

WORK SESSION AGENDA
AMENDED

CITY COUNCIL WORK SESSION
TUESDAY
JANUARY 10, 2023

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 DAGGETT
VICE MAYOR ASLAN
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE

COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
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. Review of Draft Agenda for the January 17, 2023 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

6. City Manager Report

Information Only

A. Discussion and Direction on Flagstaff Ranger District's Prospectus for Outfitter Guide Service in the Mt. Elden and Dry Lakes Area

7. Neighborhood Partnership Coalition

For information only

8. Consideration and Approval of 2023 Legislative Priorities

City Council review and approve the 2023 State and Federal Legislative Priorities.

9. Inner Basin Waterline Project Update

This is an informational update on the Pipeline West Post-Wildfire Flooding, Inner Basin Waterline Disaster Recovery efforts.

10. 2023 Updates to the Coconino National Forest, Flagstaff Ranger District Camping and Campfire Restrictions

Intent is to inform Council regarding updates to the Coconino National Forest, Flagstaff Ranger District Camping and Campfire Restrictions. No changes to the City of Flagstaff camping and campfire restrictions are being presented.

11. Public Participation

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

13. 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: 01/06/2023
Meeting Date: 01/10/2023



TITLE:

City Manager Report

DESIRED OUTCOME:

Information Only

EXECUTIVE SUMMARY:

These reports will be included in the City Council packet for regularly scheduled Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization.

INFORMATION:

Attachments: [City Manager Report](#)
[IT Monthly Report](#)
[Economic Vitality Monthly Report](#)
[Community Development Monthly Report](#)

City Manager's Report

January 8, 2023

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. Updates attached to this report include the November updates from IT, Economic Development, and Community Development.

In no particular order ...

Retirement from Water Services

CITY OF
FLAGSTAFF

A fond farewell to Debby Valencia, who retired on December 2 after 25 years with the City of Flagstaff.

Debby began working for the City in August of 1997 as a Customer Service Representative. Three years later, she accepted a job as Administrative Specialist in Water Services.

She remained in Water Services because “I love the people I’ve worked for and with.” She enjoys the level of commitment and dedication Water Services staff gives to our community every day. She feels fortunate to have lived in Flagstaff 38 years, marking a 25-year milestone with the City, establishing work relationships and many amazing friendships.

Outside of her work life, Debby spends as much as possible time with her family. She enjoys hiking and exploring in the woods with her husband and their two dogs.

Thank you for a job well done, and good luck as you embark on your new chapter of life in Colorado!





Debby with her dog Maddie – so cute!

Fire Department

- We are going back a couple of months here, but with important recap of some important events that have yet to be brought to Council's attention. On November 4th, we celebrated the graduation of ten Flagstaff Firefighters from the academy. This was well attended by family and friends, with heartfelt speeches and awards, and a lot of happiness for the accomplishments of these new Firefighters. Enjoy the images!





- While we are touching on events that occurred prior to the holidays, it is worth noting that the FFD has been quite busy. Crews have responded to two structure fires, seven automobile accidents, a train versus pedestrian accident, and calls related to trees falling on structures, power lines, and blocked roads stemming from our snow events.
- Welcome to Noelle Van Rossum she is the Fire Department's new Administrative Specialist!
- Wildland Fire Management installed eight new gates in the Dry Lakes Hills area in staging areas for log decks and slash piles. And speaking of Wildland Fire Management, Council will soon be receiving an important update related to thinning efforts prioritized in the Upper Rio de Flag watershed and Lake Mary watershed. Stay tuned.
- Thanks to everyone who helped with the Shadows Foundation Candy Cane Lane event at Flagstaff Subaru (picture below).



- Wildland Fire Management has secured another funding source for \$5K to purchase HEPA filters for homes during smoke events. The previous funding helped over 100 people and this continuation will assist us in helping more. The HEPA filter program is very important from a resiliency standpoint. The occurrence of wildfires and resulting issues with air quality presents a significant health risk in our environment.
- A contractor has been working on the Coconino National Forest's 2,600-acre A1 South Multiproduct Timber Sale for a couple of years now and has moved into a section of land surrounded by the City's Observatory Mesa Natural Area. Again, stay tuned for updates on this and future projects.
- Back to the Holiday Season: this year the Local 1505 Charities provided 77 Holiday gifts to the people at the Hozoni facility here in Flagstaff. Thanks for your hard work and generosity. You can see a video of the event at <https://youtu.be/OCAGBg4g1hw>.

Human Resources & Risk Management

- HR is working on City facility safety assessments and recommendations, in conjunction with the Facilities Team.
- We will continue to work with HR and the Budget Team related to training and rolling-out the next steps for performance based in FY 2023-24.
- Also note that additional compensation changes were implemented on January 1st to meet minimum wage requirements resulting from the CPI increases as measured in late summer.

Police Department

- In a recent traffic stop the CCSO K-9 "Dex" provided alert, resulting in the discovery and seizure of quantities of meth, fentanyl, heroin, and cash. Good work!
- Here's one for the Kindness Awards. Officer Castaneda conducted a welfare check on a family at Motel 6, where it was discovered that the family had an infant child and had no money for diapers. Officer Castaneda quickly went shopping, purchasing a box of diapers and baby wipes with his own money. The family was very emotional and appreciative. Great Work! (pictures below).



- Our PD Public Information Officer assisted with candy cane lane event at Findlay Toyota. Nice!
- And this just in -- Officer Patton located a cat with an empty can of Campbell's Chunky Creamy Chicken Noodle Soup stuck on its head. With diligence and creativity, the officer was able to free the cat from the empty soup can.
- More on kindness. Officer Hyde made contact with an elderly male who ran out of gas and had no money. Officer Hyde purchased a gas canister full of fuel with her own money and the gentleman was able to resume his journey.
- Lt Hernandez and Sgt Rintala attended the NAU Mountain of Giving toy drive.
- Flagstaff Police Department congratulated eight recruits who graduated from the Maricopa County Law Enforcement Training Academy (we will soon be seeing graduates from our own Academy here at The Coconino Community College)! There were also three more graduates from the NARTA Police Academy. Congratulations to Gary Barnes, Christopher Panella, Rees Cleland, Lydia Ravelo, Cameron Daiss, Andres Quiles, Dean Kendrick, Natalie Holgate, Tyler Tresch, Zachary Langley, and Adam Reed! (See pictures).





- FPD staff members attended meetings with Salvation Army, Boys and Girls Club, NAU Dean of Students, and Southside Community Association.
- Cocoa with the Cops open house event for young kids was a success with carnival games, cookies and cocoa, and “Santa Laws” who arrived via helicopter to provide gifts to the little ones. “Santa Laws”? Really, guys?
- Emergency Communications Specialist Alison Dean provided emergency medical instructions to a female who was not able to awaken her 70-year-old husband. Ms. Dean provided CPR instructions to the female while paramedics were dispatched. It was a success! Congratulations to Emergency Communications Specialist Dean on receiving the lifesaving award!



- With the celebrations and recognitions, comes the remembrances of those who have fallen in the line of duty. On December 27th at 1:18pm, many were in attendance of the *End of Watch* of Officer Tyler Stewart in the Plaza



Public Works

- Congratulations to Bayley Chotena on her new role as the Business Systems Analyst!
- Staff were in Phoenix to tour the City of Phoenix Materials Recovery Facility and Waste Management representatives to inform the MRF transition coming soon. Stay tuned on this very important project.
- Streetlighting received their first big order of Dark Sky compliant LED neighborhood lights (too large of an order to place under the tree). Recently the replacement was conducted, resulting in fifteen new compliant streetlights.
- Fleet staff was dispatched to the Airport to address an Airport Rescue Fire Fighting Truck that failed on the runway and was immobile. The team was able to repair it and return it to service. Whew.
- Facilities maintenance has been busy working in City Hall, Milligan House, Jay Lively Ice Rink, Visitors Center, Main Library, Joe C Montoya, Fire Station 1 & 3, Hal Jensen, NACET, USGS buildings 4 & 6, Aquaplex, Airport, Municipal Court, Water Services east side shop, and our Solid Waste Facility. And speaking of our Solid Waste Facility, please take note that the Bulky Trash pick-up team is back on schedule!
- Alan Hart retired on December 23rd with 15 years of dedication to the Solid Waste group. Congratulations and best of luck to Alan!

More on the Holiday Season!

- We had many elected officials and employees from the City and County assist in the Senior Lunch event at the Joe Montoya Center on December 15th. It was fun and very appreciated by our guests.



- This past season we were able to witness the first in the newly enacted policy of Inclusive Holiday Displays. Many participated in the joyous event of lighting the Menorah in City Hall, and outside City Hall with the new Menorah as purchased by the City. Check out the photos below, and major props here to our Parks Crew and our Legal Team for making this happen. Wonderful event!



- Adding to the festivities was the very successful downtown tree-lighting event, with Santa Clause making an appearance. Good to see the crowds back in force!



- And an impressive New Years Eve celebration also downtown, with Pinecone drops and lots of happy faces! Estimated crowd in the several thousands. Photos courtesy of Downtown Business Alliance.



Miscellaneous

We would like to call Council's attention to the Flagstaff Ranger District's Prospectus for Outfitter Guide Service in the Mt. Elden and Dry Lakes area. The Prospectus can be found at this link

[Forest Service \(usda.gov\)](https://www.usda.gov)

The proposal involves a potential seven outfitter and guiding permits for recreational purposes in an area encompassing approximately 13K acres within the Flagstaff Ranger District including Mount Elden and Dry Lakes. The Mount Elden Management Area is immediately north of Flagstaff.

The County is submitting a letter opposing these permits because of flood mitigation efforts, lack of USFS law enforcement, and other risks associated with this area that are now heightened because of recent wildfires. The City may want to consider doing the same.

- The Leadership Team had its retreat on January 6th at the Aquaplex, making considerable progress on its Strategic Plan.



- Speaking of retreats, the agenda for the upcoming Council retreat is pasted in the following pages. We look forward to it. And with that, one last image to share for our new Mayor and Council ... thank you for your dedication!



That's a Wrap! Thank you.

City Council Orientation & Budget Retreat
January 19 & 20, 2023
Detailed Agenda



January 19			
Time	Duration (Min)	Topic	Staff
8:30 a.m.	15	Welcome, Objectives, and Icebreaker	Greg Clifton Katie Wittelkind
8:45 a.m.	105	City Charter Open Meeting Law City Council Meetings & Procedures	Sterling Solomon Stacy Saltzburg
10:30 a.m.	15	Break	
10:45 a.m.	60	Boards and Commissions Public Records Law Conflicts of Interest	Stacy Fobar Sterling Solomon Stacy Saltzburg
11:45 a.m.	45	Land Use Law & Process	Sterling Solomon Christina Rubalcava
12:15 p.m.	30	Lunch	
12:45 p.m.	60	Team Building	Katie Wittelkind
1:45 p.m.	30	Organizational Structure & Management Strategies	Greg Clifton
2:15 p.m.	15	FIKA Break & Video	Heidi Hansen
2:30 p.m.	30	Council / Staff Roles and Relationships	Greg Clifton
3:00 p.m.	60	Public Outreach (Media Relations, Social Media Directive, Responding to Email, Videos)	Greg Clifton Sarah Langley Stacy Saltzburg
4:00 p.m.	15	Public Participation	

All times are estimates and items could be reordered during the meeting.

City Council Orientation & Budget Retreat
January 19 & 20, 2023
Detailed Agenda

January 20			
Duration (Min)	Topic	Staff	Greg Clifton Katie Wittelkind
10:15 a.m.	60	Budget Introduction <ul style="list-style-type: none"> • Budget Team Charter • Process • Timeline • Fiscal Policies • Color of Money 	Heidi Derryberry Brandi Suda
11:15 a.m.	30	Maintaining Fiscal Health <ul style="list-style-type: none"> • Recession Plan • Reserve Policies • Ongoing versus One-Time Costs 	Rick Tadder
11:45 a.m.	30	Lunch	
12:15 p.m.	45	Priority Based Budget (PBB) <ul style="list-style-type: none"> • Roadmap • Key Community Priorities and Objectives • Aligning Budget Process with PBB 	Chris Rhode
1:00 p.m.	30	Revenue Updates <ul style="list-style-type: none"> • Economic Considerations • General Fund • HURF • BBB Funds 	Rick Tadder
1:30 p.m.	30	Budget Team Focus <ul style="list-style-type: none"> • Investing in Employees <ul style="list-style-type: none"> ○ Minimum Wage ○ Merit ○ Compression • Infrastructure • Ongoing Operations Funded One-Time 	
2:00 p.m.	15	Break	
2:15 p.m.		Council Expectations <ul style="list-style-type: none"> • Big Picture Goals and Priorities 	
		Public Participation	

Please note: All times are estimates and items could be reordered during the meeting.



MONTHLY REPORT

November 2022

“Our purpose is to provide you the secure tools to make your job easier tomorrow than it was today.”

Division of IT Mission



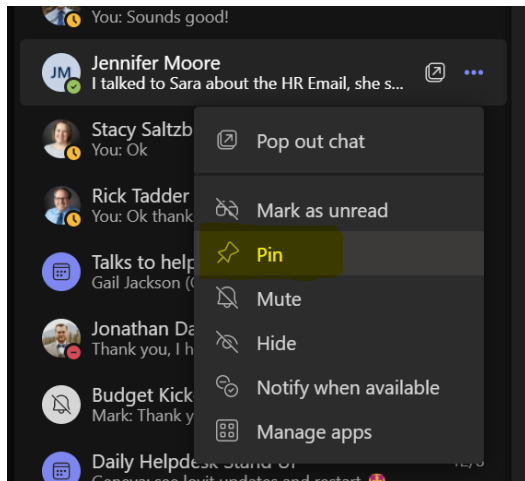
Tech Tip – Chat features in Teams – By Paul Santana

Teams Chat

While most of you are already utilizing Chat in Teams to communicate with your co-workers, chances are you may not be aware of some of these helpful Chat features.

First off, organize the people you chat with the most by **Pinning** them to the top of your Chat column.

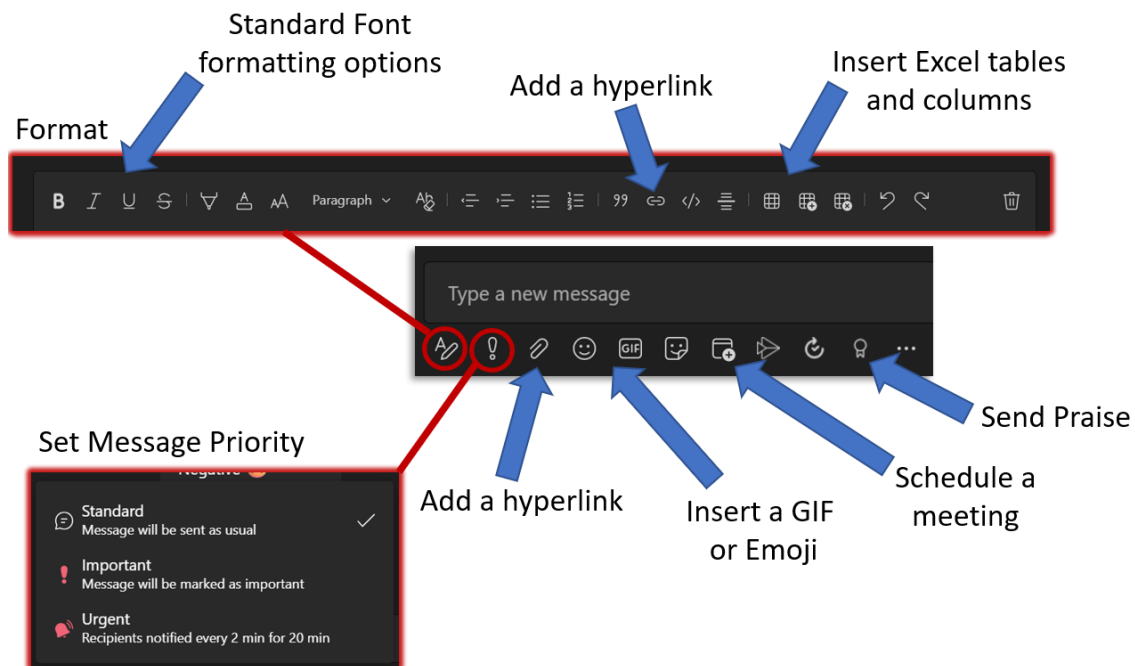
Simply hover your mouse over the person you want to pin, then click on the three dots (more options) and select Pin.



This will lock these individuals to the top portion of your chat window, making conversations with your most frequently contacts easier to find.

You can also select the Notify when available feature if you need to reach out to them but they're tied up in a meeting. Selecting this option will send you a notification as soon as their status changes back to available.

Here's a breakdown of some of the Chat text options:



Staff Spotlight



Kelsea Hundtoft – GIS Analyst

What does Kelsea do?

Kelsea is the GIS Analyst for here in IT. Kelsea’s focus in GIS is on providing data and mapping applications so that end users can easily access and understand geographic data.

How did Kelsea make your job easier this month?

Kelsea has been working with the Housing section to build a public web app that highlights the achievements in Housing. This lets internal and

external customers easily understand what the Housing section provides. Read more about this project below in the Program Achievements.

What is Kelsea working on now?

Kelsea has been working hard to make sure that the new Computer Aided Dispatch for emergency dispatch map is easy to use by paying close attention to symbology and labeling. Kelsea is also the main GIS point of contact to coordinated data with the Regional Plan 2045 consultants.

Get to know Kelsea.

“I’ve worked for the City as a full-time employee for about three years. Before that I was a Water Services GIS Intern and GIS Temp during grad school at NAU. I moved to Flagstaff to further my education and was fortunate enough to find career opportunities at the City to continue improving my GIS skills.

In my free time I enjoy hiking with my dogs, playing sand & indoor volleyball, and traveling to spend time with my family.”



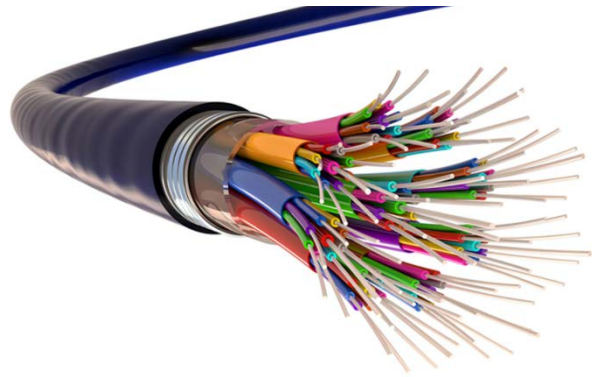
Major Project Updates

Fiber

Fiber Project Starting Soon!

We are working on starting construction of a fiber project connecting City Hall to our existing fiber at Butler/Beaver. This fiber will also connect the Visitor's Center, a Butler Pedestrian Crosswalk and interconnect us with NAU. We did a site walk with the excavation contractor last week.

We recently worked with Lumen to collaborate on some conduit as part of this project. Big thanks to Lumen for being willing to accommodate our needs.



Police Department IT Support

Intergovernmental Agreement

Work continues between the City of Flagstaff, Coconino County and NAU to fine-tune the Intergovernmental Agreement. Currently the County and City legal teams have reviewed the agreement and now are awaiting NAU's review.



Problems Under Review

Network Outage Nov 28

Several sites went offline over Thanksgiving weekend due to high winds affecting our wireless microwave network. We worked over the holiday weekend with our wireless network provider to fix and replaced the damaged equipment. The outage lasted for 4 hours.

Jay Lively Credit Card Machine issues

Jay Lively has been experiencing issues with their credit card machines functioning properly. The problems appear to be intermittent. Staff is currently troubleshooting these issues and hope to resolve them soon.



Program Accomplishments

Help Desk

Incoming tickets for the month of October came in at 391 received, with 310 resolved. Our average response came in at about 31 mins, and our average ticket resolution time improved to just 3-1\2 hours.

Customer Satisfaction for the month of November was rated once again at 100% Awesome!



Program Accomplishments

Applications

Employee Referral Form		
Referring Employee Info		
First Name Adam	Last Name Zwebti	Employee ID # 5057
Email Address azwebti@flagstaffaz.gov	Division Information Technology	Section
Job Title IT Administrator		
Referred Candidate Info		
Candidate First Name *	Candidate Last Name *	
Position Candidate Applied For *	Candidate Hiring Status *	
HR Section		
HR Approval Status		
HR Approver First Name	HR Approver Last Name	HR Approval Date
HR Confirmed Candidate Hiring Status		
Expected Payout Amount		

Employee Referral Form

Adam Zwebti has been working with HR on a new form for employee referrals in OnBase. This future program will provide incentives to current employees that recommend individuals for open positions throughout the City. We have been excited to help in the continuing effort to bolster recruitment efforts in the organization!





New Police Recruits

Alan, Brandon, Adam and Shawn have been collaborating on preparing 13 new laptops for the Training Officers that will be riding along with our new police recruits. This marks the beginning of our quest to migrate the patrol devices to the City of Flagstaff domain, while also giving us a low-risk rollout of our Virtual Private Network (VPN) tunnel, AnyConnect, that keeps our public safety data secure. The team has successfully automated the future setup of these devices so new devices can be configured and out the door in two hours vs. two days.

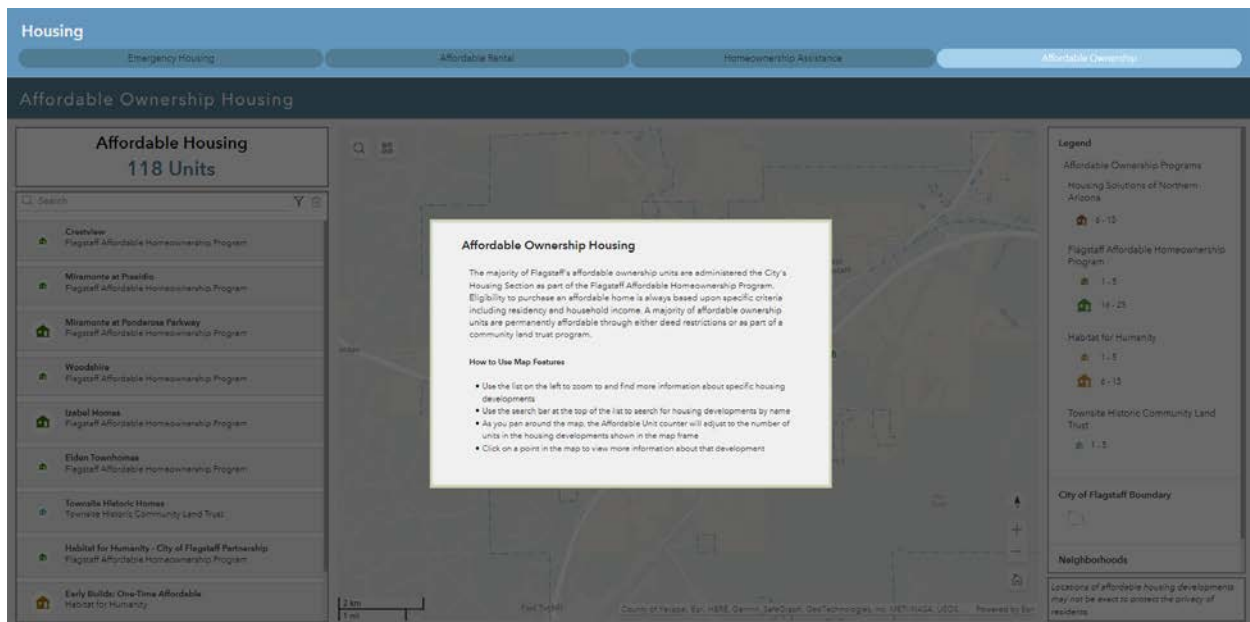


Program Accomplishments

GIS

Kelsea, in coordination with the Housing program, has created and updated a public web app to promote transparency and the public outreach. The mapping application provides information about Emergency Housing, Affordable Rentals, Homeownership Assistance, and Affordable Ownership programs available from the City of Flagstaff.

Check out the app here: <https://gis.flagstaffaz.gov/Housing>



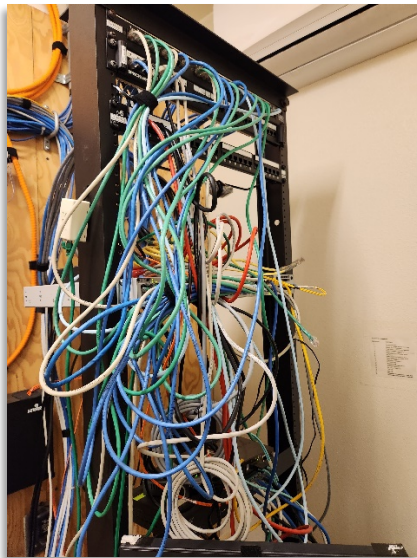
Program Accomplishments

Operations

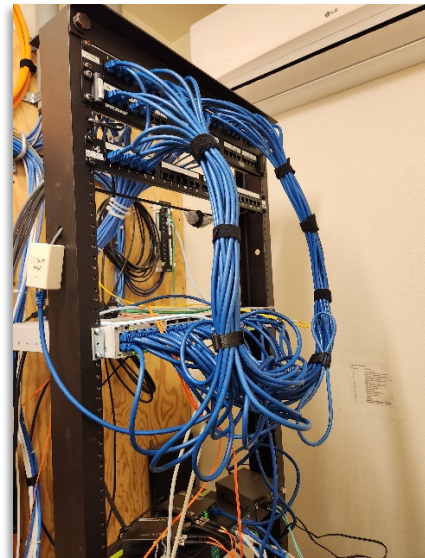
East Side Utilities network closet cleanup

Our network team (Bill) worked hard this month to continue his long-standing network closet cleanup project. This month Bill was able to work with their local staff to cleanup East Side Utilities that serves Water Services personnel. Below, you can see some before and after comparison shots. Good work, Bill!

ESU Before



ESU After



Economic Vitality Division

Enhancing Quality of Life 365 Days a Year

AIRPORT • COMMUNITY INVESTMENT

LIBRARY • TOURISM

November 2022



AIRPORT

AIRPORT RESCUE FIRE FIGHTING (ARFF): The ARFF station hosted Flagstaff Police Department's crowd control training. ARFF staffed attended a leadership discussion with Coconino Community College.

AIRPORT ROUNDTABLE CONFERENCE: Airport Director and Communications Manager attended the AilevonPacific Airlines Conference in Huntsville, Alabama to receive a forecast on the commercial air industry directly from the airlines. Delta, American, United, Allegiant, Southwest, and Alaska Airlines were present and presented information on the pilot shortage and reduced regional air service. The increasing cost of fuel, wages, and parts was also discussed.

AIRPORT MARKETING & PROMOTION:

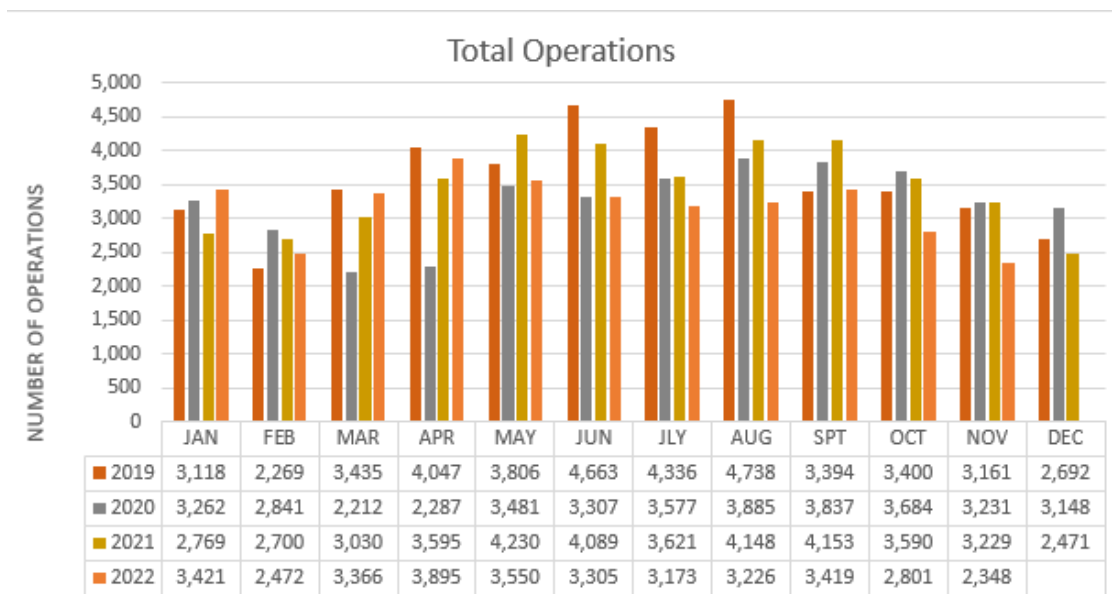
- Holiday ads ran in our local media.
- [Flagstaff Continues to Pursue Air Travel Partners, Services](#) article featured in *Flagstaff Business News*.
- DOWNTOWN BUSINESS ALLIANCE PARTNERSHIP: Flagstaff Airport partnered with the Downtown Business Alliance on the [Holiday Shopping Passport](#) which encourages shopping local. Participants who shop at local shops become eligible to win prizes. The campaign began on November 22 and runs through January 2, 2023. *This partnership is also a great way for our community and visiting public to learn more about our airport and to follow us on flyflagstaffaz.com*



CARES ACT PROJECT UPDATES: The third phase of a series of airfield maintenance projects was completed in November. This project included maintenance and repairs for pavement around the airfield as well as the replacement of warning signs. Airport staff worked with the contractor to complete the project while keeping the airfield open to minimize impacts to airport users. Several additional projects are in the final stages of the procurement process and are expected to start this winter.

PHOENIX AIRSPACE USERS WORK GROUP: Airport Director and Programs Manager virtually attended the quarterly Phoenix Airspace Users Work Group (PAUWG). This group consists of airports, air traffic controllers, military, commercial air carriers, private pilot groups, and others to work on air traffic related issues. The upcoming Superbowl and increased air traffic surrounding the event was discussed.

ENPLANEMENTS & OPERATIONS GRAPHS: Total enplanements were over 2020 figures, but under 2021.





BEAUTIFICATION AND ARTS & SCIENCE:

ONGOING PROJECTS

Airport Art, *Coconino Scroll*: Selection panel convened on art panel installer and awarded installation contract to Artisan Metals, who was notified. Staff sent materials to procurement to draft the contract for legal review. Staff purchased glass for artist and cutting of glass has begun. Installation of art fence delayed until first half of April 2023 due to fabrication delay. Our small fabrication vendor encountered some small delays this fall that led to a conflict with finishing the fabrication of a Valley Metro Light Rail Station project. That project, which has a stricter construction schedule, bumped our project. Staff contacted all vendors involved in fabrication to get most current updates and set bi-monthly meetings to track schedule. Medallion Restoration procurement was set aside because of non-responsiveness to the pavement request. Staff initiated estimate for larger medallions and continued to work with procurement on soliciting a paving specialist to reinstall.

Aspen Avenue Library Entry: Staff sent executed contract amendment to artist and processed initial invoice. Another concrete pour was rejected after on-site inspection by staff and team. Scheduling issue meetings held, and determination made to delay landscaping until April. Powder coating of book sculptures complete. Design team and construction team met with one of the book sculptures to review the plans on proper depth placement to ensure good understanding of desired outcome. All sculptures then shipped to library and team sited the plaza sculptures for installation.



Downtown Connection Center: Staff presented Southside Grove updated design to upper management and reviewed responses with artist team. Staff and artist team gave input on design team renderings, project schedule, and engineering requirements for project. Presented update on art glass and new design elements on grove sculpture to BPAC, who approved the sculpture. Initiated procurement for structural engineering for the sculpture.



Flowers and Enhanced Landscaping: Staff met with Foxglove Landscaping to plan next year's program and define next steps for contract renewal. This year had challenges included vandalism in and around Heritage Square, supply chain issues with winter plantings (spruce trees), yet, overall, twas a successful season. Staff met with Streets, DBA and Vice Mayor Sweet over configuration of new planters for the Aspen Alley. Procuring two new tapered metal planters that adopt the square end dimensions of the current planters is the direction adopted out of the discussion. Updated Foxgloves scope of work to include all these changes for next season. Spruces planted downtown and 4th Street Gateway.



Holiday Decorations: Lights and wreathes grace Flagstaff once again. Thanks to Lori Pappas and Discover Flagstaff for directing this work.

I17 & J.W. Powell Overpass: Reviewed updated pinecone overpass rustification and potential airplane designs for cement piers.

Lone Tree Overpass: Staff reviewed developing art concepts with artist team and reviewed lighting choices and concrete rustification design issues within design team meeting. Discussed issues of underpass without southside civic space with upper management. Staff reviewed art approval process and art elements with Capital Projects Manager.

Phone Booth Library: Site visit to locate phone booth resulted in a desire for a bigger concrete plaza area, one that could accommodate a wheelchair and have discover-flagstaff related décor. Staff initiated plans for this work with Facilities and JOC Loven Contracting.

PROGRAMS & OUTREACH

Art Collections & Beautification Coordinator: Posting, which closed on November 18th sent to AZ Commission on the Arts and Creative Flagstaff for their opportunity's pages, to BPAC and other project managers to spread the work, to candidates for the last requisition and interested internal staff. Staff worked with HR on applicant scoring criteria, finalized phone interview questions, and set interviews for six finalists on December 2nd.

BPAC: Staff scored BPAC priorities from retreat and held internal discussion on results. Staff wrote/sent

agenda, edited minutes, and prepared/sent presentations for BPAC meeting on November 14th. Commission meeting highlights: Three BIA grants approved, EUROW presentation on pilot Beaver Street streetscape repair, presentation, and approval of DCC Southside Grove sculpture, and review of prioritization exercise from retreat.

Beautification in Action Grants: BPAC approved Chocolita mural, Flagstaff High School Centennial Timeline project, and Terrabirds' pollinator educational mural at Thorpe Park Annex. All grantees notified; Chocolita initiated first payment.

Creative Flagstaff Projects Grant Committee: Staff scored 18 applicants, participated in applicant interviews and in selection of grantees and award amount. Very excited about the \$\$ that will flow to some great projects for the community including a digital music library resource, hands on experience for budding Indigenous film makers on films about Indigenous scientists, and more free live music in Heritage Square (just to name a few).

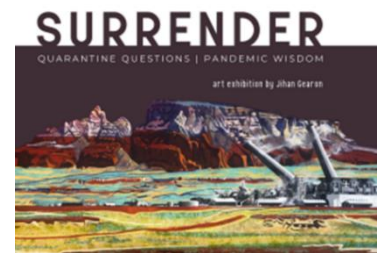
Creative Flagstaff ArtX Festival: Staff participated in festival director interviews, attended monthly festival meeting, attended workshop to launch call for entry for project applicants, and brought Bloomberg grant to Creative Flagstaff's attention and reviewed that grant process with them.

Downtown Mile: Staff initiated discussion of potential projects in kick off project meeting with City's consultant and met with upper management re approach to timing of public art inclusion in the process.

Project Administrator Position: Staff met to determine first day requirements for our new hire, Susan Hardiman, and conducted a meet and greets to welcome Susan.

HIGHLIGHTED EVENTS IN NOVEMBER BY A NONPROFITS SUPPORTED BY BBB TAX FUNDS

November 4th Presented by Culture Connection - Surrender: Quarantine Questions | Pandemic Wisdom, an exhibition painted over three years during the pandemic by artist Jihan Gearon. Tickets included a talk by the artists, live music from Ginger String Quartet, 2 drink tickets (alcoholic or non-alcoholic) and light hors d'oeuvres.



Creative Flagstaff/Coconino Center for the Arts: Main Gallery – Current exhibition – **25 Stitches**, one stitch, one refugee – November 12, 2022 – January 21, 2023



PARKFLAG:

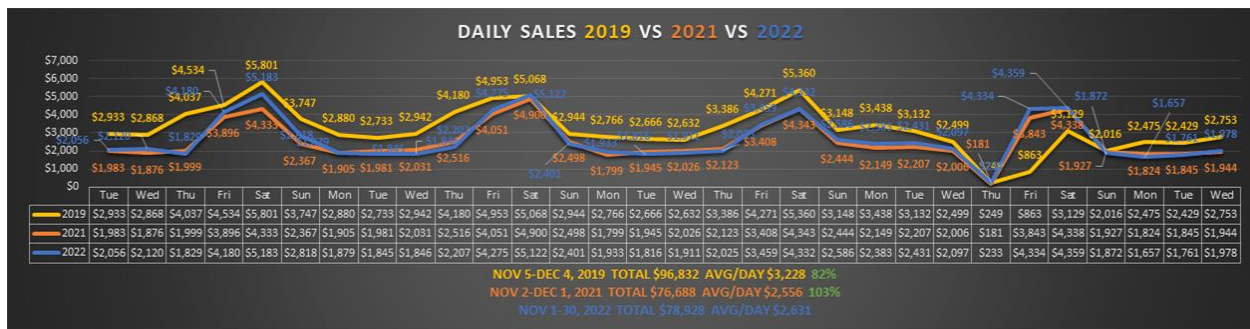
Program Updates:

- ParkFlag continues with regular parking enforcement and ambassadorship. We lost one employee during the month of November and are currently in the recruitment process with an applicant who has accepted the position and is moving quickly through the hiring process.
- ParkFlag team members worked multiple days repairing out of service Kiosks. We had multiple pay-stations reporting the same card payment fault errors. With the help from Flowbird tech support, we were able to place two of three kiosks back into service, including the ADA parking lot kiosk.
- ParkFlag continues to inventory parts, kiosks, and signs located in storage. After the inventory is complete, we will be able to place a parts order for current and future repairs.

Community Updates:

- ParkFlag provided updates at the monthly Flagstaff Downtown Business Alliance Stakeholder meeting, including reminders about the winter parking ordinance and pending road and parking space closures for upcoming events

Revenue Updates: November 2022



BUSINESS ATTRACTION:

Attraction Efforts:

Potential New Restaurants: Staff has been working with a new developer that is considering several new restaurant concepts that have not entered the Flagstaff market before. The prospective businesses are still digesting various market data for our community but should this movement progress we hope to officially announce new dining options for residents in Q1 of 2023.

KC-HiLites: Recently presented to Council this month and spoke about their large, exciting future in Flagstaff. They have recently acquired the former Daily Sun building located on the west side of Flagstaff. KC HiLites plans to create 30 new manufacturing jobs in the next two years, where their employees will be responsible for carrying out the fabrication and assembly of many products. We are extremely excited to welcome KC-HiLites to our City!



Incentive Updates:

- The Job Creation Incentive still has funds available for this fiscal year. If you are a new business that has recently located to Flagstaff, then this incentive may be right for you. Qualifying businesses could receive up to \$25,000. To learn more about eligibility requirements and how to apply please visit: [JOB CREATION INCENTIVE - Choose Flagstaff, The City of Innovation](#)



Business One Stop Shop Website:

- Staff continues to work to create the Business One Stop Shop (BOSS) system that is being designed to help business owners and developers navigate the City's planning process. The website's goal will be to provide information and tools to ease the overall development process whether you are first time business owner or seasoned developer. Staff will present an update to Council during the December 13th meeting if you would like to tune in to learn more.

New Tech & Tools:

- The City of Flagstaff has recently entered into a new contract with the consumer data and intelligence analytics company known as Buxton. Buxton offers a wide array of data and consumer information that provides essential information when attracting prospective businesses to our region.



Other Attraction Highlights:

- Staff continues to meet with a new company that has a progressive solution to affordable housing and fire mitigation. Woodsyn is hoping to have several new plants located in the Northern Arizona region that will take small diameter and other additives to make affordable building materials.
- Our partners in the Community Development division have released the newest version of their Development Status Report (**October 2022**). This comprehensive list of ongoing/planned development can be found here: [Development-Status-Report- October-2022 \(az.gov\)](#)

BUSINESS RETENTION & EXPANSION:

PROJECT UPDATES:

BUSINESS LISTENING TOUR: Three Flagstaff businesses participated in the recent Business Listening Tour to tell their stories about their operations in Flagstaff.

- Nestle-Purina PetCare (NPPC), F-Bomb Foods and KC-HiLites told their stories of their challenges and successes as they operate in Flagstaff.

URBAN LAND INSTITUTE (ULI) CLASSES: Staff continued to advance professional education by taking

Urban Land Institute (ULI) courses Analyze Your Investments and Real Estate Capital Markets

- The courses provide a quantitative framework for understanding investment potential relative to a particular market, and an overview of the origins and operations of funding available for development purposes.

SMALL BUSINESS RELIEF FUNDS: Community Staff worked other City offices to deliver a program to support existing businesses by way of the ARPA funds.

- \$300,000 is currently available.
- Existing eligible businesses may apply for the funds that are intended to mitigate impacts from COVID.
- The program should roll-out by the beginning of January 2023.

ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) BRIDGE: Staff continues to support the development of the southern entrance to Flagstaff.

- Staff joined representatives from Northern Arizona Healthcare (NAH), Genterra Enterprises, and MetroPlan in a meeting with ADOT leadership to discuss the bridge at I-17 and John Wesley Powell (JWP) Boulevard.
- The bridge currently slated as an ADOT preservation project will need to be widened to meet the regional demand but there is a funding gap of approximately \$9million.
- ADOT and the team from Flagstaff will continue to explore opportunities to identify the additional funding.

ECONOMIC COLLABORATIVE of NORTHERN ARIZONA (ECoNA) BR&E TEAM: The ECoNA BR&E Team met for a tour of Translational Genomics Research Institute, also known as T-Gen North.

- Dr. David Engelthaler gave an inspiring presentation and tour of the T-Gen North facility at the Flagstaff Pulliam Business Park.
- T-Gen North took a prominent position throughout the pandemic to assist CDC and statewide efforts.
- T-Gen North continues to grow, while elevating Flagstaff in the process.





LIBRARY | CITY & COUNTY

OCTOBER 2022 LIBRARY STATS:

		Nov-22	Nov-21	Difference
Circulation	Downtown	21598	18040	19.72%
	East Flagstaff	9175	7546	21.59%
	TOTAL	30773	25,586	20.27%
Value of Loaned Materials	Downtown	\$373,204.97	\$308,925.82	20.81%
	East Flagstaff	\$170,034.98	\$133,672.89	27.20%
	TOTAL	\$543,239.95	\$442,598.71	22.74%
In-House Use	Downtown	17367	15120	14.86%
	East Flagstaff	5764	5489	5.01%
	TOTAL	23131	20,609	12.24%
Door Count	Downtown	15105	9236	63.54%
	East Flagstaff	10948	4915	122.75%
	TOTAL	26053	14,151	84.11%
Wi-Fi Use	Downtown	2895	1564	85.10%
	East Flagstaff	1052	802	31.17%
	TOTAL	3947	2,366	66.82%
Public Computer Use	Downtown	1755	1134	54.76%
	East Flagstaff	1822	606	200.66%
	TOTAL	3577	1,740	105.57%
Number of Programs	Downtown	46	19	142.11%
	East Flagstaff	4	10	-60.00%
	TOTAL	23	29	72.41%
Program Attendance	Downtown	603	174	246.55%
	East Flagstaff	56	83	-32.53%
	TOTAL	659	257	156.42%
Reference Help	Downtown	2127	1837	15.79%
	East Flagstaff	1383	1,060	30.47%
	TOTAL	2955	2,897	21.16%

LOCAL BOOK LAUNCH: The Downtown Library and Flagstaff's Soulstice Publishing partnered to host the launch event for John Vankat's new book *The San Francisco Peaks and Flagstaff Through the Lens of Time* on November 3rd. The event was a tremendous success with 43 patrons in attendance. After the

event, the publisher shared the photo below and these kind words with staff member Pam Packard, who facilitated the event: "Pam, you were a stellar marketing and event setup partner. You were also unfailingly kind and resolute in talking me through snow-day jitters. It paid off as we watched more and more people arrive, until the room was packed with aficionados of Flagstaff history and the San Francisco Peaks." The author's wife also shared these words of gratitude: "It was truly heartwarming for me to watch my husband John Vankat launch his new book *The San Francisco Peaks and Flagstaff Through the Lens of Time* at our very own Flagstaff Downtown Library. Thank you for hosting his event and making it so special... Please know John and I will treasure those moments you helped make possible."



IN THE NEWS: Several articles highlighted Library programs and services this month in *The Lumberjack*:

- [PALS: Mobile library for kids](#)
- [150 years of Flagstaff's history unfolded](#)
- [Library and Sustainability Office discuss food systems](#)

DIGITAL LITERACY CLASSES: The Downtown Library offered six digital literacy classes in October and November through the digital literacy incentive awarded by the Public Library Association. Class topics included computer basics, video conferencing (Zoom) basics, cyber security, internet basics, and iPad basics. Upcoming December classes include email and smartphone basics. Attendees shared this feedback:

- "My favorite part of the program was learning to feel more confident with computers and knowing I'm not the only one who needs this class."
- "The library is doing a wonderful job offering these classes. I love the library in Flagstaff"

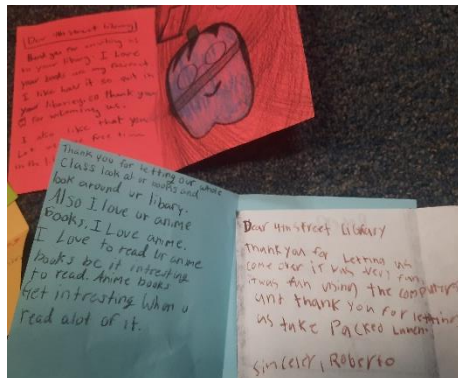
SHONTO BEGAY EVENT: The Downtown Library was honored to host world-class local painter Shonto Begay at the Community Living Room. Mr. Begay inspired attendees with stories of his upbringing and the refuge he found in art.



EFCL Queer Board Game Night at Bookman's: 27 participants met for Queer Boardgame Night, hosted by Bookman's in partnership with EFCL. In addition to meeting new LGBT peers and allies, and playing fun games, they learned about the library's circulating board game collection and upcoming programs!

EFCL Library of Things additions: We've started to add kitchen gadgets to our Library of Things collection! In November, we were able to purchase a stand mixer and instant pot for circulation, from grant funds. They will be available for checkout soon!

EFCL School Visits: We had 3 school visits in November, 2 classes from Mount Elden Middle School, and one from Northern Christian, for a total of 48 students! We got some very adorable thank you cards.



TOURISM & VISITOR SERVICES

TOURISM METRICS: NOVEMBER 2022

For the Month of November 2022, the accommodations providers again drove rate which did influence the occupancy (occupancy was down YOY by 2.9%). It is important to keep in mind what one is comparing a number to – November 2021 was a stratospherically high occupancy number for Flagstaff and the highest occupancy for any November in the history of record-keeping. The next highest occupancy on record for the month of November is 2022 (this year). So, the numbers look quite good as precedent would have it.

There is lots happening in the realm of Flagstaff destination management and marketing. Discover Flagstaff is working on multiple ARPA funding efforts to get money into the hands of our partners and create partnership programming to promote key drivers such as Astro tourism. Winter wonderland and the holiday season programming was in full swing. Of course, staff continued a strong focus on our drive market(s) and our direct flight market(s). And much more...

Following is a snapshot of the metrics for November 2022:

Nov	2021	2022	Diff
OCC	70%	68%	-2.9%
ADR	\$110.61	\$111.30	.6%
RevPAR	\$77.44	\$75.67	-2.3%

MARKETING & MEDIA RELATIONS:

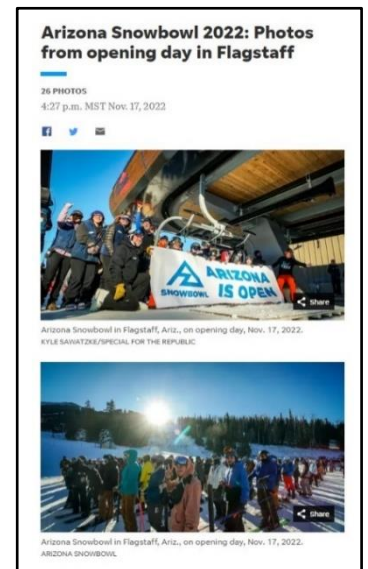
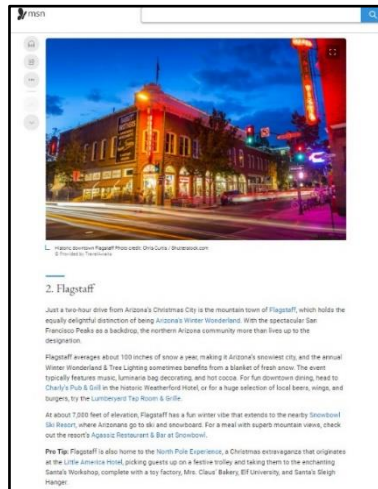
22 print articles, 181 digital articles, 3 procured stories, and 12 media assists

- November media coverage encompassed dining, winter, holiday activities, Astro tourism, and the outdoors.
- Winter things to do were highlighted digitally on msn.com, fox10phoenix.com, azcentral.com and yahoo.com with the main topic about the Arizona Snowbowl opening.
- Hosted travel writer, Mhairri Woodhall, published “Canyons, Craters and outer space” in the Calgary Herald.
- Flagstaff’s winter wonderland gained media holiday attention on broadcast, print and digital platforms about the North Pole Experience and was listed as a quaint Christmas town.
- Broadcast programming had another excellent month with more than 600 programming mentions and multiple segments statewide and nationally on television, radio, and a few podcasts. Astro tourism coverage included astronaut training in Flagstaff, Lowell Observatory and Meteor Crater. Arizona Snowbowl was a favorite topic on the Phoenix and Tucson news networks. NBC Nightly News with Lester Holt aired a segment nationally focused on Flagstaff featuring Lumberyard staff and voting decisions. Lori Pappas was interviewed by Fox 10 Arizona Morning at the Visitor Center about winter conditions, things to do and the snow-ometer.
- Print (circ: 181k/value: \$84k) Broadcast (reach: 5.7m/value: \$1.5m) Digital (reach: 1.5b/value: \$2.9m). November 2022 resulted in a 143% increase in AVE compared to 2019 and REACH increased 187% compared to 2019. There were 256 digital article social echo shares on Facebook, Twitter and Redditt.
- Website had 1,797 outbound links to partner websites led by AZ Snowbowl, FLG Snowpark, accommodations, and attractions.
- Earned media coverage was strong with a 143% increase in AVE compared to 2019 and REACH up 187%.
- Film activity encompassed AFM follow-up and film forum incentive planning. No film permits were issued in November.
- Social media Discover Flagstaff engagement rate of .53% outshines the industry benchmark of .21%.
- Flagstaff 365 Page views have grown by 31% and the Discover Flagstaff Events page has grown by 15% since 2021 and is the 7th highest page searched in November.
- Email campaigns reached 23,769 with an open rate of 42% and Flagstaff Local reached 923 with an open rate of 48%.

Enjoy these highlights:

- **Flagstaff welcomes a new Italian fine dining restaurant. Here's what to expect at Teatro**
<https://www.azcentral.com/story/entertainment/dining/2022/11/28/teatro-italian-food-and-wine-in-flagstaff-menu/69671733007/>
- **Ride A Christmas Train, Then Stay in A Christmas-Themed Hotel for A Holly Jolly Arizona Adventure**
<https://www.onlyinyourstate.com/arizona/jolly-holiday-adventure-az/>

- Best Lunch in Flagstaff, AZ (2022) - 15 Top Places!**
<https://familydestinationsguide.com/best-lunch-in-flagstaff-az/>
- Break Out Your Snowshoes for These Beautiful Snow-Covered U.S. Hikes**
<https://www.thetravel.com/best-winter-hiking-trails-in-the-us/>
- 7 Quaint Arizona Towns That Could Star in A Hallmark Christmas Movie**
<https://www.msn.com/en-us/travel/tripideas/7-quaint-arizona-towns-that-could-star-in-a-hallmark-christmas-movie/ar-AA14ko6Z>
- Canyons, craters, and outer space**
<https://calgaryherald.com/travel/finding-family-fun-in-flagstaff-canyons-craters-and-outer-space>
- Arizona Snowbowl 2022: Photos from opening day in Flagstaff**
<https://www.azcentral.com/picture-gallery/travel/arizona/2022/11/17/arizona-snow-bowl-flagstaff-ski-resort/10722662002/>
- Towns in U.S. West embrace starlight to pursue "dark sky economy"**
<https://www.miamimirror.com/news/273079289/towns-in-us-west-embrace-starlight-to-pursue-dark-sky-economy>



FILM:

- Film Commissioner updated the Discover Flagstaff film webpages.
- Film Commissioner worked on the film incentives forum meeting logistics.
- Film Intern created a flier for the December 15 film incentives forum.
- Film Intern participated in Reel Scout training with the Arizona Commerce Authority.
- Film Intern created a film contacts spreadsheet.
- Film Commissioner drafted, finalized, and distributed a Constant Contact public forum invitation to more than 120 Flagstaff film industry contacts and associates.
- Film Commissioner worked on AFM follow-up.
- Film Commissioner responded to film location inquires.
- **There were no film permits issued in November.**



WEBSITE:

Along with the Discover Flagstaff business platforms our staff is also responsible for Flagstaff local and has, as of this year, taken on full responsibility of Flagstaff 365 platforms. We have established a new CRM platform for social media with Agorapulse and hope to not only track likes/follows but also track engagement and compare with industry benchmarks.

Discover Flagstaff shows an engagement rate of .53% compared to the industry benchmark of .21% <https://www.digitalmarketingcommunity.com/indicators/facebook-engagement-rate/>.

- Flagstaff Local shows an engagement rate of .10% compared to the 0.11% non-profit benchmark. <https://www.digitalmarketingcommunity.com/indicators/facebook-engagement-rate/>
- Flagstaff 365 shows an engagement rate of .50% compared to the 0.11% non-profit benchmark. <https://www.digitalmarketingcommunity.com/indicators/facebook-engagement-rate/>

YouTube - drops in engagement rate at .48% compared to the November benchmark which has risen to 1.64%. Note: this is a benchmark based on YouTube overall not just Travel Tourism as above. <https://www.socialstatus.io/insights/social-media-benchmarks/youtube-engagement-rate-benchmark/>

Instagram - shows an engagement rate of 1.41% compared to the industry benchmark of 1.13% <https://www.socialinsider.io/blog/social-media-industry-benchmarks/>

Twitter - shows an engagement rate of .07% compared to the industry benchmark of .03%

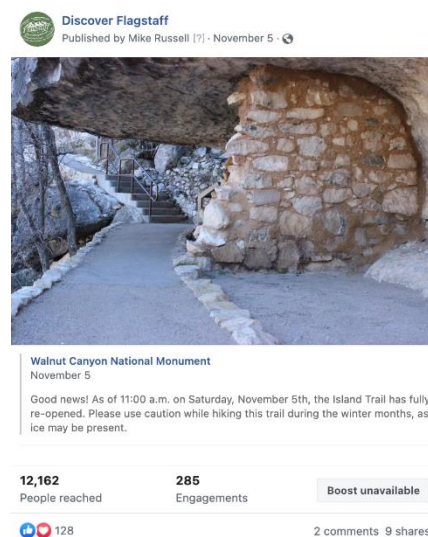
<https://www.socialinsider.io/blog/social-media-industry-benchmarks/>

TikTok - is above industry standard engagement at 3.58% compared to the industry benchmark 3.25%.

<https://www.socialinsider.io/blog/social-media-industry-benchmarks/>

Flagstaff Happenings has exceeded 2019 numbers.

Flagstaff 365 Page views have grown by 31% and the Discover Flagstaff Events page has grown by 15% since 2021 and is the 7th highest page searched in November.



SALES:

INTERNATIONAL TRAVEL TRADE:

MEETINGS/EVENTS/LEADS:

- Free Spirit Vacations May 2023 One-night tour lead
- Little America meeting re: THG Holidays, UK Campaign
- Brand USA Korea Webinar
- Westjet Vacations Site Visit – Madelein Brydon
- First Choice Travel – 2023 Fam Discussion
- American Classic Tours Day-trip Lead
- Tours by Distinction – Destination Updates
- Brand USA Dutch/Belgium Fam (12 ppl)
- “State of the American Traveler” webinar
- Mexico Travel Writers meeting (for Meg)
- Newmarket Holidays, UK 2024 tour lead (\$144,000).



Figure 1: Brand USA Dutch & Belgian FAM Group at Northern Pines Restaurant

MARKETING & MEDIA:

- Go West Summit February 2023 Campaign
- Visit USA UK 2023 Travel Guide ad submitted
- Brand USA France/Germany (w/AOT) Spring campaign content
- Visit USA UK – Updates to Webpages
- FVW German E-Learning 12-month Campaign content

MEETINGS/EVENTS/CONFERENCES:

CONFERENCE/ROOMS LEADS/BOOKINGS:

3 Leads were sent in the month of November for a total of 2,238 room nights and total estimated economic impact of \$669,162. At time of reporting one lead had booked in Flagstaff for June 2023 for a total of 1,750 room nights and estimated economic impact of 523,250.

MEETINGS/CONFERENCE SERVICES:

Staff held meetings with 3 groups to answer questions upcoming meetings/events.

MEETINGS MARKETING/SALES:

Staff attended the Destination West – Arizona Conference and had appointments with **20 Meeting Planners**. This conference is focused on planners looking for destinations in the west and specifically in Arizona. At time of reporting **2 RFPs were received** because of the show and are currently in the proposal process.



VISITOR SERVICES:

Model Train: The Model Train ran 185 times during the month of October.

Brewery Trail: Visitor Center gave out 120-pint glasses for brewery trail redemptions!

EV Charging Stations: Construction was completed on the Electric Vehicle charging station and they are now live!

Winter Recreation Hotline: Continued to work on the Snow play hotline, to be ready to launch in December. This hotline is a partnership between the City of Flagstaff and Coconino County to give visitors one number (844-256-SNOW) to call for current conditions at many snow play areas in Northern Arizona.

Skate at the Station: Continued planning Skate at the station and construction began on rink. We are excited to bring this free winter activity back to downtown Flagstaff.

Visitors and Retail: Our visitor walk-ins increased from last year as well as our retail sales numbers!

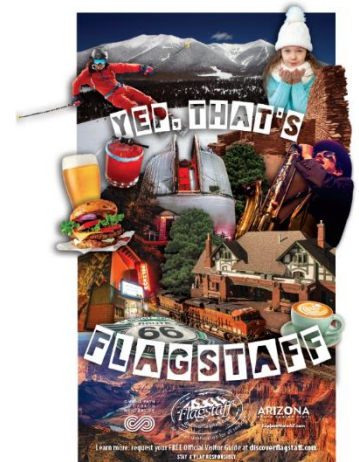


November	2020	2021	2022	+/- 2021	+/- 2020
Walk-ins	5,284	7,310	8,101	11%	53%
Retail Sales	\$14,811	\$25,033	\$25,411	2%	72%

CREATIVE SERVICES:

ADVERTISING:

- **LOCAL PRINT ADS:** Created the Giving Box ads for the Arizona Daily Sun and Flagstaff Business News
- **HIGHLANDS LIVING LAYOUT:** Designed the “Stay and Play More” Highlands Living January PSA layout
- **SKATE AT THE STATION:** Created the Skate at the Station banners, ads, flyer, and digital materials for the Visitor Center
- **SNOWFLAKE FESTIVAL:** Designed the Snowflake Festival materials for the Visitor Center
- **STAY & PLAY INSERT:** Finalized the AZ Republic Stay and Play insert
- **VISIT USA FRANCE:** Created a few print ad options for the Visit USA France
- **STAY & PLAY SWEEPSTAKES:** Designed the Stay and Play sweepstakes Woobox web graphics
- **PRINT ADVERTISING (DRIVE MARKET/OUT-OF-STATE):** *Phoenix Magazine, AZ Drive Guide, Big Game Magazine (Spring Training publication), 2023 Pride Guide*
- **DIGITAL ADVERTISING (DRIVE MARKET/OUT-OF-STATE):** Datafy display ads for December (40 banners), Catalyst astrotourism VAI grant ads (20 banners), azfamily.com (snowplay map-5 banners)
- **2023 VISITOR GUIDE:** Updates are in progress; printing early December
- **BBB BRAND GUIDE:** Designed working draft of BBB Brand Guide for review
- **ASTROTOURISM:** Assisted with on North State Public Radio interview featuring Jerry Schaber, astrogeologist, about Apollo 17 training in Flagstaff
- **ASTROTOURISM:** Continued Astrotourism partner meeting and video production
- **BILLBOARDS:** Created designs for California and potential Nevada digital billboards
- **VIDEO:** Updated the website with new Winter Rec Guide on the [website](#)
- **EL IMPARCIAL:** Full page ad for El Imparcial



RECRUITMENT:

- **HR REQUEST:** Provided a brochure template to HR
- **PRESENTATION:** Helped present recruitment campaign to new HR Director
- **VIDEO:** Continued work on FFD recruitment video planning
- **BROCHURE:** Created a recruitment brochure for the Deputy City Manager position
- **FLYER:** Created a recruitment flyer for the Fire Department

VIDEO:

- **UNITED WAY:** Filmed and edited a [video](#) to promote the Unite Way campaign
- **HOLIDAY:** Edited Holiday video and updated our [holiday page](#) for the winter FSI
- **WINTER:** Worked with videographer to finalize our [winter promo video](#)

CITY JOBS:

- **CITY RECRUITMENT ADS:** Designed career ads for the AZ Daily Sun, Navajo Hopi Observer, and Flagstaff Business News
- **INCIDENT MANAGEMENT TEAM LOGO:** Continued to work on the City of Flagstaff Incident Management Team logo designs
- **UNITED WAY POWERPOINT:** Created a United Way PowerPoint design
- **BUSINESS CARDS:** Processed more business cards for City Engineering



WEBSITE:

- **WEBSITE:** Updated the homepage and winter content on DiscoverFlagstaff.com





Astronomy Here? We are, too!
Flagstaff - World's Best Destination for Astronomers.

Like Comment Share

279 shares

44 shares

View 20 comments

Visit Flagstaff Flagstaff made it to the TOP 150! Keep your sites shining. Use only what shows the planet just with friends.

Like Reply 11 hrs 25 of 0.00pm

Armed Forces Club Flagstaff, you hereby vote.

Like Reply 11 hrs 25 of 0.00pm

Write a comment...

Visit Flagstaff



View Stellar Right Skies...
Flagstaff - World's First International Dark Sky City.



Your Lowell Observatory...
World-famous scientific research campus where Pluto was discovered.



Explore Meteor Crater...
World's Best Preserved Meteor Impact Crater.



Learn why every astronaut who walked on the Moon trained in Flagstaff...
Apollo 17 astronaut Harrison Schmitt on the Moon, 1972.



See why the "lunar-like" areas near Flagstaff are still being used for astronaut training today...
Scientific equipment testing, 1965.



Walk in the footsteps of Apollo and Artemis astronauts...
Apollo 16 astronaut Dave Scott on the Moon, 1971.



Visit "Grover" - the actual lunar rover vehicle simulator...
Apollo 16 astronauts Dave Scott and Jim Irwin, 1970.



Discover Flagstaff - The World's Best Destination for AstroTourism
Arizona's destination for an experience.

Catalyst
Astrotourism Carousel - AOT Regional Marketing Grant Campaign
December 1, 2022 - March 31, 2023
<https://www.flagstaffarizona.org/things-to-do/astrotourism/>

THANK YOU FOR YOUR CONTINUED PARTNERSHIP WITH THE CITY OF FLAGSTAFF'S ECONOMIC VITALITY DIVISION!
We hope you had a HAPPY THANKSGIVING!

Community Development Monthly Report

November 2022



"Mission: We build community together, we provide service with integrity and we honor the diverse heritage of Flagstaff."

In this Issue

- Current Planning
- La Plaza Vieja
- Planning & Zoning
- Building Safety
- Regional Plan 2045
- Housing
- Real Estate
- Monthly Stats

La Plaza Vieja Community Workshop



Staff held a second design review community workshop on November 17th at Our Lady of Guadalupe. Information gathered from the previous community workshops was presented in a slide presentation showcasing the recommend elements for future development projects.

Links to the video of the latest workshop and the workshop presentations can be found on the La Plaza Vieja page on the City of Flagstaff website -

[La Plaza Vieja Character Overlay | City of Flagstaff Official Website](#)

Current Planning



Current Planning held 4 Pre-Application meetings in November.

Six new Concept Plan applications were received during the month.

The Home 2 Suites, a 4-story 200 room hotel, located at 3451 S Lake Mary Road, received site-plan approval and will move onto civil plan review and building permit.

CONGRATULATIONS

Planner Genevieve Pearthree recently passed the AICP exam and is now a member of the American Institute of Certified Planners. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up to date by continuously pursuing advanced professional education.





Planning & Zoning Commission

The Planning and Zoning Commission heard a request for a Minor Amendment to the 2030 Flagstaff Regional Plan. Northern AZ Healthcare requests a change in place type designation within the future suburban activity center from neighborhood scale to regional scale; moving the center point of a future suburban activity center; change the area type designation of approximately 28 acres to Existing Employment; and realign a future circulation road corridor. This Minor Regional Plan Amendment request is the precursor to two other entitlement cases including a new Specific Plan and a Concept Zoning Map Amendment. To view the agenda item click here - [Click this link to view Agenda Item](#)

Community Development @ City Council

On November 1st City Council gave approval on 2 Final Plat's; Final Condominium Plat for Rio Homes Unit 4 Multi-Family (PZ-19-00019-09), a 40-unit multi-family residential condominium subdivision; and Final Plat for Rio Homes Unit 4 Multi-Family, a 6-unit multi-family residential townhome subdivision (PZ-19-00019-08).

At the November 15th City Council Meeting, Ordinance No. 2022-28, amending the Flagstaff City Code, Title 10 Flagstaff Zoning Code, Section 10-90.40.030 Rural Floodplain Map, to change the map designation from Rural Floodplain to Urban Floodplain on eight parcels of land located generally between W Forest Avenue and N San Francisco Street was adopted by a vote of 4 to 2. [Click this link to view Agenda Item](#)

Resolution No. 2022-51 and Ordinance No. 2022-27, 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 entitled "PZ-19-00248 Updates to Zoning Code - Outdoor Lighting Standards" 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 modify the existing Outdoor Lighting Standards. The resolution and ordinance was approved by a unanimous vote . [Click this link to view Agenda Item](#)



Building Safety

We are very happy to welcome Plan Reviewers Brian Cook and Phillip Clark, along with Permit Technician Stefani Brown, who are continue with their training. Our third plan reviewer, Steven Strum began with Building Safety on December 27th.

Code Compliance worked with a resident located on WC Riles in removing items from the public right of way. There is continued monitoring of a property on N Tindle Blvd to ensure that the property remains secure as the structure has been deemed unsafe. Staff has been addressing the increase in graffiti around the community.

Jackson's (Mobil) fuel Station at 940 Country Club is nearing completion with the intention of completion by Christmas. Amy Hagen and Rick Stanionis worked with Sarah Langley on a written statement in response to an inquiry by an AZ Daily Sun reporter regarding an article written about the Elara apartment project and complaints received from residents about problems with their units.

A new job requisition has been completed for recruiting another building inspector and should be posted by 12/16/22. Current job listings can be found here - [Job Opportunities | Sorted by Job Title ascending | . \(governmentjobs.com\)](#)





2045 Regional Plan

To formally kick off the Regional Plan update process, between August and November, the Regional Plan update team (City and County) hosted 11 visioning workshops throughout the Regional Planning area. All workshops were held in-person and two had a hybrid format that enabled participants to join virtually. Across the 11 workshops, over 160 people attended and provided input.

Why do we vision?

To chart a path for Flagstaff's future, we need to reflect on its past, discuss its present, and dream about its future. Visioning is where we bring together those conversations with curiosity and look for inspiration to guide the next version of the Regional Plan. The agenda and content of each workshop was similar, but the topics discussed were determined by participants. The workshops included a brief presentation about the Regional Plan and several breakout activities for community members to talk, listen, share, and think about the future of our community. The breakout activities were:

Breakout Station 1: What is Possible? / What is our Vision? (Card storming)

This station asked participants to write a vision statement for the future of the Flagstaff Region. A Vision Statement is intended to reflect what community members value the most about their community and the shared aspirations of what they want their community to become.

Breakout Station 2: What challenges or trade-offs do we need to plan for? (Dotmocracy)

At this station, participants were asked to consider and prioritize a series of planning questions. The questions posed to participants came from a community forum survey that asked people "What are 3 questions about the Flagstaff Region that the Regional Plan should answer to help our community face the challenges of our present and future." Workshop participants were also able to write new questions.

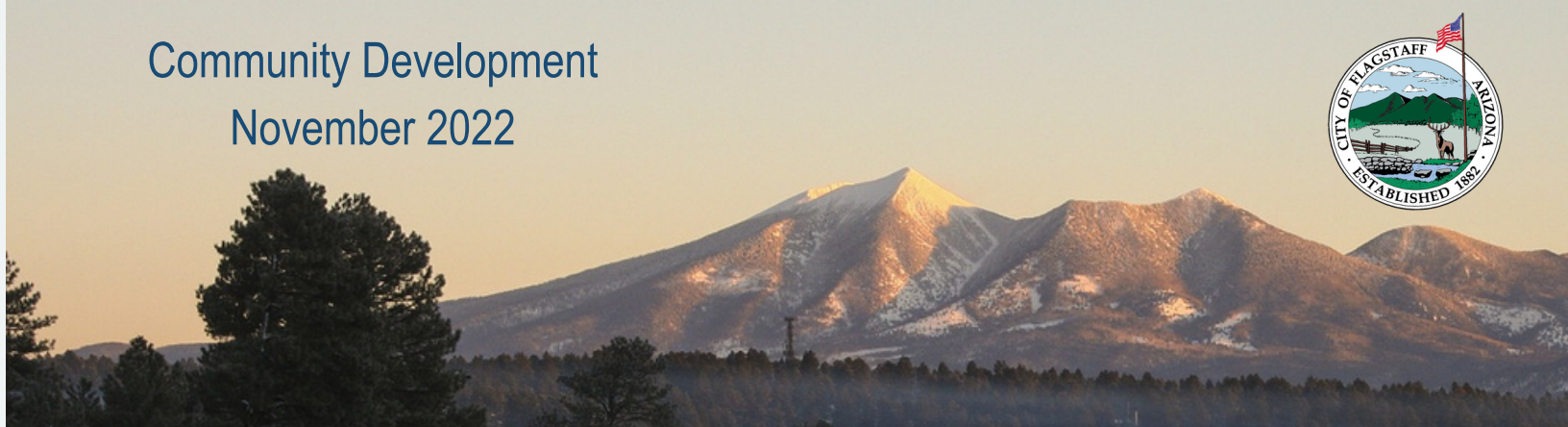
Breakout Station 3: What makes our community strong? (Asset mapping)

At this station, participants were asked to identify community assets – things that make the Flagstaff community strong. This could be done by identifying assets on paper maps of the region (image below) or by writing the assets on a white board.

Breakout Station 4: Talk with your neighbors. (Fishbowl and Art Boxes)

The last breakout station was a less formalized activity, intended to let people discuss issues, concerns, and ideas with a staff person and other participants. Depending on the preferences of participants, the conversations would happen in a talking circle or while creating art with one of the Regional Plan art boxes (image below).

The project team is now compiling feedback from the workshops and working to produce a final report summarizing what was heard throughout the workshops.



Housing Section



The Citizens of Flagstaff passed Proposition 442, authorizing the issuance of \$20,000,00 in general obligation bonds to create rental and homeownership opportunities for Flagstaff residents, addressing the Housing Emergency declared by City Council in 2020. Staff will be working on a Fiscal Year 2022-2023 Annual Implementation Plan, encompassing both the 10-Year Housing Plan and newly approved bond funds. This Implementation Plan is anticipated to be on the January 26th, 2023 Housing Commission agenda for input and consideration. It will then be presented to City Council in the coming months.



Housing had 3 closings on permanently affordable homes in October/November. Two of the three homes are newly constructed units in the Crestview neighborhood, with the third home being a Rio townhome resale. A single mother of two, a family of 4, and a couple pursuing graduate degree's are now new homeowners.



Housing staff attended the final round of meetings for the Eviction Prevention Learning Lab, a nation-wide program that was developed as a response to the COVID-19 pandemic. This group will meet on an ongoing basis to share resources about emergency rental assistance programs, outreach efforts for tenants and landlords, and critical information from Coconino County Superior Court about their eviction prevention efforts.

Find out more about housing in Flagstaff here:
[December 2022 Newsletter \(az.gov\)](#)





Real Estate

Real Estate presented to the City Council on September 6th, Ordinance No 2022-21 allowing the City to purchase an approximately 2,614 square foot parcel belonging to the BNSF Railway Company. This parcel is sandwiched between City property located at 116 and 216 W Phoenix Avenue and will house Mountain Line's new Downtown Connection Center.



In November the City Council heard the first reading on Ordinance No. 2022-31 allowing the abandonment of approximately 5,237 square feet of public right-of-way at the northwest corner of Fontaine Street and Hoskins Avenue. Council unanimously voted to approve this item for a final reading. [Click this link to view Agenda Item](#)

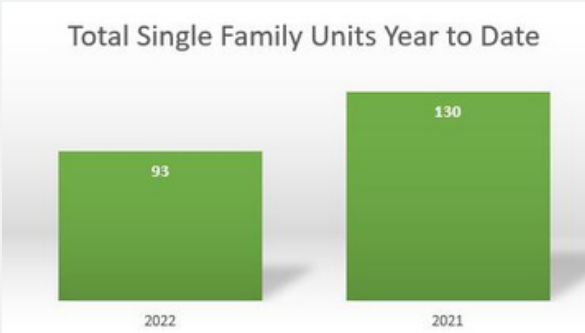
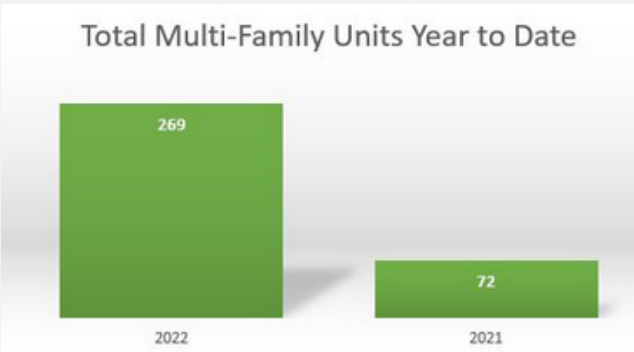
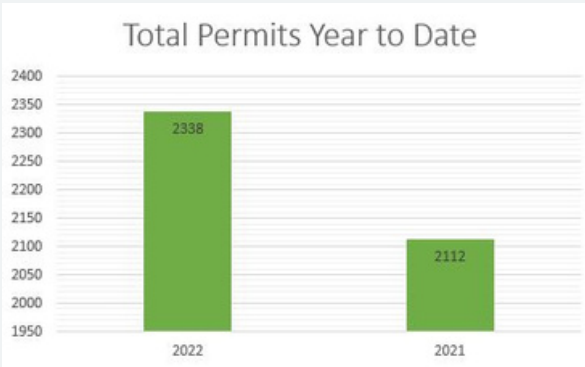


Also heard by the City Council in November was the first reading on Ordinance No. 2022-24 authorizing the acquisition of real property interests for the Milton Road and University Avenue Right-Of-Way Project. Council approved this item 3-2 with one council member abstaining for a final reading. [Click this link to view Agenda Item](#)

Community Development Stats



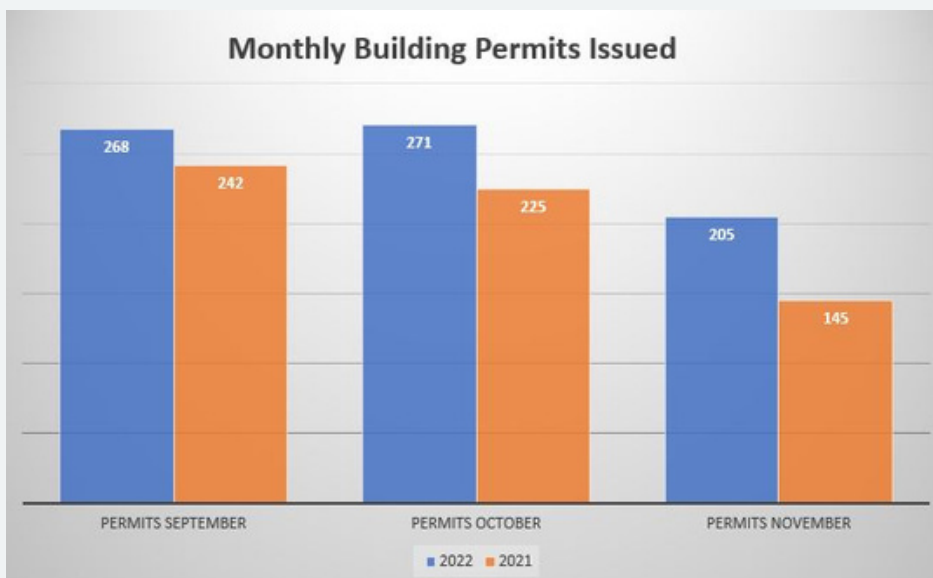
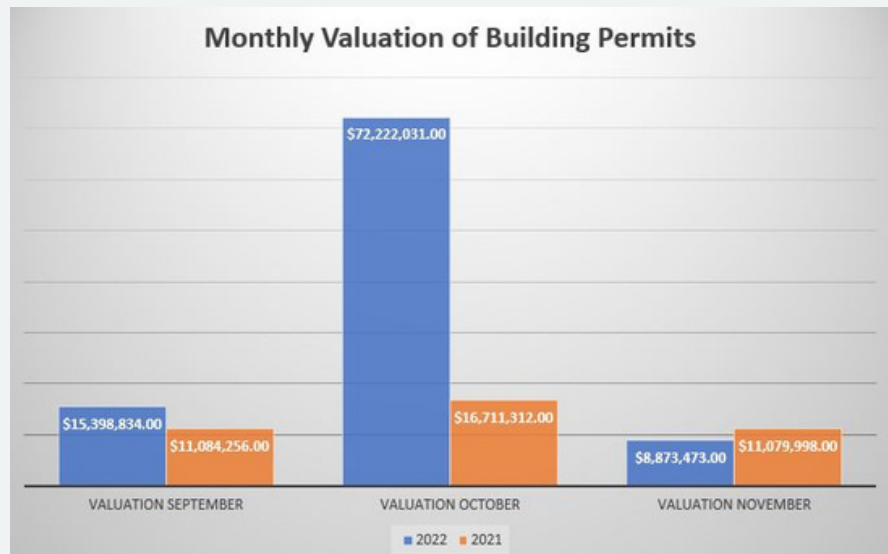
Year to Date Building Permits as of November 2022



Community Development Stats

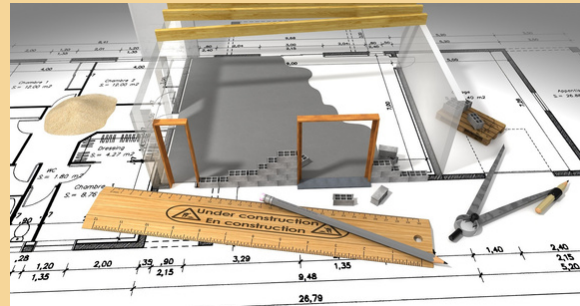


Monthly Permit Totals





Inspections / Plan Reviews



Community Development Stats



Code Compliance Violations

City of Flagstaff - Code Compliance Violation Reporting 2022

Complaint	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Staff Driven Complaint	108	99	170	68	116	172	147	163	121	77	99	
Citizen Driven Complaint	14	22	36	16	23	34	27	16	18	7	21	
New Cases	122	121	206	84	139	206	174	179	139	84	120	
Case Status												
Open Cases (of total new cases above)	13	12	30	27	32	36	20	32	18	14	30	
Closed Cases (of total new cases above)	109	109	176	57	107	170	154	147	121	70	90	

Violation Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year End Totals
Abandoned/Junked Vehicles	0	0	4	1	7	2	1	10	5	2	9		41
Accessory Dwelling Unit	0	0	0	0	0	0	0	0	0	0	0		0
Building Regulations	0	0	0	0	0	1	0	0	0	0	1		2
Camping on Public Property within City Limits	1	1	0	1	2	1	0	1	2	0	0		9
Collection/Disposal Practices	6	6	16	10	8	15	6	8	21	6	8		110
Commercial Work on Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0		0
Displaying Vehicles for Sale of Private Property	3	2	1	0	0	0	0	4	4	0	0		14
Failure to Remove Snow/Obstructions from Sidewalk & Deposit of Snow in ROW/Hedges over Sidewalk	27	40	70	11	2	17	11	13	13	7	14		225
Failure to Meet Landscape Standards	0	0	0	0	1	0	0	0	0	0	0		1
Failure to Meet Outdoor Lighting Standards	1	6	9	5	2	6	1	0	2	1	3		36
Failure to Meet Parking Standards/General Parking Standards	0	1	15	1	2	1	2	1	1	1	0		25
Failure to Meet Resource Protection Standards	0	0	0	0	0	2	0	1	0	0	0		3
General Restrictions/Requirements for all Signs, Failure to Meet Temporary Sign Standards	3	8	0	3	23	69	65	27	15	22	23		258
Failure to Meet Building from Standards/Setbacks	0	0	0	0	0	0	0	0	0	0	0		0
Failure to Comply with Transect Zone Standards	0	0	0	0	0	0	0	0	0	0	0		0
General Rules & Standards (Solid Fuel Burning Devices)	0	0	0	0	0	0	1	0	0	0	0		1
Graffiti	73	49	77	41	83	85	75	98	69	39	57		746
Littering	1	2	1	0	3	0	2	6	3	0	2		20
Illegal Use or Activity without Permit	3	3	7	3	0	5	2	7	0	3	1		34
Illegal Use in Zone	1	0	0	1	0	1	0	0	1	1	0		5
Keeping of Certain Animals	0	1	3	0	0	0	3	0	0	1	0		8
Outdoor Feeding & Protection of Wildlife	0	0	0	0	0	0	0	0	0	0	0		0
Parking of Commercial Vehicles in Residential Zone	0	0	0	0	0	0	0	0	0	0	0		0
Parking of RV's	0	0	0	0	0	0	0	0	0	0	0		0
Posting of Handbills on Public/Private Property	0	0	0	0	0	0	0	0	0	0	0		0
Specific to Uses	0	0	1	0	0	0	1	2	0	0	0		4
Stopping, Standing & Parking Restrictions	0	0	0	0	0	0	0	0	0	0	0		0
Storage Containers Temporary/Permanent	0	0	0	0	0	0	0	0	1	0	0		1
Storage of Unregistered/Inoperable Vehicles	0	0	0	0	0	0	1	0	1	0	0		2
Storing or Placement of Solid Waste	1	0	0	7	0	0	0	0	0	0	0		8
Unauthorized Accumulation of Litter on Private Property	1	0	0	0	0	0	1	0	1	0	1		4
Uninhabited or Vacant Private Property	0	0	0	0	0	0	1	0	0	0	0		1
Violation of Encroachment Standards	0	0	1	0	0	0	0	0	0	0	0		1
Violation of Fence/Wall & Screening Standards	0	0	0	0	0	0	1	0	0	0	0		1
Water Conservation	0	0	0	0	1	0	0	1	0	0	0		2
Other Misc	1	2	1	0	5	1	0	0	0	1	1		12
Total Complaints by Month	122	121	206	84	139	206	174	179	139	84	120	0	1574

Happy Holidays

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Sarah Langley, Management Analyst
Date: 01/04/2023
Meeting Date: 01/10/2023



TITLE:
Neighborhood Partnership Coalition

DESIRED OUTCOME:
For information only

EXECUTIVE SUMMARY:
Staff will give an overview of the Off-Campus Life Neighborhood Liaison position and share an update on the Neighborhood Partnership Coalition.

INFORMATION:
The Off-Campus Neighborhood Liaison position is a joint NAU/ City of Flagstaff position dedicated to fostering positive relationships between long-term residents and students within the communities that surround the NAU campus. The Neighborhood Partnership Coalition is a relaunch of the Good Neighbor Coalition and aims to build and strengthen relationships within neighborhoods.

Attachments: [Presentation](#)

Neighborhood Liaison

Presented to Flagstaff City Council

January 10, 2023

Personal Background

- Army Veteran
- Master's in Human Relations
- Background in:
 - Housing & Residence Life
 - Victim advocacy
 - Conflict resolution
 - Working with diverse populations
 - Research



History of the Role

- 2014 Student Housing Symposium
 - Hosted by County Board of Supervisors, City of Flagstaff, and NAU
- Modeled after existing CSU/Ft. Collins position

Community Conversation
on
Student Housing
Symposium

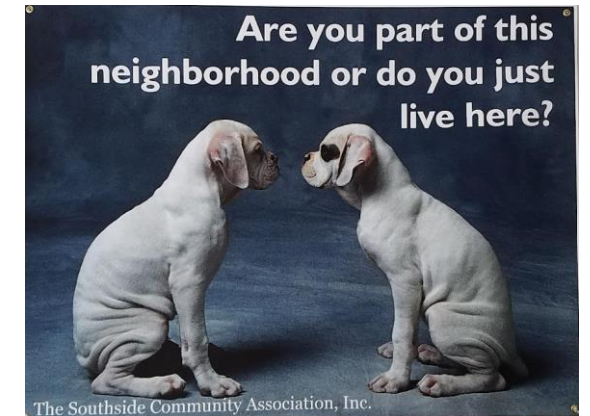
Dual Program Management

- Formal IGA by and between the City and the University
- City – Public Affairs, City Manager’s Office
- NAU – External Affairs & Partnerships, Office of the President
- Quarterly Meetings with both supervisors
- Weekly or Bi-weekly meetings with individual supervisors

Purpose of the role

To work in a variety of ways to promote relationships between local and student residents residing in Flagstaff neighborhoods.

Report a Concern



Implemented Programs to Date



Community Welcome



Donate Don't Ditch

NAU NORTHERN ARIZONA UNIVERSITY

Off-Campus Living

Module 1

Click anywhere or press 'y' to continue.

CC

Off-Campus Living
Course

Program Relaunch

- Good Neighbor Coalition
- Neighborhood Partnership Coalition

- Medium of communication and information sharing
- Joint working team
- City's Priority Based Budgeting Objectives and NAU's Strategic Roadmap
- Build better relationships with neighborhoods

Neighborhood Partnership Coalition

- Flagstaff residents
- Students
- Business Owners
- Community Leaders
- City Staff
- Police Officers
- University Administrators

Neighborhood Partnership Coalition

- City Manager's Office
- Community Development
- Housing
- Community Investment
- Engineering
- Fire
- Police
- PROSE
- Public Works
- Sustainability
- Water

Neighborhood Partnership Coalition

Agenda Preparation Meeting

- Will take place a month prior to each Coalition meeting.
- Topics and presenters will be identified.

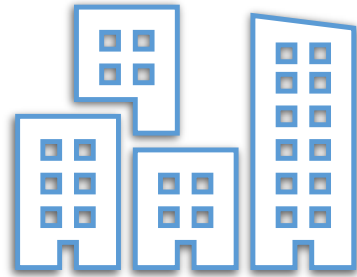
Coalition Meeting

- Will take place twice a year (Spring and Fall).
- Each presenter will share their department's high-level update.

Special Topic Meetings

- By request, on a different date after the Coalition meeting.
- If more time is needed to allow collaboration.

Neighborhood Partnership Coalition



The goal is to have the first Neighborhood Partnership Coalition meeting on February 23, 2023.



The first agenda preparation meeting would take place in January.

Questions?

✉ valeria.chase@flagstaffaz.gov

☎ 928-326-6908

🌐 flagstaff.az.gov/3439/Be-a-Good-Neighbor

🌐 in.nau.edu/off-campus-life/
[@nau_offcampusjacks](https://twitter.com/nau_offcampusjacks)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Sarah Langley, Management Analyst
Date: 11/10/2022
Meeting Date: 01/10/2023



TITLE:

Consideration and Approval of 2023 Legislative Priorities

DESIRED OUTCOME:

City Council review and approve the 2023 State and Federal Legislative Priorities.

EXECUTIVE SUMMARY:

On January 3, City staff and lobbyists received Council input and direction on the draft state and federal legislative priorities. This input has been incorporated and a final version of both the state and federal legislative priorities is attached for Council's review and approval.

INFORMATION:

On January 3, the Flagstaff City Council gave staff input on the draft 2023 legislative priorities.

Attachments: Federal Priorities
State Priorities



ECONOMY

Rio de Flag Flood Control Project - Utilizing the \$52 million in secured funding, support expedited award and completion of the project while working with the Army Corps, BNSF Railway and the Arizona Dept. of Transportation to ultimately remove more than half of the City's residents, as well as the downtown and NAU areas, from the flood plain and protect more than \$1 billion in property assets.

Workforce Development - Support legislation and funding to improve childcare and early childhood education, as well as strengthen workforce development initiatives including job training, internships, reskilling and apprenticeship programs.

TRANSPORTATION & INFRASTRUCTURE

Infrastructure Investment and Jobs Act (IIJA) - Pursue competitive grants and formula funds from the IIJA to finance high-priority infrastructure projects within the City, including resilient stormwater infrastructure, multi-modal transportation, roads, bridges, highways, and restoration initiatives for the Museum Fire and Pipeline Fire burn scar areas.

Water and Stormwater Infrastructure – Utilize funding dedicated by the IIJA and other legislation to complement and improve City water and stormwater infrastructure.

Forest Health – Utilize funding from the United States Forest Service, the IIJA, and other legislation to support important regional projects such as the Flagstaff Watershed Protection Project (FWPP), the Four Forests Restoration Initiative (4FRI),

NAU's Ecological Restoration Institute (ERI) and the Fire Learning Network (FLN) to thin and restore forests. Advocate for collaborative prescribed fire efforts that support the development of a technically skilled workforce. Support increased local input in decision-making processes related to fire restrictions and national forest closures.

Post-wildfire Flood Mitigation – Support legislation that provides local governments with the resources needed to effectively mitigate post-wildfire flooding, including flooding caused by the Museum and Pipeline Fires. Advocate for affordable flood insurance premiums for Flagstaff residents.

Rural Broadband – Utilize funding dedicated by the IIJA and other legislation for rural broadband access and capacity to encourage and develop economic activity, including allowing for remote education, business attraction, revenue creation and the attraction of remote workers.

Flagstaff Pulliam Airport – Advocate for funding for projects included in the Flagstaff Pulliam Airport five-year Capital Improvement Program, specifically the need for construction funding for the upcoming new Snow Removal Equipment (SRE) building.

Amtrak – Utilize funding dedicated by the IIJA and other legislation to increase reliability and certainty along the Southwest Chief line for long-distance passenger train services as a generator of economic development for municipalities located in the I-40 corridor.



COMMUNITY INFRASTRUCTURE

Affordable Housing – Promote additional funding of Public Housing, the Section 8 Housing Choice Voucher Program and the Community Development Block Grant (CDBG) program.

Immigration Reform – Advocate for Deferred Action for Childhood Arrivals (DACA) and other federal immigration policies that help keep families together while supporting their higher education goals.

Veterans - Support legislation and funding that improves the lives of all veterans and their families while emphasizing the need for additional housing vouchers for veterans.

ENVIRONMENT

Grand Canyon and Colorado Plateau Protection - Support Ranking Member Grijalva’s legislation preventing uranium mining in areas surrounding Grand Canyon National Park and strengthen the laws, regulations and policies that govern uranium mining to ensure protection for public health and safety; support efforts to instate a permanent ban on uranium mining for the nearly one million acres around the Grand Canyon. Protect the wilderness, wildlife, water, and cultural resources throughout the Southwest region.

Uranium Transport Standards – Urge the Arizona Dept. of Transportation and/or the US Dept. of Transportation to strengthen uranium transport standards to reduce the possibility of contamination.

Climate Change: Support legislation and funding to address the impacts of climate change, increase resiliency, invest in alternative energies and achieve carbon neutrality. Advocate for carbon fee and dividend legislation, among other strategies, to effect lasting and equitable change.

Environmental Funding and Partnership – Support federal funding and partnership opportunities to expand open space, parks, natural areas, trails, wildlife corridors and “dark skies” initiatives across northern Arizona.

Endangered Species Act – Protect and strengthen the Endangered Species Act and encourage Congress to maintain its funding and enforcement while working to promote the restoration of threatened and endangered species in northern Arizona.



Preserve Local Control

Support legislation that preserves or enhances the City's ability to govern locally and oppose legislation that reduces or restricts the City's local authority.

State Shared Revenues

Protect (and recover) state shared revenues to municipalities and oppose new legislation seeking to divert shared revenues away from municipalities.

Short-Term Rentals

Work with stakeholders supporting legislation to allow for local regulations over investor-owned residential properties used as short-term rentals and ensure equity in the hotel industry.

Forest Health

Advocate for investments in forest health on state-owned land in northern Arizona, augmenting municipal efforts to protect our region. Support appropriate funding of local responses to flood mitigation efforts from wildfire burn scars. Support increased local input in decision-making processes related to the sale of permissible consumer fireworks.

Transportation

Advocate for additional funding to the Arizona Department of Transportation to plan, build, preserve, modernize, and expand transportation and infrastructure projects that impact northern Arizona and our tribal partners.

Affordable Housing

Support legislation and seek funding in support of affordable housing. Join cities across the state in opposing preemptions of inclusionary zoning.

Elections

Support efforts to protect voter rights and access, and preserve the integrity of the election process.

Rural Broadband

Support and encourage continuing state efforts to increase rural broadband access and capacity to encourage and develop economic activity, including allowing for remote education, business attraction, revenue creation, and the attraction of remote workers.

Arizona Corporation Commission

Urge the Arizona Corporation Commission to adopt an aggressive statewide clean energy standard that achieves 100% carbon-free clean energy in our state.

Environmental Funding and Partnership

Support state funding and partnership opportunities to expand open space, parks, natural areas, trails, wildlife corridors and "dark skies" initiatives across northern Arizona.

Tourism

Preserve state funding for tourism and the Arizona Office of Tourism to support northern Arizona as a four-season destination.

Social Investment

Support legislation and funding to improve childcare and early childhood education, as well as strengthen workforce development initiatives including job training, internships, reskilling and apprenticeship programs.

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacey Brechler-Knaggs, Grants, Contracts & Emergency Management Director
Co-Submitter: David Pedersen & Brian Huntzinger
Date: 12/09/2022
Meeting Date: 01/10/2023



TITLE:

Inner Basin Waterline Project Update

DESIRED OUTCOME:

This is an informational update on the Pipeline West Post-Wildfire Flooding, Inner Basin Waterline Disaster Recovery efforts.

EXECUTIVE SUMMARY:

The Pipeline Fire was reported on June 12, 2022, approximately 6 miles north of Flagstaff within the Coconino National Forest. The fire burned 26,532 acres, including portions of the Schultz Creek and Chimney watersheds.

The post-fire flooding impacted the City of Flagstaff in July 2022 and caused catastrophic damage, including damage to the city's Inner Basin Pipeline, Waterline (FS146) and Schultz Pass (FS420) roads. The pipeline is exposed and broken in multiple locations and no longer able to provide water to the North Reservoir Filtration Plant. Both Waterline and Schultz Pass roads are impassable in numerous locations. Spring water from the Inner Basin can peak as high as 2 million gallons per day (MGD) in summer months. Well water from the three wells (IB9, IB11 & IB14) in the Inner Basin has a similar peak capacity of about 2 MGD. The design capacity of the North Reservoir Filtration Plant (NRFP), where Inner Basin water is treated, is 4 MGD. Overall Inner Basin water can account for at least 20% of the daily potable water demand during peak consumption weeks of summer for Flagstaff. In summary, spring and well water from the Inner Basin, flowing through the Inner Basin Pipeline and within both the Waterline and Schultz Pass Roads, is a significant supply of both potable water to the residents in and around Flagstaff, as well as fire-fighting purposes.

Repair and reinforcement of the Inner Basin Pipeline, along with repair of both Waterline and Schultz Pass Roads are urgently needed to ensure the health and safety of residents and safe, efficient, operations and maintenance of the Inner Basin water infrastructure.

INFORMATION:

Staff will present an update on the Inner Basin Waterline Project.

Attachments: [Presentation](#)

Inner Basin Waterline Restoration

10 January 2023



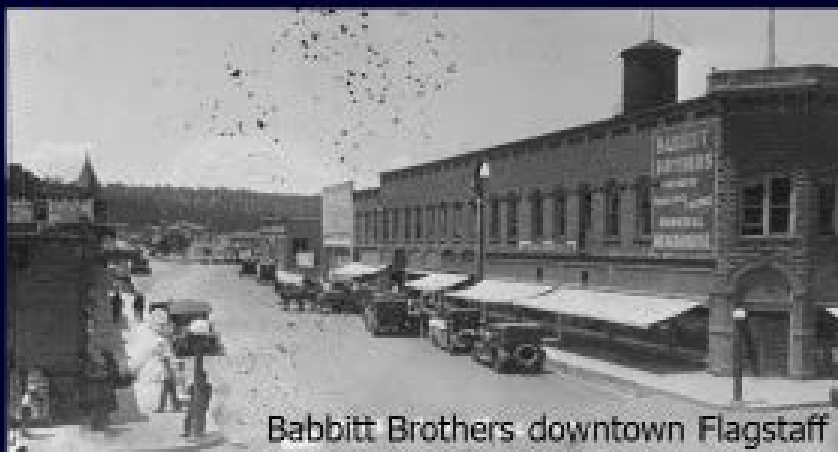
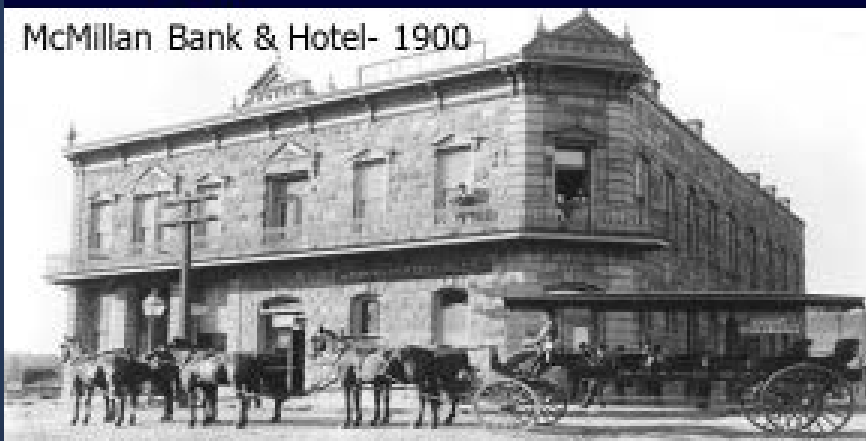
Early Flagstaff



Growing Railroad and Timber Town

- Initial Inner Basin Pipeline had ~300 customers
- Paid \$2/month
- (2)50 M Gal non-covered storage tanks for entire winter

McMillan Bank & Hotel- 1900



Babbitt Brothers downtown Flagstaff

PIPELINE OF THE PAST

3 pipelines: 1890s, 1930s, 1990s

2.0 MGD Summer Peak Flow ~15% of demand



Discharge into Rio de Flag

PIPELINE OF THE PAST

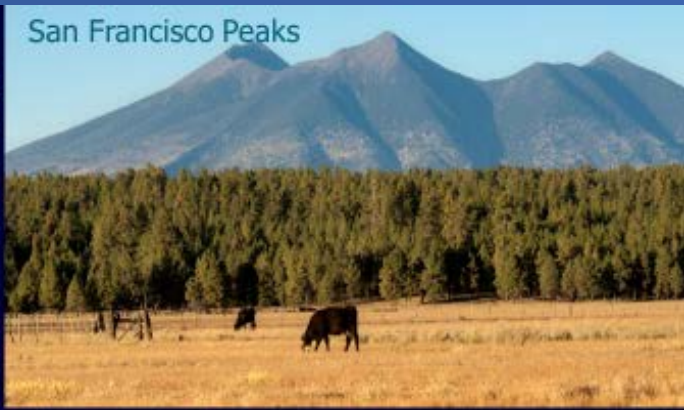
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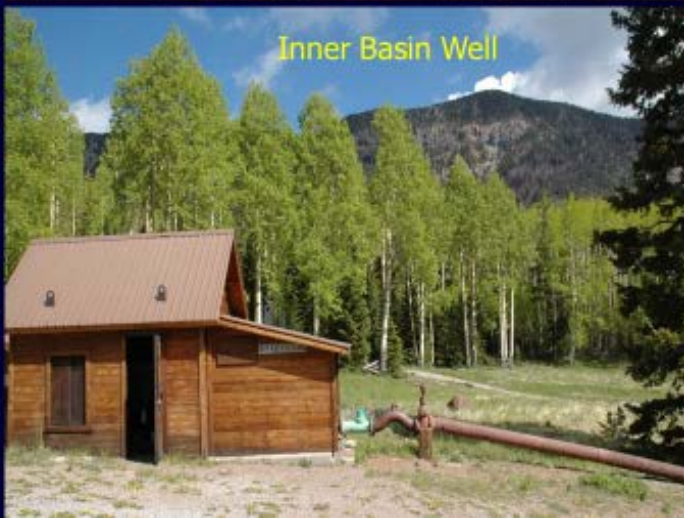




Waterline Road



San Francisco Peaks



Inner Basin Well



San Francisco Peaks

Schultz Fire – June 2010
~ 24 sq.miles burned

Pipeline Fire – June 2022

26,582 acres





Post Fire Flood Damage

Schultz Fire - 2010



Pipeline Fire - 2022





Waterline Infrastructure (Springs)



- Flagstaff's first major water supply, late 1800s
- Flagstaff's most inexpensive water source
- Current summertime peak flows of 2MGD
- Dependent on winter snowpack





Waterline Infrastructure (Wells)



- Drilled/added in 1960s & 70s
- Capacity of 300-700gpm each, variable
- Combined capacity of 2-3mgd
- Off-grid/diesel powered
- Requiring delivery via Waterline, weekly





Waterline Infrastructure (NRFP)



- North Reservoir Filtration Plant treats both Inner Basin Spring and Well Water
- Design Capacity of 4mgd
- One of water production locations with back-up power capabilities



Waterline Infrastructure (Fires)



- Unused spring water used to fill NRFP vintage reservoir and used for fire-fighting purposes

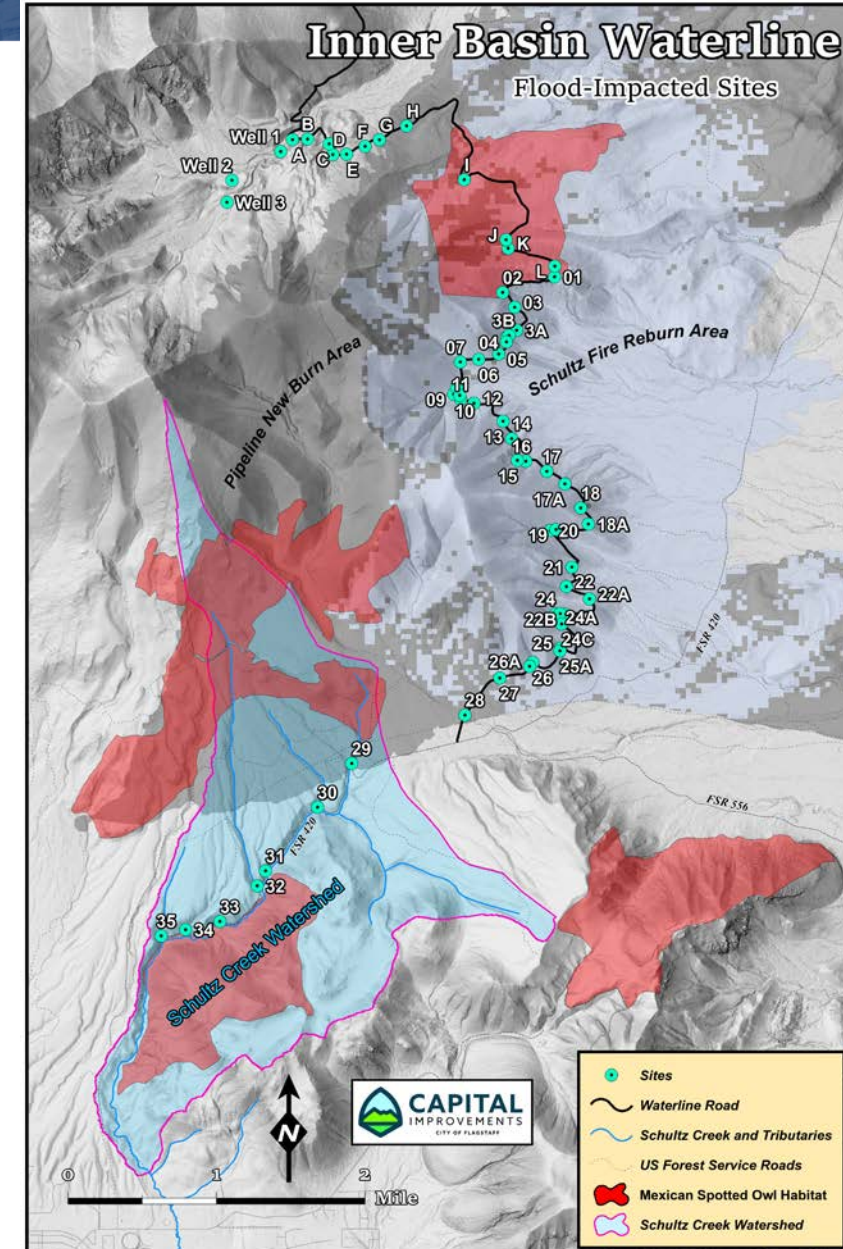


NEPA Process



Inner Basin Waterline Post Fire Repairs and Road Reconstruction Project

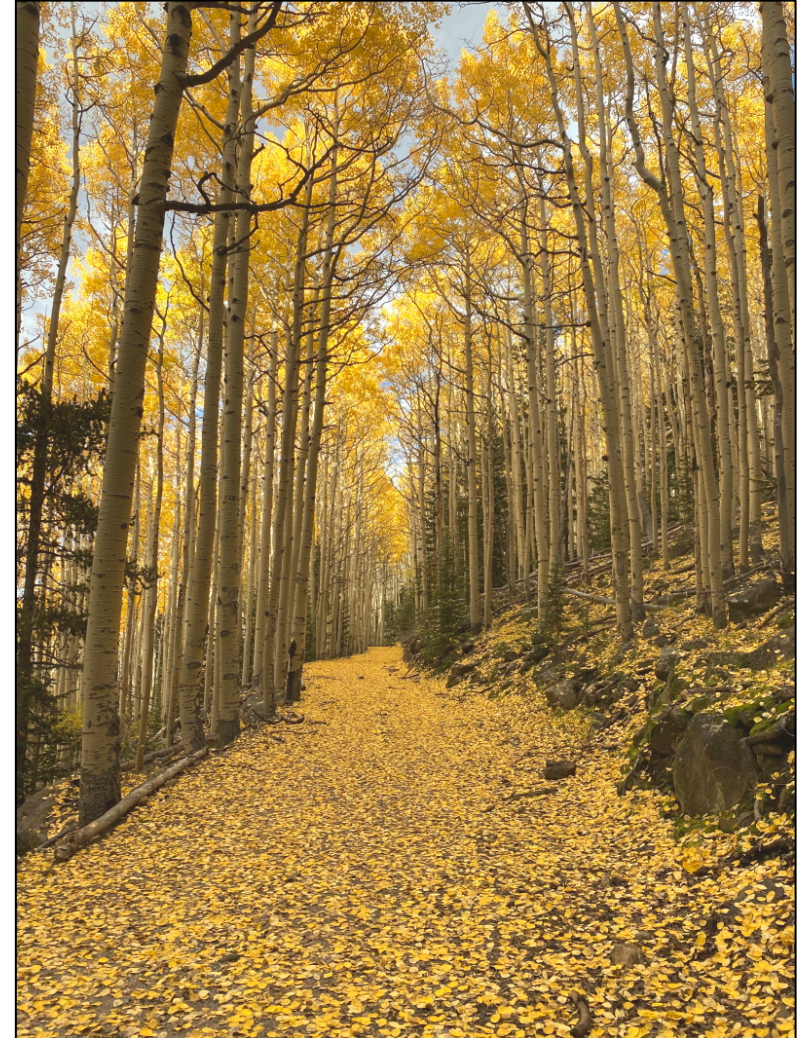
- Categorical Exclusion
 - Internal Scoping
 - Public Scoping
 - Tribal Consultation
 - National Historic Preservation Act
 - Fish and Wildlife Consultation
 - Decision Memo





Project Stakeholders

- **US Forest Service**
- **AZ Dept. of Emergency Management & Military Affairs (DEMA)**
- **Hunter Contracting**
- **Jacobs Engineering**
- **City Staff**
- **Coconino County**



Waterline Road – Inner Basin



Guaranteed Maximum Price

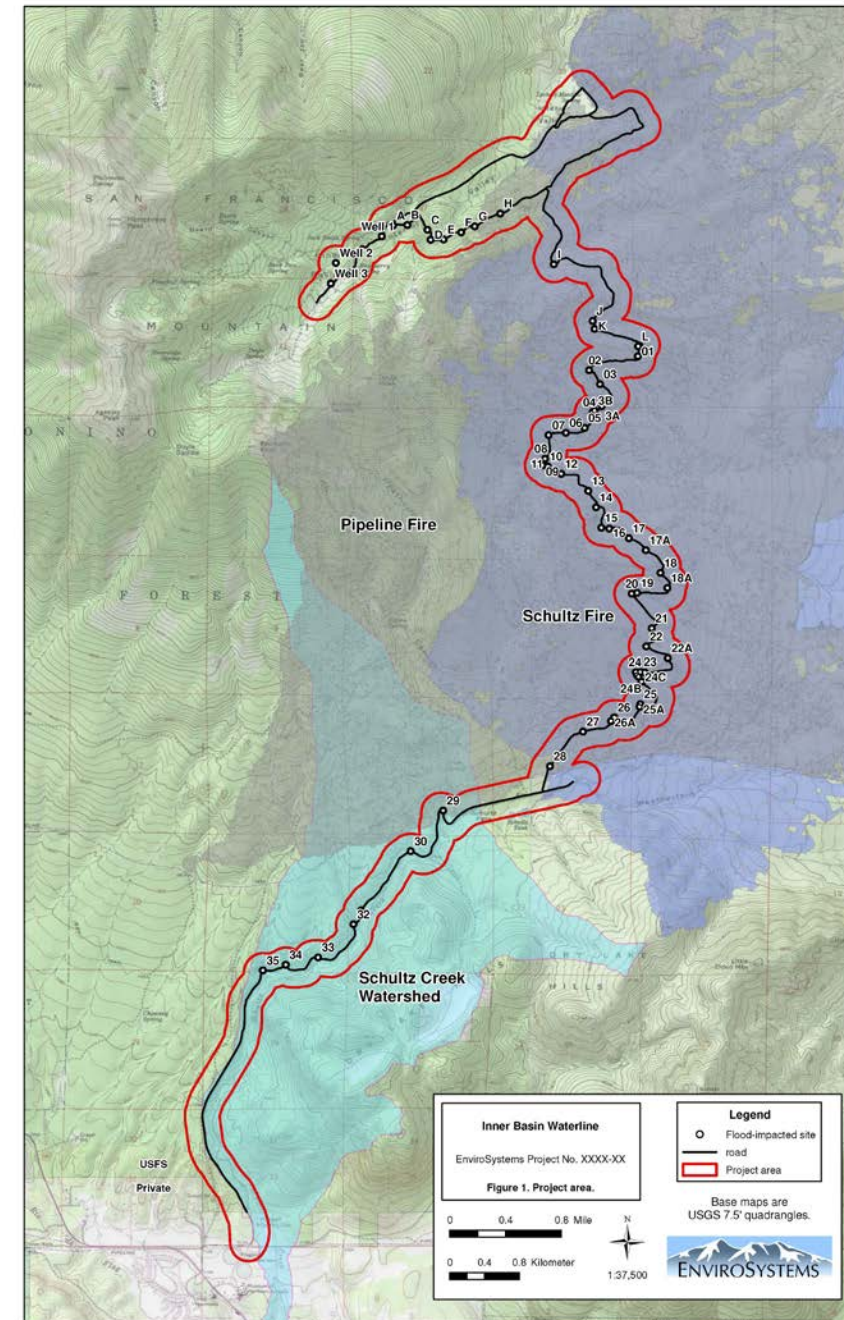
GMP - 1

Contractor

- Hunter Contracting Company
 - Jacob's Engineering

Details

- \$189,694
- Contract Period of 150 Calendar Days
- 30% Plan Design for 45+ Impacted Sites
- Estimate of Construction Costs
- Class I Environmental Study/Reporting



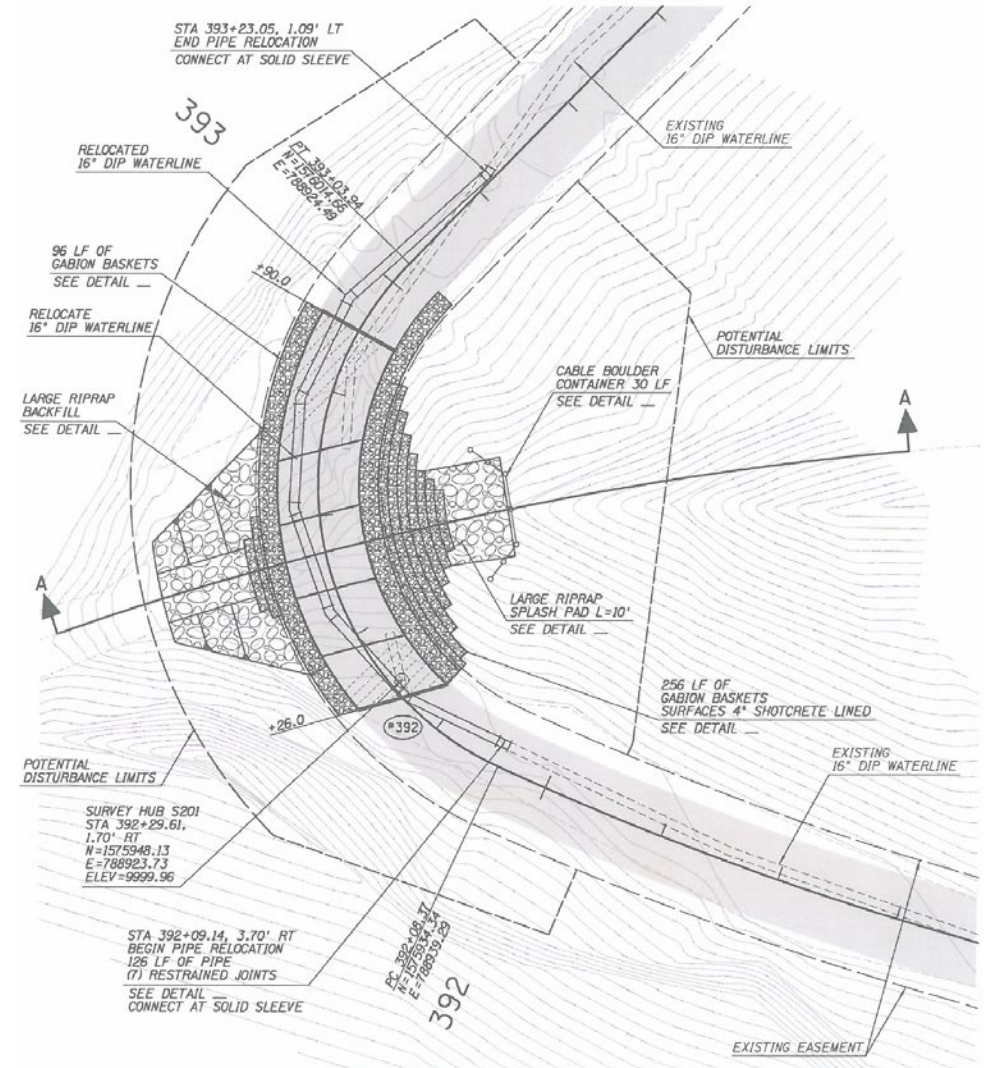
Project Map



Contract & Project Timeline

Design/Build Contract(s)

- **Design-Build Services (GMP-1)**
 - 30% Design Effort
 - Through Spring 2023
- **Design-Build Services (GMP-2)**
 - Final Design for Waterline Road and Water Infrastructure
 - Spring through September 2023





Contract & Project Timeline

Construction Contract(s)

- **Construction Services (*GMP-3*)**

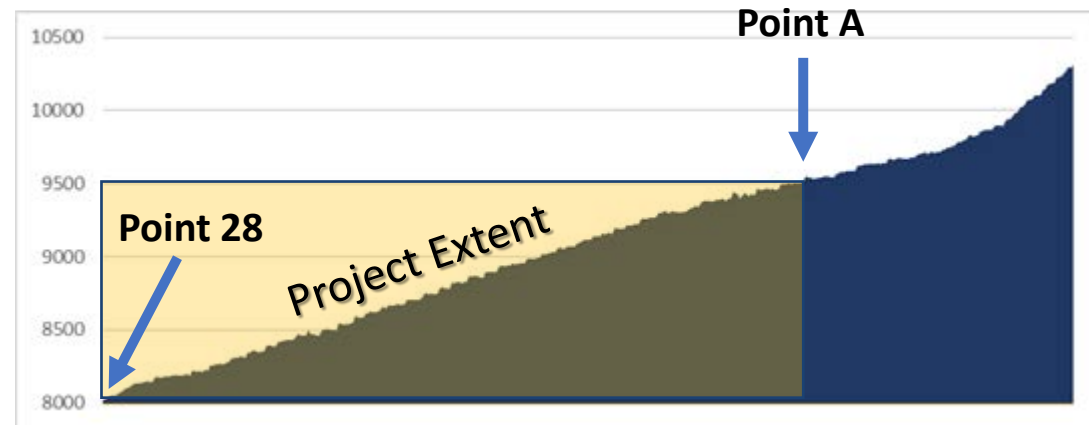
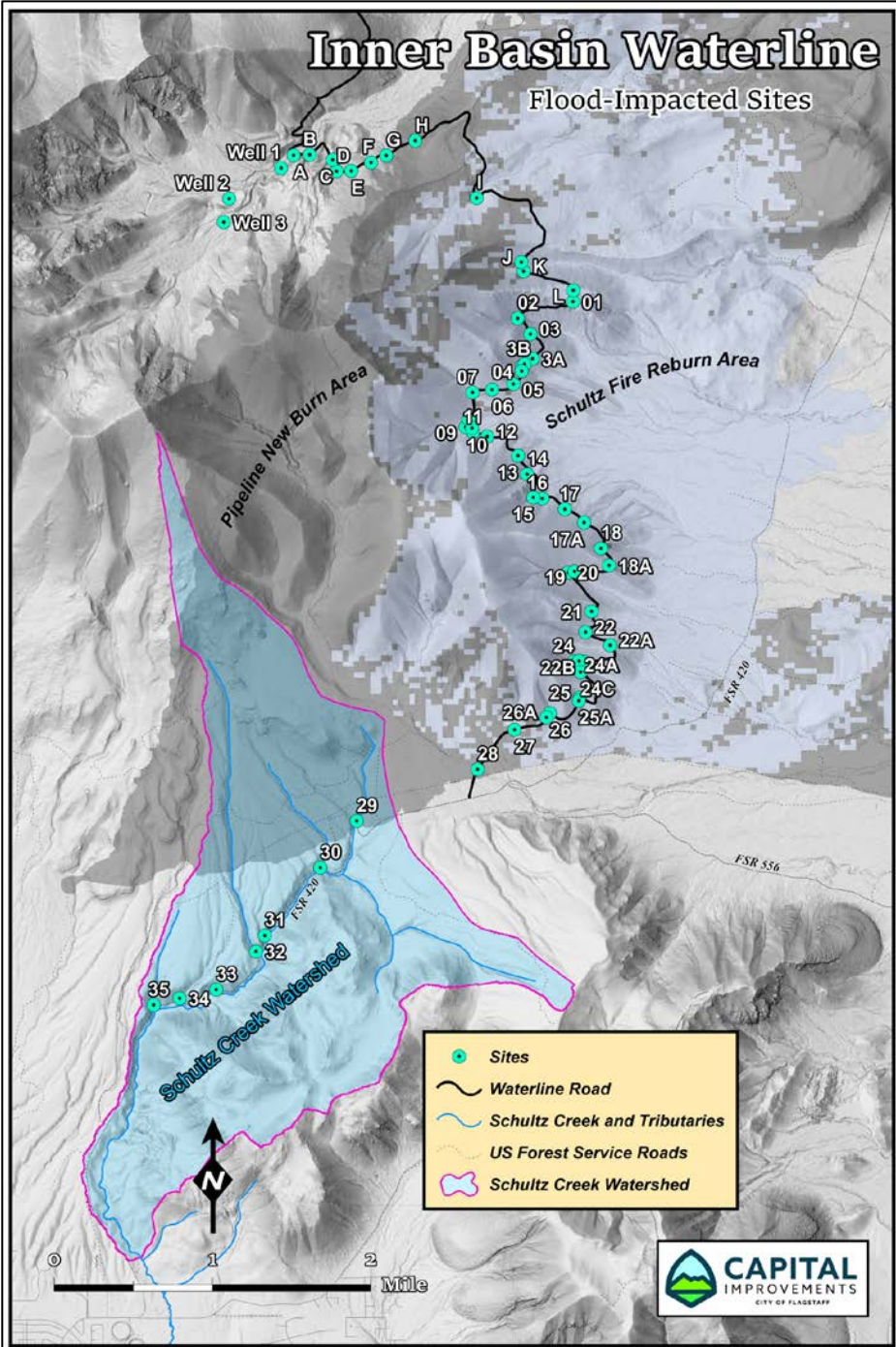
- Repair of Infrastructure
- Actual Construction
- Late Summer/Fall 2023

- **Inspection Services Contract**

- Necessary to Ensure Construction and Material Integrity
- Implemented During Post Schultz Fire Construction as well
- Contractor Procured through Request for Statements of Qualifications (RSOQ)



- **Pipeline Fire**
 - 26,532 acres
 - Started 12 June 2022
- **Schultz Fire Reburn Area**
 - Sites 1 through 28 (*Schultz Fire-Impacted Sites*)
- **Pipeline Fire Impacted Sites**
 - A through L and 28 through 35
 - Sites are South and North of Previous Impacts
 - Elevations Range from 7600' to 9500' AMSL



Elevational Profile of Waterline Road

Project Sites – Good, Bad, Ugly



Point 4A

*All photos from 7 September 2022,
unless stated otherwise*

45+ Total Sites; 10 Shared in this Presentation



Point A

Project Sites – Good, Bad, Ugly



Point 3B



Point 25

Project Sites – Good, Bad, Ugly



Point 24



Point 22

Project Sites – Good, Bad, Ugly



Point 7



Point 9

Project Sites – Good, Bad, Ugly



Point 32



Point 32

Waterline is Now Broken

Project Sites – Good, Bad, Ugly



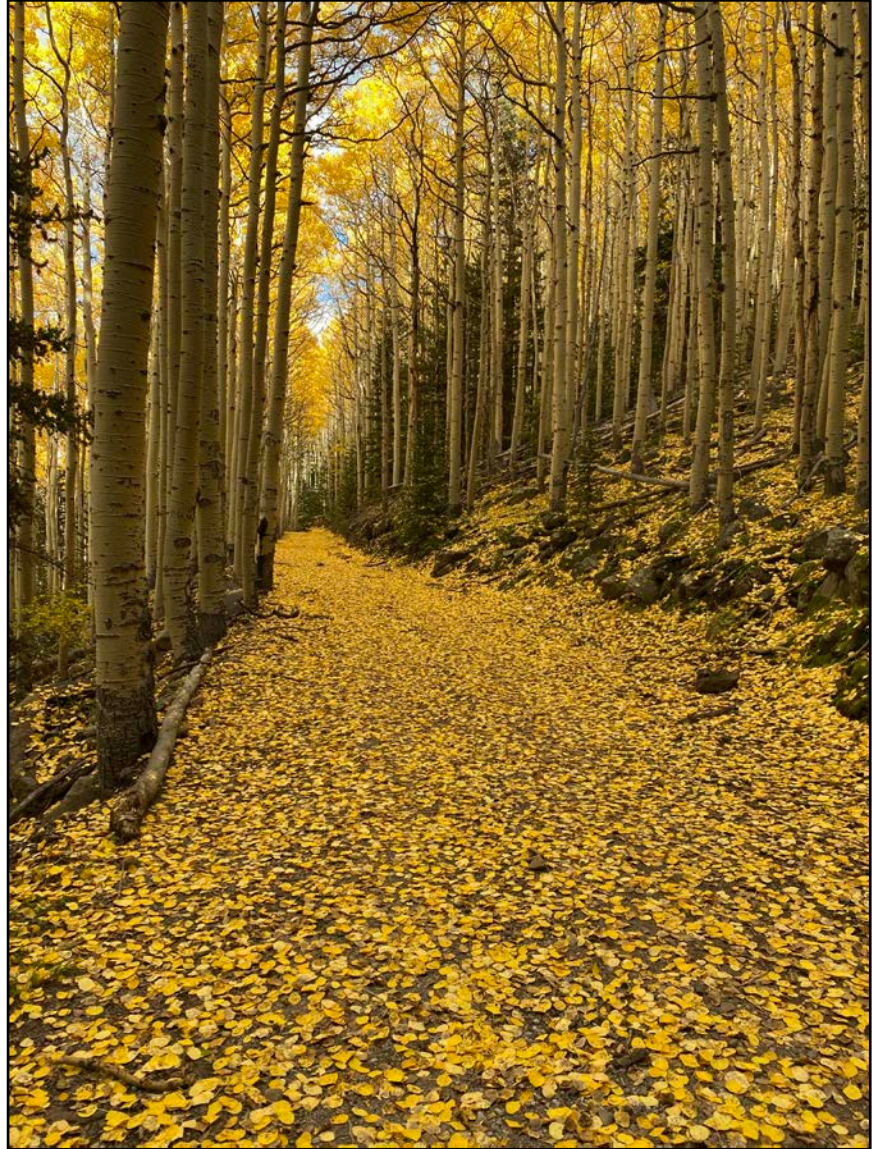
Point I



Point I



Waterline Road Unburned



Aspen Regeneration



Biological Legacies



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER





Funding Sources

- **AZ Department of Emergency Management & Military Affairs, Public Assistance Program**
 - Pre-Disaster Restoration/Repair
 - State Declarations 2302, 2303, & 2305
- **AZ Department of Forestry and Fire Management, HB 2001**
 - Post-Fire Flood Mitigation
- **AZ Department of Emergency Management & Military Affairs, Hazard Mitigation Grant Program, Post-Fire FY2022**
 - Improvement Work for Long-Term Hazard Mitigation Measures

Questions & Comments



TEAM FLAGSTAFF
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CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Neil Chapman, Forest Health Supervisor
Date: 12/25/2022
Meeting Date: 01/10/2023



TITLE:

2023 Updates to the Coconino National Forest, Flagstaff Ranger District Camping and Campfire Restrictions

DESIRED OUTCOME:

Intent is to inform Council regarding updates to the Coconino National Forest, Flagstaff Ranger District Camping and Campfire Restrictions. No changes to the City of Flagstaff camping and campfire restrictions are being presented.

EXECUTIVE SUMMARY:

Two catastrophic human-caused wildfires started on the the Coconino National Forest in 2022. There is a clear need to reduce the potential for human-caused fires in terrain dominated areas that can significantly impact the Peaks and neighboring communities.

The Coconino National Forest, Flagstaff Ranger District camping and campfire restriction changes presented to Council have been collaboratively developed and are based on science and risk.

No changes to the City of Flagstaff camping and campfire restrictions are being presented.

INFORMATION:

This collaborative effort to reduce human-caused wildfires supports all Key Community Priorities.

High Performing Governance - Foster clear and consistent communication strategies and products

Safe & Healthy Community - Foster a safe, secure, and healthy community; Provide public safety with the resources, staff, and training to respond to community needs

Inclusive & Engaged Community - Enhance community outreach and engagement opportunities; Promote environmental justice & the fair distribution of environmental benefits

Sustainable, Innovative Infrastructure - Deliver outstanding services to residents through a healthy, well maintained infrastructure system

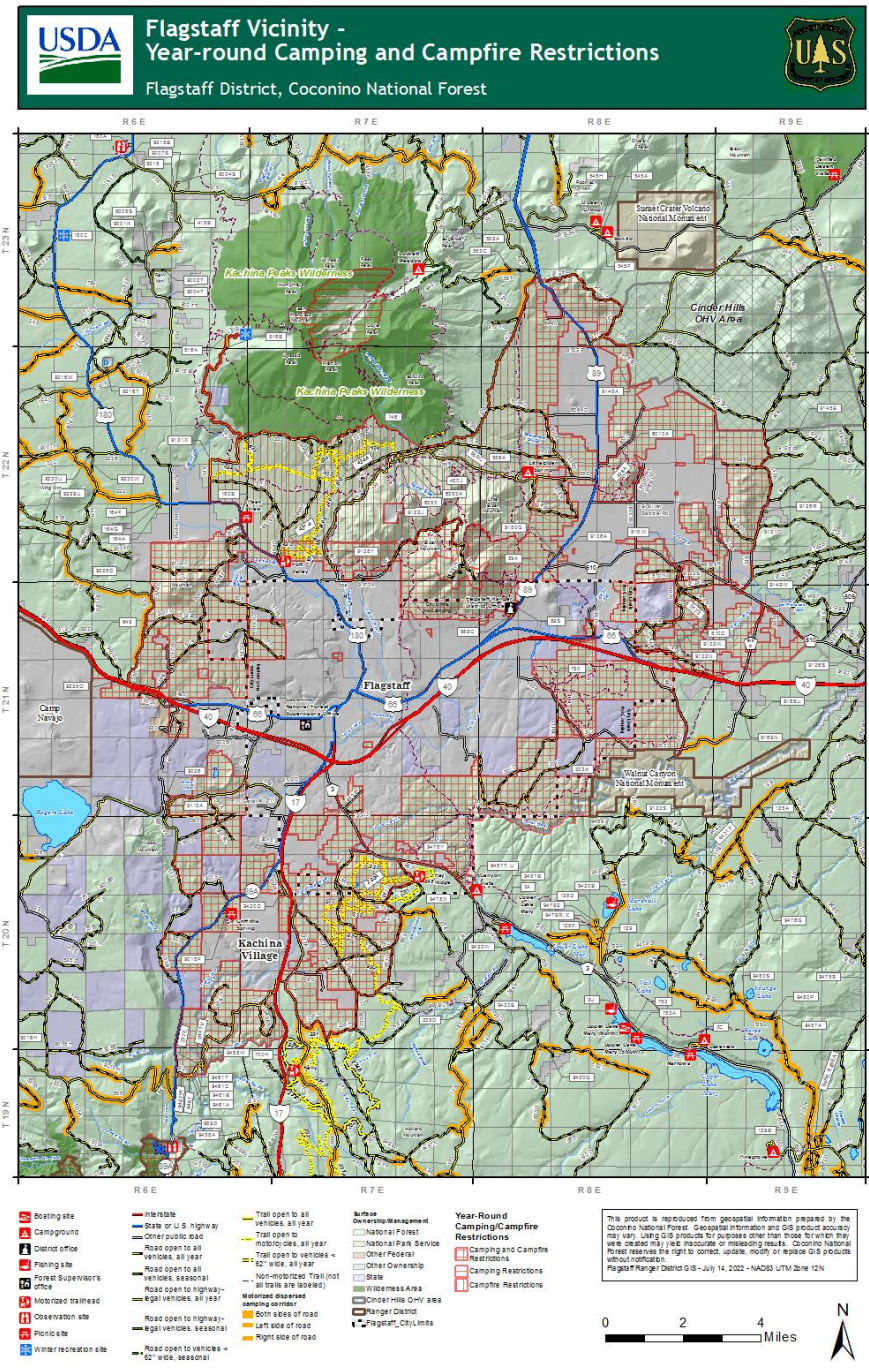
Robust Resilient Economy - Grow and strengthen a more robust, diverse, and resilient economy

Livable Community - Create a welcoming community through partnerships, strong neighborhoods, civic engagement, and resident participation

Environmental Stewardship - Actively manage and protect all environmental and natural resources

Attachments: Presentation

Flagstaff Ranger District camping/campfire restrictions December 2022



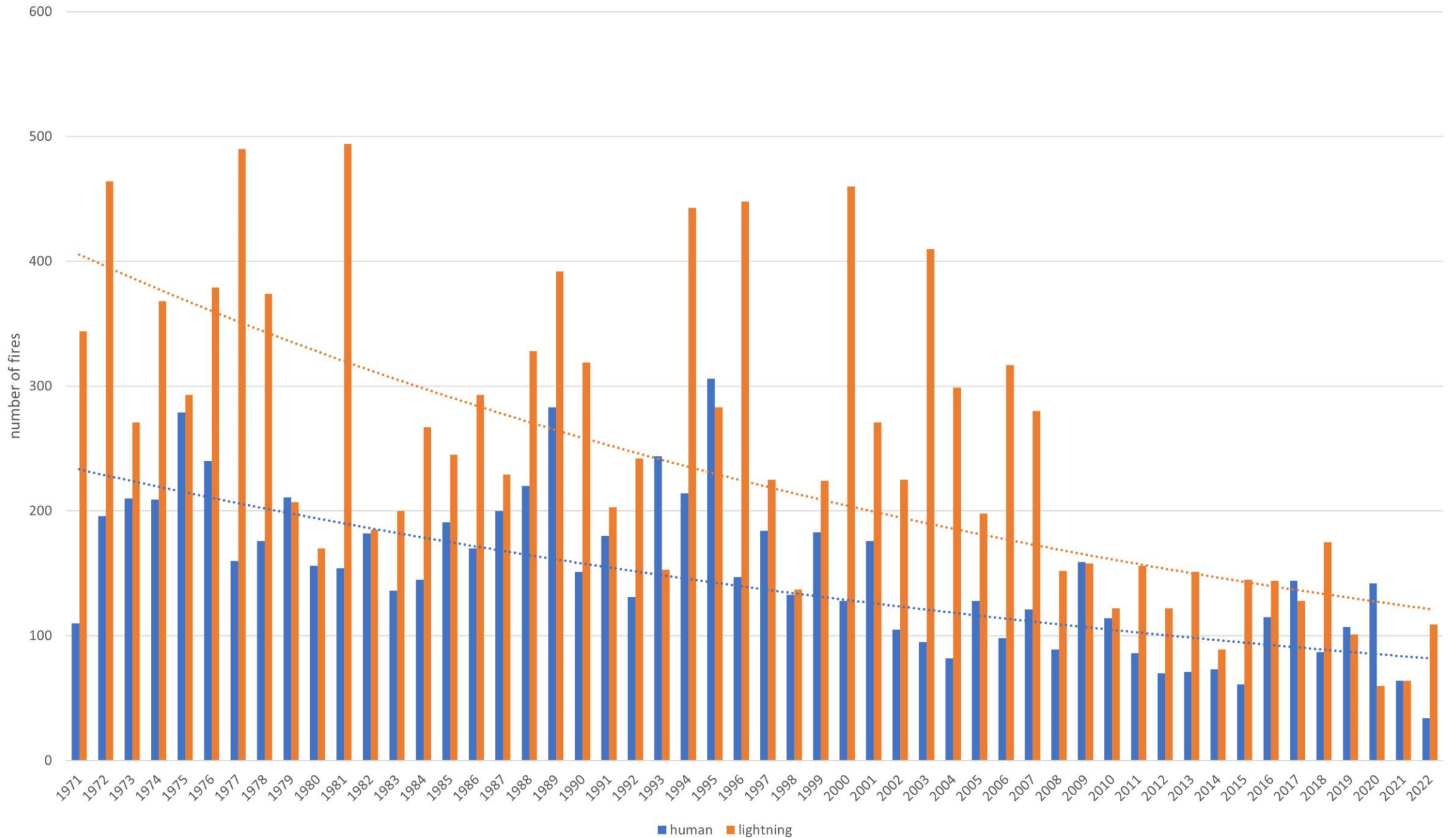
Objective

Reduce potential for human-caused fire that significantly impacts the Peaks and downstream communities (via either fire or post-fire flooding)

Three primary tools

1. Mechanical treatment – 1-5 year horizon
2. Prescribed fire – generally after mechanical
3. People management – everyday

human vs. lightning caused fires on the Coconino National Forest, 1970-2022



Overview of stage 1/2/3 restrictions

Stage 1: campfires only in developed sites (CGs, picnic areas); propane stoves/fires allowed

Stage 2: no campfires; propane stoves/ fires allowed

9am-8pm: no chainsaws or other equipment powered by an internal combustion engine for felling, bucking, skidding, processing, road building and woodcutting

Stage 3: area or entire forest closures

Flagstaff RD: existing year-round stage 2 restrictions
surrounding Flagstaff, Kachina Village,
Mountaineer, Doney Park, Timberline

Restrictions decisions are science-based with professional judgment and partner/cooperator considerations factored in

Mogollon Restriction Criteria (example data)				
FM-Y	Current 5-day avg.	Stage 1 (75%)	Stage 2 (90%)	Stage 3 (97%)
Max Temp	80.5	82	85	88
Min RH	11.7	12	8	5
ERC	63.6	47	59	69
burning index	42.1	33	39	46
spread comp.	5	4	5	6
ignition comp.	49.5	40	53	64
1 HR	5.2	6	4	3
10 HR	7.9	9	7	6
100 HR	7.8	11	8	7
1000 HR	8.9	12	10	9
	# Criteria Met	1	7	1

Flagstaff RD restrictions history (2000-2022)

No restrictions in 2005, 2009, 2015, 2019

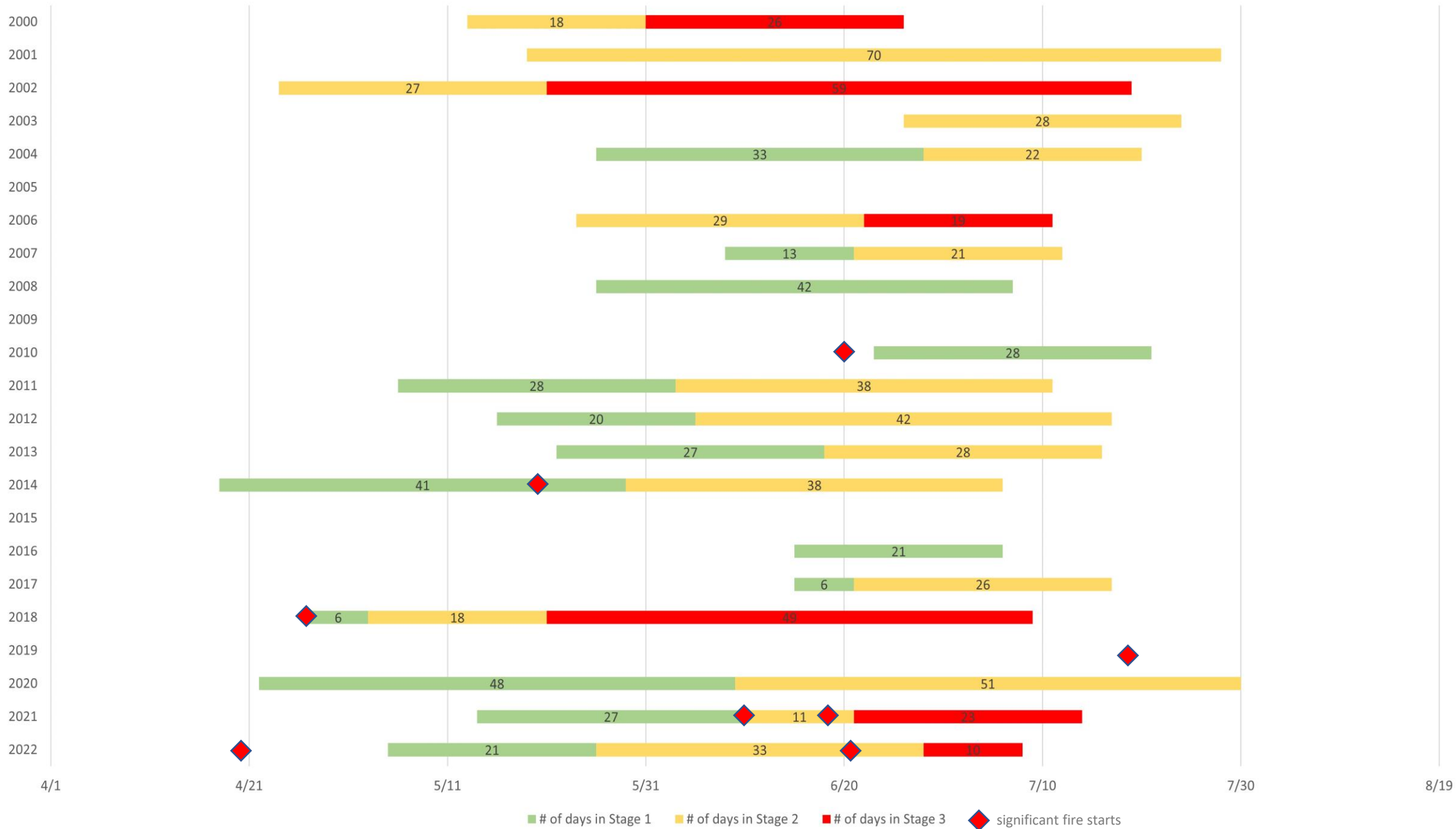
Stage 1: avg start 5/19 (earliest 4/18), avg end 6/14
median 27 days, range from 6 to 48

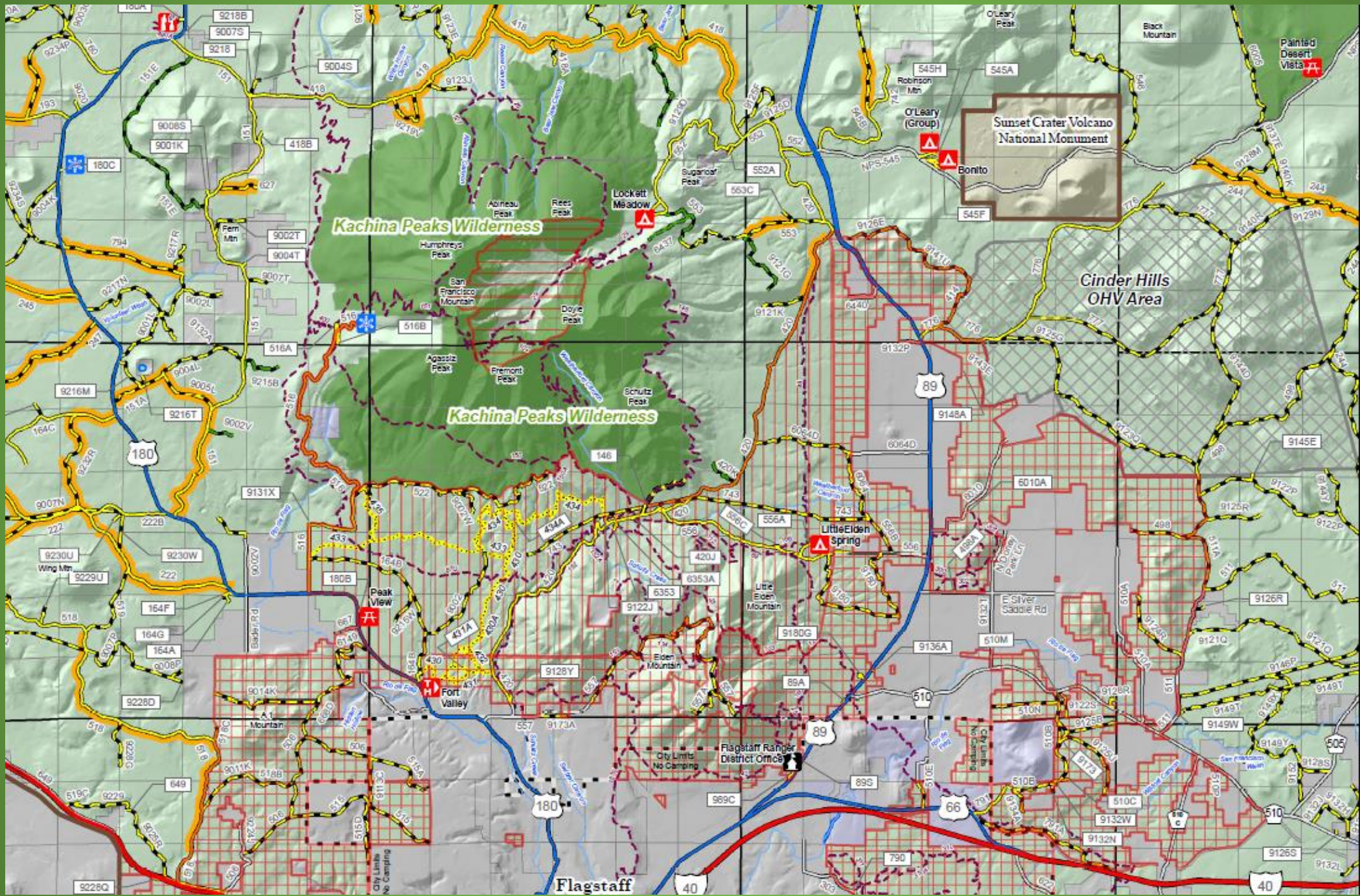
Stage 2: avg start 6/5 (earliest 4/24), avg end 7/12
median 28 days, range from 11 to 70

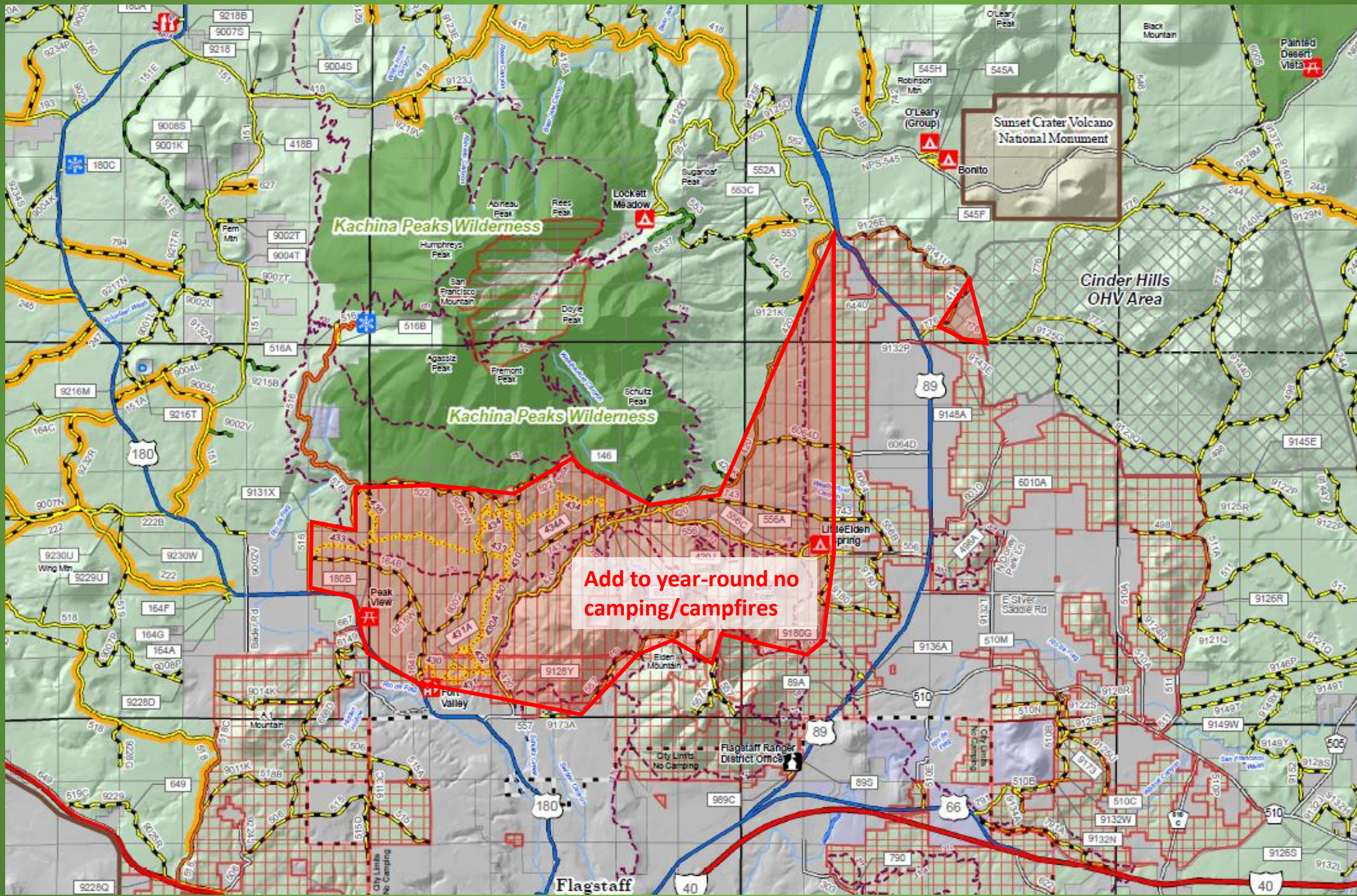
Stage 3: 2000, 2002, 2006, 2018, 2021, 2022

2018 – 49 days; 2021 – 23 days; 2022 – 10 days

Coconino National Forest fire restrictions history 2000-2022







Kachina Peaks Wilderness

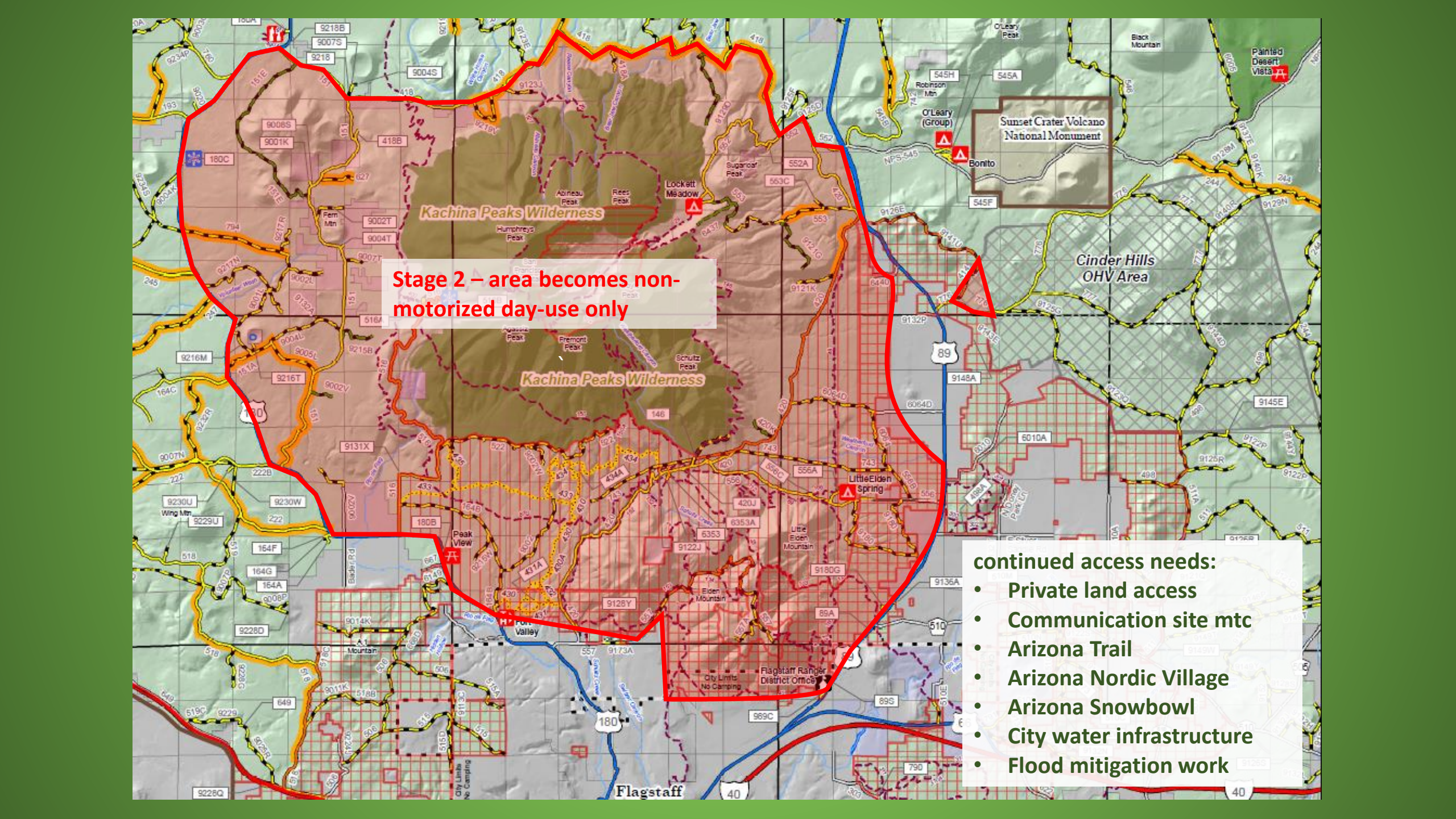
Kachina Peaks Wilderness

Sunset Crater Volcano National Monument

Cinder Hills OHV Area

Add to year-round no camping/campfires

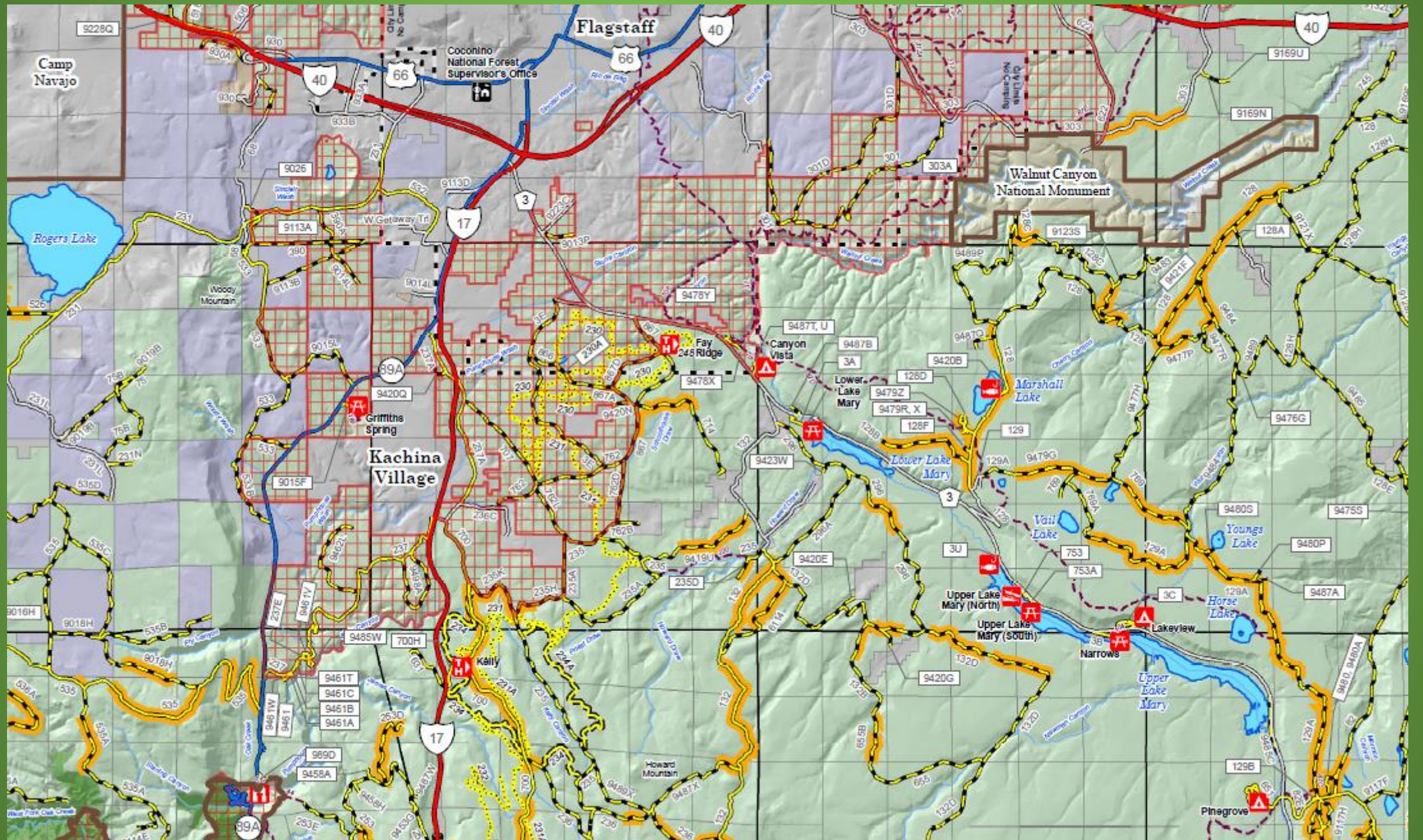
Flagstaff

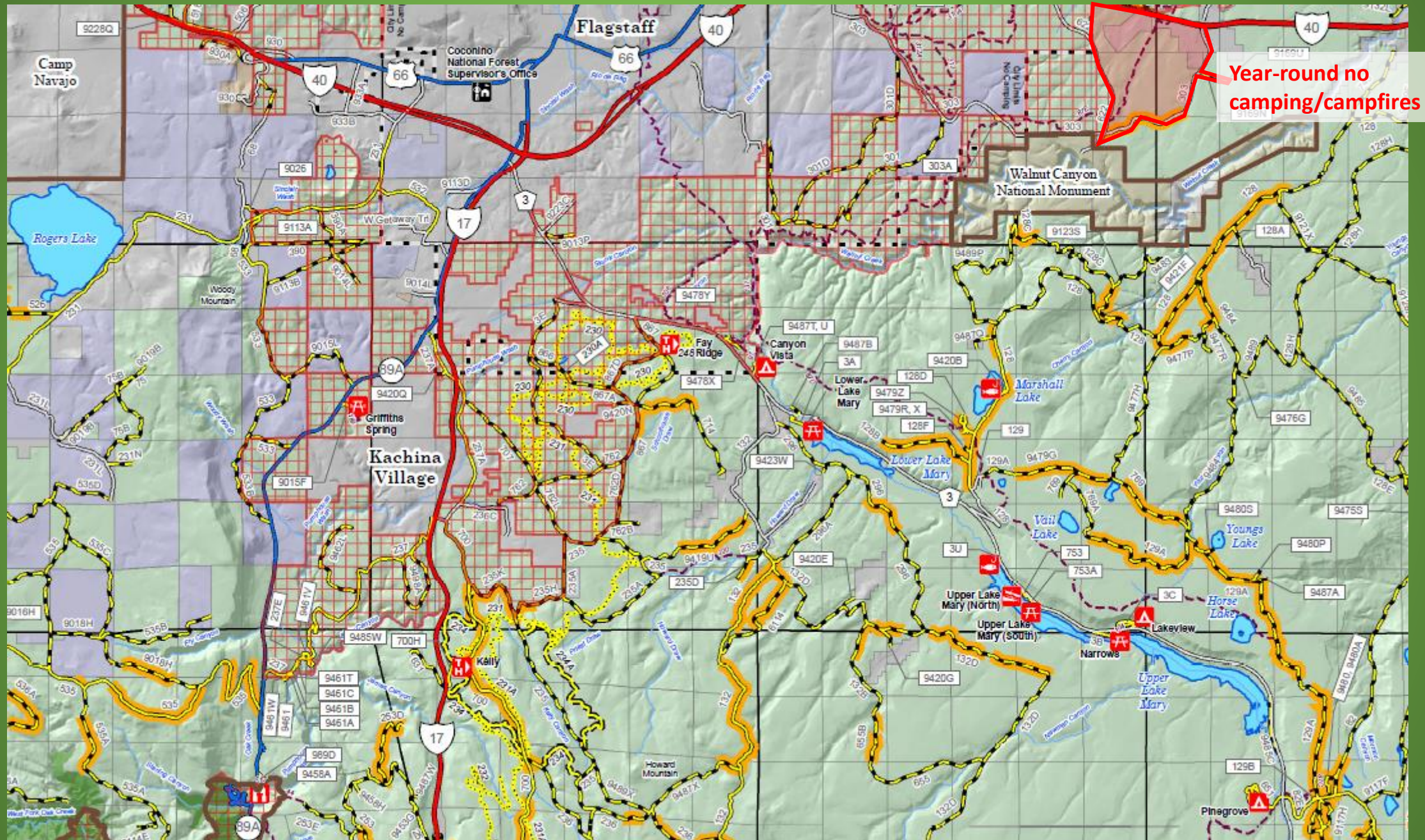


Stage 2 – area becomes non-motorized day-use only

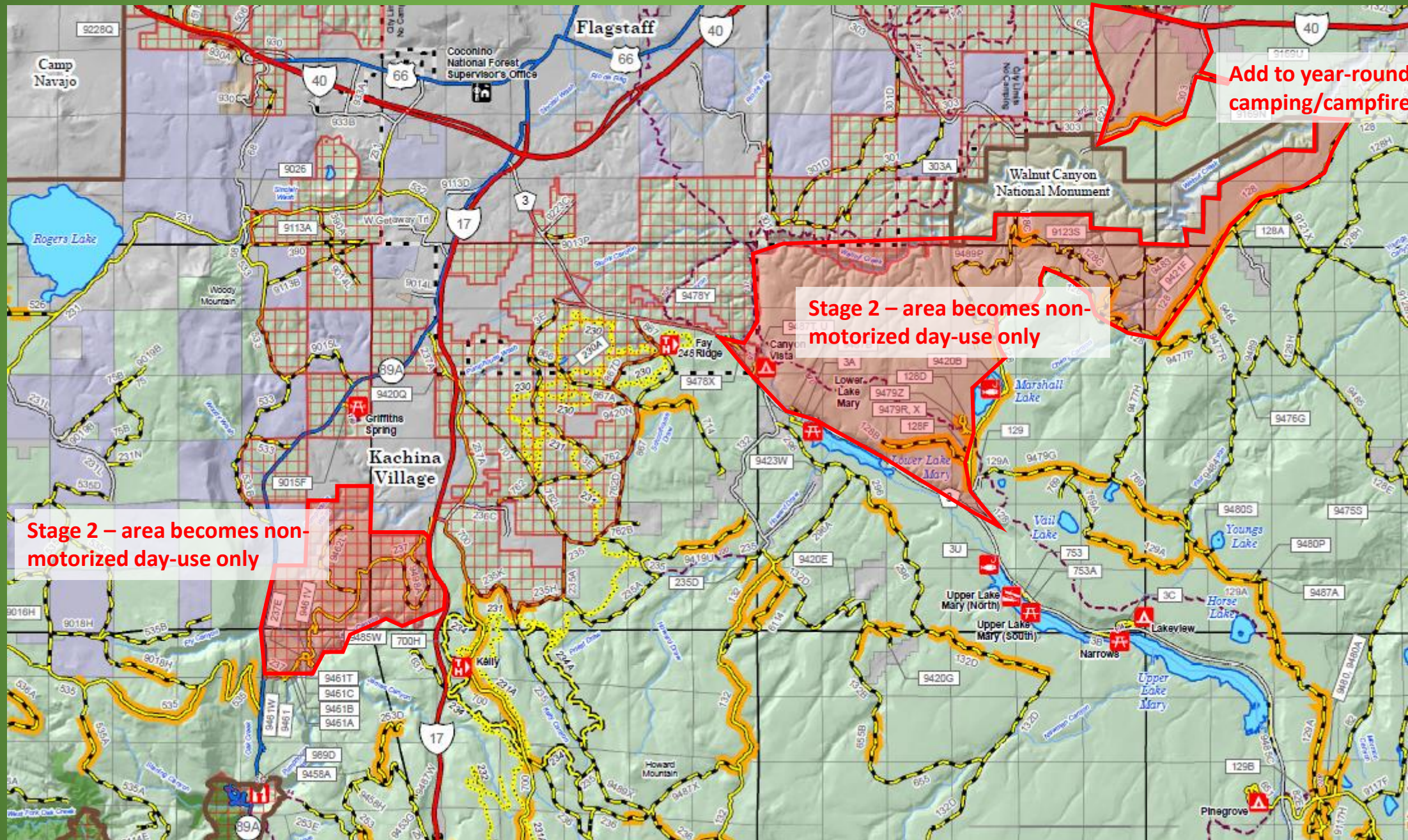
continued access needs:

- Private land access
- Communication site mtc
- Arizona Trail
- Arizona Nordic Village
- Arizona Snowbowl
- City water infrastructure
- Flood mitigation work





Year-round no camping/campfires



Add to year-round no camping/campfires

Stage 2 – area becomes non-motorized day-use only

Stage 2 – area becomes non-motorized day-use only

Considerations / Questions

- Museum, Slate, Tunnel Fires occurred during stage 1 or no restrictions
- Non-recreational camping
 - Where will they relocate?
 - What community services are available for those that leave the forest?
 - Other locations available?
- Enforcement – how can partners/cooperators help us increase/improve enforcement?
- Exemptions – commercial timber operations, special use permittees, etc.