

Airport Commission

Duties: To advise the City Council on promotion, support and enhancement of the Cottonwood municipal airport and its operation, so as to deliver the optimum of services and safety to the users of the airport and the citizens of Cottonwood.

Membership: Five members; must reside in corporate limits of City, and be tenants/lessees of airport or have working knowledge of aviation matters

Meetings: Annually, or as requested by City Council

Alternative Pension & Benefit Plan Board

Duties: Accounts for the distribution of retirement benefits to beneficiaries covered under the Alternate Pension and Benefits Fund. This fund was primarily instituted to provide volunteer firefighters with some sort of retirement benefits.

Membership: Seven members; three ex-officio, consisting of the Fire Chief, the Mayor, and the Finance Director; four volunteer firefighters

Meetings: Annually, and when issues arise that warrant a meeting

Board of Adjustment

Duties:

- A. Hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the Zoning Administrator in the enforcement of the Zoning Ordinance and to reverse or affirm, wholly or partly, or modify the order, requirement, or decision of the Zoning Administrator appealed from and make such order, requirement, decision or determination as necessary.
- B. Hear and decide appeals for variances from the terms of the Zoning Ordinance. A variance shall not be granted unless the Board of Adjustment shall find upon sufficient evidence:
 - 1) That there are special circumstances or conditions applicable to the property, including its size, shape, topography, location, or surroundings; and
 - 2) That such special circumstances or conditions are pre-existing and not self-imposed or created by the property owner or the applicant; and
 - 3) The strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other property of the same classification in the same zoning district; and
 - 4) The adjustment authorized does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

Membership: Five members; must reside in corporate limits of City

Meetings: Scheduled as necessary

Historic Preservation Commission

Duties:

- A. Advise the City Council on matters relating to historic preservation, including the making of plans and policies for the identification, evaluation, protection, preservation, and enhancement of historic structures, historic landmarks and historic districts in the City of Cottonwood.
- B. Work to increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.
- C. Work with property owners, developers, neighbors, and others to develop and implement procedures and criteria for the protection and enhancement of historic resources.
- D. Create a historic preservation plan for the City of Cottonwood, establish criteria and procedures for review of development within historic districts, maintain and update a local historic properties inventory, and review and propose sites and structures for designation as historic landmarks and for listing on the National Register of Historic Places.

Membership: Seven members, at least five must reside in corporate limits of City; two need not be residents, so long as they have substantial ties to the city, such as owning real property, owning a business, being employed within city limits, or other relevant factors

Meetings: 2nd Wednesday of each month, beginning at 6:00 PM

Industrial Development Authority

Duties: The Industrial Development Authority of the City of Cottonwood was formed pursuant to Title 9, Chapter 11, laws of the State of Arizona. The Authority's primary purpose is to expand manufacturing, industrial, and commercial enterprises within the City of Cottonwood and consistent with the limitations expressed by the Arizona Legislature.

Membership: Not less than three, nor more than nine members; not an officer or employee of the City; must reside in corporate limits of City

Meetings: Scheduled as necessary

Library Board

Duties: The Library Advisory Board shall from time to time make recommendations to the City Council, City Manager, and Library Manager on the general policies of the library and specific matters that may affect library users.

Membership: Seven members, five of which must reside within corporate limits of the City

Meetings: 3rd Wednesday of every month, at 5:00 PM

Municipal Property Corporation

Duties: The primary duties of this Corporation are related to City of Cottonwood bond issues that are under consideration. The Corporation reviews the City's Annual Report, and is required by the Arizona Corporation Commission (ACC) to file a Corporation Annual Report and Certification of Disclosure along with the Listing of all Municipal Corporation Officers and Directors. This report must include the City's annual Assets and Liabilities.

Membership: Three members; must reside within corporate limits of City

Meetings: Annually, and when a bond issue may be considered

Parks and Recreation Commission

Duties:

A. To advise the city council and the parks and recreation department in establishing general priorities at budget time for those items, other than administrative functions, relating to park development and recreation programs. This will involve yearly review and update of the five-year plan for park land acquisition and capital improvements as prepared by the parks and recreation department;

B. To advise the city council and assist the parks and recreation department in the development of a continuing plan for the city's park system and its recreation program. The city manager, through the parks and recreation department, shall from time to time send such plans and programs to the commission for its review. The results of such reviews shall then be forwarded to the city council for action. The same aforementioned may be requested by the city council for action. The same aforementioned may be requested by the city council from the commission involving research, comments, and/or recommendations on parks and recreation-related matters;

C. To advise the city council and parks and recreation department on the policies, rules and regulations relating to the operation, use, care and maintenance of areas and structures owned, leased or otherwise acquired by the city for use as parks and recreation centers.

Membership: Seven members, must reside in corporate limits of City

Meetings: 4th Tuesday of each month (except December and July) at 5:00 PM

Personnel Board

Duties: To establish the City policy on the duties and responsibilities of the Personnel Board. The Personnel Board hears appeals of employees' grievances, disciplinary actions, and dismissals in accordance with City policy and the policies set forth in the Employee Manual. The Personnel Board is also active in employee recognition programs.

Membership: Five members; three City employees elected by peers and two citizens who must reside within corporate limits of City

Meetings: Scheduled as necessarily; approximately quarterly

Planning and Zoning Commission

Duties: To formulate and administer any lawful plan duly adopted by the council for the present and future growth and development of the city; pertaining to the use of land and buildings for any purpose, to make or cause to be made a continuous study of the best present and future use to which land and buildings shall be put within the city and in cooperation with adjacent areas, and to recommend to the council revisions in such plans which, in the opinion of the commission, are for the best interest of the citizens of the city to hold public hearings where necessary; to make recommendations to the council on all matters concerning or relating to the creation of zoning districts, the boundaries thereof, the appropriate regulations to be enforced therein, and amendments of this chapter; to carry out the specific duties as prescribed by this chapter, and to undertake all activities usually associated therewith and commonly known as planning and zoning. The commission shall have the power to approve, conditionally approve, or disapprove all applications for design review as required by Section 304 of the Cottonwood Zoning Ordinance, basing its decision on the criteria set forth in Section 304 of the Zoning Ordinance, or any supplemental guidelines to the criteria as approved by the city council. The commission is also authorized to confer and advise with other city, county, regional or state planning commissions.

Membership: Seven members; must reside within corporate limits of City

Meetings: 3rd Monday of each month unless conflict with holidays, then held 4th Monday of the month; 6:00 PM

Public Safety Personnel Board (one each for Fire and Police employees)

Duties:

1. To decide all questions of eligibility and service credits, and determine the amount, manner and time of payment of any benefits under the system.
2. To prescribe procedures to be followed by claimants in filing applications for benefits.
3. To make a determination as to the right of any claimant to a benefit and to afford any claimant or the fund manager or both a right to rehearing on the original determination.
4. To request and receive from the employers and from members such information as is necessary for the proper administration of the system and action on claims for benefits and to forward such information to the fund manager.
5. To distribute, in such manner as the local board determines to be appropriate, information explaining the system received from the fund manager.
6. To furnish the employer, the fund manager, and the legislature, upon request, with such annual reports with respect to the administration of the system as are reasonable and appropriate.
7. To receive and review the actuarial valuation of the system for its group of members.
8. To receive and review reports of the financial condition and of the receipts and disbursements of the fund from the fund manager.
9. To appoint medical boards as provided in section 38-859.
10. To sue and be sued to effectuate the duties and responsibilities set forth in this article.

Membership: Five members, including the Mayor, two citizens, and two employees of the respective departments; neither employees nor citizens are required to be City residents

Meetings: Scheduled as necessary

Youth Commission

Duties:

- A. Act in an advisory capacity to the City Council on matters pertaining to the child and youth population, especially as it relates to municipal programs and projects;
- B. Maintain a constructive working relationship with organizations working towards a better quality of life for children and youth;
- C. Recognize children and youth making significant contributions to the community;
- D. Design and participate in activities and programs intended to generate youth input;
- E. Identify the unmet needs of children and youth through personal contact with children, youth, school officials, youth providers, and others.

Membership: 13 voting members; one non-voting adult rep; are not required to live within City limits

Meetings: Monthly, except during June, July and August

NOTE: Some boards and commissions may be required to meet more than once a month, depending upon the need for additional meetings.