



***Town Manager's
Report***

December 2022

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Employee Recognitions

1 – 4 Years of Serving the Town of Sahuarita



Jaime Alarcon
Mechanic
1 Year (12/6/2021)



Austin Campbell
Recreation Coordinator
1 Year (12/6/2021)



Joseph Ornelas
Recreation Services Leader
1 Year (12/20/2021)



Rosemary Caicedo
Recreation Services Aide
1 Year (12/20/2021)

5 – 9 Years of Serving the Town of Sahuarita



John Noland
Police Chief
8 Years (12/22/2014)

15+ Years of Serving the Town of Sahuarita



Juan Zamora
Police Lieutenant
18 Years (12/22/2004)

Commander Allred shared the following:

“Lt. Zamora is the life of the party! He enjoys building relationships with his staff and other departments. He works hard to build camaraderie within the organization. He has served in multiple positions throughout the organization and always worked to leave the assignment better than when he started. It has been a lot of fun to work with him over the years.”



Major Department Highlights

Police Department

The Sahuarita Police Department now has both of our **Robo Dogs** named, thanks to local students! The winning “boy” name was chosen by Anza Trail student, Adalyn Quintero! She named him **Robi**! SPD presented Adalyn with a certificate and small bag of swag to thank her for her contribution



On Friday, November 4th the Sahuarita Police Department hosted its **National Night Out!** This event is held every November and offers a chance for officers to connect with community members over a provided BBQ dinner of hot dogs and hamburgers! Judging from the smiles in the photos, this event was a success!



Planning & Building Department

Community outreach efforts continue for the **Residential Zones Code Update**. Staff held four successful pop-up events at Town parks - three in November and one on December 8. On December 17, from 12pm to 4pm, Planning staff will also be at Winterfest to provide the community with information about the code update and will offer an opportunity for community members to provide feedback. More information on the project can be found [here](#) online.

The Planning & Building Department will no longer issue **burn permits**. All burn permits are already required to be processed through Pima County's Department of Environmental Quality (PDEQ). The previous process required applicants to receive the PDEQ burn permit before applying for the town permit. Fire service providers (Rural Metro and GVFD) will be notified of approved burn permits through the PDEQ process. More information on PDEQ's burn permit process can be found [here](#) online. This change is part of the department's effort to simplify and streamline processes for our customers. Faster, cheaper, and easier for the public we serve!



All of us in Planning & Building wish you a happy and safe holiday! Here are a few holiday safety tips from Building Safety:

Smoke Alarms:

- Smoke alarms should be tested at least once a year. The holidays are a great time to test your alarms as many holiday decorations can become fire hazards if not used correctly.

Christmas Trees:

- Keep your Christmas tree at least three feet away from heat sources and flames.
- Live trees that are dried out are a fire hazard. Water live trees frequently and remove them from your home promptly after Christmas.

Holiday Lights:

- Do not overload electrical sockets.
- Look for the UL seal on electric lights.
- Inspect lights before installing. Replace missing or damaged bulbs. Use only outdoor lights outdoors.

Candles:

- Flameless candles are the safest.
- Candle holders should be sturdy and not prone to tipping.
- If oxygen is used in your home, never use candles.
- Replace candles before they burn all the way down.
- Never leave candles unattended.

The Department continues to keep a close watch on permit numbers. For November, we received an approximate total of 120 building permit applications. We issued 18 single-family home permits in November, bringing us to a total of 137 for the fiscal year (an average of 27.4 per month). This number is below the predicted monthly average of 40.1 single-family permits.

Parks, Recreation and Community Services



Recreation:

Winterfest is on the way and will be held at Town Hall on Saturday, December 17th from 12 – 8 PM! We already have 20 Food Trucks, 15 Vendors, and 36 Parade Entries with over 400 individual participants.

Please be sure to spread the word and be ready for an exciting Winterfest 2022!

We have been in the process of seeking sponsorships for our events. We will be creating a sponsorship team to assist in contacting organizations concerning sponsorship opportunities.

We have been working on budget and staffing for FY24. This includes potentially purchasing an event trailer to act as a command post for Town signature events. If our CIP is successful, we will look at purchasing the event trailer in July 2023. We have also been provided preliminary approval to start the request process for budget needs in Recreation for FY24.

We are beginning discussions with SmartRec to potentially change our Recreation software from CivicRec to SmartRec in 2023.

Parks:

KE&G reached final completion of the Anamax Sewer Extension project on Nov 10th.

Progress is being made on the Anamax Scoreboard project. Power lines have been run, and poles for the scoreboards have been installed. The scoreboards have been ordered by Copper Hills Little League and will be installed upon receipt.

The Parque Los Arroyos Playground Replacement project has been stalled until permitting is completed and stamped engineering plans have been received. Playground demolition has been mostly completed, and installation will resume after the permitting is completed. The project should be completed by the end of December.



Cameras will be installed at the Parks Maintenance Yard at Anamax on December 5th. We have been working with staff from IT and Public Works to facilitate the electrical and network requirements for these cameras to be remotely viewable.

As several larger projects are ending, Parks staff are now working hard to address many smaller projects which were put on hold to support larger projects this year.

Economic Development & Public Department

In the month of November, the Economic Development team reach out to 38 new business licensees in the Town of Sahuarita. The outreach was done in the form of a ‘welcome’ email introducing the small business resources the Economic Development program offers, the Green Valley Sahuarita Chamber of Commerce, and the BizHUB center. The outreach resulted in follow-up in person meetings with multiple businesses who expressed the need for support. The outreach and follow-up in person meetings is part of the **Grow In Sahuarita** small business program, which is dedicated to helping entrepreneur and small business succeed. For more information about Grow In Sahuarita [click here](#).



[Sylvan Source](#), a BizLaunch sponsored tech start-up by Sahuarita Economic Development was selected as the winner of the **2022 Governor's Celebration of Innovation Award**. Laura Demmons (CEO) was honored with an “Innovator of the Year” award on November 8th during the 2022 Governor’s Celebration of Innovation awards, which recognizes individuals and companies making major impacts in the state’s technology, science and education ecosystem.

In the month of November, the Economic Development team issued a Request for Proposal for a new **Economic Development Master Plan**. The RFP is intended to select a qualified firm to develop an economic development master plan, which will provide focus and action-oriented direction to the economic development program of the Town. The plan will include stakeholder engagement, market assessment, target industry analysis, best practices and recommended strategies and goals.

The current [economic development plan](#) was completed in 2016 of which established several initiatives that led to the success of SAMTEC, small business development assistance programming, and a greater awareness and partnerships with regional and state partners.

The planning process for a new Economic Development Master Plan will take place throughout 2023.



SOS (Sahuarita Optimistic Squad)

SOS held its **Annual Chili Cook-Off** contest on Thursday, November 17th. It was a great event with over 60 attendees. This year we had 8 employees enter the contest – thank you Nathan Barrett, Vince Husted, Blanca Espino, Leah Kenzie, Colby Nylund, Carlos Suarez, Galo Galovale and Heriberto Coronado, for your participation!

1st Place went to **Colby Nylund, Wastewater Plant Mechanic**. Colby won a \$50 gift card to Fry's

2nd Place went to **Blanca Espino, Permit Compliance Coordinator**. Blanca won a \$30 gift card to Walmart.

3rd Place went to **Carlos Suarez, Construction & GIS Manager**. Carlos won a \$25 gift card to Amazon.





SOS Presenets
FOOD DRIVE
EVERY CAN COUNTS!

November 4th - 17th

BENEFITING THE SAHUARITA FOOD BANK
 NON-PERISHABLE, UNEXPIRED GOODS

SOS also held its annual **Food Drive** benefiting the Sahuarita Food Bank. All Town departments participated, and it was a great turnout. The Town collected a total of 1,670 pounds of food! This is double of what we collected last year. Great job!!

The winning department was **Finance/IT** with an average total of 21 pounds collected per person.

Congratulations! Finance/IT wins coffee and donuts!



Group	# of EE	Lbs of Food	Weight per Person
Police Department	63	361	5.730
Parks and Rec	20	132	6.600
Public Works	31	419	13.516
Planning & Building/HR	18	226	12.556
Town Clerk/Courts	12	201	16.750
Finance/IT	11	232	21.091
Town Manager/ED & Legal	9	99	11.000
		1670	



Laura Hester

Parks, Recreation and Community Services Director

We send farewell and good luck to Laura Hester, the Town's Parks, Recreation & Community Services Director. Laura's last day is December 14, 2022. Your constant professionalism and can-do attitude will be sorely missed. We know you are moving on to do more incredible work.

Good luck and best wishes from the Town of Sahuarita!

From Laura:

Thank you, Mayor and Council, for all your support. Working with Council, Town management, and all other Town departments has been a pleasure. I am so proud of all the accomplishments the Parks, Recreation, and Community Services Department have achieved over the last year and a half. I will miss all the beautiful friendships and working with such dedicated, talented, and fabulous co-workers.

Capital Improvement Projects

Public Works Projects

The interactive Construction Updates page on the Public Works webpage has been updated. This page is typically updated quarterly to provide information on all active construction projects in the Town (CIP and developer projects). The Construction Update can be [found online here](#).

Quail Crossing Blvd Extension Phase 2

The grand opening of the Quail Crossing Boulevard Extension is scheduled for December 21 at noon. The project is about 90% complete. Most of the paving has been completed except for an area of about 50 feet on both sides of the railroad tracks on Quail Crossing Blvd. Landscaping has started along Quail Crossing Blvd along the south side of the Quail Creek Veterans Municipal Park and at the De Anza Trailhead Parking Lot; however, some landscaping will not take place until we have warmer temperatures in the spring.

We have extended the contract with the Contractor to June 30, 2023, due to delays with UPRR.

Bridge Maintenance/Repair

Ashton was selected as the contractor from the JOC based on the cost proposals received. Ashton's JOC contract came in at \$224,918, including a change order for \$4,528.00 which was added to make it a total of \$229,446. Ashton started work on the bridge repairs on November 15. The change order is for the bridge beam repair and concrete patching for the Pima Mine Road bridge which was not included in ADOT's inspection report. Ashton is using an epoxy injection method to fix the concrete damages/cracks on the structures.

Twin Buttes Public Works Building

The \$112,237.96 contract for BJ Well Drilling to drill the water well at the Twin Buttes property was approved at the October 24 Council meeting. Access clearing to site was commenced on November 16.

Bids and advertising for the construction of the PW Building has commenced. The closing date for the bids is set for December 21, 2022.

Abrego Culvert Design

The surveying has been completed for the Abrego Culvert Design. CMG is using the survey to identify utilities that will need to be avoided during any work. CMG will be preparing the hydraulic modeling prior to the design to confirm the culvert expansion and channel geometry.

Phase 2 of the Masonry Restoration

The contractor is currently cleaning and applying sealant at PD and Courts. They are expected to complete the work by the end of the year.

Subdivision Plats

- A Final Plat for Rancho Resort Tract 1 was approved on November 14, 2022. The plat creates 101 lots.

Land Use and Zoning

- **La Canada Rezoning:** An application is under review to rezone approximately 15 acres of land from GR-1 (Rural Residential) to B-1 (Local Business). The site is located on the east side of La Canada north of Duval Mine Road. The concept for the site includes an apartment complex and possibly commercial uses on the site. The site is located within a Commercial land use area and a Growth Area as designated by the General Plan.
- **Grading Standards:** An amendment to the grading standards was adopted by Town Council on November 14, 2022.
- **Residential Zones Code Amendment:** Planning & Building is bringing project information to where the people are! Pop-up meetings offer community members an informal setting in which to learn about the changes taking place and to share their thoughts in a one-on-one setting with staff. Three pop-up meetings were held in November, and a fourth will be held from 12pm - 4pm at the Winterfest on December 17, 2022. More project information can be found [online](#).
- Did you know that **Planning & Zoning project information** can be found [online](#)? Click on link to go directly to the information page.

Capital Improvement & Development Projects

Please visit our [interactive map to view town projects progress.](#)

