

City Manager's Report

August 19, 2021

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.

Work Anniversaries – August, 2021

Five Years

Honorable Charles Adornetto, On-Call Magistrate
(8/1/2016)



Maria Fitting, Administrative Specialist
(8/1/2016)



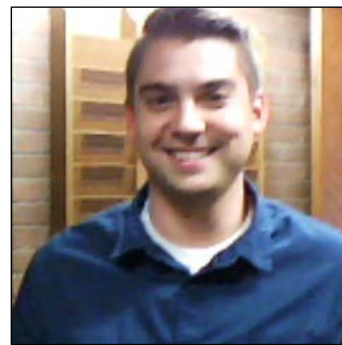
Thomasina Tsinnie, Library Clerk
(8/15/2016)



Michael Jim, Equipment Operator
(8/15/2016)



Charles Reynolds, Recreation Coordinator
(8/15/2016)



10 Years:

Patricia Sauers, Housing Services Specialist
(8/22/2011)

(Oops, no picture available)

Scott Klotz, Meter Technician
(8/22/2011)



15 Years:

Joel Barnett, Airport Ops /ARFF Lead Worker
(8/13/2006)



20 Years:

Shawn Knott, Police Detective
(8/19/2001)



30 Years:

Paul McGuire, Maintenance Worker – Parks
(8/19/1991) is this month's winner.

Thank you, Mr. McGuire for your incredible tenure and service. We appreciate you!



Water Services

Please find appended to this report the July Monthly Report for Water Services.

In addition, we would like to single out some amazing news regarding the Wildcat crew. On August 16, 2021, the Arizona Department of Environmental Quality (ADEQ) presented Wildcat Hill Water Reclamation Plant staff with the Voluntary Environmental Stewardship Program (VESP) Award. The bronze level award marks three years of no violations for regulated businesses or organizations who maintain a good history of environmental compliance and go beyond legal requirements to protect human and environmental health.

The plant already produces Class A+ reclaimed water, the highest permit level possible under ADEQ rules. This dedicated staff maintains a high standard of quality every day, sometimes under challenging conditions, to keep our community, and environment, safe. ***Congratulations, Team!***

Community Development

Appended hereto is the August Newsletter from the Housing Section, which is an excellent read. With respect to the Building Section, see below update, with links. It is quite obvious that we continue to see very impressive numbers in the building industry. Thanks to the great work being performed throughout Community Development!

Construction Activity and Citizen’s Access Portal

The City of Flagstaff continues to see an increase in overall construction activity across all sectors. We ended the calendar year 2020 with total valuation of construction at \$235,395,255 (44% increase), with 2,087 permits that included 671 dwelling units (73% increase). This compares to calendar year 2019 with \$163,957,691 in valuation, 1,948 permits including 387 dwelling units. Through July 2021 we have issued 1,280 permits compared to 998 during the same period in 2020. Valuation through July 2021 is \$209,693,372 compared to \$175,610,097 in 2020 with an increase in dwelling units from 527 to 610 (non-residential units reported are actually multi-family units). You can review monthly reports here: : [Monthly Construction Permit Statistics | City of Flagstaff Official Website \(az.gov\)](#)

The Development Status Report provides information on projects in Site Plan review: [Development Status Reports | City of Flagstaff Official Website \(az.gov\)](#) Projects in the red band will require City Council approval of a Zoning Map Amendment, projects in blue will require a Conditional Use permit (Planning & Zoning Commission) and projects in green require City Council action to annex the property. All other projects are permitted in the existing zoning district and require an administrative review by staff.

The City of Flagstaff recently launched the Citizen’s Access portal for virtual submission of permits and applications. [Citizen Access \(flagstaffaz.gov\)](#)

The Building Safety front page has information on obtaining permits, inspections and applications. [Building Safety | City of Flagstaff Official Website \(az.gov\)](#)

Category	Current Period			YTD			Previous Year			Previous Year YTD		
	07/01/2021 - 07/31/2021	01/01/2021 - 07/31/2021		07/01/2021 - 07/31/2021			07/01/2020 - 07/31/2020			01/01/2020 - 07/31/2020		
	Valuation	Issued	Units	Valuation	Issued	Units	Valuation	Issued	Units	Valuation	Issued	Units
Additions/Alterations/Conversions	3,475,460.00	52	0	21,656,280.00	317	0	11,626,373.00	42	0	34,437,636.00	195	1
Demolition	200.00	1	0	358,461.00	7	0	400.00	1	0	174,400.00	7	0
Mobile Home	15,000.00	1	0	143,000.00	5	0	0.00	0	0	213,900.00	6	0
Multi-Family	1,930,000.00	2	26	6,460,000.00	6	60	200,000.00	2	6	200,000.00	2	6
Non-Residential	6,572,916.00	4	0	98,996,415.00	42	409	3,192,450.00	6	0	101,400,340.00	27	382
Over The Counter	500,978.00	75	0	2,622,898.00	392	0	174,086.00	60	0	1,347,624.00	336	0
Roofing	333,000.00	35	0	4,034,845.00	314	0	611,141.00	60	0	2,669,730.00	254	0
Single Family Attached	2,544,000.00	7	7	12,583,060.00	35	32	1,571,425.00	8	8	10,254,766.00	53	51
Single Family Detached	13,240,180.00	19	19	61,739,278.00	114	109	4,638,077.00	15	15	23,843,194.00	86	87
Solar	261,895.00	11	0	1,099,135.00	48	0	34,944.00	2	0	1,068,507.00	31	0
Totals	28,873,629.00	207	52	209,693,372.00	1280	610	22,048,896.00	196	29	175,610,097.00	997	527

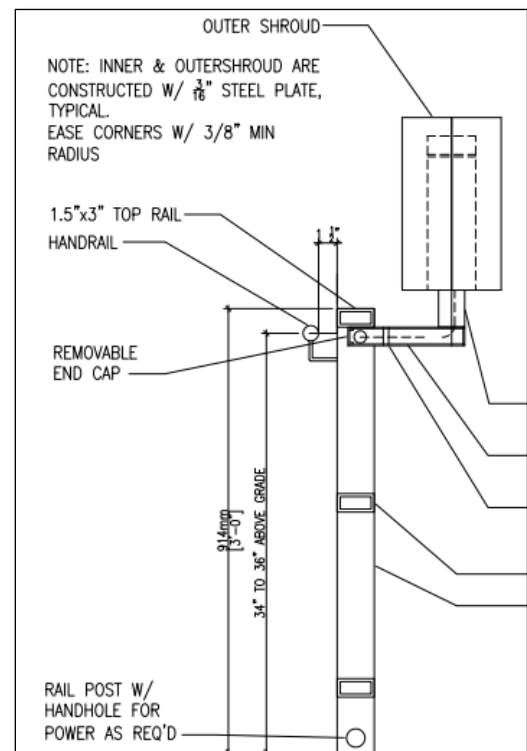
Library

A follow-up here to the previous presentation before Council.

The Library ADA Entrance Project Team continues work on design of the project and the integrated art component and is approaching the 60% design level. During the conceptual design phase, safety concerns with the art placement and the potential for sharp edges were raised by City Council and City Management. The team has been working with the artist, fabricator, and Risk Management to address the concerns raised and to deliver on the artist's vision for the piece, including preserving an interactive touch component. A mockup of the art piece was created (see images below), finishes and locations tweaked, corners rounded, and a safety handrail was added to alleviate the safety issues. All sculpture units will comply with 2010 ADA Standards for Accessible Design and 2018 International Building Code.

Please note that the blue color on the sculpture in the images below is illustrative only.

After these changes, Risk Management and our Office feel comfortable with the improved design. Thanks to Jeremy DeGeyter, Jana Weldon, and the others who helped orchestrate this important follow up. At this time, it is not clear whether the overall project will be delivered by Job Order Contracting (JOC), or a traditional hard bid approach due to budgetary constraints and ongoing workforce and supply chain issues. Either way, due to weather constraints, construction may experience a winter shutdown, or construction start may be delayed until more favorable construction weather, typically in March, depending on the date of final project plans approval and the procurement process.



Heroic Actions

On Wednesday, July 14th, while on route at approximately 2:30 pm, Commercial Equipment Operator III Kevin Anderson called on the radio stating that there was an individual requesting immediate help on Soliere Ave. during the flooding event that was occurring. The citizen's friend was stuck in a flooded stormwater culvert. Kevin informed Leadworker Zach Haws and Supervisor Ben James to call FFD and FPD, and then took immediate action. He jumped into the surging water and retrieved the stranded citizen from drowning before police and fire arrived.

Kevin, thank you for your heroics. Please know that your quick actions helped save a life!



Reorganization

At the Extended Leadership on Monday of this week, I announced some organizational changes. It was my intent to send the email out a bit earlier to the entire group, but it's been a hectic week to say the least. The changes are noted below, in no particular order. As a preface to it all, I would like you to know that the organization continues to see some challenges in our recruitment efforts, and there are many vacancies throughout all of the divisions. Filling these voids is proving to be difficult with shrinking pools of qualified candidates. Many others are filling in for these vacancies in addition to their normal duties, and we so greatly appreciate the extra work that they are performing.

Water Services Division

After two unsuccessful recruitments for the directorship position, we opted to have Erin Young fill in as Interim Director several months ago. She has filled that position admirably, and has devoted remarkable time, energy, and leadership during this period of transition. It is noteworthy that the Water Services Division has been in transition at the directorship level for the past 14 months, underscoring the need for a more solidified and longer-term arrangement. Rather than pursue a third recruitment at this time, I have opted to go a different route. Andy Bertelsen, current Public Works Director, has agreed to step in and fill this need. In doing so, he will leave his post at Public Works. This acting director arrangement will likely endure for a long period of time (possibly 2-3 years). For Andy, it represents a bit of a lateral move, but will enable him to learn much about the water utility (he has considerable familiarity with stormwater and other components).

Andy brings a strong track record of division leadership and working with people in a collaborative and coalescing environment. He also brings exceptional skills in project oversight and completion. These attributes will lend themselves well to the Water Services Division. Erin Young will now be able to return to her post, with the added benefit of increased leadership experience which has greatly enhanced her career growth.

We are grateful to Erin, and we are excited for the changes ahead as Andy makes a shift to this division. This change will be effective September 6th.

Public Works Division

The vacancy left by Andy Bertelsen will be filled by Scott Overton. Scott takes the helm of Public Works, again in an acting capacity, and brings to the table his strong leadership style, excellent communication skills, community service, and project oversight.

We are excited to see Scott ascend to this position and look forward to the continued high performance of the Public Works team.

Scott’s previous tenure on the Flagstaff City Council make him particularly gifted in the area of public outreach and customer service, and fairly well versed in all functions of municipal governance. We are fortunate to have his experience in our team.

Parks, Rec, and Open Space

With respect to the Public Works Division, we are now taking an opportunity to see a component of that Division – the Parks, Rec, and Open Space Section, become a stand-alone division. This will necessitate City Council action and you will be seeing these efforts in the weeks and months ahead. The Parks, Rec, and Open Space Division will continue to function out of its current offices, and the collaboration between it and the Public Works Division will remain intact. This new division will represent the eleventh division under the City Manager’s Office, by my count. There are additionally three independent sections (City Clerk, Sustainability, and Public Affairs) that also report to this office.

We have asked Rebecca Sayers to serve as the Director of this new Division. Her position will be reclassified accordingly, similar to that of the other recently elevated sections (Rick Barrett, City Engineering and Capital Improvements Division; and CJ Perry, Information Technology Division). Rebecca brings strong leadership acumen in the parks and recreation world, with increased involvements in open space and special events. She is a collaborator and is quite accomplished in completing tasks and projects. Both Rebecca and Scott will be welcomed additions to the Leadership Team.

Public Affairs Section

Along with the challenges of recruitment, as noted above, come the challenges of retention, as some of our talented employees are successfully recruited by outside employers. It happens. Such is the case with our very talented Public Affairs Director, Jessica Drum. She has accepted a position in the private sector that will enable her to work from home and see considerable professional advancement. We are happy for her and we will miss her as she has performed at such a high level in this section that was only created two years ago. Jessica will be exiting the City organization on August 27th.

Jessica, I will miss you and your amazing energy. Thanks for being a part of the Public Affairs experiment, which has exceeded any and all expectations!



Fortunately, we have excellent talent throughout the Public Affairs Section, and we will capitalize on

this talent. Sarah Langley, our Senior Management Analyst, will be temporarily promoted to Public Affairs Director. She will hold this post for four to six months at which time we will post the position for recruitment. Sarah has been mentored by Jessica and will be able to hit the ground running. Public Affairs has been quite busy, especially with the events of late. We are very fortunate to have Sarah Langley take the helm. Welcome Sarah!

Sustainability

We have also lost the great services of Maggie Twomey, in our Sustainability Section, who has been successfully recruited by NAU. Congratulations to Maggie and a heartfelt thanks for her contributions.

I mention the above departures only because they affect the sections directly under this office. It goes without saying that throughout the organization we continue to see other recruitments by outside employers, retirements, advancements, and changes. You will see reference to many of these within the context of this report, and the attached supplements.

This leads me to a comment that is appropriately restated here. In this profession of community service, our organization is forever evolving, meeting the needs of a forever evolving community. Nothing remains the same, and change is the constant. We are sad to say goodbye to those who are heading off to greener pastures, and we are excited to welcome those who are new to the organization, or ascending to new positions.

Risk Management

And on that subject of greener pastures, we bid farewell to our friend and colleague, Dean Coughenour, Risk Management Director. We wish 'Uncle Dean' the best in this well-deserved accomplishment. While we will continue to have Risk Management at the Leadership Table, we will be relocating this component of the organization under the Human Resources umbrella.

Information Technology

We are excited to announce that Paul Santana has a new title: Deputy IT Director. Paul has been instrumental in so many things over this past year. He has been the driving force behind many of the changes we made to City Council meetings to allow for virtual Council meetings. He helped deploy tools and train staff on all the tools that allowed us to pivot to remote or hybrid work. And he has turned around the help desk from where it was just five years ago.

As we are growing our IT team in order to support our Police Department this fiscal year, we saw the need for additional structure and support. As Deputy IT Director, Paul will be taking on more responsibility for IT ongoing operations. He will be acting as project manager and primary point of contact for many of our larger, cross-team projects.

Congratulations to Paul on this new role!

I think that we will stop here on the subject of reorganization. It's a lot to share. Underlying all of it is a central management philosophy of seeing our organization leadership grow, enabling others to apply themselves beneficially, and meeting the needs of our community at all times.

Misc. Updates

Appended hereto you will also find the July Monthly Report from our Economic Vitality Division.

On the subject of Economic Vitality, we had a nice tour at both the Joy Cone facility (which is quite large and smells really good) and the Pulliam Airport ARFF facility. It was a well-attended tour by many staff members and elected officials.





Tynkertopia

It was a great grand opening and ribbon cutting, and well attended. The affair took place under sunny skies on Saturday, August 14th. Congratulations to Dr. Alice Christie and the Tynkertopia team for landing this new home in the Siler neighborhood. Very exciting stuff, and kudos to the many staff members of our organization who helped make it a reality.

Thanks to the Mayor for a nice speech. A surprise visit was made by Flagstaff Fire Department who supported the event. First Aid equipment was donated by Flagstaff Medical Center (thanks), and also the many interns are shown below.



Flooding

Council, we will be giving you continued updates on the multiple flash flood events that have occurred over the past several weeks, and you can expect much more to come on this in the weeks ahead. There are some updates in the attached Water Services Monthly Report, although with the additional flood event of this past week, there is much more to report. At this juncture, I am avoiding the inclusion of any images at this time.

We will work hard and tirelessly to help remove the mud and debris and clean the streets and sidewalks in these impacted neighborhoods. The collaboration with the County and the smooth operations of the EOC and the many involved staff have been excellent. The volunteer work of the many service organizations and conservation corps has been amazing. And the engineering efforts to address both short-term and long-term needs have been greatly appreciated. Above it all is the perseverance and grit of our affected residents. Our hearts go out to the many who have been impacted.

Mitigation efforts, outcomes from the Engineering Summit, and prioritized stormwater improvements, will all be matters for discussion, and action, in the days ahead. A reminder of the Joint Meeting with Coconino County at 3pm on August 23rd, and the Council Retreat on September 30th. Stay tuned.

That is all for now, Council. Onward and upward ...