

**DATE:** April 18, 2025  
**TO:** Mayor and City Council Members  
**FROM:** Tom Whitmer, Acting City Manager  
**SUBJECT:** Bi-Weekly Management Report



## Police Department

### National Public Safety Telecommunications Week

This week, we proudly celebrate our incredible dispatchers, the unseen heroes behind the scenes. The Cottonwood Police Department and all City Departments would like to recognize and thank our dedicated dispatch team, which serves not only our officers but also the Cottonwood Fire Department and other local police and fire agencies. These professionals are the calm voices in chaos, the first point of contact in every emergency, and the lifeline connecting our community to help. Their quick thinking, compassion, and steady voices save lives every day. We see you, appreciate all you do, and honor you this week. Happy National Dispatch Week!



### Animal Control Appreciation Week

This week, we are taking a moment to recognize and celebrate the hardworking and dedicated professionals who serve as our community's Animal Control Officers. Animal Control Appreciation Week runs from April 13 to 19. Our Animal Control Officers are highly trained individuals who respond to calls involving injured animals, protect the public from dangerous animals, enforce pet ownership laws, and play a key role in preventing the spread of diseases. If you see an Animal Control Officer, please remember to wave, thank them, or offer a kind word for their tireless dedication to the safety and care of animals.



## Cottonwood Police Spotlight – A Message of Thanks to Cottonwood PD

The Cottonwood Police Department received the following message of thanks.

“Cottonwood PD is really making changes for the better, the officers are more interactive with us. I like their attitudes, very caring and professional and don’t talk down to people, psychology must be taught now. My dad Brian D. Bebee was Phx police officer for 20 years, and my uncle was a sergeant on the LAPD during the Riots in the 60’s – 70’s. Even my great grandfather Richard Hodkinson was a patrolling in the early 1900’s in Ohio. I was raised around and respected all my dad’s friends that were officers. I was taught all people should be treated with dignity and respect. I see those values coming back strongly from the conduct of Cottonwood officers. I’m very aware and thankful they put their life on the line daily. I know how scary it is as a family member, the things my dad and uncle lived through. Both are still alive and well. So that’s my perspective as a daughter and 30 year member of the City of Cottonwood, owning 2 different businesses. I appreciate the dedication and help the officers do. I feel safe when I see the police officers handling situations here. Sending a big thank you to Cottonwood PD!”

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## Coffee With A Cop

The Cottonwood Police Department invites everyone to join them for Coffee With A Cop on April 24, 2025, at 9:00 A.M. The event will take place at the Neighborhood Coffee Shop, located at 677 East Mingus Ave, Suite #113. Enjoy a cup of coffee and engage in conversation with members of the police department in a casual and welcoming atmosphere. Come get to know the faces behind the badge and strengthen our community connections!



## Cottonwood Fire Department

### Cottonwood Firefighter Janine Jaber Selected as State Representative for Women in Fire

The Cottonwood Fire Department is proud to announce that Firefighter Janine Jaber has been selected to serve as the State Representative of Arizona for Women in Fire, a national organization dedicated to supporting the advancement of women in the fire service. This prestigious appointment represents a significant achievement not only for Firefighter Jaber but also for the Cottonwood Fire Department and the wider firefighting community in Arizona. During her two-year term, Firefighter Jaber will serve as a key liaison between Women in Fire and fire departments across the state, promoting education, support, and advocacy for women at all levels of the fire service.

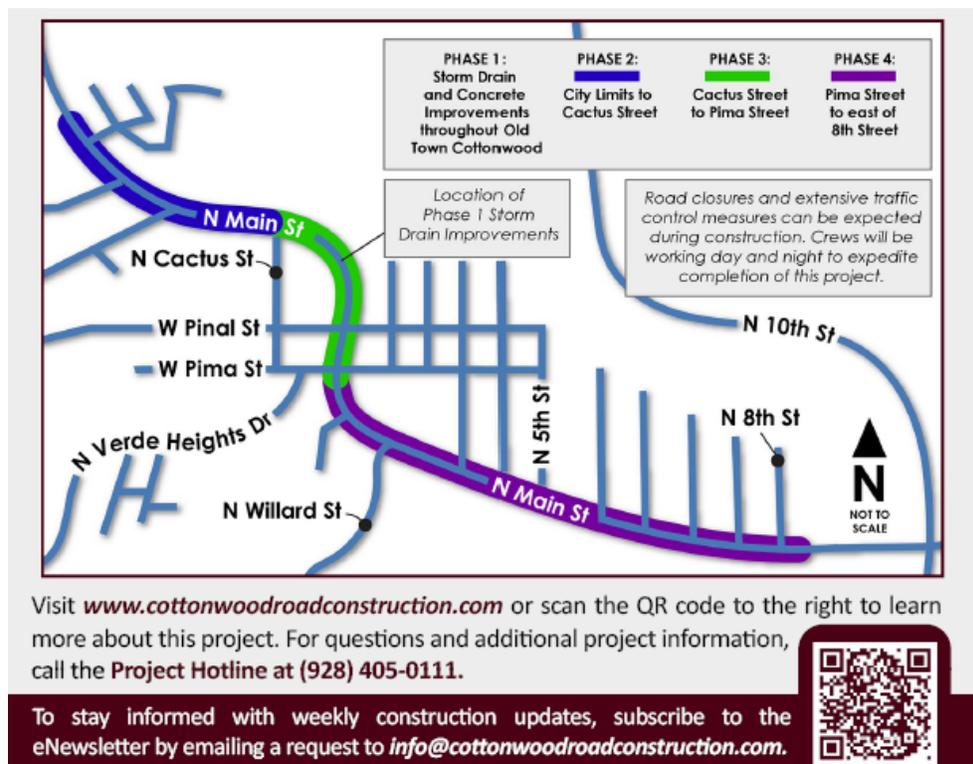
Women in Fire is a nationally recognized organization that offers resources, education, and a supportive network to help women advance and thrive in the fire and emergency services. As a State Representative, Firefighter Jaber will focus on outreach, resource development, and collaboration with departments to create inclusive environments. She has been a firefighter/paramedic since 2020 and has served with the Cottonwood Fire Department since 2023. Firefighter Jaber is a dedicated advocate for equity and excellence in the fire service. This appointment acknowledges her contributions and provides an opportunity to inspire the next generation of firefighters.

## Public Works

### Open House Meeting on Main Street Improvements Project

The City of Cottonwood and Contractor, Combs Construction Company, invite the public to attend an open house meeting for the Main Street Improvements Project. The meeting will be held on Wednesday, May 7, 2025, from 5:00 P.M. to 7:00 P.M., at the Cottonwood Recreation Center, 150 S. 6<sup>th</sup> Street. This meeting will be an open house format with no formal presentation. Feel free to join us anytime between 5:00 P.M. and 7:00 P.M. Members of the project team will be available to discuss items such as the project's scope, the tentative schedule, planned traffic control, and how to stay informed as the project progresses.

The Main Street Improvements Project involves the reconstruction of the asphalt pavement along Main Street, extending from the City limits to just east of 8<sup>th</sup> Street. Additionally, the project will include storm drain improvements and Americans with Disabilities Act (ADA) concrete work throughout Old Town Cottonwood. The construction will be carried out in four phases, as illustrated in the map below, with work expected to begin in late spring or early summer of 2025. The tentative completion date for the project is fall 2025. Please note that the timeline for this project is dependent on the completion of other nearby projects and is also highly influenced by weather conditions.



## Administration

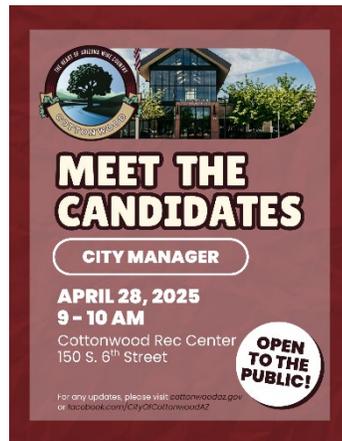
### Grant Coordinating Team

The Water Infrastructure Finance Authority (WIFA) Board held its final meeting regarding the Water Supply Development Fund resolution on Wednesday, April 16, 2025. During this meeting, they unanimously approved our application for a reimbursement grant of \$546,000 for the Mingus Avenue Wastewater Treatment Plant Injection Well. Congratulations to our Grant Coordination Team for their hard work in making this project a reality.

## Human Resources

### Meet The Candidates

The City's most recent search for a City Manager is nearing its conclusion. The City Council has selected its top three applicants and is now inviting staff and the public to a meet and greet on Monday, April 28, 2025, from 9:00 A.M. to 10:00 A.M. at the Cottonwood Recreation Center's Mingus room. All are welcome to attend and provide feedback on the candidates. After the meet and greet, responses will be collected [here](#). More information regarding the conclusion of the process will be shared with staff as it becomes available.



### A Personal Note of Thank You to Amanda Wilber

The Vitalant Blood Drive staff sent the following thank-you note to Amanda Wilber, the HR Director, to express their sincere gratitude for her invaluable assistance in organizing the recent blood drive event. Her support played a crucial role in ensuring the initiative's success, and the team wanted to recognize her efforts officially.

To: Amanda Wilber <[awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov)>

Subject: THANK YOU!!! - April 12th Vitalant Blood Drive Results

Amanda,

Good afternoon! It was great to quickly meet you at your office last week! I wanted to send a personal note of thanks for again hosting a blood drive at the Cottonwood Public Safety Building last Saturday! We simply cannot begin to express our appreciation for your dedicated service and support on behalf of community blood drives. I didn't hear of any issues with our team's set up or other items, so trust that everything went well on that front. I really appreciate all that you did to help get the word out – we had 31 of 32 appointments filled for the drive!

There were a couple of no-shows, but we had 27 donors that signed in and registered at the drive. As can occasionally happen, we had 3 donors that were deferred and 2 donors that were listed as "Quantity Not Sufficient" (this happens sometimes if donors were not adequately hydrated or if the blood started to clot prematurely for some reason). There were **18 donors that donated whole blood, 3 donors which were able to donate power red cells, and 1 that donated red blood cells and plasma** which resulted in a total of **26 life-saving blood units being collected**. This ended up being 2 units above our goal for this drive!

Since whole blood units can be separated into multiple components, **the lives of approximately 65 Arizona patients in need could be impacted by this single blood drive!!!** Please share our thanks with all of your city staff, dispatch, Fire/Police leadership and any others involved with this blood drive on our behalf! We are excited to partner with you, and I personally look forward to working with you on many more successful future community blood drives in Cottonwood.

The next blood drive date that we have scheduled with you will take place on **Saturday, August 16<sup>th</sup> from 9:00am to 12:30pm**. I will be in touch prior to that drive, and will again plan to send you e-flyers and other materials to share with your social media team. If you have any other questions, feel free to call me anytime at the phone number listed below, or you can also email me at [mwaypa@vitalant.org](mailto:mwaypa@vitalant.org).

THANK YOU so much for joining us on our life-saving mission and for the difference you are making in the lives and families of Arizona patients in need! We are very grateful for your strong commitment and support. Talk to you soon!

Sincerely,

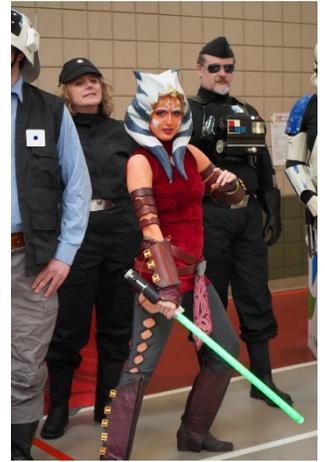
**Mark Waypa**

## Parks, Recreation, Library

## Verde Valley Comic Expo 2025 Wrap Up

We are thrilled to announce the successful conclusion of the 8th Annual Verde Valley Comic Expo, hosted by the Cottonwood Public Library. With over 800 attendees, we experienced a fantastic turnout. Thanks to our community's support, we collected over 250 pounds of food for the Old Town Mission and raised over \$3,000 for our Summer Reading program.

We would like to express our gratitude to our volunteers, vendors, food trucks, and cosplayers for their invaluable contributions. A special thanks goes out to our partners, sponsors, and special guests: The City of Cottonwood, The Cottonwood Bookmarks Friends of the Library, Pinnacle Bank, Pines Inn & Suites, Verve Events and Tents, Game On, Camp Verde Community Library, Yavapai Broadcasting, Old Town Mission, Art Paint Draw, The 501st Legion, Arizona Tardis, Steve Rude, Chris Giarrusso, Michael Gallagher, Kevin Coulston, The Janimal, Fernando Quisumbing, and DJ DBear. Your collaboration made this expo unforgettable. Thank you to everyone who contributed and attended. Let's keep the spirit alive for next year's expo! For more information, please call 928-634-7559 and ask for Danielle.



## Love Cottonwood

The City of Cottonwood encourages all community members to participate in the second annual Love Cottonwood volunteer day on Saturday, April 26, 2025, organized by Project Rising Hope. The event will kick off at 8:00 A.M. in the Cottonwood Community Clubhouse. There will be fun volunteer projects, delicious snacks and beverages, and an amazing time coming together to make a difference in our community. To learn more and to register to volunteer, please go to [lovecottonwood.com](http://lovecottonwood.com).



## Old Town Music and the Market

Old Town Music and the Market is back for the 2025 season on Friday, May 9, 2025. Join us at the Old Town Activity Park from 5:00 P.M. until dark for an evening of live music, delicious food, shopping, and more with your friends and neighbors. For more information, visit [oldtownmusicandthemarket.org](http://oldtownmusicandthemarket.org).



## Cottonwood's Annual Easter Eggstravaganza 2025

Thank you to everyone who joined us at Riverfront Park on April 19, 2025, for Cottonwood's biggest egg hunt event. We had a great time and hope you all did too! Thank you to all our staff, volunteers, and vendors for making this event possible!



## Community Development

### Planning & Zoning Commission

The Cottonwood Planning and Zoning Commission will hold its monthly meeting on Monday, April 21, 2025, at 6:00 P.M., at the City Council Chambers - Riverfront, 1083 E. Riverfront Road, Cottonwood, AZ 86326.

The following items will be on the agenda:

- ZO-25-004 - AMENDMENTS TO THE CITY OF COTTONWOOD ZONING ORDINANCE ARTICLE II (SECTION 201) DEFINITIONS
- ZO-25-005 - AMENDMENTS TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 405 SIGNS

### Historic Preservation Commission

The Cottonwood Historic Preservation Commission will hold its monthly meeting on Wednesday, April 23, 2025, at 6:00 P.M. at the Council Chambers - Riverfront, 1083 E. Riverfront Road, Cottonwood, AZ 86326.

The following items are scheduled for New Business:

- FY2026 HPC SMALL GRANT FUND APPLICATION ISSUANCE

The following items are scheduled for discussion only:

- CULTURAL SENSITIVITY MAP
- NATIONAL PRESERVATION MONTH
- 2025 COTTONWOOD HISTORIC PROPERTY TOUR

City Beautification Recognition Program

The City of Cottonwood Community Development Department is accepting nominations for the 2025 City Beautification Recognition Program cycle. If you know of a business within city limits with stellar landscaping, please nominate them by April 30, 2025. Visit <https://cottonwoodaz.gov/> for more information.



Planning & Zoning Quarterly Project Report

The Planning and Zoning Department is thrilled to present its comprehensive First Quarter Project Report, highlighting the various initiatives and developments we have undertaken in the past three months. This report encompasses detailed insights into our ongoing projects, progress updates, and future plans that aim to enhance our community's growth and development.

2025 Conditional Use Permit 1st Quarter					
P&Z Meeting Date	Project #	Project Name	Address/Parcel #	Date Approve by P&Z	Status
NONE					
2024 Conditional Use Permit					
P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approve by P&Z	Comments/Status
3/18/2024	CUP-24-001	Burger King Drive-Thru	888 S Main Street	3/18/2024	Building Permits Issued
3/18/2024	CUP-24-002	VVMC Boiler & Generator Replacement	300 S. Willard	3/18/2024	Building Permits Issued
8/19/2024	CUP-24-005 thru CUP-24-010	Cattle Grazing in an I-2 zone	406-33-026	8/19/2024	CC Denied
11/18/2024	CUP-24-012	Hampton Inn Pool Fence	650 W. Mingus Ave	11/18/2024	Completed 12/18/2024

2025 GP Amendments 1st Quarter				
P&Z Meeting Date	Project Number	Project Name	Date Recommended by P&Z	Comments/Status
2/24/2025	NA	GP Minor Amendments	3/18/2025	Approved by CC 03/27/2025 Resolution #3335
2024 GP Amendments				
NONE				

2025 Re-Zones 1st Quarter					
P&Z Meeting Date	Project #	Project Name	Address/Parcel #	Date Approve by P&Z	Status
2/24/2025	Z-25-001	CF & NF Zone Changes	Approx. 1005 Acres	2/24/2024	Approved by CC 03/27/2025 Ordinance #754
2024 Re-Zones					
P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approved by P&Z	Comments/Status
Monday, March 18, 2024	Z-24-001	Bartosh Re-zone	906 N. 2nd Street	Council Approved 05/07/2024	Ordinance #744 effective 07/07/2024
NA	Z-24-002	Minor PAD Amendment	920 N. Main Street	Director Approval 08/19/2024	Updated MDP was received 08/08/2024

2025 1st Quarter DESIGN REVIEWS					
P&Z Meeting Date	Project #	Project Name	Address/Parcel #	Date Approve by P&Z	Status
NA	DR-25-001	IC Building Addition	700 N. Bill Gray Rd	Admin Approval 02/07/2025	Building Permits have been applied for
NA	DR-25-002	Apache Duplex	1401 E Apache St	Admin Approval 03/10/2025	Building Permits Issued
2024 DESIGN REVIEWS					
P&Z Meeting Date	Project #	Project Name	Address/Parcel #	Date Approve by P&Z	Status as of April 2025
3/18/2024	DR-24-001	Burger King	888 S. Main Street	3/18/2024	Building Permits Issued
5/20/2024	DR-24-003	Cottonwood Springs RV Solar Canopy	1003 W. Mingus Ave	5/20/2024	Finaled 02/06/2025
NA	DR-24-004	Groom Shop	828 W. Mingus Ave	Admin Approval 03/26/2024	Finaled 06/24/2024
5/20/2024	DR-24-005	Apartments on Mingus	406-34-015A	5/20/2024	Building Permits have been applied for
5/20/2024	DR-24-006	Bungalows on Main Extension	718 N. Main Street	5/20/2024	Building Permits have been applied for
8/19/2024	DR-24-007	Runway Apartments	406-32-085C	8/19/2024	Building Permits Issued
10/21/2024	DR-24-008	Renovation of Coombs Building	921 N. Main Street	10/21/2024	Building Permits Issued
8/19/2024	DR-24-009	Arby's	400 S. Main Street	8/19/2024	Building Permits have been applied for
11/18/2024	DR-24-010	Construction Yard	21 E. Cottonwood Street	11/18/2024	Fence Permit Issued
NA	DR-24-011	Verde Plaza Solar	195 S 7th Street	Admin Approval 10/01/2024	Building Permits Issued
9/16/2024	DR-24-012	89 & Vine	540 Bill Gray Road	9/16/2024	Building Permits have been applied for
NA	DR-24-013	Airplane Hangar	638 S. Airpark Road	Admin Approval 10/28/2024	Building Permits are in Review
10/21/2024	DR-24-014	Berry Divine	1054 N. Main Street	10/21/2024	Finaled 1/28/2025
10/21/2024	DR-24-015	San Cipriano Extension	1308 E. Cherry Street	10/21/2024	Building Permits have been applied for
NA	DR-24-016	DEQ Cottonwood Remediation System	11 N. Main Street	Admin Approval 11/21/2024	Building Permits Issued

2025 Final Plats 1st Quarter					
P&Z Meeting Date	Project #	Project Name	Address/Parcel #	Date Approve by P&Z	Status
None					
2024 Final Plats					
P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approved	Comments/Status
1/22/2024	FP-23-001	6 on Sixteenth	406-06-364J	P&Z Approval 01/22/2024	Approved by CC 04/20/2024 - Not Recorded; Pending Required Assurances from Applicant
1/22/2024	FP-23-002	Mingus Views	406-06-036A	P&Z Approval 01/22/2024	Approved by CC 04/11/2024 - Recorded with YC 11/04/2024

2025 Text Amendments 1st Quarter				
P&Z Meeting Date	Project #	Project Name	Date Approve by P&Z	Status
No date set yet	ZO-25-001	Section 310 Historic Preservation		
2/24/2025	ZO-25-002	Sections 423 (CF) and 426 (NF)	3/18/2025	Approved by CC 03/18/2025 Ordinance # 757
4/21/2025	ZO-25-003	Subdivision Ordinance	will post in 2nd Quarter Report	
4/21/2025	ZO-25-004	Section 201 Definitions	will post in 2nd Quarter Report	
4/21/2025	ZO-25-005	Section 405 Signs	will post in 2nd Quarter Report	
2024 Text Amendments				
P&Z Meeting Date	Project Number	Project Name	Date Approve by P&Z	Comments/Status
3/18/2024	ZO-24-001	ZO Section 405 - Signs	3/18/2024	Approved by CC 04/16/2024 Ordinance #743
6/17/2024	ZO-24-003	Housing/ADU - Several Sections	6/17/2024	Approved by CC 07/16/2024 Ordinance #747
6/17/2024	ZO-24-004	ZO Section 312 - Housing Affordability	6/17/2024	Approved by CC 07/16/2024 Ordinance #748
8/19/2024	ZO-24-006	Keeping of Fowl	8/19/2024	Approved by CC 09/17/2024 Ordinance #750
8/19/2024	ZO-24-007	Signs in Old Town	8/19/2024	Approved by CC 09/17/2024 Ordinance #751
10/21/2024	ZO-24-008	ZO Section 301 - Amendments or Zone Changes	10/21/2024	Approved by CC 12/03/2024 Ordinance #752

2025 Preliminary Plats 1st Quarter					
Date In	Project Number	Project Name	Address/Parcel #	Date Approve by P&Z	Comments/Status
NONE					
2024 Preliminary Plats					
NONE					

2025 Annexations 1st Quarter					
Date In	Project Number	Project Name	Address/Parcel #	Date Approve by P&Z	Comments/Status
NONE					
2024 Annexations					
NONE					

If you have any questions, please don't hesitate to reach out.

Thank you.

**Tom Whitmer**  
**Acting City Manager**