

WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
MARCH 12, 2024

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

All City Council Meetings are live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

PUBLIC COMMENT

Verbal public comments may be given through a virtual public comment platform or in-person

If you want to provide a verbal comment during the Council Meeting, use the link below to join the virtual public comment room.

VIRTUAL PUBLIC COMMENT WAITING ROOM

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

Public Participation 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. Public Participation appears on the agenda twice, at the beginning and at the end. If you wish to address the Council 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 Public Participation. 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 March 19, 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. City Manager Report
Information Only**

7. Old Courthouse Redevelopment RFP Update

Staff will be providing an update on the RFP for the Old Courthouse Redevelopment.

8. Public Participation

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

10. 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: Stacy Saltzburg, City Clerk
Date: 03/06/2024
Meeting Date: 03/12/2024



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
Sustainability Monthly Report
PROSE Monthly Report

City Manager's Report

March 7, 2024

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are informational, covering miscellaneous events and topics involving the organization. Included are updates from Sustainability and PROSE.

Budget

The Budget Team has been meeting every day, all day, since February 21st, going through division reviews, revenue projections, personnel, pay plan adjustments, merit and pay for performance, capital projects, reclassifications and reorganizations, facilities, fleet, and a host of other considerations.

The team includes Joanne Keene, Heidi Derryberry, Brandi Suda, Shannon Anderson, Scott Overton, Chris Rhode, Rick Tadder, Seth Gregar, Jared Wotasik, Jennifer Caputo, Nicole Antonopoulos, Heidi Hansen, and me.

This season has proven to be particularly challenging insofar as state revenues are projected to flatten significantly. Over 40 requests for new staffing positions were received along with significant requests for additional funding, across the spectrum of the organization.



While the outcomes of all this are now being discussed soon, the budget process has much more ground to cover, and we will be having our Capital Projects retreat on March 28th. Some central objectives were to

- Continue investment in our employees
- Emphasis for ongoing expenditures over one-time expenditures
- Addressing infrastructure needs, fleet, and facilities
- Significant capital projects and delivery
- Initiatives including Housing and Carbon Neutrality

Guest Lectures

Over the past few weeks, I have had the opportunity to present to two NAU classes, and Participate in a panel discussion in Phoenix at the Environmental Professionals of Arizona (EPAZ) conference.

The first guest lecture occurred in a class instructed by Dr. Minzi Su, POS 224, on February 6th. The discussion centered upon environmental policy, focusing upon a practitioners perspective, and utilizing two case studies: electrification of our municipal fleet and procurement policy changes involving banking services.

The second guest lecture occurred on February 12th in an evening class instructed by Dr. Sara Rinfret (who was representing NAU at the recent Arizona City & County Managers Association conference in Sedona). The course is entitled Environmental Policy Class, POS 658, and includes a number of students who are MPA students, PhD students, and graduate students across NAU with a myriad of backgrounds. Topics included environmental policy at the local level, statewide preemption, the City's Carbon Neutrality Plan, and related discussions.

On February 26th I sat in a panel discussion of City Managers presenting at the conference for Environmental Professionals of Arizona (EPAZ), as moderated by Dr. Sowjanya Chintalapati with the Arizona Department of Environmental Quality. More than 300 people attended and we received great feedback about the panel. Discussion was had regarding the City of Flagstaff's involvement in protecting the environment, climate adaptation, and resilience planning, as they tie into our local economy.



During this discussion, I showed the recent video produced by Discover Flagstaff on the topic of Stay and Play Responsibly. It is a moving video, linked here for your reference (the video is about 4 minutes). Thanks to Darrell Marks for his narration.



YouTube link:

https://youtu.be/GmDQS-39PpA?si=w-A4Epxj80F4h_zx

After the panel presentation, I had the opportunity to visit our good friend and HR Director, Randy Tracy, who remains in the good care of Banner – University Medical Center. It was a good visit and Randy sends his regards to the organization.

Butler Speed Limit

As a follow up to the Council discussion on February 27, the ordinance to change the speed limit on Butler Avenue between Ponderosa and Milton will be on the Council agenda for first read on April 2nd.

Community Development

Members of our Community Development Team, including Dan Folke, Michelle McNulty, Alexandra Pucciarelli and Bryce Doty attended the annual Urban Land Institute (ULI) Arizona Trends Day on Tuesday, March 5th. The day included a combination of quick hit speakers and moderated panel discussions from industry experts on a range of topics.

The program included numerous excellent presentations and topics:

- *Commercial Real Estate Outlook*
- *Reimagining Office Properties,*
- *Parking Perspectives: Navigating Urban Regulations*
- *Challenges and Innovations, Addressing the Homelessness and Housing Attainability Epidemic,*
- *Arizona Water Policy, Can Urban and Rural Development Patterns Co-Exist in a Water Competitive Environment?*
- *Powering Arizona's Future: An Evolving Use of Resources*
- *Exploring Advanced Air Mobility*
- *The Industrial Market – Is it Picking Up Steam or Idling?*

The day started with an Economic Outlook report from Tulane University economist Peter Ricchiuti and the Keynote Speaker was Leon Logothetis who spoke on the power of kindness, *Go Be Kind: Get Ready to Change the World*. The annual event is the 3rd largest Trends Day in the country with over 1,000 attendees.

Audit Committee

The City's Audit Committee met on March 6th and was presented with the annual audit report by our new consultant, HeinfeldMeech. The presentation went well, and the city received an excellent audit. Congratulations to the A Team in Finance for its continued excellence in managing the city's finances. The Audit Commission Members:

- Dave Cospers, CPA, Auditor
- Jennifer Stevenson, CPA
- John Cortese, CPA
- Rick Tadder, Mgmt. Services Director
- Lori Matthews, Councilmember
- Greg Clifton, City Manager



City of Flagstaff

Audit Committee Agenda

March 6, 2024

1:00 P.M.

Council Chambers
211 W Aspen Avenue
Flagstaff AZ, 86001

Or virtual meeting link

[\(Click here to join the meeting\)](#)



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2206 (928-774-5281 TDD). Notification at least 48 hours in advance will enable the city to make reasonable arrangements.

- I. Introductions
- II. Public Participation
At this time, any member of the public may address the Committee on any subject that is not scheduled before the Committee on that day. The Arizona Open Meeting Law prohibits the Committee from discussing or acting on an item which is not listed on the prepared agenda. Committee members may, however, respond to criticism made by those addressing the Committee, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Committee on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.
- III. Approval of April 5, 2023, Audit Committee Minutes
- IV. Presentation on the Fiscal Year 2022-2023 Audit by ~~HeinfeldMeech~~
 - i. Discussion of Fiscal Year 2022-2023 Audit
 - ii. Auditor Governance, Compliance and Communication Letters
- V. Vote to Accept Reports
- VI. City of Flagstaff FY 2023-2024 Audit Planning
- VII. Next Meeting Date and Topic Discussion
- VIII. Information or Additional Questions
- IX. Adjournment

Police Chief Recruitment

The following announcement addresses the process related to recruitment of our next Police Chief, courtesy of our Public Affairs Section:



City of Flagstaff

News Release
March 7, 2024
For Immediate Release

City seeks community input in search for new police chief

FLAGSTAFF, Ariz – The community is invited to participate in the selection of the Flagstaff Police Department's next police chief at an upcoming meet and greet. The public meet and greet is scheduled for Wednesday, March 20 at 5 p.m. in City Hall Council Chambers at 211 West Aspen Avenue or via Microsoft Teams.

The meet and greet will begin with each of the five candidates for Police Chief providing an introduction about themselves, including their previous education and experience, and how it relates to the police chief position. After all introductions have been completed, there will be a few questions answered by each candidate prior to an opportunity for participants to mingle with the candidates. Information about each candidate is listed below.

- Charles Hernandez II is from Flagstaff, AZ and is a Lieutenant for the Flagstaff Police Department. Prior to his position, he served as Sergeant and Corporal at the Flagstaff Police Department. Mr. Hernandez II has a bachelor's degree in justice studies and a master's degree in criminal justice.
- Colin King is from Tucson, AZ and is a Captain with the Tucson Police Department. Prior to this position, he served as Division Commander, Chief of Staff, Lieutenant, Sergeant, Detective, and Special Investigations Officer. Mr. King has a bachelor's degree in political science with a minor in criminal justice and a master's degree in administration.
- Collin Seay is from Flagstaff, AZ and is a Deputy Police Chief for the Flagstaff Police Department. Prior to this position, he held the positions of Lieutenant, Sergeant, Corporal, Detective and Officer. Mr. Seay has a bachelor's degree in biology and a master's degree in administration.
- Kenneth Booker is from Peoria, AZ and is a Deputy Chief for the Maricopa County Sheriff's Office. Prior to this position he served as Division Commander, Commander, Youngtown Interim Police Chief, and Lieutenant with Maricopa County and as an Adjunct Professor with Grand Canyon University. Mr. Booker has a bachelor's degree in public safety administration and a master's degree in leadership.
- Sean Connolly is from Mesa, AZ and is an Operational Executive Police Chief with the Phoenix Police Department. Prior to this role he served as Assistant Police Chief, Commanders,

Lieutenant, and Sergeant with Phoenix and an instructor for the Auschwitz Institute. Mr. Connolly has a bachelor's degree in psychology and a master's degree in educational leadership.

Attendees can join the meet and greet virtually by visiting bit.ly/FlagstaffMeetandGreet or by dialing +1 520-415-3558, Conference ID: 656825880#. All participants are encouraged to provide feedback about the five candidates using this form: bit.ly/PoliceChiefRecruitment.

Procurement Policy Changes

In follow up to recent City Charter Amendments, as voter approved, see below from our Procurement Team, courtesy of Patrick Brown and the excellent Procurement Team.

<h1>City of Flagstaff</h1>
<h2>Memorandum</h2> <p>Office of the Purchasing Section</p> <hr/>
TO: ALL City Personnel
FROM: Patrick Brown, Director of Purchasing
DATE: March 5, 2024
RE: Procurement Threshold Changes
<hr/>
Hello Team Flagstaff,
There have been a couple of significant threshold increases lately that have been approved by Council (direct select under \$25,000) and the citizens of Flagstaff (formal threshold \$100,000 and up). I know many of you are eager to utilize the new thresholds, however there were a few process details that needed to be worked out. I will be addressing the new thresholds by the new amounts and the process that needs to be followed for each. All of these threshold changes are effective immediately.
DIRECT SELECT PROCUREMENT: UNDER \$25,000
<u>POLICY:</u> This threshold was an approved change to the Procurement Code Manual by council on July 3, 2023. This change increased the direct select level from under \$5,000 to under \$25,000. In addition, it removed the verbal quote procurement that was \$5,000 to \$15,000.
<u>PROCESS:</u> The new direct select procurement now requires a written quote from the firm/company on their letterhead and signed by an authorized agent. It must also contain the date, taxes, shipping/freight (if assessed) and term for which the quote is valid (i.e., 30 days, 90 days, etc.). This quote must be attached to your requisition for the Purchasing staff's review when submitting for a Purchase Order.

GRANT REQUIREMENTS:

If there are grant funds associated with your purchase at the new direct select threshold, please contact Grants and Contracts prior to proceeding with any grant procurement. Grant agencies have specific rules for grant expenditures, and we will need to ensure we are within their limits of procurement requirements and any specific grant requirements are added as needed. Grants and Contracts will also need a copy of the associated quote(s) for grant reporting and close out. Often a granting agency may still require multiple written quotes for items under \$25,000.

WRITTEN QUOTE PROCUREMENT: \$25,000 to \$99,999

POLICY:

This threshold was an approved change to the Procurement Code Manual by Council on July 3, 2023. This change adjusted the written quote requirement threshold for procurement between \$25,000 and \$99,999.

PROCESS:

Any purchases \$25,000 and up to the formal threshold require a minimum of three (3) written quotes from the firms/companies on their letterhead and signed by an authorized agent. The quotes must also contain the date, taxes, shipping/freight (if assessed) and term for which the quote is valid (i.e., 30 days, 90 days, etc.). These quotes must be attached to your requisition for the Purchasing staff's review when submitting for a Purchase Order. Additional procurement requirements may be needed for grant funded purchases.

FORMAL PROCUREMENTS: \$100,000 AND GREATER

POLICY:

This threshold was approved by the voters on November 7, 2023, on Proposition 462 as a revision to the City Charter. The City Charter amendments were approved by the Governor on January 31, 2024. Pursuant to state law, all charter revisions must be voted on and approved by the citizens of Flagstaff. This approval raises the formal threshold from \$50,000 to \$100,000. Any purchases \$100,000 or more must be procured through an open public procurement process (aka formal process).

PROCESS:

The new threshold requires the purchase to be procured through a formal Invitation for Bid (IFB), Request for Proposals (RFP), or a Request for Statements of Qualifications (RSOQ)

process. The formal solicitation process must be performed by a Purchasing staff buyer. The processes for these solicitation types are pursuant to the City of Flagstaff Procurement Code Manual. You are not to seek quotes for any purchases at this level or higher, whether purchasing an individual item, an accumulation of items (including those anticipated over the course of a year), or any services. Purchases over the formal threshold are not to be split in order to avoid a formal procurement process. Contact your assigned buyer to assist you with determining and developing the appropriate solicitation method.

Other procurement methods that are acceptable for this formal level are Cooperative Procurements or Sole Source/Emergency Procurements. You must contact your buyer prior to utilizing any of these methods, they will assist you in determining if they are acceptable for your purchase. These procurements must be reviewed and developed into contract by your assigned buyer. Sole Source/Emergency procurements (formal or informal) must be approved by the Purchasing Director, your assigned buyer will assist you with the necessary documentation.

ADDITIONAL INFORMATION

OTHER PROCUREMENT CODE INFORMATION:

Directors and Section Heads should note when items of high interest to the community or controversial subjects, please be aware of additional considerations. Pursuant to the City of Flagstaff Procurement Code Manual, the following prevails for purchases under \$100,000:

Procurements less than the formal \$100,000 threshold, as described in the City Charter, may be made utilizing a formal procurement process if:

- a. deemed by the Purchasing Director to be in the best interest of the City; or
- b. Deemed by the City Manager as a matter of high community interest and/or potential controversy, or in instances that the City Manager deems necessary.

The City Manager reserves the authority to bring any contract resulting from an informal procurement to the City Council to obtain input in matters of high community interest and/or potential controversy, or in instances that the City Manager deems necessary.

CONTRACT REQUIREMENTS:

While working within these thresholds, please keep in mind that your purchase may require a formal contract. Below is a guide to help you determine whether or not your purchase will require contract. If in doubt or not sure, contact your assigned buyer.

1. Purchases of materials under \$25,000: will be through a PO. For example, playground equipment, office furniture, paper products, etc.

2. Purchases of materials \$25,000 and more: will be at the discretion by Procurement if a contract is needed. If a contract is needed it will be drafted by Procurement and reviewed by Legal. If a contract is not needed the purchase will be made through a PO.
3. Purchases of any services (no matter the cost): will require a contract drafted by Procurement and reviewed by Legal.
4. Construction contracts (no matter the cost): will require a contract drafted by Procurement and reviewed by Legal.
5. Any purchases of materials/services/professional services/construction over \$100,000: require a contract drafted by Procurement, reviewed by Legal, and approved by Council.

Authorized contract signatory for each threshold is:

1. Less than \$100,000 may be signed by Department Heads pursuant to City Employee Directive #2024-01
2. \$100,000 and above must be signed by Mayor or City Manager
3. All contracts must be attested by City Clerk and Approved by City Legal

PURCHASE ORDERS REQUIREMENTS:

In most all instances, a Purchase Order (PO) is required for each procurement. Only those instances where a Pcard or voucher is utilized will a PO not be required. However, whether a PO, Pcard or Voucher, all procurement documents as described above must be attached.

PCARD THRESHOLDS:

P-Card thresholds will remain the same as they currently are, we will not be raising them to match the new direct select threshold. This is to keep track of those single items that are \$5,000 or more since those are still considered capitalized. In the event you need your limit raised for a one-time payment for purchases other than single items \$5,000+ (i.e., general services, advertisements, accumulated items under \$5,000/each, etc.), please send a written temporary increase form to Liane Garcia. Reminder, quotes are still required (pursuant to the above) and must be attached to your P-Card transaction in Innoprise when processing. Services and construction paid for on a P-Card will need to have a contract that was reviewed by Purchasing and Legal.

Please let me know if you have any questions or concerns.

Thank you!

That's all for now, and thanks. Onward and Upward.



City of Flagstaff Sustainability Division February 2024 Monthly Report

HIGHLIGHT:

The [Snow Hero Program](#) was in full swing in February due to snow storms! The program assists community members with snow and ice removal from sidewalks, improving mobility in our communities, and encouraging a “neighbors helping neighbors” approach.

- The program now has 45 Snow Hero volunteers, serving 26 residents.
- Multiple news media platforms, including AZ Family TV, KJZZ Radio, and the AZ Daily Sun, highlighted the program in February.



Photos: (Left Above) Members of the NAU football team assist a resident by cleaning their sidewalk of snow through the Snow Heroes program. (Right) The AZ Daily Sun highlighted the program both in print and online in February.





City of Flagstaff Sustainability Division February 2024 Monthly Report

Climate Action

Community Resilience:

- In February, the **Climate Resilience Project** facilitated a community conversation on the **transition to electric homes and buildings**. The discussion included challenges, incentives, and the benefits of electrification on health and well-being.
- Brady Henderson joined the team in February as our Public Health & Climate Resilience Coordinator through the Climate Resilience Corps. He will work to strengthen community resilience here in Flagstaff, primarily coordinating the HEPA Air Filter and Floodproofing Assistance programs.

Photo: Brady Henderson, our Public Health & Climate Resilience Corps member.



Equity and Engagement:

- The climate team directly engaged with 118 people in February.
- The **Equity Climate Advisory Group (ECAG)** discussed Sustainability's efforts in home electrification. Advisory members offered feedback on the Flagstaff Home Energy Retrofit Program's implementation plans.

Building Fuel Switching and Reduced Energy Use:

- The City received the finalized grant agreement with Housing and Urban Development (HUD) for the [Flagstaff Home Energy Retrofit Program](#). Sustainability staff continue to meet with local stakeholders to begin resident engagement and plan for implementation.
- The **city-wide energy and water conservation project** with NORESO prepared for Phase II construction. **We are grateful to the Code Compliance team for reviewing and approving applications to upgrade exterior lighting for 44 city facilities!** Additionally, the City received 179 encoders to test water meters this spring, and staff ordered six dual-port electric vehicle chargers for the Core Services campus. Parks, Recreation and Open Space (PROSE), Public Works, Water Services, and Sustainability continued to meet to coordinate upcoming efficiency projects.
- As part of the [Northern Arizona Solar Co-op](#), Icon Power completed 45 satellite reviews, scheduled 15 site visits, submitted seven proposals, and is under contract with 17 residents to install residential solar systems.



City of Flagstaff Sustainability Division February 2024 Monthly Report

- Flagstaff residents submitted seven applications worth \$6,800 in February for energy efficiency projects through the **Home Weatherization and Energy Rebate Program**.
- Katie Bednar joined the team on February 19th as the **Energy and Resilience Outreach** Coordinator through the Climate Corps (AmeriCorps) Program. She will be serving in this role until the end of August. Katie is helping to develop and implement targeted outreach and engagement strategies to increase access to energy efficiency and resilience resources.



Photo: Katie Bednar, our new Energy and Resilience Outreach Climate Corps member.

Transportation Electrification:

- Staff from Public Works, Management Services, the Police Department, and Sustainability met with Arizona Public Service (APS) and consultant DNV to discuss the **Fleet Electrification Assessment** draft report and data deliverable and review staff feedback. The consultants are updating and preparing the final report and deliverable, which City staff will present to City Council this spring.

Youth:

- Staff are thrilled to welcome two new **high school AmeriCorps Sustainability Officers**, Katherine Lee and Nickolas Garcia! Katherine and Nick are both students at Flagstaff High School. They will be focusing on sustainability education at Flag High and working on expanding resilience throughout the school district.

Neighborhood Engagement & Volunteer Services

Community Stewards

Community Stewards Data - February 2024	
Number of cleanups	3
Bags of Recycling	5
Bags of Trash	7
Gallons of Invasive Species Removed	0
Number of Volunteers	40
Service Hours	40



City of Flagstaff Sustainability Division February 2024 Monthly Report

Stream Stewards:

As of February, the [Stream Steward program](#) has:

- 27 Stream Stewards volunteers.
- 30 adopted stream sections.

Photo: The NAU Disney Club at their February Adopt-an-Avenue cleanup.



Employee Volunteer Policy

- Since the beginning of 2024, city employees have contributed over 100 hours of volunteer service throughout the community. Volunteer efforts have included preparing food for the Flagstaff Family Food Center, the Point in Time Count, Donating Blood, Downtown Special Events, caring for animals at the Humane Society, fixing items at the Fix-It Clinic, and helping with snow removal. Sustainability staff manages this program.
- Learn more about the Employee Volunteer policy [here](#).

Employee Volunteer Data	Year to Date
Number of Volunteers	25
Number of Events	20
Total Service Hours	101.75

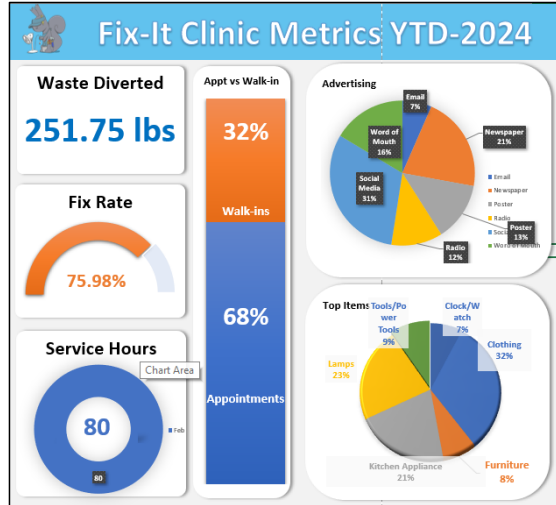


City of Flagstaff Sustainability Division February 2024 Monthly Report

Fix-It Clinic

- On Saturday, February 24th, the Sustainability Office hosted the first [Fix-It Clinic](#) event of 2024. This quarterly signature event promotes community sustainability and resilience through volunteerism, encourages community members to discover ways to repair household items, and reduces waste.

Photos: Volunteer fixers at the February 24th Fix-It Clinic.



Food Systems

Total Food & Waste Engagement in February: 53 people

Urban Farm Incubator

- Sustainability staff are actively working with an NAU Environmental Senior Capstone student group to facilitate community engagement around activating the McAllister Ranch [Urban Farm Incubator](#).
- Staff are working with Procurement and other internal staff to finalize an Invitation for Applications to license the space for urban agriculture.



City of Flagstaff Sustainability Division February 2024 Monthly Report

Mayors Monarch Pledge

- Mayor Becky Daggett committed the City of Flagstaff to its fifth year of the [Mayors Monarch Pledge](#)! Past projects and 2024 commitments can be found on the [City of Flagstaff Mayors Monarch Pledge Community Page](#). This work would not be possible without our partners in PROSE, the libraries, local non-profits, and local growers.

Community Gardens

- Throughout February, staff promoted the March 1 opening of the Community Garden plot application. The link to apply for a Community Garden plot can be found [here](#). Applications are due at the end of April, but we encourage submitting an application in early March as our plots fill up fast!
- Sydney Rittershaus joined Sustainability's Food & Waste team as the Community Garden Coordinator Climate Resilience Corps member on February 26th. She will handle the City's community garden plot registration, educational programming, and community partnerships.



Photo: Sydney Rittershaus, our new Community Garden Climate Corps member.

Waste Prevention

Composting

- **3,377.9 pounds of food waste** were diverted from the landfill in February through the [Residential Food Scraps Drop-off](#) program, which includes 5 locations across Flagstaff: the Flagstaff Community Supported Agriculture (CSA) Store, the Hal Jensen Recreation Center, the Aquaplex, Bow & Arrow Park, and the Flagstaff Family Food Center. Local contractors, [Restoration Soils](#) and [Compost Crowd](#), service these drop-offs.
- Sustainability and Solid Waste staff toured the Restoration Soils industrial composting facility located at 2661 N El Paso Flagstaff Rd. on Friday, February 23rd. Food scraps from three of the City's Residential Food Scraps Drop-off Program sites are processed at this facility and converted into usable finished compost.



City of Flagstaff Sustainability Division February 2024 Monthly Report



Photos: City staff touring the Restoration Soils composting facility on February 23rd.

Waste Reduction

- Sustainability and Solid Waste staff attended the [Circular Arizona](#) Annual Meeting in Phoenix and toured the [Friedman Recycling](#) Facility on February 15th.
 - The City of Flagstaff was recognized and given the Small Municipality Award by Circular Arizona for our ability to bring recycling services back to the City after a brief halt in service due to the untimely end of the Norton Environmental contract at our local MRF. Currently, all recycling from the city goes to the Friedman Recycling Facility in Phoenix, where material is sorted by material type and sold to markets worldwide.

Commented [JN1]: @Summer White can you add the name of the award, please? Thank you.



Photos: (Left) Evan Tyrell, Brian Sutter, and Summer White at the Circular Arizona Annual meeting accept an award. (Right) Staff in front of a sorting machinery at the Friedman Recycling Facility in Phoenix.



City of Flagstaff Sustainability Division February 2024 Monthly Report

Recycling

- **February KAFF Radio Ad:** *"The City of Flagstaff Sustainability Office reminds you to embrace snow play that benefits our community and the environment! We can all contribute to keeping Flagstaff's unique natural areas beautiful while recreating. Make it a point to properly dispose of broken sleds in trash dumpsters found onsite at designated snow play areas or consider purchasing a wooden sled that will last a lifetime! Have fun, stay warm, and don't forget to follow the leave no trace principles of pack in, pack out!"*
 - This month we focused on responsible snow play and cleanup for messaging through the above KAFF Radio ad, the Discover Flagstaff newsletter section, and one of our social media reels (link below).
- In February, Public Affairs and Sustainability created the following content for **social media** to promote proper recycling in the community (the links provided are to the Instagram posts, but these were also posted on Facebook):
 - One reel:
 - <https://www.instagram.com/p/C3BXiX8yWrl/>
 - Four posts:
 - <https://www.instagram.com/p/C3q8oszpfy8/>
 - <https://www.instagram.com/p/C3Wly25Phus/>
 - <https://www.instagram.com/p/C3Qb8KwvYJK/>
 - <https://www.instagram.com/p/C2oOcWOvh8j/>

Sustainability Commission

- The February [Sustainability Commission](#) meeting was on Thursday, February 22nd. The agenda included an appreciation for long-time Commission member Kevin White, final project presentations by FY22-23 Neighborhood Sustainability Grant recipients, and a discussion and vote on a recommendation letter to the City Council regarding the Petition to Revise the Carbon Neutrality Plan.
- Commission [agendas can be found here](#) and Commission [minutes can be found here](#).





City of Flagstaff Sustainability Division February 2024 Monthly Report

Photos: (Top) The Sustainability Commission and Sustainability staff pose with Chair Kevin White (center left) during his final Commission meeting after serving two full terms. (Bottom) Gayle Gratop of the University of Arizona Extension Services presents the outcomes of their Sustainability Grant project: Horticultural Therapy at Killip Elementary.



Social Media

- In February, our Facebook reached **4,283** people and engaged with **540** people. We have gained **11 new followers** this month, making our total follower count **7412**.
- In February, our Instagram reached **2,300** people and **580** people engaged with our content. We gained **39 new followers**, leading to our current total following of **2,282** followers.

Photo: Our top Instagram and Facebook post in February about "Stressing about what is and isn't recyclable?" The Instagram post received 92 likes and engaged 117 users, and the Facebook post received 26 reactions and engaged 93 users.



PROSE

PARKS, RECREATION, OPEN SPACE, AND EVENTS

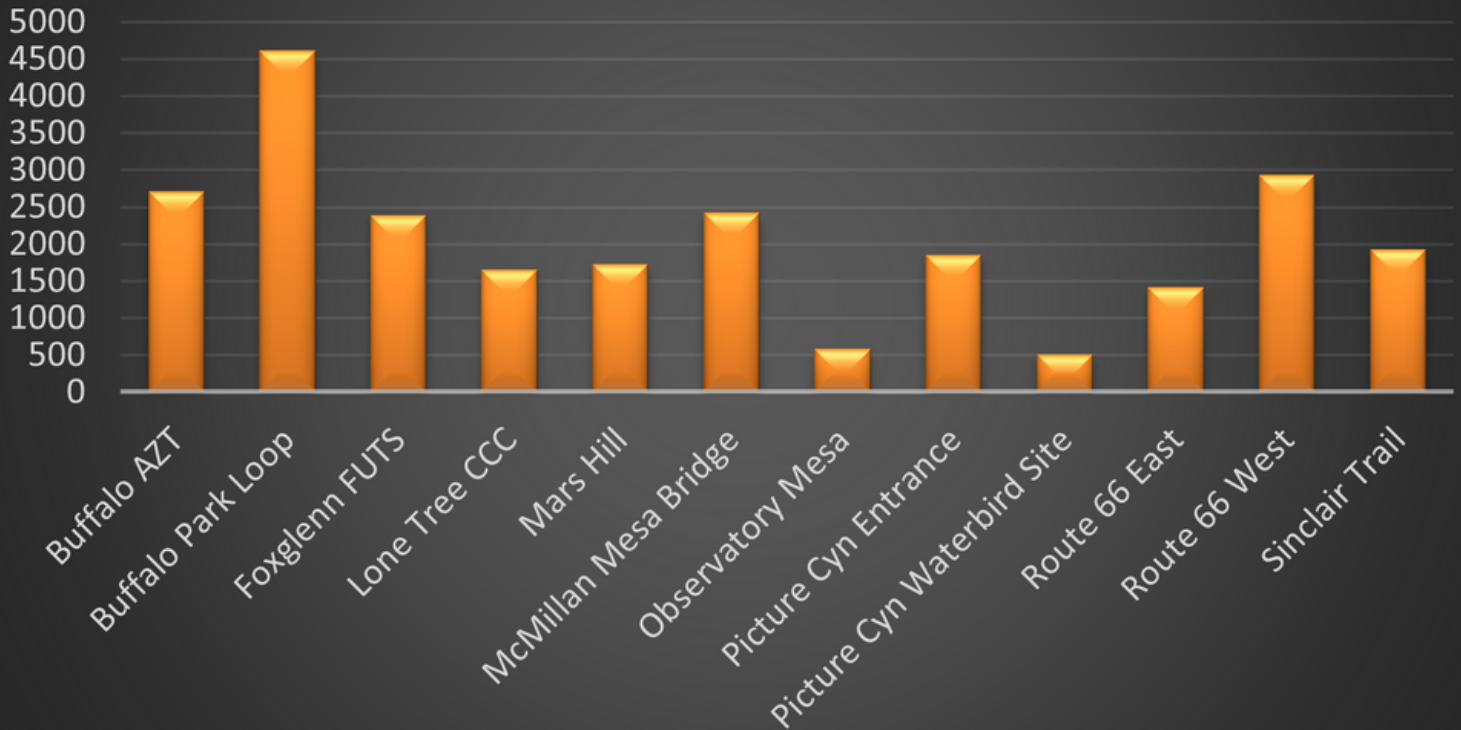
February 2024

The Division's largest regional park, Thorpe Park, has received an upgrade to the kiosk signage! The new signs are an upgrade but more importantly they are an identifier to over 200-acres of active and passive recreation. With the amount of leisure and programmed fun scheduled at a variety of locations within the 220-acres, Parks Supervisor Shawn Mullaney accepted the challenge to identify, design and install with other Parks colleagues the new kiosk signage.



The community experienced one of the larger accumulation snow events in early February providing an opportunity for the Parks team to perform the operation but with an added oversight pilot program. The team led by Gino Leoni successfully managed a pilot contract with a contractor to perform a concierge service in specific alleyways near Heritage Square in the downtown area. For more information on the concierge pilot program, please feel free to reach out to the PROSE leadership team!

January 2024

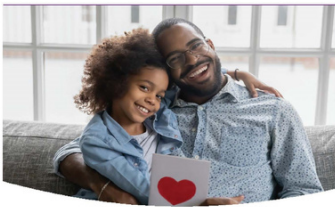


For the month of January the commuter trail along Route 66 provided safe transportation to over 4,500 travelers. This east and westbound FUTS is vital to our commuter community members. With the minimal snowfall in the month of January, the Sinclair Wash provided leisure recreation through the riparian area with nearly 1,900 travelers. The team continues to discuss the challenges associated with the washout locations and overall trail maintenance including identifying a funding source.



The Aquaplex hosted a Beach Pool Party this month. 70 participants enjoyed games, activities, and refreshments while splashing around.

In celebration of Black History Month, Hal Jensen Recreation Center hosted dinner and a movie! About 50 adults and youth participated. Guests watched The Butler and enjoyed collard greens, okra, macaroni and cheese and cornbread to highlight Black ethnic cuisine.



Because of you,
life doesn't stop.

#VitalToLife



ADVANCE APPOINTMENTS
are encouraged.

BLACK HISTORY MONTH



City of Flagstaff PROSE
Show Some Love at the
Black History Month Blood Drive

Wednesday, February 28
1:00 pm - 5:00 pm
Hal Jensen Recreation Center at 2403 N. Izabel St.

To schedule an appointment, scan QR code, visit donors.vitalant.org (Blood Drive Code: HJRC), or call Vitalant at 877-25-VITAL (258-4825). Questions? Contact Crystal Warden-Gant at (928) 213-2762.

Donate blood and receive a \$10 gift card from our Rewards Store. Join us in spreading love, saving lives, and treating yourself this Valentine's season. Your gift can make all the difference!



DONATE BLOOD
vitalant.org | 877-25-VITAL



Hal Jensen hosted a blood drive on February 28. All 23 slots were filled making this another successful donation event!

The Open Space Commission has been preparing to review the Observatory Mesa Trail plan at their upcoming meeting on March 25, 2024. With a steadfast commitment to upholding guiding documents and preserving the integrity of the property, the commission's meticulous scrutiny aims to ensure that the proposed project aligns seamlessly with open space overarching objectives. Their focus extends beyond mere recreational enhancements; rather, they strive to recommend measures that not only cater to the recreational needs of the community but also uphold the property's purpose and conserve its natural beauty for generations to come. Through thorough analysis and thoughtful deliberation, the commission endeavors to develop a final recommendation that facilitates trails, access, and safeguards the ecological richness of the area.



The Open Space Full Moon Hike in January was featured by NAU Lumberjack. Click on the photo above and check out the article.

Welcome aboard Sarah Holditch! Sarah joins us from the Open Space section and is now the Events and Marketing Coordinator. She will be planning events for the division, permitting events on City property, and marketing PROSE. Sarah brings a passion for providing events to the community and comes with 10 years of experience coordinating events in town.

In her free time Sarah enjoys rock climbing, exploring with her dog Tucker, and serves as a board member for the Northern Arizona Climbers Coalition.



A colorful poster for "CONCERTS IN THE PARK Call for Musicians". The poster features a saxophone on the left and an acoustic guitar on the right, with musical notes floating between them. The text includes "FAMILY FRIENDLY", "Performances on Wednesday nights in June & July", and "Send your demo to SpecialEvents@flagstaffaz.gov". The City of Flagstaff PROSE logo is in the bottom left corner. The background has a vibrant, abstract pattern of purple, yellow, and green.

Spring Volleyball kicked off this month! The league is full and running five nights a week utilizing FUSD gymnasiums.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Michelle McNulty, Planning Director
Co-Submitter: David McIntire
Date: 03/05/2024
Meeting Date: 03/12/2024



TITLE:
Old Courthouse Redevelopment RFP Update

DESIRED OUTCOME:

Staff will be providing an update on the RFP for the Old Courthouse Redevelopment.

Executive Summary:

In January 2024, Flagstaff City Council supported the Downtown Action and Vision Plan completed by the Flagstaff Downtown Business Association in partnership with the City, Coconino County and Mountain Line. The plan identified several catalytic sites, including the entire block housing the Old Courthouse site and called for the City to put out a Request for Proposals (RFP) for the redevelopment of the Old Courthouse site. City staff is preparing an RFP for the city-owned parcels and would like to provide an update to Council on what will be included in the RFP and proposed solicitation timeline as an update and to seek feedback before finalizing the proposal.

Information:

The parcels that would be included in the Request for Proposals include:

APN 100-21-009A which is approximately 3,225 feet
 APN 100-21-011 which is approximately 10,018 feet
 APN 100-21-009B which is approximately 6,825
 APN 100-21-001B which is approximately 10,890

This is a total area of 30,958 square feet or .71 acres. There is an alley separating 100-21-001B from the other three parcels which are adjacent to each other.

These properties were previously used as the former courthouse, and as parking for the courthouse and the public.

On the remainder of the block are four privately owned parcels.

The City of Flagstaff owned lots are currently public parking managed by ParkFlag and serving the downtown and the new courthouse.

Attachments: [Presentation](#)

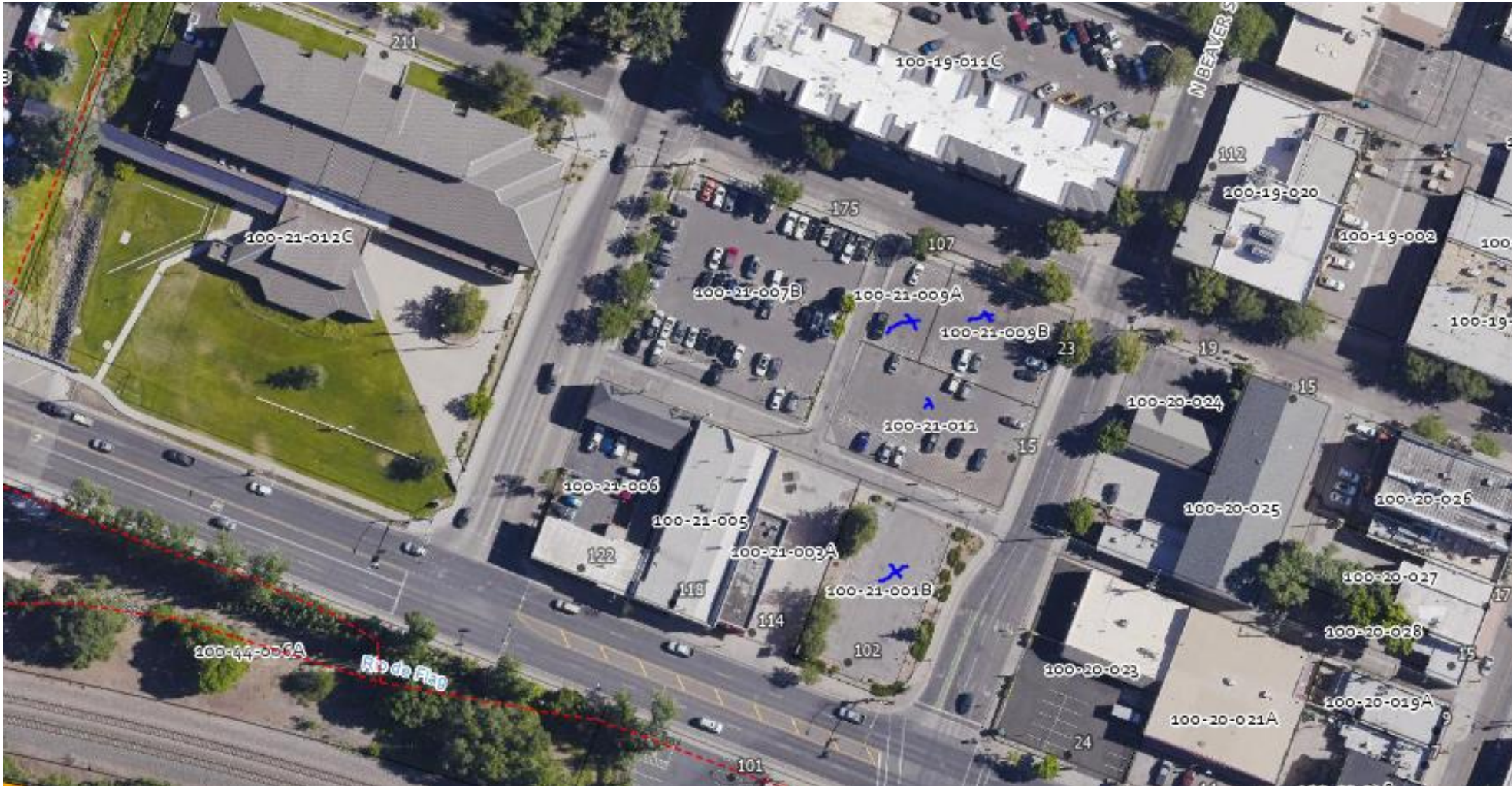
Old Courthouse Redevelopment





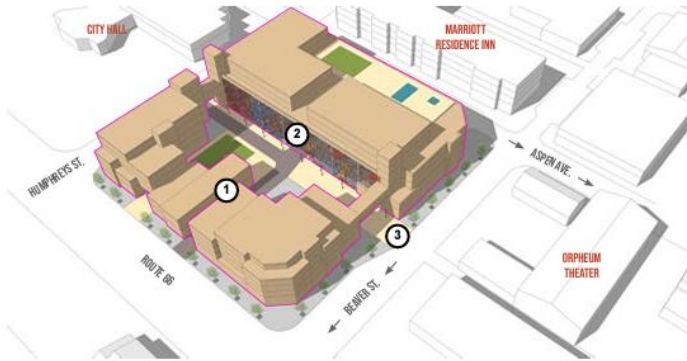
Old Courthouse Redevelopment

Vicinity Map



Framing the RFP

A - OLD CITY COURTHOUSE



This concept shows the entire block redeveloping into a mixed use gateway to downtown. This catalyst project envisions a public-private partnership to redevelop into a mixed use block with a public-parking component. The program is to be determined, but any project on this site should give back to the community with public parking and public space. This location would also be ideal to contribute downtown housing and a small grocery/market.



The Dairy Block in Denver, CO is a public amenity with art, games, lighting, and seating areas. A boutique hotel and lobby bar is one use that activates the space.

- 1 City should issue Request for Proposals for development on this block. Scenario shown would include the entire block redeveloping at once. This scenario shows three primary structures with massing broken up to fit into the context of downtown. Uses should include residential units and ground floor retail. Office and hotel uses may also be appropriate. A small corner market to support downtown residents is also desired.
- 2 Any future development proposal should include some amount of public parking (exact number to be negotiated) to serve downtown businesses.
- 3 Maintaining alleys is desired. This scenario shows a wide pedestrian-only alley and plaza for a half block at Beaver Street that would be activated with adjacent uses and connected across Beaver to the downtown core alleys. The parking structure could include a thru-drive passage to enhance connectivity and options for entering and exiting to avoid congestion (see next page.)



The diagram above shows how site circulation to parking could work. All entries/exits would be right in, right out due to Aspen being a one-way street and Route 66 and Humphreys being busy streets. This concept envisions a pedestrian-only alley for a half-block at Beaver Street with a safe mid-block pedestrian crossing to allow pedestrians a safe and interesting walk that connects to the downtown core and activated alleys.



A pedestrian alley in Rapid City, SD that is similar to the concept shown, with parking structure on one side (with flat floors and high ceilings for future adaptive reuse) and businesses activating the other side. Ample pedestrian-scaled lighting, flowers, and other amenities keep the space looking nice and feeling safe.



Parking areas should be screened from public view. When facing a public street, design the edges with active building uses, when feasible, or design to look like a building with similar bay rhythm and materiality. When facing an alley, use creative screening techniques, such as mesh, screens, green walls, or design to look like a building.



Old Courthouse Redevelopment

Proposal Considerations – Development Minimums

- Public parking spaces required
- Economic activation of entire block and/or other downtown properties
 - Sales tax generation/mixed use/jobs/services



Old Courthouse Redevelopment

Proposal Qualifications

- Sound business with sound business plan
 - Previous experience
 - Concept plan and proforma



Old Courthouse Redevelopment

Evaluating Proposals

- RFP will value certain things over prescribing:
 - Price for land
 - Parking
 - Conformity with Downtown Vision
 - Housing
 - Examples will be provided
 - Sustainability
 - Examples will be provided
 - Economic activation of the entire block or other downtown parcels
 - Project approach



Old Courthouse Redevelopment

Timeline

- RFP Wrapped up – end of March 2024
- Procurement/Legal Review – 4 weeks (April 31, 2024)
- RFP out for response – May 2024
 - 60 days (Mid-June/beginning of July)
- Review Responses – at least 30 days (need to factor in schedules and if interviews are needed) – July/August 2024
- Council Approval September 2024