

MINUTES

1. Call to Order

Mayor Daggett called the Work Session of the Flagstaff City Council held April 11, 2023, to order at 3:01 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

PRESENT:

ABSENT:

MAYOR DAGGETT
VICE MAYOR SWEET
COUNCILMEMBER ASLAN
COUNCILMEMBER GARCIA
COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER SPENCE

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

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

The Council and audience recited the pledge of allegiance, Councilmember McCarthy read the Mission Statement of the City of Flagstaff, and Councilmember Matthews read the Land Acknowledgement.

MISSION STATEMENT

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

LAND ACKNOWLEDGEMENT

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

4. Public Participation

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

Richard Castaneda, a student from NAU Sustainability and Earth Sciences, addressed Council about a study he is doing on active transportation and a survey he is performing as part of the study. He spoke about some of the infrastructure and non-infrastructure changes that his study suggested.

Volunteer and Event Coordinator for the City of Flagstaff's Sustainability Section Steven Thompson invited the Council and the audience to the Earth Day Celebration and spoke about the volunteer opportunities that occur in conjunction with the celebration.

Francine Moore who is a property owner in the Southside addressed Council regarding the flooding in the neighborhood due to snow runoff.

5. Review of Draft Agenda for the April 18, 2023 City Council Meeting

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

None.

6. Proclamation: Fair Housing Month

Councilmember House read the proclamation and the City Housing Staff accepted the proclamation. Shari from Southwest Fair Housing Council addressed the Fair Housing Session with DNA Legal Services the following day.

7. Proclamation: National Library Week

Mayor Daggett read the proclamation and the Library staff accepted it. Library Director Linda Tillson shared that this year's theme for National Library Week is "There is More to the Story" and shared some interesting facts about libraries.

8. Proclamation: National Telecommunicator Week

Mayor Daggett read the proclamation and Police Chief Musselman and Police Communications Manager Katie Brandis accepted it. Ms. Brandis thanked Council for the recognition and Chief Musselman shared his gratitude to the emergency technicians as well.

9. Presentation and discussion regarding the City of Flagstaff Community Development Block Grant Program Year 2023 Annual Action Plan and Staff recommendations for Program Year 2023 CDBG funding allocations.

Housing and Grants Administrator Kristine Pavlik gave a presentation on the annual action plan for the Community Development Block Grant Annual Action Plan. Slides included:

- Purpose & Agenda
- CDBG Overview

- What is the Community Development Block Grant?
- Why does the City of Flagstaff receive CDBG money?
- CDBG Primary Objective
- How can the City spend CDBG dollars?
- National Objectives
- Criteria for use of CDBG Funds
- How does the City access the funds?
- Target Areas
- Council/Staff Responsibilities
- Risk Assessments
- CDBG 2023 Annual Action Plan
- CDBG Funding Summary
- CDBG Requests Received
- Ranking Committee Recommendations
- Next Steps & Questions

Mayor Daggett asked about the La Plaza Vieja project and if it was for sidewalks. Ms. Pavlik stated that it was for sidewalks and drainage and the project was more expensive than anticipated. The project was broken down into phasing, and this was an ask for a phase II project.

Councilmember Harris asked when the La Plaza Vieja project will happen. Ms. Pavlik stated that once Capital leverages monies, they will know if they would like to request further CDBG funds.

Mayor Daggett stated that residents can approach their representatives to ask for more congressional allocations of CDBG funds for Flagstaff.

10. Presentation regarding funding allocations for the City of Flagstaff American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds for Housing Assistance Projects

Housing and Grants Administrator Kristine Pavlik gave a presentation on the funding allocations for the City of Flagstaff ARPA funds for Housing Assistance. Slides included:

- Local Recovery Funds
- City Council Allocations
- Congregate Care
- Housing Assistance
- 10-Year Housing Plan
- Broad Criteria for Evaluation
- Criteria for Evaluation
- ARPA Requests Received
- Ranking Committee Recommendations
- CDBG Annual Action Plan

Councilmember Harris asked how the City will ensure that these organizations are reaching out to the community. Ms. Pavlik stated that the grant application now asks how the organization will outreach to the community and that allows staff to assess applications and performance. Councilmember Harris asked how people can find out the results of the monitoring. Ms. Pavlik stated that there is a report to HUD that summarizes the results. Councilmember Harris asked when staff will know when the organization meets their goals and Ms. Pavlik talked about the project measures.

Councilmember Matthews asked about the number of individuals that will be served by the funds and the timeframe of the service. Ms. Pavlik stated that the timeline is over a year. Councilmember Matthews asked about the impact of projects that were permanent versus temporary and Ms. Pavlik addressed how that impacted staff's rating with ARPA and CDBG funds.

Mayor Daggett asked about the partial funding and Ms. Pavlik stated that the organizations that received partial funds were able to potentially adjust their projects or find other funding sources. Mayor Daggett congratulated Housing Staff on their work.

Councilmember Matthews stated that she was surprised by the \$75,000 rental support ask and Ms.

Pavlik addressed the ranking of the decisions and how The Salvation Army had other funding. Councilmember Matthews asked about Flagstaff Shelter Services hotel operations and if the request for hotel shelter operations was temporary and Ms. Pavlik addressed that the hotels are required to act as transitional housing.

Councilmember Sweet asked if feedback is given to applicants. Ms. Pavlik stated they do and always encourage applicants to speak to staff.

Councilmember Harris asked if an organization has not had any experience managing grants from the City, how do they gain that experience. Ms. Pavlik addressed the different ways that organizations are set up and how staff determines if the organization is ready to administer CDBG funds.

Councilmember Matthews asked if they are able to get fiscal seed funds and Ms. Pavlik stated that staff would prefer that they partner with a more experienced non-profit for a situation like that.

Councilmember Harris asked if staff works to partner larger groups with smaller groups. Ms. Pavlik stated that she has made that suggestion in technical advisory meetings.

Mayor Daggett added that staff is very accessible to organizations all year round.

Councilmember Harris stated that to get affordable/workforce housing, the City will need everyone on board.

Mayor Daggett asked the City Manger if Council could get a presentation on what the ARPA and CDBG funds are allocated on in the future.

11. City Procurement Policies and Procedures - Purchasing 101

Purchasing Director Patrick Brown, Procurement Specialist Teddy Callhan, and Sr. Procurement Specialist Emily Markel gave a presentation on the City's procurement policies and procedures. Slides included:

- Introduction
- Mission Statement
- Purchasing's Role
- Additional Procurement Responsibilities
- Regulatory Requirements

Vice Mayor Aslan asked how a procurement can be both open and sealed in an open sealed solicitation process. Ms. Markel explained the process in detail and how people can see the bid and that is the open part. She added that no one can see the bids until it is done being solicited. At the end of the solicitation period, the public can see the dollar amount, but that is it. After the evaluation is completed, staff asks Council to approve the contract and only after a contract is approved can the public or other bidders see the contract. Mr. Brown added that open means that it is open to the public but that they submit a sealed bid that staff can only see after the deadline.

- The Basics
- The Basics -- City Thresholds
- The Basics -- Informal
- The Basics -- Formal
- The Basics -- Formal or Informal
- Procurement Stats
- Improvements in Purchasing

Councilmember Matthews asked how Mr. Brown is handling the inflow of requests with a reduced team that is already small. Mr. Brown stated that the service level has dropped from what it should be and that they are behind. He is hopeful that staff will be able to catch up once the Procurement Manager is hired.

Vice Mayor Aslan asked if the team is large enough for the job that needs to be done. Mr. Brown stated that it may not be large enough, but he cannot tell until after staffing is full and current staff is trained. Vice Mayor Aslan shared his gratitude to the team.

Vice Mayor Aslan asked how the evaluation process is different when it is not an RFP. He asked Mr. Brown to speak to transparency and how the team assures a fair process, using the banking example. Mr. Brown addressed how it was evaluated and how RFQ and RSOQ are reviewed as well. He spoke about how the evaluation committee is created and how the public is involved in the committee. He also spoke about the evaluation committee process and the confidentiality of the process, and the way that they ensure that there is no conflict of interest or bias. Mr. Brown also spoke about the evaluation criteria. Vice Mayor Aslan asked about intangibles in evaluating proposals. Mr. Brown spoke about the value-added knowledge and experience criteria.

Mayor Daggett asked about the interviews in the process and if staff can ask a question that is not in the proposal. Mr. Brown stated that staff can ask them to expand. Mr. Brown added that they do ask new questions to all contractors. Mayor Daggett restated that it can be a question that was not in the solicitation. Mayor Daggett asked how the RFP and RSOQ language is created or dictated. Mr. Brown stated that the hierarchy is state statute, charter, and code. She also asked why we cannot award extra points to locally owned businesses. Mr. Brown stated that it is because that would be considered an unfair, biased practice. Mayor Daggett clarified that it is also defined by state statute.

12. **Agassiz Peak Renaming Process** (this item will occur no earlier than 5:00 p.m.)

Public Affairs Director Sarah Langley addressed Council on the name change proposal and that Agassiz Peak was currently being considered by the Arizona Board on Geographic and Historic Names.

Indigenous Commission member Darrel Marks addressed Council. He discussed the history of the project to change the name that was started by Flagstaff High School students before the pandemic.

Mashayla Tso, a student at the University of Arizona, presented on Restoring Agassiz Peak by the Indigenous Youth Advocates. Slides included:

- Map of the Peaks with Names for the Peaks in local languages
- The History behind the name of Agassiz Peaks
- How Agassiz Peak got its' name
- Why is this an issue for Indigenous communities?
- Sacred Given Names for the Agassiz Peak
- Quote from Indigenous Elders
- Quotes from Youth/Supporters
- Press Release
- Credit to the Youth Advocators that started this
- Closing Statement

Ms. Langley played a video from Coordinator for Indigenous Initiatives Rose Toehe.

Councilmember Matthews addressed honoring all the tribes in the area and stated that she is very encouraged to see the youth taking initiative.

Adam Shimoni addressed Council in support of changing the name of the Agassiz Peak.

Fawn Toya addressed Council and commented on the importance of the Agassiz peak for the Hopi tribe. She stated her support of changing the name of the Agassiz Peak.

Councilmember McCarthy thanked Ms. Toya for her comments and asked how to pronounce the proposed name which is Öo'mawki.

Michele James with Friends of Flagstaff's Future submitted written comments in support of renaming Agassiz Peak.

Mayor Daggett asked if Council supports this item, what is the next step. Ms. Langley explained the process. She stated that the Arizona Board on Geographic Names is in the process of gathering partner input and that if the Board decides to recommend the name change, they send that to the Arizona Secretary State and the Coconino County Recorder and it would be used at the state level. The recommendation is also sent to the US Board on Geographic Names and they then make a recommendation to change the name at the Federal level. If Council supports a letter tonight, staff will write the letter and send it to the Arizona Board on Geographic Names to support that process.

Councilmember House asked if the letter asked for Council to speak as a unified body or as individuals. Ms. Langley stated that it did not specify. City Manager Clifton stated that a collective input from Council was deemed to be most powerful.

Councilmember Matthews thanked City Manager Clifton for escalating this item. She asked if it is possible and appropriate for the City to reference the peak by the new name in the City's marketing and advertising while waiting for the decision. City Manager Clifton stated that staff will investigate that if that is the direction of the Council.

Mayor Daggett asked Mr. Marks how other tribes were brought into the discussion on the name of the Peak. She also thanked Mr. Marks for his work and the other students' work on this process. Mr. Marks stated that the name was picked at the very start of the discussion as the mountain of clouds. He further addressed the name decisions.

Councilmember McCarthy stated that he supports changing the name and sending a letter of support.

Vice Mayor Aslan stated his support and shared some thoughts on name changes. He added that he feels that Council should call on Snowbowl to change the name of Agassiz on their maps as well.

Councilmember House stated her support for moving forward and for sending a very-strongly worded statement of support.

Councilmember Matthews shared her support and the reasons for her support.

Councilmember Sweet shared her support.

Councilmember Harris stated her support for the letter and shared that she will bring this back to other groups that she is involved in to get them to share their support.

Mayor Daggett thanked the youth for their work on this. She shared her support as well.

Councilmember McCarthy asked that the letter states that there was unanimous Council support for the name change.

13. Public Participation

Anthony Garcia addressed the potential redevelopment of Fire Station 2 as the Joe Montoya STEM Learning Center in the Sunnyside Neighborhood. He shared the importance of the project to the community. He shared concerns about the funding of the project and asked for a presentation of the project as a FAIR item.

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

Councilmember Sweet asked about the discussion of snow removal in downtown and asked if a cinder discussion could be included in that discussion. She addressed the Capital Improvements budget retreat and asked that the business community be informed directly about construction.

Councilmember House shared at the budget retreat that there was an interesting conversation regarding a Flagstaff Poet Laureate and a Youth Poet Laureate and she would like to see that move forward perhaps with collaboration with the book festival.

Councilmember Harris shared her support of a Poet Laureate and extended an invitation to Ms. Cleo's Tea Party that was happening later in April.

Councilmember Matthews acknowledged the retreat and the importance of the projects. She also thanked Water Services, Public Works, Emergency Management, and Community Development for their response to the Lower Lake Mary levee and the 180 culvert issue.

Mayor Daggett stated that she had a tour of Camp Navajo with the Economic Vitality staff, ECoNA, and the Arizona Commerce Authority. She spoke about a visit from Congressman Eli Crane regarding forest health and flooding. She also thanked Attorney General Kris Mayes for coming up to Flagstaff and meeting with her, Councilmember Sweet, and Vice Mayor Aslan.

15. Adjournment

The Work Session of April 11, 2023, adjourned at 6:30 p.m.

MAYOR

ATTEST:

CITY CLERK