WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
NOVEMBER 10, 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)

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**.

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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 HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER MILAZZO
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. Procamation: Flagstaff Navy Week

Read and present the Proclamation.

6. Introduction of the new Northern Arizona University Athletic Director

7. May Hicks Curtis House Relocation and Use Discussion

Council direction on proposed relocation sites and use options for the May Hicks Curtis House.

8. Privacy Directive and Task Force Update

Informational only; no Council action requested. Receive a presentation on the Technology Privacy Review Process developed with the Citizen Privacy Task Force, and provide questions and input.

9. Open Call to the Public

10. Announcements and Updates to/from Council and City Manager

11. Adjournment

12. SPECIAL MEETING

A. Call to Order

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B. Consideration and possible action regarding Executive Session of November 10, 2026.

RECOMMENDED ACTION:

Direct and authorize the City Attorney and/or designated city representative to proceed as discussed in the Executive Session of November 10, 2026 items 5Ai and 5Bi.

C. 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.the meeting.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jessica Matias, Chief of Staff

Date: 11/02/2026

Meeting Date: 11/10/2026

TITLE:

Procamation: Flagstaff Navy Week

DESIRED OUTCOME:

Read and present the Proclamation.

Executive Summary:

NA

Information:

NA

Attachments: Proclamation

City of Flagstaff – Office of the Mayor

Proclamation

WHEREAS, the United States is a maritime nation, and the United States Navy protects America at sea, defends our freedom of navigation, and safeguards the prosperity that flows from a secure global economy; and

WHEREAS, the United States Navy plays a vital role in ensuring the safety and security of critical resources and goods, including more than $44.4 billion in annual exports from the State of Arizona; and

WHEREAS, the Navy's global mission is supported by more than 4,900 active-duty Sailors, more than 2,000 Navy Reservists, and 8,370 active-duty and Reserve retirees who call Arizona home; and

WHEREAS, as the Nation celebrates its 250th anniversary in 2026, Navy Weeks across the country serve as symbolic stops on a celebratory "Road Trip to 250" across the United States to highlight the Navy's history, heritage, and continued commitment to defending freedom and supporting American communities; and

WHEREAS, Flagstaff has been selected to host Flagstaff Navy Week, one of only 12 cities nationwide to celebrate a Navy Week in 2026 and one of eight first-time Navy Week host communities, bringing Sailors, equipment, and interactive exhibits to Flagstaff for a series of performances, educational activities, community events, and service projects designed to give residents a firsthand look at the Navy's mission and the men and women who serve our nation around the world; and

NOW, THEREFORE, I, Mayor Becky Daggett, Mayor of the City of Flagstaff, Arizona do hereby proclaim November 9th-16th, 2026 as

Flagstaff Navy Week

Becky Daggett

MAYOR

ATTEST:

Stacy Saltzburg

CITY CLERK

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Lauren Clementino, Comprehensive and Neighborhood Planning Manager/HPO

Date: 11/02/2026

Meeting Date: 11/10/2026

TITLE:
May Hicks Curtis House Relocation and Use Discussion

DESIRED OUTCOME:

Council direction on proposed relocation sites and use options for the May Hicks Curtis House.

Executive Summary:
The City of Flagstaff acquired and relocated the historic May Hicks Curtis House to a temporary location in 2025. Staff have evaluated permanent relocation alternatives and will present on the relocation sites and use options evaluated, funding considerations, and recommended alternatives.

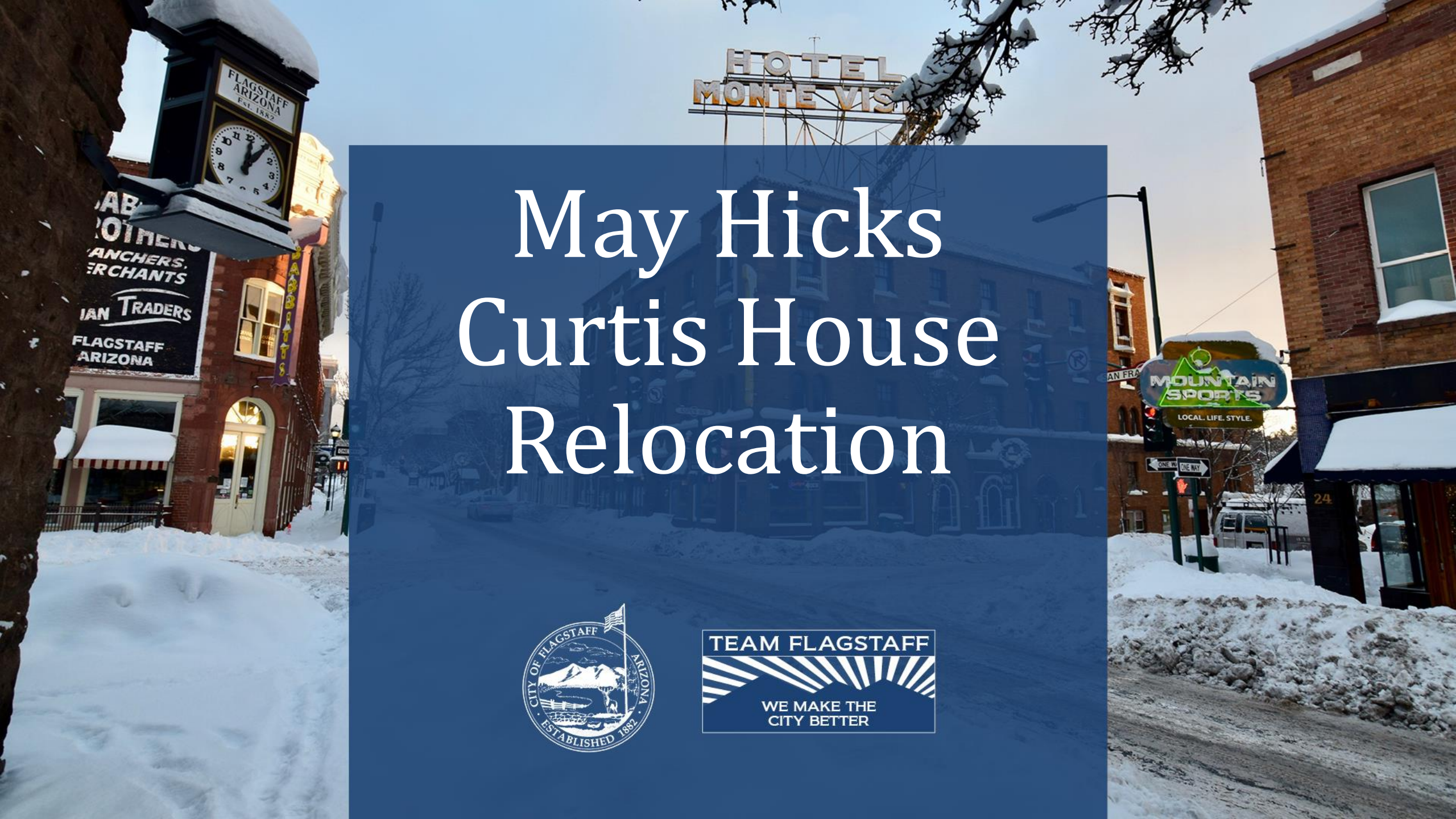
Information:
Known as the “Betsy Ross” of Arizona, May Hicks Curtis sewed the first Arizona state flag in 1911 which is currently on display at the State Capital Museum. May is a consequential woman in the history of Flagstaff and the State of Arizona. May was a college graduate, assistant postmaster, and photographer. May participated in Flagstaff’s Women’s Club and the Arizona Historical Society, among numerous other organizations, and devoted her life to improving her city and her state. She co-created the largest existing collection of pre-WWII photographs of Flagstaff with her first husband Frank Curtis.

The May Hicks Curtis House (constructed circa 1913) was listed on the National Register of Historic Places as a contributing structure to the Southside Historic District and was located adjacent to historic Route 66. The private residence is linked to two rooming houses in the Railroad Addition Historic District owned and operated by May and her mother, the Hicks Rooming House and St. Anne’s Apartments. May (along with Frank Curtis and later her second husband Jonathan Hill) lived in the house for decades. As the property most closely associated with her legacy, the house represents her active community involvement and contributions to Arizona’s history.

Due to proposed private development on the lot where the May Hicks Curtis House stood since its construction, relocation of the house was the only way to prevent demolition. Recognizing the significance of the House, the City of Flagstaff took ownership of the House. In April 2025, the City's contractor slid the House off the parcel to be developed and onto a leased staging area. In May 2025, the House was moved behind the City's Recycling Transfer Facility on Butler Ave. for temporary storage until it can be moved to a permanent location.

Attachments: Presentation

May Hicks Curtis House Relocation



CITY OF FLAGSTAFF · ARIZONA · ESTABLISHED 1882 ·

TEAM FLAGSTAFF

WE MAKE THE CITY BETTER

May Hicks Curtis Hill





May Hicks Curtis House

1964



2022



House Move



House Move



Introduction

- What we've done so far:
  - Moved it
  - Secured it
  - Evaluated potential relocation sites
  - Code Analysis and Interior Concepts to make sure other uses would work
  - Initial Construction Cost estimates
- Current step:
  - Future site and use selection

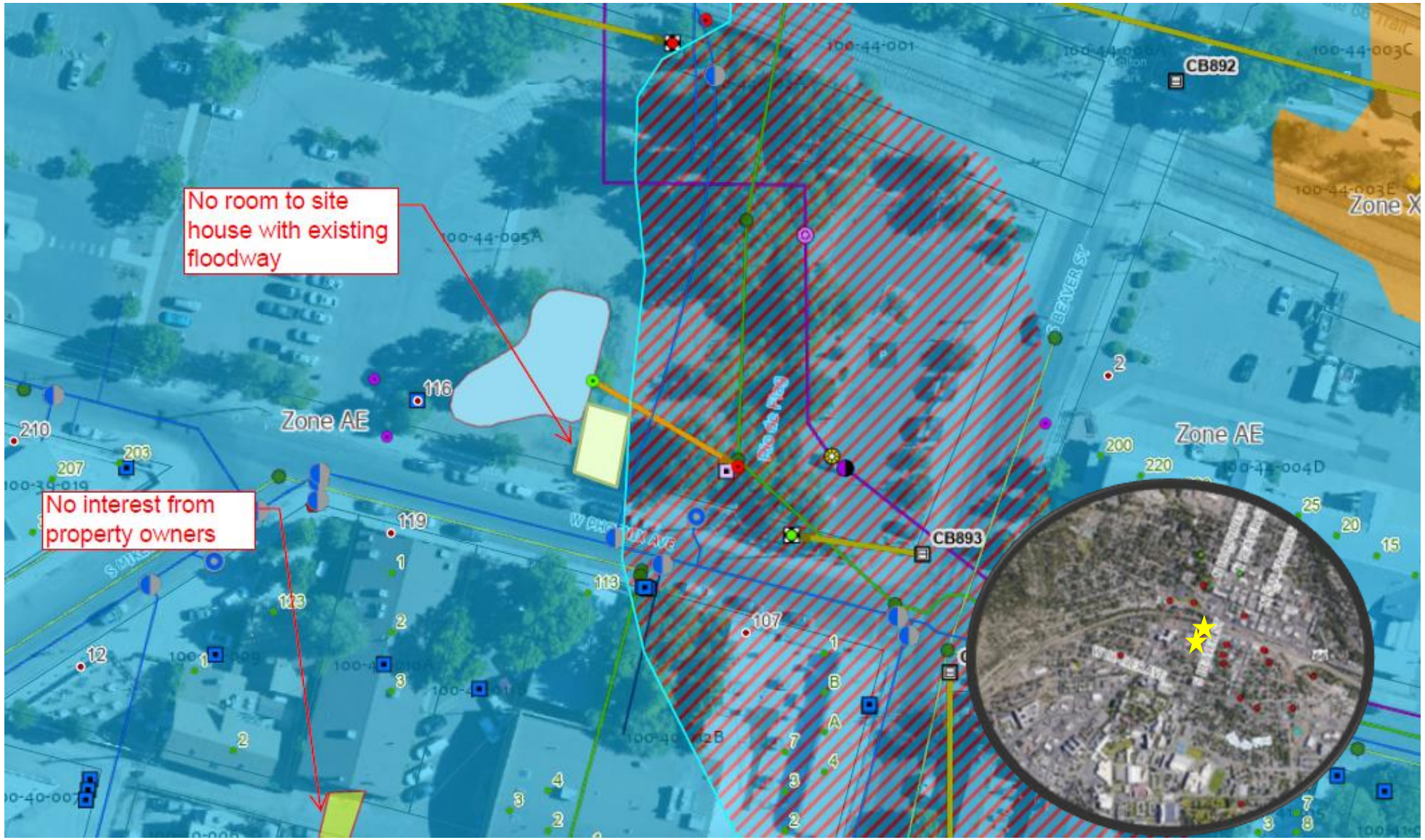
Options Not Moved Forward

- 21 municipal sites evaluated
- Additional private parcels evaluated
- Outreach to other organizations
- Focus on parcels in or adjacent to Southside Historic District



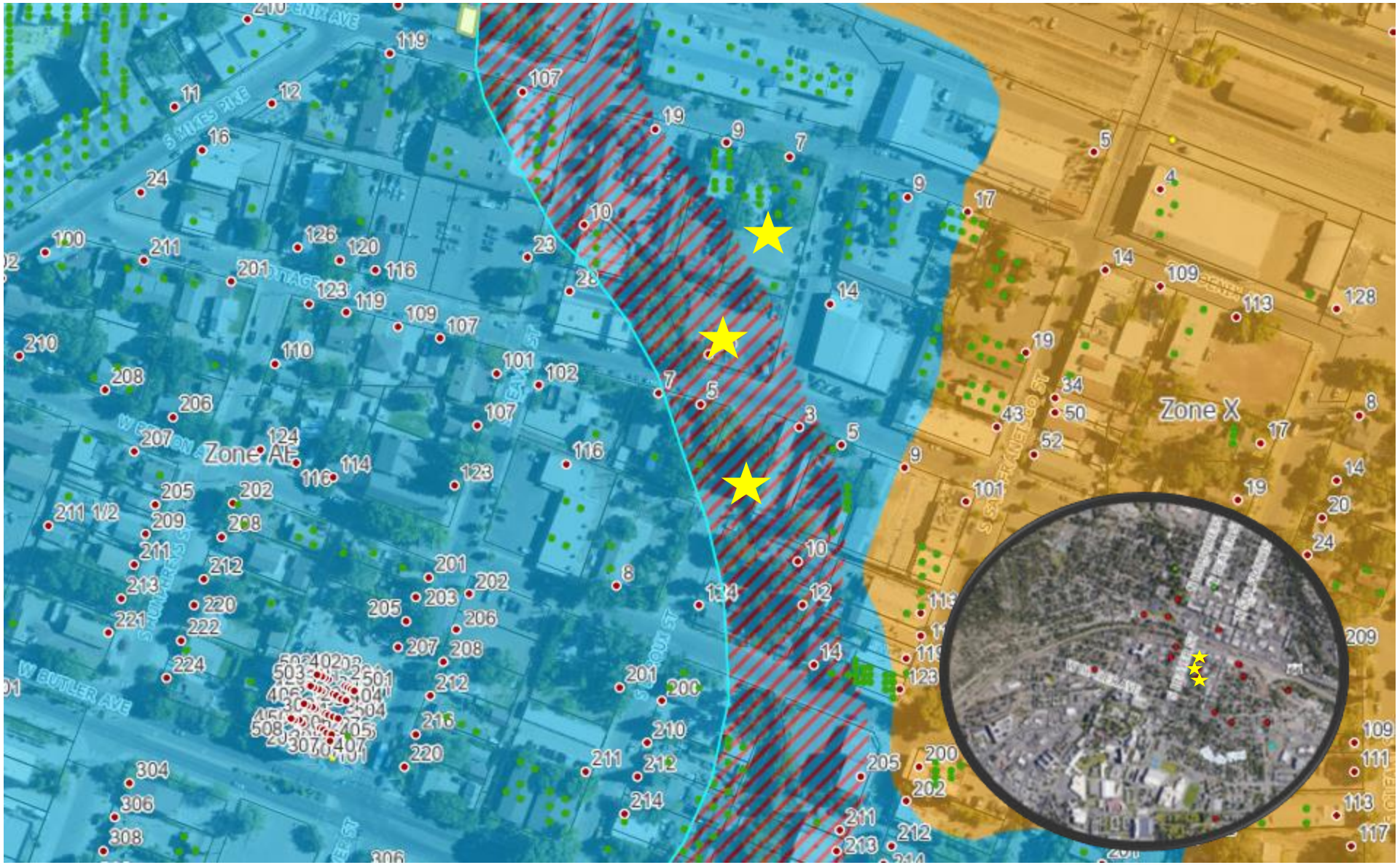
Downtown Connection Center

- Great Commercial prospects
- Currently programed as Cultural space
- Pre-RDF floodway too restrictive for siting
- Requires Army Corps release of Construction Area



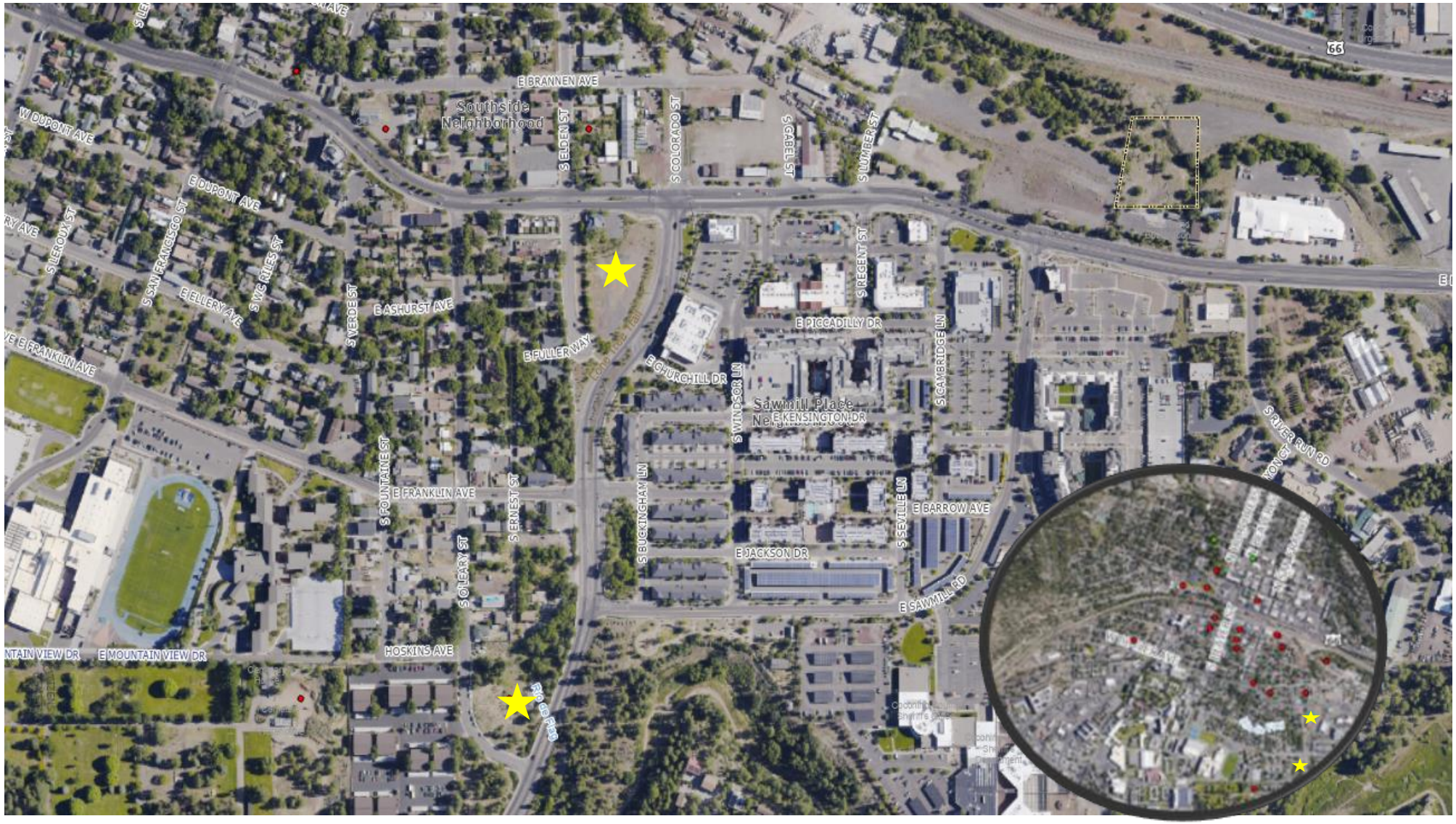
Southside Floodplain

- Floodway does not permit structures
- Flood zone designations also limit CDBG funding opportunities



Housing Parcels

- Opportunity cost is too high
- Program one 1-2 bedroom house at the expense of greater density on these sites



Phoenix Ave

- BNSF is demoing its building to East. Was thought that it couldn't demo w/out demoing other building on City land, but that is not the case.



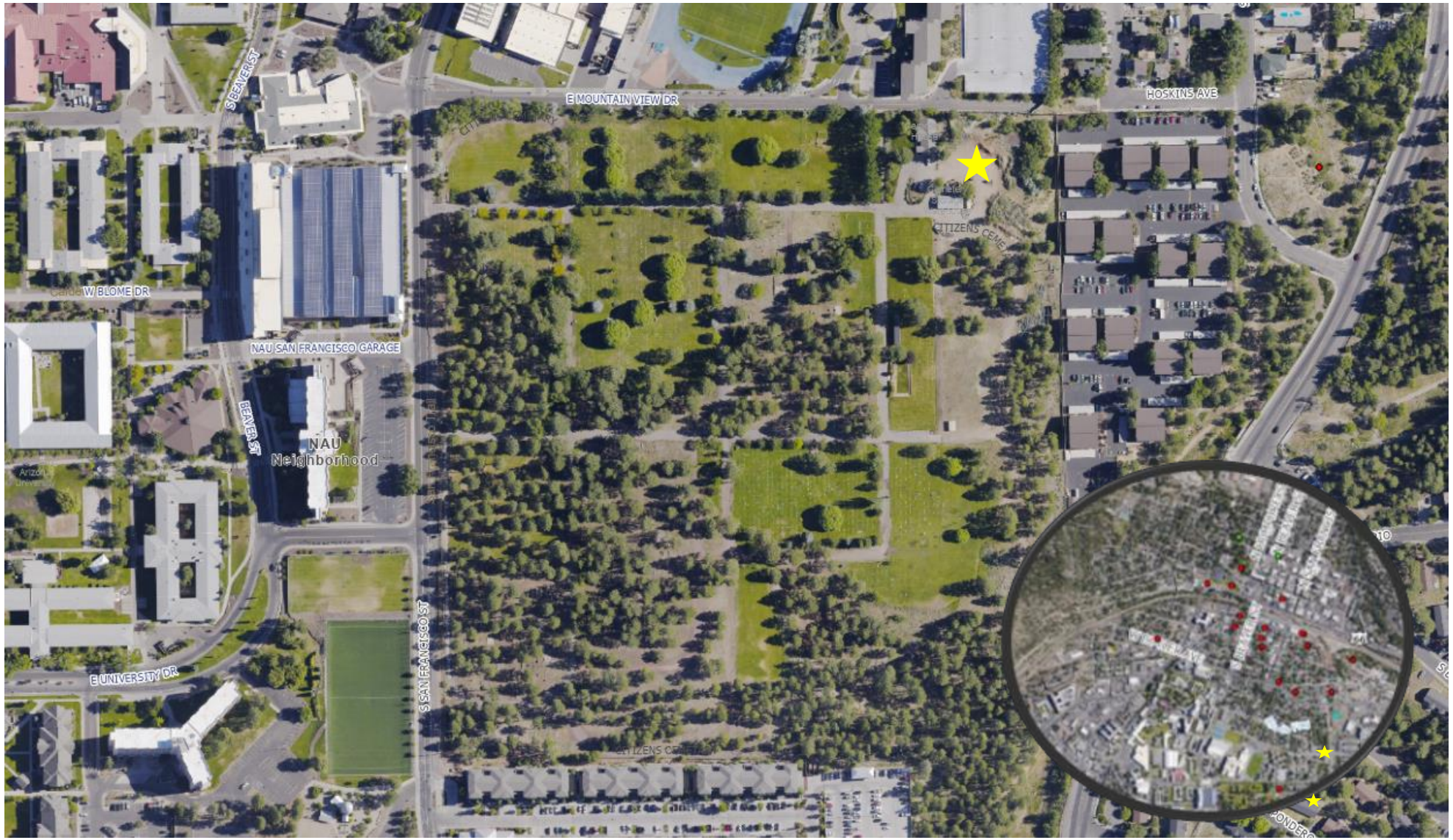
Murdoch Center / Butler Lot

- Murdoch Center: undefined use; limited meeting space or use potential beyond what's already provided
- Butler Lot: base flood elevation issues



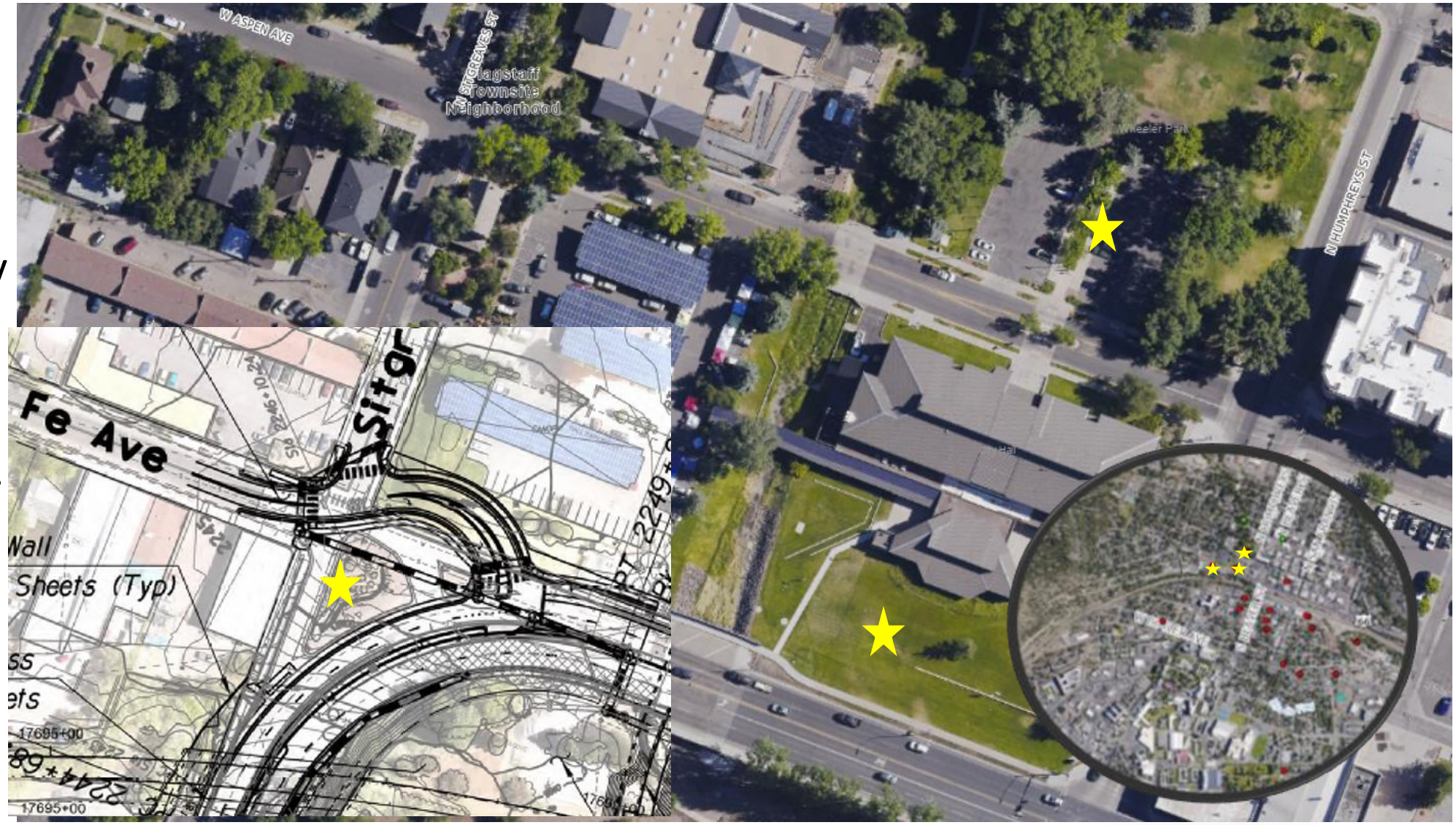
Citizen Cemetery

- Uncompelling uses—bathrooms, storage, bat-house
- May be in area inaccessible to public



Wheeler Park / DCC / City Hall

- Use at Wheeler won't be additive to the experience
- Floodway at City Hall
- Porkchop could be interesting gateway, but for what use?
- Extended timeline to site house



526 W. Clay – La Plaza Vieja Park

- La Plaza Vieja Neighborhood meeting space
- Loss of park parking
- Too small of a building for proposed use
- Ongoing rental/maintenance cost considerations



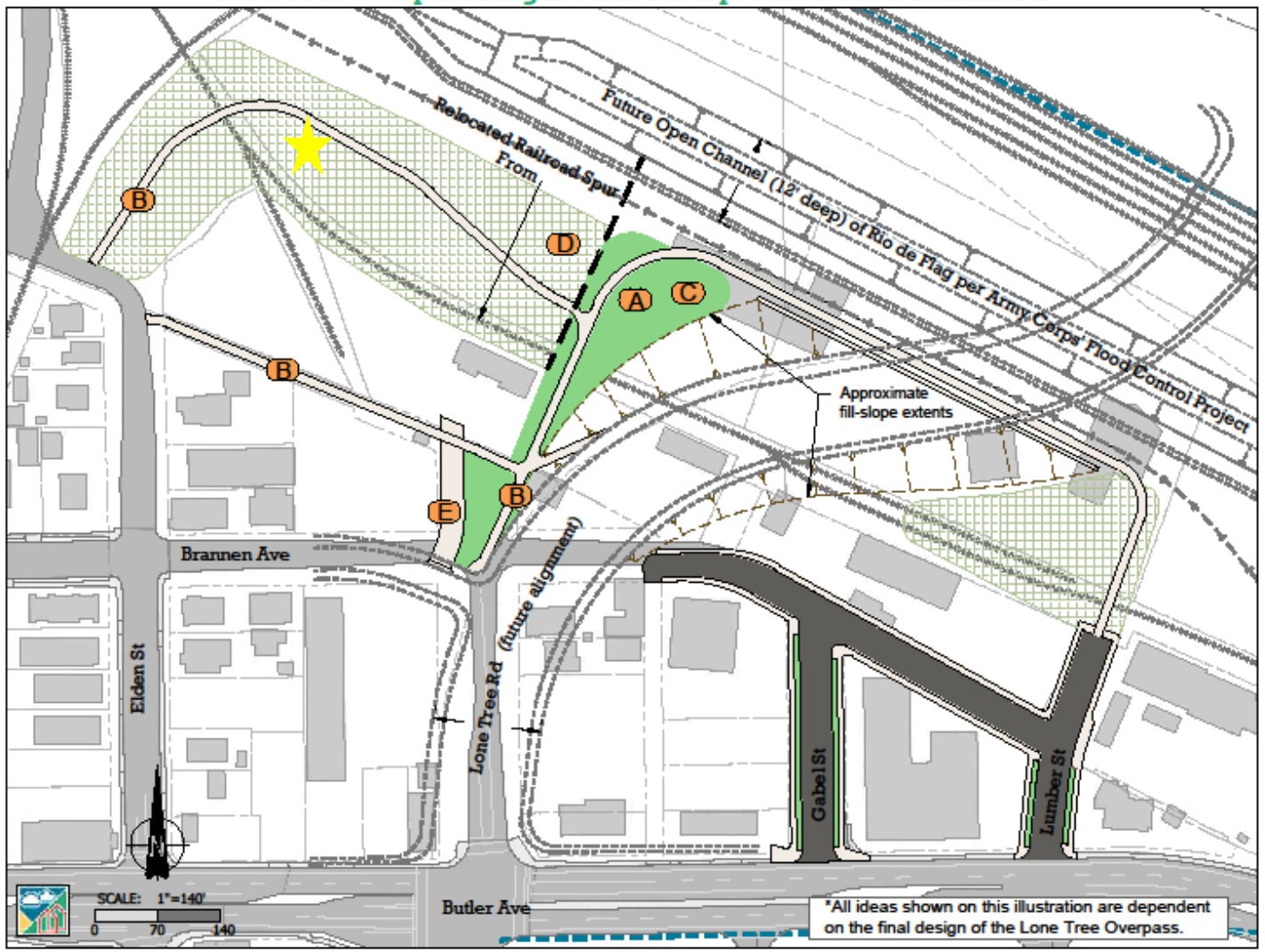
104-01-098A – Lone Tree Parcel

- Undetermined Park Use or Affordable Housing (with rezone – currently Light Industrial)
- Possible CDBG funding or future Heritage Fund cycle
- Timing – several years before available
- No funding for future park



104-01-098A – Lone Tree Parcel

Lone Tree Overpass Larger Park Concept Illustration Scenario 1



McAlister Ranch

- Impacts historic integrity of existing structures
- Competing COF projects (trailhead, urban farm incubator, etc.)
- No funding for preservation of existing buildings



Two Remaining Sites







311 W. Cherry Ave.

- Zoning: CC
- Use:
  - City Office, Affordable Housing, Prospective Employee Housing
- Historic District/Overlay:
  - Townsite
- Funding:
  - $116k in insurance holdback
  - Heritage Fund eligible
  - Not CDBG eligible
- Concerns:
  - Rio de Flag TCE needs
  - Sewer easement



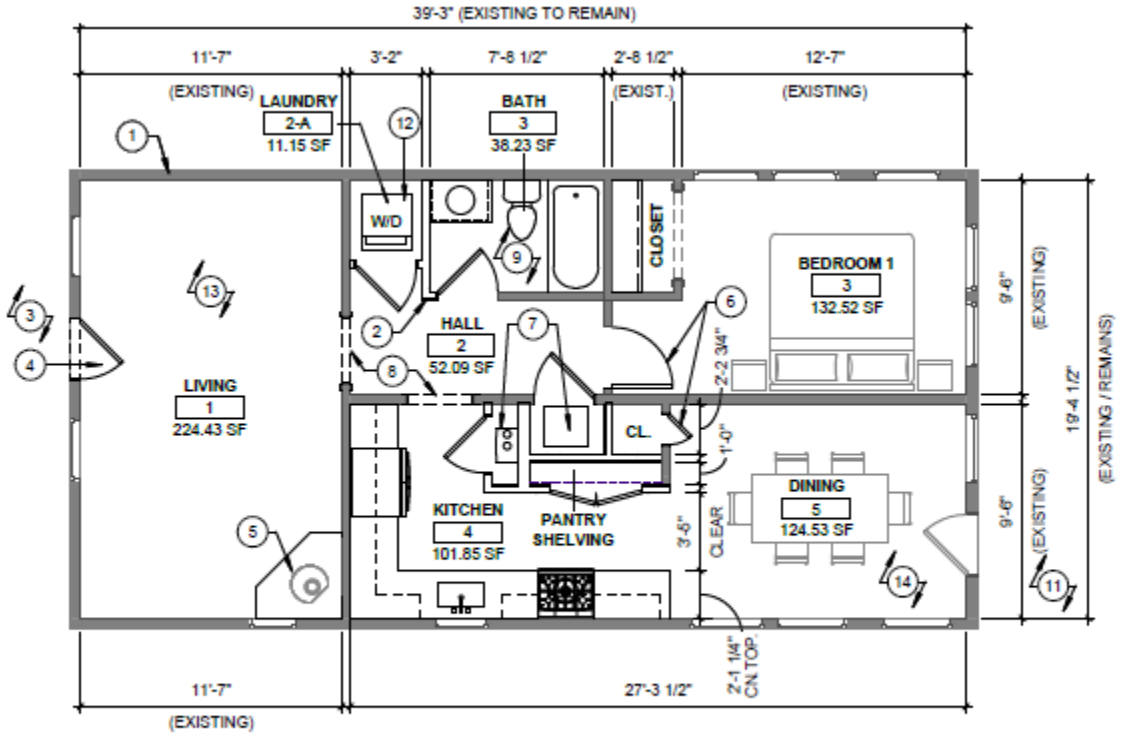
Proposed Use: Housing ($406k est.)

PROS

- Putting in land trust could meet Heritage Fund easement requirements
- Meets Regional Plan Core Priority (Housing attainability and equity)

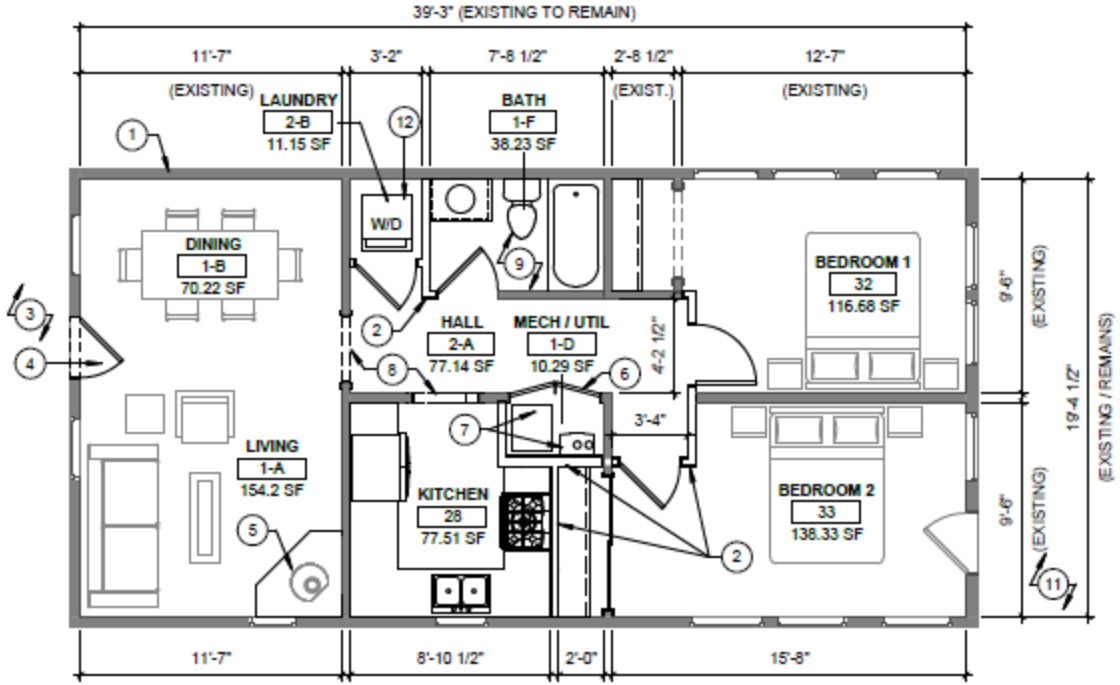
Challenges

- Expensive rehab for minimal occupancy
- Limited public benefit - not open to public but could do interpretation from FUTS



2 CONCEPT PLAN - 1 BEDROOM RESIDENCE

SCALE: 3/16" = 1'-0"



2 CONCEPT PLAN - 2 BEDROOM RESIDENCE

SCALE: 3/16" = 1'-0"

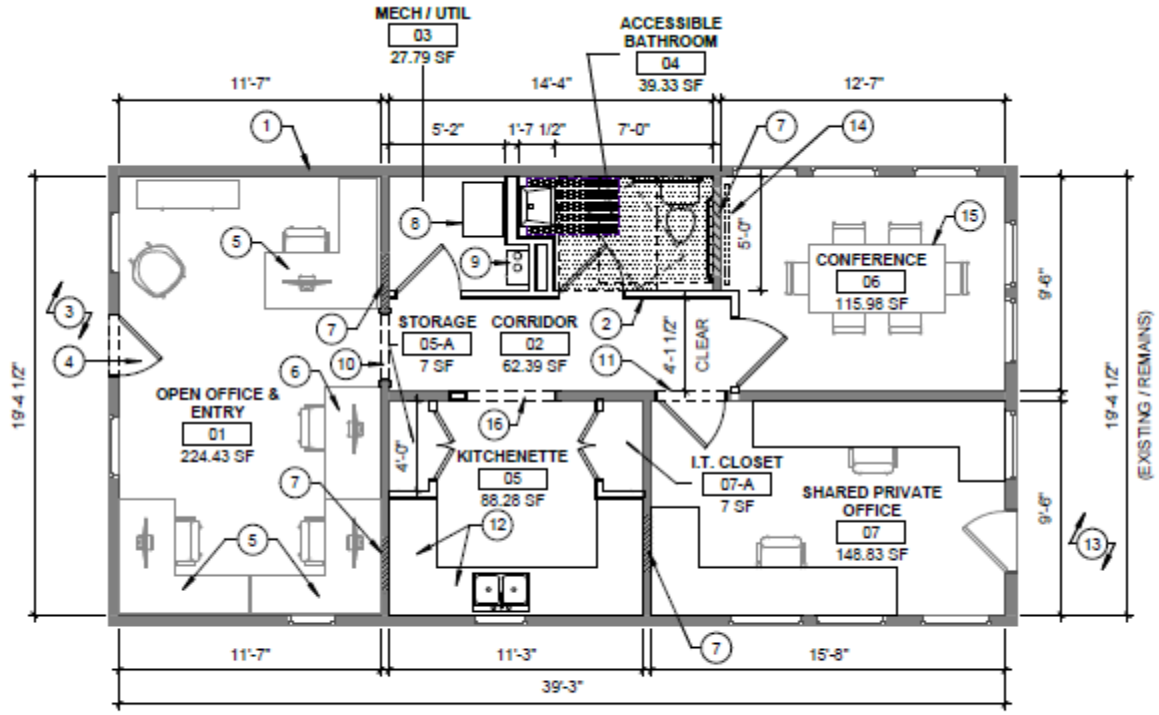
Proposed Use: Office ($467k est.)

PROS

- Beneficial use
- Serve City staff needs or leased out for community needs

Challenges

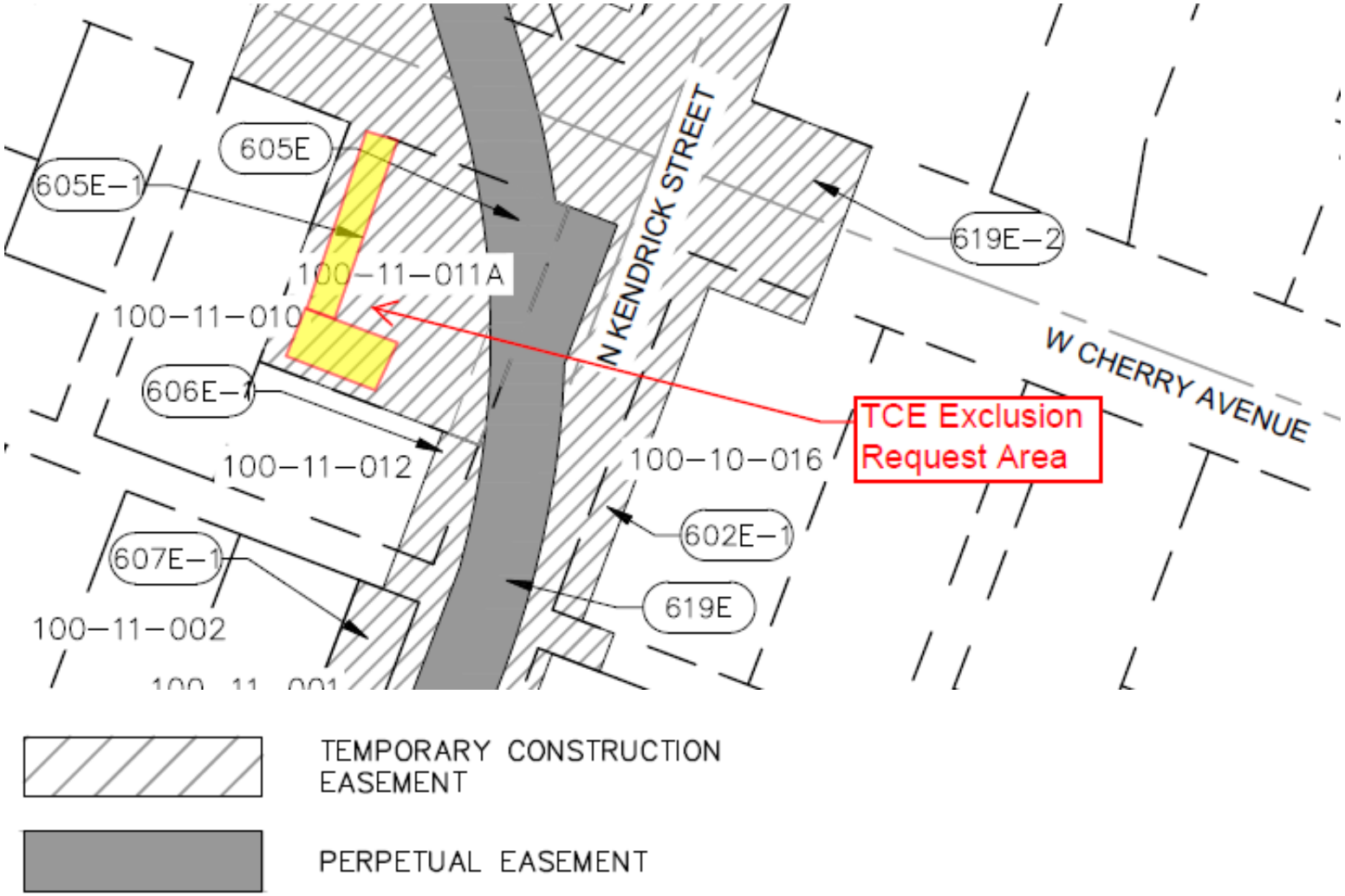
- Expensive rehab and ongoing maintenance costs
- 6-person occupancy
- Limited public benefit



2 CONCEPT PLAN - OFFICE LAYOUT

SCALE: 3/16" = 1'-0"

Army Corps Needs On Site



- Phase 2 construction is several years out >2030
- Highly likely we can exclude this area if requested based on design engineering

311 W. Cherry-Current View



311 W. Cherry-Post Move Render



11 W. Cherry Ave.

- Zoning: CB
- Use:
  - Rent as separate commercial space
- Historic District/Overlay:
  - Not in District
  - Downtown Overlay
- Funding:
  - AZ250 Legacy Project funding commitment of $25k
  - Possible state bill for additional funding
  - Not CDBG eligible
  - Most likely not Heritage Fund eligible



11 W. Cherry-Current View



11 W. Cherry-Post Move Render



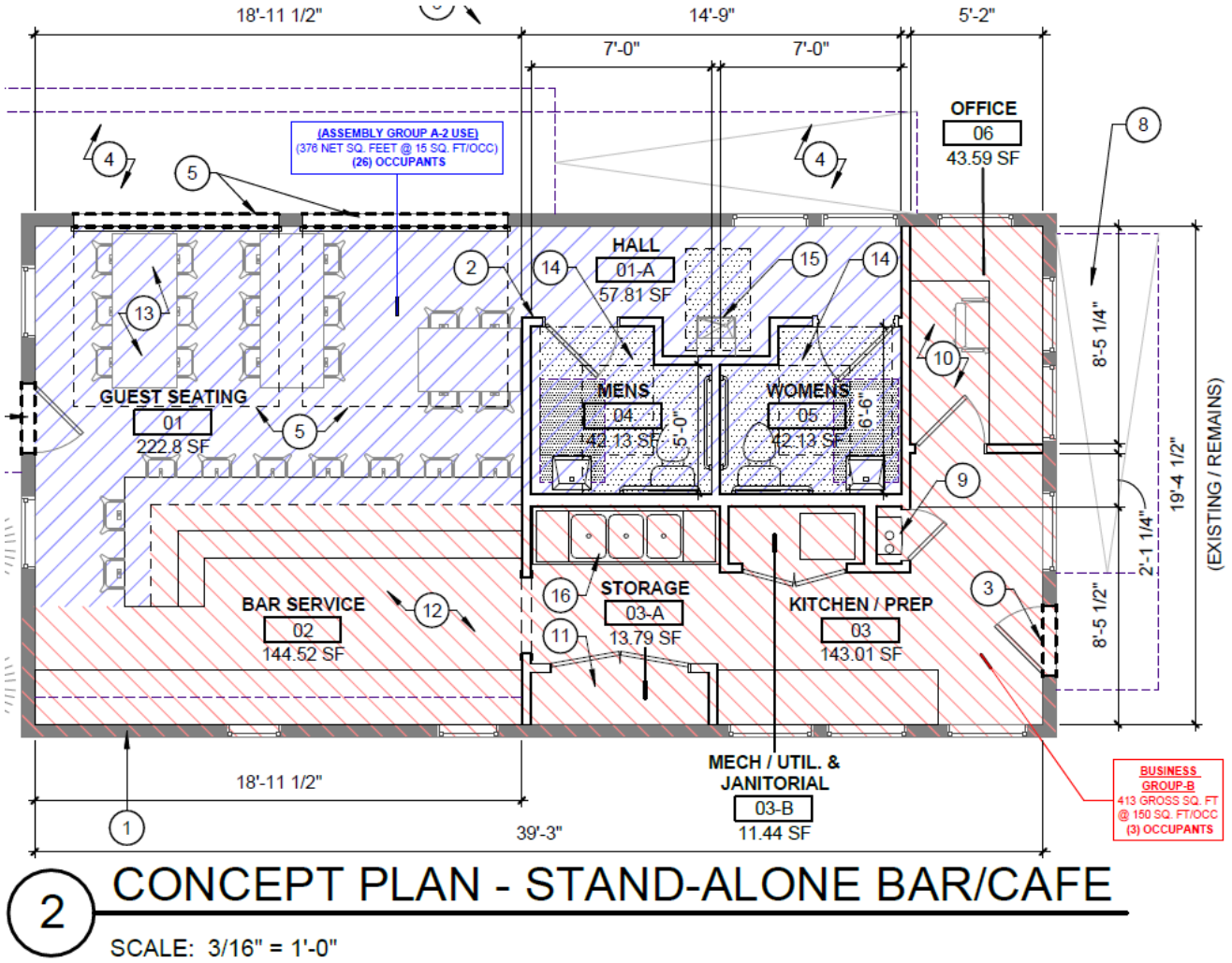
Proposed Use: Bar / Café ($481k est.)

PROS

- Could provide needed space for small restaurant/bar (26 occupants)
- High public access (anyone could patron)
- Could solicit proposals for lessees who could perform the rehab in exchange for nominal rent
- Rental income could offset ongoing facility maintenance costs
- Support of AZ Secretary of State Adrian Fontes

Challenges

- Lose downtown parking (new permanent parking is locating across the street)
- Locating on existing site with tough redevelopment challenges (already historic building on site)



Costs

- Estimates prepared by Loven Contracting based on concept plans
- Floor price estimates

Expense	Cost	
Office Concept	$	467,717
Residential Concept	$	406,685
Bar Café Concept	$	481,005
Moving Costs	$	30,000
Design	$	100,000
Site Prep	$	200,000
Contingency	$	100,000
Total Range	**$850,000-$920,000**	

Funding Considerations

- Heritage Fund
  - Maximum award is $60,000 with a 40% match
  - Listing in the National Register of Historic Places is required
  - Preservation Easement is required
  - Cannot cover work to prepare the building for a new use (e.g., office setup)
- CDBG
  - For housing, parcel would need to be completely outside both the floodway and any Special Flood Hazard Area
  - For non-housing, would need to be located within a target area

Funding Considerations

- AZ250 Commission Legacy Project Funding
  - The Commission voted to award $25k in funds to this project, if:
    - The bar/cafe option at 11 W. Cherry is selected
    - The City of Flagstaff makes a commitment to this option before March 31, 2027
  - Flexible funding - it doesn't have to be brick and mortar work and could be put towards something like a fundraising gala to garner additional funds

Funding Considerations

- Potential State Funding Bill
  - State Rep. Justin Wilmeth from Deer Valley is interested in sponsoring a state bill to provide funding for the bar/cafe option at 11 W. Cherry.
  - Suggested to be in the $300,000-500,000 range if the City is willing to commit to matching the state funds.
  - Wilmeth previously sponsored the bill to designate Pluto as our state planet.

Alternatives

- Solicit to sell house to highest bidder
  - Offer to move it to someone's property as part of solicitation
  - Could try to put rehab/use stipulations or conservation easement
  - Potential loss of control over final outcome
- Investigate other non-municipal sites and funding for acquisition
- Determine conditions for considering demolition

HPC Feedback

- Staff presented to the Heritage Preservation Commission in October 2026
- HPC feedback:
  - General support for proposed alternatives
  - Preference for café/bar or housing over office use
  - Split preference on location

Direction Sought

- Direct staff to pursue a particular site and use

311 W. Cherry



- Office
- Housing
- Cafe/bar

11 W. Cherry



- Direct staff to pursue another alternative

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: CJ Perry, Chief Information Officer

Date: 11/02/2026

Meeting Date: 11/10/2026

TITLE:
Privacy Directive and Task Force Update

DESIRED OUTCOME:

Informational only; no Council action requested. Receive a presentation on the Technology Privacy Review Process developed with the Citizen Privacy Task Force, and provide questions and input.

Executive Summary:
Earlier this year, Council directed staff to form a Citizen Privacy Task Force to develop privacy principles and a review process for new technology. The Task Force was formed in March 2026. Staff and the Task Force drafted eight privacy principles and a review process, which are set out in a new City Manager Technology Privacy Directive. The Task Force reviewed the full package on October 19, 2026, and staff incorporated its input.

Information:
Under the new process, any software or technology purchase or renewal is checked with eight weighted privacy screening questions. Most technology, such as everyday business software, does not raise privacy concerns and proceeds through the existing procurement, Legal, and IT security reviews. Items that do raise concerns require a Technology Privacy Disclosure Form, which goes to the Task Force for review. The Task Force's notes and staff's responses are then attached to the item when it comes to Council for a decision.

Attachments: Presentation

CITY OF FLAGSTAFF

PRESENTATION TO CITY COUNCIL

Technology Privacy Review Process

Privacy principles and the review process for new technology and renewals

November 10, 2026 · CJ Perry · Chief Information Officer

Agenda

From where the Task Force has been to the update staff is bringing to Council today

1. Privacy Task Force Timeline
2. Overview of City IT
3. Existing and Draft Processes
4. Review of Privacy Principles
5. Review of Process for New Technology and Renewals
6. Next Steps
7. **Council Questions and Input**

Privacy Task Force Timeline

How we got here, and where the work goes next

Mar. 16, 2026

Task Force formed

Charge, membership and first meeting

May 18, 2026

Privacy principles drafted

Drafting and review meetings

Sep. 21, 2026

Review process developed

Directive, screening questions and report form

Oct. 19, 2026

Task Force input

Reviewed the principles and process and provided input to staff

Today

City Council presentation

Staff presents this process and outline to Council for awareness

Overview of City IT

The people and systems behind City service delivery

18 Divisions
67 Sections
51 Programs
1,000+ Employees
77,000+ Residents

Depend on the divisions for reliable, efficient and streamlined processes and systems that create high uptimes and high-quality service delivery.

1,160 Users supported	**1,272** PCs and laptops	**731** Mobile devices
26 Physical Servers **146** Virtual Machines	**76** Primary Applications	**45** City connected sites
134 Wireless access points	**250+** Public safety radios	**200,000+** GIS mapped assets

Every Interaction Creates Data

Resident services and internal operations both generate information the City must protect

From Residents

- Summer camp sign-ups at the Aquaplex
- Water, sewer and trash service accounts
- Business licenses at the front counter
- 911 calls and Fire medical records
- Contractor permit applications
- Traffic citations and body-worn camera footage
- Senior classes at Joe C. Montoya
- Library cards

Inside the City

- Sales tax analysis and building permit reports
- Council communications and recommended contracts
- Procurement and RFP records
- Employment history and recruitments
- Policies, directives and City financials
- Emergency management and preparedness plans
- Housing, energy and sustainability metrics
- Water meters and forest stormwater gauges

All of these interactions and systems create data. We work with organizational partners to protect it.

EXISTING AND DRAFT PROCESSES

How is City data managed, and where is it stored?

On-premises and hosted solutions are governed by laws, regulations, and local directives.

CITY OF FLAGSTAFF

Data and Privacy Framework

City data lives in on-premises and hosted solutions; its use, storage and retention are governed at every level

Governed by Laws, Regulations & Standards

State statute
Records retention schedules (A.R.S. § 39-121), data breach notification laws (A.R.S. § 18-551, 18-552) and more

HIPAA
Federal and state health information privacy laws

CJIS
Criminal Justice Information Services security policy and state law (e.g., A.R.S. §41-1750, 41-1959, 41-619.54)

Other state and federal regulations

Best practices and industry standards
Such as NIST and CISA

Local governance framework and directives

Local Structure for Data Use

Cybersecurity requirements
Army National Guard Audits
Department of Homeland Security Audits
Multiple minor audits throughout the year

Data classifications
Define the types of data and their use:
- Public
- Internal
- Confidential
- Restricted

Other Technology Related Directives
Multiple City Manager Directives
Multiple Division Level Directives

City Manager Directives

Three directives set clear expectations for how employees use City systems, tools and data

DIRECTIVE
Acceptable Use

Outlines expectations for use of City business systems and applications

- Provides for periodic audits and reviews of logs
- Allows review of files and activity as needed, through an approval process
- Designed for clarity and accountability
- Rolling out for signature this fall

DIRECTIVE
Artificial Intelligence

Outlines expectations for the use of AI tools

- Defines what data can and cannot be shared with AI tools
- Defines what AI tools can and cannot be used

DIRECTIVE
Technology Privacy

Articulates how the City evaluates technology for privacy

- Core privacy principles
- The process new technology and renewals will follow
- Expectations for technologies staff may wish to introduce into the environment

Division Directives & Procedures

There are multiple other Directives and Procedures already in place

PROCEDURE

Management Services

Management Services manages all contracts and procurements:

- Procurement Manual

Typical reviews during this process:

- Legal Review
- IT Review

https://www.flagstaff.az.gov/2991/Procurement-Code-Manual

DIRECTIVE

Police Department

The Police Department Operations Orders cover a wide range of procedures including:

- Information Technology Use
- Drone / Unmanned Aerial Systems Operations
- Mobile Audio Video (body-worn camera)
- Training… Accountability… Officer Wellness… Operations

https://www.flagstaff.az.gov/2736/Forms-Operations-Orders

PROCEDURE

Public Process

City Council acts as the final approval via a public process:

- Agenda Review
- Public Comment
- Elected Approval
- Public Records Requests

https://www.flagstaff.az.gov/991/Agendas-Minutes

Cybersecurity Practices

Other layers of protection behind every technology the City adopts

Privacy task force review is one layer of many.

Our cybersecurity practices protect City systems and the data they hold, working alongside the privacy review process.

STATE GUIDANCE

AZ Department of Homeland Security

We follow AZDOHS cybersecurity best practices.

INDEPENDENT AUDITS

Army National Guard Cyber Division

We perform security audits with the Army National Guard Cyber Division.

NATIONAL FRAMEWORK

NIST Cybersecurity Framework

We judge ourselves against the NIST Cybersecurity Framework and related best practices.

CONTRACT REVIEW

Application Contract Checklist

Every software contract is reviewed to ensure the City is protected.

Together, these directives and processes provide a coordinated wrap around our data, systems and organizational expectations.

No one directive sets the stage; they work together in harmony to collectively address data governance and privacy.



Privacy Principles

All City activities involving the collection and use of data shall be guided by the following principles (summarized)

1 Necessity and Proportionality
The City uses technology and data only to achieve specific, legitimate public purposes and governmental operations.

2 Transparency and Community Engagement
To the extent possible, the public has a right to know what we collect, why, and how it is used. We consider public perspectives, including through the Task Force.

3 Use Limitation
Technology and data are used in compliance with law, and never used or shared for personal use or commercial purposes.

4 Data Security
Administrative, technical and physical safeguards protect technology and data from unauthorized access, use, destruction or disclosure.

5 Accountability
Governance, training and auditing hold the City accountable, with logs and audit trails scaled to data sensitivity and risk.

6 Data Sharing
Sharing technology and data must serve governmental services, with appropriate protections, legal compliance and documentation.

7 Data Retention
Data is kept only as long as needed for its purpose or required by law and retention schedules, and may be kept for historical reference.

8 Privacy by Design
Where feasible, privacy protections, data minimization and de-identified data are built into how systems are designed and deployed.

Phase 1 · Division Input

EXISTING PROCESS

Every review starts the way it always has: with the requesting division

PRIVACY PRINCIPLES govern every phase

1 Division Input	2 City Manager Directive	3 Privacy Task Force Meeting	4 Procurement or Contracts	5 City Council Consideration

Owner: Requesting Division

Procurement		Contract Renewal
A new solicitation or RFP for technology the City wants to acquire	*OR*	A renewal of a technology contract the City already has in place

The requesting division starts the process with a new solicitation or a renewal. Nothing about this starting point is new.

NEXT · PHASE 2



Every request now passes through the City Manager Directive screening

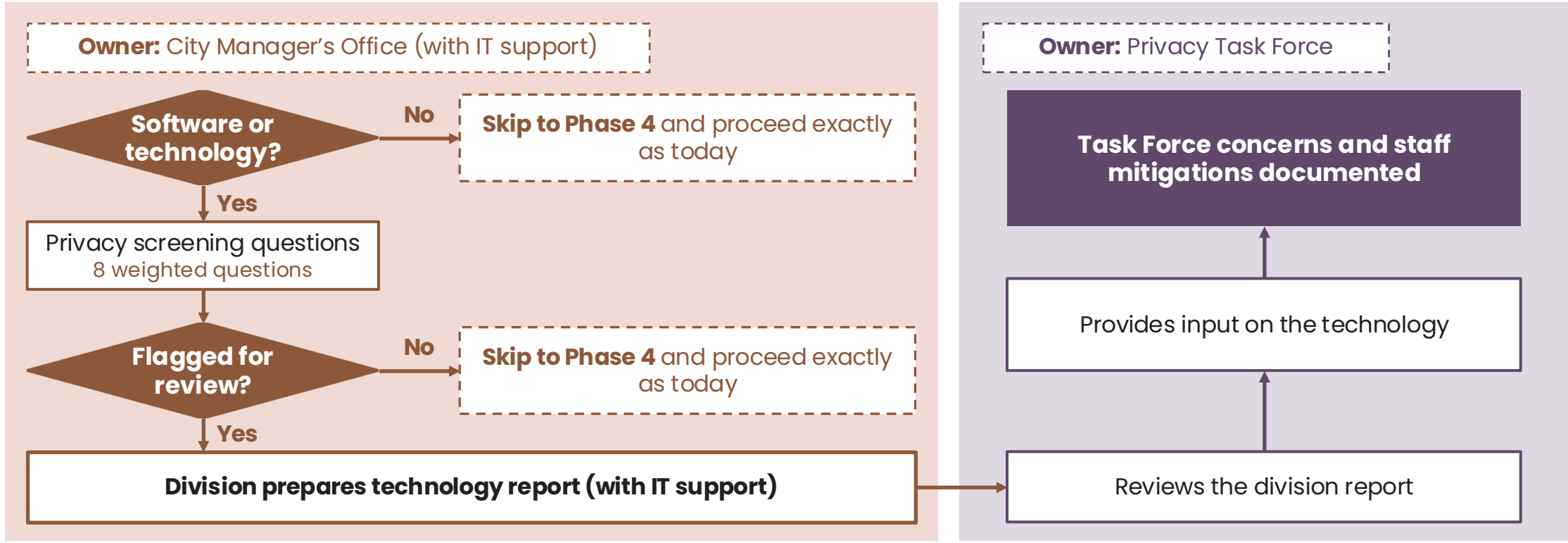
Phases 2 & 3 · What's New

NEW TO THE PROCESS

A quick screening sorts technology, and only flagged items go to the Privacy Task Force

PRIVACY PRINCIPLES govern every phase

1 Division Input | **2 City Manager Directive** | **3 Privacy Task Force Meeting** | 4 Procurement or Contracts | 5 City Council Consideration



Phases 4 & 5 · Existing Process

EXISTING PROCESS

Procurement and Council approval continue as they do today, now with Task Force input attached

PRIVACY PRINCIPLES govern every phase

1 Division Input | 2 City Manager Directive | 3 Privacy Task Force Meeting | **4 Procurement or Contracts** | **5 City Council Consideration**

Owner: Procurement / Contracts

RFP process or contract negotiation continues

- **Legal Review**
- **IT Security Review**

Items not flagged in Phase 2 arrive here directly and proceed exactly as they do today.

IT's security review asks objective questions (data ownership, AI training, encryption, compliance, access control). Answers never flag an item for the Task Force.

Owner: City Council

Task Force notes and staff mitigation efforts appended to report

Submitted to City Council

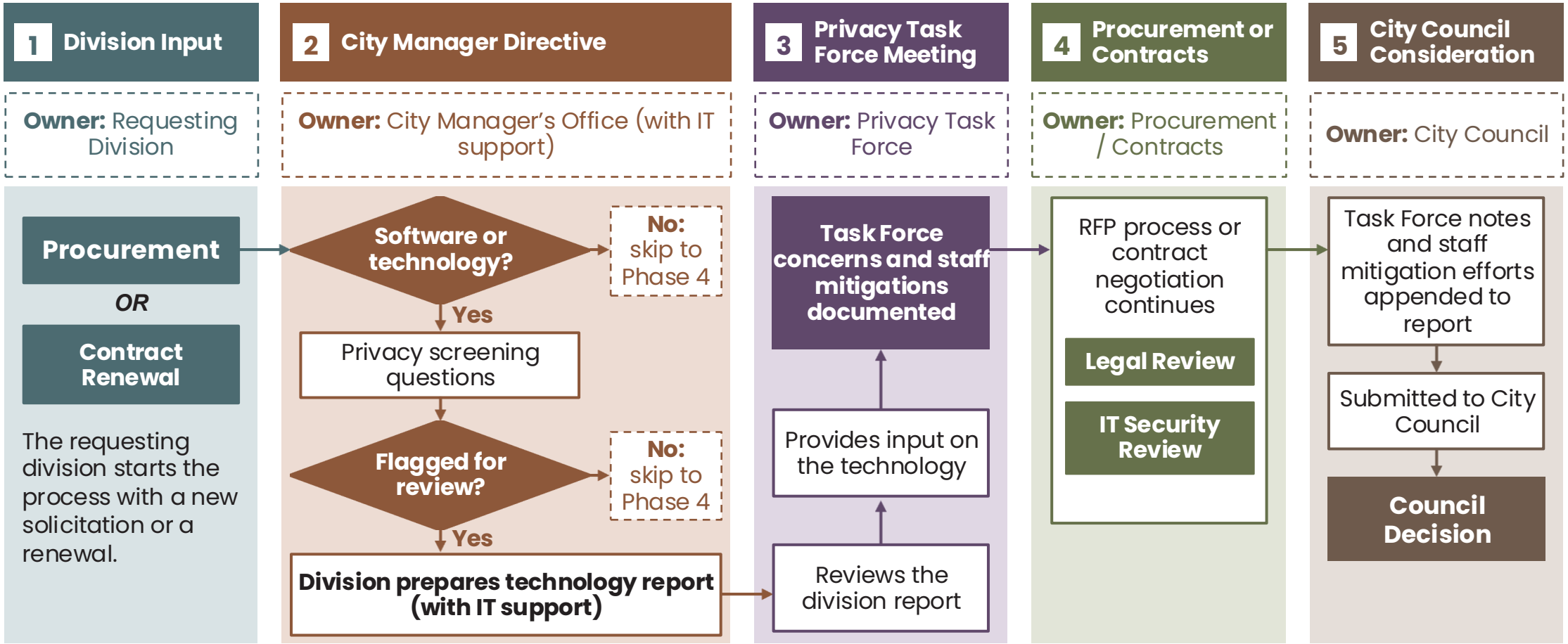
Council Decision

Agenda review · Public comment · Elected approval

Technology Privacy Review Process

From RFP or contract renewal to City Council approval, and who owns each phase

PRIVACY PRINCIPLES govern every phase



Privacy Screening Questions

Asked in Phase 2 under the City Manager Directive to gauge privacy concerns

QUESTION 1 · DATA TYPE
What type of data is collected?

1	No personal data
2	Basic contact data
3	Legally protected PII
4	Incidental point in time data
5	Ongoing general capture

QUESTION 2 · DATA SHARING
How is this data shared with other agencies?

1	No sharing capabilities at all
2	Sharing managed under existing policy or directive
3	General to other agencies without City request

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

Privacy Screening Questions

Asked in Phase 2 under the City Manager Directive to gauge privacy concerns

QUESTION 3 · RETENTION
How long is identifiable data kept?

1	Not captured
2	Retention period set by law
3	30 days or less
4	31 to 90 days
5	More than 90 days, or no set limit

QUESTION 4 · NOTICE & CONSENT
Is there a notification (signs, warnings, etc.) or opt-in method for data capture?

1	Not applicable (no data collected)
2	Yes (requires user to volunteer data)
3	Yes (there are signs notifying the public of data collection)
4	No (PII collected without consent or knowledge)

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

Privacy Screening Questions

Asked in Phase 2 under the City Manager Directive to gauge privacy concerns

QUESTION 5 · CAMERAS ONLY · FOCUS
What is it focused on?

1	Not applicable
2	Land, infrastructure, assets, or the environment
3	Protecting a facility and the people in it
4	Crowds or general public activity during an event
5	Locating, following, or investigating specific people or vehicles

QUESTION 6 · LAW ENFORCEMENT ONLY · USE
Who uses it, and how?

1	Not applicable
2	Non-enforcement data for operations, planning, or maintenance
3	Law enforcement reviews recordings post victimization
4	Law enforcement uses it in real time to locate or investigate suspects

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

Privacy Screening Questions

Asked in Phase 2 · Green answers offset other weights and may give the technology a pass

QUESTION 7 · ANONYMIZATION
Is data anonymized?

1. **Yes**
2. **No**

QUESTION 8 · DATA ORIGIN
Does the technology create new data or analyze existing data?

1. **Existing data**
2. **New data**

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

IT Security Review Questions

Asked by IT during its cybersecurity review in Phase 4, separate from the privacy screening

01 DATA OWNERSHIP
Who owns the data?

02 Artificial Intelligence
Does AI train against our data?

03 ENCRYPTION
How is the data encrypted?

04 COMPLIANCE
Which regulatory frameworks apply?

05 ACCESS CONTROL
Does it integrate with existing access controls?



Not part of the privacy review.

IT asks these questions during its security review, alongside Legal Review. Answers do not flag an item for the Privacy Task Force.

Technology Report

Technology Privacy Disclosure Form, prepared in Phase 2 by the department (with IT support) when an item is flagged

Software title
A specific vendor/software name, or a category of software type if still in procurement/selection.

A description of the technology and its proposed use.

The specific purpose(s) the technology will advance.

A detailed description of what data is collected.

A clear statement of what data is not collected.
Data that might be a privacy concern that we are purposefully excluding from collection to ensure privacy.

What are the applicable retention schedules?

What data is likely to be shared with other agencies, organizations or people outside of City staff?
Policy references, the data sharing process, and what and how data is shared.

List any mitigation efforts to protect collected data and the privacy of Flagstaff residents.
Audit controls, automatic data deletion, anonymization, etc.

EXAMPLE TECHNOLOGIES

How do the screening questions work in practice?

Two familiar technologies, with each answer color coded by its weight.

CITY OF FLAGSTAFF

Adobe PDF Reader

Example technology · Software for reading PDFs

Q1 · What type of data is collected?	**No personal data**
Q2 · How is this data shared with other agencies?	**No sharing capabilities at all**
Q3 · How long is identifiable data kept?	**Not captured**
Q4 · Is there a notification (signs, warnings, etc.) or opt-in method for data capture?	**Not applicable (no data collected)**
Q5 · (Cameras only) What is it focused on?	**Not applicable**
Q6 · (Law enforcement only) Who uses it, and how?	**Not applicable**
Q7 · Is data anonymized?	**No**
Q8 · Does the technology create new data or analyze existing data?	**Existing data**

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

Public Facing Security Cameras

Example technology · Security cameras at City facilities that can observe parking lots and public spaces

Q1 · What type of data is collected?	Ongoing general capture
Q2 · How is this data shared with other agencies?	Sharing managed under existing policy or directive
Q3 · How long is identifiable data kept?	30 days or less
Q4 · Is there a notification (signs, warnings, etc.) or opt-in method for data capture?	No (PII collected without consent or knowledge)
Q5 · (Cameras only) What is it focused on?	Crowds or general public activity during an event
Q6 · (Law enforcement only) Who uses it, and how?	Law enforcement reviews recordings post victimization
Q7 · Is data anonymized?	No
Q8 · Does the technology create new data or analyze existing data?	New data

Answer key Low weight · Medium weight · Heavy weight · Offsetting weight

Next Steps

What happens after today's Council update

1

AFTER EACH REVIEW

Task Force input travels with the contract

After Task Force discussion, the memo and any mitigations are included in the staff summary for Council with any proposed contract.

2

TODAY

Council briefed on the process

Flagged items will reach Council with Task Force input and staff mitigations attached.

3

ONGOING

Keep improving

We will continue to modify and iterate on these directives and this process as we find opportunities to improve.

It is important to get these guardrails in place sooner rather than later.

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Questions?

Thank you to the Citizen Privacy Task Force for its work.

CJ Perry · Chief Information Officer