

City Manager's Report

January 8, 2023

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. Updates attached to this report include the November updates from IT, Economic Development, and Community Development.

In no particular order ...

Retirement from Water Services

CITY OF
FLAGSTAFF

A fond farewell to Debby Valencia, who retired on December 2 after 25 years with the City of Flagstaff.

Debby began working for the City in August of 1997 as a Customer Service Representative. Three years later, she accepted a job as Administrative Specialist in Water Services.

She remained in Water Services because “I love the people I’ve worked for and with.” She enjoys the level of commitment and dedication Water Services staff gives to our community every day. She feels fortunate to have lived in Flagstaff 38 years, marking a 25-year milestone with the City, establishing work relationships and many amazing friendships.

Outside of her work life, Debby spends as much as possible time with her family. She enjoys hiking and exploring in the woods with her husband and their two dogs.

Thank you for a job well done, and good luck as you embark on your new chapter of life in Colorado!



Debby with her dog Maddie – so cute!

Fire Department

- We are going back a couple of months here, but with important recap of some important events that have yet to be brought to Council's attention. On November 4th, we celebrated the graduation of ten Flagstaff Firefighters from the academy. This was well attended by family and friends, with heartfelt speeches and awards, and a lot of happiness for the accomplishments of these new Firefighters. Enjoy the images!





- While we are touching on events that occurred prior to the holidays, it is worth noting that the FFD has been quite busy. Crews have responded to two structure fires, seven automobile accidents, a train versus pedestrian accident, and calls related to trees falling on structures, power lines, and blocked roads stemming from our snow events.
- Welcome to Noelle Van Rossum she is the Fire Department's new Administrative Specialist!
- Wildland Fire Management installed eight new gates in the Dry Lakes Hills area in staging areas for log decks and slash piles. And speaking of Wildland Fire Management, Council will soon be receiving an important update related to thinning efforts prioritized in the Upper Rio de Flag watershed and Lake Mary watershed. Stay tuned.
- Thanks to everyone who helped with the Shadows Foundation Candy Cane Lane event at Flagstaff Subaru (picture below).



- Wildland Fire Management has secured another funding source for \$5K to purchase HEPA filters for homes during smoke events. The previous funding helped over 100 people and this continuation will assist us in helping more. The HEPA filter program is very important from a resiliency standpoint. The occurrence of wildfires and resulting issues with air quality presents a significant health risk in our environment.
- A contractor has been working on the Coconino National Forest's 2,600-acre A1 South Multiproduct Timber Sale for a couple of years now and has moved into a section of land surrounded by the City's Observatory Mesa Natural Area. Again, stay tuned for updates on this and future projects.
- Back to the Holiday Season: this year the Local 1505 Charities provided 77 Holiday gifts to the people at the Hozoni facility here in Flagstaff. Thanks for your hard work and generosity. You can see a video of the event at <https://youtu.be/OCAGBg4g1hw>.

Human Resources & Risk Management

- HR is working on City facility safety assessments and recommendations, in conjunction with the Facilities Team.
- We will continue to work with HR and the Budget Team related to training and rolling-out the next steps for performance based in FY 2023-24.
- Also note that additional compensation changes were implemented on January 1st to meet minimum wage requirements resulting from the CPI increases as measured in late summer.

Police Department

- In a recent traffic stop the CCSO K-9 "Dex" provided alert, resulting in the discovery and seizure of quantities of meth, fentanyl, heroin, and cash. Good work!
- Here's one for the Kindness Awards. Officer Castaneda conducted a welfare check on a family at Motel 6, where it was discovered that the family had an infant child and had no money for diapers. Officer Castaneda quickly went shopping, purchasing a box of diapers and baby wipes with his own money. The family was very emotional and appreciative. Great Work! (pictures below).



- Our PD Public Information Officer assisted with candy cane lane event at Findlay Toyota. Nice!
- And this just in -- Officer Patton located a cat with an empty can of Campbell's Chunky Creamy Chicken Noodle Soup stuck on its head. With diligence and creativity, the officer was able to free the cat from the empty soup can.
- More on kindness. Officer Hyde made contact with an elderly male who ran out of gas and had no money. Officer Hyde purchased a gas canister full of fuel with her own money and the gentleman was able to resume his journey.
- Lt Hernandez and Sgt Rintala attended the NAU Mountain of Giving toy drive.
- Flagstaff Police Department congratulated eight recruits who graduated from the Maricopa County Law Enforcement Training Academy (we will soon be seeing graduates from our own Academy here at The Coconino Community College)! There were also three more graduates from the NARTA Police Academy. Congratulations to Gary Barnes, Christopher Panella, Rees Cleland, Lydia Ravelo, Cameron Daiss, Andres Quiles, Dean Kendrick, Natalie Holgate, Tyler Tresch, Zachary Langley, and Adam Reed! (See pictures).





- FPD staff members attended meetings with Salvation Army, Boys and Girls Club, NAU Dean of Students, and Southside Community Association.
- Cocoa with the Cops open house event for young kids was a success with carnival games, cookies and cocoa, and “Santa Laws” who arrived via helicopter to provide gifts to the little ones. “Santa Laws”? Really, guys?
- Emergency Communications Specialist Alison Dean provided emergency medical instructions to a female who was not able to awaken her 70-year-old husband. Ms. Dean provided CPR instructions to the female while paramedics were dispatched. It was a success! Congratulations to Emergency Communications Specialist Dean on receiving the lifesaving award!



- With the celebrations and recognitions, comes the remembrances of those who have fallen in the line of duty. On December 27th at 1:18pm, many were in attendance of the *End of Watch* of Officer Tyler Stewart in the Plaza



Public Works

- Congratulations to Bayley Chotena on her new role as the Business Systems Analyst!
- Staff were in Phoenix to tour the City of Phoenix Materials Recovery Facility and Waste Management representatives to inform the MRF transition coming soon. Stay tuned on this very important project.
- Streetlighting received their first big order of Dark Sky compliant LED neighborhood lights (too large of an order to place under the tree). Recently the replacement was conducted, resulting in fifteen new compliant streetlights.
- Fleet staff was dispatched to the Airport to address an Airport Rescue Fire Fighting Truck that failed on the runway and was immobile. The team was able to repair it and return it to service. Whew.
- Facilities maintenance has been busy working in City Hall, Milligan House, Jay Lively Ice Rink, Visitors Center, Main Library, Joe C Montoya, Fire Station 1 & 3, Hal Jensen, NACET, USGS buildings 4 & 6, Aquaplex, Airport, Municipal Court, Water Services east side shop, and our Solid Waste Facility. And speaking of our Solid Waste Facility, please take note that the Bulky Trash pick-up team is back on schedule!
- Alan Hart retired on December 23rd with 15 years of dedication to the Solid Waste group. Congratulations and best of luck to Alan!

More on the Holiday Season!

- We had many elected officials and employees from the City and County assist in the Senior Lunch event at the Joe Montoya Center on December 15th. It was fun and very appreciated by our guests.



- This past season we were able to witness the first in the newly enacted policy of Inclusive Holiday Displays. Many participated in the joyous event of lighting the Menorah in City Hall, and outside City Hall with the new Menorah as purchased by the City. Check out the photos below, and major props here to our Parks Crew and our Legal Team for making this happen. Wonderful event!



- Adding to the festivities was the very successful downtown tree-lighting event, with Santa Clause making an appearance. Good to see the crowds back in force!



- And an impressive New Years Eve celebration also downtown, with Pinecone drops and lots of happy faces! Estimated crowd in the several thousands. Photos courtesy of Downtown Business Alliance.



Miscellaneous

We would like to call Council's attention to the Flagstaff Ranger District's Prospectus for Outfitter Guide Service in the Mt. Elden and Dry Lakes area. The Prospectus can be found at this link

[Forest Service \(usda.gov\)](https://www.usda.gov)

The proposal involves a potential seven outfitter and guiding permits for recreational purposes in an area encompassing approximately 13K acres within the Flagstaff Ranger District including Mount Elden and Dry Lakes. The Mount Elden Management Area is immediately north of Flagstaff.

The County is submitting a letter opposing these permits because of flood mitigation efforts, lack of USFS law enforcement, and other risks associated with this area that are now heightened because of recent wildfires. The City may want to consider doing the same.

- The Leadership Team had its retreat on January 6th at the Aquaplex, making considerable progress on its Strategic Plan.



- Speaking of retreats, the agenda for the upcoming Council retreat is pasted in the following pages. We look forward to it. And with that, one last image to share for our new Mayor and Council ... thank you for your dedication!



That's a Wrap! Thank you.

City Council Orientation & Budget Retreat
January 19 & 20, 2023
Detailed Agenda



January 19			
Time	Duration (Min)	Topic	Staff
8:30 a.m.	15	Welcome, Objectives, and Icebreaker	Greg Clifton Katie Wittelkind
8:45 a.m.	105	City Charter Open Meeting Law City Council Meetings & Procedures	Sterling Solomon Stacy Saltzburg
10:30 a.m.	15	Break	
10:45 a.m.	60	Boards and Commissions Public Records Law Conflicts of Interest	Stacy Fobar Sterling Solomon Stacy Saltzburg
11:45 a.m.	45	Land Use Law & Process	Sterling Solomon Christina Rubalcava
12:15 p.m.	30	Lunch	
12:45 p.m.	60	Team Building	Katie Wittelkind
1:45 p.m.	30	Organizational Structure & Management Strategies	Greg Clifton
2:15 p.m.	15	FIKA Break & Video	Heidi Hansen
2:30 p.m.	30	Council / Staff Roles and Relationships	Greg Clifton
3:00 p.m.	60	Public Outreach (Media Relations, Social Media Directive, Responding to Email, Videos)	Greg Clifton Sarah Langley Stacy Saltzburg
4:00 p.m.	15	Public Participation	

All times are estimates and items could be reordered during the meeting.

City Council Orientation & Budget Retreat
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January 20			
Duration (Min)	Topic	Staff	Greg Clifton Katie Wittelkind
10:15 a.m.	60	Budget Introduction <ul style="list-style-type: none"> • Budget Team Charter • Process • Timeline • Fiscal Policies • Color of Money 	Heidi Derryberry Brandi Suda
11:15 a.m.	30	Maintaining Fiscal Health <ul style="list-style-type: none"> • Recession Plan • Reserve Policies • Ongoing versus One-Time Costs 	Rick Tadder
11:45 a.m.	30	Lunch	
12:15 p.m.	45	Priority Based Budget (PBB) <ul style="list-style-type: none"> • Roadmap • Key Community Priorities and Objectives • Aligning Budget Process with PBB 	Chris Rhode
1:00 p.m.	30	Revenue Updates <ul style="list-style-type: none"> • Economic Considerations • General Fund • HURF • BBB Funds 	Rick Tadder
1:30 p.m.	30	Budget Team Focus <ul style="list-style-type: none"> • Investing in Employees <ul style="list-style-type: none"> ○ Minimum Wage ○ Merit ○ Compression • Infrastructure • Ongoing Operations Funded One-Time 	
2:00 p.m.	15	Break	
2:15 p.m.		Council Expectations <ul style="list-style-type: none"> • Big Picture Goals and Priorities 	
		Public Participation	

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