

## WORK SESSION AGENDA

CITY COUNCIL WORK SESSION  
TUESDAY  
JUNE 11, 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.flagstaffaz.gov/1461/Streaming-City-Council-Meetings>)

### **\*\*\*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](mailto:publiccomment@flagstaffaz.gov). All comments submitted via email will be considered written comments and will be documented in the record as such.

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#### 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. **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. **Proclamation: Pride Month**

6. **Review of Draft Agenda for the June 18, 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.*

7. **City Manager Report**

Information Only

8. **Engage, Empower, Elevate program update from recipient Community Assistance Teams of Flagstaff**

This is an informational update only.

9. **Airport Emergency Plan and Triennial Full-Scale Exercise Update**

Provide update to the Mayor and Council regarding the Airport Emergency Plan (AEP) revision status and the upcoming Triennial Full-Scale Exercise (FSE) in September.

10. **Discussion regarding High Occupancy Housing zoning requirements and zoning code regulations tied to components of the Regional Plan**

Receive direction from Council regarding an amendment to the Flagstaff Zoning Code to address unforeseen consequences of the High Occupancy Housing zoning requirements and zoning code regulations tied to the Regional Plan.

11. **Open Call to the Public**

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

### 13. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 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](mailto: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:** 06/06/2024  
**Meeting Date:** 06/11/2024



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**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:**

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**Attachments:** [City Manager Report](#)  
[HR & Risk Management Newsletter](#)  
[PROSE May Newsletter](#)  
[Housing June Newsletter](#)

# City Manager's Report

June 10, 2024

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. Appended to this report you will find the May update from PROSE (new newsletter format!), the June update from Human Resources, and the June Newsletter from Housing.

## HR Director

This is Kori Vogt (announced vote) and her son, Quin. She will begin as the City's new Human Resources & Risk Management Director on June 24<sup>th</sup>.

As noted in the CM Report in May, the city worked with The Keller Group recruitment firm to identify potential Director candidates. After considering 7 applicants and interviewing 5 of them, the City has selected Kori to join Team Flagstaff.

Kori has worked in HR for many years and has enjoyed growing her career through education and HR journeys in government, medical, academic and energy. She earned her bachelor's degree from the University of Great Falls and her master's degree through John F Kennedy University and have had the privilege of working in a few western states along the way. Kori is originally from Montana and has been in Arizona for several years.



Kori shared with us that she is excited to join the HR & RM team at the City of Flagstaff. She has a son, Quin, who recently graduated with his Bachelor's degree from both Davidson Honors College and the University of Montana. Together they have enjoyed his football years (from 3-12 grade!) and other school sporting and academic events. They also spend time together enjoying the outdoors, skiing, camping, hiking and fishing. Kori loves exploring places and meeting new people. She has a goal of visiting and exploring every US state in my future years. Kori is passionate about helping others, and gets great personal and professional gratification in teaching, assisting, connecting and growing others, guiding them to achieve their best self and reach their goals. She wanted to share a quote with us that guides her and she has shared this quote with Quin since his earliest years: 'Strive for excellence in everything you do, anything less is a disservice to yourself and others'

We look forward to having Kori join the team and her words, "let the journey begin"!

## **Police Chief**

Sean Connolly has joined the team effective June 10<sup>th</sup>. Sean has served for over 30 years with the Phoenix Police Department and is currently the Operational Executive Assistant Police Chief for Phoenix PD. Prior to this role, he served as Assistant Police Chief, Police Commander, and Lieutenant for various divisions, bureaus and precincts within the Phoenix PD. Sean holds a master's degree in educational leadership from Northern Arizona University and a bachelor's degree in psychology from the University of Arizona. Sean is also a graduate of the University of Arizona's Fundamentals of Governmental Leadership program and Georgetown University's School Justice Partnerships program.

"As someone who was born in Flagstaff and who absolutely loves everything about what the city has to offer, it is with an abundance of gratitude, humility, and excitement that I look forward to serving as Police Chief," said Sean. "The diversity of our community, combined with the skillsets and work ethics of all members of the Flagstaff Police Department and Team Flagstaff, will be the cornerstones of our success."



Welcome to Team Flagstaff Sean!

## **New Division Reporting Structure**

With the Leadership Team now being at full strength, and on the heels of celebrating Joanne Keene's first anniversary with the city as Deputy City Manager, we have cause to make some revisions to the division reporting structure within our organization. The new structure, depicted below, will have the three of us in the CM Office (Shannon Anderson --Senior Deputy City Manager; Joanne Keene -- Deputy City Manager; and Greg Clifton – City Manager) each overseeing five direct reports. The two significant changes include the oversight of Human Resources and Risk Management by Greg Clifton, and the oversight of the Sustainability Division by Joanne Keene.

Thanks to Heidi Derryberry for updating the attached graphic, which will be included in the Budget Book, forthcoming.



## **Bravo Fire**

Courtesy of Wildland Fire Battalion Chief Oltrogge, the following update (from Friday June 7<sup>th</sup>) with photos. Thanks to our elected officials who visited the event.

*The Northern AZ Type 3 made a lot of progress today. The fire has been completely lined, no forward progress today, and all containment lines held through a wind-test and high afternoon temperatures. The type 3 team will keep the fire through the weekend. Ground crews working with aviation resources through the morning put the containment in a great position.*

*A big thank you to Council members House and Matthews for joining Daniel and I for a field tour (pictures to follow). We had a great opportunity to interact with the Geronimo Hotshots on the fire line.*



## **Airport Update**

Airport staff recently attended the annual Jump Start air service attraction conference, where they met with representatives from Delta, Southwest, United, Alaska, American, and Breeze. During our meeting with American Airlines, we received information that American will be adding a seasonal route to LAX, operating weekly on Saturdays beginning October 12 through March. This addition is timed to accommodate tourism from Australia, aligning with the arrival of Qantas flights at LAX. American is also looking at adding additional flights to DFW.

The airport also secured a letter of support from an airline that does not currently provide service at FLG for the Small Community Air Service Development Program (SCASDP) Grant application, a first for FLG. This type of support is incredibly helpful as it shows the program deciders that we are making strong connections with our airline partners and that we are being seen as a viable destination.

Conversations with all airlines were positive, highlighting that northern Arizona is an underserved community. Staff remains hopeful that a second airline will commence service by summer 2025. More updates will follow as discussions continue.

Please enjoy our video. We created it to share with the airlines during the conference to give them an even better insight into the Flagstaff Pulliam Airport. Video to share:

[https://drive.google.com/file/d/1xRAcUq-rCi3rB5Shln71PIRnP\\_7kylwh/view?usp=sharing](https://drive.google.com/file/d/1xRAcUq-rCi3rB5Shln71PIRnP_7kylwh/view?usp=sharing)

## Housing

### Habitat for Humanity of Northern Arizona Groundbreaking

Multiple city and county staff joined the community and Governor Hobbs in attending a groundbreaking ceremony for the 40-unit Starter Home development to be built by Habitat for Humanity of Northern Arizona. The project is the result of a partnership between Vintage Development Partners, Habitat, and the City, with many others donating their time, funds, and skills to the creation of these affordable units. The City has awarded \$397,398.00 in ARPA funds for civil infrastructure and land development costs to Habitat, as well as has reserved \$130K in incentive policy funds for the construction of the first 10 homes.



### Health and Human Services Roundtable with Governor Hobbs

Housing staff had the opportunity to attend a small, invitation-only roundtable discussion on Health and Human Services with Governor Hobbs after the groundbreaking event for Habitat. Sarah Darr and Justyna Costa were among the ten community attendees, including representatives from the Foundation for Senior Living, Flagstaff Shelter Services, Coconino County Health and Human Services, Catholic Charities, and Housing Solutions. City staff shared information regarding the Rental Incentive Bond Program and recent awards to the Foundation for Senior Living, IPAH funding to Roers and Habitat, the LASS/CAP project, and the Council's recent action to allow housing in the Public Facilities zone with a conditional use permit. In addition to attending the groundbreaking and holding the roundtable discussion, the Governor also toured Flagstaff Shelter Services Crown project and the Flagstaff Family Food Center during her visit to Flagstaff.

### **Mary Jo Jenkins Leader of the Year:**

Mary Jo Jenkins (picture below) joined the city in 1987 and served the organization for over 25 years. She was the model of ethics, integrity, and straight talk. As the Management Services Director, she enabled countless projects through her outstanding stewardship of public funds. Her untimely passing due to cancer in April 2009 was a tremendous loss for this organization both personally and professionally. We honor her by naming the annual award for Leader of the Year after her. This award is given to a Leader that has demonstrated those traits that Mary Jo exemplified while with the City: integrity, professionalism, dedication, accountability, problem solving, ethics and empowerment. The following Leaders have been the recipient of the Mary Jo Jenkins Leader of the Year Award:

2009 – Shannon Anderson, Human Resources  
2010 – Brent Cooper, Police Department  
2011 – Barbara Goodrich, Management Services  
2012 – Erik Solberg, Public Works  
2013 – Mark Landsiedel, Community Development  
2014 – Kevin Treadway, Police Department  
2015 – Brad Hill, Water Services  
2016 – Heidi Hansen, Economic Vitality

2017 – Mark Gaillard, Fire Department  
2018 – Andy Bertelsen, Public Works  
2019 – Rick Tadder, Management Service  
2020 – Rebecca Sayers, PROSE  
2021 – Stacey Brechler-Knaggs, Grants, Contracts & Emergency Management  
2022 – Brandi Suda, Finance

When asking a previous awardee Stacey Brechler-Knaggs about Mary Jo here is what she shared, "Mary Jo was a strong mentor and shared her outstanding knowledge and experience in municipal finance with many staff members. She had a passion for budgeting and helped the city through many annual budget cycles to maintain a strong and healthy budget to support various programs and projects throughout our community. She traveled around Arizona to train others in governmental budgeting. Mary Jo and I worked together for many years and often shared stories about our dogs and vacations ... she loved her chocolate labs and trips to the beach! I'm proud to be a recipient of the Mary Jo Jenkins award, it truly touched my heart when I received this award honoring a leader, mentor, and friend."

We are honored to recognize the 2023 Leader of the Year during the Council meeting on Tuesday, June 11, 2024.



### **Water Services**

The City's Water Services division will receive over \$1 million dollars for water resources systems modeling and efficiency projects. Here are a few details about those four projects:

- 1) \$80,000 towards the Integrated groundwater-surface water computer model project to help the City better understand surface water recharge and groundwater movement. This model will be useful for calibrating surface water runoff conditions to locations around the city where water seeps into the ground, where water recharges shallow aquifers or feeds spring flows, and the volume and locations where water moves downward to the deeper C-aquifer where the City draws its groundwater.
- 2) \$60,000 for Water Resources Upper Lake Mary Watershed Monitoring and Assessment Program supporting study research at Northern Arizona University on how forest restoration impacts water resources within the Upper Lake Mary Watershed. The study will measure the effectiveness of restoration to increase water yields within forest maintenance activities.
- 3) \$136,000 for the Water Resources and Conservation Nonrevenue Water Auditing Program to determine where water losses are occurring. The audit will result in a prioritized list of system improvements based on a return on investment in water delivery and water production cost savings. This effort contributes towards water conservation and utility efficiency goals.
- 4) \$750,000 to accelerate the Radio Read Meter Replacement Program to replace older, less efficient customer water meters with higher-accuracy meters that have leak detection capabilities.

## Public Works

- Electric Vehicle charging stations being installed at three locations within the Public Works campus.
- It just looks newer! City Hall and Library boilers have been replaced. Before and after pictures of the Library.



- Majority of Fleet Services personnel attended electric and hybrid vehicle training on charging technologies, diagnostic techniques, and safety concerns for discharging and working on vehicles.
- Staff have been attending training at the Solid Waste Expo and the Government Fleet Conferences.
- Commercial Collection crews have been working hard to keep our community clean by addressing overloaded cans that are common this time of year.
- Solid Waste could use the community's help in making sure bulky items are placed in an accessible area and are acceptable bulk items. When there are several piles out of compliance or in hardly accessible areas it puts the crew behind schedule. Check out program details here <https://www.flagstaff.az.gov/948/Bulk-Trash>. We appreciate your support!
- This just in: we are officially out of snow season. The signs & marking, concrete, street repair, and sweepers are in full swing and doing a great job. Thanks to team for keeping our city looking great!
- Facilities was busy during the Aquaplex closure with repairing any broken or malfunctioning equipment, replaced the pools heat exchange, replaced the pools slide pad, replaced broken radials and grates for the gutters, the locks on the cabanas now indicate vacant or occupied, and the party room flooring was replaced with a new slip resistant waterproof membrane. The Facilities team also did work at Jay Lively getting the concrete and cooling glycol lines repaired for the sheet of ice. This work by Facilities keeps our community assets looking great and functioning for the community benefit. Way to go!
- The two new Type 3 Fire Trucks have been received by Fleet getting all of the requested equipment installed so these units will be ready for operations. Fleet Services also received two of the new Electric Chevy Silverado Trucks that are being titled and registered.



- Streets supported Water Services in building out some access roads at Red Gap Ranch. Thanks to the team for reprioritizing their work to make this happen!
- Public Works welcomed a new Project Manager, Cole Maurer, and Solid Waste employee, Hans Weiderholt, to the team. Welcome aboard to Cole and Hans!
- Facilities received the completed Facilities Condition Reports and will begin sharing the information throughout the organization to talk through future investments needed to maintain City facilities.
- The City Manager's office had the opportunity to participate in the Public Works appreciation event and let the staff know how much we appreciate their dedication to the organization and the community. Sincere appreciation to the entire Public Works team and the great work they do each day to make the city better!





- Thursday night Facilities worked after hours to ensure City Hall, Public Works and USGS has some of the handlers turned off to eliminate smoke coming in the building with the Bravo Fire underway. Thank you for helping keep the work environment and City facilities comfortable!
- Lilly Price and Kathy Vigorito, our administrative specialist working hard on voucher week, providing excellent customer service for county and city residents. Always with a smile, 300+ customers no problem. Great job Ladies!



### **Police Department**

- Several Police Department members took part in the torch run fundraiser for special Olympics and assisted with Night Court (playing Basketball) at the Hal Jensen Recreation Center.
- Sgt. Rintala attended the Youth Day celebration at the Flagstaff Mall, presented how to avoid scams targeting the public to a local church and Summer Safety Stranger Danger presentation to Puente de Hozho School.
- The Police Department held a coffee with a cop outreach event at the Bluffs senior living Center and Lt. Hernandez and Sgt. Rintala presented a fraud prevention class.
- Three Officers attended a multiple day training on investigating Human Trafficking.
- The Police Department was recognized by community member, Agi Dyer Purse, for their efforts in locating her husband and their family dog. She has begun a volunteer support group for the Flagstaff Law Enforcement Officers to give back.
- The Police Department has implemented a new victim notification program called Spider-Tech. It will notify if the Officer has been delayed, notifies of certain outcomes, and automatically generates and provides the case number. After the call for service has been completed the technology also offers a survey to measure their satisfaction with the

Flagstaff Dispatch Center and responding Officers. The Department is excited about the efficiency created and the ability to provide better communication to customers.

- An amazing story here. Angie Eberhardt and Lexi Pineda received a found urn with unidentified remains and letters from a Charles Plitt. Angie and Lexi dedicated the better part of a year attempting to contact the owner of the property. They conducted additional research which identified Charles Willis Plitt who was a Major who served in World War II and the Korean conflict as a pilot in the U.S. Airforce. They learned his family was buried in Vacaville-Elmira Cemetery in California and his remains are being sent there to be reunited with his wife and son. Thanks to Angie and Lexi for their dedication in finding Major Plitt's final resting place. Picture of Major Plitt below.



### **Fire Department**

- The Fire Department received 6 StormStick gross decontamination devices through the Arizona 100 Club Safety Enhancement Stipend. These sticks help decontaminate Fire personnel from the toxins that create occupational cancers before they remove their personal protective equipment.
- The Fire Department provided fire extinguisher training for NACA.



- Picture of the successful walnut prescribed burn.



- FFD sponsored a Firefighter recruitment event with CCC, FFD, Highland Fire Department, and volunteers from House of Jacks at the CCC Lone Tree Campus. They had several participants interested to learn more about the profession.



- Department personnel trained on tree rescues and ladder operations.
- Wildland Fire Management staff hosted the Arizona Forward's Emerging Leaders to tour Observatory Mesa and presentations from the City's Neil Champman and Jenny Neimann, County Flood Control District Jay Smith and Heather Dalmolin with Mountain Line. Arizona Forward's mission is to bring business and civic leaders together to promote cooperative efforts and improve the environmental sustainability and economic vitality of the state and local regions.
- A shout out to the Discover Flagstaff team and the Community Risk Reduction Forest Health team for the launch of the "Be Fire Aware" programming. There was a debut on Channel 3 that reached 30,000 people who are part of Flagstaff's drive market. AZ Family amplified the messaging and an AZ Republic insert will reach 200,000 people in the metro-Phoenix area. Thanks for helping our visitor be more fire aware!
- Congratulations to Matt Smyers who was recognized as a NAPEBT Wellness Leader! Matt manages the PT program at the Fire Department and is committed to ensuring firefighters have access to the tools and resources they need to ensure total wellness and longevity in their career. Way to go Matt!
- It that time of year when the city experiences several wildfire starts and the FFD personnel have been actively fighting those fires to keep our community safe. Thank you!

### **Continuing to Build Relationships**

On May 15, Mayor Daggett, Councilmember Sweet, City Attorney Sterling Solomon, Deputy City Manager Joanne Keene and Coordinator for Indigenous Initiatives Rose Toehe met with the Chairman and Council members of the Kaibab Band of Paiute Indians. The team also toured the tribal community and discussed issues of mutual interest. We continue to expand our outreach to our tribal partners, and I cannot recognize Rose Toehe enough for the work she is doing build and foster relationships. Shown below is Team Flagstaff with Tribal Chairman Roland Maldonado.



### **Flinn-Brown Fellows!**

Congratulations to Vice Mayor Aslan and Councilmember Matthews for their selection as Flinn-Brown Fellows for the 2024 cohort! Read the announcement here:

[Meet the 2024 Flinn-Brown Fellows | Flinn Foundation](#)

### **Community Development**

Below are some updates from our Community Development Department:

- Plans Examiner Tiffany Thomas hosted the Grand Canyon Chapter Meeting at the City of Flagstaff the week of May 20th. It was an overall great meeting and approximately 40 people were in attendance.
- Code Compliance purchased a new Ecoblaster pressure washer for the Graffiti Buster program. The previous model is at end of life and it allows for removal of paint from natural and historic surfaces.
- The Building Safety & Code Compliance section is reaching out to various organizations, developers, registrants, and contractors throughout the community advertising open seats on the Building and Fire Board of Appeals. There are currently six open seats.
- Building and permitting activity remains ahead of last year's pace. Through April 2024 the team processed **636** permits, compared to **546** in 2023, valued at nearly \$71.5 million, compared to over \$49 million in 2023.
- Housing staff attended a Climate Resilience Leaders workshop to present on the topic of Resilient Housing. The Climate Resilience Leaders are a group of volunteer ambassadors from different neighborhoods interested in learning foundation skills to build neighborhood resilience. The presentation focused on how intertwined the goals of the Carbon Neutrality Plan and the 10-Year Housing Plan are and work together when feasible to promote carbon neutrality, climate resilience, and housing affordability. Housing staff shared some of the

resources and programs that are offered to the community regarding affordable rental programs, homeownership programs, landlord/tenant, and fair housing.

- Housing Staff welcomed intern Aidan Rutledge in May. Aidan is currently a junior at NAU and is interested in municipal Housing work. Staff are excited to have an extra pair of hands around the office and to teach Aidan as much as possible during his time at the city.
- Congratulation to Wesley Welch who has been promoted to a Senior Planner!

### Miscellaneous Updates

#### Safe Streets and Roads for All

We received some good news in the last couple of weeks that MetroPlan was awarded a \$2,140,000 Safe Streets and Roads for All (SS4A) grant to create a comprehensive Safe Streets Master Plan, a crucial initiative aimed at improving road safety and reducing traffic-related fatalities and serious injuries across the region. The project will develop Complete Streets Guidelines, propose necessary amendments to existing codes and standards, and create detailed future conditions roadway mapping for the region for MetroPlan's member agencies: the City of Flagstaff, Mountain Line, Coconino County and ADOT. The planning process will include robust public engagement.

Congratulations to everyone involved in making this happen!

#### Fremont Street Project

And speaking of MetroPlan, some here were involved in the effort on Saturday, May 18, or a colorful celebration on North Fremont Blvd., at Cheshire Park. This temporary demonstration project is intended to gauge how art can improve safety by reducing vehicle speeds and shortening the crossing for pedestrians. The project was initiated by and for the neighbors of the Cheshire community, and performed with partnerships of MetroPlan, the City of Flagstaff, Creative Flagstaff, the Flagstaff Arts & Leadership Academy (FALA), and funded through the very first Bloomberg Asphalt Art Initiative Grant.



**PROSE**

In addition to the monthly update that will be provided at the Council meeting, a couple of photos below showing signs that summer is indeed upon us. Props to the hardworking team at PROSE for making it all happen!





## **Federal Appropriations**

In my previous report, we shared the itinerary and several photos from this year's Washington DC trip in April. Just copying an email excerpt here, from our lobbyist Bob Holmes dated Friday June 7<sup>th</sup>, with some positive news. Stay tuned for additional updates on potential funding for these projects.

*Team Flagstaff:*

\* \* \*

*We received three projects – Airport Drainage Improvements, Amtrak platform improvements and La Plaza Vieja – in THUD requests.*

*We received the biochar request under Energy and Water and Fanning Wash under Homeland Security. The biochar request is under Interior as well, which is where I think it fits best.*

*Five projects is a great start. It is important to note that this doesn't guarantee the City funding. We still have to work these requests though the process that will likely continue until next year, but again this is an incredible foundation to build from.*

*Congratulations to team for the incredible work! Have a great weekend!*

*Bob*

### **Bob Holmes**

*Founder and Managing Partner*

*Nexus Consulting, LLC*

*(202) 256-6566*

*[www.nexusconsulting.com](http://www.nexusconsulting.com)*

## **Meetings & Events**

### **CPWAC**

Last meeting occurred on Friday, May 31. There was an excellent presentation related to spring environments and geology within the Grand Canyon. Joanne Keene will be stepping into my role as Chair for the Government Affairs Committee. This is a role that she has fulfilled in prior years.

CJCC

The next meeting is scheduled for Wednesday, June 12<sup>th</sup>. Shannon Anderson, with her involvement with public safety, will be transitioning into my role as city management member of the larger group as well as the Executive Committee.

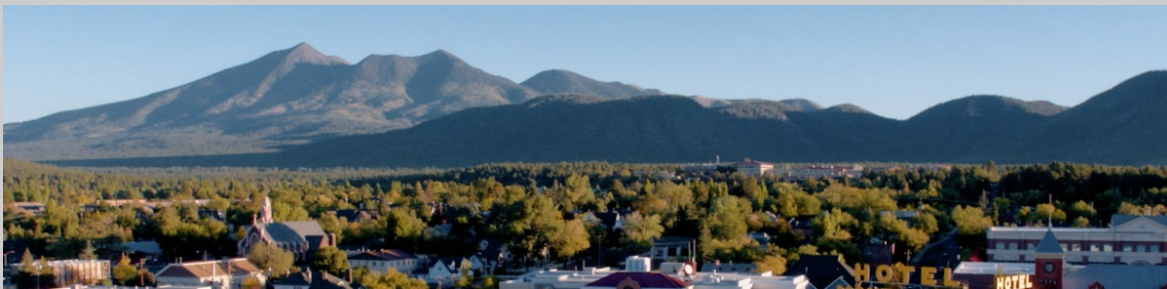
Coconino Scroll

We had a wonderful tour of the art project at the airport, with great narrative by the artists and members of our Beautification Team. Thanks to the elected officials who were also attendant. The below excerpt from our own Jana Weldon, Program Manager:

*The Coconino Scroll is a densely illustrated cut metal steel (rusted Corten) and colored-glass fence, composed of interwoven images that celebrate the history, environment, and culture of Flagstaff and its surroundings. The artwork places an emphasis on sharing surprising and little-known stories, representing the rich cultural diversity of the area. An accompanying series of 25 cast bronze plaques, circular medallion "Footnotes", are sited beside the sidewalk next to the fence. These provide brief background text about the adjacent fence section's images and stories, in addition to recapturing striking imagery from the fence. A vast array of community members contributed to the stories captured by the artist team of Pete Goldlust and Melanie Germond.*



With that, Council, this report is concluded. Again, three updates are attached for your review. Thank you.

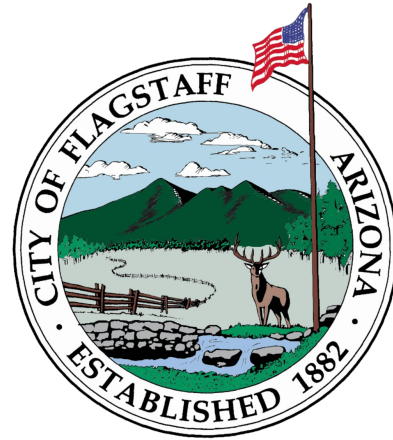


# Human Resources/Risk Management

Monthly Newsletter, Vol. 3  
June 2024

## Contents

- Update from Leadership
- New Members to Team Flagstaff
- Promotions
- Employee Spotlight
- Benefits
- Classification and Compensation
- Recruitment
- Tips/Updates:
  - Training & Development
  - Compliance
  - Employee Relations
- Risk Management



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## Update from HR/RM Leadership

We hope you enjoy our June newsletter!

The Human Resources/Risk Management team is excited to introduce Sarah Some as the new Classification & Compensation and Recruitment Manager!

Sarah Some, SHRM-CP, holds a Bachelor's degree from Florida State University and recently became certified as a People Analytics Specialist. With nearly two decades of diverse Human Resources experience, she is eager to learn about the various facets of our team and build strong relationships to support our community. Outside of work, Sarah enjoys discovering off-the-beaten-path travel destinations, bicycling, art, and good cold brew coffee.



This month will be filled with more big transitions for the team. As we onboard Sarah into her new role beginning June 10, we need to take a moment to acknowledge the tremendous contributions that Jessica Vigorito has made to the division. We want to express our sincere appreciation to the Fire Department and their generosity in

“lending” us Jessica on a part-time basis to assist us in moving the Classification & Compensation Program forward. Jessica’s knowledge and exceptional skills in Class & Comp, coupled with her strong work ethic, have left an indelible mark on our team and the organization as a whole. Thankfully, we aren’t losing Jessica as she will continue to contribute through her contributions as part of the Classification & Compensation Advisory Team and also because we know where to find her (right next door!). Jessica, thank you for your service, you will be greatly missed!

We are excited for the continuous growth of the HR/RM Division and look forward to what the future holds for the team.

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## Welcome to Team Flagstaff!

Anna Alfermann – WS Operator Trainee - Water Services  
Cole Maurer – Project Manager – Public Works  
Dale Harris – Water Services Supervisor – Water Services  
Garry Edison – Construction Inspector – City Engineering  
Hans Wiederholt – Equipment Operator – Public Works  
Marjorie Rosher – Visitor Services Assistant (Temp) - Economic Vitality  
Michael Yonus – Equipment Operator II – Public Works  
Pearl McGinness – Lifeguard - PROSE  
Travis Kennedy – Police Officer – Police Department

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## CONGRATULATIONS to the following employees who were recently PROMOTED!

Anthony Nunez – Court Judicial Specialist II – Municipal Court  
Avery McAllister – Maintenance Technician II – Public Works  
James Welch – Planner Senior – Community Development

---

## Employee Spotlight

### Justin Cuevas, Public Works Supervisor

What made you want to join Team Flagstaff?

*The opportunity to advance my career and bring some positive changes to my team along with the community.*

Who is your hero?

*My dad, being a single father, he set expectations early for me on work ethic and how to treat others which has made a lasting impact.*

If you could live anywhere, where would it be?

*Dolores, CO is high on the list. It's a beautiful, small mountain town with a river running through it. If not there, then somewhere with a similar solitude and environment.*

If you could switch jobs with anyone else for a day, who would it be and why?



*I would be a Supercar Driving Instructor. Being a CDL holder, going low and slow is my comfort zone and this would be an exciting change up.*

If you could have any superpower, what would it be and why?

*Shapeshifting would be a blast. Having the ability to spend the day in the mountains as an elk or take a swim as a shark would make life so interesting.*

What's your go-to snack or drink?

*Coffee, can't start the day without it!*



If you could bring any fictional character to life, who would it be and why?

*Deadpool! The sarcasm and action he brings to being an anti-hero would be highly entertaining.*

What's the most unusual talent or skill you have that your coworkers might not know about?

*I am a mechanic by trade courtesy of the Marine Corps.*

If you could choose a theme song to play every time you walked into the office, what would it be?

*Rise Above it by I Prevail*

What do you do for fun?

*Anything outdoors is where me and the wife have the most fun. Whether it's out camping, taking the buggy across the backroads or a nice day trip on the Harley as she speeds along on the Ninja.*



# Benefits

## Wellness Program

The new program year for the Wellness Incentive Program will begin on July 1st. Employees with the city medical benefit may earn a \$20 per month discount on their medical premiums (first level) and a \$120 payout in August 2025 (second level) by completing many different types of activities. Activities include, but are not limited to, the Get Active, Eat Smart and Sleep Well programs, manually adding physical activities and points for regular doctor visits through the year. The program runs from May 16, 2024 and will close May 15, 2025.

- Where do I log my wellness activities when the program year is open?
  - Visit [my.verawholehealth.com](https://my.verawholehealth.com)
- Who can use My Vera for wellness?
  - Employees on city medical insurance, spouses/domestic partners on city medical insurance and adult dependents, age 18-26, on city medical insurance can all have their own My Vera account
  - Spouses/domestic partners and dependents do not earn points and cannot earn an incentive, their activity does not give points to the employee
- MyVera can be accessed through a computer and via their smartphone app.
- How will I be able to track my progress towards the Personal Wellness Incentive?
  - Inside your My Vera account, you will see your points tally accumulate. Once you reach 1200 points you can redeem your points for a Personal Wellness incentive.
  - You can check your History on your Rewards Center page



## SIMON

**Beginning July 1, 2024** Simon will be our benefit online resource and portal. Qualifying Life Events that occur at this date into the future must be reporting on Simon.

To report a QLE:

- Log in to the OBC ([www.napebtbenefits.com](https://www.napebtbenefits.com))
- Scroll to bottom of menu and select “Report a Qualifying Life Event”
- Select the QLE Reason from the dropdown (these are the reasons allowable by the IRS)
- Enter the QLE Date (date of birth, date of marriage, date of loss of coverage, etc.). You have 31 days from the event to submit QLE benefit changes
- Acknowledge the information you are reporting is truthful and accurate
- Upload documents for proof of QLE (documents must contain the supporting information for the change, such as names and dates of event)
  - You MUST submit documentation supporting your reason for QLE to the OBC, if you do not, your QLE will NOT PROCESS. If you do not provide the supporting documents within 31 days of the event, your QLE report will close with no change made. You will need to wait until the next open enrollment to make changes
- If adding a new child, a Social Security Card is NOT supporting

documentation. Submit a birth certificate, crib card or hospital discharge papers, documents that have name, date of birth and association to the employee

- Click Proceed and make your changes throughout the pages until the end, Save and Submit
- If adding for a newborn child and you have not received their social security number yet, enter a temporary dummy number such as 000-00-1234. Make sure once you get their number to provide it to the OBC
- Review the changes, make sure they are recorded correct and your benefits page shows everything correctly

If you have problems with reporting your QLE or uploading your documents, contact OBC Customer Service at 1-800-307-0230.

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## Deferred Compensation

Beginning June 1, 2024 employees who are currently enrolled, or will be enrolling in, a deferred compensation account with Voya, Nationwide or MissionSquare will make changes directly on the vendor websites listed below. You will no longer need to take these actions on the [Online Benefit Center](#). Simon, the new benefit portal starting full-time July 1, 2024, does not manage the deferred compensation accounts. This will streamline change requests and changes will take effect the first day of the following month of the request.

Please check out the [CityNet SharePoint](#) page for instructions and more information.

### Jeff Poitras

Voya Financial Advisors, Inc  
Telephone: (602) 639-3281  
Fax: (503) 517-9351

**E-Mail Jeff**



### Randall Neis; CFP

Nationwide Retirement Solutions  
Cell (480) 213-4157  
Customer Service (800) 796-9753

**E-Mail Randall**



### Sergio Mejia

MissionSquare Retirement  
Desk: (202) 759-7045  
eFax: (855) 638-0506

**E-Mail Sergio**



## EcoPASS Program

You may have heard about it in New Employee Orientation, and you have probably seen the flyers all over City Hall – but have you taken the time to truly recognize the benefit of using the Mountain Line EcoPass that is provided to you FREE as a City of Flagstaff employee?

There are a plethora of ways to take advantage of this benefit! Here are just a few

circumstances that riding the bus can work for you:

- Ride it every day to work and home to save money on fuel and wear and tear on your vehicle. Or just ride it one or two days a week to work on days you know you don't need your vehicle throughout the day
- Ride it only on snow days so you don't have to worry about driving on snow and ice
- Ride it from work to meetings that are held in other locations
- Ride it home after joining a happy hour after work
- Ride it to and from appointments
- Ride it because you care about the environment and want to reduce the number of vehicles on the roads

Did you know....

- You can use your EcoPass on nights and weekends too! Ride it to and from a night on the town, to the movies, or the mall
- If you ride the bus and then have to leave suddenly for an emergency, such as picking up a sick child from school, Mountain Line will pay for an Uber to get you where you need to go
- Mountain Line will help you learn the routes, how to use their mobile app, how to load your bicycle on the bus, and anything else you need to know about riding the bus
- Mountain Line has a new free transit app that allows you to track buses in real time so you can see exactly when the bus will arrive at your stop
- There is a route planning tool available on the free app or Mountain Line's website. Enter your arrival and destination address or location and they will create a detailed trip plan with departure and arrival times and any necessary transfers to get you going today

The City purchases EcoPasses for all employees to use at any time, so getting one is completely free to you. If you were to have to buy a bus ticket, it would cost you \$2.50 each day or \$34.00 for a 30-day pass.

For more information or to pick up your free EcoPass, just call or visit Human Resources!



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## Tuition Assistance Program

With the end of the Spring 2024 semester, approvals are being processed so payments can be distributed to employees.

Please check out the [Training](#) page on the City of Flagstaff website for more information on this program.

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# Classification and Compensation

## Class and Comp Term of the Month: Market Based Pay

Market-based pay is a compensation strategy where an organization sets its pay levels based on the prevailing wages for similar jobs in the relevant labor market. This approach ensures that our compensation packages are competitive and can attract and retain talent by aligning with what other employers are offering for comparable positions

The Class and Compensation Advisory team recently presented on this information and the market review process to Extended Leadership. The presentation included the information on the classification system, a review of market-based pay, updated benchmark organizations, and reviews of different pay plans. To see the full presentation please review this [slideshow](#) or reach out to Sara Stachura at [sara.stachura@flagstaffaz.gov](mailto:sara.stachura@flagstaffaz.gov) for any questions.

## Temporary Promotion and Acting Pay

### What is the Difference Between Temporary Promotions and Acting Pay?

Temporary Promotions and Acting Pay are a form of compensation offered to employees in addition to their base rate of pay when they are temporarily assuming higher-level position or take on additional responsibilities beyond their usual job scope. This type of additional pay comes into consideration when an employee is covering for a vacancy or covering for another employee who is out on a leave of absence.

### How to know whether Acting Pay or a Temporary Promotion is a better fit?

A few differences exist between Acting Pay and Temporary Promotions, knowing this criteria can help guide you to the best fit for your situation.

#### Temporary Promotion

- Temporary and probationary employees are not eligible
- Internal solicitation of interest within Division is required
- A vacancy must exist
- Employee must meet the minimum qualifications of the position
- Assignment must be longer than 30 days but less than 1 year
- Rate of pay is determined by the salary calculation process. (this shall be no less than a 5% increase to the employee's base rate of pay)
- Temporary Promotion assignment must be in a higher pay grade than the employee's current position

#### Acting Pay

- Temporary and probationary employees not eligible
- Internal solicitation is not required
- Covering a vacancy OR leave of absence
- Assignment duration is longer than 10 business days but less than 12 weeks
- Employee does not need to meet the minimum qualifications of the position
- Rate of pay is determined by the Acting Pay tiers chart and is applied as a flat percentage increase to the employee's base rate of pay (no less than 5%)

#### Acting Pay Tiers Chart

Purpose for Acting Pay	Acting Pay Percentage
Leave of Absence Coverage or Backfill	
Covering a vacancy in the same pay range (non-classified only)	5%
Covering a non-supervisory vacancy in a higher pay range	
Covering a supervisory/managerial vacancy in a higher pay range (partial or shared responsibilities)	6%
Covering a supervisory/managerial vacancy in a higher pay range (employee does not meet minimum requirements but covers all responsibilities)	7%
Covering a Section Director, Division Director or higher position vacancy (partial or shared responsibilities)	8%
Covering a Section Director, Division Director or higher position vacancy (employee does not meet minimum requirements but covers all responsibilities)	10%
For all assignments listed above, add 0.5% for each pay range <u>between</u> the current classification and the acting assignment classification. For example, if an employee is in grade 15R and is acting for a position in 55R add 3.5% (0.5% for 7 pay ranges), do not include 15R and 55R.	
Hourly coverage for absence/vacancy (public safety only)	5%

If you are unsure whether Acting Pay or a Temporary Promotion would be a good fit or would like to submit a request, please reach out to Sara Stachura [Sara.Stachura@flagstaffaz.gov](mailto:Sara.Stachura@flagstaffaz.gov) or another member of the Class and Comp team and we are happy to help guide you through the process.

## Recruitment

### 2nd Annual Job Fair at the Library

Our recruitment team held the 2nd annual City of Flagstaff Job Fair at the library in April. We would like to extend our gratitude and thanks for the divisions who were represented including PD, Fire, Water Services, Engineering, Public Works, and the Library. The team held the job fair over the lunch hour which boosted attendance and increased sign ups for resume and cover letter reviews than the previous year.

### Monthly Recruitment Tip:

The City of Flagstaff is always in search for people who exemplify our mission's values and recruitment events are great ways to meet potential employees. A recruitment event may include job fairs or career days at high schools and colleges. If you know of any recruitment events please reach out to Kim Bottorff [kimberly.bottorff@flagstaffaz.gov](mailto:kimberly.bottorff@flagstaffaz.gov).

### New Job Postings:

[Economic Development Manager](#)

[Head Lifeguard](#)

[Lifeguard](#)

[Maintenance Technician I - Facilities](#)

[Recreation Program Assistant - Aquatics](#)

### NEOGOV OnBoard

HR Team is excited to be resuming implementation of NEOGOV OnBoard. This portal will help streamline the hiring and employee integration process by providing easier management of new hire paperwork, automating workflows, and ensuring compliance with employment regulations.

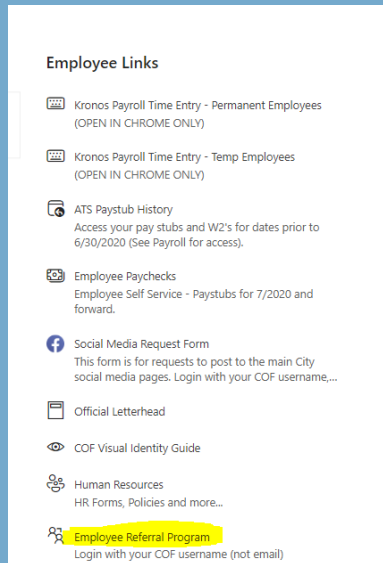
### Employee Referral Program

If you like working on Team Flagstaff, be sure to refer a friend or family member! The Employee Referral Program is available for benefit eligible employees and

positions. Attached is the **process document** for additional information regarding eligibility, incentives, and the process.

- If referred candidate attends an interview, referring employee is eligible to receive a \$25 incentive
- If referred candidate is hired, referring employee is eligible to receive a \$75 incentive
- If referred candidate completes one year of employment, referring employee is eligible to receive \$250 incentive, OR 8 hours of award leave

The OnBase Employee Referral Form is linked **here**, and can also be found on CityNet under Employee Links here:



## Employee Recognition



## Training and Development:

### Rewards and Recognition:

The City of Flagstaff offers a wide variety of Rewards and Recognition systems allowing employees to be recognized in different manners at every level in the organization. To learn more about each award please visit the [Rewards and Recognition](#) page on the city website. Speak to your supervisor or the human resources department about how to set individual goals for pursuing Rewards and Recognitions.

## Policies and Directives

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

- [Reimbursement for Interview & Relocation Expenses](#) - The City has developed this policy to recruit and hire the best applicants. The City of Flagstaff may reimburse for interview expenses and/or pay for relocation expenses based on IRS regulations.

- [Service Animals in City Facilities](#) - The City has developed this policy to assist individuals with disabilities who use Service Animals to access City facilities, services, and programs.
- [Social Media](#) - The City has developed this policy to establish guidelines for City employees regarding the creation, use, and management of official City-run social media accounts.
- [Volunteerism](#) - The City has developed this policy to encourage employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life in Flagstaff.

\*\*\*The new Holiday Ordinance has passed and will be effective for this year including the upcoming Juneteenth on Wednesday June 19, 2024.\*\*\*

### Compliance Tip:

A few reminders when it comes to reporting injuries and illnesses:

- **EVERYTHING**, no matter how small, gets reported to TriageNow. Feel free to still report things to Risk Management, but TriageNow is how we at the City handle the first report of injury (FROI)
- You **MUST** provide your social security number, it is a requirement
- If treatment is not originally sought (e.g., near miss/info only), and then you decide you need treatment, you need to call TriageNow back and let them know so they can update the paperwork and the notices
- **Finally, please provide a good email address** that you check or you will not receive your acknowledgement letter. This is important because the acknowledgement letter has your adjuster's name, the policy number and the claim number. If you can't provide the above information to the treating provider, you will get the bill. If you don't pay the bill, you will be sent to collections



1-844-282-7823



### Employee Relations Tip:

Please check your NEOGOV dashboard for overdue tasks related to performance evaluations and complete the tasks. All FY24 evaluations need to be completed prior to **June 7, 2024** to process merit increases and prepare the system for the FY25 performance evaluations. If you see duplicate evaluations, please contact Alan at [Alan.Keay@flagstaffaz.gov](mailto:Alan.Keay@flagstaffaz.gov).

## Risk Management

### June Trainings

4th – ADOSH Webinar: Heat Stress (8:30AM)

5th – ADOSH Webinar: Trenching and Soil Mechanics (8:30AM)  
11th – ADOSH and NFPA: Hot Work Permits (8:30AM)  
12th – ADOSH Webinar: LOTO (8:30AM)  
12th – ADOSH Webinar: Heat Stress/Illness Prevention (1:00PM)  
14th – OSHA 10-HR Construction Class DAY 1 (7AM-3PM)  
17th – OSHA 10-HR Construction Class DAY 2 (7AM-3PM)  
19th – ADOSH Webinar: Evacuation and Emergency Planning (8:30AM)  
19th – Monthly Safety Committee Meeting (1-2:30PM)  
20th – ADOSH Webinar: Respirator Standards (8:30AM)

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## **JUNE IS NATIONAL SAFETY MONTH!!**

Click [here](#) for more information on each week's topic and material.

June 1-8



Safety  
Engagement

June 9-15



Roadway  
Safety

June 16-22



Risk Reduction

June 23-30



Slips, Trips and  
Falls

### **Workplace Fatigue**

It's a common mantra to be "tired" at work and seems like a minor inconvenience most of the time. However, workplace fatigue can be a serious issue that not only reduces motivation and productivity but more importantly makes one accident prone and diminishes the immune system.

Day-to-day, watch for signs of fatigue such as yawning, rubbing eyes, difficulty concentrating, forgetfulness, slow reaction times, poor coordination, irritability, headaches, dizziness, and an increase in accidents or mistakes. Supervisors should also monitor their team members for these signs and encourage them to take action to reduce fatigue. Allow and encourage employees to take a break when tired and rejuvenate with a walk, resting, or getting something to drink and eat.

Long-term, creating a work environment that reduces fatigue overall is ideal. Familiarize yourself with regulations from OSHA and FMCSA regarding scheduled hours, over-time, breaks and rest periods. Employees and supervisors alike should feel comfortable addressing fatigue-related concerns. A healthy work-life balance is vital to reducing fatigue, keeping in mind that fatigued employees reduce production and quality of work.

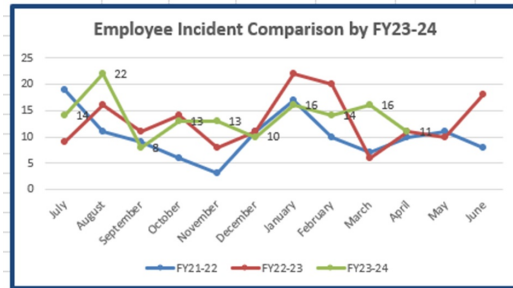
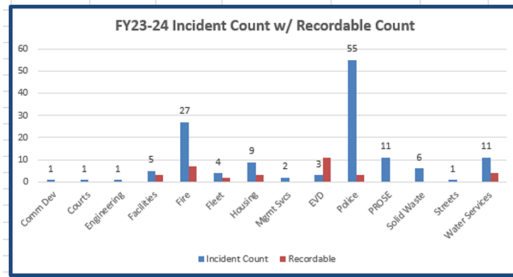
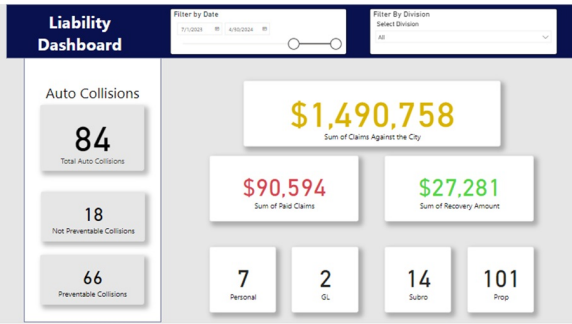
Employees should be advised of and encouraged to utilize wellness programs, good sleep hygiene, and most importantly accessing the EPA for support services and mental health well-being to manage stress and anxiety.

---

**BY THE NUMBERS:**

**FY23-24**

To play with the interactive liability dashboard, click [here](#).



## Words of Wisdom

Some days you feel good because you absolutely smashed everything on your to-do list. Other days you feel good because you managed to take a shower. Whichever it is, I hope you find something that makes you feel good today!

-Veronica Dearly

If there is something you would like us to address in a future newsletter, please email us at [human.resources@flagstaffaz.gov](mailto: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 \(az.gov\)](#)

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

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# PARKS, RECREATION, OPEN SPACE, AND EVENTS

MAY 2024 NEWSLETTER



*Connecting our community through people,  
parks, natural areas, and programs.*

## Aquaplex & Jay Lively Cleaning and Maintenance

The Aquaplex is open again after completing several facility projects during the annual cleaning and maintenance closure. Jay Lively Activity Center continues work on large scale projects to reopen soon.



## Spring Events are Here!

Event season is upon us as our parks and public spaces continue to be utilized daily for events large and small while our recreation centers offer a variety of enriching opportunities for the public.



West Flagstaff Little League Field looking well-groomed and ready for the season



# PARKS

## Playground Safety Training

Parks staff attended a Playground Safety Training taught by Parks Supervisor Lynold Herder, and Parks Technician Daniel White. The training reviewed how to inspect playgrounds for safety including elements of hazard identification, surfacing requirements, and risk management.



Fresh cut grass at W Flag Little League Field



Examples of old playground hardware

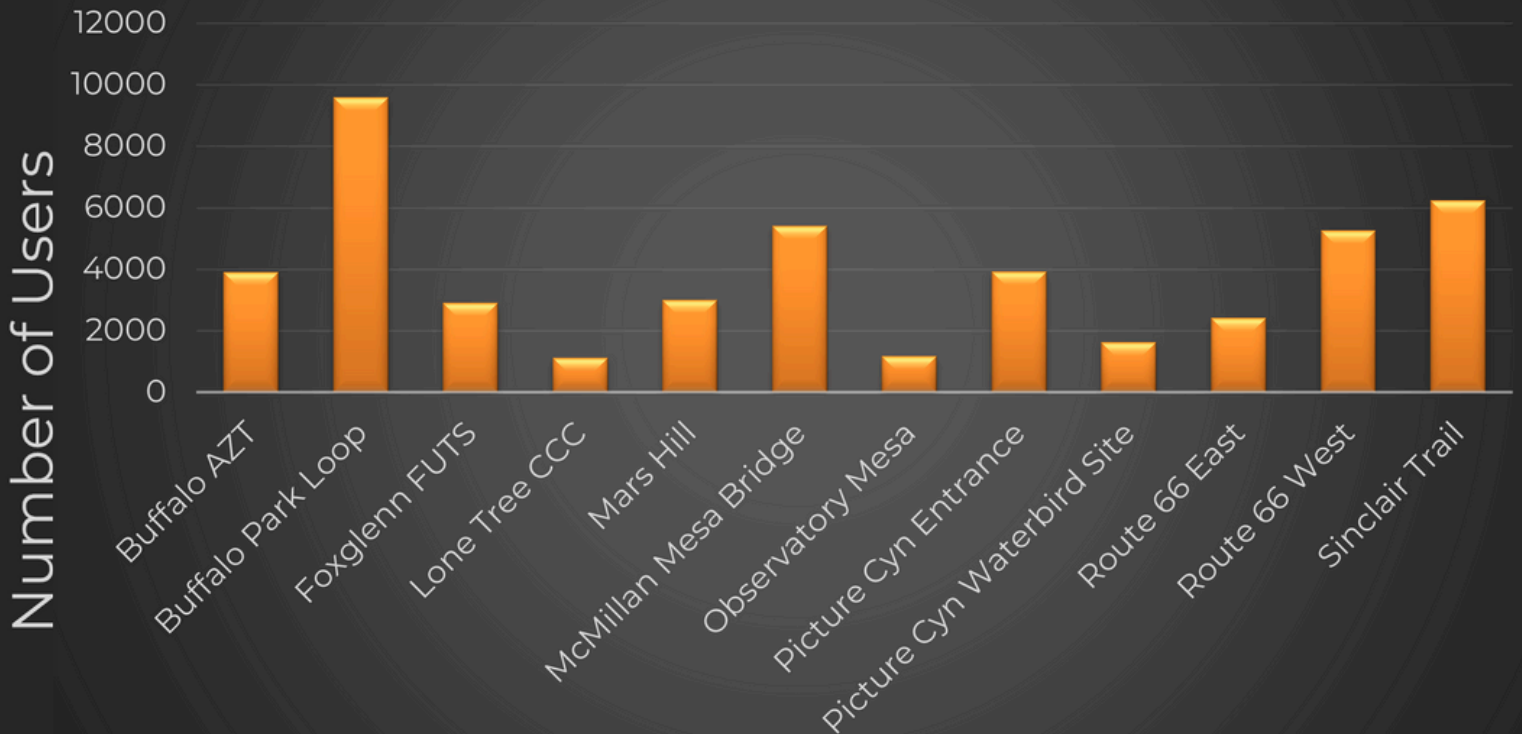
Daniel pointing to some slides



## Irrigation Improvements

After an energy audit was performed in partnership with the Sustainability section, Parks' smart irrigation systems were upgraded with new flow sensors and master valves. This improvement will help save water by automatically detecting breaks and offering a quick way to stop the flow, minimizing wasted water.

## April 2024 FUTS Trail Counts



Jay Livley staff photo in the iceless rink



# RECREATION

## Jay Lively Activity Center

### Cleaning and Maintenance Closure

Jay Lively staff have been working hard during the cleaning and maintenance closure. With the help of Facility Services, Parks, and some contract work, the center has been able to break ground on some much-needed maintenance and cleaning projects. Staff continue working diligently to complete these projects before the target re-opening date of June 1st.

#### Some work completed/in progress:

- New rubber flooring installed in previously hazardous areas
- Ice from rink completely removed and soon to be replaced
- Cracking in ice rink concrete inspected with cracks and other exposed areas throughout the surface filled with epoxy
- Ice rink surface, markings, lines and new logo repainting/installation
- Chiller lines exposed to inspect ice buildup around pipes (solution to the problem has yet to be determined and solved)
- Deep cleaning of the entire facility, sanding and staining all benches, paint touch ups, scrubbing dasher boards etc.

Chunks of ice ready for removal



Trenching outside the building

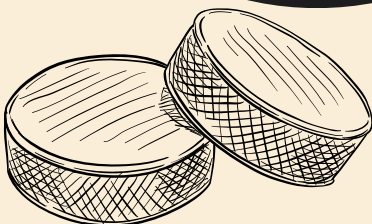


Staff pulling up the lines under the ice.



### Chillin' in the Pines Hockey Tournament Success

Chillin' in the Pines Hockey Tournament had another successful outing this year with ten teams participating in the B & C divisions and twelve teams participating in the D division.



Skate shredding the ice



Sidewalk chalk art in front of Hal Jensen



# RECREATION

## Hal Jensen Recreation Center

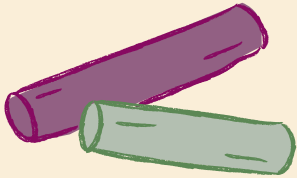
### Hal Jensen Chalk Your Walk Event

In partnership with ARTx, Hal Jensen hosted Chalk Your Walk, where artist Chas Frisco led community members in creating art with chalk on the sidewalk in front of the Center. The event was greatly appreciated by all ages and saw over 30 participants.

Artist Chas Frisco creating word art



Event participants creating chalk art



### NACA Garden Blessing

Native Americans for Community Action (NACA) hosted a Garden Blessing event to commence the growing season at the Community Garden plots.



Garden growth from last season

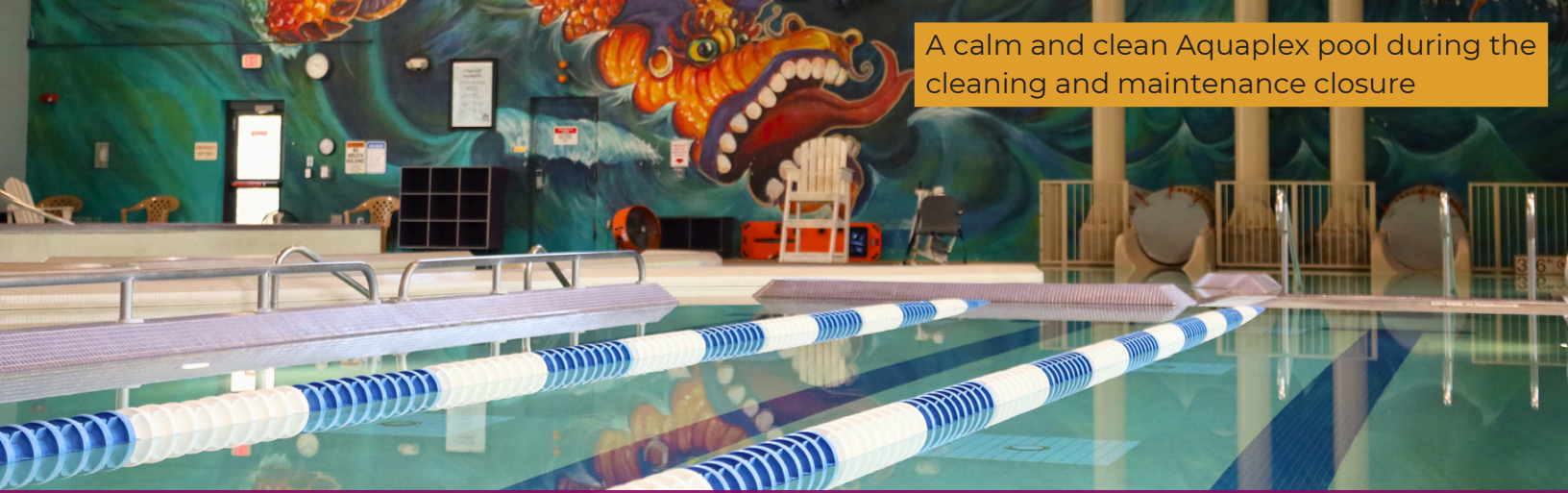
### Night Court

Night Court continues to grow in popularity, offering an opportunity for youth to practice their basketball skills in a fun late night setting.



Night Court action





A calm and clean Aquaplex pool during the cleaning and maintenance closure

# RECREATION

## Aquaplex & Joe C Montoya Community and Senior Center

### Aquaplex Cleaning & Maintenance Closure Complete

The Aquaplex utilized staff as well as contracted help to make diligent use of the annual cleaning and maintenance closure.

#### Completed cleaning and maintenance:

- New slip-resistant flooring installed in the Party Room
- Carpet in the Fitness Floor replaced with rubber flooring to match other areas
- Deep cleaning of the gym floor, track, carpets
- Stripped and waxed kitchen, community room, and movement studio floors
- Pool drained and refilled with fresh water and areas deep cleaned
- New slide pad installed
- Deep cleaning of all other areas and organization of front desk operations materials



Members of the public enjoying open swim after the re-opening

### Wild West Pool Party

The Aquaplex hosted a wild west themed pool party which saw over 80 attendees. Participants received a bandana, cowboy hat, snap bracelets, and snacks. The party room and pool area were decorated and games such as horseshoes and pin the tail on the donkey were set up while country music played.



Decorations and games at the Pool Party

### Tai Chi at Joe C. Montoya Community & Senior Center

Tai Chi classes have been well attended and growing rapidly. Plans for expanding this program to meet the popularity are in the works!



# OPEN SPACE



Watercolor painting of Elden by an event participant



Event participant painting a nature scene

## Plein Air in Open Space Event

Open Space hosted two Plein Air events in conjunction with ARTx. Each event featured a participating artist and offered an opportunity to create a painting or drawing while immersed in nature.



Event participant and their watercolor painting



## Public Outreach and Education

Open Space has been reaching the public through participating in several events this month, including the STEM City Festival at Fort Tuthill and Earth Day at Bushmaster Park. Staff and volunteers offered hands-on educational activities and information about Open Space properties and programs.



Booth at STEM City Festival

## School Field Trips

School field trips to Open Space have been in full swing! This month, students from Killip & Cromer Elementary visited Picture Canyon to learn about the watershed and do some



Students on a field trip at Picture Canyon



Booth at Earth Day

hands-on restoration and trail service projects in partnership with the Arizona Trail Association Seeds of Stewardship Program.

# EVENTS & MARKETING



## Event Season Begins!

The Events and Marketing team helped permit over thirty events that took place in our parks or public spaces this month. They also completed twenty-five internal marketing requests and continue working creatively to spread the word about upcoming events and programs.

### Some upcoming events and programs

**Flagstaff Aquaplex**

**SUMMER DAY CAMP**

**Two-Week Sessions**

June 17th - 28th  
July 8th - 19th  
July 22nd - August 2nd

Ages: 6-11 Years

Monday - Friday

7:30am - 6:00pm

928-213-2300

Member Price: **\$250** Non-Member Price: **\$300**

Click to register on WebTrac

**Flagstaff Aquaplex**

**LEARN TO ROCK CLIMB**

Ages 6-14

Tuesdays

5:30pm - 7:30pm

Click to register on WebTrac

**Hal Jensen Recreation Center**

**JUNETEENTH BLOOD DRIVE**

in partnership with **vitalant** Blood Donation

Monday, **June 17th**

12:00pm - 5:00pm

Hal Jensen Rec Center (2403 N Izabel St)

**CITY OF FLAGSTAFF PROSE**

**CONCERTS IN THE PARK**

Wednesday nights in June & July 5:30 pm - 7:30 pm

JUNE	JULY
6/5 Tommy Dukes Jim Cullen Park	7/3 Arizona Hired Guns Peaks View County Park
6/12 Dennis Herrera Band Bushmaster Park	7/10 Big Daddy D and the Dynamites Mobile Haven Park
6/19 Cameron Jameson Cheshire Park	7/17 Optimal Delusion Raymond County Park
6/26 The Flag 5 Band Duck Pond Field	7/24 The Carbonics Bushmaster Park
	7/31 Ace Slim Jim Cullen Park

Join Open Space for June's

**FULL MOON BIKE RIDE**

Trail Head: **Buffalo Park**  
to ride Nate Avery loop & McMillan Mesa loop

Friday, June 21st  
7:30 - 8:45pm

**Introduction to Invasive Weeds Workshop**

Learn how to identify invasive plants. Bring your weeds to the experts! This workshop is in partnership with the **Climate Resilience Project**.

Tuesday, June 11th  
6:00-8:00pm  
Foxglenn Park Ramada

**Volunteer Weed Pull**

Pull weeds at the Flagstaff Aquaplex and along Industrial Drive. Wear long pants and long sleeves. Bring water, sun protection and gloves if you have them (there will be extra to borrow). All other materials and tools will be provided.

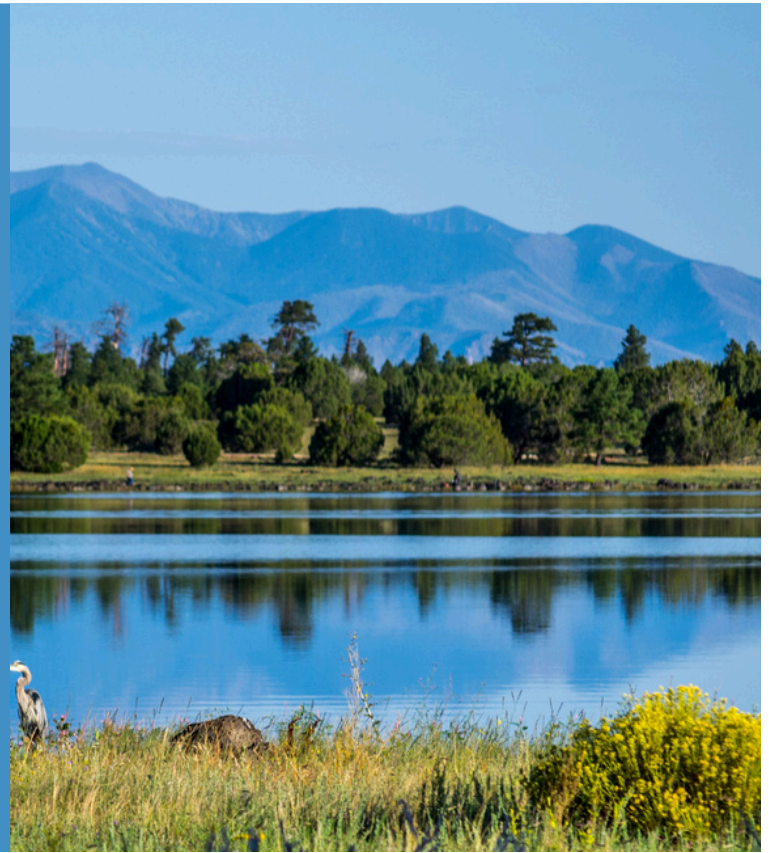
Wednesday, June 26th  
7:00-9:00am  
Flagstaff Aquaplex

# HOUSING SECTION NEWSLETTER

*City of Flagstaff*



**JUNE 2024**



## DOWNPAYMENT AND CLOSING COST BOND PROGRAM UPDATE



As part of the November 2022 Election, voters approved \$20 Million to create rental and homeownership opportunities for the residents of Flagstaff. \$7 million of the overall amount is to be used to assist eligible first-time Flagstaff homebuyers with down payment and closing cost assistance for the purchase of a home within City limits. Housing staff is currently researching to develop a Program framework. Staff will be building off the current Community Homebuyer Assistance Program (CHAP) program to develop a new bond-funded program.

## FLAGSTAFF REGIONAL PLAN 2045 UPDATE - STEERING COMMITTEE MEETINGS

In May Housing staff participated in two Steering Committee meetings to discuss the draft Social and Economic Systems chapter and the Land Availability & Suitability Study (LASS) and the Code Analysis Project (CAP). The LASS-CAP discussion will help inform future Committee decisions on several topics related to zoning for increased housing supply and cost of development.

Housing will continue to work with the Comprehensive Planning staff to refine the narrative, goals, and policies related to equitable housing and economic health based on the Committee's feedback, in addition to reviewing forthcoming draft chapters of the Plan. Visit the [Regional Plan 2045 website](#) for more information about the planning process and opportunities for public participation.



# 2024 AMI RELEASED

Housing staff have prepared the new 2024 Area Median Income (AMI) limits for the City's Affordable Homeownership and Rental Programs, in addition to HUD's standard income limits for federally funded programs. These income limits are developed each spring and are used to determine a household's eligibility for both federal and local housing programs. The new AMI tables have been distributed to the City's housing partners and are effective immediately.

2024 Area Median Income Limits for Flagstaff, AZ Affordable Homeownership Programs						
Household size	30%	50%	80%	100%	125%	150%
1	\$21,000	\$38,010	\$55,950	\$76,020	\$95,025	\$114,030
2	\$24,000	\$43,440	\$63,950	\$86,880	\$108,600	\$130,320
3	\$27,000	\$48,870	\$71,950	\$97,740	\$122,175	\$146,610
4	\$31,200	\$54,300	\$79,900	\$108,600	\$135,750	\$162,900
5	\$36,580	\$58,644	\$86,300	\$117,288	\$146,610	\$175,932
6	\$41,960	\$62,988	\$92,700	\$125,976	\$157,470	\$188,964
7	\$47,340	\$67,332	\$99,100	\$134,664	\$168,330	\$201,996
8	\$52,720	\$71,676	\$105,500	\$143,352	\$179,190	\$215,028

Sources:  
[https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO22380M22380\\*Flagstaff%2C+AZ+MSA&wherefrom=%24wherefrom%24&selection\\_type=hmfa&year=2024;](https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO22380M22380*Flagstaff%2C+AZ+MSA&wherefrom=%24wherefrom%24&selection_type=hmfa&year=2024;)

2024 Area Median Income Limits for Flagstaff, AZ  
Affordable Rental Program

Household size	30%	40%	50%	60%	70%	80% Max Income for Initial Lease	90%	100% AMI Max Income for Recertifying Tenants
1	\$21,000	\$28,000	\$35,000	\$42,000	\$49,000	\$56,000	\$63,000	\$70,000
2	\$24,000	\$32,000	\$40,000	\$48,000	\$56,000	\$64,000	\$72,000	\$80,000
3	\$27,000	\$36,000	\$45,000	\$54,000	\$63,000	\$72,000	\$81,000	\$90,000
4	\$29,970	\$39,960	\$49,950	\$59,940	\$69,930	\$79,920	\$89,910	\$99,900
5	\$32,370	\$43,160	\$53,950	\$64,740	\$75,530	\$86,320	\$97,110	\$107,900
6	\$34,770	\$46,360	\$57,950	\$69,540	\$81,130	\$92,720	\$104,310	\$115,900
7	\$37,170	\$49,560	\$61,950	\$74,340	\$86,730	\$99,120	\$111,510	\$123,900
8	\$39,570	\$52,760	\$65,950	\$79,140	\$92,330	\$105,520	\$118,710	\$131,900

Source:  
[https://www.huduser.gov/portal/datasets/il/il2024/2024sum\\_mtsp.odn?inputname=METRO22380M22380\\*Flagstaff%2C+AZ+MSA&area\\_choice=hmfa&year=2024](https://www.huduser.gov/portal/datasets/il/il2024/2024sum_mtsp.odn?inputname=METRO22380M22380*Flagstaff%2C+AZ+MSA&area_choice=hmfa&year=2024)

## 2024 AMI RELEASED (CONTD)

### 2024 Area Median Income Limits for Flagstaff, AZ

#### Federally Funded Programs

*Do not use these income limits for Flagstaff Affordable Homeownership Programs*

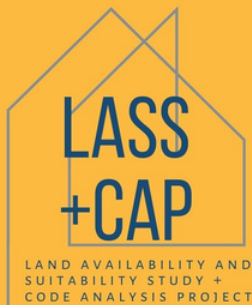
Household size	30% - Extremely Low Income	50% - Very Low Income	60% - LIHTC Max	80% - Low Income
1	\$21,000	\$35,000	\$42,000	\$55,950
2	\$24,000	\$40,000	\$48,000	\$63,950
3	\$27,000	\$45,000	\$54,000	\$71,950
4	\$31,200	\$49,950	\$59,940	\$79,900
5	\$36,580	\$53,950	\$64,740	\$86,300
6	\$41,960	\$57,950	\$69,540	\$92,700
7	\$47,340	\$61,950	\$74,340	\$99,100
8	\$52,720	\$65,950	\$79,140	\$105,500

Sources:

[https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO22380M22380\\*Flagstaff%2C+AZ+MSA&wherefrom=%24wherefrom%24&selection\\_type=hmfa&year=2024](https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO22380M22380*Flagstaff%2C+AZ+MSA&wherefrom=%24wherefrom%24&selection_type=hmfa&year=2024);

[https://www.huduser.gov/portal/datasets/il/il2024/2024sum\\_mtsp.odn?inputname=METRO22380M22380\\*Flagstaff%2C+AZ+MSA&area\\_choice=hmfa&year=2024](https://www.huduser.gov/portal/datasets/il/il2024/2024sum_mtsp.odn?inputname=METRO22380M22380*Flagstaff%2C+AZ+MSA&area_choice=hmfa&year=2024)

## LASS-CAP UPDATE



In April the consultant team from DOWL and Cascadia Partners provided an update to Council on the draft Land Availability and Suitability Study (LASS) and the first step of the Code Analysis Project (CAP), which is a code diagnostic report. The findings from both the LASS and code diagnosis were kept high level and fact-based, with an emphasis on the community involvement and inter-departmental collaboration ahead. Consultants are currently working to finalize the LASS deliverables and code diagnostic report. This summer consultants will work with stakeholders to explore options and understand staff's feedback regarding new code concepts. Visit the [LASS-CAP website](#) for an overview of the project and to access documents.

## TWO AFFORDABLE HOMES SOLD

Housing staff facilitated the closing of two permanently affordable homes in April and May. One was a Rio Homes townhome resale and the other was a new Miramonte condominium. Both households are under the 80% Area Median Income (AMI) limit, which makes this incredible achievement even more significant given the current market! Congratulations to the new homeowners!

## 2024 CDBG ANNUAL ACTION PLAN

On Tuesday, May 21st, 2024, City Council passed a resolution approving the submission of the City's 2024 Community Development Block Grant (CDBG) Annual Action Plan to the U.S. Department of Housing and Urban Development. This plan includes allocations of the 2024 CDBG entitlement to local agencies for housing assistance projects that serve homeless and low-and-moderate income households including:

- Housing Solutions of Northern Arizona - Acquisition Assistance for 2 Affordable Rental Units: \$270,729.50
- Flagstaff Shelter Services' Safety Improvements at the Lantern (Hotel to Housing Program) : \$270,729.50
- Coconino County Health and Human Services Senior Nutrition Program Meals on Wheels: \$46,135
- Boys and Girls Club of Flagstaff Childcare and School Break Programs: \$26,933
- Community Assistance Teams of Flagstaff Mobile Shower and Outreach Bus: \$26,933



*Working to create housing opportunities for all Flagstaff residents!*



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

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

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Steven Thompson, Sustainability Supervisor  
**Date:** 06/05/2024  
**Meeting Date:** 06/11/2024



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**TITLE:**

**Engage, Empower, Elevate program update from recipient Community Assistance Teams of Flagstaff**

**DESIRED OUTCOME:**

This is an informational update only.

**Executive Summary:**

The Engage, Empower, and Elevate (E3) program provides annual funding to a community-based organization which provides employment opportunities to persons experiencing homelessness or at risk of homelessness, to abate litter in our community.

The City has provided funding to the Community Assistance Teams (CATs) of Flagstaff to implement their program. Staff and CATS will provide an update on this program and highlight its impacts on our community. This will include a presentation from Wendy White, the executive director of CATs.

**Information:**

The Engage, Empower, elevate grant was created by the City of Flagstaff Sustainability Division as a pilot program in response to a twofold challenge in Flagstaff: the record high number of unsheltered community members and keeping Flagstaff litter free is an ongoing challenge. In FY23, the City sought registered community non-profits through a formal solicitation to provide social services to persons at risk of homelessness or experiencing homelessness to help address litter in the city. Community Assistance Teams of Flagstaff was chosen through the formal solicitation process.

In FY24, the City of Flagstaff's \$30,000 in funding was matched by Arizona Department of Housing Funds for a total of \$60,000 in fiscal year 2024. The E3 grant program, is funded through the Sustainability Division.

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**Attachments:** [E3 program update annual report](#)

# Engage, Elevate, Empower

Annual Update

Steven Thompson

June 11, 2024





# Discussion



- **Overview**
- **Annual Update**



# Overview



## Mission

- Provide funding to a community-based organization which provides employment opportunities to persons experiencing homelessness or at risk of homelessness and abate litter in our community.



# Overview



## History

- Created as a pilot program in response to a twofold challenge in Flagstaff: 1) increased number of unsheltered community members and 2) litter accumulation
- Matching funds from the Arizona Department of Housing became available
- Through the formal solicitation and evaluation process, the Community Assistance Teams of Flagstaff (CATs) was selected
  - Tonight, CATs will provide their first annual update.

**Community  
Assistance  
Teams of  
Flagstaff**

**People at Work**

**C.A.Ts P@W Program**



# C.A.Ts' Mission

Our mission is to transform lives by empowering people with the tools to survive and thrive through the creation of community. We use the Diné term k'é to express our belief that **we are ALL part of the community and responsible for each other's well-being-regardless of housing status.** We reach out to engage unsheltered and disenfranchised relatives where they are and accept them without judgment. We strive to reduce the stigma and humiliation that unsheltered relatives suffer on a daily basis.



A person wearing a red hooded jacket is sitting on the ground in a dark, outdoor setting, possibly a park or a wooded area. The person is hunched over, and their face is not clearly visible. The background is dark and blurry, suggesting a nighttime or low-light environment. The overall mood is somber and reflective.

# Lost human potential

- 653,104 people experienced homelessness in the United States on a single night in **January 2023, a 12% increase from 2022 and the highest number since 2007.** Homelessness amongst Native Americans increased by an astonishing **18% in the same one-year period.**
- One in every 500 Americans is without housing, and many more live in substandard conditions.
- Unsheltered community members face significant barriers to housing and employment, including the stigma of being homeless.
- Stigma and community bias force them into the shadows, creating a cycle of resentment, distrust and even hatred.
- Communities that use criminal penalties, restrictive zoning and neighborhood associations to cast out people without housing only worsen the crisis of unaffordable housing and increase the loss of human potential.

# C.A.Ts of Flagstaff

- The Community Assistance Teams (CATs) of Flagstaff was getting ready to provide mobile services to reach unsheltered relatives on Flagstaff's streets. Coincidentally, C.A.T's motto is to "*Reach out. Engage. Empower. Transform.*"
- Philosophy-how to help unsheltered people reengage with the larger community and address the growing litter problems.



# Unsheltered People want to work- but the barriers are overwhelming

## Barriers to employment

- Stigma
- Disability or Poor health
- Lack of Training/Education
- Loss of identification documents
- No housing
- No transportation
- No contact information
- Age
- Lack of hygiene and adequate clothing



# C.A.Ts People at Work Program (C.A.Ts' P@W)

- C.A.Ts applied for and received the E3 ( Engage, Empower, Elevate) grant through the City of Flagstaff Sustainability Office.
- After a successful pilot project in the Fall of 2022 we agreed to continue the program. We learned important lessons from the pilot project and made some changes in year two starting July 1, 2023.
- We changed from a cash payment to a payroll card system.
- We switched from a simple Excel spreadsheet to Quickbooks payroll.
- We implemented an application process including a written form and interview
- We focused on people who show interest in obtaining regular employment and taking steps to improve their lives.
- We bought a small pick up truck with funds from other sources in order to transport litter and to expand our geographic area



# What our Crew of Homeless People Did in 2023

- From July 1, 2023, through December 13, 2023, our homeless crew picked up 935 bags of trash and recycling from Flagstaff's streets and public ways. That's about 32,705 gallons or 4,375 cubic feet of street litter.
- They contributed a combined total of 1,206 service hours to the community to maintain it's beauty during the 5 1/2 months we operated in 2023.



# Where they Picked Up Litter

- 261 bags of litter were picked up in the Sunnyside neighborhood alone with 336 service hours committed to improving the Sunnyside neighborhood. Our crew of unsheltered folks were thanked, offered homemade cookies, water, and lemonade by grateful residents and businesses.
- 198 bags were picked up in the Southside neighborhood. Again, they were thanked by almost everyone they met.



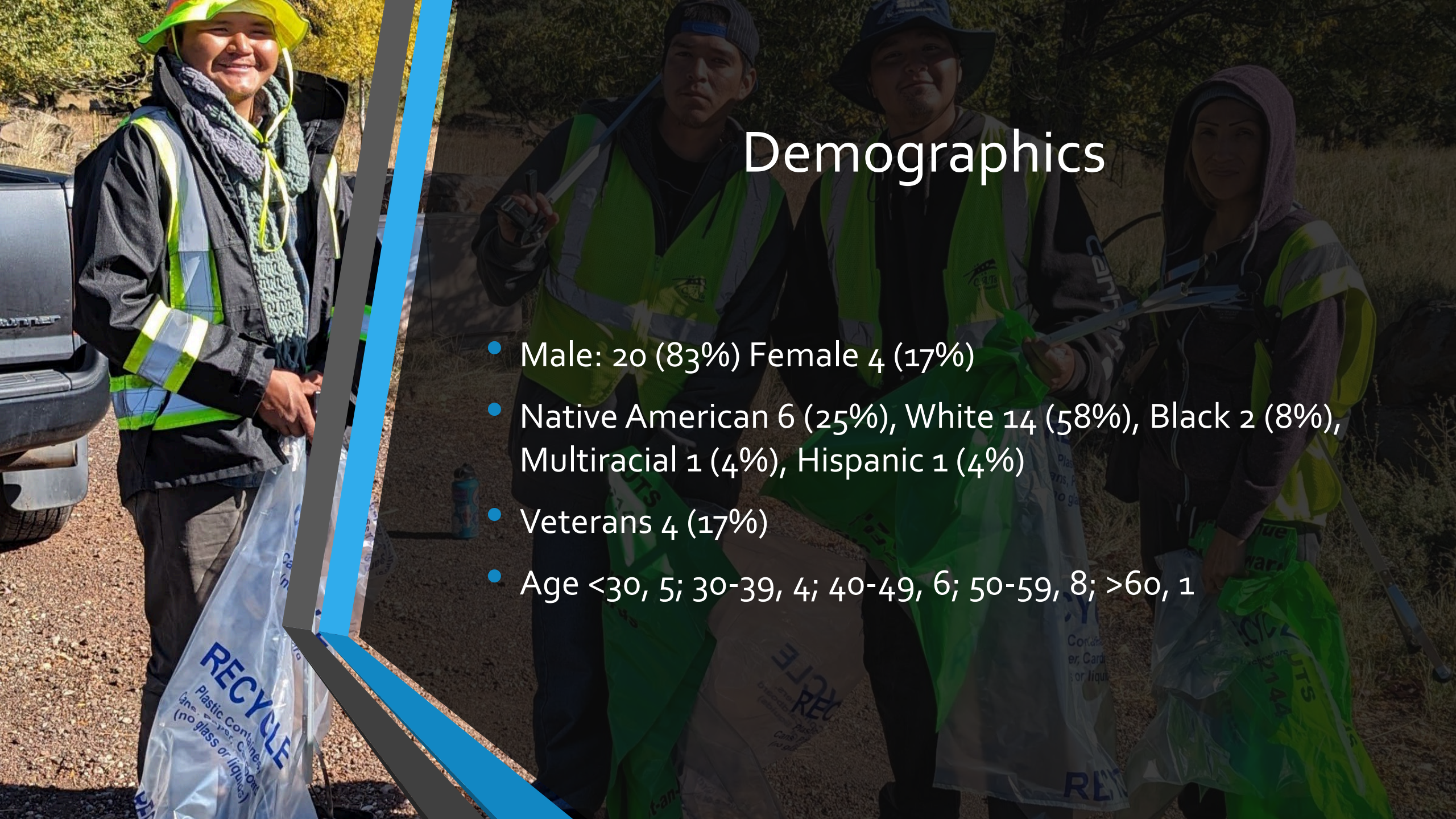
# Litter Collected by Location

Location	Days	Participants	Hours	Litter	Recycling	Total	Approx. Gallons	Approx. Cubic Ft.
4 <sup>th</sup> St.	90	38	117	61	25	86	3010	402
Buffalo Park	2	9	27	9	3	12	420	56
E Butler	9	36	118	67	39	106	3710	495
Huntington	4	16	51	40	14	54	1890	252
Milton	3	16	54	28	11	39	1365	182
Rte 66	5	23	88	48	24	72	2520	336
Rte 66-Bike Path	2	9	28	13	8	21	735	98
Southside	23	90	291	132	63	198	6930	926
Sunnyside	24	98	336	192	69	261	9135	1221
W Butler	8	29	97	55	31	86	3010	402
<b>Totals</b>	<b>170</b>	<b>364</b>	<b>1,206</b>	<b>645</b>	<b>287</b>	<b>935</b>	<b>3,2725</b>	<b>4,370</b>

# P@W Crew Experiences

- The P@W program didn't just help the community. It helped the participants as well.
  - We provided work opportunities to 24 unique individuals;
  - Employees typically worked 3 hours a day, 1-4 days per week
  - 4 people worked only one day, the majority worked for several months
  - Per grant terms, everyone was paid Flagstaff minimum wage and taxes were withheld





# Demographics

- Male: 20 (83%) Female 4 (17%)
- Native American 6 (25%), White 14 (58%), Black 2 (8%), Multiracial 1 (4%), Hispanic 1 (4%)
- Veterans 4 (17%)
- Age <30, 5; 30-39, 4; 40-49, 6; 50-59, 8; >60, 1

# Real Outcomes

- Of the 24 employees;
  - 1 entered into a paid industrial sewing apprenticeship
  - 5 obtained full time employment
  - 1 obtained regular part time employment
  - 3 were able to earn enough to leave Flagstaff for more favorable destinations
  - 2 entered rehab
  - 1 decided not to commit suicide
- They all reported a greater sense of dignity, giving back to the community and mother earth, and a greater sense of responsibility.



“

*Working for the C.A.Ts crew made me more aware of the footprints I'm leaving on the Earth and a more active obligation to keep cities like Flagstaff picture perfect. KB*

”

*“This program has helped me gain confidence in myself.” MS*

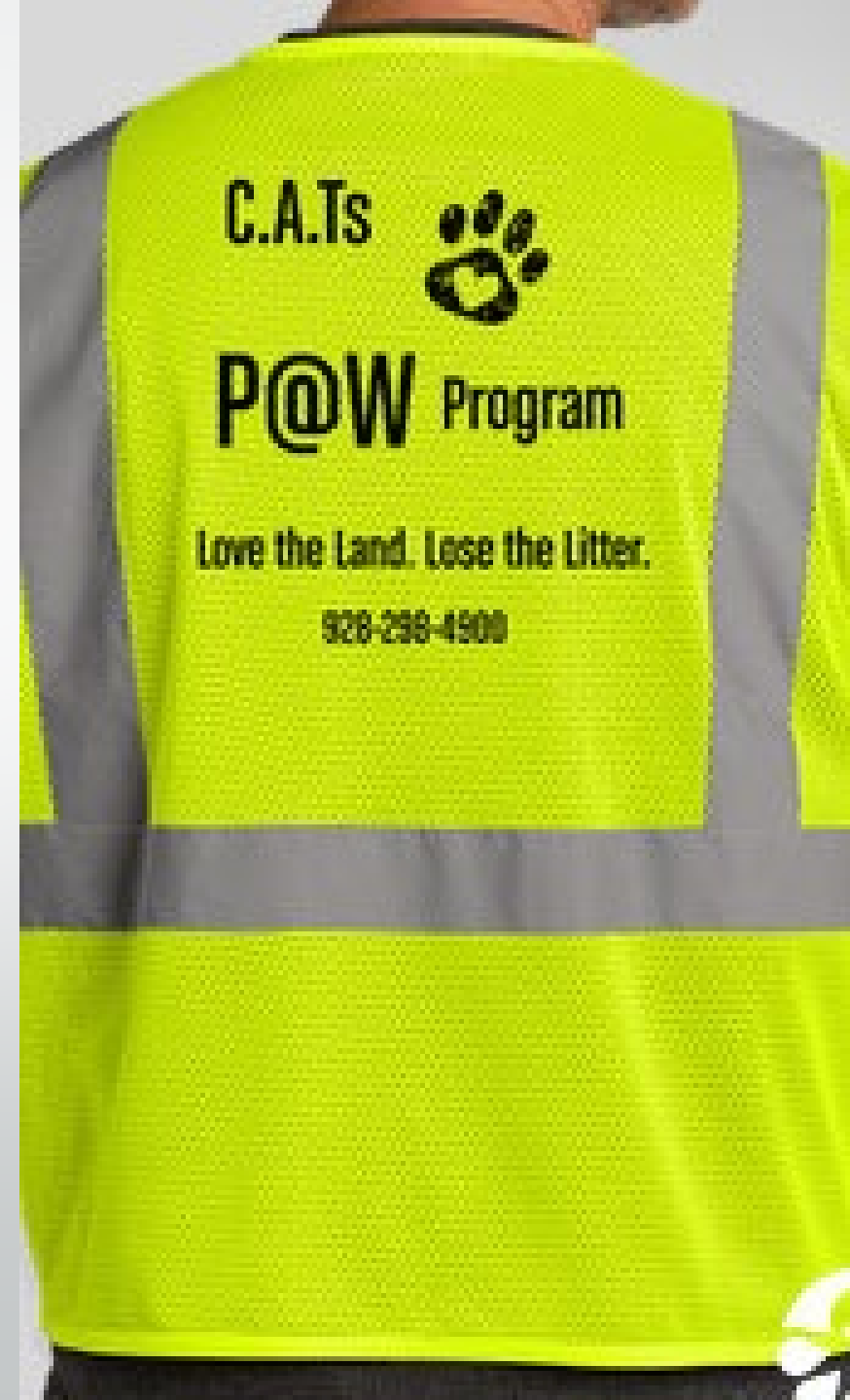
*“It's nice to do something for mother earth and makes you feel good about your self.” MB*

*“I haven't had this many people thank me- EVER!” DK*

Community Assistance Teams  
of Flagstaff **People at Work**

*Reach out. Engage. Empower.  
Transform.*

[www.CATs-of-Flagstaff.org](http://www.CATs-of-Flagstaff.org)



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Daniel Kelly, Emergency Program Manager  
**Co-Submitter:** Stacey Brechler-Knaggs, Emergency Management Director  
**Date:** 05/21/2024  
**Meeting Date:** 06/11/2024



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**TITLE:**  
**Airport Emergency Plan and Triennial Full-Scale Exercise Update**

**DESIRED OUTCOME:**

Provide update to the Mayor and Council regarding the Airport Emergency Plan (AEP) revision status and the upcoming Triennial Full-Scale Exercise (FSE) in September.

**Executive Summary:**

The Flagstaff Pulliam Airport is required to have an Airport Emergency Plan and needs to complete a full-scale exercise at least every 36 months, per federal regulations found in 14 C.F.R. Part 139.325 (copy attached).

City Emergency Management and Airport leadership have been collaborating with EM Partners, a contractor, to update the AEP and plan the FSE. This update will provide the Mayor and Council with information about the progress of the AEP revision and give a general overview of the FSE. It will help the Mayor and Council better understand the processes and procedures evaluated during the exercise and the importance of the training event. This Triennial FSE has the potential to be the largest in the state since 2018.

**Information:**

N/A

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**Attachments:** [Presentation](#)  
[AEP federal regulations](#)

# FLAGSTAFF PULLIAM AIRPORT



## Airport Emergency Plan Update & Triennial Full-Scale Exercise

Flagstaff City Council Meeting

June 11, 2024



# Agenda



Opening Comments



Project Overview and Timeline



Airport Emergency Plan Update



Triennial Full-Scale Exercise

# Opening Comments



- Brian Gall, Airport Director
- Daniel Kelly, Emergency Manager

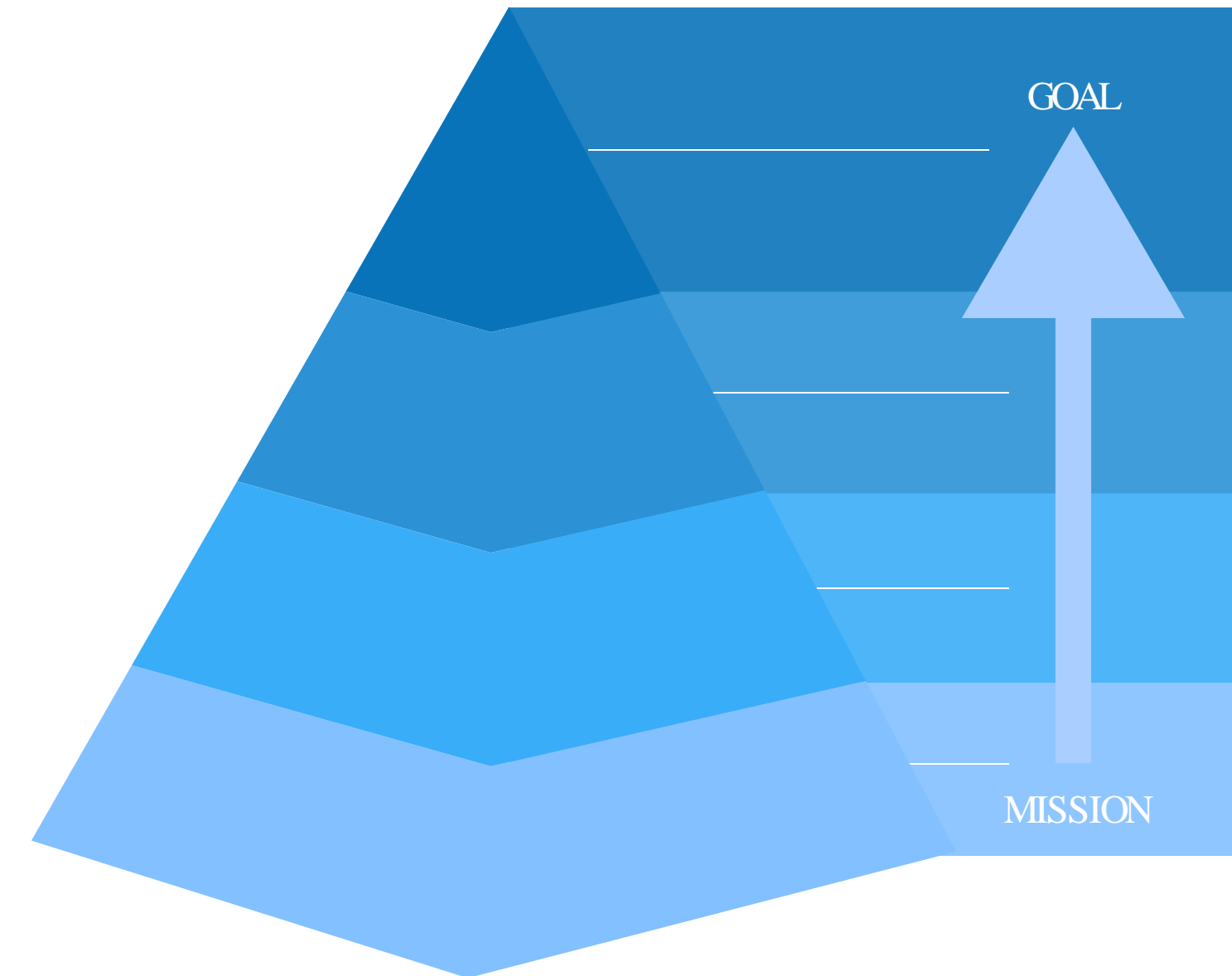
# Project Overview

- GOAL

Update the Flagstaff Airport Emergency Plan and design and facilitate the airport's **triennial full-scale exercise** in compliance with **FAA requirements** for airport certification.

- MISSION

Making Flagstaff a safer place to live, work, and visit.



# Project Timeline

- Project Start: *February 2024*
- Planning Process and Exercise Design: *In Progress*
- Exercise Date: *September 9, 2024*
- After-Action Report/ Improvement Plan: *November 2024*
- AEP Update Final Version: *Spring 2025*



# Planning Guidance



- 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports
- Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-31C, Airport Emergency Plan
- FEMA Comprehensive Preparedness Guide (CPG) 101
- FEMA Homeland Security Exercise and Evaluation Program (HSEEP)



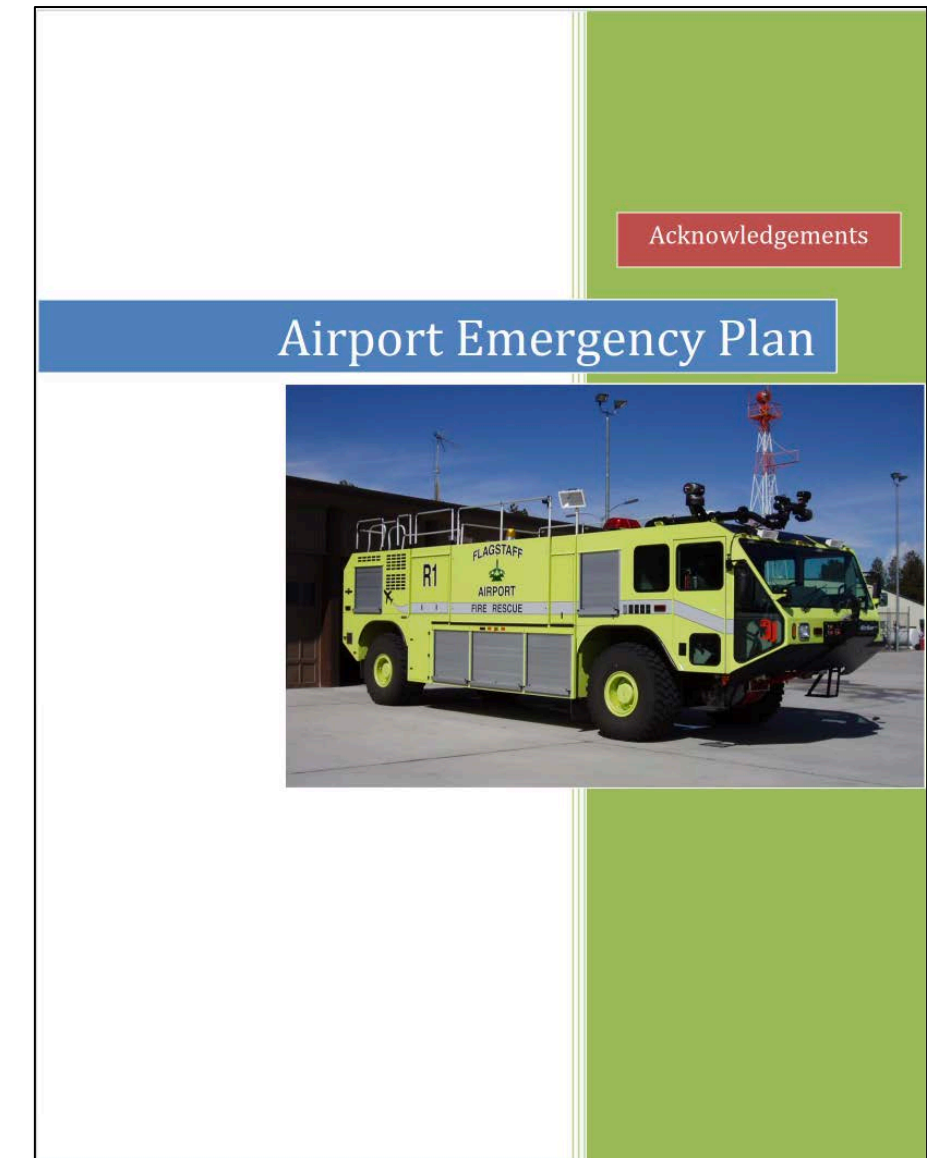
**Federal Aviation  
Administration**



**FEMA**

# Why Update the AEP?

- Key emergency response document
- **CFR and FAA compliance**
- All-hazards roles and responsibilities
- Effective and efficient operations
- Alignment with city, county, state, and federal programs and requirements



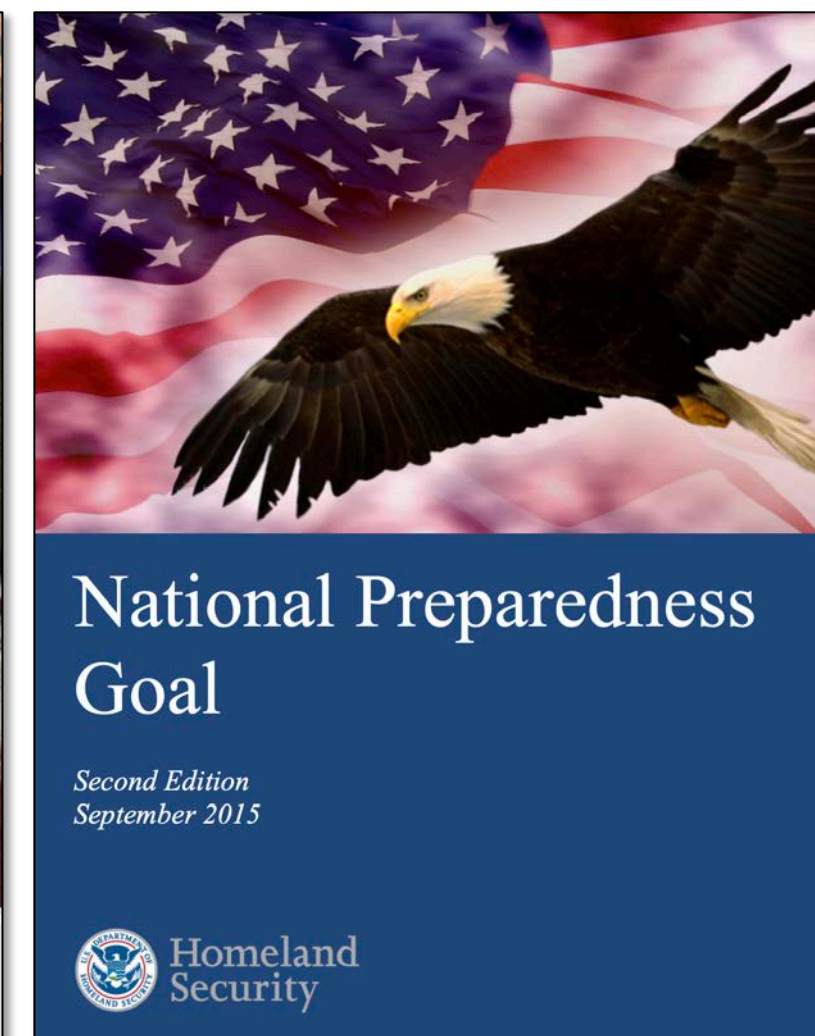
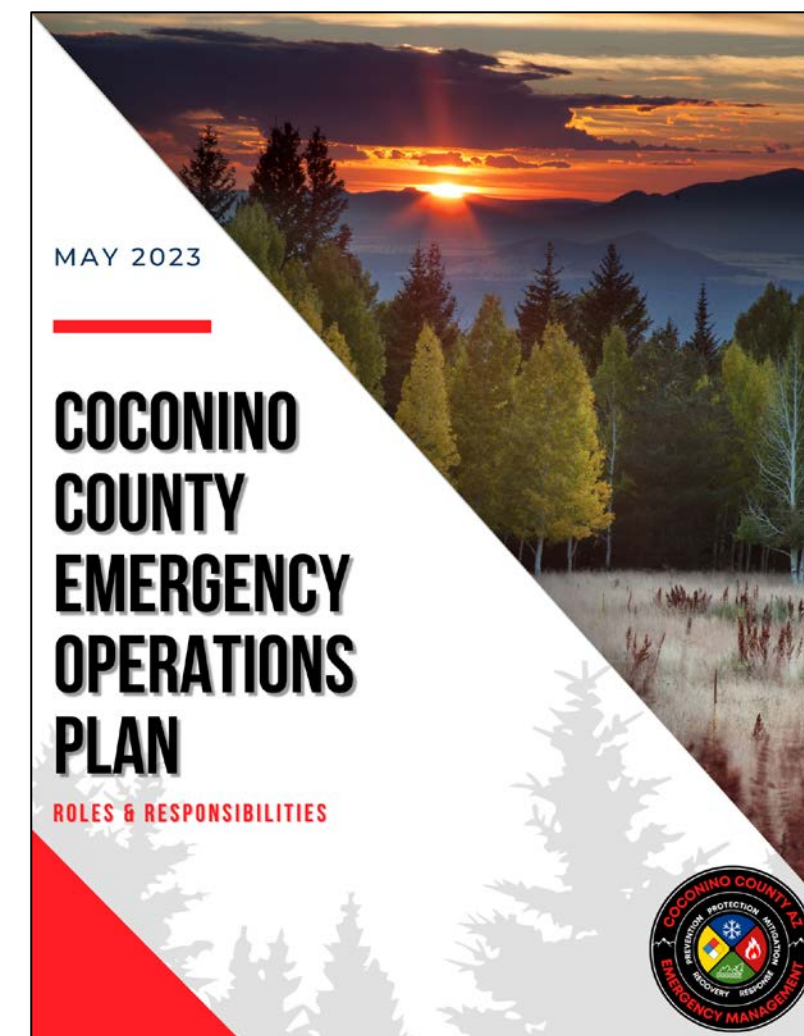
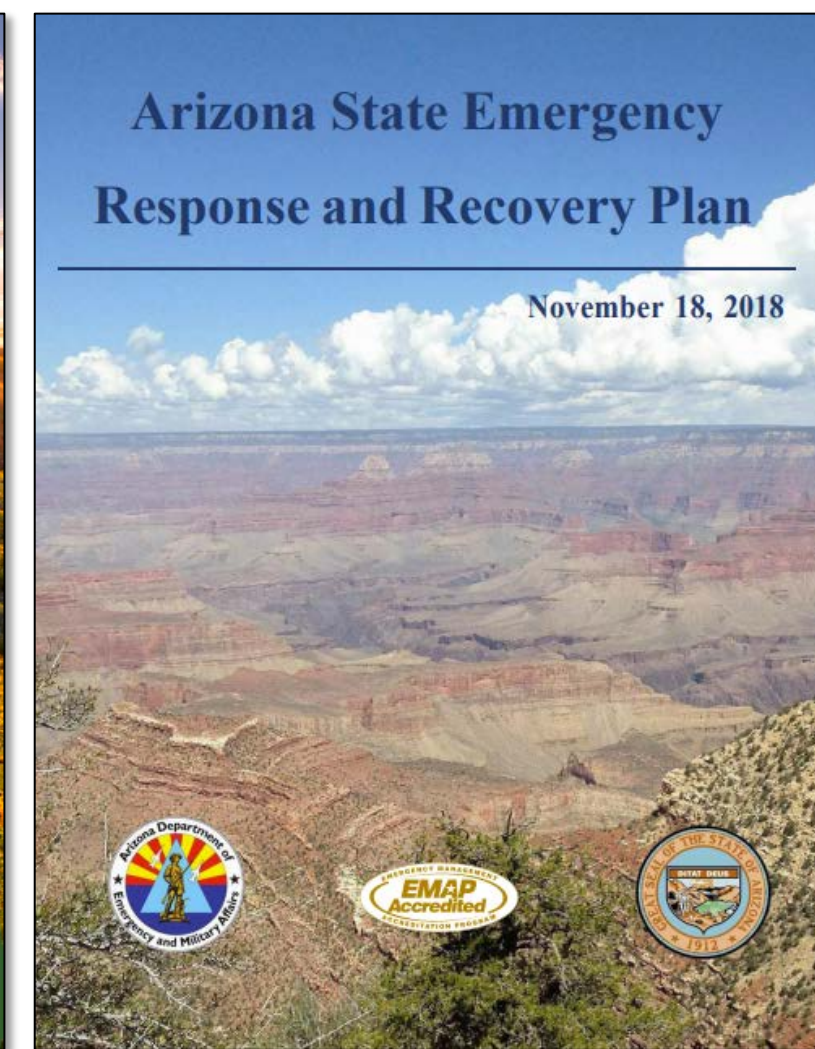
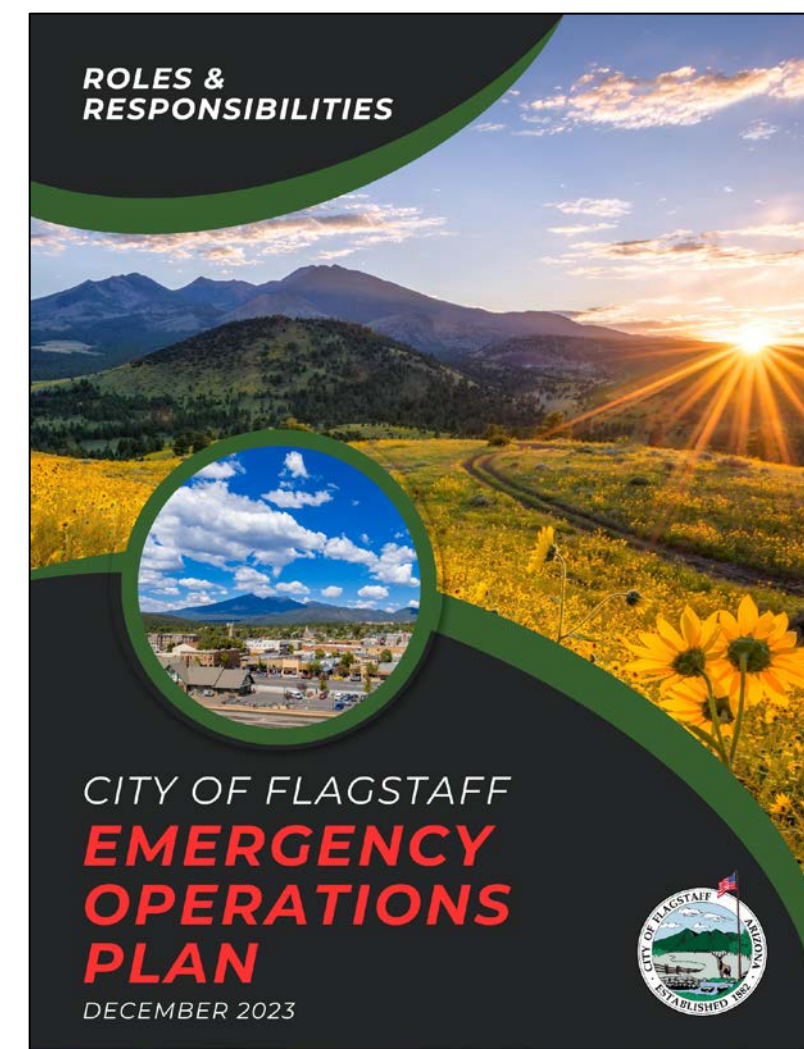
# AEP Structure

- FAA Advisory Circular  
Required AEP Sections:
  - Base Plan
  - 10 Functional Sections
  - 9 Hazard-Specific Sections



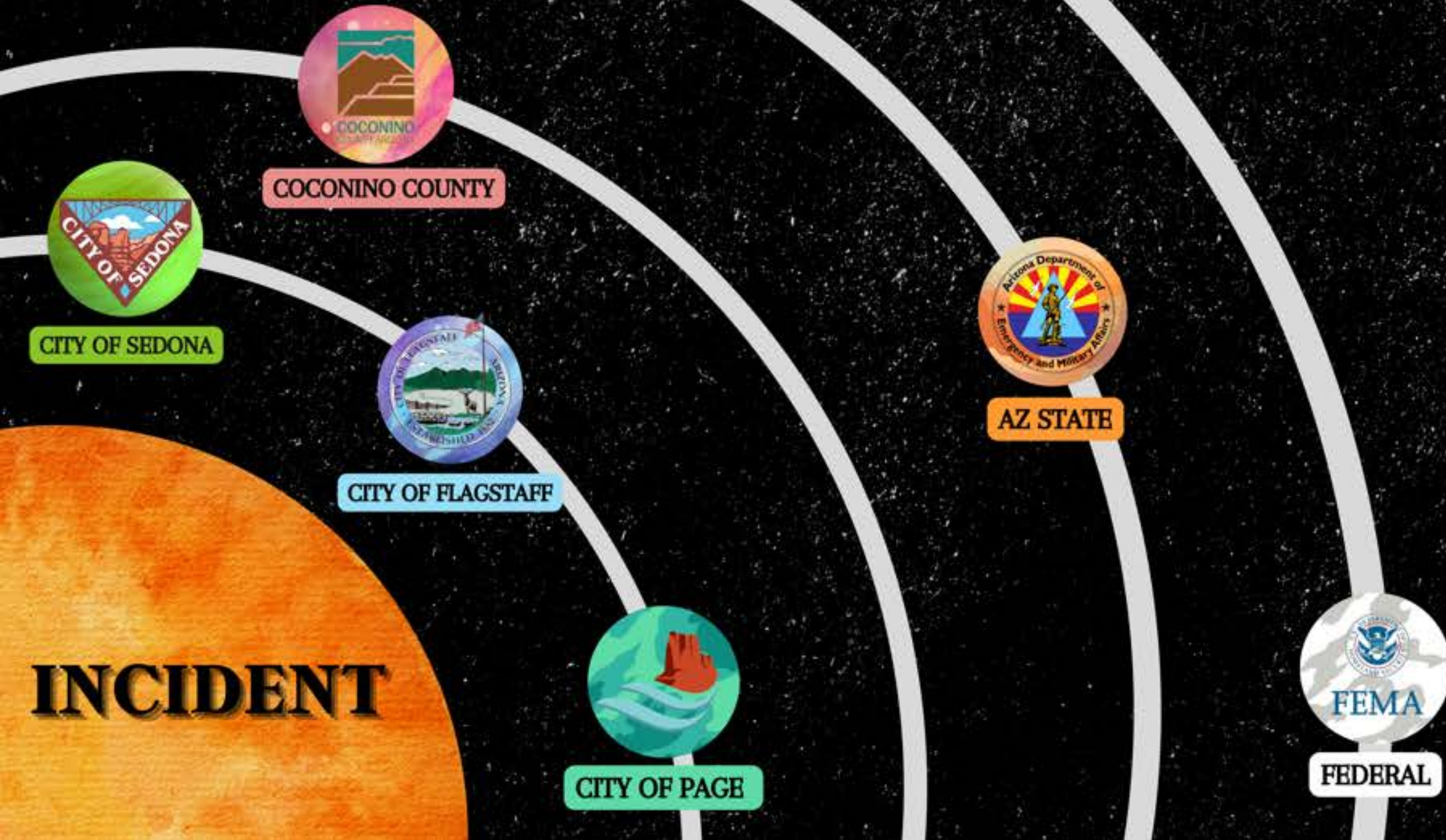
# Partner Alignment

- City and County Emergency Operations Plans (EOPs)
- Other Regional Partner Plans/ Procedures
- AZ State Emergency Response and Recovery Plan (SERRP)
- National Preparedness Goal- PPD 8
- National Incident Management System (NIMS)/ Incident Command System (ICS)



# THE PLANNING UNIVERSE

*"where plans align"*



- ✦ **CHECKLIST**
- ✦ **PROCEDURE**
- ✦ **PLAN**
- ✦ **POLICY**
- ✦ **FEMA / PPD 8**

**INCIDENT**

# Exercise Overview



A large graphic with a blue sky and mountain background. The text "Operation Ready" is at the top in a large, white, rounded font with a drop shadow. Below it, "FLG" is written in a very large, white, rounded font. Underneath that, "Full-Scale Exercise" is written in a white, rounded font. At the bottom center is a white rounded rectangle containing the Flagstaff Airport logo and the text "FLAGSTAFF AIRPORT" and "GRAND DESTINATIONS".

# Exercise Overview



- Exercise Date: **Monday, September 9, 2024**
  - Contingency Date: Monday, September 23, 2024
- Exercise Duration: 9:00 am – 6:00 pm
- Purpose: **FAA required** aircraft accident full-scale exercise
- Scenario: Aircraft crash resulting in a Mass-Casualty Incident (MCI)



# Exercise Objectives





1. Emergency Response to an Alert 3
2. Establish an Incident Command Post & Unified Command Structure
3. Health & Medical
4. Alerting & Warning
5. Coconino County Emergency Operations Center Support/Coordination

# Preparing Flagstaff



# Questions/Comments

This content is from the eCFR and is authoritative but unofficial.

 Displaying title 14, up to date as of 5/23/2024. Title 14 was last amended 5/07/2024. 

## Title 14 —Aeronautics and Space

### Chapter I —Federal Aviation Administration, Department of Transportation

#### Subchapter G —Air Carriers and Operators for Compensation or Hire: Certification and Operations

##### Part 139 —Certification of Airports

###### Subpart D —Operations

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###### EDITORIAL NOTE ON PART 139

**Editorial Note:** Nomenclature changes to part 139 appear at 69 FR 24069, May 3, 2004.

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#### § 139.325 Airport emergency plan.

- (a) In a manner authorized by the Administrator, each certificate holder must develop and maintain an airport emergency plan designed to minimize the possibility and extent of personal injury and property damage on the airport in an emergency. The plan must—
- (1) Include procedures for prompt response to all emergencies listed in paragraph (b) of this section, including a communications network;
  - (2) Contain sufficient detail to provide adequate guidance to each person who must implement these procedures; and
  - (3) To the extent practicable, provide for an emergency response for the largest air carrier aircraft in the Index group required under § 139.315.
- (b) The plan required by this section must contain instructions for response to—
- (1) Aircraft incidents and accidents;
  - (2) Bomb incidents, including designation of parking areas for the aircraft involved;
  - (3) Structural fires;
  - (4) Fires at fuel farms or fuel storage areas;
  - (5) Natural disaster;
  - (6) Hazardous materials/dangerous goods incidents;
  - (7) Sabotage, hijack incidents, and other unlawful interference with operations;
  - (8) Failure of power for movement area lighting; and
  - (9) Water rescue situations, as appropriate.
- (c) The plan required by this section must address or include—
- (1) To the extent practicable, provisions for medical services, including transportation and medical assistance for the maximum number of persons that can be carried on the largest air carrier aircraft that the airport reasonably can be expected to serve;
  - (2) The name, location, telephone number, and emergency capability of each hospital and other medical facility and the business address and telephone number of medical personnel on the airport or in the communities it serves who have agreed to provide medical assistance or transportation;
  - (3) The name, location, and telephone number of each rescue squad, ambulance service, military installation, and government agency on the airport or in the communities it serves that agrees to provide medical assistance or transportation;

- (4) An inventory of surface vehicles and aircraft that the facilities, agencies, and personnel included in the plan under paragraphs (c)(2) and (3) of this section will provide to transport injured and deceased persons to locations on the airport and in the communities it serves;
  - (5) A list of each hangar or other building on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons;
  - (6) Plans for crowd control, including the name and location of each safety or security agency that agrees to provide assistance for the control of crowds in the event of an emergency on the airport; and
  - (7) Procedures for removing disabled aircraft, including, to the extent practical, the name, location, and telephone numbers of agencies with aircraft removal responsibilities or capabilities.
- (d) The plan required by this section must provide for—
- (1) The marshalling, transportation, and care of ambulatory injured and uninjured accident survivors;
  - (2) The removal of disabled aircraft;
  - (3) Emergency alarm or notification systems; and
  - (4) Coordination of airport and control tower functions relating to emergency actions, as appropriate.
- (e) The plan required by this section must contain procedures for notifying the facilities, agencies, and personnel who have responsibilities under the plan of the location of an aircraft accident, the number of persons involved in that accident, or any other information necessary to carry out their responsibilities, as soon as that information becomes available.
- (f) The plan required by this section must contain provisions, to the extent practicable, for the rescue of aircraft accident victims from significant bodies of water or marsh lands adjacent to the airport that are crossed by the approach and departure flight paths of air carriers. A body of water or marshland is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles. To the extent practicable, the plan must provide for rescue vehicles with a combined capacity for handling the maximum number of persons that can be carried on board the largest air carrier aircraft in the Index group required under § 139.315.
- (g) Each certificate holder must—
- (1) Coordinate the plan with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the airport, and all other persons who have responsibilities under the plan;
  - (2) To the extent practicable, provide for participation by all facilities, agencies, and personnel specified in paragraph (g)(1) of this section in the development of the plan;
  - (3) Ensure that all airport personnel having duties and responsibilities under the plan are familiar with their assignments and are properly trained; and
  - (4) At least once every 12 consecutive calendar months, review the plan with all of the parties with whom the plan is coordinated, as specified in paragraph (g)(1) of this section, to ensure that all parties know their responsibilities and that all of the information in the plan is current.
- (h) Each holder of a Class I Airport Operating Certificate must hold a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months.
- (i) Each airport subject to applicable FAA and Transportation Security Administration security regulations must ensure that instructions for response to paragraphs (b)(2) and (b)(7) of this section in the airport emergency plan are consistent with its approved airport security program.
- (j) FAA Advisory Circulars contain methods and procedures for the development of an airport emergency plan that are acceptable to the Administrator.
- (k) The emergency plan required by this section must be submitted by each holder of a Class II, III, or IV Airport Operating Certificate no later than 24 consecutive calendar months after June 9, 2004.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Tiffany Antol, Zoning Code Manager  
**Date:** 05/21/2024  
**Meeting Date:** 06/11/2024



**TITLE:**

**Discussion regarding High Occupancy Housing zoning requirements and zoning code regulations tied to components of the Regional Plan**

**DESIRED OUTCOME:**

Receive direction from Council regarding an amendment to the Flagstaff Zoning Code to address unforeseen consequences of the High Occupancy Housing zoning requirements and zoning code regulations tied to the Regional Plan.

**Executive Summary:**

In February 2018, the City Council adopted the citywide High Occupancy Housing (HOH) Plan, a specific plan and associated amendments to the Regional Plan. The HOH Plan was developed in response to the community's dialogue about previously proposed high-intensity mid-rise developments near historic neighborhoods that primarily catered to college students. The purpose of the HOH Plan is to provide direction in the form of goals and policies intended to enhance and maintain the city's character and guide future developments that would be considered High Occupancy Housing (HOH). The HOH Plan identified dozens of strategies that could be implemented to address the unintended impacts of these buildings on neighborhood character, affordability, and transportation. After the adoption of the HOH Plan, staff received direction and affirmation from City Council on October 8, 2019, to address smaller developments not originally in the scope of the HOH Plan that may also be considered as HOH. The smaller HOH developments that staff were directed to consider are single-family, two-unit (duplex), three-unit (triplex), and multiple-family developments.

On November 17, 2020, the Flagstaff City Council adopted the High Occupancy Housing Zoning Code Text Amendment which became effective on March 1, 2021. A conditional use permit is required for any development meeting the definition of High Occupancy Housing Development (HOHD) or a Mixed-Use High Occupancy Housing Development (MHOHD).

A High Occupancy Housing Development (HOHD) is any of the following:

- Single-family dwelling unit with seven or more bedrooms, or five or more sanitation facilities.
- Duplex or two dwelling units on a lot or parcel with more than a total of seven bedrooms, or if any of the dwelling units contain four or more sanitation facilities.
- Multiple-family developments with three dwelling units on a lot or parcel with more than a total of nine bedrooms, or if any of the dwelling units contain four or more sanitation facilities.
- Multiple-family development with four dwelling units, or greater on a development site with any of the following:
  - More than 20 percent of the total dwelling units have four bedrooms or more;
  - One or more of the dwelling units contain four or more sanitation facilities;
  - The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for an HOHD in accordance with the building form and property development standards of the property's designated zone; or
  - If the property elects the transect zone, the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.
- A Mixed-Use High Occupancy Housing Development includes any of the following:

- More than 20 percent of the total dwelling units have four bedrooms or more;
- One or more of the dwelling units contain four or more sanitation facilities; or
- The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for an MHOHD in accordance with the building form and property development standards of the property's designated zone.
- If the property elects the transect zone, the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.

In addition to the requirement of a Conditional Use Permit for all High Occupancy Housing Developments, the Zoning Code was amended to include bedrooms per acre requirements, revised density standards based on location within an activity center, and location and building size requirements dependent upon different activity centers or commercial corridors. City staff is currently working on updating the Regional Plan that could have potential impacts to these existing zoning requirements. Staff has also been contacted by a local property owner hoping for some small changes to the High Occupancy Housing Development that may allow greater flexibility for the development of projects that fall under this definition. The High Occupancy Housing Development regulations were previously amended to exclude housing developments in which all dwelling units are permanently affordable and offered at 60 percent of the Area Median Income (AMI) in compliance with the department of housing and urban development regulations.

#### **Information:**

The High Occupancy Housing general requirements within the Zoning Code include several provisions that are based on classifications within the Regional Plan. For example:

- *An HOHD or MHOHD with four or more dwelling units shall be located inside of a pedestrian shed of an activity center delineated in the General Plan or applicable Specific Plan.*
- *Inside of a pedestrian shed of a Regional Activity Center, an HOHD or MHOHD in a commercial zone may contain more than 50 dwelling units per acre and/or 125 bedrooms per acre.*

The Regional Plan currently has 27 activity centers located entirely within the city limits. These activity centers are dispersed throughout the city limits. If a property owner has a parcel or lot outside an activity center, they may not apply for a Conditional Use Permit for a High Occupancy Housing Development with four or more dwelling units.

Staff was approached by a property owner wanting to use the T4N.1 Transect Zone to build a 20-unit apartment building on a parcel of land sitting just outside of two activity centers. The project is three-stories and all units in the proposed building are either one bedroom or studio units. The potential project has a proposed density of approximately 60 units per acre. Staff is concerned that the strict limitation of this land use to activity centers may result in a reduction of housing projects that could benefit the City of Flagstaff and there are sites outside existing activity centers that are suitable for High Occupancy Housing Developments with 4 or more. Staff proposes to create alternative standards where High Occupancy Housing Developments with 4 or more units or Mixed-Use High Occupancy Housing uses are preferred, allowing the Planning & Zoning Commission (and Council as well) greater authority to consider sites that are appropriate for these land uses. The zoning code includes similar provisions for Telecommunication Facilities in Section 10-40.60.310.

Another catalyst for pursuing changes to High Occupancy Housing general requirements is the required update to the Regional Plan which must occur every 10 years according to state statutes. It is likely that both activity centers and commercial corridors will change as part of this update. They are likely to change in category, area, and number, which could modify which properties are eligible to apply for a conditional use permit. These changes will likely impact the following requirements in the zoning code:

*An HOHD in a Commercial Zone shall be:*

- On a lot or parcel that is setback at least 300 feet from the centerline of a street classified as a Commercial Corridor identified on the General Plan; and*
- There shall be an existing primary mixed-use development or commercial use(s), excluding primary transportation and infrastructure uses, on the lot(s) or parcel(s) between the HOHD and the Commercial Corridor street.*

### **Building Footprint Sizes and Separation Requirements.**

1. *Maximum building footprint inside a pedestrian shed of a Historic Activity Center delineated in the General Plan or applicable Specific Plan, excluding properties zoned Commercial Business (CB): Equal to, or less than, 5,000 square feet.*
2. *Maximum building footprint inside a pedestrian shed of a Historic Activity Center delineated in the General Plan or applicable Specific Plan, and on a property zoned Commercial Business (CB): Equal to, or less than, 22,000 square feet.*
3. *Maximum building footprint inside a pedestrian shed of a Regional Activity Center delineated in the General Plan or applicable Specific Plan: No Maximum.*
4. *Maximum building footprint inside a pedestrian shed of an activity center in all other areas not described in subsections B.1., B.2., and B.3. of this section: Equal to, or less than, 22,000 square feet.*
5. *Excluding the Commercial Business (CB) zone, the minimum separation between the building footprints of structures on the same lot or parcel, and structures on an abutting lot or parcel, shall be separated by a distance that is the greater of 10 feet, or one-third the height of the taller structure.*
6. *Where the area of a pedestrian shed of an activity center intersects with the area of a pedestrian shed of another activity center, the pedestrian shed with the more restrictive maximum building footprint requirement shall govern the intersecting area. The locations of the pedestrian sheds of the activity centers are identified in the General Plan, including any applicable Specific Plans.*

Staff is proposing to amend these requirements to remove references to designations in the Regional Plan and rather tie them to other codes and official designations. These could include the Engineering Standards for road classifications or designated historic districts in place of historic activity centers. This will allow staff and the Regional Plan Committee to make changes to the Future Growth Illustration without limitation or encumbrance. Staff is also concerned about the hard limits on building footprints as they may also limit the overall density that could be achieved. The example project discussed above, would most likely fall within the boundaries of a historic activity center, and would be limited to a building footprint of 5,000 square feet. Building footprint includes the largest floor plate of a structure, including interior courtyards, abutting and interior, or partial interior, podium and above-ground parking structure(s), and structures connected with a continuous roof. The proposed project (referenced above) has a building footprint of 6,000 square feet but would conform with the zoning code allowances for lot coverage. The property owner would appreciate the opportunity to explain through the conditional use permit process that this building is still compatible with the surrounding area. The hope is to keep all the same parameters as are currently existing in code but create a more flexible environment that will allow a wider array of projects to apply for a conditional use permit.

In addition to the general requirements for HOHD and MHOHD projects, this zoning code text amendment altered the density requirements for all residential projects within the Resource Protection Overlay (RPO) as well as adding bedroom density allowances for all residential developments. HOHD or MOHD projects in commercial zones are able to exceed both maximum unit and bedroom density through the Conditional Use Permit process. Before this amendment, the Zoning Code included separate dwelling unit density standards for properties inside the RPO versus outside the RPO. For example, in the High Density Residential zone, properties outside the RPO were allowed a maximum of 29 units per acre and properties inside the RPO were allowed a maximum of 22 units per acre. The amendment added a third category for properties within the RPO and within the pedestrian shed of an activity center and provided the same density as if the property was outside the RPO (so in this example 29 units per acre). Changes to existing activity centers may create new legal non-conforming properties and limit the development potential of others. Staff recommends that all parcels within the same zone, regardless of the RPO, have the same density allowance.

If the Council agrees with the direction of the proposed amendments, staff would like to process the Zoning Code Text Amendment by the end of the year.

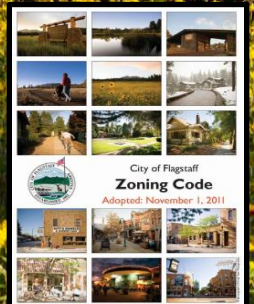
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**Attachments:**    [presentation](#)

# High Occupancy Housing

## Updates to the Zoning Code General Requirements

Tiffany Antol, AICP  
Zoning Code Manager





# City Council Work Session



## Purpose of Work Session

**Discussion regarding the High Occupancy Housing zoning requirements and zoning code regulations tied to components of the Regional Plan.**

**Staff is requesting direction from Council regarding an amendment to the Flagstaff Zoning Code to address unforeseen consequences of the High Occupancy Housing zoning requirements and zoning code regulations tied to the Regional Plan.**



## High Occupancy Housing Plan

- **Adopted in February 2018 in response to the community's dialogue about high-intensity mid-rise developments near historic neighborhoods that primarily catered to college students.**
- **The purpose of the plan is to provide direction in the form of goals and policies intended to enhance and maintain the city's character and guide future developments that would be considered High Occupancy Housing.**
- **November 17, 2020, Council adopted the High Occupancy Housing Zoning Code Text Amendment which became effective on March 1, 2021.**



## High Occupancy Housing Land Use Definitions

**A High Occupancy Housing Development (HOHD) is any of the following:**

- **Single-family dwelling unit with seven or more bedrooms, or five or more sanitation facilities.**
- **Duplex or two dwelling units on a lot or parcel with more than a total of seven bedrooms, or if any of the dwelling units contain four or more sanitation facilities.**
- **Multiple-family developments with three dwelling units on a lot or parcel with more than a total of nine bedrooms, or if any of the dwelling units contain four or more sanitation facilities.**



## High Occupancy Housing Land Use Definitions

- **Multiple-family developments with four or more dwelling units, or greater on the same development site with any of the following:**
  - **More than 20 percent of the total dwelling units have four bedrooms or more;**
  - **One or more of the dwelling units contain four or more sanitation facilities;**
  - **The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for an HOHD in accordance with the building form and property development standards of the property's designated zone; or**
  - **If the property elects the transect zone, the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.**



## High Occupancy Housing Land Use Definitions

- **Mixed-Use High Occupancy Housing Development includes any of the following:**
  - **More than 20 percent of the total dwelling units have four bedrooms or more;**
  - **One or more of the dwelling units contain four or more sanitation facilities;**
  - **The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for an MHOHD in accordance with the building form and property development standards of the property's designated zone; or**
  - **If the property elects the transect zone, the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.**



## Zoning Districts that permit HOH

- Single-family, two-unit/duplexes, and triplex/multiple-family HOHD are allowed in the following zones with the issuance of a Conditional Use Permit:

Estate Residential (ER)

High Density Residential (HR)

Manufactured Housing (MH)

Medium Density Residential (MR)

Rural Residential (RR)

Single-Family Residential (R1)

Single-Family Residential Neighborhood (R1N)

T3 Neighborhood 1 (T3N.1)

T3 Neighborhood 2 (T3N.2)

T4 Neighborhood 1 (T4N.1)

T4 Neighborhood 1 - Open (T4N.1-O)

T4 Neighborhood 2 (T4N.2)

T4 Neighborhood 2 - Open (T4N.2-O)

T5 Main Street (T5)

T6 Downtown (T6)

Central Business (CB)

Community Commercial (CC)

Commercial Service (CS)

Highway Commercial (HC)

Suburban Commercial (SC)

**\*\*\*HOHD with four units or more must also be located within an activity center as depicted in the Regional Plan.**



# City Council Work Session



## Zoning Districts that permit HOH

- **A Mixed-Use HOHD is allowed in the following zones with the issuance of a Conditional Use Permit:**

**Central Business (CB)**

**Community Commercial (CC)**

**Commercial Service (CS)**

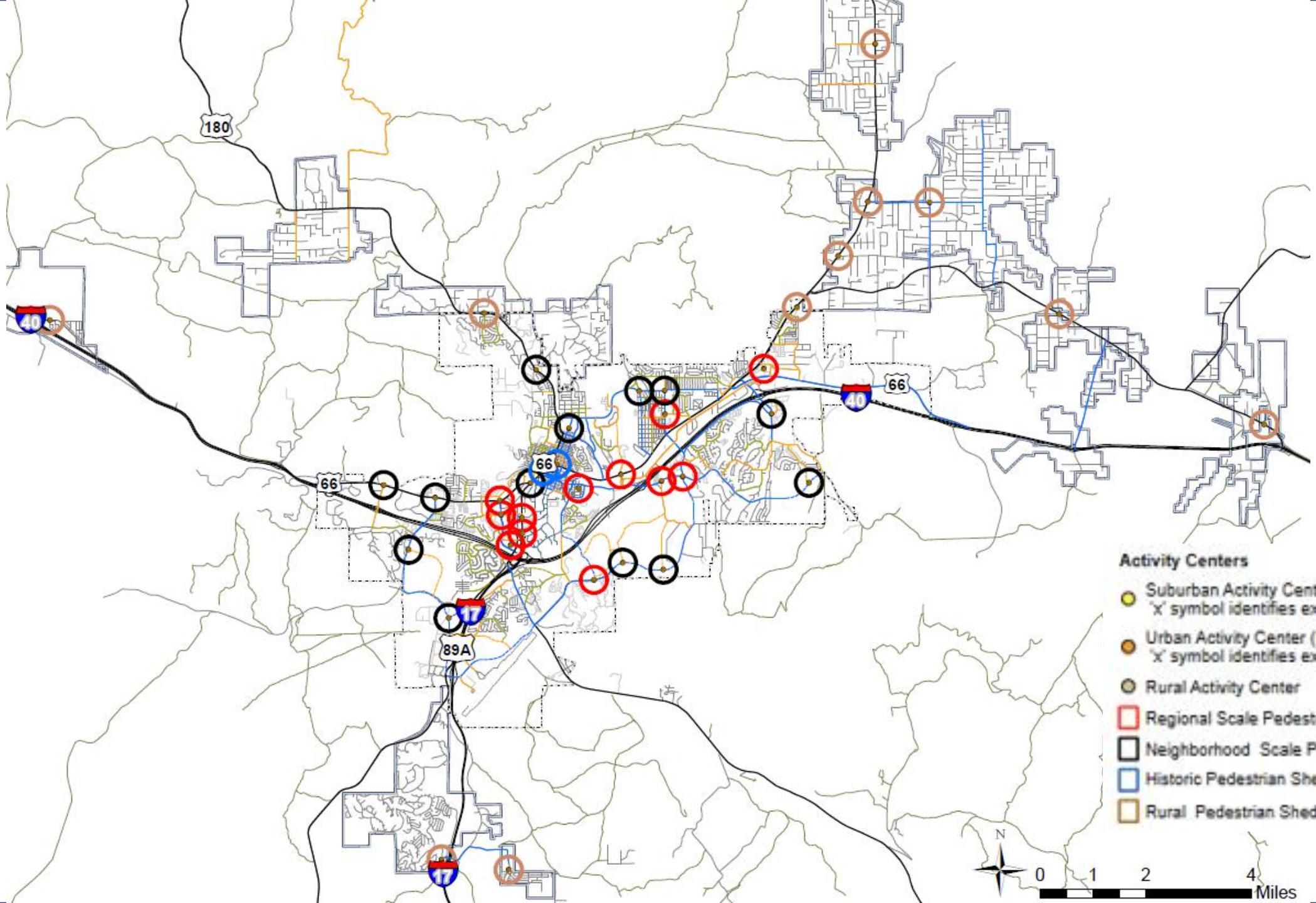
**Highway Commercial (HC)**

**Suburban Commercial (SC)**

**T5 Main Street (T5)**

**T6 Downtown (T6)**

**\*\*\*MHOHD must also be located within an activity center as depicted in the Regional Plan. The MHOHD land use does not differentiate between buildings with one, two, or three dwelling units or more than four the same way as 100% residential HOHD projects.**



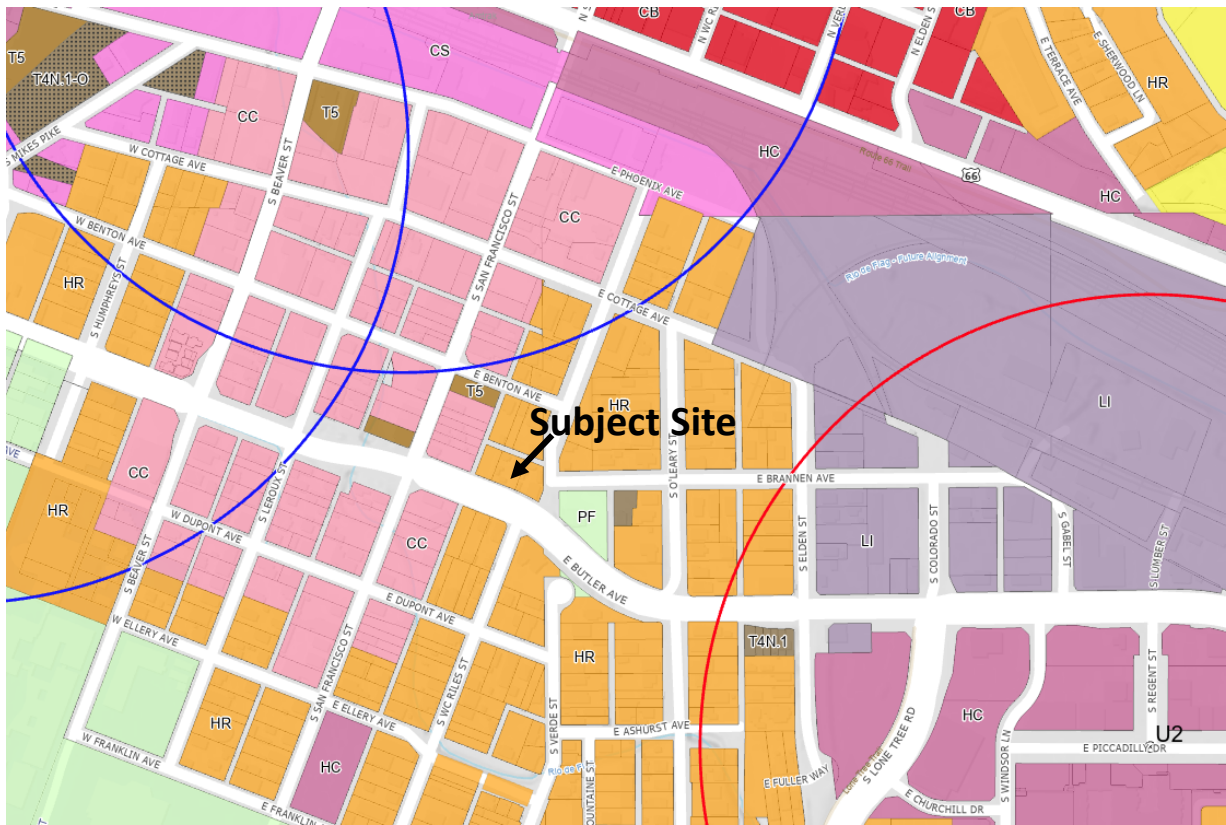
- Activity Centers**
- Suburban Activity Center (S1)  
'x' symbol identifies existing center
  - Urban Activity Center (U1)  
'x' symbol identifies existing center
  - Rural Activity Center
  - Regional Scale Pedestrian Shed
  - Neighborhood Scale Pedestrian Shed
  - Historic Pedestrian Shed
  - Rural Pedestrian Shed





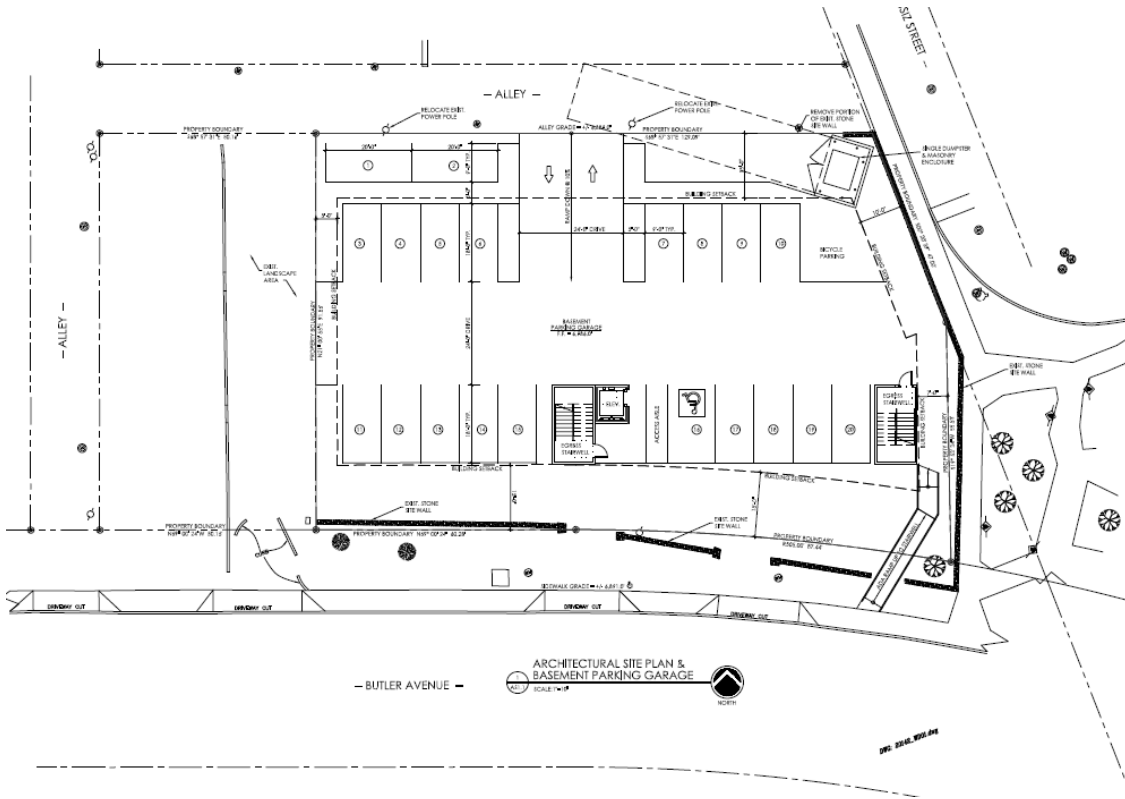
# City Council Work Session

- Potential site falls outside of the boundaries of three activity centers. The proposed HOHD land use is not permitted at this location.
- This site fronts on a minor arterial roadway and is located on a transit corridor.
- The site is currently zoned High Density Residential but has the option to elect the T4N.1 transect zone.
- The T4N.1 zone allows the Apartment Building, Building Type which is permitted on sites of at least 10,000 square feet.





# City Council Work Session



- Site consists of two parcels – 13,507 square feet
  - 20 units – all studio/1 bedroom
  - 64.5 units per acre
  - 6,000 square foot footprint
  - 3 stories above grade (basement garage)



# City Council Work Session

## Provisions that are based on Regional Plan Classifications

- **An HOHD or MHOHD with four or more dwelling units shall be located inside of a pedestrian shed of an activity center delineated in the General Plan or applicable Specific Plan.**
- **Inside of a pedestrian shed of a Regional Activity Center, an HOHD or MHOHD in a commercial zone may contain more than 50 dwelling units per acre and/or 125 bedrooms per acre.**
- **An HOHD in a Commercial Zone shall be:**
  - **On a lot or parcel that is setback at least 300 feet from the centerline of a street classified as a Commercial Corridor identified on the General Plan; and**
  - **There shall be an existing primary mixed-use development or commercial use(s), excluding primary transportation and infrastructure uses, on the lot(s) or parcel(s) between the HOHD and the Commercial Corridor street.**



# City Council Work Session

## Provisions that are based on Regional Plan Classifications

### Building Footprint Sizes and Separation Requirements.

1. Maximum building footprint inside a pedestrian shed of a Historic Activity Center delineated in the General Plan or applicable Specific Plan, excluding properties zoned Commercial Business (CB): Equal to, or less than, 5,000 square feet.
2. Maximum building footprint inside a pedestrian shed of a Historic Activity Center delineated in the General Plan or applicable Specific Plan, and on a property zoned Commercial Business (CB): Equal to, or less than, 22,000 square feet.
3. Maximum building footprint inside a pedestrian shed of a Regional Activity Center delineated in the General Plan or applicable Specific Plan: No Maximum.
4. Maximum building footprint inside a pedestrian shed of an activity center in all other areas not described in subsections B.1., B.2., and B.3. of this section: Equal to, or less than, 22,000 square feet.
5. Excluding the Commercial Business (CB) zone, the minimum separation between the building footprints of structures on the same lot or parcel, and structures on an abutting lot or parcel, shall be separated by a distance that is the greater of 10 feet, or one-third the height of the taller structure.
6. Where the area of a pedestrian shed of an activity center intersects with the area of a pedestrian shed of another activity center, the pedestrian shed with the more restrictive maximum building footprint requirement shall govern the intersecting area. The locations of the pedestrian sheds of the activity centers are identified in the General Plan, including any applicable Specific Plans.



# City Council Work Session

## Example Code Provisions

### Preferred, Neutral and Disfavored Sites.

#### Preferred Sites.

- **Community Structures.** Any police or fire station, library, community center, civic center, courthouse, utility structure, smokestack, water tower, bridge, clock or bell tower, light pole, church steeple or other similar structure is a preferred site.
- **Collocation.** Any existing lawful wireless telecommunications facility shall be a preferred site. Any existing building where the antenna can be mounted directly to the side of the building or parapet is a preferred site.
- **Industrial Zones and Public Land.** Any site zoned LI, HI, or PF is a preferred site; provided, that such site is not park or open space land or a school site; and provided further, that such site is not a site described in subsection (E)(3) of this section. School sites are considered neutral or disfavored sites, depending on their zoning, proximity to residential neighborhoods, and the extent to which such sites meet the requirements of this section and the required findings listed in Section [10-20.40.050](#), Conditional Use Permits.
- **Power Line Corridors.** An existing tower structure that supports high voltage power lines in a power line corridor is a preferred site.



# City Council Work Session

## Example Code Provisions

### Preferred, Neutral and Disfavored Sites.

**Neutral Sites.** Any site zoned SC, CC, HC, CS, CB or RD is a neutral site; provided, that such site is not a site described in subsection (E)(3) of this section.

### Disfavored Sites.

- **Residential Neighborhoods.** Any site in a zone not specified in subsection (E)(1) or (E)(2) of this section is a disfavored site, unless such site has a General Plan designation or current governmental use of industrial or commercial, which may reclassify the site as preferred or neutral, respectively.
- **Designated Locales.** Any site that is within a scenic view corridor as defined in subsection (E)(3)(c) of this section.
- **Scenic Locales.** Any site along an exposed ridgeline, a public trail, public park, or other outdoor recreation area is a disfavored site, unless the telecommunications facility blends with the surrounding existing natural and man-made environment in such a manner as to be effectively unnoticeable, as determined by the Planning Commission.



# City Council Work Session



## Changes to density table for all developments

Gross Density (units/acre)							
Min.	--	--	2	2	6	10	--
<b>Max-Outside-the-RPO</b>	1	1	6	14	14	29 <sup>5</sup>	11
Maximum without the Resource Protection Overlay (RPO)	1	1	6	14	14	29 <sup>5</sup>	11
Maximum with the RPO, inside of a pedestrian shed of an activity center <sup>(13)</sup>	1	1	6	14	14	29 <sup>5</sup>	11
<b>Max-Within-the-RPO</b> Maximum with the RPO, outside of a pedestrian shed of an activity center <sup>(14)</sup>	1	1	5	--	9	22	4
Multiple-Family Developments with four dwelling units or more, Bedrooms per Acre							
Maximum without the RPO	---End note 15---		15	--	35	72.5	--
Maximum without the RPO with a Conditional Use Permit for a High Occupancy Housing Development inside of a	---End note 16---		21	--	49 <sup>17</sup>	101.5 <sup>17</sup>	--

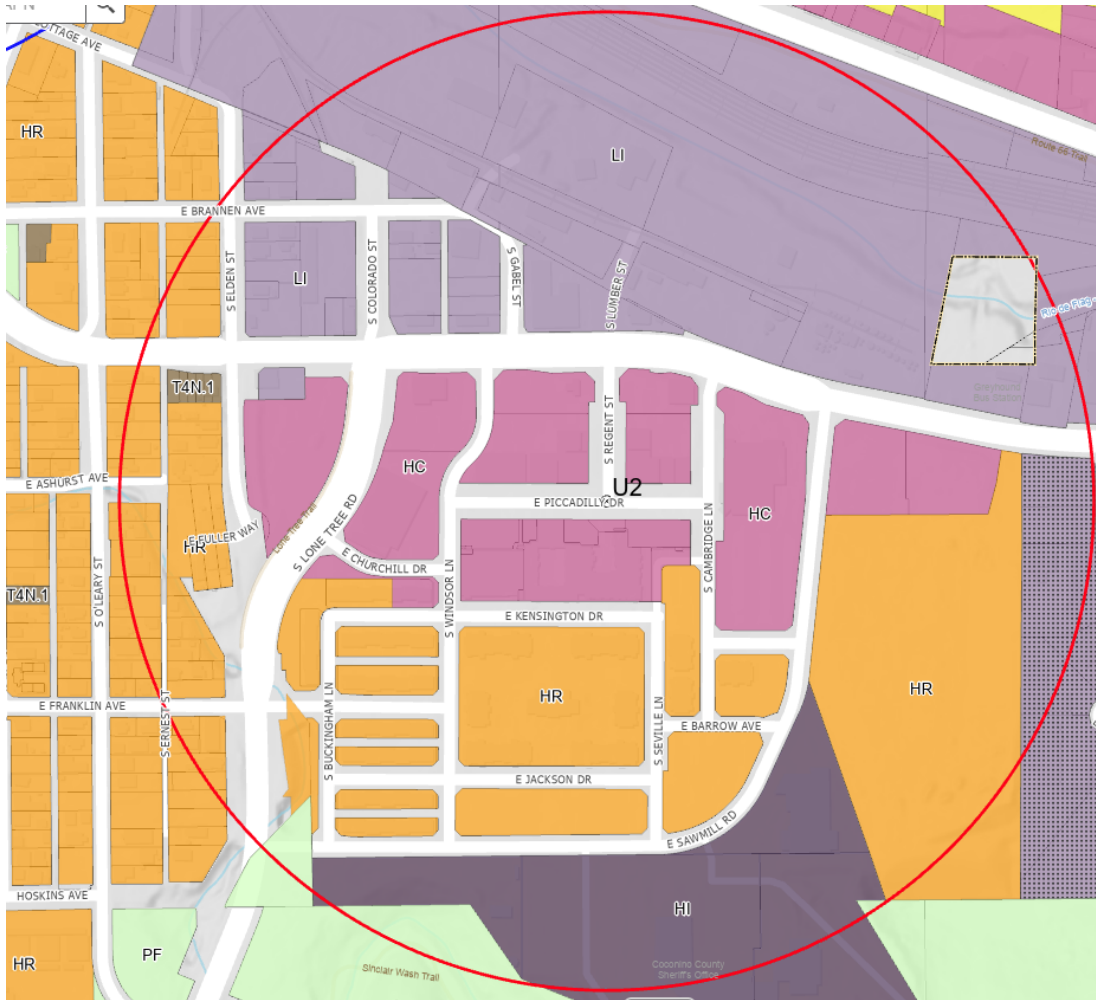
Exhibit A  
Resolution 2020-59  
Page 6 of 53

- The HOHD zoning code text amendment amended the density standards for all residential developments.
  - Previously two categories: Within RPO and Outside RPO
  - Added to Within RPO inside and outside of an activity center
- The HOHD zoning code text amendment added bedroom density allowance for all residential developments.
  - The categories are similar to unit density categories and alignment with inside and outside of an activity center
  - EXCEPT:
    - If a site is located in an activity center and is within the Resource Protection Overlay, it is allowed the maximum density of the zone (as if the site were not in the RPO) BUT is not allowed the maximum bedrooms per acre in the zone.

pedestrian shed of an activity center <sup>(14)</sup>							
Maximum with the RPO	---End note 15---		12.5	--	22.5	55	--
Maximum with the RPO and a Conditional Use Permit for a High Occupancy Housing Development inside of a pedestrian shed of an activity center <sup>(14)</sup>	---End note 16---		17.5	--	31.5 <sup>17</sup>	77 <sup>17</sup>	--



# City Council Work Session



## Example - Village at Aspen Place

- Zoned High Density Residential with the Resource Protection Overlay and located within an activity center.
  - Allowed 29 units per acre
  - Allowed 55 bedrooms per acre
- If the site were not in the RPO
  - Allowed 29 units per acre
  - Allowed 72.5 bedrooms per acre
- This site was previously disturbed and there were no resources required to protected.