

A G E N D A

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD MAY 7, 2013, 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. 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.
- V. PROCLAMATION--NATIONAL KIDS TO PARKS
- VI. PROCLAMATION--BIKE MONTH.
- VII. 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.H.) Comments are limited to a 5 minute time period.
- VIII. PRESENTATION--RECOGNITION OF THE COTTONWOOD YOUTH ADVISORY COMMISSION FOR BEING NOMINATED FOR A GOVERNOR'S VOLUNTEER SERVICE AWARD.
- IX. APPROVAL OF MINUTES--SPECIAL & REGULAR MEETINGS OF APRIL 16, 2013, SPECIAL WORK SESSION MARCH 28, 2013, WORK SESSION APRIL 9, 2013, SPECIAL MEETINGS OF APRIL 29, & 30, 2013.

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.
- X. OLD BUSINESS--NONE.
- XI. CONSENT AGENDA
 1. SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY RICHARD T. WILLIAMS ON BEHALF OF THE GOLDEN COBRA CENTER OF FITNESS, INC., FOR A FUNDRAISER SCHEDULED FOR MAY 18, 2013.
 2. NEW LIQUOR LICENSE APPLICATION SUBMITTED BY TY B. STUIT, FOR THE

BRASS TACK RESTAURANT LOCATED AT 1075 HIGHWAY 260.

3. AWARD OF JOB ORDER CONTRACT FOR THE CONSTRUCTION OF THE QUAIL CANYON WATER LINE PROJECT.
 4. RESOLUTION NUMBER 2696--APPROVING AN AMENDMENT TO JPA NO. 07-040 WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION CONCERNING RESPONSIBILITY FOR THE MAINTENANCE AND OPERATION OF CERTAIN STREET LIGHTS.
- XII. NEW BUSINESS--The following items are for Council discussion, consideration, and possible legal action.
1. RESOLUTION NUMBER 2698--APPOINTING JAKE GONZALES A MEMBER OF THE CITY'S MUNICIPAL PROPERTY CORPORATION.
 2. PRESENTATION BY PAT WALKER CONSULTING, LLC, REGARDING IMPACT FEES.
 3. PUBLIC HEARING REGARDING A MINOR AMENDMENT TO THE CITY'S GENERAL PLAN TO CHANGE A ZONE CLASSIFICATION FROM AR-43 (AGRICULTURAL/SINGLE FAMILY RESIDENTIAL) TO R-2 (SINGLE FAMILY/MULTIPLE FAMILY) IN AN AREA LOCATED AT SOUTHWEST CORNER OF CAMINO REAL AND FIR STREET.
 4. RESOLUTION NUMBER 2697--APPROVING A MINOR AMENDMENT TO THE CITY'S GENERAL PLAN.
 5. ORDINANCE NUMBER 595--AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR A PARCEL OF LAND TOTALING APPROXIMATELY 15 ACRES IN SIZE; SO AS TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS THEREOF FROM THE PRESENT ZONING OF AR-43 (AGRICULTURAL/SINGLE FAMILY RESIDENTIAL) TO R-2 (SINGLE FAMILY/MULTIPLE FAMILY;) FIRST READING.
 6. RESOLUTION NUMBER 2695--APPOINTING A. DOUGLAS LASOTA AS THE CITY'S PRESIDING MAGISTRATE FOR A TWO-YEAR TERM.
 7. APPROVING THE PURCHASE OF A WATER-PLAY INTERACTIVE WATER FEATURE FROM WHITEWATER WEST INDUSTRIES FOR THE RECREATION CENTER INDOOR POOL IN THE AMOUNT OF \$163,096, PLUS APPLICABLE SALES TAX, SUBJECT TO THE CITY ATTORNEY'S APPROVAL OF A SALES CONTRACT.
 8. CREATION OF A NEW POSITION WITHIN THE RECREATION SERVICES DEPARTMENT; CHANGING THE TITLES OF TWO CURRENT POSITIONS IN THAT DEPARTMENT; AND INCREASING THE SALARIES OF THOSE POSITIONS, EFFECTIVE APRIL 14, 2013.

XIII. CLAIMS & ADJUSTMENTS

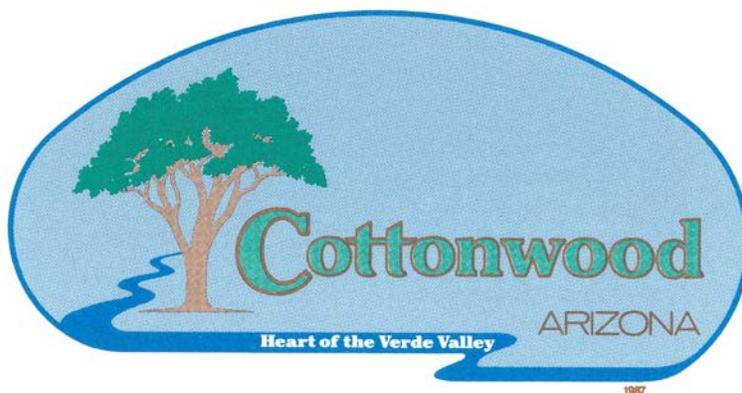
XIV. ADJOURNMENT

Pursuant to A.R.S. § 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03.(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

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

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

Notice is hereby given that pursuant to A.R.S. §1-602.A.9 , subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waiv



P R O C L A M A T I O N

Whereas, May 18, 2013, is the third National Kids to Parks Day organized and launched by the National Park Trust; and

Whereas, National Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

Whereas, it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and

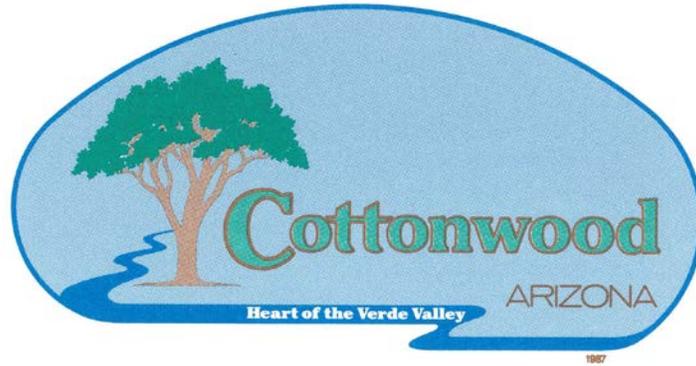
Whereas, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

Whereas, National Kids to Parks Day will broaden children's appreciation for nature and the outdoors.

NOW, THEREFORE, I, Diane Joens, Mayor of the City of Cottonwood hereby proclaim to participate in National Kids to Parks Day and urge residents of the City of Cottonwood to make time May 18, 2013, to take children in their lives to a neighborhood, state, or national park.

IN WITNESS THEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Cottonwood, Arizona, this 7th day of May 2013.

Diane Joens, Mayor



PROCLAMATION

Whereas, for more than a century, the bicycle has been an important part of the lives of most Americans; and

Whereas, today, Americans are turning to the bicycle more than ever before as a means of becoming a part the solution in our nation's quest to better our citizens' health, improve our environmental quality, and promote our energy independence, and do overwhelmingly support improving our quality of life and providing quality recreational opportunities for our families and our visitors; and

Whereas, the League of American Bicyclists and its chapters have declared May as Bike Month since 1956; and

Whereas, the City of Cottonwood Bicycle Advisory Committee, our valley's chapter of the League, and independent cyclists throughout Arizona are calling for greater public awareness of bicycle operation and safety in an effort to reduce accidents, injuries and fatalities and to increase enjoyment for all,

Now, therefore, I, Diane Joens, Mayor of the City of Cottonwood, Arizona, do hereby proclaim May 2013 as **Bicycle Awareness Month** and the week of May 13th-17th to be **Bike-To-Work Week** throughout all of Cottonwood; and urge all residents, schools, city departments, and civic groups to support bicycling; and for motorists, pedestrians and bicyclists to work together to share our streets, roads and trails.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Cottonwood, Arizona, this 7th day of May 2013.

Diane Joens, Mayor

Janice K. Brewer
Governor

Office of the Governor

WITH SPECIAL RECOGNITION

*Be it hereby known to all that I,
Janice K. Brewer,
Governor of the State of Arizona,
do hereby offer my sincere appreciation to*

Cottonwood Youth Advisory Commission

for being nominated for a Governor's Volunteer Service Award.

*Your volunteerism and service to your community and
the State of Arizona is greatly appreciated.
You have significantly contributed to improving our communities
and your dedication is truly inspiring.*

*On behalf of the citizens of Arizona, I commend you for your
admirable service and wish you every success in the future.*

*IN WITNESS WHEREOF, I have hereunto set my
hand, done at the Capitol in Phoenix on this
fourteenth day of February in the Year
Two Thousand and Thirteen.*

Janice K. Brewer

GOVERNOR

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	Special Event Liquor License Application for the Golden Cobra Center of Fitness, Inc.
Department:	City Clerk
From:	Marianne Jiménez, City Clerk

REQUESTED ACTION

Consideration of approval or denial of a Special Event Liquor License Application submitted by Richard T. William on behalf of the Golden Cobra Center of Fitness, Inc.

SUGGESTED MOTION

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

"I move to recommend approval of the Special Event Liquor License Application submitted by Richard T. William on behalf of the Golden Cobra Center of Fitness, Inc., for a fundraiser scheduled for May 18, 2013."

BACKGROUND

Richard T. Williams has submitted a Special Event Liquor License Application on behalf of the Golden Cobra Center of Fitness, Inc., for a fundraiser event scheduled at the Golden Cobra located at 24 North Main Street on May 18, 2013.

JUSTIFICATION/BENEFITS/ISSUES

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

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

Name:

 [04171302.PDF](#)

Description:

Golden Cobra Special Event Application

Type:

Cover Memo

State of Arizona Department of Liquor Licenses and Control
 800 W. Washington, 5th Floor
 Phoenix, AZ 85007
 www.azliquor.gov
 (602)542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
 PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL**

**Application must be approved by local government before submission to
 Department of Liquor Licenses and Control. (Section #20)

DLIC USE ONLY
 LICENSE #

1. Name of Organization: Golden Cobra Center of Fitness INC.

2. Non-Profit/I.R.S. Tax Exempt Number: 26-1965634

3. The organization is a: (check one box only)

- Charitable Fraternal (must have regular membership and in existence for over 5 years)
 Civic Political Party, Ballot Measure, or Campaign Committee
 Religious

4. What is the purpose of this event? FUNDRAISER FOR FLORIDA JULY 2013 KICKBOXING

5. Location of the event: 24 North MAIN Street Cottonwood YAVAPAL 863

Address of physical location (Not P.O. Box) City County Zip
Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Williams Richard Thomas 7/2/65
 Last First Middle Date of Birth

7. Applicant's Mailing Address: PO Box 4583
 Street City State Zip

8. Phone Numbers: (928) 567-3399 (928) 300-0281 (928) 567-2110
 Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember, you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>MAY 18th</u>	<u>SATURDAY</u>	<u>2:00 pm</u>	<u>11:00 pm</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

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 1 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 Golden Cobra Center of Fitness Inc. 100%
Address P.O. Box 4583 Camp Verde, AZ 86322 Percentage
Name _____ Percentage
Address _____
(Attach additional sheet if necessary)

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

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

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

Police Fencing
 # Security personnel Barriers

Cottonwood police department will be notified, we have personal security on premises & the Beer Garden food court area will be controlled by snow fencing

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

(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

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

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

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

X [Signature] President 4/16/13 (928) 300 0281
(Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Tuape

The foregoing instrument was acknowledged before me this 18th April 2013
Day Month Year

My Commission expires on: July 4th 2016
(Date)

[Signature]
(Signature of NOTARY PUBLIC)

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

19. I, Richard Williams 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.

State of Arizona County of Tuape

The foregoing instrument was acknowledged before me this 18th April 2013
Day Month Year

My commission expires on: July 4th 2016
(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)



Golden Cobra Center of Fitness Inc.

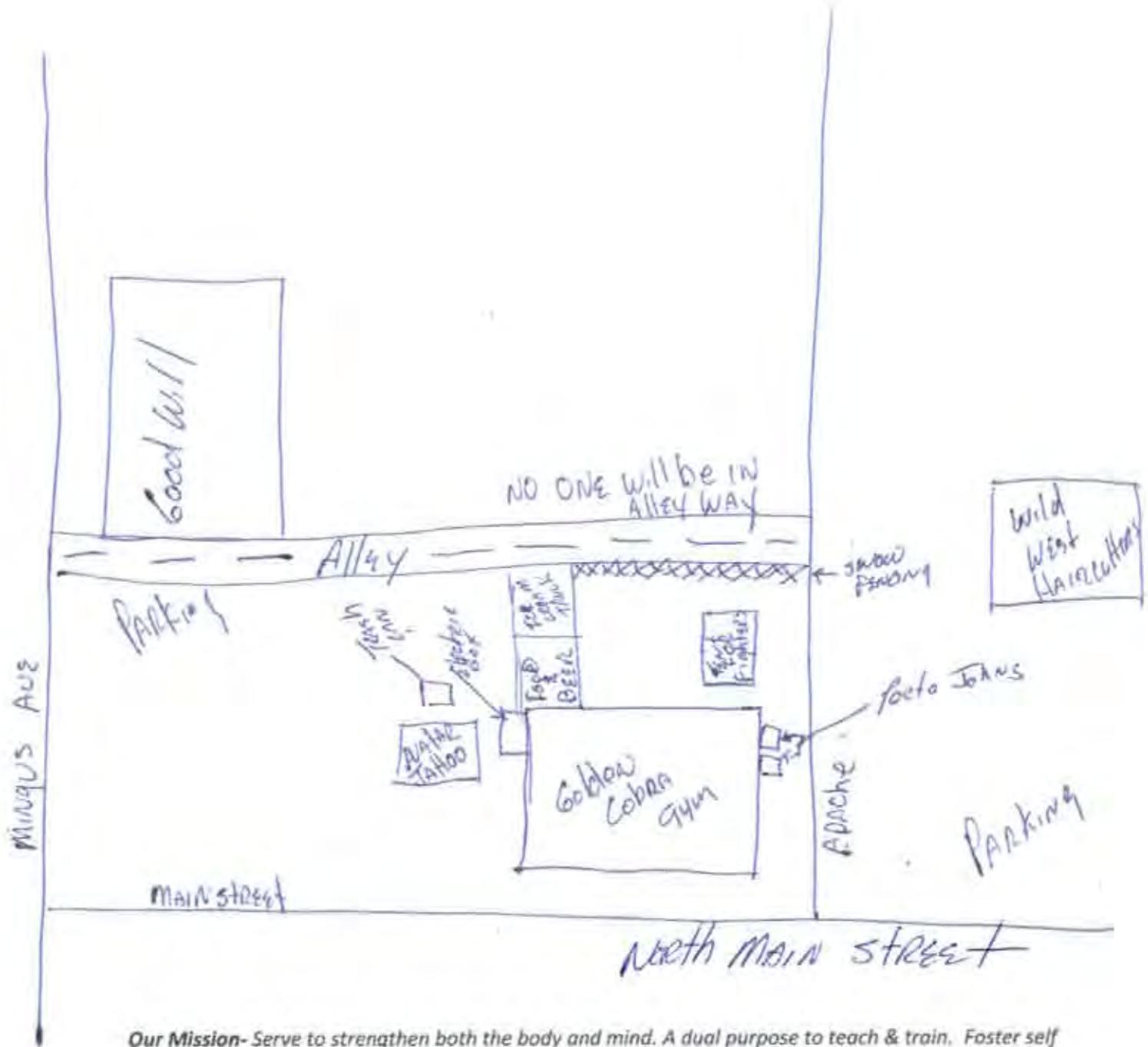
Physical Address: 24 N. Main Street Cottonwood AZ, 86326

Mailing: P.O. Box 4583 Camp Verde AZ, 86322

Web Site: goldencobracenteroffitness.com

Email: richard@goldencobracenteroffitness.com

Phone: (928)300-0281



Our Mission- Serve to strengthen both the body and mind. A dual purpose to teach & train. Foster self confidence and motivation in youth through teaching healthy lifestyle skills and train in the sport of USA Olympic style boxing and IKF kick boxing. Provide a safe & healthy environment to develop skills for life.

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	New Liquor License Application for The Brass Tack (Ty B. Stuit)
Department:	City Clerk
From:	Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of recommending approval or denial of a new Liquor License Application for Ty B. Stuit for The Brass Tack located at 1075 Highway 260.

SUGGESTED MOTION

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

I move to recommend approval of the new liquor license application for Ty B. Stuit for The Brass Tack, located at 1075 Highway 260.

BACKGROUND

A new Liquor License Application was received from the Arizona Department of Liquor Licenses & Control for Ty B. Stuit, applicant for The Brass Tack located at 1075 Highway 260. No comments for or against the application have been received.

JUSTIFICATION/BENEFITS/ISSUES

All Liquor License applications that are submitted to 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.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

Name:	Description:	Type:
 04181300.PDF	Brass Tack Liquor License Application	Cover Memo



Notice: Effective Nov. 1, 1997, all owners, partners, stockholders, officers, or managers who are involved in the day to day operations of the business must attend a Department of Liquor Licenses and Control course of instruction within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- MORE THAN ONE LICENSE
- INTERIM PERMIT *Complete Section 5*
- NEW LICENSE *Complete Section 3, 4, 9, 14, 15, 16*
- PERSON TRANSFER (Bars & Liquor Stores Only) *Complete Sections 2, 3, 4, 9, 13, 15, 16*
- LOCATION TRANSFER (Bars and Liquor Stores Only) *Complete Sections 2, 3, 4, 9, 13, 15, 16*
- PROBATE/WILL ASSIGNMENT/DIVORCE DEED *Complete Sections 2, 3, 4, 9, 13, 16*
- GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 16*

SECTION 2 Type of ownership:

- J.T.M. P.O.S. *Complete Section 6*
- INDIVIDUAL *Complete Section 6*
- PARTNERSHIP *Complete Section 6*
- CORPORATION *Complete Section 7*
- LIMITED LIABILITY CO. *Complete Section 7*
- CLOSE *Complete Section 8*
- GOVERNMENT *Complete Section 10*
- TRUST *Complete Section 6*
- OTHER (Explain) _____

SECTION 3 Type of license and fees LICENSE #(s) 12133555

1. Type of License(s): Restaurant

2. Total fees attached: \$ 194 Department Use Only

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE. The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

1. Owner/Agent's Name: Mr. Stuit Ty Brandon
 (Insert one name ONLY to appear on license) Last First Middle

2. Corp./Partnership/L.L.C.: The Brass Tack, LLC B1049931
 (Exactly as it appears on Articles of Inc. or Articles of Org.)

3. Business Name: The Brass Tack B1012418
 (Exactly as it appears on the exterior of premises)

4. Principal Street Location: 1075 Hwy 260 Cottonwood Yavapai 86326
 (Do not use PO Box Number) City County Zip

5. Business Phone: (928) 300-8293 Daytime Phone: (928) 300-8293 Email: ty@thebrassstack.com

6. Is the business located within the incorporated limits of the above city or town? YES NO

7. Mailing Address: 1075 Hwy 260 Cottonwood AZ 86326
 City State Zip

8. Price paid for license only bar, beer and wine, or liquor store! Type \$ _____ Type \$ _____

DEPARTMENT USE ONLY

Fees: 100 Application 50 Interim Permit 44 Site Inspection 44 Finger Prints \$ 194 TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? YES NO

Accepted by: SG Date: 4/2/13 Lic. # 12133555

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01. 13 APR 2 11 49 AM Lic. # 1110
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. _____
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

(Print full name)

State of _____ County of _____

X _____
(Signature)

The foregoing instrument was acknowledged before me this

My commission expires on: _____

____ day of _____
Day Month Year

(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC9101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

) Y R A S S E C E N F (T

2. Is any person, other than the above, going to share in the profits/losses of the business? YES NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, and 8.
 L.L.C. Complete 1, 2, 4, 5, 6, 7, and 8.

'13 APR 2 Lic. Lic. PM 1:10

1. Name of Corporation/LLC: The Brass Tack, LLC
 (Exactly as it appears on Articles of Incorporation or Articles of Organization)

2. Date Incorporated/Organized: March 22, 2010 State where Incorporated/Organized: Arizona

3. AZ Corporation Commission File No. L-15914917 Date authorized to do business in AZ: April 11, 2010

4. AZ L.L.C. File No: L-15914917 Date authorized to do business in AZ: April 11, 2010

5. Is Corp./L.L.C. Non-profit? YES NO

3-26-2010

6. List all directors, officers and members in Corporation/LLC:

Last	First	Middle	Title	Mailing Address	City State Zip
Stuit	Ty	Brandon	MEMBER	155 S. Sagebrush Way	COTTONWOOD AZ 86326
O'Paci	Stuit	Morgan	TARA	155 S. Sagebrush Way	COTTONWOOD AZ 86326

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip
Stuit	Ty	BRANDON	50	155 S SAGEBRUSH WAY	COTTONWOOD AZ 86326
Stuit	Morgan	TARA	50	155 S SAGEBRUSH WAY	COTTONWOOD, AZ. 86326

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/LLC is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
 (Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)

2. Is club non-profit? YES NO

3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

13 APR 2 Lic. Lic. PM 1:11

- Current Business: Name _____
(Exactly as it appears on license) Address _____
- New Business: Name _____
(Physical Street Location) Address _____
- License Type: _____ License Number: _____
- If more than one license to be transferred: License Type: _____ License Number: _____
- What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: _____ ft. Name of school _____
Address _____
City, State, Zip _____

2. Distance to nearest church: _____ ft. Name of church _____
Address _____
City, State, Zip _____

3. I am the: Lessee Sublessee Owner Purchaser (of premises)

4. If the premises is leased give lessors: Name Firefox Properties LLC
Address 1075 Hwy 260 Cottonwood AZ 86326
City, State, Zip _____

4a. Monthly rental/lease rate \$ 1895.00 What is the remaining length of the lease 3 yrs. mos:

4b. What is the penalty if the lease is not fulfilled? \$ _____ or other See attachment "Default" from lease agreement
(give details - attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? \$ 45,000.00
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip
Burton	Beverly	Joy	45,000.00	115 Harmony	Sidona AZ	86336

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? Full Service Restaurant
Fine Dining, Steak and Seafood

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?

YES NO If yes, attach explanation? see app. 2 Lic. LIC PH 111

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? YES NO

9. Is the premises currently licensed with a liquor license? YES NO If yes, give license number and licensee's name:

License # _____ (exactly as it appears on license) Name _____

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? YES NO
If yes, give the name of licensee, Agent or a company name:

_____ and license #: _____
Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this hotel/motel restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.



applicant's signature

As stated in A.R.S. § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.



applicant's initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check ALL boxes that apply to your business:

- Entrances/Exits Liquor storage areas Patio: Contiguous
- Service windows Drive-in windows Non Contiguous

2. Is your licensed premises currently closed due to construction, renovation, or redesign? YES NO
If yes, what is your estimated opening date? July 1, 2013
month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this initial drawing.



applicant's initials

SECTION 15 Diagram of Premises

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.

Diagram Attached
 "No changes since prior license"

13 APR 2 10P. LIC. # 111

SECTION 16 Signature Block

I, ^{BANDON} TRAVIS, hereby declare that I am the OWNER/AGENT filing this application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

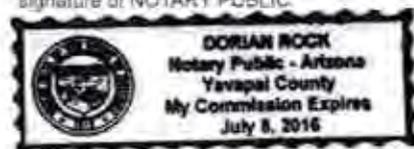
X [Signature]
(signature of applicant listed in Section 4, Question 1)

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 28th of March, 2013
Day Month Year

My commission expires on - 08 July 2016
Day Month Year

[Signature]
signature of NOTARY PUBLIC



**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	IGA with ADOT for 2009 State Route 89A Project
Department:	Development Services
From:	Morgan Scott, Development Services

REQUESTED ACTION

Consider approval of a revised intergovernmental agreement (IGA) with the Arizona Department of Transportation (ADOT) for the maintenance of street lights and sidewalks on the newly constructed portion of State Route (SR) 89A from Verde Heights Drive to Groseta Ranch Road.

SUGGESTED MOTION

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

I move to approve Resolution Number 2696 approving Amendment Number One to JPA No. 07-040 with the Arizona Department of Transportation.

BACKGROUND

In 2007 the City entered into an IGA with ADOT through which the state paid to construct the new portion of SR 89A from Verde Heights Drive to Groseta Ranch Road and the City was responsible for maintaining the new curb, gutter, sidewalk and street lights as well as funding the cost of powering the street lights.

The intent of the IGA was that ADOT and not the City would pay for the routine operation and maintenance of the street lights while the City would pay to power them. The amendment before council re-assigns the duty of maintaining the lights to ADOT with the City continuing to fund the electrical power to the street lights.

JUSTIFICATION/BENEFITS/ISSUES

There are no costs associated with ADOT taking on the maintenance of the street lights. The City will continue to use HURF funds to maintain the curb, gutter and sidewalk.

COST/FUNDING SOURCE

HURF

ATTACHMENTS:

Name:	Description:	Type:
 07-040-Dist P-City of Cottonwood--H412901C-Amend 1 (3).doc	Proposed IGA	Cover Memo
 IGA_rounabout_lighting_2007.pdf	2007 IGA	Cover Memo
 res2696.doc	Resolution Number 2696	Cover Memo

ADOT File No.: IGA/ JPA 07-040I
AG Contract No.: P001 2007 002150
Amendment No. One
Project: Roadway Maintenance
Section: SR-89a, Scenic Drive and
Black Hills Drive, C&G Section
ADOT Project No.: H4129 01C
Budget Source Item No.:

**AMENDMENT NO. ONE
TO
INTERGOVERNMENTAL AGREEMENT**

BETWEEN
THE STATE OF ARIZONA
AND
CITY OF COTTONWOOD

THIS AGREEMENT, entered into this date _____, 2013, Amendment No. **One** amending JPA No. **07-040**, A.G. Contract No.: **P0012007002150**, and executed **September 13, 2007**, filed with the Secretary of State under No. **29229**, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the CITY OF COTTONWOOD, acting by and through its MAYOR and CITY COUNCIL (the "City"). The State and the City are collectively referred to as "Parties".

I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.

2. The City is empowered by Arizona Revised Statutes § 48-572 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the City.

The purpose of this Amendment is to revise the State's and the City's maintenance responsibilities associated with the Project.

THEREFORE, in consideration of the mutual Agreements expressed herein, this Agreement is amended as follows:

II. SCOPE OF WORK

Article II, d. is added in full as follows:

1. The State will:

d. Be responsible for the general routine operation and maintenance of the street lights associated with the Project.

Article II, d. is deleted and replaced in full as follows:

2. The City will:

d. Upon completion of the Project, provide electrical power for street lights near said roundabouts, provide vegetation management in roundabouts using accepted practices, and maintain new curb, gutter and sidewalk additions.

III. MISCELLANEOUS PROVISIONS

Article III, Paragraph 3 has been revised in full and Paragraph 10 - 13 have been added in full as follows:

10. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.

11. The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.

12. Pursuant to Arizona Revised Statutes §§ 35-391.06 and 35-393.06, each Party certifies that it does not have a scrutinized business operation in Sudan or Iran. For the purpose of this Section the term "scrutinized business operations" shall have the meanings set forth in Arizona Revised Statutes §§ 35-391 and/or 35-393, as applicable. If any Party determines that another Party submitted a false certification, that Party may impose remedies as provided by law including terminating this Agreement.

13. The Parties hereto shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.

ALL NOTICES OR DEMANDS upon any party to this Agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 S. 17th Avenue, Mail Drop 637E
Phoenix, Arizona 85007
(602) 712-7124
(602) 712-3132 Fax

City of Cottonwood
Attn: Morgan Scott
1490 W. Mingus Ave.
Cottonwood, Arizona 86326
(928) 340-2777

PURSUANT TO ARIZONA REVISED STATUTES § 11-952 (D), attached hereto and incorporated herein, is the written determination of each party's legal counsel that the parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

EXCEPT AS AMENDED herein, **ALL OTHER** terms and conditions of the original Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amended Agreement the day and year first above written.

CITY OF COTTONWOOD

STATE OF ARIZONA
Department of Transportation

By _____
DIANE JOENS
Mayor

By _____
DALLAS HAMMIT, P.E.
Senior Deputy State Engineer, Development

ATTEST:

By _____
MARIANNE JIMENEZ
Clerk

ATTORNEY APPROVAL FORM FOR THE CITY OF COTTONWOOD

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the CITY OF COTTONWOOD, an Agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this _____ day of _____, 2013.

City Attorney

JPA File No.: 07-040 I
AG Contract No.: P001 2007 002150
Project No.:89A YV 349.0
Project: Roundabout weed control, C&G
Section: Scenic Dr. & Black Hills Dr.
TRACS No.: H4129 01C
Budget Source Item No.: 12804

INTERGOVERNMENTAL AGREEMENT

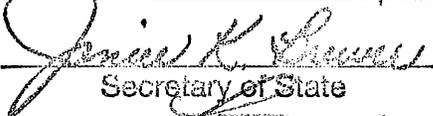
BETWEEN
THE STATE OF ARIZONA
AND
CITY OF COTTONWOOD

THIS AGREEMENT is entered into this date September 13th, 2007, pursuant to the Arizona Revised Statutes § 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the CITY OF COTTONWOOD, acting by and through its MAYOR and CITY COUNCIL (the "City"). The State and the City are collectively referred to as "Parties".

I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The City is empowered by Arizona Revised Statutes § 48-572 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the City.
3. Incident to a State project on SR 89A for roadway reconstruction and capacity additions from Cement Plant Road to Black Hills Drive, the City will maintain one and one-half (1 1/2) new roundabouts located at Groseta Ranch Road and Black Hills Drive and lying within the boundary of the City of Cottonwood. Specifically, the City will maintain street lights (including providing electrical power) and weed control at these roundabouts. In addition, the City requests and will pay the State for nearby curb, gutter, and sidewalk additions, collectively hereinafter referred to as the "Project."

THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:

NO. 29229
Filed with the Secretary of State
Date Filed: 9-13-07

Secretary of State
By: 

II. SCOPE OF WORK

1. The State shall:

a. Upon execution of this Agreement, invoice the City a lump sum amount not to exceed \$10,287.00 for the City's share of the Project.

b. Prepare design plans, specifications and other such documents and services required for construction bidding and construction of the Project, and submit design plans to the City Engineer for review and comments as appropriate.

c. Advertise for bids and award one or more construction contract(s) for the Project. Administer contracts for the Project and make all payments to the contractor(s). Be responsible for contractor claims for additional compensation caused by Project delays attributable to the State.

2. The City shall:

a. Upon execution of this Agreement and within thirty (30) days of receipt of an invoice, remit to the State the lump sum amount not to exceed \$10,287.00 for the City's share of the Project.

b. Grant the State the necessary temporary construction easements, or rights-of-entry for construction of 316.5 feet of curb, gutter, and sidewalk at the southeast corner of the intersection of Black Hills Drive and Verde Heights Drive.

c. Review the design documents required for construction of the Project as appropriate, and provide comments to the State if needed. Be responsible for any design consultant and contractor claims for additional compensation caused by Project delays attributable to the City.

d. Upon completion of the Project, maintain the streetlights near said roundabouts and provide electrical power for said lights; provide weed control in roundabouts using accepted horticultural practices; maintain new curb, gutter and sidewalk additions upon completion of State's related project.

III. MISCELLANEOUS PROVISIONS

1. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion and reimbursements; provided herein. However, any provisions for maintenance provided by the City shall be perpetual. This Agreement may be cancelled at any time prior to the award of the construction contract, upon a thirty-day (30) written notice to either party. It is understood and agreed that, in the event the City terminates this Agreement, the State shall in no way be obligated to provide maintenance to property or facilities within the City's right-of-way.

2. This Agreement shall become effective upon filing with the Secretary of State.

3. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

4. The provisions of Arizona Revised Statutes § 35-214 are applicable to this Agreement.

5. In the event of any controversy, which may arise out of this Agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes § 12-1518.

6. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 S. 17th Avenue, Mail Drop 616E
Phoenix, Arizona 85007
(602) 712-7525
(602) 712-7424 Fax

City of Cottonwood
Attn: City Engineer
827 N. Main St.
Cottonwood, Arizona 86326
(928) 634-8033
((28) 634-5520 Fax

7. This Agreement is subject to all applicable provisions of the Americans with Disability Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 99-4 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

8. Non-Availability of Funds: Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

9. In accordance with Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each party's legal counsel and that the parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

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

CITY OF COTTONWOOD

By 
DIANE JOENS
Mayor

STATE OF ARIZONA

Department of Transportation
By 
DOUGLAS A. FORSTIE, P.E.
Deputy State Engineer, Operations

ATTEST:

By 
MARIANNE JIMÉNEZ
City Clerk

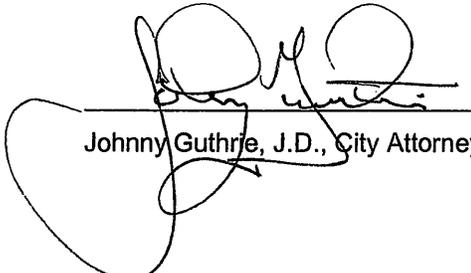
G:\Cottonwood
Initial draft 5/8/07 ghc
City changes approved by PM 8/1/07 ghc
Final draft 8/9/07 ghc

ATTORNEY APPROVAL FORM FOR THE CITY OF COTTONWOOD

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the CITY, an Agreement among public agencies which, has been reviewed pursuant to A.R.S. § 11-951 through § 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the CITY under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this 22nd day of August, 2007.



Johnny Guthrie, J.D., City Attorney

RESOLUTION NUMBER 2311

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ARIZONA, DEPARTMENT OF TRANSPORTATION, FOR THE CITY TO MAINTAIN ONE AND ONE-HALF NEW ROUNDABOUTS LOCATED AT SR 89A AND GROSETA RANCH ROAD AND BLACK HILLS DRIVE.

WHEREAS, the State is empowered by A.R.S. § 28-401 to enter into this Agreement; and

WHEREAS, the City is empowered by A.R.S. § 48-572 to enter into this Agreement; and

WHEREAS, incident to a State project on SR 89A for roadway reconstruction and capacity additions from Cement Plant Road to Black Hill Drive, the City will maintain one and one-half (1 ½) new roundabouts located at Groseta Ranch Road and Black Hills Drive lying within the boundary of the City of Cottonwood; and

WHEREAS, specifically, the City will maintain street lights (including providing electrical power) and weed control at these roundabouts; and

WHEREAS, the City will pay for construction of 316.5 feet of curb, gutter, and sidewalk at the southeast corner of the intersection of Black Hills Drive and Verde Heights Drive, said extension of curb gutter and sidewalk will proceed to the north line of parcel number 406-32-080C.

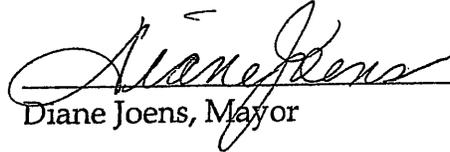
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA:

THAT, the Intergovernmental Agreement with the State of Arizona, acting by and through its Department of Transportation, for the City to maintain one and one-half new roundabouts located at SR 89A and Groseta Ranch Road and Black Hills Drive is hereby approved.

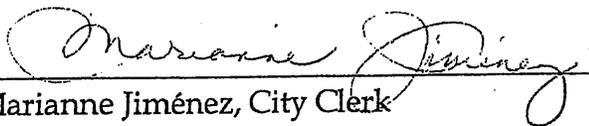
RESOLUTION NUMBER 2311

Page 2

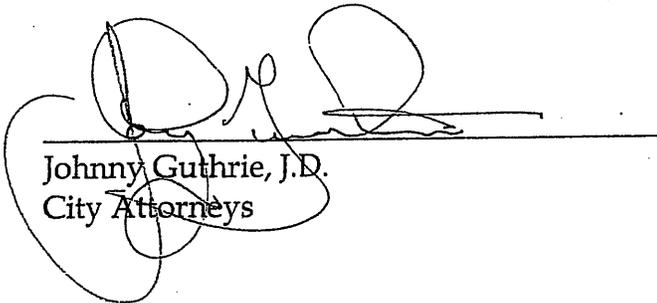
PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE
MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS
21ST DAY OF AUGUST 2007.


Diane Joens, Mayor

ATTEST:


Marianne Jiménez, City Clerk

APPROVED AS TO FORM:


Johnny Guthrie, J.D.
City Attorneys



TERRY GODDARD
Attorney General

OFFICE OF THE ATTORNEY GENERAL
STATE OF ARIZONA

CIVIL DIVISION
TRANSPORTATION SECTION
Writer's Direct Line:
602.542.8855
Facsimile: 602.542.3646
E-mail: Susan.Davis@azag.gov

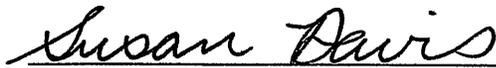
INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A.G. Contract No. P0012007002150 (JPA 07-040-I), an Agreement between public agencies, i.e., The State of Arizona and City of Cottonwood, has been reviewed pursuant to A.R.S. § 11-952, as amended, by the Undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining Parties, other than the State or its agencies, to enter into said Agreement.

DATED: September 4, 2007

TERRY GODDARD
Attorney General


SUSAN E. DAVIS
Assistant Attorney General
Transportation Section

SED:mjf:54181
Attachment



Arizona Department of Transportation

Intermodal Transportation Division

205 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

September 20, 2007

Sam Elters
State Engineer

Tim Costello, City Engineer
City of Cottonwood
827 N. Main Street
Cottonwood, AZ 86326

Reference:

A.G. Contract No: P001 2007 002150
ECS File No.: JPA 07-040 I
Section: Scenic and Blackhills Drives
Project: Roundabout weed control, C&G
TRACS No.: H4129 01C

Dear Mr. Costello,

Enclosed please find two fully-conformed, executed original sets of the above-mentioned Intergovernmental Agreement.

Should you have any questions, please do not hesitate to call me at (602) 712-7344.

Sincerely,

A handwritten signature in black ink that reads 'Gail H. Chime'.

Gail H. Chime
ADOT Joint Project Administration



RESOLUTION NUMBER 2696

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, APPROVING AN AMENDMENT TO JPA NO. 07-040 WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION CONCERNING RESPONSIBILITY FOR THE MAINTENANCE AND OPERATION OF CERTAIN STREET LIGHTS.

WHEREAS, the State is empowered by A.R.S. § 28-401 to enter into intergovernmental agreements with political subdivisions for the improvement or maintenance of state routes; and

WHEREAS, the City is empowered by A.R.S. § 48-572 to accept grants for or in aid of the construction of improvements to or maintenance of state routes, and to enter into agreements with the state therefor; and

WHEREAS, JPA NO. 07-040 between the City and the Arizona Department of Transportation provided for the construction of certain roadway improvements within the City, and further provided that the City would be responsible for the routine maintenance and operation of the street lights associated with those improvements; and

WHEREAS, the State had intended and has agreed to be responsible for the routine operation and maintenance of those street lights.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THAT AMENDMENT NO. ONE TO JPA NO. 07-040 WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION IS HEREBY APPROVED.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF MAY 2013.

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**



 Print

Meeting Date:	May 7, 2013
Subject:	Quail Canyon Water Line
Department:	Development Services
From:	Roger Biggs, Utility Administrative Manager

REQUESTED ACTION

Consider award of the contract for construction of the Quail Canyon water line

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is: **I move to award the contract to construct the Quail Canyon water line to Tiffany Construction in the amount of \$159,993.55.**

BACKGROUND

The city purchased the Quail Canyon Water System in March of 2010; one of the purposes for purchasing this system was to provide supplemental water supply to Verde Village Units Six and Seven. Well 6-2 had a borehole collapse in 2008 and while staff was able to raise the pump level setting and get the well operational, should this well suffer another collapse the well will no longer be functional and leave the City with only well 7-1 to supply a large area. The plans for the water line were completed and staff put together a bid packet which was sent to the JOC contractors for bids. The JOC bids were opened on April 16, 2013 and Tiffany Construction supplied the lowest bid. The bids were as follows:

Tiffany: \$159,993.55

KCS: \$183,630.79

ANE: \$239,355.00

JUSTIFICATION/BENEFITS/ISSUES

Having an adequate supply of potable water to serve the peak demands of a water system are crucial to meeting both the needs of customers and regulatory requirements. Acquiring an additional potable water source to serve Verde Village Units Six and Seven will ensure we

have adequate water for this area. The Quail Canyon well is under the arsenic maximum level so this water will not require remediation and can be pumped directly into the distribution system.

COST/FUNDING SOURCE

Enterprise capital funds

ATTACHMENTS:

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

City of Cottonwood

SOLICITATION TABULATION

Project Name: Quail Canyon Water Line Extension

Solicitation Number: JOC Quotes

Solicitation Opening Date: April 16, 2013 @ 10:00 a.m.

Firm Name	Quote Amount			
Arizona Northern Equipment	\$239,355.00			
Kinney Construction Services	\$183,630.79			
Tiffany Construction	\$159,993.55			

Notes: _____

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	Resolution #2698 - Reappointing Jake Gonzalez to the MPC Board
Department:	Administrative Services
From:	Jesus R. Rodriguez, C.G.F.M. Administrative Services General Manager

REQUESTED ACTION

Approval of Resolution #2698, reappointing Jake Gonzalez as a member of the City's Municipal Property Corporation (MPC) Board to serve for the remainder of a three-year term ending September 1, 2015.

SUGGESTED MOTION

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

"I move to approve Resolution #2698, reappointing Jake Gonzalez as a member of the City's Municipal Property Corporation Board to serve for the remainder of a three-year term ending September 1, 2015."

BACKGROUND

As of January 1, 2013, Jake Gonzalez's term as an MPC Board member has expired. He has also been serving as the Vice-President of the MPC Board.

Mr. Gonzalez has expressed an interest in staying on the MPC Board for another term. He, as well as the other current board members, are looking forward to being part of the future growth of the community and are willing to find affordable financing solutions to assist in the growth of our community.

In order to get back to the correct terms of office, we are requesting that the City Council appoint Jake Gonzalez to serve for the remainder of a three-year term ending September 1, 2015.

JUSTIFICATION/BENEFITS/ISSUES

Jake will provide some continuity in the MPC Board and already has some institutional knowledge at various levels of the local government as he has served the City on several other boards and committees.

COST/FUNDING SOURCE

There is no cost for this item, this is a volunteer position.

ATTACHMENTS:

Name:	Description:	Type:
 res2698.doc	Resolution Number 2698	Cover Memo

RESOLUTION NUMBER 2698

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING JAKE GONZALES A MEMBER OF THE CITY'S MUNICIPAL PROPERTY CORPORATION.

WHEREAS, pursuant to Resolution Number 1343, the City Council approved Articles of Incorporation for a Municipal Property Corporation and appointed a board of directors; and

WHEREAS, the term of Jake Gonzales has expired and it is necessary to appoint a new member consistent with the initial term appointment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA:

THAT, Jake Gonzales, a resident of the City, is hereby appointed a member of the board of directors of the Municipal Property Corporation for the remainder of a three-year term ending September 1, 2015.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, ARIZONA THIS 7TH DAY OF MAY 2013.

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**



 Print

Meeting Date:	May 7, 2013
Subject:	Impact Fee Presentation by Pat Walker Consulting, LLC
Department:	Administrative Services
From:	Jesus R. Rodriguez, CGFM Administrative Services General Manager

REQUESTED ACTION

Staff is requesting direction from the City Council

SUGGESTED MOTION

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

BACKGROUND

Impact Fees, also known as Development Fees, have been an annual item on the agenda for the state legislature. Over the past few years so many things have changed that it has become consistently more and more difficult to manage and account for these fees properly. Staff is facing a compliance deadline approximately five months away and needs some direction from the City Council on how best to proceed.

Staff has met with Pat Walker Consulting, an expert in the field, over the past few months on the best approach to managing these fees. The topic of doing away with the fees altogether has also been discussed at these meetings. In order to bring the council up to date on these discussions, we have asked Ms. Walker to make a presentation to the council on the issues and various options.

Staff is seeking some direction from the council

JUSTIFICATION/BENEFITS/ISSUES

COST/FUNDING SOURCE

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	Marauder Point Multi-Family Development
Department:	Development Services
From:	George Gehlert, Community Development

REQUESTED ACTION

Consider approval of a minor General Plan amendment for 15 acres changing the land use designation from Public / Semi-Public / Institutional to Residential - Medium Density.

SUGGESTED MOTION

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

"I move to approve Resolution 2697 amending the land use designation established by the Cottonwood General Plan for a 15 acre parcel owned by Mingus Union High School District #4 and more particularly described in Ordinance 595 from Public / Semi-Public / Institutional to Residential - Medium Density."

BACKGROUND

Attached is a conceptual site plan and letter of intent associated with a requested minor General Plan amendment and zone change proposal submitted by Mingus Union High School District #4 for 15 acres of property owned by the district located west of Camino Real, across from the high school. If approved, the Marauder Point proposal would increase the allowable density of residential development from 15 units to 165 units on this property.

The marauder point proposal would require both a minor amendment to the Cottonwood General Plan (as established by the Administrative Section of Cottonwood's General Plan); as well as a zone change (from AR-43 to R2).

On March 18th, the Planning and Zoning Commission recommended approval of the required minor general plan amendment and accompanying zone change amendment outlined in the attached Ordinance 595.

A community meeting regarding this proposal was held at Mingus Union High School on February 15th. A summary of the meeting and all public comment received is also attached.

JUSTIFICATION/BENEFITS/ISSUES

Provides for logical transition of land use between the high school and the single family residential areas located south and west of the subject property.

COST/FUNDING SOURCE

Approximately \$3,270 in planning fees associated with this proposal were waived by the City Council on February 5th.

ATTACHMENTS:

Name:

Description:

Type:

 [res2697.doc](#)

Resolution Number 2697

Cover Memo

RESOLUTION NUMBER 2697

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, APPROVING A MINOR AMENDMENT TO THE CITY'S GENERAL PLAN.

WHEREAS, Mingus Union High School District #4 has requested to have a parcel of land approximately 15 acres in size that is currently designated under the general plan as Public/Semi-Public/Institutional re-designated as Residential-Medium Density, to allow for the rezoning of that parcel; and

WHEREAS, following the required procedures, the City's Planning and Zoning Commission has recommended approval of that request, subject to certain conditions and stipulations; and

WHEREAS, the requirements of A.R.S. § 9-461.06 have been met; and

WHEREAS, the City Council finds that the requested re-designation, as recommended by the Planning and Zoning Commission, is in the best interests of the City and the general public.

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

Section 1. That the General Plan of the City of Cottonwood, Yavapai County, Arizona, is hereby amended such that the parcel of land more particularly described in Ordinance 595 shall be re-designated as Residential-Medium Density.

Section 2. That this Resolution shall become effective as provided by law.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF MAY 2013.

Diane Joens, Mayor

RESOLUTION NUMBER 2697
Page 2

APPROVED AS TO FORM:

ATTEST:

Steven B. Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	Marauder Point Multi-Family Development Proposal
Department:	Development Services
From:	George Gehlert, Community Development

REQUESTED ACTION

Consider approval of a zoning map change from AR-43 (Agricultural/Residential) to R2 (Single Family / Multiple Family).

SUGGESTED MOTION

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

N/A - First Reading

BACKGROUND

Attached is a conceptual site plan and letter of intent associated with a requested zone change proposal submitted by Mingus Union High School District #4 for 15 acres of property owned by the district located west of Camino Real, across from the high school. If approved, the Marauder Point zone change proposal would increase the allowable density of residential development from 15 units to 165 units on this property. On March 18th, the Planning and Zoning Commission recommended approval of the zone change amendment outlined in the attached Ordinance 595. As part of their recommendation, the Commission extended the associated with the issuance of the first building permit to five years from the date of ordinance approval. Other stipulations provide for review and approval of a final site plan by the P&Z Commission prior to development; and that all required information (traffic and drainage studies, etc.) and any associated improvements will be the responsibility of the developer. A community meeting was held at Mingus Union High School on February 15th. A summary of the meeting and all public comment received is also attached.

JUSTIFICATION/BENEFITS/ISSUES

This re-zone provides for logical transition of land use between the high school and the single family residential areas located south and west of the subject property.

COST/FUNDING SOURCE

Approximately \$3,270 in planning fees associated with this proposal were waived by the City Council on February 5th. Costs for improvements associated with the request and future

development of the site will be the responsibility of the developer.

ATTACHMENTS:

Name:	Description:	Type:
 MUHS_Zone_Change.pdf	P&Z Memo	Cover Memo
 Letter_of_Intent.pdf	Letter of Intent	Cover Memo
 Community_Mtg_Summary_and_Responses.pdf	Community Input Summary	Cover Memo
 ord595.doc	ORDINANCE NUMBER 595	Cover Memo



STAFF MEMO

TO: Planning and Zoning Commission

FROM: George Gehlert, Community Development

FOR: March 18, 2013

SUBJECT: **GP 13-002 and Z 13-003**
Marauder Point Multi-Family Community

This item regards a 15-acre parcel owned by Mingus Union High School District #4 located on Camino Real across from the High School at the SW corner of the Fir Street intersection. The applicant would like to rezone the property to R-2 in order to enable a higher level of residential development on the site. The proposal would require the following approvals by the P&Z Commission and the City Council:

- A minor amendment to the Proposed Land Use Map associated with the Cottonwood General Plan, changing the land use designation for this acreage from “Public/Institutional” to Residential Medium Density.”
- A zoning map change from AR-43 (Agricultural/Residential 43,000 sq. minimum lot size) to R2 (single family/multiple family).

Adjacent Zoning and Land Uses: The site is located along a primary collector street within a transitional area between residential and non-residential uses. Two churches are located to the northwest (zoned R-1). A high density single family residential area (zoned PAD) is located to the north. A self-storage facility (zoned C-1) is located to the northeast. Mingus High School (zoned AR-20) is located to the east. Single family residential development is also located to the west and south, outside the City limits within Verde Village.

Conceptual Site Plan Proposal

The site, which is currently vacant, is characterized by flat and rolling terrain crossed by a portion of Little Oak Wash. The applicant has offered a conceptual site plan in support of the zoning change which depicts a series of two-story multi-family structures including 6-12 units each. The site plan appears to reserve the steepest slopes and drainage areas from development. The plan suggests four new access drives along Camino Real and two along Fir Street.

Public Involvement and Notification

The applicants held a community meeting at Mingus High School on February 15th. Notice regarding the community meeting, P&Z and pending City Council hearings was mailed to all property owners with 300 feet of the property (approximately 70 mailings). Notice regarding the P&Z and Council hearings was also advertised and posted on-site.

The community meeting was attended by the applicants, staff and eight members of the public. The community meeting summary, sign-in sheet and comments are attached for your review. Questions and concerns expressed at the meeting:

- May cause negative affect on property values.
- Preference for commercial uses rather than higher density residential.
- Concern for density and traffic impacts. How many more people?
- When will traffic study be completed (vs. when will improvements occur).
- Will Fir Street intersection be signalized (already too busy).
- Added water use.
- Noise, disturbances. Impact on Verde Village and Cottonwood Commons.
- Police patrol.
- Dust during construction.
- Controlling overall quality of development (low end vs. high end).
- Building height limitations?
- Process is moving too fast. Why just a preliminary plan?

ISSUES

Staff identified the following issues in the review of this proposal:

- **Conceptual Proposal:** The P&Z Commission and City Council have in the past accepted conceptual site plans (as opposed to completed development plans), in support of certain zoning requests notably for commercial development along SR 260, including the site of the Larry Green car dealership, the Super Wal-Mart; and the C2 properties located along the east side of SR 260. They were all subject to later approval of a final site plan, grading, drainage and traffic improvements. There is generally also a time limit associated with action on a conceptual proposal.
- **Density Issue:** The overall density allowance would be increased from 15 units to 166 units. There is a slight discrepancy between the Residential Medium Density allowance and the R-2 zoning allowance in that the RMD designation would cap the development at 11 units per acre. The R-2 designation would allow 11.6 units per acre. To address this issue, the action should cap the total allowable units at 11 units per acre (11 units x 15 acres = 165 units).

- **Traffic and Drainage Improvements:** There will be significant grading, drainage and traffic impacts associated with this proposal. Traffic will increase along Camino Real and East Fir Street; and at the adjacent intersection. Per Ordinance 144 (Off-Site Improvements), the developer will be responsible for providing adequate drainage and traffic information and for their share of associated improvements necessary to offset those impacts. Sidewalk improvements along both Camino Way and East Fir Street will also be required together with possible right-of-way dedications.
- **Location of Driveways:** The number of access points should be reduced along these two collector streets. Access drives should also occur further from the intersection, due to potential for added stacking in this location following development.
- **Elimination of Old Right of Way:** There is an old City right-of-way which crosses the southern portion of the property which the City may quit claim to MUHS.
- **Architecture:** No architectural information has been offered as part of this submittal.
- **Buffering:** The Commission may wish to consider additional buffering treatments adjacent to existing residential areas.
- **Future Land Divisions:** The integrity of the site proposal could be lost with any subsequent division and disposal of portions of this property which do not acknowledge the proposed site design (i.e., continuity of access and drainageways, etc.). Any proposed division of this property should be subject to P&Z review as part of a proposed site plan amendment.

RECOMMENDATION

Staff believes the subject property is well suited for the proposed development and supports the plan amendment and zoning change. Staff therefore recommends approval of **GP 13-002** and **Z 13-003** subject to the following stipulations:

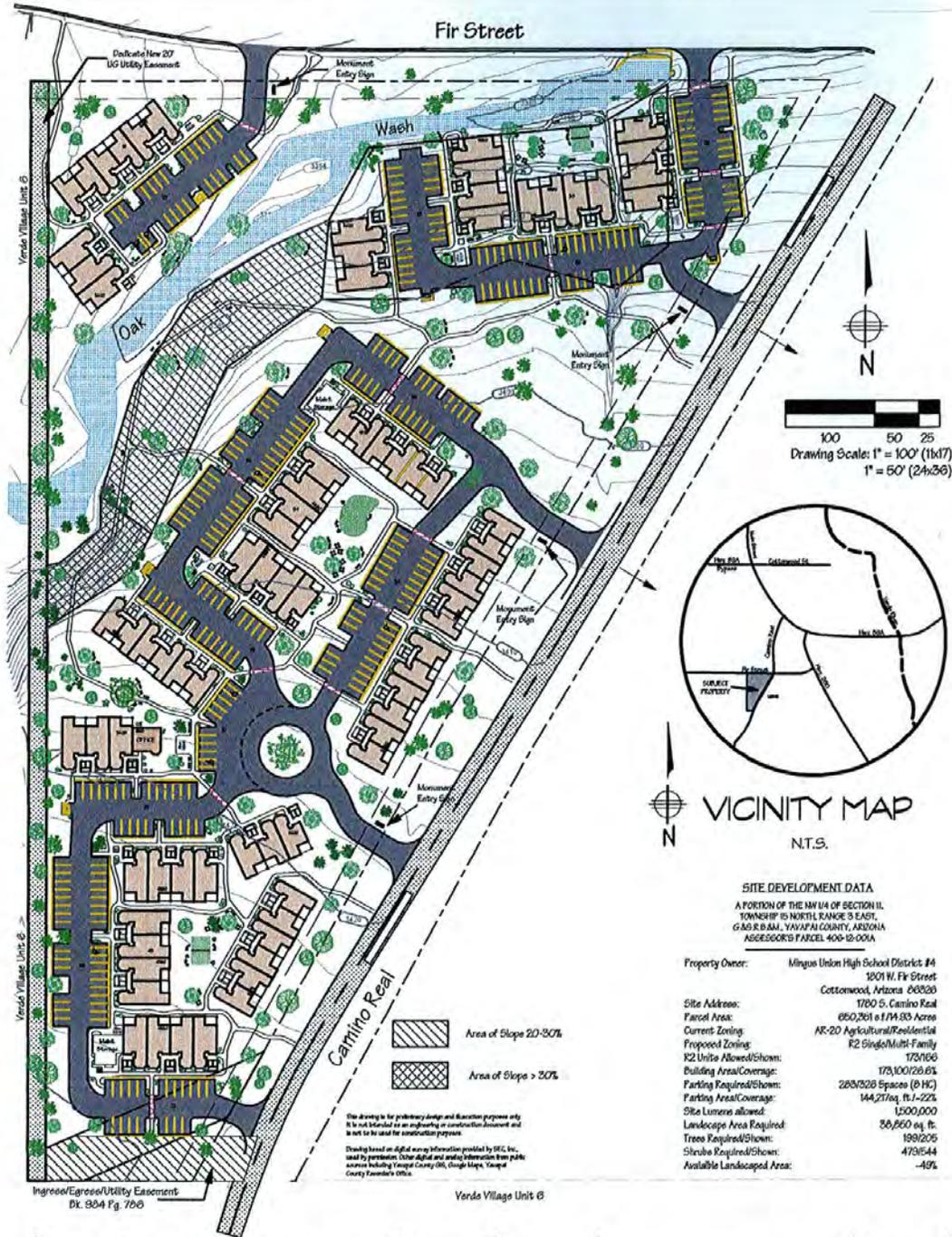
1. That a final site plan be approved by the Planning and Zoning Commission, together with building elevations, grading/drainage, surfacing and landscape plans prior to issuance of any permits.
2. That the total number of residential units be limited to 165.
3. That the final site plan establish methods for buffering adjacent residential development located the south and west boundaries
4. That access points adjacent to the Fir Street intersection be eliminated; and other access drives be consolidated to the extent feasible.

5. That all required rights of way and utility easements be dedicated by plat, or otherwise recorded, as may be required by the City. Any division of this property into four (4) or more lots will require plat approval by P&Z and Council.
6. That any subsequent minor divisions of this property also be subject to review by the P&Z Commission.
7. That the developer provide traffic and drainage studies and be responsible for all related improvements determined to be necessary to offset impacts of the resulting development (per Ordinance 144).
8. That a building permit be issued within two years or the action is null and void.
9. That all other Code Review comments be addressed.
10. Any other conditions that may be deemed appropriate as part of the Commission and Council review.

Enc: Aerial Photo and Zoning Exhibit
Conceptual Site Plan
Site Photos
Letter of Intent
Code Review Comments
Community Meeting Summary and Responses

PRELIMINARY SITE DEVELOPMENT PLAN

CAMBER 10/11



100 50 25
Drawing Scale: 1" = 100' (1k/7)
1" = 50' (2k/36)



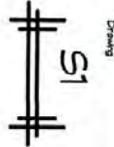
VICINITY MAP
N.T.S.

SITE DEVELOPMENT DATA
A PORTION OF THE NW/4 OF SECTION 11,
TOWNSHIP 15 NORTH, RANGE 3 EAST,
G&S R.D.M., YAVAPAI COUNTY, ARIZONA
ASSESSOR'S PARCEL 400-12-000A

Property Owner:	Mingus Union High School District #4 1801 W. Fir Street Cottonwood, Arizona 86326
Site Address:	1780 S. Camino Real
Parcel Area:	660,261 s.f. (14.83 Acres)
Current Zoning:	AR-20 Agricultural/Residential
Proposed Zoning:	R2 Single/Multi-Family
K2 Units Allowed/Shown:	175/166
Building Area/Coverage:	173,100/26.6%
Parking Required/Shown:	288/228 Spaces (P HC)
Parking Area/Coverage:	144,217sq. ft. /-22%
Site Lenses allowed:	1,500,000
Landscape Area Required:	26,660 sq. ft.
Trees Required/Shown:	199/205
Shrubs Required/Shown:	478/544
Available Landscaped Area:	-49%

Area of Slope 20-30%
 Area of Slope > 30%

This drawing is for preliminary design and discussion purposes only. It is not intended as an engineering or construction document and is not to be used for construction purposes.
Developed based on digital survey information provided by H&L, Inc. used by permission. Other digital and analog information from public sources including Google Earth, Google Maps, Tomcat County Taxmap's Office.



Preliminary Site Plan
Marauder Point
1280 S. Camino Real
Cottonwood, Arizona

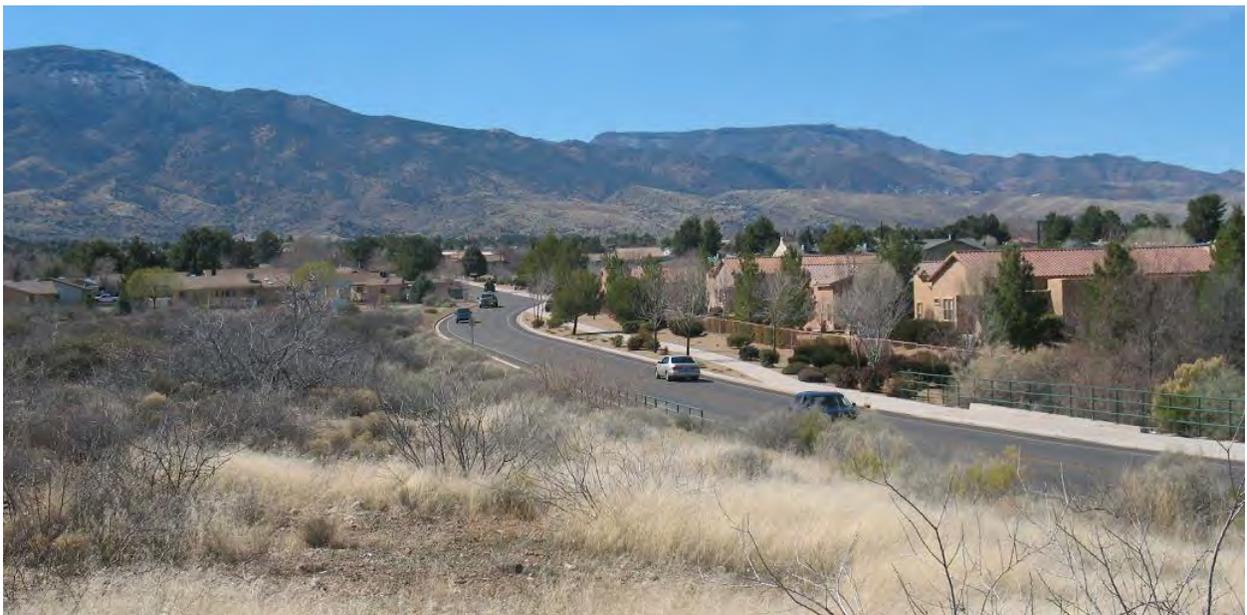
Date:	3/26/2013
Design:	HDS
Drawn:	HDS
Checked:	OKS
Job No.:	MH01

CASA VERDE Consulting
PLANNING and DESIGN
1800 S. Oak Run
Cottonwood, Arizona 86326



SITE PHOTOS









CASA VERDE CONSULTING

PLANNING AND DESIGN

A Division of Baile Luna, Inc, an Arizona Corporation

Michael Gardner, Senior Planner
Phone/Fax (928) 634-7686
Mobile (928)-399-0003
Email: mikeg@azpermitpushers.com

1800 S. Quail Run
Cottonwood, Arizona 86326

Planning Northern Arizona Since 1994

Cottonwood City Council
Cottonwood Planning & Zoning Commission
827 N. Main Street
Cottonwood, Arizona 86326

March 10, 2013

It is my honor to represent the Mingus Union High School District and its Board of Governors in their application for a minor general plan amendment and zoning map change. The subject parcel is 14.93 acres in size and lies directly across Camino Real, to the west of the existing high school campus. It is bounded on the west and south by Verde Village Unit 6, and on the north by the Cottonwood Commons/Cottonwood Square subdivision. County records have long shown the subject parcel to be somewhat over 22 acres, however this figure includes right-of-way for both Fir Street and Camino Real.

BACKGROUND

The subject parcel, as well as most of the land occupied by the campus was originally donated to the District in 1971 by the Mongini family. The new school site was outside City limits at that time and Yavapai County had just adopted their first zoning ordinance three years prior. The new high school property was zoned R1L-35, a residential zoning that also allows schools, churches etc.

The new site was approximately 60 acres in size and was divided by old State Highway 279, (now Camino Real). The new property also included a 100 foot strip as right-of-way to the then-new highway 279 (now 260) alignment, thus connecting Fir Street to the new highway. The new campus was planned on the larger portion of the parcel east of old 279 with easy access to the new highway. Construction was soon started and the new campus was completed in time for fall classes in 1972.

The high school remained outside the City limits until 1977 when the campus was annexed into the Cottonwood along with much of the property along the upper 260 corridor under ordinance number 66. Zoning was assigned as AR-20. However, the balance of the property west of Old Highway 279 was not included in that annexation and was later annexed alone in 1991 by ordinance number 270. Zoning was assigned as AR-43, although both parcels had been zoned R1L-35 in Yavapai County. The reason for the difference is not known.

GENERAL PLAN

In September of 1995 the City of Cottonwood finalized its second general plan, which designated all of the Mingus property as public/educational on its land-use map. However the western parcel was not included in any of the land use planning areas within the plan itself. It was most closely associated with planning area number 6 – commercial (section 2.9.6). That section states in part "*the planning area also contains some large tracts of undeveloped land with excellent views suitable for medium and high density development*". It also states "*certain portions of this area lend themselves to residential development, particularly multifamily. Good views, adequate infrastructure and proximity to commercial services all support additional medium density residential development*".

At that time the school board was still planning to use the property as an addition to the high school.

In the 2003-2013 general plan update, the subject parcel was included in the same planning area, now designated Planning Area 10 - Commercial Core. Much of the language from the 1995 plan was retained, but was revised in recognition of nearby higher density projects completed since then. "*Certain portions of this area lend themselves to residential development, particularly multi-family. Good views, adequate infrastructure and proximity to commercial services also support higher density residential development. Verde Vista Apartments was constructed in the mid-1990s west of Wal-Mart. Other residential subdivisions include Crestview and the Cottonwood Commons / Cottonwood Square project adjacent to Mingus Union High School*".

By 2003, the school's Board of Governors was becoming aware that the property would not be approved for use by the Arizona School Funding Board as long as Camino Real divided the property, and that a sale would most likely be their only option. It is likely that no communication regarding the future use of the property was made to planning staff in the City, and the property was again designated as public/educational.

As the City is currently revising and updating the general plan once again, I have, under the authority of the school board, communicated to staff the school's intent to develop and/or sell the property, and asked for the designation of medium density residential to be applied to the subject parcel. However, for our zoning application to proceed at this time, a minor amendment to the current general plan is required.

This brings us to a discrepancy between the general plan and the zoning code that has existed since the 2003-2013 update. The general plan's medium-density residential designation (RMD) allows for up to 11 homes per acre, while the high-density residential (RHD) classification is for 12 units per acre and above, leaving a hole between 11 units per acre maximum in (RMD) and the minimum of 12 units per acre in the (RHD) classification. Cottonwood's first true medium density residential zoning category, R2, allows for 11.6 homes per acre, slightly above the medium density classification, yet slightly below a high density classification. This mismatch has been known for some time.

Accordingly, while the number of units on the conceptual site plan have been calculated according to R2 standards, the application for general plan amendment is for residential

medium density, and to avoid any possible conflict between the two standards, Mingus Union High School will agree to limit future density to the medium-density residential standard.

ZONING

In 2008 Mingus Union High School Board of Governors voted to sell the vacant parcel west of Camino Real, the proceeds of which by law are to directly benefit the school's capital improvement fund. As the economy was in freefall at that time in land values were plummeting, it was decided to wait until property values had stabilized and begun to rise before marketing the property. Now in early 2013 property values are beginning to rise and real estate and development professionals are again beginning to seek development parcels. The time has come for development of this property.

After continued discussion over the years as to what the most beneficial type of development adjacent to the school would be, both in terms of the value of the land and of the possible future impacts of development, it was decided that the type of development proposed was best suited for both the school and the surrounding neighborhood. It was recognized that while the value of the parcel would be far greater under a commercial or high-density residential zoning, the impacts of those types of development could easily outweigh any monetary benefit to the school. Having made these decisions, it seems in the best interest of the school and the community to request a medium density zoning of R2.

Commonly, a property like this would be sold on the open market, generally to a developer or group that would purchase the property at a low price and apply for rezoning to gain maximum benefit (profit) on their investment. A property in this location might be rezoned to commercial or high-density residential to maximize value to both the developer and to the City coffers. In order to avoid this possibility the board is requesting that the City adopt appropriate zoning prior to offering the property for sale for the following reasons:

- 1) first and foremost, to recognize a realistic market value for the property, the proceeds of which will directly benefit the school and its students.
- 2) to establish a use category and intensity for the property prior to its sale - essentially allowing the school to choose its neighbors in advance.
- 3) to better control the marketing of the property - realtors and developers will know in advance that the property has recently been zoned for medium density residential - and that further rezoning would not be likely.
- 4) to better control the development of the property - for instance, the District could choose to find a development partner that would design a project with the district's input.

As this application is to rezone this parcel prior to sale, the accompanying site plan is conceptual in nature, and is provided as a demonstration document to illustrate the type of development that the school would like to see occur in the future. In order to retain full review and approval authority after rezoning, staff has suggested that any approval by the City Council provide requirements for the following:

1. P&Z approval of a final site plan and elevations, grading, drainage, surfacing, landscaping and any necessary public improvements prior to issuance of any permits.
2. That all required rights of way and utility easements be dedicated by plat, or otherwise recorded, as may be required by the City. Any division of this property into four (4) or more lots will require plat approval by P&Z and Council.
3. That any subsequent minor divisions of this property also be subject to review by the P&Z Commission.
4. That the developer be responsible for all traffic and drainage improvements determined to be necessary to offset impacts of the resulting development (per Ordinance 144).
5. That a building permit be issued within two years or the action is null and void.
6. Fulfilling all other Code Review comments and any other conditions that may be deemed appropriate as part of the Commission and Council review.

The applicant, Mingus Union High School, is aware of and fully endorses the conditions listed above, with the exception of item number 5. The City has often used time limits on bare land rezonings as a hedge against speculative zoning. However, a rezoning request by an applicant that has held a property for forty-two years can hardly be considered speculative.

Given the time required to produce preliminary plans for code review, conduct traffic impact analyses, engineering studies, etc., and obtain City review and approvals as noted above, the sale of the property would need to occur almost immediately. Therefore, we respectfully request that the time limit of two years contained in item 5 be eliminated.

Additionally, section 5, Housing Element of the current general plan identifies inadequate homeownership opportunities within the City and encourages development of multi-family homeownership housing, stating *"When reviewing planned multi-family development; the City shall inform developers of the desire to increase the homeownership rate. In providing such information, the City shall make available information regarding programs and resources for the development of homeownership opportunities"*.

Recognizing the importance of stable homeownership, and in deference and sensitivity to the City's current general plan, we would offer an additional condition:

7. The district, as part of its marketing, shall inform developers of the City's desire to increase the homeownership rate, and will encourage prospective buyers to provide home ownership opportunities within any future development.

CONCLUSION

In conclusion, we recognize that the application before you is somewhat special in nature, coming before any actual proposed development plan. However, this method has been used before in the City, specifically in the case of the 260 corridor area, where the appropriate zoning was applied to the property prior to sales or development proposals. Similar conditions and stipulations applied to those actions, and subsequent reviews were made prior to construction of Home Depot, Walmart's Superstore, etc., with great success.

Accordingly, we respectfully request that the commission recommend and that the Council confirm approval of the Minor Amendment and Zoning Map Change applications including the conditions listed above as well as any conditions that the Commission or Council might deem necessary. Thank you in advance for your consideration in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Gardner". The signature is written in a cursive style and is positioned above a horizontal line.

Michael Gardner, Senior Planner
Casa Verde Planning and Design
1800 S. Quail Run
Cottonwood, Arizona 86326
928-634-7686 Phone/Fax
928-399-0003 Mobile

MINGUS UNION HIGH SCHOOL DISTRICT

NEIGHBORHOOD MEETING – FEBRUARY 15, 2013

Good evening neighbors and interested residents;

You are here this evening because you've either heard or been notified by the City of Cottonwood that Mingus Union High School District has applied for a zoning map change for the 15 acre parcel immediately west of the school. The current zoning is AR-43 (agricultural/residential - 1 acre parcels). The application is for an R2 (residential single-family/multiple family) zoning designation which would allow for the construction of up to 173 residences or just over 11 homes per acre. These could be town homes, apartments, condominiums, etc. As a comparison, the zoning density for Verde Village 6 neighbors directly to the west is 10 homes per acre. The reasons for this rezoning are several and will be explained further on - but first a brief history of this property.

From 1959 until the beginning of the school year in 1972, the then-new Mingus Union High School held classes in the old school building in Jerome and served all students in the upper Verde. In 1971 through the generous gift of a prominent local family, Mingus Union obtained the property which was then located outside the city limits in Yavapai County and which was divided by old Highway 279. The new high school campus was constructed on the larger portion on the East side of the highway. With minor additions through various gifts and acquisitions, the campus parcel has, and continues to serve the needs of our students.

Over the years, many school Boards have discussed what, if anything, to do with the eastern parcel. The district has several times explored expanding the school's campus or athletic fields only to run into the same barrier each time - the presence of old Highway 279, now Camino Real - a busy collector street serving much of Verde Village Unit 6. At one time the Board even explored a scheme which realigned Camino Real along the back side of Verde Village, a plan that proved impractical. Additionally, the Arizona School Facilities Board has determined that the parcel is too small for school facilities.

In 2008 the Board voted to sell the property, using the funds to benefit the school. Given the recession, it was prudent to wait until the market began to rebound.

In 1968, Yavapai County adopted its first zoning ordinance, and during the initial zoning overlay the county assigned the zoning classification of R1L-35 (residential single family - .8 acres) to much of the undeveloped land immediately south of Cottonwood, including the Mingus parcels. Upon annexation into the city in 1991,

the property was given the city zoning designation of AR-43. It has remained so until now.

Commonly, a property like this would be sold on the open market, generally to a developer that would purchase the property at a low price and attempt rezoning to gain maximum benefit (profit) on their investment. A property in this location would likely be rezoned to commercial or high-density residential to maximize value to both the developer and to the city coffers. However, as mentioned, the district is asking for this medium-density rezoning for several reasons;

- 1) first and foremost, to recognize a realistic market value for the property, the proceeds of which will directly benefit the school and its students.
- 2) to establish a use category and intensity for the property prior to its sale - essentially choosing our neighbors in advance.
- 3) to better control the marketing of the property – realtors and developers will know in advance that the property is for medium density residential - commercial developers need not apply.
- 4) to better control the development of the property - for instance, the District could choose to find a development partner that would design a project with the district's input.

The preliminary site plan that you have received or will see tonight is strictly conceptual and is produced primarily to show how the parcel might develop and to demonstrate that there is adequate room for required parking, landscaped, open space, etc. Once the property is rezoned, any proposed development will still have to run the gauntlet of city review and public scrutiny. Full approvals by every City department will be required along with final site plan approval by the Planning and Zoning Commission and Design Review Board.

Our meeting tonight will be conducted by our local consultant, Casa Verde Consulting and representatives from the City of Cottonwood and Mingus Union will be available to answer your questions. We thank you for your attendance tonight and your involvement in our school and community.

CASA VERDE CONSULTING
PLANNING AND DESIGN

Planning Northern Arizona Since 1994

Mingus Union High School Zoning Map Change
5:00 p.m. February 15, 2013
Mingus Union High School Cafeteria

NEIGHBORHOOD MEETING QUESTIONNAIRE

Thank you for attending. Following is a brief questionnaire regarding the rezoning application. Your answers will become part of the public record and will be considered by the Planning and Zoning Commission and City Council at their regular meetings of March 18th and April 16, 2103, respectively.

If you own or rent a home nearby:

* Approximately how close do you live to the subject property? Our house is within 250ft

* Which collector street do you use most often? (circle one) Fir Street - Camino Real

* How do you perceive development of this property as proposed will affect you and your property?

it would have a negative effect on property values & it would make the area so densely populated; too much traffic

* The School Board much prefers to see this type of development adjacent to the campus over a commercial or light industrial use. Would you rather see a retail or other commercial project here instead? Yes/No No If so, why? _____

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? single family homes

Your own comments, please: single family homes would hold up the values of the neighborhood, apartments would lower it - people could not sell their homes for as much money not counting money may go this.

If you own or rent commercial property nearby:

* Approximately how close is your property or business to the subject property? _____

* How do you perceive development of this property as proposed will affect you and your property?

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? _____

Your own comments, please: _____

Name Esther Daley Address Wte Circle
Paul Daley

I (circle one) own / rent my home or business.

Additional written or oral comments or questions may be addressed to George Gehlert, Community Development Director, 111 N. Main Street, Cottonwood, 86326 (928) 634-5505, Ext. 3321

CASA VERDE CONSULTING
PLANNING AND DESIGN

Planning Northern Arizona Since 1994

Mingus Union High School Zoning Map Change
5:00 p.m. February 15, 2013
Mingus Union High School Cafeteria

NEIGHBORHOOD MEETING QUESTIONNAIRE

Thank you for attending. Following is a brief questionnaire regarding the rezoning application. Your answers will become part of the public record and will be considered by the Planning and Zoning Commission and City Council at their regular meetings of March 18th and April 16, 2103, respectively.

If you own or rent a home nearby:

- * Approximately how close do you live to the subject property? 195 FT
- * Which collector street do you use most often? (circle one) Fir Street - Camino Real
- * How do you perceive development of this property as proposed will affect you and your property?
DUST, MY WIFE HAS ASTHMA.

* The School Board much prefers to see this type of development adjacent to the campus over a commercial or light industrial use. Would you rather see a retail or other commercial project here instead? (Yes) No If so, why? HOPEFULLY LESS CRIME,

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? A NURSERY OR SPECIALITY FOOD STORE,

Your own comments, please: _____

If you own or rent commercial property nearby:

- * Approximately how close is your property or business to the subject property? 195 FT
- * How do you perceive development of this property as proposed will affect you and your property?

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? _____

SAME AS ABOVE

Your own comments, please: _____

Name GARY LAMPI Address 1175 S. 16th PL, COTTONWOOD, AZ 86326

I (circle one) own rent my home or business.

Additional written or oral comments or questions may be addressed to George Gehlert, Community Development Director, 111 N. Main Street, Cottonwood, 86326 (928) 634-5505, Ext. 3321

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NEIGHBORHOOD MEETING QUESTIONNAIRE

Thank you for attending. Following is a brief questionnaire regarding the rezoning application. Your answers will become part of the public record and will be considered by the Planning and Zoning Commission and City Council at their regular meetings of March 18th and April 16, 2103, respectively.

If you own or rent a home nearby:

- * Approximately how close do you live to the subject property? 300 feet
- * Which collector street do you use most often? (circle one) - Fir Street Camino Real Both!

* How do you perceive development of this property as proposed will affect you and your property?
There will be NO MORE PEACE!!! Noise pollution will be a major concern, as well as over-population, traffic overload, overcrowding the schools, + water resources.

* The School Board much prefers to see this type of development adjacent to the campus over a commercial or light industrial use. Would you rather see a retail or other commercial project here instead? Yes No If so, why? less night-time noise, less population impact

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? retail stores, shopping - LOW NOISE impact, prefer low population density. stores are more quiet at night.

Your own comments, please: Water resources will be challenged. School over-populated. Traffic will be overwhelming

If you own or rent commercial property nearby:

- * Approximately how close is your property or business to the subject property? _____

* How do you perceive development of this property as proposed will affect you and your property? EUH Negatively. Traffic problems, NOISE + Pollution

* Knowing that the time has come for this property to develop, what do you think the best use for the property would be? retail stores that are closed at night.

Your own comments, please: _____

Name Angela T. Address 1193 S. 17TH St. Cottonwood Commons

I (circle one) own rent my home or business.

Additional written or oral comments or questions may be addressed to George Gehlert, Community Development Director, 111 N. Main Street, Cottonwood, 86326 (928) 634-5505, Ext. 3321

George Gehlert

From: Angela Tafari <blazingheart@joimail.com>
Sent: Monday, February 04, 2013 10:31 AM
To: George Gehlert
Subject: Proposed Multi-Family Residential Project APN 406-12-001A

Dear Mr. Gehlert, It is with great horror that I heard about the above proposal to build a Multi-Family Housing Project across from Mingus Union High School. I live within 300 ft. of the proposed project, and feel that this would destroy my standard of living in the next few years!

- 1.) WHERE will the water come from?? Since Cottonwood already has water sourcing and management issues, the addition of hundreds of people would stress an already stressed water and sewer system.
- 2.) The traffic problems that would be created by adding hundreds of vehicles to our already crowded streets.
- 3.) NOISE LEVEL OF CONSTRUCTION- THIS WOULD TOTALLY DESTROY THE PEACE IN OUR COMMUNITY, ESPECIALLY FOR THE STUDENTS AND TEACHERS OF MINGUS UNION HIGH SCHOOL, WHO WILL HAVE DIFFICULTY FOCUSING ON THEIR STUDIES, WITH JACK-HAMMERS, HAMMERING, DRILLING, BULL-DOZING, AND TRACTORS RUNNING ALL DAY, AND MAKING THE HORRIBLE NOISE THAT THEY PRODUCE! I LIVE IN THE COTTONWOOD SQUARE/COMMONS, WITHIN 300 FT. OF THIS PROJECT, AND I WILL NOT BE ABLE TO LIVE IN PEACE ANYMORE! I WILL BE FORCED TO MOVE, BECAUSE JACK-HAMMER NOISE LEVELS GIVE ME SEVERE HEADACHES!!!! A CONSTRUCTION PROJECT OF THIS SCOPE WILL LAST FOR MONTHS, AND WILL MAKE OUR COMMUNITY UNLIVABLE AGAIN! I URGE YOU TO VOTE NO ON THIS PROPOSAL. OUR COMMUNITY CANNOT TOLERATE THE INTERRUPTION OF OUR HIGH SCHOOL STUDENTS EDUCATION THAT THIS NOISE POLLUTION WILL CREATE! THANK YOU FOR YOUR ATTENTION. I WILL BE ATTENDING ALL THE MEETINGS, AND NOTIFYING MY NEIGHBORS.

ORDINANCE NUMBER 595

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR A PARCEL OF LAND TOTALING APPROXIMATELY 15 ACRES IN SIZE ; SO AS TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS THEREOF FROM THE PRESENT ZONING OF AR-43 (AGRICULTURAL/SINGLE FAMILY RESIDENTIAL) TO R-2 (SINGLE FAMILY / MULTIPLE FAMILY).

WHEREAS, the Planning & Zoning Commission held a public hearing on March 18, 2013, concerning the rezoning of property owned by Mingus Union High School District #4, and has recommended approval of this request; and

WHEREAS, the requirements of A.R.S. § 9-462.04 have been met.

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

Section 1: That the following described parcel of land lying within the City of Cottonwood, Yavapai County, Arizona, shall be and is hereby reclassified from AR-43 (Agricultural/Single Family Residential) to R-2 (Single Family/Multiple Family)., subject to the applicant's compliance with the conditions and stipulations set forth below under Section 2.

Legal Description

All that portion of the northwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of section 11, township 15 north, range 3 east of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, lying west of the westerly right of way line of Camino Real.

Section 2: That the Planning and Zoning Commission and City Council have determined the following items necessary as conditions of the zoning approval to protect the public health, safety and general welfare:

1. That a final site plan be approved by the Planning and Zoning Commission, together with building elevations, grading/drainage, surfacing and landscape plans prior to issuance of any permits.
2. That the total number of residential units be limited to 165.

3. That the final site plan establish methods for buffering adjacent residential development located to the south and west boundaries.

4. That access points adjacent to the Fir Street intersection be eliminated; and other access drives be consolidated to the extent feasible.

5. That all required rights of way and utility easements be dedicated by plat, or otherwise recorded, as may be required by the City. Any division of this property into four (4) or more lots will require plat approval by the Planning and Zoning Commission and the City Council.

6. That any subsequent minor divisions of this property also be subject to review by the Planning and Zoning Commission.

7. That the developer provide traffic and drainage studies and be responsible for all related improvements determined to be necessary to offset impacts of the resulting development (per Ordinance 144).

8. That a building permit be issued within five years or the action is null and void.

9. That all other Code Review comments be addressed.

Section 3: The zoning map shall be amended to reflect this zone change only upon compliance with all zoning conditions set forth herein.

Section 4: That at least three (3) copies of the zoning map of the City of Cottonwood, Arizona, as hereby amended be kept in the office of the City Clerk for public use and inspection.

Section 5: Severability: That if any section, subsection, sentence, clause, phrase or portion of this ordinance adopted herein is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, THIS 21ST DAY OF MAY 2013.

Diane Joens, Mayor

Ordinance Number 595
Page 3

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	May 7, 2013
Subject:	Resolution Number 2695 - Reappointing the City Magistrate to a two year term commencing on April 13, 2013, and approving an employment agreement.
Department:	Attorney
From:	Steve Horton, City Attorney

REQUESTED ACTION

Council consideration of the reappointment of incumbent City Magistrate A. Douglas LaSota to a new two-year term, and approving his new employment agreement.

SUGGESTED MOTION

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

"I move to approve Resolution Number 2695, appointing A. Douglas LaSota to a two-year term as City Magistrate of the City of Cottonwood, approving the employment agreement as presented, and providing for [4 or 5] weeks of annual vacation leave."

BACKGROUND

The Council has reviewed and discussed the City Magistrate's performance over the last two years at the April 16th Regular Meeting and at the April 29th Special Meeting. At the conclusion of the second meeting, Council directed staff to prepare a resolution and employment agreement for consideration at the next ensuing meeting.

JUSTIFICATION/BENEFITS/ISSUES

The City Magistrate's last term ran from April 13, 2011 to April 13, 2013. It is therefore necessary to consider reappointing him to another term.

COST/FUNDING SOURCE

ATTACHMENTS:

Name:	Description:	Type:
 res2695.doc	Resolution 2695	Backup Material

☐ [Contracts -
Employees - Magistrate -
LaSota - 2013.doc](#) Proposed Employment Agreement

Cover Memo

RESOLUTION NUMBER 2695

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, RE-APPOINTING A. DOUGLAS LASOTA AS CITY MAGISTRATE AND ESTABLISHING HIS NEW TERM OF OFFICE.

WHEREAS, Section 2.36.010 of the Municipal Code provides for the appointment of a Presiding Magistrate for the Cottonwood Municipal Court by the Cottonwood City Council; and

WHEREAS, that Section also provides that the Presiding Magistrate shall serve for a term of two years, with the beginning and end of the term to be specified at the time of appointment; and

WHEREAS, the term of A. Douglas LaSota as Presiding Magistrate of the Cottonwood Municipal Court expired on April 13, 2013; and

WHEREAS, the Cottonwood City Council has elected to re-appoint Judge LaSota to another two-year term; and

WHEREAS, the Presiding Magistrate and the City Council have successfully conferred for the purposes of establishing the compensation and other terms and conditions of the Magistrate's appointment for the new, two-year term;

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

THAT, A. Douglas LaSota, is hereby appointed as the Presiding Officer of the Cottonwood Municipal Court for a two-year term beginning April 13, 2013, and ending April 13, 2015, pursuant to the terms of the attached Employment Agreement.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF MAY 2013.

RESOLUTION NUMBER 2695

Page 2

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**



 Print

Meeting Date:	May 7, 2013
Subject:	Water Feature for Recreation Center
Department:	Development Services
From:	Scott Mangarpan, Development Services Project Manager

REQUESTED ACTION

Consider purchase of a Water-Play Interactive water feature for the recreation center indoor pool.

SUGGESTED MOTION

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

"I move to waive the City's procurement policy as authorized by Section VI.C thereof, and approve the purchase of a Water-Play Interactive water feature from WhiteWater West Industries for the recreation center indoor pool in the amount of \$163,096 plus applicable sales tax - subject to the negotiation and approval by the City Attorney of a final form of Purchase Agreement."

BACKGROUND

Purchase and installation of this water feature was contemplated when the recreation center was constructed however it was determined that the purchase would be postponed until the solar thermal component for recreation center was operational. This determination was to ensure that there were sufficient funds remaining to purchase this feature after the solar thermal component was operational and all costs were paid. The support components for this water feature were installed as part of the recreation center indoor pool construction so it was in the city's best economic interest to purchase this model of water feature.

Staff negotiated with the vendor over the course of several weeks and was able to negotiate a purchase price that was \$5,656.00 lower than the initial quote. This purchase is for the equipment and inspection of the water feature subsequent to its installation. The City will arrange for the delivery of the equipment from the manufacturer which will result in savings over the delivery cost quoted by WhiteWater. The water feature has a long lead time for its manufacture and the installation of the equipment is scheduled to occur during the annual shut down of the recreation center in November of 2013. In a separate procurement staff will solicit quotes for the actual installation of the water feature closer to the shut down date. It is

anticipated that the cost to install the water feature will range from twenty to twenty-five thousand dollars.

Section VI.C of the City's procurement policy allows the Council to waive the regular procurement process in cases like this one, where the Council determines that doing so is in the best interests of the City. In this case, staff believes that a competitive procurement would be futile, inasmuch as we require the specific apparatus being purchased because of how the indoor pool was outfitted when it was originally constructed.

JUSTIFICATION/BENEFITS/ISSUES

Installation of a water feature at the recreation center indoor pool has been long awaited addition to this facility.

COST/FUNDING SOURCE

General fund Capital

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		



**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date: May 7, 2013

Subject: Request for Positions - Recreation Coordinator II; Recreation Services Supervisor (Rec. Center), and Recreation Services Supervisor (Aquatics/Sports & Special Events) - Community Services Department

Department: Community Services

From: Richard Faust, Community Services General Manager

REQUESTED ACTION

Staff requests Council approval to authorize and advertise the position of “Recreation Coordinator II - Sports & Special Events” along with authorization of upgrades involving two (2) additional positions within the Community Services Department of the Cottonwood Recreation Center and Recreation Division operations as follows:

Current Position Title

Requested Position Title

Aquatics Center Supervisor

Recreation Services Supervisor
(Aquatics/Sports & Special Events)

Recreation Center Supervisor

Recreation Services Supervisor (Recreation
Center Operations)

This request as identified at the April 9, 2013 Council Work Session will provide for proper coverage of a diverse program operation involving both Recreation Center and all indoor/outdoor aquatics, sports, special event, special interest class and all other program activities within the current compliment of programs and services to the Cottonwood/Verde Valley area.

SUGGESTED MOTION

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

"I move to authorize the establishment of a new Recreation Coordinator II position within the City's staffing plan, at Range 16; to change the position titles of Aquatics Center Supervisor and Recreation Center Supervisor to Recreation Services Supervisor/Aquatics, Sports and Special Events and Recreation Services Supervisor/Recreation Center Operations, pursuant to the revised job descriptions for those positions; and to increase the current annual salaries of the individuals currently holding those positions by \$8,000.00, effective April 14, 2013."

BACKGROUND

With the recent overview and discussion of Cost Recovery options available for the Cottonwood Recreation Center, as presented at the April 9, 2013 Council Work Session by staff, Council was informed of the current sliding of Cost Recovery levels annually over the past three years since the construction and opening of the Rec. Center in 2010. The ever widening gap between Center expenditures and revenues has concerned staff whereby an achievable and desirable set of options were presented to the Council as a potent plan of action to narrow the gap over the next three to four years. Primary to options presented, included the formula for elimination of the current (open) position of Recreation Manager (Range 29 - \$63,853 - \$94,095). Current requests by applicants for the open/advertised position were coming in around \$75,000 to \$78,000 annually not including benefits (staff concluded that a savings would be nearly \$110,000 to \$115,000 overall including benefits by eliminating the position entirely).

JUSTIFICATION/BENEFITS/ISSUES

At the April 9th Council Work Session, staff requested Council authorize the upgrade to both the Aquatics Center Supervisor and the Recreation Center Supervisor to "Recreation Services Supervisor" positions, thus increasing both positions management, supervisory and administrative levels of intensity and inherently taking on more job responsibilities of the Recreation Manager position. Staff has discussed the levels and degree of increased responsibility and intensity of both job titles and is requesting the positions be raised from a current Range 22 (\$45,379 - \$66,872). Staff are continuing to meet in order to identify the salary range levels and adjust properly into the current system for both positions. As discussed at the Council Work Session on April 9th 2013, the increase in responsibility for both positions would include an immediate increase of salary level by \$8,000 as both individuals are currently at a salary level of approximately \$48,600.

In addition to the above, creation of a Recreation Coordinator II position was reviewed by Human Resources, Finance and the General Manager whereby the Job Description elements met the requirements of a Range level 16 (starting salary: \$33,862 to \$49,901).

By increasing both Supervisory Level positions by \$8,000 annually, along with the transference of the "new" Recreation Coordinator II position into the Parks & Recreation Budget account (primary task and responsibilities of the position being within the context of Outdoor Recreation, Special Events and Sports programming), cost savings for the Recreation Center budget should be realized at around \$85,000 to \$90,000 annually which could be defined at a Cost Recovery rate of nearly 6 to 7% on a

\$1.238 million dollar operating budget currently projected for the Center.

COST/FUNDING SOURCE

Should Council authorize the new position of Recreation Coordinator and the upgrade levels of the two Supervisory positions, budgets will be realigned pertaining to costs saving options and a new Recreation Center Organizational Chart will be implemented for the Community Services Department (attached for review).

ATTACHMENTS:

Name:	Description:	Type:
Recreation Organizational Chart.sdr.pdf	Recreation Center & Recreation Operations Organizational Chart	Cover Memo
Recreation Services Supervisor (Aquatics-Sports Special Events) - Revised Job Description 4-18-2013.doc	Recreation Services Supervisor 1	Backup Material
Recreation Services Supervisor - (Rec. Center) - Revised job description 9-05-12.doc	Recreation Services Supervisor 2	Backup Material
Recreation Coordinator II (Special Events Sports Programming).doc	Recreation Coordinator II	Backup Material



Job Description
Job Code:

Recreation Services Supervisor (Aquatics/Sports & Special Events)

DEFINITION: Under executive direction from the Community Services General Manager, performs a variety of complex/highly professional, technical, administrative and budget systems work in planning, developing, and implementing a year round City-wide Aquatics Center services program. Includes all City-wide aquatics operations for indoor/outdoor facilities involving supervision, directing and administration of various aquatics center programs, equipment operations, locker room facilities, meet management facilities, family party room facilities, along with overall community wide special event/equestrian center programming oversight and administration. Responsibilities for programming involving the Mickelsen Marathon, City-wide Sports/Athletics league programming and Sports Officiating services administration shall be a crossover/shared responsibility with the Recreation Supervisor (Rec. Center Operations). Incumbent shall exercise considerable initiative and independent judgment in the day-to-day supervision and management of all Cottonwood Aquatics services operations, cultural-recreation services and all city-wide special event programs. Performs other related duties as assigned.

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:

Leads and manages all Recreation Center aquatics operations and budget programming to achieve goals within available resources; supervises large scale indoor/outdoor aquatics and sports programs; provides dual/crossover supervisory responsibilities involving large scale indoor/outdoor recreation and sports programs. Provides personnel management/policy and procedure implementation, hiring and termination decisions, morale-team building and training; manages projects by planning, designing, writing specifications, scheduling, control contract requirements, assists with presentations to City Council and Parks & Recreation Commission, and oversees all contract operations from beginning to end.

Provides higher level management, planning, development, implementation, evaluation, and promotion of comprehensive aquatics/pool operations for two large pool facilities, including all recreational programs and community based special event services; researches and develops new programs, operating policies and procedures, and revenue/marketing sources for aquatics, leisure, recreational, cultural and sports programs.

Provides complex supervision in all indoor and outdoor aquatics/pool operations, special event and youth commission programs. Provides staff workshops to maintain operational standards; conducts regular staff meetings and training to disseminate information and to review and revise division procedures. Oversees training of staff in all Aquatics Center and Equestrian Center operations and safety, plus ensures that all staff certifications are maintained annually. Ensures high level of program standards are upheld and followed. Schedules all aquatics and recreational facilities and requests as identified. Schedules all recreation center aquatics center activities, equestrian center activities/programs along with all private rentals to ensure optimum facility usage and cost recovery policies. Develops and schedules facility center programming to include special interest classes, high school swim meets, therapeutic (special needs) recreation programs/classes, tournaments, special events, camp programs, after-school programming, family events, senior event programs, teen/children programs, and other indoor and

Recreation Services Supervisor (Aquatics/Sports & Special Events) – (Continued)

outdoor recreation/facility/sport programs as assigned. Coordinates programs and activities with schools, community groups, and other agencies to maximize services and create partnerships for facility use. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative systems, support systems, and internal reporting relationships. Supervises and manages 4 fulltime and up to 40 part time/seasonal personnel and evaluates the work of subordinate aquatics center, equestrian center, youth programs and summer camp personnel. Monitors all rental charges and facility maintenance, preventative maintenance, major pump equipment/apparatus repairs/replacement, and provides all organization and operation management of special events at community center aquatics facilities and community wide special event programs.

The incumbent within this classified position performs functions involving programming for seniors, adults, and youth activities/programs. This position classification is also charged with the oversight responsibilities of recreation programming and special interest class operations within the field of equestrian operations, special event programming as assigned and aquatics. Responsible for implementation and oversight of regionally recognized programs including Rhythm and Ribs, Thunder Valley Rally and Walkin-on-Main, and locally recognized special events that include the Farmers Market, Easter Egg Hunt, Daddy Daughter Date Night, Fantastic Fourth of July Celebration, Fall Carnival, summer youth/after school programs and the Equestrian Center - Belt and Buckle Series. The position is highly visible, requiring extensive public, public agency and inter-departmental contact with specific knowledge involving recreation, leisure, equestrian/animal program management. Coordinates and manages assigned operations in all youth/adult special event and equestrian programming to achieve goals within available resources under the direction of the Community Services General Manager. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned volunteer staff, reviews progress and directs changes as needed. Provides support and direction in the development of long range and short range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies as needed. Maintains discipline and crowd control at all programs and special events, plus conducts all organizational event meetings and implements major marketing for event programs.

Development and administration of two (2) separate Departmental budgets of totaling approximately \$700,000 annually including the compliance with City requirements and fiscal processes and practices; maintaining monthly financial records and details; oversight of all operational costs, facility revenues, budget projections and analysis and implements necessary safeguards where needed. Follows all compliance methodologies with City fiscal practices and Cost Recovery management are implemented and adhered. Includes management of all revenues and fees generated by programs, program operational costs, facility revenue and event schedules, budget projections and analyses are adhered to. Negotiates and monitors vendor and concession contracts and operations. Develops and monitors private and corporate opportunities for grant funding, donations and endowments where necessary. Develops funding proposals and negotiates agreements for facilities, equipment and services; submits purchase orders; checks needed forms/requisitions for purchase orders; writes, researches, and analyzes recreation survey information for proper documentation to defend budget requests where necessary. Oversees all annual shut down operations of both Aquatics Center operations involving maintenance obligations including equipment/facility repairs/replacement, and major facility upkeep. Oversees preventative maintenance program operations for two (2) large Aquatics Center facilities involving heating/cooling systems; pumps/motors and apparatus; exterior landscaping; repairs and remodeling operations. Responsible for obtaining all vendor/contractor purchase receipts, account coding and submission to Finance for payment of all invoices.

Writes, researches, and analyzes information and data to support position with executive management; prepares policies and procedures for management review; obtains approval; plans and directs from inception to event completion; provides budget, contracts volunteers; assigns tasks; schedules, markets, and advertises events; promotes and obtains donations of equipment and obtains co-sponsorships of programming where necessary.

Recreation Services Supervisor (Aquatics/Sports & Special Events) – (Continued)

Provides direction and oversight supervision and attends all Mayor/Council Youth Commission Meetings and programs/events monthly. Provides liaison between Council Youth Commission activities/programs involving the Mayor/Council, City Manager and Community Services General Manager. In addition, provides supervisory and administrative operations over all Afterschool Youth programs, personnel and facilities.

Meets and coordinates with special interest and service groups, businesses, and other community organizations. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; conducts program operations surveying and educating of the community on leisure service needs and programming.

Co-coordinates informational management with the Recreation Supervisor (Recreation Center Operations) involving all Leisure Times marketing and promotion of programs, events and facilities.

Co-coordination of the "Inside Cottonwood" Television Show production involving set up, interviewing of guest speakers and all contacts with Yavapai Broadcast personnel for show production/quality and monthly programming operations.

Co-coordination of the Parks & Recreation Commission along with the Recreation Supervisor (Recreation Center) in presentation of monthly Commission agendas, overview of new/old business related details along with presentation of all up-coming events and programs; budget presentation and operations/administrative details to Commission representatives.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; monitors accident, incident and emergency situation reports.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of organizational and mid-level management principles and practices as such apply to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of aquatics and recreational programs through community participation.
- Knowledge of principles of budget development and administration.
- Knowledge of principles and practices of marketing and advertising for a large aquatics center program venue
- Knowledge of the principles and practices of supervision and management.
- Higher level knowledge of planning, organizing, and implementing aquatics and recreational programs.
- Knowledge of the methods and practices of facility management of large comprehensive indoor and outdoor aquatics centers, rentals operations, and other fee based program emphasis areas.
- Knowledge of methods, practices and trends of community based aquatics/recreation programming administration.
- Familiarity with City policies and procedures, community demographics, aquatics operations and recreational issues.
- Knowledge of aquatics center preventative maintenance operations and scheduling of equipment.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in providing a vision for subordinate staff to attain.
- Skill in interacting with the general public in a positive and educational manner.
- Skill in interacting with community members at various stages in their lives.

Recreation Services Supervisor (Aquatics/Sports & Special Events) – (Continued)

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing new recreational/sports programs in aquatics operations. The planning and implementation can be done in a normal office setting.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in leisure studies, physical education, parks and recreation, or a related field and three (3) years experience in parks and recreation programming including one (1) year in a lead or supervisory role. Desire NRPA Certification in Certified Parks & Recreation Professional (CPRP), First Aid/CPR and Certified Pool Operators Certificate.

Employee's Signature: _____ Date: _____

Prepared by: R. Faust 4/18/13

Reviewed by: _____



Job Description
Job Code:

Recreation Services Supervisor – (Recreation Center Operations)

DEFINITION: Under executive direction from the Community Services General Manager, performs a variety of complex/highly responsible professional, technical, administrative and budget systems work in planning, developing, and implementing a year round - large Community Center services program. Includes all Recreation Center supervision and administration involving fitness floor programs/equipment operations, banquet hall operations, gymnasium operations, baby sitting facilities, aerobics/spin room facilities, game room/teen program operations, climbing wall operations, locker room facilities, along with crossover duties and responsibilities over community wide recreation programming involving the Mickelsen Marathon and Community Sports Programming/Officiating Services administration. Incumbent shall exercise considerable initiative and independent judgment in the day-to-day supervision and management in areas of the City of Cottonwood cultural/recreation services and administration of the Cottonwood Community Recreation Center operations. Performs other related duties as assigned.

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:

Leads all Recreation Center operations and budget programming to achieve goals within available resources; provides dual/crossover supervisory responsibilities involving large scale indoor/outdoor recreation and sports programs, provides personnel management, policy and procedure implementation, hiring and termination decisions, morale, and training; manages projects by planning, designing, writing specifications, scheduling, control contract requirements, presenting to City Council and Parks & Recreation Commission, and oversees all contract operations from beginning to end.

Manages the planning, development, implementation, evaluation, and promotion/marketing of a highly comprehensive recreational service and program operation; researches and develops new programs, operating policies and procedures, and revenue/marketing sources for leisure, recreational, recreation center and cultural programs. Supervises and manages 4 full time and 30 part time/seasonal employees. Also responsible for all oversight, direction and supervision of the Brian Mickelsen Marathon along with Adult Softball Program operations within a dual role responsibility with the Recreation Services Supervisor (Aquatics, Sports and Special Events). This will be crossover responsibility with the oversight and direction placed upon the Recreation Coordinator II – Special Events & Sports position.

Provides quarterly workshops with part time staff to maintain operational standards; conducts regular staff meetings and training to disseminate information and to review and revise division procedures. Conducts training of staff in all Recreation Center operations and safety plus ensures that all staff certifications are maintained. Ensures high level of program standards are upheld and followed. Schedules all recreational facilities and requests. Schedules all recreation center activities and private rentals to ensure optimum facility usage and cost recovery policies. Develops and schedules facility center programming to include special interest classes, therapeutic (special needs) recreation programs/classes, tournaments, special events, camp programs, after-school programming, family events, senior event programs, teen/children programs, and other indoor and outdoor recreation/facility/sport programs as assigned. Coordinates programs and activities with schools, community groups, and other agencies to maximize services and

Recreation Services Supervisor – (Recreation Center Operations) – (Continued)

create partnerships for facility use. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative systems, support systems, and internal reporting relationships. Schedules, supervises and evaluates the work of subordinate recreation personnel and programs, monitors rental charges and facility maintenance, assists with organization and operation of special events at community centers and community wide. Oversees, develops and monitors community center membership drives and actively pursues local business/company participation (corporate sponsorships) in employee membership based programs. Oversees all Humana/Silver Sneakers program operations and actively seeks increases in membership based participation levels annually as a cost recovery goal.

Development and administration of annual budget programs of approximately \$700,000 annually including the compliance with City requirements and fiscal processes and practices; maintaining monthly financial records and details; oversight of all operational costs, facility revenues, budget projections and analysis and implements necessary safeguards where needed. Follows all compliance methodologies with City fiscal practices and Cost Recovery management are implemented and adhered. Includes management of all revenues and fees generated by programs, program operational costs, facility revenue and event schedules, budget projections and analyses are adhered to. Negotiates and monitors vendor and concession contracts and operations. Develops and monitors private and corporate opportunities for grant funding, donations and endowments where necessary. Develops funding proposals and negotiates agreements for facilities, equipment and services; submits purchase orders; checks needed forms/requisitions for purchase orders; writes, researches, and analyzes recreation survey information for proper documentation to defend budget requests where necessary. Oversees all annual shut down operations of the Recreation Center involving maintenance obligations including equipment/facility repairs/replacement, and major facility upkeep. Oversees preventative maintenance program operations for a large 53,000 sq. ft. Recreation Center operation involving heating/cooling systems; exterior landscaping; repairs and remodeling operations and oversight of Tennis Center facility operations. Responsible for obtaining all vendor/contractor purchase receipts, account coding and submission to Finance for payment of all invoices.

Writes, researches, and analyzes information and data to support center financial position with executive management; prepares policies and procedures for management review; obtains approval; plans and directs from inception to event completion; provides budget, contracts volunteers; assigns tasks; schedules, markets, and advertises events; promotes and obtains donations of equipment and obtains co-sponsorships of programming where necessary.

Meets and coordinates with special interest and service groups, businesses, and other community organizations. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; conducts program operations surveying and educating of the community on leisure service needs and programming.

Co-coordinates informational management with the Recreation Supervisor over Aquatics, Sports and Special Events involving all Leisure Times marketing and promotion of programs, events and facilities. Oversees all bookkeeping responsibilities of ACTIVE Program Software information pertaining to income/cost recovery analysis and data presentation where needed. Coordinates and assists with the "Administrative Assistant" involving all monthly reports and activities involving utility monitoring, assessment and review for GM, City Manager, City Council and Parks & Recreation Commission.

Co-ordination of the "Inside Cottonwood" Television Show production involving set up, interviewing of guest speakers and all contacts with Yavapai Broadcast personnel for show production/quality and monthly programming operations.

Co-ordination of the Parks & Recreation Commission along with the Recreation Supervisor over Aquatics/Sports and Special Events in presentation of monthly Commission agendas, overview of new/old business related details along with presentation of all up-coming events and programs; budget presentation and operations/administrative details to Commission representatives.

Recreation Services Supervisor – (Recreation Center Operations) – (Continued)

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; monitors accident, incident and emergency situation reports.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of organizational and management principles and practices as such apply to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of recreational programs through community participation.
- Knowledge of principles of budget development and administration.
- Knowledge of principles and practices of marketing and advertising for a large recreation program venue
- Knowledge of the principles and practices of supervision and management.
- Higher level knowledge of planning, organizing, and implementing recreation programs.
- Knowledge of the methods and practices of facility management of large comprehensive indoor recreation centers, fitness, banquet, room rentals, and other fee based program emphasis areas.
- Knowledge of methods, practices and trends of community based recreation programming administration and Cost/Fee Recovery based systems management practices
- Familiarity with City policies and procedures, community demographics and recreational issues.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in providing a vision for subordinate staff to attain.
- Skill in interacting with the general public in a positive and educational manner.
- Skill in interacting with community members at various stages in their lives.

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing new recreational programs. The planning and implementation can be done in a normal office setting.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in leisure studies, parks and recreation, or a related field and three (3) years experience in parks and recreation programming including three (3) years in a lead or supervisory role. Desire NRPA Certification in Certified Parks & Recreation Professional (CPRP), First Aid/CPR and AED.

Employee's Signature: _____ Date: _____



Job Description
Job Code:

RECREATION COORDINATOR II – SPORTS & SPECIAL EVENTS

DEFINITION: Under the direct supervision of the Recreation Services Supervisor – (Aquatics, Sports & Special Events), this position assists with the implementation of a comprehensive departmental program, and is responsible for; implementing, supervising, organizing, planning and directing current and short ranged community recreation/leisure programs and special event activities; sports programming; WSI Pool Operations and other related duties as directed. Administer and direct all Special Event activities assigned involving marathons, run race/biking programs, farmers market programming, *sports/league programming, family cultural events and assisting in all equestrian activities/programs as necessary.

CLASSIFICATION: This is a non-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:

The incumbent within this classified position performs functions involving programming for seniors, adults, and youth activities/programs. This position classification is also charged with the oversight responsibilities of recreation programming and special event program operations within areas of equestrian operations, special event programming, aquatics center programming, officiating services oversight/supervision and other areas as assigned. The position is highly visible requiring extensive public, public agency and inter-departmental contact with specific knowledge involving recreation, sports management, leisure programming, and WSI/aquatics center and training operations. Coordinates and manages assigned operations in all youth/adult special event and equestrian programming to achieve goals within available resources under the direction of the Recreation Supervisor and Community Services Manager. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned volunteer staff and sports officials; reviews progress and directs changes as needed. Provides support and direction in the development of short range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies as needed. Maintains discipline and crowd control at all programs and special events, plus conducts all organizational event meetings and implements major marketing for event programs. Coordinates specific public interest class/special event programming, registers adults/children for programs and classes, collects fees, acquires sports officials, and assigns/schedules all recreation activities. Assures that assigned areas of responsibility are performed within budget, performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal controls; and prepares annual budget requests as required for program venues. Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of all operations under general purview. Promotes interest and provides information regarding recreation programs to special interest groups, schools, community service groups and the general public. Implements and develops rules and regulations for all recreation programming administered; and provides correspondence on a daily basis. Assists in conducting regular staff meetings with Head Guards along with providing WSI/safety training programming; disseminate information and review aquatics center procedures/operations of both indoor and outdoor pool operations with supervisor and Head Guard staff involving training programs. Conducts training of staff in all Aquatics Center operations and safety plus ensures certification levels of all staff are complete and maintained. Assists in scheduling all aquatics center special event activities and private rentals to ensure optimum facility usage

Recreation Coordinator II – Sports & Special Events – (Continued)

and cost recovery policies where necessary. Works directly with Supervisory and Recreation Center personnel toward the development and scheduling of aquatics facilities, recreation programs/classes, special events, family events, teen/children programs, contract rentals and other aquatics center activities as assigned by supervisor.

Current programming responsibilities include, but are not limited to the following:

- Cottonwood Farmers Market
- Mickelsen Marathon/Run Race Activities & all Adult League Sports Programming/Officiating Services Program Management (In coordination with Recreation Services Supervisor (Rec. Center Operations))
- Annual Easter Egg Hunt
- Annual Fall Carnival
- Walkin' On Main Program
- Dive In Movie Programs
- Daddy Daughter Date Night Program
- Assisting Supervisor with Annual Rhythm & Ribs
- Assisting Supervisor with Annual Thunder Valley Rally
- Annual 4th of July Independence Day Programming
- Water Safety Instruction Programming, Development and implementation
- Learn to Swim Program (Aquatic Center)

*There will be cross-over in dual reporting and supervision of this position involving the Brian Mickelsen Marathon/Race Event program along with all sports programming and officiating services activities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practice of parks and recreation administration.

Knowledge of materials and human resources available in the Verde Valley

Knowledge of different methods and techniques of sponsoring parks and recreation events

Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of aquatics, sports and recreation programs through community participation.

Knowledge of Water Safety Instruction programming/training (WSI)

Knowledge of methods, practices and trends of community based aquatics center and recreation programming administration.

Knowledge of aquatics equipment and aquatics center practices, programs, development and operations/maintenance.

Familiarity with City policies and procedures, community demographics and recreational issues/trends.

Skill in developing and maintaining effective interpersonal relations.

Skill in interacting with the general public in a positive and educational manner

Skill in promoting the various events and programs available in the City.

Skill in marketing and promotional advertising of events and programs.

Must be well organized and have a moderate knowledge of recreation philosophy, planning, administration, programming and directing of special events and equestrian activities.

Must have excellent communication skills, both written and verbal, plus some working knowledge of computer application as it pertains to office/administration input and retrieval. Knowledge of first-aid procedures and methods as well as safety applications specific to equestrian facility operations and various recreation programs. Human relationship skills are imperative to the position in providing effective working relationships with the following: fellow employees, officials, volunteers, other department employees, various agencies, service organizations and the general public.

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing parks and recreation programs. Must lift and carry objects up to and over 50 pounds for distances of 100 feet. Is called upon to provide supervision and overseeing of youth and adult sports programs, officiating services

Recreation Coordinator II – Sports & Special Events – (Continued)

all Water Safety Instruction (WSI) which requires physical participation in those activities as circumstances dictate.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalency is required. Prefer graduation from a two (2) year college or university with an AA degree in recreation, physical education or a closely related field and a minimal of one (1) year experience in conducting and managing recreational, sports, equestrian programs, plus similar equivalent as it pertains to arena preparation/administration experience is desired. Possession of, or ability to obtain a State of Arizona operator's license upon employment along with all WSI instructional certification levels and maintaining said levels of WSI categories as required.

Prepared by: Richard Faust 4/11/13 (revised)

Reviewed by: _____

Employees Signature: _____ Date: _____

CLAIMS REPORT OF MAY 7, 2013

FUND TOTAL	VENDOR NAME	DESCRIPTION	TOTAL \$0.00
CLAIMS EXCEPTIONS REPORT OF MAY 7, 2013			
FUND	VENDOR NAME	DESCRIPTION	TOTAL
All	City of Cottonwood	Payroll 04/26/2013	\$463,196.25
Capital & Hurf	Az Northern Equipment	PO 19282 Railroad Wash	\$189,292.82
Capital	Engineering & Testing Consult, Inc	Soil Testing, Emergency Comm Center, Orion Parking Lot	\$7,585.00
Utilities	HD Supply Waterworks	PO 19290 Supplies	\$9,333.68
Gen	Nustep	PO 19285 T5 Oversize seat	\$6,527.00
Utilities	Southwest Access & Video	PO 19279, PO 19278 Video Equip	\$12,667.07
Utilities	US Postmaster	Postage Meter Replenish	\$5,350.00
Gen	Larry Green Chevy	Sales Tax	\$18,829.08
Gen	Cottonwood Chamber of Commerce	Bed Tax March 2013	\$8,115.48
Utilities	Wood Patel & Associates	PO 19219, PO 19163 & Miscellaneous expenses	\$15,744.84
Gen	VV Senior Center	Quarterly Contribution	\$11,250.00
All	United Fuel	Fuel	\$13,694.39
Gen	Sedona Fire District	PO 19154 Dispatching and telecommunications	\$9,459.23
All	Reese & Sons Inc	Vehicle Maintenance	\$7,032.38
Gen	Newline Products, Inc	BMM Supplies	\$7,775.53
Utilities	Ferguson Waterworks Inc	PO 19293 and supplies	\$14,670.74
Utilities	Grand Canyon Pump	PO 19275 Variable Pump and VFD Maintenance	\$9,136.67
Utilities Hurf	Hanson Aggregates	Aggregate Supplies	\$11,572.46
Utilities	Envirogen Technologies	PO 19153 Arsenic Maintenance	\$35,010.95
Gen	Dell Marketing	PO 19301 Microsoft Licensing	\$16,156.28
Utilities	AZ Waterworks Supply	Po 19291 Supplies	\$5,755.88
All	APS	Utilities	\$23,449.62
Gen Transit	Accurate Building Maintenance	Custodial Contract City Wide	\$18,936.00
Gen	Advanced Excercise Equipment	PO 19271 Life Fitness Equip	\$23,972.43
TOTAL			\$944,513.78