

DATE: May 16, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Bi-Weekly Management Report



Police Department

Police Department Attends Technology Summit in Atlanta, Georgia

Earlier this week, Communications Center Manager Alexis James and Commander Gareth Braxton were invited to attend a technology summit in Atlanta, Georgia, along with dozens of other law enforcement leaders from around the state. The summit focused on technology advancements, real-time crime centers (RTCCs), drone deployments, and artificial intelligence (AI). They also had a chance to tour the Dunwoody Police Department's RTCC, to see how it might be scaled to the Cottonwood and Verde Valley region. The Cottonwood Police Department has solicited grant funding to aid in acquiring and implementing some of this technology. One of the department's key strategic directions is to "Advance Technology Solutions."



Cottonwood Police Officer Stephan Wagner

We are proud to announce that Cottonwood Police Officer Stephan Wagner has been selected to serve as a drill instructor at the Northern Arizona Regional Training Academy (NARTA). In this part-time role, Officer Wagner will continue his responsibilities within our Patrol Division and serve as a Field Training Officer, where he mentors and trains new officers joining our department. His involvement will not only benefit the new recruits at NARTA but will also enhance the quality of training within our department.

NARTA, located on the Yavapai College Prescott Campus, is a regional training center serving city, county, tribal, and state law enforcement agencies throughout Arizona since 1996. The academy offers a rigorous 21-week basic training program with over 800 hours of instruction.



Mountain View Preparatory

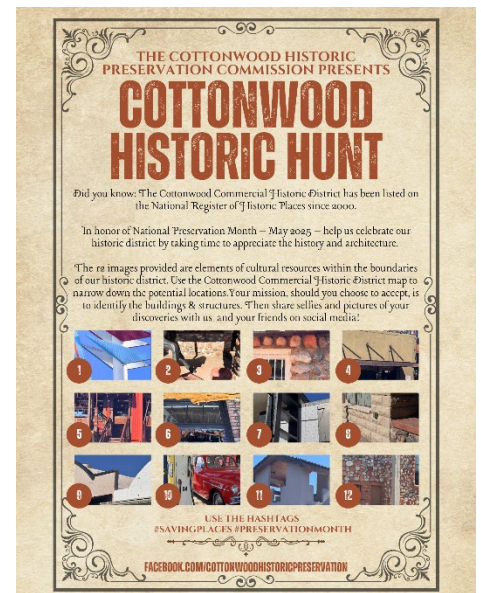
This week, Chief Freudenthal, alongside members of the Cottonwood Police Department and Cottonwood Law Enforcement Heroes, visited Mountain View Preparatory (MVP) in Cottonwood. Thanks to generous donations made through the Cottonwood Law Enforcement Heroes 501(c)(3) nonprofit, the group was proud to present seven \$400 checks to individual teachers to help support classroom needs and enhance educational resources for their students. These donations are part of an ongoing commitment by Cottonwood Law Enforcement Heroes and the Cottonwood Police Department to invest in our community and show appreciation for the incredible work teachers do each day. We are grateful for the opportunity to give back to those who shape the future, and we thank the staff at MVP for their warm welcome and continued dedication to local youth.



Community Development

Historic Preservation Month

The Community Development Department & Historic Preservation Commission have planned the Cottonwood Historic Hunt to celebrate the City Council proclaiming May as Historic Preservation Month. The 12 images provided are elements of cultural resources within the boundaries of our historic district. Use the Cottonwood Commercial Historic District map to narrow down the potential locations. Your mission, should you accept, is to identify the buildings & structures. Then share selfies and pictures of your discoveries with us and your friends on social media by tagging [facebook.com/CottonwoodHistoricPreservation](https://www.facebook.com/CottonwoodHistoricPreservation).

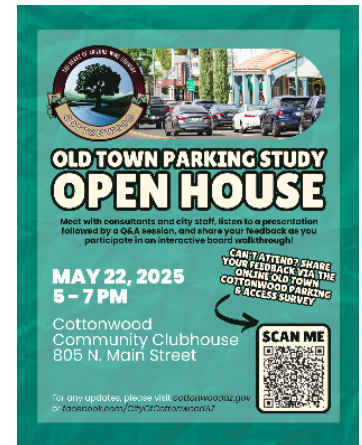


Old Town Cottonwood Parking Study Open House

The City of Cottonwood Community Development Department invites the public to the Old Town Parking Study Open House, which will be held on Wednesday, May 22, 2025, from 5:00 p.m. to 7:00 p.m. at the Cottonwood Community Clubhouse, 805 N. Main Street. This is your chance to help shape the future of parking in Historic Old Town Cottonwood. We want to hear from you whether you are a resident, business owner, employee, or visitor.

At this open house, attendees can expect to:

- **Meet with the project team:** Talk with the City of Cottonwood representatives and consultants from Kimley-Horn and Associates.
- **Learn more:** A short presentation will be followed by a Q&A session.
- **Provide interactive feedback:** Share your thoughts through an informational board walkthrough featuring maps, infographics, and possible parking solutions.



Can't make it? You can still participate. An online survey is open through Thursday, May 29, 2025, at <https://www.surveymonkey.com/r/oldtownparkingsurvey>. The public input we receive at the open house and through the survey will help guide real solutions. We look forward to seeing the public participate and be in attendance.

Planning & Zoning Commission

The Cottonwood Planning & Zoning Commission will meet on Monday, May 19, 2025, at 6:00 p.m. at the City Council Chambers – Riverfront.

The agenda will include the following items:

- •DR-25-003 – Circle K at 89A and 12th Street
- Old Town Parking Plan: Stakeholder Engagement for the Planning & Zoning Commission

Historic Preservation Commission

The Cottonwood Historic Preservation Commission will meet on Wednesday, May 28, 2025, at 6:00 p.m. at the City Council Chambers – Riverfront. The agenda will be finalized as the meeting date approaches.

Parks, Recreation, Library

Volunteer Expo in Sedona

On Wednesday, May 14, 2025, the Parks & Recreation Department had the opportunity to attend the Volunteer Expo in Sedona, alongside various organizations from across the Verde Valley. It was a great chance to connect with community members and share the exciting events and programs offered through our Parks & Recreation Department. We were pleased to see interest from several individuals who stopped by to learn more about how they can get involved. Several attendees left their contact information and expressed interest in future volunteer opportunities with our department.



Lifeguard Classes

The Parks and Recreation Department hosted two additional full lifeguard certification classes this May. These sessions provided participants with the opportunity to develop essential life-saving skills. Ten individuals successfully completed the training and earned certifications in Lifeguarding (including deep water), CPR, AED, and First Aid for the Professional Rescuer.



Family Craft at the Cottonwood Public Library

In March and April, kids at the Cottonwood Public Library crafted 45 yarn cat toys to donate to the Humane Society. Their creativity and compassion are already making a difference, as shelter cats are enjoying their new toys. As part of our ongoing partnership, staff from the Humane Society join us as special guests every month during our Family Craft Program, which takes place on Fridays from 3:30 p.m. to 4:30 p.m. Don't miss their next visit on Friday, July 18, 2025.



Special Guest at Family Craft at the Cottonwood Public Library

On Friday, April 25, 2025, the Cottonwood Public Library hosted a special guest at Family Craft. Jennifer Mabery from Yavapai Community Health Services, also a proud Bicycle Advisory Committee member, joined us for a fun afternoon of crafts, learning, and bike safety. She brought plenty of great giveaways for the kids and taught them how to stay safe while riding their bikes. Jennifer also mentioned that May is National Bike Month, making it a perfect time to celebrate cycling and practice safe riding habits. Family Craft takes place every Friday from 3:30 p.m. to 4:30 p.m. at the Cottonwood Public Library. Join us for more fun activities, special guests, and hands-on creativity. Thank you, Jennifer, for bringing your energy, knowledge, and resources to help keep our community safe and rolling!



Special Guest: Mayor Shaw at Storytime

On Thursday, April 17, 2025, the Cottonwood Public Library had the pleasure of welcoming Mayor Ann Shaw of Cottonwood as a special guest for our Thursday morning Storytime. Mayor Shaw delighted the children by reading a charming story, and they were excited to meet her and hear her narration. The morning was filled with joyful dancing, story sharing, and a fun craft activity. The children thoroughly enjoyed the visit and the opportunity to get to know their Mayor. We are grateful to Mayor Shaw for taking the time to join us and make Storytime extra special!



Special Guest: Vice Mayor Coates at Storytime

On Thursday, May 8, 2025, the Cottonwood Public Library had a special surprise guest at Storytime. Vice Mayor Felicia Coates rode her bike to visit our little ones and led an engaging session focused on bike safety. She emphasized the importance of wearing a helmet, transitioning from training wheels, and staying safe while riding. The children loved hearing from a community leader who is both caring and active. Thank you, Vice Mayor Coates, for pedaling over to make our day extra special and for helping to keep Cottonwood's youngest citizens safe and rolling!

Join us for Storytime at the Cottonwood Public Library!

- Tuesdays from 10:00 a.m. to 11:00 a.m. for ages 0-3: Enjoy stories, music, dancing, and social and developmental interaction.
- Thursdays from 10:00 a.m. to 11:00 a.m. for ages 3-5: Participate in stories, music, dancing, playing instruments, and a themed craft.

Be a part of the fun and learning!

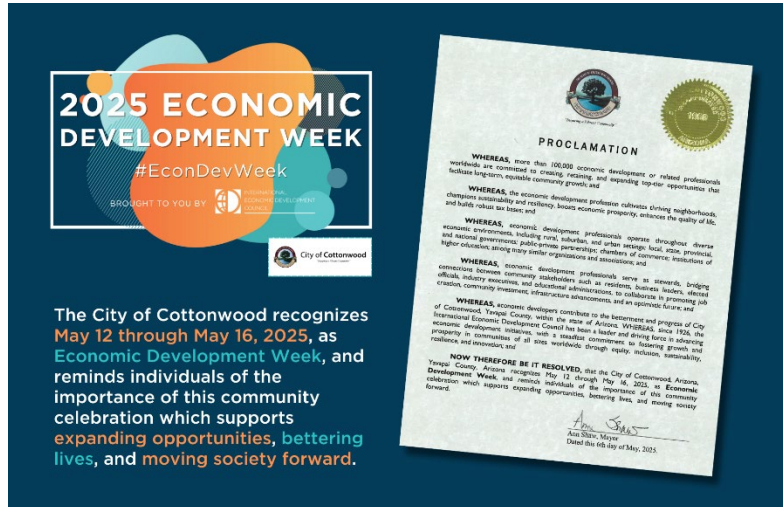
Tourism & Economic Development

SHOP Cottonwood Newsletter

The latest issue of the SHOP Cottonwood Newsletter for 2025 was distributed on May 14, 2025, by the Tourism & Economic Development Department. We look forward to continuing to provide informative material for our local businesses and the community. To read this week's issue or to subscribe to receive future issues, please visit the [SHOP Cottonwood Newsletter](#).

Economic Development Week

The City Council signed a proclamation proclaiming May 12-16, 2025, as Economic Development Week in the City of Cottonwood. To celebrate, the Tourism & Economic Development Department ran a digital campaign on the City's Facebook page to highlight different aspects of economic development. To view the posts, please visit facebook.com/CityOfCottonwoodAZ.



Appreciation Team (A Team)

Employee & Volunteer Appreciation Event

Get ready for a fun-filled day! The City of Cottonwood Employee & Volunteer Appreciation Event is just around the corner and is open to all City employees, volunteers, and their families. Join us on Wednesday, May 21, 2025, from 12:30 p.m. to 4:00 p.m. at the Cottonwood Kids Park, located at 350 S. 12th Street. Administration will provide hamburgers, hot dogs, cotton candy, popcorn, and refreshments. We kindly ask that you bring a dessert or a side dish to share. There will be a cornhole tournament, exciting games, activities, and team challenges throughout the event. Don't forget your lawn chairs, picnic blankets, yard games, and sunscreen!



Administration

Office Closures and Departmental Updates for Memorial Day

The City of Cottonwood's administrative offices will be closed on Monday, May 26, 2025, in observance of Memorial Day.

The Cottonwood Public Library will also be closed and reopen on Tuesday, May 27, 2025, at 9:00 a.m.

The Cottonwood Recreation Center will remain open on May 26, 2025, and operate according to the following adjusted schedule:

Fitness Center: 4:30 a.m. – 8:00 p.m.

Indoor Pool: 9:00 a.m. – 4:00 p.m.

Group Exercise Classes: Canceled

Outdoor Pool Lap Swim: 10:00 a.m. – 12:00 p.m.

Outdoor Pool Open Swim: 12:00 p.m. – 4:00 p.m.

Cottonwood Area Transit (CAT) will not offer regular bus service on May 26, 2025. The Verde Shuttle will operate regular bus service on all routes on that day. The CAT administrative offices will be closed on May 26, 2025, and reopen on Tuesday, May 27, 2025, at 8:00 a.m.

Public Safety will be working regular hours, and emergency utility personnel will be on call and available. Call (928) 634-0186 to contact emergency utility personnel after business hours, on weekends, and on holidays.

The City of Cottonwood wishes everyone a safe Memorial Day weekend!



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

Thank you.

Tom Whitmer
Acting City Manager