

CITY OF WILLIAMS CITY COUNCIL

**REGULAR MEETING
NOVEMBER 10, 2022
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, NOVEMBER 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 October 27, 2022
- E. Adopt Agenda

II. PRESENTATIONS – Morgan O’Conner, ADEQ’s Community Liaison for Coconino County, is here to renew Williams Transfer Station for the Voluntary Environmental Stewardship Program (VESP) Bronze Level and present them with an award.

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
NOVEMBER 10, 2022
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 October 31, 2022.
- B. Approval of Purchase Orders

V. NON-CONSENT AGENDA ITEMS

- C. Council will hear its third and final reading of Ordinance No 996 regarding Implementing a program to mitigate rates for the deployment of emergency/non-emergency services by the Fire Department.
- D. Consideration and action regarding approval of a #10 Beer and Wind Store liquor license for Lauren Kay Merrett, agent for Maverik, located at 1022 N. Grand Canyon Bl.
- E. Consideration and action to direct staff in obtaining a housing study.

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

Staff

VII. ADJOURN

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

OCTOBER 27, 2022
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:00 PM

Mayor Moore called the meeting to order, and Michelle Campbell provided the invocation.

B. Roll Call

Present: Mayor Moore, Vice Mayor Dent, Councilmember Mike Cowen, Councilmember Bernie Hiemenz, and Councilmember Lee Payne.

Absent: Councilmembers Fritsinger and McNelly.

and. Present City Staff, City Manager Tim Pettit, Police Chief Tad Wygal, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan.

C. Approval of Minutes for October 13, 2022.

Motion: *To approve the Minutes for October 13, 2022.*

Action: *Approved*

Moved by Vice Mayor Dent, Seconded by Councilmember Hiemenz

The motion passed unanimously.

D. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by Councilmember Hiemenz, Seconded by Councilmember Payne

The motion passed unanimously.

II. PRESENTATIONS – None

III. PUBLIC PARTICIPATION – Wendy Howell from the Grand Canyon News introduces their newest reporter, Summer Sorento.

IV. CONSENT AGENDA ITEMS –

A. Approval of Purchase Orders.

Motion: *To approve the consent agenda items as presented.*

Moved by Councilmember Payne, Seconded by Councilmember Hiemenz.

Motion passed unanimously

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

OCTOBER 27, 2022
COUNCIL ACTION

V. NON-CONSENT AGENDA ITEMS

B. Council will hear its third and final reading of Ordinance No 994 regarding shopping carts.

The City Clerk provided the third and final reading of Ordinance No 994 by number and title.

Motion: *To approve Ordinance No 994 regarding shopping carts.*

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

Roll Call Vote:

Councilmember Payne

Councilmember Cowen

Councilmember Hiemenz

Vice Mayor Dent

If Mayor were voting, he would vote yes.

The motion passed unanimously.

C. Council will hear its second reading of Ordinance No 996 regarding implementing a program to mitigate rates for the deployment of emergency/non-emergency services by the Fire Department.

The City Clerk provided the second reading of Ordinance No 996 by number and title.

D. Consideration and action regarding additional costs of the Sweetwater well in the amount of \$77,607.00. P. Carpenter

- Pat explained the pipe size issue. He feels the best way to get the well test installed is to try a smaller pipe on the bottom of the string.
- This is a breakdown of cost: 1600' 2 /7 new pipe \$32,432, Rig, Crew Mob, and Demob to site \$7,000., Rig and Crew hourly \$375., Technician Mob and Demob \$4,600., Technician daily \$1,200. And the cost expected to pull and attempt the smaller string is \$32,000. (\$77,607.00)
- Scott will drop the piping; if it fits, he will charge the city.
- The issue with the pipe is the deviation in the hole; it is not straight, so it hangs up.
- The smaller pipe will not reduce the water flow much, maybe 20-25%.
- Bottom line if this doesn't work, none of the rest of what we've set aside to finish the well will work. We need to get the pipe down there.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

OCTOBER 27, 2022
COUNCIL ACTION

- There was additional discussion about the deviation.
- If we pay for the shipping for the pipe, he will discount the pipe to us.

Motion: *To approve the additional costs for the Sweetwater well pipe for \$77,607.00.*

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

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council – None

Staff – *Tim Pettit gave an update on the electric conversion; phase 3 (Quarter horse area down to Old Trails) had to be demobilized because of equipment. Phase 2 will be completed.*

VII. ADJOURN 7:14 PM

Mayor John W. Moore

ATTEST:

City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**OCTOBER 27, 2022
COUNCIL ACTION**

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 October 27, 2022. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 31st day of October 2022.

City Clerk Pamela Galvan

DRAFT

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
10/04/2022	105808	MICHAEL DAVID PRINS	FINAL PAYCHECK	01-000-2022.000	1,498.66
10/06/2022	105809	A QUALITY WATER CO LLC	SYSTEMS OPERATION 10/1/22-10/15/22	60-000-4430.000	11,524.00
10/06/2022	105810	ARIZONA GENERATOR TECHNOLOGY	ANNUAL MAINTENANCE FOR TAG #8814 CU	60-000-4470.000	1,985.48
10/06/2022	105811	ARIZONA JUNIOR RODEO ASSOCIATI	DEPOSIT RETURN	01-000-2290.000	250.00
10/06/2022	105812	ARIZONA MATERIALS, LLC	MATERIALS	05-100-7128.000	1,326.50
10/06/2022	105813	ARIZONA POWER AUTHORITY	SEPT 2022 SCHEDULE D2 SERVICE	55-000-5503.000	5,601.31
10/06/2022	105814	AT&T MOBILITY	POLICE COMMUNICATION	01-930-4340.009	485.72
10/06/2022	105815	BLUE TARP CREDIT SERVICES	PRESSURE WASHER	01-970-7055.000	12,143.99
10/06/2022	105816	CENTER LINE SUPPLY INC	SIGN/STREET PAINTING SUPPLIES	05-100-7136.000	695.04
10/06/2022	105817	CENTRAL ARIZONA SUPPLY	SUPPLIES	01-980-4480.000	162.30
10/06/2022	105818	CENTURYLINK COMMUNICATIONS	SERVICE CHARGES	01-930-4340.009	1,608.20
10/06/2022	105819	CONSOLIDATED ELECTRICAL	SENIOR CENTER ELECTICIAL WORK	01-990-4480.000	422.60
10/06/2022	105820	DYLAN WOODS	UTILITY REFUND 2142001	99-000-1075.000	58.09
10/06/2022	105821	EARTHDIVER LLC	GO ARIZONA.COM EMAIL	02-010-5202.000	3,300.00
10/06/2022	105822	ELEZABETH LANG	UTILITY REFUND 1046802	99-000-1075.000	380.11
10/06/2022	105823	EWING IRRIGATION PRODUCTS, INC	GOLF COURSE REPAIRS	70-000-5273.000	372.12
10/06/2022	105824	FLAG STAMP AND ENGRAVING LLC	NOTARY STAMP GANSCH	01-930-4380.000	40.22
10/06/2022	105825	GOLDSTAR PRODUCTS INC	TAR REMOVER	05-100-7128.000	1,003.30
10/06/2022	105826	GOLIGHTLY TIRES	SHOP TIRE SERVICE	01-970-4380.000	4,353.02
10/06/2022	105827	HAYES SPECIALITIES CORPORATION	ECONOMY SANTA HAT	02-010-5202.000	3,547.50
10/06/2022	105828	HILLYARD FLAGSTAFF	MAINT JANITORIAL SUPPLIES	01-890-4400.000	2,973.99
10/06/2022	105829	HOMCO LUMBER & HARDWARE	SENIOR CENTER SUPPLIES	01-990-4490.000	1,644.13
10/06/2022	105830	HOSPITALITY INTEGRATED SERVICE	STREET DEPT	01-970-4340.000	3,808.31
10/06/2022	105831	IMPACT PHOTOGRAPHICS INC	VC INVENTORY/FREIGHT	02-030-4601.000	1,368.00
10/06/2022	105832	INFOSEND, INC	SANITATION POSTAGE	65-000-4440.000	1,652.16
10/06/2022	105833	INNER BASIN ENVIRONMENTAL LLC	DRINKING WATER TESTING	60-000-5230.000	1,025.00
10/06/2022	105834	JASPER ENGINE EXCHANGE INC	SHOP SUPPLIES	01-970-4320.000	4,071.55
10/06/2022	105835	JMZ EXCAVATING LLC	ASPHALT HAULING	05-100-7128.000	250.00
10/06/2022	105836	JONATHAN T HOMER	WONDERWRE LICENSE	61-000-4480.000	16,283.99
10/06/2022	105837	LEE ENTERPRISES ADVERTISING	DIRECT IMPRESSIONS BROCHURE MAILING	02-010-5202.000	514.75
10/06/2022	105838	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	69.88
10/06/2022	105839	NILES RADIO COMMUNICATIONS	MOUNTAIN SITE RENTAL PD	01-930-4470.000	2,882.38
10/06/2022	105840	NIVEL PARTS & MANUFACTURING	GOLF CART SUPPLIES	70-000-5274.000	139.48
10/06/2022	105841	OCCUPATIONAL HEALTH CENTERS	MEDICAL PHYSICAL- G. ESCALANTE	01-930-4430.000	306.00
10/06/2022	105842	OLD TRAILS	Golf Course	70-000-5271.000	9,751.39
10/06/2022	105843	PARTS WEST HEAVY, LLC	AUTO PARTS	01-970-4320.000	1,198.89
10/06/2022	105844	PHOENIX WELDING SUPPLY CO	NITROGEN/HELIUM	60-000-4330.000	70.88
10/06/2022	105845	PLAYING CARDS PLUS, LLC	VC INVENTORY	02-030-4600.000	854.90
10/06/2022	105846	PONDEROSA ENTERPRISES LLC	DISOPOSAL OF BIOHAZARDOUS MATERIAL	24-930-8950.006	80.00
10/06/2022	105847	REBECCA RAMIREZ	UTILITY REFUND 1503005	99-000-1075.000	855.99
10/06/2022	105848	RHINEHART OIL CO LLC	GOLF COURSE FUEL	70-000-4370.000	2,158.95
10/06/2022	105849	SAN DIEGO POLICE EQUIPMENT CO	AMMUNITION	01-930-5130.000	1,789.06
10/06/2022	105850	SEDONA NOW MEDIA LLC	ADVERTISING/AIRTIME OCT 2022	02-010-5202.000	800.00
10/06/2022	105851	SIGNARAMA FLAGSTAFF	SANITATION SIGN	65-000-4490.000	692.99
10/06/2022	105852	SMITH SOUTHWESTERN	VC INVENTORY	02-030-4600.000	939.80
10/06/2022	105853	SUPER 8 WILLIAMS	UTILITY REFUND 1112302	99-000-1075.000	977.01
10/06/2022	105854	TCGUSA.COM INC	Golf	70-000-4470.000	5,998.00
10/06/2022	105855	THATCHER COMPANY	T-FLOC B-41 # BULK	60-000-4330.000	11,959.93
10/06/2022	105856	TROY & KODI MORTENSEN	LANDSCAPEING FOR THE FRONT OF THE G	22-700-8950.075	1,600.00
10/06/2022	105857	U S DEPARTMENT OF ENERGY	INTERTIE TRANS OCT 2022	55-000-5503.000	5,691.45
10/06/2022	105858	UNISOURCE ENERGY SERVICES	800 S 6th St. Forest Service Building PD-1/10	01-930-4420.000	1,411.68
10/06/2022	105859	WILLIAMS AUTO SUPPLY	Golf Course	70-000-5272.000	5,326.12
10/06/2022	105860	WILLIAMS CITY COURT	AUG 2022 BANK FEES	01-830-5100.000	105.51
10/06/2022	105861	WILLIAMS GRAND CANYON NEWS	GOLF TOUR GUIDE	70-000-4350.000	848.70
10/06/2022	105862	WINZER	SHOP SUPPLIES/PARTS	01-970-4380.000	8.04
10/06/2022	105863	SECURITY BENEFIT	SECURITY BENEFIT 457 CONTRIBUTIONS	01-000-2065.000	50.00
10/13/2022	105864	BARDEN HOME BUILDERS	UTILITY REFUND #2076001	99-000-1075.000	74.06
10/13/2022	105865	BLUE360 MEDIA	CRIMINAL/TRAFFIC LAW MANUAL	01-930-4380.000	278.46

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
10/13/2022	105866	ODP BUSINESS SOLUTIONS, LLC	FINANCE SUPPLIES	01-880-4380.000	254.02
10/13/2022	105867	PAMELA GALVAN	REIMBURSEMENT FOR PERSONAL CC	01-840-5340.000	51.35
10/13/2022	105868	PATTON ELECTRIC LLC	SCADA CONTROLS FOR CEMETERY PUMPS	60-000-4480.000	14,499.60
10/13/2022	105869	PEASLEY, FELIPA	UTILITY REFUND #1113904	99-000-1075.000	28.46
10/13/2022	105870	R & J SERVICES	UTILITY REFUND #2107001	99-000-1075.000	5.12
10/13/2022	105871	VULCAN MATERIALS COMPANY	STREET MATERIALS	05-100-7128.000	1,051.81
10/13/2022	105872	XCESSORIES SQUARED SOUTHWES	EXTRUDED PANEL POST CLAMP	05-100-7136.000	96.72
10/20/2022	105873	A QUALITY WATER CO LLC	SYSTEMS OPERATION 10/15/22-10/31/22	60-000-4430.000	11,524.00
10/20/2022	105874	AEGIS SECURITY INC	ANNUAL ALARM MONITORING	02-030-4470.000	275.00
10/20/2022	105875	ALARM ELECTRONICS AND	QUARTERLY ALARM MONITORING	01-840-4430.000	73.08
10/20/2022	105876	ALD TELECOM	00001032260	01-840-4340.000	25.82
10/20/2022	105877	ARIZONA CONSOLIDATED & IMPORT I	VC INVENTORY	02-030-4600.000	29.00
10/20/2022	105878	ARIZONA MATERIALS, LLC	MATERIALS	05-100-7128.000	1,309.02
10/20/2022	105879	ARIZONA MUNICIPAL POWER	4TH QTR DUES 2022	55-000-4350.000	750.00
10/20/2022	105880	ATOMIC PEST CONTROL LLC	SEMI-ANNUAL SERVICE WATER PLANT	60-000-4480.000	230.00
10/20/2022	105881	AZPE INC	PRE EMPLOYMENT POLYGRAPH SCREENIN	01-930-4430.000	200.00
10/20/2022	105882	CASELLE	MONTHLY SUPPORT NOV 2022	01-840-4470.000	2,249.00
10/20/2022	105883	CATERPILLAR FINANCIAL SERVICES	STATE TAX SEPT 2022 PAVER	05-100-5120.000	5,071.56
10/20/2022	105884	EMPIRE SOUTHWEST	STREET SUPPLIES	05-100-4320.000	2,897.24
10/20/2022	105885	FLAG STAMP AND ENGRAVING LLC	PLAQUES - NICOLLS	01-840-5340.000	69.36
10/20/2022	105886	FOOTEWORK INC	TITLE FOR SANITATION	65-000-4410.000	15.00
10/20/2022	105887	FREIGHTLINER OF ARIZONA LLC	SHOP SUPPLIES	01-970-4320.000	955.95
10/20/2022	105888	HOMCO LUMBER & HARDWARE	WWTP SUPPLIES	61-000-4480.000	17,622.18
10/20/2022	105889	HOMER, JONATHAN T	TECHNICAL SERVICES - WWTP	61-000-4430.000	.00
10/20/2022	105890	HUNTINGTON NATIONAL BANK	ROLLER INTEREST	30-000-9021.000	4,721.80
10/20/2022	105891	IMPACT PHOTOGRAPHICS INC	VC INVENTORY/CREDIT MEMO	02-030-4600.000	1,283.02
10/20/2022	105892	INTERSTATE BILLING SERVICES	SHOP SUPPLIES	01-970-4320.000	242.28
10/20/2022	105893	KR SALINE & ASSOCIATES	METERING SERVICES SEPT 2022	55-000-4430.000	3,876.70
10/20/2022	105894	LPS CINDER PITT LLC	STREET MATERIALS	05-100-7128.000	3,457.72
10/20/2022	105895	MANGUM WALL STOOPS & WARDEN	GENERAL PROFESSIONAL SERVICES	01-840-5030.000	6,748.61
10/20/2022	105896	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	69.88
10/20/2022	105897	NORTH COUNTRY HEALTH CARE	TESTING FEES J. ENGLISH-MILLS 2698273	05-100-4430.000	110.00
10/20/2022	105898	NORTHERN ARIZONA AVIATION	JULY/SEPT 2022 FBO FEE	01-980-4335.000	786.07
10/20/2022	105899	ODP BUSINESS SOLUTIONS, LLC	ADMIN SUPPLIES	01-840-4380.000	166.37
10/20/2022	105900	OLD DOMINION BRUSH	SUPPLIES	05-100-4320.000	1,087.52
10/20/2022	105901	PHOENIX WELDING SUPPLY CO	NITROGEN/HELIUM	60-000-4330.000	69.73
10/20/2022	105902	PRECISION COMPANY	DEGREASER	61-000-4330.000	4,055.08
10/20/2022	105903	PRESCOTT LAW GROUP, PLC	INDIGENT DEFENSE FLAT FEE SEPT 2022	01-840-5030.000	2,500.00
10/20/2022	105904	PRUDENTIAL OVERALL SUPPLY	UNIFORM EXPENSES	70-000-4510.000	1,755.09
10/20/2022	105905	RDO EQUIPMENT CO	WATER SUPPLIES	60-000-4480.000	316.84
10/20/2022	105906	RURAL ARIZONA GROUP HEALTH TR	OCT 2022 EMPLOYEE HEALTH INS	01-000-2320.000	70,827.59
10/20/2022	105907	RWC INTERNATIONAL	PARTS	01-970-4320.000	304.58
10/20/2022	105908	SEALMASTER-ARIZONA	ASPHALT BINDER	05-100-7128.000	2,791.02
10/20/2022	105909	T MOBILE	MOBILE INTERNET	01-900-4340.000	284.04
10/20/2022	105910	TECHNOLOGY PROVIDERS, INC	CREDIT	01-810-7055.000	13,942.26
10/20/2022	105911	TREASURE CHEST BOOKS	VC INVENTORY	02-030-4600.000	574.67
10/20/2022	105912	U S DEPARTMENT OF ENERGY	ANCILLARY SERVICE/SEPT 2022	55-000-5503.000	8,697.63
10/20/2022	105913	UNISOURCE ENERGY SERVICES	Central Garage - 1/2	05-100-4420.000	845.28
10/20/2022	105914	VULCAN MATERIALS COMPANY	STREET MATERIALS	05-100-7128.000	24,495.85
10/20/2022	105915	WASTE MANAGEMENT OF ARIZONA-F	BILLING - SEPT 2022	61-000-5260.000	32,459.99
10/20/2022	105916	WELLS FARGO FINANCIAL LEASING	RENTAL PAYMENT/VISITOR CENTER	02-030-4470.000	1,029.95
10/20/2022	105917	WOODSON ENGINEERING & SURVEYI	DOGTOWN WATERLINES PROJ 118403 ADMI	60-000-7003.000	28,544.86
10/20/2022	105918	JONATHAN HOMER	TECHNICAL SERVICES - WWTP	61-000-4430.000	12,792.22
10/20/2022	105919	SPARTAN TRUCK COMPANY, INC	Spartan Pup Trailer - Model SPT 40 (see attach	65-000-7050.000	89,524.71
10/20/2022	105920	SECURITY BENEFIT	SECURITY BENEFIT 457 CONTIRBUTIONS	01-000-2065.000	50.00
10/20/2022	105921	WILLIAMS FIRE DEPARTMENT	FIRE DEPT SLUSH FUND	01-000-2020.000	228.69
10/20/2022	105922	WILLIAMS FIRE DEPT P&R FUND	FIRE DEPT RETIREMENT CONTRIBUTIONS	01-000-2300.000	1,517.94
10/27/2022	105923	AETNA LIFE INSURANCE COMPANY	LIFE INSURANCE - OCT 2022	01-000-2060.000	1,569.48

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
10/27/2022	105924	ARIZONA PUBLIC SERVICE	SEPT 2022 TRANSMISSION SERVICE	55-000-5501.000	82,329.04
10/27/2022	105925	ARIZONA UNCLAIMED PROPERTY	UNCLAIMED PROPERTY REPORT OCT 2022	60-000-2095.000	1,435.87
10/27/2022	105926	ATOMIC PEST CONTROL LLC	SEMI-ANNUAL SERVICE TRANSFER STATIO	65-000-4430.000	155.00
10/27/2022	105927	BUREAU OF RECLAMATION	PARKER DAVIS PROJECT ADVANCE/DEC 20	55-000-5503.000	4,747.40
10/27/2022	105928	CANDICE ALMARAZ	UTILITY REFUND #1452704	99-000-1075.000	31.17
10/27/2022	105929	COCONINO COUNTY	IGA	01-830-4430.000	20,577.22
10/27/2022	105930	COLONIAL	BCN E3123882/OCT 2022 PREMIUM	01-000-2050.000	2,871.96
10/27/2022	105931	CONSOLIDATED ELECTRICAL	SENIOR CENTER ELECTICIAL WORK	01-990-4480.000	361.61
10/27/2022	105932	CORPORATE BILLING LLC	SHOP AUTO SUPPLIES	01-970-4320.000	254.41
10/27/2022	105933	CRAIG FRITSINGER	AZ LEAGUE OF CITIES TRAVEL	01-810-4500.000	225.00
10/27/2022	105934	DIRECTV	SUBSCRIPTION . GOLF COURSE	70-000-4350.000	239.98
10/27/2022	105935	EMPIRE SOUTHWEST	PARTS	01-970-4320.000	41.45
10/27/2022	105936	EWING IRRIGATION PRODUCTS, INC	GOLF COURSE SUPPLIES	70-000-5270.000	1,116.75
10/27/2022	105937	FEDERAL EXPRESS CORP	HR MAILING	01-840-4440.000	5.54
10/27/2022	105938	FREIGHTLINER OF ARIZONA LLC	FIRE DEPARTMENT UNIFORM	01-940-4510.000	1,591.72
10/27/2022	105939	FRONT BURNER MEDIA LLC	AIRFARE AND HOTEL TO VANCOUVER	02-010-5202.000	1,075.68
10/27/2022	105940	GEMINI GOLF LLC	2020 3RD QTR MERCHANT FEES	70-000-5100.000	14,852.56
10/27/2022	105941	GO WEST SUMMIT	REP FOR WILLIAMS IN ALASKA	02-010-5202.000	2,995.00
10/27/2022	105942	GOVERNMENT FINANCE OFFICER AS	2022 MEMEBERSHIP RENEWAL	01-880-4350.000	70.00
10/27/2022	105943	GRAND CANYON AUTO SUPPLY	PARTS	01-970-4320.000	383.51
10/27/2022	105944	IMPACT PHOTOGRAPHICS INC	VC INVENTORY	02-030-4600.000	816.80
10/27/2022	105945	JMZ EXCAVATING LLC	ASPHALT HAULING	05-100-4470.000	750.00
10/27/2022	105946	JONES, DENNIS	UTILITY REFUND #1430602	99-000-1075.000	1.70
10/27/2022	105947	KANN MANUFACTURING CORP	PARTS	01-970-4320.000	182.77
10/27/2022	105948	MATT MORELL	UTILITY REFUND #2141001	99-000-1075.000	82.48
10/27/2022	105949	MISSION LINEN SUPPLY	VC MATS	02-030-4470.000	69.88
10/27/2022	105950	NORTH COUNTRY HEALTH CARE	TESTING FEES J. EVANS 2641384	60-000-4430.000	50.00
10/27/2022	105951	PARTS WEST HEAVY, LLC	AUTO PARTS	01-970-4320.000	651.27
10/27/2022	105952	PERSONNEL SAFETY ENTERPRISES	SAFETY SUPPLIES	01-840-4380.000	201.92
10/27/2022	105953	PEWAG INC	STREET SUPPLIES	05-100-4320.000	2,544.16
10/27/2022	105954	POWER CONTRACTING LLC	PHASE 2 & 3 CONVERSION PROJECT	55-000-7305.000	95,162.18
10/27/2022	105955	PULMOLAB	PD SUPPLIES	01-930-4380.000	402.18
10/27/2022	105956	R & R PRODUCTS INC	GOLF COURSE EQUIPMENT/PARTS	70-000-5272.000	1,200.64
10/27/2022	105957	RDO EQUIPMENT CO	STREET SUPPLIES	05-100-4320.000	1,211.82
10/27/2022	105958	RHINEHART OIL CO LLC	CITY FUEL	01-000-1060.000	35,368.60
10/27/2022	105959	SEDONA NOW MEDIA LLC	ADVERTISING/TRAVELER TV AIRTIME LAS V	02-010-5202.000	8,699.00
10/27/2022	105960	SHORT EQUIPMENT, INC	SHOP SUPPLIES	01-970-4380.000	2,718.82
10/27/2022	105961	SIMPLOT TURF & HORTICULTURE	GOLF COURSE CHEMICALS	70-000-4330.000	2,626.42
10/27/2022	105962	SMITH SOUTHWESTERN	VC INVENTORY/FREIGHT	02-030-4601.000	1,271.24
10/27/2022	105963	SOUTHERN TIRE MART	SANITATION TIRE REPAIR	65-000-4320.000	809.80
10/27/2022	105964	SOUTHWEST PUBLIC POWER AGENC	AUG 2022 SERVICE CHARGES	55-000-5503.000	341,433.97
10/27/2022	105965	SPARKLETTTS	DRINKING WATER/PPD	01-930-4380.000	306.62
10/27/2022	105966	ST JOHNS EPISCOPAL CHURCH	REFUND FOR DOUBLE PAYMENT FOR PER	01-960-3300.000	32.50
10/27/2022	105967	STATE OF ARIZONA	VANCOUVER MEDIA MISSION OCT 2022	02-010-5202.000	1,500.00
10/27/2022	105968	SUPERIOR PROPANE	PROPANE GOLF COURSE	70-000-4420.000	590.11
10/27/2022	105969	SUSAN GWENN REED	PHOTO OPPORTUNITY BOARD MURAL	02-010-5202.000	500.00
10/27/2022	105970	TCGUSA.COM INC	Golf	70-000-4470.000	11,996.00
10/27/2022	105971	TREASURE CHEST BOOKS	VC INVENTORY/FREIGHT	02-030-4601.000	205.93
10/27/2022	105972	UNITED RENTALS NORTH AMERICA I	EQUIPMENT RENTAL	01-990-4480.000	1,569.29
10/27/2022	105973	USA BLUEBOOK	WW SUPPLIES	61-000-4490.000	2,003.29
10/27/2022	105974	VERIZON WIRELESS BELLEVUE	Water Dept	60-000-4340.000	1,449.22
10/27/2022	105975	VULCAN MATERIALS COMPANY	HANCOCK 7 BLOCK OVERLAY PROJECT	05-100-7128.000	74,757.10
10/27/2022	105976	WEST COAST SAND & GRAVEL, INC	USGA TOPDRESSING	70-000-5270.000	2,072.48
10/27/2022	105977	WILD TRIBUTE LLC	VISITOR CENTER FREIGHT	02-030-4601.000	1,779.15
10/27/2022	105978	WILLIAMS CITY COURT	SEPT 2022 BANK FEES	01-830-5100.000	121.15
10/27/2022	105979	WILLIAMS FIRE DEPT P&R FUND	INSURANCE PREMIUM TAX PAYMENT REF#0	80-000-1030.000	13,891.97
10/27/2022	105980	WOODSON ENGINEERING & SURVEYI	WILLIAMS WWTP EXPANSION ADMINISTRAT	61-000-7003.000	36,915.25
10/27/2022	105981	YAVAPAI-APACHE SAND & ROCK	GOLF COURSE-CHIPS	70-000-5270.000	274.16

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Amount
10/06/2022	100620221	B4 ENTERPRISES, INC	DOGTOWN WATERLINE IMPROVEMENTS	60-000-7002.000	405,333.60
10/06/2022	100620222	RUTH ALVARADO	TRANSLATION FEES	01-840-4430.000	100.00
10/11/2022	101220221	WILSON & COMPANY INC	UTILITY INSPECTION & ROADWAY WORKER	60-000-7004.000	48,600.00
10/27/2022	102720221	B4 ENTERPRISES, INC	DOGTOWN WATERLINE IMPROVEMENTS	60-000-7002.000	450,000.00
10/27/2022	102720222	WILSON & COMPANY INC	UTILITY INSPECTION & ROADWAY WORKER	60-000-7004.000	32,400.00
10/28/2022	102820221	B4 ENTERPRISES, INC	DOGTOWN WATERLINE IMPROVEMENTS	60-000-7002.000	228,337.45
10/06/2022	202210061	ARIZONA STATE RETIREMENT	ASRS RETIREMENT CONTRIBUTIONS	01-000-2300.000	31,487.20
10/06/2022	202210062	HEALTH EQUITY INC	HEALTH EQUITY CONTRIBUTIONS	01-000-2360.000	7,347.67
10/06/2022	202210063	NATIONWIDE RETIREMENT	NATIONWIDE 457 CONTRIBUTIONS	01-000-2065.000	75.00
10/06/2022	202210064	PAYCOM PAYROLL HOLDINGS LLC	PAYCOM CASH REQUIREMENTS	01-000-2022.000	158,618.88
10/06/2022	202210065	PSPRS	PSPRS RETIREMENT CONTRIBUTIONS	01-000-2310.000	10,107.80
10/20/2022	202210201	ARIZONA STATE RETIREMENT	ASRS RETIREMENT CONTRIBUTIONS	01-000-2300.000	30,915.51
10/20/2022	202210202	HEALTH EQUITY INC	HEALTH EQUITY FEES	01-840-4130.000	1,124.76
10/20/2022	202210203	NATIONWIDE RETIREMENT	NATIONWIDE 457 CONTRIBUTIONS	01-000-2065.000	75.00
10/20/2022	202210204	PAYCOM PAYROLL HOLDINGS LLC	PAYCOM CASH REQUIREMENTS	01-000-2022.000	152,165.24
10/20/2022	202210205	PSPRS	PSPRS RETIREMENT CONTRIBUTIONS	01-000-2310.000	11,298.03
Grand Totals:					<u>2,871,848.23</u>

Dated: _____

City Council: _____

Purchase Order

P. O. Number: 433

City of Williams
113 S First St
Williams AZ 86046

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



To: 2285

THATCHER COMPANY
6321 SOUTH RAINBOW ROAD
BUCKEYE AZ 85326

Ship to:

CITY OF WILLIAMS
113 S FIRST ST
WILLIAMS AZ 86046

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
11/04/2022	kayhill		600 - WATER		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	CAUSTIC SODA-LIQ 50% MEMBRANE 60-000-4330.000	0	14,977.05	14,977.05
			SHIPPING / HANDLING	1,471.42
			SALES TAX	1,392.86
			TOTAL PO AMOUNT	17,841.33

Notes:

Authorized Signature



Thatcher Company of Arizona, Inc.

6321 S. Rainbow Road
Buckeye AZ 85326
United States
623-691-6499

INVOICE

RECEIVED

NOV 08 2022

CITY OF WILLIAMS

Invoice Number	Delivery Date	Due Date
2022200102996	Nov 2, 2022	Dec 2, 2022
To pay		
USD 17,841.33		

Payer	
C3453 Williams, City Of	
Invoice Address	
Williams, City Of 113 S 1st St Williams AZ 86046-2549 United States	
Payment Terms	Discount Terms
Net 30 days from Shipment Date	
Delivery Number (BOL)	Requested Delivery Date
106887	Nov 1, 2022
Delivery Terms	Delivery Method
FOB Dest, Freight Prepaid & Add	Road transport

Customer	
C3453 Williams, City Of	
Delivery Address	
Williams, City Of Water Treatment Plant 800 S 6th St Williams AZ 86046-2804 United States	
Customer Contact	Thatcher CSR
James	Christina Robertson
Customer Order Number	Order Date
3000057185	Oct 27, 2022
Customer PO Number	Account Manager
OPEN PO	Jeff Zidek

Item Number	Name	Invoice Quantity	Order U/M	Sales Price Qty	Sales price	Sales Price U/M	Amount
1324000	Caustic Soda-Liq 50% Membrane - 1 # BULK	38280.000	LB	19.14	\$782.5000	T	\$14,977.05
	Lot number 2209071089	13.491	LB				
	Lot number 2209071091	24.789	LB				
FRT001	Freight Charge						\$1,471.42

GL Acct #
60-4330
Dept Head Signature
AA
Signature Date
11-3-22

Items Total	USD	\$14,977.05
Charges Total	USD	\$1,471.42
Order Total	USD	\$16,448.47
Sales Tax	USD	\$1,392.86
Invoice Total	USD	\$17,841.33
To pay	USD	\$17,841.33

Lockbox Remittance Address:
LB 1106
Thatcher Company of Arizona, Inc.
PO Box 35146
Seattle, WA 98124-5146

Purchase Order

P. O. Number: 432

City of Williams
113 S First St
Williams AZ 86046

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



To: 13334 CONVERGEONE INC 10900 NESBITT AVE S BLOOMINGTON MN 55437	Ship to: CITY OF WILLIAMS 113 S FIRST ST WILLIAMS AZ 86046
--	--

P. O. Date	Created By	Requested By	Department	Approved By	Req Number
11/03/2022	kayhill		930 - POLICE DEPT		0

Quantity	Description	Activity No.	Unit Price	Total
1.00	PD CAMERAS	01-930-7070.000 0	24,286.02	24,286.02
SHIPPING / HANDLING				
SALES TAX				
TOTAL PO AMOUNT				24,286.02

Notes:

Authorized Signature

RECEIVED

NOV 03 21
CITY OF WILLIAMS

City of Williams, Arizona Requisition Form

Date: 11/1/22	Requested by: T. Johnson	City Department: Williams Police Department
------------------	-----------------------------	--

P.O. # WPD-CO-001	Vendor #	
----------------------	----------	--

Vendor Name & Address:
ConvergeOne, Inc., 10900 Nesbitt Ave S., Bloomington, MN 55437

<input type="checkbox"/> Check Here if a PO is required	<input checked="" 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	1	019307070	\$ 24,286.02	\$ 24,286.02
				\$ 0.00
Replaces our non-working building				\$ 0.00
camera system that per TCGUSA cannot be fixed.				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

Sent to Accounts Payable
Date 11/3/22 Initials *SP*

Kay- this needs to be approved by Council - Please send me a copy of the approved doc when completed so we can order - Thanks! Susie

*Missing Insurance Certificate
KHA*

1 - OP-000662596, SO-000737488 Capital item Approved 2022/2023 FY	FREIGHT	
	TAX	
	TOTAL	\$ 24,286.02

Approval	Finance Approval	City Manager Approval
<i>[Signature]</i>		

Solution Summary

City of Williams - Verkada - OP-000662596

<p>Customer: City of Williams</p> <p>Ship To Address: 113 S 1ST ST WILLIAMS, AZ 86046</p> <p>Bill To Address: 113 S 1ST ST WILLIAMS, AZ 86046</p> <p>Customer ID:</p> <p>Customer PO:</p>	<p>Primary Contact: Theresa Johnson</p> <p>Email: tjohnson@williamsaz.gov</p> <p>Phone:</p> <p>National Account Manager: John Webster</p> <p>Email: jwebster@convergeone.com</p> <p>Phone: +17639712008</p>
--	---

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$7,911.26		One-Time		\$7,911.26
Hardware	\$11,619.76		One-Time		\$11,619.76
Professional Services	\$4,755.00		One-Time		\$4,755.00
Project Subtotal	\$24,286.02				\$24,286.02
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$24,286.02				\$24,286.02

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/>. If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: *Shirsa John* DATE: 11/1/22 SELLER: _____ DATE: _____

TITLE: IT Manager TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
Town Hall						
1	CD42-256-HW	VERKADA CD42 INDOOR DOME CAMERA, 256GB, 30 DAYS MAX		3	\$627.94	\$1,883.82
2	CD42-256E-HW	CD42-E OUTDOOR DOME CAMERA, 256GB, 30 DAYS MAX		1	\$753.66	\$753.66
3	CD62-30-HW	CD62 INDOOR DOME CAMERA, 512GB, 30 DAYS MAX		3	\$942.23	\$2,826.69
4	CB51-30E-HW	CB51-E OUTDOOR BULLET CAMERA, 30 DAYS		7	\$879.37	\$6,155.59
5	LIC-5Y	Verkada 5 Year Cloud License		14	\$565.09	\$7,911.26
6	Professional Services	Professional Services				\$4,755.00
Town Hall Subtotal:						\$24,286.02
Total:						\$24,286.02

ORDINANCE NO: 996

AN ORDINANCE OF THE CITY COUNCIL, OF THE CITY OF WILLIAMS, ARIZONA, ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED BY/FOR THE CITY OF WILLIAMS, ARIZONA.

WHEREAS, the emergency and non-emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the City Council of the Williams Fire Department desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines; Now, Therefore

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF
THE WILLIAMS FIRE DEPARTMENT:**

SECTION 1: The Williams Fire Department shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in “**EXHIBIT A**”. The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in “**EXHIBIT A**”, which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly.

SECTION 3: The fire department’s City Council may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the City Council.

SECTION 5: This Ordinance shall take effect thirty days (30) from the date of adoption as permitted by law.

SECTION 6: The Mitigation Rates lists in Exhibit A will increase by 5.9% annually or based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur on the anniversary date of this ordinance to keep the fire department's cost recovery program in conformity with increasing operating expenses.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Williams, Arizona, this ___ day of ___, 2022 by a vote of ___ in favor and ___ opposed.

City of Williams, an
Arizona Municipal
Corporation

John W. Moore, Mayor

ATTEST:

Pam Galvan, City Clerk

APPROVED AS TO FORM:

Mangum, Wall, Stoops and Warden, P.L.L.C.
City Attorney



Local Governing Body Recommendation
A.R.S. § 4-201(C)

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

City or Town of: Williams Liquor License/Application #: 207445
County of: Coconino City/Town/County #:

Licensed establishment that will be operating within an "entertainment district" as described in A.R.S. §4-207(D)(2).

(Name of entertainment district) (Date of resolution to create the entertainment district)

A boundary map of entertainment district must be attached.

The Council at a Regular meeting held on the 10 of November 2022 considered the application of Lauren Kay Merrett/Maverick

for a license to sell spirituous liquor at the premises described in the application as provided by A.R.S §4-201.

ORDER OF APPROVAL/DISAPPROVAL

IT IS THEREFORE ORDERED that the license APPLICATION OF Lauren Kay Merrett for Maverick to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended for

(Approval, disapproval, or no recommendation)

TRANSMISSION OF ORDER TO STATE

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona 85007.

Dated at on (Location) (Day) (Month) (Year)

(Printed name of city, town or county clerk)

(Signature of city, town or county clerk)

Staff Report

To: City Council

From: Tim Pettit

Date: November 7, 2022

Subject: Hiring a Housing Study Firm



Background: As housing has become an issue, it has come to our attention that any kind of housing solution that could involve federal or state grants including city improvements and additional infrastructure would require a housing study. In addition the housing study would contain current housing inventory, type of housing and inventory needed and would identify land density needed. This would also become a very important part of our comprehensive General Plan.

We have started looked into firms that do such studies and Elliott Pallack & Company keeps showing up. They have done studies for Page, Sedona, Cottonwood and are currently working on a combination economic / housing study for the Flagstaff area. We had a virtual meeting with Rich from Elliott Pallack today and discussed how long a study would take / *about 5 months*. The cost of the study / *35K-50K, depending on available information and time spend to gather information not available*.

We also contacted Root Consulting, Keuhl and Williford Company mainly to compare pricing. Root and Keuhl are comparable and Williford was more expensive.

Elliott Pallack & Company is on the State Procurement list for State Approved Contractors. If City Council approves to move forward with a housing study we have two choices to do this; we can sent out a Request For Proposals (RFP) review proposals and select or we can hire off of the State Procurement List.

Fiscal Impact: \$50,000

Recommendation: The City has a definite need for a housing study and I recommend that we hire Elliott D. Pallack & Company from the State Procurement List. Pallack is very qualified and highly recommended. Hiring through his would also save time.

MODEL MOTION TO APPROVE: I move to approve the housing study and the hiring of Elliott D. Pallack & Company from the State Procurement Contract List including a mutually signed contract.

MODEL MOTION TO APPROVE THROUGH RFP: I move to approve the housing study through the RFP selection process.

MODEL MOTION TO DENY: I move to deny the housing study and hiring of a consultant.

Quick update; currently staff has started gathering information and planning dates for preliminary scheduling for public. P&Z and council meetings.

Following are suggestions on an approach to a Housing Needs Assessment study.

1. Identify a market area surrounding Williams that will be most impacted by employment and/or tourism growth in the area. We will investigate current commuting patterns for employees who work in Williams but live outside the region. The boundaries of the market area will likely extend well beyond City limits.
2. An overview of recent planning efforts/strategies by the City that would impact housing development, including the recent General Plan update and land use categories.
3. A summary of the demographic characteristics of the population in the market area including income, age, and other characteristics.
4. Employment and occupation profile for the City, including industries, major employers, and wage profiles.
5. A summary of the housing characteristics of the market area and an inventory of housing units including housing types, tenure, age, etc. This information may not be fully available from the U.S. Census. As a result, we may need to extract the data from County Assessor records.
6. Housing permit activity for the market area will be collected along with sales trends for the resale and new home markets. Major housing developments will be identified, if any.
7. Forecasts of renter and owner household growth estimates for the market area will be collected from multiple sources such as State of Arizona, NACOG and, ESRI and compared to recent permit data. These forecasts may need to be updated based on current economic development activity.
8. The pipeline of new employers will be considered as a source of potential future demand. This task will identify the number and type of units that will be demanded in the market area in the next ten years, including any potential pent up demand that exists currently.
9. Housing affordability will be evaluated, and the housing gap will be identified. The gap is the number of households paying more than 30% of their income on housing. An estimate of current and future affordable housing demand will be prepared.
10. Discussion of short term rental trends and the impact on supply and prices.
11. Roundtable interviews of major employers (city government, school district, Grand Canyon Railway, Forest Service, hotels, etc.) as well as the development community to discuss needs, barriers, and solutions.