

SPECIAL WORK SESSION AGENDA

CITY COUNCIL SPECIAL WORK SESSION
TUESDAY
MARCH 22, 2022

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

*****PUBLIC COMMENT*****

Verbal public comments may be given through a virtual public comment platform or in-person

If you want to provide a verbal comment during the Council Meeting, use the link below to join the virtual public comment room.

VIRTUAL PUBLIC COMMENT WAITING ROOM

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

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 work session, 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 through other technological means.

MAYOR DEASY
VICE MAYOR DAGGETT
COUNCILMEMBER ASLAN
COUNCILMEMBER MCCARTHY

COUNCILMEMBER SALAS
COUNCILMEMBER SHIMONI
COUNCILMEMBER SWEET

3. Pledge of Allegiance, Mission Statement, and Land Acknowledgement

MISSION STATEMENT

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

LAND ACKNOWLEDGEMENT

The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

4. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. 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 to have 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. City Manager Report

Information Only

6. Introduction of CARE (Community Alliance, Response, & Engagement) Unit

7. Parks and Recreation Commission Update

Deliver an update to the Mayor and City Council on the recent and upcoming activities of the Parks and Recreation Commission.

8. Discussion and Direction Regarding Filling a Council Vacancy

Discussion and Direction

9. Public Participation

10. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

11. 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 _____, 2022.

Stacy Saltzburg, MMC, City Clerk

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 03/18/2022
Meeting Date: 03/22/2022



TITLE:

City Manager Report

DESIRED OUTCOME:

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

March 18, 2022

Council and Colleagues, greetings. These reports will be included in the City Council packet for regularly scheduled Council meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization. There are no supplemental attachments to this report. We will be covering work anniversaries at the subsequent Council Work Session.

In no particular order:

Citizen Bond Committee

The presentations have concluded, and the Committee enjoyed it's first week off since December. We are grateful for the amazing dedication and hard work. Over the next two weeks some Committee members will be touring the Wastewater Treatment facilities, courtesy of Jim Huchel and team.

Currently the survey is active and will be so for the next two weeks. The survey was developed with the assistance of staff and our consultant team. Stay tuned on the outcomes from this important community feedback which will be coming your way. See below timeline.

- Online Community Survey 3/17-3/31/22
- Committee deliberations 4/7/22-4/28/22
- Finalize recommendations 5/5-5/25/22
- Recommendations to Council 6/7/22

The survey link is as follows: <https://s.alchemer.com/s3/FlagstaffBondSurvey>. It is available in English and Spanish. Also, a reminder, these meetings are public and are also archived on the City Manager's Website page, so interested parties can review any and all meetings from the past. Finally, we are integrating two informative videos into the Manager's website that speak to the Committee, and to the topic of bonded debt through property tax. The first video is now linked, and it is of course going viral and destined for Viddy Awards, I am sure. Give it a review. <https://www.flagstaff.az.gov/4692/Citizen-Bond-Committee>

Fire Department

- C Shift Engine 2 conducted a public education session with the Coconino High School (see pictures below). Thank you C Shift for your community outreach.



- Fire crews responded to a two-vehicle accident on I-40. Crews found a pickup truck hauling a trailer that had rolled. The people in the vehicle had only sustained minor injuries and were promptly treated by both fire and guardian personnel. A very good outcome considering the severity of the accident, hence its reporting here.



- It was a busy time on I-40, as crews also responded to a semi-truck trailer that caught fire. (see below picture)



- And this just in: crews responded to a pickup in a living room on the corner of Dortha and Ellen. The vehicle narrowly missed the occupant of the house who was sitting at a desk near the front door. Whew! Obviously, severe property damage but very thankful for lack of injuries.



- Finally, crews also responded to a slide-off on the interstate and multiple calls for fall injuries (all of which were minor, hence the reporting).
- We are grateful for the many emergency responses that our crews have performed, only a few of which are reported here.

Police Department

- Welcome to four new officers (it sounds so good to state this): Officers Austin Koller, Daniel Young, Dominic Bonitatibus, and Misael Godoy, have joined the Flagstaff Police Department. They recently graduated from the Arizona Western College Police Training Academy.

Officer Austin Koller



Officer Daniel Young



Officer Dominic Bonitatibus



Officer Misael Godoy



- This one a bit scary, with a positive outcome, however. Officer Jason Nguyen responded to a suicidal subject call, involving an individual standing on the edge of the east interchange overpass. Officer Nguyen arrived with other officers while the individual was seated on the edge of the overpass. While the officers on the scene attempted to de-escalate and calm the subject, Officer Nguyen was able to reach over the concrete barrier and grab the individual's clothing and restrain the suicidal individual. The officers were then able to take the measures necessary to move the individual to safety.

Officer Nguyen placed himself in danger in his efforts to resolve a potentially tragic event. Officer Nguyen's actions are evident of his selfless commitment to the Department's mission of preserving life. Thank you Officer Nguyen!



- And a big Congratulations to Sharon Whitmore, our Records Supervisor, who retired this week. Sharon began her career here in 2004 and promoted to supervisor in 2008. She has many commendations and accolades in her file, including a City Mangers Excellence Award in 2021! Even in retirement Sharon's dedication to our community and agency is evident. She will be assisting us part-time with our workload and has also graciously agreed to help train her replacement. Thank you, Sharon, for your service and dedication.



PROSE

- The Joe C. Montoya Senior and Community Center reopened on Monday, March 7th. That is monumental considering the closure for the past two years. Stay tuned as we announce future re-openings. This is all very exciting.
- Parks staff have been working on a storage shed for our partners in Recreation at Hal Jensen which will assist with the tables and chairs that sit out in the game room space of the center.



- Recreation staff have been working with NORESCO and Facilities on the audits and other facility visits upon request as our partners in Sustainability gather the data for the future energy savings projects.
- Open Space will be celebrating Archaeology and Cultural History Month with a free community guided walk this Sunday, March 13th, starting at 12 PM. A shuttle from the Sunnyside neighborhood will be available at 11:30 AM, or you can meet at the Picture Canyon Trailhead (3920 El Paso Flagstaff Rd.) Check our Facebook site for additional details. <https://www.facebook.com/COFrecreation/>

- At McMillan Mesa Natural Area, Shawn Mullaney, Javier Avila and George Urrea from Parks Maintenance worked on a project to replace bollards that were no longer operative. They installed seven new bollards, boulders in six places, and new locks and pins on four still functional bollards. We thank them for their hard work!



- Ralphie gets a makeover. The stoic buffalo at Buffalo Park recently received a few touch-ups ... a big thank you to Paul McGuire and David Todirita for taking the initiative to perform the needed maintenance.



Public Works

- Streets has partnered with the Flagstaff Police Department, Coconino Sheriff, and Coconino Emergency Management to strategically place digital signs to reduce snow play in highly dangerous location off Lake Mary Rd. Thank you!
- Separated bike lanes were impacted by the recent snow event with significant curb damage from the traveling public. Each of these damaged curbs had to be hand removed to complete snow plowing operations.
- Fleet participated in a web-based conference with other Municipal and County Utilities Fleet Leadership from all over the state this week. They shared common challenges, strategies, and ideas. This will be a weekly one-hour virtual meeting going forward. This will help Fleet Services all navigate challenges related to the industry like supply chain delays, employee recruiting, sources, and vendor suggestions.
- It's been busy in Fleet Services with four Fire Engines and one Quint, four side loader Solid Waste collection trucks, and five plow trucks all needing repair.
- Facilities has been working on electrical outlets at the Airport, motors and compressors at the Aquaplex, repair of exterior doors at NACET, door lock repairs at the Visitor's Center, and recruitment for new Facilities staff.

That's a wrap, Council. More later. Onward and upward!

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 05/19/2022
Meeting Date: 03/22/2022



TITLE:

Introduction of CARE (Community Alliance, Response, & Engagement) Unit

DESIRED OUTCOME:

EXECUTIVE SUMMARY:

INFORMATION:

Attachments: [Presentation](#)



Community Alliance, Response & Engagement



Bryan Gest MA, LPC

Michael Felts Captain/ CEP



Staffing for the unit

- The unit will be staffed with 1 Terros Health crisis worker and 1 Flagstaff Fire Firefighter/EMT
- Terros Health has filled all positions associated with the unit.
- Flagstaff Fire department will be using all Firefighter/EMTs but the first team was selected to keep validity in the program



Building a Successful Program

- Terros and FFD has been working hard to produce a successful program, setting the stage from all angles to ensure its success!
- Items that have been set and covered include
 - Response models
 - Dispatch changes
 - EMS algorithms and protocols
 - Unit utilization for mental crisis and suicidal ideation
 - Documentation
 - Statistical analysis
 - Public outreach
 - Alternative treatment models for "in community" care



Partnerships

- Dr. Alana Brunacini has been utilized to assist in the structure of the program and has been valuable creating the working structure between the Terros Social Worker and the Flagstaff Fire EMT.
- Dr. Brunacini's knowledge of the mental health side and the Fire Department has been extremely beneficial in creation of our program.



Collaborations

- Flagstaff 911 Dispatch Center
- The Guidance Center
- Native Americans for Community Action
- Flagstaff Shelter Services
- Sunshine Rescue Mission
- PATH Program
- Flagstaff Family Food Center
- Community Assistance Teams of Flagstaff



Community Input

- Public Forums
- Northern Arizona Interfaith Council
- Cultural Competency/Humility training group



Training

Our first training was conducted yesterday, 3-21-22 and covered various topics associated with the unit. 8 hrs of training provided insight on the day-to-day operations and started the team building process.



Start Date!

- The "go live" for the CARE unit will be Monday 3-28-22 and will operate from 0900-1900 hrs.
- The CARE unit will operate out of station 3
- The unit will roam the city to make contact and provide care to found individuals in need.
- And, will be available to handle dispatched OMEGA calls

OMEGA response

A new dispatch model was created for the CARE unit known as the OMEGA response

The CAD dispatch system was set to handle parameters for low acuity 911 calls.

In this model, the CARE unit will be responding only to an OMEGA dispatch to help free up all risk units for emergent calls

In the event the CARE unit is on a call, OMEGA calls will not be stacked. They will be dispatched to the nearest all risk unit.

OMEGA response cont.



In the event that the individual they are contacting needs EMS care. The CARE unit may dispatch either a Guardian ambulance only or a Fire Engine and an Ambulance based on the severity of the issue.



The OMEGA dispatch is going to help keep all risk units available for emergent calls

Mission of the CARE unit

- The mission of the CARE unit is to provide alternate means of care to address all individuals within our community with means to upgrade our CARE levels in both the mental health aspect and the medical aspects of our clients.



Goals

- Utilize a person-centered and service-based approach while helping provide solutions to problems in a less intrusive manner than traditional first responder units.
- Building human connection while also utilizing the specific skills sets of the Terros Health Crisis Specialists and Flagstaff Fire EMTs when needed
- Keep individuals within the community, toward a more positive outcome



Outlook

- With the extensive research, planning, expertise, collaboration, and community input involved in developing the program, we predict a high probability of success!
- Terros and the FFD will be gathering statistical data to provide outlook on the units' success.
- The Team is highly motivated with dedication to create change during the implementation process to work towards success.

What is
Success?

Bryan?

Mike?

Questions?

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Rebecca Sayers, Parks, Recreation, Open Space, and Events Director
Date: 03/11/2022
Meeting Date: 03/22/2022



TITLE:
Parks and Recreation Commission Update

DESIRED OUTCOME:

Deliver an update to the Mayor and City Council on the recent and upcoming activities of the Parks and Recreation Commission.

EXECUTIVE SUMMARY:

Mayor and Council requested periodic updates from Boards and Commissions to occur during special work sessions during months that contain five Tuesdays.

INFORMATION:

Nothing additional.

Attachments: [Presentation](#)

Parks and Recreation Commission

Update to City Council 3/22/2022





Commission Members

- Richard Conway, Chair (2020)
- Stephen Parsons, Co-chair (2020)
- Austin Kerr (2020)
- Brenda Linskey (2021)
- Ryan Martin (2018)
- Dana Rowden (2021)
- Josh Stackhouse (2021)

Council Liaison: Regina Salas
Staff Liaison: Rebecca Sayers





Commission Authority

Chapter 2-03 Parks and Recreation Commission

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)



Functions of the Commission

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.



Functions of the Commission

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.



Functions of the Commission

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.



Functions of the Commission

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.



Recent P&R Commission agenda items

- Parks and Recreation Master Plan review
- Cost Recovery Policy
- Pickleball needs
- Lone Tree Overpass
- Thorpe Park Annex
- PROSE Reorganization proposal
- Budget review and discussion
 - BBB Recreation 5-year Plan review
- Active Transportation Master Plan
- COVID-19 Pandemic restrictions and reopening updates





Upcoming P&RC Agenda Items

- Regional Plan Update
- Grant opportunities
- Cost recovery policy
 - Review of policy and current fee structure
- Thorpe Park Annex
 - On-site Public meetings spring/summer 2022
 - Review of draft concept plans fall 2022
- New Parks, Recreation, Open Space Master Plan (2023)
- Unfunded Capital Improvements





Unfunded Capital Improvements

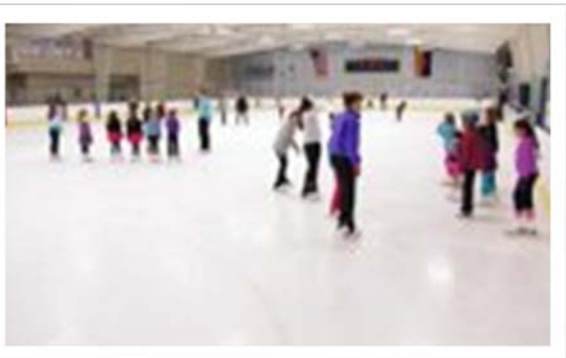
P&RC is reviewing list to prioritize

- Parks Projects

- Christensen Park Development
- Clay Basin and/or Cheshire Field Development
- Continental Girls Softball Complex
- Tennis and Pickleball Court Development
- Thorpe Park Annex Planning, Design, and Development

- Recreation Projects

- Aquaplex Facility Expansion
- Jay Lively 2nd Sheet of Ice
- Special Events Facility/Venue





Thank you



Questions?

Richard Conway, Chair
Stephen Parsons, Co-Chair

Parks and Recreation Commission

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 03/17/2022
Meeting Date: 03/22/2022



TITLE:

Discussion and Direction Regarding Filling a Council Vacancy

DESIRED OUTCOME:

Discussion and Direction

EXECUTIVE SUMMARY:

In preparation for the possible resignation of Vice Mayor Daggett, staff would like to discuss the vacancy process and receive direction from Council on their desired timeline and process.

The City Charter states *"The Council, by a majority vote of its remaining members, shall, within thirty-one (31) days, fill the vacancies in its own membership, and in the office of Mayor, for the unexpired terms."*

The 31-day time period is calculated from the effective date of the resignation. Assuming that Vice Mayor Daggett submits a letter of resignation on April 4, 2022 the City Council must appoint a new Councilmember on or before Thursday, May 5, 2022.

INFORMATION:

In the past, the vacancy appointment was handled through an application and interview process. The standard Board and Commission application form was adjusted to accommodate for Council applicants (see attached). The public was given one week to submit their application, a letter of interest, and a questionnaire (the Council would meet in Executive Session to determine the questions).

When the application period closed, all applications and supporting materials were forwarded to the Council for their individual review. The Council then met in Executive Session to narrow down the list of applicants to bring forward for interviews at a public meeting. The Council also established 12 interview questions (2 per Councilmember) to ask each applicant during their interview.

Public interviews were held at a Special Council Meeting and each applicant had the opportunity to provide a 3-5 minute introduction of themselves after which Council would ask their interview questions. The order of the interviews was determined by lottery at the meeting.

Following the public interviews, Council deliberated further and either conducted final interviews or made a selection.

Staff has drafted a possible timeline for the full appointment process which is attached. We are recommending a two-week application period to ensure ample time and outreach for applicants. There are a few decision points still needed from Council and based on Council direction, the timeline will be updated and presented to the Council next week for approval.

Decision Points for Council:

- Would you like to have a formal application process?
 - What will be required - resume, letter of interest, questionnaire, etc.?
- Will you accept applications from candidates who have submitted petitions to run for Council in November?
- Do you want to interview all applicants or do an initial review of applications?
- Would you like to conduct the applicant and vacancy process through Executive Sessions and Special Meetings on non-Council days (Mon, Wed, Thurs) or attempt to combine with regularly scheduled Council meetings (not recommended)?

Attachments: [Draft Application](#)
 [Draft Timeline - 2 Week Application Period](#)

IMPORTANT NOTICE: The City Council may consider applicant qualifications for the Council vacancy in executive sessions which are closed to the public, and then make the appointment in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF
APPLICATION TO SERVE ON THE CITY COUNCIL**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION
(APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR)**

DATE: _____

YOUR NAME: _____

HOME ADDRESS: _____ ZIP: _____

MAILING ADDRESS (If Different from Above): _____

EMPLOYER: _____ JOB TITLE: _____

E-MAIL: _____

CELL: _____ HOME PHONE: _____

PREFERRED TELEPHONE: HOME CELL

LENGTH OF RESIDENCY: _____

ADDITIONAL INFORMATION Please complete the following questions:

Explain why you are the best person to fill the position. (Please attach extra page if needed)

What do you think are the most important issues facing the City Council in the next two years? (Please attach extra page if needed)

I certify that I meet the statutory requirements of living within the corporate limits of the City of Flagstaff for at least one year, that I am over the age of 18 years, that I am a registered voter of the City of Flagstaff, ***and that I have read and understand the right to have my application considered in a public meeting by providing a written request to the City Clerk.***

Applicant Signature

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer.

**COUNCIL VACANCY
PROCESS AND TIMELINE RECOMMENDATIONS
APRIL 2022**

2 WEEK APPLICATION PERIOD

	Tuesday March 22, 2022	Discuss and Define Process
	Tuesday March 29, 2022	WORK SESSION <ul style="list-style-type: none"> • Approve Timeline and Process Executive Session <ul style="list-style-type: none"> • Develop applicant questionnaire – if needed
1	Tuesday April 5, 2022	City Council Meeting <ul style="list-style-type: none"> • Accept Resignation, effective April 4, 2022
2	Wednesday April 6, 2022	Application Packet Available – Application, Instructions, Questionnaire, Schedule
3	Thursday April 7, 2022	
4	Friday April 8, 2022	
5 & 6	Saturday/Sunday April 9/10, 2022	
7	Monday April 11, 2022	
8	Tuesday April 12, 2022	WORK SESSION Executive Session <ul style="list-style-type: none"> • Develop public interview questions
9	Wednesday April 13, 2022	
10	Thursday April 14, 2022	
11	Friday April 15, 2022	
12 & 13	Saturday/Sunday April 16/17, 2022	
14	Monday April 18, 2022	
15	Tuesday April 19, 2022	COUNCIL MEETING
16	Wednesday April 20, 2022	Application Deadline – (5:00 p.m.)

17	Thursday April 21, 2022	BUDGET RETREAT Application Packets to Council
18	Friday April 22, 2022	BUDGET RETREAT
19 & 20	Saturday/Sunday April 23/24, 2022	
21	Monday April 25, 2022	Council review of applications <ul style="list-style-type: none"> • Executive Session or Work Session? • Develop short list for public presentation/interview?
22	Tuesday April 26, 2022	WORK SESSION
23	Wednesday April 27, 2022	Special Work Session <ul style="list-style-type: none"> • Applicant Interviews • Public Comment Executive Session Debrief
24	Thursday April 28, 2022	
25	Friday April 29, 2022	
26 & 27	Saturday/Sunday April 30/May 1, 2022	
28	Monday May 2, 2022	Special Work Session <ul style="list-style-type: none"> • Second Public Interview (if desired) • Receive Public Comment Executive Session Debrief
29	Tuesday May 3, 2022	COUNCIL MEETING Executive Session Applicant Appointment (Council Meeting)
30	Wednesday May 4, 2022	Special Council Meeting (if more time needed)
31	Thursday May 5, 2022	Special Council Meeting (if more time needed)