

CITY OF WILLIAMS CITY COUNCIL

**REGULAR MEETING
MARCH 10, 2022
7:00 P.M.**

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

AGENDA

**PLEASE HELP THE CITY IN FOLLOWING THE CDC'S GUIDELINES BY LIMITING
YOUR EXPOSURE.**

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, MARCH 10, 2022, 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 Moore
 - _____ Vice-Mayor Dent
 - _____ Councilmember Fritsinger
 - _____ Councilmember McNelly
 - _____ Councilmember Cowen
 - _____ Councilmember Hiemenz
 - _____ Councilmember Payne
- D. Approval of Minutes for February 24, 2022
- 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 questions of the public or may 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
MARCH 10, 2022
7:00 P.M.**

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

AGENDA

IV. CONSENT AGENDA ITEMS –

A. Approval of Purchase Orders

V. NON-CONSENT AGENDA ITEMS

- A. Consideration and action regarding Cataract Lake Units 1 & 2 preliminary plat approval. *Steve Iverson*
- B. Consideration and action regarding notification of rate increases. *Barbara Bell*
- C. Consideration and action regarding the approval of \$13,986.00 to move forward with the Consulting Analysis project for the City to create a Full Time Fire Department. *T. Pettit*

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

Staff

VII. ADJOURN

Purchase Order

P. O. Number: 386

City of Williams
113 S First St
Williams AZ 86046

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



To: 4895

ENVIRO TECH ELECTRICAL
PATTON ELECTRIC LLC
1273 MOUNTAINAIRE RD
FLAGSTAFF AZ 86005

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
03/03/2022	kayhill		610 - WASTEWATER		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	100 HP BLOWER MOTOR AT THE WWTP 61-000-4480.000	0	15,475.20	15,475.20
			SHIPPING / HANDLING	
			SALES TAX	
			TOTAL PO AMOUNT	15,475.20

Notes:

Authorized Signature

4895
PC 396

Patton Electric LLC

DBA: ENVIRO TECH ELECTRICAL SOLUTIONS

1273 Mountaineer Road

Flagstaff, AZ 86005

Invoice

Date	Invoice #
2/21/2022	2449

Bill To
CITY OF WILLIAMS . 113 SOUTH FIRST ST. WILLIAMS, ARIZONA 86046

		Terms	P.O. No.
		Net 30	Wastewater
Quantity	Description	Rate	Amount
1	This invoice is for a new 100 HP Blower Motor at the WWTP for Blower #3		
1	100 HP WEG 230/ 460 volt three phase Frame 404/5T Premium Efficiency Motor	14,950.00	14,950.00
1	Shipping	525.20	525.20
	Sales Tax non taxable	0.00%	0.00

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**FEBRUARY 24, 2021
COUNCIL ACTION**

I. PROCEDURES

A. Call to Order 7:00 PM

Mayor Moore called the meeting to order.

B. Pledge of Allegiance and Invocation

The pledge of allegiance was recited, and Michelle Campbell provided the invocation.

C. Roll Call

Present: Mayor Moore, Councilmember Craig Fritsinger, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, and Councilmember Lee Payne

Absent: Vice-Mayor Don Dent and Councilmember Mike Cowen

Present from City Staff, City Manager Tim Pettit, Chief Tad Wygal, and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for February 10, 2022.

Motion: *To approve the Minutes for February 10, 2022.*

Action: *Approved*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Hiemenz*

Motion passed unanimously.

E. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Payne*, **Seconded by** *Councilmember Hiemenz*

Motion passed unanimously.

II. PRESENTATIONS –None

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS –

A. Purchase Orders

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

FEBRUARY 24, 2021
COUNCIL ACTION

Motion: To approve the consent agenda items.

Action: Approved

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

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

B. Council may adopt Resolution No 1416, the city's Call of Election.

Motion: To have Resolution No. 1416 read by number and title only.

The City Clerk provided the reading of Resolution No 1416 by number and title only.

Motion: To approve Resolution No. 1416 "Call of Election".

Action: Approved

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

Motion passed unanimously

C. Council may adopt Resolution No 1417, revising Article 3-1 of the city code relating to permanent business licenses and the addition of liquor license fees.

Motion: To have the reading of Resolution No. 1417 by number and title only.

The City Clerk provided the reading of Resolution No 1417 by number and title only.

Motion: To approve Resolution No. 1417 revising Article 3-1 of the city code relating to permanent business licenses and the addition of a liquor license fee.

Action: Approved

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

Motion passed unanimously

Tabled from 1.27.2022 meeting

D. Consideration and action with the third and final reading of Ordinance No. 989 regarding establishing short-term rental regulation and fees within the city limits.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**FEBRUARY 24, 2021
COUNCIL ACTION**

Mayor Moore requested to withdraw the ordinance at this time due to the number of bills in legislation and re-write it at another point in time.

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

- Mayor noted the great work done by our city staff in clearing our roads.
- Councilmember McNelly noted the patriotic participation on the overpass.
- Councilmember McNelly addressed issues he and others have experienced at the Williams Healthcare Center. Mayor Moore will address these issues with the hospital board at their next meeting.

Staff

- Tim Pettit is looking into processes for a full-time fire department; an RFP has been issued on how to proceed.

VII. ADJOURN – 7:12 PM

Mayor John W. Moore

ATTEST:

City Clerk Pamela Galvan

CERTIFICATION

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

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 February 24, 2022. I further certify that the Meeting was duly called and held and that a quorum was present.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**FEBRUARY 24, 2021
COUNCIL ACTION**

Dated this 25th day of February 2022.

City Clerk Pamela Galvan

DRAFT

REPORT TO:

City Council

CASE NO. Preliminary Plat / PP-2022-01-01; Steve Iverson "Cataract Creek Units 1 & 2"

DRT MEETING: January 19, 2022

PLANNING & ZONING COMMISSION MEETING: February 17, 2022

CITY COUNCIL MEETING: February 24, 2022

REQUEST: Preliminary Plat approval by Steve Iverson, *Cataract Creek Unit 1*
Cataract Creek Unit 2

PROPOSED LAND USE: *Cataract Creek Unit 1*- 38 unit Townhome subdivision
Cataract Creek Unit 2- 18 lot Single Family Subdivision

SITE LOCATION: 1100 N. Airport Rd, APN: 202-11-005B & 006

SITE SIZE: Unit 1- 5.10 Acres / Unit 2- 9.15

CONFORMANCE TO CITY OF WILLIAMS GENERAL PLAN:

According to the General Plan adopted December 2013, this request is in compliance with our General Plan.

Cataract Creek Unit 1 is currently zoned CR-Commercial Residential. §158.075 allows for high density residential in the form of; apartments, townhomes, condominiums, etc.

Cataract Creek Unit 2 is currently zoned R1-7/Single Family Residential 7000 sq ft min. lot size

EXISTING AND SURROUNDING ZONING & LAND USE:

On-site – CR & R1-7 Zoning / Vacant Land

East – CR- Commercial Residential / AR- Agricultural Residential

North – ER Estate Residential 15,000 sq. ft. min./Vacant Land

West – ER Estate Residential / Vacant Land

South – R1-7 Single Family / Vacant Land

ACCESS ROAD STATUS:

Property has accessed off of Airport Rd. The following improvements will include: Curb, gutter and sidewalk fronting the proposed development. Due the total amount of infrastructure disturbance and the current condition of Airport Road there will be total pavement replacement from Ellen Way, to the north property line of Unit 1.

EXISTING UTILITIES AND SERVICES STATUS:

Water, Sewer, Police Protection & Trash Collection – City of Williams;

Fire Protection – City of Williams Volunteer Fire Department;

Electricity – City of Williams-APS;

Natural Gas – UniSource;

Telephone – CenturyLink.

PROPOSED UTILITIES: *All the following utilities will be sized, extended, (re)-constructed by the developer and services will follow:*

Water, Sewer, Electric, Natural Gas and Centurylink

BACKGROUND:

1. Preliminary Plat application was submitted and all fees have been paid.
2. DRT reviewed and commented 1/19/22 P-Plat submittal was amended
3. Notice of Public Hearing was published in the local paper on February 2nd and February 9th, 2022, and March 2nd and 9th also on the City Website.
4. Notice of Public Hearing was posted on site, mailed to property owners within 300 feet and posted at City Hall, on January 28th, 2022.
5. To date no public response have been received by mail either for or against this project
6. The status of required documentation and or issues as follows:
 - Preliminary Plats meet the City Of Williams Subdivision Ord. No Variance requests
 - Utilities have been approved
 - Copy of proposed CCR's
 - All reports are updated and complete (Water and Sewer Impact Analysis, Traffic Impact Analysis, Stormwater)
 - This application was first submitted and accepted in July, 2021, their projected capacity and need for water and sewer treatment was allocated and approved.
7. This application was heard at the February 17th P & Z meeting the following issues was discussed;
 - How drainage will be handled. Most of the drainage goes to a detention basin and is piped to cataract creek. Some of the south area closest to the creek is directed and flows straight into creek.
 - Traffic and road improvements. Road will totally replace from the north end of this project to Ellen Way due to required infrastructure improvements and current condition of the road.

Will the CCR's restrict vacation rentals? Yes: The developer desires to restrict vacation rentals to 33% of the total lots (18). CC&R's are created by developers to be more stringent than the city code, if the developer decides to put restrictions on vacation rentals he can do that but the City can't require it.

(Conversation with our Attorney) The City can't require the developer to create deed restrictions (CCR's) more stringent than the City Code allows, as long as he is following and developing the parcel per the current zoning requirements.

If the developer is requesting a rezoning or variance of the current zoning the City can then require him to put restrictions on issue or condition outside of what City Code allows. If they refuse we can reject the request.

8. At the February 14th P&Z meeting we had 3 commissioners and Chairperson Williams present; during commissioner's discussion, we had two commissioners speak in favor of the Subdivision.

- Commissioner Massey stated, the city needs growth and housing is a big part of it. Development brings tax dollars even housing brings some tax dollars but good commercial development will not come without housing. As long as our infrastructure allows, I am in support of this development.
- Commissioner Brutvan, responded to Mr. Beard's comment of was there any surveys or studies done to justify the need for housing. Commissioner Brutvan acknowledged there is a time and need for surveys and studies but it is obvious that the City needs housing, studies and surveys would be a waste of time and money. She agreed with Commissioner Massey and supports this development.
Commissioner Mason, responded no commit and was not in support of the development.

STAFF RECOMMENDATION:

Staff recommends approval of Preliminary Plat for Cataract Creek Subdivision Unit 1&2

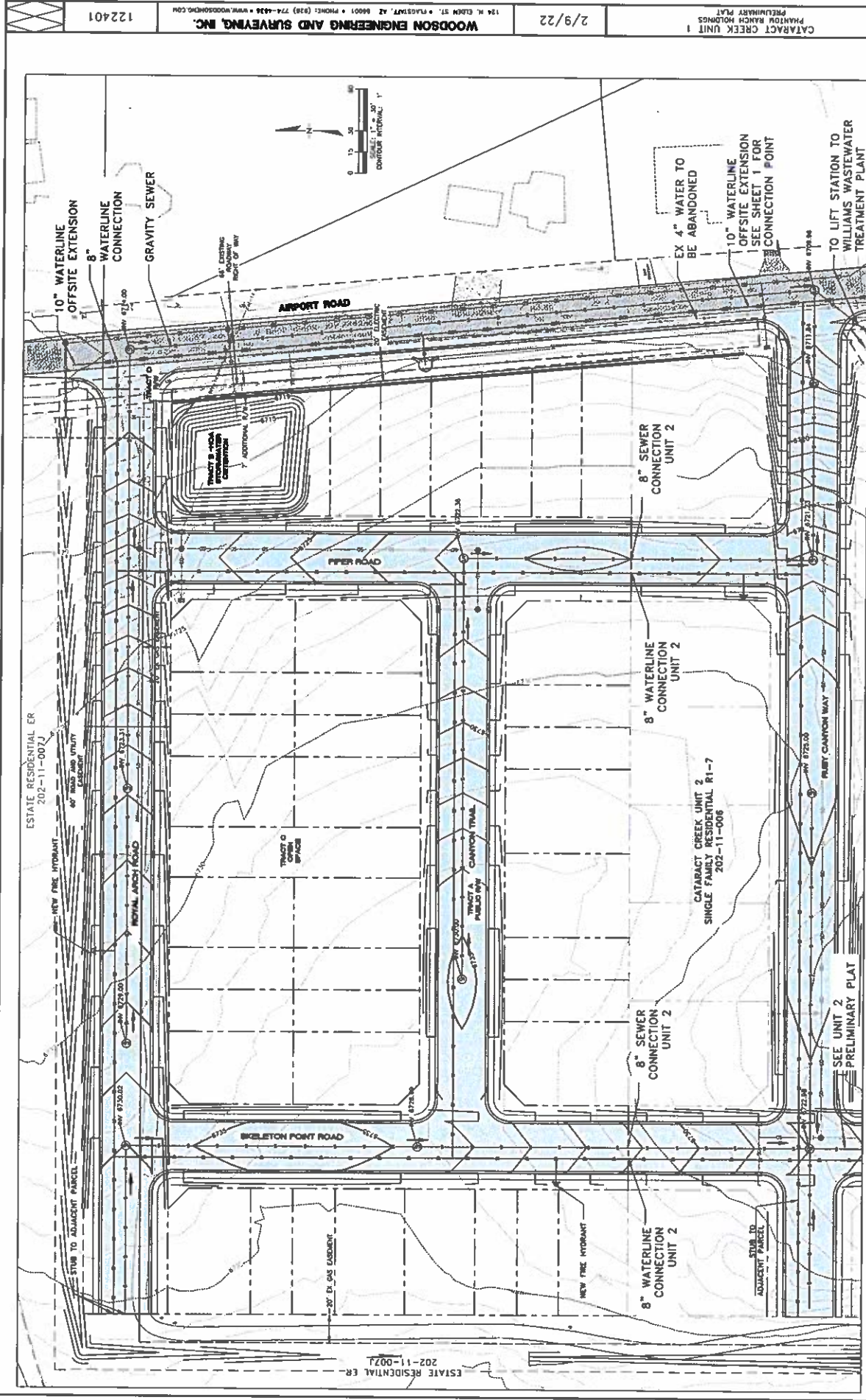
MODEL MOTIONS-

FOR APPROVAL:

I move to approve Steve Iverson's request for Preliminary Plat of "Cataract Creek Subdivision Unit 1&2". (with amendments or conditions if any)

FOR DISAPPROVAL:

I move to deny the request by Steve Iverson for approval of Preliminary Plat for Cataract Creek Subdivision 1&2.



ESTATE RESIDENTIAL ER
202-11-007J

ESTATE RESIDENTIAL ER
202-11-007J

WOODSON
ENGINEERING & SURVEYING
124 N ELLEN ST. FLAGSTAFF, AZ 86001
(928) 774-4636 | WWW.WOODSONENG.COM

PRELIMINARY PLAT
ONSITE UTILITY PLAN

CATARACT CREEK UNIT 1

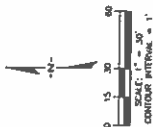
SEE UNIT 2
PRELIMINARY PLAT

DATE: 2/9/22
PROJECT NO: 122401
SHEET NO: 1 OF 1

DATE: 2/9/22
PROJECT NO: 122401
SHEET NO: 1 OF 1

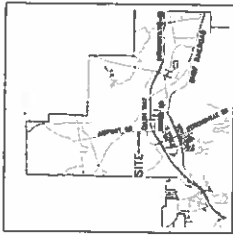
BOUNDARY and TOPOGRAPHICAL SURVEY

PORTION OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 2 EAST,
GILA AND SALT RIVER MERIDIAN,
CITY OF WILLIAMS, COCONINO COUNTY, ARIZONA



SURVEY CONTROL NOTES

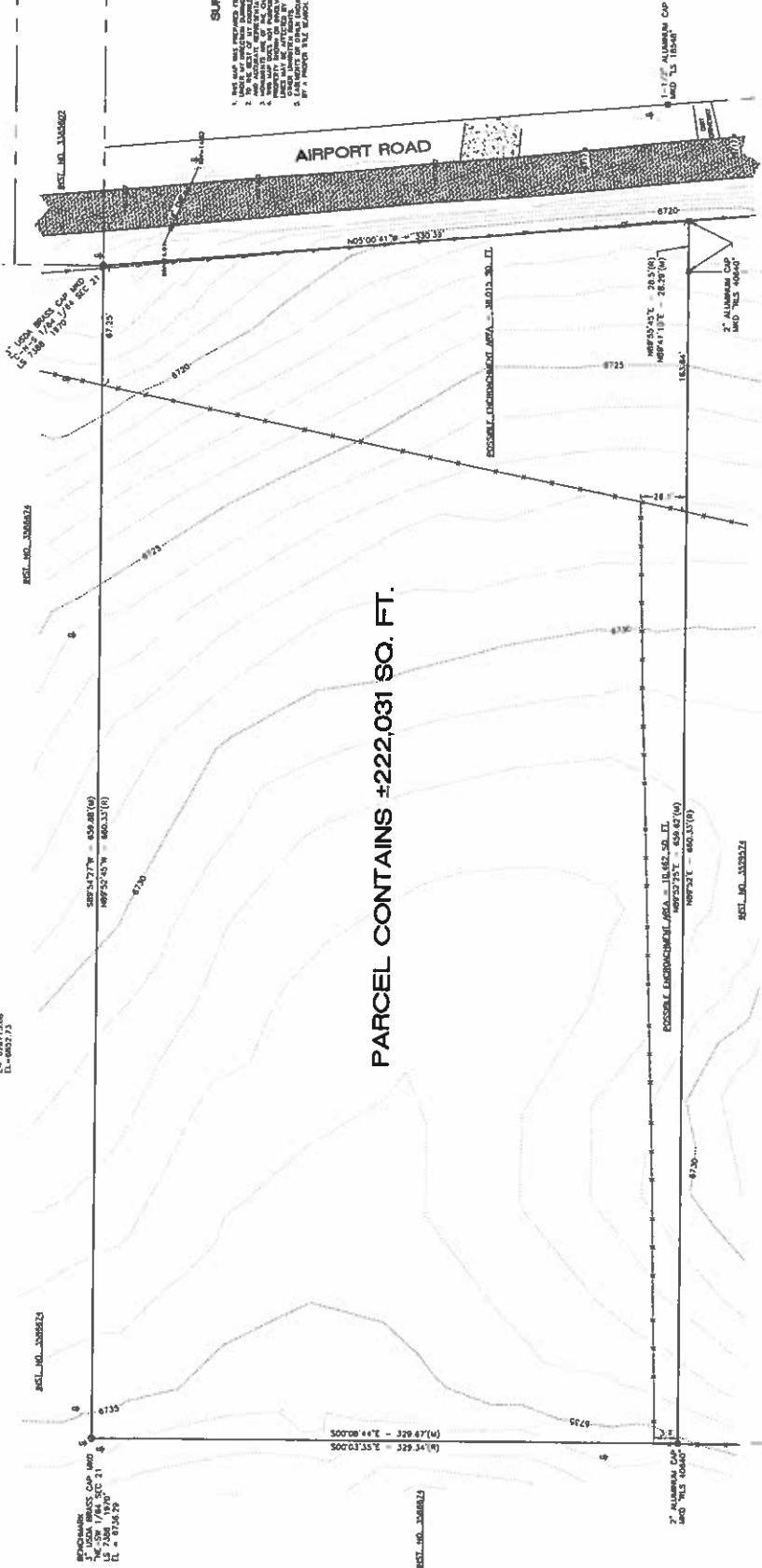
FIELD MEASUREMENTS USED TO PREPARE THIS MAP WERE MADE IN MAY, 2016.
BASIS OF SURVEY: ASSOCIATED WITH THE SURVEY OF THE GILA AND SALT RIVER MERIDIANS.
BASES OF ELEVATIONS: NAVD 83
GPS OBSERVATIONS MADE USING:
GPS CONTROL POINT "A", 341° - PRO PRO147
ELEVATION OF "A" = 629.88 (M)
ELEVATION OF "A" = 2065.15 (FT)
ELEVATION OF "A" = 6756.29 (FT)



VICINITY MAP
WILLIAMS, ARIZONA (NOT TO SCALE)

SURVEY NOTES

1. THIS MAP WAS PREPARED FROM A FIELD SURVEY PERFORMED BY THE SURVEYOR.
2. THE SURVEYOR HAS REVIEWED THE RECORDS OF A FIELD SURVEY PERFORMED BY THE SURVEYOR.
3. THE SURVEYOR HAS REVIEWED THE RECORDS OF A FIELD SURVEY PERFORMED BY THE SURVEYOR.
4. THE SURVEYOR HAS REVIEWED THE RECORDS OF A FIELD SURVEY PERFORMED BY THE SURVEYOR.
5. THE SURVEYOR HAS REVIEWED THE RECORDS OF A FIELD SURVEY PERFORMED BY THE SURVEYOR.



LEGEND

	CONCRETE, EXISTING
	ASPHALT, EXISTING
	OVERHEAD ELECTRIC LINE, EXISTING
	GAS MARKER POST, EXISTING
	UTILITY POLE, EXISTING
	SECTION CORNER, EXISTING
	FOUND MONUMENT AS NOTED
	RE-SURVEYED DATA
	RECORD DATA

DOCUMENTS CONSULTED

NET NO. 3386620
NET NO. 3386624
NET NO. 3386624
NET NO. 3386624



EXPIRES 12-31-2020

SHEET 1 OF 1

5-8-2018

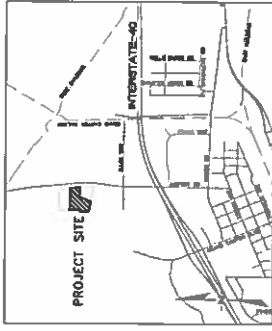
WOODSON ENGINEERING AND SURVEYING INC.
1304 N. ELDER ST., FLAGSTAFF, AZ 86001 - PHONE: (928) 774-4838 FAX: (928) 774-4848

118402

BOUNDARY AND TOPOGRAPHICAL SURVEY

STATE OF ARIZONA
COMMISSION NO. 118402
EXPIRES 12-31-2020

A PROPOSED IMPROVEMENT IN THE SW CORNER OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 2 EAST, GILA AND SALT RIVER BASE AND MERIDIAN, COCONINO COUNTY, ARIZONA



Sheet List Table	
Sheet Number	Sheet Title
1	COVER
2	PROCLAIMARY PLAT
3	GRADING AND DRAINAGE
4	ONSITE UTILITY PLAN
5	BOUNDARY SURVEY

ENGINEERING & SURVEYING
124 N. ELDEN ST. FLAGSTAFF, AZ 86001
(928) 774-4636 WWW.WOODSONENG.COM

OWNER/DEVELOPER
PHANTOM RANCH DEVELOPMENT LLC
STEVE MORSON
217 W ROUTE 66
WILLIAMS, AZ 86048
(920) 778-4450

ENGINEER/SURVEYOR
WOODSON ENGINEERING AND SURVEYING, INC.
124 N. ELSON ST.
FLAGSTAFF, AZ 86001
(928) 774-4838

SHEET 1 OF 5

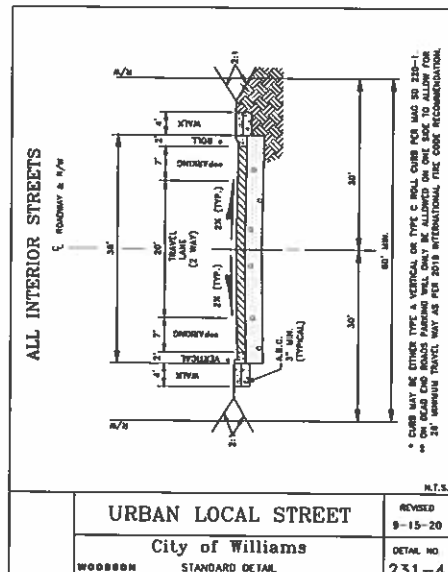
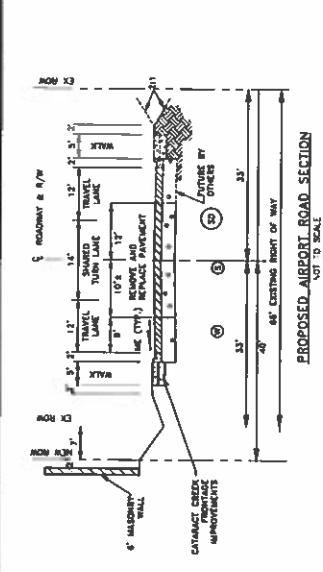
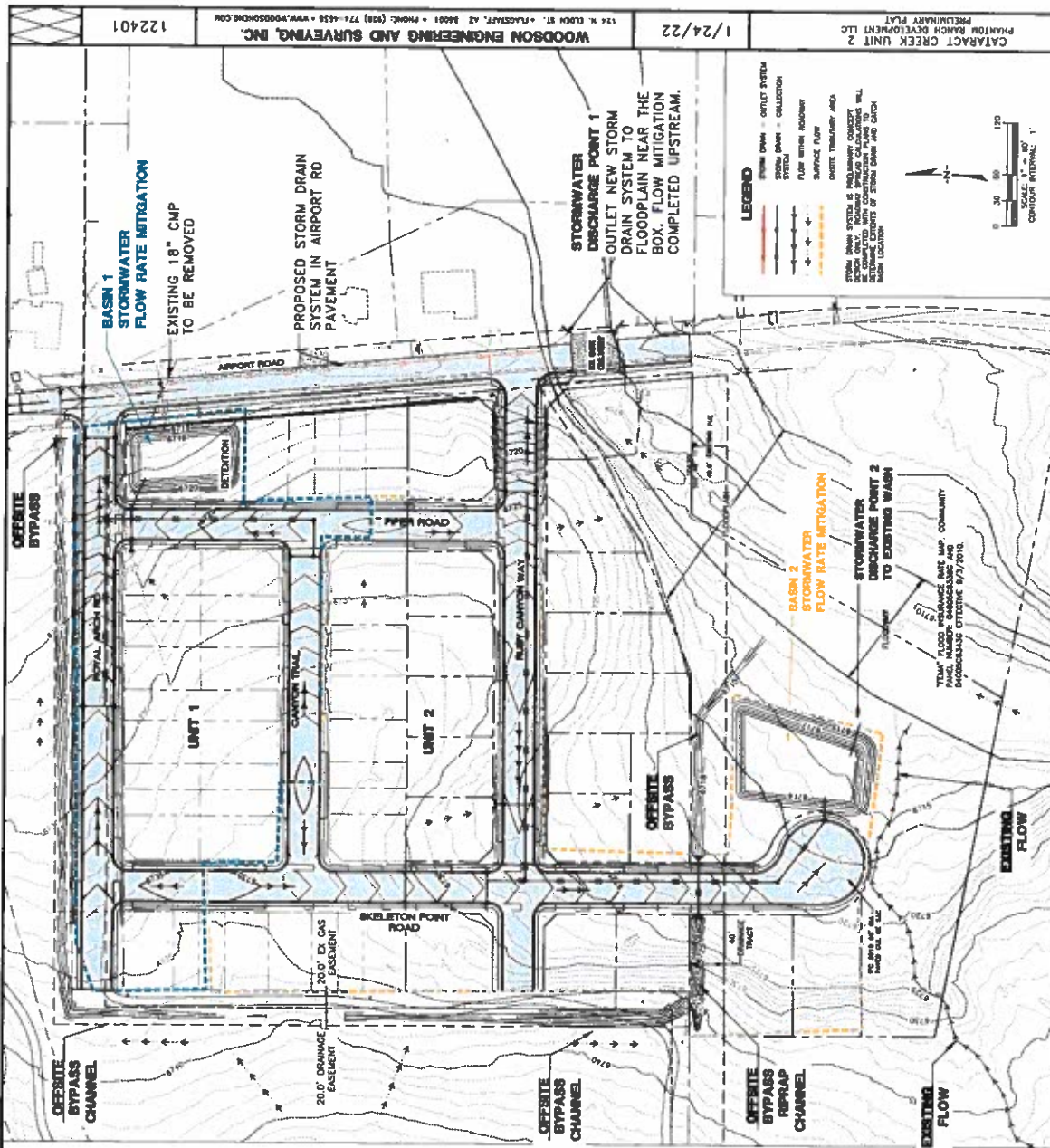
11/24/22

PHANTOM RANCH DEVELOPMENT LLC
CATARACT CREEK UNIT 2
PO BOX 3841

HORTEL TOM TONG
8079E/1 72.00

WOODSON ENGINEERING AND SURVEYING, INC.

122401



WOODSON
ENGINEERING & SURVEYING
124 N ELDEN ST, FLAGSTAFF, AZ 86001
(928) 774-4636 | WWW.WOODSONENG.COM



PROJECT NO.	122401
DATE	1/24/22
DESIGNED BY	AS
CHECKED BY	AS
DATE	1/24/22
PROJECT NO.	122401
PROJECT NAME	PRELIMINARY PLAT GRADING AND DRAINAGE
PROJECT LOCATION	CATACT CREEK UNIT 2
PROJECT OWNER	WOODSON ENGINEERING & SURVEYING
PROJECT ADDRESS	124 N ELDEN ST, FLAGSTAFF, AZ 86001
PROJECT PHONE	(928) 774-4636
PROJECT FAX	
PROJECT EMAIL	WWW.WOODSONENG.COM

WOODSON ENGINEERING & SURVEYING

122401

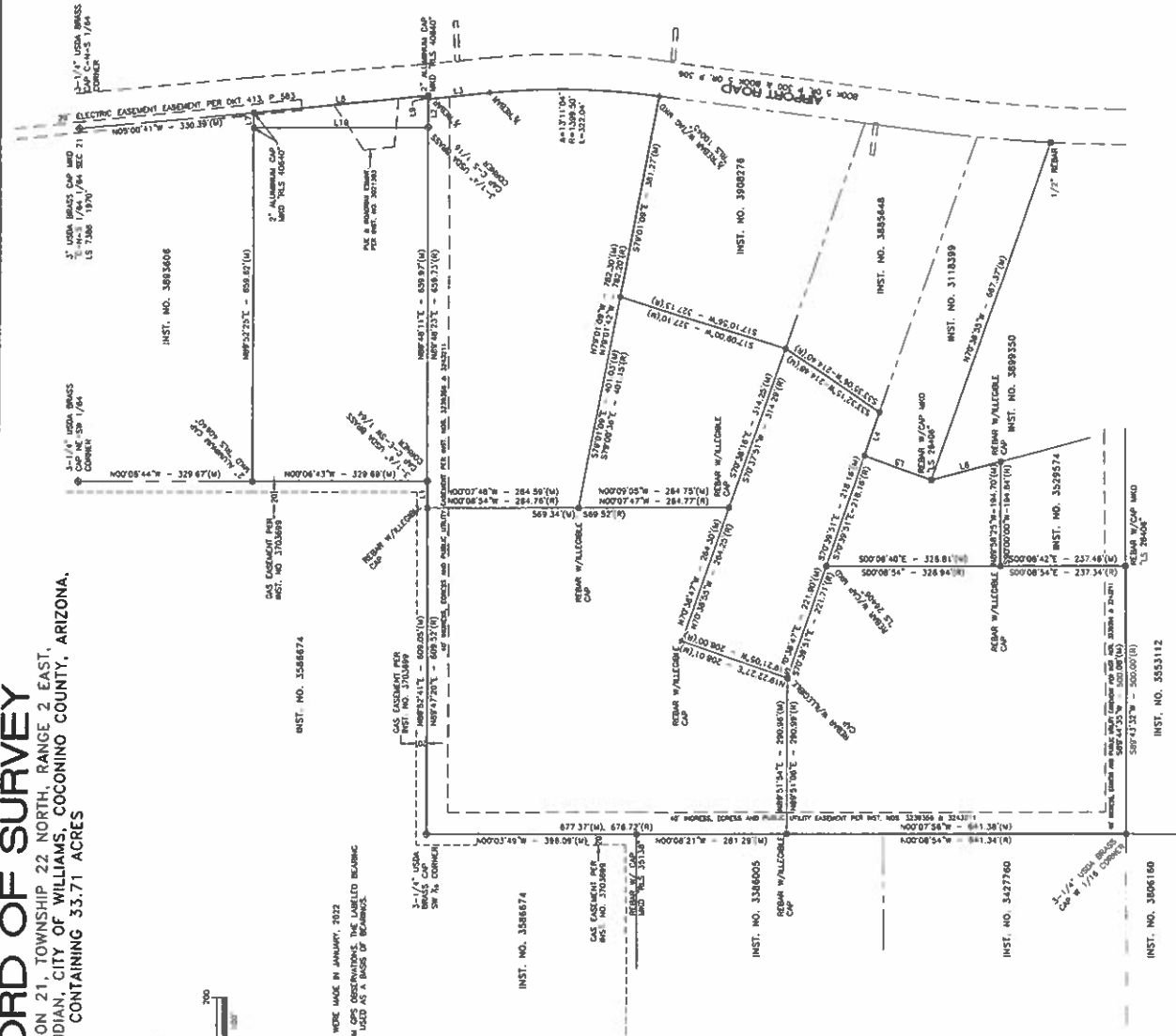
1/24/22

122401

PORTION OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 2 EAST,
GILA AND SALT RIVER MERIDIAN, CITY OF WILLIAMS, COCONINO COUNTY, ARIZONA,
CONTAINING 33.71 ACRES

FIELD MEASUREMENTS USED TO PREPARE THIS MAP WERE MADE IN JANUARY, 2022

FIELD MEASUREMENTS USED TO PRODUCE THIS MAP WERE MADE IN JANUARY, 2012
BASIS OF BEARINGS. GEODETIC NORTH DERIVED FROM GPS OBSERVATIONS. THE LABELLED BEARING
BETWEEN ANY TWO POINTS SHOWN HEREON MAY BE USED AS A BASIS OF BEARINGS.



LINE TABLE			
LINE NO.	BEARING	LENGTH	
1.000	N89° 44' 30"E	40.75	
1.010	N89° 47' 30"E	50.05	
1.020	N88° 49' 15"E	53.82	
1.030	N88° 48' 25"E	53.62	
1.040	S05° 41' 30"E	115.37	
1.050	S04° 46' 31"E	115.52	
1.060	S05° 30' 53"E	86.02	
1.070	S04° 30' 53"E	86.02	
1.080	S17° 23' 45"W	134.17	
1.090	S19° 27' 09"W	134.37	
1.100	S14° 44' 09"E	134.40	
1.110	S14° 48' 07"E	134.65	
1.120	N11° 10' 10"E	28.20	
1.130	N78° 05"E	30.8	
1.140	S05° 54' 44"E	350.42	
1.150	S03° 12"E	350.8	
1.160	S08° 28' 31"W	6.20	
1.170	N08° 01' 15"W	328.93	
1.180	N08° 01' 15"W	328.93	
1.190	N08° 01' 15"W	328.93	

[illegible]

LEGEND

- ◆ SECTION CORNER AS NOTED
- △ FOUND RIGHT-OF-WAY MONUMENT AS NOTED
- ≡ FOUND REBAR AS NOTED
- ≡ FOUND MONUMENT AS NOTED
- FOUND PIPE AS NOTED
- FOUND 1/2" REBAR WITH CAP MARKED "LS 1"
- FOUND NAIL AS NOTED

VICINITY MAP
WILLIAMS, ARIZONA (NOT TO SCALE)

WOODSON ENGINEERING AND SURVEYING, INC.
124 N. LADEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4836 • WWW.WOODSONENGINEERING.COM

1-15-2022

RECORD OF SURVEY

109221 FOR FORM
2002-1-340

13 JO 1 LJOHIS

Staff Report



To: Mayor and Council

From: Barbara Bell, Finance Director

Date: March 7, 2022

Re: Electric Rates Review

Issue: The City's Electric System billing is under review as we work with KR Saline (City Consultants) and APS to bring the electric billing in-house. As the review progresses, we have also been reviewing the current rates. Staff would like to move forward with the Consultants to present to City Council what are rates look like now and if the City should adjust or modify the current rates in the near future.

As with other City services, the Electric system rates have not been reviewed or modified in many years.

Fiscal Impact: Will depend on what is brought forward and approved by the City Council.

Recommendation: Approve Staff and City Consultants to proceed with reviewing the Electric systems rates. Provide a review and recommendation to the City Council in the coming month.

Staff Report



To: City Council

From: Tim Pettit

Date: March 10, 2022

Subject: Staff is seeking approval to hire “The Public Safety Research Group” per their proposed scope. Transitioning into a paid Fire Dept.

Background: Over the last 5 years the City has experienced an increase in development, visitors and emergency calls and it’s time we seriously start looking into transitioning into paid fire department. Staff has reached out to **The Public Safety Research Group** for direction and procedure for this transition and this is within the scope of their proposal.

In 2017 this company performed a needs assessment for our fire dept. They are familiar with our department and equipment and did take this into consideration in their proposal cost.

Fiscal Impact: \$13,986.00

Recommendation: Staff recommends accepting “The Public Safety Research Group” proposal.



The Public Safety Research Group

www.thepsrg.com

**13835 N. TATUM BV, SUITE 9-119
PHOENIX, ARIZONA 85032-5590**

**602-708-6289
Email: jcaltmann@thepsrg.com**

March 2, 2022

Tim Pettit
City Manager
City of Williams

Dear Mr. Pettit:

This letter is the Public Safety Research Group (PSRG) proposal for services to assist the City in developing operational and budgetary options for transitioning the Williams Volunteer Fire Department to a combination volunteer and paid staff fire department.

Our proposal takes into account PSRG developing some different staffing options for the City. We realize that in presenting different models, there will be an exchange of drafts before arriving at a final set of options. Our package pricing takes into account the need to have revisions and some additional meetings with you, the fire chief, or others you may designate to work with us.

To take into consideration weather and travel, we would like to limit our trips to Williams and accomplish as much of the work as possible via Zoom meetings (we will provide our Zoom account). We will also use a document transfer portal to exchange documents that may not otherwise be able to transfer via emails. We have priced in at least two site visits, one for initial meeting and fact-finding/fact update, and reserve a second if a presentation is needed by PSRG to city leadership. We will reserve a third on site/in-person meeting, if needed.

Tim Pettit
City Manager
March 2, 2022
Page 2

The consulting product we provide will offer options for staffing, projected over 3 to 5 years out from implementation. We will address equipment concerns and training needs for both paid and volunteer/or paid on call staff. Our proposal will offer suggestions tempered with the risk management considerations for various staffing models.

We shall make suggestion for the delivery of fire and emergency medical services and assist the City in discussions for options using a public/private opportunity with the designated ambulance service for the area.

Our process and approach is attached to this letter. We stand ready to work with the City on the proposal study and report and submit our proposal for best and final offer discussion.

Very respectfully yours,

A handwritten signature in black ink, appearing to read "Jon C. Altmann", written over a large, stylized circular flourish.

JON C. ALTMANN
Owner



The Public Safety Research Group

COST AND FINISHED PRODUCT GOALS

Proposal to the City of Williams, Arizona

March 2, 2022

PSRG will develop various staffing models, projected forward from implementation to 3 to 5 years after implementation delivered in a study/work product, as accepted by the City Manager.

PSRG will consider the following factors in developing the work product of this study:

- Analyze data and “signals of change” as part of an analysis of the current situation and will clearly define the issue as a foundation for the overall project.
- Common pitfalls and potential growing pains in moving from all volunteer to combination (paid and volunteer) status will be identified.
- The framework for a strategic planning process to guide the transition from an all-volunteer to combination department will be provided.
- Will examine current performance goals and project new performance goals under several alternative service models.
- Establish recommended recruitment and retention policies including the need for background investigations and medical evaluations along with identifying guidance for development.
- Identify model combination fire departments who may be of assistance in the transition.
- A breakdown of financial costs to the city budget (generally delineated in a cost per position per year)
- How the new staffing would integrate with the volunteer workforce
- The study would anticipate some degree of interest from current volunteer members in becoming career members and make suggestions on recruitment of personnel.

- The study will provide suggestions and guidance for long range planning for fire fighter equipment, fire station facilities, fire fighter training and fire apparatus needs. The study will make suggest these items with a ranking of need and/or importance, in relation to a 3-to-5-year period from implementation.
- The study will update data from the 2017 Needs Assessment Report prepared and delivered by PSRG.
- The study will require data and other information from the City, its Fire Department and emergency dispatching facility, in addition to other information we may require.
- The study will make recommendations for potential public/private, Federal and State government and other sources of supplemental funding that may reduce the City's initial costs
- The study will consider risk management, National Fire Protection Association (NFPA) staffing and safety standards, U.S. Department of Transportation Emergency Medical Services guidelines and Arizona Department of Health Services emergency medical service guidelines, regulations and regulatory rules.
- The Williams Fire Chief will be the primary Point Of Contact (POC) between PSRG and the City of Williams, and PSRG primary POCs will be Jon Altmann and Cliff Jones.
- PSRG asks for an initial payment of 50% of our fee paid, upon invoice, during the first 30-45 days of work (commencing on the initial site visit date), with a preliminary findings rough draft delivered with that billing, and the remaining 50% billed upon delivery of the final work product.
- **PRICING: PSRG asks for \$13,986 as the total price for the study and report.**