

MINUTES

1. Call to Order

Mayor Daggett called the meeting of the Flagstaff City Council held January 19, 2023, to order at 8:30 a.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 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 telephonically or by other technological means.

PRESENT:

ABSENT:

MAYOR DAGGETT
VICE MAYOR ASLAN (arrived at 8:35 a.m.)
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE (virtually until 10:45 a.m.)
COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
COUNCILMEMBER SWEET

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

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

The Council and audience recited the pledge of allegiance, Mayor Daggett read the Mission Statement of the City of Flagstaff, and Councilmember McCarthy read the 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. City Council Procedures & Orientation Retreat

Mr. Clifton offered opening remarks and introduced Katie Wittekind who facilitated the retreat.

FLAGSTAFF CITY COUNCIL RETREAT
WELCOME, OBJECTIVES, & ICE BREAKER

Council and staff participated in an ice breaker activity.

City Attorney Sterling Solomon and City Clerk Stacy Saltzburg continued the presentation.

WELCOME/INTRODUCTIONS
TODAY'S AGENDA
RETENTION OF INFORMATION
CITY CHARTER
FLAGSTAFF CITY CHARTER
CITY CODE
OPEN MEETING LAW
WHAT CONSTITUTES A MEETING?
QUORUM REQUIREMENT
EXECUTIVE SESSIONS
PROHIBITED ACTS/VIOLATIONS
EMAIL AND OTHER COMMUNICATIONS
PENALTIES
SOCIAL EVENTS
HOW TO AVOID PITFALLS WITH OPEN MEETING LAW
ELECTIONS LAW

Council discussed various scenarios where Open Meeting Law applies and they discussed the use of social media in the context of Open Meeting Law.

COUNCIL MEETINGS & PROCEDURES
COUNCIL MEETINGS
DRAFT AGENDA
PUBLIC COMMENT/PARTICIPATION
WORKING CALENDAR
DIRECTION NEEDED
CITY COUNCIL RULES OF PROCEDURE
FUTURE AGENDA ITEM REQUESTS (FAIR)

A break was held from 10:25 a.m. through 10:45 a.m.

Deputy City Clerk Stacy Fobar continued the presentation.

BOARDS & COMMISSIONS
BOARD AND COMMISSION ROLE

CITY CLERK'S ROLE
STAFF LIAISON ROLE & RESPONSIBILITIES
VACANCIES
APPOINTMENT PROCESS
ROTATING LIST EXAMPLE
APPOINTMENT PROCESS
STAFF SUMMARY AND APPLICATION PACKETS

Council discussed the board and commission process and encouraged more outreach on vacancies, possible changes to the application, and staff discretion as to when to bring applications forward for consideration.

Deputy City Attorney Kevin Fincel continued the presentation.

PUBLIC RECORDS LAW & CONFLICT OF INTEREST
PUBLIC RECORDS LAW
PUBLIC POLICY
RECORD KEEPING REQUIREMENT
CONFLICT OF INTEREST LAW
APPLICABILITY
GENERALLY
SUBSTANTIAL INTEREST
IDENTIFYING CONFLICTS
REMOTE INTERESTS
WHAT TO DO
SEEKING HELP
OTHER PROHIBITIONS
PUBLIC PERCEPTIONS
REMEDIES
PENALTIES

Senior Assistant City Attorney Christina Rubalcava and Planning Director Michelle McNulty continued the presentation.

LAND USE LAW & PROCESS
WHAT IS THE REGIONAL PLAN?
WHY IS IT A "REGIONAL PLAN"?
WHAT IS A SPECIFIC PLAN?
ZONING CODE
SUBDIVISION ORDINANCE
AUTHORITY FOR PLANNING
TYPES OF DECISIONS
DUE PROCESS
FINDINGS
CONDITIONS OF APPROVAL
ENTITLED VS. NON-ENTITLED PROJECTS
MORE TO COME...

A break was held from 12:30 p.m. through 1:01 p.m.

TEAM BUILDING ACTIVITY

Mr. Clifton continued the presentation.

ORGANIZATIONAL STRUCTURE & MANAGEMENT STRATEGIES
 THE STRUCTURE OF THE ORGANIZATION
 CORE SERVICES (REQUIRED SERVICES AND UNIVERSAL SERVICES)
 SUPPORT SERVICES (MORE INTERNAL FOCUS)
 ADAPTABLE TO COMMUNITY NEEDS & PRIORITIES
 APPROPRIATELY SIZED AND FUNDED
 GENERAL FUND EXPENDITURES
 EMPHASES OVER RECENT YEARS
 PERSONAL INTERESTS
 CHALLENGES
 RESTRUCTURES

A break was held from 2:45 p.m. through 2:55 p.m.

COUNCIL/STAFF ROLES & RELATIONSHIPS
 COUNCIL/STAFF ROLES
 REACTIVE POLICY MAKING
 PROACTIVE POLICY PROCESS
 IMPLEMENTATION OF POLICY
 THE DICHOTOMY
 THE PRACTICAL MODEL
 THE STERLING MODEL
 COUNCIL/STAFF RELATIONSHIPS
 ENGAGEMENT WITH STAFF
 ENGAGEMENT BY STAFF
 SOME SUGGESTED MEETING DECORUM

Public Affairs Director Sarah Langley continued the presentation.

PUBLIC OUTREACH
 MEDIA RELATIONS
 PITCHING STORIES
 RESPONDING TO INQUIRIES
 SOCIAL MEDIA DIRECTIVE
 RESIDENT EMAILS
 VIDEOS

5. Public Participation

None

6. Adjournment

The Retreat of the Flagstaff City Council held January 19, 2023, adjourned at 3:45 p.m.

MAYOR

ATTEST:

CITY CLERK