

JOINT CITY COUNCIL/ BOARD OF SUPERVISORS MEETING AGENDA

JOINT CITY COUNCIL/COCONINO COUNTY MEETING  
MONDAY  
NOVEMBER 17, 2025

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

All City Council Meetings are live streamed on the city's YouTube page  
(<https://www.youtube.com/@FlagstaffCityGovernment>)

**\*\*\*PUBLIC COMMENT\*\*\***

Verbal public comments not related to items appearing on the posted agenda may be provided during the "Open Call to the Public" at the beginning and end of the meeting and may only be provided in person.

Verbal public comments related to items appearing on the posted agenda may be given in person or online and will be taken at the time the item is discussed.

To provide online verbal comment on an item that appears on the posted agenda, use the link below.

[ONLINE VERBAL PUBLIC COMMENT](#)

Written comments may be submitted to [publiccomment@flagstaffaz.gov](mailto:publiccomment@flagstaffaz.gov). All comments submitted via email will be considered written comments and will be documented in the record as such.

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1. CALL TO ORDER

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, 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.*

BOARD OF SUPERVISORS:  
CHAIRWOMAN HORSTMAN  
VICE-CHAIRWOMAN VASQUEZ  
SUPERVISOR BEGAY  
SUPERVISOR FOWLER  
SUPERVISOR ONTIVEROS

FLAGSTAFF CITY COUNCIL:  
MAYOR DAGGETT  
VICE MAYOR SWEET  
COUNCILMEMBER ASLAN  
COUNCILMEMBER GARCIA  
COUNCILMEMBER HOUSE  
COUNCILMEMBER MATTHEWS  
COUNCILMEMBER SPENCE

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. DISCUSSION ITEMS

#### A. Wildfire Insurance and Risk Reduction Efforts

##### STAFF RECOMMENDED ACTION:

Opportunity for discussion on fire department efforts to address home owner insurance due to wildland fire risk.

### 6. REGULAR AGENDA

#### A. Consideration and Possible Approval: Criminal Justice Coordinating Council (CJCC) Bylaws

##### STAFF RECOMMENDED ACTION:

There will be two separate actions. One for the City of Flagstaff City Council and another for the Coconino County Board of Supervisors:

1. City of Flagstaff: Approve the Bylaws of the Criminal Justice Coordinating Council.
2. Coconino County: Approve the Bylaws of the Criminal Justice Coordinating Council.

### 7. RECOGNITIONS

#### A. Presentation of Criminal Justice Coordinating Council (CJCC) Awards

##### STAFF RECOMMENDED ACTION:

The presentation of awards will be followed by a group photo at the Dias and a reception in the City Hall lobby.

8. INFORMATIONAL ITEMS TO/FROM CITY COUNCIL AND BOARD OF SUPERVISORS

9. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Stacy Saltzburg, MMC, City Clerk

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

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

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Paul Oltrogge, Wildland Fire Manager  
**Date:** 11/12/2025  
**Meeting Date:** 11/17/2025



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**TITLE**  
**Wildfire Insurance and Risk Reduction Efforts**

**STAFF RECOMMENDED ACTION:**

Opportunity for discussion on fire department efforts to address home owner insurance due to wildland fire risk.

**Executive Summary:**

This will be a high-level presentation to discuss how the Flagstaff Fire department has aligned some day-to-day efforts to help with larger state and regional efforts to reduce home-owner insurance impacts from wildland fire.

**Information:**

A short slide deck and presentation will be included..

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**Attachments:** [County Presentation](#)  
[Flagstaff Presentation](#)  
[HB 2054 Fact Sheet](#)

# **WILDFIRE INSURANCE CRISIS**

***LUCINDA ANDREANI***

**COCONINO COUNTY FLOOD CONTROL DISTRICT ADMINISTRATOR**



- **Headwaters Economics presentation to the Board of Supervisors on June 3, 2025**

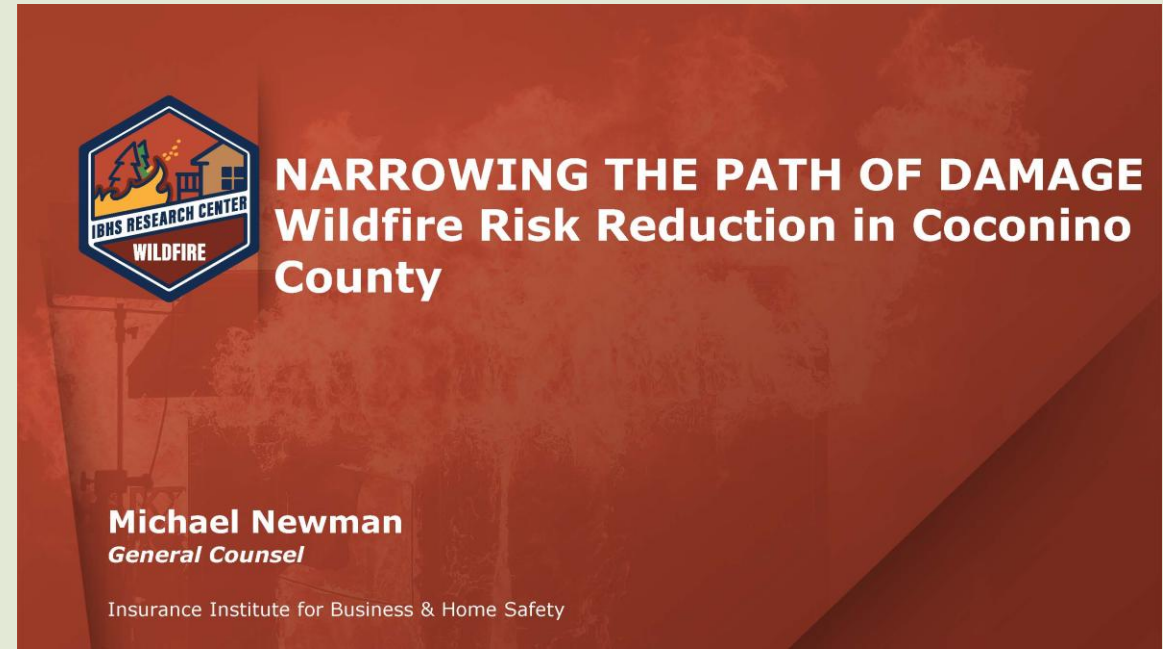


# APCIA PRESENTATION

- American Property Casualty Insurance Association (APCIA) presentation to the Board of Supervisors on September 9, 2025



- Insurance Institute for Business & Home Safety (IBHS) presentation to the Board of Supervisors on September 30, 2025



# UPPER RIO DE FLAGSTAFF WATERSHED



- Wing East timber sale 95% completed
- Leroux going out to bid early 2026
- Hoch – 50% complete
- Derffer – Started – NFF received a \$632K Hazardous Fuels Transportation Grant
- Wing West – Operations ongoing

# MORMON MOUNTAIN REPI



- National Forest Foundation awarded two \$1 million REPI Challenge grants
- District invested \$290,000
- Will treat over 5,000 acres in Lake Mary Watershed and Mormon Mountain
- REPI projects contributing to Wood For Life firewood “banks” in Navajo and Hopi communities over next 5 years



# WILDFIRE INSURANCE CRISIS FLYER



## PUBLIC FORUMS ONLINE:

### WILDFIRE-INSURANCE CRISIS

As many residents of Coconino County face skyrocketing homeowners' insurance premiums or the non-renewal of policies due to wildfire risk, **Coconino County** hosted 3 public forums about the Wildfire-Insurance Crisis and its complexities and challenges.



#### **All Three (3) Forums are Online**

**June 3rd** – Understanding the Wildfire Insurance Crisis in the West

**September 9<sup>th</sup>** – An Insurers' Perspective: Insurance Availability and Affordability, Wildfire and Mitigation

**September 30<sup>th</sup>** – Wildfire Prepared Home Program

The recorded forums and the PowerPoint presentations can be found at:

<https://www.coconino.az.gov/3286/The-Wildfire-Crisis-in-Coconino-County>



If you have questions, please send us an e-mail at [wildfireinsurance@coconino.az.gov](mailto:wildfireinsurance@coconino.az.gov)

Presentations can be viewed on the Coconino County website at the link below:

[www.coconino.az.gov/3286/The-Wildfire-Crisis-in-Coconino-County](http://www.coconino.az.gov/3286/The-Wildfire-Crisis-in-Coconino-County)

# Wildfire Risk and Arizona Communities



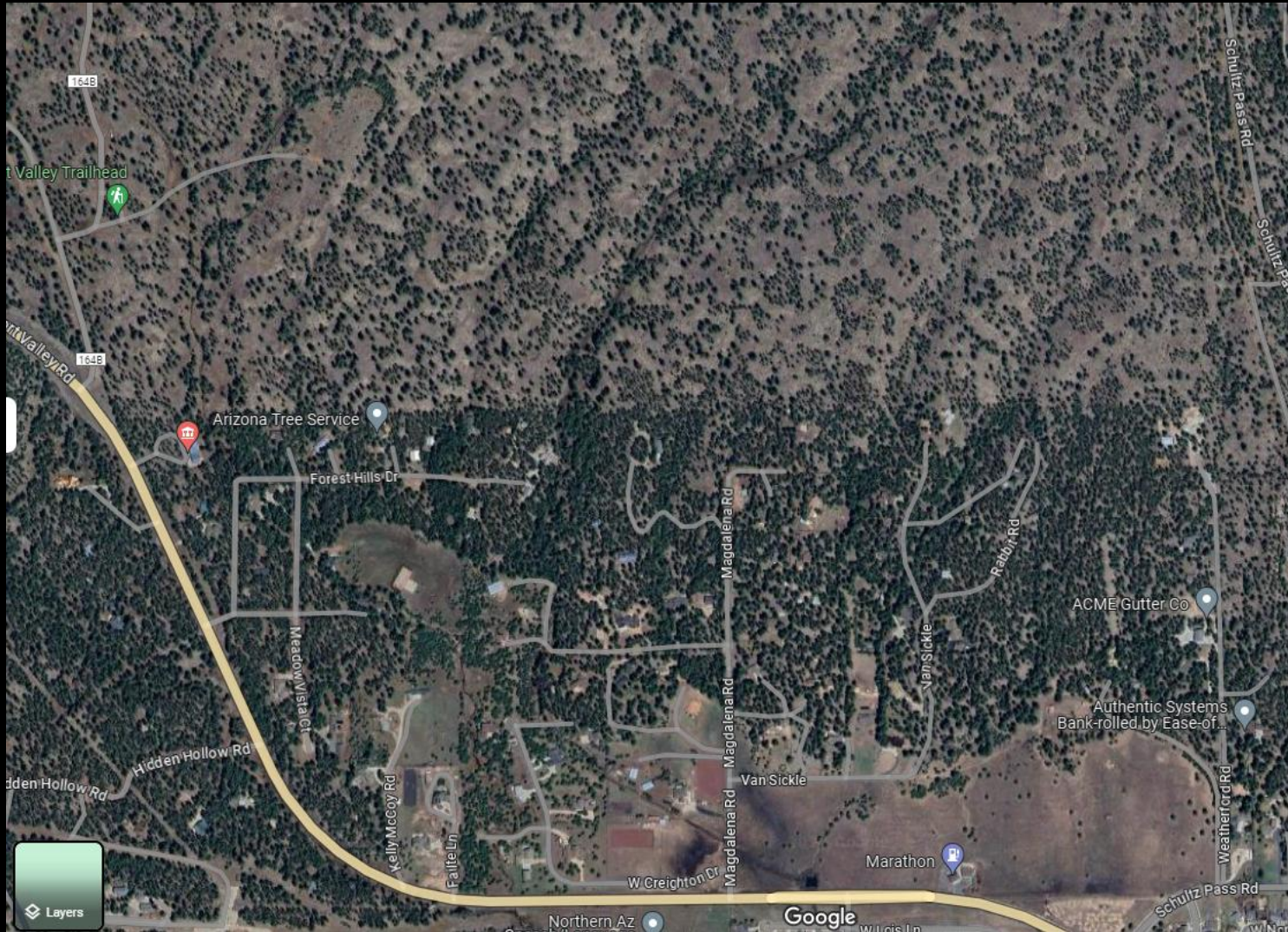
Define The Problem  
What Are The Key Questions  
Proposed Framework for Arizona





Natural environment fuel buildup due to Fire Suppression  
and Exclusion

# Where is the wildfire risk?



# Where is the wildfire risk?



# Expert Spotlight: Jack D. Cohen, Research Physical Scientist, U.S. Forest Service



# Fire Spread = Heat, Fuel, Oxygen

- Fire spread is based on the physics of combustion
- It is not some magical process
- **We know how to keep fire intensity and duration around the home low enough to disrupt the structure combustion process**
- Even crown fires 100' away from a structure do not create enough heat to burn the structure

# Questions that drive our policy and community action

## The key questions

Understanding the relationship between wildfire risk modeling, data, and insurer decisions



- Why is wildfire risk so hard to measure?
- Why is measuring the impact of mitigation even harder?
- What will it take to close the gap between *effective risk reduction actions by homeowners and communities* and *information visible to and useable by insurers for pricing and underwriting?*

# Why is wildfire risk hard to measure?

- Actual risk is driven by very fine scale details (parcel level)
- Most models do not accurately reflect fine scale data (action or inaction)
- Requires time consuming parcel level data collection

# Why is wildfire risk reduction even harder to measure?

- Requires agreed upon mitigations that matter
- Every home needs a custom action plan
- Most models do not accurately reflect fine scale data (action or inaction)
- Requires time consuming parcel level data collection

# What will it take to close the information gap between homeowner action and risk pricing organizations?

- Wui data commons - a multi-phased public-private initiative designed to systematically collect and store previously inaccessible wildfire mitigation and suppression data, while providing controlled access to a variety of insurance and noninsurance users.
- The initiative's long-term goal is to facilitate impactful and effective community actions to reduce vulnerability to fire and ensure that those actions are visible to insurers.

# What does alignment look like in Arizona?

1. Priority wildfire risk mitigations that matter for structure protection are established
2. A system to track, monitor, and share the implementation of mitigations that matter is created
3. A system of incentives for home/property owners that implement mitigations that matter is formalized
4. Similar actions are taken across multiple western states

# Next Steps for FFD: Lead the Alignment Process

## **Wildfire Resilient Home Initiative**

**Testing parcel level data collection software package across the GFR (WUUII)**

**FLG WUI Code**

**GFR CWPP**

**New PFAC subcommittee to support WUI Data Commons effort**

**HB2054 Task Force (AZ WUI Alignment Working Group)**

**WUI Data Commons Phase 3 partnership with City of Flagstaff**

**MOU between the Western Fire Chiefs Association and the Arizona Fire Chiefs Association**

**Ongoing engagement with Subject Matter Experts**

# Executive Summary – Arizona HB 2054

## Bill Title & Approval

**Arizona House Bill 2054**, addressing DIFI (regulatory modernization for the Department of Insurance and Financial Institutions), was enacted into law on **June 25, 2025**, when Governor Katie Hobbs signed it.

## Core Initiative: Fire Insurance Review Task Force

### Purpose

The bill establishes the **Fire Insurance Review Task Force (FIRTF)** within DIFI, created to curate data-driven insight and intentional recommendations regarding homeowners insurance in wildfire-prone areas.

### Composition & Governance

- **Chair:** DIFI Director (or designee)
- **Vice-Chair:** State Forester (or designee)
- Director also appoints:
  - Two individuals—one must represent the homeowners insurance industry
  - One from a wildfire risk reduction organization
- State Forester appoints:
  - Four specialists in wildfire prevention/mitigation
- Appointments are for **two-year terms**, aligned to the third Monday in January, with eligibility for reappointment (maximum two consecutive terms). Vacancies are filled similarly.

### Data & Oversight Role

DIFI is tasked with delivering to the task force:

- Aggregated and anonymized annual insurance premium and policy coverage data from insurers
- Annual counts of consumer complaints tied to nonrenewal, cancellation, or premium hikes due to wildfire risk

### Mandates & Responsibilities

The task force shall:

- Review insurance and consumer complaint data
- Spot both current and historical trends in coverage availability, rates, and nonrenewals or cancellations
- Assess scientific data on wildfire risk mitigation and craft recommendations for building codes, defensible space standards, and local ordinances to reduce wildfire impact

## **Operational Structure**

- Minimum of **four meetings per year**
- Ability to form **ad hoc work groups** and tap outside wildfire or insurance experts
- Members eligible for state-standard expense reimbursement

## **Annual Reporting & Transparency**

By **December 31 each year**, the task force must deliver a public report detailing findings and recommendations to:

- Governor
  - Legislative leaders (Speaker of the House, Senate President, minority leaders)
  - Secretary of State
  - DIFI (the Department itself)
- The DIFI Director is also responsible for making this report available on the department's website.

## **Sunset Provision**

Together with the insurer reporting requirement, the FIRTF is slated for automatic repeal effective **December 31, 2027**.

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## **Strategic Impacts**

HB 2054 embodies a proactive, structured approach to the wildfire-insurance nexus—using robust data, cross-sector expertise, public transparency, and iterative governance to navigate the unpredictable terrain of risk, cost, and resilience. The built-in sunset encourages interim evaluation and potential recalibration.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Senior Deputy City Manager  
**Co-Submitter:** Dianna Kalandros, CJCC Director  
**Date:** 11/07/2025  
**Meeting Date:** 11/17/2025



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**TITLE**

**Consideration and Possible Approval: Criminal Justice Coordinating Council (CJCC) Bylaws**

**STAFF RECOMMENDED ACTION:**

There will be two separate actions. One for the City of Flagstaff City Council and another for the Coconino County Board of Supervisors:

1. City of Flagstaff: Approve the Bylaws of the Criminal Justice Coordinating Council.
2. Coconino County: Approve the Bylaws of the Criminal Justice Coordinating Council.

**Executive Summary:**

Coconino County and the City of Flagstaff will consider the adoption of the bylaws for the Criminal Justice Coordinating Council to establish the structure, membership, Officers, Executive Committee, meetings, standing committees and ad hoc committees, staff support, strategic plan and annual report, conflicts of interest, non-discrimination policy, amendment policy, and certification of adoption.

**Information:**

The Criminal Justice Coordinating Council (CJCC) was established in 2005 through a collaborative partnership between the Coconino County Board of Supervisors and the Flagstaff City Council. The CJCC exists to promote the safety and welfare of all citizens of Coconino County, to reduce the number of future crimes and future victims, to ensure the efficient and just treatment of offenders, and to work toward the prevention of crime and the reduction of recidivism. The overall purpose is to improve the overall effectiveness of the criminal justice system by uniting a diverse group of stakeholders, including county, municipal, and state criminal justice agencies, treatment providers, and administrative departments.

The CJCC consists of twenty-two (22) voting members and associate members. Leadership is provided by the Superior Court Presiding Judge who functions as the Chair and the Vice-Chair is elected from within the CJCC Committee. The Executive Committee supports and oversees the CJCC's operations and progress. A full-time CJCC Director staff position provides ongoing administrative and strategic support.

The CJCC is nationally recognized as one of the twelve founding members of the Justice Management Institute's National CJCC Network (JMI CJCC Network). This affiliation enables the CJCC to exchange insights with peer organizations nationwide. Serving as a collaborative forum the JMI CJCC Network brings together leaders and senior staff from CJCCs across the country to exchange information, discuss shared challenges, and explore effective strategies for addressing them.

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**Attachments:** [CJCC Bylaws](#)

**COCONINO COUNTY  
CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS**

**Article I: Name**

**Section 1: Name**

The name of this council shall be the Criminal Justice Coordinating Council, and it will be referred to as the CJCC in the following bylaws.

**Article II: Authority**

**Section 1: Authority**

The Coconino County Board of Supervisors and the Flagstaff City Council established the CJCC in 2005. Acts taken by the CJCC are by consensus only, although voting may occur to advance the work of the CJCC. No vote or recommendation shall be binding on any member absent agreement and consent of that member.

**Article III: Purpose**

**Section 1: Mission**

The CJCC exists to promote the safety and welfare of all citizens of Coconino County, to reduce the number of future crimes and future victims, to promote the protection and healing of victims, to ensure the efficient and just treatment of offenders, and to work toward the prevention of crime and the reduction of recidivism.

**Section 2: Guiding Principle**

The CJCC and each member is committed to providing the coordinated leadership necessary to establish cohesive public policies which are based on evidence-based practices, research, evaluation, and monitoring of policy decisions and program implementations.

**Article IV: Structure**

**Section 1: Structure**

The CJCC shall consist of a membership council comprised of positional and associate members. The CJCC shall be led by two officers, a chairperson and vice-chairperson, and an executive committee shall provide guidance to the CJCC and officers. Standing committees and ad hoc committees shall advance the initiatives of the CJCC and the

executive committee. The CJCC Director shall serve as support and advance the work of the CJCC and any committees.

An organization chart of the CJCC is available in Attachment A.

## **Article V: Membership**

### **Section 1: Membership**

#### **A. Positional Leadership**

There are twenty-two (22) CJCC members who comprise the voting body of the council and they are members due to the position they hold. These individuals serve on the CJCC for as long as they occupy the position entitling them to membership. In the event of a vacancy, the outgoing member, or affiliated organization, may designate a representative from the organization to serve as a member until such time that the position is filled.

Positional leadership positions include the following:

1. The Presiding Judge of the Coconino County Superior Court
2. The Presiding Judge of the Coconino County Superior Court- Juvenile
3. The City of Flagstaff Municipal Court Presiding Judge
4. The Coconino County Sheriff
5. The Coconino County Attorney
6. The City of Flagstaff Prosecutor
7. The Coconino County Public Defender
8. The Coconino County Legal Defender
9. The Coconino County Chief Adult Probation Officer
10. The Coconino County Director of Juvenile Court Services
11. The Coconino County Superior Court Administrator
12. The City of Flagstaff Municipal Court Administrator
13. The Coconino County Manager or Deputy County Manager
14. The City of Flagstaff Manager or Deputy City Manager
15. The City of Flagstaff Chief of Police
16. The Coconino County Health and Human Services Director
17. The Coconino County Sheriff's Office Jail Commander
18. The City of Flagstaff Indigenous Affairs Administrator.
19. A representative of the Coconino Board of Supervisors
20. A representative of the City of Flagstaff City Council
21. A representative of the Indigenous Community
22. The Coconino County Public Fiduciary
23. A representative of the community who was formerly involved in the justice system.

## **B. Associate Members**

The CJCC shall include associate members who may participate in every sense other than voting. Associate members may include, but are not limited to, the following:

- Any superior court judge in Coconino County
- Any municipal court judge in Coconino County
- Any justice of the peace in Coconino County
- Any chief of police in Coconino County
- Any Coconino County Board of Supervisor
- Any City of Flagstaff Council Member
- Any chairperson or vice chairperson of a CJCC standing committee or ad hoc committee, if not a positional leader position
- The Coconino County Clerk of Court
- The City of Flagstaff Public Defender
- A representative of the Department of Public Safety
- A representative of Coconino County Victim Witness Services
- A representative of Native Americans for Community Action
- A representative from any of the Tri-Diversity Advisory Councils to the Coconino County Board of Supervisors
- A representative of NARBHA Institute
- A representative of Northern Arizona University
- A representative of any community agency serving justice involved persons
- A representative from Flagstaff Shelter Services

Associate members shall provide their name and contact information to the CJCC chairperson in writing.

### **Section 2: Positional Leadership Representative Positions**

A CJCC positional leadership member serving as a representative of the Coconino County Board of Supervisors, or City of Flagstaff City Council, shall be selected by their respective governing bodies. The community representatives shall be selected by the CJCC executive committee. Representative positions shall serve for a period of two years, with no more than two consecutive terms.

Representatives that attend less than half of the CJCC's meetings within a one-year period may be removed and replaced by the CJCC executive committee with a majority vote.

### **Section 3: Designees**

CJCC positional leadership positions shall designate one alternate individual within their organization to represent them temporarily at CJCC meetings due to a conflict of scheduling and/or unforeseen circumstances. The designee must be at the

executive level of their organization and able to speak and make binding decisions on behalf of the organization in the member's absence. The designee will have the ability to vote for the member being represented.

The name of a member's designee must be submitted to the CJCC chairperson. It is the responsibility of each CJCC positional leadership position to notify the CJCC chairperson of any changes to their designee.

## **Article VI: Officers**

### **Section 1: Chairperson and Vice-Chairperson**

The Coconino County Superior Court Presiding Judge shall serve as chairperson of the CJCC. The vice-chairperson shall be a positional leadership member elected by the CJCC. The individual elected as vice-chairperson must be of a different discipline than the chairperson.

The vice-chairperson shall serve a two-year term, renewable for one additional term, on the condition that they maintain the position entitling them to CJCC membership. Nominations for vice-chairperson shall occur in September with elections in December of odd number years. The elected vice-chairperson will begin their term in February of an even numbered year.

In the event of a vice-chair vacancy, the CJCC shall nominate and elect a replacement to carry out the remainder of the term.

A designee may not serve as an officer of the CJCC.

#### **A. Authority and Duties of the CJCC Chairperson**

The CJCC chairperson shall have full authority to carry out the duties as specified below:

- a. Presiding at meetings of the CJCC and executive committee.
- b. Serving as ceremonial representative of the CJCC
- c. Encourage attendance and participation by members.
- d. Keeping CJCC and executive committee members informed of matters pertinent to their responsibility.
- e. Set the final agenda for all meetings of Finalizing the CJCC and executive committee agendas and ensure distribution to members
- f. Signing communications on behalf of the CJCC
- g. Representing the CJCC at governmental, community, or other meetings.
- h. Advocating for CJCC initiatives with funding decision makers.

### **Section 2: Vice-Chairperson**

The CJCC vice-chairperson shall preside in the absence of the chairperson and shall assume the duties in the absence of the chairperson or when called upon.

## Article VII: Executive Committee

### **Section 1: Membership**

The CJCC shall have an executive committee that consists of the following members:

- The Presiding Judge of the Coconino County Superior Court (Chair)
- Elected Vice Chair
- The Presiding Judge of the Flagstaff Municipal Court
- The Coconino County Sheriff
- The Coconino County Attorney
- The City of Flagstaff Prosecutor
- The Coconino County Public Defender
- The City of Flagstaff Chief of Police
- A representative of the **Indigenous Community**
- A representative of the Coconino County Board of Supervisors
- A representative of the City of Flagstaff City Council
- The Coconino County Manager or Deputy County Manager
- The City of Flagstaff Manager or Deputy City Manager
- The Chief of Coconino County Adult Probation
- The Director of Juvenile Court Services
- A representative of the community who was formerly involved in the justice system.

The CJCC chairperson and vice-chairperson shall also serve on the executive committee if not one of the members listed.

A designee may attend an executive committee meeting on behalf of the executive committee member.

### **Section 2: Duties**

With the support of CJCC staff, the executive committee shall be responsible for the following:

- Advancing the mission and goals of the CJCC
- Prioritizing initiatives and strategies of the CJCC
- Setting the agenda for CJCC meetings
- Monitoring progress of the CJCC in completing the strategic plan
- Overseeing the completion of the CJCC Annual Report
- Informing the CJCC of its activities and actions
- Participating in the selection of the CJCC Director
- Providing direction to the CJCC Director
- Contributing to the performance evaluation of the CJCC Director

## Article VIII: Meetings

### **Section 1: Regular Meetings**

The CJCC and the executive committee shall rotate meetings throughout the year. The CJCC shall meet in January, March, May, July, September, and November. The executive committee shall meet in February, April, June, August, October, and December. Meetings will be on the second Wednesday of the month at 3:00 P.M. Meetings may be rescheduled by the chairperson with a seven-day advance notice.

### **Section 2: Special Meetings**

Special meetings of the CJCC or executive committee may be called by the chairperson, the executive committee, or by a majority of the CJCC members present at a regularly scheduled meeting. Special meetings shall be scheduled at least three days in advance unless it is an emergency meeting. 24-hour notice shall be provided for emergency meetings.

### **Section 3: Public Access**

Any meeting of the CJCC, executive committee, or standing committees shall adhere to Arizona's Open Meeting Law (A.R.S. §38-121). Meeting notices and agendas shall be posted at least 24 hours in advance of meeting times.

### **Section 4: Open Records**

All accounts, records, and reports prepared by the CJCC, executive committee, and committees shall be maintained in compliance with Arizona's Open Records Act (A.R.S. §39-431).

### **Section 5: Quorum**

Attendance by 50% or more of the CJCC members shall constitute a quorum for transaction of business of the CJCC. Attendance by 50% or more of the executive committee members shall constitute a quorum for transaction of business by the executive committee. Participation of members by telephone or video will count toward a quorum.

### **Section 6: Voting**

The CJCC and executive committee shall strive to reach consensus on items before the members. Decisions requiring a vote, as determined by the chairperson, shall be made by a majority of the full members at the meeting when a quorum is present. A super majority (two-thirds or 66.7%) is required.

## **Article IX. Standing Committees and Ad Hoc Committees**

### **Section 1: Standing Committees**

Standing committees shall be responsible for addressing specific areas on a regular basis and shall meet at least bi-monthly. Membership shall include at least two CJCC members and may include non-CJCC members as identified by the CJCC or executive committee. A minimum of five individuals is required to serve on a standing committee.

The following shall be standing committees of the CJCC:

- Community Engagement
- Behavioral Health
- Indigenous Initiatives

At least 50% of the membership for the Indigenous Initiatives standing committee must be representatives from Indigenous communities.

### **Section 2: Ad Hoc Committees**

The CJCC may designate additional committees, consisting of at least two CJCC members, to advance the work of the CJCC. Ad hoc committee members may also include non-CJCC members as identified by the CJCC. A minimum of three individuals is required to serve on ad hoc committee.

### **Section 3: Officers**

The CJCC shall appoint the chairperson and vice-chairperson of a standing or ad hoc committee.

#### **A. Authority and Duties**

The standing or ad hoc committee chairperson and vice-chairperson shall have full authority to carry out the duties as specified below:

##### **Committee Chairperson**

- Presiding at meetings of the committee
- Keeping committee members informed of matters pertinent to their responsibility
- Establishing committee meeting schedules
- Setting the agenda for all committee meetings and ensure distribution to members
- Ensuring the preparation of meeting minutes and distribution to members
- Reporting committee activities and progress to the chairperson and vice-chairperson, executive committee, and CJCC

### Committee Vice-Chairperson

- In the absence of the committee chairperson, fulfilling any and all of the above duties
- Assisting the committee chairperson as needed

### **Section 4: Member Removal**

Any member of the standing or ad hoc committee who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled committee meeting. The committee chairperson shall notify the CJCC chairperson in writing of any committee member removal.

## **Article X. Staff Support**

### **Section 1: Staff**

The CJCC shall be staffed by a Director who will be responsible for assisting the coordinating council in the fulfillment of its duties. In the event of a vacancy in the director position, the duties of the Director shall be the responsibility of the executive committee membership who may assume the responsibilities individually, dedicate staff resources of their individual agencies, or otherwise work to ensure the mission of the CJCC continues unabated.

### **Section 2: Responsibilities**

The CJCC Director responsibilities will include, but are not limited to:

- Working with the chairperson to prepare agendas for CJCC and executive committee meetings
- Supporting and advancing the activities CJCC, executive committee, and standing or ad hoc committee meetings
- Providing orientation for new CJCC members
- Conducting and managing research in response to the interests established by the CJCC
- Maintaining all appropriate records of the CJCC
- Supporting the implementation of CJCC initiatives, including the CJCC strategic plan
- Preparing the CJCC strategic plan and annual report
- Generating data on the criminal justice system to inform CJCC and executive committee and for inclusion in the annual report
- Managing the annual budget for the CJCC
- Disseminating CJCC information to the public in accordance with Arizona laws
- Other duties as assigned by the chairperson or executive committee

## **Article XI: Strategic Plan and Annual Report**

### **Section 1: Strategic Plan**

The CJCC shall convene on a regular basis to review the CJCC's strategic plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan. The strategic plan shall be developed every three years. The results of the planning process shall include goals, priorities, and action plans with performance measures to guide the CJCC for the following three-year period.

The CJCC shall review the strategic plan each June and make any necessary revisions. The most recent version of the strategic plan shall be published on the CJCC's website.

### **Section 2: Annual Report**

The CJCC shall produce an annual report. The report shall include a summary of the CJCC's activities for the preceding calendar year, including progress on the CJCC's strategic plan. The annual report shall be completed by the last business day of February each year and published on the CJCC's website.

## **Article XII: Conflicts of Interest**

### **Section 1: Conflict of Interest**

Any member participating in CJCC, executive committee, or committee activities that has a private pecuniary or property interest shall declare a potential conflict of interest to the chairperson and vice-chairperson. The member shall refrain from attempting to influence the decisions of the CJCC or other CJCC members on matters where a conflict of interest exists and refrain from voting.

## **Article XIII: Non-Discrimination Policy**

### **Section 1: Non-Discrimination Policy**

The members, leaders, and employees of the CJCC shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. Following and adhering to Title VII, it is the policy of the CJCC not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, and veteran's status.

**Article XIV: Amendment of Bylaws**

**Section 1: Amendment Policy**

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled CJCC meeting and voted on and approved by a simple majority of the CJCC members in attendance. Any action in response to the proposed change in the bylaws taken by the CJCC becomes effective immediately.

**Article XV: Certification of Adoption of Bylaws**

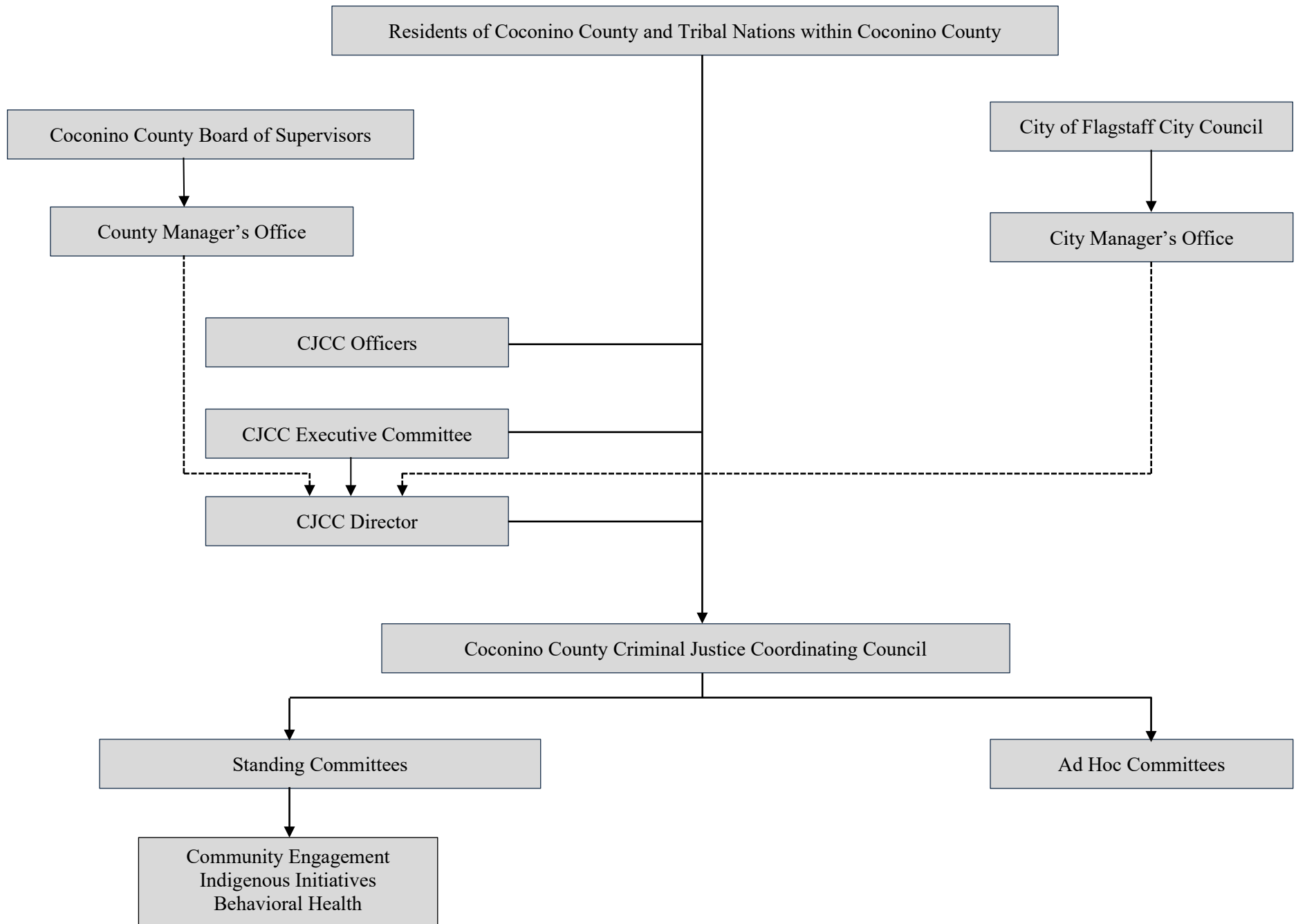
I do hereby swear that the above stated Bylaws of the Criminal Justice Coordinating Council of Coconino County were approved by the voting body.

\_\_\_\_\_  
Chairperson, Coconino County Criminal Justice Coordinating Council

\_\_\_\_\_  
Date

Approved by CJCC Committee July 9, 2025.

**Attachment A: CJCC Organization Chart**



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Senior Deputy City Manager  
**Co-Submitter:** Dianna Kalandros, CJCC Director  
**Date:** 11/07/2025  
**Meeting Date:** 11/17/2025



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**TITLE**

**Presentation of Criminal Justice Coordinating Council (CJCC) Awards**

**STAFF RECOMMENDED ACTION:**

The presentation of awards will be followed by a group photo at the Dias and a reception in the City Hall lobby.

**Executive Summary:**

The Criminal Justice Coordinating Council (CJCC) Awards honor individuals and organizations who are making a real impact in our community by advancing equity, justice, and healing in our communities through collaboration, innovation, and courage. Judge Reed will present three awards:

1. **Collaboration and Partnership Award:** This award recognizes a team or partnership that has come together across systems, sectors, or communities to break down silos and build something stronger that advances equity, safety, and fairness in the justice process.
2. **Innovation in Criminal Justice Award:** This award celebrates solutions that improve access, equity, and well-being for all. It recognizes creative, bold, and effective ideas that are changing the justice system for the better.
3. **Courage in Justice:** This award is presented to an individual with lived experience in the criminal justice system who has shown extraordinary bravery by using their voice, their story, and their actions to promote healing, justice, and positive change.

**Information:**

The Criminal Justice Coordinating Council (CJCC) was established in 2005 through a collaborative partnership between the Coconino County Board of Supervisors and the City of Flagstaff City Council. The CJCC exists to promote the safety and welfare of all citizens, to reduce the number of future crimes and future victims, to ensure the efficient and just treatment of offenders, and to work toward the prevention of crime and reduction of recidivism. Its purpose is to improve the overall effectiveness of the criminal justice system by uniting a diverse group of stakeholders, including county, municipal, and state criminal justice agencies, treatment providers, and administrative departments.

The CJCC consists of twenty-two (22) voting members and association members. Leadership is provided by the Superior Court Presiding Judge who functions as the Chair and the Vice Chair is selected from within the CJCC Committee. The Executive Committee supports and oversees the CJCC's operations and progress. A full-time CJCC Director staff position provides ongoing administrative and strategic support.

The CJCC is nationally recognized as one of the founding members of the Justice Management Institute's National CJCC Network (JMI CJCC Network). This affiliation enables the CJCC to exchange insights with peer organizations nationwide. Serving as a collaborative forum the JMI CJCC Network brings together leaders and senior staff from CJCCs across the country to exchange information, discuss shared challenges, and explore effective strategies for addressing them.

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**Attachments:**