

City Manager's Report

October 2, 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 no particular order...

Water Services

Awards

Please see below recognition for Flagstaff Water Services. These are National Water Conservation Awards, placing the City at the forefront of Arizona municipalities in its conservation efforts. The excerpt is from the Water Services Website. Congratulations to the Water Services Team ... very impressive!

Flagstaff Water Services Receives Two National Water Conservation Awards

Post Date: 9/30/2020

We're getting closer to our City goal of being a National Leader!

Flagstaff's Water Conservation Program earned a Gold level on the [Alliance for Water Efficiency G480 Leaderboard](#), in recognition of Water Services' incorporation of voluntary industry standards that promote water efficiency. The G480 Standard identifies critical elements of an effective water conservation program, such as dedicated staff for conservation efforts, a water waste ordinance, universal metering practices, a landscape efficiency program, and a water loss control program. Flagstaff is the first city in Arizona to join other top utilities in the nation on the Leaderboard, demonstrating an innovative and successful water conservation program!



The Environmental Protection Agency awarded Flagstaff a 2020 [WaterSense](#) Excellence Award, for its promotion of WaterSense-labeled products, designed to reduce water consumption and save money. In 2019, Water Conservation staff helped businesses and residents replace 1,150 toilets, 2,080 showerheads and 3,500 aerators through rebates, incentive programs and product giveaways. As an EPA WaterSense partner, Flagstaff consistently promotes water efficiency and WaterSense products. To learn more about reducing your water use, email us at Savewater@flagstaffaz.gov or visit our webpage at Flagstaff.az.gov/savewater.

Director Recruitment

In early Spring 2020, the CMO underwent a comprehensive and collaborative effort to recruit for the Water Services (WS) Director position in anticipation of a vacancy created by the retirement of Mr. Brad Hill in July 2020. These leadership recruitments typically take several months to conduct, and we wanted to be ready. While the outcome of that earlier recruitment effort didn't conclude with a permanent hire, we are fortunate that it did conclude with the interim appointment of our very own Mr. Ryan Roberts, as Acting Water Services Director. Since June when taking the new interim role, Mr. Roberts has done a wonderful job carrying the water (pun intended) and in providing unique and impactful leadership to the division and to the community as a whole.

The CMO remains committed to the effort of permanently filling the WS Director position and to that end offers the following timeline in doing so:

- October 11 – 30: Conduct WS employee feedback on the recruitment effort
- November 6 – 20: Position is posted for two weeks nationally
- November 23 – December 11: Applicants are matrixed, and applicants selected for initial phone interviews will be contacted to schedule those interviews.
- December 14 – 18: Phone Interviews are held with applicants selected for 1st round interviews (via phone)
- December 20 – January 1: Phone interview results will be reviewed. Finalists will be identified and in-person (likely virtual) interviews will be scheduled.
- January 4 – 8: Conduct in-person (likely virtual) interviews with finalists. Should a top candidate be selected an offer will be made with the hopes of having the position filled by mid to late February 2021.

Police

Police Chief Recruitment Update

Deputy City Manager Shannon Anderson met with the Flagstaff Police Department Dispatch, Records, Patrol Squads, and Command Staff about the upcoming Police Chief interviews to obtain their input on what staff are looking for in the next Police Chief.

In terms of timeline, the Human Resources Division will be reaching out to the top six applicants identified through the screening interview to see if they are still interested in the Flagstaff Police Department Police Chief position. If the applicants are still interested, planning for the onsite (or virtual onsite) process will begin. If there are less than four applicants still interested, then another advertisement will be completed to create a competitive recruitment process.

The plan is to name a new Police Chief in January 2021, but this recruitment process will be a bit staggered from that of the Water Services Director process to minimize overlapping interviews and procedures.

Community Development

The following excerpts are provided, courtesy of the Community Development Division. During the recent update to the Council regarding revenue trends and projections, there was much attention directed to

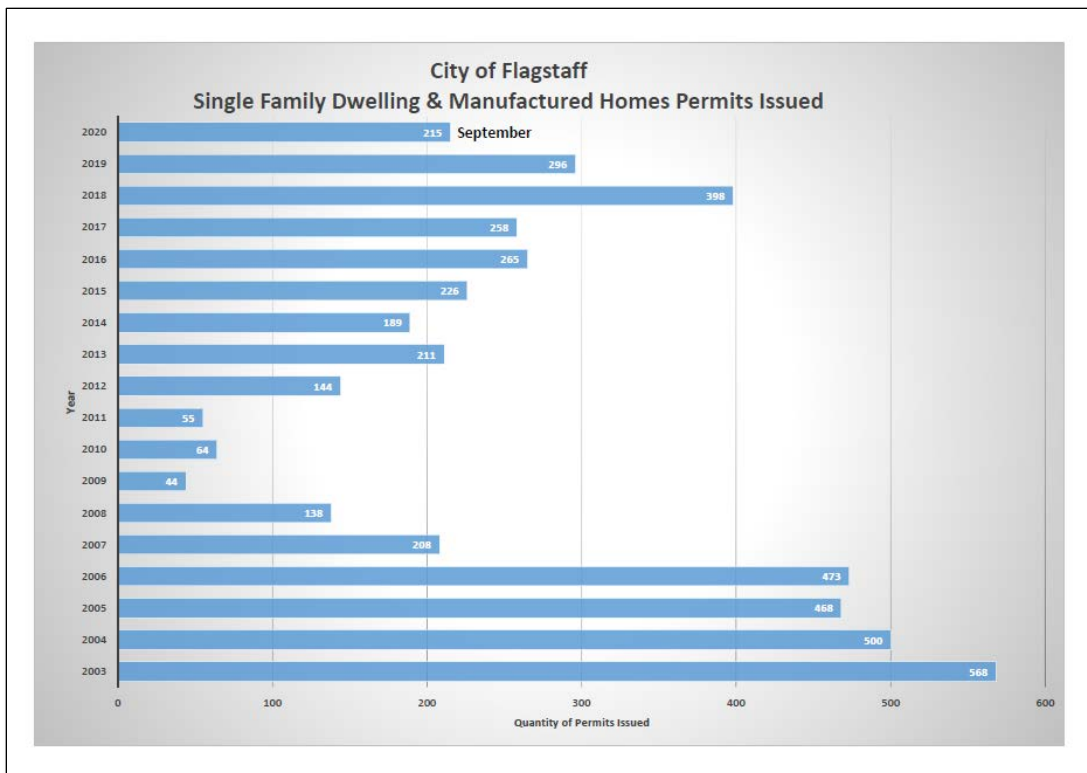
the fact that the building industry has been a healthy revenue source for the City during this recession. That may be an understatement when looking at the first matrix provided below. Please note the difference, year to date, between last year and this year. The primary difference is that of non-residential valuation, reflecting some larger commercial projects that are currently in play.

10/1/2020 Monthly Statistical Report

**Monthly Statistical Report
City of Flagstaff**

| Category | Current Period | | YTD | | Previous Year | | Previous Year YTD | | | | | |
|-----------------------------------|-------------------------|-------|-------------------------|----------------|-------------------------|-------|-------------------------|-------|----|----------------|------|-----|
| | 09/01/2020 - 09/30/2020 | | 01/01/2020 - 09/30/2020 | | 09/01/2019 - 09/30/2019 | | 01/01/2019 - 09/30/2019 | | | | | |
| | Valuation Issued | Units | Valuation Issued | Units | Valuation Issued | Units | Valuation Issued | Units | | | | |
| Additions/Alterations/Conversions | 2,671,104.00 | 37 | 0 | 38,467,566.00 | 259 | 1 | 2,172,267.00 | 23 | 0 | 41,518,633.00 | 205 | 0 |
| Demolition | 142,345.00 | 3 | 0 | 326,245.00 | 12 | 0 | 15,000.00 | 1 | 0 | 246,186.00 | 17 | 0 |
| Mobile Home | 0.00 | 1 | 0 | 213,900.00 | 7 | 0 | 0.00 | 0 | 0 | 673,319.00 | 10 | 0 |
| Multi-Family | 0.00 | 0 | 0 | 200,000.00 | 2 | 6 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Non-Residential | 1,700,000.00 | 1 | 0 | 104,764,440.00 | 37 | 382 | 4,202,207.00 | 8 | 0 | 29,053,222.00 | 44 | 70 |
| Over The Counter | 366,766.00 | 78 | 0 | 1,883,532.00 | 463 | 0 | 187,452.00 | 46 | 0 | 1,909,348.00 | 483 | 0 |
| Roofing | 1,393,746.00 | 116 | 0 | 5,059,086.00 | 457 | 0 | 383,620.00 | 45 | 0 | 4,218,944.00 | 356 | 0 |
| Single Family Attached | 89,640.00 | 4 | 4 | 10,941,631.00 | 66 | 64 | 35,000.00 | 1 | 1 | 6,019,852.00 | 48 | 48 |
| Single Family Detached | 4,777,310.00 | 24 | 24 | 38,602,544.00 | 142 | 143 | 6,843,778.00 | 30 | 27 | 32,554,368.00 | 161 | 158 |
| Solar | 177,510.00 | 5 | 0 | 1,387,840.00 | 44 | 0 | 287,057.00 | 14 | 0 | 1,302,217.00 | 58 | 0 |
| Totals | 11,318,421.00 | 269 | 28 | 201,846,784.00 | 1489 | 596 | 14,126,381.00 | 168 | 28 | 117,496,089.00 | 1382 | 276 |

In terms of residential (single family and mobile home), the issuance of building permits is depicted in the below graph, showing annual issuances since 2003. It is evident that there is much more activity now than what occurred during the Great Recession.



In terms of building inspections and plan reviews, the following matrix shows a ten-year tally. Notably, the plan reviews continue to track relatively high.

| City of Flagstaff | | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| BUILDING INSPECTIONS PER CALENDAR YEAR | | | | | | | | | | |
| MONTHS | CY11 | CY12 | CY13 | CY14 | CY15 | CY16 | CY17 | CY18 | CY19 | CY20 |
| JAN | 830 | 805 | 989 | 1069 | 872 | 662 | 1134 | 1243 | 1373 | 1162 |
| FEB | 760 | 829 | 911 | 922 | 915 | 876 | 1194 | 980 | 982 | 1284 |
| MAR | 1015 | 819 | 1121 | 876 | 1050 | 987 | 1573 | 1235 | 1288 | 1163 |
| APR | 814 | 1069 | 979 | 932 | 1163 | 1014 | 1492 | 1197 | 1363 | 1429 |
| MAY | 970 | 1205 | 1188 | 951 | 911 | 984 | 1582 | 1163 | 1539 | 1289 |
| JUN | 969 | 1060 | 1103 | 997 | 1098 | 1148 | 1605 | 1153 | 1522 | 1393 |
| JUL | 885 | 1183 | 1316 | 1143 | 1049 | 1231 | 1396 | 1046 | 1621 | 1304 |
| AUG | 1051 | 1571 | 1424 | 1139 | 846 | 1274 | 1675 | 1311 | 1722 | 1353 |
| SEPT | 835 | 1210 | 1385 | 1212 | 1039 | 1137 | 1242 | 1210 | 1386 | 1483 |
| OCT | 883 | 1385 | 1421 | 1180 | 1066 | 1411 | 1264 | 1452 | 1670 | |
| NOV | 873 | 1367 | 981 | 870 | 765 | 1283 | 1127 | 1218 | 1236 | |
| DEC | 630 | 965 | 1074 | 925 | 798 | 1205 | 1083 | 1112 | 1042 | |
| TOTAL | 10515 | 10515 | 13468 | 13892 | 12216 | 13212 | 16367 | 14320 | 16744 | 11860 |
| # Insptr. | 4.5 | 4.5 | 5 | 5 | 5 | 5 | 6 | 7 | 7 | 6 |
| Per Insptr | 2337 | 2337 | 2694 | 2778 | 2443 | 2642 | 2728 | 2046 | 2392 | 1977 |
| PLAN REVIEWS PER CALENDAR YEAR | | | | | | | | | | |
| MONTHS | CY11 | CY12 | CY13 | CY14 | CY15 | CY16 | CY17 | CY18 | CY19* | CY20* |
| JAN | 22 | 20 | 23 | 37 | 52 | 54 | 58 | 133 | 104 | 124 |
| FEB | 27 | 37 | 24 | 46 | 53 | 65 | 81 | 177 | 107 | 110 |
| MAR | 27 | 17 | 40 | 69 | 59 | 78 | 134 | 181 | 172 | 116 |
| APR | 29 | 35 | 65 | 53 | 64 | 90 | 101 | 132 | 161 | 149 |
| MAY | 37 | 47 | 58 | 68 | 65 | 90 | 160 | 139 | 203 | 133 |
| JUN | 30 | 61 | 45 | 51 | 53 | 73 | 132 | 131 | 179 | 171 |
| JUL | 37 | 38 | 61 | 69 | 100 | 79 | 116 | 160 | 143 | 165 |
| AUG | 38 | 45 | 52 | 49 | 76 | 78 | 116 | 115 | 165 | 183 |
| SEPT | 35 | 43 | 71 | 58 | 76 | 65 | 116 | 184 | 142 | 151 |
| OCT | 32 | 36 | 46 | 59 | 75 | 103 | 116 | 79 | 142 | |
| NOV | 24 | 31 | 56 | 47 | 65 | 68 | 116 | 104* | 174 | |
| DEC | 13 | 35 | 33 | 71 | 65 | 68 | 116 | 155* | 176 | |
| TOTAL | 351 | 445 | 574 | 677 | 803 | 911 | 1362 | 1690* | 1692* | 1302 |
| # PE | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 2 |
| Per PE | 176 | 223 | 287 | 339 | 268 | 304 | 454 | 564 | 564 | 651 |
| Note: includes plans sent to 3rd party, IDS reviews, Engineering Reviews, Resubmittals & RFI's | | | | | | | | | | |
| *Includes resubmittals - (Started tracking Nov. 2018) | | | | | | | | | | |

With regard to Code Compliance, the below tables illustrate the number of cases, year to date, and the types of activity being addressed:

| City of Flagstaff - Code Compliance Reporting 2020 | | | | | | | | | | | | | |
|---|------------|------------|------------|------------|-----------|------------|------------|-----------|-----------|-----|-----|-----|-----------------|
| Complaint | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
| Staff Driven Complaint | 152 | 156 | 113 | 130 | 51 | 88 | 60 | 44 | 63 | | | | |
| Citizen Driven Complaint | 20 | 12 | 19 | 41 | 34 | 21 | 41 | 28 | 27 | | | | |
| New Cases | 172 | 168 | 132 | 171 | 85 | 109 | 101 | 72 | 90 | | | | |
| Case Status | | | | | | | | | | | | | |
| Open Cases (of total new cases above) | 25 | 28 | 26 | 61 | 18 | 33 | 30 | 15 | 35 | | | | |
| Closed Cases (of total new cases above) | 147 | 140 | 106 | 110 | 67 | 76 | 71 | 57 | 55 | | | | |
| Violation Type | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Year End Totals |
| Abandoned/Junked Vehicles | 0 | 1 | 0 | 4 | 1 | 2 | 0 | 0 | 0 | | | | |
| Accessory Dwelling Unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | |
| Building Regulations | 0 | 0 | 0 | 25 | 1 | 0 | 4 | 0 | 0 | | | | |
| Camping on Public Property within City Limits | 0 | 0 | 0 | 2 | 3 | 0 | 2 | 1 | 0 | | | | |
| Collection/Disposal Practices | 1 | 2 | 12 | 64 | 2 | 12 | 14 | 6 | 6 | | | | |
| Commercial Work on Motor Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | |
| Failure to Remove Snow/Obstructions from Sidewalk & Deposit of Snow in ROW/Hedges over Sidewalk | 36 | 9 | 14 | 15 | 10 | 11 | 11 | 11 | 9 | | | | |
| Failure to Meet Landscape Standards | 0 | 0 | 0 | 1 | 18 | 1 | 0 | 0 | 0 | | | | |
| Failure to Meet Outdoor Lighting Standards | 9 | 5 | 10 | 7 | 7 | 3 | 11 | 4 | 9 | | | | |
| Failure to Meet Parking Standards/General Parking Standards | 2 | 2 | 1 | 5 | 1 | 3 | 4 | 6 | 2 | | | | |
| Failure to Meet Resource Protection Standards | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | |
| General Restrictions/Requirements for all Signs, Failure to Meet Temporary Sign Standards | 4 | 5 | 10 | 3 | 14 | 39 | 9 | 14 | 24 | | | | |
| Failure to Meet Building from Standards/Setbacks | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Graffiti | 111 | 128 | 61 | 36 | 15 | 16 | 21 | 3 | 11 | | | | |
| Littering | 3 | 4 | 5 | 3 | 1 | 2 | 1 | 1 | 2 | | | | |
| Illegal Use or Activity without Permit | 1 | 5 | 6 | 4 | 5 | 10 | 6 | 12 | 11 | | | | |
| Illegal Use in Zone | 1 | 2 | 5 | 0 | 2 | 1 | 0 | 1 | 0 | | | | |
| Keeping of Certain Animals | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 4 | | | | |
| Parking of Commercial Vehicles in Residential Zone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | |
| Parking of RV's | 1 | 0 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | | | | |
| Posting of Handbills on Public/Private Property | 0 | 0 | 0 | 0 | 1 | 0 | 11 | 0 | 0 | | | | |
| Storage Containers Temporary/Permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Storage of Unregistered/Inoperable Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | |
| Storing or Placement of Solid Waste | 1 | 2 | 4 | 1 | 0 | 1 | 0 | 2 | 1 | | | | |
| Unauthorized Accumulation of Litter on Private Property | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 | | | | |
| Uninhabited or Vacant Private Property | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | | | | |
| Violation of Fence/Wall & Scening Standards | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | |
| Water Conservation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | | | | |
| Other Misc | 1 | 0 | 1 | 0 | 2 | 5 | 2 | 4 | 2 | | | | |
| Total Complaints by Month | 172 | 168 | 132 | 171 | 85 | 109 | 101 | 72 | 90 | | | | |

Community Development remains quite busy. Gratitude is also given for the assistance in many organizational functions during this pandemic, including ongoing participation in the Re-Entry Team and the Expanded Use of Rights of Way (EUROW) Team. Also of note, the involvement of Community Development in the current discussions related to long-term lease templates for city properties is also greatly appreciated.

Airport

Please see below from our Economic Vitality Division, related to the parking project at the Pulliam Airport. With the need for a new cultural study for FAA review and approval, we will delay the start of this project until spring, and once again utilize the temporary lot that was put into place last year. While the setback is a bit discouraging, the project will be pursued within the current fiscal year, as budgeted, and should not create any hardship on the traveling public. We will report back to Council with specifics, and a timeline. Stay tuned.

Flagstaff Pulliam Airport Parking Lot Project Update: September 2020

The parking project for the Flagstaff Pulliam Airport involves creating a second lot that will offer an additional 405 parking spots and 4 electric vehicle charging ports for our airport patrons. The site of the new lot is adjacent to the existing lot and shown on the map to the right.

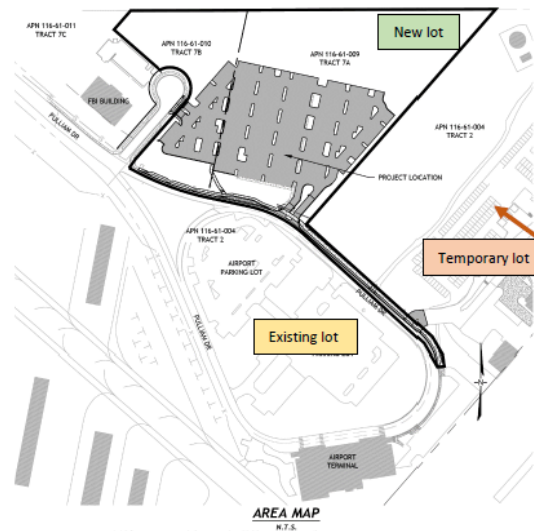
Once we have the second lot in place, we will upgrade the existing parking lot with repaving, re-striping, and more. Important to note, we have added more ADA spots to our current lot. We also created a temporary parking lot to assist in parking for our airport employees and overflow rental cars. We will be extending the service of the temporary parking lot for one more year. This will continue to assist us in our parking needs while we work to create the second lot.

We were hoping to begin construction of the second parking lot this Fall, however, Federal Aviation Administration (FAA) had decided recently that our cultural study needed an update. We are working with our design consultants (Peak Engineering) and the FAA to update our cultural study. Our airport-wide environmental assessment, which needs to be updated every 10 years, recently expired. This setback has caused us to look for a way to get this completed and not delay the project through a full construction season.

Since we are currently partnering with Peak Engineering on the design portion of our parking lot, our engineer on staff was able to utilize the existing contract to solicit the assistance of, Logan Simpson, to conduct the Class 3 cultural study needed. Peak Engineering and Logan Simpson are scheduled to provide the formal study within five weeks. This would take us to the end of October 2020 to provide the study to the FAA and begin developing the construction contract.

We are also working to hire a consultant to help our City Staff with the paid parking transition. We currently have a multi-year engineering contract for a consulting firm out for Request for Statement of Qualifications (RSOQ) where we received four submissions. After checking with the FAA, we found out that they would allow us to add 'parking' to the list of items that this consultant could perform. With that said, we will be utilizing the chosen consulting firm to help lead the remainder of the airport parking lot paid parking portion of the project.

By November 2020, we will have a consultant identified, the cultural class 3 study completed, and will have the consultant work with our City Staff to create a parking lot timeline. This timeline will also include finishing out our procurement for a construction firm which has been in motion. Once the timeline is formalized, we will share more with Council. Our target is to start working on the parking lot in the Spring.



Sustainability

And finally, the below represents some updates from the Sustainability Section, some of which is a bit dated as it has been three weeks since the last City Manager's Report. Nevertheless, it is still informative.

CITY COUNCIL ITEMS:

- 10/6 - AZ Game & Fish Cooperative Access Agreement on Observatory Mesa
- 10/27 - Discussion of options for the expiration of the Materials Recycling Facility Contract.
- 10/27 - Climate Emergency revisions to the Climate Action and Adaptation Plan

COMMISSIONS:

- Open Space Commission: Next meeting, Monday, September 28th.
- Sustainability Commission: Next meeting: Thursday, September 24th.

Staff announcements (Personnel updates, awards, grants secured)

- Administrative Assistant-Sustainability position announcement closes 9/18/20. Currently there are 68 applications.

Regular Weekly Updates

CLIMATE ACTION:

- Staff hosted a weekend 1-hour virtual Climate Emergency Forum.
- Path to Carbon Neutrality [Survey](#) is live. The 10-minute survey will gather feedback on the 7 cross-sector targets required to achieve carbon neutrality. The survey will be open for six weeks.
- Staff presented to the [ECoNA](#) Business Attraction committee on the City's carbon neutrality goals.

COMMUNITY STEWARDS/LITTER PREVENTION:

- September's "30 Days Albert's Way" has 45 active participants, that have already picked up over 6,000 pieces of litter in our community. Our top picker, Melanie Street has picked up 2,401 pieces!
- Staff is partnering with Discover Flagstaff (CVB) on their fall Tourism Litter Clean Up, October 14-20. They will be utilizing the [Litterati](#) App during their fall conference in and around the community.
- There were two litter clean ups in the community, yielding over 15 bags of trash and recycling.

OPEN SPACE/LAND CONSERVATION:

- Open Space was approved for a TREE grant to remove invasive trees on McMillan Mesa.

MATERIALS MANAGEMENT:

- City Council approved the renewal of the IGA between the City and NAU to process City organic waste. Staff focusing next on residential yard waste and we discussed the possibility of a community drop-off event in the fall to collect leaves and pine needles.
- GIS developed an app to reference recycling inspections efforts to improve customer service. Solid Waste and Sustainability staff will now be able to reference the app, if a customer calls or emails with questions about why they received an oops tag. We can even reference a photo showing the contents of resident's bins to address concerns about specific materials.

Upcoming Events

- Flagstaff 15 Minute Makeover, 10/15 at 10:15 am we encourage the community to spend 15 minutes picking up litter where they live, work, or learn.
- Fix It Clinic by Appointment, Saturday, October 10, 2020 from 10:00 am to 2:00 pm at [CoCo](#) Coop Maker Space (masks required)
- Drop Off Day, Dump the Drugs, Shred-a-thon: Saturday, October 24, 2020, 10:00 am to 2:00 pm at the Flagstaff PD-Drive through/masked event.

That's all for now Council. Onward and upward ...