Barbara explained how you need to show where the funds currently are to cover the limit.

Barbara explained the reappropriation of funds, and how you would go about it.

Motion: *To adopt the proposed FY2023/2024 budget for \$42,571,069.00.*

Action: *Adopted*

Moved by *Councilmember Cowen*, **Seconded by** *Councilmember Edes*.

The motion passed unanimously.

III. ADJOURN 2:10 PM

ATTEST:

Mayor Don Dent

City Clerk Pamela Galvan

WORK SESSION

CERTIFICATION

State of Arizona)
) ss.
Coconino County,)

I, PAMELA GALVAN, do hereby certify that I am the City Clerk of the City of Williams, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Williams held on July 6, 2023. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 6th day of July 2023.

City Clerk Pamela Galvan

I. PROCEDURES**A. Call to Order 7:00 PM**

Mayor Dent called the meeting to order, and Kerry-Lynn Moede provided the invocation.

B. Roll Call

Present: Mayor Don Dent, Vice-Mayor Frank McNelly, Councilmember Michelle Campbell, Councilmember Mike Cowen, Councilmember Ken Edes, and Councilmember Craig Fritsinger.
Absent was Councilmember Lee Payne.

Present City Staff: City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Tad Wygal, Public Works Director Aaron Anderson, Fire Chief Chase Pearson, and City Clerk Pamela Galvan.

C. Approval of Minutes for June 8, 2023.

Motion: *To approve the Minutes for June 8, 2023.*

Action: *Approved*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Edes*.
The motion passed unanimously.

D. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Payne*, **Seconded by** *Councilmember Fritsinger*.
The motion passed unanimously.

II. PRESENTATIONS – None**III. PUBLIC PARTICIPATION – None****IV. CONSENT AGENDA ITEMS – None****A. Approval of purchase orders.**

Motion: *To approve the purchase orders as presented.*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Cowen*
Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

B. Consideration and action with the third and final reading of Ordinance No 998 levying upon the assessed valuation of the property within the City of Williams.

***Motion:** Provide the final reading of Ordinance No 998 by number and title only.*

***Moved by** Councilmember Payne, **Seconded by** Councilmember Fritsinger.*

The City Clerk performed the third and final reading of Ordinance No. 998 by number and title only.

***Motion:** To approve Ordinance No 998 read by number and title only.*

***Moved by** Councilmember Cowen, **Seconded by** Councilmember McNelly.*

Motion passed unanimously

C. Consideration and action with the third and final reading, Ordinance No 999, levying upon the assessed valuation of the property within the Williams Community Facilities District.

***Motion:** Provide the final reading of Ordinance No 999 by number and title only.*

***Moved by** Councilmember Edes, **Seconded by** Councilmember McNelly.*

The City Clerk performed the third and final reading of Ordinance No. 999 by number and title only.

***Motion:** To approve Ordinance No 999 read by number and title only.*

***Moved by** Councilmember McNelly, **Seconded by** Councilmember Payne.*

Motion passed unanimously

D. Consideration and action with the temporary assignment of the WHA board (Williams Housing Authority Board) to the City Council until a proper board is appointed.

Mayor Dent explained the current issues with the sitting board and the need to temporally appoint the city council to act as the Williams Housing Authority. There

has been a struggle to acquire individuals to sit on the board, so for now, the city council will be the acting board.

Councilmember Fritsinger asked for clarification since he participates in providing housing and was assured there would not be a conflict of interest.

Motion: To appoint the City Council to temporarily act as the Williams Housing Authority Board until they select a proper one.

Moved by Councilmember McNelly, ***Seconded by*** Councilmember Payne.

Motion passed unanimously

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council –

- The mayor announced that the proposed General Plan had been issued for each to review. Next, it will go to the Planning and Zoning in August, then to the council for final approval in Oct/Nov 2023.
- The housing study is here, but it is not ready yet for review; some changes must be made.
- Mayor attended a NACOG meeting and realized that most cities and towns have not been as fortunate as Williams in their revenues.
- Councilmember McNelly informed all the Cowpunchers Rodeo went well this past weekend and how the repair/replacement of the announcer's booth and practice ring were all done well.

Staff –

- The Route 66 road project is set to start Monday.
- Pam Galvan informed the council that the firm TPI would be working on installing the new audio/visual equipment in the council chamber this Monday.
- Aaron Anderson noted that Fourth St. will be ripped on Monday.

VII. ADJOURN 7:21 PM

Mayor Don Dent

ATTEST:

City Clerk Pamela Galvan

CERTIFICATION

State of Arizona,)
) ss.
Coconino County,)

I, PAMELA GALVAN, do hereby certify that I am the City Clerk of the City of Williams, County of Coconino, State of Arizona and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Williams held on June 22, 2023. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 26th day of June 2023.

City Clerk Pamela Galvan

WORK SESSION

I. PROCEDURES**A. Call to Order 5:30 PM**

Mayor Dent called the meeting to order.

B. Roll Call

Present: Mayor Don Dent, Vice-Mayor Frank McNelly, Councilmember Michelle Campbell, Councilmember Mike Cowen, Councilmember Ken Edes, and Councilmember Craig Fritsinger. Absent was Councilmember Lee Payne.

Present City Staff: City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Tad Wygal, Public Works Director Aaron Anderson, Fire Chief Chase Pearson, and City Clerk Pamela Galvan.

C. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Cowen, Seconded by Councilmember Fritsinger.*
The motion passed unanimously.

II. Council will review the Tentative Budget for the Fiscal Year Budget for 2023/2024.**Items discussed:**

- New positions (1) Maintenance Laborer, (2) Police Officers, and (3) Fire Captains; six in total.
- Pay Increases 5% COLA effective 7/1/2023 and a possible 3% step. The 5% increase is the average of all pay.
- Cyber security was discussed, but nothing has been put into place.
- How the city finishes 22/23; finance will know when the year is completed next week.
- Streets and in-house projects were discussed, i.e., Highland Meadows, the road to Love's, Edison, and Route 66. They are also looking to purchase a replacement grader and dump truck.
- We have never had a sewer master plan, which will be required for grant monies and a rate study. There are provisions in the budget to do a rate study, and we will hold back on the sewer master plan. The rate study is essential at this point. The sewer master plan is the Woodson plan. All rates will be looked at in the rate study.

WORK SESSION

- Barbara spoke on the budget summary of unappropriated funds. We have more project revenue than projected expenditures. It shows that we may have more revenue than expenditures in some places.
- General administration contingency and ARPA funds. The contingency is a just-in-case fund; should we get additional federal funds, it is placed there so we can spend it.
- The fuel for the police department fuel system has not worked correctly for a few years. With the new system, we can get accurate numbers in the future and allocate numbers to the correct department.
- Our annual debt service will be made next week because the principles due in June is 2.3 million dollars, and in 2024 we are looking at 2.4 million until we get to 2026 through 2028; then, we will start dropping; we will be paying off five bonds that we have by 2028. Our highest will be in 2026 annually at 2.7 million, then drop to \$897 thousand in 2029 unless we buy other items. That includes all of the WIFA loans we have received, including Dogtown.
- Golf will purchase used but in good shape, a rough, fairway unit, and buffalo blower. Barbara noted that she was told that the prices may be high.
- Sanitation will be purchasing a trash compactor. A brand new one runs \$130,000.00, but the county has a used one they haven't used at Willard Springs in five to six years, and we have agreed to purchase it for \$3,200/\$2,200.00; it is used but in better shape than ours.

After a list of questions was posed, the mayor asked if Council, individually, had questions they would like to ask.

Opened with Councilmember Cowen

- It was asked if there is any equipment we don't have included in the PD and Fire department's budgets.

Chief Wygal noted that the PD is in pretty good shape. A want, and not a need, is to renovate the dispatch office as it is outdated. It's a want, but there may be a potential grant.

WORK SESSION

Big grants are in the pipeline; we anticipate going after them and have 5.5 million in grants. Grants are out there; it is just a matter of we get them. If we don't get it, we don't spend it.

Vice Mayor McNelly

- Fire has an extensive wish list. Chief Pearson reviewed their equipment and noted that the reporting and notifications systems are current and on schedule to keep the PPE equipment up-to-date. In the PPE and technology department, they are on par.
- An explanation of a 4 million dollars "Rescue Squad" was asked; Chief Pearson explained it would replace an existing vehicle but would hold more riders and carry extrication equipment.

Councilmember Payne

- The conversation went to gym membership costs and evolved to offering it to all city employees. Staff will sort it out and work with gym owners.

Councilmember Edes

- He commended Barbara on the budget before them; he recalled past years' budgets and not meeting payroll.

Councilmember Campbell

- Stated that all her questions were answered; thank you.

Councilmember Fritsinger

- He inquired about the noted \$40,000.00 overtime. Chief Pearson explained how it was derived, based on having the three positions filled and accommodating sick and vacation shift coverage.
- What is the transfer from the Forestry Service Building; it is maintenance to the facility, to our maintenance department for services they provide annually.

WORK SESSION

Mayor noted that he and Tim would meet with Coral Evans from Mark Kelly's office to see if they can do anything to help us with grants for our Wastewater Treatment Plant (WWTP.)

Also, it has been decided to push out the electric conversion for a couple of years as it is not critical right now. They don't want a 3 to 4-million-dollar electrical application to fowl the WWTP funding.

NACOG will take all the street projects that didn't fund and resubmit them next year, as there may be more monies for rural areas. NACOG is not taking on new projects but will work with us to get the numbers updated. Rodeo Rd and Airport Rd are both in the top 12 on the NAGOCs list. Most of our flood control money went to the fires, and NACOG thinks it should be federally funded, not state.

- Tim Pettit noted that the current power conversion would be completed by the middle of July this year. An additional one million is for the Bill Williams Mountain project that needs to be done.

III. ADJOURN 6:34 PM

Mayor Don Dent

ATTEST:

City Clerk Pamela Galvan

WORK SESSION

CERTIFICATION

State of Arizona,)
) ss.
Coconino County,)

I, PAMELA GALVAN, do hereby certify that I am the City Clerk of the City of Williams, County of Coconino, State of Arizona and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Williams held on June 22, 2023. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 27th day of June 2023.

City Clerk Pamela Galvan

Check Issue Dates: 6/1/2023 - 6/30/2023

Jul 05, 2023 08:17AM

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
06/27/2023	107125	LEGAL & LIABILITY RISK MNGMT INST	DEATH INVESTIGATIONS TRAINING G. DASH	01-930-4500.000	590.00
06/02/2023	107381	A QUALITY WATER CO LLC	SYSTEMS OPERATION 6/1/23- 6/15/23	60-000-4430.000	11,524.00
06/02/2023	107382	ARIZONA DEPT OF PUBLIC SAFETY	NCJ FINGERPRINT SUBMISSION	01-921-4430.000	66.00
06/02/2023	107383	ARIZONA MATERIALS, LLC	PARKS MATERIALS	02-020-7540.000	1,231.71
06/02/2023	107384	ARIZONA POWER AUTHORITY	MAY 2023 SCHEDULE D2 SERVICE	55-000-5503.000	6,521.78
06/02/2023	107385	BACKFLOW SOLUTIONS INC	ANNUAL ONLINE SUBSCRIPTION	60-000-4350.000	199.00
06/02/2023	107386	BAKER & TAYLOR BOOKS	BOOK PURCHASES	01-900-5140.000	1,023.65
06/02/2023	107387	BOBCAT OF PHOENIX/BINGHAM AUT	GOLF COURSE EQUIPMENT	70-000-5274.000	383.31
06/02/2023	107388	BRIAN PRAGER	BLANKET NOTARY/ COMPANY #0601	01-930-4430.000	117.00
06/02/2023	107389	CENTER POINT LARGE PRINT	BOOKS	01-900-5140.000	508.57
06/02/2023	107390	CENTURYLINK COMMUNICATIONS	SERVICE CHARGES	01-930-4340.009	1,594.68
06/02/2023	107391	CONSOLIDATED ELECTRICAL	MONUMENT PARK SUPPLIES	02-020-7540.000	532.26
06/02/2023	107392	DAHILL OFFICE TECHNOLOGY CORP	XEROX CYAN TONER	01-840-4440.000	25.00
06/02/2023	107393	DANA KEPNER CO INC	SUPPLIES	60-000-4480.000	2,922.45
06/15/2023	107394	FLAG LANDSCAPING INC	FINANCE CHARGES	02-010-5206.000	.00
06/02/2023	107395	HD SUPPLY, INC	SUPPLIES	60-000-4380.000	181.51
06/02/2023	107396	HOMCO LUMBER & HARDWARE	STREET CREDIT	05-100-4490.000	587.32
06/02/2023	107397	HOSPITALITY INTEGRATED SERVICE	Police Dept	01-930-4340.009	3,898.26
06/02/2023	107398	IMPACT PHOTOGRAPHICS INC	VC INVENTORY	02-030-4600.000	696.10
06/02/2023	107399	INFINITY UNIFORMS	UNIFORMS	01-930-4116.000	620.70
06/02/2023	107400	INNER BASIN ENVIRONMENTAL LLC	DRINKING WATER TESTING	60-000-5230.000	645.00
06/02/2023	107401	JOHN DEERE FINANCIAL	GOLF PARTS	70-000-4480.000	597.70
06/02/2023	107402	KARI BUCK	UTILITY DEPOSIT REFUND	99-000-1075.000	31.39
06/02/2023	107403	KOBALT CONSTRUCTION	UTILITY REFUND FOR DEPOSIT AND CREDI	99-000-1075.000	1,996.40
06/02/2023	107404	LN CURTIS AND SONS	FD CHEMICALS	01-940-4330.000	1,935.25
06/02/2023	107405	MADISON NATIONAL LIFE INS CO, INC	S/T DISABILITY INSURANCE JUNE 2023	01-000-2070.000	521.80
06/02/2023	107406	MILLER OIL COMPANY LLC	SHOP FUEL	01-000-1060.000	19,731.47
06/02/2023	107407	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	77.62
06/02/2023	107408	PITNEY BOWES FINANCIAL SERVICE	LEASE #0040895043 PAYMENT 4/1/23-6/30/23	01-840-4470.000	242.27
06/02/2023	107409	PLAYING CARDS PLUS, LLC	VC INVENTORY	02-030-4600.000	192.00
06/02/2023	107410	RHINEHART OIL CO LLC	GOLF COURSE FUEL	70-000-4370.000	2,193.01
06/02/2023	107411	RIGHT STUFF MEDIA LLC	INTEGRATED MARKETING SOLUTIONS	02-010-5202.000	1,895.00
06/02/2023	107412	RUGGED SOLUTIONS AMERICAN LLC	MOBIL DATA TERMINALS	01-940-7055.000	11,817.70
06/02/2023	107413	SIMPLOT TURF & HORTICULTURE	GOLF COURSE CHEMICALS	70-000-4330.000	1,553.12
06/02/2023	107414	SPARKLETT'S	DRINKING WATER/PD	01-930-4380.000	70.15
06/02/2023	107415	STANTEC CONSULTING SERVICES	Design Access Road Reconstruction	01-980-7210.000	9,339.20
06/02/2023	107416	T MOBILE	MOBILE INTERNET	01-900-5140.000	284.04
06/02/2023	107417	THE WANDER MEDIA GROUP, LLC	FULL PAGE AD 2023	02-010-5202.000	4,050.00
06/02/2023	107418	TOUCH MEDIA S.R.O.	FULL PAGE AD- RTE 86 PASSPORT	02-010-5202.000	1,620.00
06/02/2023	107419	VERIZON WIRELESS BELLEVUE	Water Dept	60-000-4340.000	1,346.81
06/02/2023	107420	VIA MAGAZINE	ADVERTISING NOV 2023	02-010-5202.000	2,250.00
06/02/2023	107421	WELLS FARGO FINANCIAL LEASING	RENTAL PAYMENT/LIBRARY	01-900-4470.000	79.78
06/02/2023	107422	WINZER CORP	SHOP SUPPLIES/PARTS	01-970-4380.000	80.01
06/02/2023	107423	WOODSON ENGINEERING & SURVEYI	DOGTOWN WATERLINES PROJ-ADMIN	60-000-7003.000	28,527.96
06/08/2023	107424	BOBCAT OF PHOENIX/BINGHAM AUT	GOLF COURSE REPAIRS	70-000-5272.000	1,452.44
06/08/2023	107425	CASELLE	MONTHLY SUPPORT JULY 2023	01-840-4470.000	2,249.00
06/08/2023	107426	CHRIS CLARK	PAS#30 REFUND #1765987	01-000-2290.000	60.00
06/08/2023	107427	COCONINO HUMANE ASSOCIATION	4TH QTRLY PAYMENT 2023	01-930-5050.000	3,750.00
06/08/2023	107428	CONSTANCE HATCHER	UTILITY REFUND #1254302	99-000-1075.000	43.48
06/08/2023	107429	CROSS CONNECTIONS EMERGENCY	FIELD INSTALLED BLUETOOTH KNG-P	01-940-4340.000	401.70
06/08/2023	107430	EMPIRE SOUTHWEST, LLC	PARTS	01-970-4320.000	6,766.20
06/08/2023	107431	GOLIGHTLY TIRES	SHOP TIRE SERVICE	01-970-4320.000	5,858.68
06/08/2023	107432	J.P. MORGAN EQUIPMENT FINANCE	SANI TRUCK INTEREST 2023	65-000-2130.000	33,514.32
06/08/2023	107433	JONATHAN HOMER	TECHNICAL SERVICES - WWTP	61-000-4480.000	10,599.12
06/08/2023	107434	MANGUM WALL STOOPS & WARDEN	GENERAL PROFESSIONAL SERVICES	01-840-5030.000	5,438.00
06/08/2023	107435	MES ARIZONA	FIRE DEPT MEDICAL EQUIP	01-940-4380.000	640.37
06/08/2023	107436	NIVEL PARTS & MANUFACTURING	SUPPLIES	70-000-5272.000	700.78
06/08/2023	107437	ODP BUSINESS SOLUTIONS, LLC	BUILDING DEPT SUPPLIES	01-960-4380.000	129.63

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
06/08/2023	107438	OLD TRAILS	Golf Course	70-000-5272.000	6,918.49
06/08/2023	107439	PAR WEST TURF SERVICES, INC	SOIL SAMPLING PROBE	70-000-5272.000	213.22
06/08/2023	107440	PRESCOTT LAW GROUP, PLC	INDIGENT DEFENSE FLAT FEE MAY 2023	01-840-4430.000	2,500.00
06/08/2023	107441	R & R PRODUCTS INC	EQUIPMENT/PARTS	70-000-5272.000	76.22
06/08/2023	107442	RHINEHART OIL CO LLC	GOLF COURSE FUEL	70-000-4370.000	1,849.16
06/08/2023	107443	RURAL ARIZONA GROUP HEALTH TR	JUNE 2023 EMPLOYEE HEALTH INS	01-000-2320.000	75,377.63
06/08/2023	107444	SEDONA NOW MEDIA LLC	ADVERTISING/AIRTIME JUNE 2023	02-010-5202.000	800.00
06/08/2023	107445	SIMPLOT TURF & HORTICULTURE	GOLF COURSE CHEMICALS	70-000-4330.000	518.88
06/08/2023	107446	SMITH SOUTHWESTERN	VC INVENTORY/FREIGHT	02-030-4601.000	458.22
06/08/2023	107447	SOUTHWEST PUBLIC POWER AGENC	INDEX SWAP SETTLEMENT	55-000-5503.000	2,249.01
06/08/2023	107448	SPARKLETTES	DRINKING WATER/CITY HALL	01-840-4380.000	123.08
06/08/2023	107449	THE BANK OF NEW YORK TRUST CO	LOWER CO RIVER 4TH QUARTER FY23	55-000-5503.000	319.77
06/08/2023	107450	THE RGU GROUP	VENDOR FREIGHT	02-030-4601.000	646.80
06/08/2023	107451	TOTAL GRAND RENTAL STATION	GOLF COURSE SUPPLIES	70-000-5272.000	98.02
06/08/2023	107452	U S DEPARTMENT OF ENERGY	ANCILLARY SERVICE/MAY 2023	55-000-5503.000	4,465.68
06/08/2023	107453	UNISOURCE ENERGY SERVICES	800 S 6th St. Forest Service Building PD-1/10	01-930-4420.000	1,488.09
06/08/2023	107454	UNIVERSAL BACKGROUND SCREENI	SEARCH PACKAGES FOR WATER DEPT E. C	60-000-4430.000	59.40
06/08/2023	107455	WASTE MANAGEMENT OF ARIZONA-F	BILLING - MAY 2023	61-000-5260.000	41,048.36
06/08/2023	107456	WELLS FARGO FINANCIAL LEASING	RENTAL PAYMENT/PD	01-930-4470.000	690.83
06/08/2023	107457	WILLIAMS AUTO SUPPLY	GOLF	70-000-4480.000	10,021.99
06/16/2023	107487	A QUALITY WATER CO LLC	SYSTEMS OPERATION 6/15/23-6/30/23	60-000-4430.000	11,524.00
06/16/2023	107488	ALD TELECOM	Administration	01-840-4340.000	25.20
06/16/2023	107489	APPLIED INGENUITY, LLC	WORK TO BE DONE ON SWEET WATER WEL	60-000-4475.000	25,646.00
06/16/2023	107490	ARIZONA CONSOLIDATED & IMPORT I	VC INVENTORY	02-030-4600.000	66.00
06/16/2023	107491	ARIZONA SEAMLESS GUTTERS	25% DEPOSIT FOR FULL AMOUNT FOR FOR	23-000-4480.000	2,154.52
06/16/2023	107492	AT&T MOBILITY	POLICE COMMUNICATION	01-930-4340.009	621.79
06/16/2023	107493	BERKLEY INSURANCE COMPANY	INSURANCE INSTALLMENT 4/1/23 - 4/1/24	01-000-2085.000	13,469.00
06/16/2023	107494	CATALIS PAYMENTS LLC ACCOUNTS	MONTHLY NCOURT FEES - MAY	01-830-5100.000	84.05
06/16/2023	107495	CATERPILLAR FINANCIAL SERVICES	STATE TAX JUNE 2023 PAVER	05-100-5120.000	5,071.56
06/16/2023	107496	CENTER LINE SUPPLY INC	SIGNS/STREET SUPPLIES	05-100-7206.000	139.46
06/16/2023	107497	CENTER POINT LARGE PRINT	BOOKS	01-900-5140.000	334.06
06/16/2023	107498	CITY OF WILLIAMS UTILITY	2572000	05-100-4520.025	85,389.68
06/16/2023	107499	DANA KEPNER CO INC	SUPPLIES	60-000-4480.000	729.90
06/16/2023	107500	EFREN D LOPEZ	VC INVENTORY	02-030-4600.000	84.00
06/16/2023	107501	FLAG TEE FACTORY	EMBROIDERY ITEMS	01-940-4510.000	2,702.23
06/16/2023	107502	FLAGSTAFF LANDSCAPE PRODUCTS	FINANCE CHARGES FOR INV 93045	70-000-5270.000	44.53
06/16/2023	107503	FRONT BURNER MEDIA LLC	MARKETING	02-010-5202.000	4,750.00
06/16/2023	107504	FX TACTICAL, LLC	PD UNIFORM SUPPLIES	24-930-8950.008	1,340.42
06/16/2023	107505	GOVERNOR'S OFFICE OF HIGHWAY S	GOHS 2022 CONFERENCE-Easton Braden	01-930-4500.000	210.00
06/16/2023	107506	GUST ROSENFELD P L C	PROFESSIONAL SERVICES FOR APR 2022	01-840-5030.000	9,746.10
06/16/2023	107507	HILLYARD FLAGSTAFF	MAINT JANITORIAL SUPPLIES	01-890-4400.000	391.37
06/16/2023	107508	INNER BASIN ENVIRONMENTAL LLC	WASTE WATER TESTING	61-000-5230.000	680.00
06/16/2023	107509	INTERSTATE BILLING SERVICES	PARTS	01-970-4320.000	480.40
06/16/2023	107510	JONATHAN HOMER	TECHNICAL SERVICES - WWTP	61-000-4480.000	5,876.58
06/16/2023	107511	KR SALINE & ASSOCIATES	METERING SERVICES MAY 2023	55-000-4430.000	3,505.65
06/16/2023	107512	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	38.81
06/16/2023	107513	ODP BUSINESS SOLUTIONS, LLC	PARKS & REC SUPPLIES	01-920-4380.000	327.73
06/16/2023	107514	PHOENIX WELDING SUPPLY CO	NITROGEN/HELIUM	60-000-4330.000	70.88
06/16/2023	107515	PLAYING CARDS PLUS, LLC	VC INVENTORY	02-030-4600.000	786.05
06/16/2023	107516	POLLACK, ELLIOTT D. & COMPANY C	PROPOSAL FOR HOUSING NEEDS ASSESS	01-840-7530.000	9,120.00
06/16/2023	107517	POWER CONTRACTING LLC	PHASE 2 & 3 CONVERSION PROJECT	55-000-7305.000	152,259.48
06/16/2023	107518	SECRETARY OF STATE	NOTARY ID 203397133 NAME CHANGE PENA	01-930-4410.000	25.00
06/16/2023	107519	SEDONA NOW MEDIA LLC	TRAVELER TV SEGMENT IN PHOENIX, SAN	02-010-5202.000	2,735.00
06/16/2023	107520	SHORT EQUIPMENT, INC.	SHOP PARTS	01-970-4320.000	961.10
06/16/2023	107521	SMITH SOUTHWESTERN	VC INVENTORY/FREIGHT	02-030-4601.000	304.60
06/16/2023	107522	SOUTHWEST TURF SUPPORT INC	CHEMICALS FOR GOLF COURSE	70-000-4330.000	335.00
06/16/2023	107523	SUSAN WEAVER	UTILITY DEPOSIT REFUND #1542802	99-000-1075.000	75.00
06/16/2023	107524	TRAFFIC SAFETY INC	LONG LINE STRIPING	05-100-7130.000	45,234.47

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
06/16/2023	107525	TREASURE CHEST BOOKS	VC INVENTORY	02-030-4600.000	522.89
06/16/2023	107526	U S BANK	WILLIAMS AZ EXCISE TAX 2017	60-000-5100.000	1,325.00
06/16/2023	107527	VULCAN MATERIALS COMPANY	STREET MATERIALS	05-100-7128.000	4,134.14
06/16/2023	107528	WELLS FARGO FINANCIAL LEASING	RENTAL PAYMENT/VISITOR CENTER	02-030-4470.000	339.12
06/16/2023	107529	WHITE KNIGHT DISTRIBUTORS	VC INVENTORY/FREIGHT	02-030-4601.000	459.75
06/16/2023	107530	WILLIAMS GRAND CANYON NEWS	MAY 2023 ADVERTISING	01-840-4310.000	2,501.85
06/26/2023	107531	AETNA LIFE INSURANCE COMPANY	LIFE INSURANCE - JUNE 2023	01-000-2080.000	1,507.18
06/26/2023	107532	ARIZONA PUBLIC SERVICE	MAY 2023 AMI MAINTENANCE & SUPPORT	55-000-5502.000	20,021.48
06/26/2023	107533	ATOMIC PEST CONTROL LLC #8140	SEMI-ANNUAL SERVICE FOREST SERVICE B	23-000-4480.000	180.00
06/26/2023	107534	CENTRAL ARIZONA SUPPLY	REC FACILITIES SUPPLIES	02-020-4480.000	41.26
06/26/2023	107535	CENTURY LINK	635-5989-792B	70-000-4340.000	1,259.48
06/26/2023	107536	COCONINO COUNTY RECORDER	M & N YELLEN/DEED CEMETERY PLOT	01-840-4430.000	15.00
06/26/2023	107537	COCONINO COUNTY RECORDER	M. MARTIN/DEED CEMETERY PLOT	01-840-4430.000	15.00
06/26/2023	107538	CONVERGENCE INC	NETWORK SWITCH UPGRADE	01-930-7020.000	3,796.00
06/26/2023	107539	DATA WORKS PLUS LLC	LEXMARK MS821 DN PRINTER WITH TRAINI	01-930-4470.000	8,350.00
06/26/2023	107540	DIRECTV	SUBSCRIPTION - GOLF COURSE	70-000-4350.000	244.98
06/26/2023	107541	EICKMEYER, BARBARA J	INTERPRETING SERVICES	01-830-4430.000	242.86
06/26/2023	107542	ENTENMANN-ROVIN CO	BADGES	01-930-4380.000	49.50
06/26/2023	107543	FIVE STAR PRINTING	9 X 12 PEEL & SEAL ENVELOPES	01-880-4380.000	619.95
06/26/2023	107544	FRONT BURNER MEDIA LLC	MARKETING	02-010-5202.000	1,930.98
06/26/2023	107545	GOBLE SAMPSON ASSOCIATES INC	OM0 223L GLA Qdos30 PUMP	60-000-4475.000	1,475.60
06/26/2023	107546	HD SUPPLY, INC	WATER SUPPLIES	60-000-4480.000	229.63
06/26/2023	107547	HILLYARD FLAGSTAFF	MAINT JANITORIAL SUPPLIES	01-890-4400.000	914.83
06/26/2023	107548	HORACIO ORTIZ	REIMBURSEMENT FOR MSHA CLASS	05-100-4500.000	97.09
06/26/2023	107549	IMPACT PHOTOGRAPHICS INC	VC INVENTORY/FREIGHT	02-030-4601.000	400.75
06/26/2023	107550	INFOSEND, INC	ELECTRIC POSTAGE	55-000-4440.000	1,631.43
06/26/2023	107551	KART-MAN LLC	LID REPLACEMENTS	65-000-5510.000	1,067.68
06/26/2023	107552	KIMBALL MIDWEST	GOLF SUPPLIES	70-000-4480.000	303.38
06/26/2023	107553	LEE ENTERPRISES ADVERTISING	DIRECT IMPRESSIONS BROCHURE MAILING	02-010-5202.000	730.26
06/26/2023	107554	MARTIN ORTIZ	REIMBURSEMENT FOR FUEL FOR MSHA CL	05-100-4370.000	19.72
06/26/2023	107555	MARY JO MANN	AMERICAN RED CROSS WATER SAFETY INS	01-921-4500.000	1,500.00
06/26/2023	107556	MERITAIN STATE SUBSIDY-COBRA	SUBSIDY H. NIXON MAY 2023	01-000-2320.000	520.00
06/26/2023	107557	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	38.81
06/26/2023	107558	PRUDENTIAL OVERALL SUPPLY	UNIFORM EXPENSES	70-000-4480.000	1,061.28
06/26/2023	107559	R & R PRODUCTS INC	GOLF COURSE EQUIPMENT/PARTS	70-000-4480.000	811.95
06/26/2023	107560	RIGHT STUFF MEDIA LLC	INTEGRATED MARKETING SOLUTIONS	02-010-5202.000	1,895.00
06/26/2023	107561	SIMPLIST TURF & HORTICULTURE	GOLF COURSE CHEMICALS	70-000-4330.000	6,880.21
06/26/2023	107562	SNAP ON CREDIT, LLC	SOFTWARE SUBSCRIPTION FOR SHOP	01-970-4490.000	82.80
06/26/2023	107563	SOUTHWEST TURF SUPPORT INC	GOLF COURSE TURF SUPPLIES	70-000-4330.000	1,982.17
06/26/2023	107564	TCGUSA.COM INC	Golf	70-000-4470.000	5,998.00
06/26/2023	107565	THE ARIZONA REPUBLIC	ADVERTISING MAY 2023	02-010-5202.000	4,500.00
06/26/2023	107566	UNISOURCE ENERGY SERVICES	Central Garage - 1/2	05-100-4420.000	1,045.89
06/26/2023	107567	WELLS FARGO FINANCIAL LEASING	RENTAL PAYMENT/LIBRARY	01-900-4470.000	79.78
06/26/2023	107568	WHITE CAP SUPPLY HOLDINGS II LLC	PARK SUPPLIES	02-020-7540.000	1,467.87
06/26/2023	107569	WILLIAMS CITY COURT	MAY 2023 BANK FEES	01-830-5100.000	103.30
06/26/2023	107570	WYATT CHANEY	REIMBURSEMENT FOR CDL PHYSICAL	60-000-4410.000	110.00
06/30/2023	107582	ARIZONA PUBLIC SERVICE	MAY 2023 TRANSMISSION SERVICE	55-000-5501.000	60,391.74
06/30/2023	107583	BOBCAT OF PHOENIX/BINGHAM AUT	GOLF COURSE PARTS	70-000-4480.000	820.97
06/30/2023	107594	CENTURYLINK COMMUNICATIONS	SERVICE CHARGES	01-930-4340.000	1,594.68
06/30/2023	107595	COLONIAL	BCN E3123882/JUNE 2023 PREMIUM	01-000-2050.000	2,633.02
06/30/2023	107596	CONSOLIDATED ELECTRICAL	MAINTENANCE SUPPLIES	01-890-4480.000	98.26
06/30/2023	107597	DANA KEPNER CO INC	SUPPLIES	60-000-4480.000	435.89
06/30/2023	107598	FREIGHTLINER OF ARIZONA LLC	SHOP SUPPLIES	01-970-4320.000	2,609.12
06/30/2023	107599	GRAND CANYON AUTO SUPPLY	PARTS	01-970-4320.000	653.99
06/30/2023	107600	GUST ROSENFELD P L C	PROFESSIONAL SERVICES	01-840-5030.000	3,645.00
06/30/2023	107601	HD SUPPLY, INC	SUPPLIES/GLOVES	60-000-4490.000	1,993.44
06/30/2023	107602	HILL BROTHERS CHEMICAL CO	CHEMICALS	60-000-4330.000	5,384.46
06/30/2023	107603	IMPACT PHOTOGRAPHICS INC	VC INVENTORY/FREIGHT	02-030-4601.000	617.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
06/30/2023	107604	INTERSTATE BILLING SERVICES	SHOP SUPPLIES	01-970-4320.000	5,722.70
06/30/2023	107605	JONATHAN HOMER	TECHNICAL SERVICES - WWTP	61-000-4480.000	3,970.99
06/30/2023	107606	LEGAL & LIABILITY RISK MNGMT INST	EMERGENCY DISPATCHERS TRAINING-H. H	01-930-4500.000	200.00
06/30/2023	107607	LPS CINDER PITT LLC	STREET MATERIALS	05-100-7128.000	1,218.82
06/30/2023	107608	MAUREEN STEVENS	REFUND FOR UTILITY DEPOSIT 1128904	99-000-1075.000	75.00
06/30/2023	107609	MURPHY'S TOWING & TRUCK REPAIR	TOWING	01-970-4320.000	870.00
06/30/2023	107610	NANCY ADAIR	UTILITY CREDIT & DEPOSIT REFUND 111860	99-000-1075.000	125.93
06/30/2023	107611	PLAYING CARDS PLUS, LLC	VC INVENTORY	02-030-4600.000	3,679.95
06/30/2023	107612	POLLACK, ELLIOTT D. & COMPANY C	PROPOSAL FOR HOUSING NEEDS ASSESS	01-840-7530.000	4,560.00
06/30/2023	107613	RUGGED SOLUTIONS AMERICAN LLC	MOBIL DATA TERMINALS	01-940-7055.000	144.63
06/30/2023	107614	RWC INTERNATIONAL	SUPPLIES	01-970-4320.000	232.34
06/30/2023	107615	SGC LLC	GUN SUPPLIES	01-930-7452.000	6,419.58
06/30/2023	107616	SHORT EQUIPMENT, INC.	SHOP PARTS	01-970-4320.000	752.58
06/30/2023	107617	SPARKLETTS	DRINKING WATER/PD	01-930-4380.000	219.52
06/30/2023	107618	STATE OF ARIZONA	ACCT B2059318 WQL WATER QUALITY	60-000-4430.000	800.00
06/30/2023	107619	THOMAS W NICHOLS	DATA SERVICE APR-JUNE 2023	01-980-4430.000	180.00
06/30/2023	107620	TRI-TECH FORENSICS, INC	PD SUPPLIES	01-930-4380.000	255.90
06/30/2023	107621	VULCAN MATERIALS COMPANY	STREET MATERIALS	05-100-7128.000	2,597.41
06/30/2023	107622	WASTEQUIP MANUFACTURING INC	REPLACEMENT CONTAINER PARTS	65-000-5510.000	4,414.01
06/30/2023	107623	WHITE CAP SUPPLY HOLDINGS II LLC	PARK SUPPLIES	02-020-7540.000	176.84
06/30/2023	107624	WILLIAMS 76	CITY POLICE CAR WASHES-4/28/23-6/24/23	01-930-4480.000	207.00
06/02/2023	60220231	RUTH ALVARADO	TRANSLATION FEES	01-830-4430.000	100.00
06/28/2023	62820231	JPMORGAN CHASE BANK NA	SAFELITE AUTOGLASS	70-000-5272.000	18,853.94
Grand Totals:					949,127.63

Dated: _____

City Council: _____

Purchase Order

P. O. Number: 491

City of Williams
113 S First St
Williams AZ 86046

PHONE: 928-635-4451
FAX: 928-635-4495



To: 1440

1 SOURCE MECHANICAL
518 E ROUTE 66
WILLIAMS AZ 86046

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
07/06/2023	kayhill		930 - POLICE DEPT		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	ROODTOP HVAC UNIT INSTALLATION 01-930-5271.000	0	10,595.60	10,595.60
SHIPPING / HANDLING				496.90
SALES TAX				849.66
TOTAL PO AMOUNT				11,942.16

Notes:

Authorized Signature

City of Williams, Arizona Requisition Form

Date: 07-05-2023	Requested by: Chief Wygal	City Department: PD
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P.O. # <div style="font-size: 1.2em; font-family: cursive;">491</div>	Vendor # <div style="font-size: 1.2em; font-family: cursive;">1440</div>	
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Vendor Name & Address:
1 Source Mechanical - 267 Ellen Way, Unit D, Williams, AZ 86046

<input checked="" type="checkbox"/> Check Here if a PO is required	<input type="checkbox"/> Check Here if this is a New Vendor (if so, please attach W-9 & certificate of insurance)	
--	---	--

<input checked="" type="checkbox"/> Check Here if this Purchase Exceeds \$10,000	City Council Approval Date:
--	-----------------------------

Item Requested	QTY	Account Number	Cost Per Unit	Total Cost
See attached Estimate #05898	1	01-930-5271	\$ 10,595.60	\$ 10,595.60
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

NOTES: Full amount will be reimbursed from GOHS Grant	FREIGHT	\$ 496.90
	TAX	\$ 849.66
	TOTAL	\$ 11,942.16

Department Head Approval	Finance Approval	City Manager Approval



1 SOURCE MECHANICAL
267 Ellen Way Unit D
Williams, AZ 86046
(928) 635-1117

Estimate

ADDRESS

City Of Williams AZ
113 S. 1st Street
Williams, AZ 86046

ESTIMATE # 05898

DATE 05/26/2023

EXPIRATION DATE 06/10/2023

WORK ORDER#

Police Department

EQUIPMENT

Dispatch Rooftop HVAC Unit

TASK REQUESTED

New Installation

SERVICE DATE	WORK DESCRIPTION	QTY	RATE	AMOUNT
	Equipment	1	8,169.80	8,169.80T
	1) Packaged Gas Electric Rooftop Unit, 3.5 Ton 14 SEER Energy Efficiency, 240 Volt.			
	2) Thermostat			
	Crane Contractor	1	675.80	675.80
	Labor	1	1,750.00	1,750.00
	Demolition and installation of HVAC equipment.			
	1) Modifications to existing ductwork.			
	2) Modifications to existing equipment curb.			
	3) Electrical modifications.			
	4) Low voltage electrical wire modifications.			
	5) New thermostat.			
	6) Existing equipment refrigerant evacuation and disposal.			
	Freight:Shipping Charges	1	496.90	496.90
	Shipping Charge: Freight			

DEPOSIT REQUIRED: EQUIPMENT, FREIGHT, CRANE SERVICE
AND TAX = \$10,192.16

SUBTOTAL	11,092.50
TAX (10.4%)	849.66
TOTAL	\$11,942.16

Accepted By

Accepted Date

Purchase Order

P. O. Number: 490

City of Williams
113 S First St
Williams AZ 86046

PHONE: 928-635-4451
FAX: 928-635-4495



To: 13301

FEVER ENTERPRISES LLC
HOMER, JONATHAN T
3301 W LEISURE LANE
PHOENIX AZ 85086

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
07/06/2023	kayhill		700 - GOLF COURSE		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	VFD FOR GOLF COURSE	70-000-5273.000	16,350.15	16,350.15
SHIPPING / HANDLING				
SALES TAX				
TOTAL PO AMOUNT				16,350.15

Notes:

Authorized Signature

Fever Enterprises LLC

3301 Leisure Ln
Phoenix, AZ 85086 US
feverenterprises@gmail.com



INVOICE

BILL TO

City of Williams

SHIP TO

City of Williams

INVOICE # 1177**DATE** 03/21/2023**DUE DATE** 04/20/2023**TERMS** Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/08/2023	Travel		407	1.51	614.57
03/08/2023	Hardware	Yaskawa VFD (1) Small Parts	1	12,985.58	12,985.58
		The VFD was a rush find/delivery. The original VFD is still on backorder.			
03/21/2023	Technical Services	City of Williams (2 Technicians) Elephant Rocks Golf Course Yaskawa VFD: The technician arrived and installed, configured, tested, and verified the new VFD. The VFD functions as expected. The 75HP motor: The motor that the VFD operates is bad. The motor going bad caused the original VFD to go bad. Emry gave the go-ahead to order a new motor for the pump.	22	125.00	2,750.00

Thank you for your business. We accept all major credit cards or checks can be sent to 3301 W Leisure Lane Phoenix, AZ 85086.
Thank you for your business.

SUBTOTAL	16,350.15
TAX	0.00
TOTAL	16,350.15
BALANCE DUE	\$16,350.15

Date	GL Period
3/21/23	3/23
Ent Date	Amount
	16350.15
IN	CM

GL Acct #
70-000-5273
Dept Head Signature
<i>[Signature]</i>
Signature Date
6/30/2023

Purchase Order

P. O. Number: 489

City of Williams
113 S First St
Williams AZ 86046

PHONE: 928-635-4451
FAX: 928-635-4495



To: 5890

MBC ENTERPRISES LLC
APPLIED INGENUITY LLC
10301 E 107TH PLACE
BRIGHTON CO 80601

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
06/30/2023	kayhill		600 - WATER		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	WORK TO BE DONE ON DOG TOWN W 60-000-4475.000	69	185,826.00	185,826.00
SHIPPING / HANDLING				
SALES TAX				
TOTAL PO AMOUNT				185,826.00

Notes:

Authorized Signature

Applied Ingenuity, LLC.
14920 Harvest Road
Brighton, Co 80603
Ph. (303) 289-2280 Fax (303) 289-1026

Scope of Work and Proposal

Attn: Mr. Pat Carpenter/Tim Pettit
Date: May 19, 2023
Project: Dog Town Well 3
From: Scott Martin, Applied Ingenuity, LLC

Thank you for asking *Applied Ingenuity* to provide you with this proposal for equipping your well.

Scope of Work: *Applied Ingenuity* proposes the following scope of work and equipment for this project. Design Conditions 350 GPM 3450' TDH (Curve below).

Furnish the following equipment:

Pump	79 Stage P110 w/ 4 1/2" Discharge
Motor.....	500 HP 3485 V. 88 Amp 562 Series Motor
Seal.....	GSB3 S CS B/L/L
Cable	3100' #2 Round 3c w/ Ground 3/8" Capillary
Motor Lead.....	Centrilink 20-040 pre spliced to main cable

Lump Sum, Materials & Labor: \$185,826

Terms and Conditions of Purchase

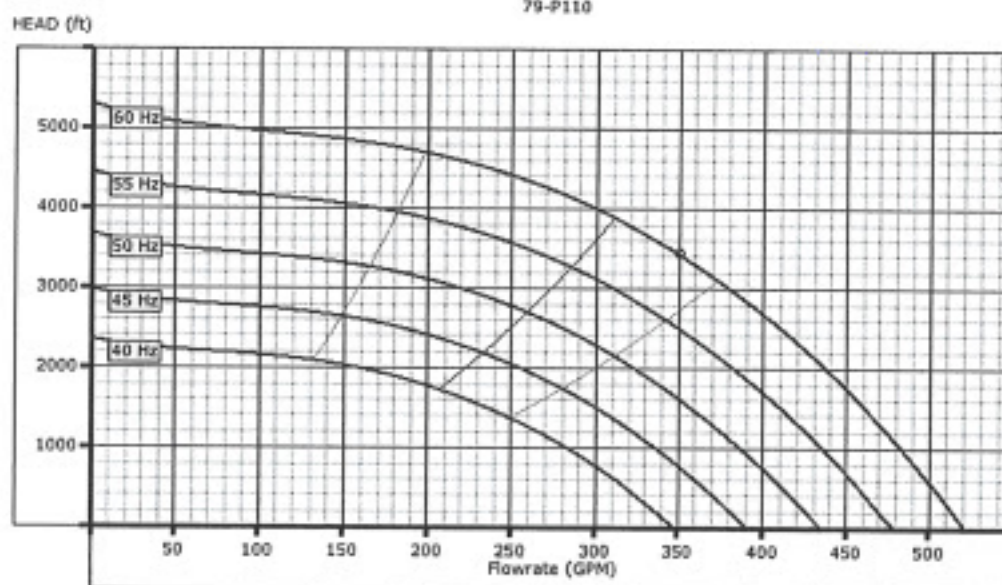
Freight: Will be added to equipment pricing if applicable.

Taxes: No Federal, State or local use or sales taxes are included. These will be added where applicable at the time of invoicing.

Delays: *Applied Ingenuity* shall be liable for no penalty, charge or cost for delays in performance by Applied Ingenuity caused by weather, acts of God, shortage of materials or labor, strikes or circumstances outside the control of *Applied Ingenuity*.

Warranty: *Applied Ingenuity* shall extend the manufacturers normal warranty and shall not be liable for any charges and/or expenses beyond the normal warranty extended by the manufacturer.

79-P110



Purchase Order

P. O. Number: 488

City of Williams
113 S First St
Williams AZ 86046

PHONE: 928-635-4451
FAX: 928-635-4495



To: 12573

ROLL OFFS USA INC
PO BOX 727
DURANT OK 74702

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
06/28/2023	kayhill		650 - SANITATION		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	10 4 YARD DUMPSTERS	65-000-5510.000	7,050.00	7,050.00
SHIPPING / HANDLING				4,945.00
SALES TAX				
TOTAL PO AMOUNT				11,995.00

Notes:

Authorized Signature

USE TAX

City Department:

SANITIZATION

12573

Roll-OFFS USA

☐ Check Here if this is a New Vendor (if so, please attach W-9 & certificate of insurance)

City Council Approval Date:

Invoice Date	GL Period
6/27/23	6/23
Payment Date	Amount
7/15/23	11995.00
FIN	CM

FREIGHT	\$ 4,945.00
TAX	\$ 0.00
TOTAL	\$ 11,995.00

City Manager Approval

P:\Finance Department\Forms\Purchase Order Request Form

ROLL-OFFS USA
P.O. BOX 727
DURANT, OKLAHOMA 74702-0727
(580) 924-6355

0048678
6/27/2023

HOUS
WILCIT

CITY OF WILLIAMS
Williams, AZ 86046

CITY OF WILLIAMS
800 N AIRPORT ROAD
Williams, AZ 86046

JEFF 928-635-9108

ROT		NET 30			
S4	EACH	10.000	0.000	0.000	7,050.00
4YD SIDE LOADER		Whse: 000			
SERIAL # TBD					
4 YARD SIDE LOADER WIEMCO HOOKS					
1/2 METAL, 2 PC PLASTIC LID					
COLOR: NATIONAL BLUE					

FREIGHT: \$4945.00

Net Order:	7,050.00
Less Discount:	0.00
Freight:	4,945.00
Sales Tax:	0.00
	11,995.00

Purchase Order

P. O. Number: 485

City of Williams
113 S First St
Williams AZ 86046

PHONE: 928-635-4451
FAX: 928-635-4495



To: 13301

FEVER ENTERPRISES LLC
HOMER, JONATHAN T
3301 W LEISURE LANE
PHOENIX AZ 85086

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
06/15/2023	kayhill		610 - WASTEWATER		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	TECHNICAL SERVICES FOR NEW MISSI 61-000-4480.000	0	11,529.99	11,529.99
SHIPPING / HANDLING				
SALES TAX				
TOTAL PO AMOUNT				11,529.99

Notes:

Authorized Signature

RECEIVED

Fever Enterprises LLC

3301 Leisure Ln
Phoenix, AZ 85086 US
feverenterprises@gmail.com

JUN 14 2023



FEVERcontrols

INVOICE

City of Williams

BILL TO

City of Williams

SHIP TO

City of Williams

INVOICE # 1203

DATE 05/18/2023

DUE DATE 06/17/2023

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/17/2023	Technical Services	City of Williams	1	4,370.00	4,370.00

(2 Technicians)

WWTP: The technicians installed, configured, and tested the new Mission unit at the WWTP, located in the main electrical room. The WWTP now has dedicated alarming a backup alarming for the influent. The alarms were tested and the backup system was tested with the Mission. The operators now get emergency alarming calls through the Mission.

This Mission was approved and installed because of the cellular modem failure at the WWTP. The operators now know when the power goes out, and of any critical unit failures including the influent and influent backup system.

Mission Unit
Relays
Small Parts

GL Acct #
61-4460
Dept Head Signature
HA
Signature Date
6-14-23

Invoice Date	GL Period
5/18/23	5/23
Payment Date	Amount
6/30/23	11,529.99
FIM	CM

05/17/2023 **Hardware**

1 7,159.99 7,159.99

Thank you for your business. We accept all major credit cards or checks can be sent to 3301 W Leisure Lane Phoenix, AZ 85086.
Thank you for your business.

SUBTOTAL	11,529.99
TAX	0.00
TOTAL	11,529.99
BALANCE DUE	\$11,529.99



City of Williams

Gateway to the Grand Canyon®

Mayor
Don Dent

Vice Mayor
Frank McNelly

City Council
Mike Cowen
Ken Edes
Michelle Campbell
Craig Fritsinger
Lee Payne

City Manager
Tim Pettit

Re: Written Findings of the City of Williams regarding the necessity of a Building Moratorium due to the City Wastewater Treatment Plant (WWTP) being at capacity.

As required by Arizona Revised Statutes §9-463.06(A)(2), the City of Williams (City) hereby makes the following required written findings justifying a building moratorium due to the City WWTP being at capacity with significant time needed to improve and expand the WWTP before it can take on additional capacity to serve new building within the City. In addition, if a building moratorium is not instituted, a clear and imminent danger to health and safety will exist as well as adverse regulatory compliance steps that will be taken by the Arizona Department of Environmental Quality (ADEQ) when the City exceeds the capacity of the City WWTP. ADEQ itself has recommended a moratorium verbally to City staff during a recent inspection.

In 2006 the City began improvements and expansion of its outdated WWTP, which improvements and expansion went on line in 2008. The City WWTP is now a .98 million gallon plant. Until 2019, the City saw very little growth and hardly any capacity added to the plant. At that time, during the winter months as the low season, the WWTP would run at about 40%-45% capacity. In summers, as the high season, it would jump to approximately 60% capacity, mainly with tourism increasing in such months. In late 2020-2021, the City received reports from its contracted operator that flow rates increased and were staying consistently at 75%-80% capacity. The City was concerned with the marked increase and reached out to Carollo, a wastewater design/consultant to perform an evaluation and study of the City WWTP. That process took 16 months including many meetings and fact finding/checking efforts, and resulted in the Carollo study presented to the City Council on April 13, 2023, showing that the City WWTP is now averaging 92% capacity, which is considered to be "at capacity" due to variable flow rates that peak and ebb on a day to day basis.

In 2019, the City had 40 new residential builds and the tourist impact on our infrastructure was estimated about 50% of the population. Carollo's study demonstrated new residential builds averaging 70 per year but the tourist impact to our infrastructure dramatically increased to around 110% of the population. This effectively doubled the population of the City as to how it was impacting the WWTP. Carollo stated that they had never seen that percentage of tourist impact in their prior experience as the majority of a tourist community's commercial impact to wastewater systems are usually at 40%-50% with 50% being extremely high. The Carollo report is attached to this set of written findings as Exhibit A and is incorporated by reference.

Per the City wastewater plant operator and Carollo, ADEQ permitted wastewater plants must be pro-active when they see a sustainable surge in capacity and or a plant reaches 90% of the plant's operating capacity. The entity must begin design and expansion plans to handle projected future capacity. ADEQ has also directly commented on the situation. On May 18, 2023, ADEQ did a surprise inspection of the City WWTP due to excessive capacity shown on the City's required monthly reports. ADEQ found that the City WWTP is operating in compliance with its current permitting and did not cite the City for any violations; however, the ADEQ inspector noted to the City Public Works Director, Aaron Anderson, that it agrees with the recommendation that the City enter into a building moratorium. The City is requesting if ADEQ is willing to make its recommendation in written form as well, but that is not available as of the time of these written findings. If one becomes available, the City will add it to these written findings.

Carollo's study provided a 10% plan of capacity expansion design outline, estimated construction costs, and an estimated schedule as follows:

- **funding** 12-18 months.
- **design/construction documents/ bid docs** 18-24 months.
- **construction to final project/start operation** 36-40 months.

Project from start to finish would take 5-6 years if the City start now, at an estimated cost of \$35-\$40 million.

The City Finance Director analyzed the City's borrowing capacity for such costs. The City currently has \$25+million in debt and the Finance Director estimated it would take approximately three (3) years of payments on such debt before the City would have borrowing capacity that would give the City the ability to borrow \$40 million for design/construction costs. The City has contracted with a municipal financial advisor to assist with grant opportunities and funding mechanisms that would be available to the City.

Based upon the above, the City makes the following written findings:

- The City has a population over 2,900 from the last United States decennial census in 2020, meaning that the City is considered "urban or urbanizable land" under A.R.S. §9-463.06(I)(5).
- For urban or urbanizable land, a moratorium may be justified by demonstration of a need to prevent a shortage of essential public facilities that would otherwise occur during the effective period of the moratorium, as per A.R.S. §9-463.06(B).
- The City WWTP is no longer able to handle any additional sewer flows, which is supported by Carollo and ADEQ. Therefore, the City has a compelling need to have a moratorium to avoid clear and imminent danger to the health and safety of the public. These findings support a building moratorium pursuant to A.R.S. §9-463.06(B)(1).
- The City WWTP serves the entire City, as demonstrated in the Carollo report, and the moratorium must by necessity cover the full City boundaries until the WWTP can be expanded. This is a reasonable limitation as to where a shortage of essential public facilities would otherwise occur. The moratorium will not cover any property that has received development approvals before the moratorium based on the sufficiency of the existing City WWTP. This finding is in satisfaction of A.R.S. §9-463.06(B)(2).

- The City has accommodated the development needs of the areas affected as much as possible, which are the entire City boundaries, but cannot allow additional development to overwhelm the capacity of the City WWTP. This finding is made in accordance with A.R.S. §9-463.06(B)(3) as the WWTP is already at capacity and does not have any remaining essential public facility capacity.
- The moratorium will disallow any construction that requires the discharge of sewer. Examples of permitted construction, not as an exclusive list: Sheds, Garages, Carports, Interior Remodels, and Porches.
- The moratorium will allow any properties or subdivisions that do not currently have access to the City's sanitary sewer system and are currently allowed to develop and build with a Coconino County approved septic system the ability to continue that use. Such areas generally include: Garland Prairie, Pine Meadows Subdivision, Lazy E Subdivision, properties off of Perkinsville Road south of Santa Fe Dam, Airport Road north of Ellen Way for single family dwelling only and properties along Golden Meadows Trail.
- The moratorium will not impact any express provision in a development agreement entered into under A.R.S. §9-500.05 or as defined in §11-1101 governing the rate, timing and sequencing of development, nor does it affect rights acquired pursuant to a protected development right granted according to Chapter 11 of Title 9, or Chapter 9 of Title 11 under the Arizona Revised Statutes. The City will accept applications on City approved forms for landowners under this finding to request a waiver of the moratorium's applicability to such owner's property claiming rights obtained pursuant to a development agreement, a protected development right, or any vested right or by providing the public sewer facilities that are the subject of the moratorium at the landowner's cost.
- During the moratorium the City will not accept applications for any land use changes or approvals that require Staff, Planning and Zoning Commission and or City Council action until the moratorium is lifted, except as described in the prior finding.
- The moratorium shall remain until lifted by the City when it has appropriate WWTP capacity as confirmed by ADEQ. The City and our municipal finance consultant, Stifel, Nicolaus & Company, Inc., have indicated it will be at least three (3) years of needed moratorium while the City works to finance the estimated cost of the required WWTP addition/expansion. Stifel is, and will continue, working with the Finance Director on funding mechanisms for WWTP improvements including possible grants and loans while also working to perform a utility rate study through an appropriate consultant.
- During the moratorium, the City's intent is to seek budget planning that allows the City to proceed with a preliminary estimated 65% plan design to help reduce the design and project time for improving/expanding the City WWTP.

Adopted by the City Council of the City of Williams, as of the ____ day of _____, 2023.

ATTEST:

Don Dent, Mayor

Pam Galvan, City Clerk

Staff Report



To: Mayor and Council

From: Tim Pettit

Date: July 6, 2023

Subject: Cemetery Plot price increase for Non-resident

Background: It has come to our attention that our non-resident cemetery plot fees are relatively inexpensive compared to other cemeteries. Lately, Troy has received many requests from mortuaries and elderly care facilities to purchase burial plots to bury indigents or individuals with no family due to our cheaper plot costs compared to other cemeteries. Also, non-residence want to buy whole blocks of our cemetery plots for an investment, again due to the fairly inexpensive cost of our plots at \$1200 each.

Staff recommends increasing our non-resident price for a cemetery plot to \$5000. This cost is comparable and even cheaper to most other cemeteries throughout the state, guaranteeing that the more expensive cemetery plots are perpetual care cemeteries. Still, the fact that Williams Mountain View Cemetery is unique, desirable, and due to demand, the \$5000 cost is warranted.

Staff also recommends allowing a person that lives within the City Zip Code but not in the City Limits to purchase a maximum of 2 plots at \$500 per plot.

Staff wished to leave the resident cost of a cemetery plot at \$300 not to burden our residence at a time of family loss.

Their driver's license will determine their residency.

City of Williams

CEMETERY RULES AND REGULATIONS

All property owners and visitors within the cemetery and all spaces sold shall be subject to rules and regulations, amendments or alterations as shall be adopted. Visitors and lot owners are reminded that the cemetery grounds are sacredly devoted to the interment of the dead and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in cases of wanton injury, disturbance, and disregard of the rules.

FUNERAL REGULATIONS:

No lot or grave shall be used for any purposes other than the burial of human dead.

At least 24 hours notice is required for any interment and at least one-week notice before any exhumation or removal. Proof of ownership, including deed, must be presented at the time of request. In a family plot, a family representative must authorize the use of each burial plot.

The family must locate grave sites or a representative of the family.

If a gravesite is inaccessible for a machine dig, it will be the responsibility of the family to hand dig the grave.

Vaults are not authorized.

All instructions regarding work to be accomplished, such as interments, etc., must be provided to the city in writing to prevent mistakes.

Unless the Board of Health orders immediate burial, funerals will not be permitted on Sunday or the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, or Christmas Day.

The burial of two bodies in one grave will not be permitted except where one occupies a space less than three feet in length or a companion burial right is purchased. "Companion" graves are only permitted when the request for compaction burial is made before the first interment. All regular fees apply.

Urns of cremated remains may be buried in existing occupied family plots. A single plot or grave space may contain one (1) full burial and eight (8) urns. All cremated remains shall be buried at a minimum depth of two feet.

State law requires all City or State burials to have a signed Burial Permit, allowing body transfer.

SALE AND PURCHASE OF INTERMENT RIGHTS:

The sale or transfer of any interment right by any owner or purchaser shall not be binding upon the City unless the same shall first be duly approved in writing by the properly authorized officer or their designee, and then such interment right must be reconvened to the City; the City shall thereupon issue a conveyance to the new owner. The same rule shall apply in all cases of assignment or purchase of contracts for interment rights. This procedure is required so the city can always have a complete and accurate record of all owners and purchases. All ownership transfers shall be subject to a charge of \$50.00, which must be paid to the City when the transfer is recorded.

Any transfers of any interment right, whether the same be a conveyance or assignment of a purchase contract, are subject to all rules and regulations of the cemetery, which are now in full force and effect or which hereafter may be enacted.

The subdivision of interment rights is not allowed without the City's written consent, and no one shall be buried in any lot not having an interest therein, except by written consent of all parties interested in such lot and the City.

The City reserves the right to enlarge, reduce, replot, and change the boundaries of the Cemetery.

RESIDENT CLASSIFICATION: Your primary residence must be within the City Limits of Williams as determined by your driver's license—address & tax record filing. If your home is considered a second home, purchasing a Cemetery Plot will be at a non-resident price.

GENERAL REGULATIONS:

Persons within the cemetery grounds shall use only the avenues, walkways, and roads.

Automobiles shall not be driven through the grounds at a greater speed than 10 miles per hour and must always be kept on the right side of the cemetery roads. Automobiles are not allowed to turn around on the driveways or roadways, and they are not allowed to park or come to a complete stop in front of an open grave unless such automobiles attend the funeral.

Drinking intoxicants and using loud, obscene, or objectionable language will not be allowed in the cemetery. No picnics will be allowed on the cemetery grounds.

The city will not be responsible for vases, urns, or anything of a movable character that may be lost, misplaced, or damaged.

Persons are prohibited from planting live flowers, trees, shrubs, or plants on graves. The City, or its agents, has the authority to enter upon any lot and remove any dead or damaged tree, shrub, or vine as soon as, in the judgment of the City, they become unsightly, dangerous, oversized, detrimental, or diseased.

All persons are prohibited from writing upon, defacing or damaging walls, monuments, buildings, or any other property within the cemetery grounds.

Special cases may arise in which the literal enforcement of rules may impose unnecessary hardship. The City, therefore, reserves the right, without notice, to make exceptions, suspensions, or modifications in any of the Rules and Regulations when, in its judgment, the same appear advisable, and such temporary exceptions, suspension, or modifications shall in no way be construed as affecting the general application of such.

The City claims the right to protect the property within the cemetery limits but disclaims all responsibility for individual gravesites. This is a non-perpetual care cemetery, and the family is responsible for the upkeep of graves. It is unlawful to place trash or debris cleaned from one lot into another lot. All waste and debris must be removed from the cemetery and taken to the transfer station or designated clean-up area.

CEMETERY FEES AND CHARGES *(All payments must be made in advance; plot reservations are not accepted)*

Resident plots are \$300.00 per plot.

Non-resident that lives within the city zip code \$500 per plot. Maximum of two plots.

Non-resident plots are \$5000.00 per plot—a maximum of two plots.

Opening and closing a grave or urn is the responsibility of the family or plot owner.

The City of Williams will record plot purchases in the City's Data Base and file a Quit Claim Deed with the County Recorder's Office, which will send out deeds to owners.



RENEWAL INSURANCE PROPOSAL

SPECIALLY PREPARED FOR

City of Williams Fire
113 S 1ST ST
WILLIAMS AZ 86046

Presented By: Wiatt Wong
PO Box 75218
Phoenix AZ 85087
Wiatt@azvfi.com

Prepared By: **VFIS of Arizona**
JW and Associates Insurance Services, Inc.
PO Box 75218
Phoenix, AZ 85087
(623) 551-6777
(877) 275-8347 (ASK VFIS)

Dated: May 22, 2023





Accident & Sickness Summary of Coverages

PREPARED FOR:

CITY OF WILLIAMS

FOREWORD

This Summary of Coverage is a brief description of benefits provided under your VFIS Accident and Sickness policy. This summary is not binding on your organization, VFIS or the insurance companies we represent. Actual coverage is provided only by the policy. If there are any conflicts between this document and the policy, the policy will govern.

This document reflects **renewal** coverage information that is not yet effective as of the document preparation date.

Please update your benefits as circumstances change. Contact your insurance representative or VFIS to discuss how benefit changes might be beneficial to your members.

Policies included in this summary

<u>Policy Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>	<u>Total Estimated Annual Premium</u>	<u>Premium Breakdown Volunteer / Career</u>
VFP 4203-2145E-08	07/18/2023	07/18/2024	\$4,189	\$3,694 \$495

Underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company with its principal place of business at 1271 Ave of the Americas, FL 37, New York, NY 10020-1304, currently authorized to transact business in all states and the District of Columbia under policy series V50000.

GENERAL INFORMATION

First Named Insured: CITY OF WILLIAMS

Mailing Address: 113 SOUTH FIRST STREET
WILLIAMS, AZ 86046-0000

Additional Participating Organization/Policyholders

Policy VFP 4203-2145E-08
WILLIAMS FIRE DEPARTMENT

WHO IS COVERED?

Coverage is provided for the following membership classes and any bystander deputized at the time of the emergency.

Volunteer coverage

Volunteers include auxiliary members, junior members, members-in-training, officers, directors, trustees and administrative personnel. Non-member volunteers asked to help are also covered while participating in a Covered Activity. Throughout this summary these personnel are identified as members.

Volunteer members are considered members who are non-compensated, paid on call and/or part-time paid members averaging less than 25 hours a week. Your volunteer coverage does not extend to paid employees (career), except for administrative personnel.

Career coverage

Your coverage provides benefits for career members who are defined as paid employees who work an average of 25 hours or more per week. Administrative personnel are not considered paid employees. The number of paid employees must be reported annually.

WHEN DOES COVERAGE APPLY?

Coverage applies while a member is participating in a specific Covered Activity.

Coverage is provided when a member performs any normal duty of the emergency service organization when under the direction of an officer, whether it is an emergency or non-emergency duty. Travel to and from these duties is covered.

A Covered Activity also includes an activity that requires immediate action by the member at the scene of an emergency while not acting on behalf of any organization. These activities are commonly called Good Samaritan Acts.

Athletic events for fundraising, social functions attended primarily by members (such as softball games at annual picnics), firematic events, training and athletic events on premise and approved by the organization are also Covered Activities.

Coverage is limited for other athletic events and there is no coverage for league sports (unless a rider is attached to the policy). Football, ice hockey, field hockey, lacrosse, soccer, boxing, rugby, and martial arts are excluded sports. If your emergency service organization is involved in athletic events contact your VFIS representative.

WHAT BENEFITS ARE PROVIDED?

Benefits are paid for Injury(ies) or Illness(es). An Illness is a disease, sickness or infection which;

1. Manifests itself at a Covered Activity with the member interrupting participation to receive immediate medical treatment, or
2. Directly results from a Covered Activity with the member receiving medical treatment within 48 hours. The time limit is waived for infectious disease.
3. Illness also includes the Mandatory Quarantine of an Insured Person.

Examples of Illness include heart impairment, infectious disease or strokes.

VOLUNTEER

LOSS OF LIFE BENEFITS	Limit
Accidental Death Benefit Amount.....	\$100,000
Seat Belt Benefit Amount.....	\$25,000
Safety Vest Benefit Amount.....	\$25,000
Military Death Benefit Amount.....	\$15,000
Illness Loss of Life Benefit Amount.....	\$100,000
Dependent Child and Education Benefit Amount.....	\$30,000
Spousal Support and Education Benefit Amount.....	\$15,000
Memorial Benefit Amount.....	\$5,000
Dependent Elder Benefit Amount.....	\$5,000
Repatriation Benefit Amount.....	\$2,500

We will pay a Death Benefit when a member dies as a result of an Injury or Illness that occurs:

- a. during a specific Covered Activity; or
- b. due to a covered Injury or Illness; or
- c. due to a heart attack or stroke within 48 hours of an emergency response or training exercise requiring active physical participation.

The Memorial Benefit is paid to the members' department to be used at the department's discretion for items such as final expenses, establishing a memorial or trust fund, or to provide financial assistance to beneficiaries.

LUMP SUM LIVING BENEFITS	Limit
Accidental Dismemberment and Paralysis Benefit Principal Sum.....	\$100,000
Vision Impairment Benefit Principal Sum.....	\$100,000
Injury Permanent Impairment Benefit Principal Sum.....	\$100,000
Heart Permanent Impairment Benefit Principal Sum.....	\$100,000
Illness Permanent Impairment Benefit Principal Sum.....	\$100,000
Cosmetic Disfigurement Resulting From Burns Principal Sum.....	\$100,000
HIV Positive Lump Sum Living Benefit Principal Sum.....	\$100,000

Impairment and Dismemberment Benefits are paid at a percentage of the benefit limit, subject to the specific terms of the policy. However, the HIV Benefit is provided in a lump sum according to the policy terms and conditions.

VOLUNTEER

WEEKLY INCOME BENEFITS

Limit / Duration

During the first 28 days of Total Disability the weekly benefit payable is the limit shown.	\$400
After 28 days of Total Disability the weekly limit shown is the maximum amount payable. The actual amount payable is equal to 100% of your member's pre-disability wages offset by loss of income benefits received from Workers' Compensation and Other Valid and Collectible Insurance.	\$400
Minimum amount of Total Disability payable after 28 days.	\$100
Maximum period for which Total Disability benefits are paid.	5 years
During the first 28 days of Partial Disability the weekly benefit payable is the limit shown.	\$200
After 28 days of Partial Disability the weekly limit shown is the maximum amount payable.	\$200
Minimum amount of Partial Disability payable after 28 days.	\$50
Maximum period for which Partial Disability benefits are paid.	1 year
Weekly Injury Permanent Impairment (Lifetime) Benefit.	Included
Weekly Injury Permanent Impairment Benefit COLA.	Not Included

Total Disability means the member is unable to perform all the material and substantial duties of their own occupation.

Total Disability benefits will be increased on July 1, following the first 52 consecutive weeks. Benefits will be increased a minimum of 5% up to a maximum of 10%, based on the increase of the CPI-U.

Partial Disability means the member is unable to perform one or more, but not all, of the material and substantial duties of their own occupation.

Weekly Injury Permanent Impairment Benefit:

If a member suffers a 50% or greater Permanent Impairment as a result of an Injury, we will pay a weekly benefit equal to the percentage of the Permanent Impairment multiplied by the weekly disability benefit the member was receiving on the 29th day of disability. Payments begin when Total Disability benefits and Extended Total Disability benefits (when selected) end. Weekly Injury Permanent Impairment benefits will continue for life. The member could go back to their own or any other occupation and continue to receive this benefit.

Permanent Impairment means a medical condition which is a physical or functional abnormality or loss, which remains after the maximum medical rehabilitation has been achieved, and is considered stable or non-progressive at the time the evaluation is made. The evaluation of Permanent Impairment is based on the current version of the American Medical Association's "Guides to the Evaluation of Permanent Impairment."

VOLUNTEER

MEDICAL EXPENSE BENEFITS	Limit
Medical Expense Benefit Maximum Amount.....	\$10,000
Benefits Paid: Excess of Workers' Compensation	
Cosmetic Plastic Surgery Maximum Amount.....	\$25,000
Post-Traumatic Stress Disorder Maximum Amount.....	\$25,000
Critical Incident Stress Management Maximum Amount.....	\$25,000
Family Expense Benefit (per day).....	\$100
Family Bereavement and Trauma Counseling Benefit	
Maximum Amount (per person).....	\$1,000

Post-Traumatic Stress Disorder means emotional stress resulting from a Traumatic Incident experienced by a member, during participation in a Covered Activity, which adversely affects their psychological and physical well being.

Traumatic Incident means an abnormal experience outside the range of usual human experience.

The **Family Expense Benefit** is paid after a member has been admitted to the hospital as a result of an Injury or Illness. For each day a member participates in Out-Patient Physical Therapy, after being hospitalized, 50% of the benefit shown will be paid. This benefit is payable the first day of hospitalization and paid for up to 26 weeks.

The **Family Bereavement and Trauma Counseling Benefit** is paid after a member's death or exposure to a Traumatic Incident due to participation in a specific Covered Activity which results in the member's spouse, Dependent Child, or Resident Immediate Family Member requiring counseling. Treatment must be prescribed and monitored by a Physician.

VOLUNTEER

OTHER BENEFITS	Limit
Occupational Retraining Benefit Maximum Amount.....	\$20,000
Transition Benefit.....	Included
Felonious Assault Benefit Amount.....	\$50,000
Home Alteration and Vehicle Modification Benefit Maximum Amount.....	\$50,000

Occupational Retraining: If, as a result of an Injury or Illness, a member is not able to be gainfully employed and chooses to enroll in school or a training program with the objective of returning to work, we will pay tuition, room and board and other expenses up to the limit shown above. This coverage is in excess of Workers' Compensation and Other Valid and Collectible Insurance. The program must be agreed upon by the member and VFIS.

Transition Benefit: If, while receiving Total Disability, a member is terminated from regular employment and remains unemployed after Total Disability benefits end, this benefit will be provided for up to 26 weeks.

Felonious Assault: If an Accidental Death, Illness Loss of Life, Accidental Dismemberment and Paralysis, Vision Impairment, Injury Permanent Impairment, Heart Permanent Impairment, Illness Permanent Impairment, Cosmetic Disfigurement or HIV Positive Lump Sum Living benefit is payable as a result of a Felonious Assault while participating in a Covered Activity, we will pay the Felonious Assault benefit maximum amount. Felonious Assault means any willful or unlawful use of force upon the Insured Person with the intent to cause bodily injury; that results in bodily harm; and that is a felony or a misdemeanor.

Home Alteration and Vehicle Modification: If, as a direct result of an Injury or Illness that results in a covered permanent and irrevocable loss, a member is required to make alterations to his home and/or vehicle we will pay up to the limit shown above for such alterations incurred within three years of the Injury or Illness causing the loss. This benefit is excess of all other benefits payable including no fault automobile insurance and Workers' Compensation.

VOLUNTEER

OPTIONAL BENEFITS	Limit
Weekly Hospital Benefit Amount.....	Not Included
First Week Total Disability Benefit Amount	Not Included
Coordinated 28 Day Total Disability Benefit Amount.....	Not Included
Extended Total Disability Benefit.....	Not Included
Long-Term Total Disability.....	Not Included
Long-Term Total Disability COLA.....	Not Included
Extra Expense Benefit	
Monthly Amount.....	\$500
Maximum Amount.....	\$12,000
24-Hour Accident Benefit – Injury only.....	\$100,000
Off-Duty Accident Benefit – Injury only.....	Not Included
Organized Team Sports.....	Not Included

Weekly Hospital Benefit provides members with additional weekly income when hospitalization or outpatient physical therapy is required for a covered Injury or Illness.

First Week Total Disability Benefit provides an additional payment for the first week of Total Disability as a result of a covered Injury or Illness.

Coordinated 28 Day Total Disability Benefit protects higher wage earners by providing an additional income benefit after coordinating with Total Disability Benefit Weekly Amount (1st 28 days) and Workers' Compensation as a result of a covered Injury or Illness.

Extended Total Disability Benefit provides Total Disability benefits for a total of 10 years (an additional 260 weeks) when selected.

Long-Term Total Disability Benefit provides Total Disability benefits to age 70, beginning after 10 years (520 weeks) of Total Disability. For this benefit, Total Disability means the inability to perform any Gainful Occupation.

Extra Expense benefits will begin after 26 weeks of Total Disability due to a covered Injury or Illness. This benefit will cease when the member is no longer disabled. The Extra Expense Benefit Maximum Amount is the most we will pay.

24-Hour Accident Benefit – Injury only benefits are provided to a member who dies or suffers dismemberment, vision loss or paralysis due to an accidental Injury. This benefit is payable for both on-duty and off-duty activities.

Off-Duty Accident Benefit – Injury only benefits are provided to a member who dies or suffers dismemberment, vision loss or paralysis due to an accidental Injury. This benefit is payable for off-duty activities.

Organized Team Sports rider provides specified coverage for league sports. (Refer to Policy.)

CAREER PERSONNEL RIDER..... Included

Career personnel have the same coverages and limits as Volunteers subject to the following:

- (1) The definition of member is amended to include paid employees of the Policyholder, which is primarily staffed by volunteers. A paid employee is one who works an average 25 hours or more employment per week.
- (2) The following benefit(s) are available only to volunteers and not paid employees:
 - Weekly Injury Permanent Impairment COLA
 - Extended Total Disability Benefit
 - Long-Term Total Disability
 - Long-Term Total Disability COLA

The following benefit(s) are available to paid employees:

- Weekly Injury Permanent Impairment Benefit
 - Transition Benefit
 - Extra Expense Benefit
- (3) In no event will coverage provided to paid employees by way of this rider be in lieu of any Workers' Compensation act or similar law.

INSURED RENEWAL ACCEPTANCE PROCEDURE

To renew your VFIS coverage as outlined in this Proposal, please do the following:

1. On behalf of your organization, initial each line below signifying your acceptance of the proposed renewal coverage then sign and date in the space provided.
2. Indicate options or changes from proposed renewal coverage, if any, and then insert the revised total renewal premium.
3. The Insured must return one original initialed, signed and dated copy of this page prior to 7/18/2023 to VFIS of Arizona Regional Director. Please retain one copy.

Insurance Coverage Accepted (Please initial, sign and date below to indicate acceptance and selected coverage)

Insured & Agent Initial each line	Coverage as per Proposal	Changes from proposal or Options Selected, if any	Premium Summary
	Property Coverage		\$
	Fidelity Bond		\$
	Portable Equipment		\$
	Automobile		\$
	General Liability		\$
	Management Liability		\$
	Umbrella/Excess Liability		\$
	Arizona State Surcharges		\$
	Selected Payment Plan For Property & Casualty	Payment Plan: Total Premium P&C	
	Accident & Sickness Annual Payment	add MFAP program + \$317.52	\$ 4,189.00
		Total Premium Excluding Options:	\$ 4,189.00
		Insert Optional Premiums, If any	
		Total Premium:	

Please issue coverage as shown above and initialed by us.

Insured: City of Williams Fire

Signed By: _____

(Name and Title)

Dated: _____

Broker: VFIS of Arizona

Signed By: _____

(Name and Title)

Dated: _____

Return To:
VFIS of Arizona
JW & Associates Insurance Services, Inc.
PO Box 75218
Phoenix, AZ 85087

(623) 551-6777
(877) 275-8347 (ASK VFIS)
Fax: (877) 565-8347 (VFIS)

VFIS of Arizona Regional Director Binder
The Coverage above accepted and initialed by the
insured and the broker are hereby bound
by the Regional director effective:

Date Authorized Signature
VFIS Regional Director



MEMBER FAMILY ASSISTANCE PROGRAM

Services designed specifically for Emergency Service Organization personnel and their families.

DID YOU KNOW?

- An estimated 30% of first responders develop behavioral health conditions, including depression and PTSD.
- First responders experience higher rates of suicide ideation and attempts than the general population.¹

WHY A MEMBER FAMILY ASSISTANCE PROGRAM?

Designed as a value-added service for VFIS clients with an Accident and Sickness policy, our Member Family Assistance Program (MFAP) supports the health and wellness of first responder employees, volunteers and the workplace. Services help enable personnel to resolve personal and work-related issues to maintain individual productivity, health and wellness. Harness the power of full-scale support solutions with an exclusive arrangement through VFIS.

COVERAGE HIGHLIGHTS

Designed for people in Emergency Services

VFIS has partnered with Homewood Health* to offer access to trained professionals experienced in counseling emergency service personnel.

Easy-to-use

All services are simple and easy to use, so each member can benefit. Online solutions allow easy and secure access anywhere, anytime. Clinical response is fast and available 24-7 and counseling is short-term and solution-focused. Support services are available in-person, over the phone, or through video conferencing.

Prevention-focused

Comprehensive and preventative approaches to health, well-being and productivity. Solutions focus on prevention to strengthen the resiliency of your workforce.

BENEFITS

Counseling Services

Unique solution-based cognitive behavioral therapy approaches focus on teaching individuals, couples and families the skills necessary to help resolve life problems without creating a long-term, dependent counseling relationship. Confidential counseling is offered in the local community through an extensive national network with the highest ratio of clinical psychologists. Sessions are centered on specific goal attainment, behavior change, accurate diagnosis of complex problems and the best possible outcomes. Treatment is provided for a full-range of personal or work-related issues including but not limited to:

- Addiction, substance abuse
- Child development and adolescent issues
- Aging and caregiving
- Anger management
- Depression, anxiety, etc.

continued on next page

1. Source: The Substance Abuse and Mental Health Services Administration; <https://www.samhsa.gov/sites/default/files/2k16/supplementalresearchbulletin-firstresponders-may2016.pdf>



- Grief, bereavement
- Family and marital issues
- Personal adjustment problems
- Relationship difficulties
- Trauma

Lifestyle and Specialty Coaching Services

- Childcare and parenting
- New parent
- Elder and family care
- Financial advisory
- Legal advisory
- Relationship solutions

Health Coaching Services

- Nutritional coaching
- Wellness coaching
- Smoking cessation program

Career Coaching Services

- Career development services
- Pre-retirement planning services
- Shift-worker support services

Online Services

- E-Learning Courses
- Child Care Resource Locator
- Health Risk Assessment

WHO IS ELIGIBLE?

All employees or volunteers of Emergency Service Organizations that hold a VFIS Accident and Sickness Policy and their immediate family members.

HOW TO UTILIZE THESE SERVICES?

For confidential and professional help:

Call the dedicated VFIS help line provided by Homewood Health at 866.349.5579

Simply have your organization's name ready to provide.



OUR PHILOSOPHY

Much like our founder, the VFIS approach to serving the market is very relationship-focused. We've forged strong partnerships with ESO leaders that allow us to continually develop policy and program enhancements, provide top-notch educational, consulting and training opportunities and pay our clients' claims. We're committed to protecting the resources of emergency service organizations and promoting the health and interests of their members with an unmatched level of understanding and dedication.

800.233.1957 | vfis.com | 183 Leader Heights Road | York, PA 17402

*VFIS's Member Family Assistance Program (MFAP) offers services provided by Homewood Health. Homewood Health is a separate, third-party entity offering mental health and counseling services. It is not affiliated with or part of VFIS, its parent company, or any of their subsidiaries.

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November 30, 2022

Member Family Assistance Program Request Form

VFIS is pleased to announce the availability of our Member Family Assistance Program. Our MFAP is designed to support the health and wellness of first responders and their families. Included services help enable responders to resolve personal and work-related issues to maintain productivity, health and wellness.

Check out these program highlights:

- **Designed for people in Emergency Services**
Members have access to trained professionals experienced in counseling emergency service personnel.
- **Easy-to-use**
Support services are available in-person, over the phone, or through video conferencing.
- **Prevention-focused**
Comprehensive and preventative approaches to health, well-being and productivity.

Please see the VFIS MFAP Coverage Overview flyer for more information.

To elect this added benefit, please complete and return the following:

# of Members	Cost Per Member Per Year	*Total Cost
	\$11.76	\$
*The MFAP cost is not included in the A&S premium and will be billed as a separate fee.		

_____ (name of organization) elects the Member Family Assistance Program offered to VFIS clients purchasing Accident & Sickness coverage having a policy effective date of _____.

Signature _____

Print Name _____

Title _____

Date _____