

2023-2024 CITY COUNCIL LIAISON ASSIGNMENTS

	MEETING DATES/TIMES	COUNCIL LIAISON
REQUIRED BY STATUTE		
<p>Flagstaff Housing Authority (Mayor Designated)</p> <p>MISSION: To assist low-income families with safe, decent, and affordable housing opportunities as they strive to improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community organizations in order to accomplish this mission.</p> <p>UPCOMING YEAR WORK PROGRAM: Review and make recommendations regarding annual plan, budget, policies, procedures and operational plans that are required by law or HUD regulation. Investigate and make recommendations regarding providing affordable housing for persons of low income.</p> <p>TYPE OF ASSIGNMENT: Mayor automatically serves as a commissioner and has authority to appoint board members. Appointment authority is set forth in Ord. 2010-19.</p> <p>STAFF CONTACT: Sarah Darr, Housing Director, 213-2745, sdarr@flagstaffaz.gov</p>	<p>3rd Wed/10 am 8x/year</p> <p>City Hall</p>	
<p>Public Safety Personnel Retirement System (Mayor Designated) (Consists of Mayor, 2 members of Fire and Police (elected by secret ballot by members of dept, 2 citizens appointed by Mayor and approved by Council) (Separate Board for Fire and Police)</p> <p>MISSION: Determines service credits and amounts/ prescribes procedures for filing of benefit applications; and determines the rights of claimants to benefits</p> <p>TYPE OF ASSIGNMENT: Mayor prescribed by ARS Title 38</p> <p>STAFF CONTACT: Vivian Fennema, Fire Department Administrative Specialist, 213-2504, vfennema@flagstaffaz.gov Allison Hughes, Police Department Administrative Specialist, 556-2316, ahughes@coconino.az.gov</p>	<p>As needed</p>	

REQUIRED BY IGA OR OTHER AGREEMENT

Metropolitan Plan (FMPO) (3 liaisons) 4th Thur/10:45 A 1.
Metro Plan Executive Board - Member Agencies: City of Flagstaff, Coconino County, ADOT, NAIPTA 2.
Federally mandated organization responsible for planning and programming federal transportation funds in 3.
the region City Hall
Council
Chambers Alternate:
1.

MISSION: To leverage cooperation among local governments and partners to maximize resources for the creation, maintenance and preservation of a sound multi-modal transportation system

UPCOMING YEAR WORK PROGRAM (Pending Executive Board Action):
Regional Transportation Safety Strategy
Corridor or other studies to support regional transportation plan priority projects

TYPE OF ASSIGNMENT: Selected by Council

STAFF CONTACT: Jeff Meilbeck, MetroPlan Executive Director

Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) (2 regular & 2 alternates) 3rd Wed/10 AM 1.
2.

MISSION: Getting You Where You Want to Go. NAIPTA Offices
Alternates:
1.

UPCOMING YEAR WORK PROGRAM: To be adopted in January or February

TYPE OF ASSIGNMENT: Selected by Council

CONTACT: Heather Dalmolin, NAIPTA General Manager, 779-6624, hdalmolin@naipta.az.gov

REQUIRED BY IGA OR OTHER AGREEMENT

Northern Arizona Municipal Water Users' Association (NAMWUA) (1 regular and 1 alternate)

BOD – Quarterly 1.
Sedona-Jan
Prescott Valley- Alternate
April 1.
Payson-July
Flagstaff-October

MISSION: To unite our expertise and resources in a collaborative effort to secure regional and local water resources for today and the future:

- Objective 1: Encourage resource planning that provides a sustainable water supply to meet projected growth
- Objective 2: Provide valuable input to regulatory agencies and legislative bodies regarding proposed legislation and rulemaking
- Objective 3: Maintain our position as a recognized authority and resource for water issues in Northern Arizona
- Objective 4: Encourage and support communication and information sharing regarding water augmentation and management

Typically 1-2 hours
10 am to noon

UPCOMING WORK PROGRAM: NAMWUA is divided into a Board of Directors and Technical Advisory Committee. Review, track and provide comments on State and Federal legislation regarding water related issues; complete and evaluation of Non-Indian Agricultural Central Arizona Project Water in preparation of the Arizona Department of Water Resources Reallocation in 2021; work through the issues identified in the 2013 Strategic Plan

TAC - Monthly

TYPE OF ASSIGNMENT: Selected by Council

STAFF CONTACT: Brad Hill, Interim Water Services, 213-2420, brad.hill@flagstaffaz.gov and Erin Young, Water Resources Manager, 213-2405, eyoung@flagstaffaz.gov

REQUIRED BY RESOLUTION/ORDINANCE (Can be Changed)

Audit Committee (1 liaison)

Late Jan/Early 1.
Feb
2 hours

MISSION: Not aware of any/compliance w/ARS 9-481 and Charter Art. VI, Sec. 5

UPCOMING YEAR WORK PROGRAM: Will meet late January or early February. Additional meeting may be called if Committee requests it or if staff needs to communicate to group

Add'l if needed
City Hall

TYPE OF ASSIGNMENT: Selected by Council

STAFF CONTACT: Brandi Suda, Finance Director, 213-2217, bsuda@flagstaffaz.gov

REQUIRED BY RESOLUTION/ORDINANCE (Can be Changed)

Economic Collaborative of Northern Arizona (ECoNA) Executive Board (EEB) (1 regular and 1 alternate) 3rd Wed/3 – 5 pm 1.
(Can be Council liaison or EV Director) Ice House

MISSION: A non-profit organization dedicated to the economic vitality of the region. With over 16 area agencies supporting the organization, our partners work collaboratively to excel in job creation, innovation, entrepreneurship, global business and quality workforce development.

Alternate:
1.

UPCOMING YEAR WORK PROGRAM: The work program for the EEB is to help further economic development initiatives in northern Arizona by supporting the ECoNA President with inquiries and more. The only work the EEB does is actively participate in the monthly meeting and help the NACET President and our economic development partners as a whole. The key areas of focus are business attraction, business retention & expansion, economic gardening, and workforce development.

TYPE OF ASSIGNMENT: The Executive Board consists of representatives from nine sectors including business, government, academia and nonprofit. Each sector leverages its own unique resources to collectively support and enhance the economic vitality of the region as a whole; it is in their by-laws who makes up the board. City’s liaisons selected by Council.

STAFF CONTACT: Heidi Hansen, Economic Vitality Directory, 213-2905, hhansen@flagstaffaz.gov

Northern Arizona Council of Governments (NACOG) (1 regular and 1 alternate) 1.

MISSION: Cooperating regionally to improve life in northern Arizona

Alternate:
1.

UPCOMING YEAR WORK PROGRAM: Program Listing includes Area Agency on Aging, Community Services (Apache, Navajo & Yavapai), Community Development (CDBG & Housing), Head Start & Early Head Start Education, Economic Development District, Population & Demographics, Transportation Planning (Rural), Water Quality Planning, Weatherization and Workforce Investment (Yavapai).

TYPE OF ASSIGNMENT: Selected by Council

STAFF CONTACT: Chris Fetzer, NACOG Executive Director, 774-1895

REQUIRED BY RESOLUTION/ORDINANCE (Can be Changed)

Self-Insurance Trust Fund Board (1 regular)

1-2X/year
Approx. 90 min. 1. NONE

MISSION: Oversight in insuring that there are sufficient funds inside of the Trust to fund anticipated losses

City Hall

UPCOMING YEAR WORK PROGRAM: The Trust has not met in four years and is currently seeking board members

TYPE OF ASSIGNMENT: No councilmember is required; however, up to one Councilmember may fill one of the Board's five member positions

STAFF CONTACT: Maria Robinson, Risk Manager, 213-2082, maria.robinson@flagstaffaz.gov

NOT REQUIRED - DISCRETIONARY

Colorado Plateau Water Advisory Council (1 regular and 1 alternate)

4th Fri/10 am 1.

MISSION: The Coconino Plateau Water Advisory Council (CPWAC) and Coconino Plateau Watershed Partnership (CPWP) were formed to facilitate and implement sound water resource management and conservation strategies on the Coconino Plateau. The Council coordinates and cooperates in the identification, prioritization and implementation of comprehensive policies, projects and programs to assist in meeting the water needs of the Coconino Plateau.

Alternate:
1.

UPCOMING YEAR WORK PROGRAM: The CPWAC/WP is divided into 4 subcommittees: Board, Executive, Government Affairs, Technical Advisory, and Public Outreach. Work through the issues identified within the 2014 Strategic Plan (e.g., create a Sustainable Water Framework, monitor water related legislation, and create greater public awareness about water issues and the CPWAC/WP); and develop a new strategic priorities now that federal funding for the North-Central Arizona Feasibility Study has been cancelled.

TYPE OF ASSIGNMENT: Selected by Council

STAFF CONTACT: Brad Hill, Interim Water Services Director, 213-2420, brad.hill@flagstaffaz.gov and Erin Young, Water Resources Manager, 213-2405, eyoung@flagstaffaz.gov

NOT REQUIRED - DISCRETIONARY

Sister Cities International (1 regular and 1 alternate) 4X/Year 1.

MISSION: To promote peace through mutual respect, understanding, and cooperation – one individual, one community at a time. Alternate: 1.

RESPONSIBILITY: having fun, informing the board of local Sister Cities activity in your area, and participating in initiatives that help accomplish the mission of Sister Cities.

STAFF CONTACT: Heidi Hansen, Economic Vitality Director, 213-2905, hhansen@flagstaffaz.gov

Criminal Justice Coordinating Council (1 regular and 1 alternate) Monthly 1.

MISSION: A county wide collaboration between county, municipal and state criminal justice agencies and departments, treatment providers, administrative departments and concerned citizens to address issues and needs arising within the criminal justice system in Coconino County. Alternate: 1.

RESPONSIBILITY: The county studies the juvenile and criminal justice systems in Coconino County, identify areas for improvement, and formulate policy, plans and programs for change. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Council.

STAFF CONTACT: Dan Musselman, Chief of Police, 928-607-4068, dmusselman@flagstaffaz.gov

CITY COMMISSIONS

Airport Commission 2nd Thur./1:00 p.m. 1.

PURPOSE: Responsible for reporting to the Council on the development of the Airpark and matters affecting the operation and efficiency of the airport.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Barney Helmick, Airport Director, 213-2933, bhelmick@flagstaffaz.gov

CITY COMMISSIONS

Beautification & Public Art Commission

2nd Mon./4:00 p.m. 1.

PURPOSE: Recommends expenditures from the BBB, community beautification projects, the purchase and installation of public art projects

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Jana Weldon, Beautification, Arts & Sciences Manager, 213-2969, jana.weldon@flagstaffaz.gov

Commission on Diversity Awareness

3rd Wed./1:30 p.m. 1.

PURPOSE: Fosters mutual understanding, tolerance, respect, and awareness among all citizens; recognizing the different economic, cultural, social, religious, and ethnic groups within the City; cooperating in the development of educational programs dedicated to improving community relations and enlisting support of various groups to foster diversity awareness.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Alan Keay, Human Resources Manager, 213-2088, akeay@flagstaffaz.gov

Commission on Inclusion and Adaptive Living

4th Tue./12:00 p.m. 1.

PURPOSE: Expand educational opportunities; improve access to housing, buildings, and transportation; have greater participation in recreational, social, and cultural activities; encourage greater opportunity for employment and expand/strengthen rehabilitative programs and facilities

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Alan Keay, Human Resources Manager, 213-2088, akeay@flagstaffaz.gov

Housing Commission

4th Thur./1:00 p.m. 1.

PURPOSE: Makes recommendations with respect to housing policies, needs, and programs in Flagstaff.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Adriana Fisher, Housing Program Manager, 213-2755, afisher@flagstaffaz.gov

CITY COMMISSIONS

Indigenous Commission

1st Wed./12:00 p.m. 1.

PURPOSE: Makes recommendations with respect to certain policies, needs, issues, and methods in promoting the Strategic Plan and Recommendations accepted by City Council.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Rose Toehe, Coordinator for Indigenous Initiatives, 213-2070, rose.toehe@flagstaffaz.gov

Open Spaces Commission

4th Mon./4:00 p.m. 1.

PURPOSE: Advises the Council on the acquisition, management, use, restoration, enhancement, protection, and conservation of open space land within the City of Flagstaff.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Robert Wallace, Open Space Specialist, 213-2154, robert.wallace@flagstaffaz.gov

Parks & Recreation Commission

3rd Mon./4:00 p.m. 1.

PURPOSE: Makes recommendations to the Council regarding City parks and recreational programs, the annual budget and capital improvements for the Parks and Recreation Divisions.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Rebecca Sayers, Parks, Recreation, Open Spaces, & Events Director, 213-2306, rsayers@flagstaffaz.gov

Sustainability Commission

4th Thur./4:30 p.m. 1.

PURPOSE: Recommend and coordinates activities in concert with the Flagstaff Sustainability Program. Promotes sustainable practices in all spheres of life and educating Flagstaff citizens

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Jenny Niemann, Sustainability Specialist, 213-2150, jniemann@flagstaffaz.gov

CITY COMMISSIONS

Tourism Commission

4th Tue./1:00 p.m. 1.

PURPOSE: Develops, promotes, and maintains Flagstaff as a year-round destination with professional visitor services that will benefit the community economically, environmentally, and socially.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Trace Ward, Convention and Visitors Bureau Director, 213-2921, tward@flagstaffaz.gov

Transportation Commission

1st Wed. of Even 1.
Months/4:00 p.m.

PURPOSE: Reviews requests for changes in traffic regulations and recommends traffic-related policies to the Council.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Jeff Bauman, Traffic Engineer, 213-2690, jbauman@flagstaffaz.gov

Water Commission

3rd Thur./4:00 1.
p.m.

PURPOSE: Reviews extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates.

RESPONSIBILITY: Information sharing between the Commission and the City Council.

STAFF CONTACT: Brad Hill, Interim Water Resources Director, 213-2420, brad.hill@flagstaffaz.gov