

CITY COUNCIL SPECIAL MEETING AGENDA

SPECIAL COUNCIL MEETING
MONDAY
SEPTEMBER 28, 2026

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
1:30 P.M.

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

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.

MAYOR DAGGETT
VICE MAYOR SWEET
COUNCILMEMBER ASLAN
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. Consideration and Acceptance: Resignation of Councilmember Anthony Garcia effective September 25, 2026.

Accept the resignation of Councilmember Anthony Garcia effective September 25, 2026.

5. Discussion and Direction Regarding Filling a Council Vacancy

Discussion and Direction

6. ADJOURNMENT

_____ hereby certifies that the foregoing notice and agenda was published on _____.

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 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: Stacy Saltzburg, City Clerk
Date: 09/25/2026
Meeting Date: 09/28/2026



TITLE

Consideration and Acceptance: Resignation of Councilmember Anthony Garcia effective September 25, 2026.

STAFF RECOMMENDED ACTION:

Accept the resignation of Councilmember Anthony Garcia effective September 25, 2026.

Executive Summary:

Councilmember Anthony Garcia submitted a letter of resignation from the City Council on September 25, 2026.

In accordance with state law, the City Council must take official action to accept the resignation within ten days of receiving the resignation.

Information:

None

Attachments: Resignation Letter

September 25, 2026

Mayor and Council,

I hereby resign my position as City Council member effective immediately.

This decision was not made lightly. After thoughtful consideration, I need to focus fully on my health. Stepping away from my professional responsibilities is necessary for me to prioritize healing and ensure long-term well-being.

It has been an honor to serve on the Flagstaff City Council and serve this community.

Sincerely,



Anthony Garcia

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 09/25/2026
Meeting Date: 09/28/2026



TITLE

Discussion and Direction Regarding Filling a Council Vacancy

STAFF RECOMMENDED ACTION:

Discussion and Direction

Executive Summary:

With the resignation of Councilmember Garcia, staff would like to discuss the vacancy process and receive direction from Council on their desired timeline and process.

The City Charter states *"The Council, by a majority vote of its remaining members, shall, within thirty-one (31) days, fill the vacancies in its own membership, and in the office of Mayor, for the unexpired terms."*

The 31-day time period is calculated from the effective date of the resignation, September 25, 2026, as such, the City Council must appoint a new Councilmember on or before Monday, October 26, 2026.

Information:

In 2022 there was a vacancy on Council. At that time, the vacancy appointment was handled through an application and interview process. An application form was developed to seek interested Council applicants. The public was given two weeks to submit their application, a letter of interest, and a questionnaire (the Council would meet in Executive Session to determine the questions).

When the application period closed, all applications and supporting materials were forwarded to the Council for their individual review. The Council then met in Executive Session to narrow down the list of applicants to bring forward for interviews at a public meeting. The Council also established questions to ask each applicant during their interview.

Public interviews were held at a Special Council Meeting and each applicant had the opportunity to introduce themselves after which Council would ask their interview questions. The order of the interviews was determined by lottery at the meeting.

Following the public interviews, Council deliberated further and either conducted final interviews or made a selection.

Staff has drafted two possible timelines, one for a one week application period and the second for a two week application period. There are a few decision points still needed from Council and based on Council direction, the timeline will be updated and presented to the Council next week for approval.

Decision Points for Council:

- Would you like to have a formal application process?
 - What will be required - resume, letter of interest, questionnaire, etc.?

- Do you want to interview all applicants or do an initial review of applications?
- Do you want to allow candidates running in the November election to apply?
- Would you like to conduct the applicant and vacancy process through Executive Sessions and Special Meetings on non-Council days (Mon, Wed, Thurs) or attempt to combine with regularly scheduled Council meetings (not recommended)?

Timelines and other specifics will be presented at the meeting.

Attachments: Presentation
 1 Week Application Timeline
 2 Week Application Timeline
 2022 Application

Filling a Council Vacancy

September 28, 2026





Vacancy



City Charter

- Article II, Section 10
 - *The Council, by a majority vote of its remaining members, shall, within thirty-one (31) days, fill the vacancies in its own membership, and in the office of Mayor, for the unexpired terms.*
- No established process for filing a vacancy.
- Resignation date of September 25, 2026.
 - Appointment must be made on or before Monday, October 26, 2026.
- The Council appointee will serve a term expiring December 2028.



Appointment Process



Historically

- Application and Interview Process
 - Application (included specific questions)
 - Letter of Interest
 - Resume
- Applicant Review(s)
 - Applicant Introduction at Special Work Session
 - Executive Session
- Applicant Interview(s)
 - Special Work Session
 - Executive Session
- Appointment



Two Possible Timelines

- Accept Resignation – Monday, September 28
- Executive Session – Wednesday, September 30
- Application Materials Available – Thursday, October 1
- Application Deadline (1 week) – Thursday, October 7
- Application Deadline (2 weeks) - Thursday, October 15
- Series of Executive Sessions & Work Sessions
 - Introductions, interviews, deliberation, 2nd interviews if needed
- Appointment @ Regular Meeting of October 20, 2026
- Appointment @ Special Meeting of October 26, 2026



Council Decisions Points

- Do you want a formal application and interview process?
 - What will be required of applicants (letter of interest, resume, questionnaire, etc.)?
- Do you want to hold a meeting where all applicants introduce themselves?
- Do you want to formally interview all applicants or narrow the list?
- Are Special Work Sessions and Executive Sessions on Mondays, Wednesdays, and Thursday okay?
 - Do you want to modify public comment process?
- Will you accept applications from candidates who are running for office in November?



Staff Recommendations

- 1 Week Application Period
- Same Application and Interview Process as 2022
- Do not accept applications from candidates in the November Election

Set dates/times for Special Meetings and Executive Sessions today.



Meeting Dates & Times

1 Week Application

- ES – Application Questions
 - Wed 9/30 –
- ES – Interview Questions
 - Mon 10/5 –
- WS/ES – Applicant Introductions & Deliberation
 - Mon 10/12 – 3:00?
- WS/ES – Interviews
 - Thur 10/15 – 3:00?

2 Week Application

- ES – Application Questions
 - Wed 9/30 –
- ES – Interview Questions
 - Mon 10/5 –
- WS/ES – Applicant Introductions & Deliberation
 - Mon 10/19 – 3:00?
- WS/ES – Interviews
 - Thur 10/22 – 3:00?

**COUNCIL VACANCY
PROCESS AND TIMELINE RECOMMENDATIONS
SEPTEMBER 2026**

1 WEEK APPLICATION PERIOD

	Friday September 25, 2026	Resignation Received
1 & 2	Saturday/Sunday September 26/27, 2026	
3	Monday September 28, 2026 1:30 P.M.	SPECIAL COUNCIL MEETING - Accept Resignation, effective September 25, 2026 - Discuss application and appointment process
4	Tuesday September 29, 2026	
5	Wednesday September 30, 2026 Time TBD	SPECIAL EXECUTIVE SESSION Develop Application Questionnaire
6	Thursday October 1, 2026	Application Packet Available – Schedule, Application, Questionnaire
7	Friday October 2, 2026	
8 & 9	Saturday/Sunday October 3/4, 2026	
10	Monday October 5, 2026 TBD	SPECIAL EXECUTIVE SESSION Develop public interview questions
11	Tuesday October 6, 2026	REGULAR COUNCIL MEETING
12	Wednesday October 7, 2026	
13	Thursday October 8, 2026	Application Deadline – (5:00 p.m.)
14	Friday October 9, 2026	Application Packets to Council
15 & 16	Saturday/Sunday October 10/11, 2026	
17	Monday October 12, 2026 3:00 P.M.	SPECIAL WORK SESSION Applicant Introductions 5 minutes each SPECIAL EXECUTIVE SESSION - Develop short list for interview

18	Tuesday October 13, 2026	WORK SESSION - Announce interview callbacks
19	Wednesday October 14, 2026	
20	Thursday October 15, 2026 3:00 P.M.	SPECIAL WORK SESSION • Applicant Interviews SPECIAL EXECUTIVE SESSION • Debrief and next steps
21	Friday October 16, 2026	SPECIAL WORK SESSION • Second Interviews (if needed) SPECIAL EXECUTIVE SESSION • Debrief and next steps
22 & 23	Saturday/Sunday October 17/18, 2026	
24	Monday October 19, 2026	
25	Tuesday October 20, 2026	REGULAR COUNCIL MEETING • Applicant appointment and swearing in
26	Wednesday October 21, 2026	
27	Thursday October 22, 2026	
28	Friday October 23, 2026	
29 & 30	Saturday/Sunday October 24/25, 2026	
31	Monday October 26, 2026	

**COUNCIL VACANCY
PROCESS AND TIMELINE RECOMMENDATIONS
SEPTEMBER 2026**

2 WEEK APPLICATION PERIOD

	Friday September 25, 2026	Resignation Received
1 & 2	Saturday/Sunday September 26/27, 2026	
3	Monday September 28, 2026	SPECIAL COUNCIL MEETING • Accept Resignation, effective September 25, 2026 • Discuss application and appointment process
4	Tuesday September 29, 2026	
5	Wednesday September 30, 2026 Time TBD	SPECIAL EXECUTIVE SESSION • Develop Application Questionnaire
6	Thursday October 1, 2026	Application Packet Available – Schedule, Application, Questionnaire
7	Friday October 2, 2026	
8 & 9	Saturday/Sunday October 3/4, 2026	
10	Monday October 5, 2026 Time TBD	SPECIAL EXECUTIVE SESSION • Develop public interview questions
11	Tuesday October 6, 2026	REGULAR COUNCIL MEETING
12	Wednesday October 7, 2026	
13	Thursday October 8, 2026	
14	Friday October 9, 2026	
15 & 16	Saturday/Sunday October 10/11, 2026	
17	Monday October 12, 2026	
18	Tuesday October 13, 2026	WORK SESSION
19	Wednesday October 14, 2026	
20	Thursday October 15, 2026	Application Deadline – (5:00 p.m.)

21	Friday October 16, 2026	Application Packets to Council
22 & 23	Saturday/Sunday October 17/18, 2026	
24	Monday October 19, 2026 3:00 P.M.	SPECIAL WORK SESSION Applicant Introductions • 5 minutes each Executive Session • Develop short list for interview
25	Tuesday October 20, 2026	REGULAR COUNCIL MEETING - Announce interview callbacks
26	Wednesday October 21, 2026	
27	Thursday October 22, 2026 3:00 P.M.	SPECIAL WORK SESSION • Applicant Interviews SPECIAL EXECUTIVE SESSION • Debrief and next steps
28	Friday October 23, 2026	Special Council Meeting or Executive Session (if more time needed)
29 & 30	Saturday/Sunday October 24/25, 2026	
31	Monday October 26, 2026 3:00 P.M.	SPECIAL COUNCIL MEETING • Applicant Appointment & Swearing In

IMPORTANT NOTICE: The City Council may consider applicant qualifications for the Council vacancy in executive sessions which are closed to the public, and then make the appointment in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF
APPLICATION TO SERVE ON THE CITY COUNCIL**

RETURN TO: CITY CLERK VIA EMAIL AT STACY.SALTZBURG@FLAGSTAFFAZ.GOV

PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION
(APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR)

DATE: _____

YOUR NAME: _____

HOME ADDRESS: _____ ZIP: _____

EMPLOYER: _____ JOB TITLE: _____

E-MAIL: _____

CELL: _____ HOME PHONE: _____

LENGTH OF RESIDENCY IN FLAGSTAFF: _____ PREFERRED PHONE: ☐ HOME ☐ CELL

Using additional pages, please answer the following questions in 250 words or less, per question:

1. What method do you expect to use to make a decision when you are faced with a strong constituency group advocating one way but you believe that there is a segment of the Flagstaff population not being heard on a particular issue?
2. Please give an example of when you were in a position of responsibility and others disagreed with you on how an important matter should be handled. How did you help resolve the issue?
3. What is your leadership style, please provide an example of your style in use.
4. If you could change one thing in the City of Flagstaff Zoning Code what would that be and why?
5. The City of Flagstaff has identified Key Community Priorities. How do you intend to balance the seven priorities in terms of the budget process and policy development?
6. What are your top three priorities for being a City Councilmember?
7. Flagstaff is known for its rich and highly diverse cultures in Northern Arizona. How would you build bridges and partnerships with our diverse communities to strengthen inclusion, diversity, equity, and access for the City of Flagstaff?

I certify that I meet the statutory requirements of living within the corporate limits of the City of Flagstaff for at least one year, that I am over the age of 18 years, that I am a registered voter of the City of Flagstaff, ***and that I have read and understand the right to have my application considered in a public meeting by providing a written request to the City Clerk.***

Applicant Signature

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer