

MINUTES

1. CALL TO ORDER

Mayor Evans called the meeting of the Flagstaff City Council held April 21, 2020, to order at 3:12 p.m.

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.

PRESENT:

ABSENT:

MAYOR EVANS (virtually)
VICE MAYOR SHIMONI (virtually)
COUNCILMEMBER ASLAN (virtually)
COUNCILMEMBER MCCARTHY (virtually)
COUNCILMEMBER ODEGAARD (virtually)
COUNCILMEMBER SALAS (virtually)
COUNCILMEMBER WHELAN (virtually)

Others present: City Manager Greg Clifton; City Attorney Sterling Solomon.

3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

The Council and audience recited the pledge of allegiance and Councilmember Salas read the Mission Statement of the City of Flagstaff.

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.

Staff read public comments submitted by the following:

Rick Lopez commented in support of a housing bond and garnering support for such a measure.

Karen Smiley commented with concerns about the increased minimum wage in light of the economic challenges faced by business owners during the pandemic.

Coralia Lopez Perez commented on providing consulting services related to infrastructure.

Gregg Ensminger commented in opposition to the Mayor's actions to close businesses in the interest of public health.

5. **CONSENT ITEMS**

All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.

Moved by Councilmember Jamie Whelan, **seconded by** Councilmember Jim McCarthy to approve the Consent Agenda as presented.

Vote: 7 - 0 - Unanimously

A. **Consideration and Approval of Grant Application and Acceptance upon Award:** Between the City of Flagstaff and the Governor's Office of Highway Safety for Driving Under the Influence/Impaired Driving Enforcement and Equipment Grant

Approve the submission of the grant applications and acceptance upon award of the Grant from the Governor's Office of Highway Safety in the amount of \$170,971, for the Flagstaff Police Department to increase staffing in an attempt to reduce injury motor vehicle collisions caused by impaired drivers. The funds will also be used to purchase 300 reflective traffic safety cones and an electric motorcycle in the amount of \$29,221.

6. **PUBLIC HEARING ITEMS**

A. **Consideration and Action on Liquor License Application:** Craig Bouchard "Southside Tavern II," 117 S. San Francisco Street, Series 12 (restaurant), New License.

Mayor Evans opened the public hearing.

Sgt. Ryan Turley introduced the item and was available for questions.

Councilmember Odegaard thanked the applicant for attending the meeting and being available for questions.

There being no public comment, Mayor Evans closed the public hearing.

Moved by Councilmember Regina Salas, **seconded by** Councilmember Charlie Odegaard to forward the application to the State with a recommendation of approval.

Vote: 7 - 0 - Unanimously

- B. Consideration and Adoption of Resolution No. 2020-17 and Ordinance No. No. 2020-11:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk and entitled "Case No. PZ-19-00125 Updates to Zoning Code 2020 – Miscellaneous Part 1"; and, an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code, to resolve conflicts, incorporate technical corrections and clarity, and modify existing and add new requirements, provisions, and definitions.

Mayor Evans opened the public hearing.

Zoning Code Manager Dan Symer provided a PowerPoint presentation that covered the following:

CITY'S REQUEST TO AMEND THE ZONING CODE CASE PZ-19-00125
 PURPOSE
 CHAPTER 10-20: ADMINISTRATION, PROCEDURES, AND ENFORCEMENT
 CHAPTER 10-40: SPECIFIC TO ZONES
 COMMERCIAL NON-TRANSECT ZONES
 TRANSECT ZONES
 CHAPTER 10-50: SUPPLEMENTAL TO ZONES
 ROOF TOP EQUIPMENT
 SECTION 10-50.60.040 LANDSCAPE LOCATION REQUIREMENTS
 CHAPTER 10-50: SUPPLEMENTAL TO ZONE-SIGNS
 DIVISION 10-50.110: SPECIFIC TO BUILDING TYPES

Councilmember Whelan asked if any of the modifications would add to the cost of the building and if they would add complexity to the code. Mr. Symer stated that in terms of cost, it is difficult to say for sure, it is really dependent upon the type of development. The objective is to make the code smaller and more simple but that can be challenging. In drafting the amendments, staff was able to eliminate three pages of the code.

Councilmember McCarthy stated that he is supportive of the proposed changes but asked that staff review the stem wall and crawl space height restrictions to make them more reasonable.

There being no public comment, Mayor Evans closed the public hearing.

Moved by Councilmember Jim McCarthy, **seconded by** Vice Mayor Adam Shimoni to read Resolution No. 2020-17 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "CASE NO. PZ-19-00125 UPDATES TO ZONING CODE 2020 – MISCELLANEOUS PART 1"

Moved by Councilmember Jim McCarthy, **seconded by** Councilmember Jamie Whelan to read Ordinance No. 2020-11 by title only for the first time.

Vote: 7 - 0 - Unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "CASE NO. PZ-19-00125 UPDATES TO ZONING CODE 2020 – MISCELLANEOUS PART 1"; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

7. **REGULAR AGENDA**

- A. Consideration and Adoption of Ordinance No. 2020-07:** An ordinance extending and increasing the corporate limits of the City of Flagstaff by annexing certain land totaling approximately .32 acres located at 4409 North Highway 89, and establishing city zoning for said land as Highway Commercial, HC. (***Annexation of property to facilitate the redevelopment of existing retail to a restaurant***)

Moved by Councilmember Jamie Whelan, **seconded by** Councilmember Regina Salas to read Ordinance No. 2020-07 by title only for the first time.

Vote: 7 - 0 - Unanimously

ARIZONA EXTENDING AND INCREASING THE CORPORATE LIMITS OF THE CITY OF FLAGSTAFF, COCONINO COUNTY, STATE OF ARIZONA, PURSUANT TO THE PROVISIONS OF TITLE 9, CHAPTER 4, ARIZONA REVISED STATUTES, BY ANNEXING CERTAIN LAND TOTALING APPROXIMATELY .32 ACRES LOCATED AT 4409 NORTH HIGHWAY 89, WHICH LAND IS CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY OF FLAGSTAFF, AND ESTABLISHING CITY ZONING FOR SAID LAND AS HIGHWAY COMMERCIAL, HC.

- B. Consideration and Adoption of Ordinance No. 2020-09:** 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 General Definitions, Working Hours and Pay, Overtime Pay, Compensatory Time, and Vacation Leave; providing for penalties; repeal of conflicting ordinances; severability; and establishing an effective date

Human Resources Director Jeanie Gallagher explained that Management Services and Fire Division Leadership have agreed to implement a 12-day work period versus the standard 14-day pay period to better accommodate the scheduling and pay practices for Fire personnel.

Moved by Councilmember Jamie Whelan, **seconded by** Councilmember Jim McCarthy to read Ordinance No. 2020-09 by title only for the first time.

Vote: 7 - 0 - Unanimously

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 GENERAL DEFINITIONS, WORKING HOURS AND PAY, OVERTIME PAY, COMPENSATORY TIME AND VACATION LEAVE; PROVIDING FOR PENALTIES; REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

- C. **Consideration and Adoption of Ordinance No. 2020-08:** An ordinance amending the Employee Handbook of Regulations, Chapter 1-50 *Leave, Military Training Leave 1-50-061*

Ms. Gallagher explained that the amendment will bring the Employee Handbook in compliance with ARS 38-610 regarding Military Training Leave.

Moved by Councilmember Regina Salas, **seconded by** Councilmember Charlie Odegaard to read Ordinance No. 2020-08 by title only for the first time.

Vote: 7 - 0 - Unanimously

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 MILITARY TRAINING LEAVE; PROVIDING FOR PENALTIES; REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

- D. **Consideration and Adoption of Resolution No. 2020-20:** A resolution of the Flagstaff City Council, approving an Intergovernmental Agreement between the State of Arizona and the City of Flagstaff for the construction of a right-turn lane on Humphreys Street adjacent to City Hall.

Capital Improvements Engineer Bret Peterson stated that the IGA is straightforward and it will authorize the state to design, advertise, award, and administer the construction of the right-turn lane on Humphreys Street, which will require the relocation and reconstruction of the sidewalk, drainage inlet, stairs and the retaining wall adjacent to City Hall.

Moved by Councilmember Charlie Odegaard, **seconded by** Councilmember Jamie Whelan to read Resolution No. 2020-20 by title only.

Vote: 7 - 0 - Unanimously

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND THE CITY OF FLAGSTAFF FOR THE CONSTRUCTION OF A RIGHT-TURN LANE ON HUMPHREYS STREET ADJACENT TO CITY HALL

Moved by Councilmember Charlie Odegaard, **seconded by** Councilmember Jamie Whelan to adopt Resolution No. 2020-20.

Vote: 7 - 0 - Unanimously

A break was held from 3:58 p.m. through 4:10 p.m.

E. Discussion and Possible Approval: Recession Plan and Other Budget Related Topics

Mr. Clifton noted that the formulation of the plan commenced late last fall and has been well vetted internally with the Budget Team, EAC, Leadership, and Extended Leadership. It was fortuitous that it was in place when COVID-19 hit. The plan is based upon five incremental steps that occur in a progressive fashion. The plan is intended to be proactively applied using forecasts and economic indicators. The plan is considered and applied administratively at the first two stages which have been currently implemented. The next three stages would require Council action to implement.

The plan is simply structured and formulated to endure the test of time. The plan would operate in reverse as the city moves out of a recession. It is a tool that is helping right now with the current declining revenues and economy.

Mr. Clifton reviewed the first two stages that include a hiring freeze, recruitment freeze, a cut back on non-essential services, and scrutinizing large purchases and capital expenditures that may not be mandatory at the current time. The remaining three stages are triggered by more declining revenues and the actions are more impactful for the organization.

The Council expressed appreciation to Mr. Clifton and to the organization for the work and thought that went into developing the plan. They indicated that having the plan in place ahead of the pandemic and economic downturn speaks to the foresight of leadership.

Economic Vitality Director Heidi Hansen reported that the a team of community partners including the NAU Research Department and Coconino County have developed a survey that will be sent to all businesses in Flagstaff to monitor how they are doing. The survey will go out every two weeks to track progress and see what sectors are hurting the most. The information will help with the recovery efforts.

Management Services Director Rick Tadder explained how Management Services monitors revenue streams for the organization. He indicated that a more detailed report will be provided at the upcoming budget retreat. Essentially, they look at numbers on a weekly basis and work with other finance experts throughout the State to discuss overall trends.

Council and staff further discussed the Recession Plan and how it had been recently implemented. They all expressed support for the plan.

Moved by Mayor Coral Evans, **seconded by** Councilmember Jim McCarthy to approve the Recession Plan.

Vote: 7 - 0 - Unanimously

8. DISCUSSION ITEMS

A. Flagstaff Airport Parking

Ms. Hansen provided a PowerPoint presentation that covered the following:

FLAGSTAFF AIRPORT PARKING

Airport Director Barney Helmick continued the presentation.

AIRLINE SUCCESS

Public Works Project Manager Adam Miele continued the presentation.

EXISTING AIRPORT PARKING LOT
SECOND PARKING LOT
VICINITY MAP
CONCEPT A
CONCEPT B
CONCEPT C
ADDITIONAL IMPROVEMENTS
CONCEPT DISCUSSION

Councilmember Salas asked the cost to construct Concept A and Concept B. Mr. Miele indicated that Concept A is approximately \$2.5 million but there are other improvements that still need to be finalized that could impact that estimate. Concept B is estimated at \$2.75 million because of how it encroaches into rocky areas. He added that Concept C is estimated around \$3 million. Councilmember Salas expressed her preference for Concept A.

Councilmember Odegaard also expressed support of Concept A.

Vice Mayor Shimoni indicated support for Concept A and added that he appreciated the emphasis on bike lanes. He stated that he would like to see those separated from the street. He asked if there were plans to bring in EV parking. Mr. Miele stated that the consultants have worked with the EV partners to ensure there is adequate capacity on site. The current plan is to designate four locations for EV parking.

Vice Mayor Shimoni added that he would like to see an emphasis placed on rideshare opportunities to and from the airport. Councilmember Whelan agreed with that suggestion.

Councilmember Whelan asked why a parking garage is not being done. Mr. Helmick explained that a garage has been in the master plan process for many years; the challenge is that they cannot build a garage without another place for patrons to park. The options presented will provide additional parking so when the time comes to go vertical they are prepared with parking contingencies during construction.

Councilmember McCarthy expressed support for Concept A and added that he would like to see wider walkways for pedestrians that will have to get from the parking area to the terminal.

Councilmember Aslan indicated he was supportive of Concept A.

Council provided direction to staff to move forward with Concept A.

Mr. Helmick continued the presentation.

PAID PARKING SYSTEM

Councilmember Aslan stated that he would like to keep some free parking available. He is supportive of a pricing structure that is very reasonable for certain types of travel and usage. Mr. Helmick stated that the Airport Commission is currently working on developing

a recommendation to Council for parking fee structure. More information will be forthcoming.

Mr. Clifton noted that the significance of paid parking is that it brings the airport closer to functioning as an enterprise with ongoing revenues that fund operations. Additionally, there is a significant issue with inappropriate parking that is hoped to be addressed with a paid parking system.

Councilmember McCarthy and Vice Mayor Shimoni indicated support for a two-tiered parking system with premium and economy parking.

Mayor Evans noted that implementing paid parking now will help in the future. Changes in behavior are important for minimizing the carbon footprint by encouraging ride shares and carpools.

Councilmember Salas stated that there are costs associated with building, operating, and maintaining parking and she is supported of a cost recovery model that includes long- and short-term rates as well as frequent flyer rates for businesses.

The Council gave direction to develop a paid parking system with tiered parking rates and incentives for frequent flyers.

B. Streets – Sidewalk Replacement Program and Assessment Practices

Public Works Streets Director Scott Overton stated that back in January an ordinance was adopted authorizing the implementation of the sidewalk repair program. The program requires businesses to pay 100% of sidewalk replacement costs and residential to pay 50% of the cost. The Road Repair and Street Safety pavement preservation program is moving forward and 250 properties were identified for sidewalk replacement. With COVID in full swing staff felt the need to consult with Council on proceeding as directed or waiving the assessments. If Council were to provide direction to waive the assessments an ordinance will come forward to temporarily suspend the program. The recommendation from staff would be a 120-day suspension.

Council was supportive of a temporary suspension and asked staff to bring back the necessary action to accomplish that.

C. Rio de Flag Flood Control Project - Update

City Engineer Rick Barrett provided a PowerPoint presentation that covered the following:

VICINITY MAP OF RIO DE FLAG FLOOD CONTROL PROJECT

Project Manager Trevor Henry continued the presentation.

PROJECT UPDATE
USACE
PROJECT DESIGN
REAL ESTATE
ENVIRONMENTAL
BNSF RAILWAY CO.

Council expressed appreciation to staff for the update and for all the work that has gone

into making the project happen. They requested that the presentation video be posted on the Rio de Flag website for easy access to the public.

9. COUNCIL LIAISON REPORTS

Councilmember Whelan reported that the NAIPTA Board of Directors met last week where they discussed the start of a van pool between Flagstaff and Williams. NAIPTA has had zero layoffs and the Board approved some hazard pay for some of the drivers and staff. They also discussed the Downtown Connection Center and she stated that Council should be seeing an IGA coming sometime in June.

10. CITY MANAGER REPORT

A. City Manager Report

Mr. Clifton briefly reviewed his report.

11. COVID-19 UPDATES

Mayor Evans thanked Council and staff who have been actively engaged in meetings regarding COVID and assisting businesses, everyone has found their respective niches and are making sure the city is being taken care of. She reported that Arizona Mayors are meeting two times a week with the Governor to discuss reopening plans for the state as well as getting information out to people for financial assistance. She spoke about the work done by the Legal Department on intentional exposures.

Councilmember Whelan also expressed gratitude to everyone involved with outreach, coordination, operations, and the like. She continues to attend the regular updates provided by Northern Arizona Healthcare and Coconino County. She has also been working with Flagstaff Shelter Services to assist in their coordination efforts for housing.

Vice Mayor Shimoni thanked the Mayor for her advocacy of Flagstaff and staff for their efforts in making sure critical operations continue. He expressed concern about the state reopening and the challenges faced by the most vulnerable populations. He requested an update on housing efforts for the homeless.

Councilmember Salas indicated that the Senate passed a \$484 billion bill to expand small business assistance and paycheck protection programs. She is hopeful that some of that new funding will trickle down into Flagstaff.

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

Councilmember Odegaard announced that Earth Day is on Wednesday and there are several virtual events happening throughout the community.

Councilmember Aslan offered appreciation for all the staff on the front line who are working very hard in new ways.

Vice Mayor Shimoni noted that mental health in the community is fragile and wants everyone to be aware of domestic violence and the unsheltered population.

Mayor Evans expressed appreciation to the Mayor and Council Chief of Staff Shawn Johnson and Executive Assistant Jason Cook for their amazing work with the challenging schedules and maintaining quality operations.

13. ADJOURNMENT

The Regular Meeting of the Flagstaff City Council held April 21, 2020, adjourned at 6:53 p.m.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I, STACY SALTZBURG, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on April 21, 2020. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 18th day of January, 2022.

CITY CLERK