

Flagstaff City Council Retreat

January 30, 2025





Welcome & Introductions



ICE BREAKER ACTIVITY

OVERVIEW OF RETREAT OBJECTIVES AND AGENDA



Today's Agenda

- 1. Overview of City Council**
- 2. Overview of the Community**
- 3. The Work of City Council – Charter, Laws, and Outreach**
- 4. The Work of City Council – Skills and Strategies**
- 5. Conclusion and Next Steps**



Ground Rules

- **Participate fully and stay focused:** engage in discussion, ask questions, avoid side conversations and distractions from personal devices
- **Respect time:** keep comments concise and relevant
- **Listen actively:** take turns speaking, avoid interrupting
- **Diverse perspectives welcome:** disagree respectfully
- **Provide constructive feedback:** when presenting a problem, try to identify a viable solution



Retention of information -sip from the fire hydrant-



Don't worry!
We learn as we go!



HOTEL
MONTE VISIT

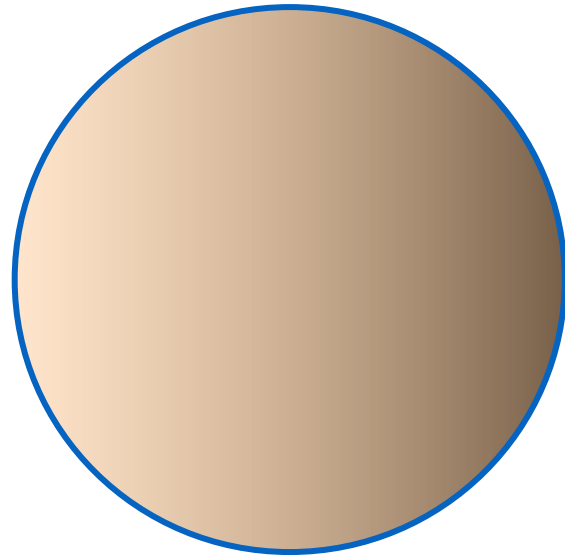
Overview of City Council



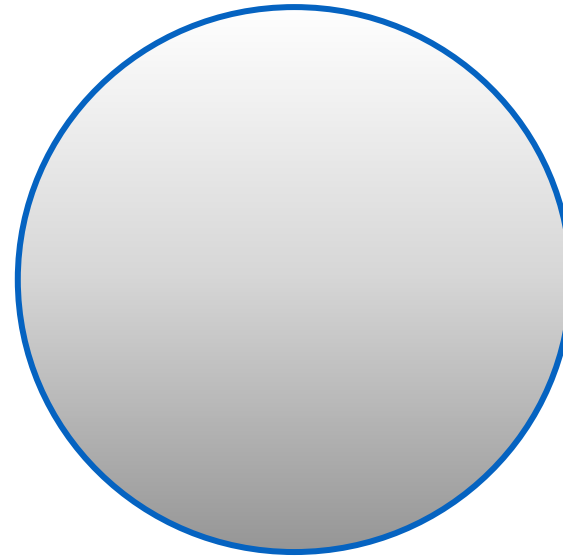


Council as Policy Maker

The Dichotomy:



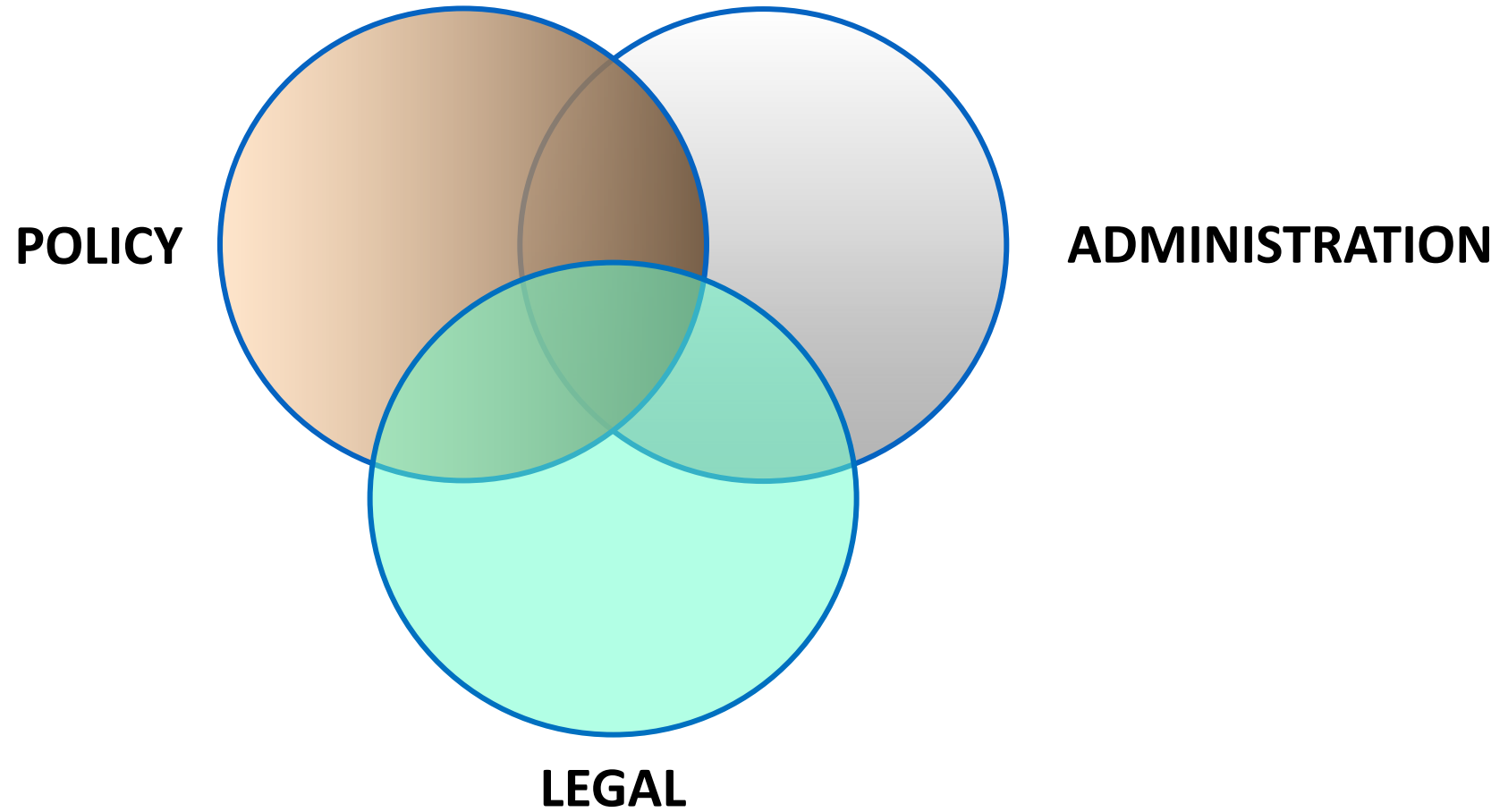
POLICY



ADMINISTRATION

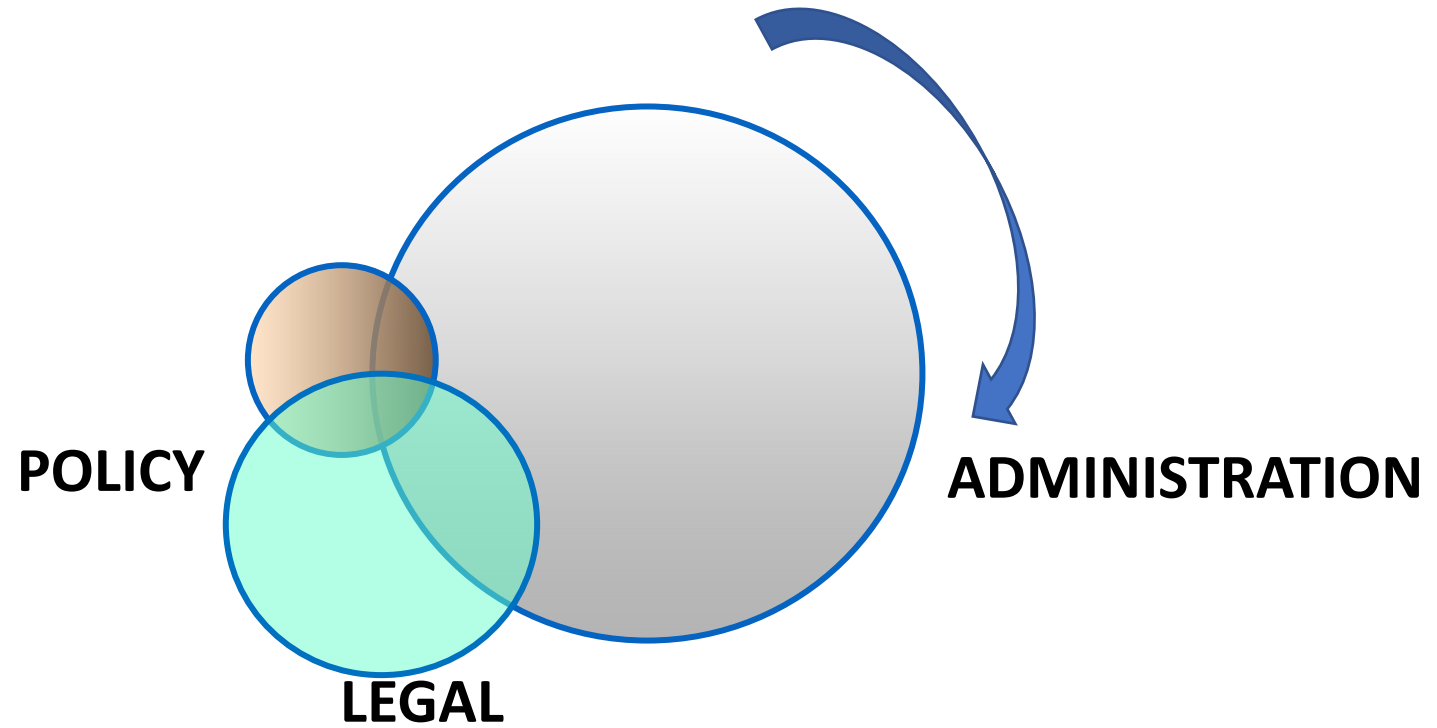


Council as Policy Maker





Council as Policy Maker





Council as Policy Maker

- There is no dichotomy between policy and administration
- The rule of law is foundational to all that we do
- There is necessary overlap of the spheres
- Even with some overlap, there is still need for separation
- No static model ... it's always in flux
- City Council does more than set policy



Council Roles

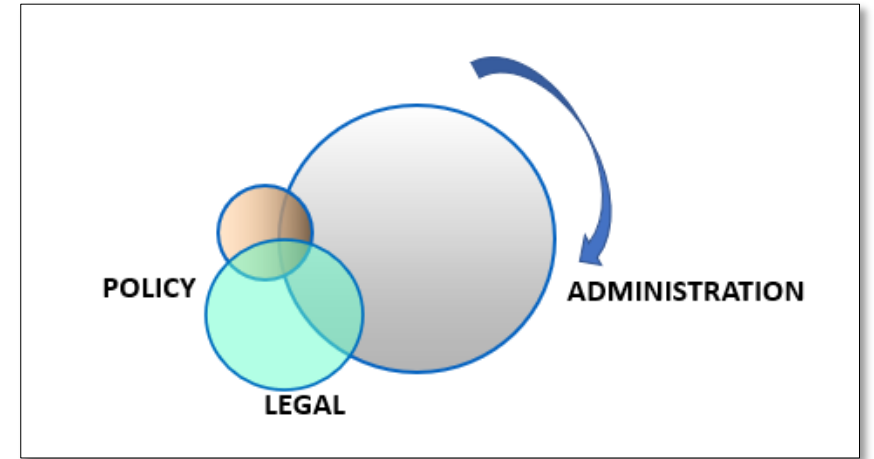


- Strategic Vision
- Constituent Advocate
- Trustee Steward
- Decision Maker
- Community Builder
- Oversight



Role of the Manager

"There is a dance that managers must do with their elected officials as they navigate the curved and blurry line between politics and administration, but this symbiotic relationship is built on the foundational premise that management is a supporting role."





Role of Staff



Staff is responsible for implementing policies set by Council, performing administrative tasks, providing analysis and data to inform the policy makers, delivering services to the citizens at the operational level, overseeing programs and projects, and keeping the community informed and engaged.



Role of Staff



- Policy execution
- Administrative tasks
- Data analysis
- Public service delivery
- Project & program development
- Communication and outreach



Role of Staff



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- Administrative tasks
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- Administrative tasks
- Data analysis
- Public service delivery
- Project & program development
- Communication and outreach

Accountability Knowledge Teamwork Communication Leadership



Tying it all Together



Engagement with Staff:

- Council is free to meet with Staff for Information
 - Courtesy Notice to Management
 - Please Avoid Allocation of Resources or Delegation of Tasks
 - Think of Staff Time from Budgetary Perspective
 - Understand the "Separation" of Roles
 - Always be mindful of Open Meetings Law and need for Transparency



Tying it all Together

Engagement by Staff:

- Staff is likewise free to meet with individual Councilmembers to share information
- Courtesy Notice to Management
- Council Meetings and Work Sessions
 - Emphasize Broad Participation in Presentations
 - Division Updates & CM Reports
- Community and Intergovernmental Functions



Council / Staff Relationships



Some Things to Keep in Mind:

- Accountability for Staff:
 - If there are complaints or concerns regarding staff, send them to the CMO
 - If there are compliments or positive outcomes, feel free to pass them on
- Transparency by Staff
 - Updates and newsletters; website and social media; presentations to council
 - Operational challenges do arise, and we do strive for transparency to our elected body, and citizenry, when there are resulting impacts to service or programs



Council Decorum

Some Suggested Considerations:

- In front of camera & microphone, you are streaming; records are perpetual
- Free flowing discussions and editorials are best saved for other forums
- Large agendas will necessitate efficient meetings
- Clear thought will erode after a few hours
- Don't have to engage on every topic

Brevity is the Soul of Wit – William Shakespeare





HOTEL MONTE VISIT

FLAGSTAFF ARIZONA EST. 1882



LAB
OTHER
RANCHERS,
MERCHANTS
IAN TRADERS
FLAGSTAFF ARIZONA

MEETING RULES & PROCEDURES



MOUNTAIN SPORTS
LOCAL LIFE. STYLE.

ONE WAY

24



City Council Rules of Procedure

“The Council shall determine its own rules and order of business,....”

(Charter Article II, Section 14)

- Govern Council operations and meeting protocol
- Updated periodically as requested by Council or staff.
- Last updated November 2, 2021



City Council Rules of Procedure

- Meeting dates, times, and locations
- Order of business and how agendas are structured
- Future Agenda Item Request (FAIR) process
- Rules of order and decorum among Council, staff, and citizens
- Provides guidance on motions, amendments to motions, point of order, etc.
- Details the citizen petition process



Council Meetings



Regular City Council Meetings

- Held on the 1st and 3rd Tuesday of the month
- Business Meetings (motions and votes are taken)

Work Sessions

- Held on the 2nd and 4th Tuesday of the month
- Discussion and Direction meetings (no motions or votes are taken)

Executive Session

- Held on an as-needed basis
- Executive Sessions are closed to the public
- Agendas are required for public notification



Council Meetings



Working Calendar

- A living document that sets the schedule of agenda topics
- Distributed to Council each week with the agenda
- Available online for public viewing

CITY OF FLAGSTAFF, ARIZONA

WORKING CALENDAR – 2025

Updated 1/9/2025 1:22 PM

TUESDAY, JANUARY 14, 2025 – EXECUTIVE SESSION/ WORK SESSION

LOCKED

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES	12:00 PM	ES	Solomon	Water litigation and Northeastern Arizona Indian Water Rights Settlement (A3, A4)	Solomon	
WS	3:00 PM	Disc.	Hansen	Update on the Arts, Science and Culture Survey and RSOQ process	McIntire	01/08/2025
WS	3:00 PM	Disc.	Darr	CDBG 101 and Funding Priorities	Pavlik	01/08/2025
WS	3:00 PM	Disc.	Williams	Private Pressure Sewer Mains and Services Code Text Amendment	Salazar	01/08/2025
WS	3:00 PM	Disc.	Folke	Update and Discussion on LASS+CAP project	McNulty	01/08/2025
WS	3:00 PM	Disc.	Antonopoulos	Resilience Hubs: EPA Grant Update	Wiley	01/08/2025
WS				Review of Draft Agenda for January 21, 2025 Meeting		

TUESDAY, JANUARY 21, 2025 – COUNCIL MEETING

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES	1:00 PM	ES	Solomon	Water litigation and Northeastern Arizona Indian Water Rights Settlement (A3, A4)	Solomon	
CM	3:00 PM	Proc.	Daggett	Proclamation: Black History Month and Martin Luther King Day	Johnson	01/08/2025
CM	3:00 PM	Appts.	Saltzburg	Boards and Commissions Appointments for Heritage Preservation Commission	Staskey	01/08/2025
CM	3:00 PM	LL	Saltzburg	Liquor License Application – Majestic Marketplace Series 07, Majestic Marketplace Series 09, and All You Mead	Staskey	01/08/2025
CM	3:00 PM	Consent	Mood	Rio de Flag Water Reclamation Plant Backup Generators - Design Contract	Lanzetta	01/08/2025
CM	3:00 PM	Consent	Overton	Approval of contract with Samsara for vehicle telematics	Naliborski	01/08/2025
CM	3:00 PM	Routine	Langley	Consideration & Approval of 2025 State & Federal Legislative Priorities	Langley	01/08/2025
CM	3:00 PM	Routine	Anderson	Anti-Human Trafficking Grant Agreement	Anderson	01/08/2025
CM	3:00 PM	Routine	Perry	Amendment to the Wecom Design/Build Contract for the Build	Perry	01/08/2025
CM	3:00 PM	Regular	Williams	Ord. – 1 st Read – Private Pressure Sewer Mains and Services Code Text Amendment	Salazar	01/08/2025
CM	3:00 PM	Regular	Williams	Ord. – 1 st Read – Stormwater Management Design Manual Revisions	Schenk	01/08/2025
CM	3:00 PM	Regular	Williams	Backup power project for the Rio De Flag Wastewater Reclamation Plant, a grant agreement between the Arizona Department of Emergency and Military Affairs (DEMA) and the City of Flagstaff.	McNamara	01/08/2025

TUESDAY, JANUARY 28, 2025 – EXECUTIVE SESSION/ WORK SESSION

LOCKED

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES	1:00 PM					
WS	3:00 PM	Disc.	Hansen	Presentation from Mechanical Engineering Graduate Students	McCormick	01/22/2025
WS	3:00 PM	Disc.	Langley	Municipal Equality Index Scorecard	Rhode	01/22/2025
WS	3:00 PM	Disc.	Overton	Review of Solid Waste Program Updates	Beckett/Brown	01/22/2025
WS				Review of Draft Agenda for February 4, 2025 Meeting		

THURSDAY/FRIDAY, JANUARY 30-31, 2025 – COUNCIL RETREAT

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CRT	8:30 AM					01/24/2025



Council Meetings



DRAFT AGENDA

- A “Draft” agenda for the voting meeting is prepared and distributed with the Work Session agenda
- Opportunity for Council to review the upcoming voting meeting and ask any questions of staff
- The Work Session agenda allows for a review of the Draft agenda
- If there are any questions or concerns about upcoming agendas or specific agenda items we encourage you to contact staff to discuss
- We are here to help and assist in your decision making



Council Meetings



Public Participation

- The public is permitted to speak 3 times during a meeting and each comment is limited to 3 minutes
- ***Open Call to the Public*** is at the beginning of the meeting and is confined to comments on items that are NOT on the agenda
 - Council is unable to dialogue with these speakers as there has not been proper public notice of the topic
- ***Public Comment*** is reserved for items that are on the agenda.
 - Council can ask questions/dialogue with these speakers if desired



Council Meetings



Hybrid Meetings

- Virtual participation is available for Council, staff, and the public
- Council Meetings are live-streamed and recorded on YouTube



Lobbying and Delegation Meetings

- At least two members of Council must be in attendance at any meetings with State, Federal, or Tribal representatives where any city, state, federal, or tribal business is discussed.
- State or Federal Lobbying Trips
 - Mayor and two other Councilmembers
- The councilmembers chosen to attend will be determined by an established rotation

BREAK



Returning at approximately 1:00 p.m.



HOTEL MONTE VISIT

Overview of Community





1882

FLAGSTAFF

ARIZONA

Understanding Our Community

Discuss the Potential
Power of Data

Consider
Relationship between
Data and Policy

Review Community
Demographics

Identify
Additional Resources



Join at menti.com | use code: 1849 8416



What are your top two priorities for Flagstaff?

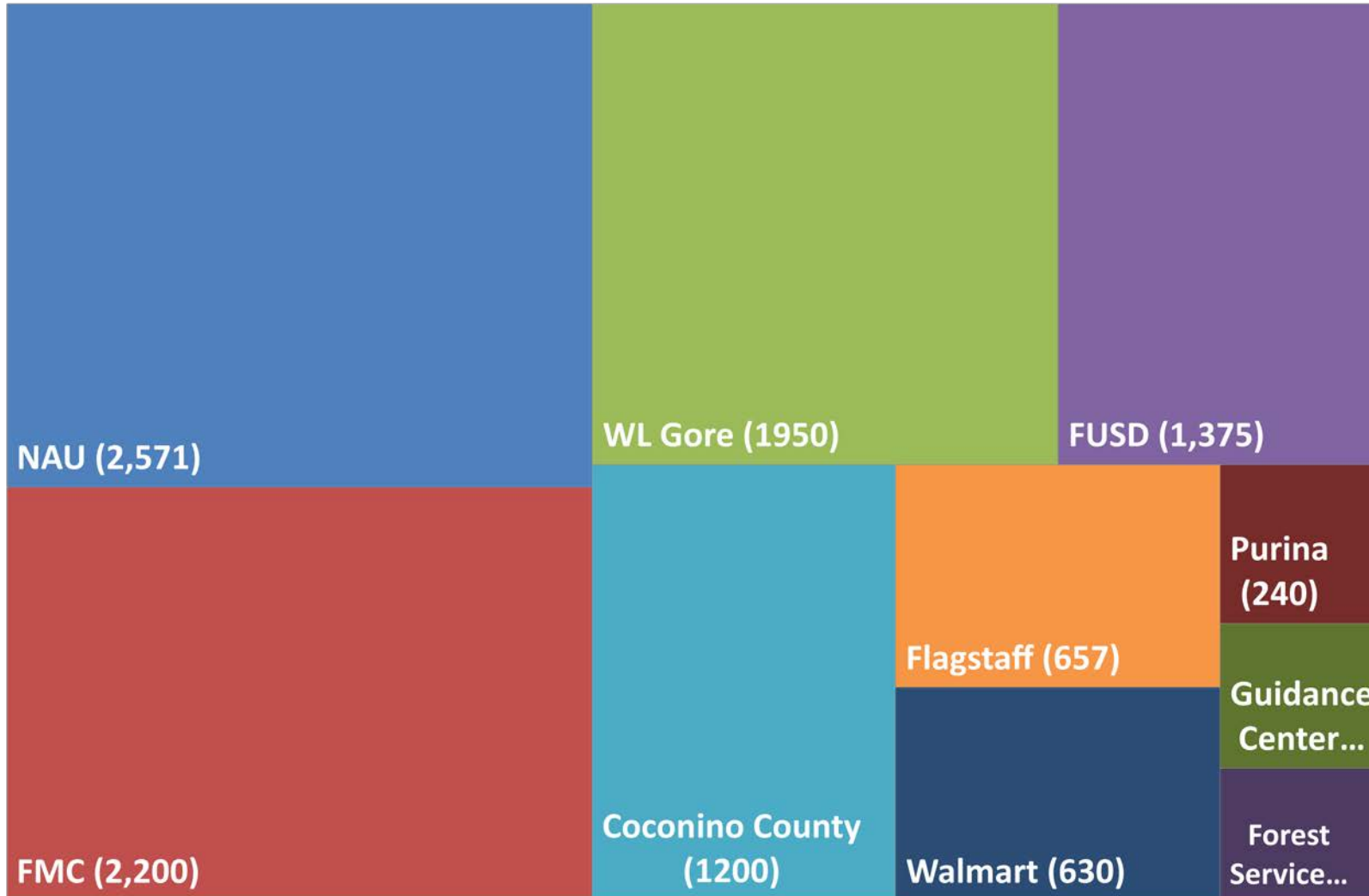
(capture each priority in one or two words)



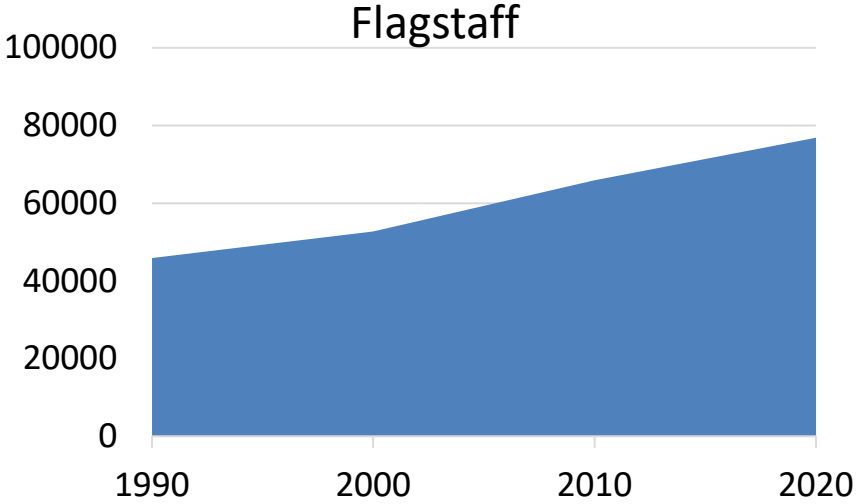
General Overview

- ✓ Population – 76,933
- ✓ Area = 66 square miles
- ✓ **Top Employment Sectors:**
Government, Education,
Science, Healthcare, Tourism,
Transportation, Utilities
- ✓ **Tourism** = 6 million
visitors/\$560 million per year

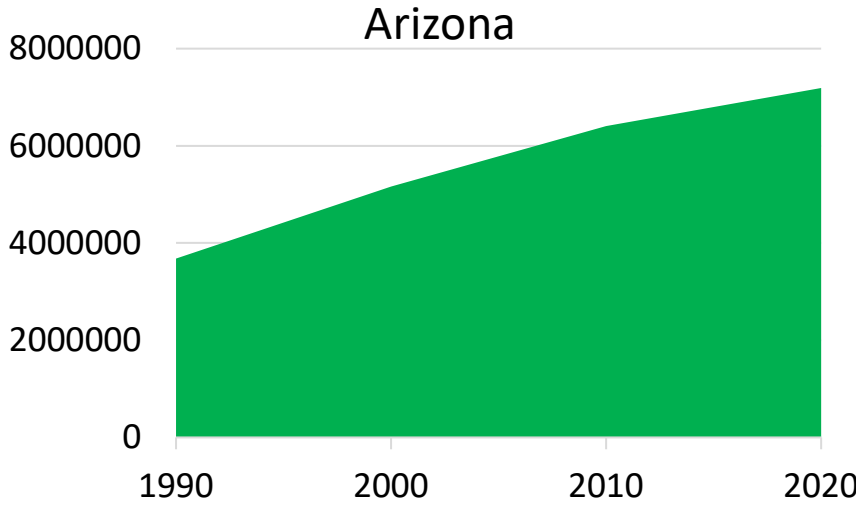
Flagstaff: Top 10 Employers



Comparative Population Growth: 1990 - 2020

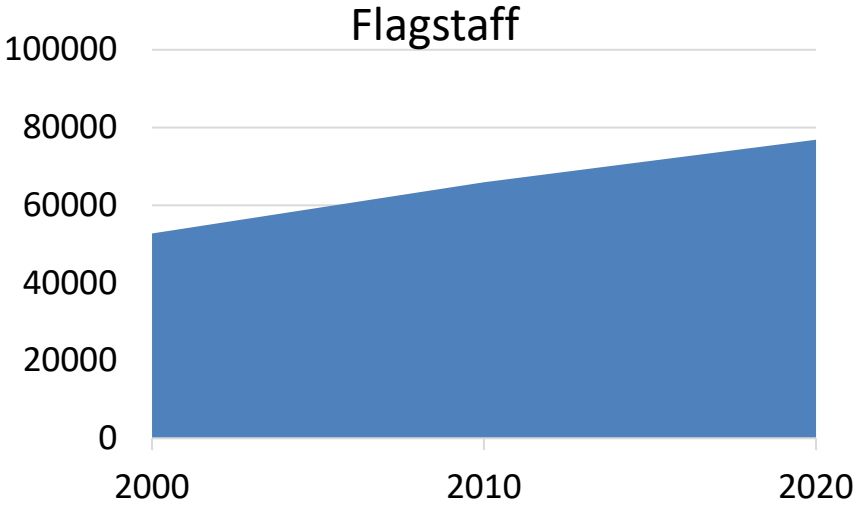


68% Growth

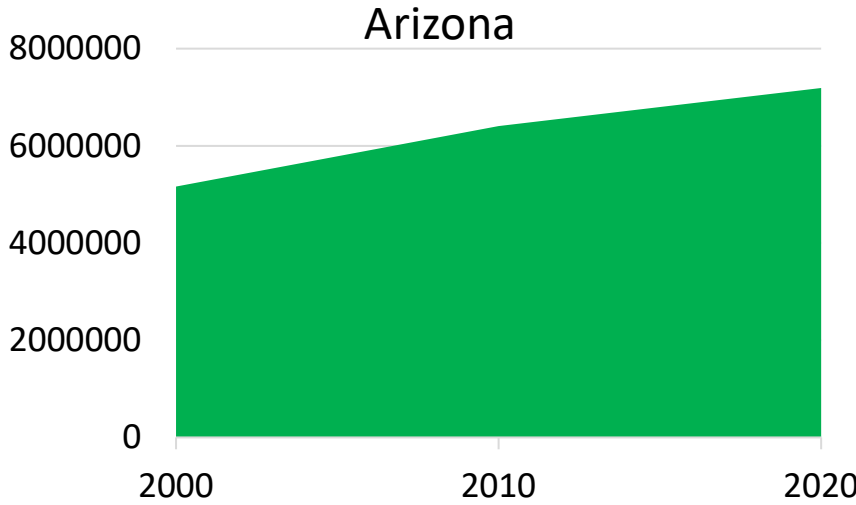


95% Growth

Comparative Population Growth: 2000 - 2020

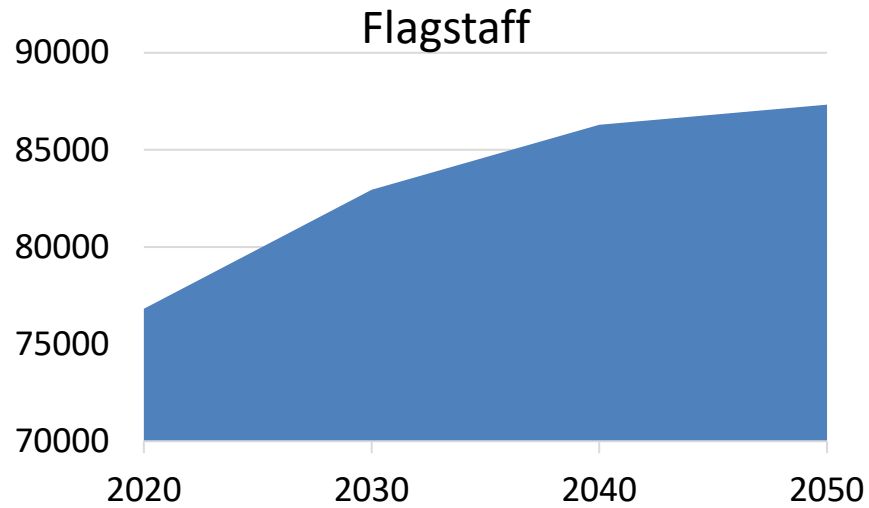


46% Growth

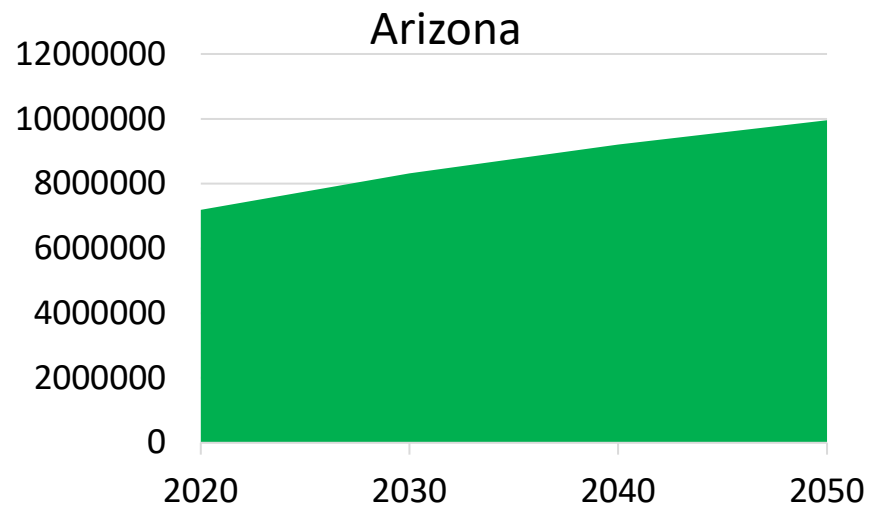


39% Growth

Future Population Growth



14% Growth



36% Growth

Age

Age

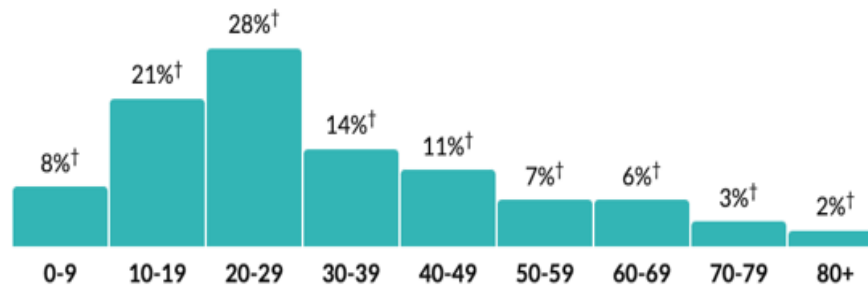
26

Median age

about 80 percent of the figure in the
Flagstaff, AZ Metro Area: 32.7

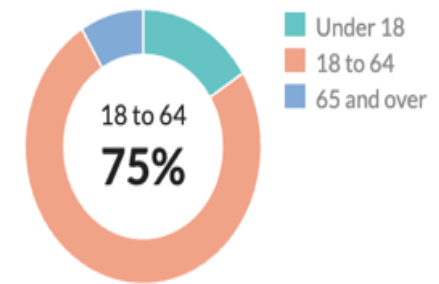
about two-thirds of the figure in
Arizona: 39.3

Population by age range



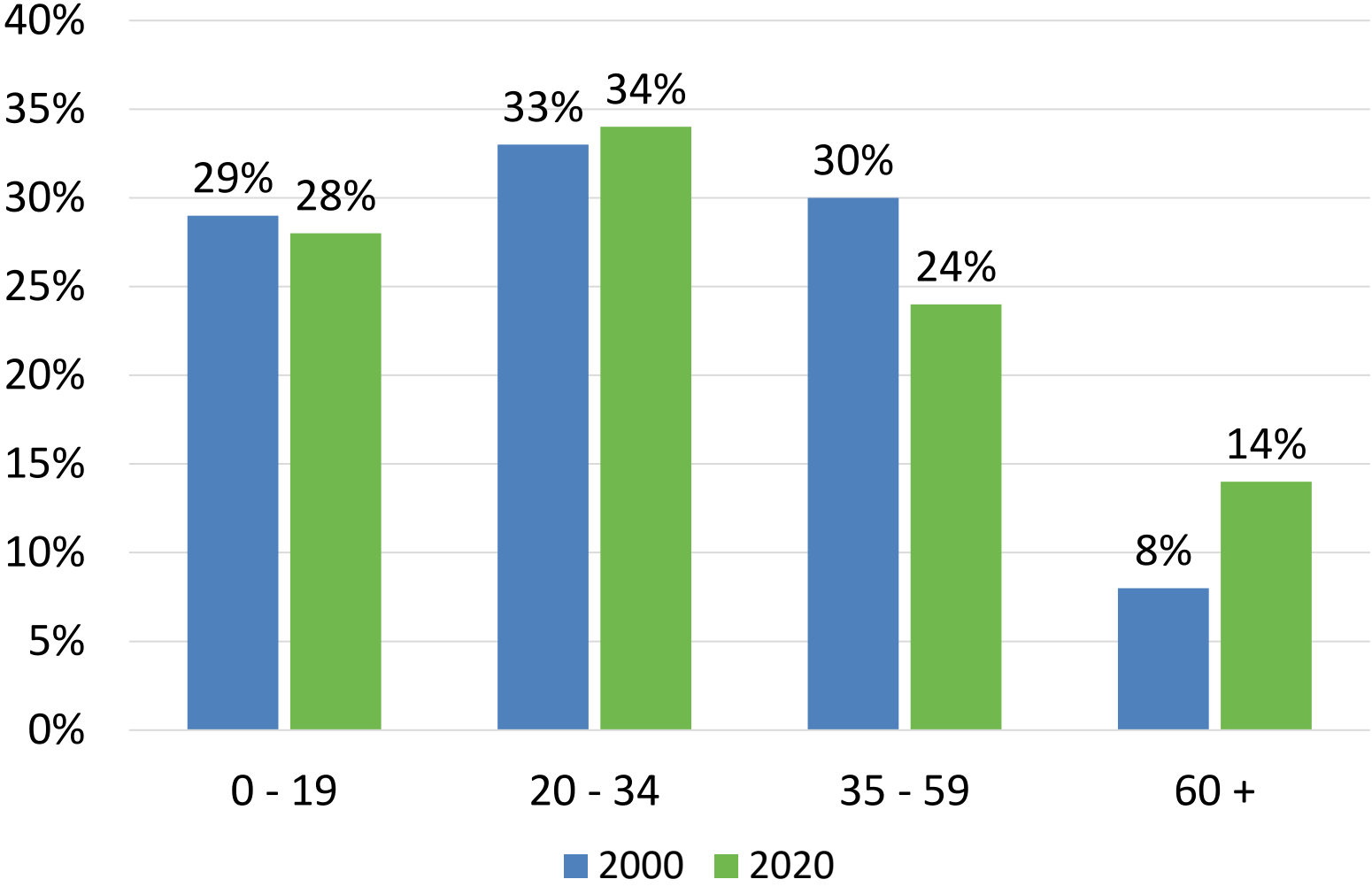
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Population by age category



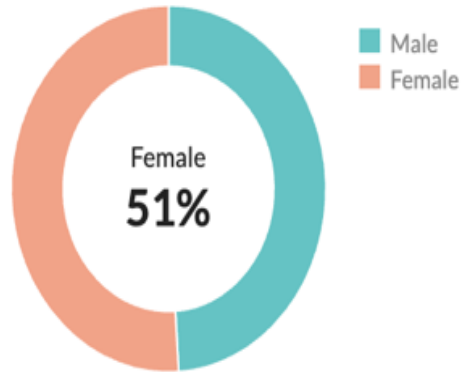
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Age : 2000 - 2020



Sex & Race/Ethnicity

Sex



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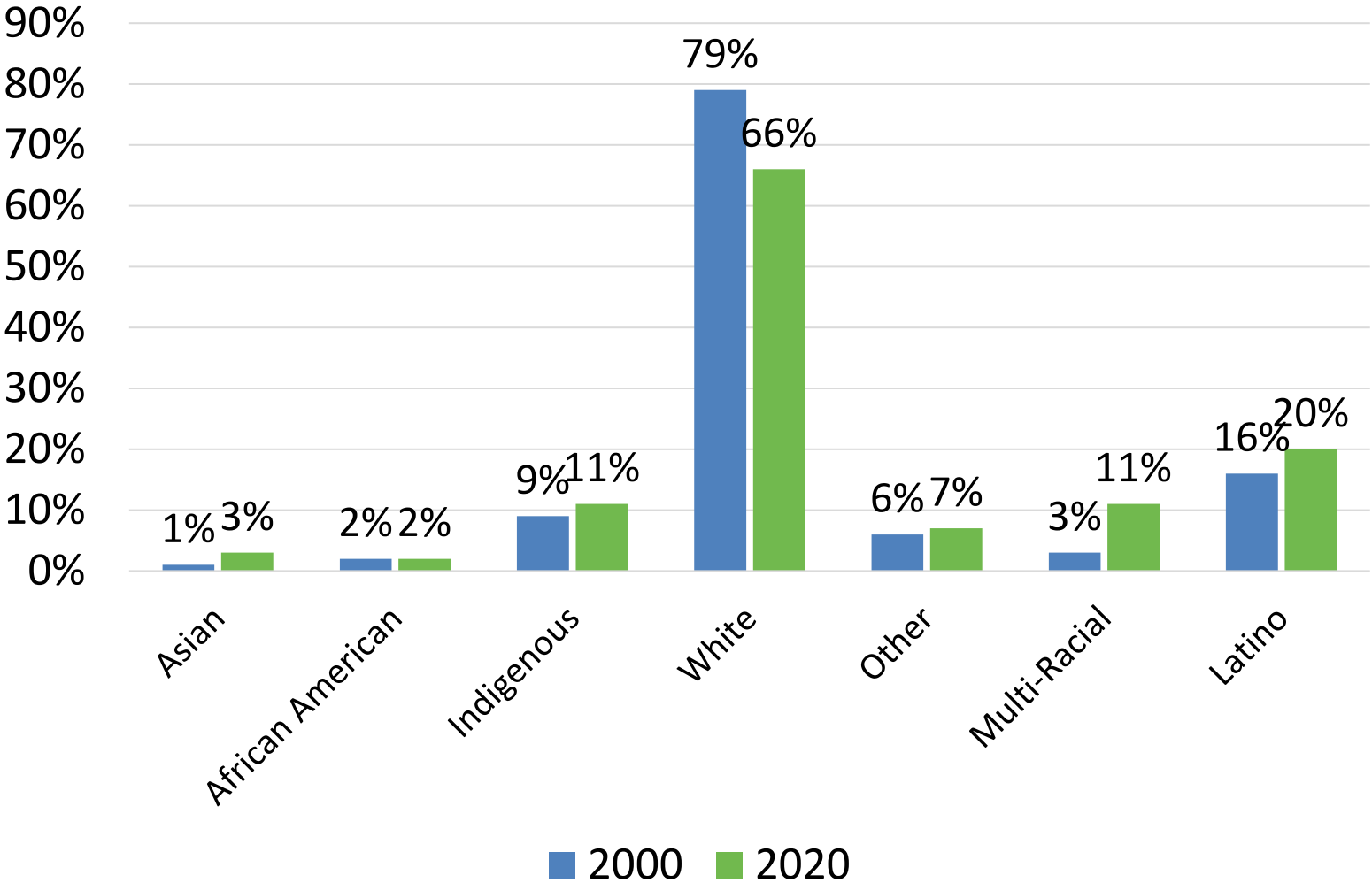
Race & Ethnicity



* Hispanic includes respondents of any race. Other categories are non-Hispanic.

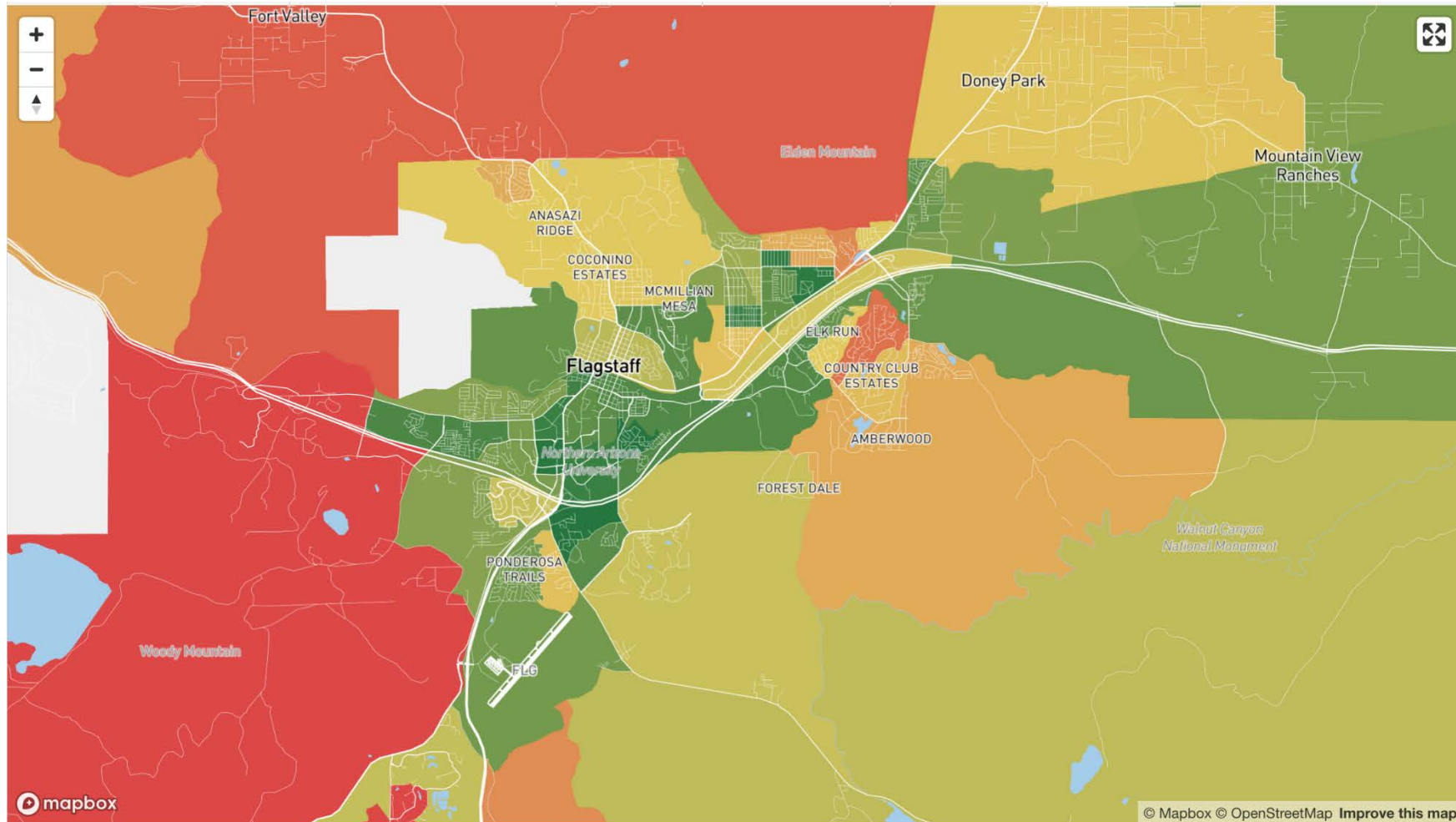
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Race/Ethnicity : 2000 - 2020



U.S. Census Bureau, Decennial Census (2000, 2020)

Diversity in Flagstaff



Diversity Score



Best Neighborhood, Data Sources: U.S. Census, proprietary data mapping and analysis. Special thanks to the University of Virginia
<<https://bestneighborhood.org/race-in-flagstaff-az/>>

Income and Poverty

Income

\$43,645

Per capita income

a little higher than the amount in the Flagstaff, AZ Metro Area: \$41,605 †

a little higher than the amount in Arizona: \$41,290

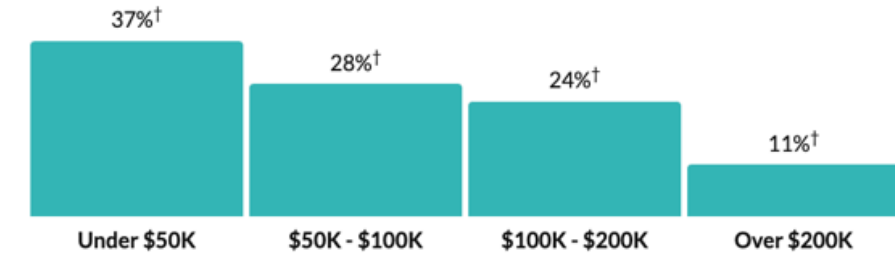
\$71,402

Median household income

about the same as the amount in the Flagstaff, AZ Metro Area: \$71,738

about 90 percent of the amount in Arizona: \$77,315

Household income



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Poverty

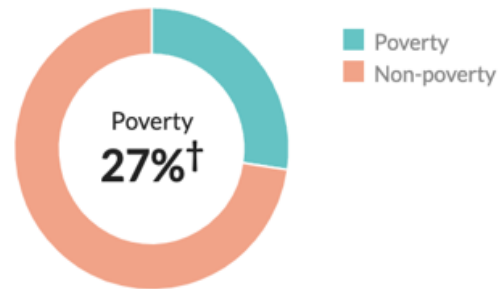
19.8%

Persons below poverty line

about 10 percent higher than the rate in the Flagstaff, AZ Metro Area: 18.6% †

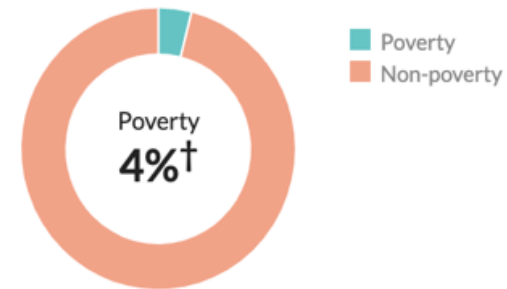
about 1.5 times the rate in Arizona: 12.5%

Children (Under 18)



[Show data / Embed](#)

Seniors (65 and over)



[Show data / Embed](#)

Education

Educational attainment

96.4%

High school grad or higher

a little higher than the rate in the
Flagstaff, AZ Metro Area: 92.8%

about 10 percent higher than the rate
in Arizona: 89.4%

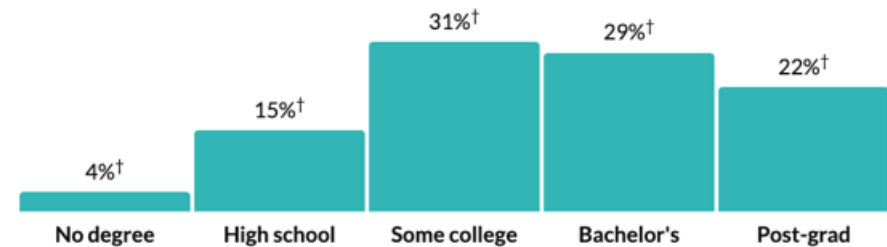
51.1%

Bachelor's degree or higher

about 1.3 times the rate in the
Flagstaff, AZ Metro Area: 39.8%

about 1.5 times the rate in Arizona:
33.5%

Population by highest level of education



* Universe: Population 25 years and over

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Housing and Mobility

Value

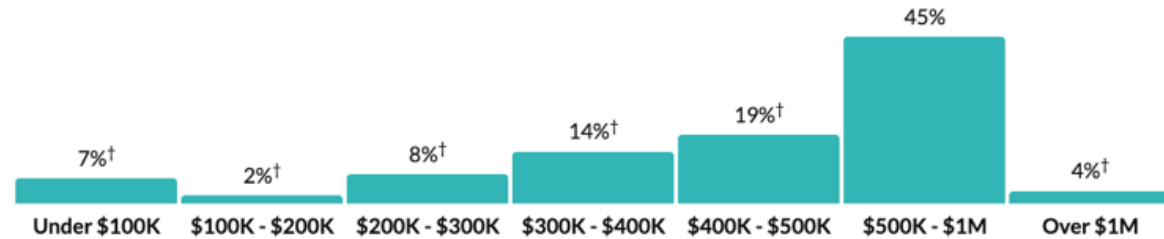
\$605,600

Median value of owner-occupied housing units

about 1.3 times the amount in the Flagstaff, AZ Metro Area: \$470,900

about 1.5 times the amount in Arizona: \$411,200

Value of owner-occupied housing units



* ACS 2023 5-year data

[Show data / Embed](#)

Geographical mobility

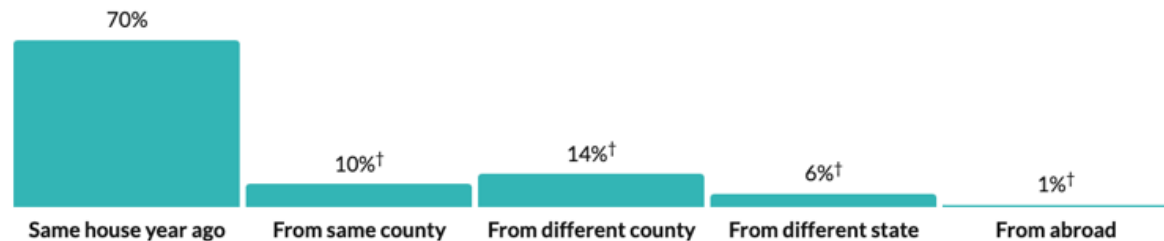
30.2%

Moved since previous year

about 1.5 times the rate in the Flagstaff, AZ Metro Area: 20.1% †

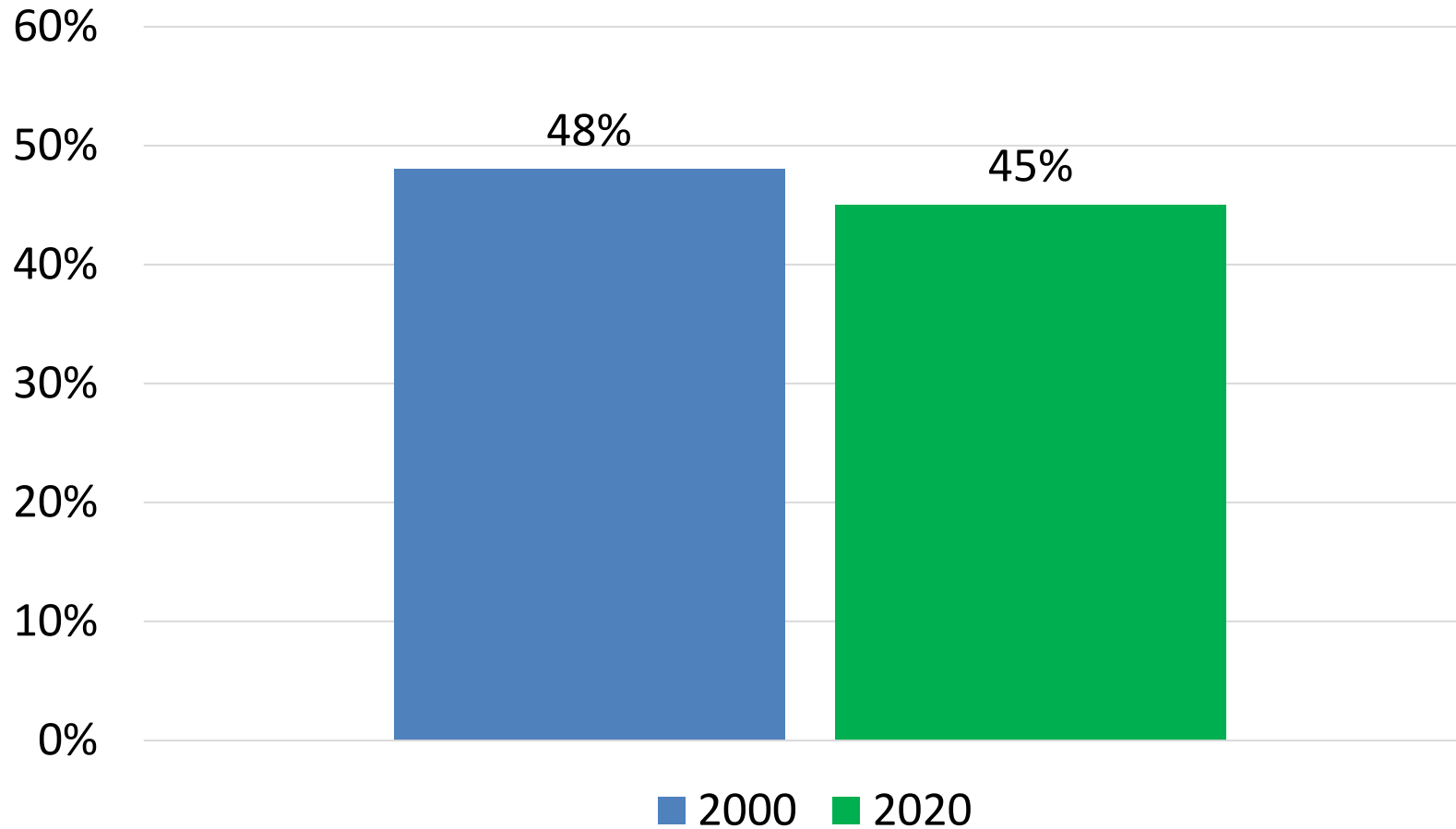
more than double the rate in Arizona: 14%

Population migration since previous year



[Show data / Embed](#)

Owner-Occupied Housing: 2000 - 2020



The Flagstaff Electorate

NUMBER OF FLAGSTAFF VOTERS: PRESIDENTIAL ELECTIONS							
	2000	2004	2008	2012	2016	2020	2024
Registered Voters	33,087	34,807	31,445	30,775	39,238	43,195	53,365
Votes Cast	21,370	26,870	26,801	24,729	30,579	36,073	34,815
Turnout	64.6%	77.2%	85.2%	80.4%	77.9%	83.5%	82.4%

2000-2024

Population
↑ 52%

Electorate
↑ 61%

Voting
↑ 63%

Our Community



- Flagstaff
- Coconino County
- Indigenous Communities
- Colorado Plateau
- Arizona
- United States
- The World

Data Resources

(Primary and Secondary Data)

BRONZE

- World Population Review
- Data USA
- CityFacts
- City Population

SILVER

- AZ Dept of Economic Opportunity
 - State Data Center
 - Population Estimates
- Census Reporter

GOLD


- US Census Bureau
 - Decennial Census
 - American Community Survey (ACS)
- data.census.gov
- Other Government
- Private/Public Firms

Additional Resources

Fred Solop & Nancy Wonders
GloLocal Vision, LLC

 fred@globalocalvision.com


 nancy@globalocalvision.com

 (928) 275-1680

 www.globalocalvision.com

Sara Rinfret
Aras Solutions

 sararinfret@hotmail.com

 (330) 763-0034

 www.rinfretsolutions.com





Questions?



Focused Lunch Discussion

During the lunch break, meet in groups of 5 or more - take turns speaking and engage in active listening

- What are your top two priorities for the city?
- Why do these priorities matter most? (Aim for 3 reasons for each priority, per person.) Take notes on the points you make and those made by others.
- How do current and future demographics affect these priority areas? (if time permits)



LUNCH



Returning at approximately 1:00 p.m.



HOTEL MONTE VISIT

The Work of the City Council





City Charter





Flagstaff City Charter



- A document that outlines the City’s governmental structure, identifies jurisdiction, and provides enabling authority for self-rule.
- Flagstaff’s “Constitution” (Not a general law city)
- Any amendment to the Charter requires approval by a majority of qualified electors voting in election.
- Was originally voted on by the citizens in 1958 and has been amended 9 times since then.
 - Last amendment 2023



Flagstaff City Charter



- Provides for a Council-Manager form of government
(Charter Article II, Section 11)
- Council makes policy decisions
(Charter Article II, Section 11)
- Council appoints a City Manager
(Charter Article III, Section 2)
 - Implements policy and administers city government
(Charter Article III, Section 3)
- Council does not direct city staff
 - The non-interference clause
(Charter Article II, Section 18)



Flagstaff City Charter



- Council appoints two additional positions:
 - City Attorney
(Charter Article IV, Section 4)
 - City Magistrate(s)
(Charter Article XI, Section 2)
- Council also appoints Board and Commission members
(Charter Article V, Section 1)
- City Manager makes all other appointments and hiring decisions
(Charter Article III, Section 3)



Flagstaff City Charter

- Council powers and duties are outlined in Article II
 - Four or more councilmembers constitute a “quorum” of Council
 - Each member of Council is entitled to one vote
 - Failure to vote is considered a vote in the affirmative

(Charter Article II, Section 15 & 16)

- Mayor is the ceremonial head of the city and presides over the City Council Meetings

(Article II, Section 7)



Flagstaff City Charter



- Other General Areas of the Charter
 - Council Meetings (Article II)
 - City Divisions and Departments (Article IV)
 - Finance and Taxation (Article VI)
 - Contracts (Article VIII)
 - Elections (Article IX)
 - Initiatives, Referendum and Recall (Article X)
 - Franchises and Public Utilities (Article XII)
 - General, Succession in Government, and Amendments (Articles XIII-XIV)



City Code



- Where the “nuts and bolts” or details of City regulations exist
 - Governs everything from boards and commissions to nuisances for dogs at large, to creation and duties of specific city divisions, to zoning regulations, and minimum wage
- Council actions by ordinance create the City Code
 - Become codified as the general ordinances - laws of the City to be implemented/enforced by city administration
- City Code may be amended by any current or future City Council by ordinance



Open Meeting Law





Open Meeting Law





Open Meeting Law

- “All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.” ARS § 38-431.01(A).
- “It is the public policy of this state that meetings of public bodies be conducted openly and that notices and agendas be provided for such meetings which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided” ARS § 38-431.09.



Open Meeting Law

What constitutes a meeting?

- A meeting is a gathering, in person or through technological devices, of a quorum of a public body at which they discuss, propose, or take legal action, including deliberations. ARS § 38-431(4).
 - ***This includes all forms for communication including social media, chat apps, texts, telephone, e-mail communications, etc.***



Open Meeting Law

- Legislative Intent: Openness in Government
 - Arizona's public policy
 - Official deliberations and proceedings conducted openly
 - Maximize public access
 - Any uncertainty resolved in favor of openness

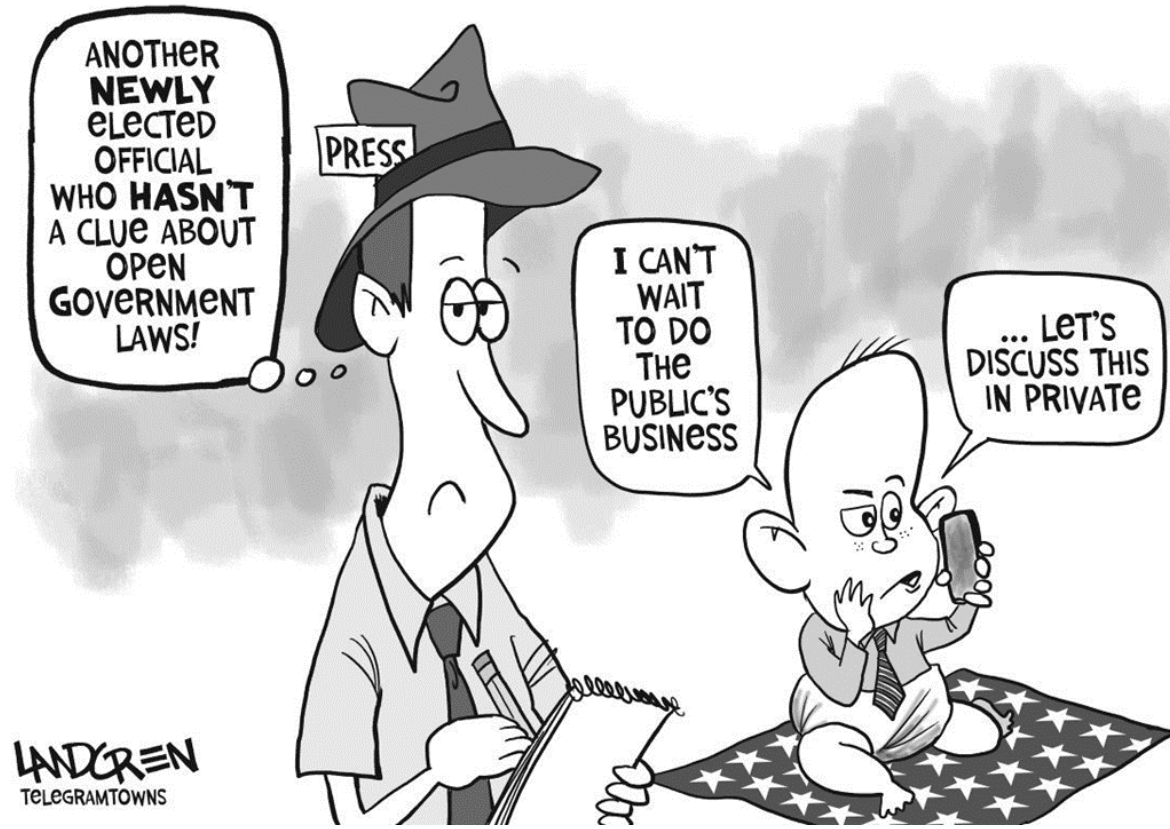


Open Meeting Law

- Meetings shall be open to the public
- Legal action must take place in a public meeting
- The proposing and discussing of action must take place in a public meeting
- Only agenda items may be discussed



Open Meeting Law





Open Meeting Law

- A.R.S. §38-431.02
- Meetings must comply with notice, agenda, and minute requirements
 - When and where
 - Information to inform the public of the matters to be discussed or decided
 - Generalities such as “Old business” or “New Business” not sufficient – must be more specific
 - Minimum 24-Hour public notice is required
 - Includes subcommittees (Boards/Commissions)



Open Meeting Law

- Quorum Requirement
 - What is a quorum?
 - Majority of membership
 - What if you don't have a quorum?
 - You don't have a "meeting" and you adjourn
 - Discussions and presentations should be rescheduled
 - Please communicate with staff if unable to attend



Open Meeting Law

- A.R.S. §38-431.03
- Executive Sessions (exception to rule)
 - Executive sessions require prior consent of City Attorney
 - Nine legal reasons for convening into executive session
 - Most used:
 - Litigation
 - Contract and Property Negotiations
 - Legal Advice
 - Employment



Open Meeting Law

• PROHIBITED ACTS/VIOLATIONS

- Polling individual Council members to reach a decision prior to a meeting
- Discussion/deliberation between less than a quorum outside public meeting for the purpose of circumventing the Open Meeting Law
 - E-mails/Social Media/Texts
- Soliciting third parties to gather or pass information from or to other members of Council – Serial Communications



Open Meeting Law





Open Meeting Law

- **E-mail and Other Communications**

- E-Mail (or “electronic”) communications may constitute a meeting
 - DO NOT “reply all”
- The use of e-mail among a quorum of members to discuss public matters is prohibited by the Open Meeting Law
 - Public does not have access
- E-Mails regarding City business are a public record
 - Does not matter whose computer is used or whether e-mail address is city or personal



Open Meeting Law

• Penalties

- If found guilty of an Open Meeting Law violation, a court may:
 - Levy a fine up to \$500 against the ***Councilmember*** for each violation
 - The ***Councilmember personally*** must pay the fine
- The Councilmember is subject to removal from office



Open Meeting Law

SOCIAL EVENTS

- If more than a quorum may be present:
 - “Notice of Possible Quorum” posted
 - Include statement that no business of public body will be discussed and no action taken
 - Councilmembers should avoid talking with each other – or have a witness



Open Meeting Law

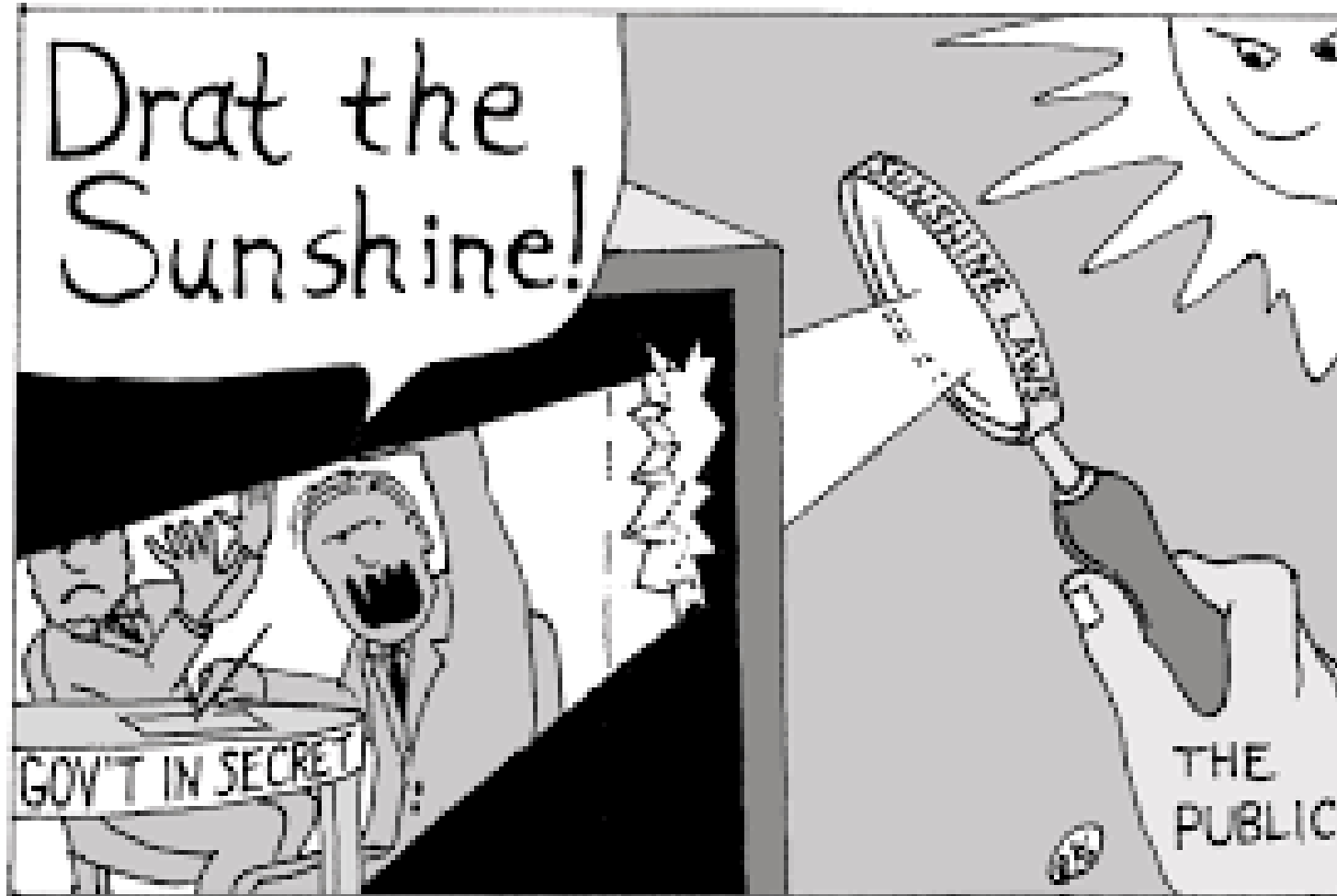
- **How to avoid pitfalls with the Open Meeting Law**
 - Don't poll other Councilmembers on City business
 - Limit your discussions with other Councilmembers to public meetings
 - Don't send e-mails/texts/social media messages to each other
 - Distribute information to the Council through open meetings
 - Disband meetings when a quorum is not in attendance
 - Avoid misconception - "I can talk to up to two others..."

Public Records Law & Conflict of Interest





Public Records Law





Public Records Law



Public Policy:

“Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours.”

ARS § 39-121.



Public Records Law

Record Keeping Requirement:

“All officers and public bodies shall maintain all records, including records as defined in section 41-151.18, ***reasonably necessary or appropriate to maintain an accurate knowledge of their official activities*** and of any of their activities which are supported by monies from this state or any political subdivision of this state.” ARS 39-121.01(B).



Public Records Law

"Records" are defined in A.R.S. § 41-151.18 as:

- all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to § 41-151.16, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and ***preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government***, or because of the informational and historical value of data contained in the record, and includes records that are made confidential by statute.



Public Records Law

- Production of records: applies to paper and electronic documents (including emails, texts, chats and other written and/or electronic communications)
- Includes home computer, phone, if used for City business
- Process for retention—create one
- When term is up...
 - Forward records to appropriate staff; or
 - Forward to appropriate staff at any time



Conflict of Interest Law



"Yes, I am employee of the month again. And yes, I'm the one who chooses the employee of the month. And no, I don't see a conflict of interest."



Conflict of Interest Law

Applicability

- Applies to:
 - All Public Officers (Including Councilmembers and Board and Commission Members)
 - All Public Employees



Conflict of Interest Law

Generally ARS §38-503

Generally ARS §38-503

A public officer or employee who has, or whose relative has, a ***substantial interest*** in a decision of the public agency or in any contract, sale, purchase or service to such public agency must disclose that interest in the official record and not vote on or participate in the decision or transaction.



Conflict of Interest Law

Substantial Interest ARS §38-502(11)

- "Substantial interest" means any nonspeculative pecuniary or proprietary interest, either direct or indirect, ***other than a remote interest.***
 - Generally, any interest that affects your, or your relative's, financial (pecuniary) or property (proprietary) interests



Conflict of Interest Law

Identifying Conflicts

- Three Questions to Identify a Conflict of Interest:
 - Will my decision have a positive or negative impact on my interests or that of my relatives?
 - Do I have a monetary or ownership interest in the matter?
 - Is my interest other than one of the designated remote interests?



Conflict of Interest Law

Remote Interest

- Remote interests are financial and property interests deemed to be so minor as not to trigger the reporting and non-participation requirements
- May still vote and participate in discussions



Conflict of Interest Law

Examples:

- Remote Interests:
 - “That of a nonsalaried officer of a nonprofit corporation.” ARS § 38-502(10)(a).
 - No problem being an unpaid director of the Boys and Girls Club and voting to approve a new building project for the Club coming before the Council



Conflict of Interest Law

Examples:

- Remote Interests:
 - Recipient of municipal services under same terms and conditions as general public. ARS § 38-502(10)(g).
 - No problem for a member of Council to discuss and vote on new water and sewer rates.



Conflict of Interest Law

Examples:

- Remote Interests:
 - That of a member of a trade, business, occupation, profession, or class of persons consisting of at least ten members which is no greater than the interest of the other members of that trade, business, occupation, profession or class of persons. ARS § 38-502(10)(j).
 - No problem for member of Council who is a property owner to discuss and vote on zoning amendments that impact numerous other property owners.



Conflict of Interest Law

What To Do

- What if you have a substantial conflict?
 - Refrain from voting on or participating in the decision
 - Make the conflict of interest known in the official record
 - Leave the dais and the room



Conflict of Interest Law

Seeking Help

- What if you aren't sure?
 - Ask us
 - If an official written legal opinion of a conflict is given by City Attorney's Office it is a public record and filed with the City Clerk



Conflict of Interest Law

Other Prohibitions

- Gifts and Bribes: Never use official position to secure, and never accept, any valuable thing or benefit that would not ordinarily accrue in the performance of official duties



Conflict of Interest Law

Public Perceptions

- Public Perception and the Appearance of a Conflict
 - Add additional filters to your decision-making process
 - Is there sufficient appearance that your continued participation would harm your credibility or that of your board or City?
 - Is the accusation reasonably grounded?
 - Does the accuser stand to gain something by your withdrawal from the discussion?



Conflict of Interest Law

Remedies

- Contracts are voidable
- Affected person may sue
- Court may assess attorneys' fees and costs



Conflict of Interest Law

Penalties

- Forfeiture of office
- Felony
 - A knowing or intentional violation of the Conflict of Interest Law
- Misdemeanor
 - A negligent or reckless violation of the Conflict of Interest Law



HOTEL MONTE VISIT

Public Outreach





Media Relations



City of Flagstaff

News Release
Jan. 17, 2025
For Immediate Release

City seeks community members to serve on public art panels

FLAGSTAFF, Ariz- The City of Flagstaff's Beautification, Arts & Sciences program is seeking community members to join selection panels for public art projects. Art experience is not required, but a strong interest in community is essential.

Panelists will evaluate artists, artist proposals or participate in discussions about projects. The total time commitment ranges from approximately four to 12 hours spread over multiple days, depending on the project. All meetings are held virtually to ensure accessibility and convenience. People from all backgrounds, industries and demographics are encouraged to apply.

"Public art plays a vital role in making Flagstaff a vibrant and welcoming place for residents and visitors," said Beautification, Arts & Sciences Program Manager Jana Weldon. "By serving as panelists, community members can shape the city's art scene and directly impact the projects that get selected."

Each panel consists of two to three community members alongside city staff and representatives from the City's Beautification and Public Art Commission. Drawing panelists from an area where an artwork will be installed is essential to achieving a meaningful connection between the piece and its location. Including local voices promotes transparency, strengthens community engagement, and ensures that artwork reflects the neighborhood's values, aspirations, and/or cultural heritage.

"We prioritize community representation and encourage anyone who is interested in this opportunity to apply," said Weldon.

Pitching Stories

- Our relationships with print, radio & TV media outlets promote awareness and transparency
- News releases allow us to tell the City's story

City of Flagstaff seeks volunteers for panels on public art

DAILY SUN STAFF Jan 23, 2025



Junior Cassie Abell, 17, paints fruit on a large mural on the side of the Flagstaff Family Food Center for a service-learning project celebrating community food during Flagstaff Arts and Leadership Academy's intercession week in this March 2024 file photo. The mural was designed by PALA 11th-grade student artist Mija Winifron and is part of a Flagstaff Beautification Grant. [Buy News](#)

Mattie Logan, Arizona Daily Sun



Media Relations

Responding to Inquiries

- Public Affairs only responds to media requests related to City business
- Responses are factual and non-opinionated
- Public Affairs:
 - Coordinates written responses
 - Sets up interviews with staff and/or Councilmembers
 - Can provide talking points or background information





Social Media



- Official City presence on Facebook, Instagram, LinkedIn & Nextdoor among others
- Content includes project updates, recruitment efforts, new initiatives, and series like Meet Team Flagstaff



City of Flagstaff
3,541 followers
1d • 🌐

Walk-in Wednesdays are here!

Join us on Wednesday, January 29th at one of two locations for a chance to ...more

WALK-IN WEDNESDAYS

Explore Career Opportunities with the City of Flagstaff!

<p>PUBLIC WORKS Wednesday Jan. 29th</p> <p>Location: Building #6 3200 W. Route 66 Flagstaff, AZ 86001</p> <p>12-2pm Meet & Greet with Hiring Teams (Facilities, Fleets, Streets & Collections)</p> <p>2-3pm FREE Behind-the-Scenes Tour</p>	<p>PROSE Wednesday Jan. 29th 11am-2pm</p> <p>Location: 1702 N 4th St. Flagstaff, AZ 86001</p> <p>Roles: Park Technicians, Recreation Coordinators & more!</p>
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Questions? Contact: careers@flagstaffaz.gov

CITY OF FLAGSTAFF

PUBLIC WORKS CITY OF FLAGSTAFF

PROSE PARKS, RECREATION, OPEN SPACE & EVENTS

👤 You and 16 others

💬 1 comment · 4 reposts



Videos



- Creatively sharing City initiatives, opportunities, and updates with our community
- Produced in-house with staff or with contracted videographers

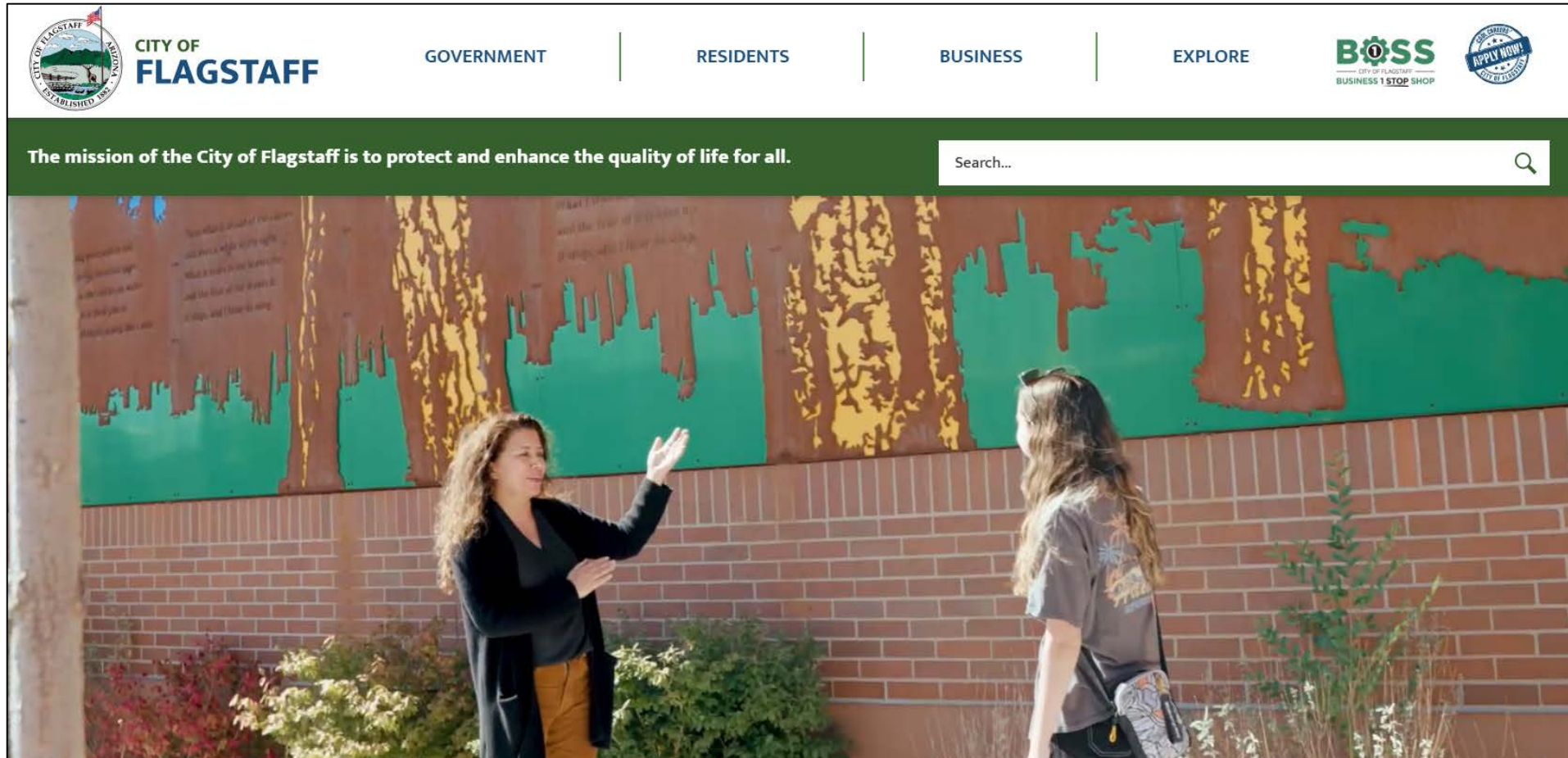




City Website



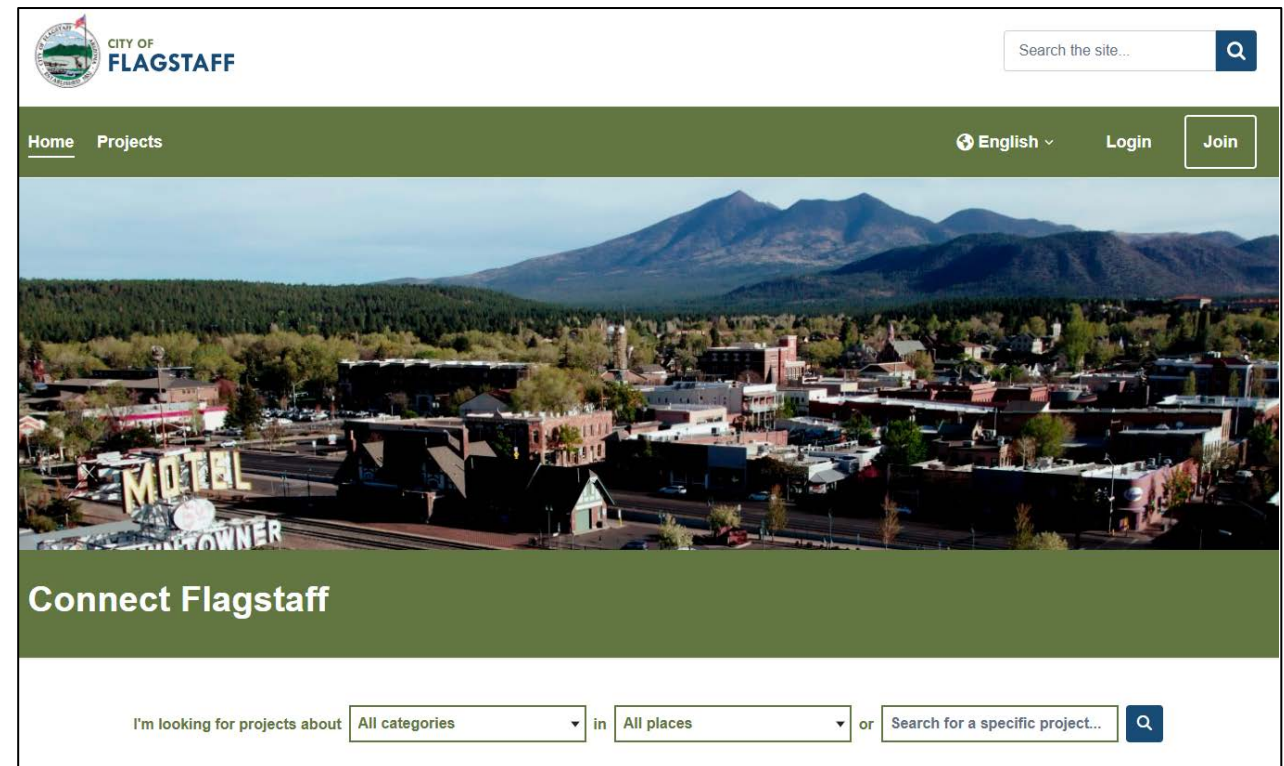
- Major site cleanup, QA and accessibility project ongoing
- New training program rolled out to City Staff in late 2024



Community Engagement Platform

Social Pinpoint

- New platform to house outreach efforts such as surveys, project feeds, Q&As, forums & more
- Connect.Flagstaffaz.gov - launching in February!





Resident Emails

Emails from residents to council@flagstaffaz.gov

Sharing opinions with
Council



Public affairs will forward to
appropriate staff for awareness



Councilmembers are welcome to
respond, but not required

Reporting problems or
asking questions



Public Affairs will route to
appropriate staff subject matter
expert (SME)



The SME will reply to the resident
with a solution or plan, copying
Council

BREAK



Returning at approximately 2:45 p.m.



HOTEL MONTE VISIT



Skills & Strategies



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Communication Styles

<p>ANALYTICAL COMMUNICATOR</p> <p>No-frills, logical Linear</p> <p>Values expertise and facts Prioritizes evidence, data, numbers Focused on end result</p>	<p>INTUITIVE COMMUNICATOR</p> <p>Big picture Non-linear</p> <p>Prefers broad overview over details Concerned with bottom line Innovative, challenges convention</p>
<p>FUNCTIONAL COMMUNICATOR</p> <p>Process-oriented</p> <p>Likes precision, detail, timelines Step-by-step, linear</p> <p>Prioritizes timing and responsibilities Considers every angle and perspective</p>	<p>PERSONAL COMMUNICATOR</p> <p>People-focused</p> <p>Uses emotional language Values interpersonal connections Concerned with who is impacted Considers perspectives of others</p>

- What is *your* communication style? What kind of arguments are most persuasive for you?
- How could you modify your arguments/points to communicate more effectively with someone who seems to prefer a different communication style?

Collaboration

	Cooperative Behavior	Information Sharing	Extent of Communication	Degree of Respect	Perceptions of Motivations	Proactively Seeking Assistance
Collaborative Partnerships	High	High	Extensive, Frequent	High	Positive	Often
Cautious Cooperation	Moderate	Moderate	As needed, Limited	Moderate	Unsure, Varies	Moderate, Situation Specific
Adversarial	Low, if at all	Low, only as required	Minimal, only as required	Low	Negative, Skeptical	Minimal
Cautious Compliance	Moderate	Moderate	As needed, Limited	Moderate	Unsure, Varies	Moderate, Situation Specific

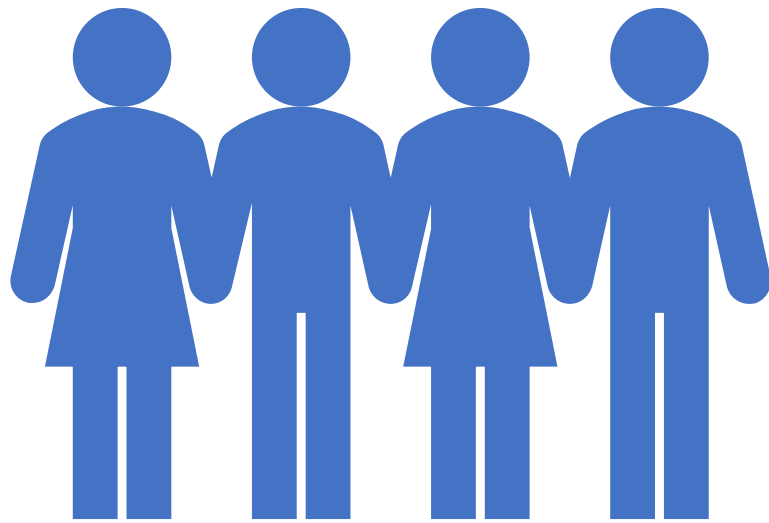
- **What information, support, and resources are needed for priority areas identified?**
- **What departments, organizations, and constituents might offer valuable information, resources or collaboration relevant to your priority areas?**



HOTEL MONTE VISIT

Conclusion and Next Steps





PUBLIC PARTICIPATION



Conclusion & Next Steps

- **Reflections on Important Messages**
- **Final Thoughts**
- **Tomorrow's festivities**