

City Manager's Report

November 27, 2019

Council and Colleagues, Happy Thanksgiving!

These reports will be included in the City Council packet for regularly scheduled Council meetings, excluding Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization. In no particular order ...

Composting and Solid Waste Diversion

On November 8th there was a nice tour of the NAU composting facility, followed by an onsite tour of our City Landfill operation. Gratitude is extended to Todd Hanson – City Solid Waste & Fleet Director, Matthew Muchna – NAU Sustainability Manager, and Dylan Lenzen – City Sustainability Specialist for being a part of a very informative tour. This report will focus upon the composting operation, with more on the landfill in the next report.

The Council received a recent summary of the composting operations at NAU, the details of which will not be belabored here. Some additional points of interest are noted below (thanks to Matt Muchna for assisting with the factual data):

1. NAU composts over 300,000 pounds of food waste and other material every year, which prevents over 250 metric tons of carbon dioxide from entering the atmosphere. NAU Composting operations started at NAU in 2012 led by a Facility Service employee, Howard Codwell, NAU Grounds, and NAU Campus Dining. The focus was and is still to reduce waste going to the landfill and repurpose that waste into compost for landscaping and gardens across campus. The operations have grown since its conception and now is able to sell excess compost soil through NAU Property Surplus at \$18/yd.
2. In the spring of 2015, NAU Campus Dining implemented a post-consumer composting machine in the HotSpot Dining Location in the Student Union, exponentially increasing the amount of compostable food waste. The success of the first composting machine lead to a second composting unit at the DüB Dining District during its 2017 remodel on South Campus. Together, these two composting systems permitted the removal of all trash-bins from both Dining Facilities. This effort has repurposed over 90% of the food waste experienced every day on campus! The image of this product may not be too impressive, but what is noteworthy is that the food scrap product is entirely innocuous...there is no odor and there is no attraction for birds and animals.



3. Just last month, NAU and the City of Flagstaff officially launch a one-year pilot IGA to process City of Flagstaff Parks and Recreation grass-clippings and pine needles. NAU and the City currently meet monthly to track the progress of the pilot program and ensure its success. The end goal is to solidify a strong working relationship between the City and NAU with the hope of expanding to other waste streams in the future. This goal will help the City divert thousands of pounds of waste from the landfill, reduce the amount CO² emissions released into the atmosphere, and provide further educational experiences for NAU students. It is an impressive operation ideally located, and the opportunities for innovative growth and application are evident.



Miscellaneous Updates

- The City of Flagstaff received 52 applications in the City's second recruitment for HR Director. After a competitive onsite interview process, the City has selected Jeanie Gallagher to be the next HR Director. Jeanie brings with her over 40 years of knowledge and expertise. She has a degree in Organizational Management and was most recently the Regional Vice President of Human Resources for Steward Health. We are excited to welcome Jeanie to Team Flagstaff as she begins her new role on December 30, 2019.
- Public Works has the Winter Snow Play Volunteers and dumpsters ready. They began monitoring designated locations last week with the snow to take a baseline assessment. They will be going out again today to determine if we need a Winter Snow Play Cleanup Event. Dumpsters for snow play areas have also been placed at Peak View, Walker Lake, the lot across from Snowbowl Road, Thorpe Park, and Lone Tree Road.
- Flagstaff Trail Initiative is getting attention from the AZ Daily Sun. The regional strategy is being presented to Council on December 3rd and there is a public meeting scheduled for January 15th at Flagstaff High School from 4:30 to 6:30 p.m. Stay tuned.
- The roof has been replaced at the Cogdill center. On a related note, we do look forward to the eventual leak repairs here at City Hall...the orange buckets adorning our lobby are in full display with the arrival of wet weather.
- The Flagstaff Fire Department had Goodyear Fire Department up to review their Organization Collaborative Process which is a process that guides their department committee work.
- Coconino High School, Summit High School and Flagstaff High School sent over students to the Law Enforcement facility for first ever High School career day. There were 37 students

who participated in the two days. On the subject of Law Enforcement, our Police Aides are still working grave shifts with a dozen parking tickets issued in the Southside last week.

- Jennifer Schaber, Convention & Visitors Bureau Creative Specialist, received a WOW award for her extensive 18-month long creative work for LUNAR LEGACY. This was a huge and very successful campaign that brought a lot of recognition to Flagstaff and NASA, and that received a number of awards in the industry.
- Building Official Amy Palmer completed the Certified Public Manager program and graduated on November 12th. Congratulations Amy!

Stuff the Bus ...

It was a grand event at the Plaza Safeway entrance two weeks ago, involving frozen turkeys, whiskered mascots, and elected officials. In the end, the City prevailed in this fierce competition, notwithstanding some antics by the rival Board of Supervisors. Props to all...everyone wins!



City Hall Hours of Operation

There has been discussion at the Leadership Team regarding our need to streamline, and make consistent, the hours of operation here at City Hall. These are basically the hours in which the public may access the administrative offices at City Hall and seek assistance. With differing ranges between the departments, and some fluctuation between the seasons of the year, the decision was collaboratively made to establish the hours, officially, as 8:00 a.m. to 4:30 p.m. All departments will adhere to these hours, and the summer/winter fluctuation will end. The effective date will be January 1st, and it will be posted on the website and front door of City Hall.

While it is understood that many employees will be working prior to **8:00 a.m. and after 4:30 p.m.**, the off-hours will allow for catch-up work that is generally set aside during busy periods during the workday.

Budget Nomenclature

There is no easy way to articulate a budget year that spans two calendar years. This has been a source of confusion which culminated in a recent Council suggestion to clarify it. We agreed. After much deliberation over this complex problem, there is now a solution. The nomenclature will now hyphenate the two calendar years. For example, the upcoming budget will be entitled...wait for it...

The 2020-21 Budget

Some variations of the above may occur, such as “The 2020-2021 Budget”, or more simply, “The 20-21 Budget”, but the hyphenated format should eliminate any confusion going forward.

Recent Meetings to Note...

The Alliance Meeting of November 15th was hosted by FUSD and was well attended. Discussion focused upon current (and pending) state and federal policy objectives. With the City of Flagstaff recently formalizing its policy agenda, there will be a continued discussion of this at the December 6th Alliance Meeting. Additionally, Shane Dille provided a nice summary of the airport parking arrangements that are now in place, which will significantly increase parking capacity on a temporary lot, while providing more barriers, literally, to eliminate the unlawful off-site parking that has been occurring over recent months. There will be an update to the City Council regarding this on December 10th.

The Housing Commission had an introductory meeting on November 13th at the NACET campus. There are twelve members on this Commission and arranging a schedule for meetings has been a bit challenging simply because of the large number (a quorum issue).



The first meeting spanned six hours and included introductory education, open meeting law discussion, and other foundational work. The room was full, and the agenda was well formulated. Councilmember McCarthy attended the entire meeting and may want to share his thoughts. There is an ongoing attempt to schedule another meeting prior to the meeting in January.

Finally, and in the ‘now this is interesting’ category, the NAU School of Hotel & Restaurant Management hosted a *Taste of the 20s Speakeasy* event. It was well attended, and the food was of course superb. The event was attended by Councilmember Whelan and others from the City.



Weather Protocol

With the arrival of winter, there has been much effort, behind the scenes, to make sure that good coordination and collaboration between the local governments and schools is occurring. On days where snowfall (with accumulation) is expected, the City, County, National Weather Service, NAIPTA, FUSD and NAU participate in a joint call at 5:15 a.m. to determine operating status for the day. The call covers a weather forecast, snowfall totals, road conditions, and accident numbers. If a delay or cancellation is agreed on, the respective PIOs put out notice to the media, community, and employees. Our first call occurred last week, quite successfully. At that particular time of the morning, it is not a chatty group.

That's all for now. Again, Happy Thanksgiving!