

WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
JUNE 25, 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. All comments submitted via email will be considered written comments and will be documented in the record as such.

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this 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. Review of Draft Agenda for the July 2, 2024 City Council Meeting

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

6. Swearing in of Police Chief Sean Connolly

7. Proclamation: 2SLGBTQ Month

8. Proclamation: Parks and Recreation Month

9. June Work Anniversaries

Recognition of employees celebrating work anniversaries in June.

10. City Manager Report

Information Only

11. 2024-2025 Implementation Plan for the 10-Year Housing Plan

This agenda item is informational only.

12. Proposed Amendment to Observatory Mesa Right-of-Way Easement

Information and discussion only.

Review proposed amendment of right-of-way easement #16-88092 to enable construction of an access road through Observatory Mesa Natural Area to private properties on the eastern side of Section 6.

13. Open Call to the Public

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

15. **Adjournment**

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| <p style="text-align: center;"><u>CERTIFICATE OF POSTING OF NOTICE</u></p> <p>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.</p> <p>Dated this _____ day of _____, 2024.</p> <p>_____ Stacy Saltzburg, MMC, City Clerk</p> |
|---|

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

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

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 06/14/2024
Meeting Date: 06/25/2024



TITLE:
June Work Anniversaries

DESIRED OUTCOME:
Recognition of employees celebrating work anniversaries in June.

Executive Summary:

Information:

Attachments: Presentation





TEAM FLAGSTAFF



First Year Anniversaries

- Arvid Munson, Recreation Official II
- Lon Mason, Library Page
- Benjamin Godinez, Visitor Services Assistant
- Steele Salinas, Police Officer
- Crystal Estrada, Police Emergency Communications Specialist
- Kristina Anderson, Water Services Operator I
- Jace Hansen, IT Technician
- Iris Price, Library Specialist





TEAM FLAGSTAFF



First Year Anniversaries

- Erin Tisi, Recreation Assistant
- Chad Begay, Recreation Assistant
- Mark Adams, Wildland Community Risk Reduction Specialist
- Cassey Southwick, Equipment Operator I
- Alexander Stevenson, IT Analyst



Five Year Anniversaries



Rob Speer
IT Manager



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER



Five Year Anniversaries

Linda Theriault
Visitor Services Assistant



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER



CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 06/19/2024
Meeting Date: 06/25/2024



TITLE:
City Manager Report

DESIRED OUTCOME:
Information Only

Executive Summary:

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

Information:

Attachments: City Manager Report
Economic Vitality Monthly Report
Sustainability Newsletter

City Manager's Report

June 20, 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. The previous report was lengthy and covered multiple topics, events, and updates. This report is intentionally very brief, and inclusive of the most recent updates from Sustainability and Economic Vitality.

Miscellaneous Updates

More on Federal Funding

In the last CM Report, there was a very positive update regarding potential funding for various city projects. The below email was received on Friday, June 7th, related to additional potential funding from Senator Sinema's Office. Courtesy of Bob Holmes, see the following:

Team Flagstaff:

Happy Friday!

It's been a great week and Senator Sinema just released her appropriations requests this morning. 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 through 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 Holmes

Founder and Managing Partner

Nexus Consulting, LLC

(202) 256-6566

www.nexusconsulting.com



Beautification

Hanging flowers are now on display in downtown, and they look beautiful. Many thanks to the Beautification Team. The downtown area is quite vibrant these days, and many events to keep the area fully activated and fun!

New Steps for City Hall

Progress is being made, with completion of the steps anticipated by June 30th, which will be followed by sidewalk repairs. Meanwhile, work is also being performed on the City Hall roof. Props to Jennifer Brown and the Facilities Team for overseeing these projects.



Alliance Meeting

The Alliance Meeting will occur on June 21st at the Mountain Line Training Center. The agenda is pasted below for your reference.

Alliance Meeting Agenda

Friday, June 21, 2024

7:30 – 9:00 AM

**Mountain Line
Training Room
3773 N. ~~Kaspar~~ Dr.
Flagstaff, AZ 86004**

1. Welcome and Introductions (Heather Dalmolin)
2. Workforce Housing – Meeting Set for July 25th, 1-2:30pm, Flagstaff City Hall – second floor conference [room](#)
3. Voter Initiative Updates
 - Coconino County (Expenditure Limit)
 - City of Flagstaff (BBB Tax)
 - Mountain Line (Transit Tax)
4. Agency Updates
 - a. City of Flagstaff
 - b. Coconino Community College
 - c. Coconino County
 - d. Flagstaff Unified School District
 - e. Mountain Line
 - f. Northern Arizona University
5. Host Agency for FY2025 Meetings
6. Other Business
7. Any other information to share.

And a quick recap from Chief Musselman's retirement recognition Council, thank you for the nice send-off for Chief Musselman last Tuesday. The recognition was well attended and well received.





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



AIRPORT

AIRPORT EMERGENCY PLAN (AEP) UPDATE

The Airport Emergency Plan (AEP) update process continues with workshops held for various sections, including Command and Control/Organizational Responsibilities, Fire Rescue/Health Medical, and Communications. These workshops have begun to identify challenges airport staff may face during an airport emergency. By recognizing these challenges, the plan can be updated to include additional measures to address them. The discussions and updates to these specific sections are also helping drive the preparation and planning of the Airport's Full-Scale Exercise, scheduled for September 2024.

AIRPORT RESCUE FIREFIGHTING (ARFF) AND OPERATIONS

Specialist Brandon Othon conducted a tree rescue training session for the Fire Department's Technical Rescue Team, focusing on rescuing a patient stranded in a tree. Brandon joined the airport last year after spending 23 years with the Phoenix Fire Department.

AIRPORT MARKETING AND AIR SERVICE ATTRACTION

Airport staff attended the annual JumpStart air service attraction conference, where they met with representatives from Delta, Southwest, United, Alaska, American, and Breeze. During a meeting with American Airlines, we learned that American will be adding a seasonal route to LAX, operating weekly on Saturdays from October 12 through March.

Conversations with all airlines were positive, emphasizing that northern Arizona is an underserved community. More updates will follow as discussions continue.

Please enjoy [this video](#) created to share with the airlines during the conference, providing them with deeper insights into Flagstaff Pulliam Airport.



Ads running in print and digital in Arizona Daily Sun and Flagstaff Business News, as well as on NAIPTA busses throughout the city.



AIRPORT VISITORS: Several US Navy T-45 Goshawk aircraft stopped at the airport in May. These aircraft provide advanced jet training for the US Navy and US Marine Corps and are capable of operating from aircraft carriers.



COCONINO SCROLL ARTX EVENT: As part of ArtX, in partnership with Arts, Science, and Beautification, a historical tour of the Coconino Scroll took place. The event drew a strong attendance, and participants discovered new insights into Flagstaff's rich history.



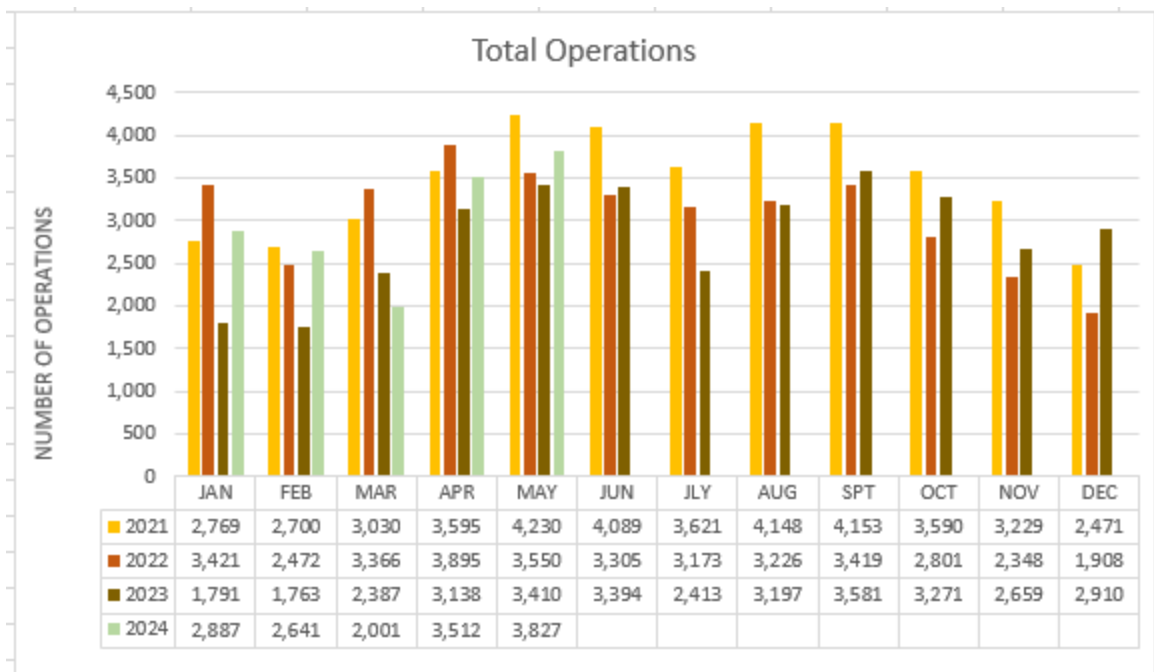
PROJECT & GRANT UPDATES

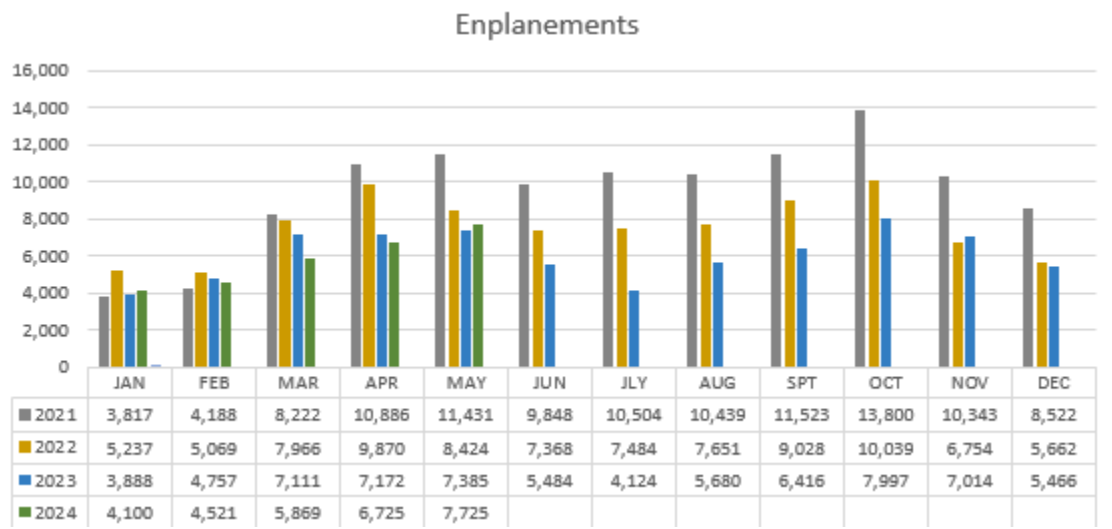
The Terminal Parking Lot reopened three weeks ahead of schedule. It was closed for repairs to curbs and sidewalks, as well as asphalt crack sealing, seal coating, and restriping. During this time, the Economy Parking Lot remained open with plenty of available parking space.

Terminal improvement work is wrapping up, with improved lighting and wayfinding signage installed last month. Over the past few months, the terminal has been enhanced with new doors, foyer carpeting, fresh paint, and more. Stop by to see the upgrades or reach out to staff to schedule a tour.



AIRPORT ENPLANEMENTS, FUEL FLOW, AND OPERATIONS: Enplanements trended up in May, with a nearly 15% increase compared to April.





CHOOSE
FLAGSTAFF

COMMUNITY INVESTMENT

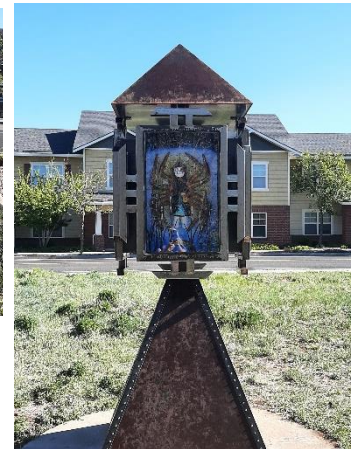
BEAUTIFICATION AND ARTS & SCIENCE:

COMPLETED PROJECTS

Multicultural Park Sculpture Exhibition, Year One: May saw a flurry of work to guide the installations of sculpture and signage for five different artists. Also, a celebration for ARTx to prepare. But it was all completed for the opening on May 17th.

The *Multicultural Park Sculpture Exhibition* makes visible aspects of Indigenous and other diverse cultural representation, including Black and Latinx art through large-scale immersive installations by established and emerging Arizona artists. Sculptures by Gedion Nyanhongo, Lance Yazzie, Olivero Balcells, and artist team Inok Alrutz, Reggie Fitchett and Meg Kabotie advance essential perspectives and narratives through a myriad of ways—reflecting cultural traditions, iconography and the artists’ connection to nature, land or community. Each sculpture prompts interaction, conversation, and appreciation. The sculptures featured in this first exhibition are exciting artworks that celebrate distinct cultural expressions and amplify new voices. Featured artists were recommended by a 10-person panel, comprised of representatives from the City of Flagstaff Beautification and Public Art Commission, Indigenous Commission and the Commission on Diversity Awareness, and Coconino County Parks and Rec Commission, Indigenous Peoples Advisory Council, and the Hispanic Advisory Council. The panel evaluated the merits of the artists’ proposals, as well as the artistic quality of past work and experience with site specific public art projects. Panel recommendations were approved by the City of Flagstaff’s Beautification and Public Art Commission last fall.

To learn more about the artworks on display, visit [Multicultural Park Sculpture Exhibition | City of Flagstaff Official Website \(az.gov\)](https://www.flagstaff.az.gov/multicultural-park-sculpture-exhibition). Professional pictures forthcoming.



Starting from the left and going clockwise, *Reflection on the Past and the Future* by Gedion Nyanhongo, *Offering to Dookó'oslíid* by Lance Yazzie, *Eagle Sun* by Oliverio Balcells, *Divine Feminine Direction* by artist team Inok Alrutz, Reggie Fitchett and Meg Kabotie, and *Blue Bird* by Oliverio Balcells.

Restoration Project: Monument Sign at the Airport: The non-working light fixtures removed, reflective lettering added, metal refurbished, and wood replaced.



ONGOING PROJECTS

- **ADOT JW Powell Bridge @ I17:** Formliners (makes shapes in concrete) approved and first piers with pinecone motif are in place. Paint colors reviewed. Construction of the replacement bridge is making significant progress. The designs are like the 4th Street Bridge @ I40.
- **Cleo Murdoch Park 3D Art:** Four of the five finalists for the project submitted proposal by deadline. Selection panel review scheduled for June 4th.
- **Cheshire Asphalt Art Project:** Our role was minor, but in May we bought environmental-friendly paint and watched the community use it as they completed the project during ARTx.
- **City Hall Railings:** Wraith bronze chosen as the paint color for the new railings that are in fabrication. It will have a little sparkle.
- **The Coconino Scroll:** The bronze waxed, which will happen twice a the celebration tour.
- **Collections Management/Condition Photography:** Staff received initial photos to review from the Community Engagement Specialist of 10 public artworks that record their current condition (graffiti, rust, fading, broken elements, etc.).



medallions were cleaned and year. They were bright and shiny for

- **Cosmic Ray Tunnel on the Sheep Crossing Trail:** The bronze plaques have shipped (finally!) and staff is working on coordinating an installation date with PROSE and Cosmic Ray's family.
- **Downtown Green:** Council package submitted for June 4th meeting to approve paint vendor's contract to repaint all the fixtures in the downtown municipal green.
- **Downtown Connection Center Southside Grove Sculpture:** Staff engaged structural engineer to answer questions regarding snow loads on cantilever branches. Timetable text also under review. Staff submitted edits and engaged La Plaza Vieja, Southside & Indigenous representatives to review also.
- **Flowers Program:** Much activity to prepare for the incoming flowers for all the planters and hanging baskets, coco liners and chains from the warehouse, moving of planters back to the alley way to start with. Rock feature in Heritage Square was installed. The delivery of the grasses have been delayed to the region. They were supposed to go in before Memorial Day but will probably be planted along with the flowers in mid-June.
- **Multicultural Park Sculpture Exhibition, Year Two:** The Call to Artists for the 2025/26 exhibition was published; and staff revised the Call to Artists flyer, updated the website, scheduled social media posts, revised the outreach plan, and answered potential applicant inquiries. Presentations for City Commissions and County Councils that participate in the project commenced with a presentation the City's Indigenous Commission. Outlive Creative sent the first draft of the project video. Staff reviewed and provided feedback. This video will promote the project, inclusivity, and Flagstaff as a place for the arts.
- **Regional Plan Art:** Talk and reception held with Artist Sonya London Hall at the HeART Box at First Friday regarding the Create Crates and their role in the Regional Plan process. Pic right is some of the community art produced in a display
- **Traffic Signal Cabinet Artwraps:** Selection panel meeting held for the Lake Mary Road location. Recommended artist proposal will go forward to BPAC for approval in June. The contract amendment for the vendor who prints and wraps the cabinets with the artists' designs was executed. When the artists receive their approvals, the vendor can commence. We should see installations in June, July, and August.



PROGRAMS & OUTREACH

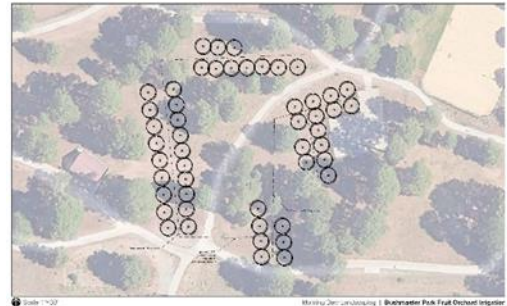
- **ARTx (A Creative Flagstaff Production):** Staff produced three events in conjunction with the festival that ran from May 17th through Memorial Day - *Multicultural County Park Sculpture Exhibition Opening Reception* (lots of dignitaries took their pics with the artists), a celebration tour of



Coconino Scroll (good crowd at the Airport Art Fence) and a talk with interactivity with public art catalyst Helen Lessick for upper management staff.

- **Beautification in Action (BIA) Grants:**

- Grantee Alexi Kimiatek provided an update on the Bushmaster Fruit Orchard. The applicant is working with PROSE and Morning Dew on the orchard layout (at right) and next steps. The site should be ready for planting by August and features up to 50 trees.
- At May BPAC meeting, new BIA applicants made presentations and BPAC gave final approval to *Bee Generous* by the Assistance League of Flagstaff, *Reviving La Plaza Vieja Park* by La Plaza Vieja Neighborhood Association, and *Utility Box Restoration with Artwork* by Jolene Rohrbacker; provisional approval to *Southside Downtown Art Wrap* by Flagstaff Downtown Business Alliance and *Box Wrap* by Jillian Sander; and contingent approval to the *Sunnyside Labyrinth* by Building Community, LLC.
- A mural celebration was held at the Murdoch Community Center to dedicate the recently installed Celebrating African Americans in Flagstaff Mural, partially funded by a BIA grant. Singer/songwriter Dom Flemons, whose father is featured on the mural, was a special guest and included a series of images from the dedication and a shout out to the City of Flagstaff in an Instagram post. At left is a photo of Dom and his father. The celebration was organized by BIA grantees Candace Schmid and artist Chip Thomas.



- **Publications:** The CoF/Coconino County join press release on the Multicultural Park Sculpture Exhibition was featured in the Arizona Daily Sun on May 16. [City of Flagstaff, Coconino County](https://www.azdailysun.com)

announce opening of

the Multicultural Park Sculpture Exhibition May 17 | [Local News | azdailysun.com](https://www.azdailysun.com)

The City of Flagstaff is featured in the Art in Public Places feature of the May/June issue of *Sculpture Magazine* (pic right)

- **Staffing:** The new Collections, Beautification & Public Art Project Administrator will start on June 10th. Staff welcomed Cory Woodall to the program.



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

May the Fourth be With You Space Rave & Dance Party

Was held on Saturday, May 4, 9-11 pm

Presented by [Northern Arizona Pride Association](#)

At the Orpheum Theater

Flagstaff Pride Presented May the Fourth Be With You Space Rave and Dance Party, featuring DJ Bear Cole and BG NFTY with performances from Dillon Duvet, Brandy Alexander as Han Solo, Miasma and Planet Cree. Costumes were encouraged and dancing was a must!



Heisenberg

Ran from May 10th through May

Presented by [Stargazer Collaborative Theatre](#)

A production directed by Michael Rulon with local actors DeLano Hays and Matt Morales. Amidst the bustle of a crowded London train station, Georgie spots Alex, a much older man, and plants a kiss on his neck. This electric encounter thrusts these two strangers into a fascinating and life-changing game. This one act play ran roughly an hour and twenty minutes and displayed adult themes and languages.



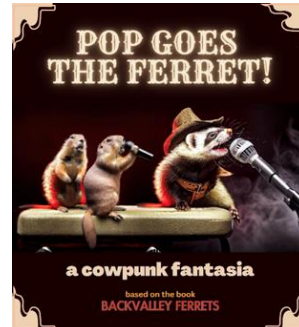
Pop Goes the Ferrett

Was held Friday, May 24 & Saturday, May 25, 7 pm

Coconino Center for the Arts

Was free and open to the public

Presented in conjunction with ARTx! Pop Goes the Ferret is a multimedia pop opera about the re-emergence of the black-footed ferret from extinction and a family deciding whether to have a child amid climate change. Rated PG13.



PARKFLAG:

Vehicle Processing and Notifications

- **Scofflaw List Management:** We processed nearly 500 vehicles on our current scofflaw list, creating documentation and verifying that all vehicles listed are accurately identified for follow-up actions.
- **Registered Owner Notifications:** We ran registered owner information for these vehicles and sent out notification letters. This step is crucial in informing vehicle owners of their status and any pending actions they need to take.

System Preparation for New Policies

- **Software Enhancements:** We worked with our back-office software vendor to update and prepare our system. These updates will enable us to process citations differently in line with our

new immobilization policies, which we plan to implement in June. This preparation is essential for a smooth transition and effective enforcement of the new rules.

Maintenance and Upkeep

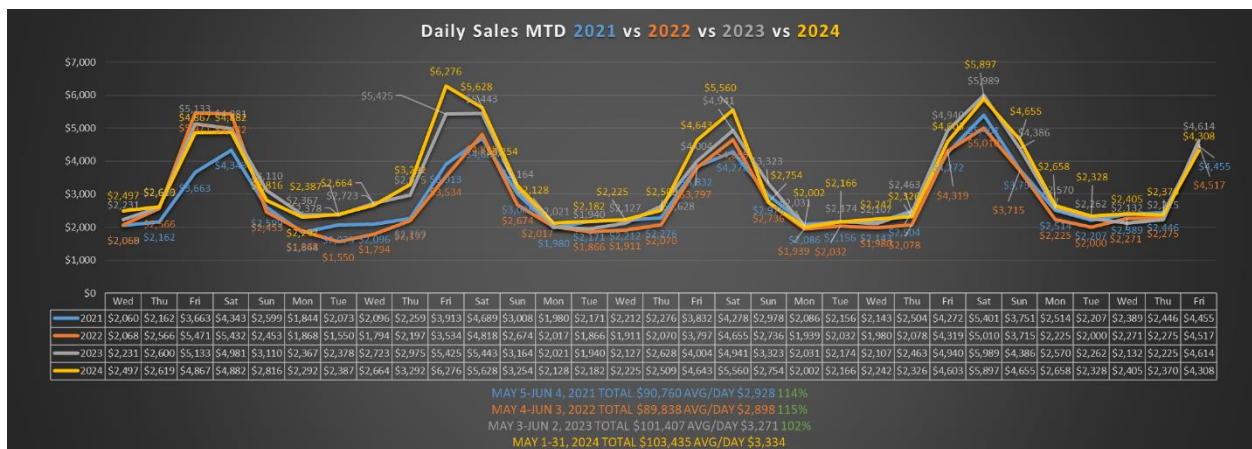
- **Parking Kiosk Maintenance:** Our team continued the spring cleaning of parking kiosks throughout the downtown district. This effort is part of our regular maintenance schedule to ensure all kiosks are clean, functional, and user-friendly. We aim to complete this task by the first day of summer.
- **Kiosk Repairs:** In addition to cleaning, ParkFlag team members also completed repairs on several malfunctioning kiosks. These malfunctions were relatively simple to manage, ranging from stuck dollar bills to communication errors.

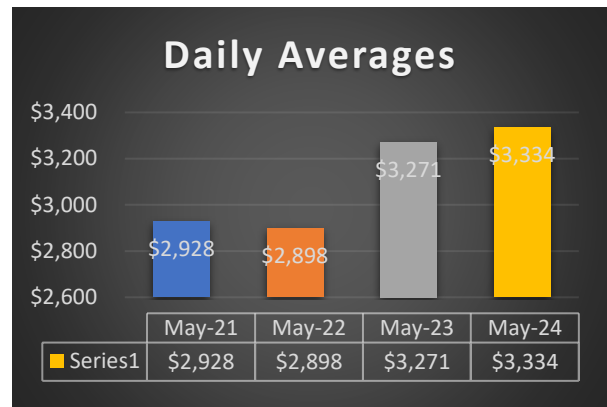
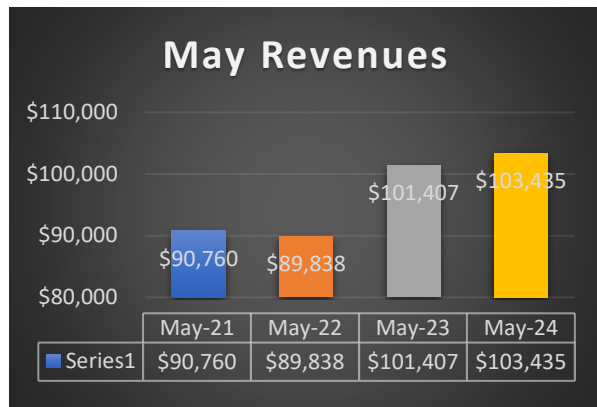
Community Engagement

- **Parking Aides as Ambassadors:** Our Parking Aides have been proactive in their roles as ambassadors. They have been fielding numerous questions from the public regarding the new immobilization policy. Their efforts are instrumental in educating and preparing the community for the upcoming changes.
- **Stakeholder Meetings:** We attended the Downtown Business Association (DBA) stakeholder meeting this month. During this meeting, we provided updates on the new immobilization policy and addressed any concerns from local businesses, ensuring that the businesses are well-informed and can prepare accordingly.

Parking Revenues

- ParkFlag customers parked a total of 103,946 hours during the month of May with an average of 2.06 hours per parking session.
- ParkFlag revenues were up over the three previous comparison years. It is great to see a 100K May.





ECONOMIC DEVELOPMENT:

On May 21st, City Council approved a new **Economic Development Strategic Plan for 2024-2029**. This is an exciting step as it will guide our program and organization as we work to maintain a vibrant, prosperous, and resilient economy for all in Flagstaff. You can find the plan here for review or to participate. The City will be working to begin implementation this Summer.

[Stiletto FlagstaffEcDevStrategy_2024-29-For-521-Council-1 \(az.gov\)](#)

The Economic Development Team held the annual **Innovate Waste Challenge** on May 3rd and 4th in collaboration with Moonshot and Sustainability. The second-place winner, FireFlight, has been accepted as a client at Moonshot.



Mayor Daggett proclaimed May 6th – 10th as **Economic Development Week**. There were a host of activities held around the community with our regional partners.

The City Economic Development and Sustainability Programs partnered to bring the **Local First's Green Business Boot Camp** to northern Arizona. This exciting program has its first cohort underway through May with the "Pitch" event in early June. The intention is to bring down long term cost to the business and reduced climate impact through efficiencies and other techniques.

The French American Chamber of Commerce visited Flagstaff on May 31st and heard presentations from many community partners. Numerous opportunities for greater partnership or potential businesses were discussed.



MOONSHOT provided five classes or networking opportunities including items such as Non-compete Clauses and virtual watch parties with Growth Partners AZ and the Coconino County Small Business Development Center. New boilers were installed at the **MOONSHOT campus** in a continuing effort to provide excellent spaces for business incubation and acceleration.

Staff and consultant Keen presented to Council in a work session on the Draft Workforce Development Analysis and Strategic Plan. It can be found here:

[DRAFTKeenIndependentFlagstaffWorkforceStrategicPlan-for-distribution-May \(az.gov\)](#)



The Economic Development department is pleased to announce the awarding of \$1.5M in funding from the EPA for the next **Brownfields Route 66 Coalition** cycle (excerpt from the [press release](#)):

Arizona Funding Breakdown:

The EPA selected the Northern Arizona Council of Governments (NACOG) to receive a \$1.5 million Brownfields Assessment Coalition Grant. The grant will be used to identify potentially polluted sites, complete subsequent environmental assessments, and conduct cleanups, area-wide plans, and community engagement activities to alert residents to potential actions and seek community input throughout the process.

NACOG's assessment activities will focus on the cities of Flagstaff, Kingman, Show Low, Winslow, Prescott, and Munds Park. Additionally, NACOG has already prioritized a former residential mobile home park, a former oil distribution center, a former dry cleaner and laundry constructed in 1945, a 154-acre vacant property near a wood processing plant destroyed by a fire, and an abandoned former food store for this work.

Economic Development Staff met with ECoNA, Coconino Community College and Flagstaff Family Food Center and took a tour of a kitchen at the community college. **Flagstaff Family Food Center** will be under construction in the fall/winter and will need a space to continue operations. Staff is working to find a place suitable for the need.



LIBRARY | CITY & COUNTY

Downtown and EFCL Libraries:

Youth Services:

RAINBOW READER'S DAY: Rainbow Reader's Day hosted about 36 different readers. Storytimes were held in Spanish, English, Dine, and American Sign Language. Free books, crafts, and information were provided for the



community as well.

THE NATURE PUPPET SHOW: The Nature Tales Puppet show had 63 in attendance and was a fantastic show for all ages. Everyone sang a song in Spanish, learned a Hopi tale, and learned more about nature.



SUMMER READING CHALLENGE:

- Youth Services wrapped up the spring programming semester and hosted numerous group visits in preparation for the Summer Reading Challenge. Over 200 students visited Youth Services in May including several classes from Marshall Elementary who made us some delightful thank you cards. Willow Bend's Nature Tales puppet show was a big hit filling up the room with 75+ attendees.
- Youth Services has over 80 programs planned for this Summer Reading Challenge.

Reference:

Reference staff has been working diligently to spend grant funding that was awarded for collection materials and programs focusing on BIPOC communities (Black, Indigenous, People of Color) and environmental justice. Staff has purchased many books and will be ordering a variety of native seeds for EFCL's seed library, as well as offering the following programs, courtesy of the Arizona State Library and AZ Humanities:

- June 17th: Art as Resistance with Jihan Gearon and Ed Kabotie
- June 18th: Movie and Discussion: Necessity - Oil, Water & Climate Resistance
- June 20th: Arizona Water Use from Prehistory to the Present
- July 16th: Movie and Discussion: Downwind
- July 22nd: Archaeology's Deep Time Perspective on Environment and Sustainability
- August 29th: Caretakers of the Land: A Story of Farming and Community in San Xavier
- August TBD: a program involving native seeds and/or gardening techniques

Thanks to a generous donation from W. W. Norton & Company, the library has received some complimentary Thursday Night Book Club copies which has freed up funds for staff to offer another Science Book Club for the Flagstaff Festival of Science this year.

EAST FLAGSTAFF LIBRARY:

For the final Crafty Corner this spring participants made refrigerator magnets. Using glitter for decorating was a messy endeavor but attendees enjoyed it.



CLIMATE RESILIENCE: For the first Climate Resilience/Meet us at the trailhead combo program, staff met about 20 people on Observatory Mesa to learn about fire management practices from Neil Chapman, Wildland Forest Health Specialist. It was a wonderfully informative program, with Rover Ranger Karin Malis-Clark adding insight into the history of Flagstaff's approaches to wildfire.



County Libraries:

FOREST LAKES: Hawk at Forest Lakes is continuing to run STEM programs including making an FM radio.

GRAND CANYON:

- The Grand Canyon library has now been given the go ahead to stay permanently in the new location, where use of the library has been significantly higher.
- Staff is moving the rest of the library shelves and collection to the new location and getting ready for their first summer reading program in some time.

TUBA CITY:

The summer reading challenge has returned to Tuba City. About twenty kids have already signed up and recently enjoyed a craft activity.



Staff News

- Amelia Mason has accepted the position of Executive Assistant II.
- Ava Jones is starting at EFCL this week as a temp clerk. Ava was originally hired for a temp paging position downtown and was recently promoted to EFCL.
- Meg Eastwood will be the interim CMS supervisor starting Tuesday June 4th.
- Richard Tutwiler's last day as Deputy Library Director – City Services was May 17th.



- Isabella's last day was Friday (5/31). She recently graduated from NAU and is moving to California for a new full-time position!

LIBRARY STATS:

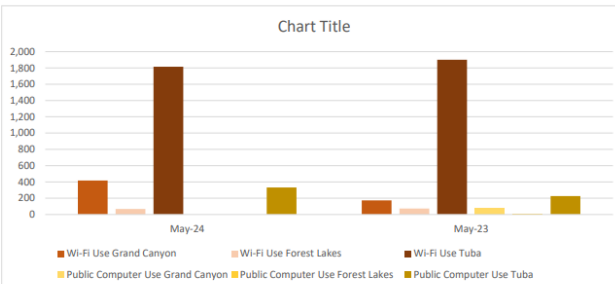
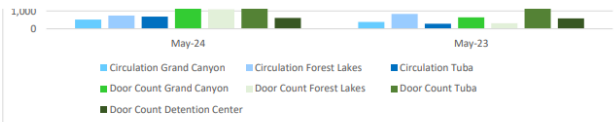
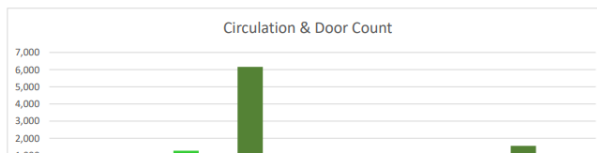
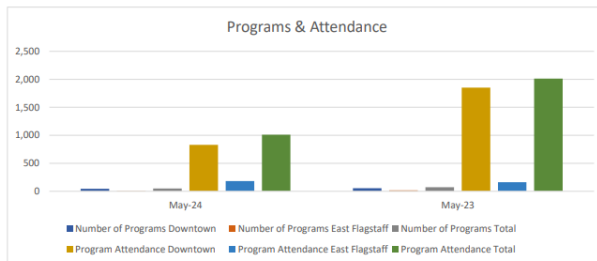
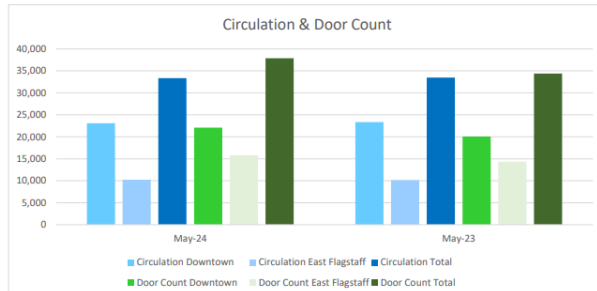
STATISTICS

| Countywide | | May-24 | May-23 | Difference |
|-----------------------|----------------------|--------|--------|------------|
| Overdrive Circulation | All Libraries & Sora | 9,219 | 7,270 | 26.81% |

| Downtown & EFCL | | May-24 | May-23 | Difference |
|---------------------------|----------------|-----------|-----------|------------|
| Circulation | Downtown | 23,108 | 23,348 | -1.03% |
| | East Flagstaff | 10,242 | 10,136 | 1.05% |
| | Total | 33,350 | 33,484 | -0.40% |
| Value of Loaned Materials | Downtown | \$415,069 | \$422,423 | -1.74% |
| | East Flagstaff | \$172,102 | \$194,076 | -11.32% |
| | Total | \$587,171 | \$616,499 | -4.76% |
| In-House Use | Downtown | 18,320 | 16,179 | 13.23% |
| | East Flagstaff | 7,047 | 6,632 | 6.26% |
| | Total | 25,367 | 22,811 | 11.21% |
| Door Count | Downtown | 22,090 | 20,079 | 10.02% |
| | East Flagstaff | 15,781 | 14,318 | 10.22% |
| | Total | 37,871 | 34,397 | 10.10% |
| Wi-Fi Use | Downtown | 3,872 | 3,969 | -2.44% |
| | East Flagstaff | 1,871 | 2,344 | -20.18% |
| | Total | 5,743 | 6,313 | -9.03% |
| Public Computer Use | Downtown | 1,130 | 1,920 | -41.15% |
| | East Flagstaff | 2,171 | 1,673 | 29.77% |
| | Total | 3,301 | 3,593 | -8.13% |
| Number of Programs | Downtown | 44 | 55 | -20.00% |
| | East Flagstaff | 5 | 17 | -70.59% |
| | Total | 49 | 72 | -31.94% |
| Program Attendance | Downtown | 829 | 1,850 | -55.19% |
| | East Flagstaff | 182 | 161 | 13.04% |
| | Total | 1,011 | 2,011 | -49.73% |
| Reference Help | Downtown | 3,958 | 3,032 | 30.54% |
| | East Flagstaff | 2,318 | 1,398 | 65.81% |
| | Total | 6,276 | 4,430 | 41.67% |

| Branches | | May-24 | May-23 | Difference |
|--------------|------------------|--------|--------|------------|
| Circulation | Grand Canyon | 519 | 385 | 34.81% |
| | Forest Lakes | 746 | 836 | -10.77% |
| | Tuba | 682 | 286 | 138.46% |
| | Grand Canyon | 131 | 227 | -42.29% |
| In-House Use | Forest Lakes | 12 | 16 | -25.00% |
| | Tuba | 99 | 31 | 219.35% |
| | Detention Center | 1,340 | 1,416 | -5.37% |
| | Grand Canyon | 1,278 | 639 | 100.00% |

| | | | | |
|---------------------|------------------|-------|-------|-----------|
| Door Count | Forest Lakes | 1,089 | 308 | 253.57% |
| | Tuba | 6,164 | 1,560 | 295.13% |
| | Detention Center | 612 | 583 | 4.97% |
| Wi-Fi Use | Grand Canyon | 418 | 174 | 140.23% |
| | Forest Lakes | 68 | 73 | -6.85% |
| | Tuba | 1,814 | 1,901 | -4.58% |
| Public Computer Use | Grand Canyon | 76 | 0 | -100.00% |
| | Forest Lakes | 0 | 2 | -100.00% |
| | Tuba | 332 | 226 | 46.90% |
| Number of Programs | Grand Canyon | 4 | 0 | 3900.00% |
| | Forest Lakes | 0 | 0 | 0.00% |
| | Tuba | 6 | 0 | 5900.00% |
| Program Attendance | Grand Canyon | 35 | 0 | 34900.00% |
| | Forest Lakes | 0 | 12 | -100.00% |
| | Tuba | 68 | 0 | 67900.00% |
| Reference Help | Grand Canyon | 253 | 158 | 60.13% |
| | Forest Lakes | 1,241 | 407 | 204.91% |
| | Tuba | 294 | 180 | 63.33% |
| | Detention Center | 65 | 26 | 150.00% |





TOURISM & VISITOR SERVICES

TOURISM METRICS: *MAY 2024*

YOY RevPAR for the Month of May:

The RevPAR number of \$115.09 is up by 6.7% to May of LY. This is up even though we had 5.2% more rooms in the overall Flagstaff inventory for the month. The demand for traditional accommodation in May was strong – beating STLY by 8.4%.

Rationale:

The approaching Rt. 66 Centennial is increasing in interest; the national parks and their supporting associations are doing a great job of marketing; outdoor adventure is still a strong motivator for travel; brand recognition for Flagstaff continues to grow internationally.

The Discover Flagstaff team worked hard on social media engagement moving into the month of May; International markets are coming back strong, in-part due to the efforts of our International Travel Trade Sales Manager; and our Marketing and Media Relations team is laser-focused on travel motivators such as Grand Canyon, Festivals, food/breweries, Rt. 66, and astrotourism. Thank you, team, for your hard work!

Following is a snapshot of the metrics for May 2024:

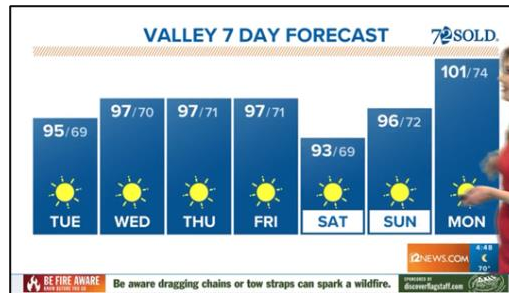
| May | 2023 | 2024 | Diff |
|--------|----------|----------|------|
| OCC | 77% | 79.4% | 3.1% |
| ADR | \$140.12 | \$145.04 | 3.5% |
| RevPAR | \$107.86 | \$115.09 | 6.7% |

MARKETING & MEDIA RELATIONS:

- Earned media – Ryan Randazzo amplified USA Today's pet friendly #1 ranking of Flagstaff. At times, stories ran verbatim from Ryan's release, while other outlets chose to recraft while telling our great story! We're talking pickups in Phoenix, Los Angeles, Denver . . .
- Website – great, great numbers.
- Email – City of 7 Wonders and accommodations were among most clicked.
- Social – top post supported a hotelier – Americana Motor Hotel! Can it get any better?



- More than 200,000 metro-Phoenix households received a Discover Flagstaff 4-page insert in their May 19 or 22 *The Arizona Republic* newspaper with content supporting festivals, restaurants, Flagstaff Trails Passport (creating awareness and motivation for less traveled trails) and Be Fire Aware.
- On May 22, the following ad ran in *The Arizona Republic* leading into the Memorial Day weekend:
- **KPNX, Phoenix NBC affiliate,** ran news tickers during morning, 1 pm and 4 pm newscasts from May 20 – 27.



Ch. 3

5.21 – This lifestyle [segment](#) reaches 30,000 people in our #1 drive market. The spot has been embedded on the Be Fire Aware [landing page](#) hero image. Spokesperson Mark Adams, FFD wildland community risk reduction specialist.

5.21 – Homepage Takeover on azfamily.com featured Discover Flagstaff's Be Fire Aware messaging:



WEBSITE:

Comparisons are made YOY to 2023:

- **Domestic and International engaged sessions had strong performances:**
 - US engaged sessions increased 23.69%, and top cities included: Phoenix was up 36% at 11,892, Los Angeles was up with 2,596, Tempe was up with 2,780, Las Vegas was up with 1,565, Dallas was up 96% with 893
- **International engaged sessions also increased and included:**
 - Canada was up 63% with 759, UK increased 53% and had 506, Germany increased 70% and had 419, MX had 380, and India had 363.
- **Top performing landing pages:** Top 21 things to do had 18,270 views, events had 17,776 views, things to do had 13,172 views, webcams had 12,428 views, events/festivals had 8,700 views, and dining/nightlife/restaurants had 6,485 views, route 66 followed with 6,461 views.
- **Optimized pages:** Scenic Drives and Day Trips, Route 66, High Altitude Training and Flagstaff Beer Festival.
- **Top three age demographics were:**
 - 25–34-year-olds which had 2,945 users
 - 55–64 age bracket had 2,876 users
 - 45–54-year-olds had 2,784 users
- **Users by interest included:** news and politics, travel buffs, food and dining, and shopping.
- **User attributes included:** 53.7% were female, 46.3 were male

EARNED MEDIA:

Media assists in May: 11.

(May 2023: 17)

Journalists hosted in May: 3.

AOT representative from the U.K., Sydney Morning Herald, CAAC inflight magazine in China.

(2023: 3)

Total articles generated: 112 (per Cision, our media tracking software provider. This is **excluding** 282 exact pickups of the dog-friendly destination press release, see below.)

(2023: 159)

Discover Flagstaff marketing themes supported in coverage: Dog friendly, Overland Expo, astrotourism.

Press releases in May: 3.

(2023: N/A)

- Most dog-friendly destination in the country (paid distribution, 281 publications including KTLA Los Angeles, KDVR Denver published exact pickups. Also generated several bylined stories including AZCentral, Route 66 News.)
- Mother's Day in Flagstaff. Local distribution. One exact pickup in AZ Big Media.
- Flagstaff urges visitors to be fire aware.

Highlights of media coverage:

AZCentral.com: [This Arizona city was named the top dog-friendly destination in the United States](#)

Other publications also published stories based on the news release issued by Discover Flagstaff.



USA Today: [Experience the nostalgia of the open road at these 10 classic motels](#) (Americana was No. 9)



Gallery: 13th annual Train Day at the Flagstaff Visitor Center



Flagstaff Train Day



AZ Daily Sun: [13th annual train day at the Flagstaff Visitors Center](#)

FILM:

Film permits issued: 4

(May 2023: 2)

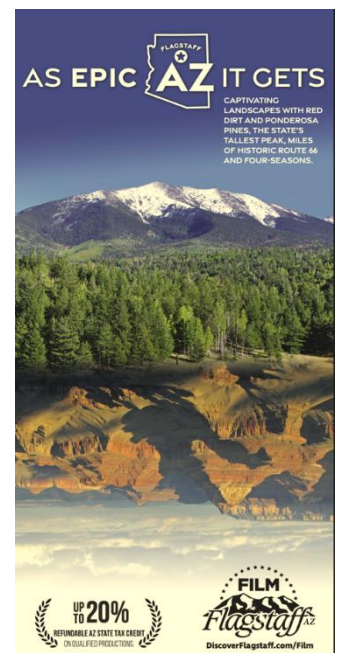
- CNN Dark Skies at Buffalo Park
- Captain en America, Spanish soccer player Joaquín Sánchez at Museum Club
- Top 66 of Route 66, Trick and Mortar TV pilot
- AOT on the Arizona Trail in Buffalo Park

Film assists: 4

- India Today (private property location)
- Keanu Reeves at Roden Crater (coordinated local services, airport access)
- Silverback Films (based in Kachina Village filming Sedona, remote forest)
- NASA Documentary (French crew worked with NPS, needed local sound tech only, filming on federal property)

EMAIL CAMPAIGN:

- **Discover Flagstaff**
 - Top clicks went to City of Seven Wonders, Accommodations, and Live Music. The day and time of sending was the same YoY, so the decreased open rate is being attributed to the subject headline. The 2023 May headline read "Stargazing, Savory Delights, and Sustainability - Elevate Your Journey" and the May 2024 headline read "Plan NOW to Enjoy - Cool summer temps in Flagstaff" which both have a call-to-action, but the 2023 headline did have more specific details about what would be inside the email. Open rate was down 23%.
- **Flagstaff Local**
 - Top clicks went to the Paws for Perfect Taste event, volunteering for Pride in the Pines, and the donation request page for the Sunshine Rescue Mission shelter. I decided to run and A/B test on the May 2024 subject headline. A was "Summer Fun in the Sun" and B was "Summer Fun," and both had "Your Actions Matter" after. B was the winner; it was



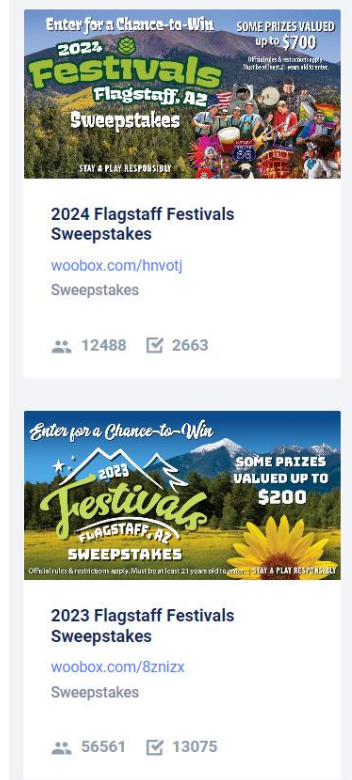
short and sweet. I am attributing a lower open rate to the fact that the resend to non-openers did not go out. It used to be a capability so I will investigate to see why the capability suddenly stopped and contact support to get it running again. Open rate was down 24%.

SWEEPSTAKES:

- **Flagstaff Festival Sweepstakes**
 - The sweepstakes is performing strongly, with a 148% increase YoY, with posts on social media having started the day before and the day it opened to entries. There was also a card placed high on the Discover Flagstaff website homepage and on the festivals page which has been linked to from social media and email campaigns since it launched. The first month of the sweepstakes being live has a 30% increase of entries compared to 2023.
- **Flagstaff Summer Stay and Play Sweepstakes**
 - There has not been a Summer Stay and Play Sweepstakes since 2021. The 2021 sweepstakes totaled 3,742 entries. This will be the benchmark for 2024.

SOCIAL MEDIA:

- Began pushing festival support quite heavily, also began pushing Fire Awareness. Top post was a Flagstaff Then and Now supporting the Americana, with almost 58k impressions and over 1,000 engagements. Second top post was Train Day support, with 27,000 impressions and 872 engagements.
- Tested out a new program to create short-form videos with, OpusClip. This program creates vertical videos via AI for you based on the video you upload into the program. It also creates captions for you. This video did very well, with 7k plays and over 250 engagements. We will be using this program in the future to create short-form videos of our longer content, like our news segments.



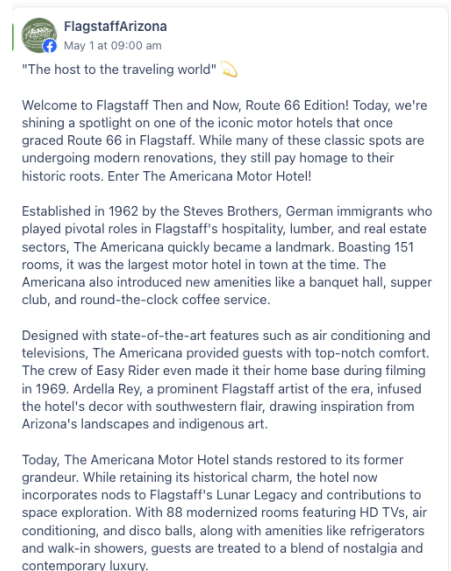
Top Facebook Posts:



The hotel's iconic pool, surrounded by lush gardens and cozy fire pits, offers a serene retreat reminiscent of days gone by. Whether you're a history buff or simply seeking a unique getaway, The Americana invites you to experience a slice of Route 66 history firsthand.

Arizona Historical Society:
<https://cdm16748.contentdm.oclc.org/digital/collection/cpg/id/9235/rec/2>

#DiscoverFlagstaff #StayAndPlayResponsibly #100YearsOn66FLG
 #RT66 #FLGon66 #RT66Centennial #DiscoverRT66
 #AmericanaMotorHotel #MotorHotels



Top Instagram Posts:

Reel made with OpusClip – High Altitude Training: <https://www.instagram.com/reel/C7PCTnRF5G/>

Americana Motor Hotel: <https://www.instagram.com/reel/C7hEhVNx7g2/>

SALES:

INTERNATIONAL TRAVEL TRADE:

RTO: Receptive Tour Operator; OTA: Online Travel Agency; FIT: Flexible Independent Traveler

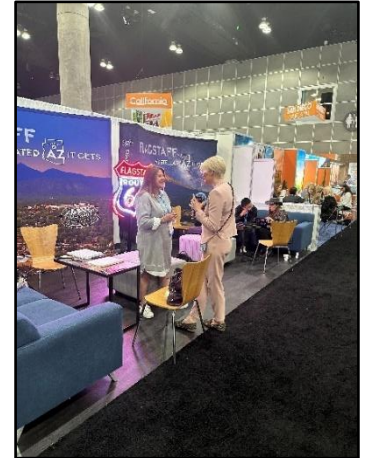
FAM: Familiarization Tour; AOT: Arizona Office of Tourism

- **IPW (International Pow Wow)**
 - IPW is the largest inbound tourism travel show event in the United States organized by the U.S. Travel Association. IPW unites and builds the global travel industry, providing an in-person platform to connect U.S. travel exhibitors with international and domestic travel buyers and journalists, promote products, negotiate future business, and make new and renew relationships around the world. As the leading inbound travel trade show, past IPWs have generated more than



\$5.5 billion in future business. Discover Flagstaff participation includes our trade booth and media marketplace.

- The beautiful Discover Flagstaff double-booth included two large displays with a new Route 66 neon sign in the center and meeting space to conduct appointments. The addition of the Route 66 sign was a showstopper making the Flagstaff booth stand-out from other booths highlighting the upcoming Route 66 Centennial.
- The Discover Flagstaff IPW Trade booth appointments were conducted by Director Trace Ward, Global Sales Manager Meg Roederer and with our partners at Lowell Observatory and Ascend Capital Management.
- IPW 2024 was highly successful resulting in more than 80 scheduled appointments and 100+ industry connections at the IPW special events. IPW 2024 follow-up continues as well as preparations for IPW 2025 in Chicago.



• FAM Tour - Hosted AOT German Representative

- Post-IPW Fam with Arizona Office of Tourism German Representative, Simone Kreckle. Kreckle stayed at High Country Motor Lodge and visited Lowell Observatory, Riordan Mansion, and area National Monuments. Discover Flagstaff is working with Kreckle and the AOT on a FVW German Academy (FVW Akademie). This is a year-long campaign to educate and inspire travel to our destination. The FVW Akademie is the central and independent portal for training and education in tourism and business travel. The portal's focus lies on travel sales. The FVW Akademie reaches more than 13,300 registered users with average page impressions per month at 78,000, average visits per month at 4,200 and 5,000 users receive the FVW Akademie newsletter. Below are examples of the May Akademie newsletter and the Flagstaff incentive prize.

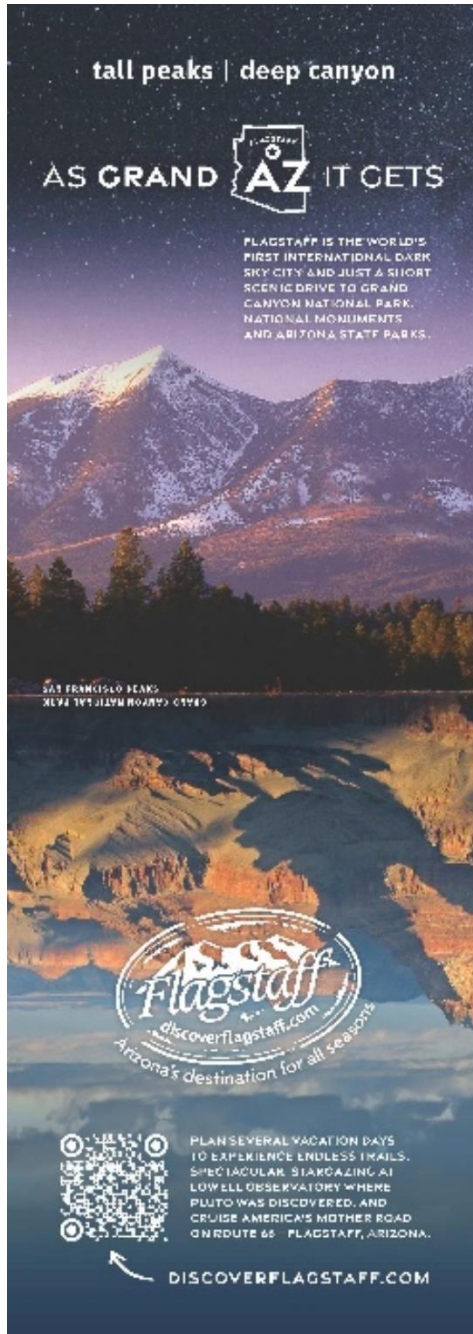
• FAM Tour - Hosted Voyageurs du Monde

- Discover Flagstaff hosted U.S. Specialist Senior Agent, Claire Jeanneau from Voyageurs du Monde of France. Claire stayed one night at Little America Hotel and one night at the



Americana Motor Hotel. Jeanneau experienced Lowell Observatory, downtown Flagstaff and was highly interested in the Colorado Plateau.

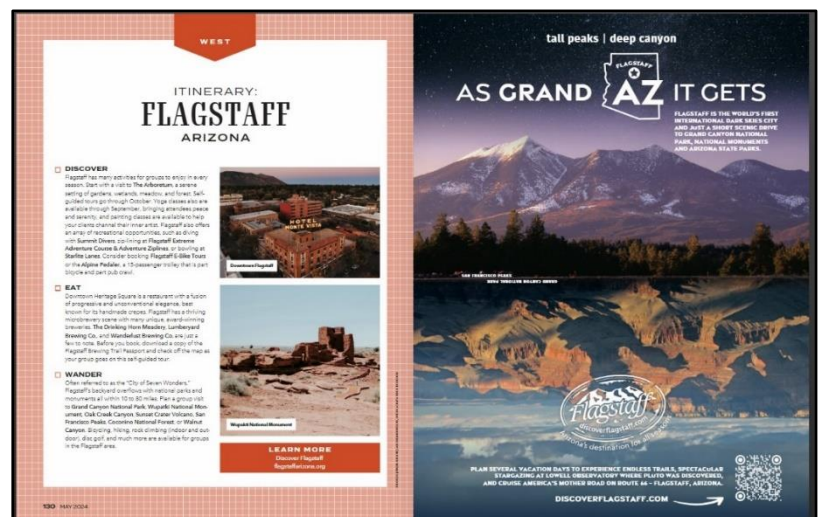
- In 2023, Voyageurs du Monde booked 22 rooms at the Little America Hotel and in 2024 started offering booking at the Americana Motor Hotel.
- **Published – Selling Travel**



- Selling Travel, the leading travel trade publication which, since its launch in 1990, has provided travel retailers in the UK with the tools, information, and inspiration they need to sell more travel. It reaches 26,000 travel professionals throughout the UK including travel agencies, online agencies, tour operator reservations and contracting departments.
- In May a half-page advertisement in print and digital was published.

*FAM Voyageurs du Monde at Macys
(Claire & Meg)*

- **Published – Group Tour Magazine**
- Group Tour Magazine connects the decision-makers within the group travel industry to suppliers there are more than 400,000 total trips planned by Group Tour magazine readers annually.
- In May a full-page advertisement in print/digital and an editorial article with a Flagstaff itinerary was published reaching over 24,000 travel planners.



MEETINGS/EVENTS/CONFERENCES:

CONFERENCE/ROOMS LEADS/BOOKINGS: 2 Leads were sent in the month of April for a total of 664 room nights and total estimated economic impact of \$198,536.

MEETINGS/CONFERENCE SERVICES: Staff attended the AzSAE Board Meeting, EAC Meetings, and the Flagstaff Good Scout Award Luncheon. Staff had meetings and provided conference services (Visitor Guides, Conference program materials & planning assistance) for 4 groups and had meetings/site visits with 4 partners.

MARKETING OUTREACH: Staff created an ad for the back cover of Pine Magazine with a shout out to encourage alumni (over 200,000) to book meetings in Flagstaff.



VISITOR SERVICES:

| May | 2023 | 2024 | YoY Change |
|--------------|----------|----------|------------|
| Walk-ins | 13,222 | 15,584 | 18% |
| Retail Sales | \$45,360 | \$53,394 | 18% |

Model Train

- The Model Train ran 278 times during the month of April.

Brewery Trail

- Visitor Center gave out 261-pint glasses for Flagstaff Brewery Trail redemptions!

Train Day

- The Visitor Center hosted Flagstaff Train Day on May 11th, with a train robbery reenactment and exhibits from local train organizations. Councilman McCarthy joined us and kicked off the event telling participants the importance of trains to our community and cutting our cake. We had over 1,000 walk-ins that day.



ArtX

- The Visitor Center hosted two art exhibits for the ArtX Ideas Festival, we were a location for the Flagstaff Quilt Trail and the Museum of Northern Arizona's Poetry Maps.



Google Reviews:

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



Robert Lipe

Local Guide · 513 reviews · 146 photos

★★★★★ a week ago **NEW**

Very helpful and loaded us up with stickers to commemorate our visit.
The quilt is a spectacle!



Manfred Cornu

6 reviews · 2 photos

★★★★★ 2 weeks ago **NEW**

Excellent Center for maps of Flagstaff, sun protection hat, information on the NASA activities nearby and good chatting. I liked it at my stay at Flagstaff.
Manfred Korn



April

Local Guide · 22 reviews

★★★★★ 3 weeks ago **NEW**

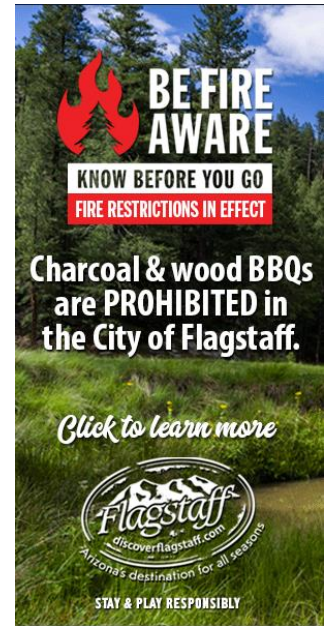
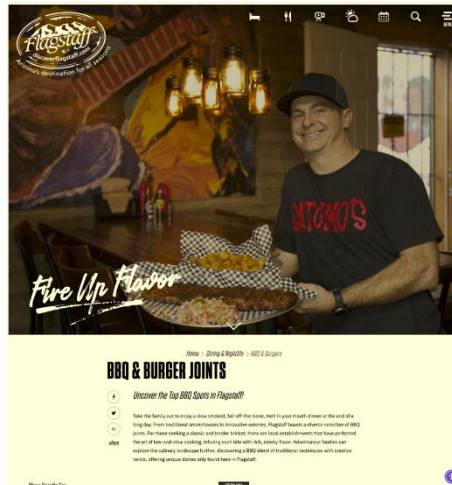
A tourist dream! All kinds of information on Flagstaff to include area info, maps as well as history. Huge variety of shirts, pins, stickers, cups, some collectibles and more. Knowledgeable, friendly staff, as well as being an active train station.

CREATIVE SERVICES:

ADVERTISING:

- **INNOVATE WASTE WINNERS AD:** Made an Innovate Waste Carbon Neutrality Challenge winner's ad in the Science and Research special section in the AZ Daily Sun
- **FESTIVALS/PRIDE AD:** Created a Flagstaff Festivals print ad for the Pride edition of FlagLive
- **AIRPORT AD:** Designed a "Thank You for Flying Flagstaff First" ad for Flagstaff Business News
- **ROUTE66:** Created a Rt. 66 centennial police car wrap

- **GCOT:** Designed GCOT award entries for Trails Passport, As Grand AZ It Gets and Sam Green & Henry Taylor
- **MEDIA:** Provided multiple image and b-roll request for media
- **VIDEO:** Worked with team and videographer for final edits for the DF destination video
- **FILM:** Created and submitted an ad promoting Flagstaff as a film location
- **JULY 4TH:** Created stickers and ordered US flags for the July 4th events
- **VIDEO:** Worked with the videographer to create and finalize a [high altitude training video](#)
- **VIDEO:** Worked with the videographer to finalize four [general fire aware videos](#)

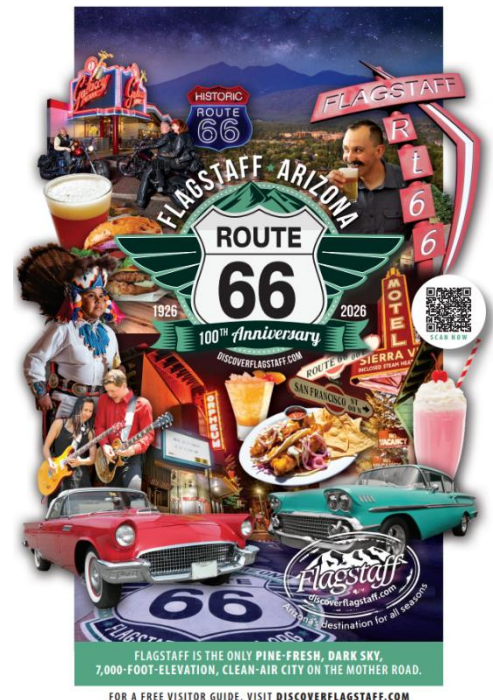


WEBSITE:

- **OHV:** Added a new OHV landing page to the outdoor section of discoverflagstaff.com <https://www.flagstaffarizona.org/things-to-do/outdoors-nature/ohv/>
- **BBQ & BURGERS:** Added a new BBQ page to the dining section of discoverflagstaff.com <https://www.flagstaffarizona.org/dining-nightlife/bbq/>
- **ECO-FRIENDLY RESTAURANTS:** Added a list of locally sourced and sustainable Flagstaff restaurants <https://www.flagstaffarizona.org/pledge-wild/flg-ecotourism/ecorestaurants/>
- **BLOGS:** New blogs were added for [High Altitude Training](#) and [Pluto is the Official State Planet](#)
- **ADVERTISING: DRIVE MARKET/NATIONAL CAMPAIGNS:** Produced digital ads for June **Datafy**, **12News**, **AZCentral.com** (Ch12 News), **AZfamily.com** (Ch3 News) print ads for **Green Living Magazine**, **Route Magazine**, **Discovery Map**, **A Taste of AZ**, **AOT AZ State Official Visitor Guide**, **Visit Phoenix Travel Guide** and Phoenix rotating digital billboards supporting Festivals.

CITY PROJECTS:

- **BBB TAX RENEWAL:** Continued work on informative ad series of ads, updated BBB logo, completed BBB outdoor banners.
- **PROSE PROJECTS:** Completed no camping and directional signage for McMillan Mesa Open Space.
- **FIRE DEPARTMENT:** Working on a design for a recruitment guide and the annual report



- **POLICE DEPARTMENT:** Vehicle wrap starting to promote Route 66 Centennial in 2026.
- **HUMAN RESOURCES:** Continued work on new HR logo
- **BUSINESS CARDS:** Designed and ordered multiple cards for Community Planning, Water Services and Engineering



THANK YOU FOR YOUR CONTINUED
PARTNERSHIP WITH THE
CITY OF FLAGSTAFF'S
ECONOMIC VITALITY DIVISION!

Flagstaff Sustainability Office June Newsletter

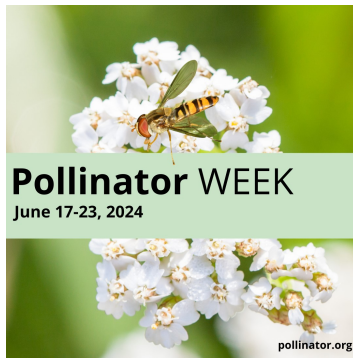
Happy Pollinator Awareness Month! 🦋🌻

Join us in celebrating pollinators this June. Discover opportunities to spend summer evenings in the garden and learn how you can volunteer to help clean our watersheds. Connect with, learn from, and get involved with the wonderful Flagstaff Community.


- The Flagstaff Sustainability Team


Upcoming Events


Celebrating Pollinators




National Pollinator Week (June 17-23, 2024) is an international event dedicated to supporting pollinator health. It is a time to raise awareness and spread the word about how we can protect pollinators. Honor [National Pollinator Week](#) and the [Mayor's Monarch Pledge](#) this June with these events and opportunities.

 Exploring Pollinators Art Contest: June 1st - 14th

 Pollinator Art Lab at the Downtown Library: June 11, 1:30 - 3:00 pm

 Pollinator Fest at the Arboretum: June 16, 10:00 am - 2:00 pm

 Pollinator Garden Planting Day at the Sustainability Office: June 22, 5:30 - 7:30 pm

Learn more: [Pollinator Week | City of Flagstaff Official Website \(az.gov\)](#)



Watershed Cleanup Series

June 8th

9:00 am - 11:00 am

Meet in the dirt parking lot off of S. Fourth St., before the Coconino Humane Association (3501 E Butler Ave).

Take part in the 2024 Watershed Cleanup Series, happening on the second Saturday of each month from June through

September! Connect with fellow community members and learn best practices for removing invasive plant species, woody debris, and litter from the Rio de Flag.

Learn more and sign up:

<https://forms.office.com/g/zrsPfEuiWn>



Weed Workshop and Plant Identification

June 11th

6:00 pm - 8:00 pm

Foxglenn Park (4200 E Butler Ave)

Learn how to identify invasive plants and bring your weeds to the experts! Enjoy a guided walk through Foxglenn Park to identify plants, enhance your knowledge of local flora, and explore the plants along the Rio!

This workshop is a partnership between the City of Flagstaff Sustainability Office, Open Space, and Climate Resilience Work Session.

Learn more:

<https://flagstaffpubliclibrary.libcal.com/event/12467432>



Green Business Boot Camp Final Session

June 12th

3:30 - 5:00 pm

Moonshot (2225 N Gemini Dr)

Join the final session of the first Flagstaff Green Business Boot Camp! Learn about participants' projects to reduce water, energy, and transportation costs. Hosted by Local First Arizona, the Boot Camp will also cover funding opportunities for green business projects. This session is open to the public. Another Boot Camp will be held in fall 2024, and all businesses interested in learning more are encouraged to attend.

Learn more: [Green Business Boot Camp - In Progress — Local First Arizona \(localfirstaz.com\)](https://localfirstaz.com)



Coconino County Drop-Off Days

June 15th

17768 Fairway Dr., Munds Park, AZ 86017

Coconino County is now offering Drop-off Days for people outside Flagstaff city limits to properly dispose of "hard to recycle" and "hazardous" items.

This service is available to residents of Munds Park, Mountaineer/Kachina, Pine Dell, Mountain Dell, and the City of Sedona. Acceptable items include electronics, medical

waste, fluorescent bulbs, documents for shredding, and up to 20 CRT (cathode ray tube) TVs (first come, first served). Please note: No commercial waste, paint, pesticides, liquid waste, furniture, tires, or large appliances.

Learn more:

<https://www.coconino.az.gov/2955/EVENTS>

What's New?



Weekly Community Garden Volunteer Days

June 6, 2024 - August 25, 2024

Join the weekly volunteer days at the Community Gardens this season! Open to the public, with individual and community garden plot projects.

Bonito Community Garden Volunteer Days:

527 W Elm Ave

Sundays 5-7 pm

Hal Jensen Community Garden Volunteer Days:

2403 N Izabel St

Wednesdays 5-7 pm

Southside Community Garden Volunteer Days:

900 S O'Leary St

Fridays 5-7 pm

[Click Here for More Information](#)



WE'RE HIRING

RESILIENCE HUB SPECIALIST

Coordinate local resilience efforts, build partnerships, and foster community connections in Flagstaff!

**APPLY BY JUNE 21
4:00 PM**

JOIN OUR TEAM!

We're Hiring a Resilience Hub Specialist

Are you passionate about coordinating local resilience initiatives, building partnerships, and fostering community connections? We're seeking a dynamic individual for a three-year grant-funded position — 30 hours per week and benefit-eligible! With a competitive pay range of \$22.40 - \$33.60 hourly, this role offers a chance to contribute to meaningful work within the Flagstaff community. Apply by June 21, 2024, at 4:00 pm.

[Apply Here](#)

Get Involved



Get Rebates for Home Weatherization and Energy Efficiency Projects!

Have you completed an energy efficiency or weatherization project on your home since July 1, 2023? If so, we have great news! The Flagstaff Sustainability Office offers rebates for qualified energy efficiency improvements, such as attic insulation, duct sealing, heat pumps, clean-burning wood stoves, electrical upgrades, and more.

Click the link below for qualifications and to apply. But don't wait too long; applications close on July 15 for projects completed between July 1, 2023, and June 30, 2024!

Apply Here



Future of Water Rate Study

The City Council is refining water and sewer rates to balance the impact on customers while supporting the needs of water, sewer, and reclaimed water services. Visit www.cleanwaterflagstaff.com to learn more, and use the online calculator to estimate your new water and sewer charges. Comments from the website will be summarized for the City Council before the public hearings on June 18 and July 2.

Click Here to Learn More

In the News



Climate Resilience Leaders - Cohort 1 Graduates!

The first cohort of Climate Resilience Leaders has completed their 6-week training on growing neighborhood resilience. Participants in this new workshop series learned about climate challenges facing Flagstaff neighborhoods, honed skills in organizing and leading their neighbors, and designed neighborhood projects to enhance climate resilience. Projects initiated by Climate Resilience Leaders include developing neighborhood communication systems, establishing little free libraries, and creating pollinator habitats. Stay tuned for announcements on future rounds of Climate Resilience Leaders and how to get involved!



Website



Facebook



Twitter



Instagram



Email



Our mailing address is:

211 W. Aspen Ave. Flagstaff, AZ 86001

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Flagstaff Sustainability Office newsletter updates.**

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City of Flagstaff Sustainability Section · 101 W Cherry Ave · 2nd Floor · Flagstaff, AZ 86001 · USA

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Adriana Fisher, Housing Program Manager
Date: 06/05/2024
Meeting Date: 06/25/2024



TITLE:
2024-2025 Implementation Plan for the 10-Year Housing Plan

DESIRED OUTCOME:
This agenda item is informational only.

Executive Summary:
Housing staff will present the 2024-2025 Implementation Plan as related to the 10-Year Housing Plan.

Information:
Please see the attached presentation.

Attachments: 2024-2025 Implementation Plan
 2024-2025 Implementation Plan Presentation

10-Year Housing Plan

2024-2025

Implementation Plan

July 2024 - June 2025



CITY OF
FLAGSTAFF

2024-2025 Implementation Plan

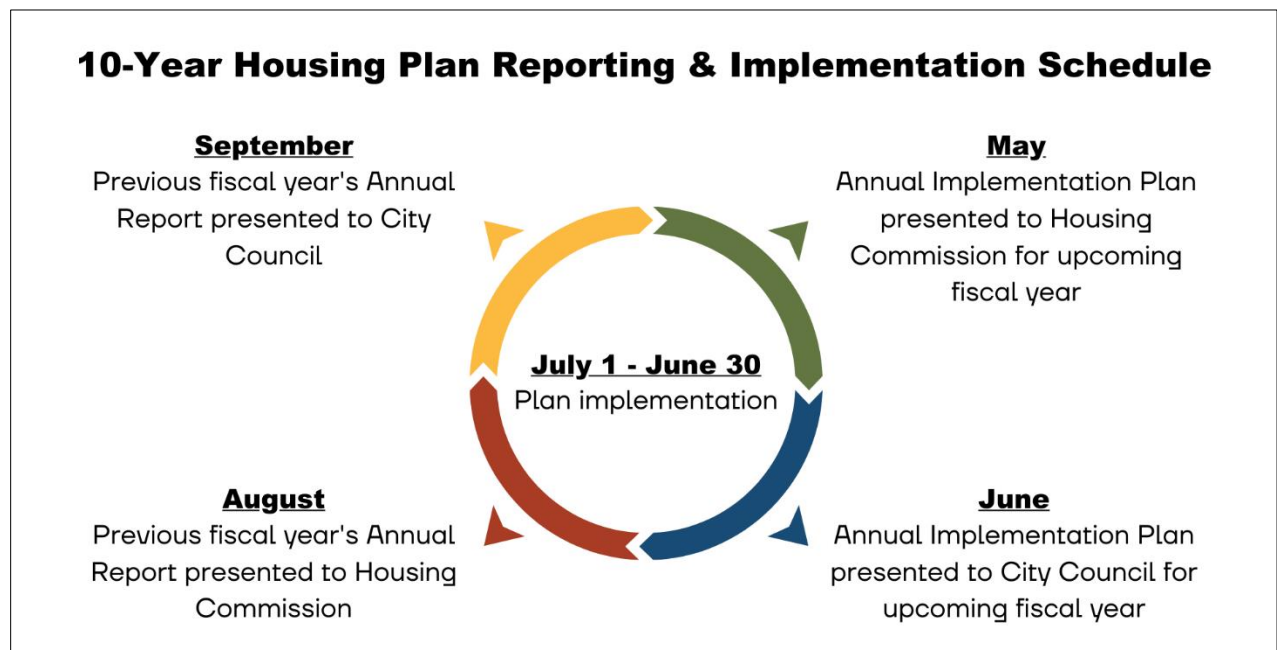
Introduction

On December 1, 2020, the Flagstaff City Council declared a [Housing Emergency](#) to acknowledge the need to prioritize housing within City operations and “...create safe, decent, and affordable housing opportunities for all community members.” Following the Housing Emergency declaration, on February 15, 2022, Council approved the [10-Year Housing Plan](#).

The 10-Year Housing Plan delineates the City’s immediate and long-term needs and highlights 13 robust policy initiatives and 58 comprehensive strategies necessary to improve housing supply and affordability. It serves as a foundational framework for establishing work programs, prioritizing staff work, and allocating necessary funding for its implementation. The Plan’s overarching goal is to “**Reduce the current affordable housing need in our community by half over the next ten years**” and is supported by two fundamental elements:

- > **Element One:** Impact at least 6,000 low- to moderate-income Flagstaff residents through a combination of unit creation or subsidy provision.
- > **Element Two:** Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce, and affordable housing occupied by local residents.

This Implementation Plan provides an overview of the strategies from the 10-Year Housing Plan that will be undertaken during the 2024-2025 fiscal year, as well as those that are still pending from previous years. To ensure transparency and accountability, a corresponding Annual Report will be prepared to update stakeholders on the progress made. The dissemination of these documents will be carried out in accordance with the following schedule:



Strategy Implementation




This is the second Implementation Plan since the approval of the 10-Year Housing Plan. At present, 49 strategies remain to be completed by 2032 – all of which are crucial to realizing the overarching goal. To identify the most suitable strategies to undertake in the 2024-2025 fiscal year, a review of various strategies was conducted by City staff. The





review consisted, but was not limited to the following factors from the 10-Year Housing Plan, which are also columns within the Implementation Plan:


- **Dependent On Other Strategy Completion:** Determines if the strategy depends on the completion of another strategy before it can be started or completed.
- **Time Commitment:** Indicates the anticipated time necessary to achieve the strategy.
- **Public Engagement:** Indicates the extent of public engagement necessary to achieve the strategy.
- **Requires Council Consideration:** Indicates whether at least some parts of this strategy will require Flagstaff City Council approval to implement.
- **Funding Required Over Staff Time:** Indicates if funding is required in addition to staff time.
- **Anticipated Timeline of Strategy Implementation from 02/15/2022:** Indicates the targeted timeline of how soon the strategy will be implemented from February 15, 2022.
- **City Division/Section Collaboration:** Indicates which City of Flagstaff divisions and/or sections have been identified as collaborators on the strategy.

To indicate what the status of each strategy is, the following language will be used in the **Status** column: “Not Started,” “In Progress,” or “Completed.” Additional details related to the strategy completion will be provided on the **Status Comments** row.



2024-2025 Forthcoming Strategies






| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|---|--|--|-----------------|-------------------|--------------------------------|----------------------------------|---|---|
| Create housing options for households at all income levels and family sizes occupied by local residents. | | | | | | | | |
| Create 2: Ensure that the Flagstaff Regional Plan includes robust affordable housing goals and policies. | | | | | | | | |
| Create 2.1 | Update the Regional Plan policies to support increased density related to affordable housing. | Partially - Create 5.1 | High | High | Yes | Yes | Short-Term (1-4 years) |  In Progress |
| | City Division/Section Collaboration: | Planning, Housing Section | | | | | | |
| | Status Comments: | A Regional Plan update is underway. The update will go to City Council for approval by June 2025. Voters will then ratify the update in November 2025. | | | | | | |
| Create 2.2 | Identify suburban areas to support greater density and intensity of development. | Partially - Create 5.1 | High | High | Yes | Yes | Short-Term (1-4 years) |  In Progress |
| | City Division/Section Collaboration: | Planning, Housing Section | | | | | | |
| | Status Comments: | A Regional Plan update is underway. The update will go to City Council for approval by June 2025. Voters will then ratify the update in November 2025. | | | | | | |
| Create 2.3 | During the update of the Flagstaff Regional Plan, revise the Community Character chapter for goals and policies to include cost-saving methods that reduce the conflict between affordable housing, historic preservation, and urban design. | Partially - Create 5.1 | High | High | Yes | Yes | Short-Term (1-4 years) |  In Progress |




| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|---|---|--|--------------------|----------------------|--------------------------------------|--|---|---|
| | City Division/Section Collaboration: | Planning, Housing Section | | | | | | |
| | Status Comments: | A Regional Plan update is underway. The update will go to City Council for approval by June 2025. Voters will then ratify the update in November 2025.The Community Character chapter is proposed to be eliminated and incorporated as a theme covered in the Growth and Land Use, Transportation, and Resource Stewardship and Resilience Chapters. | | | | | | |
| Create 3: Create a dedicated funding source for affordable housing in Flagstaff. | | | | | | | | |
| Create 3.2 | Create a fund for the purpose of acquiring land/units for affordable housing in order to be able to respond to opportunities as they arise. | No | Low | Low | Yes | Yes | Short-Term (1-4 years) |  In Progress |
| | City Division/Section Collaboration: | Management Services, Housing Section | | | | | | |
| | Status Comments: | Housing staff requested \$500,000 through the City’s budget process for Fiscal Year 2024-2025. The proposed budget will be brought to Council for consideration and approval in June 2024. | | | | | | |
| Connect people to equitable housing solutions. | | | | | | | | |
| Connect 1: Reduce homelessness in the Flagstaff community and seek creative solutions to foster housing permanency for all. | | | | | | | | |
| Connect 1.2 | Create housing navigator or advocate positions to assist both landlords and housing-challenged populations in securing and maintaining housing. | No | Medium | Low | Yes | Yes | Immediate (18 months) |  In Progress |
| | City Division/Section Collaboration: | Housing Section, City’s Budget Team | | | | | | |
| | Status Comments: | This position is recommended for ongoing funding within the proposed Fiscal Year 2024-2025 budget. The proposed budget will be brought to Council for consideration and approval in June 2024. | | | | | | |
| Preserve affordable housing. | | | | | | | | |
| Preserve 1: Encourage the adaptive reuse of buildings. | | | | | | | | |
| Preserve 1.2 | Review the Land Use Goals and Policies in the Regional Plan, Specific Plans, and City code to remove barriers to adaptive reuse for the creation of affordable housing. | Yes - Create 5.1 | High | Medium | Yes | No | Long-Term (5-10 years) |  In Progress |
| | City Division/Section Collaboration: | Planning, Housing Section | | | | | | |
| | Status Comments: | A Regional Plan update is underway. The update will go to City Council for approval by June 2025. Voters will then ratify the update in November 2025. | | | | | | |
| Preserve 2: Expand efforts to preserve existing housing stock. | | | | | | | | |
| Preserve 2.2 | Acquire and rehabilitate already built properties for affordable housing projects when financially feasible. | Yes - Create 3.1 | High | Low | Yes | Yes | Long-Term (5-10 years) |  Not Started |

| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|--|--|---|-----------------|-------------------|--------------------------------|----------------------------------|---|---|
| | City Division/Section Collaboration: | Real Estate Section, Management Services, Housing Section | | | | | | |
| | Status Comments: | This strategy will be partially addressed through collaboration with private development partners utilizing bond funds approved for this purpose. | | | | | | |
| Protect people from housing discrimination and remove housing barriers. | | | | | | | | |
| Protect 2: Ensure affordable housing is a part of every Flagstaff neighborhood and work to address disparate impact as part of any development or redevelopment. | | | | | | | | |
| Protect 2.4 | Implement a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community, create a groundswell of support for affordable housing, and combat community opposition to housing and affordable housing. | No | Medium | High | No | Yes | Immediate (18 months) |  In Progress |
| | City Division/Section Collaboration: | Housing Section | | | | | | |
| | Status Comments: | Housing staff have conducted extensive outreach since 2022. A Housing Section rebranding will initiate a larger education campaign, which is pending the direction of City Council regarding updating the City of Flagstaff logo. | | | | | | |

Ongoing Strategies

| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|---|---|--|-----------------|-------------------|--------------------------------|----------------------------------|---|---|
| Create housing options for households at all income levels and family sizes occupied by local residents. | | | | | | | | |
| Create 1: Incentivize the creation of affordable units through various programs and mechanisms. | | | | | | | | |
| Create 1.1 | Ensure that modifications to the zoning code improve and maintain the effectiveness of the density incentives for affordable housing. | Partially - Create 5.1 | Medium | Medium | Yes | No | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Zoning Code, Planning, Housing Section | | | | | | |
| Create 1.7 | Explore ways to incentivize employers to offer Employer Assisted Housing (EAH) programs. | Partially - Create 3.1 | Medium | High | No | No | Ongoing |  Not Started |
| | City Division/Section Collaboration: | Housing Section, Economic Vitality | | | | | | |

| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|---|--|--|-----------------|-------------------|--------------------------------|----------------------------------|---|---|
| Create 1.8 | Explore the use of the community land trust model and public/private partnerships to incentivize the development of ownership units that are priced significantly below market rate. | No | Medium | Low | Yes | No | Short-Term (1-4 years) |  In Progress |
| | City Division/Section Collaboration: | Real Estate Section, Housing Section | | | | | | |
| Create 3: Create a dedicated funding source for affordable housing in Flagstaff. | | | | | | | | |
| Create 3.3 | Identify ongoing resource opportunities for the purpose of assisting households experiencing homelessness, households at risk of becoming homeless, first-time homebuyers, and affordable housing targeted to these populations. | Partially - Create 3.1 | Low | Low | Yes | Yes | Short-Term (1-4 years) |  In Progress |
| | City Division/Section Collaboration: | Management Services, Housing Section | | | | | | |
| Create 5: Explore regulatory efficiency and cost-saving practices. | | | | | | | | |
| Create 5.7 | Construct and promote net zero or Net Zero Ready affordable housing when funding is available and encourage private developers to do the same. | Partially - Preserve 2.2 | Medium | Low | Yes | Yes | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Sustainability, Water Services, Housing Section, Planning, Building Code | | | | | | |
| Connect people to equitable housing solutions. | | | | | | | | |
| Connect 1: Reduce homelessness in the Flagstaff community and seek creative solutions to foster housing permanency for all. | | | | | | | | |
| Connect 1.3 | Continue to support and develop Coordinated Entry as a meaningful process that provides linkages to healthcare, behavioral health, and housing. | No | Medium | High | Yes | Yes | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Housing Section | | | | | | |
| Connect 2: Implement a framework for centering equity in proposed and existing housing practices, policies, and programs. | | | | | | | | |
| Connect 2.1 | Evaluate housing policies and strategies in City of Flagstaff planning documents through an equity lens. | Yes - Create 5.1 | Medium | Medium | Yes | No | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Housing Section, Planning | | | | | | |

| Strategy | Strategy Description | Dependent On Other Strategy Completion | Time Commitment | Public Engagement | Requires Council Consideration | Funding Required Over Staff Time | Anticipated Timeline of Strategy Implementation from 02/15/2022 | Status |
|---|---|--|-----------------|-------------------|--------------------------------|----------------------------------|---|---|
| Connect 2.2 | Encourage community organizations such as the local Continuum of Care to continue to integrate equity into programs and policies. | No | Medium | High | No | No | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Housing Section | | | | | | |
| Connect 3: Integrate healthcare into housing programs, and housing into healthcare programs, as appropriate. | | | | | | | | |
| Connect 3.1 | Raise awareness of housing security as a social determinant of health. | Partially - Protect 2.4 | Medium | Medium | No | No | Ongoing |  Not Started |
| | City Division/Section Collaboration: | Housing Section | | | | | | |
| Protect people from housing discrimination and remove housing barriers. | | | | | | | | |
| Protect 1: City Council will continue to lobby and support federal and state legislation to encourage changes to federal and state laws, and to increase the amount of funding available for the preservation and construction of affordable housing. | | | | | | | | |
| Protect 1.2 | Pursue local and legislative changes that increase the preservation, creation, and protection of affordable housing as necessary. | Partially - Protect 2.4 | Medium | Low | Yes | No | Ongoing |  In Progress |
| | City Division/Section Collaboration: | Housing Section | | | | | | |

10-Year Housing Plan 2024-2025 Implementation Plan

June 25, 2024

Adriana Fisher, Housing Program Manager
Housing Section





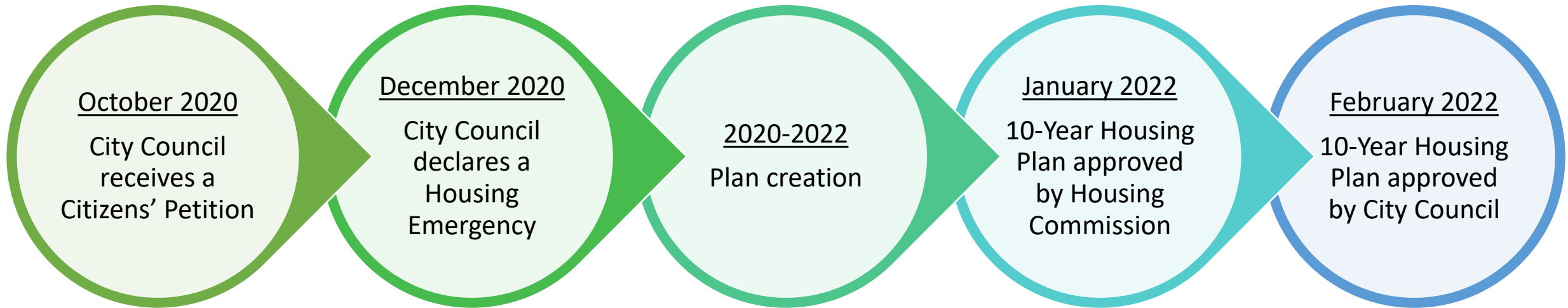
Presentation Outline

- 10-Year Housing Plan Creation and Overview
- Reporting and Implementation Schedule
- Factors Influencing Strategy Selection
- 2024-2025 Implementation Plan
 - 2024-2025 Strategies
 - Ongoing Strategies
- Questions/Comments



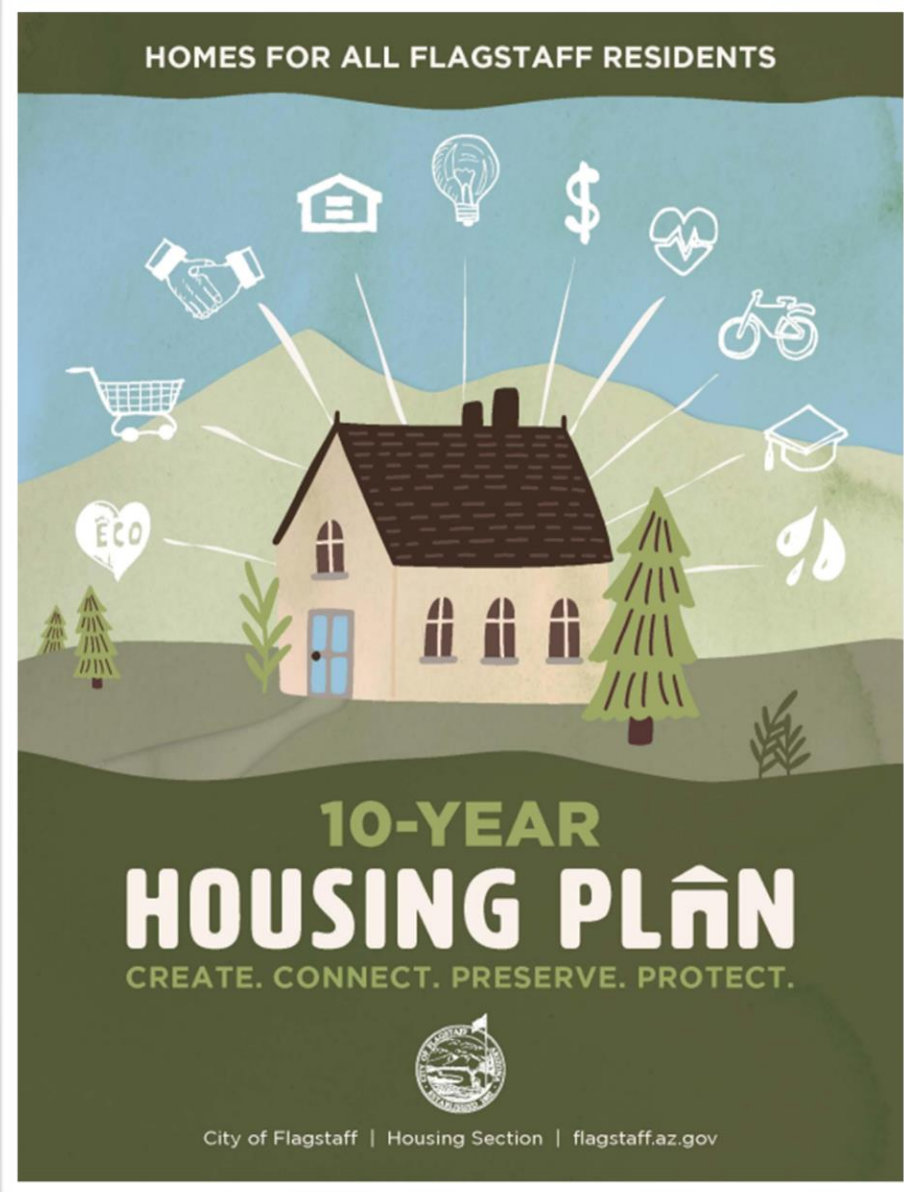


Housing Plan Creation Timeline





10-Year Housing Plan Overview

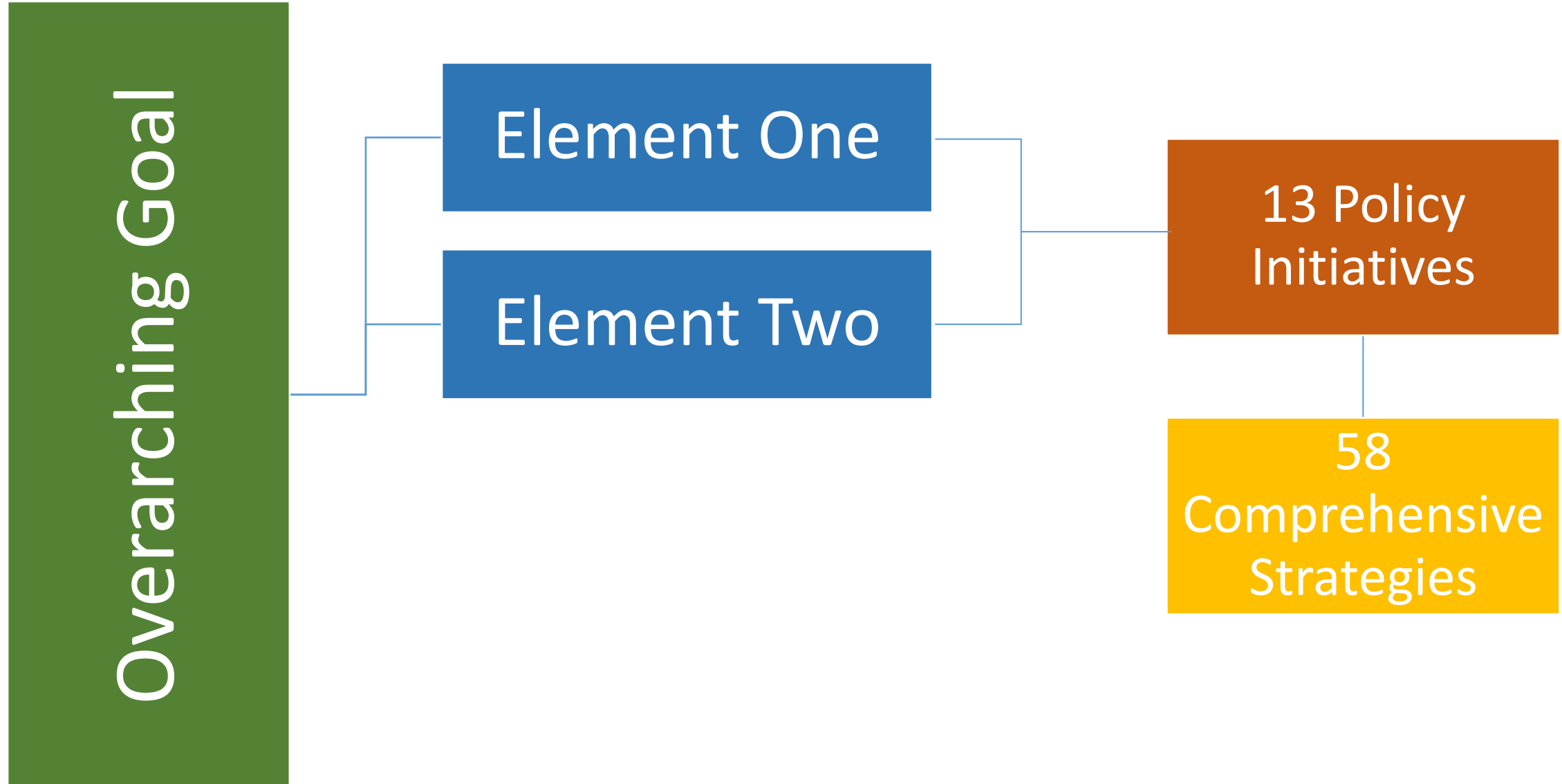


“Flagstaff's 10-Year Housing Plan’s vision is to create a vibrant and more livable community through increased housing options for residents at all income levels and family sizes.”

10-Year Housing Plan, 2022



A Framework for Action





Overarching Goal & Elements

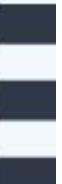
10-Year Housing Plan



Overarching Goal: Reduce the current affordable housing need in our community by half over the next ten years.

Supporting Elements:

- Element One: Impact at least 6,000 low- to moderate-income Flagstaff residents through a combination of unit creation or subsidy provision.
- Element Two: Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce, and affordable housing occupied by local residents.



10-Year Housing Plan Reporting & Implementation Schedule

September

Previous fiscal year's Annual Report presented to City Council

May

Annual Implementation Plan presented to Housing Commission for upcoming fiscal year



August

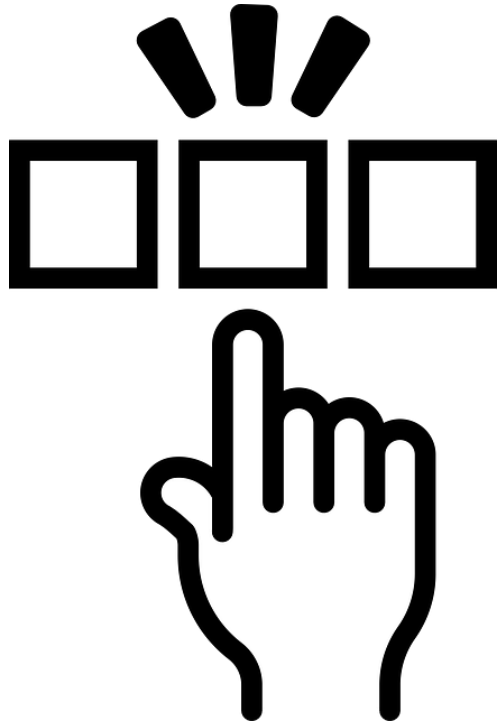
Previous fiscal year's Annual Report presented to Housing Commission

June

Annual Implementation Plan presented to City Council for upcoming fiscal year



Factors Influencing Strategy Selection





2024-2025 Implementation Plan

10-Year Housing Plan

2024-2025

Implementation Plan

July 2024 - June 2025




CITY OF
FLAGSTAFF

- Similar format as 18-Month Implementation Plan:
 - Introduction
 - Strategy Implementation
 - 2024-2025 Forthcoming Strategies
 - Ongoing Strategies
- Added policy initiatives
- Status changed from percentages to:
 - ⌚ In Progress
 - ⬡ Not Started




Fiscal Year 2024-2025 Strategies

Regional Plan-Related Strategies:

 **Create 2.1**: Update the Regional Plan policies to **support increased density** related to affordable housing.

 **Create 2.2**: Identify **suburban areas to support greater density** and intensity of development.

 **Preserve 1.2**: Review the Land Use Goals and Policies in the Regional Plan, Specific Plans, and City code to **remove barriers to adaptive reuse** for the creation of affordable housing.




FLAGSTAFF
REGIONAL PLAN 2045



Fiscal Year 2024-2025 Strategies - Continued

Regional Plan-Related Strategies - Continued:

 **Create 2.3**: During the update of the Flagstaff Regional Plan, **revise the Community Character chapter** for goals and policies to include cost-saving methods that reduce the conflict between affordable housing, historic preservation, and urban design.





Fiscal Year 2024-2025 Strategies - Continued



⌚ Create 3.2: Create a fund for the purpose of acquiring land/units for affordable housing in order to be able to respond to opportunities as they arise.

⌚ Connect 1.2: Create housing navigator or advocate positions to assist both landlords and housing-challenged populations in securing and maintaining housing.





Fiscal Year 2024-2025 Strategies - Continued


⬡ Preserve 2.2: Acquire and rehabilitate already built properties for affordable housing projects when financially feasible.


⌚ Protect 2.4: Implement a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community, create a groundswell of support for affordable housing, and combat community opposition to housing and affordable housing.






Ongoing Strategies

 **Create 1.1:** Ensure that modifications to the **zoning code improve** and maintain the effectiveness of the density incentives for affordable housing.

 **Create 1.8:** Explore the use of the community land trust model and public/private partnerships to **incentivize the development of ownership units** that are priced significantly below market rate.



 **Create 3.3:** Identify **ongoing resource opportunities** for the purpose of assisting households experiencing homelessness, households at risk of becoming homeless, first-time homebuyers, and affordable housing targeted to these populations.



Ongoing Strategies - Continued

⌚ Create 5.7: Construct and promote net zero or Net Zero Ready **affordable housing when funding is available and encourage private developers to do the same.**


⌚ Connect 1.3: Continue to support and develop **Coordinated Entry as a meaningful process that provides linkages to healthcare, behavioral health, and housing.**

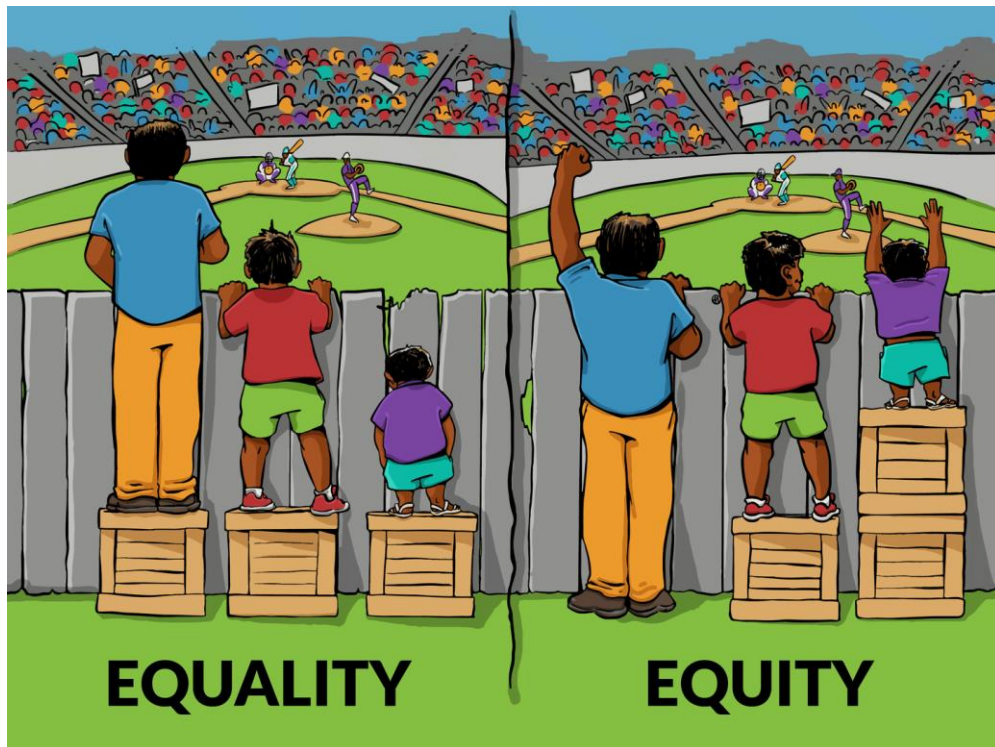


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Ongoing Strategies - Continued

 **Connect 2.1:** Evaluate **housing policies and strategies** in City of Flagstaff planning documents through an **equity lens**.



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 **Connect 2.2:** Encourage **community organizations** such as the local Continuum of Care to continue to **integrate equity** into programs and policies.

 **Protect 1.2:** Pursue **local and legislative changes** that increase the preservation, creation, and protection of affordable housing as necessary.



Ongoing Strategies - Continued

⬡ **Create 1.7**: Explore ways to **incentivize employers** to offer Employer Assisted Housing (EAH) programs.



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⬡ **Connect 3.1**: Raise **awareness of housing security** as a social determinant of health.

Comments or Questions?



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CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Robert Wallace, Open Space Supervisor
Co-Submitter: Rebecca Sayers
Date: 06/10/2024
Meeting Date: 06/25/2024



TITLE:

Proposed Amendment to Observatory Mesa Right-of-Way Easement

DESIRED OUTCOME:

Information and discussion only.

Review proposed amendment of right-of-way easement #16-88092 to enable construction of an access road through Observatory Mesa Natural Area to private properties on the eastern side of Section 6.

Executive Summary:

This summary describes the status of an easement through Observatory Mesa Natural Area, to a series of privately owned parcels; Right-of-Way 16-88092 ("the ROW"). The ROW is within the boundaries of the City of Flagstaff. The purpose of this agenda item is to review private property owners' request to revise the right-of-way easement through the protected Observatory Mesa Natural Area. Private property owners are asking to modify the existing ROW to allow for the construction of a twenty-foot-wide driveway to provide better access to their private properties so they can be developed.

Background:

- In 1986, the ROW was purchased from the Arizona State Land Department for the development of "a public roadway." It has not been developed and remains a primitive dirt road approximately 10 - 15 feet wide. It provides legal access to a series of private properties.
- In 2014, the City accepted a \$6 million-dollar grant (Grant 231303 - Observatory Mesa: Observatory Mesa Growing Smarter) award from Arizona State Parks for a Deed of Conservation Easement to protect and preserve the Observatory Mesa Natural Area. Because the ROW was created prior to the Deed of Conservation Easement, Arizona State Parks recognizes the rights of the holders of the ROW to access private properties. The ROW allows for the construction of a public roadway on property protected by the Deed of Conservation Easement.
- The City has been informed that certain individuals seek to develop currently undeveloped private properties that use the ROW for access. The landowners of seven parcels totaling 114 acres abutting Observatory Mesa Natural Area (Parcel Numbers 11105002C, 11105002E, 11105002F, 11105002H, 11105002J, 11105002K, 11105002L) are seeking improved access to their properties to construct a driveway, which is required before building permits can be granted. The proposed driveway would extend from Hidden Hollow Road approximately one mile through the Observatory Mesa Natural Area.
- According to information shared with the City by the engineering consultant working with the private property owners, the construction of the driveway within the boundaries of the existing ROW would be difficult due to topography constraints.
- City staff have met with the private property owners on multiple occasions and provided recommended changes to their construction plans to reduce the impact to the Observatory Mesa Natural Area, and those changes are reflected in the attached concept plan set.

Fire Access Driveway Design Criteria requires:

- All weather surface certified by an engineering testing lab to withstand a minimum weight of 80,000

- GVW. Engineer certification required.
- Minimum width of 20 feet.
- Access turning radius shall accommodate a 47-foot fire truck.
- Minimum overhead (vertical) clearance of 13'6".
- Grades not to exceed 10% longitudinal, 5% lateral.
- Minimum 45' on center turning radius (35' inside and 55' outside). This is the minimum dimensions permitted to allow turning and maneuvering through the site.

Area impacted:

- The legal description for the current ROW alignment encompasses 3.52 acres. The proposed revised ROW alignment for the 20-foot wide driveway would encompass 2.7 acres. However, the total estimated area to be impacted during construction of the driveway is 3.75 acres. The additional 1.05-acre area impacted by construction would be rehabilitated by the private property owners as a condition of the amended ROW easement.
- If the ROW was revised, it would permit a 20-foot wide driveway plus the area needed for engineering the driveway, such as slope cuts and fill. The slope cuts and fill could be revegetated as a condition of the amended ROW easement but would impact the condition of the Natural Area.
- Approximately 48 acres are located to the East of the current ROW easement. A well-traveled driveway could have impacts on wildlife use of that acreage.
- Staff are working with the community to develop a trail plan for the Observatory Mesa Natural Area. The implementation of this trail plan could include new trails, parking, and signage. A well-traveled driveway could have impacts on recreation.

State of Arizona Involvement:

- AZ State Parks and Trails has asked the City of Flagstaff to review the request and determine its decision on the request to revise the ROW.
- Following City of Flagstaff general approval, the amended ROW and construction plans must also be approved by Arizona State Parks and the State Historic Preservation Office. This application process is administered by State entities and not the City.

Deed of Conservation Easement Parameters for the Observatory Mesa Natural Area

- Given the acquisition process, Arizona State Parks holds a deed of conservation easement over the entirety of Observatory Mesa Natural Area. This deed of conservation easement dictates what types of improvement projects are allowed within the Natural Area. This is a legal mechanism to protect the natural resources and baseline documentation conditions of the property (condition of the property at the time of acquisition). According to the deed of conservation easement, Arizona State Parks is required to approve all improvements and development on the property in writing. Arizona State Parks has 60 days to review these written requests and provide a response. If a response is not received, it is considered a denial. Additionally, the City is allowed to improve up to 20 acres of the Natural Area with trails, trailheads, parking areas, signs, etc.
- Observatory Mesa Natural Area is deemed to be used for a) protection of wildlife habitat; b) preservation of rare native plant communities; c) environmental education; d) scientific research; and e) provision of controlled public access for passive recreation such as wildlife viewing and non-motorized use of trails as well as continuation of traditional uses including hunting.
- Facility development will consist of low-impact trails, interpretive facilities, and the most basic visitor amenities such as a parking area and restrooms. In the long-term, an educational facility may be developed to support education and research activities on Observatory Mesa. In accordance with the conservation easement held by Arizona State Parks, no more than 10% of the acquired land, up to a limit of 20 acres total, may be eligible for alteration or development, and no changes may be made to the parcel that would seriously or negatively affect its conservation and open space values.

The Open Spaces Commission has reviewed this item and formulated a recommendation for City Council consideration. Open Spaces Commission Recommendation:

- The Open Spaces Commission recommends that the request to amend the right of way easement #16-

88092 be considered by the City Council subject to the conditions in the current ROW easement and the following additional conditions:

- Require the creation of an HOA to provide a legal entity responsible for maintaining the conditions.
- Require a performance bond for the adjustment of the dirt road to ensure that the work will be completed and to warranty the work for three years to ensure proper construction.
- Require all construction on Observatory Mesa Natural Area Observatory Mesa Natural Area property to go through the Arizona State Parks and Trails Conservation Easement review requirements, which include but are not limited to an archeological survey, Arizona State Parks and Trails review, and State Historic Preservation Office review before construction can begin.
- During the road construction, require a revegetation specialist (i.e., ecologist, botanist, vegetation specialist) who is experienced in restoration ecology and local native plant communities be included in the project team to assist with project planning, direction, construction observation, monitoring, to document any impacts to the Natural Area, and provide prior notification to the open space Section impacts and planned mitigation efforts.
- All sections of the existing roadway that are not utilized in the proposed alignment must be decommissioned and restored to open space standards cited in the Restoration Guidelines.
- Require the road to be constructed on the private property where the ROW easement currently parallels the Observatory Mesa Natural Area property on the east boundary.
- Require the parcel owners to revegetate the road's cut and fill locations and abandoned alignments to open space standards cited in the Restoration Guidelines.
- Require ongoing road (driveway) maintenance.
- Require all future utilities to be placed underground in the ROW so as not to interfere with the viewsheds on Observatory Mesa Natural Area.
- Require Dark Skies Compliant Lighting on all light sources within the parcels.

Information:

General questions and answers the Open Spaces Commission fielded and considered:

1. How did the City become involved in this situation?

- a. The ROW easement was in place when the City acquired Observatory Mesa Natural Area from the Arizona State Land Department. The City of Flagstaff inherited the ROW easement as part of the acquisition process and is now responsible for administering the easement.

2. What public outreach efforts were associated with this request?

- a. Letters and postcards sent to Hidden Hollow residents.
- b. Open Space Section sent out an email notification to their list.
- c. HOA notification for neighborhoods abutting the Observatory Mesa Natural Area.
- d. Informative flyers were posted at the Observatory Mesa Natural Area's main entry points and on notification boards throughout the community.
- e. Community calendar notifications.
- f. PROSE Facebook event was created.
- g. Open Space Commission public participation (12/11/2023, 01/22/2024, 03/25/2024, 04/22/2024).

3. What are the primary City staff concerns associated with this request?

- a. Respecting the legal rights outlined in the existing easement.
- b. Ensuring the Deed of Conservation Easement for Observatory Mesa Natural Area is not violated.
- c. Minimizing any impacts to the conservation values, ecological resources, and recreational experience of Observatory Mesa Natural Area.
- d. Ensuring community direction and property purposes are upheld.
- e. Ensuring any new construction meets access requirements outlined in the Fire Code and Flagstaff Zoning Code.

4. What are the primary Open Space Commission concerns associated with this request?

- a. Respecting the legal rights outlined in the existing easement.
- b. Ensuring the Deed of Conservation Easement for Observatory Mesa Natural Area is not violated.
- c. The proposed ROW amendment and ultimate road construction are not a benefit to the Observatory Mesa Natural Area property. Originally, the ROW easement was written in 1986 by the Arizona State Land Department. Nearly 40 years later, we now know that things have changed and that the purpose of the property is stated through voter-approved funds used to purchase the property, City

directives for managing the property for the benefit of the community, preservation and recreation, and the deed of the conservation easement.

- d. The importance of the Commission's recommended conditions being carried forward to help limit impacts to the Natural Area.
- e. Isolation of approximately 48 acres of habitat by the driveway alignment.
- f. Impacts from traffic at full development on recreation, wildlife habitat, and overall ecology.
- g. Impacts to Hidden Hollow residents.
- h. Impacts on the property during construction and restoring the property after the temporary construction easement ends.

5. *What is the process for Arizona State Parks to approve this project within the Natural Area?*

- a. The private landowners must submit a proposal for consideration to Arizona State Parks and Trails and the State Historic Preservation Office. This written proposal and request must include engineered drawings of the roadway and outline the acreage associated with the new alignment of the roadway. Specifically, Arizona State Parks and Trails is interested in any acreage that will be impacted within the Natural Area if construction requires the private property owners to construct outside of the legal description of their existing easement. Per the terms of the deed of conservation easement, Arizona State Parks has 60 days to review the request and provide a written response. If a response is not received, it is considered a denial of the request.

6. *What is the maximum number of units on the parcels that could be accessed by only one route for ingress/egress?*

- a. After initial publication of this staff summary, it was determined that the original response (stricken below) was not accurate. No application has been received for any of the private parcels. This question can only be accurately answered once the City receives an application as different standards apply based on the proposed use. ~~Based on the current code and current utilities, it is believed that a maximum of 23 duplex units, plus accessory dwelling units (ADU) could be constructed on the combined acreage.~~

7. *Do these city parcels have any other existing legal options for utilities and ingress/egress?*

- a. It may be possible for the property owners to work with abutting private property owners to gain access.

8. *Would the City of Flagstaff be compelled to provide utilities to the parcels and, if not, would they permit septic?*

- a. The developer would be required to provide utilities. The City allows septic systems for rural properties, subject to Arizona Department of Environmental Quality (ADEQ) approval.

9. *If the City of Flagstaff allows only one ingress/egress, how many splits could occur given that the current zoning is RR 5?*

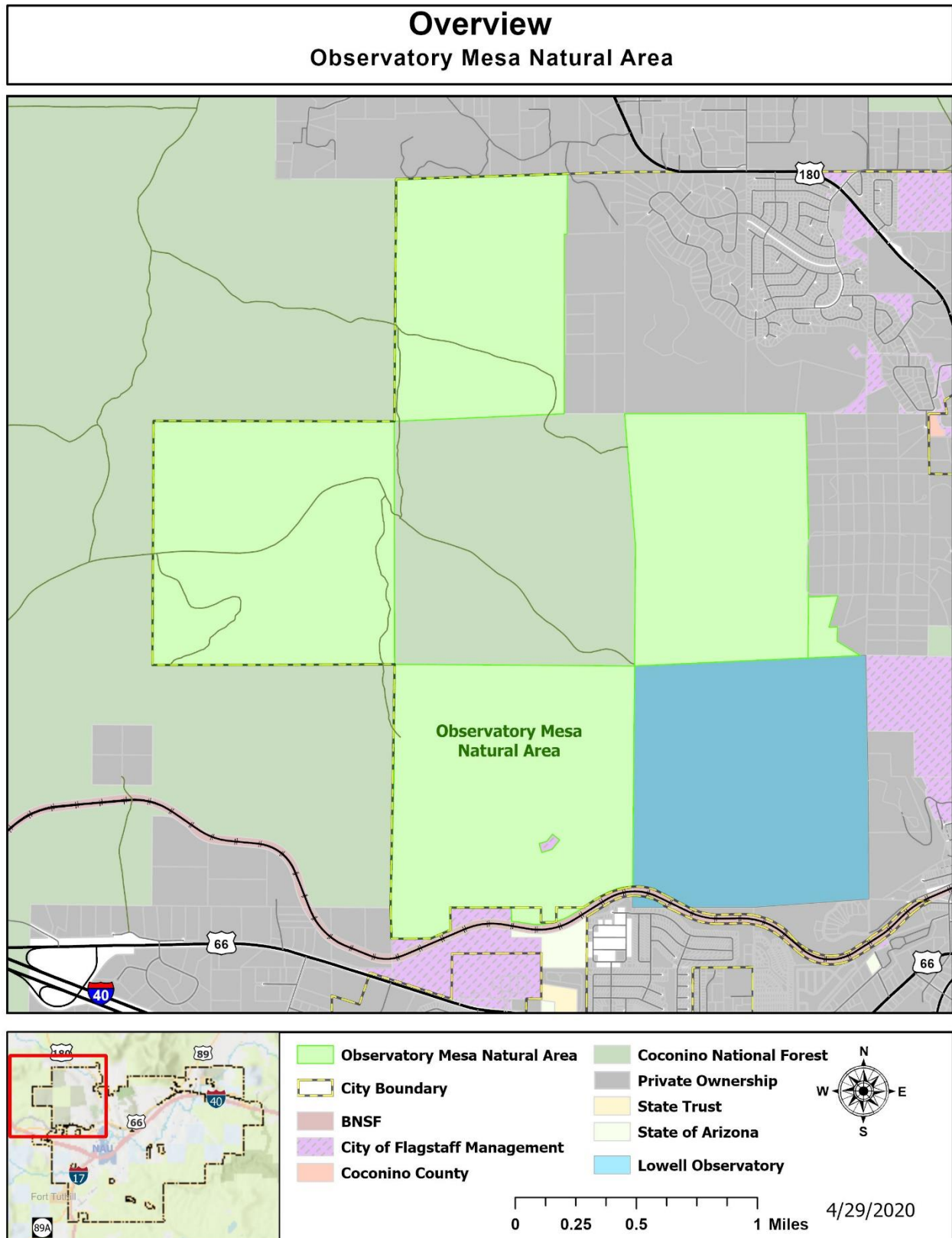
- a. The current zoning is RR-Rural Residential. After initial publication of this staff summary, it was determined that the original response (stricken below) was not accurate. Because the parcels in question are larger than 2.5 acres, they cannot be divided using the lot split process. Any future division of land will require a subdivision plat application. ~~State statute allows two splits to create three parcels; however, it is unknown exactly how many parcel splits have already occurred. Any additional splits would be required to follow the City subdivision rules (please reference [Title 11 of the City Code](#), and [International Fire Code 2012](#)).~~

10. *What is the process for the City of Flagstaff to approve the project and amend the easement?*

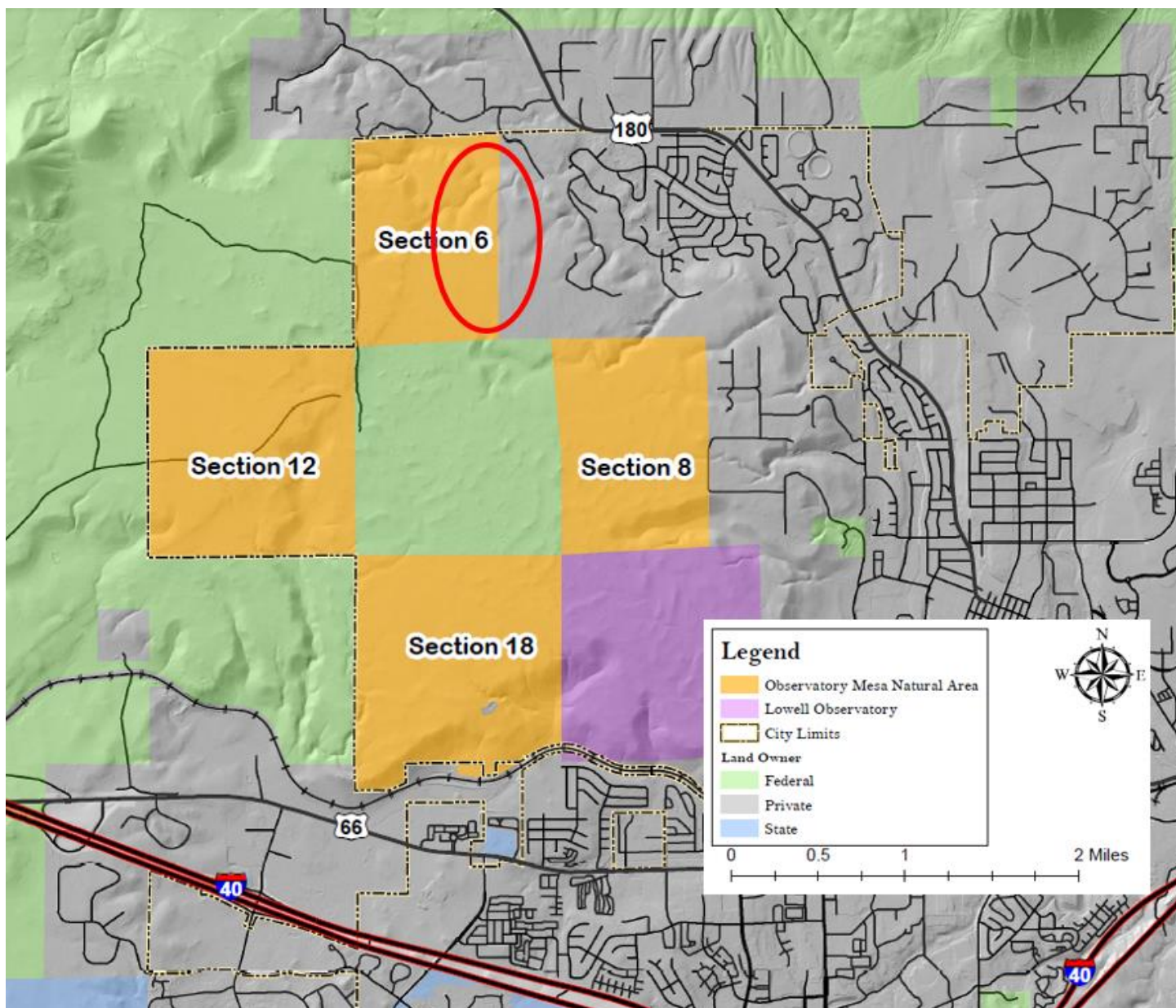
- a. The Open Spaces Commission reviewed the request and made a recommendation to the City Council.
- b. City Council will be asked to review the request to amend the ROW easement to gauge if Council would entertain an amendment to the ROW easement.
- c. The private landowners would have to submit the project for review to the Arizona State Parks and Trails and the State Historic Preservation Office.
- d. If Arizona State Parks and Trails and the State Historic Preservation Office approve the project the private property owners would be required to develop a final concept for submittal to the city's review process.

Deed of Conservation Easement for Observatory Mesa Natural Area
Proposed amended concept plan
Presentation

Amendment request for right-of-way easement 16-88092 map location for considered construction of access road from Hidden Hollow Road through Observatory Mesa Natural Area to properties on the eastern side of Section 6.



Map 1: General Location



Map 2: Section 6 Location



Map 3: Private Properties and Access Road



CANDACE OWENS
COCONINO COUNTY RECORDER
OFFICIAL RECORDS OF
COCONINO COUNTY

INST: 95-16389 FEE: \$ 14.00
AT THE REQUEST OF:
BEA W LEE
DATE: 06/09/1995 TIME: 04:16
DKT: 1776 PG: 471 PAGES: 009

*Return to BEA W. LEE
2218 E. Ocotillo Road
Phoenix, AZ 85016*

STATE LAND DEPARTMENT
STATE OF ARIZONA

RIGHT-OF-WAY
SOLD AT PUBLIC AUCTION

R/W No. 16 - 88092

THIS INDENTURE, made this 6th day of November, 19 86,
by and between the State of Arizona, hereinafter called the Grantor, and

BEA LEE, a single person
hereinafter called the Grantee.

WITNESSETH, that in accordance with the provisions of A.R.S. §37-461, the
Grantee herein has filed with the State Land Commissioner an application
for a right-of-way for the purpose of constructing, operating, and
maintaining

a public roadway

and

WHEREAS, the said map and field notes thereon have been adopted by the
Grantee herein as the line of definite location of the aforesaid Right-
of-Way, and which said right-of-way map is herein referred to and made a
part hereof as fully as though set out herein, and

WHEREAS, it is understood and agreed by the Grantee herein that, as a
condition precedent to the granting of the Right-of-Way applied for, the
land covered by the said Right-of-Way shall be used for no purpose other
than the location, construction and maintenance of said Right-of-Way over
and across the following State lands, to-wit described in Appendix A.

TO HAVE AND TO HOLD the same for so long as it may be used for the
purpose designated, and subject to the conditions and reservations set
forth herein.

IT IS UNDERSTOOD AND AGREED that in case the necessity for the Right-of-Way shall no longer exist, or the Grantee should abandon or fail to use the same, then this grant shall become void, and the right to use the land and all the rights granted hereunder shall revert to the State of Arizona, whereupon the Grantee agrees to execute and deliver a complete release of all right, title and interest therein.

This grant is, and shall be binding upon the said Grantee, his successors and assigns.

IT IS FURTHER UNDERSTOOD AND AGREED that this Right-of-Way conveys no fee to the land described herein and no rights to any of the minerals, oil, gas, coal, natural products, etc., in said land and the State of Arizona reserves the right to grant mineral and/or oil and gas leases upon said land.

IT IS FURTHER UNDERSTOOD AND AGREED that the said Grantee shall not fence the said Right-of-Way, nor exclude from the use of the surface thereof the State of Arizona or its lessees or grantees.

THE SAID GRANTOR further reserves the right to grant to others, easements and rights-of-way over and across the lands described.

NOW THEREFORE, in accordance with the provisions of A.R.S. §37-461 and agreeable to the conditions heretofore set forth, the Grantee herein is hereby authorized to locate, construct, operate and maintain said Right-of-Way over and across the State land described herein.

Grantee agrees to indemnify, hold and save Grantor harmless against all loss, damage, liability, expense, costs and charges incident to or resulting in any way from any injuries to person or damage to property caused by or resulting from the use, condition or occupation of the land.

EASEMENT CONDITIONS

1. With regard to the location, construction and maintenance of the Right-of-way:
 - (a) Grantee shall ensure full compliance with the terms and conditions of this grant by its agents, employees and contractors (including sub-contractors of any tier), and the employees of each of them.
 - (b) Unless clearly inapplicable, the requirements and prohibitions imposed upon Grantee by these terms and conditions are also imposed upon Grantee's agents, employees, contractors, and sub-contractors, and the employees of each of them.

- (c) Failure or refusal of Grantee's agents, employees, contractors, sub-contractors, or their employees to comply with these terms and conditions shall be deemed to be the failure or refusal of Grantee.
 - (d) Grantee shall require its agents, contractors or sub-contractors to include these terms and conditions in all contracts and sub-contracts which are entered into by any of them, together with a provision that the other contracting party, together with its agents, employees, contractors and sub-contractors, and the employees of each of them, shall likewise be bound to comply with these terms and conditions.
- 2. All access roads over State land outside the Right-of-Way must be applied for and authorized in accordance with applicable regulations.
 - 3. No material may be removed by Grantee or its contractors without the written approval of the Commissioner.
 - 4. Grantee shall promptly notify the Commissioner of the amount of flora, if any, which will be cut, removed, or destroyed in the construction and maintenance of the project and shall pay the State Land Department such sum of money as the Commissioner may determine to be the full value of the flora to be so cut, removed or destroyed. Grantee shall notify the State Land Department and the Commission of Agriculture and Horticulture 30 days prior to any destruction or removal of native plants to allow salvage of those plants where possible.
 - 5. Grantee shall conduct all construction and maintenance activities in a manner that will minimize disturbance to all land values including, but not limited to vegetation, drainage channels, and streambanks. Construction methods shall be designed to prevent degradation of soil conditions in areas where such degradation would result in detrimental erosion or subsidence. Grantee shall take such other soil and resource conservation and protection measures on the land under grant as determined necessary by the State Land Department.
 - 6. Grantee shall be required, upon completion of right-of-way construction, to make such rehabilitation measures on the State lands, including, but not limited to, restoration of the surface, revegetation, and fencing as determined necessary by the State Land Department.

7. Upon revocation or termination of the Right-of-Way, the Grantee shall remove all equipment or facilities and, so far as is reasonably possible, restore and/or rehabilitate the land to its original condition, to the satisfaction of the Commissioner.
8. Costs incurred by the Grantee in complying with restoration and rehabilitation requirements as determined by the State Land Department on State trust lands shall be borne by the Grantee.
9. Prior to surface disturbance, the Grantee hereof shall provide evidence of archaeological clearance to the Arizona State Land Department. Archaeological surveys and site mitigation must be conducted in accordance with rules and regulations promulgated by the Director, Arizona State Museum. In the event additional archaeological resources are detected by Grantee after receipt of archaeological clearance, all work shall cease and notification shall be given to the Director, Arizona State Museum.
10. **THIS DOCUMENT** is submitted for examination and shall have no binding effect on the parties unless and until executed by the Grantor (after execution by the Grantee), and a fully executed copy is delivered to the Grantee.
11. **IN THE EVENT OF A DISPUTE** between the parties to this Agreement, it is agreed to use arbitration to resolve the dispute but only to the extent required by A.R.S. §12-1518; and, in no event shall arbitration be employed to resolve a dispute which is otherwise subject to administrative review by the Department pursuant to statute or Department Administrative Rule.
12. Grantor reserves the right to relinquish to the United States pursuant to the U.S. Act of August 30, 1890, land needed for irrigation works in connection with a government reclamation project.
13. **Notice of State authority to cancel this contract:**
 - A. The State may cancel any contract, without penalty or further obligation, made after September 4, 1978, by the State or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the State or any of its departments or agencies is, at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract, in any capacity or a consultant to any other party of the contract, with respect to the subject matter of the contract.
 - B. The cancellation shall be effective when written notice from the Governor is received by any other parties to the contract unless the notice specifies a later time.

14. Native Plant Law:

If the removal of plants protected under the Arizona Native Plant Law is necessary to enjoy the privilege of this Document, the Grantee hereunder must previously acquire the written permission of the Arizona State Land Department and Arizona Commission of Agriculture and Horticulture to remove those plants.

ENVIRONMENTAL INDEMNITY

Grantee shall protect, defend, indemnify and hold harmless the Grantor from and against all liabilities, costs, charges and expenses, including attorneys' fees and court costs arising out of or related to the presence of or existence of any substance regulated under any applicable federal, state or local environmental laws, regulations, ordinances or amendments thereto because of: (a) any substance that came to be located on the Right-of-Way due to Grantee's use or occupancy of the lands by the Grantee before or after the issuance of the Right-of-Way; or (b) any release, threatened release or escape of any substance in, on, under or from said Right-of-Way that is caused, in whole or in part, by any conduct, actions or negligence of the Grantee, regardless of when such substance came to be located on the Right-of-Way.

For the purposes of this Right-of-Way, the term "regulated substances" shall include substances defined as "regulated substances", "hazardous waste", "hazardous substances", "hazardous materials", "toxic substances" or "pesticides" in the Resource Conservation and Recovery Act, as amended by the Hazardous and Solid Waste Amendments of 1984, the Comprehensive Environmental Response, Compensation and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substance Control Act, the Federal Insecticide, Fungicide and Rodenticide Act, the relevant local and state environmental laws, and the regulations, rules and ordinances adopted and publications promulgated pursuant to the local, state and federal laws. This indemnification shall include, without limitation, claims or damages arising out of any violations of applicable environmental laws, regulations, ordinances or subdivisions thereof, regardless of any real or alleged strict liability on the part of Grantor. This environmental indemnity shall survive the expiration or termination of this Right-of-Way and/or any transfer of all or any portion of the Premises and shall be governed by the laws of the State of Arizona.

In the event any such action or claim is brought or asserted against the Grantor, the Grantee shall have the right, subject to the right of the Grantor to make all final decisions with respect to Grantor's liability for claims or damages, (i) to participate with Grantor in the conduct of any further required cleanup, removal or remedial actions and/or negotiation and defense of any claim indemnifiable under this environmental indemnity provision, having reasonable regard to the continuing conduct of the operation/business located on the Premises and (ii) to participate with the Grantor in negotiating and finalizing any agreement or settlement with respect to any such claim or cleanup.

ADDITIONAL EASEMENT CONDITIONS

The State of Arizona, through its State Land Department, retains ownership of the land. The use of this Right-of-Way is to be non-exclusive. This easement is sold SUBJECT to existing reservations, easements or rights-of-way heretofore legally obtained and now in full force and effect.

The Department does not represent or warrant that access exists over other State lands which intervene respectively between this Right-of-Way easement and the nearest public roadway.

SUBJECT to the express condition that when the lands cease to be put to the stated purpose, said easement shall cease and terminate. Said termination shall be effected through judicial proceedings instituted by or on behalf of any officer or employee of the State of Arizona in a court of general jurisdiction of the State.

**ADDITIONAL CONDITIONS ATTACHED HERETO AND
MADE A PART OF RIGHT-OF-WAY LEASE
NO: 16-88092**

Grantee agrees the alignment for this roadway must begin on the North Section Line of Section 6, Township 21 North, Range 7 East at the point of Hidden Hollow Road and along the West Line of Lot 3 of Tintagel-Flagstaff for Section 31, Township 22 North, Range 7 East.

Grantee agrees prior to construction:

- 1. An Engineering design delineating the proposed roadway alignment and highlighting road construction methods and materials will be submitted to State Land Department (SLD) Rights of Way Section for approval; upon approval a construction schedule will be submitted to SLD Rights of Way Section.**
- 2. Notice to the Forestry Division of the Arizona State Land Department is required so they can remove the timber and assess this resource.**
- 3. To obtain all Federal, State and City permits required by law, and submit copies to SLD Rights of Way Section.**

Grantee agrees to submit an as built certified survey to SLD Rights of Way Section within 60 days of finished construction.

Grantee agrees to notify the Rights of Way Section to arrange for a final inspection.

STATE OF ARIZONA LAND DEPARTMENT
1616 W. ADAMS
PHOENIX, AZ 85007

LEGAL DESCRIPTIONS

RE LEASE NUMBER : 016-088092-00
AMENDMENT NUMBER: 0

PAGE: 1

TOWN 9 RANGE 9 SEC 6 CO GRANT PARCEL

LEGAL DESCRIPTION

C.C.

ACRES

210 N 070 E 06 03 050 9001 MEAS THRU LOT 2 SHORE

3.330

16-88092 APPROVED CENTERLINE

FROM P.I. TO P.I.

3.330

THE ENGINEERING AND MAPPING SECTION HEREBY SUBMITS

THE LEGAL DESCRIPTION OF LANDS REQUIRED

AND LOCATED IN

SEC. 6 TWP. 21N. RGE. 7E CO. COCONINO

LEGAL DESCRIPTION:

BEGINNING AT A POINT ON THE NORTH LINE OF SECTION 6, TOWNSHIP
21 NORTH, RANGE 7 EAST, GILA AND SALT RIVER MERIDIAN, COCONINO
COUNTY, ARIZONA FROM WHICH THE NORTHEAST CORNER THEREOF BEARS
N87°39'-40"E (ASSUMED) A DISTANCE OF 2225.07 FEET;

THENCE S1°17'.11"W, A DISTANCE OF 300.00 FEET;
THENCE S48°40'.58"E, A DISTANCE OF 280.14 FEET;
THENCE S10°35'.34"E, A DISTANCE OF 636.27 FEET;
THENCE S37°07'.04"W, A DISTANCE OF 683.78 FEET;
THENCE S47°46'.49"W, A DISTANCE OF 301.12 FEET;
THENCE S22°04'.06"E, A DISTANCE OF 171.87 FEET;
THENCE S65°27'.04"E, A DISTANCE OF 256.86 FEET;
THENCE S48°33'.51"E, A DISTANCE OF 738.00 FEET TO A POINT ON THE
SOUTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER
OF SAID SECTION 6;
THENCE N87°45'.34"E, ALONG SAID SOUTH LINE, A DISTANCE OF 420.00
FEET;
THENCE SOUTH (ASSUMED) PARALLEL TO AND 30 FEET WEST OF THE
WEST LINE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER
OF SAID SECTION A DISTANCE OF 1320 FEET, MORE OR LESS TO A
POINT OF TERMINATION.

Appendix A
Page 1 of 1

1776-478

8/26/1993

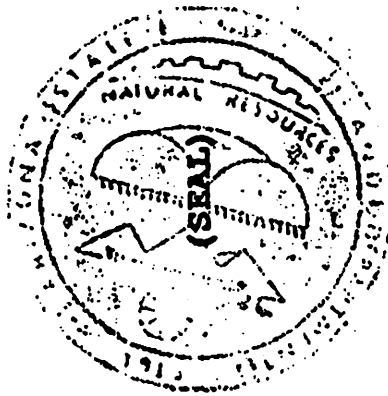
104081

IN WITNESS WHEREOF, the parties hereto have signed this Document effective the day and year set forth previously herein.

STATE OF ARIZONA, GRANTOR
Arizona State Land Commissioner

By: Gene M. Kuyper 8-18-93
Date

Bea Lee
GRANTEE BEA LEE ✓ 8-18-93
Date
By: ✓ Date



2218 E. Acitillo Road
Address
Phoenix AZ 85016
City State Zip



City of Flagstaff

January 28, 2014

Annie McVay
Arizona State Parks
1300 W. Washington St.
Phoenix, AZ 85007

**RE: Grant Name: FY2013 Growing Smarter State Trust Land Acquisition Grant –
Observatory Mesa
Grant No: 231303
DEED OF CONSERVATION EASEMENT**

Enclosed is an executed Deed of Conservation Easement (Attachment C) between the City of Flagstaff and the Arizona State Parks for the Observatory Mesa project.

If you have any questions, please contact me at 928-213-2227 or, by email at sknaggs@flagstaffaz.gov.

Sincerely,

Stacey Brechler-Knaggs
Grants Manager

Cc: McKenzie Jones, Sustainability Specialist

Attachment C

DEED OF CONSERVATION EASEMENT

THIS GRANT DEED OF CONSERVATION EASEMENT is made this 24th day of JANUARY, 2014, ~~2013~~ by **The City of Flagstaff**, having an address at **211 West Aspen Avenue, Flagstaff, Arizona 86001** ("Grantor"), in favor of Arizona State Parks Board, having an address at 1300 W. Washington, Phoenix, Arizona, 85007 ("Grantee").

WITNESSETH:

WHEREAS, Grantor is the sole owner in fee simple of certain real property in Coconino County, Arizona, more particularly described in Exhibit A attached hereto and incorporated by this reference (the "Property"); and

WHEREAS, the Property possesses ecological values (collectively, "conservation values") of great importance to Grantors and the people of the State of Arizona; and

WHEREAS, in particular, Observatory Mesa, located in west Flagstaff is a southerly facing mesa that is an integral part of the ecology centered on the San Francisco Peaks. Elevation, creviced drainages, and sloping terrain support a diversity of plants and wildlife. Its location provides wildlife grazing between the Peaks and lower elevations. Observatory Mesa overlooks Flagstaff and much of the surrounding countryside, with unobstructed views extending north to the San Francisco Peaks and south to the Mogollon Rim; and

WHEREAS, the specific conservation values of the Property are further documented in an inventory of relevant features of the Property, submitted by Grantor as application for matching funds from the Land Conservation Fund through the Growing Smarter Trust Land Acquisition Grant Program and incorporated by this reference ("Baseline Documentation"), which consists of reports, maps, photographs, and other documentation that the parties provide, collectively, an accurate representation of the Property at the time of this grant and which is intended to serve as an objective, though nonexclusive, information baseline for monitoring compliance with the terms of this grant; and

WHEREAS, Grantor intends that the conservation values of the Property be preserved and maintained by permitting only those land uses on the Property that do not significantly impair or interfere with them, including, without limitation, those land uses relating to existing at the time of the grant; and

WHEREAS, Grantor further intends, as owner of the Property, to convey to Grantee the right to preserve and protect the conservation values of the Property in perpetuity; and

WHEREAS, Grantee is an Arizona state agency whose primary purpose is to manage and conserve Arizona's natural, cultural and recreational resources for the benefit of the people;

NOW, THEREFORE, in consideration of a Grant Award in the amount not to exceed \$6,000,000 and in consideration of the above and the mutual covenants, terms, conditions and restrictions contained herein, and pursuant to the laws of Arizona and in particular A.R.S. § 33-271 through § A.R.S. 33-276 and A.R.S. §41-511.23, Grantor hereby voluntarily grants and conveys to Grantee a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth ("Easement").

1. **Purpose.** It is the purpose of this easement to assure that the Property will be retained forever in predominantly the condition reflected in the Baseline Documentation referenced in this document and to prevent any use of the Property that will significantly impair or interfere with the conservation values of the Property. Grantor intends that this Easement will confine the use of the Property to such activities, including, without limitation, those involving passive recreational uses compatible with the maintenance of the Property's Conservation Values, such as hiking and horseback riding, educational gatherings, periodic planting of native plant species, release of rehabilitated or displaced wildlife and other activities, as are not inconsistent with the purpose of this Easement. This Easement is intended to assure that the goals of the Growing Smarter Act, as amended, to conserve open spaces in or near urban areas and other areas experiencing high growth pressures, will be met. This Easement seeks to conserve open space, defined as land that is generally free of uses that would jeopardize the conservation values of the land or development that would obstruct the scenic beauty of the land. Conserved land remains open space if the stewards of the parcel maintain protection of both the natural and cultural assets for the long-term benefit of the land and the public and the unique resources that the area contains, such as scenic beauty, protected plants, wildlife, archaeology, passive recreation values and the absence of extensive development.
2. **Rights of Grantee.** To accomplish the purpose of this Easement the following rights are conveyed to Grantee by this easement:
 - (a) To preserve and protect the conservation values of the Property;
 - (b) To enter upon the Property at reasonable times in order to monitor Grantor's compliance with and otherwise enforce the terms of this Easement in accordance with paragraph 8; provided that, except in cases where Grantee determines that immediate entry is required to prevent,

terminate, or mitigate a violation of this Easement, such entry shall be upon prior reasonable notice to Grantor; unless entry is open to the public, in which case notice to enter upon Property is assumed if it complies with the Grantor's enforced rules of public access, and Grantee shall not in any case unreasonably interfere with Grantor's use and quiet enjoyment of the Property; and

- (c) To prevent any activity on or use of the Property that is inconsistent with the purpose of this Easement and to require the restoration of such areas or features of the Property that may be damaged by any inconsistent activity or use, pursuant to the remedies set forth in paragraph 8.
3. **Restricted Uses.** Regardless, no more than 10% of the acquired land, up to a limit of 20 acres total, may be eligible for alteration or development, and all such proposed work must be approved by the Grantee in advance, subject to Paragraph 6 below. No changes may be made to the parcel that would seriously or negatively affect its conservation and open space values. Any activity on or use of the Property inconsistent with the purpose of this Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are allowed only upon prior approval of the Grantee:
- (a) **Construction of Buildings and Other Structures.** The construction or reconstruction of any building or other structure or improvement, except those existing on the date of this Easement, is prohibited, except those alterations which are approved in advance by the Grantee and listed in sub-paragraphs (b) and (c).
 - (b) **Trail and Parking Lot Construction.** No trail, road, parking lot, ramada, staging area or other man made structure shall be constructed without the advance written permission of Grantee. Such permission shall not be unreasonably withheld unless Grantee determines that the proposed location of any trail, road, parking lot, ramada or staging area will substantially diminish or impair the Conservation Values of the Property or is otherwise inconsistent with this Deed.
 - (c) **Signage or Billboards.** No signs, billboards, awnings or advertisements shall be displayed or placed on the Property, except for appropriate and customary signs for interpretive and recreational purposes, such as "no trespassing" signs and trail markers, and then only with advance written permission from Grantee. Under no circumstances shall any sign or marker be erected that materially adversely affects the Conservation Values of the Property.
 - (d) **Temporary Fundraising Activity.** Grantor may request the right to perform periodic and temporary fundraising activities on the Property if the revenues earned from those activities will be used for stewardship of

the Property. Such fundraising activities shall be allowed only upon written approval of Grantee if Grantee determines that the proposed activity will not substantially diminish or impair the Conservation Values of the Property or is otherwise inconsistent with this Deed.

Where Grantee's approval is required, as set forth above, Grantee shall grant or withhold its approval in writing within a reasonable period of time. Grantor's written request shall include a description of the nature, scope, design, location, timetable, and any other material aspect of the proposed activity in sufficient detail to permit Grantee to make an informed judgment as to its consistency with purpose of this Easement. Grantee's approval may be withheld only upon a reasonable determination by Grantee that the action as proposed would be inconsistent with the purpose of this Easement. If Grantee does not respond to the request within 60 days, the request shall be deemed denied. In the event of approval, any deviation from the nature, scope, design, location, timetable or any other material aspect of the proposed activity requires that Grantor submit an additional request for approval.

4. **Prohibited Uses.** Any activity on or use of the Property inconsistent with the purpose of this Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited:

- (a) **Subdivision.** Any division or subdivision of title to the Property, whether by physical or legal process, is prohibited.
- (b) **Commercial or Industrial Activity.** No commercial or industrial uses shall be allowed on the Property.
- (c) **Mining.** The mining or extraction of soil, sand, gravel, rock, oil, natural gas, fuel, or any other mineral substance is prohibited.
- (d) **Water Rights.** Grantor shall retain and reserve the right to use water rights sufficient to maintain and improve the Conservation Values of the Property, and shall not transfer, encumber, lease, sell, or otherwise separate water rights necessary and sufficient to maintain and improve the Conservation Values of the Property from title to the Property itself.
- (e) **Trash and Dumping.** The dumping or uncontained accumulation of any kind of trash or refuse on the Property is prohibited.

5. **Reserved Rights.** Grantors reserve to themselves, and to their personal representatives, heirs, successors, assigns, all rights accruing from their ownership of the Property, including the right to engage in, or permit or invite others to engage in, all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. Without limiting the generality of the foregoing, and subject to the terms of paragraph 3, the following rights are expressly reserved:

- (a) To engage in and permit others to engage in recreational uses of the Property, including, without limitation, hiking, horseback riding, and other forms of passive recreation that require no surface alteration or other development of the Property.
- (b) To engage in and permit others to engage in educational and scientific study activities, without limitation, provided that no unauthorized alteration of the Property or of objects or sites addressed in paragraph 7 will occur as a result of these activities.
- (b)(c) To remove invasive plant species and to re-vegetate portions of the Property with indigenous plants if needed after flood, fire, or other disturbance.

Grantor is required to notify Grantee prior to undertaking or permitting new activities on the Property, if not specifically listed above, in order to afford Grantee an adequate opportunity to monitor the activities in question to ensure that they are not inconsistent with the purpose of the Easement. Grantor shall provide notice to Grantee in writing not less than 60 days prior to the date Grantor intends to undertake or permit the new activity in question.

6. Notice of Intention to Undertake Certain Permitted Actions.

6.1 Where Grantee's approval is required, as set forth in paragraphs 3(a) through 3(d), Grantee shall grant or withhold its approval in writing within 60 days of receipt of Grantor's written request therefore. The written request shall include a description of the nature, scope, design, location, timetable, and any other material aspect of the proposed activity in sufficient detail to permit Grantee to make an informed judgment as to its consistency with purpose of this Easement. Grantee's approval may be withheld only upon a reasonable determination by Grantee that the action as proposed would be inconsistent with the purpose of this Easement. If Grantee does not respond to the request within the 60-day time frame, the request shall be deemed denied. In the event of approval, any deviation from the nature, scope, design, location, timetable or any other material aspect of the proposed activity requires that Grantor submit an additional request for approval.

6.2 Grantor is required to notify Grantee prior to undertaking permitted activities consistent with the Easement, other than those activities governed by paragraphs 3(a) through 3(d) and 6.1 to afford Grantee an adequate opportunity to monitor the activities in question to ensure that they are not inconsistent with the purpose of the Easement. Grantor shall provide notice to Grantee in writing not less than 60 days prior to the date Grantor intends to undertake the activity in question.

7. Historic Properties and Preservation of Resources.

7.1 Definition. Historic Properties are defined as sites, buildings, structures and objects significant in this state's history, architecture, archaeology, engineering and culture which meet eligibility criteria which the Arizona Parks Board establishes for listing on the Arizona Register of Historic Places or which are listed on the National Register of Historic Places.

7.2 General Preservation. Grantor agrees to consider the use of and impact upon historic properties located on the Property and to undertake any reasonable preservation that is necessary to carry out the terms of this Easement. In addition, the Grantor agrees to avoid any demolition, substantial alteration or significant deterioration of historic properties and objects on the Property.

7.3 Land Uses and Historic Preservation. Grantor agrees that only those uses that are compatible with preservation of the cultural resources located on the Property shall be allowed on the Property and ensure that the pre-historical, historical, architectural or culturally significant values will be preserved or enhanced.

7.4 Unintentional Disturbance. The Grantor agrees to monitor the Property for the unintentional disturbance of human remains or funerary objects and historic properties on the Property and shall report any such disturbance to the Director of the Arizona State Museum, the State Historic Preservation Officer and the Grantee. The Grantor agrees to exercise any and all measures recommended by either the Director of the Arizona State Museum, or other permitting authority as established by state law, or the Grantee, to see that on further disturbance of the remains or objects occurs.

7.5 Prohibition on Excavation. The Grantor agrees that it will not disturb or excavate or grant any other person permission to disturb or excavate in or upon any historic property, or any historic or prehistoric ruin, burial ground, archaeological or vertebrate pale ontological specimen. For the purpose of this provision, archaeological specimen means any item resulting from past human life or activities which is at least 50 years old including petroglyphs, pictographs, paintings, pottery, tools, ornaments, jewelry, textiles, ceremonial objects, weapons, armaments, vessels, vehicles and human skeletal remains. Archaeological specimen does not include arrowheads, coins or bottles. Notwithstanding the applicability of these prohibitions, the Grantee, in consultation with the State Historic Preservation Officer, may consider and allow for the excavation in or upon a historic property, provided that the Conservation Values of the Property are not adversely affected. In addition, any excavation of disturbance that is allowed by the Grantee is still subject to approval by and the permitting requirements of the Director of the Arizona State Museum, or other permitting authority established in law.

7.6 Prohibition on Defacing Property. The Grantor agrees not to deface or otherwise alter any site or object on the Property and embraced within the terms stated in provisions 7.1 through 7.5. The Grantor further agrees to make reasonable efforts to avoid the potential that persons and entities entering upon the site for approved purposes may deface or otherwise alter any site or object embraced within the terms stated in provisions 7.1 through 7.5.

7.7 Reporting Discoveries. The Grantor agrees that during the course of acting as steward of the Property and especially during any work to prepare the Property for public access, such as a survey, excavation, construction or other like activity, that it shall report promptly to the Director the Arizona State Museum, or other permitting authority as established by state law, the State Historic Preservation Officer and the Grantee, the existence of any archaeological, pale ontological or historical site or object that is at least 50 years old and that is discovered in the course of such survey, excavation, construction, other like activity, or other activities undertaken as the steward of the Property. All such discoveries are subject to the provisions of the Arizona Antiquities Act. Any discoveries may require treatment such as remediation or restoration if the site or object was adversely impacted as a result of the survey, excavation, construction or other like activity, which the cost of any such remediation or restoration shall be borne by Grantor.

8. Grantee's Remedies.

8.1 Notice of Violation; Corrective Action. If Grantee determines that a violation of the terms of this Easement has occurred or is threatened, Grantee shall give written notice to Grantors of such violation and demand corrective action sufficient to cure the violation and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the purpose of this Easement, to restore the portion of the Property so injured to its prior condition in accordance with a plan approved by Grantee at Grantor's expense.

8.2 Injunctive Relief. If Grantor fails to cure the violation within 20 days after receipt of notice thereof from Grantee, or under circumstances where the violation cannot reasonably be cured within a **20** day period, fail to begin curing the violation within the 20 day period, or fail to continue diligently to cure such violation until finally cured, Grantee may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Easement, to enjoin the violation, ex parte as necessary, by temporary or permanent injunction, and to require the restoration of the Property to the condition that existed prior to any such injury.

8.3 Damages. Grantee shall be entitled to recover damages up to, but not in excess of the grant amount, directly resulting from violation of the terms of this Easement or injury to any conservation values protected by this Easement, including, without limitation, damages for the loss of scenic, aesthetic, or environmental values. Without limiting the Grantors' liability therefore, Grantee, in its sole discretion, may apply any damages recovered to the cost of undertaking any corrective action on the Property.

8.4 Emergency Enforcement. If Grantee, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate significant damage to the Conservation Values of the Property, Grantee may pursue its remedies under this paragraph 8 without prior notice to Grantor or without waiting for the period provided for cure to expire.

8.5 Scope of Relief. Grantee's rights under this section 8 apply equally in the event of either actual or threatened violations of the terms of this Easement. Grantor agrees that Grantee's remedies at law for any violation of the terms of this Easement are inadequate and that Grantee shall be entitled to the injunctive relief described in paragraph 8.2, both prohibitive and mandatory, in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Grantee's remedies described in this Paragraph 8 shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

8.6 Costs of Enforcement. All reasonable costs incurred by Grantee in enforcing the terms of this Easement against Grantors, including, without limitation, costs and expenses of suit and reasonable attorneys' fees, and any costs of restoration necessitated by Grantors' violation of the terms of this Easement shall be borne by Grantor.

8.7 Forbearance. Forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of Grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

8.8 Waiver of Certain Defenses. Grantors hereby waive any defense of laches, estoppel, or prescription.

8.9 Acts Beyond Grantor's Control. Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Property resulting from causes beyond Grantor's control, including, without limitation, fire, flood, storm, earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, mitigate significant injury to the Property resulting from such causes. Notwithstanding the foregoing, nothing herein shall preclude Grantor's and Grantee's rights to pursue any third party for damages to the Property from vandalism, trespass or any other violation of the terms of this Easement.

9. Arbitration. Notwithstanding the remedies available to the parties pursuant to Paragraph 8 above, the parties agree to resolve all disputes arising out of or relating to this Easement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518 except as may be required by other applicable statutes.

10. Access. Grantor agrees to provide reasonable public access to the Property and agrees to impose no restrictions that would limit reasonable public access.

11. **Records Retention.** Grantor agrees to retain all data, books and other records (“Records”) relating to the grant for a period of five years. All records shall be open to inspection and audit by the grantee at reasonable times. Upon request, the Grantor will provide a legible copy of any or all such records within a reasonable time.

12. **Annual Reports and Certification.** Grantor agrees to report annually on the condition of the Property and to report any change in the Property from the Baseline Documentation to the Grantee in a format of the Grantee’s choosing. The Grantor shall certify compliance with the obligations of the Deed of Conservation Easement every year in perpetuity, on a form to be provided by the BOARD. In addition, on-site inspections shall be conducted periodically at the discretion of the BOARD. The following point shall be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use appearance, maintenance, management, availability, environment, signing, and interim use.

13. **Costs, Liabilities, Taxes, and Environmental Compliance.**

13.1 **Costs, Legal Requirements, and Liabilities.** Grantor retains all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Property, including the maintenance of adequate liability self-insurance coverage. Grantor remains solely responsible for obtaining any applicable governmental permits and approvals for any construction or other activity or use shall be undertaken in accordance with all applicable federal, state, and local laws, regulations, and requirements. Grantor shall keep the Property free of any liens arising out of any work performed for, materials furnished to, or obligations incurred by the Grantors.

13.2 **Taxes.** Grantor shall pay before delinquency all taxes, assessments, fees, and charges of whatever description levied on or assessed against the Property by competent authority (collectively “taxes”), including any taxes imposed upon, or incurred as a result of, this Easement, and shall furnish Grantee with satisfactory evidence of payment upon request.

13.3 **Representations and Warranties.** Grantors represent and warrant that, after reasonable investigation and to the best of their knowledge:

- (a) No substance defined, listed or otherwise classified pursuant to any federal, state, or local law, regulation, or requirement as hazardous, toxic, polluting, or otherwise contaminating to the air, water, soil, or in any way harmful or threatening to human health or the environment exists or has been released, generated, treated, stored, used disposed of, deposited, abandoned, or transported in, on, from or across the Property;
- (b) There are not now any underground storage tanks located on the Property, whether presently in service or closed, abandoned, or decommissioned, and no underground storage tanks have been removed

from the Property in a manner not in compliance with applicable federal, state, and local laws, regulations, and requirements;

- (c) Grantor and the Property are in compliance with all federal, state, and local laws, regulations, and requirements applicable to the Property and its use;
- (d) There is no pending or threatened litigation in any way affecting, involving, or relating to the Property; and
- (e) No civil or criminal proceedings or investigations have been instigated at any time or are now pending, and no notices, claims, demands, or orders have been received, arising out of any violation or alleged violation of, or failure to comply with, any federal, state, local law, regulation, or requirement applicable to the Property and its use, nor do there exist any facts or circumstances that the Grantor might reasonably expect to form the basis for any such proceedings, investigations, notices, claims, demands, or orders.

13.4 Remediation. If, during Grantor's ownership of the Property, there occurs, a release in, on, or about the Property of any substance now or hereafter defined, listed, or otherwise classified pursuant to any federal, state, or local law, regulation, or requirement as hazardous, toxic, polluting, or otherwise contaminating to the air, water, or soil, or in any way harmful or threatening to human health or the environment, Grantor agree to take all steps reasonably necessary to assure its containment and remediation, including any cleanup that may be legally required, unless the releases were caused by the Grantee, in which case Grantee shall be responsible therefore.

13.5 Control. Nothing in this Easement shall be construed as giving rise, in the absence of a judicial decree, to any right or ability in Grantee to exercise physical or managerial control over the day-to-day operations of the Property, or any of Grantor's activities on the Property, or otherwise to become an operator with respect to the Property within the meaning of The Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended ("CERCLA").

14. Extinguishment and Condemnation.

14.1 Extinguishment. If circumstances arise in the future that render the purpose of this Easement impossible to accomplish, this Easement may be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction or by mutual written agreement of the parties. Unless otherwise required by applicable law at the time, in the event of any sale of all or a portion of the Property (or any other property received in connection with an exchange or involuntary conversion of the Property) after such termination or extinguishment, and after the satisfaction of prior claims and net of any costs or expenses association with such sale, Grantor and Grantee shall divide the proceeds from such sale (minus any amount attributable to the value of improvements made by Grantor after the effective date of this Easement, which amount is reserved to Grantor) in accordance with their respective percentage interests in the fair market value of the Property, adjusted, if necessary, to reflect a partial termination or

extinguishment of this Easement. Grantor shall use all such proceeds received by Grantor in a manner consistent with Grantor's conservation purposes.

14.2 Condemnation. If all or any part of the Property is taken by exercise of the power of eminent domain or acquired by purchase in lieu of condemnation, whether by public, corporate, or other authority, so as to terminate this Easement, in whole or in part, Grantor and Grantee shall act jointly to recover the full value of their interests in the Property, including Grantee's interest in the amount of the Grant Award, subject to the taking or in lieu of purchase and all direct or incidental damages resulting there from. All expenses reasonable incurred shall be paid out of the amount recovered.

15. Amendment. Notwithstanding the provisions related to extinguishment of this Easement, if circumstances arise under which an amendment to or modification of this Easement would be appropriate, the Grantor and Grantee are free to jointly amend this Easement, provided that no amendment shall be allowed that will affect the qualifications of this document as an Easement under the laws of Arizona, and any amendment shall be consistent with the purpose of this Easement and shall not have a material negative affect on the Conservation Values. Such amendments shall be in writing and executed by both Grantor and Grantee.

16. Subsequent Transfers. Grantor agrees to incorporate the terms of this Easement by reference in any deed or other legal instrument by which they divest themselves of any interest in all or a portion of the Property, including, without limitation, a leasehold interest. Grantors further agree to give written notice to Grantee of the transfer of any interest at least 30 days prior to the date of such transfer. The failure of Grantors to perform any act required by this paragraph shall not impair the validity of this Easement or limit its enforceability in any way.

17. Estoppel Certificates. Upon request by Grantor, Grantee shall within 30 days of receiving the request, execute and deliver to Grantor, or to any party designated by Grantors, any document, including an estoppel certificate, which certifies, to the best of Grantee's knowledge, Grantor's compliance with any obligation of Grantor contained in this Easement or otherwise evidences the status of this Easement. Such certification shall be limited to the condition of the Property as of Grantee's most recent inspection. If Grantor requests more current documentation, Grantee shall conduct an inspection, at Grantor's expense, within 30 days of receipt of Grantor's written request therefore.

18. Notices. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage pre-paid, addressed as follows:

To Grantors:
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

To Grantee:
Arizona State Parks
1300 West Washington Street
Phoenix, Arizona 85007

or to such other address as either party from time to time shall designate by written notice to the other.

19. Recordation. Grantee shall record this instrument in timely fashion in the official records of Maricopa County, Arizona, and may re-record it at any time as may be required to preserve its rights in this Easement.

20. General Provisions.

20.1 Controlling Law. The laws of the State of Arizona shall govern the interpretation and performance of this Easement. Proper venue for any dispute relating to the Easement shall be the Superior Court of Maricopa County.

20.2 Liberal Construction. Any general rule of construction to the contrary notwithstanding, this Easement shall be liberally construed in favor of the grant to effect the purpose of this Easement and the policy and purpose of A.R.S. §33-271 through §33-276 and A.R.S. §41-511.23. If any provision in this instrument is found to be ambiguous, an interpretation consistent with the purpose of this Easement that would render the provision valid shall be favored over any interpretation that would render it invalid.

20.3 Severability. If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

20.4 Entire Agreement. This instrument sets forth the entire agreement of the parties with respect to the Easement and supersedes all prior discussions, negotiations, understandings, or agreements relating to the Easement, all of which are merged herein.

20.5 No Forfeiture. Nothing contained herein will result in a forfeiture or reversion of Grantors' title in any respect.

20.6 Successors. The covenants, terms, conditions, and restrictions of this Easement shall be binding upon, and inure to the benefit of, the parties, hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running in perpetuity with the Property. The terms "Grantor" and "Grantee," wherever used herein, and any pronouns used in place thereof, shall include, respectively, the above-named Grantor and its successors, and assigns, and the above-named Grantee and its successors and assigns.

20.7 Termination of Rights and Obligations. A party's rights and obligations under this Easement terminate upon transfer of the party's interest in the Easement or Property, except that liability for acts or omissions occurring prior to transfer shall survive transfer.

20.8 Captions. The captions in this instrument have been inserted solely for convenience of reference and are not a part of this instrument and shall have no effect upon construction or interpretation.

20.9 Non-discrimination. The Parties hereby acknowledge that they are bound by Executive Order 99-4 concerning non-discrimination in employment.

20.10 Non-Availability of Funds. Every payment obligation of the Grantee and Grantor under this Easement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Easement, this Easement may be terminated by the Grantee at the end of the period for which funds are available. No liability shall accrue to the Grantee in the event this provision is exercised, and the Grantee shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

20.11 Counterparts. The parties may execute this instrument in two or more counterparts, which shall, in the aggregate, be signed by both parties; each counterpart shall be deemed an original instrument as against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.

TO HAVE AND TO HOLD unto Grantee, its successors, and assigns forever.

IN WITNESS WHEREOF, the Grantor and the Grantee have executed this Deed of Conservation Easement, which shall become effective immediately upon signature by both parties.

GRANTOR: CITY OF FLAGSTAFF

Kevin Burke

Signature

Kevin Burke

Print Name

City Manager

Title

1/24/14

Date

ACKNOWLEDGMENT BY
GRANTOR

State of Arizona)

County of Coconino)

The foregoing instrument was
acknowledged before me
this 24th day of January, 2014

By Kevin Burke

GRANTOR

Stacy L. Saltzburg

Notary Public

(Seal)



GRANTEE:
ARIZONA STATE PARKS BOARD

Bryan Martin

Signature

Bryan Martin

Print Name

Executive Director

Title

1/2/14

Date

ACKNOWLEDGMENT BY
GRANTEE

State of Arizona

County of Maricopa

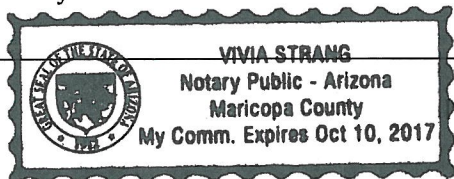
The foregoing instrument was
acknowledged before me
this 2nd day of January, 2013 2014

By BRYAN MARTIN

GRANTEE

Vivia Strang

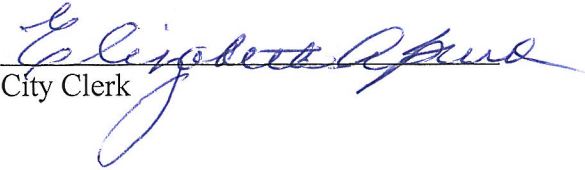
Notary Public



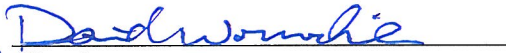
(Seal)

Grant Agency: Arizona State Parks, Growing Smarter Land Acquisition
Project Title: Observatory Mesa
Grant Number: 231303

Attest:


City Clerk

Approved as to Form:


FOR City Attorney

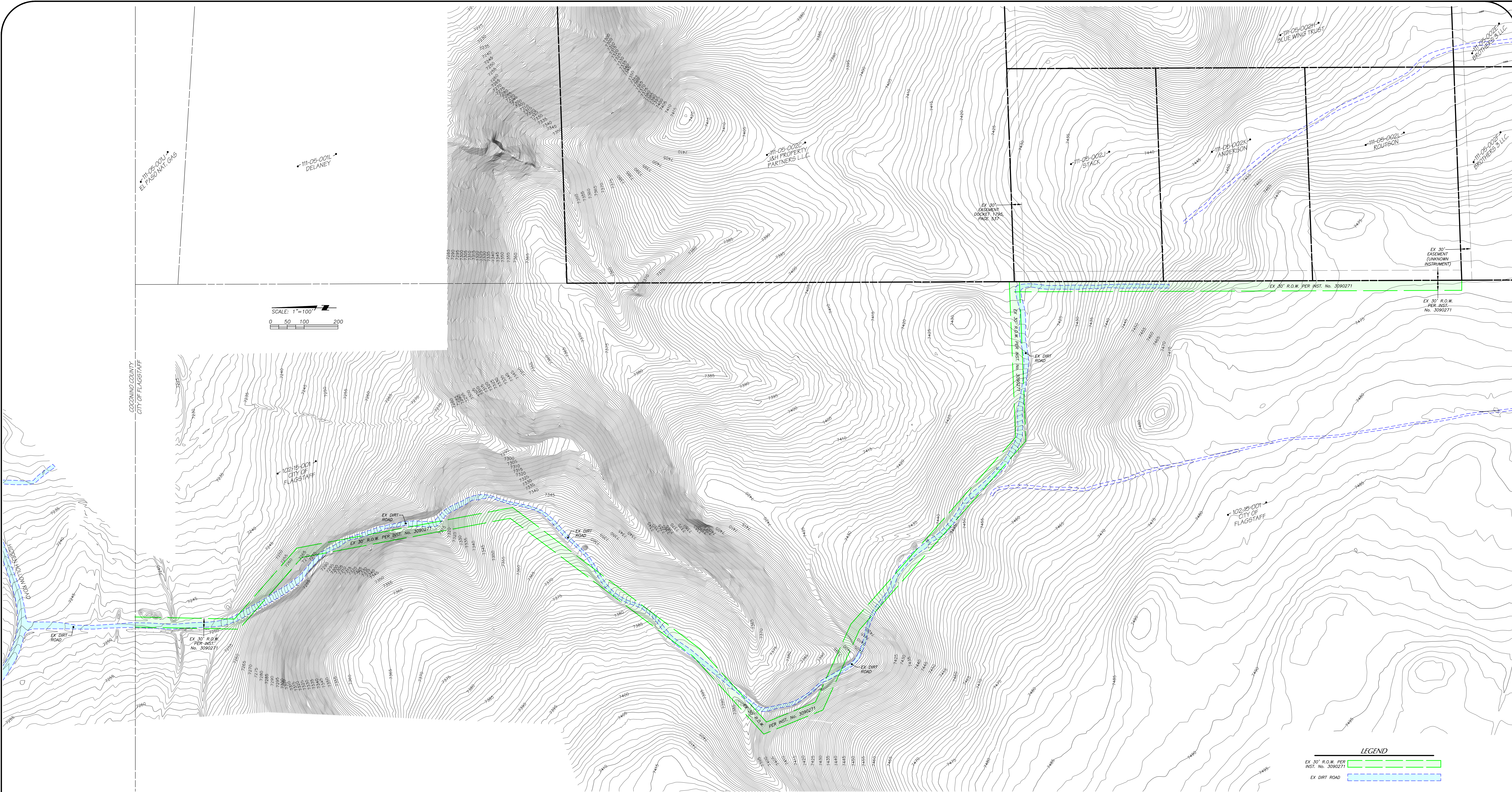
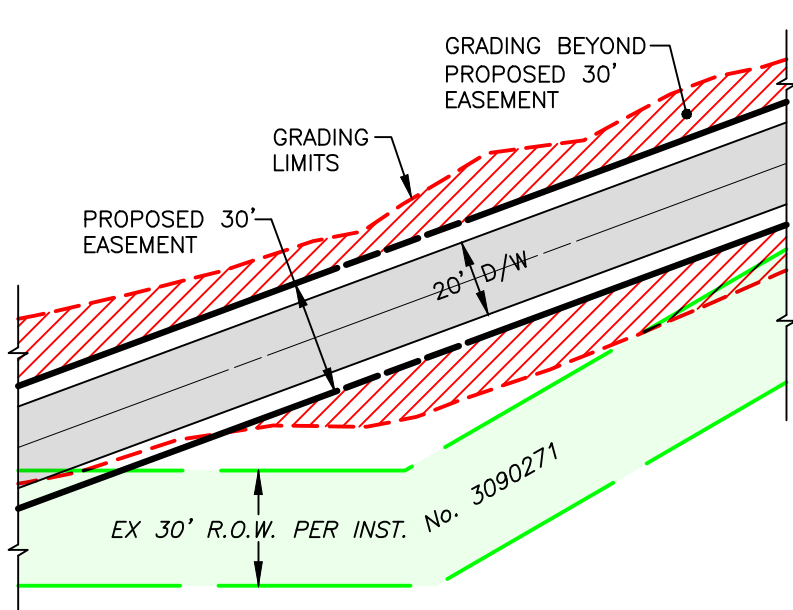


EXHIBIT IDENTIFYING EXISTING DRIVEWAY (DIRT ROAD) & EXISTING 30' R.O.W.

SHEET INDEX

- SHEET 1: EXISTING DRIVEWAY and R.O.W. CONDITION
- SHEET 2: PRELIMINARY PLAN and PROFILE
- SHEET 3: PRELIMINARY CROSS SECTIONS
- SHEET 4: PRELIMINARY ENLARGED PLAN and PROFILE (NORTH)
- SHEET 5: PRELIMINARY ENLARGED PLAN and PROFILE (SOUTH)

AREA CALCULATIONS



| | | |
|---|-----------|--|
| EX 30' R.O.W.: | 3.54± AC. | |
| PROPOSED 30' EASEMENT TO PARCELS: | 2.70± AC. | |
| PROPOSED EASEMENT FOR F.D. TURNAROUND - ADJACENT TO APN 11-05-002F: | 0.02± AC. | |
| GRADING BEYOND PROPOSED 30' EASEMENT: | 1.05± AC. | |

PRELIMINARY
NOT FOR CONSTRUCTION
OR RECORDING

TYPICAL DRIVEWAY SECTION ON SHEET 2 and
HORIZONTAL & VERTICAL GEOMETRY SHOWN
ON SHEETS 2, 4 & 5 HAS NOT BEEN REVIEWED
OR APPROVED BY THE CITY OF FLAGSTAFF.

AS SHOWN ON THESE PRELIMINARY EXHIBITS,
THE PROPOSED DRIVEWAY (ALONG WITH ANY
NECESSARY WALLS, DRAINAGE CHANNELS and
PIPES, CUT / FILL SLOPES, GUARDRAILS,
DRIVEWAY, TURNOUTS, SHOULDERS and
STORMWATER FACILITIES, ETC.) ARE NOT FULLY
CONTAINED WITHIN THE PROPOSED
EASEMENT AT MULTIPLE LOCATIONS.
ADDITIONAL SLOPE and DRAINAGE,
MAINTENANCE EASEMENTS MAY BE REQUIRED.

GENERAL NOTE

THESE PRELIMINARY EXHIBITS HAVE BEEN PRODUCED TO ASSIST THE OWNER IN THE DETERMINATION OF THE POTENTIAL DEVELOPMENT
USES OF THIS PROPERTY. THIS PLAN HAS NOT BEEN REVIEWED OR APPROVED BY THE CITY OF FLAGSTAFF COMMUNITY DEVELOPMENT,
FRANCHISE UTILITY COMPANIES, OR ANY OTHER REGULATORY AGENCY. THIS INFORMATION IS PROVIDED BY **Mogollon** ENGINEERING
& SURVEYING, INC. USING OUR PRIOR EXPERIENCE AND PROFESSIONAL JUDGMENT AND IS INTENDED FOR USE UNDER THE TERMS OF
OUR CONTRACT. INFORMATION SHOWN HEREON IS BASED ON AN AERIAL SURVEY BY COOPER AERIAL SURVEYS CO. IN 2006 AS
PROVIDED BY THE CLIENT.

SHEET NO. 1 OF 5

COP PROJECT # N/A

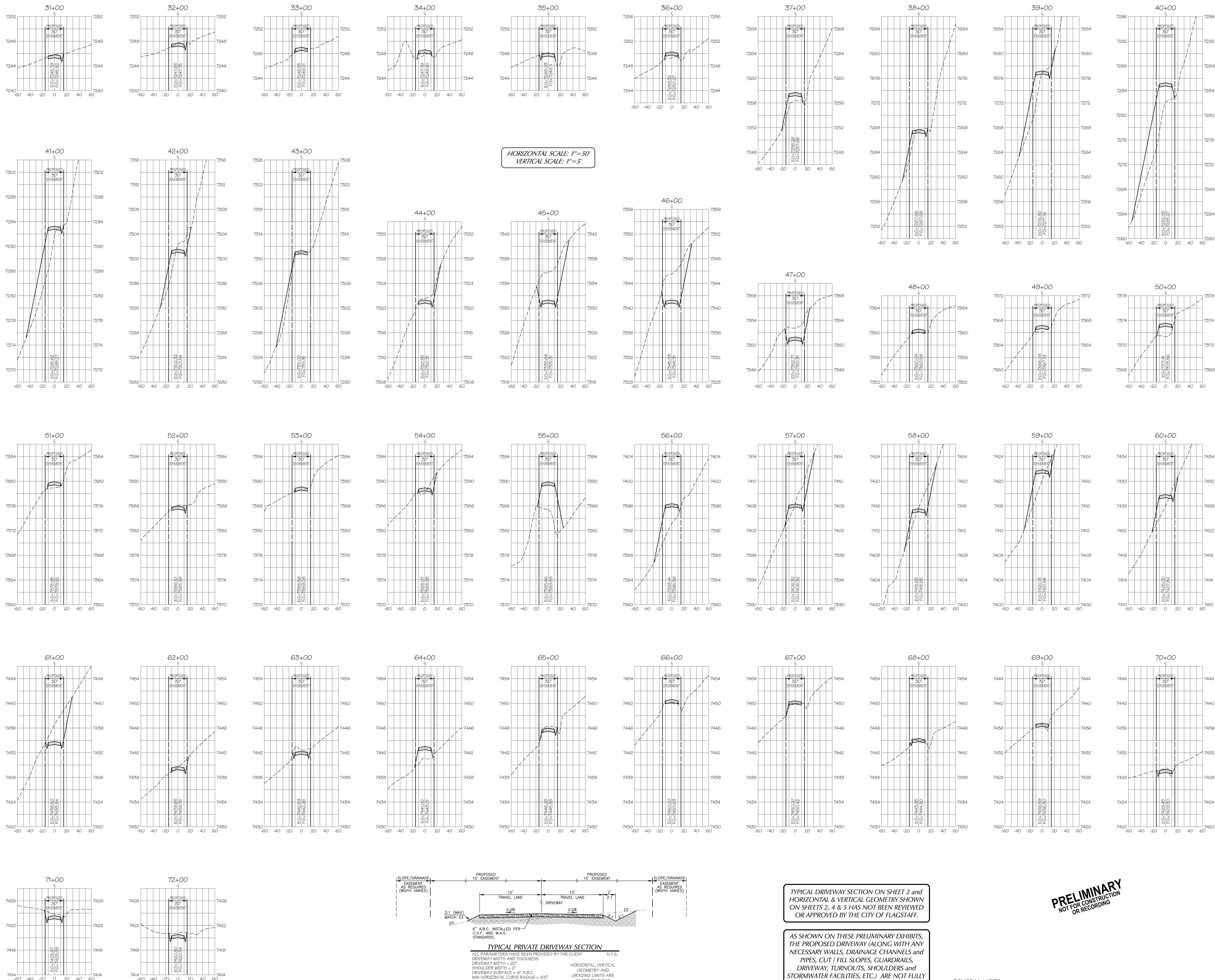
Mogollon
ENGINEERING
& SURVEYING, INC.
PROJECT NO. 2400
PLAN-SHEET-01.DWG
VERT. SCALE: N/A
HOR. SCALE: 1"=100'

PRELIMINARY
NOT FOR CONSTRUCTION
OR RECORDING

Mogollon
ENGINEERING
& SURVEYING, INC.
411 W. Santa Fe Avenue
Flagstaff, Arizona 86001
Phone: 928-214-0214

Mogollon
ENGINEERING
& SURVEYING, INC.
HIDDEN BLUFF
EXISTING DRIVEWAY and R.O.W.
EXHIBIT

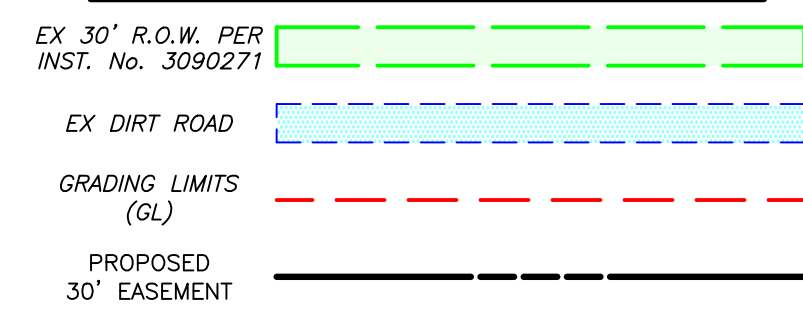
9/21/23
MES#05600



TYPICAL DRIVEWAY SECTION ON SHEET 2 and HORIZONTAL & VERTICAL GEOMETRY SHOWN ON SHEETS 2, 4 & 5 HAS NOT BEEN REVIEWED OR APPROVED BY THE CITY OF FLAGSTAFF.

AS SHOWN ON THESE PRELIMINARY EXHIBITS, THE PROPOSED DRIVEWAY (ALONG WITH ANY NECESSARY WALLS, DRAINAGE CHANNELS AND PIPES, CUT / FILL SLOPES, GUARDRAILS, DRIVEWAY, TURNOUTS, SHOULDERS AND STORMWATER FACILITIES, ETC.) ARE NOT FULLY CONTAINED WITHIN THE PROPOSED EASEMENT AT MULTIPLE LOCATIONS. ADDITIONAL SLOPE AND DRAINAGE, MAINTENANCE EASEMENTS MAY BE REQUIRED.

GENERAL NOTE
THESE PRELIMINARY EXHIBITS HAVE BEEN PRODUCED TO ASSIST THE OWNER IN THE DETERMINATION OF THE POTENTIAL DEVELOPMENT USES OF THIS PROPERTY. THIS PLAN HAS NOT BEEN REVIEWED OR APPROVED BY THE CITY OF FLAGSTAFF COMMUNITY DEVELOPMENT, FRANCHISE UTILITY COMPANIES, OR ANY OTHER REGULATORY AGENCY. THIS INFORMATION IS PROVIDED BY **Mogollon ENGINEERING & SURVEYING, INC.** USING OUR PRIOR EXPERIENCE AND PROFESSIONAL JUDGMENT AND IS INTENDED FOR USE UNDER THE TERMS OF OUR CONTRACT. INFORMATION SHOWN HEREON IS BASED ON AN AERIAL SURVEY BY COOPER AERIAL SURVEYS CO. IN 2006 AS PROVIDED BY THE CLIENT.



HORIZONTAL SCALE: $1''=50'$
VERTICAL SCALE: $1''=10'$

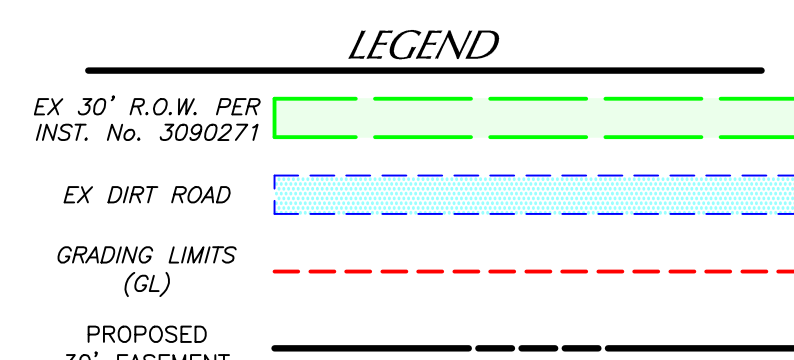
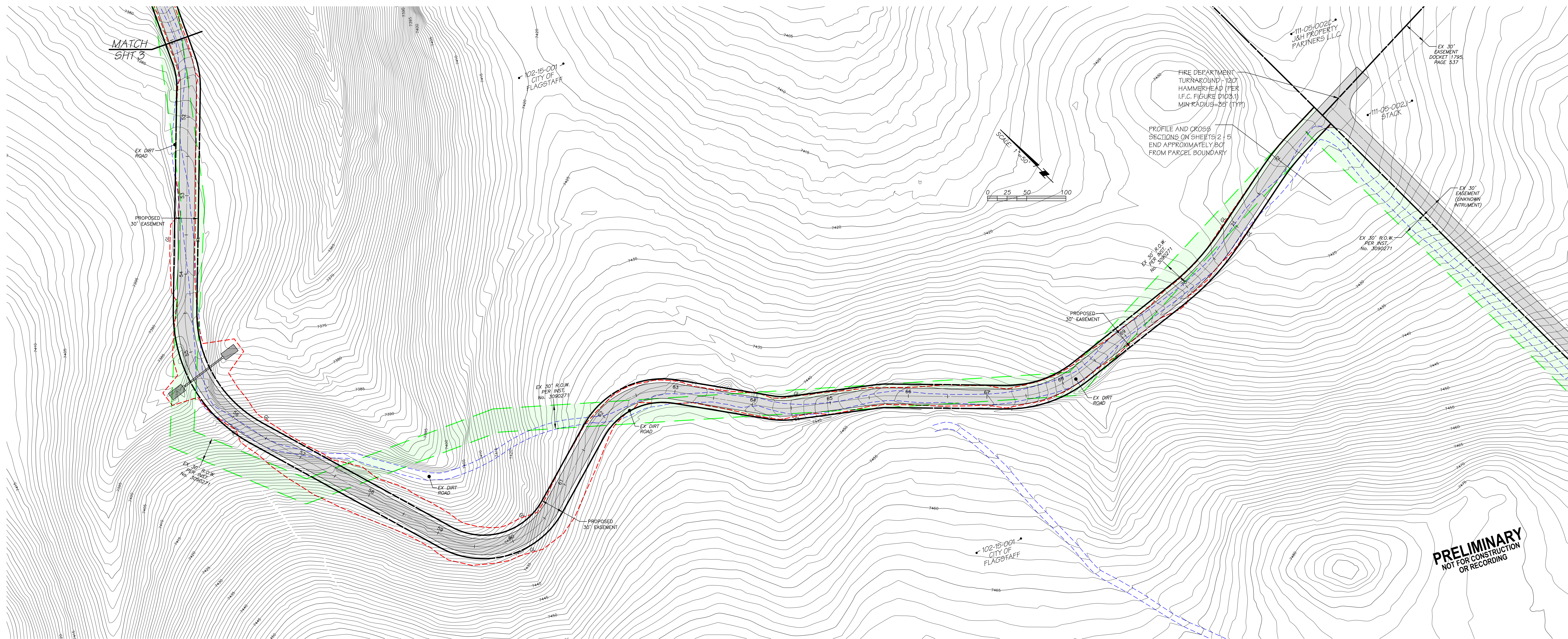
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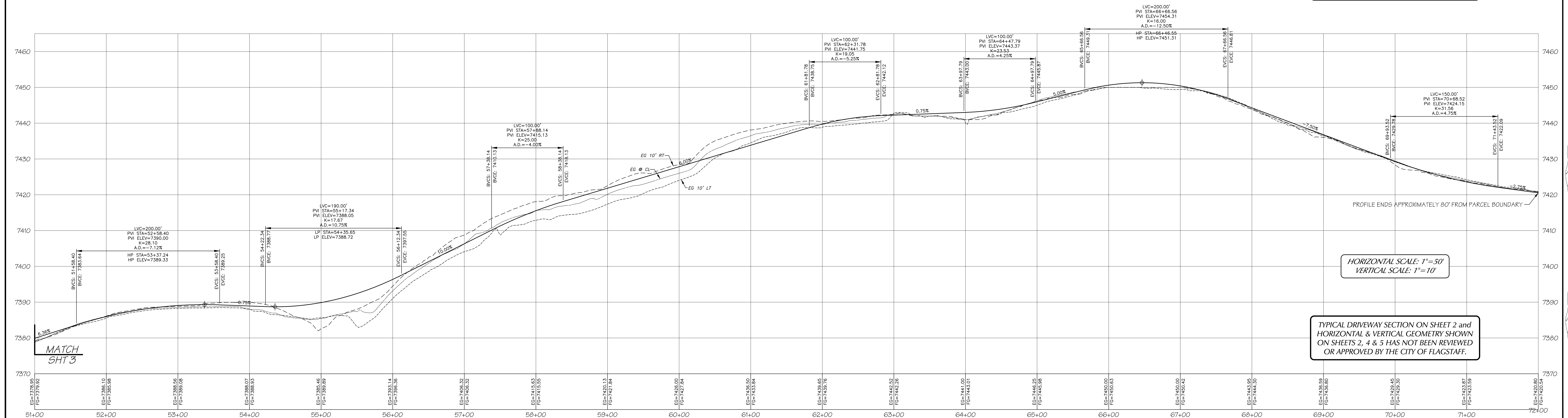
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SHEET NO. 4 OF 5



AS SHOWN ON THESE PRELIMINARY EXHIBITS, THE PROPOSED DRIVEWAY (ALONG WITH ANY NECESSARY WALLS, DRAINAGE CHANNELS and PIPES, CUT / FILL SLOPES, GUARDRAILS, DRIVEWAY, TURNOUTS, SHOULDERS and STORMWATER FACILITIES, ETC.) ARE NOT FULLY CONTAINED WITHIN THE PROPOSED EASEMENT AT MULTIPLE LOCATIONS. ADDITIONAL SLOPE AND DRAINAGE MAINTENANCE EASEMENTS MAY BE REQUIRED.



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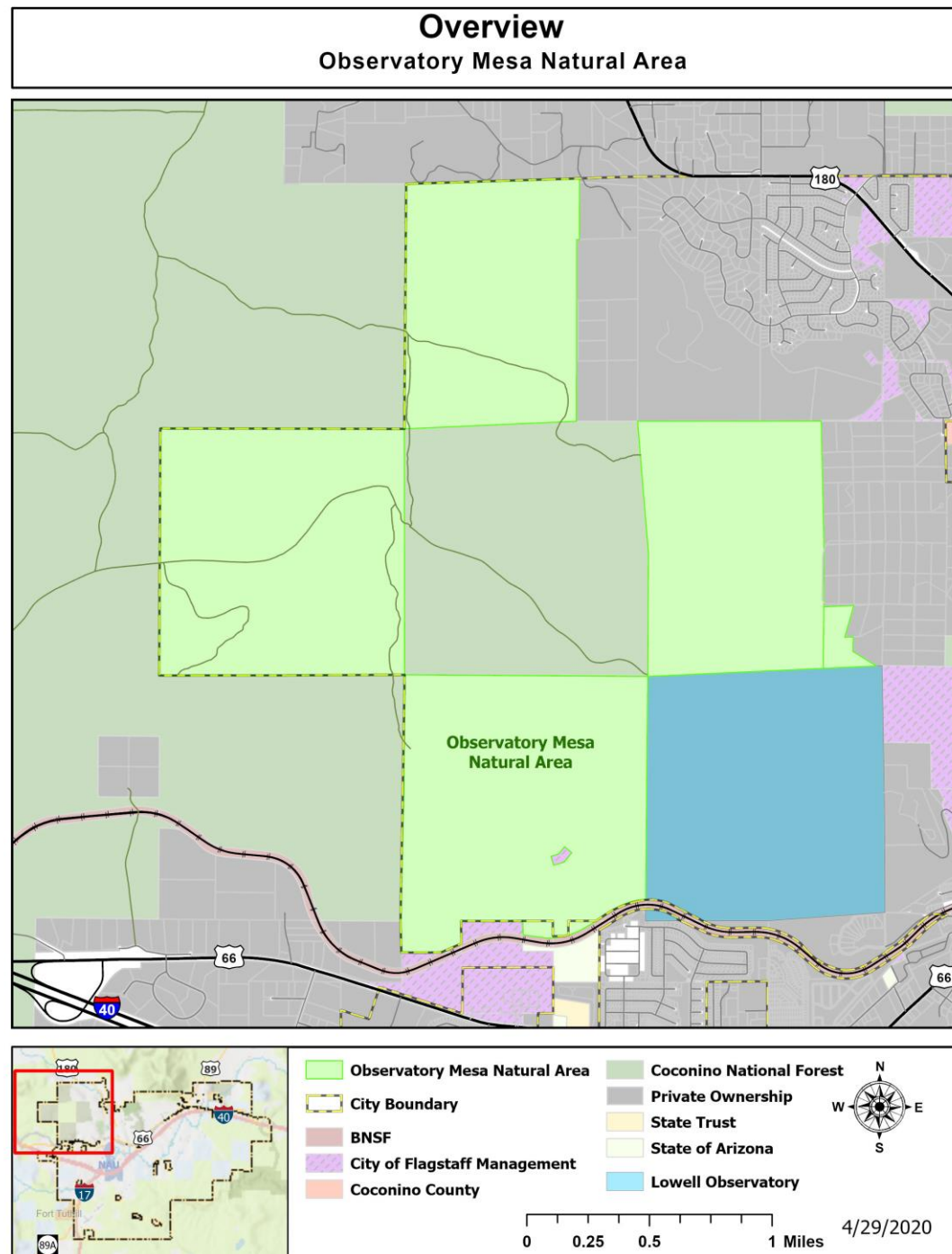
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Proposed Amendment to Observatory Mesa Access Road Right-of-Way Easement

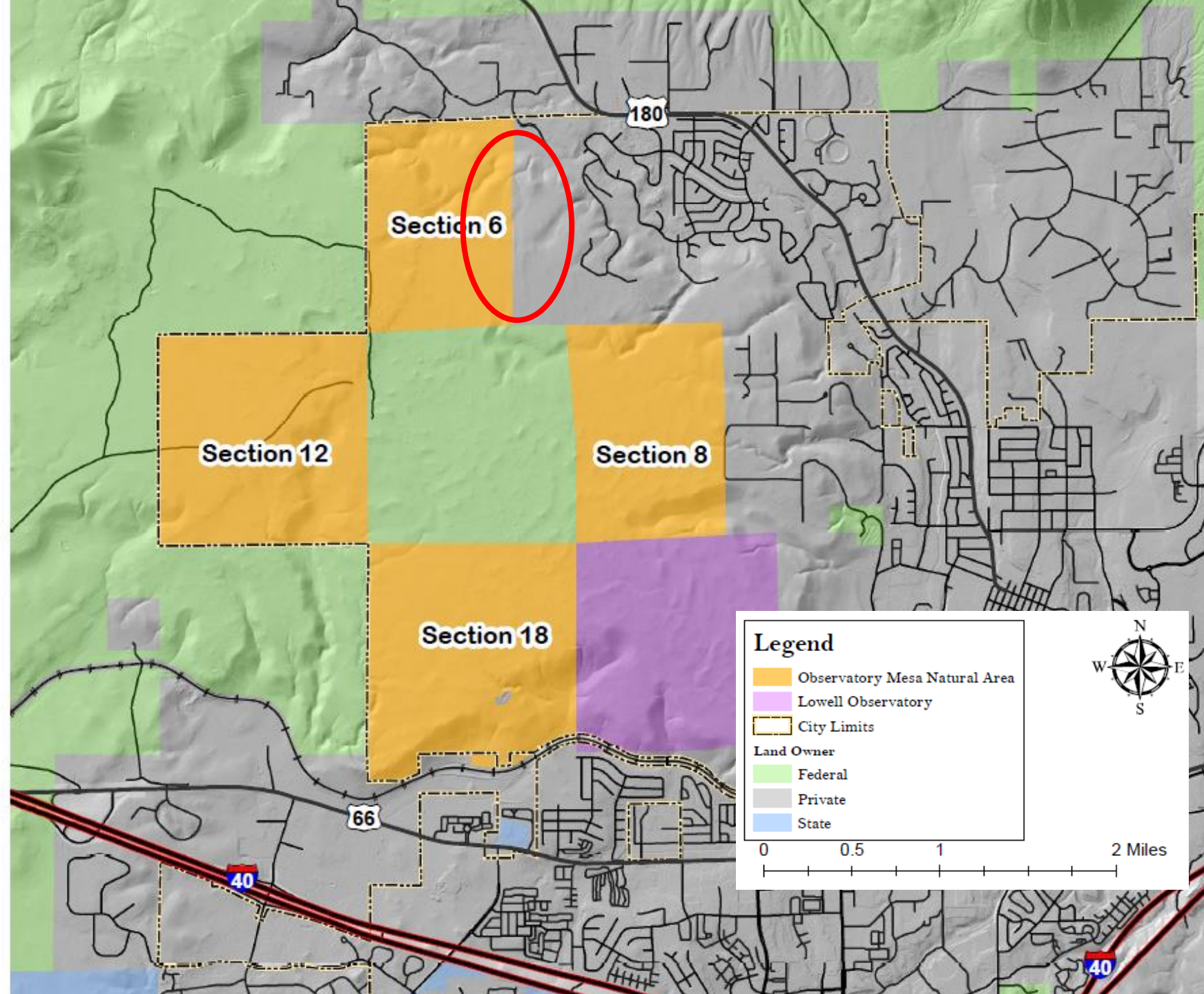


June 25, 2024

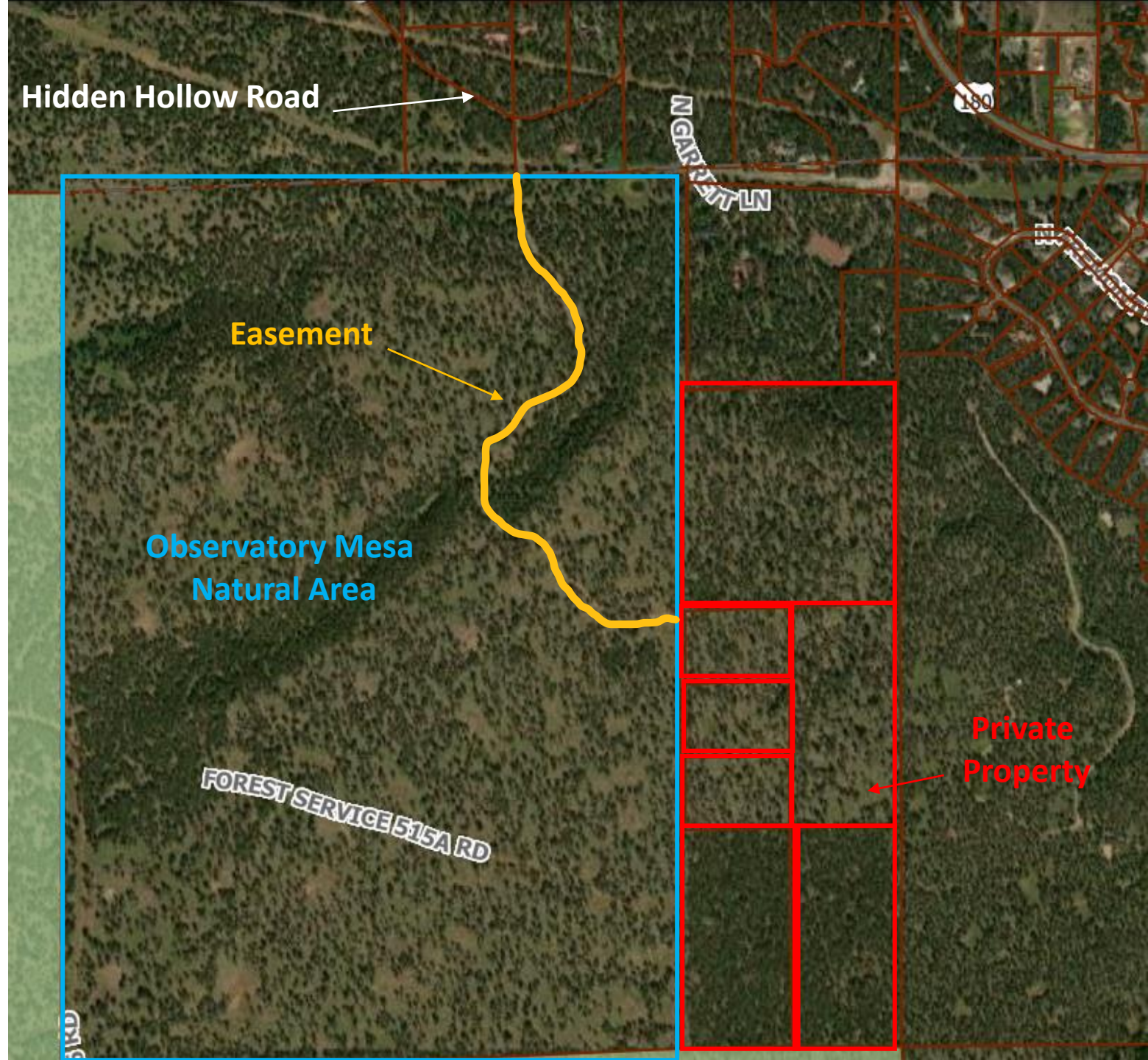
Observatory Mesa Natural Area



Observatory Mesa
Natural Area
Section 6



**Observatory Mesa
Natural Area &
Proposed ROW
Amendment**





**Coming from Hidden Hollow,
proposed to align with the
current road outside of
current ROW**



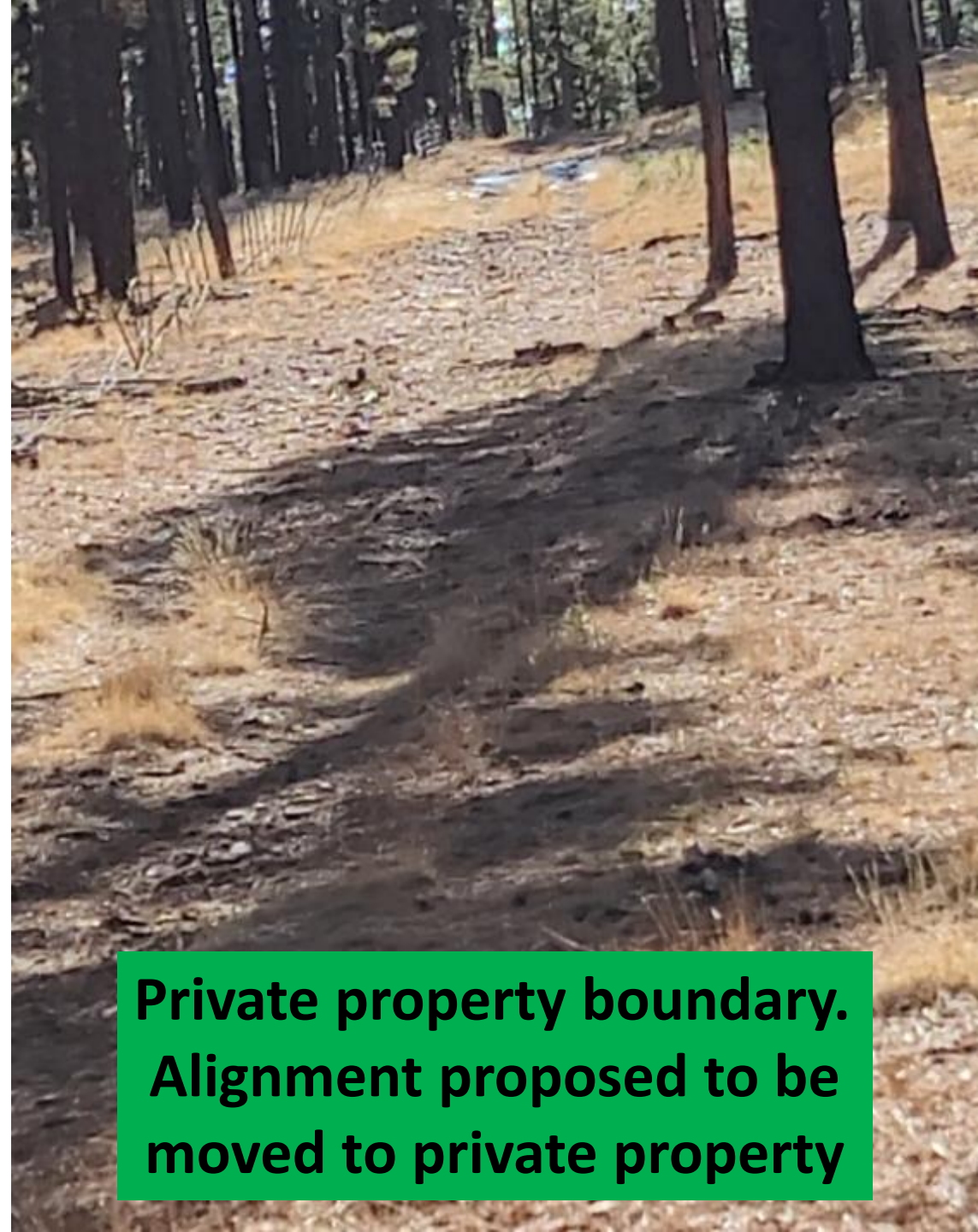
**Terrain along
alignment**



**Steep grade proposed
for a new alignment**



**Approaching private
property boundary**



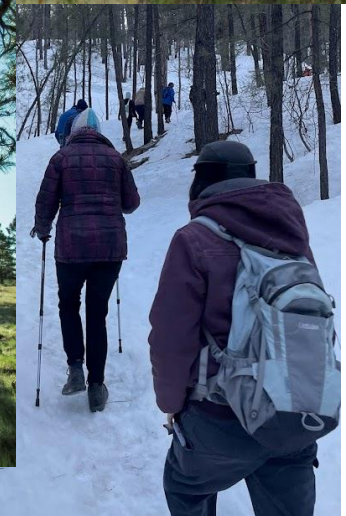
**Private property boundary.
Alignment proposed to be
moved to private property**



Changes in Land Protection and Use



- Voter-approved bond funds
- Arizona Growing Smarter Grant Acceptance
- Deed of Conservation Easement





City and State Role



- AZ State Parks and Trails has asked for initial City review
- Following City Council review an amended ROW and construction plans would need to be reviewed by Arizona State Parks and Trails and the State Historic Preservation Office





Deed of Conservation Easement



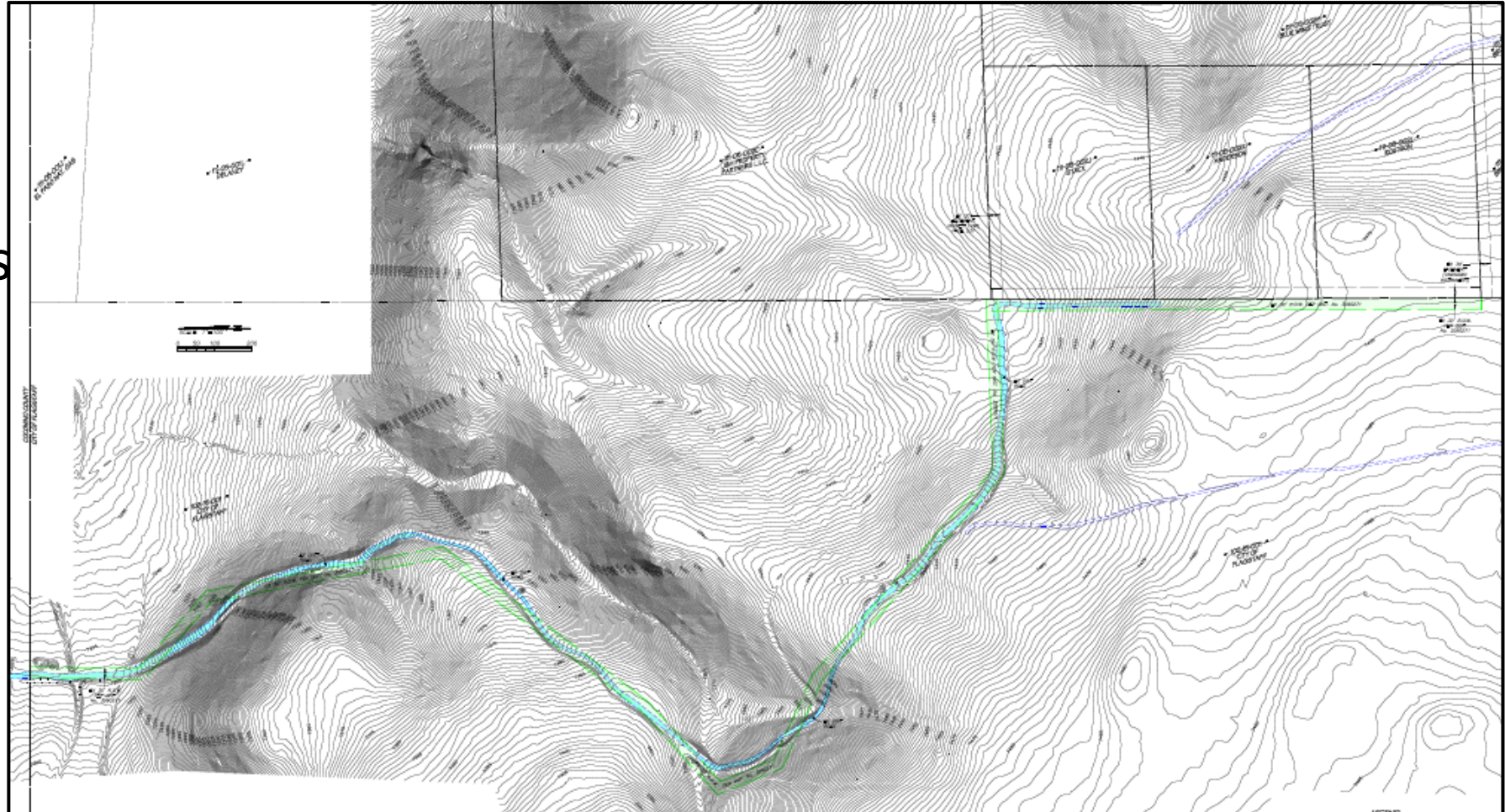
- Arizona State Parks holds a deed of conservation easement
 - This dictates types of improvement projects
 - Mechanism to protect the natural resources and baseline conditions
 - Facility development directed to consist of low-impact facilities
 - 20-acre limit on Natural Area development

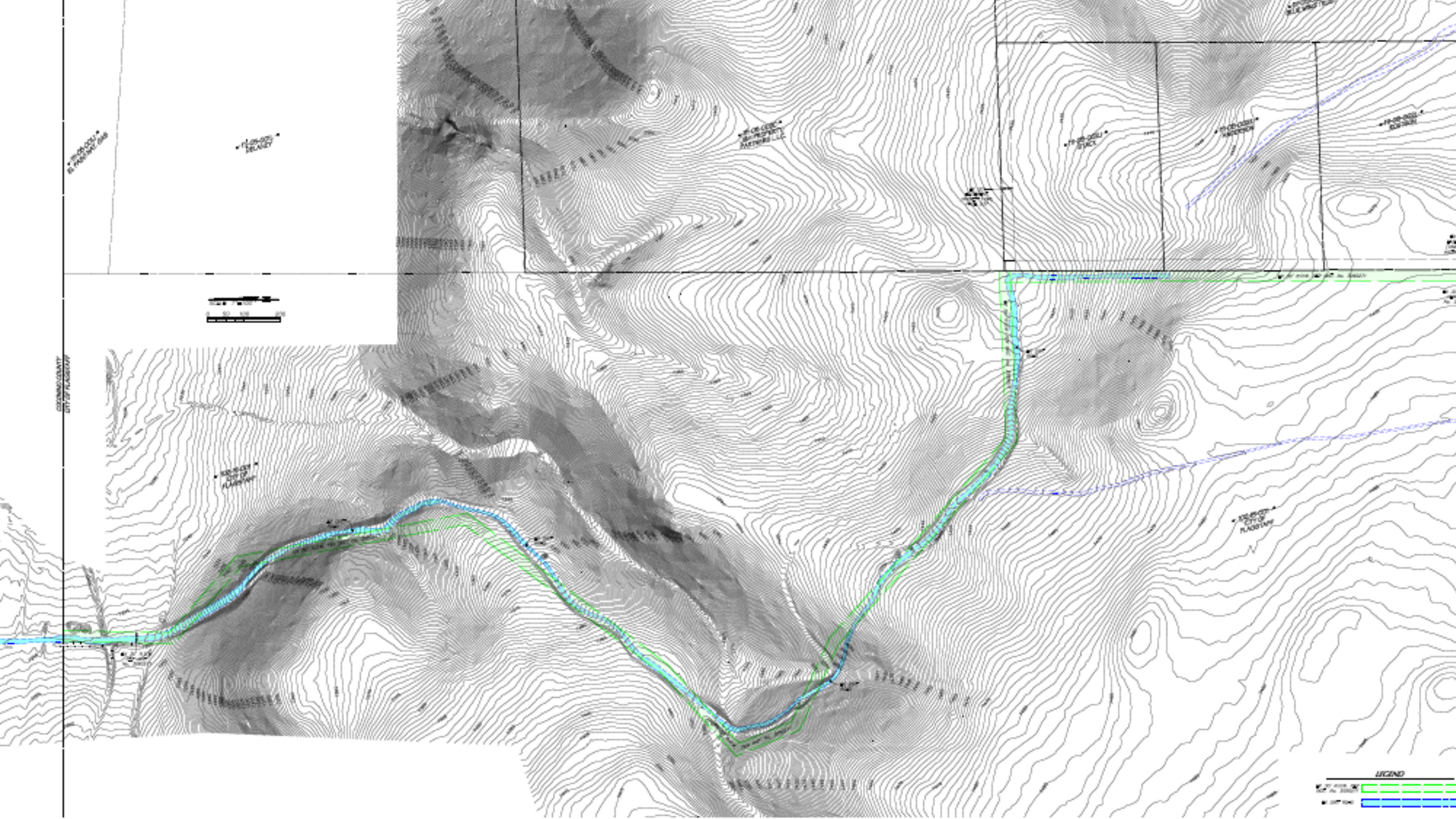




Considerations

- Current ROW 3.52 acres
- Proposed ROW 3.75 acres, includes construction impacts to 1.05 acres
- Completed revised ROW alignment 2.7 acres
- The ROW traverses the Natural Area
- Future trail planning underway

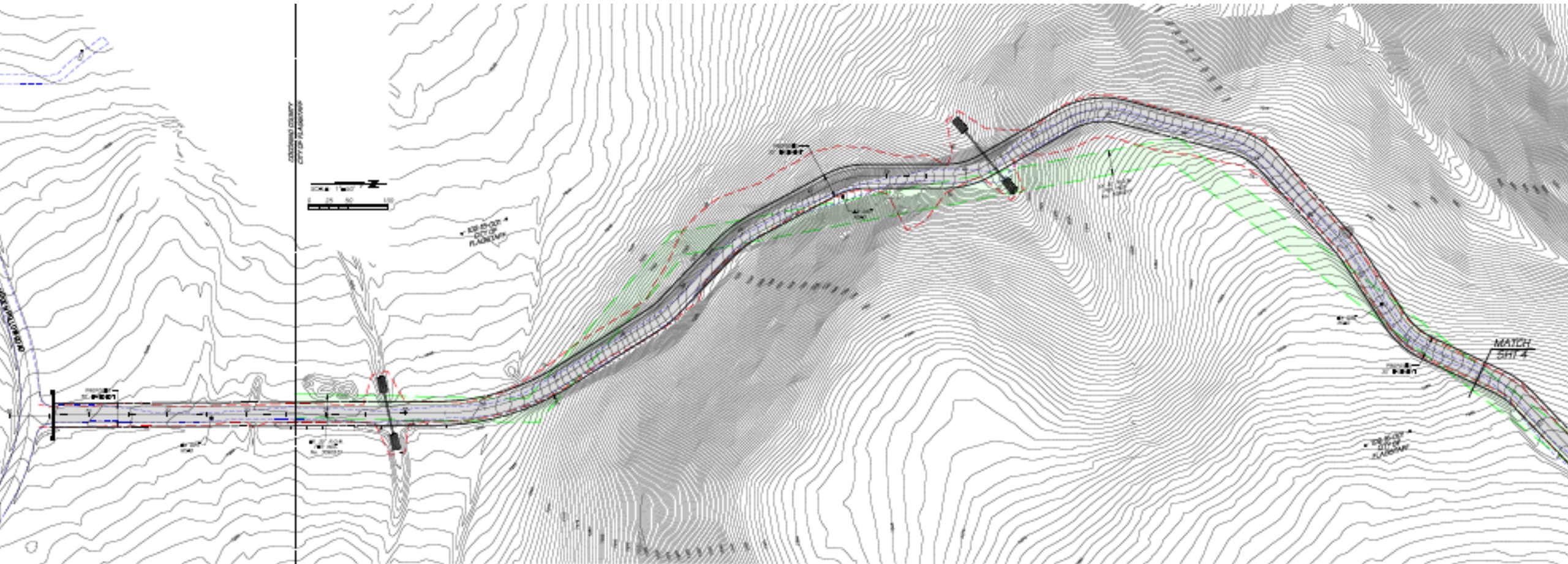








TEAM FLAGSTAFF
WE MAKE THE CITY BETTER





**WE MAKE THE
CITY BETTER**





Open Spaces Commission Concerns



- Respecting the legal rights of existing easement
- Ensuring Deed of Conservation Easement upheld
- Road construction is not a benefit to Natural Area
- Full buildout of 23 units plus Accessory Dwelling Units affect the intended use
- Impacts to Hidden Hollow residents
- Impacts during construction



Open Spaces Commission Recommendation



The Open Space Commission recommends that the request to amend the right of way easement #16-88092 be considered by the City Council subject to the conditions in the current ROW easement and the following conditions:

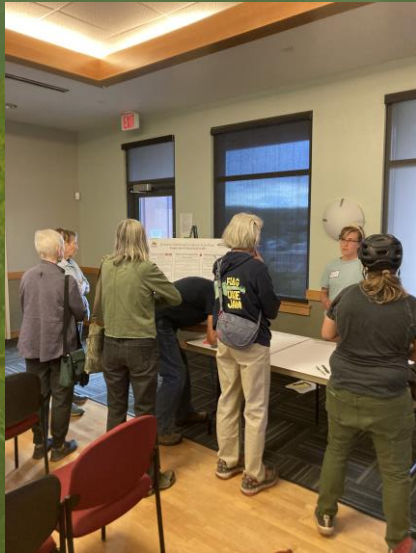
- Require the creation of an HOA to provide a legal entity responsible for maintaining the conditions
- Require a performance bond for the adjustment of the dirt road to ensure that the work will be completed and to warranty the work for three years to ensure proper construction
- Require all construction on OMNA property to go through the Arizona State Parks and Trails Conservation Easement review requirements, which include but are not limited to an archeological survey, Arizona State Parks and Trails review, and State Historic Preservation Office review before construction can begin

Open Spaces Commission Recommendation



- During the road construction, require a revegetation specialist (i.e., ecologist, botanist, vegetation specialist) who is experienced in restoration ecology and local native plant communities be included in the project team to assist with project planning, direction, construction observation, monitoring, to document any impacts to the Natural Area, and provide prior notification to the open space Section impacts and planned mitigation efforts
- All sections of the existing roadway that are not utilized in the proposed alignment must be decommissioned and restored to open space standards cited in the Restoration Guidelines
- Require the road to be constructed on the private property where the ROW easement currently parallels the OMNA property on the east boundary

Open Spaces Commission Recommendation



- Require the parcel owners to revegetate the road's cut and fill locations and abandoned alignments to open space standards cited in the Restoration Guidelines
- Require ongoing road maintenance
- Require all future utilities to be placed underground in the ROW so as not to interfere with the viewsheds on OMNA
- Require Dark Skies Compliant Lighting on all light sources within the parcels



Next Steps



- Tonight's Questions and Discussion
- September – come back with options for actions
- Arizona State Parks and Trails Review Process

