

A G E N D A

SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD APRIL 29, 2013, AT 5:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.
 1. SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY THE NATIONAL MULTIPLE SCLEROSIS SOCIETY, ARIZONA CHAPTER, FOR AN EVENT SCHEDULED FOR MAY 18, 2013, AT THE COTTONWOOD KIDS PARK LOCATED AT 350 SOUTH 12TH STREET.
 2. AWARD OF JOB ORDER CONTRACTING BID FOR THE OLD TOWN JAIL PARKING LOT PROJECT.
 3. CITY OF COTTONWOOD BRANDING CONTRACT APPROVAL.
 4. REVIEW OF THE PERFORMANCE OF THE CITY'S FULL-TIME MAGISTRATE, A. DOUGLAS LASOTA—PURSUANT TO A.R.S. 38-431.03.(A)(1) COUNCIL MAY VOTE TO CONVENE INTO EXECUTIVE SESSION FOR DISCUSSION.
 5. DISCUSSION CONSIDERATION AND POSSIBLE DIRECTION TO STAFF AND/OR LEGAL ACTION REGARDING REAPPOINTMENT OF THE PRESIDING MAGISTRATE.
- IV. ADJOURNMENT

Pursuant to A.R.S. § 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03.(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body; A.R.S. §38-431.03.(A)(1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting.

Americans with Disabilities Act Notice: The Cottonwood Council Chambers is wheelchair accessible. Those with needs for special typeface print, hearing devices or other special accommodations may request these through the Cottonwood City Clerk at 928-340-2727 (TDD 928-634-5526). Requests should be made as early as possible to allow the City sufficient time to arrange for the necessary accommodations.

Members of the City Council will attend either in person or by telephone conference call.

City of Cottonwood, Arizona City Council Agenda Communication



 Print

Meeting Date:	April 29, 2013
Subject:	Special Event Liquor License for the National Multiple Sclerosis Society, Arizona Chapter.
Department:	City Clerk
From:	Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration and recommendation of approval or denial of a Special Event Liquor License Application submitted by Lisa Cleary on behalf of the National Multiple Sclerosis Society, Arizona Chapter, for an event scheduled for May 18, 2013, at the Cottonwood Kids Park.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

" I move to recommend approval of the Special Event Liquor License Application submitted by Lisa Cleary on behalf of the National Multiple Sclerosis Society, Arizona Chapter, for an event scheduled for May 18, 2013, at the Cottonwood Kids Park located at 350 South 12th Street."

BACKGROUND

A Special Event Liquor License Application has been received from the National Multiple Sclerosis Society, Arizona Chapter, for an event scheduled for May 18, 2013, at the Cottonwood Kids Park located at 350 South 12th Street.

JUSTIFICATION/BENEFITS/ISSUES

All Special Event Liquor License applications that are submitted to the Arizona Department of Liquor Licenses & Control (ADLLC) for events held in the City of Cottonwood are presented to the Council for its recommendation of approval or denial of the application. The Council's recommendation is taken into consideration by the ADLLC prior to their final approval of the application.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

Name:	Description:	Type:
 4-29-13 MS Bike Ride SELL.pdf	MS SPECIAL EVENT LIQUOR LICENSE APPLICATION	Cover Memo

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 2 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL
EVENT LIQUOR SALES.**

Name National MS Society, Arizona Chapter 100%
Percentage

Address 5025 E. Washington St., Suite 102, Phoenix, AZ 85034

Name _____ Percentage

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

_____ # Police Fencing
_____ # Security personnel Barriers

We will have two licensed bartenders from Shake It Up Bartending checking ID's and handing out wristbands to confirm the age of participants
who want to consume alcohol.

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time
period, and in the area in which the special event license will be in use? YES NO

(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

13 MAR 26 Liq. Dept PM1226

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

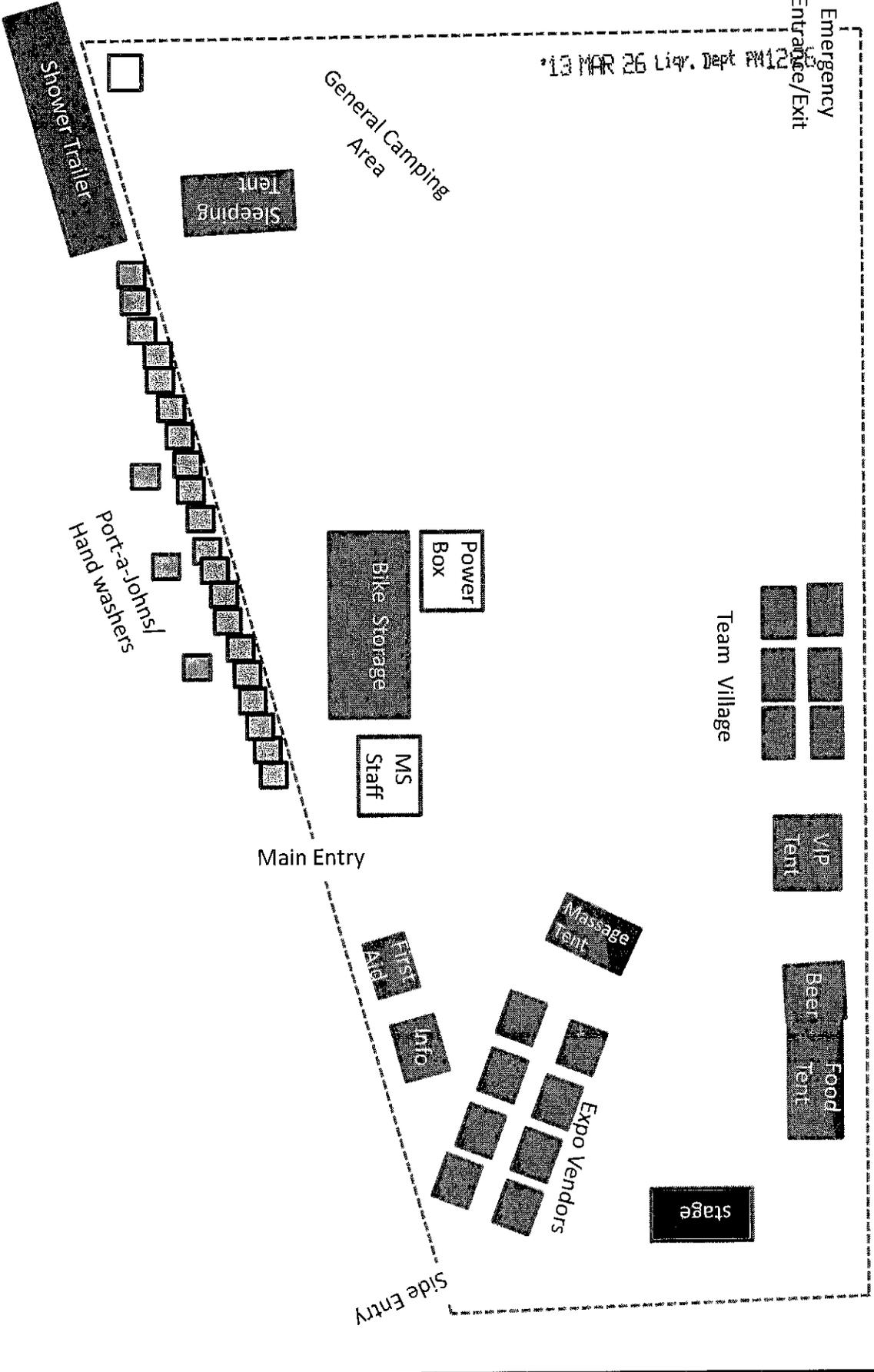
N↑

See attached.

12th Street

Emergency
Entrance/Exit
13 MAR 26 Liv. Dept PM12

General Camping
Area

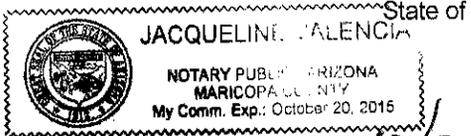


- Existing Structures
- Tents
- Stage
- Lighting

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, James Ruffin declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] Chapter President 4/24/13 (480) 355
 (Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Maricopa
 The foregoing instrument was acknowledged before me this 24 April 2013
 Day Month Year

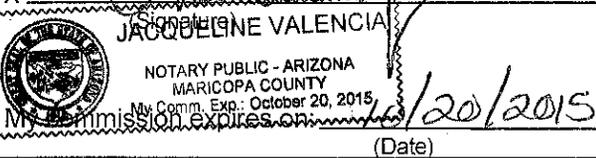
My Commission expires on: 10/20/2015 Jacqueline Valencia
 (Date) (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Lisa Annetonette Cleary declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature]
 (Signature)

State of Arizona County of Maricopa
 The foregoing instrument was acknowledged before me this 24 April 2013
 Day Month Year



Jacqueline Valencia
 (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____

 (Title) (Date)

City of Cottonwood, Arizona City Council Agenda Communication



 Print

Meeting Date:	April 29, 2013
Subject:	Old Town Jail Parking Lot
Department:	Development Services
From:	Dan Lueder, Development Services

REQUESTED ACTION

Consider approval of the JOC bid for construction of the Old Town Jail parking lot.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is: I move to award the JOC bid for construction of the Old Town Jail parking lot to Kinney Construction in the amount of \$189,507.76.

BACKGROUND

With completion of the rehabilitation of the Old Town Jail, the next step in this project is construction of a new parking lot around the jail and on the former Gardner property north of Yavapai Street. Staff has presented several parking lot design concepts to Council in work sessions and was given direction to complete the design and construction of this project. The project was submitted to the city's three JOC contractors who submitted the following bids:

Arizona Northern Equipment:	\$224,300.00
Kinney Construction:	\$189,507.76
Tiffany Construction:	\$197,888.14

The engineers estimate for this bid was \$208,000.

JUSTIFICATION/BENEFITS/ISSUES

Parking in Old Town is lacking and having this new parking lot on the north end of this area will fill a need, especially in light of the resurgence of businesses in this area subsequent to the relocation of the Gardner junk yard.

COST/FUNDING SOURCE

General Fund Capital

ATTACHMENTS:

Name:	Description:	Type:
 jail_parking_lot_tab.pdf	Bid Tabulation	Cover Memo

City of Cottonwood

SOLICITATION TABULATION

Project Name: Old Town Parking Lot #3

Solicitation Number: JOC Quotes

Solicitation Opening Date: May 25, 2013 @ 10:00 a.m.

Firm Name	Quote Amount			
Arizona Northern Equipment	\$224,300.00			
Kinney Construction	\$189,507.76			
Tiffany Construction	\$197,888.14			

Notes: _____

City of Cottonwood, Arizona City Council Agenda Communication



 Print

Meeting Date:	April 29, 2013
Subject:	City of Cottonwood Branding Project
Department:	
From:	Casey Rooney Cottonwood Economic Development

REQUESTED ACTION

Recommend that the Council authorize the City to contract with Havice Design for a not-to-exceed amount of \$12,850.00, subject to the negotiation and approval of a final form of contract.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

I move to authorize the City to enter into an agreement with Havice Design for a not-to-exceed amount of \$12,850.00, subject to negotiation and approval of a final form of agreement by the City Attorney.

BACKGROUND

The City of Cottonwood Economic Development Department was asked by the City Council and the Cottonwood Economic Development Council to review the feasibility of developing an updated brand for the City of Cottonwood. The review took place. Three branding companies responded to a request for proposal. The three quotes were as follows:

Havice Design:	\$12,850.00
Hardsale Communications:	\$14,625.00
Moses:	\$66,000.00

Casey Rooney, Economic Development Manager introduced Scott Havice, Havice Design to the City Council at the work session on April 9th, 2013. Mr Havice provided an overview to Council regarding the branding process. Mr. Rooney mentioned after the presentation that he would provide his final contractor recommendation to council at a subsequent meeting.

JUSTIFICATION/BENEFITS/ISSUES

The City Council and the Cottonwood Economic Development Council Board recommended the City initiate a City branding project to update our brand. A request for proposals was sent and we received three proposals.

The three proposals were equal in content. The costs were different ranging from \$12,850.00 to \$66,000.00.

The recommendation to award the contract to Havice Design is based on the cost and the successful results of existing branding projects in Cottonwood as outlined at the April 9, 2013 Council Work Session

COST/FUNDING SOURCE

The cost of this branding project is \$12,850.00. The sources of funding are:

City Economic Development Department Budget:	\$3,850.00
CEDC:	\$5,000.00
Old Town Association:	\$2,000.00
APS	\$3,000.00
Chamber	\$ In-kind

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		