

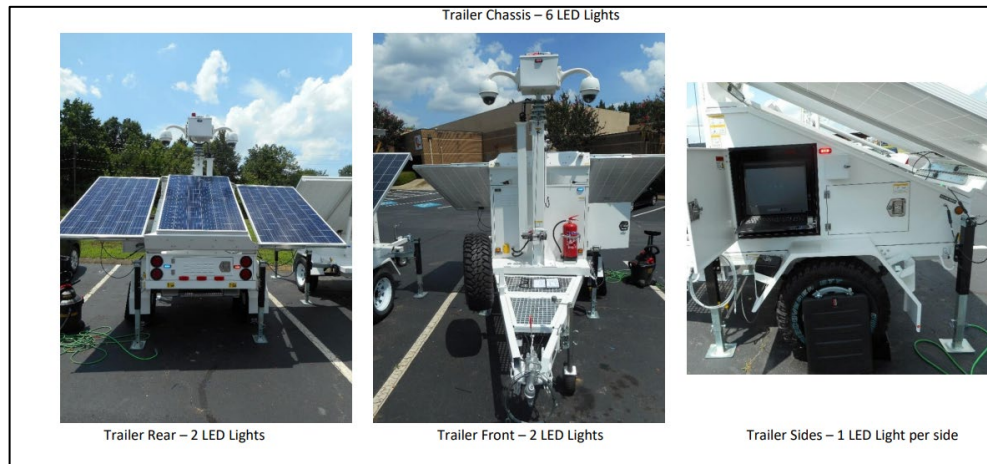
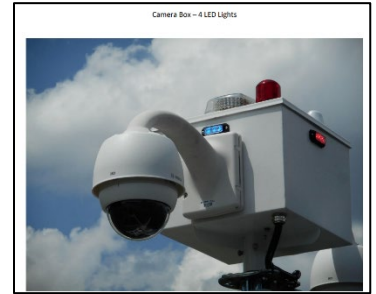
DATE: May 30, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Bi-Weekly Management Report



Police Department

Police Department Mobile Surveillance Trailer

Last week, the Cottonwood Police Department received a new mobile surveillance trailer. This overtly visible trailer will be deployed throughout the City to safeguard critical infrastructure, public events, and private businesses while deterring and addressing unwanted activity. The system includes remotely operated cameras and motion detection capabilities. Similar systems are commonly found at construction sites and large retail or convenience stores across the state. This trailer was purchased with a grant from the Arizona Department of Homeland Security. A special thanks goes to Lisa Lau for her significant assistance with the procurement process!



Administration

Coffee with Council

Join your Elected City Leaders for "Coffee with Council" on Thursday, June 12, 2025, from 9:00 a.m. to 11:00 a.m. at Queen B Vinyl Café, 102 E Pima Street, Cottonwood, AZ. Enjoy complimentary coffee and pastries while engaging in discussions about important community topics. The featured topic for this event will be the Arizona Department of Transportation (ADOT) Airport Pavement Management System (APMS) for the Cottonwood Municipal Airport. The Mayor, Vice Mayor, Councilmembers, and City staff will be available to answer questions, listen to your thoughts, and engage in meaningful conversations about airport infrastructure. This event is free and open to the public. Stop by, grab a cup of coffee, and be part of the discussion!



Community Development

Ordinance Number 760

On May 20, 2025, the City Council approved declaring the documents titled "2025 Community Development and Fire Department Fee Schedule" and "2025 Community Development Fees Code Update" as a Public Record(s) and adopted the "2025 Community Development and Fire Department Fee Schedule" and "2025 Community Development Fees Code Updates".

Ordinance Number 761

On May 20, 2025, the City Council approved declaring the "2025 Building Code Update" documents as a Public Record, adopting them by reference, and amending the Cottonwood City code as set forth therein, providing for severability and penalties.

Ordinance Number 762

On May 20, 2025, the City Council declared the document titled "May 2025 Amended Zoning Ordinance Article II, Section 201: Definitions" as a public record and adopted the "May 2025 amended Zoning Ordinance Article II, Section 201: Definitions".

Ordinance Number 763

On May 20, 2025, the City Council declared the document titled "May 2025 Amended Zoning Ordinance Section 405: Signs" a Public Record and adopted the "May 2025 Amended Zoning Ordinance Section 405: Signs".

DR-25-003 – Circle K

On Monday, May 19, 2025, the Planning and Zoning Commission approved DR-25-003, which allows a gas service station with an associate convenience store at 1150 E. SR 89A.

FY2026 Small Grant Application

On May 28, 2025, the Historic Preservation Commission voted to approve the 50/50 Matching Small Grant application issuance for FY2026. The application acceptance window will be from Monday, June 2, 2025, to Friday, October 31, 2025.

Old Town Parking Study Survey

The City of Cottonwood has partnered with Kimley-Horn to conduct an Old Town Parking Study. Please use the provided link to participate in the parking study survey: <https://www.surveymonkey.com/r/oldtownparkingsurvey>. Or scan the attached QR code.

We would love to hear from you.



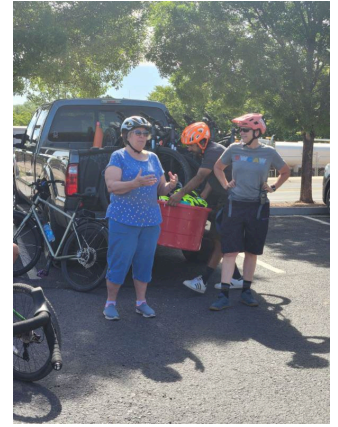
Parks, Recreation, Library

Bike with the Mayor and Kids to Parks Day

On Saturday, May 17, 2025, the City and its partners hosted two successful community events celebrating active living and civic engagement. The Mayor's Bike Ride welcomed riders of all ages and featured participation from Mayor Ann Shaw and Vice Mayor Felicia Coates, highlighting the City's commitment to health and wellness. We extend our heartfelt thanks to the Bicycle Advisory Committee and Yavapai County Health Services for organizing this initiative.

On the same day, Kid to Park Day brought families together at the park for fun, games, and outdoor activities, in collaboration with the Cottonwood Youth Advisory Commission and Parks and Recreation staff.

We sincerely appreciate everyone who contributed to making these events possible and all those who continue to support Cottonwood Parks and Recreation. Your involvement helps foster a healthier, more connected community through active play and shared experiences.



Operation Graduation

On Friday, May 23, 2025, the Cottonwood Public Library participated in Operation Graduation, a celebration honoring recent graduates from Mingus Union High School. We brought three Oculus Quest 2 headsets, allowing graduates to have fun and experience virtual reality. Around 70 young adults stopped by to chat with John Stabe Jr. and Paula Valenzuela about the library and our services, which are helping us build meaningful connections within our community.



Staff Spotlight: Danielle Ave Represents Cottonwood Library at Statewide Webinar

We are proud to recognize Danielle Ave, one of our outstanding library staff members, for her recent role as the lead presenter in a statewide webinar hosted by the Arizona Library Association. The session, attended by over 140 participants, focused on best practices for supporting patrons with disabilities, an area where Danielle continues to demonstrate exceptional expertise and compassion.

Danielle's presentation provided invaluable insight into creating more inclusive and accessible library environments. Her work not only reflects our organization's core values but also positions Cottonwood Library as a leader in service delivery across Arizona.

Please join me in congratulating Danielle on this significant achievement and for representing our department with such professionalism and thoughtful leadership. Below is the link to the YouTube video, which we encourage all to watch. <https://www.youtube.com/watch?v=HMYuIFAiWZo&feature=youtu.be>



Summer Reading Challenge

The Summer Reading Challenge at the Cottonwood Public Library kicks off June 2, 2025, and we're inviting all youth from birth to 18 to be part of the fun. This year's theme is Color Our World, a celebration of creativity, the arts, and books. Our free program encourages kids and teens to read all summer while enjoying art activities, storytimes, and special events. The best part? There are tons of fantastic prizes to be won just for reading. Whether your child loves picture books, graphic novels, or chapter books, there's something for everyone—and it's an excellent way for them to stay engaged and learn while school is out.

You can sign up today by visiting <https://cottonwoodaz.gov/203/Library> and clicking on the Reading Challenge Sign-Up tab, stop by the Cottonwood Public Library at 100 South 6th Street, or call us at (928) 340-2788 for more information. This program is made possible thanks to our generous sponsors, who help us bring creativity, literacy, and fun to our community all summer. Let's color our world with imagination, discovery, and reading!

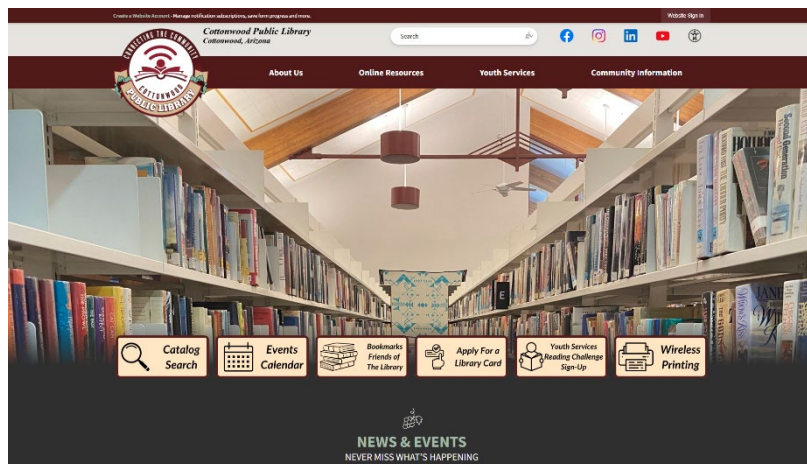


Cottonwood Public Library's Website

We're excited to announce that starting June 9, 2025, the Cottonwood Public Library's website will be moved to www.cottonwoodaz.gov/library. You can visit it right now! Don't worry—ctwpl.info will remain active and automatically redirect you to our new website.

To search the library catalog, click the "Catalog Search" button on the homepage. You can explore the entire Yavapai Library Network and manage your account. You'll also find easy-to-use buttons along the bottom of the homepage to guide you to our most popular services.

The "About Us" tab contains helpful information such as wireless printing instructions, a list of our services, the staff directory, and volunteer applications. If you're looking for digital materials, the "Online Resources" section gives you quick access to all the free online tools available with your library card. If you have any questions or need assistance, please call us at 928-634-7559.



Library's Community Impact Through Early Intervention Partnership

Adela Martinez, Early Literacy and Spanish Services, from the Cottonwood Public Library, was recently recognized by Sunrise Therapy's Community Outreach Manager for her thoughtful and impactful collaboration with the Arizona Early Intervention Program (AZEIP) over the past year. Through her dedication, local families could attend developmental classes and parenting workshops that supported early learning and encouraged meaningful connections between children and their caregivers.

This partnership reached 179 parents and caregivers and 206 children. It also helped families complete developmental screenings (ASQs), resulting in referrals to early intervention services when needed. Adela has played a key role in making the library a trusted space where families feel supported and connected to the resources their children need to thrive. Her work is a meaningful example of how our library builds strong community partnerships that create a lasting impact.



Teen-Focused Program at the Cottonwood Parks & Recreation Department

The City of Cottonwood Parks & Recreation Department is proud to launch a dynamic lineup of teen-focused programs designed to help youth physically, socially, and emotionally thrive. Whether you're looking to build confidence in the gym, compete in high-energy games, or sharpen essential life skills, we've got something just for you. During June and July, we will offer various programs to patrons ages 12-17. Unless otherwise noted, all programs are free with a Rec Center membership or day pass.

Recurring events include:

- Fit Start Teen: Jumpstart your fitness journey with Fit Start Teen — a fun and informative wellness orientation and introduction to working out safely and confidently! Designed for youth ages 12–16, this program covers essential exercise guidelines, proper gym etiquette, and safety practices to help you maximize your time in the fitness center.
- Ultimate Teen Games: Join the City of Cottonwood Parks and Recreation for Ultimate Teen Games, a fun-filled mix of friendly competition, teamwork, and high-energy activities! Teens will take on games like dodgeball, volleyball, basketball, relay races, Minute to Win It, and more. Whether you aim to win or want to hang out and have fun, this program has something for everyone. Held a few afternoons and evenings each week—don't miss the action.
- Teen Team-Building Games: This program empowers teens through fun, hands-on activities that build leadership, communication, problem-solving, and teamwork skills, which are essential for success in school, work, and life. Activities include board games, card games, cardboard boats, and more.



Please follow the Parks & Recreation Department on Facebook for updates at www.facebook.com/CWPARD. please see the attached flyer

Summer Season Preparation at the Cottonwood Parks & Recreation

With the arrival of summer, our team is gearing up for another busy and productive season. In preparation, our seasonal and part-time employees recently completed a comprehensive series of training sessions designed to enhance safety, service quality, and workplace conduct as we serve the public.

The training sessions included:

- De-Escalation and Active Assailant Training: Conducted in partnership with the Cottonwood Police Department. These sessions provided crucial strategies for safely handling high-stress situations and responding effectively during a critical incident.
- Sexual Harassment Prevention Training: Facilitated by Human Resources, this training reinforces our commitment to a respectful and inclusive work environment.
- Customer Service Training: Led by Parks and Recreation, focused on improving communication, problem-solving, and public engagement skills.

We sincerely thank Sergeant Ryan Gibson, Officer Clint Dobrinski, Amanda Wilber, and Jak Teel for dedicating their time and expertise to these important training sessions. Their contributions are instrumental in preparing our staff to deliver safe, respectful, and high-quality service throughout the summer.



Airport

Airport Commission

The Cottonwood Airport Commission will meet on Wednesday, June 4, 2025, at 6:00 p.m. in the City Council Chambers.

Some of the following items from the Airport Manager's Report will be discussed:

1. Report on Air Traffic Count Based on Virtower Air Traffic Program
2. Report on Recent Meeting with Embry-Riddle Aeronautical University
3. Mongini Grading Agreement
4. Capital Projects Update
5. Noise Complaints Update

Human Resources

Safety Daze 2025 – Wrap-Up

Safety Daze 2025 was a successful undertaking. Our goal is to offer material relevant to the workplace, but also interesting and helpful outside of work. This year, classes included Stop the Bleed, CPR Quick Course, Heat Stress, Fire Extinguisher, Situational Awareness & Active Shooter, Ergonomics 101 (provided by Southwest Risk), and Desert Safety (provided by Phoenix Herpetological Sanctuary). The most attended courses were the mandatory classes; however, the other offerings were well received. The total number of participants was up 30% from last year. Thank you for making it a success for all those who attended classes.

In addition to the classes, a Games Packet was provided to challenge our knowledge of safety information. The idea is to foster some discussion and collaboration to assist with the successful completion of the packets. A special shout-out to Parks & Rec is in order. They had an intra-department challenge to attend all classes. Creating a little competition often drives results. Several employees were successful in that effort; however, not all of them completed the Games Packet.

Employees who attended the two mandatory classes and one voluntary class and turned in their “completed” game packet were deemed eligible for participation prizes. Each eligible person received a consolation prize of a glass breaker/seat belt cutter. In addition, they would qualify for the drawing for the first, second, and third prizes.



This year, 10 employees were eligible for participation prizes. The eligible employees were Dana Dowell, Parks & Rec; Nadine Flores, Police Department; Laura Herrera, Economic Development; Lisa Lau, Finance; Caitlyn Neal, Park & Rec; Vince Piazza, Parks & Rec; Paula Valenzuela, Library; Travis Wilson, Parks & Rec; and Tristan Wright, Parks & Rec.

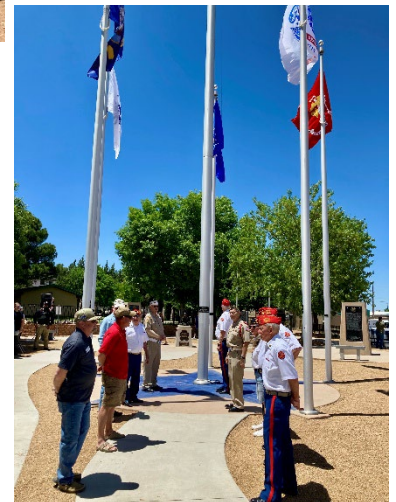
The drawing winners were Travis Wilson, 3rd, Dana Dowell, 2nd, and Paula Valenzuela, 1st. They were allowed to select a safety-related prize. Travis chose a survival kit, Dana chose a portable compressor, and Paula chose a vehicle emergency kit. See the photos below. Dana and Lisa were not available. Caitlyn was Dana’s stand-in for the drawing photo.



City Council

Verde Valley Military Service Park Memorial Day Ceremony

On Saturday, May 24, 2025, the Verde Valley Military Service Park hosted a Memorial Day Ceremony. Several Council members attended, and Mayor Shaw delivered a speech.



Cottonwood Cemetery Memorial Day Ceremony

On Monday, May 26, 2025, the Veterans of Foreign Wars Post 7400 held a Memorial Day ceremony to honor the fallen military members of our community. Mayor Shaw delivered a moving speech about her father, who served in World War II. Several council members were also in attendance.





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

Thank you.

Tom Whitmer
Acting City Manager