

**NOTICE OF PUBLIC MEETING
OF MEMBERS OF THE
CITY COUNCIL OF THE CITY OF COTTONWOOD**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council of the City of Cottonwood and to the general public that the City Council of the City of Cottonwood will hold a Special Meeting that is open to the public on:

September 7, 2010

5:30 p.m.

at the Cottonwood Council Chambers Building, 826 North Main Street, Cottonwood, Arizona 86326

The agenda for the meeting is as follows:

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. RESOLUTION NUMBER 2536—APPOINTING AN ADMINISTRATIVE HEARING OFFICER FOR THE CITY OF COTTONWOOD.
- IV. RESOLUTION NUMBER 2537—APPOINTING A MEMBER OF THE INDUSTRIAL DEVELOPMENT AUTHORITY BOARD FOR THE CITY OF COTTONWOOD.
- V. RESOLUTION NUMBER 2538—APPOINTING A MEMBER OF THE INDUSTRIAL DEVELOPMENT AUTHORITY BOARD FOR THE CITY OF COTTONWOOD.
- VI. ADMINISTRATION OF THE OATH OF OFFICE TO THE APPOINTED HEARING OFFICER AND MEMBERS OF THE INDUSTRIAL DEVELOPMENT AUTHORITY.
- VII. ADJOURNMENT

Pursuant to A.R.S. § 38-431.02(B) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

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

CITY OF COTTONWOOD:

Dated: September 3, 2010

Posted at City Hall: _____
Posted at Council Chambers: _____
Posted at Library: _____
Sent for Internet posting: _____

Richard Smith, Deputy Clerk

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 7, 2010

Subject: Resolution Number 2536 – Appointment of an Administrative Hearing Officer

Department: Community Development

From: George Gehlert, Director

REQUESTED ACTION

Council consideration of appointing an Administrative Hearing Officer.

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

“I move to approve Resolution Number a 2536 appointing _____ as an Administrative Hearing Officer for a two-year term expiring September 8, 2012.”

BACKGROUND

The Municipal Code / Zoning Ordinance provides for the establishment of an Administrative Hearing Officer. Duties include review of civil code violations and complaints generally filed by City Staff (most often the Planning and Building departments), in response to perceived code violations. The officer holds public hearings and has the ability to review the citations, levy fines for the infractions, or to rescind the complaints in response to compliance. Officers can also issue subpoenas and summonses. There are no code-mandated requirements for this office, except that officers may not be employed by the City’s Community Development Department. Staff recommends that candidates have some experience with code enforcement or other similar administrative proceedings or mediation.

The Administrative Hearing Officer is an “at will “employee who serves for a term of two (2) years. Linda Hobson and Pete Sesow served in this capacity since the inception

of the program in 2007. Their terms expired in 2009. Linda Hobson has recently expressed interest in continuing in this position. Mr. Sesow is not interested in serving as an alternate and at this time staff is not requesting an alternate be appointed.

The opening was advertised through the end of May. Three (3) other applications were received from persons with no related experience.

The Council has the option to make the appointment at this time, or continuing to seek applicants for an extended period.

JUSTIFICATION/BENEFITS/ISSUES

The City's Hearing Officer program establishes added incentive for code compliance by expediting the review of violations and providing fines and other penalties for non-compliance.

COST/FUNDING SOURCE

N/A

IMPLEMENTATION

Facilitation of the Hearing Officer program is primarily the responsibility of the City's Community Development Department.

REVIEWED BY:

City Manager: 

City Attorney: 

ATTACHMENTS

- Applicant's resume/application.



Application for Employment

This Entire Application Requires That You Type or Print Clearly, in Ink Only

City of Cottonwood
816 North Main Street, Cottonwood, Arizona 86326
928-634-0060 x234
(Fax) 928-634-3727
E-mail: lschneider@ci.cottonwood.az.us
Revised August 1, 2008

Position Applied For: Administrative Hearing Officer Community Development Department Date: August 15, 2010

Name: Hobson Linda Ann
(Last) (First) (Middle)

Address (If P.O. Box is used, applicant MUST provide physical address):
1730 Sawmill Road Cottonwood Arizona 86326
(Physical Address) (State) (Zip Code)
1730 Sawmill Road Cottonwood

Home Telephone: 928-634-7319 Message / Cell Telephone: _____

Salary Requirement (\$ per): \$50 per hour Email Address: mlhobson@cableone.net

Your qualifications will be evaluated on the basis of the information provided in this application.

Although resumes are encouraged, they will NOT be considered absent a fully-completed application. DO NOT enter the words "See Resume" in lieu of information requested on the application form.

Read the following instructions carefully before filling out your application for employment.

All requested information must be furnished. Fill in all spaces of the application accurately and completely. If an item does not apply to you, or if there is no information to be given, write in the letters "N/A" for not applicable.

All new hires for classified city positions are required to complete – and pass – a post offer, pre-employment **physical examination and drug screening** at the City's expense. All applicants will also be required to provide their fingerprints on a standard, Federal Bureau of Investigation (FBI) employment card. Your fingerprint card will be forwarded to the FBI for review.

Criminal History Information revealed by the FBI that conflicts with the information provided on this application will be grounds for rejection and/or termination from employment.

For certain positions an extensive background check, including a polygraph examination, may be required.

By signing below, I acknowledge that I have read – and understand – the above directives. I further understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is of an "at will" nature, which means that, if hired, I may resign at any time, and the City may discharge me at any time for any reason not prohibited by law. It is further understood that the "at will" employment relationship which would be created if I am hired may not be changed by any oral or written communication, unless such change is specifically acknowledged, in writing, by the City.

Linda A. Hobson
(Applicant Signature)

8-15-2010
(Date)

CHECK THE APPROPRIATE BOX:

YOU WILL ACCEPT:

- Permanent
- Full Time
- Part Time

- Temporary
- Full Time
- Part Time
- On Call

SHIFTS YOU WILL ACCEPT:

- Days
- Evenings
- Nights
- Rotating

YOU LEARNED OF POSITION BY:

- News Paper

(Name of News Paper)
- City Web Site
- City Employee
George Gehlert

(Name of Employee)
- Friend
- Other

- A. Have you ever worked for the City of Cottonwood? Yes No
If yes, note dates & positions: 1985-1993, City Council; 2007-2009, Administrative Hearing Officer
- B. Are any of your relatives, either by blood or marriage employed by the City of Cottonwood? Yes No
If yes, please identify: _____
- C. Have you ever served in the U. S. Armed Forces? Yes No
If yes, note branch: _____
- D. Are you a member of a National Guard or Armed Forces Reserve Unit? Yes No
If yes, identify: _____
- E. Have you ever been discharged or requested or forced to resign from any position? Yes No
- F. Do you have any reason to believe that you will be discharged or requested or forced to resign from your current position within the next 30 days? Yes No
- G. Have you ever had a legal suit or claim filed against you as an employer, or as a representative of an employer? Yes No
- H. Have you ever been convicted of, or pled "no contest" to any crime, including any convictions that were later set aside or expunged? (NOTE: A criminal conviction does not constitute an automatic bar to employment; however, **Criminal History Information revealed by the FBI that conflicts with the information provided on this application will be grounds for rejection and/or termination from employment.** Each conviction will be evaluated as to the gravity of the offense, time passed since conviction, and nature of the job sought. **BOTTOM LINE: BE TRUTHFUL.**)
 Yes No

If you have answered "Yes" to any of the questions numbered E through H, above, you MUST provide all relevant details on a separate sheet of paper(s). Sign and date the sheet(s) and attach same to this application.

If the job for which you are applying involves operating City vehicles please provide your current drivers license number and state of issue.

Also, list all other states in which you hold, or have held, a driver's license.

Finally, please list all traffic related offenses for the past five (5) years.

1. N/A
 2. N/A
 3. No traffic offenses
-
-
-
-

EDUCATION:

Did you receive a high school diploma or obtain a GED? Yes No

Name and address of school or program: Evanston, Wyoming 1962 High School Diploma
Colleges/Universities Attended and Degree (if any)

| COLLEGE / UNIVERSITY | CITY and STATE | FIELD of STUDY | DEGREE ("Y" or "N") | TYPE of DEGREE |
|-----------------------------|----------------|----------------|---------------------|---------------------|
| Northern Arizona University | Flagstaff, AZ | Psychology | Y | Bachelor of Science |
| Northern Arizona University | Flagstaff, AZ | Psychology | Y | Master of Arts |
| | | | | |
| | | | | |
| | | | | |

Trade, Technical, Business, Correspondence, or other Schools and Courses Studied

| INSTITUTION | CITY and STATE | FIELD of STUDY | DEGREE ("Y" or "N") | TYPE of DEGREE |
|-------------|----------------|----------------|---------------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Licenses, Trade or Professional Registration: Honors, Awards, Fellowships, Languages obtained:
 State of Arizona Licensed Professional Counselor
 English

EMPLOYMENT HISTORY:

Be accurate and complete. Provide the following information with respect to every position of employment, including self-employment that you have held for the past ten (10) years. Add additional pages if required.

Although resumes are encouraged, they will NOT be considered absent a fully-completed application.

DO NOT enter the words "See Resume" in lieu of information requested on this application.

Present or Most Recent Job:

Employer: Self Type of Business: Psychotherapy Private Practice

Address: 813 Cove Parkway Cottonwood, AZ 86326

Department: Owner Your Title: Psychotherapist Supervised (No.) None

Name/Title of Dept. Head/Business Owner: Linda A. Hobson, M.A.

Dates of Employment: From: January 1990 To: Present Total Months Worked: 20 years

Starting Salary: \$ N/A Per N/A Final Salary: \$ N/A Per N/A

May we contact your present employer prior to employment? Yes, Give Phone # 928-634-7319 No

Describe each major function or duty performed:
Mental Health Counseling, Mediation, Operation of successful business, Appointee for Probate Court for Yavapai County Superior Court.

Equipment Operated:
N/A

Reason for Leaving: Have not left

Employer: _____ Type of Business: _____

Address: _____

Department: _____ Your Title: _____ Supervised (No.) _____

Name/Title of Dept. Head/Business Owner: _____ Phone: _____

Dates of Employment: From: _____ To: _____ Total Months Worked: _____

Starting Salary: \$ _____ Per _____ Final Salary: \$ _____ Per _____

Describe each major function or duty performed:

Equipment Operated:

Reason for Leaving:

Employer: _____ Type of Business: _____

Address: _____

Department: _____ Your Title: _____ Supervised (No.) _____

Name/Title of Dept. Head/Business Owner: _____ Phone: _____

Dates of Employment: From: _____ To: _____ Total Months Worked: _____

Starting Salary: \$ _____ Per _____ Final Salary: \$ _____ Per _____

Describe each major function or duty performed:

Equipment Operated:

Reason for Leaving:

Employer: _____ Type of Business: _____

Address: _____

Department: _____ Your Title: _____ Supervised (No.) _____

Name/Title of Dept. Head/Business Owner: _____ Phone: _____

Dates of Employment: From: _____ To: _____ Total Months Worked: _____

Starting Salary: \$ _____ Per _____ Final Salary: \$ _____ Per _____

Describe each major function or duty performed:

Equipment Operated:

Reason for Leaving:

READ CAREFULLY BEFORE SIGNING:

In submitting this application, I understand that false statements or omissions will disqualify me for employment or constitute grounds for dismissal. I also understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States in addition to signing a loyalty oath as a condition to receiving any compensation from the City in connection with this application. I authorize all former employers, schools and references to release information that they may have about me to the City of Cottonwood or its agents. I further understand and agree that, if employed by the City of Cottonwood, I will have no expectation of privacy in desks, files, lockers, vehicles or any other property owned by the City of Cottonwood. I understand the following: all employees if required are fingerprinted during processing; certain positions require polygraph testing prior to employment; and, during investigations, any City employee may be subjected to a polygraph examination.

Linda A. Holson
Signature

8-15-2010
Date

The City of Cottonwood is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the city to make all recruitment, hiring, and placement decisions, as well as other employment decisions, on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, national origin, veteran's status, or non-disqualifying handicap.

RESOLUTION NUMBER 2536

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING AN ADMINISTRATIVE HEARING OFFICER FOR THE CITY.

WHEREAS, the Cottonwood City Council established the office of Administrative Hearing Officer with authority to hear, decide and resolve Municipal Code violations and to assess administrative penalties as an enforcement mechanism separate and apart from the procedures and penalties heretofore established to enforce Municipal Code provisions; and

WHEREAS, Section 2.96.020 of the Municipal Code provides for appointment of Hearing Officer(s) by the Council.

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

Section 1: That, _____, is hereby appointed as an Administrative Hearing Officer for a two-year term beginning September 8, 2010, and ending September 8, 2012, and the City Council hereby establishes ____ following salary.

Status: Contract "at will".
Salary: \$50.00 per hour.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF SEPTEMBER 2010.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 7, 2010

Subject: Resolution Numbers 2537 & 2538 – Appointing Members to the Industrial Development Authority.

Department: City Clerk

From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of filling two vacancies on the city's Industrial Development Authority (IDA) board. Resolution Number 2537 appoints a member for a four-year term and Resolution Number 2538 appoints a member for a two-year term.

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

"I move to approve Resolution Number 2537 appointing _____ to a four-year term on the Industrial Development Authority Board, and Resolution Number 2538 appointing _____ to a two-year term on the Industrial Development Authority Board."

BACKGROUND

The Industrial Development Authority was formed in 1985 to expand manufacturing, industrial, and commercial enterprises within the City of Cottonwood. It is a means for qualifying applicants to locate or improve qualified projects in the city through the use of industrial development bonds. An example is the Verde Valley Guidance Clinic utilizing the IDA's bonding ability to expand their facility.

The IDA board is a five member board whose terms are staggered by two, four, and six year terms. Michael Warren has been a member of the board since its inception and his two-year term expired September 6, 2009. Pat Bonomo has been a member of the board since 2002 and her four-year term expires September 17, 2010.

The board openings were advertised for two weeks and only Mr. Warren and Ms. Bonomo submitted applications for the openings.

JUSTIFICATION/BENEFIT/ISSUES

N/A

COST/FUNDING SOURCE

N/A

REVIEWED BY

City Manager: 

City Attorney: 

ATTACHMENTS

- ◆ Application from Mike Warren
- ◆ Application from Pat Bonomo
- ◆ Resolution Number 2537
- ◆ Resolution Number 2538

10-11-13103191 RC70



CITY OF COTTONWOOD
816 NORTH MAIN STREET
COTTONWOOD, AZ 86326
Phone (928) 634-0060 x217
Fax (928) 634-3727
Revised June 18, 2007

APPLICATION FOR IDA
(BOARD/COMMISSION/COMMITTEE)

NAME Warren Michael E.
(Last) (First) (Middle)

MAILING ADDRESS 1726 Sawmill Road Cottonwood Arizona 86326
(Route or Box) (City) (State) (Zip)

STREET ADDRESS SAA Arizona
(Number & Street) (City) (State) (Zip)

HOME PHONE 928.300.3361 WORK/MESSAGE PHONE 928.634.1099

EMAIL ADDRESS: michael@adobegr.com

PLEASE TYPE OR PRINT CLEARLY IN INK ONLY.

Professional Memberships, Registrations, Licenses, Etc. Arizona licensed Real Estate Broker

Education Some college.

Work Experience Licensed Real Estate Broker for the last 28 years.

(Please continue on reverse side)

Application for (Board/Commission/Committee)
Page 2

Please describe your qualifications for serving on Board/Commission/Committee:
City of Cottonwood Parks and Rec committee 1989-1993. City of cottonwood council Member 1993-2001.
City of Cottonwood IDA 2001-present.

List any community service organizations or projects you have been involved with (include a brief description of activities):

Have you ever been convicted of, or pled "no contest" to any crime, including any convictions that were later set aside or expunged? YES NO

Does the City of Cottonwood employ any relative of yours? YES NO

How long have you been a resident of Cottonwood? 28 years

Signature Michael E. Stone Date 08/13/2010



CITY OF COTTONWOOD
816 NORTH MAIN STREET
COTTONWOOD, AZ 86326
Phone (928) 634-0060 x217
Fax (928) 634-3727
Revised June 18, 2007

APPLICATION FOR IDA
(BOARD/COMMISSION/COMMITTEE)

NAME Bonomo Patricia (Pat) A.
(Last) (First) (Middle)

MAILING ADDRESS PO Box 3084 Cottonwood Arizona 86326
(Route or Box) (City) (State) (Zip)

STREET ADDRESS 605 W. Ocotillo st. Cottonwood Arizona
(Number & Street) (City) (State) (Zip)

HOME PHONE 928-634-1910 WORK/MESSAGE PHONE 928-634-7710

EMAIL ADDRESS: pat.bonomo@gmail.com

PLEASE TYPE OR PRINT CLEARLY IN INK ONLY.

Professional Memberships, Registrations, Licenses, Etc. 1) Arizona Department of Real Estate License.

2) National Association Residential Property Managers

Education High school graduate / some college (3 years)

Work Experience 11 years - Property Manager

Application for (Board/Commission/Committee)
Page 2

Please describe your qualifications for serving on Board/Commission/Committee:

List any community service organizations or projects you have been involved with (include a brief description of activities):

Have you ever been convicted of, or pled "no contest" to any crime, including any convictions that were later set aside or expunged?

YES

NO

Does the City of Cottonwood employ any relative of yours?

YES

NO

How long have you been a resident of Cottonwood? 28 Years

Signature Patricia A. Bonomo

Date August 13, 2010

RESOLUTION NUMBER 2537

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING _____
A MEMBER OF THE INDUSTRIAL DEVELOPMENT AUTHORITY BOARD FOR THE CITY OF COTTONWOOD AND ESTABLISHING ____
TERM OF OFFICE.

WHEREAS, in accordance with Resolution Number 902 the Town Council approved the incorporation of an Industrial Development Authority for the Town of Cottonwood and appointed an Industrial Development Authority Board; and

WHEREAS, the term of Patricia Bonomo as a member of the Industrial Development Authority Board expires September 17, 2010; and

WHEREAS, it therefore is necessary to fill this term on said Industrial Development Authority Board.

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

THAT, _____ is hereby appointed a member of the Industrial Development Authority Board for the City of Cottonwood for a four-year term expiring September 17, 2014.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF SEPTEMBER 2010.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

RESOLUTION NUMBER 2538

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING _____
A MEMBER OF THE INDUSTRIAL DEVELOPMENT AUTHORITY BOARD FOR THE CITY OF COTTONWOOD AND ESTABLISHING _____
TERM OF OFFICE.

WHEREAS, in accordance with Resolution Number 902 the Town Council approved the incorporation of an Industrial Development Authority for the Town of Cottonwood and appointed an Industrial Development Authority Board; and

WHEREAS, the term of Michael Warren as a member of the Industrial Development Authority Board expired September 6, 2009; and

WHEREAS, it therefore is necessary to fill this term on said Industrial Development Authority Board.

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

THAT, _____ is hereby appointed a member of the Industrial Development Authority Board for the City of Cottonwood for a two-year term expiring September 9, 2012.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 7TH DAY OF SEPTEMBER 2010.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk