



# Arizona Water Buffalo LLC

*Hydrology & Water Resource Mgt.*

October 24, 2022

Patrick Brown, C.P.M., Purchasing Director  
City of Flagstaff  
211 W. Aspen Avenue  
Flagstaff, Arizona 86001

RE: Proposed Scope of Services – Amendment No. 1 Scope & Fee for Services as the City of Flagstaff Water Services Director on a Part-Time, Temporary Basis.

In response to my conversations with Greg Clifton, Flagstaff City Manager, this letter contains a Scope of Services to provide an extension of executive-level support as the Water Services Director on a part-time, temporary basis to allow for the successful recruitment of a permanent Director. Since May 31, 2022, I have been providing executive-level services as the Interim Water Services Director under Contract No. 2022 – 146. My 12.5 years of employment with the City of Flagstaff with over nine (9) of those as the Director of the Water Services Division allow me the unique opportunity to step into the role as Director seamlessly.

It is anticipated that these extended services will be part-time and temporary; that is approximately 21 hours per week and not to exceed beyond February 28, 2022 or sooner should the City Manager elect to terminate. These services will be provided in both an in-person and remote (via TEAMS/ZOOM) setting.

## **Scope of Services:**

Continue to provide support to the City Manager by acting as the Interim Water Services Director until a successful recruitment is finalized for the position. Examples generally described below include at a minimum the following:

- Actively support and uphold the City and Water Services Division's stated mission and values.
- Provide overall organization, coordination and leadership for the water, wastewater, reclaimed water and stormwater programs of the Water Services Division
- Advise and mentor section heads on problems relating to their respective responsibilities in an open-minded, truthful, respectful and trusted manner
- Responsible for ensuring the provisions of the division's approved budget are complied with and exercise control over their expenditure.

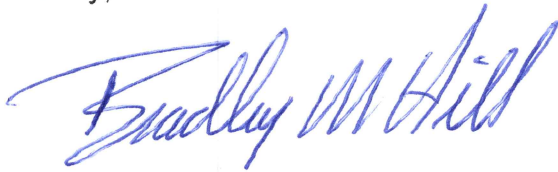
- Confer with the City Manager, City Council, Water Commission and the general public on matters pertaining to the division.
- Attend Council meetings and Work Sessions to represent division matters
- Keep the City Manager informed of divisional activities through meetings, written and oral reports

**TRAVEL:** It is anticipated there will be a need to spend 20 nights in a hotel (approximately two (2) nights per week, every other week) during the winter to provide these services.

**FEE:** To be billed at a rate of \$135/hour for 399 hours for a labor price not to exceed \$53,865. Travel expenses are anticipated to be \$3,600. **Total Amendment No. 1 contract addition not-to-exceed \$57,465 for a total contract of \$107,415.** Monthly invoices to be paid within 30 days from the date of Invoice.

After reading this proposed Scope of Services and have questions, please do not hesitate to contact me. As always it's a pleasure to provide these services to the City of Flagstaff

Sincerely,



Bradley M. Hill  
Hydrologist – Owner  
928-220-5789 (cell)

