

WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
JANUARY 27, 2026

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. All comments submitted via email will be considered written comments and will be documented in the record as such.

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 February 3, 2026 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. January Work Anniversaries

Recognition of employees celebrating work anniversaries in January.

7. Recognition of work completed by Water Distribution Crew

Information only.

8. Courtesy Snow Berm Relocation and Snow Hero Program Information

Information only.

9. Open Call to the Public

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

11. 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 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: 01/21/2026
Meeting Date: 01/27/2026



TITLE:
January Work Anniversaries

DESIRED OUTCOME:

Recognition of employees celebrating work anniversaries in January.

Executive Summary:

Information:

Attachments: [January Work Anniversaries](#)

Happy to
WORKKIVERSARY

First Year Anniversaries

- Alexander Watkins, Water Operator II
- Brian Davidson, Senior Network Administrator
- Bronwyn Triphahn, Customer Service Representative
- Calvin Miller, Recreation Leader II
- Edward Bain, Building Inspector
- Georganna Staskey, Deputy City Clerk
- Grace Benally, Community Engagement Specialist
- Ivy Carpenter, Administrative Specialist
- John Morris, Senior Project Manager
- Kob Bar Li Gillan, Parks Technician
- Laura Kennedy, Administrative Specialist
- Miguel Diaz, Police Officer
- Sydney Juve, Transportation Engineer Associate
- Tracy Falk, Housing Navigator
- Tattwankshi Kanojiya, Engineering Specialist
- Toriano Todachine, IT Analyst

Ten Year Anniversary

Jennifer Brevik
Police Crime Analyst



Ten Year Anniversary

Scott Drawz
Fire Engineer Paramedic



Ten Year Anniversary

Tyler Krombeen
Fire Engineer



Ten Year Anniversary

Austin Rupe
Fire Engineer Paramedic



Twenty Year Anniversary

Shannon Anderson

Assistant City Manager

Congratulations to Deputy City Manager Shannon Anderson on 20 years of dedicated service to the City of Flagstaff! Shannon's commitment, collaboration, and results-driven leadership have strengthened our organization and the community we serve.

Since joining the City in 2006, Shannon Anderson has steadily advanced through key leadership roles—beginning as Human Resources Manager, becoming Director of Human Resources in 2008, and being promoted to Deputy City Manager in 2019. Along the way, she has championed employee-centered policies, improved cross-department coordination, and fostered a culture of transparency, inclusion, and continuous improvement.

In 2025, Shannon Anderson received the prestigious Gabe Zimmerman Public Service Award, recognizing her exceptional service, ethical leadership, and lasting impact on the community of Flagstaff. Shannon recently received her ICMA Credentialed Manager designation reflecting her deep commitment to the public service profession.

Thank you, Shannon, for setting a high bar for municipal excellence and for the countless ways your vision and heart have made a difference.



Twenty Year Anniversary

Michael Wille
Network Administrator

Mike has been with the City for 20 years and the library's Network Administrator for the Coconino County Library District since 2008. The District includes 9 Public Libraries, 2 Book Mobiles, and 2 Special Libraries. He keeps the wired and wi-fi networks working and manages network and Windows security systems, including web filtering. He also provides server support for the library's enterprise-level systems. When he's not doing these back-of-the-house duties, he's providing frontline HelpDesk support for all the libraries. Congratulations on 20 years with the City!



Twenty Five Year Anniversary



Corey Coplea
Fire Engineer Paramedic

Corey began his career with the City in 2001 as a probationary fire fighter for the Flagstaff Fire Department. He became a certified emergency paramedic in 2007 and promoted to the rank of Engineer in 2007 as well. Currently, Corey is the most senior engineer on the FFD, driving Engine 5 on A-Shift, and takes pride in training and mentoring up-and-coming engineers. During his career, he has been heavily involved in Health and Wellness program for the FFD, creating and leading workouts for the entire department, and ensuring the FFD workout equipment is up to date with new purchases and regular maintenance. Early in his career, Corey was a member of the Wildland Callout program, fighting wildland fires in Arizona and California. Also early in his career, Corey was a valued member of the FFD's first Honor Guard, providing honor watches and ceremonial remembrance for line and retired members of the FFD. He became a member of the Critical Incident Stress Management team in 2018, which helps line members process traumatic, difficult and emotional calls. Corey is known for his dedication to fitness, and he likes to ski during the winter and ride mountain bikes and run the many trails of Flagstaff during the rest of the year on his days off.



Thirty Year Anniversary

Ralph Hearne

Parks Supervisor



In celebrating Ralph Hearne's 30th year with the city, a handful of words come to mind from his coworkers: passionate, compassion, and listening.

Ralph began his career when the Parks Section was within Public Works, moved to Community Enhancement, back to Public Works and now within PROSE, as a maintenance worker absorbing as much information, obtaining certifications, and becoming passionate about all things park related, and his current role today is Parks Supervisor at the Citizens Cemetery where he excels.

During Ralph's tenure, he has been crucial to projects that relate to improvements at the Parks Shop, at the Cemetery, with operational systems, held an EAC seat for the Division, held a Fleet Management Committee seat for the Division, managing specific beautification streetscapes, and quite frankly keeping all of us in-line.

Over time, Ralph has demonstrated enormous compassion for the work he does for the City of Flagstaff and with his teams and coworkers. It is his care for others that has made Ralph an incredible supervisor over the past 13 years, and over the past five years Ralph has executed amazing improvements at the Cemetery by listening to all.

The team is elated to have the opportunity to learn and work side by side with Ralph, and we all wish him the very best as he enters his 30th year with the organization!

Congratulations

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, Deputy City Clerk
Date: 01/22/2026
Meeting Date: 01/27/2026



TITLE:
Recognition of work completed by Water Distribution Crew

DESIRED OUTCOME:

Information only.

Executive Summary:

Information:

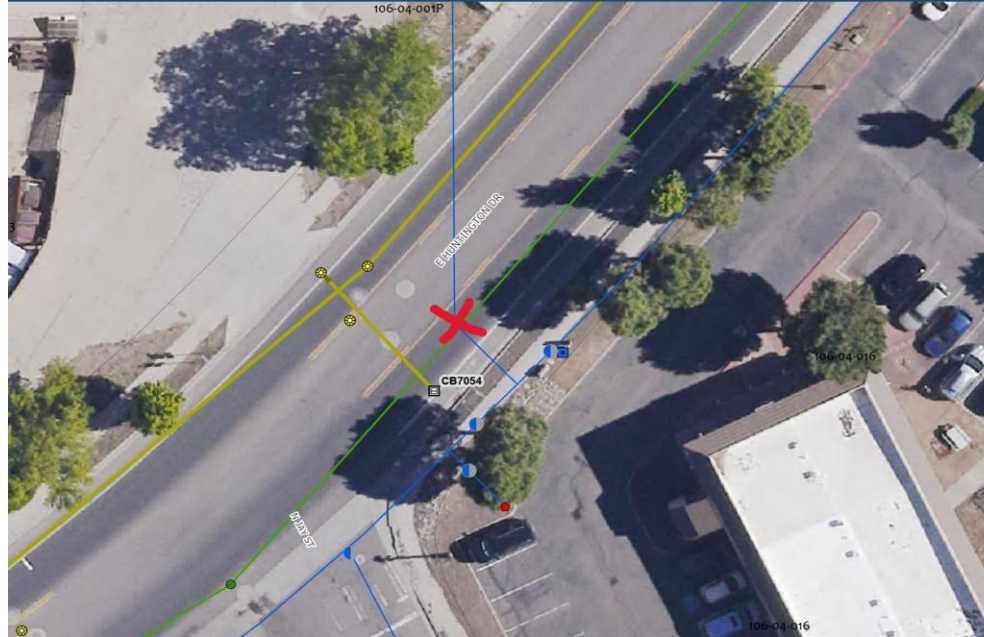
Attachments: [Presentation](#)



Water Main Break Repair - Jan 2026



- Water main failed on Tuesday, Jan. 20 in the evening.
- Flagstaff Police Department and Flagstaff Fire Department immediately responded to the emergency, securing the roadway and reducing the impact to vehicular and pedestrian traffic.
- Flagstaff Water Services crews immediately responded to isolate the water main and perform excavation work.





Water Main Break Repair - Jan 2026



- JOC Eagle Mountain mobilized very next day
- Placement of utilities (natural gas, fiber optic, irrigation) and a stormwater collection basin delayed repair
- Water restored to surrounding properties on Wednesday at 10:00 p.m. after City crews completed installation of a 12" water valve
- The repair was complete by the following Monday, and traffic was restored on Huntington Drive. Flagstaff Public Works will oversee backfilling, paving, and sidewalk repair.



Photo of water main break taken at 1:15 a.m. Wednesday morning.



Water Main Break Repair - Jan 2026



Wednesday: City Water Services crews prepare a 2nd site to install valve that returns flow to remaining properties.



Wednesday: Debris of the stormwater collection basin that had to be removed before water main could be repaired.



Wednesday: Valve waiting to be installed restores water to affected customers while also isolating the break location for repair.



Water Main Break Repair - Jan 2026



Wednesday: Vantage point of two sites from 50 yards away shows extent of impact.



Wednesday: Site of main break shows proximity of utilities to water main, including natural gas directly above and to the right, and fiber optics and irrigation above and to the left.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Steven Thompson, Sustainability Manager
Date: 01/15/2026
Meeting Date: 01/27/2026



TITLE:
Courtesy Snow Berm Relocation and Snow Hero Program Information

DESIRED OUTCOME:

Information only.

Executive Summary:

The courtesy berm relocation program is offered to eligible residences within city limits, relocating the berm that is created at the end of a driveway in the right of way after a Public Works snow operation. This service is available to those individuals who have a temporary or permanent disability such as, but not limited to, a cardiac condition; lung disease; arthritis; not being able to walk without the assistance of a brace, cane, walker, wheelchair, or other prosthetic or assistive device; a limb injury; or the use of portable oxygen. Participants request to be included in the program via an application that includes approval from the applicant's medical professional.

The Snow Hero program's primary focus is on snow relocation efforts on the sidewalk in front of private property. Snow Heroes may also assist with addressing berms created from the roadway plowing efforts that need to be relocated for multimodal access.

This discussion is to provide insight into both programs, demonstrate their collaboration, and discuss the future of both programs as our community expands.

Information:

Please see Executive Summary above.

Attachments: [Presentation](#)

Courtesy Berm Relocation and Snow Hero Program Discussion



Photo Credit: Nelson Hochberg



Courtesy Berm Relocation Program - Overview

- PROSE manages and performs the service
- Relocation of snow berm in the right of way for driveway access
- Occurs after Public Works has plowed the street which creates the berm
- High level of communication



City of Flagstaff
Parks, Recreation, Open Space and Events
(PROSE)
211 W Aspen Ave
Flagstaff, AZ 86001

**APPLICATION
For
COURTESY
SNOW BERM RELOCATION**

Applicant Name (disabled person)	Email	Primary Phone	May we text you snow related info? Y <input type="checkbox"/> N <input type="checkbox"/>
Applicant Address			
Do you have multiple driveways? Y <input type="checkbox"/> N <input type="checkbox"/> Please specify which driveway is your PRIMARY ACCESS (City can only clear Primary access):			

Physically Disabled* – Medical Certification must be completed by an authorized medical professional. Applicant must have one or more of the following conditions.

- Unable to walk 200 feet without stopping to rest.
- Unable to walk without help from another person or a brace, cane, crutch, wheelchair or other prosthetic or assistive device.
- Lung disease with forced respiratory, expiratory volume for one second, if measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 mm/hg on room air at rest.
- Uses portable oxygen.
- Cardiac condition with Class 3 or 4 functional limitations as by American Heart Association standards
- Arthritis

*Conditions as per the MVD disability placard application
azdot.gov/sites/default/files/license-plates/96-0104_individual.pdf

Medical Certification			
Health Professional Name	Phone	Fax	
Facility Name			
Mailing Address	City	State	Zip
I certify that the applicant has one or more of the conditions listed above and for that reason is: <input type="checkbox"/> Permanently Physically Disabled (Medical Cert must be on file and residency affirmed ANNUALLY) <input type="checkbox"/> Temporarily Physically Disabled (Service expires at the end of the current snow season)			
Health Professional Signature		Date	

Applicant

I have read this form and agree to comply with all the requirements for the Snow Berm Relocation Service.

Applicant Name	Applicant Signature	Date
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***Please visit: www.flagstaff.az.gov/4679/SnowBermRelocationAssistance
for program details and FAQs**

For questions not answered in the FAQ, or to submit your application electronically:

PROSEinquiry@flagstaffaz.gov

Eligibility Criteria

- Residences within city limits
- Permanent or temporary medical condition
- Application certified by medical staff

<https://www.flagstaff.az.gov/4679/Snow-Berm-Relocation-Assistance>

How does PROSE manage this process?

Each August, the PROSE team contacts all Courtesy Berm Relocation households from season that just ended

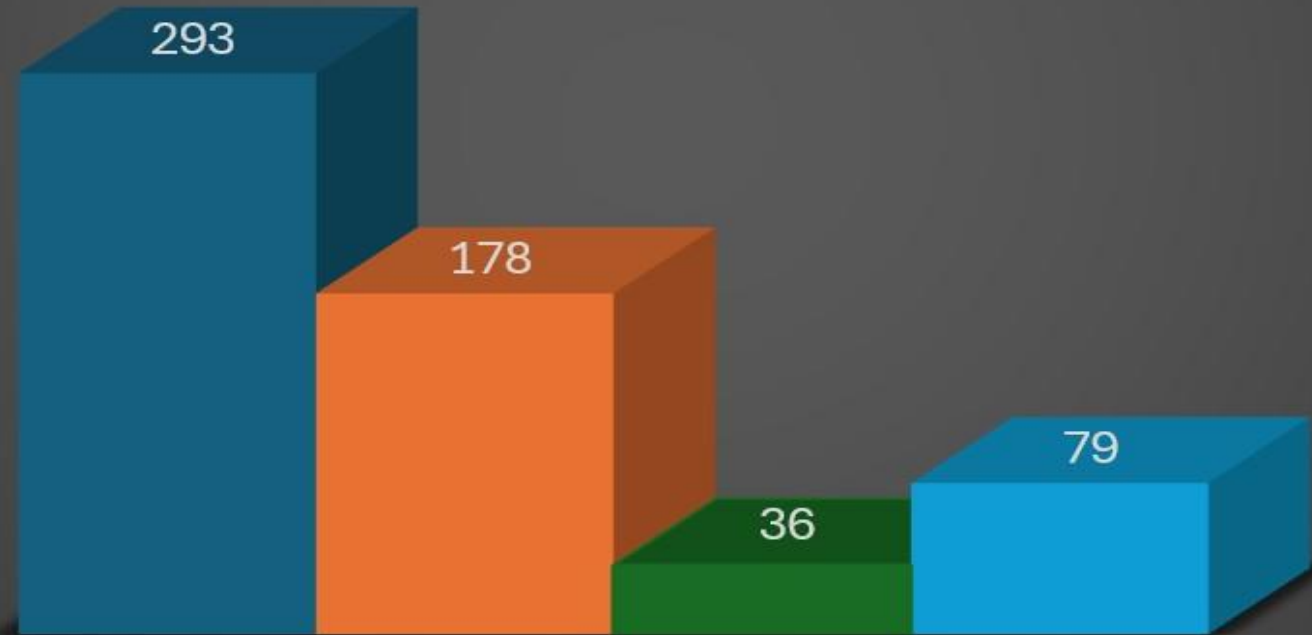
Each October, the list is managed based on those phone calls, emails and connections with the households

Temporary residents are removed at the end of the needed duration

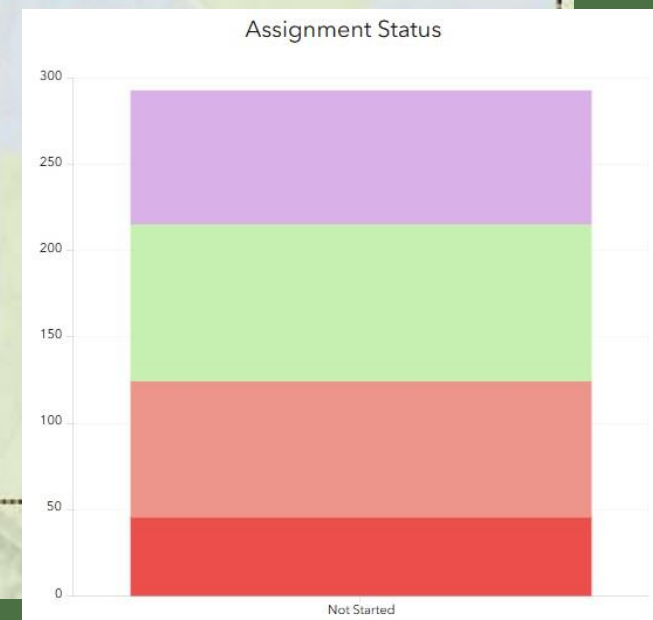
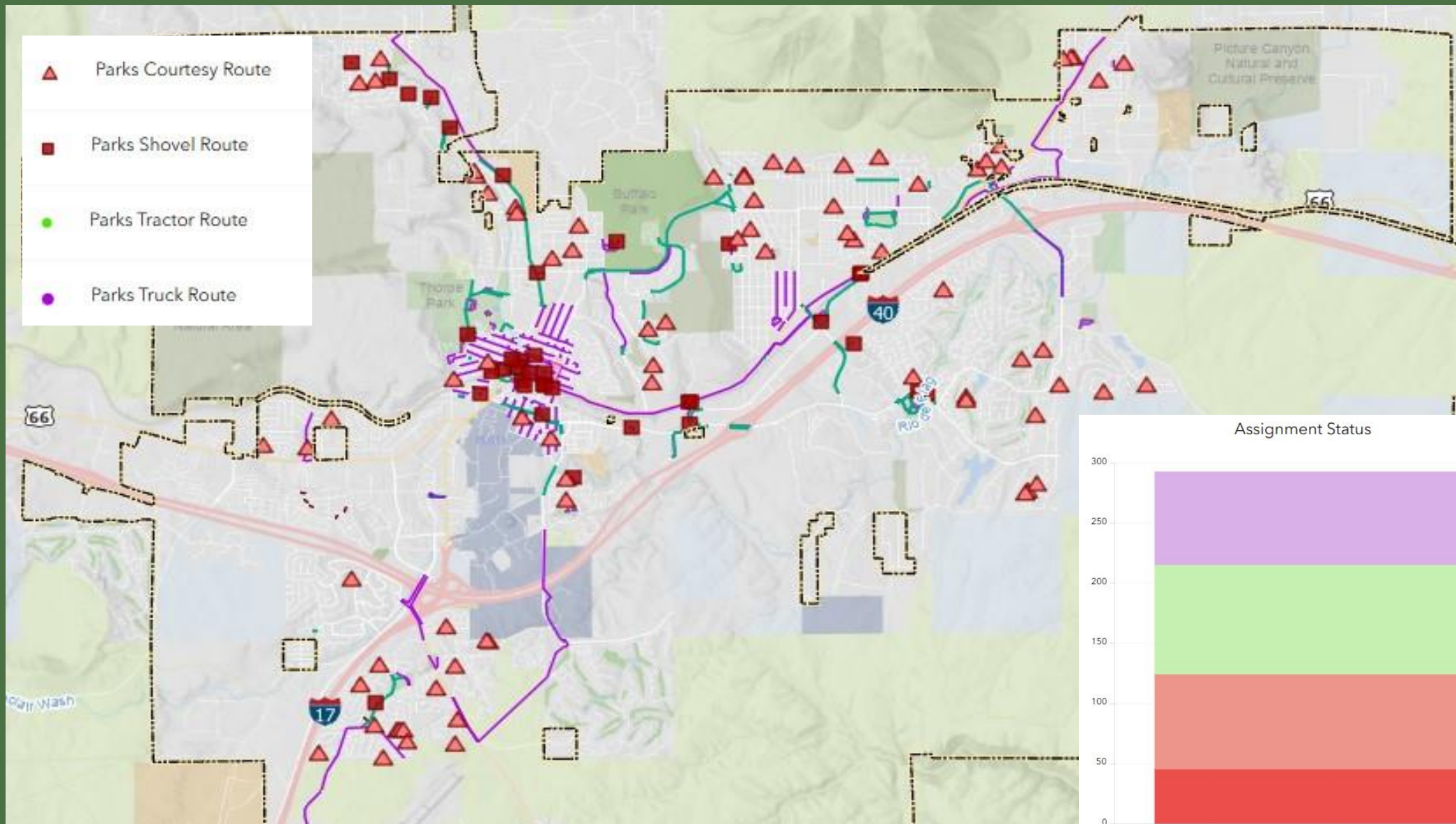


PROSE SNOW ASSIGNMENTS

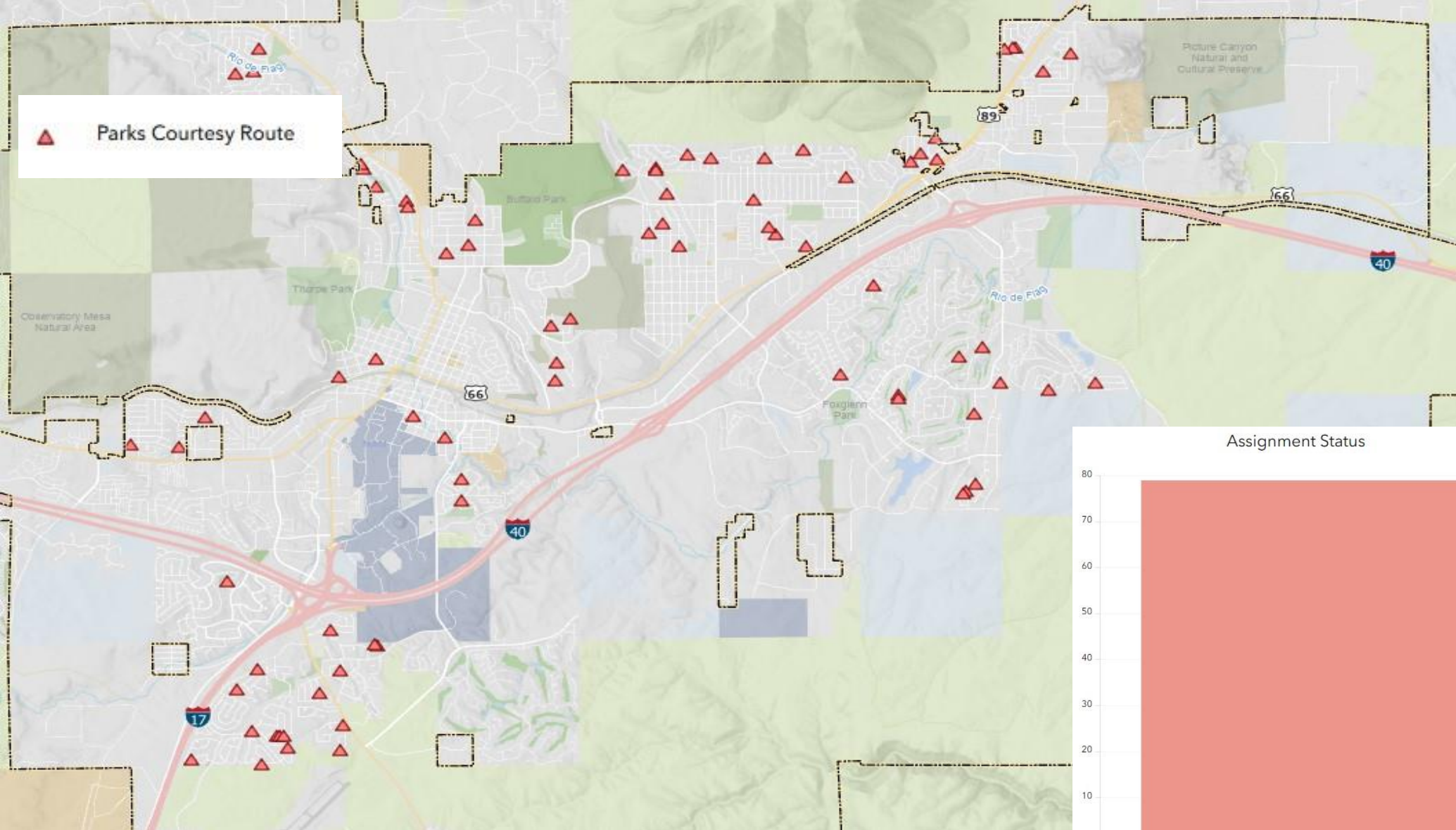
- Total PROSE Assignments
- Highest Priority
- Medium Priority
- Courtesy Berm Relocation



Parks Snow Assignments



Parks Courtesy Berm Relocation Assignments



Snow Hero Program

Program Goals

- Complement existing programs and initiatives
- Connect neighbors with neighbors
- Increase neighborhood mobility
- Build internal collaborations



Photo Credit: Jake Bacon



Snow Hero-Resident Request Form

The Snow Hero Program is the City of Flagstaff's (the "City") sidewalk snow and ice removal program for older residents and residents with disabilities who do not have the means to remove snow and ice from their sidewalks, curbs, and crosswalk ramps abutting upon or adjacent to the building, lot or parcel they own or occupy (the "Service").

The Snow Hero Program will work to pair individuals ("Snow Hero") who are willing to assist neighbors with snow removal from a neighbor who requires assistance with sidewalk snow/ice clearing.

Residents who would like to be paired with a Snow Hero must meet one of the following criteria:

- Age 62 or older and/or have a physical disability.
- Live within the City of Flagstaff.

If you need help filling out this form, please call **928-213-2144**. Please fill out this form **only once**.

The undersigned APPLICANT hereby acknowledges and agrees as follows:

Snow Hero Applicant Rules and Requirements

1. APPLICANT certifies that they are 62 years of age or older and/or have a physical disability that prevents APPLICANT from removing snow and ice from their sidewalks, curbs, and crosswalk ramps abutting upon or adjacent to the building, lot, or parcel they own or occupy.
2. APPLICANT does not have available resources to assist with snow and ice removal.
3. APPLICANT lives within the City limits.
4. APPLICANT certifies that they are the owner of the Property or are responsible for the snow and ice removal on the Property.
5. APPLICANT is aware that Snow Hero Program Service recipients are provided the Service when a Snow Hero is available, and therefore, APPLICANT is not guaranteed to be provided with the Service.
6. APPLICANT understands that the only service provided will be snow and ice removal from sidewalks, curbs, or crosswalk ramps abutting upon or adjacent to the building, lot, or parcel they own or occupy.
7. APPLICANT understands that the Snow Hero providing the Service has volunteered to assist APPLICANT with snow removal. The Snow Hero is not a City employee, and the City cannot guarantee that the Snow Hero will perform the Service in a timely or satisfactory manner.
8. APPLICANT also understands that the Service is not provided for side yards, that the Service provided is contingent upon accessibility of property (which may be affected by gates, fences, pets, etc.), and that the Service may be affected by the presence of debris or other impediments that would cause hindrance in snow and ice removal (pet feces, etc.).
9. APPLICANT agrees to treat any and all Snow Heroes with dignity and respect or risk expulsion from the Snow Hero Program at the complete discretion of the City.

To Request a Snow Hero:

- Live within city limits.
- Be 62 and older, or have a physical disability.
- Sign up at:
www.flagstaff.az.gov/4190/Snow-Hero-Program

To Be a Snow Hero:

- Be 18 years or older, or under 18 with the approval of a guardian.
- Provide your own transportation and snow removal equipment (such as a shovel or snow blower).
- Assist within 48 hours of the most recent snowfall.



Photo Credit: Jake Bacon

Snow Hero Program

Two Year Recap

1) Impact:

- 20 residents paired
- 40+ volunteers
- Serves nearly every Flagstaff neighborhood

2) Volunteer and resident survey results:

- Appreciation from residents
- Desire for increased service and consistency

“Thank you for the Snow Heroes program. The 2-3 people who come to my house are incredible.”

“Knowing that I was helping someone that needed it.”

“...this program lets me help my neighbors & help solve the problem...”

Recap of Programs

Berm Relocation

- PROSE offers this service
- Relocate snow berm created in right of way
- Occurs after plowing operations complete
- Requirements
 - Permanent or temporary medical condition
 - Formal application (certified by medical staff)

Snow Hero

- Neighbors helping neighbors
- Sidewalk focus
- Requirements
 - Age or physical disability
 - Lack of alternative resources
 - City limits
 - Sign-up form
- Service depends on Snow Hero availability

Program Contacts

Berm Relocation

- www.flagstaff.az.gov/4679/Snow-Berm-Relocation-Assistance
- proseinquiry@flagstaffaz.gov
- 928.213.2300

Snow Hero

- www.flagstaffaz.gov/4910/Snow-Hero-Program
- Steven.Thompson@flagstaffaz.gov
- 928.213.2144