

WORK SESSION AGENDA  
A M E N D E D

COMBINED CITY COUNCIL  
WORK SESSION / SPECIAL MEETING  
TUESDAY  
OCTOBER 28, 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 work session, the City Council may vote to go into executive session, which will not be open to the public, for discussion and consultation with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2. Roll Call

*NOTE: One or more Councilmembers may be in attendance through other technological means.*

MAYOR DAGGETT

VICE MAYOR 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. **Review of Draft Agenda for the November 4, 2025 City Council Meeting**

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

6. **October Work Anniversary Presentation**

Recognition of employees celebrating work anniversaries in October.

7. **City Manager Report**

Information only

8. **Community Discussion on **Citizen Petition Regarding** Automated License Plate Readers (ALPR) and Flock Safety**

Hear community input on ALPR technology and Flock Safety, and its usage by the Flagstaff Police Department to serve victims of crime in our community.

9. **Open Call to the Public**

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

11. **Adjournment**

**SPECIAL MEETING**

1. **Call to Order**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for discussion and consultation with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2. **Council Confirmation of Direction:** Council met in executive session on October 28, 2025 to consult with and give instructions and direction to its legal counsel and designated city representatives regarding pending and potential litigation, condemnation litigation, and Timber Sky Annexation and Development Agreement, as amended, City's obligations under the Development Agreement, and the negotiation of certain legal contracts related to City's involvement in the Habitat for Humanity affordable housing project at Timber Sky.

**RECOMMENDED ACTION:**

Direct and authorize the City Attorney and/or designated city representatives to proceed as discussed in Executive Session regarding the following:

- Condemnation Litigation Update
- Legal advice, discussion, and consultation regarding pending and potential litigation.
- Legal advice, discussion, and consultation regarding Timber Sky Annexation and Development Agreement, as amended, City's obligations under the Development Agreement, and the negotiation of certain legal contracts related to City's involvement in the Habitat for Humanity affordable housing project at Timber Sky.

3. **Council Confirmation of Direction:** Council met in executive session on October 28, 2025 to consult with and give instructions and direction to its legal counsel regarding legal advice on Desert Mountain Energy, to evaluate all options to protect the city's resources, up to and including potentially refiling litigation against Desert Mountain Energy and defend any related new counter-claims.

**STAFF RECOMMENDED ACTION:**

Direct and authorize the City Attorney to proceed as discussed in Executive Session regarding Desert Mountain Energy litigation, up to and including potentially refiling or amending claims against Desert Mountain Energy and defend any related new counter-claims.

4. **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:** Tiffany Snider, Executive Assistant  
**Date:** 10/17/2025  
**Meeting Date:** 10/28/2025



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**TITLE:**  
**October Work Anniversary Presentation**


**DESIRED OUTCOME:**  
Recognition of employees celebrating work anniversaries in October.

**Executive Summary:**

**Information:**

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**Attachments:** October Work Anniversary Presentation

The background features a dark blue gradient with a subtle starry pattern. On the left side, there are several overlapping circular elements. A prominent one is a large circular scale with tick marks and numbers ranging from 140 to 260. Other circles include dashed lines, solid lines, and arrows, suggesting a technical or scientific theme.

# October Work Anniversaries

# First Year Anniversaries

- Alison Seaman, Recreation Instructor II
- Andrea Armstrong, Administrative Specialist
- Anne Thompson, Senior Accountant
- Daniel Leonhardt, Water Services Operator I
- Diana Lujan, Housing Services Specialist
- Emma Winn, Library Specialist
- George Testo, Police Officer
- Israel Garcia Armenta, Parks Technician
- Ivan Harris, Water Services Operator
- Jeff McCormick, Economic Development Manager
- Lori Clayton, Victim Services Specialist
- Salvador Capetillo, Recreation Assistant
- Summer Hackney, Recreation Assistant
- Tammy Ryan, Budget Analyst

# Five Year Anniversary



Shawn Armour  
IT Manager

# Five Year Anniversary



Joseph Nagle  
Streets Operations Tech III

# Five Year Anniversary



Kegan Slayton  
Streets Operations Tech III

# Ten Year Anniversary

Cory Mueller  
Water Services Supervisor



# Ten Year Anniversary

Robyn Werhan  
Recreation Instructor II



# Fifteen Year Anniversary

Ann Hop  
Administrative Lead Worker



# Thirty-Five Year Anniversary

Martha Villalobos  
Library Specialist



Martha is a valued member of our library team and has provided exceptional service to the Coconino County Jail inmates. We admire her long-standing commitment to restorative justice for the jail inmates. Martha is a dedicated public servant and continues to provide the best possible service. She knows what books and magazines everyone enjoys and works hard to make sure the jail library collection reflects the ongoing needs of the inmates. Martha is friendly to all and has gained the respect of all of her colleagues. We have all enjoyed working with her.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 10/22/2025  
**Meeting Date:** 10/28/2025



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**TITLE:**  
**City Manager Report**

**DESIRED OUTCOME:**  
Information only

**Executive Summary:**

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

**Information:**

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**Attachments:** City Manager Report

# City Manager's Report

October 24, 2025

Council and Colleagues, greetings. These reports are intended to be informational, covering miscellaneous events and topics involving the city organization. This report will include two items that may draw some discussion – the list of upcoming FAIR topics and an update regarding social media outreach by our Communications and Civic Engagement (CCE) Division.

## Exchange Club First Responder of the Year

The Exchange Club of Flagstaff, an affiliate of the National Exchange Club, hosts its First Responder of the Year Luncheon every year about this time. This year's event occurred on October 15<sup>th</sup> at the Elks Lodge. It was well attended, and the City occupied a couple of tables for elected officials, officers, and staff.

The Flagstaff Fire Department Honor Guard presented the Colors, and Jeff Holloway, Exchange Club President, offered a warm welcome and introduction. The Keynote Address was provided by Ret. Sheriff Jim Driscoll. It was a wonderful ceremony.

While there were many recipients of these awards (spanning multiple public safety entities in the region) specific mention is made here of the two recipients from the City of Flagstaff. Police Officer Conner Simmons received the award of First Responder of the Year for the Flagstaff Police Department. Engineer/Paramedic Justin Staskey received the award of Responder of the Year for the Flagstaff Fire Department. Both recipients had friends and family present to partake in the recognition. Congratulations to Officer Simmons and Engineer/Paramedic Staskey for earning this prestigious award!





### Community Dinner

On Sunday, October 19th, the City hosted a student gathering at the Market of Dreams. This event was coordinated in collaboration with Dr. Bernadine Lewis from NAU, supporting NAU faculty, and many student members of the Islamic Mosque.

The purpose of the gathering and shared meal was to support those grieving the loss of their friend and loved one, Hassan Ibrahim. The meal was catered and the event included introductions, music, and shared stories. Many thanks to Dr. Lewis for her help and vision in putting this event together.



## Ribbon Cutting at the Airport

It's been a long journey, but one with finality, as the Pulliam Airport hosted a small ribbon-cutting event at the new Grab 'n Go food venue coupled with the new Visitor Center facility. This has been a great project, involving a lot of creativity and initiative, to see it through to fruition. Props to the Economic Vitality Team and the crew at the Airport, together with assistance from Procurement, Legal, and of course, the City Manager's Office (which always places a premium on good food and coffee). It was a true collaboration!

The ceremony occurred on Wednesday the 22<sup>nd</sup>, and was well represented by city staff, our vendors, and elected officials. A huge thanks to all who helped make this happen!





### **Communication and Civic Engagement Division - Social media outreach**

The City's Communication and Civic Engagement (CCE) Division is dedicated to creating meaningful and engaging opportunities for Flagstaff residents to connect with their local government. Our team has embraced social media as a way to creatively reach residents throughout our community. Thanks to the work of Grace Benally, Community Engagement Specialist and Amanda Macholl, Digital Media Specialist, the City's social media presence has seen significant growth in recent months, leading to stronger engagement and interaction with our community.

Over the past nine months, the City of Flagstaff's social media presence has demonstrated steady and measurable growth, strengthening how the City connects with residents and shares important information.

#### **Overall Growth & Impact**

The City's combined social media reach has expanded across Facebook, Instagram, and LinkedIn, with content viewed millions of times and engagement from thousands of residents who rely on these platforms for updates.

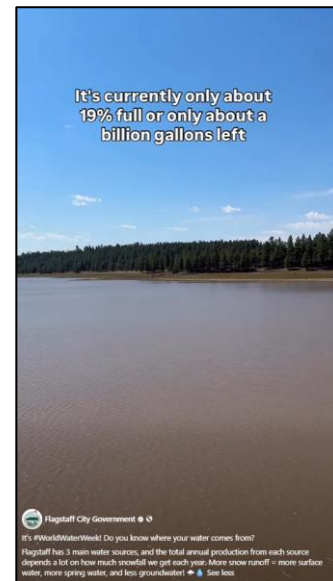
Facebook remains the City's strongest in visibility, generating over 2 million organic views this year. Instagram has excelled in audience engagement, using visuals and storytelling to connect with residents and highlight community pride. LinkedIn has strengthened the City's professional voice, maintaining an average engagement rate of over 8%, well above the 4% average.

### Content & Connection

City social media has continued to highlight both the daily operations and the human side of local government. Posts featuring city employees, community events, infrastructure projects, and public safety stories have generated the strongest engagement and reach.

### High-performing examples include:

- Governor Hobbs' visit to announce the new Wildland Operations and Training Facility.
- Educational campaigns on water conservation, transportation safety, and environmental sustainability.
- Community updates like the Minimum Wage Increase.



The team has led and supported several campaigns throughout the year, including Public Works Week, Arizona Cities & Towns Week, Pride Month, Hispanic Heritage Month, Library Card Sign-Up Month, Emergency Management Awareness Month, Wildfire Awareness Month, and more.

The CCE team also launched monthly photo dumps, a fun way to share photos from multiple city events and initiatives that may not fit into the regular posting calendar.

These posts have helped capture smaller, everyday moments within City operations and showcase the people who make Flagstaff run.

The team has also attended and documented community events, ensuring that staff, projects, and partners are visible and recognized. Whether photographing public gatherings, sharing behind-the-scenes city work, or highlighting local achievements, these efforts have helped humanize City communications and celebrate the community of Flagstaff.

**FAIR Item Update**

Our Director of Communications and Civic Engagement (CCE) wanted to provide an update on the status of the Council’s future agenda item requests. Staff has been able to schedule discussions for many of the items which you will see below. There are some items that still need a bit more work and preparation before they are ready to bring forward to Council. Please know that staff is actively working on them and are planning to bring them forward to you soon. Hopefully this this helpful to Council in looking out through the rest of this year.

REQUESTOR	MTG. DATE	SUBJECT	STAFF ASSIGNED
Cit. Pet.		Citizen Petition: Walk by Default	Bauman
House		Discussion about the Walk Friendly Community Designation, the levels within the designation, and working toward the next level	Ince
Sweet	In process, goal is spring 2026	Discussion regarding commission member eligibility when receiving city funding (include with other revisions to the Commission Member Handbook)	Saltzburg
House		Discussion regarding efforts to institutionalize as a landmark the El Pueblo motel for its connection to the Code Talkers	Dechter
Daggett	11/04/2025	Discussion on how to organize the Fleet Electrification Policy to focus on the rightsizing of vehicles for the job	Overton Antonopoulos
Daggett	12/09/2025	Discussion on the possibility of speed humps in Flagstaff and how they could work with snow operations	Mood Gaillard Williams
Spence	11/18/2025	Discussion for the method and timing for the selection of the vice mayor	Saltzburg
Matthews		Discussion regarding incentives for middle market/workforce housing	Darr
Aslan	12/09/2025	Discussion about requiring public speakers to announce their home address when giving public comment	Saltzburg
Spence	Following construction completion	Discussion about noise mitigation at Bushmaster Park	Sayers
Matthews	Budget process/retreat	Discussion about Council review of Division proposed budgets as part of the annual budget process	Tadder

That’s a wrap, Council. Onward and upward ...

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Collin Seay, Deputy Police Chief - Patrol Operations  
**Date:** 10/22/2025  
**Meeting Date:** 10/28/2025




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**TITLE:**

Community Discussion on **Citizen Petition Regarding Automated License Plate Readers (ALPR) and Flock Safety**

**DESIRED OUTCOME:**

Hear community input on ALPR technology and Flock Safety, and its usage by the Flagstaff Police Department to serve victims of crime in our community.

**Executive Summary:**

Staff from the Flagstaff Police Department presented to the Flagstaff City Council on September 2, 2025 an amendment to the state contract for a renewal of our Flock Safety Contract from 2024. The Flagstaff City Council also heard a citizen's petition to cancel the city's Flock Safety contract during the same meeting, and approximately thirty people made public comment on the topic at the dais. The Flagstaff City Council decided to hold a public discussion on October 28, 2025 to hear more community feedback regarding ALPR technology and Flock Safety. Attached to this staff summary, the Flagstaff Police Department has included the September 2 PowerPoint presentation, a new PowerPoint presentation on actions taken since the September meeting, and the Flagstaff Police Department ALPR Policy #317.

**Information:**

The Flagstaff Police Department remains committed to responsibly leveraging modern law enforcement technology to serve victims of crime and reduce victimization in our community. We are also very considerate and respectful of all law-abiding members of the community's right to privacy. Our mission is to protect and preserve life, property, and public order through elite service. We take a victim-centric approach to policing, and everything we do is to serve the members of this community and its victims of crime. Each year, we will have around 300 victims of Part 1 violent crime and nearly 1600 victims of Part 1 property crime, and these statistics do not include the victimization of misdemeanor crimes in our community. In 2024, we saw a 52% increase in Part 1 violent crime in the community, which is extremely impactful to our community members. After the implementation of our Crime Reduction Plan, we have seen a 10% reduction in Part 1 violent crime in 2025 so far, and appropriately leveraging technology is a tenant of our Crime Reduction Plan to the community.

We have heard many voices from the community on the issue of Flock Safety, and we have taken a proactive and transparent approach to how we utilize this technology. We have created a flock transparency portal, held multiple community information meetings on ALPR technology at the police department, done interviews with multiple media outlets including the Arizona Daily Sun, Lumberjack newspaper, a video interview with KNAU, lectured at NAU classes, radio interviews, and a community town hall at the Market of Dreams. We are fully committed to using this technology and all other technologies in a transparent fashion with our community.

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**Attachments:** Policy 317  
09022025 Presentation Old

## Presentation

## Automatic License Plate Readers

### 317.1 PURPOSE

It is the purpose of this policy to provide guidance on the application and use of automated license plate readers (ALPR), management of ALPR data, and maintenance of ALPR equipment. It is the policy of the Flagstaff Police Department to use all available technology as needed to support the mission and goals of the Department. ALPRs are used to collect and process data associated with vehicle license plates into information used for official law enforcement purposes, including but not limited to identifying stolen or wanted vehicles, stolen license plates, missing persons and other crimes and official activities conducted by the Department.

### 317.2 DEFINITIONS

**ALPR:** A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

**ALPR Administrator:** The individual designate by the Police Chief to oversee the administration of the ALPR program.

**Alert Hit:** Alert from the ALPR system that a scanned license plate number may be in the NCIC or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order, terrorist related activity, Amber Alert, Blue Alert, or Silver Alert.

**Hot List:** A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, National Crime Information Center (NCIC), Arizona Criminal Information Center (ACIC), Motor Vehicle Department (DMV), local BOLO's, Flagstaff Police Department Hot List, etc.

**Vehicles of Interest:** Including, but not limited to, vehicles which are reported as stolen; display stolen license plates; vehicles linked to missing and/or wanted persons and vehicles flagged by law enforcement agencies.

**Detection:** Data obtained by an ALPR of an image (such as a License plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

**Flock Safety** is a semi portable, self-sustaining ALPR camera and cloud-based storage system which holds license plate reads in a searchable database.

### 317.3 GENERAL INFORMATION

- A. ALPR technology allows for the automated detection of license plates along with the vehicle make, model, color, and unique identifiers through the Flagstaff Police Department's ALPR system. The technology is used to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes,

## *Automatic License Plate Readers*

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including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to assist in authorized law enforcement functions, such as verifying active warrants, supporting national security efforts, conducting lawful electronic surveillance, identifying and interdicting suspects, recovering stolen property, and advancing active criminal investigations.

- B. ALPR data is not personally identifiable information. A license plate number identifies a specific vehicle, not a specific person. Although a license plate number may be linked or otherwise associated with an identifiable person, this potential can only be realized through a distinct, separate step. Absent this extra step, the license plate number and the time and location data attached to it are not personally identifying. Thus, even though ALPR systems automate the collection of license plate numbers, it is the investigation process that identifies individuals.
- C. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, is prohibited.
- D. The use of ALPR systems is restricted to public safety and related missions of this agency. ALPR systems and ALPR data and associated media are the property of the Flagstaff Police Department and intended for use in conducting official business.
- E. The Police Chief or designee shall be responsible for determining the locations for fixed ALPRs within the City of Flagstaff. Coordination with neighboring jurisdictions, agencies and City Departments shall be considered to maximize efficient deployment of ALPRs.

### **317.4 ADMINISTRATION**

- A. The ALPR Administrator has oversight for the ALPR system deployment and operations and is responsible for the following:
  - 1. Establishing and updating protocols for access, collection, storage, retention, and purging of ALPR data and associated media files, including searches of historical data.
  - 2. Designation of hot list categories and sources to be utilized by the ALPR system.
  - 3. Establishing protocols to ensure the security and integrity of data captured, stored, and/or retained by the ALPR system.
  - 4. Ensuring ALPR training materials are up to date, which explain the proper use of the ALPR system.
  - 5. Ensuring that training requirements are completed for authorized users prior to allowing access to the ALPR system.
  - 6. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage.
  - 7. Ensuring that any requests for ALPR systems use or data are in accordance with Department policy and law.

# Flagstaff Police Department

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### *Automatic License Plate Readers*

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- B. Personnel shall check ALPR equipment on a regular basis to ensure functionality and camera alignment. Any equipment that needs repair shall be removed from service until repairs have been made.
- C. ALPR systems repairs, hardware, or software shall be made by agency-authorized sources.

#### **317.5 ALPR SYSTEM USAGE**

Use of an ALPR is restricted to the purposes outlined below. Members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose. Members will not use the ALPR systems to assist with immigration investigations or enforcement.

- 1. ALPR operation and access to ALPR collected data shall be for official agency purposes only.
- 2. ALPR may be used in conjunction with any routine Patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an ALPR.
- 3. Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles. Members can check Flagstaff Police Department's ALPR Flock Safety database and all other agencies' databases in which we have a Data Sharing MOU.
- 4. No member shall operate ALPR equipment or access ALPR data without first completing Department approved training.
- 5. ALPR system databases should be utilized for follow up investigations. Members should utilize ALPR data to assist in the identification of suspects and suspect vehicles related to criminal activity. All sworn members shall have search access enabling them to search the database.
  - (a) ALPR data is only available on the ALPR system for 30 days. All data not extracted from the ALPR database prior to 30 days, from the date the image was taken, will be permanently deleted.
  - (b) When members utilize ALPR data to assist in identification of a suspect or vehicle linked to criminal activity, the ALPR data shall be downloaded from the ALPR system and entered into Evidence.com.
- 6. Users are required to enter proper information into the search reason when utilizing the ALPR system. One of the following are required to be utilized:
  - (a) Event Number
  - (b) Departmental Report (DR) Number
  - (c) If assisting another agency then the term AOA, the name of the agency you are assisting, and their department report or event number. If a number does not exist then a detailed description as delineated below.
  - (d) If none of the above exist officers shall enter their badge number and a detailed reason they are utilizing the system for a legitimate law enforcement purpose.

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The detail must be sufficient for officers to recall the reason for the use and be able to explain the purpose during an audit.

#### **317.6 AUTOMATIC LICENSE PLATE READER NOTIFICATIONS**

- A. Members may receive an ALPR Alert Hit from either their Patrol vehicle ALPR system or from neighboring agencies BOLOs related to their ALPR Alert Hits.
- B. Members can receive ALPR Alert Hit notifications on their mobile phones through the use of approved applications associated with the ALPR technology the Department is using. Members should use mobile phones in compliance with Policy 701 Individual Communication Devices.
- C. An Alert Hit alone shall not be a basis for Police action (other than following the vehicle of interest). Before any law enforcement action is taken because of an ALPR Alert Hit, the Officer should verify an ALPR Alert Hit through NCIC or ACIC. Once an alert is received, the Officer should confirm that the observed license plate from the ALPR system matches the license plate of the observed vehicle. If the Alert Hit is not from NCIC or ACIC, the Officer shall confirm that the observed license plate from the ALPR system matches the license plate of the observed vehicle before taking appropriate action.
- D. Members will not take any Police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, Officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. Example: If a vehicle is entered into the ALPR system because of its association with a wanted individual, Officers should attempt to visually match the driver or occupant(s) to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.
- E. Prior to initiation of a vehicle stop, an Officer shall:
  - 1. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
  - 2. Verify the current status of the plate through an MVD query when circumstances allow.
  - 3. Follow proper traffic stop procedures, based upon the type of Alert Hit, Officer observations, and other factors present.
- F. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the appropriate Division Commander.
- G. Searches of historical data within the ALPR system should be done in accordance with established Departmental policies and procedures.

# Flagstaff Police Department

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### *Automatic License Plate Readers*

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#### **317.7 FLAGSTAFF POLICE DEPARTMENT HOT LISTS**

Personnel will not enter any license plates into the Flagstaff PD Hot List unless the vehicle is currently wanted/suspected in criminal activity. Officers shall obtain approval from their supervisors to enter a license plate into a Hot List. All hot list vehicles shall include:

1. A case number.
2. Reason for the vehicle being in the system.
3. Requesting member's name.
4. Requesting members contact information.
5. Applicable instructions, e.g., "P/C for arrest," "No P/C for arrest, stop only with P/C and identify occupants," "Do not stop, contact member of Alert Hit," "R/O known to carry firearm," etc.
6. Other pertinent information.
7. All hot list vehicles shall have an expiration date.

#### **317.8 DATA SHARING AND DISSEMINATION**

- A. ALPR data should be considered for official use only and can be shared for legitimate law enforcement purposes.
- B. Information sharing among law enforcement agencies should be in accordance with Memorandum of Understandings (MOUs) or established Department policies.
- C. Restrictions on use of ALPR Data: Information gathered or collected, and records retained by the Flagstaff Police Department ALPR system shall not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes. Members will not use the ALPR systems to assist with immigration investigations or enforcement.
- D. All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law and policies.
- E. Persons approved to access ALPR data, under these guidelines, are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department-related civil or administrative action.
- F. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- G. Every ALPR Browsing Inquiry must be documented by either associated Flagstaff Police Department DR or Event Number and a reason for the inquiry.

#### **317.9 RETENTION AND PUBLIC RECORDS**

- A. All ALPR data is saved for 30 days on the ALPR cloud-based servers (Flock Safety), after which the data is automatically hard deleted. Data needed for criminal investigations shall be downloaded from the ALPR database to Evidence.com.

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### *Automatic License Plate Readers*

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- B. All ALPR data saved as evidence shall be stored for the minimum period established by Department records retention schedule and thereafter shall be purged unless it has become evidence in a criminal or civil action or is subject to a lawful action to produce records.

#### **317.10 ALPR DATA BROWSING AUDITS**

The ALPR Administrator shall ensure an audit is conducted of the ALPR browsing inquiries at least once during each calendar year.

1. The audit will include a sampling of the ALPR system utilization from the prior twelve (12) month period to verify proper use in accordance with the above authorized uses.
2. The audit shall randomly select at least ten (10) browsing inquiries conducted by members during the preceding six (6) month period and determine if each inquiry meets the requirements established in this policy.
3. The audit shall be documented in the form of an internal Department memorandum to the Police Chief. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Police Chief, the memorandum and any associated documentation shall be filed and retained.

Automated License Plate  
Reader (ALPR) Discussion with  
the Flagstaff City Council for  
the Flagstaff Police  
Department  
October 28, 2025





# City of Flagstaff ALPR Discussion

## **The Flagstaff Police Department's Commitment:**

- Our Mission is to protect and preserve life, property, and public order through Elite Service.
- We are committed to leveraging the usage of modern technology to best serve our community and victims of crime.
- We also are cognizant and respect the community's right to privacy.



# City of Flagstaff ALPR Discussion

## **History of Flagstaff Police Department ALPR Program:**

- Brought first Flock contract to Council on June 18, 2024 which as approved by Budget Team and Council.
- Requested and received permits with City and Arizona Department of Transportation (ADOT).
- Flock cameras went live in the Fall of 2024.
- Community member shared comments with Council in a March 2025 meeting, and PD responded to Mayor and Council follow up questions.
- Arizona Daily Sun did an article on ALPR technology which ran on July 30, 2025.



# City of Flagstaff ALPR Discussion

## Information about ALPR Technology:

They are fixed solar cameras that use cellular technology.





# City of Flagstaff ALPR Discussion

## **Case Examples that Highlighted the need for ALPRs:**

- 1400 N Fourth St fatal hit and run collision in 2011. Our victim was 17-year-old Jennifer Bekay.
- 2023 sexual assault at Park and E Route 66
- June 2024 murder of Kelly Paduchowski



# City of Flagstaff ALPR Discussion

## What is an ALPR?

- ALPRs take still images of license plates and rear of vehicles as they pass a fixed location where the ALPR is located. No personal identifying information is captured.
- This data is owned by Flagstaff PD and is stored for 30 days only
- ALPR technology notifies FPD officers of stolen vehicle, missing and wanted persons, protection orders, terrorist-related activity, Amber Alert, Blue Alert, and Silver Alerts.
- An officer can query the ALPR system after they input an auditable criminal justice purpose.
- An officer can create a hot list after receiving supervisor approval. This allows the officer to be alerted if a vehicle of interest in criminal activity is scanned in Flagstaff. An example would be a vehicle involved in a crime.
- 7 out of 10 crimes in America involve a vehicle (IACP)



# City of Flagstaff ALPR Discussion

## Competitors on the Market:

- Flock Safety
  - Company started in 2017, first law enforcement contract in 2019
  - Helped recover over 1000 missing persons
  - 30-day storage
  - Audit Log
- Motorola Vigilant
- Axon International



# City of Flagstaff ALPR Discussion

## Our Policy:

- All officers must attend an in-house training on the usage of Flock Operating System (FlockOS)
  - They also must pass exams on alert and search tool certifications.
- All officers must go over our policy with our legal advisor in the training.
- If an officer receives an alert hit in the field, they must confirm the plate and the information prior to enforcement.
- An officer must get supervisor approval prior to creation of a hot list.



# City of Flagstaff ALPR Discussion

## Quality Control and Auditing:

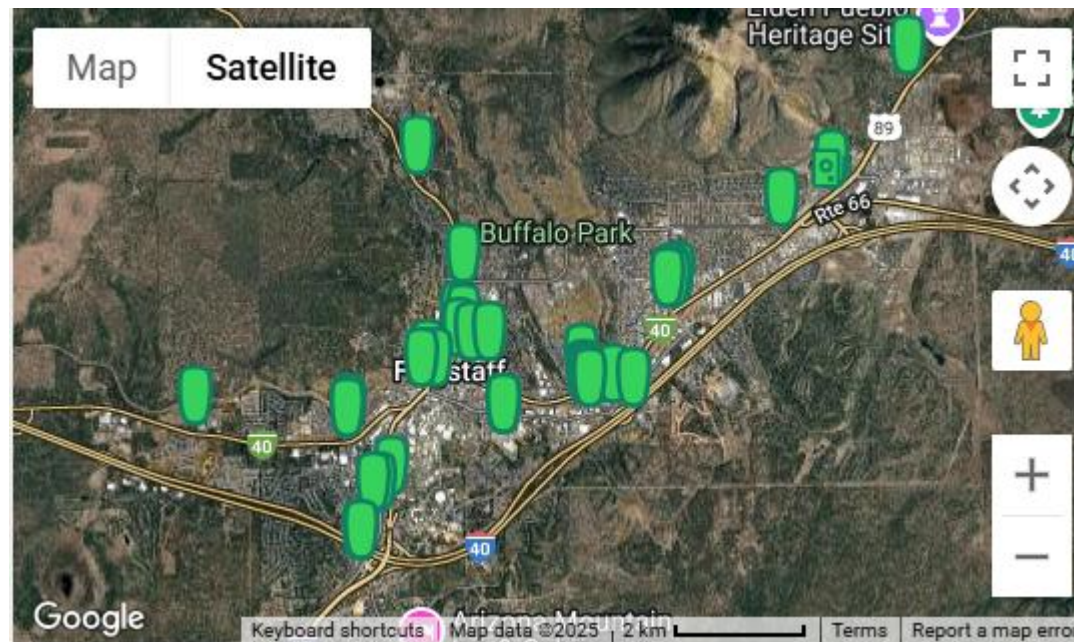
- We have an ALPR administrator who oversees the program (DC Seay, LT Darr)
- We have an in-house trainer who teaches the program and goes over the policy with legal (Ofc. Condon).
- The Office of Professional Standards conducts monthly audits of inquiries and hot lists to ensure the system is used correctly.
- All hot list entries must be approved by a supervisor, have an expiration date, and are routinely audited.



# City of Flagstaff ALPR Discussion

## Our Flock camera deployment

- FPD currently has 32 fixed ALPR cameras and 4 battery operated flex cameras. They are deployed on major thoroughfares and locations of ingress and egress in the city.





# City of Flagstaff ALPR Discussion

## Agency Data Sharing:

- We previously shared our ALPR data with 146 police agencies around the United States.
- We recently reduced this to only 50 Arizona agencies only.
- When an officer queries the system, it may show a scan in an out of state jurisdiction. The officer/investigator would have to contact the agency for further information about the vehicle.
- We do not share scans with federal police agencies. Requests can be made on a case-by-case basis and are not used for immigration cases.



# City of Flagstaff ALPR Discussion

## **Victim Success Stories:**

- A murder case suspect was located, apprehended, and taken into custody
- Identified the vehicle involved in a drive by shooting and cleared an innocent person who was initially indicated as the shooter
- Located the vehicle a murder suspect stole in Camp Verde entering Flagstaff



# City of Flagstaff ALPR Discussion

## **Victim Success Stories Continued:**

- Captured the vehicle that fatally struck a pedestrian at Route 66 and Fourth St
- Found a missing/suicidal person who said they were going to stand in front of train before she entered the tracks
- Identified a string of grand theft autos
- Obtained license plate on vehicle involved in theft of construction supplies
- Vehicle linked to numerous vehicle burglaries



# City of Flagstaff ALPR Discussion

## **Contract Amendment:**

- Amendment to fund ALPRs for fiscal year 2025-2026
- 32 Flock cameras and 1 Flock Falcon system
- \$112,000 in addition to other fees and taxes
- Funding allocation in fiscal year budget

# Questions & Comments

FPD ALPR Discussion



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# City of Flagstaff ALPR Discussion

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- We also are cognizant and respect the community's right to privacy.



# City of Flagstaff ALPR Discussion

## Community Meetings:

- September 2, 2025 Council presentation
- Interview with the Lumberjack on September 3, 2025
- September 17, 2025 Flock Camera Discussion with community members at FPD
- Video interview with KNAU on September 18, 2025
- Presentation to two NAU lecture classes on October 2, and October 9, 2025
- Radio interviews regarding ALPR technology
- Community Town Hall on October 16, 2025
- Opportunity for Flock demonstration



# City of Flagstaff ALPR Discussion

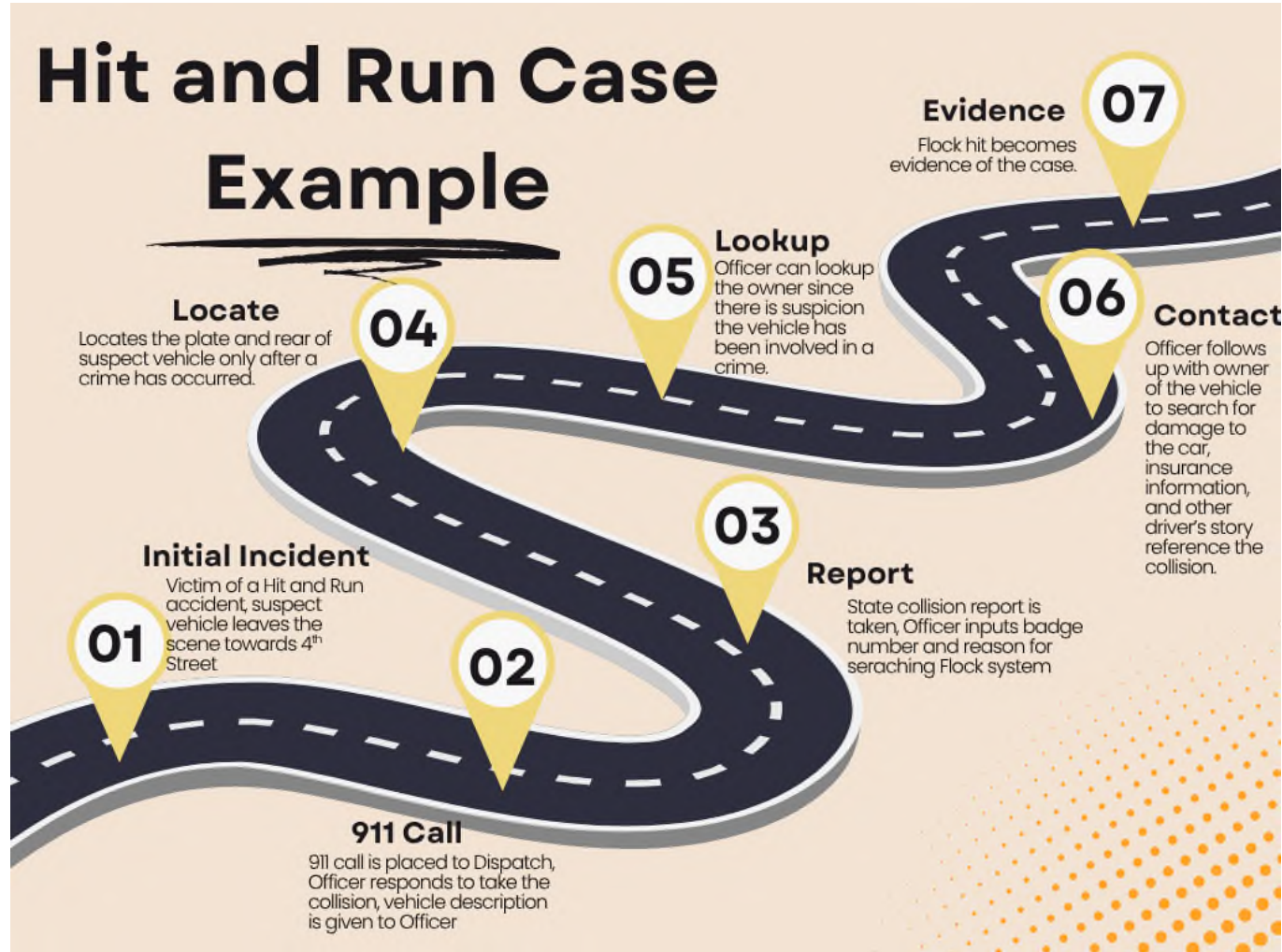
## Creation of Flock Transparency Portal:

- What do our cameras detect? Plates and Vehicles
- What is not detected? Facial recognition, people, gender, race
- Prohibited Uses: Immigration enforcement, Traffic enforcement, personal use, discrimination
- Hotlist Entries must be entered for a legitimate criminal justice purpose and must be approved by a supervisor
- 30-day data retention period to be adjusted
- 411,446 unique vehicle scans per 30-day period, nearly 100,000 per day
- 453 vehicle plate searches in last 30 days (Less than 1%)
- [Flock Safety - Flagstaff AZ PD Transparency Portal](#)



# City of Flagstaff ALPR Discussion

## Hit and Run Case Example:





# City of Flagstaff ALPR Discussion

## City of Flagstaff Privacy Policy & Data Security for Technology:

- We will be implementing a Privacy Policy for entire city in relation to this type of technology.
- Flock's security credentials are broad and thorough.
  - They have been improving data controls.
- If we hear misuse of our data, we will shut it off.
- Invite Council and possibly even a citizen advisory team to come and see the product and procedures in action.



# City of Flagstaff ALPR Discussion

## Agency Data Sharing:

- We share our camera data with 50 Arizona agencies only.
- When an officer queries the system, it shows a scan in an out of state jurisdiction. The officer/investigator would have to contact the agency for further information about the vehicle.
- Remove FPD from national database sharing.
- We do not share scans with federal police agencies. Requests can be made on a case-by-case basis and are not used for immigration cases.



# City of Flagstaff ALPR Discussion

## Retention Timeline:

- Investigative Data from the Detective Division
  - Cases that have been timed out due to late reported by victims
  - Missing Person Cases
  - Trafficking in Stolen Property Cases
- Reduction of 30-day retention period

# Questions & Comments

FPD ALPR Discussion

