

AMENDED AGENDA

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD AUGUST 2, 2011, AT 4:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO ANGELINA BOETTCHER, FOOD CITY EVENT COORDINATOR, FOR THE FUNDRAISER HELD FOR THE CITY'S PUBLIC SAFETY DEPARTMENT.
- V. BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.
- VI. CALL TO THE PUBLIC--This portion of the agenda is set aside for the public to address the Council regarding an item that is not listed on the agenda for discussion. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02.A.(H).) Comments are limited to a 5 minute time period.
- VII. **PROCLAMATION--PINK FIRE TRUCK DAY.**
- VIII. APPROVAL OF MINUTES--Work Session of 4/12/11, Special Meeting of 5/10/11, Regular Meetings of 7/5/11 and 7/19/11.

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.
- IX. UNFINISHED BUSINESS
 1. ORDINANCE NUMBER 578--RELATING TO THE PRIVILEGE LICENSE TAX; ADOPTING "THE 2011 AMENDMENTS TO THE TAX CODE OF THE CITY OF COTTONWOOD" BY REFERENCE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY AND PROVIDING PENALTIES FOR VIOLATIONS; SECOND & FINAL READING.
- X. CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

A G E N D A
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1. SPECIAL EVENT LIQUOR LICENSE FOR THE VERDE VALLEY FAIR ASSOCIATION FOR AN EVENT SCHEDULED FOR SEPTEMBER 10, 2011, AT THE FAIRGROUNDS LOCATED AT 800 E. CHERRY STREET.
 2. MEMORANDUM OF UNDERSTANDING WITH NORTHERN ARIZONA COUNCIL OF GOVERNMENTS FOR THE DEVELOPMENT OF THE BUSINESS ASSISTANCE CENTER PROGRAM AND SERVICES.
- XI. NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.
1. AWARD OF BID FOR THE OLD COURT BUILDING REMODEL PROJECT.
 2. PUBLIC HEARING REGARDING THE ADOPTION OF THE CITY'S FINAL BUDGET FOR FISCAL YEAR 2011-2012.
 3. RESOLUTION NUMBER 2595—ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2011-2012 AND ESTABLISHING AN EXPENDITURE LIMITATION.
- XII. CLAIMS & ADJUSTMENTS
- XIII. PURSUANT TO A.R.S. § 38-431.03.(A)(1) DISCUSSION OR CONSIDERATION OF EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, DISMISSAL, SALARIES, DISCIPLINING OR RESIGNATION OF A PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF ANY PUBLIC BODY, EXCEPT THAT, WITH THE EXCEPTION OF SALARY DISCUSSIONS, AN OFFICER, APPOINTEE OR EMPLOYEE MAY DEMAND THAT THE DISCUSSION OR CONSIDERATION OCCUR AT A PUBLIC MEETING; THE COUNCIL MAY VOTE TO CONVENE INTO EXECUTIVE SESSION SUBJECT TO THE CITY CLERK'S RIGHT TO COMPEL THE COUNCIL TO DISCUSS THIS MATTER IN OPEN MEETING—EMPLOYMENT AGREEMENT WITH THE CITY CLERK.
- XIV. DISCUSSION, CONSIDERATION & POSSIBLE ACTION REGARDING APPROVING AN EMPLOYMENT AGREEMENT WITH THE CITY CLERK
- XV. 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.

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

A G E N D A
August 2, 2011/page 3

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 waived.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 2, 2011

Subject: 2011 Amendments to the Tax Code of the City of Cottonwood, Arizona - Ordinance #578

Department: Administrative Services - Finance Division

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

REQUESTED ACTION

Approval of Ordinance #578 - adopting the 2011 amendments to the Model City Tax Code of the City of Cottonwood, Arizona.

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

"I move to approve Ordinance Number 578, adopting the 2011 amendments to the Model City Tax Code of the City of Cottonwood, Arizona."

BACKGROUND

The Model City Tax Code is a coordinated effort on the part of Arizona cities to achieve uniformity in tax administration. The 2011 amendments include technical and conforming changes to ease administrative burdens and align the Model City Tax Code more closely to State Statutes.

The business community has reviewed and concurred with the housekeeping changes. The Municipal Tax Code Commission, established by the State Legislature to review changes to the Model City Tax Code, approved these amendments at their April meeting.

On July 5, 2011, the Council approved Resolution Number 2590, which declared the 2011 Model City Tax Code Amendments of the City of Cottonwood, Arizona to be a public record, and the first reading of Ordinance Number 578 was held.

JUSTIFICATION/BENEFITS/ISSUES

State Statute requires that the governing bodies of local taxing jurisdictions implement the changes approved by the Municipal Tax Code Commission.

COST/FUNDING SOURCE

There is no cost involved with this matter.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Outline of proposed conforming changes to Model City Tax Code
Ordinance #578

The attached Model City Tax Code changes, summarized below, were approved by the Municipal Tax Code Commission in April 2011.

Section 1

This section adds language to the existing definitions of "Food" and "Prosthetic", and creates a new definition for the phrase "Medical marijuana". These changes were made for the purpose of specifically excluding medical marijuana from those definitions, and thus excluding sales of medical marijuana from the related exemptions available under the Retail classification of the Model City Tax Code (MCTC). The additional language makes it clear that medical marijuana sales are taxable at the regular Retail tax rate in all cities and towns. This section shall be effective from and after June 1, 2011.

Sections 2-4

The changes in these sections are to comply with the 2010 regular legislative session passage of [HB 2700](#). HB2700 changed the sunset date under Contracting in A.R.S. 42-5075(B)(14) for installed solar energy devices, extending the deadline from January 1, 2011 to 2017. The three affected sections of the MCTC have the same language and these changes align the sunset date in the MCTC with the State statute. A technical correction adding reference to the Arizona Revised Statutes is also being added to the exemption for development fees in each section. These sections shall be effective from and after July 29, 2010.

Section 5

New subsection 445(s) is added to incorporate [HB2510](#), passed during the 2010 regular legislative session, which prohibited cities and towns from taxing commercial rentals between two corporations when either the landlord or lessor corporation owns at least 80% of the voting stock of the other corporation. Also allows exemption if a third corporation owns 80% of both the landlord and the lessor corporations, and treats a "reciprocal insurer" as if it were a "corporation" for purposes of the exemption. This section shall be effective from and after July 29, 2010.

Section 6

The changes in this section were made based on cooperation and compromise between the Unified Audit committee and banking interests. The changes address the treatment of successor privilege tax liability in the event of a foreclosure. The new language allows for the deferral of payment of the delinquent privilege tax until after the creditor subsequently sells the property, aligning the cash flow related to the property with payment of the tax liability.

In addition, this amendment will allow for the creditor's tax base to be based on their subsequent selling price, and also provides for tax credits in the event the debtor comes forward to pay their liability after the creditor's payment. This section shall be effective from and after May 1, 2010.

Section 7

During the 2009 regular legislative session, [SB1196](#) created a use tax exemption for school districts and charter schools which was not previously incorporated into the MCTC. This preemption in A.R.S. 42-6004(F) exempts the storage, use, or consumption of tangible personal property by a school district or charter school. This section shall be effective from and after September 30, 2009

ORDINANCE NUMBER 578

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; ADOPTING "THE 2011 AMENDMENTS TO THE TAX CODE OF THE CITY OF COTTONWOOD" BY REFERENCE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY AND PROVIDING PENALTIES FOR VIOLATIONS.

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

Section 1: That certain document known as "The 2011 Amendments to the Tax Code of the City of Cottonwood," three copies of which are on file in the office of the City Clerk of the City of Cottonwood, Arizona, which document was made a public record by Resolution Number 2590 of the City of Cottonwood, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance.

Section 2: Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class two misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

Section 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the tax code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4: The provisions of this Ordinance shall be effective from and after September 2, 2011.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, ARIZONA, THIS 2ND DAY OF AUGUST 2011.

Diane Joens, Mayor

ORDINANCE NUMBER 578
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ATTEST:

Marianne Jiménez
City Clerk

APPROVED AS TO FORM:

Steven B. Horton, Esq.
City Attorney

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 2, 2011

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

Department: City Clerk

From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration and recommendation of approval or denial of a Special Event Liquor License Application submitted by Terra Shanks, applicant for the Verde Valley Fair Association.

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

"I move to recommend approval of the Special Event Liquor License Application submitted by Terra Shanks, applicant for the Verde Valley Fair Association, for an event scheduled for September 10, 2011, at 800 E. Cherry Street."

BACKGROUND

Terra Shanks submitted a Special Event Liquor License application on behalf of the Verde Valley Fair Association, for a beer tasting festival scheduled for September 10, 2011, at the fairgrounds located at 800 E. Cherry Street.

JUSTIFICATION/BENEFITS/ISSUES

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

COST/FUNDING SOURCE

N/A

REVIEWED BY

City Manager: _____ City Attorney: _____

ATTACHMENTS

- Application from Terra Shanks

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

11. This organization has been issued a special event license for 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 Verde Valley Fair Association 100
Percentage

Address 800 East Cherry Street - Cottonwood, AZ 86326

Name _____
Percentage

Address _____
(Attach additional sheet if necessary)

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

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

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

 # Police Fencing
 7 # Security personnel Barriers

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

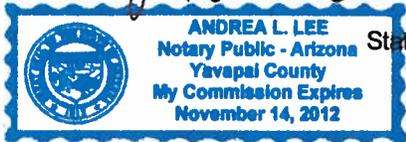
Verde Valley Fair Association (928) 634-3290
Name of Business Phone Number

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

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

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

X Mary Valenzuela President 7/22/11 (928) 634-4986
 (Signature) (Title/Position) (Date) (Phone #)



State of ARIZONA County of Yavapai Arizona
 The foregoing instrument was acknowledged before me this

22nd July 2011
 Day Month Year

My Commission expires on: 11-14-2012 Andrea L. Lee
 (Date) (Signature of NOTARY PUBLIC)

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

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

X Terra Shanks State of Arizona County of Yavapai
 The foregoing instrument was acknowledged before me this



22nd July 2011
 Day Month Year

My Commission expires on: 7-28-2013 Celestia Ziemkowski
 (Date) (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)

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

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

N↑

See Attached

12th Street

Parking Lot

Parking Lot

Main Entrance

Arena

Stage

Gyberg Building

Cattle Barn

Sheep & Swine Barn

Show Barn

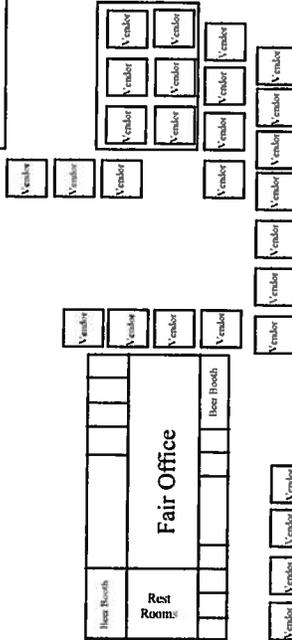
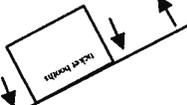
Taylor Barn

Commercial Building

Main Stage

Stage

Fine Arts Building



City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 2, 2011

Subject: Cottonwood Business Assistance Center Memorandum of Understanding

Department: Economic Development

From: Casey Rooney

REQUESTED ACTION

Approval of Memorandum of Understanding (MOU).

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

“I move to approve the Memorandum of Understanding with Northern Arizona Council of Governments for the development of the Business Assistance Center program and services.”

BACKGROUND

The Cottonwood Business Assistance Center (BAC) is a partnership between the City of Cottonwood, the Northern Arizona Council of Governments (NACOG) and Yavapai College (YC) which was approved in October of 2010.

JUSTIFICATION/BENEFIT/ISSUES

The BAC has proven to be an asset that is being used by a growing number of users / taxpayers in our community. The users are experiencing the value of the BAC. It is demonstrating that we support entrepreneurial growth and development in Cottonwood.

COST/FUNDING SOURCE

Costs associated with maintenance, upkeep and utilities for our City owned building.

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

See MOU, Monthly Usage Report Graph & Monthly Usage Report

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), effective upon approval of all parties, is between Northern Arizona Council of Governments ("NACOG") and the City of Cottonwood ("the City"). No party shall be bound by legal obligation unless and until the Agreement is executed.

1. **Purpose.** NACOG and the City have formed a strategic alliance ("the Alliance") for the purpose of staffing and operating a Business Assistance Center, delivering training programs and project oversight. The objective of this MOU is to establish the ongoing agreement for development of the program and services. Statements in this MOU to the effect that the parties "shall" take a certain action, or that any contemplated agreement "shall" contain certain specified provisions, are statements of the parties' intentions only and shall not be binding upon either party until the contract is executed.
2. **Name.** The program shall be referred to as the "Yavapai County Business Assistance Center", and no variation is permitted without the prior consent of the Alliance.
3. **Ownership of Program Content.** Training programs will be delivered (under contract with NACOG) by Yavapai College, Custom Training Solutions, System Technology Staffing or other contractual vendors based on the needs of the "Business Assistance Center", as agreed and assigned by NACOG.
4. **Financial Matters.**
 - 4.1 The city shall provide up to 3,000 square feet of space located at 821 N. Main Street, Cottonwood, AZ 86326.
 - 4.2 Any modification, repairs or upgrades to the building in the 3,000 square feet area provide by the City will be at the expense of the City.
 - 4.3 The Alliance shall be a collaborating entity that will develop and operate the BAC in accordance with the terms and conditions set forth in the MOU and as described within the NACOG grant with the state of Arizona.
 - 4.4 NACOG has provided a subsidized receptionist for the BAC funded by the Workforce Investment Act and will continue to support that effort as agreed upon by both parties. The City agrees to supervise the WIA employee. NACOG has also provided marketing for the center, signage as well as computer and audio visual equipment, office furniture and other office items.
5. **Term.** The term of this MOU will be from July 1, 2011 through June 30, 2012 unless otherwise extended in writing signed by both parties. This agreement may be terminated by either party upon thirty (30) days written notice to the other party. Any equipment/supplies purchased by NACOG will remain the property of NACOG and will be returned to NACOG upon termination of this agreement

6. **Good faith.** In exercising the powers granted by the Agreement and in performing the duties required by this MOU, each party has a duty to act in good faith with the reasonable belief that such party's actions are in the best interest of the Alliance and the BAC provided that an error in judgment by itself shall not constitute a violation of this duty.
7. **Nondiscrimination Policy.** Both parties shall comply with Executive Order 99-4, which mandate that all persons, regardless of race, color, sex, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with disabilities Act. Both parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
8. **Indemnification.** Each party shall and hereby does indemnify, defend and hold harmless the other party, including their directors, officers, employees, students, consultants, and agents, from and against any claims, demands, loss, damage or expense relating to any third-party infringement claim, bodily injury or death of any person or damage to real and/or tangible personal property incurred while such other party is performing activities under the auspices of the Agreement if and to the extent such is cause by the negligent or willful acts of omissions of the indemnifying party, its personnel or agents in the performance of activities described in or called for in the implementation of the agreement.
9. **Limitation of Liability.** Except in the case of gross negligence or bad faith, or except as limited or prohibited by the parties' then applicable liability insurance policies, neither party shall be liable to the other or any incidental, special, or consequential damage arising from the implementation of this MOU, the Agreement or any performance or non-performance hereunder.
10. **Reporting.** Quarterly reports are due to the NACOG throughout the duration of the grant period. Information pertinent to this report will be sent from the City to NACOG no later than five (5) days before the end of the reporting period. NACOG will combine information from both parties, submitting the combined report to the Local Workforce Board with a copy to the City.
11. **Miscellaneous.**
 - 11.1 **Governing Law.** This MOU shall be governed by the laws of the State of Arizona.
 - 11.2 **Dispute Resolution.** The parties shall make a good faith attempt to amicably resolve any dispute, controversy or difference which may arise between parties out of, in relation to or in connections with, this MOU or breach thereof. If such discussions fail, the dispute shall be settled by arbitration. Such arbitration shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The reward of the arbitrator (s) shall be final and binding upon the parties. The arbitrator(s) shall provide reasoned, written opinions for all decisions.

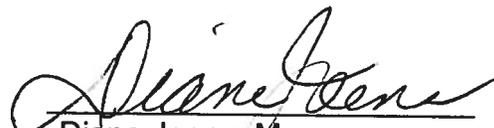
- 11.3 **Assignment.** Neither party shall assign, convey, encumber, or otherwise dispose if its rights or obligations under this MOU or any provisions thereof, except with the consent of the other party.
- 11.4 **Warranty.** Each party warrants that it has the full right to enter into this MOU and to undertake the obligations and grant the rights set forth herein.
- 11.5 **Cancellation for Conflict of Interest.** This agreement is subject to the provisions of Arizona Revised Statutes Section 38-511, which are hereby incorporated into this agreement as if fully set forth herein.
- 11.6 **Compliance with Immigration Laws and Regulations.** Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Party that the warranting Party and all its subconsultants are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214 (A). Each party acknowledges that a breach of this warranty by the warranting party or any of its subconsultants is a material breach of this MOU subject to penalties up to and including termination of this MOU or any subcontract. Each party retains the legal right to inspect the papers of any employee of the other Party or any subconsultant who works on this MOU to ensure compliance with this warranty.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding effective as of _____ day of _____ 2011.

NACOG
221 North Marina Street
Prescott, AZ 86302

City of Cottonwood
827 N. Main Street
Cottonwood, AZ 86326

Teri Drew, Regional Director
NACOG Economic Workforce Development



Diane Joens, Mayor
City of Cottonwood

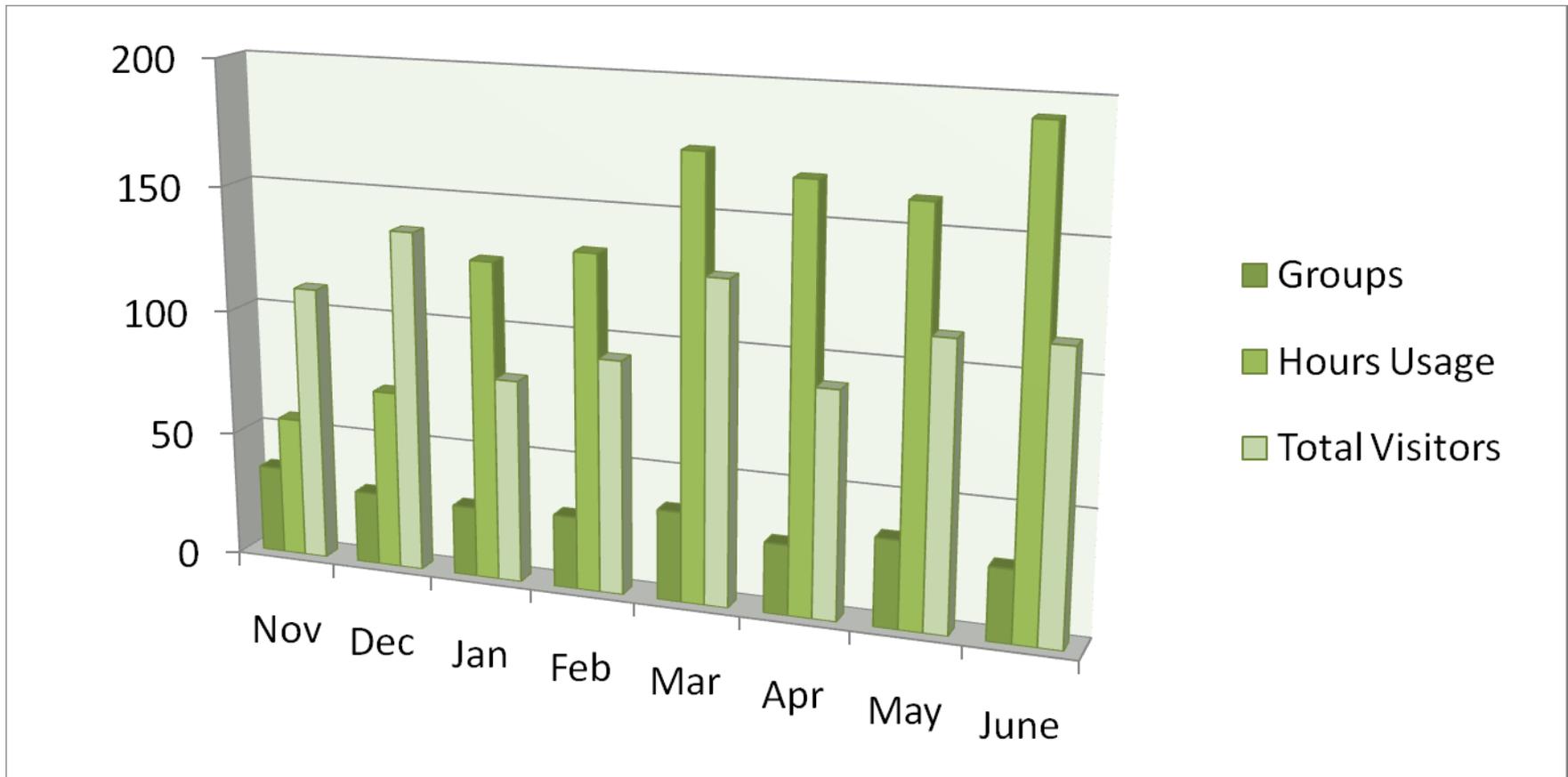
Date

Date

BAC – 2011

Monthly Usage Report

June





Yavapai County's Business Assistance Center: Verde Division

Monthly Report on Usage:

JANUARY 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
3-Jan	Eliphante	Business Plan	2		1:00	3:00	John Bianichini	CONF 2	2
4-Jan	Infinite Health the Bridge	Music Therapy	4		11:30	2:00	Annette Kearl	CONF 3	2.5
	LifeVantage - Protandim	Sales Meeting	4		2:30	4:30	Steve Harris	CONF 1	2
5-Jan	NACOG	Employee Review/Training	2		10:00	10:45	Leah Angst	LOBBY	0.75
	Sedona Signs & Graphics	Registration	2		12:00	1:00	Dan Tigert and Victor Calvin	TOUR	2
	Eliphante	Business Plan		2	3:45	4:30	John Bianichini	CONF 1	1.25
	Web Data Consulting	Meeting with SedonSEO	2		4:30	5:30	Brent Kinney & Glen Pillow	LOBBY	1
	Joyce Eisenga	Registration	1		4:00	8:00	Movitativational and Tour	TOUR	4
6-Jan	Big Circle Radio	New Marketing Manager	2		10:15	10:45	Derek South & Becky Hinson	TOUR	0.5
7-Jan	Gluten Free Flour	Brainstorm	2		2:00	4:00	Tom & Virginia Sawyer	LOBBY	2
	City of Camp Verde	Chrissie Hathort	1		2:00	5:00	Meeting with Casey	LOBBY	3
10-Jan	MARC Center	Care Giver Training Course	7		7:45	4:30	Dora Carter	CONF 1	8.75
10-Jan	SedonaSEO	Meeting with WDC	2		12:15	1:15	Brent Kinney & Glen Pillow	LOBBY	1
	Jeeter	Registration	1		4:00	4:30	Lisa Quam	TOUR	0.5
11-Jan	Old Town Association	Meeting	8		9:00	4:00	Lisa Pender	COUNCIL	7
	Sharieff Muhammed	Business Plan	1		10:00	11:00	Sharieff Muhammed	LOBBY	1
11-Jan	CTS/YC	HR: Hiring & Legal	8		11:00	1:30	Fran Willes	CONF 1	2.5
	Infinite Health the Bridge	Music Therapy		4	11:30	2:00	Annette Kearl	CONF 2	2.5
	New York Life	Life Insurance/Skill Building	1		1:00	1:30	Ivan Kuipers	LOBBY	0.5
	MARC Center	Care Giver Training Course		7	7:45	4:30	Dora Carter	CONF 1	8.75
	LifeVantage - Protandim	Sales Meeting		4	2:30	4:30	Steve Harris	CONF 1	2
13-Jan	Coldwell Banker	Registration	1		4:30	5:00	Julie Kuehn	LOBBY	0.5
	A2Z WebTech	Dropped off marketing media	1		9:30	10:00	Jay Laurer	LOBBY	0.5
	YES the ARC	Phone Conference	1		1:00	1:30	Robert Young/Work	LOBBY	0.5
14-Jan	MARC Center	Care Giver Training Course		7	8:00	4:30	Dora Carter	CONF 1	8.5
	Coldwell Banker	Sales Meeting	2		11:30	12:30	Julie Kuehn & Joanne Poole	LOBBY	1
	KOHO Home Maintenance	Registration	1		1:30	2:00	Kenny Zentner	LOBBY	0.5

	Cottonwood Fire Dept	Fire/Safety Inspection	1		2:00	2:30	Ben - Took a tour!	TOUR	0.5
18-Jan	MARC Center	Care Giver Training Course		4	8:00	5:00	Dora Carter	CONF 1	9
	Infinite Health the Bridge	Music Therapy		4	11:00	2:00	Annette Kearl	CONF 2	3
	Verde Valley Olive Traders	Fax Transmission	1		1:45	2:00	Mike Kilpatrick	FAX	0.25
	Advanced Hair Design	Registration	1		2:15	3:00	Gladys Movassaghi	TOUR/FAX	0.75
	LifeVantage - Protandim	Sales Meeting	3	4	3:00	5:00	Craig Halfpop	CONF 1	2
19-Jan	CTS/TC	Training/Communications	1		11:00	12:00	Bill Bolin	LOBBY	1
20-Nov	Metric Motors	Registration	1		9:00	10:00	Travis Lee Easter	LOBBY	1
	New York Life	Life Insurance/Skill Building	1		10:00	12:00	Ivan Kuipers	LOBBY	2
	City of Cottonwood	Observation/Questions	1		12:00	12:15	Doug Bartosh	LOBBY	0.25
	CTS/YC	Communication/Questions	1		12:30	1:00	Julie Watson	LOBBY	0.5
	Nathan Wagner	Registration	1		1:30	2:00	Nathan Wagner	TOUR	0.5
21-Jan	MARC Center	Care Giver Training Course		5	8:00	5:00	Dora Carter	CONF 1	9
	Metric Motors	Phone Conf with NACOG		2	2:00	3:00	Leah Angst & Travis Lee East	LOBBY	1
24-Jan	New York Life	Life Insurance/Skill Building	1		9:00	10:00	Ivan Kuipers	LOBBY	1
	NACOG	Employee Review/Training		1	11:15	12:15	Corliss Rivera	LOBBY	1
	DeckCoach	Wifi and Work Station	1		1:15	3:30	Erin Estes	CONF 1	2.25
25-Jan	Infinite Health the Bridge	Music Therapy		2	12:00	1:30	Annette Kearl	CONF 2	1.5
	LifeVantage - Protandim	Sales Meeting	1	4	2:30	4:30	Steve Harris	CONF 1	2
26-Jan	Sedona Signs & Graphics	Scheduling/Proposal/Donation	2		9:00	9:30	Dan Tigert	TOUR	0.5
	Old Town Association	Meeting		7	5:00	7:30	Susan Beach	CONF 1	7
27-Jan	Coldwell Banker	Web Page Design	1		2:00	3:00	Julie Kuehn	LOBBY	1
	Jeff Colburn.com	Registration/Business Plan	1		4:30	5:00	Jeff Colburn	TOUR	0.5
29-Jan	SedonaSEO	Strategic Meeting WDC/Sat.		2	9:00	12:30	Brent Kinney & Glen Pillow	LOBBY	3.5
31-Jan	NACOG	R.I.S.E.	6		9:00	4:30	Ann Clark	CONF 1	7.5
	Infinite Health the Bridge	Music Therapy		4	12:30	2:00	Annette Kearl	CONF 2	1.5
Total Hours									127
Total Number of Clients									81
Total Number of Agencies/Groups Using the Facility - ALL NEW									28
New Users this Month 15									
Returning Users this Month 13									
Placements this month									1
Known Placements to date									1
Total									2

We've Got Your BAC!



Yavapai County's Business Assistance Center: Verde Division
Monthly Report on Usage

FEBRUARY 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
1-Feb	NACOG	RISE	9		9:00	4:30	Ann Clark	CONF 1	7.5
	Infinite Health	Music Lessons	3		12:30	2:30	Annette Kearl	OFFICE 2	2
2-Feb	New York Life	Sales	2		2:30	4:00	Ivan Kuipers	LOBBY	1.5
3-Feb	Lifevantage	Sales Meeting	7		2:30	4:30	Steve Harris	CONF 1	2
7-Feb	Jeff Colburn	Walk In/Networking	1		3:30	4:30	Jeff Colburn	LOBBY	1
8-Feb	Web Data Consulting	Computer Usage	1		8:30	5:00	Kevin Jockenhoefer	WORK 1	8.5
	Have Mop Will Travel	Registration	1		9:30	10:30	Sandra Lee	TOUR	1
	CTS	HR Employee Selection	7		11:00	1:30	Fran Willis	CONF 1	2.5
	Old Town Assoc	Meeting	7		5:00	7:30	Lisa Pender	CONF 1	2.5
	AZ State Parks	Meeting	8		1:30	3:30	Doug Bartosh	CONF 1	2
9-Feb	MARC Center	Care Giver Training	2		9:00	4:00	Dora Carter	CONF 1	7
	Swesey's Bees	Registration	1		10:00	11:00	Mike Swesey	TOUR	1
	CTS	Follow Up	1		10:00	12:00	Ginger Johnson	LOBBY	2
	Biodeisel USA	Registration	1		12:00	12:30	Mike Rogers	TOUR	0.5
	Cottonwood Chamber	Meeting	1		3:00	4:00	Lana Tolleson	LOBBY	1
10-Feb	Web Data Consulting	Computer Usage		1	8:00	5:00	Kevin Jockenhoefer	WORK 1	9
	Greater VV Chapter	Meeting	5		10:00	11:00	Tom Schumacher	CONF 2	1
	CTS	Professional Presentatio	8		11:30	1:00	Julia Watson	CONF 1	1.5
	Gluten Free Flour	Meeting	2		1:00	1:30	Tom Sawyer	CONF 2	0.5
11-Feb	Web Data Consulting	Computer Usage		1	8:00	5:00	Kevin Jockenhoefer	WORK 1	9
	MARC Center	Caregiver Training		2	8:30	4:30	Dora Carter	CONF 1	8.5
	Gene Groves	Registration	1		1:00	2:00	Gene Groves	TOUR	1
	Verde Valley Leadership	Meeting	8		3:00	5:00	Kyla Allen	CONF 1	2
	Janice Montgomery	Registration	2		3:30	4:30	Janice Montgomery	TOUR	1
14-Feb	Coldwell Bankers	Website	1		1:00	4:00	Julie Kuen	LOBBY	3
15-Feb	Advanced Hair Design	Bill Bolin		2	1:00	2:00	Gladys Movassaghi	CONF 2	1
	Gluten Free Flour	Bill Bolin		2	2:30	3:30	Tom Sawyer	CONF 2	1

16-Feb	Lara King	Registration	1		3:30	4:00	Lara King	TOUR	0.5
	Mingus Union Photography	Registration	1		4:00	4:30	Ouida Dorr	TOUR	0.5
17-Feb	CTS	Grant Writing I	6		11:30	1:00	Julia Watson	CONF 1	1.5
21-Feb	Web Data Consulting	Computer Usage		1	9:00	5:00	Kevin Jockenhoefer	WORK 1	8
	Yavapai College	Follow Up	1		10:00	10:30	Rebecca Chavez	LOBBY	0.5
22-Feb	Nikco's Clothing	Computer Usage	1		4:00	5:00	Nikco Garcia	OFFICE 1	1
	Old Town Assoc	Meeting		9	5:00	7:30	Lisa Pender	CONF 1	2.5
23-Feb	J.D.S. Improvements	Registration	1		10:00	11:30	John Snyder	TOUR	1.5
	Nikco's Clothing	Computer Usage		1	12:00	2:15	Nikco Garcia	OFFICE 1	2.25
24-Feb	Nikco's Clothing	Computer Usage		1	10:00	1:30	Nikco Garcia	OFFICE 1	3.5
25-Feb	Web Data Consulting	Computer Usage		1	8:30	5:00	Kevin Jockenhoefer	WORK 1	8.5
	Verde Valley Olive Traders	Interview about tourism	1		3:00	3:15	Mike Kilpatrick	FAX	0.25
	Nikco's Clothing	Computer Usage		1	11:30	4:30	Nikco Garcia	OFFICE 1	5
	Caring Hearts	Registration	1		4:00	4:30	Theresa Weber	TOUR	0.5
28-Feb	Web Data Consulting	Computer Usage		1	8:30	5:00	Kevin Jockenhoefer	WORK 1	8.5
	Nikco's Clothing	Computer Usage		1	10:00	5:00	Nikco Garcia	OFFICE 1	7
	Cottonwood Hotel	Registration	1		11:00	12:00	Karen Leff	TOUR	1.5

Total Hours		133.5
Total Number of Clients		93
Total Number of Agencies/Groups Using the Facility - ALL NEW		29
Placements this month		0
Known Placements to date		2
Total		2

New Users this Month	13
Returning Users this Month	16

We've Got Your BAC!



Yavapai County's Business Assistance Center: Verde Division
Monthly Report on Usage

MARCH 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
1-Mar	Cottonwood Historic Committee	Meeting	4		9:00	3:00	Karen Leff	CONF 1	6
	Web Data Consulting	Computer Usage	1		8:30	5:00	Kevin Jockenhofer	WORK 1	8.5
	Systems Technology Staffing	Counceling	1		12:30	3:00	Bill Bolin	CONF 2	2.5
	Nikco's Clothing	Comp/Photoshop	1		11:00	3:30	Nikco Garcia	WORK 1	4.5
2-Mar	Web Data Consulting	Computer		1	8:30	5:00	Kevin Jockenhofer	WORK 1	8.5
	Celebration of Youth Foundation	Registration	1		10:30	12:30	Richard Corey	TOUR	2
3-Mar	CEDC	Board meeting	15		7:00	1:30	Casey Rooney	CONF 1	6.5
	Verde Valley Olive Traders	Fax	1		10:45	11:00	Michael Kilpatrik	LOBBY	0.25
	Nikco's Clothing	Computer Usage		1	11:00	3:30	Nikco Garcia	WORK 1	4.5
	Verde Valley Art Center	Registration	1		3:30	4:30	William Love	TOUR	1
	CTS	Web Design Workshop	4	3	5:30	7:30	Norman Shrewsbury	CONF 1	2
4-Mar	Community Tire	Phone	1		8:30	9:30	Frank Smith	CONF 1	1
	NACOG	Business Rep Training	2	1	10:30	11:30	Teri Drew/Ginger Johnson	CONF 2	1
	CTS	Grant Writing Basics II	2		11:00	12:30	Julia Watson	CONF 1	1.5
	Nikco's Clothing	Comp Usage		1	11:30	4:30	Nikco Garcia	WORK 1	5
7-Mar	Coldwell Banker	Computer / Website	1		10:00	12:00	Julie Kuehn	WORK 1	2
	MARC Center	Referral	2		11:30	12:00	Dora Carter	LOBBY	0.5
	Nikco's Clothing	Computer / Internet		1	1:00	2:30	Nikco Garcia	WORK 1	1.5
	CEDC	Revolving Loan Fund		10	11:00	1:00	Casey Rooney	CONF 1	2
	YES the ARC	Flyers and stapler	1		1:30	2:00	Lisa Lewis	LOBBY	0.5
	Nikco's Clothing	Comp / Internet		1	4:00	5:00	Nikco Garcia	WORK 1	1
	CTS	HR Series Employee Discipline	4	3	11:00	1:30	Fran Willis	CONF 1	2.5
8-Mar	Nikco's Clothing	Comp / Internet		1	3:30	4:30	Nikco Garcia	WORK 1	1
	Old Town Association	Planning	7		5:00	7:30	Lisa Pender	CONF 1	2.5
9-Mar	VVWC	Board Meeting	7		10:00	11:00	Casey Rooney	CONF 1	1
9-Mar	Nikco's Clothing	Comp/Photoshop		1	10:00	12:30	Nikco Garcia	WORK 1	2.5
	BAC	Organizational Meeting	6	2	2:00	4:30	Casey Rooney	CONF 1	2.5

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
10-Mar	Celebration of Youth Foundation	Registration		1	1:00	1:30	Richard Corey	TOUR	0.5
	Systems Technology Staffing	Counceling	4	1	2:00	4:00	Bill Bolin	CONF 2	2
	Nikco's Clothing	Comp/Internet		1	2:00	3:00	Nikco Garcia	WORK 1	1
11-Mar	Nikco's Clothing	Scanner/Computer		1	10:30	3:30	Nikco Garcia	WORK 1	5
14-Mar	Nikco's Clothing	Comp/Photoshop		1	10:30	4:00	Nikco Garcia	WORK 1	5.5
	NACOG	BSR Trainiing	1	1	11:30	12:00	Corliss Rivera	LOBBY	0.5
	David Hart	Registration	1		4:00	4:30	David Hart	TOUR	0.5
15-Mar	Nikco's Clothing	Comp/Photoshop		1	12:00	4:30	Nikco Garcia	WORK 1	4.5
	Shoe Chef Unlimited	Registration	1		4:30	5:00	Perry Erwin	TOUR	0.5
16-Mar	Coho Home Maintence	Business Plan/ Referrals	1		10:30	11:00	Kenny Zentner	LOBBY	0.5
	Nikco's Clothing	Comp/Photoshop		1	10:00	3:30	Nikco Garcia	WORK 1	5.5
	National Bank of Arizona	Reg/Workshops	1		11:00	11:30	Danielle Lodmell	TOUR	0.5
	Dave Hart	Meeting with Brent Kinney	1	1	2:00	3:00	Dave Hart	OFFICE 3	1
	Flooring the Village	Registration	1		4:00	4:30	Kathy Kohn	TOUR	0.5
17-Mar	AZ Workforce Connection	Job Fair Opportunity	1		2:15	2:30	Dave Beach	LOBBY	0.25
18-Mar	Nikco's Clothing	Comp/Photoshop		1	10:00	3:00	Nikco Garcia	WORK 1	5
	VVLPI	Office Space/WiFi	1		2:30	4:30	Steve Estes	OFFICE 2	2
21-Mar	The Sewing Box	Registration	1		9:30	10:30	Donna Bloom	TOUR	1
	Nikco's Clothing	Comp/Internet		1	10:30	4:00	Nikco Garcia	WORK 1	5.5
	VVLPI	Office Space		1	11:15	4:15	Steve Estes	OFFICE 2	5
	Eliphanti	Comp/WiFi	1		4:00	5:00	John Bianichini	OFFICE 1	1
22-Mar	Nikco's Clothing	Comp/Research		1	9:30	10:30	Nikco Garcia	WORK 1	1
	Art Institute Glitter	Registration	1		11:30	1:00	Kenny Cooper	TOUR	1.5
	Systems Technology Staffing	Counseling	2	2	1:00	4:30	Bill Bolin	CONF 2	3.5
	VVLPI	Office Space		1	1:30	4:00	Steve Estes	OFFICE 2	2.5
	Old Town Association	Meeting	2	5	5:00	7:30	Susan Beach	CONF 1	2.5
23-Mar	Verde Valley Wine Consortium	Board Meeting		5	10:00	12:00	Paula Woolsey	CONF 1	2
	Cottonwood Party Supplies	Registration	1		12:30	1:15	Jose Meraz	TOUR	0.75
	Goliath Real Estate	Traffic Directions	1		1:15	1:30	David Parker	LOBBY	0.25
	Nikco's Clothing	Comp/Photoshop		1	2:00	5:00	Nikco Garcia	WORK 1	3
24-Mar	Nikco's Clothing	Comp/Internet		1	10:00	2:00	Nikco Garcia	WORK 1	4
	CTS	Customer Service I Workshop		5	11:15	2:00	Julia Watson	CONF 1	1.75

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
	Bonne Laite	Registration	1		2:00	2:15	Brigid Bartosh	FAX	0.25
	Art Glitter Institute	Follow-up		1	2:30	2:45	Kenny Cooper	LOBBY	0.25
25-Mar	Nikco's Clothing	Comp/Powerpoint		1	10:00	5:00	Nikco Garcia	WORK 1	7
	Bonne Laite	Registration		1	11:15	11:30	Brigid Bartosh	FAX	0.25
	VVLPI	Office Space		1	12:00	2:15	Steve Estes	OFFICE 2	2.25
	Bonne Laite	Photocopy/FAX		1	12:30	12:45	Brigid Bartosh	FAX	0.25
	Project Central	Leadership Education	37	3	1:15	1:30	Everette Rhodes	TOUR	0.25
28-Mar	Verde Valley Olive Traders			1	8:30	8:45	Mike Kilpatrick	FAX	0.25
	Nikco's Clothing	Design		1	9:30	1:30	Nikco Garcia	WORK 1	4
	Art Institute Glitter	Counsel	1	2	11:00	1:30	Kenny Cooper	OFFICE 4	2.5
	Christine Schimanski	Registration	1		12:30	1:30	Christine Schimanski	TOUR	1
	Verde Valley Olive Traders			1	2:00	2:15	Mike Kilpatrick	FAX	0.25
	Buddha Burger LLC.	Referral	1		4:00	4:15	Khrissie Hathor	LOBBY	0.25
	Transformation Unlimited	Registration	1		4:00	4:30	Marta Adlesman	TOUR	0.5
29-Mar	VVHRA	Schedul BAC speaker at meeting	1		10:30	10:45	Karolin Ericson	LOBBY	0.25
	Bonne Laite	Send business fax		1	11:45	12:00	Brigid Bartosh	FAX	0.25
30-Mar	Verde River Growers	Registration	1		10:15	11:00	Mike Mongini	TOUR	0.75
	Bonne Laite	FAX		1	1:45	2:00	Brigid Bartosh	FAX	0.25
	Nikco's Clothing	Research product and design		1	11:00	4:45	Nikco Garcia	WORK 1	4.75
	VVLPI	Administrative duties/Office		1	3:30	5:00	Steve Estes	OFFICE 2	1.5
	Verde Valley Olive Traders	Type Letter/FAX		1	4:45	5:00	Mike Kilpatrick	FAX	0.25
31-Mar	Nikco's Clothing	Research copyrights and patents		1	10:30	1:00	Nikco Garcia	WORK 1	2.5
			Total Hours						174.5
			Total Number of Clients						128
New Users this Month 20			Total Number of Agencies/Groups Using the Facility - ALL NEW						36
Returning Users this Month 16			Placements this month						2
			Known Placements to date						4
			Total						4
We've Got Your BAC!									

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
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First Quarter New Users	48
First Quarter Returning Users	45
First Quarter Total Hours	435
First Quarter Number of Clients	302
First Quarter Agencies/Groups	93



Yavapai County's Business Assistance Center: Verde Division
Monthly Report on Usage

APRIL 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
1-Apr	VVLPI	Administrative Duties	1		11:15	2:00	Steve Estes	OFFICE 2	2.75
	Chamber of Commerce	Meeting with Access Chaplin Group	2	2	2:30	3:30	Lana Tolleson	CONF 1	1
	Oops!	Flyers and Training	1	1	4:00	4:15	Lori Garcia	LOBBY	0.25
2-Apr	Nikos Clothing	Online Store		1	10:30	1:30	Nikco Garcia	WORK 1	3
	Bonne Lait	Sent a fax	1		11:15	11:30	Brighid Bartosh	FAX	0.25
	Nikos Clothing	Online Store		1	2:30	4:30	Nikco Garcia	WORK 1	2
	Verde Valley Olive Traders	Flyers	2		2:45	3:00	Mike Kilpatrick	LOBBY	0.25
5-Apr	Nikos Clothing	Online Store		1	11:00	2:30	Nikco Garcia	WORK 1	3.5
	Systems Technology Staffing	Counseling	4		1:15	4:00	Bill Bolin	CONF 2	2.75
	Nikos Clothing	Research and Development		1	4:00	5:00	Nikco Garcia	WORK 1	1
6-Apr	David Hart	Training Calendar	1		1:30	2:15	David Hart	LOBBY	0.75
	VVLPI	Administrative Duties		1	2:30	4:00	Steve Estes	OFFICE 2	1.5
7-Apr	SCORE	Counseling	5		8:15	12:00	Jo Bourgondien	OFFICE 2	3.75
	Nikos Clothing	Research and Development		1	9:00	12:00	Nikco Garcia	WORK 1	3
	Cable One	Registration	1		2:00	3:00	Maryanne Demarco	TOUR	1
	CTS	Social Media Workshop	8	3	5:30	8:00	Norman Shrewsbury	CONF 1	2.5
8-Apr	Nikos Clothing	Research and Development		1	10:15	3:00	Nikco Garcia	WORK 1	4.75
	Verde Valley Olive Traders	Photocopies		1	12:15	12:30	Mike Kilpatrick	FAX	0.25
11-Apr	Nikos Clothing	School Online		1	10:15	12:00	Nikco Garcia	WORK 1	1.75
	Celebrating Youth Foundation	Scheduling	1		10:15	10:30	Richard Corey	LOBBY	0.25
	Art Institute Glitter	Flyers	1		10:30	10:45	Kenny Cooper	LOBBY	0.25
	VVLPI	Meeting	6	1	2:00	5:00	Steve Estes	CONF 1	3
	Nikos Clothing	Research and Development		1	1:00	2:00	Nikco Garcia	WORK 1	1
12-Apr	Southwestern Environmental Co	Registration	2		10:15	10:30	Luke Sefton	TOUR	0.25
	CTS	HR Series Retention and Termination	3	1	11:15	1:15	Fran Willes	CONF 1	2
	Nikos Clothing	Business Plan		1	1:30	3:45	Nikco Garcia	WORK 1	2.25
	VVLPI	Administrative Duties		1	4:15	4:45	Steve Estes	OFFICE 2	0.5

	Old Town Association	Meeting	5	1	5:00	7:00	Susan Beach	CONF 1	2
	Valpak	Registration	1		4:30	6:00	Cindy Turner	TOUR	1.5
13-Apr	Verde Valley Wine Consortium	Meeting	6	1	10:00	12:15	Tom Pitts	CONF 1	2.25
	Milagro Photo Photography	Registration	1		10:45	11:00	Catherine Beason	TOUR	0.25
	Executive Household Services	Scheduling	1		11:00	11:15	Charles Rawson	LOBBY	0.25
	David Hart	Scheduling		1	11:30	12:45	David Hart	LOBBY	1.25
	VVLPI	Administrative Duties		1	12:00	3:15	Steve Estes	OFFICE 2	3.25
	Nikcos Clothing	Business Plan		1	1:15	3:30	Nikco Garcia	WORK 1	2.25
14-Apr	Nikcos Clothing	Research and Development		1	11:00	5:00	Nikco Garcia	WORK 1	6
	VVLPI	Administrative		1	1:30	4:30	Steve Estes	OFFICE 2	3
15-Apr	Nikcos Clothing	Research and Development		1	10:00	4:30	Nikco Garcia	WORK 1	6.5
	CTS	Meeting	1		4:00	5:00	Ginger Johnson	LOBBY	1
18-Apr	Bonnie Campbell	Registration	1		9:45	11:00	Bonnie Campbell	TOUR	1.25
	Art Institute Glitter	Employee Hiring		1	11:30	12:15	Kenny Cooper	LOBBY	0.75
	Bull Doggies	Registration	1		3:00	3:15	Mack Byrge	TOUR	0.25
	Nikcos Clothing	Laptop		1	3:00	4:15	Nikco Garcia	WORK 1	1.25
19-Apr	VVLPI	Administrative		1	10:00	12:00	Steve Estes	OFFICE 2	2
	Nikcos Clothing	Research and Development		1	11:15	3:45	Nikco Garcia	WORK 1	4.5
	Chase Bank	Meeting	3	2	1:30	2:30	Lori Simmons	CONF 1	1
20-Apr	Old Town Association	Meeting	2	5	5:00	7:00	Susan Beach	CONF 1	2
	Art Institute Glitter	TOUR	1	1	9:00	10:30	Kenny Cooper	LOBBY	1.5
	Nikcos Clothing	Research and Development		1	9:30	11:45	Nikco Garcia	WORK 1	2.25
	VVLPI	Admin		1	11:45	1:30	Steve Estes	OFFICE 2	1.75
	Chamber of Commerce	Meeting	3	2	2:00	3:30	Lana Tolleson	CONF 1	1.5
21-Apr	CTS	Workshop		3	11:00	2:00	Julia Watson	CONF 1	3
	VVLPI	Admin		1	1:00	3:00	Steve Estes	OFFICE 2	2
	Staff Technology Solutions	Counseling	2	1	1:00	5:00	Bill Bolin	CONF 2	4
	Verde Valley Olive Traders	Advertisement		1	2:00	2:15	Mike Kilpatrick	FAX	0.25
22-Apr	Verde Valley Olive Traders	Business		1	10:30	10:45	Mike Kilpatrick	FAX	0.25
	Nikco's Clothing	Research and Development		1	10:00	3:30	Nikco Garcia	WORK 1	5.5
	Chae's Coffee Plus	Registration	1		11:00	12:00	Dave Belkiewitz	TOUR	1
	Coldwell Banker	Website	1		1:15	3:00	Julie Kuehn	LOBBY	1.75
	Liberating Perspectives	Registration	1		3:00	3:45	Linda Page	TOUR	0.75
25-Apr	Verde Valley Olive Traders	Tourism	1	1	11:00	11:15	Mike Kilpatrick	FAX	0.25

	Bonne Lait	VIP Invitation	1		11:30	11:45	Brigid Bartosh	LOBBY	0.25
	Nikos Clothing	Online Training		1	11:45	2:15	Nikco Garcia	WORK 1	2.5
	VVLPI	Admin		1	2:00	4:00	Steve Estes	OFFICE 2	2
	Monica Jacobs	Registration	1		4:15	5:00	Monica Jacobs	TOUR	0.75
26-Apr	SCORE	Interviews	7	1	9:00	1:15	Joe Bourgondien	CONF 1	4.25
	Nikos Clothing	Research		1	9:15	3:15	Nikco Garcia	WORK 1	6
	Milagro Photo	Reshedule Counseling	1		9:30	10:30	Catherine Beason	LOBBY	1
	VVLPI	Admin		1	1:15	5:00	Steve Estes	OFFICE 2	3.75
	CTS	Counseling	1	3	1:30	5:00	Bill Bolin	CONF 2	3.5
	Old Town Association	Sizzling Salsa Event	1	7	5:00	7:00	Pat Manhiem	CONF 1	2
27-Apr	Nikos Clothing	Online School		1	9:30	12:30	Nikco Garcia	WORK 1	3
	Art Institute Glitter	Employees		1	11:00	11:45	Kenny Cooper	LOBBY	0.75
	Bull Doggies	Scheduling		1	3:15	3:30	Mack Byrge	LOBBY	0.25
	Nikos Clothing	Research and phone		1	1:30	4:30	Nikco Garcia	WORK 1	3
	VVLPI	Admin		1	3:45	5:00	Steve Estes	OFFICE 2	1.25
28-Apr	Nikos Clothing	Research		1	9:30	3:00	Nikco Garcia	WORK 1	5.5
	VVLPI	Admin and Coordinating		1	12:15	4:30	Steve Estes	OFFICE 2	4.25
	Bike Friendly Community	Meet with Casey Rooney	1		2:15	2:30	Bob Richards	OFFICE 3	0.25
	Cottonwood Centennial Commit	Centennial Planning	5	3	3:15	4:45	Kyla Allen	CONF 1	1.5
29-Apr	Nikos Clothing	Online School		1	9:00	4:00	Nikco Garcia	WORK 1	7
	CableOne	Scheduling	1		12:30	12:45	Maryanne DeMarco	LOBBY	0.25
	Art Institute Glitter	Information		1	3:30	3:45	Barbara Trombley	LOBBY	0.25
			Total Hours						167
			Total Number of Clients						90
New Users this Month 14			Total Number of Agencies/Groups Using the Facility - ALL NEW						28
Returning Users this Month 14			Placements this month						3
			Known Placements to date						4
			Total						7

We've Got Your BAC!



Yavapai County's Business Assistance Center: Verde Division
Monthly Report on Usage

MAY 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
2-May	Nikcos Clothing	Online School	1		1:00	5:00	Nikco Garcia	WORK 1	4
	VVLPI	Admin	1		3:00	5:00	Steve Estes	OFFICE 1	2
3-May	Systems Technology Staffing	Counseling	2		12:00	4:00	Bill Boliin	CONF 2	4
	VVLPI	Admin		1	1:00	4:00	Steve Estes	OFFICE 2	3
4-May	CEDC	Board Meeting	15	1	11:30	2:00	Casey Rooney	CONF 1	2.5
	Nikcos Clothing			1	12:15	2:00	Nikco Garcia	WORK 1	1.75
	VVLPI	Admin		1	2:00	4:30	Steve Estes	OFFICE 2	2.5
5-May	Art Institute Glitter	Follow-up		1	11:45	12:15	Kenny Cooper	LOBBY	0.5
	Red Hat Ladies	Information	10		9:45	10:00	May Hart	TOUR	0.25
	Milargro Photo	Counseling Schedule	1		12:45	1:15	Catherine Beason	LOBBY	0.5
	Liberating Perspectives	Organization	1		1:00	4:00	Linda Page	CONF 2	3
	Verde Valley Olive Oil Traders			1	4:15	4:30	Mike Kilpatrick	FAX	0.25
	CTS	Workshop	8	2	5:30	7:45	Norm Shrewsbury	CONF 1	2.25
6-May	Dave Hart	Meeting	1		8:15	8:30	Dave Hart	TECH	0.25
	Nikcos Clothing	Online School		1	10:15	4:00	Nikco Garcia	WORK 1	5.75
	VVLPI	Admin		1	2:00	4:00	Steve Estes	OFFICE 2	2
9-May	Nikcos Clothing	Design		1	2:15	4:30	Nikco Garcia	WORK 1	2.25
	In House Trainer	Testing	1		3:30	4:00	Karolyn Erickson	CONF 1	0.5
10-May	Sunshower Rose ART	Registration	1		12:30	1:00	Sunshower Rose	TOUR	0.5
	D and R Xtreme Clean	Follow-up		1	1:30	2:15	Roni Michaels	LOBBY	0.75
	CTS	HR Series	5	3	11:00	1:00	Fran Willes	CONF 1	2
	Old Town Association	Meeting	6	1	4:45	6:15	Susan Beach	CONF 1	1.5
11-May	VVWC	Meeting	5	2	9:30	1:30	Tom Pitts	CONF 3	4
	Nikcos Clothing	Research		1	11:15	1:30	Nikco Garcia	WORK 1	2.25
	In House Trainer	Workshop	7	1	12:00	4:00	Karolyn Erickson	CONF 1	4
12-May	Soothing Touch Message	Registration	1		8:45	9:45	Judy Rupel	TOUR	1
	Nikcos Clothing	Online School	1		9:45	11:30	Nikco Garcia	WORK 1	1.75

	Jeffrey Herbig	Registration	1		10:00	11:00	Jeffrey Herbig	TOUR	1
	Liberating Perspectives	Scheduling		1	1:30	5:00	Linda Page	CONF 2	3.5
	Nikcos Clothing	Research		1	2:30	4:00	Nikco Garcia	WORK 1	1.5
13-May	Nikcos Clothing	Research		1	10:45	3:45	Nikco Garcia	WORK 1	5
	Cottonwood Hotel	Information	1		1:45	2:30	Karen Leff	LOBBY	0.75
16-May	CTS	Setup	1		8:30	9:00	Chris Heyer	CONF 1	0.5
	Max Brassfield	Registration	1		9:15	10:15	Max Brassfield	TOUR	1
	Nikcos Clothing	Design and Development		1	11:30	5:00	Nikco Garcia	WORK 1	5.5
	VVLPI	Admin		1	3:30	5:00	Steve Estes	OFFICE 2	1.5
17-May	Chase Bank	Meeting	9	1	8:00	1:00	Lori Simmons	CONF 1	5
	Verde Village Heating and Air	Registration	1		10:45	11:00	Lanny Cramp	TOUR	0.25
	KKONA	Registration	1		11:00	11:30	Ruth Ellen Suding	TOUR	0.5
	Nikcos Clothing	Business Plan		1	10:00	1:45	Nikco Garcia	WORK 1	3.75
	Nikcos Clothing	Business Plan		1	3:15	5:00	Nikco Garcia	WORK 1	1.75
	Verde Valley Olive Oil Traders	Business FAX		1	3:15	3:30	Mike Kilpatrick	FAX	0.25
18-May	Verde Valley Leadership	Interviews	3		8:30	10:45	Janet Perry	CONF 1	2.25
	Verde Mobile Hearing Solutions	Registration	1		10:15	10:30	Lynda Kuglitsch	TOUR	0.25
	Liberating Perspectives	Printer		1	10:45	11:00	Linda Page	LOBBY	0.25
	Nikcos Clothing	Business Plan		1	3:00	5:00	Nikco Garcia	WORK 1	2
19-May	CTS	Registration	1		10:30	11:00	Elsie Gibbs Freeman	TOUR	0.5
	Liberating Perspectives	Survey and Planning		1	11:00	5:00	Linda Page	OFFICE 1	6
	CTS	PowerPoint Workshop	3	5	11:30	1:30	Chris Heyer	CONF 1	2
	Old Town Association	Meeting	3	1	1:00	2:15	Mike Kilpatrick	CONF 2	1.25
	C.A.R.E.	Scheduling	1		3:15	4:00	Debby Dobson	LOBBY	0.75
	Nikcos Clothing	Research		1	1:30	4:15	Nikco Garcia	WORK 1	2.75
20-May	Harry Thompson	Registration	2		9:30	10:00	Harry Thompson	TOUR	0.5
	SCORE	Counseling	4	3	10:00	3:15	Joe Van Bourgondien	CONF 1	5.25
	Liberating Perspectives	Phone contacts		1	10:00	2:45	Linda Page	OFFICE 2	4.75
	Nikcos Clothing	Research and Trade names		1	1:00	4:30	Nikco Garcia	WORK 1	3.5
23-May	Nikcos Clothing	Research		1	9:00	9:45	Nikco Garcia	WORK 1	0.75
	CEDC	Wi Fi		1	9:30	11:15	Casey Rooney	OFFICE 3	1.75
	VVLPI	Admin		1	3:00	4:45	Steve Estes	OFFICE 2	1.75
24-May	Nikcos Clothing	Research		1	11:45	4:30	Nikco Garcia	WORK 1	4.75
	Old Town Association	Meeting		5	5:00	7:30	Susan Beach	CONF 1	2.5

25-May	Elephanti	Research	1		10:30	10:45	John Bianichini	WORK 1	0.25
	Nikos Clothing	Research		1	11:00	12:00	Nikco Garcia	WORK 1	1
	AFLAC	Registration	1		4:00	4:30	Lori Pankhurst	TOUR	0.5
26-May	Verde Valley Leadership	Applicants	2	2	8:45	11:45	Janet Perry	CONF 1	3
	Fitness Paradise	Registration	2		11:00	11:30	Carla Gardner	TOUR	0.5
	Arizona State Credit Union	Registration	1		11:30	12:00	Mary Jo Magaw	TOUR	0.5
	Nikos Clothing	Online College		1	12:00	3:30	Nikos Garcia	WORK 1	3.5
	Great Circle Radio	Internet - Email	1		12:15	3:30	Derek South	OFFICE 2	3.25
	Verde Valley Olive Oil Traders	FAX		1	12:30	12:45	Mike Kilpatrick	LOBBY	0.25
27-May	CTS	Grant Writing I	3	4	10:30	1:30	Julia Watson	CONF 1	3
31-May	Bonne Lait	Photoshop	1		11:00	12:00	Brigid Bartosh	LOBBY	1
	Nikos Clothing	Research		1	10:00	4:45	Nikco Garcia	WORK 1	6.75
	VVLPI	Admin		1	12:30	4:45	Steve Estes	OFFICE 2	4.25
	CTS	Counselling	1	2	1:00	4:30	Bill Bolin	CONF 1	3.75
			Total Hours						161.75
			Total Number of Clients						113
New Users this Month 14			Total Number of Agencies/Groups Using the Facility - ALL NEW						35
Returning Users this Month 21			Placements this month						2
			Known Placements to date						7
			Total						9
<i>We've Got Your BAC!</i>									



Yavapai County's Business Assistance Center: Verde Division
Monthly Report on Usage

JUNE 2011

Date	Organization Name	Purpose for Use	New People	Return People	Time In	Time Out	Notes	Room	Hours
1-Jun	CEDC	Meeting	10	1	12:00	2:00	Casey Rooney	CONF 1	2
	Nikos Clothing	Online School		1	9:30	3:30	Nikco Garcia	WORK 1	6
2-Jun	Nikos Clothing	Research		1	10:00	1:45	Nikco Garcia	WORK 1	3.75
	CTS	QuickBooks Workshop	10	6	10:30	2:00	Chris Heyer	CONF 1	3.5
3-Jun	Verde Valley Leadership	Applications	3	3	8:45	11:45	Janet Perry	CONF 3	3
	Nancy Carlzen	Registration	1	1	10:00	11:30	Nancy Carlzen	TOUR	1.5
	VVREO	Retreat	11	4	11:30	5:30	Robyn Bauer	CONF 1	6
	Nikos Clothing	Online School		1	3:30	1:30	Nikco Garcia	WORK 1	10
4-Jun	SCORE	Workshop Busn Plan	8	6	8:00	1:00	Joe Van Bourgendien	CONF 1	5
6-Jun	Bonne Laite	Business Operations	1		8:00	11:30	Brighid Bartosh	LAPTOP	3.5
	Nikos Clothing	Business Plan		1	9:00	3:30	Nikco Garcia	WORK 1	6.5
7-Jun	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	Systems Technology Staffing	Counseling	1	2	1:30	4:30	Bill Bolin	CONF 2	3
8-Jun	United States Census Bureau	Hiring	9		8:00	4:45	Sharon Hillsman	CONF 1	8.75
	VVWC	Meeting	2	3	10:00	12:30	Paula Woolsey	CONF 3	2.5
	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	Nikos Clothing	Research		1	11:30	4:30	Nikco Garcia	WORK 1	5
9-Jun	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	Nancy Carlzen	Business Plan		1	11:30	4:30	Nancy Carlzen	OFFICE 1	5
	Nikos Clothing	Research		1	10:30	2:45	Nikco Garcia	WORK 1	4.25
	Liberating Perspectives	Business plan		1	2:45	5:00	Linda Page	WORK 1	2.25
10-Jun	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
11-Jun	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	SCORE	Workshop Busn Plan		13	8:30	12:30	Joe Bourgendien	CONF 1	4
13-Jun	Bonne Laite	Business Operations		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	Nikos Clothing	Online School		1	10:30	1:45	Nikco Garcia	WORK 1	3.25
	Solar Water Heating	Registration	1		11:15	11:45	Debbie Hartnatt	TOUR	0.5

	Mike Slaughter	Registration	1		1:15	1:30	Mike Slaughter	TOUR	0.25
14-Jun	CTS	Workshop Performance Mgt	2	3	11:00	1:30	Fran Willes	CONF 1	2.5
	VVLPI	Administrative		1	1:00	3:30	Steve Estes	OFFICE 2	2.5
	Liberating Perspectives	Research and Organization		1	1:30	4:30	Linda Page	CONF 3	3
	Old Town Association	Meeting	5	2	4:30	7:00	Lisa Pender	CONF 1	2.5
15-Jun	Verde Valley Leadership	Interviews	1	3	10:30	11:45	Janet Kelly	CONF 1	1.25
	Nikos Clothing	Research	1	1	10:30	11:30	Nikco Garcia	WORK 1	1
	Blue Stone Strategy Group	Meeting with Casey	2	1	10:30	11:30	Jamie Fullmer	TOUR	1
	C.A.R.E.	Meeting	3		4:30	6:30	Debby Dobson	CONF 1	2
16-Jun	Nikos Clothing	Fax		1	10:45	3:30	Nikco Garcia	WORK 1	4.75
17-Jun	Page Springs Living	Registration	1		9:45	11:45	Dione Cozens	TOUR	2
	Nikos Clothing	Online School		1	10:30	3:00	Nikco Garcia	WORK 1	4.5
	Tourist	Email	1		12:00	4:30	John Dobransley	OFFICE 3	4.5
	ButlerLevitt	Interview	3		1:00	1:45	Susan Sherman	CONF 1	0.75
18-Jun	SCORE	Workshop Busn Plan	12	1	8:30	12:30	Joe Bourgendien		4
20-Jun	VVRED	Board Meeting	4	1	4:00	6:30	Doug Van Gossig	CONF 1	2.5
	Nikos Clothing	Research		1	10:30	1:30	Nikco Garcia	WORK 1	3
21-Jun	Bonne Laite	Checked out laptop computer		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
	CTS	Workshop Intro Leadership	1	6	11:00	1:30	Fran Willes	CONF 1	2.5
22-Jun	Jess Meyers	Tourist - Wifi	2		9:30	12:00	Jess Meyers	OFFICE 2	2.5
	Celebration of Youth Foundation	Research	1		11:45	12:30	Richard Corey	LOBBY	0.75
	Ruth Fraizer	Research	1		1:30	4:30	Ruth Fraizer	LOBBY	3
22-Jun	Bonne Laite	Borrowed computer		1	8:00	10:30	Brighid Bartosh	LAPTOP	2.5
23-Jun	CTS	Workshop Grant II		4	11:30	1:30	Julia Watson	CONF 1	2
	Art Institute Glitter	Meeting	3		2:30	4:00	Barbara Trombley	CONF 1	1.5
24-Jun	Verde Valley Leadership	Interview	2	2	10:00	1:15	Janet Kelly	CONF 1	3.25
	VVLPI	Research		1	1:15	3:15	Steve Estes	OFFICE 2	2
27-Jun	Liberating Perspectives	Laptop		1	12:30	3:15	Linda Page	OFFICE 2	2.75
28-Jun	VVWC	Meeting	1	5	10:00	11:30	Tom Pitts	CONF 2	1.5
	Verde Valley Leadership	Interviews	1	3	10:30	1:15	Janet Kelly	CONF 3	2.75
	TirePro	Meeting	8		12:30	5:00	Don Hanks	CONF 1	4.5
	Liberating Perspectives	Organization		2	1:15	5:00	Linda Page	OFFICE 2	3.75
	United Way	Administrative	1		1:30	4:00	Barbara Propps	OFFICE 3	2.5
29-Jun	Liberating Perspectives	Administrative		1	1:30	4:30	Linda Page	OFFICE 2	3

30-Jun	Liberating Perspectives	Research		1	1:00	4:30	Linda Page	OFFICE 2	3.5		
									Total Hours	193	
									Total Number of Clients	114	
									Total Number of Agencies/Groups Using the Facility - ALL NEW	29	
New Users this Month		12								Placements this month	5
Returning Users this Month		17								Known Placements to date	9
									Total	14	
<i>We've Got Your BAC!</i>											

Second Quarter New Users	40
Second Quarter Returning Users	52
Second Quarter Total Hours	521.75
Second Quarter Number of Clients	317
Second Quarter Agencies/Groups	92

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 2, 2011
Subject: Old Court Offices - Partial Demolition and Remodel
Department: Engineering
From: Scott Mangarpan, Project Manager

REQUESTED ACTION

Approval from the City Council to proceed with the award of a construction contract to Tierra Verde Builders for the partial demolition and remodel of the old court offices building in the amount of \$39,954.

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

“Move that City staff proceed with the award of a construction contract to Tierra Verde Builders for the partial demolition and remodel of the old court offices building in the amount of \$39,954.

BACKGROUND

On July 22, 2011 bids were received for the partial demolition and renovation of the former court offices building for additional City offices. 8 general contractors submitted bid packages. The lowest bid of \$39,954 was received from Tierra Verde Builders of Camp Verde.

JUSTIFICATION/BENEFITS/ISSUES

The rear portion of the building, approximately 660 square feet, will be demolished and the remaining exterior walls repaired. This area will be graded and prepped for future landscaping. The remaining building, a total of 815 square feet, will be renovated for city staff office space. The renovation will include removal of a portion of one wall, new carpet, painting and the addition of a unisex, ADA compliant toilet.

COST/FUNDING SOURCE

Contract will be awarded to Tierra Verde Builders in the amount of \$39,954.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

List of bidders and bids received.

City of Cottonwood

BID TABULATION

Project Name: Partial Demolition and Renovation of Facility

Solicitation Number: 2011-PW-1

Bid Opening Date: 7/21/11 @ 4:00 p.m.

Firm Name	Bid Amount	Bond Enclosed?	Addendum Acknowledged?	Sub-List Enclosed?
August Building Company	\$108,755	Y	Y	Y
Flagstaff Design & Construction, Inc.	\$66,400	Y	Y	Y
GL General Contracting	\$55,045	Y	Y	Y
Incline Custom Builders	\$58,289	Y	Y	Y
Jackson Kinsi Constructors	\$82,813	Bid Bond Only	Y	Y
Jebco Building Systems	\$67,209	Y	Y	Y
Tierra Verde Builders	\$39,954	Y	Y	Y
Woodruff Construction	\$89,000	Y	Y	Y

Notes: _____

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 2, 2011

Subject: Resolution Number 2595--Adoption of the City of Cottonwood's Fiscal Year 2012 Final Budget

Department: Administrative Services, Finance Division

From: Jesus R. Rodriguez, Administrative Services General Manager
Carol Brown, Budget Analyst

REQUESTED ACTION

Submitted for City Council consideration is Resolution Number 2595, which adopts the city's Fiscal Year 2012 Final Budget. This adoption does not exceed the FY 2012 expenditure limitation established at the Tentative Budget adoption.

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

I move to approve Resolution Number 2595, adopting the Fiscal Year 2012 Final Budget with the previously established City's fiscal year 2012 expenditure limitation as presented.

BACKGROUND

The Adoption Process

Prior to the adoption of the final budget, the City Council conducts a public hearing. During this public hearing, the Council invites public comment on the final budget. After the close of the public hearing, the Council convenes into the regular meeting and votes on the adoption of the final budget.

The final budget for the upcoming fiscal year is \$78,422,500. This is in line with the previously established expenditure limitation threshold set at the July 5, 2011 regular council meeting. Changes to the budget can still be made during the course of the year provided that the final budget does not exceed the expenditure limitation established during the tentative budget adoption. The budget document has established guidelines for such budgetary adjustments.

Within the motion to adopt the final budget, I would like the Council to again note many of the more general issues that were considered and approved during the budget preparation process:

-  Funding for the City's Merit program;
-  Frozen positions discussed during the work-study sessions;
-  There was one position reclassification that did not affect the salary level for the Public Works, Parks, & Bldg. Mtce. Manager from a range 37 to 40;
-  There were no salary adjustments as discussed during the work-study sessions;
-  Initiate a comprehensive compensation study;
-  Continue the present employee contribution structure toward dependent health insurance coverage;
-  Give permission to purchase budgeted equipment on a delayed schedule using existing procurement procedures;
-  Approved the acquisition, planning, and/or construction of budgeted capital projects using established guidelines and;
-  Accepted the expenditures as noted in the budget document, as presented and discussed during the budget workshop sessions.

JUSTIFICATION/BENEFITS/ISSUES

This budget reflects the changes identified during the budget work sessions with the Department Heads and Council during the June work study sessions. Also included are any adjustments for every item that may have been overlooked or needed revision. A schedule of major changes from the tentative to the final budget is attached.

COST/FUNDING SOURCE

This is a balanced budget, meaning all expenditures have a revenue source. The nature of the income sources range from everyday operating revenues to grants and outside financing for major projects. The City is covering all operational and maintenance, current staffing, and capital equipment and projects costs. It is also maintaining its current reserve structure, and providing for a merit increase.

REVIEWED BY:

City Manager: _____ City Attorney: _____

ATTACHMENTS

Change details from Tentative to Final Budget
Resolution Number 2595

Major Changes to FY 2012 Tentative Budget

C=Carryover R=Revenues E=Expenditures

Department	Description of Change	FY Affected	R/E/C	Inc. / (Dec.)
General Fund Revenues				
General Fund Revenues	Increased - City Sales Tax to balance	12	R	2,745
General Fund Revenues	Increased -Thunder Valley Ralley	12	R	40,700
General Fund Revenues	Reduced Carry Over	12	R	(43,445)
General Fund Expenditures				
Council	Decreased Unrestricted Reserves - To cover overage	12	E	(8,040)
Parks and Rec	Increased Expenditures - Thunder Valley Ralley	12	E	44,000
Non-Departmental	Decreased Operating Transfers Out - Airport	12	E	(2,500)
Communications	Increase Emp Benefits - Typo	11	E	11,485
Police	Decrease in Capital - Duplicate dispatch monitors in Comm	12	E	(1,500)
Police	Increase in Capital - 2007 GMC Yukon (rec'd in wrong year)	11	E	31,960
Police	Decrease in Capital - 2007 GMC Yukon	12	E	(31,960)
Special Revenue Fund Expenditures				
None				
Capital Improvements Fund Revenues & Expenditures				
None				
Debt Service Fund Revenues & Expenditures				
None				
Enterprise Funds Revenues & Expenditures				
None				

Major Changes to 2012 Proposed Budget

C=Carryover R=Revenues E=Expenditures

Department	Description of Change	FY Affected	R/E/C	Inc. / (Dec.)
Special Revenue Fund Expenditures				
Hurf	Increased Carryover	12	R	339,000
Hurf	Increased Streets Contingency	11	E	339,000
Hurf	Decreased Streets Contingency	12	E	(299,545)
Hurf	Pavement Preservation - Proj Rollover	11	E	(57,000)
Hurf	Pavement Preservation - Proj Rollover	12	E	57,000
Hurf	Sidewalks - Proj Rollover	11	E	(282,000)
Hurf	Sidewalks - Proj Rollover	12	E	282,000
Hurf	Increased Indirect Costs to General Fund	12	E	299,545
Library	Increased Operating Transfers In - RFID Conversion	12	R	10,000
Library	Increased Operating Transfers In	12	R	21,255
Library	Increased Capital - RFID Conversion	12	E	10,000
Library	Increased Indirect Costs to General Fund	12	E	21,255
Cemetery	Increased Operating Transfers In	12	R	5,900
Cemetery	Increased Indirect Costs to General Fund	12	E	5,900
Airport	Increased Operating Transfers In	12	R	12,335
Airport	Increased Indirect Costs to General Fund	12	E	9,835
Airport	Increased Transfers-Out - Grants	12	E	2,500
Capital Improvements Fund Revenues & Expenditures				
Cap Imp Fund	Increased Carryover	12	R	6,600
Cap Imp Fund	Increased Reserves	11	E	6,600
Cap Imp Fund	Old Court Bldg - Increase Proj Rollover	11	E	(12,800)
Cap Imp Fund	Old Court Bldg - Increase Proj Rollover	12	E	12,800
Cap Imp Fund	Old Town Jail - Reduce Proj Rollover	11	E	4,800
Cap Imp Fund	Old Town Jail - Reduce Proj Rollover	12	E	(4,800)
Cap Imp Fund	Riverfront Park - Reduce Proj Rollover	11	E	1,400
Cap Imp Fund	Riverfront Park - Reduce Proj Rollover	12	E	(1,400)
Airport Improvements Fund	Increased Grant Revenue - Beacon & LED Windsocks	12	R	22,500
Airport Improvements Fund	Increased Transfers-In - 90/10 Grant	12	E	2,500
Airport Improvements Fund	Increased Grant Expenditure - Beacon & LED Windsock	12	E	25,000
Debt Service Fund Revenues & Expenditures				
None				
Enterprise Funds Revenues & Expenditures				
Water	Decrease Bond Proceeds	12	R	(33,690,000)
Water	Decrease Bonding Expense	12	E	(33,690,000)
Sewer	Increased Indirect Costs to General Fund	12	E	261,055
Sewer	Decreased Reserves	12	E	(261,055)
Water	Decreased Reserves	12	E	(665,875)
Water	Increased Capital - Water System Improvements	12	E	500,000
Water	Decreased Postage	12	E	(13,500)
Water	Increased Indirect Costs to General Fund	12	E	165,375
Water	Increased Equipment Maint & Repair	12	E	14,000

RESOLUTION NUMBER 2595

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2011-2012 AND ESTABLISHING AN EXPENDITURE LIMITATION.

WHEREAS, in accordance with the provisions of Arizona Revised Statutes (A.R.S.) Title 42, Chapter 17 Articles 1-5, the City Council of the City of Cottonwood, Arizona, on August 2, 2011, made an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year; and

WHEREAS, in accordance with said sections of said title, and following due public notice, the Council met on August 2, 2011, at which meeting any citizen was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses; and

WHEREAS, publication has been duly made as required by law of said estimates, together with a notice that the City Council would meet on July 23, 2011, and July 30, 2011, for the purpose of hearing citizen's comments; and

WHEREAS, the document outlining said expenditures/expenses for the ensuing year is on file with the office of the City Clerk of the City of Cottonwood, Arizona, and said document was made a public record by Resolution Number 2595 and is hereby referred to, adopted, and made a part hereof as fully set forth in this resolution as the official annual budget of the City of Cottonwood for the fiscal year beginning July 1, 2011, and ending June 30, 2012.

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

THAT, the said estimates of revenues and expenditures/expenses and accompanying schedules, as now increased, reduced, or changed are hereby adopted as the budget of the City of Cottonwood, Arizona, for fiscal year 2011-2012, and establishing an expenditure limitation of \$78,422,500.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 2ND OF AUGUST 2011.

Resolution Number 2595
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Diane Joens, Mayor

ATTEST:

Marianne Jiménez, City Clerk

APPROVED AS TO FORM:

Steven B. Horton, Esq.
City Attorney

CLAIMS REPORT OF AUGUST 2, 2011

FUND TOTAL	VENDOR NAME	DESCRIPTION	TOTAL \$0.00
CLAIMS EXCEPTIONS REPORT OF AUGUST 2, 2011			
FUND	VENDOR NAME	DESCRIPTION	TOTAL
All	City of Cottonwood	Payroll 07/22/2011	\$396,258.47
All	Az Municipal Risk Retention	4th Quarter FY 2011 Work Comp Insurance	\$50,923.00
Gen	AZ State Treasurer	June 2011 Court Fines	\$15,439.33
All	Cottonwood Municipal Utilities	Utilities	\$5,518.39
Utilities	D & K Farming	Sludge Hauling PO 18753	\$5,126.20
Utilities	DC Frost Associates, Inc.	PO 18951 QSI Controller	\$12,078.15
Gen	Electric Supplpy Inc.	PO 18928 Inventory Street Lights	\$25,920.50
Utilities	Hills Brother Chemicals	Chemicals	\$7,020.69
Gen	Suntrust	Lease Payment	\$82,880.44
All	United Fuel	Fuel	\$9,872.57
All	APS	Utilities	\$19,169.32
All	Arizona Public Employers Health Pool	Insurance Premiums July 2011	\$135,078.21
Utilities	Arizona Waterworks Supply, Inc.	Fir Street Supplies, Stock Parts, and Bolts and Nuts	\$7,445.44
Utilities	Ferguson Water	Supplies	\$10,119.13
Utilities	HD Supply Waterworks	Supplies and PO 18978	\$16,102.17
Gen	Larry Green Chevy	Sales Tax	\$30,812.58
Hurf	NAIPTA	FY2011 Lynx, Fund Balance and Montly CAT expense	\$126,534.50
Gen	Richardsons LLC	Custodial Rec Center and City Wide	\$18,721.58
Gen	Sedona Fire District	July 2011 Fire Dispatching	\$10,082.43
Utilities	Town of Clarkdale	Bulk water purchase June 2011	\$6,852.60
All	United Equipment Rentals	Equipment	\$6,229.70
All	United Fuel	Fuel	\$8,506.10
Gen	Verde Valley Senior Center	4th Quarter FY 2011	\$11,250.00
TOTAL			\$1,017,941.50