

## MINUTES

### 1. **Call to Order**

Mayor Daggett called the Special Meeting of the Flagstaff City Council held February 28, 2023, to order at 3:02 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 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  
COUNCILMEMBER HARRIS  
COUNCILMEMBER HOUSE  
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, Councilmember Sweet 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. 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.*

David Sundland addressed Council to express frustration about the clearing of sidewalks and bike paths following snow events. The city should take on this responsibility and Code Enforcement should be more proactive.

Mark Noz addressed Council with concerns about removal of his personal belongings and towing of vehicles from private property.

### 5. Review of Draft Agenda for the March 7, 2023 City Council Meeting

None

### 6. Proclamation: Women's History Month

Councilmember House read and presented the Women's History Month proclamation.

### 7. February Work Anniversaries

Senior Deputy City Manager Shannon Anderson provided a PowerPoint presentation that covered the following:

FIVE YEAR ANNIVERSARIES  
TEN YEAR ANNIVERSARIES  
25 YEARS PLUS!!!

### 8. City Manager Report

Mr. Clifton briefly reviewed his report.

Parks, Recreation, Open Space, and Events Assistant Director Amy Hagin provided a brief review of the PROSE monthly report.

Councilmember Harris asked about the grant funded position and summer programming. Parks,

Recreation, Open Space, and Events Director Rebecca Sayers stated that the grant is through the State Parks Heritage Fund. The position will focus on getting school aged children out to open spaces and educating them about outdoor environmental activities.

Councilmember McCarthy asked if there has been any discussion about having a Music in the Park event at the park near Willow Bend. Ms. Hagin stated that the park is a County park and is a great suggestion. She will bring it to the group for consideration.

Interim Deputy City Manager Heidi Hansen briefly reviewed the Economic Vitality monthly report.

## **9. Timely Public Access to Traffic Study Data**

Transportation Engineer Associate David Lemcke and City Clerk Stacy Saltzburg provided a PowerPoint presentation that covered the following:

TIMELY PUBLIC ACCESS TO TRAFFIC STUDY DATA PETITION  
PETITION PURPOSE  
ARIZONA PUBLIC RECORDS LAW  
CITY CLERK CONCERNS  
STAFF RECOMMENDATION  
ALTERNATIVE RECOMMENDATIONS

Brian Lee Wilson addressed Council in favor of having reports provided 15 days in advance of a meeting. He also indicated that he wants to have access to the raw data and summary reports that had been provided in the past.

Councilmember Harris asked the average turnaround time for public records requests. Ms. Saltzburg explained that the response time varies widely depending on the complexity of the request, the volume of data requested, and the number of other pending requests. There are some requests that can be provided within a day and others that could take upwards of three to five weeks.

Vice Mayor Aslan stated that he believes that the current process works and has flexibility built into it.

Councilmember Matthews stated that she believes that it is reasonable to provide data in advance of the Transportation Commission meeting.

Councilmember House asked if the data was not available in advance of the meeting if the item would be rescheduled. Mr. Lemcke stated that the item would be postponed which could lead to project delays. That is one of the concerns with setting a hard deadline.

A majority of Council agreed to keep the process as it is currently in place with no changes.

## **10. Traffic Calming in Boulder Pointe**

Transportation Engineer Associate David Lemcke provided a PowerPoint presentation that covered the following:

BOULDER POINTE TRAFFIC CALMING PETITION  
BACKGROUND  
LOCATION

RESIDENTIAL TRAFFIC MANAGEMENT GUIDE  
UNIVERSITY AVE TRAFFIC STUDY DATA  
PROPOSED TRAFFIC CALMING  
TEMPORARY TRAFFIC CIRCLES  
TRANSPORTATION COMMISSION APPROVAL  
60% DESIGN PLANS  
AFTER APPROVAL  
TRANSPORTATION COMMISSION APPROVAL

Kate Morley, Chair of the Transportation Commission, addressed Council about the deliberation and recommendation from the Commission. They based their recommendation on the data collected and the design that was presented. The Commission is committed to resolving the complaints and this is step one, once it is installed and operational then further evaluation can be done and additional adjustments made if needed.

STAFF RECOMMENDATION

Councilmember Harris asked if there are other options should the traffic circles not work as intended. Mr. Lemke stated that there are other things that could be done in addition to the traffic circles such as horizontal and vertical deflection.

Councilmember Matthews stated that she was glad to see the improvements address the concerns of the cyclists.

Councilmember McCarthy stated that he continues to have concerns about cyclists.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Deborah Harris to recess into Executive Session for legal advice.

**Vote:** 7 - 0 - Unanimously

Council recessed into Executive Session from 4:31 p.m. through 4:37 p.m.

Council discussed the design elements of the plan.

Brian Lee Wilson addressed Council and stated that his concerns are related to cut through traffic in Boulder Point. He requested that Council direct staff to fulfill the mitigation from two decades ago. Council has shown deference to open the gate for Presidio and now they should follow their process for Boulder Pointe to mitigate cut through traffic.

Jenna Heguy addressed Council with concerns about liability associated with snow at the traffic circle at Majestic.

Mr. Lemke noted that staff is working through the issues with the traffic circle at Majestic. They are working on striping that better directs traffic and encourages people to go around the circles as required.

Councilmember McCarthy stated that having the traffic circles positioned in the middle of the street may help with proper flow of traffic. Mr. Lemke stated that it is something they are trying to balance while still allowing large vehicles like snowplows and fire trucks to maneuver the circle.

Councilmember Sweet stated that she believes the mitigations efforts are working and she has seen cars going slower and with the plans for the bump outs and other mitigation measures for

cyclists and pedestrians, she is supports the plan moving forward.

Vice Mayor Aslan also expressed his appreciation for the extra mitigation efforts. He also supported the plan moving forward.

A majority of Council supported moving forward with the project.

## **11. Annual Update on the CARE unit**

Fire Captain and EMT Mike Felts and Bryan Gest, Director of Northern Arizona Crisis Services for Terros Health, provided a PowerPoint presentation that covered the following:

CARE UNIT ANNUAL REPORT  
HISTORY  
CALLS FOR SERVICE  
CARE UNIT CALLS ACROSS THE CITY MARCH 28 THROUGH JANUARY 31  
FPD & FFD CALLS FOR SERVICE  
FPD ARRESTS FIVE PLUS TIMES  
REDUCTIONS  
COMMUNITY PARTNERS  
DISTRIBUTION OF BASIC NEEDS  
OMEGA DISPATCH  
CARE UNIT RESPONSES BY DISPATCH  
DISPATCHES BY PRIMARY ISSUE  
CARE UNIT RESPONSE TIMES  
CARE UNIT RESPONSE OUTCOMES  
REAL EXPERIENCES

Sirene-Rose Lipschutz, Terros Clinical Manager, addressed Council and shared a few stories on the success of the CARE Unit.

LESSONS LEARNED  
IN CONCLUSION

Councilmember Matthews asked how the hours of operation from 9:00 a.m. to 7:00 p.m. was determined and if there are regular peak hours. Captain Felts stated that the hours of operation were decided in order to get a good data set for peak times. Currently, peak times are 1:00 p.m. through 3:00 p.m. They also evaluated calls throughout the night and there were not as many in the overnight hours. After having time to gather data, they still believe that the current hours are most effective to meet the need.

Councilmember Matthews asked if there was an overlap in service time with the response team from Catholic Charities. Mr. Gest stated that they coordinate with Catholic Charities who tends to do much of their outreach and response later in the evening and overnight which is a great supplement to what the CARE Team is doing. There is also coordination with Catholic Charities when there is someone who may not want to be redirected to one of the local shelter facilities.

Fire Chief Mark Gaillard added that the team continues to pursue meetings and coordination with all NGO's and non-profit service providers. There were a number of concerns at the outset of the CARE Team program and it may be time to bring the agencies together to see what additional connections can be coordinated.

Councilmember Sweet asked about needed space and resources. Captain Felts stated that the

team used to be housed out of Fire Station 3, but a new Rescue Unit was implemented and the team needed to relocate. They are now housed in Fire Station 6 but are concerned that as the city grows that space may become unavailable.

Vice Mayor Aslan indicated that he would like to have more frequent updates. He asked if there are any seasonal trends being experienced. He also stated that he was interested in knowing how Flagstaff is being looked to as an example for other communities.

Captain Felts stated that the busiest service month is August and the lowest is November. He also noted that there has been quite a bit of external interest in the program with a number of ride-alongs and visitors from other communities. Many communities are looking for options to address their unique needs. He has been in contact with Senator Kelly's office to assist with setting up a program in Verde Valley. There is also funding available now that there is statistical data to support the efforts. They have also assisted Bullhead City with setting up their model. Chief Gaillard added that there is interest out there and the team has been asked to present about the program.

Council expressed their gratitude for the work the team is doing to care for the community and providing meaningful resources.

A break was held from 6:02 p.m. through 6:14 p.m.

## **12. Post-Wildfire Flooding Update**

Stormwater Manager Ed Schenk, Public Works Director Scott Overton, and Steve Irwin with SWI provided a PowerPoint presentation that covered the following:

POST-WILDFIRE FLOODING UPDATE  
OBJECTIVES FOR TONIGHT  
FIRE/FLOOD BACKGROUND  
OVERALL MAP  
SPRUCE WASH (2019 MUSEUM FIRE)  
SPRUCE WASH  
SUITE OF PROJECTS  
CONSTRUCTION MANAGER AT-RISK PROCESS  
PARK WAY BASIN  
SCHULTZ CREEK (2022 PIPELINE FIRE)  
SCHULTZ CREEK PROJECT DELIVERY  
SCHULTZ CREEK CHANNEL  
COUNTY – ELDEN LOOKOUT ROAD  
SCHULTZ CREEK AT HWY 180

Councilmember McCarthy asked when the project is expected to be completed. Mr. Schenk stated that they are working as fast as they can and hope to get through 90% design quickly. The snowpack has really slowed things down so they are working on all the other pieces as they wait for the weather to cooperate. There are just so many unknowns and so many variables which makes it extremely difficult to even speculate on completion.

Councilmember Harris asked about going through the church parking lot and the plans surrounding those impacts. Mr. Schenk stated they are working very closely with the church and school and the hope is that with doing modular improvements they will be able to move more quickly and be able to use a majority of the parking lot during construction.

## FRANCIS SHORT POND DREDGING NEIGHBORHOOD MITIGATIONS

Mayor Daggett asked about Project 2 at the wedge on Cedar. Mr. Overton stated that the project concept at one point was to utilize the entire wedge parcel. They have since revisited that and now they will likely only utilize about half of the parcel on the eastern side. It will work well and coordinate with the Park Way Basins. There will be a project on the site but not at the same scope and scale as was originally thought.

Stephen Puhr addressed Council asking when the public will have access to updated flood modeling.

Mr. Schenk noted that the modeling needs to go through a number of iterations to make sure it is accurate and precise. He will reach out of JE Fuller to inquire when final modeling may be available for release.

### **13. Public Participation**

None

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

Councilmember House reported that she met with Mark Cox with the Flagstaff Boys and Girls Club about the topic of further engagement opportunities for the City of Flagstaff and partnership with them and other agencies for advancing diversity, equity, and inclusion conversations. They talked about upcoming Asian American and Pacific Islander awareness month and the potential to further some of those conversations and opportunities for celebration within the community.

Councilmember Sweet offered that the upcoming Friday is First Friday Art Walk.

Councilmember McCarthy reported that he, Councilmember Sweet, and Councilmember Matthews attended the badging ceremony for the newly graduated police officers from the first graduating class of the Northern Arizona Training Center.

Councilmember Harris reported that the black students at NAU were able to hold their Black Renaissance and will be performing at Juneteenth this summer.

Vice Mayor Aslan reported that the Sustainability Commission met and discussed community grant opportunities. He also reported that he will be doing a ride-a-long with the Streets Snow Operations team.

Mayor Daggett reported that she had a great ride-a-long with the Parks Department staff; it was very informative and has helped her in responding to questions from the public. She offered appreciation to all of the staff who put in extra hours during snow times. It is a lot of hard work and it is being noticed.

Mr. Clifton reported that all non-essential city facilities will be closed tomorrow due to inclement weather. He offered that there has been a protocol put in place internally to assist in making closure and delayed start decisions in advance of storms. It is hoped that this will improve communications to staff and the community.

**15. Adjournment**

The Work Session of February 28, 2023, adjourned at 6:51 p.m.

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MAYOR

ATTEST:

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CITY CLERK