

# City Manager's Report

January 30, 2020

Council and Colleagues, Greetings!

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 this report, we will be touching on the outcomes of the December 5<sup>th</sup> retreat, with focus upon the F.A.I.R. process. There will be an additional follow-up (Part II) on the other outcomes from the retreat to follow.

## **Budget Process**

The Budget Team has been meeting on a regular basis, at least once a week. Much effort has been lent to Priority Based Budgeting, preparation for the upcoming Retreat on Feb. 3<sup>rd</sup> and 4<sup>th</sup>, and internal review of requests staffing changes, compensation, and related topics.

## **Flagstaff Shelter Tour**

Members of our Housing Section, City Manager's Office, and Community Development Division, toured the recently expanded Flagstaff Shelter facility on January 24<sup>th</sup>. With the recently completed upstairs, approximately 150 beds are now available, and improved accessory facilities (restrooms, storage, conference, etc.). We had a very good tour and the shelter is now reaching capacity with the increased numbers, providing a huge need in our community.



## **Alliance Meeting**

The Alliance met on January 24<sup>th</sup> and the meeting was hosted by NAU. Discussion focused upon current issues and possible bond measures. Flagstaff presented its finalized legislative priorities. The Mayor attended and provided input...it was a good meeting and the City will be talking about hosting future meetings as we continue to rotate venues.

## **CCC Tour (1/28)**

A previous tour of the Coconino Community College Campus occurred in December and Council was apprised. A follow-up tour of the Fourth Street Campus occurred on January 28<sup>th</sup>, and it was very informative. With much discussion of late about emerging curricula involving vocational

studies and training (Associate Degrees and Certificates), we were able to view many of the labs and workrooms. I was accompanied by Dr. Colleen Smith, President Mr. Steve Peru, External Affairs, and Dean Jeff Jones.



### **Water Group (1/28)**

A meeting occurred between myself, Councilmember Aslan, and the Water Group, on January 28<sup>th</sup>. We spoke of water quality issues, future water needs, concerns about the Rate Study, and other related topics.

### **ACMA Conference**

Two days of the three-day conference (January 29<sup>th</sup> through 31<sup>st</sup>) in Sedona were attended (Shane Dille, DCM, attended the conference in its entirety). The agenda was very good, including presentations on Medical Marijuana and Drug Testing Issues, Law Enforcement Interaction with Developmentally Disabled Individuals, Presumptive Cancer and Potential Impact upon Local Government, Legislative Update, and Economic Outlook, among others. It was well attended, and introductions with many colleagues from both towns and counties were made. The conference occurs twice a year.



### **MetroPlan**

We had a Management Meeting on January 23<sup>rd</sup>, and a Transition Meeting on January 14<sup>th</sup>. Much is happening with MetroPlan and its transition toward autonomy, and we are talking about very important transportation needs and projects.

### **Daily Sun**

The Mayor, DCM Dille, and myself attended a lunch meeting with members of the Daily Sun on January 22<sup>nd</sup>.

### **Council visit to Hualapai Tribal Nation**

On January 30<sup>th</sup> the City Council, accompanied by some staff, loaded up two vehicles, and drove to Peach Springs, Arizona to visit our elected leaders of the Hualapai Tribe. The meeting was well orchestrated and very meaningful, with much dialogue about pending and emerging issues. It was a huge success.



### **Misc. Staff Updates**

#### **Fire Department**

I met with Fire Chief Mark Gaillard on January 13<sup>th</sup> and had a Skype meeting with the A Shift on January 23<sup>rd</sup>. We also met with the FWPP on January 16<sup>th</sup>. The Fire Special Operations Hazardous Materials team held a training this past week, and Wildland Fire personnel are working with NAU Communications staff who used a drone to film prescribed burns to add to the existing FWPP documentary film. Wildland Fire personnel continued burns on the Observatory Mesa Open Space adding 20 more acres near the Hidden Hollow area. Wildland Fire personnel also continued their partnership with Payson Fire Department as Payson creates their first Wildland Fire Management program. Please note: the annual Wildfire Community Preparedness Day is planned for May 2<sup>nd</sup> – stay tuned on that one.

#### **Public Works, etc..**

The Piatigorsky Foundation will be at the Joe C. Montoya Community and Senior Center on February 3<sup>rd</sup> at 2:00 p.m. for a classical musician performance. This concert is free and open to the public! On a different note, the Streets Section provided a tour and education session to a University Heights Block Watch and DeMiguel group to share information about snow operations (in case winter returns) around the school and work being done to improve service.

Facilities have begun planning efforts to relocate the existing Courts and Prosecution offices to the new facility beginning in late June, 2020 and preparation for demolition of the old structures between July and August.

Electric vehicle charging ports were installed at the Rio de Flag Water Treatment facility the week of January 20<sup>th</sup> for City vehicles. City Hall parking lot closure of the four parking spaces in the west parking lot for the construction of the EV charging stations will begin on Monday, February 10<sup>th</sup>. The work is expected to last approximately three weeks, weather permitting. Climate and Energy staff have recently been added to the Development Review Team.

#### **Police**

Police Department staff attended community meetings with Family Advocacy Council, Coordinated Community Council, NARBHA, Flagstaff Initiative Against Trafficking, Salvation Army Board meeting, Victim Witness Board meeting, and Boys and Girls Club Board meeting. The PD held *Coffee with a Cop* on January 27<sup>th</sup> at White Dove Coffee shop (good coffee, no donuts)!

Flagstaff Police personnel Jennifer Brown, Allison Hughes, Officer George Schorman, Sgt. Charles Hernandez and Jen Brevik all volunteered for this year's Polar Plunge at the Flagstaff Athletic Club to raise awareness and funding for the Special Olympics.

Finally, but not least, the Flagstaff VFW recognized Officer Eric Tomperri as this year's VFW Officer of the Year. Congratulations to Officer Tomperri!

### Sustainability

Effective immediately, the Sustainability Section will be placed under the City Manager's Office and will be attendant at the weekly Leadership Team meetings. Stay tuned on this exciting new restructure, as there will be much more to report as time moves forward. Welcome, Nicole Antonopoulos, to the Team!

### Other Updates

Attendance was had at the Housing Commission meeting on January 23<sup>rd</sup>. Housing Director Sarah Darr will be accompanying us when we travel to Clearwater Florida at the end of February to visit the Safe Harbor pre-arrest diversion and treatment facility. Attendance was also had at the Beautification & Public Art Commission on January 13<sup>th</sup>, when we talked at length about flowers in the downtown area. One-on-one meetings with all of the Councilmembers occurred during the month of January. These meetings are greatly appreciated!

### **December Retreat Update (Part I)**

The Retreat on December 5<sup>th</sup> provided an update on revenues, a detailed discussion about organizational restructuring, with much of the morning being allocated to a dialogue about information requests, staff work volume, process, and opportunities for improvement. The retreat was well conducted, with stellar facilitation by Stephanie Smith, and by all measures it was a successful undertaking.

There were many outcomes stemming from the discussion, and enough to warrant that they be broken down into two segments for follow-up with the Council. The first segment (Part I), and the subject of this report, concerns largely the request for information being sought from staff by the City Council in the form of Future Agenda Item Requests (F.A.I.R.) and City Council Reports (C.C.R.). The second segment (Part II), and the subject of a future report, will be the other means for requesting information, by both Council and the citizenry, with suggested improvements to protocol to streamline the process and reduce the backlog of work volume.



## 1. F.A.I.R.

During the Retreat there was much discussion about the pending F.A.I.R. topics, the backlog, and the occurrence of redundancy between these topics and previously submitted City Council Reports, staff presentations, previous agenda items, or agenda items slated for future meetings. In some instances, the underlying relevance or need for the topics was questioned. A central tenet that emerged from the discussion was that F.A.I.R. topics should be restricted to possible policy formulation, and not used as means of simply obtaining information or making a political statement.

The discussion focused on the frequency and growing volume of F.A.I.R. requests, which in recent times have become commonplace during the To/From portion of the Council meetings. Council and staff discussed the need to have a more judicious approach to keep the requests in check. One recurring suggestion by the Council, which was greatly appreciated by staff, was the desire to simplify or refine the F.A.I.R. process and make it less cumbersome, placing more emphasis upon less formal efforts to solicit the needed information from staff, and more Council scrutiny over the requests when they do arise.

The process for seeking future agenda item requests is a formal one found in Section 4.02 of the Council Rules of Procedure:

### **4.02 Future Agenda Item Requests (F.A.I.R.)**

*The City Manager shall consider any request by a Councilmember to include an item on the Future Agenda Item Request (FAIR) portion of the agenda. A Councilmember may submit an item for consideration in a public meeting during To/From and the City Manager may place it in a queue with other Council requests to be placed on an agenda.*

*The requesting Councilmember must be present through each step of the F.A.I.R. process to provide information and solicit the support for their item. Should scheduling conflicts arise the requesting Councilmember must contact the City Manager and ask that the item be rescheduled.*

*In the event that there are remaining F.A.I.R. items from an outgoing Councilmember the items will be placed on a separate list to seek a current Councilmember sponsor. If after 30 days from the last day of their term no Councilmember comes forward to sponsor the item, it will be removed from the queue.*

*Once the item is placed on an agenda under F.A.I.R.:*

- a) If three or more Councilmembers agree, it is placed in the Discussion Queue for future meetings in chronological order. (Shown on working calendar as a discussion item)*
- b) Should a Councilmember wish to move the item to the front of the Discussion Queue, a separate and secondary request must be made. Should a minimum of four Councilmembers agree to such request, the item will be placed at the front of the Discussion Queue and Items previously placed on future agendas for discussion will be shifted accordingly.*
- c) Should a Councilmember wish to change the order of the items in the Discussion Queue, a request must be made by a Councilmember as to the preferred priority order. Should a minimum of four Councilmembers agree to such a request, the order shall be revised accordingly.*

*Once an item has been considered under the F.A.I.R. process and placed on a future agenda for discussion, staff time in preparing for such item is limited to eight hours or less. Once direction is given by a majority of the Council, further staff time may be expended. (Show on the Working Calendar as a Regular Item.)*

Noting the above process, it is clear that the intended procedure for F.A.I.R., as written, is actually fairly simple. It is the practice that has evolved, beyond the intended process, that has become somewhat complicated. Notably, the use of the “four vote” process which is seen as an extra step in the approval process, used routinely, rather than that of a means to prioritize an existing F.A.I.R., which was intended to be used sparingly.

The two-step (three vote, four vote) process is clunky and very confusing. It should be abandoned, and Council should return to the procedures as originally formulated and as set forth expressly in Section 4.02. This allows for a simple three-vote procedure to place the item in the queue for a future discussion with any subsequent direction or action coming from a majority of Council. If Council is judicious in its approval process – an expressed outcome of the Retreat – the simplified process should work just fine.

It is noted that the written process allows for less than majority of the Council to advance a particular topic to a future agenda, this should not be a problem if the other measures and considerations as stated during the Retreat are applied.

Similarly, the process for removal of a F.A.I.R. item, as set forth in Section 4.03 (below), works well as written. Council has adhered to this process and it appears to be working fine.

#### **4.03 Removal of a F.A.I.R. Item**

*A Councilmember who has previously requested a F.A.I.R. item may have it removed up until the time it appears on the agenda as a F.A.I.R. item. No other Councilmember is permitted to remove an item. If an item is removed prior to it appearing on an agenda, the City Manager will notify the Council of its removal at the next Council Meeting. If another Councilmember wants to retain the item, it shall retain its then-current place in the queue. Once on the agenda, the request to remove must be made during a public meeting.*

*Once it has been placed on the agenda as a F.A.I.R. item, and there are three or more Councilmembers who support moving it to a future agenda for discussion, an item may not be removed until it has been placed back on the agenda as a F.A.I.R. item to be Removed. Should there be no objection from Councilmembers, the item will be removed as a F.A.I.R. item. If at least three other Councilmembers wish to keep it on the F.A.I.R. list, it will be placed on a future agenda as outlined in Section 4.02(a) above.*

## 2. City Council Reports

The City Council Reports (C.C.R) are intended to be formal requests for information, which is not predicated upon a potential policy action. These items are periodically advanced to staff for research and reporting back to the Council. While there is also a considerable inventory of these reports, efforts will be made to categorize and list the items and have them available on the City website.

There is no prescribed process for requesting a C.C.R. The typical practice has been to have the request advanced by a majority of the Council. It is again noted that more efforts will be utilized by Councilmembers in the future to obtain information in a less formal way when practical, and more vigilance by the Council will be afforded to this request process to avoid backlog and unmanageable workflow.

During the Part II follow-up to the Retreat, we will discuss the many other outcomes and suggestions to improve the processes related to information sharing and workflow.