

AMENDED A G E N D A

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD APRIL 5 2011, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PRESENTATION REGARDING KIDS AGAINST HUNGER NETWORK.
- V. BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.
- VI. PRESENTATION OF A REBATE CHECK FROM APS FOR SUSTAINABLE POWER INVESTMENTS MADE BY THE CITY.
- VII. PRESENTATION OF THE QUARTERLY SAFETY AWARD--JOE ODELL, FIREFIGHTER.
- VIII. PRESENTATION OF THE EMPLOYEE OF THE QUARTER AWARD--KALEY BADGER, RECREATION CENTER FRONT DESK SUPERVISOR.
- IX. CALL TO THE PUBLIC--This portion of the agenda is set aside for the public to address the Council regarding an item that is not listed on the agenda for discussion. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02.A.(H).) Comments are limited to a 5 minute time period.
- X. APPROVAL OF MINUTES--March 1, 2011.

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.

- XI. UNFINISHED BUSINESS--None.
- XII. CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 1. RESOLUTION NUMBER 2584--AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL IN CONNECTION WITH THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS) FISCAL YEAR 2012 FUNDING CYCLE FOR DUI TASK FORCE DETAIL AND UNDERAGE DRINKING ENFORCEMENT.

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2. RESOLUTION NUMBER 2585—AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL IN CONNECTION WITH THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS) FISCAL YEAR 2012 FUNDING CYCLE FOR SELECTIVE TRAFFIC ENFORCEMENT DETAIL OVERTIME COSTS AND TWO ETICKET MOBILE HANDHELD DEVICES FOR THE POLICE DEPARTMENT.
 3. AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL THROUGH THE ARIZONA DEPARTMENT OF HOMELAND SECURITY UNDER THE STATE HOMELAND SECURITY GRANT PROGRAM FOR FIVE PORTABLE RADIOS FOR THE POLICE DEPARTMENT.
 4. SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY THE VERDE VALLEY FAIR ASSOCIATION FOR THE ANNUAL FAIR (APRIL 29-MAY 1, 2011).
 5. EXTENSION OF PREMISES/PATIO LIQUOR LICENSE PERMIT FOR CREMA CAFÉ LOCATED AT 917 NORTH MAIN STREET.
- XIII. NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.
1. PRESENTATION OF THE CITY'S ANNUAL COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2010.
 2. REQUEST TO ESTABLISH AN ENGINEERING TECHNICIAN POSITION WITHIN THE DEVELOPMENT SERVICES DEPARTMENT AND ELIMINATING THE PUBLIC WORKS MAINTENANCE MANAGER POSITION.
 3. AWARD OF BID TO CONSTRUCT A POTABLE WATERLINE FROM MINGUS AVENUE TO PINE SHADOWS ALONG SR 89A.
 4. EXTENSION OF TIME FOR RECORDING THE FINAL PLAT APPROVED FOR THE COPPERGATE BUSINESS PARK LOCATED AT THE WESTERN EXTENSION OF ALAMOS DRIVE.
 5. APPROVAL TO CHANGE THE SHOULDER PATCH DESIGNS FOR THE COTTONWOOD FIRE AND POLICE DEPARTMENTS.
 6. REQUEST FOR CONTRACT EXTENSION/OPTION RENEWAL WITH FIREWORKS PRODUCTIONS OF ARIZONA FOR THE FOURTH OF JULY CELEBRATION.
 7. ORDINANCE NUMBER 574—AMENDING THE COTTONWOOD MUNICIPAL CODE BY REPEALING SECTION 5.12.120, SECURITY FUND; OF CHAPTER 5.12 CABLE TELEVISION; FIRST READING.

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8. ORDINANCE 575–GRANTING CONDITIONAL APPROVAL FOR THE CHANGE IN CONTROL OF THE CABLE TELEVISION LICENSE PRESENTLY HELD BY NPG CABLE, INC., TO NPG CABLE LLC PURSUANT TO A CHANGE IN THE OWNERSHIP, CONTROL AND CORPORATE STRUCTURE OF NPG; AND SETTING THE AMOUNT OF THE PERFORMANCE BOND REQUIRED BY SECTION 5.12.100 OF THE COTTONWOOD MUNICIPAL CODE AT FIVE THOUSAND DOLLARS; FIRST READING.

XIV. CLAIMS & ADJUSTMENTS

XV. ADJOURNMENT

Pursuant to A.R.S. § 38-431.02(B) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) (7) for discussion and consultation for legal advice or negotiations for the purchase, sale or lease of real property with the City Attorney.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal “504” and “ADA” laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

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

Kids Against Hunger®

Verde Valley

Dear _____

Kids Against Hunger is a network of over 80 satellites across the United States, and we are excited to be the first in Arizona.

By mobilizing children, teens, and adults in local communities, **Kids Against Hunger** is able to package and ship highly nutritious life saving meals to starving and malnourished children in developing countries and the United States.

Our first packing event will be held on Saturday, April 16th at the Verde Baptist Church in Cottonwood

Our kick-off will be at 10:00 am and will feature Mary & Emory Wilson from Haiti and Tim Stromer and Gary Korpi from the **Kids Against Hunger** headquarters in New Hope, Minnesota

Please join us at 10:00 am, or stop by any time during the day for more information and to find out how you can help.

FOR INFORMATION CONTACT:

Karen Freeman
Phone (928) 634-4902

Kim Gould
Phone (928) 202-8264

E-mail: kahverdevalley@yahoo.com

Our Food

Each Kids Against Hunger food package contains 6 servings. Each bag is prepared in less than twenty minutes by adding it to boiling water.



Kids Against Hunger food packages contain a rice-soy casserole fortified with 21 essential vitamins and minerals, 6 dehydrated vegetables, and chicken flavoring. This soy (52% protein) and nutrient-rich formula reverses the starvation process.

Your Participation



Donate Funds
Volunteer Your
Time
Fundraise
Donate Supplies

Board Members: Kim Gould,
Karen Freeman, Dan Engler, Bonnie
Shimko, & Aymee Wilson

KIDS AGAINST HUNGER, VERDE VALLEY
P O BOX 371
COTTONWOOD, AZ 86326

EMAIL: kahverdevalley@yahoo.com

Kids

Against Hunger®

Verde Valley



Help Put an end to World Hunger

One Village at a time

Help Us Feed the Children of Haiti

Cost : \$.25 per meal- feeds one
\$1.50 per food pkg.- feeds six

\$ 5.00 feeds 20 Kids
\$20.00 feeds 80 Kids
\$100.00 feeds 400 Kids
\$500.00 feeds 2000 Kids



Our Commitment

Kids Against Hunger is a non-profit humanitarian food aid organization. We package and ship highly nutritious, life-saving meals for starving and malnourished children and their families in developing countries and the United States.

Kids Against Hunger, **Verde Valley**, is one of 88 food packaging satellites for Kids Against Hunger, International (www.kidsagainsthunger.org) Our satellite plans to distribute 15% of the meals we package to local food banks. The remaining 85% will be sent to the children of a small community in Jubilee, Haiti. These meals offer life and new hope for these children.

Because we are a volunteer-driven organization, there are many ways to help. One way is to simply make a tax-deductible monetary contribution, and the other is to volunteer your time or resources.

We partner with local organizations to fundraise and assemble food packages. We depend on donations to cover the cost of the meals and shipping.

Come and join the Kids Against Hunger **Verde Valley**, first packaging event on **APRIL 16, 2011**. The event will take place at the Verde Baptist Church Gym, Cottonwood, Az from 8:00am - 4:00pm. Our goal is to package 28,000 meals.

What You Can Do

Volunteer Opportunities

- Food Packaging
- Fundraising
- Supervising/Training food packaging groups

Special Needs

- Permanent Packaging/Storage Facility

Donate

Mail Check or Money Order to:
Kids Against Hunger Verde Valley
PO Box 371
Cottonwood, Az. 86326

Donate *Online*: to the headquarters

www.kidsagainsthunger.org

Be sure to put “Verde Valley**” in optional section so it is designated for our local effort.

Use

“**Good Search**” search engine on your computer. Powered by Yahoo this site donates to your selected charity each time you search the internet.

Shop

Goodshop.com new online store; donates up to 37% of each purchase to favorite cause.



MEMORANDUM

DATE: April 5, 2011
TO: Honorable Mayor & City Council
THRU: Doug Bartosh, City Manager
FROM: Iris Dobler, Human Resources / Risk / Safety Manager
SUBJECT: 2011 1st Quarter Safety Employee Award Winner – Joe Odell

The Safety Awareness and Risk Management Committee reviewed the following nominations:

- Joe Odell, Fire Dept. – nominated by Troy Hoke
- Vanessa Ward, Library – nominated by Kyle Smith

Two employees were nominated this quarter, both having done something to make the City and our workplaces safer. Joe Odell was declared the winner.

Joe spearheaded an initiative to put AEDs in City of Cottonwood area schools. He recently obtained ten Automated External Defibrillators (AEDs) for area schools (without any expense to the City). AEDs placed in public places such as schools can be an excellent source for helping save lives. Anyone who is affected by a sudden cardiac arrest (SCA) situation can immediately receive treatment by someone who has access to an AED. The AED gives a defibrillation shock (an electrical pulse through the heart) which restores a normal heart rhythm.

After all AEDs are installed, Joe will perform monthly inspections and provide annual training for school staffs. When notified of an emergency medical event that required the use of an AED, he will retrieve it from the school, extract the stored data about the event, and send it to the *Save Hearts in Arizona Registry & Education* (SHARE) program. He will also be the liaison for all AED and SHARE program questions and further AED purchases.

I request Joe Odell receive the Safety Employee of the Quarter Award for the 1st Quarter of 2011.

Attachment: Nomination Submission



**SAFETY EMPLOYEE RECOGNITION NOMINATION
1st QUARTER 2011**

SUBMISSION DATE: March 11, 2011

NAME OF EMPLOYEE: Joe Odell

DEPARTMENT: FIRE

POSITION: Firefighter

WHAT ACTION DID THE EMPLOYEE DO TO DESERVE THIS NOMINATION:

Joe Odell obtained ten Automated External Defibrillators (AEDs) for area schools. Mingus Union High School received five, Cottonwood Middle School received three and Cottonwood Elementary School received two.

Once all AEDs are installed, Joe will be performing monthly inspections, as well as providing annual training for staff. Additionally, upon notification of an emergency medical event requiring the use of an AED, he will retrieve the AED from the school, extract the stored data from the event and send it to the *Save Hearts in Arizona Registry & Education* (SHARE) program. Joe will be the liaison for all AED and SHARE program questions and further AED purchases.

As a CPR instructor for both adults and children, Joe couples the instruction with information on the use and success of AEDs. He shares the success story of 17-year-old sophomore football player, Emilio Martinez of Vail High School. Emilio collapsed in a weight training class when valves in his heart began to malfunction, causing him to faint and go into cardiac arrest. As a result of the quick response from 28-year-old athletic trainer, Deana Schneider, and the use of an AED, Emilio's life was saved.

But it's a little more personal for Joe, because he is out in the community as a first-responder providing emergency medical services. As such, he is all too aware sudden cardiac arrest (SCA) can strike anyone. Even a seemingly healthy person can suffer SCA without warning. According to the American Heart Association (AHA), as many as 50% of SCA victims have no prior indication of heart disease — their first symptom is cardiac arrest. *The only definitive treatment for SCA is a defibrillation shock — an electrical pulse through the heart — which restores a normal heart rhythm.*

Witness to the need and simplicity of application, coupled with the time factor in dealing with SCA, Joe spearheaded the initiative to put AEDs in City of Cottonwood area schools.

WHAT IS THE IMPACT/BENEFIT TO THE CITY:

The benefit to the City is the added safety element in our schools for the many students, staff, faculty and visitors within its facilities. The majority of time expended in obtaining the AEDs and providing training to each school facility was a donation of Joe's personal time. Joe is dedicated to the safety of the community that he serves and lives in.

SIGNATURE OF NOMINATOR:

DATE: March 11, 2011

PRINT SIGNATURE OF SUBMITTING NOMINATOR: Troy Hoke, Fire Lieutenant



MEMORANDUM

DATE: April 5, 2011
TO: Honorable Mayor & City Council
THRU: Doug Bartosh, City Manager
FROM: Iris Dobler, Human Resources Manager
SUBJECT: 2011 1st Quarter Employee Award Winner – Kaley Badger

The Personnel Board reviewed the following nominations:

- Kaley Badger, Rec Center – nominated by Ryan Bigelow
- Liz Gooslin, Library – nominated by Kyle Smith
- Mary Griffith, Library – nominated by John O'Neill
- Cheryl Miskiel, Fire Dept. – nominated by Chief Mike Casson
- Charlie Scully, Development Services – nominated by Dan Lueder & Steve Horton

There were five employees nominated this quarter. After a brief discussion, Kaley Badger was selected as the unanimous winner.

Kaley is a Front Desk Supervisor at the Recreation Center, and has taken a leadership role in that position. The Personnel Board members who have observed Kaley at work mentioned her attitude, efforts, helpfulness, etc. Rec Center management is extremely pleased with the way she takes on and accomplishes more than the tasks assigned to her. For instance, she has gathered and compiled information into a useful operations manual for the front desk staff. This has helped cut down on miscommunication between staff and customers. Kaley has also created a weekly update form for front desk staff which is a tool to keep staff current on what is happening at Parks and Recreation. She is always helpful and enthusiastic with the public, and displays great customer service. Her understanding of the patrons and their needs has made her a respected and trusted resource for management when decisions regarding the wishes of the customer need to be made.

Kaley has also mastered the new computer system at the Rec Center, and teaches it to other staff members. She works with the support group of that network and fine tunes the system when needed. She is considered the resident expert on everything the Rec Center registers, sells, tallies and creates.

For these reasons and those listed on the attached Nomination Form, the Board selected Kaley Badger as winner of the Employee of the Quarter Award. I request Kaley receive the Employee of the 1st Quarter Award of 2011.

Attachment: Nomination on Kaley Badger

To whom it may concern,

Mrs. Kaley Badger is one of two Front Desk Supervisors and has put it upon herself to take the leadership role. Kaley has organized information from CRC management in various ways to more efficiently relay the information to the public and front desk staff. She was able to gather information including a phone list, hours of operation, Active.Net (computer operating system), phone instructions, rental information and more and compile it into operations manuals to all at the front desk. This has cut down on countless miscommunications between staff and customers. Because policies and procedures are so often morphing at the CRC Kaley has also created a weekly update to be read by Front Desk staff. This too has been an invaluable tool to update all staff on what is current at Parks and Recreation. Kaley approaches her job with an enthusiasm and smile that has made her a favorite among members and has gained not only their trust, but the trust of management as well. Her love of this community can be seen in her passion for her job, the Recreation Center and the people of the Verde Valley. She not only sees all of the patrons through the front door, she has gone out of her way to learn their names and greet them with a smile. The importance of customer service for the success of this facility is immeasurable and Kaley exudes a positive energy to everyone who steps foot into the building. In her position she is at the front lines when dealing with the customer and therefore understands patrons and their needs as well as anyone in the department. Her understanding of the customer has helped her anticipate their requests and Kaley has become a respected and trusted resource for management when it comes to decisions regarding the wishes of the customer.

In addition to handling the general public on a daily basis, Kaley has taken the responsibility of mastering the new computer operating system and teaching to other staff members. Kaley is in constant communication with the support group from the Active Network learning and fine tuning the system. Everything Parks and Recreation registers, sells, tallies and creates runs through the system and Kaley has become the resident expert all on her own terms and time, often running back and forth between the front desk and the work room behind it.

In reality, the entire front desk staff deserves recognition, but without Kaley going above her job description and taking leadership over the front desk staff, the good life would not be as good for the Cottonwood Recreation Center, the Parks and Recreation Department and the citizens of the Verde Valley.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Resolution Number 2584 – Approving the Submittal of a Governor’s Office of Highway Safety (GOHS) FY 2012 Grant Proposal on DUI Task Force Overtime and PBTs

Department: Police Department

From: Chief Jody Fanning

REQUESTED ACTION

Council consideration to approve a resolution to approve the submittal of the GOHS grant proposal, requesting funds in the amount of \$26,000.00 for the DUI Task Force Detail and Underage Drinking Enforcement overtime and \$6,358.00 for PBT’s and mouthpieces.

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

“I move to approve Resolution Number 2584 approving the submittal of the FY 2012 Governor’s Office of Highway Safety Grant for DUI Task Force Details and Underage Drinking Enforcement overtime and purchasing PBT’s and mouthpieces and authorizing the police chief to sign the required documents for the grant submittal.”

BACKGROUND

The Governor’s Office of Highway Safety (GOHS) has, throughout the years, provided the City of Cottonwood Police Department with funding of many thousands of dollars. This grant is focused on the overtime funding for the DUI Task Force patrol, and Underage Drinking. The Task Force focus on day to day DUI patrols as well as targeting special holiday patrols, i.e. prom night, graduation, Labor Day, just to name a few. The Underage Drinking is the Covert Underage Buying (CUB) program that focuses on keeping alcohol out of the hands of minors, by doing undercover alcohol purchasing at different stores. The PBT’s are portable breath analyzers to show the blood alcohol level in a suspect’s system. They will replace the old and failing PBT’s and to have designated PBT’s for the DUI Details. The mouthpieces are disposed of after each use, so so replacement mouthpieces are always needed.

JUSTIFICATION/BENEFITS/ISSUES

The Governor's Office of Highway Safety requires a Resolution to be submitted at the time the grant proposal is submitted. GOHS also states that if the date of submitting the grant proposal is before a scheduled Council meeting, the GOHS will allow the Resolution to be submitted after it has been approved at the next schedule Council meeting.

COST/FUNDING SOURCE

Governor's Office of Highway Safety

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Resolution Number 2584

Copy of FY 2012 GOHS Grant for DUI Task Force and PBTs.

RESOLUTION NUMBER 2584

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL IN CONNECTION WITH THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS) FY 2012 FUNDING CYCLE.

WHEREAS, the Governor's Office of Highway Safety (GOHS) is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the City of Cottonwood, through its Police Department, is interested in submitting a grant for overtime to support the on-going DUI Task Force that holds saturation and checkpoint details and underage drinking enforcement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Cottonwood, Arizona, as follows:

1. THAT the Cottonwood Police Department is hereby authorized to submit a grant proposal seeking funds to assist with DUI task force details, underage drinking enforcement, and the purchase of related materials and equipment.
2. THAT Jody Fanning, Police Chief, is appointed agent for the City of Cottonwood to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 5TH DAY OF APRIL 2011.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq., City Attorney

Marianne Jiménez, City Clerk

2012 GOHS DUI TASK FORCE OVERTIME AND UNDERAGE DRINKING ENFORCEMENT OVERTIME

Proposal Summary:

Please include a summary of funding requested by program area (Alcohol, Aggressive Driving, Occupant Protection etc...).

This request is for overtime to support the on-going DUI Task Force that hold Saturation and Checkpoint details. The request is also for overtime to support Underage Drinking Enforcement. The Department is also requesting support to purchase 10 BPT breathalyzers and 500 mouth pieces. These programs are crucial enforcement programs in Cottonwood and surrounding areas and without the support of GOHS funding for overtime the Cottonwood Police Department would not be able to participate in as many DUI details as they have in the past. The requested equipment of BPT's are needed to replace the old and failing ones that the Department is using now.

The DUI details allow the Department to add extra enforcement on specific dates and holidays to stop the drunk drivers, errant drivers and red light runners in Cottonwood and the rest of the Verde Valley. The Underage Drinking Enforcement programs the Department utilizes are the Covert Underage Buyers (CUB) Program and the Underage Drinking Party Patrol. The requested breathalyzers are needed to show the degree of impairment for either the driver or the underage drinker to help with prosecution.

Background/Problem:

Provide general characteristics of the agency, including information on population, demographics, and a description of streets and highways in the agency's jurisdiction including road mileage.

The City of Cottonwood encompasses approximately 714 square miles and is located in Yavapai County which encompasses approximately 8800 square miles. It is the largest city in the Verde Valley and is a growing community that serves as the hub of the Verde Valley. The City of Cottonwood has a population of more than 11,265 with the Verde Villages bringing in another 11,000 people. Along with the growth in population in the area, there is also a steady growth of tourism. Tourism during big event weekends, can increase the City's population by 10% to 20%. The City serves this entire population whether they live within or outside the City limits and the Police Department also assists these other agencies that consist of Clarkdale Police Department, Jerome Police Department and Yavapai County Sheriff's Office.

The Cottonwood Police Department consists of 31 sworn officers, 17 civilian personnel and 11 volunteers. To keep up with the continued growth of our area, the Department takes an innovative approach to police services and strives to remain proactive in our efforts.

The City of Cottonwood has thirteen (13) traffic signals with approximately five (5) miles of Highway 260 and approximately five (5) miles of 89A in our jurisdiction. 89A is a thoroughfare to Sedona, Clarkdale, Jerome, Prescott, and Flagstaff. Highway 260 is a thoroughfare to Camp Verde and Interstate 17 to Flagstaff, Prescott and Phoenix. They have a constant flow of traffic and it is where a majority of our major accidents occur. Main Street in Cottonwood is approximately 3 miles long and runs through the older district of Cottonwood and is a connector road to Clarkdale and 89A to Jerome and Prescott.

Problem Statement:**What problem is your agency looking to solve with this grant? Provide appropriate data to support**

The State of Arizona has a strong enforcement and earned media programs in place for reducing alcohol-related fatal crashes. Unfortunately, impaired drivers continue to be a serious problem in the City of Cottonwood and the surrounding areas. Although, in reviewing data from the Fatality Analysis Reporting System (FARS) it is showing a decrease in alcohol-related fatalities in Arizona. FARS data shows that the totals of both single and multiple vehicle fatal accidents that are alcohol related in 2005 were 375. In 2006 they increased to 399, in 2007 they decreased to 337, in 2008 they decreased to 262 and finally in 2009 they decreased to 219. This is approximately a 41% decrease since 2005. In order to keep these numbers decreasing, the Department needs to continue with 1 to 2 DUI Task Force Saturation details per month and Checkpoint Details at least once per quarter, along with the constant media attention to drunk drivers.

Data from the Cottonwood Police Department and other law enforcement agencies within Yavapai County show that there are several crimes committed with persons consuming alcohol, under the age of 21. Several of these underage persons are also driving on the roadways and streets in the City of Cottonwood and Yavapai County. From 2006 to 2008 there were over 3000 citations/arrest of persons under 21 consuming alcohol in Yavapai County. Research as reported by Yavapai County law enforcement agencies show that not only are people under the age of 21 consuming alcohol but they tend to get involved in various other crimes including, assaults, drugs, burglaries, thefts, arson, sexual assaults, kidnapping, and weapons violations. The Cottonwood Police Department is a member of the Yavapai County Underage Drinking Task Force which was formed to partner law enforcement agencies together in Yavapai County, to bring enforcement and education to the public on people drinking under the age 21 and to get the arrests of persons under 21 consuming alcohol decreased. The Department needs to be able to do more of the Underage Enforcement details to get the under 21 consuming alcohol arrests down. As with the other special enforcement details, the Department is limited to the manpower, so more overtime is needed.

The Cottonwood Police Department knows through experience, the only way to be aggressive in stopping impaired drivers is to hold several DUI details a month. This being said, limited resources and manpower available to address the DUI related issues and underage drinking keeps the Department from being able to hold these special details. In order to hold the DUI Details and Underage Drinking Enforcement, the Department needs more overtime funds to allow the extra manpower. As stated earlier, grant funding is the only way the Department is able to participate in most special details.

Attempts to Solve Problem:**Identify past attempts to solve the problem identified in your proposal.**

The City of Cottonwood along with the Tri City DUI Task Force has held many enforcement activities throughout the years. They have at least one (1) DUI Detail a month, but try to participate in two (2). The amount of DUI Details per month has to do with the amount of overtime funding the Department has in its budget from grant funding and the officers available to work. This grant proposal is requesting overtime funds for off-duty select traffic enforcement and holiday DUI Task Force operations which will be utilized by all officers wishing to conduct additional enforcement details focusing on traffic and DUI laws. Receiving these overtime funds will be the only way the Cottonwood Police Department will be able to participate in local and area and Tri City DUI Task Force activities and saturation points. Without funding, the Department would still try to hold DUI details, but the frequency would probably be cut to more than half of what the officers are doing now with the overtime grant funds.

The Cottonwood Police Department is a member of the Yavapai County Underage Drinking Task Force which was formed to partner law enforcement agencies together in Yavapai County. The agencies involved in this partnership are, Cottonwood Police Department, Prescott Police Department, Prescott Valley Police Department, Sedona Police Department, Camp Verde Marshal's Office, Chino Valley Police Department, Clarkdale Police Department, Yavapai County Sheriff's Office, and the Yavapai County Attorney's Office. This partnership works as a task force to lower the very high

number of defendants in Yavapai County who are under the age of 21 and consuming alcohol. There are two (2) main programs used in these underage drinking enforcement details. The first one is the Covert Underage Buyers (CUB) Program and the second is Underage Drinking Party Patrol. Depending on the overtime funds available the Department would like to try to do at least one Underage Enforcement detail a month. Juveniles are very creative in how they get their alcohol and the CUB program and the Underage Drinking Party Patrol are only one facet in stopping the underage drinking. Yavapai County Underage Drinking Task Force also does many educational classes to schools and different community organizations, such as MATForce, Lions Club and Rotary Club to name a few. The Underage Drinking Enforcement programs themselves require overtime funding to allow the officers to do their undercover buys and party patrolling. Officers are called to parties where underage drinking is occurring and action is taken, but without the overtime funding there would be no proactive enforcement.

The request to purchase PBTs and mouth piece is to replace old and failing equipment and to have enough to allow all Special Detail participating officers to have their own PBT. This equipment is a vital part of all DUI details and the Underage Enforcement programs.

Title: DUI Task Force Detail Overtime

Objectives of the projects in your proposal should follow the SMART method. They should be:

S = Specific

M = Measurable

A = Action-Oriented

R = Realistic

T = Time-Framed

Project Objectives:

The project objectives should be stated in measurable terms directly related to the identified problem, concise and deal with a specific item, realistic, with a reasonable probability of achievement and related to a specific time frame.

The requested funds will support the Personnel Services (overtime) and Employee Related Expenses to conduct high visibility impaired driving enforcement programs, off-duty select traffic enforcement and the Underage Drinking Enforcement. It is the Department's objective to hold each of these details at least once a month and the DUI details at least twice a month throughout Yavapai County.

DUI task force operations which will be utilized by all officers wishing to conduct additional enforcement details or participating in holiday DUI Task Force Details and they will be focusing on traffic and DUI laws. The Tri City Task Force will only be using officers and/or deputies that, at a minimum, are certified in Standardized Field Sobriety Testing (SFSTs), which is required if using the overtime through this contract.

The Cottonwood Police Department and the Yavapai County Underage Drinking Task Force has two (2) enforcement programs that work to prevent Underage Drinking in the City of Cottonwood and Yavapai County. The first program is the Covert Underage Buyers (CUB) Program. During these details officers observe underage persons going into establishments that sell alcohol and observe if the clerk, bartender, or other representative for the establishment serves or sell alcohol to the underage person. If the sell or service happens officer from the task force will arrest and cite the person for selling the alcohol to the underage persons. Reports are also forwarded to the Arizona Department of Liquor and Licensing Commission for their follow-up on violation of liquor licensing.

The second program is Underage Drinking Prevention Patrols. Officers work in areas of Cottonwood and Yavapai

County through pre-planned events to locate and prevent underage drinking parties. The City of Cottonwood encompasses approximately 714 square miles and Yavapai County encompasses approximately 8800 square miles in size. Within that area are large desert, mountain, and wilderness areas, and various lakes, rivers and creeks that have become party areas for underage persons to consume alcohol. Cottonwood Police and Task Force Officers work in uniform, fully marked patrol cars, unmarked patrol cars and in plain clothes during these details. Also during these details, if the underage parties are happening in the remote areas away from civilization, underage persons will typically drive vehicles to the party spot and then back home. Task force officers during these patrols, not only look for underage persons that have been consuming alcohol, but they also enforce state and local laws of persons driving motor vehicles under the influence of alcohol or drugs.

The Cottonwood Police Department, Yavapai County Underage Drinking Task Force and MATTForce are striving to reduce the number of persons consuming alcohol under the age of 21. We believe this also reduces the crime in the city and county as well as reduces the chances of fatalities on our roadways due to persons consuming alcohol under 21 and driving.

The Cottonwood Police Department will carry out enforcement and public awareness programs at different events throughout the year by using the Mobile DUI Enforcement Vehicle as not only a sub-station, but as a tool to educate the public regarding DUI's, Aggressive Drivers, Seat Belts and Child Restraints. This program will actively participate in a public information and education campaign using both the electronic and printed media. The Cottonwood Police Department will design these, to heighten the awareness of the public to the hazards of DUI's, as well as excessive speed, aggressive driving, seat belt and child restraint violations

Method of Procedure:

Detail how your agency will solve the problem and meet the objectives you have set.

The Department will try and solve the problem of impaired and errant driving through enforcement and educational programs. What the Department does is consistent with the national "Drunk Driving. Over the Limit. Under Arrest." (DDOLUA) model, which has three primary components: 1) enforcement; 2) public awareness; and 3) evaluation.

There will be two (2) activities:

- 1) A year-long sustained enforcement efforts; and

- 2) Periodic enhanced-enforcement mobilizations (i.e holiday DUI task forces conducted during Super Bowl Sunday, Valentine's Day, President's Day, St. Patrick's Day, Spring Break, Easter, Verde Valley Fair, Cinco de Mayo, Prom Night, Memorial Day, Graduation Day, Independence Day, Labor Day, Smoke Out, Columbus Day, Halloween and the Thanksgiving Day through New Year's holidays). During these holidays and special events, task force enforcement will be increased statewide. Public awareness activities, consisting of earned media efforts at both local and state levels, will focus on increasing the public's awareness of the ongoing enforcement activities.

Also, the Cottonwood Police Department along with the Tri City DUI Task Force will include the following activities as part of the enforcement and educational operations:

1. To maximize effectiveness of the Cottonwood Police Department funded enforcement overtime, the Cottonwood Police Department will determine enforcement activities by using one or a combination of the following:
 - a) Citizen complaints;
 - b) Traffic crash data;
 - c) Holidays;
 - d) Community events.

Conduct ongoing public information and education programs to promote traffic safety and driver awareness. It has been determined that the best method for reducing alcohol-related fatalities is thorough consistent, "zero tolerance" enforcement and a strong public information and education campaign.

2. The Cottonwood Police Department will carry out enforcement and public awareness programs by the use of the Mobile DUI Enforcement Vehicle. It will be stationed at different events, throughout the year as mentioned above, as not only a sub-station, but as a tool to educate the public regarding DUI's, Aggressive Drivers, Underage Drinking, Seat Belts and Child Restraints. The Cottonwood Police Department agrees that the key to a long-term solution to the problem of impaired and errant drivers and underage drinking is education. This program will actively participate in a public information and education campaign using both the electronic and printed media.

The Governor's Office of Highway Safety has public information and education materials. These materials are available at no cost to individual, highway safety advocate groups or jurisdictions. Personnel of the Cottonwood Police Department may distribute these materials at health fairs, schools, community events and enforcement activities, i.e. sobriety checkpoints.

The Department will also visit the local schools for different educational programs that will include groups such as MATForce, M.A.D.D and S.A.D.D. The Department is on the Teen Maze committee that is held once a year. This program helps youths understand the choices and consequences they encounter in their everyday lives. The Department also promotes Rachel's Challenge that is an anti-bullying program at Mingus Union High School. Through this program the students are taught how to deal with the everyday peer pressures that influences their decision making.

The planned events listed below are days that the Department plans to hold either an enforcement or educational/public awareness event. However, the Cottonwood Police Department and the Tri City Task Force conduct additional activities that are not limited to these days.

October 2011

Halloween/Autumn Festival

November 2011

The Holiday DUI Task Force Enforcement Program will be kicked off Thanksgiving week.

December 2011

The Holiday DUI Task Force Enforcement Program Continues throughout the month.

January 2012

Each DUI Task Force will conduct a saturation patrol or sobriety checkpoint with participation from each agency.

February 2012

Each DUI Task Force will conduct a saturation patrol or sobriety checkpoint with participation from each agency.

March/April 2012

Each DUI Task Force will conduct a saturation patrol or sobriety checkpoint with participation from each agency. There will be a focus on jurisdictions having high school prom events. In addition, those jurisdictions that are celebrating Spring Break will also receive additional enforcement activities.

In addition to the high school celebrations, the three major universities (Northern Arizona University-Flagstaff, Arizona State University-Tempe and University of Arizona-Tucson) will host education and enforcement activities.

May 2012

Holiday DUI Task Force Enforcement Programs will be conducted during the Cinco de Mayo weekend.

Holiday DUI Task Force Enforcement Programs will be conducted for the Memorial Day Weekend. GOHS will host its annual press conference announcing this campaign.

June 2012

Each DUI Task Force will conduct a saturation patrol or sobriety checkpoint with participation from each agency. There will be a focus on jurisdictions having high school graduation events.

July 2012

Holiday DUI Task Force Enforcement Programs will be conducted for the Independence Day celebrations.

August/September 2012

Holiday DUI Task Force Enforcement Programs will start mid-August and continue through Labor Day in support of the National Campaign of "Drunk Driving. Over the Limit. Under Arrest." Each participating agency will participate in or conduct a minimum of four enforcement programs (Sobriety checkpoints or saturation patrols or a combination of the two). GOHS will host a statewide press conference announcing this enforcement campaign. Date and location to be determined.

Underage drinking not only contributes to the growing problems of hazardous traffic conditions and criminal acts related to traffic but also to other crimes, some that are reported and others that are not. To adequately address these unique issues, a concentrated and dedicated enforcement and a public awareness campaign is mandatory. To successfully address underage drinking, law enforcement must develop a new strategy. Underage Drinking, Underage Persons Driving Motor Vehicles Under the Influence of Alcohol and the NADA 21 Campaign, (Prevention of Establishments to Sell Alcohol to Persons Under the Age of 21). The Cottonwood Police Department agrees that the key to a long-term solution to the problem of underage drinking is education. This program will actively participate in a public information and education campaign using both the electronic and printed media. This activity will include carrying out a comprehensive program of public service and awareness announcement that will detail the objectives of the program. The Cottonwood Police Department will design these to heighten the awareness of the public to underage drinking, how it affects society, and how alcohol affects their system while trying to drive. Cottonwood Police Officers will also visit the local schools for different educational programs that will include groups such as MATForce, M.A.D.D and S.A.D.D.

If funding is approved, a media release will go out to the public regarding the grant award from the Governor's Office of Highway Safety. The release will provide details on the funding received and how it will be utilized to enhance traffic safety and DUI/traffic enforcement in the City of Cottonwood and Yavapai County.

All overtime enforcement programs will keep track of their stats throughout each detail and for some task force details, will submit their stats to GOHS. The single event stats are evaluated at the end of the detail and these stats are then combined each month and the individual programs are then evaluated. Through these stats, the officer in charge makes sure all stats are correct, that every assigned officer is participating in the enforcement detail, if the detail was considered a success or not and if not how to improve the next event.

Performance Measures:

Establish measurable goals for your proposal. Example: "To decrease alcohol related fatalities 10% from the 2008 base year average of 250 to 225 by September 30, 2011." "To increase DUI arrests 10% above the 2008 base year average of 5,000 to 5,500 by September 30, 2011."

Your agency should enumerate the objectives of the project in this section. Example: "To participate in 4 DUI Task Forces by September 30, 2011." "To participate in 8 speed enforcement details by September 30, 2011."

The Cottonwood Police Department will participate in nine (9) DUI Task Force Saturation Details and at least two (2) Checkpoints by September 30, 2012. Through these details and the educational/public awareness events throughout the year the Department hopes to lower DUI arrests by 5%. In 2005 the Department had 225 DUI arrests and in 2010 the Department had 105 DUI arrests. During this six year span the Department has lowered their DUI arrests by 53% which averages out to a little more than 9% a year. The more the law enforcement is out on the street demonstrating their zero tolerance to impaired drivers and coupling this with education and public awareness events, the Department feels the DUI arrests will continue to lower by 5% each year.

From National Red-Light Running studies, Arizona has the highest death rate and unfortunately it seems to be increasing yearly. With more and more drivers multi-tasking while driving this issue will continue. The City of Cottonwood, with only 13 traffic signals, still has the problem of Red-Light Running. The City is fortunate that it only averages one (1) to two (2) fatal accidents per year, but unfortunately the City averages about 25-30 injury accidents at these intersections. With more enforcement the Department would like to lower the Red-light Running by 5%.

School Zones and violations of school bus stops are not in the Department's statistical reports and citations for these violations are minimal at best. Due to lack of manpower, the Department cannot patrol the school zones and bus stops at the necessary times on a regular basis. This is an important issue and the Department would like to be able to put more manpower out on the street at the beginning and the end of the school day to sit at school zones and enforce stopping while the school bus is loading and unloading at stops. The Department would like raise the citations of these violations by 50% - 100%.

As stated before, the Underage Drinking Enforcement details are not just about lowering the underage drinking issues, but lowering the crimes that are related to underage alcohol consumption. In 2008 the total alcohol arrests for underage drinking were 116. The total in 2009 was 188 arrests. This is almost a 40% increase. The Cottonwood Police Department and Yavapai County Underage Drinking Task Force feels education is a major factor in lowering these arrest numbers and the Department believes through the different enforcement details and the continuous education programs, the underage drinking arrests and related criminal arrests will go down by 5% to 8%.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Resolution Number 2585 – Approving the submittal of a Governor’s Office of Highway Safety FY 2012 Grant Proposal on Selective Enforcement Overtime and eTicket Mobile Devices

Department: Police Department

From: Chief Jody Fanning

REQUESTED ACTION

Council consideration to approve Resolution Number 2585 approving the submittal of a GOHS grant proposal, requesting funds in the amount of \$10,000.00, for the Selective Traffic Enforcement Detail overtime and \$4,581.00 for two (2) MC75 Handheld Mobile Devices.

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

“I move to approve Resolution Number 2585 approving the submittal of a FY 2011 Governor’s Office of Highway Safety Grant for Selective Traffic Enforcement Details overtime and to purchase two (2) MC75 Handheld Mobile Devices and authorizing the police chief to sign the required grant documents.”

BACKGROUND

The Governor’s Office of Highway Safety (GOHS) has, throughout the years, provided the City of Cottonwood Police Department with funding of many thousands of dollars. This grant is focused on the overtime funding for the DUI Task Force patrol, Selective Traffic Enforcement and Underage Drinking. Selective Traffic Enforcement will focus on “Red Light Running”, school zones and bus stop violations. The requested MC75 Handheld Mobile devices are to add to the four (4) that the Department is purchasing to run the eTicket program the Department is in the process of purchasing. The two (2) devices will be designated for the Selective Traffic Enforcement Details and when not in use by the Details can be used during normal patrol. This funding is the only way Cottonwood Police Department is able to participate in these special patrols and purchase this equipment.

JUSTIFICATION/BENEFITS/ISSUES

The Governor's Office of Highway Safety requires a Resolution to be submitted at the time the grant proposal is submitted. GOHS also states that if the date of submitting the grant proposal is before a scheduled Council meeting, the GOHS will allow the Resolution to be submitted after it has been approved at the next schedule Council meeting.

COST/FUNDING SOURCE

Governor's Office of Highway Safety

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Resolution Number 2585
Copy of FY 2011 GOHS Grant for Selective Traffic Enforcement Overtime and eTicket MC75
Handheld Mobile Devices

RESOLUTION NUMBER 2585

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL IN CONNECTION WITH THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS) FY 2012 FUNDING CYCLE.

WHEREAS, the Governor's Office of Highway Safety (GOHS) is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the City of Cottonwood, through its Police Department, is interested in submitting a grant to continue the Selective Traffic Enforcement Details overtime and to purchase two eTicket handheld machines.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Cottonwood, Arizona, as follows:

1. THAT the Cottonwood Police Department is hereby authorized to submit a grant proposal seeking funds from the Governor's Office of Highway Safety to assist with selective traffic enforcement detail overtime costs and the purchase of two eTicket mobile handheld devices.
2. THAT Jody Fanning, Police Chief, is appointed agent for the City of Cottonwood to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 5TH DAY OF APRIL 2011.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq., City Attorney

Marianne Jiménez, City Clerk

2012 GOHS SELECTIVE TRAFFIC ENFORCEMENT OVERTIME DETAIL

Proposal Summary:

Please include a summary of funding requested by program area (Alcohol, Aggressive Driving, Occupant Protection etc...).

The Department is asking for funding to continue the Selective Traffic Enforcement Details overtime and to purchase two (2) eTicket handheld machines. The Selective Traffic Enforcement Detail is a crucial enforcement program in the Cottonwood area and without the support from GOHS the Cottonwood Police Department would not be able to pay the overtime incurred by this program. The Selective Traffic Enforcement allows the Department to add extra enforcement on specific dates and holidays to stop errant drivers and red light runners in Cottonwood and the rest of the Verde Valley. This year the officers are doing special duty on cold mornings to stop drivers who have failed to clean their windshields of ice, making it impossible for them to drive safely. Unfortunately, this is a frequent occurrence during the months of December, January, February and part of March. Obviously, when doing these details citations or warnings are written. The Department, along with the Cottonwood Municipal Court has purchased an E-Ticket program. The Department is asking for two (2) more handheld machines to ensure that the officers working the Selective Enforcement Details have the equipment to allow them to issue citations 70% faster.

As like all cities and towns in the State of Arizona, the City of Cottonwood is cutting back on budget expenses, but the Department is very fortunate that there has been no lay-off of police officers or administrative employees. This being said, all special details are limited and the only way the Cottonwood Police Department can continue to be proactive in the above program is through grant funding.

Background/Problem:

Provide general characteristics of the agency, including information on population, demographics, and a description of streets and highways in the agency's jurisdiction including road mileage.

The City of Cottonwood encompasses approximately 714 square miles and is located in Yavapai County which encompasses approximately 8800 square miles. It is the largest city in the Verde Valley and is a growing community that serves as the hub of the Verde Valley. The City of Cottonwood has a population of more than 11,265 with the Verde Villages bringing in another 11,000 people. Along with the growth in population in the area, there is also a steady growth of tourism. Tourism during big event weekends, can increase the City's population by 10% to 20%. The City serves this entire population whether they live within or outside the City limits and the Police Department also assists these other agencies that consist of Clarkdale Police Department, Jerome Police Department and Yavapai County Sheriff's Office.

The Cottonwood Police Department consists of 31 sworn officers, 17 civilian personnel and 13 volunteers. To keep up with the continued growth of our area, the Department takes an innovative approach to police services and strives to remain proactive in our efforts.

The City of Cottonwood has thirteen (13) traffic signals with approximately five (5) miles of Highway 260 and approximately five (5) miles of 89A in our jurisdiction. 89A is a thoroughfare to Sedona, Clarkdale, Jerome, Prescott, and Flagstaff. Highway 260 is a thoroughfare to Camp Verde and Interstate 17 to Flagstaff, Prescott and Phoenix. They have a constant flow of traffic and it is where a majority of our major accidents occur. Main Street in Cottonwood is approximately 3 miles long and runs through the older district of Cottonwood and is a connector road to Clarkdale and 89A to Jerome and Prescott.

Problem Statement:

What problem is your agency looking to solve with this grant? Provide appropriate data to support

Although the City of Cottonwood has only 13 traffic signals, we still have the same issues as any other big city, Red Light Running. The majority of the City's injury accidents happen at these signaled intersections with an average of one (1) fatality per year. The City's traffic increases yearly and with the increase of traffic in the City the potential for Red Light Running increases. The Department attempts to place officers at the different intersections, but with an average of only three (3) officers on per shift, they are usually taken away by other calls.

The City of Cottonwood has one (1) high school, one (1) junior high school, three (3) elementary schools and several charter and private schools. The Department and the C.O.P. volunteers (Citizens On Patrol) make a point of being at most of these locations at the beginning of the school year to remind the community that school is back in session and to be alert to the children, school buses and more vehicle traffic. Unfortunately, the Department does not have the manpower to continue this type of enforcement throughout the school year. The Department would like to do more school zone enforcement, along with school bus stop violations.

This year the Department found a need to do an extra morning patrol in February. This was to locate and stop drivers who have failed to clean their windshields of ice, making it impossible for them to drive safely. There was one (1) special detail and during this early morning detail officers stopped 24 vehicles and wrote 13 citations for "Materials on Windshield". Unfortunately, this is a frequent occurrence during these cold months. From this one detail the Department realized that this is a dangerous occurrence during the winter months and if funds are available will incorporate this early morning winter detail into the Department's Selective Enforcement Details during the months of December, January, February and the first part of March.

One of the problems facing the Cottonwood Police Department is having limited resources and manpower available to address traffic related issues in this growing community. In order to hold these Selective Traffic Enforcement Details, the Department will need more manpower. The Department's manpower is limited, so the majority of these traffic enforcement details are done through overtime. As stated earlier, there are no overtime funds available for special details, so grant funding is the only way the Department is able to participate in special enforcement details.

Attempts to Solve Problem:

Identify past attempts to solve the problem identified in your proposal.

One of the main jobs of the officers is patrolling the City streets. Normally there are 3-4 officers on duty during a shift. During these shifts the officers are looking for speeders, red-light runners, reckless drivers and patrolling school zones and bus stops, but they also have many other calls they have to take care of during this time period. Sitting at traffic signals is about the only way you can catch red-light runners and if a patrol officer is sitting at a signal the officer is not out patrolling watching for arrant drivers. Patrolling during shift does help the traffic issues, if the officers are not sent to other calls. The major traffic issues are best dealt with through selective enforcement, which is only made possible with overtime funding.

Officer safety is the number one priority for the Department. The officers are continuously being instructed on new techniques and procedures to ensure their safety when out on the streets. The Department is in the process of purchasing an eTicket program with four (4) mobile handheld devices. This program will allow citations to be completed 70% faster with the citation being more accurate. Officer safety is greatly increased because the officer is no longer needs to spend as much time outside of the vehicle, where the majority of the injuries happen. The Department would like to purchase two (2) more handheld devices to be available for the Selective Enforcement Details and for more officers the opportunity to use the devices.

Title: Selective Traffic Enforcement Detail Overtime

Objectives of the projects in your proposal should follow the SMART method. They should be:

S = Specific

M = Measurable

A = Action-Oriented

R = Realistic

T = Time-Framed

Project Objectives:

The project objectives should be stated in measurable terms directly related to the identified problem, concise and deal with a specific item, realistic, with a reasonable probability of achievement and related to a specific time frame.

The requested funds will support the Personnel Services (overtime) and Employee Related Expenses to conduct off-duty Select Traffic Enforcement and purchasing two (2) MC75 Mobile Device.

The funds being requested for the Selective Traffic Enforcement details would be used to enforce red-light running, school zone and school bus stop violations. The Department is also enforcing the "Materials on Windshield" during the winter months for drivers who fail to clear their windshields of ice. The funds also allow the Department to have more manpower in busy residential areas during high traffic times. Since most of the selective enforcement is not scheduled around specific dates or holidays, the officers can be very flexible when picking their days, the amount of manpower and hours used.

The Cottonwood Police Department will carry out enforcement and public awareness programs. The Mobile DUI Enforcement Vehicle will be stationed at different events throughout the year, as not only a sub-station, but as a tool to educate the public regarding DUI's, Red-Light Running, Aggressive Drivers, Seat Belts and Child Restraints. The Cottonwood Police Department agrees that public education is the key to a long-term solution to the problem of impaired and errant drivers. This program will actively participate in a public information and education campaign using both the electronic and printed media. The Cottonwood Police Department will design these, to heighten the awareness of the public to the hazards of Red-Light Running, excessive speed, aggressive driving, seat belt and child restraint violations

The Department is in the process of purchasing an eTicket program with four (4) mobile handheld devices. Having 32 officers and only four (4) mobile devices only allows a limited amount of use. Adding two (2) mobile devices would help with the Selective Enforcement Details and normal patrol.

Method of Procedure:

Detail how your agency will solve the problem and meet the objectives you have set.

The Department will try and solve the problem of Red Light Running and errant driving through enforcement and educational programs. What the Department does is consistent with the national "Drunk Driving. Over the Limit. Under Arrest." (DDOLUA) model, which has three primary components: 1) enforcement; 2) public awareness; and 3) evaluation and is used in both DUI and Selective Traffic Enforcement.

To maximize effectiveness of the Cottonwood Police Department funded Selective Traffic Enforcement Overtime, the Cottonwood Police Department will determine enforcement activities by using one or a combination of the following:

- a) Citizen complaints;
- b) Traffic crash data;
- c) Holidays;
- d) Community events.

Conduct ongoing public information and education programs to promote traffic safety and driver awareness. It has been determined that the best method for reducing red-light running and errant driving is through, "zero tolerance" enforcement and a strong public information and education campaign.

1. The Cottonwood Police Department will carry out an enforcement and public awareness program. The Mobile DUI Enforcement Vehicle will be stationed at different events, throughout the year as mentioned previously, as not only a sub-station, but as a tool to educate the public regarding DUI's, Aggressive Drivers, Red-Light Running, Underage Drinking, Seat Belts and Child Restraints. The Cottonwood Police Department agrees that the key to a long-term solution to the problem of impaired and errant driver is education. This program will actively participate in a public information and education campaign using both the electronic and printed media.
2. The Governor's Office of Highway Safety has public information and education materials. These materials are available at no cost to individual, highway safety advocate groups or jurisdictions. Personnel of the Cottonwood Police Department may distribute these materials at health fairs, schools, community events and enforcement activities, i.e. sobriety checkpoints.

If the Department is funded to purchase 1-2 handheld mobile devices, these devices will be designated for Selective Traffic Enforcement Details. This will ensure that the officers participating in the Details will have them available for their use. When not being used for Selective Traffic Enforcement the devices will be used by patrol.

If funding is approved, a media release will go out to the public regarding the grant award from the Governor's Office of Highway Safety. The release will provide details on the funding received and how it will be utilized to enhance traffic safety and DUI/traffic enforcement in the City of Cottonwood and Yavapai County.

All overtime enforcement programs will keep track of their stats throughout each detail and for some task force details, will submit their stats to GOHS. The single event stats are evaluated at the end of the detail and these stats are then combined each month and the individual programs are then evaluated. Through these stats, the officer in charge makes sure all stats are correct, that every assigned officer is participating in the enforcement detail, if the detail was considered a success or not and if not how to improve the next event.

Performance Measures:

Establish measurable goals for your proposal. Example: “To decrease alcohol related fatalities 10% from the 2008 base year average of 250 to 225 by September 30, 2011.” “To increase DUI arrests 10% above the 2008 base year average of 5,000 to 5,500 by September 30, 2011.”

Your agency should enumerate the objectives of the project in this section. Example: “To participate in 4 DUI Task Forces by September 30, 2011.” “To participate in 8 speed enforcement details by September 30, 2011.”

From National Red-Light Running studies, Arizona has the highest death rate and unfortunately it seems to be increasing yearly. With more and more drivers multi-tasking while driving this issue will continue. The City of Cottonwood, with only 13 traffic signals, still has the problem of Red-Light Running. The City is fortunate that it only averages one (1) fatal accident per year, but unfortunately the City averages about 25-30 injury accidents at these intersections. With more enforcement the Department would like to lower the Red-light Running by 5%.

School Zones and violations of school bus stops are not in the Department’s statistical reports and citations for these violations are minimal at best. Due to lack of manpower, the Department cannot patrol the school zones and bus stops at the necessary times on a regular basis. This is an important issue and the Department would like to be able to put more manpower out on the street at the beginning and the end of the school day to sit at school zones and enforce stopping while the school bus is loading and unloading at stops. The Department would like raise the citations of these violations by 50% - 75%.

During the winter months, the Department enforces the “Materials on Windshield” for drivers who fail to clear their windshields of ice. This is the first year the Department has done a special detail for this issue and from just the one detail 24 vehicles were stopped and 13 citations were written. This proved to the Department that this dangerous occurrence during the winter months needs more special enforcement. During the days in the winter when the temperature falls to freezing and below, the Department would like hold special details in the early mornings. From these details the Department would like to increase the warnings and citations for “Materials on Windshield” violation by 50% - 75%.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Grant submission: Arizona Department of Homeland Security, SHSGP
- Interoperable Portable Radio Communication

Department: Police Department

From: Jody Fanning, Chief of Police

REQUESTED ACTION

It is requested the City of Cottonwood pre-approve the application to request grant funds to purchase 5 portable radios. If approved the funding will come from AZ Department of Homeland Security under the State Homeland Security Grant Program.

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

"I move to approve the submittal of a grant from the Arizona Department of Homeland Security under the State Homeland Security Grant program for five portable radios for the police department and authorize the police chief to sign the required grant application forms."

BACKGROUND

The Arizona Department of Homeland Security has consistently provided the City of Cottonwood Police Department with grant opportunities, providing funding of thousands of dollars since 2005. This funding will replace outdated equipment. The new equipment will complete the transition of Portable radios under the F.C.C. 2013 narrowband requirement. This new equipment will also have P25 compliant software as mandated by AZ Department Homeland Security. P25 compliance is a programming standard of software which enables responders to exchange information regardless of the type or manufacturer of radio.

ISSUE

This grant will provide \$8,000 for the purchase of Portable radios with P25 software. The Cottonwood Police Department would be responsible for peripherals (antennae, chargers, external speakers), estimated expense of \$1,200 which will be covered by equipment budget.

PROS & CONS

Pros - This funding will replace all outdated portable equipment completing the transition to meet the F.C.C. 2013 Narrowband requirement. The purchased radios will have P25 compatible software ensuring communications compatibility with other agencies locally and nationally.

Cons - None known.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

2011 State Homeland Security Grant Program Application (page 1)

STATE OF ARIZONA
Department of Homeland Security

2011 STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION

FOR THIS SECTION BE SURE TO CHOOSE A PROGRAM

Grant #: [] Applicant: Cottonwood Police Department

Project Title: Interoperable Portable Radio Communication

Grant Program: SHSGP - STATE HOMELAND SECURITY GRANT PROGRAM

PROJECT ADMINISTRATIVE PAGE

1. Applicant Applicant Address: Mailing Address: 199 South 6 Street Mailing Address Continued City/State/Zip: Cottonwood AZ 86326 City State Zip Code Head of Agency: Chief Jody Fanning Title First Name Last Name Phone #: 928-634-4246 Cell Phone #: E-Mail Address: jfanning@cottonwoodaz.gov Agency's Point of Contact Information: Comma Jody Makuch Title First Name Last Name Phone #: 928-634-4246 Cell Phone #: E-Mail Address: jmakuch@cottonwoodaz.gov	2. Organization Type Municipality Specify 3. Region or Entity: West Region Program Initiatives 4a. SHSGP, MMRS, CCP: Choose Initiative 4b. Phoenix UAS: Choose Initiative 4c. Tucson UAS: Choose Initiative 5. Total Dollar Amount Requested: \$8,000
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6. Enter the 2011 - 2014 State Homeland Security Strategy Objectives (EXAMPLE : 1.1.0) and Action Item(s) Numbers (EXAMPLE:1.1.4) that relate to this project. To learn more about the strategy visit this website: <http://www.azdohs.gov/Grants/SHSS.asp>

1.1.0, 1.1.1

7. Identify the primary National Priority that is supported by this project from the drop down box below.

NP5. Strengthen interoperable Communications Capabilities

8. Is this project new or ongoing? If the project is ongoing, identify the corresponding projects and funding amounts for each year as applicable. Also, for the current grant cycle, please identify, if any, requests for funding from other funding sources i.e. EOC, EMPG etc..

This is an ongoing project. Cottonwood PD received re-allocated funds during the 2010 grant cycle in the amount of \$51,093 (Grant 555505-03). The Cottonwood Police Department has provided approximately \$26,000 towards this project. No other funding sources have been identified or requested.

9. Can partial funding be accepted for this project? If so, at what specific dollar amount(s), and be sure to list the order of priority?

Yes partial funding can be accepted. The portable radios are broken into \$1,800 increments, which would be acceptable. There is no order of priority.

10. Please list the multiple jurisdictions and/or disciplines served by this project. Include POC information for each partnering agency.

11. Does this project require an Environmental and Historical Preservation (EHP) review (e.g., includes any ground disturbance or activity on 50 year old buildings)? (Yes or No)

<http://www.fema.gov/plan/ehp/ehplaws/nepa.shtml#9> No

APPROVAL PROCESS

The signatures below verify the approval process. All parties signify that all aspects of this project are allowable, reasonable and justifiable in accordance with published federal grant guidelines.

Project Point of Contact or Agency's Authorized Individual	Jody Fanning, Chief	[Signature]
	Typed Name	Signature
AZDOHS Strategic Planner or Assistant Director Planning & Preparedness	William Seltzer	[Signature]
	Typed Name	Signature

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Special Event Liquor License for the Verde Valley Fair Association (Terra Shanks, Applicant).

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 Terra Shanks, applicant for the Verde Valley Fair Association.

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

"I move to recommend approval of the Special Event Liquor License Application submitted by Terra Shanks, applicant for the Verde Valley Fair Association, for an event scheduled for April 29 and 30, 2011, and May 1, 2011, at 800 E. Cherry Street."

BACKGROUND

Terra Shanks submitted a Special Event Liquor License application on behalf of the Verde Valley Fair Association, for the annual Verde Valley Fair scheduled for April 29 and 30, 2011, and May 1, 2011, at the fairgrounds located at 800 E. Cherry 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

REVIEWED BY

City Manager: _____ City Attorney: _____

ATTACHMENTS

- Application from Terra Shanks

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 _____⁸ 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 Verde Valley Fair Association 100
Percentage

Address 800 East Cherry Street Cottonwood, AZ 86326

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
⁶⁻¹⁴ # Security personnel Barriers

Dependent on the day; there will be anywhere between 6 and 14 guards available for patrolling the premises

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)

Verde Valley Fair Association (928) 634-3290
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)

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

Parking Lot

Parking Lot

Participant Entrance

Main Entrance

Arena

Carnival

Stage

Gyberg Building

Sheep & Swine Barn

Cattle Barn

Rest Rooms

Show Barn

Taylor Barn

Small Stock Show Ring

Pony Ride

Petting Zoo

Commercial Building

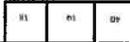
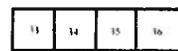
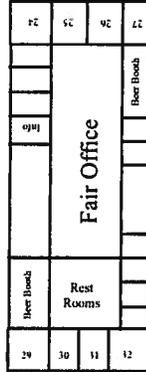
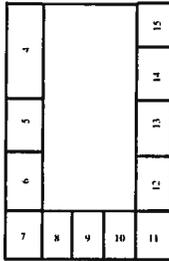
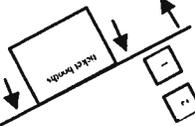
Main Stage

Stage

Carnival

Fine Arts Building

Carnival



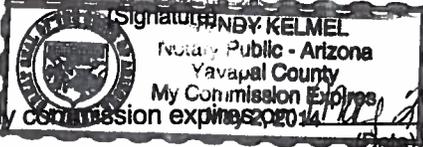
THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Mary Valenzuela 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 Mary Valenzuela President 3/23/11 (928) 634-4986
 (Signature) (Title/Position) (Date) (Phone #)
 State of Arizona County of Yavapai
 The foregoing instrument was acknowledged before me this 23rd March 2011
 Day Month Year
 My Commission expires on: 4/1/13 (Date) [Signature] (Signature of NOTARY PUBLIC)

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

19. I, Terra Shanks 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 Terra Shanks State of Arizona County of Yavapai
 (Signature) (Title/Position) (Date) (Phone #)
 The foregoing instrument was acknowledged before me this 24th March 2011
 Day Month Year
 My Commission expires on: 2/28/14 (Date) [Signature] (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



Meeting Date: April 5, 2011

Subject: Application for Permanent Extension of Premises/Patio Liquor License Permit for Leta M. Hollon, Licensee for Crema Cafe.

Department: City Clerk

From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of recommending approval or denial of an application for a permanent Extension of Premises/Patio Liquor License permit submitted by Leta M. Hollon licensee for Crema Café located at 917 North Main Street.

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

“I move to recommend approval of the permanent Extension of Premises/Patio Liquor License Permit application submitted by Leta M. Hollon for Crema Cafe located at 917 N. Main Street.”

BACKGROUND

A permanent Extension of Premises/Patio Liquor License Permit application was received from Leta M. Hollon, licensee for Crema Café located at 929 North Main Street in Old Town Cottonwood to extend the wine/beer serving area in front of the patio area of the cafe.

JUSTIFICATION/BENEFITS/ISSUE

All applications for Extension of Premises/Patio Liquor License Permits that are requested of the Arizona Department of Liquor Licenses & Control (ADLLC) for establishments located within 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.

REVIEWED BY:

City Manager: _____ City Attorney: _____

ATTACHMENTS

- Application for Extension of Premises/Patio Permit for Crema Cafe.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
www.azliquor.gov
(602) 542-5141

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

THIS APPLICATION MUST BE RETURNED TO THE DEPARTMENT OF LIQUOR

Permanent change of area of service – Give specific purpose of change: gated extension of existing patio to the front of the building

Temporary change for date(s) of: _____

- Licensee's Name: Hollon Leta Mae
Last First Middle
- Mailing Address: 917 N. Main St. Cottonwood AZ 86326
City State Zip
- Business Name: Crema Cafe Coffee & Creamery LICENSE #: 1213342
- Business Address: 917 N. Main St. Cottonwood AZ 86326
City COUNTY State Zip
- Business Phone: (928) 649-5785 Residence Phone: (928) 202-2515
- Do you understand Arizona Liquor Laws and Regulations? YES NO FAX # () n/a
- Have you received approved Liquor Law Training? NO YES When? 9/29/05
- What security precautions will be taken to prevent liquor violations in the extended area? staff training, area monitored by staff and security camera
- Does this extension bring your premises within 300 feet of a church or school? YES NO
- IMPORTANT:** ATTACH THE REVISED FLOOR PLAN CLEARLY DEPICTING YOUR LICENSED PREMISES AND WHAT YOU PROPOSE TO ADD.

****After completing sections 1-9, take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

This change in premises is RECOMMENDED by the local Board of Supervisors, City Council or Designate:

(Authorized Signature) (Title) (Agency)

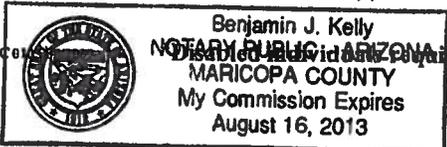
I, Leta Mae Hollon, being first duly sworn upon oath, hereby depose, swear and declare, under penalty of perjury, that I am the APPLICANT making the foregoing application. I have read this application and the contents and all statements are true, correct and complete.

X [Signature] State of Arizona County of Maricopa
(Signature of Owner or Agent) SUBSCRIBED IN MY PRESENCE AND SWORN TO before me this date 31 25 11 (Month Day Year) (March 25, 2011)

My commission expires on: 8-16-2013 [Signature]
(Signature of NOTARY PUBLIC)

Investigation Recommendation Approval Disapproval by: _____ Date: _____

Director Signature required for Disapprovals _____ Date: _____



Disabled individuals requiring special accommodation, please call the Department (602) 542-9027.

CONSTRUCTION PERMIT - CITY OF COTTONWOOD

Permit Number: CP2010-168

Permit type: FENCE

10/1/2010

Construction Address
0917 MAIN STREET N
COTTONWOOD, AZ 86326

Assessors Parcel Number:
406-34-041

Zoning :
C1

Legal Description : BLOCK 1 LOT 5 COTTONWOOD ADDITION

Contractor: Type : OWNER/BUILDER
OWNER/BUILDER

Contractor #

Gross Floor Area:

Owners Name & Address: Phone: 410-4444

OLD TOWN CREMERY
P.O. BOX 1234
JEROME AZ 86331

Occupancy

Estimated Cost:
\$500.00

Fence Permit

\$23.50

Construction :
VB

Use Code:

436

No of Units :

DESCRIPTION OF CONSTRUCTION AND USE:
METAL RAILING

REMARKS AND ADDITIONAL INFORMATION:
917 NORTH MAIN STREET OLD TOWN CREAMERY/
SIDEWALK ENCLOSURE

Valuation :
\$500.00

Total Fees :
\$23.50

ADDRESS SHALL BE POSTED ON BUILDING FRONTAGE AND BE VISIBLE AND LEGIBLE FROM THE STREET FRONTING THE PROPERTY. UFC 901.4.4

Permit issuance is not considered as an adoption by the inspector of the manifested technical construction contained in the plans and specifications, if thereafter it is divulged that any portion of the construction is in conflict with any portion of the City of Cottonwood regulations.

PERMIT CARD MUST BE OPENLY DISPLAYED ON CONSTRUCTION SITE.

CONSTRUCTION MUST COMMENCE WITHIN 120 DAYS AND DILIGENTLY PURSUED THEREAFTER.

It is agreed to construct in conformity with the plans submitted and with the laws of the City of Cottonwood and the State of Arizona.

DATE

(CONTRACTOR-OWNER-ARCHITECT-AGENT)

Approved by : TOM HALL

Issued By : TOM HALL

Applicant copy



CITY OF COTTONWOOD

Construction Permit Application Plot Plan

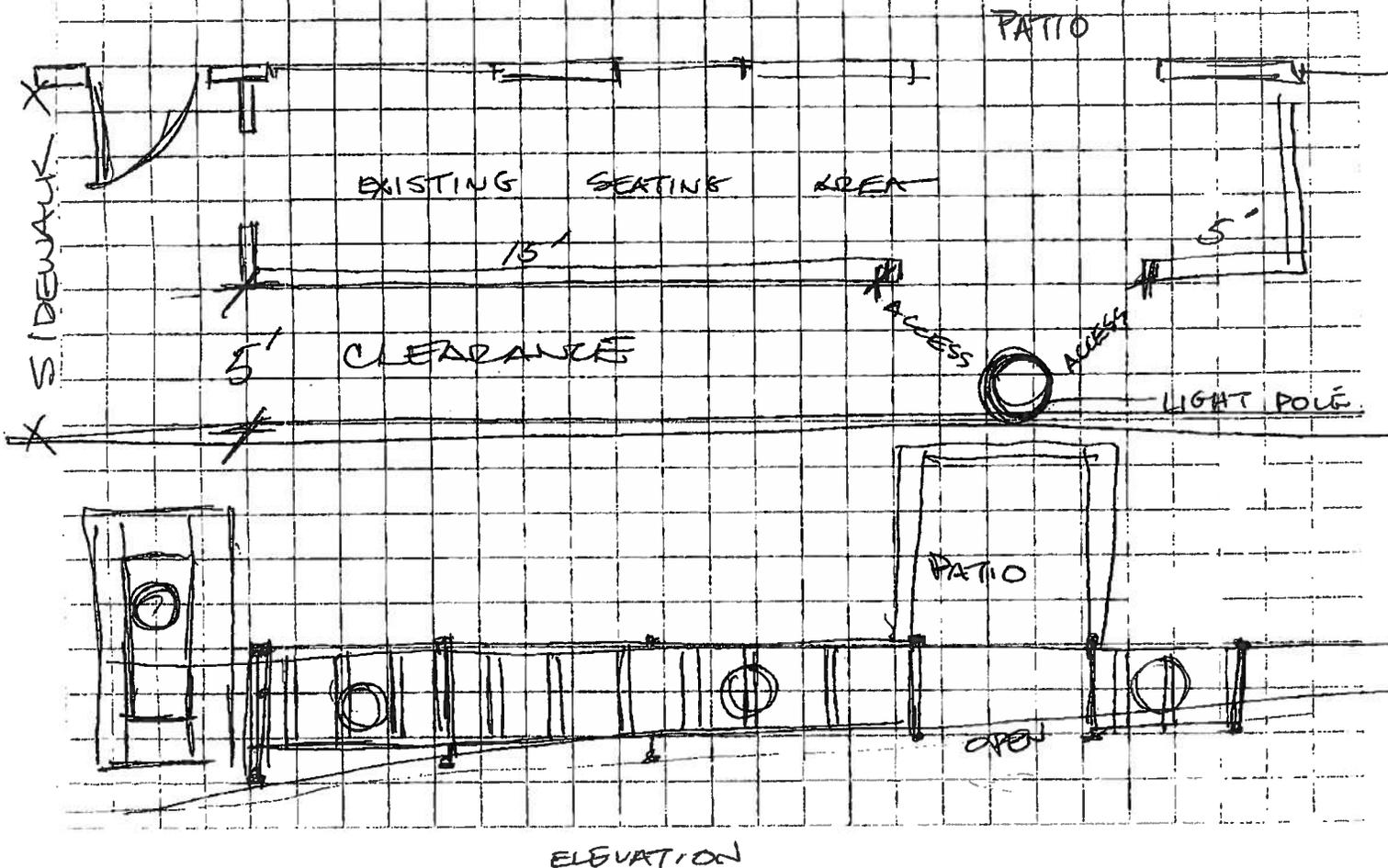
Construction Address:

917 N. MAIN (REMARKS)

Show lot lines, dimensions, and existing structures, if any. Please provide complete and accurate information.

Plans shall be drawn to scale and shall include the following:

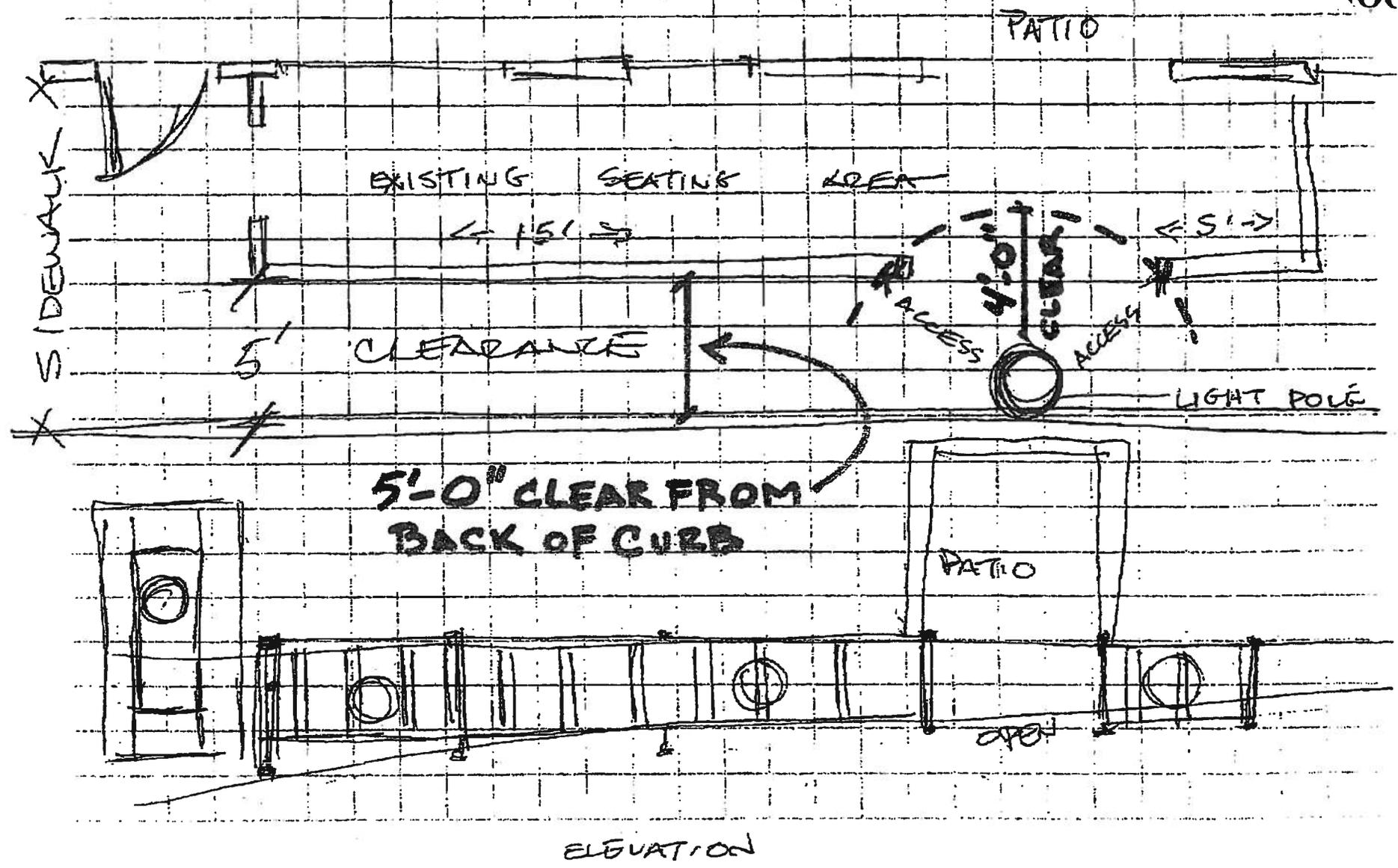
- Indicate all utilities Indicate all structures on property Indicate all setbacks Indicate location of any septic system
- N/A P/A



Enlarged Drawing

25/04/11

JOE
of Plan



ELEVATION

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Comprehensive Annual Financial Report (CAFR) – Annual Audit for the Fiscal Year Ended June 30, 2010

Department: Administrative Services - Finance

From: Jesus R. Rodriguez, CGFM, Administrative Services General Manager

REQUESTED ACTION

Staff is requesting acceptance by the Council of the City's Comprehensive Annual Financial Report (CAFR), for the fiscal year ending June 30, 2010.

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

“I move to accept the City's Comprehensive Annual Financial Report for fiscal year ending June 30, 2010.”

BACKGROUND

This is a presentation of the annual audit for the fiscal year ended June 30, 2010. All the documentation was sent to each Council member around February 4, 2011 as part new auditor requirements for this fiscal year. **Please bring all your CAFR documentation with you to the meeting.**

All reports including the Independent Accountant's Report, Annual Expenditure Limitation Report, Single Audit Act Reports, and the findings report, were all prepared in collaboration between the City of Cottonwood Finance Department and LarsonAllen, LLP.

The Management's Discussion and Analysis (MD&A) on page 16, is best described as a component of required supplementary information used to introduce the basic financial statements and provide an analytical overview of the government's financial statements. Since the implementation of Government Accounting Standards Board (GASB) 34, a number of years ago, MD&As have provided valuable insight on the financial status of the City.

At the same time, the City implemented the Notes to the Basic Financial Statements – pages 41-66, which provides information on the handling of capital assets within governmental activities. No longer does the City have a general fixed asset account group which tracks assets owned by the City with no

depreciation. The City now tracks assets that are acquired, and disposed as well as maintains depreciation schedules for all City owned capital assets.

The CAFR still has a familiar feel to it with three major sections:

1. **Introductory Section** - This section introduces the reader to the report and includes the Letters of Transmittal from the Mayor, City Manager, and Finance Director/Treasurer, the City's Organizational Chart and a copy of the Government Finance Officers Association (GFOA) Certificate of Achievement from June 30, 2009.
2. **Financial Section** - This section includes the Independent Auditor's Report, Management's Discussion and Analysis (MD&A), Basic Financial Statements, Notes to the Financial Statements, Required Supplementary Information (RSI), and Combining and Individual Fund Statements and Schedules.
3. **Statistical Section** - This section has been updated to comply with GASB statement 44, and includes numerous tables of unaudited data depicting the financial history of the City for the last ten years, information of other governmental units' debt overlapping the City, demographics and economic history, and other miscellaneous data.

Governmental Funds

Governmental Funds are generally used to account for tax-supported activities. There are five different types of governmental funds, with major and non-major funds:

1. *General Fund*
2. *Special Revenue Funds*
 - a. *Major – HURF*
 - b. *Non-major*
 - i. *Library Fund*
 - ii. *Airport Fund*
 - iii. *Grants Fund*
 - iv. *Community Development Block Grants (CDBG) Fund*
 - v. *Cemetery Fund (new in the Special Revenues Funds)*
3. *Debt Service Fund*
4. *Capital Projects Fund*
5. *Permanent Funds (currently not used by the City)*

During the fiscal year 2010, the City's fund balance in the Governmental Funds decreased by \$12,959,794 or 34.9% over fiscal year 2010. This dramatic decrease is due predominately to the draws made against the Greater Arizona Development Authority (GADA) loan proceeds dedicated to the Cottonwood Recreation Center.

The General Fund, for fiscal year 2010, had an increase of \$1,337,858 from \$5,631,549 to \$6,969,407. This was primarily due to drawing all sales tax back to the General Fund and continued aggressive cost containment measures instituted by management and Council, to weather the current economic downturn. Council continued support for maintaining coverage reserves and the Capital Accumulation Fund contributed to this increase.

The Special Revenue Fund - Highway User Revenue Fund (HURF) finished the year with a fund balance of \$939,523 a decrease of \$684,410 from FY 2009. This is primarily due the change in sales tax allocation being reverted back to the General Fund. Other factors are the completion of some projects and the start of design work for other street projects.

Non-major Governmental Funds, including the Library, Airport, Grants, Community Development Block Grants (CDBG) and this year the Cemetery fund had a net decrease of \$623 to complete the year with a \$220,567 combined fund balance.

	<i>General Fund</i>	<i>Special Revenue - HURF</i>	<i>Debt Service Funds</i>	<i>Non-major Governmental Funds</i>	<i>Capital Project Funds</i>
<i>Revenues</i>	\$14,229,752	\$2,141,213	\$2,052,777	\$1,022,373	\$233,861
<i>Expenditures</i>	12,512,313	2,825,623	2,071,941	1,680,133	13,929,210
<i>Excess (deficiency) of revenues over expenditures</i>	1,717,439	(684,410)	(19,164)	(657,760)	(13,695,349)
<i>Other financing sources / (uses)</i>	(379,581)	0	0	657,137	101,894
<i>Net change in fund balances</i>	1,337,858	(684,410)	(19,164)	(623)	(13,593,455)
<i>Fund Balance @ 07/01/2009</i>	5,631,549	1,623,933	1,229,293	221,567	28,421,851
<i>Fund Balance @ 06/30/2010</i>	\$6,969,407	\$939,523	\$1,210,129	\$220,944	\$14,828,396

The following reserve funds were on hand in the Water Enterprise Fund on June 30, 2010.

Resource Development	\$1,896,393
Water Advisory	91,395
Adjudication	131,672
Water Conservation	117,258
Total Water Reserve Funds	\$2,236,718

The CAFR is filled with a plenty of great information, showing the City of Cottonwood's accomplishments for the past year, as well as some goals for the future. It also describes the financial controls that have assist the City of Cottonwood maintain its fiscal stability.

The City of Cottonwood CAFR is posted on the City Website, in the Finance Department section at www.cottonwoodaz.gov/finance/CAFR10.pdf.

JUSTIFICATION/BENEFITS/ISSUES

Council acceptance concludes the CAFR process for FY 2010.

COST/FUNDING SOURCE

N/A

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

None

PLEASE NOTE: IF ANYONE WOULD LIKE TO RETURN THE DOCUMENTS AFTER THE MEETING PLEASE DO SO AND WE WILL KEEP THE HARD COPIES FOR FUTURE USE.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Engineering Technician Position

Department: Development Services

From: Dan Lueder

REQUESTED ACTION

Consider establishing an engineering technician position within the development services department.

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

"Move to approve creation of an engineering technician position within the development services department and eliminate the public works maintenance manager position."

BACKGROUND

The retirement of public works maintenance manager Claude Lankford last fall created an opportunity to expand upon the city's reorganization plan and create additional efficiencies within the development services department. After consultation with the city manager and administrative services general manager, Howard Harkey and his buildings and park maintenance staff were co-located with the public works maintenance staff at the public works facility and Mr. Harkey was temporarily appointed manager over both divisions. Because so much of the duties both divisions perform are similar, it seemed that this merging of divisions was in the city's best interest. We now have several months of experience and the merger is in fact allowing sharing of both manpower and equipment while eliminating the need for a separate facility to house the parks and building maintenance staff. Having a unified management of these divisions also allows the shifting of priorities to meet the needs in the city's continually changing work load in these areas. The overall consensus among staff and management is that this merger is working extremely well for both staff and the city. When Mr. Lankford retired, he was being paid an annual salary of \$57,115. If we allowed the proposed engineer technician position to be hired at a maximum starting salary of \$44,000 and provided Mr. Harkey with a 10% salary increase (\$5,000) for the additional duties he would

have responsibility to manage, it would represent an annual savings to the city of \$8,000 per year in salary alone.

The engineering division has been consolidated within development services after the hiring of the utility engineer. Significant savings have been realized and what follows represents an example of some of the engineering design and inspection services completed in-house which previously had been farmed out to engineering consultants:

8-9 Booster Station design and Approval of Construction (AOC)	Fir Street waterline crossing
Holiday Tree on Civic Center	3-1 Arsenic AOC
Old Town sidewalk improvements	3-2 Arsenic AOC
Rail Road Wash improvements	7-2 Arsenic AOC
8 th Street Wash Wall	5-1 Arsenic AOC
Pima Street Bridge Improvements Design	Waterline replacement 15 th to Main Street
Main Street Side Walk Improvement	Hwy 260 well road completion
Yavapai Street Right of Way	111 N Main onsite utilities
Lower 5 Booster Station Upgrade	6 th Street water line crossing
Library parking lot re-paving	Disc Golf Course
	Riverfront Park paving, sidewalk and drainage

The addition of an engineering technician would allow even more of these services to be performed along with drafting of plans and supervision of the utility and public works inspector which would allow the utility and staff engineer, who currently supervise these positions, more time to perform engineering services

JUSTIFICATION/BENEFITS/ISSUES

Savings from elimination fo the public works maintenance manager position.

COST/FUNDING SOURCE

This merging of divisions and shift to a single manager will save the city \$8,000 per year, even with creation of the engineering technician position. The engineering technician position will allow additional savings by completing work in-house which was previously contracted to engineering consultants.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Engineering Technician job description

Public Works, Parks and Building Maintenance Manager job description



Job Description
Job Code: 242
Range 36

CIVIL ENGINEERING TECHNICIAN

DEFINITION: This position will apply theories and principles of civil engineering in surveying, planning, designing, and overseeing the construction and maintenance of infrastructure and facilities under the direction of the City of Cottonwood Utilities Engineer. The Civil Engineering Technician will supervise the Utilities and Public Works Inspectors and will conduct surveys and inspect Utilities and Public Works infrastructure both existing and under construction to ensure that construction specifications and pollution control requirements are met. Civil Engineering Technicians will interact with other employees at all levels, including engineers, surveyors, supervisors, managers, and skilled trade workers. This Technician may instruct and supervise other workers.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Supervises the Utilities and Public Works inspectors and inspects a variety of municipal projects.
- Prepares civil engineering drawings using Autodesk and AutoCAD software for water, sewer, paving, grading and drainage, and wastewater or water treatment systems.
- Calculates dimensions, square footage, slopes, profile elevations, and quantities.
- Performs topographic surveys related to civil engineering design and construction.
- Performs laboratory and field testing with regards to soils, concrete, and asphalt.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of materials, methods, and tools involved in the construction or repair of municipal water and sewer systems, highways, roads, and drainage projects. This would include knowing the limitations and general operating procedures of a variety of medium-sized construction equipment including backhoe, trencher, excavator, loader and tapping machines
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of civil engineering project plans and specifications.
- Knowledge of arithmetic, algebra, geometry, statistics, and their applications. Must have good oral and written communication skills.
- Knowledge of applicable Blue Stake and OSHA regulations, safety hazards, procedures, and equipment used when working on or near underground utility lines as well as proper safety precautions associated with utilities construction, including traffic control and safe trenching.
- Must have construction inspection skills and experience that will allow the applicant to supervise others in performing inspection duties.

- Must have adequate skill to produce precise technical plans, blueprints, drawings, and models. Must have skill in reading and understanding maps and plans relating to water and wastewater systems.
- Skills must include rudimentary experience with surveying for topographic survey related to civil engineering design and construction.
- Skill in providing excellent customer service to both internal and external customers.
- Skill in completing required logs and reports.
- Knowledge of current Maricopa Area Government (MAG) standards.

PHYSICAL REQUIREMENTS: Technicians may work outdoors at construction or survey sites, or indoors in offices and/or in testing labs. Working outdoors may expose technicians to varying types of weather. Some work may be at or near busy highways and construction sites. Technicians can offset most hazards with safety precautions and appropriate dress. This classification involves work that requires the ability to traverse uneven terrain while performing tasks, climb ladders, perform repairs on equipment, and lifting heavy objects up to 60 pounds.

MINIMUM QUALIFICATIONS: The equivalent of a high school diploma or GED and a valid Arizona Driver's license. Applicant must have at least one year experience in the use of Autodesk and AutoCAD software doing civil engineering drafting. Applicant must have a minimum of two years work experience in a field related to civil engineering including water and wastewater design, construction, and operations. Applicant must be capable to be NICET certified in one or more Civil Engineering certification programs within 18 months of date of hire. Applicant must be capable of possessing a minimum of an Arizona Department of Environmental Quality Grade 1 Water and Grade 1 Wastewater Operators Certificate within 6 months of date of hire.

Employee's Signature: _____ Date: _____

Prepared by: Troy Odell 11/09/2010

Reviewed by: Dan Lueder 11/09/2010; Iris Dobler 11/16/10



Job Description
Job Code: 121
Range: 40

STREETS, BUILDINGS AND GROUNDS MAINTENANCE MANAGER

DEFINITION: Under limited supervision, provides necessary and functional support to all City departments through maintenance of City facilities, parks and streets; plans and controls project materials; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

TASKS:

Plans, directs, oversees, and guides subordinate staff in the maintenance of streets, sidewalks, drainage, signage, park, recreation, meeting, and community facilities throughout the City; develops and administers preventive maintenance programs; develops and prioritizes department projects to meet Citywide goals and provide a safe work environment for employees and the general public; provides guidance and direction to the Maintenance and Street staff.

Provides technical expertise and knowledge in planning, developing and scheduling streets, buildings and parks maintenance projects; initiates preventive maintenance programs; provides on-going operational oversight of cemetery, buildings, streets, sidewalks, drainage, signage and trades; develops turf and landscape irrigation and maintenance management programs; assumes responsibility for annual budgetary and fiscal operations of the department.

Works integrally with other department heads and provides necessary direction and guidance to subordinates in the maintenance of streets, grounds and buildings; maintains files and records of maintenance projects from beginning date to completion date; oversees and participates in maintenance and repairs.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of federal, state, and local statutes, ordinances, rules, regulations, policies and procedures.

Knowledge of the various skilled trades involved in streets, park and building maintenance.

Knowledge of the properties, streets and rights of way owned by the City.

Knowledge of the functionality and long term use of streets, buildings and grounds.

Knowledge of the proper use, maintenance and repair of streets, buildings, equipment and tools.

Skill in the safe and effective use of heavy construction equipment and power tools used in the construction industry.

Skill in planning, organizing, and directing the activities of subordinate employees.

Skill in dealing with the public in a professional and courteous manner.

Skill in maintaining a professional image.

Skill in reading and interpreting blueprints.

Streets, Buildings and Grounds Maintenance Manager– (Continued)

PHYSICAL REQUIREMENTS: Work involved in this classification includes the possibility for injury or harm to self and others due to the inappropriate use of equipment and tools. Work is sometimes performed outdoors during inclement weather. Must be able to lift 50-75 pounds; be able to traverse uneven terrain, and be active and moving around most of the daily shift.

MINIMUM QUALIFICATIONS: The equivalent of six (6) years experience in the maintenance field including two (2) years in a lead or supervisory capacity. Must possess a current, valid Arizona driver's license.

Employee's Signature: _____ Date: _____

Prepared by: Dan Lueder 12/21/10

Reviewed by: Iris Dobler 12/2110

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Pine Shadows Waterline

Department: Development Services

From: Dan Lueder

REQUESTED ACTION

Consider award of a bid to construct a potable waterline from Mingus Avenue to Pine Shadows along Hwy 89A.

If the Council desires to approve this item the suggested motion is: *Move to approve award of the bid for construction of the Pine Shadows waterline to Asphalt Paving and Supply for their bid amount of five hundred eight thousand, nine hundred fifty seven dollars and fifty cents (\$508,957.50) and authorize return of the bid bonds to the unsuccessful bidders.*

BACKGROUND

The Pine Shadows subdivision is one of the final areas in Cottonwood still being supplied potable water by the Town of Clarkdale. Staff has spent a significant amount of time determining the optimum route to connect Pine Shadows and developing plans and specifications for installation of this waterline. It was also necessary to receive approvals from both ADEQ and ADOT. This project involves construction of a new twelve inch (12") waterline along Hwy 89A from Verde Heights Drive to Pine Shadows Blvd. and also includes construction of a new twelve inch (12") waterline along Hwy 89A from Verde Heights Drive to Mingus Avenue which will provide a much needed loop and additional feed to the former Clemenceau water system. The new waterline to Pine Shadows will provide redundancy (the Clarkdale feed will serve as a backup to the new waterline) and will significantly increase the fire flows to this area. The project was advertised and nine (9) bids were received by the due date and time. The bid results are as follows:

**Pine Shadows Bid Opening
3/15/2011**

<u>NAME</u>	<u>BID</u>	<u>NAME</u>	<u>BID</u>
1. Asphalt Paving and Supply	\$508,957.50	6. Fann Contracting	\$917,000.00
2. Empire Excavation	\$517,725.00	7. Tiffany Construction	\$1,135,875.00
3. LP's Excavating	\$583,895.00	8. Gantry Constructors	\$1,181,250.00
4. CNB Excavating	\$603,750.00	9. KCS	\$1,209,100.00
5. Eagle Mountain	\$646,947.00		

Staff checked references for the company submitting the low bid, Asphalt Paving and Supply from Prescott Valley and they received very high marks for their past work. Both performance and payment bonds are required as a component of the bid specifications and would be approved by the city attorney prior to work commencing on this project.

JUSTIFICATION/BENEFITS/ISSUES

Construction of this waterline will allow the Pine shadows subdivision to receive water from the City of Cottonwood and significantly improve the fire flows in the area. The section of waterline from Verde Heights Drive to Mingus will provide looping of the water system and a much needed redundant feed to the former Clemenceau water system. This project was a component of the FY 11 water capital budget.

COST/FUNDING SOURCE

Enterprise fund capital reserve

REVIEWED BY:

City Manager: _____

City Attorney: _____

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011
Subject: Final Plat Renewal for Coppergate Business Park
Department: Community Development
From: George Gehlert, Director

REQUESTED ACTION

Extension of time for recording the final plat approved for the Coppergate Business Park.

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

“I move to approve the extension of time for the recording of the final plat for the Coppergate Business Park, subject to the original stipulations. The extension of time shall be for a period of one (1) year from this date (until April 5, 2012).”

BACKGROUND

On January 20, 2009, the City Council approved the final plat for the subdivision, based on a recommendation from the Planning and Zoning Commission. The staff memo outlining the proposal is attached for your review. The City Council approved the final plat subject to the following stipulations:

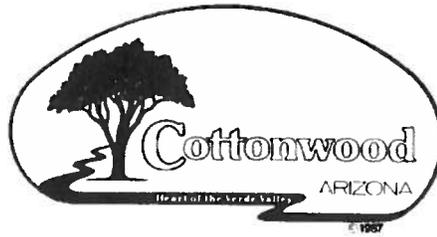
1. Development in conformance with the letter of intent, dated 11/20/08; and with the final plat, seal dated 11/12/08.
2. That all Code Review comments from the 12/2/08 meeting be addressed.
3. That adult uses be restricted from the rear 500 feet of the property, as required by code. Conditional Use Permit approval would be required for such uses among the remainder of the property.

4. That the drainage report, grading, paving, drainage and construction plans be approved by Public Works, prior to recordation.
5. That Alamos Drive be dedicated with full improvements provided to the north property boundary, as part of the recording.
6. That a non-access easement be dedicated along the 89A frontage with the exception of the potential access for Coppergate Drive.
7. That a screen wall be required with the development of lot 8, subject to the Design Review process.
8. That the applicant submits a dust control plan, for approval by Public Works.
9. That the applicant address all Public Works comments pertaining to grading and drainage prior recordation. Any significant changes to the plat shall first be referred back to the P&Z Commission.
10. That the final plat may not be recorded until the new access onto 89A (Coppergate Drive) is approved by ADOT.
11. That the cost estimates and financial assurances are reviewed and approved by the City Engineer, City Attorney and City Council, prior to recording.
12. That an architectural concept be reviewed and approved by DRB and incorporated into the deed restrictions prior to recording.
13. That a trails easement be added to the plat, as directed by the City Council, prior to recording.

The Cottonwood Subdivision Ordinance, Section 410.01 provides that, "At the end of one year after Council approval, if the conditions of approval have not been satisfied, and the plat is not presented or found acceptable for recording, the Final Plat shall be referred back to the City Council for action, including possible revocation of approval." The plat has not been recorded because the items above have not yet been addressed. Physical site and construction plans are still subject to review and pending revisions. ADOT has since approved the access onto 89A.

JUSTIFICATION/BENEFITS/ISSUES

The P&Z memo outlines issues associated with the past review of this item. As no new issues have been identified, Staff is encouraging an extension of time for one (1) year.



STAFF MEMO

TO: Planning and Zoning Commission

FROM: George Gehlert, Community Development Director

FOR: December 15, 2008

SUBJECT: **FP 08-057 Final Plat for Copper Gate Business Park**

Consideration of a request for approval of an 8-lot commercial and industrial subdivision to be known as Copper Gate Business Park. The site includes 16.4 acres, zoned C-1 (light industrial) and I-2 (heavy industrial). The property is located at the western extension of Alamos Drive, roughly ¼ mile north of its intersection with Black Hills Drive. APN 406-32-082E, 083J, 084B, 084C, 087, 019E. Owner: Commerce 89 Development LLC. Agent: Tom Pender.

Areas north, south and east are vacant. Areas to the north and south are zoned I-1. Property located to the east along SR 89A is zoned C-1. A developed residential subdivision is also located within the corporate limits of the Town of Clarkdale, to the west. The I-2 zone allows for adult uses with a Conditional Use Permit. However, those uses are prohibited by state law within 500 feet of a residential area.

A letter of intent describing the project is attached for your review. The final plat has changed dramatically from the original project approved in 2006. The project would be divided into a series of commercial lots along Alamos Drive, with the largest commercial lots fronting SR 89A, adjacent to a new access point along the highway. The applicant wishes to leave lot 8, on the western portion of the site, undeveloped at this time, with the intent of allowing for an unspecified industrial development at a later date. The site would be accessed from SR 89A via Coppergate Drive, which is one of the proposed changes being made to the original approved pre-plat. Access is also currently gained from Alamos Drive. Coppergate Parkway was originally proposed to be a loop road that provided access off of Alamos Drive to several of the lots proposed. The applicant is working with ADOT to receive approval for the new driveway entrance onto the highway.

The subdivision does not require a new approval of the preliminary plat because there are less than 10 lots (see Subdivision Code Section 104.08). Although a significant change from the prior pre-plat, only a final plat is required. The development would still feature public streets, public water and sewer. Alamos Drive would be developed as a collector street with full

improvements for a distance of approximately 600 feet. Remaining interior streets would be constructed to local street standards. The project meets zoning ordinance and subdivision code standards. Development of individual sites will be subject to review by DRB.

ISSUES

- **Access and Driveways on 89A:** A non-access easement should be recorded for lots that front 89A, in order to limit the proliferation of driveways along the highway. The new access is subject to approval by ADOT.
- **Screening:** Lot 8 backs up to a residential area that is in the Town of Clarkdale. The Zoning Ordinance requires that industrial uses that back up to a residential area provide a screening wall along that section of the property. The applicant wishes to delay building a screening wall along this area. The Code provides that the Planning and Zoning Administrator recommend the appropriate type of screening to the Commission or Council, based on a “finding of fact” associated with the use (Sec. 422.D.7.a and Sec. 501). It’s staff’s opinion that cannot be rendered until we have a proposal for the site. Additional height of the screening can also be approved as part of the P&Z or Design Review process (Sec. 404.J.4.a).
- **Architectural Theme:** There are no covenants or deed restrictions proposed for this subdivision that would set any kind of architectural style for future structures, signs or screening. There is also no tangible requirement for review of a subdivision by DRB, apart from their required action on the grading plan (accomplished with the former pre-plat submittal). By code, only PADs are subject to the full gamut of Design Review. The Commission may want to discuss with the applicant the possible submittal of an architectural concept for review by DRB as a means for expediting the Design Review process associated with the future development of individual sites. They would have to be incorporated into the deed restrictions to remain effective over time.
- **Staff review of grading / drainage:** Public Works is requesting additional time to review grading and drainage information.

RECOMMENDATION

As there may still be some questions concerning **FP 08-057**, the Commission may wish to delay any action. Should the Commission choose to recommend approval at this time, Staff offers the following stipulations:

1. Development in conformance with the letter of intent, dated 11/20/08; and with the preliminary plat, seal dated 11/12/08, as may be further modified by the Commission or City Council.
2. That all Code Review comments from the 12/2/08 meeting be addressed.
3. That adult uses be restricted from the rear 500 feet of the property, as required by code. Conditional Use Permit approval would be required for such uses among the remainder of the property.
4. That the drainage report, grading, paving, drainage and construction plans be approved by Public Works, prior to review by the City Council.
5. That Alamos Drive be dedicated with full improvements provided to the north property boundary, as part of the recording.
6. That a non-access easement be dedicated along the 89A frontage with the exception of the potential access for Coppergate Drive.
7. That a screen wall be required with the development of lot 8, subject to the Design Review process.
8. That the applicant submit a dust control plan, for approval by Public Works.
9. That the applicant address all Public Works comments pertaining to grading and drainage prior to review of the Final Plat by the City Council. Any significant changes to the plat shall first be referred back to the P&Z Commission.
10. That the final plat may not be recorded until the new access onto 89A (Coppergate Drive) is approved by ADOT.
11. That the cost estimates and financial assurances are reviewed and approved by the City Engineer, City Attorney and City Council, prior to recording.
12. That an architectural concept be reviewed and approved by DRB and incorporated into the deed restrictions prior to recording.
13. Anything else the Commission deems necessary.

Council minutes from Jan. 20, 2009

APPROVAL OF FINAL PLAT FOR COPPERGATE BUSINESS PARK

Mr. Gehlert stated approval was asked for the final plat of an industrial subdivision located on North Black Hills Drive, west of State Route 89A. It was approximately 16 acres of undeveloped land. The Council adopted a preliminary plat in 2006. There had since been a redesign of it into smaller parcels. One other change would allow, with ADOT approval, access from State Route 89A between two existing roundabouts. Staff recommended approval of this request subject to the following stipulations: (1) Development in conformance with the letter of intent, dated 11/20/08; and with the preliminary plat, seal dated 11/12/08, as may be further modified by the Commission or City Council; (2) That all Code Review comments from 12/2/08 meeting be addressed; (3) That adult uses be restricted from the rear 500 feet of the property, as required by code. Conditional Use Permit approval would be required for such use among the remainder of the property; (4) That the drainage report, grading, paving, drainage, and construction plans be approved by Public Works, prior to review by the City Council; (5) That Alamos Drive be dedicated with full improvements provided to the north property boundary, as part of the recording; (6) That a non-access easement be dedicated along the 89A frontage with the exception of the potential access for Coppergate Drive; (7) That a screen wall be required with the development of lot 8, subject to the Design Review process; (8) That the applicant submit a dust control plan, for approval by Public Works; (9) That the applicant address all Public Works comments pertaining to grading and drainage prior to review of the Final Plat by the City Council. Any significant changes to the plat shall first be referred back to the P&Z Commission; (10) That the final plat may not be recorded until the new access onto 89A (Coppergate Drive) is approved by ADOT; (11) That the cost estimates and financial assurances are reviewed and approved by the City Engineer, City Attorney, and City Council, prior to recording; (12) That an architectural concept be reviewed and approved by DRB and incorporated into the deed restrictions prior to recording; (13) Anything else the Commission deems necessary.

Mayor Joens asked how things would be handled if the Design Review Board (DRB) was done away with.

Mr. Horton stated he read it to be the folding of the DRB into any blended body the Council may create and it was okay the way it was stated.

Mayor Joens asked if a trails easement could be added as a stipulation and whether it was necessary to stipulate no potable water be used for dust control.

Mr. Bartosh stated city ordinances required reclaimed water be used for dust control.

Mr. Gehlert stated the subject of trails through the wash had come up with the Planning & Zoning Commission but they had not made it a stipulation.

Council Member Elinski stated it appeared the plans called for the wash to be filled in.

Mr. Gehlert stated the prior approval demonstrated tight culverting in the wash, and it was very channelized.

Mr. Pender, the developer, stated it was called the Downtown Wash. The new entrance on the highway was to relieve traffic on local streets. The two front parcels were about one acre with the idea that a convenience store or gas station/convenience store would go in. The largest lot in back was designed for a single entity with industrial capabilities. The western boundary was one between residential and industrial zones. Eventually a screen wall would be erected but for the time being it would be best to leave the existing mesquite trees there. There is no opposition to a trail but access was difficult because of wash stabilization. Sidewalks would be built right to where a wash trail would come out on the highway. The lot frontages would have curb, gutter, and 6 foot wide sidewalks.

Mayor Joens stated the trail would simply end up in a housing development. She asked where it could connect in a more beneficial manner to the public.

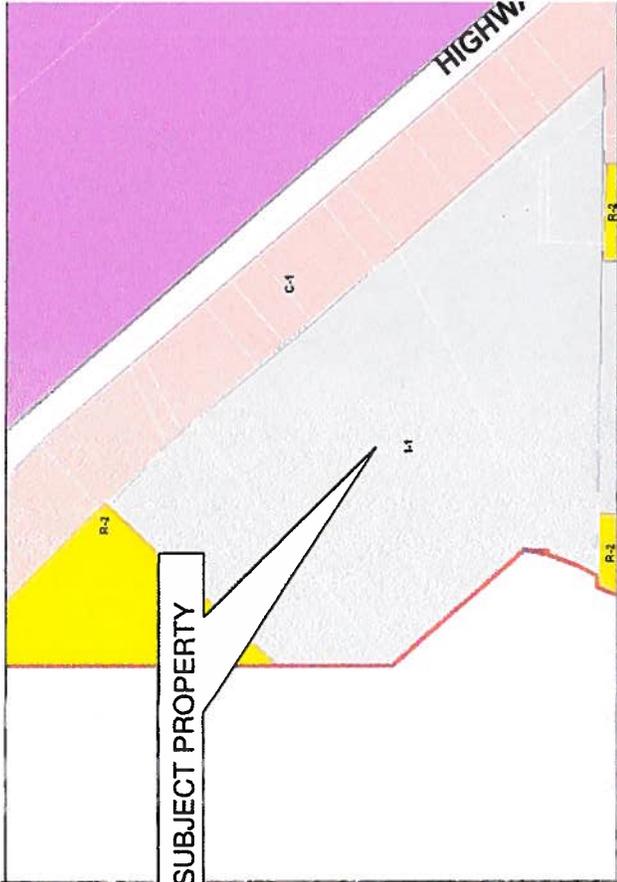
Mr. Pender stated there was a way to bring it to Alamos which would bring people to Black Hills and Cottonwood Ranch.

Mayor Joens stated if the other two properties could have a trails easement, the path could be circular. She asked if a trails easement could still be obtained, and about the feasibility of trails on these properties.

Mr. Scully stated some of the culverts were ten feet and extended. Some were planned to be capable of walking horses through them.

Mr. Pender stated the only obstacle would be energy dissipaters, such as large rocks, placed downstream which could impede passage. It might be possible to find alternatives. The trail could be brought up onto the bank. When the properties were developed, plans would be submitted for approval and trails could be planned for at that time.

Council Member Elinski moved to approve the final plat for the Coppergate Business Park, with the stipulations from the Planning & Zoning meeting of 12/15/08 and making sure there is an easement for the trail, as discussed. Council Member Norman seconded the motion, which passed unanimously.



SUBJECT PROPERTY



SUBJECT PROPERTY

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Police and Fire Shoulder Patches

Department: Police /Fire Department

From: Jody Fanning, Chief of Police

REQUESTED ACTION

Request council consideration for the approval to change the shoulder patch design for the Cottonwood Police and Cottonwood Fire Departments.

Recommended Motion: I move to approve the Cottonwood Police and Cottonwood Fire Department's to upgrade their shoulder patch to the shown designs.

BACKGROUND

Both the Police and Fire Departments wear shoulder patches on the Uniform shirts and jackets. These patches serve as an identification method that demonstrates who they are and where they work. These patches are often looked at as to describe how professional the agency is. The Cottonwood Police and Fire have had the current patches for over 10 years. The Police patch was altered slightly when the Police Department went from tan to blue uniforms. However the overall designs for both Police and Fire have remained the same for many years.

JUSTIFICATION/BENEFIT/ISSUES

The shoulder patch is commonly looked at as direct statement to the Professionalism of the agency. Both the Police and Fire Department are always looking to improve their professionalism and image. These patch changes continue to improve our image and better demonstrate who we are what we represent. A patch change in a Police or Fire Department is commonly looked at as a moral booster since the staff has had input to the design of their shoulder patch.

COST/FUNDING SOURCE

Ongoing budgeted item

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

See attached images



SINCE 1986



Be a part of the next 25 years.

-  D233
-  D245
-  D247
-  D737
-  D485
-  D563
-  D338
-  D800
-  D357

*Background



4 X 4 3/4 inch (actual size)

SYMBOLARTS
JEWELRY QUALITY BADGES AND INSIGNIA

project name:
Cottonwood PD Patch Arizona

product description:
Patch

badge#
X

project #
C-55547

SymbolArts rep:
Joyce

design by:
DA

reference #
X

date:
3-23-11

version #
3

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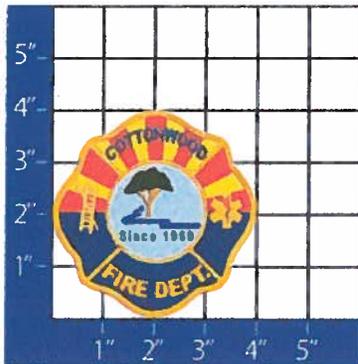
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700 



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** Artwork not to scale. Detail may be lost on smaller patches due to stitching limitations.



PATCHES-ON-SALE
A Division of The Patch Company

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FILED AS:
Gaiser Greg

529 (Outline)	
392	
245 (Tree)	
711 (Star)	
722 (Cottonwood)	
600	
834 (Bar)	
FWL 41C-000	

MERRORRED
 HOT CUT
 IRON ON
 PLASTIC BACKING
 OTHER

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: **Fireworks Productions of Arizona - Request for Contract Extension/Option for Renewal - Approving Fireworks/Pyrotechnic Services**

Department: Parks & Recreation Department

From: Richard Faust, Community Services General Manager

REQUESTED ACTION

Council consideration of request to extend Contract Services with "Fireworks Productions of Arizona", which approves the Option for Renewal of the contract agreement for an additional one (1) year period beginning May 1st, 2011 through May 1st, 2012. The current Agreement with the contractor provides for additional two year contract clause for Pyrotechnics (accomplished in one year increments) at the same contract price as requested in 2007.

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

I move to approve the "Option for Renewal" with "Fireworks Productions of Arizona", for an additional one year period from May 1st 2011 through May 1st 2012.

BACKGROUND

In 2007, staff advertised a request for "Fourth of July Special Event Services" pertaining to Pyrotechnics (Fireworks Display) for the annual Fourth of July Independence Day Celebration in the amount of \$17,000. The City of Cottonwood awarded the contract to "Fireworks Productions of Arizona" because of the amount of pyrotechnic displays (over 3,400 aerial displays offered for the total price) along with the Company's incredible safety record and compliance with all State and Federal regulations associated with the industry. This company has been in business throughout the State of Arizona for over 30 years and has continued to provide exceptional and safe programming for the Citizens of Cottonwood since 1999.

Section U. Contract Period of the agreement document states the following: *Contract amount shall not exceed three (3) years beginning June 6, 2007, to and including the 1st day of May 2010. This contract agreement may be extended under the following conditions:*

Pursuant to an "option for renewal" for a fourth and fifth year, whereby the CONTRACTOR advises the Parks and Recreation Director, not less than sixty (60) days before the end of the existing yearly term, that the CONTRACTOR requests to renew its services; upon approval by the City Council, this agreement shall be renewed for an additional year upon the same terms and conditions. There may be no increase in fees for the services hereunder except pursuant to a new public bid proposal process.

Otherwise, award for continuation of services under this contract would be at the pleasure of the City Council and would be accomplished in one-year increments based upon said services as outlined in the contract document for July 4th 2010 and 2011.

JUSTIFICATION/BENEFITS/ISSUES

The City of Cottonwood has had a very positive and safe working relationship with the Contractor for over the past 12 years. This includes all Parks & Recreation and Fire Department personnel. "Fireworks Productions of Arizona" hires a local resident with a State License (Mr. Dave Pollack) to provide all Pyrotechnical programming for the City.

COST/FUNDING SOURCE

Funding shall continue to come from the General fund as a dedicated line item amount of \$17,000 as specified in the Contract Agreement document for special services of this type for community events.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

- Letter from Fireworks Productions of Arizona - Request for Contract Extension/Option for Renewal - dated March 1, 2011
- Contract Agreement Document

Fireworks Productions of Arizona

March 1, 2011

City of Cottonwood
Dept. of Parks & Recreation
Attn: Mr. Richard Faust

Dear Mr. Faust,

Fireworks Productions of Arizona has a 3 year contract with the City of Cottonwood for its 4th of July fireworks celebration. This contract was initiated June 6th, 2007 and lasted through May 1, 2010. This contract contains an "Option for Renewal" clause to continue services for a 4th and 5th year.

By way of this letter, Fireworks Productions of Arizona is officially requesting the City Council to renew its agreement for the additional 5th year, following the same terms and conditions in this clause.

We look forward to providing another fantastic fireworks display for Cottonwood's residents and guests. Please advise us to the City Council's decision so that we may begin preparation for serving your community again.

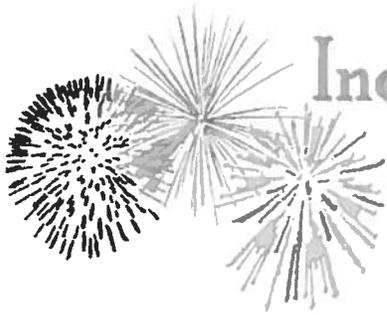
Thank you.

Pyrotechnically yours,



President





Independence Day 4th of July



**We expect 2011 to be a sell-out year again!
To insure your celebration is scheduled and ready to go, we request you complete
and return this sheet to us by no later than: Tuesday, March 1st, 2011.**

**July 4th falls on Monday this year, so please give us the actual day and date of
your celebration; including expected fireworks start time:**

SHOW CONTACT INFORMATION:

City of Cottonwood
Organization Name

PLEASE PRINT:

NAME: Richard Faust
ADDRESS: 150 S. 6th Street
TELEPHONE NUMBER: 928-639-3200 x 3209
FAX NUMBER: 928-634-8437
E-MAIL ADDRESS: rfaust@CottonwoodAZ.gov

DISPLAY NAME:

BUDGET PLANNING: Last year's budget was: \$17,000.00
This year's budget is: \$17,000.00
Confirmed Planned

FIREWORKS DISPLAY INFORMATION

Display Day & Date: 7-04-2011
Length of Display: 37 minutes
Time of Display: 9:05 p.m.

Have there been any changes to the shoot site? Yes No

ADDITIONS TO THE DISPLAY, CHANGES OR REMARKS:



Fax: 480-423-5430
Mailing Address: 17034 S. 54th St., Chandler, AZ 85226

Office: 480 948-0090
Toll-free: 1-877-948-0090
E-mail: lori@fireworksaz.com



**CITY OF COTTONWOOD
"FOURTH OF JULY SPECIAL EVENT SERVICES"
CONTRACT AGREEMENT**

INTRODUCTION

THIS AGREEMENT, made and entered into this 6th day of June, 2007 by and between the CITY OF COTTONWOOD, ARIZONA, a municipal corporation, hereinafter called "CITY," and FIREWORKS PRODUCTIONS OF ARIZONA LTD, hereinafter called "CONTRACTOR."

RECITALS

WITNESETH:

WHEREAS, it is in the best interest of CITY to provide PYROTECHNIC/FIREWORKS SERVICES for the City of Cottonwood through contractual agreement, and;

WHEREAS CONTRACTOR has provided a bid proposal for said services in response to CITY'S request for bid, and;

WHEREAS CITY has accepted said proposal and response from bidder and authorized the execution of a contract with the CONTRACTOR.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties agree as follows:

TERMS AND CONDITIONS

- A. Upon receiving the City's notice to proceed, the Contractor shall be responsible for supplying and delivering specified fireworks as well as arranging for the insurance and an adequate number of operators to provide the Fourth of July Fireworks as specified in the City's Request for Bids (attached hereto as Exhibit 1 and incorporated herein by this reference) at the cost of \$17,000.00 including any applicable taxes.
- B. **Performance/Payment Bond.** The Contractor agrees to provide evidence of any performance bond or payment bond as specified in the City's Request for Bids within the

the appropriate court in Yavapai County lacks or declines jurisdiction over such action). The parties irrevocably consent to jurisdiction and venue in such courts for such purposes and agree not to seek transfer or removal of any action commenced in accordance with the terms of this paragraph.

- P. **Prevailing Party's Costs.** The parties agree in the event of a breach of this contract, the breaching party will pay the other party's reasonable expenses, including, but not limited to, expert witness fees, and reasonable attorney fees incurred because of the breach, whether a lawsuit is instituted or not.
- Q. **Severability.** If any provision of this agreement is declared void and unenforceable, such provision shall be deemed severed from this agreement which shall otherwise remain in full force and effect. Further, if any such provision may be reduced and/or narrowed in scope or the like, such provision shall be reduced, narrowed, and/or the like, and so enforced. The same shall apply to any portion of any provision.
- R. **Prohibition on Assignment.** The Contractor agrees it will not transfer or assign any obligations, duties, rights or benefits under this contract to any person or entity without express written permission of the City. Permission of the City may be withheld with or without cause.
- S. **Indemnity.** The Contractor shall indemnify and hold the City and the Verde Valley Fair Association, its successors and assigns, harmless from and against all claims and all costs, expenses (including reasonable attorney's fees) and liabilities incurred in connection with all claims, including any action or proceeding brought thereon, arising from or as a result of product liability or the death of, or any accident, loss, injury or damage whatsoever to, any person, or to the property of any person, occurring on or about the provision and delivery of the Fourth of July Fireworks and caused by, due to and/or arising from a defective product or the acts or omissions of the Contractor, its successors, assigns, agents, employees, invitees or licensees.
- T. **Contract Administrator/Agent Policy.** CONTRACTOR understands and agrees that the parks and recreation director ("DIRECTOR") for the CITY OF COTTONWOOD has been designated the ADMINISTRATOR/AGENT of CITY for the purpose of carrying out the terms and provisions of this agreement to DIRECTOR and shall otherwise deal with the DIRECTOR in all matters arising here from.
- U. **Contract Period.** Contract shall not exceed three (3) years beginning June 6, 2007, to and including the 1st day of May 2010. This contract agreement may be extended under

the following conditions:

Pursuant to an "option for renewal" for a fourth and fifth year, whereby the CONTRACTOR advises the Parks and Recreation Director, not less than sixty (60) days before the end of the existing yearly term, that the CONTRACTOR requests to renew its services; upon approval by the City Council, this agreement shall be renewed for an additional year upon the same terms and conditions. There may be no increase in fees for the services hereunder except pursuant to a new public bid proposal process.

Otherwise, award for continuation of services under this contract would be at the pleasure of the City Council and would be accomplished in one-year increments based upon said services as outlined in the contract document for July 4th 2010 and 2011.

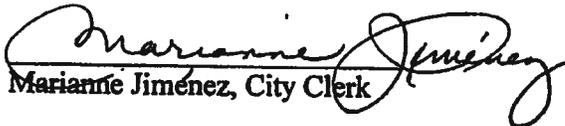
- V. **Qualifying Licenses/Certifications.** CONTRACTOR shall have proper state and local qualifying license/certifications to do the work as described according to industry standards and by law. Also each operator shall be licensed in accordance with state regulations. CONTRACTOR shall provide City Administrator with copy of current licenses/ certifications as well as all operator certifications. (All Pyrotechnics officials-shooters shall be licensed/certified in the State of Arizona).
- W. **Workman's Compensation Insurance.** Proof of Workman's Compensation Insurance shall be apart of the attachments as requested by the City of Cottonwood and shall be set in standard amount as per State requirements.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

CITY OF COTTONWOOD


Diane Joens, Mayor

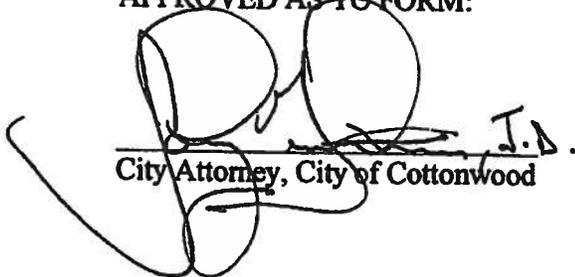
ATTEST:

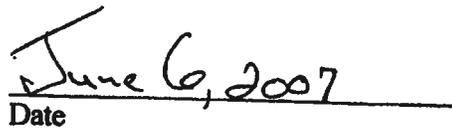

Marianne Jiménez, City Clerk

CONTRACTOR



APPROVED AS TO FORM:


J.D.
City Attorney, City of Cottonwood


Date

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: **Ordinance 574 - Repeal of Section 5.12.120, Security Fund, of the City Municipal Code (First Reading)**

Department: Legal; Administration

From: Steve Horton, City Attorney

REQUESTED ACTION

First reading of Ordinance Number 574, repealing Section 5.12.120, Security Fund, of the Cottonwood Municipal Code

Suggested Motion: None. First reading only.

BACKGROUND/JUSTIFICATION/BENEFIT/ISSUES

In connection with its review of NPG Cable, Inc.'s request for the City's approval to transfer its cable television license to a new corporate entity (i.e., NPG Cable, LLC dba Suddenlink Communications) owned by a new corporate parent (i.e., Cequel Communications, LLC dba Suddenlink Communications), staff discovered a redundancy in Chapter 5.12 of the Municipal Code, which is the City's cable television licensing code. Specifically, the City currently requires both a performance bond and a cash security fund in amounts determined by the Council, to secure a licensee's obligations to the City. In polling other cities about this practice, staff was unable to identify any other Arizona city that requires both forms of security, which isn't to say that no other Arizona City does it, only that this is a seemingly redundant practice that is uncommon at best.

Accordingly, staff is recommending that the Council consider repealing the requirement for cash security for cable licensees, and leave the requirement for a performance bond in place.

COST/FUNDING SOURCE

N/A

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

Ordinance Number 574 (proposed)

ORDINANCE NUMBER 574

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, AMENDING THE COTTONWOOD MUNICIPAL CODE BY REPEALING SECTION 5.12.120, SECURITY FUND; OF CHAPTER 5.12, CABLE TELEVISION.

WHEREAS, Section 5.12.100 of the Municipal Code requires cable television licensees to post a performance bond to secure the licensee's faithful performance of all of its duties and obligations under Chapter 5.12 of the City Code; and

WHEREAS, Section 5.12.120 of the Municipal Code requires cable television licensees to post a cash security fund to secure the same obligations as are required to be secured by the performance bond required by Section 5.12.100; and

WHEREAS, the City Council finds that it is redundant and unnecessary to require cable television licensees to post both a performance bond and a cash security fund to secure the performance of the same obligations;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. That Section 5.12.120, Security Fund, of Chapter 5.12, Cable Television, of the Cottonwood Municipal Code is hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, ARIZONA, THIS _____ DAY OF APRIL 2011.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steven B. Horton, Esq., City Attorney

Marianne Jiménez, City Clerk

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: April 5, 2011

Subject: Ordinance 575 - Approving the Transfer of a Cable Television License from NPG Cable, Inc., to NPG Cable, LLC d/b/a Suddenlink Communications in Connection with the Sale and Corporate Restructuring of the Company; and Setting NPG/Suddenlink's Performance Bond at \$5,000.00

Department: Legal; Administration

From: Steve Horton, City Attorney

REQUESTED ACTION

First reading of Ordinance Number 575, approving the transfer of a cable television license from NPG Cable, Inc., to NPG Cable, LLC d/b/a Suddenlink Communications in connection with the sale and corporate restructuring of the company; and setting NPG/Suddenlink's performance bond at \$5,000.00

Suggested Motion: None. First reading only.

BACKGROUND/JUSTIFICATION/BENEFIT/ISSUES

NPG Cable, Inc. has been transferred to Cequel Communications, LLC dba Suddenlink Communications in a stock sale, and its corporate structure has been changed into that of a limited liability company, or LLC. Under Section 5.12.030.D of the City Code, the transfer of NPG's cable license from NPG's former parent company to its current corporate parent requires Council approval, expressed by ordinance.

In connection with the approval process, the parties have also successfully conferred for the purpose of having NPG patch into Yavapai Broadcasting Company's feed and thereby provide over NPG Channel 4 the same local government-access programming - including City Council meetings and programs that originate at YBC's Cottonwood studio - that is currently carried

on Cable One's Channel 2. This arrangement is the subject of a separate agreement that is on the same agenda as the first reading of this ordinance.

COST/FUNDING SOURCE

N/A

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

Ordinance Number 575 (proposed)

ORDINANCE NUMBER 575

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, GRANTING CONDITIONAL APPROVAL FOR THE CHANGE IN CONTROL OF THE CABLE TELEVISION LICENSE PRESENTLY HELD BY NPG CABLE, INC., TO NPG CABLE LLC PURSUANT TO A CHANGE IN THE OWNERSHIP, CONTROL AND CORPORATE STRUCTURE OF NPG; AND SETTING THE AMOUNT OF THE PERFORMANCE BOND REQUIRED BY SECTION 5.12.100 OF THE COTTONWOOD MUNICIPAL CODE AT FIVE THOUSAND DOLLARS.

WHEREAS, NPG Cable, Inc. ("NPG Cable") owns, operates, and maintains a cable television system serving the City of Cottonwood ("City") pursuant to a cable television license issued by the City in accordance with Chapter 5.12 of the Municipal Code, and NPG Cable is the duly authorized holder of the license; and

WHEREAS, the City has been advised that News-Press & Gazette Company ("NPG"), the parent company of NPG Cable, has entered into a Stock Purchase Agreement with Cequel Communications, LLC, d/b/a Suddenlink Communications ("Suddenlink") through which, among other things, NPG proposes to sell to Suddenlink all of the issued and outstanding capital stock of NPG Cable ("Transaction"); and

WHEREAS, the City has been further advised that, effective as of the date of the closing of the Transaction, Suddenlink intends to convert, by way of merger into a wholly-owned subsidiary of Suddenlink, NPG Cable from a corporation to a limited liability company named NPG Cable, LLC, d/b/a Suddenlink Communications, which will be the holder of the license ("Conversion"); and

WHEREAS, pursuant to Section 5.12.030.D of the Municipal Code, the City Council must approve any actual change in control of the license; and

WHEREAS, NPG Cable and Suddenlink have requested the approval of the City Council, expressed by ordinance, for the actual change in control of the license in connection with the Transaction and Conversion as it relates to the license in accordance with the requirements of the license and applicable law, and have filed with

ORDINANCE NUMBER 575

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the City an application on FCC Form 394 that includes relevant information concerning the Transaction and the legal, technical and financial qualifications of Suddenlink; and

WHEREAS, upon review of the legal, financial and technical qualifications of Suddenlink, the City Council has determined that NPG Cable and Suddenlink have met or are able to meet all the requirements of the City to obtain approval of the change in control of the license; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the change in control of the license and the Conversion as it relates to the license, subject to the conditions set forth in Sections 3 and 4 of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. The City Council hereby conditionally approves the change in control of the license in connection with the Transaction and the Conversion as it relates to the license, all in accordance with the terms of the license and applicable law.

Section 2. The City Council confirms that the license was properly granted or assigned or transferred to NPG Cable and is in full force and effect as of the date of this Ordinance, and that the license is in compliance in all material respects with the provisions of the license and applicable law.

Section 3. NPG Cable, LLC, as the licensee, shall comply with the provisions of Sections 5.12.100 (performance bond), and 5.12.110 (liability insurance and indemnification) of said Chapter 5.12 of the Municipal Code. The amount of the bond required pursuant to Section 5.12.100 shall be five thousand dollars (\$5,000.00).

Section 4. The City Council's approval of the change in control of the license in connection with the Transaction and the Conversion as it relates to the license is contingent upon and shall be effective immediately following the occurrence of the following events: (1) the City's receipt of written notification from Suddenlink that the Transaction has closed; and (2) the City's receipt of NPG Cable, LLC's written acknowledgement and legally binding covenant to comply with all of the provisions of Section 3 of this Ordinance and Chapter 5.12 of the City Code, such covenant to be delivered in a form satisfactory to the City.

ORDINANCE NUMBER 575

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PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE
MAYOR OF THE CITY OF COTTONWOOD, ARIZONA, THIS ____ DAY OF APRIL
2011.

Diane Joens, Mayor

ATTEST:

Marianne Jiménez, City Clerk

APPROVED AS TO FORM:

Steve Horton, City Attorney

CLAIMS REPORT OF April 5, 2011

FUND TOTAL	VENDOR NAME	DESCRIPTION	TOTAL \$0.00
CLAIMS EXCEPTIONS REPORT OF April 5, 2011			
FUND	VENDOR NAME	DESCRIPTION	TOTAL
All	City of Cottonwood	PAY DATE 03/18/2011	\$371,669.21
All	City of Cottonwood	PAY DATE 04/01/2011	\$381,226.48
Gen	AZ State Treasurer	Court Fines February 2011	\$19,287.47
Gen	CDW Government, Inc	Monitors and Offsite Backup	\$14,880.86
Utilities	Environgen, Inc.	Arsenic Services PO 18881	\$32,569.87
Utilities	Fergusons	Supplies	\$10,797.59
Gen	Holmans	PO 18193 Tocon Station	\$14,568.16
Utilities	KP Ventures Drilling & Pump Co.	PO 18916 Replace Pump well 5	\$40,669.49
Utilities	APS	Utilities	\$11,562.68
Utilities	Arizona Machinery Co.	PO 18890 John Deer Xuv 825i	\$14,025.93
All	Arizona Public Employers Health Pool	Premiums March 2011	\$130,635.86
Gen	Carothers Environmental, Inc	Mold Remediation PW and FD	\$5,410.15
Utilities	D&K Farming Inc.	PO 18753 Sludge Hauling	\$5,901.04
Gen	Larry Green Chevrolet	Reimbursement Feb 2011	\$14,821.72
Utilities	Legend Technical Svc.	Lab Testing February	\$5,715.26
Airport	Mercfuel, inc.	Purchase fuel for the airport	\$34,587.22
Hurf	Naipta	Contract operations Jan, Feb & March	\$67,506.33
All	United Fuel	Fuel	\$8,109.82
Utilities	US Postmaster	Postage	\$5,350.00
Gen	Yavapai County Elections	Primary Election Ballot Process	\$10,258.00
Hurf	Canyon State Concrete	Sidewalks po 18927 Main st.	\$19,357.00
Utilities	Computime	Po 18915 Wide Format Printer	\$14,991.89
Capital	IXP Corp	PO 18886 Consultation Communication Center	\$26,250.00
Utilities	KP Ventures Drilling & Pump Co.	PO 18924 Labor and part	\$6,905.54
Gen	Sedona Fire District	Dispatching	\$10,435.60
TOTAL			\$1,277,493.17