

**FINAL AGENDA
A M E N D E D**

**REGULAR COUNCIL MEETING
TUESDAY
MARCH 3, 2020**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
4:30 P.M. AND 6:00 P.M.**

4:30 P.M. MEETING

Individual Items on the 4:30 p.m. meeting agenda may be postponed to the 6:00 p.m. meeting.

1. CALL TO ORDER

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. ROLL CALL

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR EVANS

VICE MAYOR SHIMONI

COUNCILMEMBER ASLAN

COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD

COUNCILMEMBER SALAS

COUNCILMEMBER WHELAN

3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

4. PUBLIC PARTICIPATION

Public Participation enables the public to address the Council about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. **PROCLAMATIONS AND RECOGNITIONS**

- A. **Recognition:** ADOT Scenic Sign Reveal
- B. **Recognition:** Girl Scout Silver Award Recipients

6. **APPOINTMENTS**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body....., pursuant to A.R.S. §38-431.03(A)(1).

- A. **Consideration of Appointments:** Parks and Recreation Commission.

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring August 2021.

7. **ROUTINE ITEMS**

- A. **Consideration of Audited Financial Reports:** Year ending June 30, 2019

STAFF RECOMMENDED ACTION:

Approve the FY 2019 Comprehensive Annual Financial Report and the FY 2019 Single Audit Report

- B. **Consideration and Adoption of Resolution No. 2020-06:** A resolution of the Flagstaff City Council, approving the 2020 Cooperative Fire Rate Agreement (CFRA) Intergovernmental Agreement between the AZ Department of Forestry & Fire Management (DFFM) and the City of Flagstaff.

STAFF RECOMMENDED ACTION:

- 1) Read Resolution No. 2020-06 by title only
- 2) City Clerk reads Resolution No. 2020-06 by title only (if approved above)
- 3) Adopt Resolution No. 2020-06

- C. **Consideration and Adoption of Ordinance No. 2020-06:** An ordinance of the City Council of the City of Flagstaff amending the Employee Handbook of Regulations relating to Compensation, Promotion and Vacation Leave

STAFF RECOMMENDED ACTION:

At the March 3, 2020 Council Meeting:

- 1) Read Ordinance No. 2020-06 by title only for the first time
- 2) City Clerk reads Ordinance No. 2020-06 by title only (if approved above)

At the March 17, 2020 Council Meeting:

- 3) Read Ordinance No. 2020-06 by title only for the final time
- 4) City Clerk reads Ordinance No. 2020-06 by title only (if approved above)
- 5) Adopt Ordinance No. 2020-06

8. **LEGISLATIVE UPDATES**

A. **Consideration of Potential Action:** Letter regarding SB1160 and SB1160~~1~~

B. **Direction:** Upcoming State and Federal Legislative Lobbying Trips.

RECESS

6:00 P.M. MEETING

RECONVENE

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

9. **ROLL CALL**

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR EVANS

VICE MAYOR SHIMONI

COUNCILMEMBER ASLAN

COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD

COUNCILMEMBER SALAS

COUNCILMEMBER WHELAN

10. **PLEDGE OF ALLEGIANCE**

11. **PUBLIC PARTICIPATION**

12. **CARRY OVER ITEMS FROM THE 4:30 P.M. AGENDA**

13. **DISCUSSION ITEMS**

A. **Preliminary Discussion of Potential Ballot Measures**

B. **Discussion:** Parking as it relates to:

A. 2016 Bond Measure for Municipal Court Facilities

B. Downtown Flagstaff Visioning Plan

14. **COUNCIL LIAISON REPORTS**

15. **FUTURE AGENDA ITEM REQUESTS**

After discussion and upon agreement by three members of the Council, an item will be moved to a regularly-scheduled Council meeting.

- A. **Future Agenda Item Request (F.A.I.R.)** A Citizens' Petition requesting that the Council "place three 15 MPH 7am-5pm School Days signs with corresponding End School Zone signs on Pine Cliff Drive and Gemini Road."
- B. **Future Agenda Item Request (F.A.I.R.)** A request by Vice Mayor Shimoni to have a discussion regarding levels of fire service and how they respond to calls for service.

16. **CITY MANAGER REPORT**

- A. **City Manager Report**

17. **INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, FUTURE AGENDA ITEM REQUESTS**

18. **ADJOURNMENT**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2020.

Stacy Saltzburg, MMC, City Clerk

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Fobar, Deputy City Clerk
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE:

Consideration of Appointments: Parks and Recreation Commission.

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring August 2021.

Executive Summary:

The Parks and Recreation Commission consists of seven (7) citizen members. The Parks and Recreation Commission makes recommendations to the Council regarding City parks and recreational programs, the annual budget and capital improvements for the Parks and Recreation Divisions. There is currently one available seat due to a resignation. It is important to fill vacancies on Boards and Commissions quickly so as to allow the Commission to continue meeting on a regular basis.

There are two applications on file for consideration by the Council, they are as follows:

Stephen Parsons (new applicant)
Jessica Simmons (new applicant)

In an effort to reduce exposure to personal information the commission roster, applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Vice Mayor Shimoni

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None

Connection to Council Goal, Regional Plan, CAAP, and/or Strategic Plan:

There is no Council goal that specifically addresses appointments to Boards and Commissions; however, boards and commissions do provide input and recommendations based on City Council goals that may pertain to the board or commission work plan.

Has There Been Previous Council Decision on This:

None

Options and Alternatives:

- 1) Appoint one Commissioner: By appointing one member at this time, the commission will be at full membership and able to continue to meet and provide recommendations to the City Council.
- 2) Table the action to allow for further discussion or expand the list of candidates.

Community Benefits and Considerations:

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

Community Involvement:

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the openings by Board members and by City staff have occurred, informing others of these vacancies through word of mouth.

Attachments: Parks and Recreation Commission Authority

**CHAPTER 2-03
PARKS AND RECREATION COMMISSION**

SECTIONS:

- 2-03-001-0001 COMMISSION CREATED; MEMBERS:
- 2-03-001-0002 TERMS; VACANCIES; COMPENSATION:
- 2-03-001-0003 ORGANIZATION AND RULES:
- 2-03-001-0004 POWERS AND DUTIES:

2-03-001-0001 COMMISSION CREATED; MEMBERS:

There is hereby created a Parks and Recreation Commission for the City, consisting of seven (7) members appointed by the City Council. (Ord. No. 2007-11, Amended 02/06/2007; Ord. 2014-28, Amended, 11/18/2014)

2-03-001-0002 TERMS; VACANCIES; COMPENSATION:

Terms of the appointed members shall be for three (3) years.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission and no member of the Commission shall receive compensation for services thereon. (Ord. 1475, 2-3-87)

2-03-001-0003 ORGANIZATION AND RULES:

Upon the taking effect of this Chapter, and when appointed, the members shall meet and organize and elect a Chairman to serve for one year with a new Chairman being elected each succeeding year. The Commission may adopt by-laws, procedures and standards for the operation of the Commission not inconsistent with the provisions of this Chapter. A quorum shall consist of four (4) voting members. The Commission shall meet not less than four (4) times each year.

(Ord. No. 2007-11, Amended 02/06/2007)

2-03-001-0004 POWERS AND DUTIES:

A. The duties of the Commission shall be to advise the Council, through periodic written reports to the Council, recommending policy direction on City lands, structures and facilities that are set aside or should be set aside or dedicated to recreational purposes, including but not limited to parks, swimming pools, playgrounds, playing and sports fields and golf courses. The scope of the activities of the Commission shall also include but not be limited to advising and recommending policy direction in activities involving recreational and cultural pursuits of the elderly and the young and to otherwise employ in constructive and wholesome manner leisure time of the citizens.

B. The City Council may consider the advice and recommendation of the Commission and thereafter give direction through the City Manager to implement the recreational program as they see fit.

C. The Commission shall review and make recommendation on the annual budget of the Parks Section and Recreation Section prior to the submittal thereof to the City Manager.

D. With respect to the parks and recreation portion of the Bed, Board and Booze Tax allocated under Chapter 3-06, Hospitality Industry Tax Revenues, the Commission shall make recommendations to the Council concerning the annual budgetary allocation of the parks and recreation portion of this tax, to include but not be limited to:

1. Developing parks and recreation facilities, and programs as needed to benefit the community and its visitors.
2. Funding for the Flagstaff urban trails system development and maintenance.
3. Developing, acquiring and distributing material to promote parks and recreation.
4. Retaining of appropriate staff to implement approved programs.

E. For purposes of subsection (D) of this section, "parks and recreation" means the development and management of public parks, recreational facilities, and programs which are available to the residents and visitors including funding the Flagstaff urban trail system. (Same meaning as set forth in Section 3-06-001-0001.) (Ord. 865, 12-12-72; Ord. 1335, 10-16-84; Ord. 2015-22, Amended, 01/05/2016)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Brandi Suda, Finance Director
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE:

Consideration of Audited Financial Reports: Year ending June 30, 2019

STAFF RECOMMENDED ACTION:

Approve the FY 2019 Comprehensive Annual Financial Report and the FY 2019 Single Audit Report

Executive Summary:

The City is required to perform an annual audit each year, pursuant to Arizona Revised Statutes (A.R.S.) Section 9-481 and the City Charter (Article VI, Section 5); this audit is commonly known as the Comprehensive Annual Financial Report (CAFR). The CAFR is reviewed by an independent auditor to provide reasonable assurance that the financial statements are free of material misstatement. In addition, the City also obtains an annual Single Audit as a condition of receiving federal assistance in excess of \$750,000. An independent auditor performs the Single Audit.

Financial Impact:

There is no financial impact on approving the City's Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) or the FY 2019 Single Audit.

Policy Impact:

No.

Connection to Council Goal, Regional Plan, CAAP, and/or Strategic Plan:

Financial Reporting does not fit in a specific Council or Regional Plan goal but it does provide overall support for the organization and is aligned with best practices. This item is required by City Charter.

Previous Council Decision on This:

No.

Options and Alternatives:

- Approve the City's FY 2019 CAFR and FY 2019 Single Audit Report.
- Do not approve the City's FY 2019 CAFR, FY 2019 Single Audit report, and provide direction to the Audit Committee or independent auditor to address Council's questions/issues.

Background/History:

The City is required to perform an independent annual financial audit per City Charter Article VI, Section 5 which states:

"Prior to the end of each fiscal year, the Council shall designate an independent Certified Public Accountant, who, as of the end of the fiscal year, shall make up an audit of accounts and other evidence of financial transactions of the City government, and shall submit a long-form report, including recommendations concerning policy and fiscal procedures, to the Council, and to the City Manager. Such accountant shall have no personal interest, direct or indirect, in the fiscal affairs of the City government or of any of its officers. The accountant shall, within specifications approved by the Council, post-audit the books and documents kept by the City, and any separate or subordinate accounts kept by any other office, department, or agency of the City government."

In addition to the financial audit, the City is required to complete a Single Audit because it receives more than \$750,000 in federal assistance.

The City has hired CliftonLarsonAllen, LLP (the Auditors). The Auditors work directly with the Finance Staff to complete a review of the City's financial data and internal controls. The financial reports are the responsibility of the City and are based on the activity of the fiscal year. The CAFR is presented in accordance with all standards as defined by the Government Accounting Standards Board (GASB). The Auditors are not responsible for reviewing every transaction for the fiscal year, however, based on the standards the Auditors plan and perform the audit to obtain reasonable assurance that the statements are free of material misstatements. The Auditors prepare the Single Audit which is an independent assessment of City finances and includes a schedule of expenditures of federal fund awards.

The City has established an Audit Committee to review the financial reports and findings (CAFR and the Single Audit). The committee discusses the information and makes a recommendation to Council to accept or reject the financial reports. The Audit Committee is represented by a City Councilmember, the City Manager, and the Management Services Director:

- Charlie Odegaard, Council Member
- David Cospers, CPA
- Sharman Cawood, CPA
- Margaret Penado
- City Manager, Greg Clifton
- Rick Tadder, Management Services Director

The financial reports were reviewed by the Audit Committee through a presentation by the Auditors. The presentation of the financial reports to the Audit Committee occurred on February 5, 2020, and was facilitated by Rick Tadder, Management Services Director and Dennis Osuch, Principal with CliftonLarsonAllen LLP. The meeting was recorded and is available on the city website.

Key Considerations:

The City has received an "unmodified opinion" from the Auditors, meaning the audit firm believes the financial statements are fairly presented in accordance with generally accepted accounting principles. In the Communication to Mayor and City Council (attached), the audit firm states: there were no significant difficulties encountered in performing the audit and; there were no disagreements with management. The letter lists uncorrected misstatements related to unbilled revenues from the prior year and states they are immaterial. Misstatements are noted when the Auditors have found items that may be incorrectly presented during the audit engagement.

In the FY 2019 Single Audit Report, there was one significant deficiency noted. During the audit, the auditors discovered one vendor invoice that was not recorded in the correct fiscal year. The auditors did further testing around timely and cut off invoices and no other invoices were discovered. The Finance

Memo

To: Honorable Mayor and City Council
From: Brandi Suda, Finance Director
Date: February 18, 2020
Re: Annual Financial Report Documents



We are scheduled to present the FY 2019 Comprehensive Annual Financial Report and Single Audit at the March 3rd Council Meeting. Due to the size of the files, we have placed a copy of the following reports in the Council's office:

- June 30, 2019 Comprehensive Annual Financial Report
- Single Audit Report and Schedule of Expenditures of Financial Awards for FY2019

These reports may also be accessed on the City website here:

<https://www.flagstaff.az.gov/164/Financial-Reports-Budget-Documents>



The Honorable Mayor and Members of City Council
City of Flagstaff, Arizona
Flagstaff, Arizona

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Flagstaff, Arizona (City) as of and for the year ended June 30, 2019, and have issued our report thereon dated December 20, 2019. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements.

For the year ended June 30, 2019, the City adopted Governmental Accounting Standards Board Statement (GASB Statement) No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. However, the implementation of GASB Statement No. 88 did not have a significant impact on the City's financial statements or related disclosures.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the capital assets' depreciation and remaining useful lives is based on an analysis of the current rate of use of certain assets. We evaluated the key factors and assumptions used to develop depreciation and the remaining useful lives in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the fair value of investments is based on a market comparison and value of similar type investments. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that they are reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the allowance for uncollectible accounts related to the City's sales tax, court revenues, and utility receivables is based on an analysis of the history of sales tax, court, and utility receivable collections. We evaluated the key factors and assumptions used to develop the allowance for uncollectible accounts related to the City's receivables in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the Other Postemployment Benefit Liability (OPEB) is based on actuarial methods and assumptions of the substantive benefit plan. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the current portion of the compensated absence liability, as well as the amounts earned and used is based on actual payouts made during the first two months of the fiscal year under audit and amounts earned and used over an average of the past two years, respectively. We evaluated the key factors and assumptions used to develop the current portion, earned, and used amounts of the compensated absence liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the landfill closure and postclosure care liability is based on an engineer's estimate of landfill capacity used and projected estimated costs utilizing inflation factors. We evaluated the key factors and assumptions used to develop the estimated closure and postclosure care costs in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the unfunded pension liability related to the Arizona State Retirement System, Elected Officials pension plans and Public Safety Personnel Retirement System Plan benefits are based on actuarial reports prepared by other professionals. We reviewed the key assumptions used to estimate the liability in determining that they are reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

The following material misstatement was detected as a result of audit procedures and was corrected by management.

- A capital related expenditure in the Capital Projects Bond Construction Fund incurred at or near year end was recorded in the incorrect fiscal year.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated December 20, 2019.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 20, 2019.

With respect to the schedule of expenditures of passenger facility charges (Schedule) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the Schedule to determine that the Schedule complies with the requirements of the Passenger Facility Charge Audit Guide for Public Agencies issued by the Federal Aviation Administration, the method of preparing it has not changed from the prior period or the reasons for such changes, and the Schedule is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the Schedule to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 20, 2019.

With respect to the nonmajor combining statements and schedules and the supplemental information (capital assets used in the operations of governmental funds, the budgetary comparison schedules for nonmajor governmental funds and the federal financial data schedule) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 20, 2019.

The introductory and statistical sections accompanying the financial statements, which are of a nonaccounting nature and which are the responsibility of management, were prepared for purposes of additional analysis and are not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we did not express an opinion or provide any assurance on it.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

The Honorable Mayor and Members of City Council
City of Flagstaff, Arizona
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This communication is intended solely for the information and use of the Mayor, Members of City Council and management of the City of Flagstaff, Arizona and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Phoenix, Arizona
December 20, 2019

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council

:

Co-Submitter: Mark Gaillard

Date: 02/25/2020

Meeting Date: 03/03/2020



TITLE:

Consideration and Adoption of Resolution No. 2020-06: A resolution of the Flagstaff City Council, approving the 2020 Cooperative Fire Rate Agreement (CFRA) Intergovernmental Agreement between the AZ Department of Forestry & Fire Management (DFFM) and the City of Flagstaff.

STAFF RECOMMENDED ACTION:

- 1) Read Resolution No. 2020-06 by title only
- 2) City Clerk reads Resolution No. 2020-06 by title only (if approved above)
- 3) Adopt Resolution No. 2020-06

Executive Summary:

The Cooperative Fire Rate Agreement (CFRA) is a recurring agreement between the State and any/all Fire Departments in AZ, renewed every two years. The Agreement is the basis for reimbursements to Fire Departments when any Department is requested by the State to assist in an emergency fire response outside their own jurisdiction. The Agreement contains a set of General Provisions describing standards and processes, equipment rates for vehicles, apparatus, and other specialty equipment. The City has participated in this effort, and has had a CFRA in-place since the early 1980's. The last agreement was in March 2018, so Spring 2020 is the renewal date for all CFRA's statewide.

Financial Impact:

The CFRA allows full reimbursement to the City for any-and-all costs associated with requested equipment, to include all personnel costs for those engaged in the operation/use of that equipment including any required backfill/recall. Acceptance of emergency assignments is cost-neutral to allocated budgets.

Policy Impact:

Public Safety: Involvement with the State through the CFRA allows Fire Department personnel and other qualified city employees to work in a dynamic and fluid interagency environment, developing relationships, practicing skills, attaining qualifications and gaining experience, all at no-cost, that better positions us to respond to, manage, and recover from emergency events when they occur here at-home.

Connection to Council Goal, Regional Plan, CAAP, and/or Strategic Plan:

Although activation of the CFRA, including our decision to respond, is the result of an emergency incident outside the City itself, there are several connections to Council Goals including support of the Climate Action & Adaptation Plan {CAAP} strategies and actions, and Regional Plan goals.

COUNCIL GOALS: Forest Treatments . . .

Climate Change (CAAP): protect forest ecosystems so they may continue to provide their ecological function in the face of various change-agents such as climate change.

Water Conservation (CAAP): preserve water sources and prevent long-term damage to critical watersheds.

Environmental and Natural Resources: protect and sustain our natural environment, reducing catastrophic fire and post-fire flooding events and insect infestations, preserving valuable wildlife habitat, and allowing for recreational ventures and business operations to continue.

REGIONAL PLAN:

Environmental Planning & Conservation – Vision for the Future: The long-term health and viability of our natural resource environment is maintained through strategic planning for resource conservation and protection.

Policy E&C.3.3 – Invest in forest health and watershed protection measures.

Policy E&C.6.1 – Encourage public awareness that the region’s ponderosa pine forest is a fire-dependent ecosystem and strive to restore more natural and sustainable forest composition, structure, and processes.

Policy E&C.6.3 – Promote protection, conservation, and ecological restoration of the region’s diverse ecosystem type and associated animals.

Policy E&C.6.6 – Support collaborative efforts for forest health initiatives or practices that support healthy forests and protect our water system.

Policy E&C.10.2 – Protect, conserve, and when possible, enhance and restore wildlife habitat on public land.

Has There Been Previous Council Decision on This:

Previous City Councils have approved the CFRA every two years since the State first initiated this process. The last renewal/approval was in March 2018. After the agreement in 2020, the next will be slated to occur in 2022.

Options and Alternatives:

1. **Approve** Resolution 2020-XX authorizing the Mayor to execute the Cooperative Fire Rate Agreement (CFRA) Intergovernmental Agreement between the AZ Department of Forestry & Fire Management and the City of Flagstaff, Arizona, attached hereto (“CFRA”)
2. **Reject** Resolution 2020-XX.

Background/History:

The CFRA is a standard State-wide Agreement for any Fire Department/Fire District that elects to participate. The City has been involved in this effort since the 1980’s. In addition to full-cost recovery, relationship establishment and enhancement, and free training and skill development, it also provides a mechanism whereby we can more easily request outside assistance if/when we experience a serious wildfire within the community.

Key Considerations:

Without CFRA in-place, we will miss opportunities to participate and would not receive the same level of service and financial participation as a cooperator.

Expanded Financial Considerations:

In the past three years (FY17, 18, and 19), we responded to 137 out-of-area incidents, recovering \$3.9M. Annually, we typically generate in excess of \$100K over-and-above personnel and equipment operational expenses while on assignment. The intent of this excess is to recover a proportionate share of the replacement cost of the equipment used on assignment and, if approved through the budget process, a portion be made available to the Fire Department to cover operational needs.

Community Benefits and Considerations:

The CFRA is a mechanism whereby we are fully able to recover any costs associated with out-of-City responses at the request of the State or Federal government. It allows us to better provide quality service to our residents and visitors due to the relationships, skills, and experiences obtained due to our involvement in this effort.

Community Involvement:

Inform.

Expanded Options and Alternatives:

None.

Attachments: [Res. 2020-06](#)
 [2020 CFRA Signature Page](#)
 [Crew Rate Signature Page](#)
 [2020 CFRA General Provisions](#)

RESOLUTION NO. 2020-06

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE 2020 COOPERATIVE FIRE RATE AGREEMENT (CFRA) INTERGOVERNMENTAL AGREEMENT BETWEEN THE AZ DEPARTMENT OF FORESTRY & FIRE MANAGEMENT AND THE CITY OF FLAGSTAFF.

RECITALS:

WHEREAS, the PARTIES desire to enter into the 2020 CFRA to further emergency response, training and skills development; and

WHEREAS, the PARTIES recognize the importance of interagency cooperation; and

WHEREAS, the CFRA is designed to facilitate use of Fire Department/City of Flagstaff personnel and equipment during emergency response efforts outside the City, to include full-cost recovery by the City for personnel/equipment utilized during those events.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the Mayor to execute the 2020 Cooperative Fire Rate Agreement Intergovernmental Agreement between the AZ Department of Forestry & Fire Management (DFFM) and the City of Flagstaff, Arizona, attached hereto ("CFRA"), which shall become effective the date signed by the DFFM representative.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 3rd day of March 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

| | | | |
|--|--|--|---------------------------------|
| Agreement Number: | 02-0733-20 | IGA Number: | KR94-2633-LNR |
| Cooperator Name: | City of Flagstaff Fire Dept | Dates Valid: | 04/01/2020 - 04/01/2022 |
| Cooperator's Address: | Fire Administration, 211 W. Aspen, Flagstaff AZ 86001 | DFFM District: | Northern A1S |
| County: | Coconino | Wildland Response Group: | Coconino |
| Cooperator's Phone Number: | 928-213-2500 | Cooperator's Email: | flagfire@flagstaffaz.gov |
| Cooperator's Dispatch Center: | ALARM (City) | Dispatch Number: | BC/24 hr: 928-607-4708 |
| Dispatch Email: | Battalion1@flagstaffaz.gov | Federal Employer ID: | 88-0000244 |
| Fire Chief's Name: | Mark Gaillard | Fire Chief's Office Number: | 928-213-2500 |
| Fire Chief's Email: | mgaillard@flagstaffaz.gov | Fire Chief's Cell Phone: | 928-853-3824 |
| Wildland Coordinator's Name: | Jerry Bills | Coordinator's Work Number: | 928-213-2500 |
| Coordinator's Email: | jbills@flagstaffaz.gov | Coordinator's Cell Phone: | 928-600-4874 |
| Equipment work rates listed on the equipment lists are based on all operating supplies being furnished by cooperator (wet) | | Resources assigned under this agreement remain employees or property of the cooperator and are subject to Cooperator's supervision and control and are covered by the Cooperator's Workman's Compensation and Insurance. | |
| Special Provisions: Cooperator will adhere to terms set forth in the General Provisions to the Cooperative Fire Rate Agreement (01/19) attached hereto. | | | |
| | | | |
| Agency Representative's Signature | Agency Representative's Name and Title | Date | |
| /s/ Coral Evans | Coral Evans, Mayor | | |
| State Representative's Signature | State Representative's Name and Title | Date | |
| | | | |



Arizona Department of Forestry and Fire Management Cooperator Equipment Rate Negotiation Form



| | | | | | | |
|--|--|---|------------------|-------------------------------------|--------------------------------|------|
| 1. COOPERATOR NAME AND ADDRESS | | | | 2. CFRA NUMBER | | |
| | | | | 3. IGA REFERENCE NUMBER | | |
| 4. AGREEMENT VALID FROM | | | TO | | | |
| 5. APPROVING STATE OFFICE | | | | 6. SUPPLIES FURNISHED BY | | |
| | | | | <input type="checkbox"/> WET | <input type="checkbox"/> DRY | |
| | | | | 7. OPERATOR FURNISHED BY | | |
| | | | | <input type="checkbox"/> COOPERATOR | <input type="checkbox"/> STATE | |
| 8. FIRE CHIEF | | | 9. PHONE NUMBER | | | |
| 11. FIRE CHIEF'S EMAIL | | | | | | |
| 12. DFFM IBA | | | 13. PHONE NUMBER | | | |
| 15. DFFM IBA EMAIL | | | | | | |
| 16. DISTRICT MANAGER | | | 17. PHONE NUMBER | | | |
| 19. DISTRICT MANAGER | | | | | | |
| EQUIPMENT DESCRIPTION | | STAFFING | LICENSE PLATE | RADIO ID | VIN | RATE |
| | | | | | | |
| RATIONALE | | | | | | |
| COOPERATOR'S SIGNATURE | | COOPERATOR'S NAME AND TITLE | | | DATE | |
| | | | | | | |
| DFFM INCIDENT BUSINESS ADVISOR'S SIGNATURE | | DFFM INCIDENT BUSINESS ADVISOR'S NAME AND TITLE | | | DATE | |
| | | | | | | |
| DFFM DISTRICT MANAGER'S SIGNATURE | | DFFM DISTRICT MANAGER'S NAME AND TITLE | | | DATE | |
| | | | | | | |

RESOURCES ASSIGNED UNDER THIS AGREEMENT REMAIN EMPLOYEES OR PROPERTY OF THE COOPERATOR AND ARE SUBJECT TO COOPERATORS SUPERVISION AND CONTROL AND ARE COVERED BY THE COOPERATOR'S WORKERS COMPENSATION AND INSURANCE.



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This Cooperative Fire Rate Agreement (CFRA) is entered into pursuant to the Cooperative Intergovernmental Agreement (IGA) currently in effect between the State Forester and the Cooperator. The following terms and provisions apply, but in the event of a conflict between this Rate Agreement and the IGA, the IGA shall prevail.

Expenses incurred under this Agreement follows the most recent version of the Interagency Incident Business Management Handbook (the "Yellow Book"). Cooperators under this Agreement are treated as Cooperators under the Handbook. In the event of a conflict between the Handbook, this Rate Agreement, and/or the IGA, the IGA shall prevail, followed by this Rate Agreement.

Resources assigned under this Agreement remain employees or property of the Cooperator however, while under assignment pursuant to this agreement, the State retains authority and direction over those resources. At any time, the Cooperator may choose to withdraw a resource from assignment, understanding that they will be subject to section 3, sub-section M of these provisions. Additionally, the resources shall remain covered by the Cooperator's workers' compensation and insurance while on assignment for the State. Accepting assignment under this agreement conveys acceptance of this General Provision document.

1. Safety:

- (a) Resources assigned under this Agreement must follow National Wildland Coordinating Group (NWCG) standards. This includes training, qualifications, and the expectation that resources assigned will be expected to operate unsupported for the first 24 hours of an assignment. Failure to follow these standards may result in resources being removed from the fire line, sent home prior to the end of the assignment, and/or refusal to dispatch such resources to other incidents until the deficiencies are remedied.
- (b) The Cooperator must comply with all applicable rules and regulations covered by the Arizona Industrial Commission Occupational Safety Codes, Title 23, Chapter 2, Article 10.
- (c) Current NWCG Qualification standards apply. During initial response actions, minimum firefighter qualifications are completion of NWCG FFT2 qualifications. Individuals that are training at or above, or are qualified at or above single resource boss or unit leader level, must have been approved by the State Qualifications Committee.
- (d) Fire department personnel must be a minimum of:
18 years of age and in adequate physical condition to meet the NWCG Standard 310-1 designated work capacity test physical requirements for the position for which they were ordered, and complete the annual refresher. Fire department personnel will carry a current, approved Incident Qualification Card showing the position for which they were ordered.
- (e) In concordance with Federal incident driving guidelines, the State discourages any travel taking place between the hours of 2200 and 0500 unless there are extenuating circumstances to justify travel between these hours. These circumstances are situations where life and/or property are imminently threatened or the incident is occurring within the resource's general response area and minimal travel distance is required to reach the incident. Ultimately, the responsibility for preventing and managing fatigue rests with the supervisor and resources involved.
- (f) The Cooperator may be reimbursed only for equipment listed on their CFRA Inventory List. Vehicles will be reimbursed at the rates set in the current General Provisions Appendix A: Acceptable Rates for CFRA's. Equipment may be designated to be paid an hourly rate, daily rate, or an all-inclusive rate on the CFRA. An all-inclusive rate is described in Section 3 Sub-section E of this document.



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2. Equipment Requirements:

- (a) Personal Protective Equipment: Cooperators must supply and utilize the following minimum required personal protective equipment:
 - a. Wildfire Incidents – According to NFPA 1977
 - b. Structure Fire Incidents – According to NFPA 1971
 - c. HAZMAT Incidents – According to NFPA 1991, 1994, and 1992
 - d. Technical Rescue Incidents – According to NFPA 1951
 - e. Medical Incidents – According to NFPA 1999
 - f. ARFF Incidents – According to NFPA 1976
 - g. Non-Operations Functions – According to NFPA 1975

- (b) Condition of Equipment: Equipment furnished under this Agreement will be equipped to the standards listed in the General Provisions Appendix C: Required Equipment. Equipment determined at the time of check in or inspection to be not in safe and operative condition or not compliant with Appendix C, may be rejected by the incident. No reimbursement will be made for rejected equipment.
 - a. Standard Staffing: Staffing for equipment is determined by capacity of the equipment and the number of personnel needed to effectively operate the equipment. Arizona Department of Forestry and Fire Management (DFFM) expects equipment to be staffed to the capacity allowed by the equipment. General Provisions Appendix B: Equipment Capability Guide, lists the staffing for each type of equipment based on NWCG and/or FEMA standards. DFFM recognizes that not all cooperators may be able to staff at maximum levels. Minimum staffing levels will be NWCG/FEMA minimum staffing. DFFM will allow Cooperators to staff their equipment to the maximum staffing numbers described in Section 2, Sub-section (B) b. **Chase trucks to allow for maximum staffing levels ARE NOT automatically authorized.** Chase trucks must be authorized on the resource order to be reimbursed.

 - b. Staffing for Wildfire Incidents:

| | |
|---|---|
| <ul style="list-style-type: none"> i. Type 1 Engine: 3-4 ii. Type 2 Engine: 3-4 iii. Type 3 Engine: 3-5 iv. Type 4 Engine: 2-3 v. Type 5 Engine: 2-3 vi. Type 6 Engine: 2-4 | <ul style="list-style-type: none"> vii. Type 7 Engine: 2-3 viii. Type 1 SPT Tender: 1-2 ix. Type 2 SPT Tender: 1-2 x. Type 3 SPT Tender: 1-2 xi. Type 1 TAC Tender: 2 xii. Type 2 TAC Tender: 2 |
|---|---|

 - c. Operating Supplies: Operating supplies are to be provided by the Cooperator, the Yellow Book defines this as “wet”. Though all operating supplies are to be furnished by the Cooperator, the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be deducted from reimbursement to the Cooperator. Operating supplies may include but are not limited to fuel, oil, filters, lube/oil changes.



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- d. Communications Equipment: It is required that Cooperators that respond to State incidents be able to communicate on DFFM frequencies. Frequency lists are available to cooperators on agreement with DFFM. Cooperators that will respond to extended attack requests within Arizona and outside of the state are required to equip their resources with VHF capable radios that meet P25 standards. The National Interagency Fire Center (NIFC) Communications Division has provided a list of approved P25 capable communications equipment that can be found at https://www.nifc.gov/NIICD/docs/approved_radios.pdf. The exception to this is on Initial Attack.
- (c) Additional Equipment: Cooperator will be reimbursed for additional equipment when such equipment is ordered on the resource order and listed on the Cooperator's CFRA.
- (d) Medical Equipment and Resources: Cooperators with medical equipment and resources should reference the [Southwest Mobilization Guide Chapter 40 – Page 78](#). Obviously, primary direction will come from the Cooperator's policies/guidelines and the Cooperator's Base Hospital. Cooperators should be aware that these specialized resources may be utilized in rugged and remote terrain, and should equip their resources accordingly.

The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS or BLS Kit. It is highly recommended that field going medical equipment be under 45lbs, stored in a fire line capable pack, and/or in such a way that allows for transport in a helicopter.

All medical personnel must be NWCG certified and complete the annual wildland refresher.

When the ambulance is mobilized to transport a patient, the hourly rate is dropped to \$0.00 and the ambulance reverts to their normal DHS billing procedures for the medical incident.

Ambulances are to be contracted wet.

When ordering ambulances, consideration should be made for providing adequate work/rest ratios.

3. Timekeeping:

- (a) Time will be recorded in military time and to the nearest quarter hour.
- (b) The daily/hourly rate is intended to reimburse the Cooperator for the costs of operating the vehicle, including the costs of fuel and maintenance. If indicated in the General Provisions Appendix A, or on the CFRA, equipment listed under the daily rate may charge a mileage rate in addition to the daily rate. Equipment does not take a meal break, and time will not be deducted for breaks when equipment is reimbursed with an hourly rate.
- (c) The hourly/daily rate is not intended to include the cost of personnel used to operate the equipment. Cooperator may seek reimbursement for the costs of assigned personnel, pursuant to this agreement.



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- (d) Daily Rate Equipment: Daily Work Rates/Mileage Rates should be documented in column 16-17 of FM 104. Agency vehicles, included on a resource order, will be reimbursed for the duration of the assignment. Reimbursement will be made on the basis of calendar days for vehicles and equipment included on resource orders. For fractional days at the beginning and end of the invoiced time, Cooperator will be reimbursed for 50% of the daily rate for periods of less than 8 hours, and the full daily rate for periods of more than 8 hours. General Provisions Appendix A rate sheets will be utilized to set these rates.
- (e) All-Inclusive Rates: If agreed to by DFFM and the Cooperator and included on the CFRA, the Cooperator may charge an all-inclusive rate that would include the costs of equipment, personnel and backfill (as applicable). Cooperator agrees that the billing method included in the CFRA is binding for the years it is applicable and must be used unless the CFRA is amended. All-inclusive rates are daily rates and will be reimbursed as specified in section 3, sub-section (d).
- (f) Personally Owned Vehicles (POVs): POVs not signed up on the CFRA will not be reimbursed when used to transport personnel to an incident. POVs listed on a CFRA Equipment Inventory List, will be compensated the daily rate only when utilized for line assignments. POVs not signed up on the CFRA may be used to transport personnel to the airport if this is the most economical method of travel. POVs used to transport to and from airports will be reimbursed for mileage only at the current state mileage rate. POVs used must carry the state minimum insurance, and Cooperator certifies that the vehicle is adequately insured when it submits a claim for reimbursement for these vehicles.
- (g) Airport Travel: Travel to and from airports in relation to an incident assignment is reimbursable. POVs and agency vehicles on a Cooperator's CFRA, left at the airport for the duration of the assignment will be reimbursed for the cost of long term parking and mileage (State travel policy, Topic 50, Section 95, Title 3 Airport Parking). No parking fees will be reimbursed if return travel occurs on the same day. No hourly/daily rate will be paid for POVs or agency vehicles left in airport parking.
- (h) Time Eligible for Reimbursement: The Cooperator may seek reimbursement for personnel and equipment furnished under this Agreement starting at the time the resource leaves its Home Unit/Duty Station, and ending when that resource returns to its Home Unit/Duty Station, unless an allowance for refurbishment and/or rest and recuperation (R & R) applies.
- Home Unit Definition: The Home Unit for equipment and personnel is the place where that equipment or personnel is normally stationed. For personnel who do not have a normal place they are stationed, the Home Unit shall be the Cooperator's station located closest to their place of residence.
 - Duty Station Definition: The Duty Station for equipment and personnel is the place where that equipment or personnel is authorized by the cooperator to respond to/from incidents.
- (i) Refurbishment/Rehabilitation: Refurbishment/rehabilitation (rehab) will be allowed but will be restricted to the time it takes to bring the resource back to fire readiness. Cooperators will only be reimbursed for one hour of rehab time for engines, water tenders, and ambulances, and two hours of rehab time for crews. Equipment rates will not be paid for rehab time. Vehicle types not listed above are not eligible for rehab time.
- (j) Rest and Recuperation (R & R): The Cooperator will be reimbursed for personnel R & R after return home from a fourteen-day assignment, exclusive of travel, under the following conditions:



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- a. Cooperating agencies must have a Policy/Guideline that allows for R & R that must comply with NWCG Standards as laid out in the Incident Business Management Handbook (Yellow Book) and filed with the agency's CFRA documents at DFFM before the beginning of the incident to be considered.
- (k) **R & R In Place:** For R & R that occurs in place on an incident, the Cooperator will be reimbursed personnel costs, meals and hotel costs, if any, and the daily equipment rate. Cooperating personnel will only be reimbursed for 8 hours of time on non-duty days during R&R in place. Cooperators will be reimbursed for 24 hours of personnel time on their duty days during R&R in place, backfill if needed, will be reimbursed for actual backfill hours. Costs of previously rented and authorized rental vehicles will also be covered.
- (l) **Excessive Work Hours:** Work shifts exceeding sixteen hours after the first shift of the incident will not be paid unless accompanied by a written justification on the CTR or other incident documentation completed by the incident commander or immediate incident supervisor. All excessive hours must be mitigated by adequate rest as soon as possible.

In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- (m) If the Cooperator withdraws equipment prior to being released by the incident, the Cooperator shall bear all costs of returning equipment to the Home Unit, unless prior written approval is obtained from an authorized DFFM representative, and such approval is submitted with the invoice.
- (n) Personnel assigned to inoperable equipment are limited to 8 hours of compensation per shift unless otherwise dictated by home unit shift schedule. Cooperators utilizing an All-Inclusive rate as per Section 3 – (e) will utilize their All-Inclusive rate, minus the daily equipment rate to determine their personnel reimbursement in the case of inoperable equipment.

4. Reimbursements:

- (a) **Invoices:** The Cooperator must submit an invoice to the State to receive reimbursement for expenses incurred pursuant to this Agreement. Invoices must be submitted electronically on the form FM122 provided by the State, including the provided work calculator sheet and the Invoice must be signed by an authorized Cooperator's representative. Invoices must be submitted to the State within the 60 days of return to the home unit. Invoices received outside this timeframe will be subject to refusal. Separate invoices must be completed for each incident or change in financial code. Invoices must contain the following information and attachments:
 - a. **DFFM Invoice Forms:** Invoices must be submitted electronically to financialadmin@dffm.az.gov on the State Invoice Form (FM122) provided by the State. This must include the work calculator worksheet provided with FM122 as well as all necessary documentation described below. DFFM requests the Invoice to be sent in PDF format, do not submit the Excel Workbook.
 - b. **Unique invoice number:** Three letter fire district code and incident number. Cooperator must assign the invoice a unique invoice number. Cooperator must include Cooperator's three letter ID and the financial code.



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- c. Time information: Fire Time Reports (OF288) and/or Emergency Equipment Use Invoices (OF286) must be submitted along with the Cooperator's Invoice. Any hours submitted for reimbursement not documented on an OF288 or OF286 must be supported by legible scanned Crew Time Reports (CTR) and/or Emergency Equipment Shift Tickets (Shift Ticket). CTRs and Shift Tickets must be signed by an immediate Incident supervisor. When completing a CTR or Shift Ticket, personnel must annotate hours they are in travel status in the remarks of those documents.
- d. Resource orders: Cooperators must include a copy of the resource order(s) showing all equipment and personnel for which the Cooperator seeks reimbursement. The Cooperator will ensure that the resource order shows all of the above information. It is the cooperator's responsibility to provide personnel information to ADC at the time of dispatch utilizing the Arizona Wildland Fire Equipment Mobilization Plan Appendix F: Resource Information Form.
- e. Meals and Lodging information: Cooperators must utilize the "Meal and Lodging Claim Form" included in the Invoice workbook to submit these types of expenses. Cooperator must keep meal receipts but these **should not** be submitted. Lodging receipts must be submitted. See additional information below:
 - i. Meal and Lodging Reimbursement: DFFM is governed by State Policy in how it reimburses non-State employees for travel expenses incurred while on State related business. State of Arizona Accounting Manual Topic 50, Section 65 on Vendor and other Non-Employee Travel provides the direction that DFFM is required to follow. Stated meal and lodging reimbursement rates are for maximum reimbursement for actual costs incurred, and are not per-diem rates.
 - ii. Meals: Cooperators are expected to be self-sufficient during initial attack. Cooperators will not be reimbursed for meals incurred during the first 12 hours of deployment, whether in travel status or on an incident. After the first 12 hours, meals may be reimbursed if the request complies with applicable portions of the State travel policy (Topic 50, Section 95). If the incident is not providing meals, Cooperators may be reimbursed for the cost of meals under the State travel policy so long as they have written justification from the incident. If meals are on individual receipts the Cooperator will be reimbursed for the actual cost of the meal or the maximum allowable amount, whichever is less; if meals for multiple crew members are on the same receipt, the Cooperator will be reimbursed for the actual cost of the meal or maximum allowable amount times the number of crew members, whichever is less.
 - iii. Lodging: Any approved lodging (in-state or out-of-state) shall be reimbursed according to current State travel policy and only for actual costs incurred up to the stated maximum rate for that geographic area. Utilizing lodging above the stated maximum is at the Cooperator's own risk as the overage shall not be reimbursed by DFFM, even if the IC approves the overage. DFFM recommends sharing rooms to mitigate higher rates; if this occurs, please indicate the persons who stayed each room. For any reimbursement of lodging, an itemized receipt signed by the occupants of the room must be submitted with the invoice. Cooperators must receive authorization from the incident's Incident Commander or Finance Section Chief for reimbursement of lodging to be authorized when adequate camp facilities are available.
 - 1. Cooperators will not be reimbursed for lodging on the first day of travel, if travel began after 1900 hours.



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- f. Supply purchases: Itemized receipt(s) and resource order form(s) with Supply Numbers (S-Number) for authorized supply purchases are required and reimbursements are subject to state review.
- (b) Rental Vehicles: The Cooperator may seek reimbursement for rental vehicles, when listed on the Resource Order. For in-state vehicle use, the Cooperator will not be reimbursed for additional insurance purchased. The Cooperator will be reimbursed for the costs of the rental vehicle and CDW insurance if the incident or travel is out of state. Please note that at all times resources ordered under this Agreement remain the employees of the Cooperator, and the Cooperator's insurance coverage is responsible. For this reason, the Cooperator may wish to obtain additional rental vehicle insurance coverage, even though this coverage will not be reimbursed by the State. Rental vehicles should be commensurate with position requested on resource order. 4x4 and high clearance vehicles are appropriate for fire line positions. SUVs above the full size class must be approved by the incident or DFFM unless no other vehicles are available due to activity in the area.
- (c) Transportation of Equipment: When apparatus is being transported not under its own power (lowboy trailered), Cooperator may seek reimbursement for the costs of transportation and for the hourly/daily rate for that equipment while it is being moved. Cooperator must provide a copy of the transporter's log showing what hours the vehicle was underway. This type of incident related transport must be approved by the incident prior to travel. Cooperator will not be reimbursed additional amounts for trailers used to transport equipment that normally must be moved by trailer (i.e. ATVs and UTVs).
- (d) Crew Swaps: Equipment is assigned with the understanding that it may be on assignment for fourteen days. Cooperator will not be reimbursed for travel related to a staffing swap that is required before the completion of fourteen days unless prior approval by a DFFM representative is obtained. If reimbursement for the swap is approved, appropriate vehicles used for crew swaps will be compensated at the daily/hourly rate for that vehicle so long as that vehicle receives a resource order for the transport.
- (e) Special Work Rates: If a specific work rate or work rate amendment is not in place for planned events within Arizona such as preparedness patrols, prescribed burns, and various non-emergency activities, the default equipment rate will be 50% of standard hourly rate. In-State planned event default personnel rates will be as provided in this section without allowance for costs due to backfill or coverage.
- (f) Career Personnel Rates: Cooperator shall charge personnel wages including eligible overtime and employer related expenses, as per Section 4, Sub-section I in accordance with each department's attached pay schedules. A copy of the pay schedule with grade ranges shall accompany the CFRA, Cooperators must use the attached Appendix D: Personnel Pay Rates Spreadsheet. Cooperators will be reimbursed for personnel costs based on the pay schedule submitted with the Cooperator's CFRA. Amendments to the pay schedule will only be authorized twice annually. The first is due between January 1st and April 1st each calendar year, and the second is due at a time of the Cooperator's choosing. Newly hired personnel and employee promotions are the only exceptions as their rates can be submitted as an amendment.
 - a. Exempt career personnel will be reimbursed according to FLSA guidelines, unless the Cooperating agency has a special pay provision filed and approved by DFFM and filed with the agency's CFRA documents before the beginning of the incident to be considered.
- (g) Backfill: Non-budgeted costs accrued as a result of backfill of assigned personnel or those personnel on R & R as a result of assignment are potentially reimbursable. Reimbursable costs are those costs incurred when a backfilling employee's pay rate exceeds the base



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rate of the individual on assignment. The backfill amount is calculated by subtracting the assigned employee's regular pay rate from the backfilling employee's overtime pay rate. DFFM will reimburse the difference in the two rates up to the rate of the top step of the rank of the individual on assignment. Backfill costs above the top step of the rank of the individual on assignment will not be reimbursable.

- (h) Volunteer and Supplemental Personnel Rates: Cooperator will charge the State for volunteer and supplemental fire personnel at the current rates outlined in the DFFM's Emergency Pay Plan for Seasonal Hires for the position for which they were ordered. Supplemental Fire employees are defined per NWCG Memo #004-2009. The pay period is defined as a seven-day work week beginning the first day of the incident, e.g., Tuesday through Monday. Overtime will be paid for hours in excess of 40 hours.
- (i) Employer Related Expenses (ERE): Employer Related Expenses covered for time while on the assignment will be as follows:
 - a. Workers Compensation
 - b. Unemployment Insurance
 - c. FICA Taxes
 - d. Retirement
 - e. Long-term Disability
- (j) Wildland Fire Incentive: Rates applied out of district will be the same as applied in district for similar services and responses.
- (k) Administrative fees: The Cooperator will be reimbursed for reasonable administrative costs incurred preparing invoices. If there are issues with the invoice and it is returned to the Cooperator for a revision, hours incurred to revise the invoice will not be reimbursed. The Cooperator may not seek reimbursement for overtime pay incurred to prepare wildland invoices. Cooperators must submit documentation with the invoice, showing the hours spent preparing the invoice; DFFM recommends using a CTR for this documentation. This documentation of hours must be signed by an authorized supervisor.
- (l) Miscellaneous: Any miscellaneous equipment costs that Cooperators seek reimbursements for must have supporting documentation for that equipment, and will be paid at the discretion of DFFM.

5. Equipment Damage

- (a) Repairs: Repairs to equipment shall be made and paid by for the Cooperator. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from reimbursement to the Cooperator.
- (b) Loss, Damage or Destruction: Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but is not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this agreement, the Cooperator agrees that what is considered wear and tear under this Agreement is in



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excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. No reimbursement will be made for loss, damage or destruction when (a) it is due to normal wear and tear, or (b) negligence of the Cooperator or the Cooperator's agents which caused or contributed to the loss, damage or destruction, or (c) damages caused by equipment defects unless such defects are caused by negligence of the State or its employees. Vehicular damage claims, not directly related to incident activity, particularly prior to check-in or after demobilization, should be submitted through the owning agency's insurance prior to submission to the state. Loss, damage, or destruction claims will be evaluated on a case by case basis and evaluated for extraordinary circumstances outside of normal conditions. Hourly/daily rates for equipment will not be reimbursed when such equipment is inoperable due to damage, loss, destruction, or lack of qualified personnel.

- (c) Claims: Claims for reimbursement for damage, loss, or destruction of equipment should be submitted separately from the invoice (FM122). Claims documentation must include an S-number, copies of any paperwork submitted to the fire to obtain the S-number, a written description on a General Message Form (ICS 213), of how the loss, damage or destruction occurred (who, what, when, where and why), and a copy of the paid receipt for repairs. In the case of vehicular damage, loss, or destruction, the Cooperator must provide the documentation from the owning agency's insurance company with the Claim. The written description must be signed by incident supervisor and the Incident Business Advisor (IBA). In the absence of an IBA, the signature of the Finance Section Chief or designee is required. All claims for loss, damage or destruction is at the discretion of the State, even if an S-number has been issued by the incident.

6. Other Items

- (a) Disputes: In the event of a dispute, the parties agree to arbitrate the dispute to the extent required by A.R.S. § 12-1518.
- (b) Termination: The State may cancel this agreement without penalty or further obligation pursuant to A.R.S. § 38-511.
- (c) Failure to adhere to these provisions may result in the Cooperator forfeiting all rights to reimbursement.
- (d) Audit: Within a 5-year period of invoice submittal, the state at its discretion may request a review of fire invoicing documentation.
- (e) The Parties agree to comply with all applicable Federal or State laws relating to equal opportunity and non-discrimination.
- (f) Pursuant to A.R.S. § 35-214, the Cooperator shall retain all data, books and other records relating to this contract for a period of five years after completion of the contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Cooperator shall produce the original of any or all such records.
- (g) This agreement shall be subject to available funding, and nothing in this agreement shall bind the State to expenditures in excess of funds appropriated and allotted for the purposes outlined in this agreement.
- (h) The Cooperator assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplies by third parties to the Cooperator toward fulfillment of this contract.



**Arizona Department of Forestry and Fire Management
2020-2022 General Provisions for CFRAs**



**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Jeanie Gallagher, Human Resources Director
Co-Submitter: Greg Clifton
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE:

Consideration and Adoption of Ordinance No. 2020-06: An ordinance of the City Council of the City of Flagstaff amending the Employee Handbook of Regulations relating to Compensation, Promotion and Vacation Leave

STAFF RECOMMENDED ACTION:

At the March 3, 2020 Council Meeting:

- 1) Read Ordinance No. 2020-06 by title only for the first time
- 2) City Clerk reads Ordinance No. 2020-06 by title only (if approved above)

At the March 17, 2020 Council Meeting:

- 3) Read Ordinance No. 2020-06 by title only for the final time
- 4) City Clerk reads Ordinance No. 2020-06 by title only (if approved above)
- 5) Adopt Ordinance No. 2020-06

Executive Summary:

The Human Resources Division and the City Manager have worked with the City Attorney's Office, the Employee Advisory Committee, and Leadership to create the recommended changes to the Appropriate Salary, Promotion and Vacation Leave policies.

Currently, the City's policies provide for a difference in the way salary offers may be calculated for newly hired or rehired employees from those employees whose positions are reclassified (both during a formal division reorganization as well as less formal redistribution of duties within a work group) or an employee that is promoted to a higher pay range position (both through a competitive external recruitment as well as internal recruitment).

In addition, a practice not specified in policy has permitted newly hired, rehired or promoted employees to negotiate their level of Vacation Leave accrual based on overall years of experience. This practice has been applied inconsistently.

Appropriate Salary 1-20-020

Newly hired or rehired employees are eligible for a salary offer between the minimum of the pay range and twelve (12%) above the minimum based on economic conditions, unusual employment conditions, or where they possess exceptional qualifications and a higher hiring rate is in the City's best interest to attract exceptional talent. The City Manager may authorize hiring at a rate twelve percent above the minimum based on such factors and on a recommendation by the Human Resources Director and appropriate Division Director.

Reclassified employees are either placed at the new range minimum or receive a 6% increase whichever is higher. Consideration is not routinely given for experience or other exceptional qualifications.

Promoted employees are placed in the new range and given a minimum of a 6% increase. While there are provisions for the Director of Human Resources in conjunction with the City Manager to approve exceptions for higher pay for promotions, this further contributes to creating inconsistencies as these only occur upon support from an internal equity analysis or upon request.

The consequences for these differing policies are that current employees may be disenfranchised. In many instances, newly hired employees are making a higher rate of pay than incumbents with similar qualifications or even greater qualifications who entered that same position with a promotion or reclassification.

Employee dissatisfaction continues to be evidenced with respect to this policy by the Employee Advisory Committee as well as Exit Interview data. The ratings of "Poor" increased for every Compensation question on the Exit Questionnaire year over year (calendar 2018 and 2019) for every category except Salary Upon Hire. The question regarding Promotional Increases has a 61% Poor rating and the question regarding Movement Through the Pay Plan a 58% Poor rating.

Staff's recommendation is to amend this policy to treat all newly hired, rehired, promoted and reclassified employees the same – eligible for a salary offer between the minimum of the pay range and twelve (12%) above the minimum based on economic conditions, unusual employment conditions, or where they possess exceptional qualifications and a higher hiring rate is in the City's best interest to attract exceptional talent. The City Manager may authorize hiring at a rate twelve percent above the minimum based on such factors and on a recommendation by the Human Resources Director and appropriate Division Director. This policy change would also apply to Section 1-40-010 related to *Promotion*. This amendment shall be retroactive to January 1, 2020.

Vacation Leave 10-50-020

The City Manager or designee may authorize an employee, upon hire, to accrue vacation at any rate with the vacation accrual table based on years of experience. Where the inability to compete on salary has occurred, to attract new hires and to incentivize internal candidates for promotion a practice emerged to permit placement on the Vacation Leave accrual table based on overall years of eligible experience including those obtained prior to employment with the City.

While in many instances this has been effective for recruitment and retention, due to the changes in interpretation of "upon hire" and "years of experience" over the forty years the policy has been in existence, the practice has been applied inconsistently creating dissatisfaction for those that were not aware they might have negotiated.

Staff recommendation is to amend this policy by adding the following language: Upon hire, rehire, promotion or reclassification an eligible employee's relevant experience shall be evaluated, and the employee placed in the applicable vacation accrual level based on that experience. This amendment shall be retroactive to January 1, 2020.

Financial Impact:

It is not possible to predict an exact financial impact.

Policy Impact:

These policy recommendations will not impact any other City policies.

Connection to Council Goal, Regional Plan, CAAP, and/or Strategic Plan:

The policy recommendation may impact the attraction and retention of City personnel related to the Council Goal - Personnel.

Has There Been Previous Council Decision on This:

No.

Attachments: [Ord. 2020-06](#)

ORDINANCE NO. 2020-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, *PERSONNEL SYSTEM* BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS RELATING TO COMPENSATION, PROMOTION AND VACATION LEAVE; PROVIDING FOR PENALTIES; REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve this Addendum 23 of the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14 *Personnel System* is amended by adopting amendments (Addendum 23) to the Employee Handbook of Regulations (“Handbook”) as follows:

The Employee Handbook of Regulations, Section 1-20-020, *Appropriate Salary*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

1-20-020 *Appropriate Salary*, Subsection B is hereby amended as shown below:

- B. A newly hired, promoted, ~~or~~ rehired, OR RECLASSIFIED employee may be compensated between the minimum and twelve (12) percent above the minimum (i.e. minimum of the salary range x 1.12) of the salary range of the job class based on economic conditions, unusual employment conditions, or exceptional qualifications when a higher hiring rate may be in the City’s best interest. The City Manager may authorize hiring ~~above~~ AT A RATE twelve percent above the minimum based on such factors and on a recommendation by the Human Resources Director and appropriate Division Director. IN NO CASE SHOULD THE SALARY BE ABOVE THE MAXIMUM OF THE ASSIGNED RANGE.

1-20-020 *Appropriate Salary*, Subsection F is hereby amended as shown below:

- F. Upward Salary Adjustments. When an employee’s position is reclassified to a higher level, the following rules shall determine the affected employee’s salary:
1. In all cases, every affected employee shall be assigned to the new salary range.
 2. In no case will an employee receive a decrease as a result of a salary adjustment to a higher salary range.

- ~~3. Employees reclassified to a higher pay range that overlaps with their present range shall be placed in the new range at a salary resulting in a minimum increase of six (6) percent in pay unless the minimum increase would exceed the range maximum. If the six (6) percent increase results in a salary that is greater than the maximum of the range, the employee's increase will be limited to the maximum of the new range.~~
3. Employees shall retain their classification dates for purposes of performance evaluations and merit increases.
- ~~5.a. If a position is reclassified from classified to exempt, the employee will receive a minimum of a six (6) percent increase unless the minimum increase would exceed the range maximum. If the six (6) percent increase results in a salary that is greater than the maximum of the range, the employee's increase will be limited to the maximum of the new range.~~
4. WHEN AN EMPLOYEE'S CLASSIFICATION CHANGES FROM CLASSIFIED TO EXEMPT the employee will be eligible for any performance increase exempt positions are eligible to receive above any increase received AN INCREASE per 5a-B above.

1-20-020 *Appropriate Salary, Subsection H* is hereby amended as shown below:

- H. Promotion. Promotions shall be made as provided in Article 1-40, Section 1-40-010. Upon promotion to another classification, an employee shall receive a rate of pay based on the following criteria:
- ~~1. The new salary rate will be in the new range that results in a minimum of a six (6) percent increase, with flexibility for a higher amount with prior approval of the Human Resources Director and City Manager.~~
- ~~2. The new salary should be increased to at least the minimum of the new salary range.~~
- ~~3. In no case should a promotion increase place the salary above the maximum of the assigned range.~~
1. In addition to the ~~minimum of a six (6) percent increase~~ INCREASE PROVIDED IN B ABOVE, employees may continue to receive their regular merit increase if their classification date before promotion falls within three (3) months of the promotion. Thereafter, merit increases and performance evaluations will be based on the effective date of the promotion.

The Employee Handbook of Regulations, Section 1-40-010, *Promotion*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

1-40-010 *Promotion, Subsection A* is hereby amended as shown below:

- A. – 3. Upon promotion to another range, an employee shall receive a pay rate as outlined in Section 1-20-020 B AND H.

The Employee Handbook of Regulations, Section 1-50-20, *Vacation Leave*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

1-50-20 *Vacation Leave*, Subsection A is hereby amended as shown below:

A. Eligibility

1. ~~The City Manager or designee may authorize an employee, upon hire, to accrue vacation at any rate within the Table A or Table B below, based on years of experience.~~ UPON HIRE, REHIRE, PROMOTION OR RECLASSIFICATION AN ELIGIBLE EMPLOYEE'S RELEVANT EXPERIENCE SHALL BE DETERMINED AND THE EMPLOYEE PLACED IN THE APPLICABLE VACATION ACCRUAL WITHIN TABLE A OR TABLE B BELOW BASED ON THAT EXPERIENCE.

SECTION 2. Penalties

Any person found in violation of any provision of the Handbook may be subject to discipline, as set forth in such Handbook and Flagstaff City Code Section 1-14-001-0001, *Personnel System Adopted*.

Section 3. Repeal of Conflicting Ordinances.

All ordinances, parts of ordinances, and any sections of the Handbook in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 17th day of March 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

8. B.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Jessica Drum, Public Affairs Director
Date: 02/28/2020
Meeting Date: 03/03/2020



TITLE

Direction: Upcoming State and Federal Legislative Lobbying Trips.

STAFF RECOMMENDED ACTION:

Provide direction related to timing and attendees for upcoming State and Federal legislative lobbying trips

EXECUTIVE SUMMARY:

This item is to discuss the upcoming State and Federal legislative lobbying trips, the timing, and attendees.

INFORMATION:

Council provided direction for staff to create a rotating list of council attendees for each lobbying trip. Staff has created a rotation for both state and federal trips based on prior years' attendance. Those lists are attached.

Attachments: [Washington DC Rotation List](#)
[State Rotation List](#)

CITY COUNCIL WASHINGTON D.C. ROTATION

Per Council direction on 10/08/2019 a rotating list of Councilmembers I established to assist with future lobbying trips. The next person in the rotation will attend, unless otherwise determined by unanimous vote of the Council.

| | |
|----------|-----------|
| McCarthy | 03/2017 |
| Odegaard | 03/2018 |
| Whelan | 03/2019 |
| Salas | 03/2019 |
| Aslan | 12/2019 |
| Shimoni | 2020 Trip |
| McCarthy | 2020 Trip |
| Odegaard | 12/2019 |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |

CITY COUNCIL STATE LEGISLATIVE TRIP ROTATION

Per Council direction on 10/08/2019 a rotating list of Councilmembers I established to assist with future lobbying trips. The next person in the rotation will attend, unless otherwise determined by unanimous vote of the Council.

| | |
|----------|-------------|
| Odegaard | 2/13/19 |
| Whelan | 2/13/19 |
| Salas | 2/13/19 |
| Aslan | 4/10/19 |
| Shimoni | 2020 Trip 1 |
| McCarthy | 4/10/19 |
| Odegaard | 4/10/19 |
| Whelan | 2020 Trip 1 |
| Salas | 2020 Trip 2 |
| Aslan | 2020 Trip 2 |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |
| Odegaard | |
| Whelan | |
| Salas | |
| Aslan | |
| Shimoni | |
| McCarthy | |

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Shannon Anderson, Deputy City Manager
Co-Submitter: Project Team Members
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE

Preliminary Discussion of Potential Ballot Measures

STAFF RECOMMENDED ACTION:

Direction from City Council on which potential ballot measure recommendations should move forward to the next step of seeking input through community surveys and focus groups.

EXECUTIVE SUMMARY:

Staff is seeking input and direction from Council with regard to potential ballot recommendations to include in the preliminary public outreach. This would be in preparation for the General Election in November 2020. Staff has been working with commission members, community stakeholders and community partners to develop recommendations. In addition, staff has added brief information for consideration of a ballot measure for the unfunded pension liability based on Council feedback during the January 21, 2020 discussion.

* Housing Commission recommendations will be added to the presentation for the final packet.

INFORMATION:

City staff presented general information on potential ballot measures and consultant services for Council consideration during the January 21, 2020 Council meeting. As a result of these conversations, the Parks & Recreation and Open Space Priorities Committee (combination of the Parks & Recreation Commission and Open Space Commission), Housing Commission and Flagstaff Fire Department personnel have refined the potential ballot measure recommendations.

Finance staff will present information about the secondary property tax and general obligation bonds, which is the identified funding source being considered for the potential ballot measures.

Should Council provide direction to City staff to continue moving forward with these recommendations, the next step in the process is to identify an election consultant and begin the community surveys and focus groups to gain additional community insight.

Attachments: [Presentation](#)
[Buried in Mud: Wildfires threaten North America water supplies](#)
[Parks & Recreation Handout](#)

Housing Handout

Open Space Handout

Preliminary Discussion of Potential Ballot Measures





Project Team



Preliminary Public Input

- Housing Commission
- Parks & Recreation and Open Space Committee

Staff

- Fire Department
- Housing Section
- Management Services Department
- Parks & Recreation Sections
- Sustainability Section



Agenda



- Secondary Property Tax & Bond Capacity
- Bond History
- Affordable, Livable, Walkable, Healthy, Safe Community
 - Housing
 - Open Space
 - Parks & Recreation
 - Flagstaff Watershed Protection Project
 - Unfunded Pension Liability
- Partner Update
- Summary and Questions

Secondary Property Tax & Bond Capacity





General Obligation Bonds

- Cities can issue several types of debt
 - General Obligation Bonds, Revenue Bonds, Leases, Loans, ect
 - Per Charter, the City must receive Voter Approval for certain facilities (Article XVI: Amendment 2). Currently over \$2.4M
- Our focus will be about General Obligation Bonds (GO Bonds)
 - For the City to Issue GO Bonds, we must receive Voter Approval
 - The City may levy a secondary property tax for payment
 - Secondary property tax can only be used to pay back GO Bonds



General Obligation Bonds

- Legal Limits – Assessed Valuations (State Statute)
 - 20% Limitation: Water, sewer, artificial lighting, parks, open space, recreational facilities, public safety, law enforcement, fire and emergency services and street and transportation facilities
 - Bond capacity in this limitation = \$161M
 - 6% Limitation (i.e. Housing)
 - Everything else
 - Currently no issuance under this limitation
 - Bond capacity in this limitation = \$60M



General Obligation Bonds

- Current rate is 0.8366 per \$100 of Assessed Valuation
 - Current policy to remain at or below 0.8366 rate
 - This is based on promises made during past elections
 - The City is allowed to go above this rate for the purpose of paying debt
- Based on current projection of Assessed Valuations
 - Estimated capacity \$61M under current rate policy
 - Uses capacity through FY 2041
 - Majority of existing debt paid off by FY 2023



General Obligation Bonds

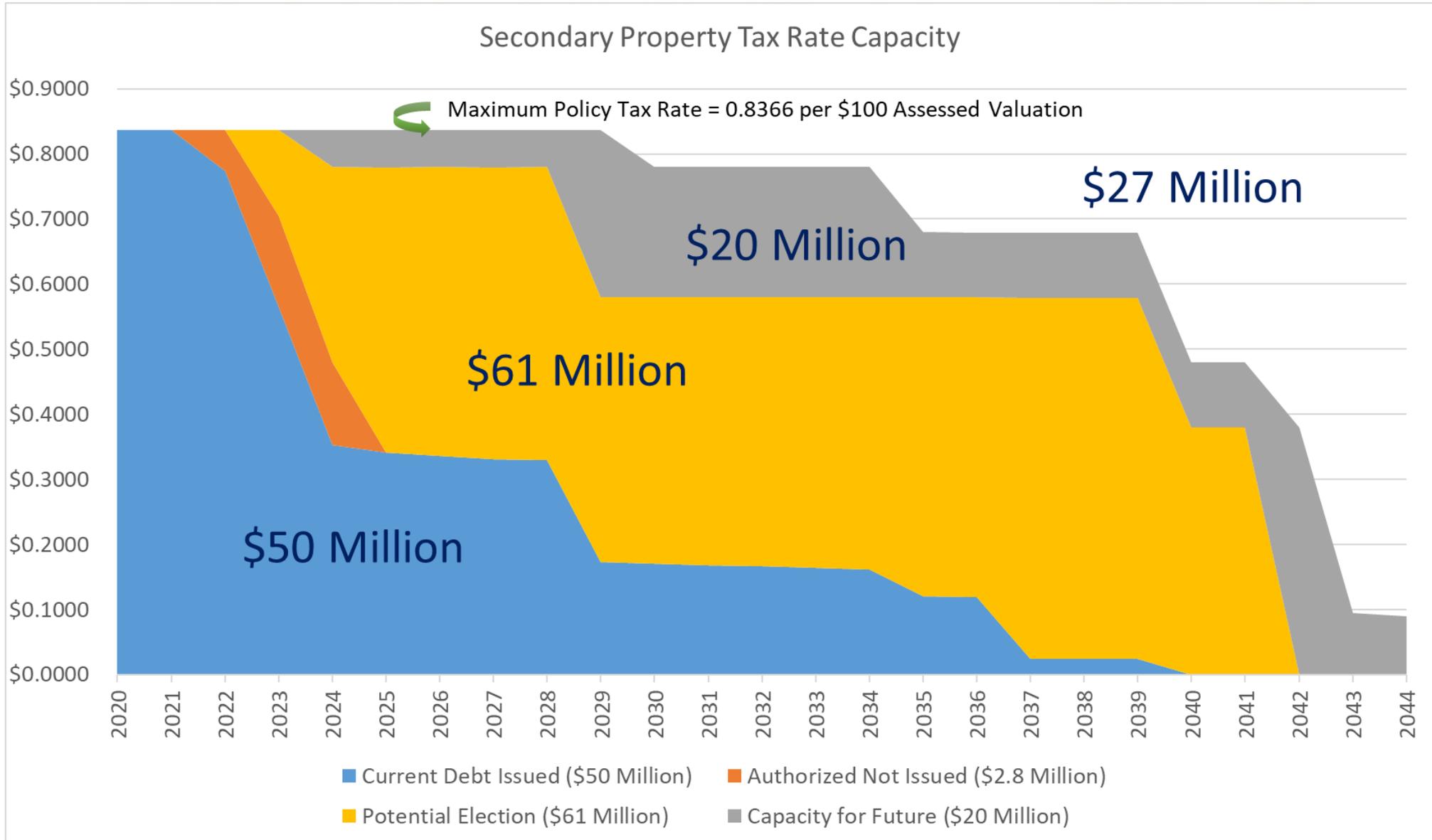


- For planning purposes:
 - 20-year debt issuance at 5% interest rate
 - \$10M, \$25M and \$60M in bonds
 - Average Class 3 Residential Assessed Value - approx. \$240,000
 - Total rate stays within current policy: 0.8366

| Amount of Voter Authorization | Amount of Total Debt Paid | Average Tax Rate Required | Residential Annual Impact | 20-Year Impact |
|-------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| \$ 10,000,000 | \$ 15,934,493 | 0.0917 0.0861 | \$ 19 \$ 21 | \$ 380 \$420 |
| \$ 25,000,000 | \$ 39,836,233 | 0.2293 0.2152 | \$ 46 \$ 52 | \$ 920 \$1,040 |
| \$ 60,000,000 | \$ 95,606,960 | 0.5502 0.5164 | \$ 111 \$124 | \$ 2,200 \$2,480 |



Secondary Property Tax Capacity





Summary

- \$61 million debt capacity available in secondary property tax at current rate of 0.8366
- Money is available upon bond approval and issued as needed
- Only unissued GO debt is \$2.8 million for parks land
- Each additional \$10 million = ~0.085 additional rate
- Additional capacity added annually as debt paid off
- Questions

Bond History





General Obligation Bond History

| ELECTION DATE | GENERAL OBLIGATION BOND QUESTION | AMOUNT | PASS/ FAIL |
|---------------|---|--------------|------------|
| 11/5/1996 | Improving Various Parks and Recreation Services | \$8,200,000 | PASS |
| 5/18/2004 | Fire Fighting Facilities and Acquisition of Emergency Response Vehicles and Equipment | \$16,800,000 | PASS |
| 5/18/2004 | Neighborhood Open Space and FUTS Land Acquisition | \$7,600,000 | PASS |
| 5/18/2004 | Regional Open Space – Observatory Mesa Land Acquisition | \$5,500,000 | PASS |
| 5/18/2004 | McMillan Mesa Open Space Land Acquisition | \$10,100,000 | FAIL |
| 5/18/2004 | Multi-Generational Recreation Center: Expansion or New Construction | \$6,100,000 | PASS |
| 5/18/2004 | Municipal Swimming/Aquatic Center Construction | \$8,600,000 | PASS |
| 5/18/2004 | Lake Mary Regional Park and Other Parks Land Acquisitions | \$2,800,000 | PASS |
| 5/18/2004 | Continental Park Recreational Field Development | \$3,100,000 | FAIL |
| 5/18/2004 | Snow Play Area Development | \$4,100,000 | FAIL |



General Obligation Bond History

| ELECTION DATE | GENERAL OBLIGATION BOND QUESTION | AMOUNT | PASS/FAIL |
|---------------|--|--------------|-----------|
| 5/18/2004 | Wastewater Improvements (*) | \$23,100,000 | PASS |
| 5/18/2004 | Water Wells (*) | \$8,500,000 | PASS |
| 5/18/2004 | Water Rights Acquisition/Water Development (*) | \$15,000,000 | PASS |
| 11/2/2010 | Municipal Court House | \$23,000,000 | FAIL |
| 11/2/2010 | Municipal Services Maintenance Canter | \$42,000,000 | FAIL |
| 11/2/2010 | Public Safety/City Operations Communications Systems | \$4,720,000 | PASS |
| 11/2/2010 | Street and Utilities Improvements | \$16,500,000 | PASS |
| 11/6/2012 | Forest Health and Water Supply Protection Project | \$10,000,000 | PASS |
| 11/6/2012 | Core Services Maintenance Facility | \$14,000,000 | PASS |
| 11/8/2016 | Municipal Court House | \$12,000,000 | PASS |
| 11/6/2018 | Housing Affordability | \$25,000,000 | FAIL |

(*) These items were approved as GO backed authorization; however the payment source was from water and wastewater rates.



Building Community Together



Envision Flagstaff ... As a Healthy, Affordable, Livable, and Walkable Community.

Limited resources can lead to competing values. However a healthy, affordable, livable, and walkable community is intrinsically linked.

How do we reframe the conversation, so they are not mutually exclusive initiatives? What we do know is:

- Building community together is an incremental process
- Building community will take time
- There are no silver bullets

Attainable Housing Recommendations





Attainable Housing Bond Recommendations



Overview

- Housing Commission
 - Process
 - Prioritization
 - Other Items Considered
- Attainable Housing Recommendations
 - Emergency
 - Rental
 - Homeownership





Emergency Housing Recommendations - \$10 Million



| Project (<i>Prioritized</i>) | Amount | Estimated Community Benefit | Revolving Fund Capability (Yes/ No) |
|---|--------------|-----------------------------|-------------------------------------|
| EH1: Support existing, and develop new, eviction/homelessness prevention and rapid rehousing/move-in assistance programs to advance community efforts in housing stabilization and permanency. | \$10 Million | 5,333 Households Served | No |



Rental Housing Recommendations - \$10 Million



| Project (<i>Prioritized</i>) | Amount | Estimated Community Benefit | Revolving Fund Capability (Yes/ No) |
|---|---------------|---|---|
| RH1: Redevelopment of housing owned & managed by the City | \$5 million | 250 units minimum (serving various AMIs) | No |
| RH2: Incentivize private sector affordable rental housing development through the creation of a revolving loan fund | \$3 million | 420 units (assuming an approximate 70 unit / project estimate, \$1 mil funds 2 projects and \$3 mil funds 6 projects) | Yes, with repayment after expiration of affordability time period |
| RH3: Acquisition of property in partnership with non-profits and private developers for adaptive reuse | \$2 million | Approximately 50 households | Yes |



Workforce Housing – Homeownership - \$10 Million



| Project (Prioritized) | Amount | Estimated Community Benefit | Revolving Fund Capability (Yes/ No) |
|---|-------------|--|-------------------------------------|
| OWN1: Purchase Assistance program | \$7 million | 350 homeowners with initial purchase funding | Yes |
| OWN2: Acquisition of land/units for affordable homeownership | \$3 Million | Estimated 120 housing units created | Yes |



Housing Commission Bond Recommendations



| Projects | Rec. #1 | Rec. #2 | Rec. #3 |
|---|----------------------|----------------------|----------------------|
| EH1: Eviction Prevention & Rapid Rehousing | \$ 10,000,000 | \$ 9,000,000 | \$ 6,000,000 |
| RH1: Redevelopment of housing owned by City | \$ 5,000,000 | \$ 5,000,000 | \$ 5,000,000 |
| RH2: Create and incentivize development partnerships for the creation of attainable rental housing. | \$ 3,000,000 | \$ 2,000,000 | \$ 1,000,000 |
| RH3: Acquisition of property in partnership with non-profits and private developers for adaptive reuse | \$ 2,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| OWN1: Purchase Assistance program | \$ 7,000,000 | \$ 6,000,000 | \$ 5,000,000 |
| OWN2: Acquisition of land/units for attainable homeownership | \$ 3,000,000 | \$ 2,000,000 | \$ 2,000,000 |
| TOTALS | \$ 30,000,000 | \$ 25,000,000 | \$ 20,000,000 |



Open Space Recommendations



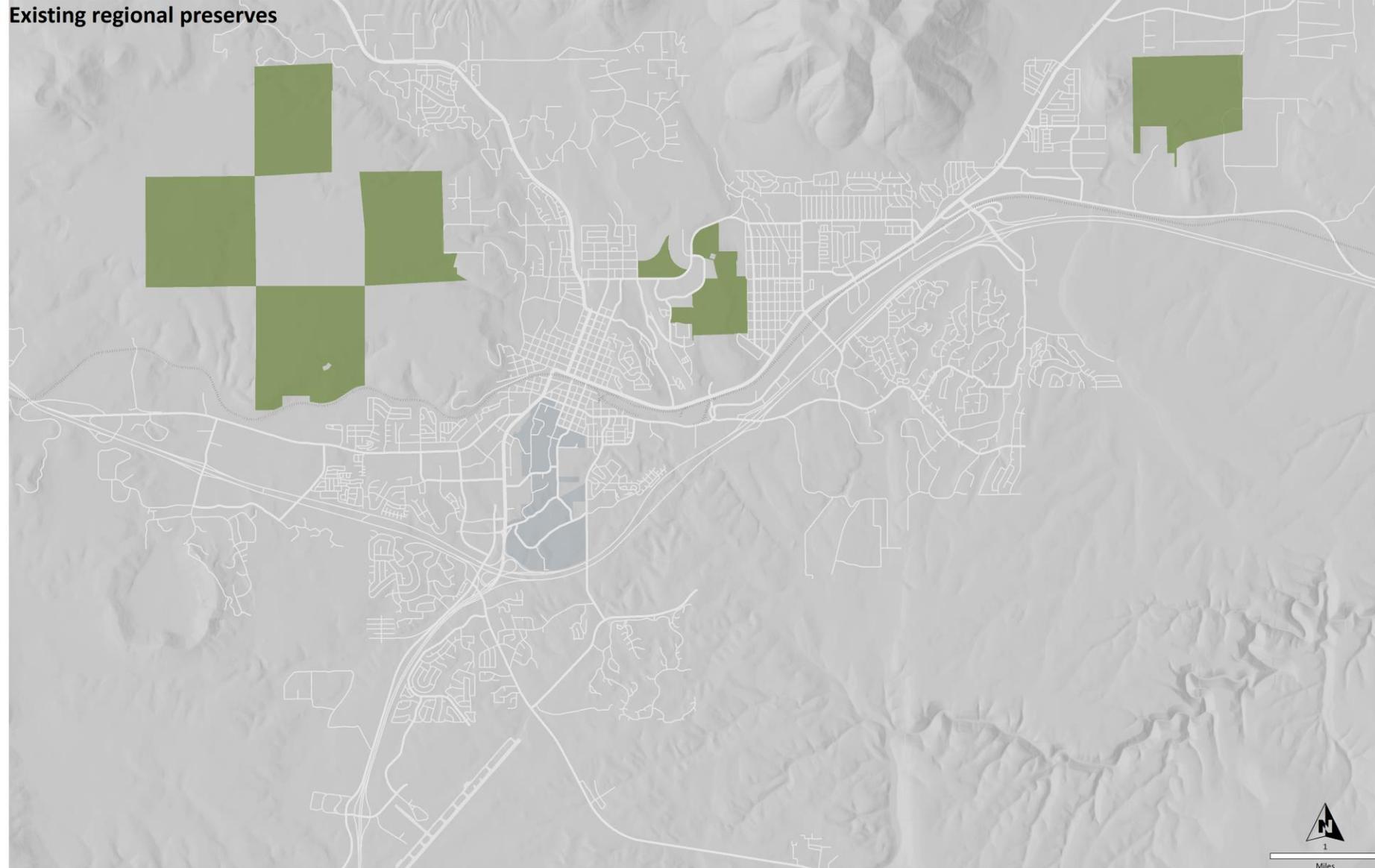


Integrated Open Space System



For Context Flagstaff's Existing Regional Preserves Include:

- Picture Canyon
- Observatory Mesa
- McMillan Mesa

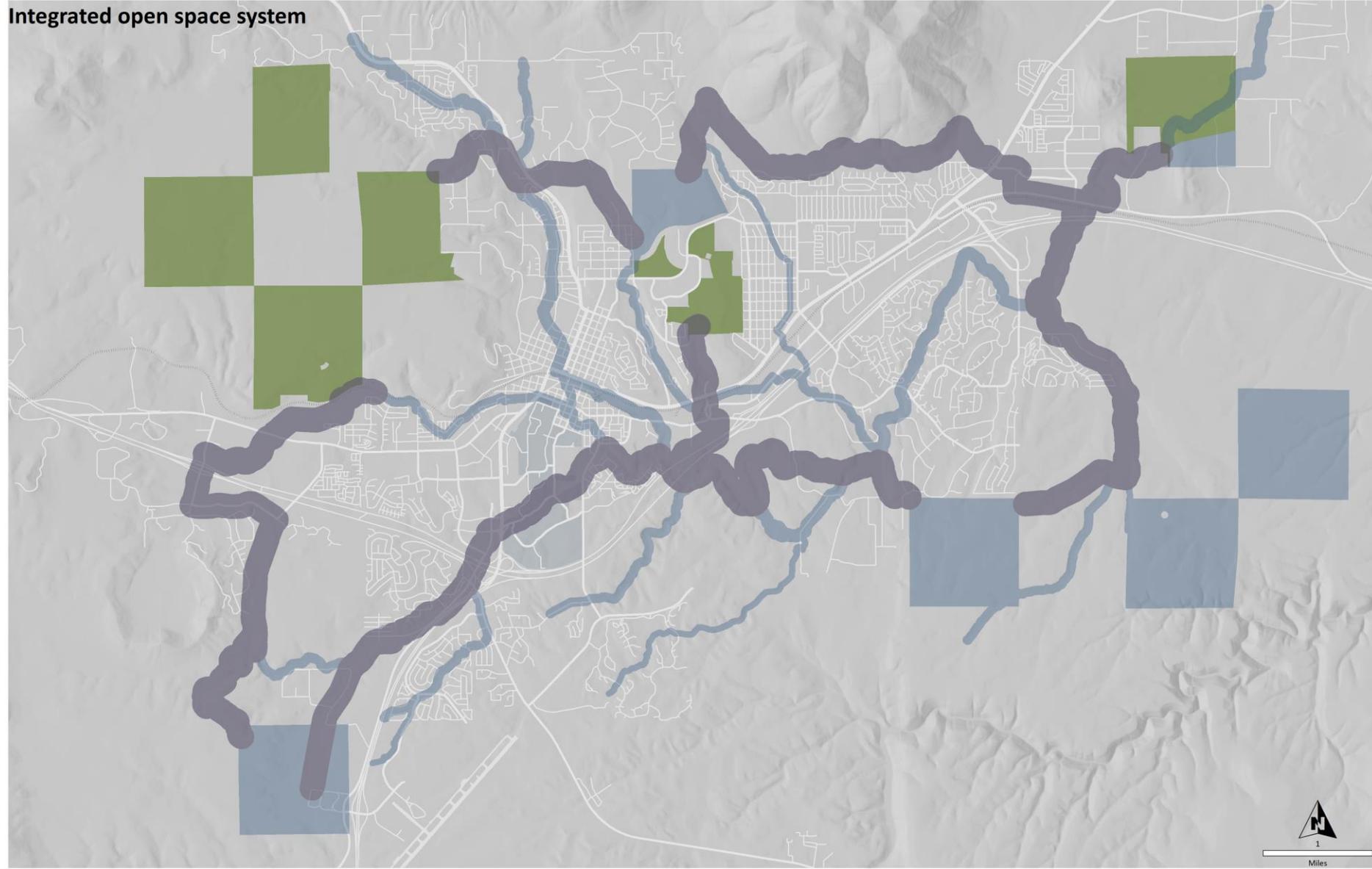




Integrated Open Space System

Long-term vision for an Integrated Open Space System:

- Regional Preserves
- Connectors
 - Consistent access
 - Transportation option
 - Traffic relief
 - Human health





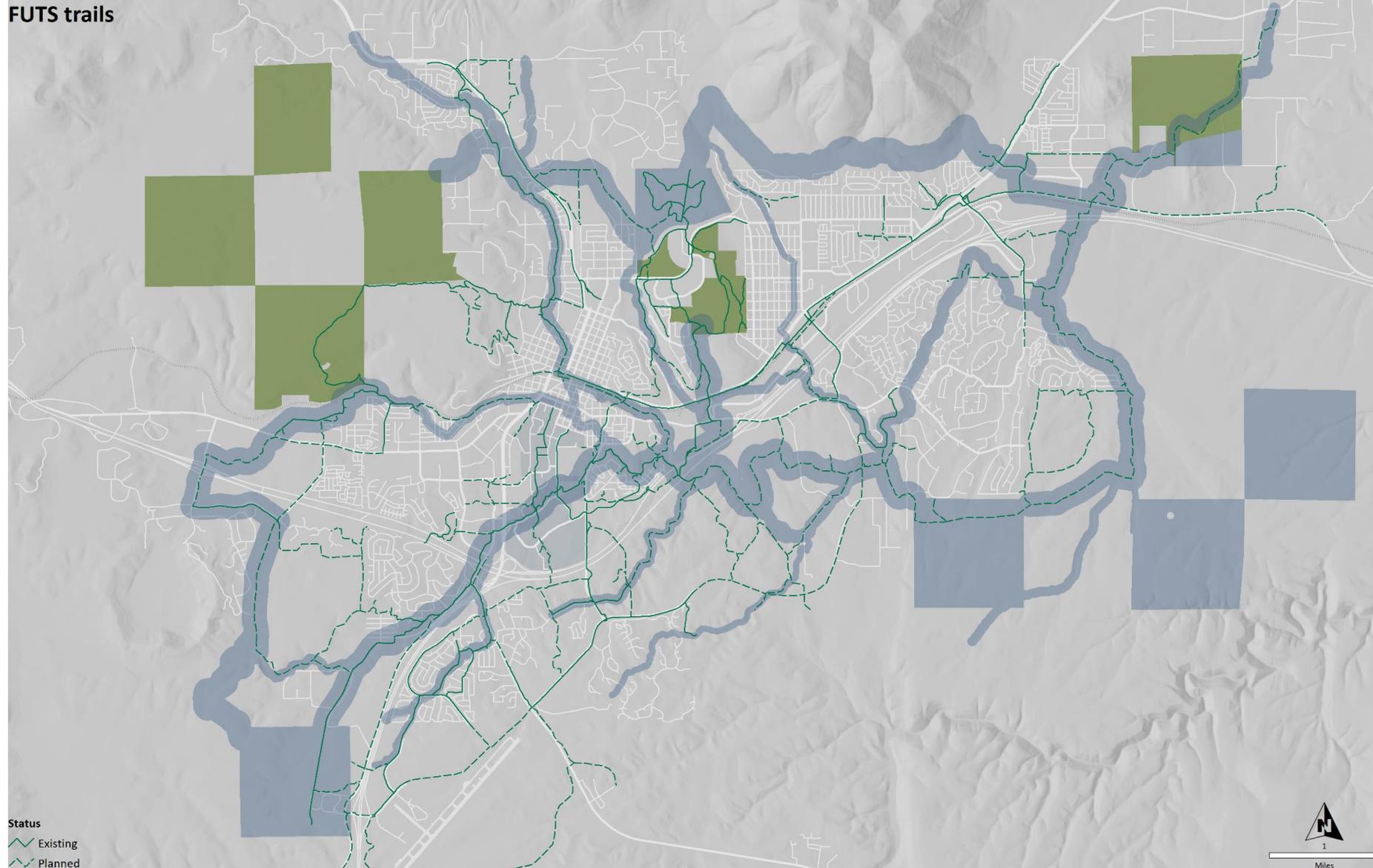
Integrated Open Space System



Integrating Open Space System

With:

- FUTS





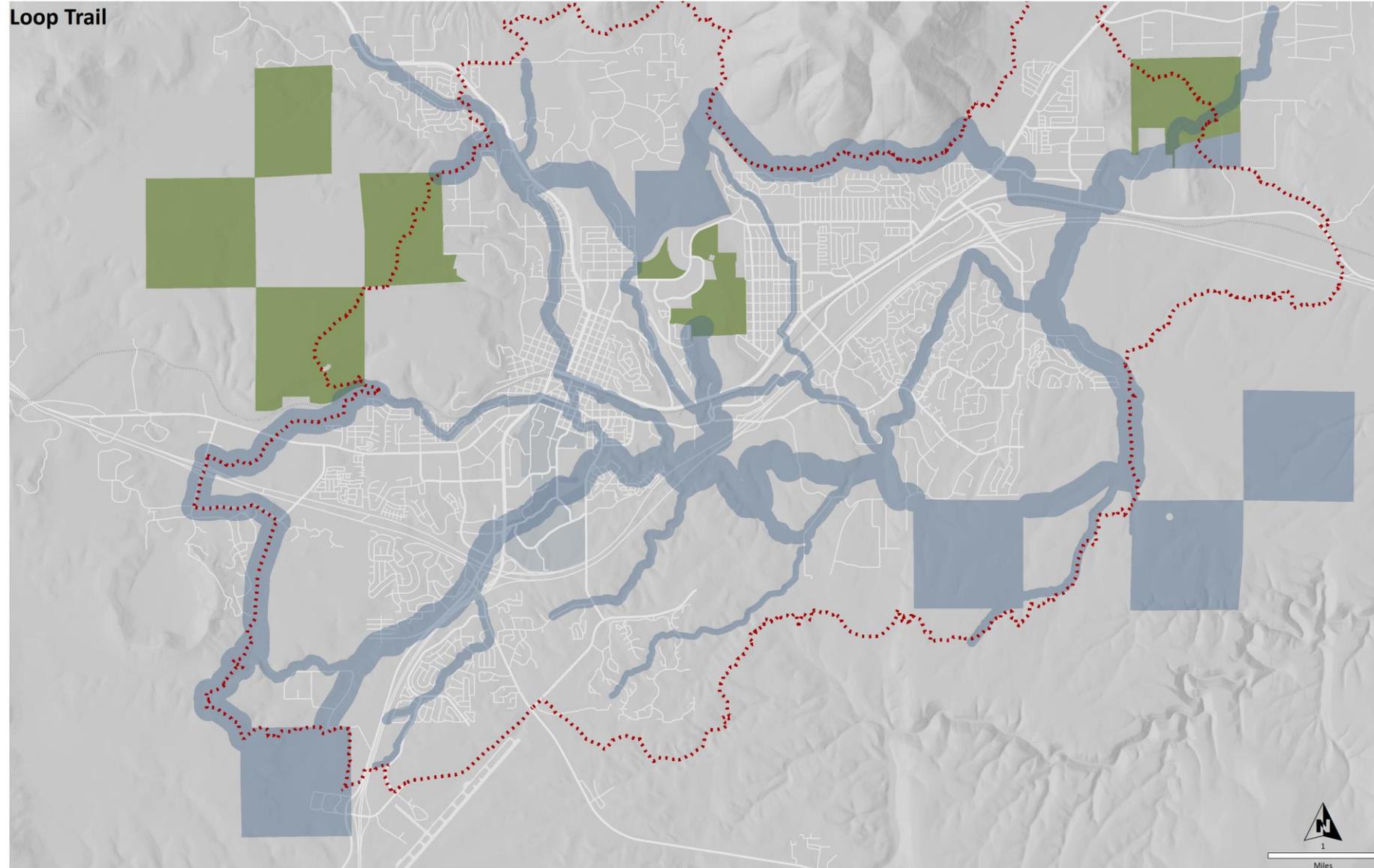
Integrated Open Space System



Integrating Open Space System

with:

- The Loop Trail





Open Space Committee Recommendations

1. Integrated Open Space System
2. Conserve and Protect City Owned Open Space
3. Observatory Mesa Trail System

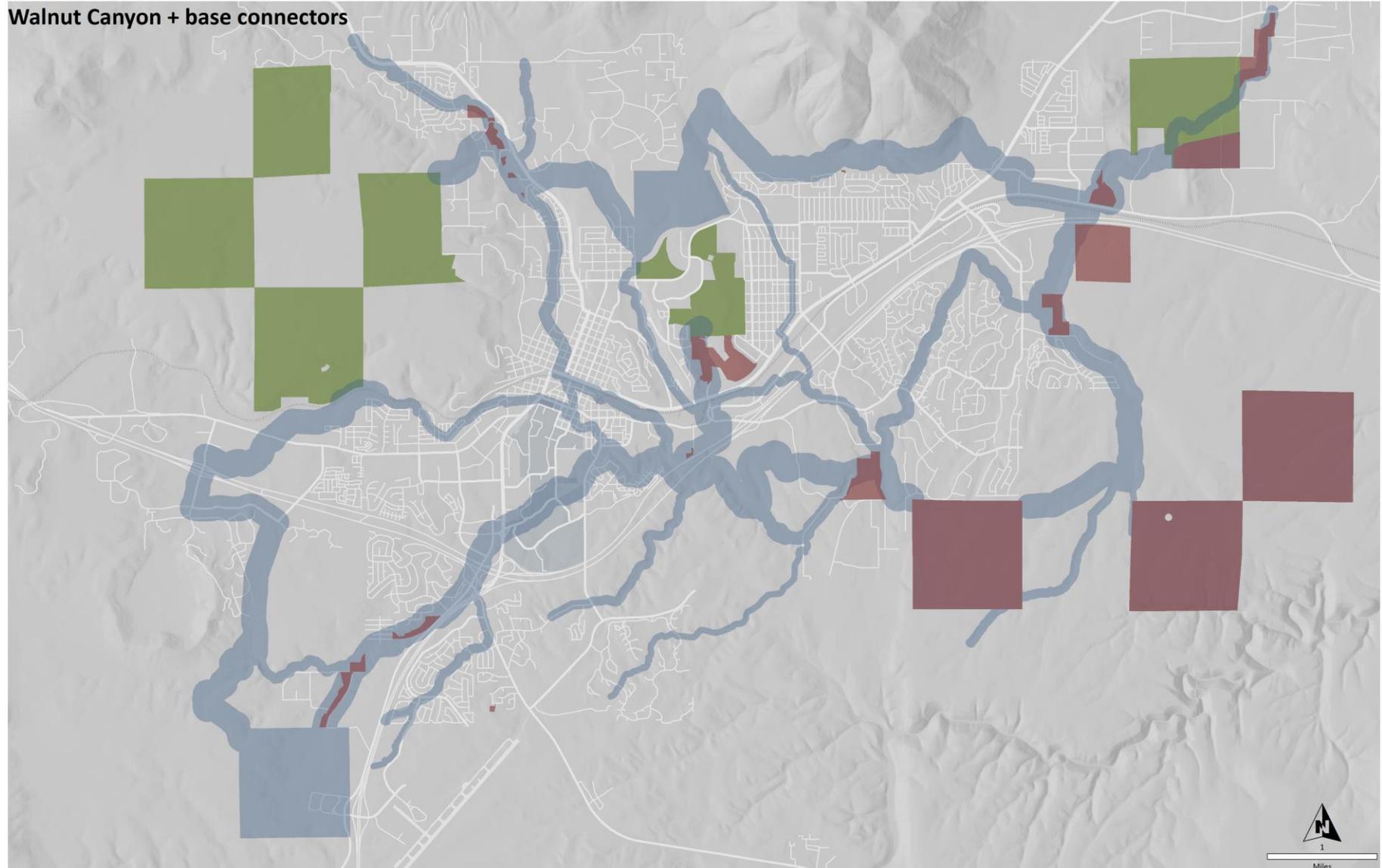




1. Integrated Open Space System- \$24.5M

Working Toward an Integrated System

- Secure open space in southeast quadrant of Flagstaff
 - One of these 3 parcels: \$7.4M
- Develop connectors
 - Base parcels: \$12.9M





2. Conserve and Protect- \$2M

Projects

Total of 48

Broken into three overarching categories

- Restoration: 20
- Preservation: 10
- Facility improvement: 18

Properties

1. Picture Canyon:

17 projects \$1,239,500

2. McMillan Mesa:

17 projects \$154,500

3. Observatory Mesa:

7 projects \$146,100

4. Schultz Creek:

7 projects \$23,000

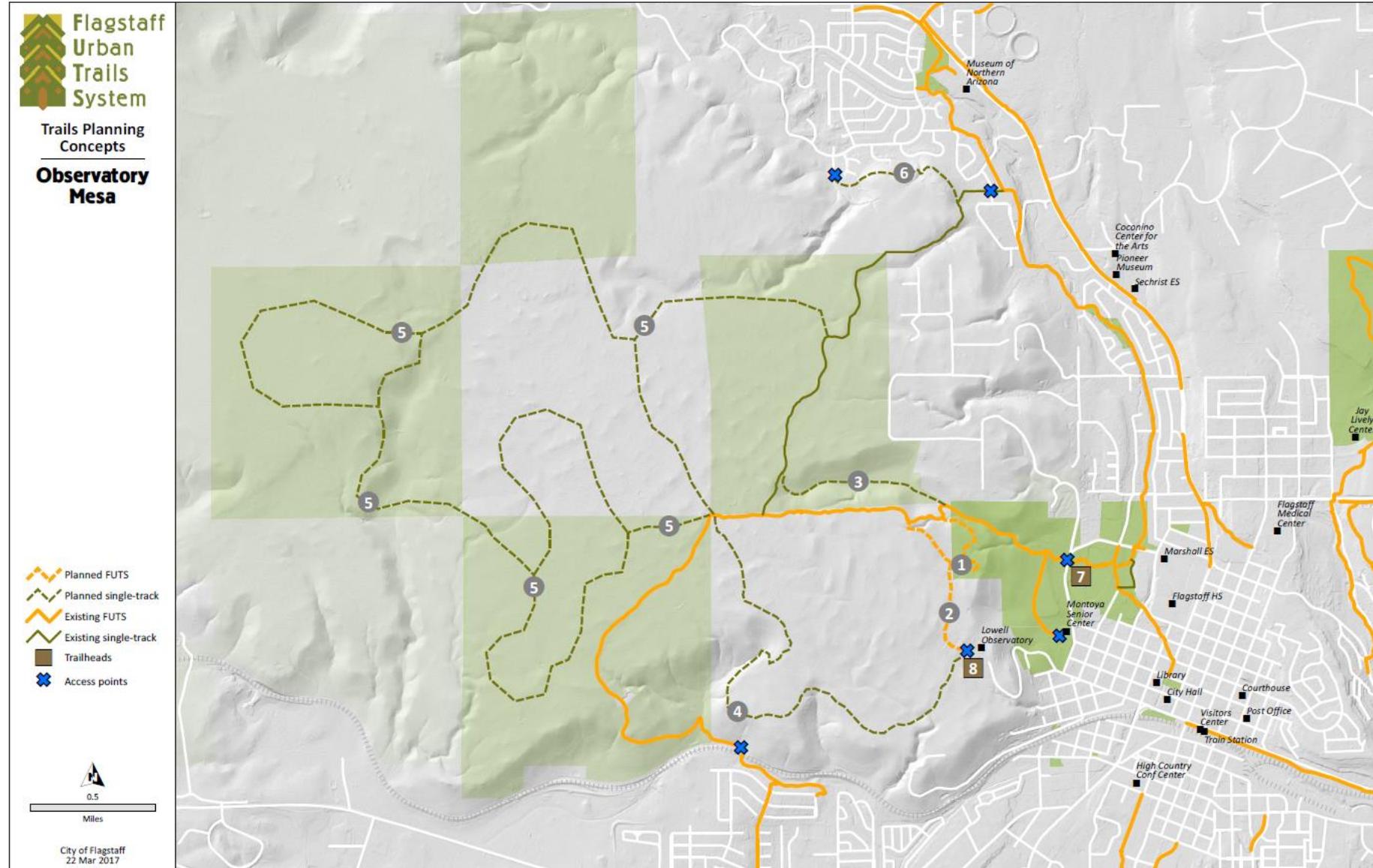


3. Observatory Mesa Trail- \$2.9M



Steps

- FTI/Public Comment
- NEPA analysis
- Cultural Survey
- Permitting
- Concept Design
- Public Comment
- Implementation
 - Access
 - Trails
 - Infrastructure
 - Restoration





Open Space- \$29.5 M



1. Integrated Open Space System - \$24.5 million
2. Conserve and Protect City Owned Open Space - \$ 2.0 million
3. Observatory Mesa Trail System - \$ 2.99 million

Total = \$29.5



Parks and Recreation Recommendations





Parks and Recreation Recommendations



- Girls' softball complex - \$15.5 million
- Outdoor pickleball and tennis (racquet) complex - \$8.5 million
- Multi-purpose fields - \$4 million

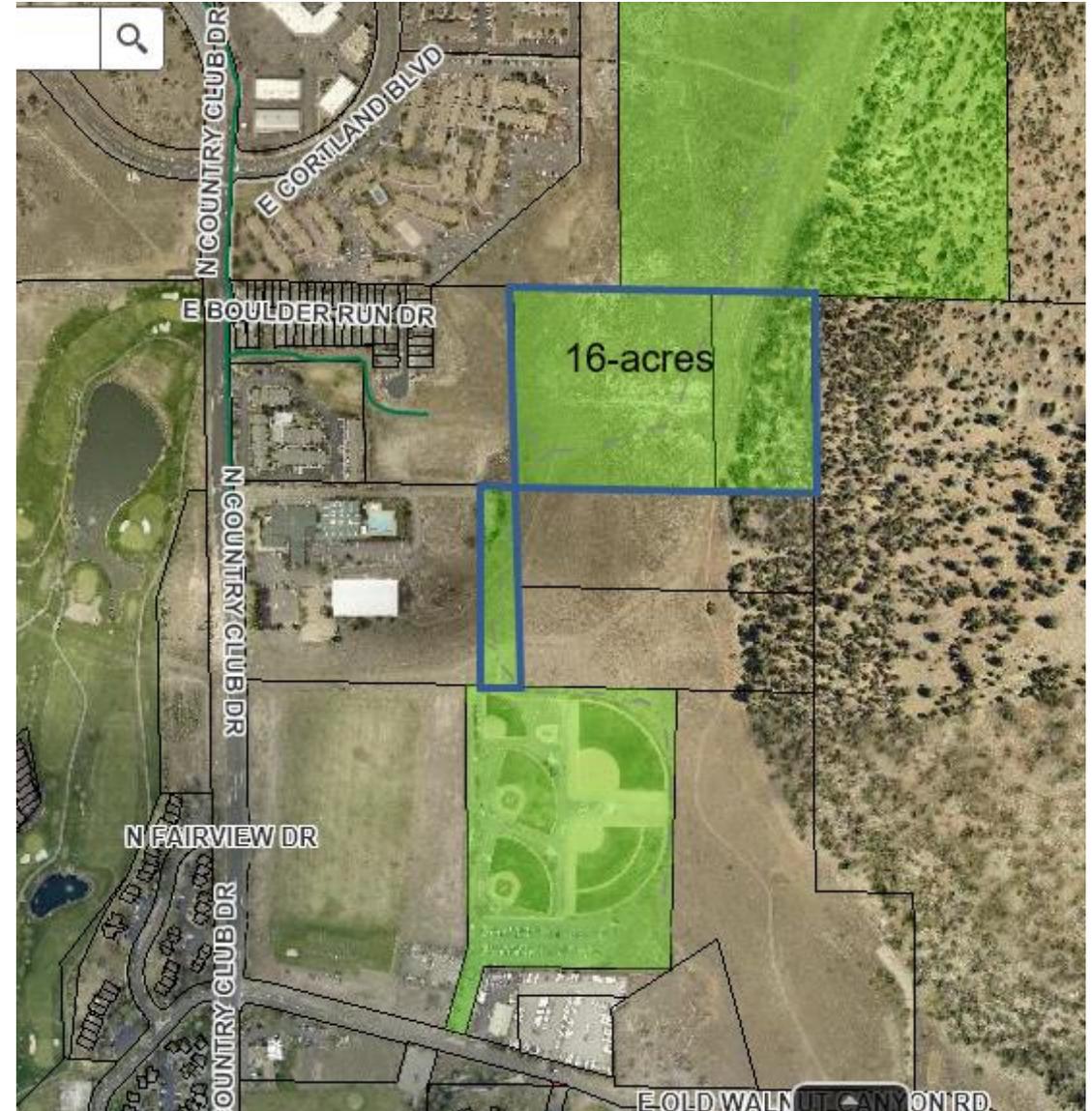




Girls' Softball Complex - \$15.5M



Girls' softball complex to accommodate entire league with multiple ballfields, walkways, and associated amenities within approximately 16 acres of City-owned land. Access from existing Continental Park.





Outdoor Racquet Complex - \$8.5M



An outdoor racquet complex consisting of both pickleball and tennis courts on City-owned land with room for expansion. The complex will include walkways, shade structures, a restroom, parking lot, access from right-of-way and FUTS connection



Multi-Purpose Fields - \$4 M

A multi-purpose field for user groups such as soccer, rugby, football, ultimate frisbee and other sports including walkways, FUTS realignment, and parking lot. Location on City-owned land within the existing Cheshire Park grounds





Where Do We Go From Here?

- Known Gaps and Needs of the Community
- Aggregate \$28 million



Flagstaff Watershed Protection Project Recommendations





Phase III – Mormon Mountain (Lake Mary Watershed)

- Protect green infrastructure components of Flagstaff's water supply by improving forest health
- Maintain Lake Mary water storage, treatment and transport investments
- Avoid catastrophic wildfire impact costs to Lake Mary
 - Minimum of \$20 million
 - Dredge to maintain water storage capacity
 - Reconfigure treatment plant to account for changes to water quality
 - Drill 11 new wells



Public Support

City Surveys:

- 2001-13 (5 surveys)

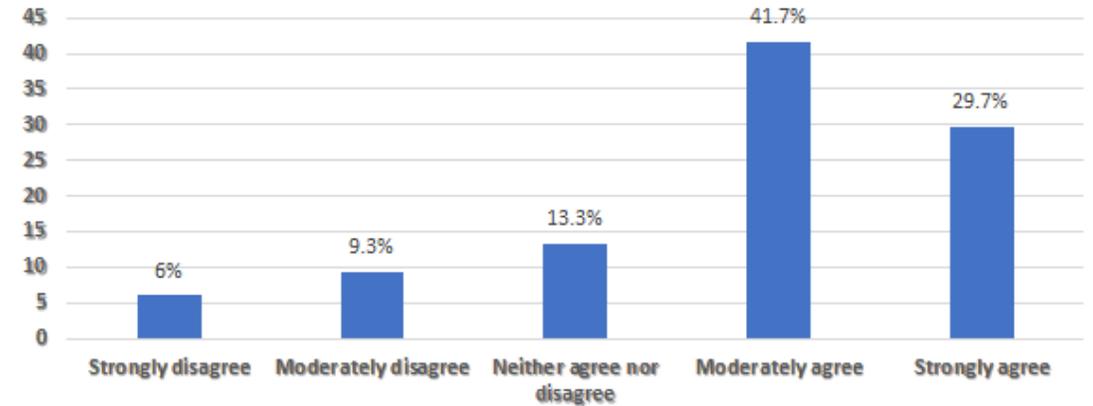
Willingness to Pay:

- 2012: NAU survey (\$4.50/month)
- 2019: TPL Focus Groups (\$50/year)

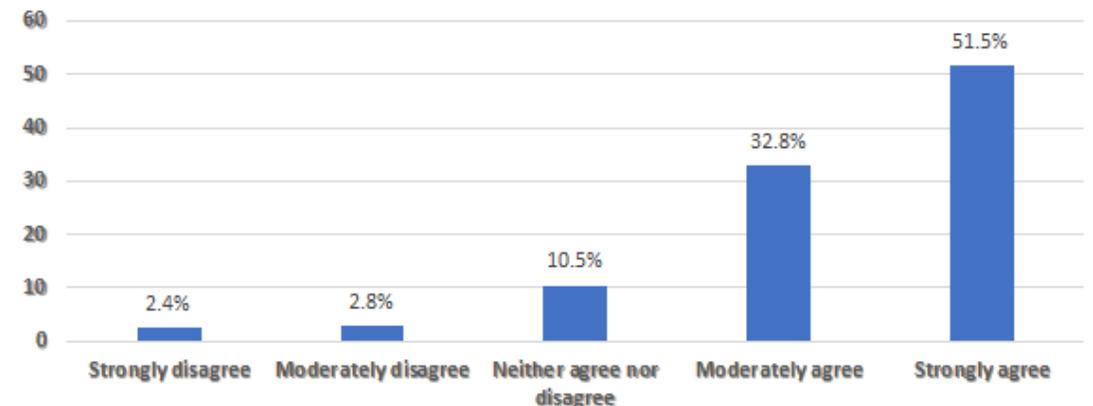
2020 NAU Survey:

- 98% expect a wildfire in city limits
- 53% expect home losses
- 85% expressed protection of forest health as Very Important

Forest management has decreased the likelihood of a wildfire impacting my home



Forest management should be a priority for Flagstaff officials





Recommendation

PROJECT = \$7M Need

- UPDATE - REPI grant opportunity
- FUNDING OPTIONS:
 - Bond Full amount (\$7M)
 - Bond Partial amount (\$4M?)
 - FWPP Leverage history – 1:1
 - Challenge partners to provide match
 - Other – Rates, Fees, Taxes

"No one else is coming to our rescue"
Flagstaff City Manager, 2012



"Water remained difficult to treat for [15 years after](#) the 2002 Hayman fire in Colorado."
The Conversation – Buried in Mud

"In Flagstaff, reality was more important than blame"
AZ Republic, Jan 2013

Unfunded Pension Liability





Unfunded Pension Liability

- Pension Liability is funded at 37.4%
- Amounts and timing of contributions directly impacts funding status
- Growth in Unfunded Liability
 - 2015 - \$ 82,281,627 37.8%
 - 2016 - \$ 92,273,619 37.2%
 - 2017 - \$101,896,300 36.7%
 - 2018 - \$107,720,174 36.7%
 - 2019 - \$111,827,764 37.4%



Pension Bonds

- The City does have authority to issue Pension Bond to pay down unfunded liability
 - Debt is generally secured by Secondary Property Tax or Sales Taxes
 - Both options would require Voter Approval
 - Debt payments Options: Secondary Property Tax, new sales tax, reduction in annual contributions
- Risks to issuing Pension Bonds
 - Actuarial risk
 - Market risk



Pension Bonds

- High level “What If” scenarios

| How much to issue: | Scenario 1 | Scenario 2 | Scenario 3 |
|---------------------------|---------------|---------------|----------------|
| Amount of Bonds Issued | \$ 20,000,000 | \$ 60,000,000 | \$ 112,000,000 |
| Debt Service | \$ 1,340,000 | \$ 4,040,000 | \$ 7,520,000 |
| Funding Ratio | 48% | 71% | 100% |
| Reduction in Contribution | \$ 1,500,000 | \$ 4,600,000 | \$ 8,800,000 |

| How to fund debt payments | Scenario 1 | Scenario 2 | Scenario 3 |
|-----------------------------|--------------|--------------|-------------------------------------|
| Capacity gained from Contr. | \$ 1,340,000 | \$ 4,040,000 | \$ 7,520,000 |
| Secondary Property Tax | \$ 1,340,000 | \$ 4,040,000 | \$ 4,040,000 +\$ 3,480,000 Other |
| Sales Tax Rate | 0.07% | 0.20% | 0.38% |



Pension Bonds

- If we issue Pension Bonds what are your short-term goals?
 - What funding ratio is the target? 36%-100% (80% recommended)
 - What is the dollar value target for the unfunded liability
 - Is the goal to stabilize annual contributions
 - Is the goal to reduce annual contributions
 - Stabilize General Fund expenditures
 - Provide contributions above minimums after bonds
 - Is the goal to reduce fees or taxes



Summary



- Contributing more dollars towards reduces the overall amount of debt
- Uses existing capacity within secondary property tax
 - Or possible sales tax increase
- Potential increased capacity within general fund
- Continue research and discussions with PSPRS and Financial Advisors

Partner Updates





What comes next



- March/April - Contract for election consultant services
- April – June Preliminary Preparation for Public Outreach
- July 7 – Deadline for Council to Call the Election
- July – October Preparation of Final Public Outreach and Presentations to Public
- August Finalization of Publicity Pamphlet for Distribution
- November 3rd Election Day



Council Questions

- Which of the potential ballot measures does Council want to move forward with current capacity?
- Does City Council want to consider additional secondary property tax to build additional capacity?

Summary of Presentations





Potential Ballot Measures

| Potential Ballot Measure for Building Community Together | Estimated Recommendation Cost |
|--|-------------------------------|
| EH1: Eviction Prevention & Rapid Rehousing | \$6,000,000 - \$10,000,000 |
| RH1: Redevelopment of housing owned by City | \$5,000,000 |
| RH2: Create & incentivize development partnerships for the creation of attainable rental housing. | \$1,000,000 - \$3,000,000 |
| RH3: Acquisition of property in partnership with non-profits & private developers for adaptive reuse | \$1,000,000 - \$2,000,000 |
| OWN1: Purchase Assistance program | \$5,000,000 - \$7,000,000 |
| OWN2: Acquisition of land/units for attainable homeownership | \$2,000,000 - \$3,000,000 |
| Integrated Land Acquisition | \$24,500,000 |
| Conserve and Protect | \$2,000,000 |
| Observatory Mesa | \$2,900,000 |
| Girls' Softball Complex | \$15,500,000 |
| Outdoor Racquet Complex | \$8,500,000 |
| Multi-Purpose Fields | \$4,000,000 |
| Phase III Mormon Mountain | \$7,000,000 |
| Unfunded Pension Liability | \$20,000,000 - \$60,000,000 |
| Total | \$104,400,000 - \$154,400,000 |



The Rim Fire burned 256,000 acres of the Stanislaus National Forest and Yosemite National Park in 2013. [\(USDA Forest Service, Chris Stewart\), CC BY](#)

Buried in mud: Wildfires threaten North American water supplies

February 11, 2020 7.58am EST

[François-Nicolas Robinne, University of Alberta, Dennis W. Hallema, North Carolina State University, Kevin D. Bladon, Oregon State University](#)

As rain offers a welcome relief to fire-scorched Australia, [concerns](#) over flash floods and freshwater contamination cast a shadow on the joy. Already, [massive fish kills](#) have been reported due to heavy ash and sediment in local stream.

[Local reservoirs](#) and [municipal water supplies](#) might become so polluted from the fires that the current water supply infrastructure will be challenged or could no longer treat the water.

Flash floods and water contamination after large-scale wildfires are emerging as real hazards in Australia and many other places, threatening drinking water, ecosystems, infrastructures and recreational activities.

Water supply from forests is at risk

In many ways, this is not surprising. Forests [provide water](#) to 90 per cent of the world's most populous cities, and most of these forests already yield degraded water quality. Forests also provide other [essential water services](#) like flood control, hydroelectricity, fishing and recreational opportunities.

Our [recent global analyses](#) clearly showed Australia's water supply was at high risk from wildfires. We also found areas on every continent except Antarctica face similar risks. In North America, [larger and more severe fires](#) have created new challenges for forest and water managers.



The 2015 Stouts Creek Fire in Oregon led to more runoff and erosion. (Kevin Bladon)

Post-fire water hazards

Wildfires can have many detrimental impacts on water supplies. The effects can last for [multiple decades](#) and include drinking water pollution, reservoir sedimentation, flash floods and reduced recreational benefits from rivers.

These impacts represent a growing hazard as populations expand, and communities encroach onto forest landscapes.

Looking closer, wildfires [change the amount of water that comes from](#) upstream forests and the seasonal timing of water flows. Such changes complicate water resource allocation as less water might be available during periods of high demand.

When rainstorms follow large and severe wildfires, they tend to flush ash, nutrients, [heavy metals and toxins](#), and sediments into streams and rivers. This contamination from wildfires causes problems for the health of downstream rivers and lakes, as well as safe drinking water production.

Mercury, which can be deposited on leaves and absorbed by plants, is a particular concern. During a fire, [mercury may be re-emitted in large amounts and deposited](#) in nearby lakes, wetlands and other water, where [it accumulates](#) in the food web, and into fish, that are caught and eaten by people. Indigenous communities living in fire-prone forests in Canada and who already struggle with mercury contamination might be particularly exposed.

Risks in North America

Polluted water creates many expensive, difficult and long-lasting challenges for the drinking water treatment process. For example, water remained difficult to treat for [15 years after](#) after the 2002 Hayman fire in Colorado.

The quality of the post-fire water increased the chances of forming undesirable byproducts of [water disinfection](#). These toxic chemicals had to be removed before the water could be supplied to more than half a million users in Denver.

But most of the fire-prone areas in North America lack large-scale vulnerability assessments of their municipal water supplies — and not because the risks are inconsequential.

In Canada and the United States, one large and severe wildfire might increase drinking water production costs by US\$10 million to US\$100 million. In southern California, [mudslides from heavy rainfall](#) after wildfires caused 23 deaths and produced more than US\$100 million of structural damage in 2018.



Boulders moved in the 2018 Montecito mudslide. (WERF, 2018)

The financial burden of these changes is eventually carried by taxpayers. Adopting nature-friendly solutions to reduce severe wildfires in upstream forests, such as [prescribed burns](#) under controlled conditions, will lower the bill and provide better protection of water services.

Protecting the source

Forest health is [already declining across Canada](#) and the [United States](#). This trend will likely continue because of [climate change and land degradation](#) linked to human activities.

Climate projections suggest that fires will happen [more frequently](#) and become [more severe](#). [Urban sprawl](#) also increases the likelihood of these fires happening in the vicinity of homes.

Combined with increased rainfall and declining snowfall, this makes river flows and the quality of surface water less predictable. Consequently, water supplies become [less reliable](#).

In light of these environmental changes and the inevitability of wildfires, countries like Canada and the United States can expect [cascading hazards](#) with impacts similar in magnitude to what is now happening in Australia.

Therefore, governments need to seize [existing opportunities](#), such as leveraging existing data and taking advantage of growing computing power, to measure [wildfire risk to water supplies](#). A tailored wildfire-water risk reduction strategy can help achieve better source water protection, improve infrastructure and foster preventive disaster planning.

There is no doubt we will learn more as our knowledge of [Indigenous forest management practices improves](#). Instead of reinventing the wheel we must try to keep water in the landscape by [restoring wetlands](#), and accept a [helping hand](#) when offered.

Because ultimately, forests and clean water resources are of paramount importance to our own future.

PARKS AND RECREATION MISSION

Enhancing our community through people, parks and programs

HOW WE GOT HERE...

History and Facts

- Last developments were Foxglenn Park (2004) and Aquaplex (2008) for the community which has grown over 25% since 2010
- Field development has not kept pace with community growth, thus youth and adult sport leagues struggle to find ample practice and game field space
- Through extensive communication at both the staff and Commission level with girls' softball, pickleball, tennis, soccer, flag football, rugby and ultimate frisbee, to name a few, staff gathered the data on the large vacancies in the current system

Known Gaps and Benefits

- Through the data gathered, staff conducted numerous meetings with the user groups to best identify the known gaps in the current system
- Incorporating existing plans into the process were key indicators of how to move forward: Parks and Recreation Master Plan, Flagstaff Urban Trail System Master Plan, Regional Plan and the Climate Action and Adaptation Plan

Strategic Planning and Priorities

- The Parks and Recreation Commission performed strategic planning sessions during 2018 and 2019 to formulate a path forward on projects, utilizing the gap information along with considerations of impact to the community and resources required, culminating in an Impact/Resource matrix to identify priorities
- The path forward led to determining priorities to share with the Parks, Recreation and Open Space Priorities Committee

PRIORITIES

| Priority | Description | Estimated Cost |
|---------------------------------|---|----------------|
| Girls' Softball Complex | 15+/- Acres to consist of girls' softball fields, access, ramadas, bleachers | \$15,500,000 |
| Outdoor Racquet Facility | Pickleball courts, tennis courts, parking lot, access from public right-of-way, walkways on 10-acres of City-owned land | \$8,500,000 |
| Multi-Purpose Fields | Multi-purpose fields (artificial turf), parking lot, lawn games, ramada/shade structures, realignment of FUTS on 8-acres of City-owned land | \$4,000,000 |



CITY OF FLAGSTAFF HOUSING MISSION

The City of Flagstaff Housing Section works to improve access to housing attainability through programs and tools that:

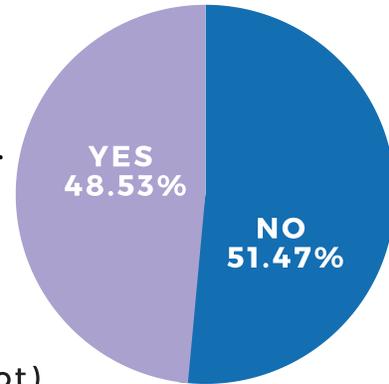
- Increase affordable housing inventory availability & attainability
- Economically stabilize lower income families through the benefits of homeownership
- Support efforts for safe & adequate homes
- Revitalize community neighborhoods



LESSONS LEARNED

In 2018, Proposition 422 did not pass by **fewer than 2%** of votes. The Housing Commission explored why and found:

- Council direction to place 422 on the November 2018 ballot was later than typical timing for similar items, limiting the time available to prepare to inform and educate citizens
- Divided Council support (4-3 decision to place on ballot)
- Many citizens misunderstood the tax implications of the bond
- Citizens felt the proposition was vague and lacked accountability

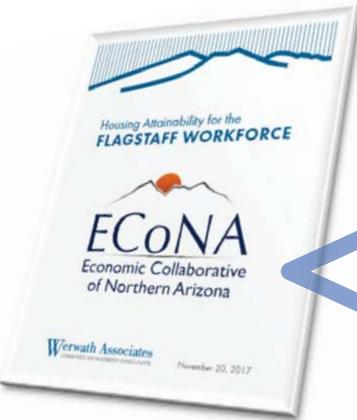


HOUSING ATTAINABILITY RECOMMENDATIONS

The Economic Collaborative of Northern Arizona (ECoNA) Housing Attainability study recommendations for expanded affordability of workforce housing in Flagstaff include:

- Create structures to recapture and recycle public investments in housing
- Pursue bond issue for affordable and workforce housing
- Explore options for recurring local public and private funding source

"Pursue bond issue for affordable and workforce housing"



Local Funding = Local Control

Local bond funds can serve households that are above the federal and state low income limitations



Flagstaff is too BIG to be SMALL (rural) and too SMALL to be BIG (metropolitan) leaving it ineligible for many state and federal funding sources designated for much smaller or larger communities

Local bond funds will be leveraged with local, state and federal dollars



HOUSING NEEDS IN FLAGSTAFF



Locally controlled funds from an affordable housing bond can provide for the **entire continuum** of our community's attainable housing needs - from emergency shelter, to affordable rental and homeownership.

EMERGENCY HOUSING (EH)

- Flagstaff's cost of living is 14.1% above the national average, driven by **housing costs 36% above the national average***
- The 2019 Point in Time Count reported 714 people living in Emergency Shelter and 71 individuals living **completely un-sheltered** in the Flagstaff area



RENTAL HOUSING (RH)

- **60% of renter households** in Flagstaff are housing cost burdened and pay more than **30% of their gross income for housing***
- There are currently **over 4,000** households on income restricted rental unit waiting lists in Flagstaff

HOMEOWNERSHIP (OWN)

- In 2017... it would take an income of **nearly \$90,000/year** to afford a mortgage for the current median priced home which is strongly trending upward.*
- Flagstaff has an **exceptionally low homeownership rate...** At 45% this rate is 18% lower than the statewide average and 19% below the national homeownership rate.*



*Data from the 2017 ECoNA Report

ATTAINABLE HOUSING RECOMMENDATIONS

| | | | |
|--|--------------|--------------|--------------|
| EH1: Eviction Prevention & Rapid Rehousing | \$10,000,000 | \$9,000,000 | \$6,000,000 |
| RH1: Redevelopment of housing owned by City* | \$5,000,000 | \$5,000,000 | \$5,000,000 |
| RH2: Create & incentivize development partnerships for the creation of attainable rental housing* | \$3,000,000 | \$2,000,000 | \$1,000,000 |
| RH3: Acquisition of property in partnership with private developers to adaptively reuse property* | \$2,000,000 | \$1,000,000 | \$1,000,000 |
| OWN1: Home Purchase Assistance Program* | \$7,000,000 | \$6,000,000 | \$5,000,000 |
| OWN2: Acquisition of land and/or units for attainable homeownership* | \$3,000,000 | \$2,000,000 | \$2,000,000 |
| TOTALS | \$30,000,000 | \$25,000,000 | \$20,000,000 |

*These funds revolve or result in permanent units

Estimated Community Benefit

6,523
Initial
Households

5,710
Initial
Households

3,870
Initial
Households

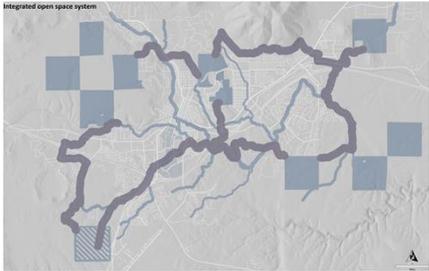
Open Space Summary of PROS Committee Ballot Priorities

Open Space Mission

Protecting and restoring Flagstaff's natural, cultural, and scenic resources to enhance recreational and educational opportunities for residents and visitors.

Open Space Vision

To create an integrated system of protected lands around Flagstaff that are connected by the Flagstaff Urban Trail System and various corridors, such as washes and hillsides.



How We Got Here...

History & Facts

- Incorporated existing plans into the process to identify how to move forward: OS Strategic Plan, Open Space and Greenways Plan, Legally Designated Open Space Management Plan, FUTS Master Plan, Regional Plan and CAAP
- Conducted detailed GIS analysis to assess access, locations, FUTS priorities, current use trends, and locations in need of improvement
- Directed extensive communication with the community to gather data on needs for an integrated open space system: Conservation Study Forum, Nature Conservancy, Friends of the Rio de Flag, Audubon Society, Flagstaff Trail Initiative public comment to the Open Spaces Commission

Known Gaps

- Allocation of Open Space is not equitable based on coverage, community need, nor community growth
- Residents do not have equal access (Open Space opportunities within a 10-minute walk or ¼ mile) across our community, which is identified as a primary goal of the Open Space and Greenways Plan
- Spatial configuration and connectivity need to be incorporated into the City's integrated Open Space system to provide walkable, bikeable networks
- Access for residents and visitors will improve well-being and improve usability

Strategic Planning & Priorities

- The Open Spaces Commission reviewed guiding plans, collected data, and identified needs to formulate a path forward that would greatly benefit the community
- The path forward led to determining priorities to share with the Parks, Recreation and Open Space Committee

Recommended Open Space Priorities

| Priority | Description | Estimated Cost |
|--------------------------------------|---|----------------|
| Integrated OS System | Secure open space in the SE quadrant of Flagstaff and provide connectivity to existing trails and natural areas. Flagstaff lacks OS opportunities in this region and connectivity between preserves. This would ensure an equitable, livable, walkable, healthy community. | \$24.5 M |
| Conserve Existing OS | Preserve current City’ OS assets by completing 48 backlogged projects, 20 restoration, 10 preservation, and 18 facility improvements. Projects would include invasive plant removal, vegetation restoration, graffiti mitigation, wildlife friendly fencing, and trail repairs essential for proper management and a presentable condition. | \$2 M |
| Observatory Mesa Trail System | Enhance the quality and value of Observatory Mesa by implementing comprehensive trail plan. The only formal trails in this natural area consist of a connector between Thorpe Park and Tunnel Spring, and a small section of the Flagstaff Loop Trail. Creating a stacked loop trail system would provide opportunities for residents and visitors alike. | \$2.9 M |

Open Space Importance to Community Growth

Community Growth

- An integrated open space system will reduce traffic congestion, noise, pollution, infrastructure deterioration and changes in community character.
- Open Space expands transportation choices and provides mobility options to all sectors of the community.
- Reducing transportation emissions is priority in the Climate Action and Adaptation Plan.

Community Health

- People living in walkable neighborhoods get about 35–45 more minutes of moderate-intensity physical activity per week and are substantially less likely to be overweight.
- Obesity rates have risen dramatically. Being physically active is more than a personal decision; community design and the availability of Open Space strongly influence how active people are.

Economic Benefit

- Studies demonstrate that on average, open space lands require far less expenditures to maintain than they generated in local revenue.
- Access to nature is one of the key reasons people visit our community.
- Maintaining our communities’ character with open space dispersed throughout the city will maintain community character and keep us from becoming just another unidentifiable city.

Equity

- Parks, from their earliest roots, help bring people together across social, economic and racial divides.
- Research shows OS has a positive impact on low-income urban communities, by filling gaps in health inequalities. One study found that residents of low-income communities with higher levels of OS have comparable mortality rates to residents of higher-income communities.

Resilience

- Open space captures precipitation, reduces stormwater management costs, reduces air pollution control costs, and protects habitats that allow for stabilizing biodiversity.
- Open space acts as a buffer from catastrophic wildfires.
- Open Space has a great important as carbon sinks.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Jessica Cortes, Court Administrator
Co-Submitter: David McIntire
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE

Discussion: Parking as it relates to:
A. 2016 Bond Measure for Municipal Court Facilities
B. Downtown Flagstaff Visioning Plan

STAFF RECOMMENDED ACTION:

Information sharing and discussion.

EXECUTIVE SUMMARY:

2016 Municipal Courthouse Bond Measure:

The Municipal Courthouse project is proceeding per Council direction and is in accordance with the Proposition 412 ballot language, to provide adequate courtroom facilities, prosecution facilities, prisoner transport, and holding areas, separate circulation and movement for public, jurors, prisoners, and court staff, prosecution staff, space for all court events, as well as staff, jurors and the public and sufficient parking for all of the above. The descriptive title for Proposition 412 also referenced municipal court and public parking availability. In the below information section is a timeline of the courthouse project as requested from the City Manager's office.

Downtown Flagstaff Visioning Plan (DFVP):

The Flagstaff Downtown Business Alliance (FDBA) is leading a Downtown Vision and Action Plan process to create a unified vision for downtown that builds upon our current strengths and identifies new opportunities. A renowned expert in the industry of Downtown Management will help guide this process through a collaborative and market-based approach, resulting in a product that can guide public/private investment decisions for the next seven years and beyond. Areas of interest include: zoning impacts on land use and development opportunities; potential for redevelopment and desired built environment; historic preservation priorities and standards; local business development and support; economic development opportunities; parking; public infrastructure; transportation and connectivity; and the addition and activation of civic / community spaces.

INFORMATION:

Courthouse Project Timeline:

In 2008 a facility study was conducted defining the needs for a new courthouse. The current facility is undersized for the public, prisoners, defendants, judges, prosecution and staff, raising potential concerns regarding public health and safety.

In 2010 a \$23 million-dollar bond was turned down by the voters. The need for the project continued and alternative funding solutions were identified and created.

In April of 2014, staff contracted with JWA, a Flagstaff-based architectural firm, to provide a concept plan and cost estimate to remodel and construct additional space at the existing court's facility. JWA delivered the concept design to the City on October 28, 2014. Upon review of the concept design report, staff determined that the City's best interest would be served by the construction of a new facility.

On April 12, 2016, staff came before Council to discuss the strategy for a new City Court Facility. As noted above, staff and Council had previously agreed that the most cost-effective solution would be to design, finance and construct a new City Court Facility. At this meeting Council directed staff to return in June 2016 and present a proposed ballot question for funding and financing of a new City Court Facility.

On July 05, 2016, staff came before Council for the Consideration and Adoption of Resolution No. 2016-27. This Resolution would allow Council to adopt an official ballot question to be submitted to qualified electors of the City of Flagstaff. This ballot question asked the citizens of the City of Flagstaff to approve a temporary increase in the City's secondary property tax and authorize the sale and issuance of bonds for purposes of constructing a new City Court Facility. Council adopted the Resolution and the question was placed on the ballot for the election of November 08, 2016. The ballot question was approved.

In 2016 when the Bond for Municipal Court Facilities passed (Proposition 412 for \$12 million-dollars) - The project was originally envisioned to provide Courthouse Facilities and related functions for the City of Flagstaff and Coconino County of approximately 70,000 square feet to be located at 211 N. Agassiz Street. A separate parking facility was proposed to meet the needs of the joint facility of approximately 200 spaces either on-site or at a proximate location. The city's costs for the joint facility were estimated at \$43 million dollars. With a total budget of \$21.5 million, the city made the difficult decision to pull out of the joint venture and proceed with a city project to be constructed on city-owned property located at 101 West Cherry Avenue. At roughly half the budget than what was estimated for the city/county joint facility, the City expected to be able to construct a 30,000 to 40,000 square foot facility, and the required parking to support that facility (now est. @ 100 spaces), with its available \$21.5 million.

On September 18 and 19 of 2017, meetings were held between the City and County along with the project consultants, these joint meetings created a forum for information sharing which ultimately led to the clarity needed to make the determination to move forward with an alternative solution for the City Courthouse Project. In September 2017, as well as March and April 2018, the proposed joint Courthouse was on executive session agendas relative to contract negotiations. That resulted in Council direction to staff to pursue a potential design-build contract option for a City Courthouse on City-owned property to be delivered within the budget, subject to City Code requirements that parking be sufficient for the size of the Courthouse facilities.

On April 01, 2018, the City advertised a Request for Statement of Qualifications from Arizona Registered Contractors for the qualification-based selection of a Design-Builder to provide design and construction services for the City Court Facility.

On April 23, 2018, the City received eight responses to the Request for Statements of Qualifications. A five-person evaluation committee was formed, the Statements of Qualifications received were evaluated and the committee selected three firms for interviews. Upon the completion of the interviews, the

committee selected Kinney Construction Services (KCS) as the most qualified Design-Builder to perform the work.

At its regular City Council Meeting on July 3, 2018, the City Council awarded the Design-Build Services Contract to KCS for the Design Phase of the project. During the Design Phase of the Project, KCS, acting as the City's Design-Builder, facilitated the facility programming effort and their contracted architect and sub-consultants prepared construction-ready building and site plans. In addition, KCS obtained all the required City of Flagstaff Engineering and Building approvals and permits prior to construction.

At a Special City Council Work Session on January 22, 2019, an update was provided to the Council on the Flagstaff Municipal Court Facility Project displaying the design phase project elevation drawings and floor plans. Additionally, noting the completion of the facility programming, that the concept site plan was approved and that the design documents were 50% complete.

At its regular City Council Meeting on March 5, 2019, City Council awarded the Guaranteed Maximum Price (GMP) #1 for the demolition and site work phase of the project. This award allowed for hazardous materials abatement and demolition of the building at 101 W. Cherry and site work (grading, underground utility installation). The hazardous materials abatement and demolition of the buildings at 15 N. Beaver Street and 107 W. Aspen Avenue are also part of GMP #1 this work will not occur until the new facility is complete and staff is relocated in the summer of 2020.

April 4, 2019, a City Council Report (CCR) was submitted regarding City Courts ADA Parking providing four options for additional parking options. May 14, 2019, a council discussion was had at a City Council Work Session for the evaluation of ADA accessible parking options for the new City Court Facility location. Council direction was to provide three additional ADA parking spaces on Cherry Avenue adjacent to the new courthouse.

At its regular City Council Meeting on May 21, 2019, City Council approved Amendment #2 that included a guaranteed maximum price for the construction of the court facility. This amendment contained the Guaranteed Maximum Price (GMP) #2 agreement for completion of construction for the Design-Build Services Agreement 2018-63.

At its regular City Council Meeting on September 3, 2019, City Council approved Resolution No. 2019-42, a reimbursement resolution related to the Municipal Court Facilities for an amount not to exceed \$16,000,000 (\$12,000,000 for General Obligation Bond debt).

At its regular City Council Meeting on October 15, 2019, City Council approved the first read of Ordinance No. 2019-34 Certificate of Participation Debt Authorization – Municipal Court Facilities was read by title only allowing for the issuance of Certificates of Participation and to enter into a lease-purchase agreement for the purpose of financing construction for the Municipal Court Facilities. At its regular City Council Meeting on November 5, 2019, City Council approved the second and final read of Ordinance No. 2019-34 and adopted the same.

Also at its regular City Council Meeting on October 15, 2019, City Council approved the first read of Ordinance No. 2019-35: An ordinance of the City Council of the City of Flagstaff, (1) providing for the sale and issuance of City of Flagstaff, Arizona General Obligation Bonds, Series 2019 and for the annual levy of a tax for the payment of the bond; (2) approving the form and authorizing the execution and delivery of necessary agreements, instruments, and documents related to the sale and issuance of the bonds; (3) delegating authority to the Management Services Director of the City to determine certain matters and terms with the respect to the foregoing; (4) adopting continuing disclosure procedures in connection with issuance of obligations of the City; and (5) authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this ordinance and ratifying all actions taken to further this; providing for severability, authority for clerical corrections, and establishing an effective date (General Obligation Debt Authorization - Municipal Court Facilities). At its regular City

Council Meeting on November 5, 2019, City Council approved the second and final read of Ordinance No. 2019-35 and adopted the same.

At its regular City Council Meeting on December 3, 2019, the City Council approved the following contract amendment: City of Flagstaff Municipal Court Facility Project - Award of Amendment #3 to the Design-Build Services Agreement 2018-63. This amendment contained the Guaranteed Maximum Price #3 agreement for completion of construction. Amendment #3, GMP #3 included the construction of the ADA parking adjacent to the facility, the fiber optic infrastructure installation, and facility furniture in an amount not to exceed \$545,478 with a 45 calendar-day contract period; and authorized the City Manager to execute the necessary documents.

Municipal Court Parking Operations

The existing Municipal Court/Prosecutor's facilities are currently operating at the corner of Beaver Street and Aspen Avenue. There is no designated parking lot solely for Court or Prosecutor business. Proximate parking facilities for Court patrons include the public parking lot to the south of the building at Beaver Street and Route 66 (25 spaces), or on street parking.

The new Flagstaff Municipal Court facility is currently under construction at the corner of Beaver Street and Cherry Avenue, with completion anticipated in July 2020. Per the City's parking code, the facility is required to provide 99 parking spaces. The spaces as outlined below are intended to meet or exceed that requirement.

- 19 spaces at the new Court facility (includes 1 ADA space). This will be designated Court/Prosecutor staff parking.
- ~85 spaces at the Foundation for Senior Living site at the corner of Cherry and Beaver (formerly the school) to provide parking for at least two years. (includes 5 ADA spaces)
- Negotiations are also underway for Court facility parking to be included in the development of the parking garage at the same location once the Foundation for Senior Living project is developed.
- The former court parcel will then, after the Downtown Flagstaff Visioning Plan is complete, likely be offered for sale through a Request for Proposals process to generate the revenue required for the development of parking discussed on the Foundation for Senior Living site.

With the exception of the staff spaces at the new facility, these spaces will be managed by ParkFlag and will be pay to park.

Downtown Flagstaff Visioning Plan

The FDDB in conjunction with the City of Flagstaff, Coconino County, and Northern Arizona Intergovernmental Transportation Authority (NAIPTA) are funding this effort. Together, representatives from this team led a competitive process where more than 20 national firms expressed interest, and 10 submitted proposals. In early February, Progressive Urban Management Associates (PUMA) was selected as the lead consultant.

Specific outcomes include:

- Create a unified vision through a collaborative and inclusive process
- Encourage meaningful engagement from a broad variety of stakeholders and community members, including those that may not typically participate in community processes
- Identify economic development opportunities
- Develop strategies to support local businesses and business development
- Identify zoning impacts on land use and development opportunities to provide more certainty and predictability on downtown development
- Identify potential redevelopment sites and desired outcomes for the built environment

- Prioritize buildings, and setting standards, for historic preservation
- Assess public infrastructure and connectivity needs for walking, cycling, transit and vehicles
- Analyze public parking and make recommendations for future parking and an ‘in lieu’ program to support future development
- Explore opportunities for activation of civic and community spaces
- Develop tactical and measurable implementation strategies to support the vision
- Identify projects and activities that can proceed immediately and provide “quick wins,” as well as longer-term initiatives

Project Approach

The PUMA Team will lead a process that brings alignment and consensus between downtown stakeholders, the City of Flagstaff, Coconino County, NAIPTA and an array of interested community members. They will start by building upon past and current planning efforts (Southside Neighborhood Plan, Rio de Flag, transportation plans, etc).

The outreach process will be broad, with efforts made to connect with as many residents and stakeholders as possible. Knowing there are some constituents that typically do not participate in charrettes, online surveys, focus groups and other traditional community processes, significant efforts will be made to engage outside of traditional meeting forums, and in locations that are comfortable and convenient for constituents. One example is to use “Community Connectors” where team members are recruited directly from the community who understand the nuances of their neighborhood, and have the ability to reach out to those that may not typically participate – all while building trust for the project.

In addition to a robust community engagement process, the following structure will be created:

Project Management Team – comprised of representatives from the four funding partners

Downtown Vision Advisory Committee - This committee will be formed to help guide the planning process. The Advisory Committee will provide oversight of the process, offer creative input and a reality check, so to speak, as recommendations are developed. This committee will have approximately 20-25 participants comprised of civic partners, residents, key property and business owners, emerging leaders, champions, etc.

Working Groups – These groups will include leaders and experts in their fields, organized corresponding to topics supporting the Vision. The Chair of each Working Group will serve on the Advisory Committee. Working Groups include: Economic Vitality, Built Environment and Urban Design, Downtown Experience, and Transportation and Connectivity.

The Downtown Vision process kicks off March 17 as the PUMA team will be in Flagstaff for their first site visit. The entire process is expected to take 9 months resulting in collaboration, and an innovative plan and priorities to guide downtown decisions now and for the next several years.

Attachments: [Presentation](#)
 [Downtown Vision Plan Presentation](#)

Parking as it relates to:

**2016 Municipal
Courthouse Bond Measure
&
Downtown Visioning Plan**





Overview - Discussion Points

- **Project History**
- **New Court Facility Parking Plan**
- **Downtown Visioning Plan**

Inadequate Courthouse Facility





Project History – Proposition No. 412

Ballot Question

PROPOSITION NO. 412

A measure referred to the people by the Flagstaff City Council relating to the issuance of bonds in a principal amount of \$12,000,000 to design and construct municipal court facilities.

A **YES** vote shall authorize the City Council to issue up to \$12,000,000 in general obligation bonds to be repaid with secondary property taxes to design and construct municipal court facilities.

A **NO** vote shall not authorize the City Council to issue up to \$12,000,000 in general obligation bonds to be repaid with secondary property taxes to design and construct municipal court facilities.

BOND APPROVAL, YES

BOND APPROVAL, NO

Project History – Proposition 412



Proposed Project - 2016

- Joint City/County Facility
- 211 N. Agassiz Street
- The 70,000 square foot facility called for approximately 200 parking spaces
- Project Costs for the City came in \$20 million over budget

Proposed Site - 2016



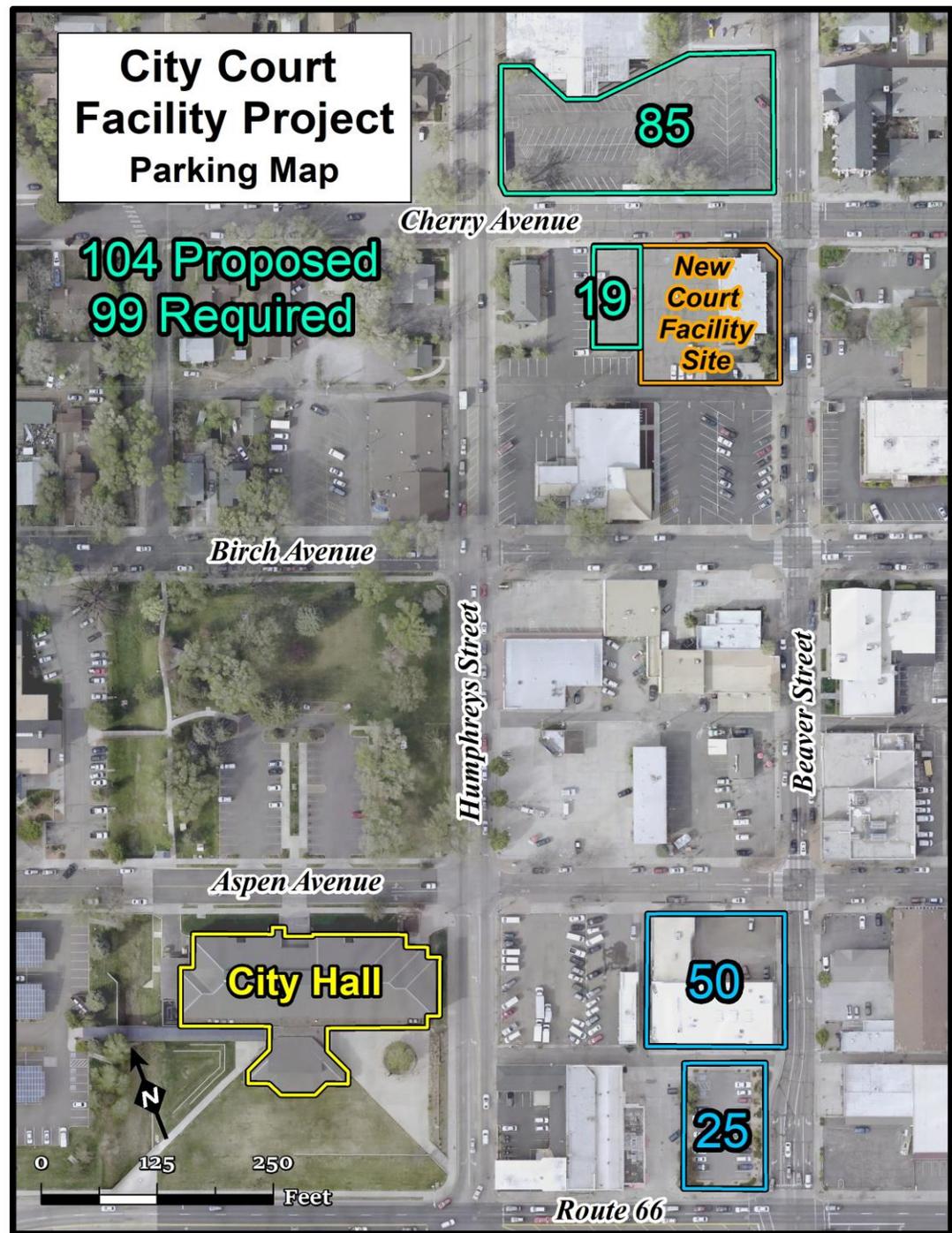
Project Parking

101 W. Cherry Avenue

- 19 secured spaces
- 85 Court/Public Parking spaces
- 3 ADA Parking Spaces on street

15 N. Beaver Street

- 50 ParkFlag spaces
- 25 ParkFlag spaces





New Court Facility Parking Plan

Existing Court Site:

- **Court and Prosecutor's buildings will be demolished. (Court Facility funds)**
- **Site will be paved and improved for Park Flag parking. (ParkFlag funds)**
- **Site is intended for redevelopment in cooperation with Downtown Visioning Plan.**

New Court Facility:

- **19 spaces of secured parking will be constructed with the Court building. (Court Facility funds)**
- **85 space lot will be leased from Foundation for Senior Living for Court and ParkFlag public parking. (Court Facility funds)**
- **Future parking structure is planned for the Foundation for Senior Living site. Current discussions include the City participating in that construction to provide permanent Court and Public Parking. (Court Facility funds)**

Project Status - Under Construction

Anticipated project
completion:
Summer of 2020



Downtown Vision & Action Plan

Presented to City Council

March 3, 2020



Background

- Why now?
 - Catalytic opportunities
 - Create unified vision
 - Influence, not react
- Initiated in 2018
- Budget \$130,000
 - Funding partners: City, County, NAIPTA, FDDBA
- FDDBA manage process / contract



Background

Selection Process

- Competitive process
 - RFP issued broadly
 - 20 national firms expressed interest
 - 10 submitted proposals
 - Selection Committee
 - Unanimous
- Contract awarded to Progressive Urban Management Associates (PUMA), Studio Seed and Charlier Associates

Objectives

- Develop a market-based vision through a collaborative process
- Encourage meaningful engagement from a broad variety of stakeholders, including those who may not typically participate in community processes
- Identify economic development opportunities
- Identify opportunities for local business development and support
- Identify zoning impacts
- Identify redevelopment opportunities and desired outcomes
- Prioritize buildings, and setting standards, for historic preservation
- Assess public infrastructure needs for walking, cycling, transit
- Explore opportunities for activation of civic and community spaces
- Explore development of in-lieu parking program
- Explore interest with southside property and business owners for ID
- Develop tactical and measurable implementation strategies to support the vision

Process

- Create opportunities for engagement (PMT, Advisory, Working Groups, Community Connectors, etc)
- Site visit March 17 – 19 (1st of 5)
- Timing is critical; process beneficial / forward looking for businesses
- 9 month process; deliverable end of 2020

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE

Future Agenda Item Request (F.A.I.R.) A Citizens' Petition requesting that the Council "place three 15 MPH 7am-5pm School Days signs with corresponding End School Zone signs on Pine Cliff Drive and Gemini Road."

STAFF RECOMMENDED ACTION:

Council direction.

EXECUTIVE SUMMARY:

In accordance with Art. II, Sect. 17 of the Flagstaff City Charter, any citizen may present a written petition to the City Manager, signed by a minimum of 25 citizens from the City...who shall present it to the Council at its next regular meeting. The attached petition was filed with the City Clerk's Office on February 12, 2020, requesting that the Council "place three 15 MPH 7am-5pm School Days signs with corresponding End School Zone signs on Pine Cliff Drive and Gemini Road."

INFORMATION:

Chapter 1-12 of the Flagstaff City Code formalizes the information to be required, and the attached petition conforms to those requirements. As outlined in this chapter, the petition is to be submitted to the Council under Future Agenda Item Request (F.A.I.R.) to determine if there is Council interest in placing the item on a future agenda for consideration.

Attachments: [Petition #2020-02](#)



PETITION TO FLAGSTAFF CITY COUNCIL
Pursuant to Flagstaff City Charter Article II Section 17
and Flagstaff City Code Title I Chapter 12

Pursuant to the Flagstaff City Charter and the City Code, any citizen (resident) of the City may present a written petition to the City Manager, signed by a minimum of 25 citizens from the City of Flagstaff, which shall be presented to the City Council.

Title of Issue: School Zone Speed Limit Signs

Action Requested: Placement of 3: 15 MPH 7am -> 5pm School Days, signs with corresponding End School Zone, signs on Pine Cliff Drive and Gemini Road.

Printed Name of Submitter: Kerry O. Richardson
(Submitter must also sign below and complete information)

Contact Information: 404 277 5708 thatptaman@gmail.com
(Phone Number and/or e-mail address)

PETITION SIGNATURES

| DATE SIGNED | PRINTED NAME | RESIDENCE ADDRESS | SIGNATURE |
|-------------|--------------------|---------------------|-------------|
| 7 Feb 20 | Kerry Richardson | 321 E. David Dr. | [Signature] |
| 7 Feb 20 | Allison Verhiser | 1103 N. Conifer | [Signature] |
| 2-7-20 | Melissa Page | 2809 N Roberta Dr. | [Signature] |
| 7 Feb 20 | Victoria St. Clair | 4304 S Nicholas St | [Signature] |
| 7 Feb 20 | Michelle Gordon | 1140 N Rockridge Rd | [Signature] |
| 7 Feb 20 | Marc McAvoy | 1619 N Owl Rd | [Signature] |
| 7. FEB 20 | Margaret Montfort | 327 E David Dr | [Signature] |
| 2-7-20 | Dorben Montfort | 331 E David Dr | [Signature] |
| 7-7-20 | Justin Erickson | 333 E David Dr | [Signature] |
| 2-7-20 | Lindsay Wilson | 531 N James | [Signature] |

| RECEIVED BY CITY OF FLAGSTAFF | | |
|-------------------------------|-----------------|----------------------|
| DATE RECEIVED | BY | COUNCIL MEETING DATE |
| 2/12/2020 | Stacy Saltsburg | 3/3/2020 |

PETITION TO FLAGSTAFF CITY COUNCIL (Continued)

TITLE OF ISSUE: School Zone Speed Limit Signs PAGE 1 OF 1

| DATE SIGNED | PRINTED NAME | RESIDENCE ADDRESS | SIGNATURE |
|-------------|------------------|-----------------------------|-------------------|
| 2/10/20 | Rockley Custon | 318 E David | |
| 2/11/20 | Robin Ford | 2075 W. Alaskan Ave | |
| 2/11/20 | Ronda Askau | 3028 N. Pine Dr | Ronda Askau |
| 2/11/20 | Cassie Hall | 770 W. Murray #210 | |
| 2/11/20 | Barry Howard | 2410 East Route 60 | |
| 2/11/20 | Richard Amadio | 2410 E. RT 60 | |
| 2/11/20 | Keiji Inwai | 3335 N Estates St | |
| 2.12.20 | Kirsten Inwai | 3335 N Estates St | |
| 2.12.20 | Kelly Miller | 400 e. clover creek | K Miller |
| 2/12/20 | Cheryl Zeglin | 3159 E. Cold Springs Trl | Cheryl Zeglin |
| 2/12/20 | Marian Armstrong | 647 W. MT Elder Lookout Rd | Mary |
| 2/12/20 | Abhay Ithape | 637 E. Zuni Dr. | |
| 2/12/20 | Helena Shin | 3745 W Strawberry | |
| 2/12/20 | Somye Kuhre | 6010 E Burns Blvd | Somye Kuhre |
| 2/12/20 | Summer Dio | 3601 Lake Mary Rd 129 86005 | Summer |
| 2/12/20 | Daniken Danker | 1323 E. Hatcher Dr. | Daniken P. Danker |
| 2/12/20 | Naren Ferguson | 2807 Emerald Horn Dr | |
| 2/12/20 | Heather Brown | 3516 N. Walker St | |
| 2/12/20 | Ann Montgomery | 4118 S Holland Rd 86005 | |
| 2/12/20 | Nicole Kennan | 612 N William Rd 86001 | |
| 2/12/20 | Sarah Richardson | 321 E. David Dr. 86001 | |
| | | | |

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 02/25/2020
Meeting Date: 03/03/2020



TITLE

Future Agenda Item Request (F.A.I.R.) A request by Vice Mayor Shimoni to have a discussion regarding levels of fire service and how they respond to calls for service.

STAFF RECOMMENDED ACTION:

Council direction.

EXECUTIVE SUMMARY:

Rule 4.01, Procedures for Preparation of Council Agendas, of the City of Flagstaff City Council Rules of Procedure outlines the process for bringing items forward to a future agenda. Vice Mayor Shimoni has requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there are two other members of Council interested in placing it on a future agenda.

INFORMATION:

Attachments:

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 02/28/2020
Meeting Date: 03/03/2020



TITLE

City Manager Report

STAFF RECOMMENDED ACTION:

Information Only

EXECUTIVE SUMMARY:

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.

INFORMATION:

Attachments: City Manager Report

City Manager's Report

February 28, 2020

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. This report will focus on two recent business visits: Clearwater, Florida ("Safe Harbor"), and BNSF headquarters (thanks to contributors Sarah Darr and Shane Dille). It will also include other updates.

Safe Harbor Facility

There will be a more detailed and collaborative debrief of this site visit when the City Council and the County Board of Supervisors meet on March 23rd. This reporting will therefore be a bit abbreviated.

In short, the purpose of the visit was to participate in a site tour of a post-arrest, diversion facility owned and operated by the County Sheriff in Pinellas County, Florida. The facility uses a model that keeps misdemeanor street offenders, consisting largely of homeless and mentally ill individuals, out of the court system and county jails – a process which consumes significant public resources and does very little to help the people involved. Instead of judicial prosecution and incarceration, this facility offers behavioral assessment, treatment, and shelter, at a fraction of the cost. It is heavily used, and it is well operated. From the website: "Pinellas Safe Harbor is a cost-effective shelter and service headquarters for homeless people involved in the criminal justice system in Pinellas County. It is also a portal for our inmates re-entering the community from the Pinellas County Jail (PCJ)."

From what we learned, Safe Harbor has been quite successful in terms of reducing costs and resources, while providing meaningful assistance to the homeless population. It has been well accepted by the surrounding communities there. Whether such a model would reflect our values here in the Flagstaff community is not something that I can readily answer, but there will need to be significant public dialogue on the topic. Suffice it to note that we need to be thinking of other approaches to this social issue.

The consortium that traveled to Florida included City officials, County officials, law enforcement, representatives of our housing programs, and representatives of our court system. It was a one-day visit with travel on both ends. Some bullet points to summarize the facility and various outcomes from our tour:

- Pinellas County, Florida, has population of about 1 million people. It comprises about 600 square miles, consisting of several municipalities, and is largely urbanized. The tourism industry is a significant economic driver year-round. The homeless population has

fluctuated ... point-in-time counts three years ago revealed about 2,700 homeless people. Anecdotal information indicates that the homeless population has been slightly declining in recent years.

- The Pinellas County Sheriff initiated the facility in 2011 and budgeted for the funding to operate the project with the main focus being jail diversion. The central purpose for the project was to lower the prosecution and jail costs incurred by the County, largely attributed to misdemeanor offenses within the homeless population. The facility is a converted jail that is no longer being used for detention.
- In terms of cost reduction within the criminal justice system, the facility has successfully reduced these costs. In the Sheriff's estimation, the annual cost for operating the facility remains about \$1.8M per year vs. over \$3M per year that would otherwise be needed for prosecution and incarceration. These are approximate numbers, and it is noted that there are numerous contributing services organizations, churches, and local governments to help offset the costs.
- Safe Harbor serves multiple jurisdictions with jail diversion and shelter, operates with a daily population in the 360 range, with a capacity to accommodate 470 persons.
- Staff of the facility are employed by the Sheriff's office, including civilian case workers and other staff. While law enforcement has a presence within the facility, it does not appear as a law enforcement institution, but rather a shelter facility with behavioral assessment and treatment staff. Notably, a non-profit entity has built a full-service health center adjacent to Safe Harbor.
- Multiple community partners, including the faith-based community and social service providers, deliver services on-site, as noted above. There is clearly a strong and cooperative relationship between law enforcement and social services.
- Community policing officers from the Sheriff's Office work in the surrounding areas and neighborhoods.
- Part of the diversion effort is a "Local Ordinance Violation Dismissal Program." Through a partnership with the Florida State Attorney, local justice services, judges, and law enforcement, misdemeanor offenders who have committed local ordinance violation will perform community service in lieu of paying a fine. Upon completion of the community service, the charge is then dismissed.



The visit was very informative, and the tour was well orchestrated. Details and perspectives will be shared on March 23rd, as well as possible next steps in the exploration of this model as a possible strategy for the Flagstaff community. Stay tuned.

BNSF Visit

This trip to BNSF Headquarters in Fort Worth, which occurred over one day on Thursday, February 27th, originated from a meeting with BNSF leadership last October. BNSF reps responded to an invitation by the City to meet to discuss the critical path for our Rio de Flag project and how BNSF's assistance and partnership were absolutely critical if the community was to benefit from a completed project in a timeframe established by the funding cycle of the US Army Corps of Engineers (USACE). Stakes are significant for both the City and BNSF, with at times competing missions, but both entities are united in embracing the benefit of having the project completed.



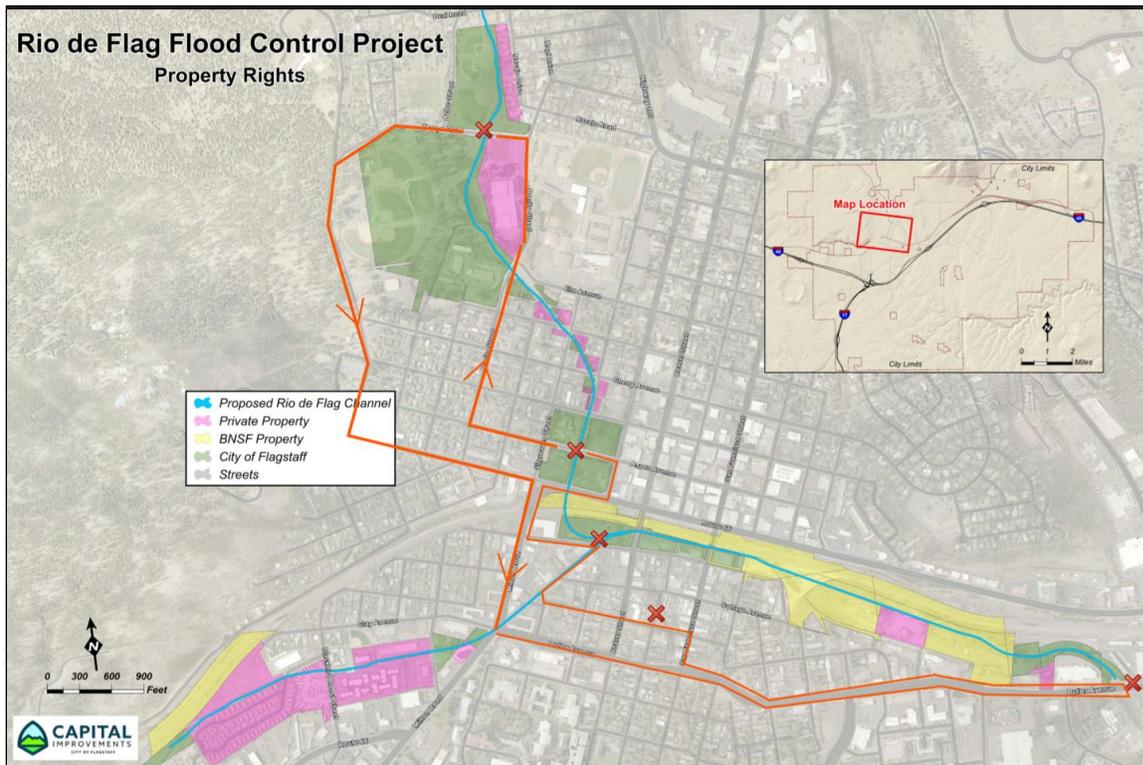
Since the meeting in October, significant progress has occurred in advancing items on the project's critical path, i.e. development of a solution to the super-structure under BNSF's tracks just north of the City's Phoenix Ave. lot; and performing soil testing of BNSF's properties along the project's route. A joint-agency technical working group charged in December to develop a recommended strategy to build the superstructure and the outcomes of this working group is expected to be presented in March. The visit with BNSF was very positive and has only confirmed their continued interest to see the Rio de

Flag project realized. As an interested stakeholder, BNSF is working with the City & USACE in a coordinated way to see the execution of a Construction & Maintenance Agreement for Phase 1 (Lower Reach) by USACE's timeline of July 2020.



Rio De Flag Treatment Facility

Quick note here on the visit by our Delegates on Friday, February 21st, and thanks to those involved in orchestrating a successful tour (bus provided via Mountain Line). The tour was short but very informative and gave Congressman Tom O'Halleran and Senator Krysten Sinema a good 'lay of the land' on the RDF project. The weather cooperated. Thanks to Trevor Henry (who structured the tour), and the CD Team. The whirlwind tour followed the route shown below.



Staff Updates

Budget Team

The Budget Team has been conducting Division Budget meetings all week, and we will continue next week. It has been rigorous. Please excuse the interruptions in our scheduling as we endeavor to complete this internal process. Related, Rick Tadder, Brandi Suda, and I will take a trip to Phoenix in two weeks to meet with Mike Townsend, where we will discuss the unfunded pension liability.

Human Resources

Human Resources is working on a reorganization. It will largely track with changes at the management level, with an eye toward less verticality in the organizational structure.

Public Works

A concrete crew is working downtown grinding concrete for displaced sidewalk panels and removing concrete tree rings that have become a tripping hazard. This crew is resetting pavers in many locations as well. Sweeper crews are providing additional neighborhood service this week. The feedback has been positive.

Design consultants are preparing three draft concept plans for the Pulliam Airport overflow parking lot. Council will be apprised in the near future ... stay tuned.

Fleet Services and Flagstaff PD received the first three hybrid patrol vehicles in the City. These vehicles will reduce fuel consumption which off-sets the increased cost of the vehicle. Very cool!

Solid Waste is delivering two loads of residential recycling to the Waste Management Flagstaff Ranch Road transfer stations ... Waste Management will be completing an audit for the City at no charge. The audit will include material types, volumes, and contamination levels. Assessing the recycling stream will provide further detail on how we should progress moving forward with public education and assign potential value to the material collected. Related, our contractor at the landfill is beginning the annual process of shipping out approximately 800 tons of metal for recycling.



Parks staff is planning to add a pollinator space to Bushmaster park. Parks delivered materials (mostly pine needles) from the cemetery, to NAU for the compost IGA pilot program. See previous Manager's Report (11/27/19) regarding this composting facility and the positive results we are seeing regarding pine needle composting.

Fire

Flagstaff Fire Department joined Big Brothers and Big Sisters annual bowling fundraiser to support kids within our community. Flagstaff Fire personnel raised \$1,375 for Big Brothers and Big Sisters, and had fun doing so, notwithstanding all the gutter balls.



Flagstaff Fire responded to Northland Preparatory School for report of possible chemical spill in chemistry class. The room was cleared by the Hazmat Team and the eight students were treated and released. The FFD also responded to a vehicle collision with an electric transformer that created a chain reaction of power surges causing false alarms for some City businesses. Fire personnel investigated those businesses and reset the alarm systems.

Police

Flagstaff PD met with Stronger as One, Interfaith Council on Immigration Concerns, La Plaza Vieja Block Watch, Sunnyside Neighborhood Block Watch, Downtown Business Alliance (on deterring crime), Salvation Army Board, Boys and Girls Club Board, and Veteran's Services during the past two weeks. These meetings were conducted in the interest of community partnership. PD's continued focus upon recruitment led to participation in the NAU job fair, hosting of Law Enforcement career day at Northland Preparatory Academy, and continued planning for the next High School law enforcement recruitment fair for Flagstaff and Coconino High Schools.

Economic Vitality

The CCR for Economic Development Toolkit in the works. At the March 3rd meeting, Debbie Johnson, Arizona Office of Tourism (AOT) Director, will be on hand to do the recognition of the ADOT Scenic Sign Reveal, which includes the Mayor receiving a sign (the Mayor may need to make some space on her office walls)! Also looming ahead for future Council meetings: Downtown Parking Municipal Court and DBA Visioning Plan (March 3rd); Flowers and Planters Update re Downtown and Southside (March 17th); Library Update and Hours of Operations (March 24th); Business Listening Tour (March 31st); and the Airport 32-acre parcel – Coffman & Associates on hand to discuss options (April 7th).

That's all for now. Upward and onward...