

DATE: June 27, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Bi-Weekly Management Report



Fire Department

American Heart Association Mission: Lifeline® EMS Gold Achievement Award

The Cottonwood Fire Department has received national recognition from the American Heart Association by being awarded the Mission: Lifeline® EMS Gold Achievement Award. This honor reflects the department's commitment to providing rapid, research-based care to individuals experiencing severe heart attacks and strokes, ultimately saving lives.

Mission: Lifeline EMS® is a program by the American Heart Association that acknowledges prehospital emergency agencies for their quality of care in treating heart attack and stroke patients. The program aims to enhance care quality by integrating all components of heart attack and stroke treatment into a seamless care system. Key principles of these care systems emphasize evidence-based guidelines, performance measurement, gap identification, and engagement in quality improvement efforts.



Cottonwood Area Transit

Southwest Transit Association Spotlight Award

Cottonwood Area Transit has been awarded the 2025 Spotlight Award in the Print Media Category for their “Hit The Spot” campaign. The award will be officially presented at the LPTA/SWTA Summer Conference on Tuesday, July 29, 2025. Congratulations to the Cottonwood Area Transit team for their creativity and hard work on this project!

Public Works

Main Street Improvements Project

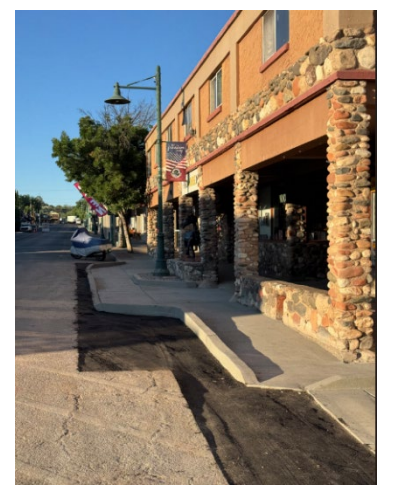
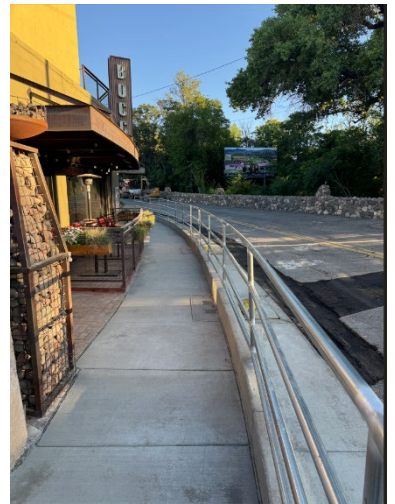
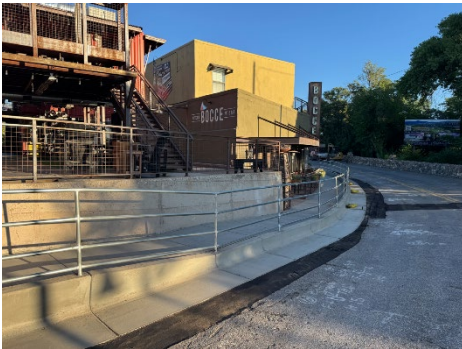
Phase 1: Drainage and Pedestrian Improvements

Since mobilizing on June 9, 2025, Combs Construction Company has made substantial progress on Phase 1 of the Main Street Improvements Project. The contractor has successfully installed the new storm drain system along Main Street, between Cactus Street and Yavapai Street in Old Town. Pedestrian improvements are now substantially complete. These enhancements include ADA-compliant upgrades to existing sidewalks and ramps, the construction of new ramp “bump outs” in Old Town, and safety and accessibility improvements in front of Strada and Bocce. Main Street is scheduled to fully reopen to both vehicular and pedestrian traffic on Friday, June 27, 2025. The contractor is currently ahead of schedule. No work is planned during the week of June 30, 2025, in observance of the Independence Day holiday. The remaining pedestrian improvements on Main Street, between Willard Street and Balboa Street, are scheduled to resume on July 7, 2025.



Phase 2: Roadway Reconstruction

Phase 2 of the project, which includes roadway reconstruction from the north city limits to Cactus Street, is scheduled to begin the evening of Sunday, July 13, 2025. Construction activities will operate on a 24/7 schedule to expedite completion. Main Street will remain open during this phase to minimize disruption, with traffic managed through the work zone using a pilot car. Groseta Ranch Road and On the Greens Boulevard will be closed to non-emergency vehicles for the duration of Phase 2 work.



City Clerk

International Institute of Municipal Clerks'

Congratulations to Tami Mayes on being awarded the Certified Municipal Clerk designation by the International Institute of Municipal Clerks. This prestigious certification is granted only to Municipal Clerks who meet rigorous educational requirements and demonstrate significant contributions to their local government, community, and state.



Parks, Recreation, Library

Emergency Response at the Recreation Center

On June 23, 2025, a gentleman suffered a cardiac arrest while exercising at the Recreation Center. Thanks to our Parks and Recreation team's quick recognition and coordinated response, life-saving measures were immediately employed. Two team members, Julia Root and Tristan Wright, acted swiftly. As the primary responder, Julia immediately began administering CPR, while Tristan prepared to deploy the AED and secure the scene. Meanwhile, other staff members promptly contacted emergency services.

Their swift actions resulted in the gentleman being alert, stable, and communicative as he was transported from the Recreation Center to the hospital. We're pleased to share that the latest update indicates the gentleman has since been released from the hospital.

Situations like this underscore the critical importance of the training we make available to all staff members. We are deeply grateful to have such skilled and dedicated individuals working for the City. Their actions reflect the very best of our City team.

Riverfront Playground Ribbon Cutting

The City of Cottonwood Parks & Recreation Department is excited to invite the community to the grand opening and ribbon cutting ceremony for the brand-new playground structure at Riverfront Park, 1284 E. River Front Rd., on Thursday, July 3, 2025, at 10:00 a.m. This celebration marks the completion of a long-anticipated improvement project to enhance recreational opportunities for youth in Cottonwood. The new playground, chosen by the public in the latest Pick Your Park campaign, features modern, inclusive equipment in a bright color palette designed to spark creativity and encourage active play for children of all ages!



Fantastic Family 4th of July

The City of Cottonwood's 26th Annual Fantastic Family 4th of July event is returning to the Cottonwood Kids Park on July 4, 2025, from 4:00 p.m. - 9:30 p.m. Enjoy free food from 4:00 p.m. – 6:00 p.m., inflatables (with purchase of a wristband, a patriotic salute, flyover from Luke Air Force Base, and our sensational fireworks show at 9:00 p.m.



Daddy Daughter Date Night

The Parks & Recreation Department held its annual Daddy Daughter Date Night on Friday, June 20, 2025, at the Cottonwood Community Clubhouse. This year, almost 50 attendees enjoyed a tasty dinner and dessert catered by Randall's Restaurant and music provided by DJ DBear. Everyone had a great time and created many memories they will surely cherish. We would like to thank Westcott Funeral Homes for sponsoring this year's event.



Library Clean Up

A workgroup led by Robert Gonzales, Parks, Trails, and Community Enrichment Coordinator, recently completed a much-needed trimming and cleanup project around the library. This effort addressed concerns that had been on our radar for some time, including the presence of makeshift shelters, increased trash accumulation, and rodent activity.

Beyond improving the facility's appearance, this project was driven by our commitment to supporting public safety. By removing debris and overgrowth, we improved sightlines and reduced hiding spots, which helps deter negative activity and supports the efforts of our Police Department. Additionally, this initiative aligns with our commitment to being a Fire Wise community and supports our Fire Department by reducing potential fuel sources and improving defensible space around public facilities. This project follows a similar effort completed recently at the Recreation Center. We strive to be good partners in promoting safety and stewardship across all City properties.

Special thanks go to Yavapai County Adult Probation for their assistance and to Ryan Bigelow, who operated the dump truck. Four full dump truck loads of debris were removed in total, resulting in a cleaner, safer, and more welcoming environment for staff, patrons, and the broader community.



Appreciation Team

A Team's July Event

The A Team will show our appreciation to City of Cottonwood staff by delivering popsicles to all departments on July 3, 2025. This is a small token of our appreciation for all that our staff does year-round, even during the hottest times of the year. Thank you all for inspiring a vibrant community in Cottonwood every day!

Upcoming Events:

- City Hall Selfie Day: On Tuesday, August 12, 2025, celebrate civic pride! Departments will take selfies to share on the City's social media to highlight all the work you do to keep Cottonwood running!
- Chili Cook Off: On Thursday, September 25, 2025, participate in our chili cook-off at the Rec Center event hall. Bring your best chili to compete, or simply enjoy sampling all the entries and voting for your favorite!
- Halloween/Fall Decorating Contest: On Friday, October 31, 2025, Departments are encouraged to decorate their offices for Halloween/Autumn. The department voted to have the best decor will win a prize!
- Surveys & Feedback: From November 1 to 30, 2025, The A Team will collect feedback on all the monthly events organized in 2025. Share your opinions and ideas with us!
- Appreciation Dinner & Awards: On Friday, December 12, 2025, join us at the Verde Valley Fairgrounds for a celebration including a catered dinner, door prizes, and the 2025 service awards!



Human Resources

Astrid Darlington, Intern for Human Resources Department

The Human Resources Department will host Astrid Darlington as an unpaid intern for approximately 3 months. Astrid completed an internship with Bloom Consulting, where she was first exposed to the City of Cottonwood during the Strategic Retreat. She later approached the city looking for internship opportunities that would help expand her knowledge of our government entity before she moved on to her next chapter: University in Washington state to pursue a degree in linguistics. Astrid started her internship experience by working on a long-overdue project and reviewing our cemetery records for accuracy. After completing that project, she'll spend additional time learning the City's HR and Finance systems.

Yavapai College's Mentorship Program

The City is participating in Yavapai College's mentorship program during the summer semester. Two students chose the City as a partner to complete their mentorship course with Yavapai College. The mentorship course allows students to select a path of interest to them while connecting them to "mentors" throughout the community. One program participant has chosen to assist with Supervisory Training, which will be presented to supervisory staff at the end of the course through a training program developed and led by the student. The other program participant has developed a rotating schedule to learn about various aspects of the City through a combination of shadowing and completing small projects in approximately seven different areas.

NAZ Wranglers Tickets

Thanks to APS's generous donation of NAZ Wranglers tickets, the City offered the opportunity for employees to attend the game against the Bay Area Panthers in Prescott Valley on Saturday, June 28, 2025.

Congratulations to the following ticket winners:

- Kate Densmore - Court
- Crista Polm - Court
- Robert Gonzales – P&R
- Cody Bailey - Water
- Steve Hensyel - IT
- Bobby Ortega - HR
- Elaina Avila - Communications
- Bryan Snyder - Maintenance
- Ellen Sandoval – Library
- Jamie Shea - Library
- Sawyer Trezise – Rec Center
- Ashton Talbert Jr. - Wastewater
- Kyle Hennington – Rec Center
- Evette Skerrett - Clerk

GEM Card Recognition


See an employee **Going The Extra Mile** or performing a **GEM**-like action? **Recognize them!**

Show your appreciation for your peers by filling out a **GEM** Card to explain why a particular employee deserves recognition. Once you have completed the card, present it to your colleagues in person and let them know how much you value their actions or work. After you express your support for their positive contributions, the employee can take the card to HR to redeem their gift.

The following employees received a **GEM** Card from their peers.


Julia Root, Recreation Center Manager

“Julia went above and beyond for my daughter Madison. Not only did she help me get Maddie to and from and enrolled in volleyball and swim, she stepped in to solve a special problem that I could not. Her kindness, generosity, and leadership ensured that Madison received recognition and had an amazing time making new friends! Thank you so much!” Submitted by Heather Rowe, Management Analyst, submitted on June 6, 2025.

 Thanks for Going the Extra Mile and being a positive representative of the City of Cottonwood! Your GEM -like action has scored you a small gift of appreciation! Bring your card to HR to collect your appreciation gift. To: <u>Julia Root</u> From: <u>Heather Rowe</u> Date: <u>6/6/2025</u>	<i>AW 6/27/25</i> Describe the GEM -like Action: <u>Julia went ABOVE & BEYOND for my daughter Madison. Not only did she help me get Maddie to and from and enrolled in Volleyball and swim, she stepped in to solve a special problem that I could not. Her kindness, generosity and leadership ensured that Madison received recognition and had an amazing time making new friends! Thank you so much!</u>
--	---

Robert Gonzalez, Rec Coordinator II – Parks, Trails, and Community Enrichment Coordinator

“It means the world to me that you take so much pride in our library. The genuine heart you put into making sure we’re taken care of is deeply appreciated. It feels amazing when someone loves this place as much as we do and helps us look after it. So I just wanted to say thank you ever so kindly!” Submitted by Jamie Shae, Library Manager, submitted on June 26, 2025.

 Thanks for Going the Extra Mile and being a positive representative of the City of Cottonwood! Your GEM -like action has scored you a small gift of appreciation! Bring your card to HR to collect your appreciation gift. To: <u>Robert Gonzales</u> From: <u>Jamie Shea</u> Date: <u>6.26.25</u>	<i>K.S. 06/26/25</i> Describe the GEM -like Action: <u>It means the world to me that you take so much pride in our library. The genuine heart you put into making sure we're taken care of is deeply appreciated. It feels amazing when someone love this place as much as we do and helps us look after it. So I just wanted to say Thank You ever so kindly! - Jamie Shea</u>
--	--

Administration

Office Closures and Departmental Updates for Independence Day

The City of Cottonwood administrative offices will be closed on Friday, July 4, 2025, in observance of Independence Day.

The Cottonwood Public Library will be closed on July 4, 2025, and reopen on July 5, 2025, at 9:00 a.m.

The Cottonwood Municipal Court will be closed on July 4, 2025, and reopen on July 7, 2025, at 8:00 a.m.

The Cottonwood Recreation Center will remain open on July 4, 2025, and will operate according to the following schedule:

- Fitness Center: 4:30 a.m. – 5:00 p.m.
- Indoor Pool: 9:00 a.m. – 4:00 p.m.
- Outdoor Pool: 10:00 a.m. – 4:00 p.m.
- Group Exercise Classes: Canceled

Cottonwood Area Transit (CAT) will not offer regular bus service on July 4, 2025. The Verde Shuttle will operate regular bus service on all routes on July 4, 2025. The CAT administrative offices will be closed on July 4, 2024, and reopen on Monday, July 7, 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 and festive Independence Day! We would also like to remind the public to please join us at the 26th Annual Fantastic Family 4th of July event at the Cottonwood Kids Park from 4:00 p.m. - 9:30 p.m. Additional event information is available at <https://cottonwoodaz.gov/502/Fantastic-Family-Fourth-of-July>.



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

Thank you.

Tom Whitmer
Acting City Manager