

COMBINED SPECIAL MEETING / WORK SESSION AGENDA

A M E N D E D

SPECIAL MEETING / WORK SESSION
TUESDAY
DECEMBER 10, 2024

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

All City Council Meetings are live streamed on the city's YouTube page
(<https://www.youtube.com/@FlagstaffCityGovernment>)

PUBLIC COMMENT

Verbal public comments not related to items appearing on the posted agenda may be provided during the "Open Call to the Public" at the beginning and end of the meeting and may only be provided in person.

Verbal public comments related to items appearing on the posted agenda may be given in person or online and will be taken at the time the item is discussed.

To provide online verbal comment on an item that appears on the posted agenda, use the link below.

[ONLINE VERBAL PUBLIC COMMENT](#)

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented in 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 special meeting, the City Council may vote to go into executive session, which will not be open to the public, for discussion and consultation 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. **Open Call to the Public**

Open Call to the Public enables the public to address the Council about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Open Call to the Public appears on the agenda twice, at the beginning and at the end. The total time allotted for the first Open Call to the Public is 30 minutes; any additional comments will be held until the second Open Call to the Public.

If you wish to address the Council in person at today's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Open Call to the Public and Public Comment. Please limit your remarks to three minutes per item to allow everyone 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 December 17, 2024 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. **Farewell Presentation for Outgoing Councilmembers**

7. **Recess for Reception**

8. **Reconvene Meeting**

9. **Consideration and Approval of Contract:** Approve the Arizona Mutual Aid Compact with the State of Arizona, through the Emergency Management Division of the Arizona Department of Emergency and Military Affairs (DEMA/EM)

STAFF RECOMMENDED ACTION:

Authorize the Arizona Mutual Aid Compact (Compact) between the City of Flagstaff and the Arizona Department of Military Affairs.

10. **Consideration of Appointments:** Indigenous Commission

STAFF RECOMMENDED ACTION:

1. Make one appointment to a term expiring in December 2026.

11. **Consideration of Appointments:** Planning and Zoning Commission

STAFF RECOMMENDED ACTION:

1. Make one appointment for a term expiring December 2027.
2. Make one appointment for a term expiring December 2026

12. **Consideration of Appointments:** Water Commission

STAFF RECOMMENDED ACTION:

- 1. Make one appointment to a term expiring December 2025

13. **Adjournment**

WORK SESSION

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 discussion and consultation 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. **City Manager Report**
Information Only

3. **Multicultural County Park Sculpture Exhibition Project Overview**

Provide information to Council and the public, and obtain feedback, regarding the Multicultural County Park Sculpture Exhibition project, including a video about the 2024/25 exhibitions and a preview of selected artworks for the 2025/26 exhibition. Receive comments as to possible future exhibitions.

4. **Council Update on Banking Services Procurement**

Informational Only. Providing Council with an update to where we are with the procurement of Banking Services.

5. **Open Call to the Public**

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

7. **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 _____, 2024.

Stacy Saltzburg, MMC, City Clerk

THE CITY OF FLAGSTAFF ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48-hour advance notice, reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 213-2076 or email at stacy.saltzburg@flagstaffaz.gov to request an accommodation to participate in this public meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Flagstaff makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Flagstaff City Council meetings are live-streamed and recorded and may be viewed on the City of Flagstaff's website. If you permit your child to attend/participate in a televised Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacey Brechler-Knaggs, Grants, Contracts & Emergency Management Director
Co-Submitter: Daniel Kelly, Emergency Program Manager
Date: 11/12/2024
Meeting Date: 12/10/2024



TITLE:

Consideration and Approval of Contract: Approve the Arizona Mutual Aid Compact with the State of Arizona, through the Emergency Management Division of the Arizona Department of Emergency and Military Affairs (DEMA/EM)

STAFF RECOMMENDED ACTION:

Authorize the Arizona Mutual Aid Compact (Compact) between the City of Flagstaff and the Arizona Department of Military Affairs.

Executive Summary:

The Arizona Mutual Aid Compact enables participating political subdivisions and tribal nations to share resources, personnel, etc. during emergencies and then be reimbursed for the resources. The Compact provides a mechanism to participating parties to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other related services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during and after an incident. A signed agreement does not obligate the provision or receipt of aid, the Compact provides a tool for use should the incident dictate a need.

Financial Impact:

Project Name: Arizona Mutual Aid Compact Agreement
 Cost: None
 Account Number Budgeted: None
 FY Budgeted Amount: \$0.00
 Grant Funded: NA
 Funding Source: NA

Policy Impact:

None

Previous Council Decision or Community Discussion:

Yes, on March 2014 and on March 17, 2015

Options and Alternatives to Recommended Action:

- Enter into the Arizona Mutual Aid Compact
- Do not enter into the Arizona Mutual Aid Compact

Background and History:

The purpose of the Compact is to establish emergency management terms and procedures for participating Parties to provide mutual aid assistance to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements. The Compact is to (1) provide the procedures to notify the Providing Parties of the need for emergency assistance; (2) identify available resources; and (3) provide a mechanism for compensation for resources.

The Compact supports mutual aid coordination from the local, the state, and federal governments. It is guided by the Arizona Revised Statute, Title 26, Military Affairs and Emergency Management, Arizona Administrative Code, Title 8, Chapter 2, Article 3 (addressing the Governor's Emergency Fund), and the National Incident Management System.

Any Party experiencing an emergency may request assistance from any other Party under this Compact. However, when making such requests, consideration should be given to the geographical proximity of the other Parties from which assistance is being requested. All requests for assistance from the State must be coordinated through the Requesting Party's county emergency manager or tribal emergency manager, whichever is applicable.

Any request for assistance must specify:

1. What the emergency is.
2. The amount and type of resources needed.
3. The estimated period during which such mutual aid is required.

This Compact shall terminate ten years after the effective date or until participation in this Compact is terminated by the Party. The 2014 Compact shall cease to be effective as of midnight Arizona time on the evening of December 31, 2023, and this Compact shall go into effect immediately thereafter for all Parties that have signed this Compact before that date and time. This Compact shall continue in effect until midnight Arizona time on the evening of December 31, 2033.

Connection to PBB Priorities and Objectives:

Safe & Healthy Community - Provide public safety services with resources, staff & training responsive to the community's needs.

Connection to Regional Plan:

NA

Connection to Carbon Neutrality Plan:

NA

Connection to 10-Year Housing Plan:

NA

Connection to Division Specific Plan:

NA

Attachments: [AZ Mutual Aid Compact](#)

ARIZONA MUTUAL AID COMPACT

This Compact was made and entered into by and among the signatory Parties, including the State of Arizona, through the Emergency Management Division of the Arizona Department of Emergency and Military Affairs (DEMA/EM).

Recitals

WHEREAS one or more Parties may find it necessary to utilize all of their own resources to cope with emergencies, and may require the assistance of another Party or other Parties; and,

WHEREAS it is desirable that all resources of all Parties be available to all other Parties on pre-established terms, in order to respond to such emergencies; and,

WHEREAS it is desirable that each of the Parties should assist one another when such emergency occurs by providing such resources as are available and needed, including, but not limited to, fire, police, medical and health, environmental, communication, and transportation services to cope with the problems of response; and,

WHEREAS it is desirable that a compact be executed for the interchange of such mutual aid; and,

WHEREAS it is desirable to utilize this Compact in exercising adopted emergency plans; and,

WHEREAS it is desirable that the manner of financing of such cooperative undertakings be resolved in advance of such emergency.

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the Parties as follows:

COMPACT

1. Purpose.

The purpose of this Compact is to establish emergency management terms and procedures for participating Parties to provide mutual aid assistance to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements. This Compact shall be construed in accordance with all applicable laws.

2. Scope.

The Scope of this Compact is to (1) provide the procedures to notify the Providing Parties of the need for emergency assistance; (2) identify available resources; and (3) provide a mechanism for compensation for resources.

3. Definitions.

- **Automatic Mutual Aid** means the dispatch and response of requested resources without incident-specific approvals under an agreement separate from this Compact. These agreements are usually basic contracts; some may be informal accords.
- **Compact** means this document, the Arizona Mutual Aid Compact (AZMAC).
- **Director** means the Director of the Emergency Management Division of the Arizona Department of Emergency and Military Affairs (DEMA/EM).
- **Emergency or Emergencies** means any disaster or contingency situation that requires a collaborative effort among multiple Parties.
- **Local Mutual Aid Agreements** are separate agreements between Parties and/or other entities that involve a formal request for assistance.
- **Party and Parties** refers to any entity(ies) that have signed this Compact. All state agencies, tribal nations, and political subdivisions in the State of Arizona are eligible to sign this Compact as Parties.
- **Political Subdivision** means any county, incorporated city or town, or school district, community college district, or other tax-levying public district.
- **Providing Party** means the Party rendering aid under this Compact to another Party in the event of an emergency.
- **Requesting Party** means the Party seeking aid under this Compact from another Party in the event of an Emergency.
- **Self-deploy** refers to the act of a Party responding to another Party's emergency without being requested by the affected Party.

4. Guiding Framework.

Unless otherwise expressly agreed to in writing by a Providing Party and a Receiving Party in a separate agreement, the Parties agree to interpret the language of the Compact as operating consistently with:

- Arizona Revised Statute (A.R.S.), Title 26, Military Affairs and Emergency Management.
- Arizona Administrative Code (A.A.C.), Title 8, Chapter 2, Article 3 (addressing the Governor’s Emergency Fund).
- National Incident Management System (NIMS), 2017.

5. Procedures for Requesting Assistance.

Any Party experiencing an emergency may request assistance from any other Party under this Compact. However, when making such requests, consideration should be given to the geographical proximity of the other Parties from which assistance is being requested. All requests for assistance from the State must be coordinated through the Requesting Party’s county emergency manager or tribal emergency manager, whichever is applicable.

Any request for assistance must specify:

1. What the emergency is.
2. The amount and type of resources needed.
3. The estimated period during which such mutual aid is required.

Parties must use the Resource Request form provided in Appendix A. Additionally, it is recommended that Parties utilize WebEOC to track requests.

6. Providing Party's Assessment of Availability of Resources and Ability to Render Assistance.

In all instances, the Providing Party shall render such mutual aid as it is able to provide consistent with its own service needs at the time, taking into consideration the Providing Party's existing commitments within its own jurisdiction. The Providing Party shall be the sole judge of what mutual aid it has available to furnish to the Requesting Party pursuant to this Compact.

7. Implementation Plan.

Each Party that plans on retaining or seeking eligibility to receive Emergency Management Performance Grant (EMPG) funds must have an emergency operations plan that includes a process to provide for the effective mobilization of its resources, both public and private, including acceptance of mutual aid to provide or receive assistance under this Compact, and must provide a copy of its most current plan to DEMA/EM Grants Administration upon request.

8. Contact List.

Each Party shall develop a contact list as outlined in Appendix B, which shall be provided to the Director to make available to all other Parties. A minimum of two contacts, preferably

three, must be provided in Appendix B. A Party may update its contact information, at any time, by providing the updated contact information in writing to the Director, who shall make available the updated contact information to all other Parties. The contact list should be updated periodically, when necessary (i.e., personnel change).

9. Reimbursement Procedures between Parties.

If the Providing Party desires reimbursement for the assistance it is providing, the Requesting Party shall reimburse the Providing Party for one hundred percent (100%) of all costs incurred, and as agreed to, within the mutual assistance compact, whether an emergency has been declared or not. The Providing Party must declare its intent to seek reimbursement as part of its response to the Requesting Party's request for assistance (see Appendix A). The Providing Party and the Requesting Party shall agree upon allowable costs, both actual and estimated, for mutual assistance prior to the dispatch of any mutual assistance resources. In the event that the agreement includes reimbursement of all agreed to activities by the Providing Party, the Providing Party must submit a claim for all costs incurred during the execution of the mission assignment to the Requesting Party. The claim must include copies (no original documents) of all documentation to support their claim of reimbursement, including but not limited to timecards, payroll reports, fringe benefits information, pay policies, vehicle/daily logs, maintenance records, equipment lists, invoices, contracts, receipts, procurement policies, inventory reports, proofs of payments, insurance policies, rental agreements, etc.

The Requesting Party shall reimburse the Providing Party for all sufficiently documented submitted costs, as agreed to, regardless of the existence of a State Declaration or a State-Level Emergency, or a federal Emergency or Major Disaster Declaration.

Self-deployed resources will not be reimbursed under this Compact.

10. Reimbursement Procedures from the State or Federal Government.

The Providing Party shall be reimbursed for costs associated with this Compact by the Requesting Party only. The Providing Party is not eligible for reimbursement from the State or federal government under the terms of this Compact; eligibility for reimbursement from the State or federal government is determined solely by state and/or federal laws and policies. Additionally, neither the State nor the federal government is liable for any claim arising from an emergency for which the applicant receives funds from another source.

Costs and work performed by the Providing Party may, or may not, be reimbursable by the State or federal government, if submitted by the Requesting Party for reimbursement under a State Declaration for a State-Level Emergency, or federal Emergency, or Major Disaster declaration. Regardless of eligibility for reimbursement from the State or the federal government under a State Declaration for a State-Level Emergency, or federal Emergency or Major Disaster declaration, the Requesting Party shall fully reimburse the Providing Party's claim, providing all requirements are met. Failure to fully reimburse claims may establish a history of non-payment of AZMAC claims and may disqualify a Requesting Party from being able to be reimbursed under future State Declaration for a State-Level Emergency, or federal Emergency, or Major Disaster

declaration events.

11. Personnel Compensation and Insurance.

Except to the extent that reimbursement is separately agreed to, the Requesting Party and the Providing Party each shall be responsible for all compensation of their respective employees and insurance coverage for their respective equipment.

12. Immunity.

Notwithstanding the indemnification provision set forth below, the Parties shall have such immunity as provided by applicable state, federal, or tribal law.

13. Indemnification.

To the extent permitted under applicable laws, each Party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims are caused by negligent act or omission or other fault of the Indemnitor, its officers, officials, agents, employees, emergency workers, or volunteers. If a Claim or Claims become subject to this indemnity provision, the Parties in question shall expeditiously meet to discuss a common and mutual defense, including proportional liability and payment of possible litigation expense and money damages. Notwithstanding the foregoing, nothing herein shall be construed to modify the gross negligence standard applicable to each Party under the law applicable to that Party. Should a Party to this Compact use a contractor for any purpose, that Party must ensure that its contractor(s) (and all of their subcontractors and materials suppliers, regardless of their degree of removal from the Party's contractor) are required to abide by the insurance requirements which are set forth in Appendix C. The obligations under this Section shall survive termination of this Compact.

14. Term.

This Compact shall terminate ten years after the effective date or until participation in this Compact is terminated by the Party. The 2014 Compact shall cease to be effective as of midnight Arizona time on the evening of December 31, 2023, and this Compact shall go into effect immediately thereafter for all Parties that have signed this Compact before that date and time. This Compact shall continue in effect until midnight Arizona time on the evening of December 31, 2033.

15. Effect of Termination by a Party.

The termination by one or more of the Parties of its/their participation in this Compact shall not affect the operation of this Compact as between the other Parties. The Director shall identify on DEMA's website, with updates as needed, all Parties to this Compact.

16. Compliance with Laws.

Each Party shall comply with all federal, tribal, state, and local laws, rules, regulations, standards, and Executive Orders, as applicable, without limitation to those designated within this Compact. Any changes in such laws, rules and regulations during the terms of this Compact shall apply without the need to amend this Compact.

17. Workers' Compensation.

Each Party shall maintain Workers' Compensation insurance coverage on all of its own employees providing services pursuant to this Compact.

18. Insurance.

Except as expressly provided in this Compact, each Party shall bear the risk of its own actions, as it does with all its operations, and shall determine for itself an appropriate level of insurance coverage and maintain such coverage. Nothing in this Compact shall be construed as a waiver of any limitation on liability that may apply to a Party.

19. Non-Appropriation.

Every payment obligation of each of the Parties under this Compact is conditioned upon the availability of funds appropriated and allocated for the payment of such obligation. If a Party's funds are not appropriated, allocated, and available or if the appropriation is changed by the legislature or other governing body resulting in funds no longer being available for the continuance of that Party's participation in this Compact, that Party may terminate its participation in this Compact as of the end of the period for which funds are available by providing written notice in advance to the Director. No liability shall accrue to the Party in question in the event this provision is exercised, and that Party shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

20. No Third-Party Beneficiaries.

Nothing in this Compact confers any rights or remedies to any person or entity that is not a Party. Nothing in this Compact affects the legal liability of any Party to this Compact by imposing any standard of care different from the standard of care imposed by law.

21. Entire Compact.

This document constitutes the entire Compact between the Parties pertaining to the subject matter hereof. This Compact shall not be modified, amended, or altered.

22. Jurisdiction.

Nothing in this Compact shall be construed as otherwise limiting or extending the legal jurisdiction of any Party.

23. Conflict of Interest.

If applicable to the Party in question, that Party may terminate its participation in this Compact, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, creating, or executing this Compact on behalf of the Party is, at

any time while this Compact or any extension is in effect, an employee, agent or consultant of another Party with respect to the subject matter of this Compact.

24. Supervision and Control.

Management of an emergency shall remain with the Party originally responsible for responding to the emergency. From the time of arrival to the time of departure at the emergency scene, the Providing Party shall be considered for all purposes to be under the direction and control (other than for the purposes of Workers' Compensation, as provided in Section 17 of this Compact) of the Requesting Party. In proceeding to and returning from the emergency scene, the Providing Party shall not be under the direction and control of the Requesting Party. Supervision and control of Providing Parties' personnel and equipment shall be in accordance with the National Incident Management System. All equipment and personnel used pursuant to this Compact shall be returned to the Providing Party upon being released by the Requesting Party or on demand of the Providing Party for such return.

25. Severability: Effect on Other Agreements.

It is expressly understood that this Compact shall not supplant existing agreements between any of the Parties that provide for the exchange or furnishing of goods and/or service.

26. Severability.

If any provision of this Compact is held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable to the fullest extent permitted by law.

27. Responsibility of the Department of Emergency and Military Affairs.

Nothing in this Compact limits or restricts the legal duties and obligations of DEMA/EM when responding to the emergency of any Party.

28. Execution Procedure.

Execution of this Compact shall be as follows:

This Compact, which will be designated as "ARIZONA MUTUAL AID COMPACT," shall be executed in counterparts by the governing body of each Party. Upon execution, the counterpart will be provided to the Director. This Compact will be effective between all Parties that execute this Compact even if it is not executed by all eligible entities.

29. Termination.

Termination of participation in this Compact by any Party may be affected by that Party as follows:

Notice of termination will be given to the Director 20 days prior to termination. Any Party may, by resolution of its governing body or person, terminate its participation in this Compact by providing a copy of such resolution to the Director. The Parties understand and acknowledge that a Party's participation in this Compact may be subject to cancellation or termination by that Party pursuant to the terms of this Compact, or pursuant A.R.S. § 38-511, or applicable tribal law. Pursuant to the provisions of A.R.S. § 11-952(B)(4), in the event of termination by a Providing Party or a Requesting Party, any property belonging to such Party shall be returned to that Party.

30. Dispute Resolution.

The Parties to this Compact agree to resolve all disputes arising out of or relating to this Compact through arbitration, after exhausting applicable administrative review, to the extent required by law.

31. Record Retention.

Each Party shall retain all records relating to this Compact for a period of five (5) years after the expiration of its term. All records shall be subject to review and copying by any other Party that participated in the emergency response to which such records relate (including such entities that are former Parties whose participation in this Compact was terminated within the five years preceding a request to review and copy) at reasonable times.

32. Forced Labor of Ethnic Uyghurs.

To the extent applicable under A.R.S. § 35-394, each Party warrants and certifies that it does not currently, and agrees that it will not for the duration of this Compact, use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If a Party becomes aware that it is not in compliance with this paragraph, it shall notify all other Parties of the noncompliance within five business days of becoming aware of it. If the offending Party fails to provide a written certification that it has remedied the noncompliance within 180 days after that, said Party's participation in this Compact shall terminate unless the termination date of this Compact occurs before the end of the remedy, in which their participation will terminate on the Compact's termination date.

33. Counterparts.

This Compact may be executed simultaneously or in counterparts, each of which constitutes an original, but all of which together constitute one and the same agreement.

Arizona Mutual Aid Compact

Signature Page

City of Flagstaff

IN WITNESS WHEREOF, the Party below hereby signs this Arizona Mutual Aid Compact signature page. The signor warrants that he or she has been duly authorized to commit the Party named to participate in this Compact by formal approval of the Party's governing body or person.

(Signing Authority)

Date:

ATTEST:

(Attesting Authority)

Date:

Date of formal approval by governing body: _____

Pursuant to A.R.S. § 11-952(D) or applicable tribal law, the attorney for the above entity has determined that the foregoing Compact is in proper form and is within the powers and authority of the entity as granted under the laws of this State and the applicable tribal government.

(Attorney)

Date:



Appendix A

Arizona Mutual Aid Compact (AZMAC) Emergency Management Resource Request

Requesting Party:

Point of Contact: _____

Work: _____

Cell: _____

Email: _____

Requested Resource:

Quantity: _____

Unit of Measure: _____

Date/Time Required: _____

Delivery Location: _____

Date of Request: _____

Requesting Party Tracking Number: _____

Mission

--

Special Instructions

(i.e., delivery instructions, if the resource must come with personnel, fuel, lodging, etc.)

--

Personnel

Name:				
Phone Number:				
Email Address:				
Regular Salary/ Hourly Rate:				
Regular Fringe Benefit Hourly:				
Overtime Salary Hourly Rate:				
Overtime Fringe Benefit Hourly Rate:				

Estimated Resource Cost:

Request Forwarded to

Contact Name: _____

Organization/Agency: _____

Date/Time of Submission: _____

Request Approved by:

Date:

(Name, Title, Signature)

Reimbursement

Providing Party Representative Signature

Date:

Requesting Party Representative Signature

Date:



Appendix B

Arizona Mutual Aid Compact (AZMAC) Points of Contact

Date:

Name of Party:

City of Flagstaff

Mailing Address:

Flagstaff City Hall, 211 West Aspen Aveune, Flagstaff, AZ 86001

Authorized Representatives to Contact for Mutual Aid Assistance

	Primary Contact	1st Alternate	2nd Alternate
Name	Stacey Brechler-Knaggs	Daniel Kelly	
Title	Emergency Management Director	Emergency Manager	
24hr	928-699-5585	928-522-4504	
Day	928-213-2227	928-213-2237	
Night	928-699-5585	928-522-4504	
Fax			
Email	sknaggs@flagstaffaz.gov	daniel.kelly@flagstaffaz.gov	

Appendix C

Arizona Mutual Aid Compact (AZMAC) Use of A Contractor

Each Party shall cause all of its contractor(s) and subcontractors performing any service or work or providing any equipment or material relating to an emergency response undertaken through this Compact to defend, indemnify, and hold harmless the State of Arizona, all Requesting Parties, and all Providing Parties participating in responding to the emergency in question under this Compact, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of that Party's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any applicable federal, state, tribal or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the Parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such a contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. Nothing herein shall be construed to expand or modify the gross negligence or immunity standard as set forth in the state, federal, or tribal law applicable to the Party in issue.

Insurance Requirements for Parties:

None.

Insurance Requirements for Any Contractors Used by a Party to this Compact:

(Note: this applies only to Contractors used by a Party, not to the Party itself.) The insurance requirements herein are minimum requirements and in no way limit the indemnity covenants contained in this Compact. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Party or Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor and the Party are free to purchase additional insurance.

A. Minimum Scope and Limits of Insurance: Contractor shall provide coverage with limits of

liability not less than those stated below.

1. Commercial General Liability- Occurrence Form

Policy shall include bodily injury, property damage, personal and advertising injury, and broad form contractual liability.

- a. The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language: "The State of Arizona, [insert names of the Requesting Party(ies) and Providing Party(ies) in issue], and their departments, agencies, boards, commissions, universities, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor." Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b. The policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the "State of Arizona, [insert names of the Requesting Party(ies) and Providing Party(ies) in issue], and their departments, agencies, boards, commissions, universities, officers, officials, agents, and employees" for losses arising from work performed by or on behalf of the Contractor.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language: "The State of Arizona, [insert names of the Requesting Party(ies) and Providing Party(ies) in issue], and their departments, agencies, boards, commissions, universities, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor". Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b. Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the "State of Arizona, [insert names of the Requesting Party(ies) and Providing Party(ies) in issue], and their departments, agencies, boards, commissions, universities and its officers,

officials, agents, and employees" for losses arising from work performed by or on behalf of the Contractor.

c. Policy shall contain a severability of interest provision.

3. Workers' Compensation and Employers' Liability

• Workers' Compensation	Statutory
• Employers' Liability	
Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000

a. Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the "State of Arizona, [insert names of the Requesting Party(ies) and Providing Party(ies) in issue], and their departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees" for losses arising from work performed by or on behalf of the Contractor.

B. Additional Insurance Requirements: The policies are to contain, or be endorsed (Blanket Endorsements are not acceptable) to contain, the following provisions:

1. The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the State of Arizona, [insert names of the Requesting Part(ies) and Providing Part(ies) in issue], and their departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be excess and not contributory insurance.
2. The Contractor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of its Contract with the other Parties.

C. Notice of Cancellation: With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this Contract in the insurance policies above shall require (30) days written notice to the [insert names of the Requesting Party(ies) and Providing Party(ies) in issue].

- D. Acceptability of Insurers: Contractor's insurance shall be placed with companies licensed in the State of Arizona. Insurers shall have an "A.M. Best" rating of not less than A-VII or be duly authorized to transact Workers' Compensation insurance in the State of Arizona. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. Verification of Coverage: Contractor shall furnish the Parties retaining the contractor in question with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.

All certificates and endorsements (Blanket Endorsements are not acceptable) are to be received and approved by the Parties retaining the contractor in question before work commences. Each insurance policy required by this Contract must be in effect at or prior to the commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contractor or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Parties retaining the contractor in question.

- F. Subcontractors: Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish separate certificates for each subcontractor to the Party to this Compact that the contractor in question has contracted with. All coverage for subcontractors shall be subject to the minimum requirements identified above.
- G. Exceptions: In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such a public entity shall provide a Certificate of Self-Insurance. If the contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

Addendum #1

Arizona Mutual Aid Compact (AZMAC)

Cyber-Related Mutual Aid For Participating Tribal Parties

1. Purpose.

The purpose of this Addendum #1 (“Addendum”) to the Arizona Mutual Aid Compact is to define for the participating Parties the Arizona National Guard Cyber Joint Task Force of the Arizona Department of Emergency and Military Affairs (AZNG-CJTF) terms and procedures which will be used among the participating Parties for dispatching cyber-related mutual aid assistance to any affected area in accordance with tribal laws, resolutions, and emergency plans or agreements. The AZNG-CJTF may work with other applicable State and federal cybersecurity entities, as needed. Except as expressly stated in this Addendum, all of the terms of the Arizona Mutual Aid Compact itself apply to this Addendum as if set forth in this Addendum in full.

2. Scope.

The scope of this Addendum is to (1) identify the available cyber resources of the AZNG-CJTF; (2) identify the terms and conditions for Requesting Parties to utilize those resources; and (3) provide a mechanism for compensation for those cyber resources.

3. Definitions.

In addition to the definitions listed below, all of the definitions set forth in the Arizona Mutual Aid Compact shall apply here.

- **Cyber** refers to both information and communications networks.
- **Cyber Attack** means any kind of malicious activity that attempts to collect, disrupt, deny, degrade, or destroy information system resources or the information itself.
- **Cyber Emergency** means any actual, imminent, or potential cyber-related incident that will adversely affect public health, safety, or security; the environment; or economic prosperity on a level materially significant.
- **Cyber Incident** means actions taken through the use of an information system or network that result in an actual or potentially adverse effect on an information system, network, and/or the information residing therein.
- **Cyber Threat** means any circumstance or event with the potential to adversely impact organizational operations (including mission, functions, image, or reputation), organizational assets, or individuals through an information system via unauthorized access, destruction, disclosure, modification of information, and/or denial of service. Also, the potential for a threat-source to successfully exploit a particular information system vulnerability.
- **Cybersecurity** means prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained

therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation.

4. Types of Assistance.

The AZNG-CJTF offers two types of assistance, (1) vulnerability assessment and (2) cyber incident response. Vulnerability assessments are pre-emptive examinations of a party's physical and electronic safeguards in place protecting the party's information system or network. Vulnerability assessments are not done in response to a particular cyber incident. Cyber incident response is assistance provided following a cyber-attack or intrusion on a party's information system or network.

Regardless of whether a party requests AZNG-CJTF assistance to conduct either a vulnerability assessment or a cyber incident response, AZNG-CJTF assistance is limited to examinations of relevant physical and electronic security measures for an information system or network, an outline of AZNG-CJTF identified risks, threats, or breaches that were found as a result of any examination, and AZNG-CJTF recommendations to either address or minimize any identified risks, threats, or breaches and how a party could undertake such measures. AZNG-CJTF assistance does not include implementing any cyber security recommendation it or its personnel make, nor does it include directly thwarting or eliminating any ongoing cyber incident.

To request a vulnerability assessment from the AZNG-CJTF, contact AZCyberJointTaskForce@arizona.gov. For cyber incident response, refer to section 5.

5. Procedures for Requesting Assistance.

All procedures for requesting cyber-related assistance should follow the provisions outlined below:

1. Notify the DEMA/EM Duty Officer of the incident via phone at (602) 469-3401.
2. Submit a Resource Request into WebEOC detailing:
 - a. When the Cyber Incident began,
 - b. what the Indicators of Compromise (IoCs) are,
 - c. the systems that have been affected (i.e., host machines, servers, other devices),
 - d. the steps that have been taken, and
 - e. what assistance is being requested.

Additionally, prior to any cyber-related assistance is provided, the Requesting Party and AZNG-CJTF must enter into either a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA). These Memoranda will outline the scope of the cyber-related assistance that the Requesting Party desires from the AZNG-CJTF and the conditions under which this assistance will be conducted. These conditions can include terms or limitations from both the Requesting Party and the AZNG-CJTF.

An MOU will be entered if the cyber-related assistance being requested relates to a preventative computer and network vulnerability assessment that is not in response to a particular Cyber Incident. Any cyber-assistance provided by the AZNG-CJTF pursuant to an MOU will not involve reimbursement or any other form of cost-sharing by the Requesting Party. An MOA will be entered if the cyber-related assistance being requested relates to a particular Cyber Incident and not merely preventative assessments or examinations. Cyber-related assistance conducted pursuant to an MOA may require the Requesting Party to reimburse some or all of the AZNG-CJTF costs to conduct such assistance.

Any cyber-related assistance may be available regardless of whether there has been a federal declaration of emergency. However, if the AZNG-CJTF provides cyber-related assistance pursuant to an MOA that requires the Requesting Party to reimburse assistance costs to DEMA, the Requesting Party shall be solely responsible for determining whether these costs can be reimbursed by the federal government. Whether or not any cyber-assistance costs incurred by the Requesting Party to the AZNG-CJTF are reimbursable by the federal government shall not be a basis by the Requesting Party to delay reimbursing these costs to the Arizona National Guard Cyber Response Revolving Fund in the timely manner outlined in the respective MOA.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, City Clerk Temp
Date: 12/04/2024
Meeting Date: 12/10/2024



TITLE:

Consideration of Appointments: Indigenous Commission

STAFF RECOMMENDED ACTION:

1. Make one appointment to a term expiring in December 2026.

Executive Summary:

The Indigenous Commission consists of seven (7) voting members and three (3) ex-officio (non-voting) members from the Indigenous Peoples Advisory Council appointed by the City Council in accordance with a Memorandum of Understanding between the City of Flagstaff and the Coconino County Indigenous Peoples Advisory Council. Members must have a tribal affiliation as enrolled members of a tribe/nation recognized by the federal and/or state governments. Members will have interest in the issues presented in the Strategic Plan as presented to City Council by the Coordinator for Indigenous Initiatives. The Commission serves as an advisory board to City Council; makes recommendations with respect to certain policies, needs, issues, and methods in promoting the Strategic Plan and Recommendations accepted by City Council; and furnish the City Council with information through the Coordinator for Indigenous Initiatives.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are three (3) applications on file for voting members. The applications are as follows:

- Cherylee Francis (new applicant)
- Crecinda Koiyaquaptewa (new applicant)
- Nathaniel Smallcanyon (new applicant)

In an effort to reduce exposure to personal information, the applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Matthews

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. **Appoint one Commissioner:** By appointing a member at this time, the Indigenous Commission will have one additional ex-officio seat available, this still allows the group to meet and provide recommendations to the City Council.
2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Attachments: [Indigenous Commission Authority](#)

**CHAPTER 2-26
INDIGENOUS COMMISSION**

2-26-001-0001 CREATION OF COMMISSION

An Indigenous Commission is hereby created.

2-26-001-0002 MEMBERS AND OFFICERS

The Indigenous Commission shall have seven (7) voting members appointed by the City Council and three (3) ex-officio (non-voting) members from the Indigenous Peoples Advisory Council appointed by the City Council in accordance with a Memorandum of Understanding between the City of Flagstaff and the Coconino County Indigenous Peoples Advisory Council. All voting members shall reside within the Flagstaff City limits.

- A. Members must have a tribal affiliation as enrolled members of a tribe/nation recognized by the federal and/or state governments. Members will have interest in the issues presented in the Strategic Plan as presented to City Council by the Coordinator for Indigenous Initiatives.

2-26-001-0003 TERMS OF OFFICE

- A. Terms shall be for three years except for the first appointments to create staggered terms. The City Council shall appoint three members for three (3) year term, two members for two (2) year terms, and two members for one (1) year terms. After the initial appointment all terms thereafter will be three (3) year terms.
- B. The City Council will make every effort to recruit and appoint those individuals that represent the diverse Indigenous population of Flagstaff and who have demonstrated an interest in the recommendations as directed at the October 10, 2017 City Council meeting by the Indigenous Circle of Flagstaff.
- C. Two (2) Co-Chairpersons from among the seven (7) voting members shall be selected by a majority vote of those members at a meeting called for that purpose.

2-26-001-0004 PURPOSE AND DUTIES

- A. The Indigenous Commission serves as an advisory board to City Council, makes recommendations with respect to certain policies, needs, issues, and methods in promoting the Strategic Plan and Recommendations accepted by City Council and furnishes the City Council with information through the Coordinator for Indigenous Initiatives.
- B. The duties of the Indigenous Commission shall include:
 - 1. Fostering mutual understanding, respect and awareness among all citizens within the City of Flagstaff; recognizing the different economic, cultural, social, racial, religious and ethnic groups within the City; cooperating in the development of educational programs dedicated to improvement of community relations with and to enlist the support of various groups to foster understanding of strategic plan.
 - 2. Developing recommendations for the Mayor and City Council to assist in developing certain policies required to respond to the concerns and needs of those in the community and on the Commission in the promotion of strategic plan.
 - 3. Advising and assisting the City Council on ways to educate the community and

- developing ways to disseminate such information through surveys, studies, forums, workshops, brochures or other events.
4. Developing and providing public forums for identifying and discussing issues of interest relating to the area of Indigenous related awareness.
 5. Acting as an information or referral group to assist individuals, organizations and employers in an effort to aid the community towards greater understanding and respect for diversity awareness among all individuals.
- C. The Indigenous Commission shall not advise or make recommendations to the City Council regarding:
1. Any litigation involving any Indigenous peoples or tribes.
 2. Any water matters or issues.
 3. Any land matters or issues.
- C. Strategic Plan and Recommendations:
1. **Visibility:** To build visibility of Indigenous presence and contributions through public art, street and place names, public advertising, and possible support for a Flagstaff Powwow.
 2. **Economic Inclusion:** Finance and promote a study to quantify Indigenous contribution to Flagstaff's economy. Create a directory of and promote Indigenous-owned businesses in Flagstaff. Feasibility study for a public marketplace for Indigenous artists.
 3. **Community Cultural Center:** Develop a vision statement, and to identify a location, administrative structure, and funding partners for an Indigenous Community Cultural Center. This is the costliest of the recommendations and also the most frequently articulated.
 4. **Education:** Work with Flagstaff Unified School District to support expanded curricula and staff training on Indigenous histories, cultures, and contributions.
 5. **Public Safety and Criminal Justice:** Work with Police, Fire Departments and the Courts to include conversations and input on public safety.
 6. **Wellness:** Take initiative in identifying, assisting, and supporting Indigenous organizations to build culturally grounded resources for the treatment of intergenerational trauma and other sources of damage expressed by means of substance abuse, homelessness, domestic violence, and suicide. Including positive programs such as Indigenous community gardens and youth-elder programs ideally based within Community Cultural Center. Explore ways to show consideration and respect for lands that are revered, beloved, and sacred for Indigenous people. This is a paramount issue of physical, mental, and spiritual health for the Indigenous people of Flagstaff.
 7. **Housing:** Work with Indigenous organizations to further support affordable housing for Indigenous people. Identify and recommend ways the City can ease the burden of Flagstaff's restrictive price levels for housing and utilities.
 8. **Transportation:** Explore solutions to regional transportation deficits that place particular obstacles in the path of Native Indigenous people who travel between the City and nearby homes or additional family homes for work, shopping, family connections, and health services.

2-26-001-0005 MEETINGS; ATTENDANCE

- A. The Commission shall hold regular meetings at such dates and times as determined by the members except that the Chairperson may call a special meeting with not less than twenty-four (24) hours' notice as properly posted under Arizona Open Meeting laws.
- B. The Indigenous Commission shall not conduct any business at a meeting unless a quorum is present. A quorum shall consist of four (4) voting members of the Commission.
- C. Official business shall be conducted pursuant to the Board and Commission Members' Rules and Operations Manual adopted by Resolution No. 2019-38 of the City Council, as may be amended from time to time, and in accordance with meeting procedures, if any, adopted by the Commission insofar as they are not in conflict with the Board and Commission Members' Rules and Operations Manual. In the event of any such conflict, the provisions of the Board and Commission Members' Rules and Operations Manual shall prevail.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, City Clerk Temp
Date: 12/04/2024
Meeting Date: 12/10/2024



TITLE:

Consideration of Appointments: Planning and Zoning Commission

STAFF RECOMMENDED ACTION:

1. Make one appointment for a term expiring December 2027.
2. Make one appointment for a term expiring December 2026

Executive Summary:

The Planning and Zoning Commission consists of seven members, and serves as an advisory board to the Council on matters relating to the growth and physical development of the City. The Commission also conducts hearings on amendments to the Zoning Map, tentative subdivision plats, and Development Review Board appeals.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are three (3) applications on file for consideration by the Council as follows:

- Joshua Maher (new applicant)
- Stephanie Weiner (new applicant)
- Mary Norton (reappointment applicant)

In an effort to reduce exposure to personal information, the applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Matthews and Vice Mayor Aslan

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Appoint two Commissioners: By appointing members at this time, the Planning and Zoning Commission will be filled and this allows the group to meet and provide recommendations to the City Council.

2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Attachments: Planning and Zoning Authority

**CHAPTER 2-01
PLANNING AND ZONING COMMISSION**

SECTIONS:

- [2-01-001-0001](#) CREATION OF COMMISSION
- [2-01-001-0002](#) INTENT AND PURPOSE
- [2-01-001-0003](#) MEMBERSHIP
- [2-01-001-0004](#) MEETINGS
- [2-01-001-0005](#) DUTIES AND FUNCTIONS

Prior legislation: Ords. 339, 859, 1427, 1826 and 2007-09.

2-01-001-0001 CREATION OF COMMISSION

There is hereby established a Planning and Zoning Commission for the City of Flagstaff under the provisions of A.R.S. § 9-461.02. (Ord. 339, 10-8-45; Ord. 2010-35, Amended, 11/16/2010)

2-01-001-0002 INTENT AND PURPOSE

The purpose of the Planning and Zoning Commission is to direct the growth and physical development of the City in a sound and orderly fashion for the prosperity, health, safety, convenience, and general welfare of the citizens of Flagstaff. (Ord. 2010-35, 11/16/2010)

2-01-001-0003 MEMBERSHIP

The Planning and Zoning Commission shall consist of seven (7) members appointed by the Mayor and Council.

The term of each citizen member shall be three (3) years or until his successor takes office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired portion of the term.

A. A Chairperson and Vice-Chairperson shall be elected from and by the voting membership of the Commission to serve one (1) year terms. A Chairperson may serve no more than two (2) consecutive terms as Chairperson (exclusive of a term as Vice-Chairperson). Upon the conclusion of a second, consecutive term as Chairperson, such Commission member shall be ineligible to serve as either Chairperson or Vice-Chairperson until a calendar year has expired.

B. In addition to the causes for removal set out in the Board and Commission Members' Rules and Operations Manual, a member accumulating eight (8) absences from regularly scheduled meetings in any given calendar year will be automatically removed from the Commission and a replacement appointed by the City Council. An unexcused absence is defined as the failure of the member to notify the Planning and Development Services Section of his or her inability to attend a regularly scheduled meeting. (Ord. 2010-35, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)

2-01-001-0004 MEETINGS

Unless there are no matters to be considered, the Commission shall hold at least one meeting each month and may schedule additional special meetings as needed. A special meeting may serve as the minimum one meeting per month. (Ord. 2010-35, 11/16/2010)

2-01-001-0005 DUTIES AND FUNCTIONS

The Planning and Zoning Commission created in this chapter shall be and act as the Zoning Commission of the City, and all duties and powers granted to zoning commissions under State law shall be exercised by the Planning and Zoning Commission. In addition to any authority granted to the Planning and Zoning Commission by State law or other ordinances of the City, the Planning and Zoning Commission shall have the following duties and functions under the provisions of these regulations:

- A. To review and recommend to the City Council adoption of a comprehensive general plan adopted in compliance with the authority provided in A.R.S. Section 9-461.05 for the orderly growth and development of the City and for any land outside the City which, in the opinion of the Planning and Zoning Commission, bears a relation to the planning of the City.
- B. To hear, review, and make recommendations to the City Council regarding applications for amendments to the General Plan or any other plan in accordance with the provisions of Chapter 11-10 (General Plans).
- C. To serve as an advisory body to the City Council and furnish the Council through the Planning Director the facts concerning the adoption of any report or recommendation.
- D. To make its special knowledge and expertise available upon reasonable written request and authorization of the City Council to any official, department, board, commission or agency of the State or Federal governments.
- E. To hear and review amendments to the Zoning Map and to the text of the Zoning Code in accordance with the provisions of Title 10, Zoning Code, Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).
- F. To confer with and advise other similar City or County commissions.
- G. To make investigations, maps, reports, and recommendations to the City Council in regard to the physical development of the City.
- H. To hear, review and make recommendations to the City Council regarding preliminary subdivision plats after recommendation from the Planning Director and City Engineer in accordance with Chapter 11-20, Subdivision and Land Split Regulations.
- I. To take such other action as authorized in Title 10 (Zoning Code) and Title 11 (General Plan and Subdivisions) as necessary to implement the provisions of those titles and the General Plan.
- J. To consider, review and approve Conditional Use Permits, pursuant to the provisions of Section 10-

20.40.050 (Conditional Use Permits).

K. The Commission shall carry out other such duties as determined by the City Council and present other recommendations the City Council deems pertinent. (Ord. 859, 10-24-72; Ord. 2010-35, Amended, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, City Clerk Temp
Date: 12/04/2024
Meeting Date: 12/10/2024



TITLE:

Consideration of Appointments: Water Commission

STAFF RECOMMENDED ACTION:

1. Make one appointment to a term expiring December 2025

Executive Summary:

The Water Commission consists of seven citizens and a representative from the Planning and Zoning Commission. It reviews extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are two applications on file and they are as follows:

- Karen Modesto (new application)
- Karin Wadsack (new application)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

Council Appointment Assignment: Vice Mayor Aslan

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Appoint one Commissioner: By appointing members at this time, the Water Commission will be filled and this allows the group to meet and provide recommendations to the City Council.
2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Attachments: Water Commission Authority

CHAPTER 2-04 WATER COMMISSION

SECTIONS:

- 2-04-001-0001 PURPOSE AND EFFECT:
- 2-04-001-0002 DEFINITIONS
- 2-04-001-0003 DECLARATION OF POLICY
- 2-04-001-0004 WATER COMMISSION
- 2-04-001-0005 OFFICERS OF THE COMMISSION
- 2-04-001-0006 MEETINGS
- 2-04-001-0007 APPLICATION; PROCEDURE FOR
- 2-04-001-0008 ACTION ON APPLICATION
- 2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY
- 2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM
- 2-04-001-0011 INVESTIGATIONS

2-04-001-0001 PURPOSE AND EFFECT:

The provisions of this Chapter shall be deemed to be the minimum requirements for the promotion of public health, safety, convenience and public welfare. These provisions shall govern whenever they are more stringent than any other statute, provision of this Code, legal covenant, agreement or contract, but shall not abrogate any other requirement which is more stringent or restrictive than the provisions of this Chapter.

2-04-001-0002 DEFINITIONS:

Whenever any of the following words are used in this Chapter, they shall have the meaning herein ascribed to them:

BUSINESS USE: The use of water which is primarily for business or commercial purposes, including the occasional furnishing of water to travelers or tourists by hotels, motels or other owners of places of public convenience.

COMMISSION: The Commission as designated and established by this Chapter.

COUNCIL: The Council of the City of Flagstaff.

RECLAIMED WASTEWATER: The treated effluent which is the product of the municipal wastewater system, which although not suitable for human consumption, may be used for certain industrial or commercial purposes. (Ord. 1789, 01/05/93)

RESIDENTIAL USE: The use of water which is primarily for the persons and property residing in a building or a portion thereof designed to be occupied as an abode. (Ord. 447, 8-26-58)

STORMWATER RUNOFF: The direct response of a watershed or drainage area to precipitation from a storm event and/or snowmelt and includes surface and subsurface runoff or drainage

that enters a watercourse, street, storm drain or other concentrated flow during and following precipitation.

SEWER SYSTEM: All the facilities within and without the City required or convenient for the collection and treatment of sewage including the disposal, recycling or utilization of the resulting effluent by the City, within or without the corporate limits. (Ord. 980, 12-7-76)

STORMWATER MANAGEMENT DESIGN MANUAL: A manual of technical hydrologic and hydraulic calculations and computations by which all designs of stormwater facilities shall adhere.

STORMWATER MASTER PLAN: A comprehensive plan for all city watercourses that sets forth necessary plans and improvements to improve or mitigate the effects of flooding throughout the community.

STORMWATER QUALITY PROGRAM: A program that involves best management practices that result in an improvement to stormwater quality and that includes the National Pollutant Discharge Eliminations System (NPDES) as mandated United States Environmental Protection Agency (USEPA) and other improvements as may be necessary and approved by the Council.

STORMWATER MANAGEMENT ACTIVITIES: All activities associated with the Stormwater Management Design Manual, the Stormwater Master Plan, the City's Stormwater Quality Program, and the National Flood Insurance Program (NFIP).

URBAN SERVICE BOUNDARY: The boundary established by the City Council that surrounds vacant land areas bypassed by urban growth and immediately adjacent to urban growth that can be most efficiently and effectively provided facilities and services by the City. (Ord. 1789, 01/05/93)

WATER SYSTEM: All the facilities within and without the City required or convenient for the production and distribution of water by the City within or without the corporate limits. (Ord. 447, 8-26-58)

(Ord. No. 1789, Amended, 01/05/93)

2-04-001-0003 DECLARATION OF POLICY:

The Mayor and Council of the City declare that one of the most important duties of the City is to furnish its citizens with water, to collect, treat and dispose of sewage, to reclaim and distribute wastewater, and to develop and implement an effective stormwater management program. It is further declared that production and distribution of water, and collection, treatment, reclamation and disposal of sewage, and management of stormwater within and without its corporate limits requires special investigation and sound recommendations. In order to insure these objectives, both from the standpoint of economy and convenience, a Commission is required to investigate extensions, and priority of extensions, of the water, sewer, and reclaimed wastewater systems; the use and priority of use of water furnished by the City; the treatment, reclamation, and ultimate disposal of the resultant effluent of the sewage system of the City; the management of

stormwater; and make appropriate recommendations. (Ord. 1789, Amended, 01/05/1993; Ord. 2009-08, Amended, 03/03/2009)

2-04-001-0004 WATER COMMISSION:

There is hereby established a Water Commission. There shall be seven (7) voting members of said Commission, who shall consist of:

- A. Seven (7) voting members to be appointed by the Council of the City, who shall serve for three (3) year terms on a staggered basis.
- B. The Chair of the Planning and Zoning Commission, or a member of the Planning and Zoning Commission, to serve as a nonvoting member during his or her term of office.
- C. Repealed by Ord. 2014-28.
- D. Membership on the Commission shall terminate if any member has two (2) consecutive unexcused absences. The Chair shall determine, prior to any meeting, if a member's absence is excusable. (Ord. 1789, Amended, 01/05/1993; Ord. 1926, Amended, 12/17/1996; Ord. 2007-12, Amended, 02/06/2007; Ord. 2009-08, Amended, 03/03/2009; Ord. 2014-28, Amended, 11/18/2014)

2-04-001-0005 OFFICERS OF THE COMMISSION:

A. Ex-Officio Members: The following persons shall be ex- officio members of the Commission, but shall have no vote:

The City Manager;

The City Attorney;

The City Engineer;

The City Utilities Director; and

The Coconino County Manager or designated representative.

B. At the first meeting held in any calendar year, the members of the Commission shall elect a Chair and a Vice Chair from among its voting members. (Ord. 1789, Amended, 01/05/1993; Ord. 2009-08, Amended, 03/03/2009)

2-04-001-0006 MEETINGS:

The meetings of the Commission shall be held at the time and place adopted for the regular monthly meetings of the Commission.

Meetings shall be conducted in accordance with the Board and Commission Members' Rules and Operations Manual adopted by resolution of the Flagstaff City Council, and in compliance with all other local, State, and Federal laws.

A quorum shall consist of four (4) voting members of the Commission. (Ord. 1789, 01/05/93; Ord. 2007-12, Amended 02/06/2007; Ord. 2009-08, Amended, 03/03/09; Ord. 2014-28, Amended, 11/18/2014; Ord. 2016-30, Amended, 07/05/2016)

2-04-001-0007 APPLICATION; PROCEDURE FOR:

Any person, corporation or association desiring a water connection or tap, reclaimed wastewater connection, or sewer connection outside the limits of the City shall first apply to the Commission for such connection or tap. The application shall be in writing and shall be filed with the Clerk of the City, who shall forthwith submit it to the Commission or to a person designated by the Commission to receive the same. The Commission shall thereupon, at the next regular or special meeting called for the purpose, consider the application and may, in its sole discretion, require a public hearing before granting said application. In the event that a public hearing is thus required, notice thereof shall be given in writing to those persons designated by the Commission and notice containing the time, place and purpose of the meeting shall be published at least once in the official newspaper of the City, which publication shall be at least five (5) days prior to the time set for such hearing. At such hearing, the Commission may hear such testimony as it may deem advisable and may, at its discretion, permit cross-examination of the applicant and other witnesses by any party interested; however, the scope of the cross-examination shall at all times be discretionary with the Chairman of the Commission.

After any hearing provided by this Section, the Commission shall, within five (5) days thereafter, advise the Mayor and Council, in writing, of the nature of the application, whether a public hearing was held and the recommendations of the Commission on said application.

With the consent of the Mayor and Council, the Commission may give the City Manager or his or her designee authority within a prescribed area and within prescribed limits to allow water connections, sewer connections, and reclaimed wastewater connections for business and residential uses; provided, however, that such uses are in accordance with the regulations theretofore adopted by the Commission or Council. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

(See Title 7, Chapter 3 of this City Code for additional water regulations.)

2-04-001-0008 ACTION ON APPLICATION:

After receipt of the application and the action thereon as provided in the preceding Section, the Council shall consider recommendations of the Commission at its next regular meeting, or at such meeting as may be determined by the Mayor and Council, whether regular or special, but in any event the application shall be acted upon not later than thirty (30) days after receipt of the recommendations of the Commission by the Mayor and Council. The Council may thereupon grant or reject the application and may provide such hearing or hearings as the Mayor and Council may, in their sole discretion, determine and shall give such notice of such hearing as may be determined to be advisable or convenient. (Ord. 244, Amended 8-26-58; Ord. 1541, Amended 1-5-88)

2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY:

Any application for a water or sewer connection to serve a business, residence, or development in an area which would require an extension of the Urban Service Boundary, whether within or without the corporate limits of the City, shall be considered by the Water Commission and the recommendation of the Commission shall be forwarded to the Planning and Zoning Commission and the City Council. Impact on adjacent areas shall also be considered when evaluating applications for extension of the Urban Service Boundary. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM:

No extension, replacement, maintenance or repair of the production or distribution water system or collection of sewage, treatment thereof, reclamation or disposal of resulting effluent of the City, whether within or without its corporate limits, which requires a bond levy, shall be undertaken until the same has been submitted to the Commission for its recommendation in accordance with Section 2-04-001-0007 of this Chapter, and the Mayor and Council shall have approved the same in accordance with the procedure established in Section 2-04-001-0009 of this Chapter. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0011 INVESTIGATIONS:

In addition to those other duties, as provided by this Chapter, the Commission shall study and be responsible for the evaluation of the long range water needs of the City as well as the review and evaluation of the City water conservation program. It shall, on request after investigation and upon consideration of an orderly, normal increase of the population of the City, make recommendations to the Council regarding exploration and development and new and additional water resources. The Commission shall recommend to the City Council measures it deems necessary to protect existing and potential water resources.

The Commission shall request or study, evaluate, and from time to time make recommendations to the Council on sewage disposal, the degree of purification treatment, and the ultimate disposition and utilization of the resultant effluent and reclaimed wastewater, within guidelines and mandates of Municipal, State and Federal regulations and laws governing such activities. (Ord, 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

The Commission shall provide input to City staff; provide a forum for public comment and input; and study, evaluate, and make recommendations to the City Council regarding new initiatives and revisions, additions, and variance requests to Stormwater Management Activities. (Ord. No. 2009-08, Amended, 03/03/09)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 12/09/2024
Meeting Date: 12/10/2024



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](#)
[Housing Newsletter](#)
[HRRM Monthly Report](#)
[Economic Vitality Monthly Report](#)

City Manager's Report

December 6, 2024

Council and Colleagues, greetings. These reports are intended to be informational, covering miscellaneous events and topics involving the city organization. This report inclusive of the most recent updates from Economic Vitality, Human Resources & Risk Management, and Housing.

Leadership Team

The Leadership Team had a full-day retreat at the new Discovery Center at Lowell. This occurred on Wednesday, December 4th. It was an excellent retreat, largely facilitated by Julie Lancaster. We focused on communication skills, utilizing personality assessments (Meyers Briggs Indicator) and other helpful tools and models to guide us through the discussion. It was very beneficial, and the venue was ... out of this world.



Discover Flagstaff Annual Partner Luncheon Meeting

The annual event was held at the High-Country Conference Center on November 13th. It was very well attended and quite exciting. From the start of the lunch, it became clear that the Discover Flagstaff had spent much time preparing the presentations and highlighting tourism's economic impact in Flagstaff. In particular, our own Heidi Hansen, reviewed the last year's activities and forecasted how the newly voter approved BBB tax revenue is expected to bolster tourism and economic development programs. Projects and activities at Flagstaff Airport, Public Library, ParkFlag, and Beautification, Arts and Sciences were all covered, and success stories highlighted.

Arizona State Rep. Justin Wilmeth provided the keynote. Since 2021, Wilmeth has represented Legislative District 2 covering areas of north Phoenix. The Pluto Bill is one of 29 Wilmeth has successfully had signed into law. Other speakers included Vice Mayor Aslan, and numerous staff members within Economic Vitality. Great event!



Police Department

- Domestic Violence Awareness Month ended with a week-to-week comparison trending downward with an 8% reduction over the previous week. Proactive patrol work has made a big difference – thank you!
- Records has completed their remodel.

Public Works

- In the past 18 months, almost 1/3 of the 4000 city streetlights have been replaced with amber LEDs. Great work!
- Solid Waste is excited to be working with Water Service on a new biosolids initiative to help prolong the life of the Wildcat Treatment Plant while also helping to reduce a soil deficiency at the landfill. Lots of work and testing has been happening in the background but the project is now live. We will share the outcomes. Stay tuned.

May Hicks House

Stay tuned for a presentation / Update on this great project. Coming your way.

Fire Department

- A wonderful gift ... a heartwarming story: A few members of our Fire Department – Will Giannola, Tyler Krombeen, Jake McQuaid, and Max Robinson – responded to a call for an elderly woman who had fallen and needed assistance. Upon responding, they learned upon response she had neck surgery the day before. They also discovered that she was living without a proper bed. They reached out to the local firefighters' union charities to see if they could purchase a bed for her, successfully. They purchased and assembled the bed so that it was ready upon her return to home. A big shout out for these staff members working to find a way to go above and beyond to serve this community member in such a meaningful way!
- And a hearty congratulations Captain Paul Sanders for his completion of the Arizona Fire Chief's Association Battalion Chief's Academy!

Quiet Zone & Train Horns

The staff has met onsite with Federal Rail Administration, at its request, to discuss the Quiet Zone and safety objectives related to train/pedestrian accidents. There has been considerable attention to this matter of late, and some safety improvements (recent, present, and future) are notable. Staff will be updating Council on this very important topic on January 7th.



That's all for now, Council. Thanks!

City of Flagstaff

HOUSING NEWSLETTER



DECEMBER 2024



RENTAL INCENTIVE BOND PROGRAM NOTICE OF FUNDING AVAILABILITY



The City of Flagstaff Housing Office is pleased to announce a Notice of Funding Availability (NOFA) for the development of affordable rental housing. A total of \$1.67 million in remaining program funds was published November 4th, 2024 on the City's [Planet Bids website](#). The initial \$5 million NOFA was published in February 2024 and resulted in the award of \$3.3 million for Foundation for Senior Living's proposed two-phased Low-Income Housing Tax Credit project in downtown Flagstaff. Applications are due Friday, January 17th, 2025 by 4:00 PM. For questions please contact Emily Markel, City of Flagstaff Purchasing at 928-213-2276 or emarkel@flagstaffaz.gov.

ADAPTIVE REUSE BOND PROGRAM

Proposition 442 included \$3 million in bond funding for the purpose of converting existing buildings into affordable rental units. Past examples of this housing activity include converting local hotels to transitional housing (Housing Solutions of Northern Arizona's JoJo's Place) or non-congregate shelter units (Flagstaff Shelter Services' The Crown). This winter, Housing and Planning Staff will collaborate on zoning code amendments that will facilitate the adaptive reuse of Flagstaff's existing building stock for residential uses. Final program details and funding availability is anticipated next Summer 2025.

BOND-FUNDED COMMUNITY HOMEBUYER ASSISTANCE PROGRAM EXPANSION

Proposition 442 included \$7 million in bond funding to provide first-time homebuyers with downpayment and closing cost assistance within Flagstaff city limits. On October 8th, 2024, a presentation was made during a Council work session outlining the proposed framework for the expansion of the Community Homebuyer Assistance Program (CHAP). The session provided an opportunity to present key details and gather feedback from Council members to further refine the program's structure.

The expansion of the program consists of two primary components:

1. Assistance for First-Time Homebuyers - The program will assist eligible first-time Flagstaff homebuyers with the purchase of a home within city limits.
2. Creation of Permanently Affordable Housing - In exchange for home purchase assistance, the program will create more permanently affordable housing units within Flagstaff.

Currently, staff are finalizing a Request for Statement of Qualifications (RSOQ), which is expected to be released in the coming weeks. The RSOQ will be used to select a qualified provider to administer the program and implement any necessary adjustments.

CLEO MURDOCH PARK

The Cleo Murdoch Park project, funded with \$356,800.32 in Community Development Block Grant funds, is now complete! Morning Dew worked with City Staff leads to improve the existing areas around the Murdoch Community Center by implementing landscape improvements to create a small park for the Southside Neighborhood. CDBG funds are prioritized for neighborhood improvements in "target areas" like Southside, Sunnyside, La Plaza Vieja, and Pine Knoll/Brannen.



INCENTIVE POLICY FOR AFFORDABLE HOUSING FUNDING AT TIMBER SKY

The Flagstaff Housing Office has reserved roughly \$1.23 million in funding to pay for various fees and permits associated with two 100% affordable projects currently underway in west Flagstaff: Habitat Starter Homes at Timber Sky and Sierra on 66 (LIHTC). So far, building permits totaling \$468,000 have been paid on behalf of the developer for the Sierra on 66 project. About \$20,000 in plan review fees have been paid toward the Habitat Starter Homes.

CELEBRATING HOUSING AMERICA MONTH: COMMUNITY ART PROJECT

During October's First Friday Art Walk, community members came together to participate in a unique public art project to honor and celebrate Housing America Month. The project featured painting on a door, visualizing both the community's perspectives on housing and the "open doors" that safe, fair, and affordable housing provides for individuals and families. The door serves a dual purpose. One side captures local perspectives on the importance and impact of housing, reflecting the community's collective beliefs and aspirations. The other side, painted by local artist Abby Sanchez, envisions safe and attainable neighborhoods, illustrating the idea that everyone deserves the opportunity to grow up in a secure home and build a brighter future.



This initiative directly supports two key objectives of the 10-Year Housing Plan:

- Connect 3.1, which emphasizes raising awareness about housing security as a critical social determinant of health.
- Protect 2.4, which calls for the implementation of a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community, create a groundswell of support for affordable housing, and combat community opposition to housing and affordable housing.

Housing Section staff engaged with attendees at the event by distributing informative flyers and resources from nonprofit partners. In addition, Housing Section-branded items were provided with social media information to continue the conversation and information online. The event successfully facilitated meaningful dialogue, shared valuable resources, and gathered community input through both the community art project and tabling efforts. On Halloween, the completed door was delivered to The Murdoch Center in Southside, thanks to the generous support of the Southside Community Association and Councilwoman Deborah Harris. The Murdoch Center, an intergenerational and multicultural center, will display the door as a symbol of the diverse cultures and strong sense of community found in the in Southside, thanks to the generous support of the Southside Community Association and Councilwoman Deborah Harris. The Murdoch Center, an intergenerational and multicultural

CELEBRATING HOUSING AMERICA MONTH: COMMUNITY ART PROJECT (CONTD)

center, will display the door as a symbol of the diverse cultures and strong sense of community found in the Southside. Thank you to everyone who helped make this project possible. Stay tuned for updates on the door's installation!



HOUSING COMMISSION UPDATE

At their regular October 24th, 2024 meeting, Housing Commissioners received an informational update on the Flagstaff Regional Plan for 2045 and were presented with opportunities to participate in Phase 3 of the planning process. These included creating an informal working group to provide feedback on the Plan during the 60-day comment period, attending upcoming workshops, and taking part in office hours.

The next regular meeting will be held virtually on December 19th from 1:00 - 3:00 p.m. A link to access the meeting will be included in the [agenda](#).

WELCOME FLAGSTAFF HOUSING AUTHORITY NEW STAFF

The Flagstaff Housing Authority (FHA) would like to welcome three new staff members. Diana Lujan has joined the team as the new Administrative Specialist. Diana officially joins Housing after temping in this role since July and comes with valuable financial training. Erika Dively joined as Housing Services Specialist on November 25th. Erika has worked with the Arizona Governor's Office and as a Family Support Specialist. And last but not least, Tracy Falk will be joining the FHA as the new Housing Navigator. Tracy has abundant mortgage and voucher experience in Kentucky. Welcome!

Working to create housing opportunities for all flagstaff residents!



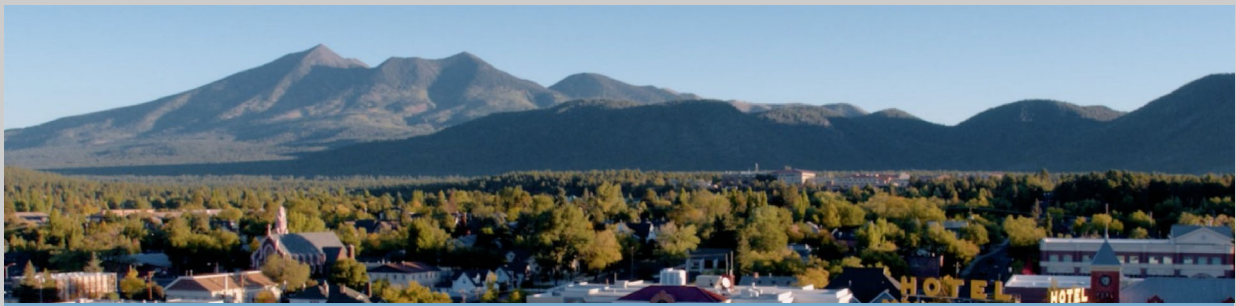
City of Flagstaff Housing | 211 W Aspen Ave, Flagstaff, AZ
(928)213-2750 | Marissa.Molloy@FlagstaffAZ.gov

[Sign up for the Housing Mailing List](#)

Working to create housing opportunities for all Flagstaff residents!



City of Flagstaff Housing | 211 W Aspen Ave, Flagstaff, AZ
(928)213-2750 | Marissa.Molloy@FlagstaffAZ.gov
Sign up for the Housing Mailing List

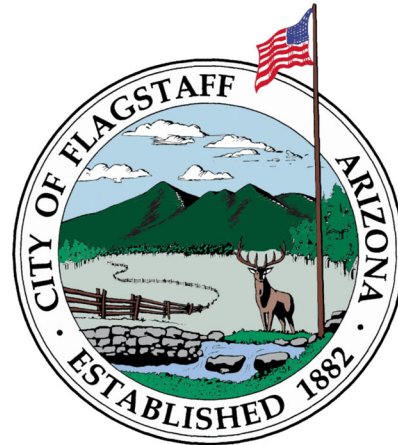


Human Resources/Risk Management

Monthly Newsletter, Vol. 8 - November 2024

Contents

- Update from Leadership
- New Members to Team Flagstaff
- Promotions
- Volunteer Management
- Benefits
- Classification and Compensation
- Recruitment
- Policies and Directives
- Training and Development
- Compliance
- Perform
- Risk Management



Update from HR/RM Leadership

Being thankful never goes out of style!

We are quickly approaching a season of gratitude, which also means we are seeing both leaves and snow fall – the Human Resources and Risk Management team is settling into the new shared spaces, and we welcome you to visit us in our new areas for all of your Human Resources and Risk Management needs!

We will be working towards a less-is-more approach to our Newsletter, and beginning in January will be publishing every other month, and compacting the page length, for the same great content but fewer pages.

We are thankful for all of you!

Kori Vogt

Division Director Human Resources and Risk Management

WELCOME to Team Flagstaff!

Full-time

Andres Aguilar – Recreation Coordinator I - PROSE
Israel Armenta – Parks Tech – PROSE
Andrea Armstrong – Administrative Specialist – Water Services
Christopher Branson – Fleet Services Specialist – Public Works
Cassandra Bromber – Police Emergency Communications Specialist - Police
Lori Clayton – Victim Services Specialist – Legal
Ivan Harris – Water Operator Trainee – Water Services
Daniel Leonhardt – Water Operator Trainee – Water Services
Diana Lujan – Administrative Specialist – Community Development
Jeff McCormick – Economic Development Manager – Economic Vitality
Aidan Medici – Streets Operations Tech I – Public Works
Brianna Monell – Streets Operations Tech I – Public Works
Annie Ridgell – Administrative Specialist - PROSE
Tammy Ryan – Budget Analyst – Management Services
Payten Schmidt – Police Emergency Communications Specialist - Police
George Testo – Police Officer Recruit - Police
Anne Thompson – Accountant Senior – Management Services
Emma Winn – Library Specialist – Economic Vitality

Part-time/Temporary

David Canady – Visitor Services Assistant – Economic Vitality
Salvador Capetillo – Recreation Assistant - PROSE
Summer Hackney – Recreation Assistant - PROSE
Darby Kitchell – Recreation Assistant - PROSE
Joshua Metzger – Maintenance Tech – Public Works
Matthew Mitchell – Lifeguard - PROSE
Alison Seaman – Recreation Instructor II - PROSE
Afewerki Zeru – Recreation Assistant - PROSE

CONGRATULATIONS to the following employees who were recently PROMOTED!

Travis La Macchia – Recreation Leader II - PROSE
Myah Looper – Recreation Leader II - PROSE

Volunteer Management



A New Volunteer Event Management System is coming soon-Offero! The new system will allow us to streamline processes and keep volunteer information in one place.

Benefits include:

- Process and maintain applications online
- Track volunteer hours and programs
- Find volunteers based on interests
- Volunteer admins/coordinator can process applications beginning to end
- Reporting tools! For those needing data.
- Intuitive and easy to learn for end users

Features include:

- Volunteer Profile and Dashboard – You can manage your interests, emergency contact information, volunteer hours, contact information and more. The dashboard will pull upcoming events that match your history and stated interests.
- Calendar- An up-to-date calendar offers advanced search and list options for program and volunteer opportunities.
- Engagement Features - track your skills and interests and stay in the loop. You'll have access to private discussion forums and messaging allowing you to network with other like-minded volunteers to exchange ideas.
- Available Anywhere / Mobile Friendly- A cloud-based web application is available anywhere, anytime with an internet connection and user interfaces are mobile friendly working seamlessly on phones, tablets, and laptops.
- Communications- Built-in communications model that also protects your privacy by hiding your email and phone numbers where appropriate. System Administrators and volunteers can easily communicate with all, or a subset of the people associated with an activity via a simple email.

Benefits

[Understanding Your Benefit Deductions on Your Paycheck:](#)

When reviewing your paycheck statement on Payroll's Employee Self Service (ESS)

site, you will see the abbreviations "ER" and "EE". What do these mean???

- "ER" stands for Employer, this is what the city is paying for your benefit.
- "EE" stands for Employee, this is what you, the employee, is paying with a deduction from your paycheck.

Many employees believe they are paying the "ER" amount themselves, this is not the case!

BENEFITS	
HDHP-SGL L2	ER
LTD-ASRS	ER

versus...

DEDUCTIONS	
RET-AZ STATE	EE

If you have questions about reading your paycheck, contact Payroll at payroll@flagstaffaz.gov.

Classification and Compensation

The FY26 Budget Process has begun!

As you and your team begin to prepare your Division's FY26 Personnel Requests, please use the FY25-26 Personnel Change and New Personnel Guideline and Request forms found on the City website or through this link: **Classification | City of Flagstaff Official Website**

Here you will find helpful information on when and how you should submit Personnel Change or New Personnel Requests for FY26. Our Guideline forms will help you determine when a Personnel Change or New Personnel request might be appropriate, and the request forms will be routed through the budget process. You will also find a job description template to help illustrate any new position(s) you may be requesting.

Please ensure these forms are completed, **signed with all necessary approvals**, and routed to **Sara.Stachura@flagstaffaz.gov AND Sarah.Sorne@flagstaffaz.gov no later than January 3rd, 2025.**

If you are seeking guidance on personnel planning or have any questions regarding the process, please do not hesitate to reach out to the Class and Comp Team. We are happy to help.

FY25 Market Review List

The Class and Comp Team continues to work diligently towards the goal of market reviewing 25% of classifications each year. This year, we are reviewing the

remaining 25% of classifications that have not been reviewed in the last four years. Our team is on track to have the remaining positions reviewed by the end of this calendar year, where any market adjustments will then be submitted through the FY26 Budget Process for funding. By the end of FY25, all classifications at the City will have been reviewed against the market within the last four years.

Recruitment

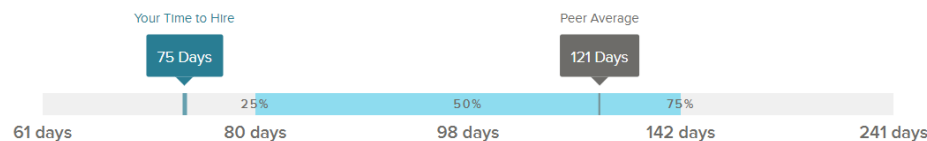
We thought it would be good to take a little time to share our current recruitment metrics. In the last year, the City has hired **127** new employees, and your recruitment team has been working on overdrive to improve recruitment processes, streamline the application and onboarding process and fill critical vacancies. Our HR and Risk Management Team knows how difficult it can be when you are having to "wear multiple hats" and cover multiple roles, and we are here to help every step of the way.

We currently have 56 requisitions for **102** open positions. Some requisitions have multiple positions available, for example Lifeguard, which currently has 13 openings. Of those positions, there are currently **25** candidates who have either received or accepted an offer.

According to NeoGov, the average time to hire for public employers is 114 days and the City of Flagstaff is currently averaging **75** days. This time starts when the position is posted, and ends when the prospective employee is "authorized for hire," which means that they have completed all of their background check requirements, which can include assessments, criminal checks, employment history verification, personal references, fingerprints, physicals, vaccinations, and drug testing and are ready to be scheduled for a start or orientation date.

Benchmarking - Organization

Your organization is taking **46 days less** than your peers on an average to hire a candidate.





One other enhancement that was recently made was adding a button to the main Flagstaffaz.gov webpage to make a **1-click experience** for finding our current job openings. Next time you are on the City's webpage, take a look for this button:



While our total number of job openings and requisitions has gone down as we work to fill roles, our **conversion rate** - or the number of applicants who view the job

posting and then immediately apply - has significantly increased (by more than double) to **2.68%**. We owe some of this success to the streamlining of the application process brought on by enhancements in NeoGov.

Job Posting Views & Conversion

Last Calendar Year   

Quarter	Avg. Views per ...	Number of Jobs	Applications pe...	Conversion Rate
Q-1-24	1306.13	87	17.03	1.3%
Q-2	1054.89	96	18.61	1.76%
Q-3	1051.81	88	23.45	2.23%
Q-4	664.87	52	17.85	2.68%

We can also see that the City of Flagstaff is our most successful source of applicants by viewing this "candidate pipeline." **77%** of our hires applied directly on our Flagstaff City Careers page, rather than through other popular job sites.

Candidates by Source

Last 1 Year   

Source	Applied	Eligible	Referred	Interviewed	Offered	Hired
Career Pages	3908 (64%)	1381 (66%)	1377 (66%)	1125 (66%)	265 (73%)	188 (77%)
Gjobs	784 (13%)	245 (12%)	243 (12%)	205 (12%)	22 (6%)	10 (4.1%)
Indeed	726 (12%)	240 (11%)	237 (11%)	208 (12%)	42 (12%)	24 (9.9%)
az.gov	190 (3.1%)	90 (4.3%)	90 (4.3%)	54 (3.2%)	11 (3%)	7 (2.9%)
Google	182 (3%)	72 (3.4%)	71 (3.4%)	47 (2.8%)	12 (3.3%)	8 (3.3%)

One other important source of successful hires is referrals! Almost **30%** of our successful hires come from employee referrals like you, and you can receive a referral bonus too!

Help us in supporting our neighbors and keeping families in Flagstaff by sharing our current openings at **FlagstaffCityCareers.com**.

Policies and Directives

HRRM has completed the policy updates listed below which will be going to Council for approval in the coming weeks:

- Absent No Pay Policy
 - Defines what this leave is, how is can be used and when by employees. Cannot be used more than 3 days in one month, can be approved by Supervisor and time code entered for hours.
- Acting Pay Policy
 - Added Special Assignment verbiage, gives City Manager more flexibility to determine what assignments can qualify.
- Bereavement Leave Policy
 - Covers loss of immediate family member and close relation eligibility, parent is eligible for leave for loss of child, added specifically miscarriage or still-birth for parent, removed taking leave is subject to city operations, remove requirement to include name and relationship on Bereavement Leave Request.

- Employee Advisory Committee Policy
 - Update length of service for Co-Chairs, special appointment positions and grammar.

The employee handbook and directives can be found on the city website's [Handbook, Policies, and Directives page](#).

Please reach out to [Cindy Perger](#) for any questions or updates regarding policies under review.

Training and Development

☐ 400+ New Training Courses Just Added!

Exciting news! Our Learn platform in NeoGov has gotten a major boost with hundreds of fresh training opportunities waiting for you. From leadership skills to technical know-how, there's something for everyone.

Browse the expanded catalogue today and discover:

- Brand new course selections
- Updated content
- Diverse learning paths

Don't see exactly what your team needs? No problem! We can help create customized training solutions tailored to your staff's specific needs.

Ready to explore? Have suggestions? Contact Sheila Jewell at

Sheila.Jewell@flagstaffaz.gov

Your professional development journey starts here!

Compliance

☐ Spotlight on HR Compliance: "HIPAA in the Workplace"

Protecting medical information isn't just good practice - it's the law! Whether you're a supervisor or colleague, any medical information you receive must be kept confidential.

Quick HIPAA Guidelines:

- Medical information stays private - even if shared voluntarily
- Leave notes about medical conditions out of documentation and evaluations
- Avoid retaining any medical information or documentation on employees in paper or electronic files – forward it to HR for retention
- Avoid discussing coworkers' health matters, even casually
- When in doubt, direct health-related questions to HR

Remember: Medical privacy isn't just about doctor's offices - it applies to every workplace conversation and document.

Need guidance on handling medical information? Contact HR - We're here to help you protect confidentiality.

Perform

Performance Evaluations: Let's Get Caught Up! ☐

Ready to tackle those pending Performance Evaluations? We're here to help!

Whether you need:

- A walkthrough of the Perform system
- Tips for delivering effective feedback
- Help with technical issues or questions

Our Performance Team is just an email away:

PerformanceEvaluations@flagstaffaz.gov

Let's work together to get these evaluations completed. Don't hesitate to reach out – we're here to help!

Risk Management

Safety Training is Critical as Workplace Incident Data Reveals

Recent analysis of workplace incident data has highlighted the critical importance of comprehensive safety training programs, as organizations face ongoing challenges with both workers' compensation and liability claims. The findings underscore the need for renewed focus on preventive measures and employee education.

Liability Claims Raise Red Flags

Additionally, 11 liability claims were reported some involving unsafe backing operations with vehicles and equipment. These incidents included:

- Collisions with stationary objects.
- Property damage in loading zones.
- Vehicle-to-vehicle contact in parking areas.

The Role of Safety Training

Many of these incidents could have been prevented through proper training and adherence to established safety protocols.

Key benefits of comprehensive safety training include:

- 1. Reduced Injury Rates: Properly trained employees are better equipped to identify and avoid potential hazards.**
- 2. Lower Insurance Costs: Fewer claims lead to reduced premiums and better coverage terms.**
- 3. Improved Operational Efficiency: Safe work practices often correlate with higher productivity.**
- 4. Enhanced Employee Morale: Workers feel more confident and valued when provided with proper safety training.**

Looking Forward

As an organization we should continue to analyze incident data and refine our safety programs, the focus remains on creating a culture of safety awareness and prevention. Regular training sessions, combined with proper equipment and clear procedures, form the foundation of an effective workplace safety program.

If there is something you would like us to address in a future newsletter, please email us at human.resources@flagstaffaz.gov.

Not sure who to contact in Human Resources and Risk Management? Check out our page on the City's website [Human Resources & Risk Management | City of Flagstaff Official Website \(az.gov\)](#)

211 W Aspen Avenue Flagstaff, AZ 86001 | Phone: 928-213-2090
Human.Resources@flagstaffaz.gov

Constant Contact | 3675 Precision Dr | Loveland, CO 80538 US

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AIRPORT

ACTIVE SHOOTER CLASS: An **Active Shooter Incident Management (ASIM) Advanced class** was held at the Wiseman Aviation Business Complex at the airport. This **3-day comprehensive course** follows the national standard Active Shooter Incident Management Checklist integrated response process. Participants received training on coordinating and managing a multi-discipline response to a wide range of active shooter and hostile event threats, including Complex Coordinated Attacks.



AIRPORT MARKETING AND AIR SERVICE ATTRACTION:

- Staff attended an air service attraction conference, meeting with representatives from Allegiant, American, Breeze, SkyWest, and United. American Airlines shared they will discontinue the weekly LAX route at the end of the year due to low passenger numbers but plan to reintroduce it in May, potentially with increased frequency. Staff will continue discussions with these airlines.
- The U.S. Department of Transportation recently announced selections for the Small Community Air Service Development Program grant, and unfortunately, Flagstaff was not chosen. Selected communities contributed an average of approximately \$540,000 in local matching funds. Staff is already developing ideas to increase community cash contributions in hopes of submitting a stronger application next year.



Be sure to read the [October edition of FLG In-Flight](#), the monthly airport newsletter, for additional information.

EXPRESS VISITOR'S CENTER/GRAB & GO: The design phase services from the airport's Job Order Contractor (JOC) for the installation of a new storefront for the Express Visitor's Center/Grab & Go in the terminal have been approved by staff, and the final contract is currently in routing. The next phase will involve securing a construction contract for the full suite of improvements.

PAID PARKING KIOSK DAMAGE: One of the Terminal Parking Lot entry gates sustained significant damage after being struck by a vehicle. Airport staff, the Flagstaff Police Department, and the parking vendor were immediately contacted and arrived on site to secure the unit and assess the damage. Installation of the replacement equipment is scheduled for the end of November. Both the Terminal and Economy Parking Lots at the airport have redundant entry and exit lanes to allow operations to continue in situations like this, and travelers have been able to access the lot while repairs are pending.

SNOW REMOVAL EQUIPMENT BUILDING (SREB): Staff received the draft Guaranteed Maximum Price (GMP), which is like a construction bid, from the Construction Manager at Risk (CMAR) contractor. Staff reviewed the GMP and continued negotiations with the contractor. Following the negotiations with the contractor, a revised GMP was shared with the Federal Aviation Administration (FAA) for their review and comment. This GMP will be used to apply for federal grants to fund the construction of the building.

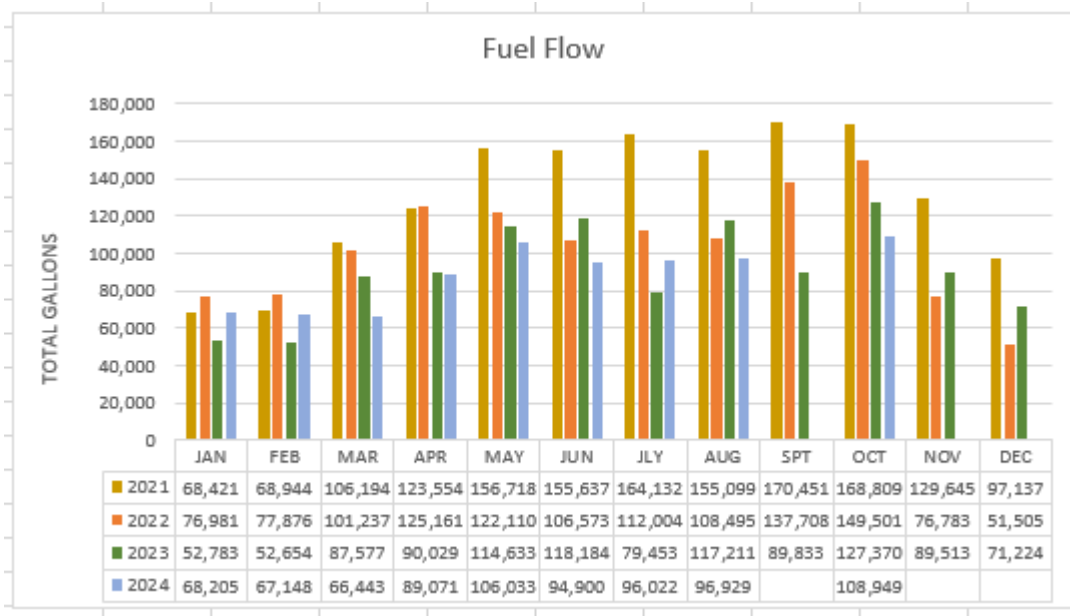
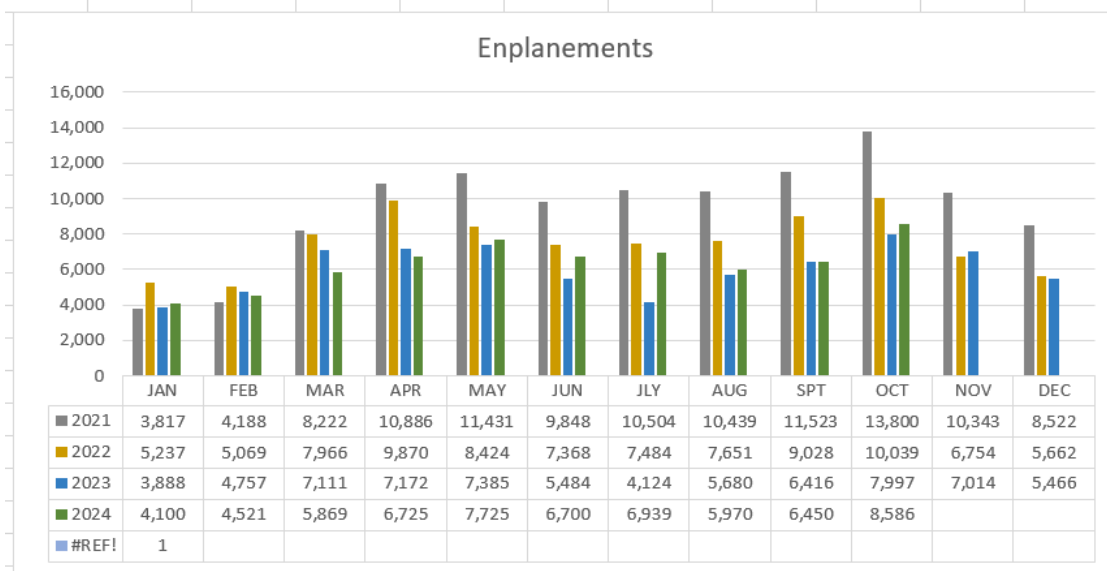
WINTER WEATHER PREP

- Airport staff conducted the annual Snow and Ice Committee meeting this month to review snow and ice control procedures on the airfield and set priorities for the upcoming winter season with airport partners. The Airport Operations staff utilizes a fleet of nine pieces of snow removal equipment to clear snow on the airport runway, taxiways, and aprons.
- Staff also met with Morning Dew Landscaping, the contractor who provides snow removal services for the airport's parking lots and sidewalks, to coordinate best practices and lessons learned from the previous winter. The airport terminal is open 20 hours per day, 365 days per year, and maintaining access for travelers and aircraft during winter storms requires significant effort and coordination.

SPECIAL VISITORS: The Canadian Forces Snowbirds made a quick refueling stop on their way from Nevada to Texas. These skilled pilots, flying CT-114 Tutors, make up the Royal Canadian Air Force's elite aerobatics team.



AIRPORT ENPLANEMENTS & FUEL FLOW: Enplanements were great for October, 5.4% increase!!!



**CHOOSE
FLAGSTAFF**

COMMUNITY INVESTMENT

BEAUTIFICATION:

COMPLETED PROJECTS

**Beautification in Action (BIA) Grant
Flagstaff Family Food Center Community Garden
3805 E. Huntington Dr., Flagstaff:** Flagstaff Family Food Center has completed their BIA grant project with sustainable steel raised



garden beds, trellises, an arch, and benches. The new space was designed to create a space for community members to relax, recharge, and connect with others and the food we eat. The garden provides fresh ingredients for their kitchen which provides thousands of meals daily throughout northern Arizona. In addition to BIA funds, Golden Garden and Landscaping donated supplies and manpower to install a drip irrigation system, making the garden low-maintenance and sustainable for the community, and Viola’s Flower Garden and Forestdale Farms donated seeds and plants. The mural was produced via a partnership with



**Traffic Signal Cabinet Artwrap
Flagstaff Medical Center Pedestrian
Crosswalk**

1200 N. Beaver Street, Flagstaff
Stormrise by local artist Erika Tsouras captures the duality of hardship and hope through vibrant abstract forms. The artwork symbolizes the balance between challenge and hope, illustrating how moments of difficulty can lead to transformation and renewal. Much like a storm that can bring chaos and destruction, this artwork serves as a reminder that

even in tough times, there is potential for brighter days ahead. It is the artist’s aspiration that this imagery resonates with everyone who encounters it—patients, families, employees, and passersby—instilling a sense of strength and resilience.

**BIA Grant
Wildflower Meadow Maze, Friends of Willow Bend Gardens
703 E. Sawmill Road**

Friends of Willow Bend Gardens is a group of volunteers for the Coconino County Parks and Recreation Department that restore, improve, and maintain the Habitat Gardens at the Elizabeth “Liz” C. Archuleta County Park. With this Grant, a maze in the Wildflower Garden was created with native plants providing a place for visitors play and reflect.



Traffic Signal Cabinet Artwrap

**Anjolaoluwa
(Anjola)
Ayodele
N. Fourth
Street & E.
Sparrow
Avenue: A
vibrant**



arrangement of stylized flowers, by emerging Valley artist Anjola Ayodele, burst with bold colors. Rich reds and corals intermingle with vivid turquoise and lavender, creating a kaleidoscope of hues that catch the eye. The composition radiates energy and joy, inviting viewers to immerse themselves in a world of color, and creativity.

BIA Grant

Little Free Libraries in Sunnyside

Various Locations

Five decorative neighborhood libraries brightens both community spirits and the built environment. The Little Free Libraries offer a haven for creativity, community, and literacy promotion. Also, each location is registered within the worldwide database that is offered on the Little Free Library Website and App. This allows those traveling the opportunity to engage with the libraries and its neighborhood.



ADOT Bridge

I17 & JW Powell

The design motifs from 4th street bridge were replicated to enhance the new overpass.



Downtown Green

Last done in 2016, all the municipal hardware in the downtown area received a new coat of municipal green. The new paint assists in a clean and bright looking downtown for all to enjoy.



ONGOING PROJECTS

- **Aspen (Niche) Bicycle and Pedestrian Enhancements:**
Aspen Niche: Project was installed this month but alas, the project is not finished. Instructions to have the cut metal panels everywhere was not communicated to the subcontractor, thus the solid



side panels must be replaced. Change order to cut design into solid panels, as well as the shop drawings, already submitted and approved. Project should be complete by Thanksgiving with a ribbon cutting on December 10th.

- **Collections Management:**

- **AI policy:** Staff drafted an AI policy, met with Legal who will research.
- **Among Trees:** Staff relinked the sculpture QR code to its associated web content after webpage updates.
- **Art Map:** Staff shared draft materials with designer, meeting held and schedule agreed upon. Staff to edit content for designer to begin work in January.
- **Collection Policy:** Staff have begun the process of creating a Collection Policy, beginning with research of other public art collection policies from other Arizona organizations.
- **Collections Database:** New works funded by BBB being identified via City Suite payments and are being added to the collections database.
- **Galazan donation:** A commercial building permit applied for. Artist conducted minor maintenance safeguards (weep holes, mesh) and touched up paint.

- **Flowers Program:** Hanging flower baskets removed last week of October and stored.

- **Maintenance/Conservation:**

- **Clock:** Staff exhausted searching for previously procured parts by previous program manager circa 2021. Staff solicited a proposal from a regional horologist for repairing the clock, including procuring repair parts.
- **Here Comes the Sun traffic cabinet vandalism:** The cabinet has been tagged; FILMTEQ seeing what they can do to remove the paint. Will rewrap if necessary.
- **Library benches/Aspen niche wood:** Staff researching the best treatment options to maintain the wooden benches at the library and Aspen niche.
- **Thermometer:** Staff are considering analog dial thermometer with a custom case from NOAZ, but first need to identify installation location. Project moved to FY26.
- **Motion (Airport):** Staff reviewed color swatches on site and narrowed the selection to five different options. These options sent to the artist who opposed none. Committee formed to recommend a choice to BPAC.
- **Route 66 Sign Repair:** Morning Dew set to begin work, picked up sign parts from staff.



- **Multicultural Park Sculpture Exhibition May 2025-March2026:** Coconino County finalized safety review of sculpture proposals and gave approvals. Staff determined final placements of each sculpture; five artist contracts were executed. Applied to County Parks to remove a boulder for the exhibition and addressed structural engineering needs for one artist. Fabrication is initiating 6 weeks ahead of last year's schedule.
- **Murdoch Community Center Plaque:** Dr. Ricardo Guthrie crafted verbiage for a new plaque to be installed at the Center that tells the history of the Dunbar School. Staff engaged artist Marie Jones to design the plaque and attachment.
- **Route 66 Shields:** 13 shields fabricated. Installation 1st week in November.
- **Spruce Wash Wedge:** Staff met with WLB , the on-call landscape and architect firm, at the site to discuss the scope for their proposal.
- **Thorpe Park Sculpture Exhibition:** Geotechnical specialist contacted to survey the viability of the park's cement pads.

- **Traffic Signal/APS Electrical Cabinets:** Staff crafted verbiage for the recently installed artwrap at Flagstaff Medical Center and sent text/images to Northern Arizona Health Care for internal communications. Staff met with APS and legal to hammer out final details to allow use of 10 electrical cabinets.

PROGRAMS, GRANTS & OUTREACH

- **Arts & Culture Survey:** Staff sent edits to consultant on final report and executive summary. Requested Council Work Session for January 14th.
- **Arts & Sciences Project Grants for Innovation and Capacity Building (Administered by Creative Flagstaff):** One staff and one BPAC commissioner sit on the selection committee. 24 projects reviewed and initial scores and questions for applicants submitted.
- **Beautification in Action (BIA) Grants:** Grant applications reviewed. Of ten submitted, two found ineligible. Applicants have been sent preliminary questions and invited to present at the November BPAC meeting. Staff met with Assistant City Manager re trash receptacle near the African American Mural, which came up at Council.
- **BPAC:** October regular meeting held. Eight BIA grant applications reviewed for questions and concerns. Discussion focused on signage issues. Annual Budget retreat held and BPAC prioritized projects for FY26 & 27 and reviewed projects already in the 5-year plan in further out years and eliminated projects no longer viable.

HIGHLIGHTED EVENTS IN AUGUST BY A NONPROFIT SUPPORTED BY BBB TAX FUNDS



Aimee Plays Amy Presented by [Orchestra Northern Arizona](#)
Held Saturday, Oct. 5, 3:30 p.m.
 Coconino High School Auditorium
 2801 N. Izabel St.
 Was free and open to the public

Attendees enjoyed an afternoon of classical music with pianist Amy Fincher as she performed Amy Beach's Piano Concerto featuring Brahms - Hungarian Dances 1 & 10, Elgar - Nimrod from Enigma Variations, Ravel - Valses Nobles et Sentimentales plus Amy Beach - Piano Concerto in C-Sharp Minor.

Coming Out Drag Show, Held Friday, Oct. 11, 9 pm

Orpheum Theater, 15 W. Aspen Ave.

Was free and open to the public, Presented by [Northern Arizona Association Pride Association](#)

Attendees joined Flagstaff Pride for an evening of glitter and glamour in celebration of National Coming Out Day. This event was about embracing authenticity, self-expression, and the beautiful spectrum of gender and sexuality.





Adult Workshop: Pine Needle Basket Making, Presented by [Willow Bend Environmental Education Center](#)

Held on Saturday, Oct. 19, 10 am-12:30 pm

Cost was \$45 non-members, \$35 members (Cost includes all supplies)

Marina Vasquez, from the highlands of Huehuetenango, Guatemala, shared her expertise in pine needle basketry. Participants learned about various types of baskets, the materials required, how to collect and cure pine needles, and received step-by-step instructions for crafting their own basket. Each participant had the opportunity to start and complete a small basket and gained the skills needed to create larger or more intricate designs. All participants took home both their basket and supplies.

Marimba Magic and Brahms, Presented by [Flagstaff Symphony Orchestra](#)

Held on Friday, Oct. 25, 7:30 pm

Tickets were \$12.50-\$79

Ardrey Auditorium, 1115 S. Knoles Dr.

Attendees participated in an evening where FSO’s own Brian Hanner showcased the marimba’s cool, rhythmic magic while bringing a Russian tale to life. Then, unwound with Brahms’s Symphony No. 2, a serene and beautiful finale to the night.



PARKFLAG:

Staffing and Recruitment

Hiring Progress: The new Parking Aide will join our team in early November.

Open Positions: We have been actively recruiting for one Parking Aide position. The online application closed at the end of October.

Infrastructure and Maintenance

Kiosk Repairs: Our team addressed several kiosks issues this month, including communication challenges and battery replacements. In addition, several kiosks required software updates. We have also seen an increase in graffiti in the paid parking district, which team members address as it is encountered. Stickers are removed, and paint is scraped and touched up as needed. We will continue proactive maintenance efforts to minimize any potential downtime.



Operations

Immobilization Update: ParkFlag issued the first notice for pending immobilization on a vehicle downtown. The vehicle owner has 15 days to comply with the instructions provided by the Municipal Court. If compliance is not met within that timeframe and the vehicle is encountered downtown, a parking boot will be applied. PAY THE KIOSK, PLEASE! 😊

Training

Staff Training: Two members of the ParkFlag team attended the annual Southwest Parking and Transportation Conference in October.

Financial Performance and Parking Stats

Revenue Overview: ParkFlag generated \$113,221 in pay-to-park revenue in October, reflecting a 3% increase compared to October 2023. Additionally, revenues grew by 10% compared to September.

Permit Sales: Permit sales totaled \$4,050.00, which is still slightly lower than previous months. However, we expect permit sales to normalize as customers lean to use the new customer portal.

Parking Stats: In the pay-to-park district, parkers parked a total of 113,703 hours, with the average session lasting 2 hours and 10 minutes.

DAILY SALES MTD 2021 vs 2022 vs 2023 vs 2024



OCT 5-31, NOV 1-4, 2021 TOTAL \$94,140 AVG/DAY \$3,037 120%
 OCT 4-31, NOV 1-3, 2022 TOTAL \$105,798 AVG/DAY \$3,413 107%
 OCT 3-31, NOV 1, 2023 TOTAL \$110,468 AVG/DAY \$3,563 103%
 OCT 1-31, 2024 TOTAL \$113,221 AVG/DAY \$3,652

ECONOMIC DEVELOPMENT:

Katalyst Space Technologies invited the City to tour the lab space rented at Moonshot. They presented some of the latest advances they have been making in the satellite business and what the future holds for them in Flagstaff.

Indigo8 has been identified as the web developer for the Choose Flagstaff website (chooseflagstaff.com). This will extend the contract for a third year.

Staff attended the **ECoNA Advisory Meeting** held at Coconino Community College. Our own Heidi Hansen presented history and information regarding the BBB funding that is critical to our successes in Flagstaff. Other presentations included NAIPTA on the transportation initiative and an update to the Helios Decision Making Center.



BUSINESS ATTRACTION:

IONNA: The Economic Development team hosted a meet and greeted with [IONNA](http://ionna.com), a new company that has been contracted to build a nationwide network of charging stations for electric vehicles. This gathering allowed the company to connect with APS and ADOT ensuring all criteria will be met and that this service can be brought to Flagstaff.

CERTOSA, INC.: Staff met with Certosa, Inc., the owners of the Flagstaff Mall, and discussed topics for potential upcoming developments. There are revisions happening to the current plans that may assist in bringing new tenants.

COMMERCIAL KITCHEN DISCUSSION: The White Mountain Economic Development Office scheduled some time in Flagstaff to discuss commercial kitchen needs in the region; the vision is being able to create more opportunities for commercial kitchen usage including training, upskilling, certifications, and entrepreneurship in food processing.

NAZTECHPARK: Staff convened with Genterra enterprises to continue working on potential development of the Northern Arizona Technology Park ([NAZTechPark](#)) that is the 31.45-acre parcel near the Flagstaff Pulliam Airport.

OVERALL ATTRACTION: Staff continues to meet with potential businesses that are interested in coming to Flagstaff. These include a logistics company, quick service food restaurants, coffee houses and car washes to name a few.

WORKFORCE DEVELOPMENT:

NAU MECHANICAL ENGINEERING PROGRAM: Staff connected with the Mechanical Engineering program director for NAU and is working on a time to get graduate students some time before City Council at a future work study session. The idea was brought up during the October Gravity Labs workshop to have them more comfortable with their elevator pitches and to help Council know the wonderful work happening in our community. Enhancing our partnership with NAU is a part of the strategies in the new Economic Development Strategic Plan.

BUSINESS RETENTION AND EXPANSION:

BR&E INCENTIVE: This incentive closed on October 31st with 7 eligible applicants. Staff will be convening in November to review and score the applications and select the appropriate awardees. The recipients will be announced next month.




GREEN BUSINESS BOOT CAMP: The Green Business Boot Camp, a program implemented by Local First Arizona with support from the City’s Sustainability and Economic Development teams, graduated its second cohort and had a showcase of the projects. Companies such as Chicolita, Forestdale Farms, and Eat N Run worked to reduce their ongoing energy use to support climate goals and business success.

MOONSHOT AT NACET:

Highlights from the campus:

- 10/1 - Hosted the City and County Flood Mitigation Projects Meeting here in the Accelerator Conference Room.
- 10/15 - WE Mean Business with Mara Gerst on Grants 101. 12 in attendance.
- 10/17 – Moonshot Staff attended the fall fundraiser for the Chamber.
- 10/21 - Quarterly Campus Meeting with Brad from Rainer Recruiting sharing on how his company can help you gain employees. 30 in attendance.

- 10/23 – Held the first of many Founders Forums with Paul Sciamè here in the Incubator Classroom. 7 in attendance.
- 10/24 - Meteor Crater Education Alliance had their open house and ribbon cutting event. They had about 35 in attendance. 
- 10/28 - 3rd Annual Moonshot campus and community blood drive. All slots filled for donations!
- 10/31 - 2nd Auto Tech Entrepreneur Class was held in the Incubator Classroom. 16 high school students from Coconino and Flag High were in attendance.
- Two new companies move in - Mesa Marketing and Trumba.



LIBRARY | CITY & COUNTY

Downtown and EFCL Libraries:

Youth Services:

- **PROGRAMMING:** October programming for Youth Services featured regular programs including storytimes, LEGO Club, Creation Station, Bards & Nobles, Game Time Hang Time, as well as spooky favorites like Locked in the Library. This year “Locked in the Library” was a big hit with max attendance and lots of library after dark fun.
- **PUMPKIN SMASH BASH:** In the beginning of November Youth Services had its Pumpkin Smash Bash program following Halloween. This year Flagstaff Fire Department took part and dropped pumpkins from the ladder of the fire truck.



Reference:

- **LIBRARY OF LITTLE THINGS:** Lauren and Reece have successfully moved the Library of Things into its new home in the glass cases that formerly housed the Arizona Reference oversized section, yearbooks, and periodicals.
- **AI ESCAPE ROOM:** Twenty-one people came to the A.I Escape Room that Andrea and Bennett created.
- **POETRY BOOK CLUB:** Reece's Poetry Book Club is so popular that it has increased from quarterly meetings to every other month. Each meeting includes a discussion of a poetry book followed by a writing exercise.
- **BOOKS & BOOS EVENT:** A Books & Boos event was held at the Drinking Horn Meadery. Attendees received a discount for showing their library card and a Halloween-themed "pairing menu" offered book lists matched with seasonal flavors of mead.
- **HEALTH & WELLNESS FAIR:** Andrea represented the library at the 2024 Flagstaff Mall Health and Wellness Fair. Fifty-eight people stopped by the library table, and many said the library was their favorite place. One lady said her daughter frequented the library when Ana Del worked full time and the daughter is now a paralegal, all thanks to the library.
- **COLLECTION WEEDING:** Weeding of the Spanish collection is completed, and staff is working through the Mystery section. Inventory is up and running again and staff has completed Mystery, New Books, Science Fiction, and part of the Graphic Novels collection.

County Libraries:

- **FOREST LAKES:** Forest Lakes is modifying their rolling shelving units to make them easier to move. Since the library shares the building with the school, quilters, church and other organizations, the carts need to move many times.
- **BOOKMOBILE:** Bekah has been hard at work getting the bookmobile ready. She helped to paint Facilities staff paint the shelving bright colors for the children's collection and has been ordering new materials and removing



outdated ones.

Recruitments: Recruitments currently underway include Marketing librarian, IT Analyst and EFCL Branch Manager.

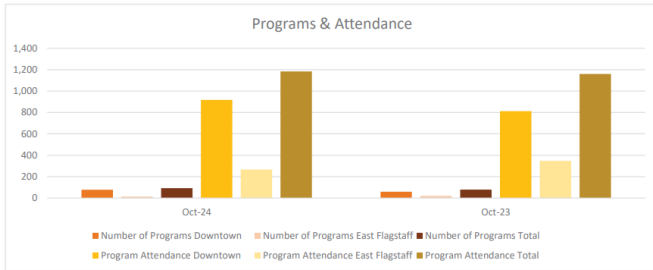
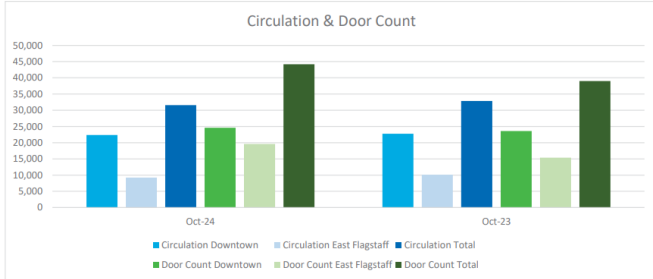
Library Staff Celebrated Halloween:



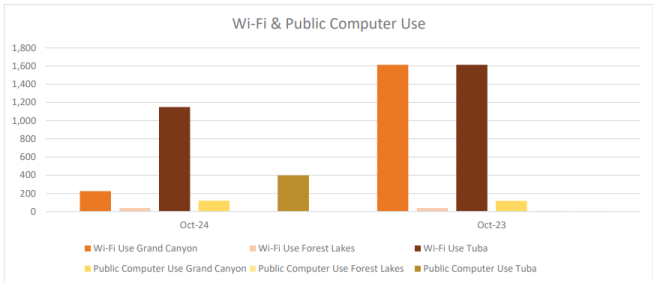
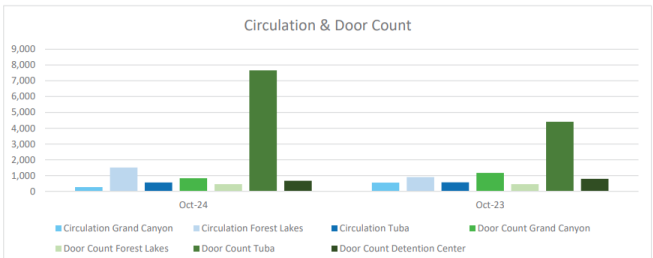
LIBRARY OCTOBER STATS:

STATISTICS

Countywide		Oct-24	Oct-23	Difference
Overdrive Circulation	All Libraries & Sora	8,772	8,631	1.63%
Downtown & EFCL		Oct-24	Oct-23	Difference
Circulation	Downtown	22,369	22,781	-1.81%
	East Flagstaff	9,217	10,097	-8.72%
	Total	31,586	32,878	-3.93%
Value of Loaned Materials	Downtown	\$374,679	\$393,866	-4.87%
	East Flagstaff	\$160,439	\$201,964	-20.56%
	Total	535,118	595,830	-10.19%
In-House Use	Downtown	21,321	18,841	13.16%
	East Flagstaff	6,365	6,528	-2.50%
	Total	27,686	25,369	9.13%
Door Count	Downtown	24,596	23,589	4.27%
	East Flagstaff	19,585	15,404	27.14%
	Total	44,181	38,993	13.30%
Wi-Fi Use	Downtown	4,719	4,569	3.28%
	East Flagstaff	2,100	1,914	9.72%
	Total	6,819	6,483	5.18%
Public Computer Use	Downtown	2,580	2,637	-2.16%
	East Flagstaff	2,373	1,458	62.76%
	Total	4,953	4,095	20.95%
Number of Programs	Downtown	78	59	32.20%
	East Flagstaff	14	20	-30.00%
	Total	92	79	16.46%
Program Attendance	Downtown	917	812	12.93%
	East Flagstaff	266	348	-23.56%
	Total	1,183	1,160	1.98%
Reference Help	Downtown	2,931	2,817	4.05%
	East Flagstaff	2,367	1,291	83.35%
	Total	5,298	4,108	28.97%



Branches		Oct-24	Oct-23	Difference
Circulation	Grand Canyon	266	547	-51.37%
	Forest Lakes	1,509	895	68.60%
	Tuba	560	572	-2.10%
In-House Use	Grand Canyon	35	117	-70.09%
	Forest Lakes	35	136	-74.26%
	Tuba	263	102	157.84%
Door Count	Grand Canyon	1,353	1,701	-20.46%
	Forest Lakes	831	1,169	-28.91%
	Tuba	457	453	0.88%
Wi-Fi Use	Grand Canyon	7,666	4,405	74.03%
	Forest Lakes	663	791	-16.18%
	Tuba	38	38	0.00%
Public Computer Use	Grand Canyon	1,150	1,614	-86.06%
	Forest Lakes	38	38	0.00%
	Tuba	1,150	1,614	-28.75%
Number of Programs	Grand Canyon	119	117	1.71%
	Forest Lakes	0	0	-100.00%
	Tuba	398	0	3979900.00%
Program Attendance	Grand Canyon	2	0	19900.00%
	Forest Lakes	0	1	-100.00%
	Tuba	11	7	57.14%
Reference Help	Grand Canyon	6	0	59900.00%
	Forest Lakes	0	8	-100.00%
	Tuba	107	23	365.22%
Reference Help	Grand Canyon	269	365	-26.30%
	Forest Lakes	316	1,086	-70.90%
	Tuba	336	273	23.08%
Reference Help	Detention Center	71	63	12.70%





TOURISM & VISITOR SERVICES

TOURISM METRICS: OCTOBER 2024

YOY RevPAR for the Month of October:

The RevPAR number of \$103.05 is down by 2.3% to October of LY. Demand was near flat YOY for the Month of October (+.4).

Rationale:

Demand is still relatively high for Flagstaff as a destination. Global inflation and the strength of the dollar is curbing the overall demand for international travelers to the US as well as domestic inflation and pending holiday spending is forcing families to narrow their trips to fewer than the previous year. We can see this same trend in our state numbers which show that RevPAR is down YTD through September by -2% (most current published figures by AOT).

The Discover Flagstaff team and all the partners continue to educate, inspire, and motivate visitation to our amazing mountain town. With the centennial approaching and excitement well underway, the Discover Flagstaff team, along with other sections of the Economic Vitality Division, are hard at work making sure Flagstaff is well represented and is a standout among destinations on the route. Also, with the opening of the ADC, we are seeing an increase in interest for all things astrotourism. Discover Flagstaff with all the applicable partners will be leaning into owned, earned, and paid avenues to bolster this amazing new asset.

Following is a snapshot of the metrics October 2024:

October	2023	2024	Diff
OCC	79.1%	79.8%	+0.8%
ADR	\$133.33	\$129.20	-3.1%
RevPAR	\$105.45	\$103.05	-2.3%

MARKETING & MEDIA RELATIONS HIGHLIGHTS:

Marketing:

Between the two sets of billboards, is a featured value-add spot calling attention to Discover Flagstaff's Leaf-ometer. The 'ticker' is in downtown Phoenix on the Jefferson Street Garage, adjacent to Chase Field and Footprint Center earning 89,338 weekly impressions.

Discover Flagstaff marketing themes supported in coverage: Lowell Observatory was cited in many articles about the comet



near Halloween and the new Executive Director. Leaf-ometer drew broadcast coverage. Oktoberfest and the Celebraciones event at MNA also drew coverage.

- **Media assists in October:** 14
- **Journalists hosted in October:** 17 (10 from “Foodcation” FAM by DF, 6 internationals from AOT Rte. 66 FAM)
- **Total articles generated:** 140 (per Cision, our media tracking software provider).
- **News releases in October:** 0

Highlights of media coverage:

The Radavist: Cycling Guide to Flagstaff

Discover Flagstaff worked with this national mountain biking publication to publish a guide to the region’s trails. (Advertising on this site directed visitors to DF Hiking webpage, Trails Passport).

<https://theradavist.com/cycling-guide-to-flagstaff/>



ABC15: Flagstaff Leaf-ometer shows stages of changing fall leaves: Flagstaff’s online tool can help you plan your trip.

Discover Flagstaff worked with this Phoenix-based journalist for weeks to identify the ideal time to come capture stunning drone footage of fall colors.

<https://www.abc15.com/entertainment/events/explore-arizona-flagstaff-leaf-ometer-shows-stages-of-changing-fall-leaves>



AZ Daily Sun: Proposition 487 seeks continuation of Bed, Board and Beverage tax funding city programs:

As Election Day approached Discover Flagstaff reached out to local media to help inform the city’s voters of the BBB ballot proposition.

https://azdailysun.com/news/local/proposition-487-seeks-continuation-of-bed-board-and-beverage-tax-funding-city-programs/article_3da85c32-8beb-11ef-adca-f3e29deb0dc3.html

The Highest-Rated IPA in Every State (2024):

According to BeerAdvocate, which is kind of like a Yelp review platform for beer, Tower Station is the highest rated IPA in the state of Arizona. This creates a talking point to be used by Discover Flagstaff marketing.

<https://vinepair.com/articles/highest-rated-ipa-state-map-2024/>

AZCentral: Arizona haunted hotels: Spookiest lodgings in Jerome, Bisbee, Flagstaff:

Weatherford and Monte Vista highlighted in this story.

https://www.azcentral.com/story/travel/arizona/2024/10/18/arizona-haunted-hotels/75708246007/?utm_source=azcentral-dailybriefing-strada&utm_medium=email&utm_campaign=dailybriefing-greeting&utm_term=newsletter-greeting&utm_content=pphx-phoenix-nlettero2

WEBSITE:

Comparisons are made YOY:

- **Domestic engaged sessions increased nearly 17%**, however, domestic users decreased 8% from 110,982 to 108,327.
 - Engaged users by DMAs -- Phoenix increased to 26,441 active users, Tempe increased 45% to 9,982 active users, Las Vegas increased 16% to 2,200 users, and Dallas increased their users by 5.43% to 1,184.
 - International markets experienced growth in engaged sessions: Canada had 1,337 engaged sessions vs. LY's 944, MX had 853 engaged sessions vs LYs 424 -- a 101% increase, UK was flat to LY.
- **Top performing landing pages:**
 - Plan Your Trip and Leafometer - 78,607 views
 - Webcam had 26,356 views which is a 99% increase and due to early snowfall
 - Events had 19,687 views a 41% increase to LY. Events had a great climb to 3,278 sessions vs LY's 1,895, fall events increased 26%.
 - Dining/nightlife/restaurants sessions increased 52% to 1,529 sessions and also saw engagement time increase 31%.
 - Hiking page increased pageviews 41% YOY to 1,929 with push from advertising in mountain biking publication. Trackable URL provided 400+ views.
 - 4,086 outbound links to partner websites.
 - 42 newsletter opt-in addresses received.
 - 339 visitor guide requests.
 - Booking engine searches occurred most with filters for stars, price, cabins and hotels, free breakfast, and pet friendly followed by BnB.

FILM:

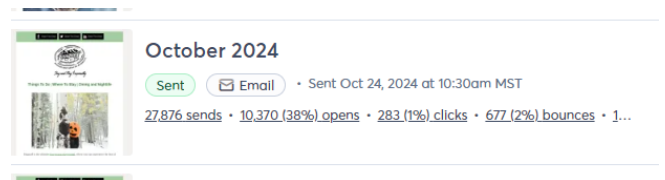
Film permits issued: 1, Red Husky filming Buffalo Park

Film assists: 3

EMAIL CAMPAIGNS:

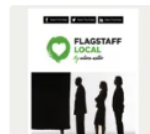
- **Discover Flagstaff**

Top clicks went to the Route 66 landing page, Accommodations, and Christmas and winter holiday events page. Dining and Visitor Guide requests were runner ups for top clicked links. The email was sent out on Thursdays at 10:30am which was shown to be successful in the past. There was a 3% increase in reach and a 3% decrease in open rate YoY.



- **Flagstaff Local**

Top clicks went to the Flag 365 calendar, volunteering for the Boys and Girls Club, and the eco-friendly restaurants landing page on the Discover Flagstaff website. The



Flagstaff Local e-Newsletter October 2024

Sent Email • Sent Oct 22, 2024 at 8:30am MST
1,520 sends • 525 (36%) opens • 23 (2%) clicks • 59 (4%) bounces • 3 (1...)

send time was consistent with what has been successful in the past. It may have been that the subject headline was not interesting enough being that it was "voting, pumpkin tossing, and.."

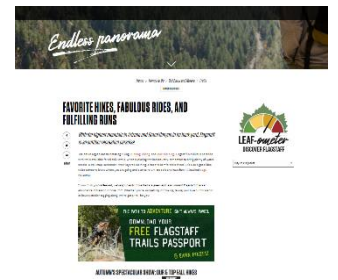
since we have seen an action and a fun local happening paired together have been successful as the opener. There was a 4% decrease in reach and a 31% decrease in the open rate YoY.

SWEEPSTAKES:

Flagstaff Festival Sweepstakes: We are attributing low sweepstakes entries to the increased amount of scams online nowadays. There are several sweepstakes online supporting winning vacations, concert tickets, and other tangible prizes. Hacking is also a large problem online currently. We have boosted festival sweepstakes posts since before it even launched, we are incorporating festival and sweepstakes support on billboards, on social media, in email campaigns, in print ads, in digital ads, and have created a video to increase reach and engagement. We are doing what we have done in previous years and are not sure what more we can do. After conversing with our Tourism Commissioners, it was decided we will include the word "FREE" more prominently on future sweepstakes creative. There is a 64% decrease in entries YoY.

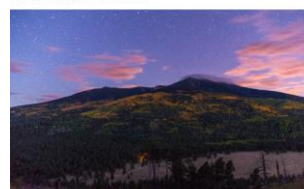


PASSPORTS: Trails Passport - A video was launched on social media supporting the trails passport. Journalists were hosted by the Discover Flagstaff PR team and taught how to use the trails passport. A classroom of 70 NAU students were introduced to the trails passport and might have also signed up. Fall trails were updated and a message was sent out to passholders to highlight leaf peeping opportunities. Passport sign-ups increased 32% and the trail check-ins increased 10%. We also moved the placement of the trail's passport on the hiking trails page to be front and center opposed to on the top right in a card.



SOCIAL MEDIA:

- **Facebook top post was a post highlighting peak fall colors and encouraging urgent visitation,** with 4,000 impressions and 149 engagements. Another top post was a post highlighting Indigenous People's Day, with 5,792 in reach and 293 engagements.
- **Most posts this month on Flagstaff Local are informative posts of the upcoming BBB renewal.** Top post garnered over 500 impressions and 14 engagements.
- **Instagram follows, engagements and impressions carried over from last month's Barefoot Trail video. Top post this month was another Pumpkinhead video,** with over 18,000 views and 1,838 engagements. Second top post was a post highlighting Freaky Foot Tours, with almost 10,000 views and 509 engagements.
- **We made it to 50,000 followers towards the end of the month!**



Top Facebook Posts: Show to the right

Top Instagram Posts:

- Pumpkinhead Video: https://www.instagram.com/reel/DBtv6_cvitg/
- Freaky Foot Tours Video: <https://www.instagram.com/reel/DBMtUUctQ16/>
- Celebraciones de la Gente video: https://www.instagram.com/reel/DBRe_Ywyp-O/

SALES:

INTERNATIONAL TRAVEL TRADE:

Successful Results – AOT Canadian Webinar

- Live webinar coordinated with the Arizona Office of Tourism Canadian trade representative, Christina DeCoppi at GMS Communications Marketing. The live webinar featured Arizona, Discover Flagstaff, and the City of Kingman.
- The Museum of Northern Arizona was the location for the Discover Flagstaff portion of the webinar with a walk and talk about Flagstaff's four seasons, trails, Route 66, astro-tourism, adventure, attractions, hotels, restaurants, breweries and more.
- **More than 30 attendees watched the live webinar and it was also published in their newsletter with 400-500 clicks.**
 - Click [here](#) to view the webinar. (*Discover Flagstaff starts at 16 min*)



- **Hosted AOT Trade FAM**

- Hosted Cercle des Voyages, a top French tour operator, with a passion for travel that specializes in tailor-made travel creating exceptional trips. <https://www.cerclledesvoyages.com/>
- The group of five focused on Arizona National Parks and Monuments with stops in Sedona, Wilcox and Bisbee plus overnight stays and activities in Phoenix, Flagstaff, Pinetop, Scottsdale, and Tucson.
- The Flagstaff FAM itinerary included Little America Hotel, Flagstaff Visitor Center, Route 66, Lumberyard Brewery, Silver Pine Restaurant, Museum of Northern Arizona, Lowell Observatory and Meteor Crater.



- **Attended Brand USA Travel Week in London**

- Discover Flagstaff Global Travel Industry Sales Manager travelled to London in October for Brand USA Travel Week where U.S. exhibitors and U.K. and European buyers unite. This exclusive event offered the opportunity to participate in one-to-one appointments - I conducted 36 appointments. I also attended multiple industry workshops, sessions, events and networking opportunities.
- In order to participate in Brand USA Travel Week, the destination must apply and be invited to attend. Discover Flagstaff was in great company with The Arizona Office of Tourism, Visit Phoenix, Visit Tucson, and Experience Scottsdale also present.
- This is the only tourism event in Europe dedicated to travel in the United States providing a rare opportunity to reach an influential audience.



- **Conducted Community Outreach**

- Participated in the Tourism Service Day Downtown Cleanup.
- Met with the new Sonesta ES Suites Director of Sales Kimbra Hill with team member, Jessica Young, Sales & Marketing Manager for Meetings & Events.



MEETINGS/EVENTS/CONFERENCES:

CONFERENCE/ROOMS LEADS/BOOKINGS: 2 Leads were sent in the Month of October for a total of 220 rooms and an estimated economic Impact of \$65,780. At time of reporting 1 lead had booked in Flagstaff for a total of 140 rooms and EEI of \$41,860.

MEETINGS/CONFERENCE SERVICES: Staff attended the AzSAE Board Meeting, Tourism Commission Meeting, Rt 66 Centennial Meeting, and Annual Partner lunch planning meetings, Staff had meetings and provided conference services for 3 groups, had meetings/site visits with 4 partners.

MARKETING: Staff continued to work on two meetings marketing campaigns that are running through November that include an email blast and new blog on Team Building for the Website.



NAVAJO NATION SALES

MISSION: Staff coordinated a sales mission to Window Rock/Fort Defiance to drop information to travel/meeting planners at their offices and hosted a Luncheon Presentation. 5 Hotel/Conference properties participated in the mission.

5 Hotel/Conference properties participated in the mission.

SMALL & BOUTIQUE MEETINGS FALL CONFERENCE: Staff attended the Small and Boutique meetings conference and had appointments 20 meeting planners. This Conference is for planners sourcing meetings with 100 rooms on peak or less.



VISITOR SERVICES:

Visitor Center –October 2024

October	2023	2024	YoY Change
Walk-ins	14,210	13,372	-6%
Retail Sales	\$52,902	\$49,556	-6%

Model Train

- The Model Train ran 208 times during the month of October.

Brewery Trail

- Visitor Center gave out 131-pint glasses for Flagstaff Brewery Trail redemptions!


Snowmelt Construction Update: Construction began on replacing the snowmelt system along the alley in front of the Train Station. Due to issues found when construction began the project was delayed the road closure is now scheduled to be complete at the end of November and project completed at the end of December.

Halloween Bash: Visitor Center held our first Halloween Bash, a kid’s event with Halloween crafts, pumpkin painting, and a costume contest. We had good attendance with over 100 children participating.




Google Reviews:

- Visitor Center received many positive reviews on our Google listing below are a couple examples.

 **ryan stowell**
Local Guide • 368 reviews • 14 photos

★★★★★ 1 week ago **NEW**

Helpful and informative...thanks

 **Dannette Flores**
Local Guide • 222 reviews • 24 photos

★★★★★ 2 weeks ago **NEW**

Cool gift shop and info location. They have a pressed penny machine if u collect. They also have a train that goes around the top of the space. You can start it for a quarter from the corner back wall. It is also a great place to see a train go by.

 **Chris Wilkins**
Local Guide • 198 reviews • 43 photos

★★★★★ 3 weeks ago **NEW**

Super helpful and a fun gift store. They provided us with some good maps and ideas for the day based on what we were looking to do for the day.

CREATIVE SERVICES:

ADVERTISING:

- **DRIVE MARKET/NATIONAL CAMPAIGNS:** Produced ads for November Datafy (digital), special local Datafy campaign supporting wildfire preparedness, and CBS Channel 3 azfamily.com promoting Lowell and the opening of the ADC; print ads for Certified Folder special Route 66 edition, *Travel Weekly*, *Cactus League Spring Training Guide*, and *Arizona Drive Guide*.
- **OUT OF HOME MARKETING (DIGITAL BILLBOARDS):** Produced digital billboards in Palm Springs supporting astrotourism, and in Phoenix supporting Leaf-ometer/fall colors, Sweater Weather, and breweries.
- **FY24 ANNUAL REPORT:** Publication printed as well as posters, handouts and other materials produced for the Annual Marketing Event on November 13.
- **WINTER WONDERLAND INSERT:** Designed a four-page Arizona Republic insert featuring winter recreation, winter and holiday events, Snowbowl hotel specials, and a getaway sweepstakes.
- **AIRPORT HOLIDAY ADS:** Designed “Book your holiday flights” ads for the AZ Daily Sun and Flagstaff Business News
- **TOURISM & ECONOMIC VITALITY ANNUAL EVENT POWERPOINT :** Designed a dark sky themed PowerPoint presentation for the upcoming annual event

NEW ASTRONOMY DISCOVERY CENTER OPENING NOVEMBER 16

MEET A PLANETARY SCIENTIST NOVEMBER 30

LOWELL OBSERVATORY

FLAGSTAFF 365 .COM

EVENTS CALENDAR

STAY & PLAY RESPONSIBLY

ARIZONA'S FAVORITE Winter Wonderland

THE GREAT PINECONE DROP AT THE WEATHERFORD HOTEL

with Cheryl's Pub & Grub, The Grubler, Heidi Pub and more! **NOON TO PM & MIDNIGHT**

WINTER WONDERLAND \$2,450

See why Flagstaff is Arizona's Official Winter Wonderland

Holidays

Winter recreation information & some accommodation deals

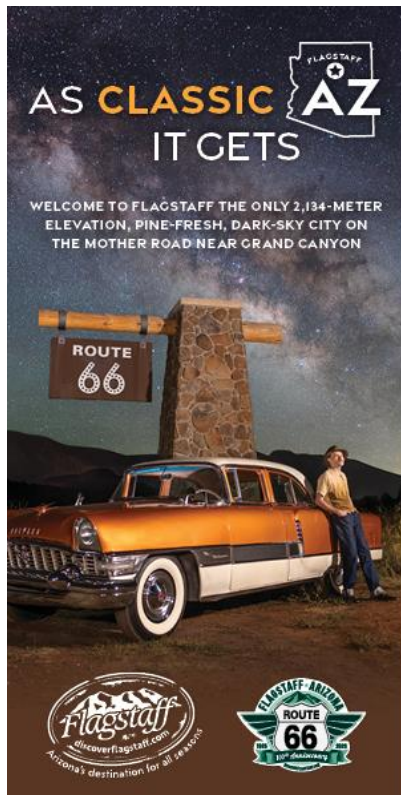
STAY & PLAY RESPONSIBLY

- **ROUTE 66 ADS:** Created several digital ads promoting Flagstaff's Route 66
- **ROUTE 66:** Organized partial street closure and parking lot closures and pressure washing at the VC for Mural refresh
- **FILM:** Worked with videographer on a film reel to promote Flagstaff to location scouts
- **ADOT:** Worked on two posters promoting responsible visitation at ADOT rest stops
- **PHOTO:** Worked with photographer to finalize a foodie shoot promoting Pizzicletta and the foodie campaign
- **BLUEPRINT:** Updated the Discover Flagstaff Strategic Blueprint
- **ANNUAL:** Worked on presentation for the annual
- **RT.66:** Had a crate fabricated for transporting the neon Rt 66 sign to tradeshow
- **BBB:** Worked on a BBB informational mailer



CITY PROJECTS:

- **CITY CAREER AD:** Created a digital city hiring ad to be displayed on athletic club's TV screens
- **IT BUSINESS CARDS:** Updated and ordered business cards for the city's IT department
- **RECRUITMENT:** Finalized a flyer and sticker for vehicles for the Fire Department
- **RECRUITMENT:** Worked on magnets for fleet promoting recruitment
- **CITY MANAGER:** Assisted with a Poem framing idea for the City Manager
- **BUSINESS CARDS:** Business card updated for various city divisions



THANKS FOR READING!



CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jana Weldon, Beautification Arts & Sciences Program Manager
Co-Submitter: Cristen Crujido, Beautification, Arts & Sciences Project Administrator
Date: 11/21/2024
Meeting Date: 12/10/2024



TITLE:
Multicultural County Park Sculpture Exhibition Project Overview

DESIRED OUTCOME:

Provide information to Council and the public, and obtain feedback, regarding the Multicultural County Park Sculpture Exhibition project, including a video about the 2024/25 exhibitions and a preview of selected artworks for the 2025/26 exhibition. Receive comments as to possible future exhibitions.

Executive Summary:

The Beautification, Arts & Sciences program expanded its programming in 2024 by launching the Multicultural County Park Sculpture Exhibition project. This project offers a free and accessible year-round art experience for Flagstaff residents and visitors and was developed in collaboration with the Indigenous Initiatives Program.

The artworks consist of five large-scale sculptures embodying diverse cultural experiences and are exhibited along a pathway at the Elizabeth "Liz" C. Archuleta County Park, 703 E. Sawmill Road, in Flagstaff. The artworks are on loan for the exhibition duration of about 11 months.

The presentation will inform City Council of the origin, efforts, successes, and aspirations of this project and includes a project video created to promote the project and its goals. Staff will also facilitate an understanding of the outreach and community involvement in the selection of the artwork; and how the project meets various City goals, policies, and key community priorities.

Information:

The opening event for ARTx, a 10-day arts and ideas festival, in May 2024, was the ribbon cutting celebration for the inauguration of the Multicultural County Park Sculpture Exhibition project. The seven plus minute video, partially shot that day, tells the origins of the project, its focus, and celebrates Flagstaff as a cultural destination that supports diversity in cultural representation.

Project Vision: Each year the exhibition features five sculptural works that reflect and make visible aspects of Indigenous and other diverse cultural representation, including Black and Latinx art. Selected artworks can advance essential perspectives and narratives through a myriad of ways. The artwork could embody or include cultural traditions: iconography; storytelling; or connection to nature, land, or community. The aspiration is that each sculpture will prompt appreciation, conversation, and interaction. This annual exhibition will solidify Flagstaff and the Elizabeth "Liz" C. Archuleta County Park as an outdoor sculpture venue in northern Arizona.

Procurement Process: An informal request for proposals was utilized. Each artist contract was less than \$25,000. Funding comes from the Arts & Sciences fund supported by the Bed, Board, and Beverage tax. The selection panel consisted of the Coordinator for Indigenous Initiatives, Rose Toehe, members from City of Flagstaff Beautification & Public Art Commission, Indigenous Commission, Commission on Diversity Awareness, and members of Coconino County's Hispanic Advisory Council, Indigenous Peoples Advisory Council, African Diaspora Advisory Council, and Parks & Recreation Commission.

Coconino County has been a helpful partner in this project. The City received a license from Coconino County for the use of the Elizabeth "Liz" C. Archuleta County Park.

Key Policy Goals:

- **PBB High Performance Governance**-Cultivate community communication engagement practices that are clear, consistent, and timely.
- **PBB High Performance Governance**-Implement and communicate innovative and efficient local government programs, new ideas, and best practices.
- **PBB Inclusive & Engaged Community**-Proactively foster community representation and civic engagement by enhancing opportunities for public involvement, in line with best practices.
- **PBB Inclusive & Engaged Community**-Facilitate and foster equity, diversity, and inclusivity.
- **PBB Inclusive & Engaged Community**-Enhance the City's involvement in community, education, and regional partnerships to strengthen the level of public trust.
- **PBB Livable Community**-Create a welcoming community through partnerships, resilient neighborhoods.
- **PBB Livable Community**-Create a welcoming community through partnerships, resilient neighborhoods.
- **PBB Livable Community**- Work with regional partners that provide equitable and inclusive educational and cultural opportunities for Flagstaff residents of all ages.
- **Goal CC.4**-Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.
- **Goal CC.5**-Support and promote art, science, and education resources for all to experience.
- **Goal CC.6**-Encourage Native American art and Southwestern culture.
- **Goal LU.1**-Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.
- **Goal LU.3**-Continue to enhance the region's unique sense of place within the urban, suburban, and rural context.
- **Goal NH.1**- Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.
- **Goal ED.6**-Tourism will continue to provide a year-round revenue source for the community, while expanding specialized tourist resources and activities.
- **Goal ED.7**- Continue to promote and enhance Flagstaff 's unique sense of place as an economic development driver.

Attachments: [Presentation](#)

Multicultural County Park Sculpture Exhibition

Cristen Crujido

Beautification, Arts & Sciences Project Administrator





Presentation Overview



- Project Video
- Outreach & Selection Panelists
- Project Vision
- 2025/26 Exhibition Preview



Project Video



[Multicultural Park Sculpture Exhibition - YouTube](#)



Outreach



National Outreach, Regional Focus (22 applicants/31 proposals)

- Targeted emails to:
 - Beautification, Arts & Sciences e-subscribers (500+)
 - 100+ organizations, galleries, sculpture programs, artists and colleagues
- Social media and email inclusions:
 - City of Flagstaff, nonprofit arts organizations and artist collectives
- Postings to CODAworx, Arizona Commission on the Arts, Arts Foundation for Southern AZ, City of Albuquerque opportunities pages
- Personal outreach at Tucson's Annual Sculpture Festival Show & Sale
- **New!** Project video to be shared via website, social media and email campaigns



Selection Panelists



City of Flagstaff

- Beautification & Public Art Commission
- Indigenous Commission
- Commission on Diversity Awareness
- Liaison, Coordinator for Indigenous Initiatives

Coconino County

- Hispanic Advisory Council
- Indigenous Peoples Advisory Council
- African Diaspora Advisory Council
- Parks & Recreation Commission



Project Vision



Continue to

- Expand outreach
- Diversify scope of applications
- Foster community capacity
- Solidify the County park as an outdoor sculpture venue
- Fulfill various City's goals, policies & key community priorities



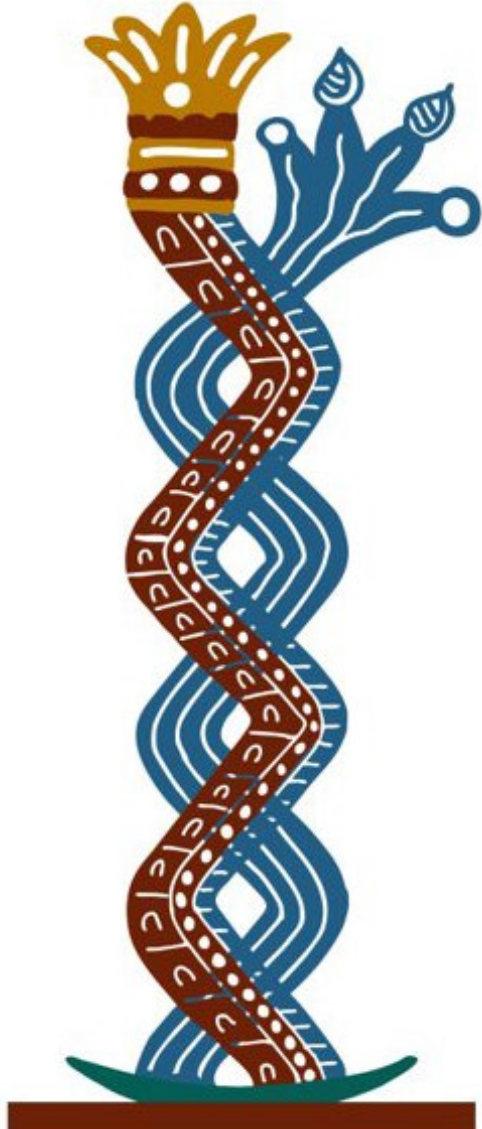
2025/26 Artworks



Exhibition Preview



2025/26 Artworks

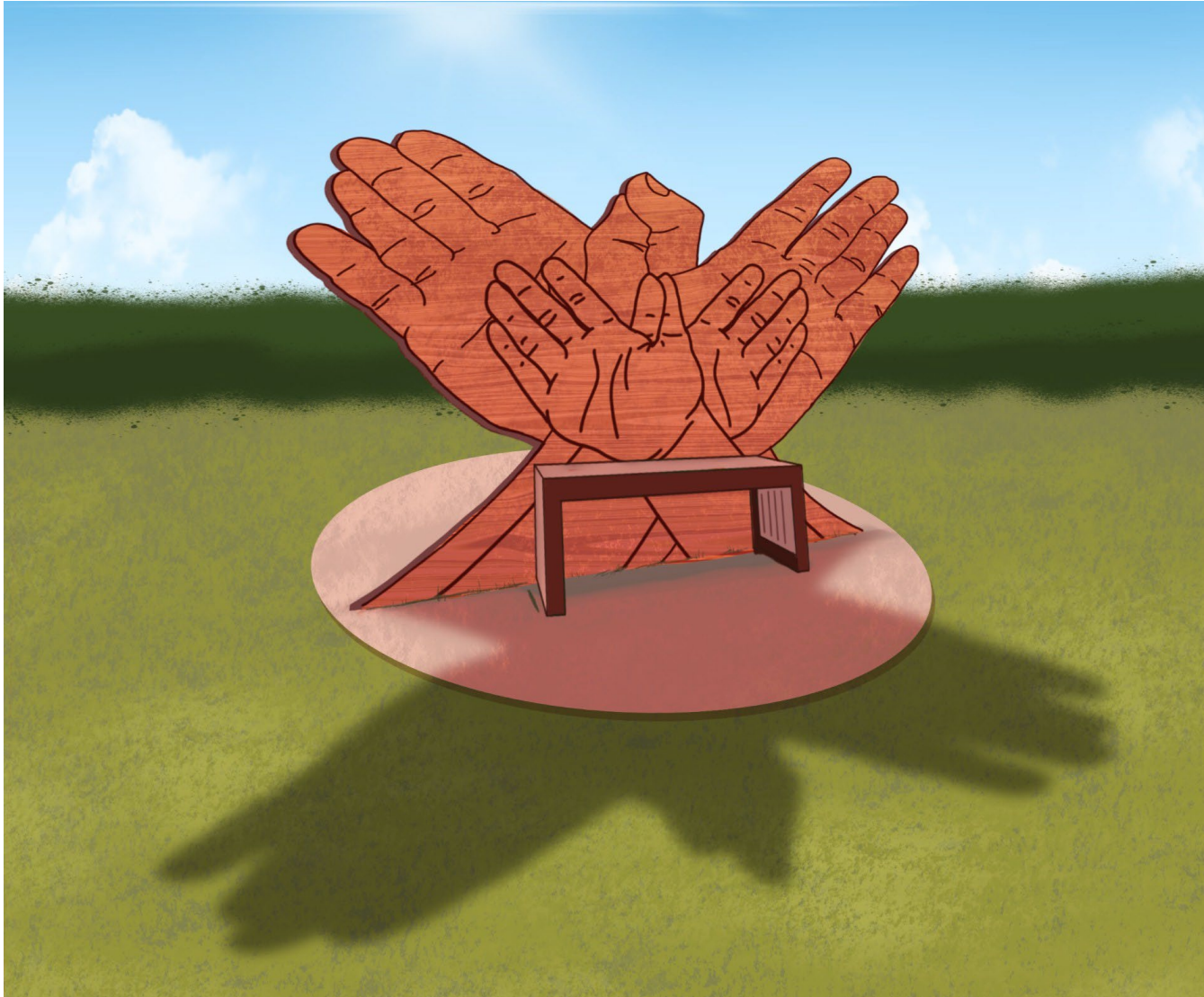


***Atl-Tlachinolli* by Oliverio Balcells**

Preserving the astronomical concepts of ancient Mexican cultures.



2025/26 Artworks

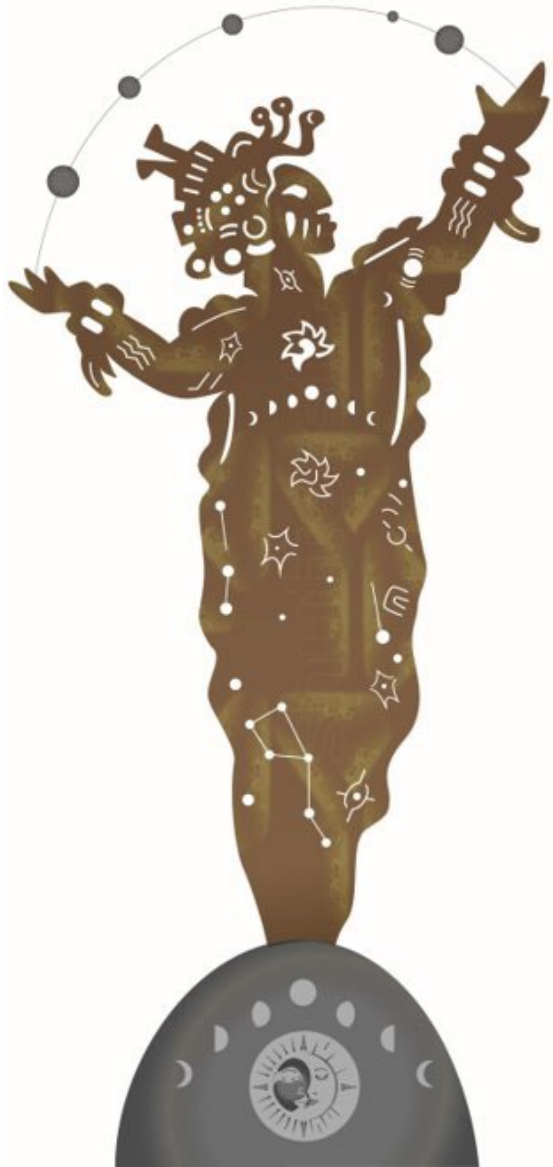


Wings of Ancestors **by Isaac Caruso**

Reminding the comfort older generations bring and their selfless contributions to make the world better.



2025/26 Artworks



***Celestial Juggler* by Joe Ray**

Celebrating the timeless pursuit of understanding the cosmos.



2025/26 Artworks

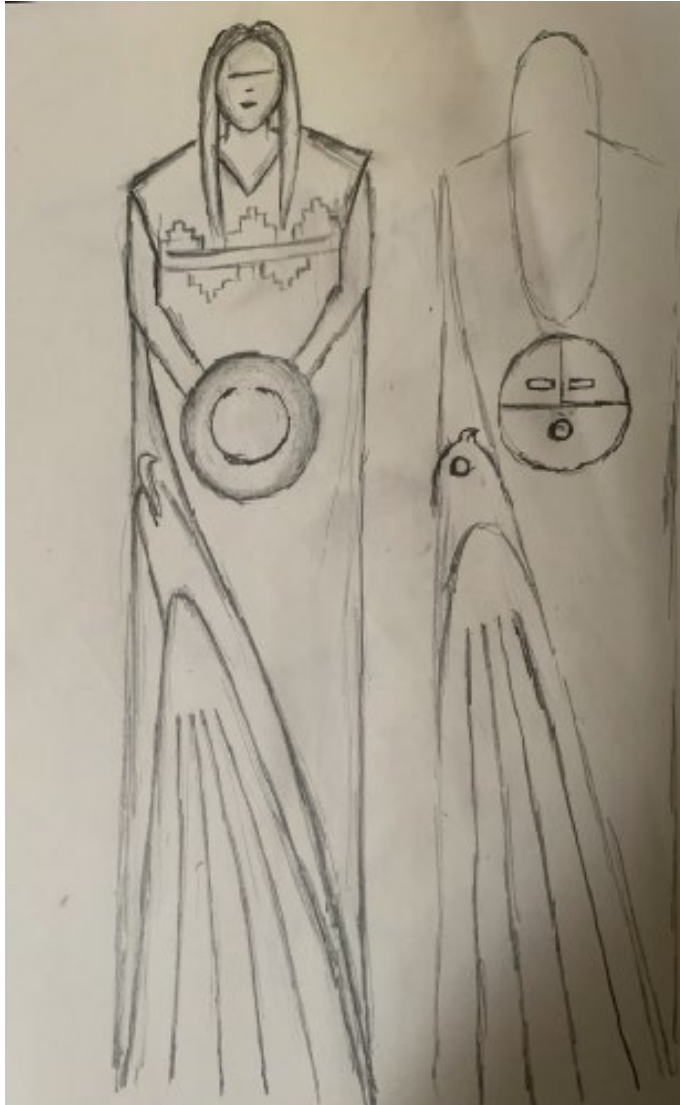


***Thunderstorm* by Adrian Wall**

Reflecting the power of nature, water, wind and earth.



2025/26 Artworks



Asdzaa Nadleehe (Changing Woman) by Lance Yazzie

Representing the deity responsible for the first four Navajo clans.



Questions & Discussion



Extend the project beyond the initial three-year period?

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Rick Tadder, Management Services Director
Date: 11/04/2024
Meeting Date: 12/10/2024



TITLE:
Council Update on Banking Services Procurement

DESIRED OUTCOME:
Informational Only. Providing Council with an update to where we are with the procurement of Banking Services.

Executive Summary:
Staff is currently working on a formal procurement of banking services for the City of Flagstaff. Staff is drafting a Request for Proposal (RFP) and is providing Council with an update on where we are in the process and the estimated timeline to complete procurement.

Information:
A brief presentation will be provide to Council to provide an update to the procurement of banking services.

Attachments: [Presentation](#)

Banking Services Procurement Update

December 10, 2024





City of Flagstaff Banking



Banking Services Procurement Overview

- Utilizing a Request for Proposal (RFP)
- Minimum Requirements
- Banking Services
- Sustainable Procurement
- Draft Evaluation Rating
- Next Steps



City of Flagstaff Banking



Utilizing a Request for Proposal (RFP)

- Scope is not definitively defined (difficult to hard bid)
- For complex services
- Price is not the determining factor
- Qualifications
- Experience
- Delivery of multiple services



City of Flagstaff Banking



Minimum Qualifications

- Contractor shall provide sufficient information including supporting documentation to clearly show compliance to the minimum qualifications/requirements.
- Contractor shall be insured by the Federal Deposit Insurance Corporation (FDIC).
- Contractor shall collateralize all public deposits in accordance with §§ A.R.S. 35-312 and 35-1207.



City of Flagstaff Banking

Banking Services

Collateralization

ASRS Statute

102% of public funds

Excess to FDIC Coverage

Deposits

Local branch

Multiple locations

Cash handling

Fraud controls

ACH fraud filters

Positive check payments

Disbursements

Checks

ACH

Wires

Direct Deposit

Collections

Electronic Checks

Lockbox

Armor car services

Real time credits



City of Flagstaff Banking

Banking Services

Reporting

Robust search and report

Online account access

Automated receivables

Deposit location reporting

Paid check files

Earning offsets

Offset to monthly fees

Earnings on daily cash balances

Net zero or minimal cost of services

Daily balance sweeps

Overnight investments of idle cash balances

Additional Services

Investments

- Money Market account
- Certificates of Deposit

Employee benefits and workshops



City of Flagstaff Banking



Sustainable Procurement

- Procurement Code Manual, Article 32: Sustainable Procurement
- Section 32.1: Financial Services
- 10 points/10% toward rating on relationships with fossil fuel industries and commitment to Climate Action



City of Flagstaff Banking



Total Evaluation Rating

- Capacity of Responder ## points
 - Methodology and Approach ## points
 - Fee Proposal/Pricing ## points
 - Terms and Conditions ## points
 - Sustainable Procurement 10 points
- Total Points = 100

Interview Points, if necessary

- *Presentation* ## points
 - *Response: Questions/Concerns* ## points
- Total Points = 100 + TBD*



City of Flagstaff Banking Services



Next Steps

- Today: Update to Council
- December: Complete discussions with staff, development of RFP
- January: Submit draft RFP to Purchasing
- January: Legal review of RFP
- February/March: Advertise and close procurement
- April: Review proposals
- April: Vendor Interviews in necessary, Finalize offers
- May/June: Council award of contract (s)
- July 1, 2025: Start implementation/transitioning