

NOTICE AND AGENDA

COMMISSION ON INCLUSION AND ADAPTIVE LIVING
WEDNESDAY
APRIL 22, 2026

HYBRID MEETING
COUNCIL CONFERENCE ROOM
FIRST FLOOR - CITY HALL
211 WEST ASPEN AVENUE
11:00 A.M.

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

1. **Call to Order**

2. **Roll Call**

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

Rachael Simukonda, Chair
Keith Becker
Sarah Dorman
Michele Eisenberg

Russel Randall
VACANT
VACANT

3. **Recommended Protocol for Members and Other Participants**

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. **Open Call to the Public**

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

5. **Approval of Minutes**

A. Consideration and Approval of Prior Minutes

Approve the minutes of April 24, 2024, May 22, 2024, July 3, 2024, July 24, 2024, August 9, 2024, August 28, 2024, September 25, 2024, October 23, 2024, November 27, 2024, December 18, 2024, January 22, 2025, February 26, 2025, March 26, 2025, April 23, 2025, May 28, 2025, June 25, 2025, July 16, 2025, August 27, 2025, and March 25, 2026.

6. **Action Items**

A. **Discussion and possible action on letter to City Council in support of the CATs on Wheels program**

Review and possibly approve the letter.

7. **Discussion Items**
 - A. **Brainstorming and Ideas**
 - City ADA Transition Plan
 - Report an ADA concern
 - Other
 - B. **Quarterly Website Accessibility Progress Report**
8. **Liaison Reports/Updates**
 - A. Update from Council Liaison - Mayor Daggett
 - B. Transportation Liaison - LaReina Reyes - Mountain Line
 - C. Update from Youth Liaison - Joseph Spence & Alida Pfeil
 - D. Update from Sidewalk Liaison - Jamie Martinez
 - E. Update from Parking Liaison - Rachael Simukonda
9. **Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison**
10. **Agenda Items for Next Meeting (THURSDAY - May 28, 2026)**
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. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2026.

Stacy Saltzburg, City Clerk



Commission on Inclusion and Adaptive Living

5. A

From: Stacy Saltzburg, City Clerk

DATE: 04/22/2026

SUBJECT: Consideration and Approval of Prior Minutes

STAFF RECOMMENDED ACTION:

Approve the minutes of April 24, 2024, May 22, 2024, July 3, 2024, July 24, 2024, August 9, 2024, August 28, 2024, September 25, 2024, October 23, 2024, November 27, 2024, December 18, 2024, January 22, 2025, February 26, 2025, March 26, 2025, April 23, 2025, May 28, 2025, June 25, 2025, July 16, 2025, August 27, 2025, and March 25, 2026.

Executive Summary:

Minutes of commission meetings are a requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions being taken by the commission.

Attachments

04.24.2024
05.22.2024
07.03.2024
07.24.2024
08.09.2024
08.28.2024
09.25.2024
10.23.2024
11.27.2024
12.18.2024
01.22.2025
02.06.2025
03.26.2025
04.23.2025
05.28.2025
06.25.2025
07.16.2025
08.27.2025
03.25.2026

MINUTES

1. Call to Order

Vice Chair Simukonda called the meeting to order at 12:01 p.m.

2. Roll Call

NOTE: One or more Commissioners may be in attendance telephonically or by other technological means.

PRESENT:

CHAIR RUSS RANDALL
VICE CHAIR RACHAEL SIMUKONDA
KEITH BECKER
SARAH DORMAN
SUSAN PURRINGTON

ABSENT:

MICHELE EISENBERG

3. Public Participation

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None.

4. APPROVAL OF MINUTES

- A. Review and Approve minutes from [March 20, 2024, Work Session Meeting](#) and [March 27, 2024, Regular Meeting.](#)

Moved by Susan Purrington, **seconded by** Sarah Dorman to approve the minutes from the March 20, 2024 Work Session meeting.

Vote: 6 - 0 - Unanimously

Moved by Keith Becker, **seconded by** Susan Purrington to approve the minutes from the March 27, 2024 Regular meeting.

Vote: 6 - 0 - Unanimously

5. REPORTS/DISCUSSION ITEMS

- A. **Presentation and discussion related to the reconstruction of Grandview Drive as part of the Spruce Wash Flood Mitigation project**

Public Works Director Scott Overton spoke to the Commission about the reconstruction of Grandview Drive and the flow channels to mitigate flooding. Julie Leid from Peak Engineering shared images of

the current conditions of Grandview Drive. Mr. Overton addressed how the street does not have sidewalks and currently has rolled curbs. He spoke about the plans for the new curbs with adjustments to help with water drainage.

6. **ACTION ITEMS**

A. **Letter to Council asking for support of the WAV (wheelchair-accessible vehicle) program in conjunction with the Mobility Planning Council.**

LaReina Reyes shared that the WAV committee met on April 12, 2024. They were now looking for donation opportunities. The committee sent two letters to the commission to review.

Chair Randall stated that the first letter was for general supporters and the second letter was a letter to Council.

Moved by Russell Randall, **seconded by** Keith Becker to approve the support of both letters.

Vote: 6 - 0 - Unanimously

B. **Recommendation for Proclamation on Global Accessibility Awareness Month to Mayor Daggett's office**

Chair Randall shared that May is Global Accessibility Awareness Month and asked the Commission to send a letter to the Mayor's office requesting a proclamation for the month.

Moved by Rachael Simukonda, **seconded by** Susan Purrington to send the letter to the Mayor's office requesting a proclamation for Global Accessibility Awareness Month.

Vote: 7 - 0 - Unanimously

C. **Discussion and recommendations on increasing enforcement of sidewalk ordinances and potential letter to Council**

Chair Randall read a letter from the Northern Arizona Community of Practice Transition Team to the Commission regarding sidewalk obstructions and calling for increased enforcement. He requested that the commission send a letter to Mayor and Council regarding the matter.

Vice Chair Simukonda shared that she and Mr. Martinez spoke about the letter and stated that they did not support sending the letter. She stated that Councilmember McCarthy felt that there should be education first, education second, and then fines. She added that she and Mr. Martinez have been in the liaison role for only four months and they have not had a lot of engagement yet. She believed that the program needs more time before they ask City Council to be punitive.

Moved by Russell Randall, **seconded by** Keith Becker Chair Randall stated that he has seen no improvement at all since the establishment of a working group and that the offenders are repeat offenders. He questioned if Code Compliance is addressing the reports. Co-Chair Simukonda stated that Code Compliance has been sending staff out with educational materials. Staff Liaison Stacy Fobar stated that Code Compliance has been invited to the next commission meeting.

Vote: 3 - 3

AYE: Laura Smith

Keith Becker

Russell Randall

NAY: Rachael Simukonda

Sarah Dorman

Susan Purrington

7. Liaison Reports**A. Update from Council Liaison - Mayor Daggett**

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

None

C. Update from Youth Liaison Joseph Spence, NACoPTT

It was shared that an employment encounter recently occurred at Coconino High School.

D. Update from Sidewalk Liaison Jamie Martinez

None

E. Update from Parking Liaison Rachael Simukonda

Co-Chair Simukonda reported that next month she and Mr. Martinez would meet with the police department to ask for input on Sensitivity Training.

8. Staff Participation**A. Potential Social Media Education materials**

The commission discussed a potential social media campaign and discussed the needed elements such as pictures, education points, and personal experiences.

9. Information Items To/From Inclusion and Adaptive Living Commission Members

None

10. Date of Next Meeting - May 22, 2024 - 11:00 a.m. to 1:00 p.m.**11. AGENDA FOR NEXT MEETING**

Therapeutic Recreation Group Update
Sensitivity Training
Code Compliance Update
Library ADA Access
Sidewalk Working Group Update

12. ADJOURNMENT

The meeting of the Commission on Inclusion and Adaptive Living held April 24, 2024, adjourned at 1:07 p.m.

MINUTES

1. Call to Order

Chair Randall called the meeting to order at 11:02 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

ABSENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG (arrived at 11:04 a.m.)
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA (arrived at 11:17 a.m.)
COMMISSIONER SMITH

3. Recommended Protocol for Members and Other Participants

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None

5. MINUTES

A. [Approval of April 17, 2024 Minutes](#)

Moved by Keith Becker, **seconded by** Susan Purrington to approve the minutes of April 17, 2024.

Vote: 5 - 0 - Unanimously

6. ACTION ITEMS

A. **Police Sensitivity Training Review, Editing, and Recommendation**

Mr. Martinez and Commissioner Simukonda presented a draft ADA sensitivity training intended for the police department, with the goal of improving officers' understanding of disability perspectives and promoting positive, respectful interactions. They emphasized that the training was a collaborative effort and welcomed feedback from commissioners and attending police representatives.

The presentation focused on core principles such as assuming competency, using people-first language, and recognizing that disabilities are diverse and not always visible. Guidance was provided for interacting respectfully with people who have intellectual or developmental disabilities, use alternative forms of communication, have hearing or visual impairments, or use mobility devices. They stressed patience, asking individuals how they prefer to communicate, avoiding assumptions, and treating assistive devices as extensions of the person.

Commission members provided extensive feedback. Chair Randall suggested replacing "intellectual disability" with "developmental disability" for accuracy, adding mental health disabilities as a distinct topic, and including guidance on recognizing possible indicators of disability during interactions. It was also recommended to place "assume competency" at the forefront of the training. Commissioner Purrington offered detailed accessibility feedback on slide design, color contrast, font use, and consistency, and volunteered to help revise the presentation to improve accessibility.

The Blue Envelope Program for autistic drivers was introduced and discussed positively by both commissioners and police representatives. Law enforcement confirmed awareness of and participation in the program, noting its value in improving communication and safety during traffic stops.

Discussion also covered people-first language, with acknowledgement that while it is generally best practice, some communities (such as autistic individuals) may prefer identity-first language. The group agreed to use people-first language consistently in general presentations unless otherwise known.

Police representatives praised the intent of the training but recommended narrowing its focus to areas where law enforcement most needs support, such as service animals and specific response challenges, rather than duplicating training officers already receive. He suggested collaborating to align the presentation with existing police training and real-world experiences, and emphasized de-escalation and adaptability in officer responses.

The group agreed the presentation was not yet ready for approval or implementation. Mr. Martinez and Commissioner Simukonda committed to revising the materials based on feedback and coordinating directly with the police department to tailor the training. The item will be revised and brought back on a future agenda for further consideration, rather than acted on at this meeting.

B. **Approval of letter to Mayor asking for Proclamation of July 2024 as Disability Pride Month**

Chair Randall opened the discussion by asking commissioners to review a draft letter to the mayor requesting a proclamation of July 2020 as Disability Pride Month. He stated that he was the author of the draft and invited commissioners to suggest any edits, additions, or deletions.

He then checked for comments or questions and recognized Commissioner Dorman, who asked whether the letter met any word-count limitations. She indicated that aside from that concern, she thought the letter looked good.

Chair Randall responded by confirming that the word limit was 400 words and said his word-count tool showed the letter was under that limit. Ms. Fobar confirmed that this was correct and if the letter did exceed the limit, staff could edit it as needed.

Moved by Keith Becker, **seconded by** Susan Purrington to approve the letter as written.

Vote: 5 - 0 - Unanimously

C. **Discussion/Vote on adding a Special "Planning" meeting**

Chair Randall introduced the item and explained that in prior years the commission held a summer planning meeting or retreat, separate from regular meetings, to discuss goals, priorities, and issues for the upcoming year. Although this was not done the previous summer, it had been a productive practice in earlier years, prompting him to raise the idea again. He invited discussion and questions.

Ms. Fobar asked whether the meeting would be a half-day or full-day event. Chair Randall responded that he envisioned a shorter meeting, likely a couple of hours, and deferred to past experience. Mr. Martinez confirmed that previous planning meetings were typically about a half day, roughly four to six hours. Chair Randall agreed that a half day or less sounded appropriate.

Commissioner Keith Becker expressed support for holding the meeting and noted that finding a day when everyone is available would be important. He shared that Fridays work best for him, as he works Monday through Thursday.

Commissioner Purrington also supported the idea, stating that she is available on Fridays but not Monday through Thursday. She requested access to any past documents or materials from previous planning meetings so she could review them in advance and better understand what would be discussed.

Chair Randall described outcomes from past planning meetings, such as changing the name of the commission and expanding its focus to issues like accessibility in public buildings. He emphasized that these meetings allowed for open, collaborative discussion and had led to a broader and more effective scope of work for the commission. He noted that past meetings were held in person and that while future meetings could be in person, hybrid, or remote, being together in person had been especially productive and enjoyable.

Chair Randall further reflected on how the commission's mission had evolved over time. He explained that when he first joined, the commission had a narrower scope, primarily focused on a yearly disability awards banquet. Through planning meetings, the commission expanded its purview, shifted priorities, and ultimately changed its name to better reflect its work.

The commission agreed that a Friday meeting would be best and asked Ms. Fobar to find a time that would work with all members.

7. **REPORTS/DISCUSSION ITEMS**

A. Code Compliance Update

Postponed

B. Therapeutic Recreation Group Update

Commissioner Dorman acknowledged Commissioner Purrington as the lead organizer for the working group, having done the majority of the coordination, note-taking, and organization. The group met three times and included representatives from the City of Flagstaff Parks, Recreation, Open Space, and Events (PROSE) Division, Coconino County, other city commissions, nonprofit organizations (notably High Country Adaptive Sports), and Northern Arizona University.

The working group began by researching the history of therapeutic recreation in Flagstaff. They found that city-supported therapeutic recreation programs began to decline during the Great Recession around 2009. From there, the group focused on identifying short-, medium-, and long-term strategies to improve accessibility and inclusion in city recreation services for people with disabilities.

Short-term recommendations included:

- Having the commission table at community events (such as Concerts in the Park) to gather direct input from the disability community.
- Increasing staff training and professional development on inclusive programming, sensory-friendly events, and accommodations.
- Partnering with nonprofit and for-profit organizations for training support.
- Adapting existing programs and facilities (such as the Aquaplex, Jay Lively Activity Center, Cogdill Rec Center) to be more inclusive.
- Reducing facility-use costs so organizations like High Country Adaptive Sports can more easily use city facilities.
- Making city leagues and athletics more accessible and clearly welcoming to people with disabilities.

Medium-term goals included:

- Increasing funding for therapeutic recreation services.
- Hiring or supporting more Certified Therapeutic Recreation Specialists.
- Pursuing grants and partnerships to support training and certification, including collaboration with NAU's Parks and Recreation and Recreational Therapy programs.
- Expanding programming through partnerships with organizations such as High Country Adaptive Sports, Ability360, and Arizona Disabled Sports.

Long-term goals included:

- Allocating resources to update and reopen the former TR facility, McPherson House, as a centralized hub.
- Exploring shared-use opportunities with the planned Indigenous Center at Thorpe Park.
- Considering the creation of a grant-writing position within PROS to support funding efforts.

Additional recommendations included conducting a community survey to better understand the needs and preferences of individuals with disabilities and their families. This could be done jointly with High Country Adaptive Sports or by expanding existing PROSE surveys.

Chair Randall noted that the discussion would lead to future action items, including drafting a letter and developing a survey. Commissioner Dorman suggested starting with commission involvement in survey development and community outreach as an initial step.

C. Sidewalk Working Group Update

None

8. **Liaison Reports**

A. **Update from Council Liaison - Mayor Daggett**

None

B. **Transportation Liaison - LaReina Reyes - Mountain Line**

Mr. Martinez reported that the Coordinating Mobility Council quarterly meeting will be held on May 31, 2024 at Mountain Line.

C. Update from Youth Liaison Joseph Spence, NACoPTT

None

D. Update from Sidewalk Liaison Jamie Martinez

Mr. Martinez acknowledged receiving Chair Randall's email regarding ongoing concerns and stated that the issues would be forwarded to Code Compliance. He noted that similar problems are occurring in Smokerise. The concerns include debris obstructing sidewalk paths of travel, bulk pickup issues, improperly parked vehicles, and trash cans not being placed correctly.

Mr. Martinez suggested inviting Evan Terrell from Solid Waste to the next meeting to discuss ongoing accessibility issues related to trash and bulk pickup, particularly those that have been persistent over time. Chair Randall agreed and explained that while trash truck drivers have improved in not placing bins on sidewalks, the primary issue now appears to be residents placing their own trash cans on sidewalks. Commissioner Becker added that addressing these issues directly with neighbors has often led to combative responses and hostility when advocating for universal accessibility. Chair Randall echoed this sentiment, observing that residents are very sensitive about how and where their trash and bulk items are placed.

E. Update from Parking Liaison Rachael Simukonda

Commissioner Simukonda explained that she is coordinating with the police department trainer to determine the status of her civilian aide training. In the meantime, she has been documenting ADA violations by taking photographs so she can later seek guidance from law enforcement on how to appropriately take action. Chair Randall thanked Commissioner Simukonda for serving as a liaison with the police department and noted that her existing relationships with department staff are beneficial to the commission and the disability community.

Commissioner Simukonda also informed the commission that a new police chief, Sean Conley, is expected to begin in June. She shared positive impressions from the interview process and expressed her hope to establish a strong working relationship with the new chief in order to effectively represent the commission and the community it serves.

9. Staff Participation**10. Information Items To/From Inclusion and Adaptive Living Commission Members****11. Date of Next Meeting - June 26, 2024 - 11:00 a.m. to 1:00 p.m.**

Chair Randall noted that the next meeting would be held on June 26 from 11:00 a.m. to 1:00 p.m. He outlined proposed agenda items, including action items related to a letter on therapeutic recreation, a survey regarding therapeutic recreation services, an update from the therapeutic recreation working group, and an update on ADA sensitivity training. He also suggested inviting Code Compliance staff to the next meeting since they were unable to present at the current one.

Commissioner Becker requested adding a discussion item to the next agenda about drafting a letter to the city or city council expressing the commission's displeasure at not being included in the Grandview Drive project, noting concerns that the project design appeared unsafe and inaccessible for wheelchair users. Chair Randall agreed to include this item.

Commissioner Simukonda requested that the ADA sensitivity training discussion be moved from the June agenda to July to allow for leadership transitions within the police department. Chair Randall agreed.

Commissioner Eisenberg brought attention to upcoming conferences which included an Institute of Human Development conference in early June and a Disability Resource Fair planned for October 5

at the High Country Conference Center.

12. AGENDA FOR NEXT MEETING

A. Library Update

13. ADJOURNMENT

The Commission on Inclusion and Adaptive Living meeting of May 22, 2024 adjourned at 1:07 p.m.

MINUTES

1. Call to Order

Chair Randall called the meeting to order at 11:02 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER PURRINGTON
COMMISSIONER SMITH

ABSENT:

COMMISSIONER EISENBERG
COMMISSIONER SIMUKONDA

3. Recommended Protocol for Members and Other Participants

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None

Chair Randall reordered the agenda and moved Mayor Daggett's update before the action items.

5. ACTION ITEMS

A. Consideration and Possible Approval: Letter to Council Regarding Therapeutic Recreation

Combined with Item 5B.

B. Discussion and Direction: Therapeutic Recreation Survey

Commissioner Dorman explained that the working group had discussed ideas such as hosting a booth at community events to gather public input via surveys and emphasized training as a key starting point--particularly training city staff and Aquaplex staff in inclusive and adaptive recreation practices.

Commissioner Purrington outlined the group's main intent: to propose practical, achievable steps to

make existing Parks, Recreation, Open Space, and Events (PROSE) programs and events more inclusive. Core ideas included professional development and training for existing staff (possibly through outside experts), improving staff readiness to make accommodations both on the spot and through advance planning, and gathering broader community feedback on current strengths, gaps, and unmet needs in adaptive and therapeutic recreation.

She explained that while the city is not positioned to hire certified therapeutic recreation specialists, there may be opportunities to upskill current staff through training or certification. She highlighted the importance of coordinating surveys rather than duplicating efforts, noting that High Country Adaptive and the PROSE Department are already developing surveys. She also mentioned attending summer concerts as commission members to engage directly with the community and collect informal feedback.

Commissioner Dorman shared details about a statewide survey developed by an Occupational Therapy capstone student that focuses on barriers and benefits to adaptive recreation, noting strong early response and offering to share and collaborate. Susan suggested the city could potentially adapt this survey for local use, in coordination with PROSE leadership.

She reminded the group that recommendations had been organized into short-, medium-, and long-term goals, with short-term goals identified as the most immediately achievable. Discussion followed about next steps: whether the working group was ready to bring recommendations to the full commission and then forward them to City Council.

Commissioner Dorman clarified that the working group had produced a foundation of recommendations but felt the commission should help decide which items should be included in a formal letter to the city. As the short-term goals were reviewed, commissioners generally agreed they were realistic and actionable. There was discussion about moving some longer-term items, such as inclusive design considerations for the planned Indigenous Cultural Center at Thorpe Park, into the short-term category due to current planning timelines. PROSE staff confirmed that while PROSE is leading park design, multiple partners are involved and early feedback would be timely.

Commission Smith raised the question of whether the letter should include specific implementation examples (e.g., who would provide training, what adaptations might look like). It was agreed that concrete examples, such as Special Olympics programs or adaptive rock climbing at the Aquaplex, would strengthen the recommendations, though this might require one more informal working group meeting to flesh out details.

Commissioner Becker suggested additional refinement through the working group or possibly during a retreat. Chair Randall supported reconvening the informal working group to add specificity, draft a letter, circulate it to commissioners for feedback, and then bring it forward for a vote at a future meeting. Susan agreed and volunteered to draft the letter once priorities were finalized.

The group agreed that:

1. The informal working group would try to meet again to refine specific recommendations.
2. A draft recommendation letter would be developed and shared with the commission for review.
3. Commissioners could send additional ideas to Commissioners Dorman or Purrington.

The goal would be to bring a letter forward for consideration and possible approval at a July commission meeting, if timing allows.

Chair Randall reordered the agenda and took Item 6B next.

C. **Consideration and Possible Approval:** Letter to Council Regarding Grandview and Other Projects

Commissioner Becker expressed strong concern that the rolled curb project on Grandview is unsafe and inaccessible for wheelchair users. He noted that with cars parked on both sides, people would have to navigate in the street, making it dangerous. He questioned why a square curb was not used instead of a 3-foot rolled curb and expressed disappointment that the commission was not consulted for input. He emphasized that sidewalks are essential for safety and that the city's walk-friendly goals are undermined by projects that do not include sidewalks. He suggested that Chair Randall draft a letter to City Council to express the commission's dismay and insist on being included in future projects.

Chair Randall added that the Mayor initially brought the project to the commission's attention, and while there had been discussions about rolled curbs, the project as presented was already mostly finalized. He shared an example of testing the street with a blind friend, who found it completely inaccessible, highlighting that the project reduces accessibility. He noted that such situations are discouraging for a commission tasked with promoting accessibility, especially when questions or concerns are raised too late in the process.

Moved by Keith Becker, **seconded by** Russell Randall for Chair Randall to draft a letter to bring back to the next commission meeting for approval to be sent to the City Council.

Vote: 5 - 0 - Unanimously

6. **DISCUSSION ITEMS**

A. East Flagstaff Library Concerns

Library Director Linda Tillson provided an update on accessibility issues at city libraries. She noted that her Deputy Director, Richard Tutwiler, who was previously handling these concerns, has since left, so she was attending without full background.

Key points discussed:

East Flagstaff Library Doors: There was a prior concern about restroom doors not being fully accessible. Ms. Tillson confirmed she would contact Facilities to have the doors checked and adjusted as needed to ensure compliance with ADA standards, since the last adjustment was done two years ago.

Downtown Library Flush Noise: Concerns were raised about noise from toilets in the adult bathrooms, which have been used as a workaround because the children's bathrooms are not accessible. Ms. Tillson noted that addressing the children's bathroom would require a major renovation due to structural constraints and would likely require City Council funding. In the meantime, children have been using the adult bathrooms with adult supervision as a reasonable accommodation.

Children's Bathrooms Accessibility: Commissioners discussed the need to better understand current accommodations and potential solutions. Commissioner Dorman suggested that family restrooms could be a partial solution for children who need accompaniment.

The commission would like to invite the children's librarian to a future meeting to provide insight on how children with mobility needs currently use the downtown library restrooms and to inform potential recommendations for improving accessibility.

B. Code Compliance Update

Code Compliance Officer Kevin Dunlap provided an update on code compliance efforts, reporting that things are going well. He and Commissioner Simukonda have been working diligently to keep

sidewalks clear, focusing on education and awareness. One improvement noted is that trash cans, which were previously being left on sidewalks after collection, are now being placed on the street, which has been seen as a positive change.

Commission members expressed appreciation for these efforts. Commissioner Dorman noted a noticeable improvement in her neighborhood, with trash cans being properly placed on the street. Commissioner Becker added that while improvements are evident, bulk trash continues to be a problem, particularly when residents move out and place items on sidewalks at the wrong times. He suggested that trash and recycling staff could help report these violations to improve compliance. Mr. Dunlap noted that coordination with solid waste staff already helps address such issues, and advised communication be routed through him to avoid delaying collection operations.

Chair Randall emphasized that while education has helped, enforcement may need to increase. He shared experiences of moving trash cans themselves and the challenges of confronting residents, highlighting the importance of both education and compliance. Social media outreach by was praised for raising awareness, despite some negative feedback from residents.

Overall, the discussion emphasized the value of education, continued coordination with trash/recycling staff, and the potential need for more enforcement to ensure sidewalks remain clear and accessible, particularly for residents with mobility challenges.

C. Sidewalk Working Group Update

None

D. Therapeutic Recreation Working Group Update

Included with earlier discussion on Therapeutic Recreation.

E. Commission Special "Planning" Meeting

The commission discussed the dates for the planning meeting. It was determined that the mornings of August 9 or August 16 were available. Ms. Saltzburg indicated that she would discuss with Commissioners Simukonda and Eisenburg on their availability and set the date accordingly.

7. **LIAISON REPORTS/UPDATES**

A. Update from Council Liaison - Mayor Daggett

Mayor Daggett provided a brief council update, thanking the commission for the Disability Pride Month proclamation that was read at the previous meeting. She shared that she would send resources related to housing and service animals, specifically highlighting the Arizona Pet Project, an organization that helps people remain housed or find housing by removing financial and legal barriers related to service animals.

Chair Randall thanked Mayor Daggett for declaring July as Flagstaff's Disability Pride Month. He noted evolving societal attitudes toward disability, emphasizing a shift toward recognizing that everyone faces challenges of varying degrees. The proclamation was described as a meaningful symbol of changing community attitudes and greater inclusivity.

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes provided an update on Transportation, reporting that Mountain Line have received their grant funding, which supports transportation services for older adults and people with disabilities. Additionally, the ADA Plus and taxi programs were fully funded. This funding benefits organizations under the Flagstaff Metropolitan Planning Organization, including Northern Arizona Senior Care, the Hozhoni Foundation, Hope Lives, and Quality Connections.

She also gave an update on the Wheelchair Accessible Vehicle (WAV) Committee, noting that their next meeting is scheduled for the 17th of the month. The committee is currently preparing a pitch packet to present to car dealerships and other potential financial donors to help fund the purchase of a wheelchair-accessible vehicle for a local taxi company. The goal is to provide on-demand service for people in wheelchairs, with a target 20-minute turnaround time from request to pickup. She invited anyone interested in participating in the WAV subcommittee to contact her for more information.

C. Update from Youth Liaison - Joseph Spence - NACoPTT

None

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. **Staff Participation**

Ms. Saltzburg provided an update regarding staff participation and technical issues with recent meetings. She apologized for the challenges experienced last week but noted that a clear path forward has been established, with new meeting appointments and updated links to prevent future issues. Regarding issues with accessing meetings through agenda links, Stacy explained that some links had not been updated properly, but steps are being taken to ensure full accessibility in future meetings. She confirmed that meetings are being opened in advance to help participants join smoothly.

Chair Randall asked Ms. Saltzburg to extend appreciation to Public Affairs for the recent social media posts about proper garbage can placement. The posts were informative and helped raise awareness, even though some negative feedback had been received.

9. **Information Items To/From Inclusion and Adaptive Living Commission Members**

Commissioner Dorman shared upcoming community events, including a parent support group pizza party on July 17th and the Northern Arizona Disability Resource Fair. She planned to send details for distribution to commissioners, who were encouraged to share the information widely, including with the Community Practice Transition Team, to ensure broad outreach within the disability community.

10. **Agenda Items for Next Meeting - July 24, 2024**

11. **Adjournment**

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:42 p.m.

MINUTES

1. Call to Order

Vice Chair Simukonda called the meeting to order at 11:00 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA
COMMISSIONER SMITH

ABSENT:

CHAIR RANDALL

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Public Participation

The Commission cannot act upon items presented during the Public Participation portion of the Agenda. Individual Commission members may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item is officially placed on the Agenda. Each public comment or presentation will be limited to five (5) minutes.

None

5. ACTION ITEMS

A. Consideration and Possible Approval: Letter to Council Regarding Grandview and Other Projects

The commission considered the letter drafted by Chair Randall.

Moved by Susan Purrington, **seconded by** Keith Becker to approve the letter and send to the City Council.

Vote: 6 - 0 - Unanimously

6. DISCUSSION ITEMS

A. Therapeutic Recreation Working Group Update

i. Possible letter to City Council regarding Therapeutic Recreation

Commissioner Purrington explained that there was not much to update at this time. The group had been trying to schedule a meeting but had not yet received responses from non-commissioned members. She suggested that the Commission could proceed with meetings among just the Commission members if necessary. Vice Chair Simukonda asked whether it would be appropriate to add a discussion or action item next month for the Commissioners alone, and Ms. Saltzburg confirmed that this would be acceptable, noting that the Commission has the flexibility to begin discussions without the non-commissioned participants and could revisit the topic at the next meeting.

Commissioner Purrington emphasized that the working group's main purpose is to clarify specific asks for a letter, focusing on short-, intermediate-, and long-term goals. While she acknowledged the importance of input from non-commissioned members for a strong letter, the group could start drafting without them if needed. Vice Chair Simukonda suggested drafting the letter in advance and sending it to the Commission for review so that it could be voted on at the next meeting.

The conversation then turned to concerns about festival accessibility. Vice Chair Simukonda shared issues she had observed as a volunteer coordinator, including inaccessible toilets and festival layouts that made it difficult for individuals using wheelchairs to participate. Mr. Martinez noted that these concerns were valid and fell under ADA and code compliance issues. Ms. Saltzburg suggested that the topic of festival accessibility is broader than therapeutic recreation and could be addressed by the full Commission next month.

B. Sidewalk Working Group Update

Vice Chair Simukonda reported that she and Mr. Martinez are coordinating a meeting with Code Compliance to address sidewalk complaints and explore ways to streamline the process. They are also continuing work on a presentation for the Police Department. Mr. Martinez highlighted two recurring areas of concern: overgrown brush and debris at the top of Smokerise near a house where children wait for the school bus, and sidewalk obstructions caused by bulk and trash pickup in the University Heights area. Vice Chair Simukonda agreed to draft a letter to Public Works and Code Compliance with specific addresses, aiming to resolve these issues before the snow season, noting that snow could create additional challenges for sidewalks.

C. August Commission Planning Meeting - Friday, August 9, 2024

Ms. Saltzburg confirmed the date for the planning meeting as August 9, 2024. There would be a virtual option available for those interested. She asked the commission to forward any topics for consideration before the meeting if possible.

7. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Mr. Martinez provided an update on the Wheelchair Accessible Vehicle (WAV) Committee's efforts, which are focused on creating a pitch packet to distribute to media to seek monetary donations or potentially a van from a dealership. The committee welcomes individual letters of support and encouraged Commissioners to submit them if they wish. He also shared that the Coordinated Mobility Council will hold its quarterly meeting on August 16th from 10:00 AM to noon. The meeting

will be hybrid, allowing attendance either in person at the transportation headquarters near Kasper Avenue or virtually.

C. Update from Youth Liaison - Joseph Spence - NACoPTT

Commissioner Eisenberg reported that the NACoPTT summer retreat was held about a month ago, they discussed plans to include more presentations for the group and to get an earlier start on their annual transition fair. A challenge has been securing a date from the community center early enough to effectively advertise the event. This year, a subgroup will assist with planning and coordination. Additionally, she noted that help will be needed in securing donations of food or funding for food, and any leads would be appreciated.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. Staff Participation

None

9. Information Items To/From Inclusion and Adaptive Living Commission Members

Vice Chair Simukonda requested that Ms. Saltzburg send out the Zoom link on the day of the meeting to make it easier to access, and Ms. Saltzburg agreed to do so while noting the link is also available on the city's website agenda. Vice Chair Simukonda also shared a grant opportunity from Northland Family Crisis Center related to government participation and offered to share the link with any Commissioners who may be interested.

Commissioner Dorman announced that registration is open for the first annual Northern Arizona Disability Resource Fair on October 5th, hosted by the Institute for Human Development, with 32 vendor spots available. Vice Chair Simukonda requested that voter registration materials be included, which Commissioner Dorman will bring to the committee for consideration. The Commission discussed participating to provide information about their work, the city, and resources for people with disabilities. Mayor Daggett volunteered to cover the \$50 registration fee and assist at the table, with city staff coordinating the registration.

Commissioner Becker highlighted the upcoming "Picking in the Pines" event from September 13--15, noting that it is family-friendly and wheelchair accessible, and invited Commissioners to visit the site to assess accessibility improvements. He also requested assistance distributing flyers at Northern Arizona University.

Ms. Saltzburg shared that Commissioner Dorman is seeking additional volunteer facilitators for the 2025 Inclusive Spaces Workshop series hosted by Welcomed Here, and provided Susan's contact email.

10. Agenda Items for Next Meeting - August 28, 2024

11. Adjournment

The Commission on Inclusion and Adaptive Living meeting of July 24, 2024 adjourned at 11:38 a.m.

MINUTES

1. Call to Order

Chair Randall called the meeting to order at 9:14 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

ABSENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA
COMMISSIONER SMITH

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Discussion and Development of Commission Work Program and Areas of Focus

On-Demand Wheelchair Accessible Vehicles: The commission discussed the lack of on-demand which impacts over 3,000 residents. While ParaTransit exists, service gaps remain, and with no current taxi service is providing this option. There is an effort to seek interest from private agencies to supply a wheelchair-accessible vehicle and ADA-certified drivers. With eight letters of support already secured, the Commission plans to request a City Council presentation in October, aligning with Disability Awareness Month, to raise awareness and encourage participation.

Disabled Representation in City Recruitment: The commission discussed the need for an emphasis on increasing representation of differently abled individuals in City staff. Few employees disclose disabilities on the City's annual survey, raising concerns about underrepresentation or negative perceptions of reporting. The Commission suggests reviewing survey results with Human Resources, addressing confidentiality, accessibility in recruitment, inclusive messaging, and exploring partnerships and training opportunities.

Sidewalk and Street Accessibility: The commission discussed concerns about sidewalk and street accessibility, including the need for pedestrian walkways and signaling devices. There are ongoing concerns about issues like snow, trash cans, shrubs, and vehicles blocking pathways, but reports to Code Compliance and the Police Department are rarely resolved or followed up on. They are also concerned about snow plowing operations and conditions that prevent access to obtain medical and emergency services. The commission is exploring ways to improve reporting, enforcement, and

education. They emphasized that sidewalk accessibility is a city responsibility, calling for more staff, better communication, and meaningful action to make the community more accessible. They plan to invite city staff to future meetings to address discuss the issues.

A break was held from 10:32 a.m. through 10:38 a.m.

Accessibility Audits: The commission discussed the potential for conducting accessibility audits of public buildings to ensure inclusivity and compliance with ADA standards. They considered involving students for practical experience and suggested that an inclusion coordinator could facilitate this process.

Therapeutic Recreation: Commissioners Purrington and Smith are working on drafting a letter for therapeutic recreation, focusing on short and long-term goals for the city to enhance recreational programs inclusively. The commission will continue discussions with PROSE, emphasizing the need for accessible festivals and events, including ADA-compliant restrooms, unlocked city facilities, and temporary solutions like platforms for grassy areas at Wheeler Park. They recommend the City hire an Inclusion/ADA Coordinator to oversee accessibility across events, programming, volunteering, and recruitment. Expanding adaptive equipment and opportunities for participation is seen as a key step toward broader inclusion and growth.

Disability Awards Event: The commission would like to hold an awards event to honor members of the community who support inclusion. They discussed how the event could be structured. Commissioner Purrington suggested student involvement in planning the event.

Intergenerational Programs: Chair Randall raised the idea of intergenerational programs at Joe Montoya Senior Center, suggesting that such initiatives could foster community and inclusivity. The discussion highlighted the potential benefits of involving students from NAU in city recreation programs. Other communities offer stronger senior and intergenerational programs, and rebuilding ties with NAU could help expand Flagstaff's programming after challenges from the recession and pandemic. They also raised concerns about limited recreation center hours, noting the Youth Center is closed on weekends and the Aquaplex on Sundays.

5. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 11:55 a.m.

MINUTES

1. Call to Order

Chair Randall called the meeting to order at 11:02 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA

ABSENT:

COMMISSIONER DORMAN
COMMISSIONER SMITH

3. Recommended Protocol for Members and Other Participants

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4. Public Participation

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None

5. Action Items

A. **Discussion and Possible Action:** Therapeutic Recreation Working Group Update and Discussion

Commissioner Purrington led the working group in drafting recommendations for the City and PROSE to begin building therapeutic recreation opportunities, with the team refining a letter that outlines short-, medium-, and long-term goals. The commission emphasized the importance of inclusivity, encouraging the letter to reflect adaptive and accessible programming for all, not just differently abled residents. Survey efforts were discussed, noting current gaps in accessibility questions and the opportunity to partner with students to develop more comprehensive tools that capture trail use and recreation needs. The group also raised concerns about limited recreation center hours, suggested expanding FUTS accessibility information with clearer maps and signage,

and supported partnerships with NAU and High Country Adaptive Sports to involve students in trail assessments and adaptive programming.

6. Discussion Items

A. Observatory Mesa Trail Plan Presentation - Sylvia Struss, Open Space Coordinator

Open Space Coordinator Sylvia Struss and Truman Shoaff provided a PowerPoint presentation that covered the following:

BACKGROUND
TRAIL PLAN OBJECTIVES
INTERNAL SCOPING AND
CURRENT CONDITIONS
FIRST TRAIL PLAN DESIGN
SECOND PROPOSAL
THIRD PROPOSAL
NEXT STEPS

The commission thanked Ms. Struss and Mr. Shoaff for the presentation and reiterated their commitment to seeing all trails be accessible.

B. Disability Resource Fair

The commission discussed the upcoming fair and their desire to reserve a table. They were also coordinating with MetroPlan and Mountain Line to conduct an audit walk downtown through Heritage Square.

C. Sidewalk Working Group Update

Commissioner Simukonda reported that Chief Connolly is creating a dedicated Police Liaison for the commission and is open to squad-level presentations on inclusivity. He planned on attending the October commission meeting to introduce himself to the commission and discuss the cross-disability board in he hoped to introduce in early 2025. Jamie Martinez highlighted ongoing sidewalk obstructions from bulk and trash pickup, he noted that weekly updates were being submitted to Code Compliance. They are addressing as much as they can within their limited staffing. The commission hoped to collaborate with the Police Department, Code Compliance, and community members to improve accessibility, particularly ahead of winter, and encouraged commissioners to report issues to support these efforts.

D. Discussion Regarding Festival Accessibility

The commission raised concerns about the accessibility of festivals, specifically the placement of disabled restrooms and navigating grassy areas. Assistant Parks and Recreation Director Amy Hagin indicated a willingness to incorporate accessibility considerations into event planning and permits.

E. Disability Awareness Month planning for October

A proclamation for Disability Awareness Month is planned for the October 1st City Council meeting, with the Commission encouraged to attend and possibly speak. There was also a suggestion to have information available at the meeting to further promote awareness.

7. Liaison Reports/Updates

A. Update from Council Liaison - Mayor Daggett

There was a brief discussion about improving the city's website accessibility, highlighting the importance of making it easier for citizens to report issues and navigate the site. Ms. Saltzburg

acknowledged the need for adjustments to the website to better accommodate the community and that staff was actively working with the city's website provider to make the necessary changes.

B. Transportation Liaison - LaReina Reyes - Mountain Line

It was reported that the WAV Committee continues to push for on-demand wheelchair-accessible transportation in Flagstaff and is seeking additional support. Several letters of support have already been submitted, but the committee is requesting this commission also send a letter to City Council endorsing their efforts. The commission agreed to consider this as an action item at the next meeting to help strengthen momentum and demonstrate broad community backing.

C. Update from Youth Liaison - Joseph Spence - NACoPTT

Flagstaff High School will host a College and Career Fair on October 2 from 5--7 p.m., geared toward young adults, while Coconino Community College will hold its Career Fair on October 9 from 11 a.m.--1 p.m. Both events are open to the community.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. Staff Participation

Ms. Saltzburg displayed and reviewed the working calendar based on the discussion from the Planning Meeting.

9. Information Items To/From Inclusion and Adaptive Living Commission Members

Commissioner Becker encouraged people to attend the Pickin in the Pines festival, he would like to hear thoughts and opinions in terms of accessibility.

10. Agenda Items for Next Meeting - September 25, 2024

11. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:55 p.m.

MINUTES

1. Call to Order

Chair Randall called the meeting to order 11:04 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

ABSENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG (arrived at 11:15 a.m.)
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA
COMMISSIONER SMITH

3. Recommended Protocol for Members and Other Participants

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4. Public Participation

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None

5. DISCUSSION ITEMS

A. **MetroPlan Presentation - Vulnerable Road Users Plan and Walktober Events** - Mandia Gonzales and Kim Austin

Mandia Gonzales and Kim Austin with MetroPlan provided a PowerPoint presentation that covered the following:

METROPLAN GREATER FLAGSTAFF
METROPLAN UPDATE
GRANT AWARDS -- TRANSPORTATION SAFETY

VULNERABLE ROAD USERS SAFETY ACTION PLAN PROJECT EXAMPLE TYPES

It was asked whether the proposed safety modifications had already been approved by Council, noting past concerns with curb designs. Ms. Austin explained they are not fully approved yet; the process is still in planning. She pointed to the success of the Cheshire Asphalt Art project as an example that generated excitement and support, emphasizing that temporary installations help test ideas, gather community feedback, and strengthen funding applications.

When asked how the Commission could support, Ms. Austin stated that the Commission could provide input once data is available, advocate for the projects with Council and staff, and show support at MetroPlan Executive Board meetings.

WHY ARE WE DOING THIS?

VULNERABLE ROAD USERS SAFETY PLAN -- UPDATE PUBLIC CONCERNS AND CRASHES FLAGSTAFF WALKS -- SEPTEMBER 29 TO OCTOBER 6

It was asked if the accident data presented included train accidents. Ms. Gonzales said some are included, but the information is incomplete--available reports often just list incidents as "trespassing" and lack detail. She noted it's difficult to find robust train crash data but they're working with partners to improve it. Ms. Gonzales clarified that the maps combine injuries and fatalities for bicyclists and pedestrians between 2017 and 2023, with red markers indicating fatalities only. She confirmed the 28% statistic on pedestrian fatalities came from the regional Transportation Safety Plan and said updated data will provide more precise numbers later.

FLAGSTAFF WALKS ACCESSIBILITY WALK AUDIT ROUTE OPTIONS

The commission discussed the logistics of the accessibility walk.

B. **Snow Heroes Program Update** - Steven Thompson

Sustainability Manager Steven Thompson gave a brief update on the Snow Hero program, which last year matched 20 residents with volunteers to clear sidewalks after snowfalls. He sent surveys to participants and will incorporate feedback into program improvements, planning to report to City Council in November.

He expects growth mainly in the number of residents requesting service but not expansion beyond sidewalk clearing yet. He is working with the legal team to formalize volunteers as city volunteers and to explore whether assistance could extend to private property (e.g., steps, paths).

This year, the program will no longer be considered a pilot but an evolving program. It will be open to all city residents, with priority for those who previously requested berm removal. Focus remains on serving seniors and differently abled residents.

Mr. Thompson shared that recruitment for volunteers and resident sign-ups will launch in early November, aiming to match before the first snowfall. He also highlighted the October 26, 2024 materials drop-off event.

Commissioners expressed support and appreciation for the program, noting it addresses a clear community need.

C. **Discussion about Pedestrian Walkways and Signaling Devices** - Jeff Bauman

Transportation Engineer Jeff Bauman, Transportation planner Martin Ince, and City Engineer Paul Mood provided a PowerPoint presentation that covered the following:

ACCESSIBLE PEDESTRIAN SIGNALS
AMERICANS WITH DISABILITIES ACT (ADA)
EARLY DEVICES
CURRENT DEVICES

When asked about details regarding assistance for the visually impaired, Mr. Bauman explained that accessible pedestrian signals assist visually disabled people through locator tones, tactile arrows indicating direction, audible/vibrating feedback confirming activation, and verbal messages announcing when and where it is safe to cross. Older "cuckoo/chirp" sounds are no longer used, replaced by clearer voice messages.

Ms. Simukonda asked how users will be educated about features like the extended push for longer crossing times, noting the challenge for visually disabled individuals who cannot read signs. Mr. Bauman acknowledged that education is an unresolved issue since the city has not yet installed these devices. He said there should be signs and likely audible instructions, but he was not certain of the full solution. Staff was committed to researching national guidance, and said updates would be shared with the Commission once plans are finalized.

APS WITH VOICE MESSAGES
ADD APS TO EXISTING SIGNALS?
ADD APS AS FUNDING ALLOWS
PRIORITIES

The commission discussed concerns about accessible pedestrian signals and overall pedestrian safety. It was noted that NAU and ADOT have installed APS devices, but the City of Flagstaff has not. Mr. Bauman explained that the City only installs APS when rebuilding or adding new signals, as there is no budget for retrofitting functioning ones. Mr. Ince suggested exploring grant opportunities and pointed out that Mountain Line has strong expertise in this area. It was noted that it is a surprise that APS has not been a priority in Flagstaff, especially given that other cities, like Salt Lake City, adopted them 20 years ago.

There was also conversation about prohibiting right turns on red at major intersections. Mr. Bauman stated that while it has come up in broader safety campaigns, the City has not undertaken a formal process to evaluate or implement such a policy. He noted that it could be incorporated into upcoming master planning and safety engineering updates, supported by consultant resources. Mr. Ince added that MetroPlan could also provide assistance in exploring these possibilities.

When asking how the Commission could support moving these issues forward, Mr. Ince explained that the best way to assist would be through active engagement in the upcoming planning projects and studies, since those are the avenues where opportunities and policy ideas are identified.

Commissioner Eisenberg left the meeting at 12:15 p.m.

D. October Disability Awareness Month

- Disability Resource Fair
- Accessibility Walk
- Proclamation

Ms. Saltzburg discussed the upcoming proclamation for Disability Awareness Month in October, aiming to highlight and address the needs of the disabled community within the city and demonstrate the city's commitment to recognizing and supporting individuals with disabilities. Ms. Saltzburg also shared that she is trying to get a banner with the commission name.

6. ACTION ITEMS

A. **Therapeutic Working Group Discussion and Possible Action Regarding Letter to City Council**

i. Discussion about a potential City of Flagstaff Inclusion and Accessibility Coordinator

Commissioner Purrington presented a draft letter on therapeutic recreation and inclusion, noting it draws from past Commission meetings and offline discussions. She emphasized that coordination duties are too large for one department alone and suggested the City consider either a dedicated inclusion coordinator or distributing responsibilities across departments.

Chair Randall recalled prior comments that the City currently has no formal inclusion role, only scattered efforts within departments. Commissioner Becker supported the idea, saying either a dedicated staffer or trained leaders in each department would benefit the City.

Commissioner Purrington proposed a funding solution: using the Arizona@Work incumbent worker training program, which reimburses up to 90% of training costs, to upskill current employees for roles such as therapeutic recreation specialist or inclusion coordinator.

The group discussed whether to separate the ideas of a citywide inclusion coordinator versus a recreation-specific role. There was value in both, but the recommendation was to leave the letter as-is, focused on recreation, while still allowing room for broader consideration later. Chair Randall suggested enhancing short-term goal #5 in the letter by clarifying examples of adaptations, such as staff training, equipment, and expanded hours of operation. He also highlighted that sites like the Hal Jensen Rec Center should be open on weekends to truly improve accessibility. The commission agreed to add the examples of adaptation to short-term goal #5.

Moved by Rachael Simukonda, **seconded by** Keith Becker to approve the letter as amended and send to the City Council.

Vote: 6 - 0 - Unanimously

B. **Discussion and Possible Action Regarding WAV On-Demand Transportation in Flagstaff**

Ms. Reyes discussed the upcoming presentation to the City Council regarding WAV On-Demand transportation. She would provide data and slides for the presentation that emphasize the need for improved transportation options for individuals with disabilities. The presentation aims to advocate for the expansion and support of WAV On-Demand services to enhance accessibility and mobility within the community.

C. **Appointment of Chair and Vice-Chair**

The Commission discussed the appointment of a new Chair and Vice Chair.

Moved by Susan Purrington, **seconded by** Russell Randall To appoint Rachael Simukonda as commission chairperson.

Vote: 6 - 0 - Unanimously

Moved by Rachael Simukonda, **seconded by** Russell Randall to appoint Susan Purrington as the commission vice-chairperson.

Commissioner Purrington requested time to consider the role due to workload concerns.

Commissioner Simukonda withdrew her motion with Chair Randall's support.

The decision was deferred to the next meeting.

7. LIAISON REPORTS/UPDATES**A. Update from Council Liaison - Mayor Daggett**

Chair Randall reported on a productive meeting with Mayor Daggett, where they discussed the possibility of setting up a meeting with city department heads to talk about accessibility and inclusion. It is hoped that such a meeting would foster a city-wide approach to improving accessibility and inclusion for individuals with disabilities.

B. Transportation Liaison - LaReina Reyes - Mountain Line

None

C. Update from Youth Liaison - Joseph Spence - NACoPTT

The Northern Arizona Community of Practice Transition Team met and learned that Flagstaff High School is hosting a college and career fair on October 9, 2024. Planning has also begun for an employment fair at Coconino High School in the spring. They hope to see a future event at Coconino Community College in March.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

Commissioner Simukonda shared that she is working on joining a Police Department committee, which will likely include one representative from each Commission. She also mentioned a brief meeting with Code Compliance, where she and Mr. Martinez discussed ways to improve coordination; more details will be shared at the next meeting.

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison**9. Agenda Items for Next Meeting (October 23, 2024)**

Ms. Saltzburg reviewed the working calendar and agenda for the October meeting.

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 1:04 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order at 11:01 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR RANDALL
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER PURRINGTON
COMMISSIONER SIMUKONDA

ABSENT:

COMMISSIONER EISENBERG
COMMISSIONER SMITH

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Public Participation

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None

5. DISCUSSION ITEMS

A. Presentation on Flagstaff Regional Plan 2045

Comprehensive and Neighborhood Planning Manager Sara Dechter along with Associate Planner Elsa Erling presented the Flagstaff Regional Plan 2045, highlighting the partnership with Coconino County and the importance of coordinated planning efforts for land use, transportation, and infrastructure. Their presentation included the following slides:

PROCESS FOR UPDATING THE PLAN
REGIONAL PLAN COMMITTEE
FOCUS OF THE PLAN -- 5 PRIORITIES
REGIONAL PLAN CHAPTERS

POLICY SECTION
IMPLEMENTATION SECTION
MAPS
SCENARIO PLANNING PROCESS
SCENARIO PLANNING HOUSING
SCENARIO PLANNING TRANSPORTATION
FUTURE GROWTH ILLUSTRATION
HOUSING RELATED GOALS AND POLICIES
TRANSPORTATION CHAPTER GOALS AND POLICIES
IMPLEMENTATION GUIDELINES
HIGH PRIORITY ACTION ITEMS
GROWTH AND LAND USE
INTEGRATION IN OTHER CHAPTERS
WAYS TO PARTICIPATE
60-DAY PUBLIC REVIEW
PLAN COMMENTS HOSTED ON KONVEIO
WHAT HAPPENS AFTER THE 60 DAY REVIEW?

Commissioner Randall noted that two audits had been conducted and they both revealed significant ADA-related issues, particularly on many of the community's roads. Multimodal Transportation Planner Martin Ince shared a link to a "Traffic Calming 101" guide, noting that traffic calming studies--while often initiated in response to complaints--always incorporate ADA considerations into their designs. However, not every road receives traffic calming, and the current approach tends to be reactive and piecemeal. The city and Metro Plan are developing a Streets Master Plan, which is expected to be adopted next year and will establish guidelines for roadway design, including ADA accessibility, with broader implementation likely two to three years after adoption.

Chair Simukonda expressed concern about the Commission's involvement, emphasizing that many members either have personal experience with disabilities or know someone who does. She noted that the Commission could provide a valuable perspective in ensuring that accessibility needs are addressed proactively. She requested that Commission members be invited to participate in planning processes, rather than only being consulted after projects are initiated. Commissioner Randall echoed her concerns, sharing that some past projects had actually decreased accessibility because the Commission was not involved during the planning phase. Staff acknowledged the importance of involving Commission members early and committed to bringing this request to the team working on project scoping.

Ms. Dechter further explained that the transportation chapter contains goals and policies related to streetscapes, parking, and accessibility. Particular attention was given to ensuring ADA-accessible parking is centrally located and functional, especially in areas like downtown or newly developed activity centers. Additionally, she highlighted recent changes in state legislation, which limit the amount of required onsite parking. This makes accessible on-street parking increasingly important, particularly given Flagstaff's restrictive winter parking ordinance that prohibits overnight parking for most of the year. These changes will require adapting parking policies to maintain accessibility under new constraints.

Ms. Dechter shared that the 60-day review period for the plan runs from October 20 to December 19, during which Commission members can form a subcommittee or provide individual feedback to help shape guiding principles. While some projects, such as adjusting parking policies, may take three to four years to fully implement, the early involvement of the Commission is critical to ensuring ADA accessibility is prioritized in both planning and future development.

Commissioner Randall asked whether high-density housing is likely to be concentrated near the university. In response, Ms. Dechter explained that while the university projects growth, these projections should be viewed cautiously because the population of traditional college-age students is shrinking nationally, and universities are competing for a smaller pool of students. The city's future growth maps highlight areas suitable for large multifamily and mixed-use development. These include suburban centers and urban centers. Some of these areas, like the Woodlands Village and

Milton Road corridor, could continue to support developments similar to existing projects, such as "The Hub" and "The Standard." These areas are already zoned for higher density, and because of the 2006 Private Property Rights Protection Act, it is extremely difficult for the city to downzone or reduce allowable densities in these locations. Property owners have mechanisms to opt out of changes, which limits the city's flexibility.

Commissioner Randall emphasized that minimizing displacement of current residents is a major concern, referencing past situations like the Arrowhead Trailer Park, where residents were displaced and the property remained vacant for years. Ms. Dechter acknowledged the challenge, noting that while the plan prioritizes reducing displacement and maintaining affordable housing, the legal and regulatory framework makes it difficult to fully prevent displacement. The planning team carefully considered where higher-density development is proposed to balance growth, housing affordability, and minimizing displacement risk.

B. Accessibility Audits

Commissioner Randall reflected on the Commission's history of conducting regular accessibility audits, noting that this practice largely stopped before or during the pandemic. He emphasized a desire to resume audits, starting with city-owned public buildings and potentially expanding to other public and private buildings, though he acknowledged that auditing private buildings would require their voluntary participation. Ms. Saltzburg clarified that the Commission has authority to audit public buildings, but private buildings could only be assessed if the owners invited the Commission to do so.

Chair Simukonda suggested working with Commissioner Purrington and the organization Welcome Here to conduct voluntary audits of private businesses, while focusing the Commission's formal efforts on city-owned facilities. Commissioner Purrington explained that Welcome Here currently has limited staffing, and expanding private business audits would require additional volunteer recruitment. She expressed willingness to train Commission members to conduct consistent audits and offered to help organize an informal working group for public facilities.

The commission noted the significant accessibility issues identified during the most recent downtown audit, particularly on sidewalks and public buildings. Commissioner Randall raised concerns about public schools, referencing his experience with Flagstaff Unified School District, and mentioned that new school board members are interested in improving accessibility. Ms. Pfeil suggested engaging local provider agencies to recruit people with disabilities to assist in audits, providing both a meaningful community activity and a broader perspective. Mr. Spence also highlighted prior experiences conducting accessibility assessments in public spaces and schools.

The commission discussed procedural rules for conducting Commission-led audits, including quorum requirements and how findings would be reported back to the Commission and city leadership. Commissioner Purrington emphasized the need for training, consistent documentation, and establishing a priority list of facilities to audit, potentially focusing on city buildings scheduled for renovations or new construction. Commissioner Randall suggested prioritizing facilities with high public use, such as libraries, since accessibility in these spaces has the greatest impact.

An informal working group was proposed to identify priority buildings, create a timeline, and participate in training.

C. Spring Recognition Event

Chair Simukonda opened the discussion about the Commission's spring recognition event, noting that the group had previously planned to host a spring event instead of a formal banquet. She invited Commissioners to share ideas on timing, format, and logistics. Commissioner Randall recalled that similar events had been held twice in the past in the City Hall foyer. Those events were straightforward to organize, involved recognizing mostly young people, and included simple award presentations, some refreshments, and minimal expense. He expressed support for hosting the event again in the spring.

Chair Simukonda noted that the mayor had indicated a small budget could be allocated for the event and sought input on scheduling. Commissioner Purrington suggested leveraging her spring event planning course, which involves up to 30 students partnering with community organizations to plan and execute events in April. This approach could provide additional support while allowing flexibility for indoor or outdoor venues, such as the City Hall landing or another accessible location. Commissioners voiced their agreement and support for this plan.

Commissioner Purrington clarified that while she could serve as the academic liaison, a Commission member would need to take the lead in supervising the students. She noted that more detailed planning and discussion of parameters could occur in November. She also mentioned that this opportunity could extend to other city or community organizations interested in partnering with her students for event planning experience.

6. **ACTION ITEMS**

A. **Consideration and Possible Action:** Cancellation/Reschedule of December 25, 2024 Meeting

Moved by Russell Randall, **seconded by** Susan Purrington to reschedule the December 25, 2024 meeting to December 18, 2024.

Vote: 5 - 0 - Unanimously

7. **LIAISON REPORTS/UPDATES**

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes provided an update on the work of the WAV subcommittee. She reported that the subcommittee recently presented their initiative to City Council, with the presentation described as heartfelt, factual, and well-received. The next steps include setting up mini interviews with NAU and potentially the Daily Sun to increase visibility.

Ms. Reyes also noted an upcoming Coordinated Mobility Council meeting in November and invited anyone interested to contact her directly or visit the Mountain Line website for more information. Additionally, she shared that she attended the Arizona Rural Transportation Summit in person, gaining insights from mobility managers who assist sub-recipients in obtaining 5310 funding. She offered to provide further information on this experience to anyone who reaches out.

C. Update from Youth Liaison - Joseph Spence - NACoPTT

Commissioner Randall announced that Alida Pfeil has been formally chosen by the Community Practice Transition Team to serve as the Commission's second youth liaison.

Ms. Pfeil provided an update from the meeting, highlighting a presentation by Belinda Escalante from DES on pre-employment transition services. These services are available to youth aged 14 to 22 participating in an educational program and include support in five areas: job exploration, work readiness, post-secondary education and training, counseling, work-based learning, and self-advocacy skills. She noted that there are some eligibility requirements, such as not currently participating in another transition-to-work program unless there is a gap in services. Coordination typically occurs through schools, and Belinda Escalante is available for contact to assist with any difficulties or questions regarding the program.

Additionally, Ms. Pfeil mentioned an upcoming event hosted by the Arizona Department of Health Services' Children and Youth with Special Health Care Needs program. This event is a focus group for families of children and young adults up to age 26 in Flagstaff, designed to gather input on how

services can be improved.

D. Update from Sidewalk Liaison - Jamie Martinez

Chair Simukonda reported that Code Compliance staff would be attending next month's meeting.

E. Update from Parking Liaison - Rachael Simukonda

Chair Simukonda shared that the new Police Chief Sean Connolly was planning to attend an upcoming commission meeting to discuss citizen engagement and his vision for the department.

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

Chair Simukonda announced that Commissioner Purrington's decision about serving as Vice Chair will be addressed in next month's meeting. She also shared the DES webpage link regarding pre-employment transition services.

Commissioner Becker raised a concern about a dangerous intersection at Coconino High School, noting the need for traffic control to protect pedestrians, particularly those with disabilities. Mr. Ince offered to provide a contact for reporting the issue.

Commissioner Becker also brought up challenges with current snow plowing practices, highlighting difficulties for people with mobility needs, including those on dialysis, and suggested discussing snow enforcement and business snow removal at a future meeting. Chair Simukonda noted that code compliance focuses on compliance rather than enforcement and that city staff from the snow readiness program could be invited to a meeting in December.

Commissioner Randall expressed appreciation that police and code compliance representatives would attend the next meeting, emphasizing the importance of coordination between entities and highlighting research showing that people with disabilities face higher risks of negative encounters with police. He suggested a future discussion on ADA Title II compliance for public entities, which could be scheduled for the January meeting with HR and legal staff.

Commissioner Dorman shared support for High Country Adaptive Sports and their local programs.

Mr. Ince discussed the upcoming Summit for Arizona Trails, noting participation by adaptive sports groups, including Luke 5 Adventures and High Country Adaptive Sports, and emphasized the need for inclusive trail design using principles of universal design. He also highlighted issues with an existing trail slope and plans to address accessibility in the field.

Lastly, Chair Simukonda recognized Commissioner Dorman for her work on the October 5th Disability Resource Fair, noting the strong community connections made, advocacy opportunities, and media coverage from a podcast interview. Commissioner Dorman confirmed plans to continue and expand the fair next year and encouraged participation in the statewide conference in Phoenix in June.

9. Agenda Items for Next Meeting (November 27, 2024)

Ms. Saltzburg reviewed the commission's working calendar for the next few meetings.

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:51 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order 11:01 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

ABSENT:

COMMISSIONER EISENBERG

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

Dan Moses and Brittany Johnson with the Arizona Coyote Sled Hockey Team were in attendance to watch the meeting.

5. ACTION ITEMS

A. Appointment of Vice Chairperson

Moved by Russell Randall, **seconded by** Keith Becker to appoint Susan Purrington as Vice Chair.

Vote: 5 - 0 - Unanimously

B. **Consideration and Approval:** Sending a letter to the City Council Regarding Regional Plan 2045

Commissioner Randall discussed the regional plan for 2045, highlighting the need for accessibility and inclusion. He and Commissioner Becker planned to meet with Sarah Dechter on December 5th

to address these concerns and set up informal working groups to provide recommendations by December 14th.

Working Group Formation: A working group to review the 2045 regional plan was created which included Commissioners Randall, Becker, and Chair Simukonda.

Accessibility Concerns: Commissioner Randall noted that the 2045 regional plan lacks explicit mentions of accessibility and inclusion.

Document Review: Commissioner Becker shared his experience of reviewing the 214-page document with city staff, identifying sections related to roads, sidewalks, and transportation that could include accessibility suggestions.

Recommendation Deadline: Ms. Saltzburg confirmed that recommendations for the regional plan need to be submitted by December 14th, with a final deadline of December 19th.

Letter to City Council: Commissioner Randall proposed drafting a letter to the City Council addressing the regional plan's accessibility issues. The informal working group will draft the letter after the December 5th meeting, to be voted on December 18th.

6. DISCUSSION ITEMS

A. Update From Code Compliance - Reggie Eccleston, Code Compliance Manager

The commission and Code Compliance Officer Robert Solomon discussed code compliance issues. The discussion focused on the ongoing issues with trash cans being left on sidewalks, snow removal concerns, and the limitations of enforcement.

Chair Simukonda what notifications are being provided to residents, and what follow-up occurs related to trash can placement. Mr. Solomon explained that when trash cans are found on sidewalks, Solid Waste moves them to the curb and attempts to notify homeowners, although many are at work and difficult to reach. Current stickers placed on trash cans are not effective, so new ADA-accessible stickers are being designed to clearly show residents that cans should be placed at the curb rather than on sidewalks. Commissioner Becker noted that while drivers generally perform well, the public is often misinformed and difficult to reach through mailed notices, emphasizing the need for clear communication that residents are likely to see, such as door notices.

Commissioner Randall shared his frustration with repeatedly encountering trash cans left on sidewalks in his neighborhood, noting that confronting residents can be dangerous and asking why enforcement does not occur. Mr. Solomon clarified that Code Compliance focuses on education rather than issuing citations, which is a policy directive. Violations are not cited routinely, and when a trash can is moved, the violation cycle resets with the next trash day. Commissioners Becker and Randall expressed concern that blocked sidewalks pose safety hazards, forcing pedestrians into streets and potentially exposing the city to liability.

The commission agreed that while education is emphasized by Code Compliance, residents may repeatedly violate the ordinance without consequence, leaving community members frustrated. The discussion highlighted the need for better public education, clearer communication tools, and potentially involving additional authorities to ensure safety and compliance without relying solely on citations.

B. Accessory Dwelling Unit (ADU) Model Plans Pilot Program

Sustainability Analyst Genevieve Pearthree presented the ADU model plans pilot program, emphasizing its goals of increasing housing options, improving energy efficiency, and promoting accessibility. She explained that the program includes a design contest in which up to ten winning designs will be selected, reviewed for building code compliance, and made publicly available as pre-approved plans. She highlighted the importance of incorporating accessibility and universal design

features, such as wider doorways, zero-threshold entries, and blocking for future grab bars. Mr. Martinez volunteered to serve on the selection committee for the ADU model plans, with Commissioner Randall as a backup. The committee will review and score the designs based on criteria including accessibility. Ms. Pearthree also outlined the program timeline, with the design contest beginning in December, winners selected in February, and the model plans library going live in July 2025.

C. Absolute HCBS - Michaela Sanders

Michaela Sanders with Absolute HCBS provided a presentation that covered the following:

EMPOWERING LIVES THROUGH INCLUSIVE SUPPORT
 OVERVIEW OF ABSOLUTE HCBS
 OUR SERVICES INCLUDE
 RESPITE CARE
 ATTENDANT CARE
 HABILITATION
 HOUSEKEEPING
 OUR APPROACH
 BEYOND RESPITE, HAB AND ATC
 PERSON-CENTERED SUPPORT
 COMMUNITY ENGAGEMENT
 ADVOCACY
 STRONG PARTNERSHIPS
 OUR VISION
 WHY CHOOSE ABSOLUTE HCBS?
 CONCLUSION

The commission thanked Ms. Sanders for the presentation.

D. Self-help Group and Improvements to Streets and Accessibility

Chair Simukonda and Commissioner Randall announced the first meeting of the self-advocacy support group for differently-abled people on December 2nd at the main library. They invited everyone to join and participate.

E. Accessibility Audits

The commission discussed accessibility audits of city facilities and public spaces. Ms. Saltzburg explained that the Public Works Director and Facilities Director requested to attend the January meeting to discuss the audits, their intent and desired outcomes. An informal working group was suggested to begin the planning process.

Mayor Daggett shared that she recently had a conversation with Dapper Dre who works for Freaky Foot Tours and they discussed doing a tour coupled with an audit. He would like to explore how we might incorporate those things together and do it in a way that gets more people involved in spotting the challenges in the downtown area.

7. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes shared that the Coordinated Mobility Council was going into the next year with strong recommendations in light of Proposition 488 passing. She also suggested bringing in MetroPlan to

the discussions on accessibility audits to provide a more regional perspective and opportunities for partnership.

C. Update from Youth Liaison - Joseph Spence - NACoPTT

Ms. Pfeil provided highlights from the NACoPTT meeting, including discussions about a spring event and a presentation by Jason Sneed on people with developmental disabilities and law enforcement.

D. Update from Sidewalk Liaison - Jamie Martinez

Chair Simukonda reported that the sidewalk working group continues to work with Code Compliance on issues with trash cans and vehicles blocking sidewalks. They encouraged continued reporting of problem areas via email but noted that if Code Compliance has already addressed a specific address, it may not be reported again for three months to allow time for resolution. Commissioner Randall questioned this approach, expressing frustration that repeatedly blocked sidewalks should be reported each time. Chair Simukonda explained that repeated reporting can be redundant if Code Compliance is already working on a solution, and the three-month interval is a compromise to track progress while raising awareness of ADA concerns. She clarified that commissioners should continue reporting issues to Mr. Martinez, who will monitor complaints and coordinate follow-up with Code Compliance.

E. Update from Parking Liaison - Rachael Simukonda

None

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

Commissioner Randall requested an update from PROSE on Renew Active. He also shared that he and Martin Ince were meeting at the intersection of the FUTS at University Heights to discuss the accessibility challenges.

9. Agenda Items for Next Meeting (December 18, 2024)

Ms. Saltzburg reviewed the commissions working calendar for the next few months.

10. Adjournment

The Commission on Inclusion and Adaptive Living adjourned at 12:51 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order at 11:03 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

ABSENT:

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Public Participation

The Commission cannot act upon items presented during the Public Participation portion of the Agenda. Individual Commission members may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item is officially placed on the Agenda. Each public comment or presentation will be limited to five (5) minutes.

Elton Yazzie from the Northern Arizona Travel Disabled Coalition discussed the need for the return of public transportation from Tuba City to Flagstaff, which was halted during the pandemic. He emphasized the importance of this service for the disabled community on the Navajo Nation.

5. DISCUSSION ITEMS

A. Phone Booth Library - ADA Proposed Actions

Capital Improvements Project Manager Geneva Lanzetta, Beautification, Arts, and Sciences Manager Jana Weldon, and applicant Jake Bacon presented the Phone Booth Library project, detailing its location outside the visitor center along historic Route 66. The project aims to convert British phone booths into tiny libraries to promote literature and arts in the community. Ms. Lanzetta highlighted the challenge of maintaining the historic integrity of the phone booths while

making them wheelchair accessible. The current structure is not accessible, prompting the need for alternative solutions.

Mr. Bacon discussed the challenges posed by the automatic closing doors and weather impacts, as well as the difficulty in sourcing books for differently-abled users, such as those needing large print or braille. He noted the high cost of initially stocking the library and the need for frequent restocking, suggesting that a freestanding adjacent library could help address accessibility concerns. Ms. Weldon explained that the Beautification and Public Art Commission would fund the initial stock of the library and acknowledged that the historic booth itself cannot be ADA compliant. She proposed accommodations, including a take-and-leave model with periodic checks and an assistance button connecting to the visitor center.

Commissioner Purrington offered recommendations for physical modifications, such as lower pull-out shelves or grabbers for higher shelves, and suggested using QR codes to monitor inventory. She emphasized the importance of consulting with ADA and Universal Design experts to ensure inclusivity without compromising the historic character of the booth. Chair Simukonda highlighted universal design considerations, including wheelchair accessibility and braille signage, and coordination with the School for the Deaf and Blind to improve access to materials.

Commissioner Randall expressed concerns about city funds being used on projects that are not fully accessible. Community Investment Director David McIntire provided background on how the project evolved from a smaller initiative to a library at the Visitor Center, addressing right-of-way issues and improving accessibility in the plaza.

The discussion concluded with the understanding that all future libraries will include an accessible adjacent component, that accessibility will be prioritized in planning and design, and that suggestions for increased accessibility should be incorporated into the project.

B. Police Chief Introduction

Chief Sean Connolly introduced himself, sharing his background and his commitment to engaging with the commission. He emphasized the importance of protecting human and civil rights, and the need for officers to see through the lenses of the community. He discussed the importance of ADA training for officers and the need for continuous improvement in identifying and addressing disabilities.

Chair Simukonda expressed appreciation for the Flagstaff Police Department, noting that it feels friendlier, and she looks forward to working with them in her role as liaison. Chief Connolly emphasized the importance of building relationships before incidents occur, promising transparency and open communication, while acknowledging there is always room for improvement, particularly regarding transport and support for individuals with disabilities. Chair Simukonda raised the topic of ADA training for officers, and the Chief responded that good policy requires both training and accountability, noting the importance of community-centric training and the potential involvement of outside trainers.

Commissioner Randall questioned how Flagstaff differs from Phoenix regarding DOJ oversight. Chief Connolly explained that Flagstaff PD embraced aggressive reform, engaged openly with the DOJ, implemented de-escalation best practices, and incorporated additional training after incidents. He confirmed that ADA Title II considerations are part of officer training, but there is room for improvement, particularly in identifying individuals with disabilities during encounters. While there is no codified process, officers are trained to use discretion and communication to understand the needs of those they interact with. He also noted past successful training using panels of families with lived experience and expressed openness to additional programs, such as those from the Autism Society of Arizona.

The Chief indicated that the department has an ADA compliance officer and highlighted ongoing efforts to bring modern training to officers, including VR-based scenarios and collaboration with the park ranger academy to enhance ADA-related skills. He also addressed mental health training,

noting the limited local resources, and emphasized that police should lead with service rather than incarceration, collaborating with programs like CARE and Solari to meet community needs. He encouraged sharing additional training resources and described plans to establish advisory boards for continuous community input.

Commissioner Dorman raised concerns about police involvement in schools for students with disabilities and high behaviors. The Chief clarified that officers are not disciplinarians, and the department collaborates with schools to ensure appropriate responses while advocating for adequate staffing and specialized support. Commissioner Dorman suggested involving certified recreational therapists trained in behavioral health in schools, and the Chief underscored the department's commitment to officer wellness, acknowledging the mental and physical toll of their work.

C. **Snow Readiness Discussion**

Streets Section Director Sam Beckett shared that his hope was to share information on what they do and the services we provide to the community. He reviewed his prior presentation which covered the following:

STREETS 2024 SNOW OPERATIONS
2023-24 SEASON REVIEW
SNOW SHIFTS -- EQUIP & STAFFING
STREETS SNOWPLOW FLEET
STREETS STAFFING
STREETS WINTER RESPONSIBILITIES
EVENT RESPONSIBILITIES
2024 SNOW READINESS & OPERATIONS MANUAL
STREET-SNOW PLOWING PRIORITIES
POST EVENT
STREETS STRATEGIC VISION AND GOALS

D. **Spring Award Ceremony**

Held for next month.

6. **ACTION ITEMS**

A. **Discussion and Possible Action:** Regional Plan 2045 Letter

Commissioner Randall shared that he had met with Sara Dechter regarding the concerns from the commission regarding accessibility. He drafted a letter that expressed the desire to have those elements added into the plan.

Moved by Russell Randall, **seconded by** Keith Becker to send the letter to City Council and respective Regional Plan staff.

Vote: 6 - 0 - Unanimously

7. **LIAISON REPORTS/UPDATES**

In the interest of time, the commission did not receive liaison reports or updates.

- A. Update from Council Liaison - Mayor Daggett
- B. Transportation Liaison - LaReina Reyes - Mountain Line
- C. Update from Youth Liaisons
 - Joseph Spence - NACoPTT

- Alida Pfeil

D. Update from Sidewalk Liaison - Jamie Martinez

E. Update from Parking Liaison - Rachael Simukonda

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

9. Agenda Items for Next Meeting (January 22, 2025)

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:58 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order at 11:04 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

ABSENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG (arrived at 12:04 p.m.)
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

None

5. DISCUSSION ITEMS

- A. **Discussion and Possible Action for Letters of Support for Roll-Up Gates** - Truman Shoaff, High Country Adaptive Sports

Postponed for a later meeting.

- B. **ADA Coordinator Discussion** - Kori Vogt, Human Resources/Risk Management Director

Human Resources and Risk Management Director Kori Vogt introduced herself and expressed gratitude for the warm welcome and enthusiasm for supporting the commission, providing information, and assisting wherever needed. She emphasized a readiness to help and engage with ongoing ADA-related issues. Commissioner Randall sought clarification about Ms. Vogt's role as ADA Coordinator

for the city. Ms. Vogt clarified that while the risk manager position remains vacant, she is serving as the ADA compliance officer during this transitional period.

There was some discussion about the historical context of the ADA compliance officer role. Ms. Vogt explained that since the previous risk manager and ADA compliance officer, left, responsibilities have been shared between her and the Risk Management Specialist. Ms. Vogt acknowledged that part of her role involves ensuring continuity and proper guidance during this transition, while also preparing to bring a future risk manager up to speed once that position is filled. Commissioner Randall stressed the importance of having a knowledgeable ADA compliance officer who is fully aware of the city's obligations under the 2004 Department of Justice settlement, highlighting the need for both historical understanding and proactive management of ADA compliance issues. Ms. Vogt responded that she would research the settlement to ensure compliance and emphasized that training and structured knowledge transfer would be part of the onboarding process for the eventual risk manager.

Commissioner Purrington raised concerns about public awareness during this transition, suggesting that the city's website include a clear statement indicating who can be contacted for ADA-related concerns. She noted that currently the only ADA-related content is a single civil rights video buried under Court Services, making it difficult for the public to access. Ms. Vogt and Ms. Saltzburg acknowledged this and agreed to involve the city's communications team to provide clarity and visibility for the public. They also discussed website accessibility improvements and the implementation of reporting tools, noting that while contracts had been signed, full deployment was still underway.

Commissioners emphasized the importance of meeting the future risk manager to convey the commission's expectations and priorities regarding ADA compliance. Ms. Vogt confirmed that, as the hiring manager for the risk manager position, she would ensure the job description reflects the need for ADA expertise and would work to integrate training and guidance from multiple levels within Human Resources, Risk Management, and executive leadership.

C. Discussion of Accessibility Expeditions for City Facilities - Scott Overton, Public Works Director and Jennifer Brown, Facilities and Fleet Section Director

Ms. Saltzburg introduced Jen Brown, the Facilities and Fleet Section Director, who was invited to participate because of the close connection between expeditions and city facilities. Questions were raised about whether expeditions conducted by private citizens might include non-public city spaces. Commissioner Randall noted that while he personally believed non-public employee areas should be considered for accessibility, no final decision had been made. Staff clarified that accessing non-public areas would likely fall under formal audits rather than expeditions and suggested that this distinction should be revisited during future planning discussions.

The conversation then focused on clarifying the difference between expeditions and audits. Expeditions were described as informal, experiential activities involving a diverse group of people with different disabilities who visit spaces together, observe accessibility and universal design features, and share feedback in a collaborative, educational way. Audits, by contrast, were described as more formal and structured evaluations that use ADA guidelines to assess legal compliance and provide written findings to organizations. While audits are typically conducted by smaller, trained groups, they can vary in formality depending on the goals.

Ms. Brown expressed support for expeditions, emphasizing their value in helping facilities staff and technicians experience buildings from different perspectives. She committed to involving facilities crews and reiterated the city's focus on accessibility during remodels, especially in older buildings, with current projects like the City Hall restroom renovations being designed to meet modern standards and improve livability, not just minimum compliance.

As the discussion continued, several commissioners raised concerns about scope and process. Commissioner Purrington emphasized that while expeditions and audits are valuable, the Commission's primary role is to hear from the public and make formal recommendations to the city, rather than directly conducting activities without clear authorization. She noted that previous informal

working group updates had been limited and that the Commission needed a more complete picture before deciding how to proceed. Commissioner Dorman echoed this concern, expressing confusion about whether expeditions and audits were being proposed as Commission actions or independent efforts, and emphasized the need for clear recommendations and approval pathways.

Staff and commissioners generally agreed that moving forward would require formal action by the Commission to define its role, clarify distinctions between expeditions and audits, and outline how collaboration with the city should occur. There was recognition that expeditions conducted by private citizen groups do not require Commission approval, while audits and activities tied to city facilities likely do. The idea of focusing more on systems, processes, and standards, rather than case-by-case involvement, was also raised as a way to ensure accessibility is consistently addressed across city operations.

Commissioner Purrington clarified her dual role as a commissioner and as executive director of a nonprofit focused on universal design and accessibility audits. She explained that she has developed training materials and systems to support consistent, high-quality audits and remains a resource for both the Commission and community members, separate from her role on the Commission. Commissioners expressed appreciation for her work and interest in participating in her training.

The discussion concluded with agreement that this topic should return as a formal agenda item where the commission would clearly outline the distinctions between expeditions and audits and the Commission's intended role, with the goal of finalizing and potentially forwarding recommendations to City Council in the coming months.

6. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Commissioner Randall shared that the WAV Committee continues to work on developing a way to provide on-demand wheelchair-accessible vehicle transportation in Flagstaff. The process has been lengthy and challenging, but progress is still being made. It was noted that the WAV Committee operates as a subcommittee of the Mobility Planning Council, and that community members are welcome to attend Mobility Planning Council meetings to follow and engage with this work.

C. Update from Youth Liaisons

- Joseph Spence - NACoPTT
- Alida Pfeil

None

D. Update from Sidewalk Liaison - Jamie Martinez

Chair Simukonda shared that code compliance would like people to use the website to report concerns. Commissioner Randall requested that Code Compliance Manager Reggie Eccelston attend a future meeting to clarify code enforcement practices. There has been conflicting information previously received, with the city manager indicating that sidewalk ordinances are enforced, while a code compliance officer later stated that enforcement does not occur. He would like clear, authoritative clarification on this issue.

E. Update from Parking Liaison - Rachael Simukonda

Chair Simukonda shared that she continues to work With Chief Connolly on the establishment of a cross cultural committee.

7. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

Commissioner Randall asked about progress on whether city facilities might accept Renew Active, a Medicare Advantage wellness benefit. Accepting Renew Active would significantly increase access to city facilities for many older adults and people with disabilities in the community. Ms. Saltzburg explained that the contract was currently under negotiation with United Healthcare.

Commissioner Purrington asked whether City Council had discussed the letter the Commission submitted in September regarding Therapeutic Recreation and requested any updates from those discussions. She also shared that students involved in a related project would be submitting their rankings of agencies they wish to work with and that Chair Simukonda would soon be introduced to the students assigned to create a celebratory project. The students are expected to attend the next meeting to better understand the Commission's work.

There was brief discussion of past accessibility-related award ceremonies held at City Hall before the pandemic, with interest expressed in revisiting similar recognition efforts. Lastly, Commissioner Randall raised concerns about the accessibility of city services based on hours of operation, particularly limited weekend availability, and suggested inviting Parks and Recreation staff to a future meeting to discuss how expanding hours could improve accessibility.

8. Agenda Items for Next Meeting (February 26, 2025)**9. Adjournment**

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:32 p.m.

MINUTES

1. Call to Order

Vlce Chair Purrington called the meeting to order at 11:08 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER DOPSON
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

ABSENT:

CHAIR SIMUKONDA

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Public Participation

The Commission cannot act upon items presented during the Public Participation portion of the Agenda. Individual Commission members may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item is officially placed on the Agenda. Each public comment or presentation will be limited to five (5) minutes.

None

5. ACTION ITEMS

A. Discussion and Possible Action on Accessibility Expeditions

Commissioner Randall reported that the accessibility expeditions group has been meeting every two weeks and continues to grow in participation. The group is now formally named Barrier Free Flagstaff (BFF). City Facilities Manager Jen Brown has be participating and is providing valuable information about city facilities and how accessibility expeditions could take place there. The group is exploring a large accessibility expedition in July at City Hall and the Public Library, potentially timed to coincide with the anniversary of the ADA, and involving city leaders, NAU, and public schools. Ahead of that, smaller "practice" expeditions are being considered at locations such as the Joe Montoya Senior Center, Hal Jensen, or the Jay Lively Ice Rink.

Additional updates include the participation of Sean Kugler, an accessibility expert at NAU, who shared that NAU will host a South Campus accessibility expedition in late March or early April, which members are encouraged to attend. The Arizona Developmental Disabilities Planning Council has expressed support, with Jason Sneed now attending meetings and planning to participate directly; he has also met with Chief Connelly, who was very supportive and interested in being involved, including possibly hosting an expedition at the police department. Contact has also been made with Sheriff Axlund, who is interested, and a meeting with the new sheriff is being planned.

The group is also collaborating with Arizona Achieve, a self-advocacy organization connected to the Arc of Arizona, which plans to help publicize the expeditions. Finally, the group will give a brief presentation to the City Council on April 22, and the next BFF meeting is scheduled for tomorrow evening at 7:00 PM.

6. DISCUSSION ITEMS

A. Spring Award Ceremony

The Commission discussed plans for the Spring Awards Ceremony, which is being organized by three students from NAU. The ceremony is scheduled for April 11 at City Hall, beginning at 3:00 PM, with formal invitations to be sent soon. The event will include a reception with food and mingling from approximately 3:00 to 4:30 PM, followed by a formal awards ceremony in the foyer. Attendance is expected to be about 50--60 people, including Commissioners, nominees, family members, liaisons, and invited community partners and VIPs. Highlights include a performance by a local folklórico ballet group and catering provided by NAU culinary students, with attention to inclusive dietary needs.

The nomination form for the awards is now live and active, with submissions due by March 5 at noon. Nominations are being accepted for several categories, including teachers, government, students (K-12 and higher education), volunteers, agencies of the year, and other individuals supporting inclusion in the community. Commissioners may submit multiple nominations, and members of the public may also nominate by entering their name in the designated field.

The Commission agreed to include nomination review as an action item for the March agenda. There was also discussion about sharing the nomination form more broadly, including possibly posting it on the Commission's webpage.

B. Planning Meeting

7. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes reported that Mountain Line is preparing to submit its Section 5310 mobility grant application, which is a critical funding source that supports essential services such as the taxi program and paratransit. This biennial grant is not expected to encounter any issues, and she expressed optimism and enthusiasm, particularly as this is their first cycle working directly within the ADOT grant process.

It was also announced that the Coordinated Mobility Council will meet on March 14. Community members were encouraged to participate. The council serves as a working group that takes a deeper look at transportation gaps and identifies where community input and action are needed to improve mobility.

Finally, progress continues on the development of an on-demand wheelchair-accessible vehicle service. New informational flyers have been printed, and staff offered to distribute them and provide additional details to anyone interested, reinforcing the city's ongoing commitment to improving accessible transportation options.

C. Update from Youth Liaison - Alida Pfeil

Commissioner Randall reported that the Community of Practice transition team met and followed up on last month's discussion about customized employment with Loretta Alvarez from the Sonoran Center on Public Policy, which was described as very informative. It was also announced that the Coconino High School youth job fair will take place on April 18 at Coconino High School in the morning, with employers and volunteers encouraged to participate, particularly to help conduct mock job interviews for students. Volunteers interested in serving as mock interviewers can contact the school's transition coordinator. He also shared that Flagstaff Unified School District reported it is fully funding its TSW programs for next year despite broader funding uncertainties. An American Indian Disability Summit will be held on April 11 in Phoenix, and interested participants can reach out for more information. They also received positive news that the Navajo Vocational Rehabilitation office in Tuba City has reopened after being closed since the pandemic.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

The Commission clarified agenda planning for upcoming meetings, agreeing to move discussion of therapeutic recreation and Parks and Recreation hours of operation to April due to the lack of feedback from City Council so far. This would allow time to gather responses and align those topics into a single recreation-focused conversation. Code compliance and solid waste will remain on the March agenda. It was also confirmed that the Renew Active program is now accepted for membership at city facilities, an important update for senior residents.

During information sharing, Commissioner Purrington provided an update on her nonprofit, Welcomed Here, noting that its trainings are temporarily paused while the curriculum is being revised to align with evolving federal directives affecting equity and inclusion initiatives. New trainings will resume once updated guidance is available, and Commissioners were encouraged to continue sharing the organization while noting that revised workshops are forthcoming. The commission acknowledged the broader concerns about potential statewide and federal impacts, including possible deep cuts to Arizona's Division of Developmental Disabilities budget, risks to special education services if the U.S. Department of Education were eliminated, and proposed long-term reductions to Medicaid.

9. Agenda Items for Next Meeting (March 26, 2025)

10. Adjournment

To Commission on Inclusion and Adaptive Living meeting adjourned at 12:13 p.m.

MINUTES

1. **Call to Order**

Chair Simukonda called the meeting to order at 11:02 a.m.

2. **Roll Call**

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER DOPSON
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

ABSENT:

COMMISSIONER BECKER

3. **Recommended Protocol for Members and Other Participants**

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. **OPEN CALL TO THE PUBLIC**

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

5. **DISCUSSION ITEMS**

A. **Micromobility Share -- Jamie Larson, Sustainability**

Housing and Transportation VISTA Jamie Larson, Climate Section Director Jenny Nieman, and Transportation Planner Chris Phair presented information on the Micromobility Share program. The provided a PowerPoint presentation that covered the following:

AGENDA
WHY ARE WE HERE TODAY?
MICROMOBILITY SHARE BASICS
WHAT IS MICROMOBILITY SHARE
HOW MICROMOBILITY IS SUPPORTED BY METROPLAN AND CITY PLANNING DOCUMENTS
FIRST/LAST MILE SOLUTIONS FOR MOUNTAIN LINE
MICROMOBILITY SHARE IN PEER CITIES AND FLAGSTAFF

PEER CITIES
DIFFERENT MICROMOBILITY SHARE MODELS
PEER CITY - CITY INVESTMENT AND STAFF TIME
PREVIOUS MICROMOBILITY SHARE IN FLAGSTAFF
MANAGING MICROMOBILITY SHARE RISKS AND CHALLENGES
FEASIBILITY REPORT
PERSONAL INJURY
DEVICE PARKING
LIMITED STAFF TIME FOR OVERSIGHT
PUBLIC PERCEPTION
COMPLIANCE WITH BIKE ORDINANCES
CONSIDERATIONS

Chair Simukonda asked whether they had considered using the existing paratransit certification process to help determine eligibility for ADA-focused micromobility devices, similar to how riders are certified annually for paratransit. The suggestion was to partner with Mountain Line, so individuals already qualified for paratransit could also qualify to use ADA devices, ensuring the equipment is not used solely by people who simply want to ride a trike. Staff responded that Mountain Line is already a partner in a small working group that includes Mountain Line, MetroPlan, NAU, and the City, and agreed this was an excellent suggestion that builds on existing systems and that Mountain Line would likely be receptive. Additional ideas included using an existing eligibility card, potentially enhanced with a QR code, or allowing citizens to register through City Hall if they are not part of paratransit. It was clarified that the current card allows free fixed-route rides for one person, but that benefit would not apply in this micromobility context. Staff invited commissioners to revisit the topic later, once plans are more developed, particularly to focus more deeply on ADA considerations, possibly later in the fall.

Commissioners identified concerns about equipment choices, noting that while tricycles seem promising, the program must also consider people who use canes, walkers, or power chairs, and how personal mobility devices would stay with users while renting bikes or scooters.

Commissioner Randall then raised interest in learning more about sit-down scooters. Staff explained that these are scooters with built-in seats, already used in some cities and sometimes offered across entire fleets. While they may not meet "accessibility with a capital A," they can improve inclusivity by allowing people who cannot stand for long periods to ride. Concerns were raised about balance and fall risks, particularly for elderly riders, though staff noted that trikes could help address those concerns.

Commissioner Dopson questioned the use of the term "micromobility," expressing concern that the word "mobility" often signals disability and accessibility to community members and could cause confusion. She suggested that if some bikes or scooters are specifically intended for people with disabilities, the program name should clearly reflect that distinction. Staff thanked Commissioner Dopson for the perspective, acknowledged it was not something previously considered, and explained that "micromobility share" is an industry catch-all term and not a final name. Staff committed to providing clearer explanations going forward and invited commissioners to suggest alternative names.

B. Changes to Solid Waste Operations -- Jen Brown, Public Works

Public Works Section Director Jen Brown and Public Works Solid Waste Manager Justin Cuevas presented information regarding recent changes to Solid Waste Operations. They explained that the department is currently without a Solid Waste Director due to leadership turnover, and that Ms. Brown and Streets Section Director Sam Beckett are jointly covering the role. She also noted that Mr. Cuevas recently transferred from Streets to Solid Waste, bringing experience and leadership to the division.

Ms. Brown explained that budget pressures led to significant changes to the bulky waste program, reducing pickups from every five weeks to four times per year. She acknowledged concerns that

residents might leave bulky waste on sidewalks far in advance, but said the department is closely monitoring the situation and supervisors are proactively talking with homeowners to explain the new schedule and reinforce that bulky items must stay on private property until pickup. Mr. Cuevas added that communication has been expanded through Constant Contact emails and improved website information. About four months into the new program, he said they have not seen widespread issues with early bulky waste placement, though staff continue to monitor neighborhoods closely.

Commissioner Randall asked about enforcement. Mr. Cuevas explained that code compliance staffing is very limited, so Solid Waste staff assist with education and follow-up. He said supervisors use hang tags, take photos, and often make direct phone calls to residents to ensure understanding. While formal code enforcement fines are difficult to pursue, he noted that Solid Waste can apply financial charges when piles exceed standards or require extra handling. He concluded that the department is focused on restoring consistency, clear standards, and better community education under more stable leadership.

6. ACTION ITEMS

A. Discussion and Possible Action Regarding Accessibility Expeditions and Audits - Recommendation of Support for Barrier Free Flagstaff Expeditions

Commissioner Randall explained that at the previous Commission meeting he had been asked to draft a letter of support for Barrier Free Flagstaff (BFF) that could potentially be sent from the Commission to City Council. He stated that the letter briefly explained what accessibility expeditions are and asked City Council to support BFF's efforts to raise awareness about accessibility barriers in the community.

Commissioner Purrington offered initial feedback, recommending that language referencing "city facilities" be removed and replaced with broader language referencing the community as a whole. She then broadened the scope of the conversation significantly by suggesting that, beyond this letter, the Commission consider a more strategic approach. She proposed that the Commission write a separate recommendation to City Council urging the City to prioritize the creation of a formal ADA Transition Plan, a requirement that many municipalities have not yet fully implemented. She emphasized that such a plan should include training city staff to conduct internal accessibility audits, a structured process for identifying and addressing barriers, and the formation of a collaborative working group that could include representatives from the Commission, Barrier Free Flagstaff, city departments, and community members. She believed that without a transition plan, individual audits or expeditions risk becoming fragmented efforts without a clear path toward implementation. She also noted that many cities similar to Flagstaff have already developed strong transition plans that could serve as models, allowing Flagstaff to move more efficiently rather than starting from scratch.

Commissioner Dopson supported the broader direction but raised concerns about language and framing. She explained that terms such as "compliance" can be intimidating or off-putting to organizations and businesses and suggested using concepts like a Disability Equity Index to promote inclusion in a more welcoming way. She emphasized the importance of accessible, strengths-based language and offered to share research and examples from other disability organizations.

Ms. Saltzburg expressed concern about ongoing confusion between accessibility audits and accessibility expeditions, both within the city and among community partners. She acknowledged that while both approaches are valuable, their overlap could create confusion, inefficiencies, and additional strain on city staff who are already managing heavy workloads. She emphasized that the hiring of a new Risk Manager, who also serves as the ADA Coordinator, presents an opportunity for the Commission to engage early and collaboratively on transition planning.

Commissioner Randall agreed that accessibility audits and expeditions serve different purposes and should not be viewed as competing efforts. He reiterated that BFF is now an established, independent entity that includes city staff and elected officials, including the Mayor, and that accessibility expeditions are already occurring and will continue to occur. He noted that his draft letter explicitly preserved the Commission's ability to conduct accessibility audits in the future and argued

that the community can benefit from pursuing both efforts simultaneously.

Chair Simukonda raised concerns, stating that the way the draft letter had been shared externally created the appearance that the Commission had already endorsed BFF's work, even though no vote had taken place. She emphasized the importance of clearly distinguishing between actions taken by the Commission and those taken by private organizations, particularly given overlapping memberships and roles. She stressed that the Commission must formally decide what it supports before its name is associated with any external communications, especially communications sent to other agencies or city partners.

The conversation then turned to questions of sequencing and prioritization. Commissioner Purrington explained that recent discussions among Arizona ADA Coordinators had reinforced the urgency of municipalities developing transition plans, particularly in light of potential legal and regulatory changes at the federal level. She argued that while accessibility expeditions play an important role in raising awareness, the Commission's primary responsibility should be to recommend a structured, compliant approach that positions the City to address barriers systematically and proactively. She emphasized that this does not diminish the value of BFF's work, but rather clarifies the Commission's role as an advisory body focused on policy and long-term planning.

Mr. Pfeil clarified that BFF was not seeking to act on behalf of the Commission or replace its work. She stated that BFF's intent in seeking support from the city was simply to gain permission to access city facilities and provide feedback, and that she did not view the situation as an either/or choice between BFF's efforts and the Commission's priorities. She expressed concern that the discussion seemed to suggest conflict where she believed the two efforts could work in tandem.

Commissioner Dorman sought clarification and expressed support for a clearer, more streamlined approach. She noted that activities already underway between city staff and external partners did not necessarily require Commission action, while formal recommendations to City Council should remain concise and focused.

Moved by Susan Purrington, **seconded by** Rachael Simukonda for the Commission write a letter to City Council recommending that the city prioritize the development of an ADA Transition Plan in coordination with the newly hired Risk Manager, who will serve as the ADA Coordinator.

Vote: 6 - 0 - Unanimously

The Commission discussed whether to move forward with the draft letter in support of BFF. Given the unresolved questions about transition planning and concerns about timing and process.

Moved by Rachael Simukonda, **seconded by** Susan Purrington to postpone the letter of support for BFF until there is greater clarity around transition planning and engagement with the new Risk Manager.

Vote: 5 - 1

NAY: Russell Randall

Commissioner Randall clarified that BFF will still present independently to City Council on April 22 as a private organization, outlining its mission, accessibility expeditions, and community engagement goals. It was agreed that the presentation is not in conflict with the Commission's work and there is no intent to discourage BFF's efforts. Rather, the Commission sought to ensure that its own recommendations are deliberate, well-sequenced, and clearly distinguished from those of external groups.

B. Consideration and Possible Action on Award Event Nominations

Acacia Worsley and Liz Fry, students at NAU, introduced themselves and shared their excitement about the upcoming event recognizing community members in the Flagstaff area who have made meaningful contributions to inclusion. They explained that the goal of the event is to celebrate individuals whose efforts often go unrecognized and to encourage more of the positive actions the Commission values. Commissioners were reminded to RSVP promptly, noting that only four Commissioners had responded so far, and to indicate whether they would bring a plus one, as nominations for awards have already closed and catering plans depend on accurate counts.

They described the event format, which will include light hors d'oeuvres, a dance performance by Ballet Folkorico, and the presentation of certificates. Setup will begin at 2:00 p.m., with the event starting at 3:00 p.m. on April 11. Questions were raised about sound equipment for the dance performance, and it was noted that while the lobby does not have a sound system, the chambers do, and the group may need to arrange portable speakers.

The commission thanked the organizers for their work and expressed appreciation for putting the event together. The students also highlighted strong student involvement, noting that Commissioner Purrington is teaching the class supporting the event, that students meet regularly, and that volunteers have already stepped forward to help with serving, setup, and breakdown. Additional volunteers are being recruited from other classes, sometimes with extra credit incentives, and they were excited about the camaraderie and collaboration forming around the event.

The main goal for Commissioners and attendees was to simply to attend, enjoy the food and performance, and celebrate the honorees, and they concluded by sharing their excitement about welcoming Commissioners and nominees to the celebration.

C. Consideration and Action on Extending the Meeting in June or July for Planning Session

The commission discussed whether to extend the June or July meeting for the planning session. After discussion the commission agreed to hold an extended meeting on June 23rd to include the planning meeting. The regular meeting will occur from 11:00 a.m. to 1:00 p.m. and the planning session will run from 1:00 p.m. to 3:00 p.m.

7. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

None

C. Update from Youth Liaison - Joseph Spence - NACoPTT

Mr. Spence and Commissioner Eisenburg provided updates related to NACoPT. They reported that the group met the previous day; where they confirmed an upcoming job fair on April 18, from 8:00--11:30 a.m., hosted at Coconino High School. Additionally, Coconino High School invited the team to participate in its summer program, with ideas underway to involve vocational rehabilitation vendors who could speak to students or offer presentations.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison**9. Agenda Items for Next Meeting (April 23, 2025)**

The commission discussed agenda items for the next meeting. Based on the current discussion, the agenda will include the transition plan letter and four main discussion items:

- Parks, Recreation, Open Space, and Events will present on hours of operation at recreation facilities.
- A revisit of therapeutic recreation.
- Code Compliance Manager Reggie Eccleston will attend to discuss code compliance.
- At the request of City Council, the team working on the land availability and suitability study and code analysis project will provide an update and seek input from the Commission.

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:59 p.m.

MINUTES

1. Call to Order

Vice Chair Purrington called the meeting to order at 11:04 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DOPSON
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON

ABSENT:

COMMISSIONER DORMAN
COMMISSIONER RANDALL

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. OPEN CALL TO THE PUBLIC

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Dapper Dre announced the Car Free First Friday event, which received a grant for its organization and will involve closing Aspen Street from Leroux to San Francisco to promote walkability in Heritage Square and surrounding areas. He emphasized the importance of inclusivity, aiming for diverse participation across ages, socioeconomic backgrounds, and races to gather broad feedback for future improvements. Surveys will be conducted during the event to collect participants' opinions on the street closure and its impact on mobility.

5. DISCUSSION ITEMS

A. Code Compliance Discussion - Reggie Eccleston

Mr. Eccleston shared the challenges faced by his small team, particularly addressing bulk trash, walkability issues, and other field complaints. He emphasized ongoing collaboration with Solid Waste to address these issues and improve responsiveness. He also highlighted that his staff

recently completed Level 1 code compliance certifications, with plans for Level 2 training in July, to ensure they remain current on codes and best practices. He outlined the range of city codes his team manages, including zoning (Title 10), traffic (Title 9), building (Title 4), business codes (Title 3), and public land and sanitation codes (Titles 7 and 8), noting their proactive field work despite limited staffing.

Ms. Pfeil asked if Code Compliance does enforcement when violations are found and what that process looks like. Mr. Eccleston clarified that while they emphasize compliance, enforcement is integral to their process. He explained that when violations are observed, staff first attempt direct contact with property owners, leave door hangers if necessary, send written notices for unresolved issues, and can escalate to legal action if required. He also acknowledged the limitations of responding quickly to all field issues due to staffing constraints.

Commissioner Becket raised concerns about the length of the compliance process, noting potential safety risks if issues remain unresolved, and suggested utilizing Solid Waste drivers as additional observers to report violations more promptly. Mr. Eccleston agreed that while this process is not always consistent, urgent safety issues are prioritized, and he emphasized his personal commitment to spending more time in the field to support his staff and improve response times.

B. Land Availability and Suitability Study + Code Analysis Project (LASS+CAP) -- Genevieve Pearthree

Sustainability Analyst Genevieve Pearthree and Housing Planning Manager Jen Mikelson provided a PowerPoint presentation that covered the following:

PROJECT INTRODUCTION
CITY HOUSING AND CLIMATE GOALS
OVERVIEW & OBJECTIVES OF THE LASS+CAP PROJECT
WHERE CAN YOU FIND MORE INFORMATION?
PROJECT NEXT STEPS
HOW TO GET INVOLVED
STAFF CONTACT INFORMATION

Chair Simukonda raised concerns about conflating affordable housing with accessible housing, noting that many affordable units are not fully ADA-compliant. She shared her personal experience of being shut out of multiple units because they lacked accessibility features, like grab bars or lowered cabinets. She asked whether a portion of the 10% of new housing developments designated as affordable could specifically be allocated for accessibility. Staff acknowledged limited knowledge of building code requirements related to ADA compliance and noted that affordable housing agreements typically focus on income limits and unit mix rather than accessibility specifics. They agreed it could be explored in future agreements but would need further understanding of code requirements. It was suggested involving code officials and other stakeholders for a roundtable discussion to address the issue more comprehensively. She emphasized that accessible housing is distinct from affordable housing, noting that approximately 14% of the local population will likely need accessibility features in the coming years.

Commissioner Becker added recommendations for universal design principles, such as wider doors, step-free interiors and exteriors, and adaptable fixtures, to make housing more easily modifiable for people with disabilities. He referenced examples from other cities, like Austin and San Francisco, which have integrated housing plans and adaptive housing models.

Vice Chair Purrington highlighted the Fair Housing Act, emphasizing that even if designated accessible units are filled, reasonable accommodations must still be provided for people with disabilities seeking affordable housing.

Commissioners expressed appreciation for the presentation and discussion and looked forward to further conversations.

C. Therapeutic Recreation

Item was rescheduled to the June meeting.

D. Hours of Operation at Recreation Facilities - PROSE

Item was rescheduled to the May meeting.

6. ACTION ITEMS**A. Discussion and Possible Action:** Letter to City Council supporting the development of a transition plan

Vice Chair Purrington explained that the purpose of the letter is to recommend that the city create an ADA transition plan, which would identify individuals interested in serving on a committee to help develop the plan. The transition plan, required since 2010, involves assessing existing city-owned facilities, parks, sidewalks, rights of way, and programs to ensure ADA compliance, particularly for pre-ADA or older structures. The letter outlines a proposed 6--9 month timeline, modeled after Boulder and Austin, and emphasizes collaboration with the newly hired ADA coordinator, commission members, and public participants to ensure a comprehensive approach.

It was suggested to include a brief definition of a transition plan for clarity. Vice Chair Purrington confirmed it would clarify that the plan focuses on making existing facilities ADA-compliant, rather than new construction. Chair Simukonda proposed that she and Vice Chair Purrington could present the plan to City Council to explain it to the public and support funding needs.

Moved by Rachael Simukonda, **seconded by** Rasheera Dopson to send the letter to City Council with the inclusion of a definition of transition plan.

Vote: 5 - 0 - Unanimously

7. LIAISON REPORTS/UPDATES**A.** Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes provided transportation updates for Mountain Line, noting the next Coordinated Mobility Council meeting on May 23 and a Wheelchair Accessible Vehicle subcommittee meeting happening tomorrow. She welcomed Commissioner Dopson as the newest member, highlighting her valuable ideas and anticipated impact. She also reminded the group about physical flyers she dropped off for distribution, asking for help to broaden the campaign's reach and offering to provide additional flyers either in person or for pickup at Mountain Line.

C. Update from Youth Liaison - Joseph Spence & Alida Pfeil

None

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

None

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

Vice Chair Purrington thanked the Commission for partnering with the NAU students in the special event planning class for the April 11 event, highlighting that it went very well from a planning perspective. She encouraged commissioners to provide feedback to the students as the students are compiling responses to create a comprehensive manual that could guide future events.

Ms. Reyes shared information about the upcoming Car Free First Friday event, and Mr. Ince added that part of Aspen Street will be closed in May to allow people to walk, bike, and roll freely, offering a good opportunity to experience the streets without cars.

9. Agenda Items for Next Meeting (May 28, 2025)

Ms. Saltzburg reviewed the commission's working calendar and shared that she would not be in attendance at the next meeting due to vacation; Deputy City Clerk Georganna Staskey would be filling in.

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:17 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order 11:03 a.m.

2. Roll Call

Present: Michele Eisenberg
Sarah Dorman
Rachael Simukonda
Keith Becker

Absent: Russell Randall
Susan Purrington
Rasheera Dopson

3. Recommended Protocol for Members and Other Participants

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None

5. DISCUSSION ITEMS

A. Hours of Operation at Recreation Facilities -- Tyrone Johnson

Recreation Manager Tyrone Johnson provided a presentation that covered the following:

RECREATION COMMUNITY FEEDBACK 2024
DATA TRENDS
AGE GROUP
WHICH CITY OF FLAGSTAFF RECREATION FACILITY DO YOU USE?
UTILIZATION OF RECREATION FACILITIES
HOURS OF OPERATION
QUESTIONS

Ms. Reyes asked if Hal Jensen Recreation Center could be open on Sundays. Mr. Johnson responded that survey feedback did not show enough demand, but they may revisit the idea with another survey in the future.

Chair Simukonda asked if the Aquaplex accepts Renew Active. Mr. Johnson confirmed that it has accepted Renew Active since April, but it is currently the only city facility that does so.

Ms. Reyes also inquired about the possibility of a universal recreation pass. Mr. Johnson noted that while it is not currently being considered, the Aquaplex's membership-based model makes that approach more complex.

Chair Simukonda raised concerns about Hal Jensen's lack of weekend hours, especially since it serves many youth in the area. She suggested shifting hours to accommodate when kids are out of school. Mr. Johnson said weekend openings were not prioritized based on feedback, but the idea of shifting hours could be reviewed.

Commissioner Becker requested attendance data, emphasizing that Saturdays and Sundays could better serve students and youth. Mr. Johnson explained that Hal Jensen uses manual sign-in sheets and that historical weekend data would be from before the pandemic. He added that passes are specific to areas like the weight room and that expanding access could be challenging.

Commissioner Dorman thanked staff for their work and encouraged creative thinking to work around budget constraints. Mr. Johnson acknowledged the concern and said he would explore possible solutions, keeping in mind staffing and budget limitations.

Chair Simukonda suggested utilizing empty weekend parking lots for events like a swap meet with table fees. Mr. Johnson responded that all parts of the facility are rentable, and the idea has potential.

When asked about a community survey for the old fire station being converted to a rec center, Parks and Recreation and Open Space (PROSE) Division Director Rebecca Sayers clarified it is not a PROSE-run facility. The project is managed by Public Works, and there is a public design meeting scheduled to gather community input.

Commissioner Becker asked about accessibility at facilities. Mr. Johnson confirmed that all city facilities are compliant and welcome individuals of all abilities.

Ms. Sayers addressed affordability by highlighting a scholarship program that aims to be user-friendly. Mr. Johnson encouraged community members to apply, and Ms. Sayers clarified the available discounts.

Chair Simukonda said the scholarship program should be discussed at the next Coordinated Mobility Council meeting. Ms. Reyes agreed that it would be a good topic.

Chair Simukonda recognized the PROSE department and its staff for their continued support and availability.

B. Review and Discuss Accessible Trail Information - Martin Ince

ACCESSIBLE TRAIL INFORMATION

INTENT AND PURPOSE

OTHER USES FOR INFORMATION

CITY EXAMPLES

ARIZONA TRAIL

BUFFALO PARK ACCESSIBLE LOOP

OTHER EXAMPLES

INFORMATION PROVIDED

LENGTH

WIDTH AND CROSS SLOPE

SURFACE

FEATURES

DESTINATIONS GRADES AND SLOPES

Commissioner Becker suggested that providing an explanation would be helpful, as many people may not understand percentages. Mr. Ince agreed, adding that clear wording would be beneficial and could improve understanding.

Commissioner Becker recommended including that information in brochures for the public. Mr. Ince also noted the importance of presentation, explaining that using terms like "average grade" might be confusing since people may not know what a "typical" grade means either.

HILLS GRADE INFORMATION TABLE CHART

Chair Simukonda asked if there is clear signage in place ahead of trail sections that may be inaccessible for power chairs or wheelchairs, so users have the option to turn around. Mr. Ince responded that current signage is placed at the top of the hill for those descending, but agreed it is a great idea to add signs at the bottom as well, so users know what to expect in advance.

PROFILE

Chair Simukonda suggested placing a sign at the Crescent Bridge and additional signage warning of a steep grade ahead, allowing users time to turn around before reaching challenging terrain. Mr. Ince agreed it was worth exploring the capabilities of power chairs in such areas. Commissioner Becker added that off-road power chairs are also available, which may handle tougher terrain better.

MAP HOW THIS INFORMATION IS USED NEXT STEPS

Chair Simukonda mentioned involving Commissioner Susan Purrington in the conversation and noted Truman Shoaff's upcoming graduation. She asked if website updates would accompany the description updates. Deputy City Clerk Georganna Staskey confirmed they are working internally to align everything with guidelines.

Mr. Ince offered to bring back an interactive map for future discussions.

Chair Simukonda asked what the commission or private citizens can do about infrastructure improvements, like extending sidewalks at the center of the FUTS trail to address issues. Mr. Ince said he will visit the site soon and explained that ramps on University Avenue need work. The current design has unintended consequences, with steep drops making conditions worse. A two-part fix is needed: first, better awareness of the consequences, and second, a long-term redesign with improved grading.

Commissioner Becker asked if the city has considered a FUTS app. Mr. Ince said it is a good idea but would require finding experts familiar with app development to make it available.

6. LIAISON REPORTS/UPDATES

A. Update from Council Liaison - Mayor Daggett

Mayor Daggett shared that Amanda Bosh from Lowell presented at the City Council meeting the previous night and highlighted the Commission's award given to Lowell. She expressed appreciation for the positive recognition and feedback received by local organizations.

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes gave a brief update on the last Coordinated Mobility Council meeting, which focuses on addressing transportation gaps in Flagstaff. Chair Simukonda was featured in the spotlight segment, along with Flagstaff All Abilities.

She asked for help distributing WAVE flyers and encouraged anyone interested to email her. She also shared that Mountain Line is relocating to the Downtown Connection Center in June.

C. Update from Youth Liaison - Joseph Spence & Alida Pfeil

Joseph Spence stated he may not be able to attend Commission meetings during summer months. Alida Pfeil added that NACOPTH is on summer break and will be voting on positions soon.

D. Update from Sidewalk Liaison - Jamie Martinez

Mr. Martinez is working with Code Compliance and the City to address citywide issues such as improperly placed trashcans that create barriers and the impact of bulk pickup on differently abled residents. He encouraged others to report any such concerns they see around the city.

Chair Simukonda raised a concern about excessive construction in front of her office, noting a lack of sidewalk access and missing signage. Mr. Martinez acknowledged the issue and said signage needs to be improved.

Mr. Ince added that the construction is part of the Huntington project, with recent work on curb ramps. He suggested doing one curb ramp at a time to maintain accessibility and agreed signage should be in place.

Commissioner Becker noted that signage may be legally required, and Chair Simukonda emphasized the importance of reporting these issues to help with citywide education and awareness.

E. Update from Parking Liaison - Rachael Simukonda

Chair Simukonda shared that a new crossability committee is being formed in collaboration with the Police Department to provide additional ADA training and serve as a sounding board for situations involving differently abled citizens. Community members who are not City employees or Commission members are welcome to join by emailing Shelly O'Connell or herself. The committee also includes the new Deputy Chief of Police Charles Hernandez.

7. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

Commissioner Dorman shared an exciting opportunity for youth to attend a leadership forum at NAU later this month, which will include help with interviewing skills. She encouraged anyone interested to reach out to her to get involved.

She also mentioned that the Arizona Developmental Disabilities Council will be holding a focus group in June and encouraged participation. Additionally, the Northern Arizona Disability Resource Fair is coming up in the fall. If the group wants a table at the event, they need to act quickly to secure a spot.

Chair Simukonda noted that the fair was well-received, especially due to the Mayor's presence, which many attendees appreciated.

Ms. Reyes announced that the next WAVE meeting has not yet been scheduled but will transition to a quarterly format. A focus group will also be formed in connection with this change.

Chair Simukonda asked about an accessibility walkthrough, Ms. Reyes confirmed that one has taken

place and offered to provide more details to her at a later time.

8. Agenda Items for Next Meeting (June 25, 2025)

Ms. Staskey will follow up on next month's agenda items once the staff liaison and City Clerk Stacy Saltzburg returns to the office so the tentative items can be confirmed.

9. Adjournment

The Commission of Inclusion and Adaptive Living meeting adjourned at 12:50 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order 11:08 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER PURRINGTON
COMMISSIONER RANDALL

ABSENT:

COMMISSIONER DOPSON

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

None

5. DISCUSSION ITEMS

A. Update from Vice-Chair Purrington

Vice Chair Purrington announced her resignation from the Commission because she has taken a new job in Connecticut.

The commission expressed both disappointment at her departure and support for her new opportunity. She clarified that she will be living in the New London, Connecticut area and will be working at Connecticut College, a small liberal arts institution. In her new role, she will focus on making artificial intelligence more accessible and promoting inclusive pedagogy related to AI across the campus and within the Connecticut college system. While she will no longer serve officially, she emphasized that she will remain available informally and continue partnering with NAU on teaching

and learning projects.

Commission members and city representatives shared appreciation for Susan's expertise, particularly her knowledge of ADA rules and accessibility, noting that her contributions will be greatly missed. Several individuals spoke personally about the impact she has had on them and the community, describing her service as meaningful and deeply valued.

Vice Chair Purrington described the decision to leave as bittersweet, noting the professional excitement of her new role, the shift from faculty to staff work, and the benefits of focusing on workshops without grading responsibilities. She also shared hopes for finding strong special education programs for her children similar to those in Flagstaff.

6. **ACTION ITEMS**

A. **Discussion and Possible Action Regarding Accessibility Expeditions and Audits - Recommendation of Support for Barrier Free Flagstaff Expeditions**

Commissioner Randall shared that the Barrier Free Flagstaff (BFF) initiative is progressing well. Its mission is to promote accessibility and inclusivity across the community through accessibility expeditions, which assess public spaces and educate staff on universal design.

One recent expedition took place at Joe C. Montoya Senior Center and Thorpe Park, where participants observed strong accessibility overall, with minor improvements suggested for the parking lot and certain sidewalks. The group also reflected on past successes, like upgrades to the City Park playground, highlighting how universal design creates inclusive spaces for all users.

BFF has engaged city officials including Chief Connolly, Sheriff Axlund, and the detention center director, exploring accessibility in less traditional spaces, emphasizing that ADA rights extend to all individuals, including those incarcerated. Legal guidance has been provided by Jason Sneed from the Developmental Disabilities Planning Council.

An upcoming expedition is planned for July 25, 2025, at City Hall and the Public Library, coinciding with the 35th anniversary of the ADA. Reports from each expedition are shared with the respective facilities to inform improvements, with the ultimate goal of educating staff and embedding universal design principles, rather than simply conducting audits.

Downtown accessibility challenges were noted due to historic building restrictions, but it was important to educate and collaborate with business owners to implement feasible improvements. Ideas for high-visibility events downtown were discussed to raise public awareness and engage the community.

The request was to have a letter sent to City Council from the Commission stating their support for the efforts of BFF. Vice Chair Purrington requested edits to ensure the language referred broadly to the entire community rather than only city facilities.

Moved by Russell Randall, **seconded by** Rachael Simukonda to send the letter to the City Council with the requested edits.

Vote: 6 - 0 - Unanimously

B. **Continued Discussion and Possible Action:** Transition Plan and City staff training

The commission discussed the next steps for developing a city ADA transition plan and related staff training. Vice Chair Purrington has offered to continue supporting this virtually, with assistance from local team members in person. A letter regarding the transition plan, originally sent in April, will be resent to Council with the goal of discussing it at a City Council meeting in September after the council's summer break.

It was noted that the city currently does not have an ADA transition plan in place, despite requirements following the 2010 ADA amendments. It was important to establish a plan to guide accessibility improvements across city facilities and to demonstrate commitment to ADA compliance. The transition plan committee should include community members with varying disabilities, rather than relying solely on city staff.

It was recommended to connect with experts, such as Dr. Sandy Heath at NAU, who have experience implementing transition plans in similarly sized cities. The city has recently hired a new Risk Manager and is in the process of onboarding a new HR director. These new staff will play key roles in coordinating the transition plan, with the first step being the appointment of an ADA coordinator to lead efforts.

The commission agreed to wait until the new staff are settled before engaging them in meetings and training, with plans to involve them around the October Commission meeting. Overall, the focus remains on education, collaboration, and structured planning to ensure compliance and inclusive practices.

Moved by Rachael Simukonda, **seconded by** Susan Purrington to continue to pursue a city ADA transition plan.

Vote: 6 - 0 - Unanimously

C. **Discussion and Possible Action:** Commission meeting of July 23, 2025

Ms. Saltzburg explained that there were scheduling conflicts for the regular July meeting. The commission discussed alternative dates and determined that the July meeting would be held on July 16 at 11:30.

Moved by Russell Randall, **seconded by** Keith Becker to change the date of the July 23 meeting to July 16 at 11:30 a.m.

Vote: 6 - 0 - Unanimously

7. **LIAISON REPORTS/UPDATES**

A. Update from Council Liaison - Mayor Daggett

Mayor Daggett shared that she liked the idea of the staff training and suggested that there may be a way to incorporate it into the city's online training portal.

B. Transportation Liaison - LaReina Reyes - Mountain Line

Ms. Reyes announced Mountain Line's largest fixed-route service expansion, set to roll out on July 27, 2025, including new service along the Woody Mountain corridor. The expansion will also extend paratransit services and hours to align with the fixed-route schedule. Some areas along the West Route 66 corridor, particularly the south side, will see stops added later in the fall due to infrastructure needs and coordination with local partners.

She also reported that the Coordinated Mobility Council will meet on August 22, 2025, the fourth Friday of the month, from 10 a.m. to noon, with information and invitations available upon request.

Lastly she confirmed that the Downtown Connection Center is now open, with the grand opening scheduled for August 6, 2025. Future development for the civic space (Phase 2) is in the planning stages and will involve the Army Corps of Engineers and Rio de Flag management, with construction expected within the next few years, though no definitive dates are currently set.

C. Update from Youth Liaison - Joseph Spence & Alida Pfeil

It was reported that NACoPT is on summer break and updates would resume in the fall.

D. Update from Sidewalk Liaison - Jamie Martinez

None

E. Update from Parking Liaison - Rachael Simukonda

Chair Simukonda shared that Chief Connolly is forming a Cross-Ability Commission to focus on ADA compliance and interactions with people with disabilities. The commission will meet quarterly, plan at least one event per year, and serve as a core group called upon by the chief in case of major incidents to debrief and learn from experiences. Applications are being accepted, with a target of 15 members. Interested individuals, including students and community members with disabilities, are encouraged to apply. The first meeting is planned for mid-July.

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

None

9. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:19 p.m.

SPECIAL PLANNING MEETING

Chair Simukonda called the Special Planning Meeting to order at 12:50 p.m.

A. Discuss and set objectives for the upcoming year.

The commission engaged in a robust discussion regarding their upcoming priorities.

Therapeutic Recreation:

- Discussed the lack of recreational therapy in Flagstaff and the need to address it.
- Proposal to invite Truman, a student graduating with a therapeutic recreation degree, to join the Commission as a liaison.
- Emphasis on seeking grants for projects like workout stations in parks.

NACOPT Job Fair:

- Discussion on the importance of the job fair and the Commission's potential role in supporting it.
- Suggestion to create a banner and brochures for the Commission to use at the job fair.

City Staff Self-Disclosure of Disability:

- Concern about the low percentage of city staff disclosing disabilities.
- Proposal to investigate and address potential impediments in employment and hiring practices.

Barrier-Free Flagstaff (BFF):

- Discussion on the process of reporting and addressing accessibility issues.
- Proposal to involve the Commission in reviewing BFF reports and making recommendations to the council.

City ADA Transition Plan:

- Plan to work with the new ADA coordinator and HR director to establish an ADA transition plan.

- Emphasis on involving city leadership and staff in the process.

Regional Plan 2045:

- Importance of including accessibility and inclusion in the regional plan.
- Proposal to invite Sarah, the long-range planner, to a future meeting to discuss the plan.

Code Compliance and Snow Removal:

- Discussion on the challenges of code compliance and snow removal enforcement.
- Proposal to seek clarity on the process and responsibilities from the mayor and community development director.

City Site Operating Hours:

- Discussion on the operating hours of city facilities like Hal Jensen.
- Proposal to consider a collaborative grant to extend operating hours.

Accessible Websites:

- Ongoing audit of city websites for accessibility compliance.
- Plan to report findings and implementation plans in early fall.

Final Outcomes:**Top Priorities Identified:**

- ADA Transition Plan
- Regional Plan 2045
- Code Compliance and Snow Removal
- Therapeutic Recreation

The Commission on Inclusion and Adaptive Living Special Planning Meeting adjourned at 2:54 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order 11:31 a.m.

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER RANDALL

ABSENT:

COMMISSIONER DOPSON

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Open Call to the Public

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

None

5. Action Items

A. Discussion and Possible Action: Appointment of Vice Chair

Postponed to August meeting.

B. Discussion and Possible Action on Remaining 2025 Meetings: September 24, 2025, November 26, 2025, and December 24, 2025

Moved by Keith Becker, **seconded by** Sarah Dorman to reschedule the meetings of September 24, 2025, November 26, 2025, and December 24, 2025 to September 17, 2025, November 19, 2025, and December 17, 2025 respectively.

Vote: 5 - 0 - Unanimously

C. **Consideration and Approval of Letter of Appreciation:** Downtown Public Library

Commissioner Randall shared that he had visited the downtown library last week and noticed a bookstall set up in honor of Disability Pride Month. The stall featured books about the disability rights movement and works authored by people with disabilities. He suggested that the Commission send a letter of appreciation to the library staff, city manager, and City Council, for organizing and supporting the bookstall.

Moved by Russell Randall, **seconded by** Keith Becker to send the letter to staff and City Council.

Vote: 5 - 0 - Unanimously

6. **Discussion Items**

A. Discussion and follow-up on Barrier Free Flagstaff

Commissioner Randall shared that Barrier Free Flagstaff (BFF) continues to meet regularly, but an accessibility expedition planned for July 25th will not take place, as Lauren and Sean, the expedition experts, feel the group is not ready for an event of that scale. They hope to present to the Commission in the future to increase city and Commission involvement in the expeditions. BFF will meet remotely tomorrow to discuss other ways to promote accessibility and inclusion in the community. It was noted that BFF may not appear as an agenda item until October or November, and scheduling will be coordinated once Lauren and Sean's availability is confirmed.

B. Discussion regarding Coffee and Donuts with a Cop

Chair Simukonda shared that the Police Chief has started a Cross-Ability Committee, bringing together community members and professionals to work with police officers on reviewing major incidents. The committee will meet quarterly and host one large annual event. To introduce themselves to officers in a friendly way, she proposed a "Coffee and Donuts for a Cop" event, where Commission members and visitors could meet officers at the start of their shifts. The commission agreed that the event should occur at the beginning of shifts rather than the end. The plan will be reviewed with the Chief, and the item will be revisited in September with a finalized approach.

C. Discussion about Regional Plan 2045

The Commission discussed the Regional Plan 2045, noting that the public hearing draft is expected to be posted soon, likely by the end of the week or early next week. A summary of revisions and responses to public comments will follow shortly after.

Due to scheduling conflicts and the complexity of the topic, the Commission agreed to table a detailed discussion until September 18th. At that meeting, half an hour will be dedicated to the Regional Plan, following a full hour (or slightly more) for the Building Code update.

D. Accessible Trails

The Commission discussed accessible trails, noting that Truman from High Country Adaptive Sports, who conducts trail accessibility assessments, was supposed to present but was not able to attend.

Commissioner Randall referenced past research conducted by former Commissioner Caitlin Verfeurth about five or six years ago, which included a comprehensive survey of 56 miles of local trails and a PowerPoint presentation summarizing findings. Martin Ince confirmed he still has all the original data and presentation files. To avoid duplicating work, they agreed it would be helpful to share this information with Truman to assist by leveraging past research while supporting ongoing accessibility efforts on the trails.

7. Liaison Reports/Updates

A. Update from Council Liaison - Mayor Daggett

None

B. Transportation Liaison - LaReina Reyes - Mountain Line

None

C. Update from Youth Liaison - Joseph Spence & Alida Pfeil

Ms. Pfeil reported that NACoPT was working on planning a summer retreat meeting that would likely occur in August.

D. Update from Sidewalk Liaison - Jamie Martinez

Mr. Martinez reported that there are no current updates on sidewalk compliance but encouraged Commissioners to send any issues his way, noting that he cannot address concerns if he is not made aware of them. Chair Simukonda noted that at the next meeting, Michelle McNulty, Planning and Development Services Director, would be attending the meeting to discuss code compliance in detail.

E. Update from Parking Liaison - Rachael Simukonda

Chair Simukonda provided an update, noting that there are no major developments yet because the Chief has only recently completed his first year in the role.

There was discussion regarding ADA training for police officers and civilian aides, particularly regarding enforcement of laws related to blocking or parking on sidewalks. It was noted that officers currently receive only one hour of ADA training per year, which is insufficient. There was a suggestion to implement brief monthly training sessions, around 15 minutes each, with an ADA expert to provide more consistent guidance and education. This would amount to roughly four hours per year, dramatically increasing ADA awareness and understanding among officers.

Commissioner Randall raised concerns about inconsistent enforcement, as some officers or civilian aides may choose whether to enforce the law regarding sidewalk obstructions, similar to traffic enforcement discretion. Chair Simukonda encouraged commissioners to report any disability-related interactions with police officers to her via email so that the issues can be documented, addressed, and represented effectively to the Police Chief.

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

The Commission discussed the upcoming Disability Fair, building on the success of last year's event. The fair is scheduled for Saturday, October 4th, from 1:00 to 5:00 PM at the High Country Conference Center. A sensory room will be available for attendees who need a break. Planning is ongoing, including securing sponsors, coordinating vendors, and managing logistics. Registration is set to open on August 11th. The group also discussed inviting Metro Plan to participate with their walking tour again and emphasized early distribution of "save the date" notices. The Commission plans to have a banner at the event and hopes to involve the mayor, City Council, and potentially the Coconino County Board of Supervisors in some capacity.

Commissioner Randall shared that he has met informally with Mayor Daggett at community events, and he emphasized that the Mayor is very supportive of the disability community, consistently expressing interest in improving accessibility and inclusion in Flagstaff.

Chair Simukonda shared information about an upcoming Aquaplex Pool Party on Sunday, July 20th,

at 1:50 PM. The event will feature pool games, mini golf, an obstacle course, and music, with a \$5 entry fee. A table will be set up for Special Olympics, and she encouraged Commission members and community supporters to attend, volunteer, or simply engage with the event to show support for the disability community. Attendance is a way to promote accessibility, raise awareness about programs at the Aquaplex, and highlight recreational opportunities available to differently-abled children and adults. Commissioner Randall added that the Aquaplex now accepts Renew Active and Silver Sneakers memberships, which benefits older adults and those on Medicare Advantage programs, making community recreation more accessible.

9. **Agenda Items for Next Meeting (September 24, 2025) and Working Calendar**

The Commission reviewed its planned agenda and priorities for the remainder of the year based on notes from their recent planning meeting. Key points included:

- **August:** The focus will be on code compliance, with a significant portion of the meeting dedicated to engaging with Michelle McNulty, the new Planning and Development Services Director, to clarify oversight and address Commission questions. The goal is to ensure Commissioners fully understand the program and its processes.
- **September:** Discussion will cover the Regional Plan 2045 and updates to building codes, as requested by the Sustainability Division.
- **October:** Commissioners will meet the new Risk Manager and Human Resources/Risk Management Director. These sessions will provide an opportunity to discuss ADA compliance strategies and plans with city leadership.
- **November:** The agenda will include therapeutic recreation, with Rebecca Sayers, director of PROSE, and her team prepared to re-engage the Commission on this topic.

Additional pending items were noted but not scheduled yet, including:

- City website accessibility (likely February or later due to new staff, Erin Kaminsky, and coordination with Public Affairs).
- Transition training for the Commission, anticipated in late winter or early spring.
- Job fairs, coordinated by youth liaisons.
- Affordable housing, identified as a high-priority issue to be addressed within the year.

Commissioners also discussed concerns, including street plowing and accessibility for essential travel. Commissioner Becker suggested drafting a letter to the City Council or presenting at a Council meeting to highlight these issues and address potential funding and policy changes. The plan is to revisit that in December during a wrap-up session reviewing accomplishments and remaining priorities for the year.

10. **Adjournment**

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:44 p.m.

MINUTES

1. Call to Order

2. Roll Call

NOTE: One or more Commission members may be in attendance through other technological means.

PRESENT:

CHAIR SIMUKONDA
COMMISSIONER BECKER
COMMISSIONER DORMAN
COMMISSIONER EISENBERG
COMMISSIONER RANDALL

ABSENT:

COMMISSIONER DOPSON

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Open Call to the Public

Open Call to the Public enables the public to address the Commission 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. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

5. Discussion Items

A. Code Compliance Discussion -- Michelle McNulty, Planning & Development Services Director

Planning and Development Services Director Michelle McNulty provided an overview of her role and division, which includes comprehensive planning, current planning and zoning, development services at the front counter, building safety, code compliance, and real estate services. As someone newer to the position, she shared her perspective to clarify recent discussions surrounding code compliance practices.

She explained that there has been no directive to avoid enforcement or issuing citations. Instead, Code Compliance operates under a compliance-based philosophy that prioritizes working collaboratively with residents to achieve compliance rather than relying on heavy-handed enforcement. This approach is intended to build trust within the community and achieve better long-term outcomes, though citations are issued when individuals refuse to comply.

Despite limited staffing, Code Compliance staff attempt to be proactive in identifying violations. Many cases originate from anonymous community complaints, often submitted by multiple residents. When

a complaint is received, staff investigate by visiting the site to confirm the issue. This can be challenging for temporary or "moving" violations, such as vehicles blocking sidewalks, because the violation may no longer be present when staff arrive. When a violation is observed, staff document it, typically with photographs. They generally begin by contacting the property owner to determine whether the individual is aware of the violation, as many violations are unintentional. If the situation is unclear, staff research the applicable code and consult with subject matter experts, such as zoning managers or engineers, before proceeding.

The program's primary goal is to bring individuals into compliance. If cooperation is not achieved, a citation is issued. These citations are not comparable to parking tickets but are formal letters that document the violation, explain the issue, and outline the steps taken to encourage compliance. While these letters serve as official documentation, Code Compliance does not have the authority to directly issue monetary fines, and further action would require escalation beyond the division.

Commissioner Randall began by describing long-standing confusion around enforcement. He noted that the commission has received conflicting information over time, recalling that the commission had previously been told no citations are issued. Ms. McNulty clarified that citations do exist but are issued as legally reviewed notices of violation rather than police-style tickets. She explained that any financial penalty must go through the court system, and that sidewalk obstruction cases have never gone to court. Commissioner Randall expressed that there is effectively no enforcement, particularly for repeat offenders, since there are no consequences for continued noncompliance.

Chair Simukonda described the operational realities of Code Compliance, emphasizing that the program is significantly understaffed, with only four officers total, one of whom is assigned to dark sky compliance. Ms. McNulty explained that they prioritize education and voluntary correction, noting that in many cases violations are resolved before formal enforcement becomes necessary. She stressed that police should not be the first point of contact for issues such as bulk trash or sidewalk obstructions, as this pulls officers away from criminal matters. Instead, residents should start with Code Compliance, with coordination between departments when necessary.

Concerns about public safety were repeatedly raised by Commissioners Randall and Becker particularly for wheelchair users, people with visual or hearing impairments, and children. Commissioner Becker emphasized that delayed responses force people into the street, placing them at serious risk of injury or death. He argued that preventable harm is unacceptable and that faster response times and additional staffing are necessary, even if that requires increased funding or taxes. He stressed that obstructed sidewalks are not minor inconveniences but real accessibility barriers that can have life-threatening consequences.

The discussion also addressed the complexity of jurisdiction and enforcement authority. Ms. McNulty explained that some private streets fall under homeowner associations, which are responsible for enforcement in those areas, and that HOAs are able to impose rules the city cannot, including restrictions related to short-term rentals. Commissioner Randall expressed surprise and frustration at this disparity. He also shared a personal experience in which he reported a truck parked on a sidewalk, only to be told by a civilian police aide that no violation existed because the entire sidewalk was not blocked, highlighting the need for clearer standards and better training across departments.

Commissioner Randall strongly challenged the city's enforcement philosophy, arguing that education without penalties does not constitute enforcement. He cited the City Charter, which states that the City Manager is responsible for ensuring that all ordinances are enforced, and argued that enforcement requires compelling compliance through penalties. He referenced a letter sent to City Council in April 2024 by the Northern Arizona Community of Practice Transition Team, which described the dangers obstructed sidewalks pose to children and people with disabilities and urged the city to increase enforcement before someone is seriously injured or killed. He noted that other Arizona communities, including Yuma, Cottonwood, and Prescott, issue citations with fines and provide a hearing process for those who wish to challenge them.

Ms. McNulty responded that she believes the city is enforcing all codes and that staff are actively working to improve outcomes within existing constraints. She emphasized that the program is being

proactive and collaborative, often physically clearing sidewalks themselves when necessary. She described ongoing cross-department conversations about winter maintenance, vegetation, and unassigned responsibilities that frequently fall to Code Compliance by default. She also highlighted volunteer programs such as Snow Heroes and mentioned exploring similar approaches for vegetation, as well as a limited annual budget dedicated to property care assistance.

The conversation expanded to the role of the Commission itself. Ms. Saltzburg clarified that the Commission is advisory to City Council and cannot direct staff or make budget decisions. Any formal recommendations must be approved by a majority of the Commission and forwarded through proper channels. While some commissioners expressed a desire to push advocacy boundaries, staff emphasized the importance of operating within the City's council-manager form of government. This disagreement contributed to rising tensions, leading Chair Saltzburg to call for a brief recess to allow members to regroup.

A break was held from 11:50 a.m. through 11:55 a.m.

After the break, commissioners discussed how best to move forward. Mayor Daggett acknowledged that blocked sidewalks are the number one issue she hears from the Commission and affirmed that she has advocated for additional Code Compliance staff with the City Manager. She emphasized the need for a balanced approach that combines education, enforcement, creativity, and compassion for residents with limited ability or resources. Several ideas were raised, including improved public education efforts, use of videos and social media, better reporting tools such as apps or photo submissions, standardized violation letters to speed legal review, fee-based snow removal services, partnerships with NAU and volunteer groups, and using fines from chronic offenders to help fund enforcement.

The discussion concluded with agreement that obstructed sidewalks caused by cars, snow, vegetation, and trash remain the Commission's top priority. Ms. McNulty asked the Commission to continue brainstorming solutions and indicated she would return in March with follow-up information after additional research. There was general support for restarting an informal working group and potentially drafting a letter to City Council once staff had an opportunity to present a more complete picture of current efforts and constraints.

6. Action Items

A. Discussion and Possible Action regarding the Regional Plan 2045

Commissioner Randall stated that he requested the item to be on the agenda. He reviewed both the original citizen review draft and the current public hearing draft of the regional plan, noting that the new draft is a significant improvement in terms of accessibility, inclusion, and references to universal design. Compared to the earlier version, the plan now includes many more statements supporting accessible and inclusive places. However, most accessibility and inclusion references appear only in the goals and policy sections, not in the action section, where implementation strategies and funding are addressed. He emphasized that accessibility and inclusion should be explicitly included in the action items as well.

He raised several key concerns. First, the plan contains 25--30 color-coded maps that are inaccessible to people with visual impairments, including color blindness. While there are known ways to make maps accessible, the current versions are not usable, and this issue was raised at public open houses. Second, Chapter 5 (Social and Economic Systems), which covers housing and employment, contains no mention of accessibility, inclusion, or accessible housing, which the speaker identified as a major gap.

On a positive note, the transportation chapter was highlighted as strong, with substantial attention to accessible and inclusive transportation, streets, and infrastructure, including references tied to funding.

Lastly, he noted a significant omission, although recreation is mentioned, there is no reference

anywhere in the plan to therapeutic recreation, an issue the Commission has worked on extensively. This absence suggests therapeutic recreation is not being treated as a priority in the plan.

He suggested that he be appointed as an official representative of the commission to attend the hearings and share the information.

Chair Simukonda explained that she had to leave the meeting because her paratransit was there to pick her up and could not reschedule. She reminded the commission that there are three public hearings where they could represent themselves individually and gather information and then collectively at the September meeting the commission can formulate their recommendations. The deadline to submit comments is September 24 and our meeting is September 17.

Chair Simukonda left the meeting at which time quorum was lost and the meeting ended.

7. Liaison Reports/Updates

- A.** Update from Council Liaison - Mayor Daggett
- B.** Transportation Liaison - LaReina Reyes - Mountain Line
- C.** Update from Youth Liaison - Joseph Spence & Alida Pfeil
- D.** Update from Sidewalk Liaison - Jamie Martinez
- E.** Update from Parking Liaison - Rachael Simukonda

8. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

9. Agenda Items for Next Meeting (September 17, 2025)

10. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:58 p.m.

MINUTES

1. Call to Order

Chair Simukonda called the meeting to order 11:00 a.m.

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

Rachael Simukonda, Chair
Keith Becker
Sarah Dorman
Michele Eisenberg

Russel Randall
VACANT
VACANT

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Discussion Items

A. Commission Goals and Commitments

Facilitator Jeff Kennedy led the Commission through a series of exercises and break out sessions that focused on strengthening alignment, communication, and purpose. Discussions emphasized the importance of communication, mutual accountability, and a renewed commitment to the Commission's role in advancing inclusion and accessibility across the Flagstaff community.

5. Agenda Items for Next Meeting - April 22, 2026

6. Adjournment

The Commission on Inclusion and Adaptive Living meeting adjourned at 12:56 p.m.



Commission on Inclusion and Adaptive Living

6. A

From: Stacy Saltzburg, City Clerk

DATE: 04/22/2026

SUBJECT: Discussion and possible action on letter to City Council in support of the CATs on Wheels program

STAFF RECOMMENDED ACTION:

Review and possibly approve the letter.

Executive Summary:

Attachments

Letter of Support - CATs on Wheels
Pam Jensen Letter

Subject: Recommendation to Support Bicycle Recycling Initiative

Dear Mayor, Vice Mayor, and City Council Members,

We hope this message finds you well.

The Commission on Inclusion and Adaptive Living (CIAL) is pleased to present a recommendation for your consideration regarding the Community Assistance Teams of Flagstaff (CATs) and their efforts to recover bicycles from the City landfill.

One of CIAL's primary objectives is to enhance transportation accessibility for all members of our community. CATs on Wheels works to transform donated bicycles and parts into dependable, safe modes of transportation for marginalized individuals in need, without any form of judgment, helping expand access to employment, while promoting inclusivity within our community.

To further this mission, CATs proposes refurbishing and recycling bicycles sourced from the City landfill. This would not only reduce waste but also provide valuable resources to underserved residents. To support this process, CATs requests that bicycles brought for disposal be placed in designated areas within the landfill's metal recycling section, allowing for safe and efficient retrieval.

Attached for your review is a letter from Pam Jensen, the Executive Director of the Community Assistance Teams of Flagstaff, expressing support for this initiative.

We respectfully request the City Council's approval to amend any necessary regulations or ordinances to enable implementation of this proposal. Allowing CATs access to discarded bicycles represents a practical, low-cost opportunity to reduce waste while advancing equity and mobility within our community.

Thank you for your time and consideration. We appreciate your support and look forward to your response.

Warm regards,
Members of the City of Flagstaff Commission on Inclusion and Adaptive Living

Inclusion and Equity are not programs, they are a mindset.



COMMUNITY ASSISTANCE TEAMS OF FLAGSTAFF

- ☎ 928-890-7230
- ✉ info@cats-of-flagstaff.org
- ✉ P.O. Box 2041 Flagstaff, AZ 86003
- 📍 555 Blackbird Roost, Unit 2
Flagstaff, AZ 86001
- EIN Number 87-1996568
- Arizona QCO #22548

Dear Members of the Flagstaff City Council,

Community Assistance Teams of Flagstaff (CATs) is a 501(c)(3) nonprofit organization and an Arizona Qualified Charitable Organization (QCO). Our federal EIN is 87-1996568, and our Arizona QCO number is 2254. CAT's mission is to transform lives by empowering individuals with the tools they need to survive and thrive through community. We use the Diné concept of k'é to express our belief that we are all related and share responsibility for one another's well-being. Our team works to engage unsheltered and disenfranchised community members where they are, offering support without judgment.

Transportation is one of the greatest barriers to stability for individuals experiencing homelessness or hardship. Our **CATs on Wheels** program addresses this challenge by converting donated bicycles and parts into reliable, sustainable transportation for unsheltered neighbors and other community members in need.

Currently, CATs on Wheels receives most of its bicycles through public donations. Due to increasing demand, we are exploring additional sources of used bicycles. CATs has recently begun working with the Flagstaff Police Department to acquire bicycles that are no longer needed as evidence and would otherwise be sent for disposal at the Cinder Lakes Landfill.

Another potential source is bicycles brought to the landfill for disposal by members of the public. Recovering these bicycles would allow them to be reused for community benefit while also reducing landfill waste.

After speaking with landfill personnel, including Richard Hearne, Public Works Manager, we confirmed that once items pass the designated gate or weigh station, they are legally City property and must be disposed of accordingly. Because of this policy, we were encouraged to seek City Council approval to revise the current ordinance to allow bicycles to be placed in a designated area within the metal recycling section of the landfill. These bicycles could then be retrieved by CATs rather than discarded.

Proposed Procedure

1. Designated Set-Aside Area

A designated space would be established within the metal recycling area where bicycles could be placed after passing through the weigh station. This would allow bicycles to be separated from other metal materials and made available for recovery by CATs.

2. Communication Process

Landfill staff would coordinate with John Buckley of CATs to establish a schedule for retrieving bicycles placed in the designated area.

3. Timely Retrieval

CAT's representatives will retrieve the bicycles within the agreed timeframe to avoid disrupting landfill operations.

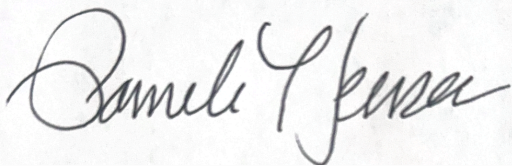
4. Operational Compliance

All pickups would occur during approved hours and in accordance with landfill safety and operational policies.

We understand that implementing this proposal may require City Council approval to revise the current ordinance governing material passing through the landfill weigh station. We would greatly appreciate guidance on the appropriate steps to proceed with this request.

Thank you for your consideration and for your continued commitment to supporting programs that strengthen our community.

Sincerely,



Pam Jensen
Executive Director
Community Assistance Teams of Flagstaff