

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
JUNE 10, 2014**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
6:00 P.M.**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

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

MAYOR NABOURS
VICE MAYOR EVANS
COUNCILMEMBER BAROTZ
COUNCILMEMBER BREWSTER

COUNCILMEMBER ORAVITS
COUNCILMEMBER OVERTON
COUNCILMEMBER WOODSON

4. Preliminary Review of Draft Agenda for the June 17, 2014, 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.*

- A. Consideration and Adoption of Resolution No. 2014-18:** A resolution of the City of Flagstaff, Arizona establishing a Donation and Memorial Program for the City's Parks within the City Memorial Policy.
- B. Consideration and Approval of Preliminary Plat** A request from Westglen MHP, LLC for approval of a preliminary plat for a 201 manufactured dwelling unit condominium subdivision on 27.9 acres located at 1450 W Kaibab Lane, within the Manufactured Housing (MH) zone.

5. 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.

- 6. Annual Sustainability Program Update**
- 7. Road Repair and Street Safety Initiative**

8. Review of Draft Agenda Items for the June 17, 2014, City Council Meeting.*

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

9. Public Participation

10. Informational Items To/From Mayor, Council, and City Manager.

11. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2014.

Elizabeth A. Burke, MMC, City Clerk

Memorandum

6.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Nicole Woodman, Sustainability Manager
Date: 05/15/2014
Meeting Date: 06/10/2014



TITLE:
Annual Sustainability Program Update

DESIRED OUTCOME:
The presentation is informational only.

INFORMATION:
Sustainability Program staff will present its annual programmatic update to City Council at the June 10, 2014 Work Session. Staff will discuss accomplishments from calendar year 2013 and highlight initiatives underway in calendar year 2014.

Attachments: Sustainability Program Update
CY 13 In Review



City of Flagstaff Annual Sustainability Program Update



June 10, 2014

Sustainability Program – Mission

We serve the community and municipal organization as a catalyst for economic, environmental and social sustainability through policy development, project implementation, leadership and education....To empower Flagstaff to be resilient and resourceful.



Sustainability Program – Our Focus Areas

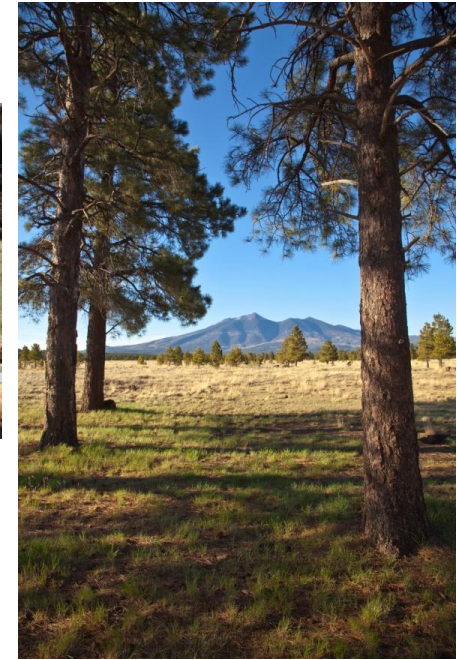
- ▶ **Community sustainability**
 - ▶ Community agriculture
 - ▶ Residential energy efficiency
 - ▶ Effective recycling
 - ▶ Open Space
 - ▶ Community events
- ▶ **Municipal sustainability**
 - ▶ Reduce resource consumption
 - ▶ Renewable energy generation
 - ▶ Fleet efficiency
 - ▶ Resiliency and preparedness
 - ▶ Decrease recycling contamination
 - ▶ Employee education



Sustainability Program – 2013 Highlights

- ▶ Installed 875 kilowatts of solar energy systems at 3 facilities, projects are cash positive in year 1 (\$36,000)
- ▶ Launched Do It Yourself (“DIY”) home energy efficiency initiative providing training and kits to 85 households
- ▶ \$6.56 million received in grant funding
- ▶ Acquired 2,251 acres of land on Observatory Mesa as open space protected under an Arizona State Parks conservation easement
- ▶ Provided in-person recycling outreach to 1,100 community members
- ▶ Launched Energy Rebate Program providing 75 household rebates with annual savings of \$7,555
- ▶ Developed and provided Smart Driver Training to City employees
- ▶ Provided resource consumption education to nearly 100 new employees

Sustainability Program – 2013 Highlights



Sustainability Program – Moving Forward Highlights

- ▶ 2015 – 2016 Municipal Sustainability Plan
- ▶ Airport Master Sustainability Plan
- ▶ Complete year 2 of grant funded Energy Rebate Program (\$100,000)
- ▶ Open Space Management Plan
- ▶ Resiliency and preparedness training and measurements for all City Departments
- ▶ Observatory Mesa stakeholders group development
- ▶ Rethink Recycling campaign
- ▶ Picture Canyon Trail Days
- ▶ Introduce small bike fleet for use at between facilities
- ▶ Fleet purchasing policy
- ▶ Innovation Mesa LEED certification standards and APS rebates
- ▶ Train janitorial staff for proper processing of recycling and trash
- ▶ Vending machine RFP for healthy foods



Nicole A. Woodman

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928.213.2149

FLAGSTAFF SUSTAINABILITY PROGRAM

YEAR IN REVIEW: 2013



MISSION STATEMENT

The Flagstaff Sustainability Program empowers Flagstaff to be resilient and resourceful.

BUDGET

Contractuals and commodities for fiscal year 2013-2014 (6/30/2013-7/1/2014) is \$84,110. The budget has remained flat since fiscal year 2010. In calendar year 2013, the program received \$6,561,644 in grant funds and in-kind donations to conduct municipal and community programming.

Calendar Year 2013 Funding Source	Amount
Grants	
Arizona State Parks	\$6,000,000
Federal Aviation Administration	\$296,508
Walton Family Foundation	\$200,000
APS Corporate Giving	\$1,500
In-Kind	
National Park Service	\$30,000
CLIMAS	\$20,000
Coconino Rural Environmental Corps	\$8,000
Urban Sustainability Directors Network	\$4,086
National League of Cities	\$2,250
Total \$6,561,644	

STAFF

The Sustainability Program employs three permanent full-time staff and two and a half full-time AmeriCorps Youth in Action staff.



PLANNING, POLICY DEVELOPMENT, AND PROGRAMMING

Sustainability Program staff develop and implement policies, projects, and programming directly related to municipal and community-wide sustainability. The Program builds on the principles of economic, environmental, organizational, and social sustainability. Programming supports the integration of these principles throughout City operations while providing critical resources to the Flagstaff community. Examples of our work priorities include:

Adaptation and Management

Monitor, prepare, and plan for the impacts of the changing climate on Flagstaff's local economic, natural, and community resources.

2013 Accomplishments

- Facilitated Resiliency and Preparedness workshops with both the Police and Public Works divisions, resulting in action items for both to incorporate as they plan future budget priorities.
- With grant funding, co-hosted Climate Leadership Academy on Western Water Issues with Intermountain West partners

Energy Efficiency

Increase energy efficiencies in the residential sector and develop long-term energy planning.

2013 Accomplishments

- Distributed rebates for efficient gas water heaters and furnaces, attic insulation, air sealing, and duct sealing to 75 households as part of the Energy Rebate Program.
- Launched the DIY Home Energy Efficiency Initiative, providing energy efficiency kits and education to 85 households.
- 297 households participated in the 6th Annual LED Holiday Light Swap. 1,100 pounds of old, inefficient lights were recycled through the event.

Renewable Energy

Increase municipal renewable energy generation and promote renewable energy and financing models for the community.

2013 Accomplishments

- Installed phase three of our solar energy initiative at Wildcat Hill Wastewater Treatment Plant, Rio De Flag Wastewater Treatment Plant, and the Flagstaff Aquaplex, which will generate 1,344 megawatt hours (MWh) annually.
- Secured low interest financing (2.4%) and APS incentives (\$163,000 annually for 15 years) which will make the project cash positive in its first year.
- Generated 2,626 MWh in renewable energy at City facilities.





Open Spaces

Support the acquisition, management, protection, and conservation of open space as a community asset.

2013 Accomplishments

- Acquired 2,251 acres of conservation land at Observatory Mesa with a \$6 million grant from Arizona State Parks and \$6.9 million voter initiated and approved Open Spaces bonds.
- Over 120 community members attended the Picture Canyon Celebration and participated in seven tours of the Preserve.

Quality of Life

Increase community resiliency and social well-being.

2013 Accomplishments

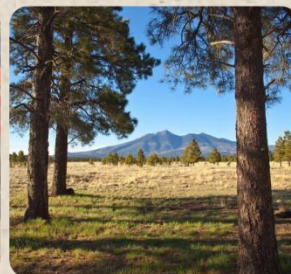
- Hosted 13 free community garden workshops in partnership with Flagstaff Foodlink, providing education on rainwater harvesting, seed saving, and composting, among others.
- 114 community gardeners helped to grow 2,045 pounds of food in 3 community gardens.
- Hosted Flagstaff Earth Day Celebration and Service Projects. 1,600 community members participated in the celebration and 150 volunteers contributed 300 service hours to clean up 60 bags of litter. 15,132 pounds of electronic waste was recycled through a partnership with E-Waste Harvesters.

Recycling and Composting

Increase recycling rates and decrease contamination throughout the municipal organization and community. Provide education in the residential, education, and commercial sectors.

2013 Accomplishments

- Distributed 3,785 new recycling customer informational mailings.
- Provided in person recycling outreach to more than 1,100 community members.
- Collected 4,262 pounds of cell phones, MP3 players, CDs/DVDs, ink cartridges, and batteries at the Main Public Library community recycling collection bin.
- Distributed 720 reusable bags and provided education on single-use plastic bag reduction and recycling to the community at area grocery stores in celebration of America Recycles Day.



Municipal Sustainability Plan

Improve the municipal organization by increasing effectiveness, reducing consumption, and enhancing employee satisfaction.

2013 Accomplishments

- Taught Smart Driver Training to 300 employees and additional employees online in partnership with Human Resources, Risk Management, and Fleet Management to increase driving efficiencies and safety.
- Developed an online reservation system for employees to reserve shared City vehicles. Effective vehicle sharing allows the City to reduce the total number of vehicles in the fleet, saving money and resources.
- Implemented standardized workstation recycling system at City Hall to decrease recycling contamination.
- Provided resource consumption education to 96 employees at 20 new employee orientations.
- Initiated junk mail removal program for City employees in an effort to reduce the number of unwanted mailings.

2013 IN NUMBERS

Energy Rebate Program	75 households served	
Annual estimated savings: \$7,555	Annual estimated energy savings: 7,555 therms	Annual estimated greenhouse gas emissions saved: 83,256 lbs CO ₂ e
DIY Home Energy Efficiency Initiative	85 households served	
Annual estimated savings: \$26,481	Annual estimated energy savings: 300,00 kWh/11,500 therms	Annual estimated greenhouse gas emissions saved: 588,000 lbs CO ₂ e
6th Annual LED Holiday Light Swap	297 households served	
Annual estimated savings: \$1,118	Annual estimated energy savings: 10,644 kWh	Annual estimated greenhouse gas emissions saved: 16,392 lbs CO ₂ e
Renewable Energy	Installed 3 solar energy systems	
Annual estimated savings: \$151,468.80	Annual estimated energy savings: 1,344,000 kWh	Annual estimated greenhouse gas emissions saved: 2,069,760 lbs CO ₂ e
Recycling and Composting Outreach	1,100 community members engaged in recycling and composting education	
Municipal Energy Efficiency	Reduced municipal electricity consumption by 8.5% due to renewable energy generation	
Community Agriculture	114 community gardeners grew an estimated 2,045 pounds of food	
Earth Day 2013	1,600 community members participated in the celebration, including more than 150 community service project participants	
Sustainable Home Tour	180 community members participated in the tour	
Bike to Work Week	32 City employees biked to work 121 times, covering a total of nearly 820 miles	

211 W Aspen Ave Flagstaff, AZ 86001
928.213.2153
www.flagstaff.az.gov/sustainable



Memorandum

7.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Stephanie Smith, Assistant to City Manager
Date: 06/04/2014
Meeting Date: 06/10/2014



TITLE:

Road Repair and Street Safety Initiative

DESIRED OUTCOME:

Discussion Only

INFORMATION:

On June 3rd, Council reviewed possible options for the Road Repair and Street Safety Initiative. The following summarizes the outcomes of the discussion:

- Council is supportive of recommending a sales tax increase to fund repairs to existing street infrastructure (including some sidewalks, curbs, ADA ramps, and bike lane restriping).
- Council is supportive of also recommending a sales tax increase to fund repairs to utilities infrastructure underlying roads that need to be completely rebuilt.
- Council is supportive of ensuring to the public that in addition to improving Flagstaff roads, the City will also commit resources to preserving the investment that improved the road condition.
- Council is supportive of a 20 year term on the sales tax increase.
- Council will defer the decision regarding County revenue sharing idea to the County.
- Council is supportive of ongoing dialogue with Coconino County on their proposed sales tax increase.
- Council emphasized the need for clear and thoughtful messaging as it relates to the City's sales tax initiative and potential County coordination.

As it relates to the above mentioned outcomes, Council directed staff to further explore project alternatives for Option #1 and Option #2 that address their identified priority of repairing existing infrastructure and support the Council's desire for a reduced overall project cost and tax rate. The following project alternatives will be presented for Council consideration:

- Repair roads below 70 OCI rather than all roads
- Fund ongoing preservation target at 50% for a portion of the sales tax term
- Issue debt on an as needed basis and for a portion of the project costs rather than all of project costs

Attached to this staff summary is a breakdown of taxing options as it relates to revenue generation and debt service. Detailed alternatives will be presented to Council at the June 10th meeting.

Other Relevant Information

The renewal of the existing Transportation Tax (expires in 2020) is the preferred opportunity to address community-wide congestion and other capital needs such as installing sidewalks, pedestrian crossings, bus pullouts and bike infrastructure.

Vice Mayor Evans requested an explanation as to why the current options for a sales tax increase include \$15M for utilities infrastructure replacement. First and foremost, the City's practice is to consider the condition of the underlying utility infrastructure when a road is being rebuilt, and replace it should it be needed. Also, water, wastewater and stormwater infrastructure is replaced using the following criteria: age, material and condition of the pipes, history of failures and criticality of the infrastructure. The condition of the road above the utility is not a criterion currently used in Utilities capital replacement program and therefore does not necessitate a priority for replacement. Simply put, Utilities infrastructure priorities are different than Streets priorities. In fact, only six of the 48 segments of water and wastewater lines identified in need of replacement that also exist underneath roads with an OCI below 50 are currently funding in the Utilities Capital Improvement Program.

Attachments: [Tax Options](#)

City of Flagstaff

Sales Tax Rates	1/4 of a cent	3/10ths of a cent	1/3 of a cent
	0.25%	0.30%	0.33%
Per \$100	0.25	0.3	0.33

Annual Revenue	(1)	\$	4,000,000	\$	4,800,000	\$	5,280,000
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20 Years' Revenue	\$	80,000,000	\$	96,000,000	\$	105,600,000
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Total Debt Service Cost for the Amounts as shown below: (2)

\$10,000,000	\$14,716,350
\$20,000,000	\$29,432,700
\$30,000,000	\$44,149,050
\$40,000,000	\$58,865,400
\$53,300,000	\$78,438,146
\$62,300,000	\$91,682,861

(1) Based on 1% equals \$16,000,000. No annual revenue growth assumed.

(2) All debt assumed to be issued at 4% for 20 years