

DATE: August 8, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Bi-Weekly Management Report



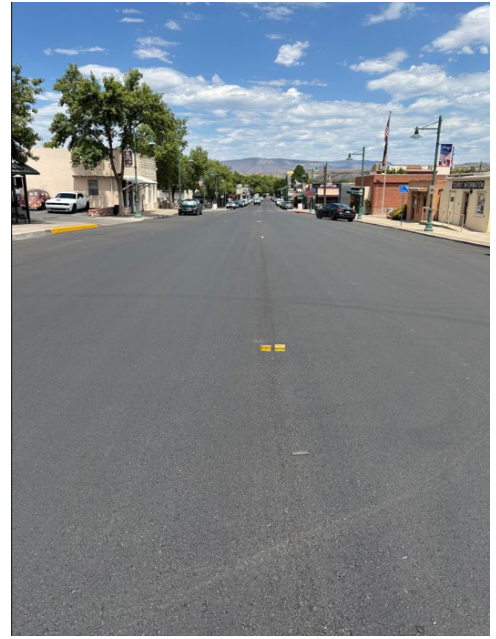
Public Works

Main Street Improvements Project

Combs Construction Co. continues to make excellent progress on the Main Street Improvements Project. During the past two weeks, Combs Construction Co. completed paving in Old Town between Cactus Street and Willard Street on Saturday, July 26, 2025. Work on the drainage improvements at Main Street and Cactus Street was completed on July 29, 2025.

On Monday, August 4, 2025, the contractor continued asphalt removal and roadway excavation on Main Street between Willard Street and 10th Street, completing this work the evening of August 7, 2025. The contractor will complete grading and subgrade preparation work by Friday, August 8, 2025, and work on the remaining ADA concrete improvements will also be completed by Friday, August 8, 2025.

The final segment of Main Street between Willard Street and 10th Street is scheduled to be paved by Monday, August 11, 2025. After the paving work is completed, Main Street will reopen to through traffic. After completing paving, the contractor will begin work on utility adjustments the evening of Wednesday, August 13, 2025, and is scheduled to complete this work by Tuesday, August 19, 2025. Project cleanup will be ongoing.



Public Works Clears Storm Drain Inlet for Crestview

The Public Works Department recently helped the Crestview HOA by clearing debris blocking the storm drain inlet on a property, which was preventing storm flow from entering. After completing the work, Public Works Director David Hausaman received a thoughtful email from a member of the Crestview HOA Board.

Hi David,

Yes and they did a wonderful job. Please accept my deep gratitude for your assistance with this. As someone who works within the public works field, I just want to tell you that you all do an amazing job for our community and I appreciate you so much. Your vital job is often unseen, forgotten and thankless but yet you show up every day to do the hard work that makes living in Cottonwood so great.

Again, my thanks for your help on this matter for all you do.

Cottonwood Area Transit

Cottonwood Area Transit Receives Spotlight Award from the South West Area Transit Association.

Cottonwood Area Transit has been awarded the South West Transit Association (SWTA) Spotlight Award in the "Hit the Spot: Print Rural" category. This award acknowledges their dedication to effective and impactful print communication within the rural transit sector. The team's hard work and commitment to serving the community are deeply appreciated. SWTA's recognition is invaluable, and Cottonwood Area Transit looks forward to continuing to provide outstanding transit services to the Cottonwood area.



Cottonwood Police Department

FBI National Academy Association Annual Training Conference

This week, Sgt. Chad Sinn and Commander Gareth Braxton-Johnson attended the FBINAA's annual training conference in Baltimore, MD. The Maryland/Delaware Chapter of the FBINA Association presented the training. Over 1,200 graduates of the FBI National Academy attended from all over the world to gain insight into the industry's contemporary standards and emerging technologies. Guest presenters included former NFL/MLB athlete Tim Tebow and newly appointed FBI Director Kash Patel.

Attendees and recent graduates had a chance to gather and strengthen relationships around the singular focus of making each other's communities safer. The National Academy conference will be hosted in Arizona in 2027, again featuring world-renowned presenters and topics aimed at law enforcement professionalism and continuous growth. Previous Cottonwood FBINA graduates include Doug Bartosh, Gary Eisenga, Jody Fanning, Gareth Braxton-Johnson, and, most recently, Chad Sinn.



[Airport](#)

Ad Hoc Airport Meeting

The public is invited to attend an Ad Hoc Airport meeting regarding the Part 150 Study. The presentation will focus on measuring aviation noise and compatible land uses. This meeting will include an information session and a discussion and will take place on August 13, 2025, at 6:00 p.m. in the City Council Chambers, located at 1083 E. River Front Road. A virtual option is available via a QR code for those who cannot attend.



[Parks, Recreation, Library](#)

Summer Cinema Series

The Summer Cinema Series is back with a free screening of Sonic the Hedgehog 3 on Saturday, August 9, 2025, at the Cottonwood Community Clubhouse. Doors will open at 6:15 p.m. A special thank you to our movie sponsor, State Farm Agent Jennifer Griffin, and CCV Verde Valley for providing free popcorn during the event!



Community Development

Cottonwood Planning & Zoning Commission

The Cottonwood Planning & Zoning Commission will meet on Monday, August 18, 2025, at 6:00 p.m. The meeting will take place at the City Council Chambers – Riverfront, located at 1083 E. Riverfront Road, Cottonwood, AZ. The agenda item listed below will be discussed.

New Business:

- DR-25-008 - DESIGN REVIEW REQUEST FOR BUILDING AND SITE IMPROVEMENTS FOR COMMERCIAL AND TOURISM USE

Discussion Items:

- 2025 LEGISLATIVE UPDATES

Human Resources

City of Cottonwood Partners with Vitalant

The City of Cottonwood has partnered with Vitalant to host a blood drive on Saturday, August 16, 2025, from 9:00 a.m. to 12:30 p.m. at the Public Safety Building, located at 199 S. 6th St. If you are interested in participating, visit www.vitalant.org (Blood Drive Code: 10056250), call Vitalant at 1-877-258-4825, or scan the QR code listed on the flyer. This event is also open to the public.



\$10 for all
3 will win \$10,000

Gas Giveaway + \$10 Gift Card!
This summer, we've got your gas expenses covered while you're saving lives. **Donate Aug. 1-28 for a \$10 Rewards gift card. PLUS, you'll be entered for a chance to win one of three \$10,000 gift cards – enough to buy gas for a year!*** Schedule today!

**City of Cottonwood
BLOOD DRIVE**

Saturday, August 16, 2025
9:00 am - 12:30 pm

**Vitalant Bus – Cottonwood Public Safety Bldg
199 S 6th Street – Cottonwood**

Visit www.vitalant.org (Blood Drive Code: 10056250), call Vitalant at 1-877-258-4825 or scan the QR Code to schedule your lifesaving appointment.

DONATE BLOOD May 23 - Sept. 7, you'll be entered to win a 2025 VW Taos S, donated by our Valley Volkswagen Dealers.

*Terms and conditions apply; see vitalant.org/GasGiveaway.
For more information or to schedule a donation, call 877.25.VITAL or visit us at vitalant.org
Find us @vitalant:     

vitalant. 

GEM Card Recognition

See an employee **G**oing **T**he **E**xtra **M**ile 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.

Alejandra Ramirez, IT Tech I

“Hello Ladies! I am writing to thank you so very very much for “going the extra mile” for me to move and set up my PC/workstation. I am very grateful for all of the extra time and assistance you have both extended to me! THANK YOU TO THESE AMAZING LADIES FROM I.T.!! Submitted by Heather Rowe, Management Analyst, on July 28, 2025.

Hello Ladies!

I am writing to thank you so very very much for “going the extra mile” for me to move and set up my PC/workstation. I am very grateful for all of the extra time and assistance you have both extended to me!

I ran out of the little GEM cards to fill out so I apologize for this virtual version- but hopefully HR is able to help me recognize you formally 😊

THANK YOU TO THESE AMAZING LADIES FROM I.T.!!

Heather Rowe

Management Analyst
City of Cottonwood

Katelyn Dotson,

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Heather Rowe

Management Analyst
City of Cottonwood

Troy Elliot, Maintenance Department

“Have you ever tried to complete a puzzle with some of the pieces missing? During the annual inspection of fire extinguishers, fire suppression systems and fire alarms, Troy and John were the missing pieces to the puzzle. Their willingness to go the extra mile by working with the vendors resulted in all equipment inspections being completed in one day. Their efforts also fostered communication with the vendors about other areas their efforts cross paths regarding fire inspections in the city.” Submitted by Bobby Ortega, Risk Management and Safety Specialist II, on July 25, 2025.

 "Inspiring a Vibrant Community"	Describe the GEM -like Action: Have you ever tried to complete a puzzle with some of the pieces missing? During the annual inspection of fire extinguishers, fire suppression systems and fire alarms, Troy and John were the missing pieces to the puzzle. Their willingness to go the extra mile by working with the vendors resulted in all equipment inspections being completed in one day. Their efforts also fostered communication with the vendors about other areas their efforts cross paths regarding fire inspections in the city.
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: Troy Elliott & John Wesbrock	
FROM: Bobby Ortega	
Date: 7/25/2025	
Bobby Ortega	Digitally signed by Bobby Ortega Date: 2025.07.25 08:00:55 -07'00'

John Wesbrock, Fire Inspector II

“Have you ever tried to complete a puzzle with some of the pieces missing? During the annual inspection of fire extinguishers, fire suppression systems and fire alarms, Troy and John were the missing pieces to the puzzle. Their willingness to go the extra mile by working with the vendors resulted in all equipment inspections being completed in one day. Their efforts also fostered communication with the vendors about other areas their efforts cross paths regarding fire inspections in the city.” Submitted by Bobby Ortega, Risk Management and Safety Specialist II, on July 25, 2025.

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Administration

2025 Summer Policy Retreat and Housing and Water Policy Summit

This week, Mayor Shaw and Ryan Bigelow, the Director of Strategic Initiatives, attended the Summer Policy Retreat hosted by the Arizona Governance and Policy Academy at Arizona State University's Morrison Institute for Public Policy. The program included two half-day sessions that showcased some of the best policy research from Arizona State University, combined with insights from experienced public servants and community leaders. For this fourth annual Summer Policy Retreat, topics included housing and water. The sessions focused on practical, actionable research shared with policymakers and their key staff members. The aim was to foster a respectful and collaborative learning environment where elected officials and policy staff can convene to address some of Arizona's pressing future issues.



Appreciation Team

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!

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

Thank you.

Tom Whitmer
Acting City Manager