

MINUTES

1. Call to Order

Mayor Daggett called the Work Session of the Flagstaff City Council held June 27, 2023, to order at 3:02 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for 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 telephonically or by other technological means.

PRESENT:

MAYOR DAGGETT
VICE MAYOR ASLAN
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
COUNCILMEMBER SWEET

ABSENT:

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

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

The Council and audience recited the pledge of allegiance, Councilmember Matthews read the Mission Statement of the City of Flagstaff, and Vice Mayor Aslan read the Land Acknowledgment.

MISSION STATEMENT

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

LAND ACKNOWLEDGMENT

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

4. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

Janine Soucie Kelley addressed the Mayor and Council regarding the annual summer transient crisis in Flagstaff. She advocated for additional budget for the Flagstaff Police Department to add patrols on the Flagstaff Urban Trail System and in other areas where transients frequent, with the aim of protecting citizens.

Barrett Kirk from McGrath Real Estate Developers reported that Aurora at Flagstaff was fully open and invited Councilmembers to the open house. He also expressed gratitude to everyone they have worked with at the City.

Nadine Hart addressed Section 8 and shared her experiences with receiving the Section 8 voucher. Additionally, she mentioned that her rented townhouse is up for sale, necessitating a move. She expressed frustration about being rejected by multiple properties despite having her voucher. She pointed out that Tucson and Phoenix currently require landlords to consider Section 8 vouchers as income. She urged the Council to make it illegal to discriminate against income sources.

Jennifer Kottra addressed the Council regarding pickleball, expressing support for building pickleball courts at Bushmaster Park. She also noted that the Pickleball Association initially proposed courts at Thorpe Park Annex, aligning with the Citizen's Petition proposal.

5. Review of Draft Agenda for the July 3, 2023 City Council Meeting

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

6. Proclamation: Community is Stronger Than Cancer Day

Mayor Daggett read the proclamation and Cindy Pain, the Executive Director of Cancer Support Community for Northern Arizona, accepted the proclamation. The center is located at 914 N. San Francisco Street.

7. **Proclamation:** Parks and Recreation Month

Mayor Daggett read the proclamation and dedicated it to the former Parks and Recreation Director, Kenneth Ingles, who served from 1967 to 1988. Parks, Recreation, Open Space, and Events Director Rebecca Sayers shared a few words about the section and Mr. Ingles. Ms. Sayers also highlighted some of the upcoming events to celebrate Parks and Recreation Month, including Flag 4th Fest, Concerts in the Park, Full Moon Hike, and more. Mr. Ingles expressed words of appreciation and reminisced about his time at the City of Flagstaff.

8. **City Manager Report**

City Manager Clifton provided a few highlights from his report, including:

- The award of the Chief Fire Officer designation to Deputy Chief Mark Wilson.
- Congratulations to Casey Gonzales on his promotion to Fire Captain.
- Recognition of Officer Rees Cleland for receiving a lifesaving award for responding to the Greyhound Bus Station where a woman was not breathing.
- Recognition of the promotion of Collette Truman to Records Manager.
- Recognition of the promotion of Melissa Seay to Police Sergeant.
- Recognition of the flowers added downtown and on the Southside for beautification efforts.
- The event that was held in honor of Sergeant Todd Bishop's retirement.
- Groundbreaking of the Downtown Connection Center.

Economic Vitality Director Heidi Hansen shared several highlights from the Economic Vitality Monthly Report, including:

- Airport Updates:
 - A grant application for the Small Community Air Service Development Program was submitted with more than ten letters of support from community partners and the Congressional delegation.
 - The Arizona Airport Association Spring Conference was hosted in Flagstaff at Little America.
 - Staff met with the Federal Aviation Administration to develop the annual Airport Capital Improvement Plan.
 - Paid parking began on July 1, 2023, at the Airport.
 - Enplanements exceeded last May's numbers slightly despite United no longer serving Flagstaff.
- Community Investment:
- Beautification Report:
 - The Coconino Scroll is nearly completed, with medallions to be finished soon.
 - The Aspen Avenue Library Entry is close to completion.
 - Staff started assembling design proposals and sent specifications for bike racks and seating/tables to Loven Contracting for the Aspen (Niche) Bicycle and Pedestrian enhancements. General budget costs for the project were received for review.
 - After discussions with legal, staff addressed copyright concerns with artist Chiara Skabelund regarding the Emily Dickinson quote for traffic signal cabinets. The artist opted for an alternate side panel design instead of pursuing necessary permissions. Designs for three of five locations are complete, and print production is underway, with installations beginning in June.
 - The ARTx Festival was successful, and Common Good was awarded a \$10,000

grant.

- Following Councilmember House's request during the Green Book Tour, staff organized a meeting with Discover Flagstaff, Legal, Historic Preservation, and Dr. Guthrie (NAU, Ethnic Studies) to explore a potential project.
- ParkFlag:
 - Spring Cleaning for ParkFlag is ongoing downtown, involving deep cleaning parking kiosks to remove grime, graffiti, cinder dust, and cobwebs from both exteriors and interiors.
 - Lead Parking Aide, Heather Frantz, met with the Southside Neighborhood Coalition for a walkabout in April to discuss parking and non-parking related issues.
 - Pay-to-park kiosk revenues for May 2023 increased by 14% compared to May 2022.
- Business Attraction:
 - City staff, along with the Economic Collaborative of Northern Arizona (ECoNA), the Arizona Commerce Authority (ACA), and other municipalities, attended Select USA. Five economic development incentives were presented.
 - The Business One Stop Shop (BOSS) system designed to assist business owners and developers in navigating the City's planning process is about to enter beta, and Phase 1 has been completed.

Vice Mayor Aslan asked Ms. Hansen to speak about International Travel Trade Manager Cherri Lamont's retirement, which she did. Vice Mayor Aslan also thanked Ms. Hansen for her attention to the airport advertisement and her proactive efforts.

Water Services Analyst Lisa Deem shared highlights from the Water Services Quarterly Report:

- Engineering has been busy with various Water Reclamation projects, including:
 - Wildcat Hill Digesters
 - Rio de Flag Digesters
 - Co-Generation unit at Wildcat Hill
 - PEPS at Wildcat Hill
 - Electrical Study at Wildcat Hill
 - PRV station at Rio de Flag
- The Water Quality Report is available online, with physical copies sent to customers receiving paper bills.
- Laney Stevens assumed the Industrial Pretreatment Supervisor position.
- Pretreatment Inspector Kurt Novy retired in May after 16 years of service to the City. Conrad Berkompas was hired as a new Pretreatment Inspector.
- Frances Short Pond dredging is delayed due to contractor availability, they are aiming for completion by August 2, 2023.
- Upper Lake Mary overflowed through May, with Lower Lake Mary extending to the dam. Staff is increasing surface water production to 40% and stockpiling treatment chemicals.
- Lake Mary Water Treatment Plant staff conducted tours for groups, including NAU's ENV 181 Environmental Sustainability, Leading Edge Academy, and Puente de Hozho classes.
- Two studies are ongoing to address Inner Basin water supply needs: (Lower) Inner Basin Pipeline conditional assessment and North Reservoir Filtration Plant turbidity study.
- Water Distribution faced truck issues, with three trucks out for repairs last quarter. Two new service trucks are having service beds installed, though the department is still down two trucks and two operators.
- Despite challenges, hydrant inspections were completed in June.
- Sandbags were removed from Stevanna Way, and a new muscle wall barrier replaced

the Tiger Dams.

Parks, Recreation, Open Space, and Events Director Rebecca Sayers provided highlights from the PROSE Newsletter:

- The second round of public engagement for the Observatory Mesa Trail Plan has begun. The updated plan aims to formalize trails, add signage, and renaturalize areas.
- Trail counters indicate increasing trail usage, with Buffalo Park being the most popular.
- A Scoop the Poop campaign and signs were introduced.
- The foundation for the Thorpe Park Restroom project was completed.
- The first bicycle Fix-it Clinic took place at Hal Jensen on June 3, 2023.
- Summer Fun Programming at Hal Jensen Recreation Center has commenced.
- National Trails Day involved partnering with Coconino National Forest, Flagstaff Trails Initiative, and Flagstaff Biking Organization to build new trails.
- Flag 4th Fest at Ft. Tuthill will occur on July 4, 2023.
- PROSE's social media engagement is growing.
- Various upcoming events were highlighted.

City Manager Clifton mentioned the Flag 4th Fest Laser Show and his appreciation for the event, particularly given the City's entry into Stage 1 Fire Restrictions.

9. **Post-Wildfire Flooding Update**

The presentation was initiated by Stormwater Manager Ed Schenk. The slides included:

- Objectives
- Spruce Wash
- Spruce Wash summary

Principal Engineer at Peak Engineering, Julie Leid, then continued the presentation.

- Feasibility Study Results & Suite of Projects
- Existing Conditions South Area
- Feasibility Study Results South Area
- Existing Conditions North Area
- Feasibility Study Results North Area

Councilmember Matthews inquired why the response standard is set at a 25-year flood event. Mr. Schenk addressed the standard, discussing watershed recovery and reduced flooding risk due to changes. He mentioned that designing for an event beyond a 25-year flood is not feasible. He added that modeling beyond that potential event will not be necessary as the watershed heals. He also touched on flow sizes and flood risks from climate change, expressing confidence in the current plan.

Councilmember Matthews questioned the stormwater systems design for a 10-year flood event. Mr. Schenk explained changes in rainfall runoffs and components over time. Councilmember Matthews further inquired about the possibility of the City needing to adopt the FEMA one-inch standard. Mr. Schenk discussed special flood areas and the FSI map. He indicated that FEMA floodplain administrators need to submit a letter of change and that there is a grace period for new map submissions. A new floodplain/floodway map would lead to new development restrictions and mandatory flood insurance for affected properties, prompting the City to act within the grace period.

Capital Improvements Manager Eli Reisner continued the presentation, discussing:

- Suite of Projects
- Grandview Drive improvements
- Wedge Detention Basin
- Linda Vista Drive Crossing Project
- Cedar Avenue to Linda Vista Drive Channel
- Cedar Avenue Crossing
- Arroyo Seco Drive to Dortha Avenue Channel
- Arroyo Seco Drive Inlet
- Killip Basin Inlet Project – Army Corps of Engineers Funded
- Milestones
- Guaranteed Maximum Price #1

Vice Mayor Aslan inquired about maintaining aesthetics around the Wedge detention basin. Ms. Leid mentioned the inclusion of a tree buffer, with ongoing area surveys to determine preservation feasibility.

Councilmember Harris questioned fencing around the Killip Retention Basin. Mr. Reisner confirmed existing and additional perimeter fencing.

Mayor Daggett asked about the Grandview construction. She wanted to know what the process will look like and how residents will access their home. Mr. Reisner stated that they will do it much like Coconino Estates and Eagle Mountain Construction will communicate directly with the homeowners to coordinate. Mayor Daggett asked about the timeline of the construction. Mr. Reisner stated that the utility portion will likely be done in springtime of next year. Mayor Daggett asked what the construction will look like, and Mr. Reisner stated that staff is still evaluating that.

Councilmember Harris asked about sidewalks on Grandview. Mr. Reisner stated that they will be putting a new curb in but not sidewalks since sidewalks are behind the curb. Ms. Leid added that post wildfire flood mitigation is the focus of the work and sidewalks do not currently exist there at this time.

Councilmember McCarthy asked about the area inside the curb and if it will be lower to catch more water. Mr. Reisner stated that they will be adding two to three inches in depth. Councilmember McCarthy asked about the Wedge and what will be the spillway if it overfills. Mr. Reisner stated that there will be a connection point into the existing culvert for overflows. Ms. Leid stated that they will be able to stop the flow from going into the basin with a large gate valve.

Ms. Leid resumed the presentation on behalf of the Flood Control District.

- Park Way Sediment Basins Project
- Park Way Sediment Basins
- Schultz Creek – Coconino County/Flood Control District Updates
- Phase 1 Schultz Creek On-Forest – work may be finished this week

Mr. Schenk resumed the presentation.

- Schultz Creek
- Mount Elden Lookout Road which is a County project
- Schultz Creek channel stabilization
- Schultz Creek at Highway 180

Stormwater Project Manager Chase McLeod took over the presentation to discuss Stevanna

Way.

- Stevanna Way – The work is anticipated to be done on Friday.

Mr. Schenk resumed the presentation.

- Frances Short Pond Dredging

Mayor Daggett asked about the Plug and Spread design in Schultz Creek and if it could be used on Grandview. Ms. Leid spoke about the large area required and that there is not that much space in the Grandview area. Mayor Daggett asked if ADOT is planning to downsize the pipe when the final mitigation efforts at Highway 180 are done. Mr. Schenk spoke about a metal pipe that will push the water down into the channel and expects a great improvement from last year. For the long-term mitigation, staff is still working through the design but there will likely be a new conveyance system. Mayor Daggett asked about the dredging of the Frances Short Pond timeline and Mr. Schenk spoke about the current challenges of the pond and the challenges of finding a contractor, but that they are pushing to have it done as soon as possible.

Grants Contracts & Emergency Management Director Stacey Brechler-Knaggs took over the presentation.

- Inner Basin & Waterline Road

Councilmember Matthews asked about accessibility and if there were any options to airlift workers up to the area to work on the pipes. Ms. Brechler-Knaggs stated that they were able to get side-by-sides up to the area and the road is passable for the contractor.

National Weather Service Meteorologist-in-Charge Brian Klimowski addressed the Monsoon assessment and monsoon outlook.

- Monsoon Preparations
- Monsoon Current Assessment
- Monsoon Outlook

Mr. Schenk resumed the presentation.

- Temporary mitigations

Mr. McLeod spoke about the call center.

- Service call center summary

Mr. Schenk continued the presentation.

- Volunteer Days

Public Works Section Director Sam Beckett took over the presentation.

- Ready to Respond

Emergency Manager Daniel Kelly spoke of the emergency management response during a large event.

1. Emergency Management
2. Preparedness Checklist

Councilmember Harris asked about purchasing flood insurance and how long after a person buys the insurance until it is effective. Mr. Schenk spoke about the National Flood Insurance Program (NFIP) that has a 30-day waiting period.

Councilmember House asked about the National Flood Insurance Program and if there is any form of support or financial assistance for people who are trying to get it. Mr. Schenk stated that NFIP is changing their underwriting to Risk 2.0 and that FEMA needed to become self-reliant. He explained that they are pushing the financial burden onto the communities. Mr. Schenk stated that he does not have a good answer about financial assistance locally or at a national level.

Public Comment:

Sharon Tewksbury-Bloom spoke about the flood zone on Grandview Drive, where she lives. She thanked staff for their hard work and highlighted a few things that she would like to see addressed: she requested that the design team model the channel in a natural way since there are 40 mature trees in that area; she had concern that changes on Grandview with the water and sewer line replacements might impact the landscaping and private stonewalls that her neighbors have; she asked what is included in the JE Fuller model; and asked staff to continue to support residents who are living with mitigations.

Mayor Daggett asked for comments from staff on those questions after public comment.

Stephen Puhr asked about the long-term Highway 180 culvert mitigation plan and what it will look like.

Mr. Schenk stated that the long-term Highway 180 culvert mitigation plan will be able to contain 900cfs thanks to the large basins. He added that staff will be able to do a lot between Schultz Creek and the culvert and it should be a huge improvement. He stated that Spruce Wash and Grandview have been looked at in the study and the study includes the existing conditions as well as the proposed conditions. The proposed conditions are how staff expect it to look after the improvements and is the best estimate they have.

Mayor Daggett asked if there is a model for the monsoon season and Mr. Schenk stated that the existing conditions map is available. There will also be a proposed condition map in about three years. The existing map and the proposed map will be on the website. Mr. Schenk also addressed the channel at Linda Vista and stated that it is modeled as natural, but that it will need to be modified because of rate of flow. Mr. Schenk addressed Mayor Daggett's question regarding the detention basins and the Wedge. Mr. Schenk stated that there is a proposed condition model that has the Wedge in it, but they are not expecting a change to the rate of flow.

Ms. Leid addressed finding the existing water line and the utilities and stated that the water and sewer mains are going back under the asphalt on the main road. She stated that they are going to try to do flood mitigation on the back of the curb to not cause a disturbance to private improvements and the contractor will replace the improvements or try to work around the area.

Mayor Daggett called a 15-minute break at 5:33 p.m. The meeting resumed at 5:49 p.m.

10. Update on the Downtown Vision and Action Plan

Planning Director Michelle McNulty introduced Terry Madeksza, Executive Director for the Flagstaff Downtown Business Alliance (FDBA), who provided an update on the process and status for the Downtown Vision and Action Plan. Community Investment Director David McIntire was also available for any questions. Slides included:

- Background
- Background: Objectives
- Background: Plan Overview
- Background: COVID
- Online Survey Summary
- Key Policy Recommendations
- Market Assessment
- Market Opportunities
- Vision and Action Plan
- Action Plan – Economic Vitality Goals
- Action Plan – Catalytic Projects
- Action Plan – Downtown Experience Goals
- Action Plan – Mobility Goals
- Implementation & Funding Strategies
- Next Steps

Councilmember McCarthy stated he is very excited about the plan and that the things he heard are right on point. He especially supports the housing need and the maintenance of historical character. He agreed with the use of the former courthouse site.

Councilmember House stated that the plan is terrific.

Councilmember Sweet stated that she is excited about the plan.

Councilmember Harris expressed concerns about people in the community who do not want to see growth like this. She spoke about pulling hotel owners into the conversation and talking to them about shuttles to reduce traffic and how to get the owners involved in the project.

Ms. Madeksza addressed Councilmember Harris's concerns and stated that any upward growth needs to be based on community values. The bank sites on Birch, such as Chase Bank, that are surrounded by parking lots are examples of where development could be placed without disturbing the historic nature of the area as well as at areas around Route 66. Ms. Madeksza also spoke about engaging the hotels in the visioning process.

Councilmember Matthews asked if there is a strategy on how to attract developers to develop in the City's vision and if there is a plan to approach the banks that have large footprints downtown. Ms. Madeksza stated that there is some interest from private developers and staff is working on how to facilitate those connections. She added that none of the properties are in the design phase nor have any properties moved, but they are positioned to start the discussions on the projects.

Vice Mayor Aslan stated that he likes the idea of looking ten years out. He stated that he is hopeful that there will not be much opposition to creating more density downtown and that

framing it as an urban living situation would be beneficial. He also asked how safety in the downtown area would be incorporated into the plan. He spoke about having synergy with all the new projects. Ms. Madeksza stated that members of the Police Department and the Fire Department are on the committee, and she will incorporate safety into future presentations. She also spoke about the ideas of urban living and living downtown and how it is built into the very nature of the proposal.

Councilmember McCarthy asked if the plan incorporates the area south of the tracks and the projects developed there as well. Ms. Madeksza stated that it does. She also spoke about creating a neighborhood in the downtown area in response to the urban living question.

Councilmember Harris spoke about a project in the Southside community and keeping the neighborhood involved. Councilmember Harris spoke about the impacts that businesses have on surrounding neighborhoods.

Vice Mayor Aslan addressed the movement of the hospital and the revisioning of Hospital Hill.

Councilmember Matthews spoke about a program for safety concerns, especially with all the new events.

Public Comment:

Tyler Denham thanked the people and the organizations who worked on the plan. He stated that the plan speaks about the need for better parking management and parking supply. He added that he agrees with better parking management, but that he disagrees with increasing parking supply. He stated that land utilized for parking is land that cannot be utilized for housing or commercial use. The plan stated that the office vacancy rate is 1% and the rental vacancy rate is 2%, which is very unhealthy. Mr. Denham stated that the idea that downtown needs more vehicles for economic growth is a fallacy.

Ms. Madeksza addressed Mr. Denham's comment and stated that the plan does not call for any additional surface lots, but stated that as developments occur, some form of parking is necessary in those developments.

11. Review and discuss proposed Procurement Code Manual revisions for amending Articles 1 through 7.

Purchasing Director Patrick Brown delivered a presentation to the Mayor, Vice Mayor, and Council. The presentation's purpose was to discuss proposed revisions to amend Articles 1 through 7 of the City of Flagstaff Procurement Code. The goal was to obtain Council input and recommendations on the revisions. The presentation included slides outlining the proposed changes and key points for discussion.

- Overview
- Prelude
- Article 1 and Article 2
- Article 4 – Definitions
- Article 5 – Unauthorized Purchase
- Article 7 – Informal and Formal Procurement Limits; Quote File Requirements

City Manager Clifton addressed the informal procurement limit becoming a formal process if deemed appropriate by the City Manager as a matter of high community interest or potential

controversy. He emphasized the significance of the change and how it aligns with Council's direction, providing assurance to the public that, even with a higher threshold, Council would still have the opportunity to provide input on matters of interest.

Mayor Daggett asked if Mr. Brown's process stays the same with this change and if the only difference is whether he brings it to Council for official approval. Mr. Brown confirmed this.

Councilmember McCarthy pointed out that a key aspect of the formal process would be the involvement of Council in procurement decisions. Both Mr. Clifton and Mr. Brown confirmed that it would indeed be the case.

Councilmember McCarthy also commended Mr. Clifton's policy of erring on the side of bringing matters to Council when in doubt, noting its effectiveness.

- Future Revisions – Climate Action/Carbon Neutrality
- Future Revisions – Housing Emergency

Mayor Daggett thanked Mr. Brown for highlighting Council's priorities.

12. Public Participation

None.

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

Councilmember Sweet shared that she recently toured the Wildcat Water Treatment Plant, attended a fundraiser at Warner's Nursery for High Country Humane, and mentioned an upcoming mural unveiling at the Mayor's office. She is also attending the Firefighter graduation.

Councilmember House mentioned a conversation with actress and speaker Erin Alexander, who discussed the impact of Northern Arizona on her development and career. Ms. Alexander will hold a talk in Flagstaff in August.

Councilmember Matthews reported her attendance at the monthly Mountain Line Meeting and her participation in the Northern Arizona Leadership Alliance (NALA) on community health and civility. She also mentioned attending an upcoming graduation.

Vice Mayor Aslan noted an upcoming retreat for the Coconino Plateau Water Advisory.

Mayor Daggett shared that she recently toured Kinder Camp and is attending the Bridging Over Ceremony for Kinder Camp. She also mentioned taking a lunar rover tour at USGS with Councilmember Sweet. The Mayor spoke about a meeting with Governor Hobbs where housing needs were discussed. Additionally, she mentioned the mural reception and the watershed cleanup event scheduled for Saturday, July 1, 2023. The Mayor wrapped up by sharing that the Council is sponsoring Movies on the Square on Saturday and reminded everyone of the next Council meeting on Monday, July 3, 2023 and that the Council will be on a break for the summer.

Councilmember McCarthy clarified that there is one Council meeting in late August on Monday, August 28, 2023.

14. Adjournment

The Work Session of the Flagstaff City Council held June 27, 2023, adjourned at 7:20 p.m.

MAYOR

ATTEST:

CITY CLERK