

# MINUTES

WORK SESSION  
TUESDAY, DECEMBER 10, 2013  
COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
6:00 P.M.

**1. Call to Order.**

Mayor Nabours called the Flagstaff Work Session of December 10, 2013, to order at 6:00 p.m.

**2. Pledge of Allegiance.**

The City Council and audience recited the Pledge of Allegiance.

**3. Roll Call**

**Councilmembers present:**

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

**Councilmembers absent:**

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea

**4. Public Participation**

*Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

None.

**5. Preliminary Review of Draft Agenda for the December 17, 2013, City Council Meeting.\***

*\* Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

Councilmember Woodson stated that in item 9C there are bids ranging from just over \$400,000 to over \$1.4 million and would like to know more about why there is such a disparity in pricing. Senior Procurement Specialist Candace Schroeder stated that the disparity is due to an out of state vendor who had to team up with an Arizona company to fulfill the appropriate licensing; the cost of the partnership vastly increased the bid price.

Councilmember Woodson asked for the term of the contract. Ms. Schroeder stated that the initial contract is for three years with two additional one year extensions if maintenance is needed.

Mayor Nabours asked for clarification of the large discrepancies in column one and two. Ms. Schroeder stated that column one is for the first set of schedules and column two is for the remaining repairs; it is two different sets of services. Councilmember Overton requested that a description or reference of the columns be included in the final staff summary. Ms. Schroeder agreed to update the staff summary to include a schedule of services that describe the two columns for the final agenda.

Councilmember Barotz commented on item 9D requesting the addition of language to the staff summary regarding Walnut Canyon and whether or not the City wants to advocate it and include it in the legislative agenda.

**6. Final Report – Art Incubator (aka ArtBox Institute)**

Community Design and Redevelopment Manager Karl Eberhard addressed Council with a brief history of the Art Incubator. The concept is a result of the Beautification and Public Art Commission doing some stimulus of the arts industry. The City partnered with Flagstaff Cultural Partners to conduct a feasibility study. Mr. Eberhard introduced John Tannous, Executive Director of Flagstaff Cultural Partners, who provided an update on the completed study.

Mr. Tannous stated that the study completes the planning phase of the Arts Incubator project and it allows for the leverage needed to obtain grant funding. The Arts Incubator is a dynamic program that is focused on job training, help for small businesses, and skill development for entrepreneurs. Currently, the project is self sustaining with the participants and students paying into the program. There is also additional support from outside investors. What is not yet provided is a space for the incubator to be housed. It is hoped to use the success over the next few years to propel the project forward to find a suitable site and facility.

Mr. Tannous introduced Laura Kelly who is the Project Director for the planning phase of Art Box.

Ms. Kelly stated that the last 15 months have been spent moving through the community engaging the public on what they would like to see in Flagstaff by way of art. A program was developed and the first class consisted of 22 participants and far more applicants than could be accommodated. The teaching philosophy is one that offers a hands on approach to art and business. When the program is completed, participants will have a website, contact list, grant application experience and an overall business education on how to succeed in the art business. It is hoped that his program could be a model for other cities and states.

Mr. Burke thanked Ms. Kelly for the research that has been put into the project and thanked her for producing an all encompassing report that observes not only the good but also the bad and how those failures kept the project on the right path.

Councilmember Overton stated that the program sounds similar to the Flagstaff Leadership Program and is excited to see where it goes. He asked what the time commitment is over the course of the year. Ms. Kelly stated that participants meet two times per month, one full Saturday and one Tuesday evening. At the end of the year there are about 80 total contact hours.

Council expressed their thanks and gratitude to all involved in getting the program up and running.

## **7. Public Safety Impact Fee Update**

Management Services Director Barbara Goodrich offered a PowerPoint presentation on the Public Safety Impact Fees.

- CITY OF FLAGSTAFF DEVELOPMENT FEES
- DEVELOPMENT (IMPACT) FEES
- HISTORY
- FEES COLLECTED/SPENT TO DATE
- PATH FORWARD
- DRAFT REPORT

Ms. Goodrich introduced Carson Bise, Vice President of TischlerBise, who continued the presentation.

- OVERVIEW OF ADOPTION PROCESS
- IMPACT FEE GROUND RULES
- KEY CHANGES TO ENABLING LEGISLATION
- DEVELOPMENT FEE METHODS AND COST COMPONENTS
- DEMOGRAPHIC AND SERVICE AREAS
- SUMMARY OF TEN-YEAR PLAN FOR INFRASTRUCTURE NEEDED TO MAINTAIN CURRENT LOS
- PRELIMINARY TOTAL FEES PER LAND USES
- CURRENT TOTAL FEES PER LAND USES

- DIFFERENCE BETWEEN CURRENT AND PRELIMINARY TOTAL FEES PER LAND USES
- FLAGSTAFF ADOPTION PROCESS SCHEDULE

Councilmember Barotz inquired about how the land use assumptions are developed and if they are related to the current Regional Plan. Mr. Bise stated that the Regional Plan was used as the basis of the projections. From there a market analysis is done as well as an analysis of building permit history. The most accuracy is needed in the first five years and it is more important that the short term is accurate.

There was further discussion about how the projections are calculated.

Councilmember Overton asked if impact fees have been used to pay back the debt service for the 2010 communications bond. Ms. Goodrich stated that the City has not used the funds to date but it is allowed per the plan.

Council asked if the City has the discretion to waive impact fees. Mr. Bise responded that it is possible but with a caveat. Jurisdictions waive fees for certain land use types so long as it fulfills a certain land use objective. The caveat is that case law suggests that the jurisdiction must backfill the waiver with General Fund dollars to make the Capital Improvement Program whole.

**8. Continuation of Council Retreat, if necessary, for: Discussion, Deliberation and Instruction to Staff Regarding the Regional Plan Parking Lot**

Planning Director Jim Cronk explained that there were several items that did not get reviewed at the retreat last week. Mr. Cronk also distributed a revised Land Use chapter for Council to review prior to the Council meeting on Tuesday, December 17, 2013.

**IMPLEMENTATION (page 10)**

1. Mayor Nabours stated that the annual report seems to be quite onerous and suggested that it be scaled down. Mr. Cronk stated that it is important to know how each department is following and implementing the plan; it may be that the report could be scaled back to report only the things that are currently being measured.

Vice Mayor Evans offered that she does not believe that the report is too detailed as it is important and meaningful to the community how the plan is being carried out. A summary document should be available to the community that also includes a summary of Council actions that affect the Regional Plan. The report should not be limited to those things that staff is already measuring as there may be things listed in the appendix that the City should be measuring but is not currently. Other groups and agencies in the community may be measuring these things or are willing to start; coordination with other entities in the community may be an alternative way to get the information.

Councilmember Woodson agreed that the detail of the report is a little onerous and suggested that some of the categories be reported annually while others may be reported every two or five years.

Councilmember Barotz requested that the number of Regional Plan Amendments and the name of the case and citation and connection to a map be included in the annual report. As time goes by it will be important to be able to look back and see where changes were made.

Consensus for staff to separate the list into items that are currently being measured and those that are not. Council will then review and further define the reporting criteria.

**GENERAL – NOT CHAPTER SPECIFIC (page 21)**

1. Consensus for staff to look into possible wording changes.
2. Consensus to include statement in the Preamble.

Mayor Nabours inquired about whether there was a request from the list of community contributors listed on one of the first pages of the document to be listed. A number of concerns have been raised that the list implies support for the document which may not be accurate. Mr. Cronk explained that any group that was given a presentation along the way was included in the list as contributing thoughts and opinions. It is not saying that they support the plan but more of a thank you for participating in the process.

Council suggested that an email be sent to all of the contributors listed asking if they want to be included as a contributor. If a request to remove a name is received, staff will remove the name.

**PREAMBLE ITEMS (page 23-24)**

10. Consensus to amend per matrix.
15. Consensus to amend per matrix.
16. Consensus to amend per matrix.
17. Consensus to amend per matrix.
14. Consensus to amend per matrix.

Councilmember Barotz requested information from the City Attorney about what happens if the Regional Plan does not pass and if statutes say anything about starting the process over and a timeframe to have another plan adopted.

**9. Review of Draft Agenda Items for the December 17, 2013, City Council Meeting.\***

*\*Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*

None.

**10. Public Participation**

None.

**11. Informational Items and Reports from Council and Staff, requests for Future Agenda Items**

Vice Mayor Evans expressed concern about ADA access issues in City facilities, specifically those on the southside.

Councilmember Barotz reported that she attended a lunch and learn on managing stress in the work place. The notice of the event was short and asked if Human Resources could offer the class again with better notice as it was a great session and many would benefit from it.

Mr. Burke stated that the auction for the Observatory Mesa property is scheduled for the coming Friday at 1:00 p.m. at the County Courthouse.

**12. Adjournment**

The Work Session of the Flagstaff City Council held December 10, 2013, adjourned at 7:59 p.m.

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MAYOR

ATTEST:

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CITY CLERK