

City Manager's Report

November 12, 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.

We will start by providing some very exciting recognitions and awards, followed by a number of work anniversaries for the month of November. Also, this report will include our monthly report from City Engineering and Capital Improvements. In addition to a scattering of updates, we are calling out for discussion the Census and draft letter. Whew!

In no particular order,

2020 Leader of the Year



Recognize this smiling face? You should. It was featured in the recent GCTV, where a very important award was presented. Rebecca Sayers, our Parks, Recreation, Open Space and Events (PROSE) Director, was recognized as the 2020 Leader of the Year! Woohoo, Rebecca ... you really rock!

The City created a Mary Jo Jenkins Leader of the Year award years ago to recognize and remember the traits that Mary Jo demonstrated for many years as a City employee. These traits are foundational to strong leadership: Integrity, Honesty, Professionalism, Dedication, Accountability, Problem Solving, and Ethics.

Let's talk about how Rebecca harbors these leadership skills. First, she led the PROSE teams to provide the best level of service possible given impacts of COVID-19. Recreation facilities closed in April of 2020, but quickly moved programming online where individuals could still enjoy crafts, holiday events, and virtual concerts just to name a few. They transitioned to delivery and drive-thru meals at the Senior Center. She continued to keep in touch with furloughed employees to ensure they were okay and offer any assistance. Signage and special precautions were taken in City Parks to create a safer outdoor amenity including the acceptance of donated hand sanitizing stations from a local relator. Then upon a reduction in COVID-19 cases, Rebecca led the team in establishing return to play and reopening guidelines. In short, she successfully led one of the largest divisions in our organization through a global pandemic, never losing focus upon the continuation of services to our community.

It does not end there.

Rebecca took the lead as the facilitator for the formation of the Extended use of Right Of Way (EUROW) cross-divisional team. Also in response to COVID, this team has accomplished some notable feats during the last year and a half:

- Expedited right-of-way closures to assist businesses with the creation of outdoor spaces
- Closed one lane of Aspen Avenue and alleyways to allow for additional pedestrian and business spaces
- Created an inviting space at Heritage Square with gazebos and enhanced seating
- Assisted with the creation of parklets
- Added beautification with flower barrels and amenities such a temporary trailer restroom
- Designed and constructed the large flower boxes that serve as road barricades for street closures
- Streamlined the permit process and reduced/waived fees to enable businesses to quickly employ the use of enhanced outdoor seating

Rebecca worked hard to keep this team focused and facilitated a process where out of the box ideas were supported and vetted to the point of consensus and implementation. This team will continue to function into the future and will be preparing a charter to better define its function and role in the community.

On the topic of organizational structure, Rebecca participated in a series of meetings to discuss how Open Space could be aligned with Parks and Recreation – a move which occurred earlier this year, paving the way for the eventual formation of a new division within the City structure. Rebecca directs this new division.

Rebecca is a remarkable leader who demonstrates teamwork, dedication, responsiveness, professionalism, integrity, and problem-solving. One of the things she shared with us is that Mary Jo Jenkins was one of her first mentors and that she is forever grateful for the compassion and leadership Mary Jo shared with her. Congratulations Rebecca on being selected as the 2020 Leader of the Year!

Work Anniversaries

5 Years

- Martin Collins, Financial Systems Analyst
Hired 11/7/2016



- Chase Stoneberger, Water Services Operator
Hired 11/7/2016



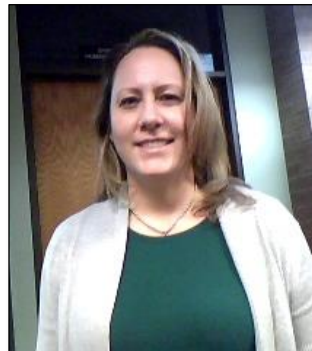
- Justin Staskey, Firefighter Paramedic
Hired 11/21/16

(oops, no photo)

- Michael Worley, Police Officer
Hired 11/21/16

(oops, no photo)

- Christina Parry, Sr Asst City Attorney I
Hired 11/21/16



- Nancy Dauwen, Police Records Technician
Hired 11/21/16

(oops, no photo)

- Katherine Williams, Firefighter Paramedic
Hired 11/21/16

(oops, no photo)

10 Years

- Jacqueline Richwine, Management Analyst
Hired 11/14/11



- Brenda Sessions, Library Specialist
Hired 11/27/11



15 Years

- Mark Cesare, IT Manager Library
Hired 11/5/06



- Kurt Novy, Industrial Pretreatment Inspector
Hired 11/19/06



25 + Years (ding, ding, ding)!

We have a few significant anniversaries and would like to offer the following photos and narratives:

Matt Faull has dedicated his time over his 28-year career at the City of Flagstaff to the Parks and Recreation Department. He has served in multiple capacities with numerous accomplishments, including running the City's Therapeutic Recreation program for many years, and working closely with Special Olympics to keep our community of all abilities engaged and active. Matt has recently been managing the Joe C. Montoya Community and Senior Center. The guests at that Center have come to rely on Matt and his team for information, support, good humor, and of course the occasional assistance with setting up an electronic device or helping them find a donated mobility device. We can't thank Matt enough for his years of dedication to the Flagstaff community and our Parks and Recreation programs!



Mr. John Marciniak began his career with the City in the water department 38 years ago in 1983. He transferred to the Police Department in 1988 to serve as an Animal Control Officer. Over the course of the ensuing years, he has retrieved a multitude of stray or escapee dogs and cats. He has even wrangled some more exotic critters, including a 13-foot Burmese Python (one big net, eh John), an 80-pound Sulcata Tortoise (which he outran, I presume), and an agitated five-foot Iguana.



"So, Iguana ... we meet again".

Some of his more enjoyable duties include chasing elk, bears, and mountain lions out of neighborhoods. John, would you like my street address? When not at work, John can be found assisting with presentations at the Humane Shelters, assisting with National Night Out, or volunteering for 4H events at the County Fair. His hobbies outside of work include fly fishing, hunting, and iguana rodeo.

He has two girls Amanda and Ashley, and a grandson Kane.



A quote from our esteemed Police Chief, "In dog years John has 266 years of service"!

Police Chief Dan Musselman is celebrating his 26 years of service this month. Woohoo Chief! Dan was hired by the Flagstaff Police Department in 1995. As a Recruit/Officer, he graduated with academic honors from the Central Arizona Law Officers Training Academy. He served four years as a patrol officer before being promoted to corporal/detective. As a detective Dan received the City Managers Excellence Award, not once but twice, for convictions in homicide cases. Dan served on the Tactical Operations Team for eight years and received the Meritorious Service and Officer of the Year awards.

Chief Dan was promoted to Lieutenant in 2007 and then to Deputy Chief in 2012. Dan served as the Interim Police Chief prior to being appointed as Chief of Police in December of 2020. That one was on my watch, Chief, and I could not be happier.

Dan is an Army Veteran and holds a Bachelor of Criminal Justice and a Master of Public Administration from Northern Arizona University. When he is not serving as Police Chief, he is likely out shredding some trail on his mountain bike, trying to keep up with his spouse, who rides electric. Just saying. Thanks for your service to our Country, Chief, and your service to the Flagstaff Community.



Pearl Goldtooth is the Library Supervisor at the Tuba City Public library. Pearl has worked for the City of Flagstaff for 29 years. When she started working for the city, the library was still located in the old hogan-shaped building at 412 Cedar Ave in Tuba City. Pearl assisted in moving the library to its current location on Main Street. She has become a staple in the community and has continued to help bring in library materials uniquely fitting for the Tuba City community and Navajo Nation.

The Tuba City Library plays a different role in that community unlike the other libraries in Coconino County. Many patrons who come to the library are looking to have Navajo and Hopi documents translated into English. Pearl has played an indelible part in providing such resources to the Tuba City community. Having a Library Supervisor like Pearl, who is fluent in all of these languages, has helped many feel that their library truly plays a critical role in the community. Thank you, Pearl for these amazing gifts. We are all honored.

Geneva Dawson began her journey 26 years ago with the city as a Purchasing employee working in the mailroom, and in the old warehouse stockroom, where she received and distributed supplies throughout the city. After going back to school to complete her Bachelor of Computer Information Systems, specializing in Database Administration and Oracle, Geneva accepted a promotion and transitioned over to Community Development. She began working at the CD front counter and was ultimately promoted to serve as the Front Counter Supervisor.



Some of Geneva’s successes during her time in CD include migrating the DOS program into an Oracle Database, developing the GIS Parcel database, and developing the first Electronic Document Management System in the City.

When GIS became a part of the IT Division, Geneva was promoted to Database Analyst, where she was responsible for managing multiple databases including GIS, Oracle, SQL (Sea-Quill), and Progress.

For the last five years Geneva has been working as the Helpdesk Specialist, where, among other things, she manages the PC replacement process for the city, helping to ensure that all city end-user computers keep functioning at their highest level.

“Geneva’s dedication to the City is unmatched by all but a few in Team Flagstaff. She has served multiple divisions and has demonstrated Team Flagstaff’s motto to “make the City better” in every role she’s been in. I want to thank Geneva for her 26 years of service!” – CJ Perry, Director of Information Technology.

Thank you for your excellent service, Geneva! Well done!

City of Flagstaff Census

Community Development staff have identified an opportunity for the City Council to comment on appeal criteria related to Census 2020 data. These appeal criteria are of great importance due to the communications and outreach problems experienced by the Census Bureau in implementing the 2020 Census during the midst of the COVID-19 pandemic. Cities with large populations of university students seem to have been significantly impacted. Staff have drafted a letter that highlights some of the initial issues found within Flagstaff’s Census data, as well as the importance of being able to appeal this data under expanded appeal criteria. If approved, staff will submit the letter to the Office of Management and Budget by the November 27 deadline. Staff have also reached out to other impacted stakeholders, such as NAU, Coconino

County, the City of Tempe, the City of Tucson and the National League of Cities, to raise awareness of the issue. Problems with Flagstaff's 2020 Census data may also warrant further discussion in relation to the Council's 2022 Federal Legislative Priorities. A discussion on updating the Council's legislative priorities is scheduled to take place on December 14.



CITY OF FLAGSTAFF

FLAGSTAFF CITY COUNCIL

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November 16, 2021

Sheleen Dumas
Office of the Chief Information Officer
Commerce Department
1401 Constitution Ave NW
Washington, DC 20230

RE: OMB Control Number 0607-0879

Dear Ms. Dumas,

The Flagstaff City Council respectfully requests a broadening of the criteria for coverage errors to include errors caused by the communication issues at the launch of the 2020 COVID pandemic. The 2020 Census experienced unprecedented challenges, particularly in communities of color and college communities.

The 2020 Census web portal opened for survey responses on March 13, 2020, the day that university students in Flagstaff and across the country departed for spring break. Classes did not resume in-person and because of this unfortunate timing, the Census Bureau was not able to conduct its typical operations to ensure an accurate count of on- and off-campus students. By the time the Census Bureau released modified directions for college students to fill out their Census for where they lived prior to spring break rather than April 1st, confusion and error were widespread. In addition, field operations did not restart until after the Spring semester and graduation were over.

Despite the best efforts of the Census Bureau to use administrative records in place of field operations, the error introduced by this issue is significant. In Flagstaff, the Census tract overlapping Northern Arizona University shows a vacancy rate 23% higher than the same area in 2010. This is an obvious error that needs the opportunity to be resolved. In addition, areas of Flagstaff that had a high percentage of 18–24-year-old residents in 2010 have also seen a fall in their population according to Census data.

We request that the Census Bureau allow the resubmission of administrative records for college students in and outside of group quarters as part of the coverage criteria of the Count-Question Resolution process. Failing to do so would leave university communities undercounted and would have serious economic impacts throughout the United States.

Thank you for your consideration,

Economic Vitality Division – Annual Stakeholder & Partner Meeting

This annual meeting was held at the High-Country Conference Center in October where we had 85 in-person attendance with several others tuning in virtually. During the annual event, we went over all areas of the Economic Vitality Division as well as gave out three eco-tourism awards.



A special thank you to our councilmembers and city staff who were able to join us that day: Nicole Antonopoulos, Mayor Deasy, Councilmember Aslan, and Councilmember Salas...CM Salas also gave an opening speech to the stakeholders and shared her support for tourism and economic vitality.

Below are the pictures of the **eco-tourism awards** that go to tourism stakeholders who are practicing eco-friendly, sustainable efforts daily

in their organizations.

“And this year’s winners are” (fumbles with envelope) ...

BRIX: Outstanding programming for a **restaurant/venue**

MUSEUM OF NORTHERN ARIZONA: Outstanding programming for an **attraction**

DRURY INN AND SUITES: Outstanding programming for an **accommodation**



Related, the Economic Collaborative of Northern Arizona was honored with two **Golden Prospector Awards** during the Arizona Association for Economic Development Fall Forum, which was held last week in Flagstaff. Both Mayor Deasy and I had the opportunity to attend the reception.

The Golden Prospector Awards were established more than 20 years ago to recognize excellence in economic development.

ECoNA and the City of Flagstaff were presented with one of the **Economic Development Deal of the Year** awards for recruiting UACJ Whitehall Industries, a leading supplier of precision extruded aluminum automotive components and assemblies. The result of months of work, bringing this manufacturer to northern Arizona was one of the highlights of 2021 and it felt great to close out Manufacturing Month with this special recognition. Way to represent, Jack and Gail!



Another highlight of this wonderful event was our local word poet – she did a poem on Flagstaff which is cut and pasted below. It is beautiful! Enjoy!

Lydia Gates

A decade ago...

I flew into Flagstaff at midnight, dark sky, orange streetlights.
Sight unseen I'd picked a map dot to explore the country, more like cosmos since—
I've never seen so many stars in one place, the Milky Way
stretched horizon to horizon like a rainbow of moonlight, the world
shades of gray, white... shadow allows me to pick the details out:

A rock face, a bike path, a mountain—tall and sturdy—awaits.
Bent knees to ski, shushing down the snow-scape.
If it comes late, we wait through frozen sunlight
refracting Ponderosa pine, each autumn unique but still green;
we persevere through hard times, clear a path, which way to go?
In spring, we grow.

The wind whips my face, pulls out impurities like charcoal caves.
This was once a volcano, active and angry... but it is quiet now,
peace poles and watercolor paint, stained glass refracts an image of ourselves
sharing a dialogue, our bare feet on solid ground. But, we've torn it up
for new seeds; our garden plots try to grow plants and people in equity.

Travel through town in traffic, but, reconstruction of roadways connects us,
and these highways merge lanes sideways, pull over into
mom and pop restaurants featured by dine and drive TV spots.
I eat salsa and Szechuan, burning my tongue the color
of forest fire—beat back rebirth sunrise, smothered in smoke.

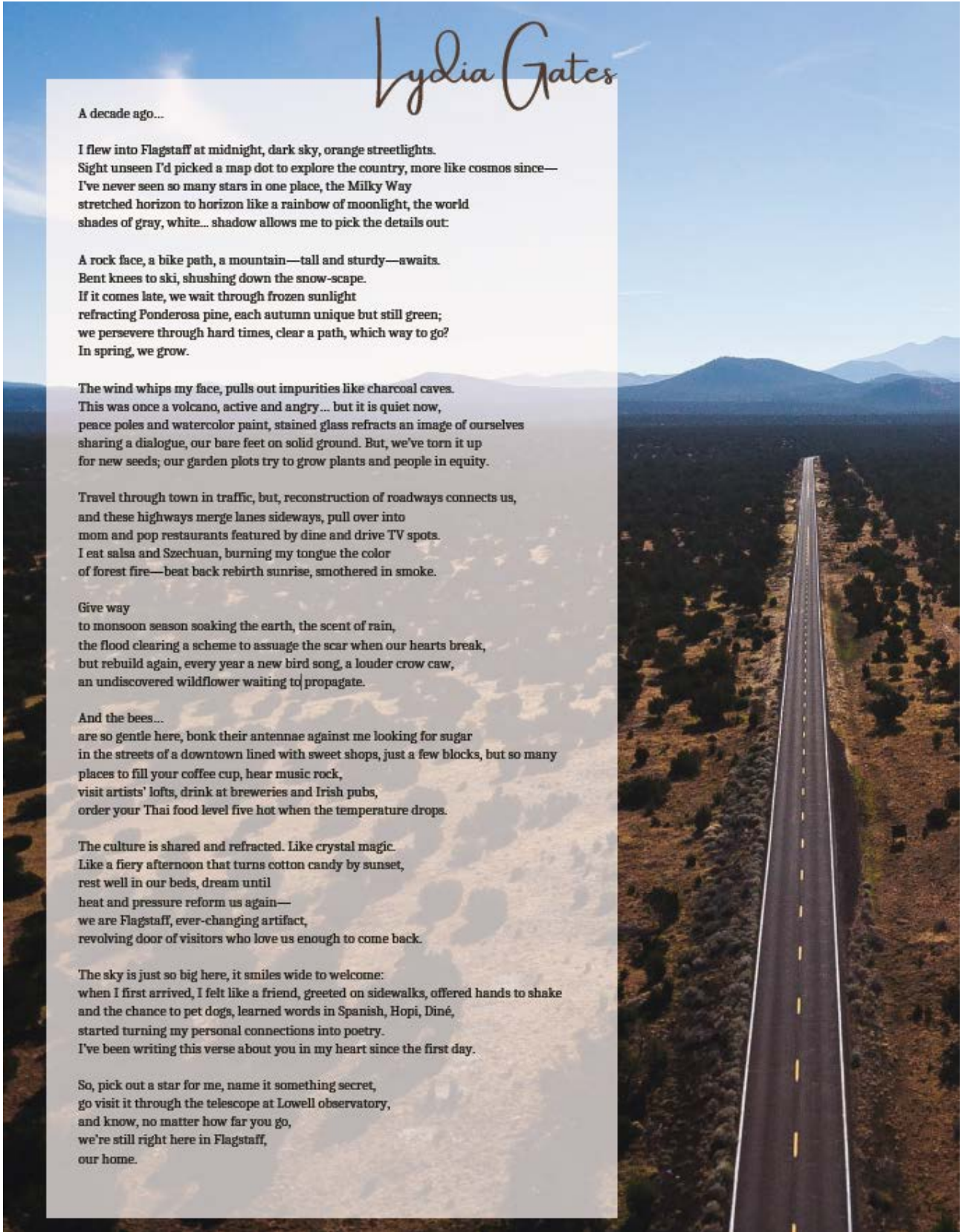
Give way
to monsoon season soaking the earth, the scent of rain,
the flood clearing a scheme to assuage the scar when our hearts break,
but rebuild again, every year a new bird song, a louder crow caw,
an undiscovered wildflower waiting to propagate.

And the bees...
are so gentle here, bonk their antennae against me looking for sugar
in the streets of a downtown lined with sweet shops, just a few blocks, but so many
places to fill your coffee cup, hear music rock,
visit artists' lofts, drink at breweries and Irish pubs,
order your Thai food level five hot when the temperature drops.

The culture is shared and refracted. Like crystal magic.
Like a fiery afternoon that turns cotton candy by sunset,
rest well in our beds, dream until
heat and pressure reform us again—
we are Flagstaff, ever-changing artifact,
revolving door of visitors who love us enough to come back.

The sky is just so big here, it smiles wide to welcome:
when I first arrived, I felt like a friend, greeted on sidewalks, offered hands to shake
and the chance to pet dogs, learned words in Spanish, Hopi, Diné,
started turning my personal connections into poetry.
I've been writing this verse about you in my heart since the first day.

So, pick out a star for me, name it something secret,
go visit it through the telescope at Lowell observatory,
and know, no matter how far you go,
we're still right here in Flagstaff,
our home.



Fire Department

- The Chief and command staff conducted promotional interviews this past week for an upcoming vacancy with retirement of Captain Jeff Bierer. Congratulations to Engineer Bobby Romero who will be promoted to Captain at the end of the month!
- Shift Briefing for all shifts this week will include the staffing opportunities available with the upcoming Alternative Response project which is budgeted for the next 3 years. We will be working together with professionals from Terros to provide care for substance use and/or mental health issues.



- And this just in ... Three fire engines, a water tender and a battalion chief responded to an automatic aid request into Summit Fire District for a multi-vehicle accident. The call was on Interstate 40 east of Flagstaff involving a passenger car and a semi-truck just after midnight lasting until sunrise. All vehicle occupants were able to exit the vehicles safely. Fuel tanks on the semi were damaged leading to a large volume of diesel fuel on the freeway requiring an extended cleanup operation in order to reopen the freeway. Crews pulled 3 lines to put the fire out and used approximately 5,000 gallons of water and foam. There were no injuries, which is amazing, and reflective of a quick and thorough response. Way to go, teams!



- East side crews participated in a 3-hour fund raiser for Special Olympics that past week at Fry's on East Route 66. Thank you for this, crews!

Human Resources & Risk Management

- Jeanie Gallagher has resigned as the Division Director to enjoy retirement in sunny Florida. Jeanie made an impact on the organization during her tenure with the City of Flagstaff with the completion of the compensation study and implementation of a new online recruitment process, employee evaluations, and training. Jeanie will remain on as a contract employee for the next six months as we recruit for a new director. We are grateful for her services, which are now being fulfilled while sporting tee shirts, shorts, and sandals.

- Brandi Suda is serving as the Interim Division Director during the recruitment process. Brandi has been with the organization for 14 years and works in Management Services as the Finance Director. Brandi oversees the City's payroll function and works closely with human resources staff in carrying out those duties.



We thought she would be the perfect interim given her leadership and the many projects payroll and human resources are working on together. Brandi is performing these new services admirably, and we are grateful. No sandals.

- Human Resources and Risk Management are partnering with the City Attorney's office to review the new OSHA temporary standards relating to COVID and determine next steps.
- Dean Coughenour had been rolling out the final chapter of Saving Our Assets to encourage employees to be the risk manager and stop work if it is unsafe. Now that we have given him a fair send-off, he is on his way to Maui, where he will indeed be wearing sandals.

Police Department

- Officer Rogers purchased \$130 worth of candy from the local CVS store with his own money, Officer Rogers and Officer Hyde then attended the Trunk or Treating event at the Museum Club and handed out candy to over 100 attendees (mostly children). Great interaction with our younger citizens. Way to represent, Officers! You made some kids very happy.



PROSE

- Staff have been busy performing preparations on all the baseball and softball fields with cutting the lips that build-up at the outfield border, working the batters' boxes and pitching mounds as well as other maintenance needs before the re-opening each spring. The pre-maintenance has proven to be an excellent accelerator to the upcoming season each year.
- Staff at the Aquaplex and Jay Lively each hosted some spooky events in observance of Halloween! The Halloween bash at the Hal Jensen Community Center was a huge success with close to 150 in attendance. The event included a cake/prize walk, slime making, a fall craft, Halloween themed scratch art, and guests received a goodie bag full of treats. In addition, the Joe C. Montoya Center put on activities for the drive-through lunch program that had nearly 55 participants. Thank you all!



- Illegal camping has resulted in considerable trash accumulation below the FUTS trail between the Sejo Lily trail and the San Francisco de Asis Roman Catholic Church. In partnership with Working Alternatives Inc., volunteers conducted a trash clean-up of McMillan Mesa Natural Area on Friday, November 5.
- The downtown spruce trees were delivered to Heritage Square and the southside barrels were planted by Parks staff. Thank you to the team!
- New composting bins were placed at the Hal Jensen Recreation Center this week. Guests have already inquired about composting and are looking forward to it. Thanks to our partners in Sustainability for setting this up!

Public Works

- Sam Beckett will be joining Team Flagstaff as the new Streets Director on November 15th. Sam's experience in Public Works and Emergency Management are going to be instrumental and valued quickly as he will hit the ground running. In addition to his professional experiences, he has been involved extensively in the Museum Fire and Flooding responses and will be a strong asset and all around excellent person to work with. Congratulations Sam!
- Alley maintenance is continuing downtown and going well, North downtown has been completed and we are now moving the crew into the Southside alley infrastructure for the next couple of weeks
- Procurement staff is working to finalize our LED dark skies lighting solicitation. In the meantime, our traffic signal technician was able to repair 20 streetlights with limited bulb supply.
- The Airport parking lot installation is progressing with landscaping and conduit placement between the lot and the terminal. Light fixtures have experienced a shipping delay. (picture right)
- Fleet Services often is requested to fabricate and weld equipment for a variety of City Services. Juston Watson along with Streets Manager Richard Hearne repaired a damaged safety railings in front of the Flagstaff Visitors Center. Great Job guys!



That is all for now Council. Appended hereto is the monthly report from Capital Improvements. Enjoy!