

**DATE:** March 22, 2024  
**TO:** Mayor and City Council Members  
**FROM:** Tom Whitmer, Acting City Manager  
**SUBJECT:** Acting City Manager's Report – Week Ending – 03/22/2024



**Police Chief Recruitment** – The City has opened its Police Chief recruitment process. Applications will be accepted between March 20 – May 1, 2024. Please see the attached flyer for more information.

### **Community Developments Updates:**

#### **Planning and Zoning:**

Open Space Easement – On March 19, the City Council adopted resolutions approving a trail easement and a natural area open space easement on property near Main and 7th Streets, which the City required as part of the proposed Bungalows on Main apartment development. The open space easement will protect the vegetated hillside behind the development, and the trail easement will allow for construction of a trail connecting Main Street with 7th Street and Mingus Avenue.

DR-24-001 & CUP-24-001 – On March 18, the Planning and Zoning Commission approved a request for Design Review and Conditional Use Permit for a restaurant (Burger King) in the C-1 zone with a drive-through element for a site located at 888 S. Main Street.

Design Review - DR-23-010 – On March 18, the Planning and Zoning Commission approved a request for Design Review for a ham radio tower and recommended approval to City Council for the tower height to exceed 60 feet on a lot located at 1738 Sawmill Road.

CUP-24-002 – On March 18, the Planning and Zoning Commission approved a request for Conditional Use Permitting to allow a 12-foot tall screening enclosure for a site located at 269 S. Candy Lane.

ZO-24-001 – On March 18, the Planning and Zoning Commission recommended approval to City Council for a Zoning Ordinance text amendment to Section 405: Signs.

Z-24-001 – On March 18, the Planning and Zoning Commission recommended approval to City Council to change the zoning from C-1 to R-2 for the northern portion of a lot located at 906 N 2nd Street.

#### **Historic Preservation Committee:**

HPC Meeting – There will be a Historic Preservation Commission meeting on Wednesday, March 27, 2024 at 6 p.m. at the Riverfront Council Chambers, 1083 E Riverfront Road. Please see attached agenda.

**Recognition for IT Department** – “I wanted to take a moment to highlight the exceptional contributions of Alejandra Ramirez and Steve Hensyel to last week’s major reconfiguration project at the Communications Center. From its kickoff on Tuesday morning to the near finish by Friday evening, the project’s success was significantly buoyed by their dedication and skill.

Alejandra and Steve’s tenacity and critical thinking were instrumental in navigating the complexities of the project, making it a privilege to work alongside them. Their willingness to extend their workdays, tackle unforeseen challenges, and push through the fatigue without a word of complaint was nothing short of admirable. Even amidst the chaos of seven stitches, confined spaces, and the daunting task of untangling 200 cords, their spirits never waned.

Their commitment not only propelled the project towards its successful completion but also provided a valuable learning experience for everyone involved. It is with deep gratitude that I acknowledge their hard work and significant sacrifices. Their contributions are a testament to their professionalism and dedication to our team’s goals.

Additionally, I would like to recognize Paul Fry for not hesitating to assist during this project. Even though it wasn't directly radio related, Paul is exceedingly knowledgeable beyond his scope of work and immediately jumped into the labor of things.

I felt it was imperative to share this with you and express my sincere appreciation for their efforts over the past week. They have truly set a remarkable example for all of us.” – Alexis James, Communications Center Manager

**Recognition to Jodi Russell** – The recent generous donation from Jody Russell to Law Enforcement Heroes LLC and the Cottonwood Police Department will undoubtedly strengthen their ability to combat human trafficking and support victims in the community. Community support plays a pivotal role in empowering law enforcement agencies to address such critical issues effectively. It is heartening to see individuals and organizations coming together to make a positive difference in the fight against human trafficking.

**The FBI National Academy** – The Cottonwood Police Department is pleased to announce that Chad Sinn, Sergeant, has graduated as a member of the 289th session of the FBI National Academy. The graduation took place at the National Academy in Quantico, Virginia on March 15, 2024. Chad Sinn is the sixth officer in department history to complete this prestigious program, following retired Chief of Police Doug Bartosh, retired Chief of Police, Jody Fanning, retired Commander, Gary Eisenga, former Commander, Jody Makuch, and current Commander, Gareth Braxton-Johnson. Nationally, fewer than one percent of officers have the opportunity to attend the program. Internationally known for its academic excellence, the National Academy offers ten weeks of advanced communication, leadership, and fitness training. Participants must have proven records as professionals within their agencies to attend. On average, these officers have 21 years of law enforcement experience and usually return to their agencies to serve in executive-level positions. We are thrilled to have Sergeant Chad Sinn return to our department after completing this world-renowned leadership training. We are grateful he was selected for this opportunity of a lifetime and are excited to have him share his knowledge and experience he has gained as a result. Please see attached pictures.

**City Candidate Meet-and-Greet** - The City of Cottonwood and Greater Cottonwood Chamber of Commerce successfully held a City Candidate Meet-and-Greet event on March 20 at the Cottonwood Community Club House. This well attended event allowed citizens to meet and ask questions to those who would be running in the upcoming election for City Council. Please see attached photos.

**Tourism Advisory Committee Meeting** - The Tourism Advisory Committee (TAC) met on March 21 to discuss the latest updates on the City's tourism marketing efforts via the destination marketing organization (DMO) Visit Cottonwood. We would also like to thank Blazin' M for hosting our meeting.

**Verde Valley Comic Expo** - The Verde Valley Comic Expo is returning this Saturday, March 23 to the Cottonwood Recreation Center. We look forward to a fun-filled day celebrating all things pop culture, art, literature, and more! The event starts at 10 a.m. and entry costs just \$5 (or \$3 if you bring 2 non-perishable food items to donate). Please visit <https://www.verdevalleycomicexpo.com/> for more information. Please see attached flyer.

**Easter Hours at the REC** – We would like to remind the public that we will be operating on an adjusted schedule at the Cottonwood Recreation Center on March 31 in observance of the Easter holiday. This will allow our staff to spend more time at home with their families during the holiday. The facilities will be operating during the following schedule on Easter:

Fitness Center: 8 a.m. – 5 p.m.

Indoor Pool: 9 a.m. – 4 p.m.

Group Exercise Classes: Canceled

**TW/dg**

**Attachments:**

Flyer (6)– Chief of Police Recruitment

Agenda (2)– HPC

Pictures (3) – Sergeant Sinn

Pictures (2) – Candidate Meet and Greet

Flyer – Comic Expo

Flyer – Easter Hours at the Rec



## THE CITY OF COTTONWOOD, ARIZONA



"Inspiring a Vibrant Community"

# The City of Cottonwood is seeking applicants for: Chief of Police

*Inspiring a Vibrant Community*

### The Position:

Under the direction of the City Manager, the Chief of Police is responsible for the delivery of quality Community-Based Policing in active partnership with the citizens of Cottonwood ensuring for the protection of lives and property in the City through the leadership, management and direction of all police employees and functions including Administrative and Patrol Services as well as a Regional Public Safety Communications Center. The Police Chief may perform other duties as assigned.

Access the full job description [here](#).



**Closing Date:** May 1, 2024

**Posting Date:** March 20, 2024

### The Ideal Candidate:

Cottonwood's next Police Chief will use her or his extensive law enforcement background to effectively lead the department forward embracing innovation, fostering an open, welcoming, and trusting work environment, and collaborating for City-wide success. The Chief will lead by example as a trusted and engaged member of the City and community by demonstrating the highest level of integrity, genuinely embracing and supporting open and honest communication at all levels, and ensuring transparent, fair and equitable policies are in place to maintain departmental and public confidence. Compassionate and caring leadership, innovative and collaborative problem solving, the ability to apply expert-level knowledge on policing principles to increase effectiveness and efficiency of the department, and the ability to inspire confidence and trust within the department are skills key to the success of Cottonwood's next Chief. The next Chief will be respectful, approachable, and collaborative in working towards overall City goals as part of its executive leadership team. The Chief will be a relationship builder, leading the effort in maintaining and developing new partnerships with fellow law enforcement agencies and other partner agencies addressing homelessness, mental illness substance abuse, trauma, and other community issues.





## THE CITY OF COTTONWOOD, ARIZONA

### Compensation and Benefits

The hiring range for the Chief of Police is \$111,430 - \$153,216. The complete long term salary range extends to \$167,145. Salary for the chosen candidate will depend on experience and education.

This position is exempt, full-time, classified position with full benefits that serves at the pleasure and will of the City Manager.

This position is eligible for reimbursement up to \$5,000 in qualified moving expenses, a phone allowance of \$960 annually, paid bi-weekly and either a dedicated assigned City-owned vehicle or a vehicle allowance of \$5,400 annually, paid bi-weekly.

The City of Cottonwood offers an extensive benefit package that includes:

- Enrollment in the Public Safety Personnel Retirement System (PSPRS). If ineligible for PSPRS, participation in Arizona State Retirement System with City match.
- Medical and Dental coverage paid at 100% for the employee and a partial percentage for dependent coverage
- Vision coverage (optional at your expense)
- Optional Health Savings Account (HSA) with employer contributions
- Group term life insurance amounting to the annual salary up to \$150,000 plus \$50,000
- Generous vacation and sick accrual rates
- Twelve paid holidays
- Optional deferred compensation plans (457b)
- Employer-paid [Cottonwood Recreation Center](#) membership for employee and discounted memberships for household members
- Qualifying employees who choose to purchase a home in the Verde Valley are eligible for down-payment loans up to \$40,000. [See flyer here.](#)

[Access our full benefit packet here.](#)



### How to Apply

Apply online at:

<https://cottonwoodaz.gov/600/Employment-Opportunities>

A complete job description is available at the City of Cottonwood Human Resources Office, 821 N. Main St., Cottonwood, AZ 86326, or on the City website. Phone 928-340-2713. EOE/ADA.

### Questions? Contact us!

Human Resources  
awilber@cottonwoodaz.gov  
928-340-2713



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## THE CITY OF COTTONWOOD, ARIZONA

### Experience and Education:

Education and/or experience equivalent to a Bachelor's Degree, Master's preferred, in Police Science, Administration of Justice, Organizational Management, Public Administration or closely related area and work experience equivalent to ten (10) years full time managerial and supervisory level sworn law enforcement work.

FBI National Academy graduate or Northwest Command School graduate preferred.

Candidate of choice must possess Arizona Peace Officer Standards Training (AZPOST) certification as a Law Enforcement Officer or obtain within 90 days of hire, possess a valid Arizona driver's license, and successfully pass the Police Officers Physical Ability Test or an equivalent fitness test prior to date of hire and annually thereafter.

### City of Cottonwood

The City of Cottonwood is focused on providing excellent customer service to the citizens and businesses of its vibrant, small town community. Our highly motivated staff is dedicated to creating an inviting, sustainable, connected community through its positive work environment and citizen, Council, and employee engagement. The hardworking and energetic team prides itself on continually working towards a culture of progressive learning, staff mentorship and development, positivity, and innovation.





## THE CITY OF COTTONWOOD, ARIZONA



### The Department:

The department consists of three main divisions: Support Services, Patrol, and Communications. Within those divisions, 37 positions are sworn positions and 31 are civilian positions, 21 of which make up the Communications Division.

The department is proud to participate in a variety of internal and community programs offering quality law enforcement support to our community. The Patrol Division participates in bicycle patrol, school safety officer, neighborhood officer, traffic enforcement, K-9 and community outreach programs. Support Services includes criminal investigations, records, victim assistance, professional standards/PIO, cadet, volunteer, SWAT, terrorism liaison officer (TLO), training, and communications programs.

The Cottonwood Police Department oversees a regional Public Safety Communications Center which currently dispatches for 13 police, fire, and ems organizations across the greater Verde Valley.

The department is responsible for approximately 50 vehicles within its fleet. Vehicles are made up of various specialty, off-road, command, trailers, and take-home patrol vehicles. Patrol vehicles are replaced through the Enterprise Leased Vehicle Program approximately every five years.

The department also participates in partnership task forces such as Partners Against Narcotics Trafficking (PANT) and works collaboratively with Mingus Union High School District and Cottonwood Oak Creek School District to dedicate two School Resource Officers to the community.

The department has a dedicated Victim Advocate who provides support and information to victims of crimes within the community. This direct link has been an asset to community members navigating the criminal justice system.

The department is very active within the community and participates in various City and law enforcement specific programs such as its annual Shop with a Cop, National Night Out, and the Citizens Police Academy.

### Staff:

37 Sworn Officers  
21 Communications Personnel  
10 Civilian Support Personnel

### Current Projects:

Preparing for Accreditation  
Expanding K-9 Program  
Paperless Records

### Helpful Links:

[Department Strategic Plan](#)  
[Why Join Our Team?](#)  
[We Love Dispatching](#)



## THE CITY OF COTTONWOOD, ARIZONA

### The Community

Cottonwood, the “Heart of Arizona Wine Country,” serves as the retail and service center for the greater Verde Valley. It hosts a vibrant downtown area, known as *Old Town Cottonwood*, with a variety dining options and wine tasting rooms, antique stores, art galleries and many other small businesses. It’s history as a previous bootlegging community and proximity to nearby historic mining towns of Clarkdale and Jerome also make the area a popular tourist destination.

With its location within the heart of the Verde Valley, Cottonwood is surrounded by enticing attractions, historic sites, and extensive outdoor recreation opportunities. Cottonwood is in close proximity to two national forests, several state parks, and is near the geographic center of Arizona, approximately 100 miles north of Phoenix and 50 miles south of Flagstaff with major access from 1-17 through State Route 260.



Cottonwood is generally sunny with mild year-round temperatures ideal for the outdoor enthusiast to enjoy limitless recreation opportunities through the area’s trails, parks, and the Verde River.

The majority of the youth in the area attend Cottonwood Oak Creek School District and Mingus Union High School District which collectively provide four K-8 schools and one high school. The City is proud to host the Verde Valley Medical Center campus which provides medical, clinical, and laboratory services to the local area. The main industries within the City consist of tourism, government services, retail, education, and health services.





## THE CITY OF COTTONWOOD, ARIZONA

### The Organization:

The City of Cottonwood was incorporated in 1960 and operates under the council-manager form of government. The Council is a seven-member body consisting of a Mayor, Vice Mayor, and five council members elected to serve staggered four-year terms. The Mayor is directly elected while the Vice Mayor is appointed by the City Council.

The City provides a variety of services for the community including law enforcement, fire and emergency medical services; road maintenance; parks and trails; a recreation center; a regional public transportation system; enforcement of building and zoning codes; animal control; a public library; a public water system that serves a customer base twice as large as the City's population; a sanitary sewer system; a public cemetery, and a general aviation airport.

The City employs approximately 238 full-time employees and the City's average annual expenditures run between \$70-\$80 million per fiscal year.

The Police Department's annual expenditures are approximately \$7.5 million per fiscal year.

### Strategic Initiatives:

Lead with Environmental Stewardship

Building Quality of Life Through Sustainable Growth and Development

Initiate and Maintain Opportunities for Collaboration, Education, Communication, and Legislative Advocacy

Prioritize Our Infrastructure

Furthering Financial Accountability and Transparency

View the Strategic Plan [here](#).

### Cottonwood Facts:

Population (2022): 12,296

Median Age: 53.3

Median Household Income: \$39,437

Population under 18 years of age: 16.8%

Population 65 years of age and older: 33.5%

Area (square miles): 27.4





**HISTORIC  
PRESERVATION  
COMMISSION**

**RIVERFRONT COUNCIL  
CHAMBERS  
1083 E. RIVERFRONT ROAD  
COTTONWOOD, AZ 86326**

Wednesday, March 27, 2024

6:00 PM

[cottonwoodaz.gov](http://cottonwoodaz.gov)

Regular Meeting of the Historic Preservation Commission

**I. CALL TO ORDER:**

Regular Meeting of the Historic Preservation Commission

1. Roll Call:
2. [Approval of Minutes:](#)
3. Election of Chair and Vice-Chair:

**II. INFORMATIONAL REPORTS AND UPDATES:**

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).

**III. CALL TO THE PUBLIC:**

This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. § 38-731.01(H) action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.

**IV. OLD BUSINESS:**

**V. NEW BUSINESS:**

**VI. DISCUSSION ITEMS:**

1. Cottonwood Historic Property Tour Committee
2. Landmarking Committee
3. [Historic Preservation 2024-2026 Strategic Plan](#)

**VII. ADJOURNMENT:**

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

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A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

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Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

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The Riverfront Council Chambers are accessible to the handicapped in accordance with Federal “504” and “ADA” laws. Those with needs for special typeface print or hearing devices may request these from the Community Development Admin at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

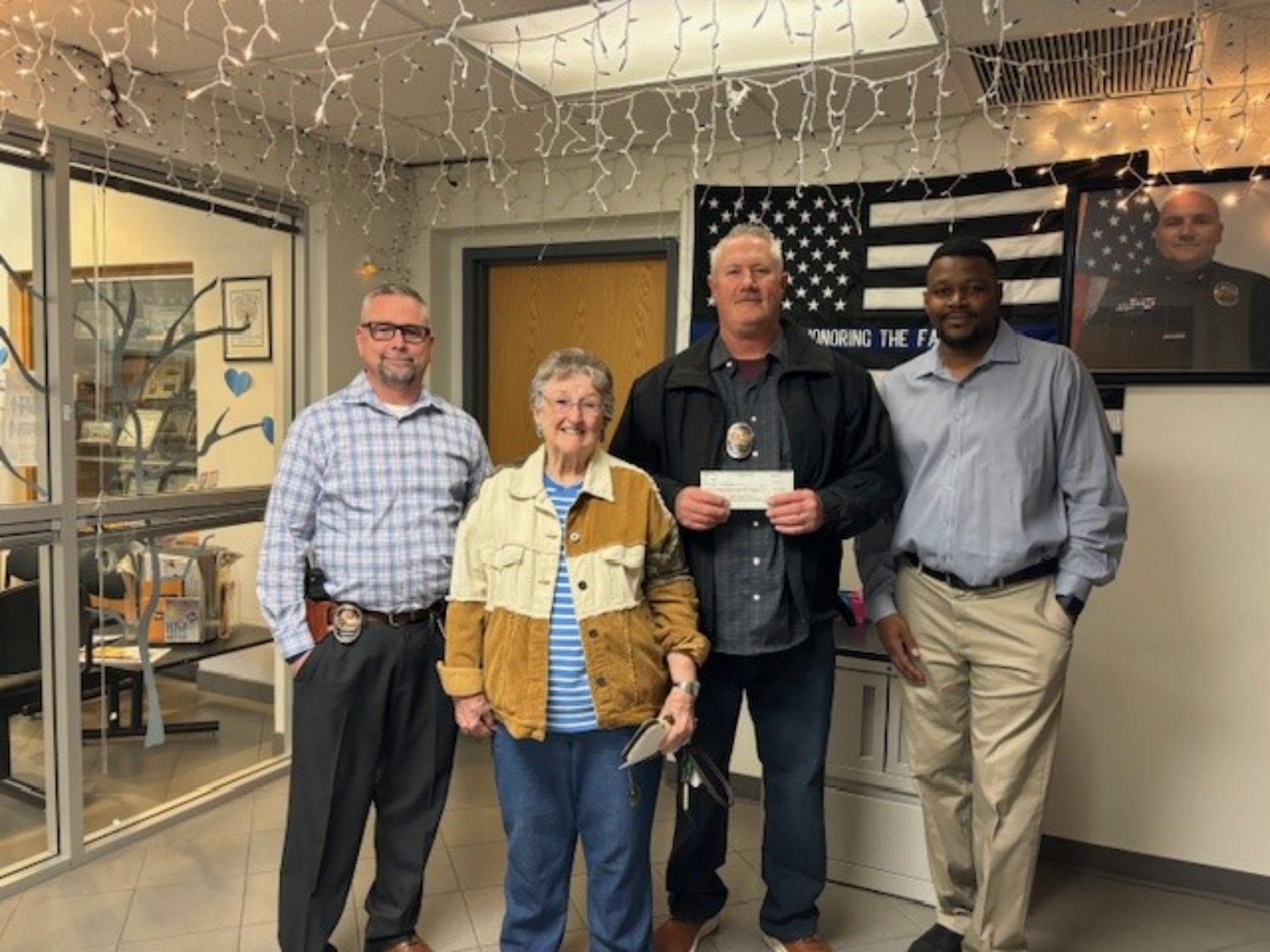
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Members of the Historic Preservation Commission will attend either in person or remotely.

















**Greg Feltman**  
Candidate for Mayor  
GREATER COTTONWOOD CHAMBER OF COMMERCE

**Lindsay Masters**  
GREATER COTTONWOOD CHAMBER OF COMMERCE







[verdevalleycomicexpo.com](http://verdevalleycomicexpo.com)

**MARCH 23, 2024**

**SATURDAY 10AM - 5PM**

**AT THE REC CENTER, 150 S. 6TH ST.**

Cottonwood Public Library  
Presents

**VERDE VALLEY**  
**Comic Expo**

Where Comics & Pop Culture Meet!

Year

**1**

EST. 2016

**ACE**  
Hardware



PROCEEDS FROM THIS EVENT  
BENEFIT THE COTTONWOOD  
PUBLIC LIBRARY

COTTONWOOD  
BOOKMARKS  
Friends of the Library



GAMEON

Presented by:

**State Farm**

Jennifer Griffin, Agent  
Providing Insurance and Financial Services  
547 S Main St., Cottonwood, AZ  
(928) 634-7680

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AM 1600  
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**KKLD**  
THE CLOUD  
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**Q102.9**  
TODAY'S  
HIT MUSIC!

Arizona's Adult Alternative  
**100.1one** **kvnafm**  
92.1 Prescott / 93.3 Cottonwood

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VERDE VALLEY TV.COM

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• THE •  
**REC**  
RECREATION • ENGAGEMENT • COMMUNITY





# EASTER HOURS

The Cottonwood Recreation Center will be operating on a holiday hours schedule on **Sunday, March 31** in observance of Easter. This will allow our staff to spend more time at home with their families during the holiday. The facilities will be operating during the following schedule:

**Fitness Center: 8 a.m. – 5 p.m.**

**Indoor Pool: 9 a.m. – 4 p.m.**

**Group Exercise Classes: Canceled**

