

AGENDA

CONVENING OF THE COTTONWOOD MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD FOR PRESENTATION OF PROCLAMATIONS, AWARDS, AND INTRODUCTION OF NEW CITY EMPLOYEES, TO BE HELD AT 5:30 PM, AT THE COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

I. AWARDS

EMPLOYEES OF THE QUARTER FOR SECOND QUARTER OF THE YEAR--BRANDON WACKER, FIRE ENGINEER & DANIEL VILLAS, PATROL OFFICER.

The Mayor and Council presented certificates and checks to the two employees who had been selected to receive the Employee of the Quarter award for the 2nd quarter--Brandon Wacker, Fire Engineer, and Daniel Villas, Patrol Officer.

EMPLOYEES YIELDING EFFECTIVE SAFETY AWARD--PAULA VALENZUELA, LIBRARY AIDE.

The Mayor and Council presented the 2nd quarter Employees Yielding Effective Safety Award to Paula Valenzuela, Library Aide.

II. INTRODUCTION OF NEW EMPLOYEES

TURAN ORAL, ADMINISTRATIVE SERVICES INTERN.

Turan Oral, the Administrative Services intern was introduced.



Print

Meeting Date: July 18, 2017
Subject: Employee of the 2nd Quarter, 2017
Department: Administrative Services
From:

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

BACKGROUND

Daniel Villas and Brandon Wacker were selected as co-winners for the Employee of the 2nd Quarter, 2017.

ATTACHMENTS:

File Name	Description	Type
Wacker_Brandon.doc	Brandon Wacker	Cover Memo
Villas_Dan.doc	Dan Villas	Cover Memo



NOMINATIONS FOR 2015

EMPLOYEE OF THE YEAR AWARD

Are due to the HR office by JUNE, 15TH 2017.

Late nominations will not be accepted.

Nominations are to be submitted in the following format.

NAME OF EMPLOYEE: ENGINEER BRANDON WACKER

DEPARTMENT: FIRE & MEDICAL

POSITION: ENGINEER

EXPLAIN WHAT ACTION THE EMPLOYEE DID TO DESERVE THIS NOMINATION:

Over the course of the year, Engineer Brandon Wacker has gone above and beyond with coordinating the annual Fallen Hero's Charity Golf Tournament at Verde Santa Fe Golf course. Over the last 5 years, Brandon has been the lead coordinator for this event that included the partnerships with the Cottonwood Police Department and some of our local citizens.

The Fallen Hero's Golf Tournament was on May 20th 2017 and it raised \$10,000 dollars that will go to the nonprofit Cottonwood Firefighter Association and the Cottonwood Police Department Charities. The proceeds from the Tournament will be used for Student Scholarships for young Men & Women looking to pursue a career as a first responder as a Firefighter or a Police Officer.

Over the past year Brandon has spent a tremendous amount of time, energy and personal money to make this event a success. His hard work and dedication has greatly impacted the continued success of this event. Over the last several years, these Tournaments have raised over \$50,000 dollars that have benefited organizations like the 100 Club. These organizations like the 100 Club helps out Fallen Firefighters or Fallen Police Officers families with financial contributions due to the death of their loved one.

Brandon's acts of humanity and kindness to several different organizations within the community have been exemplary for all first responders to see. It is truly amazing to see the positive dynamic impact that was created due to this Firefighter going the extra mile to help somebody fulfill their career dream.

There have been several incidents throughout the year that Engineer Wacker has provided not only great Fire and Medical customer service, but the genuine good spirit of humanity helping out his fellow man or women in need.

Responding to Fire & Medical calls is what we do on a full time basis, however the compassion and stellar initiative that has been displayed by Engineer Wacker has created a tremendous impact to not only the citizens in need, but also to his fellow first responders that work alongside of him that witness these acts of kindness. Brandon does not have to do any of this extra work, he could have simply continued to do his duty and move on, but Brandon recognized the need and reacted with outstanding Integrity, hard work and compassion to complete this mission.

EXPLAIN WHAT THE IMPACT/BENEFIT WAS TO THE CITY:

Words cannot describe the emotional positive impact to all of the people within the community that struggle on a daily basis that Brandon has helped out. Integrity, Compassion, Caregiving are tremendous core values that have no dollar amount attached to them.

Please select Engineer Brandon Wacker as the City of Cottonwood Employee of the 2nd Quarter.

Thank you

Fire Marshal Rick Contreras

5/31/17

NAME OF NOMINATOR (Please Print)

DATE

ADDITIONAL NARRATIVE MAY BE ATTACHED. (THIS IS STRONGLY RECOMMENDED, AS THE PERSONNEL BOARD WANTS TO KNOW MORE ABOUT WHAT EMPLOYEES HAVE DONE TO DESERVE THIS NOMINATION.)



NOMINATIONS

for

EMPLOYEE OF THE 2nd QUARTER, 2017 AWARD

are due to the HR office by 3:00 PM

Wednesday, June 15, 2017

Late nominations will not be accepted.

Nominations are to be submitted in the attached format.

NAME OF EMPLOYEE: Officer Dan Villas

DEPARTMENT: Police

POSITION: Patrol Officer

EXPLAIN WHAT ACTION THE EMPLOYEE DID TO DESERVE THIS NOMINATION:

On 5-29-17 a Cottonwood business experienced a large dollar value burglary \$12,000 - \$15,000. The criminal investigations unit was already extremely busy working its fourth major case within about 5 days, most of which were still developing, including an armed robbery an arson fire and a sexual assault. Knowing the volume of work that investigations unit was dealing with and knowing the time sensitive nature of the crime and having the skillset to handle the investigation of this incident, Officer Villas took on the case himself. Otherwise this case would have been forwarded to an already overburdened investigations division. Due to the actions of Officer Villas coming in on his days off to investigate the case he was able to bring the case to an expedient close, make three arrests and recover some of the stolen property.

EXPLAIN WHAT THE IMPACT/BENEFIT WAS TO THE CITY?

The Police Department has been operating with several positions unfilled and had experienced several major crimes within only a few days. All divisions, Patrol, Investigations and Communications have been working at well over capacity for some time. Many of the major crimes take days if not weeks to completely investigate. Had Officer Villas not taken on this case himself it would have been placed on the list to be investigated, but would have been given

a lower priority compared to the more violent crimes like armed robbery which were still actively being investigated. This would have lessened the likelihood of solving the crime and lessened the opportunity to recover property. This also would have left these particular offenders on the street to continue to commit other crimes. Thanks to the extra effort put forth by Officer Villas three arrests were made and a portion of the stolen property was recovered. Officer Villas exemplifies the dedication of a Police Officer.

NAME OF NOMINATOR: C. Dobrinski

DATE: 6-8-2017

ADDITIONAL NARRATIVE MAY BE ATTACHED. (THIS IS STRONGLY RECOMMENDED, AS THE PERSONNEL BOARD WANTS TO KNOW MORE ABOUT WHAT EMPLOYEES HAVE DONE TO DESERVE THIS NOMINATION.)



Print

Meeting Date: July 18, 2017
Subject: EYES of the 2nd Quarter, 2017
Department: HR
From: Amanda Wilber, Human Resources Manager

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

BACKGROUND

Paula Valenzuela has been selected as the E.Y.E.S. awardee of the 2nd Quarter, 2017

ATTACHMENTS:

File Name	Description	Type
Valenzuela_P.pdf	Paula Valenzuela	Cover Memo



EMPLOYEES YIELDING EFFECTIVE SAFETY (E.Y.E.S.)

Instructions: EYES is a format to help identify maintenance deficiencies noted in normal operations. If the deficiency is an emergency condition, please notify the necessary department: Public Works Department (634-8033) ; Police Department & Code Enforcement (634-4246). ALL hard copy forms should be sent to Human Resources / Risk Management (340-2717).

Incentive: Employees submitting EYES reports will be eligible for a QUARTERLY DRAWING. All submittals will be eligible for the ANNUAL DRAWING in which a grand prize will be awarded.

DEFICIENCIES TO LOOK FOR: (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Improper Use of Signs
(Businesses, yard sales, etc.) | <input type="checkbox"/> Traffic Signal Malfunction
(non emergency, ie: light partially out) | <input type="checkbox"/> Unauthorized Use of Fire Hydrants |
| <input type="checkbox"/> Junk Vehicles | <input type="checkbox"/> Unauthorized Dumping
(trash & brush) | <input type="checkbox"/> Handicap Deficiencies (Fixtures, etc.) |
| <input type="checkbox"/> Street & Park Light Outages | <input type="checkbox"/> Damaged Public Facilities
(broken sinks, toilets, etc.) | <input checked="" type="checkbox"/> Traffic Sight Obstruction
(bushes, trees, vehicles, etc.) |
| <input type="checkbox"/> Potholes | <input checked="" type="checkbox"/> Street Safety Hazard | <input type="checkbox"/> Unfenced Pools |
| <input type="checkbox"/> Trip Hazards | <input type="checkbox"/> Trees Down | <input type="checkbox"/> Unauthorized Grading |
| <input type="checkbox"/> Excessive Weeds | <input type="checkbox"/> Safety Hazards in Parks | <input type="checkbox"/> Unauthorized Painting |
| <input type="checkbox"/> Excessive Debris in Street | <input type="checkbox"/> Potential Storm Water Violations
(oil, erosion, water when not raining) | <input type="checkbox"/> Other -
<i>Write Description on Reverse Side</i> |
| <input type="checkbox"/> Excessive Debris in Culverts
or Washes | <input type="checkbox"/> Landscape Issues in Medians | |
| <input type="checkbox"/> Street Signs OR Banners
(Damaged, Graffitied) | <input type="checkbox"/> Water Leaks - Water Mains, Hydrants, Sprinklers | |

PLEASE COMPLETE OTHER SIDE BEFORE SUBMITTING

NAME: Paula Valenzuela

DATE: 4/28/17

DEPARTMENT: Cottonwood Public Library - Library Aide

EXACT LOCATION OF PROBLEM (REQUIRED): ^{CAT} Bus stop outside of library on 6th Street side, across from Mingus Pointe Apartments.

NEAREST CROSS STREETS: E. Mingus Avenue and 6th Street.

DETAILED DESCRIPTION OF PROBLEM OR ISSUE: When the CAT buses are parked in the bus stop, it makes it very ~~difficult~~ difficult to see past them when pulling out of Brian Mickelsen Parkway. By the time you pull out far enough to see past the buses, you are halfway out onto the street, which is very unsafe considering the fact that many speeders take 6th street.

Amanda Wilber

H.R.



Print

Meeting Date: July 18, 2017
Subject: Introduction of Administrative Services Intern
Department: Administrative Services
From: Amanda Wilber, Human Resources Manager

BACKGROUND

Arizona State University Economics Major, Turan Oral will be doing a two month internship with the Cottonwood Administrative Services Department. This the first GFOAz Student Scholarship Recipient for the GFOAz organization. Administrative Services General Manager Rudy Rodriguez and Accounting/Budget Manager, Kirsten Lennon met with Turan at the 2017 GFOAz Winter Conference in Prescott to see if Cottonwood and Turan were a good match.

After several more contacts, mostly emails, arrangements were made for a visit to our fine community. There were many aspects of our area that appealed to Turan, the summer weather, the Verde River, the hiking, the people, but mostly the opportunity to work in a small city environment that would allow him to be part of something bigger by sampling the various aspect of municipal government.

Arrangements were eventually made for his lodging, and for his introduction to small community life. One we hope that he has enjoyed so far. He began his Internship on May 22nd and will be in Cottonwood through July 28th. We are so pleased to have such a bright and energetic individual working as in Intern for the City of Cottonwood.

JUSTIFICATION/BENEFITS/ISSUES

This internship opportunity has provided the Administrative Services Department with some additional help, but has mainly been an opportunity to teach Turan about Cottonwood, working in a municipality, and expose him to many different departments and the duties within each department.

COST/FUNDING SOURCE

This internship has been funded by the Government Finance Officers Association of Arizona (GFOAz). Turan is the first recipient for this scholarship though this organization.

ATTACHMENTS:

File Name	Description	Type
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No Attachments Available