

AGENDA

SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD SEPTEMBER 14, 2010, AT 6 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING LOCATED AT 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. THE FOLLOWING ITEMS ARE FOR COUNCIL DISCUSSION, CONSIDERATION, AND POSSIBLE LEGAL ACTION.

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

1. WINE FESTIVAL LIQUOR LICENSE APPLICATION FROM DUBRAVKA G. WALL, APPLICANT FOR OAK CREEK VINEYARDS WINERY, FOR THE AIRFEST EVENT SCHEDULED FOR OCTOBER 16, 2010, AT THE COTTONWOOD AIRPORT, LOCATED AT 1101 WEST MINGUS AVENUE.
2. WINE FESTIVAL LIQUOR LICENSE APPLICATION FROM ERIC S. GLOMSKI, APPLICANT FOR PAGE SPRINGS CELLARS, FOR THE RHYTHM & RIBS EVENT SCHEDULED FOR OCTOBER 2, 2010, TO BE HELD AT THE COTTONWOOD KIDS' PARK LOCATED AT 350 SOUTH 12TH STREET.
3. CONSIDERATION OF SENDING A LETTER TO GOVERNOR BREWER SUPPORTING EXECUTIVE ORDER 2010-12 WHICH ESTABLISHES THE ARIZONA COMMERCE AUTHORITY.

- IV. ADJOURNMENT

AGENDA

WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD SEPTEMBER 14, 2010, IMMEDIATELY FOLLOWING THE SPECIAL MEETING SCHEDULED ABOVE AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING LOCATED AT 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF:

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

1. PRESENTATION REGARDING THE YAVAPAI COUNTY WATER ADVISORY COMMITTEE'S (WAC) ROLE IN WATER STUDIES BY JOHN RASMUSSEN, WAC COORDINATOR.
2. PRESENTATION REGARDING THE 2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM.
3. DIRECTION TO STAFF REGARDING THE DESIGN OF THE RIVERFRONT PARK RECLAMATION FACILITY.

- IV. ADJOURNMENT

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

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, Arizona
City Council Agenda Communication



Meeting Date: September 14, 2010 Work Session

Subject: Council approval for October 16th AirFest Wine Tent License (Oak Creek Vineyards)

Department: Economic Development

From: Casey Rooney

REQUESTED ACTION

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

Oak Creek Vineyards license approval for AirFest wine tent.

BACKGROUND

This request is for Oak Creek Vineyards to join the event. There will be a wine tent at the October 16th AirFest at the Cottonwood Airport from 10:00-6:00. All other licenses have been approved by Council at the September 7th meeting.

JUSTIFICATION/BENEFITS/ISSUES

Proceeds from this event will be applied toward next year's event (2011)

COST/FUNDING SOURCE

Adding Oak Creek Vineyards to the list of participating wineries will not add any additional cost. Minimal impact on City budget. There will be a tent, and Tim Costello has the cost of the tent budgeted. Economic Development will take care of the cost of the glasses. Income will exceed expenses.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

See attached licenses

check \$15

Print Form

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

APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

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

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: WAHL DUBRAVKA GEORGIA
Last First Middle

2. Business Name: Oak Creek Vineyards Winery D.F.W. Lic#: 13133006
(Domestic Farm Winery License #)

3. Location of Festival: Cottonwood Airport Cottonwood Yavapai 86326
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 1555 N Page Springs Rd Cornville AZ 86325
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>Oct 16, 2010</u>	<u>Saturday</u>	<u>11:00 a.m.</u> a.m./p.m.	<u>5:00 p.m.</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: City of Cottonwood
Last First Middle

827 N. MAIN STREET COTTONWOOD AZ 86326
Address City State Zip

7. Phone Numbers: (928) 634-5526 (928) 649-0290 (928) 649-0290
Site Owner Applicant's Business Applicant's Residence

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

8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO
9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES NO
10. How many wine festival licenses have you applied for this calendar year, including this one? _____

Give the total number of days you have held licensed wine festivals this year _____

11. 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)

2 _____ # Police Fencing
 5 _____ # Security personnel Barriers

Event site will be enclosed with restricted entrance

12. 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 wine festival/fair licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

I, Dubravka G. Wahl, hereby declare that I am the APPLICANT filing this application. I
 (Print full name)
 have read the application and the contents and all statements are true, correct and complete.

X J. Wahl State of Arizona County of Yavapai
 (Signature of APPLICANT) The foregoing instrument was acknowledged before me this
7 day of September, 2010
 Day Month Year
 My commission expires on: July 23, 2011


 (Signature of NOTARY PUBLIC)

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

I, _____, hereby APPROVE DISAPPROVE this application on behalf of
 (Government Official)
 _____ X _____
 (City, Town, or County) (Title) (Signature of OFFICIAL)

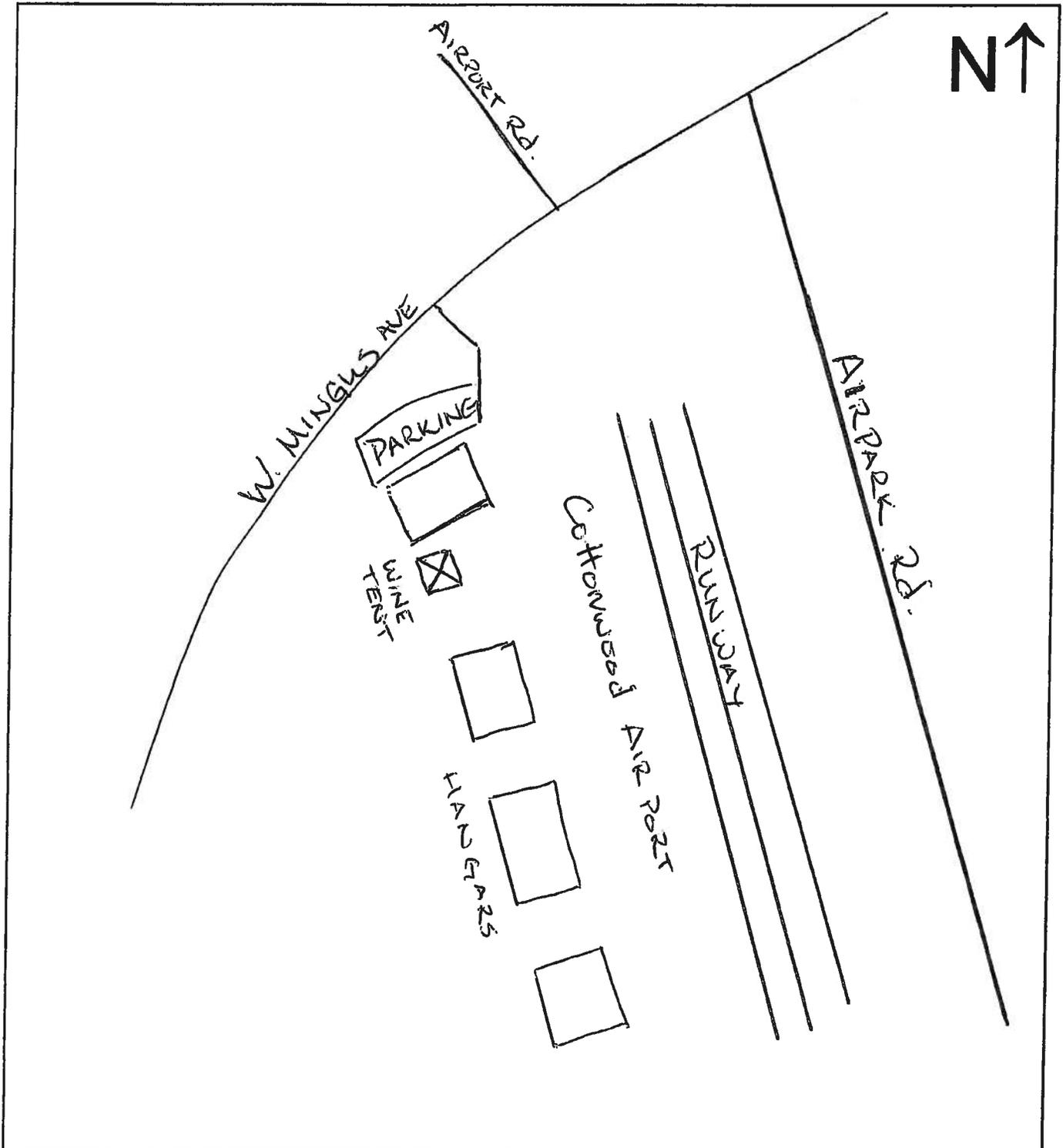
*** FOR USE BY DLLC ONLY ***

APPROVED DISAPPROVED

By: _____ 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.



City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 14, 2009

Subject: **Wine Festival/Wine Fair Liquor License Application from Eric S. Glomski, (Page Springs Cellars) for the Rhythm & Ribs Event.**

Department: City Clerk

From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Recommendation of approval or denial by the City Council for a Wine Festival/Wine Fair Liquor License Application submitted by Eric S. Glomski, applicant for Page Springs Cellars, for the Rhythm 'N Ribs event scheduled for October 2, 2010, at the Cottonwood Kids' Park located at 350 South 12th Street.

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

"I move to approve the Wine Festival/Wine Fair Liquor License Application for Eric S. Glomski, applicant for Page Springs Cellars, for the Rhythm 'N Ribs event scheduled for October 2, 2010."

BACKGROUND

Eric S. Glomski, agent for Page Springs Cellars, is requesting approval of a Wine Festival/Wine Fair Liquor License Application for the Rhythm 'N Ribs event scheduled for October 2, 2010, at the Cottonwood Kids' Park located at 350 South 12th Street.

JUSTIFICATION / BENEFITS / ISSUES

All Wine Festival/Wine Fair Liquor License applications 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 Arizona Department of Liquor Licenses & Control prior to their final approval of the application.

COST/FUNDING SOURCE

N/A

REVIEWED BY

City Manager: RB City Attorney: ISH

ATTACHMENTS

Special Event Liquor License Applications for Eric S. Glomski (Page Springs Cellars)

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

APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

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

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: Glomski Eric Steven
Last First Middle

2. Business Name: Page Springs Cellars D.F.W. Lic#: 13133004
(Domestic Farm Winery License #)

3. Location of Festival: 350 S. 12th Street Cottonwood Yavapai 86326
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 1500 N. Page Springs rd Cornville az 86325
City State Zip

5. Date and hours of festival:

<u>DATE</u>	<u>DAY OF WEEK</u>	<u>HOURS FROM</u>	<u>HOURS TO</u>
<u>October 2, 2010</u>	<u>Saturday</u>	<u>11:00 AM</u> a.m./p.m.	<u>7:00 PM</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: City of Cottonwood
Last First Middle
827 N. Main Street Cottonwood AZ 86326
Address City State Zip

7. Phone Numbers: (928) 634-5526 (928) 639-3004 (928) 301-0977
Site Owner Applicant's Business Applicant's Residence

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

8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO
9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products **ONLY**? YES NO
10. How many wine festival licenses have you applied for this calendar year, including this one? 17

Give the total number of days you have held licensed wine festivals this year 33

11. 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)

36 # Police Fencing
 # Security personnel Barriers

Staff personal trained and aware of state liquor laws and will enforce. City Police patrolling and enforcing front door and serving area. Signs will be posted on site stating current liquor laws.

12. 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 wine festival/fair licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

I, Eric Steven Glomski, hereby declare that I am the APPLICANT filing this application. I
 (Print full name)
 have read the application and the contents and all statements are true, correct and complete.

X [Signature] State of Arizona County of Yavapai
 (Signature of APPLICANT) The foregoing instrument was acknowledged before me this
30 day of August, 2010
 Day Month Year
 My commission expires July 5, 2014
[Signature]
 (Signature of NOTARY PUBLIC)

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

I, _____, hereby APPROVE DISAPPROVE this application on behalf of
 (Government Official)
 _____ X _____
 (City, Town, or County) (Title) (Signature of OFFICIAL)

*** FOR USE BY DLLC ONLY ***

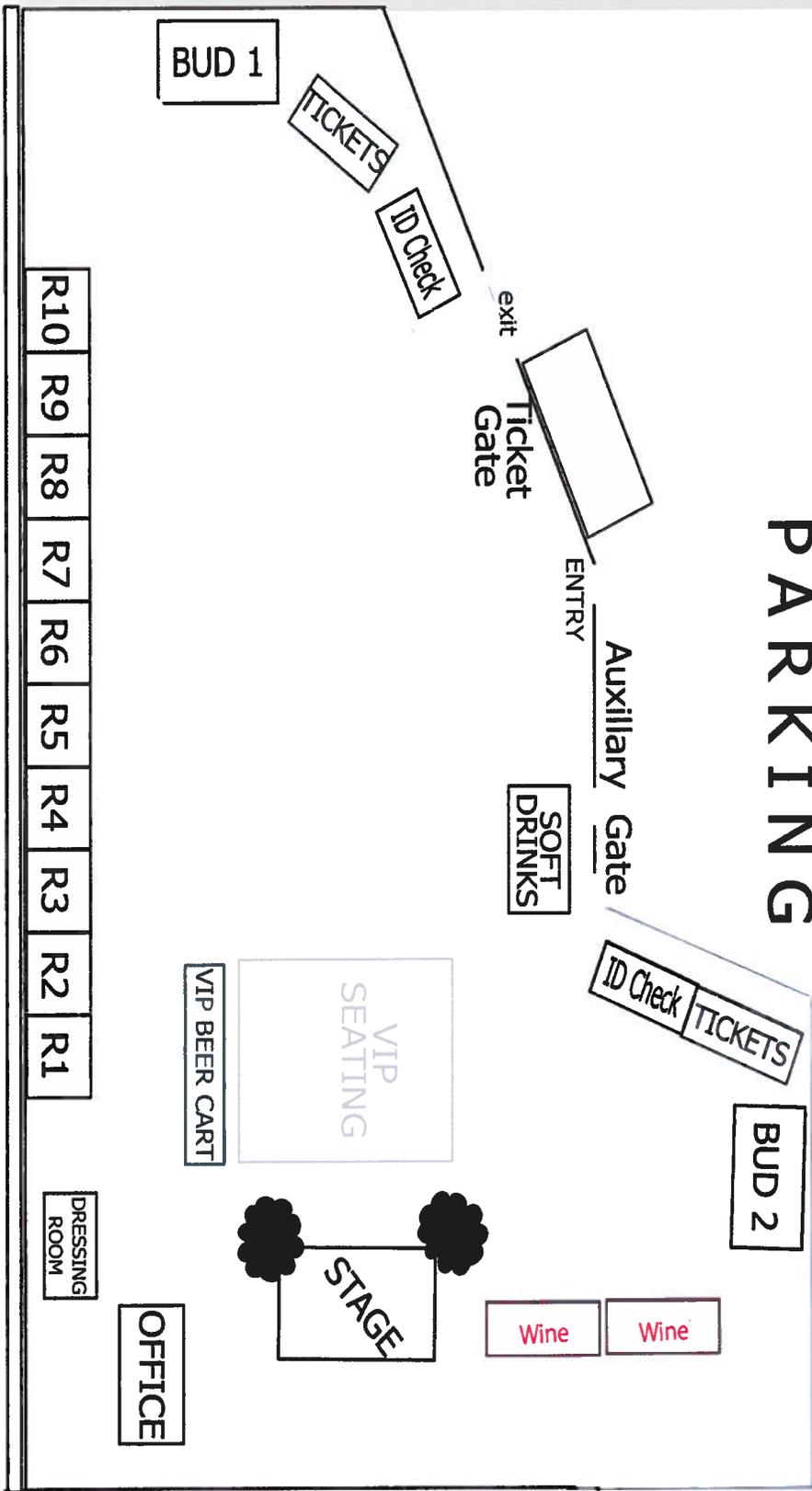
APPROVED DISAPPROVED
 By: Date:

PARKING

DRIVEWAY

DRIVEWAY

PARKING



12TH STREET

BIRCH

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 14, 2010

Subject: **Request from NACOG to Send a Letter of Support to the Governor related to Executive Order 2010-12 creating a Public-Private Dept of Commerce**

Department: Administration

From: Doug Bartosh, City Manager

REQUESTED ACTION

Approval from the City Council for the Mayor to sign and send a letter of support to the Governor regarding Executive Order 2010-12 creating a Public-Private Department of Commerce

If the Council desires to approve this item the suggested motion is: "I move to authorize the Mayor to sign a letter of support to the Governor regarding Executive Order 2010-12 creating a Public-Private Department of Commerce."

BACKGROUND

Council member Duane Kirby, who serves as the city's representative to NACOG, received a n email from NACOG requesting that the city send a letter to Governor Brewer expressing the city's support of Executive Order 2010-12 creating a Public-Private partnership for the Department of Commerce.

JUSTIFICATION/BENEFITS/ISSUES

Casey Rooney, the city's Economic Development Director and the Chair of the NACOG Economic Development Committee, supports this effort to support Executive Order 2010-12 and feels that this new version of the Department of Commerce will have benefits for the City of Cottonwood and our local economy.

COST/FUNDING SOURCE

There is no cost to the city.

REVIEWED BY:

City Manager: _____



City Attorney: _____



ATTACHMENTS

Draft Letter to Governor Brewer

September 9, 2010

The Honorable Janice Brewer
Governor of Arizona
1700 West Washington, 9th Floor
Phoenix, AZ 85007

Dear Governor Brewer,

The *(insert local government name i.e. City of Cottonwood)* fully supports your Executive Order 2010-12, which establishes the Arizona Commerce Authority. The *(local government)* agrees that Arizona's fiscal crisis has magnified the need for a more directed, credible and effective economic development delivery system.

While the plan to transition from the Arizona Department of Commerce to a public-private partnership with the Arizona Commerce Authority will likely be met with some resistance from certain interests, *(local government)* believes it makes sense to establish an agency that will focus primarily on attraction, expansion and retention of businesses in Arizona. The *(local government)* further supports the concept of coordinated efforts by key partners such as the state's universities, regional economic development groups and Arizona's Councils of Governments (COGs).

If provided sufficient funding to do so, the Northern Arizona Council of Governments (NACOG) is the ideal administrative vehicle for delivering positive economic development outcomes in northern Arizona for the following reasons:

- ✓ NACOG's membership is comprised of the 22 cities/towns and 4 counties in northeastern Arizona. The elected officials from these local governments rightfully make the regional policy decisions because they are the ones attuned to local economic development needs and opportunities.
- ✓ NACOG is the federally designated Economic Development District for Apache, Coconino, Navajo and Yavapai Counties and has a demonstrated successful track record and an experienced professional staff with proper training and years of expertise in the field.
- ✓ NACOG's existing federal funding sources could possibly be used to match state funds to expand and enhance local economic development planning and project implementation.
- ✓ NACOG currently administers many federal and state programs, which are directly related and depend on successful economic development efforts such as: workforce development, housing and transportation.
- ✓ NACOG currently maintains a federally recognized and approved Comprehensive Economic Development Strategy, which includes an established list of ranked and locally approved economic development projects in the district.

- ✓ NACOG currently maintains a private sector driven Economic Development Council that meets regularly and develops ongoing policies and strategies for the district.

Thank you for your efforts to implement a broader economic development view and help secure an expedited economic recovery in rural Arizona as well as urban Arizona.

Sincerely,

(Local Government)

Cc: Donald E. Cardon, Director, Arizona Department of Commerce
1700 E. Washington, Suite 600, Phoenix, AZ 85007

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 14, 2010

Subject: **Presentation and Discussion regarding 2010-2011 CDBG (Community Development Block Grant) Program.**

Department: Community Development

From: Charles Scully, AICP, Long-Range Planner

REQUESTED ACTION

Preliminary Presentation and Discussion regarding 2010-2011 CDBG Program. No action required.

BACKGROUND

The following summarizes the key points for the CDBG Program:

- The CDBG funding rotation for small cities under the NACOG service area occurs on a **four-year** cycle. Cottonwood will be up for the 2011 CDBG funding cycle. Public meetings, background research, program outlines and prioritization efforts are recommended to begin by October 2010 with the required Public Hearings most likely in October and December or January. Proposed projects should be selected by the City Council by January 2011 and the application submitted by March 2011.
- Cottonwood is a “non-entitlement city.” We share a portion of the CDBG funds on a four-year rotating basis with the other small cities and counties under NACOG. The exact allocation for Cottonwood is not known at this time but could be similar to the previous funding level based on the current program status. It could be over \$350,000.
- CDBG is a federally funded program through HUD (U.S. Dept. of Housing and Urban Development) intended to assist with community revitalization and re-investment. Funds are awarded through a grant application process and there are strict guidelines for how the funds are distributed and which projects are eligible.

- Arizona Department of Housing (ADOH) administers the program for the state. The Northern Arizona Council of Governments (NACOG) administers the planning of annual allocations and provides technical assistance for application preparation for Northern Arizona, including Cottonwood.
- Depending on the project selected, there may be additional requirements for staff and funding. The overall impact of potential projects needs to be weighed against the total program requirements. Administrative capacity must be carefully considered. If other funding sources are expected to be leveraged or added to a proposed project, these funding sources need to be secured and documented in advance.
- Projects must meet one of the three National Objectives. There is a range of potential eligible projects that can be funded through CDBG; however, any project needs to qualify under the National Objectives. Any possible project needs to meet the criteria and guidelines spelled out in the federal and state requirements. It needs to be ready to go upon award of the grant.

ELIGIBLE PROJECTS.

There is a wide range of projects that are potentially "eligible." Public works, capital improvements, housing, and more. However, selected projects must meet one of the three "National Objectives." This is a key point. The National Objective takes precedence.

NATIONAL OBJECTIVES.

Each proposed CDBG activity must meet one (and only one) of the following three National Objectives:

1. **Low-Moderate Income (LMI) Benefit:** The activity must benefit low and moderate income persons defined as those persons earning no greater than 80% of the HUD Area Median Income. *The AMI is adjusted locally each year by HUD. The key numbers would look at either households or individuals based on the approach taken.*
2. **Slum/Blight:** The grant activity must aid in the prevention or elimination of slums or blight. *A major part of Slum/Blight designation involves compliance with related state laws. This typically requires a substantial commitment to program coordination.*
3. **Urgent Need:** The grant activity meets other community development needs having a particular urgency which pose a serious and immediate threat to the health or welfare of the community; which are of recent origin or recently became urgent; and where other financial resources are not available to meet such needs. *This would be typically for natural disasters or some kind of major infrastructure failure where other resources are not available.*

Yavapai County 2009 Low to Moderate Income Levels by Household Size

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30,150	34,450	38,750	43,050	46,500	49,950	53,400	56,850

1. LOW / MODERATE INCOME (LMI) BENEFIT: The activity must benefit low and moderate income persons defined as those persons earning no greater than 80% of the HUD Area Median Income. An annual adjustment of the household limits is produced for each community. Projects in this category are typically qualified as either an Area-Wide Benefit or Limited Clientele meaning they either benefit a majority in a Low-Mod area or targeted individuals.

a. Area Wide Benefit: An area-wide benefit activity is one that meets the identified needs of low and moderate income persons residing in a primarily residential area (60%) in which at least 51% of the residents are LMI. The benefits of this type of activity may be available to all persons in the area; however, the activity must be designed to primarily benefit persons qualified under this category. Also, it should be noted that the 2010 Census does not include income data. The 2000 Census data is not valid for Cottonwood based on growth formulas. The only way to obtain current income data would be to conduct a "Special Survey" of an area by selecting a potential area and conducting research according to approved methods to obtain household income data.

b. Limited Clientele: The applicant needs to determine whether the activity will serve only specific types of clients. If this is the case, the applicant must document that the proposed activity meets one of the following:

1) At least 51% of the clients to be served by the activity will consist of LMI income persons, based on income, rather than all the residents of an area. Limited clientele activities may also consist of projects relating to the removal of architectural barriers with certain qualifications. Activities that would *not* qualify under this category are those:

- Where the benefits are available to all residents in a service area based on location;
- Involve the acquisition, construction or rehabilitation of property for permanent housing; or
- Where the benefit is based on the creation or retention of jobs.

2) At least 51% of the project beneficiaries will be members of one or more of the following target groups:

- Persons who are elderly (age 62 or over)
- Adults with severe disabilities (age 16 or older and unable to perform functional activities or activities of daily living)
- Persons who are homeless
- Abused children
- Battered spouses
- Persons who are illiterate
- Persons living with AIDS
- Migrant farm workers

- 3) The activity is of such a nature and location that it may be reasonably concluded the persons to be served by the activity will primarily be low and moderate income persons or households. For example, a childcare center with space for 20 children located within a qualified low-income development (30 homes) even if the surrounding neighborhood is not LMI.;
 - 4) Or, the proposed CDBG activity consists of the removal of architectural barriers that restrict the accessibility of the elderly or adults with severe disabilities to publicly and privately-owned non-residential buildings, facilities and improvements, or the common areas of residential structures containing more than one dwelling unit.
2. **SLUM/BLIGHT:** There are some unique aspects to this category that typically require advance program development. The grant activity must aid in the prevention or elimination of slums or blight, which is based on specific definitions and state law. The procedures and criteria for designation as a slum and blight area have to do with defining a certain percentage of properties as being in deteriorated condition (25%) or public improvements are determined to be in a state of deterioration. There are two different Slum/Blight components or ways to meet the SB National Objective. They are:

Target Area. Activities that prevent or eliminate slums or blight in a certain geographic area (targeted area) established pursuant to ARS §36-1473. (Slum Clearance and Redevelopment Statute.) The local governing body must document compliance with the requirements of A.R.S. § 36-1473, which involves designating a Redevelopment Area. The requirements of the State Slum Clearance and Redevelopment statute are relatively complex. This is likely to require substantial program coordination prior to developing a grant application.

- a. Must be in a designated Redevelopment Area (as per state statutes.)
- b. At least 25% of buildings in a state of deterioration; or at least two public improvements in a general state of deterioration.
- c. Written notice to all property owners in area, including notice of public meeting to discuss findings.
- d. Public notice in newspaper describing public hearing to discuss redevelopment plan.
- e. Adopted Resolution defining Redevelopment Area, as per ARS § 36-1473.
- f. Governing body must adopt by two-thirds majority. (5 of 7)
- g. There must be a finding that redevelopment of that area or areas is necessary in the interest of the public health, safety, morals or welfare of the residents of the municipality.

Spot Basis. Indicate how the proposed activity will eliminate the conditions and only those conditions detrimental to public health and safety. This can include projects that affect dilapidated buildings or public improvements that are considered a health and safety hazard. Rehabilitation of buildings or fixing public improvements would need to **eliminate specific conditions detrimental to public health and safety AND be limited to such actions.** Again, there are all kinds of program requirements, intensive documentation and requirements that certain goals be achieved.

- 3. URGENT NEED:** This category is for funding needs having a particular urgency which pose a serious and immediate threat to the health or welfare of the community; which are of recent origin or recently became urgent; AND where other financial resources are not available to meet such needs. This is typically limited to areas declared a disaster area or for major infrastructure failures. It is limited to a timeframe for recent events and there must be no other resources available to accomplish the need. Very rare use of CDBG.

ELIGIBLE ACTIVITIES

CDBG can fund a variety of projects, HOWEVER, any project must first qualify as meeting one of the three National Objectives (Low-Moderate, Slum/Blight, or Urgent Need.) Eligible activities include, but are not limited to, the following examples:

- Housing
- Removal of Architectural Barriers
- Public Works and Public Safety
- Economic Development
- Social Services
- Administration

INELIGIBLE ACTIVITIES

- General government expenses.
- General government facilities, except architectural barrier removal.
- Political activities.
- Equipment purchase, except solid waste and fire protection.
- Fixtures, vehicles, except for fire, police, related administration.
- Operating, repair, maintenance of public facilities, except for CDBG program staff.
- Direct income payments.
- Funds that benefit properties that include tobacco sales.

NOTE: As per the State criteria, a number of projects may **NOT** be eligible for FY 2011, including: Parking Facilities, Parks and Recreation Facilities, Libraries, Literacy programs, Vehicles, IDAs (Individual Development Accounts), Job Training, Emergency Social Services and some others. Need to check with ADOH regarding any preliminary proposal.

GRANT PARTNERS

Grantees (Local government) may decide to implement all aspects of a CDBG project or they may wish to delegate all or some of a CDBG project to another qualified entity.

Sub-Recipients

Grantees may “delegate” the administration and implementation to a sub-recipient. A sub-recipient assumes the full responsibility to administer and implement a CDBG activity in lieu of the grantee. The grantee is responsible for ensuring the Sub-recipient complies with all CDBG regulations. A Sub-recipient can be a public or private non-profit agency or a for-profit entity providing assistance to microenterprises. Institutions of higher education may also be sub-recipients. A grantee can provide CDBG assistance to the Sub-recipient in the form of a grant, loan or deferred payment loan. The non-profit Sub-recipient must actually administer all aspects of the CDBG grant and not be an ‘umbrella’ or ‘pass-through’ to third party.

Other Partners

(We have no local CBDO or CHDO. Same with CDFI. Other contractors could be discovered through RFQ type process but outcome is not guaranteed.)

- Other potential partners would include Community Based Development Organizations (CBDO) and Community Housing Development Organizations (CHDOs), if available.
- Community Development Financial Institutions (CDFI) for certain job-creation activities.
- Competitively procured contractors, either non-profit or for profit.

THRESHOLD REVIEW

Once a funding application is determined to be eligible for CDBG funding it must pass a nine-part application review, as per HUD and ADOH criteria:

1. The project must meet a National Objective.
2. The project must fall into a category explicitly authorized by CDBG statute as an eligible activity.
3. The applicant must be eligible.
4. Costs must be necessary and reasonable.
5. The project must result in "benefit".
6. The project must be ready to start. (Cannot be speculative.)
7. The recipient must have the capacity to complete the project in a timely manner.
8. The community and the project must comply with federal overlay statutes.
9. The project must comply with the priorities of the State as articulated in the State's Consolidated Plan.

SPECIAL SURVEY

The Area-Wide Benefit category under the Low-Moderate Income National Objective is based on identifying an area that is at least 60% residential and has at least 51% households at or below the Low-Mod income level for the city. In the past this was based on the data from the US Census conducted every 10 years. The current 2010 Census does not include income data. For an "area-wide" project, such as street and sidewalk improvements, a Special Survey would have to be conducted to determine the income levels of households in the area. This is done either by a mailed questionnaire, telephone survey or face to face interview process. There are pros and cons with each method. Each area will have its own unique issues. Participation is not guaranteed. NACOG and ADOH would have to be consulted on this approach. The Special Survey typically involves specialists going door to door to obtain personal and household income levels in order to determine that a majority are in the LM income range.

CDBG PRE-AWARD OBLIGATIONS

Applicants for CDBG funds may incur costs or obligate funds for a variety of proposed activities before receiving a CDBG award letter or an executed contract. However, all applicants that choose to incur pre-award obligations must realize that they do so at their own financial risk. No funds can be disbursed until a contract is effective. Further, all pre-award obligations will be reimbursed only:

- a) IF a contract is awarded to a community;
- b) And, IF the community can document that the obligation complied with all regulations governing the implementation of CDBG projects.

Potential pre-award reimbursements could include:

- Procurement procedures for appraisals, engineering, and architectural services, etc. including administrative entities (but excluding the COGs);
- Environmental Review Record requirements;
- Applicable CDBG regulations governing acquisition, relocation, and demolition;
- Labor standards; and
- The maintenance of appropriate backup documentation including time records, invoices, and bills.

2010 - 2011 CDBG (Tentative) Schedule for Cottonwood

(Note: Dates are approximate and subject to change as the program develops.)

September 2010	Initial presentation and discussion concerning general scope of program. Public Hearing schedule determined.
October 2010	Hold 1 st Public Hearing
December 2010	Deadline for firm commitment of any related funds. Possible 2 nd Public Hearing
January 2011	Deadline for last Public Hearing.
January 2011	Deadline to prioritize potential projects.
Feb - March 2011	Develop application/s. Council must pass Resolution/s approving applications,
March 2011	Application/s sent to NACOG
April 2011	NACOG Regional Council approves application/s for submittal to state.
June 2011	Applications to Arizona Department of Housing who forwards to HUD
July 2011	Award notification provided by Arizona Department of Housing

REVIEWED BY

City Manager: 

City Attorney: 

ATTACHMENTS

- Review of Potential Categories / Projects 2011

Potential CDBG Projects: Eligible Activities

The projects are presented in no particular order and do not indicate any prioritization. The projects listed are indicated as those having potential to comply with the primary CDBG criteria for meeting one of the three National Objectives; however, the specific eligibility would have to be determined upon further review. Other Projects not included in this initial review could be evaluated for eligibility if there was specific interest. There is a wide range of Eligible Activities; however, the National Objectives take precedence in any determination.

Housing.

The following list summarizes some of the major categories related to housing based on 2010 Appendix L HUD Priority Housing Activities (Medium and High Categories)

Owner Occupied Housing Rehabilitation.

Requires administrative program to for working with potential applicants and review of applications. NACOG can administer large part of program. Would still require substantial involvement of City staff over long term to process permits and address complaints and other long term effects.

Rental Rehabilitation.

Qualified rental properties need to be reserved for low-mod income or other qualified families. Requires matching funds and various agreements with property owners. Interest and need would have to be determined. Rental rehab is generally market driven in this area. This program is more common in other areas of country.

Other Housing Partners.

Options to partner with a sub-recipient could be looked at. Catholic Charities is an example of an agency which already provides housing services and programs, including operating a transitional housing facility in Cottonwood. Interest and capacity of potential sub-recipients would have to be further investigated to determine interest.

Street Improvements

Would need to identify **Service Area** for Area Wide Low-Mod Benefit. Sidewalks, school connections, safety improvements could be considered but the question of providing accurate accounting of Low-Mod Service Area would need to be addressed. This would require a **Special Survey**, which would involve a door-to-door outreach program to interview residents to determine household income levels.

Historic Preservation

Historic preservation, including both private and public facilities, is listed as a potential eligible activity. The historic preservation activity would have to meet the National Objective criteria. This could include either being within a Low Moderate Income area and showing a benefit for a 51% low income population or involve removing architectural barriers or be related to job creation for documented low-mod income (LMI) persons. General use of funds for historic preservation for public facilities would not by itself qualify. It has to be related to a National Objective.

Removal of Architectural Barriers

This could include projects to bring facilities into compliance with ADA (Americans with Disabilities Act). The proposed CDBG activity consists of the removal of architectural barriers that restrict the accessibility of the elderly or adults with severe disabilities to publicly and privately-owned non-residential buildings, facilities and improvements.

- Public and neighborhood facilities, including youth center, senior center, multi-purpose civic center.
- Supportive Housing (shelters, halfway houses, transitional housing)

Economic Development – (Job Retention / Creation)

This is usually through the Slum/Blight category. Requires extensive documentation of saving jobs that would otherwise be eliminated or creation of jobs for Low Moderate Income residents for some period of time. There could be considerable administrative requirements to document incomes of qualified participants. It is possible to work in this category but it has strict guidelines.

Public Works and Safety

Again, there are many eligible activities but every project must meet one of the National Objectives, such as serving low income or special needs populations or fixing something that is a public safety hazard.

- Water system and wastewater system improvements.
- Road and street improvements.
- Flood and drainage improvements.
- Fire protection facilities and equipment.

Administration

- General grant administration - Limited to 18% of the total grant amount.

Miscellaneous Projects

Cottonwood Area Transit - CAT

Improvements, equipment or facilities to specifically benefit persons with disabilities and/or senior citizens would be the usual type of use of CDBG funds for public transit.

Non-profit and Social Service Agencies.

Various non-profit agencies and organizations would be eligible to receive CDBG funds from the City as long as they were in conformance with the national objectives and related criteria. Part or all of the funds could be transferred to these agencies for various programs if they met the criteria. This could include:

- Verde Valley Senior Center
- Verde Valley Sanctuary
- Catholic Charities
- Similar non-profit groups or educational institutions.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: September 14, 2010

Subject: Riverfront Park Water Reclamation Facility

Department: Utilities/Wastewater

From: Dan Lueder

REQUESTED ACTION

Conduct a work session to receive direction from Council regarding design of the Riverfront Park Water Reclamation Facility (WRF).

BACKGROUND

On May 11, 2010 the phase two Riverfront Park WRF feasibility study was presented to council in a work session and staff was directed to move forward with the project. At the time Ken Knickerbocker who had conducted and presented the studies was still employed by utility consulting engineers Coe and Van Loo (CVL) and the direction from Council was to return with a scope for the design of this project. Since that time Mr. Knickerbocker has left CVL and is employed by another consulting firm. Because of Mr. Knickerbocker's departure from CVL staff wishes to discuss possible options for design of the Riverfront WRF and receive direction from Council on how to proceed.

JUSTIFICATION/BENEFITS/ISSUES

Construction of a WRF at Riverfront Park would benefit the wastewater division operation, the residents who use the park and significantly improve the aesthetics of the park and surrounding areas.

COST/FUNDING SOURCE

N/A

REVIEWED BY:

City Manager: 

City Attorney: 

ATTACHMENTS