

2025 PARKFLAG CODE AMENDMENTS

Part 1: Fees

The Flagstaff City Code, Title 3 Business Regulations, is hereby amended by: (a) renumbering Section 3-10-001-010 Annual Adjustments; Adoption; Verification as Section 3-10-001-011; (b) renaming Section 3-10-01-001-009 Parking Fees as “Parking Fees – Airport”; and (c) by adding a new Section 3-01-001-010 Parking Fees - ParkFlag District to read as follows:

SECTION 3-10-01-001-010 PARKING FEES – PARKFLAG DISTRICT

A. PARKING FEES (EFFECTIVE MARCH 1, 2026)

UNCOVERED SPACE	\$2.00/HOUR
COVERED SPACE	\$3.00/HOUR
HOODING FEE WITH EVENT PERMIT SPACE	\$2.00/HALF-DAY
HOODING FEE WITH ENCROACHMENT PERMIT SPACE	\$5.00/DAY
MOBILE APP CONVENIENCE FEE (NOT A CITY FEE)	PER SOFTWARE CONTRACT

B. PERMIT PARKING

A	AMTRAK PERMIT	\$8.00/DAY
C	CONSTRUCTION CONTRACTOR WORKING IN PARKFLAG DISTRICT – PER INDIVIDUAL	\$10/MONTH \$120/YEAR
D -SFR	DOWNTOWN SINGLE-FAMILY RESIDENCE	\$0
DR	DOWNTOWN RESIDENT (OFF-STREET PARKING NOVEMBER 1 TO APRIL 1)	\$60/MONTH
E	EMPLOYEE/ BUSINESS OWNER IN PARKFLAG DISTRICT – PER INDIVIDUAL	\$10/MONTH \$120/YEAR
G	GUEST PERMIT	\$5.00/DAY
R 1	RESIDENT	\$0
R 2	RESIDENT	\$250/YEAR
R 3	RESIDENT	\$350/YEAR
R 4	RESIDENT	\$450/YEAR
V	VENDOR CONTRACTED TO SELL OR DELIVER GOODS TO A BUSINESS IN PARKFLAG DISTRICT – PER INDIVIDUAL.	\$10/MONTH \$120/YEAR

THE OFFICE OF THE PARKING MANAGER IS HEREBY DELEGATED AUTHORITY TO ESTABLISH AND ISSUE PERMITS ALLOWING CITY COUNCIL MEMBERS, CITY COMMISSIONERS, AND CITY EMPLOYEES TO USE DESIGNATED FACILITY LOTS OR DESIGNATED PARKING SPACES AT NO CHARGE.

C. PRORATION

- a. MONTHLY PERMITS (MONTHLY C, DR, E, AND V PERMITS) ARE ISSUED FOR A CALENDAR MONTH.
- b. ANNUAL C, E, AND V PERMITS ARE ISSUED FOR A CALENDAR YEAR.
- c. ANNUAL PERMITS R1, R2, R3, R4 ARE ISSUED ON A ROLLING YEAR BASIS.
- d. NO PERMITS SHALL BE PRO-RATED, REGARDLESS OF ISSUANCE DATE.

D. TRANSFER

MONTHLY AND ANNUAL PERMITS MAY BE TRANSFERRED TO A NEW VEHICLE OWNED BY THE SAME INDIVIDUAL.

E. ADMINISTRATIVE GUIDELINES

ALL FEES AND PERMITS ARE ADMINISTERED AS PROVIDED FOR IN THE ADMINISTRATIVE GUIDELINES FOR THE COMPREHENSIVE PARKING MANAGEMENT PROGRAM (POSTED ON THE CITY'S WEBSITE).

Part 2: Management

The Flagstaff City Code, Title 9, Traffic, Chapter 9-01, Traffic Code, is amended by renumbering current Section 9-01-0001-0014 as Section -0015 and amending the same, and renumbering prior Section 9-01-001-0015 as -0016 and amending the same, and adopting a new Section 9-01-0001-0014, all to read as set forth below (deletions shown as stricken, and additions shown as red capitalized text):

9-01-001-0014 COMPREHENSIVE PARKING MANAGEMENT PROGRAM

- A. THE CITY ADOPTED A COMPREHENSIVE PARKING MANAGEMENT PROGRAM BY RESOLUTION NO. 2016-01, TO REGULATE TRAFFIC AND MAKE STREET IMPROVEMENTS IN DOWNTOWN, THE SOUTHSIDE, AND THE SURROUNDING AREAS IMPACTED BY HIGH PARKING DEMAND ("THE PARKFLAG DISTRICT").
- B. ALL PERSONS USING PUBLIC PARKING WITHIN THE PARKFLAG DISTRICT ARE SUBJECT TO THE ADMINISTRATIVE GUIDELINES, WHICH INCLUDE BUT ARE NOT LIMITED TO THE PARKFLAG DISTRICT BOUNDARIES, PAY-TO-PARK AREAS, PAY-TO-PARK HOURS, PARKING PERMIT TYPES AND ELIGIBILITY, AND PARKING REGULATIONS FOR SUCH DISTRICT.
- C. A COPY OF THE COMPREHENSIVE PARKING MANAGEMENT PROGRAM, ADMINISTRATIVE GUIDELINES FOR THE PROGRAM, INCLUDING THE PARKFLAG DISTRICT BOUNDARIES SHALL BE KEPT ON FILE WITH THE CITY CLERK AND POSTED ON THE CITY WEBSITE FOR PUBLIC INSPECTION.

9-01-001-0015 OFFICE OF PARKING MANAGER CREATED

A. The Office of Parking Manager is hereby established within the Economic Vitality Division, under the authority of the City Manager.

B. General Powers:

1. ~~Duties: The Parking Manager, or his or her designee, shall regulate and manage all public parking as authorized by the City Council through consistent with the Comprehensive Parking Management Program adopted by Resolution No. 2016-01 and all attachments thereto, by the City Council and other provisions of this code., including but not limited to establishing, changing, suspending or removing:~~

~~a. Administrative guidelines, including permit parking, time-limited parking, or pay-to-park requirements and programs, and other~~ **2. THE PARKING MANAGER SHALL ESTABLISH AND IMPLEMENT THE ADMINISTRATIVE GUIDELINES, INCLUDING BUT NOT LIMITED TO THE PARKFLAG DISTRICT BOUNDARIES, PAY-TO-PARK AREAS, PAY-TO-PARK HOURS, PARKING PERMIT TYPES AND ELIGIBILITY, PARKING REGULATIONS,** procedures, protocols, or requirements as may be deemed necessary and desirable to implement **AND MANAGE** the Comprehensive Parking Management Program. ~~Current administrative guidelines shall be filed with the City Clerk.~~

~~b. Pay-to-park rates, including parking permit fees;. Current parking rate schedules shall be filed with the City Clerk.~~

~~c.~~ **3. THE PARKING MANAGER SHALL ENFORCE PUBLIC PARKING REGULATIONS IN THE PARKFLAG DISTRICT AND AT THE FLAGSTAFF PULLIAM AIRPORT.**

4. THE PARKING MANAGER SHALL ARRANGE FOR MAINTENANCE OF PUBLIC Parking lots or spaces, safety and loading zones, and other parking areas, facilities, markings and signs, or equipment, including parking meters or other pay-to-park equipment **IN THE PARKFLAG DISTRICT.**

2. ~~Limited Scope of Authority:~~

~~a. The duties of the Parking Manager shall include only those areas of the City with pay-to-park requirements or permit parking programs. Unless mutually defined otherwise by the Traffic Engineer and the Parking Manager, said area is formally defined by a rectangular boundary that encompasses all areas with pay-to-park requirements or permit parking programs. Upon recommendation of the Parking Manager, implementation of new or additional pay-to-park requirements or permit parking programs outside of said area shall be determined by the City Council in its sole discretion.~~

~~b. The Comprehensive Parking Management Program adopted by Resolution No. 2016-01, and all attachments thereto, by the City Council which addresses the high parking demand areas only of the Downtown areas, Southside area, and those surrounding areas impacted by the demand in Downtown and Southside areas.~~

~~c. Parking management in and around other high parking demand areas in Flagstaff may be added to the duties of the Parking Manager by City Council adoption of a revised Comprehensive Parking Management Program.~~

C. Appeal Procedure: Decisions of the Parking Manager, not related to enforcement actions, which are appealed by the process identified in Section [9-01-001-0003\(G\)](#), may be appealed by any aggrieved party through the following process:

1. Administrative Review: The aggrieved party may appeal a decision of the Parking Manager to the City Manager by written request within ten (10) days following the actual date the decision was rendered. The City Manager shall review the Parking Manager's decision and make a determination supporting, overriding, or modifying that decision within ten (10) working days of receipt of the request.

2. Appeal of a regulation shall not stay the enforcement of violation notices issued prior to the date of any change in the regulation.

D. The Parking Manager shall report periodically to the City Council on the parking management activities of the office and make recommendations regarding additional areas that may, in the City Council's discretion, become subject to pay-to-park requirements or permit-parking programs.

~~E. The Comprehensive Parking Management Program adopted by Resolution No. 2016-01 addresses the high parking demand areas of Downtown and Southside and the surrounding areas impacted by the demand in Downtown and Southside. Managing parking in and around other high parking demand areas may be added to the Comprehensive Parking Management Program by City Council adoption of a revised Comprehensive Parking Management Program and there shall be separate accounting for each such area that may be added. (Ord. 2016-05, Enacted, 02/02/2016; Ord. 2017-01, Amended, 02/07/2017)~~

9-01-001-0016 COMPREHENSIVE PARKING MANAGEMENT PROGRAM SPECIAL REVENUE FUND CREATED

A. Except for funds collected from fines on parking violations, there shall be a separate accounting for all funds collected pursuant to the Comprehensive Parking Management Program. The use of said funds shall be restricted to:

1. Areas of the City under the authority of the Parking Manager (areas of the City with pay-to-park requirements or permit-parking programs); and

2. Programs identified in the Comprehensive Parking Management Program **TO REGULATE TRAFFIC AND IMPROVE PUBLIC STREETS AND RIGHTS-OF-WAY**, including capital development or improvement of parking facilities, land acquisition for parking, parking system management and operational expenses, and debt., **AND MAINTENANCE.**

3. Until four hundred fifty (450) new public parking spaces have been added to serve the Downtown area, twenty percent (20%) of the annual revenues in the Special Revenue Fund shall be used only for the acquisition and/or development of new public parking spaces serving the Downtown area, specifically any expenses directly related to the acquisition and development of public parking facilities to serve the Downtown area and shall not be diverted or appropriated to any other fund including but not limited to the General Fund.

4. Promoting the use of alternative modes of transportation and other parking demand reduction expenses.

B. At least sixty (60) days prior to consideration of any change to any provision of this section, notice of a public meeting to consider a proposed change shall be conspicuously posted on the City website, published in a newspaper of general circulation in the City, and mailed by first class mail to any person who has registered with the City Clerk's office to receive such notice, at the last known address on file with the City Clerk's office.